

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 17/01/2018

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, 17 January 2018 at 6:30pm

Kaylene Conrick
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 January 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. Apologise and Leave of Absence

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 Council Meetings held 13 December 2017, ... 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	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Council has received draft <i>Drafting Instructions</i> from the LG Department, currently under review with officers.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	Council will commence community conversation around the by-laws in 2018.

Reconstruction of Finn Road				
16/0208	<p>1. endorse the funding applications for \$4,500,000 to the NT Government Regional Economic Infrastructure Fund for the reconstruction of Finn Road at an estimated total cost of \$4,650,000; and</p> <p>2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising:</p> <p>General Consultancy \$80,000 Project Management (in kind) \$150,000 Infrastructure Reserve \$20,000 TOTAL \$250,000</p>	DIO	21-09-16	Design work near completed. Proposed works likely to start April 2018, weather permitting.
Improvements Berry Springs Waste Transfer Site				
16/0234	<p>THAT Council undertakes the following safety works at the Berry Springs waste transfer site to improve public and staff safety at the estimated costs outlined below:</p> <p>Video surveillance \$9,882.40 1km of new fence & gates \$44,297.00 Improved facilities for staff \$10,000.00 Installation of waste performance boards \$6,000.00 TOTAL \$70,179.40</p>	DIO	19-10-16	Initial works completed. Further facility improvements at Berry Springs and Howard Springs to be decided at conclusion of Waste Strategy. WHS audits are underway for all three WTSS.
16/0252/01	Rating Strategy THAT Council undertakes a review of Council's rating system.	DCCS	16-11-16	Council will initiate Community Engagement regarding rating system in early 2018.

Litchfield Aquatic Facility Needs Analysis Report

17/0036/4	THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	CEO	15-02-17
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Queens Baton Relay

17/0051/05	THAT Council contact NT Tourism and Culture Minister for special grant funding to cover all costs of the Queens Baton Relay and explore opportunities for lasting community benefit.	DCCS	15-03-17	Search for suitable grant funding opportunities continuing.
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Construction of Mobile Workforce Shed, Humpty Doo WTS

1718/019	THAT Council receive and note the report on the status of the \$225,000 grant from Department of Housing and Community Development to construct a Mobile Work Force Shed at the Humpty Doo Waste Transfer Station; and acknowledges the grant extension received from Department of Housing and Community Development and the revised project timelines.	DIO	19-07-17	<p>Tender bids received end Dec 2017, with evaluation in early Jan 2017.</p> <p>An update report on progress will be provided at Feb 2018 meeting given the receipt of tenders in late Dec 2017.</p> <p>The Development Application is expected to be heard at the 16 March 2018 DCA Meeting with construction is planned to be finished by 30 June 2016.</p>
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Elected Member and Meeting Procedures Policies

THAT Council:

- | | | | | |
|----------|---|------|----------|---|
| 1718/099 | <p>1. Adopt the reviewed EM05 Elected Member Benefits and Support policy as attached to report 17/0045, with the addition of an option to request a reimbursement of up to \$50.00 monthly for internet access as an alternative to the device provided by Council;</p> <p>2. Adopt the renamed EM06 Conflict of Interest policy as attached to report 17/0045; and</p> <p>3. Adopt the reviewed EM07 Elected Member Gifts and Benefits policy as attached to report 17/0045.</p> | DCCS | 15-11-17 | Completed – policy updated on Council’s Website and in Policy Register. |
|----------|---|------|----------|---|

Draft Community Engagement Policy, Draft Strategy and Action Plan 2018-2021

THAT Council:

- | | | | | |
|----------|---|-----|----------|---|
| 1718/100 | <p>1. Adopts COR02 Community Engagement Policy;</p> <p>2. Endorses the draft Community Engagement Strategy and Action Plan 2018 – 2021 to be released for public consultation for 21 days; and</p> <p>3. Supports the CEO to trial the HQ Engagement software over the next six months, with a further report to Council at the six-month conclusion, reporting on the trial.</p> | CEO | 15-11-17 | Community Engagement Strategy currently out on public exhibition. |
|----------|---|-----|----------|---|

Restructuring of Council Committees

THAT Council:

1. Abolish Howard Park Reserve Committee under Section 54 (5) Local Government Act.;

2. Establishes the Howard Park Reserve Committee with the Terms of Reference, as attached to Report Number 17/0060 (Attachment A);

3. Appoints Gerard Maley, Gerry Wood, Mary DePalma, Stephen McWilliams and Bronte Way for a term of three years to the Howard Park Reserve Committee;

4. Abolish Knuckey Lagoon Reserve Committee under Section 54 (5) Local Government Act.;

5. Establishes the Knuckey Lagoon Reserve Committee with the Terms of Reference, as attached to Report Number 17/0060 (Attachment B); and

6. Appoints Gary Gibson, Shane Walker, Hardy Schimmel, Frances Ricketts, Natalie Bell and Tove Tagell for a term of three years to the Knuckey Lagoon Reserve Committee;

7. Rescind the policy GOV10 Recreational Reserves Committees (Attachment C); and Council authorises the CEO to make editorial changes to the Terms of Reference, as required.

Completed.

Committee members informed of appointment and invite extended to future meetings.

Terms of Reference loaded on Council's website.

Policy GOV10 removed from Council's Website.

1718/101

DCCS

15-11-17

1718/102	<p>Tree Inspection on Council's Recreational Reserves and Thorak</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the report on Tree Inspections on Council's Recreation Reserves and Thorak Regional Cemetery; 2. endorses the proposed Tree Management Program comprising qualified tree risk assessments and works and the development of a Tree Risk Management Plan; 3. approves the allocation of up to \$70,000 from Council's Financial Infrastructure Reserve in the 2017/18 financial year to undertake immediate tree risk assessments on all recreational reserves and Thorak Regional Cemetery; 4. allocates the costs of undertaking a tree risk assessment for Thorak Regional Cemetery to Thorak Regional Cemetery; 5. refers to future budget development processes, the allocation of appropriate funds for tree risk assessments and works on all recreational reserves and Thorak Regional Cemetery; 6. refers the development of a Tree Risk Management Plan to the 2018/19 Budget development process as a new initiative; and 7. endorses the inclusion in recreation reserve agreements of clear roles and responsibilities regarding tree management and tree risk assessments. 	DCCS	15-11-17	<p>Ongoing – due to Contractor availability tree assessments at Freds Pass Reserve were postponed to January 2018.</p> <p>Assessments at all other Reserves and Thorak Regional Cemetery have been booked for the same time resulting in a substantial cost reduction.</p> <p>Tree Risk Management Plan to be considered for 2018/2019 Budget.</p>
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1718/103	GOV01 Policy Framework THAT Council adopts the updated GOV01 Policy Framework.	DCCS	15-11-17	Completed – policy updated on Council’s Website and in Policy Register.
1718/104	GOV04 Whistleblowing THAT Council adopts the GOV04 Whistleblowing policy as attached to Report Number 17/0052.	DCCS	15-11-17	Completed – policy updated on Council’s Website and in Policy Register.
1718/108	Wastewater Dump Point Investigations THAT Council: 1. Continue further investigation into costs and feasibility of establishing a dump point; and 2. Receives a further report on the matter at a future Council meeting.	DIO	15-11-17	Investigation work continuing.
1718/109	Litchfield Council General Election 2017 THAT Council: 1. Enter into a service agreement with the Northern Territory Electoral Commission to pursue Litchfield Council General Election 2017 non-voters; 2. Receives a report at a future Council meeting on the Commissions’ response in pursuing 2017 non-voters; and 3. Writes to the Northern Territory Election Commission to thank the Commission for its report and to continue to work with the Commission leading up to the next General Election to improve voter participation.	CEO	15-11-17	Electoral Service Agreement signed 4 December 2017. NTEC planning to issue a media release 8 December 2017 re City of Darwin and Litchfield Council pursue non-voters.

1718/122	Draft Waste Strategy	THAT Council:	<ol style="list-style-type: none"> 1. receives and notes the Waste Strategy Background and Discussion Paper; 2. endorses the draft Waste Strategy for the purpose of placing the document on public exhibition for a six-week consultation period inviting community comment; 3. receives a further report on community feedback to finalise the Strategy at its May 2018 meeting; 4. write to the Community Reference Group members and thank them for their contribution to the development of the waste strategy; and 5. use extensive community consultation during the six-week period to provide Council with the best results in communicating with the residents. 	CEO	13-12-17	Waste Strategy to go out for community consultation for six weeks.
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1718/123	Accounting Policies	THAT Council:	<ol style="list-style-type: none"> 1. amend the review period of Council policies from three to four years in the GOV01 Policy Framework; 2. rescind policy LC31 Disposal of Assets and LC37 Land Acquisition Disposal Lease; 3. adopt FIN01 Asset Disposal Policy as attached to report in Attachment 1; 4. rescind LC06 Rates Policy; 5. adopt FIN02 Rates Policy as attached to report number in Attachment 2; 6. adopt FIN04 Financial Reserves Policy as attached to report in Attachment 3; 7. rescind LC10 Investment Policy; 8. adopt FIN14 Investment Policy as attached to report in Attachment 4; 9. rescind LC04 Borrowing Policy; 10. adopt FIN13 Borrowing Policy as attached to report in Attachment 5; and 11. authorises the Chief Executive Officer to make editorial changes as requested. 	DCCS	13-12-17	Completed - all policies have been updated in the Policy Register and on Council's website.
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Procurement of Operation and Maintenance Contract for Council Streetlights

THAT Council:

1. authorises the Chief Executive Officer to negotiate with City of Darwin to enter into agreement for City of Darwin to provide selected services from its contract with Top End RACE for operation and maintenance of streetlights;
2. authorises the Chief Executive Officer to enter into a supply agreement with the City of Darwin for operation and maintenance services for streetlights and supply of streetlight luminaires, should negotiations outlined in Part 1 be acceptable; and
3. publish this decision on Council's website.

1718/125

CEO

13-12-17

Abandoned Vehicles Policy

THAT Council

1. rescinds LC18 Abandoned Vehicle policy; and
2. develop a fact sheet on abandoned vehicles for display on Council's website.

1718/129

DCCS

13-12-17

Completed - policy removed from Policy Register and Council's website. Fact sheet to be developed and published on Council's website.

Public Questions

- 18.1 Ms Jennings questioned the location of the proposed Prawn Farm at Gunn Point and whether it conflicts with the second location of the Darwin Port.

DIS

13-12-17

Email sent 21 December 2017



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 January 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: 18/0001
Meeting Date: 17/01/2018
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 14 December 2017 to 17 January 2018.

Summary

Date	Event	Comment
19/12/17	Australia Day Event Committee Meeting	Scheduled meeting to discuss Australia Day celebrations
20/12/17	ABC Grass Roots Program	Regular radio interview
21/12/17	Department of Defence Debrief	Teleconference regarding Aviation Refuelling Project at Robertson Barracks
09/01/18	Australia Day Event Committee Meeting	Scheduled meeting to finalise Australia Day celebrations

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 17 January 2018

13 Reports from Council Appointed Representatives

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

- | | | |
|-----------------|---|--|
| Mayor Bredhauer | - | Howard East Water Advisory Committee |
| Cr Barden | - | AACo Community Reference Group |
| | - | Freds Pass Upgrade Reference Group |
| Cr Salter | - | Howard Springs Reserve Committee |
| | - | Knuckey Lagoon Reserve Committee |
| Cr Simpson | - | Freds Pass Sport & Recreation Management Board |



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 January 2018

14 Finance Report

14.1 Finance Report December 2017



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Council Finance Report – December 2017
Report Number:	18/0002
Meeting Date:	17/01/2018
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 31 December 2017.

Recommendation

THAT Council receives the Litchfield Council Finance report for the period ended 31 December 2017.

Background

A midyear budget review is complete and will be presented to Council at its February 2018 meeting. When this occurs, the budget will be updated to incorporate the remaining allocations and expenditure for all projects carried over from the prior financial year, as well as combining any savings and/or additional expenditure, increased and/or reduced revenues that have arisen since the establishment of the 2017/18 Budget in April/May 2017.

Rates and charges have been applied to all properties with the outstanding budgeted revenue to come from rates & charges relating to future developments and payments of rates in advance. Prior year rates outstanding in December is \$1,500,844, a reduction of \$682,730 from 30 June 2017 has been achieved. Council is currently reviewing the debt collection processes to continually reduce outstanding rates.

Revenue budgeted from User Charges is not expected to reach the target due to reduced usage at Howard Park Reserve, reduction in anticipated property developments and the ceasing of Council's contract with City of Palmerston for resources provided by our Information Services department.

Major expenses for the month of December include the re-sheeting of Unsealed Roads (\$61k), the payment of Shoal Bay Charges for all Waste Transfer Stations (\$50k) and the new ablution block grant to Litchfield Football Club (\$45k).

The capital works program has commenced with road resealing and re-sheeting of unsealed roads well underway. Pending weather, the works are scheduled to be finalised by end of January 2018. Also, the sealing of William and Carveth Road is now complete, along with the supply and installation of Leonino Road safety railings.

Overall, Council is showing a favourable result compared to budget. There is an indication that savings are likely to be achieved mainly due to more competitive contract rates.

Finance Report

December 2017

**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

	2017/18 Budget	2017/18 YTD Actual	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,697,195	9,394,016	9,710,386	13,191	1
Statutory Charges	33,500	28,647	47,750	14,250	2
User Charges	1,217,955	735,017	1,147,698	(70,257)	3
Grants, subsidies & contributions	5,294,974	1,297,767	7,142,106	1,847,132	4
Investment Income	725,000	338,766	725,000	0	
Reimbursements	0	0	0	0	
Other Income	43,000	8,397	49,880	6,880	5
TOTAL REVENUE	17,011,624	11,802,610	18,822,820	1,811,196	
EXPENSES					
Employee Costs	5,973,624	2,562,101	5,922,449	51,175	6
Auditor Fees	41,000	24,792	41,000	0	
Bad and doubtful Debts	0	308	308	(308)	7
Elected Member Expenses	245,787	88,426	245,076	711	
Election Expenses	136,710	124,282	134,312	2,398	
Cemetery Operations	266,500	160,140	293,620	(27,120)	8
Contractors	4,505,358	1,451,339	4,471,448	33,910	
Energy	231,600	74,506	225,600	6,000	
Insurance	223,599	222,493	221,573	2,026	
Maintenance	530,628	221,122	500,628	30,000	
Legal Expenses	173,000	40,815	138,000	35,000	
Donations and Community Support	136,250	106,674	130,250	6,000	
Computer / IT Costs	281,290	182,061	277,605	3,685	
Parts, accessories & consumables	188,000	139,672	190,254	(2,254)	
Professional Services	444,070	191,439	747,203	(303,133)	9
Sundry	384,357	221,835	407,327	(22,970)	10
TOTAL EXPENSES	13,761,773	5,812,005	13,946,653	(184,880)	
RESULT	3,249,851	5,990,605	4,876,167	1,626,316	

Explanations for Variances to Original Budget

Note 1 – Additional income received in Waste Charges applied to properties.

Note 2 – Additional income received from the introduction of Dog Registrations.

Note 3 – Overall decreased revenue as a result of a reduction in developments and subdivisions budgeted for 2017/18, a reduction in the Commercial Waste revenue, ceasing of the Information Services contract with City of Palmerston and the decrease in usage of the Howard Park Reserve.

Note 4 – Additional grants include Finn Road Upgrade Grant, remainder of Anzac Parade Improvement Grant and Streetlight Maintenance Reimbursement granted from NTG.

Note 5 – Other income received to date comprises insurance claim proceeds and fuel tax credits refunds.

Note 6 – Reduction in Employee costs at Thorak Regional Cemetery through staffing trial.

Note 7 - Disputed infringement – Approval granted for reversal.

Note 8 – Increased Cemetery operations expenses including tree risk assessment expenses.

Note 9 – Developer Contribution Plan budget remaining from the 2016/17 financial year and the inclusion of the tree risk assessment program for Recreation Reserves approved by Council.

Note 10 – Increase in sundry expenses offset against other expenditure items within the Works department. In addition to an increase in costs for postage and printing of Reminder Rates notices in line with Council's Debt Collection Policy.

CONSOLIDATED BALANCE SHEET at 31 December 2017

	30 November 2017	31 December 2017	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,126,169	2,262,700	1,136,531
Trade and Other Receivables	4,773,545	3,971,196	(802,349)
Other Financial Assets	21,604,834	20,564,833	(1,040,001)
TOTAL CURRENT ASSETS	27,504,548	26,798,729	(705,819)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	264,184,131	262,788,324	(1,395,807)
Other Non-Current Assets	4,204,447	4,671,521	467,074
TOTAL NON CURRENT ASSETS	268,388,578	267,459,845	(928,733)
TOTAL ASSETS	295,893,126	294,258,574	(1,634,552)
CURRENT LIABILITIES			
Trade and Other Payables	819,489	1,178,820	(359,331)
Provisions	748,008	741,140	6,868
TOTAL CURRENT LIABILITIES	1,567,497	1,919,960	352,463
NON CURRENT LIABILITIES			
Provisions	374,407	384,439	10,032
TOTAL NON CURRENT LIABILITIES	374,407	384,439	10,032
TOTAL LIABILITIES	1,941,904	2,304,399	362,495
NET ASSETS	293,951,222	291,954,175	(1,997,047)
EQUITY			
Accumulated Surplus	36,695,999	34,698,952	(1,997,047)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	13,943,493	13,943,493	-
TOTAL EQUITY	293,951,222	291,954,175	(1,997,047)

Cash and cash equivalents have increased by \$1,136,531 due to the maturity of a term deposit.

Trade and Other Receivables have reduced by \$802,349 from 30 November 2017 due to the collection of both prior year and current year rates. The remaining instalment is due and payable on the 28 February 2018.

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 30 June 2017 ie. Anzac Parade Infrastructure Upgrade, Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the projects commenced 2017/18 financial year.

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 December 2017 current ratio equalling 13.96.

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

$$= \frac{26,798,729}{1,919,960} = 13.96$$

Net Cash Position = $26,798,729 - 1,919,960 = \24.9 million

SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2017/18 rates and charges have been applied to properties and “raised” in Council’s accounts, which is reflected in both Finance and Waste Management year to date revenue totals.













Finance expenses are greater than expected as a result of insurance premiums recognised for the financial year.

Overall expenditures year to date are 42% of the annual budget. As some operational expenditures are not evenly spread across the financial year, the overall spent is reasonable, with major operational road maintenance expenditure to occur in the wet season.

	2017/18 Budget	2017/18 YTD Actual	2017/18 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Council Leadership	0	1,516	1,516	1,516
Finance	8,174,865	7,140,668	8,175,207	342
Information Services	27,500	3,106	3,106	(24,394)
Works	2,467,580	645,326	2,477,184	9,604
Planning	162,430	5,595	93,079	(69,351)
Waste Management	2,986,838	2,860,151	2,984,765	(2,073)
Community	79,500	48,682	74,500	(5,000)
Regulatory Services	34,000	29,147	48,250	14,250
TOTAL REVENUE	13,932,713	10,734,191	13,857,607	(75,106)
EXPENSES				
Council Leadership	1,071,161	540,058	1,073,221	2,060
Corporate	466,900	171,228	466,900	0
Information Services	469,156	238,247	454,156	(15,000)
Finance	1,522,941	884,070	1,537,607	14,666
Works	3,112,938	979,837	3,112,938	0
Planning	609,494	308,032	733,053	123,559
Waste Management	2,828,104	1,034,046	2,782,820	(45,284)
Community	1,285,840	664,921	1,388,438	102,598
Mobile Workforce	1,226,644	441,162	1,226,644	0
Regulatory Services	376,940	166,663	379,848	2,908
TOTAL EXPENSES	12,970,118	5,428,264	13,155,625	185,507
OPERATING RESULT	962,595	5,305,927	701,982	(260,613)

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2017/18. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget to the end of December 2017.

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Comments	
Data Backup – Business Continuity	16,000	0	16,000	Yet to commence	
Private Roads Strategy	30,000	20,037	30,000	Plan in progress	
Feral Dog Program	10,000	0	10,000	Yet to commence	
Promoting Responsible Dog Ownership	10,000	90	10,000	De-sexing event to be held in January 2018	
Southport Progress Association Mira Square	5,000	0	5,000	Yet to commence	
Queen's Baton Relay	10,000	0	10,000	Event in planning stage	
Tree Management	30,000	0	30,000	Rescheduled to commence 15 January 2018 due to contractor availability	
Women's Business Network Meetings	10,000	1,976	10,000	Next meeting to be held 29 January 2018	
Mayoral Robe & Chain	3,000	0	3,000	Purchase in progress	
Asbestos Audits on Reserve Infrastructure	10,000	6,670	10,000	Reports delivered, training to be scheduled	
Meters on Council Bores	15,000	0	15,000	Yet to commence	
Records Management Improvement	51,000	0	51,000	Project reassessed due to initiative by LGANT	
TOTAL	200,000	28,773	200,000		



- On Budget



- Watch Budget



- Outside Budget

Please note, the following initiative from 2016/17 have continued into the 2017/18 financial year:

- Developer Contribution Plan Review is still currently in progress, scheduled to be finalised in 2017/18;

CAPITAL BUDGET POSITION

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

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	1,547,377	511,767	3,771,771	2,224,394	1
Waste Management	13,000	22,542	22,542	9,542	2
Planning	763,409	21,537	375,906	(387,503)	3
Mobile Workforce	30,000	2,495	30,000	0	
TOTAL REVENUE	2,353,786	558,341	4,200,219	1,846,433	
EXPENSES					
Works	3,486,230	523,956	5,712,026	2,225,796	4
Waste Mgt	305,000	124,571	341,991	36,991	5
Mobile Workforce	380,000	0	380,000	0	
TOTAL EXPENSES	4,171,230	648,527	6,434,017	2,262,787	
CAPITAL RESULT	(1,817,444)	(90,186)	(2,233,798)	(416,354)	

Explanations for Variances to Original Budget

Note 1 – Grant income to be received for Anzac Parade Upgrade (\$724k) and Finn Road Upgrade (\$1.5m).

Note 2 – Additional income from interest on HDWTS Special Rates not yet paid from prior years and proceeds from disposal of machinery.










Note 3 – Reduction in expected Developer Contributions due to slow down in subdivisions.

Note 4 – Capital expenditure including Finn Road Upgrade (\$1.5m), remainder of Anzac Parade Upgrade (\$711k) and Freds Pass / Krichauff Intersection property purchase (\$14k).

Note 5 – Forklift purchase carried over from 2016/17 (\$35k) and Stamp Duty on Bobcat in excess of budget (\$2k).

CAPITAL PROJECTS 2017/18 - WORKS

The table below summarises Council's capital works program for the 2017/18 financial year in accordance with the budget and Municipal Plan. Council is continuing to work towards completing projects from 2016/17 financial year and the 2017/18 works program are awaiting the tender process.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16 and 2016/17						
Anzac Parade Upgrade	30/11/2017	<u>2015/16</u> 1,800,000	1,774,394	1,774,394	25,606	 Completed
Freds Pass Road Upgrade	30/04/2018	<u>2016/17</u> 1,220,500	84,750	1,220,500	-	 Final meeting with designers - 16 January
TOTAL		3,020,500	1,859,144	2,994,894	25,606	
Projects commencing in 2017/18						
Road Reseal Program	31/01/2018	2,649,404	54,410	2,403,903	245,501	 In progress
Re-sheeting of Roads	30/04/2018	400,000	355,200	400,000	-	 In progress
Shoulder Widening	31/03/2018	300,000	0	300,000	-	 Yet to commence
Safety Rails – Leonino Road	30/04/2018	100,000	88,937	100,000	-	 Completed
Finn Road Upgrade	30/06/2018	-	62,613	1,500,000	(1,500,000)	 \$1.5m Road Upgrade Grant from NTG — Budget Variation required
William Road – Sealing	15/12/2017	-	162,975	168,369	(168,369)	 Awaiting final invoice
Carveth Road – Sealing	15/12/2017	-	76,996	77,132	(77,132)	 Awaiting final invoice
TOTAL		3,449,404	801,131	4,949,404	(1,500,000)	



- On Budget




- Watch Budget





- Outside Budget

CAPITAL PROJECTS 2017/18 – RECREATION RESERVES

The table below is Council's capital projects for Recreation Reserves still in progress from the 2015/16 and 2016/17 financial years in accordance with the Budget and Municipal Plan.

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16 and 2016/17						
Howard Park Reserve – Scout Roof Upgrade	31/12/2017	<u>2015/16</u> 125,095	121,643	125,095	-	 Final improvement to be made to Scout Hall to

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
						finalise Grant, Grant to be acquitted February Council meeting
Howard Park Reserve – Irrigation Upgrade	31/12/2017	<u>2016/17</u> 20,000	9,392	20,000	-	 Special Purpose Grant – awaiting final invoice
FPR – Improvements	31/12/2017	<u>2016/17</u> 3,000,000	1,792,654	3,000,000	-	 In Progress
TOTAL		3,145,095	1,923,689	3,145,095	-	



- 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 December 2017 and compares the balance to the balance at 30 November 2017.

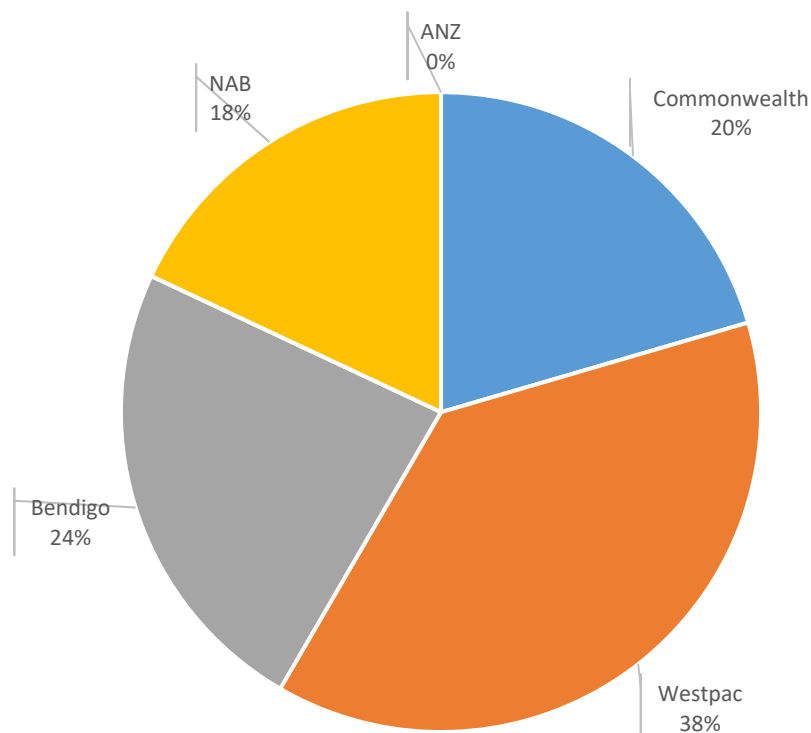
	30 NOVEMBER 2017	31 DECEMBER 2017	VARIANCE	COMMENT
Investments (Incl. Trust Account)	21,186,802	20,146,801	(1,040,001)	Proceeds from term deposit maturity transferred to operating account
Business Maxi Account	605,211	605,451	240	Interest Received
Operating Account	565,281	1,582,146	1,016,865	Term Deposit proceeds received
TOTAL	22,357,294	22,334,398	(22,896)	

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
26/09/2017	1,000,000	120	NAB	2.53%	24/01/2018	8,318
30/03/2017	1,500,000	365	NAB	2.58%	30/03/2018	38,700
27/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
28/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
16/10/2017	1,522,761	182	NAB	2.55%	16/04/2018	19,362
26/05/2017	1,545,533	365	Bendigo	2.65%	20/05/2018	40,957
16/06/2017	2,500,000	365	Westpac	2.55%	16/06/2018	63,750
16/06/2017	1,500,000	365	Bendigo	2.80%	10/06/2018	42,000
17/06/2017	227,003	365	Bendigo	2.75%	17/06/2018	6,243
16/08/2017	1,550,000	365	Westpac	2.66%	16/08/2018	41,230
26/08/2017	1,030,296	365	CBA	2.60%	26/08/2018	26,788
07/09/2017	1,044,927	365	CBA	2.57%	07/09/2018	26,855
21/09/2017	1,500,000	365	CBA	2.61%	21/09/2018	39,150
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
30/11/2017	1,000,000	365	Westpac	2.64%	30/11/2018	26,400
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
30/06/2017	1		Bendigo			Minimum balances in savings account to holding investments
30/06/2017	152		ANZ			
TOTAL INVESTMENTS	20,146,801					491,323

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

Changes made to the FIN04 Financial Reserves policy have now been reflected in the reserve balances.

	Balance at 1 July 2017	Transfer TO	Transfer FROM	Net Movement	Balance at 31 December 2017
Externally Restricted Reserves					
Developer Contribution Reserve	781,571	21,537	-	21,537	803,108
Unexpended Grants and Contributions	4,279,118	-	-	-	4,279,118
Internally Restricted Asset Related Reserves					
Property Reserve	465,472	-	(465,472)	(465,472)	-
Plant and Equipment Reserve	36,683	-	(36,683)	(36,683)	-
Infrastructure Reserve	2,216,026	-	(2,216,026)	(2,216,026)	-
Asset Reserve	-	10,922,989	-	10,922,989	10,922,989
Internally Restricted Other Reserves					
Waste Management Reserve	4,061,952	-	-	-	4,061,952
Election Reserve	25,044	74,956	-	74,956	100,000
Disaster Recovery Reserve	790,388	-	(290,388)	(290,388)	500,000
Strategic Initiatives Reserve	1,287,239	-	(787,239)	(787,239)	500,000
TOTAL	13,943,493	11,019,482	(3,795,808)	7,223,674	21,167,167

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 31 December 2017 is \$43,631 compared to \$24,291 at 30 November 2017, an increase of \$19,340. Mainly as a result of invoiced development fees and Council contracting staff to City of Palmerston to assist with staffing shortfall in Planning.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$2,293	\$3,105	-\$949	\$3,457	\$7,906
Infrastructure	\$20,921	\$2,348	\$0	\$11,356	\$34,625
Recreation Reserves	-\$442	-\$15	\$537	\$1,020	\$1,100
TOTAL	\$22,772	\$5,438	-\$412	\$15,833	\$43,631
% of total sundry debtors	52.2%	12.5%	-1.0%	36.3%	

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 sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$1,592
Debtor on Payment Plan	\$1,556
Final Reminder Letter to be sent	\$1,995
Company under Administration	\$1,462
Final Reminder Letter to be sent	\$910
Statement Re-sent	\$110
TOTAL	\$15,833

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 31 December 2017 Council has 95 infringements outstanding with a balance of \$27,945, an increase of \$2,082 in outstanding infringements compared to 30 November 2017.

	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
Number of Infringements outstanding	99	96	95	97	94	92	95
Balance of Infringements outstanding	\$29,775	\$29,170	\$29,314	\$29,276	\$27,302	\$25,863	\$27,945

Eighty-five (85) infringements have been sent to the Fines Recovery Unit (FRU), nine (9) infringements have been issued recently and one (1) infringement has been placed on-hold under dispute.

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 Territory Debt Collectors to collect rate assessments in arrears. Rates in arrears have reduced by \$89,913 in the month of December.

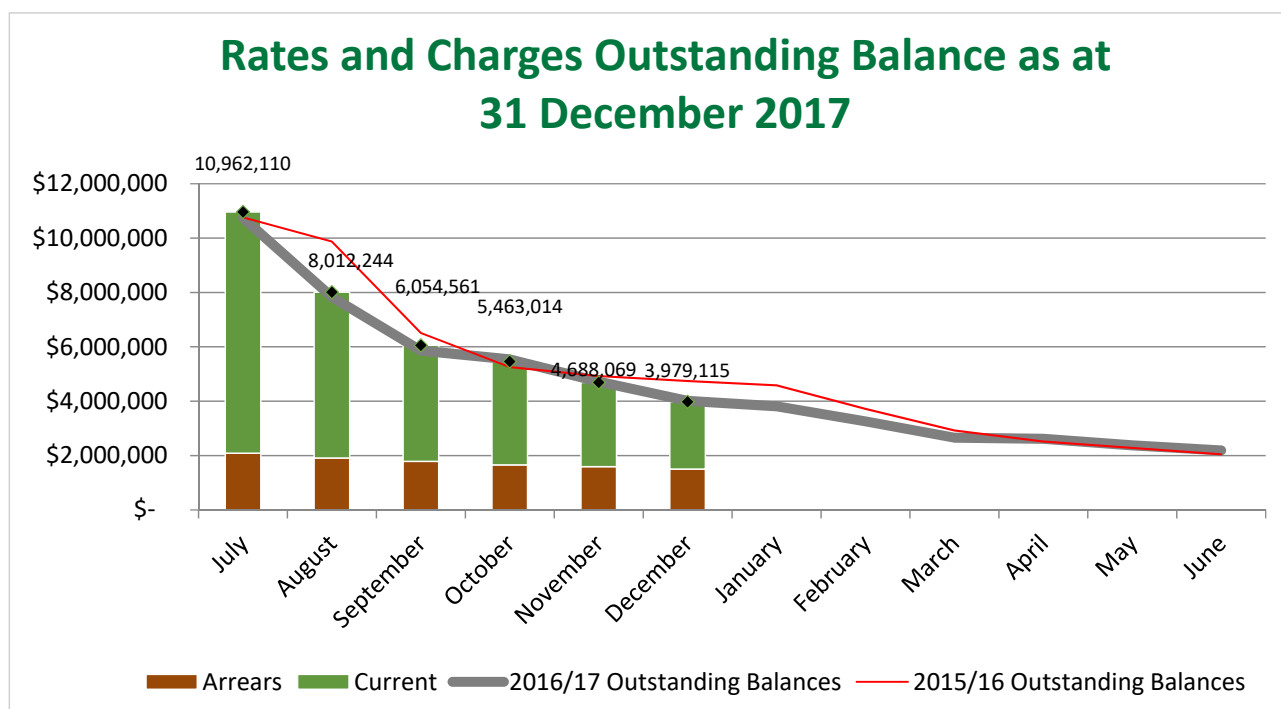
The below table illustrates the split of prior years' outstanding rates:

	BEGINNING OF 17/18 (30 JUNE 2017)	PRIOR MONTH (NOV 2017)	CURRENT MONTH (DEC 2017)	VARIANCE
COMMERCIAL	\$33,747	\$23,950	\$24,561	\$611
MINING	\$50,174	\$50,338	\$51,487	\$1,149
NON-RATEABLE MINING	\$515	\$542	\$0	(\$542)
NON-RATEABLE WASTE	\$21,898	\$19,180	\$18,881	(\$299)
RURAL RESIDENTIAL	\$1,961,673	\$1,443,841	\$1,363,840	(\$80,001)
URBAN RESIDENTIAL	\$115,566	\$52,906	\$42,075	(\$10,831)
TOTAL	\$2,183,574	\$1,590,757	\$1,500,844	(\$89,913)

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

	PRIOR MONTH (NOV 2017)	CURRENT MONTH (DEC 2017)	VARIANCE
INSTALMENT 1	\$389,721	\$360,753	\$28,968
INSTALMENT 2	\$1,070,943	\$577,197	\$493,746






The graph below tracks the total rates owing for the 2017/18 financial year by month and compares outstanding rates to the same time in the previous two financial years i.e. 2015/16 and 2016/17.






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2017/18 Municipal Plan includes a number of KPI's for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		
Current years rates outstanding as at 30 June 2018	<15%		
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio	>1:1		Current Ratio equals 13.96
Asset sustainability ratio	90%		

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in December 2017 are listed in below.

Cheque No	Chq Date	Payee	Description	Amount (\$)
Payroll 12	6/12/2017	LC Staff	Payroll Fortnight ending 6 December 2017	137,204.83
Payroll 13	20/12/2017	LC Staff	Payroll Fortnight ending 20 December 2017	145,948.31
821.930-01	14/12/2017	COLEMAN'S CONTRACTING & EARTHMOVING	RFT119 - Re-sheeting Unsealed Roads	\$61,020.00
823.280-01	21/12/2017	CITY OF DARWIN	Nov 17 - Shoal Bay Weigh Bridge Charges	\$49,807.20
821.374-01	14/12/2017	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 12 & S/Pay (6/12/17)	\$48,051.00
820.1314-01	07/12/2017	Litchfield Football Club	Grant - Construction of new ablution block	\$45,061.00
DD041217	04/12/2017	STATEWIDE SUPERANNUATION PTY LTD	Nov 17 - Superannuation for pays 10 & 11	\$44,280.75
820.268-01	07/12/2017	BYRNE CONSULTANTS	Detailed Survey - Thorngate Rd (Reimbursed)	\$37,791.93
823.158-01	21/12/2017	NT ELECTRICAL GROUP	RFT 150 - Electrical Upgrade Freds Pass Res.	\$32,786.60
823.827-01	21/12/2017	LITCHFIELD GREEN WASTE RECYCLERS	Mulch green waste WTSs	\$28,842.00
823.1175-01	21/12/2017	UNIVERSITY OF TECHNOLOGY SYDNEY (UT)	Library Service Needs Study - Final Report	\$26,655.20
820.1313-01	07/12/2017	EMUNAH INVESTMENT GROUP PTY LTD	Maintenance Bond Refund DP14/0406	\$22,520.26
821.514-01	14/12/2017	VEOLIA ENVIRONMENTAL SERVICES	Nov 17 - Cemetery Rubbish Removal	\$22,134.39
823.87-01	21/12/2017	TOP END LINEMARKERS PTY LTD	RFT 126 - Line marking after reseal	\$16,081.30
823.414-01	21/12/2017	TOTAL EXCAVATIONS	Remove piles of waste from road side / clean drains and repair erosion	\$14,436.40
823.612-01	21/12/2017	CREMASCO CIVIL PTY LTD	Supply and Install Gabbin Rock Cage & Bollard installation	\$12,507.79
821.187-01	14/12/2017	NORSIGN	RFT 125 - Road Signs	\$12,398.17
823.849-01	21/12/2017	WEX AUSTRALIA (PUMA CARD)	Nov 17 - Fuel account	\$11,100.83
DD281117	04/12/2017	WESTPAC CARDS & DIRECT DEBITS	Nov 17 - C/Card Purchases	\$10,877.92
820.409-01	07/12/2017	F & J BITUMEN SERVICES PTY LTD	RFT-127 - Reseal Trippe Road North	\$10,800.00
821.78-01	14/12/2017	POWER & WATER CORPORATION	Water - MWF Swipe, HPR, WTSs, LCO	\$9,936.76
820.414-01	07/12/2017	TOTAL EXCAVATIONS	Repairs to car park at H/Doo School / Clean drains, inverts & culverts	\$9,834.00
820.1099-01	07/12/2017	DAVE'S MINI DIGGA HIRE	Clean out both sides of culverts, inverts and drains	\$7,920.00
823.596-01	21/12/2017	AREA9 IT SOLUTIONS - HARDWARE	Service Requests, Service Agreement for Dec 17 & CISCO Smartnet Router	\$7,862.98
820.1065-01	07/12/2017	Mrs M H BREDHAUER	Nov 17 - Mayor Allowances	\$7,747.71
823.1253-01	21/12/2017	Craig Burgdorf	Fit new model high speed shaft to loader / Kubota sked steer – radiator damage repair	\$7,356.57
820.1159-01	07/12/2017	Octief Pty Ltd	Asbestos Survey on LC Reserves	\$7,337.00
823.926-01	21/12/2017	JACANA ENERGY	Nov 17 - Power bill H/Doo & H/Springs WTS / LC Office / KLR / MWF / HPR	\$6,671.04
823.162-01	21/12/2017	CIVICA PTY LTD	Civica Licence – January 2018 and Civica Support - October 2017	\$6,635.27

821.596-01	14/12/2017	AREA9 IT SOLUTIONS - HARDWARE	Replacement PC for HSWTS & Chambers / 6 x SSD updates / Nov 17 Call centre jobs	\$6,500.12
821.162-01	14/12/2017	CIVICA PTY LTD	Dec17 - Authority Program, Licence Fee	\$6,240.64
820.1297-01	07/12/2017	SS Auto Electrics	On-site electrical repairs to Tractor	\$6,017.25
820.971-01	07/12/2017	MUGAVIN CONTRACTING PTY LTD	Supply a traffic diagram & gap kerbing	\$5,815.00
821.612-01	14/12/2017	CREMASCO CIVIL PTY LTD	Remove silt under box culverts	\$5,478.00
821.86-01	14/12/2017	TIO Insurance (Allianz Aust. Insurance))	Excess for Public Liability Claim	\$5,000.00
823.176-01	21/12/2017	ASAP TREE SERVICE	Remove dangerous trees	\$4,818.00
823.1099-01	21/12/2017	DAVE'S MINI DIGGA HIRE	Clean out around the end of cul de sac and culverts	\$4,785.00
821.414-01	14/12/2017	TOTAL EXCAVATIONS	Clean drain & culvert	\$4,752.00
823.1274-01	21/12/2017	Grace Record Management (Australia)	Dec 17 - Records Storage changeover	\$4,653.25
823.850-01	21/12/2017	HUMPTY DOO DEVELOPMENTS PTY LTD	Jan 17 - MWF shed lease	\$4,649.23
820.183-01	07/12/2017	CHRIS'S BACKHOE HIRE PTY LTD	Nov 17 - Thorak, Grave Digging	\$4,488.00
820.1253-01	07/12/2017	Craig Burgdorf	Service on Berry Springs WTS Ute / Hyundai Loader - removed & replaced damage drive shaft	\$4,177.58
823.896-01	21/12/2017	E E MUIR & SONS PTY LTD	Pallet of weed master argo 20ltr drums	\$3,924.80
821.14-01	14/12/2017	AUSTRALIA POST	Postage of 2017/2018 2nd Instalment Rate	\$3,761.30
823.1053-01	21/12/2017	CSG BUSINESS SOLUTIONS PTY LTD	Nov 17 - Rental charges for LC Photocopier	\$3,691.50
821.170-01	14/12/2017	NT RECYCLING SOLUTIONS (NTRS)	Nov 17 - Empty LC recycle bins & WTSs co-mingle bins	\$3,547.50
821.1099-01	14/12/2017	DAVE'S MINI DIGGA HIRE	Clean out around the end of cul de sac, inverts & culverts	\$3,520.00
820.956-01	07/12/2017	IRONWOOD CONSULTING	Nov 17 - Freds Pass Res Upgrade Project	\$3,093.75
823.1076-01	21/12/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission	\$3,075.17
823.867-01	21/12/2017	ALL ASPECTS RECRUITMENT & HR SERVICE	WTS Temp placement W/E 10/12/17 + 17/12/17	\$2,671.31
820.1064-01	07/12/2017	Mrs C M SIMPSON	Nov 17 - Councillor Allowances	\$2,667.05
820.176-01	07/12/2017	ASAP TREE SERVICE	Cut back trees for mower & road clearance / Remove fallen tree HPR	\$2,590.00
821.971-01	14/12/2017	MUGAVIN CONTRACTING PTY LTD	Slotted Kerbing	\$2,565.00
823.906-01	21/12/2017	WARD KELLER PTY LTD (LAWYERS)	Advice Horsnell Road	\$2,548.26
820.1068-01	07/12/2017	Mr D S BARDEN	Nov 17 - Councillor Allowances	\$2,527.05
821.144-01	14/12/2017	ORIGIN	Thorak - LP Gas November 2017	\$2,354.10
823.1097-01	21/12/2017	DUNBAR, FIONA	Policy and Framework Development Thorak	\$2,250.00
820.1063-01	07/12/2017	Miss K J HUNT	Nov 17 - Deputy Mayor Allowances	\$2,163.50
823.1023-01	21/12/2017	AUSLINE ENGINEERING	Repair jockey wheels, shafts & steps on	\$2,069.10
820.87-01	07/12/2017	TOP END LINEMARKERS PTY LTD	Graffiti Removal – Fairweather Circ.	\$2,000.00
823.506-01	21/12/2017	TURBO'S TYRES	Supply tractor tyre & strip and fit 3 tractor tyres	\$1,936.00
820.1310-01	07/12/2017	Salt Box	Councillor's Christmas Buffet	\$1,900.80
820.1076-01	07/12/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission	\$1,617.31
823.78-01	21/12/2017	POWER & WATER CORPORATION	Water - Howard Park Lot 2177 1/9 to 28/11/17	\$1,561.51
820.1290-01	07/12/2017	Matchez Superannuation Fund (M Salt)	Nov 17 - Councillor Allowances	\$1,547.05

823.132-01	21/12/2017	AIRPOWER NT PTY LTD	30 x 72 inch cutting blades for mower + Dust Cover	\$1,533.18
821.1152-01	14/12/2017	Lane Laser Printers PTY LTD	2nd Instalment - Rates Notices	\$1,451.19
823.560-01	21/12/2017	JOBFIT HEALTH GROUP PTY LTD	Pre-employment medical checks	\$1,389.30
823.806-01	21/12/2017	ZIPPY CLEANING & MAINTENANCE SERVICE	Nov 17 - Cleaning of Litchfield Council	\$1,377.99
823.731-01	21/12/2017	Vocus Communications (Amcom Pty Ltd)	Jan 18 - Supply of Amcom fibre to Litch.	\$1,329.40
823.1265-01	21/12/2017	AECOM AUSTRALIA PTY LTD	Humpty Doo WTS Site Use Review	\$1,320.00
823.43-01	21/12/2017	NT BUILD	LSL Levy - Tender for Various road reseals	\$1,290.00
823.41-01	21/12/2017	ARNO'S TYRE SERVICE	Thorak - 4 Truck Tyres	\$1,183.60
823.367-01	21/12/2017	BUNNINGS GROUP LIMITED	Thorak - Grass Seed, Irrigation Parts	\$1,172.57
821.151-01	14/12/2017	HARVEY NORMAN COMPUTERS/ELECTRICAL	Iphone8 & protective cover	\$1,117.00
820.1131-01	07/12/2017	Reliansys Pty Ltd	Delegations Program 2017-2018 - Local Govt	\$1,105.00
823.1142-01	21/12/2017	OfficeMax Australia Ltd	Stationery, dispensers and paper rolls	\$1,003.28
820.512-01	07/12/2017	SELTHER SHAW PLUMBING PTY LTD	Upgrade to 50mm domestic water main	\$964.25
820.885-01	07/12/2017	HUMPTY DOO DIESEL	Rego inspection on 4 tractors	\$884.00
821.176-01	14/12/2017	ASAP TREE SERVICE	Emergency call - Remove fallen tree	\$880.00
823.3-01	21/12/2017	COMM8 (COMBINED COMMUNICATIONS)	Reprogram comms radios on tractors & truck	\$880.00
822.1318-01	14/12/2017	Miss P J NICHOLS	Rates Refund	\$880.00
820.327-01	07/12/2017	Tiger Contracting (NT) Pty Ltd	Nov 17 - Howard Park Res. Ground Maintenance	\$880.00
823.327-01	21/12/2017	Tiger Contracting (NT) Pty Ltd	Howard Park Reserve Grounds Maintenance	\$880.00
823.1130-01	21/12/2017	Mair's Only Cleaning	Reimbursement - Tissue Paper / HPR Caretaking / KLR Cleaning	\$850.00
823.1129-01	21/12/2017	PR Button	Draft of Councillor Bios	\$847.00
821.560-01	14/12/2017	JOBFIT HEALTH GROUP PTY LTD	Pre-employment medical checks	\$818.40
823.795-01	21/12/2017	Mr D I WARBOYS	Rates Refund	\$800.00
820.1130-01	07/12/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve and clean Knuckey Lagoon Reserve	\$770.00
820.867-01	07/12/2017	ALL ASPECTS RECRUITMENT & HR SERVICE	WTS temp placement W/E 26/11/17	\$760.03
823.189-01	21/12/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Repair croplands spray unit	\$759.73
B Pay185	20/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Holden Colorado CC08CS	\$737.85
B_Pay185	20/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Toyota Hilux - CC51PU	\$737.85
BP#184	14/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - CC08KR Hilux Ute	\$737.85
821.51-01	14/12/2017	SOUTHERN CROSS PROTECTION	Nov 17 - Patrol Service Humpty Doo WTS	\$720.72
823.690-01	21/12/2017	TOTAL HYDRAULIC CONNECTIONS (NT) PTY	Replace leaking hydraulic hose on loader / check auxiliary control valve on Massey	\$714.90
821.988-01	14/12/2017	FENCE MASTERS (NT) PTY LTD	Thorak - Fence repairs	\$605.00
820.1316-01	07/12/2017	Mrs E FULLER	Rates Refund	\$600.00
823.790-01	21/12/2017	BOBTOW TILT TRAY SERVICES	Transport of abandoned vehicles	\$583.00
821.815-01	14/12/2017	JEFFRESS ADVERTISING	2016/17 Annual Report	\$546.88
823.180-01	21/12/2017	AURECON AUSTRALIA P/L	Contribution Plan Review - 3.19% Complete	\$532.13
820.70-01	07/12/2017	LOCAL GOVERNMENT ASSOCIATION NT	LGANT AGM Registration & Meeting Dinner	\$495.00
823.928-01	21/12/2017	RSEA PTY LTD	MWF Protective Wear	\$492.62

823.805-01	21/12/2017	Mrs L B MAVROMATIS	Rates Refund	\$480.00
823.835-01	21/12/2017	OUTBACK AUTO NT (ELECTRICS)	Repairs to mower - not starting	\$473.50
821.867-01	14/12/2017	ALL ASPECTS RECRUITMENT & HR SERVICE	WTS Temp replacement W/E 3/12/17	\$472.56
823.455-01	21/12/2017	MINI-TANKERS AUSTRALIA PTY LTD	Nov 17 - Thorak Fuel account	\$466.86
821.205-01	14/12/2017	SAFE WAY TEST & TAG (David Milner)	Thorak - Test and Tag Equipment	\$423.50
820.806-01	07/12/2017	ZIPPY CLEANING & MAINTENANCE SERVICE	Nov 17 - Cleaning services for the Thorak	\$411.66
BP*184	14/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - CA22XR Bobcat	\$405.60
820.780-01	07/12/2017	ATOM SUPPLY	6 X bow shackles	\$373.17
B-Pay185	20/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Kubota tractor CA22TA	\$357.60
820.326-01	07/12/2017	EYESIGHT SECURITY P/L	Nov 17 - Security and patrol, Thorak Cemetery	\$357.50
823.855-01	21/12/2017	TENDERLINK	Public Tender Advertising	\$345.40
823.134-01	21/12/2017	FIGLEAF POOL PRODUCTS	Thorak - Bi-monthly water test	\$313.80
B-Pay184	14/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration CB60MU Kubota Mower	\$312.60
820.450-01	07/12/2017	HUMPTY DOO VETERINARY HOSPITAL PTY	Vet treatment for impounded dog	\$288.00
820.1142-01	07/12/2017	OfficeMax Australia Ltd	LaserJet printer toner	\$283.99
823.31-01	21/12/2017	TOP END SIGN SALES	Signs for transfer stations	\$280.50
823.1186-01	21/12/2017	Advanced Safety Systems Australia	Dec 17 - ASSA membership WHS subscription	\$273.90
821.126-01	14/12/2017	WATER DYNAMICS (NT) PTY LTD	Irrigation repairs at Howard Park Reserve	\$262.59
821.220-01	14/12/2017	THE BIG MOWER	Thorak - Blades & belt for mower	\$261.10
B*Pay185	20/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Landboss UTV CC51QU	\$260.60
821.3-01	14/12/2017	COMM8 (COMBINED COMMUNICATIONS)	Dec 17 - Tracking System Data Access	\$255.20
820.61-01	07/12/2017	GREENTHEMES INDOOR PLANT & HIRE	Nov 17 - Indoor plant hire	\$233.50
820.1010-01	07/12/2017	A & J REGO INSPECTION SERVICE PTY LTD	Thorak - Mower & Backhoe Roadworthy Insp	\$232.10
821.581-01	14/12/2017	Food'll Do	Catering - Council Briefing 6 December 2017	\$225.00
823.581-01	21/12/2017	Food'll Do	Catering - Council Meeting 13 December 2017	\$225.00
821.1297-01	14/12/2017	SS Auto Electrics	Repair / rewire fuel pod on Isuzu tipper	\$223.50
B#Pay185	20/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration Polaris ATV - CB29ZX	\$219.60
821.508-01	14/12/2017	EASA	Nov 17 - 1 EAP Counselling Session	\$212.96
823.886-01	21/12/2017	Mr R J FREEMAN	Remove tyres from rims at Humpty Doo WTS	\$205.00
00413100	04/12/2017	Berry Springs Primary School	2017/18 Annual School Awards	\$200.00
00413105	11/12/2017	HUMPTY DOO PRIMARY SCHOOL COUNCIL	2017/18 Annual School Award	\$200.00
820.599-01	07/12/2017	WELDING & MAINTENANCE SERVICES NT	Replace curtain rods and weld cracks in	\$200.00
820.1183-01	07/12/2017	Mr D KINGSTON	Reimburse for Fuel 22/4/17 to 28/7/17	\$188.12
823.28-01	21/12/2017	RURAL FIRE PROTECTION	Compliance check MWF fire equipment	\$188.10
823.522-01	21/12/2017	FARMWORLD NT PTY LTD	2 dust boots for tractor airfilter box	\$185.00
823.1143-01	21/12/2017	WorkPro (Risk Solutions Australia	Three police clearance checks	\$181.50
B Pay183	07/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration SV3884 Massey Ferguson Tractor	\$178.60

B Pay184	14/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - SV3127 JCB Backhoe	\$178.60
B.Pay183	07/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration SV3883 Massey Ferguson Tractor	\$178.60
BPay183	07/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration SV3884 Massey Ferguson Tractor	\$178.60
B-Pay183	07/12/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration SV3869 Massey Ferguson Tractor	\$178.60
823.187-01	21/12/2017	NORSIGN	RFT 127 - Road Signs	\$173.25
821.790-01	14/12/2017	BOBTOW TILT TRAY SERVICES	Transport abandoned vehicle	\$154.00
821.941-01	14/12/2017	EVERLON BRONZE	Thorak - 120 x 150mm Plaque	\$151.80
821.874-01	14/12/2017	FIN BINS (VTG Waste & Recycling)	Nov 17 - Clear Howard Park Reserve Bin + LC Office	\$151.67
820.1113-01	07/12/2017	Graphics'Il Do (Leonie Richards)	Develop and design a flyer for the Road Resealing	\$148.50
823.290-01	21/12/2017	AUSTENG ENGINEERING SOLUTIONS	Thorak - Cam followers for cremator	\$139.04
823.49-01	21/12/2017	DEPARTMENT OF LANDS PLANNING & THE	Nov 17 - Title land searches	\$137.00
823.1160-01	21/12/2017	Arnhem Pumps & Irrigation Supplies	Repair pump fault on Kioti buggy	\$136.00
821.282-01	14/12/2017	Ecoflex NT Pty Ltd (Top End Tyre)	Remove tyres from Humpty Doo WTS	\$135.17
820.1160-01	07/12/2017	Arnhem Pumps & Irrigation Supplies	Repair spray unit	\$133.00
821.1103-01	14/12/2017	HASTING DEERING	BSWTS Backhoe - Travel to/from site	\$104.50
821.1181-01	14/12/2017	Odd Job Bob	Install white board in meeting room	\$101.75
822.958-01	14/12/2017	MAINTAIN AV	Thorak - Replace battery on blinds remote	\$99.00
821.876-01	14/12/2017	NT ICE	30 bags of ice	\$99.00
821.1015-01	14/12/2017	NEWSXPRESS HUMPTY DOO	NT Newspaper Supply - 02/10 to 02/12/201	\$96.80
823.220-01	21/12/2017	THE BIG MOWER	Honda G160 pull cord full assembly	\$91.40
821.835-01	14/12/2017	OUTBACK AUTO NT (ELECTRICS)	Tilt tray rescue ford ranger to workshop	\$88.00
820.850-01	07/12/2017	HUMPTY DOO DEVELOPMENTS PTY LTD	Water for MWF shed 5/10 to 2/11/17	\$81.16
821.1294-01	14/12/2017	Clean Fun Pty Ltd (Darwin Laundries)	Wash & fold linen - Council Meetings	\$77.00
823.30-01	21/12/2017	TERRITORY SPRINGWATER PTY LTD	Thorak - 15 Litre Bottle water x 7	\$73.50
821.1130-01	14/12/2017	Mair's Only Cleaning	Cleaning at Knuckey Lagoon Reserve	\$70.00
820.1315-01	07/12/2017	Mrs L Richardson	Refund for Hire of Howard Reserve Oval	\$70.00
820.1133-01	07/12/2017	NT Water Filters	Four bottles of water for reception	\$62.40
821.885-01	14/12/2017	HUMPTY DOO DIESEL	Rego inspection Kubota Tractor	\$55.00
823.1010-01	21/12/2017	A & J REGO INSPECTION SERVICE PTY LTD	Thorak - Polaris rego inspection	\$53.90
820.1245-01	07/12/2017	Rural Rubbish Removal	Nov 17 - Knuckey Lagoon Reserve Rubbish	\$52.80
820.187-01	07/12/2017	NORSIGN	RFT 125 - Road Sign	\$44.00
821.30-01	14/12/2017	TERRITORY SPRINGWATER PTY LTD	Thorak - 4 x 15 Litre bottled water	\$42.00
820.1121-01	07/12/2017	Australian Local Government Womens	New Membership - Cr Simpson	\$30.00
823.1294-01	21/12/2017	Clean Fun Pty Ltd (Darwin Laundries)	Wash, dry & fold linen	\$27.50
823.85-01	21/12/2017	TELSTRA	Mobile enhanced SMS – Testing	\$1.75
TOTAL				\$1,037,445.96

CREDIT CARD TRANSACTIONS

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

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
Kaylene Conrick CEO	3121.355.638	Amnet Broadband Internet connection	61.86	5.62
	W4084.301	CEO Accommodation – LGCOG Conference (incorrect booking, partial refund to be received)	1,500.00	127.30
	3000.350.611	Russell Kennedy Lawyers – Employment Advice	544.50	49.50
	W4468.301	Women's Leadership Symposium – C Simpson	695.00	83.18
	3130.350.500	Key board & iPad cover	139.95	12.72
Deborah Branson Executive Assistant	3150.533.506	Roller blind for staff room	169.00	15.36
	3150.533.506	Furniture for staff room	816.00	74.18
	3020.330.620	Catering Strategic Planning Workshop	45.57	-
	3020.330.620	Catering Strategic Planning Workshop	26.29	2.39
	3400.300.342	Express On-line Training	7.50	-
	3030.350.602	Facebook – Australia Day Rewards	26.23	-
	3020.330.620	Catering Strategic Planning Workshop	106.20	9.65
	3020.330.620	Catering Strategic Planning Workshop	150.00	13.64
	3130.350.515	Farewell Staff Voucher	100.00	-
	3130.350.515	Farewell Staff Voucher	5.95	0.54
	3020.330.620	End of Year BBQ Staff function	153.88	-
	3020.330.620	End of Year BBQ Staff function	35.32	3.21
	3020.330.620	Catering – Council Meeting 13/12	4.15	0.38
	3020.330.620	Catering – Council Meeting 13/12	20.12	-
	3020.340.673	Sympathy Card	6.99	0.64
	3020.330.500	Vision6 – Councillor Bulletin	9.90	0.90
Karina Gates Finance Manager	3130.350.515	Farewell Staff Voucher	105.95	-
	3130.310.644	Accommodation – FINRO Conference	191.78	17.43
	3050.360.344	Sonic Health Plus – Staff Treatment	220.00	-
	3050.360.344	Sonic Health Plus – Staff Treatment / Report	330.00	30.00
David Kingston Director of I & O	W4330.302	Parking – Meeting - Director of I & O	3.30	0.30
	3200.310.644	Accommodation - Conference – Asset Management	464.60	42.24
	3400.305.413	Vehicle Service - Director of I & O	369.95	33.63-
Justin Dunning MWF Manager	3130.350.515	Gas for BBQ	39.95	3.63
	W4231.124	Unleaded petrol	85.90	7.81
	3800.350.640	Charger for phone & iPad	30.00	2.73
	3800.502.401	Chainsaw repairs	85.00	7.73
	3800.350.515	10 Bags of ice	40.00	3.64
Glen Byrnes Waste Manager	3410.350.515	Staff amenities - Milk, Tea & Sugar	26.68	-
	3410.350.515	Staff amenities - Cleaning products	28.25	2.57
	3410.350.515	Staff amenities - Cleaning products	12.04	1.09
	3410.350.508	Safety glasses & gloves	223.61	20.33
	3410.350.515	Staff amenities - Tea	5.00	-
	3410.350.515	Staff amenities – Cleaning Products	19.09	1.74
	W4238.30	Clear Stretch Wrap	130.80	11.89
	W4414.120	2 x Tyres for Ute	465.00	42.27
Vicky Wellman Thorak Manager	W4270.125	Hazard light for mower	51.99	4.73
	W4270.126	Ride on Mower Registration	94.00	-
	W4270.126	Ride on Mower Registration CTP	166.60	15.15
	W4257.131	Ride on Mower Registration Stamp Duty	723.00	-
	23000.375.527	Desk top printer	39.99	3.64
	23000.350.508	Flowers for grave	150.00	13.64
	W3657.120	Oil for equipment	117.62	10.69
TOTAL			8,844.51	676.09

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 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

Wednesday 17 January 2018

15 Officers Reports

- 15.1 Adoption of Community Engagement Strategy and Action Plan 2018-2021
- 15.2 Community and Corporate Quarterly Performance Report Oct – Dec 2017
- 15.3 Infrastructure Services Quarterly Performance Report Oct – Dec 2017
- 15.4 Australia Day Council 2018 Annual Event
- 15.5 National General Assembly 2018
- 15.6 Council Meeting June 2018 – Change of Date
- 15.7 Library Services Needs Council Study
- 15.8 Grant Application & Management Policy
- 15.9 Administrative Review Committee
- 15.10 Audio Visual Attendance at Council Meetings
- 15.11 Chief Executive Delegation
- 15.12 Planning and Mining Report – January 2018
- 15.13 Freds Pass Road Subdivision Place Name Report
- 15.14 Infrastructure Policies
- 15.15 Exceptional Development Permit
- 15.16 Date Change of February 2018 Ordinary Meeting of Council



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Community Engagement Strategy and Action Plan 2018 – 2021
Report Number:	18/0003
Meeting Date:	17/01/2018
Attachments:	Litchfield Council Community Engagement Strategy and Action Plan 2018 – 2021

Purpose

This report presents the draft Litchfield Council Community Engagement Strategy and Action Plan 2018 – 2021 for adoption by Council.

Summary

The Community Engagement Strategy and Action Plan 2018 – 2021 is being presented to Council for adoption following a period of public consultation.

Once adopted, the Community Engagement Strategy and Action Plan 2018 – 2021 will be implemented.

Recommendation

THAT Council;

1. Adopts the Litchfield Council Community Engagement Strategy and Action Plan 2018 – 2021, and
2. Authorises the Chief Executive Officer to make editorial changes to the Strategy and Action Plan, as required.

Background

Council's Strategic Plan 2016 – 2020 comprises four priorities and within those, 20 outcomes that Council has committed to work on. This is underpinned by four enablers, identified as important to Council's success in ensuring Litchfield is the *best place to live in the Top End*:

1. Engage Our Community
2. Good Governance
3. Partnership and Advocacy
4. Modern Service Delivery

At the meeting held on 15 November 2017, Council endorsed the draft Community Engagement Strategy and Action Plan 2018 – 2021 for the purposes of undertaking community consultation. The document was released for public comment on Friday 17 November 2017 for a period of 21 days, with submissions closing on Friday 8 December 2017.

No submissions were received.

No amendments have been made to the draft Community Engagement Strategy and Action Plan 2018 - 2021.

The final version of the document is attached to this report.

Links with Strategic Plan

This report concerns the Strategic Plan 2016 – 2020 Enabler #1 – *Engage Our Community*

Legislative and Policy Implications

There are no legislative or policy implications relating to the adoption of the Community Engagement Strategy and Action Plan.

Risks

Council makes decisions about a diverse range of community needs. To best cater for these needs, transparent and well-managed public engagement helps to better inform Council's policies and their translation into effective strategies, programs and projects.

The real-life experiences of community members can make a valuable contribution to decision-making and an open and deliberative process can enhance stakeholders' perceptions of the credibility of a decision. Conversely, inadequate public engagement can alienate sections of the community and undermine trust, and could result in poorly informed decisions.

Financial Implications

The proposed implementation budget for the Community Engagement Strategy and Action Plan over the four years is \$94,500 plus GST mainly comprising of; an innovative smart system to provide a range of online engagement tools, and a review of Council's website to identify opportunities for interactive functionality and improve flexibility and customer experience.

Community Engagement

The period for public comment for the draft Community Engagement Strategy and Action Plan was placed on Council's website and Facebook page. Hard copies were made available at the Council office and at Taminmin Library.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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



DRAFT

Community Engagement **Strategy and Action Plan 2018-2021**

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Introduction

Litchfield Council is committed to effective community engagement and open and accountable governance. Council is passionate about the future of the municipality; bringing together the needs of the community, our stakeholders and the requirements from government is key to achieving balanced decision-making.

Litchfield Council makes decisions and takes actions that impact upon the community in different ways. Through effective and inclusive community engagement practices, Council looks to capture the vast knowledge, experience and aspirations of our community.

This Strategy will describe how Litchfield Council will engage with the community and acknowledges the desire of Council to share information in keeping with our vision to position Litchfield as the best place to live in the Top End.

Council's Strategic Plan 2016 – 2020 comprises four priorities for our community, and within those, we work on 20 outcomes that we know matter to our communities. This is underpinned by actions taken to ensure an effective and sustainable Council. The Community Engagement Strategy is the key strategy to ensure that we 'Engage Our Community'.

Priority # 1 Everything you need



Roads



Waste



Water



Public Transport



Cleanliness



Drainage

Priority # 2 A great place to live



Social Activity



Culture



Community



Recreation



Animal Control



Sense of Place

Priority # 3 A beautiful natural environment



Protection



Open Space



Weeds



Sustainability



Fire

Priority # 4 A vibrant economy



Economic Development



Local Employment



Strong Local Business



Engage our
Community



Good
Governance



Partnership
and Advocacy



Modern Service
Delivery

Plus: An effective and sustainable Council

Community Engagement Framework

There are two key Litchfield Council documents that guide community engagement.



Community Engagement **Policy**

This is an overarching document that sets the standards of community engagement at Litchfield Council.



Community Engagement **Strategy and Action Plan 2018 – 2021**

This document sets out where we are now and the key activities to achieve our community engagement objectives.

Engage Our Community

We aim to ensure that Litchfield Council's community engagement results in an engaged and connected community contributing to our vision "*Litchfield – the best place to live in the Top End.*"

The implementation section of the Strategy is the Action Plan and this will be assessed and reviewed annually to ensure that community engagement remains focussed and relevant to the Litchfield community and stakeholders.

This Strategy and Action Plan provides a framework and key activities to guide Council to achieve our five community engagement objectives:

- To ensure a commitment by Council Members and staff to engage with the community in a meaningful and appropriate way about decisions that affect them
- To provide a best practice approach in all community engagement activities
- To provide a consistent and flexible process to guide staff in the selection of the most appropriate method and level of engagement for projects or decisions
- To develop and foster an environment of trust and confidence between the community, stakeholders and Council
- To utilise online communication and engagement techniques, complementing traditional engagement methods to create an online Litchfield community of interest.

What is Community Engagement?

Community engagement, or public participation, is defined by the International Association for Public Participation (IAP2) as:

“any process that involves the public in problem solving or decision making and uses public input to make better decisions.”

Community engagement allows community members to actively contribute to Council decisions and actions by creating an environment in which community feedback is embraced and considered.

Community engagement can be both proactive and responsive. Proactive community engagement can include, but is not limited to; how Litchfield Council seeks and uses community input when making a decision, regulatory processes and major projects.

Effective, proactive and responsive community engagement develops relationships, builds capacity, increases community confidence in Council, informs decision making and produces informed action.

Council recognises the importance of a best practice approach to community engagement and is guided by IAP2 which is internationally recognised as leaders in community engagement practices.

Levels of Engagement

The following table provides an overview of the IAP2 Public Participation Spectrum, which guides Council in the development of community engagement activities and the required level of engagement.

Increasing influence on the decision

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	Provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	Obtain public feedback on analysis, alternatives and/or decisions	Work directly with the public throughout the process to ensure that public concerns are aspirations and consistently understood and considered	Partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	Place final decision making in the hands of the public.
Council's promise to the public	Keep you informed	Listen and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	Work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	Work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	Implement what you decide.

