

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 15/02/2017

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

Kaylene Conrick, Chief Executive Officer

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

AGENDA

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NOTE: Attachments too large to include in the agenda can be found on Council's website at www.litchfield.nt.gov.au

Council Meeting Agenda

Wednesday 15 February 2017

1. Open of Meeting

Audio Disclaimer

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

Acknowledgement

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

2. Apologise and Leave of Absence

3. Confirmation of Minutes

THAT :

1. The minutes of the Council Meeting held 18 January 2017, 6 pages, be confirmed.
2. The minutes of the Special Council Meeting held 1 February 2017, 3 pages, be confirmed.

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

4. Business Arising from the Minutes

Attached for Council information is Action Sheet

Action Plan

Resolution Number	Resolution	Action Officer	Meeting Date	Comments to Council
15/0032/02	12.4 QUESTIONNAIRE Council prepare a plan and budget for conducting a comprehensive, formal survey of residents regarding Council performance, service expectations and priorities, and regional planning, which will come back for Council consideration.	Kaylene Conrick	23-07-15	Survey to be issued early 2017
15/0175/02	12.09 Meeting Procedures By-Laws 2. 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.	Kaylene Conrick	19-11-15	Drafting instructions under development by Division of Local Government, Department of Housing & Community Development
16/0201/01	Australia Day 2017 THAT Council establishes a Litchfield Australia Day Event Committee to plan and execute the annual Australia Day event;	David Jan	21-09-16	Complete
16/0203	Signage, Roadside Vans and Events on Council Land THAT Council: 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	David Jan	21-09-16	Work to commence in 2017/18 financial year in accordance with Council's resolution

Action Plan

16/0208	<p>Reconstruction of Finn Road THAT Council:</p> <p>1. endorse the funding applications for \$4,500,000 to the NT Government Regional Economic Infrastructure Fund for the reconstruction of Finn Road at an estimated total cost of \$4,650,000; and</p> <p>2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising:</p> <table><tr><td>General Consultancy</td><td>\$80,000</td></tr><tr><td>Project Management (in kind)</td><td>\$150,000</td></tr><tr><td>Infrastructure Reserve</td><td>\$20,000</td></tr><tr><td></td><td>\$250,000</td></tr></table>	General Consultancy	\$80,000	Project Management (in kind)	\$150,000	Infrastructure Reserve	\$20,000		\$250,000	David Kingston	21-09-16	Pending decision to be made by NT Government
General Consultancy	\$80,000											
Project Management (in kind)	\$150,000											
Infrastructure Reserve	\$20,000											
	\$250,000											
16/0209	<p>Road Opening - Centre Road - Access to Freds Pass Reserve THAT Council:</p> <p>1. approve proceeding with the road opening process for a new access road through Freds Pass Reserve; 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 new access road.</p>	David Kingston	21-09-16	Documents are being prepared								
16/0210	<p>Sealing of Carveth Road and William Road Berry Springs THAT a special rate scheme be prepared for the properties that abut Carveth and Williams Roads to contribute an amount per property of \$4,010 towards the sealing of these roads in 2017/2018.</p> <p>THAT the property owners in Carveth and Williams Rd be advised in writing of Council's decision.</p> <p>THAT the Developer provide a Bank Guarantee for the sum of \$709,852 to the Litchfield Council being the monies payable under its Developer Contribution Plan.</p> <p>THAT an amount of \$470,000 be provided in the Litchfield Council's 2017/18 Budget for the construction of Carveth and William Road.</p>	David Kingston	21-09-16	Letters to be distributed								

Action Plan

16/0212	Waste Management Strategy THAT Council: 1. approves the Terms of Reference including the selection criteria for the community members to form part of the community reference group to oversee the preparation of the 10 year Waste Management Strategy; and 2. calls for Expressions of Interest inviting interested Litchfield residents to nominate.	David Kingston	21-09-16	Survey commencing 1st week February
16/0234	Improvements Berry Springs Waste Transfer Site THAT Council undertakes the following safety works at the Berry Springs waste transfer site to improve public and staff safety at the estimated costs outlined below: Video surveillance \$9,882.40 1km of new fence & gates \$44,297.00 Installation of waste performance boards \$6,000.00 Improved facilities for staff \$10,000.00 \$70,179.40	David Kingston	19-10-16	Fence being installed
16/0252/01	Rating Strategy THAT Council undertakes a review of Council's rating system.	Kaylene Conrick	16-11-16	Rating system review commenced November 2016
16/0261	Southport Progress Association – Community Notice Board THAT Council approve the allocation of up to \$5,000 to the Southport Progress Association for the purchase of a weather proof Community Notice Board for the area. The Notice Board to have Litchfield Council branding / acknowledgment. The notice board to be placed in a position determined by the Association and agreed to by the Council.	David Jan	14-12-16	Association notified of Council decision
16/0288/02	Revised Risk Management Policy THAT Council adopts the updated Risk Management Policy (FIN08) superseding the previous Risk Management Policy (LC20).	David Jan	18-01-17	Policy updated and put on council website. Action Complete

Action Plan

16/0292	Administration and Legislation Advisory Committee membership THAT Council approve the nomination of David Jan to the Administration and Legislation Advisory Committee.	David Jan	18-01-17	Nomination submitted to LGANT. To await decision of LGANT Executive.
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Council Meeting Agenda

Wednesday 18 January 2017

5 Conflict of Interest

6 Presentations

- 6.1 NT Planning Commission – Coolalinga Area Plan Process / Howard Springs Stage 2 Consultation Community Engagement

7 Petitions

8 Public Forum

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayors Report

The Mayor presents a verbal report on monthly activities.

12 Reports from Council Appointed Representatives

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

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

Cr Barden - AACo Community Reference Group

Cr Wright - Howard Springs Reserve Committee

- Knuckey Lagoon Reserve Committee

Cr Osborn - Freds Pass Sport & Recreation Management Board



Council Meeting Agenda

Wednesday 18 January 2017

13 Finance Report

13.1 Finance Report January 2017

Council Report

Agenda Item Number: 13.1
Report Title: Council Finance Report January 2017
Meeting Date: 15/02/2017
Attachments:

Purpose

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





Recommendation

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

Background

During January 2017, a detailed review of all program areas was undertaken to provide an accurate forecast to 30 June 2017 and to inform 2017/18 Budget deliberations.

The forecast results for 30 June 2017 are summarised in the table below.

Item	Summary	Indicator
Operating Income	There is a favourable variance of \$387,416 in operating income forecast to 30 June 2017.	
Operating Expenditure	There is a favourable variance of \$364,259 in operating expenditure forecast to 30 June 2017	
Capital Income	There is an unfavourable variance of \$3,941,678 in capital income forecast to 30 June 2017.	
Capital Expenditure	There is an unfavourable variance of \$2,279,392 in capital expenditure forecast to 30 June 2017.	

Council's overall forecast is unfavourable by \$5,469,395. This is due to capital income received in 2015/16 (\$3m Freds Pass Recreation Reserve and \$500k Freds Pass Road Upgrade) and \$713k Roads to Recovery and three projects where external funding and expenditure was budgeted for previous year but undertaken this year.

In conclusion, Council continues to be in a strong financial position with variances explained as timing differences.

This forecast result is explained in further detail in this report.

Finance Report

January 2017

**LITCHFIELD
COUNCIL**



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

The consolidated Financial Statements that include Thorak Regional Cemetery operations provide greater transparency and a clearer relationship to the full set of *End of Financial Year Statements* which are reported in Litchfield Council's Annual Report.

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

CONSOLIDATED OPERATING STATEMENT

	2016/17 YTD Actual	2016/17 Budget	31 January 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,413,272	9,492,370	9,518,326	25,956	
Statutory Charges	18,809	41,500	27,200	(14,300)	1
User Charges	652,297	1,192,860	1,070,614	(122,246)	2
Grants, subsidies & contributions	4,097,874	10,835,755	7,000,073	(3,835,682)	3
Investment Income	475,337	505,000	742,946	237,946	4
Reimbursements	8,142	0	8,142	8,142	
Other Income	37,955	0	62,909	62,909	
TOTAL REVENUE	14,703,686	22,067,485	18,430,210	(3,637,275)	
EXPENSES					
Employee Costs	2,902,619	5,650,888	5,627,144	23,743	
Auditor Fees	26,643	39,000	40,840	(1,840)	5
Bad and doubtful Debts	10,416	-	10,416	(10,416)	6
Elected Member Expenses	110,064	250,691	245,787	4,904	
Election Expenses	-	-	-	-	
Cemetery Operations	180,366	309,600	267,560	42,040	
Contractors	2,234,301	4,905,650	4,623,561	282,089	7
Energy	68,822	192,800	171,800	21,000	
Insurance	216,931	226,633	219,799	6,834	
Maintenance	288,046	506,950	437,547	69,403	
Legal Expenses	45,097	138,000	115,000	23,000	
Donations and Community Support	67,705	108,000	108,250	(250)	
Computer / IT Costs	162,472	272,500	272,182	318	
Parts, accessories & consumables	109,432	215,500	206,962	8,538	
Professional Services	277,198	675,700	744,000	(68,300)	8
Sundry	205,787	367,330	356,946	10,384	
***Depreciation		-	-	-	
TOTAL EXPENSES	6,905,900	13,859,242	13,447,794	411,447	
RESULT	7,797,786	8,208,243	4,982,416	3,225,827	

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

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

Note 3 - Forecast reduction mainly due to the Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 received and recognised in the 2015/16 financial year, not the 2016/17 year as budgeted. In addition there will be a reduction of \$713,136 Roads to Recovery funding for this financial year as a result of the Road Reseal Program costing less than budget. Council receives this funding quarterly on program submissions.

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

Note 5 - This budget item relates to External Auditors and the chairperson of the Risk Management & Audit Committee. Only two meetings were budgeted for based on prior year's performance. Council is required to hold four meetings each financial year.

Note 6 - Additional expenditure not previously budgeted, as a result of animal infringements no longer recoverable. The procedures have now been corrected to ensure this does not happen into the future.

Note 7 – Forecast savings of \$282,089 is mainly associated with Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushin.

Note 8 - Additional expenditure not previously budgeted as a result of 2015/16 valuations of properties from Department of Lands & Planning costs (on-charged to Council) totalling \$64,970 and inclusion of \$10,000 under Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000. Additional savings in other projects have lessened the effect to \$68,300.

***Please note, monthly depreciation to date will commence from February 2017 Finance Report.

CONSOLIDATED OPERATING STATEMENT COUNCIL/THORAK CEMETERY SEPARATION

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

	2016/17 YTD Actual	2016/17 Budget	Forecast	Forecast Variance
REVENUE				
Operational - Council	11,223,299	12,815,178	13,202,594	387,416
Capital – Council*	3,023,015	8,409,857	4,461,933	(3,947,924)
Operational - Thorak	457,372	842,450	765,683	(76,767)
Capital – Thorak*	0	0	0	0
TOTAL REVENUE	14,703,686	22,067,485	18,430,210	(3,637,275)
EXPENSES				
Council	6,424,166	12,981,383	12,617,124	364,259
Thorak	481,734	877,859	830,670	47,189
TOTAL EXPENSE	6,905,900	13,859,242	13,447,794	411,448
RESULT	7,797,786	8,208,243	4,982,416	3,225,827

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

CONSOLIDATED BALANCE SHEET at 31 January 2017

	31 December 2016	31 January 2017	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	664,749	1,074,328	409,579
Trade and Other Receivables	4,667,066	4,526,841	(140,225)
Other Financial Assets	20,531,429	19,561,533	(969,896)
TOTAL CURRENT ASSETS	25,863,244	25,162,702	(700,542)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	284,541,865	284,541,865	-
Other Non-Current Assets	-	-	-
TOTAL NON CURRENT ASSETS	284,541,865	284,541,865	-
TOTAL ASSETS	310,405,109	309,704,567	(700,542)
CURRENT LIABILITIES			
Trade and Other Payables	578,393	1,085,828	(507,435)
Provisions	545,608	498,217	47,391
TOTAL CURRENT LIABILITIES	1,124,001	1,584,045	(460,044)
NON CURRENT LIABILITIES			
Provisions	299,133	294,879	4,256
TOTAL NON CURRENT LIABILITIES	299,133	294,879	4,256
TOTAL LIABILITIES	1,423,134	1,878,924	(455,788)
NET ASSETS	308,981,975	307,825,643	(1,156,332)
EQUITY			
Accumulated Surplus	51,257,627	50,101,295	(1,156,332)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	14,412,618	14,412,618	-
TOTAL EQUITY	308,981,975	307,825,643	(1,156,332)

Cash and equivalents have increased by \$409,579 due to term deposit maturities and operating payments made during the month.

Trade and Other Receivables balance has reduced by \$140,225 from 31 December 2016 due to the collection of rates and general accounts receivable.

Other Financial Assets, i.e. Investments have reduced by \$969,896 as a result of a redemption of a term deposit to ensure sufficient cash available for required payments.

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 on page 17, Litchfield Council's liquidity KPI is easily met with 31 January 2017 current ratio equalling 15.88.

$$\begin{aligned}\text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\ &= \frac{25,162,702}{1,584,085} = 15.88\end{aligned}$$

$$\text{Net Cash Position} = 25,162,702 - 1,584,085 = \$23.5 \text{ million}$$

SECTION 2

OPERATING POSITION BY DEPARTMENT

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

	2016/17 YTD Actual	2016/17 Budget	31 January 2016/17 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Finance	7,100,489	7,492,434	7,719,741	227,307
Information Services	18,195	37,909	32,909	(5,000)
Works	1,234,606	2,372,391	2,467,580	95,189
Planning	9,647	41,000	20,000	(21,000)
Waste Management	2,819,410	2,826,844	2,902,008	75,164
Community	21,260	1,100	31,500	30,400
Regulatory Services	19,692	43,500	28,856	(14,644)
TOTAL REVENUE	11,223,299	12,815,178	13,202,594	387,416
EXPENSES				
Council Leadership	408,552	923,742	913,173	10,569
Corporate	175,849	420,850	368,150	52,700
Information Services	245,031	463,841	462,304	1,537
Finance	862,091	1,200,920	1,301,250	(100,330)
Works	1,428,236	3,381,699	3,351,412	30,287
Planning	339,938	807,192	804,129	3,063
Waste Management	1,242,374	2,824,048	2,477,667	346,381
Community	950,097	1,282,230	1,292,335	(10,105)
Mobile Workforce	537,181	1,240,314	1,222,530	17,784
Regulatory Services	234,817	436,547	424,174	12,373
TOTAL EXPENSES	6,424,166	12,981,383	12,617,124	364,259
OPERATING RESULT	4,799,133	(166,205)	585,470	751,675















Forecast variances include:



- Federal Government Financial Assistance (FAG) better than budgeted \$107,691, comprising \$91,190 roads grant (Works) and \$16,501 general purpose grant (Finance);
- Revenue from user groups at Howard Park and Knuckey Lagoon Reserve \$30,000 greater than budget (Community);
- 2015/16 cost of valuations of properties from Department of Lands & Planning costs (on-charged to Council) not budgeted for totalling \$64,970.
- Increase in forecast for debt collection costs. This is offset against legal charges on-costed to the specific rate payer.
- Overall savings of \$346,381 mainly attributed to costs associated with the Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushing; and

- Inclusion of \$10,000 in Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000. This project is fully funded by NT Government Department of Sport & Recreation.

NEW INITIATIVES

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

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
Free Micro-chipping	5,050	6,000	5,050	 Free Micro-chipping day to be held in June 2017.
Feral Dog Management Program	31,850	40,000	31,850	 Completed
Animal Management Initiative	2,018	30,000	30,000	 Awaiting By-laws – draft to be endorsed for public comment in February 2017.
Southport Mira Square Centre	-	20,000	5,000	 Southport Progress Association has been unsuccessful in securing a NTG grant to date. Council resolved to allocate \$5,000 to Southport Progress Association for the purchase of a weather proof Community Notice Board.
Freds Pass Show Donation	40,000	40,000	40,000	 Completed.
Aquatic Facility Study	32,792	40,000	40,000	 Report to Council – February 2017
Schools Community Service Award	2,000	2,000	2,000	 Completed.
Palmerston & Rural Seniors Group	5,000	5,000	5,000	 Completed.
Women's Business Network	5,204	12,000	12,000	 Women's Business Network Steering Committee established.
Additional Community Support	2,500	10,000	10,000	 The Community Grants Scheme requires development including criteria. To be presented to Council March 2017.
IT System – clean for space reduction	1,400	12,000	12,000	 Commenced - List of priorities still under discussion.
IT Improvement Plan	-	25,000	25,000	 Commenced - Project Brief under development.
Developer Contribution Plan Review	16,090	160,000	160,000	 Update to Development Guidelines is underway. Developer Contribution Plan Review to follow.
Road Formation for Battle-axe Roads	565	50,000	50,000	 Under consideration.
Waste Management Plan	10,029	50,000	50,029	 Commenced.
Additional operator at Berry Springs WTS	-	81,950	81,950	 Council is currently undertaking a Waste Management Strategy which will consider the results

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
				of the Berry Springs WTS Audit and make whole of Council recommendations.
Council Office – maintenance of roof & poles	16,710	18,000	16,710	 Completed.
Mobile Work Force Study/Design of new shed	-	40,000	40,000	 Work to commence shortly. Council is successful in securing NTG Special Purpose Grant \$225,000 to construct shed.
TOTAL	171,208	641,950	616,589	

CAPITAL POSITION

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

	2016/17 YTD Actuals	2016/17 Budget	31 January 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Finance	-	9,500	9,500	-	
Works	2,566,938	4,753,656	3,571,271	(1,182,385)	1
Waste Management	416,663	419,700	429,163	9,463	
Community	-	3,000,000	-	(3,000,000)	2
Planning	79,143	293,000	293,000	-	
Mobile Workforce	49,912	80,000	305,000	225,000	3
Regulatory Services	17,244	11,000	17,244	6,244	
TOTAL REVENUE	3,129,900	8,566,856	4,625,178	(3,941,678)	
EXPENSES					
Finance	-	35,000	35,000	-	
Planning	-	48,000	48,000	-	
Regulatory Services	42,937	48,000	42,937	5,063	
Community	758,424	3,075,000	3,633,756	(558,756)	4
Works	4,572,859	5,460,628	7,136,190	(1,675,562)	5
Waste Management	96,187	280,000	342,137	(62,137)	6
Mobile Workforce	150,864	176,000	164,000	12,000	
TOTAL EXPENSES	5,621,271	9,122,628	11,402,020	(2,279,392)	
CAPITAL RESULT	(2,491,371)	(555,772)	(6,776,842)	(6,221,070)	

Note 1

(A) Freds Pass Road Upgrade grant totalling \$1,220,500 was included in 2016/17 budget. An amount of \$500,000 was received and recognised in the 2015/16 financial year. This has resulted in forecast capital revenue reduced by \$500,000 in 2016/17.

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

(C) As highlighted in Capital Projects 2016/17 below, savings of \$854,603 is made in the Road Reseal Program. Majority of the funding for the Road Reseal Program was using Roads to Recovery Funding with the remaining funded by Developer Contributions. Therefore, the savings will result in Council rolling over the additional Roads to Recovery funding of \$713,136 to the 2017/18 financial year to future Capital Works Projects with the balance remaining in the Developer Contributions Reserve.

Both (A), (B) and (C) has resulted in forecast capital revenue reduced by \$1,182,385 in 2016/17.

Note 2

Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 was included in 2016/17 budget, however the total amount of \$3,000,000 was received and recognised in the 2015/16 financial year. Therefore, Council's forecast for grant revenue is reduced by \$3,000,000 in 2016/17.

Note 3

Council has been successful in obtaining a special purpose grant of \$225,000 towards the construction of a purpose-built depot for the Mobile Workforce at the Humpty Doo Waste Transfer Station.

Note 4

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

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

Note 5

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

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

The Freds Pass / Krichauff Road Intersection project total forecast expenditure is \$1,149,170, increased from \$915,000 as previously forecast (\$815,000 from 2015/16 and \$100,000 from 2016/17). Projecting an overspend of \$234,170.

Overall capital projects are better off by \$955,802. This is highlighted in Capital Projects 2016/17 below.

The forecast for Works expenditure (\$7,136,190) includes capital projects of \$7,053,826 and motor vehicle replacements of \$82,364.

Note 6













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


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

CAPITAL PROJECTS 2016/17 - WORKS

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

The overall savings from Capital Works to date is \$955,802.

Infrastructure Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 January 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
Anzac Parade Upgrade	Completed	-	1,016,819	1,800,000	(1,800,000)	 Awaiting Stage 2
Freds Pass Road Upgrade	30/06/2017	1,220,500	63,503	1,220,500	-	 Awaiting Education Department final approval
Freds Pass Road / Krichauff Road Intersection	Completed	100,000	1,104,931	1,149,170	(1,049,170)	 Awaiting Invoices
Elizabeth Valley Bridge Design	Completed	-	13,775	30,000	(30,000)	 Awaiting Invoices
Projects commencing in 2016/17						
Road Reseal Program	Completed	2,624,128	1,769,525	1,769,525	854,603	 Completed
Cycle Path Works	30/06/2017	230,000	2,580	230,000	-	 Design stage
Shoulder Widening	30/06/2017	300,000	158,713	300,000	-	 In Progress
Freds Pass Road Shoulder Widening	Completed	180,000	71,234	71,234	108,766	 Completed
Leonino Road Culvert Extension	Completed	400,000	304,026	360,000	40,000	 Awaiting Invoices
Ringwood Street Culvert	Completed	50,000	27,632	27,632	22,368	 Completed
Survey & Design of Southport Roads	31/03/2017	50,000	23,226	50,000	-	 Design stage
Geotechnical Investigations	Completed	60,000	20,349	20,349	39,651	 Completed

Infrastructure Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 January 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Wig Wag Warning Lighting	Completed	150,000	14,182	25,416	124,584	 Awaiting invoices
TOTAL		5,364,628	4,490,495	7,053,826	(1,689,198)	



- On Budget



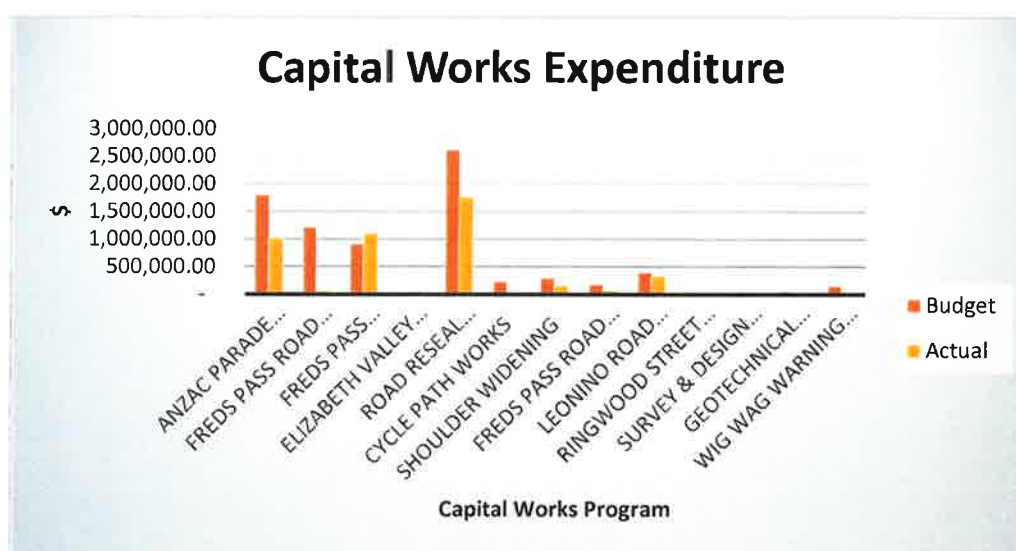
- Watch Budget



- Outside Budget

Forecast Variance




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







CAPITAL PROJECTS 2016/17 – RECREATION RESERVES

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

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

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 January 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
HPR – Scout Hall Roof Replacement	Completed	-	119,043	119,043	(119,043)	 Completed
LR – Pony Club Improvements	Completed	-	204,322	204,322	(204,322)	 Completed
BSR – Tree Removal	Completed	-	30,400	30,400	(30,400)	 Completed

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 January 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2016/17						
BSR – Caretakers Building	Completed	25,000	229,991	229,991	(204,991)	 Awaiting Invoices
FPR - Improvements	30/06/2017	3,000,000	174,668	3,000,000	-	 In Progress
All Reserves – Building Certifications	Ongoing	50,000	-	50,000	-	 Not yet commenced
TOTAL		3,075,000	758,424	3,633,756	(558,756)	

 - On Budget

 - Watch Budget

 - Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council at 31 January 2017 and compares the balance to the balance at 31 December 2016.

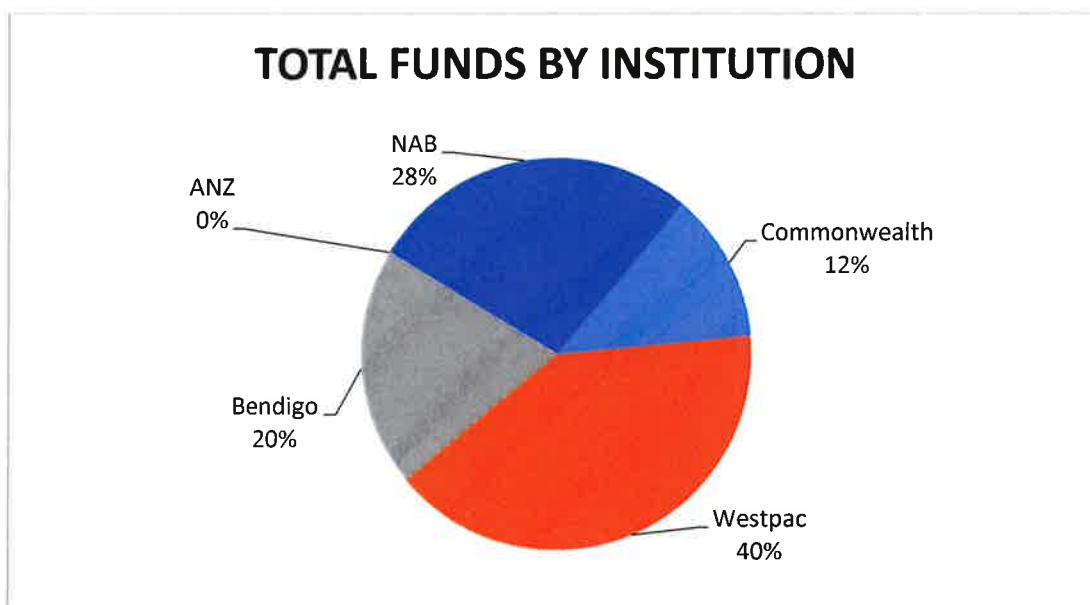
	31 DECEMBER 2016	31 JANUARY 2017	VARIANCE	COMMENT
Investments (Incl. Trust Account)	20,125,032	19,101,936	(1,023,096)	Maturity of Term Deposit
Business Maxi Account	593,853	964,246	370,393	Monies for completion of road contract payments
Operating Account	67,486	117,422	49,936	Monies for completion of road contract payments
TOTAL	20,786,371	20,183,604	(602,767)	

Investments

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

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
19/02/2016	1,015,123	365	NAB	2.92%	18/02/2017	29,642
19/12/2016	1,522,761	91	NAB	2.90%	30/03/2017	10,061
20/09/2016	1,500,000	183	Westpac	2.85%	20/03/2017	21,434
30/05/2016	1,500,000	304	NAB	2.90%	30/03/2017	36,230
31/10/2016	1,527,263	181	Westpac	2.70%	30/04/2017	20,449
20/05/2016	1,500,000	365	Bendigo	3.00%	20/05/2017	45,000
09/12/2016	1,500,000	181	NAB	2.69%	08/06/2017	20,009
10/12/2016	2,500,000	182	Westpac	2.73%	10/06/2017	34,032
17/06/2016	220,508	365	Bendigo	2.95%	17/06/2017	6,505
16/08/2016	1,550,000	365	Westpac	3.00%	16/08/2017	46,500
26/08/2016	1,000,000	365	CBA	3.00%	26/08/2017	30,000

21/09/2016	1,500,000	365	CBA	3.00%	21/09/2017	45,000
04/12/2016	1,226,128	365	Bendigo	2.75%	04/12/2017	\$33,719
14/12/2016	1,040,000	365	Bendigo	2.85%	14/12/2017	\$29,640
23/07/2015	1		Bendigo			Minimum balances in savings account to holding investments
23/07/2015	152		ANZ			
TOTAL INVESTMENTS	19,101,936					408,219



FINANCIAL RESERVES

No movement from 30 June 2016.

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

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 31 January 2017 is \$637,784 compared to \$626,776 at 31 December 2016, an increase of \$11,008. This is due to an outstanding invoice of \$600,000 for Black Spot Funding.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$7,093	\$7,984	\$0	\$1,054	\$16,131
Infrastructure	\$5,391	\$600,000	\$0	\$11,732	\$617,123
Recreational Reserves	\$3,690	\$500	\$0	\$340	\$4,530
TOTAL	\$16,174	\$608,484	\$0	\$13,126	\$637,784
% of total sundry debtors	2.5%	95.4%	0.0%	2.1%	

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators	\$5,907
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$3,392
Contact has been made with debtor awaiting payment	\$132
Contact has been made with debtor awaiting payment	\$938
Contact has been made with debtor awaiting payment	\$41
Contact has been made with debtor awaiting payment	\$75
Debtors to be sent a reminder invoice	\$220
Debtors to be sent a reminder invoice	\$40
Debtors to be sent a reminder invoice	\$80
TOTAL	\$13,126

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 31 January 2017 Council has 88 infringements outstanding with a balance of \$29,275, an increase of \$4,262 on the infringements outstanding at 34 December 2016.

	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017
Number of Infringements outstanding	84	81	78	74	66	74	88
Balance of Infringements outstanding	\$32,175	\$30,140	\$28,986	\$27,809	\$23,715	\$25,013	\$29,275

61 infringements have been sent to the Fines Recovery Unit (FRU), 6 infringements have been sent a reminder letter and 21 infringements notices fall within the 14-day payment period.

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

OUTSTANDING RATES

The table below is a summary of current year rates raised, collected and outstanding as at 31 January 2017.

	Rates Raised	Rates Collected	Outstanding	% Outstanding
2016/2017	\$9,596,830	\$7,312,579	\$2,284,251	23.8%

Points to note:

- Total current year outstanding rates has reduced by 1.6% compared to last month.
- 50% of Council's ratepayers paid all their rates upfront with the others choosing payment by instalments.
- \$339,463 remains outstanding from Instalment 1 notices, which were due 31 August 2016. This has reduced by \$35,015 compared to last month.
- \$501,730 remains outstanding from Instalment 2 notices, which were due 30 November 2016. This has reduced by \$52,133 compared to last month.
- \$1,442,760 is payable from Instalment 3, due 28 February 2017, we anticipate this amount to reduce significantly.

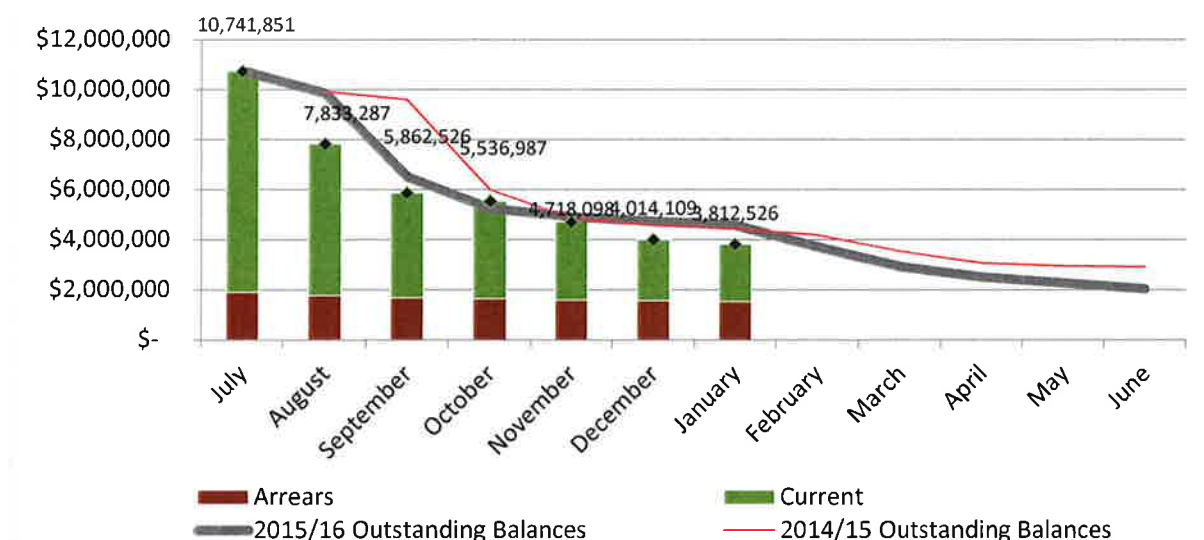
The collection of rates continues to be Council's focus in line with its Debt Recovery Policy FIN05. The initial Rates Notices were sent in late July 2016 with the second instalment reminder notice sent in late August 2016. Letters of Demand were sent to ratepayers with outstanding rates from prior years on 13 January 2017. The reminder notice for the third instalment was sent in late January 2017. Following the last instalment due date, 28 February 2017 all prior years outstanding rates not on suitable payment plans will be sent to the Debt Collection Agency. Finally, another round of Letters of Demand will be sent to all ratepayers with current year outstanding rates 21 days after 28 February 2017. Staff are continually calling ratepayers with current year outstanding rates when possible. An updated FIN05 – Debt Recovery Policy is presented at this meeting.

There has been a reduction of \$232,207 or 14% in the rates in prior year arrears when compared to the same time last year. The value of prior year arrears rates collected during January was \$29,260, the total prior years outstanding rates and charges as at 31 January 2017 is \$1,528,274.

A Special Rate was struck in the 2009/10 financial year to generate the \$3,000,000 to fund the infrastructure upgrade at the Humpty Doo Waste Transfer Station. In the 2016/17 financial year the \$3,000,000 funding will be reached. Outstanding rates for the Waste Transfer Station Special Rate as at 31 January is \$161,297.

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

Rates and Charges Outstanding Balance as at 31 January 2017



Note

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

SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2016/17 Municipal Plan includes a number of KPI's for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		Council has implemented a Regulatory Compliance Checklist.
Prior year rates arrears	<5%		All debts with unsuitable payment plans will be sent to Debt Collection Agency after 28 February 2017.
Current years rates outstanding as at 28 February 2017	<5%		Letters of demand will be sent from 21 March 2017.
Rates to operating expense ratio	60-70%		
Liquidity ratio	>1:1		Current Ratio equals 15.88

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in January 2017 are listed in below.

Cheque No	Cheque Date	Payee	Description	Amount
Payroll - 14	04/01/2017	LC - Staff	Payroll fortnight ending 4 January 2017	133,005.05
Payroll - 15	18/01/2017	LC - Staff	Payroll fortnight ending 18 January 2017	143,915.68
759.60-01	11/01/2017	FREDS PASS SPORT & RECREATION	3rd QTR Operational and R&M Payment	175,780.00
759.930-01	11/01/2017	COLEMAN'S CONTRACTING & EARTHMOVING	RFT 133 - Upgrade Anzac Parade	119,359.90
758.930-01	05/01/2017	COLEMAN'S CONTRACTING & EARTHMOVING	RFT 119 - Maintenance of Roads & associated works	85,128.00
DD050117	06/01/2017	STATEWIDE SUPERANNUATION PTY LTD	Superannuation to 04/01/17	63,649.34
759.1126-01	11/01/2017	Timber & Steel Constructions Pty Ltd	RFT134 - Caretakers Residence B/Springs	57,066.96
758.409-01	05/01/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Prime & seal road	45,830.40
762.280-01	27/01/2017	CITY OF DARWIN	Dec 16 - Shoal Bay Weigh Bridge Charges	44,539.20
758.68-01	05/01/2017	KERRY'S AUTOMOTIVE GROUP	Holden Colorado Crew Cab - Waste	40,286.81
758.36-01	05/01/2017	BRIDGE TOYOTA	Toyota Hilux 4x2 dual - Cemetery	33,830.21
760.87-01	19/01/2017	TOP END LINEMARKERS PTY LTD	RFT - 126 Remark lines after reseals	31,002.90
758.268-01	05/01/2017	BYRNE CONSULTANTS	Southport Township Study/Whitewood & Virginia Rd	23,912.90
759.65-01	11/01/2017	HUMPTY DOO VILLAGE GREEN MANAGEMENT	3rd QTR Operational and R&M Payment	23,375.00
762.926-01	27/01/2017	JACANA ENERGY	Dec 16 - Street Lights/Cemetery/HDWTS/LCO	19,810.16
759.16-01	11/01/2017	BERRY SPRINGS RESERVE	3rd QTR Operational and R&M Payment	15,757.50
759.72-01	11/01/2017	LIVINGSTONE RESERVE MANAGEMENT BOARD	3rd QTR Operational and R&M Payment	14,025.00
760.849-01	19/01/2017	WEX AUSTRALIA (PUMA CARD)	Dec 16 - Fuel account	13,528.71
758.1082-01	05/01/2017	MICHELLE READ	Aquatic Facility Community Needs Analysis	9,570.00
761.374-01	23/01/2017	AUSTRALIAN TAXATION OFFICE (ATO)	Dec 2016 BAS	9,478.00
760.189-01	19/01/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Repairs to Bore - Berry Springs Reserve	9,475.40
759.596-01	11/01/2017	AREA9 IT SOLUTIONS - HARDWARE	Dec 16 - Service Agreement - Managed IT	9,009.00
758.1029-01	05/01/2017	BG GROUP NT PTY LTD	Road Signage Safety Audit	8,910.00
758.1065-01	05/01/2017	Mrs M H BREDHAUER	Dec 16 - Mayor Allowances	7,747.71
762.1099-01	27/01/2017	DAVE'S MINI DIGGA HIRE	Clean out around drains & headwalls	7,535.00
761.180-01	23/01/2017	AURECON AUSTRALIA P/L	Development Guidelines Review	7,090.88
759.414-01	11/01/2017	TOTAL EXCAVATIONS	Clean drain & build levy bank	7,057.60
758.956-01	05/01/2017	IRONWOOD CONSULTING	Dec 16 - RFQ 138 Consultancy - Freds Pass Res	6,187.50
760.1019-01	19/01/2017	DEPARTMENT OF TOURISM & CULTURE	Litchfield Collection Grant	6,000.00

Bpay 154	17/01/2017	Bayside City Council	Secondment M Cummins – 8 days -Long Term Financial Planning & finance assistance	5,691.96
761.1099-01	23/01/2017	DAVE'S MINI DIGGA HIRE	Clean out drains & around headwalls	5,060.00
762.1103-01	27/01/2017	HASTING DEERING	Hire Caterpillar bobcat for Humpty Doo WTS	4,957.37
758.85-01	05/01/2017	TELSTRA	Dec 16 - LC phone Account	4,867.39
759.75-01	11/01/2017	MCMINNS LAGOON RESERVE ASSOCIATION	3rd QTR, Operational and R&M Payment	4,675.00
760.850-01	19/01/2017	HUMPTY DOO DEVELOPMENTS PTY LTD	Jan 17 - MWF shed lease	4,570.00
761.414-01	23/01/2017	TOTAL EXCAVATIONS	Clean drain & culvert / Repair Driveway	4,488.00
759.183-01	11/01/2017	CHRIS'S BACKHOE HIRE PTY LTD	Dec 16 - Grave Digging	4,224.00
762.229-01	27/01/2017	RENTOKIL INITIAL & PEST CONTROL	Annual fee for sanitary services P/E 31/01/2018	4,066.10
760.170-01	19/01/2017	NT RECYCLING SOLUTIONS (NTRS)	Dec 16 - Empty WTS recycle bins	3,734.50
760.1076-01	19/01/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on rate payments	3,384.59
762.85-01	27/01/2017	TELSTRA	Jan 16 - LC Phone account	3,358.51
761.596-01	23/01/2017	AREA9 IT SOLUTIONS - HARDWARE	Dec 13 - IT support & assistance	3,352.09
759.1154-01	11/01/2017	NTBS CONSULTING ENGINEERS PTY LTD	Electrical Upgrades - Freds Pass Reserve	3,267.00
DD270117	27/01/2017	WESTPAC CARDS & DIRECT DEBITS	Jan 17, C/Card Purchases	3,010.62
758.1064-01	05/01/2017	Mrs C M OSBORN	Dec 16 - Deputy Mayor Allowances	2,704.38
760.801-01	19/01/2017	KING DIESEL & MAINTENANCE PTY LTD	Service Bobcat 1000 hr + rego check	2,607.40
758.1062-01	05/01/2017	Mrs L WRIGHT	Dec 16 - Councillor Allowances	2,527.05
760.132-01	19/01/2017	AIRPOWER NT PTY LTD	Spare parts for mowers	2,222.75
758.1076-01	05/01/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on direct payments	2,139.34
758.806-01	05/01/2017	ZIPPY CLEANING & MAINTENANCE SERVICES	Dec 16 - Cleaning Litchfield Council Office	2,082.99
761.87-01	23/01/2017	TOP END LINEMARKERS PTY LTD	Road line marking	2,076.66
758.1068-01	05/01/2017	Mr D S BARDEN	Dec 16 - Councillors Allowances	1,967.05
760.3-01	19/01/2017	COMM8 (COMBINED COMMUNICATIONS)	Check/Maintain UHF radios	1,896.55
762.90-01	27/01/2017	INDUSTRIAL POWER SWEEPING	Sweep roads & intersections	1,636.25
758.1063-01	05/01/2017	Miss K J HUNT	Dec 16 - Councillor Allowances	1,573.64
762.1031-01	27/01/2017	LP AIRCONDITIONING PTY LTD	Replace light globes in Chambers	1,487.65
759.78-01	11/01/2017	POWER & WATER CORPORATION	LC Water account 17/11 to 16/12/16	1,463.21
759.384-01	11/01/2017	Ms C VERNON	Dec 16 - Authority Consulting	1,462.50
759.1213-01	11/01/2017	Alice Doyle	Coordinate Recruitment of Director CCS	1,397.50
B-Pay157	27/01/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Truck Rego - CA73KN	1,381.85
759.150-01	11/01/2017	HIDDEN VALLEY FORD	Bed & tailgate protective liners for ute - Works	1,348.35
762.1177-01	27/01/2017	Full Noise Auto Electrics	Change UHF & light to Waste ute/Wire up/service aircon	1,312.13
762.514-01	27/01/2017	VEOLIA ENVIRONMENTAL SERVICES	Dec 16 - RFT 103 - Transfer waste to Shoal Bay	1,262.15
760.926-01	19/01/2017	JACANA ENERGY	Nov 16 - Howard Park Reserve / HSWTS Power	1,232.33
761.515-01	23/01/2017	JC ELECTRONIC SECURITY PTY LTD	Install NVR cameras at Howard Park Reserve	1,212.81
759.1199-01	11/01/2017	Herron Todd White (NT) Pty Ltd	Valuation for proposed land acquisition	1,100.00

761.1076-01	23/01/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on direct payments	1,078.33
760.81-01	19/01/2017	RHO SURVEYS	Survey Berry Springs WTS fence line	1,056.00
759.43-01	11/01/2017	NT BUILD	Super Levy - Anzac Parade Upgrade	1,049.00
B-Pay156	23/01/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Tip Truck Rego - CB63VD	1,035.85
762.176-01	27/01/2017	ASAP TREE SERVICE	Remove dead trees - Road Reserve	858.00
760.930-01	19/01/2017	COLEMAN'S CONTRACTING & EARTHMOVING	Grade road	844.80
759.1181-01	11/01/2017	Odd Job Bob	Howard Park Hall - Supply & install 2 whirlybirds	797.50
762.78-01	27/01/2017	POWER & WATER CORPORATION	Dec 16 - HSWTS Water	783.90
759.806-01	11/01/2017	ZIPPY CLEANING & MAINTENANCE SERVICES	Dec 16 - Cleaning of Thorak Office & Chapel	761.89
758.512-01	05/01/2017	SELTOR SHAW PLUMBING PTY LTD	Replace cistern & pan at Howard Park Reserve	759.00
759.928-01	11/01/2017	RSEA PTY LTD	MWF Uniforms/Protective wear	756.77
760.51-01	19/01/2017	SOUTHERN CROSS PROTECTION	Dec 16 - Security services of Litchfield Council	733.34
760.815-01	19/01/2017	JEFFRESS ADVERTISING	Council Meeting / Xmas Closure / Tender ad-FPR	731.89
B Pay154	17/01/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Hilux Ute Rego - CC10PQ	705.85
758.1130-01	05/01/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve 2/1 to 15/1	700.00
760.1130-01	19/01/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve 16/1 to 29/1	700.00
762.616-01	27/01/2017	PALMERSTON & RURAL PARTY HIRE	Australia Day 2017 - Chairs & Urn Hire	685.00
759.1076-01	11/01/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on direct payments	613.80
760.187-01	19/01/2017	NORSIGN	Road signs & brackets	551.54
758.790-01	05/01/2017	BOBTOW TILT TRAY SERVICES	Transport 4 abandoned vehicles	550.00
762.1208-01	27/01/2017	Darwin Castles & Slides	2017 Australia Day Event - Akuna Slip	550.00
758.1004-01	05/01/2017	HI-TEC OIL TRADERS PTY LTD	5 X boxes of grease	550.00
758.1211-01	05/01/2017	Mr G S MAYO	Weekend Dog Pound Care - 8/10 to 18/12/16	540.00
761.941-01	23/01/2017	EVERLON BRONZE	Plaque, Cross & Ceramic Photos	535.70
758.7-01	05/01/2017	ALLTOOLS NT	Various hand tools	532.99
759.132-01	11/01/2017	AIRPOWER NT PTY LTD	Spindle and housing for mower	521.37
762.665-01	27/01/2017	AL'S PANEL SHOP	Insurance Excess for Holden Colorado	500.00
759.176-01	11/01/2017	ASAP TREE SERVICE	Pick up fallen trees on footpath	440.00
762.790-01	27/01/2017	BOBTOW TILT TRAY SERVICES	Transport abandoned vehicles	429.00
758.56-01	05/01/2017	COLEMANS PRINTING PTY LTD	20 x Daily pre-start check books	429.00
758.39-01	05/01/2017	DANISAM PTY LTD	Cable location at intersection	407.00
00413002	03/01/2017	LITCHFIELD COUNCIL PETTY CASH	Petty cash	405.30
760.656-01	19/01/2017	EARTHWORKS NT PTY LTD	12M Screened fill sand - Thorak Cemetery	352.00
761.656-01	23/01/2017	EARTHWORKS NT PTY LTD	12M Screened fill sand - Thorak Cemetery	352.00
760.14-01	19/01/2017	AUSTRALIA POST	Postage Stamps & Registered Mail	345.60
760.220-01	19/01/2017	THE BIG MOWER	Repair blower	324.25
758.102-01	05/01/2017	CHARLES DARWIN UNIVERSITY	Chemical users accreditation course	324.00
759.85-01	11/01/2017	TELSTRA	Dec 16 - Cemetery phone account	323.90

761.874-01	23/01/2017	FIN BINS	Nov 16 to Jan 17 - LC Rubbish removal	323.80
760.1177-01	19/01/2017	Full Noise Auto Electrics	Repair beacons and indicators on truck	304.15
759.90-01	11/01/2017	INDUSTRIAL POWER SWEEPING	Sweep glass from road	288.75
DD100117	10/01/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Kubota Mower Rego - CB63XD	286.60
758.70-01	05/01/2017	LOCAL GOVERNMENT ASSOCIATION NT	Dec16 - LGANT General/AGM Registration	285.00
760.1186-01	19/01/2017	Advanced Safety Systems Australia P	Jan 17 - ASSA Membership	273.90
760.828-01	19/01/2017	HOWARD SPRINGS VETERINARY CLINIC	Hospitalisation	263.10
DD230117	24/01/2017	SE RENTALS PTY LTD	Jan 17 - Cemetery copier lease	260.79
759.1142-01	11/01/2017	OfficeMax Australia Ltd	Stationery	252.27
00413010	18/01/2017	LITCHFIELD COUNCIL PETTY CASH	P/Cash	235.85
759.61-01	11/01/2017	GREENTHEMES INDOOR PLANT & HIRE	Dec 16 - Indoor plant hire	233.50
762.506-01	27/01/2017	TURBO'S TYRES	Repair and refit tractor tyre	209.00
762.28-01	27/01/2017	RURAL FIRE PROTECTION	Fire equipment compliance check	205.70
760.39-01	19/01/2017	DANISAM PTY LTD	Locate & mark services	203.50
762.940-01	27/01/2017	A.B.G. PTY LTD (ABG)	2 Truck rego inspections	198.00
762.367-01	27/01/2017	BUNNINGS GROUP LIMITED	Dec 16 - Hardware account	182.43
759.799-01	11/01/2017	WALGA (WA LOCAL GOV)	Position Description Classifications	176.00
00413011	20/01/2017	RTM DEPT. OF ATTORNEY GENERAL	Statutory Charge Lot 4223	165.00
760.126-01	19/01/2017	WATER DYNAMICS (NT) PTY LTD	2 Water filter cartridges - Cemetery	156.77
759.187-01	11/01/2017	NORSIGN	Service kit for post driver	144.65
B-Pay155	19/01/2017	SENSIS PTY LTD	Dec 16 - Monthly Sensis Advertisement	138.38
760.300-01	19/01/2017	DARWIN OFFICE TECHNOLOGY P/L	Service photocopier at HSWTS	132.00
B-Pay154	17/01/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Trailer Rego - TJ6511	126.05
762.626-01	27/01/2017	Mr G W ROBERTS	Australia Day 2017 Singer - Angela	125.00
762.1171-01	27/01/2017	Brandit NT	Metal base stand for teardrop banner	123.20
759.1015-01	11/01/2017	NEWSXPRESS HUMPTY DOO	NT News - 2/10 to 24/12/16	113.30
760.752-01	19/01/2017	TOTALLY WORKWEAR PALMERSTON	Set of Logo for Uniforms	99.00
761.1142-01	23/01/2017	OfficeMax Australia Ltd	Stationery	90.46
758.805-01	05/01/2017	Mrs L B MAVROMATIS	Rates Refund	90.00
759.1103-01	11/01/2017	HASTING DEERING	20 litres of coolant	89.53
760.485-01	19/01/2017	Miss B HEALES (Council Employee)	Reimbursement - Aust. Day Items	89.08
759.485-01	11/01/2017	Miss B HEALES (Council Employee)	Reimbursement - Esky for Australia Day	89.00
760.1040-01	19/01/2017	SUPER CHEAP AUTO	Oil, filter pliers & oil drain pan	88.70
760.1133-01	19/01/2017	NT Water Filters	Bottled water for foyer.	83.20
760.874-01	19/01/2017	FIN BINS	Dec 16 - Howard Park Rubbish Removal	79.20
762.189-01	27/01/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Spark plugs & workshop consumables	76.62
761.1041-01	23/01/2017	Rotatry Club of Canterbury	15 x Aussie Proud Badges	75.00
759.30-01	11/01/2017	TERRITORY SPRINGWATER PTY LTD	Bottled Water delivery	73.50
761.300-01	23/01/2017	DARWIN OFFICE TECHNOLOGY P/L	Dec 16 - Thorak Photocopier Charges	70.34
760.78-01	19/01/2017	POWER & WATER CORPORATION	Water - MWF Swipe	67.15

758.885-01	05/01/2017	HUMPTY DOO DIESEL	REGO inspection for tractor	50.00
DD090117	10/01/2017	Brighton Council	Shared Services Costs - Licences	37.67
759.968-01	11/01/2017	NT FASTENERS PTY LTD	Chrome Tap	29.30
762.25-01	27/01/2017	RTM INTEGRATED LAND INFORMATION SYS	Dec 16 - Land search	27.40
TOTAL				1,302,992.89

CREDIT CARD TRANSACTIONS

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

STAFF MEMBER	COST CODE	DETAILS	GROSS	GST
Kaylene Conrick CEO	3130.350.500	Stationery – Office	\$44.20	\$4.02
	3000.310.645	Parking –Darwin City Council	\$7.50	\$0.68
	3121.355.638	Amnet Internet Connection	\$61.75	\$5.61
	3000.310.645	Parking – Darwin City Council	\$7.50	\$0.68
Deborah Branson Executive Assistant	3020.330.644	Australia Day Black Tie Ball Tickets	\$880.00	\$80.00
	3130.350.500	Stationery - Office	\$53.29	\$4.84
	3020.340.672	Aussie Pride Badges – Australia Day	\$79.50	\$ -
	3150.350.505	Kleenex tissues - Office	\$10.86	\$0.99
	3130.050.515	Spring water - Office	\$9.00	\$ -
	3020.340.672	Stationery – Citizenship Ceremony	\$52.85	\$4.80
	3020.330.620	Catering – Council Meeting	\$48.00	\$4.36
Justin Dunning MWF Manager	3020.330.620	Catering – Council Meeting	\$10.85	\$ -
	3800.350.560	Insect Spray	\$26.40	\$2.40
	3800.350.515	15 Bags of Ice	\$45.00	\$4.09
	W4382.131	ATV Rego – Stamp Duty	\$567.00	\$ -
	W4383.121	ATV Rego – CTP	\$166.60	\$15.15
Herbert Backers Road Network Manager	W4383.121	ATV Rego – Registration Fee	\$79.00	\$ -
	3130.300.342	Online CPA Course – Finance	\$831.32	\$75.57
TOTAL			\$2,980.62	\$203.19

Recommending Officer: David Jan, Acting Director Community and Corporate Services

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

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Council Meeting Agenda

Wednesday 18 January 2017

14

Officers Reports

- 14.1 LGANT – Voting at Meetings
- 14.2 Litchfield Women’s Business Network – Moving Forward – Proposed 2017 Functions
- 14.3 LGANT Motion
- 14.4 Policy Review – FIN05 Debt Recovery
- 14.5 Litchfield Council Animal Management By-laws
- 14.6 Naming of the Extension of Carruth Road
- 14.7 Flooding Issue – Stockwell Road Blackmore
- 14.8 Update on 2016-17 Road Reseal Program
- 14.9 Roadwork Safety Upgrade - Stuart Highway Coolalinga
- 14.10 Elected Members Benefits and Support Policy
- 14.11 PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot
- 14.12 February 2017 Summary Planning and Mining Report
- 14.13 Litchfield Aquatic Facility Needs Analysis

Council Report

Agenda Item Number:	14.1
Report Title:	LGANT – Members Voting at Meetings
Meeting Date:	15/02/2017
Attachments:	Nil

Purpose

This report seeks Council's appointment of a second representative to attend and vote at the Local Government Association of the Northern Territory (LGANT) General Meetings and Annual General Meeting.

