



Council Meeting

BUSINESS PAPER

WEDNESDAY 24/06/2020

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

Daniel Fletcher, Chief Executive Officer

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday 24 June 2020 at 6:30pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 24 June 2020

1. Open of Meeting

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence / Electronic Attendance

THAT Council notes and approves:

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

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT Council confirm the minutes of the:

1. Council Meeting held 20 May 2020, 7 pages;
2. Council Confidential Meeting held 20 May 2020, 2 pages; and
3. Special Council Meeting held 3 June 2020, 3 pages.



LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held via zoom video conference

on Wednesday 20 May 2020 at 6:30pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Nadine Nilon Silke Maynard Wendy Smith Debbie Branson	Chief Executive Officer Director Infrastructure and Operations Director Community & Corporate Services Manager Planning & Development Executive Assistant
Public	Rob Lee Des Bredhauer	Local Government Department Humpty Doo

1. OPENING OF THE MEETING

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

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

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

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

No further disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council confirm the minutes of the:

1. Council Meeting held 15 April 2020, 12 pages;
2. Confidential Meeting held 15 April 2020, 1 page;
3. Special Council Meeting held 6 May 2020, 3 pages; and
4. Confidential Special Council Meeting held 6 May 2020, 1 page.

CARRIED (5-0)-1920/214

ELECTRONIC ATTENDANCE

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council approve pursuant to GOV02 Meeting Procedures the following members are granted permission for Electronic Meeting Attendance at the Council Meeting held 20 May 2020:

Mayor Maree Bredhauer
Deputy Mayor Christine Simpson
Councillor Kirsty Sayers-Hunt
Councillor Doug Barden
Councillor Mathew Salter

CARRIED (5-0)-1920/215

6. BUSINESS ARISING FROM THE MINUTES

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council receives and notes the Action List.

CARRIED (5-0)-1920/216

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC FORUM

This item has been temporarily suspended.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

Nil.

12. MAYORS REPORT

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

CARRIED (5-0)-1920/217

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council note the Councillors' verbal report.

CARRIED (4-1)-1920/218

14. FINANCE REPORT

14.1 Council Finance Report – April 2020

Moved: Cr Salter

Seconded: Cr Barden

THAT Council receives the Litchfield Council Finance report for the period ended 31 April 2020.

CARRIED (5-0)-1920/219

15. OFFICERS REPORTS

15.1 May 2020 Summary Planning and Development Report

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT Council:

1. receives the May 2020 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-D to this report.

CARRIED (5-0)-1920/220

15.2 CEO's Monthly Report

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council receive and note the Chief Executive officer's monthly report for April 2020.

CARRIED (5-0)-1920/221

15.3 DRAFT FIN01 Asset Disposal Policy

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council adopt DRAFT FIN01 Asset Disposal policy.

CARRIED (5-0)-1920/222

15.4 DRAFT FIN08 Risk Management Policy

Moved: Deputy Mayor Simpson
Seconded: Cr Barden

THAT Council adopt DRAFT FIN08 Risk management Policy.

CARRIED (5-0)-1920/223

15.5 SCALE Funding

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council:

1. acknowledge the funding opportunities provided by the Northern Territory Government;
2. adopt FIN15 Public Benefit Concessions for commercial ratepayers policy as attached to this report; and
3. approve the SCALE funding projects.

CARRIED (5-0)-1920/224

15.6 PA2020/0135, a Development Application for Subdivision to Create 33 Lots at Lot 11 and Lot 15 (176A and 176B) Bees Creek Road, Bees Creek, Hundred of Strangways

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

1. receive and notes the report; and
2. receive for information Attachment A, Council's Letter of Comment for PA2020/0135, a Development Application for subdivision to create 33 lots at Lot 11 and Lot 15 (176A and 176B) Bees Creek Road, Bees Creek, Hundred of Strangways.

CARRIED (5-0)-1920/225

16. COMMON SEAL

Nil.

17. OTHER BUSINESS

17.1 Nadine Nilon – Director Infrastructure & Operations

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council formally acknowledge Nadine Nilon in her role of Director of Infrastructure and Operations and her contribution to the Council and the Litchfield Community.

CARRIED (5-0)-1920/226

18. PUBLIC QUESTIONS

This item has been temporarily suspended.

19. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

19.1 Annual Community Grants Applications

8(c)(iv) information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

19.2 Application for Rates Waiver – Assessment 10009850

8(b) information about the personal circumstances of a resident or ratepayer.

19.3 Application of Common Seal to Overriding Statutory Charge

8(b) information about the personal circumstances of a resident or ratepayer.

CARRIED (5-0)-1920/227

THAT Council:

1. approve the fixation of the Common Seal with the Mayor and the CEO signing all documents relevant to applying the overriding statutory charge on the properties mentioned in the report; and
2. make public its resolution.

The meeting was closed to the public at 7:31pm.

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-1920/231

The meeting moved to Open Session at 7:52pm.

20. CLOSE OF MEETING

The Chair closed the meeting at 7:52pm.

21. NEXT MEETING

Wednesday 24 June 2020.

MINUTES TO BE CONFIRMED

Wednesday 24 June 2020

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



SPECIAL COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Special Meeting

held via Video Conference

on Wednesday 3 June 2020 at 6:02pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Silke Maynard Arun Dias Debbie Branson	Chief Executive Officer Director Community & Corporate Services Finance Manager Executive Assistant
Public	Hardy Schimmel Susan Kilgour	

1. OPENING OF THE MEETING

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

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

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

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

No further disclosures of interest were declared.

5. PUBLIC FORUM

This item is temporarily suspended.

6. OFFICERS REPORTS

6.1 Draft Municipal Plan 2020-21 and Draft Long Term Financial Plan 2020-21 to 2029-30

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. endorse the Draft Municipal Plan 2020-21 as provided in Attachment A for the purposes of public exhibition and consultation;
2. endorses the Draft Long Term Financial Plan 2020-21 to 2029-30 as provided in Attachment B for the purposes of public exhibition and consultation;
3. advertise the Draft Municipal Plan 2020-21 as being available for public consideration, and invite public submissions during a period of 21 days 4 June 2020 until close of business on 25 June 2020; and
4. authorises the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

CARRIED (4-1)-1920/232

A Division was called

**Voting in Favour - Mayor Bredhauer, Deputy Mayor Simpson, Cr Sayers-Hunt and
Cr Barden**

Voting Against : Cr Salter

7. CONFIDENTIAL ITEMS

Nil.

8. CLOSE OF MEETING

The Chair closed the meeting at 6:15pm.

MINUTES TO BE CONFIRMED

Wednesday 24 June 2020

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 24 June 2020

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	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.	19-11-15	DCCS	Council has requested to meet with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to progress the By-law.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21-09-16	DCCS	On hold until Meeting By-Laws are concluded.
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	15-02-17	DCCS	All Special Purpose grant funding has been repurposed for COVID19 related SCALE funding. A new grant opportunity needs to be sought for the project.
1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	16-05-18	CEO	Appointments are on hold due to a legal issue relating to the Water Act 1992 and the number of water advisory committees that can operated in a water control district. Waiting on further advice from NT Government.
1819/145	Recreation Reserve Leases and Funding Agreements Project THAT Council: 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.receive an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16-01-19	DCCS	Verbal agreement given by McMinns Lagoon, Berry Springs and Livingstone Recreation Reserve Boards. Lease documents being sent for execution. Discussions to finalise the Lease Agreements with Humpty Doo Village Green scheduled for Tuesday 16 June 2020.
1920/074	Proposed Road Opening Richards Road, Blackmore THAT Council: 1.proceed with the road opening process for Richards Road across 2335 Cox Peninsula Road, Blackmore and 2.authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.	16-10-19	DIO	Completed. Continues 1920/176

Mango Roads Project Update					
1920/078	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.receive and notes the update on the Mango Road project; 2.notes Council as being a partner of the project, alongside the Federal Government and Northern Territory Government; 3.notes the Northern Territory Government as coordinating the project delivery of the Mango Roads project; 4.provides in-principle support to contribute \$3 million to the Mango Roads project; 5.approves the use of up to \$250,000 from the Developer Contribution reserve in 2019/20 to fund the finalisation of designs and other works relating to the project, with any amount utilised being part of Council's \$3 million contribution; 6.request the Finance Manager to include funding of the Mango Roads project in the future budget register for consideration within the 2020/21 budget, at a value to be determined through budget considerations; and 7.write to Minister Canavan and Minister Lawler to express a desire to have the infrastructure bought forward to the 20/21 budget for immediate works. 	16-10-19	DIO	<p>Design consultant engaged to finalise designs and documentation for NTG tendering.</p> <p>Agreement with NTG for Council's financial contribution has been finalised.</p> <p>Letters to Ministers have been sent.</p>	
Mira Square - Application for Crown Land					
1920/174	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and 2.authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site. 	19-03-20	DIO	Application underway.	
RV/Caravan Park and Dump Point Investigation Update					
1920/175	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.receive and note the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality; 2.write to Campervan and Motorhome Camping Association acknowledging appreciation for the interest in partnership with Council and advising that the opportunity is not suitable at this time; 3.include the consideration of overnight visitors in the development of Tourism Strategy project in conjunction / liaise with the Litchfield Tourism Businesses and their relevant stakeholders and peak bodies; 4.include consideration for the installation of a wastewater dump point as an advocacy priority project; and 5.write to the NT Minister for Tourism, NT Minister for Essential Services and Local Members of the Legislative Assembly emphasising the need for an accessible free dump point within the Litchfield Municipality as part of NT tourism initiatives to service visitors throughout the region. 	19-03-20	DIO	Underway.	
Proposed Road Opening Richards Road, Blackmore – Section 1719					
1920/176	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.proceed with the road opening process for Richards Road across 2415 Cox Peninsula Road, Blackmore; and 2.authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required. 	19-03-20	DIO	Near completion. Currently out of public comment closing 24 June 2020.	

NGA20 Notice of Motion					
1920/182	<p>THAT Council endorse the submission of the following motion to the National General Assembly of Local Governments for consideration:</p> <p>“Litchfield Council calls on the Federal Government to provide increased funding towards reducing the amount of ‘fuel loads’ throughout the natural environment to specifically, but not exclusively, combat the spread of Gamba Grass (<i>Andropogon gayanus</i>) which is an Australian Government weed of National Significance and a declared weed in Western Australia, Northern Territory and Queensland.”</p>	19-03-20	CEO	Deferred until National General Assembly of Local Government reconvenes in 2021	
COVID-19 Response Plan					
1920/183	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council’s offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and 2.delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended. 	19-03-20	CEO	This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.	
Change to Meeting Protocols					
1920/207	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings; 2.suspend: <ol style="list-style-type: none"> a.section 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely, b.public accessing Chambers for Council meetings due to social distancing protocols, c.section 4.1.10(c) of GOV02 Meeting Procedures policy and require a member of the public to make a statement in reference to a petition remotely, and d.section 4.1.21 – Members will not be required to stand when addressing the meeting; 3.require all questions from the public related to the agenda be submitted via email to the Chief Executive Officer at least two days prior to the meeting to be read out at the meeting; 4.record all Ordinary and Special Council meetings and make these available on the Council website; 5.require requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access; 6.request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and 7.review these directives: <ol style="list-style-type: none"> a.at the first Council meeting in 2021, or b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer. 	15-04-20	DCCS	Ongoing as physical distancing rules regarding COVID19 still apply.	
DRAFT FIN01 Asset Disposal Policy					
1920/222	<p>THAT Council adopt DRAFT FIN01 Asset Disposal policy.</p>	20-05-20	DCCS	Complete. Policy Register updated and policy available on Council's website.	

1920/223	DRAFT FIN08 Risk Management Policy THAT Council adopt DRAFT FIN08 Risk management Policy.	20-05-20	DCCS	Complete. Policy Register updated and policy available on Council's website.
1920/224	SCALE Funding THAT Council: 1.acknowledge the funding opportunities provided by the Northern Territory Government; 2.adopt FIN15 Public Benefit Concessions for commercial ratepayers policy as attached to this report; and 3.approve the SCALE funding projects.	20-05-20	DCCS	Complete. 1. Advertisement for all projects will include acknowledgement of funding 2. Policy Register updated and policy available on Council's website 3. Projects in planning stage.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 24 June 2020

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
Author & Recommending Officer:	Maree Bredhauer
Meeting Date:	24/06/2020
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 21 May 2020 to 24 June 2020.

Summary

Date	Event	Content/Comment
21/5/20	TOPROC Meeting	Scheduled meeting
27/5/20	Australian Citizenship Ceremonies	On-line service
27/5/20	Proposed Planning Amendments	Resident meeting
30/5/20	Electoral Review – Freds Pass Markets	Community consultation
1/6/20	Queen Elizabeth Official Birthday Celebration – Government	Formal event by invitation
2/6/20	Litchfield Women in Business Monthly Network Event – On-line	Scheduled event
3/6/20	Australian Citizenship Ceremonies	On-line service
	Candidate for Daly	Resident on-line meeting
	Special Council Meeting	Scheduled meeting
	Strategic Discussion & Briefing Session	Scheduled meeting
5/6/20	Territory FM	Scheduled interview
9/6/20	LGANT Executive	Scheduled meeting
	Interviews – Director Infrastructure & Operations	Scheduled meeting

Date	Event	Content/Comment
10/6/20	ABC Grass Roots	Scheduled interview
	Mix 104.9 – Municipal Plan & Budget	Interview
20/6/20	Draft Municipal Plan & Budget 2020-21 – Freds Pass Markets	Community Consultation
22/6/20	Advocacy Workshop TORPOC – NT General Election Political Parties	Scheduled event

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 24 June 2020

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

13 Verbal Reports from Council Appointed Representatives

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

Activity Area Plans

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

RECOMMENDATION

THAT Council note the Councillors' verbal report.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 24 June 2020

14	Finance Report
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14.1	Litchfield Council Finance Report May 2020
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COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – May 2020
Author:	Arun Dias, Finance Manager
Recommending Officer	Silke Maynard, Director Community & Corporate Services
Meeting Date:	24/06/2020
Attachments:	Nil

Executive Summary

Total Revenue of \$16,694,033 for the year as per the end of May reflects rates that were levied and recognised at the beginning of the financial year, payment of rates is received in instalments throughout the financial year.

Financial Assistance Grants for first and second quarter of 2020/21 financial year were brought forward and paid to Council, this is consistent with previous years practice. Revenue collected from User fees and charges for Thorak Cemetery has exceeded the full year budget by 24%. As a result, Council's overall year to date (YTD) revenue has also exceeded the full year budget and stands at 101%.

Total YTD Expenses of \$11,754,410 is 77% of the annual budget. YTD Capital revenue has exceeded full year budget as the annual allocation of the Roads to Recovery (R2R) grant funding was paid in May 2020. Capital expenses incurred year to date represent 44% of the full year budget.

Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 31 May 2020.

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

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

Risks

Nil.

Financial Implications

Nil.

Community Engagement

Not applicable.

Finance Report

May 2020

**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 for greater transparency. This report is included in Litchfield Council's Annual Report.

The statements do not include capital revenue, this is reported in the Capital Budget Position table. Capital expenditure is capitalised as Infrastructure, Property, Plant & Equipment in the Balance Sheet upon completion of the projects.

CONSOLIDATED OPERATING STATEMENT at 31 May 2020

	Revised 2019/20 Budget (\$)	2019/20 YTD Actuals (\$)	% of Budget
REVENUE			
Rates	10,729,551	10,669,360	99%
Stat Charges	129,700	133,145	103%
User Charges	1,245,690	1,624,775	131%
Grants	3,615,916	3,558,492	98%
Investment Income	694,451	584,754	84%
Reimbursements	0	37,583	0%
Other Revenue	127,842	85,924	67%
TOTAL REVENUE	16,543,150	16,694,033	101%
EXPENSES			
Employee Costs	6,539,733	5,534,626	85%
Auditors Fees	102,016	16,712	16%
Bad Debts	1,534	1,768	65%
Elected Member	242,264	180,317	74%
Cemetery Operations	182,954	163,066	89%
Contractors	4,106,869	2,924,222	72%
Energy	265,300	187,441	72%
Insurance	582,957	444,274	76%
Maintenance	791,960	637,824	80%
Legal Expenses	159,600	150,682	92%
Donations and Community Support	127,900	76,540	60%
Computer / IT Costs	368,435	277,634	75%
Parts, Accessories & Consumables	328,600	249,376	77%
Professional Fees	897,777	473,453	60%
Sundry	571,302	436,474	63%
TOTAL EXPENSES	15,269,201	11,754,410	77%
RESULT	1,273,949	4,939,624	383%

CONSOLIDATED BALANCE SHEET at 31 May 2020

	30-Apr-20 (\$)	31-May-20 (\$)	Movement (\$) – Increase/(Decrease)
CURRENT ASSETS			
Cash & Cash Equivalents	1,657,656	4,670,790	3,013,134
Trade and Other Receivables	2,299,723	2,220,930	(78,793)
Other Financial Assets	22,436,862	20,914,787	(1,522,075)
Other Current Assets	145,193	117,153	(28,040)
TOTAL CURRENT ASSETS	26,539,435	27,923,660	1,384,225
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	309,111,798	309,111,798	0
Other Non-Current Assets	3,739,185	3,739,185	0
TOTAL NON-CURRENT ASSETS	312,850,983	312,850,983	0
TOTAL ASSETS	339,390,418	340,774,643	1,384,225
CURRENT LIABILITIES			
Trade and Other Payables	1,296,329	1,278,046	(18,283)
Current Provisions	654,477	654,477	0
TOTAL CURRENT LIABILITIES	1,950,807	1,932,523	(18,283)
NON-CURRENT LIABILITIES			
Non-Current Provisions	417,658	417,658	0
TOTAL NON-CURRENT LIABILITIES	417,658	417,658	0
TOTAL LIABILITIES	2,368,465	2,350,182	(18,283)
NET ASSETS	337,021,953	338,424,461	1,402,508
EQUITY			
Accumulated Surplus	20,189,159	20,189,159	0
Asset Revaluation Reserve	295,859,891	295,859,891	0
Other Reserves	23,281,329	23,281,329	0
TOTAL EQUITY	339,330,379	339,330,379	0

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 May 2020 current ratio equalling 14.45

$$\begin{aligned}\text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\ &= \frac{27,923,660}{1,932,523} = 14.45\end{aligned}$$

$$\text{Net Cash Position} = 27,923,660 - 2,350,182 = \$25 \text{ million}$$

SECTION 2

OPERATING POSITION BY DEPARTMENT

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

Overall expenditures year to date is 80% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

Note. This does not include Thorak Regional Cemetery.

	Revised 2019/20 Budget (\$)	2019/20 YTD Actuals (\$)	% of Budget
REVENUE			
Council Leadership	30,000	536	2%
Corporate	-	0	100%
Finance & Customer Service	9,045,441	8,910,394	99%
Infrastructure & Assets	2,637,492	2,629,929	100%
Planning & Development	61,748	41,463	67%
Waste Management	3,139,680	3,165,915	101%
Community	80,000	174,622	218%
Community – Library	421,447	408,500	97%
Mobile Workforce	-	3,368	100%
Regulatory Services	130,700	133,464	104%
TOTAL REVENUE	15,546,508	15,468,191	100%
EXPENSES			
Council Leadership	1,111,896	863,394	78%
Corporate	645,697	529,520	82%
Information Services	513,091	373,211	73%
Finance & Customer Service	1,781,930	1,383,856	78%
Infrastructure & Assets	3,004,297	1,827,795	61%
Planning & Development	728,387	635,398	87%
Waste Management	2,972,436	2,308,194	78%
Community	1,504,946	1,311,628	87%
Community – Library	421,447	346,031	82%
Mobile Workforce	1,287,337	993,155	77%
Regulatory Services	388,831	325,958	88%
TOTAL EXPENSES	14,360,295	10,898,140	76%
OPERATING RESULT	1,186,213	4,570,051	380%

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2019/20. The new initiatives expenditures are included in the operating result above. The table below highlights the expenditure compared to budget at the end of May 2020.

	2019/20 Budget (\$)	2019/20 Actuals (\$)	2019/20 Forecast (\$)	Comments	Status
Tourism Strategy (Visitor Experience Enhancement Program)	30,000	0	3,000	Stakeholder engagement and draft Strategy near completion	On Budget
Shared Path Plan	25,000	21,804	21,804	Complete	On Budget
320 Arnhem Highway Master Plan – Stage 1	30,000	18,168	30,000	Master Plan drafted and scheduled to be presented to Council in June	On Budget
Chamber Refurbishment	10,000	8,458	10,000	Last table to arrive July 2020	On Budget
New Website Development	45,000	4,545	45,000	Staff training complete; go live date expected 17 June	On Budget
Mobile Workforce Review	30,000	13,861	30,000	Project complete, reviewing final invoice	On Budget
Litchfield Annual Art Exhibition	10,000	9,983	9,983	Complete	On Budget
Council Chambers Audio / Video Upgrade	30,000	0	30,000	RFQ closed; ranking of quotes complete; recommendation of winning contractor to be completed	On Budget
Community and Business Hub Strategic Business and Concept Plan	40,000	0	40,000	Project to be reviewed in first quarter 2020-21 financial year	On Budget
Waste Management - prepare Disaster Waste Plan	20,000	0	20,000	RFQ prepared	On Budget
Waste Management - explore incentives and education to boost recycling and food waste management.	20,000	0	20,000	RFQ prepared, to be sent to potential consultants	On Budget
Waste Management - Environmental Management Plan for Berry Springs Waste Transfer Station	10,000	6,900	10,000	Draft plan received and being reviewed	On Budget
TOTALS	300,000	83,719	269,787		

CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of May 2020.

	Revised 2019/20 Budget (\$)	2019/20 YTD Actuals (\$)	% of Budget
REVENUE			
Infrastructure & Assets	1,344,743	1,601,516	119%
Planning & Development	140,000	106,953	76%
Mobile Workforce	35,000	38,355	110%
Regulatory Services	15,000	0	0%
Waste Management	50,000	4,555	9%
TOTAL REVENUE	1,584,743	1,751,379	111%
EXPENSES			
Infrastructure & Assets	3,792,000	1,591,383	43%
Waste Management	525,000	592,693	154%
Mobile Workforce	175,000	174,563	100%
Community	1,500,000	1,228,400	82%
Regulatory Services	45,000	36,270	81%
TOTAL EXPENSES	6,037,000	3,623,309	62%
CAPITAL RESULT	-4,452,257	-1,871,930	44%

CAPITAL PROJECTS 2019/20 – INFRASTRUCTURE & ASSETS

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

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$ ve (- ve)	Comments	Status
Projects carried forward from previous years							
Pavement repairs – Whitewood Road	31/03/2020	2018/19 427,000	436,168 (Life to Date Actual)	427,000	0	Completed, minor defect repairs underway	On Budget
Brougham Road flood damage repairs – NDRRA Project	30/06/2020	2018/19 768,529	65,294 (Life to Date Actual)	768,529	0	Design finalised	On Budget
TOTAL		1,195,529	501,462	1,195,529	0		
Projects commencing in 2019/20							
Whitewood Road Footpath Renewal	30/06/2020	110,000	102,258	110,000	0	Contract awarded; construction scheduled for school holiday period	On Budget

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$ ve (- ve)	Comments	Status
LED Street Lighting Replacement Program	30/06/2020	60,000	6,737	60,000	0	Grant funding approved for \$162,800 to complete project; Lights ordered	On Budget
Smart Controls for LED Lighting	30/06/2020	10,000	0	10,000	0	The smart controls will be installed in conjunction with luminaires	On Budget
Reseal Program	30/06/2020	900,000	700,247	900,000	0	Works complete with Girraween Road to be completed with intersection upgrade	On Budget
Re-sheeting of Roads	30/06/2020	400,000	157,312	400,000	0	Resheeting complete at Billabong Road, Acacia Gap Road & Tumbling Waters Road; further assessment of gravel roads will be completed after the wet	On Budget
Whitestone Road Sealing	30/06/2020	400,000	23,745	400,000	0	Tender closed	On Budget
Hillier Road Guard Rail	31/10/2019	85,000	75,245	85,000	0	Works complete; Remaining funds to be used for other projects if required	On Budget
Shoulder Widening of Various Roads	30/06/2020	300,000	222,764	300,000	0	Majority of programmed works complete; Savings may be required for pavement works	On Budget
Stevens Road Pavement Upgrade	30/06/2020	500,000	75,245	500,000	0	Tender closes	On Budget
Whitewood Road Pavement Rehabilitation	30/06/2020	320,000	23,098	320,000	0	Tender closes	On Budget
Girraween and Hillier Road Intersection Upgrade	30/06/2020	398,000	22,569	398,000	0	Tender evaluation underway	On Budget

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$ ve (-ve))	Comments	Status
Pioneer Drive / Norm Lane Intersection Upgrade	30/06/2020	300,000	393	300,000	0	Award scheduled early May	On Budget
Disability Access Automatic Doors - Council Offices	30/06/2020	9,000	0	9,000	0	Design for building permit being sourced	On Budget
TOTAL		3,792,000	1,409,613	3,792,000	0		

CAPITAL PROJECTS 2019/20 – WASTE MANAGEMENT

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

Project (Waste Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$ +ve (-ve))	Comment	Status
Projects/Capital Purchases commencing in 2019/20							
Motor Vehicle Replacement	31/03/2020	45,000	0	45,000	0	Quotes received and under review	On Budget
Howard Springs and Berry Springs Safety Improvements	30/06/2020	140,000	0	140,000	0	Design scope underway	On Budget
Waste Compactor Bin	30/04/2020	40,000	16,202	40,000	0	Initial works complete, remainder of works underway	On Budget
Loader Replacement	30/04/2020	300,000	167,965	300,000	0	Loader arrived, awaiting payment	On Budget
TOTAL		525,000	184,167	525,000	0		

CAPITAL PROJECTS 2019/20 – MOBILE WORKFORCE

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

Project (Mobile Workforce Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
Projects carried forward from previous years							
Mobile Workforce Shed	31/10/2019	<u>2018/19</u> Grant	444,363 (Life to Date Actual)	450,000	(450,000)	Shed completed October 2019. Minor additions planned	Outside Budget*
TOTAL		0	444,363	450,000	(450,000)		
Projects/Capital Purchases commencing in 2019/20							
Tractor and Slasher Replacement	31/03/2020	140,000	141,287	140,000	0	Complete. <1% over budget, covered by savings for mower	Outside Budget
Mower Replacement	31/03/2020	35,000	33,275	35,000	0	Complete	On Budget
TOTAL		175,000	174,563	175,000	0		

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

CAPITAL PROJECTS 2019/20 – REGULATORY SERVICES

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

Project (Regulatory Services Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast \$	Forecast Variance (\$) +ve (-ve)	Comment	Status
Projects/Capital Purchases commencing in 2019/20							
Motor Vehicle Replacement	31/03/2020	45,000	36,270	45,000	0	Vehicle received; minor changeover works occurring	On Budget
TOTAL		45,000	36,270	45,000	0		

CAPITAL PROJECTS 2019/20 – COMMUNITY & RECREATION RESERVES

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

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
Projects commenced in prior years							
Freds Pass Sport Recreation Reserve – Improvements	30/09/2019	2016/17 3,000,000 Grant	2,999,908 (Life to Date Actual)	3,000,000	0	Complete, and acquitted	On Budget
Freds Pass Sport Recreation Reserve – Improvements	30/09/2020	2018/19 2,000,000 Grant	368,103 (Life to Date Actual)	2,000,000	0	Complete, and acquitted	On Budget
Howard Park Reserve – Irrigation Upgrade	31/10/2019	2017/18 20,000 Grant	20,010 (Life to Date Actual)	20,000	10	Complete, and acquitted	Outside Budget
Howard Park Reserve – Playground Upgrade	31/10/2019	2017/18 81,181 Grant	70,241 (Life to Date Actual)	69,970	11,211	Complete, and acquitted	On Budget
Humpty Doo Village Green – Furniture Upgrade	30/06/2020	2017/18 33,824 Grant	32,365 (Life to Date Actual)	33,824	0	Minor certification works underway	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Equine Facilities Upgrade)	30/06/2020	2018/19 380,000 Grant	54,316 (Life to Date Actual)	380,000	0	Master Plan complete and approved. Priorities have been confirmed and works commenced	On Budget

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Cricket Club Change Rooms)	30/04/2020	2018/19 500,000 Grant	398,546 (Life to Date Actual)	500,000	0	Construction due to complete	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Maintenance Shed)	31/03/2020	2018/19 135,000 Grant	132,812 (Life to Date Actual)	135,000	0	Shed complete	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Roads and Carpark Upgrade)	30/06/2020	2018/19 760,000 Grant	331,007 (Life to Date Actual)	760,000	0	Contract awarded	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Building Certification)	30/06/2020	2018/19 115,000 Grant	57,180 (Life to Date Actual)	115,000	0	Building certification underway, with certificates obtained for Lakeview Hall, John Maley Pavilion Stage 1 and NHPC; issues persist with fire compliance for the market shed	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Project Management)	31/03/2020	2018/19 110,000 Grant	116,408 (Life to Date Actual)	110,000	0	Ongoing	On Budget
TOTAL		5,135,005	5,307,572	5,123,794	11,211		

SECTION 3

CASH ON HAND & INVESTMENTS

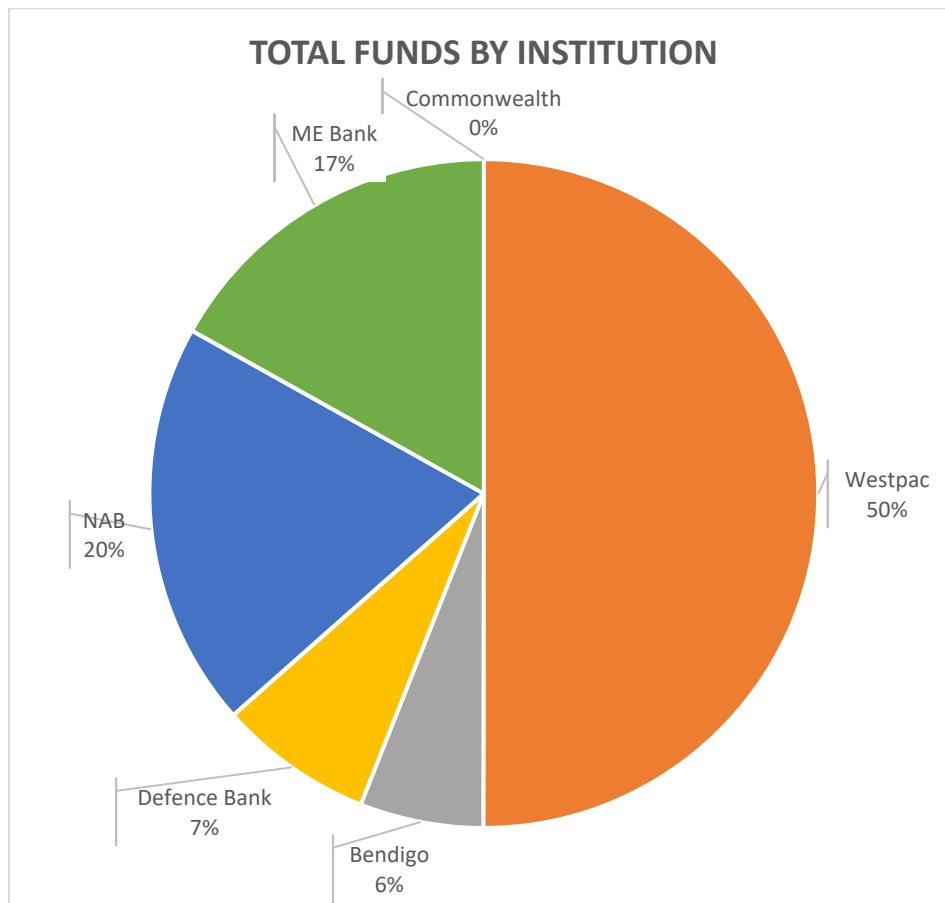
The table below represents a summary of the Cash on Hand & Investments held by Council as at 31 May 2020 and compares the balance as at 30 April 2020.

	30 April 2020 (\$)	31 May 2020 (\$)	Variance (\$)	Comment
Investments (Incl. Trust Account)	20,066,564	20,607,958	541,394	Matured funds (principal + interest) in May. Some funds were kept and transferred into Operating Account
Business Maxi Account	805,979	806,011	32	Interest received
Operating Account	859,090	3,848,226	2,989,136	Grant funding received
TOTAL	21,731,633	25,262,195	3,530,562	

Investment Schedule as at 31 May 2020

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 (\$)
15/10/2019	1,500,000	231	ME Bank	1.55%	2/06/2020	14,714
23/10/2019	1,600,279	244	Bendigo	1.50%	23/06/2020	16,047
20/12/2019	231,226	186	NAB	1.60%	23/06/2020	1,885
12/11/2019	1,000,000	238	Westpac	1.60%	7/07/2020	10,433
27/11/2019	1,000,000	230	Defence Bank	1.65%	14/07/2020	10,397
28/11/2019	1,000,000	236	Defence Bank	1.65%	21/07/2020	10,668
3/12/2019	1,020,559	245	ME Bank	1.55%	4/08/2020	10,618
11/12/2019	1,000,000	251	ME Bank	1.59%	18/08/2020	10,934
10/01/2020	1,100,000	235	Westpac	1.70%	1/09/2020	12,040
14/01/2020	2,027,814	245	Westpac	1.63%	15/09/2020	22,187
7/02/2020	1,500,000	242	ANZ	1.56%	6/10/2020	15,515
19/02/2020	1,051,938	244	Westpac	1.57%	20/10/2020	11,040
11/03/2020	1,012,673	238	NAB	1.30%	4/11/2020	8,584
24/03/2020	1,011,153	231	NAB	0.90%	10/11/2020	5,759
11/03/2020	1,000,000	251	NAB	1.30%	17/11/2020	8,940
7/04/2020	1,552,315	238	Westpac	1.40%	1/12/2020	14,171
6/05/2020	1,000,000	251	ME Bank	1.35%	12/01/2021	9,284
13/05/2020	1,000,000	258	Westpac	1.10%	26/01/2021	7,775
TOTAL INVESTMENTS	20,607,958					200,991



FINANCIAL RESERVES

Table showing forecasted reserve balance as per 2019/20 Budget Review 1.

	Preliminary Balance at 1 July 2019 (\$)	Net Increase/(Decrease) During the year (\$)	Forecasted Balance at 30 June 2020 (\$)
Developer Contribution Reserve	842,260	(436,208)	406,052
Unexpended Grants and Contributions	5,331,520	(1,500,000)	3,831,520
Asset Reserve	11,094,709	(1,022,080)	10,072,629
Waste Management Reserve	4,603,914	(307,756)	4,296,158
Election Reserve	100,000	0	100,000
Disaster Recovery Reserve	500,000	0	500,000
Strategic Initiatives Reserve	500,000	0	500,000
TOTAL	22,972,403	(4,528,111)	19,706,359

SECTION 4

DEBTORS

Total Debtors as at 31 May 2020 is \$33,429 compared to \$91,759 as at 30 April 2020, a decrease of \$58,330. However, Reserves invoice have not been posted.

Category	Current (\$)	30 Days (\$)	60 Days (\$)	90 Days and over (\$)	Balance (\$)
Waste	-	1,341	776	-	2,117
Infrastructure & Other Sundry Debtors	-	12,275	15,848	2,400	30,524
Recreation Reserves	-	-	504	285	789
TOTAL	0	13,616	17,128	2,685	33,429
%	0%	41%	51%	8%	100%

Action summary of 90 Days and Over Debtors:

Communicating with Debtor	417
Credit to be applied to Cricket Clubs 1 st Invoice when Season Commences	(132)
Recommendation for Debt Write Off	2,400
TOTAL	2,685

FINES AND INFRINGEMENTS

As at 31 May 2020, Council has 71 infringements outstanding with a balance of \$18,671 an increase of \$899 compared to 30 April 2020. This is due to payments received.

	June 2019	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan 2020	Feb 2020	March 2020	April 2020	May 2020
Number of Infringements outstanding	78	76	80	84	82	77	77	75	70	71	70	71
Balance of Infringements outstanding	20,855	20,288	20,554	21,048	22,112	19,290	19,290	18,346	17,553	17,972	17,772	18,671

One (1) has been newly issued, two (2) have been sent with a reminder notice, one (1) has been re-sent to Fines Recovery Unit (FRU), sixty-four (64) infringements are with Fines Recovery Unit (FRU) waiting for payment, one (1) on hold and two (2) are partially paid.

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

OUTSTANDING RATES

In response to COVID-19, Council has adopted on April 15 a new “Temporary Hardship Application under FIN06 Rates Concession Policy”. Applications are being assessed on a case by case basis.

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. Compared to prior year, the outstanding prior year rates have increased.

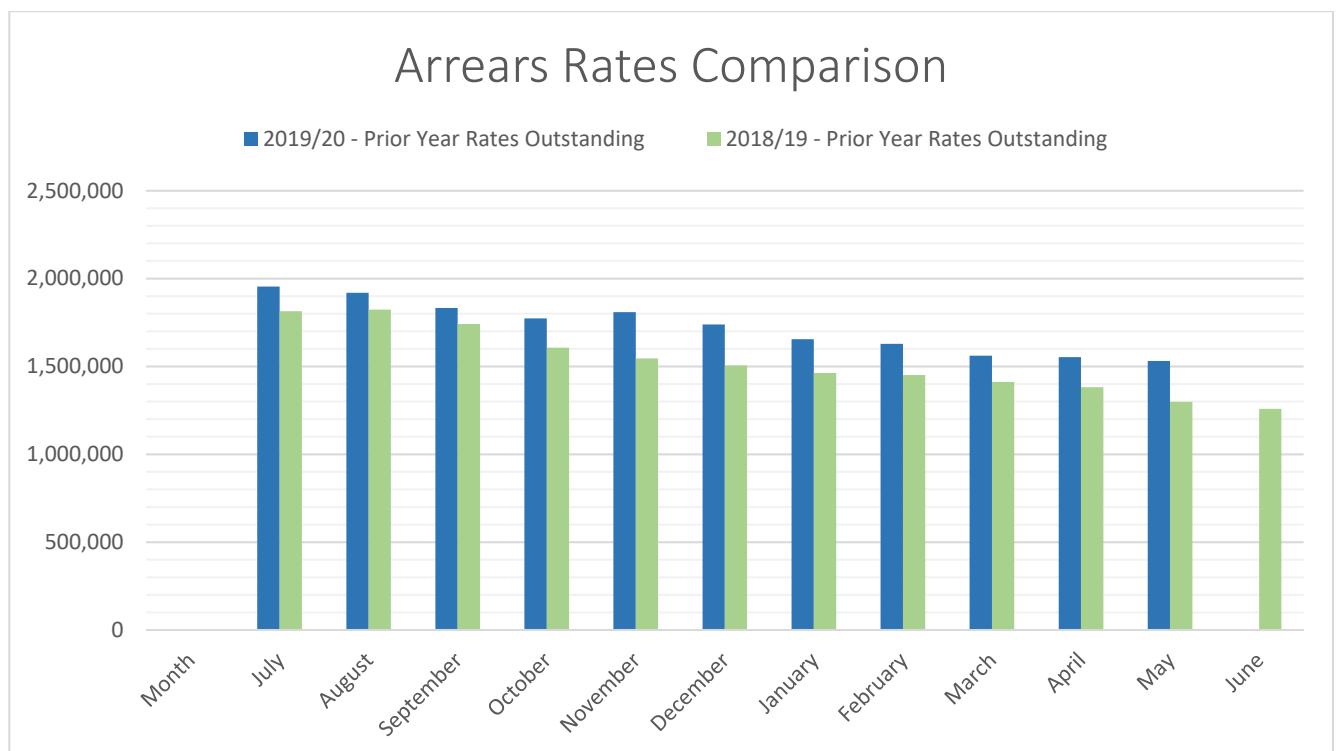
Council continues to use the services of the current Debt Collector for rate assessments, in the month of May we have sent through an additional 38 properties for recovery, 232 are now placed with them totalling \$1.35 million in rates to be collected.

Rates in arrears have decreased by \$21,635 in the month of May.

PRIOR YEAR RATES

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

	Beginning 2019/20 Prior Years Outstanding (\$)	Previous Month (April 2020) (\$)	Current Month (May 2020) (\$)	Monthly Variance – Increase/(Decrease) (\$)
COMMERCIAL	50,725	60,036	53,770	(6,266)
GAS PLANT	0	14	23	9
MINING	58,510	87,398	88,221	823
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	32,841	33,083	242
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	1,688,116	1,301,820	1,282,987	(18,833)
URBAN RESIDENTIAL	86,445	69,733	72,123	2,390
TOTAL	1,910,581	1,551,842	1,530,207	(21,635)



CURRENT YEAR RATES

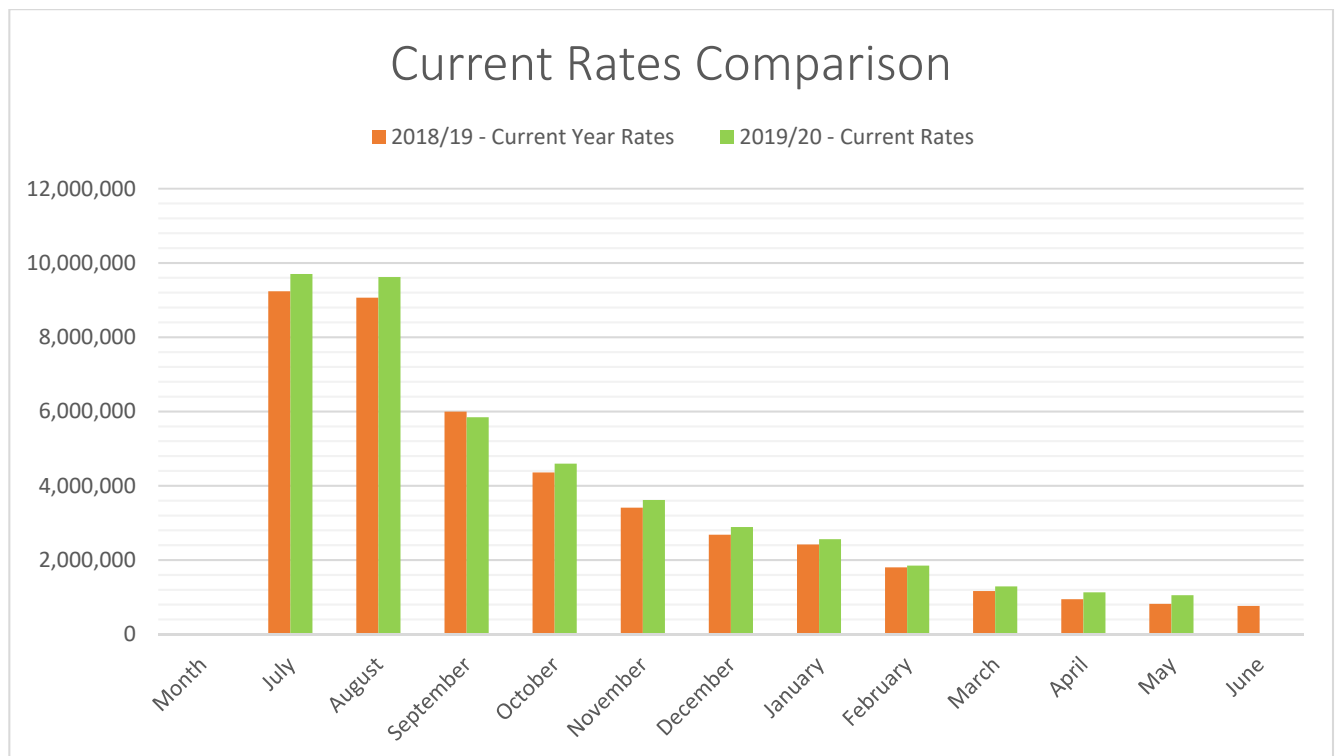
The below table illustrates the split of current year outstanding rates:

	Previous Month (April 2020) (\$)	Current Month (May 2020) (\$)	Variance (\$) – Increase/(Decrease)	Due Dates
Instalment 1	281,642	270,432	(11,210)	27/09/2019
Instalment 2	361,370	335,552	(25,818)	29/11/2019
Instalment 3	485,605	445,274	(40,331)	28/02/2020
TOTAL	1,128,617	1,051,258	(77,359)	

The final instalment of rates due for 2019/20 were payable on 28 February 2020.

A total of \$1,051,258 is to be collected for the remainder of the year. Rates and charges collected in the month of May totalled \$77,359.










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






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Audit for 2018-19 finalised.
Current years rates outstanding as at 30 June 2019	<15%		Currently at 10%
Prior Years' Rates outstanding as at 30 June 2020	<\$1m		Currently at \$1.5m
Own source coverage ratio – lowering Council's dependency on government grants and other funding sources.	>60%		Budgeted at 40%.
Liquidity ratio	>1:1		14.45:1 as at 31/05/2020
Current Ratio	>1		14.45 as at 31/05/2020
Debt Service Ratio	<1		Forecast is 0%
Asset sustainability ratio	>60%		Budgeted at 39%.

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in May 2020 (excluding staff payments in line with employee contracts) are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1050.1362-01	11/05/2020	1362	MEMBERS EQUITY BANK PTY LTD	Term Deposit - Maturity Date 12 Jan 2021	1,000,000.00
1055.971-01	28/05/2020	971	MUGAVIN CONTRACTING PTY LTD	FPRR Roads and Car Parks Stages 1 & 2 Progress Payment	308,393.48
Payroll	20/05/2020	LC Staff	LC Staff	Payroll Week Ending 20/05/2020	302,723.27
1055.1746-01	28/05/2020	1746	KOMATSU AUSTRALIA	KOMATSU WA150-5 Wheel Loader with Solid	184,761.50
Payroll	6/05/2020	LC Staff	LC Staff	Payroll Week Ending 6/05/2020	135,679.10
1055.409-01	28/05/2020	409	F & J BITUMEN SERVICES PTY LTD	RFT19-209 Whitewood Road Footpath Renewal Project	112,051.40
1048.1811-01	07/05/2020	1811	PAYROLL	Final Disbursement - Wages, Backpay & Super	74,305.74
1051.556-01	14/05/2020	556	CITY OF PALMERSTON	Dec 19 - Library Service Agreement	54,000.00
1055.280-01	28/05/2020	280	CITY OF DARWIN	Apr 2020 - Shoal Bay DCC Landfill Fees for HDWTS, BSWTS and HSWTS	51,254.16
DD130520	14/05/2020	73	STATEWIDE SUPERANNUATION PTY LTD	Apr 2020 - Pay 23, Cycle 1,2 & 98	50,593.58
1051.374-01	14/05/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	Apr 2020 - PayG Payable, Pay 23, Cycle 1 & 2	48,561.00
1048.268-01	07/05/2020	268	BYRNE CONSULTANTS	Mango Roads Design / Construction Progress Payment	43,960.18
1053.867-01	21/05/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Gatekeepers WTS WE: 12 Apr 2020	40,912.09
1048.1810-01	07/05/2020	1810	A M R MILHINHOS	Refund of Security Deposit held for Defects and Liabilities	31,215.38
1051.1137-01	14/05/2020	1137	ALLAN KING & SONS CONSTRUCTION PTY	Culvert Maintenance - Various Locations Litchfield Council Area	31,204.54
1053.514-01	21/05/2020	514	VEOLIA ENVIRONMENTAL SERVICES	Apr 2020 - Waste Collection Litchfield Council and HDWTS, BSWTS and HSWTS	30,070.83
DD270520	27/05/2020	73	STATEWIDE SUPERANNUATION PTY LTD	May 2020 - Pay 24, Cycle 1 & 2	26,121.73
1057.1828-01	29/05/2020	1828	LAGOON DEVELOPMENTS PTY LTD	Refund of Security Deposit held for Defects and Liabilities	22,284.70
1051.1564-01	14/05/2020	1564	FOURIER TECHNOLOGIES PTY LTD	Purchase / Configure and Supply of a New Firewall	18,558.03
1055.867-01	28/05/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Placement Finance Project Officer	18,509.78
1048.8-01	07/05/2020	8	DOWNERDI WORKS PTY LTD	Asphalt - Skewes / Vereker Intersections	18,062.98
1053.1693-01	21/05/2020	1693	WRM WATER & ENVIRONMENT PTY LTD	Review Existing Local Drainage Network Claim #1	15,096.13

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1051.192-01	14/05/2020	192	MAGIQ SOFTWARE (X INFOXPERT)	Annual subscription Magiq Docs Licence	12,557.60
1051.849-01	14/05/2020	849	WEX AUSTRALIA (PUMA CARD)	Apr 2020 - Litchfield Council Fuel Account	11,789.23
1051.770-01	14/05/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - HR/WHS Officer WE:26 Apr 2020	11,584.47
1053.414-01	21/05/2020	414	TOTAL EXCAVATIONS	Drain Clean Out - Various Locations Litchfield Council Area	11,495.00
1055.1583-01	28/05/2020	1583	A1 PLANT AND CIVIL	RFT19-178 Variation 3 - Additional Sealing Quantities	11,143.71
1055.1396-01	28/05/2020	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Replacement Two Way Radios for HDWTS	10,216.13
1053.953-01	21/05/2020	953	HWL EBSWORTH LAWYERS	Professional Services 52 Ringwood St, Southport	10,050.70
1055.1564-01	28/05/2020	1564	FOURIER TECHNOLOGIES PTY LTD	Server Warranty to Cover Servers - Extended Warranty	9,847.20
1048.1767-01	07/05/2020	1767	INDUSTRIAL ROPE ACCESS & NT PRESSURE CLEANING	Pressure Cleaning of External Walls and Pathways at Litchfield Council	9,493.00
1055.1086-01	28/05/2020	1086	KCOM CONSTRUCTIONS	Building Compliance Rectification Works for HDVG Communal Hall	8,739.50
1051.1099-01	14/05/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Clean Out - Various Locations Litchfield Council Area	8,712.00
1051.1065-01	14/05/2020	1065	MRS M H BREDHAUER	Apr 2020 - Mayor Allowances	7,917.99
1055.85-01	28/05/2020	85	TELSTRA	Business SIP for VOIP. Nov to May 2020	7,253.25
1055.770-01	28/05/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Asset Officer WE: 17 May 2020	7,107.78
1055.268-01	28/05/2020	268	BYRNE CONSULTANTS	Spencer Road Floodway - Progress Payment	6,330.50
1053.162-01	21/05/2020	162	CIVICA PTY LTD	July 2020 - Authority Program - Licence Fee	6,260.43
1053.770-01	21/05/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff, Asset Officer WE 10 May 2020	6,186.76
1055.1099-01	28/05/2020	1099	DAVE'S MINI DIGGA HIRE	Clean Out Drains Humpty Doo Industrial Area	5,665.00
1055.414-01	28/05/2020	414	TOTAL EXCAVATIONS	Clean and Clear Drains - Various Locations Litchfield Council Area	5,280.00
1048.1789-01	07/05/2020	1789	BOOG AIR PTY LTD	Air Sampling - Council Chambers and Reception areas	5,203.00
1051.170-01	14/05/2020	170	NTRS (NT RECYCLING SOLUTIONS)	Apr 2020 - Collect Recycling HSWTS, HDWTS, BSWTS and Litchfield Council	5,033.38
1055.1728-01	28/05/2020	1728	BRAINIUM LABS	Stage1 Completion - Website Redevelopment	5,000.00
1053.1786-01	21/05/2020	1786	DOUGLAS PARTNERS PTY LTD	Proposal for Geotechnical Investigation	4,041.40
1048.1581-01	07/05/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice Litchfield Council Employees	3,915.30
1053.1581-01	21/05/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice Litchfield Council Employees	3,915.30

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1051.1807-01	14/05/2020	1807	WSP AUSTRALIA	Project Name: MD 20DA0116 - 1st Progress Claim Bees Creek road	3,300.00
1048.1099-01	07/05/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Clean Out - Various Locations Litchfield Council Area	3,047.00
1049.183-01	07/05/2020	183	CHRIS'S BACKHOE HIRE PTY LTD	Apr 2020 - Grave Excavation Works	2,904.00
1051.1076-01	14/05/2020	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTIONS	Apr 2020 - Commission on Various Rates Debt Collections	2,775.54
1051.1064-01	14/05/2020	1064	MRS C M SIMPSON	Apr 2020 - Councillor Allowances	2,762.49
1048.770-01	07/05/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff, Asset Officer WE: 26 Apr 2020	2,585.75
1055.1237-01	28/05/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	2,541.29
1053.926-01	21/05/2020	926	JACANA ENERGY	Apr 2020 - Electricity HDWTS, HPRR, BSWTS and Litchfield Council	2,421.80
1051.1068-01	14/05/2020	1068	MR D S BARDEN	Apr 2020 - Councillor Allowances	2,280.16
1051.280-01	14/05/2020	280	CITY OF DARWIN	Streetlight Maintenance & Administration	2,178.89
1051.28-01	14/05/2020	28	RURAL FIRE PROTECTION	Repairs to Fire Equipment Post Audit	2,176.90
1051.498-01	14/05/2020	498	MR M I G SALTER	Apr 2020 - Councillor Allowances	2,140.16
1048.690-01	07/05/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	500hr Service HSWTS Backhoe	2,094.69
1051.1063-01	14/05/2020	1063	MRS K J SAYERS-HUNT	Apr 2020 - Councillor Allowances	2,019.28
1048.1431-01	07/05/2020	1431	TRANSFORM ELECTRICAL	Install Exit Lights at HDVG	1,974.00
1055.690-01	28/05/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Replace Universal Joints, Fanbelt and Fuel Filter	1,948.31
1053.1457-01	21/05/2020	1457	DARWIN STEEL SUPPLIES PTY LTD	Galvanised Pipe	1,770.10
1055.1615-01	28/05/2020	1615	SAFE SYSTEMS SOLUTIONS PTY LTD	Road Safety Audit Training - Litchfield Council Employee	1,760.00
1052.144-01	14/05/2020	144	ORIGIN	LPG Delivery to Thorak Cemetery WE 23 Apr 2020	1,747.89
1051.1237-01	14/05/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	1,727.24
1053.525-01	21/05/2020	525	ACTIVE TREE SERVICES	Produce Road Humpty Doo Emergency Call Out	1,610.07
1051.1141-01	14/05/2020	1141	NORTHERN GROUND MAINTENANCE	Apr 2020 Grounds Maintenance KLRR	1,595.00
1055.78-01	28/05/2020	78	POWER & WATER CORPORATION	Apr 2020- Standpipe Water/Herbicide Spraying, HPRR and HDWTS	1,546.52
1053.1023-01	21/05/2020	1023	AUSLINE ENGINEERING	Fabricate Skids for John Deer Slasher	1,479.50
1055.806-01	28/05/2020	806	ZIPPY CLEANING & MAINTENANCE SERVICE	May 2020 - Cleaning of Litchfield Council Offices	1,426.23
1053.1564-01	21/05/2020	1564	FOURIER TECHNOLOGIES PTY LTD	Fourier Technician Site visit 20th February 2020	1,408.00

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1054.926-01	21/05/2020	926	JACANA ENERGY	Apr 2020 - Electricity for Thorak Cemetery	1,391.05
1055.151-01	28/05/2020	151	HARVEY NORMAN COMPUTERS/ELECTRICAL	Miscellaneous Electronics and Games for Taminmin Library	1,389.00
BP150520	15/05/2020	502	SENSIS PTY LTD	2020/2021 Yellow Pages Advertising Thorak Cemetery Supervisor	1,357.40
1055.1576-01	28/05/2020	1576	ENDFIRE ENGINEERING SERVICES PTY LTD	Replace Fire Extinguishers	1,340.70
1056.144-01	28/05/2020	144	ORIGIN	LPG Delivery -Thorak Cemetery WE 07 May	1,336.75
1048.794-01	07/05/2020	794	TOP END R.A.C.E.	March Claims for Street Lights	1,228.44
1048.1386-01	07/05/2020	1386	RESIDENTIAL IRRIGATION (PETER THOMAS)	Irrigation Maintenance for Litchfield Council Grounds	1,170.00
1048.1372-01	07/05/2020	1372	MEDIMOBILE PTY LTD	2020 Flu Vaccination Program - 35 Staff	1,116.50
1051.560-01	14/05/2020	560	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical for WTS Employee	1,109.90
1051.31-01	14/05/2020	31	TOP END SIGN SALES	New Social Distancing Signs for WTS's	1,074.70
1055.132-01	28/05/2020	132	AIRPOWER NT PTY LTD	200Hr service FS3690 CD 89 YA	1,026.70
1053.1076-01	21/05/2020	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTIONS	Debt Recovery Fees - Commission for Debt Collection	1,010.90
1056.1695-01	28/05/2020	1695	MICHAEL RILEY - FULL MOBILE MECHANICAL	JCB Repairs - Labour and Replacement Parts	959.56
1048.1049-01	07/05/2020	1049	GARRY LAMBERT CONSULTING	05 May 2020 Risk Management and Audit Committee	959.00
1048.1566-01	07/05/2020	1566	WINC AUSTRALIA PTY LTD	Replenishment of Stationery for Litchfield	955.63
1048.1320-01	07/05/2020	1320	RUSSELL KENNEDY LAWYERS	Legal Advice Regarding Enterprise Agreement	929.50
1055.1826-01	28/05/2020	1826	DIGGAMEN CIVIL CONTRACTING	Removal of Debris from Butler Place, Holtze	852.60
1055.926-01	28/05/2020	926	JACANA ENERGY	Apr 2020 - Electricity HSWTS	836.40
1055.1180-01	28/05/2020	1180	MATRIX ON BOARD TRAINING PTY LTD	Facilitator for FPSRR Governance Arrangement	814.00
1055.51-01	28/05/2020	51	SOUTHERN CROSS PROTECTION PTY LTD	Apr 2020 - Security Patrols Litchfield Council and HDWTS	811.13
1055.1324-01	28/05/2020	1324	JKW LAW PRACTICE PTY LTD	Legal Advice-Regulatory Order for Butler Place, Holtze	792.00
1055.1827-01	28/05/2020	1827	MACKAS EARTHWORKS (RAYMOND McGregor)	Remove Goods from Butler Place, Holtze	786.50
1055.815-01	28/05/2020	815	JEFFRESS ADVERTISING	Advertisement for Budget Review Amendment	742.96
1048.1617-01	07/05/2020	1617	PRESTIGE AUTOMOTIVE NT PTY LTD	Kubota Evaporator Repaired	719.95
1053.1471-01	21/05/2020	1471	RICOH AUSTRALIA PTY LTD	May 2020 - Photocopier Rental Charges	716.70
DD220420	06/05/2020	248	WESTPAC CARDS & DIRECT DEBITS	April 20 - Litchfield Council Credit Card Purchases	685.32
1051.1471-01	14/05/2020	1471	RICOH AUSTRALIA PTY LTD	May 2020 - Works Photocopier Hire Charge	676.91

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1048.1714-01	07/05/2020	1714	FLEETCHOICE	Salary Sacrifice Litchfield Council Employee	667.60
1053.1714-01	21/05/2020	1714	FLEETCHOICE	Salary Sacrifice Litchfield Council Employee	667.60
1053.1822-01	21/05/2020	1822	MRS C A NAPIER	Overpayment of Rates Refunded	666.00
1053.1431-01	21/05/2020	1431	TRANSFORM ELECTRICAL	Replace Fluorescent Lights Ladies Toilets	660.00
1052.849-01	14/05/2020	849	WEX AUSTRALIA (PUMA CARD)	Apr 2020 - Thorak Cemetery Fuel Account	632.58
1048.1278-01	07/05/2020	1278	SEEK LIMITED	Job Ads - Supervisor Cemetery and Parks Supervisor	627.00
1055.367-01	28/05/2020	367	BUNNINGS GROUP LIMITED	Consumable Hardware Items	609.98
1051.522-01	14/05/2020	522	FARMWORLD NT PTY LTD	Replacement Roller Parts	605.40
1049.1695-01	07/05/2020	1695	MICHAEL RILEY - FULL MOBILE MECHANICAL	Hustler Mower Service, Labour and Parts	598.48
1053.282-01	21/05/2020	282	ECOFLEX NT PTY LTD (TOP END TYRES)	Collect Tyres from HDWTS	593.34
1051.384-01	14/05/2020	384	MS C VERNON	Apr 2020 - Consultancy Services for Authority Services	572.00
1053.506-01	21/05/2020	506	TURBO'S TYRES	Various Mower Tyre Repairs SQ-007689	567.60
1048.1758-01	07/05/2020	1758	RAECO (CEI PTY LTD)	Assorted End Processing Needs for Taminmin Library for COVID	555.52
1051.1396-01	14/05/2020	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	May 2020 - Tracking System Data Access	530.20
1048.512-01	07/05/2020	512	SELTOR SHAW PLUMBING PTY LTD	Repair Plumbing Infrastructure are Litchfield Council Office	497.75
1053.78-01	21/05/2020	78	POWER & WATER CORPORATION	Jan to Apr 2020 - Water KLRR	475.86
1051.1800-01	14/05/2020	1800	Z FURNITURE (ARAFURA MARKETING PTY	Final Payment for Chair Trolley	475.00
1055.988-01	28/05/2020	988	FENCE MASTERS (NT) PTY LTD	Repairs to HSWTS fence	474.10
1056.126-01	28/05/2020	126	WATER DYNAMICS (NT) PTY LTD	Replacement Irrigation Parts for Thorak Irrigation	470.10
1051.78-01	14/05/2020	78	POWER & WATER CORPORATION	Mar/Apr2020 - Water Bill for Litchfield Council Office	462.21
1048.1076-01	07/05/2020	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTIONS	Debt Recovery - Bailiff Service Fees	462.00
1051.56-01	14/05/2020	56	COLEMANS PRINTING PTY LTD	Bulk Order Windowed Envelopes Including Logo Branding	462.00
1054.1412-01	21/05/2020	1412	HAPPIER ENDINGS	Collect and Deliver Departed to Thorak Cemetery	450.00
1053.1566-01	21/05/2020	1566	WINC AUSTRALIA PTY LTD	Replenish Sanitary Supplies Litchfield Council Office	431.41
1056.806-01	28/05/2020	806	ZIPPY CLEANING & MAINTENANCE SERVICES	May 2020 - Office Cleaning Litchfield Council Office	426.07
1053.1288-01	21/05/2020	1288	ABBOTT CLEANING SERVICE	Library Furniture Cleaning	408.20
1055.1274-01	28/05/2020	1274	GRACE RECORD MANAGEMENT (AUSTRALIA)	May 2020 - Storage Fees for Archived Documents	406.56
1055.577-01	28/05/2020	577	ARJAYS SALE & SERVICE PTY LTD	Purchase of Reflective Traffic Cones	399.30

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1051.926-01	14/05/2020	926	JACANA ENERGY	Jan to Apr 2020 Electricity for KLRR	394.48
1055.90-01	28/05/2020	90	INDUSTRIAL POWER SWEEPING	Street Sweeping - Patsalou and Hillier roads	385.00
1056.326-01	28/05/2020	326	EYESIGHT SECURITY P/L	Apr 2020 - Unlocking / Locking of Cemetery Gates	384.78
1055.229-01	28/05/2020	229	RENTOKIL INITIAL & PEST CONTROL	Pest Control for the Demountable at KLRR	374.00
1048.988-01	07/05/2020	988	FENCE MASTERS (NT) PTY LTD	Repairs to HSWTS Fence	310.20
1048.1674-01	07/05/2020	1674	FRESH START - FOR CLEANING	Cleaning of KLRR WE: 29 Apr 2020	292.50
1051.1329-01	14/05/2020	1329	ARAFURA TRAFFIC CONTROL (AERTEX GROUP)	Traffic Controllers for Works on Swamp and Kentish roads	286.00
1055.1703-01	28/05/2020	1703	PH CREATIVE	2020-2021 Municipal Plan writing	286.00
1051.1207-01	14/05/2020	1207	UNIQUE INDUSTRIES (AUTO TECH)	Service for Ford Ranger CC45FT	280.00
1053.1479-01	21/05/2020	1479	TOP END TYRE SERVICE	Remove and Repair 2 x Slow Leaks on Tractor Tyres	275.00
1053.1773-01	21/05/2020	1773	CORPORATE TRAINING OPTIONS	One Note Training Manuals	265.00
1051.1697-01	14/05/2020	1697	RSPCA	Apr 2020 - Impound Transfers	260.00
1053.1674-01	21/05/2020	1674	FRESH START - FOR CLEANING	Cleaning for HPRR WE 18 May 2020	247.50
1051.652-01	14/05/2020	652	ANIMAL CARE EQUIP. & SERVICES	Ketch All Poles for Capture / Handle of Dogs	243.57
1054.785-01	21/05/2020	785	ARROW BRONZE	Plaque Ordered for Thorak Cemetery Custom	240.73
1056.785-01	28/05/2020	785	ARROW BRONZE	Plaque Ordered for Thorak Cemetery Custom	240.73
1048.61-01	07/05/2020	61	GREENTHEMES INDOOR PLANT & HIRE	Apr 2020 - Indoor Plant Hire Litchfield Council Office	237.52
1056.1053-01	28/05/2020	1053	CSG BUSINESS SOLUTIONS PTY LTD	Apr 2020 - Photocopier Rental Charges for Thorak Cemetery	233.36
1053.671-01	21/05/2020	671	BURSON AUTOMOTIVE PTY LTD	Bags of Rags	229.86
1053.840-01	21/05/2020	840	AIRCON CLEANING	Air Conditioning Cleaning/Sanitising at BSWTS	220.00
1048.282-01	07/05/2020	282	ECOFLEX NT PTY LTD (TOP END TYRES)	Collect Tyres from HDWTS	215.16
1051.1814-01	14/05/2020	1814	MR S R BRODIE	Overpayment of Rates Refunded	208.82
1056.928-01	28/05/2020	928	RSEA PTY LTD	PPE - Squinches, Electrolytes and Sunscreen	202.89
1054.514-01	21/05/2020	514	VEOLIA ENVIRONMENTAL SERVICES	Apr 2020 - Waste Collection - Thorak Cemetery	196.28
1051.855-01	14/05/2020	855	TENDERLINK	Tenderlink Advertisement - Pavement Reconstruction	184.80
1048.855-01	07/05/2020	855	TENDERLINK	Tenderlink Advertisement - Girraween and Hillier road Intersection	184.40
1051.874-01	14/05/2020	874	VTG WASTE & RECYCLING	Apr 2020 - Rubbish Collection HPRR	183.50
1056.367-01	28/05/2020	367	BUNNINGS GROUP LIMITED	Consumable Hardware Items	173.45
1051.1181-01	14/05/2020	1181	ODD JOB BOB	Repairs to Skate Park Signage	160.60

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1053.753-01	21/05/2020	753	NATIONAL FLAGS	New Rope for Flagpole and Pole Cap	150.00
1055.205-01	28/05/2020	205	SAFEWAY TEST & TAG (DAVID MILNER)	Test and Tag Electrical Equipment at BSWTS	148.50
1049.443-01	07/05/2020	443	TERRITORY UNIFORMS	PPE - Fluro Shirts for Thorak Cemetery Employee	138.04
1054.270-01	21/05/2020	270	IRONSTONE LAGOON NURSERY	Purchase of Mature Syzygium Tress for Thorak Cemetery	130.49
1053.1015-01	21/05/2020	1015	NEWSXPRESS HUMPTY DOO	Mar 2020 - Assorted Magazines and Papers for Taminmin Library	115.00
1048.108-01	07/05/2020	108	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Jan-Mar 2020 FRU Enforcement Fees	110.00
1048.1428-01	07/05/2020	1428	HANNA'S COOLING PTY LTD	Inspect Air-conditioning Timer and Reset	110.00
Total:					2,919,337.91



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 24 June 2020

15 Officers Reports

- 15.1 Summary Planning Report June 2020
- 15.2 Arnhem Highway Master Plan
- 15.3 PA2020/0126, an Exceptional Development Permit Application for Intensive Animal Husbandry (Barramundi Hatchery) at Section 1796 Channel Island Road, Wickham, Hundred of Ayers
- 15.4 Customer Service Charter
- 15.5 Freds Pass Rural Show Sponsorship Update
- 15.6 Knuckey Lagoon Recreation Reserve Committee Request for Funds
- 15.7 Special Purpose Grant Acquittal HDVG Community Hall Upgrade
- 15.8 Draft FIN05 Debt Recovery Policy
- 15.9 Request for Variation Annual Community Grants
- 15.10 CEO Monthly Update
- 15.11 Mira Square Staging



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	Summary Planning and Development Report June 2020
Author:	Wendy Smith, Manager Planning & Regulatory Services
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	24/06/2020
Attachments:	A: Letter of Comment on PA2020/0145 B: Letter of Comment on PA2020/0137 C: Letter of Comment on Water Licence Ref 2020/6001 E: Letter of Comment on Water Licence Ref 2020/6002

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development matters received for Council assessment, and comments provided, for the period of 3 May 2020 to 5 June 2020. For the noted period, Council received for assessment and/or provided comments on the following applications:

Type of Application	No. Applications
Development Applications	3
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	2
Stormwater/Driveway Plan Reviews	25
Works Permits	13
Clearances for Development Conditions	2

Letters of comment for development; mining, sale, lease or occupation of Crown land; liquor licences; and water licences are provided for information in the attachments to this report.