When planning community engagement activities, Council will determine the most appropriate level of participation required, depending on the nature and complexity of the activity being delivered. These levels may vary for different stages of the activity.

It is important that Council identifies how projects and activities may impact the community and assess if they have a high risk or are required by law, policy or agreement.

The spectrum shows that the level of participation can differ depending on the goals, time frames, resources and community interest.

Council will plan community engagement activities in a timely and effective manner, assessing their target audience and developing the most suitable tools and methods of communication to encourage a high level of participation.

It is important to note that there are some areas where community engagement activities may not occur. These include, but are not limited to: Ministerial exemptions and health, safety and wellbeing of the community in which Council may need to respond quickly, such as an emergency.

Council also must conform to statutory requirements that may define how Council must engage on certain matters.

We're Listening

In developing this Strategy members of the community, Elected Members and staff were asked what community engagement success would look like.

Success for our community participants would include:

- Accessible, targeted and relevant information
- Evidence that their input is being listened to and enacted upon

Our Elected Members identified success as having a sound process that:

- Actively contributes and adds value to Council's decision making
- Advocates for Council to take action on community priorities
- Is empowered to mobilise community members to make decisions and take action
- Works collaboratively with Council to make shared decisions and implements joint actions
- Is responsive to Council-led projects and initiatives

Our staff identified successful engagement as:

- Having a clear framework
- Being active in the community
- Bringing the community along from the start of projects

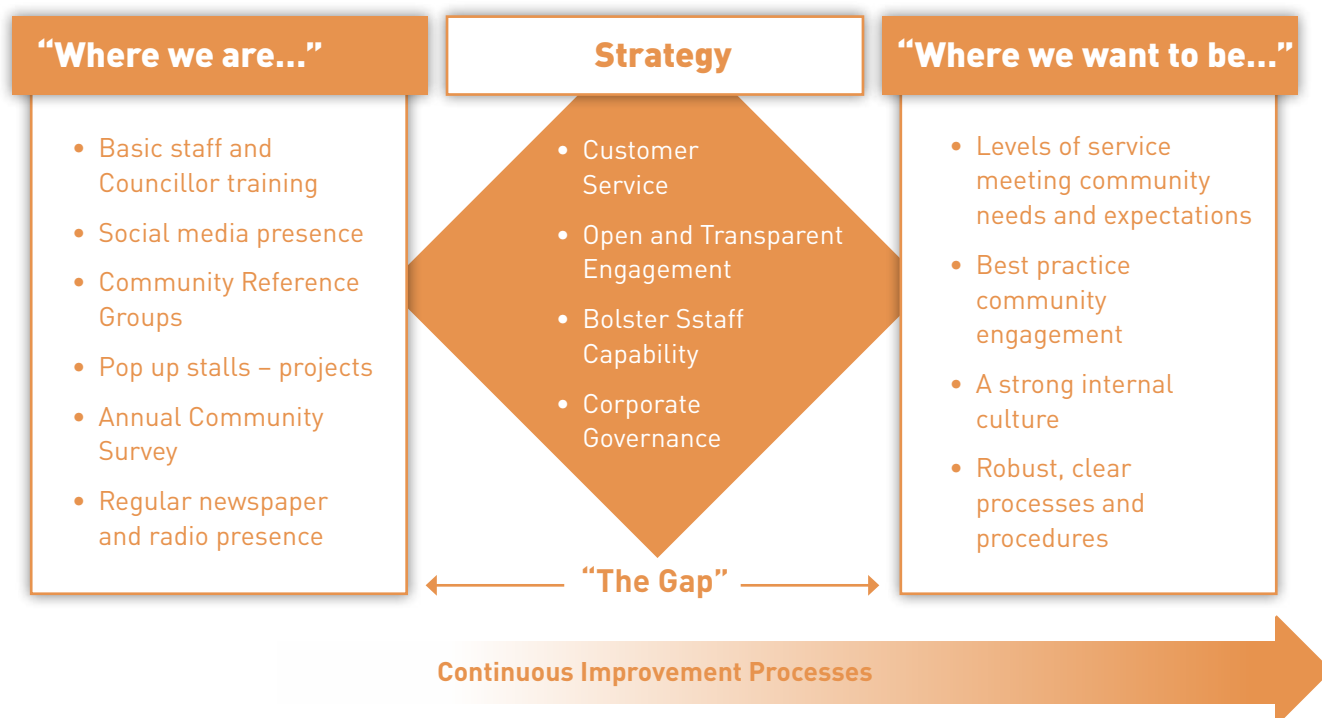
Council understands that to achieve this success we need to have a proactive, positive attitude towards community engagement and provide an open exchange of information between Council and the community.

Feedback to Council also indicated the importance of ensuring robust communication processes to participants on how their feedback is valued, how their input was considered and why the final decision was made.

Our Plan for Success

This Strategy outlines Council's desire to ensure that community engagement opportunities are both created and embedded into daily Council interactions.

We understand our current community engagement practices and where we want the organisation to be. This has helped us to develop the Strategy and Action Plan to guide us to achieving our goals. The diagram below outlines our path to successful community engagement.



How Will We Achieve This?

To achieve our five community engagement objectives, we will focus on the following four key areas:



1 Customer Service

- We will ensure our customer service is responsive and easy to deal with.
- Our community will see us as a trusted service provider who is listening to their needs, available and willing to take feedback.



2 Open and Transparent Engagement

- We will provide access to information so that the community has the opportunity to contribute to and/or understand the decision-making process.
- We value community feedback and will ensure that information is timely and relevant to facilitate sharing ideas and understanding community and stakeholder needs.
- We will show the community how their input has been considered in the outcomes.



3 Bolster Staff Capability

- We will have the right training, processes and resources in place to greatly enhance Council's ability to engage effectively.
- We will develop a coordinated approach to internal communication and promote a culture that is proactive.



4 Corporate Governance

- We will use a combination of representative and participatory democracy, particularly during the development and review of key strategic plans.
- Our community engagement will be guided by the standards developed by the International Association of Public Participation (IAP2).

How We Measure Success

To Litchfield Council, successful community engagement results in an engaged, collaborative and informed community.

We acknowledge that every member of the community will have a different view of what successful community engagement looks like.

Council will measure our community engagement success on an annual basis as indicated below:

Annual Community Survey	Participation Rate	Social Media Engagement
>65%	20%	500+
satisfaction with overall community engagement	increase in feedback submissions	unique engagement clicks on Council's Facebook posts



Community Engagement **Action Plan 2018-2021**

The Community Engagement Action Plan contains key activities to guide Council to achieve our five community engagement objectives.



1 Customer Service

- We will ensure our customer service is responsive and easy to deal with.
- Our community will see us as a trusted service provider who is listening to their needs, available and willing to take feedback.

Action	Details	2018	2019	2020	2021
Develop and implement Customer Service Charter and Standards	A Customer Service Charter and Standards will outline Council's commitment to our community in customer service. Budget \$1000		✓		
Develop a consultation brand	A consultation brand will provide a consistent look and feel across all promotional and communication material that invites our community to participate in Council's engagement activities. Budget \$1000	✓			



2 Open and Transparent Engagement

- We will provide access to information so that the community has the opportunity to contribute to and/or understand the decision-making process.
- We value community feedback and will ensure that information is timely and relevant to facilitate sharing ideas and understanding community and stakeholder needs.
- We will show the community how their input has been considered in the outcomes.

Action	Details	2018	2019	2020	2021
Establish an online smart system to capture data and knowledge about our community to meet community expectations and address need.	<p>We are a small Council, we need smart systems to support us.</p> <p>Implement an innovative one-stop engagement system integrated with Council's website to provide a range of online engagement tools allowing community and stakeholders to provide feedback and contribute online to Council's decision making processes.</p> <p>This online system will capture, collate and aggregate community information, improve feedback opportunities, allow targeted communications and register our residents for focus groups and other opportunities. This system will increase the transparency of our engagement processes by providing information on the final outcome of each project or decision.</p> <p>Budget \$15 000 + GST per annum</p>	✓	✓		
Improve Council's website	<p>Review and upgrade Council's website to incorporate interactive functionality and improve flexibility.</p> <p>Budget - Review \$20 000</p>		✓	✓	
Improve Council's social media activity	Train staff to contribute to real time social media activity to provide our community with 'on the spot' Council updates in the field	✓			
Develop key messages to guide Council's community information	Develop key messages to improve the accessibility of Council's information and communications to our community. Knowing where things fit in and what connects to what assists residents to contribute and provide valuable input.	✓			
Include community engagement plans in Council reports	Summarise community engagement plans in Council reports			✓	✓
Utilise the opportunity of the Annual Report to provide meaningful reporting to our community	Use the Annual Report opportunity to demonstrate strong accountability and public value for our community with trend data and robust reporting.		✓	✓	✓



3 Bolster Staff Capability

- We will have the right training, processes and resources in place to greatly enhance Council's ability to engage effectively.
- We will develop a coordinated approach to internal communication and promote a culture that is proactive.

Action	Details	2018	2019	2020	2021
Train staff to use the International Association of Public Participation (IAP2) framework to engage with our community.	Key staff to complete IAP2 Community Engagement Essentials training Budget \$7700 + GST (up to 25 participants)	✓			
Provide Ongoing Staff Training	Ongoing training provided to staff to increase knowledge of our engagement process and to build internal capacity to deliver robust engagement activities across Council.	✓	✓	✓	✓
Develop Engagement Champions	Executive and other identified staff to complete the IAP2 Community Engagement Certificate to guide and mentor staff responsible for projects and activities. Budget \$3300 + GST (per champion)			✓	✓
Develop and implement a Staff Guide	A Staff Guide – How to develop an Engagement Plan will provide guidance and direction to staff in designing, managing and evaluating successful engagement activities. Budget \$500	✓	✓		
Develop and implement a Community Engagement Toolkit	A Community Engagement Toolkit provides step-by-step practical advice for staff on how to select and use the most appropriate tools in a Litchfield Council engagement. Budget \$1,000		✓	✓	



4 Corporate Governance

- We will use a combination of representative and participatory democracy in the development and review of key strategic plans.
- Our community engagement will be guided by the standards developed by the International Association of Public Participation (IAP2).

Action	Details	2018	2019	2020	2021
Use IAP2 Framework to guide Council's engagement processes	<p>Although Council is ultimately responsible for making final decisions, open and responsible governance is based on a belief that those impacted by a decision have important contributions to make in the decision-making process.</p> <p>The IAP2 framework will guide Council in being clear and transparent about the level of engagement and influence available for different decisions.</p>	✓	✓	✓	✓
Utilise Community Reference Groups to guide the development of key strategic plans	The development of key strategic plans will be supported by the establishment of Community Reference Groups to ensure the inclusion of community perspective.	✓	✓	✓	✓
Use focus groups to improve decision making	Identify opportunities for focus groups to provide valuable community input.	✓	✓	✓	✓
Promote integrated planning	Develop an internal engagement calendar to assist in planning engagement activities to avoid duplication of engagement activities and identify areas where combining community engagements can be carried out to reduce 'community consultation fatigue'.		✓	✓	✓

Contact Us



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COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	Community and Corporate Services Quarterly Performance Report October – December 2017
Report Number:	18/0004
Meeting Date:	17/01/2018
Attachments:	NIL

Purpose

This report presents to Council the Community and Corporate Services Directorate quarterly performance report for October to December 2017.

Summary

This report provides Council with an update of activities by the Directorate Community and Corporate Services against the Municipal Plan 2017/18 including Finance, Rates, Information Technology, Community Development and Governance and Risk.

Recommendation

That Council receives and notes the Community and Corporate Services Quarterly Performance Report for October – December 2017.

Background

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

Finance Department

For the period of October to December the Finance Team has:

- Initiated the development of the 2018/19 Budget.
- Completed the 2016/17 Financial Statements for both Litchfield Council and Thorak Regional Cemetery.
- Prepared an “Expressions of Interest” for the auditing services at Litchfield Council.
- Commenced the Asset Revaluation process in preparation for the 2017/18 Financial Statements.
- Prepared the 2017/18 Budget Review for Council to review at February’s Council Meeting.
- Reviewed the Debt Recovery process for outstanding rates.

2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	On track	To date, full compliance.
Current years rates outstanding as at 30 June 2018	<15%	On track	
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources	>50%	On track	Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio – ability to pay debts when they are due	>1:1	On track	Current Ratio equals 13.96
Asset sustainability ratio	90%	On track	

Rates Department

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

The following summarises Council's action from October to December 2017:

- Second instalment reminder notices were sent early November 2017, with the third instalment reminder notices to be sent during the last week of January 2018.
- Review of the current Debt Collection Agency agreement has been initiated
- Status of all debts currently listed with the external Debt Collection Agency to take further actions (see table below).

The below table illustrates the split of outstanding rates as at 31 December 2017:

	PRIOR YEAR ARREARS	INSTALMENT 1 Due 31/08/17	INSTALMENT 2 Due 30/11/17	INSTALMENT 3 Due 28/02/18	BALANCE
COMMERCIAL	\$24,561	\$13,888	\$20,908	\$74,933	\$134,289
MINING	\$45,524	\$3,777	\$4,216	\$10,197	\$63,714
NON- RATEABLE GENERAL	\$5,963	\$ -	\$ -	\$251	\$6,214
NON- RATEABLE WASTE	\$18,881	\$949	\$921	\$929	\$21,681
GENERAL	\$1,363,840	\$318,034	\$519,969	\$1,370,338	\$3,572,181
URBAN RESIDENTIAL	\$42,075	\$24,105	\$31,183	\$83,447	\$180,809
TOTAL	\$1,500,844	\$360,753	\$577,197	\$1,540,094	\$3,978,889

Rates in arrears has decreased by \$56,560 or 4% compared to the same time last year. The value of prior year arrears rates collected during the quarter was \$285,228. As outlined above, the total prior years outstanding rates and charges as at 31 December 2017 is \$1,500,844.

Rates Debt with External Debt Collection Agency

As of 21 December 2017, Council has 245 Assessments listed with the external debt collection agency. The below table gives an overview of the status of those properties.

Status	Number of properties	Total Debt in \$	Comments
Awaiting Settlement	8	41,738.14	Properties sold, bankrupt, mortgagee in possession
Defaulted Payment Arrangement	15	51,695.24	Awaiting recommendation form Debt Collection Agency for next step
On hold	9	61,004.55	Disputing debt or on financial hardship application
Letter of Demand	1	290.29	Final payment for debt recovery cost demanded

Status	Number of properties	Total Debt in \$	Comments
Making Payments	141	400,626.94	Different payments agreements, under constant review
Recommended Field Call	20	87,649.31	Instruction given to Debt Collectors
Recommended NTCAT	2	16,669.72	Instruction given to Debt Collectors
Paying by Instalment (Court Order)	14	58,744.71	Court order NTCAT set payment agreement
With Bailiff four service	7	43,530.43	Bailiff serving Statement of Claim
Next Step Judgment	28	173,785.98	Instruction given to Debt Collectors

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Dept Sport & Rec	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$3,000,000.00	31/03/2018	In progress
NT Environment Protection Authority	Litchfield Council	Waste Education Flier Grant	\$10,000.00	30/12/2017	Acquittal completed and verified 21/12/2017
NTG Dept Local Govt Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	30/06/2018	Tender applications being assessed
NTG Dept Local Govt Special Purpose	Howard Park Reserve	Howard Park Reserve irrigation	\$20,000.00	30/06/2019	In progress
NTG Dept Education	Litchfield Council	Library Service Needs Study	\$50,000	31/12/2017	Study completed
Federal Gov Stronger Communities Fund	Howard Park Reserve	Kitchen upgrades	\$15,000.00	27/08/2018	Application successful

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Australia Day Council	Lakeview Hall	Australia Day 2018 Community Awards Event	\$2,000.00	31/03/2018	Event planning in process

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Immediate Works Grant	Humpty Doo Bowls Club	Darwin River Diggers	\$45,790.90	31/07/2017	In progress
CBF	Freds Sports & Recreation Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	30/06/2018	In progress, completion date extended
Small community Grant	Livingstone	Design Meeting Rooms	\$9,000.00	31/12/2017	In Progress
Immediate Works Grant	Livingstone	Re-roof and upgrade electrical in original hall	\$49,999.60	31/12/2017	In Progress
CBF	McMinns Lagoon Recreation Reserve	Banners for Major Day Out	\$2,500.00	31/10/2017	Completed
CBF	Berry Springs Recreation Reserve	Re-surfacing of carpark	\$37,407.00	30/06/2018	Resurfacing complete, line-marking to be undertaken mid-January 2018.
CBF	Berry Springs Recreation Reserve	Solar Hot Water System	\$9,247.00	30/06/2018	In progress
CBF	Livingstone Recreation Reserve	Engineering and certification of re-roof to main hall and new storage container	\$8,181.00	30/06/2018	In progress
CBF	Livingstone Recreation Reserve	Relocation of compound	\$9,790.00	30/06/2018	In progress

Community Development

The 2017 Berry Springs Mango Festival included the mango themed Berry Springs Markets on 29 October 2017 and the Mango Ball at Beery Springs Reserve on the 28 October 2017. Council supported the festival via representation on the Event Management Committee and Councillor Barden assisted with MC duties at the Markets. The event was successful with good support from stall holders and community attendance.

Council has executed a Funding Agreement with the Litchfield Football Club for \$45,061.00 for the construction of a new ablution block. Funds form part of the \$3M NT Government Department of Sport and Recreation grant with the user group controlling their project and facility.

The Library Service Needs Study, which incorporated a community survey as targeted engagement, has been completed. Council engaged the University of Technology Sydney Centre for Local Government as consultants utilising funding from a NT Government Department of Education grant. The report has been received and will be presented to Council in January 2018.

In the second quarter of the financial year, Council has provided the following community groups with Community Initiative Program grants:

- \$500 Rural Carols by Candle-Light annual community event.

2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	On track	
Annual Community Grants awarded	6	On track	Total annual grants issued 0. 5 CIP grants issued to date, see list of grants issued in the quarter above.
Community events and programs supported	4	On track	The Mango Festival with Council representation. The Bushcare's Major Day Out at McMinns Lagoon Reserve supported through Council's grants program. Rural Carols by Candle-Light supported through CIP grant and Councillor attendance.

Information Services Department

Over the quarter, the Information Services Department has undertaken a number of activities including:

- ICT Improvement Plan – Council initiative. Completed and authorised by Council. Recommendations to take effect from early 2018.
- NAS backup storage – Council initiative. Project to launch in December for completion in February 2018. Was on hold due to ICT Improvement Plan.
- Records Storage. All archive boxes moved to Grace. Pilot project for archive boxes complete in November 2017. Digital catalogue to be updated from existing documentation and data. Expected to be complete in January 2018.
- Records Management Officer position – Position created and to be re-advertised early 2018.
- Records Management Improvement Project – Council sought quotations for the project and is yet to find best money for value option for the project. Consideration has been given to a project launched regarding Records Improvement by LGANT at the same time.

2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance – Incoming documents entered into the records management system.	<1 Day	In Progress	On track.
Staff using records management system	>80%	In Progress	On track.
Timely Resolution of technology issues. Target timeframes including, Acknowledgment, Resolutions for Urgent, Moderate and Non-Urgent	<1Day, <2 Days, <5 Days, <15 Days	In Progress	On track. Potential Hardware list for replacement for 2018/19 budget on track. Software licence renewals on track for completion.

Governance and Risk Department

Risk Management & Audit Committee (RMAC)

The RMAC met on 10 October 2017. Agenda items included:

- RMAC Performance evaluation – The Committee received the analysis of the results of the evaluation survey. Discussion was had as to the best way to keep Elected Members informed of the activities of the Committee. The Committee resolved to recommend that the RMAC Chair provide an annual update to Council.
- Risk Management Framework – The Committee endorsed the framework, dashboard summary and risk profile methodology developed by JLT for Council.
- Management response to Interim Audit Letter – RMAC were happy with managements response.
- Annual Financial Statements – RMAC provided feedback on the narrative to accompany the statements. The Committee examined the links to the Municipal Plan to include in the narrative.
- RMAC Meeting Schedule – meeting schedule and workplan for 2018.

<i>Meeting</i>	<i>Items for discussion</i>
6 February 2018	<ul style="list-style-type: none">• Review Council response to auditor's management letter• Consider following year internal audits• Review progress on internal audit action plans• Review tender for appointment of external auditor
8 May 2018	<ul style="list-style-type: none">• Review progress on internal audit action plans• Review Fraud protection plan• Review annual external audit plan
7 August 2018	<ul style="list-style-type: none">• Review progress on internal audit action plans• Receive interim audit letter
2 October 2018	<ul style="list-style-type: none">• Review 2017/2018 financial statements• Review Council response to auditor's interim management letter• Review progress on internal audit action plans

- Confidential Items
 - Internal audit on Procurement– update on implementation of recommendations.
 - Project Anthe Forensic Investigation – progress on actions.

Risk Registers & Risk Management Framework

Meetings have been held with managers to progress the development of the risk profiles. Current actions, responsible person and timelines are being provided.

Freedom of Information (FOI)

FOI Manual training to staff to be scheduled in the next quarter.

Leadership Team Meetings

Council's Leadership Team comprises the Executive Team, Managers with staffing responsibilities and Council's three Advisor positions (Governance & Risk, HR and Community Engagement).

Meetings are held monthly with three occurring over the previous quarter – October, November and December 2017. Areas and activities covered over the last quarter include:

- Introduction of HR09 Higher Duties policy
- Importance of Records Management
- Reduction of staff Leave Liability
- 2016/2017 Financial year result presentation
- 2017/2018 Budget development timetable
- 2017 Community survey results
- Introduction of GOV04 Whistleblowing
- Introduction of HR08 Alcohol and Other Drugs policy
- Risk Registers

Council By-laws

Drafting instructions for Meeting Procedure By-laws have been received from the Department of Housing and Community Development (Local Government Division). Considerable work was required to produce instructions that were of an acceptable standard to present to Council.

2017 – 18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DOLG)	100%	On target	Regular review of the checklist undertaken.
Risk Management and Audit Committee Meetings	4 Meetings	On target	2 meetings to date (8 August and 10 October 2017). Next meeting scheduled 6 February 2018.
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	On target	Works Permit Audit completed – management response is being prepared. Internal Audit plan to be developed from risk register.
Governance & Risk Management Framework	Document Complete	On target	Presented to RMAC.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Priority # 3 – A beautiful natural environment

Priority # 4 – A vibrant economy

Legislative and Policy Implications

Not applicable

Risks

NIL

Financial Implications

NIL

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.



COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	Infrastructure and Operations Quarterly Performance Report October to December 2017
Report Number:	18/0005
Meeting Date:	17/01/2018
Attachments:	Nil

Purpose

The Infrastructure and Operations Quarterly Performance Report for the period of October to December 2017 is presented to Council for noting.

Summary

For the period October to December 2017, the Infrastructure and Works Directorate continued with work in progress from the previous financial period and commenced several new initiatives. Notable activities were:

- **Infrastructure**
 - Tenders closed for the Mobile Workforce (MWF) Shed Design and Construct Contract.
 - The annual shoulder repairs and road reseals are 50% completed.
- **Planning**
 - Council provided comments on a consultation paper titled *Building Confidence through Better Planning for the NT – Review, Reframe, Renew*.
- **Waste**
 - Tenders closed for the Waste Transportation Contract.
 - Council signed an agreement in November with TechCollect to operate out of the Humpty Doo WTS.
- **Mobile Workforce**
 - MWF is continuing the slashing and weed spraying program.
- **Regulatory Services**
 - The free dog registration period ended 15 December 2017 with a total number of 2356 dogs registered at end December 2017.
- **Asset Management**
 - A draft Thorak Regional Cemetery Asset Management Plan was developed.
 - Streetlight ownership transferred to Council on 1 January 2018 and arrangements established with the City of Darwin for the maintenance and repair of streetlights.

Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Performance Report for October to December 2017.

Background

The Infrastructure and Operations Directorate comprises a team of 32.97 FTE staff and is responsible for:

- Construction and maintenance of civil infrastructure owned by Council
- Asset management
- Waste management
- Statutory and strategic planning services
- Regulatory services

Infrastructure – Works

Gravel Roads:

- One grading round was completed this quarter.
- The following roads have been re-sheeted:
 - Parkin South Road – 1.5 km
 - Beaumont Road – Unsealed section 4.3km
 - Oxford Road – 600mtrs
 - Whitstone Road Pavement repair due to washout – 98m x 6m wide section

Sealed Roads:

- 64 tonnes of asphalt were used for potholes and edge patching throughout the municipality.
- Upgrade and sealing of William & Carveth Road using period contractors completed, including line marking and signage.
- Bitumen profiling was completed on both Henning Road and Forest Drive using 54 tonnes of asphalt.
- Installation of bollards
 - Hicks Road, and repaired due to vandalism.
 - Corner of Bundy Road and Gamba Road
 - Corner Carveth Road and Cox Peninsula Road
 - Carruth Road
 - Corner of Ridley and Oscar Road
 - Ti Tree Road intersection
 - Trippe Road
- Installation of Kerbing
 - Dougall Court
 - Spencely Road
- Driveway repairs: Approximately 7 driveway accesses have been repaired. This work is ongoing.
- Table drains: Cleaned out, removing built up silt, at approximately 31 locations. This work is ongoing.
- Driveway and Cross Road Culvert cleanouts: Approximately 14 driveway access culverts and cross road culverts have been desilted. This work is ongoing.

Major Projects

- Anzac Parade pavement strengthening and widening – Tender was awarded to Allan King & Sons in June 2017 completed in September 2017. The work is still in the 12-month defect period.
- The Tender for shoulder repairs to various roads prior to reseal was awarded to Allan King & Sons on 21 September 2017 and the work has been completed.
- The Tender for reseals to various roads was awarded to Fulton Hogan on 21 September 2017. Completion has been delayed completion due to other commitments and plant break down. Sixteen roads out of 32 have been resealed.
- Upgrade to Freds Pass Reserve Centre Road – Tender was awarded to Allan King & Sons on 24 July 2017 and is 85% complete.

Key Performance Indicators

Potholes repairs maximum dimension below 300mm, within 5 days
Isolated Pavement failures when damage is below 100mm.

Achieved 100%
Achieved 100%

Mobile Workforce

During this quarter the MWF finalised the maintenance of machines and prepare vehicles for the weed spraying and slashing program.

Litter Collection

Litter collection along the major roads continued ahead of the slashing program, with 53 x 120 litre bags worth of rubbish collected, this doesn't include tyres and other bulkier items.

Signs and Guide Posts

MWF installed or repaired 267 signs and installed 38 guide posts in this quarter. Twenty-two of these repairs were due to vandalism. MWF worked in conjunction with a surveyor to adjust all the creek crossing depth markers to ensure they represent the correct height.

Mowing and Slashing

To date, MWF have completed around 300 kilometres of mowing and slashing with Areas 1 and 5 almost complete. From November, the MWF started the monthly mowing of the Transfer Stations, Coolalinga, the super block at Humpty Doo and fortnightly at Council's office.

Spraying

Round one of spraying is 90% complete. This spraying targeted roadside furniture and spot spraying Gamba on the road verges. The MWF also bulk sprayed 10 of our worst Gamba infested firebreaks and road reserves. MWF will follow up in the next quarter with selective herbicide and continued spot spraying.

Other Tasks

- Various tasks were carried out at Howard Park Reserve and Knuckey Lagoon Reserve. This included a pre-cyclone clean-up of some potential risks.
- A variety of odd jobs from Council's Customer Request Management (CRM) System, internal requests, along with the traffic count program including installing and removing the equipment.

Key Performance Indicators

Slashing and spraying	On target
Litter collection (as required)	Achieved
Signs	75% achieved
Spraying	On target

Asset Management

Asset Management Internal Working Group Meeting

Two meetings were held during this quarter.

Asset Management Plans

A draft Thorak Regional Cemetery Asset Management Plan has been developed and is awaiting up-to-date data from revaluation work completed prior to Christmas, to be finalised for presentation to the Thorak Regional Cemetery Management Board meeting in February 2018.

Asset Management Policy

This policy was developed and adopted by Council (1718/084).

Street Lights Monitoring

At 1 January 2018, the ownership of streetlights was transferred to Council from Power Water Corporation.

A streetlight audit conducted in November 2017 found 51 streetlights in a non-working condition which were fixed by Power and Water Corporation prior to handover.

Asset Revaluation

In October 2017, Council engaged Opteon Solutions to undertake an asset re-valuation of all Council assets, in accordance with legislative requirements.

Opteon staff completed a site visit to inspect the assets in December 2017 with the project expected to be completed in May 2018.

Professional Development

The Asset Management Officer attended a two-day National Local Government Asset Management Conference in Sydney from 6 to 7 December 2017.

Key Performance Indicators

Asset Management Working Group Meeting (minimum 1/quarter)	Achieved 100%
Develop an Asset Management Policy	Achieved 100%

Waste

Council maintains waste transfer stations at Howard Springs, Humpty Doo, and Berry Springs. The following table provides an overview of waste received at these stations for October to December 2017.

Waste Types	Howard Springs	Humpty Doo	Berry Springs	Quarter Total*	Annual 2017/18
Land Fill Waste Shoal Bay (t)	453.43	935.62	398.5	1787.55	3724.26
Batteries (t)	4.36	8.61	2.18	15.15	34.92
Recyclables	0	0	0	0	
Cardboard (m ³)	402	744	333	1479	3057
Cardboard (t)	12.41	23.843	10.611	46.864	88.428
Co-mingle (m ³)	118.3	224	78.8	421.1	875.8
Co-mingle (t)	9.981	18.63	6.327	34.938	69.654
Construction Waste (tonnes)	0	123.37	0	123.37	202.21
Domestic vehicle (vehicles)	17953	19299	0	37252	73691
Green waste ute or trailer (m ³)	849	597	0	1446	2287
Green waste commercial (t)	0	51.22	0	51.22	132.36
Mulch Sales (m ³)	257	417	111	785	1909
Non-Litchfield Residents (users)	9	31	0	40	89
Shoal Bay Deliveries (trucks)	63	93	52	208	442
Scrap Metal (t)	67.5	142.76	63.5	273.76	576.4
Used Oil (litres)	6100	13060	0	19160	36660
White Goods (tonnes)	10.5	16.96	0	27.46	56.02
Wood Mulch Sold (m ³)	14	34.5	0	48.5	798
Crushed Concrete (t)	0	18.5	0	18.5	64.5
Tyres	0	262	0	262	471
Cash for Cans	4.05	4.05	0	8.1	20.45

Comparative Analysis

Waste Types	2015/16	2016/17	2017/18 Estimate	Comparison with 2016/17
Landfill waste Shoal Bay (t)	9,408.02	8,687.81	8,150	6.6% decrease
Batteries (Pallets)	100.33	108.66	80.16	26.2% decrease
Recyclables	0	0	0	NA
Cardboard (t)	173.73	131.38	171.264	30.4% increase
Co-mingle (t)	119.25	221.71	151.30	31.7% decrease
Mulch sales (m3)	3885.5	4,311	4713	Fully sold
Scrap metal (t)	1,219.42	1,188.79	1,299.24	9.3% increase
Used oil (L)	5,1154	53,893	81,000	Significant increase
White goods (t)	108.6	105.3	130.2	23.6% decrease

Key Performance Indicators

Waste tonnage to Shoal Bay less than 10,000 tonnes

Achieved 100%

Planning

Statutory Planning

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

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

Application Type	Received	2017/18
Animal Boarding	0	0
Change of Use	0	0
Clearing of Native Vegetation	0	0
Consolidation	0	0
Educational Establishment	0	0
Excavation and Fill	0	0
Extension of time	0	0
Home Occupancy/Contracting	0	0
Independent Unit	1	2
Industry	0	0
Medical Centre	0	1
Multiple Dwelling	0	0
Office	0	0
Other	5	11
Restaurant	0	0
Service Station	0	0
Shed	2	2
Shop	0	0
Shop and Office	0	0
Shop, Office and Restaurant	0	0
Showroom Sales	0	0
Single Dwelling	2	6
Subdivision	3	6
Subdivision and Consolidation	0	0
Undefined Use	0	0
Unit Title Subdivision	2	2
Variation	0	0
Warehouse	0	0
Total	15	30

Notable statutory planning issues during the quarter were:

- Development Application for a subdivision to create 13 lots in 5 stages at 205 Lowther Road, Virginia.
- Development application for the Prawn Hatchery as part of Project Sea Dragon. The development is to include 2 x 3 bedroom single dwellings in 2 x single storey buildings as manager's residences.
- Development application for the development of a crocodile farm in four stages on Warren Road, Lambells Lagoon.
- Exceptional Development Permit, which is noted in the 'other' section of the above table, for a proposed recreational land-based fishing facility within an Interim Development Control Order area (IDCO No. 22).

Strategic Planning

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

Application Type	Received	2017/18
Rezoning	1	2
Planning Scheme Amendment	0	1
Other	0	0
Total	1	3

Notable strategic planning issues during the quarter were:

- Rezoning from Zone R (Rural) to Zone RL (Rural Living) on Finn Road.

Mining Leases and Permits

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

Application Type	Received	2017/18
Mining Lease	1	4
Mining Permit	1	17
Other	0	0
Total	2	21

Other notable planning and development matters:

- The Department of Infrastructure, Planning and Logistics is consulting on the current NT Planning System and has released a consultation paper titled “Building Confidence through Better Planning for the NT”, on which Council has provided comments.

Key Planning Performance Indicators

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

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

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

Customer requests	Oct-Dec 2016	Jul-Sept 2017	Oct-Dec 2017	Total 2017/18
Dogs at large	90	87	89	176
Dog menacing animals	1	5	2	7
Dogs attacking animals	17	16	16	32
Lost Dogs	39	41	46	87
Dogs menacing people	6	7	5	12
Dog attacking person	0	4	3	7
Nuisance barking	3	23	3	26
Trap requests	2	5	6	11
Other	0	5	3	8
Feral dogs	1	0	0	0
Deceased dog (removal)	1	2	3	5
Abandoned vehicles	-	3	11	14
Total	160	198	187	385

Impounded Dogs	Oct-Dec 2016	Jul-Sept 2017	Oct-Dec 2017	Total 2017/18
Released to owner	54	48	45	93
Transferred to PAWS	19	23	16	39
Transferred to RSPCA	6	11	2	13
Euthanised	1	6	4	10
Total Impounded	80	88	67	155

Free Microchipping

Council provided free microchipping for the month of November, with a total of 102 dogs microchipped for free.

Dog registration

Council's new dog management by-laws came into effect in July 2017 with a great response to the requirement for dog registration. For this quarter, 1,089 dog registrations were processed, bringing the total number of registered dogs to 2,356. Of that number, 97 of those dogs were registered for life.

Key Performance Indicators

Number of dogs registered >5000 (annual) 1250 (qtr)	Target not met this quarter
Investigations completed within 14 days, 90% required	Achieved 100%
Responsible Dog Ownership educational/promotional material developed and published	Achieved 100%

Dog awareness education program delivered to >2 primary schools per year

On target

Animal Management Plan developed

Not yet completed

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Priority # 3 – A beautiful natural environment

Legislative and Policy Implications

Not application to this report.

Risks

Not application to this report.

Financial Implications

Not application to this report.

Community Engagement

Throughout the reporting period, Council staff engaged with residents and businesses through a range of forums and as required.

Recommending Officer: **Wendy Smith, Acting Director Infrastructure and Operations**

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

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



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	NT Australia Day Council 2018 Annual Event
Report Number:	18/0006
Meeting Date:	21/06/2017
Attachments:	Nil

Purpose

To inform Council of the Northern Territory Australia Day Council 2018 Annual Event – *An Evening with Samuel Johnson* and to seek Council support for the Mayor and Deputy Mayor to attend and gauge further Elected Member interest.

Summary

The Australia Day Council of the NT is a not for profit organisation dedicated to assisting communities across the NT ensure the spirit of Australia Day is enjoyed by all Territorians.

Each year in January, the NT Australia Day Council holds its annual fundraising event. As with every other year, Council is invited to attend at a cost of \$250 per person. Over the years the number of Elected Members attending has ranged from all members (in 2016) and the CEO, to the Mayor and Deputy Mayor. The cost of Council members attending is covered by Council.

This report recommends that the Mayor and Deputy Mayor attend at a Council cost of \$500 and seeks broader interest from other Elected Members.

Recommendation

THAT Council

1. approves the purchase of two tickets for the Mayor and Deputy Mayor to attend the Australia Day Council 2018 Annual Event – *An Evening with Samuel Johnson*;
2. approves the purchase of (number) tickets for Crs (name) to attend; and
3. receives a report on the event at its February 2018 meeting as part of the Mayor's Monthly Report.

Background

The Australia Day Council NT Inc. was established in 1986 as a community based, not for profit organisation. While closely aligned to the Northern Territory Government and National Australia Day Council as well as other Australia Day councils in other states and Territories, it operates as an independent body responsible for our own management, events and activities, finance and governance

The NT Australia Day Council's key fundraising activity is an annual event held each year in January. The 2018 Australia Day *Evening with Samuel Johnson* will be held on Saturday 27 January 2018 at the Darwin Convention Centre. The Mayor, Councillors and CEO have all been invited to attend at a cost \$250. Partners are also invited however partners' attendance would not be funded by Council.

Funds raised from the annual event and other fundraising activities support a range of community programs including Student Citizen Awards, Fun Runs and local government Australia Day events. Council is provided with a grant of \$1,000 each year to assist with our own Australia Day event.

In December 2016 Council approve the purchase of up to four tickets for the Elected members and staff to attend the 2017 Australia Day Black Tie Ball.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

The cost to attend is \$250 per person.

The total cost to support the purchase of four tickets would be \$1,000.

The cost to support the Mayor and Deputy Mayor attend would be \$500 (two tickets).

Council's 2017/18 Budget *Civic Function – Other Activities* budget has an allocation which could be used to cover the cost of Elected Members attending the function.

Community Engagement

Nil.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	2018 National General Assembly of Local Government
Report Number:	18/0007
Meeting Date:	17/01/2018
Attachments:	Nil

Purpose

The purpose of this report is to seek Council endorsement for the Mayor and Chief Executive Officer to attend the 2018 National General Assembly of Local Government in Canberra in June 2018.

Summary

The Australian Local Government Association (ALGA) holds a National General Assembly of Local Government at the National Convention Centre in Canberra each year. Mayors and Chief Executive Officers from councils across Australia attend this annual event with some councils supporting several elected members to attend from the one organisation.

Recommendation

THAT Council:

1. notes the upcoming 2018 National General Assembly of Local Government in Canberra from 17-20 June; and
2. approves the Mayor and Chief Executive Officer attending the event.

Background

The ALGA holds a National General Assembly each year. This year, the Assembly will be held in Canberra from 17-20 June 2018. As part of the National General Assembly, each year on the Sunday, a regional development forum is held. This year the 2018 Regional Cooperation and Development Forum will be held on Sunday 17 June 2018.

The purpose of the National General Assembly is to bring together delegates from Local Government to debate issues of national significance to Local Government. It provides an opportunity for local councils to develop and express a united voice on core issues affecting their communities, with access to influential federal government decision makers at both the political and departmental level.

As well as providing planning sessions and workshops, the National General Assembly provides an opportunity for councils to put forward motions for debate. As such, a significant component of the Assembly involves discussion, debate and voting on motions which are submitted by councils.

The theme of the 2018 NGA is Australia's *Future Make It Local*. The program will focus on how councils, often working in partnership with other levels of government, or the private and not-for-profit sectors, are shaping the future and responding appropriately to the challenges ahead.

Links with Strategic Plan

1 – Effective Leadership in Governance

Legislative and Policy Implications

Not applicable to this report.

Risks

There are no identifiable risks.

Financial Implications

The cost of attending the NGA is estimated to be \$3,461.00 per delegate comprising the following:

- | | |
|---|-----------|
| • Early Bird Registration | \$929.00 |
| • Regional Development Forum | \$245.00 |
| • NGA Dinner | \$130.00 |
| • Accommodation (4 nights' accommodation) | \$1040.00 |
| • Flights | \$967.00 |
| • Incidentals (taxis etc.) | \$150.00 |

The 2017/18 Budget provides for the Mayor and Councillors (Members Courses Seminar & Conference Registrations) and the CEO (Courses Conferences & Seminars) to attend this type of local government event.

Community Engagement

Nil.

Recommending Officer: **Kaylene Conrick, Chief Executive Officer**

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

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



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Council Meeting – June 2018 – Change of Date
Report Number:	18/0008
Meeting Date:	21/06/2017
Attachments:	Nil

Purpose

This report seeks Council approval to reschedule the date for the June 2018 Ordinary Council Meeting.

Summary

The Australian Local Government Association's annual National General Assembly will be held on 17-20 June 2018 with the Mayor and Chief Executive Officer expected to attend (refer to Item 15.6).

Deputy Mayor Councillor Hunt will also be on a Leave of Absence from 17-20 June 2018. Therefore, this report seeks to change the date of the Ordinary June Council meeting from 20 June to one week later on 27 June 2018, commencing at the usual time of 6.30pm.

Recommendation

THAT Council

1. change the Ordinary June Council Meeting scheduled for Wednesday, 20 June 2018 to Wednesday, 27 June 2018 commencing at 6:30pm; and
2. Place a notice in the NT News, on the Council website, on social media and at the Council offices advising the public of the changed meeting date.

Background

At the September 2017 Council resolved as follows:

THAT Council:

1. *pursuant to Section 58(3) of the Local Government Act, commencing in October 2017 will hold its ordinary monthly meeting on the third Wednesday each month, commencing at 6:30pm; and*
2. *brings forward the December 2017 meeting to the second Wednesday, 13 December 2017, to avoid holding a meeting in the week leading up to Christmas.*

In terms of legislation, Section 58(i) states that a council must hold a meeting of its members (an ordinary meeting) at least once in each successive period of 2 months.

Links with Strategic Plan

Priority # 1 – Everything you need
Priority # 2 – A great place to live
Priority # 3 – A beautiful natural environment
Priority # 4 – A vibrant economy

Legislative and Policy Implications

There are no legislative restrictions to altering a scheduled Council meeting date.

Risks

There are no legal requirements or implications.

Financial Implications

This matter does not impact on the 2017/18 Budget.

Community Engagement

The change of meeting date will be advertised in the Northern Territory News, on Council's website and social media site and by public notice at Council's reception.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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



COUNCIL REPORT

Agenda Item Number:	15.7
Report Title:	Litchfield Library Service Needs Study
Report Number:	18/0009
Meeting Date:	17/01/2018
Attachments:	A – Library Service Needs Study

Purpose

This report presents to Council the Library Service Needs Study and makes recommendations for the future delivery of library services within the Municipality.

Summary

Council received a \$50,000 grant from the NT Government Department of Education to undertake a Library Service Needs Study to answer the following questions:

1. What library services does the Litchfield community need?
2. Are existing services adequate to this need?
3. If not, what other options are there for the delivery of library services?

Public libraries play a vital role in community building, assist with improving childhood literacy and offer opportunities for social connections and inclusiveness. They support lifelong learning, provide older people opportunities to stay connected and promote economic viability with the community. Libraries are no longer just spaces for books.

The Library Service Needs Study (Attachment A) found that the current service operating from Taminmin College, although a highly valued local library catering for local residents, could not be expected to cater for the broader population given restrictions of location and size.

The Study found that the Taminmin Community Library's existing services are not adequate to meet the community's needs, in particular in reference to:

- addressing childhood developmental vulnerability;
- presenting and fostering engagement in a wide range of family, school holidays and seniors programming;
- promoting digital literacy;
- providing meeting and exhibition space; and
- serving as a referral or access point for residents requiring financial, health or other services.

The Study recommends that Council manages and operates a Litchfield library service commencing with assuming the responsibility for the Taminmin Community Library service and having a longer-term goal to develop a new multi-user facility with sufficient capacity for:

1. early development, digital literacy, school holidays and other programs;
2. meetings and exhibitions;
3. referral to and/or tenancy of services.

This report recommends that Council enter into negotiations with Northern Territory Library (NTL) and undertake due diligence to better understand the implications of assuming responsibility for public library services in Litchfield.

NTL has stated that should Council not be interested in operating and managing a Litchfield library service that the current Taminmin Community Library service is not under threat, however, no expansion of service to better meet community needs is proposed.

Recommendation

“THAT Council

1. receive the Library Service Needs Study;
2. notes the three key recommendations of the Library Service Needs Study;
3. authorises the Chief Executive Officer to enter into negotiations with NTL to investigate funding arrangements for the transfer of the operations and management responsibilities for the library service at Taminmin College to Council;
4. undertakes its due diligence to fully understand the implications of assuming responsibility for a Litchfield library service; and
5. receive a further report on the negotiations and due diligence undertaken in regard to a transfer of the responsibility of the public library service to Council no later than the April 2018 meeting.”

Background

In the absence of a Local Government entity, the Northern Territory Government (NTG) opened Taminmin Library on the College grounds in 1983. Since then, the library has been under management by NTL and funded by the Northern Territory Government. Council has been providing an annual contribution for more than seven years towards the “Litchfield Collection” of \$6,000 and \$4,000 to the Friends of Taminmin Library organisation. The dual usage of the library as community and school library has also seen staffing support from the school.

NTG provides local government entities with library services an operational grant annually to run library services. Library services across the NT are provided by local governments with the exception of Litchfield and Nhulunbuy Community Library, which is not located within a local government area.

In 2016 NT Library, as a result of a commissioned KPMG review of the public library vision for the Northern Territory and associated funding agreements, published *Connected Communities: Northern Vision for Northern Territory Library Public Libraries 2017-2023*. This publication clearly stated that the current Taminmin library services are not adequate for the wider Litchfield population.

Council received a \$50,000 grant from the NT Department of Education to undertake a Library Service Needs Study to assess the current service against the need of the community. Council engaged the University of Technology Sydney (UTS) Local Government Division to undertake the Study, which included a review of literature and data on library services and engagement of key stakeholders and the community.

UTS has delivered a comprehensive report including the analysis of the community survey, which received 109 responses, and the targeted stakeholder engagement.

The report found that current library service is underperforming, with more Litchfield residents being a member of the Palmerston library (1,936) than Taminmin library (1,552).

The Study benchmarked the joint-use Taminmin Community Library against the Australian Library and Information Association (ALIA) Baseline Standard (2016) with the following results:

Description	Baseline Standard	Taminmin Community Library
S5. Collection items per capita	1.7 per capita	1.4 per capita
S6. Age of collection	60% of collection published in last five years	43% of collection published in last five years
S7. Internet computers per capita	5 PCs per 10,000 pop.	1.3 PCs per 10,000 pop.
S8. Membership as a percentage of the population	44%	8.1%
S11. Circulation (loans per capita per annum)	7.3 loans per capita	1.4 loans per capita
S12. Turnover of stock (loans per collection item)	4.4 loans per collection item	1 loan per collection item

The Study found existing service at Taminmin is really a local Humpty Doo library service, highly valued by its current users, who generally reside in the vicinity of Humpty Doo village but could not be expected to provide a library service to the whole municipality due to restrictions of location and size of the service.

The key recommendations made by the Study are as follows:

Phase One: Localisation of Service Provision (6-12 Months)	
1	Litchfield Council to enter into a funding agreement with Northern Territory Library and take carriage of library service provision from 1 June 2018 (after the expiration of current staff contracts).
Phase Two: Review of Service Provision (1-3 Years)	
2	Investigate opportunities to develop a mobile library service.
Phase Three: Development of a New Multi-User Facility (3-5 Years)	
3	Develop a new multi-user facility with its own public entrance, either on the Taminmin College site or as part of a retail hub, with sufficient capacity for: (1) early development, digital literacy, school holidays and other programs; (2) meetings and exhibitions; (3) referral to and/or tenancy of services.

The Study recommends that Council becomes the responsible organisation for a Litchfield Library service by firstly assuming the control and management of the current service at Taminmin College. The timeline is informed by the conclusion of staffing contracts in May/June 2018 and suggests that the beginning of the new financial year in 2018 would be a clean way to assume the responsibility for the service.

Over the next couple of months NTL will enter into a period of negotiating with councils providing library services across the Northern Territory regarding future funding agreements. Should Council decide that it is interested in entering into negotiations with NTL to investigate the cost and operational implications in more detail, it would need to decide to do so now to be considered part of the new funding agreement negotiations.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

As a local government authority, Council has the responsibility (under the Local Government Act) to provide services and facilities for the benefit of its area, its residents and visitors, and to provide for the interests and well-being of individuals and groups within the municipality. Across Australia, library services are considered a municipal service which residents should be able to expect for free.

Risks

The Study found that the Taminmin Community Library's existing services are not adequate to meet the community's needs.

Furthermore, the Study states that stakeholders expressed the need for a library service that meets the needs of the Litchfield community in its entirety, with particular reference to:

- addressing childhood developmental vulnerability;
- presenting and fostering engagement in a wide range of family, school holidays and seniors programming;
- promoting digital literacy;
- providing meeting and exhibition space; and
- serving as a referral or access point for residents requiring financial, health or other services.

Should Council decide not to enter into negotiations with NTL to manage and operate the service, NTL will continue to provide a localised library service to the Humpty Doo area on the Taminmin College grounds. However, Council's ability to address / or influence some of the broader Litchfield challenges would be difficult.

Financial Implications

The financial implications of Council assuming responsibility for the current library service are not known at this point in time. If Council entered into negotiations with NTL and as part of its due diligence, a thorough investigation of the current costs, likely future costs and potential funding arrangements would be explored.

In the short term if Council provided the Taminmin Community Library service, it is highly likely that the financial implications would be minimal. However, it is expected that Council (in providing the library service) would be required to contribute to the cost of a library service sometime in the future. Based on NT benchmarking, which is similar across Australia, Council should expect this to be approximately 33% of the total cost of operating a library service.

Municipality	No residents	Opening hours per week	Total expense 2017/18	Total Funding by NTL 2017/18*	% Council funding	Council funding in \$
Katherine	10,766	32	\$430,000	\$270k	37%	\$160k
Alice Springs	26,823	46	\$1,542,000	\$595k	61%	\$947k
Palmerston	35,000	46	\$1,456,000	\$571k	61%	\$885k

*current funding based on the old Funding Agreement by NTL

The 2016 NTL review included a new draft funding arrangement that is intended to be discussed by Cabinet in the NT Government Budget deliberations in early 2018.

Community Engagement

The Library Service Needs Study included a stakeholder engagement and engagement of the wider community via an online survey. The survey identified that the biggest gaps in service are the After-hours and evening access, provision of books and Computers/WiFi access.

As part of the 2016 KPMG NTL review, a community consultation program was also undertaken.

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.

Library Needs Study

Prepared for Litchfield Council

Executive Summary

The Centre for Local Government at the University of Technology Sydney (UTS:CLG) has been engaged by Litchfield Council to undertake a needs study of library services. The objective of this needs study is to guide Council and the Northern Territory Library in their decisions and allocation of resources for the extension and operations of future library services in Litchfield.

This paper, intended for presentation to the Litchfield Council and NTL, provides a report on the study's findings. As such, it provides:

- Background information (including a review of relevant documents and literature, a demographic analysis, and spatial mapping);
- A review of the current situation (including benchmarking of current services and usage);
- An analysis of the engagement outcomes; and
- Recommendations for expanding library services for Council's consideration.

The study's findings suggest the Taminmin Community Library's existing services are not adequate to meet the community's needs, and there is general consensus as to the issues and best ways forward. Following is a summary of the findings in relation to each of the three aims articulated in the Project Plan:

Aim 1: Identify what library services the community needs

Stakeholders highly value the Taminmin Community Library's existing provision of a friendly and safe place for young people and seniors that fosters positive intergenerational outcomes. Further, they value its function as a hub for the Humpty Doo and rural Litchfield communities, and its local history collection.

Stakeholders have expressed need for a library service (or multi-user service) that meets the needs of the Litchfield community in its entirety, with particular reference to:

- Addressing childhood developmental vulnerability;
- Presenting and fostering engagement in a wide range of family, school holidays and seniors programming;
- Promoting digital literacy;
- Providing meeting and exhibition space; and
- Serving as a referral or access point for residents requiring financial, health or other services.

Moreover, they expressed need for a service with its own public entrance (rather than a shared entrance with the College), and contemporary, relevant collections and up-to-date technologies.

Aim 2: Identify whether existing services are adequate to meet this need

Existing services are not adequate to meet the identified needs, as the Taminmin Community Library does not have:

- Adequate space for the additional services identified;
- Adequate staff capability to deliver the additional services identified;
- Its own public entrance; or
- Contemporary, relevant collections and up-to-date technologies.

Aim 3: If the existing services are not adequate, provide options for the delivery of library services to meet the identified needs

Based on the aforementioned issues and evidence, five recommendations have been devised for Council's consideration. These recommendations have been divided into two sequential phases, reflecting the progression from localising and reviewing service provision to developing a new multi-user facility. A further discussion of these recommendations, including the rationale, implementation considerations and alternative options for each, is provided in section 5 (pp. 38-42).

Phase One: Localisation of Service Provision (6 Months)	
1	Litchfield Council to enter into a funding agreement with the Northern Territory Library and take carriage of library service provision from 1 June 2018 (after the expiration of current staff contracts)
Phase Two: Review of Service Provision (1-3 Years)	
2	Investigate opportunities to develop a mobile library service
Phase Three: Development of a New Multi-User Facility (3-5 Years)	
3	Develop a new multi-user facility with its own public entrance, either on the Taminmin College site or as part of a retail hub, with sufficient capacity for: (1) early development, digital literacy, school holidays and other programs; (2) meetings and exhibitions; (3) referral to and/or tenancy of services

The above recommendations are the product of the collation and synthesis of a large body of information, encompassing demography, Council documents and other documents, academic and practitioner literature, and the outcomes of engagement (including a community survey). This report details that journey, moving from background information, to a discussion of the current situation, an analysis of engagement outcomes, and finally a discussion of recommendations.

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1 Introduction

The Centre for Local Government at the University of Technology Sydney (UTS:CLG) was engaged by Litchfield Council to undertake a needs study of library services. The objective of this study was to guide Council and the Northern Territory Library (NTL) in their decisions and allocation of resources for the extension and operations of future library services in Litchfield. To that end, the study:

- Engaged with the Taminmin Community Library users, non-users and key stakeholders;
- Mapped library services and library opportunities;
- Identified partnership opportunities; and
- Investigated options for expanding library services.

Through the inception process, the following agreed aims, guiding principles, and outcomes of the study were determined:

- **Agreed Aims**
 - Identify what library services the community needs;
 - Identify whether existing services are adequate to meet this need; and
 - If the existing services are not adequate, provide options for the delivery of library services to meet the identified needs.
- **Agreed Guiding Principles**
 - Engage and consult with a wide range of stakeholders throughout the study; and
 - Respond to the needs and aspirations of both current the Taminmin Community Library users and future prospective library users.
- **Outcomes**
 - The study will assist Council and NTL to understand current and future need for library services;
 - The study will provide options in relation to models to deliver expanded library services, if required;
 - The study will provide a robust evidence base for seeking funding for the development of a new library facility in Litchfield, if required; and
 - The study will provide an analysis of the viability of the existing library service at Taminmin College.

This paper, intended for presentation to the Litchfield Council and NTL, provides a report on the study's findings. As such, it provides:

- Background information (including a review of relevant documents and literature, a demographic analysis, and spatial mapping);
- A review of the current situation (including benchmarking of current services and usage);
- An analysis of the engagement outcomes; and
- Recommendations for expanding library services for Council's consideration.

The UTS:CLG team for this project comprised: Professor Roberta Ryan, Project Director; Simonne Johnston, Project Manager; and Dr Chris Budhan, Project Consultant.

2 Background

2.1 Overview of the Taminmin Community Library

The Taminmin Community Library was opened at what was then Taminmin High School in 1983. In the absence of a local government at the time, the Northern Territory Government operated the service through NTL, a situation that has continued to the current day.

The Library is a joint-use school/community library. Most staffing is provided by NTL, with Taminmin College providing some staffing during school hours. Notably, there is currently no formal agreement in place between Taminmin College and NTL, nor between the NTL and Litchfield Council.

The Library provides a broad range of services, including:

- A collection comprising books, audiobooks, large print, magazines, newspapers, videos, DVDs and music CDs;
- The Litchfield local history collection;
- Computers and free wireless internet;
- Photocopying, printing and scanning;
- Children's activities, including nurserytime and storytime;
- Senior's morning tea activities, featuring guest speakers;
- Access to eResources via NTL consortia; and
- Access to housebound services.

2.2 Litchfield Council 2016-2020 Strategic Plan

Litchfield Council's *Strategic Plan 2016-2020 – Reviewed 2017 (2017)* includes the outcome "The provision of Library Services meets community needs" (p. 18) under the second priority, "A great place to live" (p. 18). It indicates that Council's role in this outcome is advocacy (and not service delivery, community engagement, revenue/fund, regulations, or partnering).

2.3 Litchfield Council 2017 Community Survey Report

The Litchfield Council *2017 Community Survey Report* (True North Strategic Communication, 2017) does not include any questions relating to library or communities. **Most respondents rated the Council's overall performance positively** (6% as excellent, 48% as good, and 38% as average); and **most indicated that they are proud to live in the area** (85% indicated that they are proud or somewhat proud).

Further, most respondents rated Council's ability to keep residents informed about local issues, projects and events as excellent or good (38%) or average (41%). When asked how they would like to be kept informed, 65% indicated that their preferred channel is social media, 43% email, 37% website, and 28% posters on community noticeboards.

2.4 Litchfield Survey Responses for the Connected Communities: Vision for Northern Library Public Libraries 2017-2023

An NT-wide survey was conducted as part of the development of the *Connected Communities: Vision for Northern Library Public Libraries 2017-2023* (NTL, 2017), and completed by 73 Litchfield-based respondents. UTS:CLG has analysed the comments using open coding (see Appendix A), identifying the following key themes:

- **Maintenance of existing strengths (n=57):** Many respondents expressed the view that the Taminmin Community Library is of exceptional public value, with particular reference to its staff, programs, local collection, and function as a local community hub. They seek the maintenance of these existing strengths.
- **Continuance (n=14):** Related to the previous theme, several respondents expressed concern about the potential closure of the Taminmin Community Library, and urged its continued existence.
- **Expansion of facility (n=50):** Many respondents indicated that the current facility is inadequate due to space and parking limitations. They requested the expansion of the facility to reduce crowdedness and noise, increase parking and accessibility, and allow for a wider range of activities and events.
- **New facility (n=16):** Related to the previous theme, several respondents advocated for a new, purpose-built library for Litchfield. They indicated that the growth of the Taminmin College, combined with the growth of the community, has given rise to an overcrowded facility that is meeting the needs of neither the College nor the broader community. Some of these respondents recommended a new, multi-purpose facility encompassing a library and other community amenities and services; and some recommended a new facility on the same Taminmin College site as the current facility.
- **Expansion of collection (n=49):** Many respondents indicated need for expansion of the Library's collection, with particular reference to fiction and recent publications.
- **Expansion of digital services (n=34):** Many respondents indicated need for expansion of the Library's digital services, specifically: an increase in both the quantity and quality of computers; faster internet service; more power points for laptops, and new and emerging technology (e.g. 3D printers).
- **Expansion of program (n=30):** Many respondents requested expansion of the Library's program, with particular reference to children's activities, senior's activities, computer classes, and lifelong learning opportunities generally.
- **Increased community engagement (n=16):** Respondents acknowledged the Library's important role as a local community hub for residents of all ages, backgrounds and abilities, and urged the continued expansion of this function (e.g. through greater engagement with young adults, sporting club members, and other underrepresented segments).
- **Expansion of outreach services (n=12):** Respondents indicated that the Library is not accessible to many residents due to lack of public transport and seniors' mobility limitations. They encouraged expansion of the Library's outreach and housebound services, and the development of a later bus service for students.
- **Organisation of collection (n=3):** A few respondents made suggestions to improve the organisation of the Library's collection, specifically: increase access to books on low shelves by raising them and/or increasing light so that they can be seen more easily; and consider relocating the College's text books to another area of the College (and removing the associated partitioning wall) to increase space.

These findings suggest that the Taminmin Community Library is a highly-valued community asset, due in part due to its excellent staff, programs, local collection, and function as a local community hub. Further, the findings suggest that it's much more than a traditional library, and serves as a general community centre that contributes to local capacity, identity and resilience through building networks and relationships.

However, the findings also suggest that the community and Taminmin College have outgrown the Library, and that there is need for an expanded or new facility. Moreover, they suggest the need for this expanded or new facility to serve as a multi-purpose community centre, encompassing a library as well as other community amenities and services; and the need for expansion of the collection and digital offerings to achieve parity with other libraries.

2.5 Policy and Literature Review

2.5.1 Overarching Vision for Libraries in NT

Connected Communities: Vision for Northern Library Public Libraries 2017-2023

The *Connected Communities: Vision for Northern Library Public Libraries 2017-2023* (NTL, 2017) outlines “the ways in which the Northern Territory Government will continue to support public library services into the future, and the ways in which NTL will continue to work in partnership with local governments to deliver library services for all Territories” (p. 2).

The Vision articulates the principles that will inform the development of NT’s public libraries:

- **Access for all:** *All Territorians, no matter where they are located, should have access to library services. Where access to a physical library building is not feasible, services should be provided through a mix of digital and outreach services and through partnerships with other local service providers. Core library services should be free to the community and not dependent on the ability to pay.*
- **Responsive to local community needs:** *The type and scope of library services required, including opening hours, depends on the needs and desires of the community it is serving. One size does not fit all. Libraries provide a platform for individual and community development and should provide opportunities for local organisations, community groups and businesses to utilise their spaces and resources.*
- **Inclusive services:** *Library services should support the diversity of Territory communities and ensure that services are accessible for people with different languages and cultural backgrounds, for people of all ages and abilities.*
- **Respect for Aboriginal culture:** *Libraries should support the continued strengthening of Aboriginal languages and cultures.*
- **Customer focused:** *People should enjoy their visit to the library, feel comfortable in the spaces and supported by staff.*
- **Innovative solutions and partnerships:** *With a clear focus on community requirements and outcomes, libraries should explore new opportunities to deliver services, particularly through partnerships with other community organisations and expansion of online services.*
- **Effective and efficient services:** *Libraries should ensure that public funding is used to deliver community benefits and outcomes effectively and efficiently through the development of a culture of evaluation and evidence-based decision making. NTL should provide centralised Territory-wide services where this is the most effective and efficient solution.*
- **Sustainable services:** *Funding and service delivery frameworks should be developed to ensure that they are sustainable into the future.*
- **Effective network:** *The Northern Territory public library network is strengthened through collaboration, communication and shared skills development between library services. (p. 5)*

Comprehensive stakeholder consultation was undertaken as part of the development of this document, in part through an NT-wide survey. The key findings of this consultation centralised on both library operations, as well as the PLFA. Overarching themes include:

- **Public Library Funding Agreement**
 - Governance, Roles and Responsibilities
 - Funding Pool
 - Service Delivery Standards

- **Library Operations**

- Collections
- Learning and Programs
- Technology
- Staffing and Services
- Spaces and Places

2.5.2 Australian Public Libraries Statistical Report 2014-2015

The *Australian Public Libraries Statistical Report* (SLQ, 2016) identifies and measures the usage and activities of Australia's public library services, and highlights the range of services provided by public libraries across the National State and Territory libraries.

Following is a summary of the report's key findings:

- *1,631 public library service points and outlets with 1,392 branches, 77 mobiles and 162 other outlets.*
- *Over 166.7 million items were lent to 8.2 million members of Australia's public libraries.*
- *Over 114 million customer visits annually, or more than 9.5 million per month.*
- *Over 38 million items (1.6 items per person) were made available for the use of the community and over \$130 million was spent on ensuring that these collections remain up to date and relevant.*
- *Total expenditure on public libraries has increased from \$954 million in 2010-2011 to over \$1.14 billion in 2014-2015, representing a 19.6% increase. Expressed on a per capita basis, funding for public libraries has increased by 13.8% over the same period to \$48.00.*
- *Library programs totalled over 194,000 with attendance of over 5.8 million. (p. 4)*

The report finds that the great majority of Australia's public libraries are operated by local governments under standalone and regional management models. More specifically, it finds:

- **NSW:** *Public library services in New South Wales include a mixture of independent (or stand alone) library services operated by a single local government authority and regional libraries where neighbouring local councils have entered into an agreement under the Library Act to provide a combined service. All 152 local councils in NSW have adopted the Library Act 1939. (p. 20)*
- **Queensland:** *State Library of Queensland partners with local government to provide library services for more than 320 public libraries and Indigenous Knowledge Centres throughout the state, and with heritage and cultural organisations throughout the state, contributing to the cultural, social and intellectual development of all Queenslanders. State Library supports these local governments through annual grants, support services and specialised collections, access to Queensland wide electronic databases and the operation of the Rural Library Queensland (RLQ) Scheme. (p. 22)*
- **Victoria:** *Victoria has 47 public library services. There are 34 services operated by individual councils, 10 regional library corporations which provide services for a number of councils, two shared library services and the Vision Australia Information and Library service which provides services to the print-impaired. Throughout Victoria there are 262 branch libraries, 27 mobile libraries and 27 other service points. (p. 23)*
- **Western Australia:** *There are 140 local governments in Western Australia, including Christmas Island and the Cocos (Keeling) Islands, operating most of the State's 231 public libraries. In addition, some other government and non-government organisations are recognised as "participating bodies" and they provide services to particular communities and institutions. (p. 24)*

Whilst it is not stated in this report, Taminmin Community Library is the only public library in NT within a local government area that is not operated by a local government. Nhulunbuy Community Library is the only other public library in NT that is operated by NTL directly, and it is not within a local government area.

Further, the report provides a summary of public libraries' income and expenditure by state:

Figure 1: 2014-2015 Public Libraries Financial Data by State – Rounded (SLQ, 2016)

2014-2015	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Aus.
INCOME									
Operational funding – Australian government					\$151k		\$472k	\$239m	\$861k
Operational funding - State government	\$10.4m	\$25.4m	\$6.4m	\$18.6m	\$24.3m	\$22.2m	\$38.3m	\$715.7m	\$146.2m
Operational funding - Local government		\$3.6m	\$3.8m	\$182.8m	\$64.6m		\$183.4m	\$108.5m	\$546.8m
Capital funding - Australian government					\$243k		\$520k		\$763k
Capital funding - State government	\$2.2m	\$3.0m			\$569k	\$1.9m	\$2.0m	\$21k	\$9.7m
Capital funding - Local government		\$643k	\$90k	\$29.8m	\$2.1m		\$21.8m	\$1.8m	\$56.3m
Sponsorship		\$82k			\$56k			\$57k	\$195k
Other income	\$846k	\$7.3m	\$413k	\$6.1m	\$2.1m	\$1.9m	\$9.4m	\$3.0m	\$31.0m
Total income	\$13.4m	\$40.0m	\$10.7m	\$237.2m	\$94.1m	\$26.0m	\$256.0m	\$114.4m	\$791.8m
EXPENDITURE									
Wages and salaries	\$7.7m	\$187.1m	\$6.9m	\$118.0m	\$55.3m	\$18.3m	\$149.0m	\$71.9m	\$614.2m
Staff training			\$49k		\$219k			\$393k	\$661k
Operating and corporate expenses	\$3.9m	\$135.4m	\$2.4m	\$63.5m	\$30.4m	\$4.8m	\$43.9m	\$36.6m	\$321.0m
Expenditure on printed library materials	\$1.7m	\$24.2m	\$620k	\$20.5m	\$7.9m	\$1.7m		\$11.4m	\$68.0m
Expenditure on non-printed library materials		\$5.3m	\$359k	\$4.9m	\$2.0m	\$304k		\$2.2m	\$15.2m
Expenditure on digital library materials	\$228k	\$3.6m	\$226k	\$6.2m	\$636k	\$415k		\$1.7m	\$13.0m
Total expenditure on library materials	\$2.0m	\$33.1m	\$1.2m	\$31.6m	\$10.6m	\$2.4m	\$33.9m	\$15.4m	\$130.1m
Capital expenditure		\$7.5m	\$145k	\$15.7m	\$3.6m	\$1.9m	\$23.4m	\$1.9m	\$54.1m
Other expenditure			\$5k		\$2.9m		\$3.4m	\$15.0m	\$21.3m
Total expenditure	\$13.6m	\$363.1m	\$10.7m	\$228.7m	\$103.0m	\$27.4m	\$253.6m	\$141.2m	\$1,141.3m

Based on this data, in 2014-15 local governments contributed 36.5% of total public library income in NT (\$3,834,244 operational funding and \$89,717 capital funding out of \$10,745,930 total income), and 76.2% across Australia. Further, in that year in NT, operational and capital expenditure accounted for 98.7% and 1.3% respectively of total public library expenditure.

Finally, the report finds that total public library expenditure per capita in NT was \$43.60 in total, and \$38.67 excluding library materials, in 2014-15. Adjusting for inflation, this is equivalent to \$44.82 and \$39.75 respectively in 2016-17.