Summary

Council's membership with LGANT entitles Council to two votes at the General Meetings and Annual General Meetings. In 2016, the Mayor used the two votes on behalf of Council.

The two meetings held each year have a conference segment where key note speakers are given the opportunity to present on important issues affecting local government with NT Government Ministers usually in attendance at different stages of the conference.

This report recommends that Council appoints a second Councillor to attend with the Mayor and represent Litchfield Council at the LGANT meetings.

Recommendation

That Council appoints Councilloras its second representative, together with the Mayor, to attend and vote at LGANT General Meetings and Annual General Meetings.

Background

LGANT holds two General Meetings each year, and its Annual General Meeting (AGM) after the second General Meeting.

At the April/May General Meeting, members approve the LGANT annual budget, membership subscriptions and strategic plan.

At the AGM, the financial statements and Annual Report for the previous financial year is tabled.

All of the meetings have a conference segment where key note speakers are given the opportunity to present on important issues affecting local government. The meetings are run over two days and held either in Darwin, Alice Springs or at other local government authorities throughout the Northern Territory. A range of matters including policy development, decision-making, networking and information sharing are discussed at the meetings. Decisions made at General Meetings are binding on LGANT and the processes followed are determined under LGANT's Constitution and Governance Charter.

Under the LGANT Constitution Litchfield Council has two votes at meetings, based on the municipality's population. In 2016 the Mayor and Chief Executive Officer (CEO) attended the

General Meeting 13/14 April at Jabiru and later the same year they attended the General Meeting and AGM in Alice Springs in December. At both meetings in 2016 the Mayor used both votes allocated to Litchfield Council.

It is proposed that Council nominate a second councillor representative to attend the meetings and vote.

Links with Strategic Plan

Council's Strategic Plan 2016-2020 clearly states that Advocacy is one of the six roles of Council.

Council advocates for the interests of our community, at Territory and Commonwealth level, and with various industry and sector groups. The LGANT meetings are important forums to discuss and prioritise key matters for Litchfield and other sector wide concerns.

Legislative and Policy Implications

In accordance with the Local Government Association of the Northern Territory's Constitution, Section 12 – Voting at Meetings of Members

12. VOTING AT MEETINGS OF MEMBERS

12.1 Each member Council shall be entitled to the following votes at General Meetings, Special General Meetings and Annual General Meetings of the Association:

- a member Council with a population up to and including 3,000 - 1 Vote
- a member Council with a population between 3 001 – 25,000 - 2 Votes
- a member Council with a population of 25,001 and above - 3 Votes
- A member Council, being the Capital City, the City of Darwin - 5 votes

12.2 Voting shall be by the members Council delegate or delegates using voting cards issued by the Chief Executive Officer.

12.3 Proxy votes are not permitted at any Association meeting.

12.4 The rules of debate for Association meetings shall be in accordance with those listed at Appendix A.

Risks

There are no identified risks with this matter.

Financial Implications

Council covers the cost of the Mayor, Chief Executive Officer and a second Council representative to attend the meetings. Depending on the location costs vary. The two meetings for 2017 are scheduled to be held in Palmerston and Darwin, therefore accommodation and travel costs will not be required.

Community Engagement

Not applicable.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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Council Report

Agenda Item Number:	14.2
Report Title:	Litchfield Women's Business Network Steering Committee – Proposed Functions 2017
Meeting Date:	15/02/2017
Attachments:	Nil

Purpose

This report provides Council with an update on the Litchfield Women's Business Network, seeks Council's appointment of positions on the Steering Committee, and proposes that two events be held in the first half of 2017.

Summary

Following the successful '*Making Connection – Introducing Local Women in Business Network*' launch on Monday, 11 October 2017, Council called for interested community members to nominate to form a Steering Committee to establish a Litchfield Women in Business Network and to plan future events.

Seven community members nominated to be on the Steering Committee, with an informal meeting held on Monday, 30 January 2017.

The Steering Committee proposes to hold two events: one event on 20 March 2017 to celebrate International Women's Day (which occurs on 8 March) and a second event on 25 June 2017.

This reports seeks to formalise the Steering Committee with Council's endorsement of the general direction and the proposed events.

Recommendation

THAT Council

1. endorses the staging of two Litchfield Women's Business Network events to be held on 20 March and 25 June 2017;
2. determines to charge attendees at the Litchfield Women's Business Network event \$20.00 to attend each event;
3. appoints the Mayor to Chair the Litchfield Women's Business Network Steering Committee
4. appoints Councillors Hunt, Wright, and Osborn to the Litchfield Women's Business Network Steering Committee; and
5. appoints the following community members to the Litchfield Women's Business Network Steering Committee:
 - Sally Clayton
 - Debbie Selter
 - Denise Goodfellow
 - Kaye Forrester
 - Belinda Shaw
 - Sally Isberg
 - Vicki Lamp

Background

Council's 2016/17 Budget allocated \$12,000 to establish a Litchfield Women's Business Network.

To launch the concept, Council took the opportunity to participate in the 2016 October Business Month and hosted an event titled '*Making Connection – Introducing Local Women in Business Network*'. The event was held in the Council Chambers on Monday, 11 October 2017 with 24 women in business attending.

One of the key goals from the event was to establish an ongoing support network and establish a local chapter. Following the event, nominations were sought to form a *Litchfield Women's Business Network Steering Committee* with seven submissions received.

The Steering Committee held its first informal meeting on Monday, 30 January 2017 and discussed the possibility of holding two future events to continue its purpose:

- Network with other Litchfield women business owners/managers in the Municipality or nearby
- Hear inspirational guest speakers
- Exchange ideas and problem solve
- Engage with community
- Provide women with an enjoyable way to create valuable new contacts and clients.

The two functions proposed are:

- 20 March 2017 – 5:30pm – 7:00pm (venue to be confirmed) to celebrate International Women's Day (which occurs on 8 March)
- 25 June 2017 – 11am – 2:00pm Crazy Acres (venue to be confirmed)

A third function is proposed for October 2017 during October Business Month; however, this item will need to be included the 2017/18 Budget deliberations.

Links with Strategic Plan

Priority # 4 – A vibrant economy

Legislative and Policy Implications

The Council Municipal Plan 2016/17 Annual Service Delivery and Staff Plan makes reference to "*an opportunity to develop a Women's Business Network to share ideas and foster growth and professional development*" with \$12,000 allocated in the 2016/17 Budget for this purpose as a new initiative under Council Leadership.

Risks

Nil

Financial Implications

Provision for funding the proposed functions for 2016/17 is included in the Council's Annual Budget 2016/17. The event held in October 2016 cost \$5,204.

The two proposed events March and June 2017 will utilise the remaining funds: \$6,796.00.

It is also proposed that participants attending the next two events will be charged an amount of \$20 to attend the event.

Community Engagement

The information on Council's website relating to the Litchfield Women's Business Network has been updated to encourage more women in business to register to be included on the mailing list for future updates or invitations. The website page has also recently been promoted on Council's Facebook site.

The link to Council's website page has been sent to approximately 30 women to forward onto their network to encourage other women in business to register.

Updated event information will be circulated to those who have registered an interest.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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

Council Report

Agenda Item Number:	14.3
Report Title:	Local Government Association of the Northern Territory Motion
Meeting Date:	15/02/2017
Attachments:	LGANT Call for Policy and 'Action' Motions - Rating Indigenous Land Motion

Purpose

This report presents for Council endorsement, a motion to be tabled at the Local Government Association of the NT (LGANT) General meeting on 6 April 2017.

Summary

Council has a number of parcels of land classified as indigenous which makes them exempt from rates. There are however clauses in the *Local Government Act* which enable councils to apply rates and charges to portions of that land.

This report seeks Council's endorsement to table a motion at the next LGANT General Meeting seeking member councils support for LGANT to coordinate discussions with NT Land Council's to develop a process so that rateable portions of Indigenous Land are identified. This process would assist councils in applying rates and charges as per the *Local Government Act*.

Recommendation

THAT Council endorses a motion to be submitted to LGANT for tabling at its General Meeting on 6 April 2017 seeking support for developing a process to identify rateable portions of Indigenous Land.

Background

Litchfield municipality has 19 properties that are recognised as having Indigenous entities as the owner. It is questionable however if all fall under the status of "Land Trust" or "Community Living Areas" as per the *Local Government Act* rates exemptions.

Currently \$48,639 is outstanding rates and charges or just waste charges for these 19 parcels with five properties being charged both rates as well as waste charges.

The current annual income for waste charges for these properties is \$7,700 however this could increase potentially due to an increase in the rateable portions identified. The distribution of these properties across the Council area is random with a high proportion situated close to the boarder of the Municipal boundary.

It should be noted that rates are a tax on land and not a fee for service and are applied to all land holders within a local government area in the Northern Territory. Waste charges are also applied uniformly across the municipality to cover the cost of the waste transfer stations and is standard practice of local government as all land holders have access to the facilities.

LGANT holds General Meetings twice a year. Member councils are encouraged to submit motions for tabling at these meetings to provide the LGANT with direction regarding sector wide issues which require attention by the Association.

Motions can be submitted at any time throughout the year. Motions for the LGANT General Meeting of 6 April 2017 are due to LGANT by 23 February 2017.

The attached document is proposed to be submitted to LGANT for tabling. It outlines the relevance to local government in the Northern Territory and provides key points to support the motion.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

There is capacity for Council to apply rates and charges to indigenous land in the NT *Local Government Act* however there is no clear process for identifying parcels that are rateable. The collection of outstanding rates is a priority for Council.

Risks

Whilst Council can legally apply rates, fees and charges to portions of Indigenous land that fall under lease, the nature of the national discussion around Indigenous disadvantage may result in Council being seen as uncompassionate and insensitive. The argument against this is that Council is applying the legislation and its rating and debt collection policy uniformly across all Litchfield residents noting that the funds raised from rates go towards the repairs and maintenance of all local roads (including verge maintenance) and other Council facilities such as the recreation reserves which are accessible to all rate payers.

Should Council be successful in identifying rateable portions of indigenous land and proceed to generate rates notices, non-payment will result in further debts to Council which may be difficult to recoup.

Financial Implications

There are no direct financial implications to Council. A successful resolution of this issue will enable Council to appropriately apply rates and charges.

Community Engagement

Key stakeholders for this motion are the other NT Councils. No community engagement is necessary.

**Recommending
Officer:**

David Jan, Acting Director of Community and Corporate Services.

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

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LGANT CALL FOR POLICY AND 'ACTION' MOTIONS



About this document

The purpose of this document is for it to be used as a template for member councils to submit motions to LGANT on issues so they can be considered for adoption as LGANT policy or as actions for LGANT to do at either the April or November General meetings each year or the monthly Executive meetings. The timeframes for submitting motions are ten days before an Executive meeting and six weeks for a General meeting (General meeting agenda has to be submitted 28 days before a meeting and Executive meeting agenda six days before a meeting). Motions can be submitted at any time and will be put to the first available meeting depending on when they are received.

LGANT will research and assess each policy or action proposal and if necessary discuss it with the proponent member council and the Executive will then later decide at one of its meetings whether to adopt the policy or not, or take the action or not, or to put it to a general meeting for decision.

1. *What is your Motion?*

That LGANT works with Land Council's in the Northern Territory to develop a process so that ratable portions of Indigenous Land are identified to assist councils to apply rates and charges as per the *Local Government Act*.

2. *How is the motion relevant to Northern Territory Local Government?*

All local governments in the NT have Indigenous land within their boundaries in some form or another.

Section 144 of the *Local Government Act* identifies "land owned by a Land Trust or an Aboriginal Living Area" as exempt, however section 145 (2) & (3) identifies special cases where occupiers or lease holders are liable to rates.

Additionally, section 157 (4) notes that "a charge may be imposed on land that is not liable to rates (including land that is exempt from rates)".

3. *What are your key points in support of your motion?*

All councils in the NT face long term sustainability challenges. A councils' ability to raise own source revenue is key to addressing these challenges. Increasing local governments ability to rate allotments on indigenous land will provide member councils with the opportunity to increase own source revenue.

The united voice of councils through LGANT will provide weight to negotiations with Land Councils in moving to achieve a favorable outcome. It will also show the NT Government that Councils are committed to finding own source revenue solutions within the constraints of the *Local Government Act*, the operating environment of the NT and in a consultative manner.

Increased own sourced revenue for councils ultimately leads to greater autonomy for councils to better service their communities.

Whole of sector discussions with Land Councils will also work towards raising the profile and understanding of Local Government in the NT.

4. ***Is there a Council Resolution in support of this motion?*** ☒ Yes ☐ No
5. ***Should the motion be LGANT policy?*** ☐ Yes ☒ No
6. ***Contact Information***

Council: Litchfield Council

Name: David Jan

Telephone: 08 8983 0617

Fax:

Email: david.jan@litchfield.nt.gov.au

Council Report

Agenda Item Number:	14.4
Report Title:	Policy Review - FIN05 Debt Recovery
Meeting Date:	15/02/2017
Attachments:	Updated FIN05 Debt Recovery Policy

Purpose

This report presents for Council adoption an updated Debt Recovery Policy (FIN05 Debt Recovery)

Summary

The current FIN05 Debt Recovery Policy was due for review in September 2016. The updated policy framework (GOV01) identifies that policies are to be reviewed once every three years at a minimum to ensure they remain relevant.

The FIN05 Debt Recovery Policy has been updated to reflect Council's current process for recovering overdue and arrears rates. The updated policy is attached including track changes.

The updated rates collection process achieves a balance between the resources available through the current staffing structure and the need for active communication throughout the year with ratepayers who have overdue rates.

In 2016 Council increased its use of a debt collection agency to recovery outstanding rates, this in turn has enabled Council to:

- focus on ratepayers to pay their rates on time;
- encourage ratepayers to actively communicate with Council to agree on a suitable payment plan, and
- to focus on those ratepayers that require assistance with payment plans and refining operational processes.

Recommendation

THAT Council adopt the updated FIN05 Debt Recovery policy as presented.

Background

As at 4 January 2017 over 25% of total rates levied for 2016/2017 was unpaid. This was a combination of accounts awaiting the third rates instalment and overdue rates from past 2016/2017 instalments not paid. In addition Council is owed over \$1,500,000 in rates from previous years.

The Northern Territory *Local Government Act* set out Council's roles and responsibilities with regards to debt collection.

Links with Strategic Plan

Priority # 1 – Everything you need

14.4 Legislative and Policy Implications

The 2016/2017 Litchfield Municipal plan has set key performance indicators for current and past year rates at <5%. The updated FIN05 Debt Recovery Policy will assist Council to achieve these targets.

Risks

By updating and implementing this Policy, Council is exercising its responsibility to all ratepayers to manage the finances in a responsible and sustainable manner, minimising the risk of adverse cash flow instances and maximising liquidity.

Financial Implications

The resources required to implement this Policy are accounted for within its current staffing structure.

Community Engagement

Council has a responsibility to all ratepayers to ensure its debtors are minimal. However, Council is aware that there are instances of financial hardship and as such Council has a Rates Concession Policy (FIN06) and works with ratepayers to develop mutually beneficial payment plans where appropriate.

Recommending Officer: David Jan, A/ Director of Community and Corporate Services

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

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Name	FIN05 Debt Recovery
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	17/09/2015
Review Date	17/09/2016
Document ID	LITCHFIELD-454211611-9

1 Purpose

This Policy sets out a clear, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The Policy will ensure that proper records are kept of debts owed to Council in line with the Local Government Act Northern Territory and corresponding Regulations.

2 Principles

Litchfield Council is committed to provide a considered approach and consistent decision making process when collecting debt owed to Council.

3 Definitions

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

Term	Definition
The Act	The term refers to the Local Government Act Northern Territory
Accounting Regulations	The term refers to the Local Government (Accounting) Regulations
Debt	The amount of money owed by the debtor as a result of transaction with Council
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Write off	The accounting procedure for cancelling debt that is no longer collectable resulting in its removal from Council's balance sheet.
Rates	For the purpose of this policy the term is defined in line with Section 168 of the Act.
Provision for Doubtful Debts	The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.

4 Policy Statement

4.1 Staff Responsibilities

- 4.1.1. Council will ensure that all credit and related debts are managed fairly and equitably. Maximum possible collection targets are sought by Council. All debtors are shown utmost respect, courtesy and diligence in all dealings. All debt collection arrangements are treated as strictly confidential.
- 4.1.2. The department providing the goods and/or services to the debtor will be responsible for completing the documentation required for an invoice to be generated and providing finance with

all known contact details for the debtor. Finance will be responsible for raising the invoice and collection of any debts for all departments.

- 4.1.3. Principles of risk management will underpin decisions made in relation to credit and related debt management. To reduce the risk of non-payment of debt, a structured collection and collection process will be applied.

4.2 Debt Records

- 4.2.1. In line with Section 26 Accounting Regulations proper records of debts owed to Council are kept by computer and are arranged by:

- category of debt; and
- age of debt

- 4.2.2. The following categories of debt are recorded:

- rates debtors
- infringement debtors
- sundry debtors

- 4.2.3. The following categories of age are recorded:

- current balance (not overdue – invoice date equals report date)
- 30 days balance (due – invoice date is 1 to 30 days smaller than the report date)
- 60 days balance (overdue – invoice date is 31 to 60 days smaller than the report date)
- 90 days balance (overdue – invoice date is 61 to 90 days smaller than the report date)
- over 91 days balance (overdue – invoice date is more than 90 days smaller than the report date)

- 4.2.4. Each category of debt, by its particular name, requires distinct methods of debt collection processing. Each category is considered individually hereunder.

4.3 Rates Debtors

- 4.3.1. Definition:

Rates Debtors have incurred a debt of Rates. For the purpose of debt collection the definition of Rates follows Section 168 of the Act. Rates include:

- General Rates
- Special Rates
- Charges
- Accrued interest
- Costs reasonably incurred by the council in recovering the above

- 4.3.2. Payment Terms:

In line with Section 161 of the Act Council allows payment by two instalments per financial year. The Act states that if a ratepayer defaults in payment of an instalment by the due date, all remaining instalments become immediately due and payable.

- 4.3.3. Penalty Interest:

In line with Section 162 of the Act interest will accrue on unpaid rates at the relevant interest rate. The relevant interest rate will be set by Council annually. A remission of interest may be granted in individual circumstances under the Rate Concession Policy.

- 4.3.4. Debt Collection Process:

- Rates Notice:

In accordance to Section 159 of the Act Council will issue rates notices at least 28 days before the first instalment of the rates falls due. The notice states the due dates and

amounts due for all instalment dates of the financial year and outlines arrears from former financial years due and payable now.

- Instalment Reminder Notice:

Council will issue Reminder Notices at least 21 days before each instalment thereafter. The notice states the due dates and amounts due for the instalments remaining in the financial year and outlines overdue amounts of the rates account.

- Communication

Officers will contact wherever possible to rates debtors to inform them verbally of the status of their debt and the consequences as described on their rates notice.

- Overdue Reminder Letter:

Council will issue an overdue reminder letter (letter of demand) 21 days after the third and final installment due date. When deemed appropriate Council may issue Reminder Letters to rate debtors to inform of an overdue amount and advising the debtor to contact Council to arrange payment in full or by installments and that failure to do so will result in the debt being forwarded to an external debt collection agency and advise of possible legal actions.

Communication

~~Officers will contact wherever possible to debtor to inform them verbally of the status of their debt.~~

- External Debt Collection Agency:

Failure to contact Council to resolve rates arrears will result in Council may involve an the engagement of an external debt collection agency for issuing reminder letters or field calls. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Overriding statutory charge:

In accordance to Section 170 and 171 of the Act rates become a charge on the land if not paid by the due date. After rates have been in arrears for at least 6 months, council may apply for registration of the charge over the land to which the charge relates. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Sale of land:

Council reserves the right to sell land for non-payment of rates as outlined in Part 11.9 Division 4 of the Act if rates have been in arrears for at least 3 years, and an overriding charge has been registered for at least 6 months. Council will employ legal representatives in the process. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

4.3.5. Payment Arrangements:

Council may enter into payment arrangement with any ratepayer. Those agreements are made on an individual basis depending on the situation and payment history of a rates debtor. With payment arrangements penalty interest for overdue rates will continue to accrue unless a rate concession has been granted to the rates debtor (refer to Rate Concession Policy).

4.3.6. Debt Write Off

Council may by resolution, write off unpaid rates or some other debt owed to council under Section 27 Accounting Regulations. The writing off of a debt under the regulation does not prevent the Council from subsequently taking action for the recovery of the debt.

4.3.7. Reporting

As part of the monthly finance report council receives information about rates outstanding as per instalment date and as per financial year. The report will outline debts written off and a summary of rates debtors in the debt collection process.

4.3.8. Authorities

The authority of a council officer to initiate the debt collection process and enter rates into payment arrangements with rates debtors is outlined in council's delegation manual, and is dependent on the amount and age of the debt.

4.3.9. Provision for Doubtful Debts:

Rates are a charge over the land, therefore provision for doubtful debt for rates debt will only be established if the origin of the debt is doubtful and not if it is doubtful that the rates can be recovered from the current land owner.

4.4 Infringement Debtors

4.4.1. Definition:

Infringement Debtors have incurred a debt of regulatory nature. For the purpose of this policy an Infringement debt can include one or more of the following:

- Animal Infringement
- Other Law and Order Infringement

4.4.2. Payment Terms:

In accordance with the Fine and Penalties Recovery Act, any infringement issued by Council under the Legislation allows the alleged offender 14 days to pay the prescribed amount. Payment must be made in full, no part payments will be accepted.

4.4.3. Penalty Interest:

Council is not applying penalty interest to the outstanding debt of infringement debtors.

4.4.4. Debt Collection Process:

If payment is not received within 14 days, a courtesy letter will be issued with an additional administration cost requiring payment within 28 days of receiving the letter. Unpaid infringements can be lodged with the Fines Recovery Unit and enforcement orders may be made. Enforcement measures can include licence suspension, property seizures and community work orders. Enforcement orders add costs to the original penalty.

4.4.5. Payment Arrangements:

Fines can only be paid in full to Council. If an unpaid infringement is lodged by Council with the Fines Recovery Unit, they are the competent authority that manages payment arrangements.

4.4.6. Debt Write Off:

The cancellation or withdrawal of an infringement notice may only be authorised by an officer holding the appropriate delegation. Withdrawal of an infringement may also occur after a written appeal has been submitted to Council against the alleged offence, which in the opinion of the relevant officer has merit. Written confirmation of the infringement cancellation will be sent to the customer.

4.4.7. Reporting:

As part of the monthly Finance report Council is informed about the outstanding infringement debt categorised by infringement type.

4.4.8. Authorities:

The authority of a council officer to recover infringement debts is outlined in Council's delegation manual.

4.4.9. Provision for Doubtful Debts:

A provision for Doubtful Debt is made, if a person who receives an infringement chooses to have the matter dealt with by the Courts.

4.5 Sundry Debtors

4.5.1. Definition:

Sundry Debtors have incurred a debt for other Goods and/or Services delivered by Council. For the purpose of this policy a Sundry debt can include one or more of the following:

- User Fees and Charges
- Statutory Charges
- Investment Income
- Reimbursements
- Other Income
- Grants, Subsidies and Contributions

4.5.2. Payment Terms:

Payment terms for all Sundry debtors are 30 days from the date of invoice. Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods or services. Council reserves the right to request full payment in advance depending on a debtor's payment history.

4.5.3. Penalty Interest:

Council is not applying penalty interest to the outstanding debt of sundry debtors.

4.5.4. Debt Collection Process:

- Monthly Statements:

Sundry Debtors are issued with statements of all outstanding debt at the end of each calendar month.

- Reminder Letter:

When deemed appropriate, Council may issue Reminder Letters to sundry debtors to inform of an overdue amount and advise of possible legal actions.

- External Debt Collection Agency:

Council may involve an external debt collection agency for issuing reminder letters or other legal actions. All incurred expenses will be charged to the relevant sundry debtor and recovered in full.

4.5.5. Payment Arrangements:

Council may enter into payment arrangement with any sundry debtor. Those agreements are made on an individual basis depending on the situation and payment history of a sundry debtor.

4.5.6. Debt Write Off:

Council may by resolution; write off unpaid debt owed to council under Section 27 Accounting Regulations. The writing off of a debt under the regulation does not prevent the Council from subsequently taking action for the recovery of the debt.

4.5.7. Reporting:

As part of the monthly finance report council receives information about sundry debts outstanding categorised by age.

4.5.8. Authorities:

The authority of a council officer to initiate the debt collection process and enter debt into payment arrangements with sundry debtors is outlined in council's delegation manual, and is dependent on the amount and age of the debt.

4.5.9. Provision for Doubtful Debts:

Where the recovery of debt is unlikely prior to completing all steps listed in the debt collection process (i.e. where the debtor is bankrupt or in liquidation), a provision shall be made in line with the Australian Accounting Standards.

6 References and Related Legislation

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

DRAFT

Council Report

Agenda Item Number:	14.5
Report Title:	Litchfield Council Animal Management By-laws
Meeting Date:	15/02/2017
Attachments:	Attachment 1 - Draft Litchfield Animal Management By-Laws Attachment 2 - Public Information Paper

Purpose

This report presents to Council the Draft Litchfield Council Animal Management By-laws for endorsement for public consultation.

Summary

This report presents to Council the draft By-Laws (Attachment 1) for consideration along with the required public information paper (Attachment 2).

The consultation period will run from 20 February 2017 until 12 March 2017. To promote the consultation period Council will;

- place advertisements in the public notices section of the NT News
- promote on face book, and
- make the draft By-laws and associated information paper available on the Council website and in hard copy at the council office.

After consultation, the Office of Parliamentary Counsel Northern Territory will be asked to make any final changes that have arisen during consultation and to certify the By-laws for the purposes of the *Local Government Act*. Once the By-laws are certified they will be presented to Council with a full report concerning the submissions for final resolution to adopt.

A fees and charges proposal including any exemptions, as well as an implementation timeline, will be presented to Council at its meeting in March 2017.

Recommendation

THAT Council

1. endorses the Draft Litchfield Council Animal Management By-laws to be put to public consultation as per Section 190 of the NT *Local Government Act*; and
2. endorses the Public Information Paper to accompany the Draft Litchfield Council Animal Management By-laws for the purpose of public consultation.

Background

Section 190 (1) of the NT *Local Government Act* states that before a council makes a by-law:

- (a) *the council must at least 21 days before the meeting at which the council proposes to make the by-law:*
 - (i) *publish the proposed by-law on its website; and*

- (ii) *make copies of the proposed by-law available for public inspection, without charge, at the council's office; and*
- (iii) *give notice in a newspaper circulating in the area of the council of the availability of the by-law and of its general nature and effect; and*
- (b) *the council must consider written representations made by members of the public about the by-law; and*
- (c) *the council must obtain a certificate from a legal practitioner certifying that, in the legal practitioner's opinion, the by-law may be made consistently with the principles prescribed in this Part.*

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

As per background information Council is obliged to present the proposed By-laws for public consultation.

Risks

The Draft By-laws have been developed with assistance from the Department of Local Government and drafted by the Northern Territory Office of Parliamentary Counsel. Any risk that Council may be litigated against as a result of implementing these bylaws, is considered low.

These By-laws directly impact on dog owners in the Litchfield Municipality. More broadly, implementation is intended to contribute to safer neighbourhoods and enhanced liveability for all residents in Litchfield.

Financial Implications

It is anticipated that the existing human resources will be able to manage the administrative requirements of implementation in the long term. There will be increased costs to accommodate increased postage and the production of new infringement books that are consistent with the new By-laws. There may also be additional assistance required for the initial mail out however, this will be assessed closer to the date.

Community Engagement

The community will be engaged as a result of the 21-day consultation period required by the NT *Local Government Act* to make By-laws.

**Recommending
Officer:**

David Jan, Acting Director of Community and Corporate Services

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

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

NORTHERN TERRITORY OF AUSTRALIA

LITCHFIELD COUNCIL (ANIMAL MANAGEMENT) BY-LAWS

Subordinate Legislation No. [] of 2017

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NORTHERN TERRITORY OF AUSTRALIA

Subordinate Legislation No. [] of 2017*

Litchfield Council (Animal Management) By-laws

Litchfield Council, at a meeting held on _____ 2017, made the following by-laws under section 188(1) of the *Local Government Act* and, for section 63(2)(a) of the *Interpretation Act*, authorised Kaylene Maree Conrick, the chief executive officer, to sign them.

Dated _____ 2017

.....

The common seal of Litchfield Council is affixed in the presence of:

.....
Mayor

.....
Chief Executive Officer

OFFICE OF THE PARLIAMENTARY COUNSEL

Settled by RE on 2 February 2017

Part 1 Preliminary matters

1 Citation

These By-laws may be cited as the *Litchfield Council (Animal Management) By-laws*.

2 Definitions

In these By-laws:

abandon, in relation to a dog, includes:

- (a) deliberately leaving the dog at premises or in a public place;
and
- (b) failing to obtain the release of the dog from a pound.

animal means an animal that is kept on private premises in the council area, and includes dogs, cats, birds and reptiles.

approved means approved by the Council.

attack, in relation to the actions of a dog, means an action of a dog that involves:

- (a) the dog rushing at, biting, chasing or menacing a person or another animal; and
- (b) the dog actually touching the person or animal, or the clothing or other property in the immediate possession or under the immediate control of the person, whether or not any injury or damage occurs to the person, animal or property.

authorised person means a person appointed under section 112(1) of the Act by the Council to be an authorised person.

CEO means the Chief Executive Officer of the Council.

Council means the Litchfield Council.

council area means the Litchfield local government area.

dangerous dog means a dog declared under by-law 19 to be a dangerous dog.

determined means determined by the Council by resolution.

dog means an animal of the genus *Canis*.

dog exercise area means an area declared under by-law 22.

dog restriction area means an area declared under by-law 23.

former By-laws, see by-law 49.

infringement notice, see by-law 39.

infringement notice offence, see by-law 38(1).

licence:

- (a) means a licence granted under these By-laws for the keeping of dogs on the premises in respect of which the licence is granted; and
- (b) includes a licence that has been renewed.

menace, in relation to the actions of a dog, means an action that creates a reasonable apprehension in a person:

- (a) that the dog is likely to attack the person, an animal owned or in the control of the person, or another person; or
- (b) that the dog may escape or be released from restraint to attack a person or animal as mentioned in paragraph (a).

microchip means an identification device:

- (a) that complies with the following Australian Standards:
 - (i) AS 5018 – 2001 Electronic Animal Identification – National coding scheme;
 - (ii) AS 5019 – 2001 Electronic Animal Identification – Radiofrequency methods; and
- (b) that can be implanted in a dog; and
- (c) that is designed to record information in a way that it can be electronically retrieved.

officer means any of the following:

- (a) an authorised person;
- (b) an officer or employee of the Council.

owner, in relation to:

- (a) a dog, means:

- (i) the registered owner of the dog; or
- (ii) the person for the time being in control of the dog; and
- (b) an animal (other than a dog) – means the person for the time being in control of the animal, unless another person is established to be the owner of the animal.

pound means a pound established or maintained in accordance with Part 2, Division 9.

premises includes

- (a) a building; and
- (b) land (whether built on or not).

prescribed amount, see by-law 38(2).

properly contained, in relation to a dog, means the dog is:

- (a) kept within a fenced area from which the dog is unable to escape; or
- (b) kept inside a building or other enclosure from which the dog is unable to escape; or
- (c) confined or restrained on a property in an appropriate manner.

public place includes:

- (a) every place to which free access is permitted to the public, with the express or tacit consent of the owner or occupier of the place; and
- (b) every place to which the public are admitted on payment of money, the test of the admittance being the payment of the money only; and
- (c) every road, street or pathway that the public are allowed to use, even if the road, street or pathway is formed on private property; and
- (d) land reserved under a law of the Territory for use by the public or members of the public.

register means a register kept under by-law 3.

registered, in relation to a dog, means registered under these By-laws.

registered owner, in relation to a dog, means the person specified in the appropriate register as the owner of the dog.

vehicle means a conveyance or other device designed to be propelled or drawn by any means and includes a bicycle, tricycle, motor vehicle, wheelchair or mobility device and, where the context allows, an animal being driven or ridden.

veterinarian means a registered veterinarian within the meaning of the *Veterinarians Act*.

Note for by-law 2

The Interpretation Act contains definitions and other provisions that may be relevant to these by-laws.

3 Registers

- (1) The CEO must keep the registers as determined by the Council.
- (2) A register may be in any form, including electronic form.
- (3) The following information must be recorded in an appropriate register:
 - (a) all dogs registered by the Council;
 - (b) all licences granted by the Council;
 - (c) all offences against these By-laws:
 - (i) of which a registered owner of a dog has been found guilty by a court; or
 - (ii) in respect of which a registered owner of a dog has paid the prescribed amount under an infringement notice.

4 Matters of evidence

- (1) An extract from, or copy of an entry in, a register, purportedly signed by the CEO is evidence of the details contained in the entry without requiring the production of the register, unless a court otherwise orders.
- (2) A statement purportedly signed by the CEO in relation to the details contained in an entry in a register, including the following, is evidence of those details without requiring the production of the register, unless a court otherwise orders:
 - (a) whether the name of a person was entered in a register in relation to an animal, matter or thing;

- (b) whether a licence or registration had been issued in relation to premises or an animal.

5 Application of Criminal Code

Part IIAA of the Criminal Code applies to an offence against these By-laws.

Note for by-law 5

Part IIAA of the Criminal Code states the general principles of criminal responsibility, establishes general defences, and deals with burden of proof. It also defines, or elaborates on, certain concepts commonly used in the creation of offences.

Part 2 Control of dogs

Division 1 Preliminary matters

6 Interpretation

- (1) A reference in this Part to the owner of a dog (other than to the registered owner) includes:
 - (a) the person for the time being in control of the dog; and
 - (b) the occupier of premises, or a part of premises, where the dog is usually kept; and
 - (c) if the owner is under the age of 17 years, a parent or guardian of the owner.
- (2) A reference in this Part to the owner of a dog does not include a person controlling or keeping a dog under Division 9.

7 General exemption for assistance dogs

- (1) By-law 23(5) and (8) do not apply in relation to:
 - (a) an assistance dog; or
 - (b) any other dog that the Council determines is exempt from those provisions.
- (2) In this by-law:

assistance dog means a dog:

- (a) trained by an assistance dog training institution recognised by the Council; and

- (b) used as an assistance dog by a person who is wholly or partially blind or deaf, or has another form of disability requiring the use of an assistance dog.

Division 2 Registration of dogs

8 Special considerations in determination of application for registration

- (1) The Council must, not later than 14 days after receiving an application for the registration of a dog:
 - (a) register the dog, either conditionally or unconditionally; or
 - (b) refuse to register the dog and refund to the applicant the fee accompanying the application.
- (2) The Council may refuse to register a dog if:
 - (a) within the period of 12 months before the date of the application the owner of the dog has been found guilty by a court of more than 2 offences against these By-laws; or
 - (b) the dog is a dangerous dog and within the period of 12 months before the date of the application the owner of the dog has contravened by-law 21(1) more than once; or
 - (c) within the period of 12 months before the date of the application the dog has been impounded under these By-laws on more than 2 occasions; or
 - (d) the Council is satisfied that the dog is destructive, dangerous, savage or consistently the cause of nuisance to members of the public; or
 - (e) the premises on which the dog is usually kept are not secured to a degree that is satisfactory to the Council.
- (3) The Council must refuse to register a dog if:
 - (a) in keeping the dog on the premises on which the dog is usually kept, the applicant would be in breach of by-law 13; or
 - (b) the dog is usually kept on premises within a dog restriction area and is not a dog mentioned in by-law 23(7).
- (4) The Council must also refuse to register a dog that is not implanted with a microchip.

- (5) If the Council refuses to register a dog or imposes conditions on the registration of a dog, the Council must give the applicant a statement in writing of the reasons for its decision.
- (6) For clause (2)(a), a reference to a finding of guilt for an offence includes the payment of a prescribed amount under an infringement notice issued under these By-laws.

- (7) In this by-law:

register, or **registration** of a dog, includes renewal of the registration of the dog.

9 Unregistered dogs

- (1) A person commits an offence if:
 - (a) the person keeps a dog in the council area for a period of 3 months or longer; and
 - (b) the dog is not registered.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) Clause (1) does not apply to:
 - (a) a Council employee or contractor keeping a dog in a pound; or
 - (b) an approved incorporated body that provides services relating to animal welfare keeping a dog in a refuge maintained by it; or
 - (c) a veterinarian keeping a dog for the purposes of treatment.

10 Failure to comply with a condition of registration

- (1) A registered owner of a dog commits an offence if:
 - (a) the dog has been registered subject to conditions; and
 - (b) a condition of the registration is contravened.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant has a reasonable excuse.

11 Change of ownership

- (1) A person who acquires ownership of a registered dog must, not later than 14 days after acquiring ownership, notify the CEO of:
 - (a) the person's name and address; and
 - (b) the name of the registered owner from whom the person acquired the dog; and
 - (c) the registration number of the dog.
- (2) A person who contravenes clause (1) commits an offence.

Maximum penalty: 10 penalty units.
- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if the defendant has a reasonable excuse.
- (5) The CEO must, on being notified of a change of ownership under clause (1), amend the register accordingly.

12 Change of address

- (1) The registered owner of a dog who changes the owner's address must, not later than 14 days after the change, notify the CEO of the new address.
- (2) A person who contravenes clause (1) commits an offence.

Maximum penalty: 10 penalty units.
- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if the defendant has a reasonable excuse.
- (5) The CEO must, on being notified of a change of address under clause (1), amend the register accordingly.

Division 3 Licensing of premises

13 Requirement for licence

- (1) The Council may determine a maximum number of dogs, or dogs of a class of dog, that may be kept on premises without a licence.

- (2) An occupier of premises commits an offence if the occupier keeps dogs on the premises in contravention of a determination under clause (1).

Maximum penalty: 20 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if:
- (a) the defendant has a reasonable excuse; or
 - (b) the defendant proves that the dogs or the dogs of the class of dog had not been usually kept on the premises:
 - (i) for a period of 3 months or more immediately before the date of the alleged offence; or
 - (ii) for periods totalling 3 months or more during the 6 month period immediately before the date of the alleged offence.

14 Licensing of premises

- (1) The Council must, not later than 14 days after receiving an application for the licensing of premises for the keeping of dogs:
- (a) grant a licence in respect of the premises, either conditionally or unconditionally; or
 - (b) refuse to grant a licence in respect of the premises and refund to the applicant the fee accompanying the application.
- (2) In considering an application under clause (1), the Council may take into account any matter that it considers relevant, including the following:
- (a) the facilities for controlling dogs at the premises specified in the application;
 - (b) the number of dogs kept or to be kept at the premises;
 - (c) the likely impact on residents in the locality where the premises are situated if the licence is granted.
- (3) If the Council has determined the manner in which premises are to be fenced, the Council must not grant a licence in respect of premises if the premises are not fenced in accordance with the determination.

- (4) The Council may renew a licence without considering the application in the manner specified in clauses (2) and (3) if:
 - (a) the application is for the renewal of a licence; and
 - (b) to the Council's knowledge no matters have arisen that, if taken into account at the time the licence was granted, would have caused the Council to refuse to grant the licence or to grant the licence subject to conditions other than those specified in the licence; and
 - (c) the Council has not, since the grant of the licence, made a determination as mentioned in clause (3) that affects the premises.
- (5) If the Council refuses to grant a licence, grants a licence subject to conditions or renews a licence subject to conditions not imposed on the original licence, the Council must give the applicant a statement in writing of the reasons for its decision.

15 Failure to comply with a condition of licence

- (1) An occupier of premises commits an offence if:
 - (a) a licence has been granted subject to conditions in respect of the premises; and
 - (b) a condition of the licence is contravened.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant has a reasonable excuse.

Division 4 Cancellation, variation or suspension of registration or licence

16 Cancellation, variation or suspension of registration or licence by request

The Council may, on the written request of the registered owner of a dog or the holder of a licence, by notice in writing given to the registered owner or holder:

- (a) cancel the registration of the dog or the licence; or
- (b) vary the conditions to which the registration of the dog or the licence is subject; or

- (c) in the case of a licence – suspend the licence for the period specified in the notice.

17 Cancellation, variation, or suspension of registration or licence otherwise than by request

- (1) The Council may, by written notice given to the registered owner of a dog or the holder of a licence, require the person given the notice to show cause why the Council should not:
 - (a) cancel the registration of the dog or the licence; or
 - (b) vary, in the manner specified in the notice, the conditions to which the registration or the licence is subject; or
 - (c) in the case of a licence – suspend the licence for the period specified in the notice.
- (2) The Council must consider any response by the registered owner of a dog before deciding to take an action mentioned in clause (1)(a) to (c).
- (3) The Council may, not less than 14 days after the date of service of a notice under clause (1), by another written notice given to the registered owner or the holder of the licence to whom the notice was given under clause (1):
 - (a) cancel the registration of the dog or cancel the licence; or
 - (b) vary, in the manner specified in the notice, the conditions to which the registration of the dog or the licence is subject; or
 - (c) in the case of a licence – suspend the licence for the period specified in the notice (which is not to be longer than the period specified in the notice given under clause (1)).

18 Operation of notice of cancellation

A notice given by the Council under by-law 16 or 17(3) takes effect on the expiry of 14 days after the notice is given.

Division 5 Dangerous dogs

19 Dangerous dog

- (1) An authorised person may declare a dog to be a dangerous dog if:
 - (a) the dog attacks a person or animal; or
 - (b) the dog menaces a person or animal; or

- (c) the authorised person believes on reasonable grounds that the dog is destructive, dangerous, savage or a threat to the safety of the community.
- (2) If an authorised person declares a dog to be a dangerous dog, the Council must serve a notice of the declaration on the owner of the dog.

20 Revocation of declaration

- (1) The owner of a dangerous dog may apply to the Council for the revocation of the declaration of the dog.
- (2) The Council may:
 - (a) revoke the declaration; or
 - (b) refuse to revoke the declaration.
- (3) The Council must give written notice of a decision under clause (2) to the owner of the dog.
- (4) A revocation under clause (2)(a) takes effect from the date the Council notifies the owner of the revocation.
- (5) If the Council refuses an application made under clause (1), the CEO is not required to consider an application made under clause (1) in relation to the same dog within 6 months of the refusal.

21 Registration of dangerous dog

- (1) As a condition of registration of a dangerous dog, the owner of the dog must:
 - (a) ensure the dog is properly contained when the dog is at the premises where the dog is usually kept; and
 - (b) when the dog is outside the premises where the dog is usually kept:
 - (i) ensure the dog is under the control of a person who is at least 18 years of age and competent to restrain the dog; and
 - (ii) ensure the dog is controlled by a suitable leash, and muzzled; and

- (c) if the owner intends to keep the dog at a different location to the premises where the dog is usually kept for a period exceeding 14 days – notify the Council of the new address within 24 hours after the dog is relocated; and
 - (d) if the dog attacks, or is alleged to have attacked, a person or animal – notify the Council of the attack, or alleged attack, within 24 hours after the later of:
 - (i) the attack, or alleged attack; or
 - (ii) the time the owner is made aware of the attack, or alleged attack.
- (2) It is also a condition of registration of a dangerous dog that the owner must:
 - (a) if the dog is missing – notify the Council within 24 hours after the owner becomes aware the dog is missing; and
 - (b) if the dog dies – notify the Council within 14 days after its death.
- (3) It is a further condition of registration of a dangerous dog that the owner must:
 - (a) inform a prospective purchaser or owner of the dog that it is a dangerous dog; and
 - (b) if ownership of the dog is transferred – notify the Council of the name and address of the new owner within 24 hours after the transfer.
- (4) The owner of a dangerous dog must also comply with any other condition imposed by the Council on the registration of the dog.
- (5) If the owner of a dangerous dog contravenes any of clauses (1) to (4) more than once in a 12 month period, the Council may, by notice served on the owner of the dog, require the owner to show cause why the Council should not cancel the registration of the dog.
- (6) The Council must consider any response by the registered owner of a dog before deciding to cancel the registration of the dog.
- (7) The Council may, not less than 14 days after the day a notice under clause (5) is served, by written notice served on the owner, do one or both of the following:
 - (a) cancel the registration of the dog;

- (b) impose additional conditions on the registration of the dog.

Division 6 Dog exercise areas and dog restriction areas

22 Dog exercise areas

- (1) The Council:
 - (a) may declare an area within the council area to be a dog exercise area; and
 - (b) must specify:
 - (i) the times when a dog may be exercised in the area; and
 - (ii) any other conditions applying to the exercising of a dog in the area.

Example for clause (1)(b)(ii)

The Council may impose a condition that female dogs in oestrus are not permitted in a dog exercise area, or are permitted only at certain times.

- (2) The Council must publish in a newspaper circulating in the council area a notice of its intention to declare a dog exercise area not less than 28 days before making the declaration.
- (3) The Council must consider any response from members of the public to the notice mentioned in clause (2) before declaring the area to be a dog exercise area.

23 Dog restriction areas

- (1) The Council may:
 - (a) declare an area to be a dog restriction area; and
 - (b) prohibit the keeping in the area of:
 - (i) all dogs; or
 - (ii) more than a specified number of dogs; or
 - (iii) all or more than a specified number of dogs of a specified breed.
- (2) The Council may also prohibit the bringing of a dog into a dog restriction area.

- (3) The Council must publish in a newspaper circulating in the council area a notice of its intention to declare a dog restriction area not less than 28 days before making the declaration.
- (4) The Council must consider any response from members of the public to the notice mentioned in clause (2) before declaring the area to be a dog restriction area.
- (5) A person who keeps a dog in a dog restriction area where keeping the dog is prohibited commits an offence.

Maximum penalty: 20 penalty units.

- (6) An offence against clause (5) is an offence of strict liability.
- (7) It is a defence to a prosecution for an offence against clause (5) if the defendant proves that, at the date of the declaration of the dog restriction area, the dog:
 - (a) was owned by the person; and
 - (b) was usually kept at premises in the dog restriction area; and
 - (c) if required by these By-laws to be registered, was registered.

- (8) A person who brings a dog into a dog restriction area where the bringing of the dog is prohibited commits an offence.

Maximum penalty: 20 penalty units.

- (9) It is a defence to a prosecution for an offence against clause (8) if the person has a reasonable excuse.

Division 7 Offences

24 Containment of dog

- (1) An owner of a dog commits an offence if the dog is not properly contained when the dog is on the premises where the dog is usually kept.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) For clause (1), the following matters are immaterial:
 - (a) the time for which the dog is not properly contained;
 - (b) the ability of the owner to contain the dog.

25 Dog at large

- (1) An owner of a dog commits an offence if the dog is at large.
Maximum penalty: 20 penalty units.
- (2) An offence against clause (1) is an offence of strict liability.
- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant establishes that another person had, without the defendant's permission, enticed the dog to become at large.
- (4) It is also a defence to a prosecution for an offence against clause (1) if the defendant establishes that:
 - (a) the dog was in a dog exercise area; and
 - (b) the dog was not in breach of any conditions applying in relation to the dog exercise area.
- (5) In this by-law:

at large, in relation to a dog, means:

- (a) the dog is in a place other than the premises at which the dog is usually kept; and
- (b) the dog is not under effective control.

under effective control, in relation to a dog, means the dog is:

- (a) restrained by a leash, cord, chain or similar device that:
 - (i) is no longer than 3 metres; and
 - (ii) is held by a person who is over the age of 12 years and competent to restrain the dog; or
- (b) enclosed in a vehicle (which includes being in or on the back of a flat-topped, tray-backed or well-bodied vehicle) in such a manner that no part of the dog is projecting from the vehicle; or
- (c) in a dog exercise area in accordance with the conditions, if any, to which use of the area is subject.

26 Enticement

A person commits an offence if:

- (a) the person intentionally engages in conduct; and

- (b) the conduct results in the owner of a dog being liable to prosecution for an offence against these By-laws; and
- (c) the person is reckless in relation to that result.

Maximum penalty: 20 penalty units.

27 Dog menacing person or animal

- (1) An owner of a dog must ensure that the dog does not menace a person or animal.
- (2) An owner of a dog commits an offence if the owner contravenes clause (1).

Maximum penalty: 20 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if the defendant establishes any of the following:
 - (a) another person had, without the defendant's permission, enticed the dog to menace the person or animal;
 - (b) the animal that was menaced was menaced on premises owned or occupied by the defendant;
 - (c) the person who was menaced was menaced on premises owned or occupied by the defendant, and the person:
 - (i) was not proceeding by the shortest practical route from a boundary of the premises to the door of the premises closest to the boundary, or from the door to the boundary; or
 - (ii) was on the premises for an unlawful purpose.
- (5) If a court finds a person guilty of an offence against clause (2), the court may make one or both of the following orders:
 - (a) if the dog was impounded as a result of the offence – an order that the person pay the costs and expenses of, and incidental to, the impounding;
 - (b) an order for the destruction of the dog in addition to, or instead of, the penalty for the offence.

28 Dog attacking person or animal

- (1) An owner of a dog must ensure that the dog does not attack a person or animal.
- (2) An owner of a dog commits an offence if the owner contravenes clause (1).

Maximum penalty: 20 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if the defendant establishes any of the following:
 - (a) another person had, without the defendant's permission, enticed the dog to attack the person or animal;
 - (b) the animal that was attacked was attacked on premises owned or occupied by the defendant;
 - (c) the person who was attacked was attacked on premises owned or occupied by the defendant, and the person:
 - (i) was not proceeding by the shortest practical route from a boundary of the premises to the door of the premises closest to the boundary, or from the door to the boundary; or
 - (ii) was on the premises for an unlawful purpose.
- (5) If a court finds a person guilty of an offence against clause (2), the court may make one or both of the following orders:
 - (a) if the dog was impounded as a result of the offence – an order that the person pay the costs and expenses of, and incidental to, the impounding;
 - (b) an order for the destruction of the dog in addition to, or instead of, the penalty for the offence.

29 Dog chasing vehicle

- (1) An owner of a dog must ensure the dog does not chase a vehicle.
- (2) An owner of a dog commits an offence if the owner contravenes clause (1).

Maximum penalty: 20 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.

- (4) It is a defence to a prosecution for an offence against clause (2) if the defendant establishes that another person had, without the defendant's permission, enticed the dog to chase the vehicle.

30 Dogs causing nuisance

- (1) An owner of a dog must ensure that the dog, either by itself or in concert with other dogs, is not a nuisance.
- (2) An owner of a dog commits an offence if the owner contravenes clause (1).

Maximum penalty: 20 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if the defendant has a reasonable excuse.
- (5) For this by-law, a dog is a nuisance if it is injurious or dangerous to the health of the community or an individual, or behaves repeatedly in a manner contrary to the general interest of the community or an individual.
- (6) Without limiting clause (5), a dog is a nuisance if it:
 - (a) creates a noise, by barking or otherwise, that persistently occurs or continues to a degree or extent that has a disturbing effect on the state of reasonable mental, physical or social well-being of a person; or
 - (b) repeatedly barks when people or vehicles use a public place in the vicinity of the premises where the dog is kept; or
 - (c) repeatedly defecates in a place causing annoyance to a person other than the owner of the dog.
- (7) The owner of a dog does not commit an offence against this by-law by reason of the actions of the dog mentioned in clause (6)(c) if the owner immediately removes the faeces and disposes of them in a public garbage receptacle or on the owner's own property.

31 Abandoning dog

- (1) A person commits an offence if the person abandons a dog in the council area.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.

- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant has a reasonable excuse.

Division 8 Enforcement

32 Seizure of dogs

- (1) An authorised person may seize:
- (a) an apparently diseased, injured, savage, destructive, stray or unregistered dog; or
 - (b) a dog that is at large; or
 - (c) a dangerous dog, if the owner of the dog has not complied with the conditions of the dog's registration.
- (2) The authorised person may destroy the dog if:
- (a) the dog is diseased, injured, savage or destructive; and
 - (b) in the opinion of the authorised person, it is necessary to do so.
- (3) Otherwise, the authorised person must as soon as practicable:
- (a) deliver the dog to a pound; or
 - (b) return the dog to its owner.

Division 9 Pounds

33 Pounds

The Council may, whether within the council area or otherwise:

- (a) establish a pound; or
- (b) make arrangements it considers appropriate for the use of premises for impounding dogs under this Division.

34 Notice of impounding

- (1) If a registered dog with a microchip is delivered to a pound, the CEO must give the registered owner a notice of the impounding of the dog.
- (2) If a dog with a collar on which an address is displayed is delivered to a pound, the CEO may give, at the address, a notice of the impounding of the dog.

- (3) Except as mentioned in clause (1) or (2), the CEO is not obliged to notify the owner of a dog of the impounding of the dog.

35 Release of dogs from pounds

- (1) Subject to by-law 37(1)(b), an impounded dog is not to be released from a pound:
 - (a) unless it is registered; and
 - (b) other than to the owner of the dog or a person authorised to act as the owner's agent; and
 - (c) unless there is paid to the Council the appropriate release fees.
- (2) A person who is collecting a dog from a pound must satisfy the council employee at the pound that the person is the owner of the dog, or is authorised to act as the owner's agent.

36 Diseased dogs

- (1) This by-law applies if a dog has been seized under these By-laws and:
 - (a) a council employee notices or suspects that the dog is diseased; or
 - (b) the CEO receives advice from a veterinarian that the dog is, or is suspected of being, diseased.
- (2) If clause (1)(a) applies, the employee must notify the CEO of the dog's condition.
- (3) The CEO must arrange for the dog to be isolated from other dogs in the pound.
- (4) The CEO must give the owner, if known, of a dog isolated under clause (3) written notice that the dog is, or is suspected of being, diseased and that the Council:
 - (a) requires the dog to undergo a course of treatment specified in the notice; or
 - (b) requires the dog to be destroyed.

- (5) In a notice under clause (4), the CEO may require the owner of the dog to produce to the Council, within the time specified in the notice, a report prepared by a veterinarian or other person specified in the notice relating to:
 - (a) if the dog is not required to be destroyed – the disease of the dog; or
 - (b) all other dogs usually kept at the premises where the dog was kept.
- (6) A dog the subject of a notice under this by-law may be released from the pound in accordance with by-law 35 or 37(1)(b) subject to any conditions the Council considers appropriate.
- (7) The CEO may arrange for a dog in a pound to be destroyed if the dog is so diseased or injured that it is humane to destroy it.
- (8) The cost of treatment reasonably provided by the Council to a diseased dog, and to any other dog in the pound that was infected or was at risk of being infected by the diseased dog before the dog could reasonably be isolated, is a debt due and payable by the owner of the diseased dog to the Council.
- (9) An owner of a dog commits an offence if the owner:
 - (a) fails to comply with a requirement of a notice under clause (4); or
 - (b) contravenes a condition imposed under clause (6).