Recommendation

THAT Council:

1. receives the June 2020 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-D to this report.

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	0
Development applications supported, subject to specific issues being adequately addressed	3
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
Note: Of the above development applications, two are summarised below while one was provided with a separate report in the May 2020 Council agenda.	

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

Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2020/0137 Section 1535 and Section 1536 (585 and 665) Livingstone Road, Berry Springs, Hundred of Cavenagh	Solar Generating Facility (Solar Farm) including a Caretaker's Residence The application proposes a new solar farm and ancillary caretaker's residence. The securely fenced site proposes to leave an approximately 500m buffer between the solar farm materials and the creek on the western boundary of the subject site.	There is currently no formed road immediately adjacent the subject site; additional information is requested on the proposal to formally access the site from the road reserve, noting all required upgrades must be at no cost to Council.

PA2020/145 Section 4404 (165) Bronzewing Avenue, Howard Springs, Hundred of Bagot	Shed Addition to an Existing Single Dwelling with a Reduced Side Setback The application proposes an additional shed with a boundary setback to 6m from the required 10m.	Due to the location of the shed with reduced proximity to the neighbouring site, the potential for amenity issues and a requirement for a stormwater drainage plan was noted.
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MINING APPLICATIONS

There were no mining applications advertised to Council for comment during this time period.

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

There were no sale, lease or occupation of crown land applications advertised to Council for comment during this time period.

LIQUOR LICENCE APPLICATIONS

There were no liquor licence applications advertised to Council for comment during this time period.

WATER LICENCE APPLICATIONS

Council is only referred applications for water licences when the licence request is for a property adjacent Council-owned land, as Council is considered a neighbour to the property requesting the water licence. Water licences for other sites within the municipality are processed by the Department of Environment and Natural Resources but are not advertised to Council for comment.

Council provides standard comments supporting the protection of water as an important natural resource to all water licence applications referred to Council. The following table notes the number of water licence applications to which Council has responded during the noted period.

No. Water Licence Applications
2

ASSESSMENT OF PLANS/REPORTS/DRAWINGS FOR CLEARANCE OF DEVELOPMENT PERMIT CONDITIONS

Council reviews plans, reports, and drawings as part of the process to clear conditions on Development Permits to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. Examples of include driveway crossover plans, stormwater drainage plans, environmental management reports, traffic impact assessments, and infrastructure designs. The following table notes the number of requests for assessment received by Council for clearance of conditions for plans/ reports/drawings during the noted period.

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
2

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

Council reviews stormwater drainage plans and driveway crossovers for structures requiring building certification to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. The following table notes the number requests for assessment for building certification that Council received during the noted period.

No. Building Certification Applications
25

WORKS PERMIT APPLICATIONS

Council reviews Works Permit applications for all works undertaken by external parties within Council's road reserve to ensure the works meet Council requirements and will not have adverse effects upon the public using the road reserve or Council assets. The following table notes the number of Works Permit applications received by Council during the noted period.

No. Works Permit Applications
13

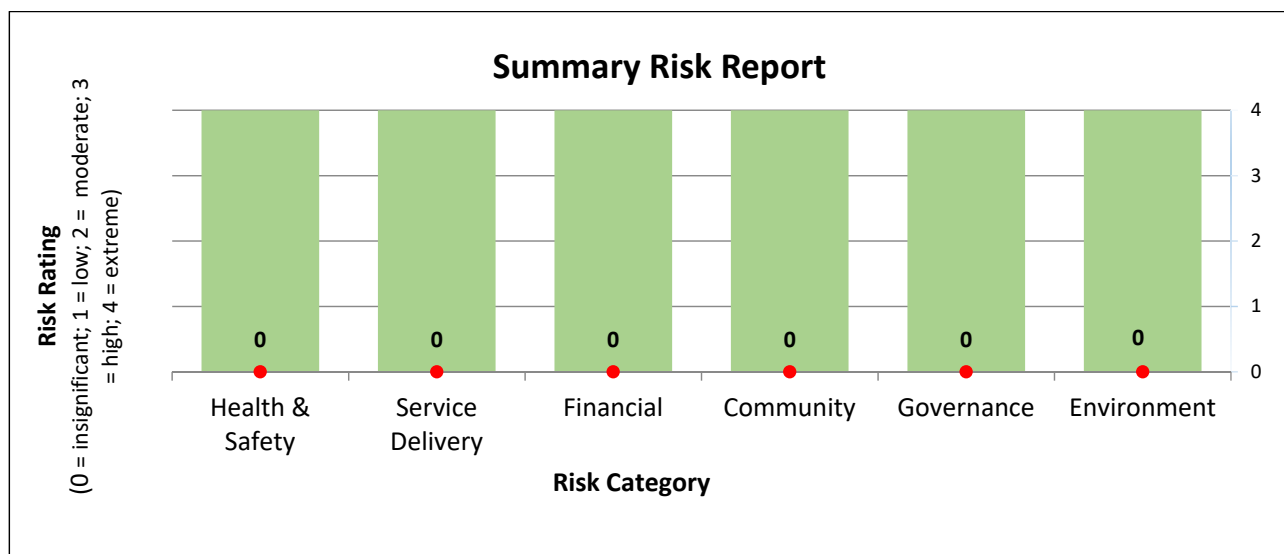
Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report

Risks



Community Engagement

Not applicable to this report



14 May 2020

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

RE: Letter of Comment Development Application

PA2020/0145

**Section 4404 (165) Bronzewing Avenue, Howard Springs, Hundred of Bagot
Shed Addition to an Existing Single Dwelling with a Reduced Side Setback**

Thank you for the Development Application referred to this office on 13/05/2020, 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 for a minor extension to an existing shed that would be difficult to accommodate elsewhere on the subject site given the existing site layout. However, it is difficult to determine whether there may be any negative effects upon the amenity of the neighbouring property as a result of the proposal.
- b) There are not expected to be any negative effects upon Council's road reserve as a result of the proposal.

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

- a) As noted above, impacts upon the neighbouring property as a result of the proposal are difficult to determine. Council supports the requirements of the NT Planning Scheme and protection of existing amenity for all residents. Should there be objections to the proposal from the neighbouring property due concerns over the effect of amenity on that property, Council may re-evaluate support for the shed extension in the proposed location.
- b) Given the proximity of the extension to the site boundary, stormwater drainage for the extension must be reviewed and approved by Council.

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.

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, at no cost to Litchfield Council.
- b) 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) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



15 May 2020

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

RE: Letter of Comment Development Application

**PA2020/0137
Section 1535 and Section 1536 (585 and 665) Livingstone Road,
Berry Springs, Hundred of Cavenagh
Solar Generating Facility (Solar Farm) including a Caretaker's Residence**

Thank you for the Development Application referred to this office on 01/05/2020, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council supports appropriate economic development within the municipality as well ventures that promote environmental sustainability.
- b) There are not expected to be any negative effects upon the amenity of the surrounding area as a result of this proposal.
- c) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal, provided that any development of the site proceeds in compliance with Council's requirements for its road reserves and stormwater drainage systems.

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

- a) There is currently no formed road adjacent the subject site. Additional information is required as to how the development will provide access from the end of the formed section of Livingstone Road to the proposed site of the driveway crossover for the subject use. Plans provided indicate an extension of Livingstone Road, but no details are provided, nor have details been provided as to the plans for the driveway crossover from Council's road reserve and into the subject site. These plans must be provided and approved by Council prior to endorsement of plans and commencement of works on site. All upgrades required for any road reserve and/or driveway crossover to access the subject site, or accommodate stormwater drainage, must be at no cost to Council.

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, plans must be submitted to and approved by Litchfield Council detailing the extension of Livingstone Road to the proposed entry to the subject site, as well as the proposed driveway crossover into the subject site. Any required works must be completed at no cost to Litchfield Council.
- 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. Any required works must be completed at no cost to Litchfield Council.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall also collect stormwater and discharge it to the drainage network, all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



3 June 2020

Controller of Water Resources
PO Box 496
Palmerston NT 0831

RE: Letter of Comment Water Extraction Licence Application

**150 Buckley Road, Lambells Lagoon
Intention to make a water extraction licence decision**

Thank you for the Water Extraction Licence application referred to this office on 26/05/2020, regarding the above.

Litchfield Council welcomes the Department of Environment and Natural Resources's review of the proposed water extraction licence at the above property within Litchfield Council's municipality.

Council wishes to note that water is a significant resource for residents in the rural area and that appropriate protection of that natural resource is of real importance to the community.

Council urges DENR's review of the significant community concerns related to water use in the rural areas and encourages full assessment of the proposal by a suitably qualified professional.

If you have any questions regarding the above comments, please do not hesitate to contact me at 08 8983 0600.

Yours faithfully,

Wendy Smith
Manager Planning and Regulatory Services



3 June 2020

Controller of Water Resources
PO Box 496
Palmerston NT 0831

RE: Letter of Comment Water Extraction Licence Application

**960 Cox Peninsula Road, Berry Springs, Hundred of Ayers
Intention to make a water extraction licence decision**

Thank you for the Water Extraction Licence application referred to this office on 26/05/2020, regarding the above.

Litchfield Council welcomes the Department of Environment and Natural Resources's review of the proposed water extraction licence at the above property within Litchfield Council's municipality.

Council wishes to note that water is a significant resource for residents in the rural area and that appropriate protection of that natural resource is of real importance to the community.

Council urges DENR's review of the significant community concerns related to water use in the rural areas and encourages full assessment of the proposal by a suitably qualified professional.

If you have any questions regarding the above comments, please do not hesitate to contact me at 08 8983 0600.

Yours faithfully,

Wendy Smith
Manager Planning and Regulatory Services



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	320 Arnhem Highway Master Plan
Author:	Wendy Smith, Manager Planning and Regulatory Services
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	24/06/2020
Attachments:	A: 320 Arnhem Highway Master Plan

Executive Summary

This report presents to Councillors the draft 320 Arnhem Highway Master Plan for adoption. The Master Plan presents two options for development of the Council-owned site and identifies financial considerations as well as next steps for progressing with any site development. The Masterplan will assist Council and the community to engage in a conversation on the next steps for realising the community, business, and tourism potential of the site.

It is recommended that Council adopt the 320 Arnhem Highway Master Plan and move forward in the future with community engagement on the options it contains.

Recommendation

THAT Council:

1. adopts the 320 Arnhem Highway Master Plan included as Attachment A to this report; and
2. authorises the Chief Executive Officer to make minor editorial changes as required.

Background

In Council's 2019-20 Municipal Plan, Council allocated \$30,000 as a New Initiative to "Develop a Master Plan for Council land at 320 Arnhem Highway, including consideration of community infrastructure and economic opportunities". This work was identified to support the Northern Territory Government's current development of an Area Plan for the Humpty Doo Rural Activity Centre, in which the subject site is a potential main driver of future activity.

Development of the Master Plan, included as Attachment A, involved the following:

- Review of background research and relevant reports, plans and studies to understand the planning and community context for the site;
- Completion of a site analysis that considered:
 - Conservation/environmental factors
 - Traffic and parking patterns and needs
 - Geotechnical conditions
 - Planning controls
 - Surrounding commercial and community uses

- Links/connections to the surrounding area (including vehicular and pedestrian links)
 - Infrastructure and services including water, sewer, and telecommunications;
- Undertaking consultation with key stakeholders to identify and understand opportunities and constraints for government, commercial or tourism developments, and the potential for co-location of services and facilities; and
- Preparation of a Master Plan and associated report outlining two options for the development of the site, including:
 - A list of the proposed land uses and facilities including indicative footprints and siting requirements
 - A description of how the proposed land uses and facilities relate to and link with current and proposed land uses and facilities on adjacent land in the precinct
 - High level concept plans
 - A preliminary high-level cost estimate for each option.

The background research identified an overriding need for additional community infrastructure in the area. The site analysis identified varying degrees of utility headworks that would be required to connect the site to necessary infrastructure, the need for a stormwater drainage solution for the relatively flat site, consideration for the existing vegetation on the subject site, and the need for further geotechnical investigations to progress development on the site.

Information received from the key stakeholder interviews was fairly consistent, with major themes being high interest in including the following uses in future site development:

- Community pool/aquatic facility
- A standalone library and community space
- Limited commercial uses that do not compete with existing local commercial uses or dominate the site
- Improved vehicle and pedestrian connectivity for the area.

Overall, the study revealed strong support for community facilities at the heart of the site being the key pillar that would underpin future site development and ensuring that development complements and strengthens the existing Humpty Doo commercial centre and locality.

Development feasibility covered estimated costs for future infrastructure headworks, estimated costs for development of various options for community uses on the site, and noted the potential opportunity for Council to sell or lease portions of the site in the future for either tourism commercial or residential uses.

Next steps to progress the Master Plan work include community consultation on the information within the Master Plan; development of a full community infrastructure plan to understand required uses for this site and other community purpose and recreational spaces within the municipality; and detailed design options, including engineering and financial feasibility analyses. It is recommended that the Master Plan be adopted in order to progress with these further steps.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report.

Risks



Service Delivery

Additional work will be required to carry out further steps to progress the Master Plan prior to any development on the site, including undertaking wider community consultation and carrying out more detailed engineering and feasibility analyses. Time will be required for Council staff to undertake and/or coordinate consultants to manage these tasks.

Financial

In adopting the Master Plan, there are noted further works required to progress the project, including community consultation, consideration of development of a community infrastructure plan, and development of detailed design options including engineering and feasibility analyses. Council will need to consider these next steps in future Council budgets.

Community

The proposed Master Plan has been developed with key stakeholder consultation to identify key community needs to guide discussions with the wider community in the future. The benefits of the key stakeholder consultation to date followed by more involved wider community consultation will need to be communicated with residents, business owners, and community members throughout the community engagement process.

Community Engagement

As noted within Attachment A, the Master Plan development process included key stakeholder consultation. Wider consultation with the entire community is proposed as a key next step to progressing the Master Plan.

320 Arnhem Highway, Humpty Doo

Master Plan

April 2020



development of the Master Plan

The purpose of this project is to develop a master plan for the Council-owned land at 320 Arnhem Highway, Humpty Doo. This Master Plan has been informed by key background and technical reports completed, including the following:

Background Research Report *(January 2020)*

The Background Research Report identified and reviewed a range of existing reports, plans, studies and projects relevant to the site. The research conducted was aimed to assist in understanding the site context and inform the preparation of the Master Plan.

Site Analysis Report *(January 2020)*

The Site Analysis Report was informed by a site inspection, a desktop assessment of available information, consultation with the service authorities and a review of various existing infrastructure assessment information sources. The information presented in the Site Analysis Report has assisted in the development of an engineering site servicing concept and a site servicing options report to feed into the development of the Master Plan for the site.

Stakeholder Engagement Report *(February 2020)*

The project team engaged with key stakeholders identified by Council regarding how the community site could be used via initial targeted consultation with key stakeholders. The Stakeholder Engagement Report provides a summary of this engagement.

The Master Plan (this document) brings together key elements of the background reports and considers options for the best use of the site, considering the demonstrated need for additional services and facilities for residents of, and visitors to, Humpty Doo. The options and concepts presented in this report are developed for the purposes of discussion, consultation and further review and are subject to change, including the interchangeability of land uses, design elements and proposed facilities on the site. Consideration of the above background and technical reports are key to understanding the overall master plan concept for the site and this document, “the Master Plan” provides an overview of key elements considered to bring together two master plan options for the site.

Further work and studies are required to progress the development concepts for the site and these suggested commissions are identified at the rear of this document.

master plan Overview

“A strategic parcel of undeveloped land”

Section 2897 (320) Arnhem Highway, Humpty Doo, Hundred Strangways (the site) is a strategic parcel of undeveloped land within the Humpty Doo District Centre.

The site represents a significant opportunity to provide improved access to services and facilities for residents of, and visitors to, Humpty Doo.

This Master Plan explores the best use of the site, considering the demonstrated need for additional services and facilities for residents of, and visitors to, Humpty Doo and provides options and concepts for the development of the site.

Specifically, the Master Plan considers the following:

- A set of **master plan principles** for the development of the site.
- The **need** for certain land uses or facilities.
- The existing and future **planning considerations** for the site and locality.
- Emerging initial **consultation themes**.
- **Strategic opportunities** for the site and locality.
- **Infrastructure** capacity and requirements.
- Land use **concepts**.
- Development **feasibility**.
- **Master plan options** for development.

The Master Plan will assist Litchfield Council, the community and potential partners to understand the options available to develop the site, the financial implications of proceeding with development and the expected community outcomes.

The Master Plan will assist Council and the community to engage in a conversation on the next steps to realise the community, business and tourism potential of the site.

master plan Principles

“substantial Community Facilities at the heart of the site”

The preparation of the Master Plan has been underpinned by the following principles that have emerged as key foundation principles to the development of the site.

“A Community Heart”

This principal is central to development of the site.

Community facilities at the heart of the site will see it become an area that is loved and belongs to the community, providing central, flexible, functional and highly usable space, including high quality public realm for a range of uses.

“Strengthening the Humpty Doo Centre”

The creation of a comprehensive, integrated centre for residents and visitors to Humpty Doo. Access to an expanded range of community and business uses is offered and development of the site complements and leverages the existing services within the existing commercial centre. Development should complement and not compete with existing commercial development in the greater locality.

“Capturing opportunities for growth”

The creation of a growing and diverse genuinely integrated precinct that considers options such as residential living choices that could benefit from high accessibility to centre services and facilities. Development should leverage the site’s exposure and opportunity to build on the Humpty Doo tourism experience.

“Improved connectivity”

A connected centre. Safe, convenient and high-quality connections and public space are provided to ensure the site benefits from visitors to it and connects them with the surrounding locality.

the Site

The site is a primarily vacant 7.56 Ha parcel of land owned by Litchfield Council, located at 320 Arnhem Highway. The site was originally gifted to the Litchfield Shire Council as part of the “Local Government Establishment Package” in 1988 upon the creation of the Litchfield Shire Council and was identified as a potential location for Council’s administrative office.



The site is relatively unconstrained, gently undulating and includes an area of open remnant eucalypt woodland. It is primarily vacant and relatively unused. A part of the site is occupied by a public car park, largely utilised by users of the adjacent shopping centre. Pedestrian connectivity between the site and the commercial shopping centre is poor with no formal crossings occurring on Freds Pass Road.

The site forms part of the greater Humpty Doo rural village, adjacent to the existing commercial centre to the south east. Necessary infrastructure networks surround the site. There is generally capacity within these networks to accommodate development on the site, with some additional infrastructure works required.

***“Adjacent to the
existing
commercial
centre”***

identified Need

A number of needs assessments and studies exist that assess the standard of the provision of both community and business services and facilities to meet the future needs of Litchfield.

The studies identify deficiencies in the provision of services and facilities and include recommendations for the provision of services and facilities to meet the identified demand. A range of opportunities to incorporate key outcomes of a number of existing studies have been considered in the preparation of this Master Plan document, including, but not limited to:



A **Library Needs Study** recommended that a new multi-user library and learning facility proposal, with sufficient capacity for additional learning spaces including early development, digital literacy and other programs be developed to deliver future library services in Litchfield. The Study also suggested that there was an opportunity to co-locate with other services (community hall, other community uses) and ancillary commercial uses (café etc.).

The **Litchfield Community and Business Hub concept** is a multi-purpose community facility, including a modern contemporary library, an air-conditioned community hall and visitor services space. The facility should support, through the provision of services or spaces for small local businesses and community organisations, space for arts and cultural uses and spaces for health and related service providers.

***“multi-purpose
community facility”***



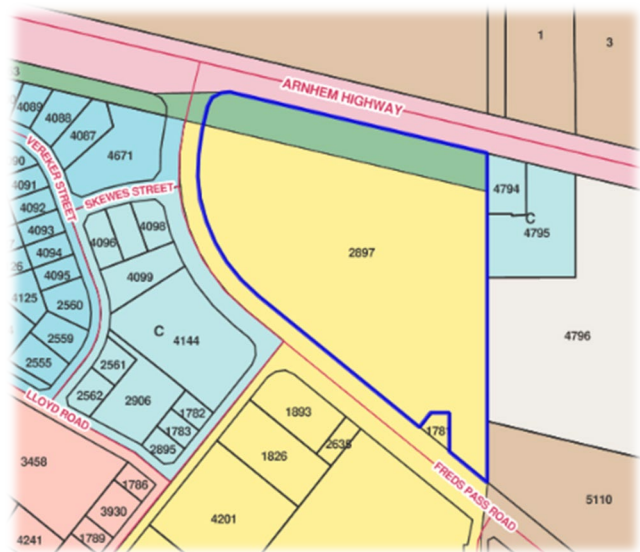
The **Litchfield Aquatic Facility Community Need Analysis** concluded that there are limited public aquatic facilities south of Freds Pass, and an estimated 11,500 Litchfield residents do not currently have reasonable access to a public aquatic facility. The analysis recommended that an all year aquatic facility with a 25m pool and ancillary services and facilities be developed in the Litchfield municipality.

planning Framework

The Planning Framework identifies key considerations when considering the land uses for the site. This includes the zoning and future planning intent for the site and greater locality.

NT Planning Scheme

The site is currently Zoned CP (Community Purpose (6.46Ha)) and CN (Conservation (1.1Ha)), under the NT Planning Scheme. The conservation zone does not reflect conservation values on the site and is a historical zoning legacy. The subject site could be rezoned pending the land uses desired for the development of the site.



*“A mix of uses
are developed”*

Subregional Land Use Plan

It is noted that the Litchfield Subregional Land Use Plan 2016 states that a **mix of uses**, including commercial, residential and community facilities to serve residents be developed on the site.

Draft Humpty Doo Area Plan

The NT Government is currently preparing the Humpty Doo Rural Activity Centre Area Plan. The draft Plan identifies the site as a **‘future opportunity’** and states that it is in a key location for the future development of the activity centre.

key stakeholder Themes

Key stakeholders were consulted as part of the preparation of the master plan to gain ideas for the site, become aware of what facilities are potentially missing in the locality and understand possible considerations for the development of the site. Litchfield Council provided a select list of stakeholders to engage with for the master plan project that represented the residents, wider community, education sector and business community.

Stakeholders provided a range of comments, however, the following key themes emerged and have informed this Master Plan.

“Utilisation of the site for a Pool”

One of the top reoccurring themes and comments from stakeholders was the use of the site for an Aquatic Facility (pool). A pool for the site was supported by most stakeholders and of particular note was the comment that local schools would patronise the pool and include swimming in the year round curriculum if a facility was close by. Learn to swim classes, all abilities access and the opportunity for seniors to utilise the facility were highlighted by numerous stakeholders.

“A standalone Library and community space”

Another top theme was the need for a standalone library, with lack of public awareness and limited offerings from the Taminmin library a current issue. A modern library space that functions as a complete learning centre was a common suggestion for the site. It was noted that a large majority of patronage of the existing library occurred from school children as a place to congregate in the air conditioning after school and it was highlighted that any location for a standalone library will require youth facilities for active and passive engagement and suitable public transport.

Providing a large space to hold public meetings and events or arts type displays, such as an amphitheater or auditorium / theatre space was suggested as no such facility exists in the locality, noting the village green provides for other open space uses (Skate park etc). A need for community-based service spaces was also identified, pop up spaces or tenancies available for medical clinics (as an example) but flexible enough for community groups to utilise.

key stakeholder Themes

A clear message was that no development should directly compete with existing commercial businesses (not another large-scale shopping centre). However, there was support for tourist commercial uses – suggestions included a carwash and tourist related uses on the site that may capture the highway exposure and be used to bring more people into the Humpty Doo centre. Stakeholders did note that select commercial uses could make the site more viable to deliver community uses, provided it does not dominate the site.

“Tourist Commercial Uses”

Reoccurring comments suggested the need for alternative residential living options for “down sizers” (retirees) and “single parents” noting the sites’ convenient location and accessibility to the commercial centre make it a possible development option on the site. It was also noted that residential development on the site may support the intent of the draft area plan and would be a suitable location for an alternative (to rural living) product to be investigated or considered.

“Alternative Living for Retirees or single parents”

Poor pedestrian connectivity and constrained parking in the locality was a comment raised by nearly all stakeholders. The need to improve pedestrian connectivity, safety and ability to access facilities was highlighted. The connectivity of the site to the existing commercial centre (Woolworths) was raised and comments concerning pedestrian safety in the area was a common theme. The need for improved lighting and perhaps a better balance between the vehicle and pedestrian interaction and accessibility in the locality was highlighted. It was highlighted that any development on the site would need to consider the high pedestrian traffic from school children and the need for improved public transport in the locality, including any development of the subject site.

“Improving Vehicle and Pedestrian Connectivity”

strategic Opportunities

Delivering **well connected Community facilities at the heart of the site** is the key pillar that should underpin development on the site and integrate with both surrounding and internal uses.

“Community facilities at the heart of the site is the key pillar that should underpin development on the site.”

The development of the site can also capitalise on its prominent accessibility and exposure to the Arnhem Highway and Freds Pass Road, drawing increased numbers of residents and visitors to the village centre along with exploring tourism growth opportunities.

An appropriate development, with a **mix of uses**, has the potential to complement and strengthen the existing Humpty Doo commercial centre and locality along with providing significant community facilities to support residents.

Locating services and facilities that are not currently present within the existing commercial centre will ensure that the development of the site **does not compete but complements and supports the existing greater commercial centre** and associated 40 + businesses.

“Development should complement and strengthen the existing Humpty Doo commercial centre and locality”

Improving connectivity between the site and the existing commercial areas is key to the development of the site and improving the Humpty Doo locality.

strategic Opportunities

An opportunity exists to explore options to utilise parts of the site for uses that may assist Council to offset the cost of community facilities that will form the focus or “heart” of the site. Utilising parts of the site for possible **Tourist Commercial** development and **Residential Living** may provide a mechanism to deliver the **Community Facilities** via the sale or lease of these portions of the site.

“possible Tourist Commercial development and Residential Living”

Possible **Tourist Commercial** uses may include uses such as:

- A car and caravan wash;
- A tourist kiosk to capitalise on the site as a gateway to Kakadu;
- A rural museum; OR
- Market testing the site to gain wider suggested uses.

Possible **Residential Living** options may include:

- Retirement living;
- Special purpose accommodation (for Single mothers etc); or
- Townhouse or terrace housing development; OR
- Market testing the site to gain wider suggested uses.

The above uses are identified for further discussions and consideration and any combination of uses could occur provided they integrate with the central Community Facilities or “heart” of the site.

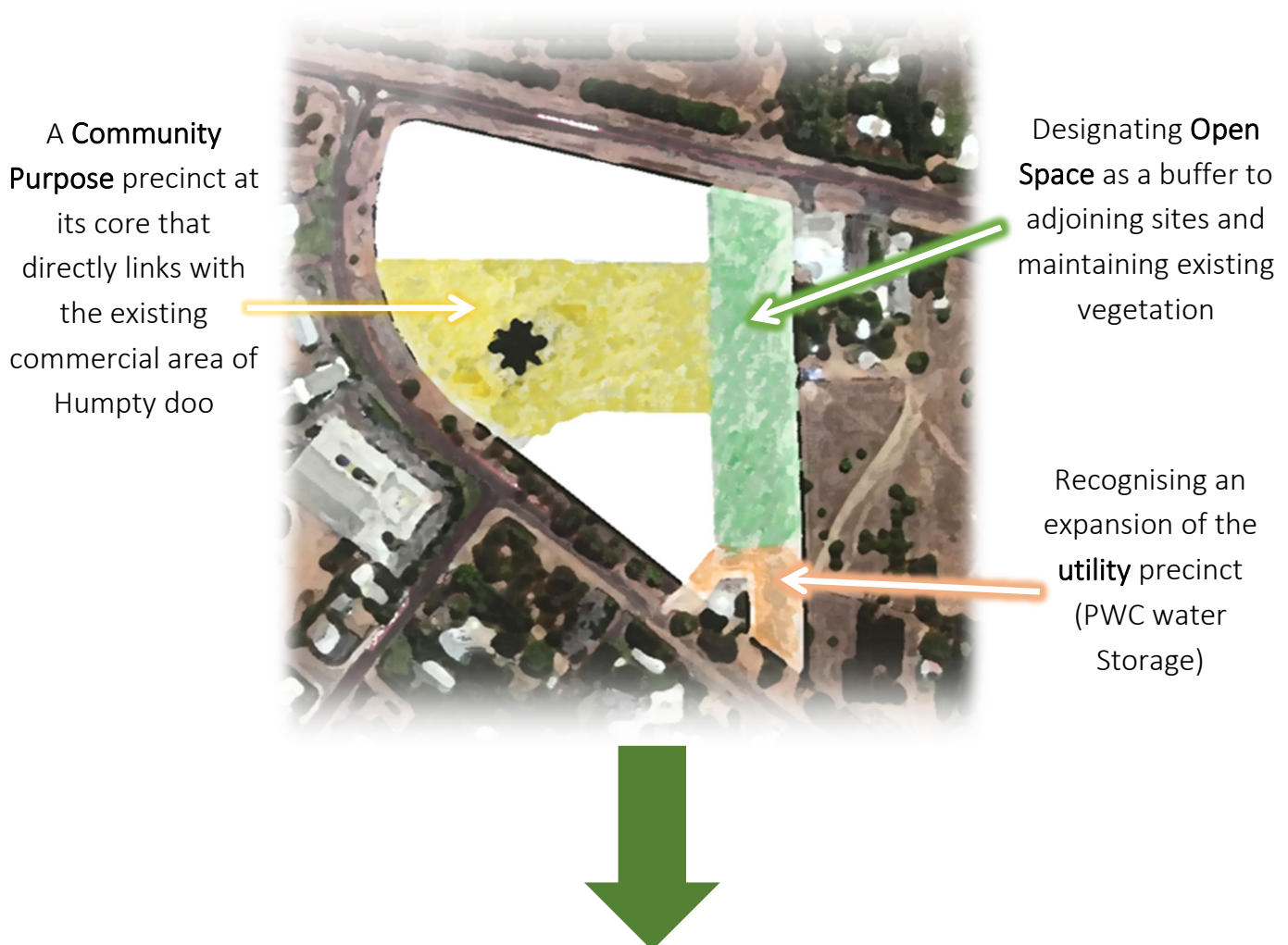
Other considerations may include **an outdoor performing area or central meeting space** to occur on the site. Exploring parts of the site for these uses may include options of an outdoor amphitheatre or central park type development.

land use Concept

With consideration to key master plan principles a **land use concept** for the site has been developed.

The land use concept is centered around the key element for the site which is based on the principle of a **“A Community Heart”**. The land use concept identifies a key community purpose precinct that is central to the site and in a location that provides the greatest opportunity to connect with the adjacent commercial centre and locality.

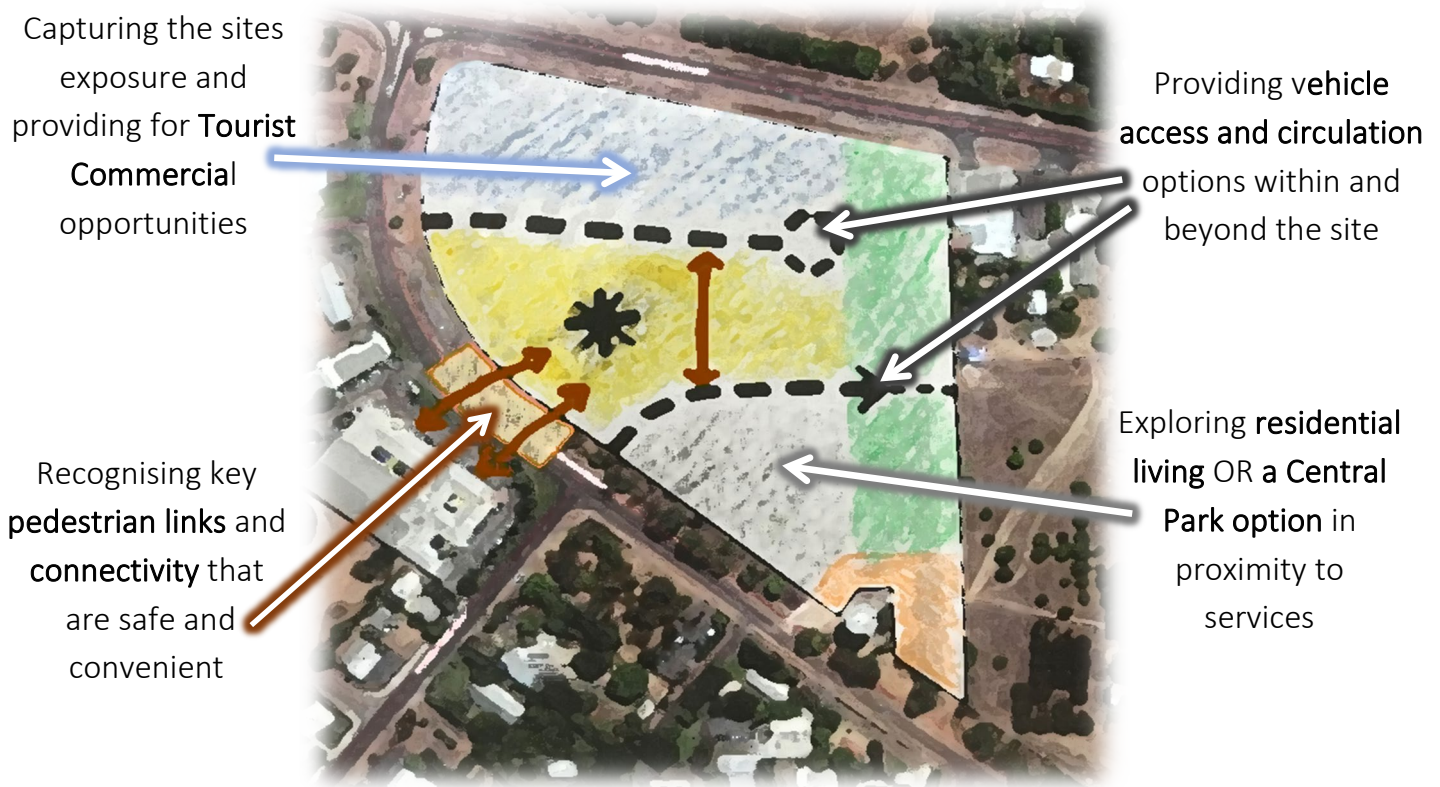
The land use concept has also identified land required for the expansion of utilities, being a land requirement from Power and Water for water storage infrastructure. The concept also seeks to maintain some of the existing vegetation and to provide an open space buffer to adjoining sites and whilst allowing for other land uses to capture the sites orientation and location.



land use Concept

The progression of this land use concept identifies two adjoining precincts and the identification of vehicle and pedestrian connectivity which achieves the principle of **“Improving Connectivity”**. An opportunity also exists to explore vehicle connectivity through the site to unlock adjacent sites in accordance with recent land use planning concepts.

A **Tourist Commercial** precinct on the northern part of the site capitalises on the key exposure of the site. A potential **Residential Living Precinct** or a **Central Park** on the southern area of the site capture the convenience of this location to both the existing centre and potential community facilities. All three of these potential land uses will “**Strengthen the Humpty Doo Centre**” and a possible **Tourist Commercial** and **Residential living precinct** will “**capture opportunities for growth**” in the Humpty Doo locality.



lead Infrastructure

The necessary infrastructure networks surrounding the site have been investigated and a potential servicing strategy designed to support the development of the site, to achieve the proposed strategic direction described above. Whilst there is generally capacity within the networks to accommodate development on the site, the following minimum works are required:

Water Supply Works:

The connections of the site to a reticulated water supply will require the construction of a 172m water reticulation main from the intersection of Skewes Street and Freds Pass Road to a water distribution main at the intersection of Challoner Circuit and Freds Pass Road and a site water service connection. It is also noted Power Water Corporation (PWC) have a planned expansion of the existing water storage facility on the site which will require land from the site and has been identified on the master plan (Utilities precinct area).

Sewer Works:

The connection of the site to the sewer network will require the construction of an on-site package sewer pump station, and the construction of approximately a 275m of sewer rising main along Challoner Circuit. It is noted that development of the site may trigger a developer capital contribution to the gravity sewer upgrade From Power and Water; this will require further consideration and discussion with Power and Water during a future detailed feasibility and engineering assessment.

Site Access and roads:

The preferred concept for access to support the development aims to provide dual accesses to manage both traffic and pedestrians. This is based on the philosophy of providing alternative access points for both the Community Purpose components and the possible Tourist Commercial land to the north, as each land use will largely demand different vehicle types. This access methodology will also require the upgrades of Freds Pass Road along with possible land requirements combined with works to enable a shared space to occur. Whilst preliminary costings for these works are provided, the detail of these treatments, including the detailed form of roundabouts/access points will require further consideration and discussion as part of a detailed traffic engineering assessment and design.

lead Infrastructure

Pedestrian connectivity:

Safe pedestrian connection across Freds Pass Road between the site and the existing centre is required and key to achieving the master plan principles. Footpaths along Freds Pass Road into the site and across into the existing centre will be required and works to change this section of road to a “shared space” for both vehicle and pedestrians is proposed. Preliminary costings for pedestrian improvements to Freds Pass road have been considered, however will require further consideration and discussion as part of a detailed engineering assessment.

Electrical:

A full assessment of electricity requirements will be required by the Power and Water Corporation. For the purposes of costings, initial investigations reveal electrical works required to service the site will include the supply & install of a 1 MVA package substation and associated cabling works.

Streetlighting

Upgrades to Freds Pass Road and the shared space area will require the installation of streetlighting to meet both road safety standards and achieve the master plan principles. Preliminary design works indicate the installation of 6 x 160 W LED street light on 12m rigid pole with 3.5m double outreach will be required to meet these requirements.

Geotechnical:

Limited geotechnical information exists relating to the site. Further consideration of the geotechnical requirements is required following confirmation of a plan for the development of the site and identified uses.

Stormwater Management:

Stormwater management on the site will be critical when considering development on the site due to its flat topography. Whilst a number of options exist, stormwater management may include the requirement for a detention system; however, further investigations are required. Preliminary costings have considered the need for fill on the site and basic detention works to achieve stormwater management.

development Feasibility

The proposed land use concept for the site identifies a large community purpose precinct as central to the site. To the north a tourist commercial site is proposed and to the south east a residential living options OR a central park could be established. All of these land uses will contribute to the activation of the locality and also present an opportunity for Council to leverage the creation of these land uses which could provide a mechanism to offset the delivery of community facilities on the site. Specifically, the proposed land use concept is as follows:

Land use	Approximate Area (SQM) -
Community Purpose	23,600
Open Space	15,200
Roads	4,400
Tourist Commercial	18,000
Residential living options OR Central Park	10,400
Utilities	4,000
TOTAL	75,600

The development of the site will require various headworks infrastructure to facilitate the delivery of internal development as well as external access into the site. These headworks infrastructure components have been itemised in the previous section, and the indicative costs can be summarised as follows:

Headworks Infrastructure Component	Indicative Cost (excl Gst)
Reticulated Water	\$ 116,000
Reticulated Sewer	\$ 196,000
Electricity	\$ 600,000
Streetlighting	\$120,000
Roads (Upgrades to Freds Pass Road, roundabout and intersection upgrades and site access roads)	\$ 1,530,000
Drainage	\$455,000
Contingency 30%	\$905,100
TOTAL	\$ 3,922,100

It is noted that the cost estimate includes duplication of Freds Pass Road, roundabouts at Skewes Street and Challoner Circuit intersection works. Estimates do exclude on lot works other than sewer pump station, unknown geotechnical issues, telecommunications, design costs, project management costs and developer capital contributions to PWC. It is noted that costings and values for such works would be subject to a future detailed feasibility and development option assessment.

development Feasibility

It should be noted that the costs are preliminary only and includes a 30% contingency suitable to the current level of project detail. There are various design options that should be considered in subsequent due diligence processes that could have an impact on the final project delivery frameworks and project feasibility. For instance, the site drainage costs do not make allowance for stormwater treatment but only for detention to meet peak flow mitigation strategies. Future stormwater detention and treatment options should consider at source strategies that can be integrated into the open space and landscaping treatments areas. This has the potential to increase the development footprint, reduce costs and potentially increase project revenue.

The Master Plan proposes a number of community facilities on the Community Purpose component of the site. This provide a list of possible uses for the site and could be added to or amended to include other uses. The below identified uses are based on previous needs studies which contain a number of unknown elements including limited geotechnical data, lack of a stormwater management methodology and an associated required site works plan. Broadly, the value of development components is set out below:

Development Component	Approximate Area	Estimated Cost	
		Lower Range	Upper Range
Aquatic Facility (Pool only)	SQM 25m X 8 Lane Pool	\$ 1,100,000	\$ 1,700,000
Aquatic Admin, Plant, Changerooms Toilets, seating viewing and reception	1,850	\$ 4,810,000	\$ 6,475,000
District Level Library	1,500	\$ 2,700,000	\$ 5,250,000
Multipurpose community hall with early learning and digital literacy	450	\$ 810,000	\$ 1,125,000
Café with children's Playground	350	\$ 630,000	\$ 875,000
Council Administrative Offices	750	\$ 1,350,000	\$ 1,875,000
Community Commercial Tenancies	250	\$ 450,000	\$ 625,000

The above estimated costs include construction and basic fit out works and are based on Rider Levett Bucknall (RLB) Riders Digest 2019, Darwin 4th Edition (appropriate for the current level of project detail) and makes no allowance for internal reticulation of roads and services. Subsequent due diligence processes can consider a range of other uses (basketball/netball courts etc.) and should consider incorporating some uses within those of other areas, such as co-locating the Councils administrative offices with a library as a possible means to reducing construction costs.

development Feasibility

The overall project feasibility will heavily depend on usage patterns of each facility, cross-over of usages within individual buildings, and value engineering of infrastructure. These key metrics should also be considered in terms of development sequencing to suit demand and delivery of key revenue sites first.

The proposed Tourist Commercial site and Residential Living site are proposed as vacant at this stage. The sale, lease or development of these sites may provide an opportunity for Council to offset the costs of the provision of community facilities on the site. Preliminary estimates on the value of these lots are estimated below:

Land Use	Potential Sales Revenue*	
	Lower Range	Upper Range
Tourist Commercial	\$ 2,300,000	\$ 3,600,000
Residential living options	\$ 1,200,000	\$ 2,500,000

It must be noted that the above figures are preliminary, based on valuations in the locality, assumptions and subject to detailed feasibility and development option assessment.

Other considerations for Council beyond construction costs and subject to a detailed feasibility assessment would also include operating costs of community facilities such as the pool and library. It is noted that in the Northern Territory municipal pools generally operate at a financial loss to the Local Government who provide them; however, opportunities to offset costs such as lettable tenancies including cafes and office space, combined with alternative operating models could also be explored in a detailed feasibility analysis.

“The overall project feasibility will heavily depend on usage patterns of each facility, cross-over of usages within individual buildings, and value engineering of infrastructure.”

*Values based on first quarter 2020 valuation base

Master Plan **Option A**

Maximizing Opportunities for Growth

The Master Plan **Option A** provides the core element of the site being the “**Community Heart**” and identifies a key community purpose precinct that is central to the site coupled with possible associated facilities and uses on the site. The Master Plan **Option A** provides a concept for the site that seeks to achieve the Master Plan Principles by **maximizing the opportunities for growth** through the designation of Tourist Commercial and Residential Living Precincts.

The conceptual plan for the site incorporates key elements in the formation of an outcome for the site. The community facilities that are common to both master plan options include an aquatic facility and associated administration, plant, changerooms toilets, seating viewing and reception. It also includes a district level library and multipurpose community hall with early learning and digital literacy. The concept includes a café with children’s playground, pop up community commercial tenancies and an optional Council administrative office that would enable the relocation of the existing Council’s administrative offices to the site. Public transport stops are located on Freds Pass Road and bus circulation can occur within the Community purpose precinct.

The designation of a **Tourist Commercial** precinct seeks to capitalise on the exposure and location of the site whilst providing for tourist commercial type uses that will not compete with the existing commercial area of the Humpty Doo Locality. The precinct could include a range of uses such as:

- A car and caravan wash
- A tourist kiosk to capitalise on the site as a gateway to Kakadu; and/or
- A rural museum; OR
- Market testing the site to gain wider suggested uses.

The identified **Residential Living options** site seeks to capitalise on the location that is convenient to the existing commercial centre and future community facilities providing a high level of amenity and access to services. This precinct could include a range of uses such as:

- Retirements living options;
- Special Purpose Accommodation (for Single mother etc); and/or
- Townhouse or Terrace housing; OR
- Market testing the site to gain wider suggested uses.

Master Plan Option A



Master Plan **Option B**

Balancing Opportunities for Growth with Community Space and Recreation

The Master Plan **Option B** maintains the core element of the site being the “Community Heart” and identifies the key community purpose precinct that is central to the site coupled with possible facilities and uses on the site. The Master Plan **Option B** provides a concept for the site that seeks to achieve the master plan principles by **balancing the opportunities for growth with community space and recreation** opportunities on the site. This is proposed by maintaining the designation of a Tourist Commercial precinct but removes the Residential Living option to replace it with a **Central Park**.

The Master Plan **Option B** maintains the community facilities that are common to both master plan Options but does relocate some uses within the site. The option includes an aquatic facility and associated administration, plant, changerooms, toilets, seating viewing and reception. It also includes a district level library, relocated closer to pool and multipurpose community hall with early learning and digital literacy. pop up community commercial tenancies. Council ‘s administration offices are moved to the eastern position of the site and an area is identified for a future expansion or the provision of other uses. Public transport stops are located on Freds Pass Road and bus circulation can occur within the Community purpose precinct.

The designation of a **Tourist Commercial** precinct also remains to capitalise on the exposure and location of the site whilst providing for tourist commercial type uses that will not compete with the existing commercial area of the Humpty Doo Locality.

The key variance of Option B is the proposal of a **Central Park for Humpty Doo**. The central park seeks to capitalise on its location as convenient, accessible and passive open space that also has infrastructure for the hosting of outdoor events and gatherings through the **establishment of open-air amphitheatre** within the Precinct. The concept includes **a café with children’s playground on this area** and also identifies possible multi use **netball/basketball courts** within the park. This proposed space does not replace the existing Humpty Doo Village Green, but rather provide for uses that do not exist at present. It is noted that’s the establishment of Central park does remove a revenue option (residential living precinct) and the central park will incur a cost to deliver and maintain. If Option B was progressed, the above elements would need to be explored in the detailed feasibility analysis.

Master Plan Option B



key Further Work

It must be noted that the values and figures contained within this report are preliminary, based on assumptions and subject to further work being undertaken. To progress this Master Plan, it is recommended the following critical work be undertaken in the following order:

1. **Wider Community Consultation** – Undertake community consultation on the Master Plan Principles and preliminary options presented in this report. This will provide critical feedback on the master plan principles that will underpin development on the site and provide feedback from the wider community on the proposed land use concept and master plan options.
2. A critical next step is an audit and assessment of community infrastructure in the Litchfield Council municipality in the form of a **Community Infrastructure plan**. This is vital to moving the project forward and establishing a clear understanding of required and suitable uses on the site. This assessment will provide a current evaluation of community facilities and forecast needs in for the municipality in the future. The forecast range should be at 5, 10 and 15-year cohorts. It will provide a detailed basis to understand and finalize the community facilities on the subject site. This plan will also provide a feasibility and forecast for the provision of key facilities such as the aquatic and library services for the municipality, an assessment of expected occupancy, operational costings and expected timing requirements.
3. A **detailed design options, engineering and feasibility analysis**. The feasibility analysis would utilise land uses and costings from the community infrastructure plan to finalise the land uses for the Community Purpose site and consider both capital and ongoing costs. Detailed design would be undertaken along with a staging and delivery options analysis for the land uses on the Community Purposes component but also delivery of the Tourist Commercial and Residential Living options to market. Engineering would consider the above information and identify detailed works for lead infrastructure, stormwater drainage and site works along with geotechnical considerations based on a proposed design methodology.
4. Other steps may include tendering, expression of interest, a rezoning of the site and subsequent development applications.



COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	PA2020/0126, an Exceptional Development Permit Application for Intensive Animal Husbandry (Barramundi Hatchery) at Section 1796 Channel Island Road, Wickham, Hundred of Ayers
Author:	Wendy Smith, Manager Planning and Regulatory Services
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	24/06/2020
Attachments:	Attachment A: Council's letter of comment for PA2020/0126, an Exceptional Development Permit Application for Intensive Animal Husbandry (Barramundi Hatchery) at Section 1796 Channel Island Road, Wickham, Hundred of Ayers. Attachment B: Exceptional Development Permit Application PA2020/0126.

Executive Summary

The purpose of this report is to provide a summary and assessment to Council of PA2020/0126, an Exceptional Development Permit Application for intensive animal husbandry (barramundi hatchery) at Section 1796 Channel Island Road, Wickham, Hundred of Ayers.

This report recommends that Council endorse the letter provided in Attachment A, on the application, included as Attachment B. The letter of comments indicate that stormwater drainage and disposal of waste materials can be addressed by standard conditions on any development permit issued for the site. The letter further notes the expectation that appropriate assessment of environmental matters will be addressed by comments provided from the relevant NT Government agencies responsible for those environmental matters.

Recommendation

THAT Council:

1. receives and notes the report; and
2. endorses Attachment A, Council's Letter of Comment for PA2020/0126, an Exceptional Development Permit Application for Intensive Animal Husbandry (Barramundi Hatchery) at Section 1796 Channel Island Road, Wickham, Hundred of Ayers.

Background

Site and Surrounds

The subject site is located off Channel Island Road, approximately two kilometres south east of the Channel Island Bridge. The 5.5-hectare site is located in Zone CN (Conservation) and is surrounded by another lot in the same zone, accessed by an access easement from Channel Island Road.



Source: Litchfield Council AGOL

Site Development History

The subject site was previously used as a prawn hatchery. There is an existing, currently occupied, single dwelling on the site.

Current Proposal

The current application proposes to develop the site as a barramundi hatchery for Humpty Doo Barramundi Farm. The site will pump water from the harbour for the hatchery and return wastewater into the harbour. The site will be fenced with a security checkpoint for biosecurity reasons. The single dwelling will be retained on site for caretaker purposes.

Infrastructure on the site is proposed to include:

- fish holding tanks within shed structures,
- laboratory testing facilities,
- storage facilities,
- office and administration facilities,
- water storage tanks,
- generator and water treatment facilities,
- a security checkpoint,
- an existing single dwelling, and

- existing disused prawn hatchery infrastructure.

Approximately 2.2 hectares of the entire site is proposed be cleared (including already existing cleared areas) to facilitate the development.

The application includes an Environmental Report that addresses:

- land types;
- land capability;
- slope;
- erosion risk;
- buffers to neighbouring properties;
- vegetation and habitats, including sensitive and significant vegetation;
- threatened flora and fauna;
- water sources;
- weeds; and
- cultural heritage.

The application will be distributed for comment to the appropriate NT government departments suitable to assess the above elements as part of the application exhibition process.

Application Assessment

The access to the site is off Channel Island Road, which is an NT Government road; therefore, there are no concerns for Council over road access. It is recommended that Council requests standard conditions to be placed on any development permit issued for the site related to stormwater drainage and plans for disposal of solid waste materials from the site.

It is not expected that the proposed development would have any negative effect upon any local residential uses, as there are none in the vicinity of the subject site. However, there are questions over the suitability of the proposal within Zone CN (Conservation) that are not suitable to be assessed by Council, due to the level of professional expertise necessary to adequately evaluate the environmental materials.

Conclusion

It is recommended that Council provide comments on the application in relation to Council matters and note the expectation that appropriate assessment of environmental matters will be addressed by comments provided from the relevant NT Government agencies responsible for those environmental matters.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report.

Risks



Environment

The proposal is for a site previously developed as a prawn hatchery that is currently located in Zone CN (Conservation). Council is not responsible for assessing the environment impact of this development and the application provides an environmental report that will be reviewed by relevant experts within appropriate NT government departments as part of the overall application assessment.

Community Engagement

Not applicable to this report.

26 June 2020

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

RE: Letter of Comment Exceptional Development Permit Application

PA2020/0126

**Section 1796, Channel Island Road, Wickham, Hundred of Ayers
Intensive Animal Husbandry (Barramundi Hatchery)**

Thank you for the Exceptional Development Permit Application referred to this office on 29/05/2020, 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 application:

- a) It is not expected that the proposed development would have any negative effect upon any local residential uses, as there are none in the vicinity of the subject site.
- b) As the proposed site does not access from a Council road, Council has no comments in relation to site access.
- c) There are questions over the suitability of the proposal within Zone CN (Conservation) that are not appropriate to be assessed by Council, due to the level of professional expertise necessary to adequately evaluate the environmental materials. It is expected that assessment of environmental matters will be addressed by comments provided from the relevant NT Government agencies responsible for those environmental matters.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Exceptional 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.

- b) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.

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 Exceptional 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, at no cost to Litchfield Council.
- b) 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 Exceptional Development Permit issued by the consent authority:

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully

Wendy Smith
Manager Planning and Regulatory Services

PLANNING REPORT – SECTION 1796 HUNDRED OF AYERS

1. Introduction

This report accompanies an application for Exceptional Development Permit for the development of an aquaculture facility comprising a Barramundi hatchery and brood stock holding, situated at Section 1796 Hundred of Ayers. The land is located a short distance south of Channel Island Road, approximately 2 kilometres south-east of the Channel Island Bridge. The proponent in this matter is Humpty Doo Barramundi Pty Ltd, owner and operator of the Humpty Doo Barramundi Farm, and the proposal includes a number of fish holding tanks, low volume water extraction, storage, treatment and discharge infrastructure, office / administration facilities and general farm infrastructure, with development works / use to be undertaken in two stages. The subject land comprises a 5.5 hectare freehold parcel south of Channel Island Road, currently occupied by a single dwelling and disused prawn farm, with easement access to Darwin Harbour and Channel Island Road (via Section 1791, a crown lease portion owned by the Power and Water Corporation).

In accordance with the definitions in **Clause 3** of the Northern Territory Planning Scheme, the proposed use comprises *intensive animal husbandry*. The subject land is located in Zone CN (Conservation), with a PM (Proposed Main Road) zone corridor extending across the lot from north-west to south-east. Per **Clause 5.22** of the Planning Scheme, the development and use of land in Zone CN for *intensive animal husbandry* is *prohibited*. Accordingly, an application for Exceptional Development Permit is required pursuant to **Section 38(2)** of the Northern Territory Planning Act. This report details the nature of the subject land and locality, the proposed development, considers the proposal against the relevant provisions of the Planning Scheme, and the relevant components of **Section 51** of the Act, as required pursuant to **Section 42** of the Act.

This report (and application) is to be read in conjunction with the following attachments:

- Attachment A:** Site Plan, elevations and perspectives
- Attachment B:** Environmental Report
- Attachment C:** Title Documents

1.1 Justification for EDP

Section 40(1) of the Northern Territory Planning Act requires that “*The Minister must not grant an exceptional development permit relating to a development or use referred to in section 38(2)(a) unless the Minister is satisfied it is preferable to issue the permit than to amend the relevant planning scheme.*” The title documents contained in **Attachment C** identify an approach from the then Minister for Planning and Lands to the landowners in April 2008, confirming that the Government wished to retain an option to develop a road link over part of the land within Zone PM, and that the Minister would consider rezoning the land south of Zone PM. Whilst the consideration of **Section 40(1)** is a matter for the Department and, ultimately, the Minister, it is the proponent’s position that an EDP is preferable to an amendment to the Northern Territory Planning Scheme for the following reasons:

- Rezoning the land to an existing zone (ie *Agriculture*) to accommodate *intensive animal husbandry* prior to development works occurring on site could facilitate the development of a range of *intensive animal husbandry* uses that are unlikely to be suitable given the environmental sensitivities within and in close proximity of the subject land. Such unsuitable uses include the keeping and feeding of poultry or pigs;
- Whilst this report and associated attachments confirm the proposed use is appropriate and will not compromise sensitive or high value vegetation communities or environmental aspects on surrounding land, the suitability of the development in this context is based on the specific development and land use outcomes. Even a specific use zone would enable some flexibility and potentially enable a development and land use inappropriate on the subject land and in the immediate locality. Accordingly, it is preferable (at least at this pre-development stage) to approve the proposed development whilst retaining the underlying CN Zone; and
- The subject land has an historic use for aquaculture, comprising a prawn farm. Although no longer operational, the nature of the site as an isolated freehold parcel situated above the tidal flats and mangrove areas does not have the same biodiversity value as the broader CN zone. As such, the subject land is appropriate to accommodate the proposed development. Given the small size of the site however, rezoning at the pre-development stage would likely disrupt the continuity and compromise the integrity of the CN Zone. Accordingly, it is considered preferable to issue an EDP rather than rezone the land at this stage.

