

# LITCHFIELD COUNCIL



*Community effort is essential*

## Council Meeting BUSINESS PAPER WEDNESDAY 20/05/2020

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

A handwritten signature in blue ink, appearing to read 'Daniel Fletcher', is written over a faint circular stamp.

**Daniel Fletcher, Chief Executive Officer**

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



## LITCHFIELD COUNCIL MEETING

**Notice of Meeting**  
**to be held in the Council Chambers, Litchfield**  
**and via video conferencing**  
**on Wednesday 20 May 2020 at 6:30pm**

Daniel Fletcher  
Chief Executive Officer

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Number	Agenda Item	Page
1	Opening of Meeting	1
2	Acknowledgement of Traditional Owners	1
3	Apologies and Leave of Absence	1
4	Disclosures of Interest	1
5	Confirmation of Minutes	2-16
6	Business Arising from the Minutes	
6.1	Action List	17-21
7	Presentations	22
8	Petitions	22
9	Public Questions	22
10	Accepting or Declining Late Items	22
11	Notices of Motion	22
12	Mayors Report	
12.1	Mayor's Report	23-24
13	Reports from Council Appointed Representatives	25
14	Finance Report	26
14.1	Litchfield Council Finance Report April 2020	27-52
15	Officers Reports	53
15.1	May 2020 Summary Planning and Development Report	54-66
15.2	CEO Monthly Report	67-73
15.3	DRAFT FIN01 Asset Disposal Policy	74-79

15.4	DRAFT FIN08 Risk Management Policy	80-85
15.5	SCALE Funding	86-100
15.6	PA2020-0135 Development Application For Subdivision to Create 33 Lots at 176A and 176B Bees Creek Road	101-203
16	Common Seal	204
17	Other Business	204
18	Public Questions	204
19	Confidential Items	204
19.1	Annual Community Grants Applications	
19.2	Application for Rates Waiver – Assessment 10009850	
19.3	Application of Common Seal to Overriding Statutory Charge	
20	Close of Meeting	204



# COUNCIL AGENDA

## LITCHFIELD COUNCIL MEETING

Wednesday 20 May 2020

### 1. Open of Meeting

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

### 2. Acknowledgement of Traditional Ownership

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

### 3. Apologies and Leave of Absence

THAT Council notes and approves:

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

### 4. Disclosures of Interest

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

### 5. Confirmation of Minutes

THAT 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.





## LITCHFIELD COUNCIL MEETING

### Minutes of Meeting

held in the Council Chambers, Litchfield  
and via zoom video conference  
on Wednesday 15 April 2020 at 6:30pm

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<b>Present</b>	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
<b>Staff</b>	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
<b>Public</b>	Des Bredhauer	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 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: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council confirm the minutes of the:

1. Council Meeting held 18 March 2020, 12 pages; and
2. Confidential Council Meeting held 18 March 2020, 2 pages.

**CARRIED (5-0)-1920/190**

**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)-1920/191**

**7. PRESENTATIONS**

Nil.

**8. PETITIONS**

Nil.

**9. PUBLIC FORUM**

This item was referred to in Item 15.11 Change to Meeting Protocols.

**10. ACCEPTING OR DECLINING LATE ITEMS**

**10.1 Late Report – 15.11 – Change to Meeting Protocols**

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT the late report item 15.11 – Change to Meeting Protocols, be accepted and included under Officer’s reports for consideration.

**A Division was called  
Mayor Bredhauer, Deputy Mayor Simpson and Cr Sayers-Hunt voted in favour of the  
motion  
Cr Salter and Cr Barden voted against the motion  
CARRIED (3-2)-1920/192**

**AMEND THE ORDER OF BUSINESS**

**Late Report – 15.11 – Change to Meeting Protocols**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT the late report item 15.11 – Change to Meeting Protocols, be brought forward to items 15.1 and 15.10 for consideration.

**CARRIED (3-2)-1920/193**

**11. NOTICES OF MOTION**

Nil.

**12. MAYORS REPORT**

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden

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

**CARRIED (5-0)-1920/194**

### **13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

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

Moved: Cr Barden

Seconded: Cr Salter

THAT Council note the Councillors' verbal report.

**CARRIED (4-1)-1920/195**

### **14. FINANCE REPORT**

#### **14.1 Litchfield Council Finance Report – March 2020**

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

**CARRIED (5-0)-1920/196**

### **15. OFFICERS REPORTS**

#### **15.1 April 2020 Summary Planning and Development Report**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council:

1. receives the April 2020 Summary Planning and Development Report;
2. note for information the responses provided to relevant agencies within Attachments A – B to this report.

**CARRIED (5-0)-1920/197**

**15.2 PA2020/0031, a Planning Scheme Amendment to Repeal the NT Planning Scheme in Full and Substitute it with the Northern Territory Planning Scheme 2020 and Revisions to NT Planning Regulations**

Moved: Deputy Mayor Simpson  
Seconded: Cr Barden

THAT Council:

1. endorse Attachment A – Litchfield Council Comments on PA2020/0031, a Planning Scheme Amendment to Repeal the NT Planning Scheme in Full and Substitute it with the Northern Territory Planning Scheme 2020;
2. endorse Attachment B – Litchfield Council Comments on the NT Planning Amendment Regulations 2020; and
3. writes to the Minister for Infrastructure, Planning and Logistics expressing its concern relating to process of excluding the regulation of signs and domestic livestock and the resource impact this will have on Council.

**CARRIED (3-2)-1920/198**

**15.3 Mobile Workforce Service Review**

Moved: Cr Barden  
Seconded: Deputy Mayor Simpson

THAT Council:

1. note the Mobile Workforce Review, as included as Attachment A to this report.
2. note the finalisation of the review of the Mobile Workforce Services based on current service levels; and
3. acknowledge the Mobile Workforce staff for their commitment to deliver a high-quality efficient and customer-focussed service to the Litchfield community.

**CARRIED (5-0)-1920/199**

**15.4 Shared Path Plan**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

THAT Council:

1. adopt the Shared Path Plan included as Attachment A to this report; and
2. authorise the Chief Executive Officer to make minor editorial changes as required.

**CARRIED (5-0)-1920/200**

### **15.5 Australia Day Event Committee**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council:

1. dissolve the Australia Day Event Committee;
2. revoke the Terms of Reference for the Australia Day Event Committee; and
3. writes to each member of the Committee to inform them of the dissolution of the Committee.

**CARRIED (4-1)-1920/201**

### **15.6 Municipal Plan 2019-20 Quarterly Performance Report**

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden

THAT Council receives and notes the Municipal Plan 2019-20 Quarterly Report for the period January – March 2020.

**CARRIED (5-0)-1920/202**

### **15.7 CEO's Monthly Report**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council receives and notes the Chief Executive Officer's monthly report for March 2020.

**CARRIED (5-0)-1920/203**

## **15.8 COVID19 Response for Budget 2019-20**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

THAT Council:

1. waive the following fees from 16 April to 30 June 2020:
  - a) Pound release fees
  - b) Pound daily maintenance fees
  - c) Uncontaminated Green Waste fees for residents
  - d) Mulch sales fees for residents; and
2. approve the amended FIN06 Rates Concession policy as attached to the report with the adjustment of removing charges from section 4.3.

**A Division was called**  
**Mayor Bredhauer, Deputy Mayor Simpson and Cr Sayers-Hunt voted in favour of the**  
**motion**  
**Cr Salter and Cr Barden voted against the motion**  
**CARRIED (3-2)-1920/204**

### **MOTION WITHOUT NOTICE**

Moved: Cr Barden  
Seconded: Cr Salter

THAT Council:

1. reduce the delegation of the CEO under FIN06 to \$400 and all other waivers under point 4.3.3 of the policy require a council resolution and
2. further amendments to the policy wording are made accordingly.

**MOTION LOST (2-3)**

## **15.9 Budget Review 2019-20**

Moved: Deputy Mayor Simpson  
Seconded: Cr Barden

THAT Council receive and adopt the Budget Review for 2019-20.

**CARRIED (5-0)-1920/205**

### 15.10 Draft Local Government Regulations and Guidelines Submission

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council approve the submissions on the Draft Regulations and Guidelines April 2020 as attached to this report.

**CARRIED (4-1)-1920/206**

### 15.11 Change to Meeting Protocols

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council:

1. acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;
2. suspend:
  - 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:
  - a. at the first Council meeting in 2021, or
  - b. when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.



## 15.11 Change to Meeting Protocols (Continued)

### AMENDMENT

Moved: Cr Barden

THAT Council:

1. acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;
2. suspend:
  - 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:
  - a. ~~at the first Council meeting in 2021, or~~
  - b. when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.

**The motion was lost for want of a seconder  
The original motion was put**

THAT Council:

1. acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;
2. suspend:
  - 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,

**15.11 Change to Meeting Protocols (Continued)**

- 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:
  - a. at the first Council meeting in 2021, or
  - b. when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.

**A Division was called**  
**Mayor Bredhauer, Deputy Mayor Simpson and Cr Sayers-Hunt voted in favour of the**  
**motion**  
**Cr Salter and Cr Barden voted against the motion**  
**CARRIED (3-2)-1920/207**

**16. COMMON SEAL**

Nil.

**17. OTHER BUSINESS**

Nil.

**18. PUBLIC QUESTIONS**

This item was temporarily suspended.

## 19. CONFIDENTIAL ITEMS

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

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 Electoral Review

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

**CARRIED (5-0)-1920/208**

THAT Council:

1. adopt the Electoral Review discussion paper and Summary document to be used for 24 days public consultation from 15 May until 8 June 2020; and
2. approve the move the resolution into open.

The meeting was closed to the public at 9:11pm.

Moved: Deputy Mayor Simpson  
Seconded: Cr Barden

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)-1920/210**

The meeting moved to Open Session at 9:22pm.

## 20. CLOSE OF MEETING

The Chair closed the meeting at 9:22pm.

## 21. NEXT MEETING

Wednesday 20 May 2020.

**MINUTES TO BE CONFIRMED**

Wednesday 20 May 2020

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher

Unconfirmed



# SPECIAL COUNCIL MINUTES

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## LITCHFIELD COUNCIL MEETING

**Minutes of Special Meeting**  
**held via Video Conference**  
**on Wednesday 6 May 2020 at 6:30pm**

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<b>Present</b>	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
<b>Staff</b>	Daniel Fletcher Nadine Nilon Silke Maynard Debbie Branson	Chief Executive Officer Director Infrastructure and Operations Director Community & Corporate Services Executive Assistant
<b>Public</b>	Nil	

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### 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**

Nil.

**7. CONFIDENTIAL ITEMS**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

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 Staff Recruitment Panel**

8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

**CARRIED (5-0)-1920/211**

The meeting was closed to the public at 6:04pm.

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden

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)-1920/213**

The meeting moved to Open Session at 6:12pm.

**8. CLOSE OF MEETING**

The Chair closed the meeting at 6:12pm.

**MINUTES TO BE CONFIRMED**

Wednesday 20 May 2020

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 May 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	<p><b>Meeting Procedures By-Laws</b></p> <p>THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.</p>	19/11/2015	DCCS	Council continue to work with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to progress the By-law.
16/0203	<p><b>Signage, Roadside Vans and Events on Council Land</b></p> <p>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;</p> <p>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;</p> <p>3. Develop policy and procedures to support any Council by-laws which are enacted; and</p> <p>4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.</p>	21/09/2016	DCCS	On hold until Meeting By-Laws are concluded.
17/0036/4	<p><b>Litchfield Aquatic Facility Needs Analysis Report</b></p> <p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	15/02/2017	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	<p><b>Berry Springs Water Advisory Committee - Council Representative</b></p> <p>THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.</p>	16/05/2018	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 operate in a water control district. Waiting on further advice from NT Government.
1819/145	<p><b>Recreation Reserve Leases and Funding Agreements Project</b></p> <p>THAT Council:</p> <p>1. notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project;</p> <p>2. notes the draft lease agreement;</p> <p>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</p> <p>4. receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.</p>	16/01/2019	DCCS	<p>Verbal agreement given by McMinns Lagoon and Berry Springs Recreation Reserve Boards. Lease documents being prepared for execution.</p> <p>Discussions to finalise the Lease Agreements with Humpty Doo Village Green and Livingstone Recreation Reserve Boards are continuing.</p>
1920/074	<p><b>Proposed Road Opening Richards Road, Blackmore</b></p> <p>THAT Council:</p> <p>1. proceed with the road opening process for Richards Road across 2335 Cox Peninsula Road, Blackmore and</p> <p>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.</p>	16/10/2019	DIO	Near completion, to align with Resolution 1920/176

<b>Mango Roads Project Update</b>				
1920/078	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>receives and notes the update on the Mango Road project;</li> <li>notes Council as being a partner of the project, alongside the Federal Government and Northern Territory Government;</li> <li>notes the Northern Territory Government as coordinating the project delivery of the Mango Roads project;</li> <li>provides in-principle support to contribute \$3 million to the Mango Roads project;</li> <li>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;</li> <li>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</li> <li>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.</li> </ol>	16/10/2019	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>
<b>Council Meeting – June 2020 – Change of Date</b>				
1920/151	THAT Council approve changing the Ordinary Council Meeting scheduled for Wednesday 17 June 2020 to Wednesday 24 June 2020 commencing at 6:30pm.	19/02/2020	CEO	Complete - Meeting rescheduled. Public Notice May 2020.
<b>Mira Square - Application for Crown Land</b>				
1920/174	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and</li> <li>authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site.</li> </ol>	19/03/2020	DIO	Application underway.
<b>RV/Caravan Park and Dump Point Investigation Update</b>				
1920/175	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>receive and note the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality;</li> <li>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;</li> <li>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;</li> <li>include consideration for the installation of a wastewater dump point as an advocacy priority project; and</li> <li>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.</li> </ol>	19/03/2020	DIO	Underway.
<b>Proposed Road Opening Richards Road, Blackmore – Section 1719</b>				
1920/176	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>proceed with the road opening process for Richards Road across 2415 Cox Peninsula Road, Blackmore; and</li> <li>authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.</li> </ol>	19/03/2020	DIO	Underway.

<b>NGA20 Notice of Motion</b>				
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>	19/03/2020	CEO	Deferred until National General Assembly of Local Government reconvenes in 2021
<b>COVID-19 Response Plan</b>				
1920/183	<p>THAT Council:</p> <p>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</p> <p>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.</p>	19/03/2020	CEO	This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.
<b>Australia Day Event Committee</b>				
1920/201	<p>THAT Council:</p> <p>1. dissolve the Australia Day Event Committee;</p> <p>2. revoke the Terms of Reference for the Australia Day Event Committee; and</p> <p>3. writes to each member of the Committee to inform them of the dissolution of the Committee.</p>	15/04/2020	DCCS	<p>COMPLETED</p> <p>1. Committee dissolved.</p> <p>2. Terms of Reference revoked.</p> <p>3. Letters sent to Committee members on 23 April 2020.</p>
<b>COVID19 Response for Budget 2019-20</b>				
1920/204	<p>THAT Council:</p> <p>1. waive the following fees from 16 April to 30 June 2020:</p> <p>a) Pound release fees</p> <p>b) Pound daily maintenance fees</p> <p>c) Uncontaminated Green Waste fees for residents</p> <p>d) Mulch sales fees for residents; and</p> <p>2. approve the amended FIN06 Rates Concession policy as attached to the report with the adjustment of removing charges from section 4.3.</p>	15/04/2020	DCCS	<p>COMPLETED</p> <p>1. delegation given for fee waiver</p> <p>2. Policy amended and published on Council's website.</p>

1920/206	<p><b>Draft Local Government Regulations and Guidelines Submission</b></p>	15/04/2020	DCCS	<p>COMPLETED. Submission sent to Department of Local Government.</p>
1920/207	<p><b>Change to Meeting Protocols</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;</li> <li>2.suspend:             <ol style="list-style-type: none"> <li>a.section 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely,</li> <li>b.public accessing Chambers for Council meetings due to social distancing protocols,</li> <li>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</li> <li>d.section 4.1.21 – Members will not be required to stand when addressing the meeting;</li> </ol> </li> <li>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;</li> <li>4.record all Ordinary and Special Council meetings and make these available on the Council website;</li> <li>5.require requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access;</li> <li>6.request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and</li> <li>7.review these directives:             <ol style="list-style-type: none"> <li>a.at the first Council meeting in 2021, or</li> <li>b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.</li> </ol> </li> </ol>	15/04/2020	DCCS	<p>Ongoing as physical distancing rules regarding COVID19 still apply.</p>



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 May 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

<b>Agenda Item Number:</b>	12.1
<b>Report Title:</b>	Mayor's Monthly Report
<b>Author &amp; Recommending Officer:</b>	Maree Bredhauer
<b>Meeting Date:</b>	20/05/2020
<b>Attachments:</b>	Nil

## Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 16 April 2020 to 20 May 2020.

## Summary

Date	Event	Content/Comment
16-04-20	LGANT General Meeting	Scheduled meeting
20-04-20	LGANT Executive Meeting	Scheduled meeting
21-04-20	LWIB Group Meeting	Catch up meeting
28-04-20	LWIB Committee Meeting	Scheduled meeting
29-04-20	Howard Springs Accommodation Village Update	Scheduled meeting
29-04-20	Municipal Plan Workshop	Scheduled workshop
05-05-20	LWIB Monthly Morning Tea	Monthly event
05-05-20	Risk Management & Audit Committee Meeting	Scheduled meeting
06-05-20	ABC Grass Roots Interview	Scheduled monthly interview
06-05-20	Special Council Meeting	Scheduled meeting
06-05-20	Strategic Discussion & Briefing	Scheduled meeting
12-05-20	LWIB On Line Network Event	Scheduled event
13-05-20	LWIB On Line Network Event	Scheduled event
18-05-20	LGANT Executive Meeting	Scheduled meeting
20-05-20	Council & Thorak Meeting	Scheduled meeting

## Recommendation

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



## LITCHFIELD COUNCIL MEETING

Wednesday 20 May 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

\*\* Cancelled due to COVID-19 restrictions

#### RECOMMENDATION

THAT Council note the Councillors' verbal report.





# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 May 2020

### **14 Finance Report**

14.1 Litchfield Council Finance Report April 2020



<b>Agenda Item Number:</b>	14.1
<b>Report Title:</b>	Litchfield Council Finance Report – April 2020
<b>Author:</b>	Arun Dias, Finance Manager
<b>Recommending Officer:</b>	Silke Maynard, Director Community & Corporate Services
<b>Meeting Date:</b>	20/05/2020
<b>Attachments:</b>	Nil

## Executive Summary

Total Revenue of \$14,385,473 for the year as per the end of April reflects rates that were levied and recognised at the beginning of the financial year, payment of rates is received in instalments throughout the financial year. Total YTD revenue is 87% of the annual budget.

Total YTD Expenses of \$10,971,290 is 72% of the annual budget. Capital expenses incurred year to date represent 43% of the full year budget.

## Recommendation

THAT Council receive the Litchfield Council Finance Report for the period ended 30 April 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

## April 2020

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

## Contents

SECTION 1.....	4
<b>CONSOLIDATED FINANCIAL STATEMENTS</b> .....	4
<b>CONSOLIDATED OPERATING STATEMENT</b> at 30 April 2020.....	4
<b>CONSOLIDATED BALANCE SHEET</b> at 30 April 2020.....	5
SECTION 2.....	7
<b>OPERATING POSITION BY DEPARTMENT</b> .....	7
<b>NEW INITIATIVES</b> .....	8
SECTION 3.....	15
<b>CASH ON HAND &amp; INVESTMENTS</b> .....	15
<b>FINANCIAL RESERVES</b> .....	16
SECTION 4.....	17
<b>DEBTORS</b> .....	17
<b>FINES AND INFRINGEMENTS</b> .....	17
<b>OUTSTANDING RATES</b> .....	18
SECTION 5.....	20
<b>FINANCE KEY PERFORMANCE INDICATORS (KPI)</b> .....	20
SECTION 6.....	21
<b>CREDITORS PAID</b> .....	21

## 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 30 April 2020

	Revised 2019/20 Budget	2019/20 YTD Actuals	% of Budget
<b>REVENUE</b>			
Rates	10,729,551	10,641,729	99%
Stat Charges	129,700	122,243	94%
User Charges	1,245,690	1,417,692	114%
Grants	3,615,916	1,558,674	43%
Inv Income	694,451	523,346	75%
Reimbursements	0	38,675	100%
Other Revenue	127,842	83,114	65%
<b>TOTAL REVENUE</b>	<b>16,543,150</b>	<b>14,385,473</b>	<b>87%</b>
<b>EXPENSES</b>			
Employee Costs	6,539,733	5,216,296	80%
Auditors Fees	102,016	15,753	15%
Bad Debts	1,534	1,768	115%
Elected Member	242,264	165,812	68%
Cemetery Operations	182,954	152,631	83%
Contractors	4,106,869	2,724,766	66%
Energy	265,300	172,156	65%
Insurance	582,957	444,274	76%
Maintenance	791,960	620,356	78%
Legal Expenses	159,600	118,863	74%
Donations and Community Support	127,900	76,540	60%
Computer / IT Costs	368,435	231,882	63%
Parts, Accessories & Consumables	328,600	236,082	72%
Professional Fees	897,777	459,428	51%
Sundry	571,302	334,683	59%
<b>TOTAL EXPENSES</b>	<b>15,269,201</b>	<b>10,971,290</b>	<b>72%</b>
<b>RESULT</b>	<b>1,273,949</b>	<b>3,414,183</b>	<b>268%</b>

**CONSOLIDATED BALANCE SHEET at 30 April 2020**

	31-Mar-20	30-Apr-20	Movement
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	2,450,651	1,657,656	-933,480
Trade and Other Receivables	2,463,376	2,299,723	-943,810
Other Financial Assets	22,936,862	22,436,862	-487,327
Other Current Assets	138,379	145,193	26,401
<b>TOTAL CURRENT ASSETS</b>	<b>27,989,269</b>	<b>26,539,435</b>	<b>-2,338,216</b>
<b>NON-CURRENT ASSETS</b>			
Infrastructure, Property, Plant & Equipment	309,111,798	309,111,798	0
Other Non-Current Assets	3,739,185	3,739,185	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>312,850,983</b>	<b>312,850,983</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>341,728,633</b>	<b>339,390,418</b>	<b>-2,338,216</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	1,409,477	1,296,329	-97,086
Current Provisions	601,872	654,477	68,193
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,011,349</b>	<b>1,950,807</b>	<b>-28,893</b>
<b>NON-CURRENT LIABILITIES</b>			
Non-Current Provisions	418,555	417,658	-897
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>418,555</b>	<b>417,658</b>	<b>-897</b>
<b>TOTAL LIABILITIES</b>	<b>2,429,904</b>	<b>2,368,465</b>	<b>-29,790</b>
<b>NET ASSETS</b>	<b>338,410,347</b>	<b>337,021,953</b>	<b>-2,308,426</b>
<b>EQUITY</b>			
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
<b>TOTAL EQUITY</b>	<b>339,330,379</b>	<b>339,330,379</b>	<b>0</b>

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

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

As identified in Section 5 of this report, Litchfield Council’s liquidity KPI is easily met with 30 April 2020 current ratio equalling 13.60

Current ratio	=	<u>Current Assets (less: Provision for Doubtful debt)</u>		
		Current Liabilities		
	=	<u>26,539,435</u>	=	13.60
		1,950,806		
Net Cash Position	=	26,539,435 – 1,950,806	=	\$24 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 71% 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
<b>REVENUE</b>			
Council Leadership	30,000	536	2%
Corporate	-	0	0%
Finance & Customer Service	9,045,441	8,494,298	94%
Infrastructure & Assets	2,637,492	960,931	36%
Planning & Development	61,748	34,978	57%
Waste Management	3,139,680	3,150,196	100%
Community	80,000	159,823	200%
Community – Library	421,447	408,500	97%
Mobile Workforce	-	3,368	100%
Regulatory Services	130,700	122,562	94%
<b>TOTAL REVENUE</b>	<b>15,546,508</b>	<b>13,335,191</b>	<b>86%</b>
<b>EXPENSES</b>			
Council Leadership	1,111,896	786,602	71%
Corporate	645,697	498,964	77%
Information Services	513,091	315,035	61%
Finance & Customer Service	1,781,930	1,224,180	69%
Infrastructure & Assets	3,004,297	1,646,573	55%
Planning & Development	728,387	568,029	78%
Waste Management	2,972,436	2,282,210	77%
Community	1,504,946	1,291,498	86%
Community – Library	421,447	302,844	72%
Mobile Workforce	1,287,337	923,781	72%
Regulatory Services	388,831	312,113	80%
<b>TOTAL EXPENSES</b>	<b>14,360,295</b>	<b>10,151,830</b>	<b>71%</b>
<b>OPERATING RESULT</b>	<b>1,186,213</b>	<b>3,183,361</b>	<b>268%</b>



## 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 April 2020.

	2019/20 Budget (\$)	2019/20 Actuals (\$)	2019/20 Forecast (\$)	Comments	Status
Tourism Strategy (Visitor Experience Enhancement Program)	30,000	0	30,000	Workshop with Councillors held; Draft Strategy being developed	On Budget
Shared Path Plan	25,000	21,804	25,000	Plan endorsed by Council; Minor update with additional path to be included underway	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	One table to arrive May 2020	On Budget
New Website Development	45,000	0	45,000	Homepage and landing page designs complete; Content migration commenced	On Budget
Mobile Workforce Review	30,000	13,861	30,000	Project complete, awaiting final invoice	On Budget
Litchfield Annual Art Exhibition	10,000	10,183	10,000	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 in May	On Budget
Waste Management - Environmental Management Plan for Berry Springs Waste Transfer Station	10,000	0	10,000	Underway	On Budget
<b>TOTALS</b>	<b>300,000</b>	<b>72,473</b>	<b>300,000</b>		

## CAPITAL BUDGET POSITION

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

	Revised 2019/20 Budget	2019/20 Actuals	YTD	% of Budget
<b>REVENUE</b>				
Infrastructure & Assets	1,344,743	714,021		53%
Planning & Development	140,000	106,953		76%
Mobile Workforce	35,000	34,987		100%
Regulatory Services	15,000	0		0%
Waste Management	50,000	4,551		9%
<b>TOTAL REVENUE</b>	<b>1,584,743</b>	<b>860,512</b>		<b>54%</b>
<b>EXPENSES</b>				
Infrastructure & Assets	3,792,000	1,439,199		38%
Waste Management	525,000	424,686		81%
Mobile Workforce	175,000	174,563		100%
Community	1,500,000	547,203		36%
Regulatory Services	45,000	36,270		81%
<b>TOTAL EXPENSES</b>	<b>6,037,000</b>	<b>2,621,920</b>		<b>43%</b>
<b>CAPITAL RESULT</b>	<b>-4,452,257</b>	<b>-1,761,408</b>		<b>40%</b>

## 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 of Variance
<b>Projects carried forward from previous years</b>							
Pavement repairs – Whitewood Road	31/03/2020	<u>2018/19</u> 427,000	426,037 (Life to Date Actual)	427,000	0	Completed, minor defect repairs underway	On Budget
Brougham Road flood damage repairs – NDRRA Project	30/06/2020	<u>2018/19</u> 768,529	65,294 (Life to Date Actual)	768,529	0	Design finalised	On Budget
<b>TOTAL</b>		<b>1,195,529</b>	<b>491,331</b>	<b>1,195,529</b>	<b>0</b>		
<b>Projects commencing in 2019/20</b>							
Whitewood Road Footpath Renewal	30/06/2020	110,000	393	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 of Variance
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 closes early May	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	26,841	500,000	0	Tender closes early May	On Budget
Whitewood Road Pavement Rehabilitation	30/06/2020	320,000	23,098	320,000	0	Tender closes early May	On Budget
Girraween and Hillier Road Intersection Upgrade	30/06/2020	398,000	22,344	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 of Variance
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
<b>TOTAL</b>		<b>3,792,000</b>	<b>1,259,119</b>	<b>3,792,000</b>	<b>0</b>		

## 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
<b>Projects/Capital Purchases commencing in 2019/20</b>							
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	0	300,000	0	Loader arrived, awaiting payment	On Budget
<b>TOTAL</b>		<b>525,000</b>	<b>16,202</b>	<b>525,000</b>	<b>0</b>		

### 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
<b>Projects carried forward from previous years</b>							
Mobile Workforce Shed	31/10/2019	<b>2018/19</b> Grant	444,363 <i>(Life to Date Actual)</i>	450,000	(450,000)	Shed completed October 2019. Minor additions planned	Outside Budget*
<b>TOTAL</b>		<b>0</b>	<b>444,363</b>	<b>450,000</b>	<b>(450,000)</b>		
<b>Projects/Capital Purchases commencing in 2019/20</b>							
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
<b>TOTAL</b>		<b>175,000</b>	<b>174,563</b>	<b>175,000</b>	<b>0</b>		

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

### CAPITAL PROJECTS 2019/20 – REGULATORY SERVICES

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

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

## 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
<b>Projects commenced in prior years</b>							
Freds Pass Sport Recreation Reserve – Improvements	30/09/2019	<b>2016/17</b> 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	<b>2018/19</b> 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	<b>2017/18</b> 20,000 Grant	20,010 (Life to Date Actual)	20,000	0	Complete, and acquitted	Outside Budget
Howard Park Reserve – Playground Upgrade	31/10/2019	<b>2017/18</b> 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	<b>2017/18</b> 33,824 Grant	23,988 (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	<b>2018/19</b> 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
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Cricket Club Change Rooms)	30/04/2020	<b>2018/19</b> 500,000 Grant	6,084 (Life to Date Actual)	500,000	0	Construction due to completion mid-May	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 (Maintenance Shed)	31/03/2020	<b>2018/19</b> 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	<b>2018/19</b> 760,000 Grant	50,649 (Life to Date Actual)	760,000	0	Contract awarded	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Building Certification)	30/06/2020	<b>2018/19</b> 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	<b>2018/19</b> 110,000 Grant	116,408 (Life to Date Actual)	110,000	0	Ongoing	On Budget
<b>TOTAL</b>		<b>5,135,005</b>	<b>3,899,701</b>	<b>5,123,794</b>	<b>11,211</b>		

## SECTION 3

### CASH ON HAND & INVESTMENTS

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

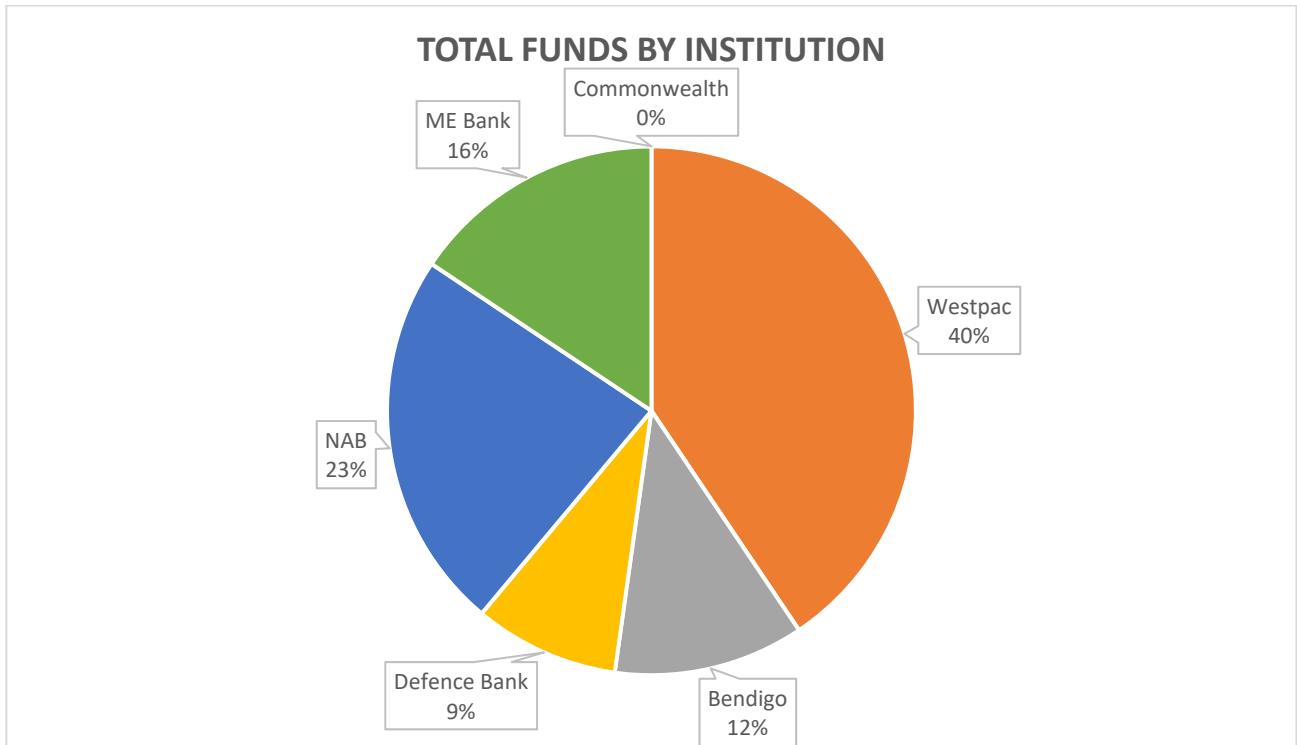
	31 March 2020 (\$)	30 April 2020 (\$)	Variance (\$)	Comment
Investments (Incl. Trust Account)	21,602,292	20,066,564	-1,535,728	Matured funds (principal + interest) in April. Some funds were kept and transferred into Operating Account
Business Maxi Account	805,946	805,979	33	Interest received
Operating Account	1,620,403	859,090	-761,314	Additional funds for payments/contractors
<b>TOTAL</b>	<b>24,028,641</b>	<b>21,731,633</b>	<b>1,083,516</b>	

### Investment Schedule as at 30 April 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
01.10.19	1,500,000	217	NAB	1.65%	05.05.20	14,714
01.10.19	1,000,000	224	NAB	1.64%	12.05.20	10,064
02.10.19	1,022,075	237	Bendigo	1.55%	26.05.20	10,286
15.10.19	1,500,000	231	ME Bank	1.55%	02.06.20	14,714
20.12.19	231,226	186	NAB	1.60%	23.06.20	1,885
23.10.19	1,600,279	244	Bendigo	1.50%	23.06.20	16,046
12.11.19	1,000,000	238	Westpac	1.60%	07.07.20	10,433
27.11.19	1,000,000	230	Defence Bank	1.65%	14.07.20	10,397
28.11.19	1,000,000	236	Defence Bank	1.65%	21.07.20	10,668
03.12.19	1,020,559	245	ME Bank	1.55%	04.08.20	10,618
11.12.19	1,000,000	251	ME Bank	1.59%	18.08.20	10,934
10.01.20	1,100,000	231	Westpac	1.70%	01.09.20	11,835
14.01.20	2,027,814	245	Westpac	1.63%	15.09.20	22,186
07.02.20	1,500,000	242	ANZ	1.56%	16.10.20	15,515
19.02.20	1,051,938	244	Westpac	1.57%	20.10.20	11,040
11.03.20	1,012,673	238	NAB	1.30%	04.11.20	8,584
11.03.20	1,000,000	251	NAB	1.30%	17.11.20	8,939
24.03.20	1,011,153	231	NAB	0.90%	10.11.20	5,759
07.04.20	1,552,315	238	Westpac	1.40%	01.12.20	14,170
<b>TOTAL INVESTMENTS</b>	<b>22,130,032</b>					<b>218,998</b>





## 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
<b>TOTAL</b>	<b>22,972,403</b>	<b>-4,528,111</b>	<b>19,706,359</b>

## SECTION 4

### DEBTORS

Total Debtors as at 30 April 2020 is \$91,759 compared to \$7,639 as at 31 March 2020, an increase of \$84,120.

Category	Current (\$)	30 Days (\$)	60 Days (\$)	90 Days and over (\$)	Balance (\$)
Waste	3,588	-	124	760	4,472
Infrastructure & Other Sundry Debtors	82,928	-	428	2,400	85,757
Recreation Reserves	889	84	586	- 29	1,530
<b>TOTAL</b>	<b>87,405</b>	<b>84</b>	<b>1,139</b>	<b>3,131</b>	<b>91,759</b>
%	95%	0%	1%	3%	100%

#### Action summary of 90 Days and Over Debtors:

Communicating with Debtor	863
Credit to be applied to Cricket Clubs 1 <sup>st</sup> Invoice when Season Commences	(132)
Recommendation for Debt Write Off	2,400
<b>TOTAL</b>	<b>3,131</b>

### FINES AND INFRINGEMENTS

As at 30 April 2020, Council has 70 infringements outstanding with a balance of \$17,972 an increase of \$419 compared to 29 February 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
Number of Infringements outstanding	78	76	80	84	82	77	77	75	70	71	<b>70</b>
Balance of Infringements outstanding	20,855	20,288	20,554	21,048	22,112	19,290	19,290	18,346	17,553	17,972	<b>17,772</b>

Two (2) have been newly issued, five (5) has been sent with a reminder notice, one (1) has been re-sent to Fines Recovery Unit (FRU), sixty (60) infringements are with Fines Recovery Unit (FRU) waiting for payment, 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.

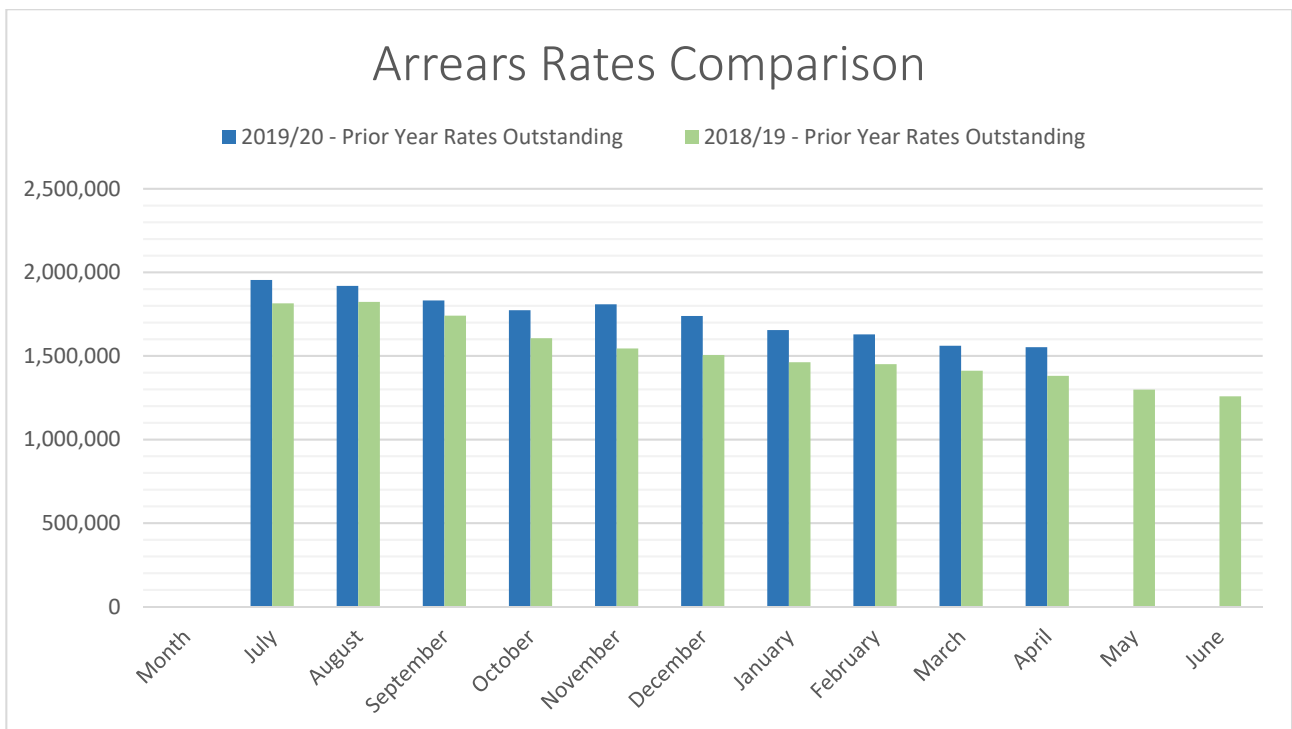
Council continues to use the services of the current Debt Collector for rate assessments, presently 195 are placed with them totalling \$1.3 million in rates to be collected.

Rates in arrears have decreased by \$8,183 in the month of April.