Maximum penalty: 20 penalty units.
- (10) An offence against clause (9) is an offence of strict liability.
- (11) It is a defence to a prosecution for an offence against clause (9) if the defendant has a reasonable excuse.

37 Disposal of impounded dogs

- (1) The CEO may, after a dog has been impounded for 72 hours:
 - (a) arrange for the destruction of the dog; or
 - (b) pass the property in the dog to an approved incorporated body that provides services relating to animal welfare, and dispose of the dog as agent for that body.

- (2) Despite clause (1), if an investigation is initiated in relation to a dog that is impounded (for example, if the dog is alleged to have attacked a person or another animal), the dog must not be destroyed or disposed of until the investigation is complete.
- (3) A dog in a pound is not to be destroyed other than:
 - (a) by a veterinarian or another person who is, in the opinion of the CEO, qualified to destroy the dog; and
 - (b) in a manner that is approved by the Australian Veterinary Association.

Part 3 Infringement notice offences

38 Infringement notice offence and prescribed amount payable

- (1) An ***infringement notice offence*** is an offence against a provision specified in the Schedule.
- (2) The ***prescribed amount*** for an infringement notice offence is the amount equal to the monetary value of the number of penalty units specified for the offence in the Schedule.

39 When infringement notice may be given

If an authorised person believes on reasonable grounds that a person has committed an infringement notice offence, the authorised person may give a notice (an ***infringement notice***) to the person.

40 Contents of infringement notice

- (1) The infringement notice must specify the following:
 - (a) the name and address of the person, if known;
 - (b) the date the infringement notice is given to the person;
 - (c) the date, time and place of the infringement notice offence;
 - (d) a description of the offence;
 - (e) the prescribed amount payable for the offence;
 - (f) the enforcement agency, as defined in the *Fines and Penalties (Recovery) Act*, to which the prescribed amount is payable.

- (2) The infringement notice must include a statement to the effect of the following:
- (a) the person may expiate the infringement notice offence and avoid any further action in relation to the offence by paying the prescribed amount to the specified enforcement agency within 28 days after the notice is given;
 - (b) the person may elect under section 21 of the *Fines and Penalties (Recovery) Act* to have the matter dealt with by a court instead of under that Act by completing a statement of election and giving it to the specified enforcement agency;
 - (c) if the person does nothing in response to the notice, enforcement action may be taken under the *Fines and Penalties (Recovery) Act*, including (but not limited to) action for the following:
 - (i) suspending the person's licence to drive;
 - (ii) seizing personal property of the person;
 - (iii) deducting an amount from the person's wages or salary;
 - (iv) registering a statutory charge on land owned by the person;
 - (v) making a community work order for the person and imprisonment of the person if the person breaches the order.
- (3) Also, the infringement notice must include an appropriate form for making the statement of election mentioned in clause (2)(b).

41 Electronic payment and payment by cheque

- (1) If the person uses electronic means to pay the prescribed amount, payment is not effected until the amount is credited to the Council's bank account.
- (2) If the person tenders a cheque in payment of the prescribed amount, payment is not effected unless the cheque is cleared on first presentation.

42 Withdrawal of infringement notice

- (1) The Council may withdraw the infringement notice by written notice given to the person.

- (2) The notice must be given:
 - (a) within 28 days after the infringement notice is given to the person; and
 - (b) before payment of the prescribed amount.

43 Application of Part

- (1) This Part does not prejudice or affect the start or continuation of proceedings for an infringement notice offence for which an infringement notice has been given unless the offence is expiated.
- (2) Also, this Part does not:
 - (a) require an infringement notice to be given; or
 - (b) affect the liability of a person to be prosecuted in a court for an offence for which an infringement notice has not been given; or
 - (c) prevent more than one infringement notice for the same offence being given to a person.
- (3) If more than one infringement notice for the same offence has been given to a person, the person may expiate the offence by paying the prescribed amount in accordance with any of the notices.

Part 4 Miscellaneous matters

44 Removal or disposal of animal remains

- (1) The Council may arrange for the remains of a dead animal that is found in a public place to be removed or disposed of.
- (2) Where the Council incurs expense in removing or disposing of a dead animal, the Council may recover the expense from the owner of the animal as a debt due and payable to the Council.

45 Obstruction of officers

- (1) A person commits an offence if:
 - (a) the person intentionally obstructs another person; and
 - (b) the other person is one of the following:
 - (i) an officer;

- (ii) an employee of a contractor or subcontractor of the Council; and
- (c) the other person is acting in an official capacity and the person has knowledge of that circumstance.

Maximum penalty: 20 penalty units.

- (2) Strict liability applies to clause (1)(b).
- (3) In this by-law:

acting in an official capacity, in relation to a person mentioned in clause (1)(b), means the person is exercising powers or performing functions under, or otherwise related to the administration of, these By-laws.

obstruct includes hinder and resist.

46 Misleading information

- (1) A person commits an offence if:
 - (a) the person intentionally gives information to another person; and
 - (b) the other person is an officer; and
 - (c) the information is misleading and the person has knowledge of that circumstance; and
 - (d) the officer is acting in an official capacity and the person has knowledge of that circumstance.

Maximum penalty: 20 penalty units.

- (2) A person commits an offence if:
 - (a) the person intentionally gives a document to another person; and
 - (b) the other person is an officer; and
 - (c) the document contains misleading information and the person has knowledge of that circumstance; and
 - (d) the officer is acting in an official capacity and the person has knowledge of that circumstance.

Maximum penalty: 20 penalty units.

- (3) Strict liability applies to clauses (1)(b) and (2)(b).
- (4) Clause (2) does not apply if the person, when giving the document:
 - (a) draws the misleading aspect of the document to the officer's attention; and
 - (b) to the extent to which the person can reasonably do so – gives the officer the information necessary to remedy the misleading aspect of the document.

- (5) In this by-law:

acting in an official capacity, in relation to an officer, means the officer is exercising powers or performing functions under, or otherwise related to the administration of, these By-laws.

misleading information means information that is misleading in a material particular or because of the omission of a material particular.

47 Exemption for events

- (1) The Council may, by notice in writing, exempt a person or body from either or both of by-laws 24 or 25:
 - (a) for the purposes of a dog race, dog trial or dog show; or
 - (b) while taking part in the activities of a dog obedience club; or
 - (c) while using a dog to drive cattle or stock on a road; or
 - (d) for any other purpose or event as the Council may determine.
- (2) An exemption under clause (1):
 - (a) may relate to a particular event or to a class of events; and
 - (b) may be subject to any conditions the Council considers appropriate.

48 Council may charge fee for service

- (1) The Council may charge a fee for any service provided under these By-laws.

Examples for clause (1)

A fee for registering a dog, licensing of premises, inspecting a register, keeping a dog in a pound.

- (2) If the Council considers it appropriate, the Council may waive, reduce or refund a fee charged under clause (1).

Part 5 Repeals and transitional matters

Division 1 Repeals

49 Repeals

The following By-laws (the **former By-laws**) in relation to the Litchfield local government area that were in force immediately before the commencement of these By-laws are repealed:

- (a) all By-laws made under section 188 of the *Local Government Act*;
- (b) all By-laws continued under section 262(2) of the Act.

Division 2 Transitional matters for Litchfield Council (Animal Management) By-laws

50 Dogs taken to be registered

If, under the former By-laws, the owner of a dog provided the Council with details of an approved microchip implanted in the dog, the dog is taken to be registered under these By-laws.

51 Offence provisions – before and after commencement

- (1) The offence provisions apply only in relation to offences committed after the commencement of these By-laws (the **commencement**).
- (2) The offence provisions under the former By-laws, as in force before the commencement, continue to apply in relation to offences committed before the commencement.
- (3) For this by-law, if any of the conduct constituting an offence occurred before the commencement, the offence is taken to have been committed before the commencement.
- (4) In this by-law:

offence provisions means the provisions of these By-laws that create or relate to offences (including in relation to criminal responsibility, defences and penalties).

Schedule Infringement notice offences and prescribed amounts

by-law 38

Provision	Prescribed amount in penalty units
by-laws 9(1), 10(1), 11(2), 12(2), 13(2), 23(5) and (8) and 25(1)	1
by-laws 15(1), 24(1), 29(2), 30(2) and 31(1)	2
by-law 27(2)	3
by-law 28(2)	6

PUBLIC INFORMATION PAPER

PROPOSED LITCHFIELD COUNCIL (ANIMAL MANAGEMENT) BY-LAWS

DISCLAIMER

This Public Information Paper is a summary of the proposed Litchfield Council (Animal Management) By-laws. The Paper does not purport to cover all matters covered by the proposed By-laws, nor does it accurately reflect every detail. For comprehensive information it is necessary to read the proposed By-laws. While care has been taken, there are, by the nature of summarising, generalisations and simplifications. No responsibility is taken for the accuracy of this Paper as the proposed By-laws should be referred to for accuracy.

Introduction

The proposed Litchfield Council (Animal Management) By-laws (the By-laws) will repeal the current Litchfield Council Rural Dog Management By-laws. The By-laws seek to control dogs in the Litchfield Council (the Council) area through:

- registration of dogs;
- licensing of premises where more than the maximum number of dogs can be kept;
- a regime for the declaration of dangerous dogs;
- declaration of dog exercise and dog restriction areas;
- seizure of dogs;
- the establishment of pounds; and
- the release or disposal of impounded dogs.

General exemption for assistance dogs

Assistance dogs may be brought into and kept in a dog restriction area. An assistance dog is a dog that is trained by an assistance dog training institution recognised by the Council and used as an assistance dog by a person who is wholly or partially blind or deaf, or has another form of disability requiring the use of an assistance dog.

Registration of dogs

All dogs kept in the Council area for three months or more must be registered.

The Chief Executive Officer (CEO) of the Council must keep a register of:

- dogs in the Council area;
- licensed premises within the Council area; and
- offences committed by dog owners against the By-laws.

The CEO must also keep any other registers as determined by the Council.

The Council must register a dog within 14 days after receiving an application. Registration can be subject to conditions.

The Council can refuse to register a dog. If the Council refuses to register a dog or imposes conditions on the registration of a dog, the Council must provide a written explanation.

A dog cannot be registered if:

- the dog is not microchipped;
- it is an additional dog which will exceed the maximum allowed; or

- the address is in a restricted area and the dog has not previously been registered and kept there.

The Council can refuse to register a dog if:

- the owner of the dog has committed more than two offences against the By-laws in the last 12 months;
- it is a dangerous dog and in the last 12 months the owner of the dog has not complied, on more than one occasion, with conditions of registration of the dangerous dog;
- the dog has been impounded on more than twice in the last 12 months;
- the Council is satisfied that the dog is destructive, dangerous, savage or consistently the cause of nuisance to members of the public; or
- the address where the dog lives are not secured to a satisfactory degree.

An owner may have to show cause to the Council why a dog's registration should not be varied or cancelled. If an owner is requested to show cause and does not reply within 14 days, the Council may cancel or vary the conditions of the registration of the dog 14 days after it sends a second notice to the owner. The Council can also vary or cancel the registration of a dog at the owner's request.

A dog owner must notify the Council of a change of address within 14 days.

If a person becomes the owner of a registered dog, they must notify the Council of their details and the dog's registration details.

Licensing of Premises

The Council can determine a maximum number of dogs that may be kept without a licence. The Council can also determine a maximum number of dogs of a class of dog that may be kept without a licence.

The Council must grant or refuse a licence application within 14 days. Council must consider:

- the facilities for controlling dogs at the premises;
- the number of dogs kept or to be kept at the premises; and
- the likely impact on residents in the locality where the premises are situated if the licence is granted.

If the Council imposes conditions or refuses to grant a licence, written reasons must be provided.

An owner may have to show cause to the Council why a licence for premises should not be varied or cancelled. If an owner is requested to show cause and does not reply within 14 days, the Council may vary conditions or cancel the licence 14 days after it sends a second notice to the owner. The Council can also vary or cancel a licence at the request of the licensee.

Declaration of dangerous dogs

A dog may be declared a dangerous dog if:

- the dog attacks a person or animal;
- the dog menaces a person or animal; or
- an authorised person (e.g. council ranger) believes, on reasonable grounds, that the dog is destructive, dangerous, savage or a threat to the safety of the community.

If a dog is declared dangerous, Council must serve a dangerous dog notice on the owner of the dog.

If a dog is declared to be a dangerous dog, the owner can apply for the declaration to be revoked. Council must provide the owner with its decision on the application, in writing.

A dangerous dog that is kept within the Council area must be registered. The conditions of registration of a dangerous dog are that the dog must:

- be properly contained at the address where it lives; and
- be controlled by a suitable leash and muzzle when away from its home and be under the control of a person over 18 years who is competent to restrain the dog.

If the owner intends to keep a dangerous dog at a different location for a period exceeding 14 days the Council must be notified of the new address.

An owner of a dangerous dog must inform a prospective purchaser that the dog is a dangerous dog.

An owner of a dangerous dog must notify the Council within 24 hours:

- if the dog attacks or is alleged to have attacked a person or animal;
- if the dog is missing; or
- of the name and address of the new owner if ownership of the dog is transferred.

An owner of a dangerous dog must notify the Council of any other matters required and must notify the Council of the death of the dog within 14 days.

An owner may have to show cause to the Council why a dangerous dog's registration should not be varied or cancelled. If an owner is requested to show cause and does not reply within 14 days, the Council may cancel or vary the conditions of registration of the dog 14 days after it sends a second notice to the owner.

Dog exercise and dog restriction areas

Council can declare a dog exercise area. Council must specify the times when dogs can exercise in the area and any other conditions which apply.

Council can declare a dog restriction area and prohibit:

- the keeping of all dogs;
- the keeping of more than a specified number of dogs;
- the keeping of all or more than a specified number of dogs of a specified breed;
- any dog from being brought into the area; or
- any dog from being brought into the area at specified times.

At least 28 days before declaring a dog exercise or dog restriction area, the Council must publish, in a newspaper circulating in the Council area, a notice of its intention to declare the area. The Council must consider any responses from members of the public before declaring the area.

Seizure of dogs

An authorised person (e.g. Council ranger) may seize an apparently diseased, injured, savage, destructive, stray or unregistered dog or a dog that is at large. An authorised person may also seize a dangerous dog if the owner of the dog has not complied with the conditions of the dog's registration.

If a seized dog is diseased, injured, savage or destructive, the authorised person may destroy the dog if it is necessary to do so. In any other case, authorised person must return the dog to its owner or deliver the dog to a pound as soon as possible.

Pounds

The Council may establish pounds.

If a registered dog with a microchip is delivered to a pound, the registered owner must be notified.

An impounded dog must only to be released:

- to the owner or owner's agent; and
- if it is registered; and
- after payment of the appropriate release fees.

If an impounded dog is suspected of being diseased, the dog must be isolated from other dogs in the pound. The owner of the diseased dog, if known, must be given written notice that the dog is suspected of being diseased and that the Council requires the dog to undergo a course of treatment specified in the notice; or that the Council requires the dog to be destroyed. The owner may also be required to get a specific report from a veterinarian. The owner must pay for the cost of treatment

provided to a diseased dog, and any other dog in the pound that was infected or was at risk of being infected. The diseased dog may be released from the pound, subject to any conditions the Council considers appropriate, to the owner or owner's agent (if it is registered and release fees paid).

The CEO may arrange for a dog in a pound to be destroyed if it is so diseased or injured that it is humane to destroy it.

After a dog has been impounded for 72 hours, the CEO may pass the property in the dog to an approved incorporated body that provides services relating to an animal welfare or arrange for the destruction of the dog.

If the dog is to be destroyed, it is to be destroyed by a veterinarian or another person who is, in the opinion of the CEO, qualified to destroy the dog and in a manner that is approved by the Australian Veterinary Association.

If an investigation is initiated in relation to the impounded dog (for example, if the dog is alleged to have attacked a person or another animal), the dog must not be destroyed or disposed of until the investigation is complete.

Other matters

The Council may charge a fee for any service provided under the By-laws. If the Council considers it appropriate, the Council may waive, reduce or refund a fee.

The Council may arrange for the remains of a dead animal that is found in a public place to be removed or disposed of. Where the Council incurs expense in doing so, the Council may recover the expense from the owner of the animal.

The Council may, by written notice, exempt a person or body from either the requirement to properly contain a dog in premises or ensure that a dog is not at large:

- for the purposes of a dog race, dog trial or dog show;
- while taking part in the activities of a dog obedience club;
- while using a dog to drive cattle or stock on a road; or
- for any other purpose or event as the Council may determine.

The exemption may relate to a particular event or to a class of events and can be subject to any conditions.

Offences

The Table below indicates the offences, the maximum penalty for the offences and the prescribed amount in penalty units for infringement notices. Of note, for 2016-17, one penalty unit is equivalent to \$154, however, this value may change from year to year.

Offence	Maximum penalty in penalty units	Infringement notices (penalty units)
Keeping an unregistered dog in the Council area for three months or more	20	1
Failure to comply with a condition of registration of a dog	20	1
Failure to notify the Council of a change of address by the registered owner of a dog	20	1
Failure to notify the Council of a change of ownership of a registered dog by the person acquiring ownership	20	1
Keeping more dogs than the maximum number of dogs, or dogs of a class of dog, that may be kept on premises without a licence	20	1
Failure to comply with a condition of the licence	20	2
Keeping a dog in a dog restriction area where keeping the dog is prohibited	20	1
Bringing a dog into a dog restriction area where bringing the dog is prohibited	20	1
Failure by an owner to comply with a notice of the isolation of his/her impounded dog that is or is suspected of being diseased	20	Not applicable
Failure to comply with a condition of release of an impounded dog that is or is suspected of being diseased	20	Not applicable
Dog not properly contained when it is on the premises where it is usually kept	20	2
Dog at large	20	1
Intentionally and recklessly engaging in conduct that results in the owner of a dog being liable to prosecution for an offence against the By-laws (enticement)	20	Not applicable
Failure by an owner to ensure that his/her dog does not menace a person or animal	20	3
Failure by an owner to ensure that his/her dog does not attack a person or animal	20	6
Failure by an owner to ensure that his/her dog does not chase a vehicle	20	2
Failure by an owner to ensure that his/her dog, either by itself or in concert with other dogs, is not a nuisance	20	2
Abandoning a dog in the Council area	20	2
Intentionally obstructing a Council officer or employee of a contractor or subcontractor of the Council while he/she is acting in an official capacity	20	Not applicable
Intentionally giving misleading information, verbally or in a document, to a Council officer while he/she is acting in an official capacity	20	Not applicable

Agenda Item Number:	14.6
Report Title:	Naming of the Extension of Carruth Road
Meeting Date:	15/02/2017
Attachments:	Attachment A – Map of Road Extension

Purpose

The purpose of this report is to refer to Council a request for support to the NT Place Names Committee for the naming of an extension to Carruth Road, Girraween.

Summary

As part of a previous subdivision and road naming process, a portion of Carruth Road was left unnamed. The NT Place Name Committee requested comments from Council regarding a proposal to continue to utilise the name Carruth Road for this extension. It is recommended that Council resolve to support the naming of this road as proposed.

Recommendation

THAT Council

1. resolve to support naming the Public Road as shown on Attachment A as Carruth Road.
2. provide a letter of comment detailing the above resolution to support the naming of the road to the NT Place Names Committee.

Background and Discussion

The Place Names Committee was advised by Survey Land Records within the Department of Infrastructure, Planning and Logistics that a small section of public road depicted on the Survey Plan S.98/272A has not been named and should be named as an extension to Carruth Road. This section is shown on Attachment A.

Carruth Road was originally named in *Northern Territory Government Gazette* G44, 7 November 2001 and is to have its extension named to intersect with Hicks Road.

Carruth Road is named after Helen Carruth, an early NT Teacher who brought education to less fortunate children in the early 1900s and was the NT's longest serving teacher from 1903 to 1940.

Council's resolution of support would allow Survey Land Records to proceed with an application to the NT Place Names Committee for the formal naming of the road. The NT Place Names Committee would then carry out activities in accordance with the Place Names Act to name the new portion of road.

Links with Strategic Plan

1. Everything you need

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Community Engagement

Nil.

Recommending Officer:

David Kingston, Director Infrastructure and Operations

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

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NORTHERN
TERRITORY
GOVERNMENT

Department of Infrastructure, Planning and Logistics

Naming of Extension To Carruth Road Hundred of Bagot



CERTIFIED CORRECT :

C. L. Lang
SURVEYOR-GENERAL

20 December 2016
DATE



S2016/158

Council Report

Agenda Item Number:	14.7
Report Title:	Flooding Issue - Stockwell Road Blackmore
Meeting Date:	15 February 2017
Attachments:	Location Maps & Images

Purpose

To provide Council with information on the flooding issue at Stockwell Road, Blackmore and an associated Private Road and to propose a way forward.

Summary

Council has investigated complaints from residents along Stockwell Road and nearby Private Road, Blackmore about flooding of both roads. It is claimed by residents that the culvert under Stockwell Road, installed some years ago by Council, is undersized and is exacerbating flooding. Council has considered the solutions and proposes a limited maintenance program, until the culvert can be replaced as part of future capital works programs.

Recommendation

THAT Council

1. endorses the proposal to maintain Private Road on a case-by-case basis to rectify scour and other damage, to an approximate annual cost of up to \$50,000.
2. endorses that the process of deciding when and how to undertake limited response works is undertaken by Council's Department of Infrastructure with due consideration to existing operational works and budgetary constraints.
3. retains the right to cease undertaking any works on Private Road at any time, as the road is a private road and does not fall within the purview of Council responsibility.

Background

Across the latter part of 2016, Council staff met with two residents that utilise Stockwell Road, to hear and investigate concerns that the culvert installed by Council some years ago was undersized and was contributing to flooding of Stockwell Road and the nearby Private Road which runs perpendicular to Stockwell Road.

Private Road (which is also known as Walker Road) was constructed in or around the 1990s over ten private land axe-handles, in an arrangement that is known to occur in other locations in the Litchfield municipality. Private Road is therefore a privately-owned road and as such does not fall under the responsibility of Council. Council's internal policy LC29 was put into practice on 4 September 2012 and outlines which private roads Council has agreed to maintain. Private Road, Blackmore is not on the list of roads.

One resident of Private Road, Ms Susan Statham, had asked Council to consider upgrading the culvert under Stockwell Road to improve its flood protection and reduce the downstream flooding of Private Road, which she alleges has been exacerbated subsequent to Council's installation of the culvert. Stockwell Road is a local road under Council's responsibility.

Council has confirmed that the culvert met the standards of the day when it was installed, but since then Council's standards have tightened, making the culvert now undersized. Council sought engineering advice from a civil engineer, who has confirmed the inadequate size of the culvert and has proposed two solutions:

- Option 1 – Install 13no. 1200x1200 box culverts (approx. cost \$600K)
- Option 2 – Construct a floodway, install 7no. 1200x1200 box culverts and raise road intersection with Private Road (approx. cost \$400K)

The solutions and the associated costs have been considered and Council believes that further refinement of any engineering solution is required before any decision is taken to commence upgrade works, and that this refined solution may elevate the capital costs even higher.

The cost of all solutions is comparatively high and the works are not considered to be a high priority when compared against other road improvement works Council is considering across the municipality. Other road improvements are higher in priority due to a range of factors, including the current state of the road/drains, the number of affected residents, the likelihood of flooding and the potential for damage to assets from flooding. While Private Road services ten properties, only seven have structures and it is understood that six are considered "residential" in a daily/ongoing sense.

In further discussions with Ms Statham, it has been discussed that it may be satisfactory for residents, that instead of waiting some years for the culvert upgrade, that Council instead agree to undertake maintenance works on Stockwell Road and on Private Road. Council is already committed to maintaining Stockwell Road, which is a Council road in a road reserve. It is a point of contention with residents however, as to Council's responsibility to maintain Private Road, as Council has over the years occasionally undertaken some maintenance works such as grading and vegetation trimming, despite not being responsible for the road.

In light of the situation and the costs involved in bringing the culvert up to the required size, it is considered that a reasonable response may be to undertake some maintenance works on Private Road. However, should this occur, it would be made clear to stakeholders/residents that Council does not intend to take full and continued responsibility for the maintenance of the road. Rather, the scope of road maintenance works would be limited to rectification of scour and associated damage after flooding and high water flow events and the decision as to when and how the works are undertaken (for example – after every scour event or only after several events) would remain with Council's Infrastructure Department and likely not involve routine or seasonal maintenance such as drain maintenance, road surface resheeting, programmed grading works or the like.

Links with Strategic Plan

Priority # 1 – Everything You Need

Legislative and Policy Implications

Council's policy LC29 was put into practice on 4 September 2012 and outlines which private roads Council has agreed to maintain. Private Road, Blackmore is not on the list of roads and the policy does not outline any ramifications of Council choosing to undertake any type of maintenance works on roads not listed in the policy.

The roads included in the policy are:

Aaaa Road	No Name Road	Russ Road
Cooper Road	Notta Road	Sandy Road
Gullick Road	Pipeline Road	Some Road
Horsnell Road	Pipeline Road East	Swamp Road
Hughes Road	Radford Road	Thorburn Road
Ironwood Place 2	Ross Road	Old Bynoe Road

Since this policy was enforced in 2012, two roads have come off the list; Aaaa Road is an NTG road and Radford Road which is the responsibility of Palmerston City Council.

Risks

Council is not responsible for Private Road, which was constructed in or around the 1990s over ten private land axe-handles. Axe-handle roads occur in other locations in the Litchfield municipality and continue to be an issue for Council. As outlined to Councillors in previous briefings, we are engaging with the Lands Planning group within the Department for Infrastructure, Planning and Logistics about establishing an improved administrative process for Council take road reserves over private roads.

If Council decides to proceed with the proposal to undertake responsive maintenance works on a case-by-case basis to rectify scour and other damage this position will be clearly communicated in writing to affected residents. Specifically, that Council does not intend to take responsibility for the maintenance of Private Road on an ongoing basis and that any works undertaken by Council will be limited in scope and determined by the Infrastructure Department taking into consideration existing work schedules and budgetary constraints. Despite this, there remains a risk that Council is seen to be setting a precedent which other residents may seek to have applied to their private roads that are not listed in policy LC29.

Financial Implications

The annual cost to Council of rectifying occasional scour and damage is expected to be in the order of \$50,000.

Community Engagement

As outlined earlier in the report, Council met on-site in mid-November 2016 with two residents that utilise the eastern portion of Stockwell Road: Ms Susan Statham and Mr Lee Walker. Further phone conversations with Ms Statham occurred in the months leading up to now. It is anticipated that residents of six properties of the ten-property Private Road precinct utilise the road on a daily basis.

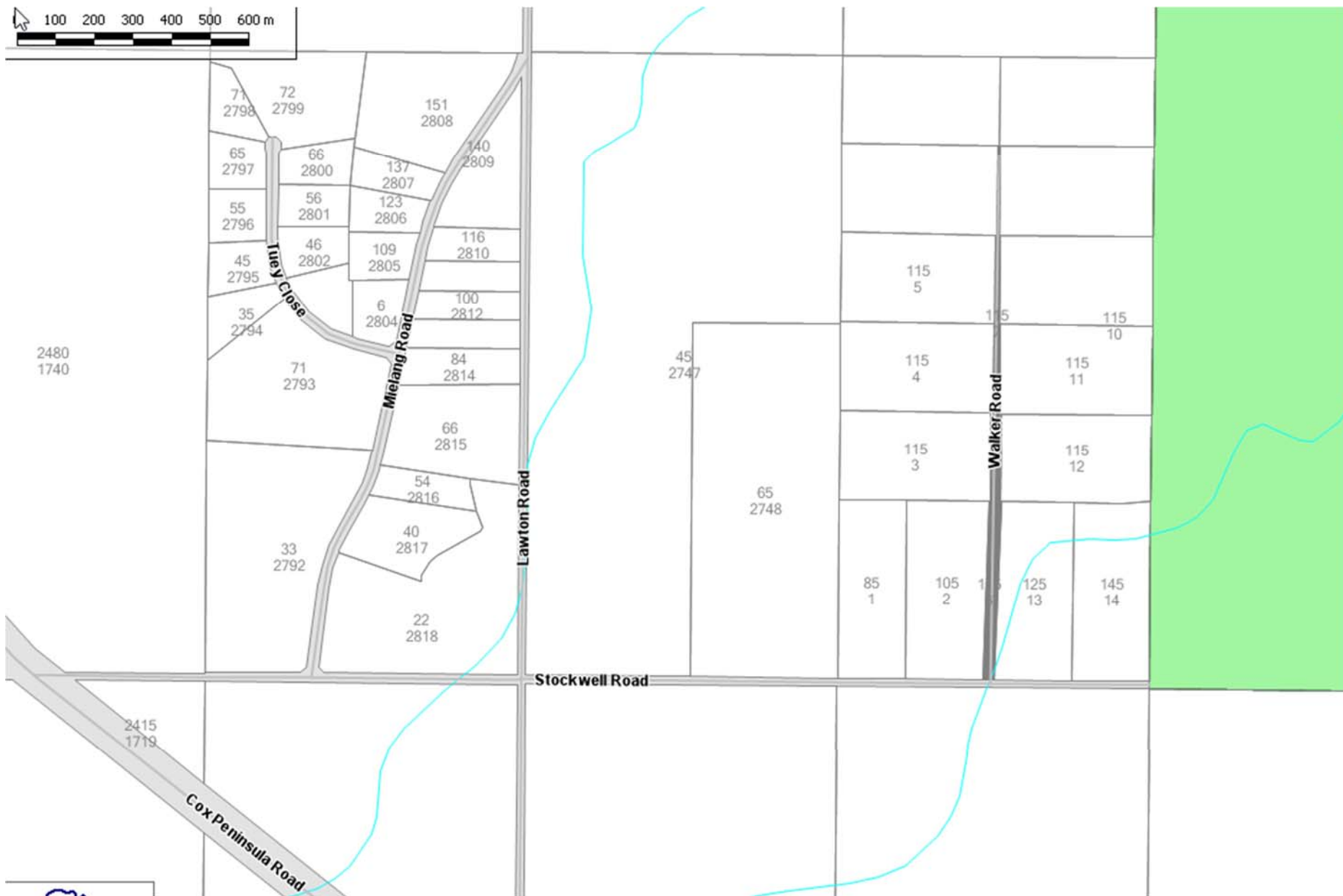
Recommending

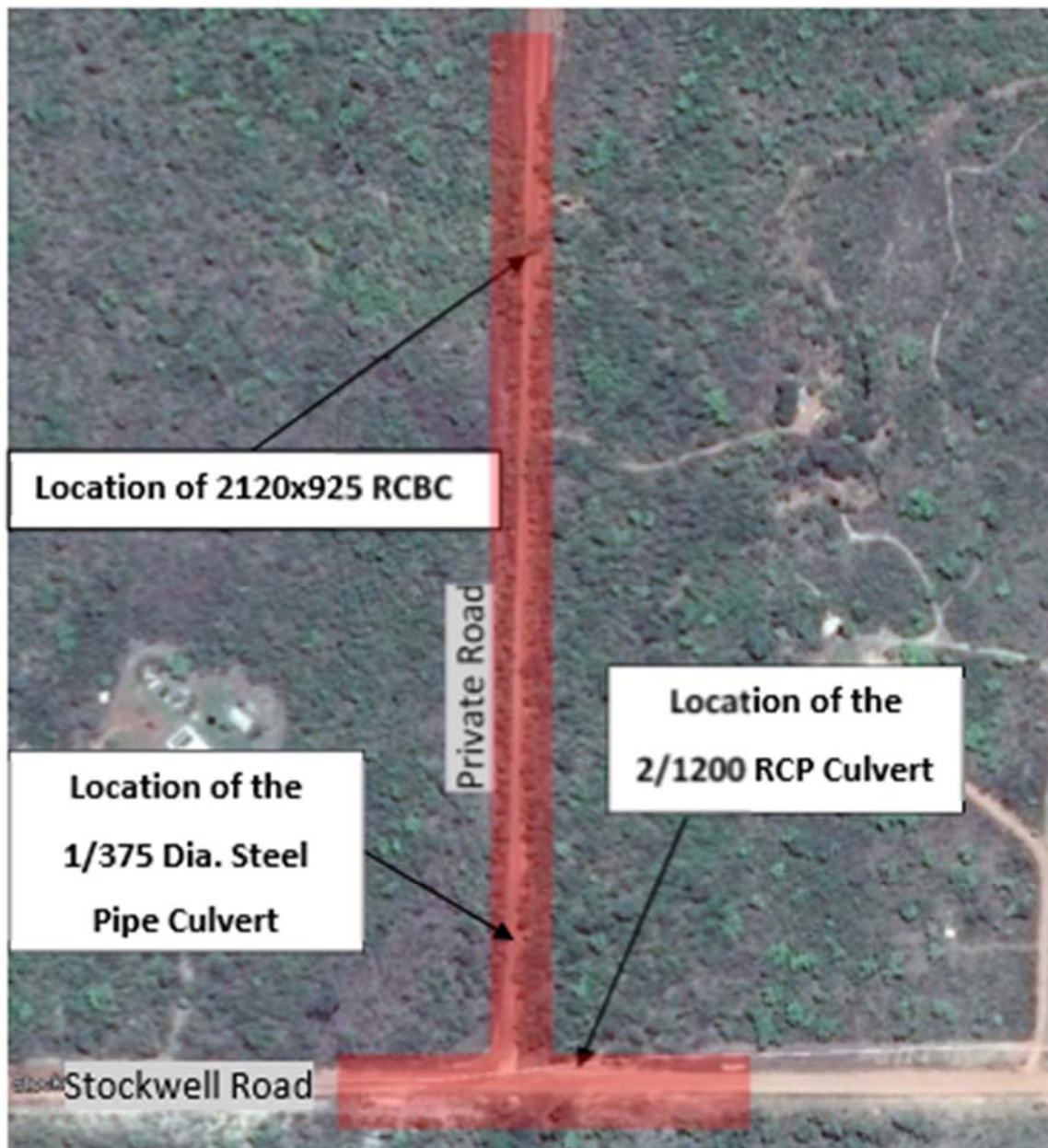
David Kingston, Director Infrastructure and Operations

Officer:

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Stockwell Road Culvert:

Upstream view

The figure shows the existing culvert consisting of 2/1200 RCPs with an approximate length of 9.9m. Both upstream and downstream headwalls are cast in-situ. There is rock protection around the inlet and outlet.



Stockwell Road Culvert:

Looking upstream

The culvert is not in-line with the creek and is installed perpendicular to the road direction.

Council Report

Agenda Item Number:	14.8
Report Title:	Update on 2016-17 Road Reseal Program
Meeting Date:	15 February 2017
Attachments:	Budget Statement

Purpose

To provide Council with the outcome of the 2016/17 Roads Reseals Program including expenditure against budget.

Summary

Council has now completed the 2016/17 Roads Reseals Program, as set out in the Municipal Plan 2016/2017, page 39. The Program is predominately funded from the annual grant Council receives from Federal Government Roads to Recovery (R2R) Program. It was completed with significant budgetary savings and overall there is an amount of \$713,136 unspent R2R funding which will be allocated to next year's road works.

Recommendation

THAT Council receive the report including Attachment A relating to the 2016-17 Road Reseals Program.

Background

Council has completed the 2016-17 Roads Reseals Program as set out in the Municipal Plan page 39. The Program was completed with a significant amount of budget savings achieved due to lower plant and labour prices available across the financial year, and is set out in Attachment A.

Some of the remaining funds were re-allocated to the Freds Pass Road intersection upgrade project, covering a budget shortfall, as explained to Council in December 2016. The remainder of funds comprising Roads to Recovery and Developer Contribution Fund are available to be re-allocated to the 2017-18 Capital Works Budget, which at this stage of the budget forecast cycle appears to consist of the \$726,430 re-allocated and \$864,717 to make a total forecast budget of \$1,591,147. These figures will be re-confirmed through the normal budget approval cycle.

Council also anticipates the prices available across the 2016-17 year will be broadly available for the coming financial year, but will eventually trend upwards as economic activity rises.

Links with Strategic Plan

Priority # 1 – Everything You Need

Legislative and Policy Implications

Developer Contribution Funds are allocated to expenditure on a regional basis to improve the locality in which the development is occurring. This helps to ensure that Council infrastructure

keeps pace with the increased demands arising from the development and the associated activity generated by it.

Council received \$7,929,143 R2R funding for a four-year period up to the 2018-19 financial year and has some freedom to allocate this across financial years.

Risks

Nil.

Financial Implications

The \$7,929,143 in R2R funding over the four years to FY18-19 was notionally spread across the period as follows:

FY 15-16	\$2,473,553
FY 16-17	\$2,861,440
FY 17-18	\$864,717
FY 18-19	\$864,717
Total	\$7,929,143

The 2016-17 Budget allocated \$2,624,128 for road reseals, with the remainder of R2R funding for the year allocated to other road improvement works.

The outcome of the 2016-17 reseals program was as follows:

	Budget	Actual	Variance
Roads to Recovery	\$2,624,128	\$1,480,847	\$841,309
Developer Contributions	\$ 301,971	\$ 288,677	\$ 13,294
Total	\$2,624,128	\$1,769,524	\$854,603

From the \$841,309 Roads to Recovery funds \$713,135 remains unspent in 2016-17.

Unspent R2R 2016-17 from Road Reseal Program	\$841,309
Additional costs Freds Pass Rd intersection	(\$234,170)
Savings Freds Pass Road Upgrade Shoulder Works	\$105,996
	\$ 713,136

Unspent Roads to Recovery funds of \$ 713,136 from 2016-17 will be referred to the 2017-18 budget development process. The unspent Developer Contributions budget allocation of \$13,294 will remain in the Developer Contributions Reserve.

Community Engagement

Nil.

**Recommending
Officer:**

David Kingston, Director Infrastructure and Operations

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Budget Expenditure Statement 2016-17 Road Reseals Program - Municipal Plan

	Budget	Actual	Variance
Freds Pass Road	\$ 151,974	\$ 74,688	\$ 77,286
Dowling Road	\$ 58,047	\$ 29,996	\$ 28,051
Phoebe Court	\$ 30,064	\$ 17,690	\$ 12,374
Morgan Road	\$ 62,144	\$ 52,158	\$ 9,986
Old Bynoe Road	\$ 48,813	\$ 43,255	\$ 5,558
Reedbeds Road	\$ 139,056	\$ 80,278	\$ 58,778
Thorngate Road	\$ 431,159	\$ 369,259	\$ 61,900
Trippe Road	\$ 269,753	\$ 146,711	\$ 123,042
Wallaby Holtze Road	\$ 117,779	\$ 101,641	\$ 16,138
Westall Road	\$ 117,449	\$ 53,433	\$ 64,016
Thorak Road	\$ 84,824	\$ 54,799	\$ 30,025
Koro Road	\$ 29,362	\$ 21,399	\$ 7,963
Stanley Road	\$ 38,563	\$ 29,625	\$ 8,938
Sunter Road	\$ 167,490	\$ 72,139	\$ 95,351
Trepang Road	\$ 72,166	\$ 66,978	\$ 5,188
Wagtail Court	\$ 30,276	\$ 25,625	\$ 4,651
Woodcote Crescent	\$ 154,241	\$ 90,798	\$ 63,443
Brahminy Road	\$ 94,155	\$ 85,594	\$ 8,561
Banker Road	\$ 59,091	\$ 47,603	\$ 11,488
Mira Road South	\$ 141,178	\$ 96,863	\$ 44,315
Sayer Road	\$ 69,418	\$ 26,866	\$ 42,552
Hayball Road	\$ 86,433	\$ 85,186	\$ 1,247
Corella Avenue	\$ 118,985	\$ 60,668	\$ 58,317
Gosport Road	\$ 25,136	\$ 12,237	\$ 12,899
Shrike Lane	\$ 26,572	\$ 24,036	\$ 2,536
TOTAL	\$ 2,624,128	\$ 1,769,525	\$ 854,603

Funds remaining 2016-17	\$ 854,603
less Developer Contribution Fund	\$ 13,294
sub-total	<u>\$ 841,309</u>
Less funds reallocated to Freds Pass Rd intersection	\$ 234,170
Add savings on Freds Pass Road Upgrade Shoulder Works	\$ 105,996
sub-total	<u>\$ 713,136</u>
Roads to Recovery - remainder available for 2017-18 budget	\$ 713,136
Developer Cont. Fund - remainder available for 2017-18 budget	\$ 13,294
Roads to Recovery - 2017-18 allocation	\$ 864,717
Proposed 2017-18 budget Road Reseals Program	<u>\$ 1,591,147</u>

Council Report

Agenda Item Number:	14.9
Report Title:	Roadwork Safety Upgrade - Stuart Highway Coolalinga
Meeting Date:	15 February 2017
Attachments:	Draft letter to Department of Infrastructure, Planning and Logistics

Purpose

To seek Council endorsement of the draft letter (attached) to be sent to Department of Infrastructure, Planning and Logistics expressing support for a timely completion of the temporary roadworks to improve safety of the Stuart Highway at Coolalinga.

Summary

The NT Government Department of Infrastructure, Planning and Logistics (DIPL) intends to modify the Stuart Highway at Coolalinga to improve road safety. A recent call for tenders for some temporary improvement works was put on hold to allow for a redesign to better meet local traffic needs. DIPL will re-issue the tender and expedite the works as soon as possible. DIPL is keen to engage with Council as a key stakeholder and would welcome any feedback Council has on the proposed works.

Recommendation

THAT Council endorse Attachment A, Council's draft letter to the Department of Infrastructure, Planning and Logistics.

Background

DIPL intends to modify the Stuart Highway at Coolalinga to improve road safety. The current arrangement allows traffic to enter, exit and cross the Stuart Highway north of the signalised intersection with Girraween Road and Henning Road. This unsignalised intersection with attached service roads has been in place for many years and serviced the local community prior to substantial development occurring at Coolalinga. However, the intersection was never intended to cater for the volume of local traffic that now exists and therefore requires modification.

DIPL has plans to close the intersection completely and introduce a new intersection several hundred metres to the north. Council understands that this work is around 12-18 months away.

As an interim safety measure, DIPL is proposing some modifications to the existing unsignalised intersection to improve its safety and function, and called for tenders in January 2017 to undertake the work. Tenders were subsequently put on hold to allow for some modifications to the interim design, following concerns raised by the retail and shopping area on the southwestern side of the highway (the Woolworths precinct). The concerns related to the prospect that traffic from the caravan park and service station and nearby shops would be more likely to use the shopping centre carpark to access southbound Stuart Highway, thereby creating more traffic and at higher speeds than is currently experienced through the carpark.

DIPL has confirmed to Council that a U-turn provision will now be included in the interim works to cater for southbound traffic meaning they would not need to use the shopping centre carpark. Once

the redesign is complete, the tender package will be re-released and the work will proceed with priority.

Litchfield Council is keen to see the interim works proceed in order to improve road safety and acknowledges that the eventual permanent solution will provide the long-term outcome that is needed for the Coolalinga precinct.

DIPL has confirmed that it is keen to remain close to Council through all aspects of the intersection upgrades and would welcome any feedback that Council has to offer. It is proposed that a letter be sent to DIPL expressing Council's support for both the interim and permanent upgrade works.

In working with DIPL Council will ensure that the upgrade works will be considered as part of the development of the Area Plan for the Coolalinga Rural Activity Centre being led by the NT Planning Commission.

Links with Strategic Plan

Priority # 2 – A Great Place to Live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Community Engagement

DIPL is undertaking community and stakeholder consultation for both the interim and permanent upgrade works. Council is one of a number of stakeholders.

Recommending Officer: David Kingston, Director Infrastructure and Operations

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

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

3 February 2017

Aftab Abro
Transport Infrastructure
Department of Infrastructure, Planning and Logistics
GPO Box 2520
Darwin NT 0801

Stuart Highway, Coolalinga – Intersection Upgrades

Thank you for providing Council with an update on Transport Infrastructure's plans for intersection upgrades along the Stuart Highway in the vicinity of Coolalinga.

Council notes concerns over the safety of the intersection along the Stuart Highway to the north of the signalised intersection with Girraween Road and Henning Road, which currently allows vehicles to cross the Stuart Highway from service road to service road on either side of the highway.

Council is aware that an initial tender released in January 2017 soliciting construction works to provide interim safety upgrades to this intersection was put on hold to allow for some modifications to the original intersection design. Council is also aware the Department of Infrastructure, Planning and Logistics continues to plan for a long-term solution for road and intersection design in the Coolalinga area.

Council is keen to see the proposed interim works proceed in order to improve road safety and acknowledges that the eventual permanent solution will provide the long-term outcome that is needed for the Coolalinga precinct. For the interim works, Council is eager for the upgrades to be completed as soon as is practicable.

Council supports the Department's work on this important project and looks forward to its prompt conclusion.

If you require any further discussion in relation to this matter, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully

David Kingston
Director Infrastructure and Operations

Council Report

Agenda Item Number:	14.10
Report Title:	Policy Review – EM05 Elected Member Benefits and Support
Meeting Date:	15/02/2017
Attachments:	EM05 Elected Member Benefits and Support

Purpose

This report presents for Council's adoption an updated Elected Member Benefits and Support Policy (EM05 Elected Member Benefits and Support).

Summary

EM05 Elected Member Benefits and Support Policy was adopted by Council on 12 December 2015. The Policy has been updated to provide greater clarity regarding professional development allowances available to Elected Members. Additions and updated items are highlighted in yellow.

A duplicate policy (LC27 Elected Member Allowances and Benefits) is recommended to be rescinded.

Recommendation

THAT Council

1. adopt the updated EM05 Elected Member Benefits and Support Policy
2. rescind LC27 Elected Member Allowances and Benefits

Background

The *Local Government Act* of the Northern Territory and associated Regulations, Guidelines and General Instructions provide guidance for the payment of allowances and other support for Elected Members to effectively discharge their duties.

The EM05 Elected Member Benefits and Support Policy provides further guidance for the Elected Members of Litchfield Council. Specifically, the Policy now provides greater detail as to guidelines, requirements, and processes for accessing professional development allowances by Litchfield Council Elected Members.

In the process of updating EM05, a duplicate policy (LC27 Elected Member Allowances and Benefits) was discovered. To avoid confusion, LC27 is recommended to be rescinded.

An opportunity to review this Policy will be made to Elected Members immediately following the next Local Government Elections in August 2017.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

This Policy is a requirement of Local Government Ministerial Guideline Number 2.

Risks

This Policy provides for transparency and creates confidence in Council's processes. The updated Policy minimises the risk of inappropriate claims by providing clarity to Elected Members.

Financial Implications

Elected Member Allowances are set by the Minister each year and provided for annually in the Council budget.

Community Engagement

It is a legislative requirement to provide Elected Members with allowances and support, with amounts capped as per Local Government Ministerial Guideline Number 2.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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



Name	EM05 Elected Member Benefits and Support
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/02/2017
Review Date	20/09/2017
Document ID	LITCHFIELD-1844278000-1

1. Policy Purpose

Litchfield Council is committed to ensuring Elected Members are provided with the support necessary for them to effectively carry out their roles in Council.

Pursuant to Section 71 and 72 of the Local Government Act 2008 (as amended) and the Local Government Ministerial Guidelines, this Policy clarifies the Allowances and Expenses to be paid to Elected Member, Professional Development and Council Approved Activities and travel.

2. Principles

This policy applies to Litchfield Council Elected Members

3. Policy Definitions

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

Allowances	Allowances provided in compensation to Elected Members in consideration of the time and effort spent in their roles on Council.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Councillor.

4. Policy Statement

4.1. Elected Member Allowances

4.1.1. A Base Allowance is paid to Elected Members to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas;

4.1.2. An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member;

4.1.3. Professional Development Allowance

4.1.3.1. An allowance payable to Elected Members to attend appropriate and relevant conferences or training courses which sustain a member's professional competence by keeping the member informed of, and able to comply with, development in professional standards applicable to their role as an Elected Member. Any such

course/conference must have approval and be in line with Council policy in order to attract this allowance.

I. This allowance is available to all Elected Members.

II. The professional development allowances may be claimed multiple times each year, but the total of those claims must not exceed the amount specified in the Local Government Municipal Guidelines.

III. The professional development allowance is to be used to cover the cost of travel to the course/conference, course/conference fees, meals and accommodation for the duration of the course/conference.

IV. Claims must be made using approved forms.

V. Only approved course/conferences that are in line with Council policy attract professional development allowances (payable for each day of attendance).

4.1.3.2. Pursuant to Section 2, 6 (e) of the Local Government Act Ministerial Guideline 2, use of the Professional Development Allowance must be approved by the Chief Executive Officer, prior to attendance at a professional development activity.

4.1.3.3. In accordance with Section 71(5) of the Local Government Act 2008 (as amended), these allowances will not be paid in advance except for course fees, conference registration costs, travel and accommodation which will be paid for by the Council to the provider of the relevant service in advance of attendance at the approved activity

4.1.4. Extra Meeting allowance

4.1.4.1. For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.

4.1.4.2. For other Elected Members this allowance is paid only after an approved claim has been made

4.1.4.3. The amount of the extra meeting allowance is determined by Council resolution, and is subject to the maximum payable amount set by the Minister.

4.1.4.4. In accordance with Section 2 (1) of the Local Government Act 2008 Ministerial Guideline No. 2, only the following meetings will attract the allowance: -

I. Council Committee Meetings;

II. Special Meetings of Council;

III. Special Meetings of Council Committees;

IV. Council Advisory / Reference Group Meetings;

V. Council workshops or briefings;

VI. Meetings of external agencies or organisations to which Council has formally appointed an Elected Member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;

4.1.5. Allowances are set annually by Council as part of budget deliberations.

- 4.1.6. Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.
- 4.1.7. Where an Elected Member is acting as Mayor in the absence of the Mayor for a period of less than 7 days, no compensation will be paid. Where the period is 7 days or longer, the acting Mayor will be paid 100% of the Mayoral Base Allowance instead of their normal base allowance for that period.

4.2. Elected Member Benefits

- 4.2.1. In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:
 - I. A laptop and printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense;
 - II. A Litchfield Council email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities;
 - III. An Elected Members Portal with dedicated access to Council business papers;
 - IV. A \$50 per month credit towards their independent provision of (fixed or mobile) internet access.
- 4.2.2. All ICT equipment remains the property of Litchfield Council. Elected Members have full private use. Support provided by Council will be on a "return to Council" basis, with Council IT support staff not being responsible to attend private residences.
- 4.2.3. Elected Members shall be provisioned with business cards and name badges for their use.
- 4.2.4. Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.
- 4.2.5. Use of Council's photocopying facilities for official business is available for Elected Members through prior notice to the Executive Assistant to the Mayor and CEO. Circulars, publications or election material are specifically excluded from this benefit.
- 4.2.6. Elected Members will be reimbursed for attendance at all Council endorsed meetings to a maximum of \$85 to cover child care costs associated with their participation. Reimbursement is subject to receipts being provided and are on a per Member rather than per child basis.
- 4.2.7. For any Elected Member with a disability, Council may resolve to provide reasonable additional facilities and expenses in order to allow that Member to perform their civic duties.
- 4.2.8. Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.9 Miscellaneous

- I. A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals.
- II. A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

4.2.10 Mayoral Benefits

In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- Mobile Phone;
- An office and administrative and secretarial assistance for official use only;
- Reimbursement for costs associated with attendance and participation at official functions where Council is represented;
- A fully maintained Council vehicle with a purchase price of no more than \$45,000 ex GST with limited private use within 300km of Council, and subject to conditions set out in Council's HR08 Motor Vehicle Policy.

4.2.11 Elected Members are not provided with stationary, mobile phones, uniforms or any other materials not provided for within this Policy. These can be purchased at the discretion of Elected Members themselves.

4.3. Elected Member Travel

- 4.3.1. Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2. Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3. Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4. Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5. Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.4. Insurance

- 4.4.1. Elected Members will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:
 - I. Personal Injury whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate Services.
 - II. Professional Indemnity and Public Liability
 - III. Use of private motor vehicle whilst on Council business

4.5. Legal Assistance

4.5.1. Legal assistance shall be provided to Elected Members in the event of an enquiry, investigation or hearing into the conduct of an Elected Member by:

- I. The office of the Ombudsman
- II. The Police
- III. The Director of Public Prosecutions

4.5.2. Legal assistance will be provided to Elected Members in respect of legal proceedings being taken by or against an Elected Member, arising out of or in connection with the Elected Member's performance of his or her civic duties or exercise of his or her functions as an Elected Member.

4.5.3. Council shall reimburse such Elected Member, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

4.5.4. All legal assistance will be provided subject to the following conditions:

- I. The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Elected Member on any basis;
- II. The enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Elected Member;
- III. The amount of such reimbursement is limited to the equivalent of the fees being charged by Council's solicitors.

4.5.5. Legal Advice

- I. Legal advice shall be made available on Conflict of Interest provisions subject to the following procedure:
- II. On receipt of a written enquiry received in good time before the relevant meeting seeking an interpretation of the Conflict of Interest provisions, the CEO is authorised to seek legal opinion from Council's solicitors as to the nature and extent of interest and the application of the legislative provisions;
- III. Legal advice provided to one Elected Member under this provision is to be made available to all Members;
- IV. The Elected Member initiating the enquiry agrees to be bound by the contents thereof.

4.6. Gifts and Benefits Received by Elected Members

4.6.1. Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50, Elected Members will immediately inform in writing the Chief Executive Officer with regards to the following:

- I. The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;
- II. The value of the gift or benefit;
- III. How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, or reject.

- 4.6.2. The Chief Executive Officer will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to Elected Members.

5. Associated Documents

Litchfield Council Policies

6. References and Related Legislation

Northern Territory Local Government Act, Regulations Ministerial Guidelines and General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
3/2/2017	Updated with professional development allowance, LC27 rescinded as a duplicate
14/12/2015	Policy adopted

Council Report

Agenda Item Number:	14.11
Report Title:	PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot
Meeting Date:	15/02/2017
Attachments:	Attachment A: Development Application PA2016/0076. Attachment B: Council's letter of comment for PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot.

Purpose

The purpose of this report is to provide a summary and assessment to Council of a significant development application within the municipality and for Council to note the comments on that application to Development Assessment Services.

Summary

PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot, was originally placed on public exhibition in February 2016. The application has provided amended information in relation to the application that revises the description of the application to 15 x 1 and 33 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking. Council has provided amended comments based on that updated information. The entire application, including original and amended plans is provided in Attachment A.

The application is for multiple dwellings, which requires an application.