2. Subject Land

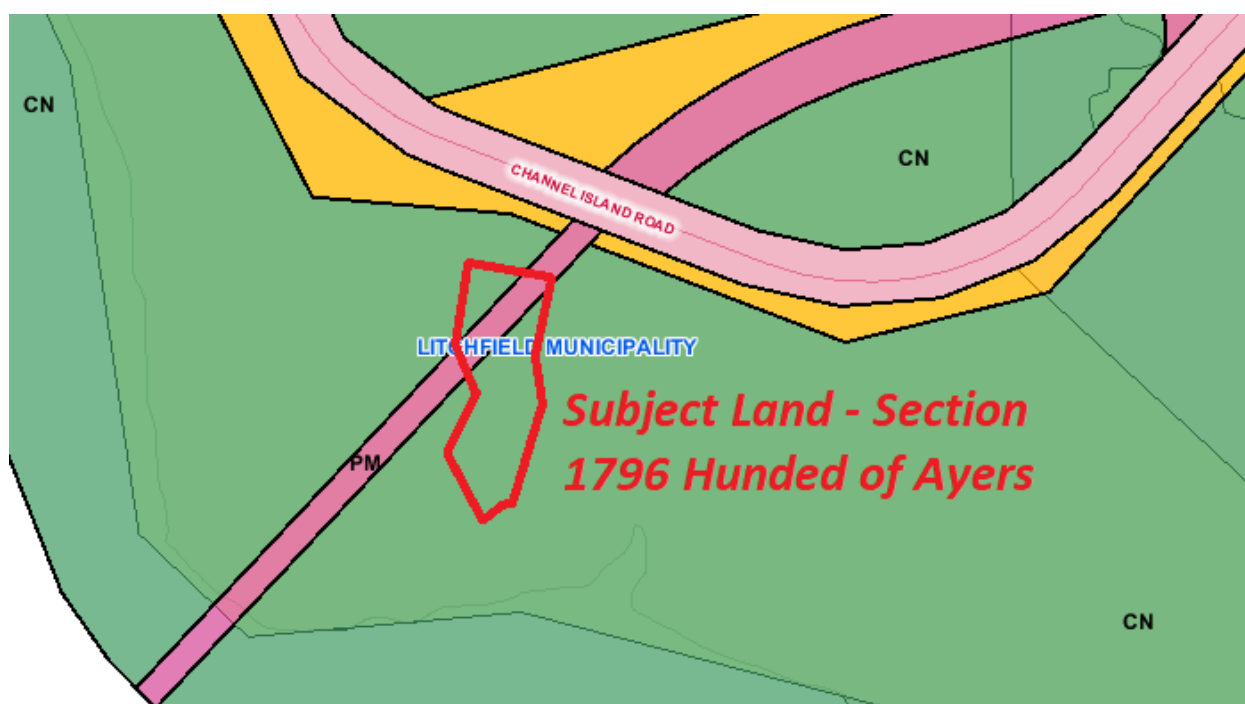


Figure 1: Section 1796 Hundred of Ayers (Channel Island Road, Wickham)

Address:	Section 1796 Hundred of Ayers (Channel Island Road, Wickham)
Title Reference and Land Tenure:	CUFT 699 453 Estate in Fee Simple (Freehold)
Landowner:	Peter Kruhse and Christine Muller
Land Area:	5.51 hectares
Easements:	None identified (site benefits from access, water supply and electricity supply easements over Section 1791)
Zone:	Multi-zone – CN (Conservation) and PM (Proposed Main Road)

The subject land comprises a 5.51 hectare freehold portion located south of Channel Island Road, approximately 2 kilometres south-east of the Channel Island Bridge. The allotment does not directly adjoin Channel Island Road, rather has road access via an access easement over Section 1791, a crown lease portion surrounding the subject land and owned by the Power and Water Corporation. The subject land is located above the adjoining mangroves and tidal flats, with existing native vegetation covering the northern and eastern portions of the site. The southern and western parts of the site have previously been cleared, with domestic fruit trees and regrowth occupying parts of this area.

Development within the site comprises a single dwelling and disused prawn farm within a single building in the south-western corner of the site. The dwelling is currently occupied, however the prawn farm, consisting of a number of concrete pens beneath a roof structure, has been unused for some time. Access to the existing building is via a driveway from Channel Island Road via the aforementioned access easement and the central portion of the allotment. The southern portion of the lot has access to Darwin Harbour with a makeshift boat ramp via another access easement over Section 1791.



Image 1: Infrastructure associated with the previous prawn farm



Image 2: View looking up the boat ramp towards Section 1796

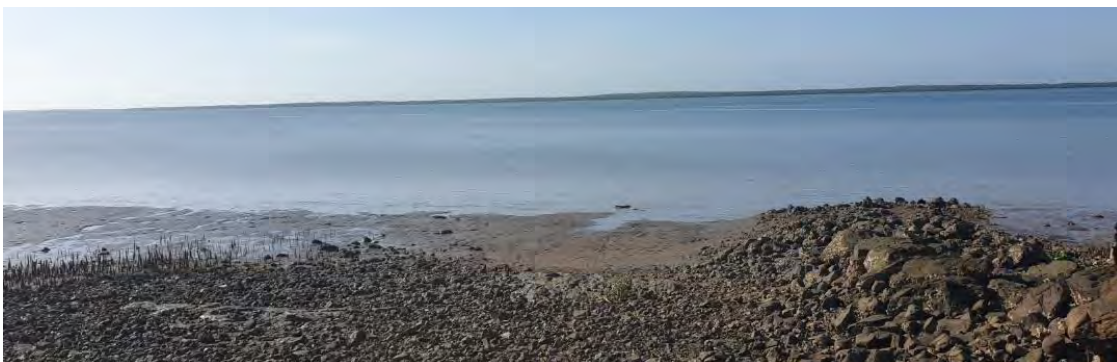


Image 3: View of Darwin Harbour from the base of the boat ramp

3. *Locality*

Figure 1 in **section 2** of this report identifies the site and its surrounding locality. The subject land is situated in the locality of Wickham, a coastal area with extensive undeveloped areas interspersed with aquaculture and heavy industry uses, public infrastructure and power generation. Channel Island is situated a short distance east of the site, and includes the Channel Island Power Station, LPG gas storage and the Darwin Aquaculture Centre. High voltage power lines extend along the southern and western side of Channel Point Road. North and north-east of the site, the Conocophillips Darwin LNG Plant and Inpex onshore processing facility provide a significant industrial presence in the broader locality.

Within immediate proximity of the site, land is generally undeveloped, and with the exception of the subject land, the Channel Island road reserve and a small portion of land immediately opposite the site, generally comprises tidal flats and mangrove habitat. Darwin Harbour's middle arm commences immediately south of the access easement over Section 1791.

4. *Proposed Development*

This application proposes the development and use of the land for an aquaculture facility comprising a barramundi hatchery and breeding farm. The facility will be developed by Humpty Doo Barramundi Pty Ltd, owner / operator of the Humpty Doo Barramundi Farm, and will include a breeding program, hatchery and juvenile growing tanks. Specific components of the development comprise:

- Built form comprising farm tanks within individual shed structures, including juvenile tanks, larvae tanks, brood stock, laboratory testing facilities, food preparation areas, storage facilities, administration areas, water storage tanks, generator and water treatment facilities;
- Access via the existing driveway over the access easement across Section 1791, with a secure access gate and security / quarantine office immediately inside the subject land. The driveway will follow the existing alignment, and will be upgraded to accommodate the increased vehicle numbers and size. The driveway surface will comprise a stabilised gravel with compacted road base, and will extend to the existing dwelling with a vehicle turnaround, and a loading bay opposite the administration office;
- The existing dwelling will be retained as a single dwelling / caretakers residence. The prawn farm infrastructure will also be retained, and may be modified / repaired at some stage in the future to enable an expansion of farm operations;
- Water will be pumped from Darwin Harbour with a pump shed located adjacent the existing boat ramp, and a water pipe extending to the harbour through the existing access / water supply easement. Water will circulate throughout the hatchery, with water recycling minimising the amount of extraction / discharge. Wastewater will be discharged to Darwin Harbour in accordance with an Environmental Protection Licence; and
- Vegetation clearing of the development areas, with development limited to that required to allow a 6-8 metre clearance from the proposed buildings.

Development works are concentrated within the central area of the site previously cleared, and with the exception of minor ground disturbance to accommodate the water supply and discharge pipes, no clearing of the adjoining mangrove habitat is proposed.

The proposed development is detailed in the site plans, floor plans, elevations and perspectives in **Attachment A**, with a detailed environmental report provided in **Attachment B**.

5. Nature of Development and NT Planning Scheme

The proposal comprises an application for exceptional development permit, and thus the requirement to consider the NT Planning Scheme pursuant to **Section 51(a)** (that would apply were the development proposed by way of development application) is not applicable, and the provisions of the Planning Scheme are not directly relevant. Notwithstanding, it is considered that an assessment against the requirements of the Scheme as if consideration were by way of development application provides a useful analysis tool regarding the potential suitability of the proposed development.

The proposal comprises the development and use of land as *intensive animal husbandry* per the definitions within **Clause 3.0** of the Scheme. *Intensive animal husbandry* is defined as:

- a) *The keeping and feeding of animals, including poultry and pigs, in sheds, stalls, ponds, compounds or stockyards; or*
- b) *Aquaculture.*

As a commercial enterprise.

Per the provisions of **Clause 5.22**, the Planning Scheme *prohibits* the development of *intensive animal husbandry* in Zone CN. **Section 38(2)(a)** of the Planning Act provides that:

An exceptional development permit may permit any of the following in relation to land:

- (a) A development or use of the land, although the development or use would otherwise not be lawful under the relevant planning scheme.*

Section 40(1) of the Planning Act provides:

The Minister must not grant an exceptional development permit for a proposal relating to a development or use referred to in Section 38(2)(a) unless the Minister is satisfied it is preferable to issue the permit than to amend the relevant Planning Scheme.

As identified in **Section 1.1**, the rezoning of the land to a more appropriate zone (for example Zone A, or Agriculture) would facilitate a range of agricultural uses not subject to the same level of scrutiny as the proposal (for example, development approvals and Environmental Protection Licence).

Further, the subject land is an isolated parcel of partially cleared land situated above the tidal flats and mangrove areas, and as such does not have the same biodiversity value as the broader CN zone, and as such is appropriate to accommodate the proposed development. Given the small size of the site however, rezoning would likely disrupt the continuity and compromise the integrity of the CN Zone. Accordingly, it is considered preferable to issue an EDP rather than rezone the land.

5.1 Planning Principles and Framework

Clause 4.1 of the Planning Scheme provides the Planning Principles and land use framework for the Northern Territory, with **Clause 4.2** providing those specifically relevant to the Darwin Region. In accordance with the relevant sections of **Clause 4.1**, the proposal contributes to the achievement of commercial, primary production and industrial diversity servicing both community needs and export potential. Humpty Doo Barramundi Pty Ltd is a Northern Territory success story through the provision of their product to the local, national and international market. The proposed development will expand Humpty Doo Barramundi's production potential and contribute to the realisation of aquaculture potential within the Northern Territory. As identified in the Environmental Report in **Attachment B**, the proposal will be undertaken in a sustainable manner consistent with land capability, ensures the ongoing conservation of environmental value, and ensures the inherent ecosystem functions are similarly protected.

In relation to the relevant sections of **Clause 4.2**, the subject land is identified as *Natural Feature*, comprising the majority of the harbour fringe and mangrove habitat throughout Darwin Harbour. **Clause 4.2** also identifies the future Main Road / Railway corridor (identified by Zone PM) through the subject land, providing access to future industrial development on the western side of Middle Arm. The proposal will ensure the works do not compromise the sustainable management of natural attributes of the Darwin Region, including associated biodiversity and conservation values, and will not compromise the amenity enjoyed by residents, with corresponding economic benefits.

5.2 Zone CN

1. *The primary purpose of Zone CN is to conserve and protect the flora, fauna and character of natural areas.*
2. *Development is to be sensitive to the natural features and habitats of the zone and be so sited and operated as to have minimal impact on the environment.*

Based on the objectives of **Clause 5.22** above, the intent of Zone CN is to ensure development is sensitive to natural features, has minimal impact on the environment, and conserves and protects the flora, fauna and character of natural areas. The proposed development will require the clearing of native vegetation, alteration (to some extent) of the existing landforms, and construction of built form. Notwithstanding, the proposed development considers the biodiversity values of the subject land and surrounding areas, and has been designed to respond to the sensitivities of the locality. The Environmental Report in **Attachment B** provides detailed analysis on relevant environmental considerations, including landform and soil types, vegetation and biodiversity values, waste and pollution control and archaeological considerations.

The report summarises:

- *The nature and details, including operational details, of the proposed development, including capacities, water source, treatment and discharge, chemical / dangerous goods storage and biosecurity;*
- *Land forms and land capability to accommodate the proposed development, including the soil types, slopes, erosion risk and land capability classes;*
- *Land resource management, including the management of site development works as they relate to slope and erosion risk, vegetation buffers to property boundaries and sensitive / significant vegetation types and compliance with the NT Land Clearing Guidelines;*
- *Biodiversity considerations including vegetation types and habitats, the identification of sensitive or significant vegetation types, threatened flora and fauna, conservation significance, riparian areas and a biodiversity risk assessment;*
- *Weeds and landowner obligations under the NT Weeds Management Act;*
- *Cultural heritage considerations; and*
- *A summary of required approvals and licences (other than that required under the NT Planning Act), including confirming the requirement for an Environment Protection Licence under the NT Waste Management and Pollution Control Act, and consideration of any possible referral under the NT Environment Protection Act.*

Based on the assessment and findings in the environmental report, and despite the development proposed within land zoned CN, the appropriate implementation and management of the proposed use will ensure the broader biodiversity values are protected, and the integrity of the CN area is not compromised.

5.3 Zone PM

There are no specific objectives or zoning table for Zone PM (Proposed Main Road) in **Part 3** of the Planning Scheme, rather the use and development of land affected by Zone PM is addressed through **Clause 13.3**.

1. *The purpose of this clause is to ensure the use or development of land in Zone M or Zone PM does not prejudice traffic safety or the amenity of the main road of the future development of a proposed main road, as applicable.*
2. *Despite anything to the contrary in this Planning Scheme, land in Zone M or Zone PM, may be used or developed other than for a public road only with consent and in accordance with the requirements of the Agency responsible for the care, control and maintenance of the main road or proposed main road as applicable.*

Evident from the site plan in **Attachment A**, the development works and use areas are predominantly located in the southern area of the site, south of the PM Zone, with the security entrance / quarantine office situated north of the PM Zone. Development / use of land in Zone PM is limited to the driveway and associated vehicle access / egress, and accordingly will not compromise any future acquisition of development within Zone PM. The requirements of the agency responsible for the care, control and maintenance of the proposed main road will be adhered to and are expected to form part of any development approvals.

5.4 General Planning Scheme Requirements

Building Heights

6.1 GENERAL HEIGHT CONTROL

1. The purpose of this clause is to ensure that the height of buildings in a zone is consistent with development provided for by that zone.
2. This clause does not apply within Zones CB or DV or TC or to **education establishments** or **hospitals** within zones CL or CP or, subject to clause 7.1, Zone C
3. The height of any point of a building is to be measured from **ground level** vertically below that point and includes the height of a mound specifically provided or made to elevate the building.
4. Unless expressly provided by this Planning Scheme, the height of any part of a building is not to exceed 8.5m above the **ground level**, unless it is:
 - (a) a flag pole, aerial or antenna; or
 - (b) for the housing of equipment relating to the operation of a lift.

The highest building proposed comprises the covered brood stock shed, with a total height of 6.528 metres. Accordingly, the proposal complies with **Clause 6.1**.

Land subject to Flooding and Storm Surge



Figure 3: Extent of Secondary Storm Surge Inundation



Figure 4: Extent of Primary Storm Surge Inundation

The majority of the subject land and corresponding development areas are located above primary and secondary storm surge levels. **Clause 6.14** relates to land subject to flooding and storm surge and provides, as relevant to land identified as being affected by inundation from storm surge:

1. *The purpose of this clause is to reduce risk to people, damage to property and costs to the general community caused by flooding and storm surge.*
6. *Development in the PSSA should be limited to uses such as open space, recreation, non-essential public facilities (wastewater treatment works excepted) and short-stay tourist camping/ caravan areas.*
7. *Development within the SSSA should be confined to those uses permitted in the PSSA as well as industrial and commercial land uses.*
8. *Residential uses, strategic and community services (such as power generation, defence installations, schools, hospitals, public shelters and major transport links) should be avoided in the PSSA and the SSSA.*

The proposed use is neither a kind anticipated or prohibited within the PSSA. The use of land for the purpose of aquaculture is, to an extent, compatible with storm surge areas providing appropriate protections are afforded to essential infrastructure (eg pumps). Based on the storm surge mapping, part of the lower broodstock and juvenile buildings will be within the SSSA, with buildings out of or immediately adjacent the PSSA. The generator and associated diesel storage, office and staff areas, water treatment, food preparation and storage shed are above the storm surge areas.

All structures will be designed to withstand storm surge inundation, and ensure pollutants are not able to enter surge waters. Accordingly, the proposal appropriately reduces the risk to people and damage to property caused by flooding and storm surge.

Animal Related Use and Development

10.1 ANIMAL RELATED USE AND DEVELOPMENT

1. The purpose of this clause is to minimise the adverse effect of animal related activities on the environment and to ensure that those activities do not detract from the **amenity** of the locality.
2. Subject to sub-clause 3, premises for the keeping of animals for the purposes of **agriculture, animal boarding, domestic livestock, intensive animal husbandry or stables** are to be designed and operated so as not to cause any of the following:
 - (a) create risk of pollution of ground and surface waters;
 - (b) contribute to the erosion of the **site** or other land;
 - (c) cause detriment to the **amenity** of the locality by reason of excessive noise, offensive odours, excessive dust or the attraction of flies, vermin or otherwise; or
 - (d) constitute a risk of the spread of infectious disease or other health risk.
3. Where the premises are for **domestic livestock** there is to be a minimum **site** area, unencumbered by any other use, of at least 1ha per animal.
4. Where climatic conditions permit, the **site** area described in sub-clause 3 is to be maintained with a ground cover of grass or other pasture species.

The proposed aquaculture facility seeks to utilise sea water recirculated through the hatchery tanks and discharged to Darwin Harbour. The Environmental Report includes consideration of water use and quality, including water testing results of existing and previous operations. The report confirms that seawater will be pumped from Middle Arm of Darwin Harbour to four 200 kL storage tanks. Water from the tanks will be gravity fed through the hatchery system. Water exchange will be minimised to allow for maximum control of water temperature and quality by recirculating water through the system. At certain times, there will be a requirement to operate as a full flow through system in order to maintain water quality. Discharge volumes will be variable, up to an expected maximum of 2 ML when operating as a full flow through system.

As seawater is added to each of the tanks, excess water will be released. The wastewater will comprise fish food and excrement and will contain elevated concentrations of nutrients (nitrogen and phosphorous). Water from all tanks will be combined into a single wastewater stream. Wastewater will be discharged via discharge pipeline into a mangrove lined tidal inlet to the west of the property.

Pilot trials and/or modelling will be used to predict effluent quality. If required, the water will be treated and/or flows through the system increased to achieve water quality acceptable for long-term sustainable discharge to Darwin Harbour without any measurable impact to the beneficial uses designated under the *Water Act*.

Details of the discharge water quality, treatment systems and monitoring will be provided to the NT EPA for assessment with an application for an Environmental Protection Licence. It should be noted that the hatchery operations currently undertaken by Humpty Doo Barramundi at the Darwin Aquaculture Centre (DAC) have been ongoing for a number of years without any indicated water quality impacts.

The land constraints associated with steep slopes within the subject land have been avoided where possible in siting infrastructure, and the risk of off-site movement of sediments into the mangroves will be minimised through the incorporation of engineered stormwater management controls as part of the infrastructure design. A detailed Construction Environment Management Plan and Erosion and Sediment Control Plan, along with staff and contractor education and training, will ensure erosion and sediment implications are appropriately controlled during the construction process. The nature of the locality and the proposed use is such that amenity impacts through excessive noise, offensive odours, dust or the attraction of flies or vermin will be suitably mitigated. Quarantine security measures, regular inspection of farm stock and maintaining appropriate water conditions will ensure the proposal does not constitute a risk through the spread of infectious disease or present other forms of health risk. Suitable control measures, including the avoidance of water pooling, use of insect repellent and PPE, dewatering and drainage design will minimise impacts from biting insects.

The proposed use does not comprise a form of *domestic livestock*.

Clearing of Native Vegetation

10.2 CLEARING OF NATIVE VEGETATION IN ZONES H, A, RR, RL, R, CP, CN, RD AND WM AND ON UNZONED LAND

1. The purpose of this clause is to ensure that the **clearing of native vegetation** does not unreasonably contribute to environmental degradation of the locality.
2. This clause does not apply if the **clearing of native vegetation** is required or controlled under any Act in force in the Territory, or is for the purpose of:
 - (a) a firebreak up to 5m wide along the boundary of a lot having an area of 8ha or less, unless otherwise specified by a Regional Fire Control Committee; or
 - (b) a firebreak up to 10m wide along the boundary of a lot having an area greater than 8ha, unless otherwise specified by a Regional Fire Control Committee; or
 - (c) an internal fence line up to 10m wide on a lot having an area greater than 8ha.
3. The **clearing of native vegetation** is to:
 - (a) avoid impacts on environmentally significant or sensitive vegetation;
 - (b) be based on land capability and suitability for the intended use;
 - (c) avoid impacts on drainage areas, wetlands and waterways;
 - (d) avoid habitat fragmentation and impacts on native wildlife corridors; and
 - (e) avoid impacts on highly erodible soils.
4. All **clearing of native vegetation** in Zone CN requires **consent**.
5. Subject to sub-clause 6, the **clearing of native vegetation** of more than one hectare in aggregate of land (including any area already cleared of **native vegetation**) on unzoned land or in Zones H, A, RR, RL, R, CP, CN, RD or WM requires **consent**.
6. Despite sub-clause 5 the **clearing of native vegetation** on a lot identified on the zoning map as "Restricted Rural Residential" must not exceed that reasonably necessary for the construction of a **dwelling** and uses ancillary to that **dwelling**.
 The consent authority must not **consent** to development that is not in accordance with this sub-clause.

10.3 CLEARING OF NATIVE VEGETATION – PERFORMANCE CRITERIA

1. The purpose of this clause is to specify the matters to be taken into account in assessing an application for the **clearing of native vegetation**.
2. An application for the **clearing of native vegetation** is to demonstrate consideration of the following:
 - (a) the *Land Clearing Guidelines* (as amended from time to time) by the Department of Natural Resources, Environment and the Arts;
 - (b) the presence of threatened wildlife as declared under the *Territory Parks and Wildlife Conservation Act*;
 - (c) the presence of sensitive or significant vegetation communities such as rainforest, vine thicket, closed forest or riparian vegetation;
 - (d) the presence of essential habitats, within the meaning of the *Territory Parks and Wildlife Conservation Act*;
 - (e) the impact of the clearing on regional biodiversity;
 - (f) whether the clearing is necessary for the intended use;
 - (g) whether there is sufficient water for the intended use;
 - (h) whether the soils are suitable for the intended use;
 - (i) whether the slope is suitable for the intended use;
 - (j) the presence of permanent and seasonal water features such as billabongs and swamps;
 - (k) the retention of **native vegetation** adjacent to waterways, wetlands and rainforests;
 - (l) the retention of **native vegetation** buffers along boundaries;
 - (m) the retention of **native vegetation** corridors between remnant **native vegetation**;
 - (n) the presence of declared heritage places or archaeological sites within the meaning of the *Heritage Act*; and
 - (o) the presence of any sacred sites within the meaning of the *NT Aboriginal Sacred Sites Act*.

Both **Clauses 10.2** and **10.3** relate to the clearing of native vegetation, and seek to ensure the clearing of native vegetation does not unreasonably contribute to environmental degradation of the locality, and provide matters which must be taken into account as part of an application for vegetation clearing. The proposed development comprises a development area of approximately 2 hectares, much of which has previously been cleared, and with the retention of a buffer between Channel Island Road and the development.

The Environmental Report in **Attachment B** considers the existing vegetation, the nature of vegetation types, occurrence of threatened species, and overall impact on biodiversity, particularly in sections 3, 4 and 5. In summary, the report provides:

- Any land constraints associated with steep slopes have been avoided where possible in siting infrastructure. The site geotechnical investigation found the site suitable for construction of buildings with concrete pad or strip footings, provided recommendations with respect to site preparation made in the report are adhered to.

- The soil types on site are not highly erodible, however, clearing of vegetation, ground disturbance and alteration of local surface flows by infrastructure does have potential to cause erosion and sedimentation if not managed. The risk of off-site movement of sediments into the mangroves will be minimised by incorporating engineered stormwater management controls into the infrastructure design. Temporary erosion and sediment controls will be used during construction and until the developed land is stabilised. Subject to the implementation of these controls, it is considered that erosion risks can be effectively mitigated without causing significant impact to the condition and functioning of the surrounding coastal and marine environment.
- Enforcing the retention of a 25 metre boundary buffer would mean that the development footprint would instead need to extend further into areas of remnant native vegetation, considered less desirable than utilising the existing cleared areas. As there are no surrounding land uses, the key role of native vegetation along the property boundary is to reduce erosion potential and capture sediment. The 20 m wide buffer of vegetation outside of the western property boundary, provides some buffer between the clearing and adjacent mangroves. The risk of erosion and sedimentation impacts to the surrounding areas will be further reduced by incorporating stormwater controls and management into the infrastructure design and implementing an erosion and sediment control plan during construction.
- The proposed development is considered to pose a low risk to biodiversity values. The cleared/disturbed areas of the property, where the majority of the development will occur, already have reduced/limited habitat values. Clearing of the scattered patches of remnant/regrowth vegetation within these areas and removal of a small amount of open woodland, is unlikely to directly or indirectly cause any decline in flora and fauna populations. The remaining open woodland is expected to continue to retain habitat value and provided for connectivity between habitats to the east and west.
- Desktop review indicates that there are unlikely to be any threatened species that reside within habitats present within the development footprint. The monsoon vine forest patch that encroaches into the north-west corner of the property will not be directly impacted and is buffered from the development footprint by at least 180 metres. The mangrove forests that border the property to the east and west will not be directly impacted by land clearing.
- The proposed clearing does not directly impact mangrove or rainforest habitats that have important conservation values
- The proposed development is considered unlikely to impact groundwater availability or quality.
- Consultation has been conducted with the NT Heritage Branch and confirmed that there are no heritages places or previously recorded Aboriginal archaeological sites within the proposal area. A register search requested from the Aboriginal Areas Protection Authority indicates there are no registered or recorded Aboriginal Sacred Sites. As the majority of the area is cleared and the proposed expansion areas are mixed mangrove communities, it is considered unlikely that previously unrecorded sites will be present.

Accordingly, the proposed clearing of native vegetation is appropriate, and will not unduly compromise biodiversity values of the broader locality.

Reference to Guidelines

Clause 2.7 of the NT Planning Scheme provides requirements regarding reference to policy documents, and states:

1. *The interpretation of this Planning Scheme and the determinations of a consent authority must have regard to the policies and planning concepts expressed in those documents appearing in Part 8 or Schedule 2 and ensure that a use or development or proposed use or development is consistent with them.*
2. *Where there is an inconsistency between any applicable policy and this Planning Scheme, the provisions of the Planning Scheme will prevail*

Schedule 2 of the Planning Scheme makes reference to *Darwin Regional Land Use Plan* and the *Litchfield Subregional Land Use Plan*. The *Darwin Regional Land Use Plan* was prepared by the NT Planning Commission and incorporated into **Schedule 2** of the Planning Scheme in 2015. The plan provides a vision, goals and intended outcomes for development of the Darwin Region, identifies regional opportunities and the intention for development into the medium and long term.

The *Litchfield Sub-Regional land Use Plan* (LSRLUP) was incorporated into the NT Planning Scheme in 2016, and provides additional detail on the land use objectives from the Regional Land Use Plan specific to the Litchfield Area. The plan also provides useful guidance on further interpretation of the Regional Land Use Plan.

The Land Use Structure on Page 13 of the Regional Plan identifies the subject land as a *Conservation / Mangrove* area, and again recognises the future railway / transport corridor through the site. These designations are repeated in the Land Use Structure Plan on page 7 of the Subregional Plan. In addition, the *Priority Environmental Management Areas Plan* on Page 37 of the Subregional Plan identifies the majority of the site as *Rainforest*. Page 27 of the Regional Plan considers *Open Space and Natural Areas*, whilst pages 8 and 18 of the Subregional Plan deal with *Environmental Management* and *Environmental Considerations*.

The designation of the site within the Subregional Plan must be taken in context of the actual environmental values identified in the Environmental Report in **Attachment B**, indicative of the higher level and broader investigations informing the Subregional Plan (relative to the detailed site investigations informing the proposed development). In relation to the *Environmental Consideration* objectives within the Subregional Plan, the proposed use appropriately integrates and considers the natural environment to the extent that the natural systems and biodiversity will be preserved, land degradation will be avoided, and impacts on the receiving environment will be minimised. Page 8 of the Subregional Plan acknowledges the potential for aquaculture within environmentally sensitive areas, and the proposal identifies measures for the management of environmentally sensitive areas.

The policy statements and objectives within the Regional Plan are broader, however still acknowledge the balance between economic and environmental considerations around Darwin Harbour. As with the Subregional Plan, the proposal appropriately considers the environmental and biodiversity sensitivities, and provides extensive management procedures to ensure the use is carried out in a manner not detrimental to environmental values.

Page 10 of the Subregional Plan identifies the planned Middle Arm link between Cox Peninsula Road and Channel Island Road (page 33 of the Regional Plan), whilst the statements of policy in relation to transport and the main road network (page 13) are largely silent on future strategic transport corridors within this location.

Page 35 of the Regional Plan identifies the intended rail connection to the Middle Arm Peninsula, and confirms the timing of connections will depend on the scale and characteristics of future development, and the need for links between major port infrastructure and industries. Notwithstanding, and as identified in **section 5.3** of this report, the layout of the proposed development will not compromise the realisation of identified future transport corridors.

Accordingly, the proposal will occur in a manner that does not compromise or undermine the achievement of the Regional or Subregional Plans.

6. Section 51(d) and (g) – Environmental Assessment Act, Waste Management and Pollution Control Act

Initial discussions have been held with the Northern Territory Environmental Protection Authority, and it is expected that any further assessment under the Environmental Assessment Act or the Waste Management and Pollution Control Act will be advised by the EPA in response to the public exhibition period pursuant to **Part 2** of the Planning Act. The proposal comprises a controlled land use identified in the Waste Management and Pollution Control Act, thus an Environmental Protection licence will be required.

7. Section 51(h) – Merits of Proposed Development

The proposal seeks approval for a properly planned and operated aquaculture facility, expanding the economic benefits of Darwin Harbour whilst protecting environmental and biodiversity values. The project will provide additional employment benefits and facilitate growth of the Barramundi industry in regional and remote areas (through opportunities for further expansion anchored by the existing and proposed farms).

8. Section 51(j) – Subject Land, Suitability of Development and effect on other land

Sections 2 and 3 of this report detail the subject land and its locality. The suitability of the subject land to accommodate the proposed development has been considered in detail in the Environmental Report, confirming the proposed use will occur without detrimental impact on the surrounding environment.

9. Section 51(k) – Public Facilities and Open Space

Public facilities and open space are not located in close proximity to the subject land. The development of an aquaculture facility does not require nearby public facilities or open space.

10. Section 51(m) – Public Utilities and Infrastructure

Direct power supply will be provided to the subject land. Waste water (with the exception of that discharged through the tank system) is limited to the staff ablution facilities, which will be processed through an onsite wastewater treatment system with solids emptied periodically by a waste contractor. Solid waste will be stored on site and removed on a regular basis.

11. Section 51(n) – Impact on Amenity

Providing the measures outlined in the Environmental Report are appropriately applied and integrated with the aquaculture facility, the proposal is unlikely to have any unreasonable impact on amenity.

12. Section 51(p) – Benefit/Detriment to Public Interest

The proposal will facilitate further industry and use of Darwin Harbour whilst protecting environmental and biodiversity values. The project will provide additional employment benefits and facilitate growth of the Barramundi industry with opportunities for further expansion into regional and remote areas.

13. Section 51(r) – Natural, Social Cultural or Heritage Values

Appropriate consideration has been given to natural, social, cultural and heritage values throughout the design and planning process, and providing the proposal proceeds in accordance with the relevant management plans, these values will not be compromised.

14. Section 51(s) – Beneficial Uses under the Water Act

The site is located within the *Darwin Harbour Beneficial¹ Use Area*, which describe the following Beneficial Uses:

1. *to all saline waters south of an imaginary line drawn from Charles Point to Gunn Point and bounded by the upper limit of the high water mark of tidal waterways, including all named and unnamed inlets and creeks, are:*
 - a. *aquaculture; and*
 - b. *environment; and*
 - c. *cultural; and*
2. *to all natural waterways, including all named and unnamed springs, creeks, rivers, lakes, lagoons, swamps or marshes, are:*
 - a. *agriculture; and*
 - b. *environment; and*
 - c. *cultural; and*
 - d. *rural stock and domestic; and*

Aquaculture is identified as a beneficial use. The Environmental Report in **Attachment B** provides significant undertakings and responsibilities to maintain the water quality. Accordingly, the proposed aquaculture facility will not impact on other beneficial uses within the area providing the necessary management procedures are appropriately implemented and maintained.

¹ https://landresources.nt.gov.au/_data/assets/pdf_file/0009/274653/darwin-harbour-catchment-map.pdf

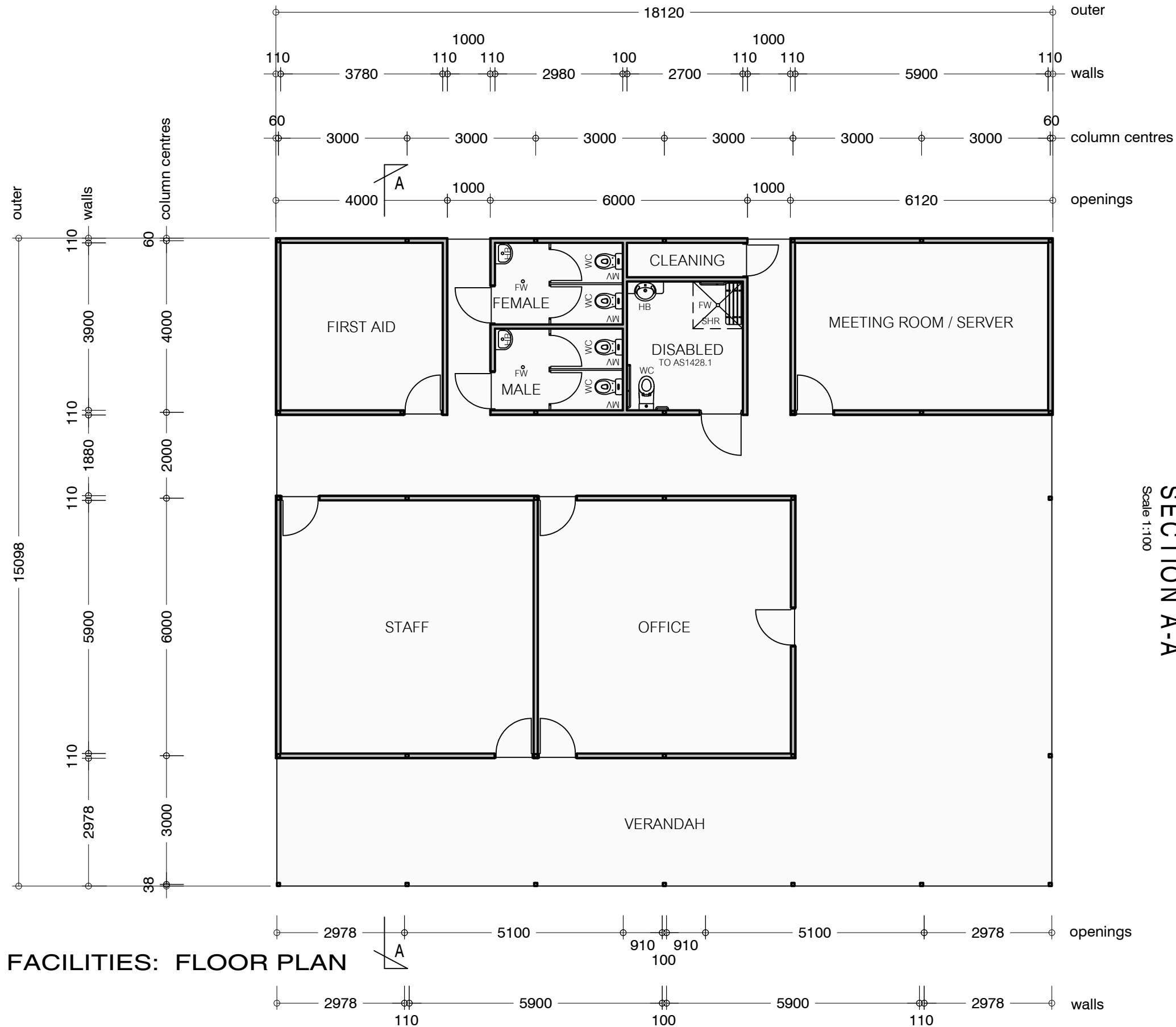
15. Conclusion

The application proposes the development of an aquaculture facility comprising breeding, hatching and farming of juvenile Barramundi, in association with the existing Humpty Doo Barramundi Farm. The facility will be located on freehold land adjacent Channel Island Road, with the proposal considering and appropriately addressing the sensitivities of the subject land and surrounding areas. The proposed farm will aid in the realisation of the economic potential of uses associated with Darwin Harbour.

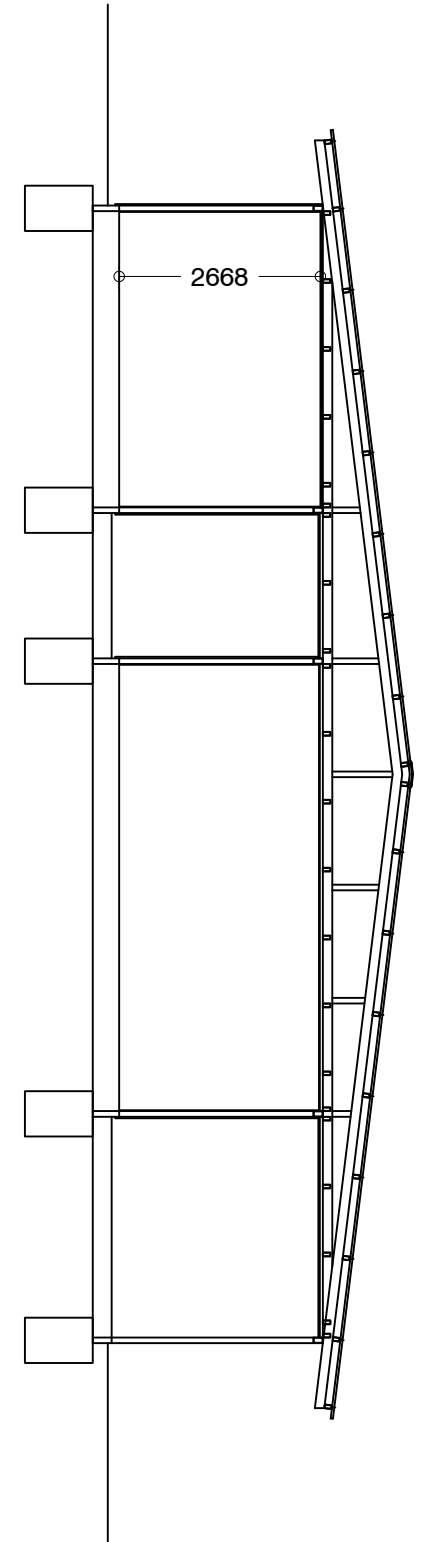


Brad Cunningham
Northern Planning Consultants Pty Ltd

7 April 2020



SECTION A-A
Scale 1:100



OFFICE & FACILITIES: FLOOR PLAN

Scale 1:100

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No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
1	FLOOR LAYOUT REVISED, SIZE REVISED	16/03/20					
0	ISSUED FOR REVIEW	03/20					
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

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TITLE

**PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS
OFFICE & FACILITIES FLOOR PLAN**

DRAWING No.

J3341/A/FP

SHEET

SHEET 1

A3

SCALE

AS SHOWN

CAD FILE

J3341.DWG

REVISION

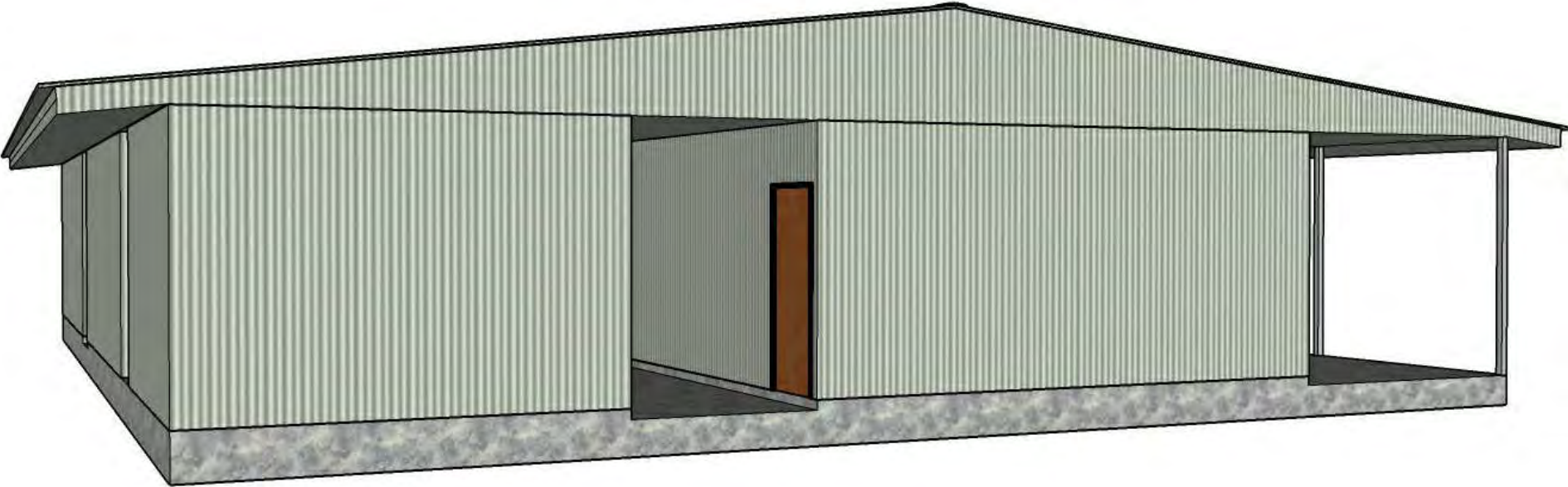
DATE

MARCH 2020

1



ISOMETRIC VIEWS



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0	ISSUED FOR REVIEW	03/20					
No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

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TITLE

PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS

OFFICE & FACILITIES ISOMETRICS

DRAWING No.
J3341/A/ISO1

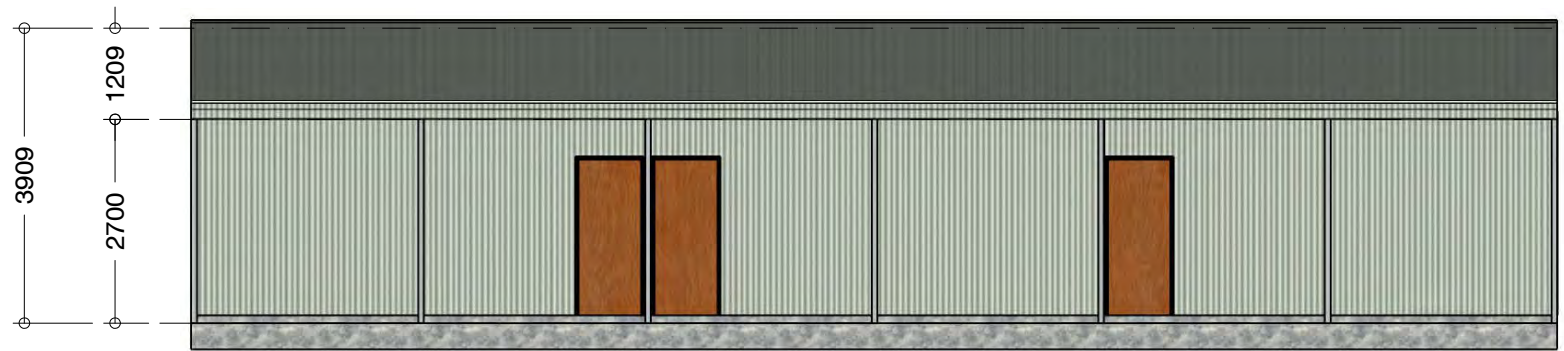
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SHEET 2

SCALE AS SHOWN

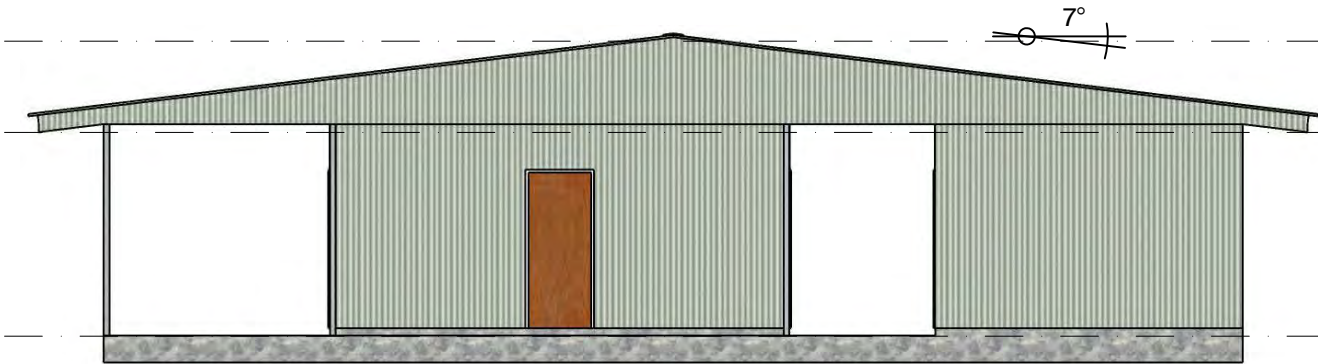
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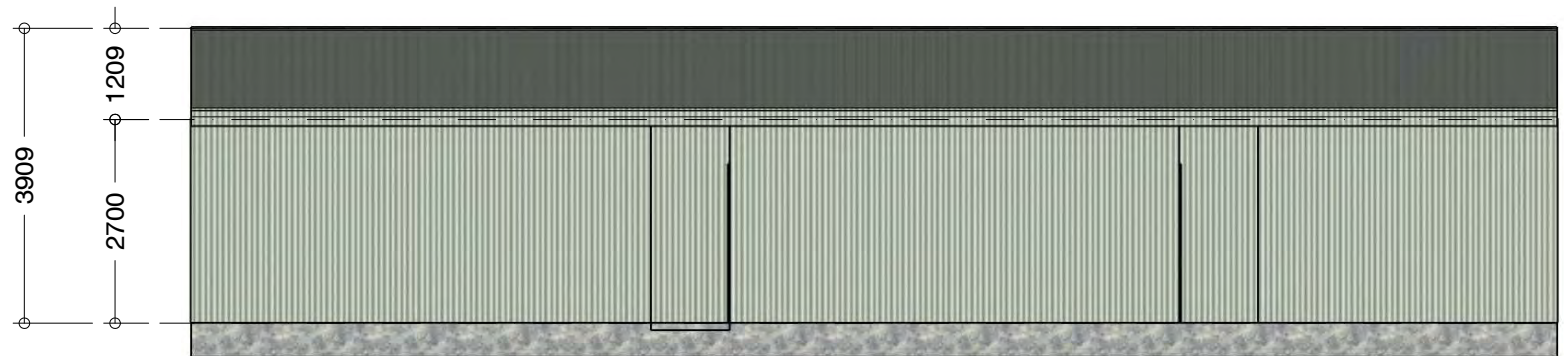
DATE MARCH 2020



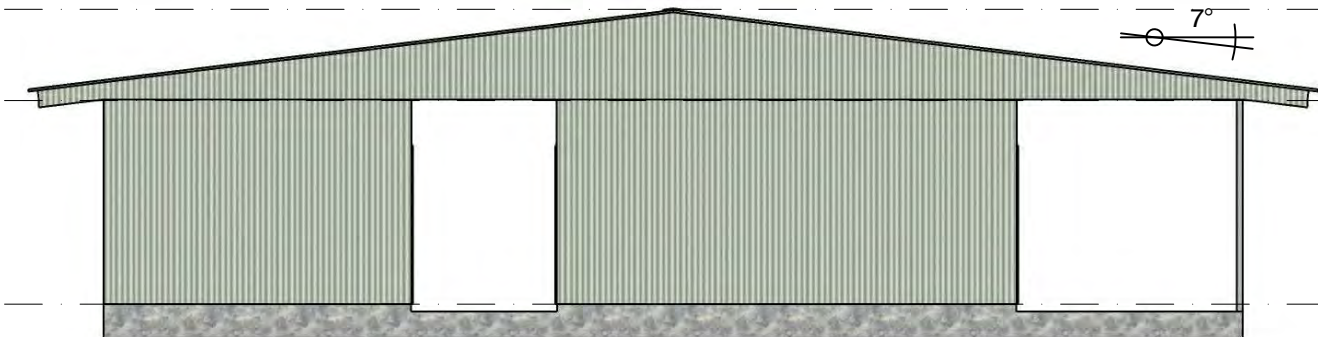
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RIGHT VIEW
Scale 1:100



REAR VIEW
Scale 1:100




LEFT VIEW
Scale 1:100

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0	ISSUED FOR REVIEW	03/20					
No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

1 RIGEL COURT WOODROFFE, PALMERSTON NT 0830
ABN: 64 102 832 771 ACN: 102 832 771
PHONE: 08 89 313 922, FAX: 08 89 313 944



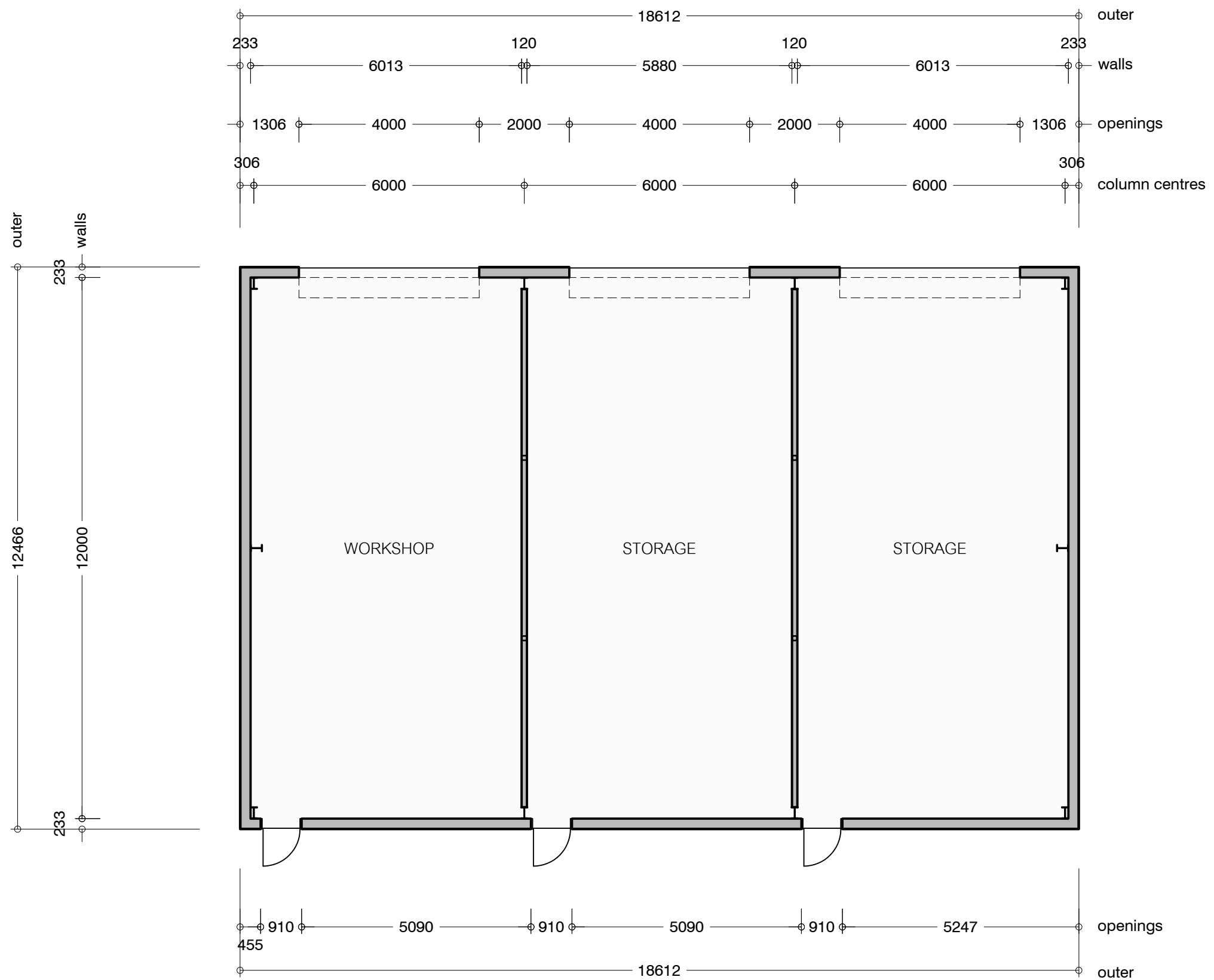
EMAIL: reng444@gmail.com

TITLE

PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS

OFFICE & FACILITIES ELEVATIONS

DRAWING No.	J3341/A/ELEV1		
SHEET	SHEET 3		A3
SCALE	AS SHOWN	CAD FILE	REVISION
DATE	MARCH 2020	J3341.DWG	0




WORKSHOP / STORAGE: FLOOR PLAN
Scale 1:100

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No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
1	FLOOR LAYOUT REVISED, SIZE REVISED	16/03/20					
0	ISSUED FOR REVIEW	03/20					
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

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TITLE

**PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS**
WORKSHOP/STORAGE FLOOR PLAN

DRAWING No.

J3341/B/FP

SHEET

SHEET 4

A3

SCALE

AS SHOWN

CAD FILE

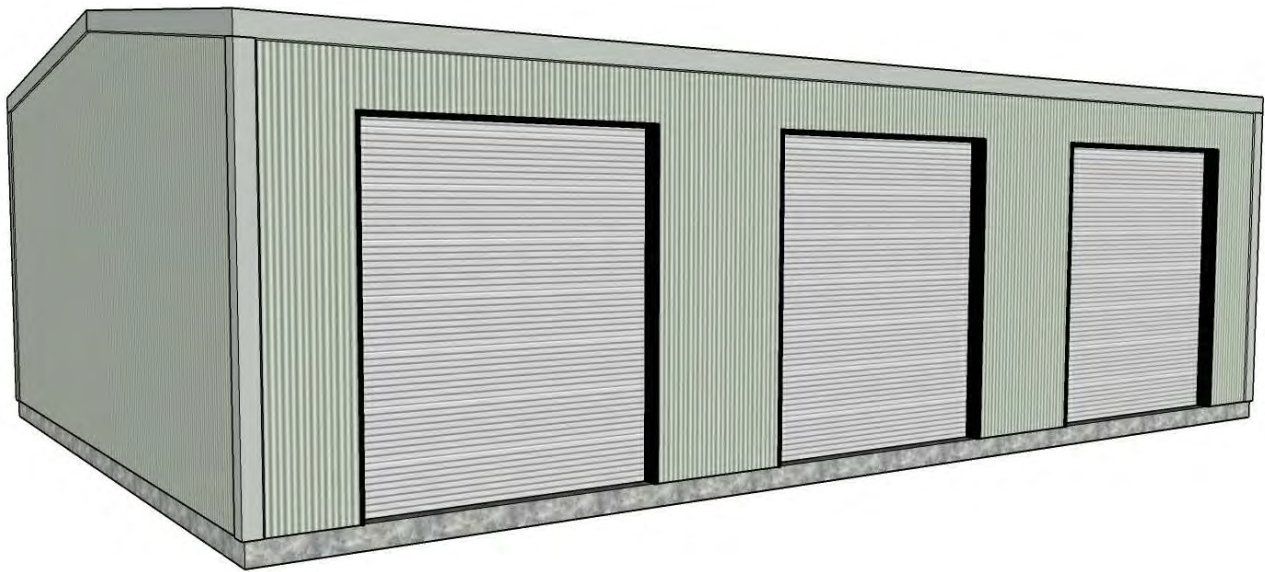
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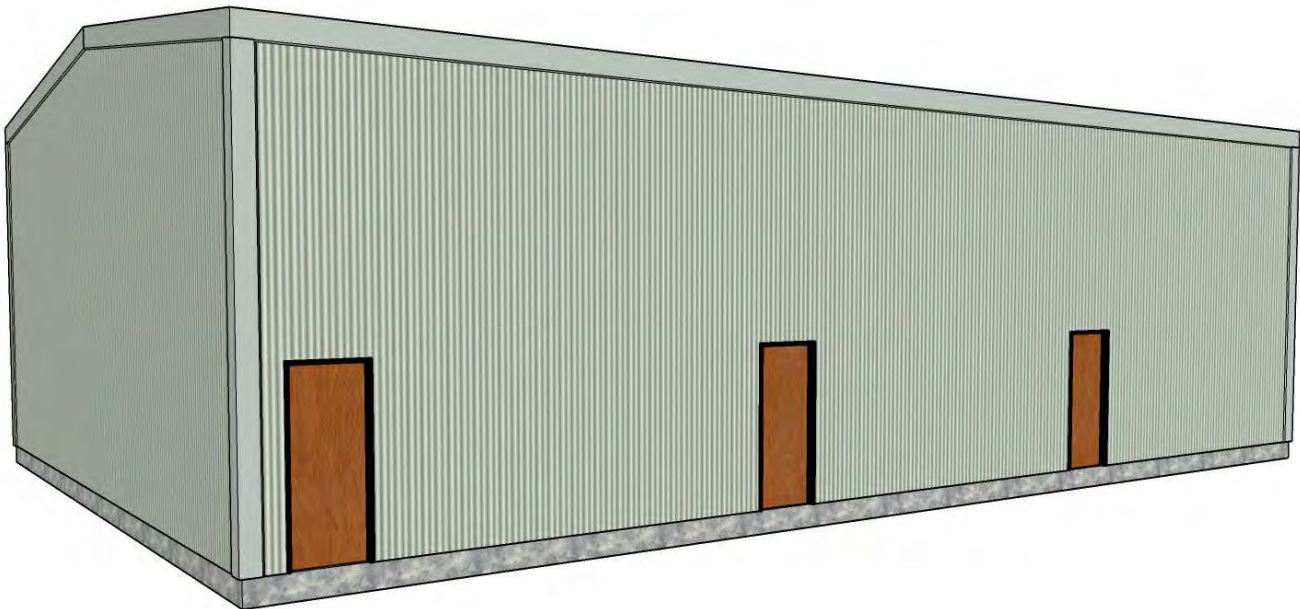
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DATE

MARCH 2020



ISOMETRIC VIEWS




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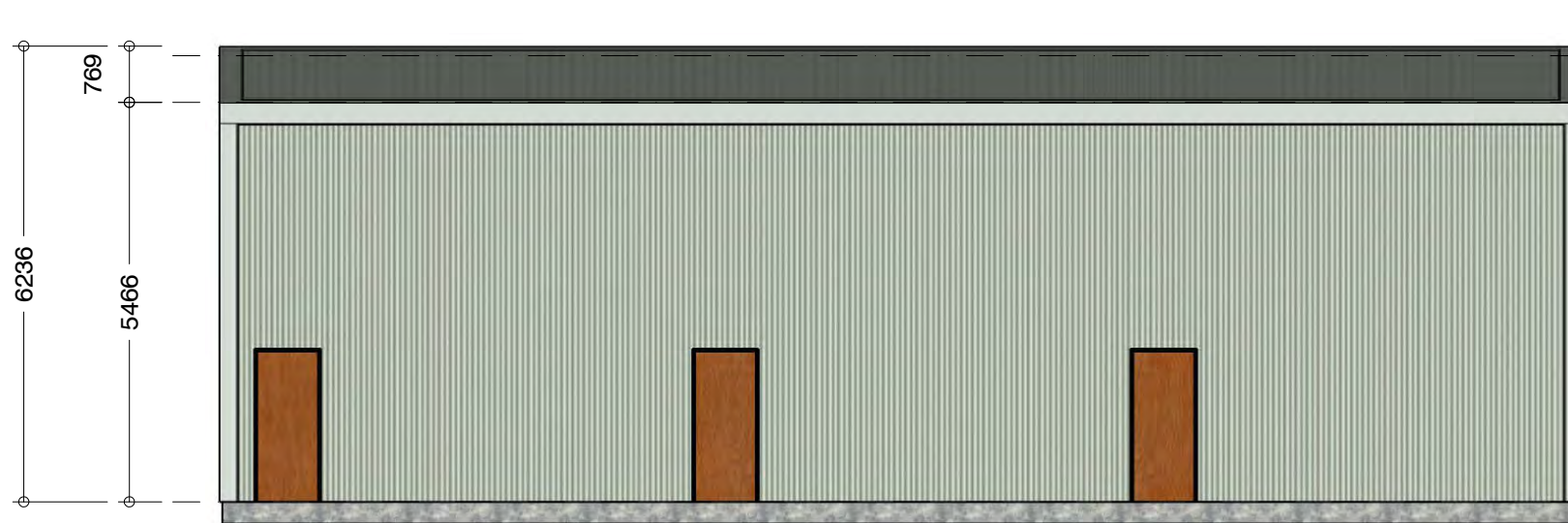
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HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS

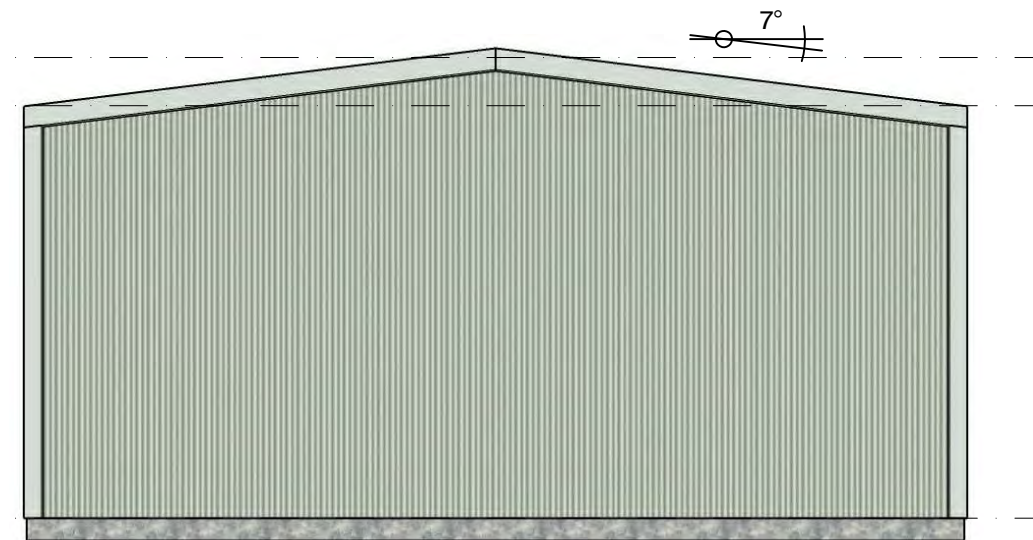
WORKSHOP/STORAGE ISOMETRICS

DRAWING No.		J3341/B/ISO1	
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SCALE		AS SHOWN	
DATE		MARCH 2020	
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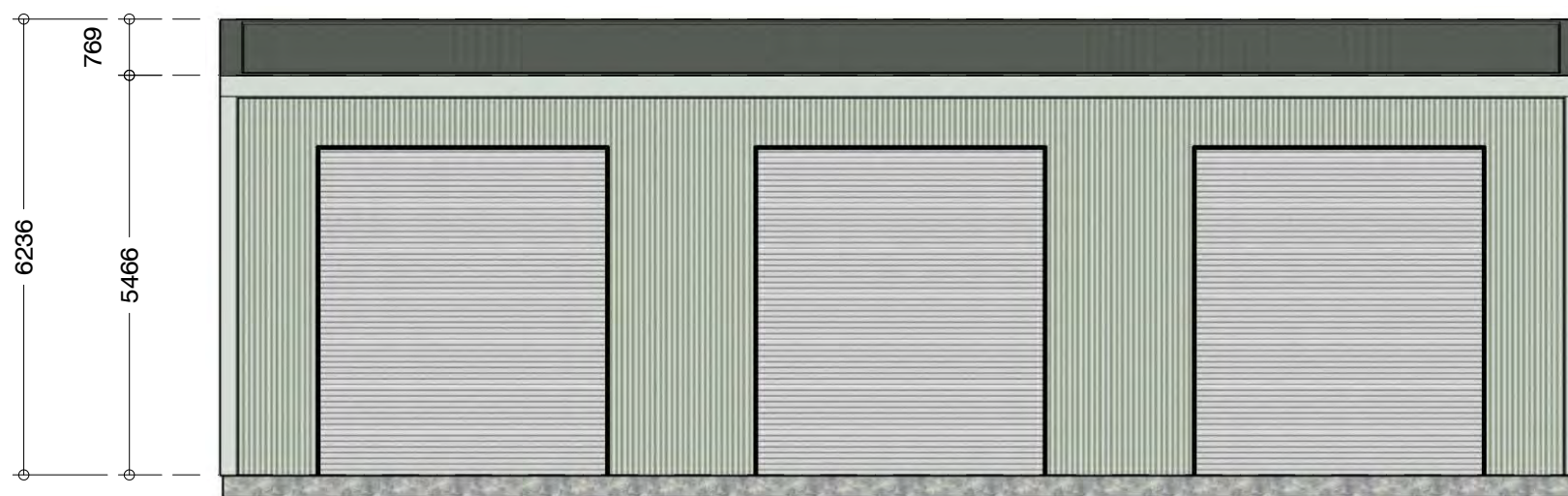
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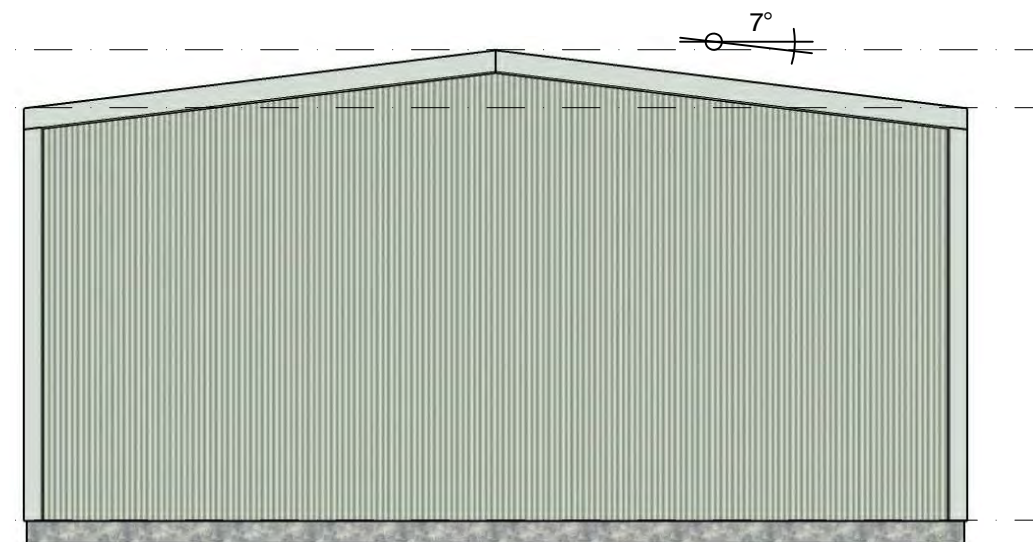
FRONT VIEW
Scale 1:100