2.5.3 Contemporary Issues in Library Service Provision

A preliminary literature review has identified three contemporary trends in library service provision that are relevant to the Litchfield context: (1) Library 2.0, in which libraries are becoming more technologically sophisticated and interactive; (2) responses to cultural diversity, in which libraries are increasingly servicing culturally- and linguistically- diverse communities; (3) support of social inclusion, in which libraries are increasingly servicing disenfranchised members of society; and (4) contemporary design elements, to be considered in the development of contemporary library buildings and services.

Library 2.0

According to “Library 2.0 Theory: Web 2.0 and Its Implications for Libraries” (Maness, 2006), a theory for Library 2.0 could comprise the following four elements (p. 1):

It is user-centered. Users participate in the creation of the content and services they view within the library's web-presence, OPAC, etc. The consumption and creation of content is dynamic, and thus the roles of librarian and user are not always clear.

It provides a multi-media experience. Both the collections and services of Library 2.0 contain video and audio components. While this is not often cited as a function of Library 2.0, it is here suggested that it should be.

It is socially rich. The library's web-presence includes users' presences. There are both synchronous (e.g. IM) and asynchronous (e.g. wikis) ways for users to communicate with one another and with librarians.

It is communally innovative. This is perhaps the single most important aspect of Library 2.0. It rests on the foundation of libraries as a community service, but understands that as communities change, libraries must not only change with them, they must allow users to change the library. It seeks to continually change its services, to find new ways to allow communities, not just individuals to seek, find, and utilize information.

Responses to Cultural Diversity

According to “Academic Library Responses to Cultural Diversity: A Position Paper for the 1990s” (Trujillo & Weber, 1991), libraries may improve their responses to cultural diversity through the “recruitment of professional and support staff, changing the composition of management, the role of the library director, developing internships and mentoring, marketing the library, and building library collections”.

Support of Social Inclusion

According to “A trip to the library: homelessness and social inclusion” (Hodgetts et al, 2008), “homeless and housed people can and do cohabitate in the library” (p. 950) and “this cohabitation exists within a broader symbolic and political context and is textured by tensions around appropriate behaviour, inclusion, and understanding” (p. 950).

Contemporary Design Elements

The publication *21st Century Libraries: Changing Forms, Changing Futures* by Building Futures (2004) identifies ten design elements to be considered in the development of contemporary library buildings and services. These are summarised in the figure below.

Figure 2: Contemporary Library Design Elements (Building Futures, 2004)

Design Element	Description
Establishing the appropriate ethos	Libraries in particular locations may present themselves to the public in specific ways and with specific programmes: whether as life-long learning centres, as cultural market-places, as settings for new kinds of aspirational lifestyles, as agencies of public information and welfare rights, or as community facilities and meeting places.
The library as a second home	The relationship between the library and the home is changing, as more library catalogues go online, enabling people to order, reserve or renew library stock, and even belong to electronic newsgroups established by libraries for particular educational or cultural interest groups.
A window on the world	Historically libraries have offered people a chance to escape, to explore other worlds through books, journals, and forms of self-education, and their design and architecture often reflected this.
Time-tabling access and circulation	Another important consideration with regard to library design, is the need to be able to section off or close some areas at different times of the day or night to meet other needs, particularly when library services are shared with other services; or the provision of community meeting rooms, where access to toilets and catering facilities is required without having to open up a whole building.
The library as a public space (and place)	Historically, library design has emphasised its public nature, with imposing entrances, high ceilings and domed roofs, but also with a pronounced relationship to the street outside.
Finding a way through the labyrinth	By their very nature, libraries are full of signs and references to arcane classificatory systems, often confusing to lay readers.
Designing in (and out) technology	All library facilities, of whatever size, will need to incorporate ICT and online services.
Handling conflicting needs and interests	Because of the wide range of people using libraries, conflicts of expectations and use may occur.
Family-friendly design	Amongst the most loyal groups of library users are parents with young children and the elderly.
Security issues	Library stock-holdings are public goods, and have to be protected from theft.

Good practice guidance on social infrastructure provision

In addition to a review of library-related literature, a broader search of good practice guidelines and frameworks for social infrastructure provision was conducted. The key themes from this review are summarised in the figure below.

Figure 3: Good Practice Guidance on Social Infrastructure Provision

Key Themes	Principles	References
Co-location of facilities Community 'hubs' 'Hub and Spoke' model	<ul style="list-style-type: none"> General policy trend towards co-locating facilities and sharing resources and space. Community hubs may be a single building or several buildings within close proximity that can form an accessible service and activity network linked to other major activity areas in order to share resources, audiences and target groups. Multi-purpose and multi-functional spaces and places that can be used for a wide range of community uses and can be adapted to changing community uses over time. Community hubs provide opportunities for service delivery such as recreation services, Maternal and Child Health, aged and disability services or libraries. Best practice hubs identified by one study were typically based on a hub and spoke model with larger scaled facilities offering a district/regional function, and smaller satellite hubs located at the neighbourhood level. Alternatively, hubs were based on type/use (e.g.: lifelong learning and education, health and aged care hubs or social recreation). 	<p><i>Community Facilities Guidelines</i>, QLD Government Department of Infrastructure, Local Government and Planning, 2015</p> <p><i>Community Infrastructure Implementation Framework</i>, City of Melbourne</p> <p><i>Parramatta Road Open Space and Social Infrastructure Report, Urban Growth NSW</i>, September 2015</p>

<p>Location of community facilities</p>	<ul style="list-style-type: none"> • Encourage the design and development of community facilities as part of neighbourhood centres, such as retail strips. • Planning, development and procurement of community facilities should consider all opportunities for integration with and into other government and non-government developments occurring within the precinct. • Neighbourhood level facilities co-located with activity nodes or on main streets provided good access to residential populations, and contributed to a vibrant and safe street life. • Community facilities should be located in highly visible locations in centres within walkable catchments, with good access to public transport, shops and meeting places and spaces to encourage social gathering and community building. • Community facilities should be: <ul style="list-style-type: none"> - Clustered along main or circulation street frontage, in activity centres - Accessible by public transport 'nodes' and connected by pedestrian and cycle network (within 400m) day or night - Located to minimise the distance of the nearest catchment population or identified clusters of need (within 400 m) - Located near other services that users visit regularly and provide the opportunity for cross referral amongst service providers - Service highly visible from road or surroundings or appropriate access signage well defined - Able to accommodate bus, car parking for disability requirements and safe loading zones, where appropriate for intended use within the site. 	<p><i>Community Infrastructure Implementation Framework, City of Melbourne</i></p> <p><i>Community Infrastructure Development Framework, City of Melbourne, 2014</i></p>
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Design of community facilities	<p>Factors to consider in the design of community facilities include:</p> <ul style="list-style-type: none"> • Contribution to the public domain and sense of place - integration with streets and footpaths, connection with adjoining buildings and spaces, creation of small public spaces to avoid unused spaces, contribution to public safety. • Response to the environmental context - incorporate or reflect local cultural places or natural features, enhance local landscapes, reflect vernacular built form, materials visibility and accessibility - connectivity signage for wayfinding, signage to identify uses of a facility, adequate lighting; and • Function - flexible design that also considers the needs of people with disabilities, children, young people and older people, adequate storage for multiple uses, car parking, bicycle storage. 	<p><i>Community Facilities Guidelines</i>, QLD Government Department of Infrastructure, Local Government and Planning, 2015</p>
Approaches to planning for community facilities	<ul style="list-style-type: none"> • Apply a preferred facility response by identifying particular needs of the community, and encourage partnership with state, local government and communities. • Existing adjacent social infrastructure is important to consider – collaborative, integrated and evidence based social infrastructure planning in the renewal context can bring opportunities to improve and renew facilities. • Stakeholder engagement and capacity analysis, (including trends, usage levels, user preferences, quality, shared / multi use, co-location and any opportunities for augmentation). 	<p><i>Sydenham to Bankstown Social Infrastructure Study</i>, NSW Department of Planning and Environment, September 2015</p>

2.5.4 Management Models and Future Scenarios

Management Models

According to Hunting, Ryan and Dowler (2015), there are three types of regional library management models: standalone; regional; and cooperative. Each of these models, summarised in the figure below, has a distinctive profile of benefits and limitations/challenges. They informed stakeholder consultation regarding future opportunities a collaborative approach to library service delivery in the Litchfield-Palmerston area.

Figure 4: Regional Library Management Models (Hunting, Ryan & Dowler, 2015)

Type of Model	Benefits	Limitations/Challenges
Standalone	Autonomy to set strategy	Fewer opportunities for economies of scale
	Local identity/branding	Limited access to additional/new resources
	Accessibility of library to local community	Less purchasing power
	Often a strong focus for elected members	Staff isolation and lack of capacity building opportunities

Regional	Potential to provide more and/or better services or programs	Complexity of service provision across a range of local governments when combining different budgets, organisation structures and staffing arrangements
	Greater opportunities for scale economies and cost effectiveness across all subservices	
	Access to wider resources with a regional collection of library services	Potential threat to viability of model through withdrawal of one or more local governments over time
	Standardised library system management	
	Regional status strengthens grant applications	Tensions around autonomy and identity i.e. some local governments feel the 'branding' of a collaborative model dilutes their identity as a service provider
	Greater opportunity to provide a more equitable service over a larger service area (e.g. through one-card library access for residents at a wider range of libraries)	Perception of less control over direction setting and programs and services tailored to local needs
	Stronger opportunities for the professional development and capacity building of library staff	Potential for disagreements in the future
		Changes in politics/policies of local governments over time
		Distances between local governments in rural areas
		Loss of flexibility and responsiveness to community needs
		Perception that regional arrangements do not provide value for money
		Cost split between larger and smaller local governments sometimes perceived as being inequitable (from an expense/capital viewpoint) although usually agreed on per capita calculations

Cooperative	Potential to provide more and/or better services or programs	Potential threat to viability of model through withdrawal of one or more local governments over time
	Opportunities for scale economies and cost effectiveness in some subservices	
	Access to wider resources with a larger collection of library services	Potential for disagreements in the future
	Usually a standardised library system management	Changes in politics/policies of local governments over time
	Regional status potentially strengthens grant applications	
	Opportunity to provide a more equitable service over a larger service area e.g. through one-card library access for residents at a wider range of libraries	
	Potential opportunities for the professional development and capacity building of library staff	
	Perception that local identity of libraries is retained than it might be under a regional model	

Future Scenarios

The publication *21st Century Libraries: Changing Forms, Changing Futures* by Building Futures (2004) identifies five future scenarios for library buildings and services: The New Civic Landmark; The Retail Model; The Young People's Library; The Neighbourhood Lifelong Learning Centre; and The Themed Library or Joint Venture. Each of these scenarios, summarised in the figure below, responds to different needs and aspirations. They informed stakeholder consultation regarding the future direction of library buildings and services in the Litchfield area.

Figure 5: Future Scenarios for Library Buildings and Services (Building Futures, 2004)

Future Scenario	Description
The New Civic Landmark	<p>PROGRAMME: likely to house extensive archives and reference materials, local history materials, a wide range of books and audio-visual materials, meeting rooms for exhibitions, events and ceremonial functions, coffee bar and 'home-from-home' reading room, large-scale computer access.</p> <p>PLACE: a town or city centre building, a great people-attractor, facing on to a main square or public space.</p> <p>PHYSICAL ATTRIBUTES: possibly designed by a signature architect, needs to create an important public presence in the townscape.</p>

The Retail Model	<p>PEOPLE: more likely to be aimed at people with high levels of interest in borrowing books, CDs, DVDs – shoppers and city centre workers - as well as wanting internet access, who see this as a public contribution to consumer lifestyles.</p> <p>PARTNERSHIPS: this might well be developed in partnership with a major retail developer, keen to add staying power and cultural weight to the town centre retail experience.</p> <p>PROGRAMME: mainly borrowing or browsing information, educational and entertainment materials.</p> <p>PLACE: wherever high footfall and retail developments occur.</p> <p>PHYSICAL ATTRIBUTES: could be a fitted out shell, or former retail unit. It has to have a big storefront presence with high visibility and transparency. Interior decor would borrow much from multi-media retailing, as well as having reading lounges and listening posts.</p>
The Young People's Library	<p>PEOPLE: targeted at children and young people, with issues of child safety and security to the fore.</p> <p>PARTNERSHIPS: could be developed in conjunction with government programmes such as Sure Start, education and / or youth services.</p> <p>PROGRAMME: emphasis on early learning materials, story-telling, toy library, group visits, along with listening booths, homework centres and individual study spaces, and coffee-lounge facilities for teenagers. There would be a different ambience during school hours to after-school and early evening use.</p> <p>PLACE: could be a modern attachment to an existing library building, but needs to be located close to other town centre facilities.</p> <p>PHYSICAL ATTRIBUTES: bright and inviting on the outside, carefully planned inside so that very different activities – story-telling, studying, watching video monitors, coffee bar ambience - can co-exist without conflict. It could be attached to a school, or community centre.</p>
The Neighbourhood Lifelong Learning Centre	<p>PEOPLE: serving people who may be spending most of their time at home, but who need drop-in facilities locally: those involved in child-care, those working at home, retired people.</p> <p>PARTNERSHIPS: likely to be developed in partnership with neighbourhood renewal initiatives, adult education and employment training schemes.</p> <p>PROGRAMME: a drop-in crèche, community meeting rooms, photo-copier, a smaller range of books and other materials, but direct access to the complete library book and audio-visual catalogue online.</p> <p>PLACE: welcoming, business-like atmosphere, clear opening times, explicit facilities and events programme.</p> <p>PHYSICAL ATTRIBUTES: development of existing branch library, redundant shop or church building, integrated into local transport and institutional networks.</p>

The Themed Library or Joint Venture

PEOPLE: targeted at a particular social and demographic group whose needs are not currently being met or are the concern or target group of other public agencies.

PARTNERSHIPS: health services, social services, children's services, schools, (in the case of March Library, wedding registry services), arts and museum services, religious organisations.

PROGRAMME: the programme will clearly reflect the interests of other partners, whether this is a museum or gallery service (thus creating an 'arts library' or 'museum library'), or health and welfare services.

PLACE: this might be a library service extension to an existing health centre, gallery or museum or a joint new-build.

PHYSICAL ATTRIBUTES: the design would reflect the ethos of the major partners and the facilities they wish to provide.

2.6 Demographic Analysis

Since 2006, Litchfield has experienced rapid growth in population (53.4% increase) and median weekly household income (74.5% increase). Relative to NT, it has a higher median age (37 compared to 32), and a higher median income (\$2,228 compared to \$1,983). It has a smaller but rapidly-growing Aboriginal population (9.7% compared to 12.8%, up from 6.0% in 2006). Further, it has a smaller but growing culturally- and linguistically- diverse community. English is the only language spoken at home by 74.8% of residents (compared to 58.0% for NSW), down from 83.2% in 2006.

Figure 6: Litchfield LGA - ABS Code LGA72300

	2016	2011	2006	% Change 2006-2016
Estimated Resident Population	25,238	-	-	-
Official Population	23,855	18,620	15,554	53.4%
Male	14,169 (59.4%)	10,127 (54.4%)	8,543	65.9%
Female	9,689 (40.6%)	8,493 (45.6%)	7,011	38.2%
Median age	37	36	36	2.8%
Aboriginal and/or Torres Strait Islander population	2,309 (9.7%)	1,340 (7.2%)	941 (6.0%)	245.4%
English only spoken at home	17,816 (74.8%)	15,306 (82.2%)	12,940 (83.2%)	37.7%
Has need for assistance	550 (2.3%)	430 (2.3%)	308 (2.0%)	78.6%
Families	5,113	4,452	3,772	35.6%
All private dwellings	8,427	7,402	6,233	35.2%
Average people per household	2.9	2.8	2.8	35.7%
Median weekly household income	\$2,228	\$1,760	\$1,311	74.5%
Median monthly mortgage repayments	\$2,400	\$2,167	\$1,300	84.6%
Median weekly rent	\$400	\$300	\$170	235.3%

In 2011, Litchfield was the second-least disadvantaged local government area in NT after Darwin.

Figure 7: Index of Relative Socio-Economic Disadvantage - Local Government Areas in NT (.id, 2013)

Area	2011 index (lower is more disadvantaged)
Unincorporated NT	1,039.4
Darwin (C)	1,034.6
Litchfield	1,030.4
Palmerston (C)	1,018.1
Alice Springs (T)	1,005.6
Wagait (S)	983.6
Katherine (T)	939.9
Coomalie (S)	885.1
Barkly (S)	680.0
West Arnhem (S)	658.7

Since 2009, Litchfield has experienced a significant increase in children who are developmentally vulnerable, with the percentage who are developmentally vulnerable across one or more domains increasing from 26.8% to 36.9%, and across two or more domains increasing from 11.1% to 19.7%. Whilst developmental vulnerability across one or more domains is slightly lower in Litchfield than the NT average (36.9% compared to 37.2%), it is significantly higher than the Australian average (22%).

Figure 8: Percentage of Children Developmentally Vulnerable in Litchfield (AEDC, 2015)

Percentage of Children Developmentally Vulnerable (AEDC, 2015)							
2015 - Area	Physical	Social	Emotional	Language	Comm.	Vuln on 1+ domain	Vuln on 2+ domains
Australia	9.7	9.9	8.4	6.5	8.5	22	11.1
NT	15.9	18.5	15.5	21.5	16.2	37.2	23.1
Litchfield	19.4	19	17.9	10.4	7.9	36.9	19.7
Litchfield - Year	Physical	Social	Emotional	Language	Comm.	Vuln on 1+ domain	Vuln on 2+ domains
2009	12.7	14.8	10.5	9.2	7.9	26.8	13.1
2012	8.4	11.3	7.1	6.7	6.3	20.9	9.2
2015	19.4	19	17.9	10.4	7.9	36.9	19.7
2009 vs 2012	-4.3	-3.5	-3.4	-2.5	-1.6	-5.9	-3.9
2012 vs 2015	11	7.7	10.8	3.7	1.6	16	10.5
2009 vs 2015	6.7	4.2	7.4	1.2	0	10.1	6.6

2.7 Spatial Maps

To inform stakeholder consultation regarding current and future library buildings and other social infrastructure in the Litchfield and surrounds, spatial maps were developed to visualise current facilities and hubs in relation to population and socio-economic conditions. These maps suggest that the Taminmin Community Library is appropriately positioned in a central area of the Litchfield LGA with a concentrated population that is experiencing socio-economic disadvantage.

The community survey (discussed in section 4.3) found that the majority of respondents (55%) were willing to travel 10-20 minutes to access library services. Nearly 90% of Litchfield's residents (20,906) and 18 of its localities are within 20 minutes of the Taminmin Community Library; and an additional 1.7% of residents are within 20 minutes of Palmerston Library.

See the pages that follow.

Figure 9: Spatial Map of Social Infrastructure and Population in Litchfield and Surrounds

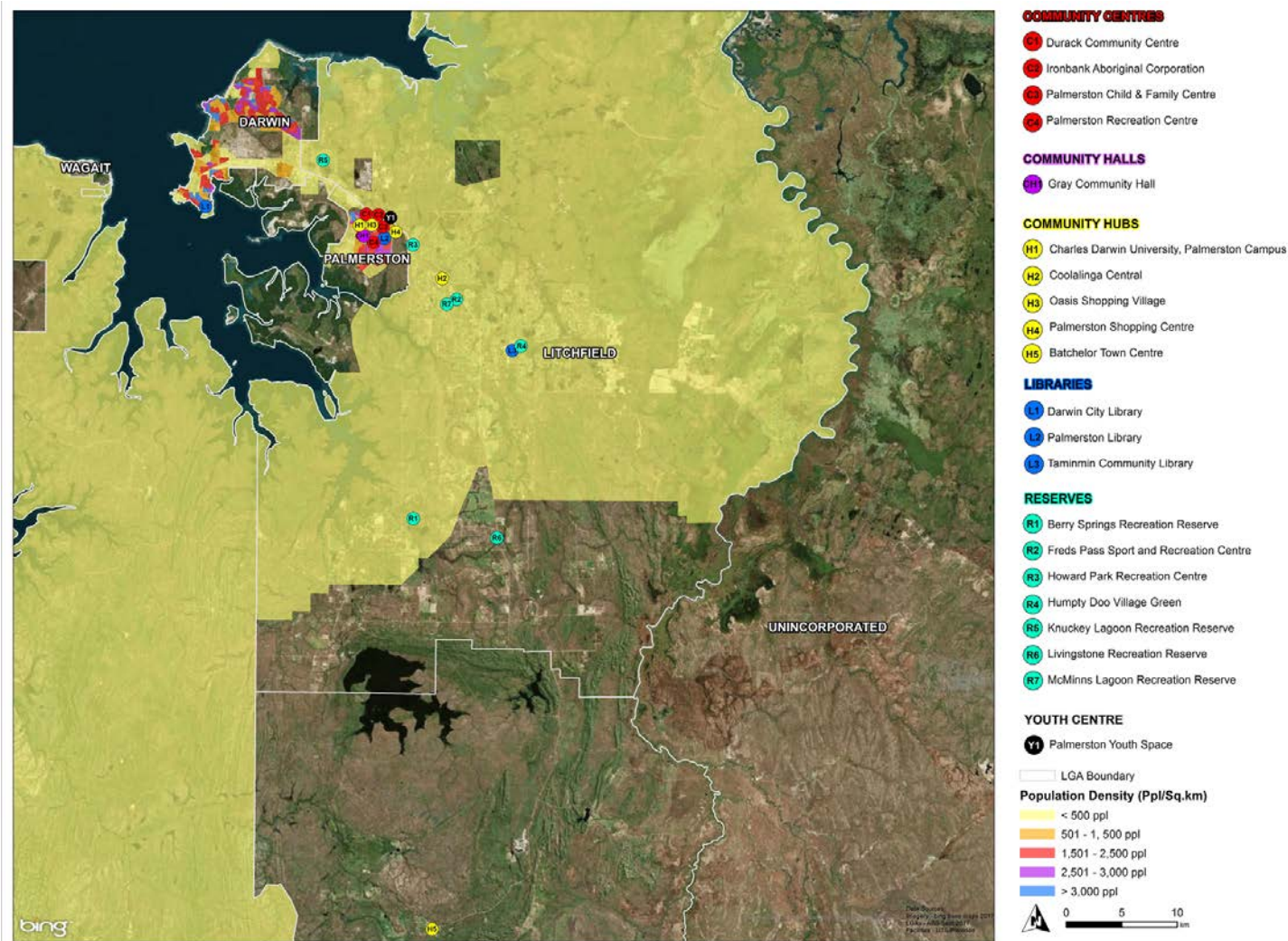
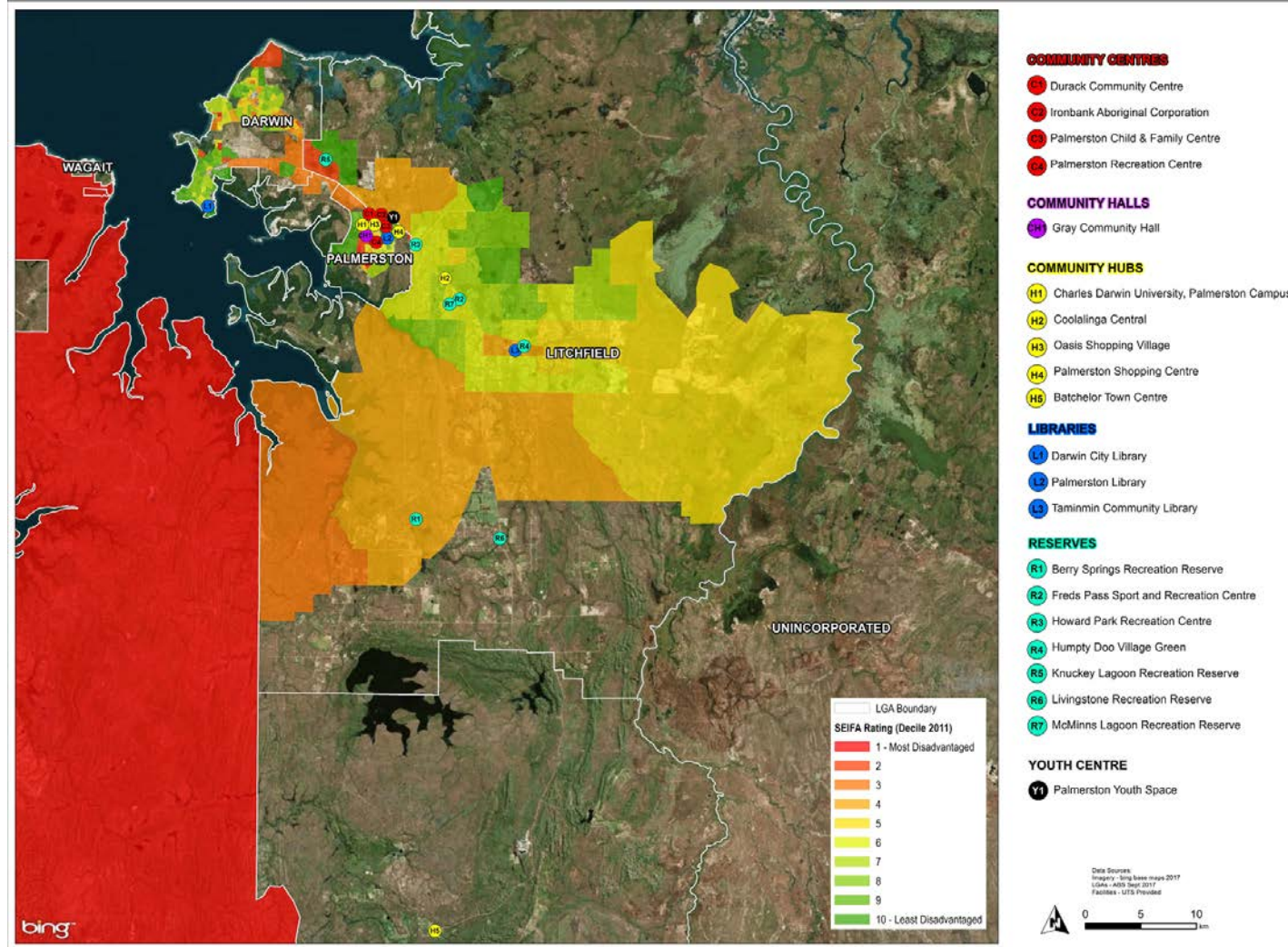


Figure 10: Spatial Map of Social Infrastructure and Socio-Economic Disadvantage in Litchfield and Surrounds



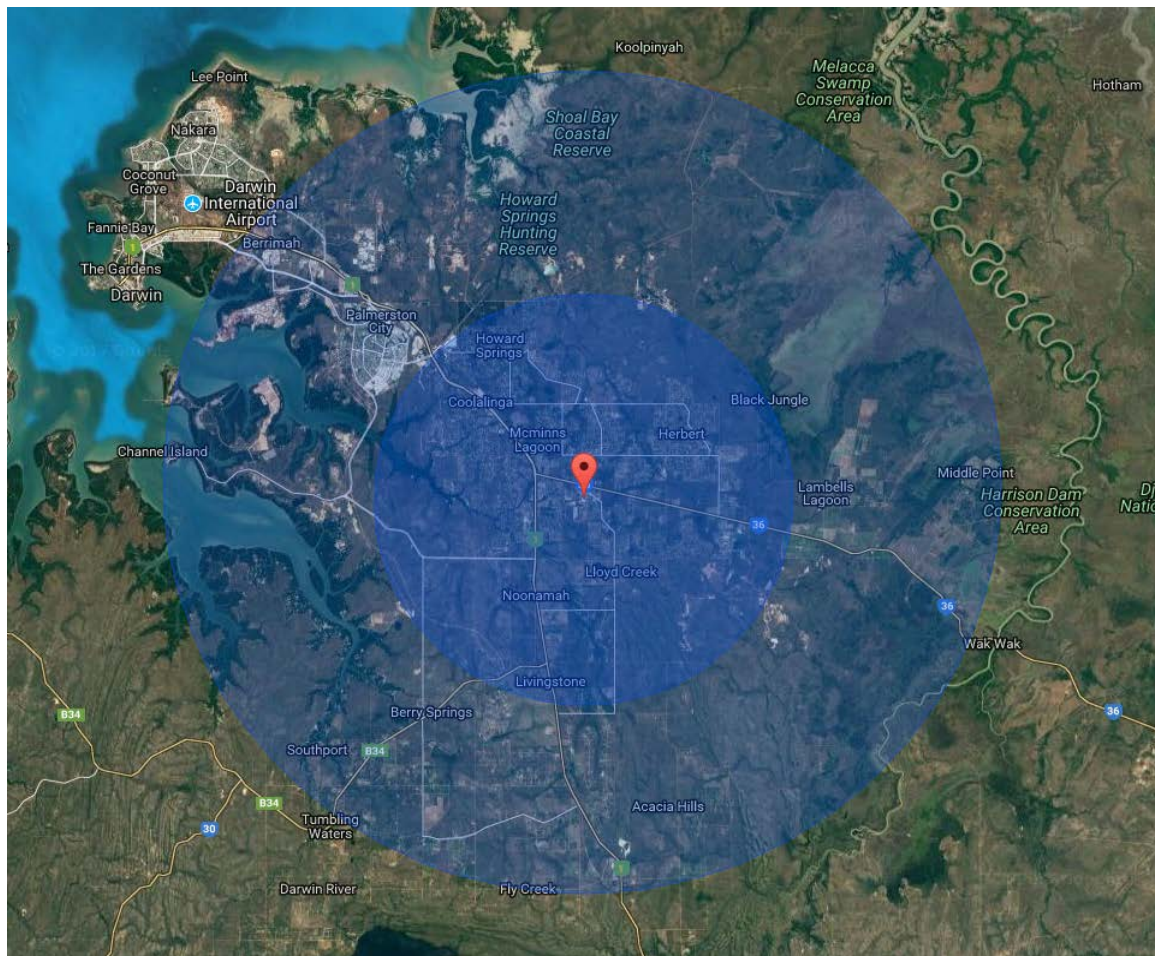
The community survey (discussed in section 4.3) found that the majority of respondents (55%) were willing to travel 10-20 minutes to access library services. Based on an average speed of 80 km/hour, this is equivalent to a 13-26 km radius.

For reference, Figure 10 provides a list of travel times to the Taminmin Community Library from Litchfield's localities, and Figure 11 provides a graphical representation of the 13-26 km radius (from Google Maps).

Figure 11: Travel Times to the Taminmin Community Library from Litchfield's Localities

Outer Darwin (pop)		Western Rural (pop)		Eastern Rural (pop)	
Bees Creek (838)	14 min.	Berry Springs (818)	18 min.	Acacia Hills (694)	23 min.
Coolalinga (548)	11 min.	Blackmore (41)	32 min.	Black Jungle (0)	15 min.
Freds Pass (24)	8 min.	Channel Island (0)	28 min.	Gunn Point (4)	67 min.
Girraween (1,641)	11 min.	Darwin River (696)	30 min.	Herbert (1,730)	11 min.
Holtze (1,810)	17 min.	Fly Creek (166)	28 min.	Hughes (70)	16 min.
Howard Springs (5,132)	15 min.	Livingstone (452)	13 min.	Koolpinyah (-)	44 min.
Humpty Doo (4,380)	1 min.	Southport (232)	28 min.	Lambells Lagoon (347)	16 min.
Knuckey Lagoon (413)	24 min.	Tumbling Waters (170)	25 min.	Lloyd Creek (165)	7 min.
McMinns Lagoon (796)	8 min.	Weddell (-)	16 min.	Manton (89)	28 min.
Noonamah (319)	10 min.	Wickham (-)	21 min.	Middle Point (58)	24 min.
Virgina (1,836)	16 min.			Murrumujuk (0)	54 min.
Mickett Creek (-)	28 min.			Shoal Bay (0)	24 min.
				Wak Wak (-)	21 min.

Figure 12: Approximately 10-20 Minutes (13-26 km) from Taminmin Community Library



The above figures show that nearly 90% of Litchfield's residents (20,906) and 18 of its localities are within 20 minutes of the Taminmin Community Library. Further, an additional 1.7% of residents (the 413 residents in Knuckey Lagoon) are within 20 minutes of Palmerston Library.

Populous localities within Litchfield that are not within 20 minutes of a library include: Darwin River (population of 696); Acacia Hills (694); Southport (232); Fly Creek (166); and Tumbling Waters (170).

3 Current Situation

3.1 Current Services

The Taminmin Community Library provides a broad range of amenities and services, including:

- A collection comprising books, audiobooks, large print, magazines, newspapers, videos, DVDs and music CDs;
- The Litchfield local history collection;
- Computers and free wireless internet;
- Photocopying, printing and scanning;
- Children's activities, including nurserytime and storytime;
- Senior's morning tea activities, featuring guest speakers;
- Access to eResources via NTL consortia; and
- Access to housebound services.

Despite this, however, Litchfield residents are approximately 25% more likely to use the Palmerston Library than use the Taminmin Community Library. In 2016/17, the Palmerston Library had 1,936 members from Litchfield, whereas the Taminmin Community Library had 1,552 members.

Based on the Litchfield survey responses for the *Connected Communities: Vision for Northern Territory Public Libraries 2017-2023* (NTL, 2017) discussed in section 2.4, possible reasons for this include the perceived crowdedness, noise and lack of parking at the Taminmin Community Library compared to Palmerston Library, as well as the limitations of its collection and digital services. An additional reason could be the Palmerston Library's location in the Palmerston Town Centre, which is the main service centre for the Palmerston-Litchfield area.

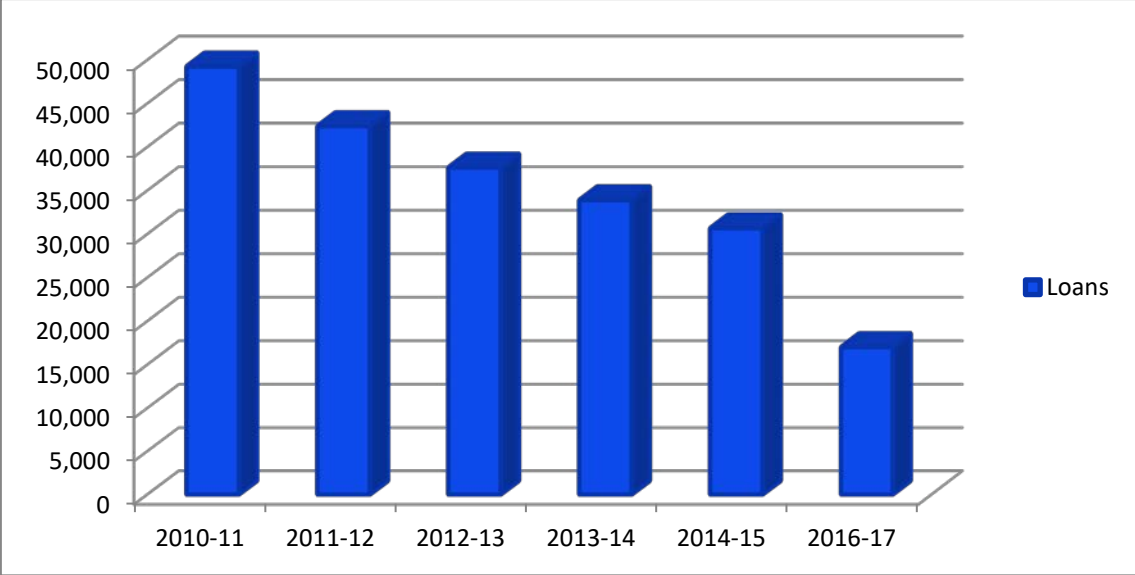
3.2 Current Usage

Between 2011/12 and 2016/17, the Taminmin Community Library's number of public patrons (excluding students and staff) decreased by approximately 40%, from 2,144 to 1,552. Further, during that period its number of loans also decreased by 60%, from 49,244 to 17,009. The significant decline in loans are illustrated in the figures below.

Figure 13: Taminmin Community Library - Number of Loans

Year	2010/11	2011/12	2012/13	2013/14	2014/15	2016/17
Loans	49,244	42,397	37,635	33,890	30,664	17,009

Figure 14: Taminmin Community Library - Number of Loans (Graph)



Based on NTL data, the figure below provides a breakdown of Litchfield residents' library membership by locality.

Figure 15: Litchfield Residents' Library Membership by Locality in 2016/17

Patron Locality	Taminmin Community Library	Palmerston Library	Darwin City Library
Acacia Hills	41	12	7
Bees Creek	34	16	2
Berry Springs	61	124	27
Blackmore*	1	0	1
Channel Island	0	0	0
Coolalinga	127	400	85
Darwin River	56	77	15
Fly Creek	4	0	4
Freds Pass	0	0	0
Girraween	21	19	15
Herbert	12	16	8
Holtze	0	20	9
Howard Springs	162	640	85
Hughes	1	1	0
Humpty Doo	848	408	119
Knuckey Lagoon (with Robertson Barracks)	0	3	0
Lambells Lagoon	12	5	1
Livingstone	26	7	5
Lloyd Creek	6	0	0
Manton	1	0	0
McMinns Lagoon	0	0	8
Mickett Creek	0	0	0
Middle Point	0	1	1
Noonamah	64	89	18
Southport	10	7	1
Tumbling Waters	2	0	0
Virginia	61	89	14
Weddell#	2	1	0
Wickham	0	1	0
TOTAL	1,552	1,936	425

3.3 Benchmarking Against National and State Standards

3.3.1 National Performance Standards

The *Guidelines, Standards and Outcome Measures for Australian Public Libraries* (ALIA, 2016) provide evidence-based standards and guidelines for the development of public library services in Australia. The standards are goals for attainment, and presented at baseline and enhanced service delivery levels. They represent best practice, and are intended to be used for benchmarking purposes to improve library performance.

The following figure benchmarks the Taminmin Community Library and Palmerston Library 2016/17 performance against the baseline and enhanced standards for which relevant data are available. Whilst both libraries failed to meet most baseline standards, it is noted that the Taminmin Community Library is performed exceptionally poorly, particularly in regard to membership as a percentage of population (8.1% versus the baseline standard of 44%), loans per capita (1.4 versus 7.3), and internet computers per capita (1.3 per 10,000 population versus 5). The figures are based on a Litchfield LGA population of 23,855 and Palmerston LGA population of 33,695 (ABS, 2016).

These findings triangulate the community survey responses detailed in section 2.4, which similarly indicate that the Taminmin Community Library is underperforming in relation to community engagement and digital services provision.

Figure 16: Benchmarking Against ALIA Standards (2016)

Description	Baseline Standard	Enhanced Standard	Taminmin Community Library	Palmerston Library
SERVICE PROVISION				
S5. Collection items per capita	1.7 per capita	1.9 per capita	1.4 per capita	0.9 per capita
S6. Age of collection	60% of collection published in last five years	70% of collection published in last five years	43% of collection published in last five years	42% of collection published in last five years
S7. Internet computers per capita	5 PCs per 10,000 pop.	7.3 PCs per 10,000 pop.	1.3 PCs per 10,000 pop.	3.5 PCs for 10,000 pop.
SERVICE PARTICIPATION AND USE				
S8. Membership as a percentage of the population	44%	51%	8.1%	34.5%
S11. Circulation (loans per capita per annum)	7.3 loans per capita	8.8 loans per capita	1.4 loans per capita	3.4 loans per capita
S12. Turnover of stock (loans per collection item)	4.4 loans per collection item	5.6 loans per collection item	1 loan per collection item	3.6 loans per collection item

3.3.2 State Planning Guidelines

State planning guidelines vary in the number of libraries and multipurpose centres recommended relative to population. Whilst there are no current social infrastructure guidelines for NT, the figure below provides relevant guidelines from the four states. These guidelines informed stakeholder consultation regarding the need for more social infrastructure in the Litchfield area. Notably, with no dedicated district library or multi-purpose community centre for its estimated resident population of 25,238 (ABS, 2016), Litchfield is on the cusp of requiring additional social infrastructure under these guidelines.

Figure 17: State Planning Guidelines for Libraries and Multi-Purpose Community Centres

	<i>South East Queensland Regional Plan 2005-2026</i> (Qld Government, 2005)	<i>Human Services Planning Kit</i> (SA Government, 1994)	<i>Planning for Community Infrastructure in Growth Areas</i> [Vic] (ASRR, 2009)	<i>Guidelines for Community Infrastructure</i> (Parks and Leisure Australia – WA Region, 2012)
District-level library	1:15,000-30,000	1:50,000 Additional branch facilities for every additional 20,000 people 1 staff member per 3,000 population 41.6 sqm site area per 1,000 population	1:30,000-60,000	Regional library: 1:30,000-150,000 District library: 1:15,000-30,000 Neighbourhood library: 1:6,000-15,000
Multi-purpose community centre	1:20,000-50,000	-	1:30,000-60,000	1:15,000-25,000

4 Engagement

4.1 Method

Informed by the findings detailed herein, engagement for this project comprised the following activities:

- Community survey, distributed in hard copy at the Taminmin Community Library and online (see Appendix B for the community survey instrument)
- Workshop with the Friends of the Taminmin Community Library;
- Workshop with the Taminmin Community Library staff;
- Workshop with Taminmin College staff;
- Interviews with NTL staff;
- Interviews with Litchfield Council staff and elected members; and
- Interviews with other key stakeholders identified by the Project Control Group.

4.2 Summary of Overall Outcomes

Findings of the engagement suggest the Taminmin Community Library's existing services are not adequate to meet the community's needs, and there is general consensus as to the issues and best ways forward. Following is a summary of the findings in relation to each of the three aims articulated in the Project Plan (see Appendices A and B for further detail of the engagement outcomes):

Aim 1: Identify what library services the community needs

Stakeholders highly value the Taminmin Community Library's existing provision of a friendly and safe place for young people and seniors that fosters positive intergenerational outcomes. Further, they value its function as a hub for the Humpty Doo and rural Litchfield communities, and its local history collection.

Stakeholders have expressed need for a library service (or multi-user service) that meets the needs of the Litchfield community in its entirety, with particular reference to:

- Addressing childhood developmental vulnerability;
- Presenting and fostering engagement in a wide range of family, school holidays and seniors programming;
- Promoting digital literacy;
- Providing meeting and exhibition space; and
- Serving as a referral or access point for residents requiring financial, health or other services.

Moreover, they expressed need for a service with its own public entrance (rather than a shared entrance with the College), and a collection and digital equipment that meets the *Australian Public Library Guidelines Standards and Outcomes Measures 2016*.

Aim 2: Identify whether existing services are adequate to meet this need

Existing services are not adequate to meet the identified needs, as the Taminmin Community Library does not have:

- Adequate space for the additional services identified;
- Adequate staff capability to deliver the additional services identified;
- Its own public entrance; or
- A collection and digital equipment that meets the *Australian Public Library Guidelines Standards and Outcomes Measures 2016*.

Aim 3: If the existing services are not adequate, provide options for the delivery of library services to meet the identified needs

The following options were identified through engagement:

- **Phase One (6-12 months)**
 - Litchfield Council to enter into a funding agreement with NTL (aligned to NTL's new outcomes framework) and take carriage of library service provision, either through directly operating the Taminmin Community Library or contracting the City of Palmerston to do so on a fee-for-service basis;
 - Litchfield Council to undertake a comprehensive review of the Library's corporate governance and strategy, including policies, strategies, contracts and position descriptions, and ICT and other systems;
 - Litchfield Council, in partnership with NTL and Taminmin College, to renew the Library's collection and digital equipment; and
 - Investigate opportunities to develop a mobile library service.
- **Phase Two (3-5 years)**
 - Develop a new multi-user facility with its own public entrance, either on the existing Taminmin College or as part of a retail hub, with sufficient capacity for:
 - Early development, digital literacy, school holidays and other programs;
 - Meetings and exhibitions; and
 - Referral to and/or tenancy of services.

Details of the specific outcomes of each workshop have been provided in a separate confidential report. A summary of community survey outcomes are provided in the section below, with the full detail of outcomes provided in Appendix A.

4.3 Summary of Community Survey Outcomes

This section provides a high-level summary of the 109 survey responses received. It is noted that the demography of the sample pool differs substantially from that of the Litchfield community (for example, 89% of respondents were female, whereas only 40.6% of Litchfield's residents are female). This may suggest that the sample is skewed toward active users of the Taminmin Community Library, who might have been more likely to have heard about and wished to engage with the survey, and who might be of a different demographic profile than the general community. Also, as the survey was conducted online only, the sample is skewed toward computer users, who might also be of a different demographic profile than the general community.

See Appendix A for further detail of the survey outcomes.

Demography of Respondents

Gender

89% of respondents were female, 10% were male, and 1% identified as 'other'. By comparison, 40.6% of Litchfield's residents are female and 59.4% are male (ABS, 2016).

Age

35.8% of respondents were aged 50 or older, and only 5.3% were between the ages of 30 and 49. By comparison, 28.3% of Litchfield's population is aged 50 or older, and 33.7% are between the ages of 30 and 49 (ABS, 2016).

Employment

Nearly half (48%) of respondents indicated that they work on a full-time basis. This may contribute to high level of dissatisfaction with afterhours / evening access.

Education

24% of respondents held a bachelor degree or postgraduate degree. By comparison, only 9.4% of Litchfield's population holds a bachelor degree or above (ABS, 2016).

Diversity

81% of respondents indicated that they do not read in languages other than English at all, and only 1% read in English "a lot". By comparison, 74.8% of Litchfield residents indicated that English is the only language they speak at home (ABS, 2016). Other languages spoken in Litchfield include: Vietnamese (1.0%); Greek (0.4%); Tagalog (0.4%); Thai (0.3%); and German (0.3%).

Frequency of Use

The majority (62%) of respondents used the Taminmin Community Library within the last six months; however, this result may be skewed toward active users, who might have been more likely to have heard about and wished to engage with the survey.

Further, the majority (67%) of respondents used the Taminmin Community Library two or three times per month, about once per week, or more than once per week; however, this result may also be skewed toward active users, who might have been more likely to have heard about and wished to engage with the survey.

The Taminmin Community Library versus Palmerston Library and Darwin City Library

Nearly two-thirds of respondents (65%) indicated that they use the Taminmin Community Library, whilst 40% use the Palmerston Library and 20% use the Darwin City Public Library. This is inconsistent with other data, which suggests that more Litchfield residents use the Palmerston Library than the Taminmin Community Library. However, this result may be skewed in favour of the Taminmin Community Library, as its users might have been more likely to have heard about and wished to engage with this survey.

Those who use Palmerston Library indicated they do so on account of its: more convenient location (n=12); better service, including 'because it's not at a school' (n=3); and because they're unaware of the Taminmin Community Library (n=3).

Those who use Darwin City Library likewise indicated they do so on account of its more convenient location (n=11); better service, including 'because it's not at a school' (n=3); and because they're unaware of the Taminmin Community Library (n=1).

Willingness to Travel

The majority of respondents (55%) indicated that they are willing to travel 10-20 minutes to access library services. As discussed in section 2.7, nearly 90% of Litchfield's residents (20,906) and 18 of its localities are within 20 minutes of the Taminmin Community Library; and an additional 1.7% of residents are within 20 minutes of Palmerston Library.

Co-Location

The majority of respondents (55%) would like library services to be co-located with other community amenities and services, followed by a school (26%) and retail (24%).

Importance of and Satisfaction with Library Services

Based on weighted averages, respondents' top three services by importance are: (1) books; (2) computers / WiFi; and (3) local history. However, this result may be skewed in favour of existing areas of strength, as current users (drawn by existing strengths) might have been more likely to have heard about and wished to engage with this survey.

Figure 18: Importance of Library Services

Rank	Service	Weighted Average
1	Books	95.9
2	Computers / WiFi	87.2
3	Local history	84.6
4	Online resources (including eBooks)	82.6
5	Activities, events and programs	82.3
6	CDs / DVDs / Audio books	81.7
7	Space to do my own thing	77.1
8	Classes and other training	75.7
9	After hours / evening access	74.1
10	Opportunities to meet others	70.6
11	Space for work and business meetings	69.7

Further, also based on weighted averages, the three services with which respondents are least satisfied are: (1) after hours / evening access; (2) space for work and business meetings; and (3) classes and other training.

Figure 19: Satisfaction with Library Services

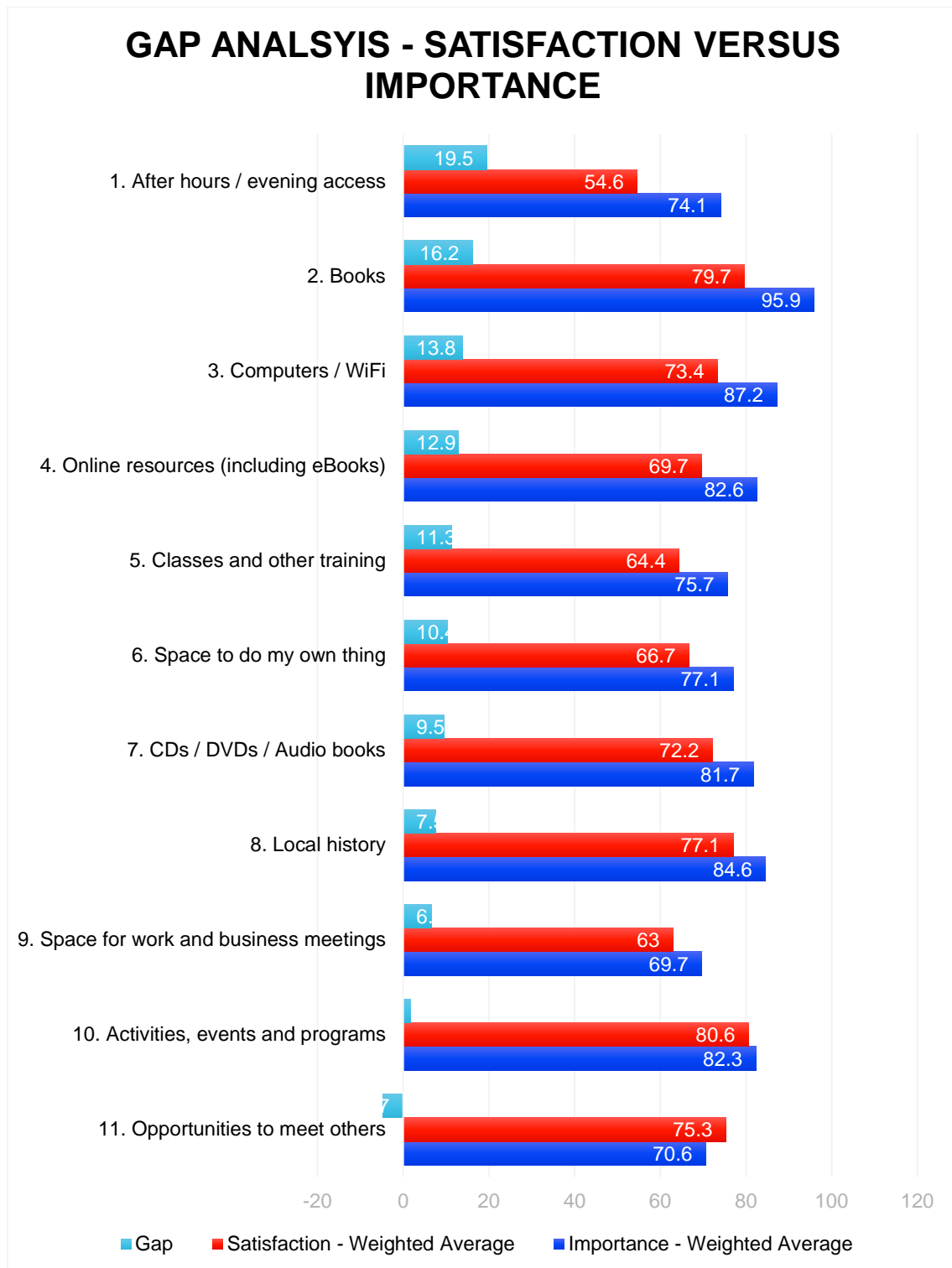
Rank	Service	Weighted Average
1	Activities, events and programs	80.6
2	Books	79.7
3	Local history	77.1
4	Opportunities to meet others	75.3
5	Computers / WiFi	73.4
6	CDs / DVDs / Audio books	72.2
7	Online resources (including eBooks)	69.7
8	Space to do my own thing	66.7
9	Classes and other training	64.4
10	Space for work and business meetings	63.0
11	After hours / evening access	54.6

Based on the above, the following five services have the widest gap between satisfaction and importance:

1. After hours / evening access
2. Books
3. Computers / WiFi
4. Online resources (including eBooks)
5. Classes and other training
6. Space to do my own thing

See Figure 21 on the next page for a graphical representation of the above data.

Figure 20: Gap Analysis - Satisfaction versus Importance



Improvements Sought

To improve the Taminmin Community Library, respondents indicated that they would:

- Improve or maintain services and amenities (n=27);
- Do nothing, because it's great as it is (n=19);
- Build a new facility (n=14);
- Increase access / hours of operation (n=13); and
- Increase space (n=11).

See Appendix A for their individual comments.

Preferred Channels for Library Information

Respondents indicated that their top three channels for library information are: Twitter or Facebook (68%); email (53%); and community noticeboards (48%).

5 Recommendations for Expanding Library Services

5.1 Summary of Recommendations

Based on the findings detailed in this report, below are commendations for Council's consideration.

Phase One: Localisation of Service Provision (6 Months)	
1	Litchfield Council to enter into a funding agreement with the Northern Territory Library and take carriage of library service provision from 1 June 2018 (after the expiration of current staff contracts)
Phase Two: Review of Service Provision (1-3 Years)	
2	Investigate opportunities to develop a mobile library service
Phase Three: Development of a New Multi-User Facility (3-5 Years)	
3	Develop a new multi-user facility with its own public entrance, either on the Taminmin College site or as part of a retail hub, with sufficient capacity for: (1) early development, digital literacy, school holidays and other programs; (2) meetings and exhibitions; (3) referral to and/or tenancy of services

5.2 Discussion of Recommendations

Phase One: Localisation of Service Provision (6-12 Months)

1. Litchfield Council to enter into a funding agreement with the Northern Territory Library and take carriage of library service provision from 1 June 2018 (after the expiration of current staff contracts)

This recommendation is based on the following observations:

- The Taminmin Community Library is the only library in NT within a council area that is not operated by the council;
- The great majority of public libraries in Australia are operated by local governments;
- Local government is best placed to ensure responsiveness to local community needs and aspirations in the delivery of grassroots services;
- NTL has indicated a willingness for Litchfield Council to take carriage of library service provision in the area, and a willingness to enter into a funding agreement accordingly; and
- Current Taminmin Community Library staff contracts end on 30 May 2018.

In implementing this recommendation, Litchfield Council may wish to undertake financial modelling for its operation of the service to inform negotiations with NTL, with consideration to its Enterprise Bargaining Agreement and the costs associated with expanding the service to address the community needs and aspirations identified in this report.

As a starting point for this financial modelling, NT's average library expenditure was \$43.60 per capita in 2014-15 (SQL, 2016) as discussed in section 2.5.2. Notably, capital expenditure accounted for approximately 1.3% of this, which is not a cost for the Taminmin Community Library so long as its building is provided and maintained by Taminmin College. Excluding capital expenditure, NT's average library

expenditure was approximately \$43.03 per capita in 2014-15. Adjusting for inflation, this is equivalent to \$44.24 per capita in 2016-17.

Further, NT local governments contributed 36.5% on average to total public library income in 2014-15 (SQL, 2016). Applying this to the above estimate of \$44.24 per capita in 2016-17, Litchfield Council's contribution would need to be approximately \$16.15 per capita to achieve parity with other NT councils.

As discussed in section 3.3.2, state planning guidelines vary in the number of libraries and multipurpose centres recommended relative to population. The *Guidelines for Community Infrastructure* (PLA, 2012) recommend one regional library for 30,000-150,000 population, one district library per 15,000-30,000, and one neighbourhood library per 6,000-15,000. Given the limitations of the Taminmin Community Library's size and location discussed herein, it is not currently able to operate as a district library that serves the entire Litchfield community. Given its membership of 1,552, the majority of whom reside in the Humpty Doo suburb in which the Library is located (population 4,380), the Library is currently operating on the lower end of PLA's neighbourhood library range (6,000).

Assuming the Taminmin Community Library is serving a population of 6,000 at a cost (excluding capital expenditure) of \$44.24 per capita in 2016-17, the current cost of the service is estimated to be \$265,440. Assuming a 63.5/35.5 split as discussed above, NTL and Litchfield Council might contribute \$168,554 and \$96,886 respectively.

However, this report has identified the need for a district library service in Litchfield that meets the needs of the wider community. Based on the above figures, if a district library were to be developed to serve a population of 15,000, the total cost of that service would be approximately \$663,600. Assuming a 63.5/35.5 split, NTL and Litchfield Council might contribute \$433,331 and \$230,269 respectively.

Moreover, Litchfield Council may wish to hold formal discussions with the City of Palmerston regarding opportunities for shared service delivery after the City's next election. There are many benefits and drawbacks associated with both standalone and regional management models, as outlined in section 2.5.3 and the figure below.

Figure 21: Standalone versus Regional Management Models

Option 1: Standalone Management Model Litchfield Council directly operates the Taminmin Community Library	
Pros	Cons
<ul style="list-style-type: none"> Autonomy to set strategy Local identity/branding Accessibility of library to local community Often a strong focus for elected members 	<ul style="list-style-type: none"> Fewer opportunities for economies of scale Limited access to additional/new resources Less purchasing power Staff isolation and lack of capacity building opportunities
Option 2: Regional Management Model (Shared Service Delivery) Litchfield Council contracts the City of Palmerston to operate Taminmin Community Library on a fee-for-service basis	
Pros	Cons
<ul style="list-style-type: none"> Potential to provide more and/or better services or programs Greater opportunities for scale economies and cost effectiveness across all subservices Access to wider resources with a regional collection of library services Regional status strengthens grant applications Greater opportunity to provide a more equitable service over a larger service area Stronger opportunities for the professional development and capacity building of library staff 	<ul style="list-style-type: none"> Complexity of service provision across a range of local governments when combining different budgets, organisation structures and staffing arrangements Potential threat to viability of model through withdrawal of one or more local governments over time Tensions around autonomy and identity i.e. some local governments feel the 'branding' of a collaborative model dilutes their identity as a service provider Perception of less control over direction setting and programs and services tailored to local needs Potential for disagreements in the future Changes in politics/policies of local governments over time

	<ul style="list-style-type: none"> • Distances between local governments in rural areas • Loss of flexibility and responsiveness to community needs • Perception that regional arrangements do not provide value for money • Cost split between larger and smaller local governments sometimes perceived as being inequitable (from an expense/capital viewpoint) although usually agreed on per capita calculations
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Litchfield Council's direct operation of the Taminmin Community Library would provide an opportunity for Council to visibly demonstrate its commitment to the local community, and ensure the Library's responsiveness to local community needs and aspirations. Furthermore, it would constitute a significant first step toward the eventual operation of a multi-user facility, and enable the integration of library services with other services at that facility come that time.

However, engagement identified that there are capacity issues at the Taminmin Community Library that are attributable in part to lack of ability to attract, develop and retain staff. Furthermore, both the Taminmin Community Library and Palmerston Library are currently operating below ALIA's baseline standards. The scale economies and capacity building opportunities afforded by shared delivery models might assist in addressing these issues at both libraries, and give rise to greater efficacy and efficiency in library service provision across the Litchfield-Palmerston area. The potential for these benefits requires further exploration through discussions with the City of Palmerston and financial modelling.

Whilst it is necessary for Litchfield Council to make a determination regarding these two options in the first instance, a standalone approach would allow opportunities for collaboration with the City of Palmerston in future. As outlined in section 2.5.3, collaborative approaches constitute a middle ground between standalone and regional management models, offering milder forms of both sets of benefits and drawbacks. For example, collaborative approaches allow for greater scale economies than standalone approaches (but less than shared delivery) whilst retaining autonomy to set strategy and local identity/branding. Moreover, whilst there is less complexity inherent to collaborative agreements than shared delivery agreements, there remains potential for disagreements and withdrawal over time.

As feasibility assessment and negotiation with prospective partners is beyond the scope of this needs study, this report cannot take a specific position on whether Litchfield Council should directly operate the Taminmin Community Library or contract the City of Palmerston to do so. Rather, this report provides a discussion of potential benefits and drawbacks of both options, and recommends that Council further investigate both. An important consideration will be the potential for shared delivery to reduce the cost from the estimated \$44.24, and for this reduction to be adequate to offset the drawbacks outlined below (such as loss of autonomy and local identity).

Finally, as part of its due diligence for taking carriage of the service, Litchfield Council may wish to undertake a comprehensive review of the Library's corporate governance, strategy and operations, including policies, strategies, contracts and position descriptions, and ICT and other systems, as well as its collection and digital equipment. This is based on the observations that: (1) there is a misalignment of the Taminmin Community Library's current service provision and community needs and aspirations; (2) there are gaps in the service's governance, strategy and operations that are giving rise to inefficiency and inefficacy; and (3) the Library's collection and digital equipment do not meet ALIA's baseline standards. In particular, Litchfield Council may wish to ensure that:

- There is a formal agreement with Taminmin College for library service provision;
- PDs, policies and procedures are comprehensive and current;
- Programming meets community expectation and is promoted through multiple channels (e.g. email, flyers/posters, newsletters, radio, SMS, social media, etc.);
- Operating hours meet community expectation, with consideration to providing after hours and evening access;
- Non-current, low-circulation items have been removed from the collection to free up space, and the floor plan to maximises use of the Library's limited space;
- The number of collection items per capita meets ALIA's baseline standard of 1.7 (2016);

- The percentage of the collection published in the last five years meets ALIA's baseline standard of 60% (2016); and
- The number of internet computers per 10,000 population from the current level of 1.3 to ALIA's baseline standard of 5 (2016).

Alternative Options Considered

One alternative option is to not take carriage of library service provision. However, this is not the preferred option because it would fail to provide a service that is responsive to local community needs and aspirations.

Another alternative option is to take carriage of library service provision directly, without investigating opportunities for shared delivery with the City of Palmerston. However, this is also not the preferred option because it could result in missed opportunities for scale economies and the other benefits outlined above.

Phase Two: Review of Service Provision (1-3 Years)

2. Investigate opportunities to develop a mobile library service

This recommendation is based on the following observations:

- The need for a mobile library service was identified by multiple stakeholders, including community survey respondents, the Friends of the Library, and Litchfield Councillors;
- The Litchfield municipality spans a very large geographical area of more than 2,900 square kilometres, and the majority of community survey respondents indicated that they're only willing to travel 10-20 minutes to access library services; and
- Litchfield has an older and aging population that has an increasing need for assistance (from 2% in 2006 to 2.3% in 2016).

In implementing this recommendation, Litchfield Council may wish to consider opportunities to utilise the service to additionally foster engagement in both library services and other communities through outreach at community events.

Further, Council may wish to consider focusing the service on populous localities within Litchfield that are not within 20 minutes of a library, including; Darwin River (population of 696); Acacia Hills (694); Southport (232); Fly Creek (166); and Tumbling Waters (170).

Alternative Options Considered

An alternative option is to not investigate opportunities to develop a mobile library services. However, this is not the preferred option because it would fail to address community needs and aspirations.

Phase Three: Development of a New Multi-User Facility (3-5 Years)

3. Develop a new multi-user facility with its own public entrance, either on the existing Taminmin College or as part of a retail hub, with sufficient capacity for: (1) early development, digital literacy, school holidays and other programs; (2) meetings and exhibitions; (3) referral to and/or tenancy of services

This recommendation is based on the following observations:

- The majority of Litchfield survey respondents, both to NTL's Territory-wide survey and this study's community survey, indicated there is need for a new or expanded local library facility;
- A large number of Litchfield survey respondents and other engagement participants indicated that the Taminmin Community Library's shared entrance with a school deters them from entering;
- 61% of respondents to this study's community survey indicated they would like library services to be co-located with other community amenities and services, 26% would like it to be co-located with a school, and 25% with retail;
- With no dedicated district library or multi-purpose community centre for its estimated resident population of 25,238 (ABS, 2016), Litchfield is on the cusp of requiring additional social infrastructure based on state planning guidelines from throughout Australia; and

- A large number of engagement participants indicated there is need for greater early development, digital literacy and school holidays opportunities in the Litchfield area, and NTL's strategic documents identify early development and digital literacy as priority areas for library services;

While there are multiple prospective locations for this facility, the Taminmin College site (with a separate entrance) may be preferable for the following reasons:

- 26% of respondents to this study's community survey indicated they would like library services to be co-located with a school (slightly more than the 25% who would like it to be co-located with retail);
- The majority of respondents (55%) to the community survey indicated that they were willing to travel 10-20 minutes to access library services, and nearly 90% of Litchfield's residents (20,906) and 18 of its localities are within 20 minutes of the Taminmin Community Library, with an additional 1.7% of residents within 20 minutes of Palmerston Library;
- The College's site in Humpty Doo is appropriately positioned in a central area of the Litchfield area with a concentrated population that is experiencing socio-economic disadvantage;
- Other prospective locations are closer to Palmerston, which is already served by Palmerston Library;
- Engagement participants value the positive intergenerational outcomes afforded by the Taminmin Community Library at its current location; and
- There are scale economies achieved through the Library's current joint use as a community and school library, and a disruption to these may increase costs;

In implementing this recommendation, Litchfield Council may wish to: (1) conduct a feasibility study; (2) hold formal discussions with NTL and Taminmin College to investigate partnership opportunities; and (3) lobby the NT Government and Australian Government for support. Further, Council may wish to consider opportunities for co-development and co-location with other amenities such as a Visitor Information Centre.

Alternative Options Considered

One alternative option is to not develop a new multi-user facility, and instead expand the existing facility or build a new single-use facility. However, this is not the preferred option because it fails to respond to community need and aspiration for more social infrastructure generally to accommodate a broad range of synergistic uses.

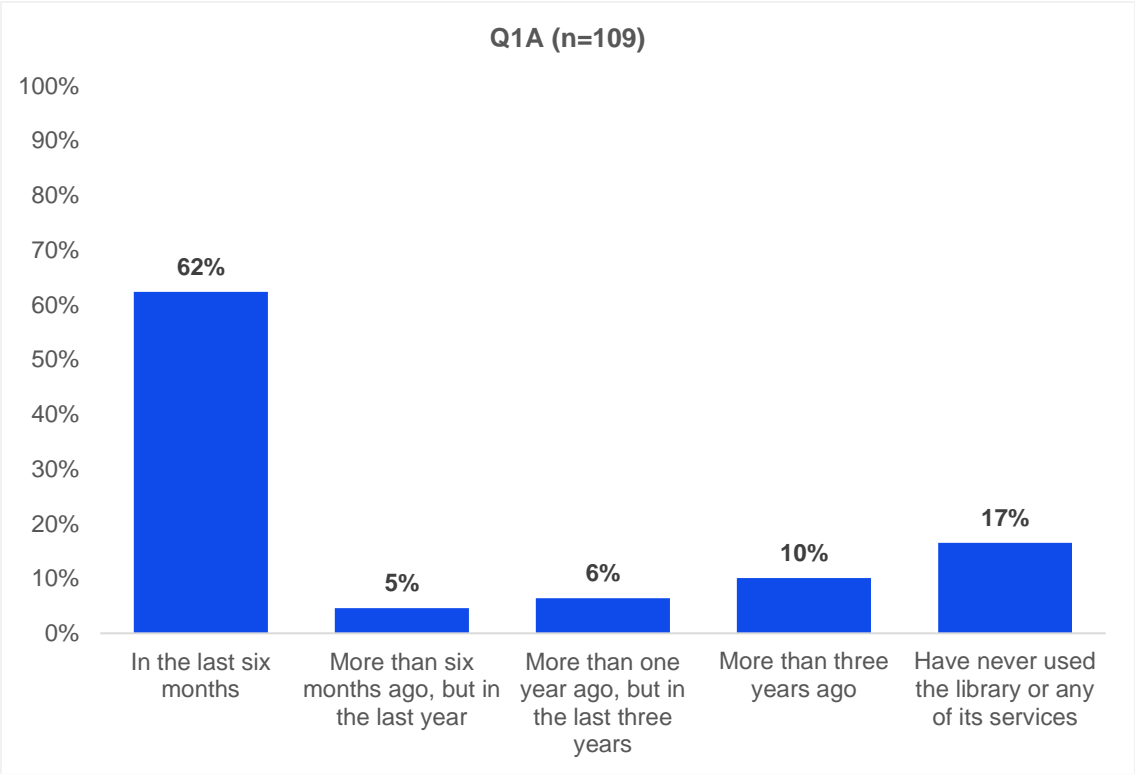
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Appendix A. Community Survey Outcomes

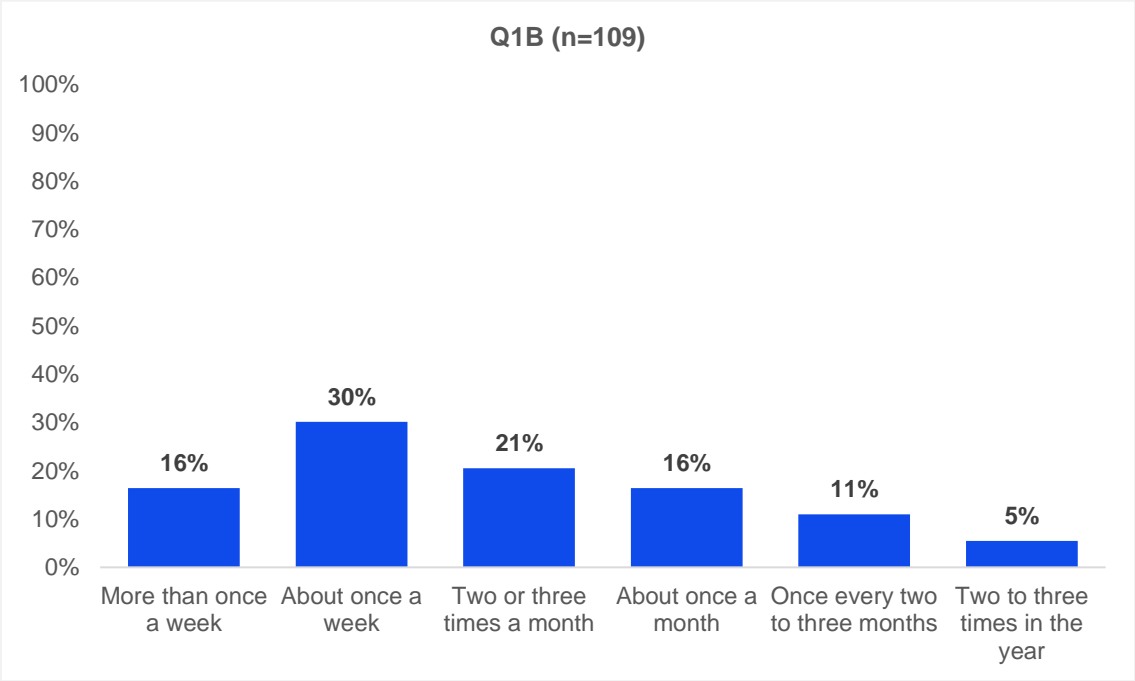
Response to Q1A, "The last time I visited the Taminmin Community Library or used any of its services (including the website and online services) was:"

The majority (62%) of respondents used the Taminmin Community Library within the last six months. However, this result may be skewed toward active users, who might have been more likely to have heard about and wished to engage with the survey.