The report also presents for Council endorsement the Letter of Comment on PA2016/0076 provided to the consent authority on 3 February 2017, included as Attachment B.

This report concludes that Council should not support the application as it continues to exceed the setback and density requirements of the NT Planning Scheme and there is limited permeable landscaping on the site; additional information is also required prior to providing approval for the Traffic Impact Assessment for the site.

Recommendations

THAT Council

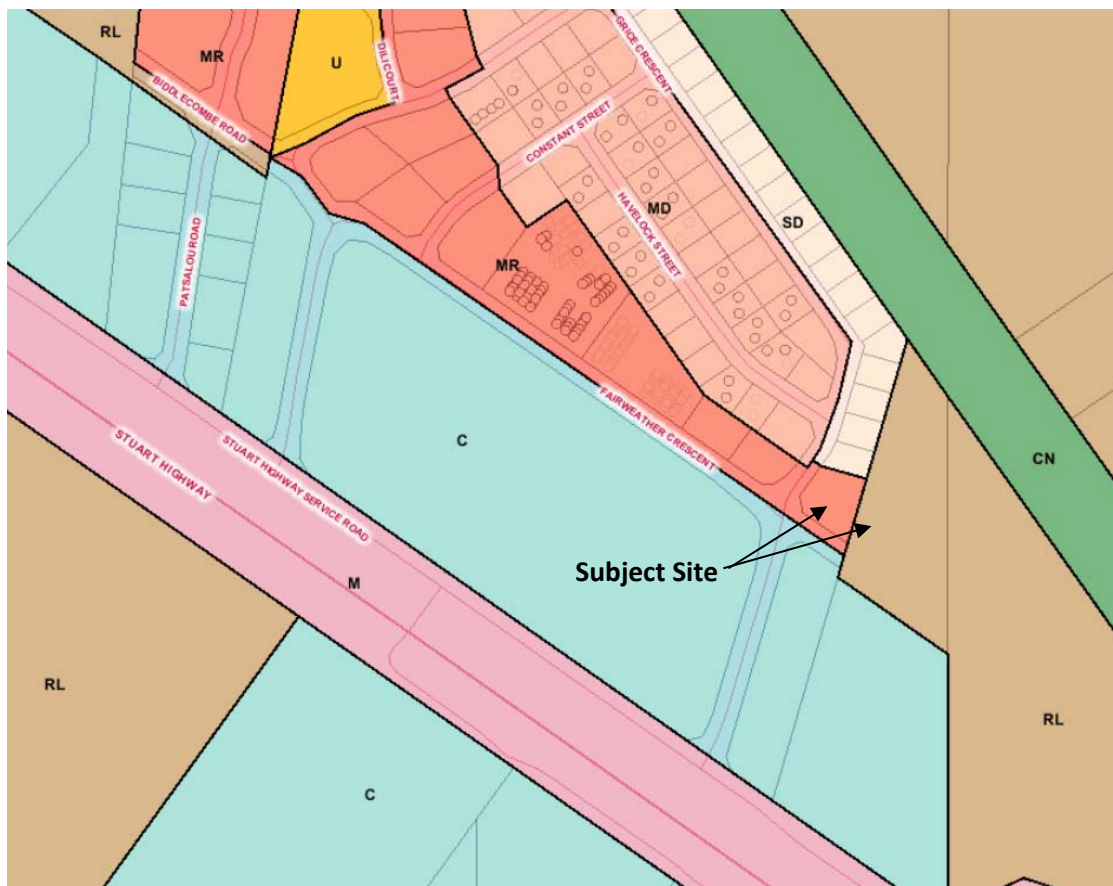
1. Receive this report on PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot.
2. Notes for information the responses provided to Development Assessment Services within Attachments A.

Background

Site and Surrounds

The subject site is Lot 6514 and Lot 6515 (35 & 3) Fairweather Crescent, Coolalinga. Lot 6514 is 1,430m² in size and Lot 6515 is 1,530m² in size. Both lots are located in Zone MR (Medium Density Residential).

Sites to the west of the subject sites along Fairweather Crescent and to east across Grice Crescent are also located in Zone MR (Medium Density Residential). Sites to the north are located in Zone MD (Multiple Dwelling Residential). Sites to the south of the subject site are located in Zone C (Commercial) and are to be developed as part of the new Coolalinga commercial precinct. The site is approximately 250m from the Stuart Highway.



Source: NT Atlas and Spatial Directory

Site Development History

The subject site was rezoned from Zone (RL) Rural Living to Zone MR (Medium Density Residential) in 2010 as part of a larger rezoning that introduced an Area Plan and Planning Principles for the Coolalinga area.

This application was placed on public exhibition in February 2016 and Council provided comments on that submission. Some revised information was provided to Council in March 2016 and additional comments were submitted in April 2016. The application went to a Development Consent Authority (DCA) meeting in April 2016 and the DCA issued a deferral notice that required:

- support from Power and Water Corporation as to the capacity of the subject wastewater treatment plant,
- amended plans providing greater compliance with the NT Planning Scheme, particularly in terms of density and communal open space requirements, as well as some changes to building design, and
- a Traffic Impact Assessment.

The applicant provided additional information regarding the above areas in December 2016 and February 2017, which was reviewed and additional comments were provided on this application in February 2017.

The original application proposed 48 two-bedroom dwellings and the revised application proposes 15 one-bedroom dwellings and 33 two-bedroom dwellings.

The original application provided a small grassed communal open space area at ground level and communal open space on each upper level in the form of walkways and tiled areas with tables and chairs directly outside the entries to units. The revised application provides an expanded area of communal open space on the ground level that includes a grassed area, pool, playground, and bbq area at ground level, some of which is undercover.

The amended information included a Traffic Impact Assessment and appropriate confirmation from Power and Water Corporation as required.

Current Proposal

The current application proposes a single four storey building to be spread across both sites, with a full basement level for car parking also across both sites. The revised proposal is for 15 one-bedroom dwellings and 33 two-bedroom dwellings, with 97 car parking spaces. The application proposes two driveway accesses to the site, one off of Grice Crescent to access the underground car parking and one off Fairweather Crescent to access 20 ground level spaces.

The application provides nine ground level units with direct access to ground level outdoor space. Pool fencing of 1.2m in height is proposed to screen the ground level private open spaces while 1.8m high colour bond fencing is proposed around the northern and western sides of the site, where the sites

border adjacent residential lots. Grassed areas and planter boxes are proposed for the Grice Crescent and Fairweather Crescent frontages outside of the private open space areas.

Application Assessment

The application meets the height requirements and private open space requirements of the NT Planning Scheme. The revised design providing the pool, playground, and bbq seating areas also brings the application into compliance with the requirements for communal open space.

The overall size of the two lots combined is 2,960m². Under the density provisions in the NT Planning Scheme, the site's allowable density is for 34 one or two-bedroom dwellings. As the application is for 48 one or two-bedroom dwellings, the application is requesting a variation for 14 dwellings over the allowable density. This change is an increase of 41% over the allowable density for the site. It is noted that the revised application has dropped the number of bedrooms on the site from 96 to 81.

The application provides the required car parking for 48 dwellings. Council requires additional information within the Traffic Impact Assessment prior to making a final judgement on whether the proposed traffic, parking, and access arrangements are suitable for the subject site.

The application does not meet the setback requirements of the NT Planning Scheme as the NT Planning Scheme requires additional setbacks for buildings over 18m in length, with a maximum required setback of 10.5m. Of primary concern is the setback to the northern side boundary, which is required to be 10.5m but is only 1.7m to the stairwell and storage rooms on ground level and 3m to habitable rooms and walkways on the all levels.

The application exceeds the setback required by the NT Planning Scheme for habitable rooms and walkways on the northern side boundary by 7.5m for over half of the building's length and by 4m and 5m for the remaining building length on this side. This situation results in a four storey structure quite closely overlooking the backyards of two single storey duplex developments. The existing structures on the lots bordering this side of the subject sites are located approximately 3m to 4m from the subject boundary, thus leaving only approximately 7m separating the four storey structure from the one storey dwellings. While noting that the proposed new structure is proposing walkways along the majority of this frontage, there are concerns about overlooking and overshadowing for these existing dwellings.

While the application technically meets the requirements for landscaping, it is noted that most of the landscaping is artificial turf rather than permeable plantings. Due to the underground basement parking across the majority of the site, it is difficult for the site to include many permeable (live) planting areas.

The revised application has improved upon the building design and has provided screening to utility features such as air-conditioning units.

While the revised information provided is a significant improvement over the original application, there continue to be concerns over the setbacks and density for the site. Should the number of bedrooms and density provided be reduced, there could potentially be additional gains in setback distances for the northern side boundary as well as a lowered car parking requirements that may allow for a reduced basement car park that subsequently creates space for additional permeable open space areas on the site.

Conclusion

It is recommended that Council not support the application as it continues to exceed the setback and density requirements of the NT Planning Scheme and there is limited permeable landscaping on the site; additional information is also required prior to providing approval for the Traffic Impact Assessment for the site.

Links with Strategic Plan

2. A great place to live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Recommending Officer: David Kingston, Director Infrastructure and Operations

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

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

3 February 2017

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

RE: Letter of Comment Development Application

PA2016/0076

**Section 6514 and 6515 (35 and 31) Fairweather Crescent, Coolalinga, Hundred of Bagot
48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking**

Thank you for the additional information in relation this Development Application referred to this office on 12/20/2016, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support the granting of a Development Permit for the following reasons:

- a) The application exceeds the setback required by the NT Planning Scheme for habitable rooms and walkways on the northern side boundary by 7.5m for over half of the building's length and by 4m and 5m for the remaining building length on this side. This situation results in a four storey structure quite closely overlooking the backyards of two single storey duplex developments. The existing structures on the lots bordering this side of the subject sites are located approximately 3m to 4m from the subject boundary, thus leaving only approximately 7m separating the four storey structure from the one storey dwellings. While noting that the proposed new structure is proposing walkways along the majority of this frontage, Council does have concerns about overlooking and overshadowing for these existing dwellings.
- b) There is a significant improvement in the amount and quality of both communal open space and landscaping provided in the most current plans as opposed to plans from March 2016. However, Council notes that the majority of the open space area and landscaped area is covered in artificial turf, rather than permeable planting. Council recognises the potential difficulty in the provision of viable planting with the full basement car park and considers that more specific information could be provided in terms of a more extensive landscaping proposal for live species on the site.
- c) The current proposal drops the overall number of bedrooms for the site from 96 to 81 but does not decrease the overall number of units (48) and thus the overall dwelling density as defined under the NT Planning Scheme requirements. Therefore, the development remains over density for the subject site. Council notes that should the

number of bedrooms and density provided be reduced, there could potentially be additional gains in setback distances for the northern side boundary as well as a lowered car parking requirements that may allow for a reduced basement car park that subsequently creates space for additional permeable open space areas on the site.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
 - ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.
- b) Litchfield Council requires a Traffic Management Plan for the construction phase of the development to the satisfaction of the Director Infrastructure and Operations, Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.
- c) Litchfield Council requires a comprehensive Traffic Impact Assessment Report, to be prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

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

The report should undertake a SIDRA analysis of the Grice Crescent and Fairweather Crescent intersection to ensure that an appropriate Level of Service is maintained at this juncture.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and

discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.

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

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

PA2016/0076 – Application Material Provided February 2016

Concept designs

residential, industrial, commercial design and project management

Suite 20/56 Marina Blvd Cullen Bay NT

ABN : 92 325 130 307

01/02/16

NT Consent Authority

APPLICATION FOR PROPOSED 48X2 bedroom multiple dwellings in one four storey plus basement building

Statement of effect

The site location;

Lots 6514 & 6515 Fairweather Crescent Hundred of Bagot

46(3)a

The current zoning of the proposed site is MR in which we have adhered to with respect to its relevant clauses of the planning scheme.

46(3)b

Not applicable

46(3)c

Not applicable

46(3)d

We have endeavored to provide a development which will have improved impact to adjoining sites & to streetscape, we have provided 48 new dwellings by the way of one four storey building with much articulation to all sides .. The opportunity to provide such a development is in keeping with the surrounding developments .

46(3)e

The said land is relatively flat & well suited for this style of development

46(3)f & g

The proposal is at lots 6514 & 6515 Fairweather Crescent the said site is across the road from a shopping complex currently under construction & amongst other similar zoned properties.

The site is also within walking distance to restaurant , convenient shop bus stop

The said site has access to major arterial roads (Stuart Highway)

46(3)h & j

We feel that this development is an improvement on the amenity of the area by providing a new & interesting building to the area.

1 Feb 2016`

NT Consent Authority

APPLICATION FOR

PROPOSED 48 X 2 BEDROOM MULTIPLE DWELLINGS IN A FOUR STOREY BUILDING PLUS BASEMENT ON LOTS 6514 & 6515 HUNDRED OF BAGOT ZONED MR.

Relevant Clauses pursuant to the NT Planning Scheme; 6.5.1, 7.1, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8

The site location;

Lots 6514 & 6515 Fairweather Crescent, Hundred Of Bagot

Site Area;

Lot 6514 1430sqm

Lot 6515 1530sqm

Total combined 2960sqm

Clause 6.5.1; Vehicle Parking Requirements - Complies

Require 2 parking bays per dwelling

This proposal has 48 multiple dwellings requiring **96** parking bays

We have provided 96 car parks

The surface of the driveways shall be concrete.

All vehicles are able to enter and exit from the site in first gear.

Complies

Clause 7.1 Residential Density and Height Limitations.

Residential Density

The provisions of this clause in accordance with a 'four storey' building allows for density of **35 (34.82)** two-bedroom units in four storey's above ground level.

We are respectfully requesting that the Authority consider allowing a variation to this clause in relation to density two bedroom dwellings. We believe the site can accommodate our proposal without any negative impact on amenity to either this proposal or any adjoining properties.

We propose to provide a new 4 storey building plus basement car-parking, the building has been orientated in such away that it predominantly faces south west & north east , access to the site is via two driveways one on Grice Crescent allowing access to the basement and the other driveway being accessed from Fairweather Crescent

We have also landscaping space in excess of that is required (refer below), as well as achieving the required communal open space with its minimum dimensions.

Private open space has also been adhered to as noted in the Planning Scheme (balconies ranging from 12sqm up to 14sqm) all in excess of the 12sqm for the 'upper levels. Private open space for the ground level dwellings also are compliant in area & dimensions.

The proposal has managed to adhere/comply with the majority of the relevant clauses.

We believe that the said site is well suited to this proposal & that we have been able to demonstrate this through good design.

Height Limitation - Complies

We propose to provide a new building in four storey's plus basement, which is in keeping with the relevant clause for Zone MR. The building has been designed to hide the majority of carparks by adding the basement

Clause 7.3 Building Setbacks of Residential Buildings

Primary street setback	require	7.5m	provided	7.6 up to 14.1m
Second Street setback	require	2.5m	provided	6.6m up to 9.5 m
North West Side boundary	require	1.5m	provided	3.1m up to 3.5 m
North East	require	1.5m	provided	3.0m up to 5.7 m

Clause 7.3.1 Building Setbacks of residential buildings longer than 18m

Primary street setback	require	10.5m	provided	7.6 up to 14.1m
Second Street setback	require	3.18m	provided	6.6m up to 9.5 m
North West Side boundary	require	2.18m	provided	3.1m up to 3.5 m
North East	require	10.5m	provided	3.0m up to 5.7 m

Although the above Primary street & North East setbacks are non compliant when applying the '18m' clause , we have been able to articulate the proposal in such a way that there is no continuous wall greater in length than 11.6m. By articulating the building in this way only a portion of the building encroaches into this setback. Due to being able to provide varying setbacks & facades we feel that we have been able to achieve the intent of this clause.

Clause 7.5 Private Open Space - Complies

As previously indicated we require at ground level 45sqm inclusive of a minimum dimension of 5mx5m. We have provided private open space to the ground level dwellings ranging from 49sqm up to 89sqm well in excess of what is required.

A minimum of 12sqm of private open space per dwelling has been provide to all other dwellings above ground level.

Complies

Clause 7.6 Communal Open Space - Complies

There is approx 479sqm of communal open space with the minimum dimension requirement, approx 16% of site area. The proposed development also has an additional 300sqm of 'communal open space' with a minimum dimension of 3.8m which would totals 26% when added together.

Complies

Clause 7.7 Landscaping – Complies

There is approx 1422sqm of landscaping, approx 48% of site area. Well in excess of the required amount.

Complies

Clause 7.8 Building Design

1. We believe this proposal to be site responsive as this proposal is situated across the road from the shopping complex currently under construction We have also taken care as to avoid any undue overlooking into adjacent sites by way of orientating our balconies towards the South West (Fairweather crescent) where we do not have neighbors.

2. Build Design

A the said site is shaped in such a way that the building will get morning sun along this Eastern part of the building, however by the use of awnings both horizontal protrusions & vertical shading slats, we have been able to keep direct sunlight to the walls to a minimum. This has also been achieved by the way we have orientated the balconies to each unit providing expansive cover to all the living areas, protecting them from direct sunlight.

B By varying the wall lengths of the building along the South West boundary we have managed to provide varying setbacks & articulate this side of the building. All other sides of this building have been greatly articulated considerably reducing massing.

C All air conditioners are located for easy access as well as screened from public view

D All service ducts will be concealed

E we feel that we have managed to avoid any undue overlooking through good design & the use of privacy screens

F We have endeavored to orientate our bedrooms in such away as to minimize noise transfer from outside sources.

H This development is situated within a 'smaller' subdivision of Coolalinga & not within any flight paths, therefore we don't envisage noise & traffic to be an issue

I Balance of visual & acoustic privacy has been achieved through the use of 'shade screens' & the design of the building in terms of orientation of private open space,

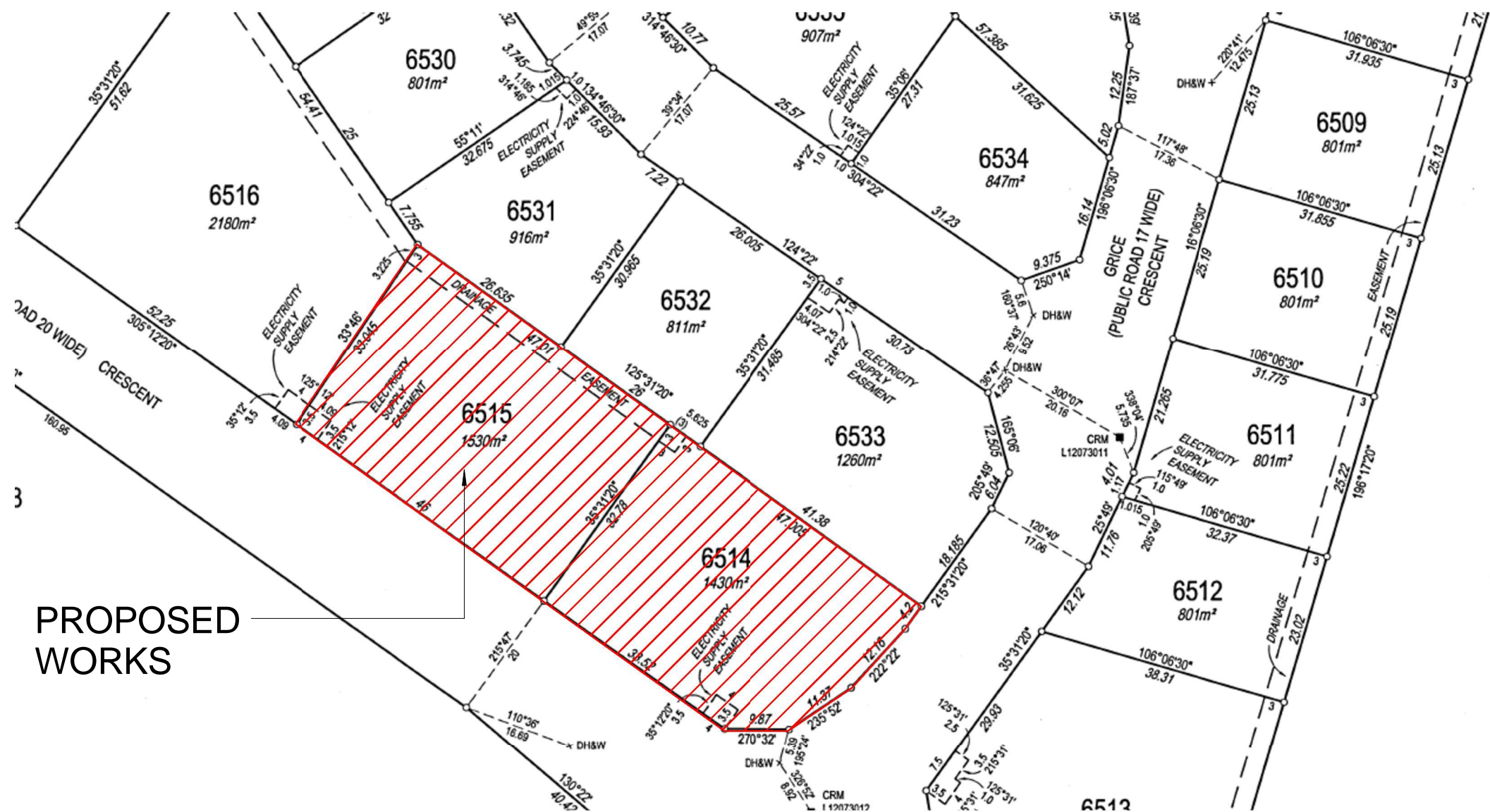
J By only having dwelling to either side & allows us to place windows to the front & rear of each unit allowing for cross-flow through the dwelling when opening these windows.

K The use if any, of reflective materials, has been kept to a minimum other than the glazing no reflective material has been nominated for use on the building.

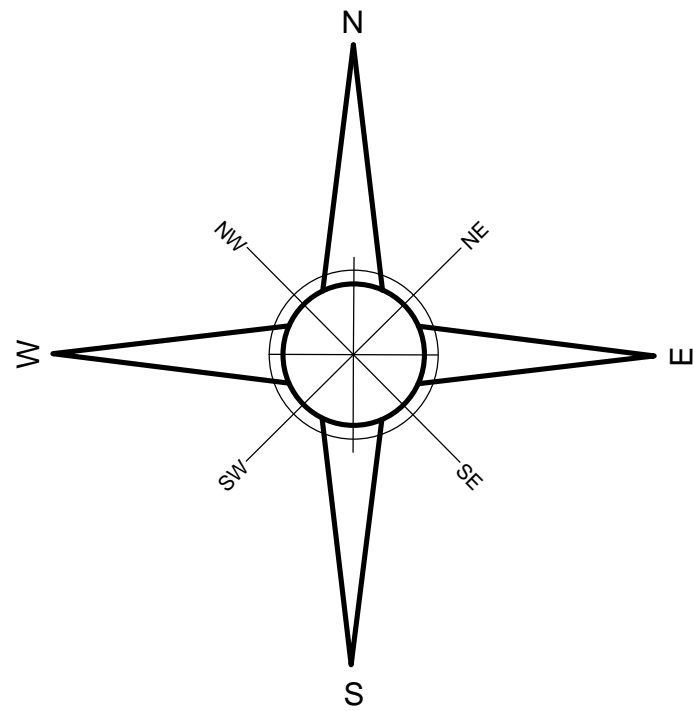
L All balconies will be drained internally so as to avoid any unsightly staining along balcony ledges.



Proposed 48 x 2 Bedrooms Apartments in a Single 4-Storey Building,
Basement Carpark, Lot 6514 & 6515, Hundred of Bagot



LOCALITY PLAN



Drawing List	
Sheet Number	Sheet Name
A100	Cover Page
A101	Site Plans
A102	Site Plans
A103	Elevations
A104	Section / Unit Layout
A105	Landscape / Stormwater
A106	Communal Open Space / Landscaping



ISSUE	REVISION	DATE
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GPO Box 3493 Darwin NT 0801

Project
Lots 6514 & 6515, Fairweather Crescent,
Coolalinga

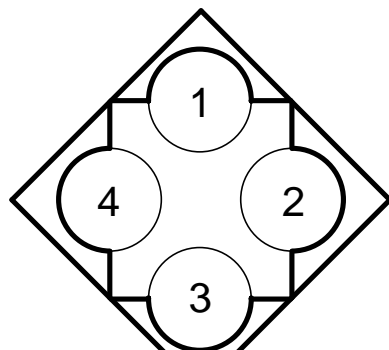
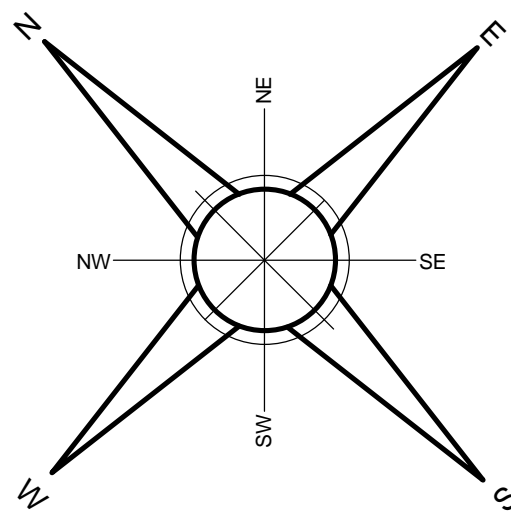
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TBA

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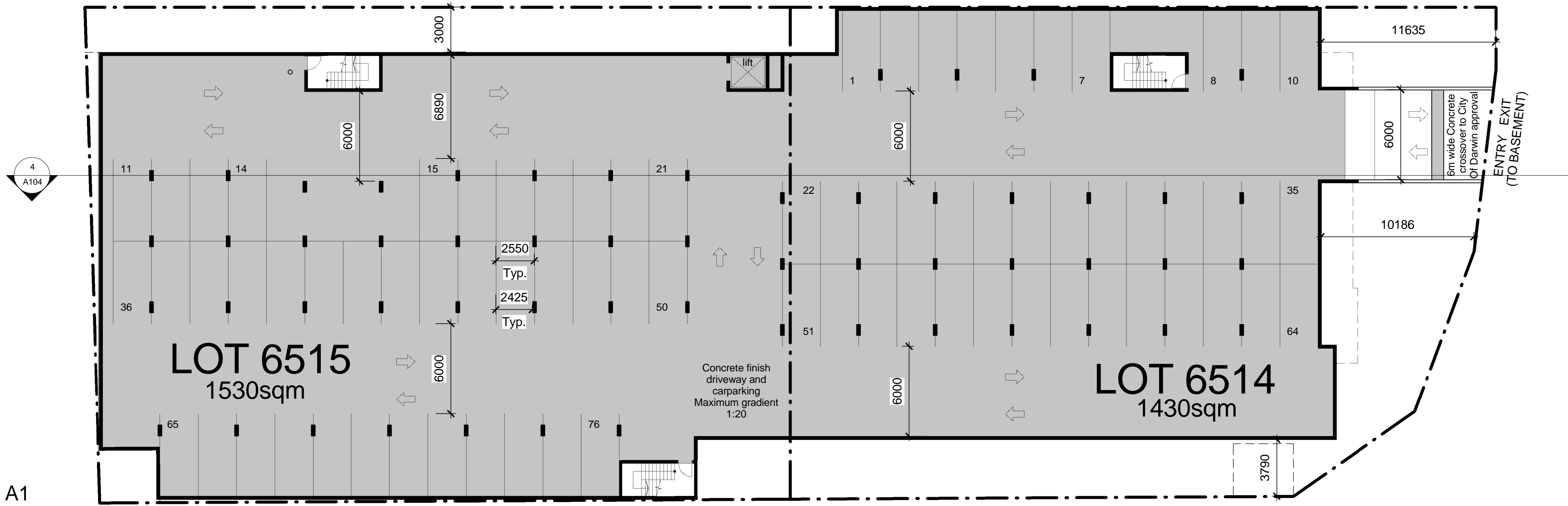
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As indicated	JR	05/02/16
Project number	Sheet Size	
16006VAZ	A1	

Sheet Number
A100

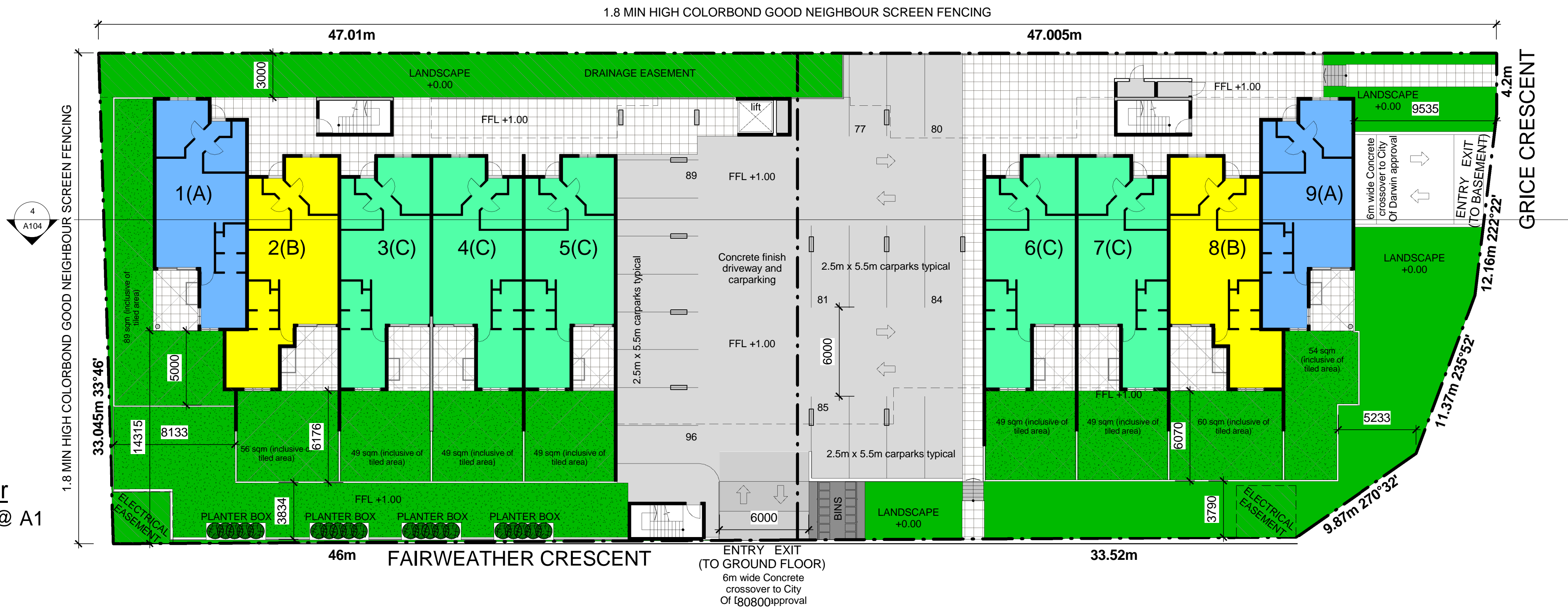
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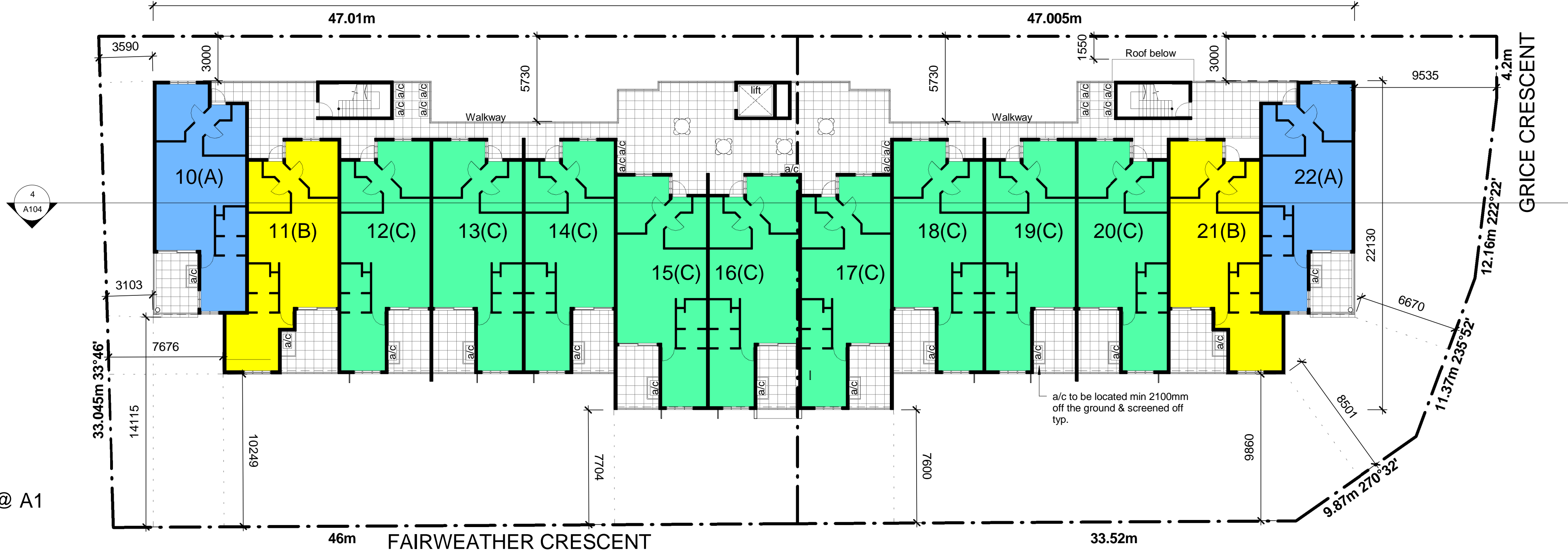
for elevations
refer
sheet A103



Basement
SCALE 1:200 @ A1



Ground Floor
SCALE 1:200 @ A1



Level 1
SCALE 1:200 @ A1

ISSUE	REVISION	DATE
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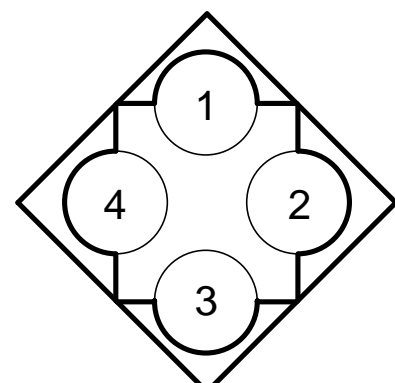
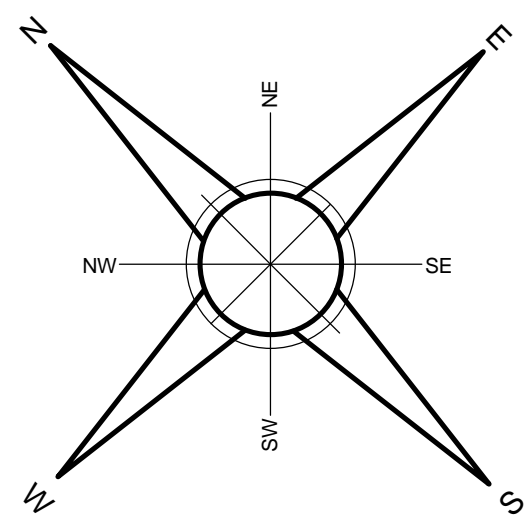
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TBA

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Site Plans

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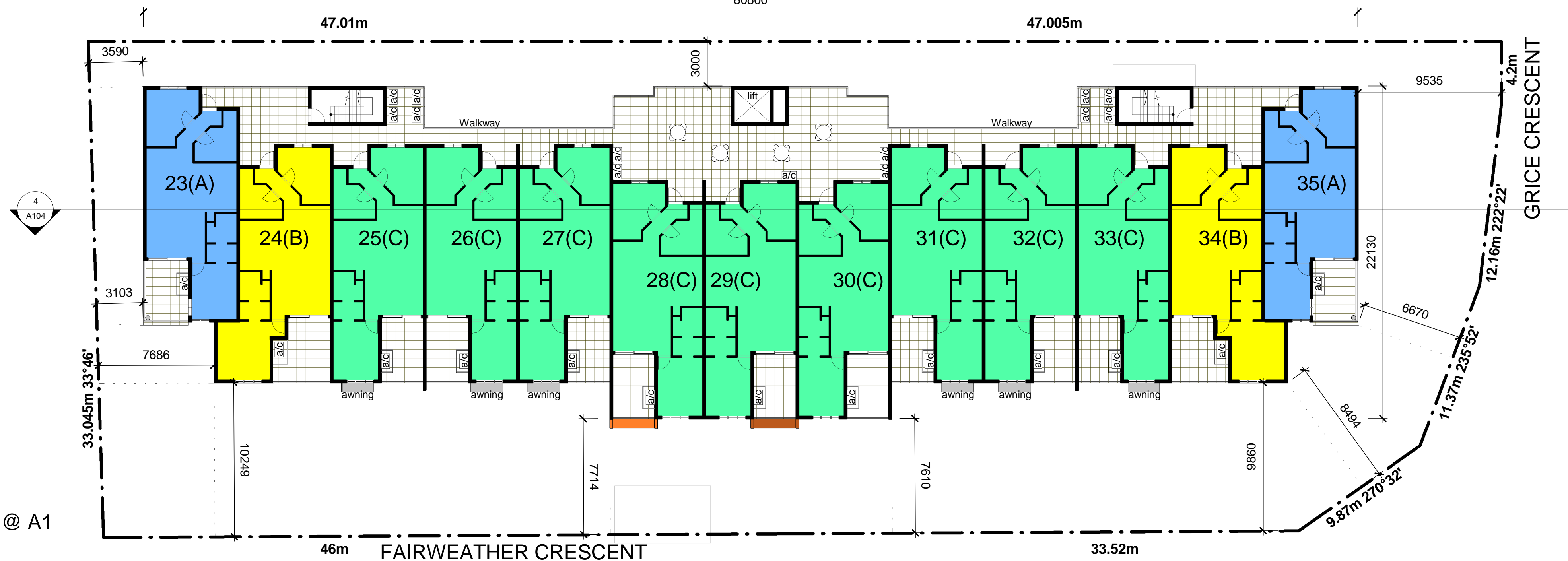
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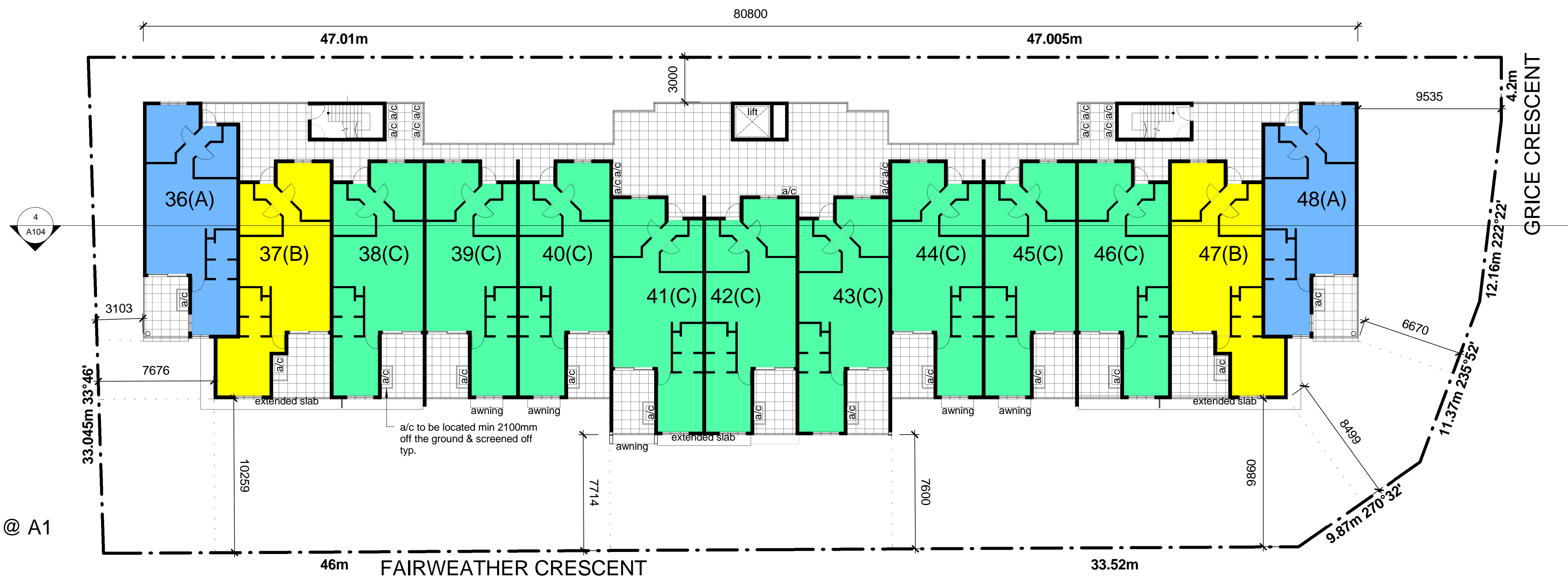


for elevations
refer
sheet A103

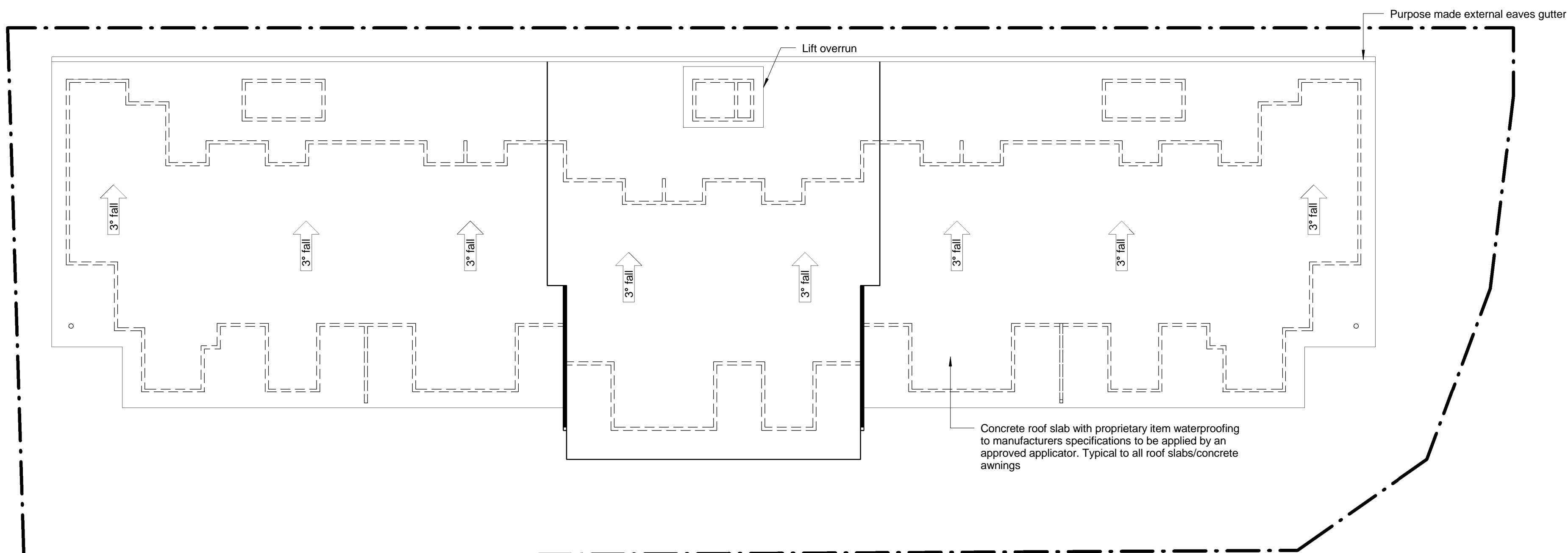
Level 2
SCALE 1:200 @ A1



Level 3
SCALE 1:200 @ A1



Roof Plan
SCALE 1:200 @ A1



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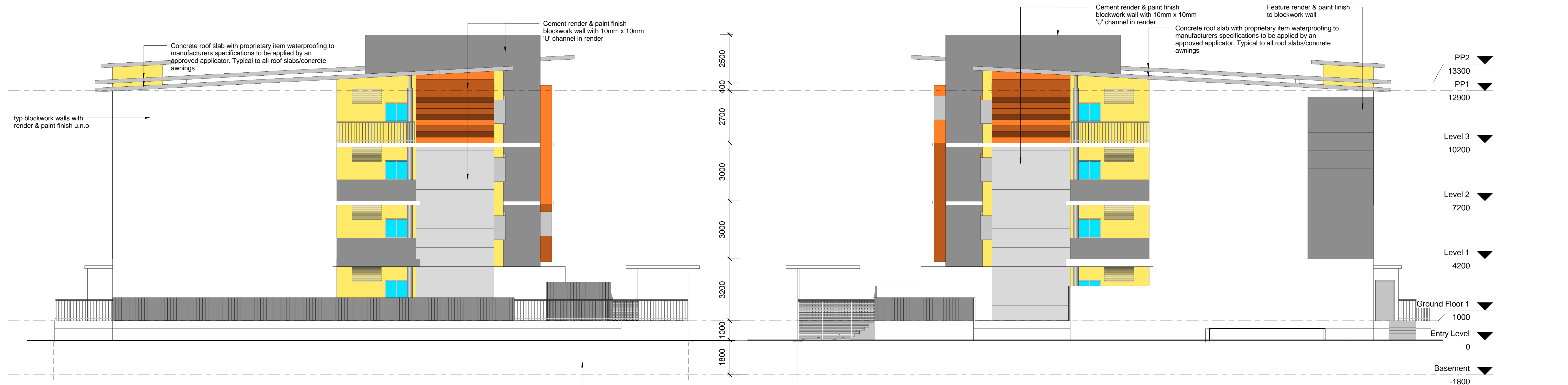
Project
Lots 6514 & 6515, Fairweather Crescent,
Coolalinga

Client
TBA

Sheet Title
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Scale 1 : 200	Drawn by JR	Date 05/02/16
Project number 16006VAZ	Sheet Size A1	

Sheet Number
A102



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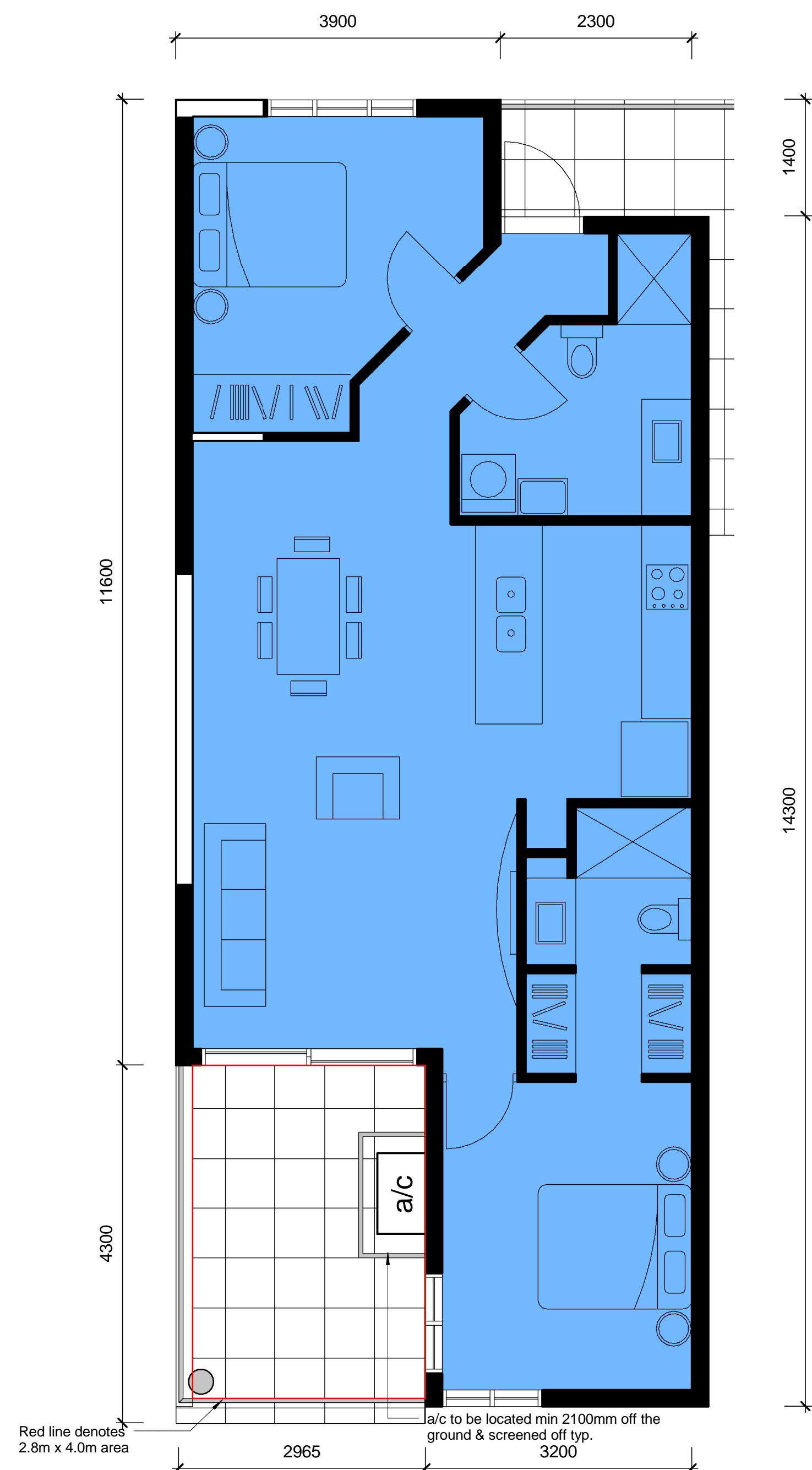
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Project number 16006VAZ	Sheet Size A1	
Sheet Number	Amend	

Sheet Number

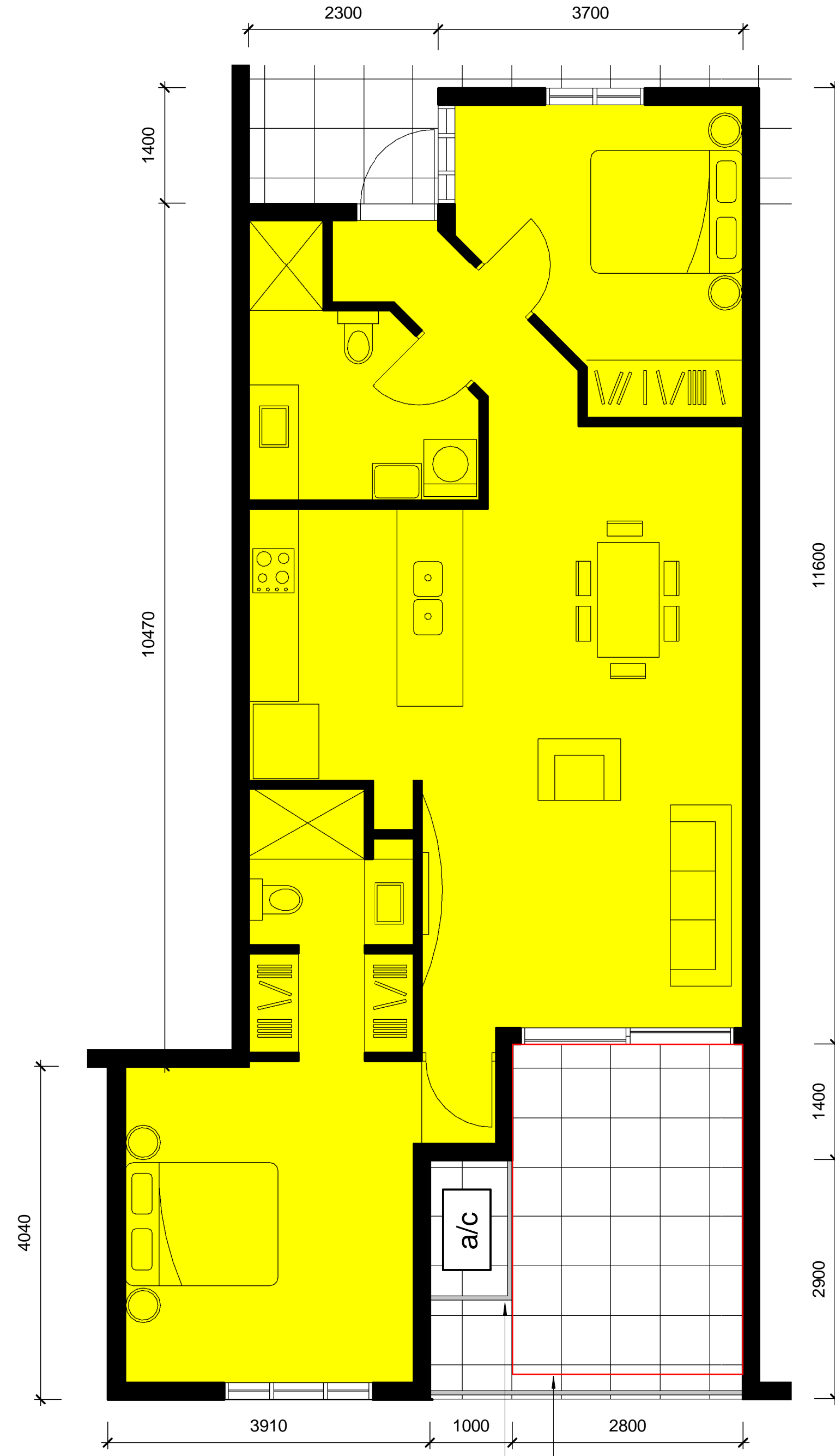
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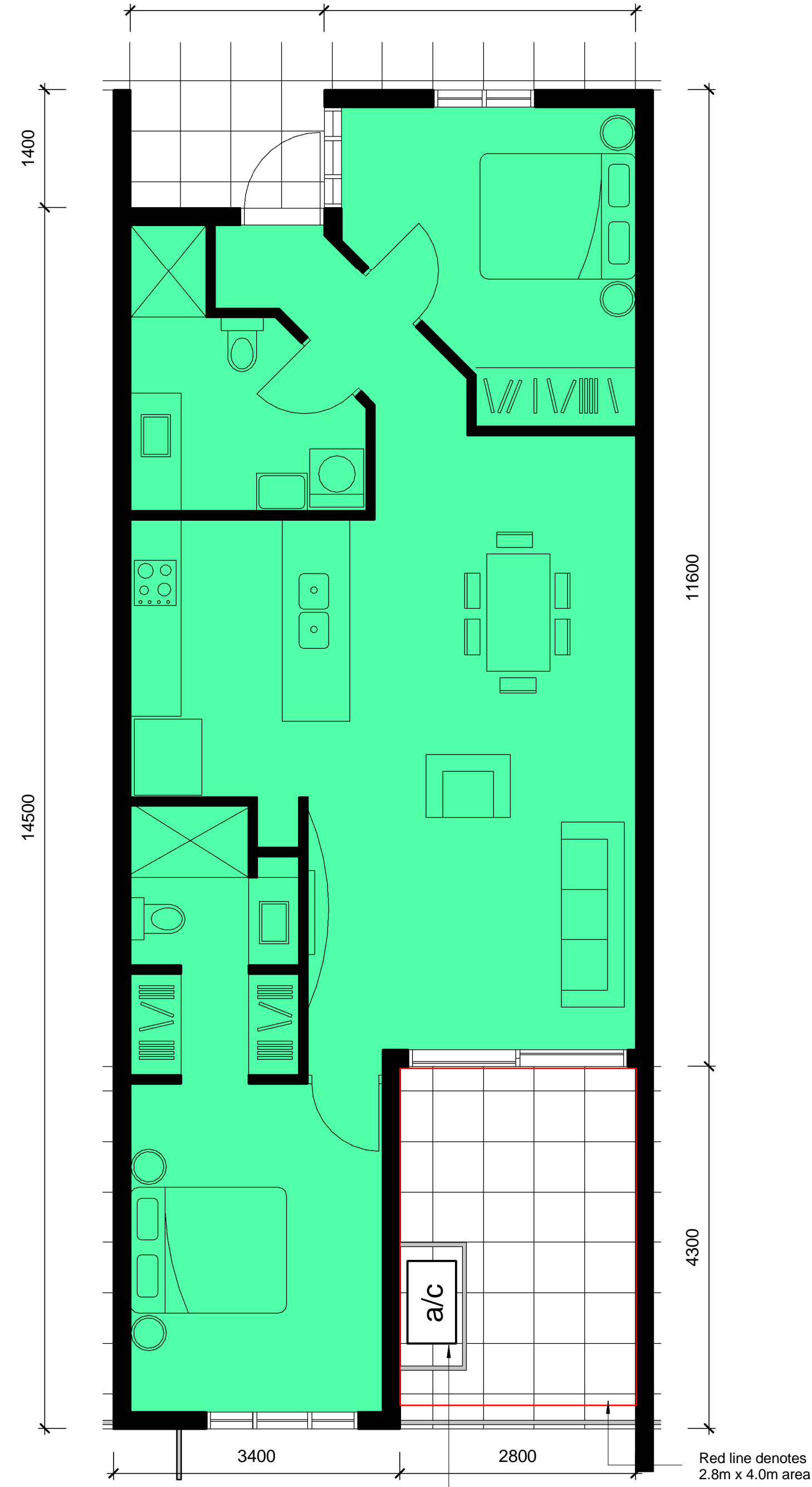
UNIT LAYOUT A
Scale 1:50 @ A1