RIGHT VIEW
Scale 1:100



REAR VIEW
Scale 1:100



LEFT VIEW
Scale 1:100

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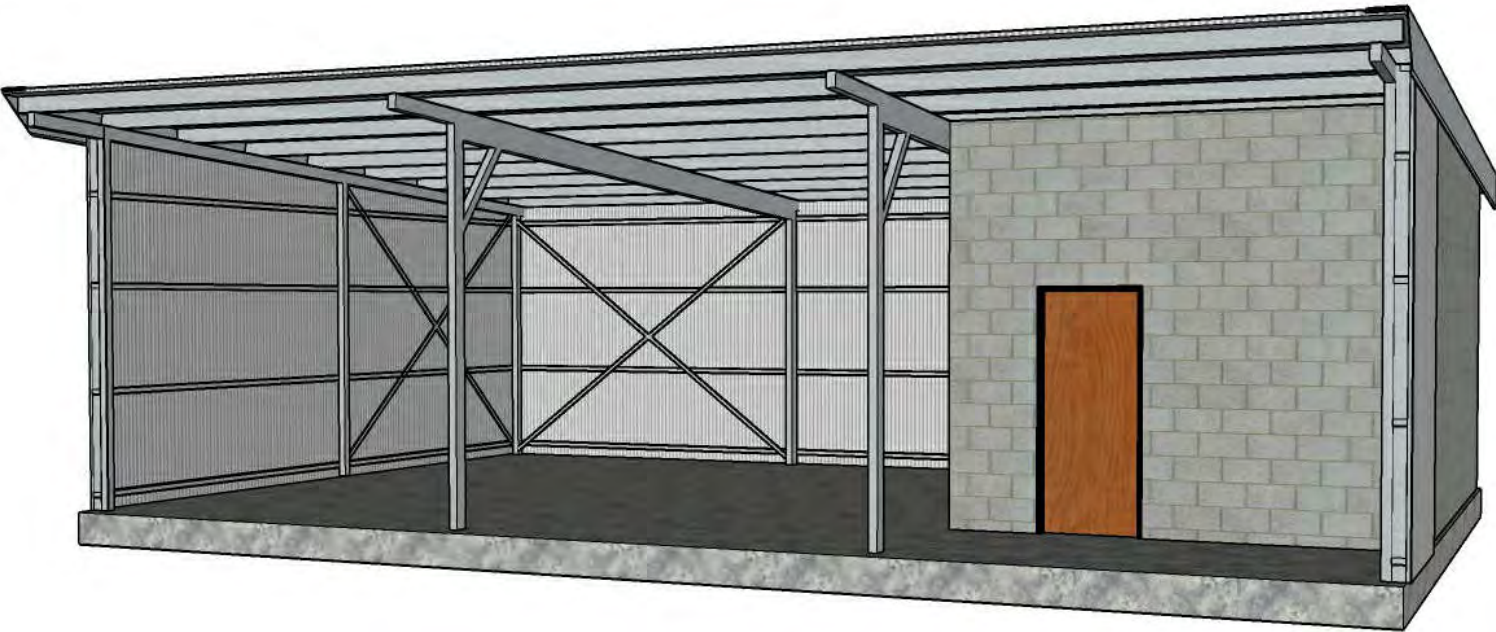


EMAIL: reng444@gmail.com

TITLE				DRAWING No.			
PROPOSED BARRAMUNDI HATCHERY & FACILITIES AT LOT 1796 HUNDRED OF AYERS WORKSHOP/STORAGE ELEVATIONS				J3341/B/ELEV1			
				SHEET		A3	
				SCALE	AS SHOWN	CAD FILE	REVISION
				DATE	MARCH 2020	J3341.DWG	0



ISOMETRIC VIEWS



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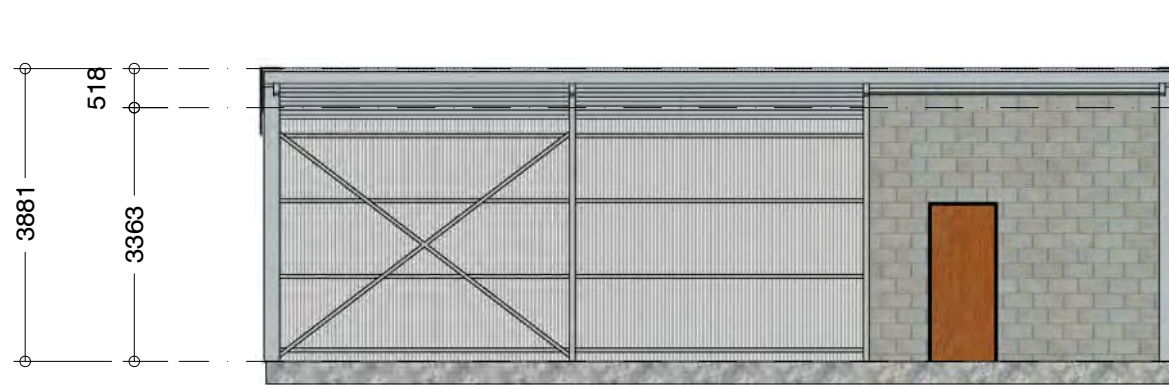
EMAIL: reng444@gmail.com

TITLE

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HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS

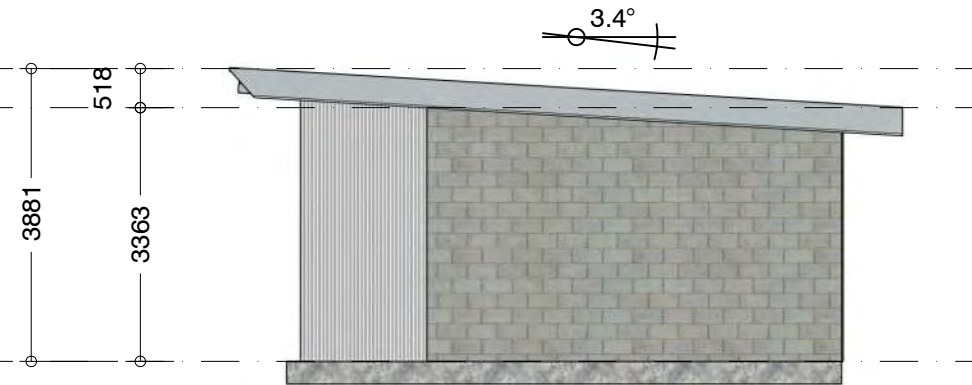
GENERATOR/BLOWER ISOMETRICS

DRAWING No.	J3341/C/ISO1
SHEET	SHEET 8
SCALE	AS SHOWN
DATE	MARCH 2020
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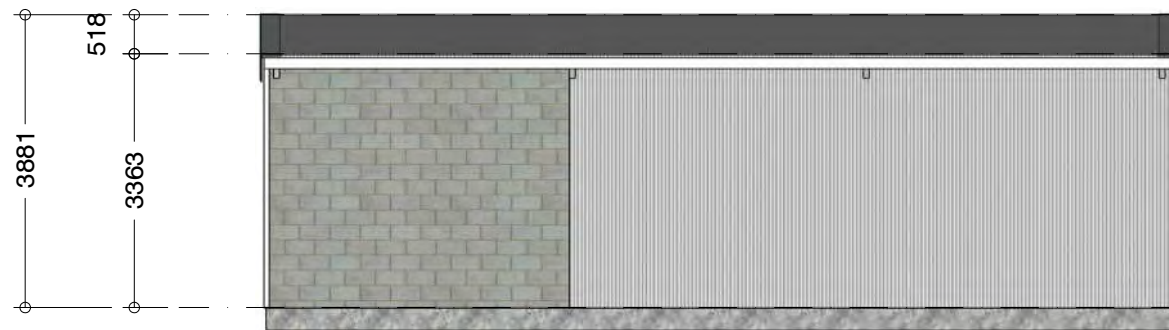
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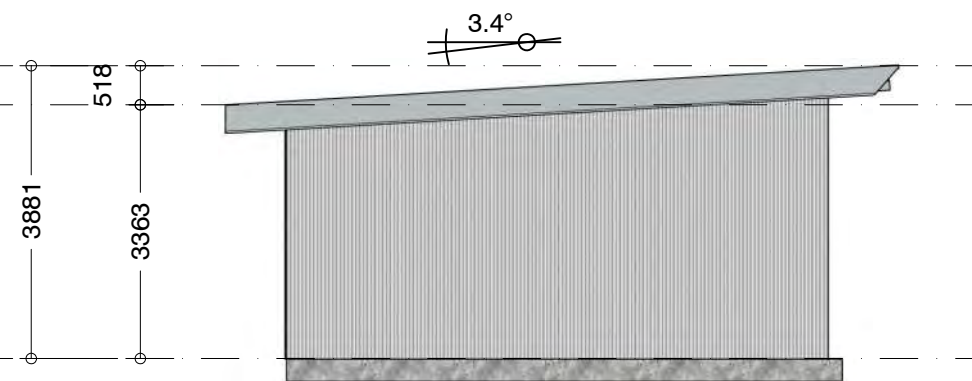
RIGHT VIEW

Scale 1:100



REAR VIEW

Scale 1:100



LEFT VIEW

Scale 1:100

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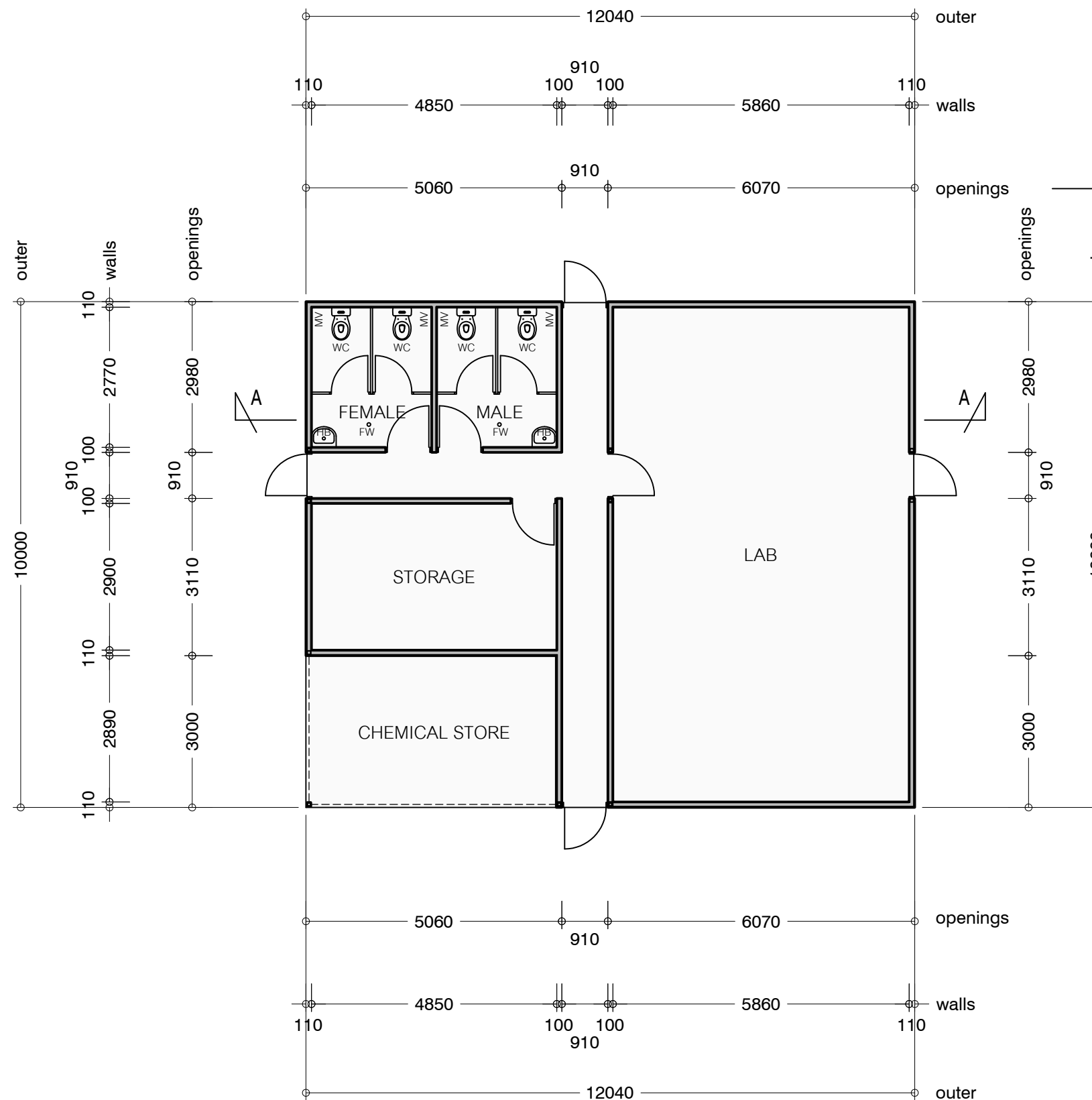
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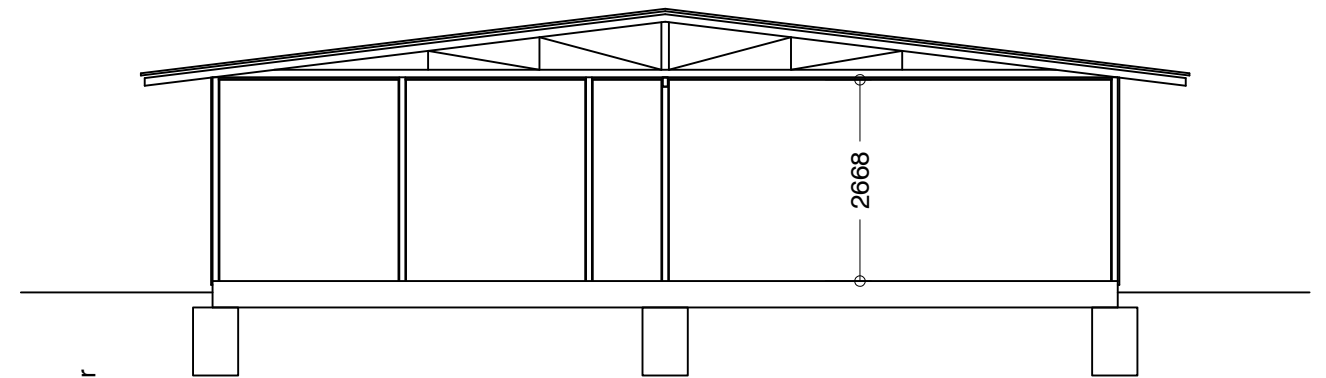


EMAIL: reng444@gmail.com

TITLE				DRAWING No.	
PROPOSED BARRAMUNDI HATCHERY & FACILITIES AT LOT 1796 HUNDRED OF AYERS GENERATOR/BLOWER ELEVATIONS				J3341/C/ELEV1	
				SHEET	A3
				SCALE	AS SHOWN
DATE		MARCH 2020		CAD FILE	J3341.DWG
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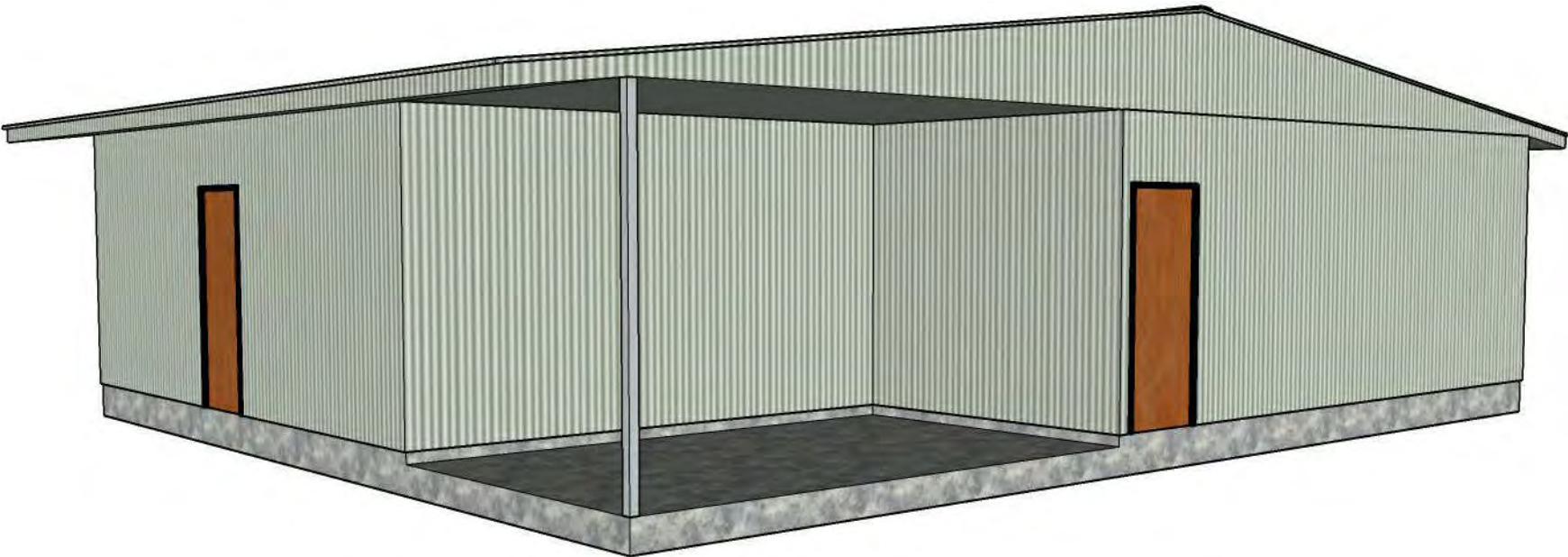
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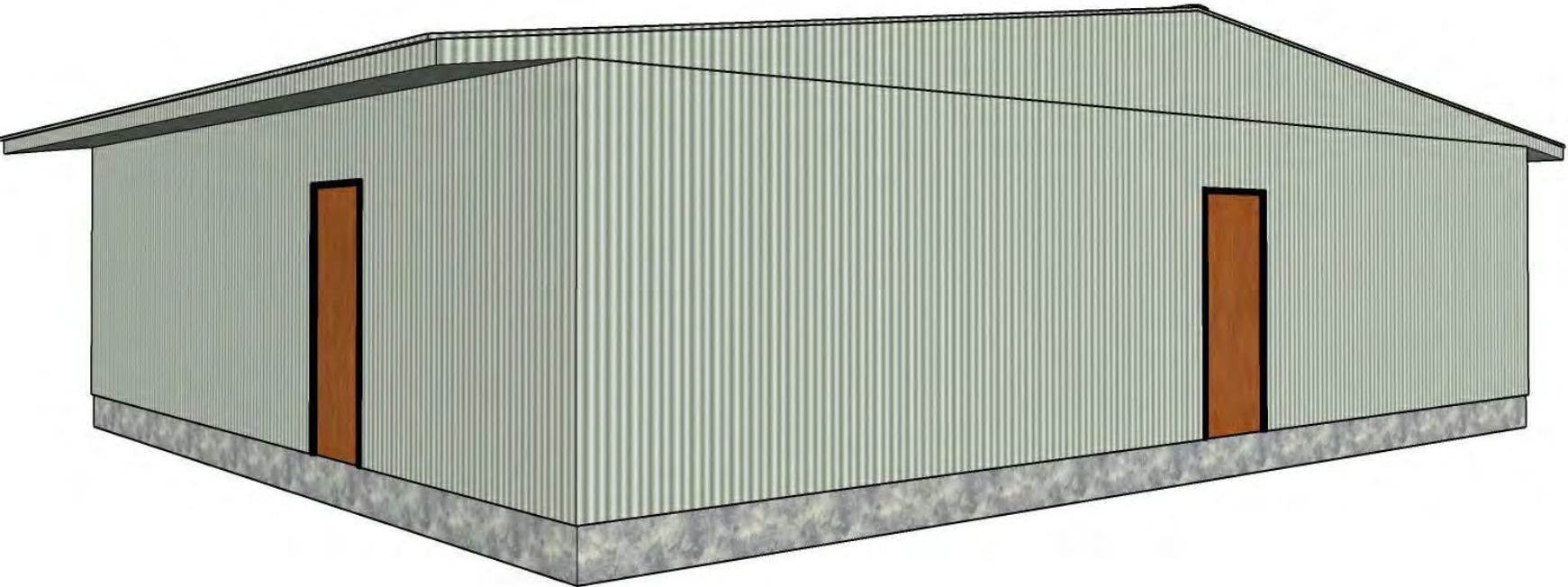
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ISOMETRIC VIEWS




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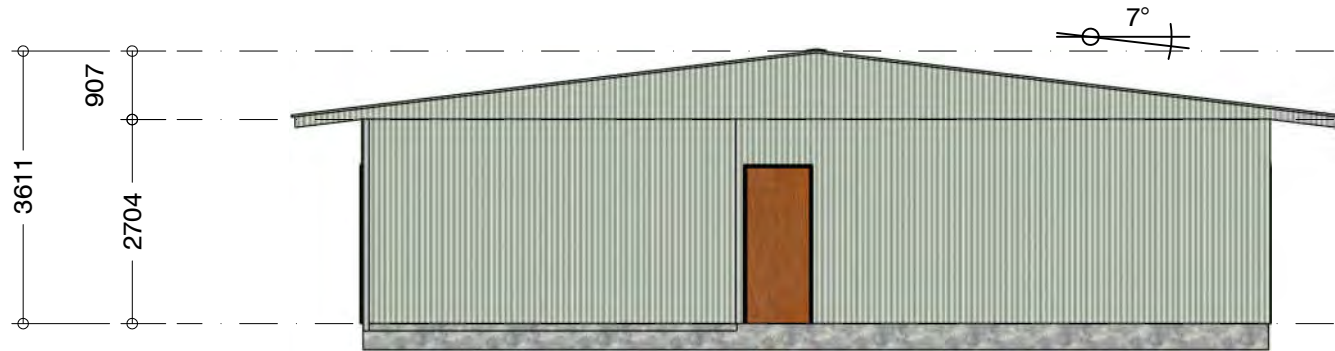
EMAIL: reng444@gmail.com

TITLE

PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS

LABORATORY ISOMETRIC VIEWS

DRAWING No.	J3341/D/ISO1
SHEET	SHEET 11
SCALE	AS SHOWN
DATE	MARCH 2020
CAD FILE	J3341.DWG
REVISION	0



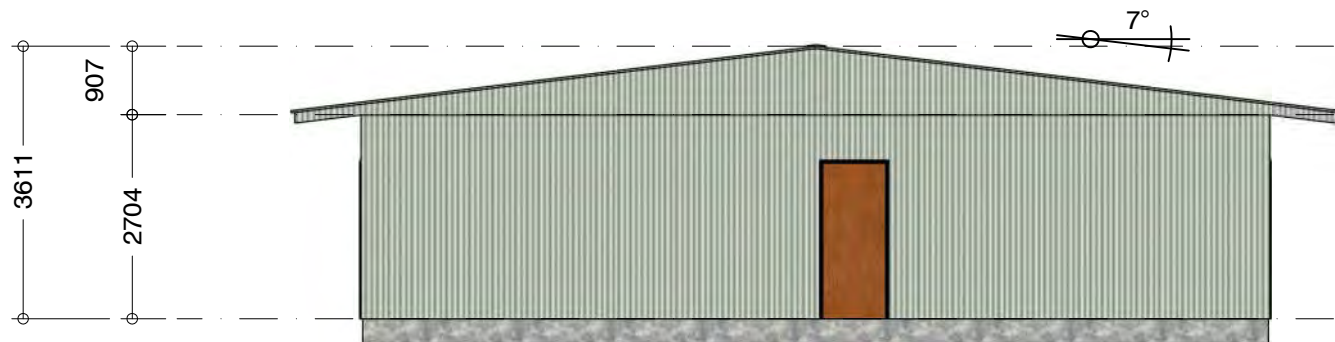
FRONT VIEW

Scale 1:100



RIGHT VIEW

Scale 1:100



REAR VIEW

Scale 1:100



LEFT VIEW

Scale 1:100

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No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
0	ISSUED FOR REVIEW	03/20					
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

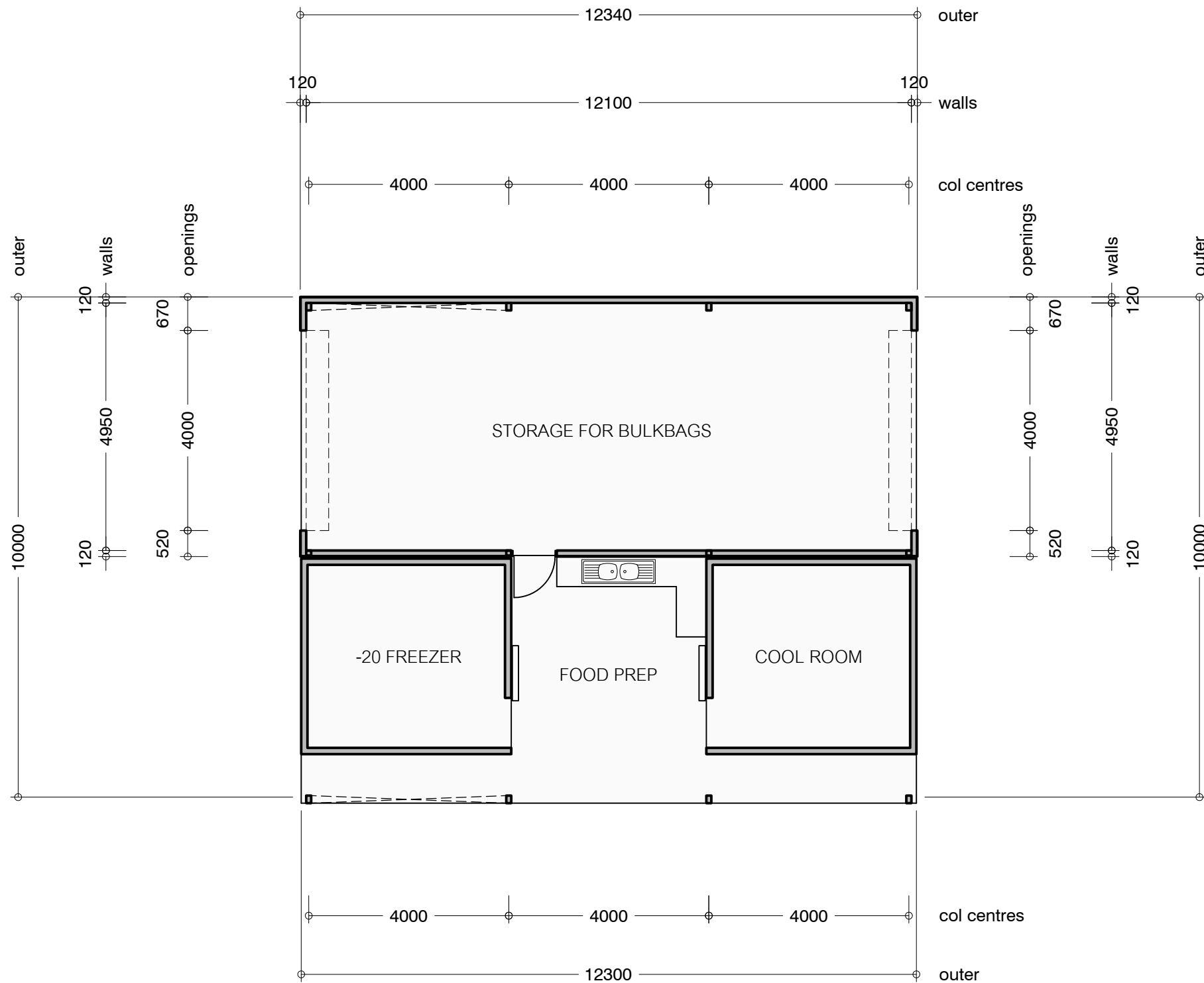
1 RIGEL COURT WOODROFFE, PALMERSTON NT 0830
ABN: 64 102 832 771 ACN: 102 832 771

PHONE: 08 89 313 922, FAX: 08 89 313 944

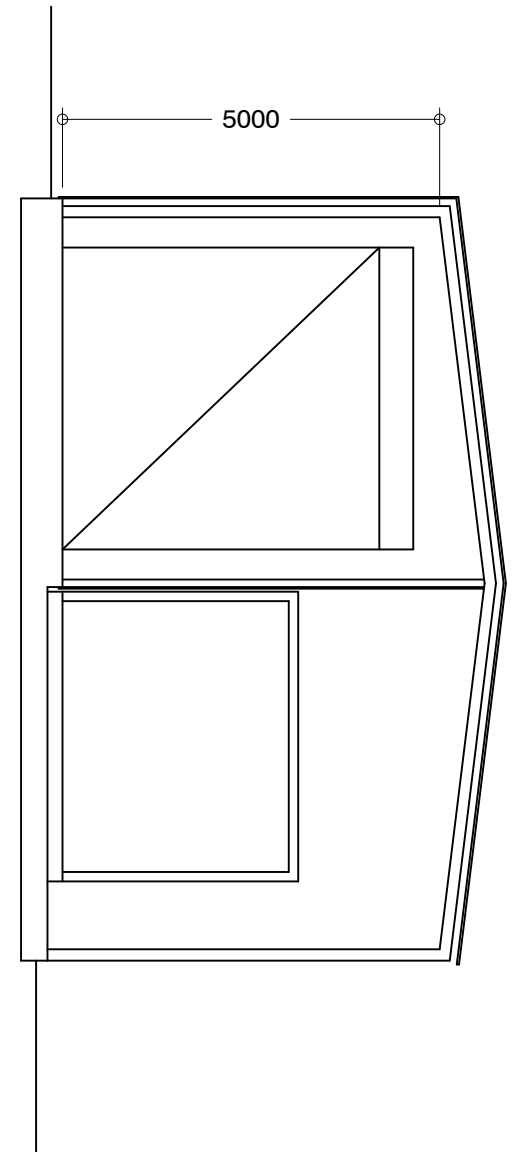


EMAIL: reng444@gmail.com

TITLE				DRAWING No.	
PROPOSED BARRAMUNDI HATCHERY & FACILITIES AT LOT 1796 HUNDRED OF AYERS LABORATORY ELEVATIONS				J3341/D/ELEV1	
SHEET				SHEET 12	
SCALE				AS SHOWN	
DATE				MARCH 2020	
CAD FILE				J3341.DWG	
REVISION				0	



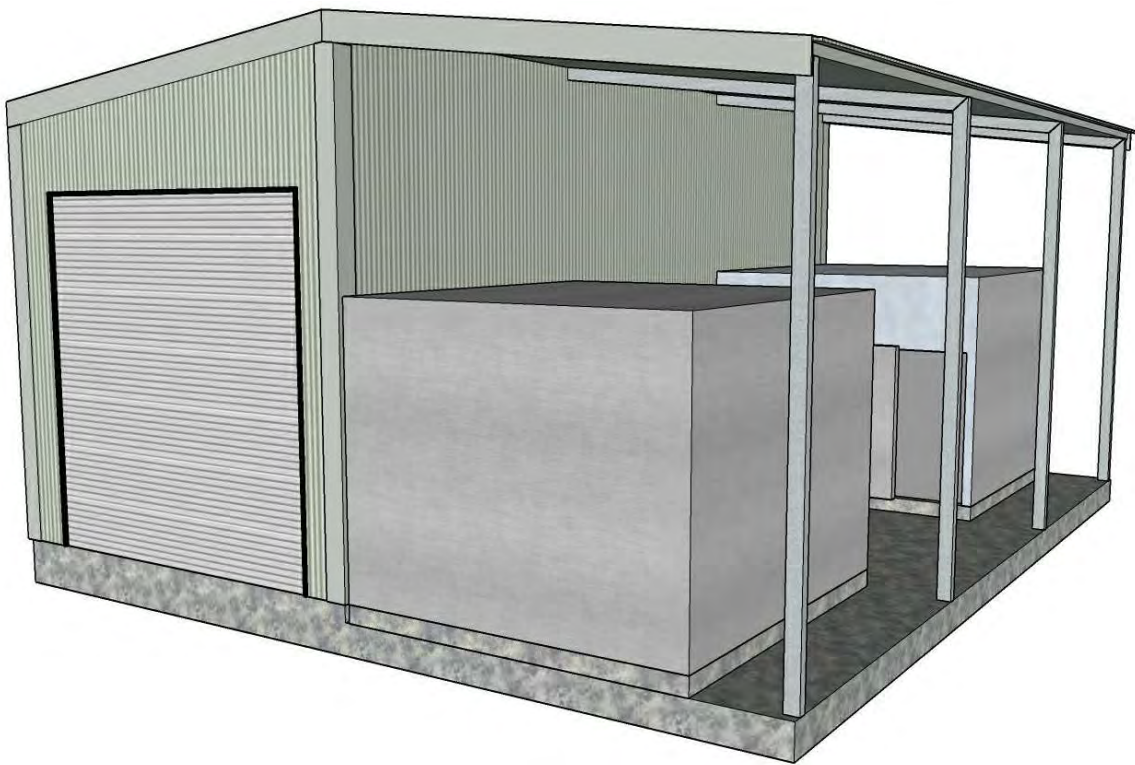
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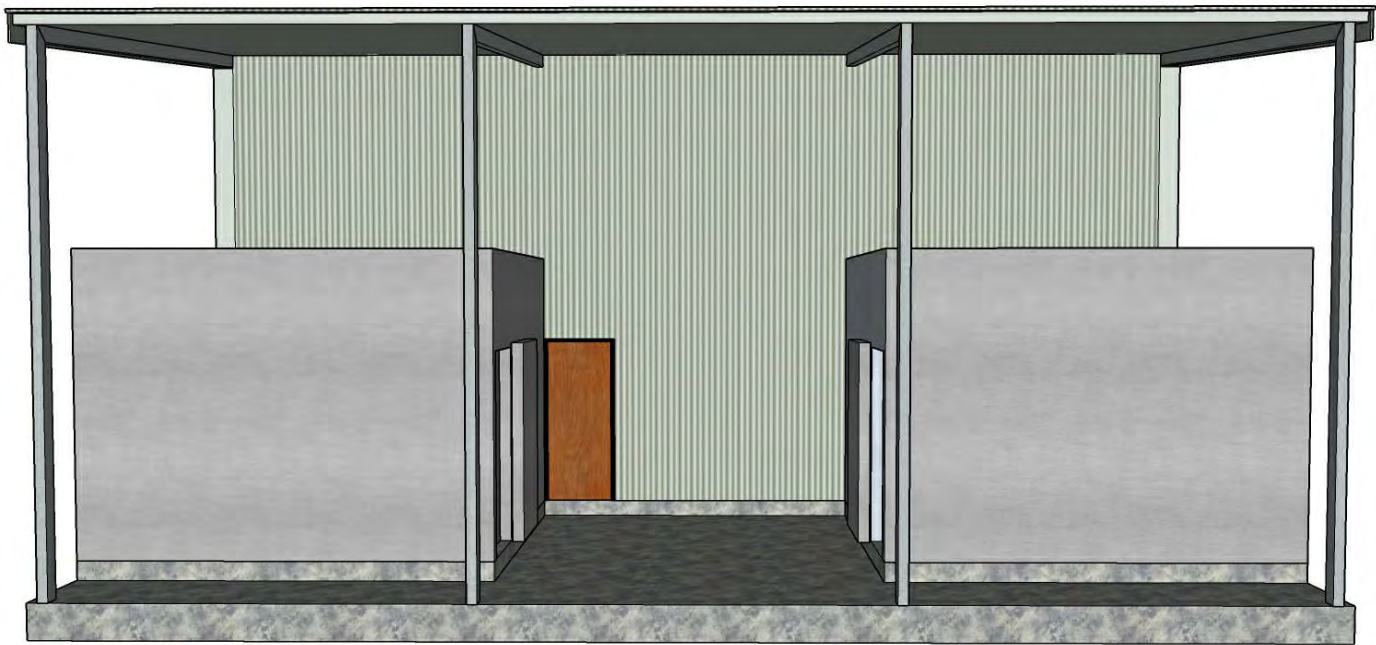
FOOD PREP: FLOOR PLAN
Scale 1:100

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ISOMETRIC VIEWS



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No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

1 RIGEL COURT WOODROFFE, PALMERSTON NT 0830

ABN: 64 102 832 771 ACN: 102 832 771

PHONE: 08 89 313 922, FAX: 08 89 313 944



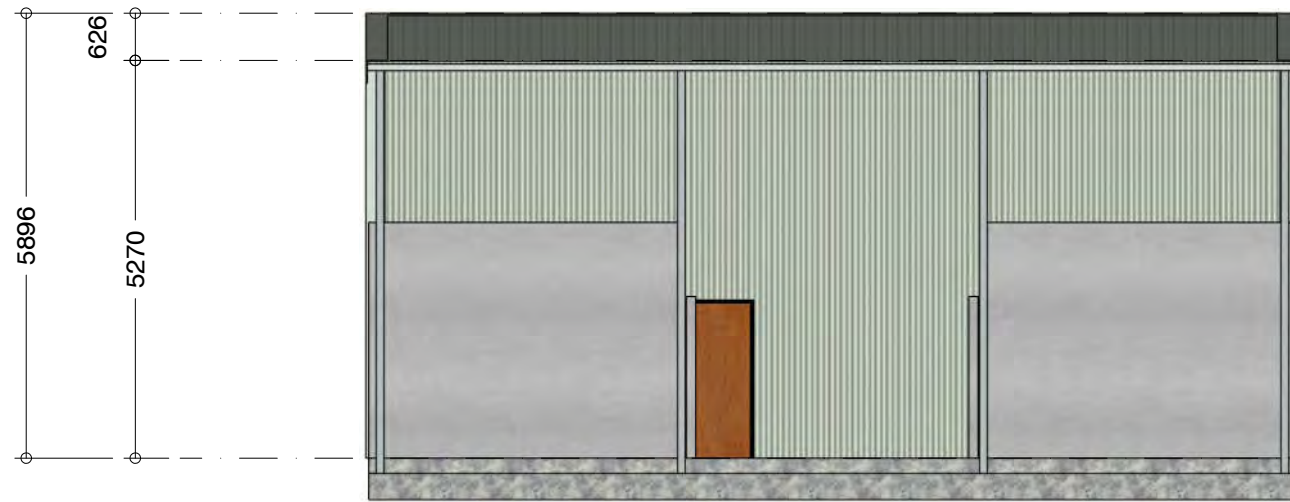
EMAIL: reng444@gmail.com

TITLE

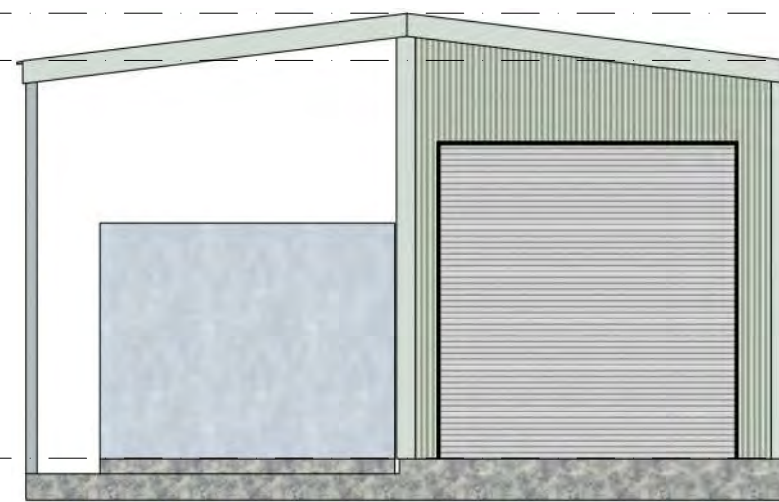
PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS

FOOD PREP ISOMETRIC VIEWS

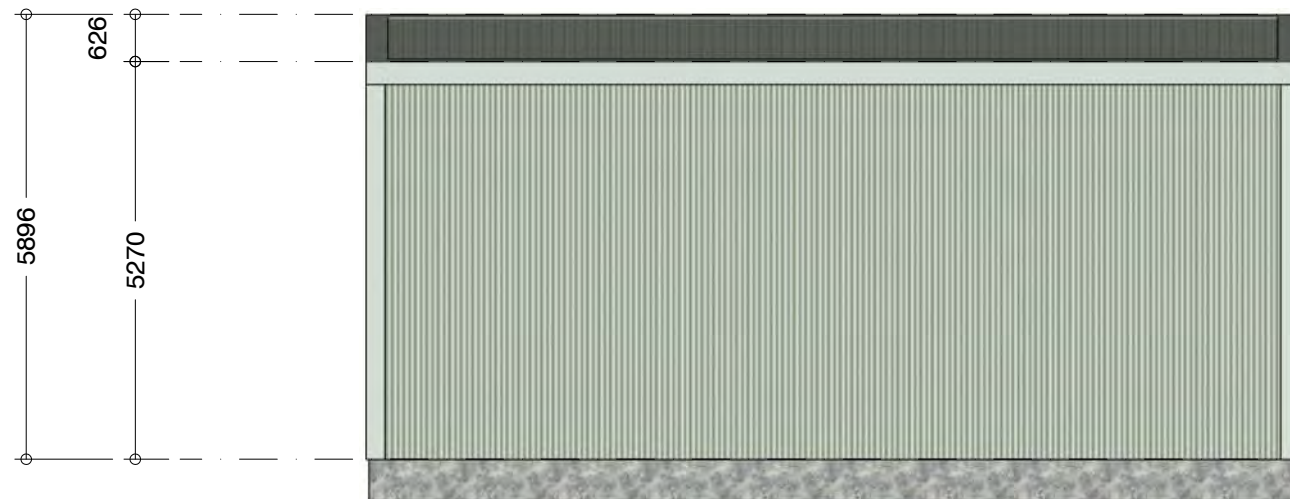
DRAWING No.	J3341/E/ISO1		
SHEET	SHEET 14		A3
SCALE	AS SHOWN	CAD FILE	REVISION
DATE	MARCH 2020	J3341.DWG	0



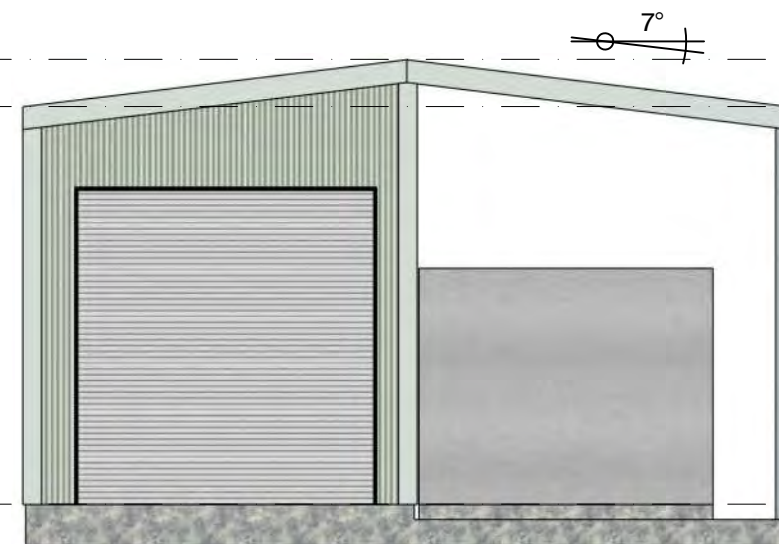
FRONT VIEW
Scale 1:100



RIGHT VIEW
Scale 1:100



REAR VIEW
Scale 1:100



LEFT VIEW
Scale 1:100

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ABN: 64 102 832 771 ACN: 102 832 771

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EMAIL: reng444@gmail.com

TITLE

**PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS
FOOD PREP ELEVATIONS**

DRAWING No.

J3341/E/ELEV1

SHEET

SHEET 15

A3

SCALE

AS SHOWN

CAD FILE

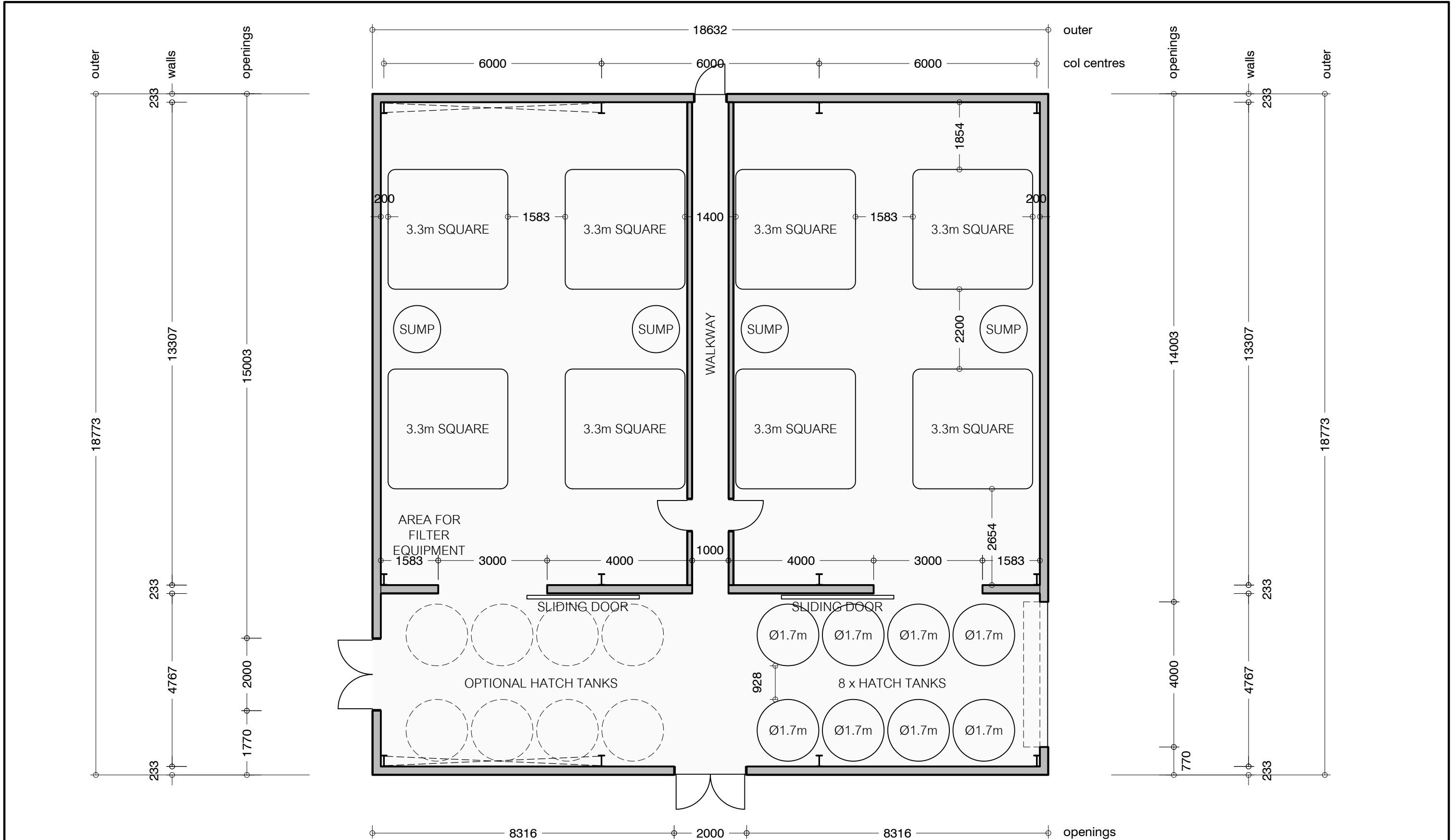
J3341.DWG

REVISION

0

DATE

MARCH 2020




LARVAE: FLOOR PLAN
Scale 1:100

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No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
1	FLOOR LAYOUT REVISED, SIZE REVISED	16/03/20					
0	ISSUED FOR REVIEW	03/20					
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

1 RIGEL COURT WOODROFFE, PALMERSTON NT 0830
ABN: 64 102 832 771 ACN: 102 832 771
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TITLE

**PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS
LARVAE FLOOR PLAN**

DRAWING No.
J3341/F/FP

SHEET
SHEET 16

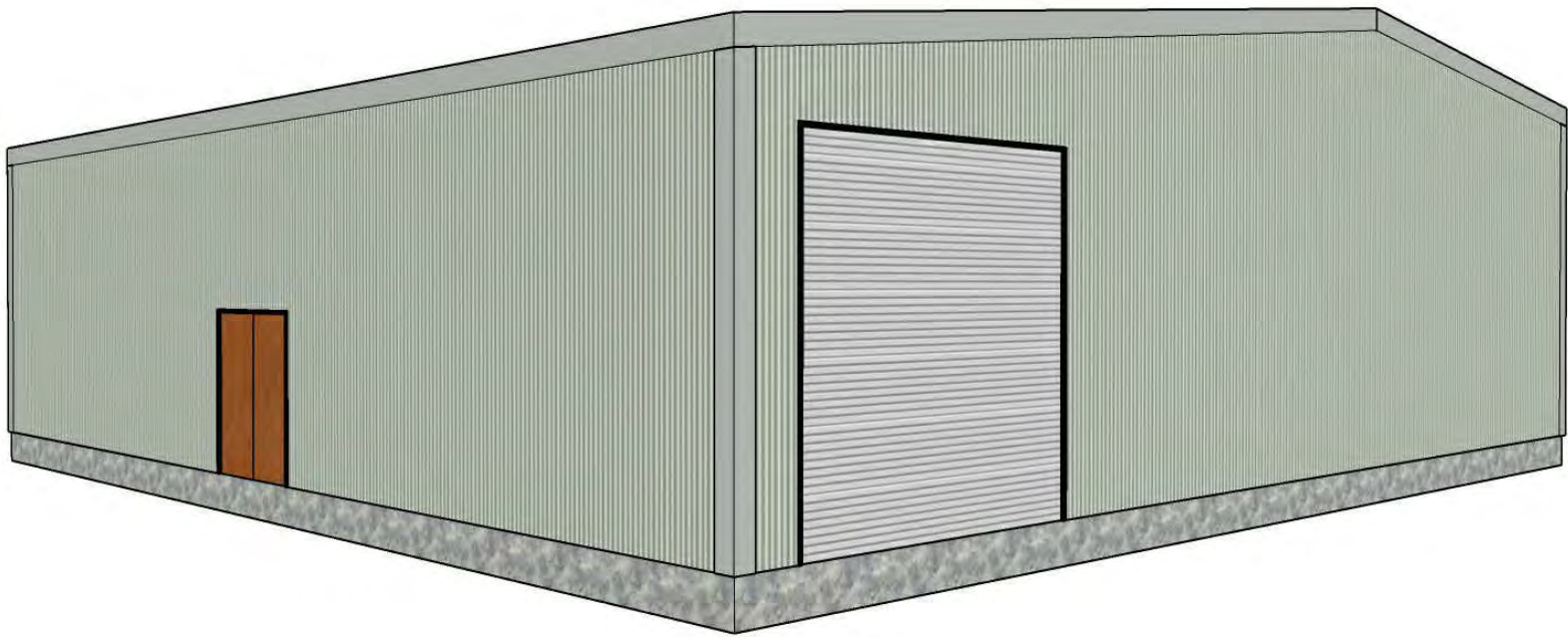
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DATE
MARCH 2020

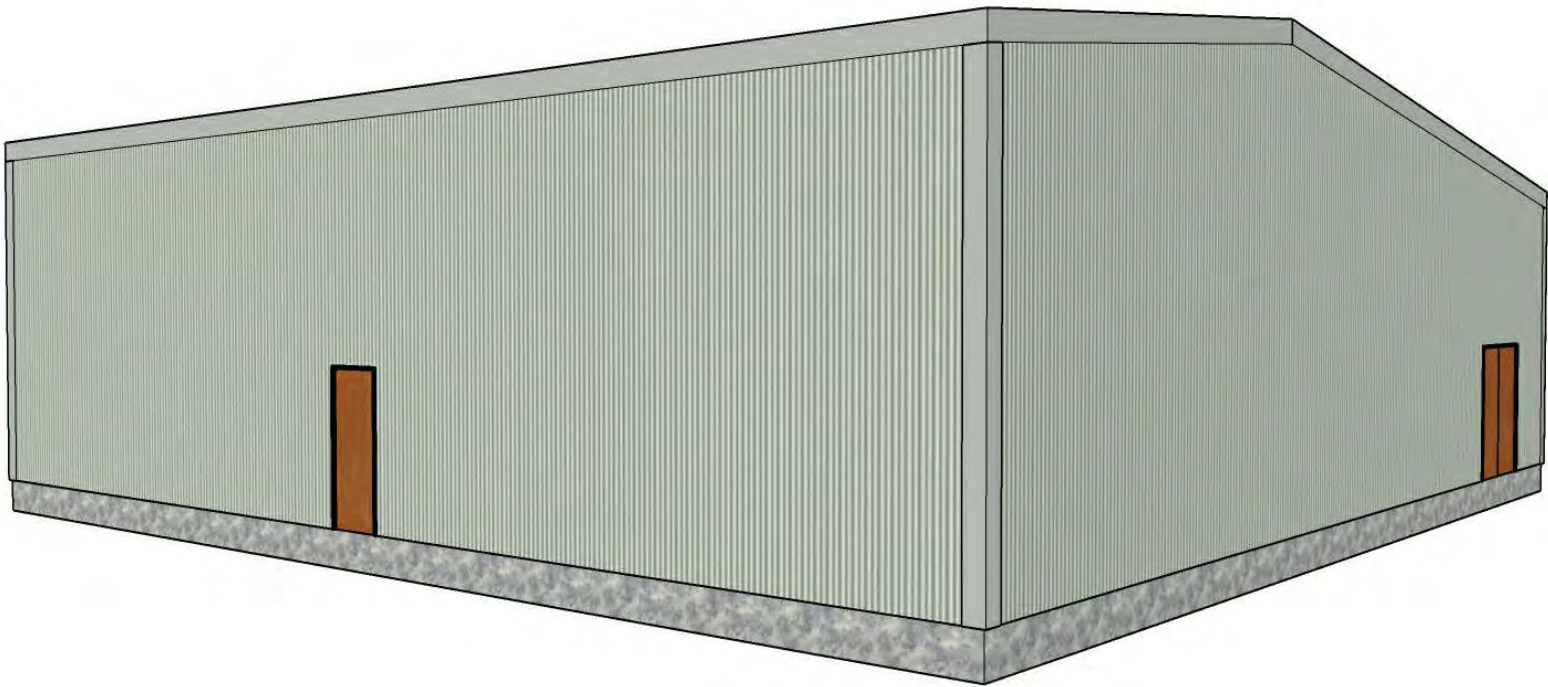
CAD FILE
J3341.DWG

REVISION
1

A3



ISOMETRIC VIEWS



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No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
AMENDMENTS				AMENDMENTS			

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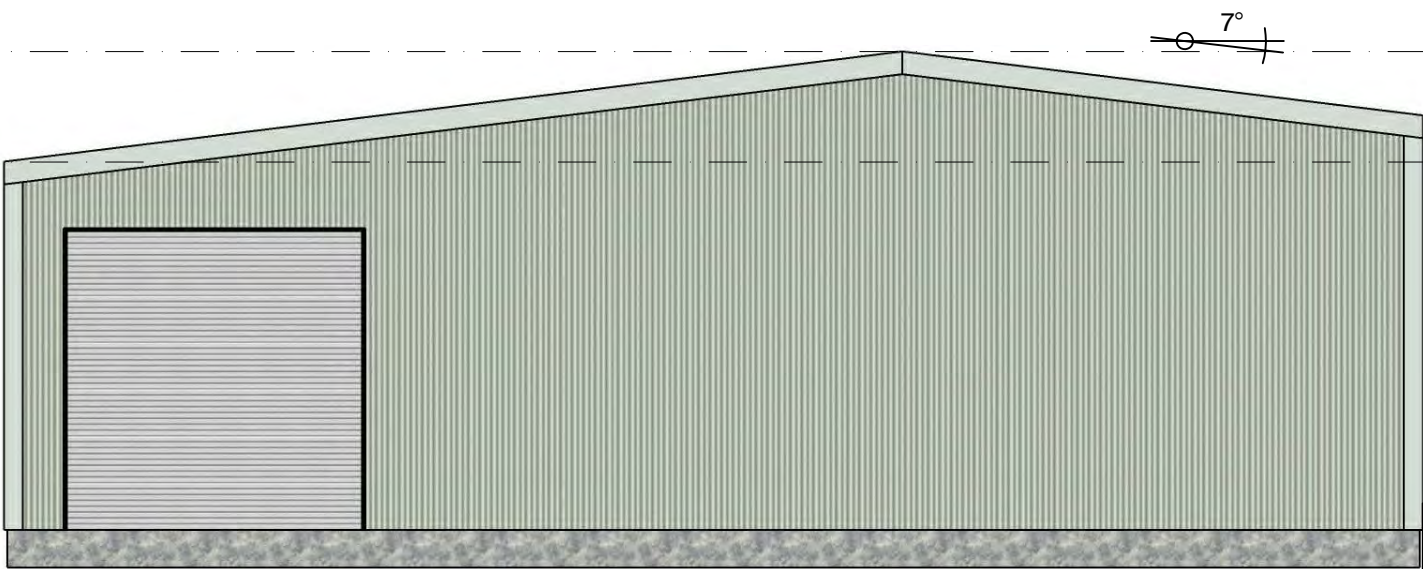
TITLE

PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS
LARVAE ISOMETRIC VIEWS

DRAWING No. J3341/F/ISO1			
SHEET SHEET 17		A3	
SCALE AS SHOWN	CAD FILE J3341.DWG	REVISION 0	
DATE MARCH 2020			



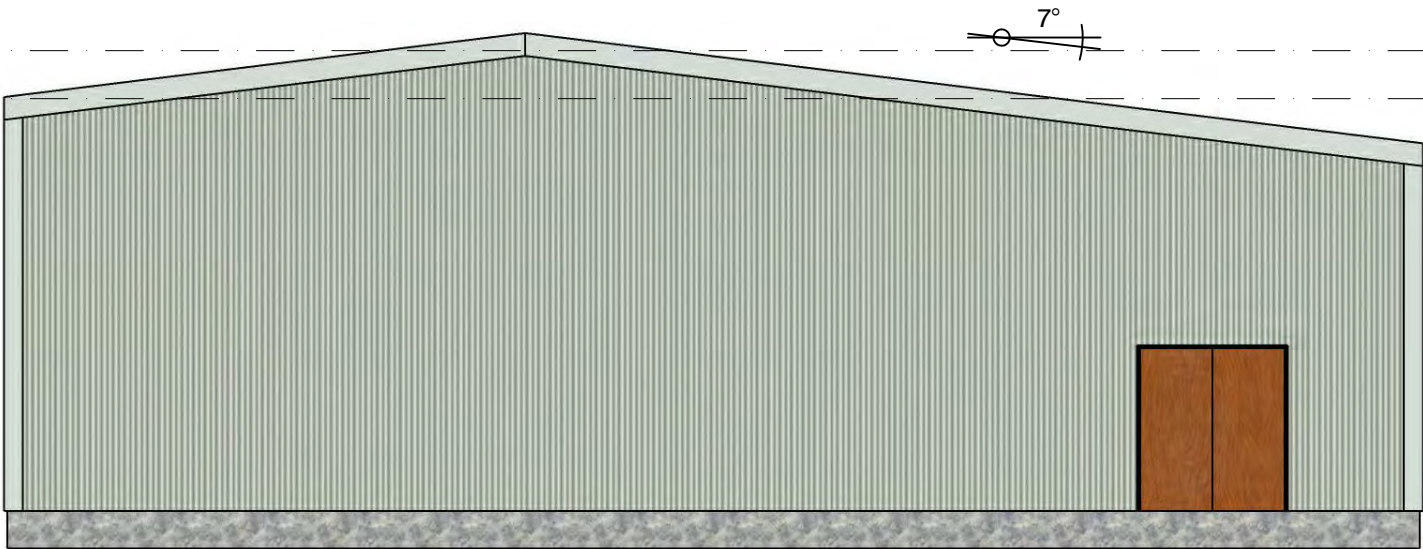
FRONT VIEW
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RIGHT VIEW
Scale 1:100



REAR VIEW
Scale 1:100




LEFT VIEW
Scale 1:100

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AMENDMENTS				AMENDMENTS			

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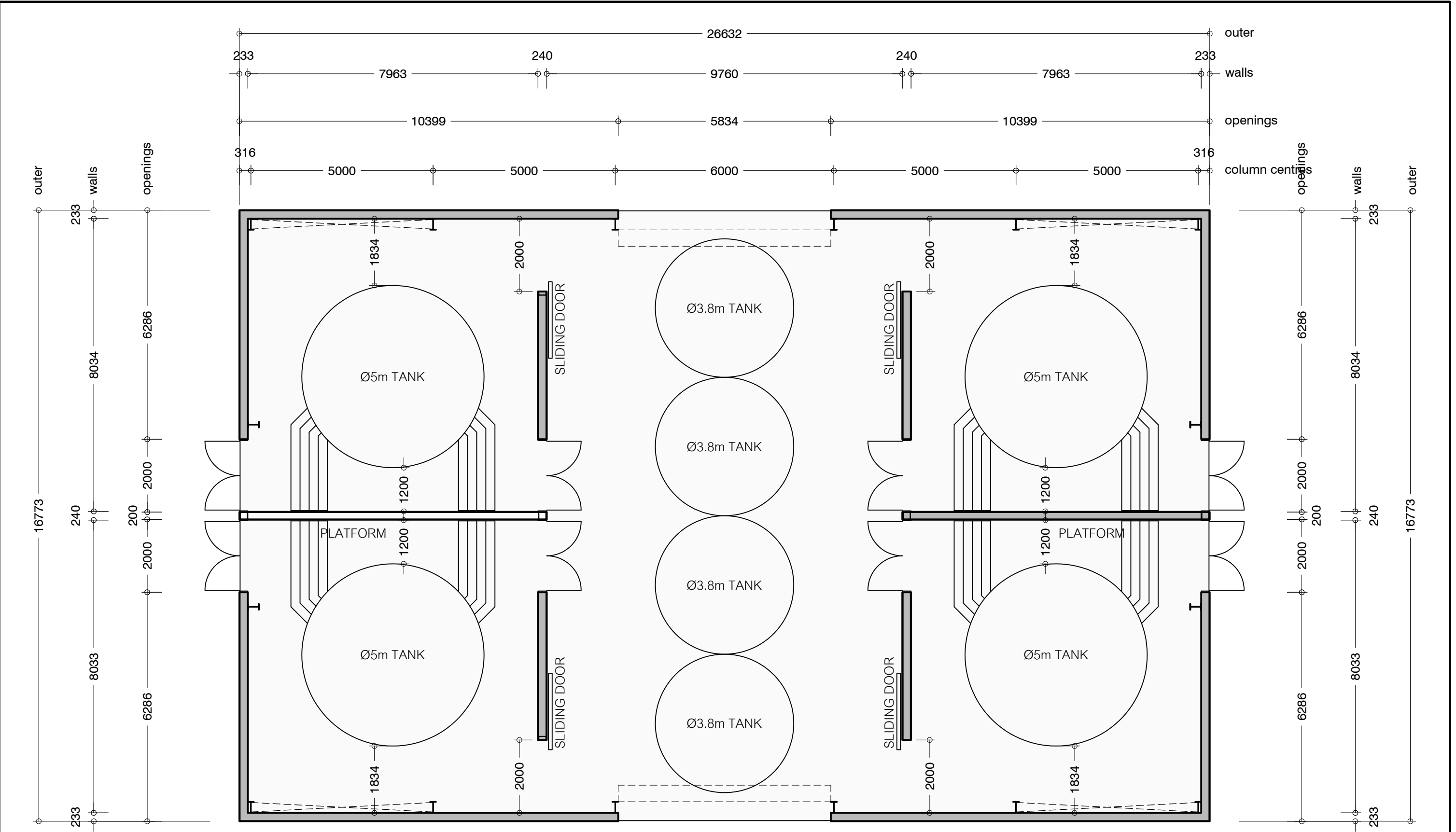


EMAIL: reng444@gmail.com

TITLE

PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS
LARVAE ELEVATIONS

DRAWING No. J3341/F/ELEV1			
SHEET SHEET 18		A3	
SCALE	AS SHOWN	CAD FILE	REVISION
DATE	MARCH 2020	J3341.DWG	0



BROOD STOCK: FLOOR PLAN
Scale 1:100

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No.	DESCRIPTION	DATE	NAME	No.	DESCRIPTION	DATE	NAME
1	FLOOR LAYOUT REVISED, SIZE REVISED	16/03/20					
0	ISSUED FOR REVIEW	03/20					
AMENDMENTS				AMENDMENTS			

Roetek Engineering Pty. Ltd.