### PRIOR YEAR RATES

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

	Beginning 2019/20 Prior Years Outstanding (\$)	Previous Month (March 2020) (\$)	Current Month (April 2020) (\$)	Monthly Variance (\$)
COMMERCIAL	50,725	59,302	60,036	(734)
GAS PLANT	0	6	14	(8)
MINING	58,510	86,658	87,398	(740)
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	32,616	32,841	(225)
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	1,688,116	1,313,412	1,301,820	11,592
URBAN RESIDENTIAL	86,445	68,031	69,733	(1,702)
<b>TOTAL</b>	<b>1,910,581</b>	<b>1,560,025</b>	<b>1,551,842</b>	<b>(8,183)</b>



## CURRENT YEAR RATES

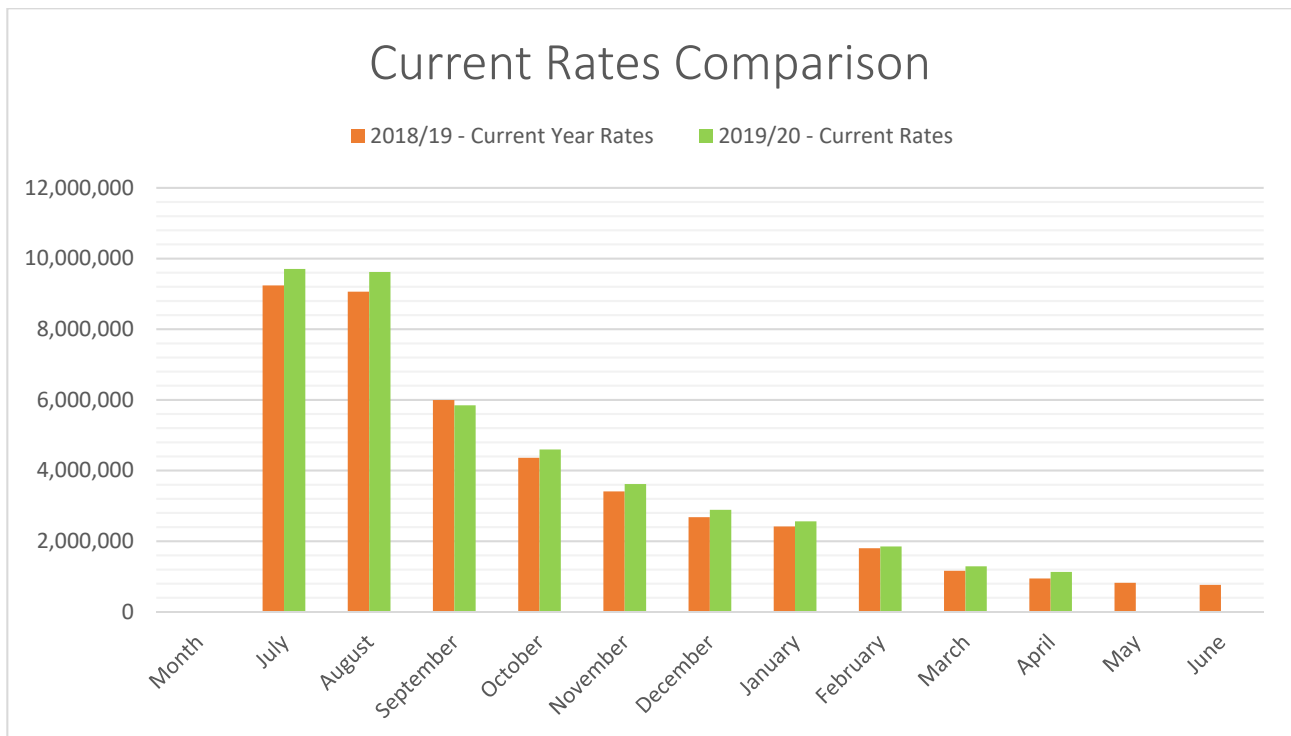
The below table illustrates the split of current year outstanding rates:

	Previous Month (March 2020) (\$)	Current Month (April 2020) (\$)	Variance (\$)	Due Dates
Instalment 1	303,875	281,642	(281,642)	27/09/2019
Instalment 2	404,241	361,370	(42,871)	29/11/2019
Instalment 3	580,753	485,605	(95,148)	28/02/2020
<b>TOTAL</b>	<b>1,288,869</b>	<b>1,128,617</b>	<b>(160,252)</b>	

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

A total of \$1,128,617 is to be collected for the remainder of the year. Rates and charges collected in the month of April totalled \$160,252.

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 11%
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	●	13.60:1 as at 30/04/2020
Current Ratio	>1	●	13.60 as at 30/04/2020
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 March 2020 (excluding staff payments in line with employee contracts) are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
Payroll 21	8/04/2020	LC Staff	LC Staff	Payroll Week Ending 08/04/2020	277,835.81
Payroll 22	22/04/2020	LC Staff	LC Staff	Payroll Week Ending 22/04/2020	166,247.23
1037.60-01	02/04/2020	60	FREDS PASS SPORT & RECREATION	4th Quarter Operational and R&M Payment	174,109.38
1043.374-01	23/04/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Cycle 1 & 2, and Backpay Processed	127,081.00
1046.374-01	30/04/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable, Pay 21,22 & 97 Cycle 1 & 2	66,809.00
1046.280-01	30/04/2020	280	CITY OF DARWIN	March 2020 - Transport Landfill to Shoal Bay from Litchfield Council, HSWTS, BSWTS and HDWTS	55,522.86
1039.374-01	09/04/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 20, Cycle 1 & 2	50,745.00
1041.374-01	16/04/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 21, Cycle 1 & 2	49,809.00
DD160420	22/04/2020	73	STATEWIDE SUPERANNUATION PTY LTD	April 2020 - Pay 21, Cycle 1,2,98 & 97	41,533.28
1045.1579-01	23/04/2020	1579	DARWIN ISUZU UTE / HEATH HINO / HEA	Purchase of Isuzu Ranger Vehicle	39,703.50
DD030420	07/04/2020	73	STATEWIDE SUPERANNUATION PTY LTD	April 2020 - Pay 20, Cycle 1 & 2	23,978.60
DD230420	23/04/2020	73	STATEWIDE SUPERANNUATION PTY LTD	April 2020 - Pay 22, Cyc 1 & 2	23,605.98
1037.65-01	02/04/2020	65	HUMPTY DOO VILLAGE GREEN MANAGEMENT	4th Quarter Operational and R&M Payment	23,121.73
1037.556-01	02/04/2020	556	CITY OF PALMERSTON	Jan 2020 - Provision of Library Services	22,500.00
1039.867-01	09/04/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff, Gatekeepers WTS WE: 26 Feb 2020	19,525.01
1041.867-01	16/04/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff, Gatekeepers WTS WE: 18 March 2020	18,624.08
1046.1099-01	30/04/2020	1099	DAVE'S MINI DIGGA HIRE	Clean Out Drains - Various Locations Litchfield Council Area	17,515.78
1037.268-01	02/04/2020	268	BYRNE CONSULTANTS	Spencley Rd Design and Works	16,222.80
1039.1723-01	09/04/2020	1723	CARDNO (NT)	Shared Path Plan Final Invoice	16,163.07
1041.414-01	16/04/2020	414	TOTAL EXCAVATIONS	Repairs to Culverts - Various Locations Litchfield Council Area	15,760.80
1043.849-01	23/04/2020	849	WEX AUSTRALIA (PUMA CARD)	March 2020 - Litchfield Council Fuel Account	15,399.54
1037.16-01	02/04/2020	16	BERRY SPRINGS RESERVE	4th Quarter Operational and R&M Payment	15,321.63
1037.1099-01	02/04/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Culvert Clean Out - Various Locations Litchfield Council Area	14,773.00

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1043.514-01	23/04/2020	514	VEOLIA ENVIRONMENTAL SERVICES	March 2020 - Collect Recyclable Waste from Litchfield Council, HDWTS, BSWTS and HDWTS	13,651.44
1037.849-01	02/04/2020	849	WEX AUSTRALIA (PUMA CARD)	Feb 2020 - Feb Council Fuel Account	13,546.30
1037.72-01	02/04/2020	72	LIVINGSTONE RESERVE MANAGEMENT BOARD	4th Quarter Operational and R&M Payment	13,371.88
1043.1564-01	23/04/2020	1564	FOURIER TECHNOLOGIES PTY LTD	March 2020 IT Support Services and Replacement UPS Speaker System	12,889.93
1046.1742-01	30/04/2020	1742	ASHBURNER FRANCIS	Mechanical Contractor Air Conditioning Service and Testing	12,716.00
1039.8-01	09/04/2020	8	DOWNEREDI WORKS PTY LTD	Pothole Patching - Various Locations Litchfield Council Area	12,266.00
1046.525-01	30/04/2020	525	ACTIVE TREE SERVICES	Tree Removal and Maintenance Various Locations Litchfield Council Area	11,485.09
1043.1076-01	23/04/2020	1076	TDC (NT) PTY LTD	Debt Recovery fees for Jan, Feb & March 2020	11,175.29
1039.953-01	09/04/2020	953	HWL EBSWORTH LAWYERS	March 2020 - Professional Legal Services	10,702.01
1046.1564-01	30/04/2020	1564	FOURIER TECHNOLOGIES PTY LTD	April 2020 - Managed Services Agreement	9,481.08
1046.770-01	30/04/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff, Asset Officer WE: 19 April 2020	8,888.29
1037.867-01	02/04/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff, Finance Project WE: 17 March 2020	8,763.66
1043.85-01	23/04/2020	85	TELSTRA	March 2020 - Litchfield Council and Thorak Cemetery Mobiles, Tablets, NBN and VOIP Services	8,507.07
1037.1237-01	02/04/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	8,028.91
D230220	23/04/2020	248	WESTPAC CARDS & DIRECT DEBITS	March 2020 - Litchfield Council Credit Card Purchases	7,976.79
1039.1065-01	09/04/2020	1065	MRS M H BREDHAUER	March 2020 - Mayor Allowances	7,917.99
1037.506-01	02/04/2020	506	TURBO'S TYRES	Replacement Tyre for Kubota Skid steer	7,782.50
1039.1320-01	09/04/2020	1320	RUSSELL KENNEDY LAWYERS	Legal Costs for Enterprise Agreement Advice	7,552.49
1041.527-01	16/04/2020	527	PALMERSTON AND LITCHFIELD SENIORS	Prepayment for Sponsorship 2020 / 2021	7,500.00
1041.1528-01	16/04/2020	1528	NEXT ENERGY LIGHTING PTY LTD	Street Lighting Advisory	7,410.34
1039.770-01	09/04/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff: Asset Officer WE: 29 March 2020	7,104.66
1039.1107-01	09/04/2020	1107	MCARTHUR (VIC) PTY LTD	Facilitate Chief Executive Officers Performance Review	6,971.82
1038.183-01	02/04/2020	183	CHRIS'S BACKHOE HIRE PTY LTD	March 2020 - Grave Excavation	6,600.00
1041.162-01	16/04/2020	162	CIVICA PTY LTD	Jun 2020 - Authority Program - Licence Fee	6,260.43
1037.748-01	02/04/2020	748	AGMECH SERVICES	1000 Hr service MF tractor SV4275	5,909.69
1039.525-01	09/04/2020	525	ACTIVE TREE SERVICES	Prune all Trees Girraween to Shewring Rd	5,744.88
1041.249-01	16/04/2020	249	TERRITORY RURAL	Bulk Purchase of 540 Glyphosate	5,720.00

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1039.170-01	09/04/2020	170	NTRS (NT RECYCLING SOLUTIONS)	Empty all Litchfield Council Recycle Bins - HDWTS, BSWTS, HSWTS, LC, HPRR and Thorak	5,417.65
1046.1803-01	30/04/2020	1803	PLANIT CONSULTING	Refund of Works Security Deposit	5,298.50
1039.690-01	09/04/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT)	250hr Cat Service	5,002.54
1041.1145-01	16/04/2020	1145	FYFE PTY LTD	Survey of Equine Upgrade Area at FPSRR	4,939.00
1041.1099-01	16/04/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Clean Out - Various Locations Litchfield Council Area	4,862.00
1043.770-01	23/04/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff: Asset Officer WE: 05 April 2020	4,814.26
1037.1047-01	02/04/2020	1047	REMOTE AREA TREE SERVICES PTY LTD	Tree Removal as per Arborist Report / Recommendations	4,741.00
1046.8-01	30/04/2020	8	DOWNERDI WORKS PTY LTD	Variance for Under Invoiced Works Incorrectly Calculated by Downer	4,570.50
1041.770-01	16/04/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff, HR/WHS WE: 05 April 2020	4,479.81
1037.1603-01	02/04/2020	1603	TICK OF APPROVAL PTY LTD	Installation of Security Screens HDVG Storerooms and Certifications for Buildings	4,180.00
1037.75-01	02/04/2020	75	MCMINNS LAGOON RESERVE ASSOCIATION	4th Quarter Operational and R&M Payment	4,178.63
1043.1099-01	23/04/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Clean Out - Various Locations Litchfield Council Area	3,971.00
1046.926-01	30/04/2020	926	JACANA ENERGY	March 2020 - Electricity for HDWTS, HSWTS, BSWTS and LC	3,967.76
1037.525-01	02/04/2020	525	ACTIVE TREE SERVICES	Prune all Mahogany Trees on Elizabeth Valley Road	3,687.91
1046.690-01	30/04/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT)	Repair Corroded Fittings on Sprayer Unit	3,492.65
1046.1237-01	30/04/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	3,462.79
1039.1237-01	09/04/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	3,315.78
1039.1766-01	09/04/2020	1766	RED GUM PERFORMANCE GROUP PTY LTD	Compliance Officer Training Regulatory Services Staff	3,272.50
1046.1502-01	30/04/2020	1502	NEWS CORP AUSTRALIA	Position Advertising for Asset Management Officer and Manager Operations	3,268.00
1043.229-01	23/04/2020	229	RENTOKIL INITIAL & PEST CONTROL	Install and Supply of Anti-Bacterial Workstations	3,119.05
1039.1088-01	09/04/2020	1088	TALENT PROPELLER	Position Advertising for Asset Management Officer and Manager Operations	3,080.00
1039.1776-01	09/04/2020	1776	BOLINDA PUBLISHING PTY LTD	Assorted Books for Taminmin Library Content	3,017.64
1043.1237-01	23/04/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	2,939.69
1039.1581-01	09/04/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Employee Vehicles WE: 08 April 2020	2,850.37
1043.1581-01	23/04/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice Employees Vehicles WE: 22 April 2020	2,850.37
1046.28-01	30/04/2020	28	RURAL FIRE PROTECTION	Supply & Install Emergency Lights Litchfield Council Offices	2,786.30



Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1039.1064-01	09/04/2020	1064	MRS C M SIMPSON	March 2020 - Deputy Mayor Allowance	2,762.49
1040.1792-01	09/04/2020	1792	JOHN DAY (BRETT WHELAN FAMILY TRUST	Removal of Old Solar Hot Water Tank and Install New	2,699.60
1039.414-01	09/04/2020	414	TOTAL EXCAVATIONS	Drain Clean Out - Various Locations Litchfield Council Area	2,637.80
1039.132-01	09/04/2020	132	AIRPOWER NT PTY LTD	Call Out - 50 HR service - Mower CD89YA	2,611.76
1037.770-01	02/04/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff, Asset Officer WE: 22 March 2020	2,585.75
1047.144-01	30/04/2020	144	ORIGIN	LPG delivery to Thorak Cemetery WE 09 April 2020	2,544.34
1039.1638-01	09/04/2020	1638	STRUCTUAL ENGINEERING CONSULTANTS	Structural Design and Certification of Extension	2,530.00
1043.414-01	23/04/2020	414	TOTAL EXCAVATIONS	Deepening of Drain for Water Run off Livingston Rd	2,481.60
1043.462-01	23/04/2020	462	ADVANCED WEIGHING TECHNOLOGY NT	HDWTS Weigh Bridge Re-Calibration	2,458.50
1039.1099-01	09/04/2020	1099	DAVE'S MINI DIGGA HIRE	Lowther Rd Works, Inclusive of Traffic Control	2,290.75
1039.268-01	09/04/2020	268	BYRNE CONSULTANTS	Vetting of Tender Documentation	2,195.61
1047.1788-01	30/04/2020	1788	TOP END SECURITY	Labour - Installation of Supplied Cameras at Thorak cemetery	2,139.83
1043.87-01	23/04/2020	87	TOP END LINEMARKERS PTY LTD	Line Marking of Resealed Rd, Litchfield Council Area	2,119.50
1037.187-01	02/04/2020	187	NORSIGN	Multi Directional 4m Sight Boards and Obstruction Signs	2,067.78
1043.1646-01	23/04/2020	1646	TROPPO GARDENS	Bulk Purchase Trees, Soil and Fertiliser	2,035.00
1039.1068-01	09/04/2020	1068	MR D S BARDEN	March 2020 - Councillor Allowances	2,000.16
1043.14-01	23/04/2020	14	AUSTRALIA POST	Priority Paid Stamps	1,993.43
1038.144-01	02/04/2020	144	ORIGIN	LPG Delivery for Thorak Cemetery WE: 13 April 2020	1,990.70
1043.690-01	23/04/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT)	Replace Radiator on Crew Truck CA73KN	1,985.16
1046.1324-01	30/04/2020	1324	JKW LAW PRACTICE PTY LTD	Review Proposed Telstra Lease	1,963.50
1041.690-01	16/04/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT)	Repair HSWTS Backhoe Fuel Blockage	1,895.71
1037.1431-01	02/04/2020	1431	TRANSFORM ELECTRICAL	Replace and Install Ceiling Fan and Lights	1,854.00
1042.144-01	16/04/2020	144	ORIGIN	Thorak Cemetery LPG Delivery WE: 26 March 2020	1,746.32
1039.498-01	09/04/2020	498	MR M I G SALTER	March 2020 - Councillor Allowances	1,720.16
1037.1703-01	02/04/2020	1703	PH CREATIVE	2020-2021 Municipal Plan Writing	1,716.00
1039.1047-01	09/04/2020	1047	REMOTE AREA TREE SERVICES PTY LTD	Removal of 4 Dead Trees Including Stump Grinding	1,672.00
1039.1141-01	09/04/2020	1141	NORTHERN GROUND MAINTENANCE	March 2020 - Grounds Maintenance KLRR	1,595.00
1043.1329-01	23/04/2020	1329	ARAFURA TRAFFIC CONTROL	Traffic Controllers for Whitewood Rd Maintenance Works	1,589.50
1043.1088-01	23/04/2020	1088	TALENT PROPELLER	Advertising of Supervisor of Cemetery & Parks	1,573.00
1043.1471-01	23/04/2020	1471	RICOH AUSTRALIA PTY LTD	April 2020 - Rental charges Taminmin Photocopier	1,512.85

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1038.1695-01	02/04/2020	1695	MICHAEL RILEY - FULL MOBILE MECHANIC	Replace Steering and Steering Cylinder Hoses	1,492.27
1038.220-01	02/04/2020	220	THE BIG MOWER	Loop Handle Replacement Brush Cutter	1,460.00
1039.1063-01	09/04/2020	1063	MRS K J SAYERS-HUNT	March 2020 - Councillor Allowances	1,459.28
1047.926-01	30/04/2020	926	JACANA ENERGY	March 2020 - Electricity for Thorak Cemetery	1,455.14
1046.806-01	30/04/2020	806	ZIPPY CLEANING & MAINTENANCE SERVIC	April 2020 - Cleaning of Litchfield Council Offices	1,426.23
1039.1180-01	09/04/2020	1180	MATRIX ON BOARD TRAINING PTY LTD	Facilitator - FPSRR Governance Arrangement	1,424.50
1043.820-01	23/04/2020	820	CONSOLIDATED BEARING COMPANY (CBC)	Industrial Belt for Gates	1,352.60
1039.1023-01	09/04/2020	1023	AUSLINE ENGINEERING	Fabricate Slasher Skids and Straighten Head Plates	1,325.50
1046.111-01	30/04/2020	111	STICKERS AND STUFF	School Education Visits Crayon Keepers	1,245.00
1039.1211-01	09/04/2020	1211	MR G S MAYO	Pound Clean & Feeding Impounded Dogs in Shelter on Weekends	1,220.00
1041.187-01	16/04/2020	187	NORSIGN	Replacement SMO Posts	1,200.65
1039.565-01	09/04/2020	565	CURBY'S (NT) PTY LTD	Staff ID Cards for Safety and Security Purposes	1,182.50
1037.31-01	02/04/2020	31	TOP END SIGN SALES	Signs for Reserve Closures	1,155.00
1037.384-01	02/04/2020	384	MS C VERNON	March 2020 - Consultancy Services for Authority	1,144.00
1041.1564-01	16/04/2020	1564	FOURIER TECHNOLOGIES PTY LTD	Cellular Wireless Router and Hardware	1,086.36
1046.1137-01	30/04/2020	1137	ALLAN KING & SONS CONSTRUCTION PTY	Carry Out Repairs from Water Damage - Walker Rd	1,083.50
1038.941-01	02/04/2020	941	EVERLON BRONZE	Plaque for Cemetery Customers on Request	1,063.70
1038.676-01	02/04/2020	676	FINAL TOUCH AUSTRALIA	Plaque for Cemetery Customers on Request	1,059.32
1046.78-01	30/04/2020	78	POWER & WATER CORPORATION	March 2020 - Water HSWTS and HDWTS	1,031.29
1046.1758-01	30/04/2020	1758	RAECO (CEI PTY LTD)	Assorted End Processing Needs for Taminmin to Enable Library Online Services	970.83
1039.1002-01	09/04/2020	1002	ROOFCLAD CONSTRUCTIONS	Detect Roof Leaks and Repairs	825.00
1040.508-01	09/04/2020	508	EASA	Mindfulness & Managing Stress Workshop	820.22
1041.1180-01	16/04/2020	1180	MATRIX ON BOARD TRAINING PTY LTD	Facilitator - FPSRR Governance Arrangement	814.00
1046.1180-01	30/04/2020	1180	MATRIX ON BOARD TRAINING PTY LTD	Facilitator - FPSRR Governance Arrangement	814.00
1039.51-01	09/04/2020	51	SOUTHERN CROSS PROTECTION PTY LTD	March 2020 - Night Patrol Service - Litchfield Council and HDWTS	768.32
1046.132-01	30/04/2020	132	AIRPOWER NT PTY LTD	Assorted Mower Deck Jockey Wheel Parts	743.56
1038.28-01	02/04/2020	28	RURAL FIRE PROTECTION	Fire Reels Service and Fire Extinguishers	731.50
1042.941-01	16/04/2020	941	EVERLON BRONZE	Plaques for Customers for Cemetery	730.18
1043.1774-01	23/04/2020	1774	OKESIGNS (HUMBUG FISHING)	Library Signage for Shelves - Categories of Books and Titles	726.00
1046.1384-01	30/04/2020	1384	PIA (PLANNING INSTITUTE AUSTRALIA)	Course - Planning for Flood Risk Management	710.00

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1037.90-01	02/04/2020	90	INDUSTRIAL POWER SWEEPING	Road Sweeping of the Intersection at Dichondra Rd	687.50
1041.1471-01	16/04/2020	1471	RICOH AUSTRALIA PTY LTD	April 2020 - Photocopier Rental Charges for Corporate and Works Area Printers	676.91
1047.941-01	30/04/2020	941	EVERLON BRONZE	Plaque for Cemetery Customers on Request	669.90
1043.1714-01	23/04/2020	1714	FLEETCHOICE	Salary Sacrifice Employees Vehicles WE: 01 April 2020	667.60
1039.453-01	09/04/2020	453	PRECISION ENGRAVING	COTY trophies	660.00
1044.849-01	23/04/2020	849	WEX AUSTRALIA (PUMA CARD)	March 2020 - Thorak Cemetery Fuel Account	632.46
1043.205-01	23/04/2020	205	SAFEWAY TEST & TAG (DAVID MILNER)	Test and Tag all Library Fire Safety Equipment	631.95
1046.1181-01	30/04/2020	1181	ODD JOB BOB	Materials and Installation of New Signage	626.73
1037.1779-01	02/04/2020	1779	IBM AUSTRALIA LIMITED	1.2TB HDD for IBM Server	623.58
1046.39-01	30/04/2020	39	DANISAM PTY LTD	Cable Location - Corner Cherry and Collett Streets	610.50
1043.1798-01	23/04/2020	1798	COOL ROOF RESTORATION	Install 3 Whirlybirds in Workshop Roof at New MWF Shed	605.00
1043.187-01	23/04/2020	187	NORSIGN	Replacement Signs for Various Locations Litchfield Council Area	573.38
1037.129-01	02/04/2020	129	VANDERFIELD PTY LTD	Replacement Air Filters for MWF Vehicles	573.35
1039.1329-01	09/04/2020	1329	ARAFURA TRAFFIC CONTROL	Traffic Control for After Hours Accident and Emergency Incident	572.00
1039.1714-01	09/04/2020	1714	FLEETCHOICE	Salary Sacrifice Employee Vehicle WE: 08 April 2020	559.33
1043.1776-01	23/04/2020	1776	BOLINDA PUBLISHING PTY LTD	Assorted Large Books and Audio Books for Taminmin Library Content	539.46
1039.1113-01	09/04/2020	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Design / Layout - Litchfield Council Advocacy Strategy	539.00
1039.98-01	09/04/2020	98	ALL RURAL MECHANICAL	Service Managers WTS Utility on Site HDWTS	532.45
1039.28-01	09/04/2020	28	RURAL FIRE PROTECTION	Test and Tag Fire Equipment for HPRR	509.30
1038.849-01	02/04/2020	849	WEX AUSTRALIA (PUMA CARD)	Feb 2020 - Thorak Cemetery Fuel Account	501.34
1046.1274-01	30/04/2020	1274	GRACE RECORD MANAGEMENT (AUSTRALIA)	April 2020 - Monthly Storage for Archived Documents and Shredding Bins	483.56
1039.78-01	09/04/2020	78	POWER & WATER CORPORATION	March Water Bill for "A" Bees Creek Site, No Longer Utilised	475.00
1043.1800-01	23/04/2020	1800	Z FURNITURE (ARAFURA Marketing PTY	Chair Trolley - Deposit Required Prior to Dispatch	475.00
1037.1776-01	02/04/2020	1776	BOLINDA PUBLISHING PTY LTD	Assorted Large Books and Audio Books for Taminmin Library Content	474.94
1037.1035-01	02/04/2020	1035	AUSTRALIA WIDE TAXATION & PAYROLL	Payroll and Taxation Training for Assistant Accountant	474.00
1039.267-01	09/04/2020	267	K & J BURNS ELECTRICAL & REFRIGERAT	Electrical Repairs to Storage Shed at HPRR	466.50
1047.455-01	30/04/2020	455	MINI-TANKERS AUSTRALIA PTY LTD	March 2020 - Fuel Delivered to Site for Thorak Equipment	460.75
1038.1412-01	02/04/2020	1412	HAPPIER ENDINGS	Transportation of Deceased to Thorak Cemetery	450.00
<b>Total:</b>					<b>1,767,540.46</b>



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 May 2020

### **15 Officers Reports**

- 15.1 May 2020 Summary Planning and Development Report
- 15.2 CEO Monthly Report
- 15.3 DRAFT FIN01 Asset Disposal Policy
- 15.4 DRAFT FIN08 Risk Management Policy
- 15.5 SCALE Funding
- 15.6 PA2020-0135 Development Application For Subdivision to Create 33 Lots at 176A and 176B Bees Creek Road



# COUNCIL REPORT

<b>Agenda Item Number:</b>	15.01
<b>Report Title:</b>	May 2020 Summary Planning and Development Report
<b>Recommending Officer:</b>	Nadine Nilon, Director Infrastructure & Operations
<b>Author:</b>	Wendy Smith, Manager Planning & Development
<b>Meeting Date:</b>	20/05/2020
<b>Attachments:</b>	A: Letter of Comment on PA2020/0083 B: Letter of Comment on PA2020/0094 C: Letter of Comment on Crown Land Occupation Licence Ref 2020/3001 D: Letter of Comment on Liquor Licence Ref 2020/9005

## Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 31 March 2020 to 2 May 2019.

The following is a summary of all planning and development applications received and comments provided during the noted period.

Type of Application	No. Applications
Development Applications	2
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	1
Water Licence Applications	0

Letters of comment for the noted applications are provided for information in the attachments to this report.

## Recommendation

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.

## 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.

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

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

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

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

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2020/0083  Section 5351 (318) Power Road and Section 3197 (86) Kareela Drive, Girraween, Hundred of Strangways  Attachment A	Subdivision to Create Two Lots (Boundary Realignment)  The application proposes to realign the boundary between the two lots, creating on parcel of 7.7Ha and one parcel of 16Ha, both of which meet the minimum lot size in the subject zone of 2Ha. Both sites have existing driveway accesses that will be maintained and there are no concerns over stormwater drainage or amenity of the surrounding neighbourhood.

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

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

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Specific Issues to be Addressed</b>
PA2020/0094  Portion 2282 (140) Wallaby Holtze Road, Holtze, Hundred of Bagot	Independent Unit Exceeding 80m <sup>2</sup> in Floor Area  The application proposes to relocate an existing 114m <sup>2</sup> former RAAF house to the	Support is given as the unit is an existing structure, whose amenity can be considered to preserve historical tropical design. However, the structure is of such a nature as for it to be impossible to

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Specific Issues to be Addressed</b>
Attachment B	site as an independent unit in addition to the existing dwelling on the site.	<p>reduce the size to be under the maximum 80m<sup>2</sup> area standard.</p> <p>There are concerns about the presence of other demountable/transportable structures on the site and assurance is sought that the proposed unit will be the only independent unit on the subject site. Further, given the depth of the table drain between the sealed road and the subject site, there are concerns over how the independent unit will be transferred onto the site. Transfer across Council's table drain must be with Council's consent and to Council's specifications.</p>

### **MINING APPLICATIONS**

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

### **SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS**

The table below describes the new applications for Sale of Crown Land to which Council has responded during the noted period.

<b>Address and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Comments Provided</b>
<p>2020/3001</p> <p>Section 1816 (675) Channel Island Road, Weddell, Hundred of Ayers</p> <p>Attachment C</p>	<p>Occupational Licence for the Purpose of Marine and Onshore Surveys</p> <p>The application is for the proposed Australia-ASEAN Power Link (AAPL). The AAPL is an energy project with three main components: a solar farm/energy storage facility located near Tennant Creek; an overhead high voltage direct current (HVDC) transmission line (OHTL) from the solar farm to Darwin, and HVDC subsea cables from Darwin to</p>	<p>The application is supported.</p> <p>However, it is unclear how access will be gained to the site. There is an unformed road reserve from Channel Island Road to the lot adjacent the subject lot proposed for the Crown land occupation licence, but not to the subject lot itself.</p> <p>Further information is required on how the site will be accessed, and if access is required from a Council road, agreement is to be reached on the appropriate standard of that access.</p>

Address and Attachment Reference	Purpose and Summary	Comments Provided
	Singapore. This application is for an occupation licence over a section of Crown land to assess the suitability of the location for a land-sea joint station on an adjacent block and the HVDC submarine cable route between Darwin and Singapore.	

**LIQUOR LICENCE APPLICATIONS**

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Comments Provided
2020/9005  Section 5467 (20) Bees Creek Road, Fred's Pass, Hundred of Strangways  Attachment D	Liquor Licence Special Event Authority Licence for Weekend Carnivals – NT Polocrosse  NT Polocrosse has applied for a licence to allow service of alcohol at Lakeview Hall on Fred's Pass Reserve at the following dates and times.	Council supported the application and noted support for recent investigations regarding the consumption of alcohol and limiting the harmful use of alcohol in the community.



Application Number, Address, and Attachment Reference	Purpose and Summary	Comments Provided
	<p>Friday 1st May 2020, Start time 1800 hours to 2330 hours  Friday 8th May 2020, Start time 1800 hours to 2330 hours  Friday 22nd May 2020, Start time 1800 hours to 2330 hours.  Friday 12<sup>th</sup> June 2020, Start time 1800 hours to 2330 hours.  Friday 19th June 2020, Start time 1800 hours to 2330 hours.  Friday 10th July 2020, Start time 1800 hours to 2330 hours.  Friday 17th July 2020, Start time 1800 hours to 2330 hours.  Friday 31st July 2020, Start time 1800 hours to 2330 hours.  Friday 14th August 2020, Start time 1800 hours to 2330 Hours.  Friday 28th August 2020, Start time 1800 hours to 2330 Hours.</p> <p>Saturday 2nd May 2020, Start time 1200 hours to 2330 hours.  Saturday 9th May 2020, Start time 1200 hours to 2330 hours.  Saturday 23th May 2020, Start time 1200 hours to 2330 hours.  Saturday 12th June 2020, Start time 1200 hours to 2330 hours.  Saturday 20th June 2020, Start time 1200 hours to 2330 hours.  Saturday 11th July 2020, Start time 1200 hours to 2330 hours.  Saturday 18th July 2020, Start time 1200 hours to 2330 hours.  Saturday 1st August 2020, Start time 1200 hours to 2330 hours.  Saturday 15th August 2020, Start time 1200 hours to 2330 hours.  Saturday 29th August 2020, Start time 1200 hours to 2330 hours.</p> <p>Sunday 3rd May 2020, Start time 1200 hours to 2330 hours.  Sunday 10th May 2020, Start time 1200 hours to 2330 hours.  Sunday 24th May 2020, Start time 1200 hours to 2330 hours.  Sunday 14th June 2020, Start time 1200 hours to 2330 hours.  Sunday 21<sup>st</sup> June 2020, Start time 1200 hours to 2330 hours.  Sunday 12th July 2020, Start time 1200 hours to 2330 hours.  Sunday 19th July 2020, Start time 1200 hours to 2330 hours.  Sunday 2nd August 2020, Start time 1200 hours to 2330 Hours.  Sunday 16th August 2020, Start time 1200 hours to 2330 Hours.  Sunday 30th August 2020, Start time 1200 hours to 2330 Hours.</p>	

### **WATER LICENCE APPLICATIONS**

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

#### **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



30 March 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0083**  
**Section 5351 (318) Power Road and Section 3197 (86) Kareela Drive,**  
**Girraween, Hundred of Strangways**  
**Subdivision to Create Two Lots (Boundary Realignment)**

Thank you for the Development Application referred to this office on 27/03/2020, 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 application provides for lot sizes in accordance with the NT Planning Scheme, with minimisation of any potential effects on environmental features.
- b) There are not expected to be any adverse effects upon the amenity of the adjoining neighbourhood as a result of the proposal.
- c) There are not expected to be any adverse effects upon Council infrastructure as a result of the proposal.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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.

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



17 April 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0094  
Portion 2282 (140) Wallaby Holtze Road, Holtze, Hundred of Bagot  
Independent Unit Exceeding 80m<sup>2</sup> in Floor Area**

Thank you for the Development Application referred to this office on 03/04/2020, 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 proposed independent unit is an existing elevated home that will be transferred to the site. The structure is 34m<sup>2</sup> over the minimum area permitted without a Development Permit.

The proposed additional unit is an existing structure, whose amenity can be considered to preserve historical tropical design. However, the structure is of such a nature as for it to be impossible to reduce the size to be under the maximum 80m<sup>2</sup> area standard.

- b) There is not expected to be any effect upon Council's infrastructure as a result of the proposal.

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

- a) A site visit by Council during the public exhibition period revealed the presence of four demountable structures on the site, two of which were configured and appeared to be utilised in a manner similar to that of independent units on other sites in the rural area. Council's support for the proposed new independent unit on the site is predicated on Development Assessment Services confirming that the proposed new unit will be the only independent unit on the site.
- b) Through the site visit and aerial photos, it also appears that the existing dwelling on the site is approximately 15m from the western site boundary, rather than the 30m noted on the plans provided with the application. It is recommended that, should the

application be approved, amended plans be provided showing accurate dimensions from existing structures to the property boundaries.

- c) Transfer of the independent unit onto the subject site may only occur through the approved driveway crossover to the site from Wallaby Holtze Road. The table drains adjacent the road carriageway in this location are very deep and steep and it would not be suitable to transport the new house onto the site across any portion of Council land except through the approved driveway crossover.

**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) Access to the subject site, including for installation of the new independent unit, shall be only from Council's existing driveway crossover to the site. The owner will be required to repair any damage to Council's existing driveway crossover that occurs as a result of transfer of the independent unit onto the subject site.
- b) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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



27 April 2020

Dawn Parkes  
A/Senior Manager Land Transactions  
Department of Infrastructure, Planning and Logistics  
GPO Box 1680  
Darwin NT 0801

**RE: Letter of Comment Occupational Licence Application**

**2020/3001  
Section 1816 (675) Channel Island Road, Weddell, Hundred of Ayers  
Occupational Licence for the Purpose of Marine and Onshore Surveys**

Thank you for the Occupational Licence Application referred to this office on 27/04/2020, 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 an Occupational Licence for the following reasons:**

- a) Council supports appropriate economic development in the Northern Territory and adherence to appropriate environmental assessments to support that development.
- b) There do not appear to be any negative effects upon the amenity of the surrounding area as a result of the proposal.

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

- It is unclear how access to the site will be gained, either directly to Section 1816 or across Section 1891 to Section 1816. There is a road reserve from Channel Island Road to Section 1891, but this road reserve does not extend to Section 1816. Further, there is no formal road or access located within the road reserve.

Access from Channel Island Road directly into a private property is under the control of the NT Government; however, access from Council's road reserve is under the control of Council.

Further information is requested on the proposed access for the site and how the access will suitably meet Council requirements, should access be proposed from the Council road reserve, prior to issuing an Occupation Licence for the site.

**Should the application be approved, the following comments are requested to be provided to the applicant:**

- A *Works Permit* is required from Litchfield Council before commencement of any work or activity within a Council road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network. Litchfield Council's current Fees and Charges apply to Works Permits and inspections required as part of those permits. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).

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 Development





28 April 2020

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

**RE: Application for a Special Event Authority Liquor Licence**

**2020/9005**

**Section 5467 20 Bees Creek Road FRED'S PASS, Hundred of Strangways  
Liquor Licence Special Event Authority Licence for Weekend Carnivals**

Thank you for the Special Event Authority Liquor Licence application referred to this office on 27/04/2020, regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

In this instance, a special event authority liquor licence for NT Polocrosse weekend events is supported by Litchfield Council.

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

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

Yours faithfully

Wendy Smith  
Manager Planning and Development



# COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.2
<b>Report Title:</b>	CEO's Monthly Report
<b>Author &amp; Recommending Officer:</b>	Daniel Fletcher, Chief Executive Officer
<b>Meeting Date:</b>	20/05/2020
<b>Attachments:</b>	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 receives and notes the Chief Executive Officer's monthly report for April 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 APRIL 2020

### People

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Nil			

#### External Appointments

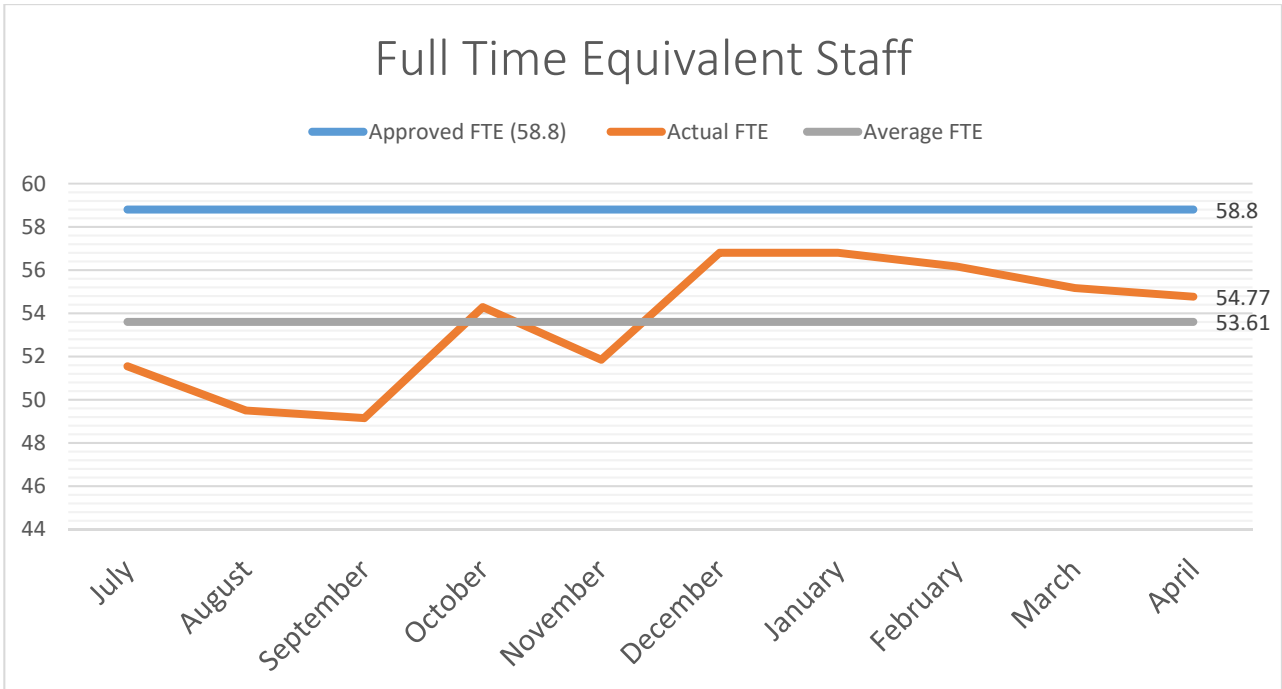
Position	Department	Commenced	Permanent/Temporary
Nil			

#### Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
Nil			

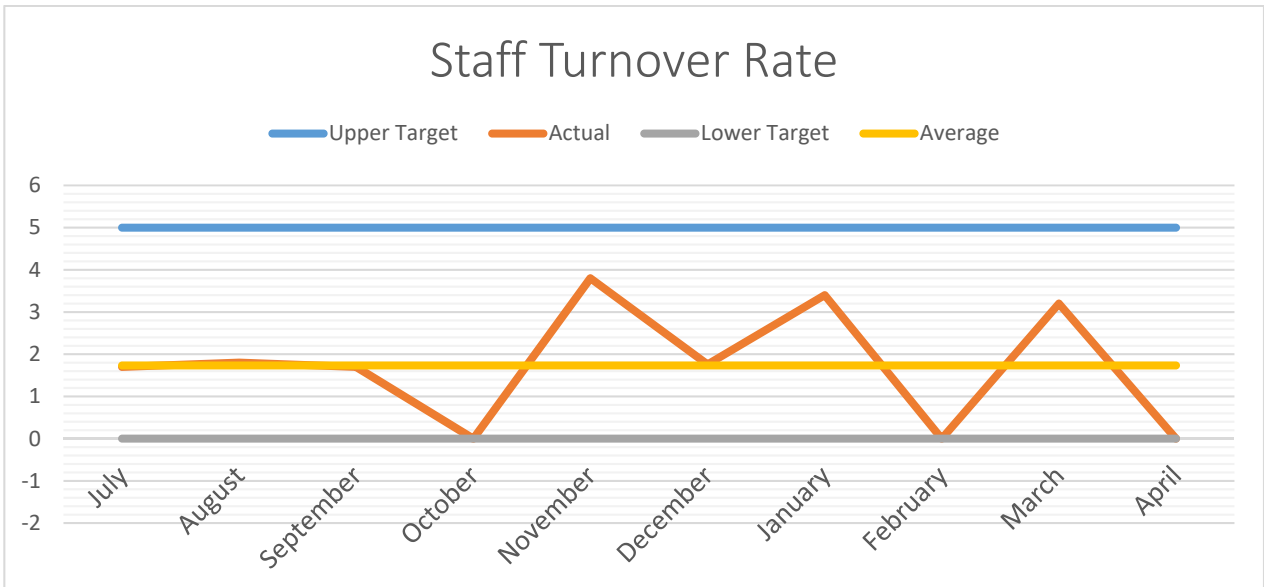
	Approved	Actual	Difference
<b>Full Time Equivalent</b>	50.5*	45.37	-5.13
<b>Part-time</b>	0.5	3.4	2.9
<b>Contract</b>	7.8	6	-1.80
<b>Total</b>	58.8	54.77	-3.63

\*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)

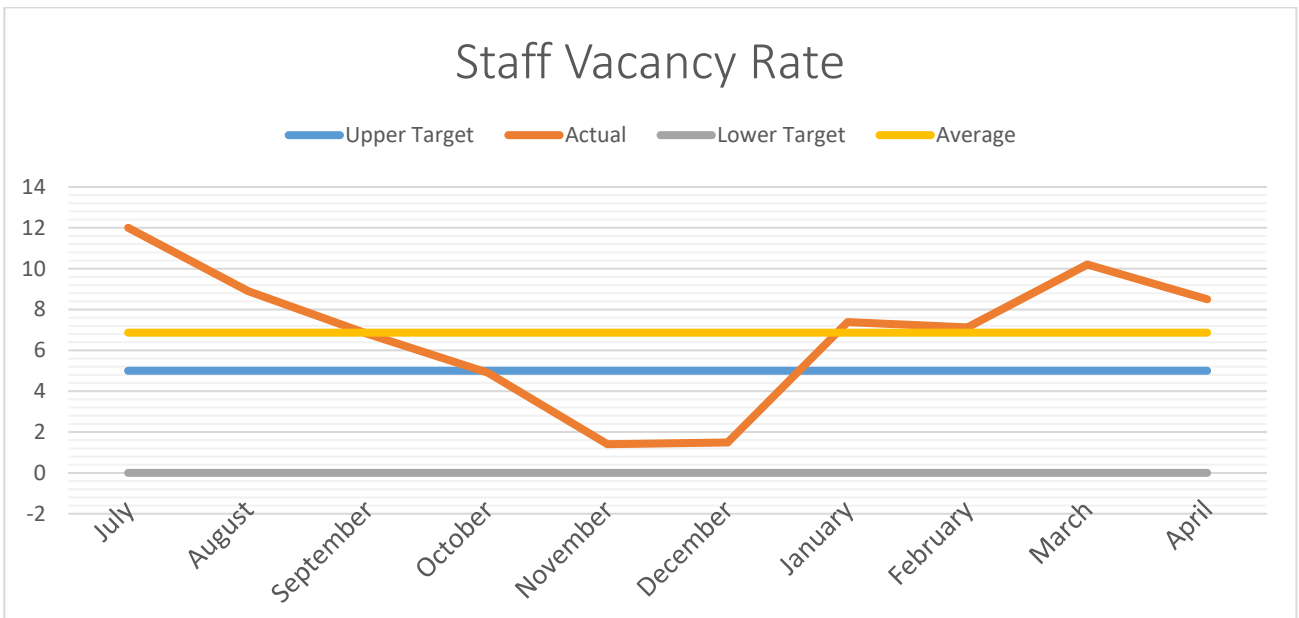


Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	Average
1.7%	1.8%	1.7%	0%	3.8%	1.76%	3.4%	0%	3.2%	0%	1.74%

Target Average: Between 2% - 5%

**Staff Vacancy Rate:**

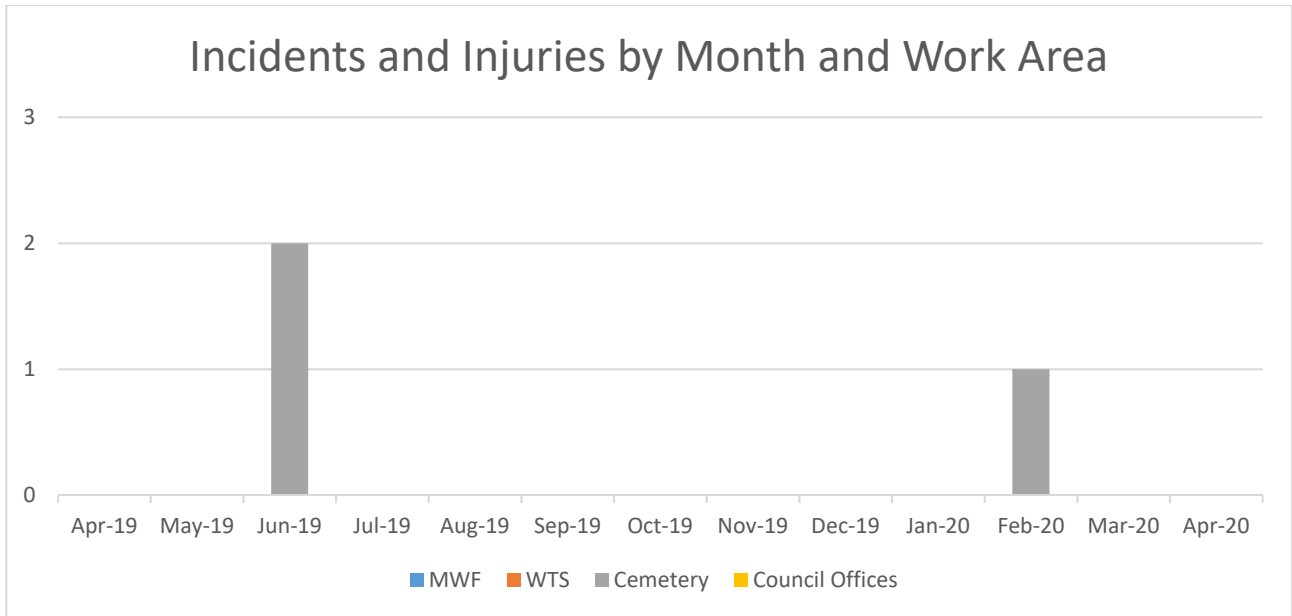
The number of vacant positions during the reporting period.  
 (Vacant positions, divided by total FTE, multiplied by 100)



Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Average
11.50%	12%	8.90%	6.80%	4.90%	1.40%	1.49%	7.12%	10.2%	8.5%	6.87%

Target: 0% - 5%

Workplace Health and Safety



Zero workplace incidents were recorded during April 2020.