Internal	76sqm
Verandah	13sqm
Total	89sqm



UNIT LAYOUT B
Scale 1:50 @ A1

Internal	79sqm
Verandah	15sqm
Total	94sqm



UNIT LAYOUT C
Scale 1:50 @ A1

Internal	78sqm
Verandah	12sqm
Total	90sqm

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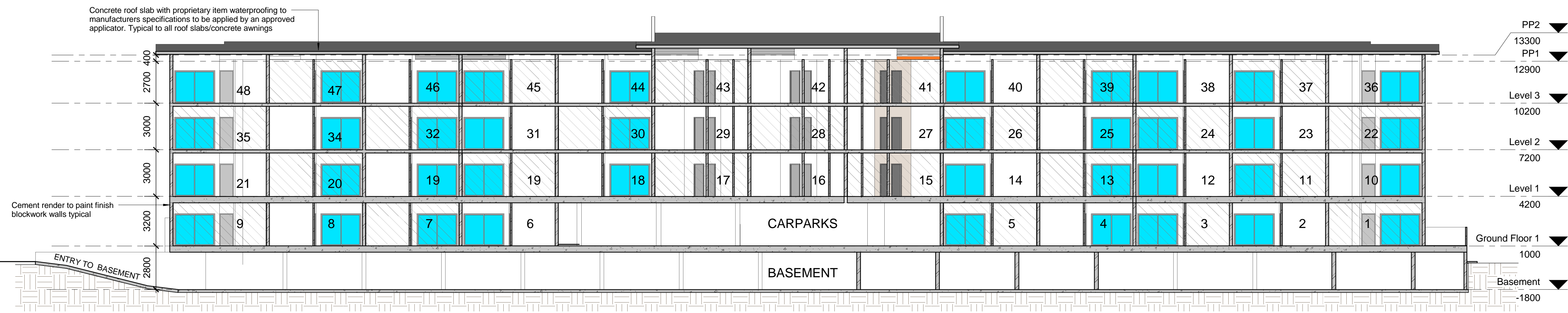
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Section / Unit Layout

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Date 05/02/16

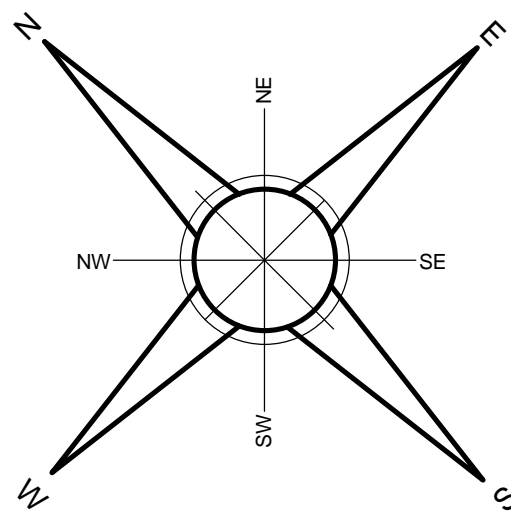
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Sheet Size A1

Sheet Number Amend

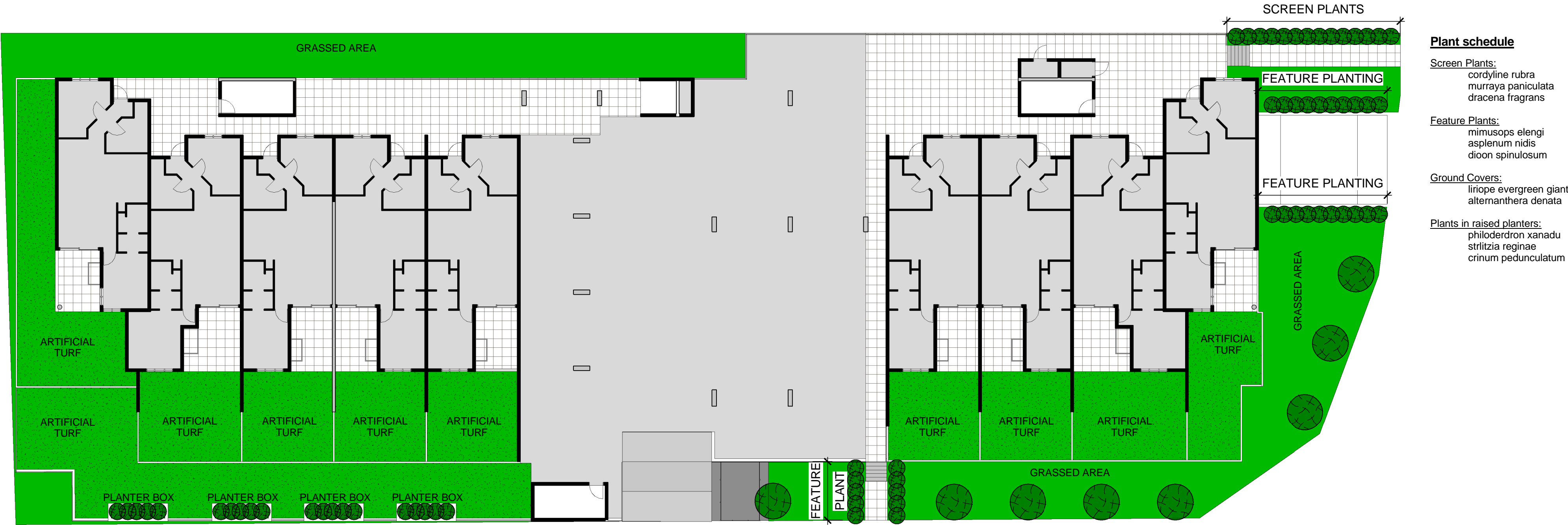
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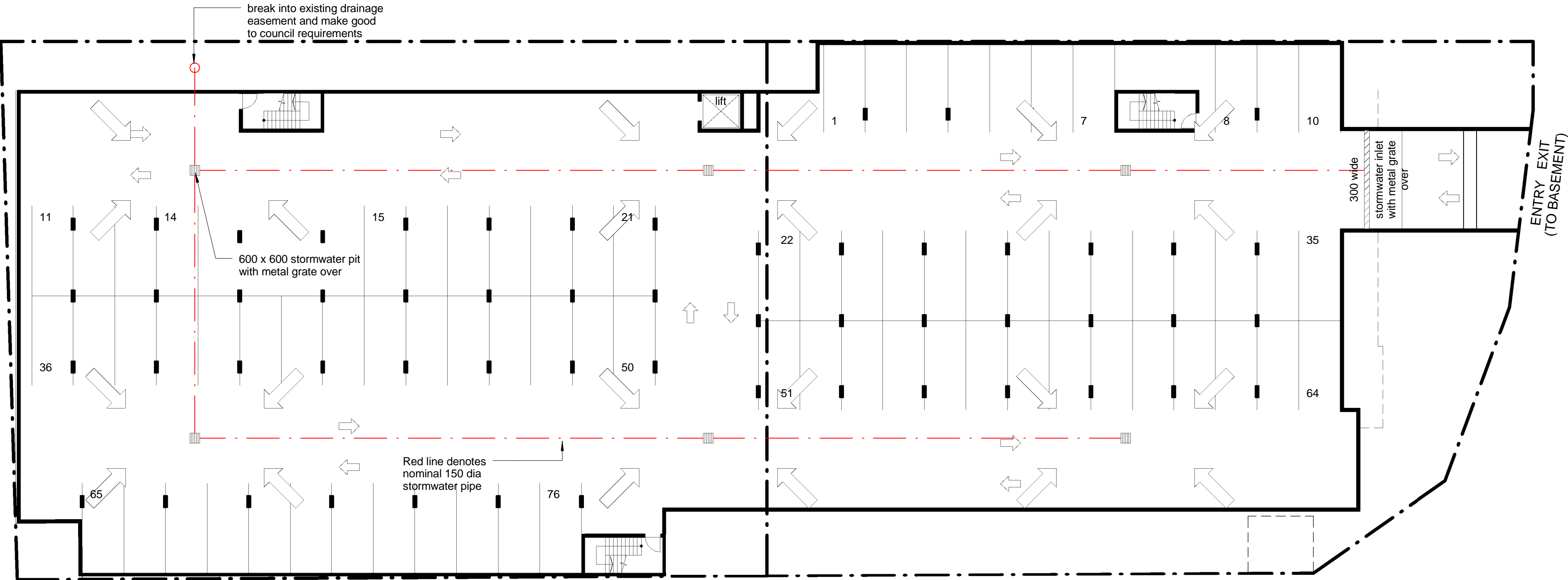
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SCALE 1:200 @ A1



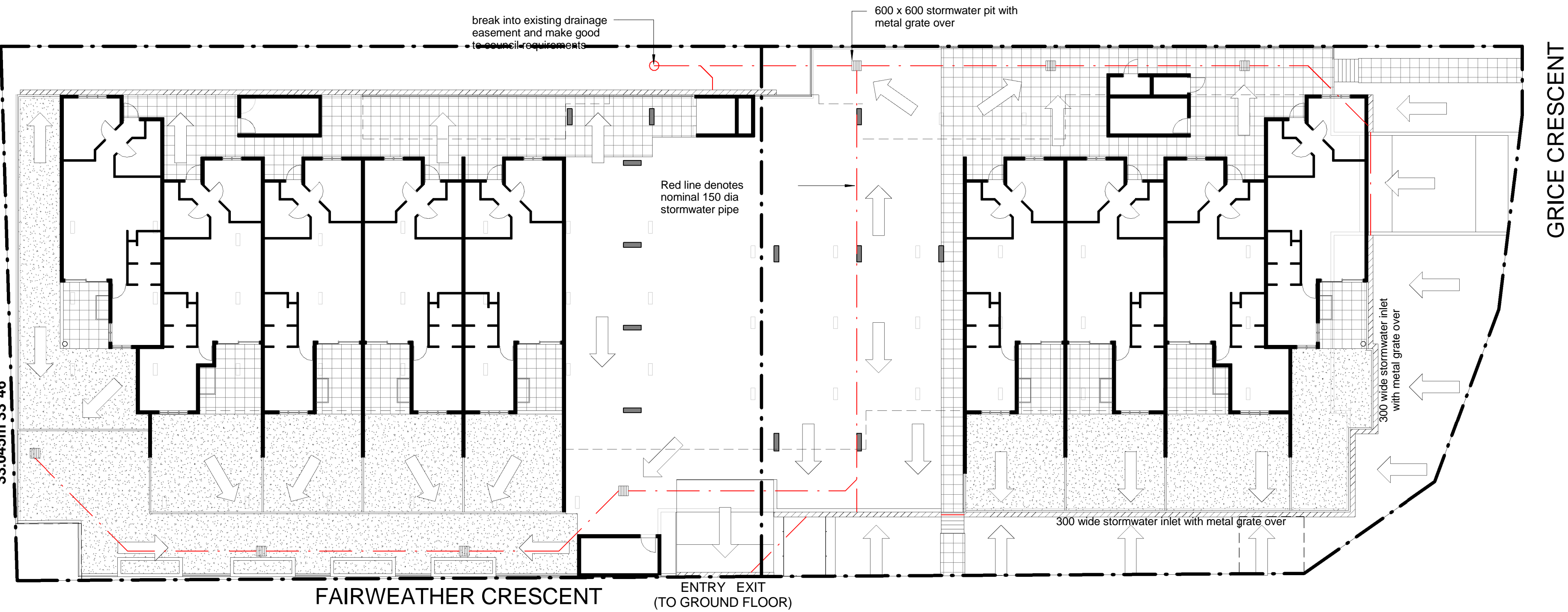
LANDSCAPE PLAN
SCALE 1:200 @ A1



STORMWATER BASEMENT
SCALE 1:200 @ A1



STORMWATER GROUND
SCALE 1:200 @ A1



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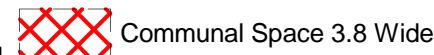
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Sheet Title
Landscape / Stormwater

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A105

Amend

A106

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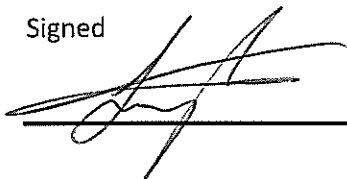
JUPITER NT PTY LTD - GEORGE VARANELLIS

Owner/s of

6515 + 6514 FAIRWEATHER CRESENT, Coolalinga

Hereby authorise George Savvas of Concept Designs (NT) Pty Ltd or his representative to make application to the Northern Territory Development Consent Authority for the attached proposal

Signed



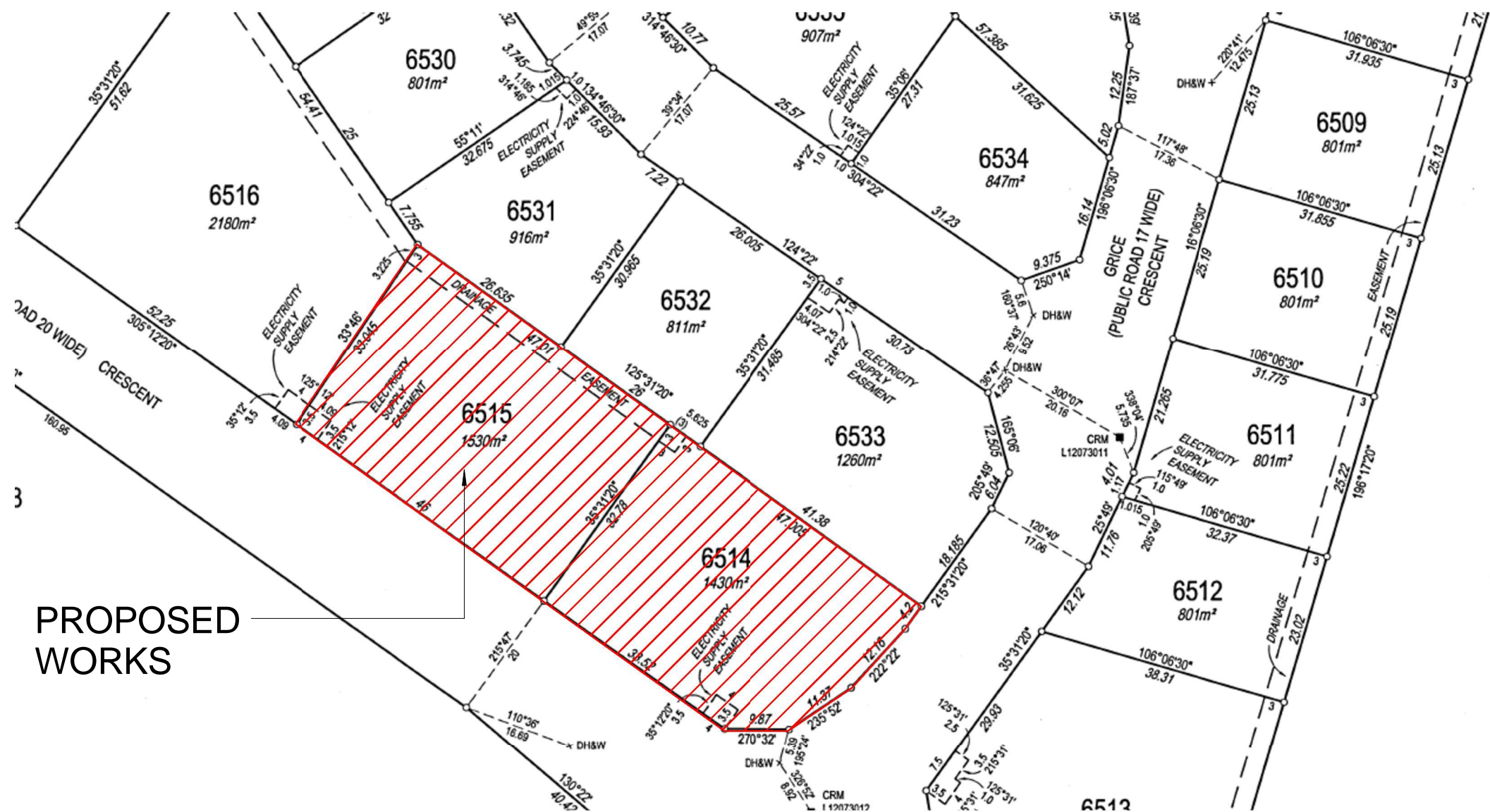
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21/12/15

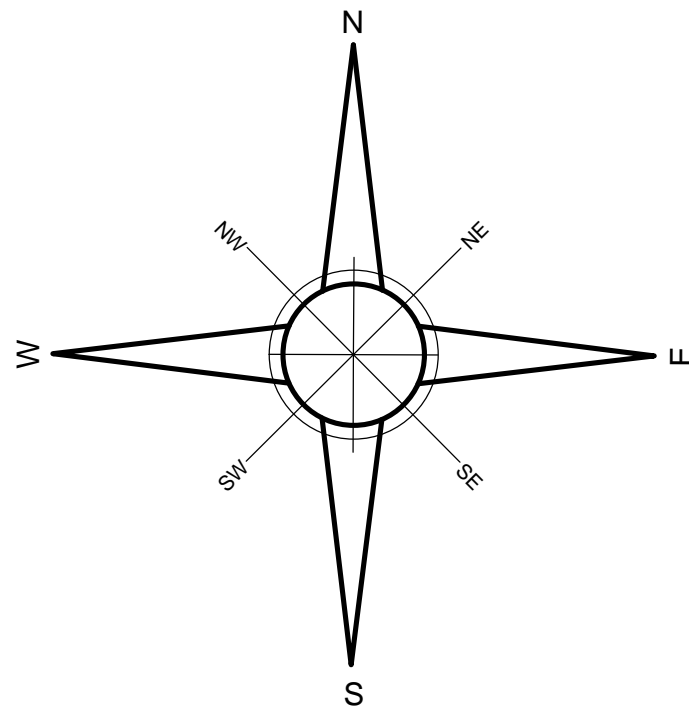
PA2016/0076 – Application Material Provided March 2016



Proposed 48 x 2 Bedrooms Apartments in a Single 4-Storey Building, Basement Carpark, Lot 6514 & 6515, Hundred of Bagot



LOCALITY PLAN



Drawing List	
Sheet Number	Sheet Name
A100	Cover Page
A101	Site Plans
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A103	Elevations
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A106	Communal Open Space / Landscaping



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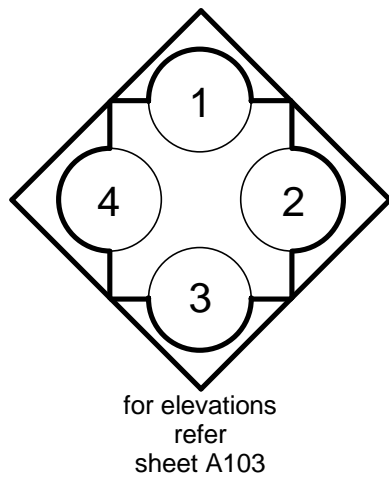
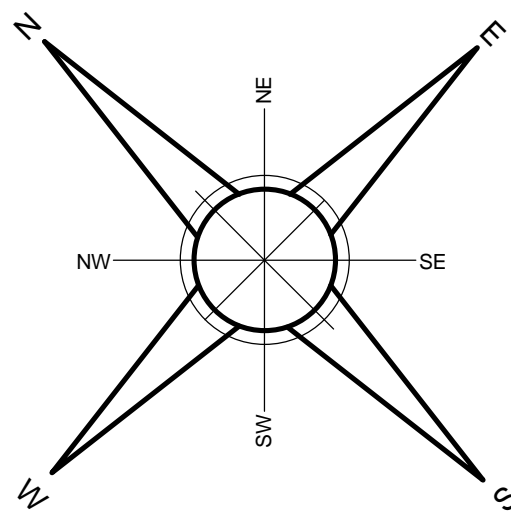
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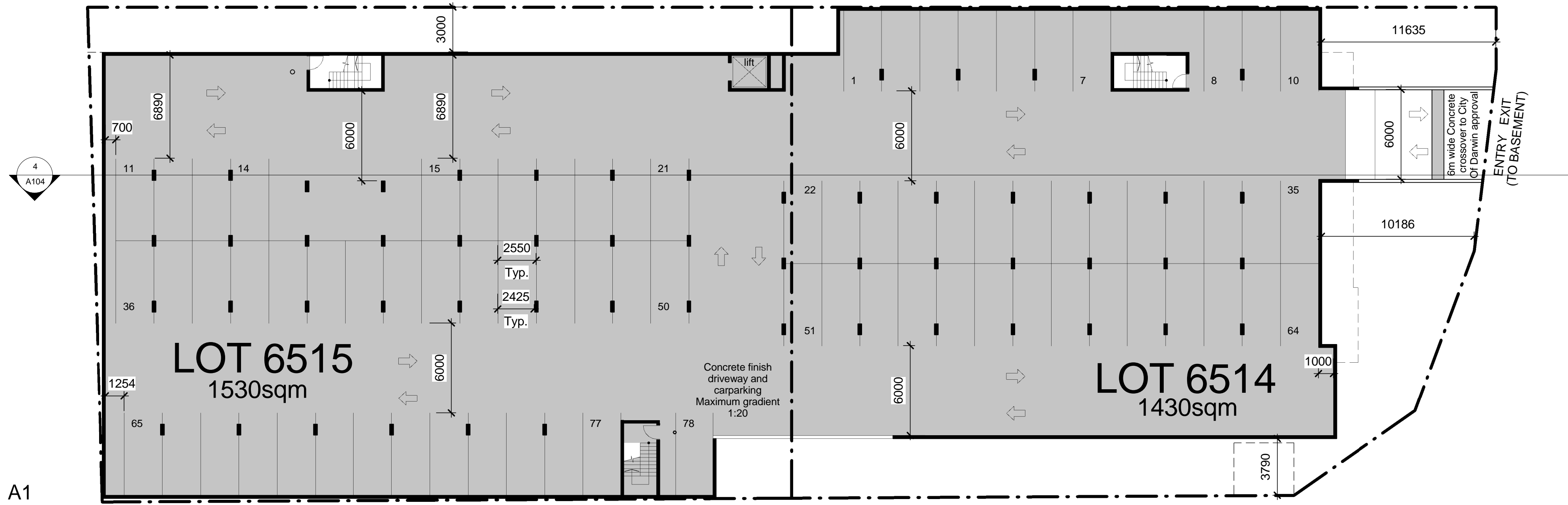
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Project number	Sheet Size	
16006VAZ	A1	

Sheet Number
A100

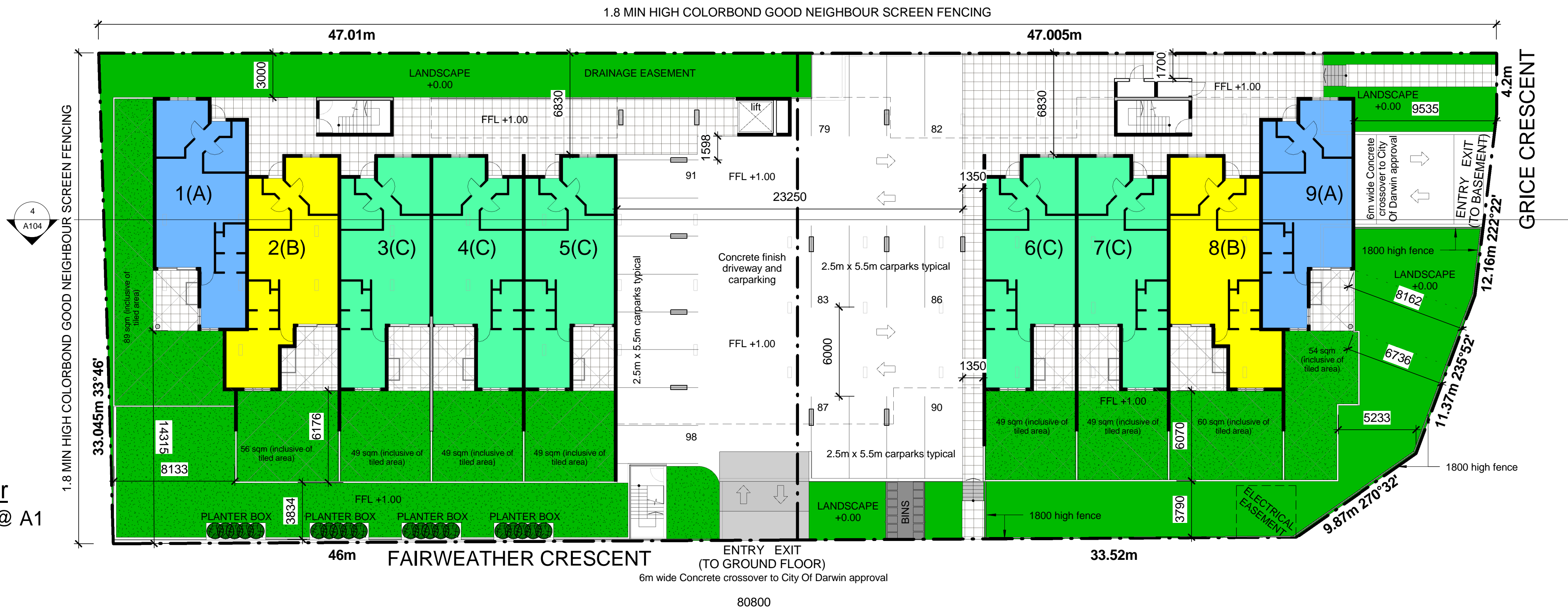
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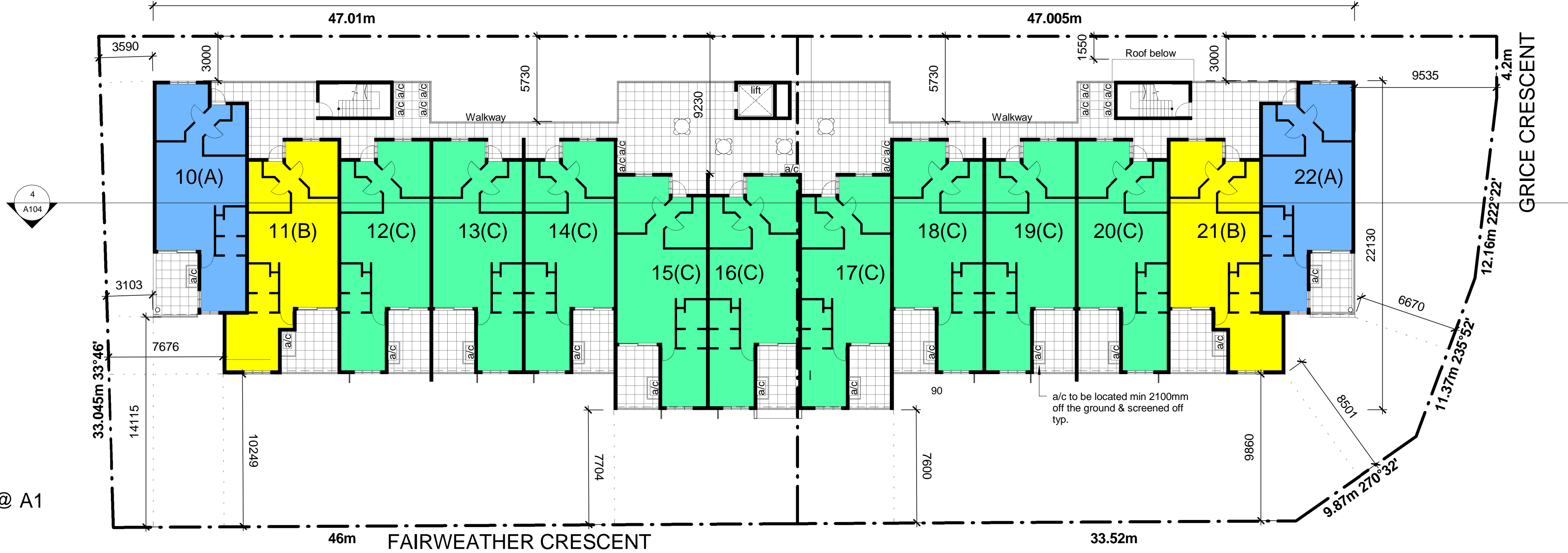
Basement
SCALE 1:200 @ A1



Ground Floor
SCALE 1:200 @ A1



Level 1
SCALE 1:200 @ A1



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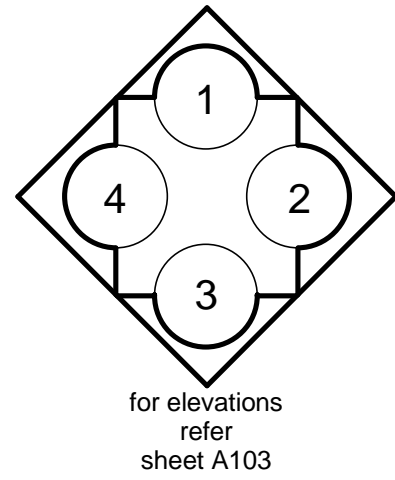
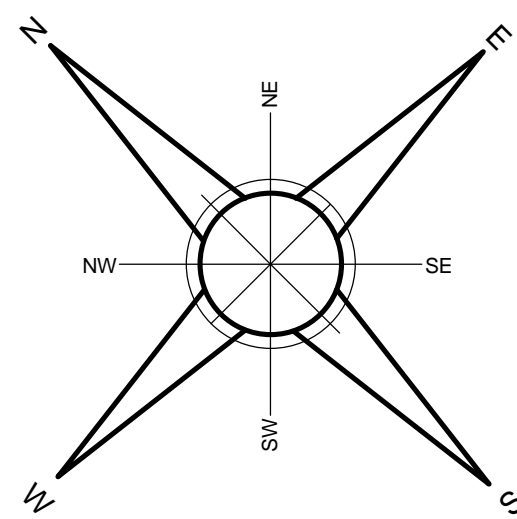
Project
Lots 6514 & 6515, Fairweather Crescent,
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Client
TBA

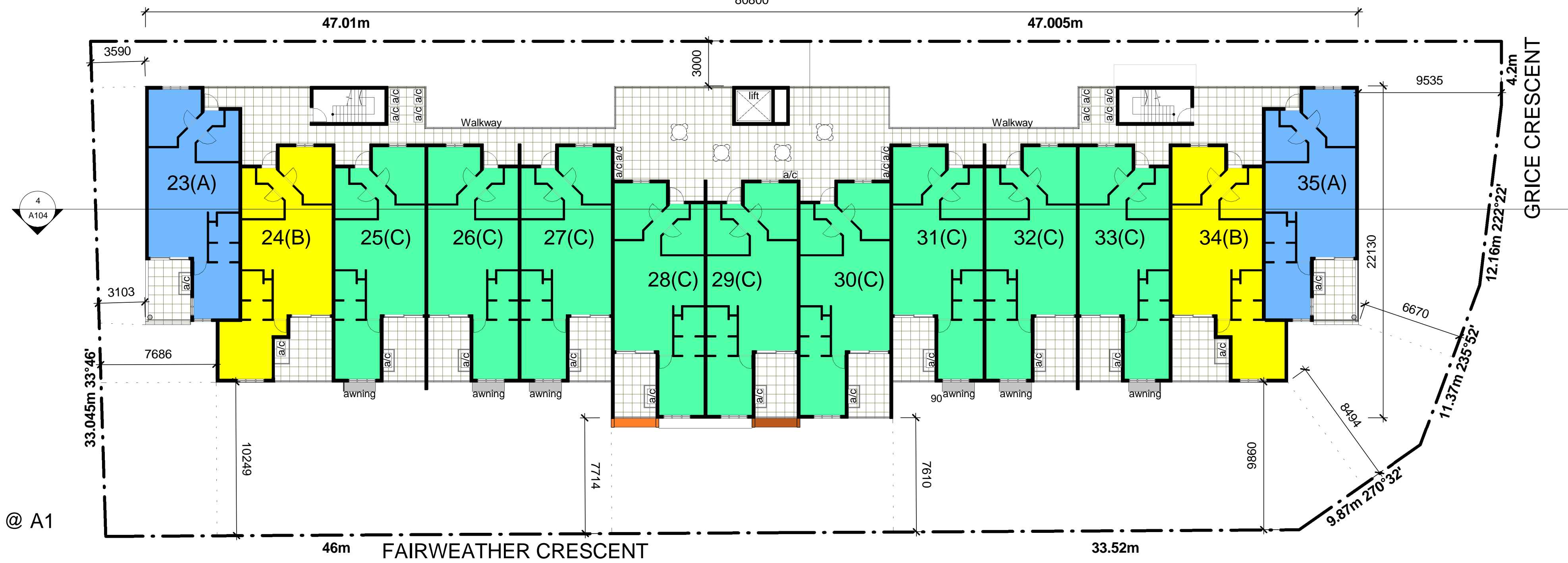
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Site Plans

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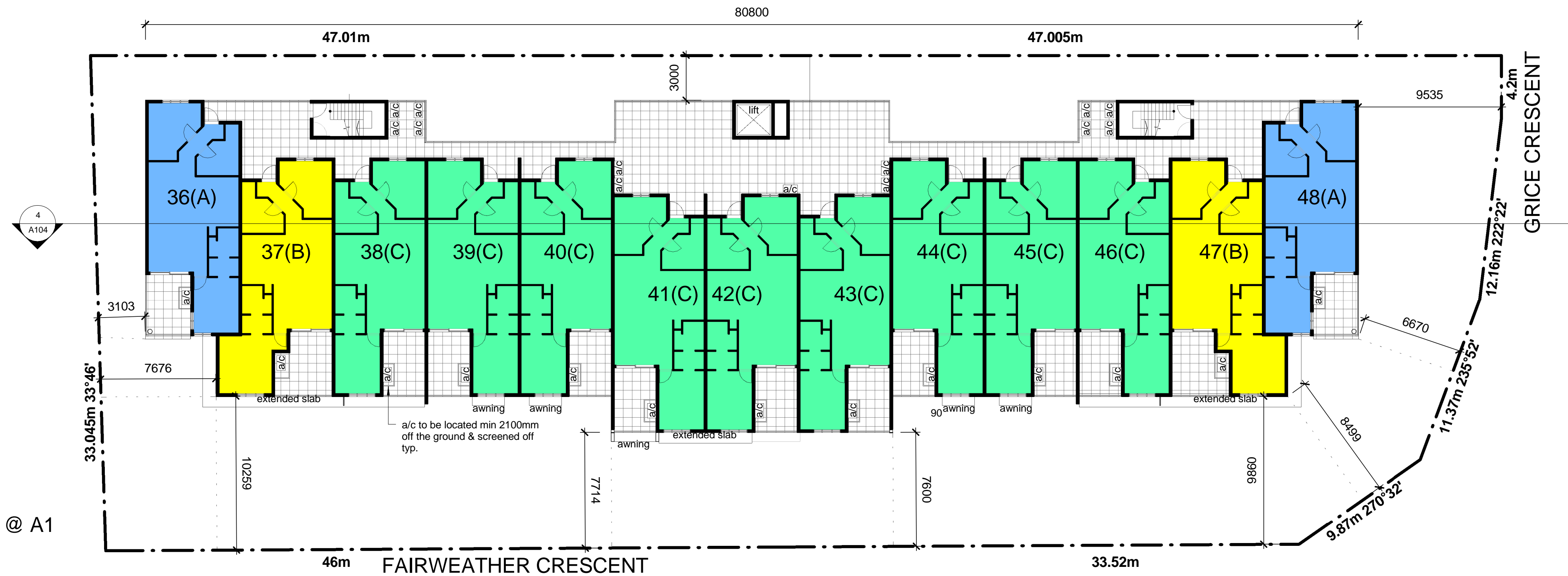
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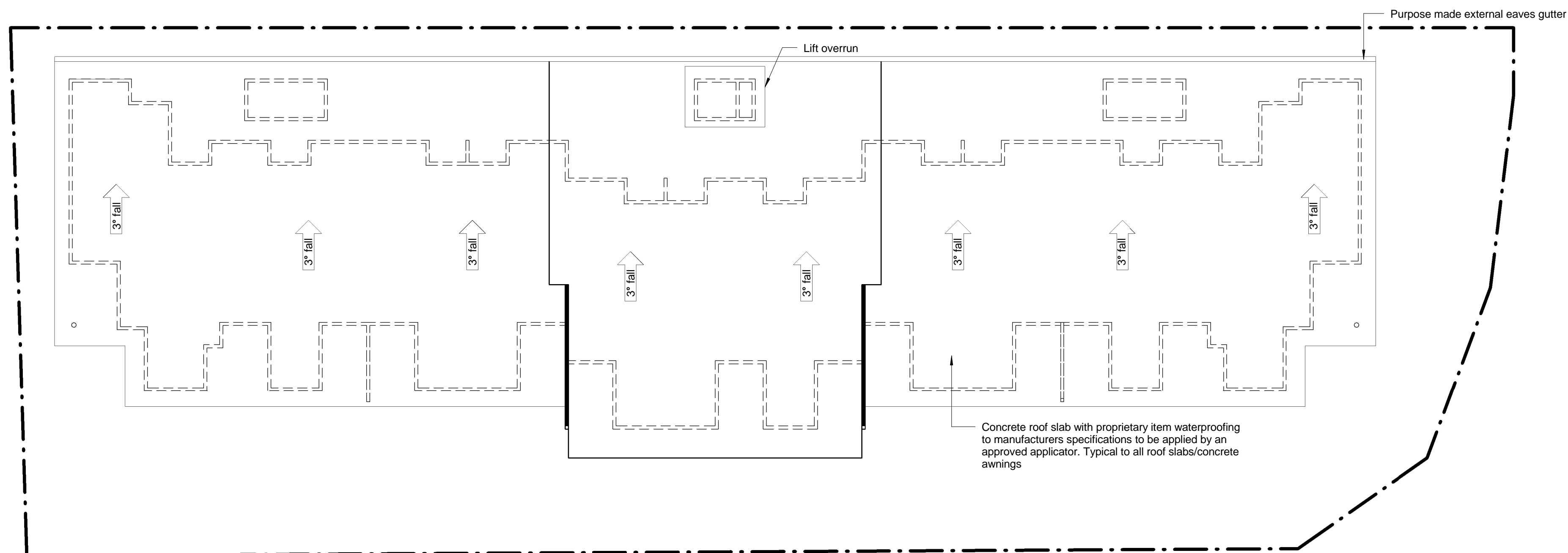
Level 2
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Level 3
SCALE 1:200 @ A1



Roof Plan
SCALE 1:200 @ A1



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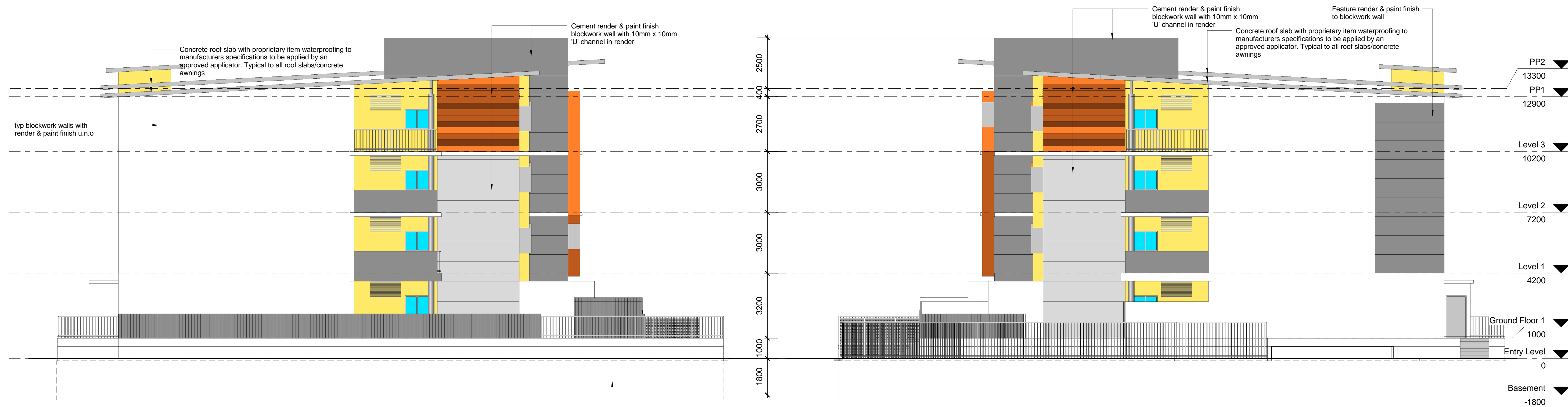
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Site Plans

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Project number 16006VAZ	Sheet Size A1	

Sheet Number
A102

Amend



ELEVATION 3
SCALE 1:150 @ A1



ELEVATION 1
SCALE 1:150 @ A1



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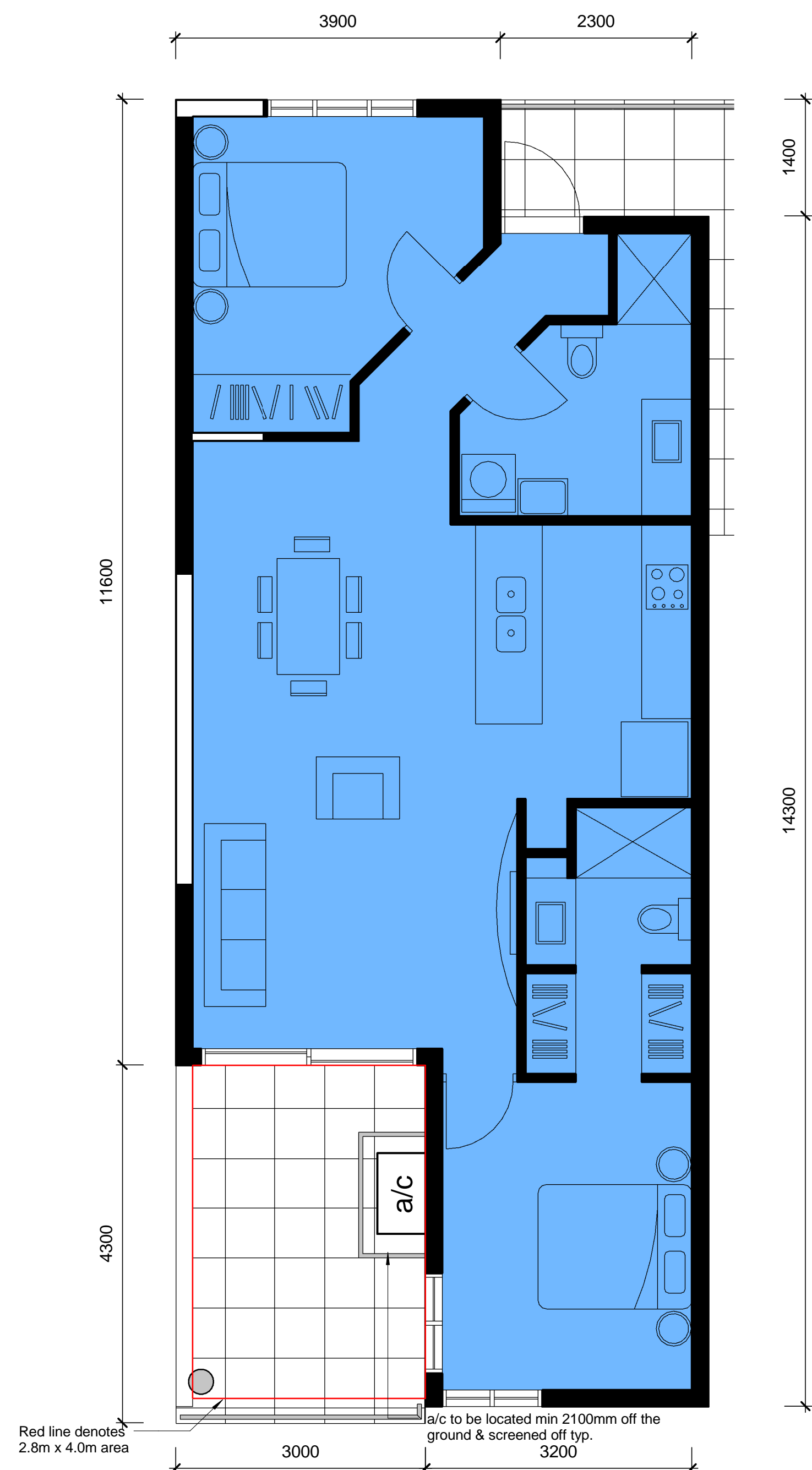
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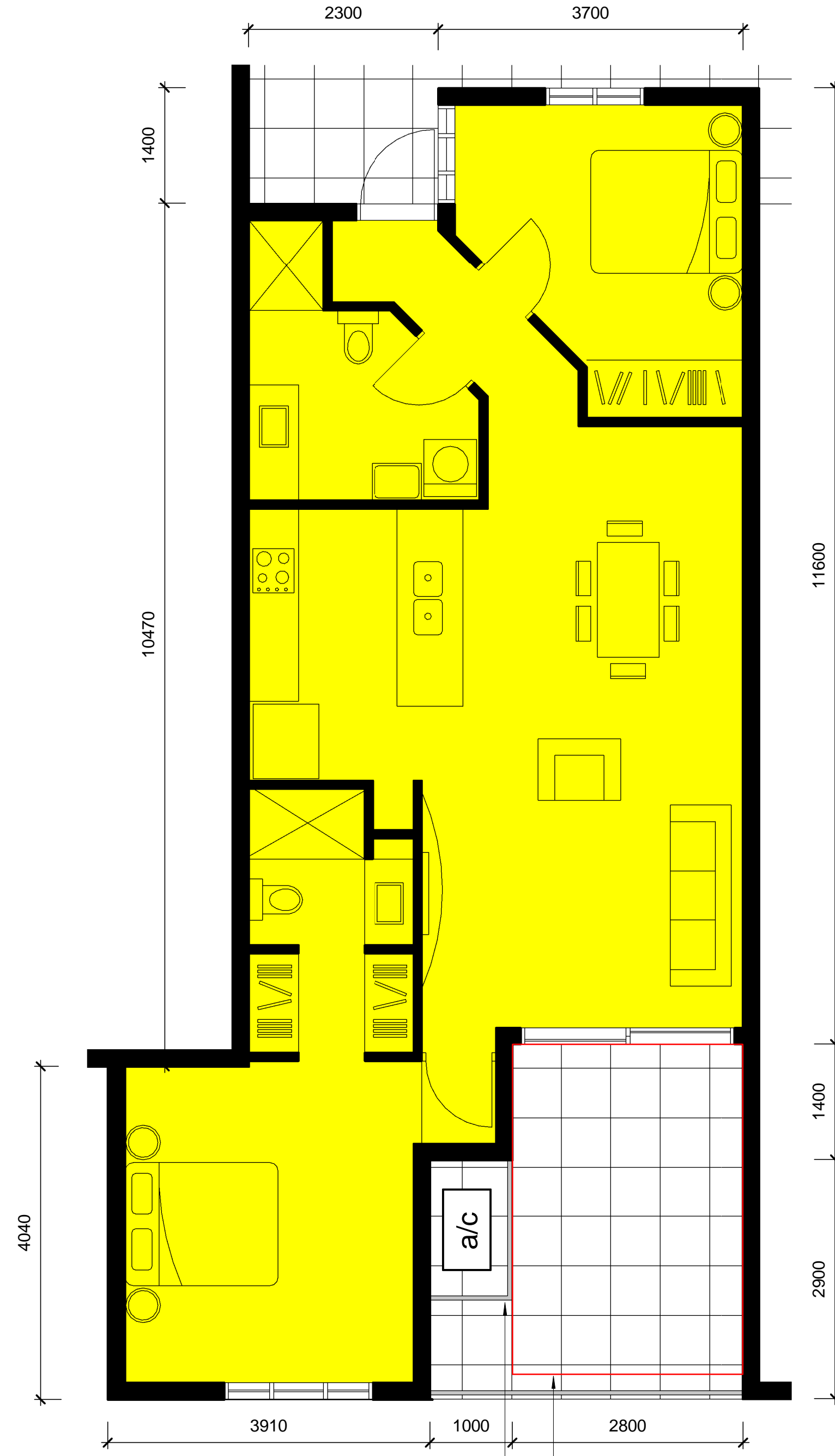
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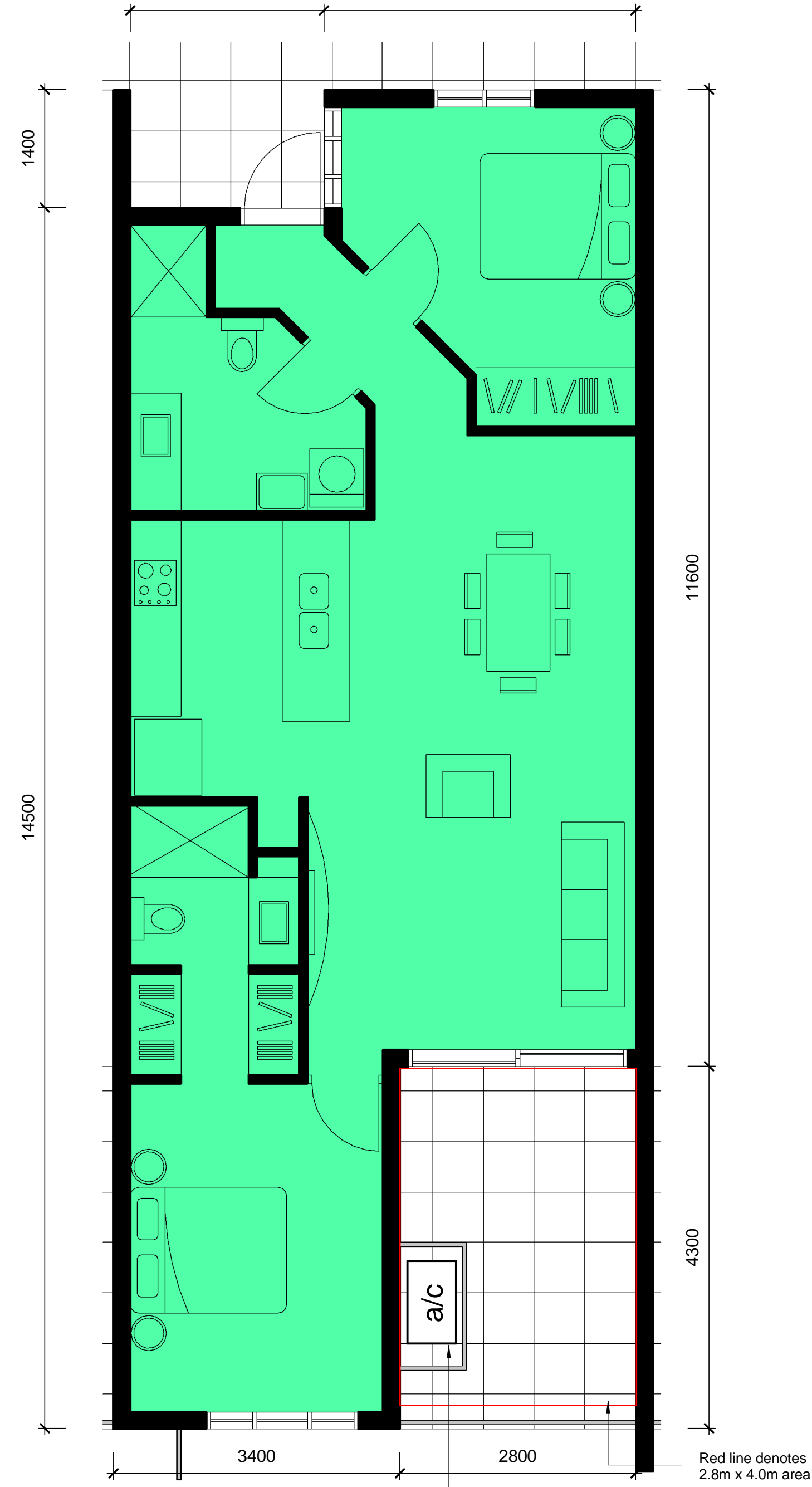
UNIT LAYOUT A
Scale 1:50 @ A1