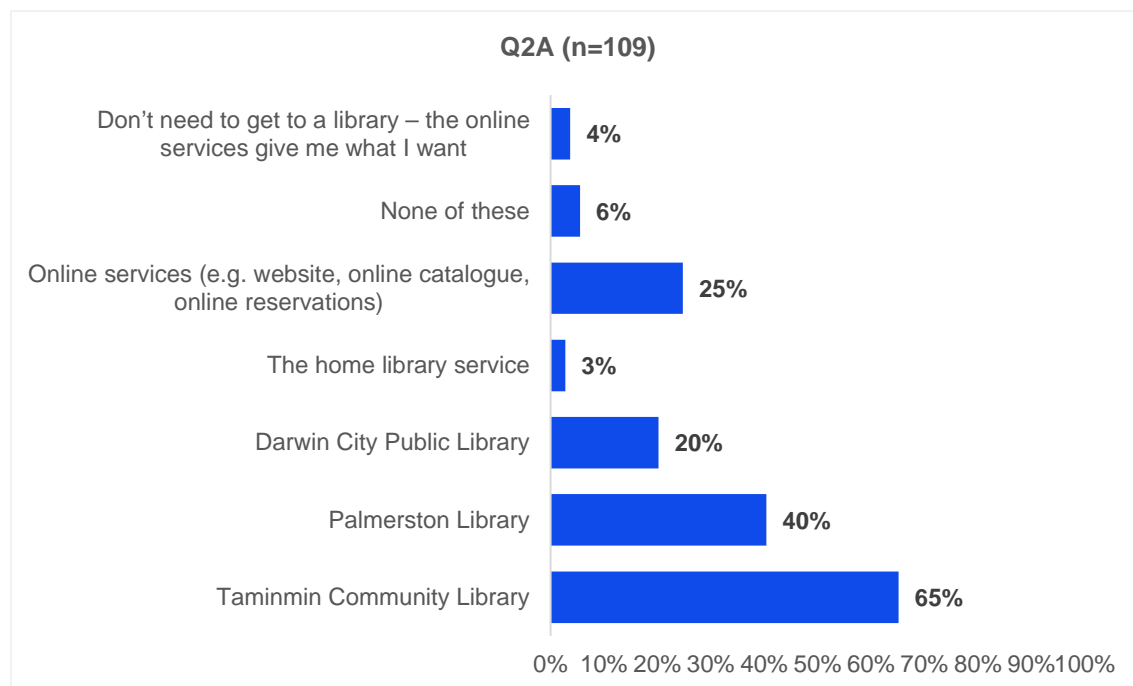
Response to Q1B, "In the last year, I have usually visited the Taminmin Community Library or used one of its services:"

The majority (67%) of respondents used the Taminmin Community Library two or three times per month, about once per week, or more than once per week. However, this result may also be skewed toward active users, who might have been more likely to have heard about and wished to engage with the survey.



Response to Q2A, “In the last year, I have usually visited or used:”

Nearly two-thirds of respondents (65%) indicate that they use the Taminmin Community Library, whilst 40% use the Palmerston Library and 20% use the Darwin City Public Library. This is inconsistent with other data, which suggests that more Litchfield residents use the Palmerston Library than the Taminmin Community Library. However, this result may be skewed in favour of the Taminmin Community Library, as its users might have been more likely to have heard about and wished to engage with this survey.



Response to Q2B-1, “If you visit the Palmerston Library, why do you choose to visit it over the Taminmin Community Library?”

Respondents indicated that they choose the Palmerston Library due to its: more convenient location (n=12); better service, including ‘because it’s not at a school’ (n=3); and because they’re unaware of the Taminmin Community Library (n=3).

More convenient location (n=12)
At this stage it is closer to my work but in the near future I will not be working in Palmerston and it would be nice to have a nice library closer to home
Close to my work.
Closer and bigger
I live closer to Palmerston
It has good facilities and good range of books
It's more central to why I live at Livingstone if I'm going to and from work, on leave or shopping on the weekends. I don't visit the Humpty Doo shopping area very often.
Its closer
Its closer since i moved
Its closer. I am a member there
Location
Range and location to Howard Springs
We have only moved rural this year. I know Palmerston Library so go there.
Better service (n=6), including ‘because it’s not at a school’ (n=3)
Because Taminmin is a school and I feel uncomfortable using it
Because the Palmerston library has much better services, atmosphere and choice of literature. I also do not like entering the school during the school hours to access the library. The community library should be kept separate from the school library to ensure a quiet place for students and activities for locals with children at the community library.
Better books Nicer staff Better amenity

Better services and resources. Stand alone resource - not on a school campus.
Easier access, feel it more open to the public
Range, Facilities, stand alone location, catalogue system
Unaware of or unfamiliar with the Taminmin Community Library (n=3)
Did not know there was a library available for children to borrow from out in Litchfield council area.
Didn't know there was a public library at taminmin
I did not know the Taminmin library was available to the public, I thought it was just for the school.

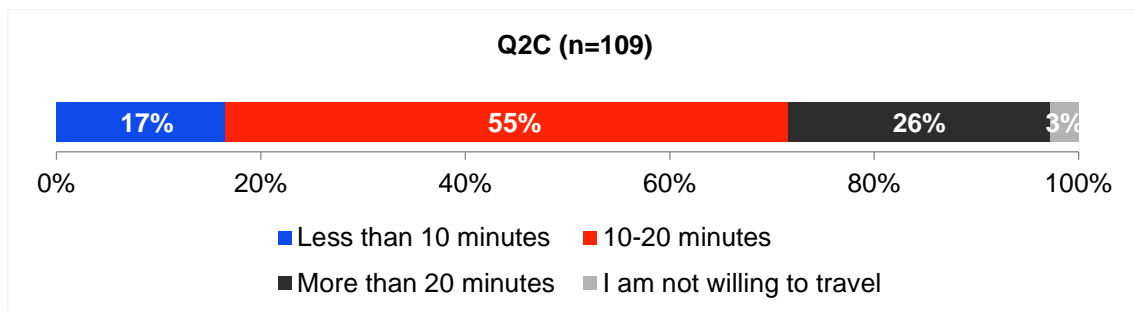
Response to Q2B-2, "If you visit the Darwin City Library, why do you choose to visit it over the Taminmin Community Library?"

Respondents indicated that they choose the Darwin City Library due to its: more convenient location (n=11); better service, including 'because it's not at a school' (n=3); and because they're unaware of the Taminmin Community Library (n=1).

More convenient location (n=11)
Closer to casuarina
closer to my residence
Closer to my residence, however should I relocate to the Litchfield district - I would look at using the Taminmin Library
I am an employee of City of Darwin Libraries but I like to visit other library services as well.
I was in the area.
I work in the city
It's closer to where I live
Location
Location as I live in Darwin
When I am in the city.
work in the city
Better service (n=6), including 'because it's not at a school' (n=3)
Because Taminmin is a school and I feel uncomfortable using it
More books and DVDs Younger staff who can help me with my ebooks
Range, Facilities, stand alone location, catalogue system
Unaware of or unfamiliar with the Taminmin Community Library (n=1)
I did not know the Taminmin library was available to the public, I thought it was just for the school.

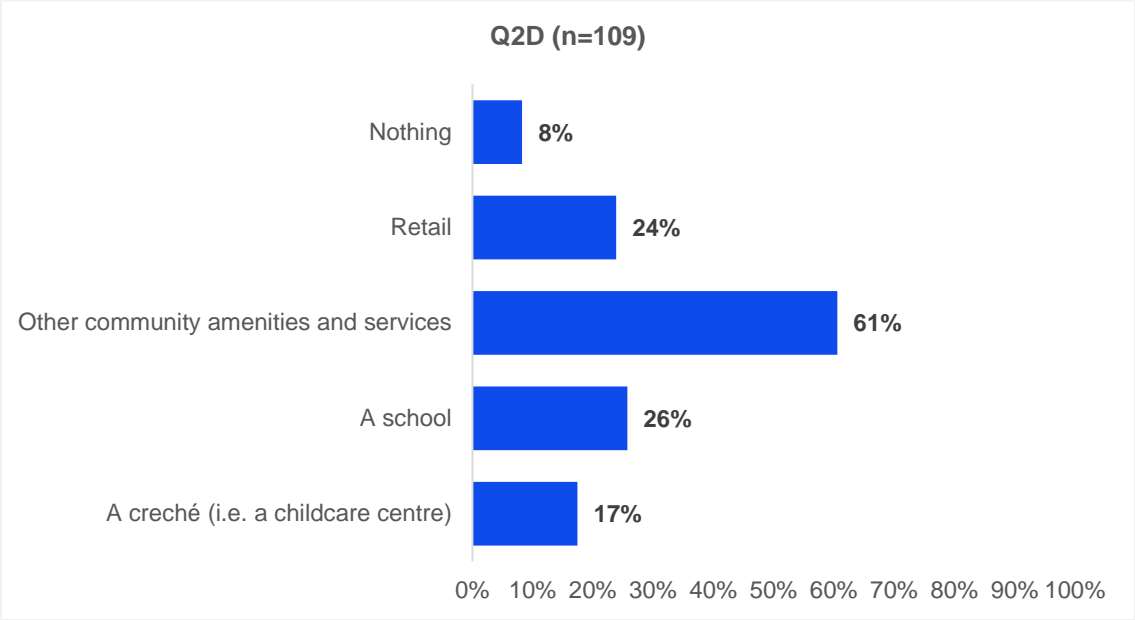
Response to Q2C, "To access library services, I am willing to travel:"

The majority of respondents (55%) are willing to travel 10-20 minutes to access library services.



Response to Q2D, “Ideally, I would like library services to be co-located with:”

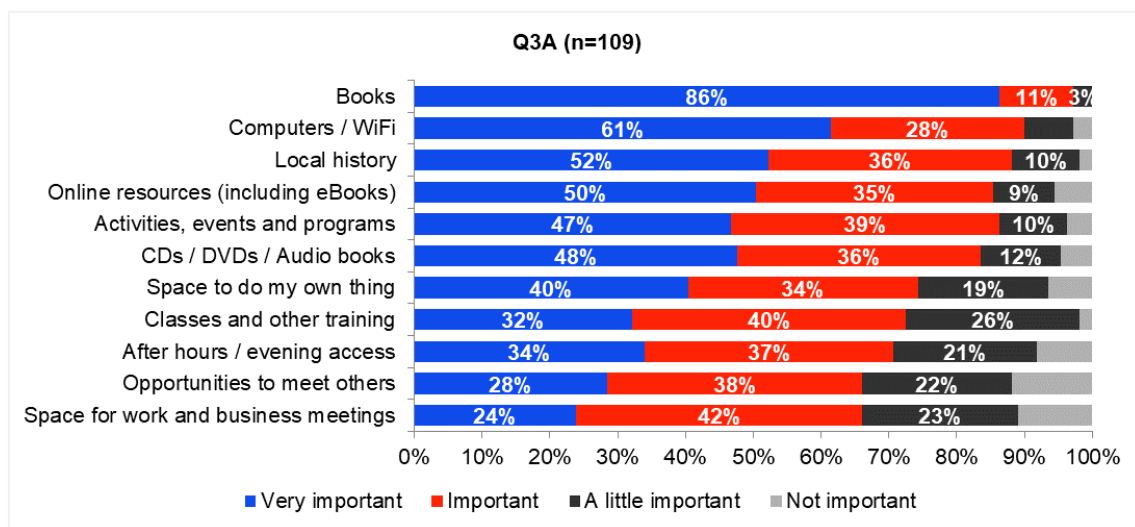
The majority of respondents (55%) would like library services to be co-located with other community amenities and services, followed by a school (26%) and retail (24%).



Response to Q3A, “How important is it to you that a local library provides the following services?”

Based on weighted average, respondents’ top three services by importance are: (1) books; (2) computers / WiFi; and (3) local history. However, this result may be skewed in favour of existing areas of strength, as current users (drawn by existing strengths) might have been more likely to have heard about and wished to engage with this survey.

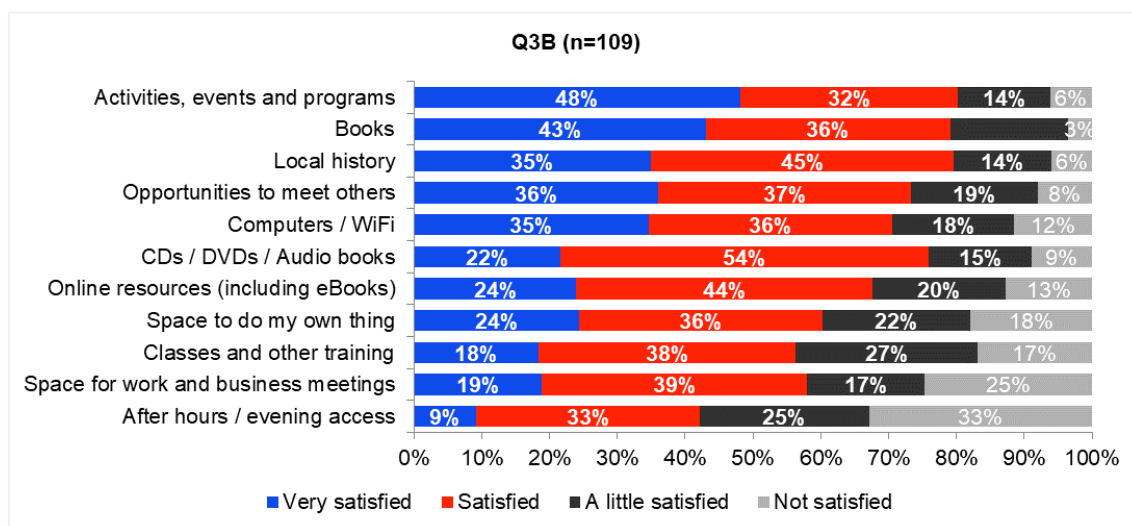
Rank	Service	Weighted Average
1	Books	95.9
2	Computers / WiFi	87.2
3	Local history	84.6
4	Online resources (including eBooks)	82.6
5	Activities, events and programs	82.3
6	CDs / DVDs / Audio books	81.7
7	Space to do my own thing	77.1
8	Classes and other training	75.7
9	After hours / evening access	74.1
10	Opportunities to meet others	70.6
11	Space for work and business meetings	69.7



Response to Q3B, “How satisfied are you with the following the Taminmin Community Library services?”

Based on weighted average, the three services with which respondents are least satisfied are: (1) after hours / evening access; (2) space for work and business meetings; and (3) classes and other training.

Rank	Service	Weighted Average
1	Activities, events and programs	80.6
2	Books	79.7
3	Local history	77.1
4	Opportunities to meet others	75.3
5	Computers / WiFi	73.4
6	CDs / DVDs / Audio books	72.2
7	Online resources (including eBooks)	69.7
8	Space to do my own thing	66.7
9	Classes and other training	64.4
10	Space for work and business meetings	63.0
11	After hours / evening access	54.6



Response to Q3C, "What would you do to improve the Taminmin Community Library and its services?"

To improve the Taminmin Community Library, respondents indicated that they would:

- Improve or maintain services and amenities (n=27);
- Do nothing, because it's great as it is (n=19);
- Build a new facility (n=14);
- Increase access / hours of operation (n=13); and
- Increase space (n=11).

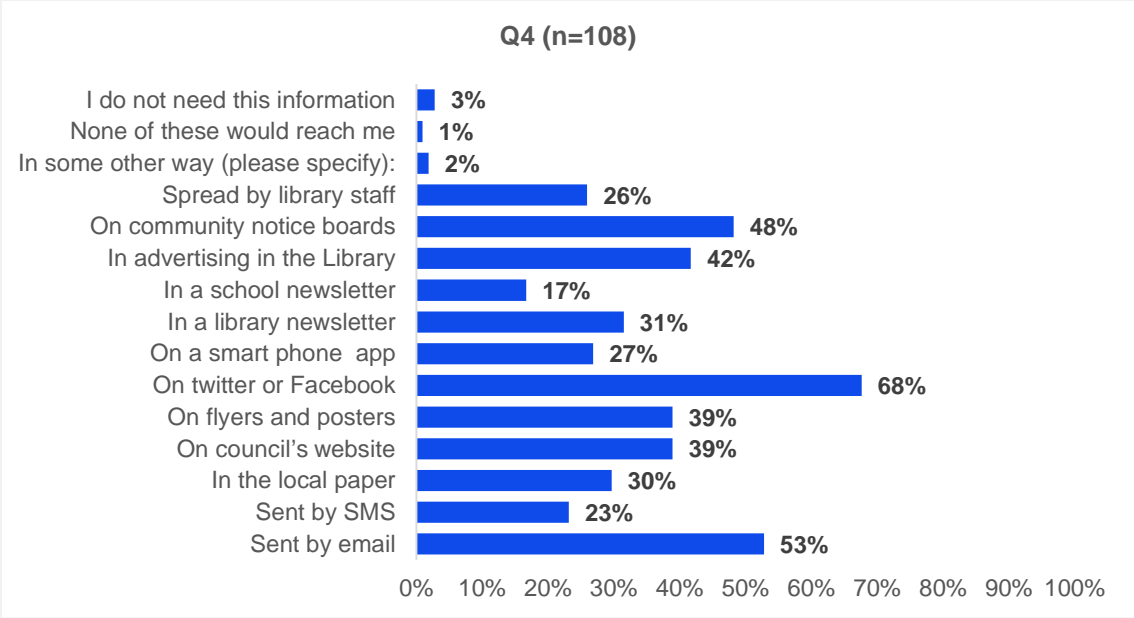
Improve or maintain services and amenities (n=27)
Add a café
Clean it
Coffee or tea facilities
Community interaction with seniors and young mums and bubs programs The more the merrier. Home bound community members need visits with books and other services available to other people Parking and easy access is also important Remote communities also benefit from the library services and this should continue At present the library have a wonderful interaction with the college and would like this to continue any shift to a retail sector with its noisy atmosphere would be not be popular. Continued volunteer support to the library should be encouraged
Ebooks
Get clean chairs to sit in. I feel the comfortable chairs are dirty, and I'm reluctant to sit in them, but I use a library to sit and read in sometimes. More room would be fantastic, although I acknowledge that may be difficult.
Give the children's section more resources. The services are awesome
Give them more funding to upgrade books and computer system - a few issues lately
Increase funding to update book collections. TCL also needs more space - maybe a new building but still within the school grounds to share facilities/expensive infrastructure. Libraries are important!!
increase resources
Investment in library services in the Litchfield is greatly needed to allow the library and library staff to provide an appropriate range of services to those living in the litchfield shire. Libraries need to be the hub of their community and the current library falls way below this expectation as it isn't financially resourced. When you compare it to Palmerston on any other public library in darwin it doesn't measure up.
It is ok to have it in the school, have closed off rooms for the kids and smaller rooms for the visitors to have meetings and research. Have the history available for all to see/access. Open after hours for working people to access. Perhaps have a storage room separate to the open library to declutter.
Keep the Children's story time etc going
Modernise resources. More family activities.
More children's holiday programs and adult classes
More computers, better reliability...sometimes I've gone there to use but internet not working or all in use. Other than that, the staff there do a wonderful job, are always extremely helpful (I do need their help on occasions), friendly and basically make it a fantastic place to visit. I really appreciate the service that is provided.
more funding, increase hours, cafe
More Range in books
More resources
More up to date books to borrow
Online access to genealogy websites, e.g. Ancestry.com
Retain the community as it's name says Connection between all members historically valuable and gives it the unique library that it is Maintain activities for all members Look at activities from the past that involved everyone eg Biggest Morning Tea, author visits, Simultaneous storytime, and design events to continue these social connections that are so important in a rural area
Services in the category of printing, color printing, scanning, laminating. That would be fantastic!
Tables not good when lots of people due to the funny shapes, better off with square tables, more space, more people to do talks including giving local history talks, rooms to rent at affordable prices for community groups.
the website needs to be improved. I try logging in with what I was told to use (username and password) but it never works.

upgrade, modernize,
Would be nice for the staff to actually ask the students to be quite while they are in the library, as libraries are meant to be quite.... not rowdy. I've been there when there are community activists and that's fine, then the students come in and it's so loud and the students do not care how they are, because the staff including their teachers do not tell them to quite down. I've studied there a lot over the last 18months and I've never ever heard any of the staff nor teachers say 'hey, we are in the library, keep your voices down'
Nothing – it's great as is / other positive feedback (n=19)
Can't think of anything, I love our library. It's great that it's part of the school, really brings that community engagement into reality not just rhetoric
Great spot to public
Have no idea
I am happy with the service
I dont know
I think Nita fine
Keep it the same
Keep it as it is! It is a fantastic library with great books. It is quiet too (when the students don't have classes there) like an old-style library.
You guys are doing a great job!
It's a great library, but the rural area is massive and it would probably be under funded and staffed to cope if everyone in the community decided to utilise it properly.
Love nursery time
Love the service love the staff always helpful.
Nil...
Not a lot at the moment but should improve depending on use.
Not much I would change
nothing at the moment.
Nothing the staff are great and helpful
Quality children's service and resources. They do well.
This is such a friendly atmosphere and such nice people that I cannot see how it could be improved. Yes, it is attached to a school - as was Nhulunbuy (not sure if it still is or not) This teaches the students that a library is for every one even after a school life! It does need expansion and more personal study areas for all users. The original plan was to have a second floor but cost cuts came into play. Look at the original plans and I think that yo will find the base structure would accommodate another level.
Build a new facility (n=14)
A larger library e.g a bigger building
Dedicated car parking and taking it out of the high school. I like to take the kids but it's very intimidating with high schoolers loitering. I don't believe there are any change tables for babies/toddlers. It's not family friendly for younger families to visit.
Design the library around experiences and activities that will improve the customer journey and maximize the way the library space flexes and functions to meet the customers service needs. separate if from the school, make it for the people not the collections.
Get it out of the school and in a better place geographically Get younger staff who know what they are doing with technology More new books!!! More 'hang out' and study space More parking Merge with something like child health clinic or play group or child care centre
I think the rural area should have its own community library and research centre. It should have its own space; not combined with Taminmin college.
I would like a bigger and more up to date library in the community. I would rather one that isn't within school grounds.
It would be great to have this facility separated from the school, however realising that this would come at a greater cost to rate payers.
Make the library a community library not linked to a school so both groups can fully use the areas. move it to a better location, colocated but not with school. New purpose built facility would be great.
Relocate/expand it. Not enough space or furnishings to set up for my study work. I drive to Palmerston library - an extra 25 minutes each way - as it is impossible to comfortably study, especially when students are using it.
Separate it from the community library. The community is growing and has the community library would be beneficial for so many locals.
Separate it from the school as school classes and individual students impact on accessibility This is especially true at recesses and lunchtimes Continue to tailor collection to needs of rural population Change the unfriendly notice as you enter the car park

separate the community library away from the school, modernize all furniture , fittings, computer access, the collections, train staff to be more customer focussed. Situate a new facility near transport services for day and night, near retail and other service providers. Join with community meeting spaces, art opportunities, gallery displays, small theatre performances. Create a beautiful artistic architectural building that people will want to visit in its own right.
Taminmin need a purpose built library, more staffing and better funding for resources to continue a very excellent service. Taminmin has been in its current position for around 35 years and now needs extra space to expand its service to the community. Youth services - partially captured by students attending College but nothing happenings after school due to lack of staff and resources plus students are bussed home once school finishes - no opportunity for them to stay unless pre-organised for some one to pick them up - better bus service would help. Home Library Service - staff and car to provide a wider service - staff currently using their own vehicles Ability to open longer hours - later than 5pm which is current closing time. Opening time at present is 8.30 which good. Funding to enable more computers for public - no room to do this. Ability to offer more training on a class basis rather than to one. More comprehensive training can be offered and more streamlined. No room to do this. Space to allow public a quiet area to read, study or use their own devices - no room to do this.
Increase access / hours of operation (n=13)
At least allow people after hour access.
Currently i can't return books if the school gates are closed. I have often tried to return books after work and found the gates closed
Extend opening hours on weekdays and weekends. More solo work areas & more group discussion areas. Better computer access. A greater range of audio books for children & teens.
Have more out of hours programs , more community activities in day time
Have Taminmin Community Library visit more remote areas , like Marrakai NT.
Hours of business maybe a little change??
Increasing access hours or online services
Increase open hours- I would go more if it were open longer.
Library hours extended to accommodate the travel most people have to do to get there being that it is a rural service. Not every day just one day open to maybe 8pm.
Library should be available after hours at least twice a week for working people. This would require access to coputers and wifi etc as well. Group meetings could also take place in the evenings.
Maybe open on Sundays.
Stay open for all the general public to have access
The library is currently not open to the public outside of weekday business hours & Saturday mornings due to being located in a school, and due to lack of funding and resources to open outside of these hours. It also lacks resources to advertise its presence to local residents. It has been better at times in the past and you could look back at what has worked over the years, and learn from that. It's time to look at opening & promoting the library to residents outside of school hours, or relocating to a more accessible venue.
Increase space (n=11)
Give them more space. It has a lovely atmosphere and everyone is very friendly. 😊👍
I would extend the library space into the adjoining side room/book room to give more space for library books
Larger area for all using it
Make it less crowded.
More space
More space for events and meetings.
More space required for more books etc. more shelving see above
More space for events and meetings.
Public space
Space away from the students
Space to sit
Other (n=8)
.....
5 characters
Litchfield to take it over
My use of Taminmin library is mainly on a library service to library service basis
Not sure as I have not visited yet!
Only public in the community
The library has little to no facilities and is small and is not current. I travel into Palmerston library.
The only public space in Humpty Doo

Response to Q4, “I would be likely to learn about what is happening in my library if the information was:”

Respondents indicated that their top three channels for library information are: Twitter or Facebook (68%); email (53%); and community noticeboards (48%).

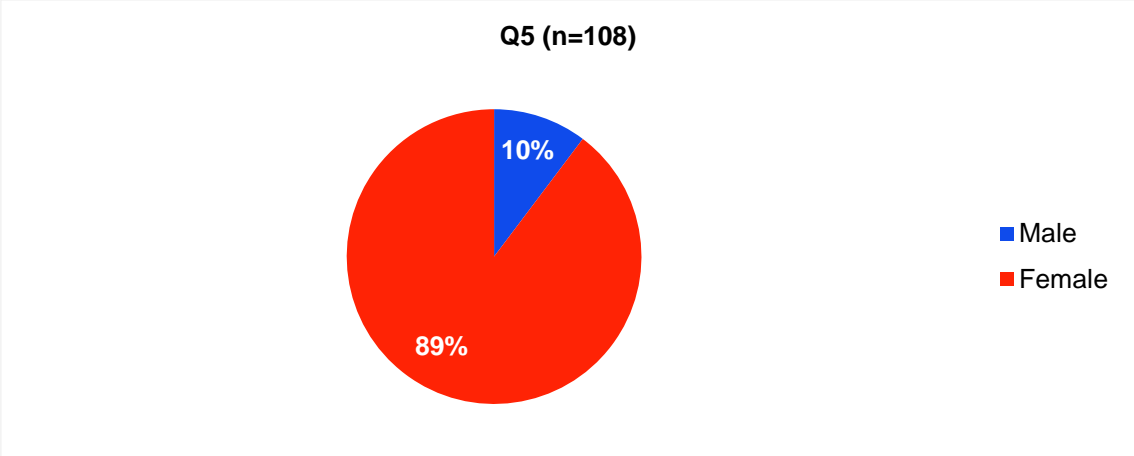


In some other way:

- community tv ads and regular radio segment
- On the radio

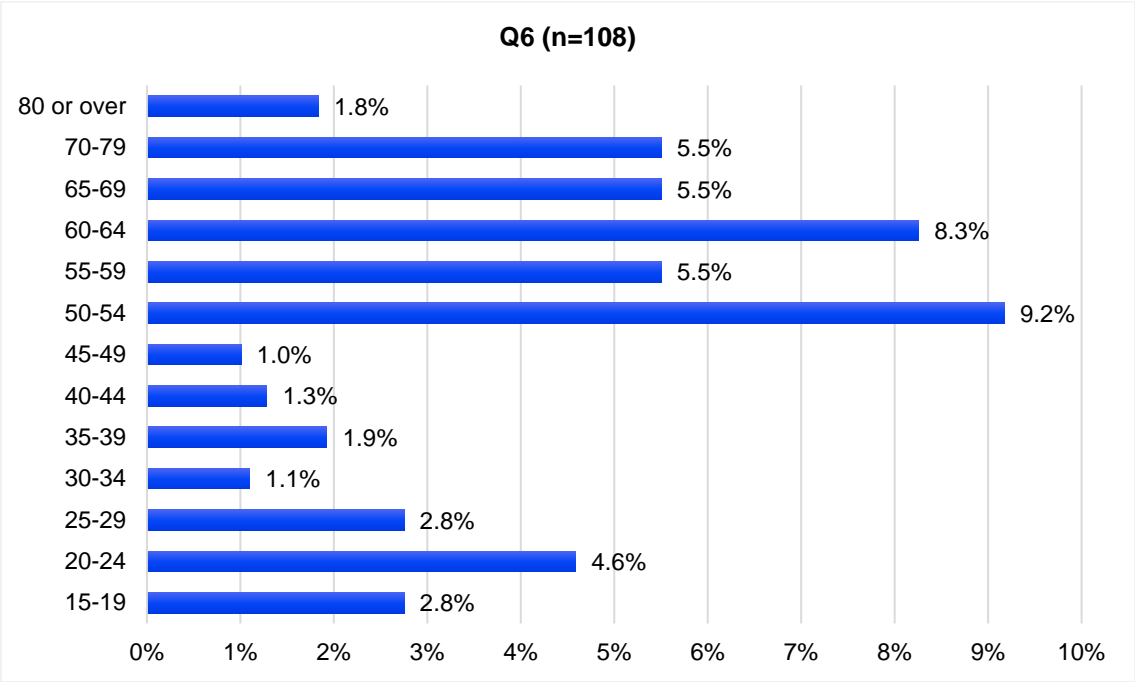
Response to Q5, “I am:”

89% of respondents were female, 10% were male, and 1% identified as ‘other’. By comparison, 40.6% of Litchfield’s residents are female and 59.4% are male (ABS, 2016). This significant discrepancy may suggest that the Taminmin Community Library is not adequately engaging male residents.



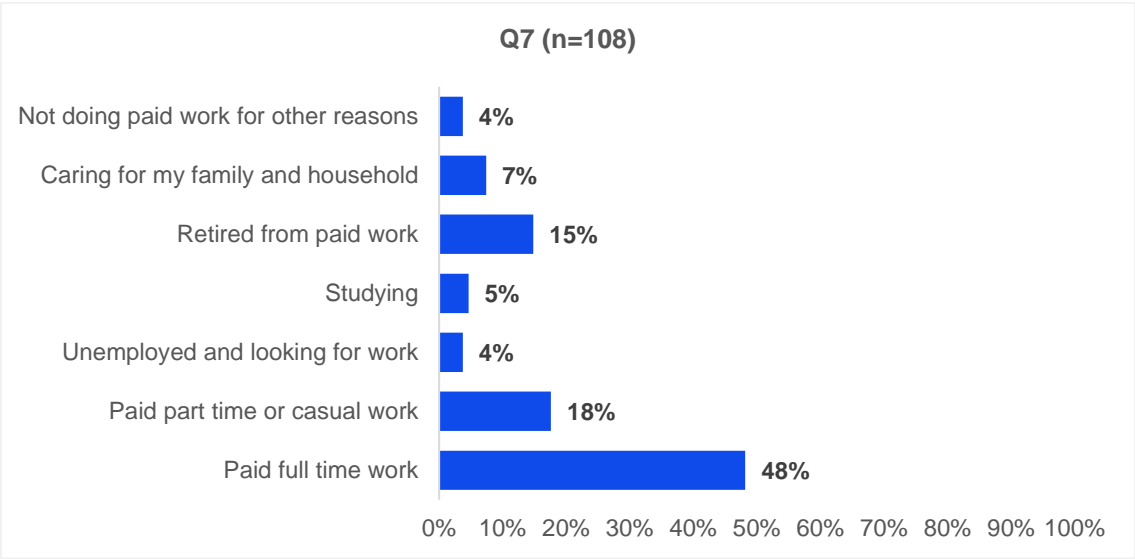
Response to Q6, “I am aged:”

35.8% of respondents were aged 50 or older, and only 5.3% were between the ages of 30 and 49. By comparison, 28.3% of Litchfield’s population is aged 50 or older, and 33.7% are between the ages of 30 and 49 (ABS, 2016). This discrepancy may suggest that the Taminmin Community Library is not adequately engaging residents aged 30 to 49.



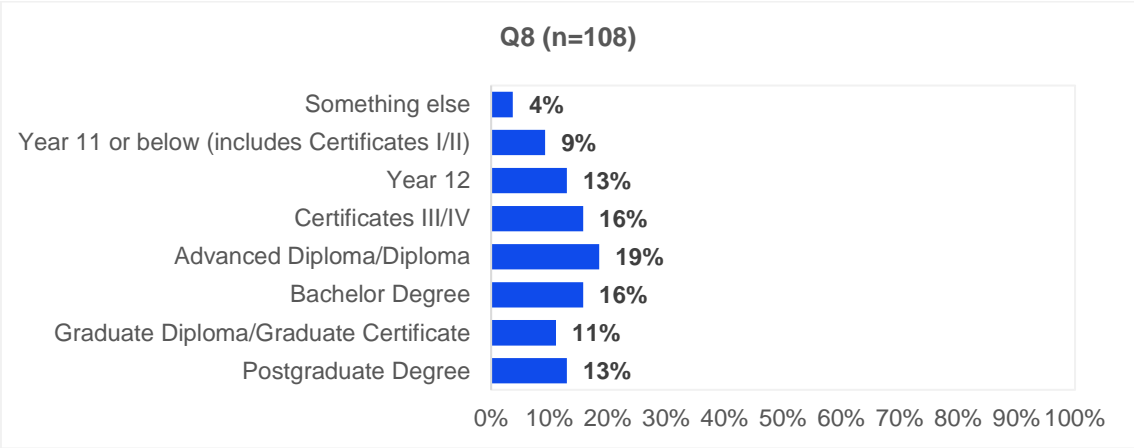
Response to Q7, “My main occupation is:”

Nearly half (48%) of respondents work on a full-time basis. This may contribute to high level of dissatisfaction with afterhours / evening access.



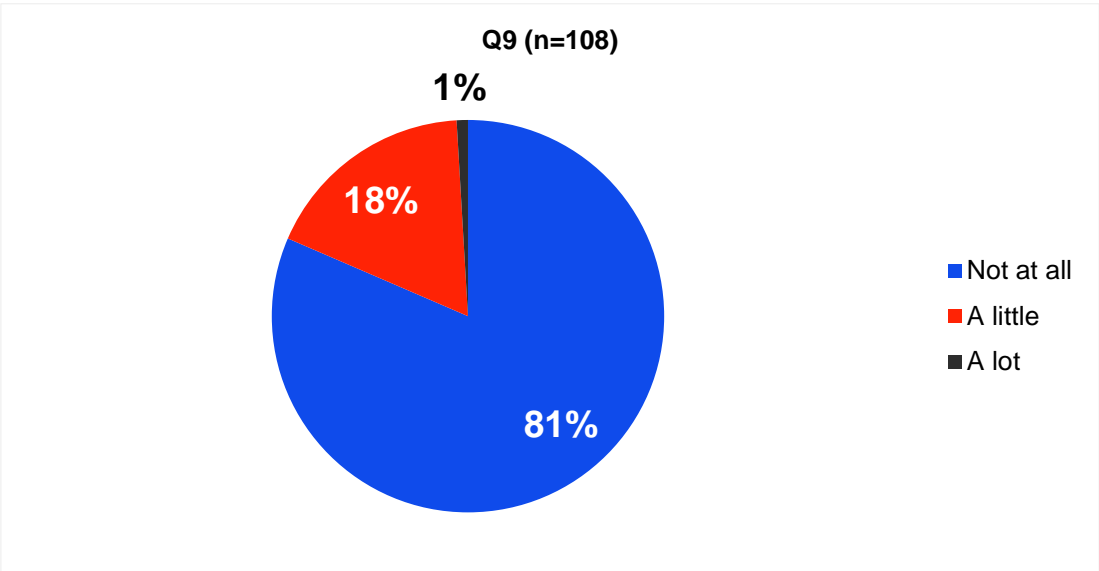
Response to Q8, “The highest level of education I have completed is:”

24% of respondents held a bachelor degree or postgraduate degree. By comparison, only 9.4% of Litchfield’s population holds a bachelor degree or above (ABS, 2016). This discrepancy may suggest that the Taminmin Community Library are significantly more educated than Litchfield’s general population, and the Library is not adequately engaging residents with lower levels of educational attainment.



Response to Q9, “I read in languages other than English:”

81% of respondents do not read in languages other than English at all, and only 1% read in English “a lot”. By comparison, 74.8% of Litchfield residents indicated that English is the only language they speak at home (ABS, 2016). This discrepancy may suggest that the Taminmin Community Library is not adequately engaging with residents of culturally- and linguistically-diverse background. Notably, according to ABS (2016), other languages spoken in Litchfield include: Vietnamese (1.0%); Greek (0.4%); Tagalog (0.4%); Thai (0.3%); and German (0.3%).



Response to Q10, “Is there anything else you would like to tell us about the Taminmin Community Library and its services and facilities? Please write in your answers below.”

In closing, respondents provided positive feedback (n=27) and made suggestions for improvement (n=16). The suggestions for improvement triangulate the other survey findings.

Positive feedback (n=27)
Friends of the Taminmin Library FOTL. are an active group supporting the library in the service of its community programs. They raise funds to assist the library with the programs and conduct programs with other community groups Also do volunteer work within the library and generally assist library staff when required To my knowledge FOTL are the only group of this type in the Territory Very valuable group
good luck, thank you for asking my opinion.
Great library
Great staff
Great staff great facilities
Great staff very helpful
I find the staff extremely helpful and patient when locating books and giving advice regarding facilities available.
I have been a member of Taminmin Library for over 25 years and have always loved its friendliness, service, the kids activities, seniors morning teas, book selection and computer/printing facilities. It is a vital part of the Humpty Doo community. Kids wait after school for parents to pick them up there & go there on school holidays to use the games, etc.
I like Taminmin Library
I think that the staff there are very friendly and helpful. I mostly go for story time and would be very upset if it was changed or taken away
I'm glad we have a public library. I have always used libraries, and so do my children. Reading and a love of books is essential.
It is a fabulous service, a much loved community asset and is ideally positioned. The value of this community asset and most importantly the community feeling about our library should not be underestimated by Council and NT Library.
It is a good facility. It is good for the elderly to get together monthly. It is good for the young children and parents to learn and socialise. I love the focussed talks on our local people and history, unfortunately I cannot attend as it is during work hours, perhaps there could be two events, one after hours.
It is a very useful service. Please assist it to stay on as part of the Community forever.
It's a local treasure and very useful resource for me.
It's great and appreciated. I'm looking forward to bringing my grandson to the Littlies mornings!
its a great facility but needs more space to expand its services
Its a great service that needs to stay in the rural area, however so that it can be used properly by community it needs to be separated from Taminmin College. Like wise, the students need an area that they can access at all times, with out the limited area in the library being used for community groups.
Keep up the really good work that you do now
Love the library. Thanks
Love the staff. A little bit overwhelming if you need to use it during school terms. More parking for library users during school hours.
TCL has been providing an essential service to the school and community for 35 years. May it continue to do so for another 35 years!
Thank you for service to date
The staff are friendly & helpful
The staff are great.
We need the library there is nothing else
Wonderful local staff
Suggestions for improvement (n=16)
Automated doors would be incredibly helpful!
Car parking can be a challenge and I tend to use Palmerston these days as it's open on the weekends but I prefer Taminmin's Children's book selection. My son and I really enjoyed going to story time with Julie she was amazing, I meet new friends and got much needed support it became my mothers group. I did also try Palmerston but found it too big and the staff quality was no where near as good as at Taminmin.
Ensure that it continues to be valued community space and asset by financial and verbal support

Give us more parking please
Given the resourcing, I think the Taminmin Community library does a great job, however the rural area has grown substantially over the past number of years and I think it is time for a re-think about the library services offered to the rural community at large.
I love this library however if it was decided to change it or relocate it I would support this as the rural area must have a library service.
More open and new ideas
More programs
Oh and coding workshops for kids and teens just as other council libraries hold.
Some people work full time and study, having a place to go away from home after hours to study might help.
Taminmin Library has provided remote a postal service to remote areas of the NT, and a housebound service to local residents who can't get to the library for health reasons. Both services fluctuate in effectiveness with funding, staffing and staff access to a work car in a rural area. Mostly staff use their own vehicles and their own time to visit housebound clients and the Humpty Doo Post Office for parcels.
The current library staff do an amazing job with what they have to work with. We might be rural but the best modern library/research space would be nice and our Litchfield history needs to be preserved.
The Litchfield collection needs to be respectfully displayed, maintained and promoted as a historical gem not left in a back room in boxes. It could take up an entire floor of a multi story building dedicated to the arts, community gatherings, and library resources and activities. I see the Litchfield Collection as the main driver for an attractive building in which to house it. A beautiful building to celebrate our history well into the future. plenty of parking to encourage tourists to stop awhile with their vans, trailers etc. and of course easy all weather access for locals. A building responsive to our climatic changes - places to sit outside in gardens during the Dry and the necessary aircon for the buildup and WET.
The local community needs this because of there nothing for the kids. but if the library is by its self with lots of parking more people will come
The staff at Taminmin Community Library provide a very needed service to the extremely wide and varied community that they serve. This is a much needed library for mums and babies who wish to introduce their child to literacy and numeracy at an early age, who socialise with mums not having the closeness an urban area brings, children before they actually go to school again with literacy and numeracy skills being brought into their lives. Seniors who really need a place in the rural area to meet, talk and know that they're not alone, have talks organised to engage them, meet to keep their brains active with Alzheimer Association and also they are also needed within the community. There are still people who do not have any easy way to get to the Library so a mobile service would be an excellent addition to the library's current service to the community Taminmin Community Library is a very much needed service one that I would like to see continue in a new building that would serve the community for years to come
This library is essential for my children. They're borrowing books all the time and we need our children to be reading! Sometimes I get a little frustrated as my 8 year old son does not like fantasy/magic/sci fi and I'm finding the choices for him are slim.
No further comment (n=2)
no
Not at this point of time
Other (n=1)
Council should focus on roads reserves and rubbish. NTG should provide Litchfield residents with the same level of library services as they do in other centres

Four vertical lines of varying heights and colors (black, blue, blue, black) are positioned at the top of the page.

Appendix B. Community Survey Instrument

Litchfield Council is undertaking a needs study of library services, to identify the community's needs and aspirations for future library services.



We'd be grateful for your views!

TAMINMIN COMMUNITY LIBRARY

QUESTIONNAIRE

HOW TO FILL IN THE QUESTIONNAIRE

Thank you for agreeing to help us learn about your experience using library services.

Your answers are completely anonymous and cannot be linked to you in any way that can identify you.

Please answer the following questions by putting an "X" in the box for the answer or answers that come closest to your opinion, or by writing your answer in your own words in the box provided.

You should find at least one response that fits you for each item. Only leave an item blank if absolutely all the responses shown would be seriously misleading.

If you need to change an answer please fill in the box you marked at first and want to change.

OVERALL USE AND ACCESS	
<p>Q1A. The last time I visited Taminmin Community Library or used any of its services (including the website and online services) was:</p> <p>[PLEASE MARK "X" FOR THE FIRST REPLY THAT FITS FOR YOU]</p> <div><div><input type="checkbox"/> In the last six months</div><div>[1]</div></div> <div><div><input type="checkbox"/> More than six months ago, but in the last year</div><div>[2]</div></div> <div><div><input type="checkbox"/> More than one year ago, but in the last three years</div><div>[3]</div></div> <div><div><input type="checkbox"/> More than three years ago</div><div>[4]</div></div> <div><div><input type="checkbox"/> Have never used the library or any of its services</div><div>[5]</div></div>	<p>Q1B. In the last year, I have usually visited Taminmin Community Library or used one of its services (including its website and online services):</p> <p>[PLEASE MARK "X" FOR THE FIRST REPLY THAT FITS YOU BEST]</p> <div><div><input type="checkbox"/> More than once a week</div><div>[1]</div></div> <div><div><input type="checkbox"/> About once a week</div><div>[2]</div></div> <div><div><input type="checkbox"/> Two or three times a month</div><div>[3]</div></div> <div><div><input type="checkbox"/> About once a month</div><div>[4]</div></div> <div><div><input type="checkbox"/> Once every two to three months</div><div>[5]</div></div> <div><div><input type="checkbox"/> Two to three times in the year</div><div>[6]</div></div>

SERVICE-SPECIFIC USE AND ACCESS

Q2A. In the last year, I have usually visited or used:

[PLEASE MARK "X" FOR ALL THAT APPLY]

- | | | |
|--------------------------|--|-----|
| <input type="checkbox"/> | Taminmin Community Library | [1] |
| <input type="checkbox"/> | Palmerston Library | [2] |
| <input type="checkbox"/> | Darwin City Library | [3] |
| <input type="checkbox"/> | The home library service | [4] |
| <input type="checkbox"/> | Online services e.g. website, online catalogue, online reservations | [5] |
| <input type="checkbox"/> | None of these | [6] |
| <input type="checkbox"/> | Don't need to get to a library – the online services give me what I want | [7] |

Q2B. If you visit the Palmerston Library or Darwin City Public Library, why do you choose to visit it over the Taminmin Community Library?

Q2C. To access library services, I am willing to travel:

[PLEASE MARK "X" FOR THE FIRST REPLY THAT FITS YOU BEST]

- | | | |
|--------------------------|----------------------|-----|
| <input type="checkbox"/> | Less than 10 minutes | [1] |
| <input type="checkbox"/> | 10-20 minutes | [2] |
| <input type="checkbox"/> | More than 20 minutes | [3] |

Q2D. Ideally, I would like library services to be co-located with:

[PLEASE MARK "X" FOR ALL THAT APPLY]

- | | | |
|--------------------------|--|-----|
| <input type="checkbox"/> | A café | [1] |
| <input type="checkbox"/> | A crèche (a childcare centre) | [2] |
| <input type="checkbox"/> | A school | [3] |
| <input type="checkbox"/> | Other community amenities and services | [4] |
| <input type="checkbox"/> | Retail | [5] |
| <input type="checkbox"/> | Nothing | [6] |

OPINIONS ABOUT SERVICES

Q3A. How important is it to you that a local library provides the following services?

[PLEASE MARK 'X' IN ONE BOX ON EACH ROW]

	Very important [1]	Important [2]	A little important [3]	Not important [4]
Activities, events and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classes and other training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities to meet others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDs / DVDs / Audio books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers / WiFi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online resources (including eBooks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Space for work and business meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Space to do my own thing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After hours / evening access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3B. How satisfied are you with the following the Taminmin Community Library's services?

[PLEASE MARK 'X' IN ONE BOX ON EACH ROW FOR SERVICES WITH WHICH YOU'RE FAMILIAR – LEAVE OTHERS BLANK]

	Very satisfied [1]	Satisfied [2]	A little satisfied [3]	Not satisfied [4]
Activities, events and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classes and other training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities to meet others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDs / DVDs / Audio books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers / WiFi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online resources (including eBooks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Space for work and business meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Space to do my own thing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After hours / evening access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3C. What would you do to improve the Taminmin Community Library and its services?

SOURCES OF INFORMATION

Q4. I would be likely to learn about what is happening in my library if the information was:

[PLEASE MARK 'X' IN THE BOX FOR ALL THOSE THAT WOULD BE LIKELY TO REACH YOU]

<input type="checkbox"/> Sent by email [1]	<input type="checkbox"/> In a school newsletter [9]
<input type="checkbox"/> Sent by SMS [2]	<input type="checkbox"/> In advertising in the Library [10]
<input type="checkbox"/> In the local paper [3]	<input type="checkbox"/> On community notice boards [11]
<input type="checkbox"/> On council's website [4]	<input type="checkbox"/> Spread by library staff [12]
<input type="checkbox"/> On flyers and posters [5]	<input type="checkbox"/> In some other way [DESCRIBE] [13]
<input type="checkbox"/> On twitter or Facebook [6]	
<input type="checkbox"/> On a smart phone app [7]	<input type="checkbox"/> None of these would reach me [14]
<input type="checkbox"/> In a library newsletter [8]	<input type="checkbox"/> I do not need this information [15]

PERSONAL CHARACTERISTICS

Q5. I am: (MARK "X" FOR ONE ANSWER)

- ☐ Male ☐ Female ☐ Other

Q6. I am aged: (MARK "X" FOR ONE ANSWER)

- | | | | | | |
|-----------------------------------|-------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Under 15 | <input type="checkbox"/> 15-19 | <input type="checkbox"/> 20-24 | <input type="checkbox"/> 25-29 | <input type="checkbox"/> 30-34 | <input type="checkbox"/> 35-39 |
| <input type="checkbox"/> 40-44 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> 55-59 | <input type="checkbox"/> 60-64 | <input type="checkbox"/> 65-69 |
| <input type="checkbox"/> 70-79 | <input type="checkbox"/> 80 or over | | | | |

Q7. My main occupation is: (MARK "X" FOR ONE ANSWER)

- | | |
|--|-----|
| <input type="checkbox"/> Paid full time work | [1] |
| <input type="checkbox"/> Paid part time or casual work | [2] |
| <input type="checkbox"/> Unemployed and looking for work | [3] |
| <input type="checkbox"/> Studying | [4] |
| <input type="checkbox"/> Retired from paid work | [5] |
| <input type="checkbox"/> Caring for my family and household | [6] |
| <input type="checkbox"/> Not doing paid work for other reasons | [7] |

Q8. The highest level of education I have completed is: (MARK "X" FOR ONE ANSWER)

- | | |
|--|-----|
| <input type="checkbox"/> Postgraduate Degree | [1] |
| <input type="checkbox"/> Graduate Diploma / Graduate Certificate | [2] |
| <input type="checkbox"/> Bachelor Degree | [3] |
| <input type="checkbox"/> Advanced Diploma / Diploma | [4] |
| <input type="checkbox"/> Certificate III/IV | [5] |
| <input type="checkbox"/> Year 12 | [6] |
| <input type="checkbox"/> Year 11 or below (includes Certificates I/II) | [7] |
| <input type="checkbox"/> Something else | [8] |

Q9. I read in languages other than English: (MARK "X" FOR ONE ANSWER)

- | | |
|-------------------------------------|-----|
| <input type="checkbox"/> Not at all | [1] |
| <input type="checkbox"/> A little | [2] |
| <input type="checkbox"/> A lot | [3] |

Q10. Is there anything else you would like to tell us about the Taminmin Community Library and its services and facilities? Please write in your answer below.

THANK YOU

That is the end of the questions.



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COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	LC55 Grant Application and Management Policy
Report Number:	18/0011
Meeting Date:	17/01/2018
Attachments:	A – LC55 Grant Application and Management

Purpose

To seek Council's endorsement to rescind Council policy LC55 Grant Application and Management.

Summary

Council is currently undergoing a comprehensive review of policies as part of its preparation for a NTG Department of Housing and Community Development Division of Local Government compliance audit, scheduled for February 2018.

LC55 Grant Application and Management was last reviewed in 2014.

This paper proposes to rescind LC55 Grant Application and Management Policy as;

1. the policy prescribes a process which is not a policy;
2. the process set out in LC55 is no longer appropriate;
3. the policy is operational in nature and is more appropriately articulated as a Procedure under the Chief Executive Officers approval;
4. There is no dedicated Grants Officer in Council's staffing structure; and
5. the approval of grants will be included into the revised Council delegation manual for ease of administration.

Recommendation

"THAT Council rescinds the LC55 Grant Application and Management Policy."

Background

External grant funding supports Council to undertake important projects or complete needed infrastructure.

Council is often eligible to receive funds for programs and projects through a variety of grants, and formal government programs. The obligations of these funds can vary greatly, from funding to deliver an outcome to very prescriptive funding with very specific expectations. The funding can also come with an expectation of being matched by Council or Council providing additional funds, resources or expecting Council to fund the service ongoing.

A Grant Policy or External Funding Policy recognises that each of these opportunities needs to be assessed on strict and fair criteria to determine if Council should pursue the funding opportunity; is prepared to contribute additional funds; resourcing impacts and fit to Council's strategic plans and directions. Council's current LC55 Grant Application and Management Policy is not a policy. As it currently stands, it relates more to how grants are managed internally rather than the circumstances under which Council would apply for external funds, the considerations, the assessment and the authorisation requirements.

Council's annual grant income comprises approximately 40% of Litchfield Council's total income with roughly half is recurrent Federal Financial Assistance grants (FAG's), administered by each state or territory and provided to all local government authorities across Australia.

The balance comes from special purpose grants (SPG's) which are applied for, implemented and acquitted by Council officers over the course of the year. There are generally two rounds of SPG's each year. These grants have been an important source of funding for projects on Council's recreation reserves or for Council infrastructure projects, such as the funding for the MWF Shed.

Other grant funding opportunities arise throughout the year with Council taking up the opportunity to progress key projects such as road funding.

Council is currently undergoing a period of policy review and consolidation in preparation for a compliance audit in February 2018. This review has exposed a number of policies which require updating or rescinding to ensure good governance and consistency with GOV01 Policy Framework last reviewed by Council in November 2017.

An administrative policy, as defined by GOV01 Policy Framework, is adopted by the Chief Executive Officer and governs the conduct of Council officers in the various internal operations of the organisation. LC55 more appropriately fits this definition and therefore be better handled through an administrative procedure.

A procedure defines the actions required to apply or implement a policy. It outlines who will do what, the steps they need to take and the forms or documents that need to use.

Links with Strategic Plan

An effective and sustainable Council.

Legislative and Policy Implications

This decision will ensure Council policies are consistent with GOV01 Policy Framework.

Risks

Rescinding this policy will clarify the policy structure in line with the Council approved GOV01 Policy Framework.

Financial Implications

Nil

Community Engagement

Nil

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

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

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

POLICY TITLE:	GRANT APPLICATION AND MANAGEMENT POLICY
POLICY NUMBER:	LC55
CATEGORY:	COUNCIL
CLASSIFICATION:	FINANCE
STRATEGIC PLAN REFERENCE:	5 Effective Council Management
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are safe, financially sustainable, accountable, equitable and efficient	
STATUS: Approved	Council Resolution: PA14/CAM/067

Date Approved:	14/08/2014	Approved By:	COUNCIL	Date for review:	13/08/2018
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

POLICY STATEMENT:

Council is committed to actively seek grants and contribution opportunities to fund delivery of additional projects/purchase assets to benefit the Litchfield Municipality.

This policy is to guide staff of the administrative process regarding the application, management and acquittal of grants.

PROCESS

Identify a project/purchase including costings, drawings, photos and maps and get it to stage of 'shovel ready' i.e. If funding available, project could start immediately.	Manager
Add to 'wishlist'.	Community Grants & Certifying Officer
Each financial year, the 'wishlist' is approved in principle by Council.	Community Grants & Certifying Officer
Investigate available grants to allocate to 'wishlist' projects/purchases. Avenues include:- Federal and Northern Territory Governments Not for profit organisations e.g.Landcare Subscription to www.ourcommunity.com.au Newsletters Philanthropic	Community Grants & Certifying Officer
Once grant identified, agenda item seeking approval is presented to Council	Community Grants & Certifying Officer

In cases of time constraint, CEO may approve submission of grant application for those project/purchases that have already been approved by Council in principle. Agenda item must still be done seeking Council endorsement.	CEO
Lodgement of grant applications to relevant authority.	Community Grants & Certifying Officer
On receipt of grant, project/purchase may begin.	Project Manager
Progress reports including photos, monitoring of spending deadlines, compliance with grant requirements.	Community Grants & Certifying Officer
Once the project/purchase is completed, a reconciliation of funds spent is completed to ensure the grant funding has been totally spent. Excess funds are returned to the relevant authority.	Community Grants & Certifying Officer
An agenda item is presented to Council seeking acquittal of grant.	Community Grants & Certifying Officer
Lodgement of acquittal documentation to relevant authority.	Community Grants & Certifying Officer

PERIOD COVERED BY THE POLICY

This policy is to be reviewed within four months after the next Local Government elections in 2016.

REFERENCES:

Policy Number:	LC55
Policy Owner:	Corporate Services
Endorsed by:	Council
Final Approval:	Council
Date Approved:	14/08/2014
Revision Date:	2016
Amendments:	
Related Policies:	
Related Publications:	

CONTACT PERSON:

Position

Extension

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613

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Valerie Urbain

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644

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COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Administrative Review Committee
Report Number:	18/0012
Meeting Date:	17/01/2018
Attachments:	A – LC03 Administrative Review Committee B – GOV09 Review of Council Decisions C – DRAFT Terms of Reference Administrative Review Committee

Purpose

This report presents for Council:

- Terms of Reference for an Administrative Review Committee for approval;
- A recommendation to establish an Administrative Review Committee; and
- Recommendations to rescind Council policies GOV09 Review of Council Decisions and LC03 Administrative Review Committee.

Summary

Pursuant to Section 229(1) of the Local Government Act (the Act), Council is required to establish an Administrative Review Committee to consider applications to review a Council Reviewable Decision.

Council policy LC03 Administrative Review Committee (Attachment A) was last reviewed on 4 April 2012 and established the Committee under Section 54 of the Local Government Act (the Act).

GOV09 Review of Council Decisions (Attachment B) policy was adopted on 17 September 2015 and conflicts with LC03 in that it identifies Council as the Administrative Review Committee and references the statutory reviewable decisions as per Section 227(2) of the Act.

Section 229(1) of the Act is clear in the establishment of the Committee. Having a separate committee to that of Council provides a layer of transparency to ensure good governance. Draft Terms of Reference for an Administrative Review Committee are attached (Attachment C). The inclusion of the Chief Executive Officer and the Governance and Risk Advisor on the Committee ensures that all operational and legal aspects are thoroughly considered.

Section 227(2) of the Act sets out the reviewable decisions designated by the Act. Council may, by resolution, designate other decisions made by Council or Officers of Council as reviewable. There are currently no reviewable decisions set by Council resolution. Consequently, there is no requirement to maintain LC03 or GOV09.

Recommendation

THAT Council;

1. Rescind Council policy LC03 Administrative Review Committee and GOV09 Review of Council Decisions;
2. Approve the Terms of Reference for the Administrative Review Committee;
3. Establishes an Administrative Review Committee under Section 229 of the Local Government Act; and
4. Appoints Councillor and Councillor to the Administrative Review Committee in accordance with the Administrative Review Committee Terms of Reference.

Background

Chapter 18 of the Act caters for the review and appeal of Council decisions. It identifies:

- mandatory reviewable decisions and allows for Council to set by resolution, decisions by Council or Council Officers as reviewable;
- the process for applying for a review of a decision;
- the establishment of the Administrative Review Committee; and
- the role of the NT Civil and Administrative Tribunal in an appeal of a reviewed decision.

Council is currently undergoing a period of policy review and consolidation in preparation for a compliance audit in February 2018. This review has exposed a number of policies which require updating or rescinding to ensure consistency with GOV01 Policy Framework last reviewed by Council in November 2017.

Links with Strategic Plan

An effective and sustainable Council.

Legislative and Policy Implications

It is a legislative responsibility to have the list of reviewable decisions on Councils website. The list presented Section 227 (2) below allows for Council to add to this list by Council resolution.

- *A decision by the council or a council committee to reject an application for correction of an entry in the assessment record (Section 154(6));*
- *A regulatory order (Section 196); and*
- *A decision to refuse to suppress a person's name or address (or both) from publicly available material (Section 201(5)).*

Council has a current policy LC03 Administrative Review Committee which is out of date (last reviewed 10/4/2012) and establishes the Committee under Section 54 of the Local Government Act.

The Administrative Review Committee is established under Section 227 of the Act. No other Council in the NT treats this committee as a Section 54 Committee.

LC03 Administrative Review Committee conflicts with GOV09 Review of Council Decisions.

Risks

Rescinding GOV09 and LC03 will ensure that Council is complying with the Act and with the GOV01 Policy Framework.

Financial Implications

Nil

Community Engagement

Nil

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

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

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

POLICY TITLE:	ADMINISTRATIVE REVIEW COMMITTEE
POLICY NUMBER:	LC03
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	COUNCIL
STRATEGIC PLAN REFERENCE:	1 Effective leadership and governance
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient	
STATUS: Approved	Council Resolution PA12/CAM/013

Date Approved:	12/11/2008	Approved By:	PA08/CAM/013	Date for review:	March 2012
Date Approved:	10/04/2012	Approved By:	PA12/CAM/013	Date for review:	March 2016
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

2. PURPOSE:

Pursuant to Part 5.2 of the Local Government Act (Act) Council may establish council committees. At the first meeting of the council elected on 24 March 2012 it was resolved that an Administrative Review Committee be established to comply with Part 18.1 “Internal Review” of the Act

3. PROCEDURE:

That Council at its first meeting after the election establish an Administrative Review Committee with the membership consisting of the Mayor and two elected members.

Mayor and 2 x Elected Members

The above committee will meet to review all **reviewable decisions** as required by the Act (or a by-law under this Act), or resolution of council

4. REVIEWABLE DECISIONS

A list setting out each category of reviewable decisions must be accessible on a council's website.

The following are designated by this Act as reviewable:

- (a) a decision by the council or a council committee to reject an application for correction of an entry in the assessment record (Section 154(6));
- (b) a regulatory order (Section 196);
- (c) a decision to refuse to suppress a person's name or address (or both) from publicly available material (Section 201(5)).

5. POLICY REVIEW

This policy is to be revised at the first meeting after the next Local Government elections (PA12/CAM/013)

REFERENCES:

Policy Number:	LC03
Policy Owner:	Council
Endorsed by:	Council
Final Approval:	10/04/2012
Date Approved:	10/04/2012
Revision Date:	01/03/2016
Amendments:	
Related Policies:	
Related Publications:	

CONTACT PERSON:

Contact Person	Derrick Tranter
Position	Governance Manager
Extension	31
Email Address	derrick.tranter@lc.nt.gov.au



Name	GOV09 Review of Council Decisions
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	17/09/2015
Review Date	17/09/2016
Document ID	LITCHFIELD-454211611-6

1 Purpose

The purpose of this policy is to set out those decisions of Council considered under Section 227 of the Local Government Act as reviewable decisions.

2 Principles

Litchfield Council is committed to the transparency and efficiency of Council operations, and the accountability of Council for the decisions it makes.

3 Definitions

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

Council Decision	A resolution of Council, compliant with the Local Government Act, and properly minuted in the Minutes of a Council Meeting.
Reviewable Decision	A decision or order made by Council or by an Officer of Council, identified within this Policy as “reviewable”.

4 Policy Statement

4.1 Designation of Reviewable Decisions

4.1.1 Reviewable Decisions under the Local Government Act

The following decisions made by Council or by an officer of Council, are designated as reviewable under Section 227 of the Local Government Act:

- 4.1.1.1 A decision by the council or a council committee to reject an application for correction of an entry in the assessment record (Section 154(6));
- 4.1.1.2 A regulatory order (Section 196);
- 4.1.1.3 A decision to refuse to suppress a person’s name or address (or both) from publicly available material (Section 201(5)).

4.1.2 Reviewable Decisions under Policy

- 4.1.2.1 No other decisions of Council, for the purposes of Section 227, are considered reviewable under this Policy.
- 4.1.2.2 Where legislation exists governing a Council decision designating a statutory review process, Council will comply with the requirements set out in such legislation.
- 4.1.2.3 For the sake of clarity, this Policy does not govern requests for review of Council decisions or the decisions of an officer of Council with respect to the Information Act.

4.2 Administrative Review Committee

4.2.1 The review of decisions designated as reviewable under 4.1 are to be referred to full Council, who for the purposes of Part 18.1 of the Local Government Act, act as the Administrative Review Committee.

4.2.2 The process for considering an application for the review of a Council decision or that of an officer of Council designated in 4.1 as reviewable shall be as outlined in Sections 229 and 230 of the Local Government Act.

5	Associated Documents
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Nil

6	References and Related Legislation
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6.1 Northern Territory Local Government Act

6.2 Northern Territory Local Government (Administration) Regulations

6.3 Northern Territory Local Government (Accounting) Regulations



Administrative Review Committee

Introduction

Section 229(1) of the Local Government Act requires Council to establish an Administrative Review Committee to address reviewable decision applications.

These Terms of Reference set out the operating framework for the Litchfield Council Administrative Review Committee.

Purpose

The purpose of the Committee is to consider applications to review a Council **reviewable decision** as required.

Definitions

For the purpose of these Terms of Reference:

- “Member” means a member of the Committee;
- “Council” means the Litchfield Council; and
- “Reviewable Decision” is one allowed for under Council policy or identified under Section 227 of the Local Government Act.

Status

This Committee is not a Council Committee under Section 54 Local Government Act. It is a Committee appointment by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as ‘operational’, will be dealt with and actioned by the Chief Executive Officer with any action or lack thereof reported to the Committee on a regular basis.

Membership

Membership of the Committee will be:

- Litchfield Council Mayor;
- 2 Councillors appointed by Council;
- Litchfield Chief Executive Officer; and
- Governance and Risk Advisor.

Term of Appointment

Committee Members will be appointed for the term of Council unless otherwise decided by Council.

Selection of Committee Members

Councillors shall be appointed by Council immediately following a general election.

Roles and Responsibilities of Members

Inquire into the matters raised by the application to review a Council Reviewable Decision.

Make a recommendation on the application to review a Council Reviewable Decision to:

- Confirm the decision;
- Amend the decision;
- Revoke the decision; or
- Recommend a further decision to mitigate the effect of the decision.

Vacancies

A vacancy of a Councillor shall be filled by Council appointment.

Meetings

The Committee shall meet as required when Council receives an application to review a Council Reviewable Decision.

Chairperson

The Chairperson shall be the Mayor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Council's Risk and Governance Advisor or delegate appointed by the Chief Executive Officer.