# Finance

## RELEVANT MEASURES OF FINANCIAL SUSTAINABILITY

Indicator	Previous Actual	Current Budget	Previous Month	Current Month	Target	Forecast				
	18/19	19/20	Mar-20	Apr-20		20/21	21/22	22/23	23/24	24/25
Operating Surplus Ratio	-50.2%	-51.5%	-30%	-48%	0-10%	-49.7%	-47.9%	-44.8%	-42.2%	-39.1%
Net Financial Liabilities Ratio	-128.6%	-88.6%	-179%	-168%	<60%	-81.4%	-74.5%	-69.9%	-67.0%	-65.6%
Asset Sustainability Ratio	17.9%	52%	30%	27%	>60%**	94%*	94%*	85%*	35%	35%
Current Ratio	10.3:1	5.9:1	13.92:1	13.60:1	>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%	27%	25%	<15%**	11.5%	11.2%	10.8%	10.4%	10.1%
Own Source Revenue Coverage Ratio	48.4%	48%	70%	62%	>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%





<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	DRAFT FIN01 Asset Disposal Policy
<b>Author:</b>	David Jan, Governance and Risk Advisor
<b>Recommending Officer:</b>	Silke Maynard, Director Community & Corporate Services
<b>Meeting Date:</b>	20/05/2020
<b>Attachments:</b>	A: DRAFT FIN01 Asset Disposal Policy

## Executive Summary

FIN01 Asset Disposal policy was last adopted by Council on December 2017. Attachment A provides an updated draft proposing the removal of:

- the ability to dispose of assets directly to Council Officers; and
- references to specific sections of the Local Government Act.

Following endorsement by the Risk Management and Audit Committee at its 5 May 2020 meeting, the policy is presented to Council for adoption.

## Recommendation

THAT Council adopt DRAFT FIN01 Asset Disposal policy.

## Background

The Local Government Act identifies that the role of the CEO is to “ensure that the Council’s assets and resources are properly managed and maintained”. FIN01 Asset Disposal policy forms part of Council’s internal controls that contribute to transparency and good governance.

Two edits have been made to the policy:

1. Removal of direct sale to Council Officers will remove any opportunity for misconduct; and
2. Removal of references to specific sections of the Local Government Act will ensure a smooth transition once the updated Act comes into effect in July 2021.

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

Policy is consistent with the Local Government Act.

## Risks



## Community Engagement

Council policies are available on the Council website for public download.



Name	FIN01 Asset Disposal
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	[Approval Date]
Review Date	[Review Date]

### 1. Purpose

This policy governs the disposal of Litchfield Council assets including the disposal of land.

The purpose of this policy is to provide unambiguous and transparent direction for the disposal of assets to:

- Promote fair and effective competition to the greatest possible extent;
- Consider any potential benefit to the community;
- Ensure best value for money is achieved; and
- Ensure the same accountability for disposal of assets that of purchasing assets.

### 2. Scope

This policy applies to the disposal of all Council assets

### 3. Definitions

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

Term	Definition
Asset	An asset is a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to the entity for more than 12 months. Assets include tangible items like property, plant and equipment and intangible assets like software.
Useful life	The useful life of an asset is the period over which an asset is expected to be available for use by Council.
Depreciable amount	The depreciable amount is the cost of an asset, or fair value less its residual value.
Residual value	The residual value is the estimated amount that Council would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**4. Policy Statement****4.1. Principles**

This policy follows the accounting treatment set out in AASB140 (Investment Property) and AASB116 (Property, Plant & Equipment), as well as other legislative requirements. Asset de-recognition occurs on disposal or when no future economic benefit is expected from an asset.

**4.2. Reasons for Disposal**

The following practices of disposal are approved by Council:

- Open tender
- Disposal due to renewal
- Quotation sought by officers for external party to sell on behalf of council
- Selected tender
- ~~Direct sale to Council officers~~
- Other means directed by council

The following items should be considered selecting the method of disposal:

- Potential to obtain best price;
- Number of known potential purchasers;
- Current and possible preferred future use of the asset;
- Opportunity to promote local economic growth and development;
- Total estimated value of the sale;
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of the sale;
- Compliance with statutory and other obligations.

**4.3. Approval for Disposal**

Council has delegated authority for disposal of assets, except the sale of land, under [section 32](#) of the *Local Government Act* to the Chief Executive Officer as documented in the delegation manual.

Approval of disposal of assets shall be sought in line with the delegation manual in writing and should include the following information as a minimum:

- Identification of asset (linkage to financial asset register)
- Reason for disposal
- Method of disposal

- Timeframe of disposal
- Application of proceeds

Property which has been purchased, or the purchase of which has been contributed to, by a funding source, may not be disposed of unless the terms of the funding agreement have been met. This includes any requirement to gain approval from the funding body to dispose of property.

#### **4.4. Proceeds from Sale of Assets**

Proceeds from the sale of assets should be applied to a particular purpose:

- Reduction of any debt associated with the asset acquisition or upgrade since the original purchase or construction
- Offset of cost of replacement assets required for operations arising from the asset sale
- Specific Reserve Fund
- Other specific purpose as determined by Council resolution

#### **4.5. Financial Recognition of Disposal**

When an asset is sold and its selling price varies from the carrying amount in Council's balance sheet, a gain or loss on disposal will be recognised directly to the Income Statement in accordance with AASB 140 or AASB 116 respectively.

If an asset is derecognised before it has been fully depreciated, the carrying amount represents a loss on disposal and will be expensed.

Where an asset disposed of has been subject to revaluation, the net increment in the asset revaluation reserve relating to the disposed asset will be transferred to Accumulated Surplus. The amount transferred must not exceed the balance of the asset revaluation.

Partial disposal of an asset is recognised if a partial renewal/replacement has taken place and the carrying value of that disposed part in regards to AASB 116 can be identified.

Alternatively, if the fair value of the replaced part cannot be identified, the cost of the replacement is added in the carrying amount of the asset and the fair value shall be reassessed at revaluation.

### **5. Associated Documents**

Litchfield Council Financial Policies and Procedures

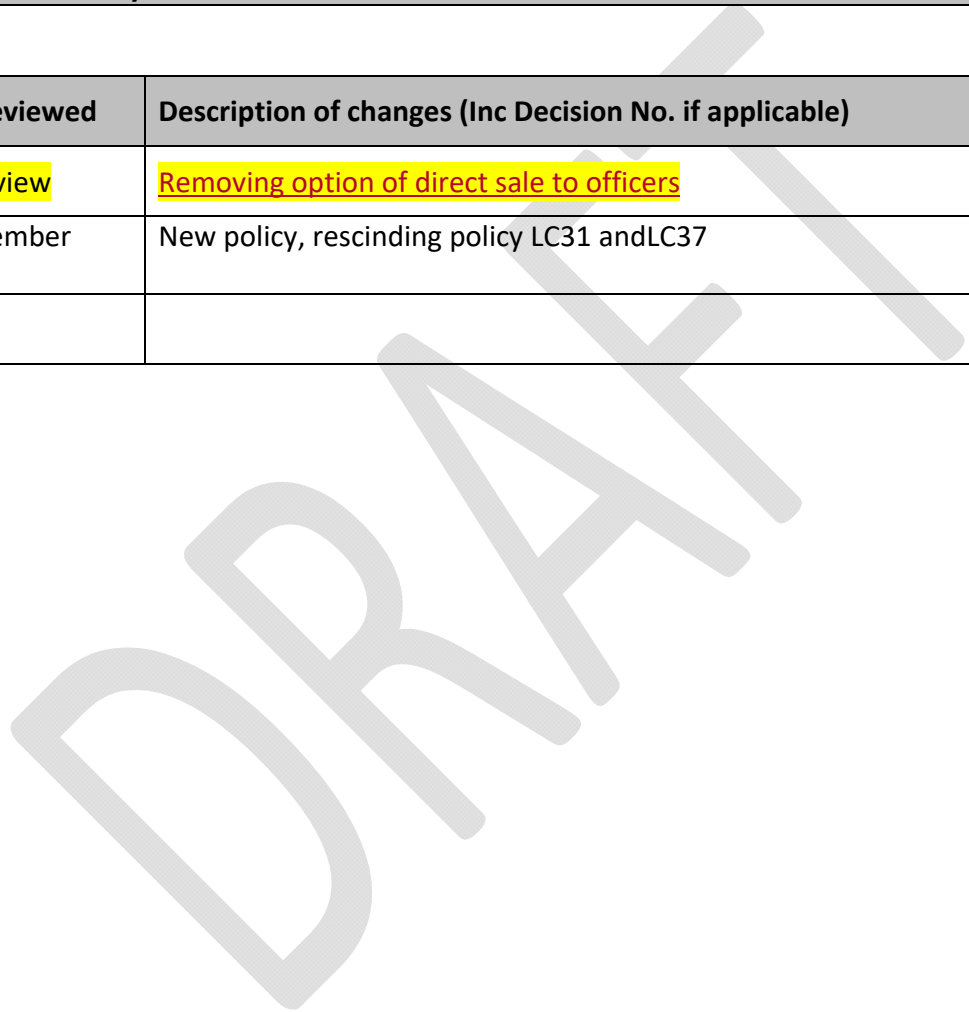
Litchfield Delegation Manual

### **6. References and Legislation**

Northern Territory Local Government Act  
 Northern Territory Local Government (Administration) Regulations  
 Northern Territory Local Government (Accounting) Regulations  
 Australian Accounting Standards  
 Ministerial Guidelines

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
This Review	Removing option of direct sale to officers
13 December 2017	New policy, rescinding policy LC31 and LC37





# COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.4
<b>Report Title:</b>	DRAFT FIN08 Risk Management Policy
<b>Author:</b>	David Jan, Governance and Risk Advisor
<b>Recommending Officer:</b>	Silke Maynard, Director Community & Corporate Services
<b>Meeting Date:</b>	20/05/2020
<b>Attachments:</b>	A: DRAFT FIN08 Risk Management policy

## Executive Summary

This report presents DRAFT FIN08 Risk Management Policy for Council's adoption. Minor updates have been included and are highlighted in the draft policy, Attachment A.

## Recommendation

THAT Council adopt DRAFT FIN08 Risk Management Policy.

## Background

GOV01 Policy Framework requires that policies are reviewed at least every four years or once per term of Council. The current clause (4.6.1) that requires the policy to be reviewed annually is at odds with GOV01 and has been replaced with a reference to Councils internal audit plan which provides the mechanism to monitor and review internal controls as well as reference to Councils annual financial audit which also provides an annual audit of financial controls. Policies can be reviewed more frequently as required.

FIN08 was last reviewed in November 2016 prior to Council endorsement of GOV01. This Draft of the policy has been presented to the Risk Management and Audit Committee for endorsement prior to presentation to Council. The policy confirms Councils commitment to risk management.

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

FIN08 ensures a framework is in place which facilitates legislative compliance

## Risks



## Community Engagement

Council policies are available on the Council website for public download.





Name	FIN08 Risk Management
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	[Review Date]

**1. Purpose**

Risk Management is an important part of Litchfield Council’s corporate governance and covers areas such as strategic management, internal controls, business development, project management, finance, etc. It comprises procedures to mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded, legislation and council policies/rulings are complied with and financial reporting is accurate and reliable. Effective risk management in Council operations is critical in achieving its goals and objectives.

**2. Scope**

This policy applies to all Council officers and Elected Members.

**3. Definitions**

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

Risk	The effect of uncertainty on objectives.
Risk Management	A coordinated set of activities and methods that is used to direct an organisation and to control the many risks that can affect its ability to achieve objectives.

**4. Policy Statement**

Council is committed to maintaining an effective risk management environment. This policy is based on the following principles:

- Managing risks relating to the stewardship of public resources requires effective internal controls.
- Council requires a framework for an effective risk management system which conveys to managers that they are responsible for ensuring that risks are identified, controls are established, documented, maintained and adhered to across the council and to all employees that they are responsible for adhering to those controls.
- Council must ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency

**4.1. The Risk Management Process**

The process followed by Council in developing the framework shall be based on Australian/New Zealand Standard AS/NZS ISO 31000:2009.

- 4.1.1. Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.
- 4.1.2. Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.
- 4.1.3. Analyse Risks – Assess effectiveness of risks in terms of likelihood and consequence to identify the current risk level.
- 4.1.4. Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.
- 4.1.5. Treat Risks – Treat risks by one of the following methods - discontinuing activity that generates it, reducing likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.
- 4.1.6. Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.
- 4.1.7. Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The Managers monitor the effectiveness of risk treatments and report progress to the Senior Management Team and the Audit Committee at regular intervals.

**4.2 Risk Management Approach**

- 4.2.1 Council will maintain an internal control framework, which will be based upon a proactive risk management culture.
- 4.2.2 The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximising its opportunities.
- 4.2.3 It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.
- 4.2.4 Council will develop a culture that emphasises integrity, ethical values and competence.

**4.3 Roles and Responsibilities**

- 4.3.1 The Chief Executive Officer is responsible for establishing Internal Controls and associated framework, which ensures Council objectives are achieved efficiently and effectively as required by Local Government (Accounting) Regulations section 10(1). Updates on changes to the framework will be presented to the Internal Audit Committee before being presented to Council for adoption.

- 4.3.2 The Chief Executive Officer must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of internal controls and is responsible for ensuring Council employees conduct their duties in accordance with internal control policies, procedures and practices of Council.

#### **4.4 Elements of the Internal Control Framework**

The essential elements of an effective internal control framework are:

- Structure and culture of Council;
- Delegations of Authority;
- Policies and procedures;
- Trained and properly qualified staff;
- Information Technology controls;
- Review process e.g. internal audit;
- Liaison with auditors and legal advisors;
- Senior Management compliance assurance;
- Risk identification and assessment.

#### **4.5 Accounting and Policy Manual**

Section 9 of the Local Government (Accounting) Regulations prescribes that a council must maintain an accounting and policy manual.

The manual must include, or incorporate by reference, the following:

- a) an organisation chart showing the functions of the council, its committees and responsible officers;
- b) a statement of the duties and responsibilities of the CEO and responsible officers;
- c) a statement of the principal accounting policies of the council;
- d) information about the timing and content of financial management reports to the council and the CEO;
- e) a statement of the procedures the council considers necessary to facilitate the timely preparation of the council's annual financial statement;
- f) the information necessary to ensure the proper operation of any computer-based accounting system in use;
- g) details of all administrative and accounting procedures, policies and delegations of authority, including:
  - i) details of internal control procedures; and

- ii) details of personnel and financial delegations; and
- iii) a chart of accounts divided into assets, liabilities, income, expenses and council equity accounts; and
- iv) procedures relating to the receipt and banking of money, the payment of salaries and wages, the allocation of machinery operating costs to council functions, the purchase of goods and services and the granting of credit to council debtors.

**4.6 Review of Internal Controls Framework**

4.6.1 ~~This Policy will be reviewed annually~~ Council will establish an internal audit plan to review internal controls.

4.6.2 The annual audit of financial statements provides review of internal controls.

4.6.3 The Litchfield Council Accounting and Policy Manual will be reviewed at least every twelve months following the annual financial audit to ensure all controls are current and appropriate. The Chief Executive Officer will inform the Risk Management and Internal Audit Committee of each review and update on progress with action plans identified during the reviews.

**5. Associated Documents**

Litchfield Council Policies

Litchfield Council Risk Management Governance Framework

**6. References and Legislation**

Local Government Act and associated Regulations and Ministerial Guidelines

Australian/New Zealand Standard AS/NZS ISO 31000:2009

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
This Review	Remove requirement for annual review
16/11/2016	Policy amended (16/0248)
19/11/2015	Policy Adopted



<b>Agenda Item Number:</b>	15.5
<b>Report Title:</b>	SCALE Funding
<b>Author &amp; Recommending Officer:</b>	Silke Maynard, Director Community & Corporate Services
<b>Meeting Date:</b>	15/04/2020
<b>Attachments:</b>	A: letter from Gerry McCarthy on COVID 19 initiatives for council B: Draft FIN15 Public Benefit Concession for commercial ratepayers policy

## Executive Summary

The Northern Territory Government has established two funding opportunities for local councils in response to the COVID19 public health emergency. The Special Community Assistance and Local Employment (SCALE) Program worth \$7.1million across the sector and to be paid in 2019-20. Additionally, the \$6 million Council Support Package which will be assessed on application in 2020 - 21. Both funding options are linked through the Public Benefits Concession Policy for commercial ratepayers.

This report outlines the following items:

1. the SCALE funding and proposed projects;
2. the Council Support Package; and
3. introduction of the Public Benefits Concession Policy for commercial ratepayers.

## Recommendation

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.

## Background

On the 28 April 2020 Council received a letter from Gerry McCarthy, Minister for Local Government, Housing and Community Development informing Council of the initiatives announced by the Northern Territory Government to support councils in the efforts to respond to the impacts of COVID 19 (attachment A). The following list are the initiatives announced:

1. SCALE funding program contingent on council resolving to adopt the Public Benefit Concession Policy for Commercial Ratepayers as drafted by the Department for Local Government, Housing and Community Development (the Department);
2. Postponement of the *Local Government Act 2019* to take effect from July 2021;
3. Unspent and uncommitted balances of prior year grant funding to be repurposed for SCALE projects (Council has no eligible grant funding for this purpose);

4. A tender exemption granted to extend contracts with Northern Territory enterprises up to 30 June 2021;
5. Tender exemption for waste management and/or public health supplies from a Northern Territory enterprise as long as contract expires prior 30 June 2021; and
6. Council Support Package in 2020-21 for councils to apply for reimbursement of rates concessions provided to commercial ratepayers.

Following on Council received a letter of offer for **SCALE funding** to the value of \$560,700. Council has not officially been informed about the methodology for the distribution of the \$7.1 million funding amongst various councils. The funding is the redistribution of the Special Purpose Grant funding for 2019-20.

Council is only eligible to receive this funding, if it formerly adopts the **Public Benefit Concession Policy for Commercial Ratepayers** (see draft in attachment B). This policy will give all ratepayers that are not classified as residential ratepayers, have received a Confirmation of Eligibility through the Business Hardship Register (administered by Department of Trade, Business and Innovation) the option to apply for a rates waiver to the value of 3 months rates based on the 2019-20 levied rates and a deferment of rates payments to 1 January 2021. Under this policy commercial businesses operating on rural residential land will not be eligible for the funding based on the NTG criteria. Only businesses that operate on commercial/industrial land, and accordingly pay commercial/industrial rates are eligible.

At this point it is unclear, if Council will be successful in 2020-21 in claiming the cost from the **Council Support Package**. The process for eligibility for this package has not been announced, yet the Department has mentioned that eligibility will be dependent on the Council's financial ability to fund the rates concession themselves. The potential waiver of rates under the policy are approximately \$260k for the following rating categories: Horticulture/Agriculture, Commercial/Industrial and Gas Plant.

Council has worked on a list of **SCALE projects** that fit the funding guidelines and the tight delivery date of 30 September 2020. The following list gives an overview of the proposed projects:

Project	Project description	Cost	Delivery Date	Project Purpose
<b>Shared Path Plan safety program</b>	Delivery of safety related upgrades in line with the Shared Path Plan	\$150,000	Sep-2020	Local employment program
<b>Sanitation Public facilities</b>	Installation of hand sanitiser stations Howard Park and Knuckey Lagoon Reserves	\$3,6000	Jun-2020	Sanitation program
<b>Signage for public facilities</b>	Permanent signage for social distancing rules and hygiene measures at public facilities e.g. recreation reserves, Waste transfer stations and cemetery	\$3,400	Jun-2020	Health education program

<b>Project</b>	<b>Project description</b>	<b>Cost</b>	<b>Delivery Date</b>	<b>Project Purpose</b>
<b>Digital Whiteboards</b>	Installation of digital whiteboards in chambers and meeting room to enable digital meetings	\$39,100	Jul-2020	Business Continuity program
<b>Business Continuity IT set up</b>	Set up for essential staff to continue critical council operations remotely from council offices in case of emergency	\$27,300	Aug-2020	Business Continuity program
<b>Humpty Doo Village Green Playground</b>	Replacement of playground equipment that needed to be removed in 2018 due to it being unsafe	\$80,000	Sep-2020	Local employment program
<b>Livingstone Reserve Playground upgrades</b>	Renewal of existing playground equipment as it has been deemed unsafe in recent audit (playground currently closed)	\$70,000	Sep-2020	Local employment program
<b>McMinns Lagoon Reserve signage</b>	Installation of signage along walking trail around lagoon taking visitors on educational and interactive experience	\$8,000	Sep-2020	Health education program
<b>Berry Springs Reserve Community hall upgrades</b>	Upgrade to electrical works on the community hall for compliance	\$50,000	Sep-2020	Local employment program
<b>Entrance Signage to the Municipality</b>	Review and update to the entrance signage to the municipality	\$40,000	Sep-2020	Local economies program
<b>50km Feast Web series</b>	Support to Freds Pass Rural Show to produce 6 episodes showcasing local producers and chefs	\$6,250	Aug-2020	Local economies program
<b>Mira Square Development</b>	Cost for the transfer of land from NTG to Council and clearing of land for play space	\$60,000	Sep-2020	Local employment program
<b>Active Recreation Program</b>	a free program of structured (e.g. boot camp, yoga, running, cycling) and unstructured (e.g. Large boardgames, art workshop) programs over 8 to 10 weeks in partnership with NGOs and local instructors that were negatively impacted by COVID19 measures, employ coordinator to manage program	\$23,050	Sep-2020	Local employment program

#### Links with Strategic Plan

## Legislative and Policy Implications

Council is required to adopt FIN15 Public Benefit Concessions for commercial ratepayers policy to receive the SCALE funding. The policy is in line with current legislation and an addition to Council’s FIN06 Rates Concession policy.

A renewal date for FIN15 has been set for June 2021 as the policy should not be in place beyond the 20-21 financial year.

## Risks



As outlined in the report, should Council not be eligible for the Council Support Package in 2020-21 to reimburse for the commercial ratepayer waiver, a cost of approximately \$260k will be above current draft budgets for 2020-21.

## Community Engagement

With Council having to adopt the SCALE projects as soon as possible, engagement with the community was not possible. Some of the above-mentioned projects had engagement with key stakeholder.





MINISTER FOR LOCAL GOVERNMENT, HOUSING  
AND COMMUNITY DEVELOPMENT

Parliament House  
State Square  
Darwin NT 0800  
minister.mccarthy@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5553  
Facsimile: 08 8928 6645

Ms Maree Bredhauer  
Mayor  
Litchfield Council  
PO BOX 446  
HUMPTY DOO NT 0836

Dear Ms Bredhauer

I am writing to formally advise of the initiatives that have been announced by the Northern Territory Government, to support councils in your efforts to respond to the impacts of COVID-19 in your local communities and businesses.

The \$7.1 million Local Government Special Community Assistance and Local Employment (SCALE) grant program is a non-application based program and provides one-off funding to local government councils to support local employment, business continuity and community initiatives.

Funding guidelines for the new program are attached (Attachment A) and can also be accessed from the Department of Local Government, Housing and Community Development's website at <https://dlghcd.nt.gov.au/local-government/local-government-funding>.

Payment of funding under the SCALE program is contingent on your council resolving to adopt the attached "Public Benefit Concessions Policy for Commercial Ratepayers" (Attachment B). Your council's adoption of this policy will ensure that there is a consistent approach by councils for commercial ratepayers experiencing financial hardship.

In addition to funding under the SCALE program, the following initiatives have also been incorporated as a Stage 1 Council support package:

1. Commencement of the *Local Government Act 2019* has been postponed to take effect from July 2021. The Department will write to all councils to further explain the transitional arrangements relating to the revised commencement date.

2. Unspent and uncommitted balances of prior year grant funding which I have approved under the Special Purpose Grant and Strategic Local Government Infrastructure Fund programs may be repurposed for expenditure under the SCALE program.
3. If your council has unspent and uncommitted Local Authority Project Funding these funds may be repurposed for expenditure under the SCALE program.
4. A tender exemption has been granted to allow your council to vary a contract with the same Northern Territory enterprise for the same supply, to 30 June 2021. This exemption will allow your council to extend the length of a contract (to no later than 30 June 2021) or vary the quantity, price or other details in the contract.
5. A tender exemption has been granted for procuring waste management and/or public health supplies from a Northern Territory enterprise, provided the contract expires on or before 30 June 2021.

Details of the tender exemptions is available on the Department of Local Government, Housing and Community Development's website at <https://dlghcd.nt.gov.au/local-government/Local-government-publications>.

Additionally, a \$6 million Council Support Package will be made available in 2020-21 which will include assistance to councils to provide commercial rate concessions for ratepayers facing financial hardship under the "Public Benefit Concessions Policy for Commercial Ratepayers". Further details of this package will be advised in 2020-21.

Your council will soon receive further correspondence from the Department of Local Government, Housing and Community Development regarding all the above initiatives.

I take this opportunity to thank you, your council's leadership team and LGANT for your partnership with the Northern Territory Government in protecting lives and jobs.

Yours sincerely



GERRY MCCARTHY  
28 APR 2020



# Funding Guidelines

## Special Community Assistance and Local Employment Program

### Purpose

The Local Government Special Community Assistance and Local Employment (SCALE) program is managed by the Department of Local Government, Housing and Community Development. The program provides one-off funding to local government councils to support business continuity, job creation and retention and other community initiatives directly related to COVID-19.

### Objectives

The objectives of the program are to:

- Support the employment of Territorians.
- Encourage and facilitate partnerships between councils, the Northern Territory Government, Australian Government, business and community sectors to create effective locally-based responses to and recovery from COVID-19.
- Assist in the continued delivery of local government essential services.
- Assist to improve sanitation in council areas and of council assets and infrastructure.
- Assist with engaging local communities in activities that are in accord with the latest COVID-19 government announcements and directives.
- Assist with providing messaging and signage in council areas regarding COVID-19.

Councils are encouraged to partner with local businesses, other councils and LGANT, and other spheres of government to develop effective and innovative locally-based initiatives that strengthen their communities' protection and recovery from COVID-19.

### Eligibility

This program is available to Northern Territory local government councils that meet the following criteria:

- Must be a recognised local governing body established under the *Local Government Act 2008*.
- Certify council will resolve to adopt and apply the "Public Benefit Concessions Policy for Commercial Ratepayers" in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.

### Funding

- The total funding pool is \$7.1 million.
- The SCALE funding will be paid in 2019-20.
- The funding is only payable to municipal, regional and shire councils.

## Repurposing Local Authority Project Funding

- Where a regional council has unspent and uncommitted funding under the Local Authority Project Funding (LAPF), this funding may be repurposed to the SCALE program and spent on initiatives in local authority communities, with an intention of expenditure by 30 September 2020, unless approval is granted by the Department.
- Where regional councils choose to redirect LAPF funds into the SCALE program, details of the unspent and uncommitted funding is to be provided to the Department by 30 June 2020.

Note: *Where the two year time limit for expenditure under the LAPF program expires on 30 June 2020, councils are encouraged to repurpose funds to the SCALE program. The Department will be exercising the clause in the LAPF funding agreement, regarding the requirement for councils to fully spend funds within two years. The balance of all unspent funds will be requested to be repaid unless approval has been granted by the Department to extend the 30 June 2020 due date.*

## Repurposing Special Purpose Grants (SPG) and the Strategic Local Government Infrastructure Fund (SIF)

- The balance of unspent and uncommitted funding under either the SPG or SIF programs may be retained by council and repurposed to the SCALE program.
- By 30 June 2020 councils are to report to the Department details of the balance of unspent and uncommitted funding under the SPG and SIF programs to be repurposed to the SCALE program.

## Expenditure requirements

- Regional councils must allocate a component of this funding to each of its local authority communities.
- Local authorities' input is to be sought from each local authority on the kinds of initiatives to be delivered in each local authority area. If it is not possible to convene local authority meetings, input from locally-based local authority members is to be obtained where possible.
- Municipal and shire councils are to ensure funding is spent within their respective council areas.

## Buy Local requirements

The grant supports the development of business and industry in the Northern Territory and support for **Territory enterprises**.

When using the funds to acquire goods and services, councils are encouraged to acquire those goods and services from a Territory enterprise, unless it can be proven through a competitive process that:

- there are no Territory enterprises willing or able to provide the good or service; or
- the Territory enterprise did not provide best value for money.

A Territory enterprise must satisfy all three elements of the definition:

- Operating in the NT – the enterprise is currently engaged in productive activities (for example, production of goods or delivery of services) within the NT.
- Significant permanent presence – the enterprise maintains an office, manufacturing facilities or other permanent base within the NT.
- Employing NT residents – the enterprise employs Territorians. An enterprise which relies exclusively on transient, interstate / international labour or a fly-in, fly-out workforce will not satisfy this element.



Further information on this condition can be found at:

- [nt.gov.au/community/community-grants-and-volunteers/community-grants/about-capital-grants](https://nt.gov.au/community/community-grants-and-volunteers/community-grants/about-capital-grants)
- [nt.gov.au/\\_data/assets/pdf\\_file/0004/537700/buy-local-plan.pdf](https://nt.gov.au/_data/assets/pdf_file/0004/537700/buy-local-plan.pdf)

## Examples of acceptable purposes for expenditure

The following non-exhaustive list provides examples of the types of expenditure that would be eligible as the expenditure has a connection to COVID-19 measures:

- Assist with employment costs of Territorians to ensure the continued delivery of local government essential services, and / or local job creation / retention.
- To stimulate local economies.
- To purchase materials or equipment to support local government business continuity (e.g. video conferencing equipment to assist with convening meetings).
- To meet the cost of additional cleaning, disinfecting and sanitising of council communal places (this can include the purchasing of cleaning equipment and products from local suppliers).
- To establish washing, sanitising stations or other cleaning facilities for the local community.
- To raise and promote public awareness of COVID-19 in council facilities, ensuring information is consistent with the most up to date Northern Territory Government information.
- To undertake innovative initiatives to engage community members in socially appropriate health and wellbeing activities (e.g. free Wi-Fi or video broadcasting of story times, or online competitions).
- To create and place signage in council areas reminding community members to follow COVID-19 government announcements and advice such as personal distancing and washing of hands regularly.
- To support community-based COVID-19 protection and recovery initiatives.

## Examples of unacceptable purposes for expenditure

- Payment of employment or other operating costs already covered under another grant program.
- Reimbursement of costs already incurred by council.
- The purchase of vehicles (passenger carrying / recreational vehicles – 4WDs, troop carriers, utes, buses, quad bikes, etc.).

## Process for payment

Local government councils will receive a Letter of Offer from the Department.

The letter will comprise the total grant amount offered and conditions of the grant funding. Councils will need to return the signed acceptance form to the Department of Local Government, Housing and Community Development.

## Funds management

- The SCALE grant funding must be fully expended by 30 September 2020. However, councils may request the Department for an extension to this timeframe. Each request will be considered on a case-by-case basis by the Department.
- The balance of unspent funds is to be returned to the Department.
- Funding from the Northern Territory Government must be acknowledged in initiatives delivered under this program.
- The acquittal requirement will require a certification statement that provides information about initiatives undertaken with the funding. Regional councils are to also report on the amount allocated to each local authority area and the types of activities funding was spent on.
- A certification statement is to be laid before a council meeting. A copy of the minutes is to be provided to the Department.
- All projects are to be procured in accordance with the *Local Government Act 2008*, *Local Government (Accounting) Regulations 2008* and the Northern Territory Government “Buy Local” policy, if applicable.

## Contact details

If you require further information, please contact:

Donna Hadfield  
Manager Grants Program  
08 8999 8820

Omor Robin  
Grants Officer  
08 8999 8576

Email: [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au)

# Public benefit concessions policy for commercial ratepayers

Resolution date and reference:	[Insert date and reference to council resolution]
Records number:	[Insert record number]

## 1. Purpose

This public benefit concessions policy seeks to advance the following purposes under the *Local Government Act 2008*:

- (a) securing the proper development of council's area (section 167(1)(a)); and
- (b) promoting community health or welfare (section 167(1)(e)).

## 2. Definitions

**Appropriate rent relief** means that the landlord has negotiated in good faith with their tenant for rent relief in line with the Code of Conduct, agreed to by National Cabinet.

**Commercial ratepayer** means a ratepayer for an allotment that is not classed as residential under council's assessment record (section 152).

**COVID-19 pandemic period** means the period (or reasonable subsequent recovery period) in accordance with the Code of Conduct, agreed to by National Cabinet.

**Eligible business** means a business that is eligible under the Relief Package, which is aligned with the Commonwealth Government's JobKeeper programme.

**Hardship Register** means the register of eligible businesses that are assessed as meeting the requirements of the Relief Package.

**Relief Package** means the Jobs Rescue and Recovery Plan's Business Relief Support Package.

## 3. Eligibility criteria

A commercial ratepayer is eligible for rate concessions on an allotment if the ratepayer has a rates liability on the allotment for 2019-20 and / or 2020-21 and is:

- (a) an eligible business that has business premises on the allotment; or
- (b) a landlord that has provided appropriate rent relief to a tenant that is an eligible business that has business premises on the allotment.

## 4. Rate concessions

On application by an eligible commercial ratepayer, the council will grant the following for each qualifying allotment:

- (a) for ratepayers who have paid their 2019-20 rates in full – a refund in part of rates paid for 2019-20 (issued as a grant from the council to the ratepayer); or
- (b) a waiver in part of rates owing for 2019-20 (with any excess rate waiver amount provided as a waiver in part of rates for 2020-21); or
- (c) a waiver in part of rates for 2020-21.

In addition, for all qualifying allotments, the council will grant a deferment of the obligation to pay rates declared for 2020-21 until 1 January 2021.

The total amount available under (a), (b) or (c) is to be equal to a three-month waiver on annual rates for the allotment in accordance with council's declaration of rates for 2019-20.

For new allotments, the rate waiver amount under (c) is to be calculated proportionately based on what the allotment would have been rated if it were included in council's declaration of rates for 2019-20.

## **5. Applications**

Applicants must demonstrate eligibility by providing information that meets the requirements of the terms and conditions of the Relief Package or the eligibility criteria under this policy.

Rate concessions under this policy are to be granted to an eligible commercial ratepayer either:

- (a) on council's own initiative, based on an application to the Hardship Register; or
- (b) on application by the commercial ratepayer to the council.



DRAFT – Public benefit concessions for commercial ratepayers **POLICY**  
**FIN15**



Name	FIN15 DRAFT – Public benefit concessions for commercial ratepayers
Policy Type	Council
Responsible Officer	Finance Manager
Approval Date	20/05/2020
Review Date	30/06/2021

### 1. Purpose

This policy seeks to advance the following purposes:

- Securing the proper development of council's area (section 167 (1)(a)); and
- Promoting community health or welfare (section 167(1)(e)).

### 2. Scope

This policy applies to commercial ratepayers and to the financial year 2020-21 in response to the public health emergency caused by COVID 19.

### 3. Definitions

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

Appropriate rent relief	means that the landlord has negotiated in good faith with their tenant for rent relief in line with the Code of Conduct, agreed to by National Cabinet
Commercial ratepayer	means a ratepayer for an allotment that is not classed as residential under council's assessment record (section 152).
COVID-19 pandemic period	means the period (or reasonable subsequent recovery period) in accordance with the Code of Conduct, agreed to by National Cabinet.
Eligible business	means a business that is eligible under the Relief Package, which is aligned with the Commonwealth Government's JobKeeper programme.
Hardship Register	means the register of eligible businesses that are assessed as meeting the requirements of the Relief Package.
Relief Package	means the Jobs Rescue and Recovery Plan's Business Relief Support Package

## **4. Policy Statement**

### **4.1. Eligibility Criteria**

4.1.1. A commercial ratepayer is eligible for rate concessions on an allotment if the ratepayer has a rates liability on the allotment for 2019-20 and / or 2020-21 and is:

- 4.1.1.1. an eligible business that has business premises on the allotment; or
- 4.1.1.2. a landlord that has provided appropriate rent relief to a tenant that is an eligible business that has business premises on the allotment.

### **4.2. Rate concessions**

4.2.1. On application by an eligible commercial ratepayer, the council will grant the following for each qualifying allotment:

- 4.2.1.1. for ratepayers who have paid their 2019-20 rates in full – a refund in part of rates paid for 2019-20 (issued as a grant from the council to the ratepayer); or
- 4.2.1.2. a waiver in part of rates owing for 2019-20 (with any excess rate waiver amount provided as a waiver in part of rates for 2020-21); or
- 4.2.1.3. a waiver in part of rates for 2020-21.
- 4.2.1.4. The total amount available under 4.2.1.1., 4.2.1.2 or 4.2.1.3 is to be equal to a three-month waiver on annual rates for the allotment in accordance with council's declaration of rates for 2019-20.
- 4.2.1.5. For new allotments, the rate waiver amount under 4.2.1.3 is to be calculated proportionately based on what the allotment would have been rated if it were included in council's declaration of rates for 2019-20.