1 RIGEL COURT WOODROFFE, PALMERSTON NT 0830

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TITLE

**PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS
BROOD STOCK FLOOR PLAN**

DRAWING No.

J3341/G/FP

SHEET

SHEET 19

A3

SCALE

AS SHOWN

CAD FILE

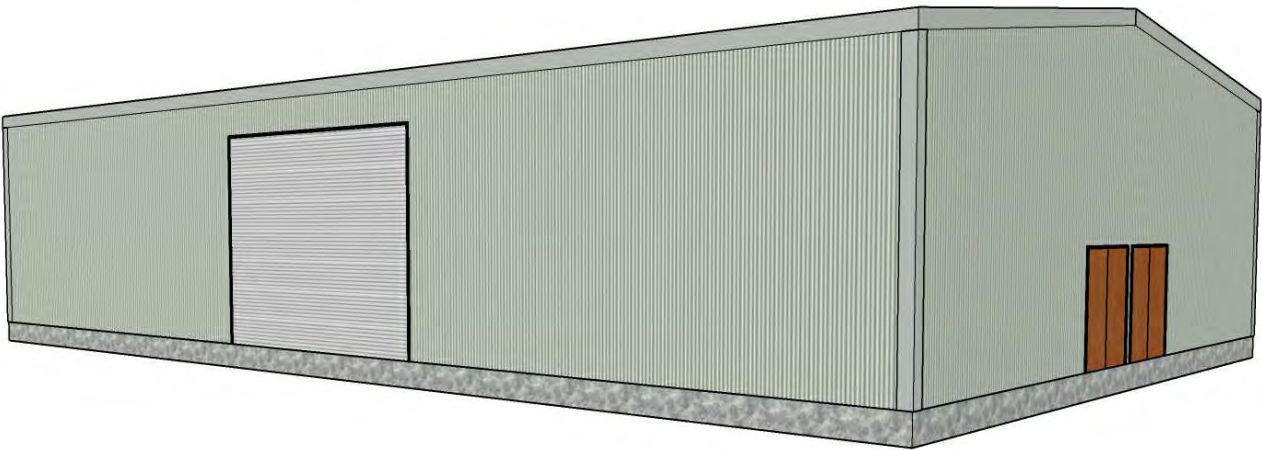
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REVISION

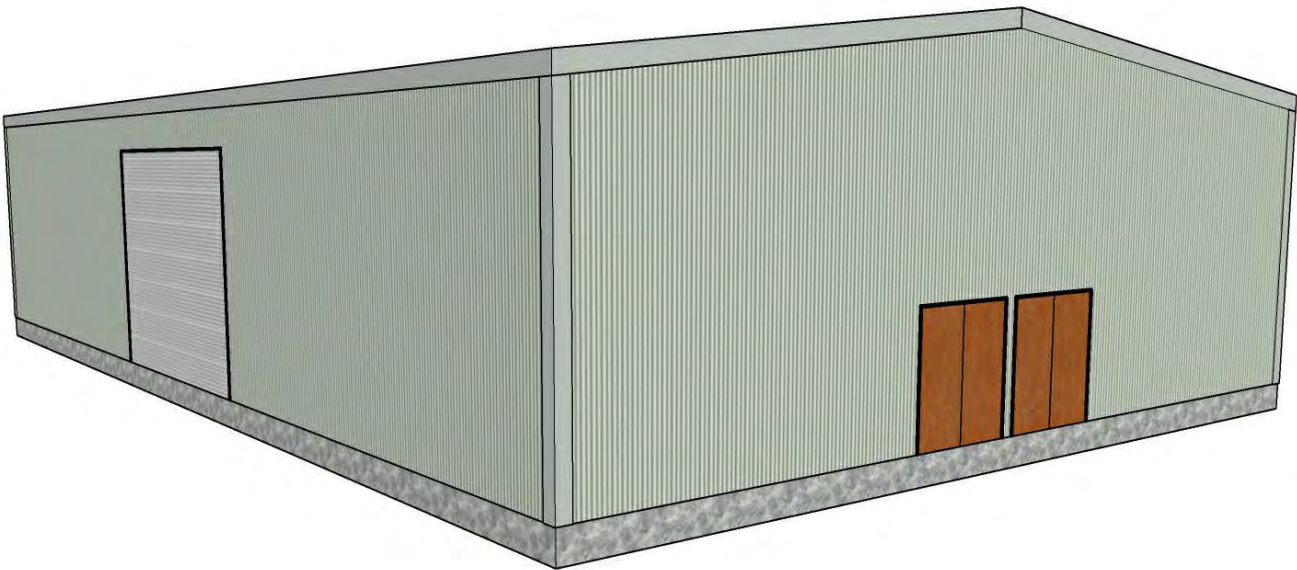
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DATE

MARCH 2020



ISOMETRIC VIEWS




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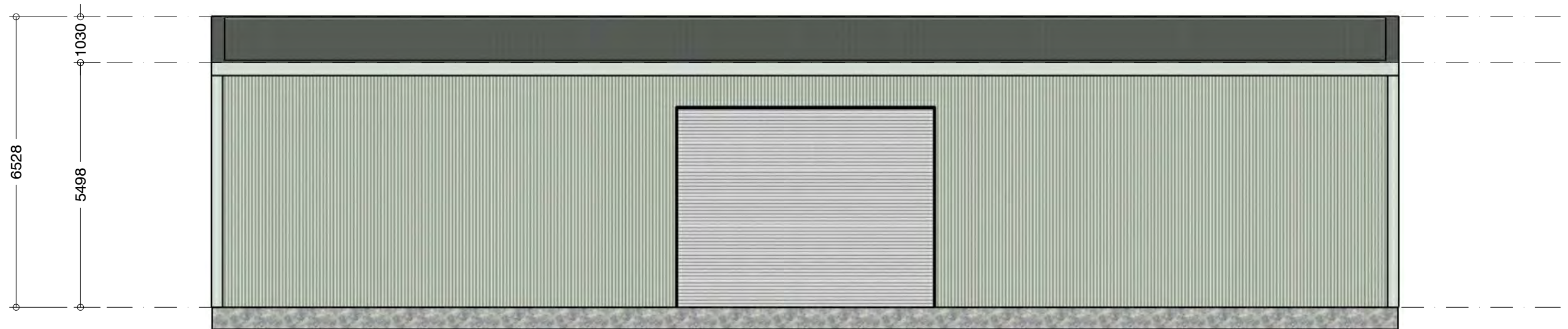
EMAIL: reng444@gmail.com

TITLE

PROPOSED BARRAMUNDI
HATCHERY & FACILITIES AT
LOT 1796 HUNDRED OF AYERS

BROOD STOCK ISOMETRIC VIEWS

DRAWING No.	J3341/G/ISO1		
SHEET	SHEET 20		A3
SCALE	AS SHOWN	CAD FILE	REVISION
DATE	MARCH 2020	J3341.DWG	0



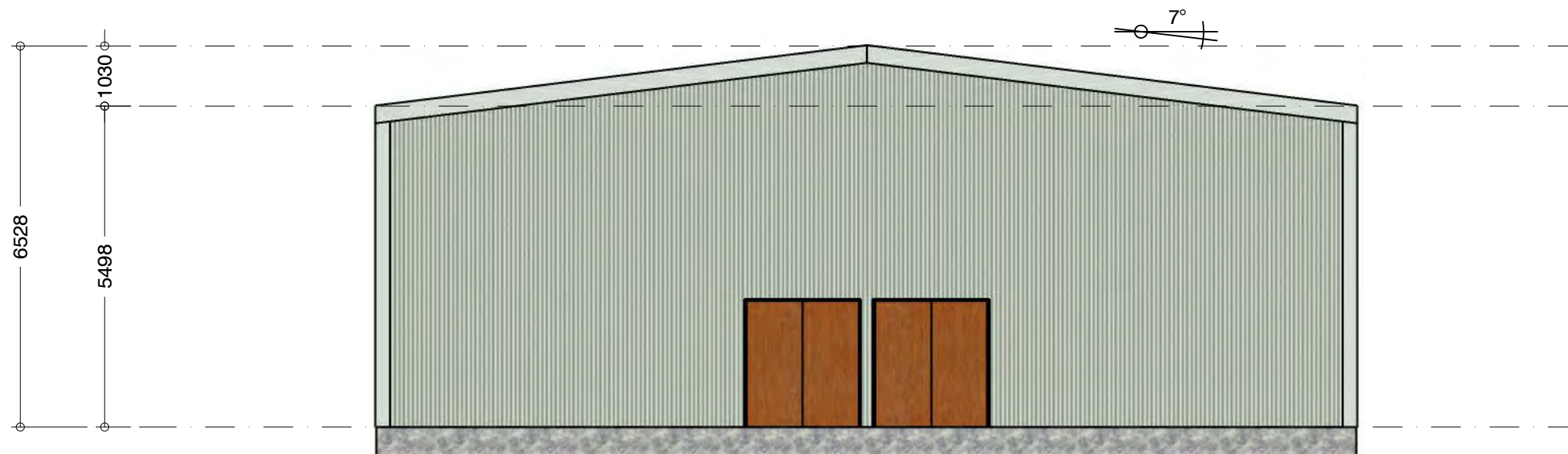
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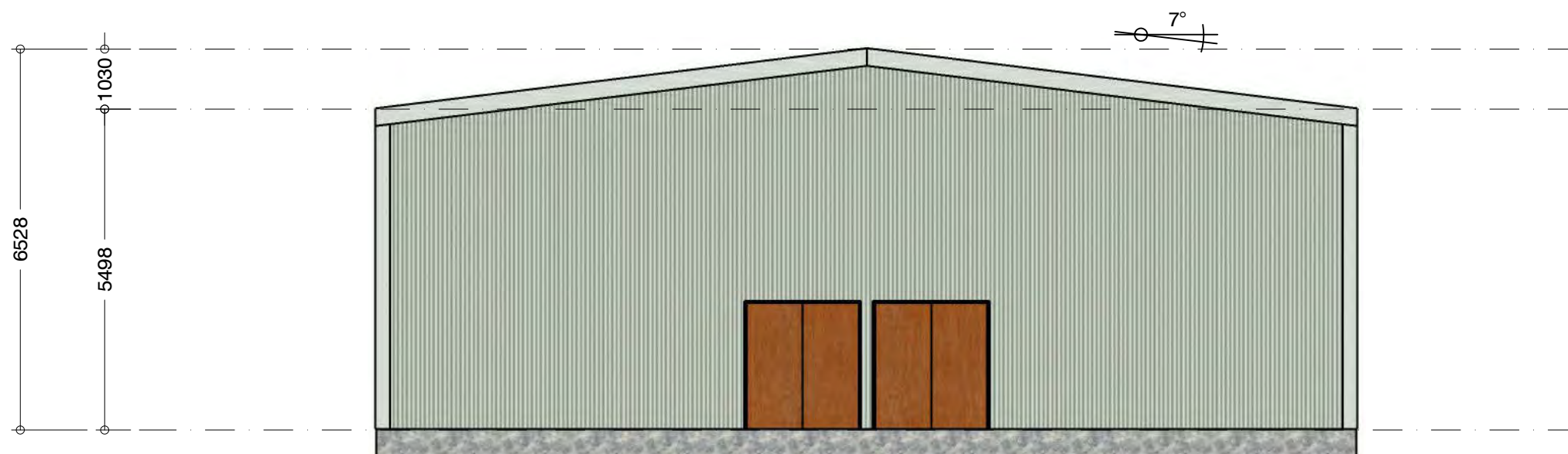
REAR VIEW
Scale 1:100

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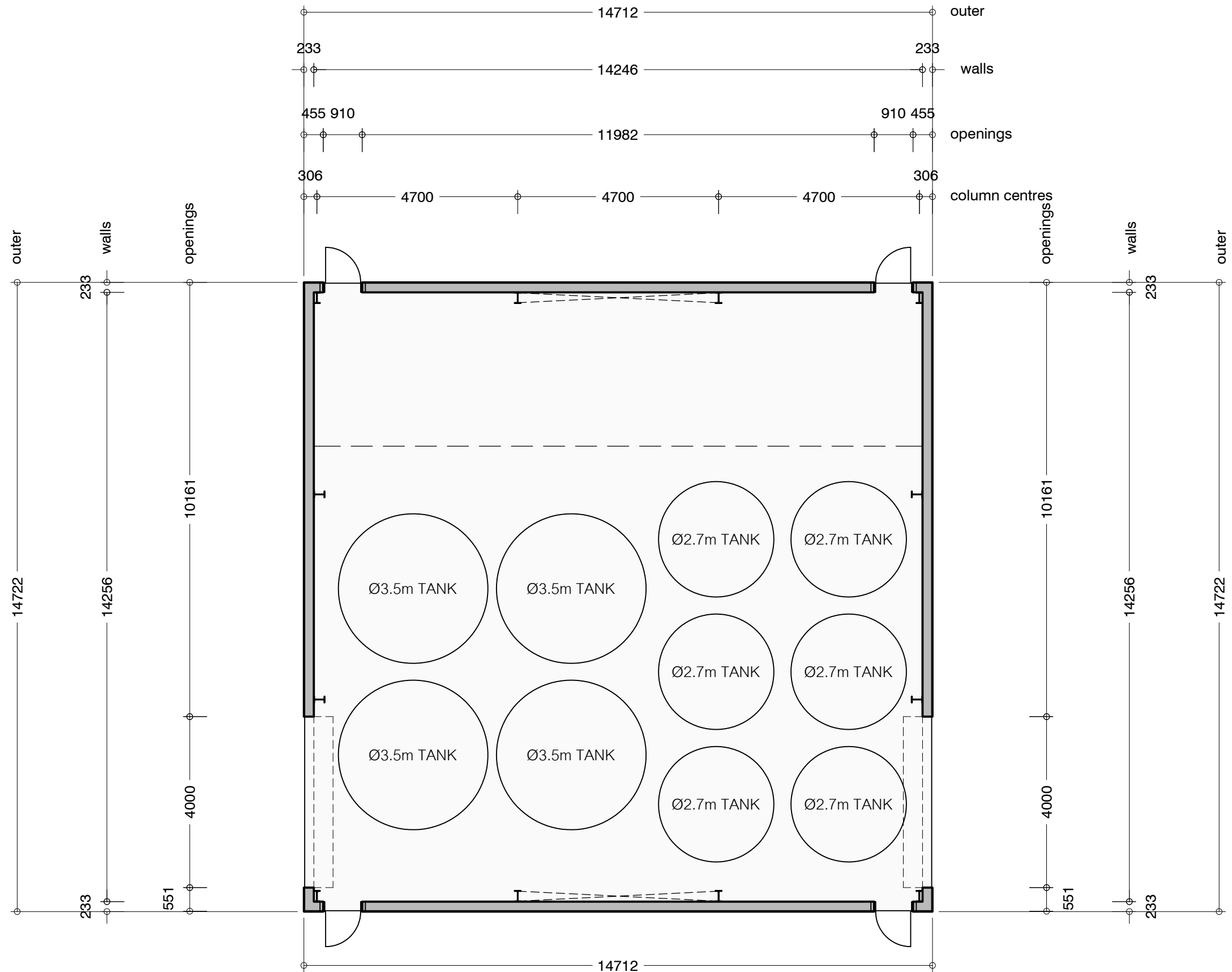
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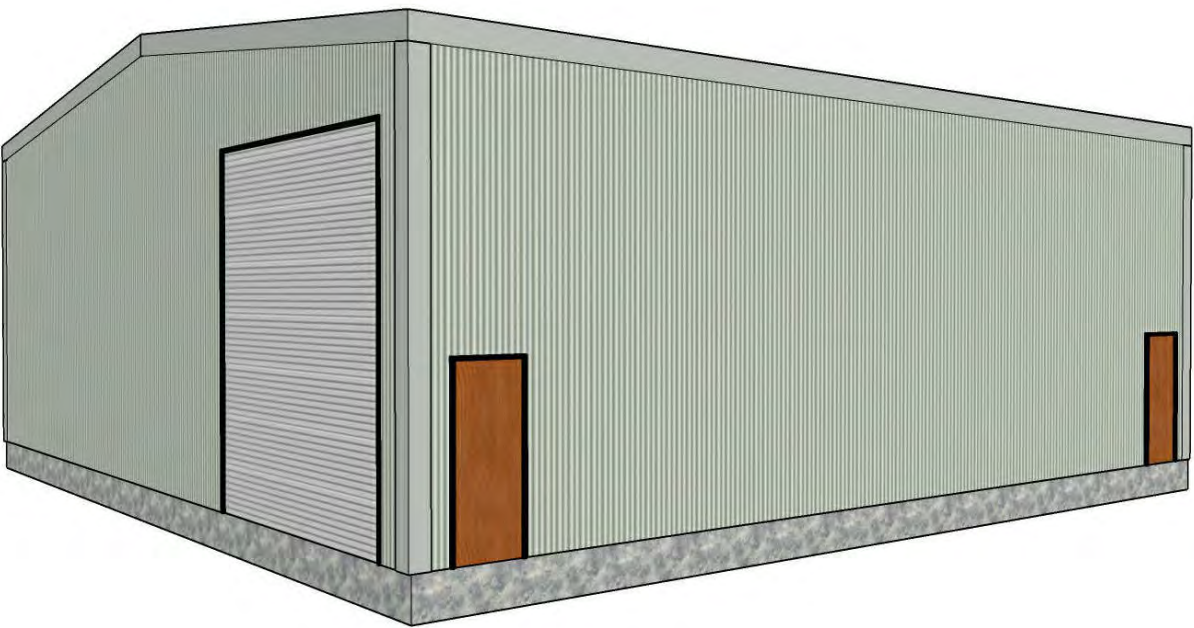


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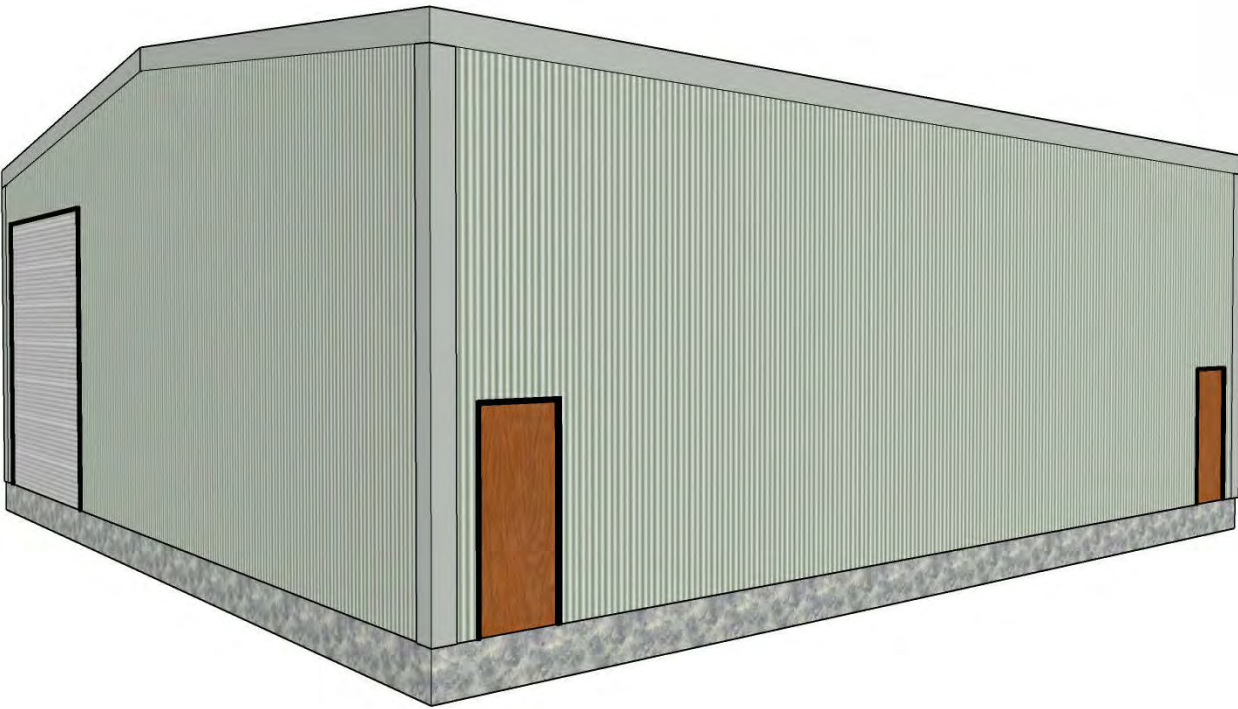
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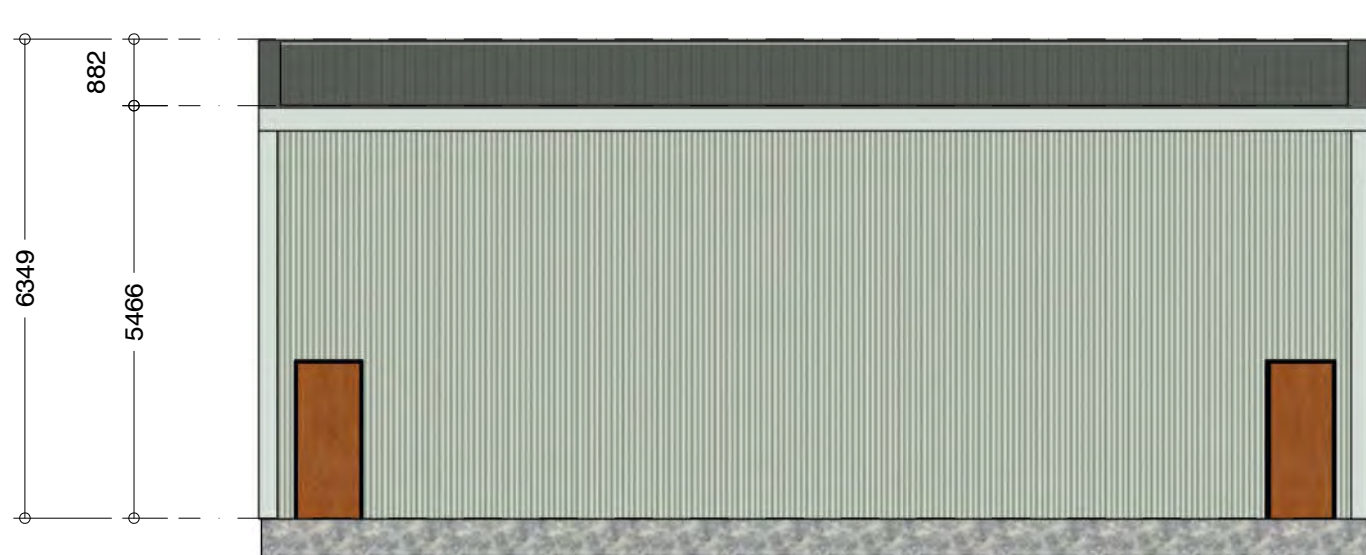


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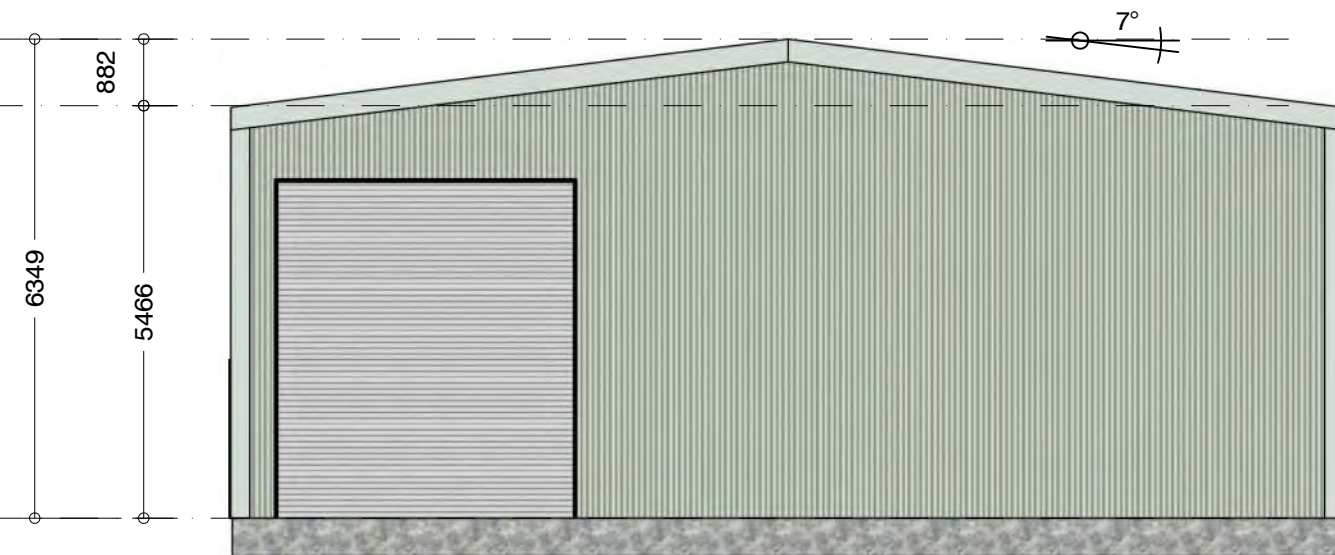
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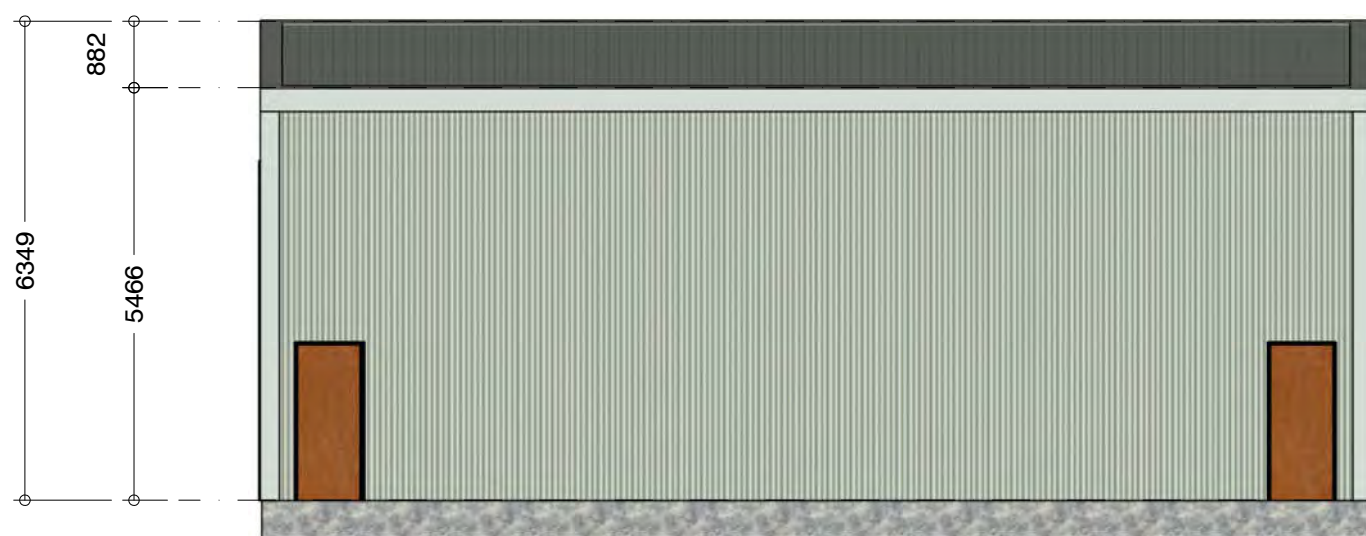
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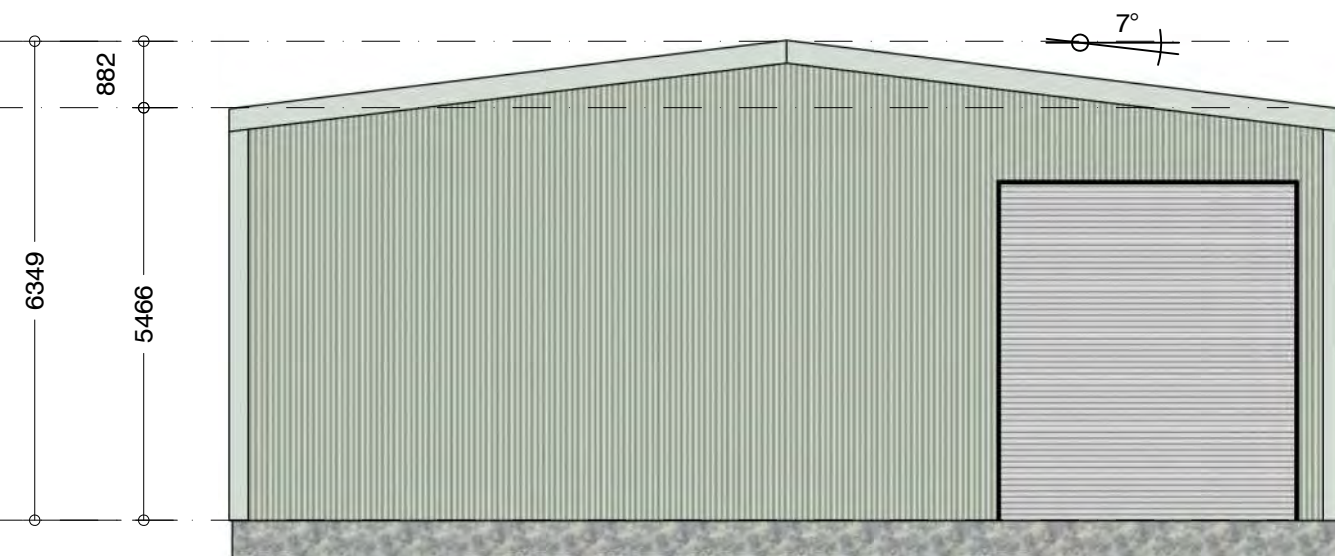
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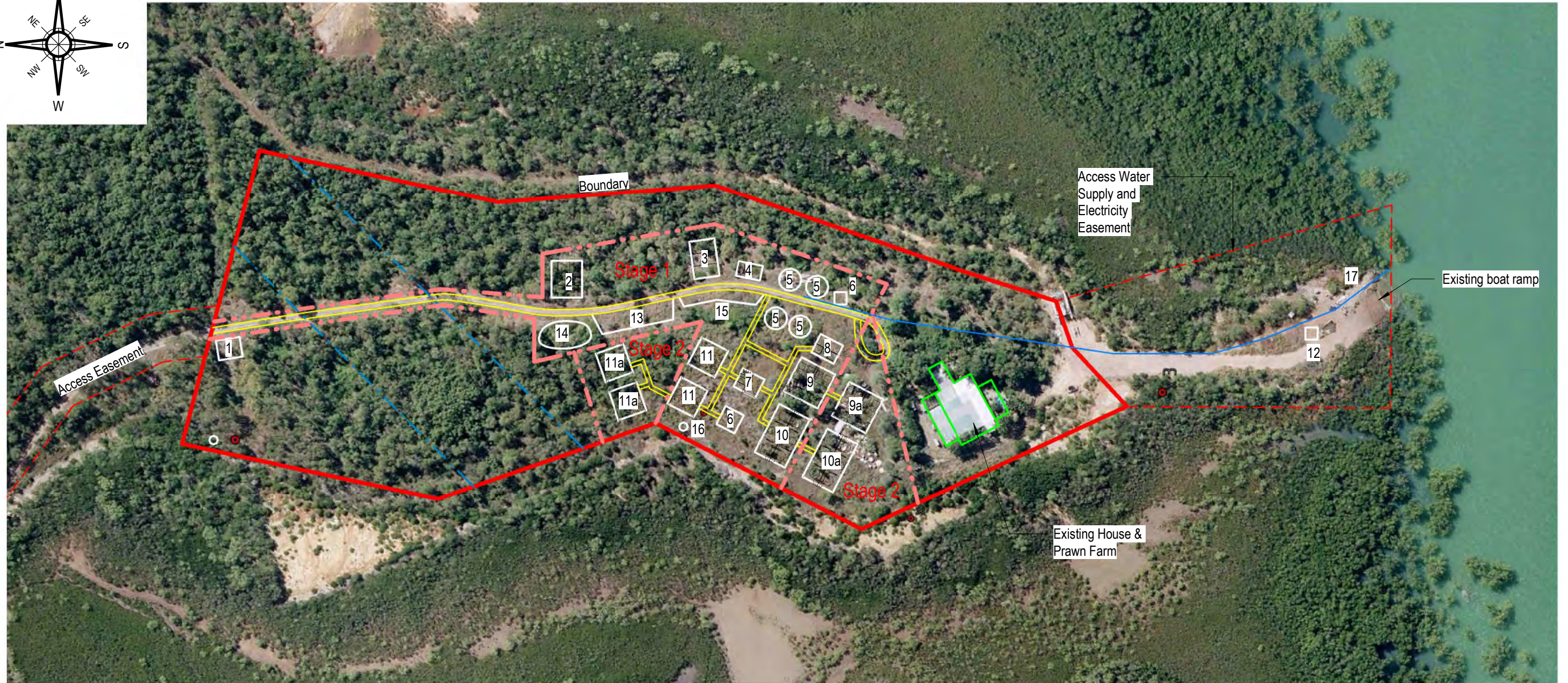
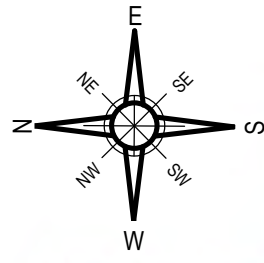
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				SHEET	A3
				SHEET 25	
SCALE AS SHOWN		CAD FILE J3341.DWG		REVISION 0	
DATE MARCH 2020					



Legend

1. Security Office/Quarantine
2. Office
3. Shed
4. Genshed, Blower, Diesel
5. 200kL Water Tank
6. Water Treatment
7. Lab
8. Food Prep
9. Larvae
- 9a. Larvae Future Expansions
10. Broodstock
- 10a. Broodstock Future Expansion
11. Juvenile
- 11a. Juvenile Future Expansion
12. Pump House
13. Loading Bay
14. Pond
15. Carparking
16. Discharge Point
17. Seawater Intake Pipeline

- Property Boundary
- Concrete Vehicle Paths
- Existing Structures
- - - Easements
- ● ● Extent of Stages
- - - Proposed Main Road
- Seawater Intake Pipeline

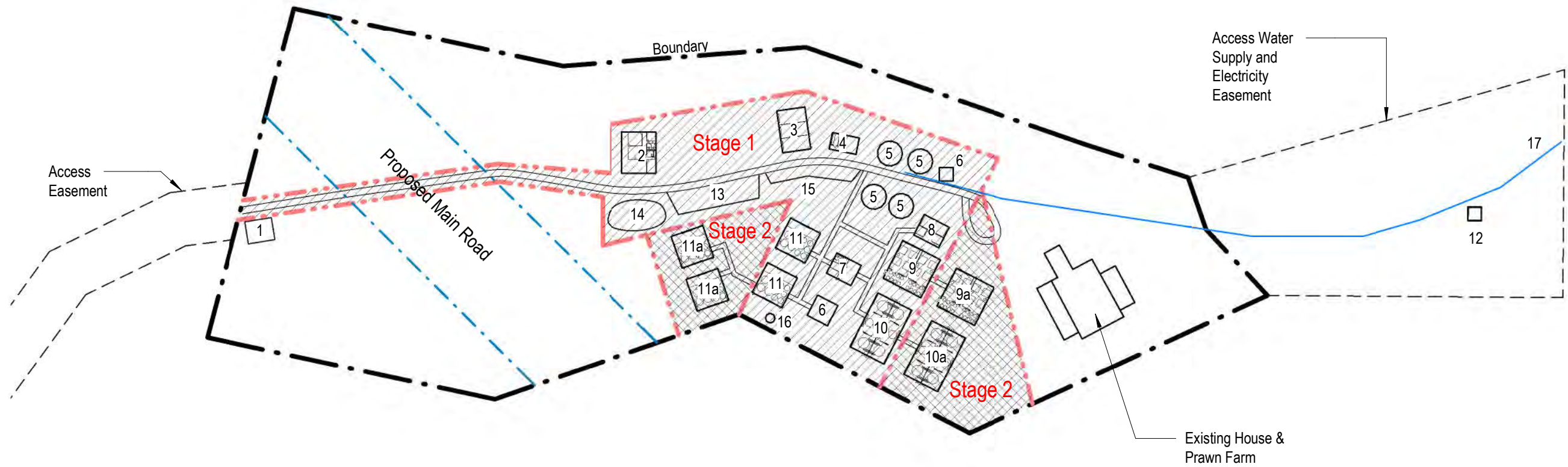
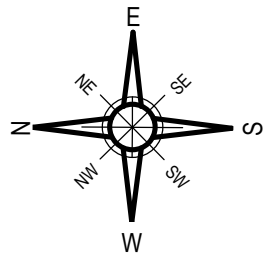
Areas:

Stage 1: 13,614m²
Stage 2: 5,665m²

Master Plan
Proposed Barramundi Farm
Sheet 1

Section 1796
Channel Island Road

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Email: brad.cunnington@northernplanning.net



Legend

1. Security Office/Quarantine
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13. Loading Bay
14. Pond
15. Carparking
16. Discharge Point
17. Sea Water Intake

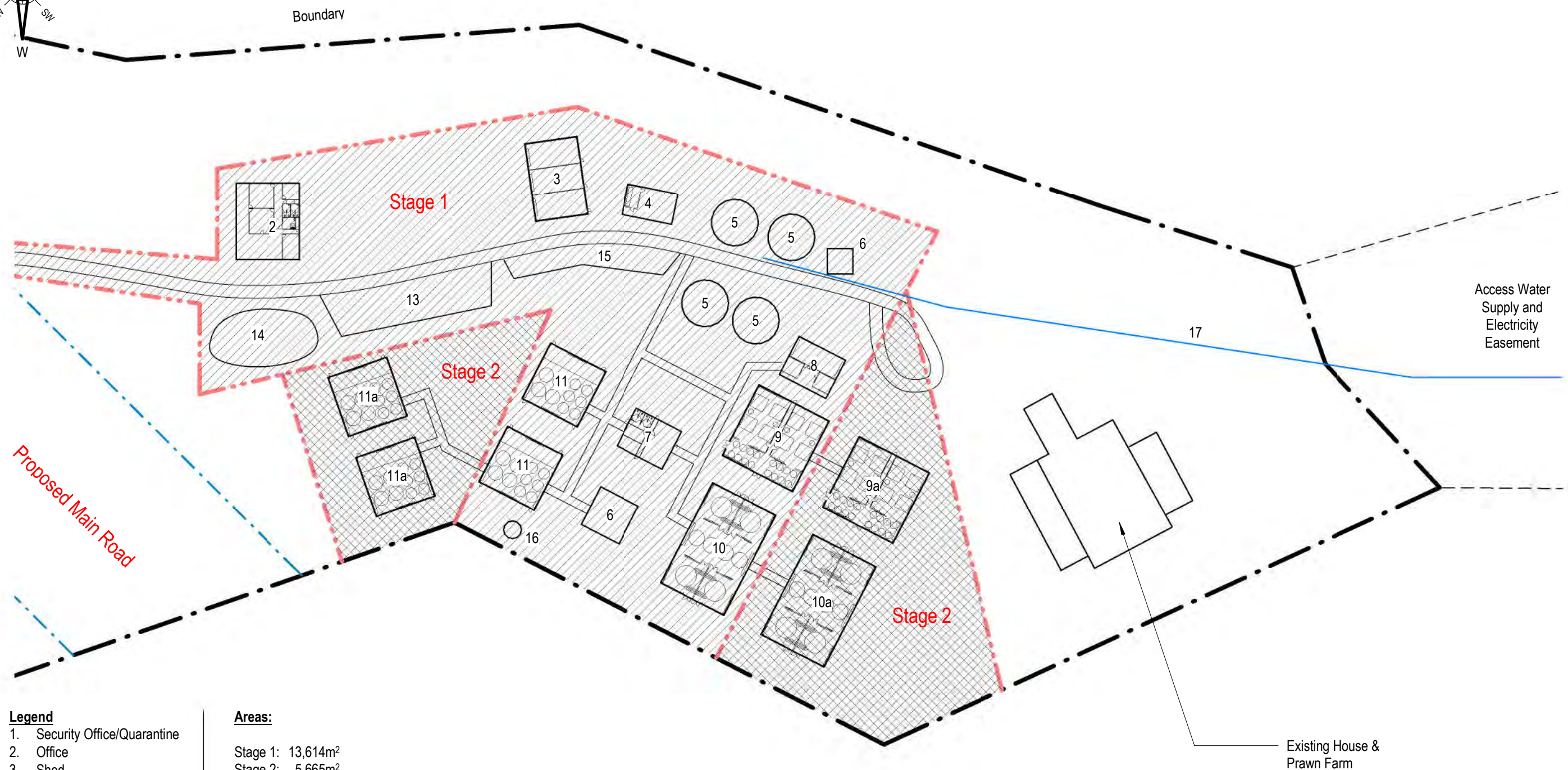
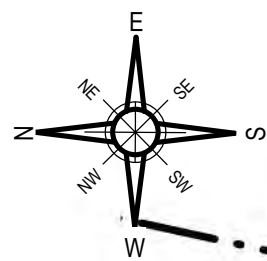
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Master Plan
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Legend

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Master Plan
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Environmental Report Barramundi Hatchery Proposal Section 1796 Hundred of Ayres



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APPENDIX D	COMMUNICATIONS WITH NT HERITAGE BRACH AND AAPA

ACRONYMS

ASS	acid sulfate soils
BOM	Bureau of Meteorology
DENR	Department of Environment and Natural Resources (Northern Territory) – formerly DLRM
DLRM	Department of Land Resource Management (Northern Territory) – now DENR
DOEE	Department of the Environment and Energy (Commonwealth)
EIA	Environmental Impact Assessment
EIS	Environmental Impact Statement
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act (1999)</i> (Commonwealth)
NT	Northern Territory
NVIS	National Vegetation Information System
TPWC Act	<i>Territory Parks and Wildlife Conservation Act</i> (Northern Territory)

INTRODUCTION

Humpty Doo Barramundi (HDB) is a privately owned and operated family business producing premium barramundi for markets across Australia and overseas. The company currently operates a barramundi farming operation at Middle Point on the Adelaide River approximately 58 km east of Darwin. Over the past 23 years, the company has grown from a small operation to the largest producer in Australia.

To support the expansion and increased production at their farm, HDB are proposing to construct and operate a new barramundi hatchery. Currently HDB operate a hatchery at the Darwin Aquaculture Centre at Channel Island and also source fingerlings from interstate. The new hatchery will enable HDB to establish a local supply of high quality fingerlings to stock their farming operation and potentially supply other farming operations. Construction of the project will be funded using a loan through the North Australian Infrastructure Facility (NAIF).

This Environmental Report has been prepared to provide supporting information to accompany Humpty Doo Barramundi's application for an Exceptional Development Permit (EDP) under Section 38 of the NT *Planning Act* for the proposed development and operation of a barramundi hatchery on freehold land south of the Channel Island Road in the Middle Arm of Darwin Harbour.

Table 1-1 below lists the environmental matters to be addressed in an EDP application¹ and identifies the relevant sections of this document where supporting information is provided.

Table 1-1. Matters to be addressed in EDP application made under *Planning Act*

Section of Act	Matter to be address in EDP application	Report section where addressed
51(d)	An environment protection objective within the meaning of the <i>Waste Management Act (WMPC Act)</i> that is relevant to the land to which the application relates.	The beneficial uses for Darwin Harbour declared under the <i>Water Act</i> are relevant to the proposed development. Refer Section 6.2.
51(g)	If a public environmental report or an environmental impact statement has been prepared or is required under the <i>Environmental Assessment Act</i> in relation to the proposed development, the report or statement and the results of any assessment of the report or statement under that Act by the Minister administering that Act.	The reasons why the proposed development is unlikely to have a significant impact on the environment are summarised in Section 9. It is considered that referral under the <i>Environmental Protection Act</i> is not required. The proposal will require approval under the <i>Waste Management Act (WMPC Act)</i> .
51(j)	A description of the physical characteristics of the land and a detailed assessment demonstrating: the land's suitability for the purposes of the proposal; and the effect of the proposal on that land and other land.	Sections 3 and 4 document the land, soil and vegetation resources present within the development footprint. A Land Capability Assessment as per the NT Land Clearing Guidelines 2019 is documented in Section 3.2.
51(r)	An assessment of any potential impact on natural, social, cultural or heritage values.	Section 5 Biodiversity impacts; Section 6 Water impacts; Section 7 Weeds; Section 8 Cultural Heritage. Section 9 summary of potential impacts to NT EPA Environmental Factors and Objectives.
51(s)	Any beneficial uses, quality standards, criteria, or objectives, that are declared under section 73 of the <i>Water Act</i> .	The beneficial uses and Water Quality Objectives for Darwin Harbour declared under the <i>Water Act</i> are relevant to the proposed development. Refer Section 6 for further information.
51(t)	Any other matters.	None identified

¹ Reference *Exceptional Development Permit Application Guide* (DIPL 2017)

As the proposal involves clearing of native vegetation on land zoned Conservation (CN) under the *NT Planning Scheme* (NTPS), this document also addresses the information requirements of section 46(3) of the *Planning Act* and the *NT Land Clearing Guidelines 2019*. Table 1-2 below cross-references the requirements of the NT Land Clearing Guidelines 2019 to sections of this plan that provide the required information.

Table 1-2. Environmental considerations to be addressed in land clearing applications made under *Planning Act*

Environmental considerations	Type	LCG 2019 section	Considered	Report Section
Land and vegetation resource assessment	Land type map	3.1.3 *	Yes	Figure 2-2
	Land capability assessment	3.1.4 *	Yes	3.2
	Land suitability assessment	3.1.5	NA	-
Land resource management	Erosion risk	3.2.1 *	Yes	4.2
	Property boundary buffers	3.2.2 *	Yes	4.3
	Land management buffers	3.2.3	NA	-
Biodiversity	Biodiversity risk assessment	3.3.2	Yes	5.6
	Threatened and significant species	3.3.3 *	Yes	5.3
	Conservation areas, natural land features and regional biodiversity (includes regional significance)	3.3.4 *	Yes	5.4
	Sensitive or significant vegetation types	3.3.5 *	Yes	5.2
	Riparian areas	3.3.6 *	Yes	5.5
	Wetlands and Groundwater Dependent Ecosystems (GDEs)	3.3.7 *	Yes	5.5
	Sinkholes	3.3.8 *	Yes	5.5
	Wildlife corridors	3.3.9 *	NA	-
Water	Water assessment	3.4 *	Yes	6
Weeds	Weed assessment	3.5	Yes	7
Cultural Heritage	Sacred sites and archaeological sites	3.6	Yes	8

1 LAND DETAILS

1.1 Location and property details

The land proposed for development of the hatchery is Section 1796 Hundred of Ayers in the Wickham locality. The land is situated south of Channel Island Road and is located within the Middle Arm catchment of Darwin Harbour. The land is accessed from Channel Island Road via an access easement. A second access easement contains a boat ramp that provides access to Middle Arm.

The nearest town to the site is Palmerston, which is approximately 21 km by road. The location is shown in Figure 2-1 and land information details are set out in Table 1-1.

Table 1-1. Land information for the development area

Latitude	-12.5720098
Longitude	130.8889204
Tenure	Freehold
Lot/Section Number	Section 1796 Hundred of Ayers
Zoning	Conservation (CN)
Land Area	5.5 ha
Existing cleared area	2 ha
Current use	Rural residence

1.2 Land use history

A prawn farm previously operated on the property and the infrastructure is still present on site in variable condition. In recent years, the land has been utilised for rural residential purposes. A large portion of the property has been previously cleared. Some areas have been maintained cleared and planted with non-native species, and other areas have regrowth present. The surrounding leasehold land is undeveloped Crown Land, which is leased to PowerWater.

During a site visit, a number of rubbish piles were observed and visually inspected for the presence of hazardous materials. Photos are provided at Appendix A. Many of the piles were overgrown with vegetation, which limited visibility; however, a number of piles could be inspected. The piles contain various materials including fibreglass sheeting and tanks, corrugated iron sheeting, old fuel drums, a gas bottle, disused boats, a few paint/chemical drums and various building materials. No asbestos or other potentially hazardous materials were observed in the piles that could be visually inspected. There are no major fuel storages on site and no evidence of soil staining that could indicate the presence of contamination.

2 DEVELOPMENT PROPOSAL

Details of the development proposal are summarised below.

2.1 Footprint and intended use

The proposed clearing footprint is 2.2 ha, comprising Stage 1 Initial Development (1.6 ha) and Stage 2 Future Expansion (0.6 ha). The intended use is a barramundi hatchery. The development will comprise tanks within individual shed structures for brood stock, larvae and juveniles, laboratory testing facilities, food preparation areas, storage facilities, administration areas, seawater intake and water storage tanks, generator and water treatment facilities.

Access is via the existing driveway from Channel Island Road over the access easement across Section 1791, with a secure access gate and security / quarantine office. The driveway will follow the existing alignment and will be upgraded to accommodate the increased vehicle numbers and size.

The clearing plan is shown in Figure 2-2.

2.2 Previous clearing within footprint

The majority of the development footprint (60%) has been previously cleared. The footprint comprises a mixture of cleared maintained areas, patches of regrowth and patches of native vegetation that were retained during the previous land clearing. Details of previous clearing are provided below and shown on Figure 2-2.

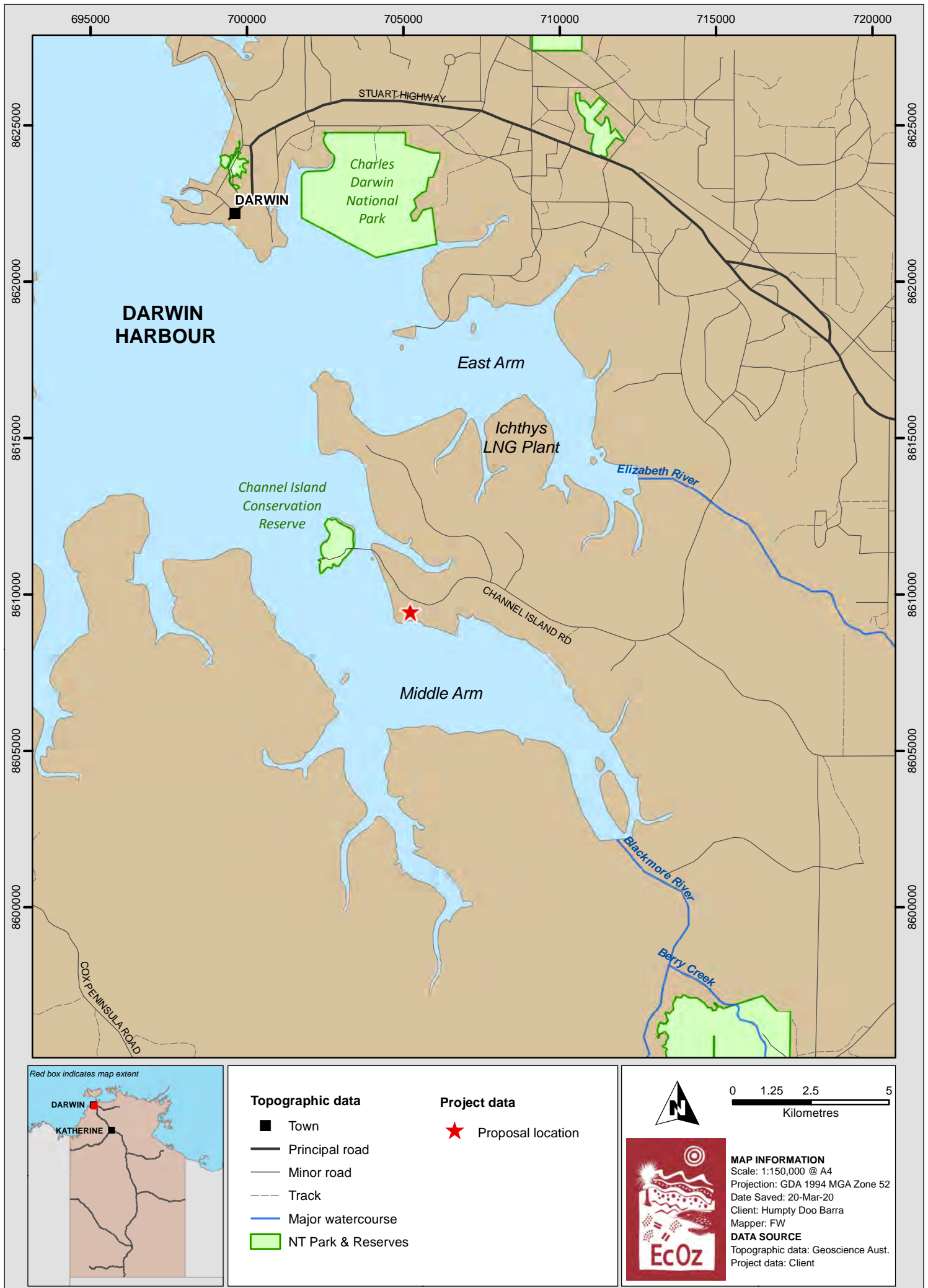
Area name	Area previously cleared (ha)	Details of previous clearing
Stage 1	1.1 ha	In the 1980's, the property was partially cleared for development of a prawn farm. Some areas around infrastructure, property boundaries and access tracks have been maintained cleared. Some patches of native vegetation/individual trees around the dilapidated infrastructure are regrowth (10+ years) and some are likely to be patches that were retained when the property was cleared.
Stage 2	0.3ha	
Total area	1.4ha	

2.3 Previous clearing on property

Approximately 0.6 ha of land outside of the development footprint was previously cleared for construction of a prawn farm and residential premises. The previously cleared area is now a combination of buildings, access tracks, native and introduced garden and some regrowth. Due to the high level of fragmentation, the remnant and regrowth vegetation has limited biodiversity value.

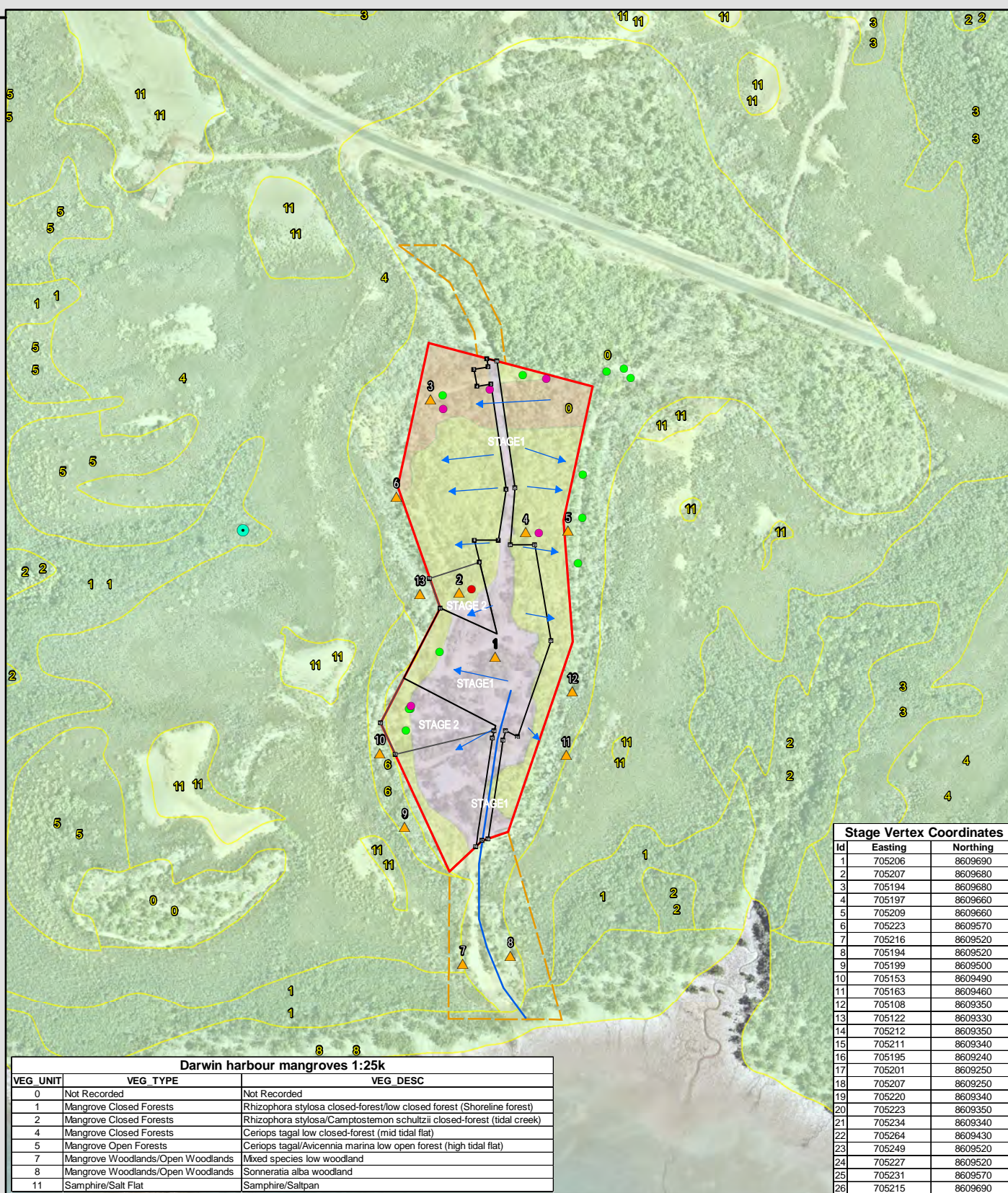
2.4 Staging

Stage 1 (1.6 ha) is planned for clearing and development in the second half of 2020. Stage 2 (0.6 ha) is planned to be cleared and developed at some time in the future yet to be determined.



Path: Z:\01 EcOz_Documents\04 EcOz Vantage GIS\EZ19283 - Humpty Doo - Hatchery Approvals\01 Project Files\Report maps\Figure 2-1 Map of proposal location.mxd

Figure 2-1. Map of proposal location



Project data

- Stage 1
- Stage 2
- Stage vertex
- Property boundary
- Easements
- Seawater intake
- Discharge point

Land type

- Land type 1a
- Land type 1b
- Land type 2

Survey Sites

- ▲ Survey sites

Surface flow

- Surface flow

Significant vegetation

- Darwin harbour mangroves 1:25k
- Estuarine fringes

Weeds

- Hyptis
- Lantana
- Mission Grass



0 50 100
Metres



MAP INFORMATION

Scale: 1:5,000 @ A4
Projection: GDA 1994 MGA Zone 52
Date Saved: 7/04/2020
Client: Humpty Doo Barramundi
Author: DC

DATA SOURCE

Topographic data: Geoscience Aust.
Project data: Humpty Doo Barramundi
Imagery: Shaded relief, Landsat

2.5 Construction phase

Construction activities will involve clearing, earthworks (terracing) and establishment of concrete building foundations. Infrastructure will be a combination of pre-fabricated structures and structures built on site. The access track will be upgraded to a stabilised gravel and compacted road base surface within the existing cleared easement. The site layout is illustrated in Figure 2-4.

2.6 Operations phase

The hatchery operations will involve barramundi breeding, hatching, larval rearing and juvenile rearing in a series of aboveground tanks. The operational processes are illustrated in Figure 2-5 and summarised below.

Brood stock fish are sourced and held in an onsite quarantine tank to ensure they do not have any disease prior to being transferred into the hatchery system. Up to 200 fish (2-10 kg weight) will be held in brood stock holding tanks from which breeding fish will be selected and moved to the breeder fish tanks. Brood stock and breeder fish are fed a combination of fish, pellets and squid.

When breeder fish are ready to spawn, they are transferred to the spawning tanks. Eggs are collected and fertilised eggs are transferred to the hatching tanks. The spawning and hatching tanks are each in use four days per month. No food is added to the tanks.

Hatched larvae are transferred to larval rearing tanks where they are fed zooplankton, brine shrimps and food powder. After 21 days, the fish are graded and are taken to the juvenile rearing tanks.

Juvenile fish are fed protein rich pellets for 14 days and around day 35 are transferred to the farm.

2.6.1 Water supply

The saltwater supply required for operation of the hatchery will be extracted from the Middle Arm of Darwin Harbour. An intake pump and pipeline will be installed at the existing boat ramp to allow for pumping at high tide. Advice received from Water Resources indicates that an extraction licence is not required under the *Water Act*. Potable water supply will be provided by the existing mains water connection.



Figure 2-3. Seawater intake location

2.6.2 Power supply

The site is connected to mains power. Diesel generators will be positioned on site and utilised as a back-up energy source in the event of a power outage.