Internal	76sqm
Verandah	13sqm
Total	89sqm



UNIT LAYOUT B
Scale 1:50 @ A1

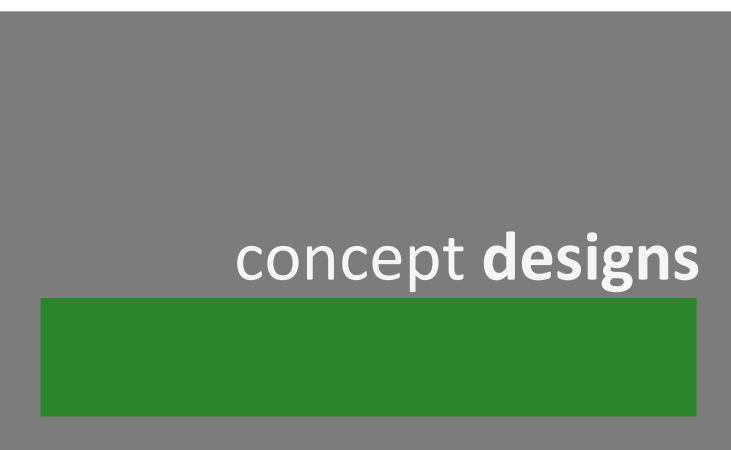
Internal	79sqm
Verandah	15sqm
Total	94sqm



UNIT LAYOUT C
Scale 1:50 @ A1

Internal	78sqm
Verandah	12sqm
Total	90sqm

ISSUE	REVISION	DATE
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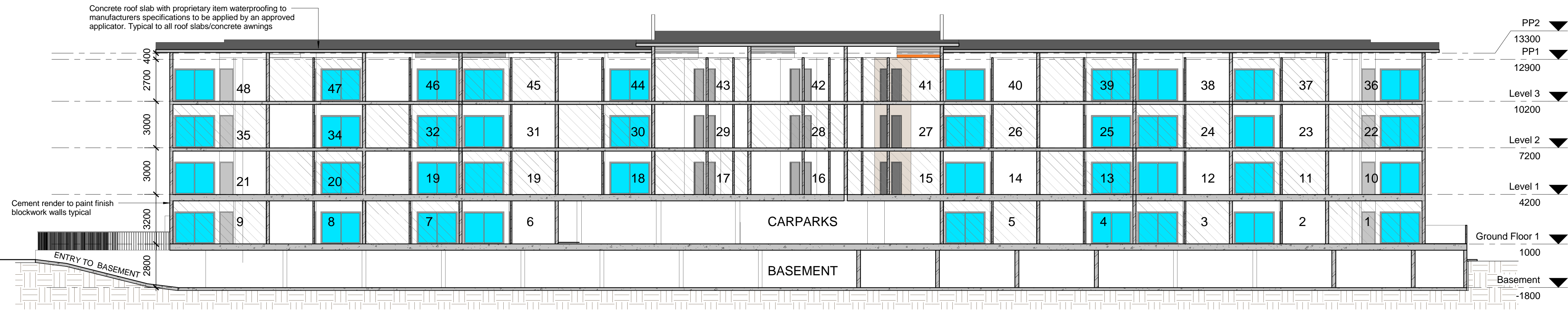
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Sheet Title
Section / Unit Layout

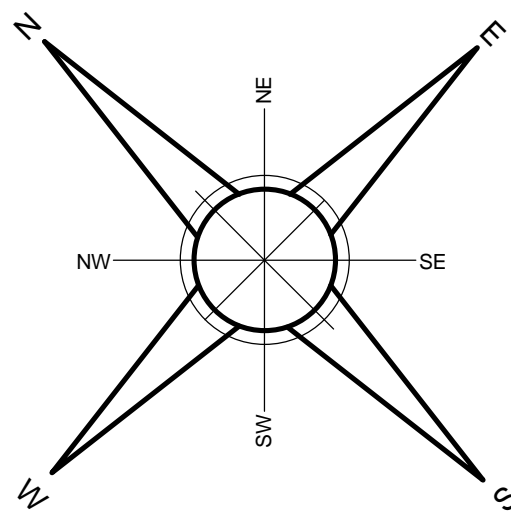
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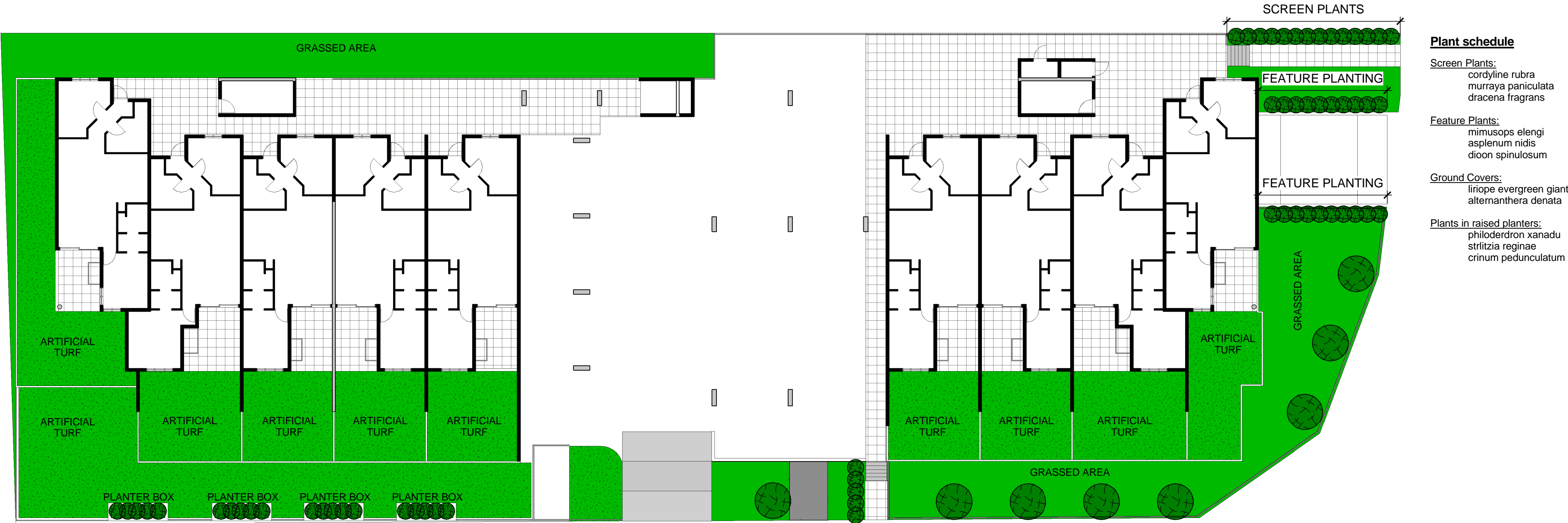
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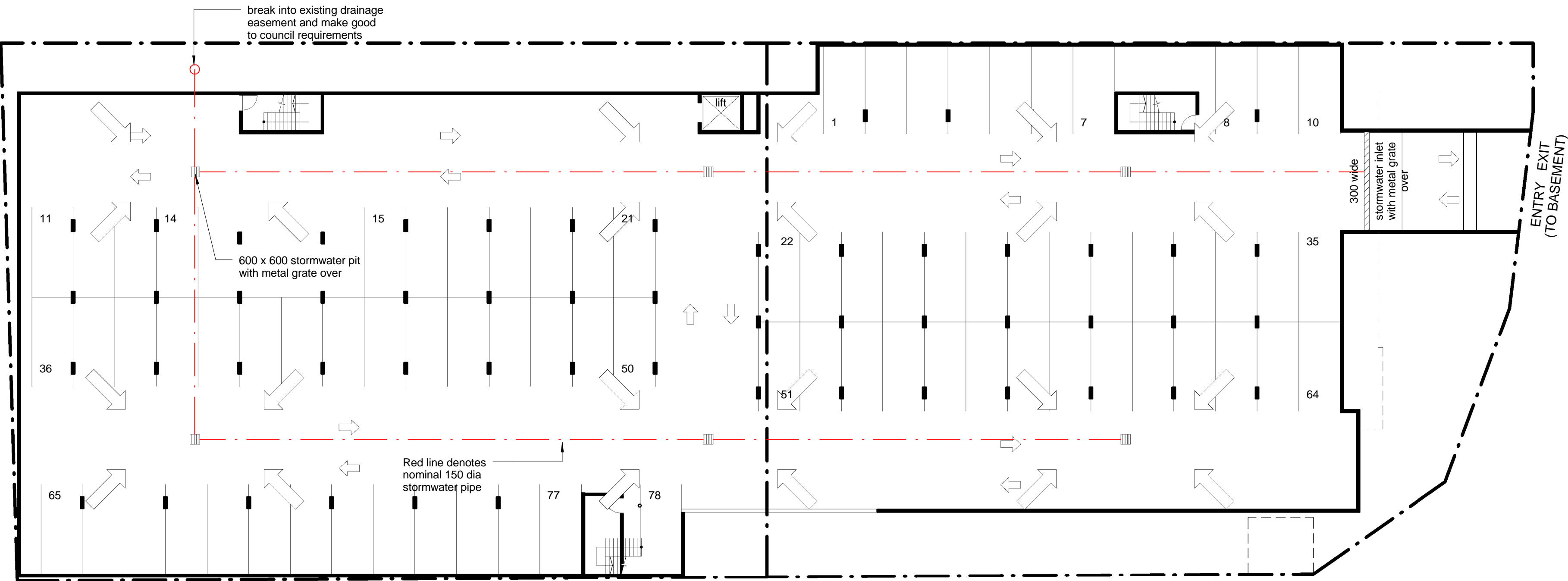
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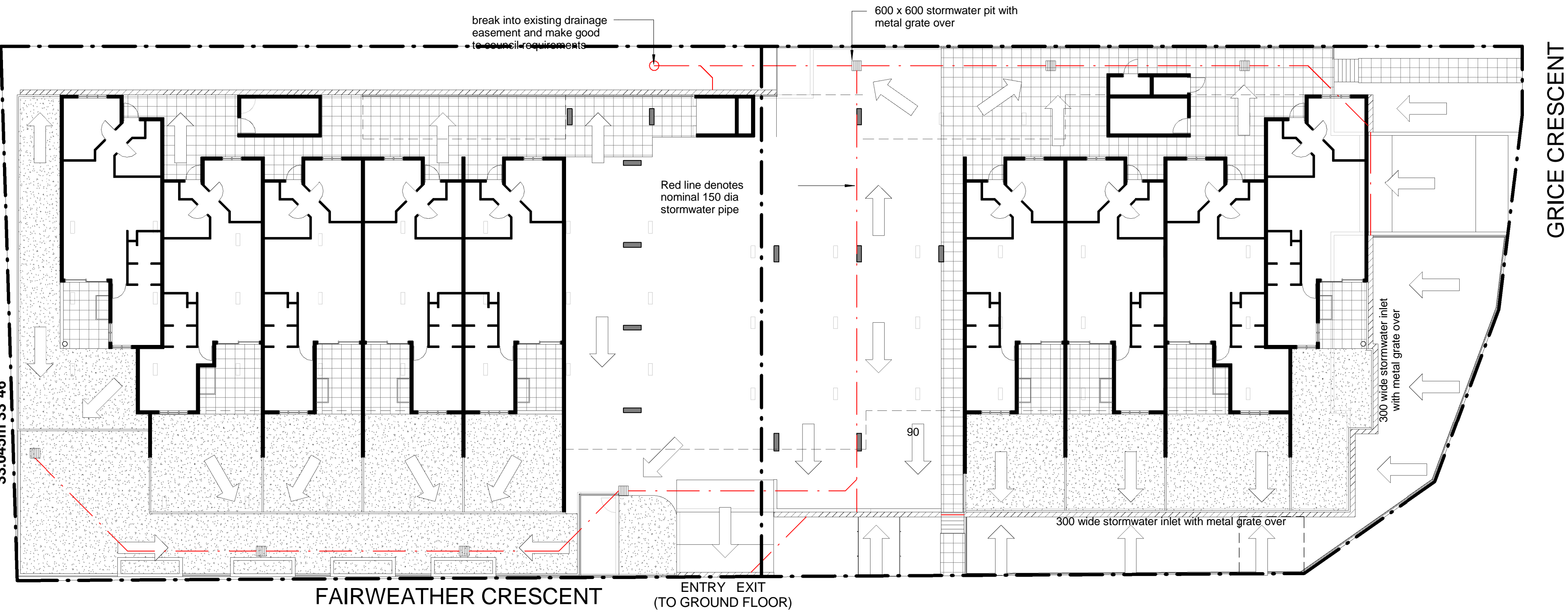
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SCALE 1:200 @ A1



STORMWATER BASEMENT
SCALE 1:200 @ A1



STORMWATER GROUND
SCALE 1:200 @ A1



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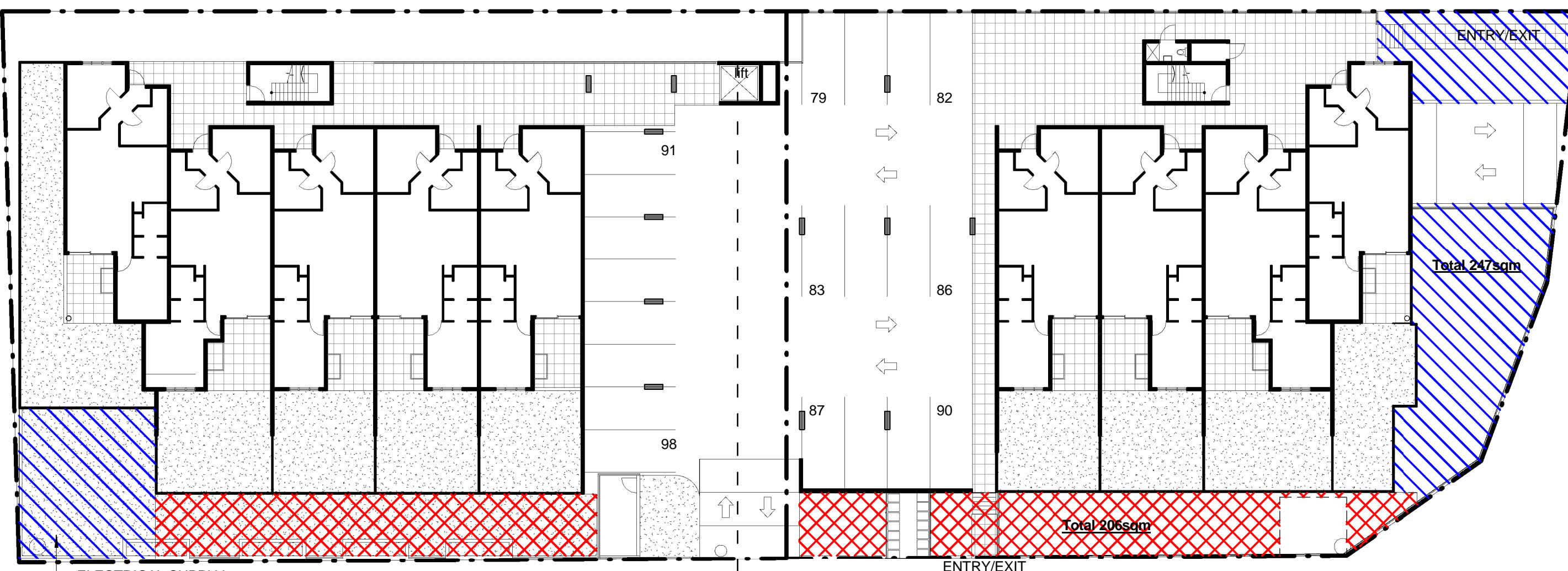
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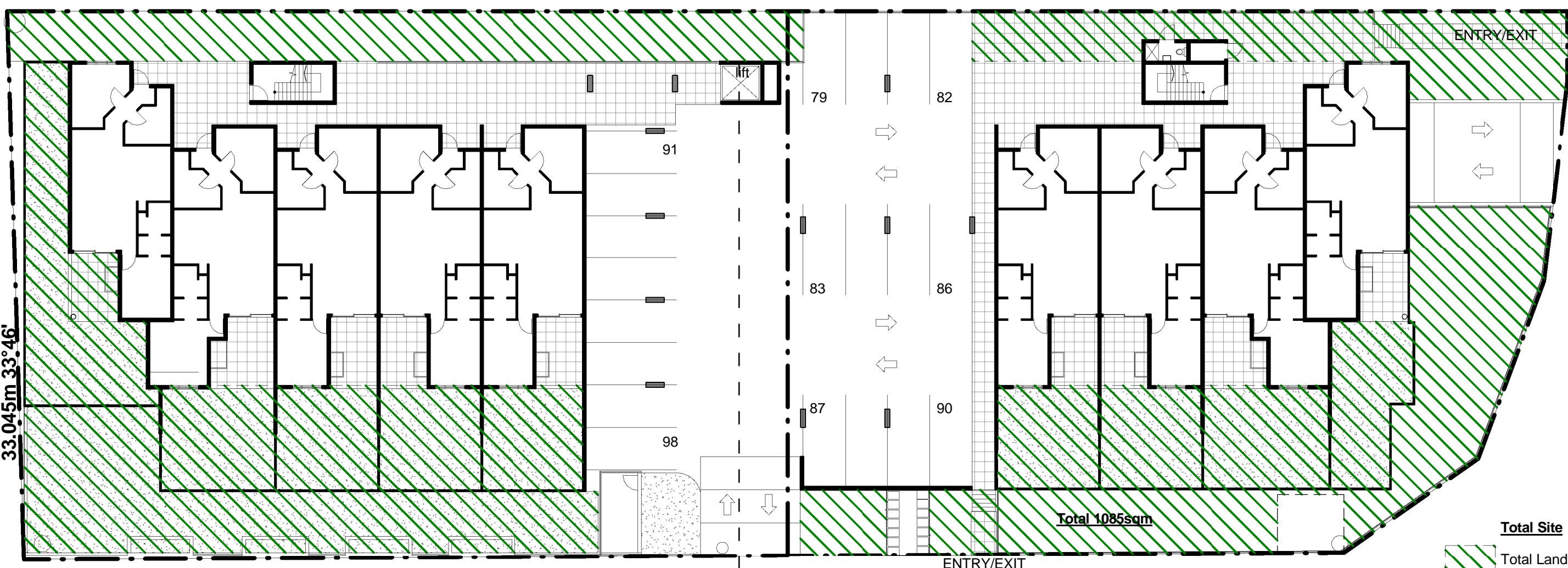
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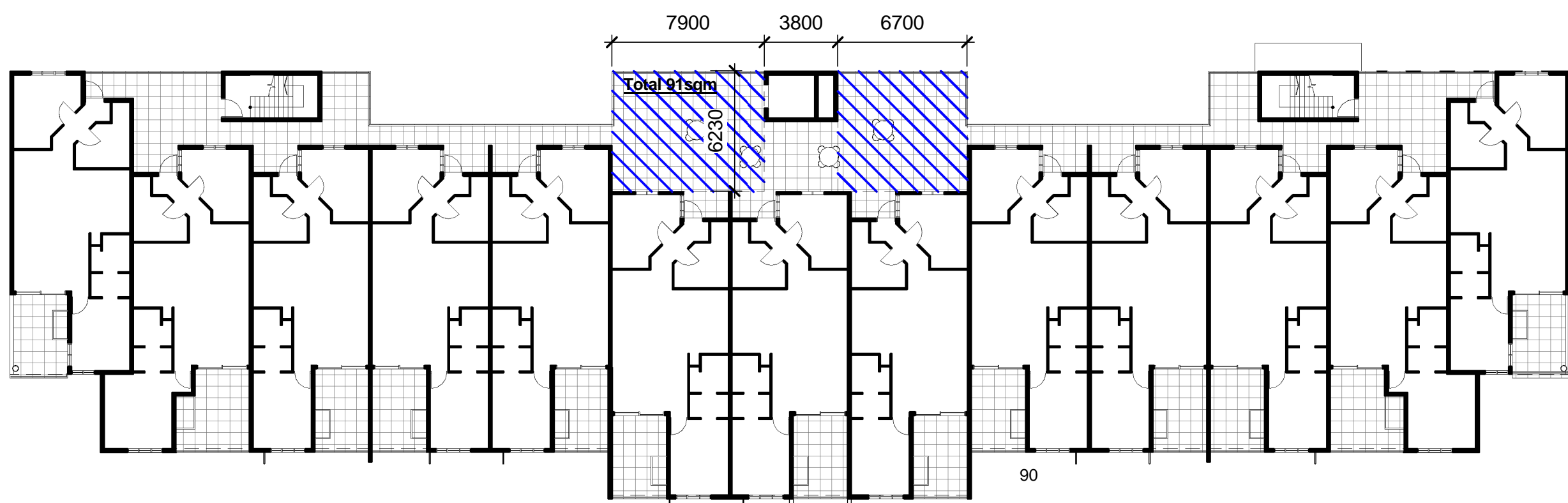


COMMUNAL OPEN SPACE
GROUND FLOOR



CALCULATED LANDSCAPING
GROUND FLOOR

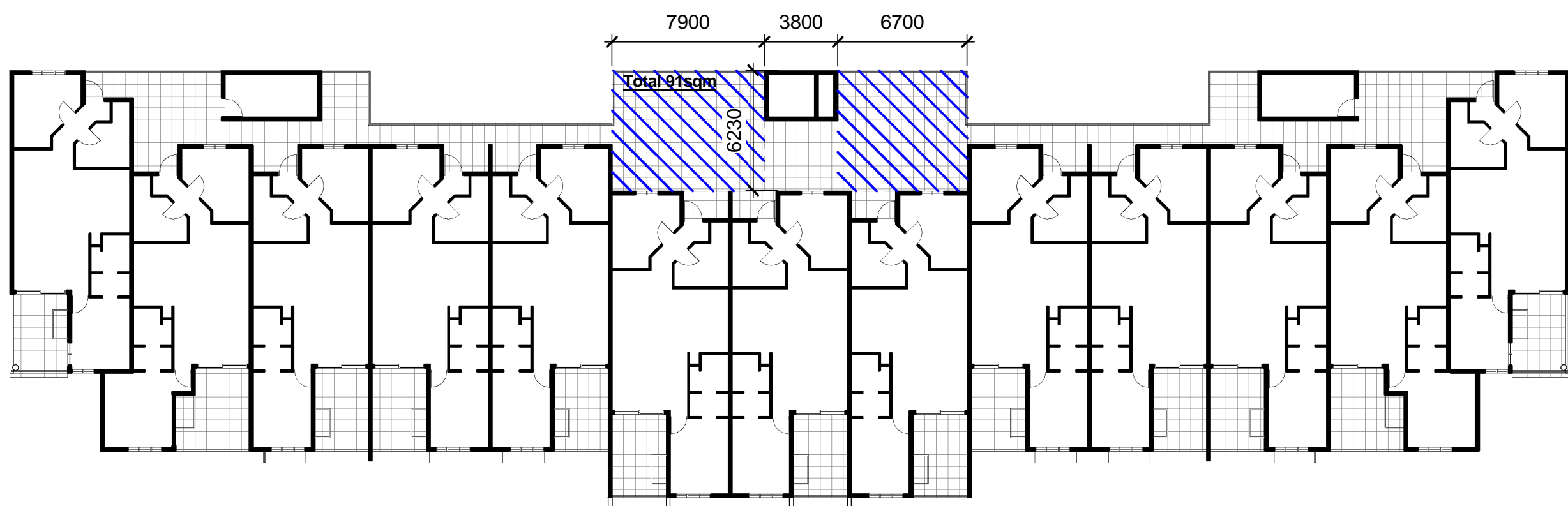
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 Total Landscaped Area		1400sqm (47%)
 Required Landscaped Area		888 sqm (30%)
 Total Comm Area		520 sqm (17%)
 Required Common Open Space Area		444 sqm (15%)
 Communal Space 3.8 Wide		206 sqm



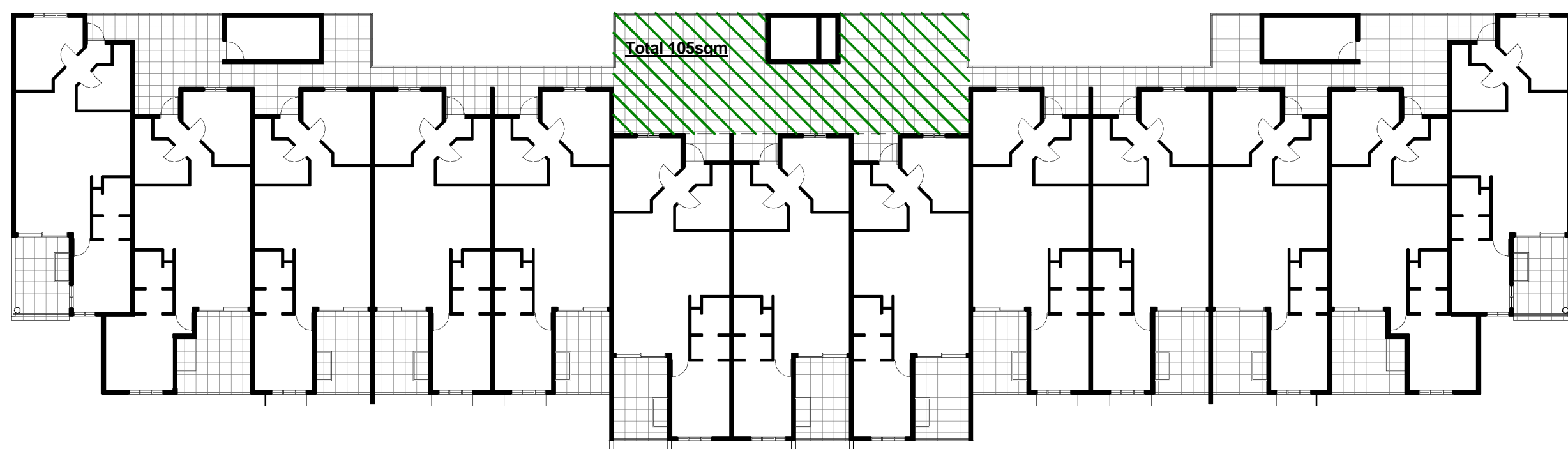
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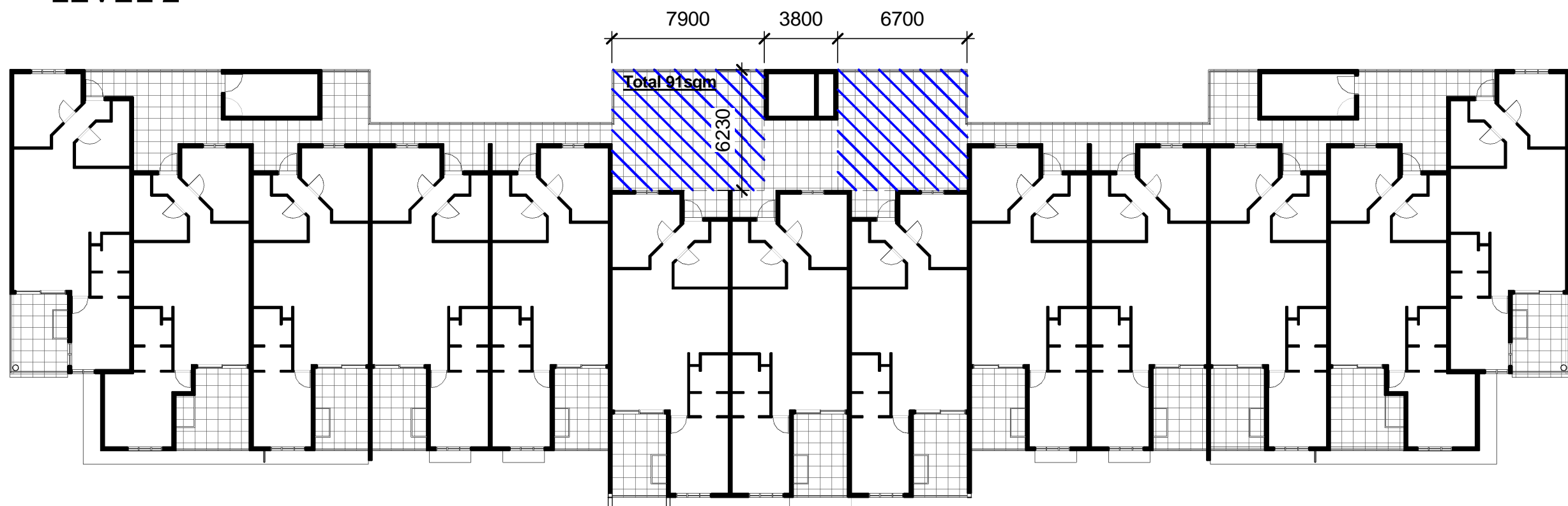
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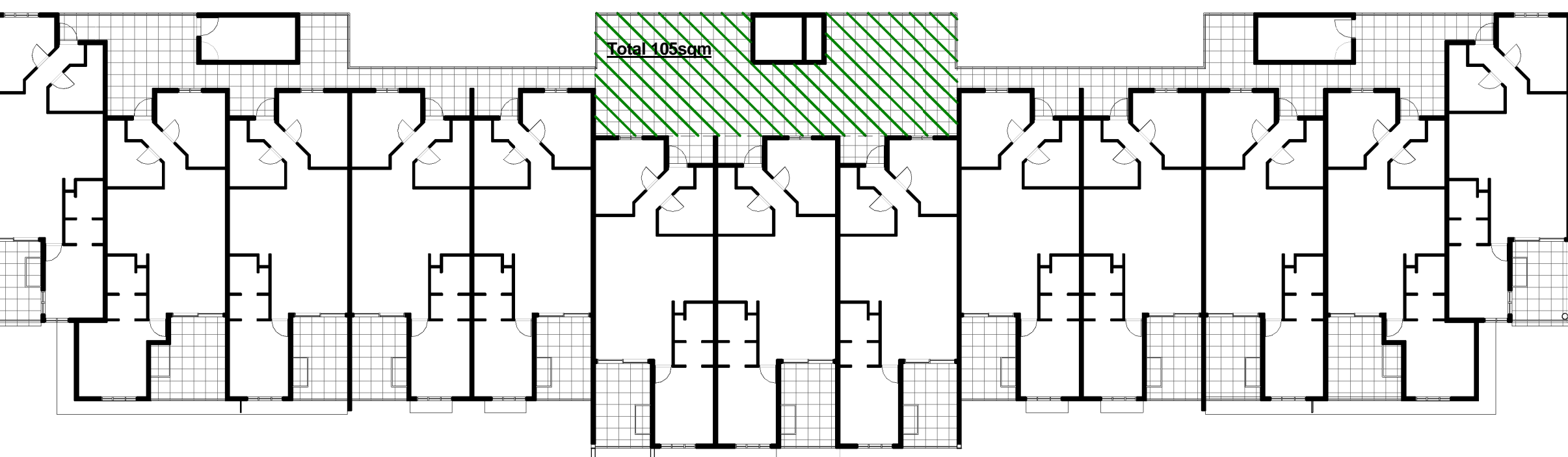
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CALCULATED LANDSCAPING
LEVEL 2



COMMUNAL OPEN SPACE
LEVEL 3



CALCULATED LANDSCAPING
LEVEL 3

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Sheet Title
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Landscaping

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A106

**PA2016/0076 – Application Material Provided December 2016 and
February 2017**

Development Consent Authority

Northern Territory



GPO BOX 1680
DARWIN NT 0801

Telephone No: (08) 8999 6044
Facsimile No: (08) 8999 6055

In reply please quote: PA2016/0076

George Savvas
gsavvas@bigpond.net.au

Dear Sir,

SECTION 6514 & 6515 (35 & 31) FAIRWEATHER CRESCENT, HUNDRED OF BAGOT

You are hereby advised that the Development Consent Authority, at its meeting on Friday 15 April 2016 resolved, pursuant to section 46(4)(b) of the *Planning Act*, to defer consideration of the application to develop the above land for the purpose of 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, to require the applicant to provide the following additional information that the Authority considers necessary in order to enable proper consideration of the application:

1. Support from the Power and Water Corporation (water services) in regards to the capacity of the onsite wastewater treatment plant.
2. Amended plans to show:
 - (a) Greater compliance with the requirements of the NT Planning Scheme, in particular with Clause 7.1.1 (Residential Density Limitations) and Clause 7.6 (Communal Open Space); and
 - (b) Design changes to achieve greater compliance with Clause 7.8 (Building Design for Multiple Dwellings) that incorporate:
 - i. Changes to the eastern façade to break up the expanse of blank wall; and
 - ii. The addition of a screen to the roof slab of the undercroft car parking area along Fairweather Crescent (to screen the slab and exposed services from the street frontage).
3. A Traffic Impact Assessment Report, to the requirements of Litchfield Council.

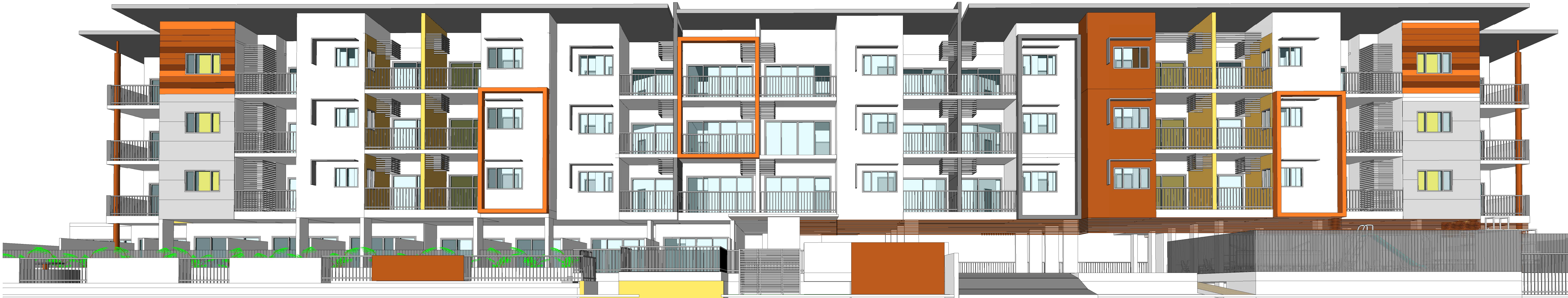
Should you require any further information on this matter, please telephone Dawn Parkes on 8999 6048.

Yours faithfully

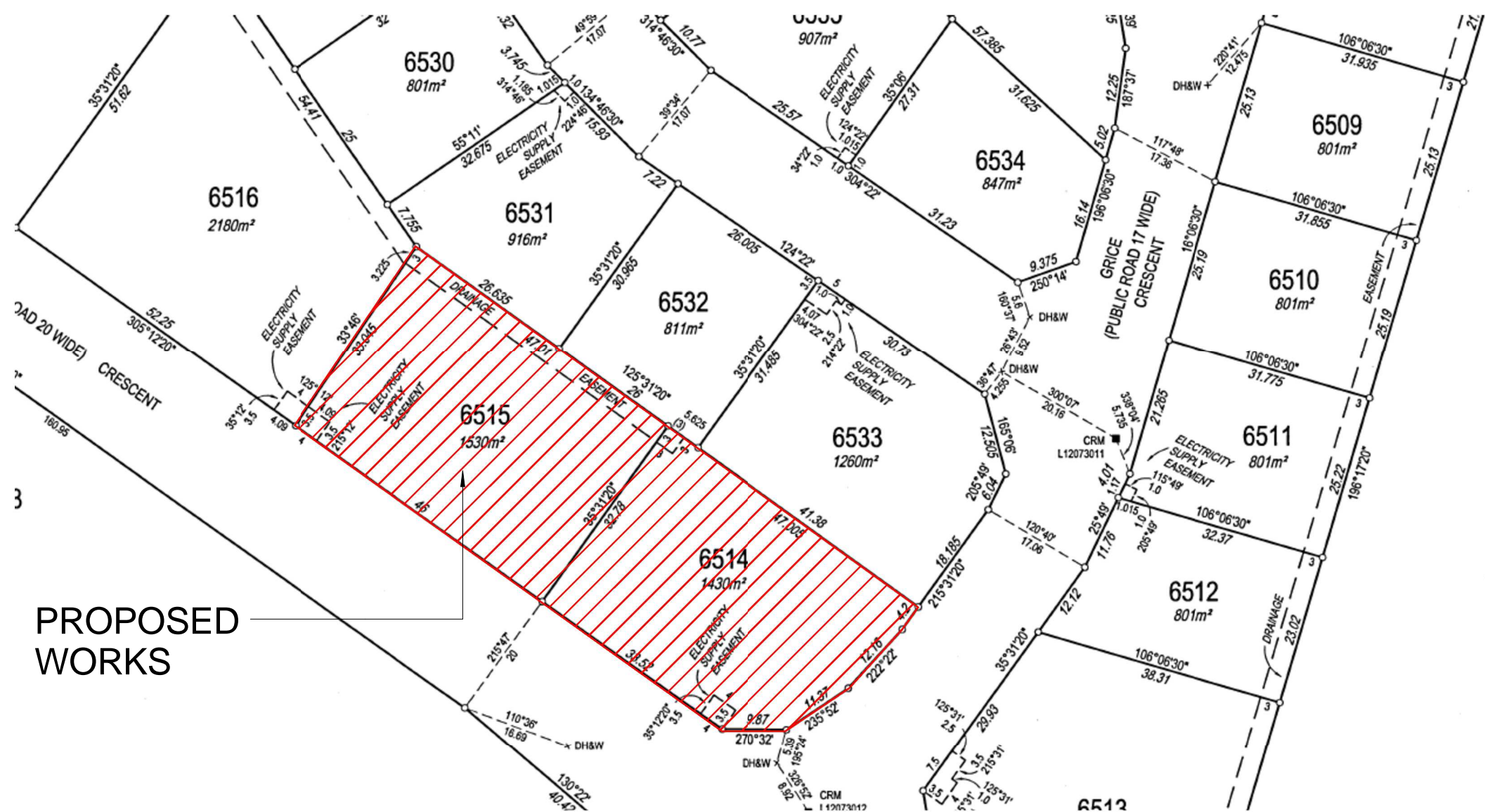
ROBERT SHEWRING
Delegate

27 / 04 / 2016

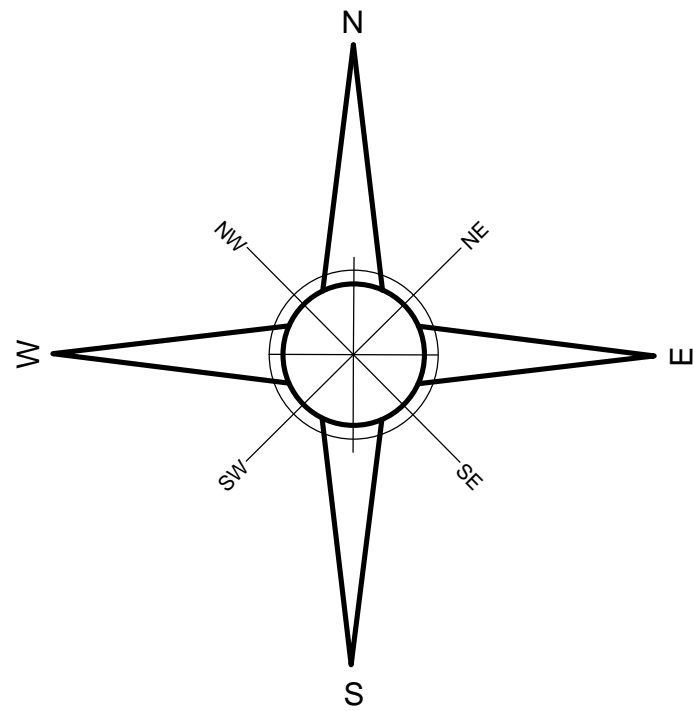
Cc Litchfield Council
Gerry Wood MLA



Proposed 48 Apartments - 15 x 1 Bed 1Bath, 18 x 2 Bed 2 Bath, 15 x 2 Bed 1 Bath in a Single 4-Storey Building, Basement Carpark, Lot 6514 & 6515, Hundred of Bagot



LOCALITY PLAN



Drawing List	
Sheet Number	Sheet Name
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A101	Site Plans
A102	Site Plans
A103	Elevations
A104	Section / Unit Layout
A105	Landscape / Stormwater
A106	Communal Open Space / Landscaping
A107	Perspectives



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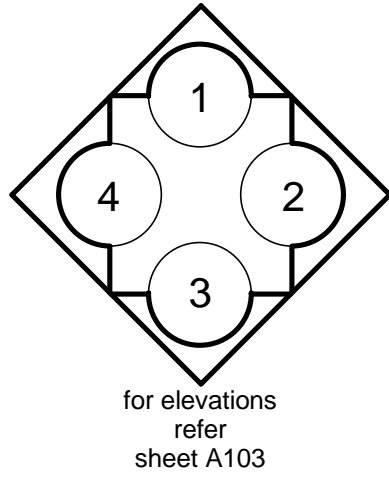
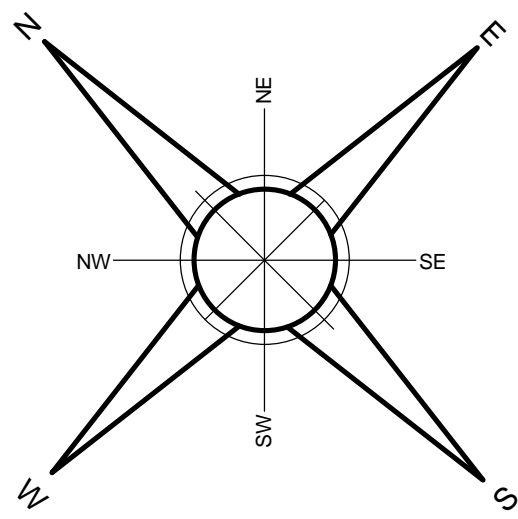
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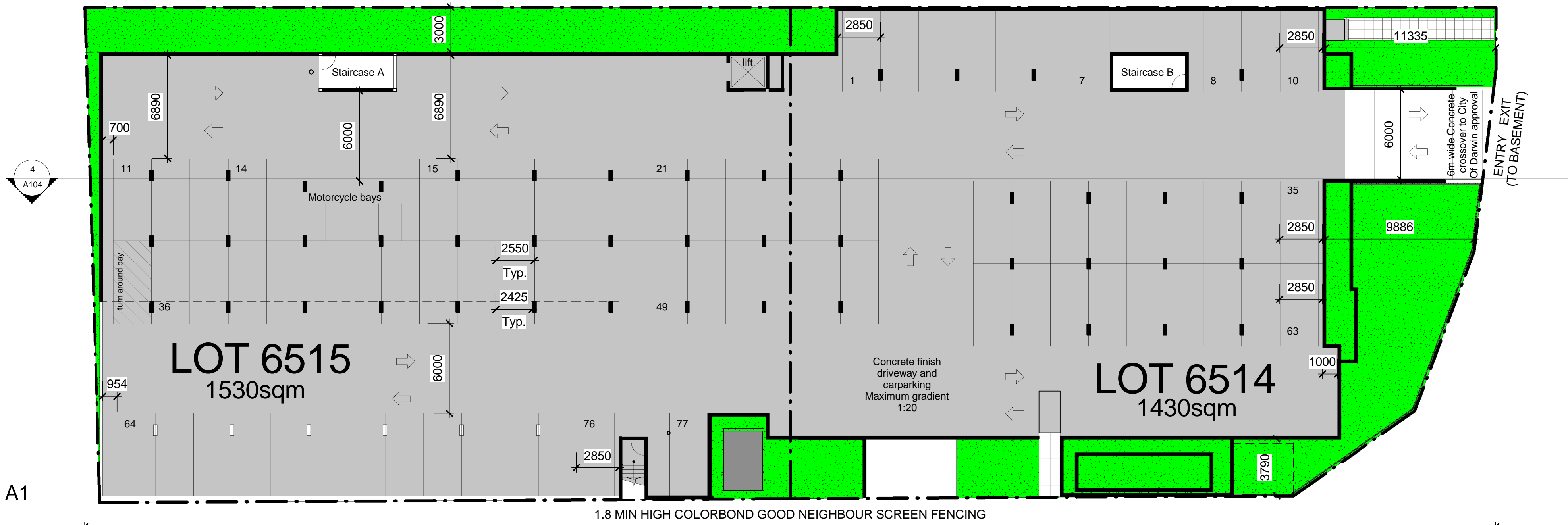
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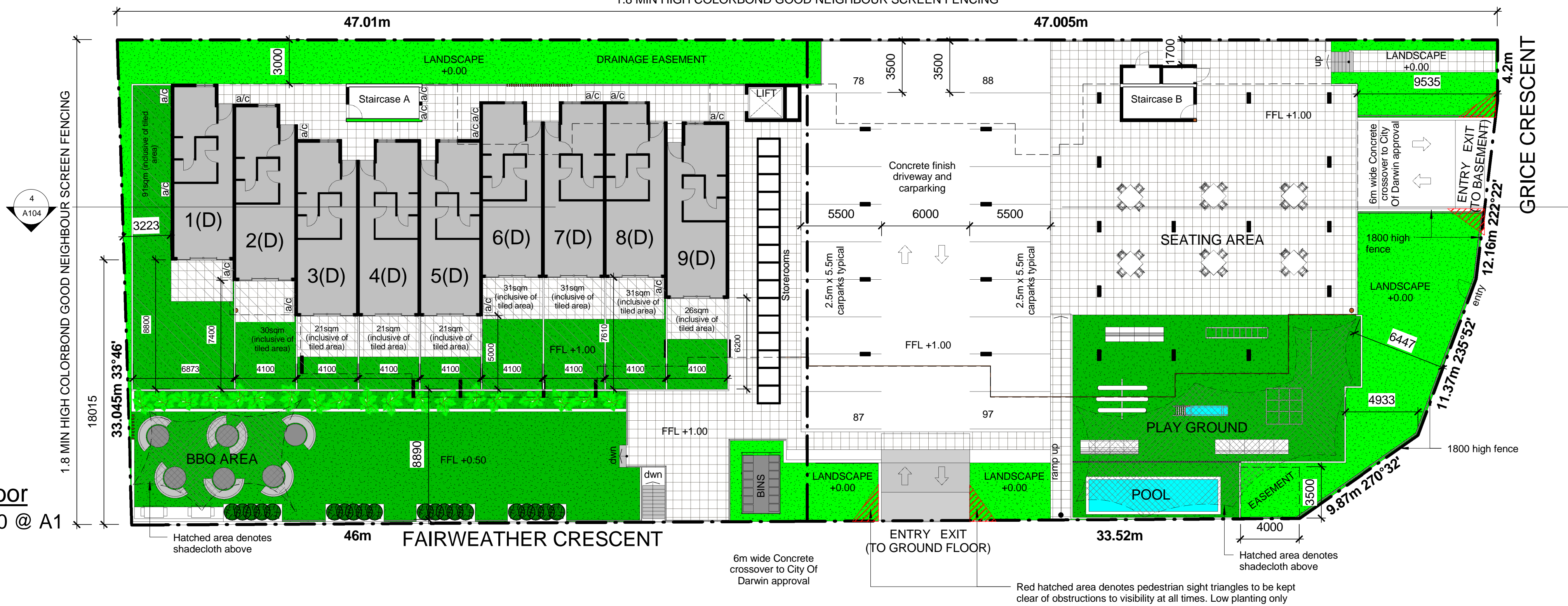
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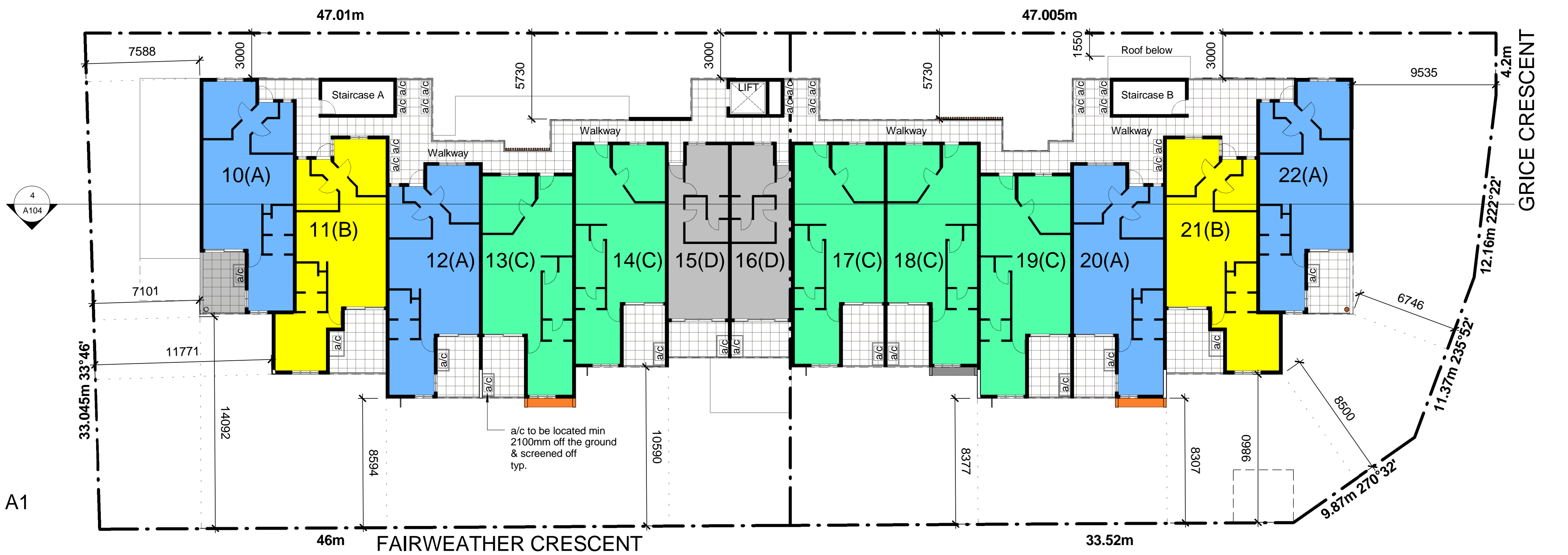
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Ground Floor
SCALE 1:200 @ A1