4.2.2. In addition, for all qualifying allotments, the council will grant a deferment of the obligation to pay rates declared for 2020-21 until 1 January 2021.

### **4.3. Applications**

4.3.1. Applicants must demonstrate eligibility by providing information that meets the requirements of the terms and conditions of the Relief Package or the eligibility criteria under this policy.

4.3.2. Rate concessions under this policy are to be granted to an eligible commercial ratepayer either:

- 4.3.2.1. on council's own initiative, based on an application to the Hardship Register; or
- 4.3.2.2. on application by the commercial ratepayer to the council.

**5. Associated Documents**

FIN06 Rates Concession Policy

**6. References and Legislation**

*Northern Territory Local Government Act 2008*

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)



<b>Agenda Item Number:</b>	15.6
<b>Report Title:</b>	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
<b>Recommending Officer:</b>	Nadine Nilon, Director Infrastructure and Operations
<b>Author:</b>	Wendy Smith, Manager Planning and Development
<b>Meeting Date:</b>	24/06/2020
<b>Attachments:</b>	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 B: Development Application PA2020/0135

## Executive Summary

The purpose of this report is to provide a summary and assessment to Council of 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.

This report recommends that Council receive for information the letter provided in Attachment A, on the application, included as Attachment B, indicating that Council should support the application, as the subdivision meets the lot size requirements for the zone, expectations for development in the area, and road widths previously agreed with Council, while requiring detailed conditions precedent on any Development Permit issued for the site to ensure the final design of roads and drainage are appropriate to Council's needs.

## Recommendation

THAT Council:

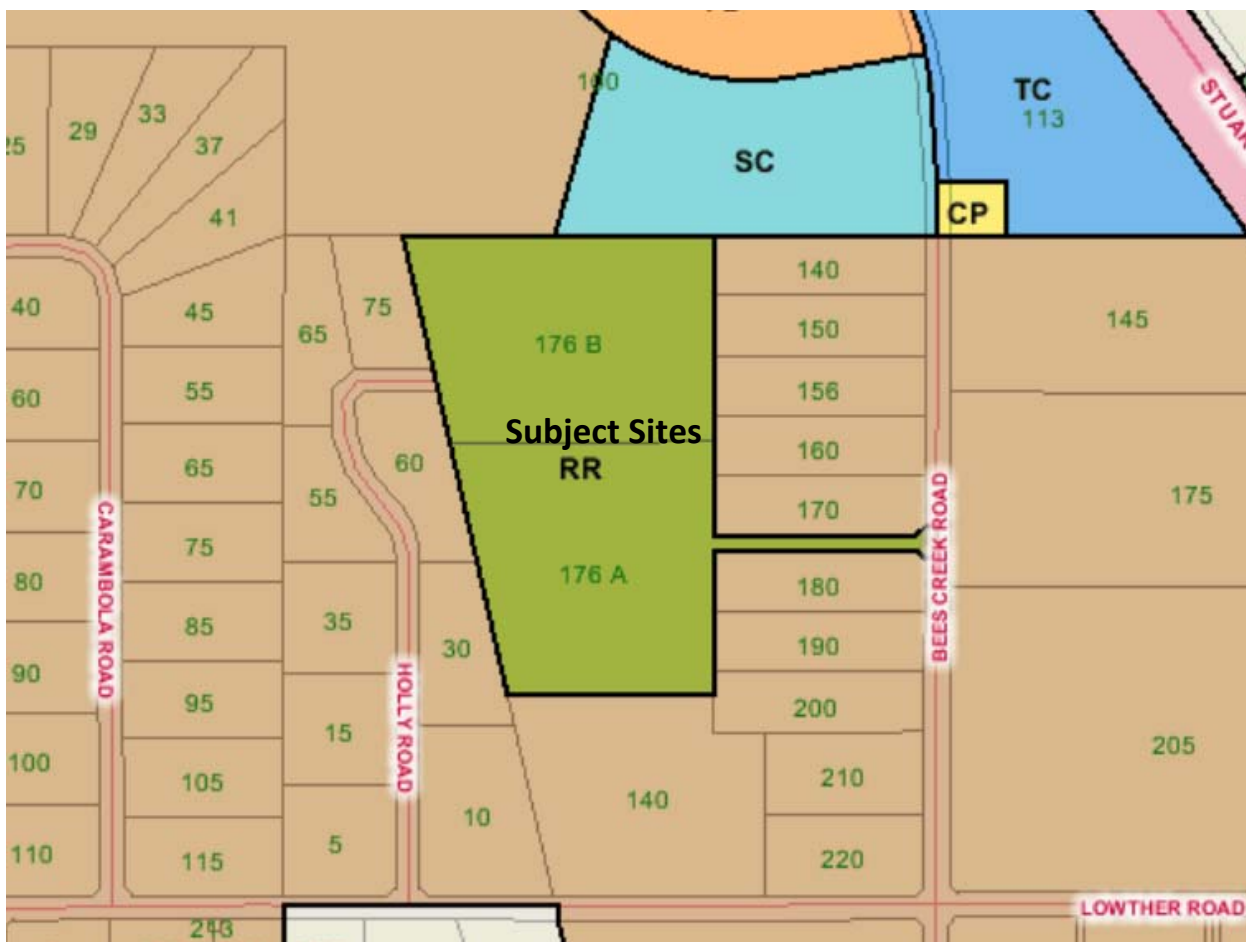
1. receive and notes the report; and
2. receive for information Attachment A, Council's Letter of Comment for PA2020/0135, a Development Application for subdivision to create 33 lots at Lot 11 and Lot 15 (176A and 176B) Bees Creek Road, Bees Creek, Hundred of Strangways.

## Background

### Site and Surrounds

The subject site is comprised of two adjacent lots in Bees Creek. In total, the lots are 19.63 hectares in size. The lots are accessed from Bees Creek Road through a battleaxe and can be accessed through the end of Holly Road as well. The pipeline and associated easement runs along the western boundary of the subject sites.

The lots are located in Zone RR (Rural Residential) and are identified as being within the proposed Coolalinga/Freds Pass Rural Activity Centre boundary of rural living transition to rural areas. Under the NT Planning Scheme, lots in this area are allowed a minimum lot size of 4,000m<sup>2</sup>, which fits with the Rural Residential zoning.



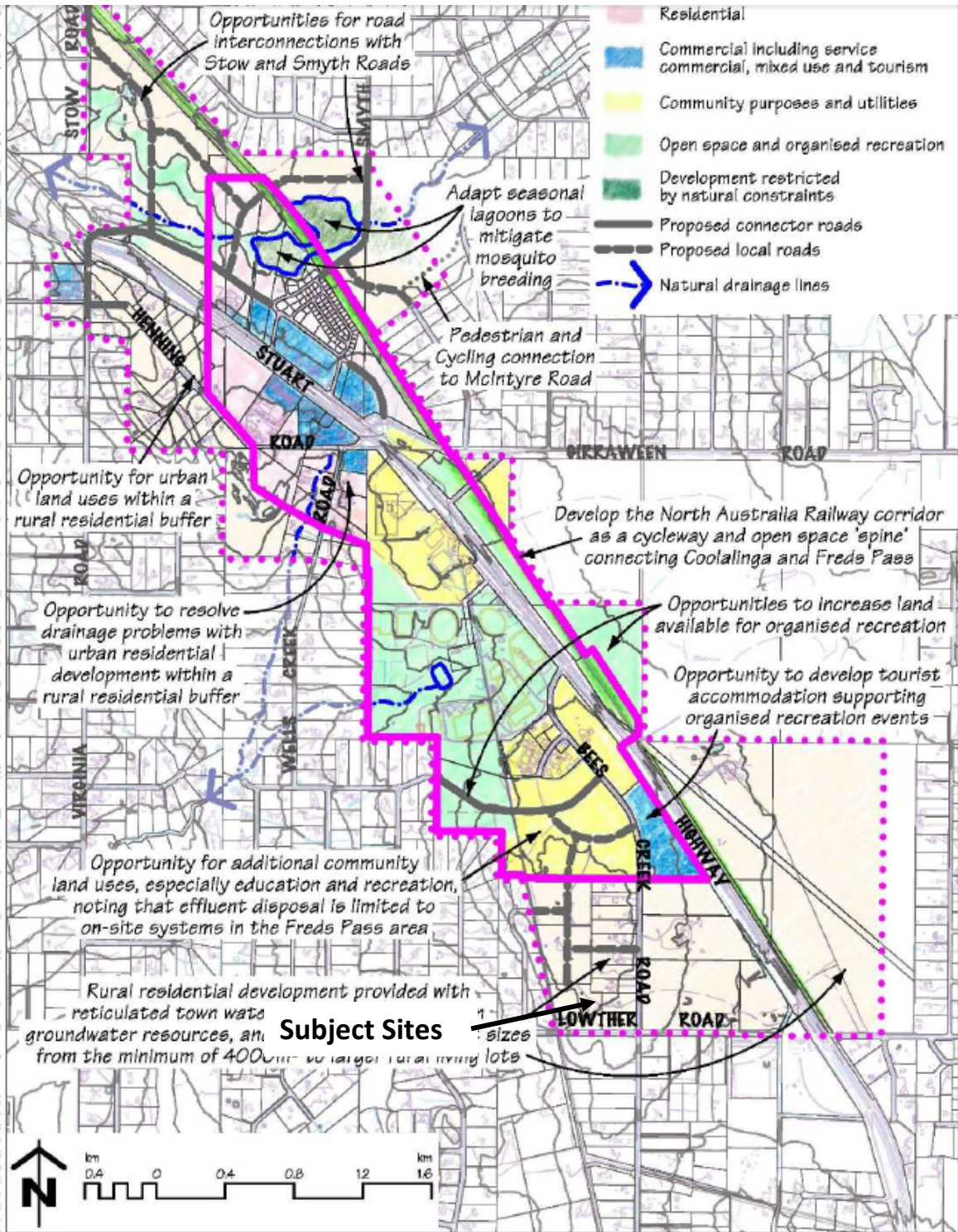
Source: NT Atlas and Spatial Directory

The site is bounded to the east, south, west, and part of the northern boundary by lots currently located in Zone RL (Rural Living). Also along the northern boundary is land currently in Zone SC (Service Commercial). All land along the northern boundary of the subject site is Crown land.

Under the designation for the area within the Litchfield Subregional Land Use Plan (see image on following page), the area to the north of the subject site is designated for community purpose with “opportunity for additional community land uses, especially education and recreation” and the subject sites are designated for rural residential development.

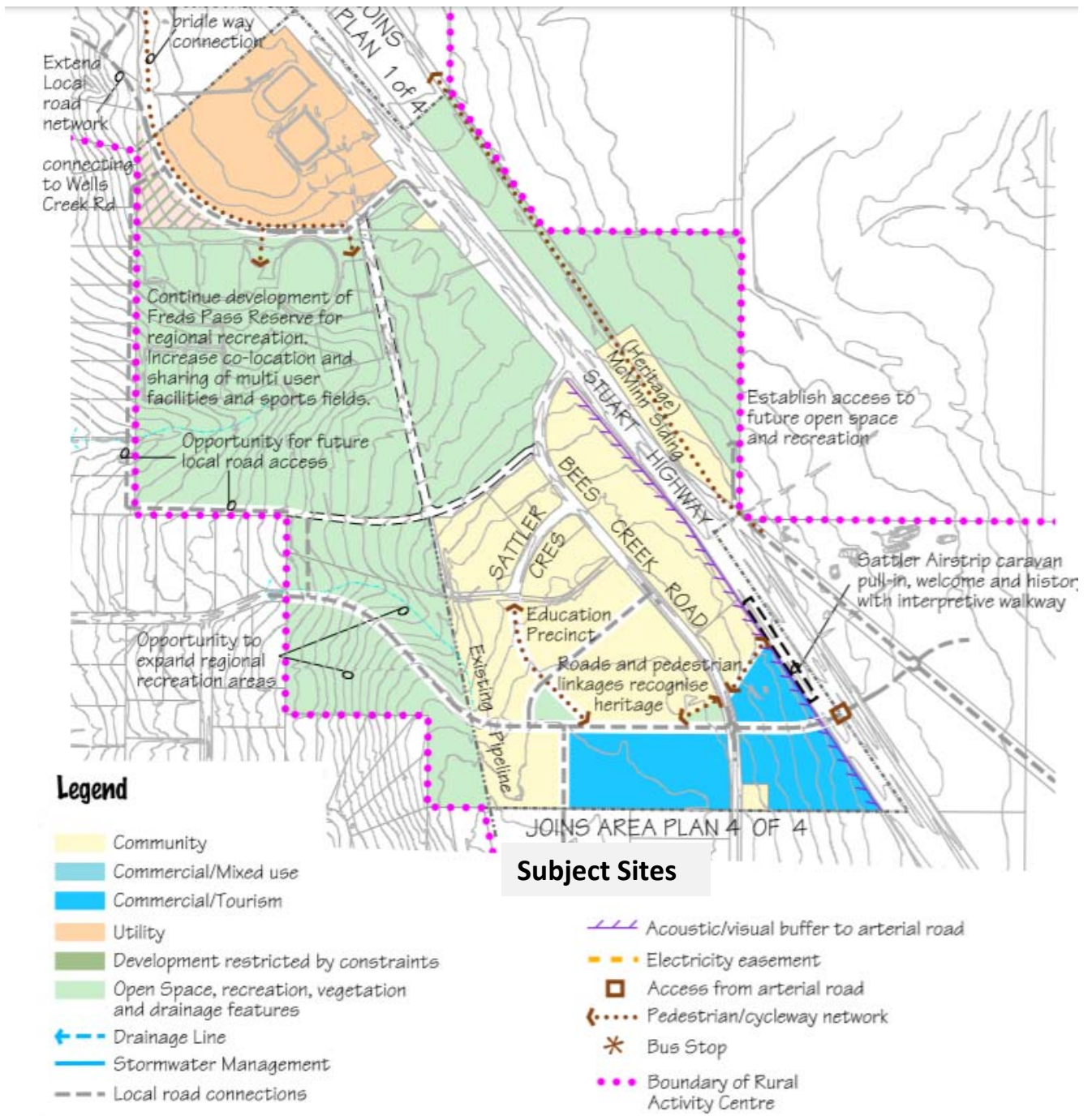
On the proposed Area Plan for the area currently under development by the NT Planning Commission (see images on following pages), the area immediately to the north of the subject site is designated for a mix of community purpose and commercial/tourism uses. The subject sites and all land to the east to the Stuart Highway falls into an area designated for rural residential development for lots of 4,000m<sup>2</sup>. It is unknown at this point whether the final Area Plan will propose an extended area around the plan’s boundaries that would allow the lots along Holly Road to reduce to minimum one hectare in size.





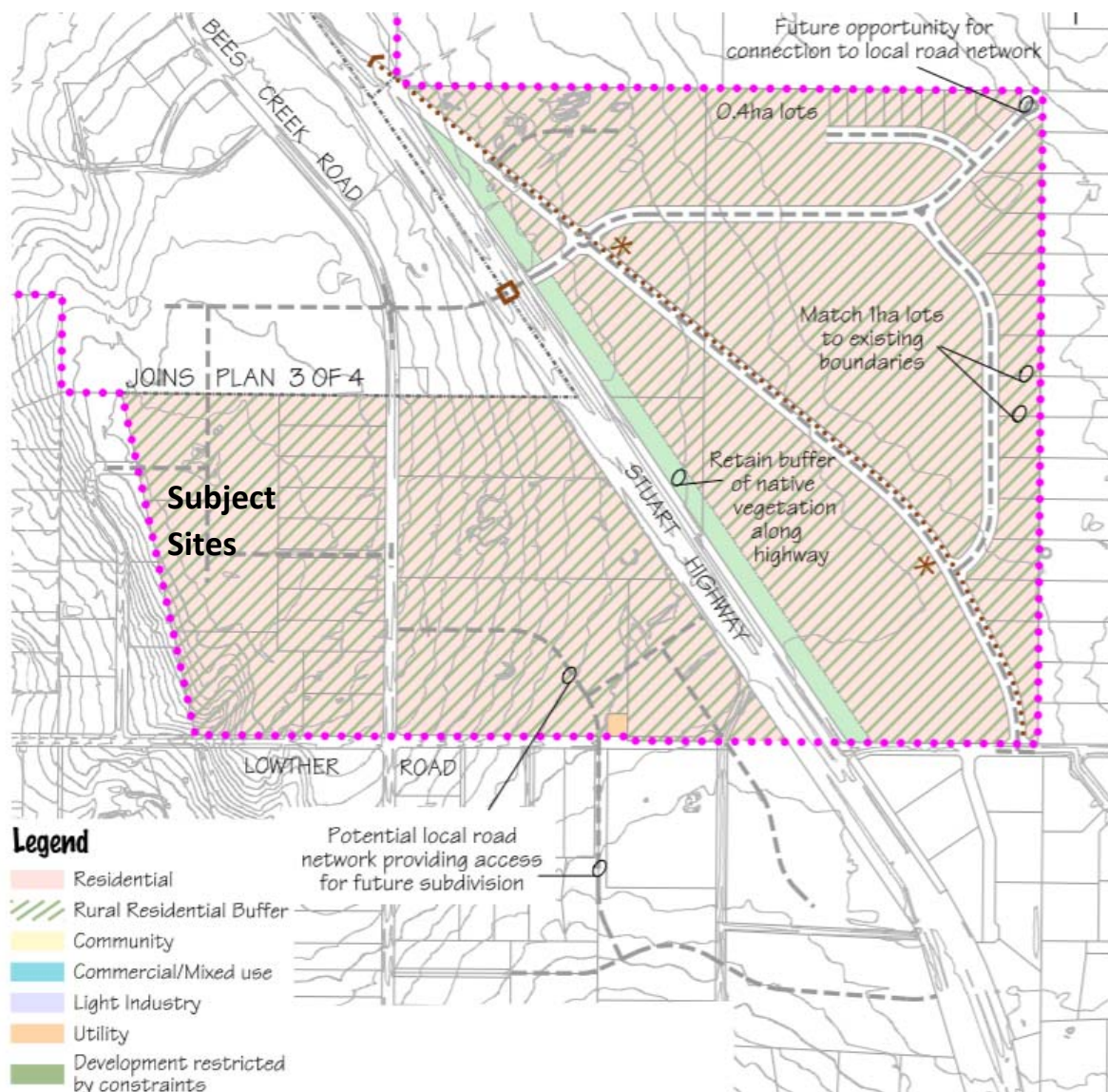
**LAND USE CONCEPT FOR COOLALINGA AND FRED'S PASS RURAL ACTIVITY CENTRE**

Source: Litchfield Subregional Land Use Plan 2016



Source: NT Planning Commission Towards An Area Plan For Coolalinga And Freds Pass – Precinct 3 – Freds Pass





Source: NT Planning Commission Towards An Area Plan For Coolalinga And Freds Pass – Precinct 4 – Bees Creek Road Rural Residential Area

### **Site Development History**

In 2016, the subject sites were rezoned from Zone RL (Rural Living) to Zone RR (Rural Residential).

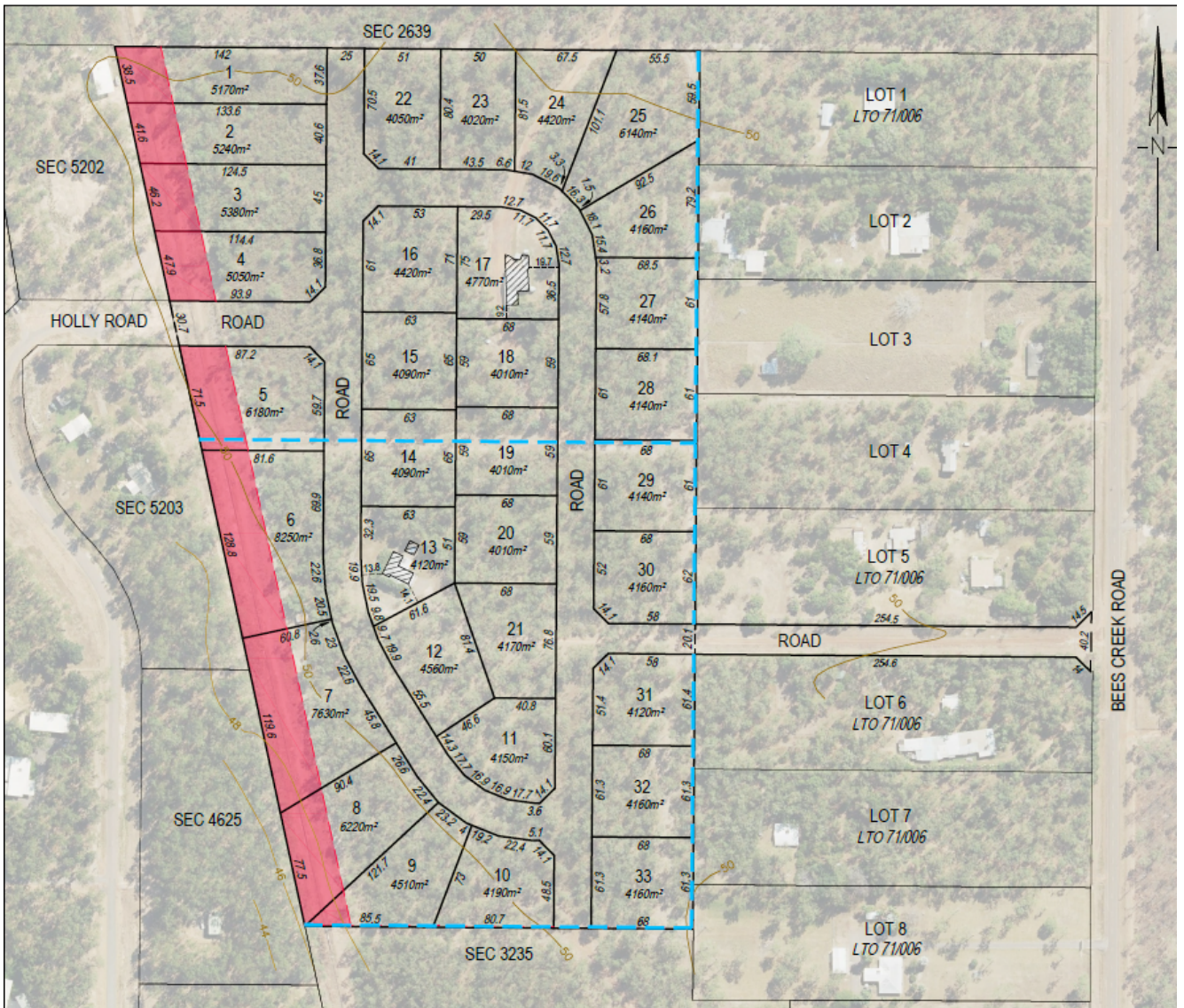
### **Current Proposal**

The current application proposes to subdivide the subject sites into 33 new lots. All lots are proposed to be in excess of 4,000m<sup>2</sup> in area.

The existing 20m-wide battleaxe from Bees Creek Road will become a new street and the connection from the end of Holly Road will be extended, at the existing 30m width of Holly Road, into the subdivision. New internal roads will be constructed, with a loop road providing access to the majority of lots and connections extending to the undeveloped lots to the north and south of the subject sites to provide for future connections.



Lots will be connected to reticulated water and power while on-site septic systems will be utilised. The existing pipeline easement will remain and be incorporated into larger lots along the western boundary. The proposed lot layout is shown in the following figure.



Source: PA2020/0135 – Proposed Subdivision Layout

### **Application Assessment**

The developer has engaged with Council regarding the proposed subdivision design and layout over a number of years.

Due to the location of the subdivision within the proposed Area Plan layout, as well as the topography of the particular site, a hybrid road design addressing both rural and urban cross sections has been discussed with the developer. The road extension from Holly Road will continue at the existing 30m width across the pipeline and into the subdivision. The 20m wide battleaxe was agreed to form an urban cross-section to provide access to the eventual urban reconfiguration of Bees Creek Road in this portion of the Area Plan, to facilitate walkable catchments to the community uses to the north.

Within the subdivision, a 25m road cross-section, with table drains on one side and a footpath on the other side, has been adopted to cater for stormwater drainage runoff and pedestrian connectivity to the uses north of the subject site. It is likely that in the future residents of this area will be able to walk to school at Bees Creek and to the community uses at Freds Pass Reserve.

While the above arrangements were agreed in principle for the subdivision design, the application itself does not provide details on these designs beyond the proposed road width. As a result, detailed Conditions Precedent should be requested from Council for any Development Permit issued for the site to ensure Council’s future assets meet appropriate standards.

As the proposed lot sizes are well above the minimum required for the site, Council has no concerns with the subdivision meeting NT Planning Scheme or community expectations for lot size.

**Conclusion**

It is recommended that Council support the application, detailing requirements for conditions precedent on any Development Permit issued for the site to ensure roads and drainage meet appropriate Council requirements.

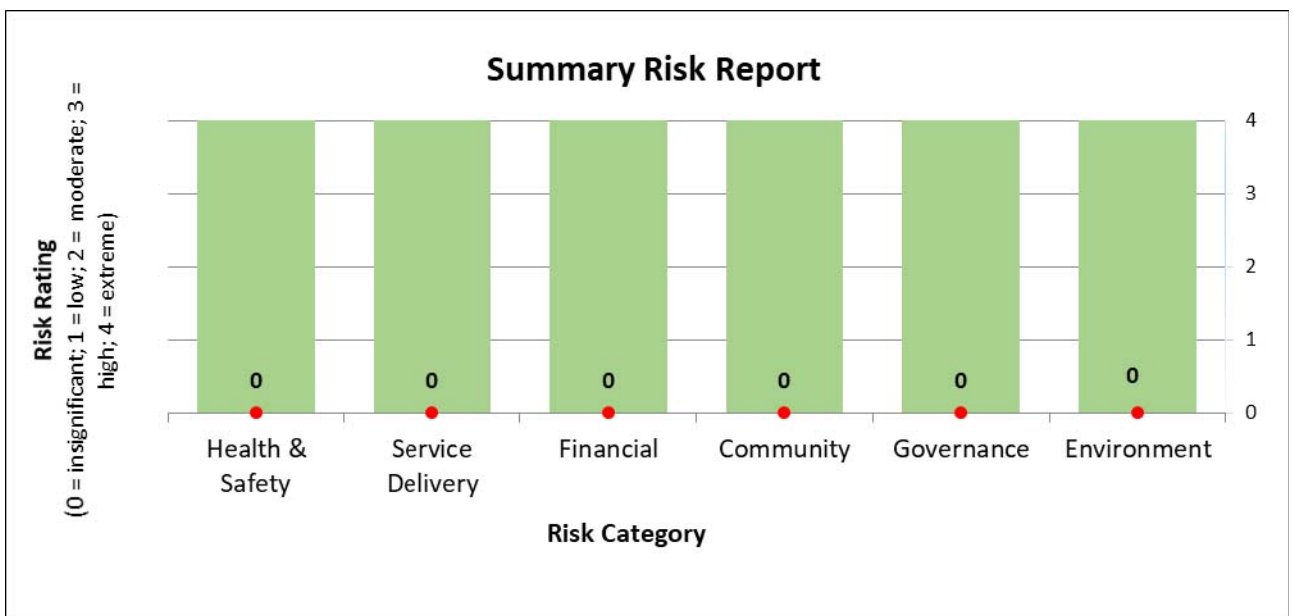
**Links with Strategic Plan**

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.

15 May 2020

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



**RE: Letter of Comment Development Application**

**PA2020/0135  
Lot 11 and Lot 15 (176A and 176B) Bees Creek Road,  
Bees Creek, Hundred of Strangways  
Subdivision to Create 33 Lots**

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) The proposed lot sizes are in accordance with the expectations of the NT Planning Scheme and Litchfield Subregional Land Use Plan.
- b) The proposed new road and drainage infrastructure can be designed to meet Council's requirements for future Council infrastructure.

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

- a) Additional design details are required for both road cross-sections and stormwater drainage design, beyond that provided in the application, for Council to be able to formally approve the road and stormwater design.

For stormwater drainage, Council takes no responsibility for assessment or approval of any proposals for stormwater drainage into Crown land; appropriate approvals from NT Government should be required for this portion of the proposed subdivision.

Condition Precedents relevant to Council's areas of review are detailed below to address Council's concerns.

**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, Litchfield Council approval of the road design for all proposed new roads is required.

- b) Prior to the endorsement of plans and prior to the commencement of works, a full Stormwater Management Plan demonstrating the on-site collection of stormwater and its discharge into the stormwater drainage system (or Crown Land where applicable) shall be submitted to and approved by Litchfield Council and the Lands and Planning Division, Department of Infrastructure, Planning and Logistics, as the case may be, to the satisfaction of the consent authority.

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

- a) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.**
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.
- Note:** Design drawings shall be approved by Litchfield Council prior to construction of the works.
- c) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, prepared by a suitability certified traffic auditor, shall be approved by Litchfield Council.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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 road connections to Litchfield Council's existing road network.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations





## **Lots 11 and 15, LTO72/003, Hundred of Strangways Development Application**

Lots 11 and 15 are located in the Litchfield Municipality, to the south of Coolalinga.

Lot 11 is accessed from Bees Creek Road and Lot 15 has a Right of Way Easement registered over Lot 11 that also provides it with access from Bees Creek Road. Following a subdivision in 2007 that created Holly Road, Lot 15 can also now be accessed from the west.

Lot 11 is owned by local residents in the name of BCNT Pty Ltd and Lot 15 is also owned by local residents, Cassandra Haddock and Des Groves.

An application was lodged in 2017, seeking approval to amend the NT Planning Scheme and change the zoning of Lots 11 and 15 from RL (Rural living) to RR (Rural Residential). Following the required exhibition period, and after considering the submissions from all stakeholders, the Minister did amend the NTPS.

The Minister determined that rezoning was suitable given that the subject land was within the area identified as the Coolalinga and Freds Pass Rural Activity Centre and that land use plans proposed rural residential development at the edges of the Activity Centres.

Following the amendment of the NTPS, the landowners have engaged various consultants to consider the site in more detail and prepare a concept subdivision plan in accordance with the RR zone and the relevant provisions of the NTPS.

After consulting with various stakeholders and Government agencies, an appropriate subdivision design has been formulated and the next step in the process to achieve the desired rural residential allotments is for consideration of the proposal as required by the Planning Act

Consequently, this application is seeking the approval of the Development Consent Authority (DCA) to subdivide Lots 11 and 15 (survey plan LTO72/003) in order to create 33 lots in accordance with plan 18/10730/1A.

MATTERS TO BE ADDRESSED

**46(3)(a) – Compliance with the NT Planning Scheme**

Lots 11 and 15 are depicted on survey plan LTO72/003 and comprise a combined area of 19.63 hectares

The properties are zoned RR (Rural Residential) under the NT Planning Scheme (NTPS) with the primary purpose of the RR zone being to provide for rural residential use. The current proposal is consistent with the purpose.

The subject land is located within the in the Coolalinga Rural Activity Centre as identified in the Litchfield Subregional Land Use Plan 2016 (LSLUP).

Rural Activity Centres are discussed in the Darwin Reginal Land Use Plan 2015 (DRLUP) as a means of providing alternatives to the larger allotments in the rural area. The DRLUP advises that *the availability of undeveloped land close to existing and planned centres creates opportunities to establish the viability of essential service infrastructure, the critical population mass required to support a concentration of activities and increased housing choice outside urban areas.*

A Statement of Policy in the LSLUP is to *provide a transition between residential land within rural activity centres and established rural areas to minimise the impacts of growth on existing amenity.*

Rural residential lots, with areas no less than 4,000m<sup>2</sup>, are identified as an appropriate transition to rural areas, and those are the types of lots being proposed by the current application.

A further Statement of Policy in the LSLUP is to provide rural activity centres with interconnected local road networks and a concept road network is indicated. The current proposal has adopted the concept road network to ensure that there is an interconnected network that not only joins existing roads but also provides an opportunity for future access to the undeveloped land to the north.

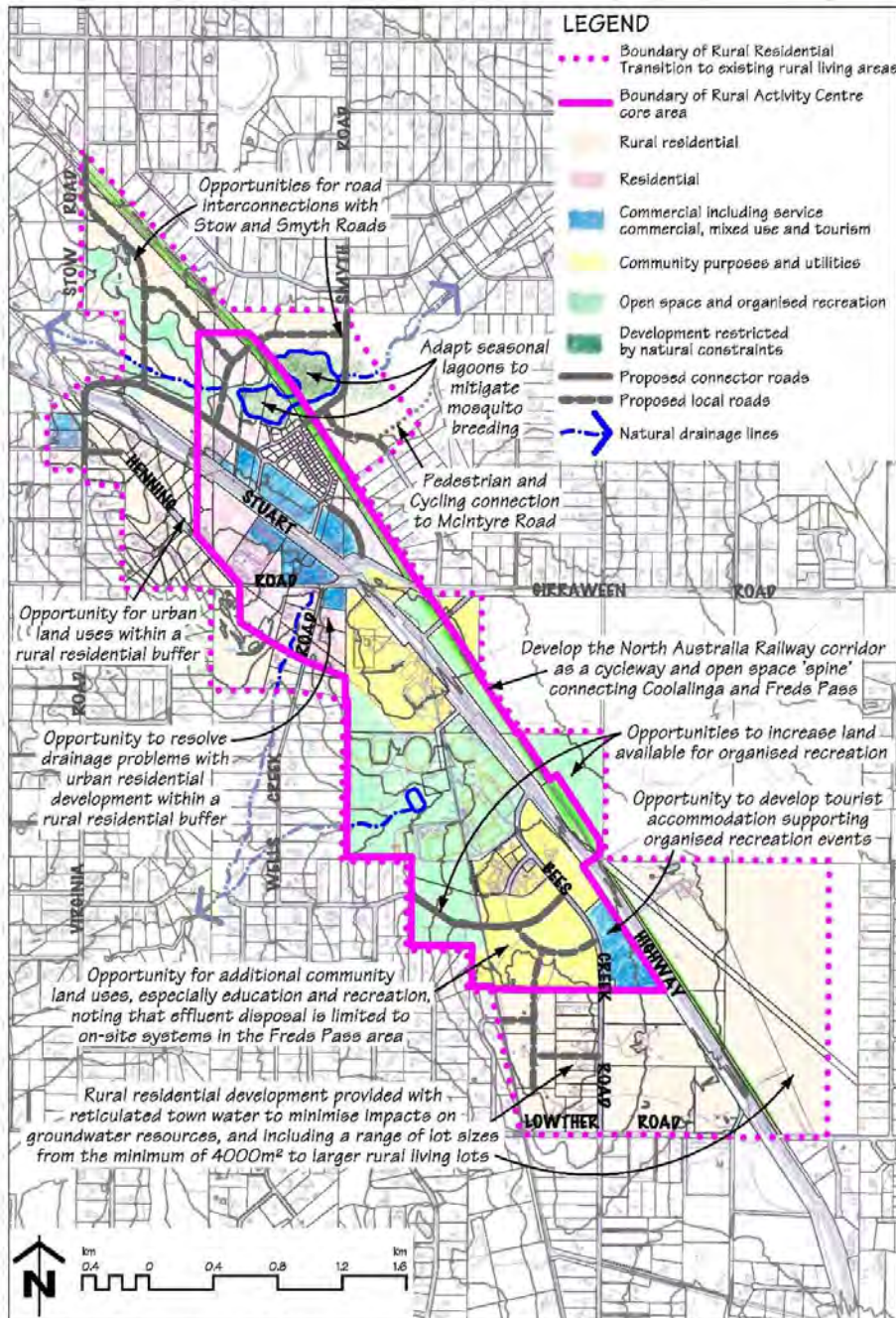
Reticulated services are another objective of the LSLUP and the subdivision being proposed by the current application will be connected to reticulated water and power.

The NT Planning Commission is currently working on a Land Use plan for Coolalinga and Freds Pass and the basis for this work is the concept for the Coolalinga Rural Activity Centre in the LSLUP). The process has progressed to Stage 2 and the area comprising the subject land, Lots 11 and 15, is still identified for rural residential living.



Existing zones





LAND USE CONCEPT FOR COOLALINGA AND FRED'S PASS RURAL ACTIVITY CENTRE

The minimum lot size requirements for subdivisions are set out in **Clause 11.1.1** of the NT Planning Scheme (NTPS). The minimum lot size in zone RR within rural activity centres in Litchfield Shire is 0.4 hectares. All of the proposed lots comply with this prescribed minimum lot size.

**Clause 11.4.1** deals with **site characteristics** of subdivisions of rural and unzoned land.

Comprehensive Land Suitability Assessments were carried out by environmental consultants VPS Land Assessment and Planning (VPS) as part of the rezoning process.

The LSA's are included with the current application and the results can be summarised as follows:

- The site comprises soils and vegetation generally consistent with land unit 3b. This land unit comprises well drained, Moderately Deep to Deep, Gravelly Brown and red Kandosols.
- *Eucalyptus miniate / tetradonta* woodland dominates the uncleared areas whilst the disturbed areas are dominated by *Acacia* sp and *Calytrix extipulata* with emergent *Eucalyptus tetradonta*.
- *The site comprises well drained soils generally on low slopes up to 1%. There is an area of approximately 0.9 hectares adjacent to the southwestern boundary of Lot 11 where slopes up to 2% were recorded*
- *The landscape presents only a moderate risk of erosion by water.*
- *The subject land has a low risk of soil salinity.*
- *The subject and is not affected by acid sulphate soils.*
- *The site is not affected by storm tide flooding.*
- *There is no evidence to suggest that the site is at risk of riverine flooding.*
- *The site is not within or near a Litchfield Priority Management Area.*

The LSA's prepared by VPS concluded that both Lot 11 and Lot 15 are highly suitable for subdivision with only the 0.9 hectares in Lot 11 classed as moderately suitable. The 0.9 hectare area within Lot 11 is only classed as moderately suitable due to the land slopes up to 2% however these can be managed by erosion and sediment control measures.

The LSA's and the Department of Environment and Natural Resources (DENR) advise that the subject land is not associated with any drainage lines, sensitive or significant habitats or environmental corridors.

**Infrastructure** in subdivisions of rural and unzoned land is addressed in **Clause 11.4.2** of the NTPS.

The subdivision proposal will involve the construction of road and drainage works and these will all be managed by an Erosion and Sediment Control Plan (ESCP) that will be prepared by the landowner's engineering consultants prior to any site works commencing.

#### **Services**

All of the proposed lots will be connected to reticulated water and power.

The power reticulation was discussed with Power Water Corporation (PWC) during the rezoning process and it was determined that the existing power reticulation in Holly Road will be extended through the proposed subdivision to connect to the existing reticulation in Bees Creek Road.

PWC has advised that the existing connections to the DN1050 water main positioned within the existing Pipeline Easements adjacent to the western boundary are to be removed.

The proposed lots will be serviced from new DN150 reticulation water mains that will be connected to the existing DN375 main adjacent to the western boundary. To ensure security of supply, the new, internal DN150 reticulation will also be connected to the existing DN150 main in the Bees Creek Road reserve.

There are currently Water Supply Easements registered over Lots 11 and 15 in favour of the abutting Lots adjacent to Bees Creek Road (Lots 1 to 8). These easements were initially registered as Lots 1-8 were connected to the water main in the Pipeline Easement on the western side of Lots 11 and 15.

Lots 1 to 5 now obtain their potable water the water main on Bees Creek Road so they no longer require the easements.

Lots 6-8 have connections to the Bees Creek Road main however they do not currently source their water from that main. As part of the subdivision now being proposed, the applicants propose to work with PWC and the owners of Lots 6-8 to hopefully source their water from the Bees Creek Road main – as this is the preferred option of PWC. Once that is achieved, the easements over Lots 11 and 15 will no longer be required.

The subdivision process will include the extinguishment of the existing Water Supply Easements that are no longer required.

Reticulated sewerage services are not available in this locality so the intention is for on-site systems to be utilised.

There are septic existing systems at each of the existing residences on the subject land – one on Lot 11 and one on Lot 15.

The LSA's for Lots 11 and 15 advise that the soils and slopes of the land define it as having a moderate to high capability for onsite waste water treatment and disposal. This is evidenced by the effective operation of the two, existing septic systems on the land and supports the intention for the proposed lots to also utilise standard septic systems for waste water treatment and disposal

### **Roads**

Civil engineers from Byrne Consultants, acting on behalf of the landowners, have consulted extensively with Litchfield Council to arrive at an appropriate road layout and hierarchy for the proposed subdivision.

The connection to Bees Creek Road utilises an existing battle-axe connection that was deliberately established to accommodate the road connection now being proposed.

Litchfield Council generally requires a road reserve width of 30 metres for rural roads but Council and Byrne have agreed on a cross section for the Bees Creek Road connection that satisfies its requirements.

The proposed internal road reserves, apart from the connection to Holly Road which will be 30 metres wide, will be 25 metres wide and will connect to Holly Road on the western boundary which is 30 metres wide.

Design plan 19/10730/1A also indicates that the western, internal road (Road 3) will be extended to the northern boundary to allow for a future connection into the underdeveloped land to the north. Similarly, the eastern internal road reserve (Road 2) has been extended to the southern boundary to provide a connection to the land to the south should it be subdivided at some time in the future.

Preliminary discussions with Litchfield Council have determined the following road profiles although the final design will be confirmed during the detailed engineering design.

Road 1, the connection to Bees Creek Road, will have an urban cross section with kerb and channel, with drainage carried in the kerb and channel to discharge into Bees Creek Road and Road 2.

Roads 2 and 3 will have one-way cross fall with kerb on the high side and an open drain on the low side.

Road 4, the connection to Holly Road, will have a rural cross section with drainage to match the Holly Road drains.

The proposed road layout is consistent with the requirements of Clause 11.4.2 and is also consistent with the concept layout shown in the Land Use Concept plans for this locality.

The concept stormwater drainage plans forming part of the current application, indicate an interim drainage outfall through the Crown land to the north. Preliminary discussions have been held with representatives from the Department of Infrastructure, Planning and Logistics regarding this outfall proposal and the details will be resolved during detailed engineering design.





The existing battle-axe access from Bees Creek Road



View from the end of Holly Road

The subdivision being proposed by this application has considered the requirements of **Clause 11.4.3** in relation to lot size and configuration.

The intended purpose of the proposed lots is rural residential living and they are all regular shape and suitable for that use.

As previously mentioned, the prescribed minimum lot size for the RR zoning in this locality is 4,000m<sup>2</sup> and all of the proposed lots have areas in excess of the prescribed minimum.