The Risk and Governance Advisor will provide secretariat support including the preparation and distribution of agenda and minutes and including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Reporting

The Committee will report formally to Council as required via the Chief Executive Officer.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	Audio or Audio-visual attendance at Council meetings
Report Number:	18/0013
Meeting Date:	17/01/2018
Attachments:	A – LC11 Audio / Audio-visual Policy

Purpose

This report seeks to rescind Council policy LC11 Audio/Audio-visual Policy.

Summary

This paper recommends that the Council policy LC11 Audio / Audio-visual Policy, shown in Attachment A, which sets Council's position regarding Councillor attendance via audio or audio-visual means at Council meetings be rescinded.

Section 61(4) of the Local Government Act stipulates that a member's attendance at a Council meeting by audio or audio-visual must be authorised through a Council policy. LC11 currently prescribes that Council is not in favour of audio or audio-visual attendance. Since the Act seeks a Council policy only if Council wishes to use such facilities LC 11 is not required.

LC11 has an additional statement indicating that dispensation may be given for special or closed meetings under exceptional circumstances. The reasons outlined in the background below provide justification for rescinding this statement.

The current policy stipulates review once every term of Council and has not been reviewed since April 2012. By rescinding this policy Council is streamlining the policy review process through Council meetings to those that are relevant and / or required by legislation.

Recommendation

THAT Council rescinds policy LC11 Audio/Audio-visual policy.

Background

Council's current capacity to conduct an effective meeting using audio or audio-visual means is limited. The current teleconferencing facilities in Council chambers are not suitable for audio attendance by Councillors. The audio quality is poor and would not allow for members of the public gallery to hear the person on the other end of the line and the microphone input is such that emphasis would need to be placed on the speaker articulating clearly and with enough volume to carry to the microphone.

Whilst there are both audio and audio-visual solutions available on the market the costs involved in implementing these to a standard suitable for conducting Council meetings is prohibitive at this point in time. Any solution would need to include integration into a whole of chambers audio /

audio-visual solution and then require in-house expertise to ensure that the technology is always operational for use.

The use of audio or audio-visual means for attendance at a Council meeting also poses several governance issues which have the potential to compromise the integrity of the meeting.

1. Participation via audio or audio-visual technology requires constant vigilance on behalf of the Chair to ensure that the person on the end of the line is allowed ample opportunity to participate in the meeting. This has the potential to impact on the Chairs ability to follow the approved meeting procedures.
2. There is potential for others to sit in on the meeting without being noted in the attendance register. This is especially significant for special or closed meetings as there is no control over the maintenance of confidentiality.
3. Given the state of the current audio conferencing equipment the taking of minutes and potential recording of the meeting would be compromised. Important aspects of discussions may be missed.

Links with Strategic Plan

An effective and sustainable Council.

Legislative and Policy Implications

Council only needs a policy if it intends to make use of audio or audio-visual facilities for attendance at Council meetings.

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil

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

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

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.

POLICY TITLE:	AUDIO / AUDIOVISUAL POLICY
POLICY NUMBER:	LC11
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	ADMINISTRATION/FINANCE
STRATEGIC PLAN REFERENCE:	1 Effective leadership and governance
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient	
STATUS: Approved	Council Resolution PA12/CAM/024

Date Approved:	12/11/2008	Approved By:	Council	Date for review:	01/03/2012
Date Approved:	01/10/2009	Approved By:	PA09/CAM/024	Date for review:	01/03/2012
Date Approved:	10/04/2012	Approved By:	PA12/CAM/024	Date for review:	March 2016
Date Approved:		Approved By:		Date for review:	

POLICY STATEMENT:

The Local Government Act 2008 section 61 (4) allows a member to be present at a meeting of council by the means of an audio or audiovisual conferencing system.

Council resolved not to implement an audio or audiovisual conferencing system for Open Council meetings. However, for special or closed meeting under exceptional circumstances audio conferencing may be approved.

PROCESS

Access to audiovisual conferencing is not presently available and would require an upgrade to infrastructure within the council building and at the location of the member absent from the chamber.

PERIOD COVERED BY THE POLICY

This Policy is adopted and applies for the term of the council, unless amended by resolution.

5. REFERENCES:

Policy Number:	LC11
Policy Owner:	Council
Endorsed by:	Council
Final Approval:	10/05/2012
Date Approved:	March 2016
Revision Date:	
Amendments:	
Related Policies:	
Related Publications:	

6. CONTACT PERSON:

Contact Person	Derrick Tranter	Diane Chellingworth
Position	Governance Manager	Corporate Services Manager
Extension	31	13
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COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	Council Delegations to the Chief Executive Officer
Report Number:	18/0014
Meeting Date:	17/01/2018
Attachments:	A – Current CEO Delegations

Purpose

This report presents, for Council's adoption, updated Council delegations to the Chief Executive Officer (CEO).

Summary

Pursuant to Section 32(1) of the Local Government Act "a Council may delegate powers and functions" under the Act subject to a number of exceptions identified in Section 32(3) and any other exemptions which the Council may determine.

It is good practice after a General Election for Council to review its Delegations to the CEO. This report provides Council with the opportunity to review the delegations to the CEO and associated exceptions. Minimal changes are proposed in the recommendations to the existing delegations shown in Attachment A, key changes being reference to the appropriate legislation for which Council requires an Authorised Officer and removing reference to the Litchfield Council (Animal Management) By-laws to account for gazettal of future By-laws.

Recommendation

"That Council;

- 1) Revoke all previous delegations to the Chief Executive Officer.
- 2) Pursuant to Section 32 of the Local Government Act, delegates to the Chief Executive Officer its powers and functions under the Local Government Act and any other Acts under which Council has powers, duties, authorities and functions, with the exception of the following:
 - 2.1 Those matters referred to in Section 32(3) of the Local Government Act;
 - 2.2 Sections 22 and 24 regarding the adoption of the Municipal Plan including the Annual Budget;
 - 2.3 Section 26(2) use of Common Seal requires decision of Council;
 - 2.4 Section 46 appointment to fill casual vacancy on Council;
 - 2.5 Section 49 establishment of Local Boards;
 - 2.6 Section 54 establishment of Council Committees;
 - 2.7 Section 68 calling meetings for elections; and

2.8 Where Council has adopted a Council Policy, delegations are limited as set out in the Policy.

- 3 Pursuant to Section 112 of the Local Government Act, appoints the Chief Executive Officer as an Authorised Person for the purpose of implementing Council's responsibilities under:
 - 3.1 The Local Government Act;
 - 3.2 Litchfield Council By-laws;
 - 3.3 Northern Territory Traffic Act and associated regulations; and
 - 3.4 Northern Territory Control of Roads Act.
- 4 Pursuant to Section 32 of the Local Government Act, delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under all gazetted Litchfield Council By-Laws.
- 5 Pursuant to Section 32 of the Local Government Act, limits the power of the Chief Executive Officer to incur financial liabilities on behalf of Council to \$500,000 where provided for in the adopted budget."

Background

The current delegations to the CEO approved by Council in June 2015, whilst allow the CEO to carry out Council business on its behalf, place appropriate restrictions on top of those already imposed by Section 32(3) of the Local Government Act below.

32(3) However:

- (a) the power to impose rates cannot be delegated; and*
- (b) if power to incur financial liabilities is delegated the council must fix reasonable limits on the delegate's authority; and*
- (c) a delegation cannot duplicate or derogate from the CEO's functions (including delegated functions).*

These restrictions are best practice and should remain in place.

Council does not have the power or authority under the Local Government Act to make delegations to employees other than the CEO. The recommendations provided provides for the CEO to continue to provide appropriate delegations to Council Officers to assist in the efficient operations of Council, as per Section 102 of the Local Government Act:

102 Delegation by CEO

The CEO may delegate (or sub-delegate) a power or function to a person or committee.

It is important to note that the recommendations specifically address:

- The intersection of legislation and policy – where no Council Policy exists, the CEO would be able to exercise powers and authority within delegation, whereas the adoption of a Council Policy serves to restrict the CEO's authority without the need to adjust delegations, which avoids unnecessary administrative decisions by Council; and

- The recommendations clarify the limits of the CEO with regards to spending outside of the adopted budget of Council, as well as the adoption of the Municipal Plan and Annual Budget.

Links with Strategic Plan

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Legislative and Policy Implications

The Local Government Act, and particular sections outlined in the recommendations and report, set out powers and authorities of Council which have been broadly delegated to the role of CEO. Existing Council Policies in some instances limit this, but adoption of the recommendations above will ensure clarity with respect to the intentions of Council.

Risks

A review of Council delegations to the CEO at least once every Council term will ensure that they are appropriate and contribute to CEO accountabilities to Council.

Financial Implications

CEO financial delegations remain limited to \$500,000.

Community Engagement

Nil

Recommending Officer: Silke Maynard, Director Community and Corporate Services

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

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

Current Instruments of Delegation to Litchfield CEO from Council

Attachment A

Delegations to the Chief Executive Officer

Litchfield Council Resolution Number 15/0016/02-05

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business, Litchfield Council resolved on 18 June 2015 to establish the following delegations to the Chief Executive Officer pursuant to Section 32 of the Local Government Act.

Provision	Item Delegated	Delegate	Conditions and Limitations
Section 32	Council approves that pursuant to Section 32 of the Local Government Act, Council delegates to the Chief Executive Officer its powers and functions under the Local Government Act and any other Acts under which Council has powers, duties, authorities and functions. Resolution Number 15/0016/02	CEO	with the exception of the following; I. Those matters referred to in Section 32(3) of the Local Government Act II. Sections 22 and 24 regarding the adoption of the Municipal Plan including the Annual Budget III. Section 26(2) use of Common Seal requires decision of Council IV. Section 46 appointment to fill casual vacancy on Council V. Section 49 establishment of Local Boards VI. Section 54 establishment of Council Committees VII. Section 68 calling meetings for elections VIII. Where Council has adopted a Council Policy, delegations are limited as set out in the Policy
Section 112	Council approves that pursuant to Section 112 of the Local Government Act, Council appoints the Chief Executive Officer as an Authorised person. Resolution Number 15/0016/03	CEO	
Section 112	Council approves that pursuant to Section 112 of the Local Government Act, Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under the Litchfield Council Rural Dog Management By-Laws. Resolution Number 15/0016/04	CEO	
Section 32	Council approves that pursuant to Section 32 of the Local Government Act, Council limits the power of the Chief Executive Officer to incur financial liabilities on behalf of Council to \$500,000 where provided for in the adopted budget, and that all expenditure outside of the adopted budget require a Council resolution. Resolution Number 15/0016/05	CEO	



COUNCIL REPORT

Agenda Item Number:	15.12
Report Title:	January 2018 Summary Planning and Mining Report
Report Number:	18/0015
Meeting Date:	21/01/2018
Attachments:	Attachment A: Letters of support for Development Applications, subject to normal Council conditions. Attachment B: Letters of support for Development Applications, subject to specific issues being adequately addressed. Attachment C: Letters of non-support or objection to Development Applications for reasons related to areas of Council authority. Attachment D: Letters of objection to Development Applications for reasons related to other issues. Attachment E: Letters of Comment for Mining Applications

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 2 December 2018 to 5 January 2018.

Summary

For the noted period, Council provided comments on 6 development applications, 1 of which is provided full reports in this Council agenda. Of the remaining applications, 1 was supported subject to normal Council conditions, 3 were supported subject to specific issues being adequately addressed, none were not supported due for reasons related to areas of Council authority, and 2 were objected to for reasons related to other issues.

For the noted period, Council provided comments on no mining applications.

All letters of comment are provided for information in Attachments A, B, C, D, and E.

Recommendation

THAT Council

1. Receive the January 2018 Summary Planning and Mining Report.
2. Notes for information the responses provided to Development Assessment Services within Attachments A, B, C, and D to this report.
3. Notes for information the responses provided to the Department of Primary Industries and Resources within Attachment E to this report.

Background and Discussion

DEVELOPMENT APPLICATIONS

The following is a summary of all Development Applications received and comments provided for the period of 2 December 2018 to 5 January 2018.

Council Outcome on Development Applications	Number of Applications Summarised in this Report	Number of Applications with Separate Full Reports in this Agenda	Total Number of Applications
Development applications supported, subject to normal Council conditions	1	0	1
Development applications supported, subject to specific issues being adequately addressed	2	1	3
Development applications not supported/objected to for reasons related to Council issues	0	0	0
Development applications objected to for reasons not directly related to Council issues	2	0	2
Total	5	1	6

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.

Responses to these Development Applications are provided as Attachment A to this report.

Application Number and Address	Purpose and Summary
PA2017/0562 Lot 6359 (12) Havelock Street, Coolalinga, Hundred of Bagot	The application proposes to unit title an existing two-unit multiple dwelling. The application appears compliant with the NT Planning Scheme and there are not expected to be any negative impacts upon Council infrastructure or neighbourhood amenity as a result of the proposal.

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.

Responses to these Development Applications are provided as Attachment B to this report.

Application Number and Address	Purpose and Summary	Specific Issues to be Addressed
<p>PA2017/0550</p> <p>Lot 409 (51) Collett Street, Southport, Townsite of Southport</p>	<p>Single dwelling within an Interim Development Control Order area (IDCO No. 22)</p> <p>The application is for a single dwelling within the IDCO. The applicant provided information regarding stormwater drainage and the rainwater tank associated with the structure, which meets Council's requirements.</p>	<p>As the site is within the IDCO, Council's support for the application is predicated on approval for appropriate use of water from the relevant authorities.</p>
<p>PA2017/0543</p> <p>Lot 21 (35) Warren Road, Lambells Lagoon, Hundred of Guy</p>	<p>Intensive Animal Husbandry (Crocodile Farm) in 4 Stages</p> <p>The application proposes 4 Stages: 1) single dwelling, car parking, office, fencing and landscaping; 2) hatchery, grow-out ponds, tank farm; 3) grow-out ponds, shed extensions, solar panels; 4) grow-out ponds and shed extensions. A sensitive environmental area of the site will be excluded from the development area. The application appears compliant with the NT Planning Scheme; however, there were some questions regarding the exact location of the proposed 18 demountables to be used for the farm.</p>	<p>Council requires more information on the proposed 18 demountables for the site, including a dimensioned site map and information on how the demountable proposal will ensure appropriate stormwater drainage on the site. Council also requires a stormwater management plan and requests that, to protect rural amenity, the 1.8m high fence to be fully screened to the greatest extent possible from the street frontage with dense landscaping.</p>
<p>PA2017/0587</p> <p>Section 7452 (4) Mander Road, Holtze, Hundred of Bagot</p>	<p>Illuminated Signage</p> <p>The application proposes illuminated signs on the southern and western facades of the Cellarbrations bottleshop. The application indicates the total amount of signs exceeds the maximum</p>	<p>Council supports the application as the excess illumination is considered to have a minimal impact on the locality and will not have an impact on Council infrastructure. Council supports the application provided that the</p>

	allowable illuminated area by 1.8m ² , this area is minor compared to the total 208m ² building façade on which the illuminated sign sits. The application notes that the sign is on a major transport corridor and that there are no residential zoned properties in the vicinity of the site.	illuminated sign message is static, that is not regularly changing or flashing, so as not to be a distraction to passing traffic.
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Development Applications not supported/objected to for reasons related to Council issues

There were no applications not supported/objected to for reasons related to Council issues for the period of 2 December 2018 to 5 January 2018.

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

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

Responses to these Development Applications are provided as Attachment D to this report.

Application Number and Address	Purpose and Summary	Reasons for objection
PA2017/0551 Lot 10 (95) Virginia Road, Virginia, Hundred of Bagot	Shed addition to an existing single dwelling with a reduced side setback The application proposes a shed located 4m from the side boundary instead of the 10m required under the NT Planning Scheme. In this instance, the shed is already existing on the site.	Council does not support the application as the application does not provide any special circumstances for not meeting the requirements of the NT Planning Scheme. The previous construction of the shed in an inappropriate location is not considered to be a special circumstance. In this instance, the site cannot be vegetated to screen the shed from the neighbouring property, as the 4m clearway is required for the firebreak.
PA2017/0600	Shed addition to an existing single dwelling with a reduced side setback	Council supports the setback requirements of the NT Planning Scheme and applicant has not

Section 5933 (58) Whittaker Road, Noonamah, Hundred of Strangways		demonstrated any special circumstances that are unique to the subject lot as opposed to other lots in a rural setting or that it is not possible to locate the proposed structure within the required setbacks. There is ample remaining undeveloped space on the subject site for location of a shed.
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MINING APPLICATIONS

There were no mining applications for the period of 2 December 2018 to 5 January 2018.

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:

Wendy Smith, Acting Director Infrastructure and Operations

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

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

Attachment A

Responses to Development Applications supported, subject to normal Council conditions

19 December 2017

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

RE: Letter of Comment Development Application

**PA2017/0562
Lot 6539 (12) Havelock Street, Coolalinga, Hundred of Bagot
Unit title scheme subdivision to create two units and common property**

Thank you for the Development Application referred to this office on 27/11/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears consistent with the NT Planning Scheme and expected uses in the area.
- b) There are not expected to be any impacts upon neighbourhood amenity as a result of this proposal.
- c) There are not expected to be any impacts upon Council infrastructure as a result of this proposal.

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

- a) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.** The contribution payable is in accordance with that for Catchment Area 13C, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings should be approved by Litchfield Council prior to construction of the works.

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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



Wendy Smith
Acting Director Infrastructure and Operations

Attachment B

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

20 December 2017

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

RE: Letter of Comment Development Application

PA2017/0550

**Lot 409 (51) Collett Street, Southport, Townsite of Southport
Single dwelling within an Interim Development Control Order area (IDCO No. 22)**

Thank you for the Development Application referred to this office on 24/11/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal is consistent with the purpose of the zone and the expected uses of the locality.

provided the following issues are adequately addressed:

- a) Council supports appropriate uses of water resources within the municipality. As such, Council's support for the application is predicted on approval for appropriate use of water within the Interim Development Control Order area.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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



Wendy Smith
A/Director Infrastructure and Operations

7 December 2017

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

RE: Letter of Comment Development Application

**PA2017/0543
Lot 21 (35) Warren Road, Lambells Lagoon, Hundred of Guy
Intensive animal husbandry (crocodile farm) in four stages**

Thank you for the Development Application referred to this office on 23/11/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears compliant with the NT Planning Scheme and is not in conflict for the zoning of this site.
- b) Council supports the development of suitable industry within our municipality.

provided the following issues are adequately addressed:

- a) The specifications for the eighteen demountables is unclear. Council requires more information through submission of a dimensioned site map with demountable location. Council also requires the for-construction drawings be submitted for review as it is unclear if there will be stormwater concerns.
- b) A stormwater management plan for the site that does not result in stormwater adversely affecting any neighbouring properties, as detailed below.
- c) To protect the rural amenity, Council prefers the 1.8m fence onsite to be fully screened to the greatest extent possible from the street frontage, preferably with dense landscaping.

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 two proposed driveways be illustrated on the plans to reflect Council requirements for a rural commercial use. The proposed driveway must be 8m in width with a 200mm concrete seal finish.
- 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.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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



Kaylene Conrick
Chief Executive Officer

21 December 2017

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

RE: Letter of Comment Development Application

**ILLUMINATED SIGNAGE
Section 7452 (4) Mander Road, Holtze, Hundred of Bagot
Illuminated Signage**

Thank you for the Development Application referred to this office on 20/12/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application proposes that the illuminated sign exceeds the maximum illumination amount by 1.8% on a 208m², which is considered to have a minimal impact on the locality, which is primarily light industrial and away from residential uses.
- b) There are not expected to be any impacts upon Council infrastructure as a result of the proposal.

provided the following issues are adequately addressed:

- a) Council supports the illumination for signs clearly visible from major street corridors on the basis that the sign message is static, that is not regularly changing or flashing, so as not to be a distraction to passing drivers.

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

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

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

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



Wendy Smith
Acting Director Infrastructure and Operations

Attachment C

There were no Development Applications not supported/objected to for reasons related to Council issues during this time period.

Attachment D

Responses to Development Applications objected to for reasons not related to Council issues

6 December 2017

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

RE: Letter of Comment Development Application

**PA2017/0551
Lot 10 (95) Virginia Road, Virginia, Hundred of Bagot
Shed addition to existing dwelling with a reduced side setback**

Thank you for the Development Application referred to this office on 24/11/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support the granting of a Development Permit for the following reasons:

- a) The application does not provide any special circumstances for not meeting the requirements of the NT Planning Scheme. Council notes that the 4m setback cannot be vegetated to screen the shed due to the 4m wide firebreak requirements.

Council considers that this application may be enhanced by a letter of support from adjoining neighbours.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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



Kaylene Conrick
Chief Executive Officer

5 January 2018

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

RE: Letter of Comment Development Application

PA2017/0600

**Section 5933 (58) Whittaker Road, Noonamah, Hundred of Strangways
Shed addition to existing single dwelling with a reduced side setback**

Thank you for the Development Application referred to this office on 02/01/2018, 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 can provide the following comments in relation to the request for a Development Permit:

- a) The proposal is not expected to have a negative impact upon Council's road network.
- b) Should the proposal be approved with a reduced setback, Council has concerns regarding the impact of stormwater drainage on Council's drainage network and Council will require a stormwater management plan as a Condition Precedent, the requirements for which are discussed below in more detail.

Council also 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 supports the setback requirements of the NT Planning Scheme that indicate structure should be located to be compatible with surrounding development and to minimise adverse effects of building massing when viewed from adjoining land. Council considers that the required setback distances for rural zones ensure the preservation of a rural atmosphere in a rural area and Council supports that endeavour.

The applicant has not demonstrated any special circumstances that are unique to the subject lot as opposed to other lots in a rural setting. While it is acknowledged that the shed is currently sited away from the existing dwelling on the adjoining site, this adjoining site has expansive opportunity for development of additional lots. There is ample remaining undeveloped space on the subject site for location of a shed. The applicant has not demonstrated any special circumstances that indicate it is not

possible to locate the proposed structure within the required setbacks on the subject site.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

Should the application be approved, the following conditions 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 General Manager Infrastructure and Planning, 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 General Manager Infrastructure and Planning, Litchfield Council.

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

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



Kaylene Conrick
Chief Executive Officer

Attachment E

Responses to Mining Applications

There were no Mining Applications responded to during this time period.



COUNCIL REPORT

Agenda Item Number:	15.13
Report Title:	Freds Pass Road Submission Place Name Report
Report Number:	18/0017
Meeting Date:	21/01/2018
Attachments:	Attachment A – Map of Roads and Proposed Road Names Attachment B – History of Proposed Road Names

Purpose

The purpose of this report is to refer to Council a request for support to the NT Place Names Committee for the naming of roads in the proposed subdivision at 110 Freds Pass Road, Humpty Doo.

Summary

Due to a new subdivision, five new roads are being created in Humpty Doo. The applicant has requested comments from Council regarding a proposal to name the roads. It is recommended that Council resolve to support the naming of the roads as proposed.

Recommendation

THAT Council

1. Resolve to support naming the Public Roads as shown on Attachment A.
2. Provide a letter of comment to the applicant detailing the above resolution to support the naming of the roads to the NT Place Names Committee.

Background and Discussion

Overview

In September 2014, a Development Permit was issued to subdivide 110 Freds Pass Road, Humpty Doo into 59 lots in 4 stages. The subdivision includes five new roads, as shown in Attachment A.

The applicants of the subdivision are requesting comment from Council, in accordance with Council Policy TS03 Place Names Policy, to name the new roads.

Proposal

The applicant proposes to name the five roads:

- Jukes Road
- Bax Road
- Mccullagh Road
- Gregg Road
- Pankhurst Road

Attachment B provides the applicant's detailed explanation of the history of the proposed names. It is understood that the proposed names have been informally endorsed by the NT Place Names Committee.

Summary

It is recommended that Council support the naming of the subject roads Jukes, Bax, Mccullagh, Gregg, and Pankhurst.

Council's resolution of support would then be provided to the applicant to include with an application to the NT Place Names Committee for the formal naming of the road. The NT Place Names Committee would then carry out activities in accordance with the Place Names Act to name the new roads.

Links with Strategic Plan

[Strategic Plan Link]

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:

Wendy Smith, Acting 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.

Subdivision Plan

Dimensions

110 Freds Pass Road
HUMPTY DOO

1:1000 @ A3
0 20m

Summary Table

SD subdivision area	61 450 m ²
MD site area	19 157 m ²
Number of lots	57 SD lots
	1 MD lot
Unencumbered Open space	6 104 m ²
Drainage	867 m ²
Total Open space	6 971 m ²
	(11.3% of SD zone area)
Minimum SD lot size	459 m ²
Average SD lot size	689 m ²
SD lots ≥ 800m ²	30 lots
Minimum lot width	16.6 m
Typical lot width	20 m

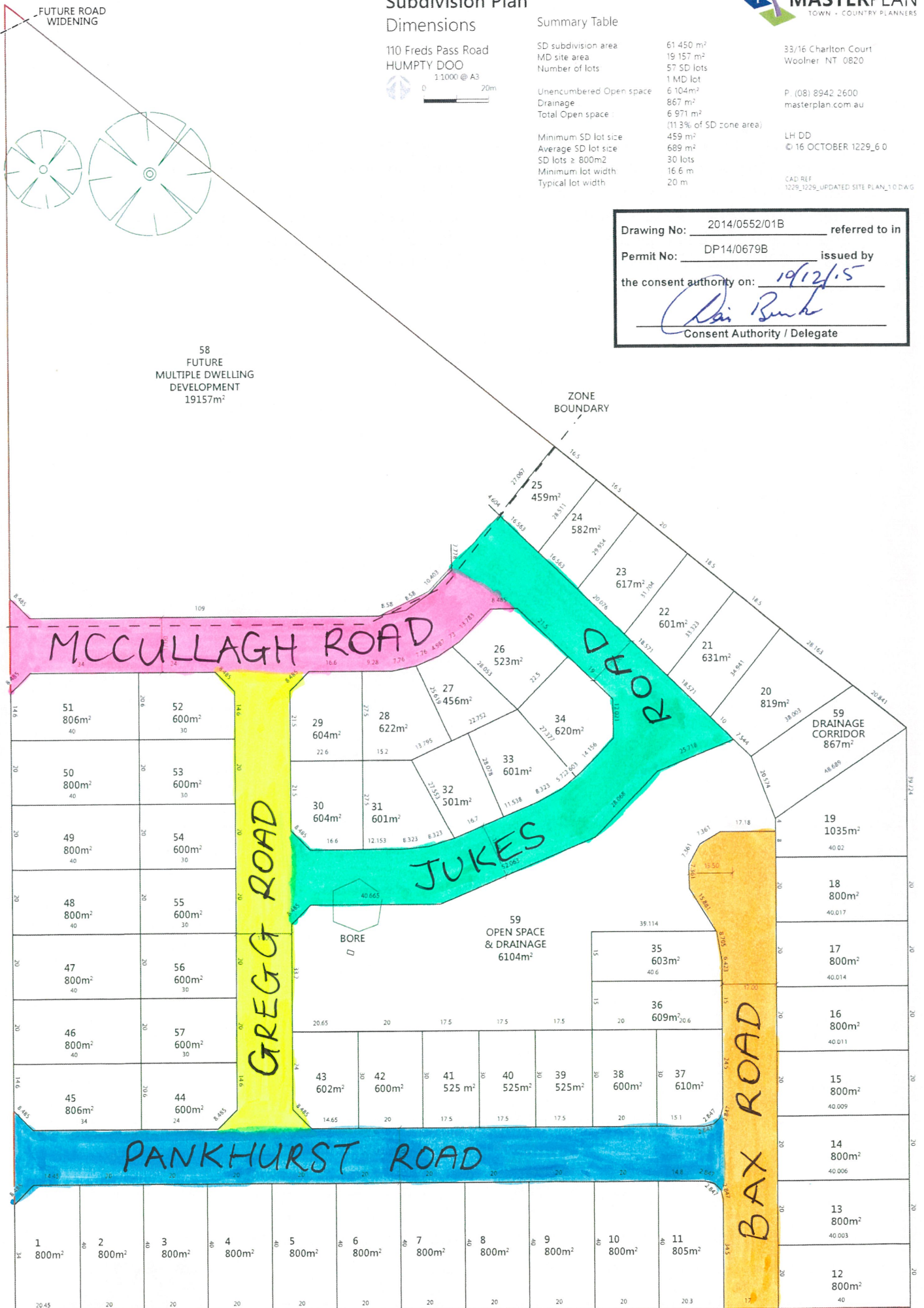
33/16 Charlton Court
Woolner NT 0820

P: (08) 8942 2600
masterplan.com.au

LH DD
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CAD REF
1229_1229_UPDATED SITE PLAN_10.DWG

Drawing No: 2014/0552/01B referred to in
Permit No: DP14/0679B issued by
the consent authority on: 19/12/15
Chris Bank
Consent Authority / Delegate



Attachment B – Proposed Place Names and Applicant's Explanation of the Name History

Jukes - Jack Jukes arrived in Tennant Creek in July 1936. He was prospecting with his cousin Norman Blackman and jointly owned the Plain Jane Lease. He left Tennant Creek to enlist in the Army during WWII. Jack was a POW in the Middle East for 3 years, after which he returned to Sydney where he died.

Bax - Oliver William Bax (known as Billy), was born in 1895. During the 1930s he was a jockey and won the Darwin Cup. He first came to Tennant Creek in 1934 with his wife and family, where he took up the Aurora lease on the Honeymoon Range; later working at Weabers Rising Sun. In later years he moved to Katherine and stayed involved in horse racing. He died in Katherine in March 1967.

Mccullagh - Harry Mccullagh and his Nancy wife arrived in the Territory around 1940 from the Diamantina Lakes in the Channel Country of Queensland. On arrival they worked on Gordon Downs. From there they went Flora Valley and then took over the management of Limbunya, all were Vestey stations.

They eventually left Limbunya and moved to the Centre to manage the Eddie Connellan owned Narwietooma station. After an incident where a lot of cattle perished the McCullagh family moved to VRD where he was overseer, in the 1950s. There Henry worked for Jack Quirke and then stayed on to work under George Lewis. Hookers were happy with him but after three years Henry decided to move on, accepting a position on Humbert River. McCullagh's bore north of the Humbert homestead and McCullagh's yard marks his time on the station.

They had seven children five of whom five lived. The eldest child died in Queensland and in May 1948 their son Robert, aged four months died and was buried on Limbunya. Their other children were Hardy who worked on Mt Sanford, Pigeon Hole and Montejinnie, Janice, Lynnette (Lynne) who married Bruce Crowson of Montejinnie station, Lyle and Anne who married pastoralist Jamie Robertson. At different times when there was no governess or teacher, Nancy taught her children. Both Henry and Nancy are dead and nothing is known of their retirement years. Henry and Nancy's descendants still live in the Territory and until the late 1980s managed or owned a number of stations.

Gregg - Cossie Gregg, who came to Tennant Creek in 1933, had a share in Weabers Rising Sun Mine and their first crushing he carted all the way to Peterborough in SA. He was a grand dance pianist and no ball or social function was held without Cossie. He had only one eye and before his death in Darwin was nearly blind.

Pankhurst - Clarence (Clarrie) Pankhurst was born in Renmark, South Australia 31 July 1921. Clarence began droving around age 17 when he got a job with first-class bushman Sid Howard, moving cattle from Northern Territory stations including Nutwood Downs, Victoria River Downs, Brunette Downs and Wave Hill along the old stock routes including the infamous, Murrarji track. Over the years Clarence worked his way up from ringer to "boss drover". During WW2 Clarence tried to enlist in the military but was unable to do so because, at the time, cattlemen were in an essential industry and considered the backbone of the country.

Throughout WW2, Clarence continued to deliver huge numbers of cattle from the giant NT cattle stations to meet the wartime demand for military food supplies. At 21, Clarence struck out on his own as "boss drover" and spent the next few years contract mustering mobs of cattle for the famous Vestey stations. He was well respected within the droving fraternity and his proven track record earned him the trust of the Vestey management. In the late 1950s and early 1960s, Clarence was joined on his droving trips by his devoted partner Emily, who not only took on the role of camp cook but was also adept at stock work on horseback. Clarence took delivery of his last mob of cattle in September 1967. Clarence and Emily then purchased and operated the roadhouse and garage at Elliot until they retired in the mid-1970s. Clarence died on the 4th March 2000 aged 78 years and is buried in Renmark, South Australia.



COUNCIL REPORT

Agenda Item Number:	15.14
Report Title:	Infrastructure Policies
Report Number:	18/0018
Meeting Date:	17/0/2018
Attachments:	Attachment A – INF03 – Roadside Memorials and Roadside Monuments Attachment B – INF02 – Driveway Crossovers Attachment C – INF04 – Place Names

Purpose

This report presents to Council infrastructure policies for review and approval.

Summary

This report refers to several infrastructure policies that are due to be reviewed. The following table summarises the recommended changes to the attached policies.

Policy Name	Reason for Review	Assessment	Recommended Outcome
LC07 – Road Easement	Policy out of date	Policy contains incorrect information and makes service level decisions rather than policy level decisions	Rescind
LC09 – Waste Management Strategy	Policy out of date	Council's Waste Strategy is approved for community consultation and will set the long-term strategy for waste services; there is no requirement for a waste management policy	Rescind
LC12 – Roadside Memorials	Policy out of date	Majority of policy is suitable; design requirements are updated and clarification is provided on installation and maintenance	Adopt Revised Policy
LC17 – Land Title Offer	Policy out of date	Only refers to land offered from government, should address land acquisition from all sources	Rescind
LC19 – Driveway	Policy out of date	Information duplicating Council's Development and Subdivision Standards has been removed	Adopt Revised Policy
LC28 – Rate Payer Contribution Scheme	Policy out of date	Policy restates part of Local Government Act and is not required	Rescind
TS03 – Place Names	Policy out of date	Policy is proposed to be adopted with minor amendments specifying timeframes	Adopt Revised Policy

Recommendation

THAT Council:

- 1) Rescind LC07 – Road Easement Policy;
- 2) Rescind LC09 – Waste Management Strategy;
- 3) Adopt the revised policy INF03 – Roadside Memorials and Roadside Monuments;
- 4) Rescind LC17 – Land Title Offer Policy;
- 5) Receive a report on a new policy for Land Acquisition at the March 2018 Council meeting;
- 6) Adopt the revised policy INF02 – Driveway Crossovers;
- 7) Rescind LC28 – Rate Payer Contribution Scheme Policy;
- 8) Adopt the revised policy INF04 – Place Names.

Background

The attached policies require Council approval in line with Council policy GOV01 Policy Framework.

For purposes of brevity, all references below to the “Act” refer to the *Local Government Act*.

LC07 - Road Easement Policy

Current Policy Summary

This policy states that all roads within the municipality identified pursuant to Part 12.3 of the Act as Council roads should be maintained. The policy then lays out the process by which road easements will be maintained and indicates that Council will allocate funding for the maintenance of roads within the annual budget.

Assessment

The title of this policy refers to a “road easement”. This terminology is incorrect as an easement generally refers to rights to use land that one does not own; Council typically owns all roads within the municipality and is only responsible for looking after roads it owns and/or has care, control and maintenance of in accordance with Section 12.3 of the Act. A road or road reserve is not an easement.

The policy also indicates that the Act refers to maintenance activities required to be undertaken. This statement is also incorrect, as the Act only refers to items that belong to Council and not any required maintenance activities.

The policy describes the process by which the road reserve will be maintained, which is a service level decision to be made, rather than a policy. Service levels are standards of maintenance that Council considers from time to time given available resources.

While the policy states that Council will maintain all roads as identified under the Act, at this time, Council does not maintain roads in which there are no physical road assets (i.e. declared roads that are filled with bush and in which no road has ever been formed). It is not desirable for Council to be required to have a specific standard of maintenance for roads in which there is no constructed Council infrastructure.

Recommendation – LC07 – Road Easement Policy

Given the above incorrect statements within the policy and the inference to potentially commit Council to a standard that is more appropriate as individual service levels, this policy is not required. It is therefore recommended that the policy be rescinded.

LC09 – Waste Management Strategy

Current Policy Summary

This policy states that Council will provide waste management and recycling services by maintaining three Waste Transfer Stations for disposal of domestic and green waste and recycling, pursuing a landfill or recycling site within the municipality, and investigating additional recycling concepts.

Assessment

Council's upcoming Waste Strategy, which is currently approved for community consultation, will set a five-year plan for waste management. It is anticipated that the Waste Strategy will be finalised and adopted by end of the 2017/18 financial year. There is no requirement for a policy on waste management. Rescinding the policy will not affect the current operation of any of Council's waste management services.

Recommendation – LC09 – Waste Management Strategy

It is recommended that Council rescind LC09 – Waste Strategy with Council's long-term Waste Strategy appropriately setting future plans for waste management within the municipality.

LC12 – Roadside Memorials Policy

Current Policy Summary

The purpose of this policy is to ensure that any roadside memorial is placed in a safe location within the road reserve, to provide criteria for the structure of any memorial, and to provide a procedure for removal of the memorial after an appropriate period of time.

Assessment

For the revised policy, a distinction has been made between a temporary memorial, for a period of 14 months, and a permanent monument. Updated design requirements have been provided for the memorial, including the ability to install a memorial other than a cross; the revised policy allows a plaque or other religious symbol. The provisions for installation, maintenance and removal of memorials and monuments have been amended to ensure clarity in responsibility and approval from Council. The policy no longer includes a responsibility for Council to maintain a photographic record of each memorial.

Recommendation – LC12 – Roadside Memorials Policy

It is recommended that Council adopt the revised Roadside Memorials Policy as presented.

LC17- Land Title Offer Policy

Current Policy Summary

This policy sets up limited criteria for Council's assessment when considering the offer of land to Council from government only. The policy indicates Council should assess the land being offered on a number of criteria – land area, zoning, location, community benefit, risk management.

Assessment

This policy only refers to land offered to Council from government. This is a narrow view of land acquisition and it is considered that the policy should be rescoped to address all land acquisitions.

Further, some of the measurements for the criteria listed in the policy are outdated and other measurements for the criteria should be expanded for meaningful assessment.

Recommendation – LC17 – Land Title Offer Policy

It is recommended that the policy be rescinded as is and a new draft policy for Land Acquisition presented to Council at its March 2018 meeting.

LC19 – Driveway Policy

Current Policy Summary

This purpose of this policy is to ensure that each property has a properly constructed and maintained vehicle access point from the road carriageway to the property boundary. The policy primarily sets out requirements for driveway construction and location.

Assessment

Much of the information in the current policy has been superseded by Council's recently adopted Development and Subdivision Standards. This information has been removed from the policy to avoid duplication and confusion.

Recommendation – LC19 – Driveway Policy

It is recommended that Council adopt a revised policy that provides guiding principles for the location of driveway crossovers and designates the responsibility for installation and maintenance of driveway crossovers.

LC28 – Rate Payer Contribution Scheme Policy

Current Policy Summary

The policy states that, pursuant to Section 156 – Special Rates of the *Act*, Council may apply a monetary amount per lot to defray the cost of works to be undertaken. The policy then states verbatim Section 156 of the *Act* and notes that the amount chargeable will be as per Section 155 of the *Act*.

Assessment

This policy is a restatement of portions of the *Act*. As such, it is considered redundant for Council to have a policy that restates a portion of the *Act*, with which Council is already required to comply and that LC28 – Rate Payer Contribution Scheme Policy should be rescinded.

Recommendation – LC28 – Rate Payer Contribution Scheme Policy

It is recommended that Council rescind LC28 – Rate Payer Contribution Scheme Policy as it is a restatement of Council's responsibilities under the *Act*, with no additional policy position for Council.

TS03 – Place Names Policy

Current Policy Summary

This policy sets out the application procedure for the naming of places in Litchfield Council.

Assessment

This policy adequately covers the procedure for place names and the items Council addresses when evaluating place names. Two minor changes were made – noting that a minimum of eight weeks is recommended to allow for appropriate processing time by Council for name approval and indicating

that the applicant will be informed of Council decision for forwarding to NT Place Names Committee instead of Council forwarding to the Committee.

Recommendation – TS03 – Place Names Policy

It is recommended that Council approved the reviewed Place Names Policy.

Links with Strategic Plan

Effective and sustainable Council

Legislative and Policy Implications

All policies as proposed comply with legislation.

Risks

Should Council not review and adopt the policies, there is a risk of non-compliance with the Local Government Act.

Financial Implications

The review of policies and recommendations places no additional burden on Council.

Community Engagement

Not applicable to this report.

Recommending Officer: **Wendy Smith, Acting 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.

Roadside Memorials and Roadside Monuments **INF03**



Name	INF03 Roadside Memorials and Roadside Monuments
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	17/01/2018
Review Date	17/01/2023

1. Purpose

This policy sets out what are considered as acceptable roadside memorials and roadside monuments and the conditions under which a memorial or monument can be placed on a Council road.

2. Scope

This policy applies to all roadside memorials and roadside monuments within the municipality on Council roads.

3. Definitions

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

Council Road	Refers to a road as defined pursuant to Part 12.3 of the Local Government Act.
Responsible Party	Refers to the individual applying for the installation of and holding long-term responsibility for a roadside memorial.
Road	Refers to the road reserve, that is the area of land between the boundaries facing properties that include roadways, footpaths and landscaping, as well as any Council off-street car parks.
Roadside	Refers to the area of the road reserve that is not part of the vehicle carriageway or road shoulders.
Roadside Memorial	Refers to items temporarily placed within Council's road reserve in order to memorialise an individual following a fatal road crash within the municipality.
Roadside Monument	Refers to a permanent plaque placed within Council's road reserve in order to memorialise an individual following a fatal road crash within the municipality.

4. Policy Statement

This policy ensures that any roadside memorials and roadside monuments are placed in a safe area within the road reserve so as not to obstruct the use of the road by pedestrians, cyclists, or motorists, whilst being sensitive to the views of direct property owners, neighbours, and families.

4.1. Eligibility for Roadside Memorial or Roadside Monument

A roadside memorial or roadside monument will only be considered for a fatal road crash within the municipality.

4.2. Requirements

- 4.2.1. Only one roadside memorial or roadside monument will be permitted per fatality.
- 4.2.2. A responsible party shall make a written application to Council for a Roadside Memorial or Roadside Monument Permit. The application shall include details of the proposed memorial design. Should the responsible party for the roadside memorial wish to alter the memorial in any way, the responsible party must amend their original application and seek approval from Council to ensure the alterations are in accordance with this policy.
- 4.2.3. The cost of any roadside memorial or roadside monument is the responsibility of the responsible party.
- 4.2.4. Roadside memorials will be considered for installation for a period of 14 months. Roadside monuments will be considered for permanent installation.
- 4.2.5. Roadside memorials may consist of a plaque or religious symbol and shall adhere to the following design requirements to ensure the safety of road users and to ensure the memorial is not a visual distraction to road users:
 - 4.2.5.1. Constructed from pieces of timber 40mm x 19mm.
 - 4.2.5.2. Have dimensions of not more than 600mm above ground level or 400mm wide.
 - 4.2.5.3. Painted white and be non-reflective.
 - 4.2.5.4. Located preferably within 1m of a property boundary, while ensuring sensitivity to neighbouring property owners.
 - 4.2.5.5. Located at least 1m from the line of any guidepost and from the edge of any driveway crossover or footpath.
 - 4.2.5.6. Not be located:
 - where they may obstruct the role of any traffic control item;
 - on traffic islands, medians, or roundabouts;
 - within 30m of traffic signals,
 - on any roadside structure, or

- in close proximity to residential dwellings,
- 4.2.5.7. Not include memorabilia such as artificial flowers, toys, pot plants, shoes, clothing, glass of any kind, drink cans, etc.
- 4.2.5.8. Not include any footings, decorative kerbing, rocks, bricks, or fencing.
- 4.2.6. Roadside monuments are required to be a plaque mounted on a concrete footing flush with the ground surface.

4.3. Installation

Council may install or assist in the installation of approved roadside memorials and roadside monuments, ensuring placement in accordance with Council requirements. Should the responsible party undertake installation of the roadside memorial or roadside monument, a Works within a Road Reserve Permit must be obtained from Council to ensure the safety of the individual and other road users.

4.4. Maintenance

Council does not accept responsibility for the maintenance of any roadside memorial or roadside monument, or the loss, damage, removal, or relocation of roadside memorials or roadside monument that may occur due to road maintenance, construction activities, or vandalism.

Council will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials and roadside monuments. Where works may affect the ground on which an approved roadside memorial or roadside monument is located, the memorial or monument will be carefully shifted away from the area for the duration of works and then reinstated as close as practical to the original location at the conclusion of works.

Should the responsible party wish to undertake maintenance works on the roadside memorial or roadside monument, a Works within a Road Reserve Permit must also be obtained from Council to ensure the safety of the individual and other road users.

4.5. Removal Procedure

Any roadside memorial presenting a safety hazard, any unapproved roadside memorials, roadside memorials installed not in compliance with this policy, and roadside memorials in a poor state of repair will be removed by Council without notice.

For all other approved roadside memorials, approval from Council will be considered to be valid for 14 months, at the expiration of which, a notice will be placed on the memorial indicating that the responsible party has 30 days to remove the memorial or it will be removed by Council at the end of the 30 days.

Roadside monuments may be removed due to required changes in road design that conflict with the placement of the monument; however, effort will be made to maintain the monument as far as possible.

4.6. Memorial Register

A Memorial Register will be maintained containing contact details for the person responsible for the erection of the roadside memorial.

5. Associated Documents

Nil.

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
28/01/2009	Approved
11/10/2012	Reviewed and Approved.
17/01/2018	Updated.



Name	INF02 Driveway Crossovers
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	17/01/2018
Review Date	17/01/2022

1. Purpose

This policy ensures that driveway crossovers are properly located, constructed, and maintained in accordance with Council requirements.

2. Scope

This policy applies to all driveway crossovers on Council roads within the municipality.

3. Definitions

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

Driveway Crossover	The vehicular accessway from the road carriageway to the property boundary.
Road	Refers to the road reserve, that is the area of land between the boundaries facing properties that include roadways, footpaths and landscaping, as well as any Council off-street car parks.

4. Policy Statement

The following principles apply to driveway crossovers:

- **Pedestrian Safety:** To minimise the number of locations where a vehicle is required to cross a footpath into a street.
- **Open spaces/vegetation:** To minimize the number of driveway crossovers within landscaping strips to provide better opportunities for streetscape planting.
- **Drainage:** To minimize the amount of stormwater run-off from impervious areas from within private property and to ensure unimpeded flow for existing roadside drainage.
- **On-street Parking:** To ensure that local residents and businesses have the best possible access to available on-street parking.
- **Traffic Safety:** To maximise traffic safety by ensuring that new or modified driveway crossovers do not conflict with road traffic and visibility and are sufficient and suitable to safely manoeuvre vehicles in and out of the property.

4.1. Application

An application for a driveway crossover shall be lodged in accordance with Council's Development and Subdivision Standards and Council's Works within a Road Reserve Permits.

4.2. Construction

Driveway crossovers shall be located and constructed in accordance with Council's Development and Subdivision Standards and all requirements associated with Council's Works within a Road Reserve Permits.

Applicants requesting a driveway crossover are responsible for all costs associated with the construction of a driveway crossover.

4.3. Maintenance

The maintenance of a driveway crossover, including associated culverts and headwalls, shall be the responsibility of the owner of the property served by the driveway.

4.4. Removal

Where works on a property involve the relocation or closure of an existing driveway crossover, any redundant part of the driveway crossover shall be required to be removed, and the kerb, drain, footpath, landscaping, or other part of the road reserve reinstated, to the satisfaction of Council, at no cost to Council.

5. Associated Documents

Litchfield Council Development and Subdivision Standards

Litchfield Council Works within a Road Reserve Permit – Works NOT Associated with a Development Permit

Litchfield Council Works within a Road Reserve Permit – Works Associated with a Development Permit

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
12/08/2009	Approved
17/01/2018	Updated.



Name	INF04 Place Names
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	17/01/2018
Review Date	17/01/2022

1. Purpose

This policy sets out the application process and considerations for the naming of places in Litchfield Council.

2. Scope

This policy applies to all new place names within Litchfield Council.

3. Definitions

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

Place Names	All areas for which the naming responsibility lies with the Place Names Committee under the Place Names Act.
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4. Policy Statement

- 4.1 Litchfield Council fully appreciates the development industry need for timely approvals. This policy is developed to ensure that street name approvals and other place name approvals are processed by Council in a timely manner.
- 4.2 Developers seeking consideration of street names and other place names by the Place Names Committee are encouraged to make an application for Council approval very early in the development process, typically a minimum of eight weeks prior to expected submission of the names to the Place Names Committee. Developers are required to forward a written application to Council containing the following information.
 - 4.2.1 Details of any naming theme proposed for an area.
 - 4.2.2 List of names proposed and a brief history of the names' origins.
 - 4.2.3 A diagram of the location of the features to be named.
 - 4.2.4 Where streets are to be named, the developer is encouraged to provide an excess of names to allow for any name that may be rejected by the Place Name Committee.
 - 4.2.5 A Place Name search to demonstrate that names are not being duplicated in Litchfield Council or surrounding areas.
- 4.3 All applicants are referred to the Northern Territory Rules of Nomenclature on the Place Names Committee website. The naming rules are supported by Litchfield Council.

- 4.4 All applications for Place Names must be brought to Council for decision. Council will not guarantee that it supports a name nor that it won't lay an application on the table while additional information is sought. This process will generally mean that an application can take more than a calendar month to process and the applicant should allow for this.
- 4.5 Once an applicant has Council approval for the proposed names, the approval can be submitted by the applicant to the NT Place Names Committee.

5. Associated Documents

Litchfield Council Development and Subdivision Standards

6. References and Legislation

Northern Territory Place Names Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Approved
19/11/2016	Updated
17/01/2018	Updated



COUNCIL REPORT

Agenda Item Number:	15.15
Report Title:	PA2017/0493, an Exceptional Development Permit Application for leisure and recreation - recreational land-based fishing facility - within an Interim Development Control Order area (IDCO 22) at Section 1612, Berry Springs, Hundred of Ayers
Report Number:	18/0019
Meeting Date:	17/01/2018
Attachments:	Attachment A: Exceptional Development Permit Application PA2017/0493. Attachment B: Council's letter of comment for PA2017/0493, an Exceptional Development Permit Application for leisure and recreation - recreational land-based fishing facility - within an Interim Development Control Order area (IDCO 22) at Section 1612, Berry Springs, Hundred of Ayers.

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2017/0493, an Exceptional Development Permit Application for leisure and recreation - recreational land-based fishing facility - within an Interim Development Control Order area (IDCO 22) at Section 1612, Berry Springs, Hundred of Ayers, included as Attachment A.

Summary

The proposal is for a recreational land-based fishing tourism venture on a site in Zone R (Rural) where such use is prohibited under the NT Planning Scheme; as such, the proposal requires an Exceptional Development Permit Application, wherein the Minister is asked to make an exception for the specified use on the subject site.

The report also presents for Council endorsement the Letter of Comment on PA2017/0493 provided to the consent authority on 14 December 2017, included as Attachment B.

This report concludes that Council should support the application as the land-based fishing venture can be considered complimentary to the currently approved aquaculture use of the site and is not expected as proposed to have a negative impact upon adjoining properties given the size of the subject site and location of the proposed venture within the site. However, support for the use is based on the level of customers as presented within the current application and any proposed expansion of the business and traffic may require road upgrades in the future. Additionally, Council's support for the application accepts the current condition of the access to

the site and does not indicate that any road upgrades will be carried out by Council to support the proposed tourism use.

Recommendation

THAT Council endorse Attachment B, Council's Letter of Comment for PA2017/0493, an Exceptional Development Permit Application for leisure and recreation - recreational land-based fishing facility - within an Interim Development Control Order area (IDCO 22) at Section 1612, Berry Springs, Hundred of Ayers, the assessment of which is summarised above and reviewed in detail within the body of this report.

Background

Site and Surrounds

The subject site is Section 1612, Hundred of Ayers. The site is located at the end of a right-of-way extending from the end of William Road, Berry Springs, as shown in the following image.

Site Development History

The subject site received approval in 1997 for development of an aquaculture facility for prawns and fish. Additional approvals for this use include a reservoir and new ponds approved in 2001 and an ancillary manager's residence approved in 2007. While the site has recently lain in fallow use, the existing permits are considered to be active for the site and not expired.

Current Proposal

The current application proposes a land-based fishing venture on the site. The use is designated as leisure and recreation under the NT Planning Scheme. As the subject site is located in Zone R (Rural), this use is a prohibited use in that zone. Consequently, the application is for an Exceptional Development Permit, which allows a specific use to be developed on a specific site, without rezoning of that site. As such, should this use cease on the site, the site would continue to be able to be developed for any other permitted or discretionary uses allowed in Zone R (Rural).

The proposed fishing business will allow customers to fish from a pond on the site. The facilities will consist of a stocked pond, a casting deck that will allow for up to ten fishermen at one time, a viewing platform/observation tower, bathroom and effluent disposal system, an office and storage area, a covered outdoor area, and a car parking area for ten vehicles and one bus.

The proposal indicates that the use is expected to attract a maximum of 60 customers per day, in maximum groups of 10. The proposal further indicates that the customers may arrive by bus or may drive individual vehicles.

Application Assessment

The NT Planning Scheme does not have specific requirements for a land-based fishing use. Additionally, there are no specific car parking requirements for this use.

Given the size of the subject site, the use as proposed within the application appears reasonable for the subject site. The facilities provided appear to be sufficient to cater for the needs of the customers without negatively impacting upon the amenity of residents on adjacent properties.

It is noted that current access to the site is through an unsealed, and in one area unformed, road. It is noted that upgrade of the access to the subject site is at this time a requirement of the residential development approved adjacent to the subject site; however, there is no requirement that this residential development and associated upgrades must be completed or any specific timeframes in which completion may occur. Given that, it is recommended that Council could support the current proposal be based upon the level of customers currently proposed for the use.

However, it is considered that any future expansion of the tourism venture may require road upgrades to service the use. It is also noted that Council's support for the application accepts the current condition of the access to the site and does not indicate that any road upgrades will be carried out by Council to support the proposed tourism use.

Further, it is noted that Council has recently carried out upgrades to William Road and Carveth Road, which are used to access the subject site, and that the Traffic Impact Assessment submitted with the application shall be updated to accurately reflect the current road conditions.

Conclusion

It is recommended that Council support the application as the land-based fishing venture can be considered complimentary to the currently approved aquaculture use of the site and is not expected as proposed to have a negative impact upon adjoining properties given the size of the subject site and location of the proposed venture within the site. However, support for the use is based on the level of customers as presented within the current application and any proposed expansion of the business and traffic may require road upgrades in the future.

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: Wendy Smith, Acting Director of Infrastructure and Operations

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

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

NORTHERN TERRITORY OF AUSTRALIA
Planning Act

Application for Exceptional Development Permit - section 38

1. LAND INFORMATION

LOCATION OF PROPOSED DEVELOPMENT

Town/Hundred/Locality: **AYERS**

Parcel Number(s) and/or Unit number: **SECTION 1012**

LTO Plan:

Number and Street Name: **BERRY SPRINGS**

Zone: **R (RURAL)**

LAND OWNER INFORMATION

Is the applicant the land owner?

YES / **(NO)**

Owner's name(s): **TAMARUKI HOLDINGS PTY LTD**

Postal address: **PO BOX 39346 WINNELLIE NT 0821**

Attach owner's authorisation if applicant is not the land owner
SEE ATTACHMENT GUIDE FOR FURTHER INFORMATION

ATTACHMENT A



2. APPLICANT INFORMATION

APPLICANT

Company name (if applicable): **MASTERPLAN NT**

ABN or ACN (if applicable): **30 007 755 277**

Title: **(Mr)** Mrs Miss Ms Dr Other:

Family name(s): **PRIESTLEY**

Given name(s): **JACK**

Preferred name(s):

Postal address: **33/16 CHARLTON COURT, WOOLNER
NT 0820**

Telephone no. (business hours): **89422600**

Facsimile no.: **N/A**

E-mail address: **JACKP@MASTERPLAN.COM.AU**

CONTACT PERSON FOR FURTHER INFORMATION (OR WRITE 'AS ABOVE')

Company name (if applicable):

AS ABOVE

ABN or ACN (if applicable):

Title: Mr Mrs Miss Ms Dr Other:

Family name(s):

Given name(s):

Preferred name(s):

Postal address:

Telephone no. (business hours):

Mobile no.:

Facsimile no.:

E-mail address:

NOTE

**ALL CORRESPONDENCE
WILL GO TO THE PERSON
AND ADDRESS INDICATED
HERE**

3. BRIEF DESCRIPTION OF DEVELOPMENT / PROPOSAL

LEISURE & RECREATION

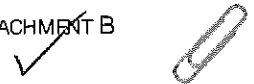
4. EXISTING LAND USE

RURAL / AQUACULTURE

5. STATEMENT OF EFFECT OF DEVELOPMENT / PROPOSAL

SEE ATTACHMENT GUIDE FOR FURTHER INFORMATION

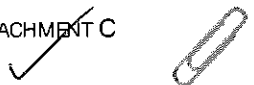
ATTACHMENT B



6. DIMENSIONED PLANS

SEE ATTACHMENT GUIDE FOR FURTHER INFORMATION

ATTACHMENT C



7. APPLICANT TO SIGN AND/OR AFFIX SEAL

The application is complete and all required documentation is attached.

Signature(s)

12 / 10 / 17

Date

PRIVACY NOTE

The Department of Lands, Planning and the Environment, on behalf of the Minister, is authorised under the *Planning Act* to collect the information on this form, or otherwise provided by you, to consider a proposal to grant an Exceptional Development Permit. Failure to provide the information in full may result in non-consideration of the proposal.

Some of the information provided on this application may be publicly available, as part of a public exhibition process. The information may also be provided to other NT Government departments and agencies, the Australian Valuation Office, local governments and Commonwealth Government Departments, as required by law.

Collection of personal information on this form is done in accordance with the privacy legislation contained within the *Information Act 2002 (NT)*. For more information please refer to the Department of Lands, Planning and the Environment's privacy statement located at www.lands.nt.gov.au

Any personal information provided can be subsequently accessed by you on request.

APPLICATION FOR EXCEPTIONAL DEVELOPMENT PERMIT

Leisure and Recreation

**Section 1612 Hundred of Ayers (Berry Springs)
For Barramundi Adventures Darwin**



Prepared by
MasterPlan SA Pty Ltd
ABN 30 007 755 277, ISO 9001:2015 Certified
Unit 33, 16 Charlton Court, Woolner NT 0820
Telephone: 8942 2600, masterplan.com.au

October 2017

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1.0 INTRODUCTION

MasterPlan has been engaged by Barramundi Adventures Darwin to prepare an application for an Exceptional Development Permit (EDP) for a land-based fishing business at Section 1612 Hundred of Ayers (Berry Springs).

The proposed use is defined in Section 3.0 of the NT Planning Scheme as 'leisure and recreation'. The site is located within Zone R (Rural), in which Clause 5.20 of the NT Planning Scheme identifies 'leisure and recreation' as a *prohibited* use. The application for an Exceptional Development Permit (EDP) has been prepared in accordance with Section 38 of the NT *Planning Act*.

In preparing this report MasterPlan has:

- examined the documentation pertaining to the proposed development;
- inspected the site and locality;
- considered the most relevant provisions of the NT Planning Scheme, NT Planning Act; and
- reviewed the relevant strategic planning documents being Darwin Regional Land Use Plan and Litchfield Subregional Land Use Plan.

Further, discussions have been held with officers of the Department of Infrastructure, Planning and Logistics (DIPL) Development Assessment Services division and Transport Infrastructure Planning division, and Litchfield Council. Barramundi Adventures Darwin has held independent discussions with neighbouring landowners who are understood to be largely supportive of the proposal.

Included in the application are the Statement of Effect (contained herein), Land Owner Authorisation, and Title Documents. Accompanying the Statement of Effect are the following:

- Attachment A Location and Zoning Plan;
- Attachment B Survey Plans;
- Attachment C Development Permits;
- Attachment D Site Plan;
- Attachment E Certified Plans;
- Attachment F Waste Discharge Licence;
- Attachment G Storm Surge and Stormwater Drainage Plan;
- Attachment H Traffic Impact Statement by Flanagan Consulting;
- Attachment I Site Operation Plan; and
- Attachment J Barramundi Adventures Darwin Letter.

2.0 NATURE OF LOCALITY AND SITE

2.1 Description of Locality

The area consists predominately of low-density rural land uses within Zone R (Rural) particularly to the south, south-east and south-south-west of the site. The Townsite of Southport, south-west of the site and separated by the Darwin River, consists largely of 2,000 square metre lots within Zone RR (Rural Residential).

The Blackmore and Darwin Rivers converge at the Townsite of Southport before winding north through mangroves and past the site before meeting Middle Arm of Darwin Harbour. These mangrove areas are generally within Zone CN (Conservation).

Section 1604 and Section 1824 Hundred of Ayers to the north-east of the site are Crown Land, within Zone CN, undeveloped and in their natural state. To the east of the site are Section 1603 and Section 1607 Hundred of Ayers within Zone RL (Rural Living) and Zone CN which are in a largely natural state with an active Development Permit for subdivision. Further east is Berry Springs and the Territory Wildlife Park.

Commercial and community services are located in the Berry Springs Activity Centre. This includes a primary school, public reserve, community centre, a supermarket and convenience store, a service station, the Berry Springs Volunteer Bushfire Brigade and the Berry Springs Tavern.

A Location and Zoning Plan is at **Attachment A**.

2.2 Description of Site

The site, Section 1612 Hundred of Ayers (Berry Springs), is 129.5 hectares and within Zone R. The site has frontage to the Blackmore River and mangroves to the west and north. There is an historically cleared area providing direct access to the Blackmore River on the site's west boundary. The site has frontage to Section 1607 Hundred of Ayers to the east and Section 2413 Hundred of Cavenagh to the south. The site is not burdened by any easements. The Survey Plans for the site and Section 2413 are at **Attachment B**.

The site is a mixture of cleared pasture (approximately 15 hectares), native bushland (approximately 85 hectares) and development associated with aquaculture (approximately 25 hectares) with the remaining area for rural living/lifestyle uses.

The site has had continuous use for aquaculture (barramundi and prawn production) since circa 1997 and has had several Development Permits granted, described below and at **Attachment C**.

- DP98/0061 – for 'ponds for prawns and fish and storage shed'.
- DP07/0271 – for 'reservoir, new pond and extend existing ponds'.
- DP07/0272 – for 'ancillary managers' residence to aquaculture facility'.

Accordingly, the above permits remain in effect.

A tourism use, similar to that proposed within this application, previously operated on the site in the area subject to this application from circa 2010 to 2015. In 2015 it was determined by the operators that the site required a short period of fallow for good management purposes to ensure that production was sustainable. The site has been continually maintained and operated in a limited capacity in anticipation of further production. A lease has recently been granted to the owner-operators of the proposed tourism component. The lease includes the entire aquaculture production component of the site.

A Site Plan at **Attachment D** identifies the existing infrastructure on the site and contour data.

Existing infrastructure on the site includes:

- a workshop;
- storage sheds;
- a hatchery;
- five grow out ponds;
- a reservoir pond;
- pump stations, discharge areas and stormwater drainage;
- observation tower;
- a manager's residence; and
- a residential dwelling.

There are two multi-purpose buildings being an unenclosed covered area and an office/storage room. More recently, a casting deck and ablutions have been built in anticipation of the future use of the site. All buildings and structures are constructed and certified. Certified Plans at **Attachment E**. The proposed use for 'leisure and recreation' however has not commenced on the site.

Stormwater Drainage and Discharge

The contours of the site allow for natural sheet flow to discharge stormwater given the considerable size and relatively undeveloped nature and functions appropriately. There is existing and operational drainage infrastructure, constructed in association with aquaculture production, that water is directed to two discharge points. A Waste Discharge Licence was issued by the NT Government on 28 April 2017 and is valid for a two-year period. The Waste Discharge Licence is at **Attachment F**. The Site Plan identifies the existing stormwater drainage channels, contours and overland flow paths.

Storm Surge

The estuarine fringes of the site are affected by secondary storm surge. The majority of the site is however not affected. Refer Storm Surge and Stormwater Drainage Plan at **Attachment G**.

Vehicle Access

Legal access is via a 20-metre-wide right of way easement over Section 2413 Hundred of Cavenagh (directly south). The right of way easement provides all weather access to the site although it is unsealed. The right of way easement connects with William Road, then Carveth Road before connecting with Cox Peninsula Road. The access has been used in association with the aquaculture on the site as well as general rural lifestyle and has been fit for that purpose. For a detailed description of the existing access conditions to the site, refer Traffic Impact Statement by Flanagan Consulting Group at **Attachment H**.

Services

The site is currently serviced by a high-voltage electricity network. Reticulated water and sewer are unavailable in the area. The site has two operating bores, yielding approximately 3.0 litres and 18 litres per second. The site is located within the Berry Springs IDCO No. 22 area. The higher yielding bore has a current extraction licence. There is a new and certified ablutions building proximate to the reservoir pond with a 30 metre absorption trench and reIn drain. The effluent disposal system provides capacity for 100 people per day.

3.0 PROPOSED DEVELOPMENT

3.1 Leisure and Recreation

The proposal is to establish a tourism oriented land-based fishing business under the name Barramundi Adventures Darwin. The use has been defined as 'leisure and recreation' pursuant to the NT Planning Scheme which is a prohibited use in Zone R. Accordingly, this application seeks consent for an Exceptional Development Permit (EDP).

Barramundi Adventures Darwin will provide the Darwin region with a sustainable and new experience for tourists and locals alike. The business will provide customers the opportunity to fish for the prized barramundi and other local fish species.

The existing reservoir pond will be stocked with barramundi and other native fish species. Customers will be able to fish the pond from the casting deck. The site includes access for customers with limited mobility including wheelchair access to the casting deck.

A Site Operation Plan is at **Attachment I** and identifies the spatial arrangement of the infrastructure associated with this application. **Figure 1**, below provides an extract of this plan.



Figure 1: Barramundi Adventures Darwin Operations

Barramundi Adventures Darwin has provided a letter providing an overview of the proposed business operations at **Attachment J**.

The tourism operation is expected to attract a maximum of 60 customers per day in the dry season (i.e. peak season) and to arrive by various means. Customers are expected in groups of a maximum of ten. The casting deck physically limits the number of customers that can fish at any time to ten. The aquaculture operation at the site means it is not practical for customers to arrive without a prior booking. The bookings system will regulate the arrival and number of customers. The company website will clearly state that pre-bookings are required. Customers who do not pre-book face the risk of being disappointed and unable to use the facilities, given the limited space available.

The tourism operation will always have a minimum of two staff members at any one time. Staff will assist customers with casting and releasing fish. No freezing or processing of fish will be required as a component of the tourism venture at this time. Maintenance of the pond will be undertaken in association with the aquaculture production on the site.

The casting deck, retaining wall, bathroom facilities and effluent disposal system, observation tower, office/storage area and the unenclosed, covered area are existing buildings associated with this application. Certified plans are at Attachment E. Although the abovementioned buildings do not have planning approval for leisure and recreation, they are constructed and certified as structures and are serviced. Therefore, no new buildings or services are proposed and the application seeks to establish the use within existing infrastructure on the site.

This application does not seek consent for aquaculture as the existing approvals for aquaculture are appropriate to support the ongoing production of fish and prawns from the site.

Vehicle Access and Car Parking

The car parking area is unsealed and will include compressed gravel/rock to the original ground level. The compressed gravel/rock will reduce dust and prevent erosion. The car parking area is located on a generally flat, cleared area of the site. The minor gradient allows for overland stormwater flows to continue and will not inhibit existing flows. The unsealed nature of the car park is suited to the low-intensity use and the rural setting and consistent with other rural land uses. Car parking spaces have been designed in accordance with the dimensions set out in Clause 6.5.3 and will allow separate access to every car parking space and for vehicles to enter and exit in a forward direction. Wheelchair access has been considered throughout the entire operation and a golf buggy will provide pick up services from the car parking area to the main area of the site.

Access to the car parking area is from the right-of-way easement in the south-east of the site and then via an all-weather unsealed access. Internal signposting can be provided to assist with wayfinding to the car parking area. The access is a minimum 6.0 metres wide but generally exceeds this. The right-of-way easement is the only access point to a public roadway.

Ten customer car parking spaces will be provided in a location convenient to the casting deck. The nature of the application, being for an Exceptional Development Permit, does not generate a specific car parking requirement. However, ten car parking spaces is expected to be appropriate for the proposed use and patronage. **Figure 2**, below provides detail as to the proposed car parking.