Up to 4,000 L of diesel fuel will be stored on site for use in the generator and refuelling vehicles. The diesel storage tank is co-located with the generator – refer to Figure 2-4, location 4. Storage and handling will comply with *Australian Standard 1940 – Storage and handling of flammable and combustible liquids*.

2.6.3 Water flows and discharges

Seawater will be pumped from Middle Arm of Darwin Harbour to four 200 kL storage tanks. Water from the tanks will be gravity fed through the hatchery system. Water exchange will be minimised to allow for maximum control of water temperature and quality by recirculating water through the system. At certain times, there will be a requirement to operate as a full flow through system in order to maintain water quality. Discharge volumes will be variable, up to an expected maximum of 2 ML/day when operating as a full flow through system.

As seawater is added to each of the tanks, excess water will be released. The wastewater will comprise fish food and excrement and will contain elevated concentrations of nutrients (nitrogen and phosphorous). Water from all tanks will be combined into a single wastewater stream. Wastewater will be discharged via discharge pipeline into a mangrove lined tidal inlet to the west of the property.

Pilot trials and/or modelling will be used to predict effluent quality. If required, the water will be treated and/or flows through the system increased to achieve water quality acceptable for long-term sustainable discharge to Darwin Harbour without any measurable impact to the beneficial uses designated under the *Water Act*. Details of the discharge water quality, treatment systems and monitoring will be provided to the NT EPA for assessment with an application for an Environmental Protection Licence.

HDB have operated their hatchery at the Darwin Aquaculture Centre (DAC) site for the past three years. The marine hatchery operations at DAC have been ongoing for over 20 years without any significant water quality impacts.

2.6.4 Waste management

The main waste streams produced by the activities will be:

- Construction wastes; operational putrescible and packaging wastes; domestic wastewater and fish mortalities.

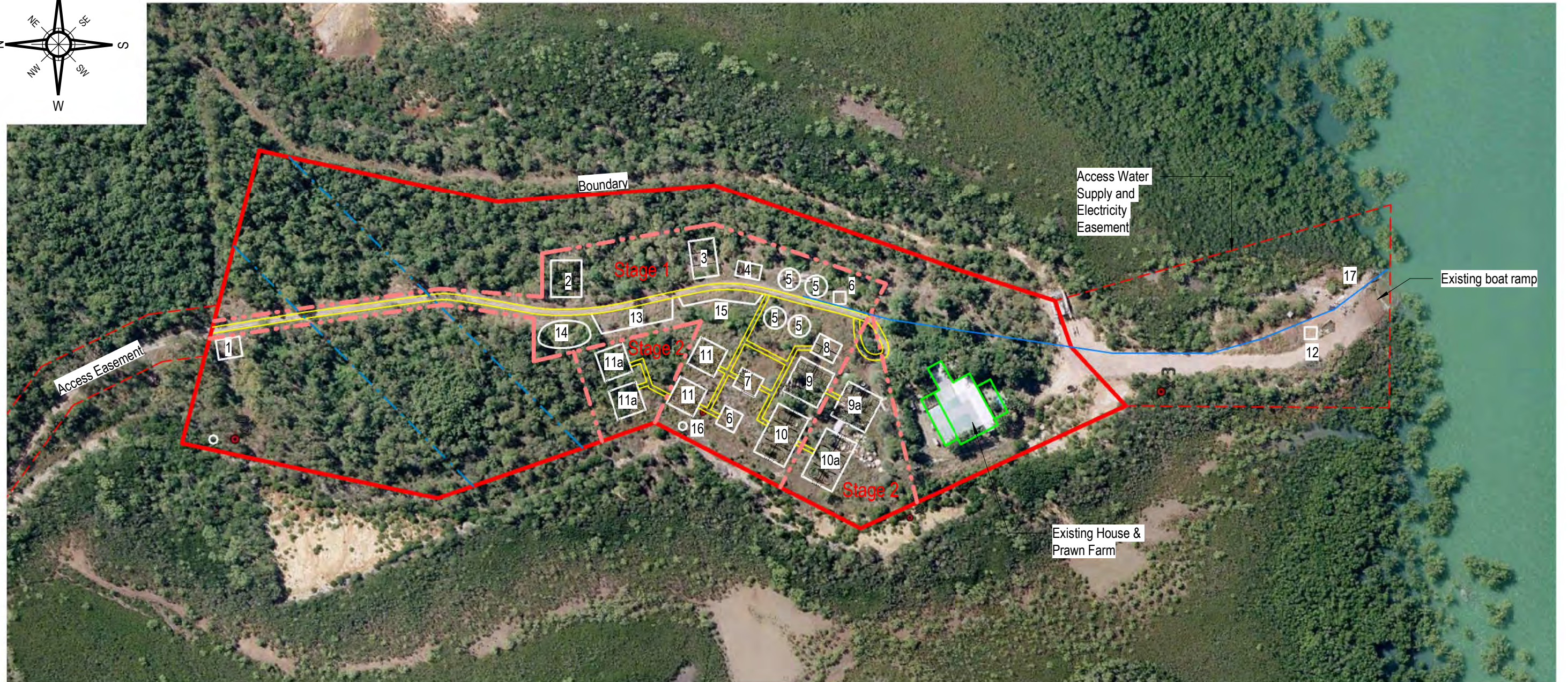
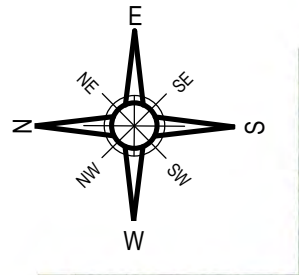
Construction waste will be removed from site by the construction contractors. During operations, waste will be segregated and disposed of off-site through a licenced waste contractor.

Domestic wastewater will be disposed of through the existing onsite wastewater system. The system capacity will be assessed by a licenced hydraulic engineer and upgraded if required.

Small numbers of fish mortalities/wastes are anticipated. Mortalities will be assessed for signs of disease and will be disposed off-site through a licenced waste contractor.

2.6.5 Access and transport

Site access and transport of goods/materials will be along the existing public roads. The proposal will result in a negligible increase in traffic along the Channel Island Road associated with construction traffic, staff travel and transfer of fingerlings from the hatchery to the HDB farm at Middle Point. Any works required to upgrade the site access intersection with Channel Island Road will be inside the government road reserve and subject to approval by DIPL.



Legend

1. Security Office/Quarantine Office
2. Office
3. Shed
4. Genshed, Blower, Diesel
5. 200kL Water Tank
6. Water Treatment
7. Lab
8. Food Prep
9. Larvae
- 9a. Larvae Future Expansions
10. Broodstock
- 10a. Broodstock Future Expansion
11. Juvenile
- 11a. Juvenile Future Expansion
12. Pump House
13. Loading Bay
14. Pond
15. Carparking
16. Discharge Point
17. Seawater Intake Pipeline

- Property Boundary
- Concrete Vehicle Paths
- Existing Structures
- - - Easements
- ● ● Extent of Stages
- - - Proposed Main Road
- Seawater Intake Pipeline

Areas:

Stage 1: 13,614m²
Stage 2: 5,665m²

Figure 2-4. Site Layout

Master Plan
Proposed Barramundi Farm
Sheet 1

Section 1796
Channel Island Road

Mobile: 0427 796 140
Email: brad.cunnington@northernplanning.net

www.facebook.com/northernplanning Page 152 of 273



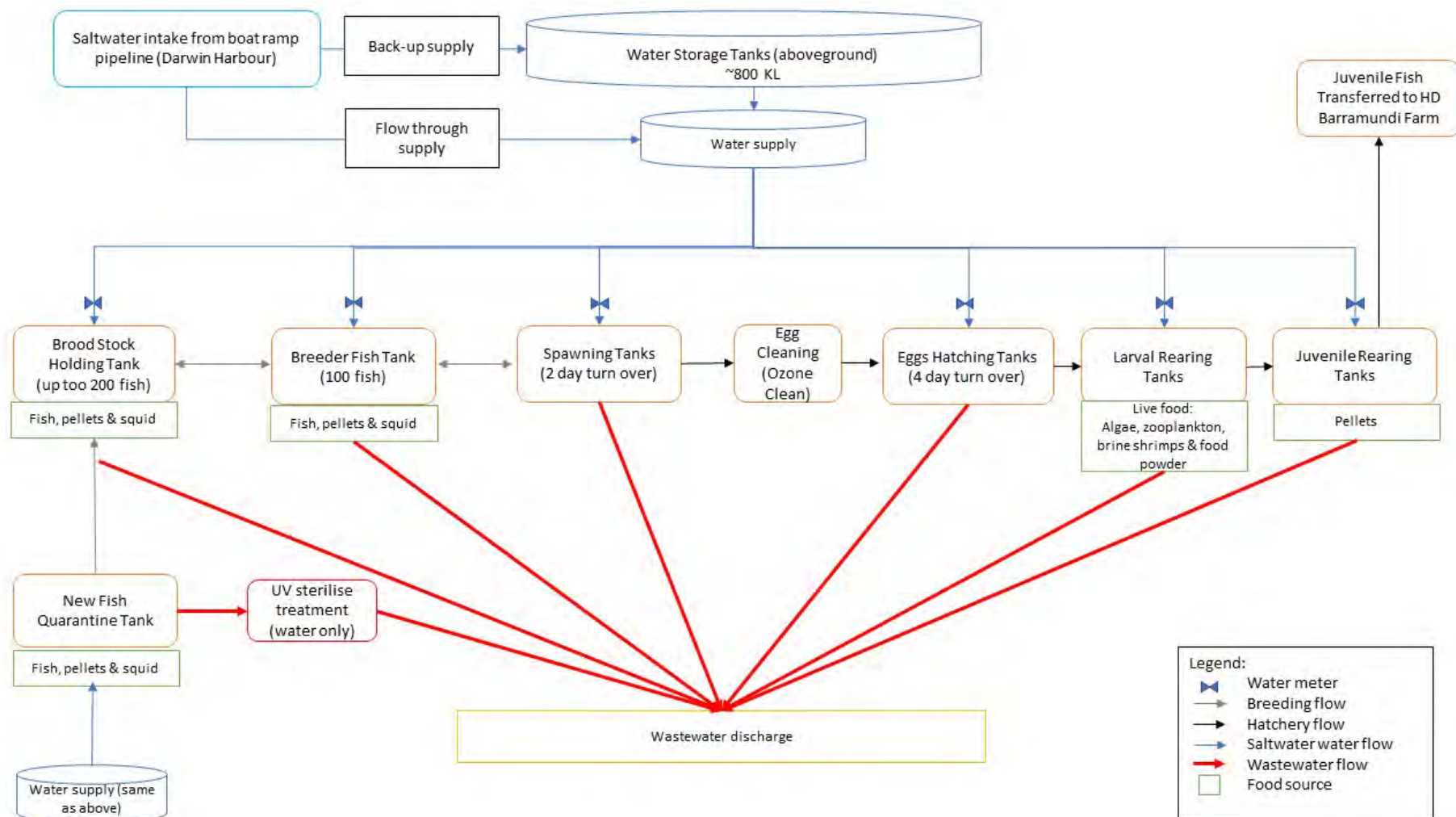


Figure 2-5. Hatchery operations flow schematic

3 LAND AND VEGETATION RESOURCE ASSESSMENT

NT Planning Scheme Performance Criteria addressed in this section

10.2(3)(b) The clearing of native vegetation is to be based on land capability and suitability for the intended use.

10.3(2)(h) An application for the clearing of native vegetation is to demonstrate consideration of whether the soils are suitable for the intended use.

The land types and environmental conditions present within and surrounding the proposed development footprint were assessed by EcOz Environmental Consultants with site visits undertaken in February and March 2020. A preliminary 1:5,000 scale land type map was prepared for Section 1796 using Nearmap imagery (December 2019) and available land unit mapping (Fogarty et al 1984). Soil, land form and vegetation data were collected at five locations within the property and a further six field check sites were visited to record the vegetation types and conditions surrounding the property. Site assessment details, field data and photos are provided at Appendix A.

The information collected during the site visits has been used to prepare a land type map (1:5,000 scale) and accompanying land type descriptions. A land capability assessment has been prepared to assess the suitability of the site for the intended use.

3.1 Land types

Three land types were identified and mapped on Section 1796 and the associated access easements. The land types are summarised Table 3-1 and descriptions are provided in Appendix B. The occurrence of each land type within Section 1796 is mapped in Figure 2-2.

The development footprint is primarily located within Land Type 1. This land type has been sub-divided into two classes that reflect the differing land and vegetation characteristics within the uncleared parts of the land type, compared to the previously cleared/disturbed areas. A small section of the access track into the site traverses Land Type 2. Land Type 3 does not occur in the development footprint, but is included here as it the predominant land type in the southern access easement and surrounding the property boundaries.

Table 3-1. Land types present in Section 1796 Hundred of Ayres

Land type	Description	Area in footprint
1a	Ridges and upper slopes, slope 6-10% with a mixed species open woodland dominated by <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Alphitonia excelsa</i> over dense mixed shrub and vine species; well-drained sandy clay loam with stony gravelly surface, with scattered surface rock outcrop.	0.46 ha
1b	Upper and mid slopes, slope 3-6%, cleared/disturbed areas with scattered patches of remnant/regrowth vegetation comprising <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Eucalyptus tectifica</i> over mixed-species shrubs and vines; mixture of imported garden and fruit shrubs and trees; well-drained sandy clay loam with stony gravelly surface.	1.12 ha
2	Lower slopes, slope 1-3% with a mixed species woodland of <i>Melaleuca viridiflora</i> and occasional <i>Acacia auriculiformis</i> , <i>Lophostemon lactifluus</i> over mixed <i>Acacia spp.</i> , and <i>Flagellaria indica</i> ; seasonally wet sandy loam with minor surface gravel.	0.02 ha
3	Estuarine fringes, closed mangrove forest dominated by <i>Ceriops tagal</i> ; sandy clays with some surface rock.	None

3.2 Land capability assessment

To assess the suitability of the land for the proposed development, a land capability assessment was undertaken for land type 1a, 1b and 2. The assessment evaluates eight soil and land resource attributes and assigns a land capability class (refer Table 3-2) according to the criteria provided in the *NT Land Clearing Guidelines 2019* (Table 8). A combination of published land resource information and site observations was used to inform the assessment. Soil salinity and sodicity attributes were not measured by EcOz as the geotechnical investigation undertaken by WANT Geotechnics (2020) assessed the soil aggressivity to buried concrete and steel as non-aggressive to mild.

The land capability assessment for each attribute is documented in Table 3-3. The overall land capability class is determined by the most constrained attribute and is documented in Table 3-4. Land type 1a and 1b are classified as Class 4 – Development Not Recommended, primarily due to the presence of steep slopes.

The *NT Land Clearing Guidelines 2019* recognise that development of land capability classes 3 or 4 may be necessary for essential infrastructure and is unavoidable in some circumstances. Implicit with the development of these classes of land is the premise that major management and/or engineering solutions may be required.

In the case of HDB's proposed development, the land constraints associated with steep slopes will be mitigated by terracing the site. The site geotechnical assessment confirmed the suitability of the site for the proposed development.

Table 3-2. Land capability classes from NT land Clearing Guidelines 2019

Class	Land Capability	Description
1	High	Land with negligible constraints and requires only simple management practices.
2	Moderate	Land with minor to moderate constraints but requires more than the simple management practices of Class 1.
3	Marginal	Land with severe constraints and requires considerable management practices.
4	Not recommended	Land with extreme constraints too severe to develop. Can only be overcome with major management and/or engineered solutions.

Table 3-3. Land capability assessment for land types in proposed development footprint

Land type	ASS ¹	Flooding ²	Microrelief ³	Slope ⁴	Soil depth ⁵	Drainage ⁶	Surface rock ⁷	Wind erosion ⁸
1a	Not present	Extremely rare	None	>3%	0.5-1m	Rapid well-drained	2-10%	Low hazard
1b	Not present	Extremely rare	None	>3%	0.5-1m	Rapid well-drained	2-10%	Low hazard
2	Not present	Extremely rare	None	0-1%	>1 m	Imperfectly drained	0%	Low hazard

Information sources: 1 - Darwin Region 50k- Acid Sulfate Soil Risk; 2 - Primary and secondary storm surge mapping; 3 - Site observations; 4 - Site observations; 5 - Geotechnical Report (WANT Geotechnics, 2020); 6 - Site observations; 7 - Site observations; 8 - Site observations.

Table 3-4. Overall land capability classes

Land type	Description	Overall land capability class	Description
1a	Steep ridges and upper slopes, slopes 6-9% with a mixed species open woodland of emergent <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Alphitonia excelsa</i> over mixed monsoon vine species; well-drained stony gravelly soils, with scattered surface rock.	4 Due to slopes >3%	Land with extreme constraints too severe to develop.
1b	Upper to mid slopes, slopes 3-6%, cleared/disturbed areas with scattered patches of remnant/regrowth <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Eucalyptus tectifica</i> over mixed <i>Acacia</i> 's and monsoon vine species; mixture of imported garden and fruit shrubs and trees; well-drained stony gravelly soils, with scattered surface rock.	4 Due to slopes >3%	Can only be overcome with major management and/ or engineered solutions.
2	Lower slopes 1-2% with a mixed species woodland of <i>Melaleuca viridiflora</i> and occasional <i>Acacia auriculiformis</i> , <i>Lophostemon lactiflorus</i> over mixed <i>Acacia</i> 's, <i>Poinciana</i> , and <i>Flagellaria indica</i> ; seasonally wet sandy loam with minor surface gravel.	3 Due to imperfect drainage	Land with severe constraints and requires considerable management practices.

4 LAND RESOURCE MANAGEMENT

NTPS Performance Criteria

10.2(3)(e) The clearing of native vegetation is to avoid impacts on highly erodible soils.

10.3(2) An application for the clearing of native vegetation is to demonstrate consideration of the following:

- (i) whether the slope is suitable for the intended use
- (l) the retention of native vegetation buffers along boundaries

4.1 Slope

A site slope map was prepared using the 1 second Digital Elevation Model (DEM) available on the NT Land Information System. Slopes within the majority of the development footprint range between 5-7% with an area of steeper slopes associated with the western edge of the ridgeline. The site geotechnical investigation undertaken by WANT Geotechnics (2020) found the site suitable for construction of buildings with concrete pad or strip footings, provided recommendations with respect to site preparation made in the report are adhered to. Operationally the slope/ terraced nature of the development site will enable the hatchery development to utilise gravity for the flow of water from one system to another i.e. live feed into larval rearing system.

4.2 Erosion risk

Clearing of native vegetation on steep slopes (>3%) can present a high risk of erosion. Whilst the slopes on the site are >3% the catchment area upstream of the slopes is very small (<1ha) and the soil types are not highly erodible. The level of erosion risk is considered to be low as evidenced by the absence of any of erosion in the existing cleared and developed parts of the property.

Overland flows within the development footprint shed to both the west and east, with the access track marking the watershed divide. The majority of the footprint will shed water towards the western boundary. The direction of overland flows is shown on the Clearing Plan (Figure 2-2).

The risk of off-site movement of sediments will be minimised by terracing the development area and incorporating engineered stormwater management controls into the infrastructure design. Temporary erosion and sediment controls will be used during construction and until the developed land is stabilised. Localised erosion and sediment movement could occur, especially during the first wet season after construction. Subject to implementation of controls, it is considered that erosion risks can be effectively mitigated and sedimentation is unlikely to impact surrounding coastal and marine environment.

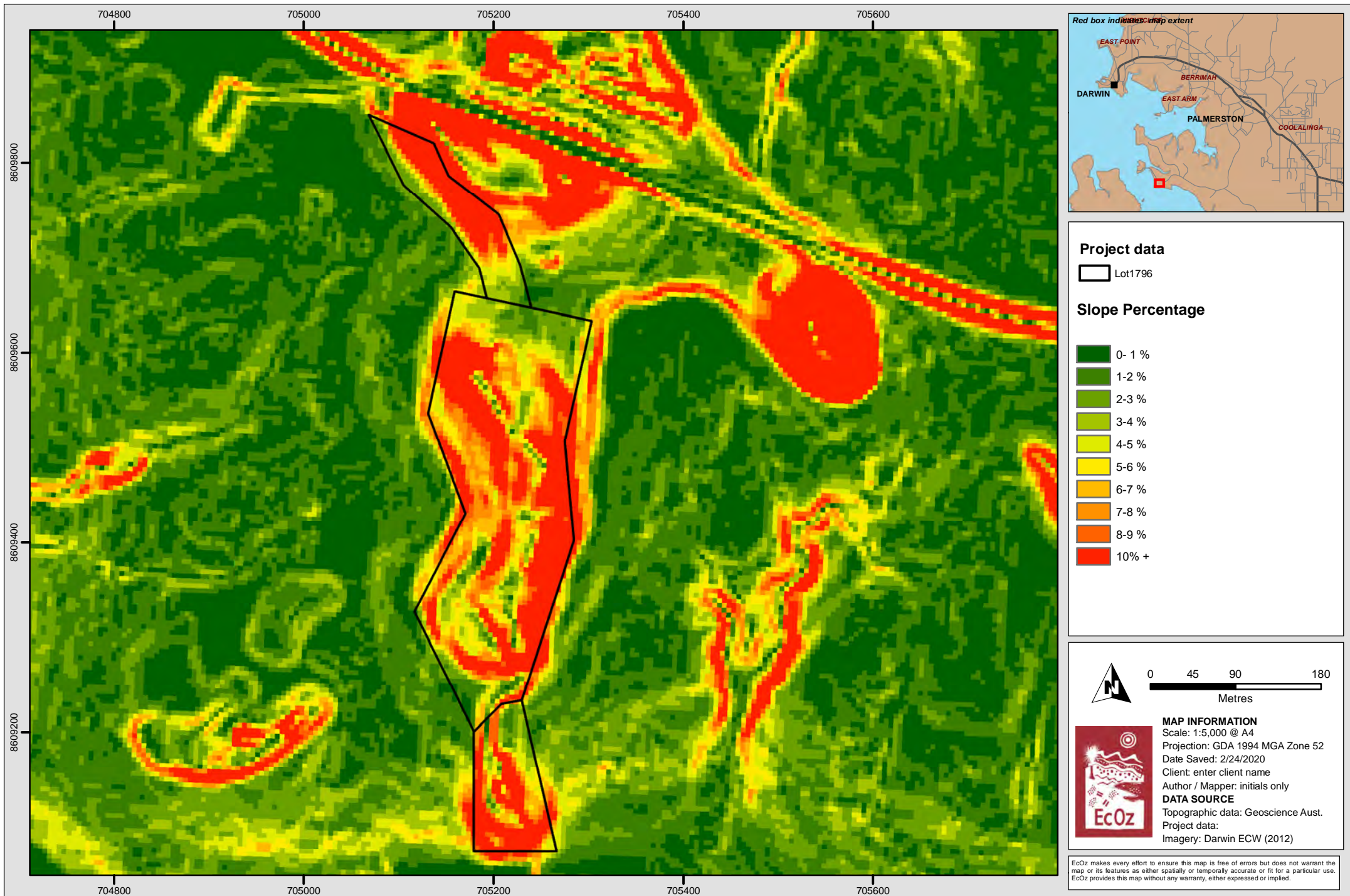
4.3 Property boundary buffers

For properties less than 8 ha in area, the *NT Land Clearing Guidelines 2019* recommend that a minimum 25 m wide native vegetation buffer should be retained along property boundaries. On the western and southern side of the property, there is an approximately 400 m section of the boundary where the existing cleared areas extend up to the property boundary. As the proposal makes use of the existing clearings, it is not considered feasible to retain the recommended minimum native vegetation buffers in this area; however, the development is set back from the property boundary by approximately 20 m and some of this buffer is vegetated. The minimum buffer width is achieved over the remainder of the property.

In the case of this proposal, enforcing the retention of a 25 m boundary buffer would mean that the development footprint would instead need to extend further into areas of remnant native vegetation. This option is

considered less desirable than utilising the existing cleared areas. As there are no surrounding land uses, the key role of native vegetation along the property boundary is to reduce erosion potential and capture sediment.

The 20 m wide buffer of vegetation outside of the western property boundary, provides some buffer between the clearing and adjacent mangroves. The risk of erosion and sedimentation impacts to the surrounding areas is considered to be low because the catchment area upstream of the slopes is very small (<1ha) and the soil types are not highly erodible. Erosion risk will be further reduced by terracing the site, incorporating stormwater controls and management into the infrastructure design and implementing an erosion and sediment control plan during construction.



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Figure 2-3. Map of slope

5 BIODIVERSITY

NTPS Performance Criteria addressed in this section:

10.2(3) The clearing of native vegetation is to:

- (a) avoid impacts on environmentally significant or sensitive vegetation
- (b) avoid impacts on drainage areas, wetlands and waterways
- (c) avoid habitat fragmentation and impacts on native wildlife corridors.

10.3(2) An application for the clearing of native vegetation is to demonstrate consideration of the following:

- (a) the presence of threatened wildlife as declared under the *Territory Parks and Wildlife Conservation Act*
- (b) the presence of sensitive or significant vegetation communities such as rainforest, vine thicket, closed forest or riparian vegetation
- (c) the presence of essential habitats, within the meaning of the *Territory Parks and Wildlife Conservation Act*
- (e) the impact of clearing on regional biodiversity
- (j) the presence of permanent and seasonal water features such as billabongs and swamps
- (k) the retention of native vegetation adjacent to waterways, wetlands and rainforests

This section documents the biodiversity values present within Section 1796 and surrounding areas and considers potential impacts to these values.

5.1 Vegetation and habitats

The vegetation communities in the development footprint are described in Table 5-1. The distribution of these communities on Section 1796 is shown in Figure 2-2.

The majority of the development footprint is currently cleared with some patches of scattered remnant vegetation and regrowth, comprised of mixed native trees/shrubs and imported species. A small portion of the footprint will require clearing of native vegetation that is characterised as mixed species open woodland dominated by *Corymbia polycarpa* and *Acacia auriculiformis* over dense mixed shrub and vine species.

The type of mixed species open woodland that occurs on the site is typically restricted to the coastal hinterland areas. Whilst the community is not uncommon, communities with a dense shrubby understory and species typical of monsoon vine thickets are restricted in distribution because they typically only occur where there is total protection from bushfire. Because of the dense understorey and presence of fruit bearing species this habitat type has value as foraging and refuge habitat for a range of species.

Table 5-1. Vegetation communities in development footprint

Vegetation type	Area
Cleared/disturbed areas with scattered patches of remnant/regrowth dominated by <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Eucalyptus tectifica</i> over mixed-species shrubs and vines with; <i>Acacia latescens</i> , <i>Acacia holosericea</i> , <i>Acacia umbellata</i> , <i>Schefflera actinophylla</i> , <i>Exocarpos latifolius</i> . Ground cover species include <i>Flagellaria indica</i> and other mixed vines. Scattered imported species (bananas, coconut trees and others) and weeds including <i>Hyptis suaveolens</i> , <i>Lantana camara</i> , <i>Poinciana</i> and perennial mission grass (<i>Cenchrus polystachios</i>).	0.46 ha
Mixed species open woodland dominated by <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Alphitonia excelsa</i> over dense mixed shrub and vine species including dense mixed shrub and vine species including <i>Acacia holosericea</i> , <i>Strychnos lucida</i> , <i>Jasminum didymum</i> , <i>Litsea glutinosa</i> , <i>Schefflera actinophylla</i> , <i>Exocarpos latifolius</i> . Ground layer species include <i>Flagellaria indica</i> , Native grape, <i>Tacca leontopetaloides</i> and other mixed vines. Weeds are present along community edges that abut cleared/disturbed areas.	1.12 ha
Open <i>Melaleuca viridiflora</i> woodland with occasional <i>Acacia auriculiformis</i> , <i>Lophostemon lactifluus</i> over mixed <i>Acacia</i> spp. and vines, commonly <i>Flagellaria indica</i> . Ground layer comprised of mixed low grasses dominated by <i>Eriachne</i> sp. and <i>Ischaemum austral</i> .	0.02 ha
TOTAL	1.6 ha

5.2 Sensitive or significant/sensitive vegetation

There are two significant vegetation types bordering the proposed development; mangroves and monsoon vine thicket. The occurrence and potential impacts on these vegetation types is considered below.

A desktop assessment identified the presence of a monsoon vine thicket, located to the north east of the property. The NT Government mapped extent of the rainforest patch is 12.8 ha; however, it is evident from aerial imagery and the site assessment, that a significant portion of the mapped area is now cleared/disturbed as a result of the Channel Island Road and powerline corridor and/or incorrectly classified. Because the patch is outside of the development footprint, the patch boundaries have not been accurately mapped; however, the edge of the patch accessible from the property boundary was visited during field surveys. It was noted that the patch boundary is not discrete but rather the monsoon shrub/vine layer that characterises the rest of the property gradually becomes denser in the north-east corner of the property, extending across the boundary towards Channel Island Road.

The proposal area is surrounded by mudflat and mangrove communities. The 1:25,000 scale mangrove mapping available for Darwin Harbour is shown in Figure 2-2. Immediately adjacent to the western property boundary, there is a mixed species low closed mangrove forest that is inundated only on spring tides. During the site visit, the following species were observed in this patch; *Ceriops tagal* (dominant), *Rhizophora stylosa*, *Avicennia marina* and *Excoecaria ovalis*. The mid tidal flats to the west and east of the property, including in the southern easement along the edges of the boat ramp are *Ceriops tagal* low closed forest. The mangrove communities were characterised at a number of locations during field surveys (refer Appendix A).

The *NT Land Clearing Guidelines 2019* include buffer recommendations for monsoon vine forest and mangrove vegetation types. The recommended and proposed buffers are provided in Table 5-2 below. Because the proposal is making use of existing cleared areas, the recommended buffers for mangroves cannot be achieved at the site. There is some potential for localised off-site impacts to mangrove communities associated with stormwater flows, erosion and discharge of hatchery effluent if these aspects are not adequately managed and monitored. Stormwater and erosion controls will be implemented as previously indicated in Section 4.1. Hatchery effluent will be discharged via a discharge pipeline to Darwin Harbour in accordance with an Environmental Protection Licence under the *Waste Management Pollution Control Act*, which will require that sediment and nutrient loads are maintained within acceptable limits and monitored to ensure no significant impact to the beneficial uses of the receiving waters.

Table 5-2. Recommended and proposed significant vegetation buffers

Significant or sensitive vegetation community	Recommended buffer	Proposed buffer
Monsoon vine thicket	50m low value	Minimum 50m
Mangroves	100m medium value 250m high value	Minimum 20m

5.3 Threatened Flora and Fauna

A desktop assessment of NT and EPBC listed threatened species that could potentially occur within Section 1796 or surrounding coastal and marine environments is documented at Appendix C. The assessment identified one fauna species, Black-footed Tree-rat, that could occur in the uncleared habitats within the property and in surrounding areas. Three other fauna species, Pale Field Rat, Bare-rumped Sheath-tail Bat and False Water Rat have a medium likelihood of occurring. The plant, *Cycas armstrongii*, was assessed as having a medium likelihood of occurring; however, none were observed during site visits. A number of listed threatened migratory shorebird and marine turtle species are likely to occur in the surrounding coastal and marine environments.

Of the threatened species determined to have medium or high likelihood of occurrence within the property, the following observations can be made in relation to the potential occurrence in and/or use of the development footprint:

1. At most, parts of the development footprint may contain suitable foraging habitat. It is unlikely that for any of those species, the footprint contains critical habitat (such as for nesting or roosting).
2. The area of suitable habitat within the project footprint is very small (<5ha).
3. Most of the development footprint is cleared/disturbed and has limited habitat value.
4. The quality of that intact habitat within the project footprint is reduced by weed invasion and fragmentation.

These factors mean that there is a low likelihood that the proposed land clearing and hatchery operations will significantly impact any threatened species if present.

5.4 Sites of conservation significance

The property is located within the Darwin Harbour catchment. The harbour is listed as a Site of Conservation Significance (SOCS) by the NT Government. The SOCS listing indicates that the harbour supports a range of estuarine, freshwater and terrestrial environments including areas of extensive tidal mudflats and large diverse populations of mangroves in the Northern Territory (DNRETAS 2006). The mangroves support highly specialised fauna and 14 bird species that are entirely restricted to mangrove environments (DNRETAS 2006). The harbour is also recognised for supporting patches of significant flora habitats (i.e. dry rainforest, rainforest / vine-thicket and mangroves). The occurrence of these habitat types and likelihood occurrence of threatened species in the development footprint and surrounding areas is discussed above.

The proposed land clearing does not directly impact mangrove or rainforest habitats that have important conservation values (refer section 5.2). There is some potential for localised off-site impacts to mangrove communities associated with stormwater flows, erosion and discharge of hatchery effluent if these aspects are not adequately managed and monitored. Stormwater and erosion controls will be implemented as previously indicated in section 4.1. Hatchery effluent will be discharged via a discharge pipeline to Darwin Harbour in accordance with an Environmental Protection Licence under the *Waste Management Pollution Control Act*,

which will require that sediment and nutrient loads are maintained within acceptable limits and monitored to ensure no significant impact to the receiving waters. With these measures in place, the land clearing and hatchery operations are considered unlikely to impact the conservation values of Darwin Harbour.

5.5 Riparian areas, wetlands, sinkholes and GDE's

There are no riparian areas, freshwater wetlands, sinkholes or Groundwater Dependent Ecosystems (GDE's) in the property or surrounding areas.

5.6 Biodiversity risk assessment

The proposed development is considered to pose a low risk to biodiversity values. The cleared/disturbed areas of the property, where the majority of the development will occur, already have reduced/limited habitat values. Clearing of the scattered patches of remnant/regrowth vegetation within these areas and removal of 0.46 ha of intact/slightly disturbed open woodland, is unlikely to directly or indirectly cause any decline in flora and fauna populations. The intact open woodland retained on the property is currently has reduced habitat value due to isolation and fragmentation; however, will continue to provide for connectivity between habitats to the east and west.

Desktop review indicates that there are unlikely to be any threatened species that reside within habitats present within the development footprint. The monsoon vine forest patch that encroaches into the north-west corner of the property will not be directly impacted and is buffered from the development footprint by at least 180 m. The mangrove forests that border the property to the east and west will not be directly impacted by land clearing; however, it is possible that there could be localised impacts associated with stormwater discharges, off-site sediment movement and discharge of hatchery effluent. These risks are considered to be minor and can be effectively mitigated with routine engineering controls for stormwater management, compliance with the *Best Practice Erosion and Sediment Control Guidelines* and effluent treatment/monitoring in accordance with the conditions of an Environmental Protection Licence.

6 WATER

NTPS Performance Criteria addressed in this section

10.3(2) An application for the clearing of native vegetation is to demonstrate consideration of the following:

(g) whether there is sufficient water for the intended use.

Clearing applications are required to demonstrate consideration of various issues relating to the water resource, including potential impacts to surface and groundwater. Issues relating to water quality, quantity, availability and use should be considered.

6.1 Water sources

The saltwater supply required for operation of the hatchery will be extracted from the Middle Arm of Darwin Harbour. Advice received from Water Resources indicates that an extraction licence is not required under the *Water Act*. Potable water supply will be provided by the existing mains water connection. There is no limitation on water availability to support the proposed hatchery operation.

6.2 Surface water

The proposal area is in the Middle Arm sub-catchment of Darwin Harbour. There is a small tidal inlet immediately to the east of the area, but no freshwater creeks or drainage lines. The surrounding land is inundated at high tide and there is direct high tide access to Middle Arm from the site via a boat ramp. Site drainage is towards the surrounding mudflats/mangroves to the east and west of the property boundary.

The property lies within the area covered by the *Darwin Harbour Water Quality Protection Plan (2014)*, which aims to ensure that water quality objectives are maintained and beneficial uses are protected. The Water Quality Objectives for the Darwin Harbour Region identify the water quality criteria relevant to discharge of water into the Harbour, which will apply to the hatchery operation. The Darwin Harbour report card 2018 indicates that baseline water quality in the receiving environment of Middle Arm is excellent.

The property lies within the Darwin Rural Water Control District and Darwin Harbour Region, where beneficial uses have been declared under the *Water Act*. Beneficial uses recently declared in June 2019 for the Darwin Rural Water Control District are agriculture, aquaculture, public water supply, environment, cultural, industry, rural stock and domestic, mining activity, and petroleum activity. The beneficial uses for the Darwin Harbour Region are aquaculture, environment and cultural for the high water mark zone and aquaculture, environment, cultural, rural stock and domestic for the surface water management zone.

Hatchery effluent will comprise fish food and excrement and will contain elevated concentrations of nutrients (nitrogen and phosphorous). Wastewater will be discharged via discharge pipeline into a mangrove lined tidal inlet to the west of the property. Pilot trials and/or modelling will be used to predict effluent quality. If required, the water will be treated and/or flows through the system increased to achieve water quality acceptable for long-term sustainable discharge to Darwin Harbour without any measurable impact to the beneficial uses designated under the *Water Act*.

The small-scale of the hatchery operation means that there is an inherently low likelihood that nutrient loads and/or concentrations would exceed acceptable limits (to be set in the EPL). Subject to these criteria being achieved, it is anticipated that water quality impacts will be localised impacts in close proximity to the discharge point, with no measurable impact outside the mixing zone. Details of the discharge water quality, treatment systems, mixing zone and monitoring will be provided to the NT EPA for assessment with an application for an Environmental Protection Licence (EPL).

6.3 Groundwater

Groundwater beneath the proposal area is within the Burrell Creek Formation, within the Blackmore River (Middle Arm) sub-catchment. The closest bores to the proposal area that captures groundwater depth is location approximately 3.7km north east of the proposal area (RN021856 & RN021858). These bores were drilled in 1982, and the water strike level was between 21 – 30m. There is no declared or drafted Water Allocation Plans applicable to the project area. There are no current or historical bores located within the proposal area, and there are no plans to extract groundwater. The proposed development is considered unlikely to impact groundwater availability or quality.

7 WEEDS

NT Land Clearing Guideline requirements addressed in this section

An application to clear native vegetation should include a list of declared weed species present on or in close proximity to the property and detail how they will be managed in accordance with requirements under the Act. Clearing applications should also identify weed management measures for all phases of the proposed development; including clearing, development and ongoing land use.

Some species of introduced flora are declared to be weeds under the NT *Weeds Management Act* because of the harm they can cause. Class A weeds are to be eradicated by land owners and occupiers. Class B weeds must have their growth and spread controlled by land owners and occupiers. The remaining introduced flora species are referred to as *environmental weeds*. The Commonwealth Government has also categorised some species as Weeds of National Significance (WoNS).

The site survey recorded the following weed species:

- Lantana (*Lantana camara*) – Class B (growth and spread to be controlled), and listed as a Weed of National Significance (WoNS)
- Hyptis (*Hyptis suaveolens*) – Class B
- Perennial Mission Grass (*Cenchrus polystachios*) – Class B.

There are also a number of imported garden and fruit trees.

Figure 2-2 shows point locations of incidental weed records. Where Hyptis was recorded, it was widespread – particularly in disturbed areas.

Desktop review identified a number of other weed species that are commonly found in the region, including Mission grass sp. (no species assigned), Gamba Grass (*Andropogon gayanus*), Grader Grass (*Themeda quadrivalvis*) and Bellyache Bush (*Jatropha gossypifolia*). Locally along Channel Island Road weed species mainly occur within watercourses, alluvial flats, disturbed areas, and on drainages or depressions.

The proposed development has potential to introduce new weeds to the property, especially on earth moving equipment and in imported fill. Gamba Grass is of most concern as it is a weed that is widespread in the region; however, was not observed on the property. Spread of Mission Grass is also a key risk as this species was observed to be in very low density. Introduction and spread of these grassy weeds poses an increased bushfire risk. The monsoon vine forest species present across the property have a low tolerance to bushfire.

Given the small size of the property it is considered that weed risks can be effectively managed by ensuring only clean equipment and fill are used, and conducting ongoing weed surveys and control.

8 CULTURAL HERITAGE

NTPS Performance Criteria addressed in this section

10.3(2) An application for the clearing of native vegetation is to demonstrate consideration of the following:

- (n) the presence of declared heritage places or archaeological sites within the meaning of the Heritage Act 2011.
- (o) the presence of any sacred sites within the meaning of the Northern Territory Aboriginal Sacred Sites Act 1989.

There are no heritage sites or Aboriginal Sacred Sites recorded or known to occur in Section 1796. Consultation has been conducted with the NT Heritage Branch and confirmed that there are no heritages places or previously recorded Aboriginal archaeological sites within the proposal area. A register search requested from AAPA indicates there are no registered or recorded Aboriginal Sacred Sites. As the majority of the area is cleared and the proposed expansion areas are mixed mangrove communities, it is considered unlikely that previously unrecorded sites will be present. Communications from NT Heritage and APPA are provided at Appendix D.

9 APPROVALS, PERMITS AND LICENCES

This section gives consideration to whether the proposal requires referral under the *Environmental Protection Act* and an overview of the approvals, permits and licences required for the proposed construction and operation of a barramundi hatchery on Section 1796 Hundred of Ayres. These requirements are in addition to the Exceptional Development Permit required under the *Planning Act*.

9.1 Referral under the *Environment Protection Act*

The NT EPA uses 13 environmental factors to provide a systematic approach to organising environmental information and to establish benchmarks for assessing impacts. For each of the Environmental Factors, Table 9-1 summarises the potential impacts and risks based on the project details provided by HDB and the environmental values of the development footprint and surrounding areas, as characterised by desktop assessment and site surveys.

The assessment identified potential impacts and risks to terrestrial flora and fauna associated with erosion and off-site movement of sediments into mangroves, and introduction and spread of weeds in the terrestrial portion of the property (especially grassy weeds that pose an increased bushfire risk). Discharge of hatchery effluent has potential to impact marine water quality and benthic habitats in the vicinity of the discharge point only if suspended solid loads and nutrients exceed the water quality criteria for release to Darwin Harbour. Due to the small-scale of the proposed development, these risks are considered to be inherently low to moderate and can be further mitigated by routine clearing controls (i.e. erosion and sediment controls, weed management), and through obtaining and complying with an EPL under the *Waste Management Pollution Control Act*. On this basis it is considered unlikely that the environmental impact of the proposed development will be significant.

Table 9-1. Assessment of potential for significant impact to the environment

Theme	Factor	Likelihood of significant impact and justification
LAND	Terrestrial environmental quality	<p>Unlikely. Clearing of native vegetation on steep slopes (>3%) can present a high risk of erosion. The risk of erosion and sedimentation impacts to the surrounding areas is considered to be low because the catchment area upstream of the slopes is very small (<1ha) and the soil types are not highly erodible.</p> <p>The risk of off-site movement of sediments into the mangroves will be further reduced by terracing the site, incorporating stormwater controls and management into the infrastructure design and implementing an erosion and sediment control plan during construction. It could be anticipated that localised erosion and sediment movement could occur, especially during the first wet season after construction. Subject to implementation of controls in accordance with the Best Practice Erosion and Sediment Control Guidelines, it is considered that erosion risks can be effectively mitigated without causing significant impact to the condition and functioning of the surrounding coastal and marine environment.</p> <p>There are no ASS in the development footprint as confirmed through the site geotechnical investigation.</p>
	Landforms	<p>None. There are no unique landforms on the property.</p>
	Terrestrial flora & fauna	<p>Unlikely. Clearing of 1.12 ha of scattered patches of remnant/regrowth vegetation and removal of 0.46 ha of intact/slightly disturbed open woodland, is unlikely to directly or indirectly cause any decline in flora and fauna populations. The open woodland retained on the property has reduced biodiversity value due to isolation (by surrounding mangroves) and high level of fragmentation; however, will continue to be provided for connectivity between mangrove habitats to the east and west.</p> <p>Desktop review indicates that there are unlikely to be any threatened species that reside within habitats present within the development footprint. The monsoon vine forest patch that encroaches into the north-west corner of the property will not be directly impacted and is buffered from the development footprint by at least 180 m. The mangrove forests that border the property to the east and west will not be directly impacted by land clearing.</p> <p>Risks to mangroves associated with stormwater flows, off-site movement of sediments and discharge of hatchery effluent are considered to be minor and can be effectively mitigated with routine engineering controls for stormwater management, compliance with the Best Practice Erosion and Sediment Control Guidelines and effluent treatment/monitoring in accordance with the conditions of an Environmental Protection Licence.</p>
WATER	Aquatic ecosystems	<p>None. There are no freshwater ecosystems in proximity to the proposed development.</p>
	Inland water environmental quality	<p>None. There are no surface water courses in proximity to the proposed development. There are no groundwater resources within or near to the property. The proposal does not involve extraction of groundwater or use of chemicals or other contaminants in large quantities.</p>
	Hydrological processes	<p>Unlikely. Land clearing activities will result in localised alteration of overland surface water flows; however, will not alter flows in any watercourses. There are no watercourses or wetlands near to the project area. Environmental values that rely on surface water flows are therefore unlikely to be impacted.</p> <p>Seawater for the hatchery operations will be pumped from Middle Arm at high tide. The volumes of up to 2 ML/day are insignificant compared to the tidal prism. Construction and potable water will be sourced from mains. There are no groundwater resources within or near the property.</p>
SEA	Marine flora & fauna	<p>Unlikely. Marine flora and fauna would only be impacted if there was a significant measurable long-term impact to marine water quality. This is unlikely for the reasons discussed in the Marine Environmental Quality section below.</p>
	Benthic habitat & communities	<p>Unlikely. Discharge of effluent to Darwin Harbour has potential to cause a localised impact to benthic communities around the discharge point. The benthos around the discharge point is likely to be mud, with no indication of the presence of seagrasses or reefs according to</p>

Theme	Factor	Likelihood of significant impact and justification
		available mapping data in NR Maps. Subject to water quality criteria being achieved, it is considered unlikely that there would be a measurable impact to benthic communities outside the mixing zone.
	Marine environmental quality	<p>Possible. Due to the small-scale the development and assuming implementation of stormwater and erosion and sediment controls, off-site movement of sediments into Darwin Harbour is considered unlikely to cause any measurable impacts to water quality. The only area of the property that discharges directly to Darwin Harbour is the boat ramp, all other areas discharge into the surrounding mangroves. The storage of 4,000 L of diesel fuel on site in accordance with Australian Standard AS1940, is unlikely to result in a spill of diesel that would make its way into Darwin Harbour and cause measurable water quality impacts.</p> <p>The small-scale of the hatchery operation and small discharge volumes (0.1-2 ML/day) means that there is an inherently low likelihood that nutrient loads and/or concentrations would exceed acceptable limits (to be set in the EPL). Subject to these criteria being achieved, it is anticipated that water quality impacts will be localised impacts in close proximity to the discharge point, with no measurable impact outside the mixing zone. A water quality monitoring program will be implemented in accordance with an EPL, so that water quality issues are detected early, reported and addressed by adaptive management, which may include treatment and/or mixing.</p> <p>It is noted that there is some uncertainty with respect to the discharge water quality. Details of the discharge water quality, treatment systems, mixing zone and monitoring will be provided to the NT EPA for assessment with an application for an Environmental Protection Licence (EPL).</p>
	Coastal processes	None. The development does not involve any activities that would alter coastal processes.
AIR	Air quality & greenhouse gases	Unlikely. Air quality impacts and emissions will be limited to those associated with land clearing and the use of the back-up diesel generator. These emissions are considered insignificant in the regional context. The proposal will not trigger any reporting thresholds.
PEOPLE & COMMUNITIES	Social, economic & cultural surroundings	Unlikely. The property is remote from other land uses. There will be only a minor increase in vehicle traffic on Channel Island Road associated with construction and staff movements. There is not anticipated to be any impacts to water quality in Darwin Harbour that would impact beneficial recreational uses or amenity. There are no know cultural heritage sites and the likelihood of previously unrecorded sites is considered low given the pre-existing disturbance.
	Human health	Unlikely. The project does not involve the use of any chemicals of concern to human health and will not produce any emissions or discharges that would be likely to significantly impact human health. The proposed measures for monitoring discharge water quality are expected to ensure that any water quality issues are detected and addressed prior to there being any impact to food sources i.e. shell fish.

9.2 Approvals, Permits and Licences

This section provides an overview of the key NT environmental and heritage legislation applicable to the proposal, and key approvals, licences and permits received and/or required to proceed. These processes provide for regulation of the activity and are expected to ensure environmental impacts associated with construction and operation remain within acceptable limits for protection of the environment.

9.2.1 Environment Protection Approval and Licence

Under the Waste Management Pollution Control Act (*WMPC Act*), approval is required to construct and operate premises for storing, treating and disposing of 'animal effluent and residues', which are a listed waste as defined in Schedule 2 of the Act. An Environment Protection Approval (EPA) is required for construction of the hatchery. An Environment Protection Licence (EPL) is required for ongoing operation of the hatchery.

9.2.2 Authority Certificate

The *Aboriginal Sacred Sites Act* administered by the Aboriginal Areas Protection Authority (AAPA) protects sites of cultural significance to Aboriginal people. According to advice received from AAPA, there are no registered or recorded sites on the land; however, it was also advised that there might be other sacred sites of which the Authority is unaware. An Authority Certificate can be applied for to provide indemnity against prosecution under the Act.

9.2.3 Aquaculture Licence

Under the *Fisheries Act*, a Commercial Aquaculture Licence (licence) is required for large-scale commercial facilities with a total water volume of more than 10,000 litres. HDB have a current Aquaculture Licence for their farm at Middle Point. A separate aquaculture licence will be required for operation of the hatchery.

9.2.4 Other regulatory requirements

Other key approvals, permits and licences that may be required under NT Government legislation are summarised in Table 9-2.

Table 9-2. Other relevant NT legislation and approvals

Legislation	Relevance to proposal
<i>Agriculture and Veterinary Chemicals (Control of Use) Act 2004</i>	Provides the provisions for how agricultural and vet products are used once they have been sold to ensure they are used safely and according to labels and manufacturer specifications. HDB are required to comply with the requirements of the Act in relation to use of chemical agents for disease prevention and control and herbicide use for weed control.
<i>Animal Welfare Act 1999</i>	Provides for the prevention of animal cruelty or neglect and ensures a minimum level of care is adhered too. HDB is required to ensure that conditions prescribed under the Act for care and handling of animals are met.
<i>Bushfires Management Act 2016</i>	The land is not located within a fire management zone. There is no legal requirement to install firebreaks. Permits to burn are required during declared fire danger periods.
<i>Dangerous Goods Act 1998</i>	Provides for the safe storage and handling of dangerous goods. There are no specific licencing requirements relevant to this project; however, all fuel storages must meet <i>Australian Standard 1940: Storage and Handling of Flammable and Combustible Liquids</i>

Legislation	Relevance to proposal
<i>Heritage Act 2011</i>	All sites on the NT Heritage Register and archaeological sites are protection under this Act. The proposal will not affect any sites listed on the NT Heritage Register. As the majority of the project area is previously cleared, it is unlikely that archaeological sites are present. In the event that a site is uncovered, advice will be sought from the Heritage Branch and a Works Approval obtained (if required).
<i>Public and Environmental Health Act 2011</i>	Protects the health and wellbeing of the public and workers. This includes but is not limited to ensuring a suitable drinking water supply, ensuring a healthy environment to work in and disease transfer prevention such as mosquito borne diseases and zoonotic disease prevention. The site drinking water will be supplied from the mains and therefore will not require any specific testing. As the land is in the Darwin Building Control Area, any required upgrades to the wastewater management system (septic) will need to be undertaken by a registered certifying plumber. HDB will be required to have measures in place to educate and protect staff from mosquito borne diseases.
<i>Soils Conservation and Land Utilisation Act 1969</i>	Provides for the prevention of soil erosion and for the conservation and reclamation of soil. An Erosion and Sediment Control Plan will be required for the construction activities to facilitate compliance with the general provisions of this Act.
<i>Weeds Management Act 2001</i>	The proponent has an obligation to take reasonable measures to prevent the land from becoming infested with a declared weed; to prevent a declared weed spreading to other land and comply with statutory weed management plans (i.e. Gamba Grass). HDB will be required to undertake weed control on the land.

10 REFERENCES

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- WANT Geotechnics (2020) Geotechnical Investigation Report for the Proposed Aquaculture Facility Lot 1796 Hundred of Ayres, Prepared for Humpty Doo Barramundi, 2 February 2020.

Appendix A Site survey data



Approach and method



The proposal area was visited on 25 February 2020 and again on 2 April 2020 by two Environmental Consultants familiar with the vegetation and soils within the Greater Darwin region. A preliminary 1:5,000 scale land type map was prepared for Section 1796 using Nearmap imagery (December 2019) and available land unit mapping (Fogarty et al 1984). Soil, land form and vegetation data were collected at six locations within the property and a further seven sites around the property boundary were visited to record the vegetation types and conditions surrounding the property. Information collected at sites is listed below:



- Broad vegetation description for characterisation to a standard that is equivalent to Level V of the National Vegetation Information System, in line with the *NT Guidelines and Field Methodology* (Brocklehurst et al. 2007). Within each stratum (upper, mid and ground), three dominant species were recorded and general structure was noted.
- Soil and landform types based on surface characteristics (i.e. presence of surface gravel/rock outcrops or inundation areas) and included digital photo of surface soils.
- Disturbance – such as presence of weeds, fire history and signs of feral animals.
- Drainage potential (rapid, well or poor).



Only photographs were taken at check sites.


Results – Sites 1-6 located within Section 1796 Hundred of Ayres

Survey Site	1	 
Coordinates	GDA 1994 MGA Zone 52 705213E; 8609414N	
Vegetation Type	Cleared/disturbed areas with scattered patches of remnant/regrowth vegetation dominated by <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Eucalyptus tectifica</i> over mixed-species shrubs and vines with; <i>Acacia latescens</i> , <i>Acacia holosericea</i> , <i>Acacia umbellata</i> , <i>Schefflera actinophylla</i> , <i>Exocarpos latifolius</i> . Ground cover species include <i>Flagellaria indica</i> and other mixed vines.	
Land type	1b	
Ground cover	Dense leaf litter under shrub/vine layer; lawn/bare ground in the cleared areas.	
Other site notes	Banana plantations and coconut trees. Weeds including Hyptis, <i>Lantana camara</i> , <i>Poinciana</i> and perennial mission grass (<i>Cenchrus polystachios</i>).	
Slope (%)	3-6%	
Aspect	South West	
Landform	Ridge and upper slopes	
Soil description	Stony gravelly brown sandy clay loam	
Drainage Potential	Well drained	
Gravel cover (%)	80%	

Survey Site	2	 
Coordinates	GDA 1994 MGA Zone 52 705180E; 8609473N	
Vegetation Type	Mixed species open woodland dominated by <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Alphitonia excelsa</i> over dense mixed shrub and vine species including <i>Acacia holosericea</i> , <i>Strychnos lucida</i> , <i>Jasminum didymum</i> , <i>Litsea glutinosa</i> , <i>Schefflera actinophylla</i> , <i>Exocarpos latifolius</i> . Ground layer species include <i>Flagellaria indica</i> , Native grape, <i>Tacca leontopetaloides</i> and other mixed vines. present in this area. Upper canopy height ranges from 8 – 12 and the mid strata ranges from 2 – 8.	
Land type	1a	
Ground cover	Dense leaf litter	
Other site notes	Weeds including <i>Hyptis</i> , <i>Lantana camara</i> , <i>Poinciana</i> and perennial mission grass (<i>Cenchrus polystachios</i>).	
Slope (%)	3-6%	
Aspect	South West	
Landform	Upper slope	
Soil description	Brown sandy clay loam	
Drainage Potential	Well drained	
Gravel cover (%)	Not recorded - dense leaf litter	

Survey Site	3	Site Photos
Coordinates	GDA 1994 MGA Zone 52 705154E; 8609650N	
Vegetation Type	Minor drainage area dominated by Melaleuca woodland with minor Acacias and mixed monsoon vine species. Vegetation in the upper canopy dominated by <i>Melaleuca viridiflora</i> and occasional <i>Acacia auriculiformis</i> , <i>Lophostemon lactifluus</i> over mixed Acacia's, <i>Poinciana</i> , and <i>Flagellaria indica</i> . Ground cover dominated by mixed grasses including <i>Eriachne</i> sp, <i>Ischaemum austral</i> . Upper canopy height ranges from 10 – 14 and the mid strata ranges from 2 – 6.	 
Land type	3 – Lower slopes	
Ground cover	Grasses and leaf litter	
Other site notes	Weeds present include Hyptis and <i>Lantana camara</i>	
Slope (%)	0.5-1%	
Aspect	South West	
Landform	Lower slope	
Soil description	Yellowish brown sandy clay loam with minor gravel	
Drainage Potential	Poorly drained	
Gravel cover (%)	20%	



Survey Site	4	 
Coordinates	GDA 1994 MGA Zone 52 705241E; 8609528N	
Vegetation Type	Edge of cleared/disturbed area proposed for clearing. Vegetation in the upper canopy dominated by <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional over mixed monsoon vine species and minor <i>Acacia</i> 's; <i>Acacia latescens</i> , <i>Carallia brachiata</i> , <i>Terminalia</i> sp. <i>Strychnos lucida</i> , <i>Jasminum didymum</i> , <i>Schefflera actinophylla</i> , <i>Exocarpos latifolius</i> . Ground cover species include <i>Flagellaria indica</i> , <i>Hibiscus</i> sp, Native grape, <i>Tacca leontopetaloides</i> , <i>Brachychiton paradoxus</i> and other mixed vines. Upper canopy height ranges from 10 – 12 and the mid strata ranges from 4 – 7.	
Land type	1a – Ridges and upper slopes	
Ground cover	Dense leaf litter	
Other site notes	Weeds present include <i>Lantana camara</i>	
Slope (%)	0-1% on top of ridge	
Aspect	South West	
Landform	Ridge and upper slopes	
Soil description	Sandy clay loam	
Drainage Potential	Well drained	
Gravel cover (%)	60%	

Survey Site ID	5	
Coordinates	GDA 1994 MGA Zone 52 705279E, 8609529N	
Vegetation Type	Open forest of mixed monsoon vine species. Vegetation comprised of <i>Syzygium eucalyptoides</i> and <i>Corymbia</i> sp. mid high woodland over <i>Strychnos lucida</i> , <i>Celtis philippensis</i> , <i>Jasminum didymum</i> and minor <i>Grewia retusifolia</i> mid closed shrub land. Ground species include <i>Tacca leontopetaloides</i> , <i>Flagellaria indica</i> and native grape. Vegetation height range from 8 – 10 – average height of 4 m.	
Land type	1a	
Ground cover	Leaf litter	
Other notes	Minor quartz and siltstone present (small pebbles)	
Slope (%)	8 – 10	
Aspect	E	
Landform	Upper slope	
Soil description	Brown sandy clay loam	
Drainage Potential	Rapid	
Gravel cover (%)	5	
Rock cover (%)	-	

Survey Site ID	6
Coordinates	GDA 1994 MGA Zone 52 0705122E, 8609561N
Vegetation Type	Low open woodland; dominated by <i>Melaleuca viridiflora</i> and <i>Acacia auriculiformis</i> , over dense thicket of <i>Flagellaria indica</i> and minor <i>Melaleuca viridiflora</i> . Vegetation height in the upper strata range from 6 – 10 m – average height of 8 m.
Land type	2
Ground cover	Bare ground with some leaf litter present
Other site notes	Minor sandstone pebbles present
Slope (%)	3
Aspect	S
Landform	Undulating
Soil description	Yellowish-brown sandy clay
Drainage Potential	Moderate well-drained
Gravel cover (%)	5



Survey Sites 7-13 – Located outside property boundary

Survey Site ID	7	 
Coordinates	GDA 1994 MGA Zone 52 0705183E, 8609132N	
Vegetation Type	Closed Forest of mixed mangrove species; <i>Ceriops tagal</i> dominating much of community on the upper slopes. Some <i>Excoecaria ovalis</i> also present. Vegetation height range from 4 - 12 m - average height of 5 m.	
Land type	3	
Ground cover	Mostly bare with some rock and leaf litter present	
Other site notes	Rocks present (sandstone and quartz)	
Slope (%)	2	
Aspect	West	
Landform	Lower slope	
Soil description	Yellowish-brown sandy clay	
Drainage Potential	Poor	
Gravel cover (%)	5	
Rock cover (%)	20	

Survey Site ID	8
Coordinates	GDA 1994 MGA Zone 52 0705227E, 8609140N
Vegetation Type	Closed Forest of mixed mangrove species; <i>Ceriops tagal</i> dominating much of community on the rocky area. Some <i>Excoecaria ovalis</i> and <i>Rhizophora stylosa</i> also present. Vegetation height range from 3 – 10 – average height of 4 m.
Land type	3
Ground cover	Some rock and leaf litter present
Other site notes	Rocks present (sandstone and quartz)
Slope (%)	1- 2
Aspect	SE
Landform	Lower slope
Soil description	Reddish/brown sandy clay loam
Drainage Potential	Moderately well
Gravel cover (%)	10
Rock cover (%)	70



Survey Site ID	9
Vegetation Type	Open forest of mixed mangrove species; dominated by <i>Rhizophora stylosa</i> and minor <i>Avicennia marina</i> , over <i>Ceriops tagal</i> shrubland (occurring on the landwards side). Vegetation height range from 8 – 12 m – average height of 10 m in the upper strata, and 4 – 6 m – average height of 5 m in the mid strata.
Land type	Estuarine fringes
Ground cover	Bare ground with some leaf litter present
Other site notes	Minor sandstone pebbles present
Slope (%)	2
Aspect	SE
Landform	Slightly undulating
Soil description	Yellowish-brown sandy clay
Drainage Potential	Very poor
Gravel cover (%)	5



Vegetation Site	10
Coordinates	GDA 1994 MGA Zone 52 0705107E, 8609326N
Vegetation Type	Open forest of mixed mangrove species; dominated by <i>Ceriops tagal</i> and <i>Excoecaria ovalis</i> . Vegetation height range from 6 – 8 m – average height of 10 m
Land type	Estuarine fringes
Ground cover	Bare ground with some leaf litter present
Other site notes	Minor sandstone pebbles present
Slope (%)	1-2
Aspect	S
Landform	Mostly flat
Soil description	Yellowish-brown sandy clay
Drainage Potential	Very poor
Gravel cover (%)	5



Survey Site ID	11
Coordinates	GDA 1994 MGA Zone 52 0705278E, 8609324N
Vegetation Type	Closed Forest of mixed mangrove species
Land type	3
Ground cover	Mostly bare mud with some leaf litter and minor gravel present
Other site notes	Rocks present (minor quartz stones scattered throughout)
Slope (%)	1
Aspect	SE
Landform	Flat
Soil description	Yellowish-brown sandy clay loam
Drainage Potential	Poor
Gravel cover (%)	5
Rock cover (%)	0



Survey Site	12
Coordinates	GDA 1994 MGA Zone 52 0705283E, 8609382N
Vegetation Type	No vegetation recorded – photographs taken
Land type	3
Ground cover	Bare ground with some leaf litter present
Other site notes	Quartz, sandstone and siltstone present along track, dense litter within Mangrove community.
Slope (%)	1-2
Aspect	S
Landform	Slightly undulating
Soil description	Reddish/brown sandy clay
Drainage Potential	Well drained along track; poorly drained in mangroves
Gravel cover (%)	40



Photograph of boundary track



Photograph of Mangrove strip adjacent to track



Surface soils (along track)

Survey Site	13
Coordinates	GDA 1994 MGA Zone 52 0705144E, 8609471N
Vegetation Type	No vegetation recorded – photographs taken
Land type	3
Ground cover	Leaf litter and fallen logs common
Other site notes	Gravel deposits present across site
Slope (%)	1-2
Aspect	SE
Landform	Slightly undulating
Soil description	Yellowish-brown sandy clay with small gravel patches
Drainage Potential	Poor
Gravel cover (%)	40





Surface soils (along track)


General site photos



APPENDIX B LAND TYPE DESCRIPTIONS

LAND TYPE 1A – Ridges and upper slopes with mixed species open woodland	
Landform:	
Ridges and upper slopes, steep (<10%); slope direction to south-west and east either side of north-south ridgeline that runs down centre of Section 1796.	
Soil:	
Stoney gravelly brown sandy clay loam; well-drained	
Vegetation:	
Upper layer	Open to sparse <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Alphitonia excelsa</i> ; height range 8-12 m.
Mid layer	Dense mixed shrubs and vines, with typical monsoon vine forest species. Common species include <i>Acacia holosericea</i> , <i>Strychnos lucida</i> , <i>Jasminum didymum</i> , <i>Litsea glutinosa</i> , <i>Schefflera actinophylla</i> , <i>Exocarpos latifolius</i> .; height range 2-8 m.
Ground layer	Common ground layer species include <i>Flagellaria indica</i> , <i>Ampelocissus acetosa</i> , <i>Tacca leontopetaloides</i> . Dense leaf litter.
Scattered declared weed species (under the NT <i>Weed Management Act</i>) observed: <i>Hyptis suaveolens</i> , <i>Lantana camara</i> , Perennial mission grass (<i>Cenchrus polystachios</i>).	
Soil Conservation:	
The proposed development intersects this land type. There is no evidence of existing erosion. Slopes >2% can pose high risk of erosion; however, erosion risk in this land type is low to moderate due to soils and small catchment area for concentration of runoff.	
Photographs:	
	

LAND TYPE 1B – Upper mid slopes; cleared/disturbed with patches of remanent vegetation/regrowth	
Landform:	
Upper to mid slopes, moderately steep (<6%), slope direction to south-west	
Soil:	
Well-drained brown sandy clay loam with stoney gravelly surface.	
Vegetation:	
Upper layer	Open to sparse <i>Corymbia polycarpa</i> , <i>Acacia auriculiformis</i> and occasional <i>Alstonia actinophylla</i> and <i>Eucalyptus tectifica</i> ; height range 8-12 m.
Mid layer	Mixed shrubs and vines, with typical monsoon vine forest species. Common species include <i>Acacia latescens</i> , <i>Acacia holosericea</i> , <i>Acacia umbellata</i> , <i>Schefflera actinophylla</i> , <i>Exocarpos latifolius</i> ; height range 2-8 m. Introduced garden species and fruit trees (Banana and Coconut).
Ground layer	<i>Flagellaria indica</i> and other mixed vines.
Scattered declared weed species (under the NT <i>Weed Management Act</i>) observed: <i>Hyptis suaveolens</i> , <i>Lantana camara</i> , Perennial mission grass (<i>Cenchrus polystachios</i>).	
Soil Conservation:	
The proposed development is primarily located in this land type. There is no evidence of existing erosion. Slopes >2% can pose high risk of erosion; however, erosion risk in this land type is low to moderate due to soils and small catchment area for concentration of runoff.	
Photographs:	
	

LAND TYPE 2 – Lower slopes; drainage area with Melaleuca woodland	
Landform:	
Lower slopes, flat to undulating (<1%), slope direction to west.	
Soil:	
Yellowish brown sandy clay loam with minor gravel; poorly drained.	
Vegetation:	
Upper layer	Open to sparse <i>Melaleuca viridiflora</i> and occasional <i>Acacia auriculiformis</i> , <i>Lophostemon lactifluus</i> ; height range 10-14 m.
Mid layer	Mixed <i>Acacia spp.</i> and vines, commonly <i>Flagellaria indica</i> ; height 2-6 m.
Ground layer	Mixed low grasses dominated by <i>Eriachne sp.</i> and <i>Ischaemum austral.</i>
Scattered declared weed species (under the NT <i>Weed Management Act</i>) observed: <i>Hyptis suaveolens</i> and <i>Lantana camara</i> .	
Soil Conservation:	
The proposed development intersects a small area (0.2ha) of this land type along the existing access track. There is no evidence of existing erosion. Soil type susceptible to erosion when disturbed.	
Photographs:	
	

LAND TYPE 3 – Estuarine fringes with mixed species mangrove forest

Landform:

Estuarine fringes; negligible slope.