All lots in the proposed subdivision will be connected to reticulated water and consequently there will be no impact on the groundwater resource.

**Clause 11.4.5** deals specifically with the subdivision of land zoned RR.

The purpose of this clause is to ensure that small lot rural residential subdivisions:

*(a) respond to the physical characteristics of the land;*

*(b) are integrated with local infrastructure, community services and facilities;*

*(c) ensure that lots are of a size and configuration suited for the purpose.*

The physical characteristics of the land have been assessed and reported in the LSA's and the subdivision design has taken these characteristics into account.

The subdivision design includes a proposed road network that integrates with the existing, adjacent roads and the future residents will have easy access to existing community services and facilities.

The proposed lots are all ideally suited to the intended use which is rural residential living.

The clause advises that connection to reticulated sewerage is desirable where such services exist in a locality but there is no reticulated sewerage in this area.

The existing septic systems on the subject land, and the results of the LSA's indicate that the soils are suitable for on-site absorption of effluent and it is proposed that the new lots will utilise on-site systems.

Every lot being proposed by this Development Application will be connected to reticulated water and all of the internal roads will be sealed.

The LSA's have confirmed that the subject land is unconstrained and the lots are therefore suitable rural residential living

#### **46(3)(b) – Compliance with an Interim Development Control Order**

The Applicant is not aware of any Interim Development Control Orders applying to the subject land.

#### **46(3)(c) – Public Environmental Report or Environment Impact Statement**

There is no requirement for a report or statement under the Environmental Assessment Act.

#### **46(3)(d) – Merits of the proposed development**

The clear merit of this proposal is that it will create rural living options that accord with the objectives of the NT Planning Scheme.

The proposed lots are in close proximity to commercial and recreational facilities and further facilities may eventuate when the vacant Crown land to the north is developed in the future.

The proposed road network will achieve an accepted objective of providing an inter-connected network by joining onto Holly Road and the battle-axe that was established for this very purpose.

The proposed network also makes provision for the extension of this network to the north and south if required.

The subdivision proposal has taken into account the physical characteristics of the land and the design also retains the existing improvements on the subject land. These improvements, two residences, have been incorporated into proposed lots in such a way as to ensure that they have the necessary clearance from proposed boundaries and comply with NTPS and building code setback requirements.

The subdivision will have minimal impact on the adjacent parcels. Proposed Lots 1 to 9 will comprise the existing Pipeline Easement and the restrictions on any type of development within the easement will ensure a buffer to the existing, zone RL allotments that front Holly Road.

Existing Lots 1 to 8, fronting onto Bees Creek Road, all have their residences well clear of the boundary abutting the proposed subdivision lots. Consequently, the lots being proposed by the current application will have minimal impact on the amenity of the abutting residents.

**46(3)(e) – The physical characteristics of the land**

The physical characteristics of the land have previously been addressed in this report and the Land Suitability Assessments.

**46(3)(f) – Public facilities or open space**

The subdivision proposal does not create a demand for any additional public facilities or open space.

**46(3)(g) – Public utilities and infrastructure**

This has previously been addressed in this report.

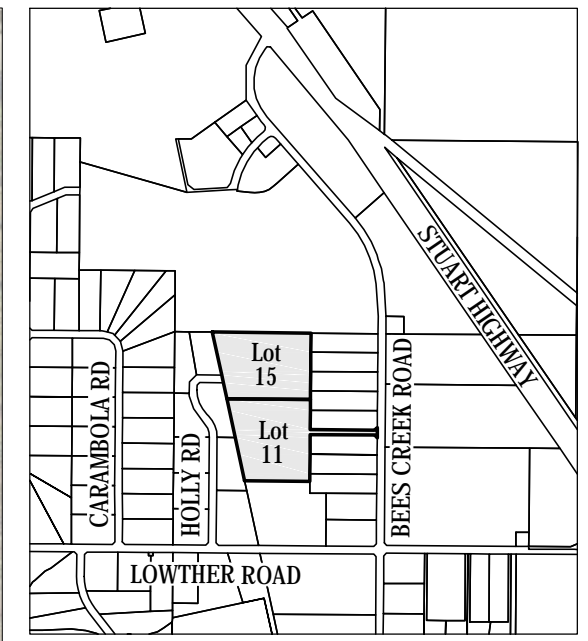
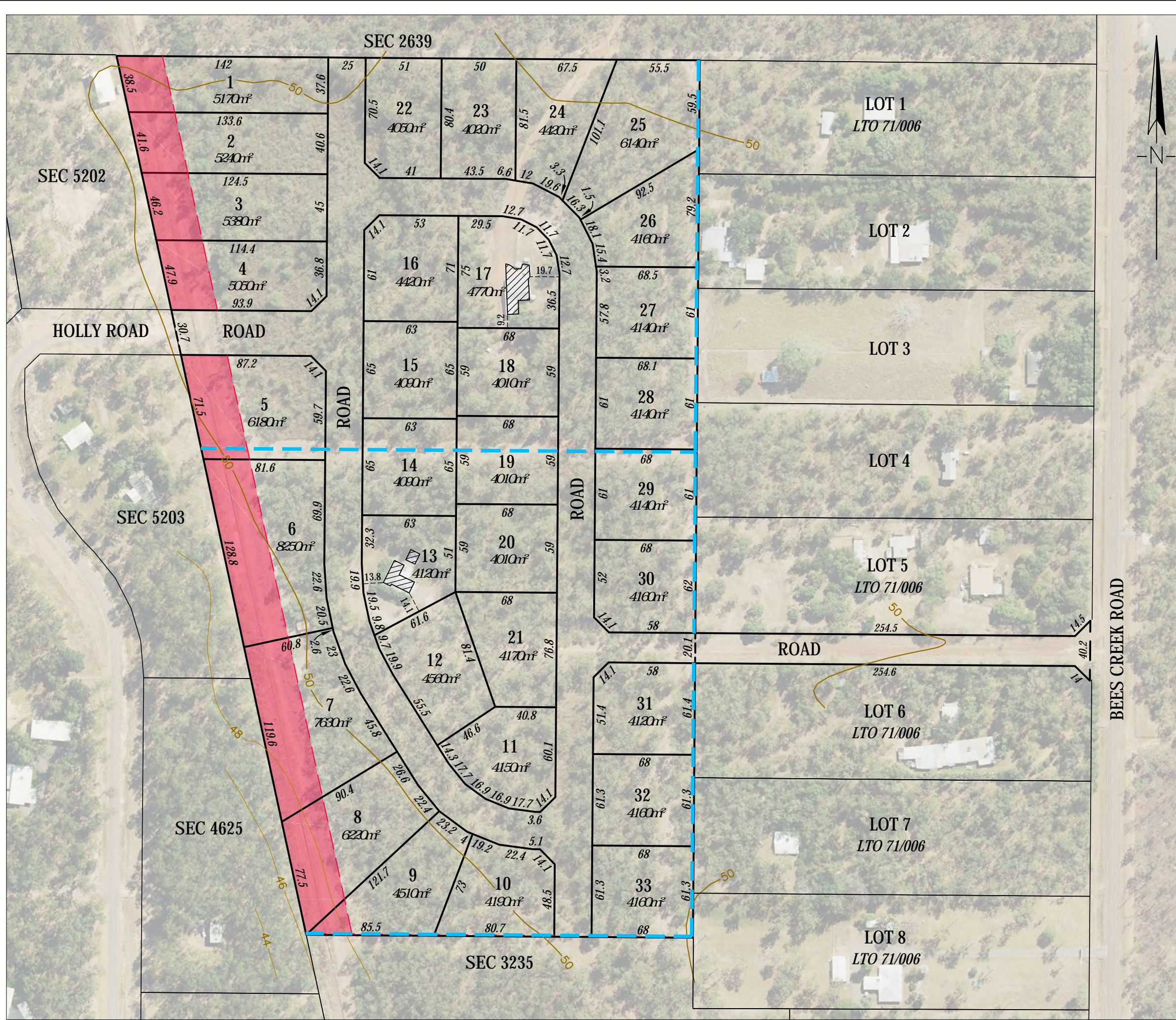
**46(3)(h) – Potential impact on the existing and future amenity of the area**

Lots 11 and 15 have always had potential for subdivision to create additional parcels and the extension of the Holly Road reserve to the boundary was an indication of the development potential.

The development of the Litchfield Subregional Land Use Plan, which was the result of extensive community and stakeholder consultation, established that the area was suitable for the development of rural residential allotments and was appropriate for the ongoing development of the locality.

Any development has an effect on the amenity of the area in which it is located, but the current proposal has been well considered and the likely impact on the existing and future amenity will be minimal.





**LOCATION DIAGRAM**  
Not to Scale

**Note**  
Easements should be confirmed with the current Certificate of Title  
Areas and dimensions are subject to survey  
Contours obtained from DIPL  
Aerial image obtained from DIPL

- Legend**
- Existing building
  - Powerline and Pipeline Easement (Lot 11)  
Electricity and Pipeline Easement (Lot 15)
  - Water Supply Easement



**LOTS 11 & 15 (LTO 72/003)  
HUNDRED OF STRANGWAYS  
176A&B BEES CREEK ROAD  
BEES CREEK**

**DEVELOPMENT APPLICATION**

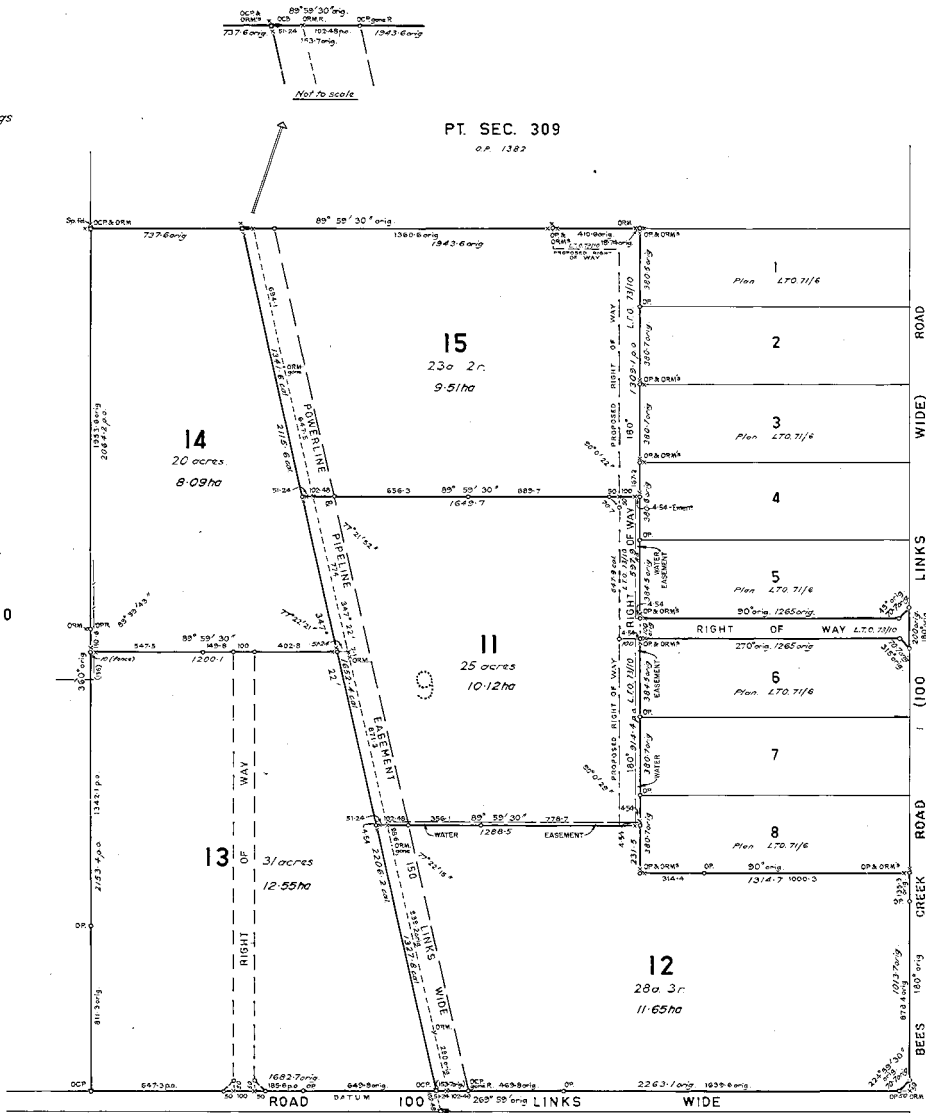
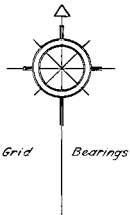
Client: IRONWOOD CONSULTING

**eja** SURVEY & PLANNING CONSULTANTS  
10 HARVEY STREET  
DARWIN NT 0801  
PH. (08) 8981 2494  
FAX. (08) 8981 5205  
darwin@eja.com.au  
www.eja.com.au  
earl james & associates

Drawn by: SJH	Scale: 1:2500 (A3)
Date: 3/7/2019	Drawing No: 18/10730/1A
Cad File: 10730-1A.DWG	



# Survey Plan LTO72/003



LINKS	METRES
45.4	0.91
50	10.06
70.7	14.22
100	20.12
150	30.18
153.7	30.92
200	40.23
231.5	46.57
402.8	81.03
597.9	120.28
647.3	130.22
737.6	148.38
914.4	183.95
1285.5	259.2
1309.1	263.35
1314.7	264.48
1327.9	267.11
1341.0	269.89
1649.7	331.87
1652.4	332.41
1662.7	335.91
1943.6	390.99
2054.2	415.25
2111.5	423.99
2153.4	433.2
2206.2	443.82
2263.1	455.26

Conversion Table and Metric Areas added  
*S.A. Rose* 13.3.72  
 Supervising Draftsman

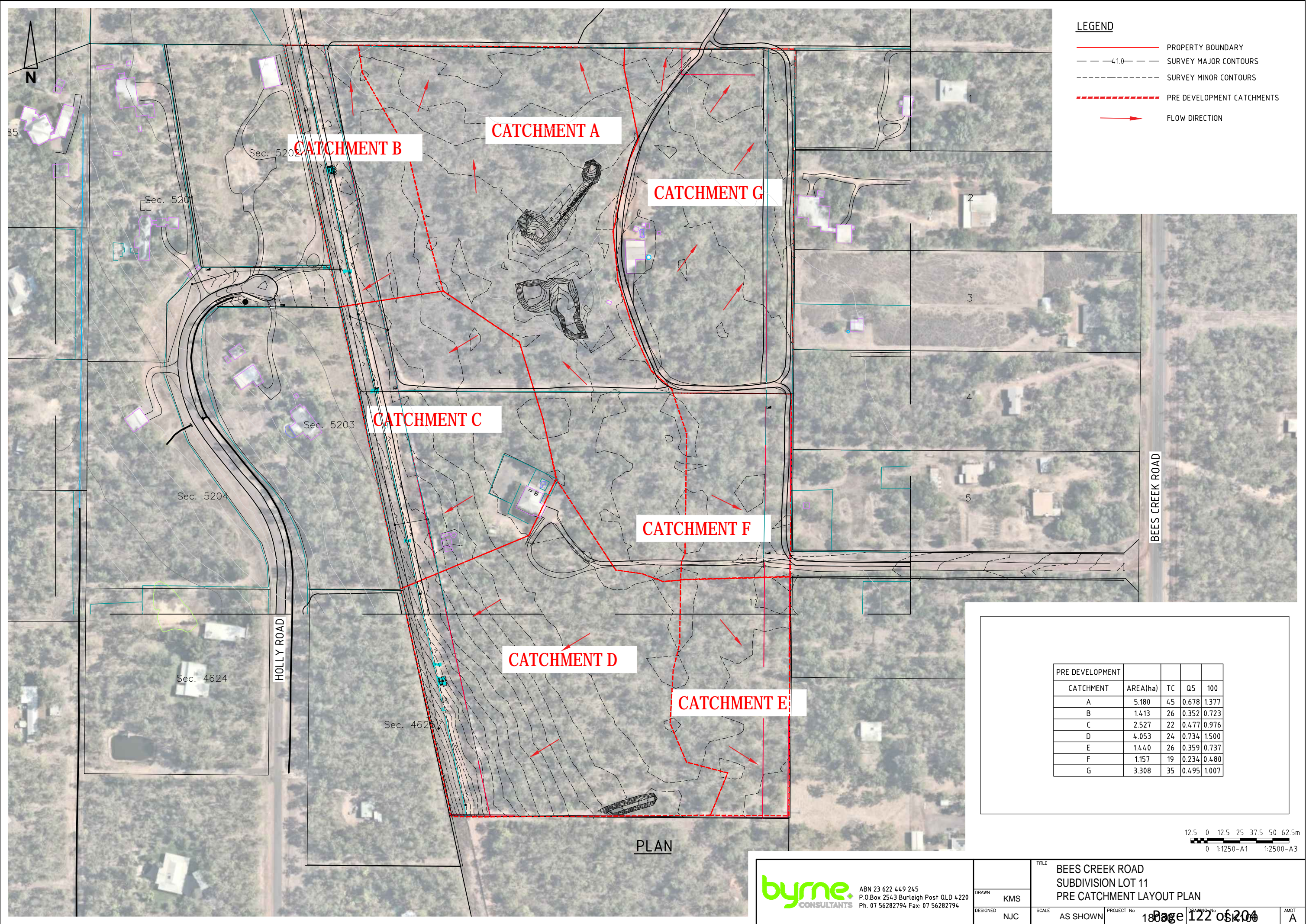
*Note:* Reference marks are of 5 links unless otherwise shown.  
 Lot 14 to have less and unobstructed Right of Way over that part of Lot 13 designated Right of Way.  
 Lot 15 to have less and unobstructed Right of Way over that part of Lot 11 designated Right of Way.  
 For amendment to Right of Way, see also L.T.O. 73/10.

I AGREE HERETO  
*S.A. Rose*  
 REGISTERED PROPRIETOR  
 DATE 23 MAR 1972  
 Q1. Vol. 7 Fol. 54

CHAINS 3 0 3 6 9

<b>SURVEYOR'S CERTIFICATE</b> S. A. ROSE I hereby certify that the survey represented on this plan was carried out by me or under my immediate supervision and was completed on 26.1.1972 and that this survey has been executed in accordance with the Licensed Surveyors Ordinance 1933 1937 and the Regulations thereunder. Date 26.1.1972 <i>S.A. Rose</i> Licensed Surveyor	File No. L.T.O. 72/3 Instruction No. L.T.O. 72/3 Field Book No. L.T.O. 72/3 Drawn by <i>S.A. Rose</i> Charted on <i>1:25000</i> Compared with F.B. <i>ADK 2/1968</i> Calculation Book No. <i>ADK 2/1968</i> Examined <i>ADK 2/1968</i>	<b>AMENDMENTS</b> No. Reference: <i>1</i> File L.T.O. 73/10 Details: <i>Water Easement added to Lot 11. The amendments are in favor of Lots 4-8 of L.T.O. 71/6.</i> Approved: <i>S.A. Rose</i> Date: <i>21.6.72</i> Supervising Draftsman	<b>LEGEND</b> Concrete Block Concrete Post Part. Peg or Stake Reference Mark Sighting Survey Post	<b>LOT 11-15</b> SUBDIVISION OF LOT 9 OF PLAN L.T.O. 71/6 Hundred of Strangways County of Palmerston	<b>AZIMUTH</b> A. Assumed from Plan L.T.O. 71/6 B. Observed at Meridian of Longitude Convergence C. From Latitude Datum	SCALE 3 chains to an inch <b>L.T.O. 72/3</b>
	<b>SURVEY APPROVED</b> Date: 6.6.1972 <i>S.A. Rose</i> Surveyor-General	Passed: <i>S.A. Rose</i> 2-6-72 Date: <i>2-6-72</i> Assistant Chief Land and Survey Branch				

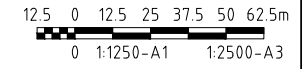




**LEGEND**

- PROPERTY BOUNDARY
- - - - - SURVEY MAJOR CONTOURS
- - - - - SURVEY MINOR CONTOURS
- - - - - PRE DEVELOPMENT CATCHMENTS
- ➔ FLOW DIRECTION

PRE DEVELOPMENT CATCHMENT	AREA(ha)	TC	Q5	100
A	5.180	45	0.678	1.377
B	1.413	26	0.352	0.723
C	2.527	22	0.477	0.976
D	4.053	24	0.734	1.500
E	1.440	26	0.359	0.737
F	1.157	19	0.234	0.480
G	3.308	35	0.495	1.007

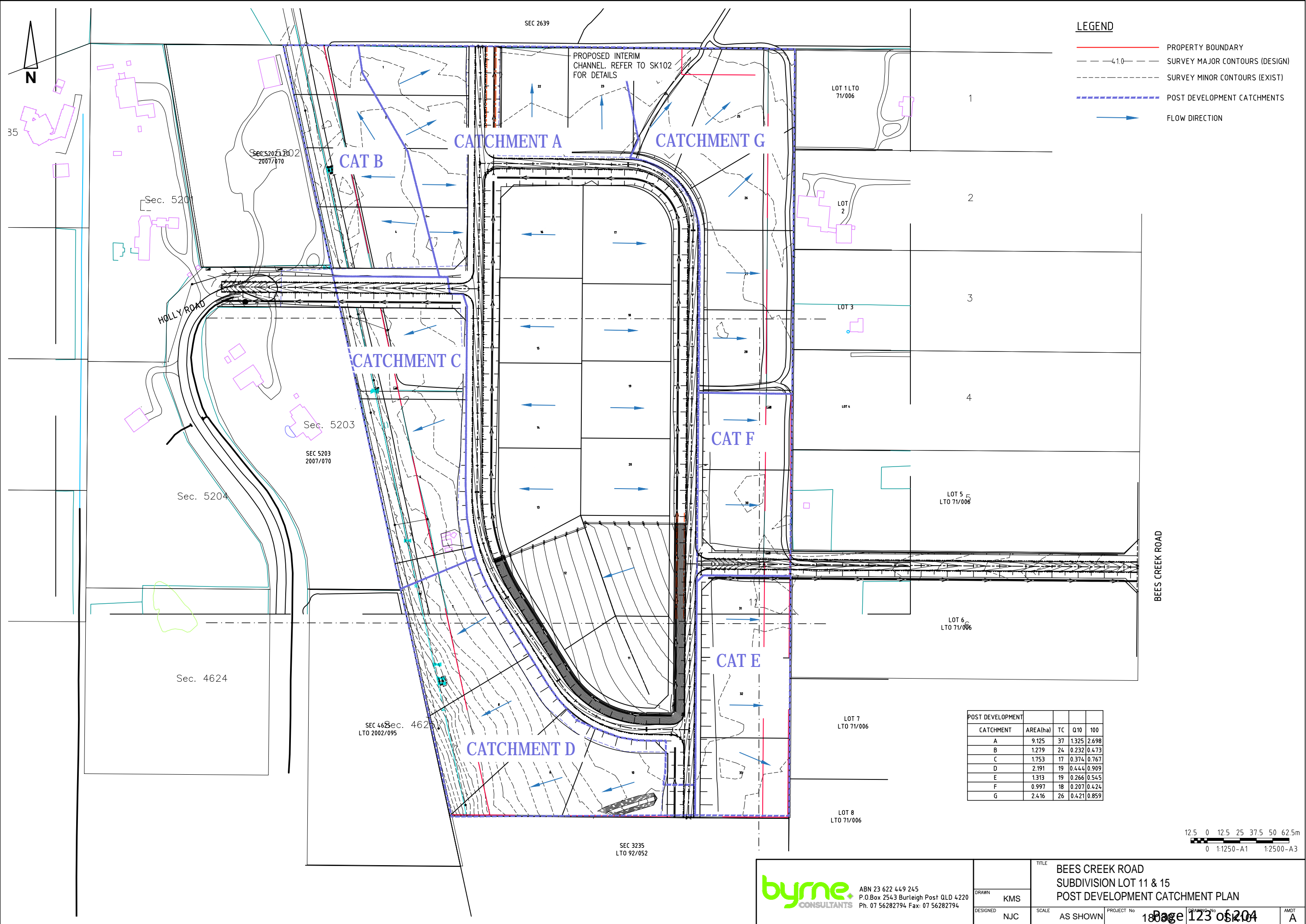


PLAN

**byrne.**  
CONSULTANTS  
ABN 23 622 449 245  
P.O.Box 2543 Burleigh Post QLD 4220  
Ph. 07 56282794 Fax: 07 56282794

DRAWN KMS		TITLE BEES CREEK ROAD SUBDIVISION LOT 11 PRE CATCHMENT LAYOUT PLAN	
DESIGNED NJC	SCALE AS SHOWN	PROJECT No 18000	AMDT A

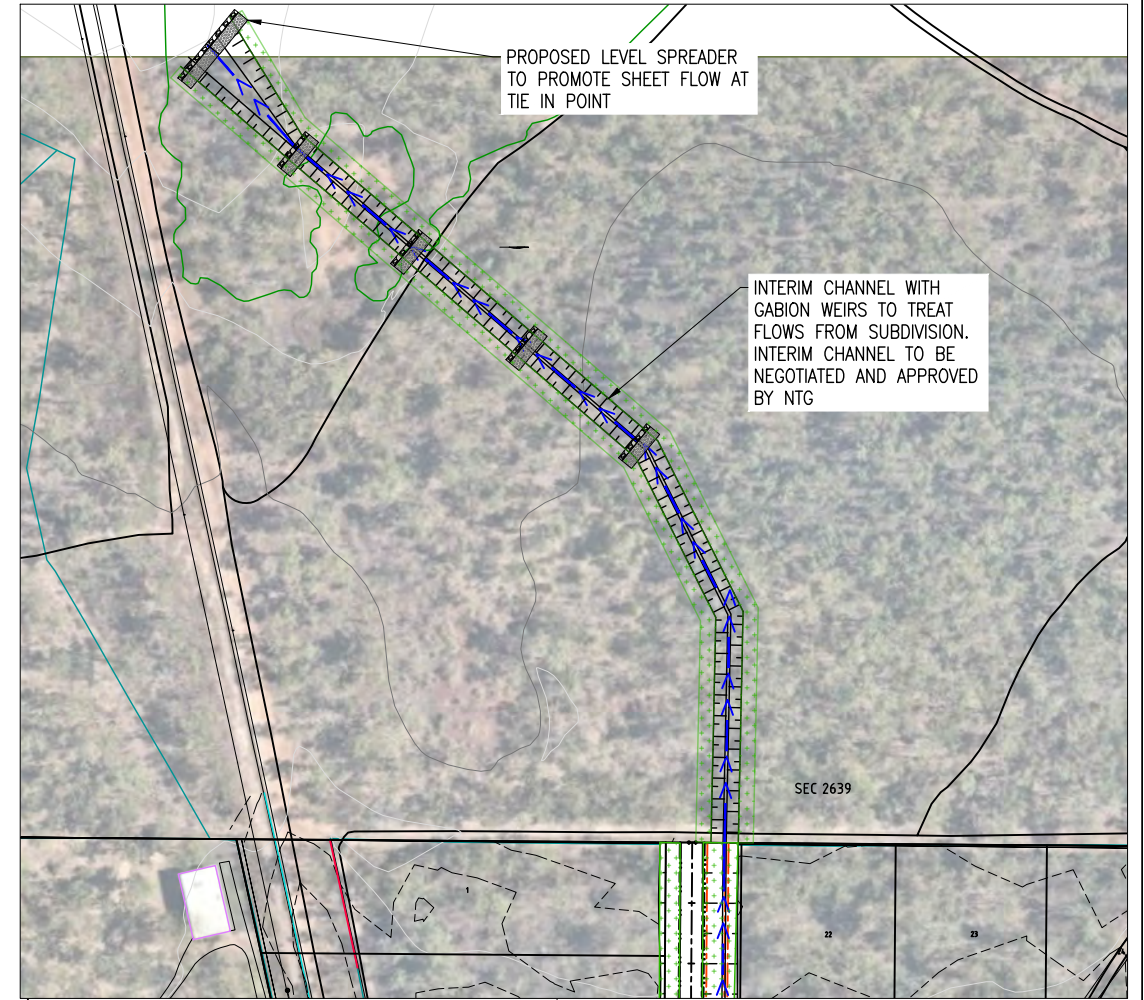
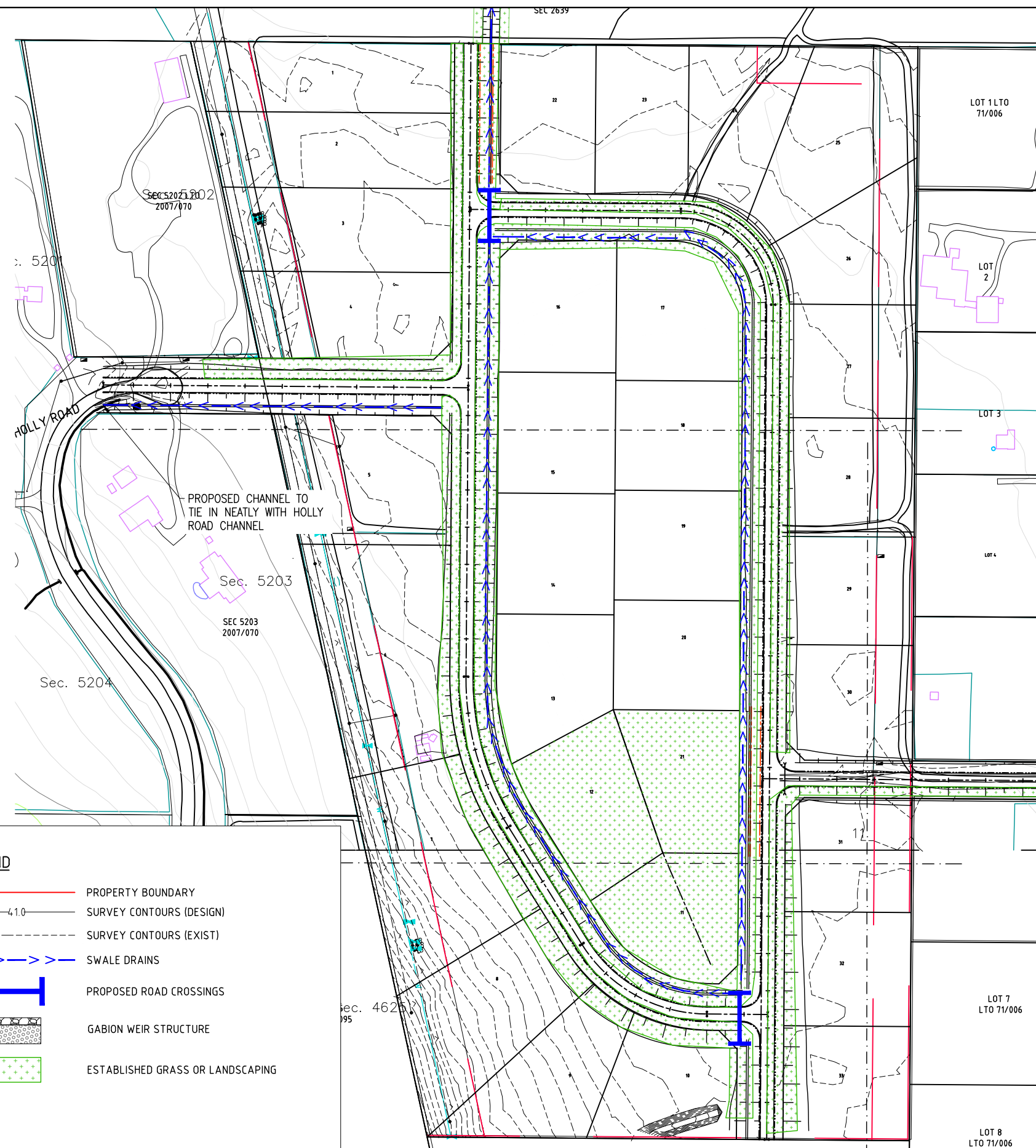




**byrne.** CONSULTANTS  
 ABN 23 622 449 245  
 P.O.Box 2543 Burleigh Post QLD 4220  
 Ph. 07 56282794 Fax: 07 56282794

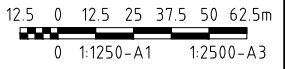
DRAWN KMS		TITLE BEES CREEK ROAD SUBDIVISION LOT 11 & 15 POST DEVELOPMENT CATCHMENT PLAN	
DESIGNED NJC	SCALE AS SHOWN	PROJECT No 1800	AMDT A





- LEGEND**
- PROPERTY BOUNDARY
  - SURVEY CONTOURS (DESIGN)
  - SURVEY CONTOURS (EXIST)
  - SWALE DRAINS
  - PROPOSED ROAD CROSSINGS
  - GABION WEIR STRUCTURE
  - ESTABLISHED GRASS OR LANDSCAPING

- GENERAL NOTES**
- INTERIM CHANNEL IN SEC 2639 TO BE REMOVED AND FLOWS REDIRECTED TO DRAINAGE DEVICES UPON CONSTRUCTION OF ULTIMATE LAYOUT.



	ABN 23 622 449 245 P.O.Box 2543 Burleigh Post QLD 4220 Ph. 07 56282794 Fax: 07 56282794		TITLE <b>BEES CREEK ROAD          SUBDIVISION LOT 11 &amp; 15          CONCEPTUAL STORMWATER MANAGEMENT PLAN</b>	
	DRAWN KMS	DESIGNED NJC	SCALE AS SHOWN	PROJECT No 1801

# Land Suitability Assessment: Lot 15 Hundred of Strangways (176b Bees Creek Road, Bees Creek)

---

*Compiled by VPS Land Assessment and Planning*

*On behalf of*

*Des Groves*

*February 2016*

*VPS Land Assessment and Planning*  
ABN 75 917 726 387  
PO Box 78, Palmerston NT 0831 Australia  
[vpmland@iinet.net.au](mailto:vpmland@iinet.net.au)      [www.landassessplan.com.au](http://www.landassessplan.com.au)


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Surface and subsurface drainage conditions are created by natural processes and the activity of people. Site assessment identifies actual subsurface conditions only at those points where samples are taken and when they are taken. This Report is based on assumptions that the site conditions as revealed through selective sampling are indicative of conditions throughout the site. Data derived from literature and external data source review are interpreted to provide an opinion about overall site conditions and their likely impact on the proposed development. Actual conditions may differ from those inferred to exist and the actual interface between materials may be far more gradual or abrupt than assumed based on the facts obtained.

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## ***Document Control Record***

Prepared by	Graeme Owen
Position	Consultant Environmental Scientist
Signed	
Date	15 February 2016

## **Revision Status**

<b>Revision Number</b>	<b>Description of Revision</b>	<b>Date</b>	<b>Approved</b>
1	First Issue	15 February 2016	Graeme Owen
2	Minor edits requested by clients representative	13 April 2016	Graeme Owen

Recipients are responsible for eliminating all superseded documents in their possession

**Contents**

Executive Summary ..... 1

1. Introduction ..... 2

2. Background..... 3

    2.1. Site location ..... 3

    2.2. Site Description..... 3

3. Desktop Review ..... 5

    3.1. Climate ..... 5

    3.2. Land Resources..... 5

    3.3. Onsite Waste Water Risk ..... 8

    3.4. Water Resources ..... 8

    3.5. Riverine Flooding ..... 8

    3.6. Acid Sulfate Soils ..... 8

    3.7. Storm Tide Flooding..... 8

    3.8. Soil Salinity ..... 8

    3.9. Heritage ..... 9

    3.10. Environmental Issues ..... 9

4. Field assessment ..... 12

    4.1. Overview..... 12

    4.2. Soil and Landscape Assessment ..... 12

5. Land Suitability Assessment ..... 14

    5.1. Drainage ..... 14

    5.2. On-site Wastewater Management..... 14

    5.3. Erosion Risk..... 14

    5.4. Soil Salinity ..... 14

    5.5. Acid Sulfate Soils ..... 15

    5.6. Storm Tide Flooding..... 15

    5.7. Riverine Flooding ..... 15

    5.8. Environmental Assessment..... 15

    5.9. Weeds ..... 15

    5.10. Land Suitability ..... 16



6. Conclusion ..... 18

7. References ..... 19

8. Appendices ..... 21

    Appendix 1 Soil Assessment ..... 21

    Appendix 2 Summary of setbacks relating to onsite wastewater disposal..... 29

    Appendix 3 Glossary ..... 30

***List of Figures***

Figure 1: Location of Lot 15..... 3

Figure 2 Location and access for Lot 15..... 4

Figure 3 Land units across Lot 15 (mostly 3b)..... 6

Figure 4 Location of subject land in relation to Salinity Hazard Map of NT (1994)..... 9

Figure 5 NR Maps shows no flora / fauna of Conservation Significance on Lot 15 ..... 10

Figure 6 Soil site and field mapping ..... 13

***List of Tables***

Table 1 Summary of development on Lot 15..... 4

Table 2 Humpty Doo Collard Road (14226) Monthly Rainfall 1987-2015 (BoM 2016) ..... 5

Table 3 Summary of land unit descriptions (after Fogarty et al 1984)..... 7

Table 4 Threatened species that may occur within Lot 15..... 11

Table 5 Land Suitability Assessment for Lot 15..... 17

**Acronyms**

Alternative Septic Treatment System	ASTS
Bureau of Meteorology	BOM
Building Advisory Services (DLPE)	BAS
Building Control Area	BCA
Department of Health	DoH
Department of Land Resource Management	DLRM
Department of Lands, Planning and the Environment	DLPE
Environmental Protection Agency	EPA
Land Capability Assessment	LCA
Land Suitability Assessment	LSA
NR Maps	Online data server managed by DLRM ( <a href="http://nrmaps.nt.gov.au">nrmaps.nt.gov.au</a> )
Power and Water Corporation	PWC
Water Resources	Water Resource Division within DLRM



# Executive Summary

VPS Land Assessment and Planning was commissioned to conduct a Land Suitability Assessment (LSA) of Lot 15 Hundred of Strangways (176b Bees Creek Road, Bees Creek) to assess the potential of the land for subdivision. The subject land is zoned RL – Rural Living. The focus of this work has been the field validation of the boundaries of constrained land and then to determine the extent and soil-landscape characteristics of the unconstrained land.

The environmental assessment of the subject land involved an initial desktop and subsequent field assessment undertaken in April 2016.

This land suitability assessment has found that Lot 15 has an overall area of 9.5 ha and comprises approximately 8.6 ha of land suitable for the purposes of rural subdivision. The water supply easement encloses approximately 0.9 ha along the western boundary which was not assessed. The majority of unconstrained land comprises well drained, moderately deep to deep, gravelly Red and Brown Kandosols on gentle slopes up to 1%. No area of constrained land was identified.

In accordance with the *Land Suitability Guidelines* (NTG 2013) the majority of unconstrained land is classified as Class S1 – Highly Suitable for rural living.

There are minor constraints associated with erosion risk – some slopes up to 1%; and onsite wastewater management - due to the relatively high proportions of surface and subsoil gravels across the site. These can be addressed through erosion and sediment control (ESC) measures to account for the slope of the land; and, given the soils are moderately deep to deep, by the use of slightly larger effluent disposal areas, alternate land application and / or alternate treatment systems for wastewater treatment.

The threatened species *Cycas armstrongii* was scattered within the site. Liddle (2009) provides a range of options, including salvage, in relation to management of this species during the development process.

Weed management for Gamba grass (*Andropogon gayanus*) should be implemented in accordance with the Weed Management Act and guidelines provided by the NT Weeds Branch (see WMB 2014). Given the upland location of the unconstrained land a flood study is not likely to be required.

# 1. Introduction

VPS Land Assessment and Planning was commissioned to conduct a Land Suitability Assessment (LSA) of Lot 15 Hundred of Strangways (176b Bees Creek Road, Bees Creek) to assess the potential of the land for subdivision.

This report presents the results of the LSA. It provides an assessment of the issues and opportunities of the site in the context of the NT *Land Suitability Guidelines* (NTG 2013) and identifies other issues that may affect the suitability of the site for subdivision.

The *Land Suitability Guidelines* (NTG 2013) define land suitability as:

*The fitness of a given area for land utilisation type (or land use), or the degree to which it satisfies the land user.*

The *Guidelines* address seven land suitability categories. These categories are:

- Drainage
- On-site wastewater management
- Erosion risk
- Soil salinity
- Acid sulphate soils
- Storm tide flooding
- Riverine flooding.

These categories are then assigned *suitability classes* in accordance with Table 2 of the *Guidelines* following assessment of the *relevant* characteristics identified through a review of existing land information and field investigations. Suitability classes 1-2 are considered to be generally 'unconstrained', while suitability classes 3-5 are considered to varying degrees to be 'constrained'. Land classified as suitability class 3-5 (constrained) may prevent development from proceeding or require additional inputs in terms of design, planning and on-going management (NTG 2013).

A detailed *Land Capability Assessment* (LCA) for On-site Wastewater Management has not been undertaken as part of this assessment.

## 2. Background

### 2.1. Site location

Lot 15 Hundred of Strangways is located in Bees Creek around 10kms southeast of Palmerston (Figure 1).