Figure 2: Proposed Car Parking Area

The site operators will offer a pick-up service from designated locations, which will provide customers with an alternative to driving themselves to the site. This option is thought to be particularly attractive for tourists and others without access to a vehicle, group bookings, the elderly and people with disabilities. The site is inclusive by design and the aforementioned demographics are expected to contribute greatly to the overall patronage. The requirement for bookings to be made prior to arriving at the site will ensure that vehicle traffic is staggered over the course of a day.

Due to the location of the site, the nature of the proposed activity and the expected clientele it is expected that the majority of customers will travel from Darwin and Palmerston and would car pool. I.e. it is unlikely that customers would be the sole passenger in a vehicle. The proposal is aimed at groups and families, rather than individuals.

Preliminary discussions regarding access to the site have been undertaken with both Litchfield Council and the Transport Infrastructure Planning Division of the Department of Infrastructure, Planning and Logistics. Litchfield Council requested a Traffic Impact Statement, which has now been prepared by Flanagan Consulting. Transport Infrastructure Planning Division advised that, on the description of the development and traffic expectations, traffic *"is well below 5% of the background traffic for Cox Peninsula"* Road and no issues were raised.

The Traffic Impact Statement by Flanagan Consulting, at Attachment H, expects *“that there will be a maximum of 20 passenger vehicles per day during the peak season (dry season).”* The report makes the critical conclusions that:

- there is no expected peak hour traffic generation;
- the surrounding road network has ample capacity for the 2025 traffic horizon; and
- the site at full-operation is not anticipated to create traffic volumes more than pre-2015 volumes.

The Traffic Impact Statement makes recommendations for upgrades to signage and traffic management devices, subject to Council approval. This includes additional and replacement warning and directional signs, tourist attraction signs to further improve wayfinding, and treatments to improve road delineation. Access to the site will be suitable for the proposed use with these relatively minor additions.

Storm Surge and Stormwater Management

The buildings associated with the proposed use are not affected by primary or secondary storm surge. The Storm Surge and Stormwater Drainage Plan at Attachment G identifies the extent of storm surge effects, existing flow paths and discharge points.

The absence of any new buildings, structures or changes to ground level support the existing stormwater drainage arrangements to remain and continue to function appropriately. No changes are proposed or considered necessary as a result of the proposed use.

Services

The area subject to the application is serviced with reticulated electricity and reticulated bore water. The site is located within the Berry Springs IDCO No. 22 area. There is a new and certified ablutions building proximate to the reservoir pond with a 30 metre absorption trench and rein drain. The effluent disposal system provides capacity for 100 people per day.

Amenity

There is no detrimental effect to the amenity of the surrounding area. The proposal is for a non-intensive, tourism oriented land use in a low-density area. The use will be established on a 129.5 hectare land parcel and consumes only a fraction of the overall area. There are significant buffers between the tourism use and neighbouring residential properties and it is approximately 1.5 kilometres to the nearest dwelling. It is expected that all noise sources will be controlled to within the property boundaries. Increases to traffic volume and noise on William and Carveth Roads are expected to be negligible given the expected levels of patronage and scheduling. Although tourism uses are not common in rural areas, given the low-density of the surrounding area and the significant buffers distances, the low-impact use will be appropriate.

3.2 Darwin Regional Land Use Plan

The Darwin Regional Land Use Plan provides limited direction to the further development of tourism oriented uses; however, it does recognise the importance of tourism, both currently and into the future. Indeed, within the Plan's 'Prosperous Regional Economy' Vision statement it is stated that the *"region continues to experience growth in a vibrant, diverse and prosperous regional economy that" ... "stimulates continued growth in our capacity and reputation, locally and internationally as a hub for education, health services and tourism"*. The proposed tourism operation supports that vision as it will provide additional activities for tourists visiting the Darwin region, create local employment and will supplement an existing aquaculture farm.

The Plan recognises Darwin Harbour as a valued natural asset which can provide diverse opportunities including *"fishing, boating, tourism and other recreational pursuits."* The site is located on Blackmore River and Darwin River which feed directly into Darwin Harbour. The Harbour maintains its attraction for recreational pursuits however increased population and tourism has anecdotally created pressure on fish stocks and this trend is expected to continue. Weather conditions on Darwin Harbour are not always favourable to fishing or boating. The proposed tourism operation will create an opportunity for people to fish sustainably (with a guaranteed catch), in a safe, friendly, affordable and accessible environment.

3.3 Litchfield Subregional Land Use Plan

The Litchfield Subregional Land Use Plan recognises the potential growth opportunities in the Berry Springs Rural Activity Centre due to its proximity to tourist destinations such as Litchfield National Park, Berry Springs and the Territory Wildlife Park. The proposed tourism operation will provide an additional tourism opportunity and further underpin the viability of Berry Springs as an activity centre.

The Plan also recognises the importance of protecting groundwater supplies to ensure long-term sustainability and conservation of natural systems and biodiversity. The tourism operation will have a negligible increase on the use of groundwater with groundwater generally limited to use for toilet flushing and cleaning. Groundwater is currently used in association with the aquaculture production and extracted from the Berry Springs aquifer. The tourism operation will use the reservoir pond which is a necessary component of the aquaculture production on the site. No new bores are proposed as part of this application.

4.0 ASSESSMENT UNDER THE NT PLANNING ACT

4.1 Requirement for an Exceptional Development Permit

This section elaborates on the reasons an Exceptional Development Permit (EDP) has been sought.

Clause 3.0 of the NT Planning Scheme provides the following definition for 'leisure and recreation':

"means the provision indoors or outdoors of recreation, leisure or sporting activities and includes cinemas, theatres, sporting facilities and the like as a commercial enterprise but does not include a licensed club or community centre"

The proposed use of the land is within the definition of 'leisure and recreation' as the land will provide for outdoor leisure and recreation activities as a commercial enterprise.

The site is within Zone R in which Clause 5.20 of the NT Planning Scheme identifies 'leisure and recreation' as *prohibited* and states that:

- "1. The primary purpose of Zone R is to provide for a range of activities including residential, agricultural and other rural activities.*
- 2. The larger lot sizes in this zone facilitate the separation between potentially incompatible uses and restrict closer settlement.*
- 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."*

Section 38(1) of the NT *Planning Act* allows a person to apply to the Minister for the grant of an EDP. Section 38(2)(a) states that an EDP may permit *"a development or use of the land, although the development or use would otherwise not be lawful under the relevant planning scheme"*.

Section 40 of the NT *Planning Act* prevents the Minister from granting an EDP for a development or use unless the Minister is satisfied that it is preferable to issue the permit than to make an application to amend the NT Planning Scheme (i.e. rezone the land) to allow the use or development. An EDP is the preferable and most appropriate mechanism to facilitate the use of the site for 'leisure and recreation'.

Leisure and recreation is a *discretionary* use within Zone HR (High Density Residential), Zone CV (Caravan Parks), Zone CL (Community Living), Zone CB (Leisure and Recreation), Zone C (Commercial), Zone SC (Service Commercial), Zone TC (Tourist Commercial), Zone LI (Light Industry), Zone GI (General Industry), Zone DV (Development), Zone PS (Public Open Space), Zone OR (Organised Recreation), Zone CP (Community Purpose), Zone FD (Future Development) and Zone T (Township) and is a *permitted* use within Zone A (Agriculture).

Without individually analysing each zone and the suitability to apply it to the site, it is suggested that the aforementioned zones are largely inappropriate for the site and surrounding area. Zone TC supports tourism oriented uses and is suggested as the most compatible zone for the site and the proposed use because of the tourism oriented focus of the proposal. However, there are multiple considerations in determining the appropriateness of the site for rezoning which are elaborated on in the following discussion.

The site continues to be used for aquaculture which is defined as 'intensive animal husbandry' pursuant to the NT Planning Scheme. Zone TC does not support aquaculture and 'intensive animal husbandry' is a *prohibited* use. This does not recognise the continued use of the site for aquaculture and may limit potential expansion and/or reconfiguration of aquaculture activities.

The site is 129.5 hectares however the proposed leisure and recreation will be contained to a small portion of the site. A rezoning of the entire site for tourism oriented uses would create substantial development opportunities that are not intended and indeed would be at odds with the long standing use of the site for aquaculture. A rezoning of the entire site may result in a significant change of character of the area and, while this is not necessarily seen as detrimental, it is considered at least to be premature without a vision or intent for development of the entire site. The large buffer between the area for the tourism oriented activity and neighbouring sites makes it unlikely that the development will jeopardise the surrounding rural amenity.

Barramundi Adventures Darwin are leaseholders of the aquaculture and proposed development areas of the site. The lease is not however in perpetuity and will eventually conclude. A rezoning would limit the rural land uses that could occur on the site at that time.

Operations for the leisure and recreation and aquaculture components will overlap. A rezoning would prohibit areas that each use could operate, potentially limiting and being detrimental to both uses and complicating the relationship between the proposed and the existing use. Further, it would be problematic to delineate the areas for aquaculture as opposed to leisure and recreation and thus difficult to identify a zone boundary.

The complimentary leisure and tourism use is able to be implemented without prejudice to the character of the area, the safety of traffic, the quality of groundwater and the enjoyment of well separated adjoining uses. Further, other zone options do not provide suitable policy to accommodate the existing use with this complimentary use.

For the reasons above, an Exceptional Development Permit is preferable to a planning scheme amendment to rezone the site.

4.2 Section 51 and Section 46(3) of the NT *Planning Act*

Pursuant to Section 42 of the NT *Planning Act*, the requirements for matters to be considered in determination of an EDP are set out in Section 51 of the NT *Planning Act* and these sections are addressed below. While not required under the NT *Planning Act* in respect to an EDP, information is also provided in the application in accordance with Section 46(3) as appropriate to assist in the assessment.

46(3)(a) – Compliance with any Planning Scheme that Applies to the Land

Compliance with the NT Planning Scheme

Notwithstanding the application is for an Exceptional Development Permit and there are no specific assessment criteria of the NT Planning Scheme applicable, the provisions selected below provide some general guidance on desired development outcomes.

Clause 6.1 relates to General Height Control requirements of the NT Planning Scheme and limits the heights of buildings in Zone RL to 8.5 metres. The height of the observation tower is 7.368 metres. There are no buildings or structures on the site that exceed 8.5 metres. Accordingly, the application would be compliant with this clause.

Clause 6.5.1 relates to Parking requirements of the NT Planning Scheme. There are numerous car parking calculations pursuant to the definition of 'leisure and recreation' activities however, none of these are representative of this proposal. The default position of the clause requires 10 car parking spaces per 100 square metres of net floor area. Defining which areas of the site would be considered net floor area is problematic given the unique circumstances of the use. Instead, the provision of car parking has been determined on a needs basis. Ten car parking spaces are proposed and considered appropriate because:

- the tourism operation is expected to attract 60 customers per day in the dry season (i.e. peak season);
- the casting deck physically limits the number of customers that can fish at any time to ten people;
- customers are expected in groups of no greater than ten persons;
- a large vehicle/mini-bus park has been provided to accommodate larger vehicles if required;
- the aquaculture operation at the site means it is not practical for customers to arrive without a prior booking; and
- the booking system will regulate the arrival and number of customers.

The site has significant area for the provision of additional car parking spaces however it is not anticipated that any additional car parking will be required.

Clause 6.5.3 relates to Parking Layout requirements of the NT Planning Scheme. The car parking area is unsealed and will include compressed gravel/rock to the original ground level. The car parking area is located on a generally flat, cleared area of the site. The minor gradient allows for overland stormwater flows to continue and will not inhibit existing flows. The unsealed nature of the car park is suited to the low-intensity use and the rural setting. Car parking spaces have been designed in accordance with the dimensions to Clause 6.5.3 and will allow separate access to every car parking space and for vehicles to enter and exit in a forward gear.

Access to the car parking area is from the right-of-way easement in the south-east of the site and then via an all-weather unsealed access internal to Section 1612. Internal signposting can be provided to assist with wayfinding to the car parking area. The internal access is a minimum 6.0 metres wide but generally exceeds this. The right-of-way easement is the only access point to a public roadway.

46(3)(b) – Interim Development Control Order

There is an Interim Development Control Order (IDCO) for land overlying the Berry Springs Dolostone Aquifer. Development may only occur with consent and confirmation by the Department of Environment and Natural Resources (formerly the Department of Land Resource Management) and must demonstrate it:

- *"does not rely on utilisation of groundwater sourced from the Berry Springs Dolostone Aquifer;*
- *or will not detrimentally impact on the sustainability of the groundwater resources."*

The area of the site with the proposed tourism use is outside of the IDCO area however a portion of the site is within it. No new bores are proposed as part of this application.

Groundwater is currently used in association with the aquaculture production and extracted from the Berry Springs aquifer. The tourism operation will use the reservoir pond which is a necessary component of the aquaculture production on the site and would be utilised regardless of the tourism operation.

46(3)(c), 51(d) and 51(g) – Public Environmental Report/Environmental Impact Statement/ Environment Protection Objective

No Public Environmental Report or Environmental Impact Statement has been prepared or is required under the *Environmental Assessment Act* for the development of the tourism operation.

46(3)(d) and 51(h) – Merits of Proposed Development

The proposal will create an additional tourism operation in the Darwin region which will provide a sustainable opportunity for people to fish for the prized barramundi and other tropical fish species, with a guaranteed catch. This opportunity will be provided in a safe, friendly, affordable and equal access environment.

The tourism operation will further enforce the Darwin region's ability to attract tourists and provide a variety of tourist opportunities to a continuously changing market. The site will be open to the general public, providing another activity for locals alike. The tourism operation will provide employment and contribute to the Darwin region's economy.

There is no perceived detrimental effect to the amenity of the surrounding area. The proposal is for a non-intensive land use in a rural area. There are significant buffer distances from the tourism use to neighbouring residential properties (1.5 kilometres) and all noise sources will be contained within the property boundaries. Increases to traffic volumes on William and Carveth Roads are expected to be negligible given the expected levels of patronage and scheduling.

46(3)(e) and 51(j) – Subject Land, Suitability for Development and Impact on Locality

For a description of the subject land and locality, refer Sections 2.1 and 2.2. The site is affected by storm surge given its estuarine boundaries however no part of the site subject to the proposed tourism operation is affected. The development is a non-intensive land use and will occur within existing buildings and infrastructure at the site. There are no anticipated effects on the land or surrounding environment as a result of the use being established.

46(3)(f) and 51(k) – Available Public Facilities/Open Space

There is no requirement that the proposal provides additional public facilities or public open space. However, the proposal will provide an additional recreational activity for tourists and residents of the Darwin region.

46(3)(g) and 51(m) – Available Public Utilities/Infrastructure

The existing infrastructure on the site is expected to be adequate for the proposed use and accordingly no infrastructure upgrades are proposed.

46(3)(h) and 51(n) – Impact on Amenity

There is no perceived detrimental effect on the amenity of the surrounding area. The proposal is for a non-intensive, tourism oriented land use in a rural area. The use will be established on a 129.5 hectare land parcel and consumes only a fraction of the overall area. There are significant buffer distances from the tourism use to neighbouring residential properties and it is approximately 1.5 kilometres to the nearest dwelling. It is expected that all noise sources will be controlled within the property boundaries. Increases to traffic volumes on William and Carveth Roads are expected to be negligible given the expected levels of patronage and scheduling.

Barramundi Adventures Darwin has independently discussed the proposal with neighbouring landowners who are understood to be largely supportive.

46(3)(j) and 51(p) – Benefit/Detriment to Public Interest

The proposal supports sustainable fisheries which is critical from environmental, economic and social perspectives. The proposal will contribute to the Darwin region's economy by providing an additional recreational activity to tourists and locals, including those who may otherwise be excluded from the experience of barramundi fishing.

46(3)(k) and 51(q) – Compliance with Building Act

No subdivision is proposed, thus Section 46(3)(k) is not applicable.

51(r) – Natural, Social, Cultural and Heritage Values

The existing stormwater management arrangements will continue on site. The site is not within a priority environmental management area and is a low-intensity and environmentally sensitive development. A search of the NT Heritage Register did not identify any heritage sites. There are no other identified natural, social, cultural or heritage values identified on the site.

51(s) – Consideration of Section 73 of the Water Act

No consideration of the *Water Act* is necessary for this application.

5.0 CONCLUSION

The proposal is for a low-intensity, tourism-oriented land-based fishing business at an existing aquaculture facility in a rural setting. The proposed use will supplement the aquaculture on the site and support the local economy by providing additional recreational opportunities for tourists and residents. The tourism-oriented use will allow people with limited or constrained access to sustainably fish for barramundi and other species.

There are significant buffers to surrounding allotments and there is no anticipated effect to amenity. The use is expected to attract a maximum of 60 customers per day in the peak of the tourist season and the arrival of customers will be scheduled throughout the day through a booking system. The casting deck physically limits the number of customers that can fish at any time and the ongoing operation of the aquaculture facility prevents customers arriving without a prior booking.

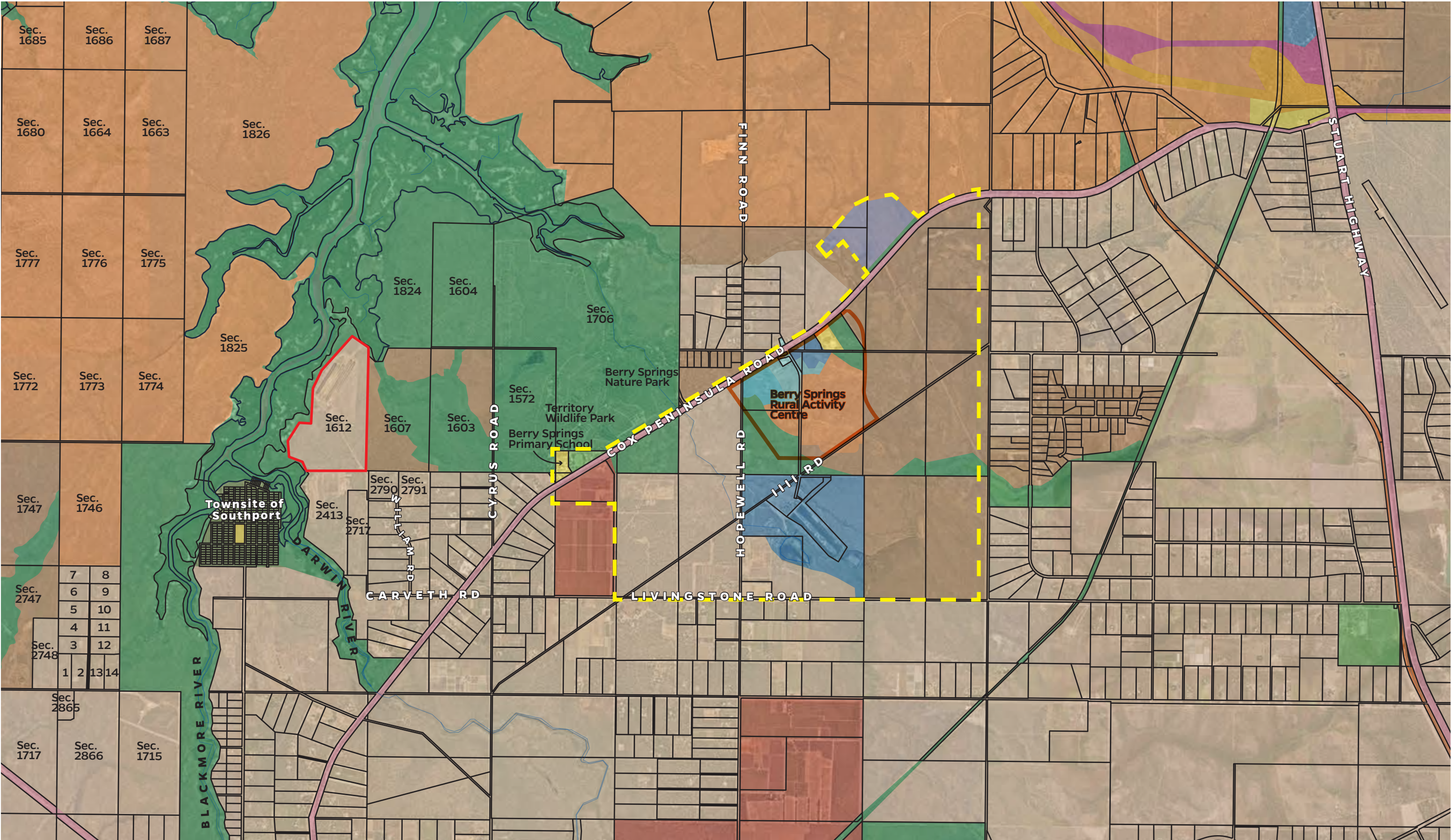
We have formed the opinion that the proposal for an Exceptional Development Permit will not undermine the intent of the relevant strategic policy documents and the NT Planning Scheme and is a more appropriate outcome than rezoning the land or seeking an alternate location for this development.

Accordingly, we respectfully request the Minister for Infrastructure, Planning and Logistics hereby place the proposal on exhibition in accordance with Section 39(1)(a) of the NT *Planning Act*.

A handwritten signature in black ink, appearing to read 'Jack Priestley', with a stylized, flowing script.

Jack Priestley

11 October 2017



Subject Site

Boundary of Rural Residential Transition to existing rural living areas

Zones

- | | | |
|--------------------|----------------------|-------------------|
| Conservation | Main Road | Horticulture |
| Community Purpose | Organised Recreation | Rural Residential |
| Future Development | Light Industry | Rural Living |
| Utilities | Commercial | Rural |
| Proposed Main Road | Tourist Commercial | |

Location and Zoning Plan

Section 1612
Hundred of Ayers
BERRY SPRINGS

Barramundi Adventures Darwin

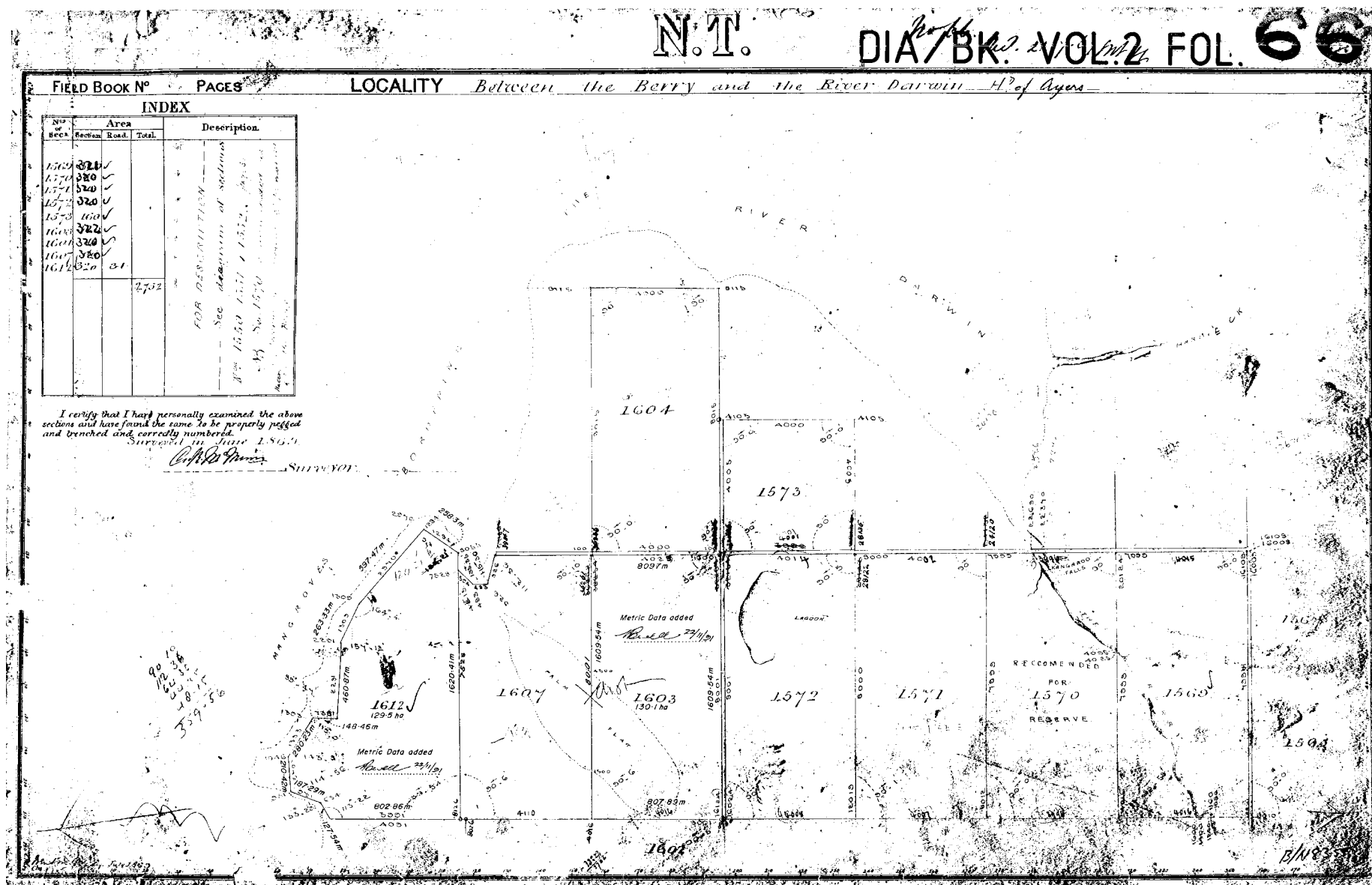


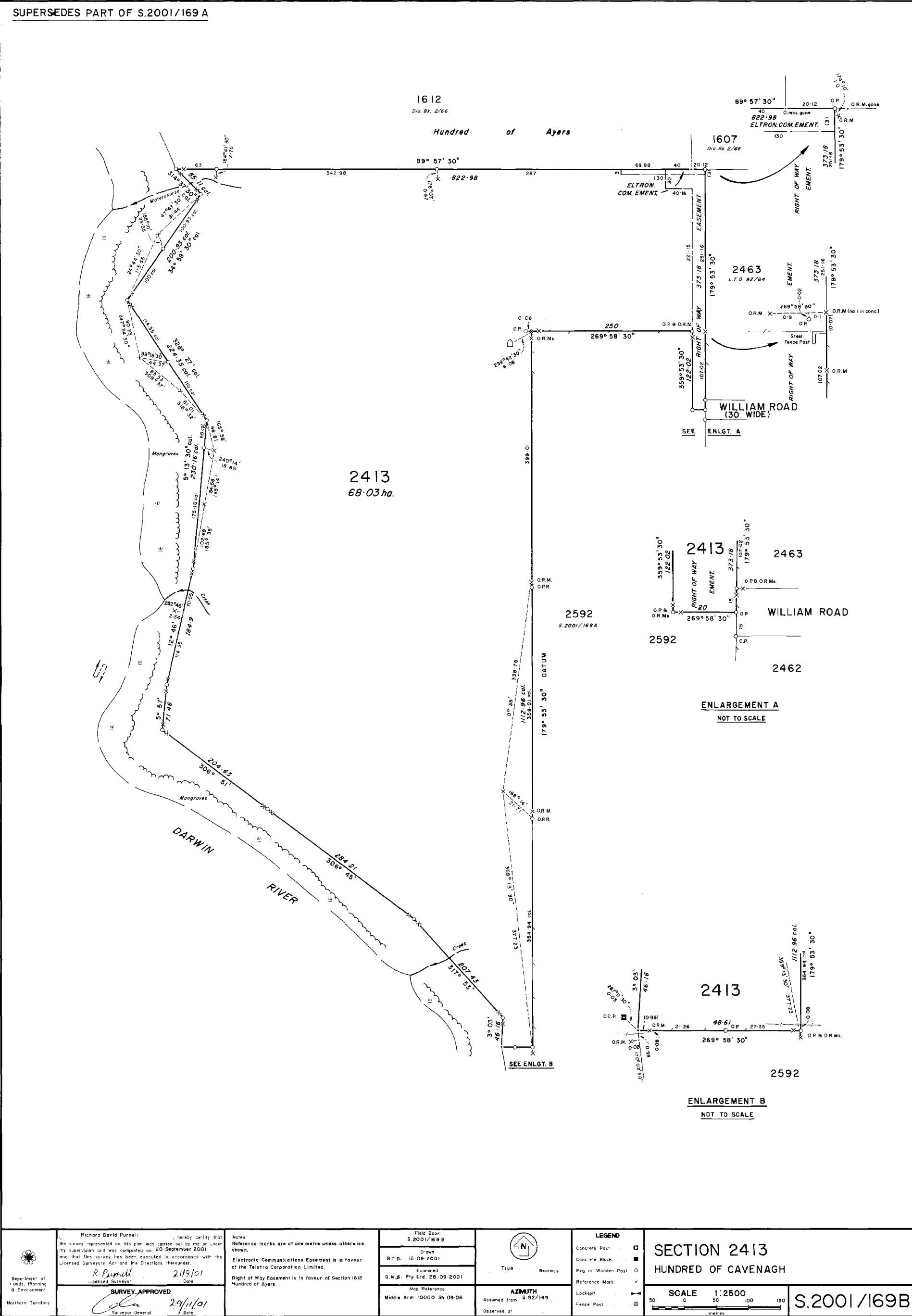
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Information portrayed above was obtained through multiple sources and indicative only, however all efforts have been made to provide accurate data.

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NORTHERN TERRITORY PLANNING AUTHORITY

Planning Act

Section 52

DEVELOPMENT PERMIT

DP98/0061

DESCRIPTION OF LAND THE SUBJECT OF THIS PERMIT

Lot No:	Section 1612
Town/Hundred:	Hundred of Ayers
Street Address:	Berry Springs

The Planning Authority at its meeting of 10 February 1998 resolved, in pursuance of section 52(1)(a)(i) of the *Planning Act*, to grant consent to the application for the purpose of a prawn and fish farm and associated facilities, subject to the conditions set out in the Schedule and for the reasons set out in the attached statement of reasons.

Dated this 23 day of February 1998



J R GRONOW
Chairman
Northern Territory
Planning Authority

STATEMENT OF REASONS FOR DETERMINATION

DEVELOPMENT PERMIT

DP98/0061

Reason

The proposal is considered unlikely to adversely affect the existing and future amenity of the area.

Right of Appeal

The applicant's attention is drawn to the right of appeal which exists in relation to the above decision in accordance with section 99 of the *Planning Act*. Within 28 days of receiving this Permit an appeal may be lodged with the Planning Appeals Tribunal. Please contact the Registrar for information regarding forms and fees payable. Address for lodgement is:

POSTAL ADDRESS

The Registrar
Planning Appeals Tribunal
GPO Box 1680
DARWIN NT 0801

Telephone: 8924 4030
Facsimile: 8924 4052

LOCATION

The Registrar
Planning Appeals Tribunal
1st Floor
Darwin Plaza
The Mall
DARWIN NT 0800



J R GRONOW
Chairman
Northern Territory
Planning Authority

23 / 2 / 1998

SCHEDULE OF CONDITIONS

DEVELOPMENT PERMIT

DP98/0061

1. Works carried out under this permit shall be in accordance with drawing number 97/1222 and endorsed as forming part of this permit.
2. Any development on or adjacent to any easements on site shall be carried out to the requirements and satisfaction of the relevant service authority.
3. Firebreaks along boundaries shall be provided to the requirements and satisfaction of the Bushfires Council of the Northern Territory.
4. Details of any effluent disposal system shall be provided to the Environmental Health Officer - Darwin Region, Territory Health Services for approval.
5. The developer is to liaise with the Senior Medical Entomologist, Territory Health Services regarding the design of the dams, drainage system and any erosion and sediment control structures, to minimise potential for the creation of mosquito breeding sites. This advice should be sought early in the design process and prior to commencement of works.
6. Issue of an aquaculture licence for the development by the Department of Primary Industry and Fisheries.
7. Compliance with licensing and permit requirements of the *Water Act* for any discharge of waste water and construction of intake and discharge channels.
8. Engineering designs and specifications for the proposed drainage system (including erosion and sediment controls) within the development shall be submitted to and approved by the Works Manager, Litchfield Shire Council and Assistant Secretary, Land Resources, Department of Lands, Planning and Environment, and all works constructed at the applicant's expense in accordance with the approved designs and specifications to the satisfaction of those officers. No works are to be commenced until plans and specifications are approved.
9. The developer is to undertake an archeological survey of the areas of impact (ie. any locations within the site where disturbance will occur as a result of construction/earthworks), with particular emphasis to be placed on those areas adjacent to mangroves and/or estuarine habitats. The survey is to be undertaken to the satisfaction of the Secretary, Department of Lands, Planning and Environment, and prior to commencement of works.
10. Provision of legal access to the development in the form of a registered access easement over Sections 2463 and 1607, Hundred of Ayers, in favour of Section 1612, to the satisfaction of the Chairman, Northern Territory Planning Authority.

Cont.....



SCHEDULE OF CONDITIONS Contd....

DEVELOPMENT PERMIT

DP98/0061

Base Period of Permit

As provided for under section 55 of the Act and subject to the provisions of sections 56 and 57, this permit will lapse two years from the date of issue.



J R GRONOW
Chairman
Northern Territory
Planning Authority

23 / 2/1998

1,620.41m

802.85m

PROPOSED
ROAD

PROPOSED
RESIDENCE

100m
SCALE

This is the drawing referred to in
Development Permit No. DP98/0001
Issued by the Northern Territory Planning
Authority on 23/2/98

Chairman

PROPOSED
ROAD

SPOON
DRAIN

PROPOSED
WAREHOUSE

PROPOSED
DAMS

N

WATER
SUPPLY
PIPE

PUMP

SPOON
DRAIN

~~MOVED~~

MANGROVES

BLACKMORE RIVER

APPROX. VOLUME
OF RIVER IN POND

MANGROVES

97/1000A

NORTHERN TERRITORY OF AUSTRALIA

Planning Act - sections 54 and 55

DEVELOPMENT PERMIT

DP07/0271

DESCRIPTION OF LAND THE SUBJECT OF THE PERMIT

Section 01612

Hundred of Ayers

BERRY SPRINGS

APPROVED PURPOSE

To use and develop the land for the purpose of intensive animal husbandry (aquaculture), in accordance with the attached schedule of conditions and the endorsed plans.

VARIATIONS GRANTED

Nil

BASE PERIOD OF THE PERMIT

Subject to the provisions of sections 58, 59 and 59A of the Planning Act, this permit will lapse two years from the date of issue.



PETER McQUEEN

Delegate
Development Consent Authority

20 / 6 / 2007

DEVELOPMENT PERMIT

DP07/0271

SCHEDULE OF CONDITIONS

1. Works carried out under this permit shall be in accordance with drawing numbers 01/0336/A, 01/0336/B and endorsed as forming part of this permit.
2. The use must be conducted in accordance with the Environmental Management Plan endorsed as forming part of this permit to the satisfaction of the consent authority upon the advice of the, Department of Natural Resources, Environment and the Arts.
3. The permit holder must obtain a Waste Discharge Licence, and comply with this licence at all times to the satisfaction of the consent authority upon advice of the Department of Natural Resources, Environment and the Arts.
4. The owner of the land must enter into agreements with the relevant authorities for the provision of electricity to the land shown on the endorsed plan in accordance with the authorities requirements and relevant legislation at the time.
5. Firebreaks along the boundaries shall be provided to the requirements and satisfaction of the Bushfires Council NT.

NOTES

1. This permit will expire if one of the following circumstances applies:
 - (1) the development is not started within two years of the date of this permit; or
 - (2) the development is not completed within four years of the date of this permit.

The consent authority may extend the periods referred to if a request is made in writing before the permit expires.

2. This approval is related to the use of the existing aquaculture farm and does not consent to any further works. A development application is required for any future expansion.
3. The owner and occupier of the land must - (a) take all reasonable measures to prevent the land being infested with a declared weed; (b) take all reasonable measures to prevent a declared weed or potential weed on the land spreading to other land.
4. The farm should be operated in accordance with the "Guidelines for preventing mosquito breeding sites associated with aquaculture developments in the Northern Territory".

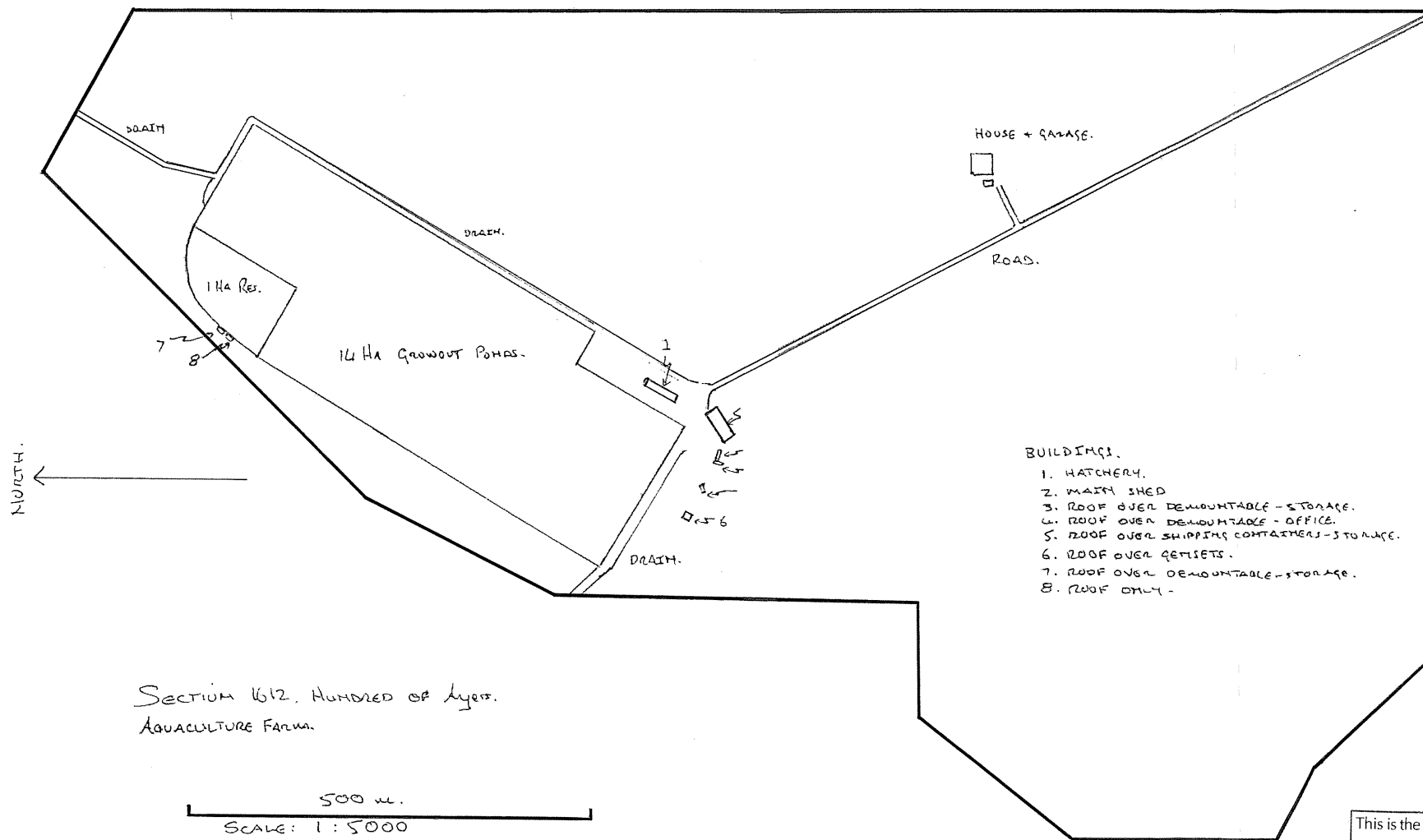
This is the drawing referred to in Development
Permit No. DP07/0271
issued by the Development Consent Authority
on 20-06-07

ISS

[Signature]
Deputy of Authority



Drawing no: 01/0336/B.

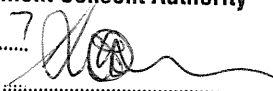


SECTION 612, HUNDRED OF HYER.
AQUACULTURE FARM.

This is the drawing referred to in Development
Permit No. D.P.07/0271
issued by the Development Consent Authority
on 20.6.07

Delegate of Authority

Drawing no: 01/0336/A.

This is the document referred to in Development
Permit No. DP07/0271
Issued by the Development Consent Authority
on 20.06.07 
Delegate of Authority

Environmental Management Plan

Tamariki Holdings Pty Ltd

September 2004

Tamariki Holdings Pty Ltd
PO Box 39346
Winnellie NT 0821
Ph: 89 886861
Fax: 89 886857
Email: a.body@bigpond.com

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Executive Summary

This EMP is a revision of the October 2001 plan (Appendix 1) for the Tamariki Holdings Pty Ltd prawn farm on Section 1612 and the farm on Section 1413 at Berry Springs. Since that plan was submitted in 2001 there have been some changes:

- Section 1413 was sold to Meat Ant Aquaculture prior to commencement of construction of the farm on 1413
- The sale and transfer of all obligations in relation to Section 1413 from Tamariki Holdings Pty Ltd to Meat Ant was formally approved by the NT Government
- In 2002, the farm on 1612 was leased by Tamariki Holdings Pty Ltd to Benoa Nominees Pty Ltd, a management company owned by Adam and Sarah Body
- A formal road access from William Road to Section 1612 has been registered
- Tamariki Holdings Pty Ltd constructed the extensions to the farm on Section 1612 as per the EMP submitted in October 2001
- Tamariki Holdings Pty Ltd also constructed a prawn hatchery on Section 1612 in 2004
- Mains electrical power (22 kV, 300 kVA) was brought to Section 1612 in August 2004

As far as general operation of the prawn farm, the techniques of farm management outlined in the 2001 EMP have been adhered to. These techniques, described in detail in the 2001 EMP, can be summarized as follows:

- We use a minimal water exchange management technique
- Our ponds are a unique design that assists in minimising the requirement for water exchange
- Monitoring of water quality parameters is a major component of our management

Changes to the way our farm operates since 2001 have occurred due to changing circumstances in our industry. The major change has been a dramatic shift in market conditions due to the presence of large volumes of cheap imported prawns. This has caused us to rethink our business and farming strategies. In particular we had to consider the financial viability of maintaining *P monodon* as the prawn species we grow. *Monodon* can be a good species for aquaculture as it grows quickly and to a large size, as long as it is not compromised by pathogens. The problems with *monodon* are:

- Broodstock can be expensive to find in the wild
- Pond reared broodstock is an expensive option
- Cost of fry is therefore high, and availability is limited
- There are numerous pathogens that can compromise farming operations

During 2003 we researched the aquaculture potential of different species of prawns present in the Blackmore River. We chose the Blackmore River for our source for

broodstock as it is the most likely place to have environmental conditions most similar to our ponds as it is our pond water supply. Four species were selected : *Metapenaeus insolitus*, *M. ensis*, *Fenneropenaeus indicus* , and *Penaeus esculentus*. Following our in-house screening procedures, one species, *Fenneropenaeus indicus* , stood out as an excellent candidate, with *P esculentus* running a close second. After hatchery tests in a small trial hatchery we decided to build a larger hatchery which was finished in April 2004. This hatchery rearing and growout of this species was a first in Australia. Using broodstock from our ponds we can produce about 5 million fry up to five times a year in our hatchery. So the major changes to our operations are

- We grow *F indicus* instead of *P monodon*
- We rear our own fry in our own hatchery from original Blackmore River broodstock
- As an added benefit, initial results suggest that *indicus* performs very well indeed in our low water exchange ponds, utilizing the natural production of the pond better than *monodon*.
- Continual stocking and subsequent harvesting without draining ponds shows excellent potential
- We anticipate per kg production costs to be substantially less than *monodon*
- Initial market trials suggest *indicus* prawns sell for the same price as *monodon* of the same size range
- Profitability should improve using *indicus*, and capital risk should be reduced.

In general terms, *indicus* appears to be a more suitable candidate for the type of farming we employ. It seems to be a detritovore whereas *monodon* is more carnivorous. This gives us confidence that this species will perform well in our low water change ponds and may allow us to operate with significantly lower food conversion rates (FCR's) and lower water utilisation.

1 Introduction

This EMP is a revision and update of the EMP submitted in October 2001. As such, this EMP focuses on the changes to our management practices that have occurred during the intervening years. The 2001 EMP is attached as Appendix 1 for quick referral.

The extensions to the farm on Section 1612 were carried out as described in the 2001 EMP during 2002. Section 1413 was sold to another company, Meat Ant Aquaculture, in 2002 following approval of the transfer by the NT Government.

The purpose of this EMP is:

- To outline ownership and management of the land and farm
- To describe the farm on Section 1612, highlighting any changes in the farm detailed in the previous EMP
- To describe management practices on the farm that relate to environmental management
- To summarise up to date licences for operating the farm

2 Ownership and management

Section 1612 is owned by Tamariki Holdings Pty Ltd, and there has been no change in ownership since the previous EMP in ownership. The farm and hatchery is leased by Benoa Nominees Pty Ltd, which is wholly owned by Adam and Sarah Body, who are also the owners of Tamariki Holdings Pty Ltd. The leasehold arrangement was put in place in response to business requirements, specifically in relation to criteria set out by the Australian Taxation Office for R & D work planned for the farm and hatchery.

3 Description of the farm

3.1 Description of the growout ponds

A detailed description of the growout ponds is provided in the 2001 EMP, Section 2. Please refer to a copy attached as Appendix 1. A brief description of the ponds is provided here.

The prawn farm on 1612 has 14 ha of growout ponds. There are 5 ponds, 3 of 2.5 ha and 2 of 3.25 ha. There is a reservoir of about 1 ha, into which water from the Blackmore River is pumped. The reservoir helps to remove silt from the river water before it is pumped into the ponds. All water from the river and from the reservoir is pumped through poly pipe.

The growout ponds are a unique design. They are long (500 m to 650 m) and narrow (50 m) with a central baffle. Paddlewheel aerators in the ponds aerate the water and create water flow. The water flow is an integral part of the design, as the water movement helps keep the pond dynamic and reduces to almost nil the places in the pond where material can accumulate and become septic. This design therefore allows management to hold water for much longer periods without the need for water exchange.

Drainage from the ponds is via 12 inch poly pipes at each end of the ponds. Drainage is controlled by valves attached to the outside end of the drain pipes. Overflow water during heavy downpours flows over spillways built into the pond walls.

Drainage of water from the farm is via large spoon drains. These enter the mangroves and follow natural drainage channels through the mangroves into the river.

A map of the ponds, water supply and water drainage is presented in Appendix 2.

3.2 Description of the hatchery

The hatchery is a 41m x 16.5 m steel framed, steel clad, concrete floored shed constructed to relevant standards for the area. The hatchery houses 6 x 20,000 litre larval rearing tanks, 2 x 10,000 litre broodstock holding tanks and 4 x 5,000 litre algae tanks. Water supply is via a 2 inch polypipe, from the farm reservoir. This water is double sand filtered and DE filtered. Water drainage from the hatchery is into the storm water drain running along the top (southern) side of the ponds. This drain runs into the main pond drains then into the mangroves.

The location of the hatchery is shown in Appendix 2.

3.3 Description of other facilities

In August 2004 mains power (22 kV) was brought into the farm. This terminates at the generator shed (refer to Appendix 2) at a 300 kV substation. The generators are retained at this shed for backup purposes.

The main farm shed houses the processing and freezing section, the workshop, and living quarters for the farm staff. Processing of harvested prawns is either snap freezing green prawns, or cooking then chilling the prawns.

In 2002 a road access easement was finalised. Details are shown in Appendix 2.

4 Description of management practices.

4.1 Managing the ponds

A detailed description is provided in the 2001 EMP – Section 2, Process descriptions (Page 5). Very little has changed in the way we manage the ponds and the water on a day to day basis. The only real change is that we are now growing *F indicus* and are no longer growing *P monodon*. This change does appear to have enhanced our farming practice as *indicus* does seem to be more of a detritovore than *monodon*. This means that *indicus* can probably make more use of the natural productivity in our ponds, however we are continuing to assess and quantify this through research work.

The other major change is that we are researching whether or not we can improve farming efficiencies by stocking fry into ponds before the previous crop is harvested (refer also to section 4.1.3). Indications to date are that this practice works well with *indicus*, but trials with *monodon* were unsuccessful.

4.1.1 Water supply

Water is pumped into the reservoir through 20 inch poly pipe by a 16 inch mixed flow pump driven by a 150 hp diesel motor. This pumps 400 litres a second. Pumping is done on high tides only, with each pumping event lasting a maximum of 5 hours. This water is not filtered.

Water is pumped into the ponds from the reservoir through 12 poly pipe by a 12 inch mixed flow pump driven by a 70 hp diesel motor. Flow is about 150 litres per second. This water is screened as it enters the ponds

4.1.2 Water exchange

Records of pumping hours are kept as per our Waste Discharge Licence (Appendix 3)

- Total water capacity on the farm is about 230 M litres.
- Average daily discharge per day is 1.5 M litres
- Maximum daily discharge is about 20 M litres.
- Total annual pumping is about 550 M litres

4.1.3 Pond sludge

Our experience with our “raceway-style” ponds is that we have very small amounts of

sludge. Given this positive outcome, we made the decision to test whether or not we could manage our farm without draining off water from the previous crop. We have done some trials using *indicus* as well as with *monodon*. The *indicus* trials have been successful and we will be following this procedure from now on, although it remains to be seen how long ponds can go without being drained. *Monodon* was not successful. In terms of EM this is quite significant as it means less effluent. It also means better financial outcomes for our business as costs are cut, and farming practices are more efficient.

4.2 Managing the hatchery

The hatchery is used to rear *indicus* prawns, and in the future we may rear other species. The broodstock prawns are collected from our reservoir where juveniles pumped in from the river have grown, or from our growout ponds. These prawns are transferred to the hatchery where they are induced to spawn in the broodstock holding tanks. The eggs are collected, allowed to hatch then transferred to the 20,000 litre larval rearing tanks. Here they are fed with algae grown in the 5000 litre algal tanks. After about 2 weeks the baby prawns are harvested then stocked into the ponds.

We have a strict policy that is applied to all our operations, whether hatchery or growout. This policy is that we use no antibiotics. We employ probiotic principles which mean we enhance the natural processes in the biological system to achieve a balanced biological regime. In terms of environmental management, we are not risking introduction of antibiotics or antibiotic selected microbes into the environment.

4.2.1 Water supply

Reservoir water is supplied to the hatchery by a 1 hp centrifugal pump, through 2 sand filters and 2 inch poly pipe. This water is stored at the hatchery in 2 x 25,000 litre poly tanks. From these tanks water for algae culture is pumped through a DE filter directly into the algae culture tanks. This water is chlorinated then dechlorinated before being inoculated with algae. Water for the broodstock tanks and larval rearing tanks is pumped directly from the storage tanks with no further treatment. The capacity of the water supply system is 50,000 litres per day.

4.2.2. Water drainage

Maximum daily discharge from the hatchery is 50,000 litres. Average daily discharge is 25,000 litres. There is no treatment of water prior to leaving the hatchery. Water from the hatchery drains into the storm water drain on the top side of the ponds. Refer to the diagram in Appendix 2.

4.3 Managing harvest and processing

Details of harvest, processing and packaging are set out in Appendix 1, Page 9. There has been no change to our methods.

5 Other issues

5.1 Traffic

Two families live on the farm. Up to three casual workers are utilized during harvest and packing, which occurs two days a week. Large trucks rarely come to the farm now that we no longer use diesel powered generators. A small refrigerated truck collects packed product on pallets on Fridays.

5.2 Waste disposal

The major waste item is the bags in which prawn feed is packed. These are made of wax paper and are incinerated on site. There is no prawn waste as the prawns are sold whole. Other domestic waste is disposed of by the usual methods.

5.3 Noise

With the connection of mains power, the noise of motors is more or less eliminated, apart from the diesel powered pumps. The main pump at the river operates for about 7 hours a week on average.

5.4 Land management

Cleared land on the farm is slashed regularly in order to control weeds and woody regrowth. Drains are maintained to remove silt and vegetation so that the drains work properly during the wet season.

Appendix 1: 2001 EMP

NORTHERN TERRITORY OF AUSTRALIA

*Planning Act - sections 54 and 55***DEVELOPMENT PERMIT****DP07/0272****DESCRIPTION OF LAND THE SUBJECT OF THE PERMIT**

Section 01612

Hundred of Ayers

BERRY SPRINGS

APPROVED PURPOSE

To use and develop the land for the purpose of ancillary managers residence (caretaker's residence), in accordance with the attached schedule of conditions and the endorsed plans.

VARIATIONS GRANTED

Variation to clause 6.5 Car Parking Requirements of the NT Planning Scheme to remove the requirement for a dedicated car parking space.

Variation to clause 7.10.3 Caretaker's Residence of the NT Planning Scheme to allow an increase in floor area to 112m.

BASE PERIOD OF THE PERMIT

Subject to the provisions of sections 58, 59 and 59A of the Planning Act, this permit will lapse two years from the date of issue.

**PETER McQUEEN**Delegate
Development Consent Authority

21/6/2007

DEVELOPMENT PERMIT

DP07/0272

SCHEDULE OF CONDITIONS

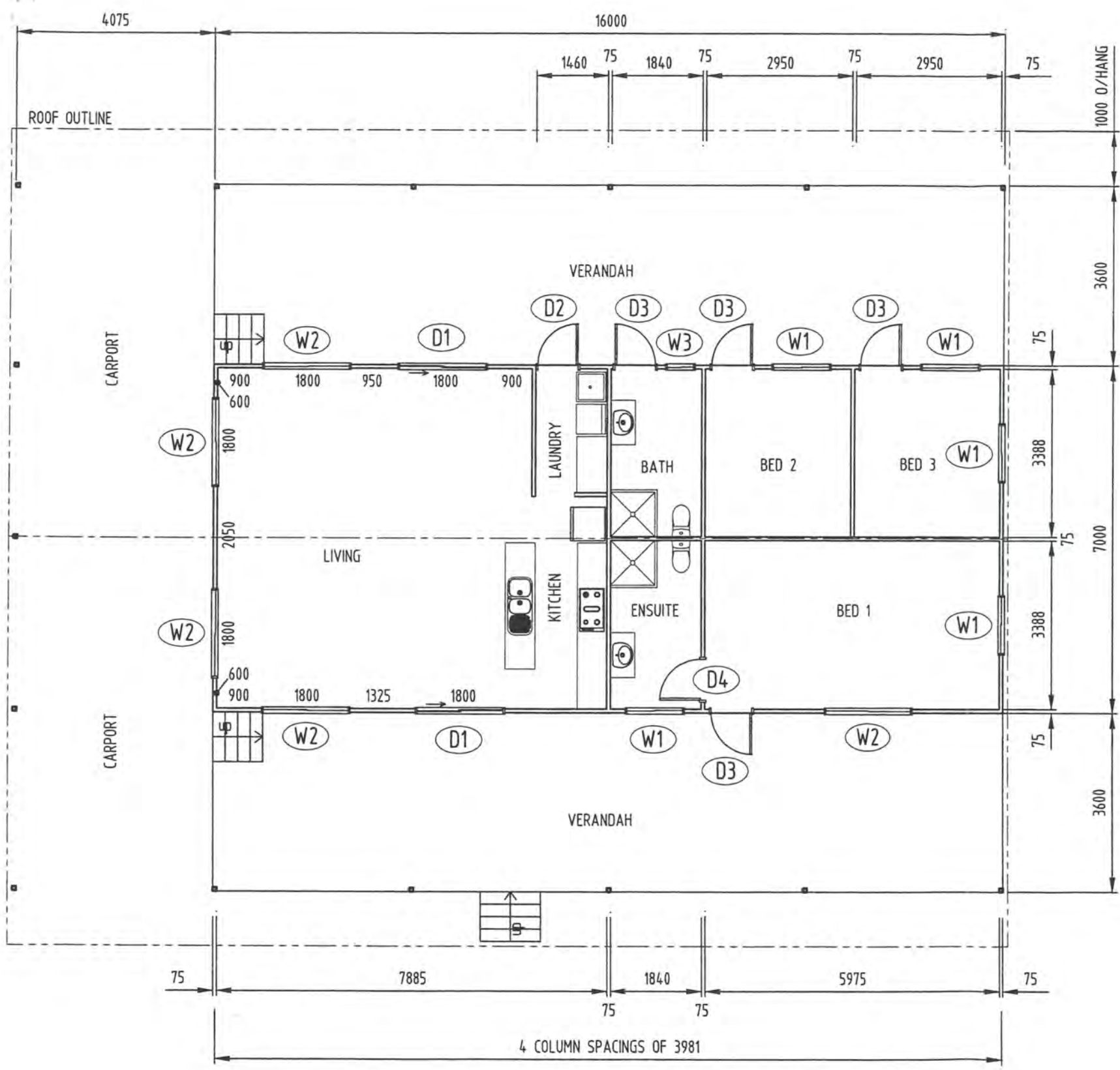
1. Works carried out under this permit shall be in accordance with drawings numbered ARD07-A01 and ARD07-A02, endorsed as forming part of this permit.
2. The owner of the land must enter into agreements with the relevant authorities for the provision of electricity and telecommunication services to the land shown on the endorsed plan in accordance with the authorities' requirements and relevant legislation at the time.

NOTE

1. This permit will expire if one of the following circumstances applies:
 - (a) the development is not started within two years of the date of this permit; or
 - (b) the development is not completed within four years of the date of this permit.

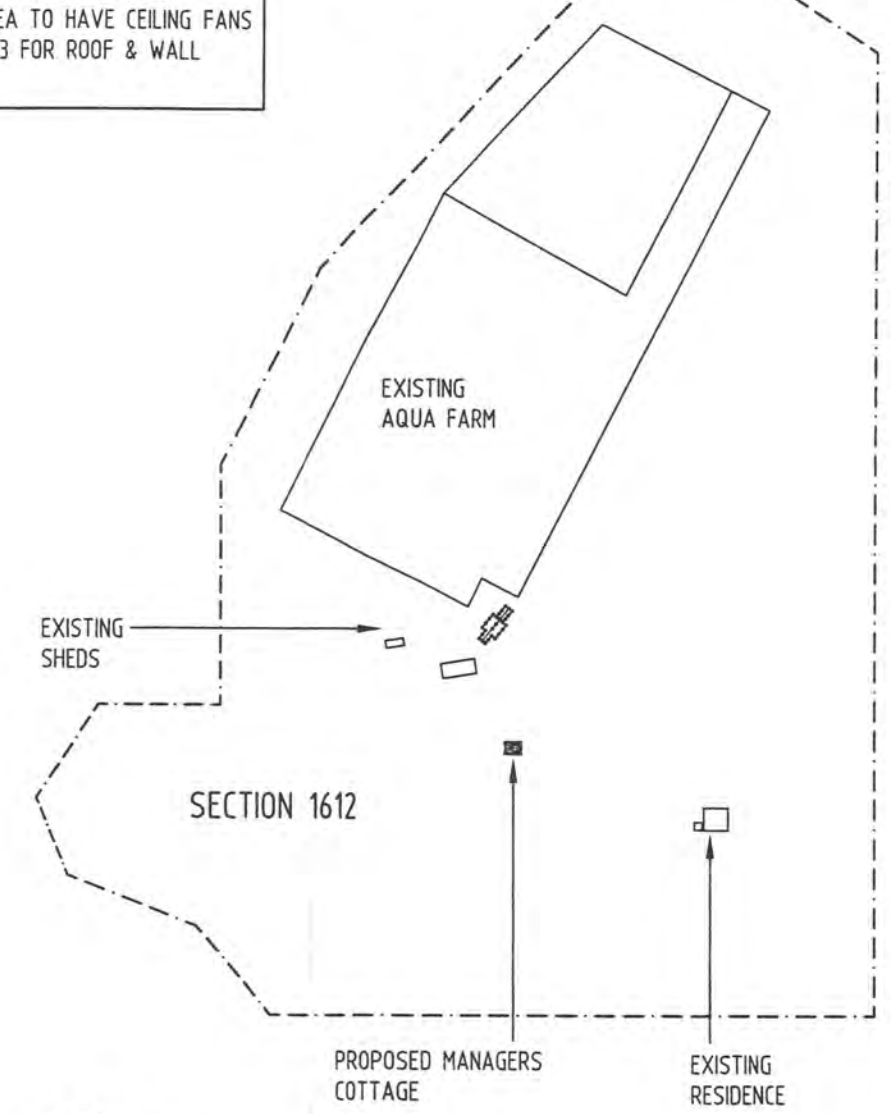
The consent authority may extend the periods referred to if a request is made in writing before the permit expires.

2. A septic system is to be installed in accordance with the requirements of the Building Act and 'NT Code of Practice for Small On-Site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent'.