Soil:

Yellowish brown sandy clay; scattered minor quartz stones and sandstone outcrop; tidally inundated

Vegetation:

Upper layer Sparse *Rhizophora stylosa* and minor *Avicennia marina*; height range 8-12 m.

Mid layer Dense *Ceriops tagal*; height 4-6 m.

Ground layer None

No weeds observed.

Soil Conservation:

There is no evidence of existing erosion. The proposed development DOES NOT intersect this land type.

Photographs:



Appendix C Threatened Species Likelihood of Occurrence Assessments

APPROACH AND METHOD

This threatened species 'likelihood of occurrence' assessment, considers the potential occurrence of threatened flora and fauna in Section 1796 Hundred of Ayres and surrounding estuarine and marine environments that will receive wastewater from the hatchery operations. The following procedure was used to determine which threatened species have the potential to occur:

- The project footprint lies within the Darwin Coastal bioregion. Threatened species records from the latest version of the [NT Atlas](#) were clipped to this bioregion. Bioregions give a broad area with largely similar habitat characteristics and species assemblages. Clipping data to them ensures all potential species are captured in order to undertake a project-specific 'likelihood of occurrence' assessment.
- The [EPBC Protected Matters Search Tool](#) (PMST) was used to generate a report using a 5 km buffer from the project footprint. A small buffer is justified because the project is close to Darwin and therefore there are many existing threatened species records. The PMST is an online enquiry tool managed by the Commonwealth Department of the Environment and Energy which interrogates a range of existing flora and fauna data, as well as predictive modelling to speculate on the presence of species within a search area. The PMST uses a grid system to determine which protected matters it encapsulates for a particular search. The PMST report was generated on 3 April 2020.
- For each threatened species, the likelihood of it occurring within the project footprint was then assessed based on desktop information that relates to habitat requirements, distribution, number and dates of proximate records (obtained from NT Atlas and/or [Atlas of Living Australia](#)), and the habitats present. Likelihood ratings were defined as follows:
 - HIGH – it is expected that this species lives within the project footprint because there is core habitat and recent proximate records.
 - MEDIUM – this species may live within the project footprint because there is suitable habitat; however, there is evidence that lowers its likelihood of occurrence (known range contraction of the species in the region, no recent records with the search area, substantial loss of habitat within the project footprint since previous records, species is naturally-rare or occurs at a low density etc.).
 - LOW – this species may occur, as a vagrant, within the project footprint; however, there is only marginally-suitable habitat.
 - NONE – there is strong evidence (no suitable habitat and/or the species is considered likely to be regionally-extinct) that this species will NONE within the project footprint.

RESULTS

A total of 72 threatened species were considered in the 'likelihood of occurrence' assessment – see Table 1. The results are summarised below.

Species with a high likelihood of occurring

One species has a high likelihood of occurring in the property:

- Black-footed Tree-rat (Kimberley and mainland NT subspecies) (*Mesembriomys gouldii gouldii*).

Two marine turtle species are likely to occur in the nearby coastal waters:

- Hawksbill Turtle (*Eretmochelys imbricata*)
- Flatback Turtle (*Natator depressus*).

Species with a medium likelihood of occurring

Three species have a medium likelihood of occurring in the property or immediate surrounds:

- Pale Field-rat (*Rattus tunneyi*)
- Bare-rumped Sheath-tail Bat (*Saccolaimus saccolaimus nudiclunatus*)
- Darwin Cycad (*Cycas armstrongii*) – none observed during site assessments
- False Water Rat (*Xeromys myoides*)
- Floodplain Monitor (*Varanus panoptes*)

Six shorebird species have a medium likelihood of occurring in the surrounding coastal environments:

- Great Knot (*Calidris tenuirostris*)
- Bar-tailed Godwit (2 subspecies) (*Limosa lapponica baueri & menzbieri*)
- Eastern Curlew (*Numenius madagascariensis*)
- Greater Sand Plover (*Charadrius leschenaultii*)
- Lesser Sand Plover (*Charadrius mongolus*)

Two marine turtle species and three sawfish species are likely to occur in the nearby coastal waters:

- Green Turtle (*Chelonia mydas*)
- Olive Ridley Turtle (*Lepidochelys olivacea*)
- Dwarf Sawfish (*Pristis clavata*)
- Freshwater or Largetooth Sawfish (*Pristis pristis*)
- Green Sawfish (*Pristis zijsron*).

Species with a low likelihood of occurring

The remaining 54 species (out of the 72 species assessed) have a low or no likelihood of occurring.

Table 1. Results of threatened species likelihood of occurrence assessment

Name	Status Cth	Status NT	Likelihood of occurrence
BIRDS			
Yellow Chat (Alligator River subspecies) <i>Epthianura crocea tunneyi</i>	EN	EN	NONE <ul style="list-style-type: none">No suitable floodplain habitat
Red Goshawk <i>Erythrotriorchis radiatus</i>	VU	VU	NONE <ul style="list-style-type: none">No suitable tall, open Eucalypt forest or riparian habitat
Gouldian Finch <i>Erythrura gouldiae</i>	EN	VU	NONE <ul style="list-style-type: none">No suitable savannah woodland habitat
Grey Falcon <i>Falco hypoleucos</i>	-	VU	LOW <ul style="list-style-type: none">Vagrant onlyFew records for the greater Darwin regionOutside core distribution and range
Crested Shrike-tit (northern subspecies) <i>Falcunculus frontatus whitei</i>	VU	-	NONE <ul style="list-style-type: none">No suitable savannah woodland habitat
Christmas Frigatebird <i>Fregata andrewsi</i>	EN	-	LOW <ul style="list-style-type: none">Occurs as a vagrant in offshore waters of the NT, occasionally sighted on the coast
Partridge Pigeon (eastern subspecies) <i>Geophaps smithii smithii</i>	VU	VU	NONE <ul style="list-style-type: none">No suitable savannah woodland habitat
Masked Owl (northern subspecies) <i>Tyto novaehollandiae kimberli</i>	VU	VU	NONE <ul style="list-style-type: none">No suitable tall open forest habitat
Australian Painted Snipe <i>Rostratula (benghalensis) australis</i>	EN	VU	NONE <ul style="list-style-type: none">No suitable wetland or swamp habitat
BIRDS (MIGRATORY SHOREBIRDS)			
Great Knot <i>Calidris tenuirostris</i>	CR	VU	MEDIUM <ul style="list-style-type: none">Very small areas of suitable mudflat habitatCommon in Darwin Harbour, but no records within the project footprint
Bar-tailed Godwit (2 subspecies) <i>Limosa lapponica baueri & menzbieri</i>	VU	-	
Eastern Curlew <i>Numenius madagascariensis</i>	CR	VU	
Greater Sand Plover <i>Charadrius leschenaultii</i>	VU	VU	
Lesser Sand Plover <i>Charadrius mongolus</i>	EN	VU	
Asian Dowitcher <i>Limnodromus semipalmatus</i>	-	VU	LOW <ul style="list-style-type: none">Very small areas of suitable mudflat habitatUncommon in Darwin Harbour and no records within the project footprint
Red Knot <i>Calidris canutus</i>	EN	VU	
Curlew Sandpiper <i>Calidris ferruginea</i>	CR	VU	
MAMMALS (TERRESTRIAL)			
Fawn Antechinus			LOW

<i>Antechinus bellus</i>	VU	EN	<ul style="list-style-type: none"> Suitable habitat adjacent to the project footprint, meaning the species could also be present in the footprint No recent records within Middle Arm
Brush-tailed Rabbit-Rat <i>Conilurus penicillatus</i>	VU	EN	LOW <ul style="list-style-type: none"> Marginally-suitable habitat No recent records from much of the historically-recorded NT range
Northern Quoll <i>Dasyurus hallucatus</i>	EN	CR	LOW <ul style="list-style-type: none"> Suitable habitat, but no core refugium habitat Drastic decline in the region since arrival of Cane Toads
Northern Leaf-nosed Bat <i>Hipposideros stenotis</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable habitat No proximate records
Ghost Bat <i>Macroderma gigas</i>	VU	-	LOW <ul style="list-style-type: none"> Vagrant only Few records for the greater Darwin region
Black-footed Tree-rat (Kimberley and mainland NT subspecies) <i>Mesembriomys gouldii gouldii</i>	EN	VU	HIGH <ul style="list-style-type: none"> Suitable habitat adjacent to the project footprint, meaning the species could also be present in the footprint Recent records within Middle Arm
Golden-backed Tree-rat <i>Mesembriomys macrurus</i>	VU	CR	LOW <ul style="list-style-type: none"> No records within 100 km of the project footprint Drastic decline in the region
Nabarlek (Top End subspecies) <i>Petrogale concinna canescens</i>	EN	VU	NONE <ul style="list-style-type: none"> No suitable sandstone and granite escarpments habitat
Northern Brush-tailed Phascogale <i>Phascogale pirata</i>	VU	EN	LOW <ul style="list-style-type: none"> Marginally-suitable habitat No proximate records Drastic decline in the region
Pale Field-rat <i>Rattus tunneyi</i>	-	VU	MEDIUM <ul style="list-style-type: none"> Suitable habitat adjacent to the project footprint, meaning the species could also be present in the footprint Recent records within Middle Arm
Bare-rumped Sheathtail Bat <i>Saccolaimus saccolaimus (nudiclunatus)</i>	VU	-	MEDIUM <ul style="list-style-type: none"> Suitable woodland habitat adjacent to the project footprint, meaning the species could also forage over the footprint No nesting habitat within the footprint
False Water Rat <i>Xeromys myoides</i>	VU	-	MEDIUM <ul style="list-style-type: none"> Suitable intertidal habitat No recent proximate records, but likely a naturally-rare species in the NT
REPTILES (TERRESTRIAL)			
Plains Death Adder <i>Acanthophis hawkei</i>	VU	VU	NONE <ul style="list-style-type: none"> No suitable floodplain habitat
Yellow-snouted Gecko <i>Lucasium occultum</i>	EN	VU	NONE <ul style="list-style-type: none"> No suitable habitats Outside the species' restricted range
Mertens' Water Monitor			NONE

<i>Varanus mertensi</i>	-	VU	<ul style="list-style-type: none">No suitable freshwater habitat
Mitchell's Water Monitor <i>Varanus mitchelli</i>	-	VU	NONE <ul style="list-style-type: none">No suitable freshwater habitat
Floodplain Monitor <i>Varanus panoptes</i>	-	VU	MEDIUM <ul style="list-style-type: none">Suitable habitatRecent records for greater Darwin regionDrastic decline in the region since arrival of Cane Toads – persistence is generally in coastal areas (which are saline – hence unsuitable for Cane Toads)
MAMMALS (MARINE)			
Sei Whale <i>Balaenoptera borealis</i>	VU	-	NONE <ul style="list-style-type: none">Middle Arm is too shallow to constitute suitable habitatFew NT records
Blue Whale <i>Balaenoptera musculus</i>	EN	-	
Fin Whale <i>Balaenoptera physalus</i>	VU	-	
Humpback Whale <i>Megaptera novaeangliae</i>	VU	-	
REPTILES (MARINE)			
Loggerhead Turtle <i>Caretta caretta</i>	EN	VU	LOW <ul style="list-style-type: none">Middle Arm provides marginal foraging habitat, and limited nesting habitatNo proximate records
Leatherback Turtle <i>Dermochelys coriacea</i>	EN	CR	
Green Turtle <i>Chelonia mydas</i>	VU	-	MEDIUM <ul style="list-style-type: none">Middle Arm provides foraging habitat, but no nesting habitatProximate records, but none in project footprint
Olive Ridley Turtle <i>Lepidochelys olivacea</i>	EN	VU	
Hawksbill Turtle <i>Eretmochelys imbricata</i>	VU	VU	HIGH <ul style="list-style-type: none">Middle Arm provides foraging habitat, but no nesting habitatRecords within the project footprint
Flatback Turtle <i>Natator depressus</i>	VU	-	
AMPHIBIANS			
Howard Springs Toadlet <i>Uperoleia daviesae</i>	-	VU	NONE No suitable sandsheet heathland habitat
FISH			
Northern River Shark <i>Glyphis garricki</i>	EN	EN	LOW <ul style="list-style-type: none">Unlikely suitable habitat. Little is known of the ecology, probably restricted to shallow, brackish reaches of large riversNearest record 45 km
Great White Shark <i>Carcharodon carcharias</i>	VU	-	LOW <ul style="list-style-type: none">Middle Arm represents marginal habitatFew NT records
Speartooth Shark <i>Glyphis glyphis</i>	CR	VU	LOW <ul style="list-style-type: none">Possibly-suitable habitat. May be restricted to low salinity environments such as freshwater or brackish areas of riversNo records within 50 km
Dwarf Sawfish			MEDIUM

<i>Pristis clavata</i>	VU	VU	<ul style="list-style-type: none"> Suitable estuarine habitats habitat Some records for Darwin Harbour or surrounds Likely naturally-rare species
Freshwater or Largetooth Sawfish <i>Pristis pristis</i>	VU	VU	
Green Sawfish <i>Pristis zijsron</i>	VU	VU	
Whale Shark <i>Rhincodon typus</i>	VU	-	LOW <ul style="list-style-type: none"> Middle Arm represents marginal habitat No proximate records; few NT records
FLORA			
a shrub <i>Atalaya brevialata</i>	CR	-	NONE <ul style="list-style-type: none"> Restricted range which does not include the project footprint
a herb <i>Cleome insolata</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable inundated sedge land habitat No proximate records
an orchid <i>Crepidium marsupichila</i>	-	VU	NONE <ul style="list-style-type: none"> Restricted range which does not include the project footprint
Darwin Cycad <i>Cycas armstrongii</i>	-	VU	MEDIUM <ul style="list-style-type: none"> Suitable habitat on each of footprint Not observed during site visit
a ground orchid <i>Dienia montana</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable spring-fed rainforest habitat
Native Walnut <i>Endiandra limnophila</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable spring-fed rainforest habitat
Narrow-leaf Climbing Pandan <i>Freycinetia excelsa</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable spring-fed rainforest habitat
a herb <i>Goodenia quadrifida</i>	VU	-	LOW <ul style="list-style-type: none"> Possibly-suitable habitat (as ecology not well known) No proximate records Seems to have a restricted range that does not include the project footprint
a ground orchid <i>Habenaria rumphii</i>	-	EN	NONE <ul style="list-style-type: none"> No suitable spring-fed rainforest habitat
a shrub <i>Helicteres macrothrix</i>	EN	EN	NONE <ul style="list-style-type: none"> Restricted range which does not include the project footprint
Luisia Orchid <i>Luisia corrugata</i>	-	VU	LOW <ul style="list-style-type: none"> No proximate records Seems to have a restricted range that does not include the project footprint
Arrowleaf Monochoria <i>Monochoria hastata</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable wetland habitat
Darwin Palm			LOW

<i>Ptychosperma macarthurii</i>	-	EN	<ul style="list-style-type: none"> DENR mapping identifies potentially-suitable rainforest habitat adjacent to the access easement, but this is outside the known extent of occurrence No proximate records
Trigger plant <i>Stylidium ensatum</i>	EN	EN	NONE <ul style="list-style-type: none"> No suitable damp heavy clay or peaty soil habitat
a herb <i>Typhonium praetermissum</i>	-	VU	LOW <ul style="list-style-type: none"> DENR mapping identifies no suitable habitat
a herb <i>Typhonium taylori</i>	EN	EN	NONE <ul style="list-style-type: none"> No suitable grass/sedge land (with a sandy substrate) habitat
a bladderwort <i>Utricularia dunstaniae</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable wet sand paperbark woodland / shrub land habitat
a bladderwort <i>Utricularia singeriana</i>	-	VU	NONE <ul style="list-style-type: none"> No suitable wet sandy flats and swamp habitat
a ground orchid <i>Zeuxine oblonga</i>	-	VU	LOW <ul style="list-style-type: none"> No proximate records Seems to have a restricted range that does not include the project footprint

Appendix D Communications from NT Heritage Branch and AAPA



**Aboriginal Areas
Protection Authority**
protecting sacred sites across the territory

Our File: RI2019/551
In Reply Please Quote: 201909414

EcOz Environmental Consultants
PO Box 381
DARWIN, NT, 0801

ATTENTION: Kylie Welch

RE: Abstract of Records - Section 1796 Hundred of Ayers and surrounding areas, including access easements north to Channel Island Road and south to Darwin Harbour. - 201909414

On 1st November 2019 the Aboriginal Areas Protection Authority (the **Authority**) received your application for an abstract of records under regulation 7 of the *Northern Territory Aboriginal Sacred Sites Regulations 2004* (NT) (the **Regulations**).

The contents of this letter and the enclosed map comprise the abstract which is hereby provided to you for the purposes of regulation 7(3). I advise, in accordance with regulation 7(3)(a), that for the parcel of land the subject of this abstract:

- i. there are no registered sacred sites located on the parcel of land;
- ii. the Authority does not have a record of any other sacred sites located on the parcel of land;
- iii. there are currently no restricted work areas in the parcel of land which are provided for in an Authority Certificate.

The map enclosed provides an overview of any registered or recorded sacred sites and restricted work areas described above. The information provided to you in this abstract is for information purposes only and cannot be relied upon as an exhaustive list of sacred sites in the area. There may be other sacred sites in the parcel of land of which the Authority is not yet aware.

A person is only permitted to enter and remain on a sacred site, carry out works on a sacred site, or make use of a sacred site in accordance with an Authority Certificate granted by the Authority (refer ss22 and 25 of the Act, also see ss34 and 35). Should you desire to do any of these things please make an application for an Authority Certificate. Further information about this process can be found here – <https://www.ntlis.nt.gov.au/aapa-online/auth/login>. Undertaking any of these acts without an Authority Certificate puts you at risk of prosecution under the Act (refer ss33-35). This abstract does not protect you in any way for your acts and is not an Authority Certificate.

The current Act and Regulations can be found online here - <https://legislation.nt.gov.au/>. Please ensure you are familiar with the legislation, particularly the offences in relation to sacred sites and the processes involved for obtaining an Authority Certificate if and when you require one.

Further information concerning abstracts and requests for information from the Authority can be found in the frequently asked questions (FAQs) which can be found online here– <https://www.aapant.org.au/our-services/request-information-0#faq1>.

The cost of providing the information set out in this letter and the attached map is \$177 and an invoice will be issued to you by the Department of Corporate and Information Services.

If you have any queries, please do not hesitate to contact the Registrar via email through enquiries.aapa@nt.gov.au or (08) 8999 4359.

Yours sincerely,






Ambre Philpott
REGISTRAR


1st November 2019





Frequently Asked Questions

In these FAQs, a reference to:

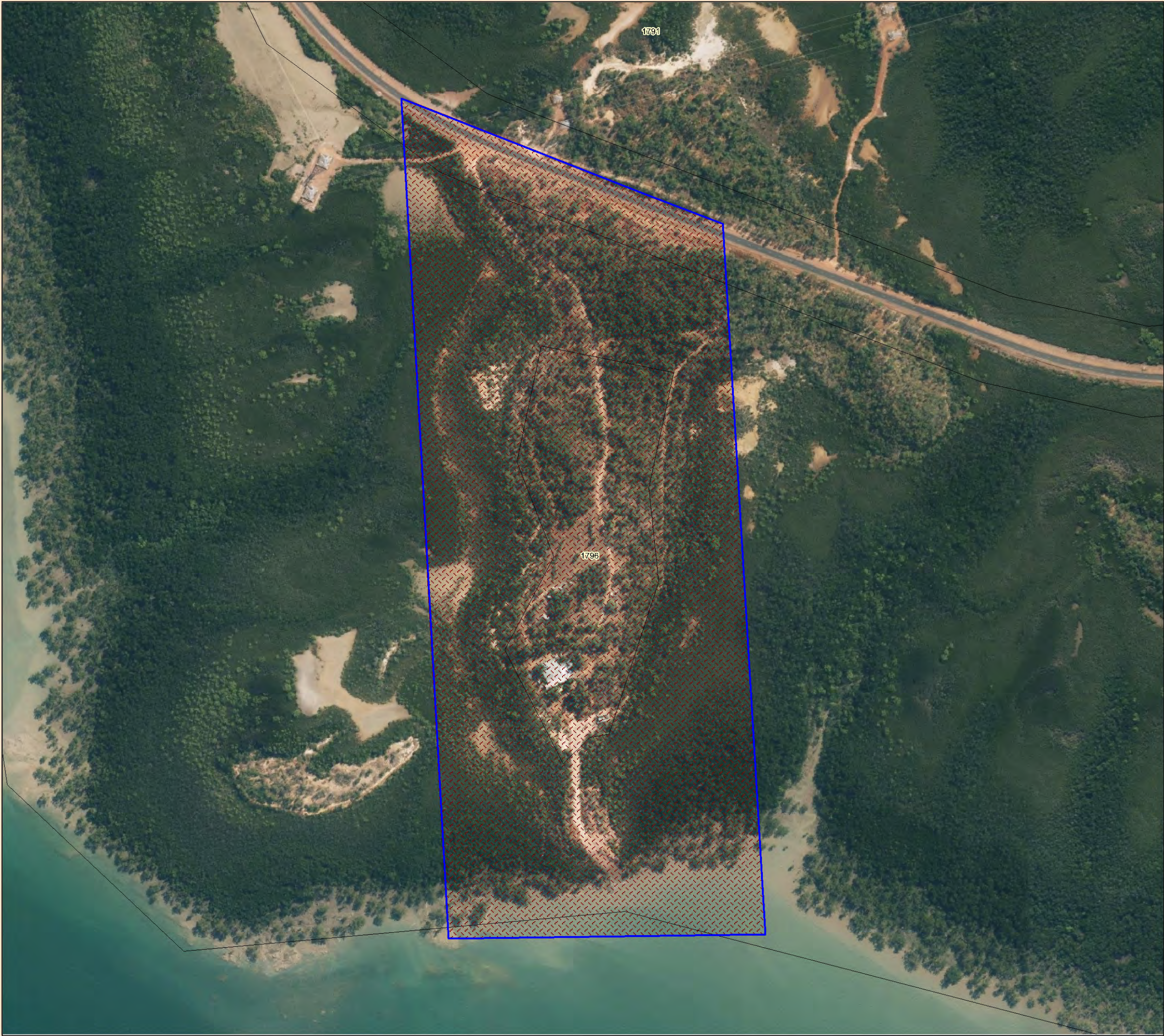
- "the Act" is a reference to the *Northern Territory Aboriginal Sacred Sites Act 1989* (NT); and
 - "the Regulations" is a reference to the *Northern Territory Aboriginal Sacred Sites Regulations 2004* (NT).
- The Act and Regulations can be found here - <https://legislation.nt.gov.au/>.

Question	Answer
What is a sacred site?	The term "sacred site" is defined in s3 of the Act by reference to its meaning in the <i>Aboriginal Land Rights (Northern Territory) Act 1976</i> (Cth) which provides a sacred site is "a site that is sacred to Aboriginals or is otherwise of significance according to Aboriginal tradition, and includes any land that, under a law of the Northern Territory, is declared to be sacred to Aboriginals or of significance according to Aboriginal tradition".
What is a registered sacred site?	<p>A registered sacred site is indicated on the map by this symbol: </p> <p>The site number is indicated on the map by a number in the following format XXXX-XX.</p> <p>A registered sacred site is a site that has been added to the Register of Sacred Sites maintained by the Authority following the process set out in Part III Division 2 of the Act.</p> <p>The effect of registering a sacred site is set out in s45 of the Act.</p> <p>The extent of a registered site is the red hatched area: </p>
What is a recorded sacred site?	<p>A recorded sacred site is a site that is known to the Authority but has not been registered and includes recorded sacred burial sites. The Authority may hold the information required to register the site should this become the wishes of the custodians. Alternatively, a recorded sacred site may still require further research in order to obtain all necessary information. The recorded coordinate point for a sacred site is a reference point only and does not necessarily indicate the location or extent of any specific site feature.</p> <p>A recorded sacred site point is indicated on the map by this symbol: </p> <p>A recorded sacred burial site is indicated on the map by this symbol: </p> <p>Note that recorded sites have not gone through the registration process set out in s28 of the Act. As such, the full extent of the sacred site may change upon registration. The extent of a recorded sacred site is the green hatched area. </p>
<p>The map shows that there are no registered or recorded sites in the area of interest.</p> <p>Does this mean I can proceed with my works?</p>	<p>Whether you proceed with your works is a decision for you however you should carefully consider the area concerned and the provisions of the Act (particularly those that address the protections an Authority Certificate provides and the punishments prescribed for the offences set out in Part IV of the Act).</p> <p>If there is no record of an Authority Certificate being issued over the area concerned, it is possible that there may be sacred sites that are not currently known to the Authority.</p>
How long does it take to get an Authority Certificate?	The Authority takes an average of three months to produce an Authority Certificate. The timeframe will vary depending on various factors including the complexity of the proposed works, availability of custodians, remoteness, and access to land.

Question	Answer
How much does an Authority Certificate cost?	<p>Division 1A and Division 1 of Part III of the Act set out the procedures for applications for Authority Certificates.</p> <p>The cost of an Authority Certificate differs depending on whether it is a “standard application” or a “non-standard application”. The classification of an application is determined by the Authority in accordance with the guidelines prescribed by Regulation 3 and set out at Schedule 1 to the Regulations.</p> <p>Standard applications will incur a fee in accordance with Schedule 4 of the Regulations.</p> <p>Non-standard applications are subject to charges which will depend on the nature of the application and the work required by the Authority. These charges are calculated by the Authority in accordance with Regulation 6 of the Regulations. If you submit an application that is determined to be a non-standard application, the Authority will provide you with an estimate of charges for your consideration and approval.</p>
What information is on the Register of Sacred Sites?	<p>The information on the Register of Sacred Sites differs due to the information available and the information permitted by the custodians of the sacred site to be recorded. Please refer to section 29 of the Act for further information. However, generally the Register of Sacred Sites may include the following types of information in relation to a sacred site:</p> <ul style="list-style-type: none"> • the coordinate point of the site (nb: the coordinate point for a sacred site is a reference point only and does not necessarily indicate the location or extent of any specific site feature); • features of the site; • geographic description; • custodian group details; and • Aboriginal traditions associated with the site.
How do I inspect the Register of Sacred Sites?	<p>Section 48 of the Act allows a person to apply to the Authority to inspect the Register of Sacred Sites.</p> <p>The viewing will take place in the Authority's offices, which are located in Darwin and Alice Springs. No hard or soft copies of the Register will be provided and photographs of the Register are prohibited.</p> <p>Information that is of a sensitive commercial nature or relates to matters required to be kept secret according to Aboriginal tradition will not be provided.</p> <p>To view the Register of Sacred Sites please apply online. You must specify the sites or certificates that you would like to view (see the map for the relevant numbers). A staff member will then contact you to organise an inspection time in either our Darwin or Alice Springs office.</p> <p>In accordance with regulation 8 and with reference to item 2 of Schedule 4 to the Regulations, the fee payable to inspect the Register of Sacred Sites is 23 revenue units per sacred site.</p>
Authority Certificate Records are available for Public Inspection in the area of interest. What does this mean?	<p>Areas over which the Authority has previously issued an Authority Certificate are indicated on the map by this hatching: </p> <p>In an abstract provided by the Authority pursuant to regulation 7(3) of the Regulations, areas over which the Authority has previously issued an Authority Certificate are indicated on the map.</p> <p>For these areas, the Authority has consulted custodians for the area in the past about prior works. There may be conditions in the Authority Certificate. These conditions will relate to the works covered by that certificate only.</p> <p>You cannot rely on an Authority Certificate that was issued to another person.</p> <p>If there is a record of an Authority Certificate being issued over the area concerned, that certificate only applies to those prior works and will not provide any protection for your works.</p>

Question	Answer
There are restricted work areas in the area of interest. What does this mean?	<p>In an abstract provided by the Authority pursuant to regulation 7(3) of the Regulations, a restricted work area will be indicated on the map by this hatching: </p> <p>A restricted work area relates to an area identified in an issued Authority Certificate. It is an area that had restrictions on the kind of activities that were permitted (or not permitted) in the area.</p>
Can I see the Authority Certificate records that are available for public inspection over the area of interest?	<p>Yes. The Authority will provide access to information on prior Authority Certificates that have been issued in the area of interest. An application may be made pursuant to section 48.</p> <p>You will be provided with a list of Authority Certificates granted or refused over the area of interest, including the conditions for any works that may have been proposed for that area. The conditions listed in a prior Authority Certificate are for the works stated in that particular Certificate. Restrictions on works can vary. Sometimes an Authority Certificate will prohibit any work in the area or will prevent certain activities, such as ground disturbing work, damage to trees, or the removal of sand or gravel. The conditions in a certificate are specific to each application and depend on the works proposed.</p> <p>The viewing will take place in the Authority's offices, which are located in Darwin and Alice Springs. No hard or soft copies of the Register will be provided and photographs of the Register are prohibited.</p> <p>Information that is of a sensitive commercial nature or relates to matters required to be kept secret according to Aboriginal tradition will not be provided.</p> <p>To view Authority Certificates that have been previously issued or refused in your area of interest, please apply online. You must specify the sites or certificates that you would like to view. The map contained in this letter will contain relevant record reference numbers. A staff member will then contact you to organise an inspection time in either our Darwin or Alice Springs office.</p> <p>In accordance with regulation 8 and with reference to item 3 of Schedule 4 to the Regulations, the fee payable to inspect the Register of Sacred Sites is 23 revenue units per inspection of Authority Certificate application and related Certificate or refusal.</p>
No Authority Certificates have been issued in the area of interest. What does this mean?	<p>Areas where the Authority has not issued an Authority Certificate are indicated on the map by this shading: </p> <p>In an abstract provided by the Authority pursuant to regulation 7(3) of the Regulations, areas where the Authority has not issued an Authority Certificate are indicated on the map. These are areas where the Authority has not undertaken anthropological research. The Authority may not have records of the sacred sites in this area. It means that there may be sites in the area and work should only proceed with an Authority Certificate, which will be issued after the Authority has spoken with custodians in the area.</p>
There are "other sites" in the area of interest. What does this mean?	<p>Other sites are shown on the map by this symbol: </p> <p>In an abstract provided by the Authority pursuant to regulation 7(3) of the Regulations, other sites (where known) are shown on the map. Other sites include archaeological places or sacred objects. These places and objects are protected under the <i>Heritage Act 2011</i> (NT).</p>
There is a burial sites in the area of interest. What does this mean?	<p>Burial sites are shown on the map by this symbol: </p> <p>In an abstract provided by the Authority pursuant to regulation 7(3) of the Regulations, burial sites (where known) are shown on the map.</p> <p>Under the <i>Criminal Code Act 1983</i> (NT) it is an offence to interfere with remains of a deceased person. It is also an offence contrary to the <i>Heritage Act 2011</i> to interfere with the remains of a deceased Aboriginal person without authorisation under that Act. In the event that any skeletal remains are unearthed it is your responsibility to stop works and immediately report such disturbance to the NT Police and the Director Heritage Branch, Department of Tourism and Culture.</p> <p>For further information please contact the Director Heritage Branch, Department of Tourism and Culture on (08) 8999 5051 or email heritage.nretas@nt.gov.au.</p>

Question	Answer
<p>I know the custodians of the sites in the area of interest. Do I still need an Authority Certificate?</p>	<p>Yes. An Authority Certificate provides a defence against prosecution under the Act as long as the conditions of the Certificate are adhered to. The Authority can only issue an Authority Certificate if it is satisfied of the matters set out in s22 of the Act.</p>
<p>I own the land that is the area of interest. Do I still need an Authority Certificate?</p>	<p>The rights of land owners are preserved under s44(1) of the Act. Ownership of the land, however, will not defend you against a prosecution under the Act in the event a sacred site is damaged. Only an Authority Certificate can do this. Owners of land that may include sacred sites should ensure they consider the Act and whether they may require an Authority Certificate for their use of the land.</p>
<p>Can I share my abstract of records with other people?</p>	<p>No. It is an offence under s38 of the Act to permit access to, or furnish a document produced for a purpose of the Act without permission of the Authority.</p> <p>The abstract of records has been provided to you by the Authority for the limited purpose of your consideration. Should you wish to share the abstract, you should write to the Authority seeking permission under s38(1) of the Act. You should detail the purpose of sharing the abstract of records.</p>
<p>Can I publish the abstract of records?</p>	<p>No. It is an offence under s38 of the Act to permit access to, or furnish a document produced for a purpose of the Act without permission of the Authority.</p> <p>The abstract of records has been provided to you by the Authority for the limited purpose of your consideration. Should you wish to publish the abstract, you should write to the Authority seeking permission under s38(1) of the Act. You should detail the purpose of publishing the abstract of records.</p>



Abstract of Authority's Records - Regulation 7(3)(b) - 201909414

Provided To:
EcOz Environmental Consultants

ASSESSED AT 01/11/2019

**This Abstract of Records is not an
Authority Certificate. It is not for
works, publication or distribution.**

**It is an offence under s.38 to publish or
distribute this Abstract of Records
without permission of the Authority.**




To seek an Authority Certificate from the Authority
apply online at www.aapant.org.au/our-services

N.B. The Sacred Site point is indicative of the
general sacred site location and does not necessarily represent the
location of any specific feature of the sacred site or the site extent and
is not an exhaustive record as unrecorded site may exist in the area

J2019-0382

0 240
metres
Scale 1:4,000

KEY

-  Subject Land
-  Authority Certificate
Records available for
Public Inspection
-  No Authority Certificate
Records available for
Public Inspection



**Aboriginal Areas
Protection Authority**
protecting sacred sites across the territory

*Prepared and produced by Aboriginal
Areas Protection Authority (AAPA),
Darwin, Northern Territory of Australia
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From: [Dianne Bensley](#)
To: [Britanny Crescentino](#)
Subject: RE: Development Application - Section 1796 Hundred of Ayres (Wickham)
Date: Monday, March 2, 2020 2:49:53 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)
[Section 1796 Hundred of Ayres - March 2020.jpg](#)

Hi Britanny,

Thanks for your email. I have conducted a search of my maps and databases and can confirm that there are no heritage places or previously recorded Aboriginal archaeological sites located within Section 1796, Hundred of Ayres, or the proposed extended boundary area. I have attached an aerial map extract which shows a small number of shell middens/mounds in the surrounding area, but it appears that the Section in question has likely never been surveyed. The archaeological potential would be considered low, given that it has been subject to clearing and the installation of some infrastructure.

On this occasion, I wouldn't recommend archaeological surveys for this development application.

Regards,

Di

Dianne Bensley
Senior Heritage Officer

Heritage Branch
Parks, Wildlife and Heritage Division

Department of Tourism, Sport and Culture |
Northern Territory Government

Level 1 JHV2, Jape Homemaker Village,
356 Bagot Road, Millner, NT, 0810

PO Box 1448, Darwin, NT 0801
P: (08) 8999 5051 |
E: dianne.bensley@nt.gov.au
W: www.nt.gov.au

From: Britanny Crescentino <Britanny.Crescentino@ecoz.com.au>
Sent: Thursday, 27 February 2020 11:06 AM
To: Dianne Bensley <Dianne.Bensley@nt.gov.au>
Subject: Development Application - Section 1796 Hundred of Ayres (Wickham)

Good Morning Di,

I am a new consultant at EcoZ, working with Kylie in Approvals and have been asked to look at the Heritage aspect of a site.

I am writing a development application for an area along Channel Island road and was wondering if there are any declared heritage places or archaeological sites within Section 1796 Hundred of Ayres (and the access water supply and electricity supply easement) and approximately 20m outside this area (including

in the water). The applicant is proposing the extend the boundary as part of the development application.

Thank you,

EcOz_Logo (002)



Britanny Crescentino
Environmental Consultant

EcOz Environmental Consultants

GPO Box 381

Level 1, 70 Cavenagh Street

Darwin, NT 0801

T (08) 8981 1100

E britanny.crescentino@ecoz.com.au

W <http://www.ecoz.com.au>





EcOz Environmental Consultants

EcOz Pty Ltd.

ABN 81 143 989 039

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GPO Box 381,
Darwin, NT 0801

T: +61 8 8981 1100

E: ecoz@ecoz.com.au

www.ecoz.com.au



QMS Certification Services



QMS Certification Services



QMS Certification Services

Date Registered: 05/05/2006

Volume 699 Folio 453

Duplicate Certificate as to Title issued? No

SEARCH CERTIFICATE

Section 1796 Hundred of Ayers from plan(s) S 85/102A

Area under title is 5 hectares 5100 square metres

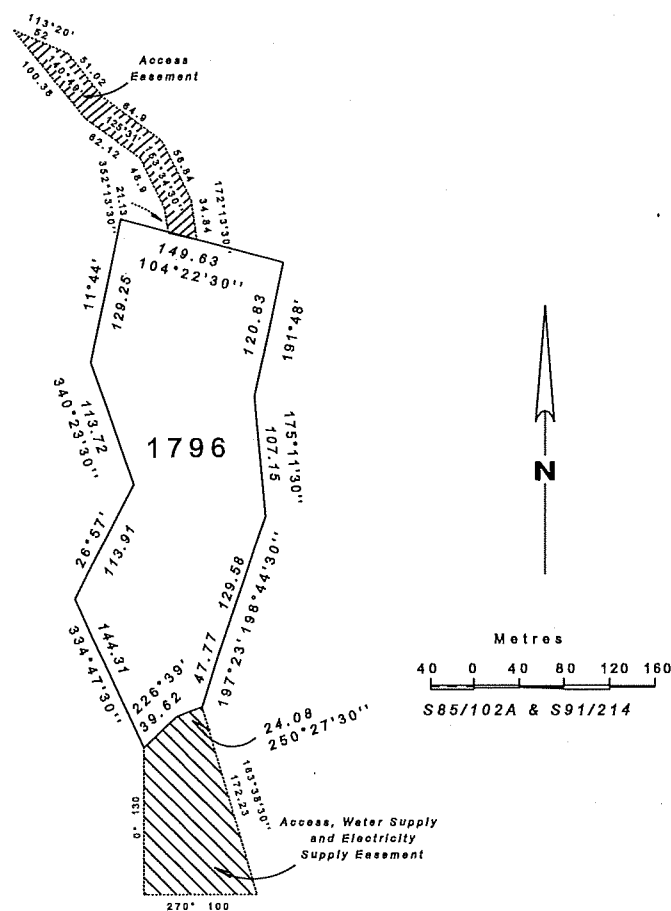
Joint Owners:

Peter Kruhse

Christine Elizabeth Maria Muller

of 9 Nash Place, Millner NT 0810

Registered Date	Dealing Number	Description
		Previous title is Volume 292 Folio 029
03/07/2013	800345	Discharge of Mortgage (769435)
11/06/2013	798287	Discharge of Mortgage (682492)
11/04/2012	769435	Mortgage Commonwealth Bank of Australia
01/10/2008	682492	Mortgage Territory Insurance Office
01/10/2008	682490	Discharge of Mortgage (611077)
05/05/2006	611077	Mortgage Perpetual Limited
15/07/1992	267699	Access easement granted over lot(s) 1791
15/07/1992	267698	Water supply & electricity easement granted over lot(s) 1791
End of Dealings		





NORTHERN TERRITORY OF AUSTRALIA

Record of Administrative Interests and Information

Record of Administrative Interests and Information

The information contained in this record of Administrative Interests only relates to the below parcel reference.

Parcel Reference: Section 01796 Hundred of Ayers plan(s) S 85/102A

(See section 38 of the Land Title Act)

Note: The Record of Administrative Interests and Information is not part of the Land Register and is not guaranteed by the Northern Territory of Australia, and the NT Government accepts no Liability for any omission, misstatement or inaccuracy contained in this statement.

Registrar General

Government Land Register

(none found)

Custodian - Registrar General (+61 8 8999 6252)

Current Title

CUFT 699 453 (order 1)

Tenure Type

ESTATE IN FEE SIMPLE

Tenure Status

Current

Area Under Title

5 hectares 5100 square metres

Owners

Peter Kruhse

9 Nash Place, Millner NT 0810

Christine Elizabeth Maria Muller

9 Nash Place, Millner NT 0810

Easements

(none found)

Scheme Name

(none found)

Scheme Body Corporate Name

(none found)

Reserved Name(s)

(none found)



Unit Entitlements

(none found)

Transfers

13/01/1993 for \$120,000

31/10/1990 for \$42,500

Tenure Comments

(none found)

Historic Titles

CUFT 292 029 (order 1)

CUFT 265 145 (order 1)

CUFT 145 170 (order 2)

CUFT 145 170 (order 1)

Visit the website http://www.nt.gov.au/justice/bdm/land_title_office/

Custodian - Surveyor General (+61 8 8995 5319)**Address**

WICKHAM

Survey Plan

S 85/102A

Survey Status

Approved

Parcel Status

CURRENT

Parcel Area

5 hectares, 5100 square metres

Map Reference

Code 045 Scale 31680 Sheet 00.00

Code 503 Scale 10000 Sheet 08.09

Parent Parcels

Section 01791 Hundred of Ayers plan(s) S 84/136

Parcel Comments

EXCISION FROM SECTION 1791 FOR PRAWN HATCHERY VIDE S85/102.

Survey Comments

(none found)

Proposed Easements

(none found)

Local Government Area

LITCHFIELD MUNICIPALITY

Region

DARWIN



Custodian - Valuer General (+61 8 8995 5375)

Owner's Last Known Address

MR P KRUISE & MISS C E M MULLER , PO BOX 38713, WINNELLIE NT 0821

Parcels in Valuation

Section 01796 Hundred of Ayers

Unimproved Capital Value

\$410,000 on 01/07/2018
\$510,000 on 01/07/2015
\$500,000 on 01/07/2012
\$500,000 on 01/07/2009
\$196,000 on 01/07/2006
\$98,000 on 01/07/2003
\$85,000 on 01/07/2000
\$70,000 on 01/07/1997
\$35,000 on 01/07/1994
\$25,000 on 01/07/1991
\$25,000 on 01/01/1989
\$25,000 on 01/01/1986
\$1,000 on 01/05/1979

Valuation Improvements

30/03/1995 Land

Custodian - Property Purchasing (+61 8 8999 6886)

Acquisitions

(none found)

Custodian - Building Advisory Service (+61 8 8999 8965)

Building Control Areas

BBDAR001 - Building Control Area

DARWIN BUILDING AREA

Building Permits

(none found)

Visit the website <http://www.nt.gov.au/building/>

Custodian - Town Planning and Development Assessment Services (+61 8 8999 6046)

Planning Scheme Zone

MZ (Multi Zone)

Interim Development Control Orders

(none found)

Planning Notes

Minister for Planning and Lands wrote to the property owners on 21 April 2008 to advise that Government wished to retain an option to develop a road link over part of Section 1796 within Zone PM (Proposed Main Road). Minister advised that she would consider rezoning that part of Section 1796 south of the road corridor.

Planning Applications

(none found)

Custodian - Power and Water Corporation (1800 245 092)

Meters on Parcel

Power Water - Electricity	3
Power Water - Water	1

For Account balances, contact the Power and Water Corporation.

Custodian - Pool Fencing Unit (+61 8 8924 3641)

Swimming Pool/Spa Status

(none found)

For more information, contact the Pool Fencing Unit (+61 8 8924 3641).

Custodian - Mines and Energy (+61 8 8999 5322)

For information on possible Mineral Titles or Petroleum Titles, contact Mines and Energy or visit the website <http://strike.nt.gov.au>

Custodian - NT Environment Protection Authority (+61 8 8924 4218)

Results of site contamination assessment

(none found)

For further information contact Environment Protection Authority or visit the website <https://ntepa.nt.gov.au/waste-pollution/contaminated-land>

Custodian - Heritage Branch (+61 8 8999 5039)

Heritage Listing:

(none found)

For further information on heritage places contact Heritage Branch or visit the website <https://nt.gov.au/property/land/heritage-register-search-for-places-or-objects>

Other Interests

For Account balances, contact Litchfield Council

Storm Surge: This lot is within a primary surge zone. For more information contact Lands Planning on 8999 8963.


Storm Surge: This lot is within a secondary surge zone. For more information contact Lands Planning on 8999 8963.




LAND OWNER/S AUTHORISATION TO LODGE A DEVELOPMENT APPLICATION UNDER THE PLANNING ACT 1999

****signatures from ALL landowners registered on the land title must be provided****

The owners and/or persons duly authorised as signatory on behalf of the landowner**, hereby authorise:		
NAME (please print)	Brad Cunningham, Northern Planning Consultants P/L	
Contact number:	Ph:	Mob: 0427 796 140
to lodge a development application under the <i>Planning Act 1999</i> over the property described as:		
LOT/ NT PORTION:	Section 1796	
LOCATION/TOWN	Hundred of Ayers	
STREET ADDRESS:	Wickham	
PROPOSED DEVELOPMENT:	Application for EDP for intensive animal husbandry (Barramundi farm)	

OWNERS SIGNATURE :		
NAME: (please print)	Peter Kruhse	
TITLE: (ie. company director/secretary)		
Contact number:	Ph:	Mob: 0423 331 691
DATE:	26/3/2020	

OWNERS SIGNATURE :		
NAME (please print)	Christine Elizabeth Maria Muller	
TITLE: (ie. company director/secretary)		
Contact number:	Ph: 0427 117538	Mob:
DATE:	26/03/2020	



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Customer Service Charter
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	24/06/2020
Attachments:	A: Customer Service Charter

Executive Summary

This report presents Litchfield Council's Customer Service Charter to Council for their adoption.

Recommendation

THAT Council adopt the Customer Service Charter for implementation and publication.

Background

Council has long focused on providing a high level of customer service to our community in a positive and responsive manner, however, to date we have not had a customer service charter accessible to outline our commitment.

A customer service charter summarises how the organisation promises to work with its customers, provides timeframes for responses, methods for the resolution of complaints and insight into how an organisation operates.

Customer service charters will assist Council in managing customer expectations regarding the delivery of services and are a valuable tool for instilling confidence in customers and promoting commitment to healthy relationships. Having a charter also provides guidelines and requirements for employees when dealing with customers and their expectations.

Council's Customer Service Charter is included as Attachment A.

To ensure the Charter reflects Council's values, services and commitment to our customers the document would be reviewed annually and reporting against it will be made available to Council.

Links with Strategic Plan

A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

HR01 Code of Conduct for Employees, outlines the behaviour required by employees considered essential to uphold good governance and protect Council's reputation. The Customer Service Charter is complimentary to this existing policy.

Risks



A customer service charter can become a negative burden if the organisation does not deliver on the published expectations. Reporting on the charter will identify if Council is able to meet the timelines with existing resources.

Community Engagement

Once approved, Council's Customer Service Charter will be available:

- on Council's website;
- at Council's facilities in hard copy brochure form;
- on request via email; and
- included in the welcome pack sent to new residents.



Service timelines...

We are committed to communicating with you in a timely and responsive manner.

When you call us, we aim to:

- Answer incoming phone calls promptly
- Respond to telephone messages before close of business the following business day
- Resolve simple enquiries in our first call with you, if possible
- Resolve more complex enquires within ten business days

When you visit us, we aim to:

- Have wait times of less than five minutes when queuing at Council's front counter
- Resolve simple enquiries at the front counter where possible
- Ensure that the relevant Council Officer is provided with your details to contact you (*if the Officer is not available at the time of your visit*)
- Have the relevant Council office contact you and:
 - Resolve simple enquires within five business days
 - Resolve more complex enquiries within ten business days
- Be on time and prepared for pre-arranged appointments

When you write to us, we aim to:

- Acknowledge receipt of your request before close of business the following business day
- Resolve simple requests within five business days
- Resolve more complex requests or enquiries within ten business days
- Respond to you in writing

Where we are not able to resolve requests within the service timelines, we will keep you updated.



Contacting a Councillor

Councillors are members elected to represent the community. Councillors always appreciate hearing the views of local residents on issues that are of concern. You can contact your local Councillor by email or telephone; contact details are available from our website.



Contacting us

Council has a strong commitment to community engagement and encourages customers to contact us.



www.litchfield.nt.gov.au



council@litchfield.nt.gov.au



www.facebook.com/litchfield.council



08 8983 0600



PO Box 446, Humpty Doo NT 0836



Community Consultation via Your Say Litchfield:
yoursay.litchfield.nt.gov.au/



Report repairs via Snap, Send, Solve
(www.snapsendsolve.com or visit your app store)



Council Office and Pound
7 Bees Creek Road, Freds Pass

CUSTOMER SERVICE CHARTER

Our commitment to you

This Charter outlines our approach to providing services, information, and resources that are accessible to our entire community.



Our service values...

ACCOUNTABILITY – we take responsibility for our commitments by doing what we say we will do when we say we will do it.

RESPECT – we treat everyone the way we would like to be treated, respecting their expertise, opinion, contribution and time.

COMMUNICATION – we openly share the right information in the right way, to the right people at the right time.

HONESTY & TRUST – we demonstrate integrity in everything we do by being open, honest and truthful to nurture a culture of trust.



Our service commitment...

When we interact with you, we will:

- Treat you with respect and understanding, providing fair and unbiased service
- Have a can-do attitude, recognising you have the right to be informed and consulted
- Be consistent in our approach and response.
- Respond in a timely, professional manner, providing accurate information
- Attempt to resolve your enquiry at the first point of contact or set clear expectations and commitments on the next steps
- Work within Privacy Legislation to respect and protect your privacy
- Be clear and concise in our communications



We strive for continuous improvement...



Your feedback and suggestions ...

Council welcomes customer feedback; it helps us improve our service to you.

You can advise us of a suggestion, compliment or complaint by:

- Discussion with the Council Officer handling your enquiry
- Writing to Council
- Telephoning Council
- Completing a Contact Us website form

If you are not satisfied with Council's service, please ask to be referred to the immediate Manager or Director.

On receipt of a complaint, Council will:

- Record the complaint and provide you with a Customer Reference Number (CRM)
- Acknowledge receipt of the complaint within two business days
- Review and investigate the complaint
- Aim to resolve all complaints, providing reasons for the outcome, within 10 business days. Please note, more complex complaints may take longer, and we will keep you informed of our progress

If you are not satisfied with the process or outcome of an internal review, Council will refer you to the relevant complaints body.



Council undertakes an Annual Community Survey each year. The survey responses are one method used to measure our performance and service delivery. The feedback received from our residents and ratepayers helps us monitor, enhance and continue to improve our services.

Council monitors its performance through progress reporting on our Municipal and Strategic Plans, all with the aim of making Litchfield the best place to live in the Top End!

Council continually reviews our customer service practices reflected in this Charter.



How you can help us...

You can help us meet our commitment to you by:

- Providing accurate and comprehensive information
- Treating all staff members with courtesy and respect
- Working with us to reach a resolution
- Keeping us informed of any changes (personal details or facts relating to your enquiry)
- Respecting the rights of other customers
- Making an appointment in advance for complex enquiries or to meet with a specific Council Officer
- Providing us with feedback or suggestions for improvement



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	Freds Pass Rural Show Sponsorship Update
Author:	Jessica Watts, Community Development Officer
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	24/06/2020
Attachments:	A: 2018 Sponsorship Opportunities Freds Pass Rural Show

Executive Summary

This report presents for Council an outline of how sponsorship funding for the Freds Pass Rural Show is being used in lieu of a 2020 event.

Recommendation

THAT Council note the report on the Freds Pass Rural Show 2020 sponsorship.

Background

The Freds Pass Rural Show (the Show) has been a major event for the Litchfield Municipality for the past 40 years. This year however, with the restrictions of the public health emergency caused by COVID-19, the Show was forced to cancel for the first time in its history (the 2013 Show did not take place due to change of management).

Council is currently in year three of a four-year sponsorship agreement with the Show, giving Council Partnership status. Partnership status provides Council with various opportunities to be involved in the Show such as naming rights to an event or activity, full page advertisements in the Show booklets, and logos credits as a partnership sponsor on advertising materials. These are outlined in the attached sponsorship package that Council agreed to in 2018 (Attachment A).

As the Show began planning for the event several months out from the actual event, Council has already paid the Show the \$40,000 in agreed sponsorship funding for the 2020 year. In previous years, this has allowed for the Show to pay for several services and contractors upfront. This means the majority of the funds from Council have already been expended. With the cancellation of the 2020 event, the services paid for have either been rolled over to the 2021 event, are unable to be recovered or are still under negotiation.

The Show is also unable to be postponed for a later date in 2020 due to artist, venue and logistic availabilities and the Committee has instead focused on an online format. This includes the following modified Show activities:

- Online Show Hall program (a revamped traditional show program centred on photographs of entries);
- Online Talent Quest (*directly funded by Council's sponsorship funding*);
- Miniseries on local produce and chefs to replace the 50km Feast (*Council will sponsor this through NTG's SCALE Funding*); and
- Increased marketing and promotions to ensure the Show remains front and centre of the community (*directly funded by Council's sponsorship funding*).

As mentioned above, Council will additionally support the 2020 Show activities with \$6,250.00 in funding from NT Government's Special Community Assistance and Local Employment (SCALE) funding grant. This was approved at the May 2020 Council meeting.

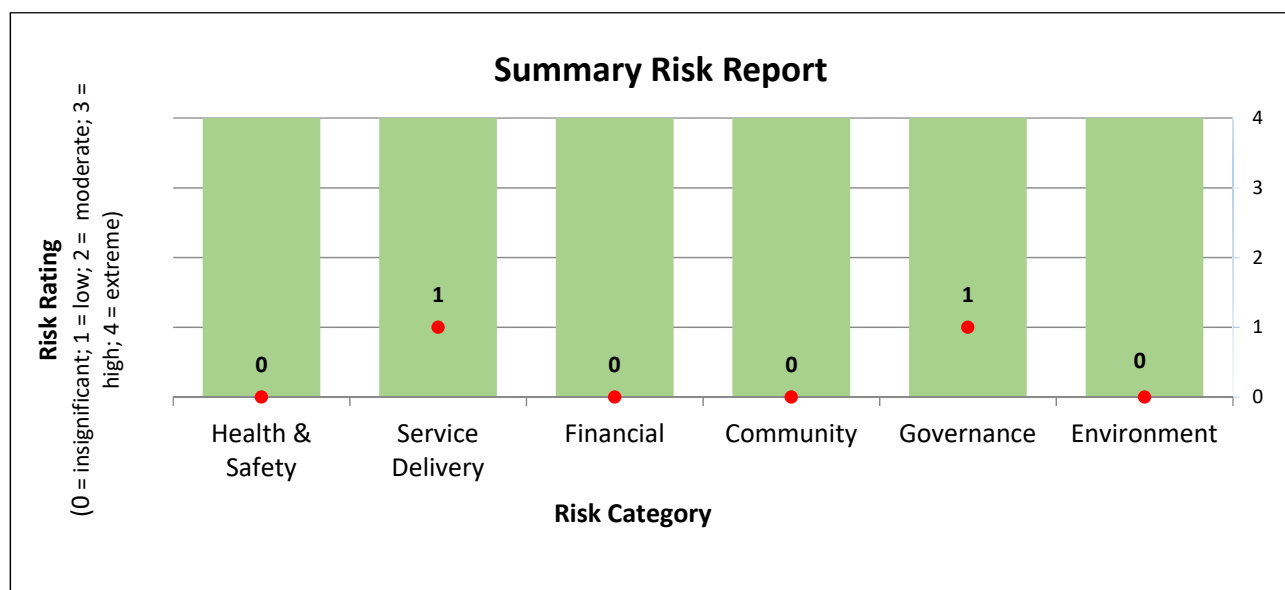
Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

FIN07 Grants, Sponsorships and Donations

Risks



Council provides a significant financial contribution to the Show as per the quadrennium agreement in place. Council has a responsibility to ensure its sponsorship funding provides excellent value for money to the community, who should ultimately benefit. These risks are currently managed by regular updates and discussions with the Show Committee in regard to their online program. Furthermore, Council will undertake a review of the annual audited statements with the Show to understand the financial impact of 2020 for this event and the forthcoming sponsorship in 2021.

Community Engagement

Nil



2018

SPONSORSHIP OPPORTUNITIES

FREDS PASS RURAL SHOW

"CELEBRATING RURAL LIFE"

Each May, Freds Pass Reserve is home to the Freds Pass Rural Show. 2018 will see the Show celebrate its 39th year.

The Freds Pass Rural Show is a complete rural show with equestrian events, livestock judging, horticulture, market garden, cookery, art and craft competitions, and an animal nursery. Crowd favorites are the Saturday night fireworks, wood chopping events and the chainsaw wood carving display.

The Paddock to Plate marquee is a dedicated space where the Show Committee invite producers to offer tastings and talk about how their product is grown, harvested or presented. The Show Committee invite chefs to stage cooking demonstrations using the local produce on offer.

A programme of children's and family entertainment runs on both days of the show, utilizing local talent wherever possible. The Show stages the long running Talent Quest, NT Rural Achiever Awards, Ute Muster and Hay Stacking competition which are all family favourites.

There is something for everyone at the Show and we encourage local businesses to get involved in the largest annual event held in the rural area.



Friday, 18 May
Equestrian events and
bar facilities from 6pm

Saturday, 19 May
Main event day with
opening ceremony,
skydiving, live bands,
equestrian events,
woodchopping, wood
carving and side show
alley

Sunday, 20 May
Jazz on the lawns
featuring local
entertainment,
equestrian events,
rides and sites and
much more!

FREDS PASS RURAL SHOW INC

PO Box 639
Coolalinga NT 0839
0488 588 202

W: fredspassruralshow.com.au
E: info@fredspassruralshow.com

19 and 20 May 2018
(Equestrian Friday 18 May)

FREDS PASS RURAL SHOW

Event

2018 Show – Friday 18 May (Equestrian only), Saturday 19 May and Sunday 20 May

Freds Pass Show attracts over 120 exhibitors and displays each year and attracts an audience of over 20,000 patrons.

The Show is packed with excitement and a wide variety of rural entertainment and exhibits. The program is designed for families, competitors and exhibitors, who enjoy celebrating and sharing the strong sense of community involvement and ownership.

VIP's

All sponsors are treated as VIP's at this annual event.

Freds Pass Rural Show sponsors will benefit from exposure through a range of key mediums. Differing levels of sponsorship offer levels of advantages and opportunities and are designed to suit a range of budgets.

All Ribbon Sponsors will enjoy the following benefits:

Positioning

Sponsor logo will be incorporated into the official 2018 weekend (distributed at the gates on show days) and schedule of prizes (distributed February and cut off for artwork and content is mid- February 2018)

Online Exposure

Logo placement on the official website

Social media site acknowledgement with links and images/logo. Facebook, Twitter and Instagram

Onsite Signage

Banner placement at onsite locations where appropriate – placement may vary but will include your business banner on a highly visible place throughout the reserve

Public Relations

Your sponsorship demonstrates community commitment and raises your organisation's profile. Whether your organisation is large or small, you can take advantage of the first-class opportunity to enhance its profile.