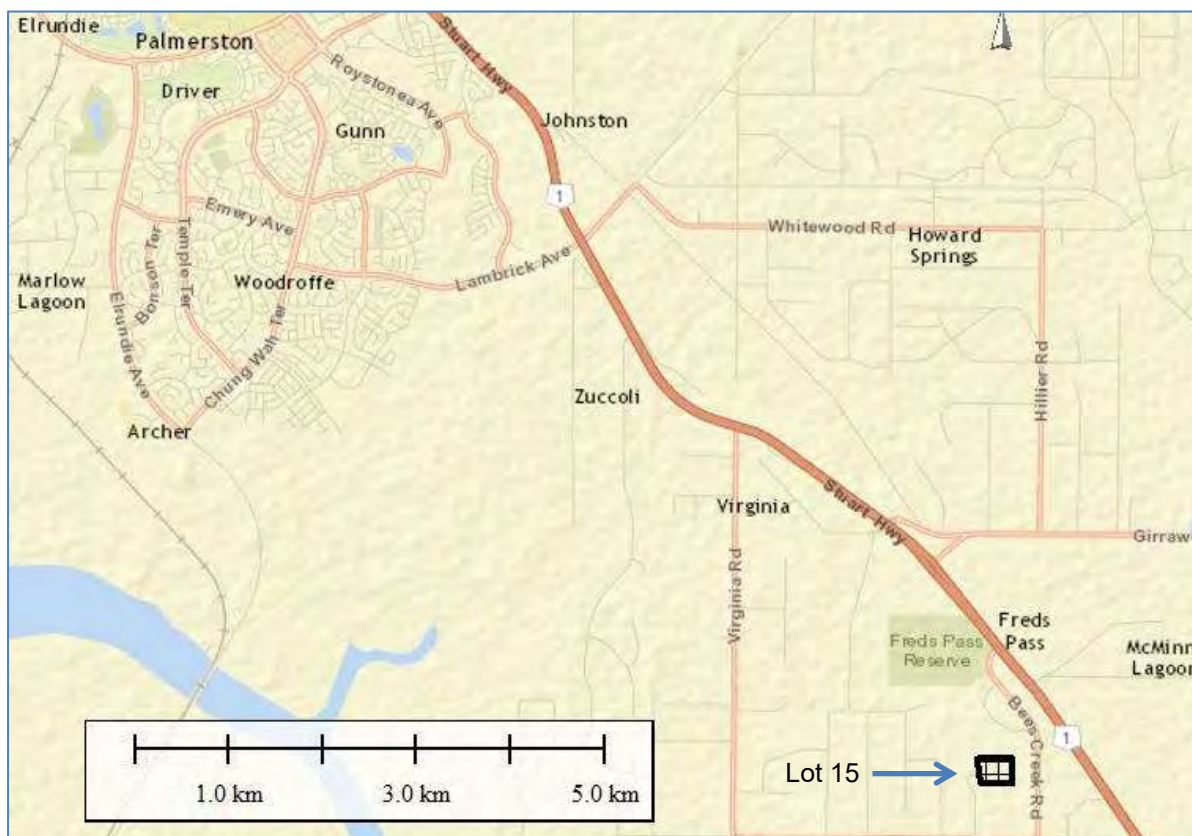


Figure 1: Location of Lot 15

### 2.2. Site Description

Lot 15 is currently zoned RL - 'Rural Living'. It has an existing dwelling in the southeast of the block within a small area of clearing (~0.25ha) with the balance of the block under native vegetation. Two areas of disturbance, that are likely associated with historical investigation for gravel extraction, are clearly visible on the western side of the block and covered with regrowth (Figure 2). Access to the block from Bees Creek Road is via a Right of Way through the adjoining block to the south (Lot 11) with access to Holly Road across a water supply (pipe) easement running along the western boundary of the lot (Figure 2). The water supply easement encloses approximately 0.9 ha along the western boundary which was not assessed.

Under the *NT Planning Scheme*:

- The primary purpose of land zoned RL (Rural Living) is to provide for a range of activities including residential, agricultural and other rural activities.

- Minimum lots sizes shall be 2ha (must all be zoned RL) with a minimum of 1ha of unconstrained land (contiguous with proposed unconstrained access)
- Larger lot sizes can be used facilitate the separation between potentially incompatible uses and restrict closer settlement
- Where there is no access to reticulated sewer it must be demonstrated that each lot will has adequate land suitable for onsite wastewater treatment and disposal.

**Table 1 Summary of development on Lot 15**

Council Area	Litchfield Shire
Planning Zone	RL - Rural Living
Allotment Size	Lot 15 comprises approximately 9.5 ha (23.5acres) Approximately 0.9 ha is contained within the water supply easement along western boundary
Water supply	Lot 15 connected to reticulated water supply
Wastewater	Not connected to reticulated sewer network Onsite wastewater treatment and disposal required Existing dwelling utilises septic system
Water Control District	Darwin Rural - bore permits will only be required if any/all proposed lots are not connected to the reticulated water supply
Building Control Area	Yes



**Figure 2 Location and access for Lot 15**

## 3. Desktop Review

### 3.1. Climate

The Bees Creek area experiences a monsoonal climate with two broad seasons; the “Dry Season” during which little to no rainfall occurs between April and September and the “Wet Season” over summer during which maximum rainfall generally occurs between November and March. The nearest rainfall data is collected at Humpty Doo Collard Road (Station Number: 14226) (BOM 2016) and shown in Table 2. There is no site specific evaporation data available for this site however the BOM map of annual “Average pan evaporation 1975-2005” shows the Darwin region lies within an area that experiences 2000-2400mm average annual evaporation (which exceeds annual rainfall).

**Table 2 Humpty Doo Collard Road (14226) Monthly Rainfall 1987-2015 (BoM 2016)**

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean	455	361	332	94	20.3	0.3	0.7	4.6	17.3	75	172	310	1855
Median	410	330	315	79.4	5.9	0	0	0.2	8.5	66	171	282	1831
Lowest	223	114	93	0.4	0	0	0	0	0	0	63	61	1381
Highest	846	837	686	501	113	2.2	12.6	95.6	110	222	301	895	2508

### 3.2. Land Resources

#### *Land Unit Mapping*

The Department of Land Resource Management (DLRM) has published land unit mapping over the subject land (Fogarty *et al* 1984) published at a scale of 1:25000. At this scale, the smallest area feature shown on a printed map is 0.4cm<sup>2</sup> which represents around 2.5ha on the ground (McKenzie *et al* 2008). Land unit mapping is therefore not sufficiently detailed to identify soil-landscape features and characteristics (constraints) that are potentially important for intense land uses such as small lot subdivision. Furthermore, some published map unit boundaries and/or map unit descriptions may be inaccurate due to the historical mapping processes. According to Fogarty *et al* (1984), Lot 15 comprises land units 1c (Rapidly drained) and 3b (well drained) with land unit 3b covering the majority of the site (Table 3 and Figure 3).



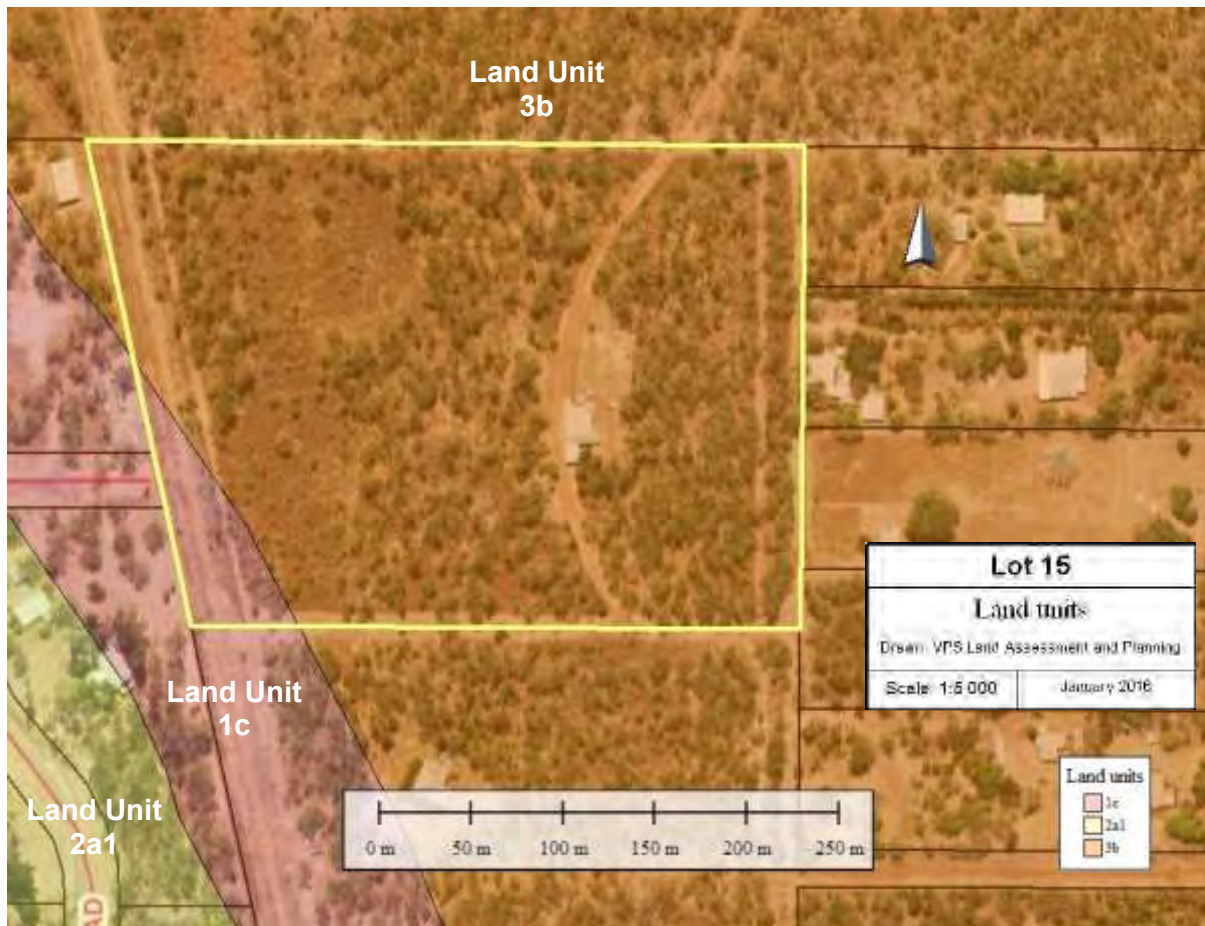


Figure 3 Land units across Lot 15 (mostly 3b)

**Table 3 Summary of land unit descriptions (after Fogarty et al 1984)**

Land Unit	Landform	Slope	Soils	Drainage	Vegetation
1c	Low scarps and short steep slopes Extensive outcrop and surface stone	5 - 20%	Shallow Gravelly Leptic Rudosols (Shallow gravelly Lithosols)	Rapid	Woodland; <i>Eucalyptus miniata</i> , <i>Corymbia bleeseri</i> with <i>E. tetradonta</i> , <i>E. tectifera</i> , <i>C. foelscheana</i> ; mid storey of <i>Xanthostemon paradoxus</i> , <i>Terminalia ferdinandiana</i> , <i>Buchanania obovata</i> , <i>Cycas armstrongii</i> , <i>Livistona humilis</i> ; grasses of <i>Sorghum plumosum</i> , <i>Eriachne avenacea</i> , <i>Chrysopogon latifolius</i> , <i>Heteropogon contortus</i> .
2a1	Rises and associated upper slopes	0.5 - 4%	Shallow Gravelly Leptic Rudosols with minor Moderately Deep Gravelly Brown Kandosols. (Shallow gravelly Lithosols with some moderately deep, gravelly, yellow earths.).	Well drained	Open Woodland, minor Woodland; <i>Eucalyptus miniata</i> , <i>E. tetradonta</i> , or <i>Corymbia foelscheana</i> , <i>C. confertifolia</i> , <i>E. tectifera</i> with <i>C. bleeseri</i> , <i>Erythrophleum chlorostachys</i> , <i>Xanthostemon paradoxus</i> ; mid storey of <i>Buchanania obovata</i> , <i>Grevillea decurrens</i> , <i>Calytrix exstipulata</i> , <i>Petalostigma quadriloculare</i> ; grasses of <i>Schizachyrium fragile</i> , <i>Chrysopogon latifolius</i> , <i>Heteropogon triticeus</i> , <i>Themeda triandra</i> , <i>Eragrostis sp.</i> , annual <i>Sorghum sp</i>
3b	Flat to very gently undulating upland surface	0.5 - 2.5%	Moderately Deep to Deep Gravelly Brown Kandosols, minor Red Kandosols. (Moderately deep to deep, gravelly, yellow earths, minor red earths) 10 - 30% ferruginous gravels.	Well drained	Woodland; <i>Eucalyptus miniata</i> , <i>E. tetradonta</i> with <i>Corymbia porrecta</i> , <i>C. foelscheana</i> , <i>C. confertiflora</i> , <i>Erythrophleum chlorostachys</i> ; mid storey of <i>Terminalia ferdinandiana</i> , <i>Xanthostemon paradoxus</i> , <i>Livistona humilis</i> , <i>Petalostigma pubescens</i> ; grasses of <i>Sorghum intrans</i> , <i>S. plumosum</i> , <i>Eriachne avenacea</i> , <i>Chrysopogon latifolius</i> , <i>Panicum mindanaense</i> .

### **3.3. Onsite Waste Water Risk**

Risk mapping for onsite wastewater disposal (DoH 2011) ranks land units in terms of *High*, *Moderate* and *Low Risk*. When expressed in terms of *land capability* (the capability of a site to support sustainable onsite wastewater disposal) the rankings relate to Low Capability, Moderate Capability and High Capability respectively. DoH (2011) rates Land unit 3b as *Moderate Risk* (Moderate Capability) and Land units 1c as *High Risk* (Low capability) for onsite wastewater management due to soil depth, drainage and/or soil type.

### **3.4. Water Resources**

Lot 15 lies within the Darwin Rural Water Control District and is serviced by a reticulated water supply.

### **3.5. Riverine Flooding**

Areas at risk of riverine flood risk within the Elizabeth and Blackmore catchments have been mapped by Cardno (2014). This mapping shows that Lot 15 is well outside areas mapped as being at risk of riverine flooding and therefore not affected.

### **3.6. Acid Sulfate Soils**

Mapping by DLRM (Hill and Edmeades 2004) indicates that Lot 15 does not lie within areas affected by actual or potential acid sulfate soils.

### **3.7. Storm Tide Flooding**

Mapping by DLRM (2011) shows that Lot 15, being well inland from the coast, is not at risk from storm tide flooding.

### **3.8. Soil Salinity**

The subject land is not regarded as being at risk of soil salinity as the land is located in a moderate to high rainfall area. Salinity hazard mapping by Tickell and Tyson (1994) places Lot 15 within an area of *Low Risk* of soil salinity (Figure 4).



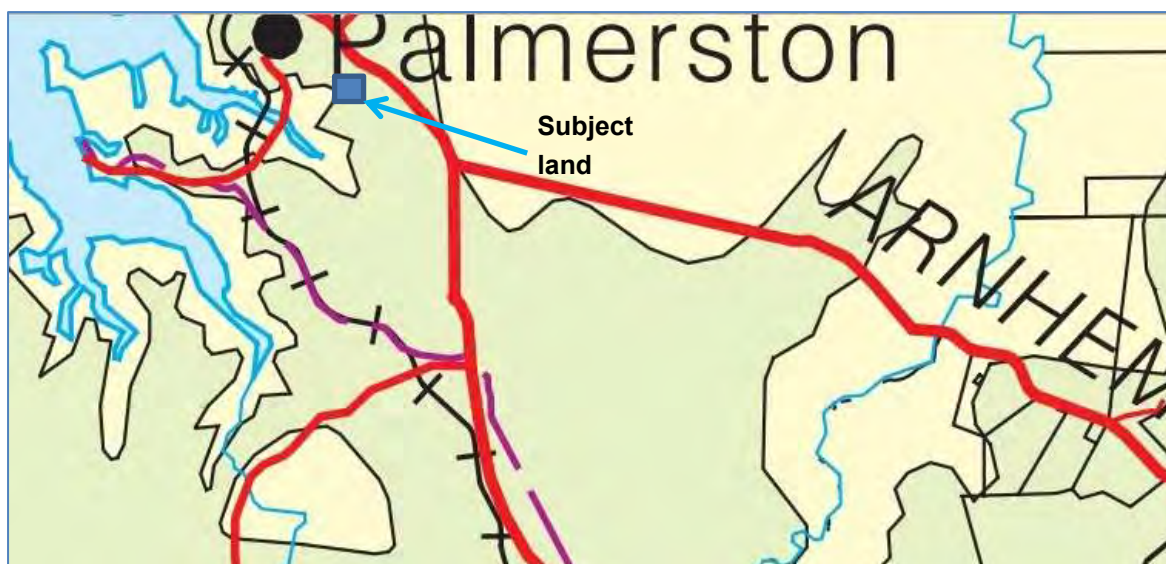


Figure 4 Location of subject land in relation to Salinity Hazard Map of NT (1994)

### 3.9. Heritage

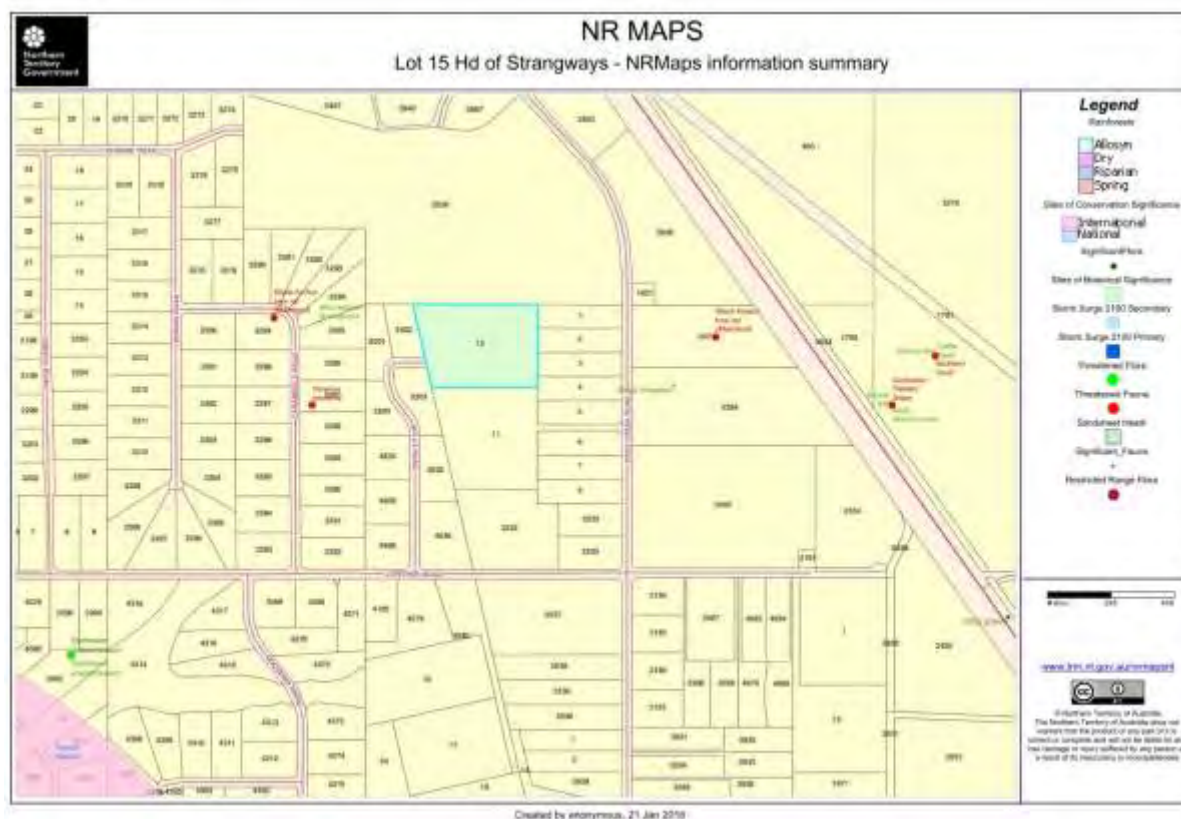
Lot 15 is located in the vicinity of the World War 2 Sattler airfield. Information from the Heritage Branch (Department of Lands, Planning and Environment) states that there are “no declared heritage places nor any previously recorded Aboriginal archaeological sites located within the boundaries of Lot 15, Hundred of Strangways (176b Bees Creek Road, Bees Creek).”

### 3.10. Environmental Issues

Lot 15 does not lie within or near a Litchfield Shire Priority Environmental Management (PEM) Area.

An assessment of the potential threatened flora and fauna species that may occur within or nearby Lot 15 was undertaken. A search of the Protected Matters database identified threatened species listed under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) that could potentially be found within the property and surrounding areas, while a search of the NRM *InfoNet* was used to source information on species listed under the *Territory Parks and Wildlife Conservation Act* (TPWC Act). Data from NR Maps (DLRM 2016) shows that no threatened species have been recorded within Lot 15 or on adjoining land (Figure 5).

Land unit data indicates that the threatened plant species *Cycas armstrongii* may occur within the project area.



**Figure 5 NR Maps shows no flora / fauna of Conservation Significance on Lot 15**

Based on existing records and a review of the habitat requirements of the territory and federally-listed threatened species, twelve (12) threatened species may exist in the project area. These species are listed in Table 4. While these species have been identified as potentially occurring within the property, targeted surveys have not been performed to validate this and there are no records of any listed species being recorded within 0.5km of Lot 15. The majority of the species identified through the threatened species assessment are not endemic to the region and are generally broad ranging in their distribution.

Of the bird species listed in Table 4, the Partridge Pigeon (*Geophaps smithii smithii*) and Red Goshawk (*Erythrotriorchis radiatus*) may occur within the project area. Very little is known about the distribution of the northern subspecies of Masked Owl (*Tyto novaehollandiae kimberli*) in the NT (Woinarski & Ward 2012a). The project area may constitute suitable habitat for the species, though its occurrence is likely restricted by a lack of mammalian prey due to fire and non-native predators (cats - *Felis catus*) in the area. No recent records of Gouldian Finch (*Erythrura gouldiae*) occur close to the project area.

For most of the mammals listed in Table 4, inappropriate fire regimes and habitat loss have been identified as key threatening processes. Brush-tailed Rabbit-rat (*Conilurus penicillatus*) and Black-footed Tree-rat (*Mesembriomys gouldii*) are likely impacted by frequent fires affecting habitat suitability, largely due to a reduction in the availability of food, and tree hollows (Hill 2012; Woinarski & Hill 2012). Habitat within the project area is not particularly suitable for these species; Lot 15 is bounded by small lots to the east and west some of which have been cleared, around 3ha of the Lot 15 has been previously cleared, the water

supply easement isolates the site to the west and Bees Creek Road isolates it from the east. Invasion of Gamba Grass (*Andropogon gayanus*) will have affected some species and will exacerbate the impact of fires. Furthermore there are no records of these species occurring in proximity to the project area.

The arrival of Cane Toads (*Rhinella marina*) in the Top End has been linked with the decline of Northern Quoll (*Dasyurus hallucatus*), Northern Brush-tailed Phascogale (*Phascogale pirata*), Fawn antechinus (*Antechinus bellus*) and Plains Death Adder (*Acanthophis hawkei*) (Doody *et al.* 2009; Phillips *et al.* 2010; Woinarski & Ward 2012b). Lot 15 may contain potentially suitable habitat for these species; however, the likely presence of Cane Toads is likely to have significantly reduced the likelihood of their occurrence and habitat fragmentation from existing small lots and isolation caused by the water supply easement and major roads.

**Table 4 Threatened species that may occur within Lot 15**

Species	Common name	EPBC Status	TPWC Status
<b>Birds</b>			
<i>Erythrotriorchis radiates</i>	Red Goshawk	Vulnerable	Vulnerable
<i>Erythrura gouldiae</i>	Gouldian Finch	Endangered	Vulnerable
<i>Geophaps smithii smithii</i>	Partridge Pigeon (eastern)	Vulnerable	Vulnerable
<i>Rostatula australis</i>	Australian Painted Snipe	Endangered	-
<i>Tyto novaehollandiae kimberli</i>	Masked Owl (northern)	Vulnerable	Vulnerable
<b>Mammals</b>			
<i>Antechinus bellus</i>	Fawn Antechinus	Vulnerable	
<i>Conilurus penicillatus</i>	Brush-Tailed Rabbit-rat / Tree-rat	Vulnerable	Endangered
<i>Dasyurus hallucatus</i>	Northern Quoll	Endangered	Critically Endangered
<i>Mesembriomys gouldii</i>	Black-footed Tree-rat	Endangered	Vulnerable
<i>Phascogale pirata</i>	Northern Brush-tailed Phascogale	Vulnerable	Vulnerable
<i>Saccolaimus saccolaimus</i>	Bare-rumped Sheath-tail Bat	Critically Endangered	Data deficient
<b>Reptiles</b>			
<i>Acanthophis hawkei</i>	Plains Death Adder	Vulnerable	Vulnerable

Following this review, it is considered unlikely that any of the listed species would be located within Lot 15.

## 4. Field assessment

### 4.1. Overview

Field assessment was undertaken 20 January 2016. This involved traversing the area on foot with a hand held Garmin GPS Map 64S and included hand augering / digging holes and describing vegetation as required to assess soil / site characteristics and to validate land unit descriptions. The purpose of the field survey was to accurately delineate any areas of environmental constraints and map unconstrained land suitable for rural subdivision.

Due to the relative uniformity of the uncleared vegetation a detailed assessment was undertaken at only one site within a small pit near the existing residence (see Appendix 1). At several other locations across the block, holes were dug to confirm soil characteristics and dominant flora recorded to confirm the vegetation characteristics. No areas of constrained were identified during the field assessment, a finding which is consistent with land unit mapping.

Vegetation species in the dominant strata were used to describe vegetation types at a number of sites for the purpose of mapping.

No species listed in Table 4 were recorded during the field assessment.

### 4.2. Soil and Landscape Assessment

Filed assessment found that the site comprises soils and vegetation generally consistent with land unit 3b, except within the historical cleared area. As previously discussed, land unit 3b comprises well drained, Moderately Deep to Deep, Gravelly Brown and Red Kandosols. The disturbed areas along the western edge of the lot, although previously cleared, do not appear to have been used for gravel extraction as the land surface appears generally consistent across the block. No areas of land unit 1c were identified though it could be present in the water pipeline easement.

*Eucalyptus miniata* / *tetrodonta* woodland (as per land unit 3b) dominates the uncleared areas whilst the disturbed areas are dominated by *Acacia* sp and *Calytrix exstipulata* with emergent *Eucalyptus tetradonta* (Figure 6).

Leaf litter cover was extensive at the time of inspection and no areas of active erosion were identified. The Emerson Dispersion Test (See Appendix 1) showed that the surface soils were generally stable (neither slaking nor dispersive when wet); however, the subsoils were unstable in water (slaked) and may be susceptible to erosion if exposed.

*Cycas armstrongii* was recorded at 3 locations across the block (Figure 6).

Patches of Gamba Grass (*Andropogon gayanus*) were encountered across the site. A small African mahogany was identified in the northwest corner of the lot.





**Figure 6 Soil site and field mapping**

## 5. Land Suitability Assessment

### 5.1. Drainage

The site comprises well drained, moderately deep to deep, gravelly Red and Brown Kandosols on low slopes up to 1%.

### 5.2. On-site Wastewater Management

For onsite wastewater management, field inspection found that the land comprised Well drained, moderately deep to deep, gravelly Red and Brown Kandosols on slopes up to 1%. In accordance with Table 3.2 Assessment Framework for Unsewered Development for Subdivision Developments (DoH, 2014:pp 20) overall this land would be defined as *Moderate* to *Low Risk* (Moderate to High capability) for onsite wastewater disposal, suitable for septic systems using Standard Designs and Sizing Tables. There are no waterways, as defined in AS/NZS1547:2012, within the subject land.

There are a number of options available when site and/or soil characteristics limit the capability (*Low* or *Moderate*) of the land to achieve appropriate effluent treatment levels. These include increasing the size of the absorption / disposal area, using better quality imported fill or raised beds/mounds. Improving the quality of the effluent may also be considered by using Alternative Septic Treatment Systems (ASTS). See Appendix 2 for summary of other setbacks.

### 5.3. Erosion Risk

In this context, assessment of *erosion risk* is associated with the potential for accelerated erosion (above natural levels) associated with development of the land. Field assessment found that the land across the site comprises slopes generally between 0.5% and 1%. No areas of active erosion were identified within the block.

As per the Emerson Aggregate Test results for each soil site (Appendix 1), the surface soils were generally stable (neither slaking nor dispersive when wet) however subsoils slake when wet and may be erodible if disturbed and exposed.

According to the *Land Suitability Guidelines* (NTG 2013), land with slopes between 0.75% and 5% has a moderate to high potential for accelerated soil erosion by water. It is likely that the significant ground cover has contributed to the lack of active erosion visible at the site and the landscape presents only a moderate risk of erosion by water.

### 5.4. Soil Salinity

The subject land has a low risk of soil salinity (Tickell and Tyson 1994)



### 5.5. Acid Sulfate Soils

The subject land is not affected by acid sulfate soils (Hill and Edmeades 2004)

### 5.6. Storm Tide Flooding

Mapping by DLRM (2011) shows the subject land is not affected by storm tide flooding.

### 5.7. Riverine Flooding

There is no evidence to suggest that Lot 15 is at risk from riverine flooding.

### 5.8. Environmental Assessment

The EPBC assessment indicated that Lot 15 may contain suitable habitat for the Brush-tailed Rabbit-rat (*Conilurus penicillatus*) and Black-footed Tree-rat (*Mesembriomys gouldii*). However, this is considered unlikely due to limited areas of suitable habitat; the undisturbed patches of woodland in the area are disconnected by small lot subdivision and / or major roads / easements; many rural lots have free ranging dogs within fenced boundaries and, though fires do not appear to be frequent, the presence of Gamba Grass (*Andropogon gayanus*) will further exacerbate the impact of burning.

Although not listed as likely habitat, scattered *Cycad armstrongii* were identified. The *NT Cycad Management Program* (Liddle 2009) offers a range of management options when developing land containing cycads including “salvage” – the recovery of live plants from areas being cleared for roads or development.

### 5.9. Weeds

Gamba Grass (*Andropogon gayanus*), a Class B weed (growth and spread to be controlled), was recorded during the field assessment.

The *NT Weeds Management Act* requires landholders and land managers to undertake and control weeds on their property. It is recommended that weed management be undertaken at the property, particularly during establishment of lot boundaries and other infrastructure, as vehicle movement and land clearing provide ideal conditions for weed spread.

Advice on weed management is available in the *NT Weed Management Handbook* and individual weed management plans which are available from <http://www.lrm.nt.gov.au/weeds> (WMB 2014).

## 5.10. Land Suitability

An assessment of environmental constraints and administrative requirements identified through an analysis of data used for the desktop review combined with field validated soil and landscape information was undertaken in accordance with requirements of relevant NT Government documents including:

- NT *Land Suitability Guidelines* (NTG 2013)
- NT *Planning Scheme*
- NT *Code of Practice for Small On-site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent* (DoH 2014a).

Based on the findings of the desktop review and site investigation, an assessment of the site was undertaken to determine land suitability classes and provide a summary of the issues for each land parcel. The suitability class ratings have been applied only to the land mapped as unconstrained (i.e. from a drainage perspective). Land mapped as constrained (i.e. poorly drained or seasonally inundated) has not been considered in the land suitability assessment.

Suitability classes can be improved through the use of engineering works and application of certain management practices. As per the Land Suitability Guidelines (NTG 2013) a lower land suitability rating “*does not necessarily prevent a land use from occurring, but in most situations indicates that additional inputs in terms of costs, design, planning and ongoing management could be required in order to adequately address social, economic and environmental risks.*”

Table 5 contains a summary of the land suitability assessment for Lot 15.

**Table 5 Land Suitability Assessment for Lot 15**

<b>Land Suitability Category</b>	<b>Lot 15 Assessment</b>	<b>Suitability Class</b>
<p><b>Drainage</b></p> <p>Constrained land comprises areas that are wet or saturated either at, above or close to the land surface for a period of weeks to months typically during the wet season but potentially extending into the dry season as a result of rainfall, landscape function and/or position or soil hydrology factors.</p>	The lot comprises Well drained Red and Brown Kandosols	S1 - Highly Suitable
<p><b>Onsite Wastewater Management</b></p> <p>Constrained soil -landscapes have one or more of the following characteristics:</p> <ul style="list-style-type: none"> <li>- Slopes greater than 5 %</li> <li>- Imperfectly to very poorly drained</li> <li>- Contain minimal clay (20 %) at depth</li> <li>- Shallow soils (&lt;0.5m)</li> <li>- Extensive exposed rock (&gt;10 %)</li> <li>- Greater than 25 % gravel</li> </ul>	<p>Soil site assessed in relation to onsite wastewater management (Appendix 1). All sites were assessed as having “Moderate” capability (Moderate Risk) for onsite wastewater management. However, given the adequate soil depth across the site, use of slightly larger effluent disposal areas to increase the volume of receiving soil will adequately mitigate the subsoil gravel issue meaning the site can highly suitable.</p> <p>A range of other options is available to achieve appropriate effluent treatment and disposal on land where site and/or soil characteristics limit the capability to <i>Low</i> or <i>Moderate</i>. These include using better quality imported fill or using raised beds/mounds.</p>	S1 - Highly Suitable
<p><b>Erosion Risk</b></p> <p>Constrained land comprises soil landscapes that have a moderate to very high erosion risk (Suitability Classes 3-5).</p> <p>S3 - slopes 0.75-5%</p> <p>S4/S5 – slopes &gt;5%</p>	<p>Land slopes up to 1% were recorded – Moderate erosion risk on slopes 0.75 – 1%. No active erosion identified.</p> <p>Emerson Aggregate Test results show that surface soils area stable when wet (neither slaking nor dispersive). Subsoils showed minor slake when wet and may be susceptible to erosion when exposed.</p> <p>A range of physical and management options for erosion and sediment control are available for use in the development of this land.</p>	S1 – S2 Moderately to Highly Suitable
<p><b>Soil Salinity</b></p> <p>Land is constrained if soil salinity &gt;4 dS/m ECe</p>	Field measurements indicate very low soil ECe. Salinity hazard mapping by Tickell and Tyson (1994) places Lot 15 within an area of Low Risk of soil salinity.	S1 - Highly Suitable
<p><b>Acid Sulphate soils</b></p> <p>Land is constrained if soils contain greater than 0.02 % oxidisable sulphur</p>	Mapping by Hill and Edmeades (2004) shows that the land is not affected by acid sulfate soils.	S1 - Highly Suitable
<p><b>Storm tide flooding</b></p> <p>Coastal areas at elevations below the Primary (100 year Annual Recurrence Interval (ARI) Storm Tide inundation extent are constrained</p>	Mapping by DLRM (2011) shows that Lot 15 is not affected by storm tide flooding.	S1 - Highly Suitable
<p><b>Riverine Flooding</b></p> <p>Land is constrained if it is below the 1% Annual Exceedance Probability (AEP) flood level.</p>	Lot 15 is not affected by riverine flooding.	S1 - Highly Suitable

## 6. Conclusion

This land suitability assessment has found that Lot 15 is around 9.5 ha (the 1ha within the water supply easement was excluded from assessment). The 8.6 ha of unconstrained land is classed as *S1 – Highly Suitable* for subdivision (Table 5). No area of constrained land was identified

There are minor constraints associated with erosion risk – some slopes up to 1%; and onsite wastewater management - due to the relatively high proportions of surface and subsoil gravels across the site. These can be addressed through erosion and sediment control (ESC) measures to account for the slope of the land; and with the soil across the site being moderately deep to deep, the use of slightly larger effluent disposal areas, alternate land application and / or alternate treatment systems for wastewater treatment would effectively mitigate these minor issues.

A Weed management plan may be required in accordance with the Weed Management Act and guidelines provided by the NT Weeds Branch (see WMB 2014). An erosion and sediment control plan (ESCP) for subdivision may be required.

Scattered *Cycad armstrongii* were identified within Lot 15. The *NT Cycad Management Program* (Liddle 2009) offers a range of management options when developing land containing cycads including “salvage” – the recovery of live plants from areas being cleared for roads or development.

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## 8. Appendices

### Appendix 1 Soil Assessment

#### Soil and site descriptions

At all sites, the soil and landscape were described in accordance with the *Australian Soil and Land Survey Field Handbook – Third Edition* (NCST 2009) and *The Australian Soil Classification – Revised Edition* (Isbell 2002).

#### Land Capability for Onsite Wastewater Management:

A detailed *Land Capability Assessment* (LCA) has not been undertaken for Lot 15

To address the basic requirement of *Northern Territory Land Suitability Guidelines* (NTG 2013) all described soils are assessed in relation to the capability of the land at that site to support onsite wastewater management. For each described soil, the site is assessed and rated with reference to Table 3.7 '*Land Capability Rating Matrix*' from DoH (2014b:32-34). This matrix is used to assess the soil and site characteristics and provide an overall rating for the site in its natural or current condition with respect to its capability to support onsite wastewater management.

Land capability ratings in this table DO NOT take into consideration factors that can improve site capability such as wastewater treatment system selection (eg installing an AWTS in place of traditional septic), modifications to design / installation or a combination. Consideration of these and other factors would be included in a detailed LCA.

The overall rating for each soil site is generally determined by the most limiting rating for a feature.

**High Capability** (Low Risk) means the site is has a very good or high potential (low constraints) for effluent management.

**Moderate Capability** (Moderate Risk) means the site has features (constraints) which impose some limitations for effluent disposal but these constraints can be managed.

**Low capability** (High Risk) means the site is not well suited for effluent disposal and advanced treatment and land application systems will need to be employed to overcome limitations.

For wastewater (effluent) land application, field texture is used to determine the Soil Texture Class of the receiving soil (DoH 2014a). For this report, the depth of the nominal receiving soil layer has been set at 0.6m. Therefore, regardless of the soil classification (eg Tenosol,

Kandosol etc), the soil layer with the heaviest field texture (ie highest clay content and likely most restrictive layer) within the top 0.6m of the soil profile is used to assign indicative Soil Texture Class. For soils shallower than 0.6m the heaviest or deepest layer within the soil profile is used.

Table below shows the *Soil Texture Class* and equivalent *Soil Category* based on field texture.

<b>Soil Texture Class Code of Practice (DoH 2014a:32)</b>	<b>Equivalent Soil Category (AS/ANZS1547:2012)</b>	<b>Soil field textures per Class / Category (based on NCST 2009)</b>
Sand	1	Sand
Sandy Loam	2	Loamy sand, Clayey sand, Sandy loam
Loam	3	Loam, Silty loam
Clay Loam	4	Sandy clay loam, Clay loam, Clay loam (Sandy), Silty clay loam
Silty Clay	5	Light clay, Light medium clay
Clay	6	Medium clay to Heavy Clay

### **Soil Drainage and Wastewater treatment**

As per NCST (2009:204), in soils that are *Rapidly Drained* “...*Excess water flows downward rapidly if underlying material is highly permeable There may be rapid subsurface lateral flow during heavy rainfall provided there is a steep gradient. Soils are usually coarse-textured, or shallow, or both.*”

As such, *Rapidly drained* land has *Low Capability* for onsite wastewater due to high potential for offsite transport of pathogens and/or organic contaminants. This limitation can be addressed through wastewater treatment system selection, modifications to design / installation or a combination

**Site 1 – Deep, Very Gravelly, Red Kandosol (Gravelly Red Earth)**  
(ASC: KAAA)



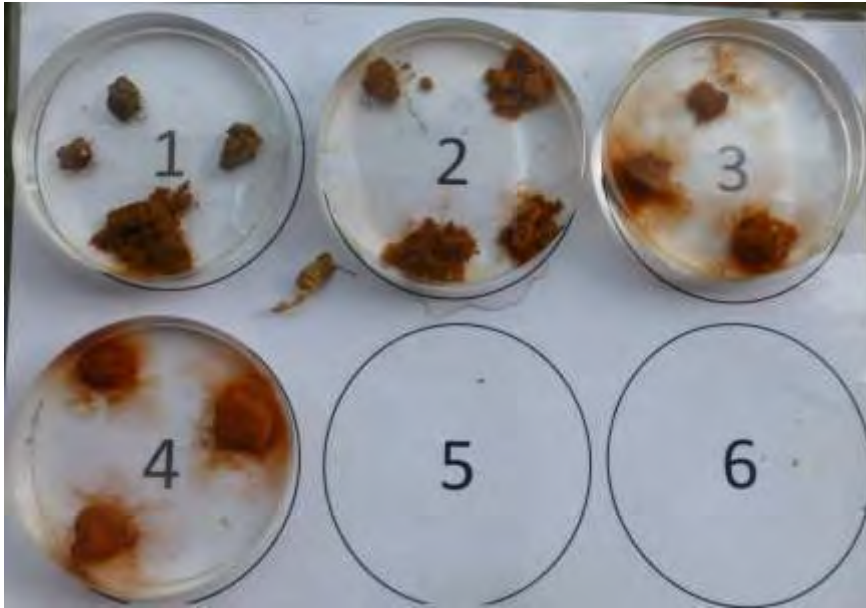
<b>Slope:</b> <1%	<b>Stopped by:</b> Coffee rock at 2m		<b>Drainage:</b> Well	
<b>Landform:</b> Plain	<b>Surface water (m):</b> >50m		<b>Dry Surface colour:</b> 10YR 5/4 Yellowish Brown	
<b>Erosion:</b> Nil active	<b>Surface gravel (%):</b> 30%		<b>Surface:</b> Red termitaria, Site within existing small gravel pit	
<b>Runoff:</b> Slow	<b>Rock outcrop:</b> nil			
<b>Vegetation:</b> <i>Eucalyptus miniata</i> , <i>Eucalyptus tetradonta</i> , <i>Acacia sp</i> , <i>Calytrix exstipulata</i> , <i>Planchonia careya</i> , <i>Sorghum sp</i>				
<b>Soil Horizon (Level)</b>	<b>A1 (1)</b>	<b>B2 (2)</b>	<b>B2 (3)</b>	<b>B2 (4)</b>
<b>Depth (cm)</b>	0 – 10	10 - 40	40 - 90	90-0130 <sup>+</sup>
<b>Boundary</b>	Clear	Gradual	Diffuse	
<b>Field Texture</b>	Clayey sand	Sandy loam (Fine sand)	Sandy clay loam (Fine sand)	Clay loam (Fine sand)
<b>Structure</b>	Massive earthy	Massive earthy	Massive earthy	Massive earthy
<b>pH (1:5 H<sub>2</sub>O)</b>	5.9	6.0	6.0	5.9
<b>EC dS (1:5 H<sub>2</sub>O)</b>	0.016	0.012	0.010	0.014
<b>Dominant Colour</b>	10YR 4/4 Dark Yellowish Brown	7.5YR 5/8 Strong Brown	5YR 5/6 Yellowish Red	2.5YR 4/6 Red
<b>Mottles</b>	-	-	-	-
<b>Emerson</b>	8	2 (Slaking 1)	2 (Slaking 1)	2 (Slaking 1)
<b>Coarse Frags (%)</b>	50	50	60	70
<b>Wastewater - Soil Category</b>			4 – Clay loam	



Site 1 Soil surface



Sieved soils



**Emerson Test**



### Site 1 – Background Land Capability Assessment Matrix for On-site Wastewater Management from NT LCA Guidelines Table 3.7 (DoH 2014b:33-34)

This matrix is used to assess the soil and site characteristics and provide an overall rating for the site in its natural or current condition with respect to its capability to support onsite wastewater management.