NOTE:
1. BEDROOMS TO BE AIR CONDITIONED
2. LIVING ROOM AREA TO HAVE CEILING FANS
3. REFER SHEET A03 FOR ROOF & WALL INSULATION

This is the drawing of the Development
Permit No. **DP07/0272**
issued by the Development Consent Authority
on **21.06.07**
[Signature]
Date of Authority

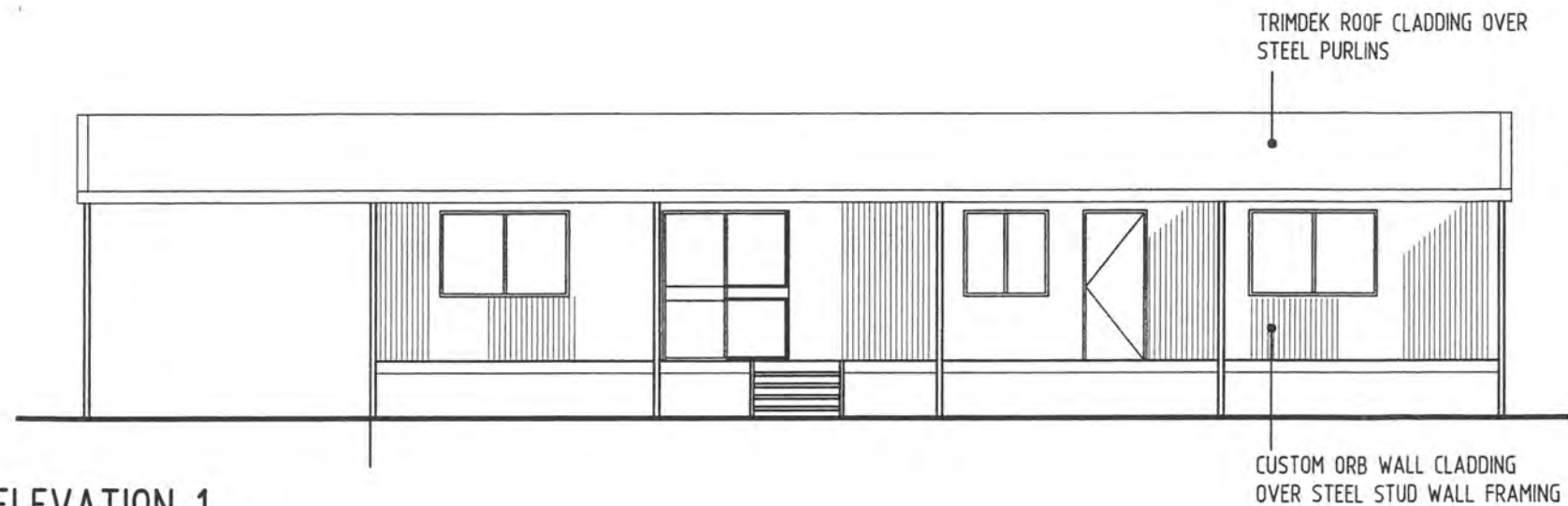


 **SITE PLAN**



FLOOR PLAN
1:100

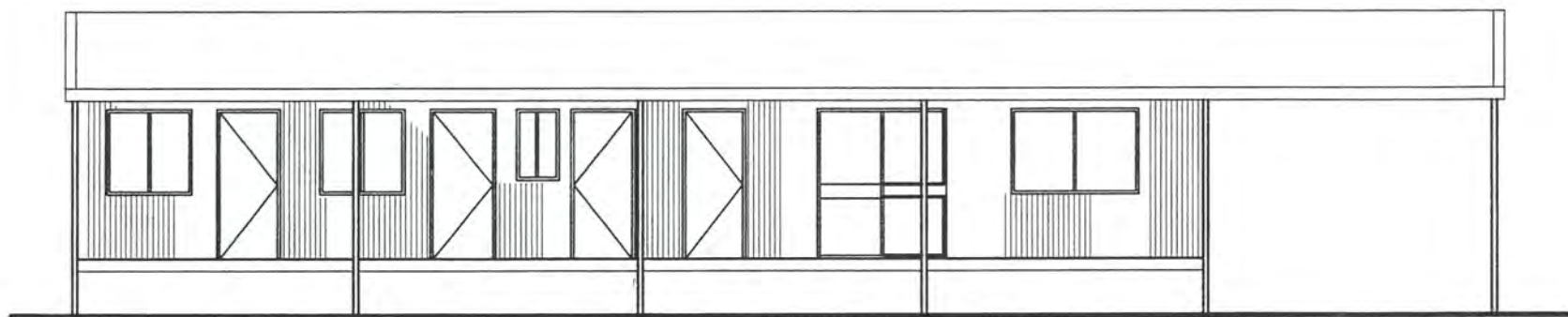




ELEVATION 1
1:100

WINDOW & DOOR SCHEDULE			
	HEIGHT (NOM.)	WIDTH (NOM.)	NOM. HEIGHT OF SILL AFL
W1	1200	1200	900
W2	1200	1800	900
W3	1000	600	1100
D1	2100	1800	
D2	2100	820	
D3	2100	820	
D4	2100	820	

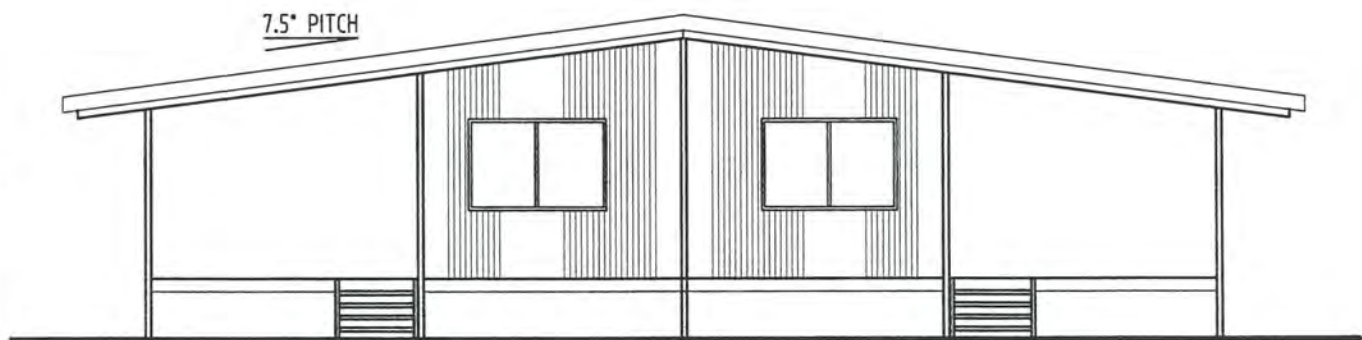
NOTE: ALL SLIDING DOORS & WINDOWS
TO BE SUPPLIED WITH INSECT SCREENS



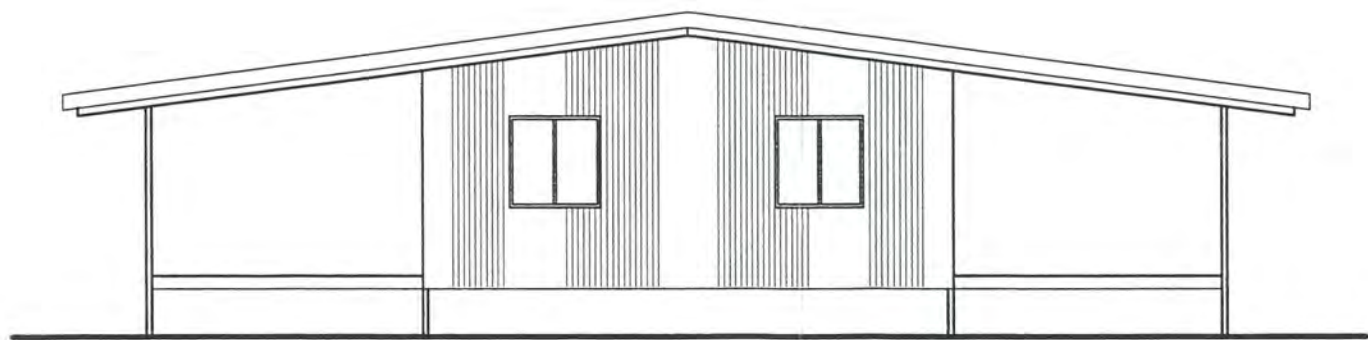
ELEVATION 3
1:100

This is the drawing referred to in Development
Permit No. DP.07/0.272
issued by the Development Consent Authority
on 21.06.07

Delegate of Authority



ELEVATION 2
1:100



ELEVATION 4
1:100



**ADEPT
SERVICES**

ABN 58 061 208 464

Adept Services (NT) Pty Ltd
PO Macclesfield SA 5153
Phone: 8388 9400
Email: adept.1@bigpond.com

Client

ARDATEK
WILLIAM ROAD
BERRY SPRINGS NT

Drawn: CRM
Plot Date:
17/02/07

Project

PROPOSED MANAGERS COTTAGE

Title

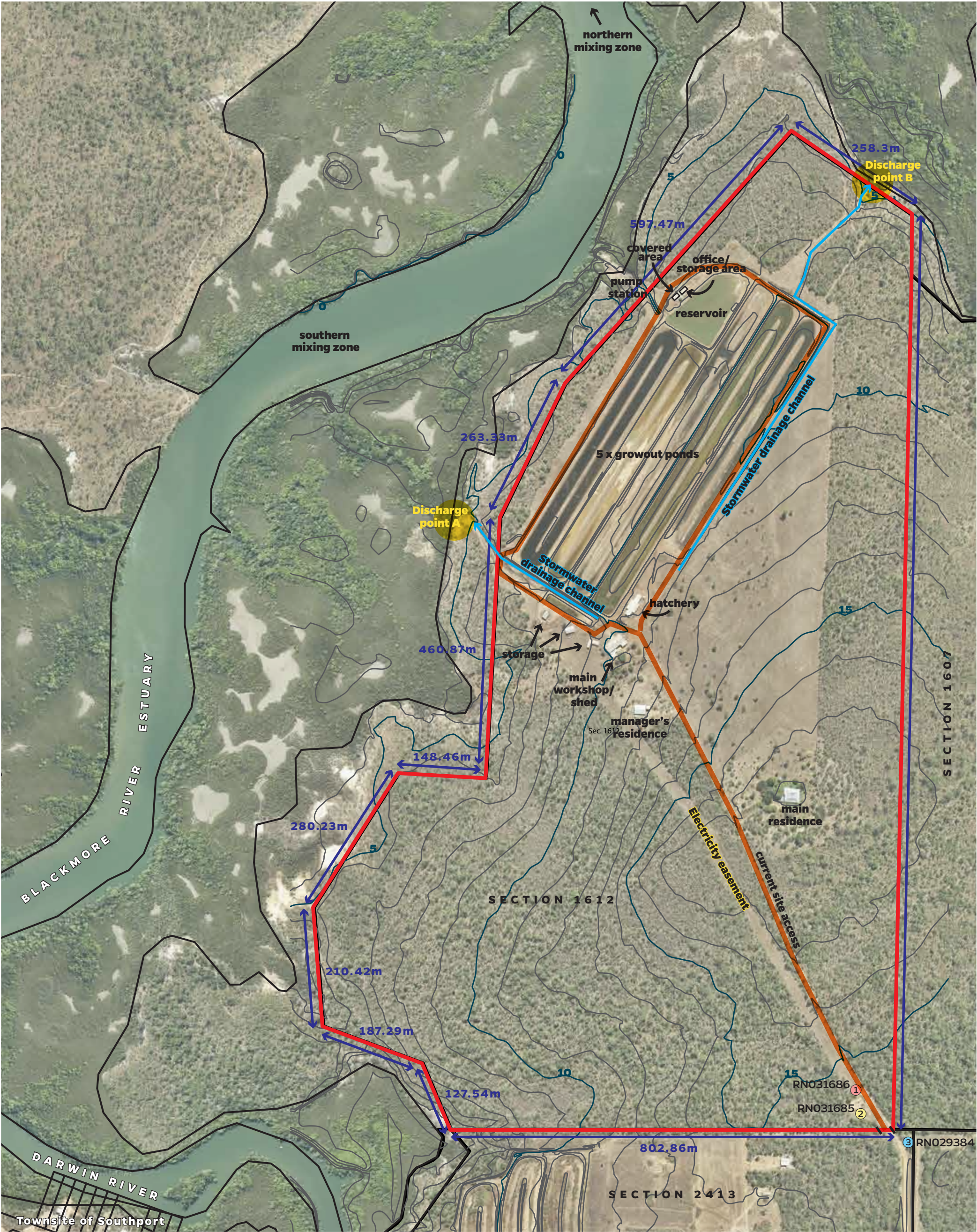
ELEVATIONS
WINDOW & DOOR SCHEDULE

Scale 1:100

Date 08/02/07
Drawing No Rev

ARD07-A02

Page 269 of 333



Subject Site

Discharge point **A** coordinates:
12°42'22" S, 130°57'24" E
Discharge point **B** coordinates:
12°42'03" S, 130°57'48" E

	Bore ID	Completion Date	Depth (m)	Yield (L/s)
1	RN031686	26/04/1998	50.0	18.0
2	RN031685	20/04/1998	50.0	3.0
3	RN029384	14/07/1994	30.0	0.0

- Bore yield class 0.0–0.5L
- Bore yield class 5.0–15.0L
- Bore yield class >15.0L

Site Plan

Section 1612
Hundred of Ayers
BERRY SPRINGS

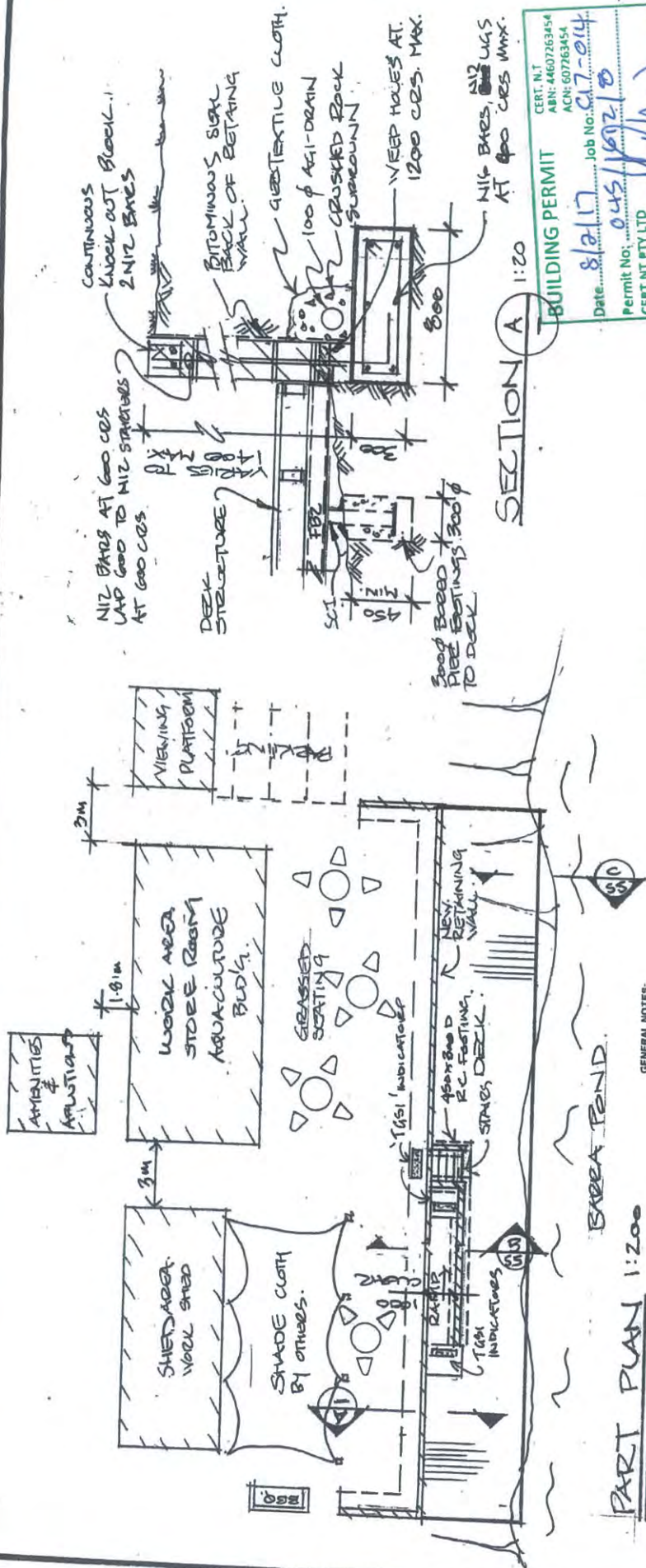
Barramundi Adventures Darwin



1:6250 @ A3
0 100m

Lot boundary dimensions sourced from Survey Plan DBK 02/066 from June 1869.
Contours by Department of Infrastructure, Planning and Logistics;
coordinate system: GDA94, MGA94 Zone 5; 1m interval; June 2009.
Information portrayed above was obtained through multiple sources and
indicative only, however all efforts have been made to provide accurate data.

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SA | NT | QLD
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GENERAL NOTES

Verify all dimensions on site before commencing any work.
 Floor waste levels to be min. 25mm above N.S level for C.R.G.
 Wet area floors to be mosaic tiles. Provide ceramic wall tiles
 around shower recess to min. 1800 above shower floor level;
 300 mm high min. (2 rows) as splashbacks to basins, sinks and
 troughs.

CONCRETE
 Unless otherwise noted on the drawings the characteristic 28
 day compressive strength (f_{cu}) of all concrete shall be 25 MPa
 (Grade N25), and have a slump of 80mm ± 10mm.

STRUCTURAL STEEL
 All structural steel shall be mild steel to AS 1234 unless
 otherwise noted on the drawings.
 All steelwork shall be grit blast cleaned to Class 2.1/2+ shop
 primed with one coat of inorganic zinc silicate in accordance
 with the manufacturers specification.

BLOCKWORK
 Concrete blocks used shall comply with AS 3700 and Grade 12
 blocks shall be used for all walls. Blocks shall be hollow
 unless noted otherwise. Mortar shall be six parts sand, one
 part lime and one part cement. Reinforcement for blockwork
 shall be A.R.C. Masonry. Reinforcement for every third
 course. Where cores are to be filled they shall be kept free of
 mortar by the use of clean out blocks on the long courses
 unless noted otherwise on the drawings. Core filling concrete
 shall have a slump of 230 ± 20 mm, a characteristic 28 day
 compressive strength (f_{cu}) of 15 MPa and a maximum
 aggregate size of 100mm.

DESIGN LOADS

Wind Velocity Vu 70 m/s
 Region C
 Terrain Category 2
 Safe Bearing Pressure 150 kPa



Unless stated otherwise all materials shall be at least 6mm
 thick continuous for the full length of the member. Where
 the member is welded the weld shall be in accordance
 with AS 1554. All bolts shall be commercial grade bolts to AS 1111 or high
 tensile bolts to AS 1232 used in conformity with AS 1511. All
 bolts shall be galvanised unless noted otherwise.
 All bolt holes shall be 2mm larger than the nominal bolt
 diameter, unless otherwise shown.

STRUCTURAL COMPONENTS OF
 PROJECT CONSTRUCTED BY
 JWS CONSULTANTS PTY LTD

Reg. No. 17207PS
 Signed: [Signature]
 Date: 2.2.17 Job No. 17-018

Project

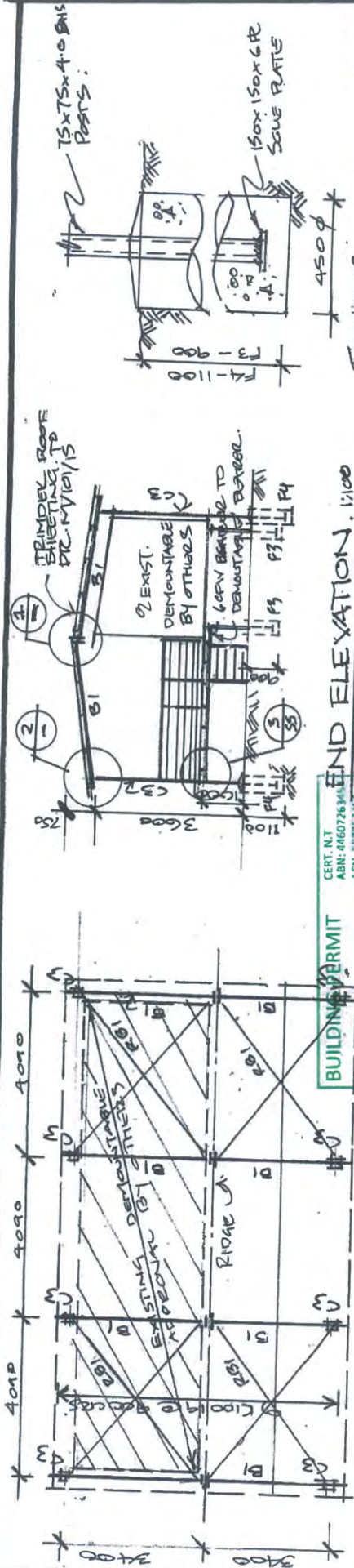
PROPOSED BARRA FARM FACILITY'S
 LOT 1612 WILLIAM RD.
 BERRY SPRINGS

Client
 FIRM BARRA (BARRAMUNDI ADVENTURES)

Drawing Title

Date JAN 17
 Approved

Scales at A3 1:200
 Job No. C17-010
 Sheet No. 5 of 11
 Rev.



BUILDING PERMIT

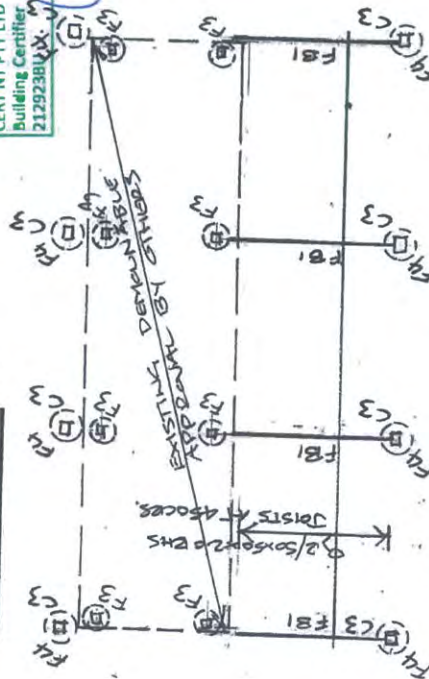
CERT. NT
ABN: 460726345
ACN: 60726345

Date: 8/2/17 Job No.: C17-014

Permit No.: 04510218

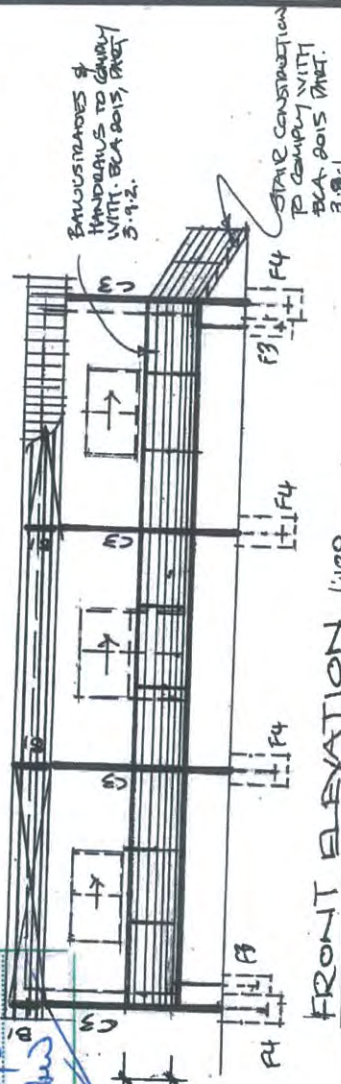
CERT NT PTY LTD
Building Certifier
212923810X

Roof Plan 1:100

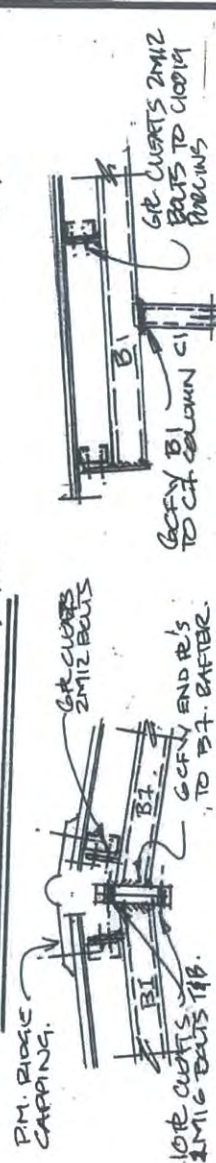


Footings/Floor Plan 1:100

Footings Detail 1:20



Front Elevation 1:100



Detail 1

Detail 2

STRUCTURAL COMPONENTS OF PROJECT CONCURRED BY JMS CONSULTANTS PTY LTD

Rep. No. 17207ES

Signed: [Signature]

Date: 7.2.17 Job No. 17-016

Project

PROPOSED BARRA FARM FACILITY'S
LOT 1612 WILLIAMS RD.
BERRY SPRINGS

Client

TOM RALPH (BARRAMUNDO ADVENTURES DARYIN)

Drawing Title

STRUCTURAL COMPONENTS OF PROJECT CONCURRED BY JMS CONSULTANTS PTY LTD

Date

JAN 17

Approved

[Signature]

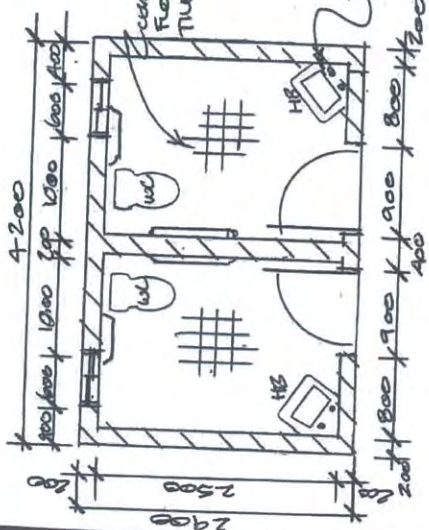
Job No.

C17-010

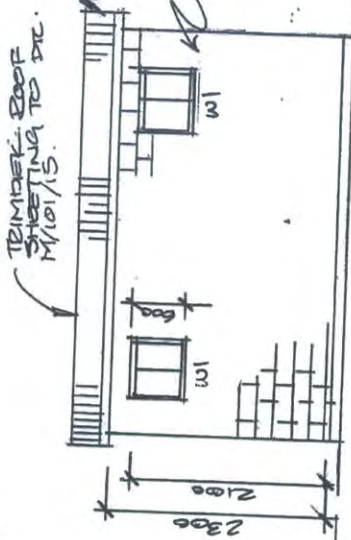
Sheet No.

53 of 11

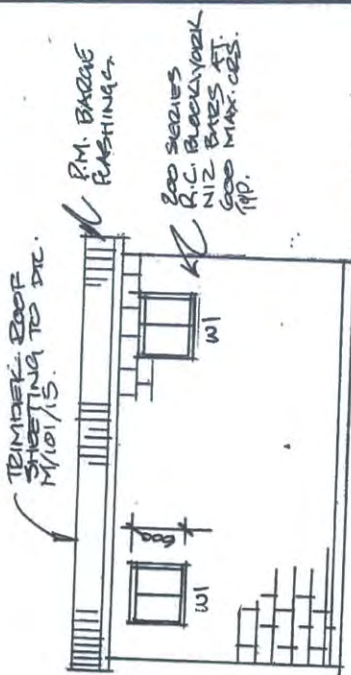
Rev.



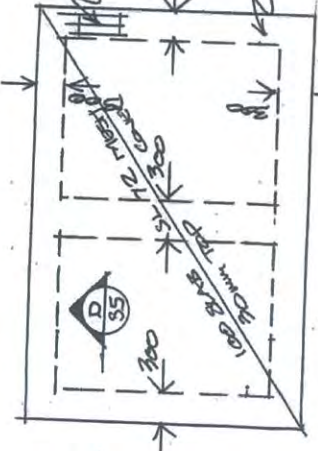
FLOOR PLAN 1:50



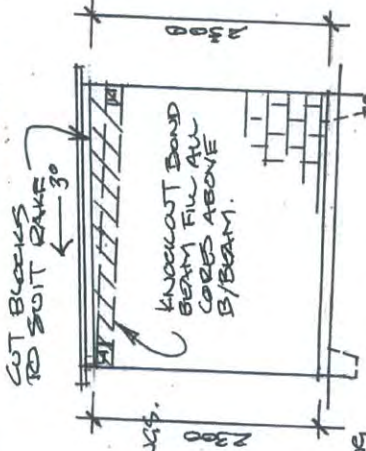
FRONT ELEVATION 1:50



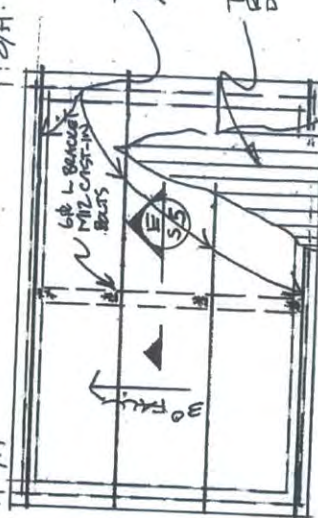
REAR ELEVATION 1:50



SLAB PLAN 1:50



END ELEVATION 1:50



ROOF PLAN 1:50

W1 = 600 x 600 SLIDER DESIGN & CERTIFIED BY MANUFACTURER.

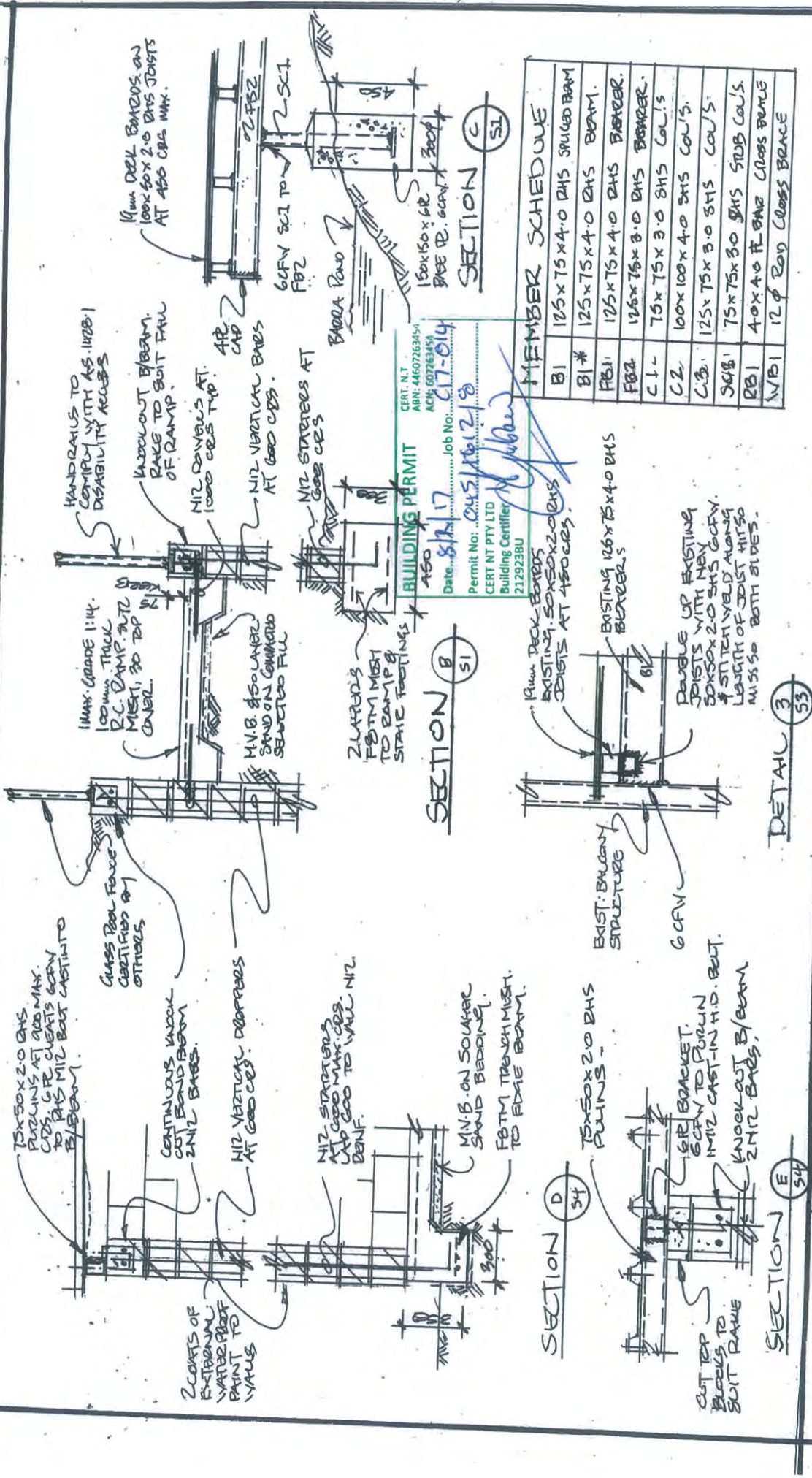
* ALTERNATIVE BUILDING TO COMPLY FULLY WITH DISABLED ACCESS REQUIREMENTS AS 1428.1 FOR NEW BUILDING WORKS INCLUDING SIGNAGE.

BUILDING PERMIT
 CERT. N.T.
 A/N: 4460763454
 A/CN: 607243451
 Date: 12/17 Job No: C17-014
 Permit No: 015/1912/18
 CERT NT PTY LTD
 Building Certifier
 2129238U

STRUCTURAL COMPONENTS OF PROJECT CONCURRED BY
 JWS CONSULTANTS PTY LTD
 Reg. No. 17207ES
 Signed: [Signature]
 Date: 7.2.17 Job No. 17-018

Project
 PROPOSED BADRA FARM FACILITY'S
 LOT 1672 WILLIAMS RD
 BERRY SPRINGS
Client
 TOM RALPH / BIRMAWUNDI ADVENTURES

Drawing Title
 Approved
 Date: JAN 17
 Scales at A3: 1:50
 Job No: C17-10
 Sheet No: 54 of 11
 Rev.



MEMBER SCHEDULE

B1	125x75x4.0 DMS SHUDD BEAM
B1*	125x75x4.0 DMS BEAM
FB1	125x75x4.0 DMS BRIDGE
FB2	125x75x3.0 DMS BRIDGE
C1	75x75x3.0 DMS COL'S
C2	100x100x4.0 DMS COL'S
C3	125x75x3.0 DMS COL'S
SC1	75x75x3.0 DMS STUB COL'S
RB1	40x40x4.0 DMS CROSS BRACE
WB1	12x12x4.0 DMS CROSS BRACE

BUILDING PERMIT
 A60
 Date: 8/12/17
 Job No: 045/1612/8
 Permit No: 045/1612/8
 CERT NT PTY LTD
 Building Certifier
 2129238U

Project
 PROPOSED BARRA FARM FACILITY'S
 LOT 1612 WILLIAMS RD.
 BERRY SPRINGS

Client
 TOM RAUPH (BARRAMUNDI ADVENTURES DIARWIN)

Structural Components of Project
 CONCURRED BY
 JWS CONSULTANTS PTY LTD
 Reg. No. 17207ES
 Signed: [Signature]
 Date: 7.2.17 Job No. 17-018

Drawing Title
 Drawing Title

Date
 JAN 17

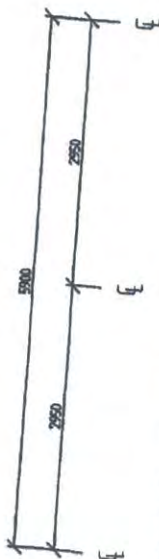
Approved
 [Signature]

Job No.
 C17-010

Sheet No.
 55 of 11

Rev.
 Rev.

LEGEND
 □ BALUSTRADE COLUMN



4
S7

6th PLATFORM
 STRUCTURAL COMPONENTS OF
 PROJECT CONCEIVED BY
 JWS CONSULTANTS PTY LTD

Reg. No. 17207ES

Signed: *[Signature]*

Date: 2.2.17 Job No. 17-012

NOTE:

PROP. CONCRETE TREAD
 6 BENT PL. CL. (GALV)
 2 No. M12 S/S
 CLIP-F40 BOLTS
 75 x 4 S/S POST
 @ ENDS/MIDSPAN
 10 BASEPLATE
 PROVIDE 2-M12
 LUGS, 50-EDGED,
 COG 50, GALV.
 ASSEMBLY
 600 gsm
 1000 SD
 LANDING
 SLAB: S/S/2
 MESH 30
 TOP COVER

75x4 S/S
 TOP & BOT.
 RAIL

S/S WIRE
 BALUSTRADE
 AS 1-R
 BCA

18 CFC T&S SHEETING
 FX TO JOISTS WA
 2-88 S/S T&S TERS
 @ 650 CFS. MAX

10 ENDPLATE: FFBW/
 FOR FULL PERIMETER
 OF CONTACT CROSS
 SECTION (EA SIDE)

125x25x4 RHS STRINGER

300 DEEP x 200 WIDE
 LOCALISED THICKENING
 FOR FULL PERIMETER

EXISTING HARDZONAL
 BALUSTERS TO BE
 REPLACED WITH
 VERTICAL BALUSTERS

300 DEEP x 200 WIDE
 LOCALISED THICKENING
 FOR FULL PERIMETER

300 DEEP x 200 WIDE
 LOCALISED THICKENING
 FOR FULL PERIMETER

300 DEEP x 200 WIDE
 LOCALISED THICKENING
 FOR FULL PERIMETER

300 DEEP x 200 WIDE
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300 DEEP x 200 WIDE
 LOCALISED THICKENING
 FOR FULL PERIMETER

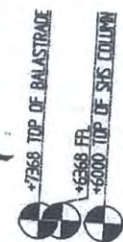
NORTHERN TERRITORY
 045-1612-12
 APPROVED
 1691382C

* STAIR CONSTRUCTION
 MUST COMPLY WITH
 BCA PART 3.9.1
 (2015)

PLATFORM PLAN
 SCALE 1:50

MT Consulting Engineers
 17/18-19/20-21/22-23/24-25/26-27/28-29/30-31/32-33/34-35/36-37/38-39/40-41/42-43/44-45/46-47/48-49/50-51/52-53/54-55/56-57/58-59/60-61/62-63/64-65/66-67/68-69/70-71/72-73/74-75/76-77/78-79/80-81/82-83/84-85/86-87/88-89/90-91/92-93/94-95/96-97/98-99/100-101/102-103/104-105/106-107/108-109/110-111/112-113/114-115/116-117/118-119/120-121/122-123/124-125/126-127/128-129/130-131/132-133/134-135/136-137/138-139/140-141/142-143/144-145/146-147/148-149/150-151/152-153/154-155/156-157/158-159/160-161/162-163/164-165/166-167/168-169/170-171/172-173/174-175/176-177/178-179/180-181/182-183/184-185/186-187/188-189/190-191/192-193/194-195/196-197/198-199/200-201/202-203/204-205/206-207/208-209/210-211/212-213/214-215/216-217/218-219/220-221/222-223/224-225/226-227/228-229/230-231/232-233/234-235/236-237/238-239/240-241/242-243/244-245/246-247/248-249/250-251/252-253/254-255/256-257/258-259/260-261/262-263/264-265/266-267/268-269/270-271/272-273/274-275/276-277/278-279/280-281/282-283/284-285/286-287/288-289/290-291/292-293/294-295/296-297/298-299/300-301/302-303/304-305/306-307/308-309/310-311/312-313/314-315/316-317/318-319/320-321/322-323/324-325/326-327/328-329/330-331/332-333/334-335/336-337/338-339/340-341/342-343/344-345/346-347/348-349/350-351/352-353/354-355/356-357/358-359/360-361/362-363/364-365/366-367/368-369/370-371/372-373/374-375/376-377/378-379/380-381/382-383/384-385/386-387/388-389/390-391/392-393/394-395/396-397/398-399/400-401/402-403/404-405/406-407/408-409/410-411/412-413/414-415/416-417/418-419/420-421/422-423/424-425/426-427/428-429/430-431/432-433/434-435/436-437/438-439/440-441/442-443/444-445/446-447/448-449/450-451/452-453/454-455/456-457/458-459/460-461/462-463/464-465/466-467/468-469/470-471/472-473/474-475/476-477/478-479/480-481/482-483/484-485/486-487/488-489/490-491/492-493/494-495/496-497/498-499/500-501/502-503/504-505/506-507/508-509/510-511/512-513/514-515/516-517/518-519/520-521/522-523/524-525/526-527/528-529/530-531/532-533/534-535/536-537/538-539/540-541/542-543/544-545/546-547/548-549/550-551/552-553/554-555/556-557/558-559/560-561/562-563/564-565/566-567/568-569/570-571/572-573/574-575/576-577/578-579/580-581/582-583/584-585/586-587/588-589/590-591/592-593/594-595/596-597/598-599/600-601/602-603/604-605/606-607/608-609/610-611/612-613/614-615/616-617/618-619/620-621/622-623/624-625/626-627/628-629/630-631/632-633/634-635/636-637/638-639/640-641/642-643/644-645/646-647/648-649/650-651/652-653/654-655/656-657/658-659/660-661/662-663/664-665/666-667/668-669/670-671/672-673/674-675/676-677/678-679/680-681/682-683/684-685/686-687/688-689/690-691/692-693/694-695/696-697/698-699/700-701/702-703/704-705/706-707/708-709/710-711/712-713/714-715/716-717/718-719/720-721/722-723/724-725/726-727/728-729/730-731/732-733/734-735/736-737/738-739/740-741/742-743/744-745/746-747/748-749/750-751/752-753/754-755/756-757/758-759/760-761/762-763/764-765/766-767/768-769/770-771/772-773/774-775/776-777/778-779/780-781/782-783/784-785/786-787/788-789/790-791/792-793/794-795/796-797/798-799/800-801/802-803/804-805/806-807/808-809/810-811/812-813/814-815/816-817/818-819/820-821/822-823/824-825/826-827/828-829/830-831/832-833/834-835/836-837/838-839/840-841/842-843/844-845/846-847/848-849/850-851/852-853/854-855/856-857/858-859/860-861/862-863/864-865/866-867/868-869/870-871/872-873/874-875/876-877/878-879/880-881/882-883/884-885/886-887/888-889/890-891/892-893/894-895/896-897/898-899/900-901/902-903/904-905/906-907/908-909/910-911/912-913/914-915/916-917/918-919/920-921/922-923/924-925/926-927/928-929/930-931/932-933/934-935/936-937/938-939/940-941/942-943/944-945/946-947/948-949/950-951/952-953/954-955/956-957/958-959/960-961/962-963/964-965/966-967/968-969/970-971/972-973/974-975/976-977/978-979/980-981/982-983/984-985/986-987/988-989/990-991/992-993/994-995/996-997/998-999/1000-1001/1002-1003/1004-1005/1006-1007/1008-1009/1010-1011/1012-1013/1014-1015/1016-1017/1018-1019/1020-1021/1022-1023/1024-1025/1026-1027/1028-1029/1030-1031/1032-1033/1034-1035/1036-1037/1038-1039/1040-1041/1042-1043/1044-1045/1046-1047/1048-1049/1050-1051/1052-1053/1054-1055/1056-1057/1058-1059/1060-1061/1062-1063/1064-1065/1066-1067/1068-1069/1070-1071/1072-1073/1074-1075/1076-1077/1078-1079/1080-1081/1082-1083/1084-1085/1086-1087/1088-1089/1090-1091/1092-1093/1094-1095/1096-1097/1098-1099/1100-1101/1102-1103/1104-1105/1106-1107/1108-1109/1110-1111/1112-1113/1114-1115/1116-1117/1118-1119/1120-1121/1122-1123/1124-1125/1126-1127/1128-1129/1130-1131/1132-1133/1134-1135/1136-1137/1138-1139/1140-1141/1142-1143/1144-1145/1146-1147/1148-1149/1150-1151/1152-1153/1154-1155/1156-1157/1158-1159/1160-1161/1162-1163/1164-1165/1166-1167/1168-1169/1170-1171/1172-1173/1174-1175/1176-1177/1178-1179/1180-1181/1182-1183/1184-1185/1186-1187/1188-1189/1190-1191/1192-1193/1194-1195/1196-1197/1198-1199/1200-1201/1202-1203/1204-1205/1206-1207/1208-1209/1210-1211/1212-1213/1214-1215/1216-1217/1218-1219/1220-1221/1222-1223/1224-1225/1226-1227/1228-1229/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VERTICAL BALUSTRADES
TO BE INSTALLED



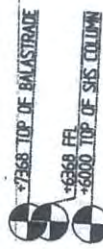
STRUCTURAL COMPONENTS OF
 PROJECT CONCEIVED BY
 JWS CONSULTANTS PTY LTD
 Reg. No. 17207ES
 Signed: *[Signature]*
 Date: 7-2-17 Job No. 17-018

UPPER STAIRWAY
 RISER 7105 GOING 253.95
 LOWER STAIRWAY
 RISER 50.9 GOING 295

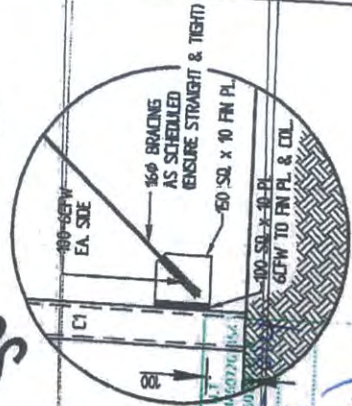
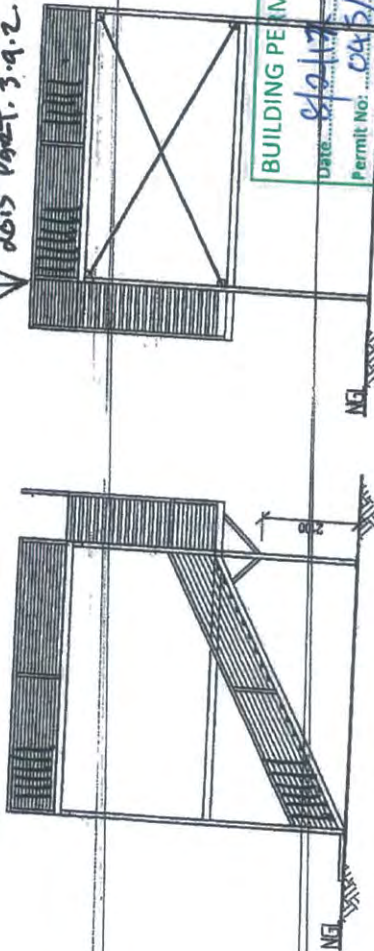
ELEVATION 2
SCALE 1/100

VERTICAL BALUSTRADES
 & HANDRAILS TO
 CONFORM WITH BCA.
 2015 Part 3.9.2

APPROVED
 NORTHERN TERRITORY
 0455-12-100-01
 Job No. 17-018
 Date 7-2-17



ELEVATION 1
SCALE 1/100



DETAIL
SCALE 1/25

BUILDING PERMIT
 Date: 8/2/17
 Job No: 17-018
 Permit No: 17-018
 CERT NT PTY LTD
 Building Certifier

ELEVATION 3
SCALE 1/100

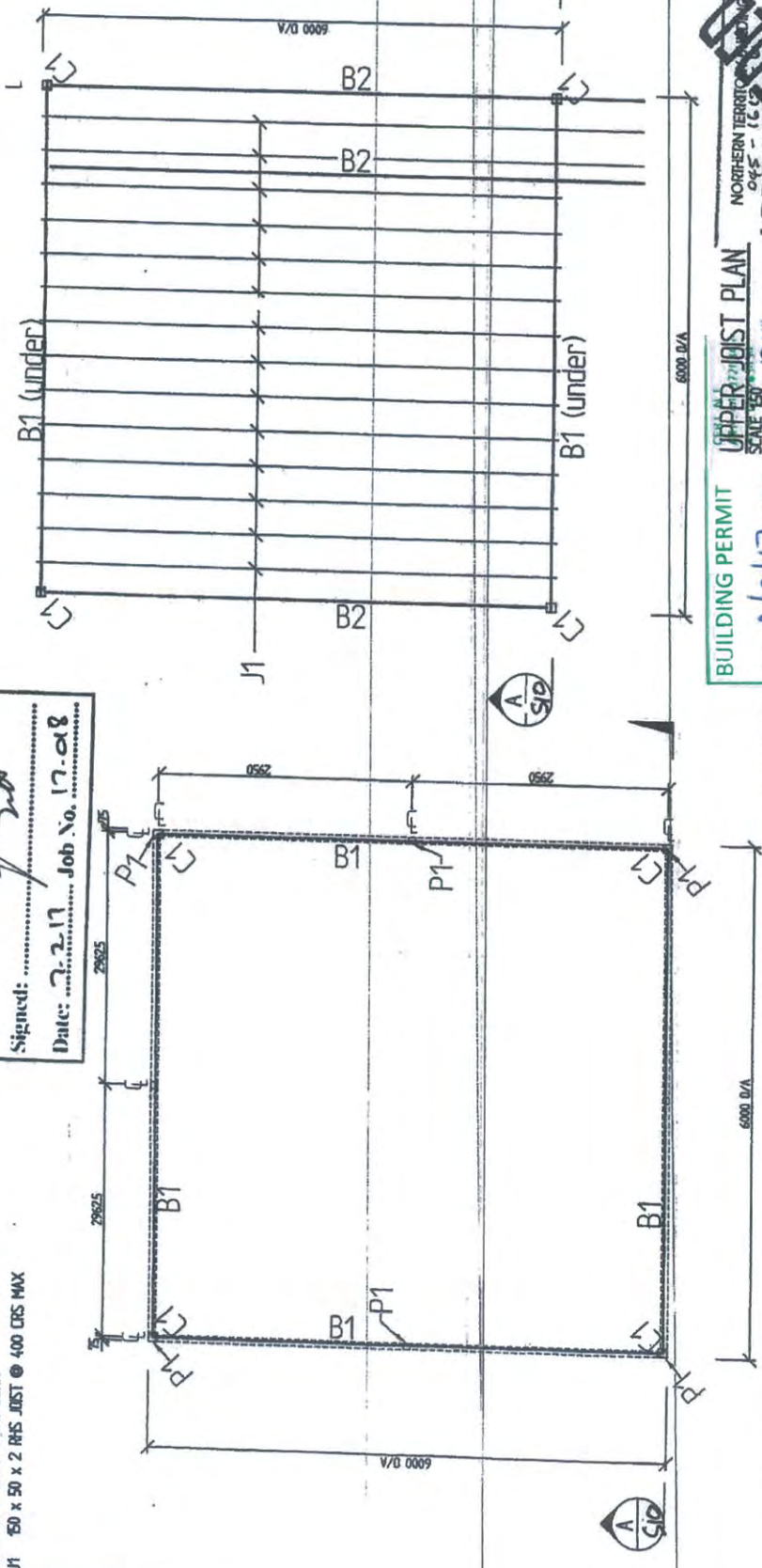
NT Consulting Engineers 11/12 Macquarie Street, Darwin, NT 0800 Phone: 08 89 82 291, Fax: 08 89 82 296, Mobile: 0427 09 080		LOT 1612 WILLIAM MLL, BERRY SPRINGS ELEVATIONS	
DATE: 8-2-2017 TIME: 9:40 AM DRAWN BY: JWS CHECKED BY: JWS SCALE: 1/100	DATE: 8-2-2017 TIME: 9:40 AM DRAWN BY: JWS CHECKED BY: JWS SCALE: 1/100	DATE: 8-2-2017 TIME: 9:40 AM DRAWN BY: JWS CHECKED BY: JWS SCALE: 1/100	DATE: 8-2-2017 TIME: 9:40 AM DRAWN BY: JWS CHECKED BY: JWS SCALE: 1/100

LEGEND
 BAULTRADE TOP RAIL
 BAULTRADE POSTS

FRAMING SCHEDULE

- C1 100 x 4 SHS COLUMN (UNDER)
- P1 75 x 4 SHS BAULTRADE POST
- B1 200 x 100 x 4 RHS BEAM
- B2 50 x 100 x 4 RHS BEAM
- J1 50 x 50 x 2 RHS JOIST @ 400 CDS MAX

STRUCTURAL COMPONENTS OF
 PROJECT CONCURRED BY
 JWS CONSULTANTS PTY LTD
 Reg. No. 17207ES
 Signed: *[Signature]*
 Date: 2.2.17 Job No. 17-018

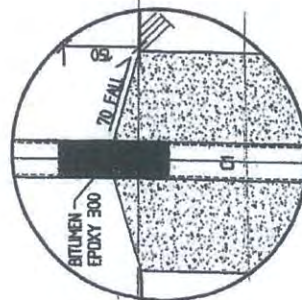


UPPER FRAMING PLAN
 SCALE 1:50

BUILDING PERMIT
 UPPER JOIST PLAN
 SCALE 1:50
 DATE 8.2.17
 JOB NO. 17-018
 PERMIT NO. 212923BU
 CERT NT PTY LTD
 Building Certifier

APPROVED
 NORTHERN TERRITORY GOVT
 16 OCT 2017
 25-4-12

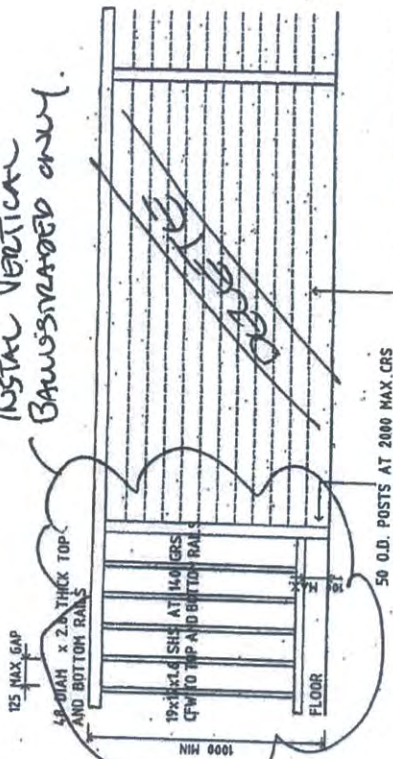
Consulting Engineers 111 111 Consulting Engineers 4th Flr 150 Kent St Sydney NSW 2000 Tel: 02 9250 1111 Fax: 02 9250 1112 Email: info@111.com.au Website: www.111.com.au		PROJECT NO. 17-018 PROJECT NAME: UPPER JOIST PLAN PROJECT OWNER: JWS CONSULTANTS PTY LTD PROJECT MANAGER: [Name] PROJECT ENGINEER: [Name]	LOT 1612 WILLIAM RD, BERRY SPRINGS PLATFORM FRAMING PLAN SHEET NO. 17-018-11 OF 11
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THE NEW YORK PUBLIC LIBRARY

FILE NO.	INDEX NO.	DATE ACQ.	ISSUES ACQ.	ISSUES IN	AVAIL.	EV
-	-	-	-	11-05	-	3

INSTALL VERTICAL
BALUSTRADES ONLY.



BALUSTRADE EXAMPLES

WHERE BALUSTRADE DIFFERS IN CONSTRUCTION FROM DETAILS WITHIN, THEY ARE TO BE CONSTRUCTED IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS (TO BE SUBMITTED TO CERTIFIER) WHERE POTENTIAL FALL EXISTS THAT IS GREATER THAN 4m, BALUSTRADE TO BE NON CLIMBABLE

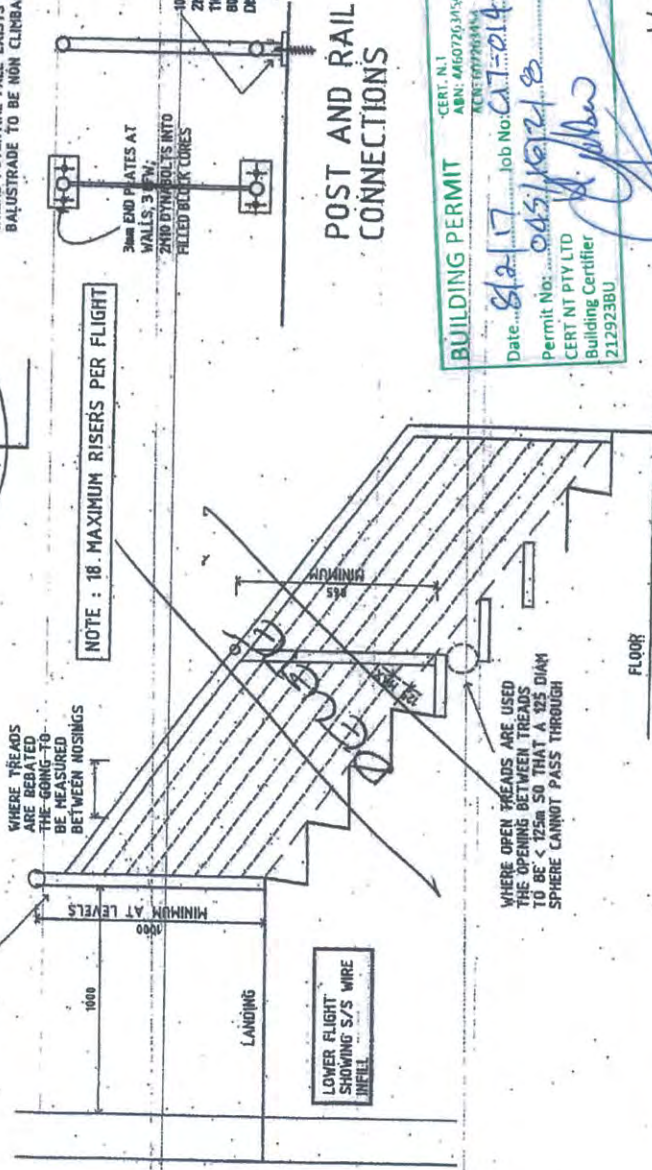
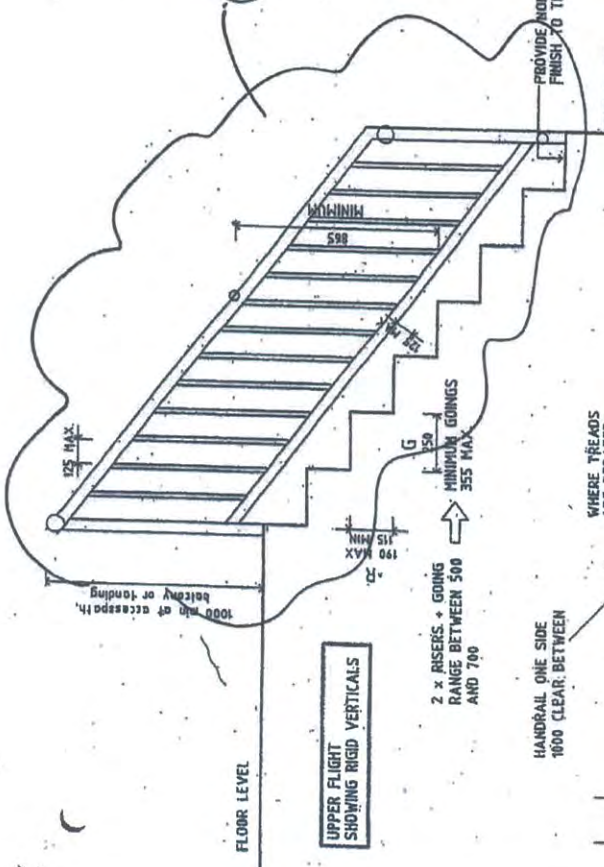
NORTHERN TERRITORY BUILDING ACT
04/5-16/17
APPROVED
18/9/2017

STRUCTURAL COMPONENTS OF
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Reg. No. 17207ES
Signed: *[Signature]*
Date: 7.2.17 Job No. 17-018

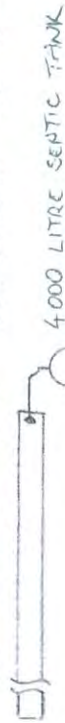
BUILDING PERMIT
CERT. N.T.
ABN: 46607263454
Date: 8/2/17 Job No: 017-014
Permit No: 043/18218
CERT NT PTY LTD
Building Certifier
2129238U

HANDRAIL & BALUSTRADES
DETAILS

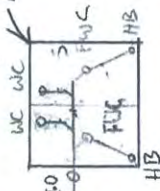
511



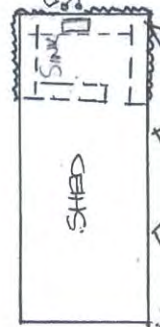
30m ABSORPTION TRENCH REIN DRAIN NOT LESS THAN 100MM FROM ANY BORE



ABSORPTION BLOC.

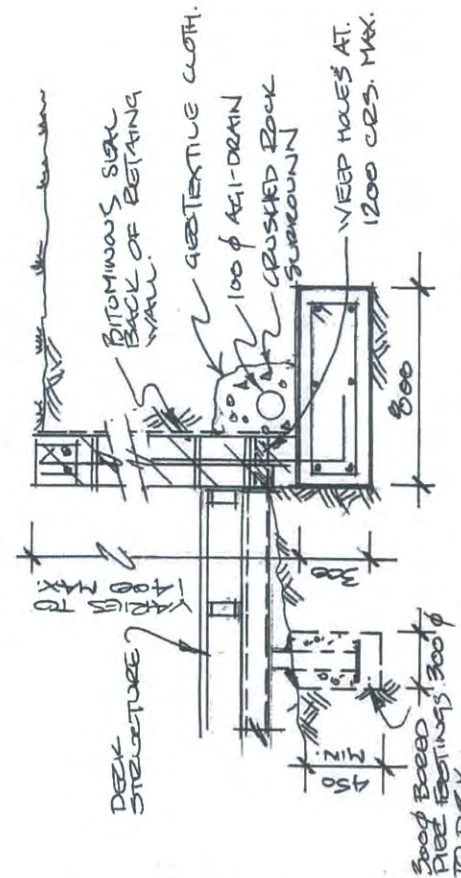


WORK AREA STEER ROOM.



BARCA POND.

PART PLAN 1:200



SECTION 1:20

BUILDING PERMIT
 CERT. NT
 ABN: 4460726454
 Date: 8/2/17 Job No: C17-014
 Permit No: 04516218
 CERT NT PTY LTD
 Building Certifier
 212938U

Project
 PROPOSED BARCA FARM FACILITY'S
 LOT. 1612 WILLIAM RD.
 BERRY SPRINGS

Client
 MARK RANVOS
 RUMBER 18759 RU.

Drawing Title
 RUMBERING LAYOUT.

Approved

Date
 JAN 17

Scales at A3
 NTS.

Job No.
 C17-010

Sheet No.
 P1.

Rev.



Northern
Territory
Government

WASTE DISCHARGE LICENCE

(Pursuant to section 74 of the Water Act)

Licensee	Barramundi Adventures Darwin Pty Ltd
Licence Number:	WDL238
Registered Business Address:	22 – 24 Cavanagh Street Darwin NT 0800
ACN:	611 685 459
ABN:	80 611 685 459
Premises Address:	Section 1612, William Road, Berry Springs NT 0838
Anniversary	30 April
Commencement Date:	28 April 2017
Expiry Date:	30 April 2019
Licensed Activity:	Discharge of waste water from aquaculture ponds via Authorised Discharge Points to the Blackmore River Estuary subject to the conditions of this licence.

WASTE DISCHARGE LICENCE (WDL238)

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WASTE DISCHARGE LICENCE (WDL238)

INFORMATION ABOUT THIS LICENCE

Duration of licence

- This licence will remain in force until its expiry date, it is surrendered by the licensee, or until it is suspended or revoked by the Controller of Water Resources.
- The licensee must notify the administering agency within 14 days after ceasing to conduct the activity.
- The licensee may surrender the licence to the administering agency.

Amendment, Modification or Revocation of Licence (section 93 of the *Water Act*)

- As set out in section 93 of the *Water Act*, the Controller of Water Resources may, by notice:
 - amend or modify the terms and conditions of a licence;
 - revoke a licence; or
 - suspend a licence.

Public Register

- A copy of waste discharge licences and any plans for environmental management, reports, submissions or documents required as a condition of a waste discharge licence, will be placed on a register.
- A copy of the Annual Return will be placed on the register.
- The administering agency makes this register freely available from the NTG website.

Environmental Interests

- This section highlights the beneficial uses as declared under the *Water Act* and the sensitivity of the surrounding land use and environment associated with the location of the approved activity.
 - Declared beneficial uses and or water quality objectives are:
 - Darwin Harbour Region
 - Sites of Conservation Significance are:
 - Darwin Harbour

Cultural Interests

- It is the licensee's responsibility to contact the Aboriginal Areas Protection Authority, appropriate land council or other governing body and ensure that any Authority Certificates required as a result of conducting the licenced activity are obtained and complied with.

RULES FOR INTERPRETING THE CONDITIONS OF THIS LICENCE

- Where there is a discrepancy between the conditions of this licence and any plan, standard, guideline or other document referred to in this licence, the conditions of this licence prevail to the extent of the inconsistency.
- Any reference to any standard (Australian or international) in this licence means the relevant parts of the current version of that standard.
- A reference to any guideline or code of practice (or to the relevant parts of any guideline or code of practice) in this licence means the current version of the guideline or code of practice.
- Under section 76 of the *Water Act*, any contravention of or failure to comply with this licence by the licensee may be an offence.
- In this licence, unless the contrary intention appears, words that are defined in the *Water Act* are intended to have the meaning given to them in that Act.

WASTE DISCHARGE LICENCE (WDL238)

LICENCE CONDITIONS

GENERAL

1. The licensee must ensure the contact details recorded with the administering agency for this licence are correct at all times.
2. The licensee must at all times have a 24 hour emergency contact.
3. The licensee must notify the administering agency prior to making any operational change that will cause, or is likely to cause, an increase in the potential for environmental harm.
4. The licensee must, by 30 June 2017, cause clear and legible signage, in English, to be displayed in a prominent location at each public entrance to the premises that includes the following details:
 - 4.1. waste discharge licence number issued under the *Water Act*; and
 - 4.2. 24 hour emergency contact details.
5. The licensee must cause a copy of this licence to be available for inspection by any person, in hard copy form, at the premises.
6. The licensee must provide to the administering agency, within 10 business days of a request, a copy of any document, monitoring data or other information in relation to the activity, in the format requested by the administering agency.
7. All notices, reports, documents or other correspondence required to be provided as a condition of this licence, unless otherwise specified as a condition of this licence, must be provided in electronic form by emailing waste@nt.gov.au
8. The administering agency may require the licensee to revise or amend and resubmit any document provided to the administering agency during the period of this licence. Where the administering agency requires a document to be resubmitted, the licensee must submit it to the administering agency by the date specified by the administering agency.
9. The licensee must, for the duration of this licence, implement, maintain and follow a Consultation and Communication Plan which includes a strategy for communicating with persons who are likely to have a real interest in, or be affected by, the activity.
10. The licensee must maintain a Complaint Log for all complaints received by the licensee in relation to the activity.
11. The licensee must ensure that the Complaint Log includes, for each complaint received by the licensee, the following information:
 - 11.1. the person to whom the complaint was made;
 - 11.2. the person responsible for managing the complaint;
 - 11.3. the date and time the complaint was reported;
 - 11.4. the date and time of the event(s) that led to the complaint;
 - 11.5. the contact details of the complainant if known, or where no details are provided a note to that effect;
 - 11.6. the nature of the complaint;
 - 11.7. the nature of event(s) giving rise to the complaint;
 - 11.8. prevailing weather conditions at the time (where relevant to the complaint)
 - 11.9. the action taken in relation to the complaint, including any follow-up contact with the complainant; and
 - 11.10. if no action was taken, why no action was taken.
12. The licensee must implement, maintain and follow an Emergency Response Plan that addresses procedures for responding to emergencies associated with the activity that may cause environmental harm.

WASTE DISCHARGE LICENCE (WDL238)

EARLY SURRENDER OF LICENCE

13. Any reports, records or other information required or able to be provided by the licensee under this licence must be submitted to the administering agency prior to the licensee surrendering the licence. If the date on which a report, record or other information is required falls after the date the licensee requests to surrender this licensee, the licensee must provide the report, record or information as far as possible using data available to the licensee up to and including the date the request to surrender the licence is made.

OPERATIONAL

14. The licensee must, without limiting any other condition of this licence, in conducting the activity do all things reasonable and practicable to ensure the activity does not adversely affect the Declared Beneficial Uses and Objectives as declared from time to time, including those applying to:
- *Darwin Harbour Region*
15. The licensee must ensure any plant and equipment used by the licensee in conducting the activity:
- 15.1. is reasonably fit for the purpose and use to which it is put;
 - 15.2. is maintained; and
 - 15.3. is operated by a person trained to use the plant and equipment.

DISCHARGES

16. This licence authorises discharge to the Blackmore River Estuary from the authorised discharge point(s) as identified in Table 1.

Table 1 – Authorised Discharge Points

Authorised Discharge Point	Description	Location
Discharge Point A (DPA)	Waste water from ponds 3, 4 & 5 is discharged via a drain which flows to this discharge point	Latitude: -12.706225° Longitude: 130.956850°
Discharge Point B (DPB)	Waste water from the hatchery is discharged via a drain which flows to this discharge point	Latitude: -12.700979° Longitude: 130.963476°

Note: see Appendix 2: Site Plan Barramundi Adventures Darwin for location of DPA, DPB and ponds 3, 4 & 5

17. The licensee must, for each authorised discharge point record, for each discharge event:
- 17.1. the time the discharge commenced and the duration of the discharge;
 - 17.2. the discharge rate of flow; and
 - 17.3. the discharge volume.
18. The licensee must ensure that the discharge from all discharge events at each authorised discharge point does not:
- 18.1. contain any floating debris, oil, grease, petroleum hydrocarbon sheen, scum, litter or other objectionable matter;
 - 18.2. cause or generate odours which would adversely affect the use of surrounding waters;
 - 18.3. cause algal blooms in the receiving water;
 - 18.4. cause visible change in the behaviour of fish or other aquatic organisms in the receiving water;
 - 18.5. cause mortality of fish or other aquatic organisms; or
 - 18.6. cause adverse impacts on plants.

WASTE DISCHARGE LICENCE (WDL238)

MONITORING

19. The licensee must conduct monitoring of the Authorised Monitoring Point(s) in accordance with *Appendix 1: Monitoring Program*.
20. The licensee must collect all samples in a manner which ensures that both the sample and the field environmental data is representative at the time of sampling by:
 - 20.1. considering tidal influence prior to choosing an exact sample location at the discharge point; and
 - 20.2. ensuring samples are collected on an outgoing or a turning tide and not an incoming tide.
21. The licensee must ensure that all samples and field environmental data are collected in accordance with recognised Australian Standards and guidelines (such as AS/NZS 5667, ANZECC/ARMCANZ).
22. The licensee must ensure that all laboratory parameters are analysed at a laboratory with NATA accreditation or equivalent, for the parameters to be measured.
23. The licensee must for all monitoring points, as specified in *Appendix 1: Monitoring Program*, maintain safe access and egress, as is reasonably practicable.
24. The licensee must ensure that, for each sample collected the following information must be recorded and retained:
 - 24.1. the date on which the sample was collected;
 - 24.2. the time at which the sample was collected;
 - 24.3. the location at which the sample was collected;
 - 24.4. the name of the person who collected the sample;
 - 24.5. the chain of custody forms relating to the sample;
 - 24.6. the tidal conditions (e.g. outgoing tide) at the time of sampling;
 - 24.7. the field measurements (if any) and analytical results (if any) relating to the sample; and
 - 24.8. laboratory quality assurance and quality control documentation.

RECORDING AND REPORTING

25. The licensee must, for the duration of this licence, provide to the administering agency, a copy of the monitoring data as required by *Appendix 1: Monitoring Program* and a copy of the discharge information as required by condition 18, in accordance with Table 2.

Table 2 – Reporting Requirements

Quarter	Period	Due Date
Q1 data	01 January – 31 March	30 April
Q2 data	01 April – 30 June	30 July
Q3 data	01 July – 30 September	31 October
Q4 data	01 October – 31 December	31 January

26. The licensee must keep records of all non-compliances with this licence. These records must be adequate to enable the licensee to comply with the non-compliance notification conditions of this licence.
27. The licensee must notify the administering agency of any non-compliance with this licence as soon as practicable after (and in any case within 24 hours after) first becoming aware of the non-compliance.

WASTE DISCHARGE LICENCE (WDL238)

28. The licensee must include in the notification of non-compliance the following information:
 - 28.1. when the non-compliance was detected and by whom;
 - 28.2. the date and time of the non-compliance;
 - 28.3. the actual and potential causes and contributing factors to the non-compliance;
 - 28.4. the risk of environmental harm arising from the non-compliance;
 - 28.5. the action(s) that have or will be undertaken to mitigate any environmental harm arising from the non-compliance;
 - 28.6. corrective actions that have or will be undertaken to ensure the non-compliance does not reoccur; and
 - 28.7. if no action was taken, why no action was taken.
29. A non-compliance with this licence includes:
 - 29.1. an exceedance of a trigger value at an authorised monitoring point as specified in *Appendix 1: Monitoring Program* on three consecutive sampling occasions; or
 - 29.2. an exceedance of a trigger value at an authorised monitoring point as specified in *Appendix 1: Monitoring Program* on a single occasion where the parameter measures greater than or equal to three times or more the trigger value.
30. The licensee must keep records of all exceedances of trigger values as specified in *Appendix 1: Monitoring Program*. These records must be adequate to enable the licensee to comply with the non-compliance notification conditions of this licence.
31. The licensee must immediately and in any case within 24 hours notify the Administering agency of any potential or actual environmental harm or pollution.
32. The licensee must submit a completed Annual Return within 10 business days after each anniversary date of this licence, which relates to the preceding 12 month period.
33. The licensee must complete and provide to the administering agency a Monitoring Report, as prescribed by this licence, within 10 business days after each anniversary date of this licence.
34. The licensee must ensure that each Monitoring Report:
 - 34.1. is prepared in accordance with the requirements of the administering agency 'Guideline for Reporting on Environmental Monitoring';
 - 34.2. includes a tabulation of all monitoring data required as a condition of this licence;
 - 34.3. includes long term trend analysis of monitoring data to demonstrate any environmental impact associated with the activity (where the data is available); and
 - 34.4. includes an assessment of environmental impact from the activity.

PERFORMANCE IMPROVEMENT

35. The licensee must become familiar with and support the water quality objectives of the Darwin Harbour Region and in particular the Blackmore River.

WASTE DISCHARGE LICENCE (WDL238)

END OF LICENCE CONDITIONS

This licence is not valid unless signed below:



Joanne Townsend

Controller of Water Resources

Dated the 28 April 2017

WASTE DISCHARGE LICENCE (WDL238)

DEFINITIONS

In this licence, unless a contrary intention appears:

Term	Definition
24 hour emergency contact	the phone number of a person who can be contacted at any time and be capable of responding to and providing information about any incident associated with the activity.
Activity	the licenced activity as described on the covering page of this licence.
Administering Agency	means the Department of Environment and Natural Resources, or if dissolved, another Government Department with responsibility for administering the Act.
Annual Return	an administering agency prescribed format for demonstrating and reporting compliance with the conditions of this licence.
ANZECC/ARMCANZ	Australian and New Zealand Environment and Conservation Council and Agriculture and Resource Management Council of Australia and New Zealand, 2000: National Water Quality Management Strategy: <i>Australian Guidelines for Water Quality Monitoring and Reporting</i> .
Business days	a day not Saturday, Sunday or a public holiday, in the Northern Territory.
Complaint Log	a register of complaints to be maintained by the licensee that records the details of each complaint received in relation to the activity.
Consultation and Communication Plan	a written plan documenting proposed consultation and communications for the activity before, during and after the activity which includes a strategy for communicating with members of the public who are likely to have a real interest in, or be affected by, the activity.
Contact details	includes the 24 hour emergency contact, and name, position title and phone number of a representative of the licensee who can be contacted about the licence and activity.
Discharge	allow a liquid, gas or other substance to flow out from where it has been confined.
Discharge Event	an occasion where a discharge takes place
Emergency Response Plan	a written plan documenting the licensee's procedures for responding to emergencies caused by, resulting from or associated with the activity and that may cause environmental harm.
Environmental harm	any harm to or adverse effect on, or potential harm to or potential adverse effect on, the environment
incident	includes: (a) an accident, emergency or malfunction; and (b) a deliberate action, whether or not that action was taken by the person conducting the activity in the course of which the incident occurred.
Maintain	kept in a manner that it does not present or cause a risk of environmental harm or a hazard to persons or property or, for the purposes of documents including plans, a process of reviewing and amending documentation to ensure it is relevant.
Mass Mortality	death of more than 20 fish and/or more than 5kg of prawns at any one time
NATA	National Association of Testing Authorities, Australia.
Non-compliance	failure or refusal to comply, whether by act or omission, with obligations or requirements and includes any exceedance of a licence limit.