PARTNER SPONSORSHIP

To the Value of \$40,000+

- Acknowledgement as Partner Sponsor
- Naming rights to an event or activity at Freds Pass Show (as approved by committee)
- Right to present Awards/Trophies at the Official Opening Ceremony
- Logo credits as Partner Sponsor on all print and promotional materials, i.e. media releases, print and broadcast media, flyers, posters, T-shirts, Weekend Program, Schedule of Prizes and other general printing relating to the Show
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 12 x 12 metre in prime position
- Right to display signage/banners on grounds (to be erected by sponsor)
- Full page advertisement on the cover of the Schedule of Prizes (cut off for content mid-February) and logo on Weekend Program
- Sponsor/exhibitor weekend passes x 30
- VIP invitation to official opening and grand Parade – Executives and Partners (limited to 5 double passes)
- Parking in members carpark x 30
- Inclusion as sponsor on Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the reserve
- Social media campaigns around brand, links and images and specific Partner sponsor promotion
- Outback Track location for site over 2-days
- Business profile and logo (as Partner Sponsor) included in print advertising
- Opportunity for media interviews in the lead up to the show on radio
- First right of refusal as Platinum Sponsorship for 40th Show in 2019

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PLATINUM SPONSORSHIP

To the Value of \$25,000

- Acknowledgement as Platinum Sponsor
- Naming rights to an event at Freds Pass Show (as approved by committee)
- Logo credits as Platinum Sponsor on all print and promotional materials, i.e. media releases, print and broadcast media, flyers, posters, T-shirts, Weekend Program, Schedule of Prizes and other general printing relating to the Show
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 12 x 12 metre
- Right to display signage/banners on grounds (to be erected by sponsor)
- Full page advertisement on the cover of the Schedule of Prizes (cut off for content mid-February) and logo on Weekend Program
- Sponsor/exhibitor weekend passes x 10
- VIP invitation to official opening and grand Parade – Executives and Partners (limited to 3 double passes)
- Parking in members carpark x 10
- Inclusion as sponsor on Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the reserve
- Social media campaigns around brand, links and images
- Outback Track location for site over 2-days
- Business profile and logo (as Platinum Sponsor) included in print advertising
- Opportunity for media interviews in the lead up to the show on radio
- First right of refusal as Platinum Sponsorship for 40th Show in 2019

Platinum Level

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BLUE RIBBON SPONSORSHIP

To the Value of \$10,000

- Acknowledgement as Blue-Ribbon Sponsor
- Logo credits as Blue-Ribbon Sponsor on all print and promotional materials, i.e. media releases, print and broadcast media, flyers, posters, T-shirts, Weekend Program, Schedule of Prizes and other general printing relating to the Show
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 12 x 6 metre
- Right to display signage/banners on grounds (to be erected by sponsor)
- Naming rights to a specific event at the Show
- Half page advertisement in prominent position in the Schedule of Prizes (cut off for content mid-February) and name and logo in Weekend program
- Sponsor/exhibitor weekend passes x 6
- VIP invitation to official opening and grand Parade – Executives and Partners (limit of 2 double passes)
- Parking in members carpark x 6
- Inclusion as sponsor on the Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the Reserve
- Social media campaigns around brand, links and images
- Outback Track stop location for site over 2-days
- First right of refusal as Blue-Ribbon Sponsorship for 40th Show in 2019



Blue Ribbon Level

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RED RIBBON SPONSORSHIP

To the Value of \$7,500

- Acknowledgement as Red Ribbon Sponsor
- Logo credits as Red Ribbon Sponsor on all print and promotional materials,
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 6 X 6 metre
- Right to display signage/banners on grounds (to be erected by sponsor)
- Naming rights to a specific event at the Show
- Quarter page advertisement in prominent position in the Schedule of Prizes (cut off for content mid-February) and logo and name in Weekend Program
- Sponsor/exhibitor weekend passes x 2
- Parking in members carpark x 2
- Inclusion as sponsor on Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the reserve
- Social media campaigns around brand, links and images
- Outback Track stop location for site over 2-days
- First right of refusal as Red Ribbon Sponsorship for 40th Show in 2019



Red Ribbon Level

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GREEN RIBBON SPONSORSHIP

To the Value of \$5,000

- Acknowledgement as Green Ribbon Sponsor
- Logo credits as Green Ribbon Sponsor on all print and promotional materials,
- Naming Rights to specific Ribbon and Prize Sections
- Right to display signage/banners on the grounds
- Inclusion as sponsor to Show on website with hot links to to sponsor's site
- Social media campaigns around brand, including links and images
- Outback Track stop location for site over the 2-days
- Parking in Members carpark x 1
- Family day pass x 1
- Sponsor/exhibitor passes x 1 (if sponsor elects to hire exhibition space)
- First right of refusal as Green Ribbon Sponsorship for 40th Show in 2019



Green Ribbon Level

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OTHER SPONSORSHIP OPPORTUNITIES

(a specific sponsorship benefit document will be developed for these areas)

- Woodchopping (Naming rights to the Woodchop) \$5,000
- Paddock to Plate \$10,000
- Outback Track \$2,500
- Main Stage Entertainment \$10,000
- Children's Entertainment \$3,000
- Wood Carving Demonstration \$3,000
- Noel's Ark (Petting Zoo) \$2,000
- Music Talent Quest \$1,000
- Grand Parade \$1,000
- Opening Ceremony \$1,000



SCHEDULE OF PRIZES SPONSORS

The Schedule of Prizes is distributed in the Darwin/Palmerston/Rural and Katherine Regions.

It is uploaded to the website

and provides further exposure to those who wish to support the Show, or are sponsoring ribbons and section prizes

To the Value of \$250.00 (Schedule of Prizes)

- 1 x weekend family pass to Show
- Acknowledgement in official Schedule of Prizes (1/8 page advertisement in Schedule of Prizes – cut off for artwork/content mid-February)

RIBBON AND PRIZE SPONSORS – ranging from \$14.00 to \$500.00

- Hall entries (cookery, art, craft, photography, horticulture and market garden)
- Livestock
- Poultry
- Hay stacking competition
- Tart and Tartlet of the Show
- School Garden Competition
- Best in the Sections





COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Knuckey Lagoon Recreation Reserve Committee Request for Funds
Author:	Jessica Watts, Community Development Officer
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	24/06/2020
Attachments:	A: KLRR Minutes 4 June 2020 (Unconfirmed)

Executive Summary

In early 2016, Council received notification the Knuckey Lagoon Management Board Inc was dissolving and would hand over the management of Knuckey Lagoon Recreation Reserve (KLRR) to Council. As part of this hand over, \$50,270.95 was deposited from the Management Board into Litchfield Council's bank account to be used for future use by the Recreation Reserve.

The Knuckey Lagoon Recreation Reserve Management Committee has resolved to request part of these funds from Council to construct a storage shed for the user groups.

Recommendation

THAT Council approve the release of \$45,000.00 from the Knuckey Lagoon Recreation Reserve fund for the construction of a storage shed at the Reserve.

Background

At the meeting of 13 January 2016, Council received a report stating the Knuckey Lagoon Management Board Inc had resolved to wind up their association and transfer responsibility of the Reserve to Council.

Also, at this meeting, Council resolved to establish the Knuckey Lagoon Reserve Management Committee as a Committee of Council. This Committee was later restructured. As part of this restructure, Terms of Reference were set, with the role of the Committee to:

- Provide advice on the efficient and effective operations of the Reserve;
- Provide advice to Council concerning strategic or policy issues relating to the Reserve; and
- Enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

Additionally, in the Terms of Reference, it was outlined the Committee has no financial delegation and cannot commit Council to any expenditure or bind Council. However, the Committee can make recommendations which will be presented to Council in written form.

Since Council has been managing KLRR a community survey has been undertaken. This survey asked users of KLRR to outline their top priorities for the Reserve. A storage facility was the most common result. Since this survey the Committee have been discussing the scope of a storage shed in detail.

Members of the Top End Gem and Mineral Club, a regular long-term user at KLRR have applied to the NTG's Community Benefit Fund three times in the past 18 months for funding for a storage shed following the community survey. All of these submissions have been unsuccessful. Therefore, at the Knuckey Lagoon Recreation Reserve Committee meeting on 4 June 2020, the Committee resolved to request of Council the release of funds for the purpose of constructing a storage shed (unconfirmed Minutes of this meeting are included as Attachment A to this report).

As part of the handover of the Management Board to Council, \$50,270.95 was deposited into Litchfield Council's bank account on 22 June 2016. This amount has been set aside since this time for future use by the Recreation Reserve Committee. The Committee therefore requests \$45,000.00 of these funds to be released as per the budget below. This budget is based on quotes received by Council in 2019.

Item	Cost (inc. GST)
Shed including concrete slab	\$ 35,177.00
Electricity connection to Shed	\$ 3,165.00
Contingency (e.g. fittings)	\$ 6,658.00
TOTAL	\$ 45,000.00
Remaining Funds for future use by KLRR	\$ 5,270.95

As mentioned above, the Committee cannot bind Council or occur any expenditure. All procurement related to the construction of the storage shed will be undertaken by Council officers, in consultation with the Knuckey Lagoon Reserve Committee.

Approving the release of \$45,000 will leave \$5,270.95 in the KLRR reserve funding for future use at KLRR as the Committee sees fit. It should be noted the Committee currently has no plans to expend this remaining amount.

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

All purchasing related to the construction of a storage shed at Knuckey Lagoon Recreation Reserve will be in line with Council's FIN03 Procurement Policy.

Risks



The release of the funds and construction of the Shed will have positive benefits for the users of Knuckey Lagoon Recreation Reserve. It is a project that has been in development for several years. Should Council not approve the release of these funds, it may cause some discontent between the user groups and Council.

As these funds were originally accumulated by the KLRR Management Board and earmarked for future use on the Reserve, there is no financial risk to Council. The project is likely to be undertaken in the 2020-21 financial year and can be recognised in the annual budget in the final Municipal Plan 2020-21.

Community Engagement

In 2018 Council undertook a community survey of the regular and casual users of the Reserve. The priority for the users of the Reserve was a lack of storage and associated safety concerns due to this. A scope for a storage shed has been developed with the regular user groups to ensure it meets their need and establish space for potential new user groups.



Minutes

Knuckey Lagoon Reserve Committee MEETING

Held at Knuckey Lagoon Reserve
On Thursday, 4 June 2020 at 5:15pm

1 Opening of Meeting

5:15 pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Silke Maynard	Litchfield Council Director Community and Corporate Services
Shane Walker	Berrimah Scouts
Lorna Blake	Local Resident
Peter Clee	Darwin Amateur Radio Club
Jess Watts	Litchfield Council Community Development Officer

3 Apologies and Leave of Absence

Terry O'Conner	NT Thai Association
Tove Tagell	Running Club / Knuckey Lagoon Resident
Russ Swan	Top End Gem & Mineral Club

4 Confirmation of Minutes

6 February 2020 moved by Shane/Lorna

5 Business Arising from the Minutes

Meeting Date	Action	Action By	Notes	Status
19.10.17	10-year plan	Committee	<p>Due to COVID-19 restrictions, it is not appropriate to hold an open day in 2020 as it could attract a large crowd.</p> <p>Council is planning an Active Recreation Program, Get Active in Litchfield, to activate the</p>	Ongoing

Meeting Date	Action	Action By	Notes	Status
			reserves. Supplier EOIs will be sent to the Committee	
24.10.19	Signage	Council	Council is awaiting on designs from DIPL re signage on McMillians Road.	Ongoing
24.10.19	Develop suitable storage facilities for user groups	Council	<p>Gem Club were unsuccessful in the CBF Grant application.</p> <p>The Committee resolved to write to Council to release funds from the Reserve bank account to construct a storage shed. <i>Motioned by Shane, seconded by Lorna.</i></p> <p>This report will go to the June Council meeting.</p>	Ongoing

6 General Business

6.1 Monthly Finance Report

- Noted

6.2 COVID-19 Update

- Council has installed two hand sanitiser stations, one upstairs and one downstairs
- Groups must complete a NTG COVID Safety Plan prior to recommencing.
- Signage has been posted in each room to advise users how many people can safely enter the room

6.3 Berrimah Scouts Update

- Shane will be resigning from the KLRR Committee
- Venturer Scouts will be vacating their Wednesday night spot
- Trees are encroaching on the road, Council to investigate

6.4 Radio Club Update

- The Radio Club are hoping to recommence in July; August at the latest

6.5 Burn through the Reserve

- Council to investigate the process for conducting a burn through the Reserve to reduce fuel load.

7 Next Meeting

Next meeting 6 August 2020 at 5:15pm Knuckey Lagoon Recreation Reserve.

8 Close of Meeting

5:55pm

UNCONFIRMED



COUNCIL REPORT

Agenda Item Number:	15.7
Report Title:	Special Purpose Grant Acquittal HDVG Community Hall upgrades
Author:	Jessica Watts, Community Development Officer
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	24/06/2020
Attachments:	A: Acquittal Form Humpty Doo Village Green Community Hall Upgrades B: Expense Listing Humpty Doo Village Green Community Hall Upgrades

Executive Summary

Council received a Special Purpose Grant from the NTG Department Housing and Community Development on 21 June 2018. As the grant funding has now been fully expended, it is a requirement to acquit the grant in order to be eligible for future Special Purpose Grants.

Recommendation

THAT Council:

1. Note the Special Purpose Grant Acquittal report; and
2. Approve the acquittal of the Special Purpose Grant for the Humpty Doo Village Green Community Hall upgrades to the value of \$33,824.00 as of 12 June 2020.

Background

On 21 June 2018 Council received a Special Purpose Grant to the value of \$33,824.00 for upgrades at the Humpty Doo Village Green Community Hall. Works commenced in the 2018/19 year, with this grant being partially acquitted at the July 2019 Council meeting to the value of \$20,991.66. Remaining funds were then expended in 2019/20.

The works undertaken as part of this grant comprised:

- a refurbishment to the hall kitchen, including a new commercial fridge;
- purchase of new tables and chairs for hall bookings and meetings; and
- minor capital works that are essential in order to achieve certification for the building.

The total amount expended on the above works was \$33,831.85. As the grant funding was for a total of \$33,824.00, the remaining funds of \$7.85 will be budgeted for out of Council's operational budget.

Links with Strategic Plan

Legislative and Policy Implications

Council has no policies directly relevant to this matter.

Risks



Special Purpose Grants provided by the Department of Housing and Community Development require funding to be fully expended within two years of receipt of funding. Any acquittal provided to the Department requires approval by Council. Failure to acquit the grant within the required timeframe may hinder Council’s eligibility for future funding.

Community Engagement

Throughout this grant Council worked with the Humpty Doo Village Green Management Board to implement these projects. As the lease holders on the land, it was important the Management Board were in agreeance on the projects.

Work Order
Transaction Listing by Work Order
Posting Year: 2019

Attachment A

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007 11/06/2020 11:56:41AM

Work Orders: 4617 to 4617 Task Code: 0 to 999999 Classification 1: All Records

Posting Period: 1 to 12

Work Order Description

4617 Humpty Doo Village Green - SPG - Update Furniture and Fittings (ie. Kitchen Upgrade, Large Ceiling Fans etc)

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase	6	0.00	0.00	20,991.66	20,991.66	2,099.16
28/11/18	15068 PU 1482 McKINNON CABINETMAKERS Kitchen Upgrade for HDVG		13,100.00	0.00	0.00	13,100.00	0.00
18/12/18	84335 AP 1482.01 McKINNON CABINETMAKERS Kitchen Upgrade for HDVG		(13,100.00)	0.00	13,100.00	0.00	1,310.00
27/02/19	15687 PU 1531 REWARD HOSPITALITY Fridge for HDVG under SPG Grant		4,428.97	0.00	0.00	4,428.97	0.00
01/03/19	97001621 AP 1531.01 REWARD HOSPITALITY Fridge for HDVG under SPG Grant		(4,428.97)	0.00	4,373.52	(55.45)	437.35
24/05/19	16384 PU 851 OFFICEWORKS Tables and chairs for HDVG upgrades		3,463.64	0.00	0.00	3,463.64	0.00
17/06/19	43376343 AP 851.01 OFFICEWORKS Tables and chairs for HDVG upgrades		(3,463.64)	0.00	3,518.14	54.50	351.81
Total Transactions for Work Order 4617		6	0.00	0.00	20,991.66	20,991.66	2,099.16
GRAND TOTAL		6	0.00	0.00	20,991.66	20,991.66	2,099.16

Work Order

Transaction Listing by Work Order

Posting Year: 2020

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007 11/06/2020 11:58:52AM

Work Orders: 4617 to 4617 Task Code: 0 to 999999 Classification 1: All Records

Posting Period: 1 to 12

Work Order Description

4617 Humpty Doo Village Green - SPG - Update Furniture and Fittings (ie. Kitchen Upgrade, Large Ceiling Fans etc)

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
70	Administration - Projects	4	0.00	0.00	8,545.00	8,545.00	854.50
04/10/19	17379 PU 1603 TICK OF APPROVAL PTY LTD	Consultant advice for unapproved building works at HDVG	600.00	0.00	0.00	600.00	0.00
28/10/19	191002 AP 1603.01 TICK OF APPROVAL PTY LTD	Consultant advice for unapproved building works at HDVG	(600.00)	0.00	600.00	0.00	60.00
05/03/20	18483 PU 1086 KCOM CONSTRUCTIONS	Building compliance rectification works at Humpty Doo Village Green - Communal Hall.	7,945.00	0.00	0.00	7,945.00	0.00
07/05/20	14672 AP 1086.01 KCOM CONSTRUCTIONS	Building compliance rectification works at Humpty Doo Village Green - Communal Hall.	(7,945.00)	0.00	7,945.00	0.00	794.50
130	Capital Purchase	3	0.00	0.00	863.64	863.64	86.36
21/04/20	18820 PU 1800 Z FURNITURE (ARAFURA MARKETIN	Chair trolley	863.64	0.00	0.00	863.64	0.00
21/04/20	20042112 AP 1800.01 Z FURNITURE (ARAFURA MARKETIN	Chair trolley	(431.82)	0.00	431.82	0.00	43.18
08/05/20	2004212 AP 1800.01 Z FURNITURE (ARAFURA MARKETIN	Chair trolley	(431.82)	0.00	431.82	0.00	43.18
190	Building Capital - Grants	8	0.00	0.00	3,440.55	3,440.55	344.05
27/03/20	18668 PU 1431 TRANSFORM ELECTRICAL	Invoice #:00001488 - All works to be carried out at Humpty Doo village green. Wire and install two exit lights above new emergency exit doors. Supply and install two steel brackets above door to mount exit lights on to prevent them been affected by vandalism and weather. Materials and labour supplied	900.00	0.00	0.00	900.00	0.00
27/03/20	18668 PU 1431 TRANSFORM ELECTRICAL	emergency lighting log book and the exit lights maintained/clean. (hourly rate is \$90+gst) about three hours work.	409.09	0.00	0.00	409.09	0.00

Work Order

Transaction Listing by Work Order

Posting Year: 2020

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007 11/06/2020 11:59:16AM

Work Orders: 4617 to 4617 Task Code: 0 to 999999 Classification 1: All Records

Posting Period: 1 to 12

Work Order Description

4617 Humpty Doo Village Green - SPG - Update Furniture and Fittings (ie. Kitchen Upgrade, Large Ceiling Fans etc)

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
190	Building Capital - Grants	8	0.00	0.00	3,440.55	3,440.55	344.05
09/04/20	18749 PU 28 RURAL FIRE PROTECTION	Supply and install extinguishers, signs and cabine ts at Humpty Doo Community Hall 2x 9KG ABE DCP EXT \$185.00 GST \$370.00 4x RFP100 Fire Extinguisher S ign \$10.00 GST \$40.00 2x RFP124 9kg Fire Ext Cabin et&Key					
			810.00	0.00	0.00	810.00	0.00
21/04/20	6636 AP 28.01 RURAL FIRE PROTECTION	Supply and install extinguishers, signs and cabine ts at Humpty Doo Community Hall 2x 9KG ABE DCP EXT \$185.00 GST \$370.00 4x RFP100 Fire Extinguisher S ign \$10.00 GST \$40.00 2x RFP124 9kg Fire Ext Cabin et&Key					
			(810.00)	0.00	810.00	0.00	81.00
30/04/20	1492 AP 1431.01 TRANSFORM ELECTRICAL	Invoice #:00001488 - All works to be carried out a t Humpty Doo village green. Wire and install two e xit lights above new emergency exit doors. Supply and install two steel brackets above door to mount exit lights on to prevent them been affected by v andalism and weather. Materials and labour supplie d					
			(900.00)	0.00	900.00	0.00	90.00
30/04/20	1492 AP 1431.01 TRANSFORM ELECTRICAL	emergency lighting log book and the exit lights ma intenance/clean. (hourly rate is \$90+gst) about t hree hours work.					
			(409.09)	0.00	254.55	(154.54)	25.45
26/05/20	19072 PU 1086 KCOM CONSTRUCTIONS	Supply and install perforated mesh panels					
			1,467.00	0.00	0.00	1,467.00	0.00
10/06/20	14682 AP 1086.01 KCOM CONSTRUCTIONS	Supply and install perforated mesh panels					
			(1,467.00)	0.00	1,476.00	9.00	147.60

Work Order

Transaction Listing by Work Order

Posting Year: 2020

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	11/06/2020	11:59:16AM											
Work Orders:	4617	to	4617	Task Code:	0	to	999999	Classification 1:	All Records				
Posting Period:	1	to	12										
Work Order	Description												
Total Transactions for Work Order 4617								15	0.00	0.00	12,849.19	12,849.19	1,284.91

GRAND TOTAL				15	0.00	0.00	12,849.19	12,849.19	1,284.91
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Litchfield Council

2019-20 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number:

Purpose of Grant: Humpty Doo Village Green Community Hall Upgrades

Date of Approval of Variation to Grant (if applicable) / /202__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 17 June 2020

Special Purpose Grant	\$33,824.00
Other income	_____

Total income	\$33,824.00
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Expenditure (Specify accounts and attach copies of invoices and ledger entries)

An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	\$33,840.85
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Surplus/(Deficit)	\$ (16.85)
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We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Silke Maynard, Director Community and Corporate Services	11/06/2020
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Laid before the Council at a meeting held on 17/06/2020

CEO or CFO 	11/06/2020
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DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Draft FIN05 Debt Recovery Policy
Recommending Officer:	Silke Maynard, Director Community and Corporate Services
Meeting Date:	24/06/2020
Attachments:	A: Draft FIN05 Debt Recovery Policy B: Marked up version of Draft Fin05 Debt Recovery Policy

Executive Summary

FIN5 Debt Recovery Policy was due for review in line with Council's policies. The review has mainly resulted in the removal of linkage to specific sections of the Act and procedural content.

Recommendation

THAT Council adopt FIN05 Debt Recovery policy as attached to the report.

Background

Council's FIN05 Debt Recovery Policy outlines the way Council aims to collect debt from various sources, e.g. rates, infringements and other debts.

Council is committed to consistent processes and guaranteeing the community an organised approach to debt recovery that is financially sustainable for the organisation.

The review of the policy has resulted in the following amendments (marked up version of changes in Attachment B):

- Transfer of policy to the new policy template, including policy scope
- Removal of the linkage to specific sections in the Act.
- Removal of procedural content as this is documented in detailed procedures for staff.
- Removal of the step "communication" under debt collection process for rates debt. The prior policy version had the following wording:

Officers will contact wherever possible rates debtors to inform them verbally of the status of their debt and the consequences as described on their rates notice.

Council's outstanding debt is comparable large with the outstanding rates debt percentage well above the Local Government benchmark. Council has engaged external rates debt collectors that will identify the suitable process and facilitate communication.

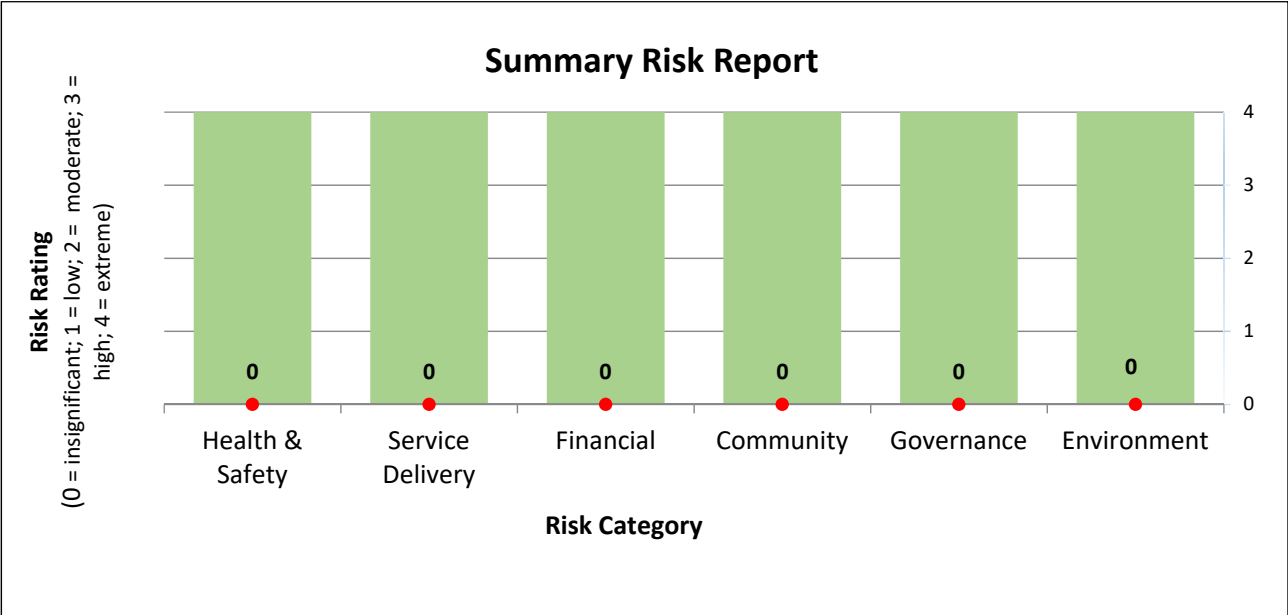
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Draft FIN05 Debt Recovery policy is in line with current legislation.

Risks



No risk identified with the review of the policy.

Community Engagement

The policy will be published on Council’s website.



Debt Recovery **POLICY FIN05**

Name	FIN05 Debt Recovery
Policy Type	Council
Responsible Officer	Finance Manager
Approval Date	24/06/2020
Review Date	23/06/2024

1. Purpose

This policy sets out a clear, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The Policy will ensure that proper records are kept of debts owed to Council in line with the *Local Government Act Northern Territory* and corresponding Regulations.

2. Scope

This policy applies to all Council employees and all debts to Council.

3. Definitions

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

Term	Definition
The Act	The term refers to the <i>Local Government Act Northern Territory</i>
Accounting Regulations	The term refers to the <i>Local Government (Accounting) Regulations</i>
Debt	The amount of money owed by the debtor as a result of transaction with Council
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Write off	The accounting procedure for cancelling debt that is no longer collectable resulting in its removal from Council's balance sheet.
Rates	For the purpose of this policy the term is defined in line with Section 168 of the Act.

Commented [SM1]: Included Scope, due to update to new policy template

Debt Recovery **POLICY FIN05**

Provision for Doubtful Debts	The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.
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4. Policy Statement

4.1 Staff Responsibilities

- 4.1.1. Council will ensure that all related debts are managed fairly and equitably. Maximum possible collection targets are sought by Council. All debtors are shown utmost respect, courtesy and diligence in all dealings. All debt collection arrangements are treated as strictly confidential.
- 4.1.2. Principles of risk management will underpin decisions made in relation to debt management. To reduce the risk of non-payment of debt, a structured collection and collection process will be applied.

Commented [SM2]: Item 4.1.2. from old policy removed – procedural content

4.2 Debt Records

- 4.2.1. In line with Accounting Regulations proper records of debts owed to Council are kept by computer and are arranged by:
- category of debt; and
 - age of debt
- 4.2.2. The following categories of debt are recorded:
- rates debtors
 - infringement debtors
 - sundry debtors
- 4.2.3. The following categories of age are recorded:
- current balance (not overdue – invoice date equals report date)
 - 30 days balance (due – invoice date is 1 to 30 days smaller than the report date)
 - 60 days balance (overdue – invoice date is 31 to 60 days smaller than the report date)
 - 90 days balance (overdue – invoice date is 61 to 90 days smaller than the report date)
 - over 91 days' balance (overdue – invoice date is more than 90 days smaller than the report date)
- 4.2.4. Each category of debt, by its particular name, requires distinct methods of debt collection processing. Each category is considered individually hereunder.

4.3 Rates Debtors

4.3.1. Definition:

Rates Debtors have incurred a debt of Rates. For the purpose of debt collection the definition of Rates follows the Act.

4.3.2. Payment Terms:

In line with the Act Council allows payment by instalments per financial year. The Act states that if a ratepayer defaults in payment of an instalment by the due date, all remaining instalments become immediately due and payable.

4.3.3. Penalty Interest:

In line with the Act interest will accrue on unpaid rates at the relevant interest rate. The relevant interest rate will be set by Council annually. A remission of interest may be granted in individual circumstances under the Rate Concession Policy.

4.3.4. Debt Collection Process:

- Rates Notice:

In accordance to the Act Council will issue rates notices at least 28 days before the first instalment of the rates falling due.

- Instalment Reminder Notice:

Council will issue Reminder Notices before each further instalment thereafter.

- Overdue Reminder Letter:

Council will issue an overdue reminder letter (letter of demand) after instalment due dates advising the debtor to contact Council to arrange payment in full or by instalments within 14 days and that failure to do so will result in the debt being forwarded to an external debt collection agency and possible legal action.

- External Debt Collection Agency:

Failure to contact Council to resolve rates arrears will result in the engagement of an external debt collection agency. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Overriding statutory charge:

In accordance to the Act rates become a charge on the land if not paid by the due date. After rates have been in arrears for at least 6 months, council may apply for registration of the charge over the land to which the charge relates. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Sale of land:

Commented [SM3]: Removed section Communication – Council cannot guarantee that ratepayers can be reminded verbally of overdue rates

Debt Recovery **POLICY FIN05**

Council reserves the right to sell land for non-payment of rates as outlined in the Act if rates have been in arrears for at least 3 years, and an overriding charge has been registered for at least 6 months. Council will employ legal representatives in the process. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

4.3.5. Payment Arrangements:

Council may enter into payment arrangement with any ratepayer. Those agreements are made on an individual basis depending on the situation and payment history of a rates debtor. With payment arrangements penalty interest for overdue rates will continue to accrue unless a rate concession has been granted to the rates debtor (refer to Rate Concession Policy).

4.3.6. Debt Write Off

Council may by resolution, write off unpaid rates or some other debt owed to council.

4.3.7. Reporting

As part of the monthly finance report council receives information about rates outstanding as per instalment date and as per financial year. The report will outline debts written off and a summary of rates debtors in the debt collection process.

4.3.9. Provision for Doubtful Debts:

Rates are a charge over the land, therefore provision for doubtful debt for rates debt will only be established if the origin of the debt is doubtful and not if it is doubtful that the rates can be recovered from the current land owner.

4.4 Infringement Debtors

4.4.1. Definition:

Infringement Debtors have incurred a debt of regulatory nature. For the purpose of this policy an Infringement debt can include one or more of the following:

- Animal Infringement
- Other Law and Order Infringement

4.4.2. Payment Terms:

In accordance with the Fine and Penalties Recovery Act, any infringement issued by Council under the Legislation allows the alleged offender 14 days to pay the prescribed amount. Payment must be made in full, no part payments will be accepted.

4.4.3. Penalty Interest:

Council is not applying penalty interest to the outstanding debt of infringement debtors.

Debt Recovery **POLICY FIN05**

4.4.4. Debt Collection Process:

If payment is not received within 14 days, a courtesy letter will be issued with an additional administration cost requiring payment within 28 days of receiving the letter. Unpaid infringements can be lodged with the Fines Recovery.

4.4.5. Payment Arrangements:

Fines can only be paid in full to Council. If an unpaid infringement is lodged by Council with the Fines Recovery Unit, they are the competent authority that manages payment arrangements.

4.4.6. Debt Write Off:

The cancellation or withdrawal of an infringement notice may only be authorised by an officer holding the appropriate delegation. Withdrawal of an infringement may also occur after a written appeal has been submitted to Council against the alleged offence.

4.4.7. Reporting:

As part of the monthly Finance Report Council is informed about the outstanding infringement debt categorised by infringement type.

4.4.8. Provision for Doubtful Debts:

A provision for Doubtful Debt is made, if a person who receives an infringement chooses to have the matter dealt with by the Courts.

Commented [SM4]: Removed section 4.4.8. from old policy - as authorities are managed through the internal delegations manual

4.5 Sundry Debtors

4.5.1. Definition:

Sundry Debtors have incurred a debt for other Goods and/or Services delivered by Council. For the purpose of this policy a Sundry debt can include one or more of the following:

- User Fees and Charges
- Statutory Charges
- Investment Income
- Reimbursements
- Other Income
- Grants, Subsidies and Contributions

4.5.2. Payment Terms:

Payment terms for all Sundry debtors are 30 days from the date of invoice. Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing

Debt Recovery **POLICY FIN05**

the supply of goods or services. Council reserves the right to request full payment in advance depending on a debtor's payment history.

4.5.3. Penalty Interest:

Council may apply penalty interest to the outstanding debt of sundry debtors.

4.5.4. Debt Collection Process:

- Monthly Statements:

Sundry Debtors are issued with statements of all outstanding debt at the end of each calendar month.

- Reminder Letter:

When deemed appropriate, Council may issue Reminder Letters to sundry debtors to inform of an overdue amount and advise of possible legal actions.

- External Debt Collection Agency:

Council may involve an external debt collection agency for issuing reminder letters or other legal actions. All incurred expenses will be charged to the relevant sundry debtor and recovered in full.

4.5.5. Payment Arrangements:

Council may enter into payment arrangement with any sundry debtor. Those agreements are made on an individual basis depending on the situation and payment history of a sundry debtor.

4.5.6. Debt Write Off:

Council may by resolution; write off unpaid debt owed to council.

4.5.7. Reporting:

As part of the monthly finance report council receives information about sundry debts outstanding categorised by age.

4.5.8. Provision for Doubtful Debts:

Where the recovery of debt is unlikely prior to completing all steps listed in the debt collection process (i.e. where the debtor is bankrupt or in liquidation), a provision shall be made in line with the Australian Accounting Standards.

Commented [SM5]: Removed section 4.4.8. from old policy - as authorities are managed through the internal delegations manual

5. Associated Documents

Delegation Manual

6. References and Legislation

Northern Territory *Local Government Act*

Northern Territory Local Government Regulations
Ministerial Guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/02/2017	Establishment from prior policy
24/06/2020	Removal of section reference to the act and procedural content



Name	FIN05 Debt Recovery
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	15/02/2017
Review Date	19/02/2020
Document ID	LITCHFIELD-454211611-9

1 Purpose

This policy sets out a clear, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The Policy will ensure that proper records are kept of debts owed to Council in line with the *Local Government Act Northern Territory* and corresponding Regulations.

2 Principles

Litchfield Council is committed to provide a considered approach and consistent decision making process when collecting debt owed to Council.

3 Definitions

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

Term	Definition
The Act	The term refers to the <i>Local Government Act Northern Territory</i>
Accounting Regulations	The term refers to the <i>Local Government (Accounting) Regulations</i>
Debt	The amount of money owed by the debtor as a result of transaction with Council
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Write off	The accounting procedure for cancelling debt that is no longer collectable resulting in its removal from Council's balance sheet.
Rates	For the purpose of this policy the term is defined in line with Section 168 of the Act.
Provision for Doubtful Debts	The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.

4 Policy Statement

4.1 Staff Responsibilities

- 4.1.1. Council will ensure that all ~~credit and~~ related debts are managed fairly and equitably. Maximum possible collection targets are sought by Council. All debtors are shown utmost respect, courtesy and diligence in all dealings. All debt collection arrangements are treated as strictly confidential.
- 4.1.2. ~~The department providing the goods and/or services to the debtor will be responsible for completing the documentation required for an invoice to be generated and providing finance~~

~~with all known contact details for the debtor. Finance will be responsible for raising the invoice and collection of any debts for all departments.~~

- 4.1.3. Principles of risk management will underpin decisions made in relation to ~~credit and related~~ debt management. To reduce the risk of non-payment of debt, a structured collection and collection process will be applied.

4.2 Debt Records

- 4.2.1. In line with ~~Section 26~~ Accounting Regulations proper records of debts owed to Council are kept by computer and are arranged by:

- category of debt; and
- age of debt

- 4.2.2. The following categories of debt are recorded:

- rates debtors
- infringement debtors
- sundry debtors

- 4.2.3. The following categories of age are recorded:

- current balance (not overdue – invoice date equals report date)
- 30 days balance (due – invoice date is 1 to 30 days smaller than the report date)
- 60 days balance (overdue – invoice date is 31 to 60 days smaller than the report date)
- 90 days balance (overdue – invoice date is 61 to 90 days smaller than the report date)
- over 91 days' balance (overdue – invoice date is more than 90 days smaller than the report date)

- 4.2.4. Each category of debt, by its particular name, requires distinct methods of debt collection processing. Each category is considered individually hereunder.

4.3 Rates Debtors

- 4.3.1. Definition:

Rates Debtors have incurred a debt of Rates. For the purpose of debt collection the definition of Rates follows ~~Section 168 of~~ the Act. ~~Rates include:~~

- ~~–General Rates~~
- ~~–Special Rates~~
- ~~–Charges~~
- ~~–Accrued interest~~
- ~~–Costs reasonably incurred by the council in recovering the above~~

- 4.3.2. Payment Terms:

In line with ~~Section 161 of~~ the Act Council allows payment by ~~three~~ instalments per financial year. The Act states that if a ratepayer defaults in payment of an instalment by the due date, all remaining instalments become immediately due and payable.

- 4.3.3. Penalty Interest:

In line with ~~Section 162 of~~ the Act interest will accrue on unpaid rates at the relevant interest rate. The relevant interest rate will be set by Council annually. A remission of interest may be granted in individual circumstances under the Rate Concession Policy.

- 4.3.4. Debt Collection Process:

- Rates Notice:

In accordance to ~~Section 159 of~~ the Act Council will issue rates notices at least 28 days before the first instalment of the rates falls due. ~~The notice states the due dates and~~

~~amounts due for all instalment dates of the financial year and outlines arrears from former financial years due and payable now.~~

- Instalment Reminder Notice:

Council will issue Reminder Notices ~~at least 21 days~~ before each further instalment thereafter. ~~The notice states the due dates and amounts due for the instalments remaining in the financial year and outlines overdue amounts of the rates account.~~

~~- Communication~~

~~Officers will contact wherever possible rates debtors to inform them verbally of the status of their debt and the consequences as described on their rates notice.~~

- Overdue Reminder Letter:

Council will issue an overdue reminder letter (letter of demand) ~~21 days~~ after ~~the third and final~~ instalment due date~~s~~ advising the debtor to contact Council to arrange payment in full or by installments within 14 days and that failure to do so will result in the debt being forwarded to an external debt collection agency and possible legal action.

- External Debt Collection Agency:

Failure to contact Council to resolve rates arrears will result in the engagement of an external debt collection agency. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Overriding statutory charge:

In accordance to ~~Section 170 and 171 of~~ the Act rates become a charge on the land if not paid by the due date. After rates have been in arrears for at least 6 months, council may apply for registration of the charge over the land to which the charge relates. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Sale of land:

Council reserves the right to sell land for non-payment of rates as outlined in Part 11.9 Division 4 of the Act if rates have been in arrears for at least 3 years, and an overriding charge has been registered for at least 6 months. Council will employ legal representatives in the process. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

4.3.5. Payment Arrangements:

Council may enter into payment arrangement with any ratepayer. Those agreements are made on an individual basis depending on the situation and payment history of a rates debtor. With payment arrangements penalty interest for overdue rates will continue to accrue unless a rate concession has been granted to the rates debtor (refer to Rate Concession Policy).

4.3.6. Debt Write Off

Council may by resolution, write off unpaid rates or some other debt owed to council ~~under Section 27 Accounting Regulations. The writing off of a debt under the regulation does not prevent the Council from subsequently taking action for the recovery of the debt.~~

4.3.7. Reporting

As part of the monthly finance report council receives information about rates outstanding as per instalment date and as per financial year. The report will outline debts written off and a summary of rates debtors in the debt collection process.

~~4.3.8. Authorities~~

~~The authority of a council officer to initiate the debt collection process and enter rates into payment arrangements with rates debtors is outlined in council's delegation manual, and is dependent on the amount and age of the debt.~~

4.3.9. Provision for Doubtful Debts:

Rates are a charge over the land, therefore provision for doubtful debt for rates debt will only be established if the origin of the debt is doubtful and not if it is doubtful that the rates can be recovered from the current land owner.

4.4 Infringement Debtors

4.4.1. Definition:

Infringement Debtors have incurred a debt of regulatory nature. For the purpose of this policy an Infringement debt can include one or more of the following:

- Animal Infringement
- Other Law and Order Infringement

4.4.2. Payment Terms:

In accordance with the Fine and Penalties Recovery Act, any infringement issued by Council under the Legislation allows the alleged offender 14 days to pay the prescribed amount. Payment must be made in full, no part payments will be accepted.

4.4.3. Penalty Interest:

Council is not applying penalty interest to the outstanding debt of infringement debtors.

4.4.4. Debt Collection Process:

If payment is not received within 14 days, a courtesy letter will be issued with an additional administration cost requiring payment within 28 days of receiving the letter. Unpaid infringements can be lodged with the Fines Recovery. ~~Unit and enforcement orders may be made. Enforcement measures can include licence suspension, property seizures and community work orders. Enforcement orders add costs to the original penalty.~~

4.4.5. Payment Arrangements:

Fines can only be paid in full to Council. If an unpaid infringement is lodged by Council with the Fines Recovery Unit, they are the competent authority that manages payment arrangements.

4.4.6. Debt Write Off:

The cancellation or withdrawal of an infringement notice may only be authorised by an officer holding the appropriate delegation. Withdrawal of an infringement may also occur after a written appeal has been submitted to Council against the alleged offence, ~~which in the opinion of the relevant officer has merit. Written confirmation of the infringement cancellation will be sent to the customer.~~

4.4.7. Reporting:

As part of the monthly Finance Report Council is informed about the outstanding infringement debt categorised by infringement type.

~~4.4.8. Authorities:~~

~~The authority of a council officer to recover infringement debts is outlined in Council's delegation manual.~~

4.4.9. Provision for Doubtful Debts:

A provision for Doubtful Debt is made, if a person who receives an infringement chooses to have the matter dealt with by the Courts.

4.5 Sundry Debtors

4.5.1. Definition:

Sundry Debtors have incurred a debt for other Goods and/or Services delivered by Council. For the purpose of this policy a Sundry debt can include one or more of the following:

- User Fees and Charges
- Statutory Charges
- Investment Income

- Reimbursements
 - Other Income
 - Grants, Subsidies and Contributions
- 4.5.2. Payment Terms:
Payment terms for all Sundry debtors are 30 days from the date of invoice. Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods or services. Council reserves the right to request full payment in advance depending on a debtor's payment history.
- 4.5.3. Penalty Interest:
Council ~~is not~~ may ~~applying~~ penalty interest to the outstanding debt of sundry debtors.
- 4.5.4. Debt Collection Process:
- Monthly Statements:
Sundry Debtors are issued with statements of all outstanding debt at the end of each calendar month.
 - Reminder Letter:
When deemed appropriate, Council may issue Reminder Letters to sundry debtors to inform of an overdue amount and advise of possible legal actions.
 - External Debt Collection Agency:
Council may involve an external debt collection agency for issuing reminder letters or other legal actions. All incurred expenses will be charged to the relevant sundry debtor and recovered in full.
- 4.5.5. Payment Arrangements:
Council may enter into payment arrangement with any sundry debtor. Those agreements are made on an individual basis depending on the situation and payment history of a sundry debtor.
- 4.5.6. Debt Write Off:
Council may by resolution; write off unpaid debt owed to council ~~under Section 27 Accounting Regulations. The writing off of a debt under the regulation does not prevent the Council from subsequently taking action for the recovery of the debt.~~
- 4.5.7. Reporting:
As part of the monthly finance report council receives information about sundry debts outstanding categorised by age.
- ~~4.5.8. Authorities:
The authority of a council officer to initiate the debt collection process and enter debt into payment arrangements with sundry debtors is outlined in council's delegation manual, and is dependent on the amount and age of the debt.~~
- 4.5.9. Provision for Doubtful Debts:
Where the recovery of debt is unlikely prior to completing all steps listed in the debt collection process (i.e. where the debtor is bankrupt or in liquidation), a provision shall be made in line with the Australian Accounting Standards.

5 Associated Documents

Nil

6 References and Related Legislation

Northern Territory Local Government Act
Northern Territory Local Government (Administration) Regulations

DRAFT



COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Request for Variation – Annual Community Grants
Author:	Jessica Watts, Community Development Officer
Recommending Officer:	Silke Maynard, Director Community and Corporate Services
Meeting Date:	24/06/2020
Attachments:	Nil

Executive Summary

This report is presented to Council requesting a variation to the 2020 Annual Community Grant awarded to Darwin Community Arts.

Recommendation

THAT Council approve the variation as requested by Darwin Community Arts from *Litchfield Love Boxes* to *Drawn Outside*.

Background

At the 20 May 2020 meeting, Council approved the recommendation of the Community Grants Committee to award eight Annual Community Grants to local organisations and community groups.

Originally, the Annual Community Grants were open for the month of March, a period where restrictions were gradually being introduced due to COVID-19. Ultimately this caused several applicants to alter their original plans to ensure they provide an activity or project that would fit in with the relevant restrictions.

Darwin Community Arts' application reflects this via their request for funding for their project, *Litchfield Love Boxes*. *Litchfield Love Boxes* was a physical distancing friendly project that planned to mail out locally sourced gift boxes filled with items aiming to keep people socially connected.

However, with restrictions eased, Darwin Community Arts have requested a variation to their grant funding. Instead, they have proposed *Drawn Outside*, a community art and placemaking project. *Drawn Outside* will include a series of public drawing workshops in a range of locations identified by Litchfield residents. The drawings will then be shared through social media with anecdotes from residents about the locations.

It is proposed *Drawn Outside* will run from 1 July 2020 for eight weeks.

Links with Strategic Plan

A Great Place to Live - Culture and Social Life

Legislative and Policy Implications

FIN07 Grants, Donations and Sponsorships

Risks



Nil

Community Engagement

Nil



COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	CEO's Monthly Report
Author & Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	24/06/2020
Attachments:	Nil

Executive Summary

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

Summary

To deliver the Municipal Plan 2019/20 Key Performance Indicators it is important that appropriate staffing resources are in place and financial sustainability measures are being met. This report provides a monthly update to ensure that both staffing and budget measures are in accordance with the Council approved staffing plan and budget.

Recommendation

THAT Council receive and note the Chief Executive Officer's monthly report for May 2020.

Background

The Litchfield Council strongly values our people, financial sustainability and good governance. This report being presented monthly will ensure that important information is presented to understand any trends occurring and for the organisation to, where necessary, contextualise the information for the Council to understand the factors influencing staff and finances.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks

Nil

Financial Implications

Nil

Community Engagement

N/A

CEO MONTHLY REPORT May 2020

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
David Jan	Operations & Environment	18 May 2020	Contract

External Appointments

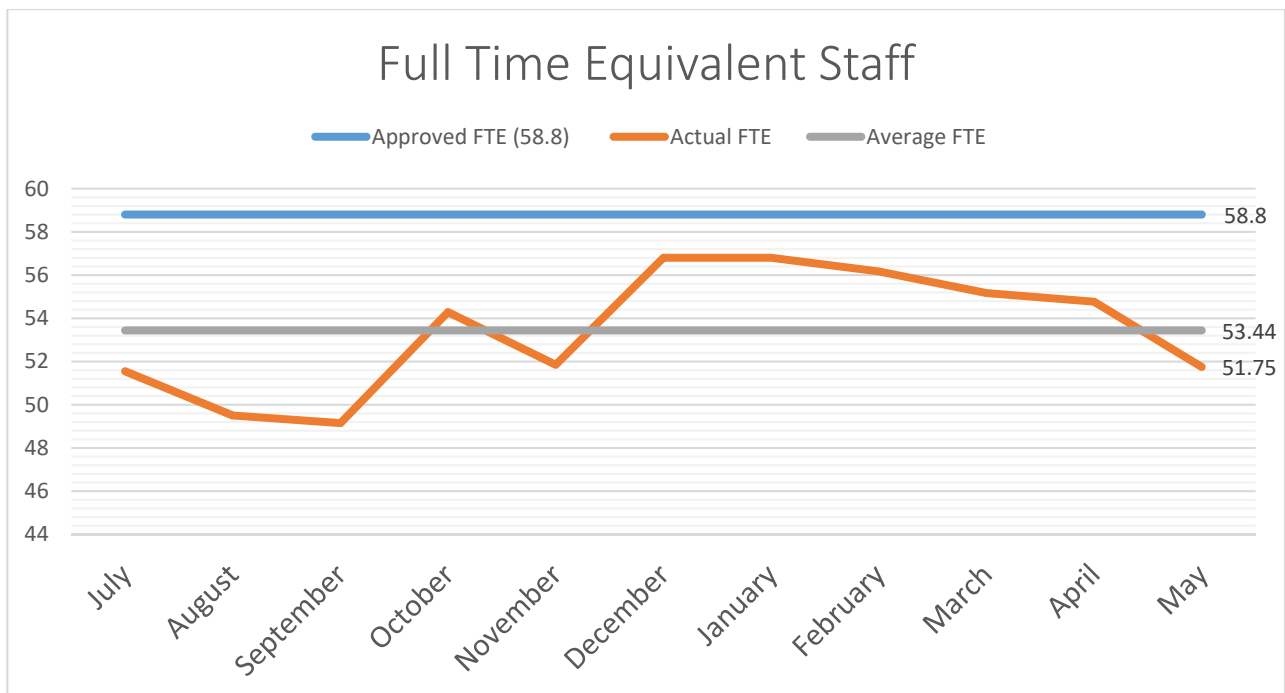
Position	Department	Commenced	Permanent/Temporary
Nil			

Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
Vicky Wellman	Thorak Cemetery	16 April 2015	Temporary
Nadine Nilon	Infrastructure & Operations	2 July 2018	Contract

	Approved	Actual	Difference
Full Time Equivalent	50.5*	40.29	-5.13
Part-time	0.5	4.46	2.9
Contract	7.8	7	-1.80
Total	58.8	51.75	-3.63

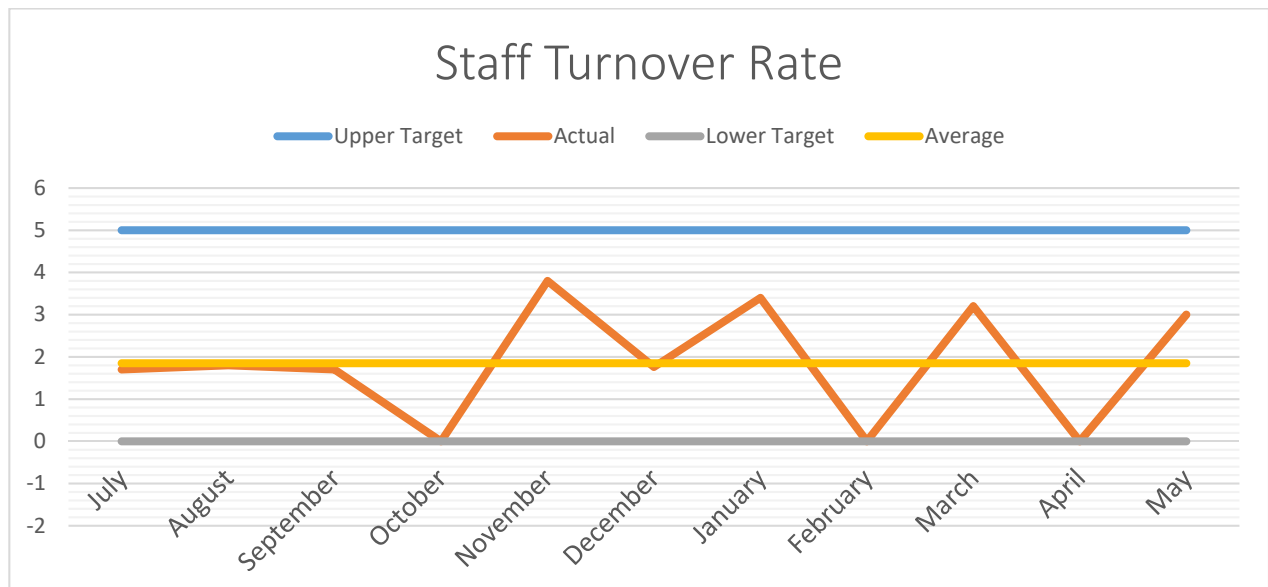
*0.5 due to Project Manager Freds Pass Project employed for only 6 months



Turnover rate:

The number of staff leaving council employment during the reporting period.

(# staff leaving divided by the total number of people employed multiplied by 100)



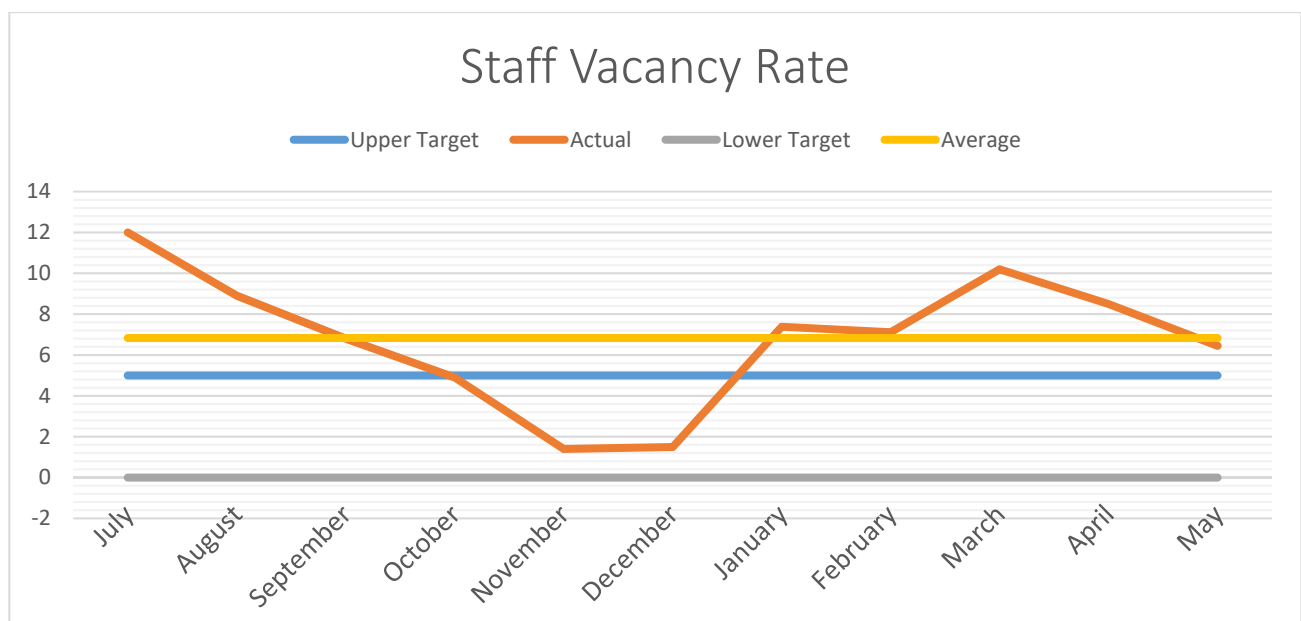
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Average
1.7%	1.8%	1.7%	0%	3.8%	1.76%	3.4%	0%	3.2%	0%	3%	1.85%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

The number of vacant positions during the reporting period.

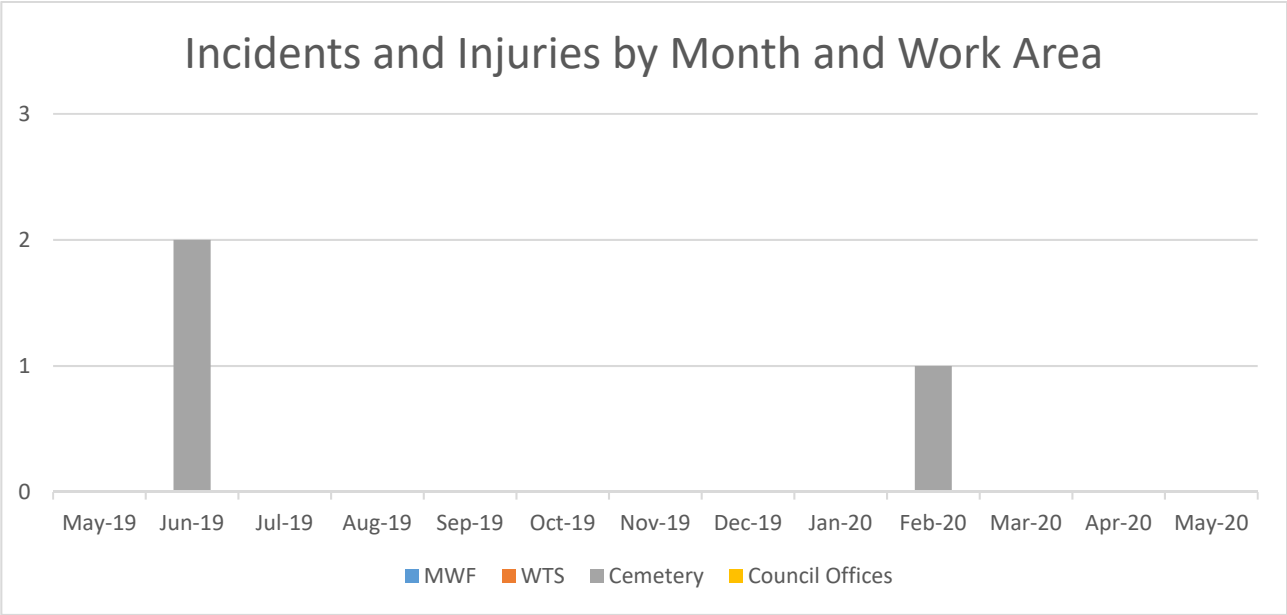
(Vacant positions, divided by total FTE, multiplied by 100)



Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Average
11.50%	12%	8.90%	6.80%	4.90%	1.40%	1.49%	7.12%	10.2%	8.5%	6.45%	6.83%

Target: 0% - 5%

Workplace Health and Safety



Zero workplace incidents were recorded during May 2020.

Finance

RELEVANT MEASURES OF FINANCIAL SUSTAINABILITY

Indicator	Previous Actual	Current Budget	Previous Month	Current Month	Target	Forecast				
	18/19	19/20	Apr-20	May-20		20/21	21/22	22/23	23/24	24/25
Operating Surplus Ratio	-50.2%	-51.5%	-48%	-43%	0-10%	-49.7%	-47.9%	-44.8%	-42.2%	-39.1%
Net Financial Liabilities Ratio	-128.6%	-88.6%	-168%	-153%	<60%	-81.4%	-74.5%	-69.9%	-67.0%	-65.6%
Asset Sustainability Ratio	17.9%	52%	27%	30%	>60%**	94%	94%	85%	35%	35%
Current Ratio	10.3:1	5.9:1	13.60:1	14.45:1	>1.0:1**	5.6:1	5.3:1	5.1:1	4.9:1	4.9:1
Rates and Annual Charges Outstanding Ratio	22.5%	12.0%	25%	24%	<15%**	11.5%	11.2%	10.8%	10.4%	10.1%
Own Source Revenue Coverage Ratio	48.4%	48%	62%	59%	>40%**	49%	50%	52%	53%	55%

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

Target		
Within Range	Moderate	Outside Range

Operating Surplus Ratio

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

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

Target: between 0% and 10%

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

Net Financial Liabilities Ratio

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

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

Target: Less than 60%

Asset Sustainability Ratio

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

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

Target: Greater than 90%

Current Ratio

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

Calculation: Current assets divided by current liabilities

Target: Greater than 1.0:1

Rates and Annual Charges Outstanding

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

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

Target: Not greater than 5%

Strategic Plan 2018-2022 KPI - Smaller than 15%

Own Source Revenue Coverage Ratio

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

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

Target: >40%

Strategic Plan 2018-2022 KPI - Greater than 60%



COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	Mira Square Staging
Author:	Wendy Smith, Manager Planning and Regulatory Services
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	24/06/2020
Attachments:	Nil

Executive Summary

This report seeks Council approval to complete agreed works within the future development of Mira Square in Southport as funding allows.

Recommendation

THAT Council proceed with development of any stage of the agreed site design, or part thereof, for Mira Square according to available funding.

Background

In March 2019, Council resolved the following in relation to future development of Mira Square:

THAT Council:

- 1. endorses a staging plan for the development of Mira Square that includes:
 - a. Stage 1 - construction of an approximately 400m² shed connected to appropriate services,*
 - b. Stage 2 - creation of a cleared area for children's play,*
 - c. Stage 3 - internal storage and meeting spaces within the shed, and*
 - d. Stage 4 - installation of playground equipment; and**
- 2. includes the granting of Mira Square and the site's development as an advocacy project within the 2019/20 Municipal Plan.*

Estimated costings for each stage were provided within the report to Council.

In March 2020, Council further resolved the following in relation to an application to the NT Government for a lease over Mira Square:

THAT Council:

- 1. proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and*
- 2. authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site.*

Since the approval of the above resolutions, funding of \$60,000 has been provided by the NT Government's Special Community Assistance and Local Employment (SCALE) Program for clearing of land for a play space at Mira Square; this funding is to be expended by end September 2020. Additional funding of \$75,000 for development of the site is proposed within Council's 2020-21 Municipal Plan that is currently available for public consideration and submissions.

The estimated cost of the development for Stages 1 and 2 is less than the funding currently available for the 2020-21 financial year, and there are expectations from the SCALE funding that the originally proposed Stage 2 works will proceed finalisation of the Stage 1 works.

All of the proposed elements of the final site development design, as noted in the March 2019 resolution, remain valid. However, noting the above funding constraints, it is recommended that Council proceed with development of appropriate portions of the agreed site design as funding becomes available.

Links with Strategic Plan

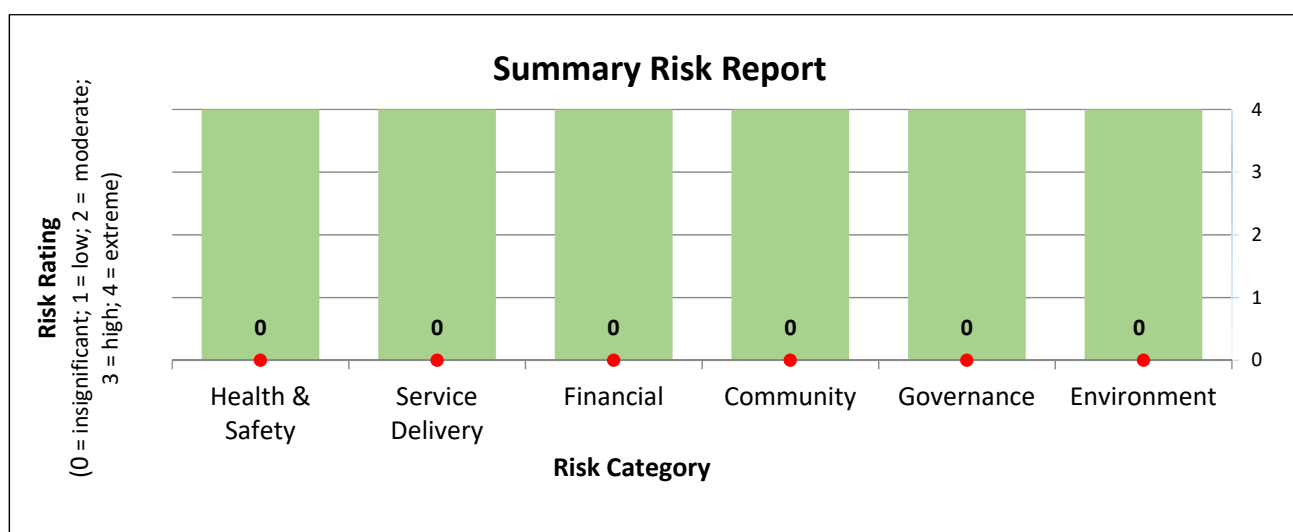
A Great Place to Live - Recreation

Legislative and Policy Implications

Council must make an application to Northern Territory Government for a Crown lease over Mira Square prior to undertaking any development on the site. In March 2020, Council resolved to proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area. If successful, Council will be able to develop the site in compliance with any terms of the lease. Council's proposal for the acquisition of the site complies with Council Policy *GOV12 Land Acquisition*.

Should Council be successful in the leasing of the site from Crown Land Estate, it is expected that a lease would be required between Council and SPA for ongoing management and maintenance of the site, in accordance with Council Policy *LC38 Reserves*.

Risks



Community Engagement

Council has worked closely with the SPA over a number of years to progress this project and will continue to do so as development projects are planned for the site.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 24 June 2020

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

20 Close of Meeting