Land capability ratings in this table DO NOT take into consideration factors that can improve site capability

Land Features	Land Capability Class Rating			Rating
	High	Moderate	Low	
<b>Site Characteristics</b>				
<b>Drainage Class (NCST 2009)</b>	Moderately Well to Well drained	Imperfectly drained	Rapidly drained or poorly to Very poorly drained	<b>High</b>
<b>Runoff</b>	None or low	Moderate to high, need for diversionary structures	High to very high – diversion not practical	<b>High</b>
<b>Flood risk</b>	Never or <1 in 100	>1 in 100 and <1 in 20	<1 in 20	<b>High</b>
<b>Proximity to watercourses</b>	>50 m non-potable; >100 m potable	n/a	<50 m for non-potable; <100 m potable	<b>High</b>
<b>Slope</b>	<5%	5-10%	>10%	<b>High</b>
<b>Landslip</b>	Zero actual, or low potential for failure	Moderate to high potential for failure	Present or past failure	<b>High</b>
<b>Surface gravel (spatial cover)</b>	<20%	25-50%	>50%	<b>Moderate</b>
<b>Rock outcrop (spatial cover)</b>	<10%	10-20%	>20%	<b>High</b>
<b>Erosion potential</b>	Zero or minor erosion potential	Moderate to high erosion potential	High to severe erosion potential	<b>High</b>
<b>Exposure</b>	High sun and wind exposure	Moderate sun and wind exposure	Low sun and wind exposure	<b>High</b>
<b>Landform</b>	Hill crests, convex side slopes and plains	Concave sideslopes and footslopes	Floodplains and incised channels	<b>High</b>
<b>Vegetation Type</b>	Turf or pasture	Shrubs or open woodland	Dense forest with little understorey	<b>Moderate</b>
<b>Average Rainfall</b>	<800 mm/year	800 - 1400 mm/year	>1400 mm/year	<b>Low</b>
<b>Pan Evaporation</b>	>1400 mm/year	800 - 1400 mm/year	<800 mm/year	<b>High</b>



Land Features	Land Capability Class Rating			Rating
	High	Moderate	Low	
<b>Soil Characteristics</b>				
<b>Fill</b>	No fill; or fill good quality	Some fill; or fill moderate quality	Extensive fill, or fill poor quality	<b>High</b>
<b>Soil category * (AS1547:2013)</b>	2 and 3	4 and 5	1 and 6	<b>Moderate</b>
<b>Profile depth</b>	>0.5 m	0.25-5 m	>0.25 m	<b>High</b>
<b>Presence of mottling</b>	None	Moderate	Extensive	<b>High</b>
<b>Coarse fragments</b>	<20%	20-40%	>40%	<b>Low</b>
<b>pH</b>	6-8	4.5 - 6	<4.5, >8	<b>High</b>
<b>Emerson + Aggregate Class</b>	4,6,8	2,3,5,7	1	<b>Moderate</b>
<b>Electrical Conductivity (ECe)</b>	<0.8 dS/m	0.8-4 dS/m	>4 dS/m	<b>High</b>
<b>Sodicity ESP %</b>	<6%	6-14%	>14%	<b>High</b>
<b>SITE RATING</b>				<b>Moderate</b>

\* Soil Category taken from the soil layer at a depth of 60cm or the deepest layer in shallower soil within the soil profile

+ Emerson Aggregate Class taken from the layer within the receiving soil 60cm below the soil surface or the deepest layer in shallower soil

**Confirmation Site – Moderately deep, Gravelly Brown Kandosol (Gravelly Yellow Earth)**



<b>Slope:</b> 0.5%	<b>Stopped by:</b> Gravel @ 0.55m	<b>Drainage:</b> Well drained
<b>Landform:</b> Plain	<b>Erosion:</b> Nil active	<b>Rock outcrop:</b> nil
<b>Runoff:</b> Slow	<b>Surface gravel (%):</b> 60%	<b>Surface:</b> Brown termitaria
<b>Vegetation:</b> <i>Eucalyptus tetradonta</i> , Shrubs: <i>Acacia sp</i> , <i>Calytrix exstipulata</i> , Grasses: <i>Sorghum sp</i> , <i>Andropogon gayanus</i> (Gamba grass)		



**Site 2 Soil surface**

## Appendix 2 Summary of setbacks relating to onsite wastewater disposal

### DoH. 2014. Code of Practice for Small On-site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent

7.5 Proximity of Septic Tank and Disposal Area to Site Features (page 34)		8.9 Siting and Setback Distances (m) for Aerated Wastewater Treatment Systems (page 76)	
Table 6 Setback Distances to Surface Feature	Minimum distance required in metres (m) from the closest point of effluent discharge to that site feature		8.9.3 Sub Strata/ Shallow Sub Surface Irrigation
Site Feature	1. Upslope from site feature	2. Downslope from site feature	(* 8.9.2 Surface Irrigation)
Building	6.0	3.0	1.5
Allotment boundary	4.5	2.5	0.5 (*2.5)
Swimming pool	6.0	3.0	1.0
Underground water tank	15	15	See Table 6
Bore or well	100	100	30 (chlorinated) (*30) 50 (unchlorinated) (*50)
Cutting	15	No restriction	See Table 6
Watercourse	50	30	See Table 6
Lake, swamp, etc	50	30	See Table 6
Watercourse from which water supplies extracted	200	100	30 (chlorinated) (*30) 50 (unchlorinated) (*50)
Water supply reservoir	200	100	See Table 6
Sub-surface disposal bed or trench	2.5	2.5	See Table 6
Septic tank	2.5	2.5	See Table 6
Rainwater tank			1.5 (*15)
driveway or paved surface			0.5
Open drain			3.0

#### NOTE.

1. For flat sites use column 2
2. Refer to Section 8.9 for exceptions to setback distances from site features for Aerated Wastewater Treatment Systems.

### Appendix 3 Glossary

<p><b>Depth of Soil (cm)</b> (Isbell 2002)</p>	<table border="0"> <thead> <tr> <th><b>Class</b></th> <th><b>Depth (cm)</b></th> </tr> </thead> <tbody> <tr> <td>Very shallow:</td> <td>&lt; 0.25 m</td> </tr> <tr> <td>Shallow:</td> <td>0.25 - &lt; 0.5 m</td> </tr> <tr> <td>Moderate:</td> <td>0.5 - &lt; 1.0 m</td> </tr> <tr> <td>Deep:</td> <td>1.0 - &lt; 1.5 m</td> </tr> <tr> <td>Very deep:</td> <td>1.5 - 5 m</td> </tr> <tr> <td>Giant:</td> <td>&gt; 5 m</td> </tr> </tbody> </table>	<b>Class</b>	<b>Depth (cm)</b>	Very shallow:	< 0.25 m	Shallow:	0.25 - < 0.5 m	Moderate:	0.5 - < 1.0 m	Deep:	1.0 - < 1.5 m	Very deep:	1.5 - 5 m	Giant:	> 5 m
<b>Class</b>	<b>Depth (cm)</b>														
Very shallow:	< 0.25 m														
Shallow:	0.25 - < 0.5 m														
Moderate:	0.5 - < 1.0 m														
Deep:	1.0 - < 1.5 m														
Very deep:	1.5 - 5 m														
Giant:	> 5 m														
<p><b>Drainage</b> (NCST 2009:202)</p>	<p><i>Drainage</i> is a useful term to summarise local soil wetness conditions; that is, it provides a statement about soil and site drainage likely to occur in most years. It is affected by a number of attributes, both internal and external, that may act separately or together. Internal attributes include soil structure texture, porosity, hydraulic conductivity, and water-holding capacity, while external attributes are source and quality of water, evapotranspiration, gradient and length of slope, and position in the landscape</p>														
<p><b>Drainage Classes</b> (NCST 2009:202-204)</p>	<p><i>Very poorly drained</i> - water is removed from the soil so slowly that the water table remains at or near the surface for most of the year. Surface flow, groundwater and subsurface flow are major sources of water, although precipitation may be important where there is a perched water table and precipitation exceeds evapotranspiration. Soils have a wide range in texture and depth, and often occur in depressed sites. Strong gleying and accumulation of surface organic matter are usually features of most soils.</p> <p><i>Poorly drained</i> - water is removed very slowly in relation to supply. Subsurface and/or groundwater flow, as well as precipitation, may be a significant water source. Seasonal ponding, resulting from runoff and insufficient outfall, also occurs. A perched water table may be present. Soils have a wide range in texture and depth; many have horizons that are gleyed, mottled, or possess orange or rusty linings of root channels.. All horizons remain wet for periods of several months</p> <p><i>Imperfectly drained</i> - water is removed only slowly in relation to supply. Precipitation is the main source if available water storage capacity is high, but subsurface flow and/or groundwater contribute as available water storage capacity decreases. Soils have a wide range in texture and depth. Some horizons may be mottled and/or have orange or rusty linings of root channels, and are wet for periods of several weeks.</p> <p><i>Moderately well-drained</i> - water is removed from the soil somewhat slowly in relation to supply, due to low permeability, shallow water table, lack of gradient, or some combination of these. Significant additions of water by subsurface flow are necessary in coarse-textured soils. Some horizons may remain wet for as long as one week after water addition.</p> <p><i>Well- drained</i> - water is removed from the soil readily but not rapidly. Excess water flows downward readily into underlying, moderately permeable material or laterally as subsurface flow. Soils are often medium in texture.</p>														

	<p>Some horizons may remain wet for several days after water addition.</p> <p><i>Rapidly drained</i> - water is removed from the soil rapidly in relation to supply. Excess water flows downward rapidly if underlying material is highly permeable. There may be rapid subsurface lateral flow during heavy rainfall provided there is a steep gradient. Soils are usually coarse-textured, or shallow, or both. No horizon is normally wet for more than several hours after water addition.</p>
<p><b>Emerson Aggregate Test (Amended)</b> (Patterson 2013)</p>	<p>Amended Emerson Aggregate Test using distilled water</p> <p>Class 1 - Slaking with Complete Dispersion</p> <p>Class 2 – Slaking with Some Dispersion</p> <p>Slaking (Class 2)</p> <p>Class 2 Slake 1 – Slight slaking</p> <p>Class 2 Slake 2 – About half slaked</p> <p>Class 2 Slake 3 – Fully slaked</p> <p>Class 7 – Swelling, No Slaking</p> <p>Class 8 – No Swelling, No Slaking</p> <p><u>Note:</u> (Source: Patterson 2013)</p> <p>1. For wastewater management, soils are not physically disturbed (ploughed) therefore the remould component of Emmerson Test not relevant.</p> <p>2. Non-dispersive, slaking subsoil are not an issue for effluent disposal</p>
<p><b>Mottles</b> (Moore 2004)</p>	<p>Mottles can be seen as a pattern of spots or blotches of different colour interspersed within the dominant matrix soil colour. They are concentrations of iron oxides which have resulted from the redistribution of iron oxides due to alternating episodes of aerobic and anaerobic (ie oxidising and reducing) soil conditions common in seasonally waterlogged soils.</p>
<p><b>Perched water table</b> (AS/NZS 1547:2012:15)</p>	<p>Groundwater that has beneath it unsaturated soil material into which the groundwater drains</p> <p>NOTE: A perched water table is nearly always periodic or seasonal.</p>
<p><b>Secondary waste - water treatment</b> (AS/NZS 1547:2012:16)</p>	<p>Aerobic biological processing and settling or filtering of effluent received from a primary treatment unit</p>
<p><b>Waning</b> (AS/NZS 1547:2012:92)</p>	<p>(Land) Element up-slope is steeper; (land) element down-slope is gentler; thus water is progressively slowed down as it runs off, promoting soil wetness</p>
<p><b>Watercourse</b> (AS/NZS 1547:2012:18)</p>	<p>A stream that:</p> <p>(a) Has visible bed and banks, that is, an eroded channel no matter how small but not a defined non-eroded grassy course or drainage depression; and</p> <p>(b) Is partially fed with water from some source other than surface water run-off (for example, springs, snowfields, or spongy soil that absorbs rainfall and then releases it into the stream over a longer period)</p>

# Land Suitability Assessment: Lot 11 Hundred of Strangways (176a Bees Creek Road, Bees Creek)

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*Compiled by VPS Land Assessment and Planning*

*On behalf of*

*Justin Groves*

*April 2016*

*VPS Land Assessment and Planning*

ABN 75 917 726 387

PO Box 78, Palmerston NT 0831 Australia

[vpmland@iinet.net.au](mailto:vpmland@iinet.net.au)

[www.landassessplan.com.au](http://www.landassessplan.com.au)



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Surface and subsurface drainage conditions are created by natural processes and the activity of people. Site assessment identifies actual subsurface conditions only at those points where samples are taken and when they are taken. This Report is based on assumptions that the site conditions as revealed through selective sampling are indicative of conditions throughout the site. Data derived from literature and external data source review are interpreted to provide an opinion about overall site conditions and their likely impact on the proposed development. Actual conditions may differ from those inferred to exist and the actual interface between materials may be far more gradual or abrupt than assumed based on the facts obtained.

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Position	Consultant Environmental Scientist
Signed	
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## Contents

Executive Summary .....	1
1. Introduction .....	2
2. Background.....	3
2.1. Site location .....	3
2.2. Site Description.....	3
3. Desktop Review .....	6
3.1. Climate .....	6
3.2. Land Resources.....	6
3.3. Onsite Waste Water Risk .....	9
3.4. Water Resources .....	9
3.5. Riverine Flooding .....	9
3.6. Acid Sulfate Soils .....	9
3.7. Storm Tide Flooding.....	9
3.8. Soil Salinity .....	9
3.9. Environmental Issues.....	10
4. Field assessment.....	13
4.1. Overview.....	13
4.2. Soil and Landscape Assessment .....	13
5. Land Suitability Assessment .....	15
5.1. Drainage .....	15
5.2. On-site Wastewater Management.....	15
5.3. Erosion Risk.....	15
5.4. Soil Salinity .....	15
5.5. Acid Sulfate Soils.....	16
5.6. Storm Tide Flooding.....	16
5.7. Riverine Flooding .....	16
5.8. Environmental Assessment.....	16
5.9. Weeds .....	16
5.10. Land Suitability.....	17
6. Conclusion.....	19

7. References ..... 20

8. Appendices ..... 22

    Appendix 1 Soil Assessment ..... 22

    Appendix 2 Summary of setbacks relating to onsite wastewater disposal ..... 33

    Appendix 3 Glossary ..... 34

***List of Figures***

Figure 1: Location of Lot 11..... 3

Figure 2 Location and access for Lot 11..... 5

Figure 3 Land units across Lot 11 (mostly 3b)..... 7

Figure 4 Location of Lot 11 in relation to Salinity Hazard Map of NT (1994) ..... 10

Figure 5 NR Maps shows no flora / fauna of Conservation Significance on Lot 11 ..... 11

Figure 6 Soil sites and areas with slopes to 2% ..... 14

***List of Tables***

Table 1 Summary of development on Lot 11 ..... 4

Table 2 Humpty Doo Collard Road (14226) Monthly Rainfall 1987-2015 (BoM 2016) ..... 6

Table 3 Summary of land unit descriptions (after Fogarty et al 1984)..... 8

Table 4 Threatened species that may occur within Lot 11 ..... 12

Table 5 Land Suitability Assessment for Lot 11 ..... 18

**Acronyms**

Alternative Septic Treatment System	ASTS
Bureau of Meteorology	BOM
Building Advisory Services (DLPE)	BAS
Building Control Area	BCA
Department of Health	DoH
Department of Land Resource Management	DLRM
Department of Lands, Planning and the Environment	DLPE
Environmental Protection Agency	EPA
Land Capability Assessment	LCA
Land Suitability Assessment	LSA
NR Maps	Online data server managed by DLRM ( <a href="http://nrmaps.nt.gov.au">nrmaps.nt.gov.au</a> )
Power and Water Corporation	PWC
Water Resources	Water Resource Division within DLRM

# Executive Summary

VPS Land Assessment and Planning was commissioned to conduct a Land Suitability Assessment (LSA) of Lot 11 Hundred of Strangways (176a Bees Creek Road, Bees Creek) to assess the potential of the land for subdivision. The subject land is currently zoned RL – Rural Living. The focus of this work has been the field validation of the boundaries of constrained land and then to determine the extent and soil-landscape characteristics of the unconstrained land.

The environmental assessment of the subject land involved an initial desktop and subsequent field assessment undertaken in April 2016.

This land suitability assessment has found that Lot 11 has an overall area of 10.1ha and comprises approximately 9.1ha of land suitable for the purposes of rural subdivision. The water supply easement encloses approximately 1ha along the western boundary which was not assessed. The majority of unconstrained land comprises well drained, moderately deep to deep, gravelly Red and Brown Kandosols on gentle slopes up to 1%, with approximately 0.9ha in the southwest corner of the block comprising similar soils but slopes to 2%. No area of constrained land was identified.

In accordance with the *Land Suitability Guidelines* (NTG 2013) the majority of unconstrained land is Class S1 – Highly Suitable for rural living, with the area in the southwest corner Class S2 - Moderately Suitable due to slopes up to 2%.

There are minor constraints associated with erosion risk – some slopes up to 2%; and onsite wastewater management - due to the relatively high proportions of surface and subsoil gravels across the site. These can be addressed through erosion and sediment control (ESC) measures to account for the slope of the land; and, given the soils are moderately deep to deep, by the use of slightly larger effluent disposal areas, alternate land application and / or alternate treatment systems for wastewater treatment.

The threatened species *Cycas armstrongii* was scattered within the site. Liddle (2009) provides a range of options, including salvage, in relation to management of this species during the development process.

Weed management for Gamba grass (*Andropogon gayanus*) and *Hyptis* (*Hyptis suaveolens*) should be implemented in accordance with the Weed Management Act and guidelines provided by the NT Weeds Branch (see WMB 2014). Given the upland location of the unconstrained land the land is not affected by riverine flooding.

# 1. Introduction

VPS Land Assessment and Planning was commissioned to conduct a Land Suitability Assessment (LSA) of Lot 11 Hundred of Strangways (176a Bees Creek Road, Bees Creek) to assess the potential of the land for subdivision.

This report presents the results of the LSA. It provides an assessment of the issues and opportunities of the site in the context of the NT *Land Suitability Guidelines* (NTG 2013) and identifies other issues that may affect the suitability of the site for subdivision.

The *Land Suitability Guidelines* (NTG 2013) define land suitability as:

*The fitness of a given area for land utilisation type (or land use), or the degree to which it satisfies the land user.*

The *Guidelines* address seven land suitability categories. These categories are:

- Drainage
- On-site wastewater management
- Erosion risk
- Soil salinity
- Acid sulphate soils
- Storm tide flooding
- Riverine flooding.

These categories are then assigned *suitability classes* in accordance with Table 2 of the *Guidelines* following assessment of the *relevant* characteristics identified through a review of existing land information and field investigations. Suitability classes 1-2 are considered to be generally 'unconstrained', while suitability classes 3-5 are considered to varying degrees to be 'constrained'. Land classified as suitability class 3-5 (constrained) may prevent development from proceeding or require additional inputs in terms of design, planning and on-going management (NTG 2013).

Whilst a preliminary assessment in relation to onsite wastewater disposal is provided, a detailed *Land Capability Assessment* (LCA) for On-site Wastewater Management has not been undertaken.



## 2. Background

### 2.1. Site location

Lot 11 Hundred of Strangways is located in Bees Creek around 10kms southeast of Palmerston (Figure 1).



Figure 1: Location of Lot 11

### 2.2. Site Description

Lot 11 is currently zoned RL - ‘Rural Living’ and comprises an area of approximately 10.1ha including around 1ha within the water pipeline easement. It has an existing dwelling in the north of the block within a small area of clearing (~0.35ha) with the balance of the block under native vegetation with access to the block from Bees Creek Road via a 260m driveway (Figure 2).

Under the *NT Planning Scheme*:

- The primary purpose of land zoned RL (Rural Living) is to provide for a range of activities including residential, agricultural and other rural activities.
- Minimum lots sizes shall be 2ha (must all be zoned RL) with a minimum of 1ha of unconstrained land (contiguous with proposed unconstrained access)
- Larger lot sizes can be used facilitate the separation between potentially incompatible uses and restrict closer settlement
- Where there is no access to reticulated sewer it must be demonstrated that each lot will has adequate land suitable for onsite wastewater treatment and disposal.

**Table 1 Summary of development on Lot 11**

Council Area	Litchfield Shire
Planning Zone	RL - Rural Living
Allotment Sizes	Lot 11 comprises approximately 10.1ha (25acres) – 9.1 ha available Approximately 1ha is unavailable due to water supply easement along western boundary
Water supply	Lot 11 connected to reticulated water supply
Wastewater	Not connected to reticulated sewer network Onsite wastewater treatment and disposal required Existing dwelling utilises septic system
Water Control District	Darwin Rural - bore permits will only be required if any/all proposed lots are not connected to the reticulated water supply
Building Control Area	Yes



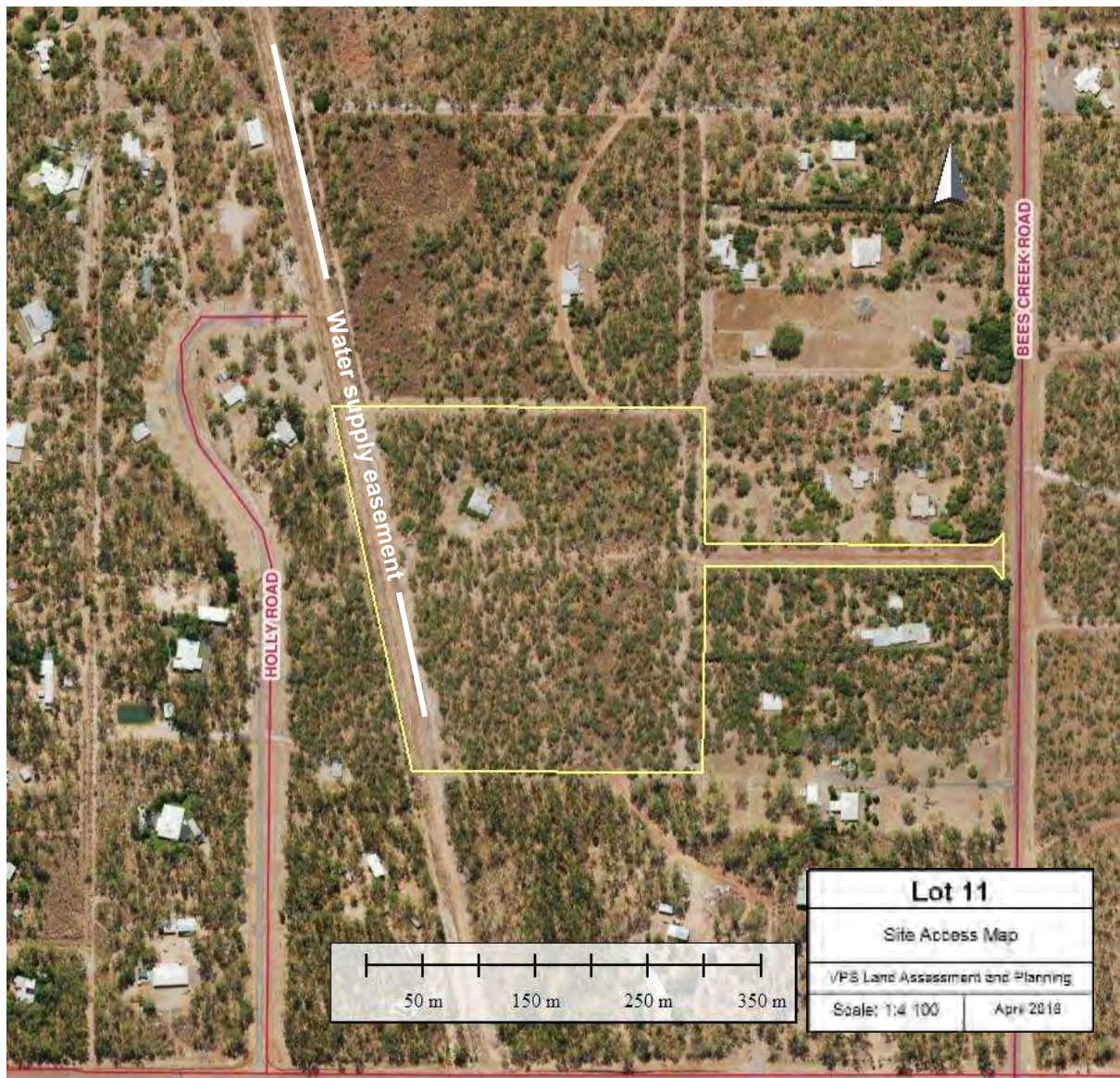


Figure 2 Location and access for Lot 11

## 3. Desktop Review

### 3.1. Climate

The Bees Creek area experiences a monsoonal climate with two broad seasons; the “Dry Season” during which little to no rainfall occurs between April and September and the “Wet Season” over summer during which maximum rainfall generally occurs between November and March. The nearest rainfall data is collected at Humpty Doo Collard Road (Station Number: 14226) (BOM 2016) and shown in Table 2. There is no site specific evaporation data available for this site however the BOM map of annual “Average pan evaporation 1975-2005” shows the Darwin region lies within an area that experiences 2000-2400mm average annual evaporation (which exceeds annual rainfall).

**Table 2 Humpty Doo Collard Road (14226) Monthly Rainfall 1987-2015 (BoM 2016)**

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean	455	361	332	94	20.3	0.3	0.7	4.6	17.3	75	172	310	1855
Median	410	330	315	79.4	5.9	0	0	0.2	8.5	66	171	282	1831
Lowest	223	114	93	0.4	0	0	0	0	0	0	63	61	1381
Highest	846	837	686	501	113	2.2	12.6	95.6	110	222	301	895	2508

### 3.2. Land Resources

#### *Land Unit Mapping*

The Department of Land Resource Management (DLRM) has published land unit mapping over the subject land (Fogarty *et al* 1984) published at a scale of 1:25 000. At this scale, the smallest area feature shown on a printed map is 0.4cm<sup>2</sup> which represents around 2.5ha on the ground (McKenzie *et al* 2008). Land unit mapping is therefore not sufficiently detailed to identify soil-landscape features and characteristics (constraints) that are potentially important for intense land uses such as small lot subdivision. Furthermore, some published map unit boundaries and/or map unit descriptions may be inaccurate due to the historical mapping processes. According to Fogarty *et al* (1984), Lot 11 comprises land units 1c (rapidly drained) and 3b (well drained) with land unit 3b covering the majority of the site (Table 3 and Figure 3).



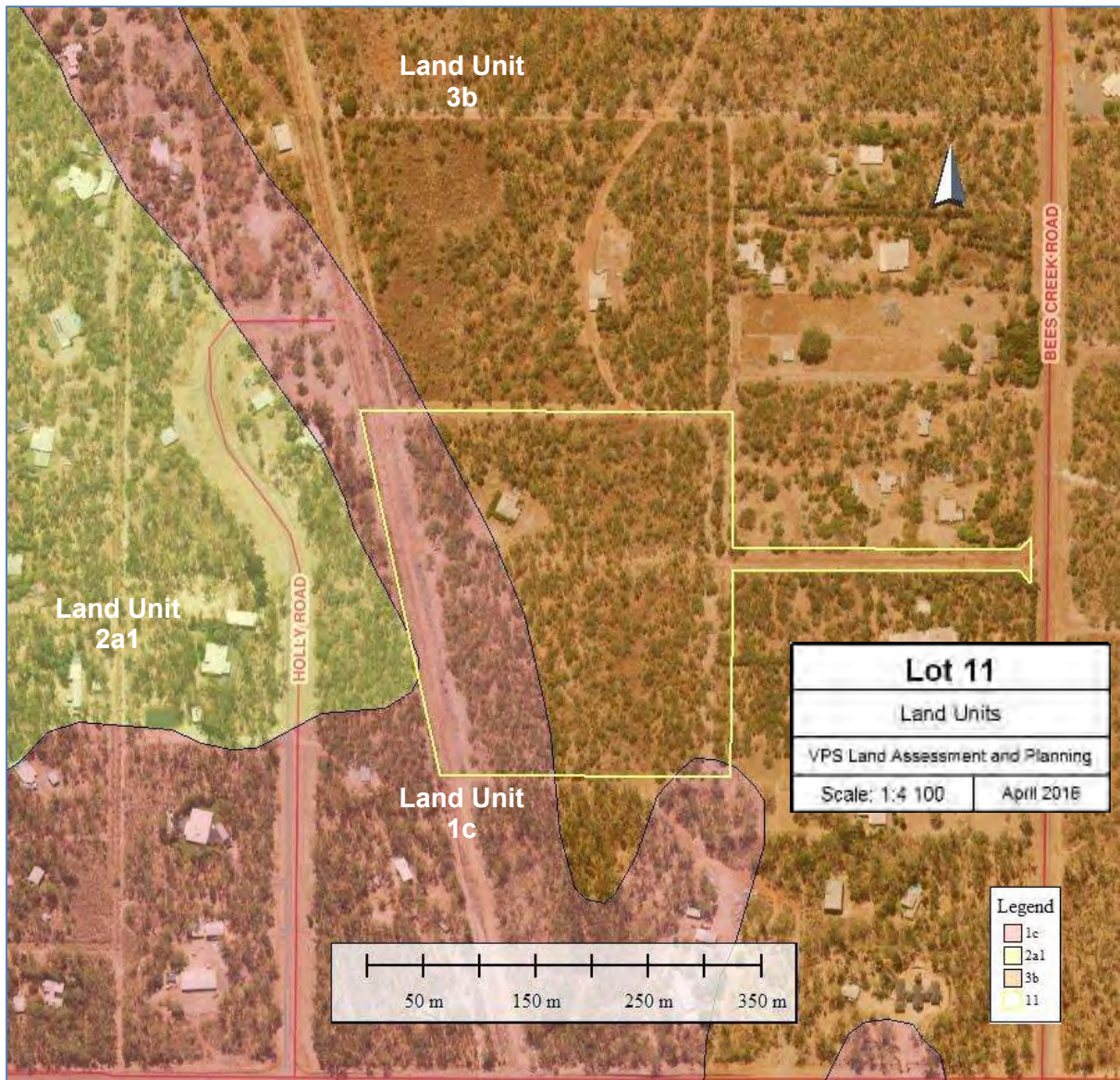


Figure 3 Land units across Lot 11 (mostly 3b)

**Table 3 Summary of land unit descriptions (after Fogarty et al 1984)**

Land Unit	Landform	Slope	Soils	Drainage	Vegetation
1c	Low scarps and short steep slopes Extensive outcrop and surface stone	5 - 20%	Shallow Gravelly Leptic Rudosols (Shallow gravelly Lithosols)	Rapid	Woodland; <i>Eucalyptus miniata</i> , <i>Corymbia bleeseri</i> with <i>E. tetradonta</i> , <i>E. tectifera</i> , <i>C. foelscheana</i> ; mid storey of <i>Xanthostemon paradoxus</i> , <i>Terminalia ferdinandiana</i> , <i>Buchanania obovata</i> , <i>Cycas armstrongii</i> , <i>Livistona humilis</i> ; grasses of <i>Sorghum plumosum</i> , <i>Eriachne avenacea</i> , <i>Chrysopogon latifolius</i> , <i>Heteropogon contortus</i> .
2a1	Rises and associated upper slopes	0.5 - 4%	Shallow Gravelly Leptic Rudosols with minor Moderately Deep Gravelly Brown Kandosols. (Shallow gravelly Lithosols with some moderately deep, gravelly, yellow earths.).	Well drained	Open Woodland, minor Woodland; <i>Eucalyptus miniata</i> , <i>E. tetradonta</i> , or <i>Corymbia foelscheana</i> , <i>C. confertifolia</i> , <i>E. tectifera</i> with <i>C. bleeseri</i> , <i>Erythrophleum chlorostachys</i> , <i>Xanthostemon paradoxus</i> ; mid storey of <i>Buchanania obovata</i> , <i>Grevillea decurrens</i> , <i>Calytrix exstipulata</i> , <i>Petalostigma quadriloculare</i> ; grasses of <i>Schizachyrium fragile</i> , <i>Chrysopogon latifolius</i> , <i>Heteropogon triticeus</i> , <i>Themeda triandra</i> , <i>Eragrostis sp.</i> , annual <i>Sorghum sp</i>
3b	Flat to very gently undulating upland surface	0.5 - 2.5%	Moderately Deep to Deep Gravelly Brown Kandosols, minor Red Kandosols. (Moderately deep to deep, gravelly, yellow earths, minor red earths) 10 - 30% ferruginous gravels.	Well drained	Woodland; <i>Eucalyptus miniata</i> , <i>E. tetradonta</i> with <i>Corymbia porrecta</i> , <i>C. foelscheana</i> , <i>C. confertiflora</i> , <i>Erythrophleum chlorostachys</i> ; mid storey of <i>Terminalia ferdinandiana</i> , <i>Xanthostemon paradoxus</i> , <i>Livistona humilis</i> , <i>Petalostigma pubescens</i> ; grasses of <i>Sorghum intrans</i> , <i>S. plumosum</i> , <i>Eriachne avenacea</i> , <i>Chrysopogon latifolius</i> , <i>Panicum mindanaense</i> .

### **3.3. Onsite Waste Water Risk**

Risk mapping for onsite wastewater disposal (DoH 2011) ranks land units in terms of *High*, *Moderate* and *Low Risk*. When expressed in terms of *land capability* (the capability of a site to support sustainable onsite wastewater disposal) the rankings relate to Low Capability, Moderate Capability and High Capability respectively. DoH (2011) rates Land unit 3b as *Moderate Risk* (Moderate Capability) and Land unit 1c as *High Risk* (Low capability) for onsite wastewater management due to soil depth, drainage and/or soil type.

### **3.4. Water Resources**

Lot 11 is serviced by a reticulated water supply and lies within the Darwin Rural Water Control District.

### **3.5. Riverine Flooding**

Areas at risk of riverine flood risk within the Elizabeth and Blackmore catchments have been mapped by Cardno (2014). This mapping shows that Lot 11 is well outside areas mapped as being at risk of riverine flooding and therefore not affected.

### **3.6. Acid Sulfate Soils**

Mapping by DLRM (Hill and Edmeades 2004) indicates that Lot 11 does not lie within areas affected by actual or potential acid sulfate soils.

### **3.7. Storm Tide Flooding**

Mapping by DLRM (2011) shows that Lot 11, being well inland from the coast, is not at risk from storm tide flooding.

### **3.8. Soil Salinity**

The subject land is not regarded as being at risk of soil salinity as the land is located in a moderate to high rainfall area. Salinity hazard mapping by Tickell and Tyson (1994) places Lot 11 within an area of *Low Risk* of soil salinity (Figure 4).



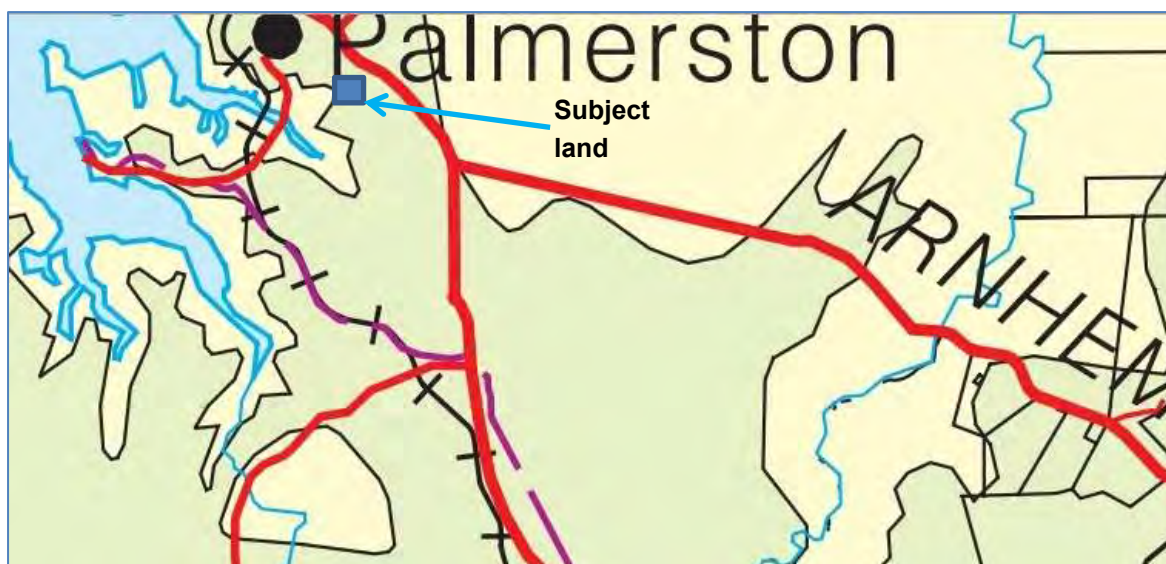


Figure 4 Location of Lot 11 in relation to Salinity Hazard Map of NT (1994)

### 3.9. Environmental Issues

Lot 11 does not lie within or near a Litchfield Shire Priority Environmental Management (PEM) Area.

An assessment of the potential threatened flora and fauna species that may occur within or nearby Lot 11 was undertaken. A search of the Protected Matters database identified threatened species listed under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) that could potentially be found within the property and surrounding areas, while a search of the NRM *InfoNet* was used to source information on species listed under the *Territory Parks and Wildlife Conservation Act* (TPWC Act). Data from NR Maps (DLRM 2016) shows that no threatened species have been recorded within the Lot 11 or on adjoining land (Figure 5).

Land unit data indicates that the threatened plant species *Cycas armstrongii* may occur within the project area.



**Figure 5 NR Maps shows no flora / fauna of Conservation Significance on Lot 11**

Based on existing records and a review of the habitat requirements of the territory and federally-listed threatened species, twelve (12) threatened species may exist in the project area. These species are listed in Table 4. While these species have been identified as potentially occurring within the property, targeted surveys have not been performed to validate this and there are no records of any listed species being recorded within 0.5km of Lot 11. The majority of the species identified through the threatened species assessment are not endemic to the region and are generally broad ranging in their distribution.

Of the bird species listed in Table 4, the Partridge Pigeon (*Geophaps smithii smithii*) and Red Goshawk (*Erythrotriorchis radiatus*) may occur within the project area. Very little is known about the distribution of the northern subspecies of Masked Owl (*Tyto novaehollandiae kimberli*) in the NT (Woinarski & Ward 2012a). The project area may constitute suitable habitat for the species, though its occurrence is likely restricted by a lack of mammalian prey due to fire and non-native predators (cats - *Felis catus*) in the area. No recent records of Gouldian Finch (*Erythrura gouldiae*) occur close to the project area.

For most of the mammals listed in Table 4, inappropriate fire regimes and habitat loss have been identified as key threatening processes. Brush-tailed Rabbit-rat (*Conilurus penicillatus*) and Black-footed Tree-rat (*Mesembriomys gouldii*) are likely impacted by frequent fires affecting habitat suitability, largely due to a reduction in the availability of food, and tree hollows (Hill 2012; Woinarski & Hill 2012). Habitat within the project area may not be particularly suitable for these species as the Black-footed Tree-rat requires a large home range; Lot 11 is bounded by small lots to the east and west, some of which have been

partially cleared, the water supply easement isolates the site to the west and Bees Creek Road isolates it from the east and many rural lots also have free running dogs. Invasion of Gamba Grass (*Andropogon gayanus*) will have affected some species and will exacerbate the impact of fires.

The arrival of Cane Toads (*Rhinella marina*) in the Top End has been linked with the decline of Northern Quoll (*Dasyurus hallucatus*), Northern Brush-tailed Phascogale (*Phascogale pirata*), Fawn antechinus (*Antechinus bellus*) and Plains Death Adder (*Acanthophis hawkei*) (Doody *et al.* 2009; Phillips *et al.* 2010; Woinarski & Ward 2012b). Lot 11 may contain potentially suitable habitat for these species; however, the likely presence of Cane Toads is likely to have significantly reduced the likelihood of their occurrence and habitat fragmentation from existing small lots and isolation caused by the water supply easement and major roads.

**Table 4 Threatened species that may occur within Lot 11**

Species	Common name	EPBC Status	TPWC Status
<b>Birds</b>			
<i>Erythrotriorchis radiates</i>	Red Goshawk	Vulnerable	Vulnerable
<i>Erythrura gouldiae</i>	Gouldian Finch	Endangered	Vulnerable
<i>Geophaps smithii smithii</i>	Partridge Pigeon (eastern)	Vulnerable	Vulnerable
<i>Rostatula australis</i>	Australian Painted Snipe	Endangered	-
<i>Tyto novaehollandiae kimberli</i>	Masked Owl (northern)	Vulnerable	Vulnerable
<b>Mammals</b>			
<i>Antechinus bellus</i>	Fawn Antechinus	Vulnerable	
<i>Conilurus penicillatus</i>	Brush-Tailed Rabbit-rat / Tree-rat	Vulnerable	Endangered
<i>Dasyurus hallucatus</i>	Northern Quoll	Endangered	Critically Endangered
<i>Mesembriomys gouldii</i>	Black-footed Tree-rat	Endangered	Vulnerable
<i>Phascogale pirata</i>	Northern Brush-tailed Phascogale	Vulnerable	Vulnerable
<i>Saccolaimus saccolaimus</i>	Bare-rumped Sheath-tail Bat	Critically Endangered	Data deficient
<b>Reptiles</b>			
<i>Acanthophis hawkei</i>	Plains Death Adder	Vulnerable	Vulnerable

Following this review, it is considered unlikely that any of the listed species would be located within Lot 11.

## 4. Field assessment

### 4.1. Overview

Field assessment was undertaken 6 April 2016. This involved traversing the area on foot with a hand held Garmin GPS Map 64S and included hand augering / digging holes and describing vegetation as required to assess soil / site characteristics and to validate land unit descriptions. The purpose of the field survey was to accurately delineate any areas of environmental constraints and map unconstrained land suitable for rural subdivision.

Due to the relative uniformity of the uncleared vegetation a detailed assessment was undertaken at only two sites (see Appendix 1). At several other locations across the block, holes were dug to confirm soil characteristics and dominant flora recorded to confirm the vegetation characteristics. No areas of constrained were identified during the field assessment, a finding which is consistent with land unit mapping.

Vegetation species in the dominant strata were used to describe vegetation types at a number of sites for the purpose of mapping.