Level 1
SCALE 1:200 @ A1



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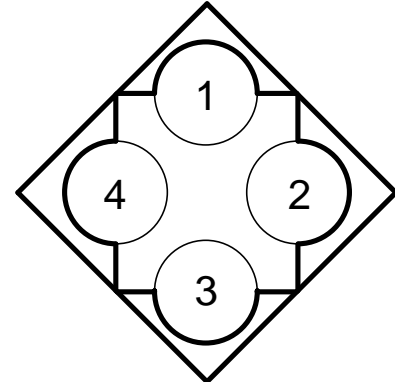
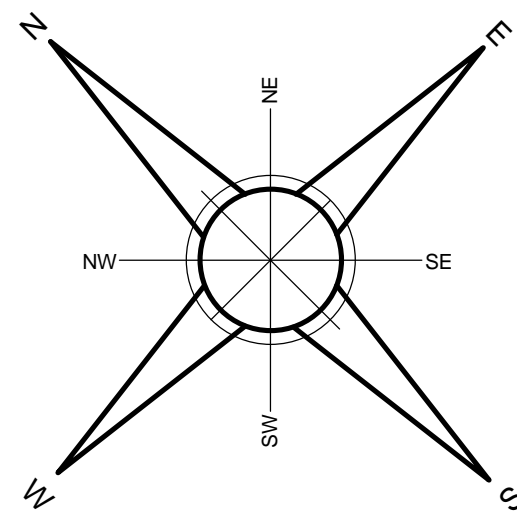
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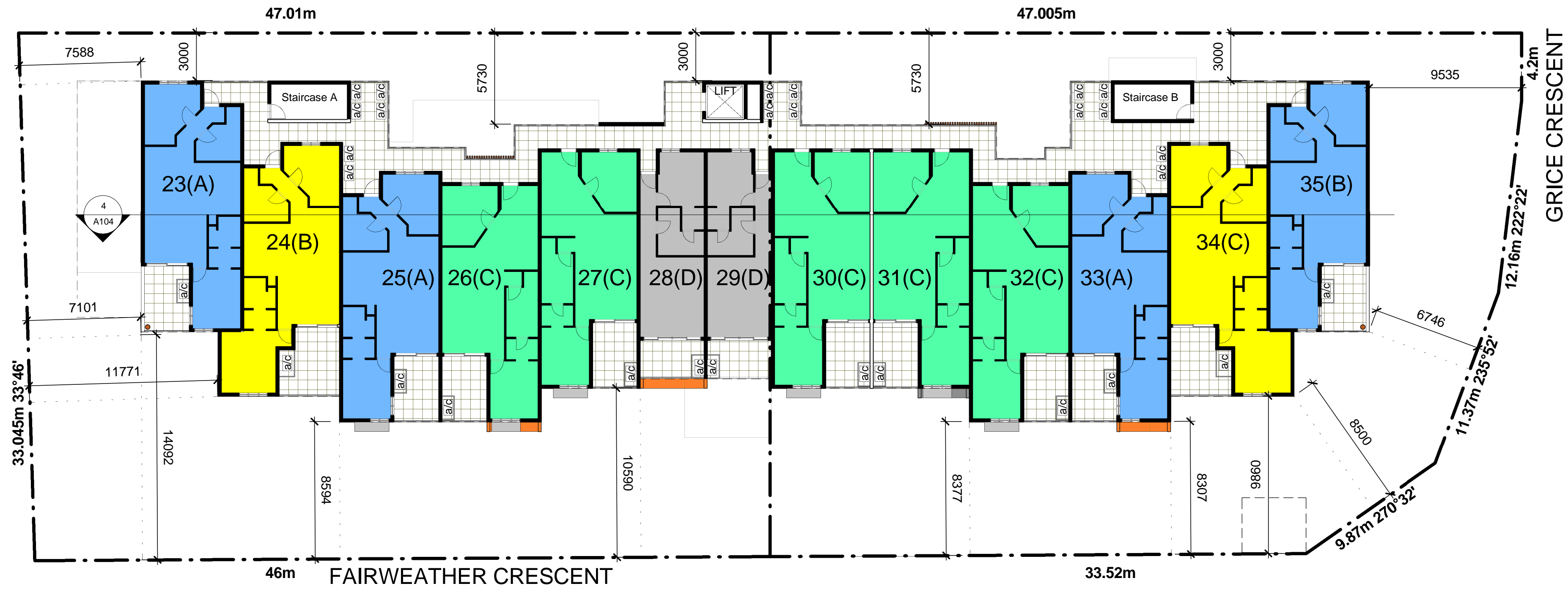
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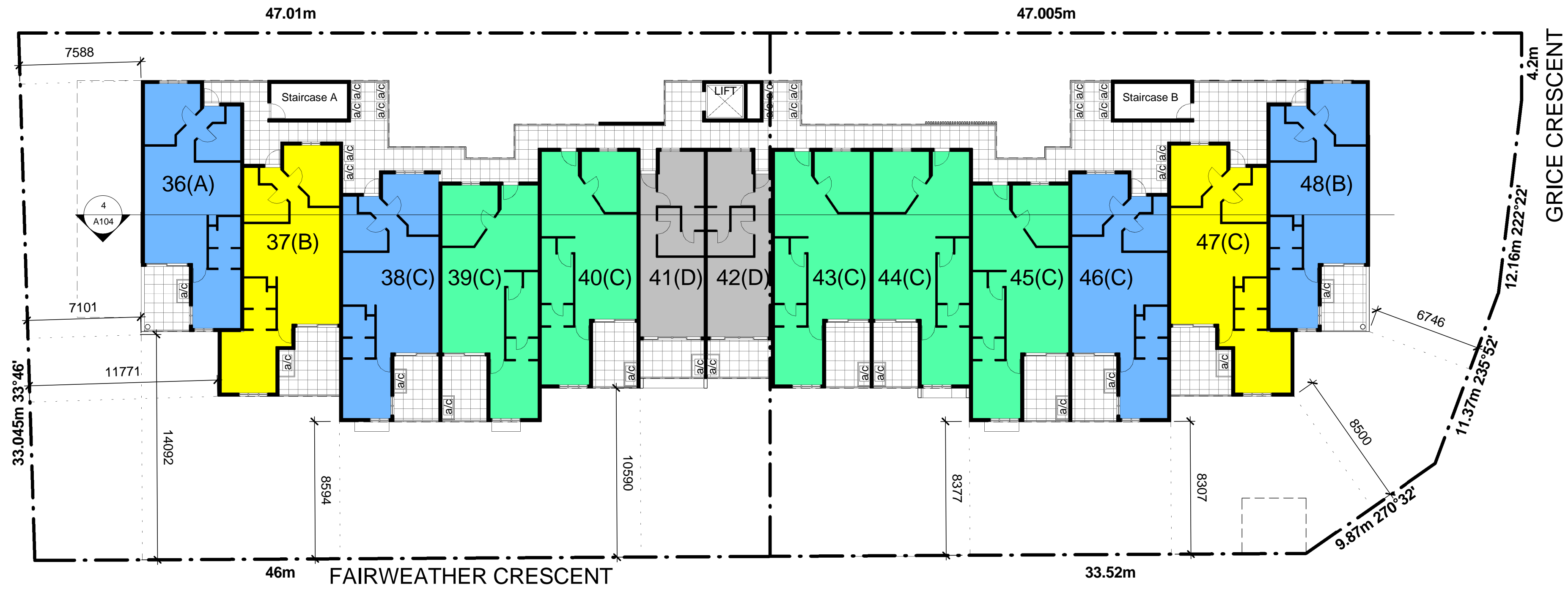


for elevations
refer
sheet A103

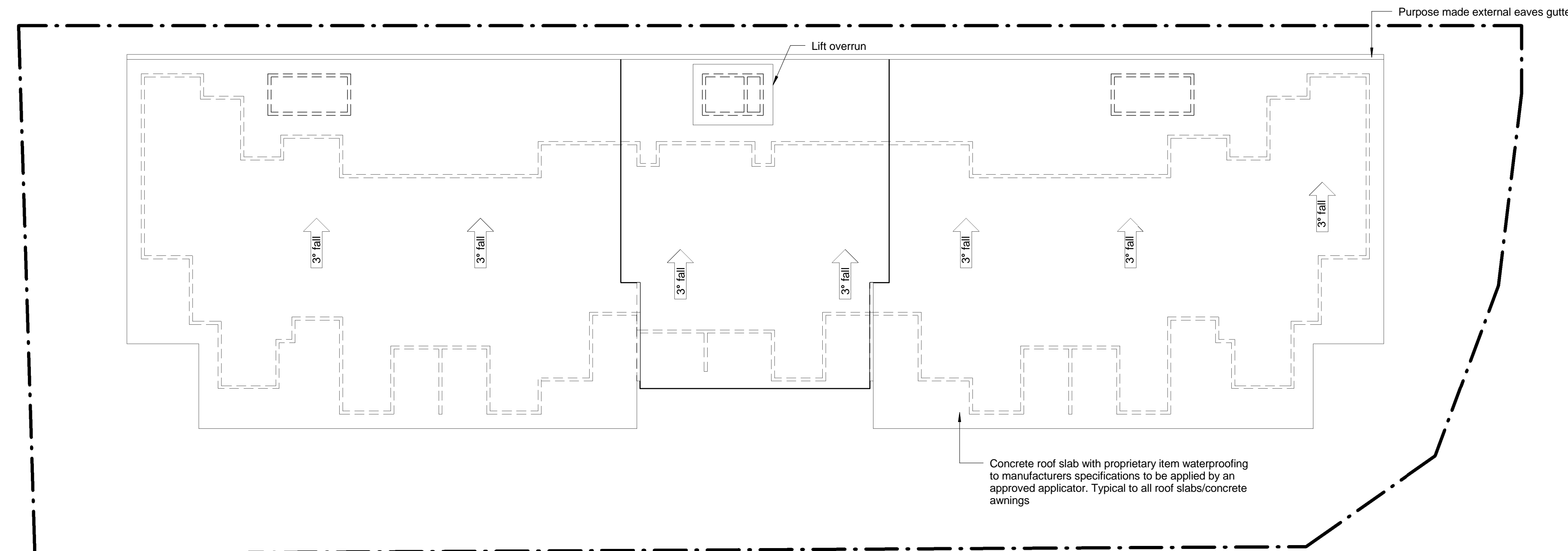
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Level 3
SCALE 1:200 @ A1



Roof Plan
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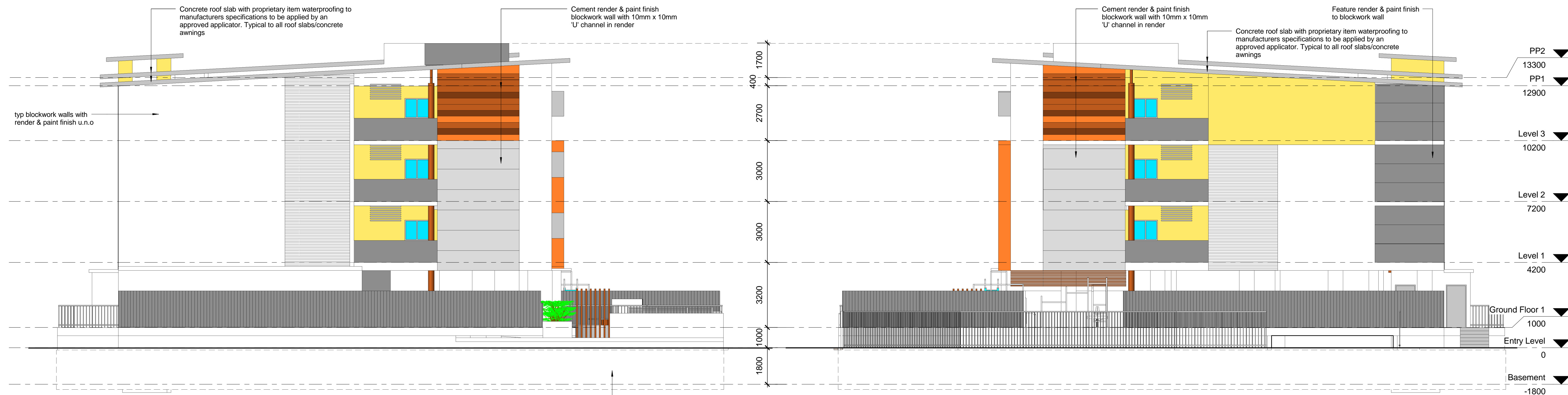
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A102



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ELEVATION 2
SCALE 1:100 @ A1



ELEVATION 3
SCALE 1:150 @ A1



ELEVATION 1
SCALE 1:150 @ A1

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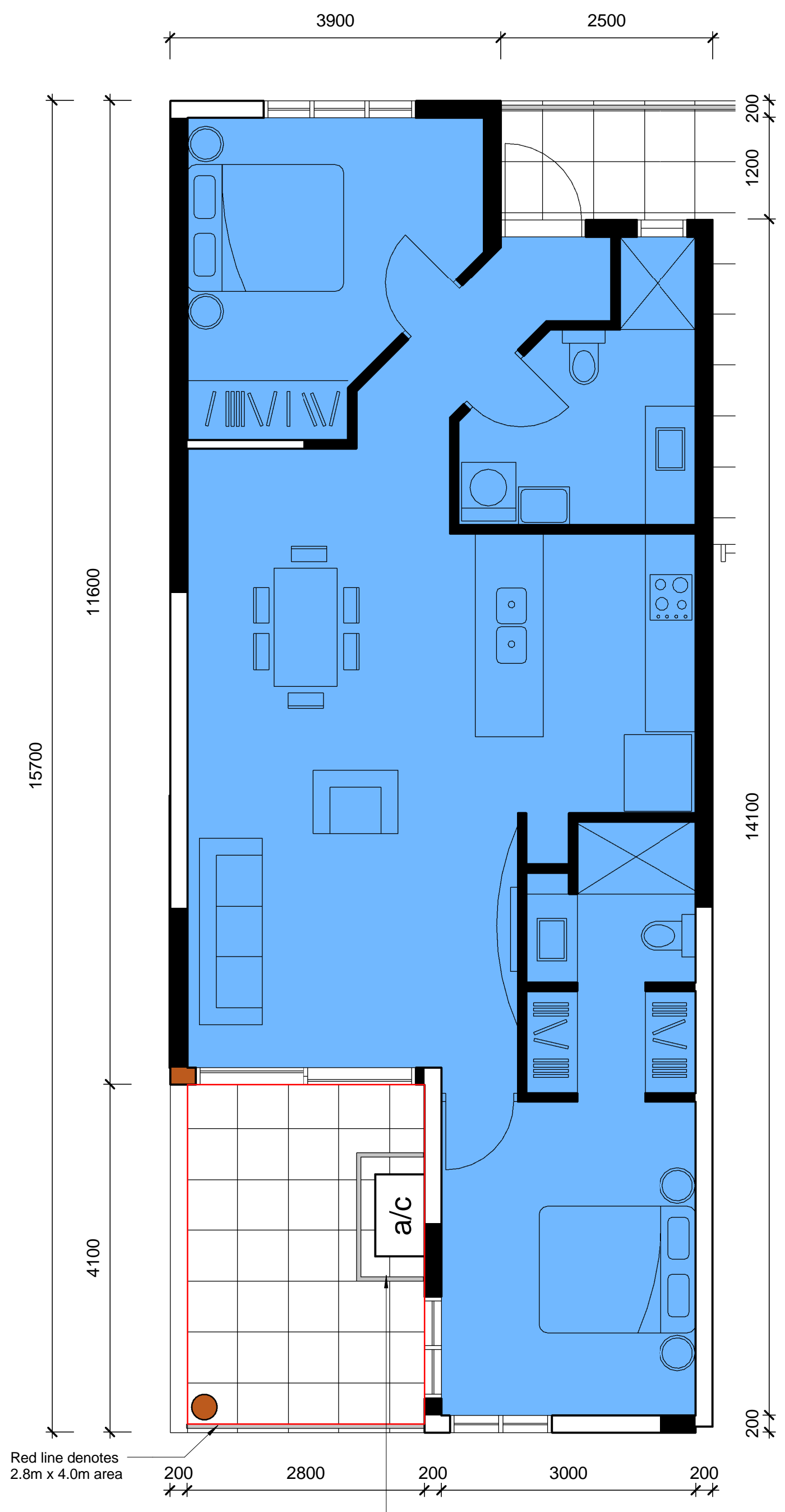
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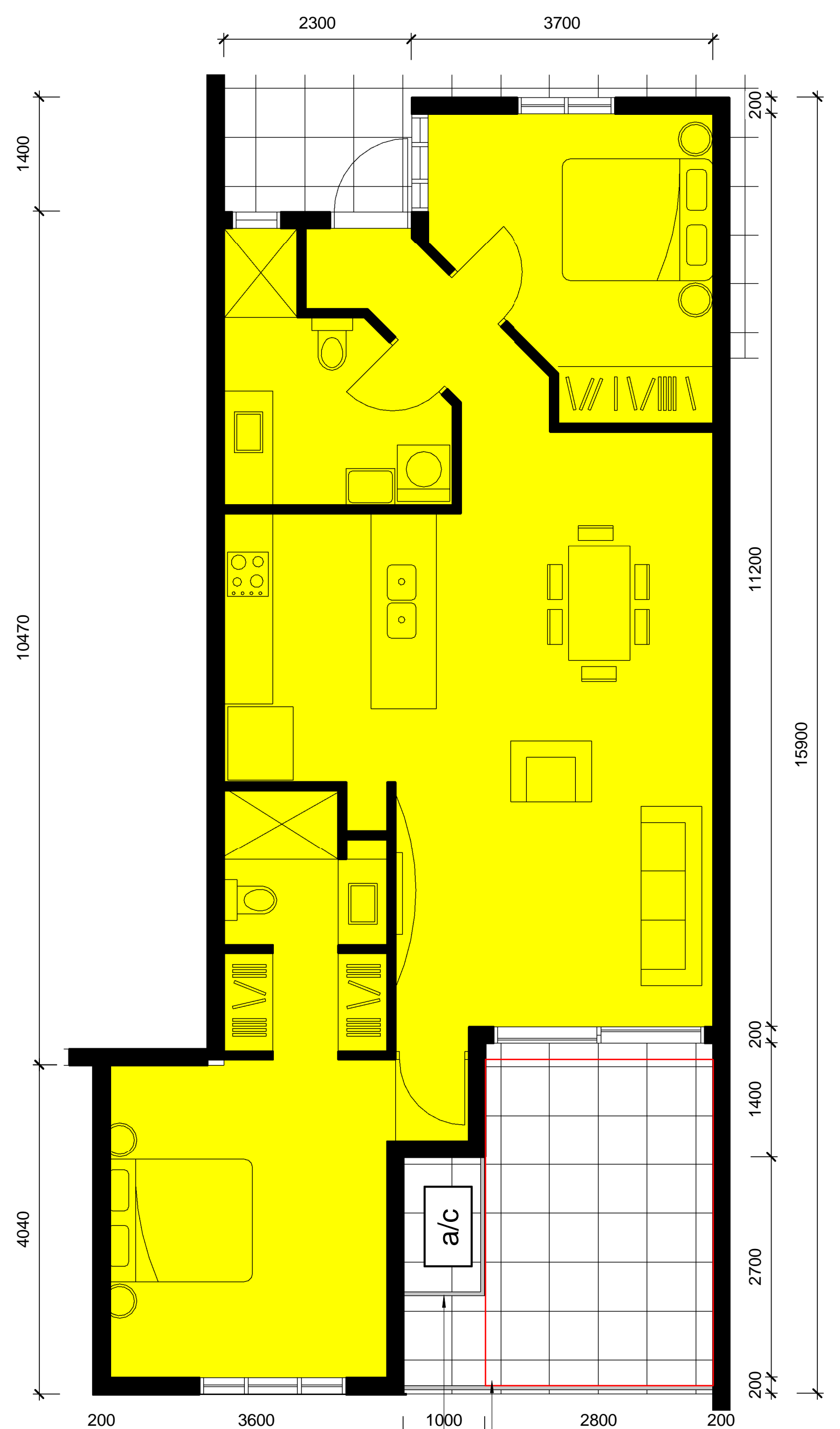
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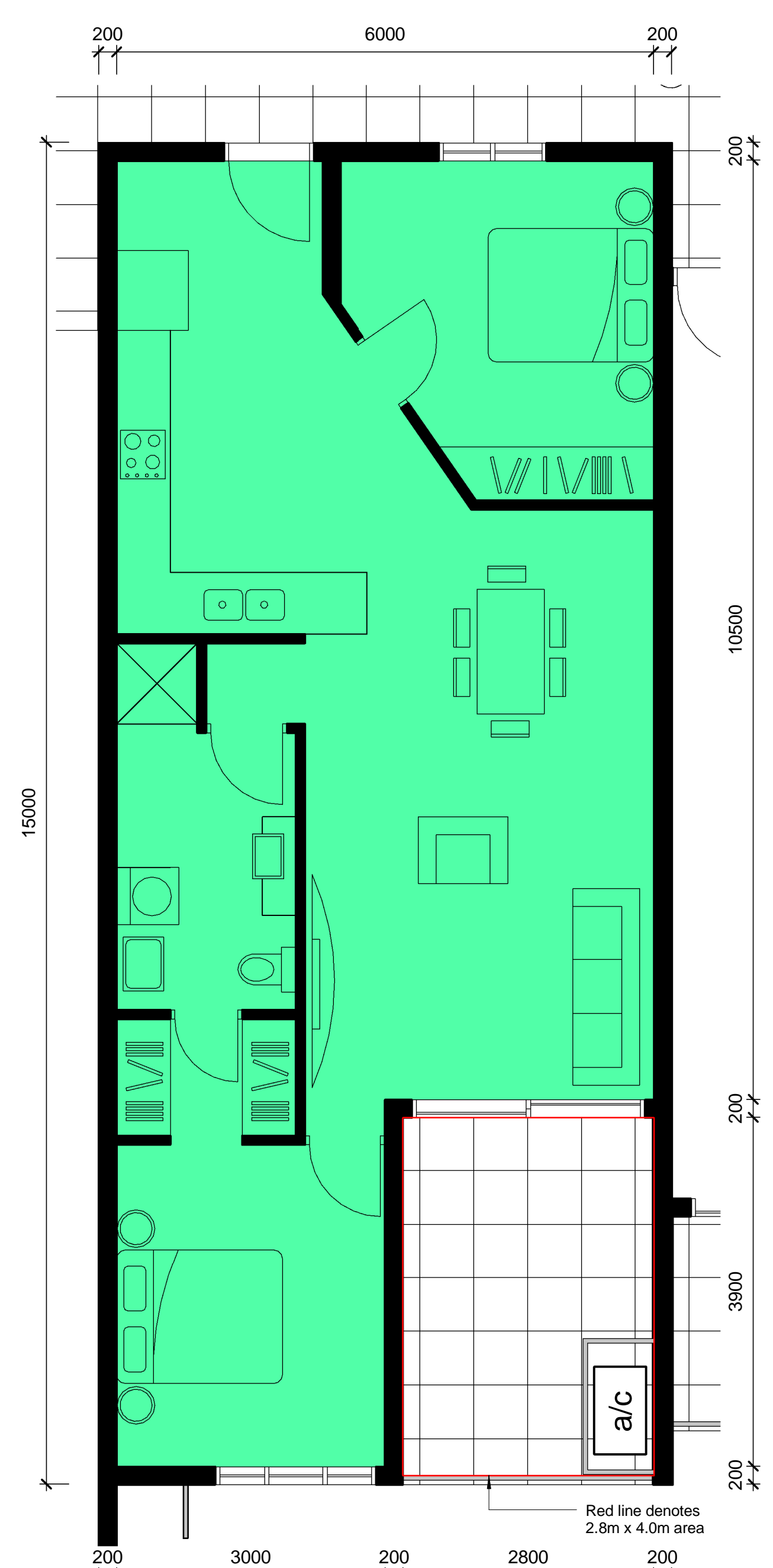
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Verandah 13sqm
Total 89sqm



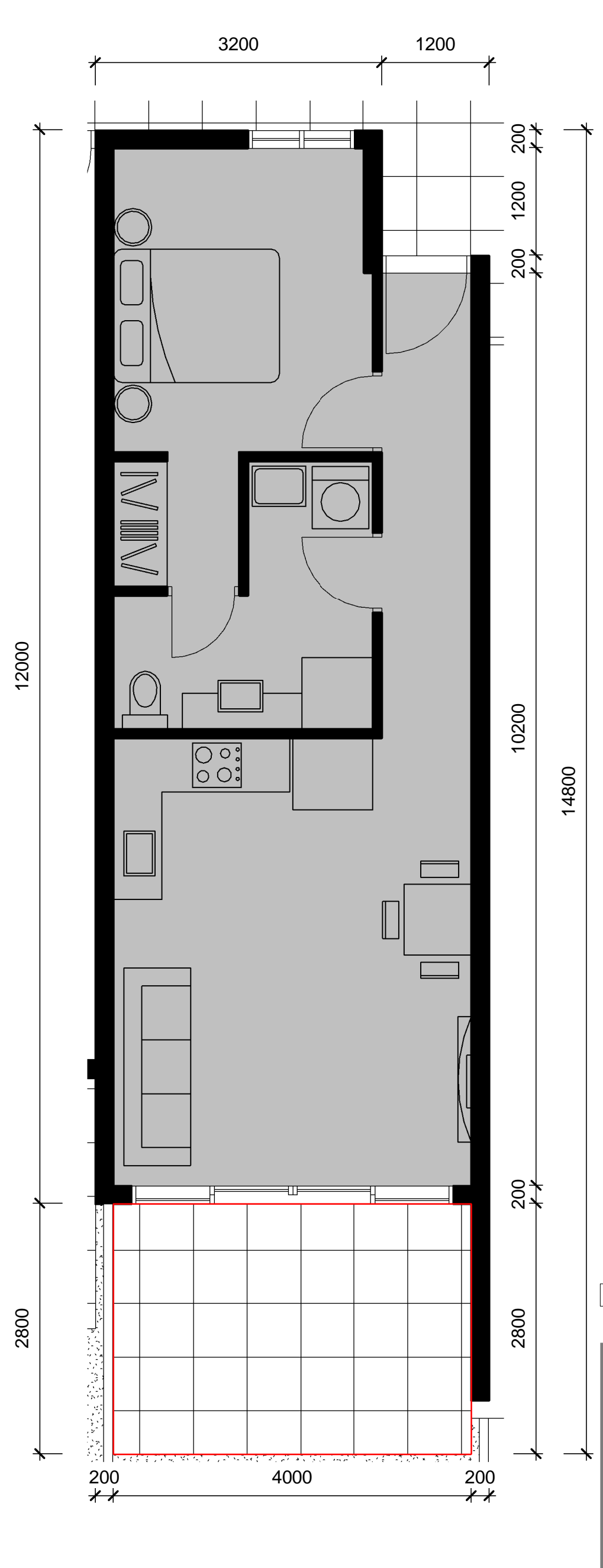
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Verandah 15sqm
Total 94sqm



UNIT LAYOUT C
2 x Bed, 1 x Bath - 15 units
Scale 1:50 @ A1

Internal 75sqm
Verandah 12sqm
Total 87sqm



UNIT LAYOUT D
1 x Bed, 1 x Bath - 15 units
Scale 1:50 @ A1

Internal 45sqm
Verandah 12sqm
Total 87sqm

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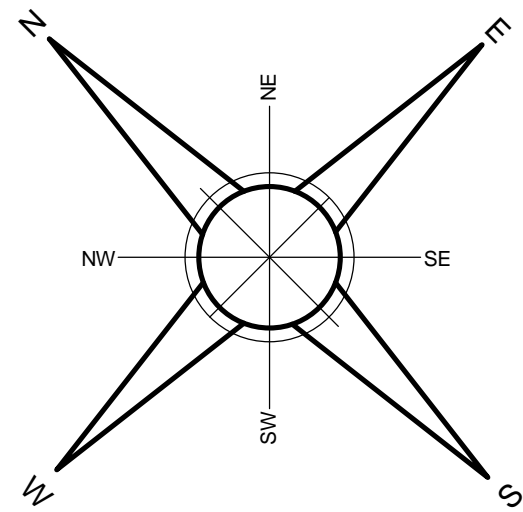
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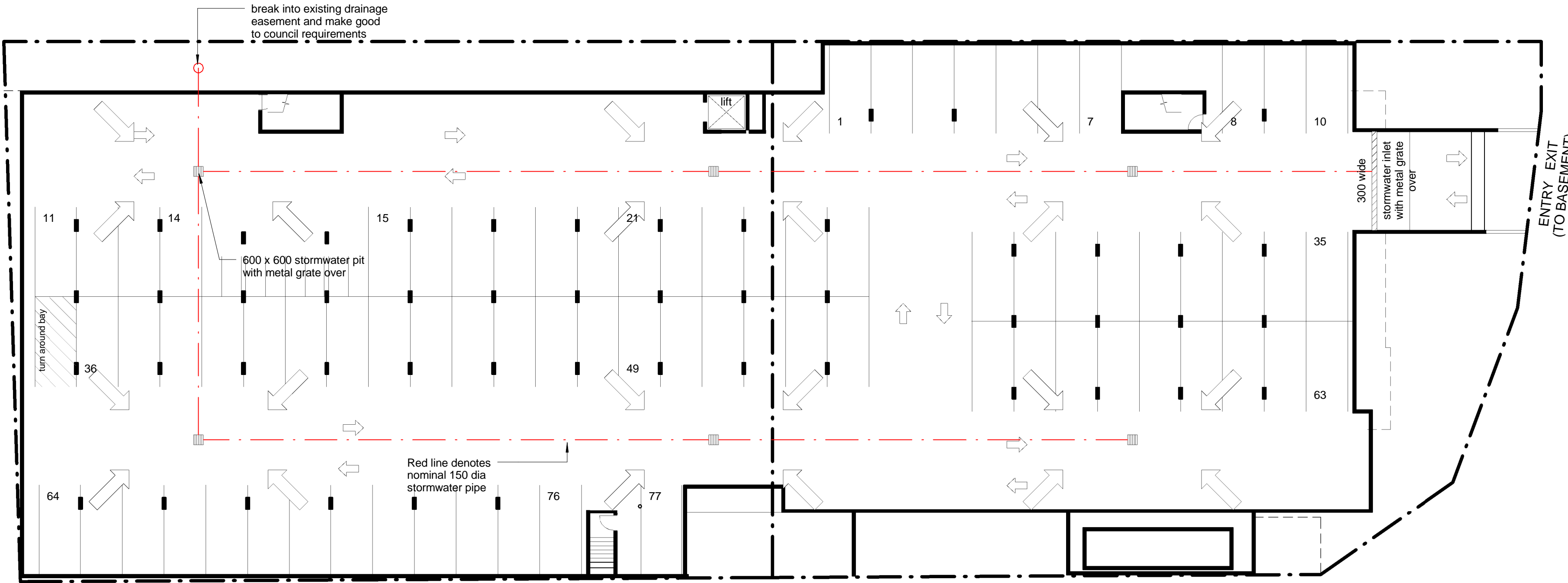
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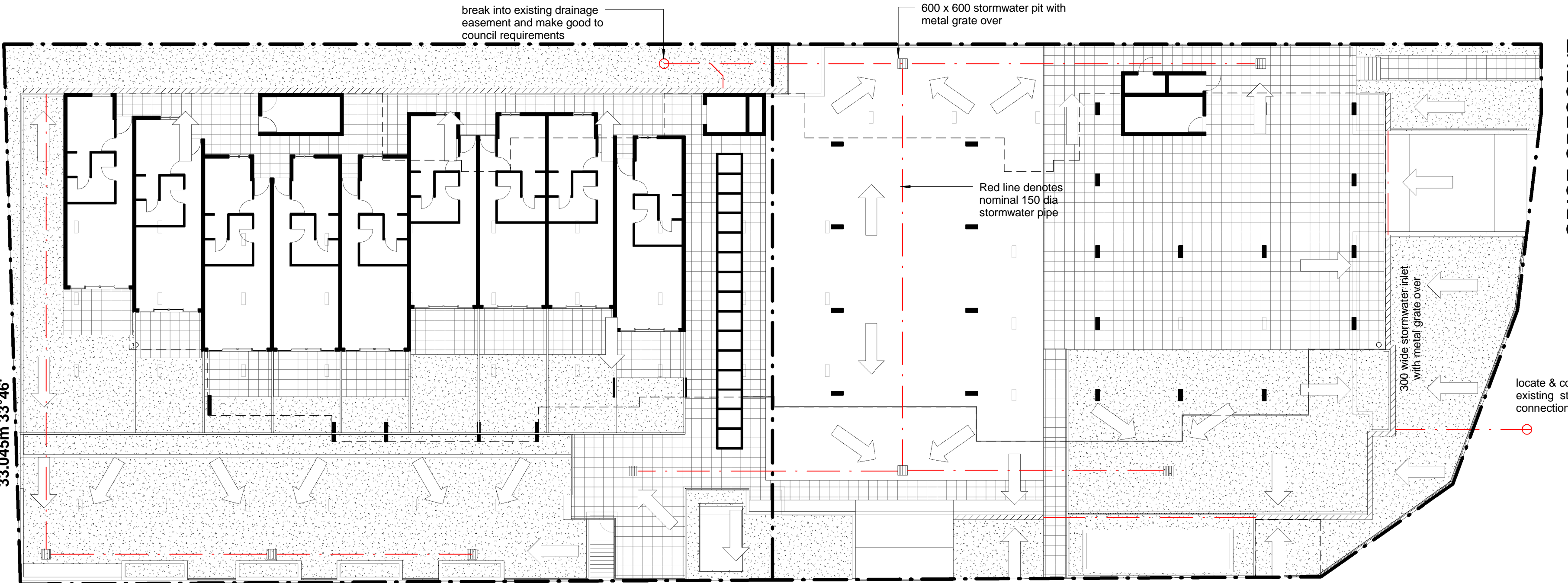
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- Murraya Exotica
- Spider lillys
- Cyrtostachys renda Lipstick Palm (150L Pot)
- Calliandra Haematocephala
- Ficus tree
- Golden Cane Palm
- Polyalthia longifolia Indian
- Foxtail Palm
- Leptospermum madidum Weeping TI Tree
- Frangipan plumeria obtusal

STORMWATER BASEMENT
SCALE 1:200 @ A1



STORMWATER GROUND
SCALE 1:200 @ A1



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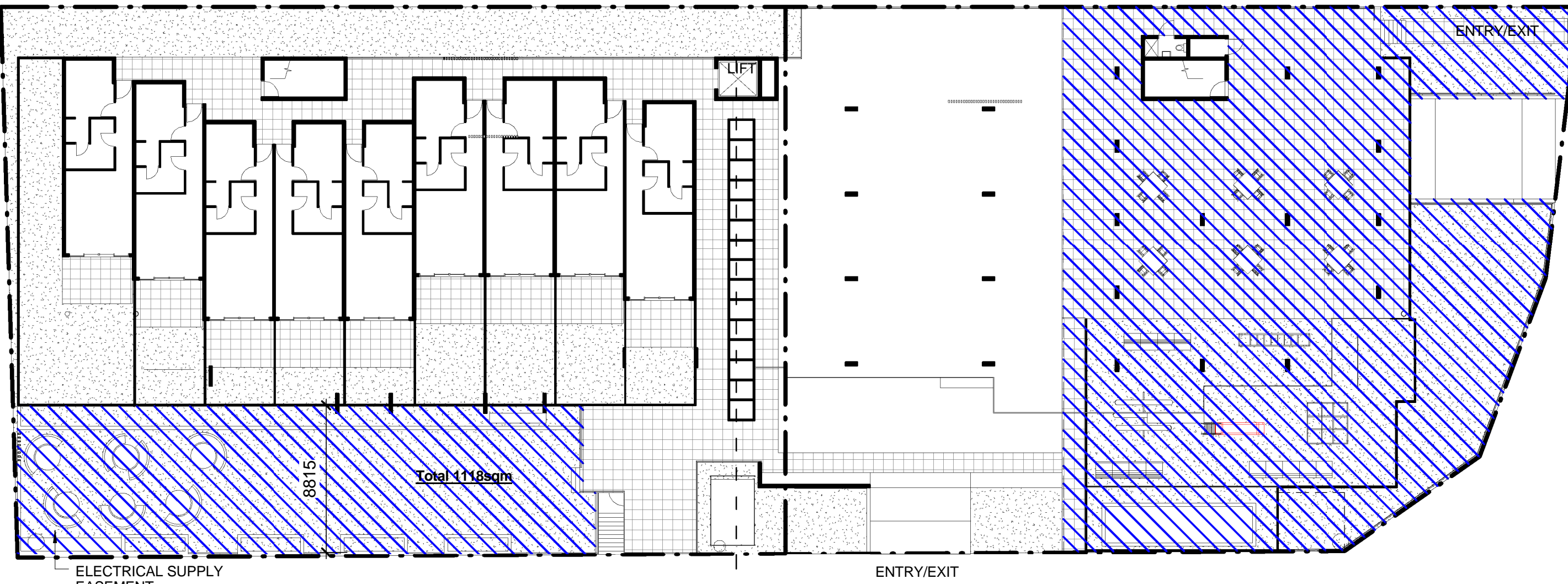
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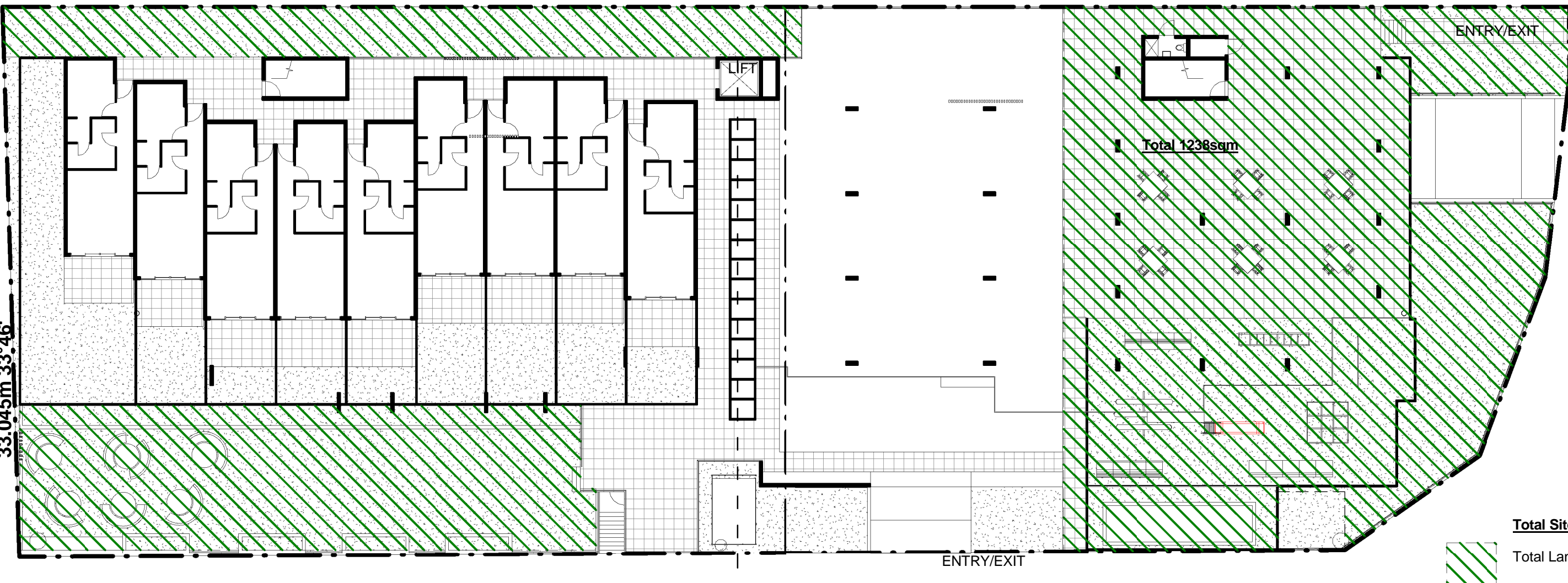
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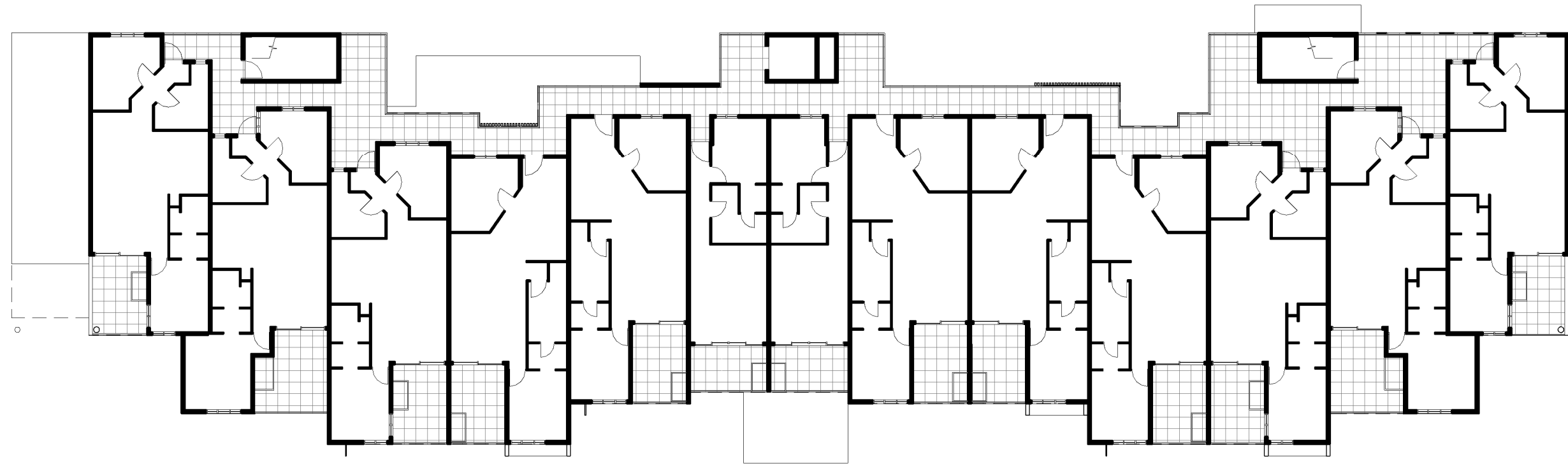


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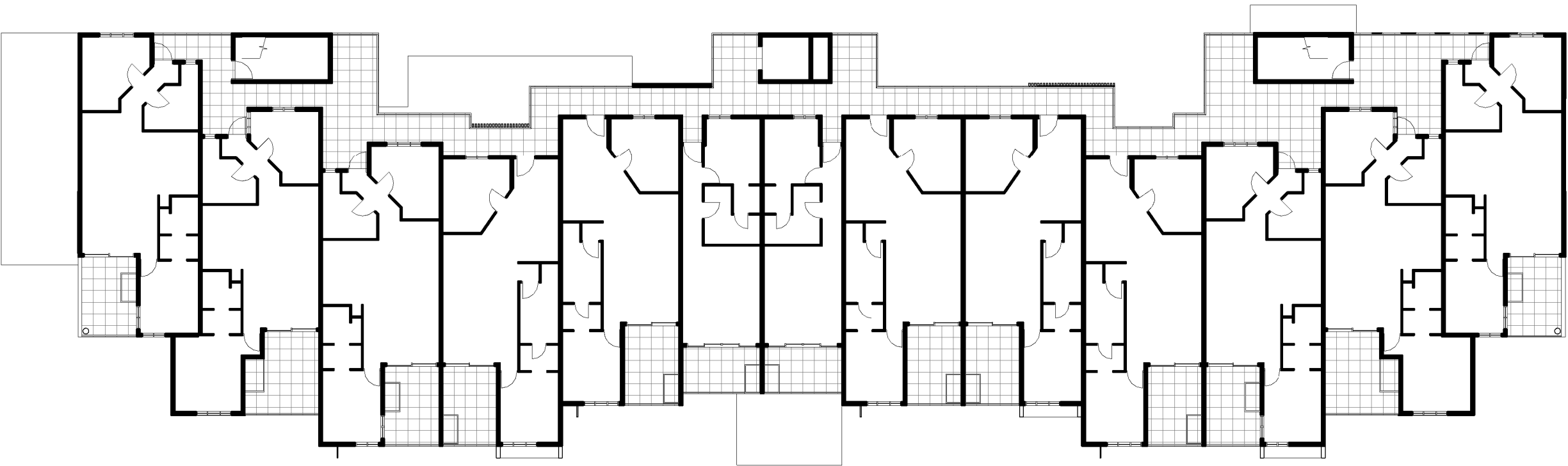


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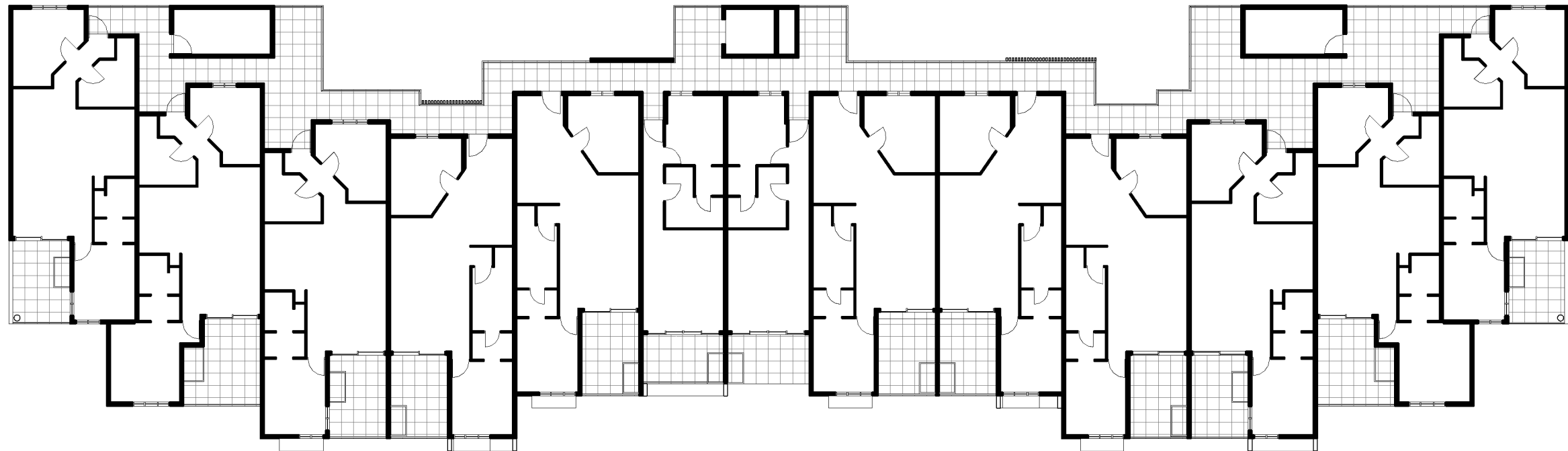
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Total Landscaped Area	1238sqm (41%)
Required Landscaped Area	888 sqm (30%)
Total Comm Area	1118 sqm (37%)
Required Common Open Space Area	444 sqm (15%)



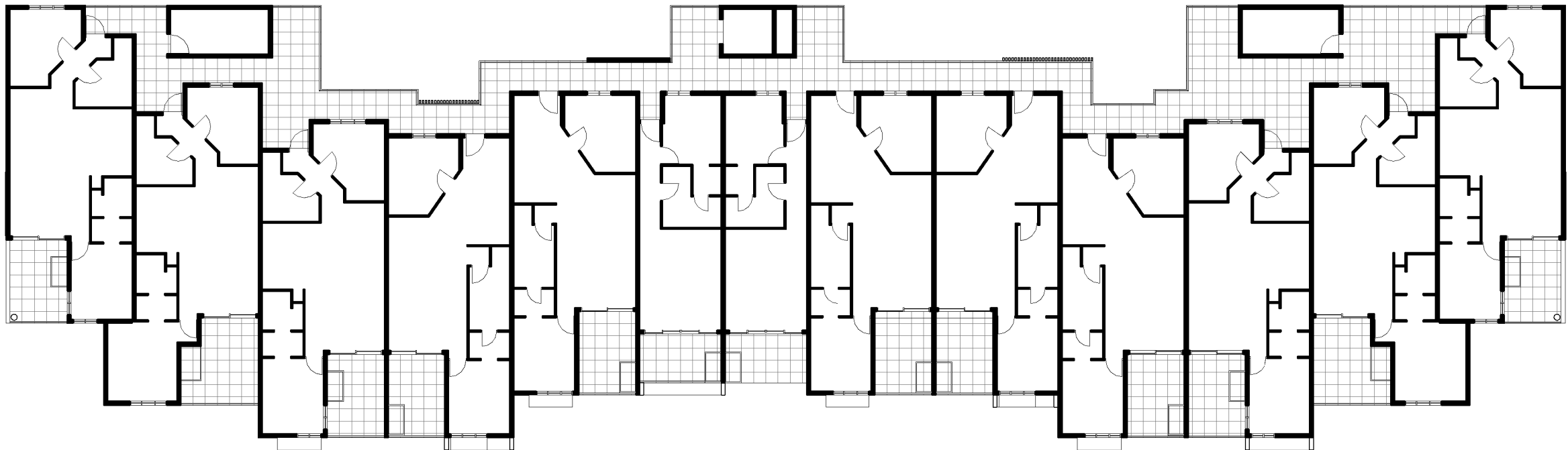
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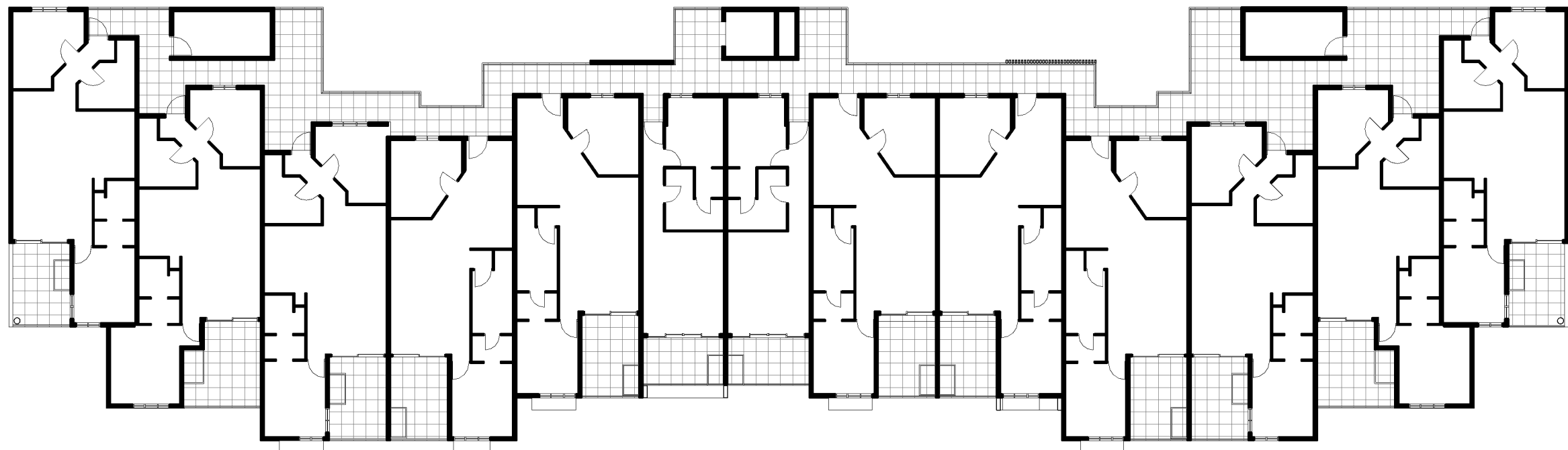
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LEVEL 1



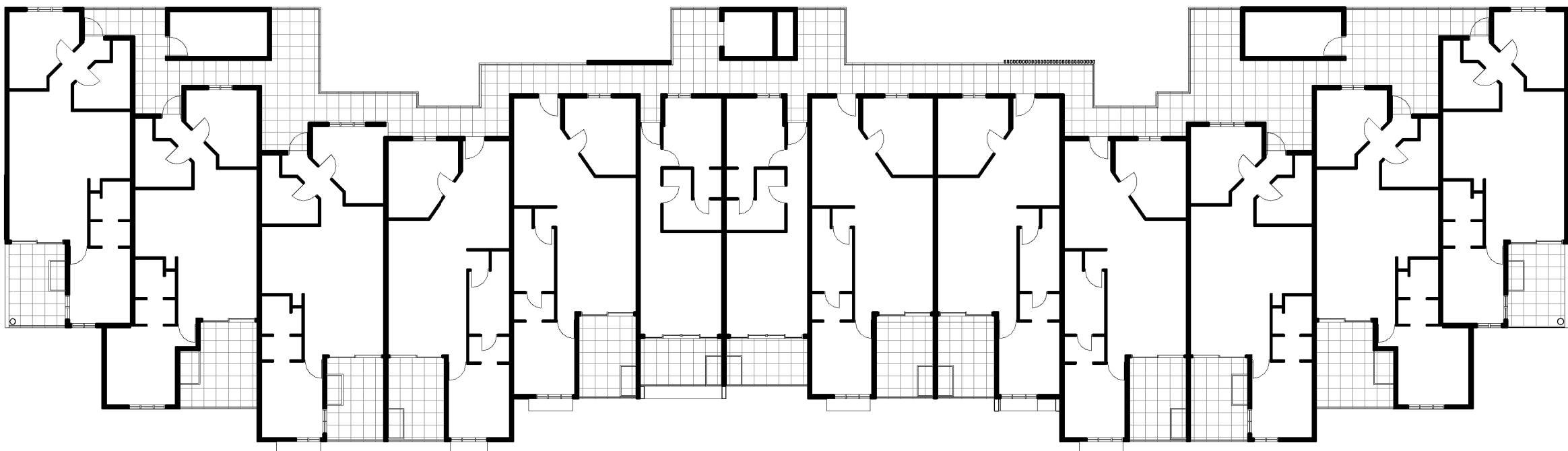
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CALCULATED LANDSCAPING
LEVEL 2



COMMUNAL OPEN SPACE
LEVEL 3



CALCULATED LANDSCAPING
LEVEL 3

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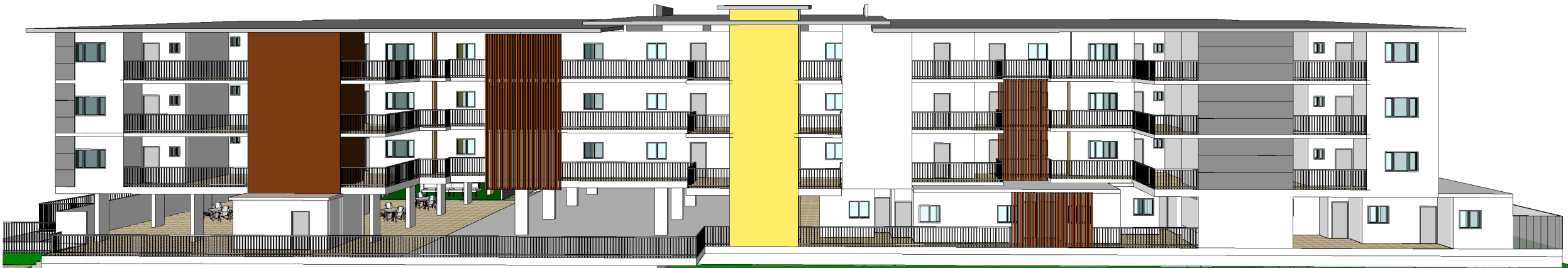
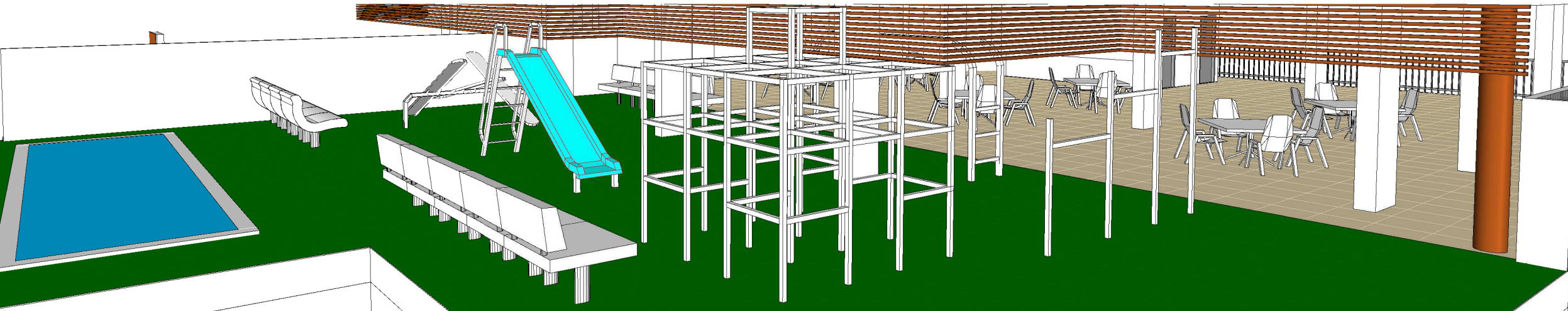
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A107



**Residential Development
31-35 (Lots 6514 and 6515) Fairweather Cres, Coolalinga**

Traffic Engineering Report



For



Jupitue NT Pty Ltd

Reference: 16GCT0038

November 2016

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ABN 65 010 868 621

41A Quay Street, Sanctuary Cove
PO Box 930, Sanctuary Cove QLD 4212
T: 07 5514 8000 F: 07 5514 8144 E: ttmgc@ttmgroup.com.au

Rev No.	Author	Reviewed/Approved		Description	Date
		Name	Signature		
1	R H van der Merwe	R V Jones		Preliminary Issue	15/04/2016
2	R H van der Merwe	R V Jones		Amended Issue	11/11/2016
3					

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1. Introduction and Summary

1.1. Purpose of Report and Study Objectives

This report presents the findings of a transport and traffic assessment carried out by TTM for the proposed residential development located at 31-35 Fairweather Crescent, Coolalinga.

The purpose of the report is to determine the proposed development's compliance with relevant Northern Territory, Litchfield Council, Australian Standard and Austroad's policies, guidelines and standards, and to determine the developments likely impact on the local traffic network.

1.2. Executive Summary

1.2.1. Site Location and Study Area

The existing development site is situated at 31-35 (Lots 6514 and 6515) Fairweather Crescent, Coolalinga as illustrated in Figure 1.1 and Figure 1.2.