WASTE DISCHARGE LICENCE (WDL238)

Term	Definition
Non-compliance notification	an administering agency prescribed format for notifying the administering agency of a non-compliance.
NTG	Northern Territory Government
Plant and equipment	all material items used in association with the activity, including (but not limited to) storage vessels and containers, pipe work and hosing, vehicles (including vessels), tools, and measuring equipment.
Pollute	in relation to water, means directly or indirectly to alter the physical, thermal, chemical, biological or radioactive properties of the water so as to render it less fit for a prescribed beneficial use for which it is or may reasonably be used, or to cause a condition which is hazardous or potentially hazardous to: <ul style="list-style-type: none"> (a) public health, safety or welfare; (b) animals, birds, fish or aquatic life or other organisms; or (c) plants.
Pollution	(a) a contaminant or waste that is emitted, discharged, deposited or disturbed or that escapes; or (b) a contaminant or waste, effect or phenomenon, that is present in the environment as a consequence of an emission, discharge, deposition, escape or disturbance or a contaminant or waste.
Premises	the premises identified in this licence which includes equipment, plant and structures, whether stationary or portable, and the land on which premises are situated.
Public entrance	access to the premises that is utilised by the public.
Waste	Includes matter or a thing, whether wholly or partly in a solid, liquid or gaseous state, which, if added to water, may pollute the water.
Wastewater	water that contains a contaminant or waste.
Water	means water, whether or not it contains impurities.
WMPC Act	the Northern Territory <i>Waste Management and Pollution Control Act</i> .

WASTE DISCHARGE LICENCE (WDL238)

APPENDIX 1: Monitoring Program

			Authorised Monitoring Points			
			Site Code	DPA	DPB	IP
Latitude			-12.706225°	-12.700979°	-12.701944°	
Longitude			130.956850°	130.963476°	130.958889°	
Parameter	Units	Trigger Values				
Field parameters						
Flow	kL/day	-	Q	QH	NR	
pH	pH units	7.0 – 8.5	Q	QH	Q	
Electrical Conductivity (EC)	µS/cm	-	Q	QH	Q	
Turbidity	NTU	1 - 20	Q	QH	Q	
Temperature (T)	°C	-	Q	QH	Q	
Dissolved Oxygen (DO)	% saturation	80 – 120	Q	QH	Q	
Laboratory parameters						
Biological Oxygen Demand (BOD)	µg/L	-	Q	QH	Q	
Total Suspended Solids (TSS)	µg/L	-	Q	QH	Q	
Filterable Reactive Phosphorous (FRP)	µg/L	5	Q	QH	Q	
Total Phosphorous (TP)	µg/L	20	Q	QH	Q	
Ammonia (NH3-N)	µg/L	-	Q	QH	Q	
Total Nitrogen (TN)	µg/L	250	Q	QH	Q	
Nitrate (NO ₃)	µg/L	-	Q	QH	Q	
Nitrite (NO ₂)	µg/L	-	Q	QH	Q	
Chlorophyll-a (Chl- <i>a</i>)	µg/L	2	Q	QH	Q	

DPA – Discharge Point A

DPB – Discharge Point B

IP – Intake Point

Key:

NR – Not Required

Q – Quarterly

QH – Quarterly during operation of the hatchery only

Note: Trigger Values have been adopted from the ANZECC guidelines

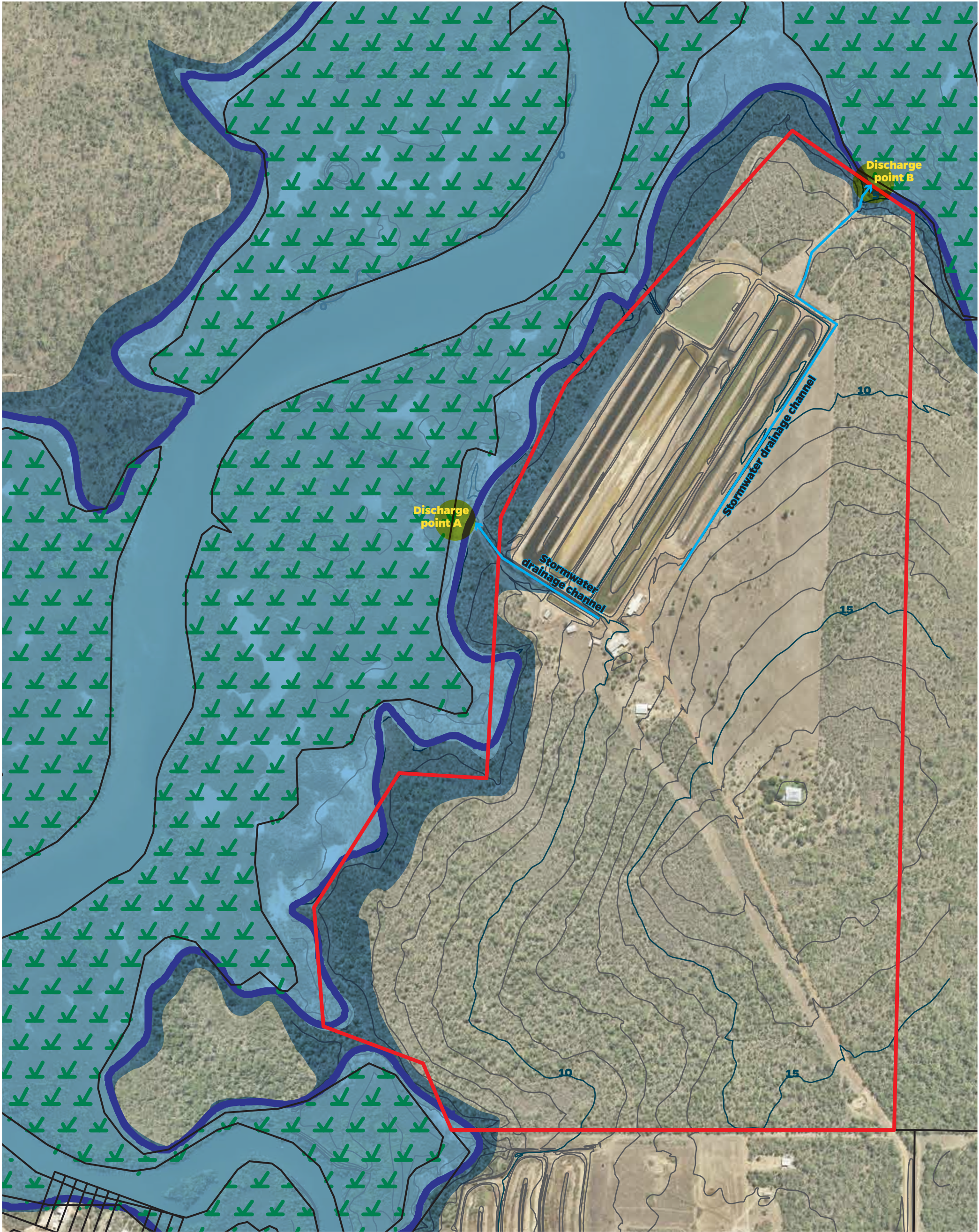
APPENDIX 2: Site Plan *Barramundi Adventures Darwin*







Figure 1 – Google Earth Image of Barramundi Adventures Darwin premise

Note: the blue line delineates the drainage channel to both Authorised Discharge Points

NTEPA2017/0021



 Subject Site

-  Estimated Highest Astronomical Tide (HAT)
-  Primary Storm Surge (100 year ARI)
-  Secondary Storm Surge (1,000 year ARI)
-  Mangroves

Discharge point **A** coordinates:
12°42'22" S, 130°57'24" E
Discharge point **B** coordinates:
12°42'03" S, 130°57'48" E

Storm Surge and Stormwater Drainage Plan

Section 1612
Hundred of Ayers
BERRY SPRINGS

Barramundi Adventures Darwin



1:6250 @ A3
0 100m

Storm Surge Information sourced from Weddell Area Storm Surge Inundation for 2100 Plan as issued by Department of Land Resource Management in Nov. 2014. Contours by Department of Infrastructure, Planning and Logistics; coordinate system: GDA94, MGA94 Zone 5; 1m interval; June 2009. Stormwater drainage flows illustrated have been provided by the landowner as anecdotal evidence only.

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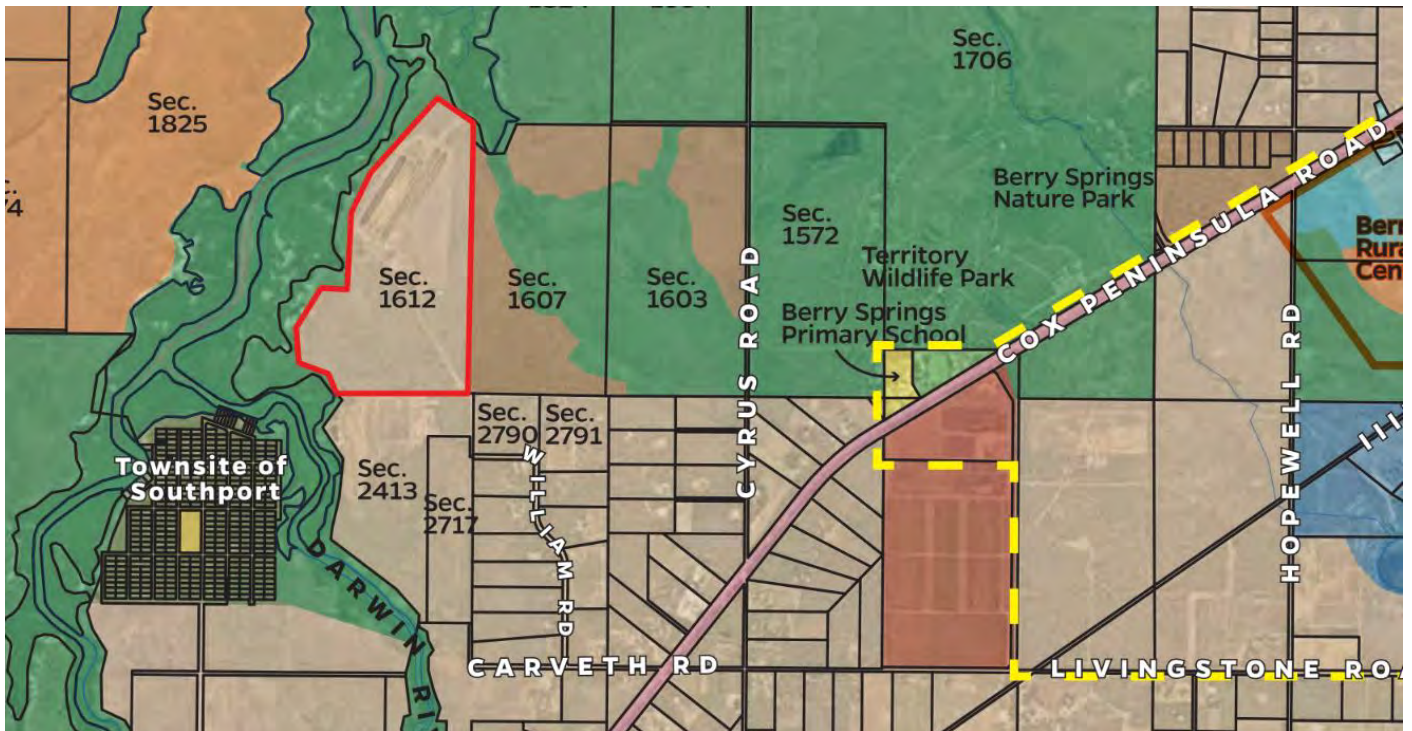


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APPENDIX A – Extract GHD Report 185 Cyrus Road, Berry Springs Traffic Impact Assessment

APPENDIX B – Draft Site Operation Plan

1.0 INTRODUCTION AND BACKGROUND

Barramundi Adventures Darwin Pty Ltd (BAD) propose to re-establish a tourism venture at Section 1612 Hundred of Ayers (Berry Springs) via an application for an Exceptional Development Permit. The site currently hosts a barramundi and prawn farm which was established circa 1997. It is proposed that the aquaculture component of the site will continue, although in a somewhat limited capacity, with the tourism component complimenting the aquaculture operation.

The concept of the tourism operation is to once again provide customers with the opportunity to catch fish in the existing reservoir pond on-site. It is understood that an almost identical business model operated at the site up until 2015. As all required buildings for the operations are already existing on the site it is understood that no physical development will occur as a result of the application.

To support the development application for the tourism operation, BAD have commissioned Flanagan Consulting Group (FCG) to prepare this Traffic Impact Statement report. This report will consider the following traffic and transport related aspects of the development:

- Existing operational conditions of the road network in the immediate vicinity of the development
- The proposed trips generated by the development
- Analysis of the operation of the accesses to the development
- Analysis of the operation of the Cox Peninsula Road and Carveth Road intersection
- Professional opinion on the expected traffic impact during the expected critical peak hour

1.1 Assumptions

This report is based on the following:

- Visual inspection of the site undertaken between 4pm and 5pm on 29 May 2017.
- Information provided by Barramundi Adventures Darwin Pty Ltd regarding the operation of the proposed development and previous operation of the site.
- Review of GHD report 185 Cyrus Road, Berry Springs Traffic Assessment, Section 2 refer Appendix A.
- As part of this assessment FCG requested historical accident data for the existing road networks from Department of Infrastructure, Planning and Logistics.

2.0 EXISTING CONDITIONS

The following section outlines the condition of the existing subject site. The assessment of existing operating conditions undertaken by FCG is based on the following:

- Visual inspection of the site undertaken between 4pm and 5pm on 29 May 2017.
- Review of GHD report 185 Cyrus Road, Berry Springs Traffic Assessment, Section 2 refer Appendix A.
- Historical accident data for the existing road networks from Department of Infrastructure, Planning and Logistics.

2.1 Existing Site

The site is located at Section 1612 Hundred of Ayers (Berry Springs), Northern Territory. The site is approximately 25km south of Palmerston as shown in Figure 1.



FIGURE 1-DEVELOPMENT LOCATION

2.2 Existing Road Network Elements

The site is currently accessed from the Cox Peninsula Road via Carveth and William Road and then a right of way easement within section 2413 (Tell Place), refer Figure 2. Cox Peninsula Road is under the control of

Department of Infrastructure, Planning and Logistics. Both Carveth and William Road are under the control of Litchfield Council.

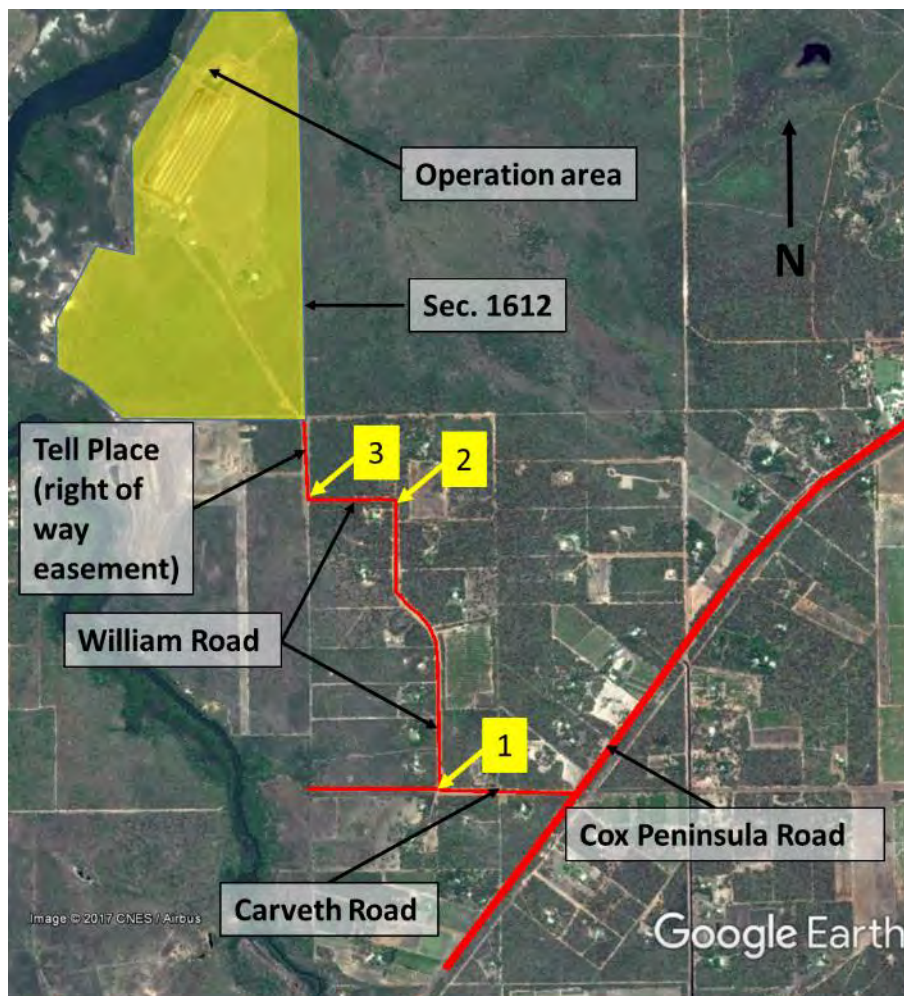


FIGURE 2-EXISTING ROAD NETWORK

2.2.1 Carveth Road

Carveth Road has a rural unsealed cross-section with a single through lane in either direction. Carveth Road forms a T-intersection with Cox Peninsula Road, and on planning documents also forms a T-intersection with William Road.

It is noted however that Carveth Road has not yet been constructed west of the William Road intersection. Currently Carveth Road continues onto William Road via a relatively tight horizontal curve (radius of approximately 35m) where the alignment changes from an east/west direction to a north/south direction (refer location 1, Figure 2). There are two property access tracks coming off the outside of the curve which makes the alignment of the road unclear when approaching from the east.

Five rural residential properties have access off Carveth Road and the posted speed limit is 50km/h.

2.2.2 William Road

William Road has a rural unsealed cross-section with a single through lane in either direction within a 30m wide road reserve. William Road provides connection from Carveth Road through to the right of way easement within section 2413 (Tell Place).

Twelve rural residential properties have access off William Road and the posted speed limit is 50km/h.

It is noted that formalisation of William Road to a standard two lane carriageway has only been undertaken for the north/south, between location 1 and 2 shown in Figure 2.

2.2.2.1 Final Section of William Road

For the final section of the William Road corridor, running east to west and approximately 300m in length, only the north half of the 30m corridor has been cleared (refer location 2 to 3 in Figure 2). As such vehicle access along this section of William Road is currently via a narrow, single lane, track running along the south side of the overhead powerlines.

Although William road is narrow through this section, it is considered that there is adequate warning for opposing vehicle to slow down and use the verge to pass safely. It is however noted that the carriageway is close to the existing overhead power alignment and thus drivers need to be careful when passing to avoid conflict with the non-frangible power poles.

The transition from the formalised north/south section of William Road to the narrow east/west section is via a relatively tight and narrow horizontal curve (radius of approximately 20m) with substandard sight distance, refer location 2 in Figure 2. The alignment of the road through the horizontal curve is also poorly delineated, particularly when approaching from the south due to an existing sight board suggesting that the road does not continue, and a property access track coming off the outside of the curve suggesting it continues straight. As a result this curve is considered to constitute an existing safety hazard.

There is no formal termination of William Road making it unclear where William Road ends and the right of way easement through Section 2413 starts, refer location 3 in Figure 2. William Road currently transitions into the right of way easement through a relatively tight horizontal curve (radius of approximately 20m) to the north. Although the bend is relatively tight and narrow, visibility around the corner is adequate providing the verge on the inside of the curve is kept clear of vegetation.

As stated above, existing hazards to drivers associated with the current geometry and delineation have been identified along the last 300m of William Road. However, it is noted that the operating speed is likely to be relatively low through this section given the existing constrained nature and horizontal geometry of the road. It is also noted that vehicle movements are infrequent and thus the risk associated with the existing hazards is considered to be relatively low.

2.2.3 Tell Place

Tell Place is a private right of way access road within Section 2413 with right of way favoured to Section 1612. Tell Place is currently unsealed and has sufficient width for two vehicles to pass in opposite directions.

2.2.4 Cox Peninsula Road

Cox Peninsula Road provides connection between the locality of Wagait Beach and the Stuart Highway. Cox Peninsula Road has a rural sealed cross-section with a single through lane (approximately 3.5m) in either direction. The posted speed limit of Cox Peninsula Road is 100 km/h and sight distances from the Carveth Road intersection onto the Cox Peninsula Road are in excess of 250m in either direction.

It is noted that no intersection warning signs were observed on Cox Peninsula Road on the approaches to Carveth Road intersection.

2.3 Existing Traffic Volumes

This section outlines the assessment of existing traffic volumes undertaken by FCG based on review of GHD report '185 Cyrus Road, Berry Springs Traffic Assessment', Section 2 prepared for KBM NT Pty Ltd.

On review of the report FCG noted the following:

- A full manual turning movement count at the intersection of Cox Peninsula Road and Carveth Road was undertaken by GHD staff on 16 September 2015.
- The number of light and heavy vehicles performing each movement was recorded by GHD in 15 minute intervals between 07:00 and 08:00 (AM Peak), and between 17:00 and 18:00 (PM Peak). These periods are considered as the peak periods for the existing road network.
- Surveyed turning volumes for the AM and PM peaks are shown in Figure 3.

Figure 9 Surveyed AM peak volumes at Carveth Road (07:00 – 08:00)

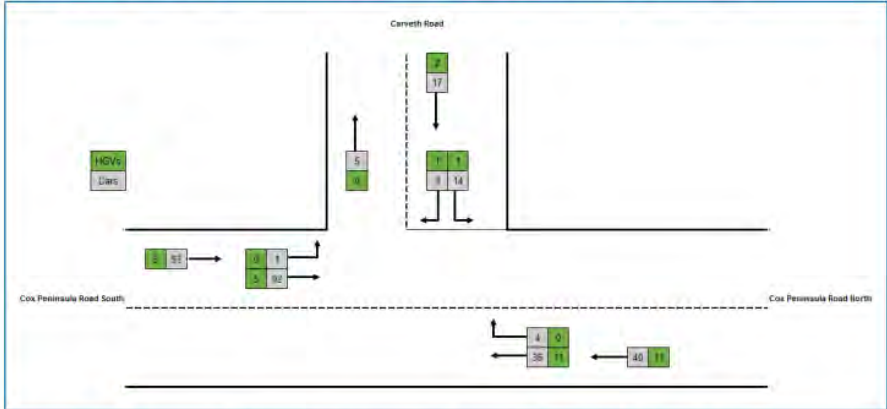


Figure 10 Surveyed PM peak volumes at Carveth Road (17:00 - 18:00)

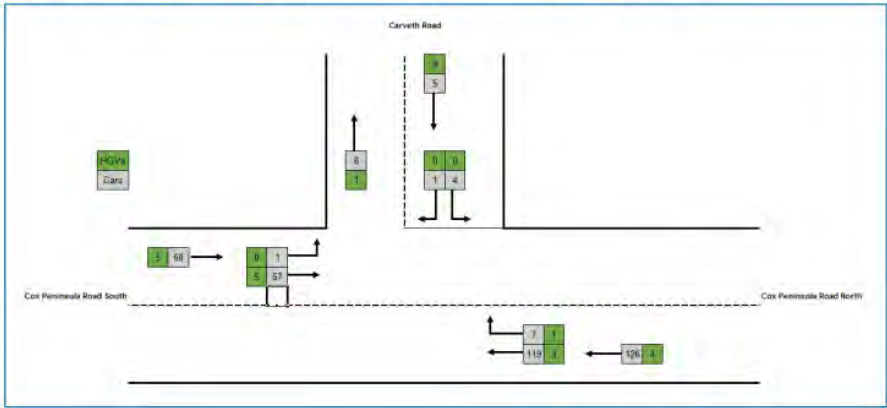


FIGURE 3-SURVEYED TURNING VOLUMES EXTRACTED FROM GHD REPORT

2.4 Public Transport

To the best of FCG's knowledge Carveth Road and William Road are not currently on a local bus route. It is understood that there are two bus routes (Route no. 435 and 425), which pick up and drop off students at the south west corner of the Cox Peninsula Road / Carveth Road intersection.

2.5 Accident data

Department of Infrastructure, Planning and Logistics provided FCG with the recorded accident data for the Existing Road network including the Cox Peninsula Road / Carveth Road intersection between 2006 and 2016. On review of the data FCG noted:

- There has been two recorded crashes in the ten years since 2006:
 - One ran off road accident on Carveth Road heading west from the Cox Peninsula Road intersection in 2007.
 - One overturned accident heading south-west on Cox Peninsula Road in proximity of the Carveth Road intersection in 2009.
- No fatalities recorded.
- Both recorded accidents occurred at night.

3.0 DEVELOPMENT TRAFFIC GENERATION

The proposed development comprises the re-establishment of a tourism venture at Section 1612 Hundred of Ayers (Berry Springs). The concept of the tourism operation is to once again provide customers with the opportunity to catch fish in the existing reservoir pond on-site. It is understood that an almost identical business model operated at the site up until 2015. As all required buildings for the operations are already existing on the site it is understood that no physical development will occur as a result of the application.

A draft site operation plan is included in Appendix B.

It is proposed that the site will continue to be accessed from Cox Peninsula Road via Carveth and William roads and then a right of way easement through Section 2413 (Tell Place) favoured to Section 1612.

This section details the traffic generation and distribution expected from the development.

3.1 Background Traffic

This section provides a summary of the background traffic volumes presented in GHD report '185 Cyrus Road, Berry Springs Traffic Assessment', Section 4 prepared for KBM NT Pty Ltd (refer Appendix A). Forecast background turning movements estimated by GHD for the Cox Peninsula Road and Carveth Road intersection are shown in Figure 4 based on the following assumptions:

- An annual growth of 2%
- Ten year forecast horizon 2015 to 2025

Figure 11 Background turning movement volumes (2025 AM peak)

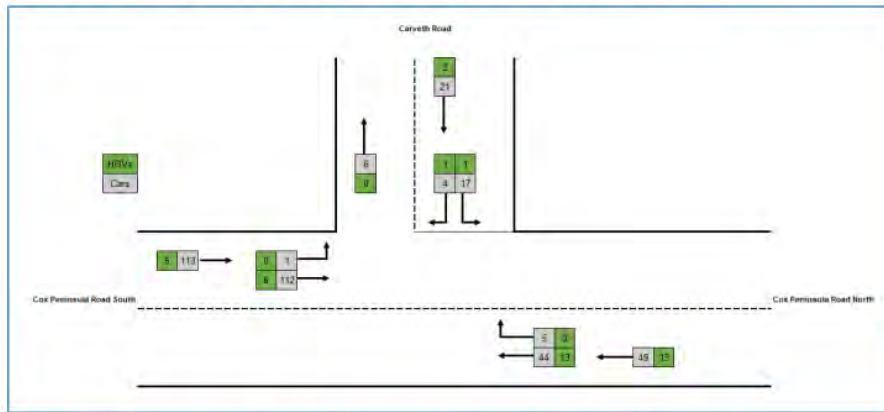


Figure 12 Background turning movement volumes (2025 PM peak)

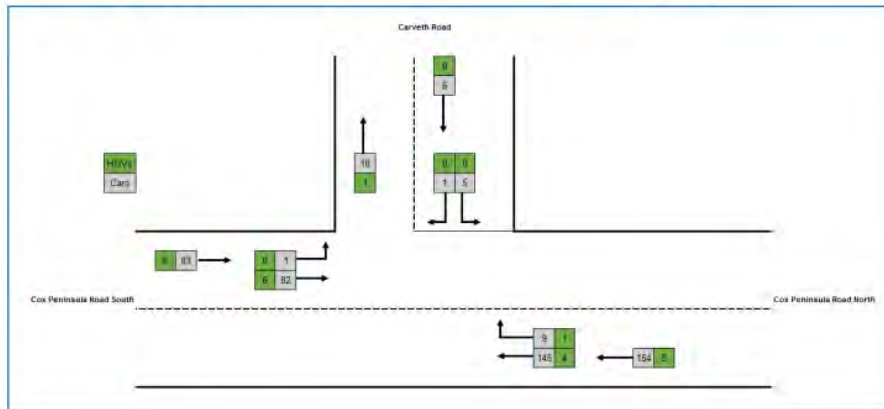


FIGURE 4-BACKGROUND TRUNING MOVEMENT VOLUMES FROM GHD REPORT

3.2 Daily Traffic Generation

It is understood that the number of potential customers accessing the site will be limited by the following physical and operational limitations:

- Customers will need to book a session, rather than just arrive as they wish.
- The space to fish is physically limited.
- The continued operation of the aquaculture business means it is not practical for people to turn up unannounced.
- Some customers will require pick up from designated locations, rather than drive to the site themselves, and a pick-up service will be offered.
- The operational hours are restricted.

Traffic generation estimates for the development have been based on these physical and operation limitations. It is expected that there will be a maximum of 20 passenger vehicles per day during the peak season (dry season).

3.3 Historical Site Generated Traffic

As previously stated it is understood that an almost identical business model operated at the site up until 2015. Based on a statement provided by Adam Body, the previous operator of the site, it is understood that the traffic previously generated by the site was as follows:

Traffic associated with the aquaculture business comprised:

- Regular twice weekly movements of an articulated vehicle carrying mainly 30 ton loads of feed in to the farm, during the whole year
- Regular daily movements of rigid 8 tonne truck carrying produce out during the whole year
- Regular 4 cars per day daily movements of passenger cars carrying staff and workers
- Two families lived on the farm, so regular travel from these families

Traffic associated with the tourist business:

- The tourist business operated on all days except Tuesday and Wednesday
- Over the approximately 2 years of operation, between 9200 and 9400 people visited the farm
- Visits were bookings only
- There were two times for bookings: morning and evening
- The average number of vehicles was 4, 2 times a day, that is 8 vehicles per day
- The numbers were skewed to the dry season, when the daily number was often around 20 vehicles per day

Adam Body also noted that there were no traffic related issues, accidents or incidents associated with the operation in the 18 years that the business has run on the site.

3.4 Peak Hour Traffic Generation

It is understood that bookings at the site will be staggered through the day and development traffic will fall outside the peak periods for the existing road network. It is therefore considered that the traffic generated by the development will not result in an increase to the peak traffic volumes on the existing road network.

4.0 ACCESS REQUIREMENTS

4.1 Cox Peninsula Road and Carveth Road Intersection

FCG has undertaken an assessment of the requirement for a rural intersection in accordance with Figure 4.9 of Austroads Guide to Road Design Part 4a, Un-signalised and Signalised intersections. This assessment has been undertaken using the background traffic data shown in Figure 4 and the results are shown in Figure 5. As seen in Figure 5 no more than a basic BAR/BAL treatment is recommended for the intersection based on the forecasted traffic for 2025 traffic horizon.

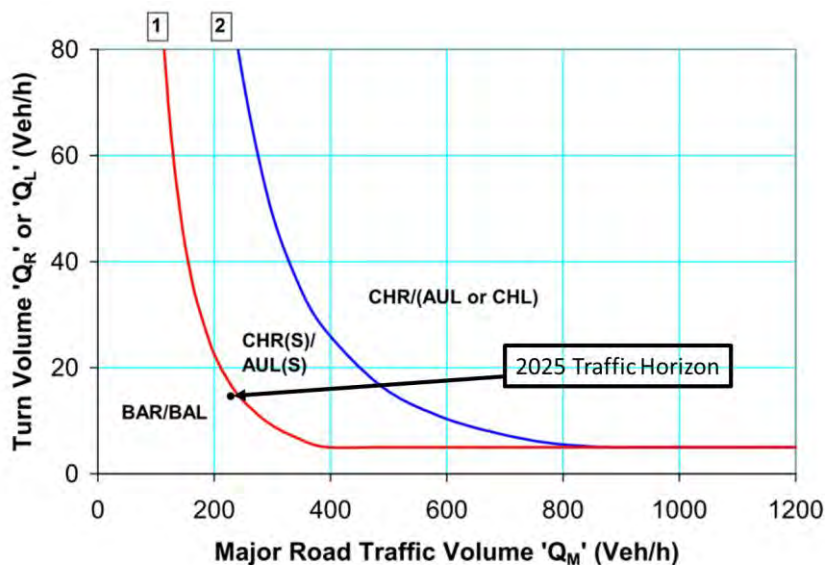


FIGURE 5-ASSESSMENT OF REQUIREMENTS FOR A RURAL UNSIGNALISED INTERSECTION

4.2 Other Impacts on External Road Network

Given the existing very low traffic volumes on Carveth Road, William Road and Tell Place major infrastructure treatments are not considered necessary.

At full operation of the site, more traffic will be using Carveth and William Road than at present. However, it is not anticipated that traffic will be more than pre-2015 volumes.

Given that traffic generated would be relatively low and there will be no increase to traffic during peak periods it is considered that the existing route is satisfactory from a capacity/performance point of view.

Hazards to drivers associated with the current geometry and delineation have been identified along the last 300m of William Road. Given the low operating speed and infrequent vehicle movements it is considered that the risk associated with the existing hazards is relatively low.

Carveth Road currently continues onto William Road with a relatively tight horizontal curve (radius of approximately 35m) where the alignment changes from an east/west direction to a north/south direction. There are two property access tracks coming off the outside of the curve which makes the alignment of the road unclear when approaching from the east.

Given that a similar traffic profile was generated by the site prior to 2015 with no recorded incidents, it is considered that the current road network is satisfactory from a safety point of view. However, prior to re-

exposing the Carveth and William Road to more traffic, be it a small increase, it may be beneficial to mitigate the the risk associated with the hazards identified through signage and traffic management devices. The following treatments are recommended subject to Council approval:

1. Cox Peninsula/Carveth Road intersection:
 - a) Intersection warning signs on Cox Peninsula Road on approaches to Carveth Road.
 - b) Consider a tourist attraction sign to compliment the Carveth Road direction sign fingerboard.
2. Carveth and William Road intersection:
 - a) Consider replacement of the current curve warning sign on east approach with side road intersection on a curve sign, W2-16(R) or similar.
 - b) Use guideposts to improve delineation of the carriageway.
3. Horizontal curve located at the transition from the formalised north/south section of William Road to the narrow east/west section:
 - a) Improve delineation of the road alignment through the horizontal curve through:
 - Removal of the existing obstruction marker sight board.
 - Consider use of chevron alignment markers and guideposts to augment the delineation of the curve.
 - b) Provide advanced warning of the narrow single lane horizontal curve through use of one lane (W8-16) and slow point (W5-33) signage prior on curve approach.
4. Narrow, single lane 300m section of William Road:
 - a) Consider use of two-way signs (W4-11) on William Road.
 - b) Increase visibility of the power poles at night using reflective markers.
 - c) Provide curve warning sign on approaches to the William Road and Tell Place bend.

5.0 CONCLUSIONS AND RECOMMENDATIONS

This report details findings of a Traffic Impact Statement for the proposed application for an Exceptional Development Permit to re-establish a tourism operation on Section 1612.

A site visit has been undertaken to observe existing traffic conditions and visibility. A desktop review of GHD report '185 Cyrus Road, Berry Springs Traffic Assessment', Section 4 prepared for KBM NT Pty Ltd was also undertaken to determine traffic volumes in 2015 and forecasted volumes for the 2025 horizon.

The conclusions of the study are as follows:

1. The proposed development is expected to generate no more traffic in the peak hour.
2. The surrounding road network has ample capacity for the 2025 traffic horizon.
3. At full operation of the site, more traffic will be using Carveth and William Road than at present. However, it is not anticipated that traffic will be more than pre-2015 volumes.
4. Existing hazards to drivers associated with the current geometry and delineation have been identified along the last 300m of William Road and at the Carveth and William Road intersection. These hazards have been assessed to be relatively low risk with consideration of the low operating speed and infrequent vehicle movements. However, prior to re-exposing Carveth and William Road to more traffic, it may be beneficial to mitigate the risk associated with the hazards identified through signage and traffic management devices subject to Council approval.

Having considered the likely impact of the development on the performance and safety of the road network, it is considered that there is no traffic engineering reason why the proposed development should not proceed. It is recommended that the Traffic Impact Statement be accepted and adopted as a guiding document in informing the proposed development.

APPENDIX A-Extract GHD Report 185 Cyrus Road, Berry Springs Traffic Impact Assessment



KBM NT Pty Ltd
185 Cyrus Road, Berry Springs
Traffic Impact Assessment

April 2017

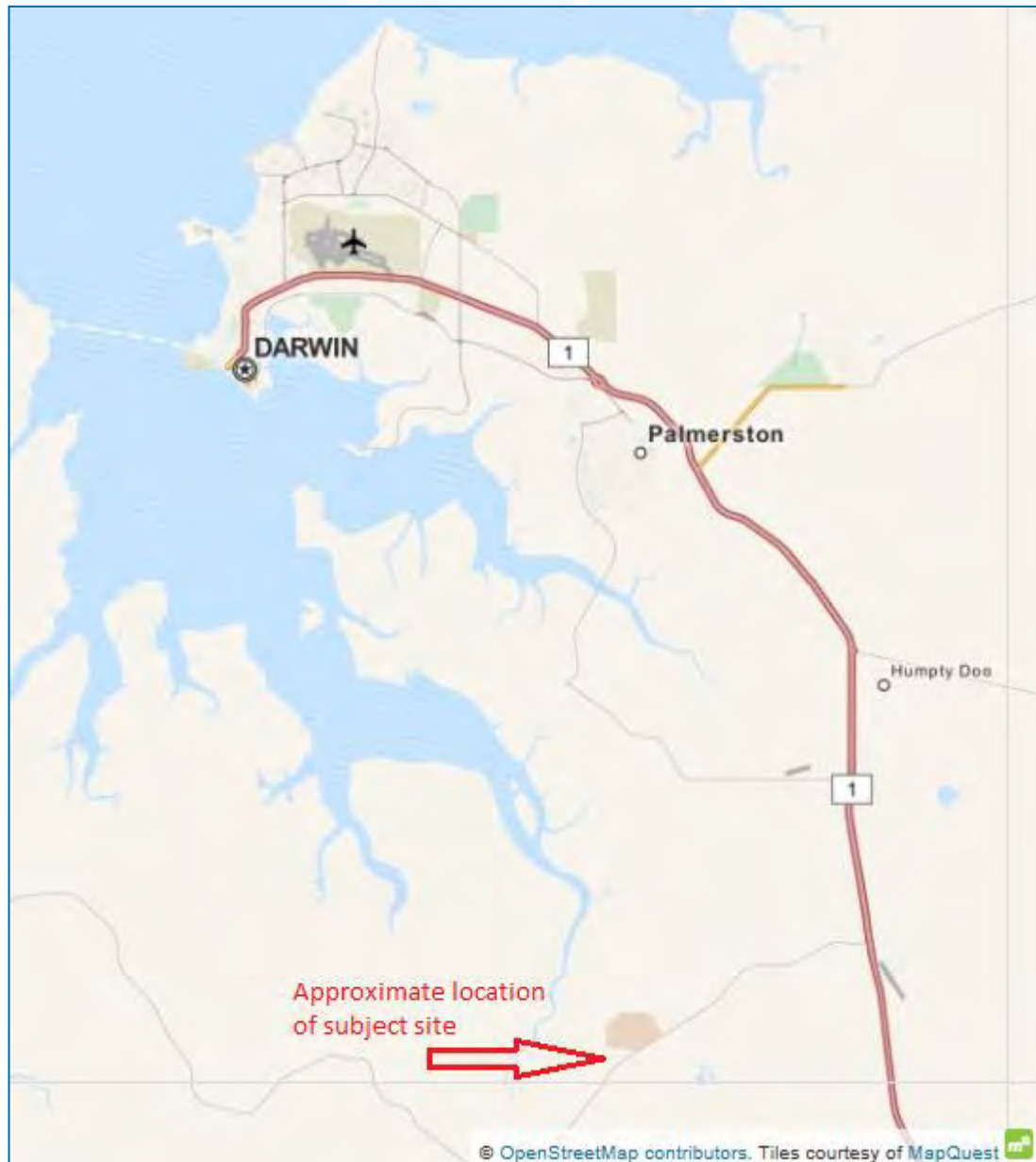
2. Existing Conditions

This section sets out the existing conditions of the subject site. Data for existing conditions has been sourced from a site visit and traffic survey undertaken on Wednesday 16 September 2015.

2.1 Existing Site

The site is located at 185 Cyrus Road, Berry Springs, Northern Territory. The site is approximately one hour to the south of Darwin as shown in Figure 1.

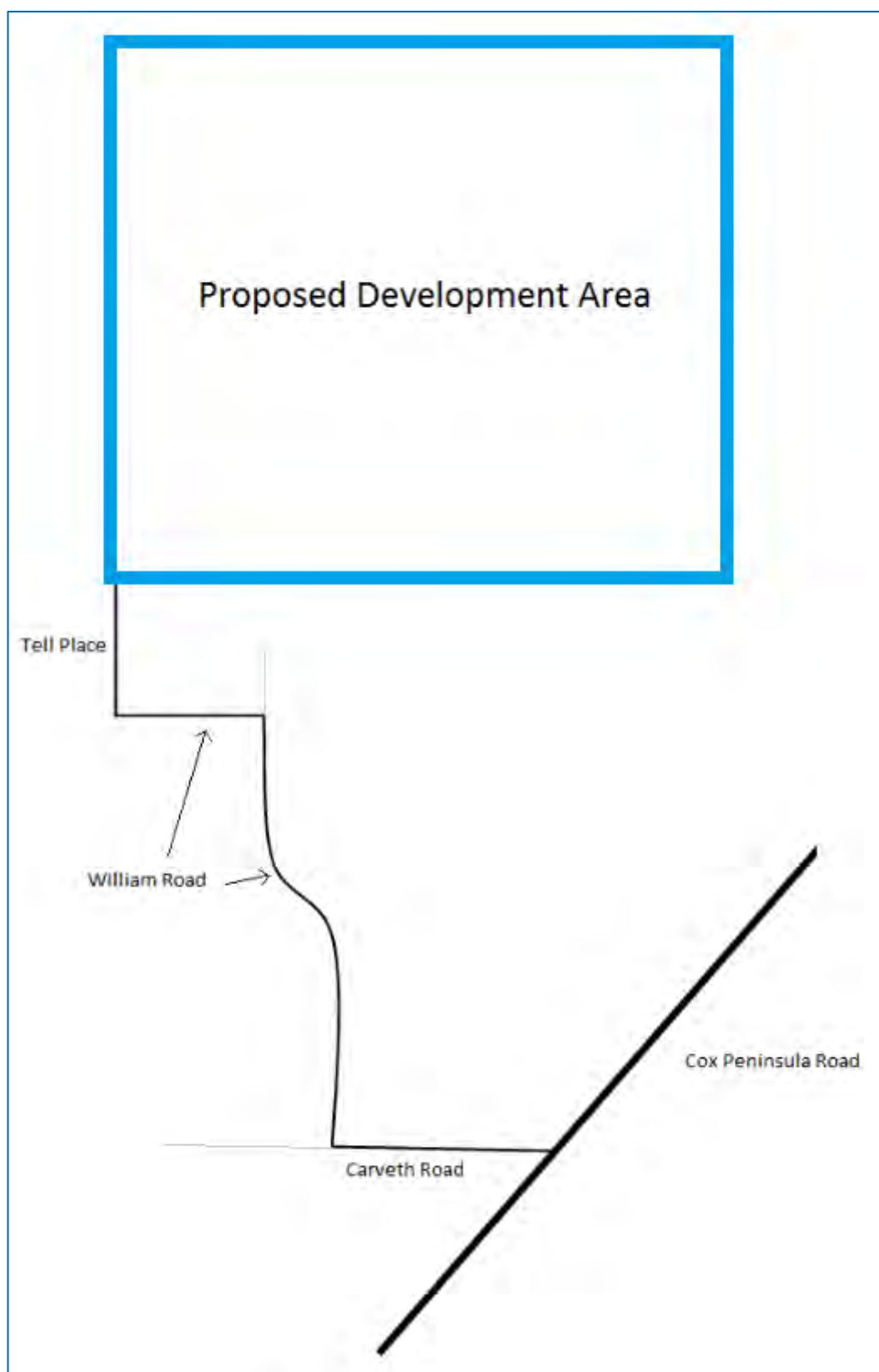
Figure 1 Development site location



2.2 Road Network

A schematic of the existing road network is shown in Figure 2.

Figure 2 Existing road network



2.2.1 Carveth Road

Carveth Road is an unsealed road which forms a T-intersection with Cox Peninsula Road in the vicinity of Berry Springs. Carveth Road has sufficient width for two vehicles to pass in opposite directions. A photograph of Carveth Road is shown in Figure 3.

Figure 3 Carveth Road looking west



2.2.2 William Road

William Road is an unsealed road which connects Carveth Road and Tell Place. One relatively short (less than 300 metres) section of William Road appears to have informal vehicle tracks around several power poles located along its northern edge (shown in Figure 5). Before exposing this road to development traffic, it is recommended that the alignment be formalised with the use of signage and/or barriers. William Road has sufficient width for two vehicles to pass in opposite directions. Photographs of William Road are shown in Figure 4 and Figure 5.

Figure 4 William Road looking north



Figure 5 William Road looking east



2.2.3 Tell Place

Tell Place is a private right of way which will be upgraded at stage 1 of the development. It is currently unsealed and has sufficient width for two vehicles to pass in opposite directions. A photograph of Tell Place is shown in Figure 6.

Figure 6 Tell Place looking north



2.2.4 Cox Peninsula Road

Cox Peninsula Road is a declared road under the control of the Department of Transport. The Cox Peninsula Road links the locality of Wagait Beach to the Stuart Highway at Livingstone.

At the Intersection with Carveth Road, Cox Peninsula Road is an undivided road with a single traffic lane in each direction. The speed limit is 100 km/h and the width of the pavement is approximately 7.0 metres at this location.

Sight distances from the access intersection onto the Cox Peninsula Road are in excess of 250 metres to both the north and south. A power pole is located within the intersection, but its location does not interfere with visibility to Cox Peninsula Road for vehicles emerging from

Carveth Road. However, this presents a road safety hazard for errant vehicles and should be removed. Photographs of this intersection are shown in Figure 7 and Figure 8.

Figure 7 Cox Peninsula Rd / Carveth Rd intersection viewed from the north



Figure 8 Cox Peninsula Rd / Carveth Rd intersection viewed from the east



2.3 Existing Traffic Volumes

A full manual turning movement count at the intersection of Cox Peninsula Road and Carveth Road was undertaken by GHD staff during a visit to the site on 16 September 2015. The number of light and heavy vehicles performing each movement was recorded in 15 minute

intervals between 07:00 and 08:00 (AM Peak), and between 17:00 and 18:00 (PM Peak), which are considered to be the peak periods for the development.

Surveyed turning volumes for the AM and PM peaks are shown in Figure 9 and Figure 10.

Figure 9 Surveyed AM peak volumes at Carveth Road (07:00 – 08:00)

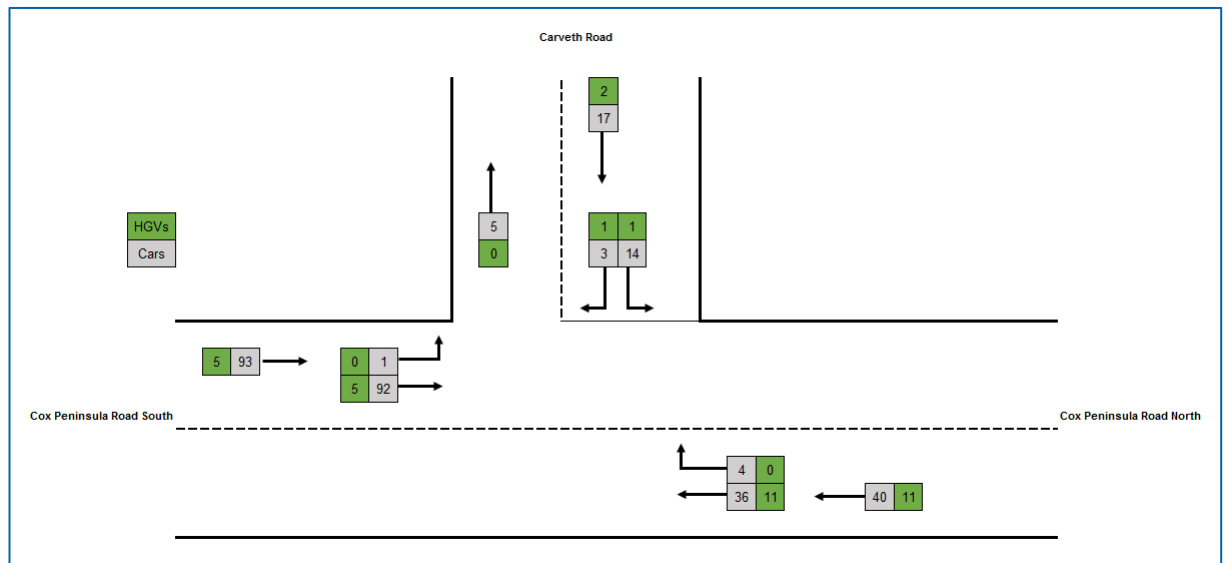
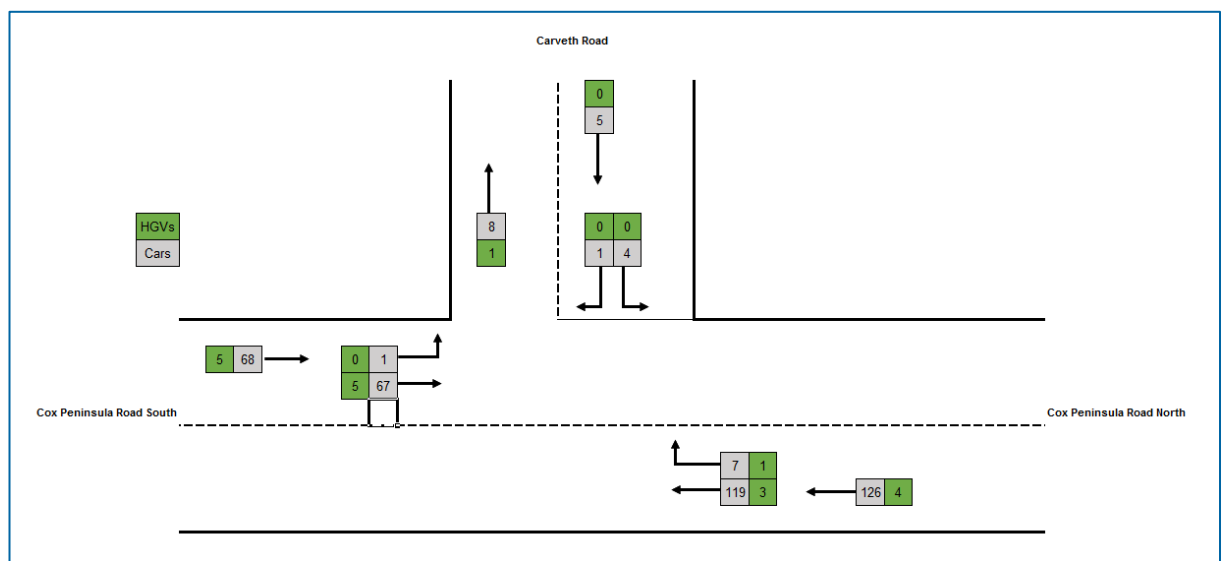


Figure 10 Surveyed PM peak volumes at Carveth Road (17:00 - 18:00)



2.4 Public Transport

To the best of GHD's knowledge, there are currently no local bus routes which traverse Carveth Road, William Road or Tell Place.

There is a school bus (Route no. 435), which was observed picking up students from the south west corner of the Cox Peninsula Road / Carveth Road intersection during the AM peak period. It is assumed to drop off in the same area in the afternoon. There is no indication that an increase in turning movements would interfere with this service.

4. Traffic Generation and Distribution

4.1 Introduction

This section details the traffic generation and distribution expected from the development.

4.2 Background Traffic

In assessing the traffic impact of a development, it is usual to forecast traffic volumes into the future, and assess both 'do nothing' and 'development' scenarios in order to make a meaningful comparison. In this case, it is reasonable to assess a ten year horizon, and to assume that background traffic (traffic unrelated to the development) in a rural area like Berry Springs will increase at a rate of 2 percent per annum. The forecast background turning movements are shown in Figure 11 and Figure 12.

Figure 11 Background turning movement volumes (2025 AM peak)

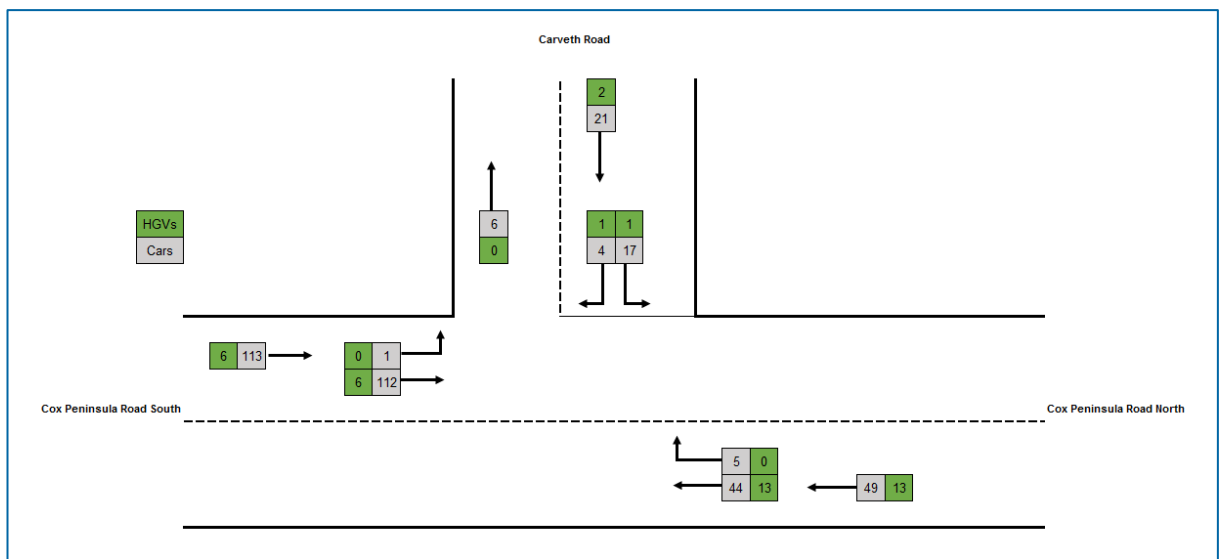
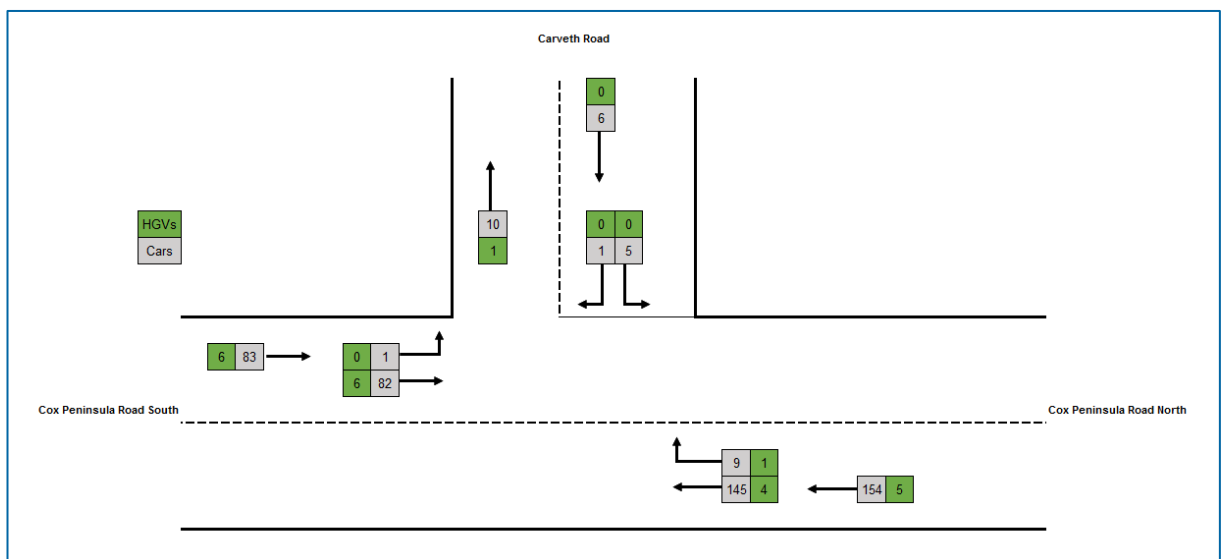


Figure 12 Background turning movement volumes (2025 PM peak)



APPENDIX B- Draft Site Operation Plan



- Lot Boundaries
- Contours (1m interval)
- Access road & car park
- Recreational Fishing Pond
- Landscaping
- Estimated Highest Astronomical Tide (HAT)
- Primary Storm Surge (100 year ARI)
- Secondary Storm Surge (1,000 year ARI)

Gravel/rock to original ground level; no changes to the site levels or overland flows

Dimensions		
Covered Area:	12m x 5m	= 60m ²
Office:	12m x 5m	= 60m ²
Viewing Platform:	6.9m x 7m	= 48.3m ²
Casting Deck:	28m x 5.3m	= 148.4 m ²

Site Operation Plan

Section 1612
Hundred of Ayers
BERRY SPRINGS

Barramundi Adventures Darwin



Lot boundary dimensions sourced from Survey Plan DBK 02/066 from June 1869.
Contours by Department of Infrastructure, Planning and Logistics;
coordinate system: GDA94, MGA94 Zone 5; 1m interval; June 2009.
Information portrayed above was obtained through multiple sources and
indicative only, however all efforts have been made to provide accurate data.



- Lot Boundaries
- Contours (1m interval)
- Existing Access

- Recreational Fishing Pond
- Notional Landscaping
- Estimated Highest Astronomical Tide (HAT)
- Primary Storm Surge (100 year ARI)
- Secondary Storm Surge (1,000 year ARI)

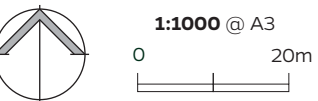
- Gravel/rock to original ground level; no changes to the site levels or overland flows
- Notional Mangroves

Dimensions		
Covered Area:	12m x 5m	= 60m ²
Office:	12m x 5m	= 60m ²
Viewing Platform:	6.9m x 7m	= 48.3m ²
Casting Deck:	28m x 5.3m	= 148.4 m ²

Site Operation Plan

Section 1612
Hundred of Ayers
BERRY SPRINGS

Barramundi Adventures Darwin



Lot boundary dimensions sourced from Survey Plan DBK 02/066 from June 1869.
Contours by Department of Infrastructure, Planning and Logistics;
coordinate system: GDA94, MGA94 Zone 5; 1m interval; June 2009.
Information portrayed above was obtained through multiple sources and
indicative only, however all efforts have been made to provide accurate data.



Barramundi Adventures Darwin

Po Box 206 Berry Springs NT 0838

Phone: Tommy 0436 007 111

Dorian 0400 771 122

Email: tom@darwinbarra.com

dorian@darwinbarra.com

Barramundi Adventures Darwin Pty Ltd is a unique enterprise combining aquaculture and tourism. The venture will be on a large rural property (GPS Co-ordinates 12° 42.166' S 130° 57.626' E) 50 minutes from Darwin, in the heart of beautiful Berry Springs. There are five-large, elliptical ponds on the property, in which, initially ponds 4 and 5 will be used to cultivate and sell prawns (Figure 1). This low-scale culture will help supply the high demand for fresh local prawns that are either cooked or on ice.

Pond 3 will be used to rear barramundi for future recreational use (Figure 1). Initially we will use fingerlings supplied from the Darwin Aquaculture Centre, and later from our onsite hatchery (Figure 1). Hatchery fingerlings will be grown to a legal size and used to re-stock the reservoir (recreational fishing pond; Figure 1). The reservoir is the smaller trapezoid-shaped pond (Figure 1) and will be used for land-based recreational fishing to boost the tourism industry. Thus, creating a unique fishing venture for tourists and locals alike to try their luck at catching the iconic barramundi.

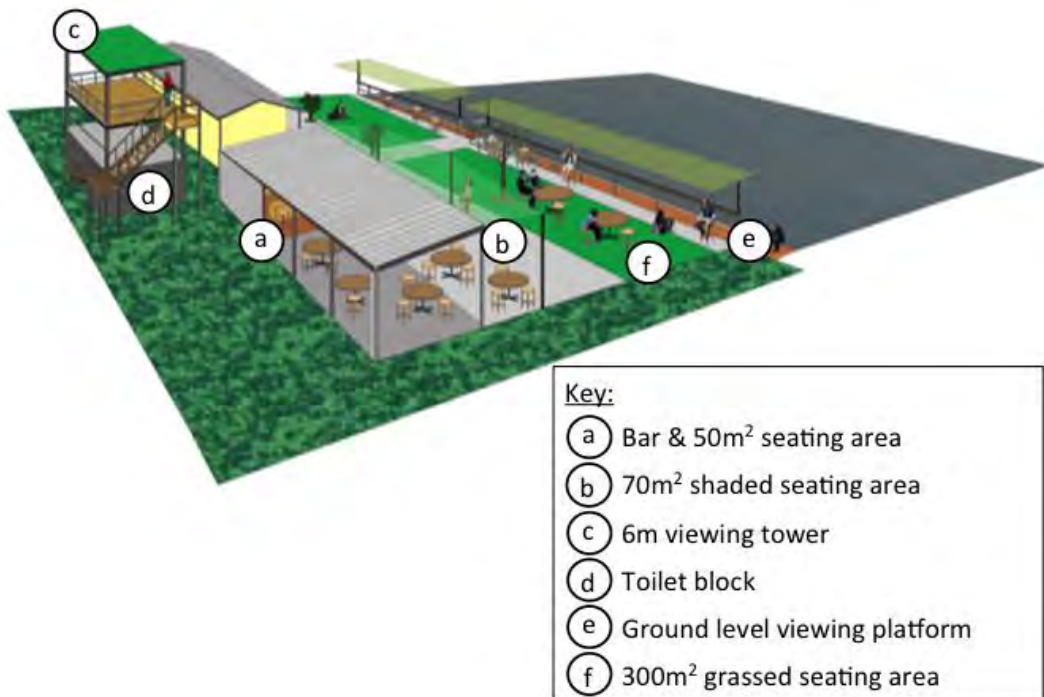
We expect to have a maximum of 60 customers per day in the tourist (peak) season. We will keep fishing groups to a maximum of 10 with each group fishing for up to 1 hour. 10 people can comfortably fish from the 30M x 5M casting deck. The strip of land next to the decking which meets the water's edge will be paved with river stone for 120m metres heading north, allowing for comfortable fishing. The entire facility will be wheelchair accessible. The venture will be strictly bookings only. This is essential as the company will be culturing tiger prawns simultaneously which requires copious amounts of time. There will

always be a minimum of two staff members at any one time. The venture will be catch and release only. If in time we do decide to sell caught produce, it will be done within the guidelines of our Aquaculture and food License's. The company plans to incorporate educational programs which will allow school classes to visit the site not only to catch fish, but also gain knowledge in fishing techniques, sustainability, biology, and ecology. In time, the site will be a great place for aquaculture training and research.



Figure 1. Google Map image of site layout. Site has: 5 raceway ponds (P1= pond 1; P2= pond 2; P3= pond 3; P4= pond 4; P5= pond 5) for grow-out; a hatchery (H) for future breeding and production; and a reservoir pond (R) for recreational fishing.

Side View



Front View



The Viewing tower is now located to the right of the office demountable.
The toilet now stands alone slightly left of where it is in the above picture.

Regards Damian (Tommy) Thomas Ralph


Signature:

Barramundi Adventures Darwin

AUTHORISATION FOR MASTERPLAN NT TO ACT

I, Adam Body, Director of Tamariki Holdings Pty Ltd, being the owner/registered proprietor of
the subject land located at Section 1612 Hundred of Ayers
authorise MasterPlan NT to act as the applicant/proponent in the matter as listed below:

Application for an Exceptional Development Permit for leisure and recreation.

Signed: 
Date: 2/10/2017
[Insert Date]

SOUTH AUSTRALIA
33 Carrington Street
Adelaide, 5000
P (08) 8221 6000
masterplan.com.au

NORTHERN TERRITORY
Unit 33, 16 Charlton Court
Woolner, 0820
P (08) 8942 2600
ISO 9001:2008 Certified

ABN 30 007 755 277

14 December 2017

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

RE: Letter of Comment Exceptional Development Permit Application

**PA2017/0493
Section 1612 (0) Berry Springs, Hundred of Ayers
Leisure and recreation (recreational land-based fishing facility) within an Interim
Development Control Order area (IDCO No. 22)**

Thank you for the Exceptional Development Permit Application referred to this office on 17/11/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears reasonable for the existing use of the site.
- b) Council supports the application based on the existing level of customers proposed for the use and notes that any expansion of the business and traffic may require road upgrades in the future. Council notes the site is accessed through an unformed portion of Council road and a private right of way easement. Support for the application does not in any way indicate that there may be future upgrades to the road to support the proposed use.

provided the following issues are adequately addressed:

- a) The Traffic Impact Assessment (TIA) shall be updated based on the current new road conditions, noting the TIA provided in the application is based on road conditions as at June 2017, which have since changed.
- b) The plans should show the location of the waste bins on the site.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate 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) A Traffic Impact Assessment Report, to be 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 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.

- 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



Kaylene Conrick
Chief Executive Officer



COUNCIL REPORT

Agenda Item Number:	15.16
Report Title:	Date Change to February 2018 Ordinary Meeting of Council
Report Number:	18/0023
Meeting Date:	17/01/2018
Attachments:	Nil

Purpose

To request that Council considers changing the meeting date of its ordinary February 2018 meeting so that it isn't held on the same day as the Australian Institute of Company Directors Governance course.

Summary

Most Councillors will be attending a two-day *Governance Essentials for Local Government and Introduction to Financial Information for Councillors* course on Tuesday and Wednesday 20 & 21 February 2018 in Darwin. The course is sponsored by the NTG Department of Housing and Community Development- Local Government Division.

The course is conducted for two full days and requires pre-reading and workshopping. In respect of the workload associated with this course and in understanding the reading workload each monthly meeting attracts, especially for the three days leading up to a scheduled meeting, it is proposed that the February Council meeting date is changed to the week later, to be held on Wednesday 28 February 2018.

Recommendation

THAT Council

1. changes the date of the Ordinary February 2018 Council Meeting and Thorak Regional Cemetery Board Meeting scheduled for Wednesday, 21 February 2018 to Wednesday, 28 February 2018 commencing at 6:30pm; and
2. places a notice in the NT News, on the Council website, on social media and at the Council offices advising the public of the changed meeting date.

Background

Following the NT Local Government General Election in August 2017, LGANT secured funding from the Department of Housing and Community Development- Local Government Division to engage the Australian Institute of Company Directors (AICD) to conduct a two-day *Governance Essentials for Local Government and Introduction to Financial Information for Councillors* course Tuesday and Wednesday 20 & 21 February 2018 in Darwin.

The program is designed to provide elected members with a basic overview of their duties and responsibilities through interact working session and the use of relevant case studies. The second day of the course is dedicated entirely to financial concepts, the key financial statements, duties

imposed on Councillors and how to establish a basic understanding of assessing financial performance.

The course will involve extensive pre-reading and two full days.

The February Ordinary Meeting of Council and the Thorak Regional Cemetery Board Meeting are scheduled for Wednesday 21 February 2018 commencing at 6.30pm. Given that most Councillors are expected to attend the AICD two-day training, it is proposed that the Council meeting date be changed to Wednesday 28 February 2018 commencing at the same time.

Links with Strategic Plan

The AICD Course is about governance which is one of the four enablers in Council's Strategic Plan ensuring an effective and sustainable Council.

Legislative and Policy Implications

Section 59 of the NT Local Government Act covers the convening of Council meetings. Council has the power to set its meeting dates and times as long as Council holds a meeting of its members (an ordinary meeting) at least once in each successive period of two months.

In the case of an ordinary meeting, at least three business days before the date of the meeting a notice convening a council meeting must be accessible on the Council's website a reasonable time before the time appointed for the meeting and must be posted on a notice board at the Council's public office.

Risks

There is no identifiable risk associated with changing the Council February 2018 meeting date to be held one week later on Wednesday 28 February 2018.

Financial Implications

There are no financial implications associated with this matter.

Community Engagement

The change of meeting date will be advertised in the Northern Territory News, Council's social media and by public notice at Council's reception.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 January 2018

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

19.1 Australia Day Awards Recipients – Election Panel Recommendations

20 Close of Meeting