No species listed in Table 4 were recorded during the field assessment.

### 4.2. Soil and Landscape Assessment

Field assessment confirmed that Lot 11 comprises land generally consistent with land unit 3b. As previously discussed, land unit 3b comprises well drained, Moderately Deep to Deep, Gravelly Brown and Red Kandosols. Scattered surface rock was visible along the water pipe easement fence line along the western boundary. A small area of land comprising similar soils but slopes up to 2% was identified in the southwest corner of the block. A small, historical excavation approximately 5m wide x 40m was located on the southern boundary.

*Eucalyptus miniata* / *tetradonta* woodland (as per land unit 3b) dominates the uncleared areas (Figure 6).

Leaf litter cover was extensive at the time of inspection and no areas of active erosion were identified. The Emerson Dispersion Test (See Appendix 1) showed that the surface soils were generally stable (neither slaking nor dispersive when wet); however, the subsoils were unstable in water (slaked) and may be susceptible to erosion if exposed.

*Cycas armstrongii* was found in low density across the block.

Patches of weeds Gamba Grass (*Andropogon gayanus*) and *Hyptis* (*Hyptis suaveolens*) were encountered across the site.



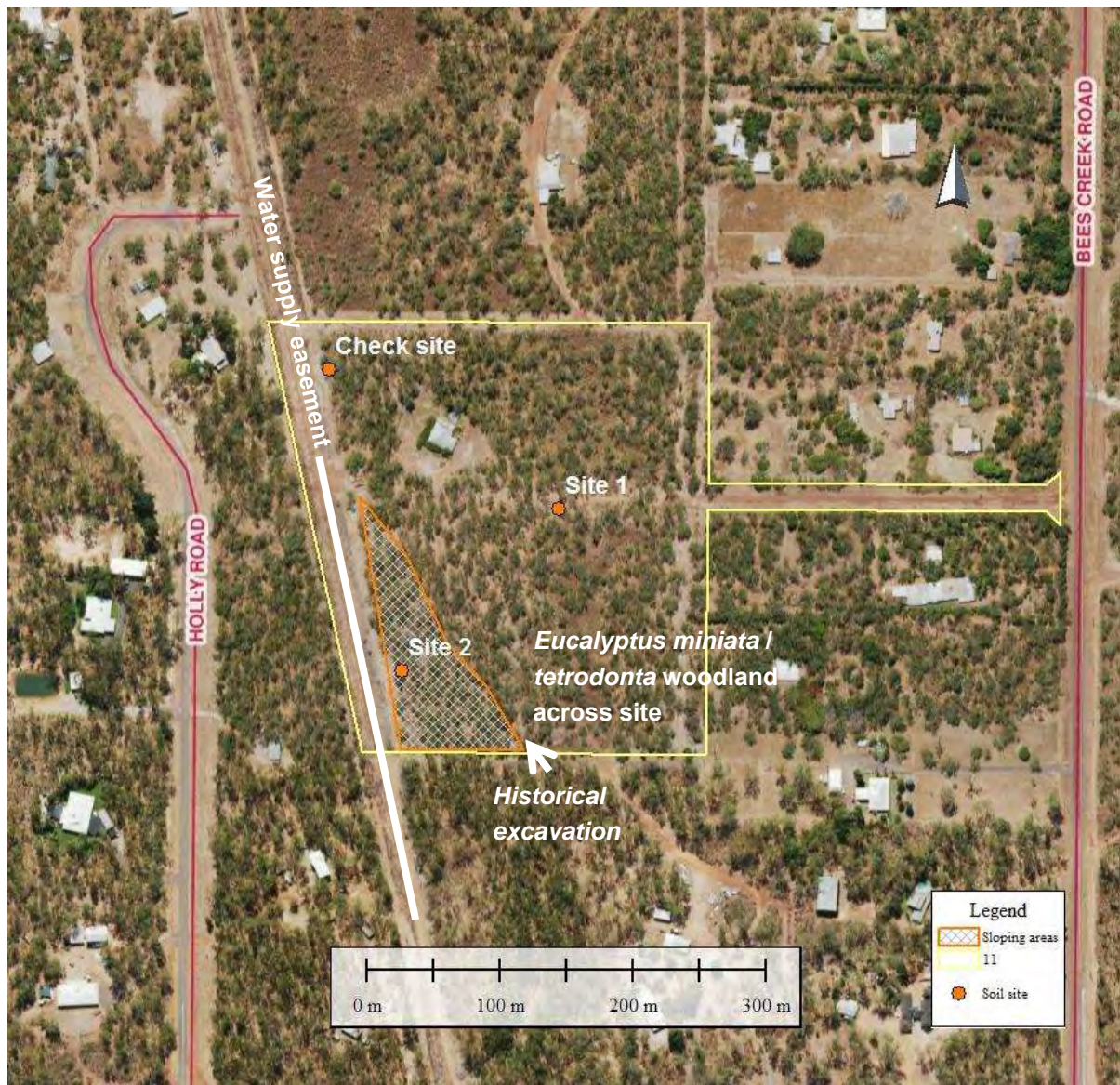


Figure 6 Soil sites and areas with slopes to 2%

## 5. Land Suitability Assessment

### 5.1. Drainage

The majority of site comprises Well drained, moderately deep to deep, gravelly Red and Brown Kandosols on low slopes up to 1%, with around 0.9ha on slopes up to 2%

### 5.2. On-site Wastewater Management

For onsite wastewater management, field inspection found that the land comprised Well drained, moderately deep to deep, gravelly Red and Brown Kandosols on slopes up to 2%. In accordance with Table 3.2 Assessment Framework for Unsewered Development for Subdivision Developments (DoH, 2014:pp 20) overall this land would be defined as *Moderate* to *Low Risk* (Moderate to High capability) for onsite wastewater disposal, suitable for septics using Standard Designs and Sizing Tables. There are no waterways, as defined in AS/NZS1547:2012, within the subject land.

There are a number of options available when site and/or soil characteristics limit the capability (*Low* or *Moderate*) of the land to achieve appropriate effluent treatment levels. These include increasing the size of the absorption / disposal area, using better quality imported fill or raised beds/mounds. Improving the quality of the effluent may also be considered by using Alternative Septic Treatment Systems (ASTS). See Appendix 2 for summary of other setbacks.

### 5.3. Erosion Risk

In this context, assessment of *erosion risk* is associated with the potential for accelerated erosion (above natural levels) associated with development of the land. Field assessment found that the majority of comprises slopes generally between 0.5% and 1% with a 0.9 ha area along southwestern boundary where slopes up to 2% were recorded. No areas of active erosion were identified within the block.

As per the Emerson Aggregate Test results for each soil site (Appendix 1), the surface soils were generally stable (neither slaking nor dispersive when wet) however subsoils slake when wet and may be erodible if disturbed and exposed.

According to the *Land Suitability Guidelines* (NTG 2013), land with slopes between 0.75% and 5% has a moderate to high potential for accelerated soil erosion by water. It is likely that the significant ground cover has contributed to the lack of active erosion and the landscape presents only a moderate risk of erosion by water.

### 5.4. Soil Salinity

The subject land has a low risk of soil salinity as per Tickell and Tyson (1994)



### 5.5. Acid Sulfate Soils

The subject land is not affected by acid sulfate soils as per Hill and Edmeades (2004)

### 5.6. Storm Tide Flooding

Mapping by DLRM (2011) shows the subject land is not affected by storm tide flooding.

### 5.7. Riverine Flooding

There is no evidence to suggest that Lot 11 is at risk from riverine flooding.

### 5.8. Environmental Assessment

The EPBC assessment indicated that Lot 11 could contain suitable habitat for the Brush-tailed Rabbit-rat (*Conilurus penicillatus*) and Black-footed Tree-rat (*Mesembriomys gouldii*). However, this is considered unlikely as the undisturbed patches of woodland in the area are disconnected / isolated by small lot subdivision, clearing and / or major roads / easements, many rural lots have free ranging dogs within fenced boundaries and, though fires do not appear to be frequent, the presence of Gamba Grass (*Andropogon gayanus*) will further exacerbate the impact of burning.

Scattered *Cycad armstrongii* were identified. The *NT Cycad Management Program* (Liddle 2009) offers a range of management options when developing land containing cycads including “salvage” – the recovery of live plants from areas being cleared for roads or development.

### 5.9. Weeds

Gamba Grass (*Andropogon gayanus*) and Hyptis (*Hyptis suaveolens*), Class B weeds (growth and spread to be controlled), were recorded during the field assessment.

The *NT Weeds Management Act* requires landholders and land managers to undertake and control weeds on their property. It is recommended that weed management be undertaken at the property, particularly during establishment of lot boundaries and other infrastructure, as vehicle movement and land clearing provide ideal conditions for weed spread.

Advice on weed management is available in the *NT Weed Management Handbook* and individual weed management plans which are available from <http://www.lrm.nt.gov.au/weeds> (WMB 2014).

## 5.10. Land Suitability

An assessment of environmental constraints and administrative requirements identified through an analysis of data used for the desktop review combined with field validated soil and landscape information was undertaken in accordance with requirements of relevant NT Government documents including:

- NT *Land Suitability Guidelines* (NTG 2013)
- NT *Planning Scheme*
- NT *Code of Practice for Small On-site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent* (DoH 2014a).

Based on the findings of the desktop review and site investigation, an assessment of the site was undertaken to determine land suitability classes and provide a summary of the issues for each land parcel. The suitability class ratings have been applied only to the land mapped as unconstrained (i.e. from a drainage perspective). Land mapped as constrained (i.e. poorly drained or seasonally inundated) has not been considered in the land suitability assessment.

Suitability classes can be improved through the use of engineering works and application of certain management practices. As per the Land Suitability Guidelines (NTG 2013) a lower land suitability rating “*does not necessarily prevent a land use from occurring, but in most situations indicates that additional inputs in terms of costs, design, planning and ongoing management could be required in order to adequately address social, economic and environmental risks.*”

Table 5 contains a summary of the land suitability assessment for Lot 11.

**Table 5 Land Suitability Assessment for Lot 11**

<b>Land Suitability Category</b>	<b>Lot 11 Assessment</b>	<b>Suitability Class</b>
<p><b>Drainage</b></p> <p>Constrained land comprises areas that are wet or saturated either at, above or close to the land surface for a period of weeks to months typically during the wet season but potentially extending into the dry season as a result of rainfall, landscape function and/or position or soil hydrology factors.</p>	<p>The lot comprises Well drained Red and Brown Kandosols (approximately 9.1ha)</p>	<p>S1 - Highly Suitable</p>
<p><b>Onsite Wastewater Management</b></p> <p>Constrained soil -landscapes have one or more of the following characteristics:</p> <ul style="list-style-type: none"> <li>- Slopes greater than 5 %</li> <li>- Imperfectly to very poorly drained</li> <li>- Contain minimal clay (20 %) at depth</li> <li>- Shallow soils (&lt;0.5m)</li> <li>- Extensive exposed rock (&gt;10 %)</li> <li>- Greater than 25 % gravel</li> </ul>	<p>Soil site assessed in relation to onsite wastewater management (Appendix 1). All sites were assessed as having “Moderate” capability (Moderate Risk) for onsite wastewater management. However, given the adequate soil depth across the site, use of slightly larger effluent disposal areas to increase the volume of receiving soil will adequately mitigate the subsoil gravel issue meaning the site can highly suitable.</p> <p>A range of other options is available to achieve appropriate effluent treatment and disposal on land where site and/or soil characteristics limit the capability to <i>Low</i> or <i>Moderate</i>. These include using better quality imported fill or using raised beds/mounds.</p>	<p>S1 - Highly Suitable</p>
<p><b>Erosion Risk</b></p> <p>Constrained land comprises soil landscapes that have a moderate to very high erosion risk (Suitability Classes 3-5).</p> <p>S3 - slopes 0.75-5%</p> <p>S4/S5 – slopes &gt;5%</p>	<p>Majority of land slopes recorded were &lt;1%– Moderate erosion risk on slopes 0.75 – 1%. Small area (~0.9ha) of slopes to 2%. No active erosion identified.</p> <p>Emerson Aggregate Test results show that surface soils area stable when wet (neither slaking nor dispersive). Subsoils showed minor slake when wet and may be susceptible to erosion when exposed.</p> <p>A range of physical and management options for erosion and sediment control are available for use in the development of this land.</p>	<p>S1 – S2 Moderately to Highly Suitable</p>
<p><b>Soil Salinity</b></p> <p>Land is constrained if soil salinity &gt;4 dS/m ECe</p>	<p>Field measurements indicate very low soil ECe. Salinity hazard mapping by Tickell and Tyson (1994) places Lot 11 within an area of Low Risk of soil salinity.</p>	<p>S1 - Highly Suitable</p>
<p><b>Acid Sulphate soils</b></p> <p>Land is constrained if soils contain greater than 0.02 % oxidisable sulphur</p>	<p>Mapping by Hill and Edmeades (2004) shows that the land is not affected by acid sulfate soils.</p>	<p>S1 - Highly Suitable</p>
<p><b>Storm tide flooding</b></p> <p>Coastal areas at elevations below the Primary (100 year Annual Recurrence Interval (ARI) Storm Tide inundation extent are constrained</p>	<p>Mapping by DLRM (2011) shows that Lot 11 is not affected by storm tide flooding.</p>	<p>S1 - Highly Suitable</p>
<p><b>Riverine Flooding</b></p> <p>Land is constrained if it is below the 1% Annual Exceedance Probability (AEP) flood level.</p>	<p>Lot 11 is not affected by riverine flooding.</p>	<p>S1 - Highly Suitable</p>

## 6. Conclusion

This land suitability assessment has found that Lot 11 is around 9.1 ha (the 1ha within the water supply easement was excluded from assessment). The unconstrained land comprises approximately 8.2ha classed as *S1 – Highly Suitable* for subdivision and an area of 0.9ha classed as *S2- Moderately Suitable* due to land slopes to 2%. No area of constrained land was identified

There are minor constraints associated with erosion risk – some slopes up to 2%; and onsite wastewater management - due to the relatively high proportions of surface and subsoil gravels across the site. These can be addressed through erosion and sediment control (ESC) measures to account for the slope of the land; and with the soil across the site being moderately deep to deep, the use of slightly larger effluent disposal areas, alternate land application and / or alternate treatment systems for wastewater treatment would effectively mitigate these minor issues.

A Weed management plan may be required in accordance with the Weed Management Act and guidelines provided by the NT Weeds Branch (see WMB 2014). An erosion and sediment control plan (ESCP) for subdivision may be required.

Scattered *Cycad armstrongii* were identified within Lot 11. The *NT Cycad Management Program* (Liddle 2009) offers a range of management options when developing land containing cycads including “salvage” – the recovery of live plants from areas being cleared for roads or development.

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- Woinarski JCZ, Pavey C, Kerrigan R, Cowie I & Ward S. 2007. *Lost From Our Landscape: Threatened Species of the Northern Territory*. Northern Territory Department of Natural Resources, Environment and the Arts
- Woinarski JCZ & Ward S. 2012a. Threatened Species of the Northern Territory-Masked Owl (north Australian mainland subspecies) *Tyto novaehollandiae kimberli*, Northern Territory Department of Land Resource Management
- Woinarski JCZ & Ward S. 2012b. Threatened Species of the Northern Territory - Northern Brush-tailed Phascogale, *Phascogale (tapoatafa) pirata*. Northern Territory Department of Land Resource Management



## 8. Appendices

### Appendix 1 Soil Assessment

#### Soil and site descriptions

At all sites, the soil and landscape were described in accordance with the *Australian Soil and Land Survey Field Handbook – Third Edition* (NCST 2009) and *The Australian Soil Classification – Revised Edition* (Isbell 2002).

#### Land Capability for Onsite Wastewater Management:

A detailed *Land Capability Assessment* (LCA) has not been undertaken for Lot 11

To address the basic requirement of *Northern Territory Land Suitability Guidelines* (NTG 2013) all described soils are assessed in relation to the capability of the land at that site to support onsite wastewater management. For each described soil, the site is assessed and rated with reference to Table 3.7 '*Land Capability Rating Matrix*' from DoH (2014b:32-34). This matrix is used to assess the soil and site characteristics and provide an overall rating for the site in its natural or current condition with respect to its capability to support onsite wastewater management.

Land capability ratings in this table DO NOT take into consideration factors that can improve site capability such as wastewater treatment system selection (eg installing an AWTS in place of traditional septic), modifications to design / installation or a combination. Consideration of these and other factors would be included in a detailed LCA.

The overall rating for each soil site is generally determined by the most limiting rating for a feature.

**High Capability** (Low Risk) means the site is has a very good or high potential (low constraints) for effluent management.

**Moderate Capability** (Moderate Risk) means the site has features (constraints) which impose some limitations for effluent disposal but these constraints can be managed.

**Low capability** (High Risk) means the site is not well suited for effluent disposal and advanced treatment and land application systems will need to be employed to overcome limitations.

For wastewater (effluent) land application, field texture is used to determine the Soil Texture Class of the receiving soil (DoH 2014a). For this report, the depth of the nominal receiving soil layer has been set at 0.6m. Therefore, regardless of the soil classification (eg Tenosol,

Kandosol etc), the soil layer with the heaviest field texture (ie highest clay content and likely most restrictive layer) within the top 0.6m of the soil profile is used to assign indicative Soil Texture Class. For soils shallower than 0.6m the heaviest or deepest layer within the soil profile is used.

Table below shows the *Soil Texture Class* and equivalent *Soil Category* based on field texture.

<b>Soil Texture Class Code of Practice (DoH 2014a:32)</b>	<b>Equivalent Soil Category (AS/ANZS1547:2012)</b>	<b>Soil field textures per Class / Category (based on NCST 2009)</b>
Sand	1	Sand
Sandy Loam	2	Loamy sand, Clayey sand, Sandy loam
Loam	3	Loam, Silty loam
Clay Loam	4	Sandy clay loam, Clay loam, Clay loam (Sandy), Silty clay loam
Silty Clay	5	Light clay, Light medium clay
Clay	6	Medium clay to Heavy Clay

### **Soil Drainage and Wastewater treatment**

As per NCST (2009:204), in soils that are *Rapidly Drained* “...*Excess water flows downward rapidly if underlying material is highly permeable There may be rapid subsurface lateral flow during heavy rainfall provided there is a steep gradient. Soils are usually coarse-textured, or shallow, or both.*”

As such, *Rapidly drained* land has *Low Capability* for onsite wastewater due to high potential for offsite transport of pathogens and/or organic contaminants. This limitation can be addressed through wastewater treatment system selection, modifications to design / installation or a combination

**Site 1 – Moderately Deep, Very Gravelly, Red Kandosol (Gravelly Red Earth)**

<b>Slope:</b> 0.5%	<b>Stopped by:</b> Lack of auger		<b>Drainage:</b> Well		
<b>Landform:</b> Plain	<b>Surface water (m):</b> >50m		<b>Dry Surface colour:</b> 10YR 6/3 Pale Brown		
<b>Erosion:</b> Nil active	<b>Surface gravel (%):</b> 40%		<b>Surface:</b> Brown termitaria,		
<b>Runoff:</b> Slow	<b>Rock outcrop:</b> nil				
<b>Vegetation:</b> <i>Eucalyptus miniata</i> , <i>Eucalyptus tetradonta</i> , <i>Acacia auriculiformis</i> , <i>Alphitonia excelsa</i> , <i>Calytrix exstipulata</i> , <i>Planchonia careya</i> , <i>Ficus scobina</i> , <i>Livistona humilis</i> , <i>Buchanania obovata</i> , <i>Cycas armstrongii</i> , <i>Syzygium eucalyptoides</i> – bleeseri, - grasses mown					
<b>Soil Horizon (Level)</b>	<b>A11 (1)</b>	<b>A3 (2)</b>	<b>B1 (3)</b>	<b>B21 (4)</b>	<b>B22 (5)</b>
<b>Depth (cm)</b>	0 – 8	8 - 20	20 - 35	35 - 60	60 - 90 <sup>+</sup>
<b>Boundary</b>	Clear	Gradual	Diffuse	Diffuse	
<b>Field Texture</b>	Sandy loam (Fine sand)	Sandy loam - Heavy (Fine sand)	Sandy loam - Heavy (Fine sand)	Sandy clay loam	Light Clay
<b>Structure</b>	Massive earthy	Massive earthy	Massive earthy	Massive earthy	Massive earthy
<b>pH (1:5 H<sub>2</sub>O)</b>	6.3	6.0	6.0	6.0	5.9
<b>EC dS (1:5 H<sub>2</sub>O)</b>	0.011	0.012	0.007	0.008	0.010
<b>Dominant Colour</b>	10YR 4/3 Brown	10YR 4/3 Brown	7.5YR 4/6 Strong Brown	5YR 4/6 Yellowish Red	5YR 5/6 Yellowish Red
<b>Mottles</b>	-	-	-	-	-
<b>Emerson</b>	8	8	2 (Slaking 2)	2 (Slaking 3)	2 (Slaking 3)
<b>Coarse Frags (%)</b>	40	40	35	60	70
<b>Wastewater - Soil Category</b>				4 – Clay loam	

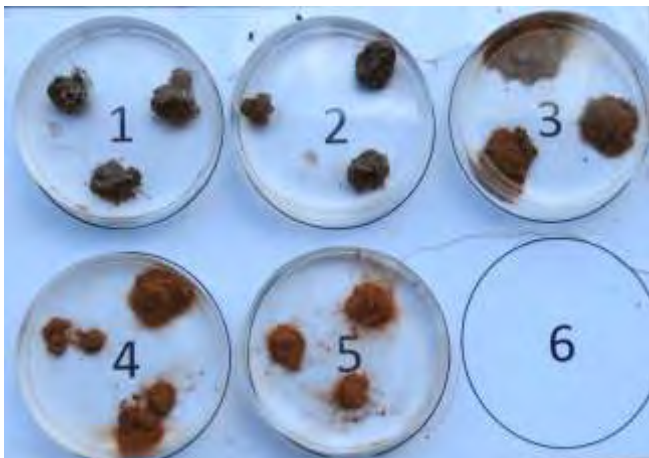




Site 1 Soil surface



Sieved soils



Emerson Test

### Site 1 – Background Land Capability Assessment Matrix for On-site Wastewater Management from NT LCA Guidelines Table 3.7 (DoH 2014b:33-34)

This matrix is used to assess the soil and site characteristics and provide an overall rating for the site in its natural or current condition with respect to its capability to support onsite wastewater management.

Land capability ratings in this table do not take into consideration factors that can improve site capability

Land Features	Land Capability Class Rating			Rating
	High	Moderate	Low	
<b>Site Characteristics</b>				
<b>Drainage Class (NCST 2009)</b>	Moderately Well to Well drained	Imperfectly drained	Rapidly drained or poorly to Very poorly drained	<b>High</b>
<b>Runoff</b>	None or low	Moderate to high, need for diversionary structures	High to very high – diversion not practical	<b>High</b>
<b>Flood risk</b>	Never or <1 in 100	>1 in 100 and <1 in 20	<1 in 20	<b>High</b>
<b>Proximity to watercourses</b>	>50 m non-potable; >100 m potable	n/a	<50 m for non-potable; <100 m potable	<b>High</b>
<b>Slope</b>	<5%	5-10%	>10%	<b>High</b>
<b>Landslip</b>	Zero actual, or low potential for failure	Moderate to high potential for failure	Present or past failure	<b>High</b>
<b>Surface gravel (spatial cover)</b>	<20%	25-50%	>50%	<b>Moderate</b>
<b>Rock outcrop (spatial cover)</b>	<10%	10-20%	>20%	<b>High</b>
<b>Erosion potential</b>	Zero or minor erosion potential	Moderate to high erosion potential	High to severe erosion potential	<b>High</b>
<b>Exposure</b>	High sun and wind exposure	Moderate sun and wind exposure	Low sun and wind exposure	<b>Moderate</b>
<b>Landform</b>	Hill crests, convex side slopes and plains	Concave sideslopes and footslopes	Floodplains and incised channels	<b>High</b>
<b>Vegetation Type</b>	Turf or pasture	Shrubs or open woodland	Dense forest with little understorey	<b>Moderate</b>
<b>Average Rainfall</b>	<800 mm/year	800 - 1400 mm/year	>1400 mm/year	<b>Low</b>
<b>Pan Evaporation</b>	>1400 mm/year	800 - 1400 mm/year	<800 mm/year	<b>High</b>

Land Features	Land Capability Class Rating			Rating
	High	Moderate	Low	
<b>Soil Characteristics</b>				
<b>Fill</b>	No fill; or fill good quality	Some fill; or fill moderate quality	Extensive fill, or fill poor quality	<b>High</b>
<b>Soil category * (AS1547:2013)</b>	2 and 3	4 and 5	1 and 6	<b>Moderate</b>
<b>Profile depth</b>	>0.5 m	0.25-5 m	>0.25 m	<b>High</b>
<b>Presence of mottling</b>	None	Moderate	Extensive	<b>High</b>
<b>Coarse fragments</b>	<20%	20-40%	>40%	<b>Low</b>
<b>pH</b>	6-8	4.5 - 6	<4.5, >8	<b>High</b>
<b>Emerson + Aggregate Class</b>	4,6,8	2,3,5,7	1	<b>Moderate</b>
<b>Electrical Conductivity (ECe)</b>	<0.8 dS/m	0.8-4 dS/m	>4 dS/m	<b>High</b>
<b>Sodicity ESP %</b>	<6%	6-14%	>14%	<b>High</b>
<b>SITE RATING</b>				<b>Moderate</b>

\* Soil Category taken from the soil layer at a depth of 60cm or the deepest layer in shallower soil within the soil profile

+ Emerson Aggregate Class taken from the layer within the receiving soil 60cm below the soil surface or the deepest layer in shallower soil



**Site 2 – Moderately Deep, Very Gravelly, Red Kandosol (Gravelly Red Earth)**

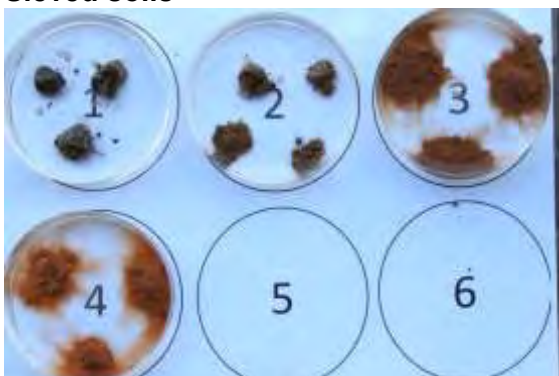
<b>Slope:</b> 2%	<b>Stopped by:</b> Nil		<b>Drainage:</b> Well	
<b>Landform:</b> Plain	<b>Surface water (m):</b> >50m		<b>Dry Surface colour:</b> 10YR 6/2 Light Brownish Gray	
<b>Erosion:</b> Nil active	<b>Surface gravel (%):</b> 40%		<b>Surface:</b> Brown termitaria,	
<b>Runoff:</b> Slow	<b>Rock outcrop:</b> 1%			
<b>Vegetation:</b> <i>Eucalyptus miniata</i> , <i>Eucalyptus tetradonta</i> , <i>Planchonia careya</i> , <i>Cochlospermum fraseri</i> , <i>Calytrix exstipulata</i> , <i>Livistona humilis</i> , <i>Buchanania obovata</i> , <i>Cycas armstrongii</i>				
<b>Soil Horizon (Level)</b>	<b>A11 (1)</b>	<b>A12 (2)</b>	<b>B1 (3)</b>	<b>B21 (4)</b>
<b>Depth (cm)</b>	0 – 8	8 - 25	25 - 50	50 – 60+
<b>Boundary</b>	Clear	Gradual	Diffuse	
<b>Field Texture</b>	Loam sand	Clayey sand	Sandy loam - (Fine sand)	Sandy clay loam
<b>Structure</b>	Massive earthy	Massive earthy	Massive earthy	Massive earthy
<b>pH (1:5 H<sub>2</sub>O)</b>	6.3	6.2	6.0	6.0
<b>EC dS (1:5 H<sub>2</sub>O)</b>	0.015	0.006	0.006	0.005
<b>Dominant Colour</b>	10YR 4/2 Dark Grayish Brown	10YR 4/4 Dark Yellowish Brown	7.5YR 4/6 Strong Brown	5YR 5/6 Yellowish Red
<b>Mottles</b>	-	-	-	-
<b>Emerson</b>	8	2 (Slaking 1)	2 (Slaking 3)	2 (Slaking 3)
<b>Coarse Frags (%)</b>	40	40	35	60
<b>Wastewater - Soil Category</b>				4 – Clay loam



Site 1 Soil surface



Sieved soils



Emerson Test



### Site 2 – Background Land Capability Assessment Matrix for On-site Wastewater Management from NT LCA Guidelines Table 3.7 (DoH 2014b:33-34)

This matrix is used to assess the soil and site characteristics and provide an overall rating for the site in its natural or current condition with respect to its capability to support onsite wastewater management.

Land capability ratings in this table do not take into consideration factors that can improve site capability

Land Features	Land Capability Class Rating			Rating
	High	Moderate	Low	
<b>Site Characteristics</b>				
<b>Drainage Class (NCST 2009)</b>	Moderately Well to Well drained	Imperfectly drained	Rapidly drained or poorly to Very poorly drained	<b>High</b>
<b>Runoff</b>	None or low	Moderate to high, need for diversionary structures	High to very high – diversion not practical	<b>High</b>
<b>Flood risk</b>	Never or <1 in 100	>1 in 100 and <1 in 20	<1 in 20	<b>High</b>
<b>Proximity to watercourses</b>	>50 m non-potable; >100 m potable	n/a	<50 m for non-potable; <100 m potable	<b>High</b>
<b>Slope</b>	<5%	5-10%	>10%	<b>High</b>
<b>Landslip</b>	Zero actual, or low potential for failure	Moderate to high potential for failure	Present or past failure	<b>High</b>
<b>Surface gravel (spatial cover)</b>	<20%	25-50%	>50%	<b>Moderate</b>
<b>Rock outcrop (spatial cover)</b>	<10%	10-20%	>20%	<b>High</b>
<b>Erosion potential</b>	Zero or minor erosion potential	Moderate to high erosion potential	High to severe erosion potential	<b>Moderate</b>
<b>Exposure</b>	High sun and wind exposure	Moderate sun and wind exposure	Low sun and wind exposure	<b>Moderate</b>
<b>Landform</b>	Hill crests, convex side slopes and plains	Concave sideslopes and footslopes	Floodplains and incised channels	<b>High</b>
<b>Vegetation Type</b>	Turf or pasture	Shrubs or open woodland	Dense forest with little understorey	<b>Moderate</b>
<b>Average Rainfall</b>	<800 mm/year	800 - 1400 mm/year	>1400 mm/year	<b>Low</b>
<b>Pan Evaporation</b>	>1400 mm/year	800 - 1400 mm/year	<800 mm/year	<b>High</b>

Land Features	Land Capability Class Rating			Rating
	High	Moderate	Low	
<b>Soil Characteristics</b>				
<b>Fill</b>	No fill; or fill good quality	Some fill; or fill moderate quality	Extensive fill, or fill poor quality	<b>High</b>
<b>Soil category * (AS1547:2013)</b>	2 and 3	4 and 5	1 and 6	<b>Moderate</b>
<b>Profile depth</b>	>0.5 m	0.25-5 m	>0.25 m	<b>High</b>
<b>Presence of mottling</b>	None	Moderate	Extensive	<b>High</b>
<b>Coarse fragments</b>	<20%	20-40%	>40%	<b>Low</b>
<b>pH</b>	6-8	4.5 - 6	<4.5, >8	<b>High</b>
<b>Emerson + Aggregate Class</b>	4,6,8	2,3,5,7	1	<b>Moderate</b>
<b>Electrical Conductivity (ECe)</b>	<0.8 dS/m	0.8-4 dS/m	>4 dS/m	<b>High</b>
<b>Sodicity ESP %</b>	<6%	6-14%	>14%	<b>High</b>
<b>SITE RATING</b>				<b>Moderate</b>

\* Soil Category taken from the soil layer at a depth of 60cm or the deepest layer in shallower soil within the soil profile

+ Emerson Aggregate Class taken from the layer within the receiving soil 60cm below the soil surface or the deepest layer in shallower soil

**Confirmation Site 3 – Moderately deep, Gravelly Brown Kandosol (Gravelly Yellow Earth)**



<b>Slope:</b> 0.5%	<b>Depth:</b> 0.5m+	<b>Drainage:</b> Well drained
<b>Surface gravel (%):</b> 60%	<b>Erosion:</b> Nil active	<b>Rock outcrop:</b> nil
<b>Vegetation:</b> <i>Eucalyptus miniata</i> , <i>Eucalyptus tetradonta</i> , <i>Planchonia careya</i> , <i>Calytrix exstipulata</i> , <i>Livistona humilis</i> , <i>Buchanania obovata</i> ,		



**Site 2 Soil surface**

## Appendix 2 Summary of setbacks relating to onsite wastewater disposal

### DoH. 2014. Code of Practice for Small On-site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent

7.5 Proximity of Septic Tank and Disposal Area to Site Features (page 34)		8.9 Siting and Setback Distances (m) for Aerated Wastewater Treatment Systems (page 76)	
Table 6 Setback Distances to Surface Feature	Minimum distance required in metres (m) from the closest point of effluent discharge to that site feature		8.9.3 Sub Strata/ Shallow Sub Surface Irrigation
Site Feature	1. Upslope from site feature	2. Downslope from site feature	(* 8.9.2 Surface Irrigation)
Building	6.0	3.0	1.5
Allotment boundary	4.5	2.5	0.5 (*2.5)
Swimming pool	6.0	3.0	1.0
Underground water tank	15	15	See Table 6
Bore or well	100	100	30 (chlorinated) (*30) 50 (unchlorinated) (*50)
Cutting	15	No restriction	See Table 6
Watercourse	50	30	See Table 6
Lake, swamp, etc	50	30	See Table 6
Watercourse from which water supplies extracted	200	100	30 (chlorinated) (*30) 50 (unchlorinated) (*50)
Water supply reservoir	200	100	See Table 6
Sub-surface disposal bed or trench	2.5	2.5	See Table 6
Septic tank	2.5	2.5	See Table 6
Rainwater tank			1.5 (*15)
driveway or paved surface			0.5
Open drain			3.0

## NOTE.

1. For flat sites use column 2
2. Refer to Section 8.9 for exceptions to setback distances from site features for Aerated Wastewater Treatment Systems.



### Appendix 3 Glossary

<b>Depth of Soil (cm)</b> (Isbell 2002)	<table border="1"> <thead> <tr> <th>Class</th> <th>Depth (cm)</th> </tr> </thead> <tbody> <tr> <td>Very shallow:</td> <td>&lt; 0.25 m</td> </tr> <tr> <td>Shallow:</td> <td>0.25 - &lt; 0.5 m</td> </tr> <tr> <td>Moderate:</td> <td>0.5 - &lt; 1.0 m</td> </tr> <tr> <td>Deep:</td> <td>1.0 - &lt; 1.5 m</td> </tr> <tr> <td>Very deep:</td> <td>1.5 - 5 m</td> </tr> <tr> <td>Giant:</td> <td>&gt; 5 m</td> </tr> </tbody> </table>	Class	Depth (cm)	Very shallow:	< 0.25 m	Shallow:	0.25 - < 0.5 m	Moderate:	0.5 - < 1.0 m	Deep:	1.0 - < 1.5 m	Very deep:	1.5 - 5 m	Giant:	> 5 m
Class	Depth (cm)														
Very shallow:	< 0.25 m														
Shallow:	0.25 - < 0.5 m														
Moderate:	0.5 - < 1.0 m														
Deep:	1.0 - < 1.5 m														
Very deep:	1.5 - 5 m														
Giant:	> 5 m														
<b>Drainage</b> (NCST 2009:202)	<p><i>Drainage</i> is a useful term to summarise local soil wetness conditions; that is, it provides a statement about soil and site drainage likely to occur in most years. It is affected by a number of attributes, both internal and external, that may act separately or together. Internal attributes include soil structure texture, porosity, hydraulic conductivity, and water-holding capacity, while external attributes are source and quality of water, evapotranspiration, gradient and length of slope, and position in the landscape</p>														
<b>Drainage Classes</b> (NCST 2009:202-204)	<p><i>Very poorly drained</i> - water is removed from the soil so slowly that the water table remains at or near the surface for most of the year. Surface flow, groundwater and subsurface flow are major sources of water, although precipitation may be important where there is a perched water table and precipitation exceeds evapotranspiration. Soils have a wide range in texture and depth, and often occur in depressed sites. Strong gleying and accumulation of surface organic matter are usually features of most soils.</p> <p><i>Poorly drained</i> - water is removed very slowly in relation to supply. Subsurface and/or groundwater flow, as well as precipitation, may be a significant water source. Seasonal ponding, resulting from runoff and insufficient outfall, also occurs. A perched water table may be present. Soils have a wide range in texture and depth; many have horizons that are gleyed, mottled, or possess orange or rusty linings of root channels.. All horizons remain wet for periods of several months</p> <p><i>Imperfectly drained</i> - water is removed only slowly in relation to supply. Precipitation is the main source if available water storage capacity is high, but subsurface flow and/or groundwater contribute as available water storage capacity decreases. Soils have a wide range in texture and depth. Some horizons may be mottled and/or have orange or rusty linings of root channels, and are wet for periods of several weeks.</p> <p><i>Moderately well-drained</i> - water is removed from the soil somewhat slowly in relation to supply, due to low permeability, shallow water table, lack of gradient, or some combination of these. Significant additions of water by subsurface flow are necessary in coarse-textured soils. Some horizons may remain wet for as long as one week after water addition.</p> <p><i>Well- drained</i> - water is removed from the soil readily but not rapidly. Excess water flows downward readily into underlying, moderately permeable material or laterally as subsurface flow. Soils are often medium in texture.</p>														

	<p>Some horizons may remain wet for several days after water addition.</p> <p><i>Rapidly drained</i> - water is removed from the soil rapidly in relation to supply. Excess water flows downward rapidly if underlying material is highly permeable. There may be rapid subsurface lateral flow during heavy rainfall provided there is a steep gradient. Soils are usually coarse-textured, or shallow, or both. No horizon is normally wet for more than several hours after water addition.</p>
<p><b>Emerson Aggregate Test (Amended)</b> (Patterson 2013)</p>	<p>Amended Emerson Aggregate Test using distilled water</p> <p>Class 1 - Slaking with Complete Dispersion</p> <p>Class 2 – Slaking with Some Dispersion</p> <p>Slaking (Class 2)</p> <p>Class 2 Slake 1 – Slight slaking</p> <p>Class 2 Slake 2 – About half slaked</p> <p>Class 2 Slake 3 – Fully slaked</p> <p>Class 7 – Swelling, No Slaking</p> <p>Class 8 – No Swelling, No Slaking</p> <p><u>Note:</u> (Source: Patterson 2013)</p> <p>1. For wastewater management, soils are not physically disturbed (ploughed) therefore the remould component of Emmerson Test not relevant.</p> <p>2. Non-dispersive, slaking subsoil are not an issue for effluent disposal</p>
<p><b>Mottles</b> (Moore 2004)</p>	<p>Mottles can be seen as a pattern of spots or blotches of different colour interspersed within the dominant matrix soil colour. They are concentrations of iron oxides which have resulted from the redistribution of iron oxides due to alternating episodes of aerobic and anaerobic (ie oxidising and reducing) soil conditions common in seasonally waterlogged soils.</p>
<p><b>Perched water table</b> (AS/NZS 1547:2012:15)</p>	<p>Groundwater that has beneath it unsaturated soil material into which the groundwater drains</p> <p>NOTE: A perched water table is nearly always periodic or seasonal.</p>
<p><b>Secondary waste - water treatment</b> (AS/NZS 1547:2012:16)</p>	<p>Aerobic biological processing and settling or filtering of effluent received from a primary treatment unit</p>
<p><b>Waning</b> (AS/NZS 1547:2012:92)</p>	<p>(Land) Element up-slope is steeper; (land) element down-slope is gentler; thus water is progressively slowed down as it runs off, promoting soil wetness</p>
<p><b>Watercourse</b> (AS/NZS 1547:2012:18)</p>	<p>A stream that:</p> <p>(a) Has visible bed and banks, that is, an eroded channel no matter how small but not a defined non-eroded grassy course or drainage depression; and</p> <p>(b) Is partially fed with water from some source other than surface water run-off (for example, springs, snowfields, or spongy soil that absorbs rainfall and then releases it into the stream over a longer period)</p>

Ref: 10730

**Development Application**

**Lots 11 and 15, LTO73/003, Hundred of Strangways**

**Compliance with building regulations**

This application is seeking approval to subdivide the above property in order to create 33 lots for rural living.

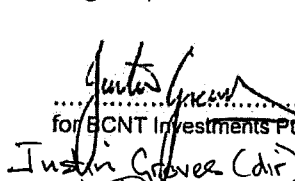
The proposed boundaries have been positioned to ensure that the two existing buildings are in excess of the required 7.5 metres from road boundaries and 5 metres from side and rear boundaries. Consequently, there will be no conflict with building regulations in relation to the offset of buildings from a boundary.

Development Consent Authority  
GPO Box 1680  
Darwin NT 0801

**Re: Lot 11, LTO72/003 Hundred of Strangways**

We hereby authorise Earl James and Associates to lodge a Development Application over Lot 11, LTO72/003 Hundred of Strangways.

Regards,

  
.....  
for ECNT Investments Pty Ltd (ACN 612 053 693)  
Justin Groves (dir). Craig Edwards (dir) Hannah O'Leary (dir).  
15/07/2019.....  
Date

Development Consent Authority  
GPO Box 1680  
Darwin NT 0801

**Re: Lot 15, LTO72/003 Hundred of Strangways**

We hereby authorise Earl James and Associates to lodge a Development Application over Lot 15, LTO72/003 Hundred of Strangways.

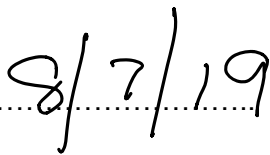
Regards,



.....  
Cassandra Ann Haddock as Trustee for CEP  
Dreams Holding Trust



.....  
Desmond Noel Groves as Trustee for The  
Monopoly Holding Trust



.....  
Date



### 16 Common Seal

### 17 Other Business

### 18 Public Questions

### 19 Confidential Items

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

#### 19.1 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.

### 20 Close of Meeting