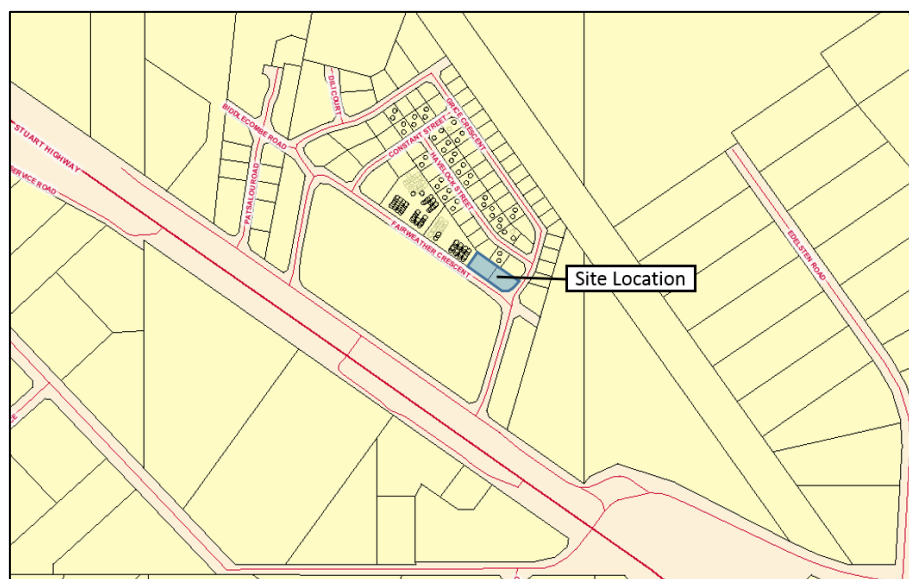


Figure 1.1: Site Location (NT Atlas)

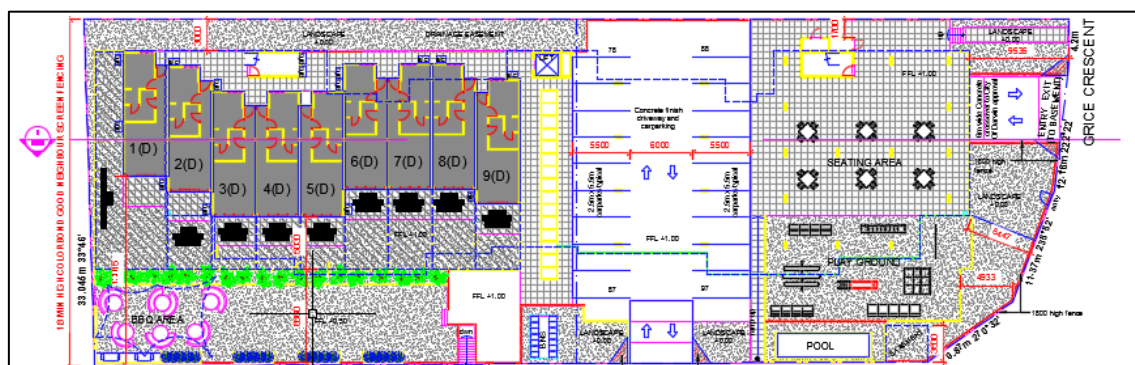


Figure 1.2: Development on Parcel Number 6514 and 6515 of Location Code 055

The proposed development is contained within the jurisdiction of the Litchfield Council. The Northern Territory Planning Scheme is the planning document applicable to the site.

1.2.2. Development Description

The proposed development is summarised as follows:

- ▶ 48 x 2 Bedrooms Apartment in a Single 4-Storey Building;
- ▶ Basement Carpark;
- ▶ Fairweather Crescent access to the Ground Floor;
- ▶ Grice Crescent Access to the Basement; and
- ▶ 97 standard parking spaces.

The Development Plan for the site is included in Appendix A.

1.2.3. Types of Studies Undertaken

TTM have undertaken a Traffic Impact study, Transport Assessment and Car Park Assessment as part of this report.

1.2.4. Principle Findings

- ▶ The existing public transport, pedestrian and bicycle facilities adequately service the development's requirements;
- ▶ All parking within the development satisfies the requirements of the Northern Territory Planning Scheme;
- ▶ Parking design within the development is consistent with the requirements of the Northern Territory Planning Scheme and Australian Standard AS2890.1 except for bay widths which do not comply with the Northern Territory Planning Scheme and aisle extension lengths but these have been shown to be acceptable;
- ▶ Servicing and refuse collection have been adequately addressed by the development design; and
- ▶ It is of TTM's professional opinion that the trips generated by the proposed development will not have any adverse effect on the surrounding network.

1.2.5. Recommendations

Based on the findings of this assessment, it is of TTM's professional opinion that the proposed development be approved on transport planning grounds.

2. Proposed Development

2.1. Offsite Development

No offsite developments are currently proposed as part of the commercial development.

2.2. Onsite Development

2.2.1. Land Use and Intensity

The subject site is currently unoccupied. The surrounding areas are occupied by residential dwellings and a shopping centre that is in the process of being constructed.

The development takes up a total area of 1,560m² (including amenities) and the site has an area of 2,960m².

2.2.2. Location

It is proposed that most traffic from the site will utilise the Stuart Highway / Henning Road / Girraween Road intersection. This intersection is signal controlled.

2.2.3. Site Plan

The proposed site plan is included in Appendix A of this report.

2.2.4. Phasing and Timing

It is expected that the development will be constructed and fully occupied by 2018.

3. Existing Area Conditions

3.1. Study Area

3.1.1. Area of Influence and Significant Transportation Impact

The road network in the immediate vicinity of the site has been reviewed and summarised in Table 3.1.

Table 3.1: Road Hierarchy of Surrounding Roads

Road Name	Type	Speed (km/h)	Lanes	Authority
Stuart Highway	Arterial Road	100	4 Lanes Divided	NT
Stuart Highway	Service Road	60	2 Lanes Undivided	NT
Girraween Road	Local Road	60	2 Lanes Divided	NT
Fairweather Crescent	Local Road	60	2 Lanes Undivided	NT
Grice Crescent	Local Road	60	2 Lanes Undivided	NT

Currently no known road works are scheduled near the development site.

3.2. Study Area Land Use

3.2.1. Existing land uses

The development site is currently unoccupied.

3.2.2. Existing Zoning

The site is zoned as MR – Medium Density. The zoning of the development site and surrounding areas are illustrated in Figure 3.1. The adjacent area to the north is zoned as multiple dwelling.

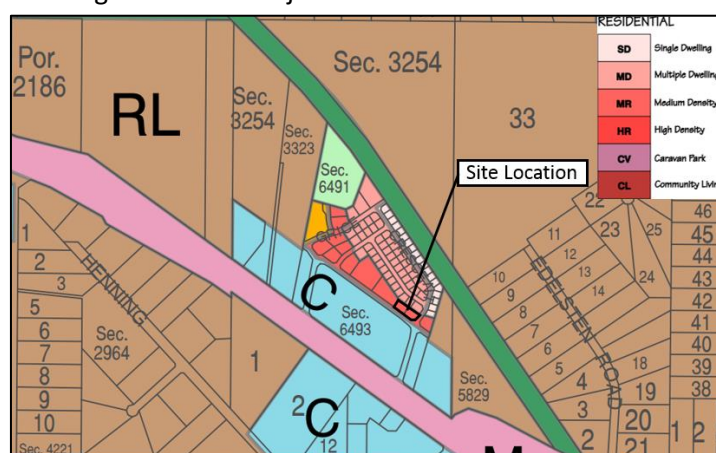


Figure 3.1: Local Zoning (NT Planning Scheme)

3.2.3. Anticipated Future Development

A future commercial development including a shopping centre is currently being constructed just south of the site.

3.3. Site Accessibility

3.3.1. Area Roadway System

3.3.1.1. Existing

No driveway currently exists for the existing development.

3.3.1.2. Future

The development is proposing to construct two new paved driveways as part of the proposed development.

3.3.2. Traffic Volumes and Conditions

Existing traffic volumes have been derived from SCATS data from the NT Department of Infrastructure at the Stuart Highway / Henning Road / Girraween Road Intersection from Monday the 7th of March 2016 to Sunday the 13th of March 2016 as illustrated in Figure 3.2 and Figure 3.3.



Figure 3.2: Stuart Highway / Henning Road / Girraween Road Intersection

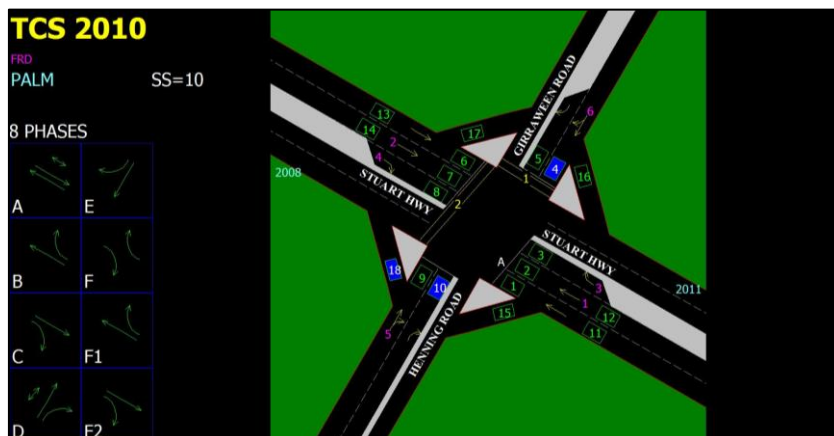


Figure 3.3: SCATS Data – Stuart Highway / Henning Road / Girraween Road Intersection

Friday the 11th of March produced the highest volume of traffic with the AM and PM peak hours occurring between 7:00am – 8:00am and 5:00pm – 6:00pm. The full survey results can be seen at the end of this report in Appendix B.

3.3.3. Transit Service

A bus stop is located approximately 380m south of the development on Stuart Highway service road and is serviced by Route 445.

This route services the following areas;

- AM - Humpty Doo to Palmerston via Cox Peninsula, Noonamah, Coolalinga and Humpty Doo
- PM - Palmerston to Humpty Doo via Coolalinga, Noonamah and Cox Peninsula (Monday to Saturday)

Further, the Coolalinga Park and Ride Bus Station facility is located approximately 650m away which services routes 28, 440 and 445 with a rapid service to Darwin CBD.

It is of TTM's professional opinion that existing public transport facilities adequately service the development's requirements.

3.3.4. Pedestrians and Bicyclists

Pedestrian facilities

A 2.0m wide pedestrian footpath currently exists along the site frontage on Fairweather Crescent. The footpaths provide connection to the proposed shopping centre to the south.

Cycling Facilities

No specified on-street or off-street cycle lanes are currently depicted within the vicinity of the city; however, end-of-trip bike locker facilities are provided at the Park and Ride Bus Station (Shown in Figure 3.4) to encourage active transport in the area.



Figure 3.4: Bike Locker Facility

It is of TTM's professional opinion the existing and proposed pedestrian and bicycle facilities adequately service the development's requirements.

4. Projected Traffic

4.1. Site Traffic

4.1.1. Trip Generation

The developments trip generation values were calculated from trip generation rates provided within RMS' Guide to Traffic Generating Developments while the in/out distribution was collected from "ITE Trip Generation Rates - 9th Edition" as follows:

Table 4.1: Trip Generation for the Development

Use	RMS Rate	Vehicle Trip Generation Rates							
		Units	Weekday	AM	PM	AM In	AM Out	PM In	PM Out
High Density Residential Flat Dwellings	Per Unit	48	4.58	0.53	0.32	24%	76%	62%	38%
	Development		219.84	25.44	15.36	6.11	19.33	9.52	5.84
	Per Car Space	98	3.22	0.35	0.26	24%	76%	62%	38%
	Development		315.56	34.30	25.48	8.23	26.07	15.80	9.68
	Per Bedroom	96	1.93	0.21	0.15	24%	76%	62%	38%
	Development		185.28	20.16	14.40	4.84	15.32	8.93	5.47

It is believed that the most applicable rate for this development would be the rate given per bedroom. That is because the rate given per apartment does not specify the number of rooms for each apartment, which can have a large bearing on trips generated. The rate given per space is also considered inaccurate due to the high parking demand required by the NT. The rate calculated by RMS was done so by using data from Sydney and its surrounding areas which have a more relaxed parking requirement. Therefore, TTM suggests that this development's trip generation is best calculated under the per bedroom rate.

4.1.2. Trip Distribution

It is assumed that the clear majority of traffic will head south to the Stuart Highway / Henning Road / Girraween Road Intersection then either continue south on Stuart Highway or queue at the lights to head north on Stuart Highway. Only during non-peaked traffic conditions is it reasonable to assume traffic will attempt to head north on Stuart Highway via merging at the give way intersection north of the Stuart Highway / Henning Road / Girraween Road Intersection. The expected traffic distribution is given below in Figure 4.1.

The trip generation assumed to be produced by the development is very conservative. This is due to the locality of the park and ride bus stop being only 650m away. Further, across the road, the shopping centre is currently being constructed, which would drastically reduce the need for driving to and from these facilities. That is why the actual expected traffic produced by the development would be much lower than that suggested in RMS' Guide to Traffic Generating Developments, which is another reason why the lower rate of per bedroom ought to be chosen.

4.1.3. Modal Split

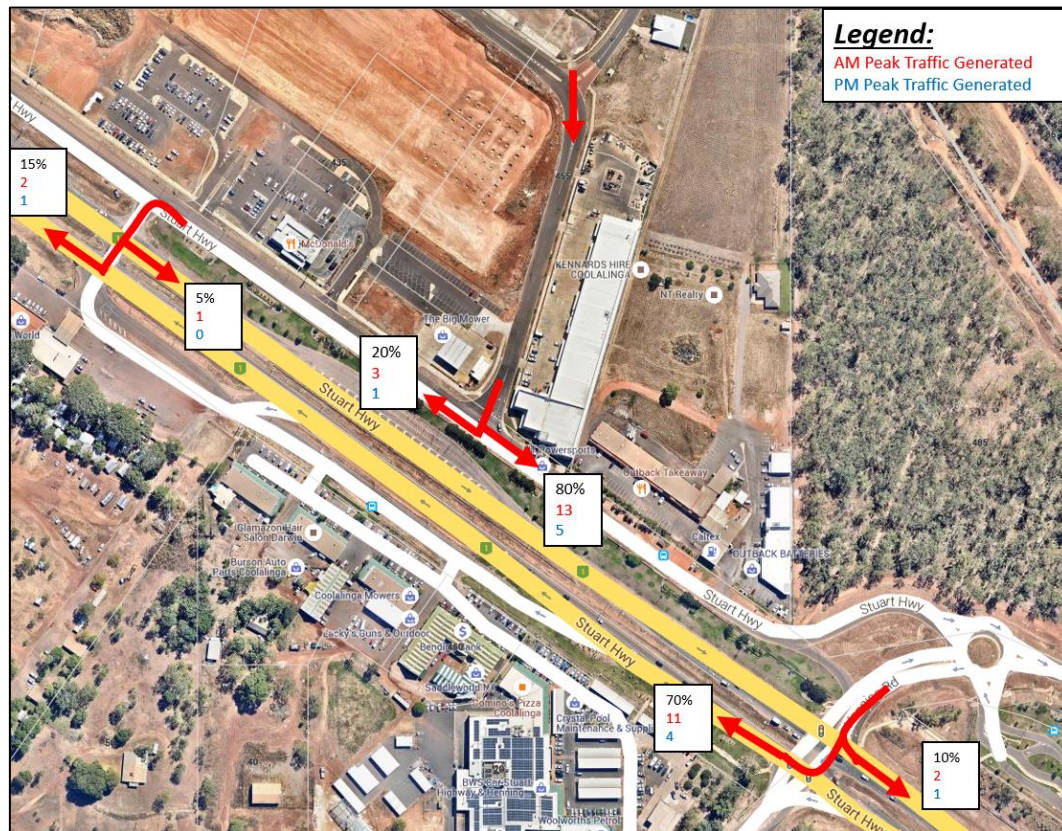


Figure 4.1: Expected Traffic Trip Distribution

The fact that a significantly large number of trips has been assumed to be generated by the development, the above trip distribution is a reasonable assumption.

4.1.4. Impact Analysis

Potential impacts of the proposed development on the intersections have been assessed. Queensland's Department of Transport and Main Roads considers a development's road impact to be insignificant if the development generates an increase in traffic on state controlled roads (SCRs) of no more than 5% of existing levels. A 2016 Survey of the Stuart Highway / Henning Road / Girraween Road Intersection revealed the AADT was 21,434. Therefore, the proposed development has an insignificant impact to state controlled roads in regards to Principle 3 of TMR's Guidelines for Assessment of Road Impacts of Development (GARID) with only a net increase of 186 daily vehicle trips. This is 0.87% of the 2016 existing traffic, considerably less than the specified 5% maximum. TTM consider that an in-depth traffic impact assessment report for a conservatively calculated extra 186 daily vehicle trips is unwarranted.

5. Transportation Analysis

5.1. Site Access

5.1.1. Site Access Dimensions and Compliance.

5.1.1.1. Sight Distance

In accordance with Australian Standard AS2890.1 an access with a frontage road speed of 60km/h must be provided with a minimum Stopping Sight Distance (SSD) of 65 metres. The Fairweather Crescent proposed access location is provided with a sight distance of 72m south-east and clear sight distance north-west, while the Grice Crescent has 80m sight distance north and clear sight distance south to the intersection with Fairweather Crescent as illustrated in Figure 5.1.

The site access location therefore exceeds the minimum requirements specified in AS2890.1 and it is of TTM's professional opinion that this is the most suitable locations for the site accesses along Fairweather Crescent and Grice Crescent.



Figure 5.1: Available Stopping Sight Distance

5.1.1.2. Access Width

In accordance with Australian Standard AS2890.1, the Grice Crescent development access, with between 25 – 100 Class 1A spaces fronting a local road, must be provided with a combined entry/exit width of 3.0-5.5m. While the Fairweather Crescent access, with less than 25 Class 2 spaces must also be provided with a combined entry/exit width of 3.0-5.5m. However, the Northern Territory planning scheme suggests that driveways with two-way traffic have a minimum width of 6m, thus, the driveways provided by the development is considered

acceptable. The development satisfies the minimum pedestrian sight triangles of 2.0 x 2.5m for the development accesses as specified in AS2890.1.

5.2. Site Circulation and Parking

5.2.1. Car Parking Space Provision

The Northern Territory Planning Scheme provides specific parking rates based on the proposed development type and area. The parking rates and total spaces required are outlined in Table 5.1 below.

Table 5.1: Northern Territory Planning Scheme – Parking Requirements

Use	Amount	Parking Demand Rate	Parking Demand
Multiple dwellings	48	2 per dwelling	96
TOTAL			Spaces

The minimum required parking spaces as required under the Northern Territory planning scheme for the proposed development is 96 spaces. The development is proposing to provide 77 parking spaces in the basement and 20 parking spaces on the ground floor, for a total of 97 on-site parking spaces. Therefore, the development exceeds the requirements of the Northern Territory Planning Scheme.

5.2.2. Parking for People with Disabilities

The Building Code of Australia (BCA) outlines the requirements for parking for people with a disability (PWD). The BCA specifies the PWD requirements of a use based on the development building type. The parking rate for a multiple dwelling (Class 3 Building) is based on the percentage of 'accessible' rooms provided by the development. As no units for the development are specified as 'accessible units', no PWD spaces will need to be provided.

5.2.3. Car Parking Space Design

The Northern territory planning scheme specifies the following dimensions for angled parking bays such as the parking bays proposed for the development:

- ▶ 5.5m Length
- ▶ 2.5m Width
- ▶ 6.0m Aisle Width

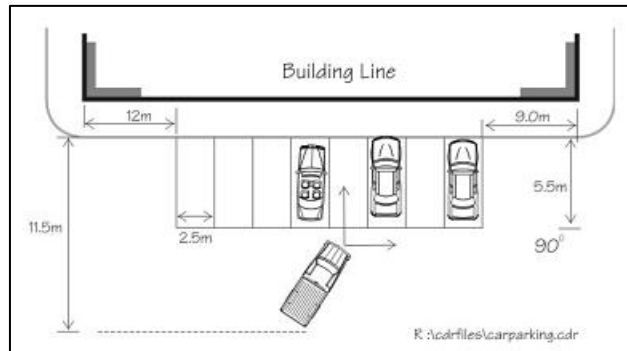


Figure 5.2: Northern Territory Planning Scheme - Parking Dimensions

The development is proposing to provide parking spaces that are 2.55m wide but have column intrusions reducing the width at these locations to 2.425m. The column intrusions are located 0.75m in from the aisle as to still comply with AS2890.1. The other parking aspects within the site satisfies the requirements of the Northern Territory Planning Scheme.

5.2.4. Parking Circulation

A 0.7m aisle extension has been provided at the end of one aisle instead of the required 1m aisle extension in accordance with AS2890.1. TTM proposes that the parking still complies as the aisle width is increased to compensate for the lesser aisle extension. A B85 can be seen egressing from the spot in Figure 5.3 below.

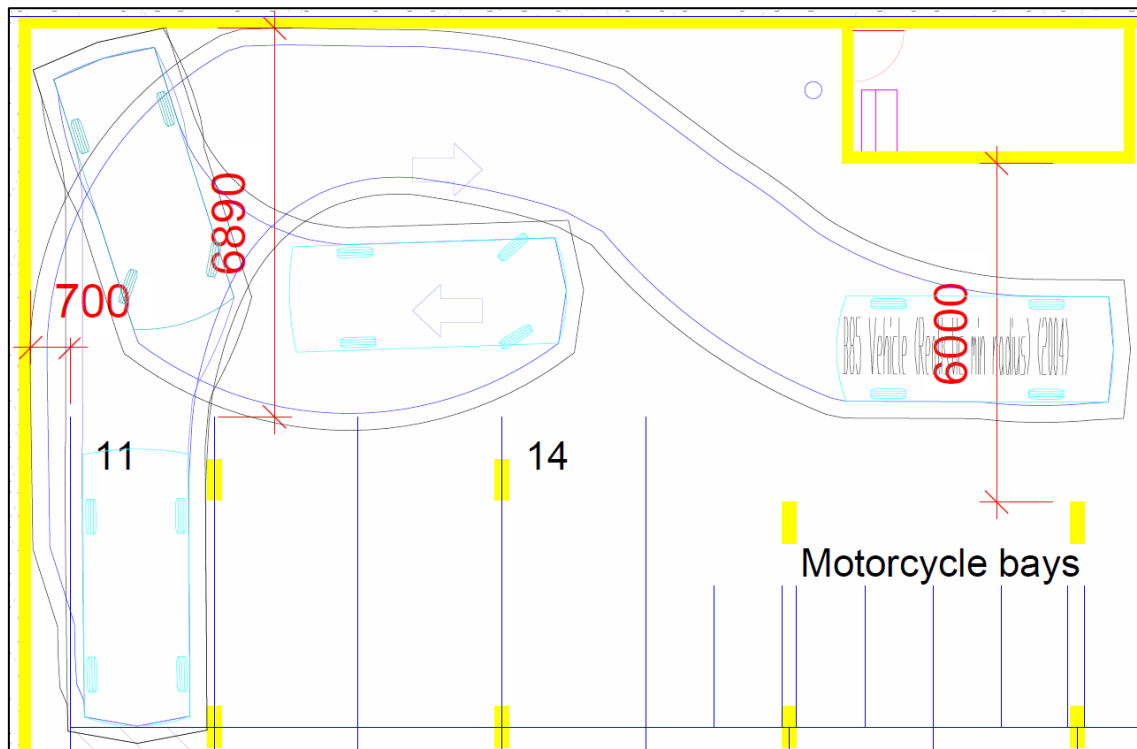


Figure 5.3: B85 Egressing

All other parking and circulation within the development and their compliance with the minimum design requirements of Australian Standard AS2890.1 is listed below in Table 5.2.

Table 5.2: AS2890.1 Parking and Circulation Requirements

Design Aspect	AS2890.1 Requirement	Proposed Provision	Compliance
Parking space length: – Standard bay – Motorcycle bay	5.4m (min) 2.5m (min)	5.5m 2.5m	Compliant
Parking space width: – Standard Bay – Motorcycle bay	2.4m (min) 1.2m (min)	2.55m (2.425m min) 1.2m	Compliant
Aisle Width: Parking aisle	5.8m (min)	6.0m	Compliant
Parking envelope clearance - Column intrusion	0.25m into bay within 0.3m & 0.2m into bay within 1.2m of front of bay	0.25m into bay within 0.3m & 0.2m into bay within 1.2m of front of bay	Compliant
Parking envelope clearance - Column adjacent to bay	Located between 0.75m and 1.75m of aisle	Located between 0.75m and 1.75m of aisle	Compliant
Parking envelope clearance – space adjacent to wall	Space 0.3m clear of wall	Space 0.3m clear of wall	Compliant
Maximum Gradient: Parking bay Parking aisle Ramp	1:20 (5.0%) 1:16 (6.25%) 1:4 (25%) (Private Use)	1:20 (5.0%) 1:20 (5.0%) 1:4 (25%)	Compliant
Maximum Ramp Transitions	1:8 (12.5%) summit 1:6.67 (15.0%) sag	1:8 (12.5%) 1:8 (12.5%)	Compliant
Height Clearance General Minimum	2.2m	2.4m	Compliant
Parking Aisle Extension	1m beyond last bay	0.7m beyond last bay	Alternative Solution Provided

5.2.5. Servicing and Refuse Collection

The Northern Territory Planning Scheme does not specify any loading bay requirements for a land use of this type.

It has been assumed that refuse collection will occur on-street. Bulk bins will be utilised by the development for refuse collection with the servicing point to be located within 5m of the property boundary and the driveway, such that the refuse can be collected from the roadway. A bin hardstand area is provided by the development. Servicing and refuse collection have been adequately addressed by the development design.

6. Findings and Recommendations

6.1. Site Accessibility

- ▶ The existing public transport, pedestrian and bicycle facilities adequately service the development's requirements;
- ▶ All parking within the development satisfies the requirements of the Northern Territory Planning Scheme;
- ▶ Parking design within the development is consistent with the requirements of the Northern Territory Planning Scheme and Australian Standard AS2890.1 except for bay widths and aisle extension lengths but these have been shown to be acceptable; and
- ▶ Servicing and refuse collection have been adequately addressed by the development design.

6.2. Transportation Impacts

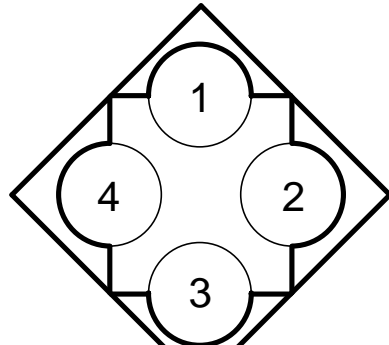
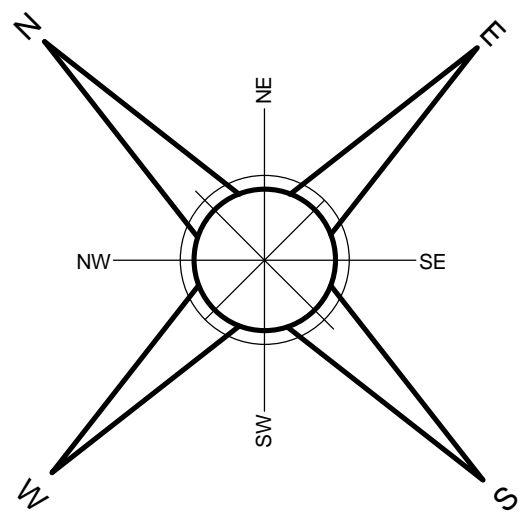
It is of TTM's professional opinion that the trips generated by the proposed development will not have any adverse effect on the surrounding network.

6.3. Conclusion

Based on the findings of this assessment, it is of TTM's professional opinion that the proposed development be approved on transport planning grounds.

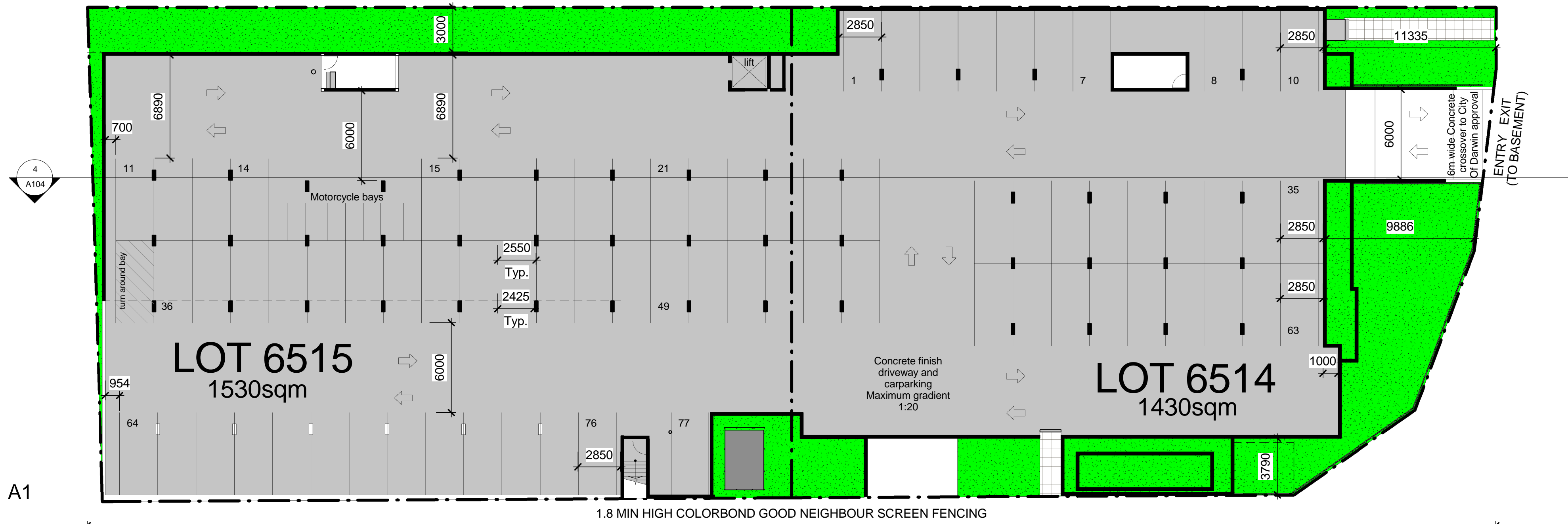
Appendix A

Development Plans

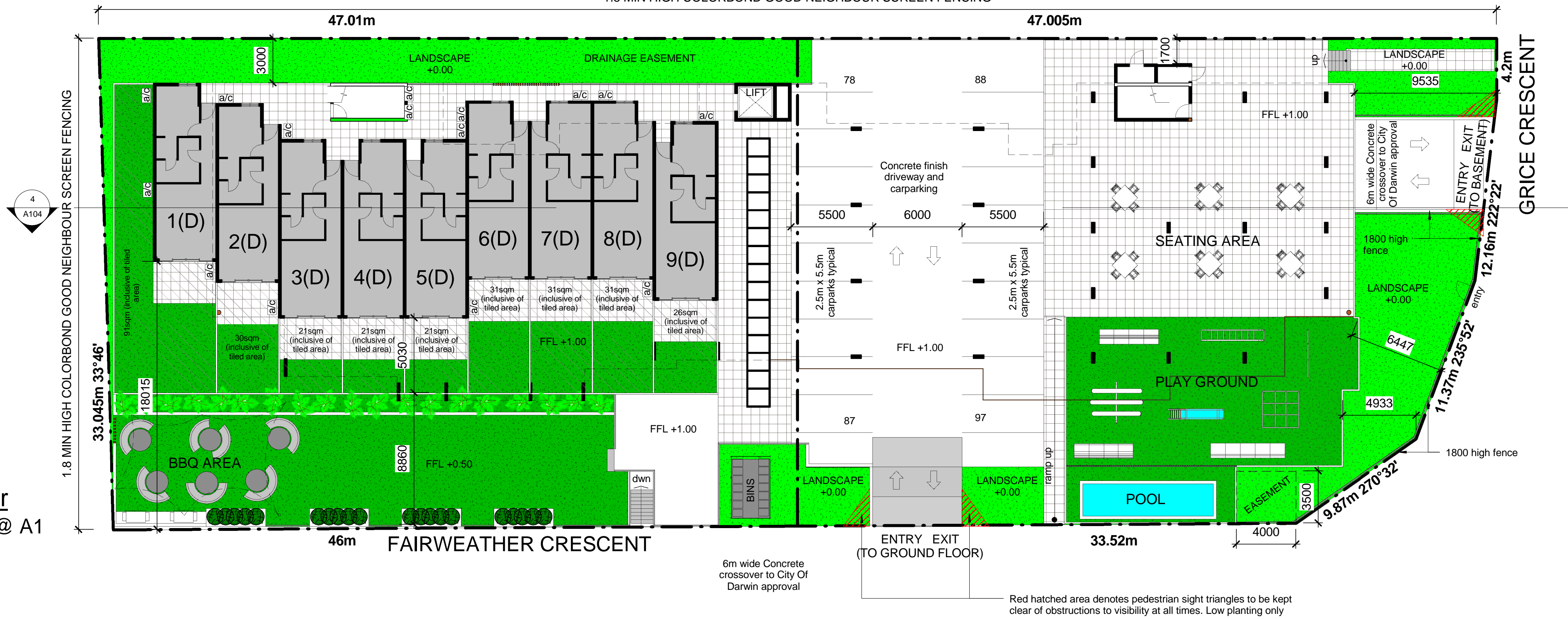


for elevations
refer
sheet A103

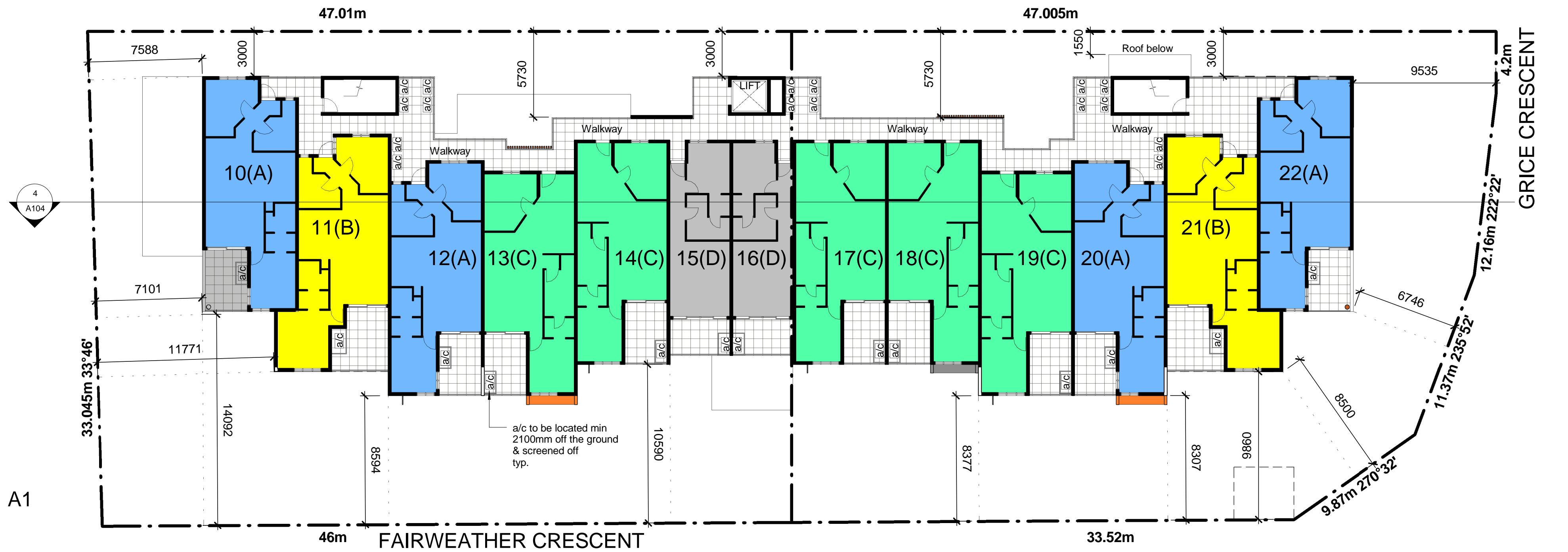
Basement
SCALE 1:200 @ A1



Ground Floor
SCALE 1:200 @ A1



Level 1
SCALE 1:200 @ A1



ISSUE	REVISION	DATE
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concept designs (N.T.) pty ltd

residential industrial commercial design

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Designer - George Savvas
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20/56 Marina Boulevard Cullen Bay NT
GPO Box 3493 Darwin NT 0801

Project
Lots 6514 & 6515, Fairweather Crescent,
Coolalinga

Client
TBA

Sheet Title
Site Plans

Scale 1 : 200	Drawn by JR	Date 11/11/16
Project number 16006VAZ	Sheet Size A1	

Sheet Number
A101

Amend

Appendix B

Survey Results

Monday	7 March 2016									
Nodes*	1,2	3	4,5	6,7	8	9,10	15	16	17	18
1:00	15	1	7	26	2	1	0	2	12	3
2:00	9	1	7	24	1	0	1	1	13	1
3:00	11	2	9	8	0	1	0	0	5	1
4:00	13	0	11	16	2	1	1	1	3	0
5:00	56	20	34	41	3	0	2	5	9	5
6:00	190	35	126	86	5	23	7	14	22	13
7:00	569	42	418	154	10	32	45	31	50	66
8:00	867	70	614	339	22	59	67	44	60	115
9:00	579	63	366	323	30	107	59	39	80	55
10:00	362	32	203	265	18	91	52	37	68	40
11:00	324	43	173	253	30	121	62	40	66	52
12:00	298	36	178	231	32	135	47	51	167	34
13:00	292	36	147	262	31	170	59	37	101	42
14:00	246	30	133	258	31	148	51	38	106	44
15:00	301	44	162	265	40	179	66	48	126	58
16:00	327	50	188	246	47	250	48	49	196	46
17:00	325	41	218	605	64	287	56	65	372	44
18:00	296	38	214	447	42	329	52	78	563	32
19:00	199	18	143	262	27	220	50	40	151	26
20:00	132	22	83	163	19	141	25	31	91	23
21:00	80	26	63	89	13	66	23	20	56	15
22:00	64	6	34	96	5	38	50	6	44	12
23:00	54	5	22	43	4	11	2	4	36	4
0:00	27	3	15	31	1	6	0	2	21	9

*As per Figure 3.3

Tuesday	8 March 2016									
Nodes*	1,2	3	4,5	6,7	8	9,10	15	16	17	18
1:00	16	1	10	22	0	2	1	2	13	3
2:00	15	0	5	32	1	1	0	1	10	0
3:00	8	0	10	16	0	2	1	2	4	3
4:00	17	1	16	15	0	2	0	0	4	0
5:00	53	18	34	52	3	2	4	3	13	7
6:00	214	42	117	73	8	13	7	17	26	14
7:00	599	38	407	191	6	35	50	30	39	77
8:00	884	79	630	354	18	59	68	53	66	91
9:00	597	64	357	333	24	101	98	57	69	58
10:00	342	34	215	216	25	105	58	33	60	43
11:00	334	27	186	248	27	132	50	41	122	37
12:00	277	36	164	264	24	136	34	41	88	36
13:00	287	28	138	234	22	137	44	43	79	27
14:00	279	35	95	277	22	158	51	36	116	32
15:00	332	47	176	295	40	186	69	41	157	45
16:00	379	47	137	231	29	187	60	53	176	34
17:00	349	27	87	256	27	194	52	59	249	31
18:00	315	64	126	540	56	241	58	118	329	49
19:00	259	82	158	335	21	212	54	47	174	54
20:00	177	53	111	209	13	120	48	19	110	14
21:00	97	19	70	125	12	60	18	11	71	9
22:00	51	10	42	99	7	28	12	16	75	6
23:00	33	3	24	50	6	9	1	2	26	6
0:00	25	1	7	24	3	8	2	1	19	3

*As per Figure 3.3

Wednesday	9 March 2016									
Nodes*	1,2	3	4,5	6,7	8	9,10	15	16	17	18
1:00	12	1	7	18	2	2	0	2	11	3
2:00	17	0	6	14	1	0	1	1	6	1
3:00	5	3	5	13	1	0	0	0	3	0
4:00	13	0	16	11	2	3	0	1	6	1
5:00	47	21	33	48	3	4	4	4	9	10
6:00	179	41	119	79	12	15	12	25	24	16
7:00	604	40	404	195	14	25	52	38	49	79
8:00	873	72	584	369	18	65	70	53	63	109
9:00	572	65	388	318	25	78	82	53	88	62
10:00	382	31	185	286	25	86	60	46	61	50
11:00	354	34	138	265	28	129	69	39	75	70
12:00	331	29	140	252	19	146	51	30	122	50
13:00	317	39	132	280	29	133	53	45	128	32
14:00	310	25	128	259	28	147	33	48	89	26
15:00	332	43	151	306	23	182	60	66	205	45
16:00	415	55	179	396	34	209	44	52	175	41
17:00	391	34	169	458	43	278	72	49	273	42
18:00	354	55	182	371	28	315	69	132	325	47
19:00	256	52	151	298	28	221	48	48	183	51
20:00	157	43	114	178	15	110	54	22	101	16
21:00	102	19	68	126	10	78	28	21	64	8
22:00	105	13	59	110	6	46	14	15	57	6
23:00	53	5	26	58	4	12	1	8	42	11
0:00	42	3	18	46	2	6	0	10	15	6

*As per Figure 3.3

Thursday	10 March 2016									
Nodes*	1,2	3	4,5	6,7	8	9,10	15	16	17	18
1:00	21	1	7	29	5	1	DA	3	13	1
2:00	12	1	8	13	1	0	DA	2	5	2
3:00	12	2	8	12	0	3	DA	2	3	0
4:00	18	1	16	23	2	2	DA	1	8	1
5:00	56	13	41	45	3	2	DA	9	11	4
6:00	215	31	124	91	6	12	7	24	26	14
7:00	585	38	397	194	15	27	55	24	38	76
8:00	821	78	589	322	29	70	57	53	76	125
9:00	634	66	361	302	34	89	96	44	84	64
10:00	344	45	240	240	17	102	84	39	68	65
11:00	317	37	171	237	29	144	54	42	76	50
12:00	308	37	168	245	27	138	59	36	189	44
13:00	290	29	149	252	26	137	41	45	105	31
14:00	316	31	141	283	20	174	36	42	110	30
15:00	347	48	167	354	31	181	50	40	154	60
16:00	388	57	185	446	35	225	53	55	158	32
17:00	381	48	204	631	66	278	67	64	567	38
18:00	364	68	293	658	59	375	70	118	348	43
19:00	264	91	155	352	29	224	73	53	198	50
20:00	190	81	99	175	15	130	43	32	90	41
21:00	126	34	69	120	15	78	32	20	61	16
22:00	88	21	34	88	8	35	18	13	70	11
23:00	46	11	27	61	2	20	3	9	43	9
0:00	35	2	14	35	5	5	1	2	17	6

*As per Figure 3.3

Friday	11 March 2016									
Nodes*	1,2	3	4,5	6,7	8	9,10	15	16	17	18
1:00	30	1	6	31	3	2	0	2	12	3
2:00	14	1	7	22	0	0	0	0	11	0
3:00	11	3	3	14	1	1	0	1	5	0
4:00	22	0	8	14	2	1	0	1	3	2
5:00	69	21	38	49	3	3	1	4	7	5
6:00	207	36	145	72	3	13	9	24	26	13
7:00	535	38	375	181	12	31	47	27	43	70
8:00	834	72	583	343	21	78	76	55	61	100
9:00	583	71	374	300	21	95	96	50	74	62
10:00	397	39	206	272	28	102	71	42	66	44
11:00	376	48	205	275	28	140	78	37	113	62
12:00	339	42	138	211	20	127	77	42	110	45
13:00	345	42	177	261	34	161	54	41	106	53
14:00	336	37	171	332	30	170	45	48	132	50
15:00	392	53	189	456	41	222	74	44	126	40
16:00	429	74	198	473	42	242	62	69	198	54
17:00	417	45	204	542	44	295	57	70	315	45
18:00	411	59	245	560	54	308	69	89	321	49
19:00	247	41	181	349	34	212	77	52	200	55
20:00	171	28	116	231	20	145	44	46	96	34
21:00	119	28	74	142	13	87	27	27	67	20
22:00	94	15	60	111	17	41	10	23	89	13
23:00	104	15	57	101	10	21	5	14	70	8
0:00	53	4	35	73	3	5	2	9	45	6

*As per Figure 3.3

Saturday	12 March 2016									
Nodes*	1,2	3	4,5	6,7	8	9,10	15	16	17	18
1:00	48	5	9	42	4	5	2	11	21	5
2:00	19	3	6	34	0	5	2	3	16	0
3:00	17	1	13	19	1	3	1	3	4	0
4:00	24	4	14	20	1	2	1	3	6	1
5:00	37	17	29	30	3	3	4	2	16	3
6:00	131	26	60	90	8	12	9	15	23	7
7:00	172	15	113	111	6	17	28	15	27	21
8:00	226	38	143	188	14	60	32	34	35	41
9:00	355	64	276	249	14	116	74	49	62	56
10:00	498	63	313	301	41	196	103	66	86	60
11:00	477	91	289	378	31	237	122	84	110	69
12:00	438	70	243	342	32	260	91	75	160	59
13:00	382	49	235	372	73	241	84	68	180	55
14:00	361	51	162	146	26	215	67	55	228	22
15:00	274	48	186	345	36	225	44	67	139	40
16:00	283	29	193	321	33	182	52	62	192	40
17:00	270	31	177	268	30	207	74	46	104	42
18:00	298	29	168	233	24	173	49	28	225	33
19:00	253	31	111	177	26	133	55	27	78	31
20:00	107	24	117	123	16	105	24	15	63	22
21:00	90	20	78	101	6	74	18	28	54	5
22:00	97	20	61	96	9	40	10	19	80	12
23:00	90	11	30	110	6	9	2	8	67	8
0:00	63	10	37	69	5	13	2	13	42	7

*As per Figure 3.3

Sunday	13 March 2016									
Nodes*	1,2	3	4,5	6,7	8	9,10	15	16	17	18
1:00	37	5	20	42	4	4	0	9	23	6
2:00	30	5	13	31	2	3	2	4	17	1
3:00	27	2	7	29	1	2	0	4	5	2
4:00	12	5	9	19	2	2	4	2	6	2
5:00	39	5	8	15	6	1	0	2	8	1
6:00	40	4	23	41	5	4	3	6	8	7
7:00	66	9	44	77	4	13	13	15	27	5
8:00	98	18	93	109	11	35	23	16	24	17
9:00	160	26	129	184	11	74	41	40	43	30
10:00	323	42	209	263	30	122	50	40	65	44
11:00	278	42	238	300	26	164	76	63	93	49
12:00	352	41	247	310	28	201	86	49	243	60
13:00	286	48	192	237	27	229	67	42	140	61
14:00	314	30	127	220	26	146	53	51	157	33
15:00	329	40	183	297	37	194	71	44	126	54
16:00	313	28	122	144	14	182	54	32	198	30
17:00	305	23	113	156	18	149	54	30	99	41
18:00	273	40	172	170	27	161	67	21	98	70
19:00	181	26	127	123	12	124	34	24	91	23
20:00	144	30	92	101	10	85	28	18	47	12
21:00	99	15	69	66	12	62	10	15	49	7
22:00	82	12	61	65	2	23	4	10	39	10
23:00	42	6	20	41	3	9	2	6	19	7
0:00	27	1	15	28	5	3	1	2	13	3

*As per Figure 3.3

Agenda Item Number:	14.12
Report Title:	February 2017 Summary Planning and Mining Report
Meeting Date:	15/02/2017
Attachments:	Attachment A: Letters of support for Development Applications, subject to normal Council conditions. Attachment B: Letters of support for Development Applications, subject to specific issues being adequately addressed. Attachment C: Letters of non-support or objection to Development Applications for reasons related to areas of Council authority. Attachment D: Letters of objection to Development Applications for reasons related to other issues. Attachment E: Letters of Comment for Mining Applications

Purpose

The purpose of this report is to provide to Council a summary of planning and mining applications received and comments provided for the period of 10 December 2016 to 9 February 2017.

Summary

For the noted period, Council provided comments on nine planning applications, one of which is provided as a separate report in this Council agenda. Of the remaining applications, four were supported subject to normal Council conditions, one was supported subject to specific issues being adequately addressed, one was not supported due for reasons related to areas of Council authority, and two were objected to for reasons related to other issues. Council also provided comments on one mining applications, which was an EMEL application.

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

Recommendation

THAT Council

1. Receive the February 2017 Summary Planning and Mining Report.
2. Notes for information the responses provided to Development Assessment Services within Attachments A, B, C, and D to this report.
3. Notes for information the responses provided to the Department of Primary Industries and Resources within Attachment E to this report.

Background and Discussion

The following is a summary of all planning applications received and comments provided for the period of 10 December 2016 to 10 February 2017.

PLANNING APPLICATIONS

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

Development Applications supported, subject to normal Council conditions

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

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

Application Number and Address	Purpose and Summary
PA2017/0001 Section 3027 (95) Marjerrison Drive, Humpty Doo, Hundred of Strangways.	Subdivision to create two lots. The application proposes to subdivide a hectare block into two 2 hectare blocks with no stormwater drainage or access concerns.
PA2016/0726 Section 4225 (498) Taylor Road, Holtze, Hundred of Bagot.	55m high telecommunications facility with associated antennas and equipment shelter. The application proposes a new 55m lattice tower in the vicinity of the new Darwin Correctional Centre. The site is away from the road and adjacent development and generally not visible off site.
PA2016/0761 Section 1578 (7201) Cox Peninsula Road and Lot 5 (795) Cox Peninsula Road, Berry Springs, Hundred of Ayers	Car park addition to an existing hotel. The application proposes additional car parking to serve the Berry Springs Tavern.
PA2016/0733 Section 1666 (240) Monck Road, Acacia Hills, Hundred of Colton	Clearing of native vegetation. The application proposes to plant vegetables on a currently undeveloped block with 25m buffers to adjacent sites.

Development Applications supported, subject to specific issues being adequately addressed

The following table describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed. Responses to these Development Applications are provided as Attachment B to this report.

Application Number and Address	Purpose and Summary	Specific Issues to be Addressed
PA2017/0033 Section 6493 (425) Stuart Highway, Coolalinga, Holtze	Change of use from shop to medical centre. For one of the approved shop uses within the new Coolalinga Village shopping centre currently under construction, the application proposes a change of use to a medical centre with four consulting rooms. The application indicates that the additional car parking required for the medical centre use is to be taken from an overall surplus granted with the original application for the shopping centre.	Council supports the application subject to DAS determining that there is enough car parking for the proposed change of use included in the car parking previously approved for the shopping centre site. As the site is currently under construction and previously approved by Council, there are not expected to be any negative impacts upon Council's infrastructure as a result of this proposal.

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

The following table describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority. In addition to the any objections related to Council issues, there may also be additional reasons Council objected to the application that are not related to issues under Council authority.

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

Application Number and Address	Purpose and Summary	Reasons for Non-support/Objection
PA2017/0032 Section 6190 and 6193 (4) Mathew Hopkins Road and (142) Thorngate Road, Holtze, Hundred of Bagot	Subdivision and consolidation to create two lots (boundary realignment). The application proposes to subdivide a 4,634m ² portion of land from Section 1693 and consolidate that land with adjacent Section 1690.	There are significant concerns regarding appropriate stormwater drainage, as there is an existing depression within the proposed consolidated land that provides a stormwater drainage function for the wider area. It is considered prudent to require a detailed stormwater drainage study at this time, to determine the suitability of the proposed consolidated land to be developed for any future use without flooding adjacent Section 1693 or Thorngate Road.

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

The following table describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme. Applications detailed in this section are expected to be able to reasonably comply with Litchfield Council standards for areas of Council authority. Responses to these Development Applications are provided as Attachment D to this report.

Application Number and Address	Purpose and Summary	Reasons for Objection
PA2016/0729 Section 6493 (425) Stuart Highway, Coolalinga. Hundred of Bagot.	Restaurant in a single storey building (Hungry Jacks). The proposed development is located within the new Coolalinga Village precinct on the eastern side of Stuart Highway at Coolalinga. The application is for a drive-thru restaurant, car parking, and signs.	The application appears to meet the NT Planning Scheme requirements in relation to the restaurant portion of the application. However, Council has objected to the size of the illuminated pylon signs and illuminated "bun logo" signs. With a 12m by 3.6m fully illuminated pylon sign and five 2.4m by 2.4m bun logo signs, the proposal is out of scale with the existing development and signs in the area, including the signs for the adjacent existing fast food restaurant.
PA2016/0756 Section 6493 (425) Stuart Highway, Coolalinga. Hundred of Bagot.	Restaurant in a single storey building (Subway). The proposed development is located within the Coolalinga Village precinct on the eastern side of Stuart Highway at Coolalinga. The application is for a drive-thru restaurant and car parking.	Council objected to the application due to non-compliance with the NT Planning Scheme requirement to provide 10 car parking spaces within the drive-thru lane; for this application, only 6 spaces were provided. Council supports the NT Planning Scheme requirements and there are concerns that any additional queuing cars wishing to use the drive-thru will block spaces within the adjacent car park. drive through that required 10 cars to line up. It is also noted that there are no toilet facilities provided for staff within the development and the application suggests that staff will use facilities within the adjacent shopping centre. Council has concerns that the opening hours of the adjacent facility may not appropriately coincide with the opening hours of the restaurant.

MINING APPLICATIONS

For all mining applications, Council's standard comments have been provided, with areas of access and stormwater drainage addressed where required. The following table describes the Mining Applications to which Council has recently responded.

Application Type, Number, and Address	Proposed Mined Material	Comments Provided
EMEL31450 NT Portion 4476 (1650) Gunn Point Road, Koolpinyah	Sand and gravel.	Council has no comment for this application for exploration only.

Links with Strategic Plan

2. A great place to live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Community Engagement

Nil.

Recommending Officer: David Kingston, Director Infrastructure and Operations

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

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

Attachment A

Responses to Development Applications supported, subject to normal Council conditions

27 January 2017

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

RE: Letter of Comment Development Application

**PA2017/0001
Section 3027 (95) Marjerrison Drive, Humpty Doo, Hundred of Strangways
Subdivision to create 2 lots**

Thank you for the Development Application referred to this office on 09/01/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application appears to meet the requirements of the NT Planning Scheme and there do not appear to be any negative effects upon the amenity of the surrounding neighbourhood as a result of the proposal.
- b) There are not expected to be any negative effects upon the Council infrastructure as a result of this proposal.

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

- a) **Litchfield Council requests that the Authority require a monetary contribution is paid to Litchfield Council in accordance with its Development Contribution Plan for roads and drainage to upgrade infrastructure as a result of this development.** The site falls within Development Contributions Plan for Roads and Drainage - Catchment Area 13B. The developer will be required to pay Litchfield Council a contribution towards roads and drainage works in accordance with the above Catchment Area.
- b) Engineering design and specifications for the proposed and affected roads, including street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, street-scaping and landscaping of nature strips, shall be to the approval of the Director Infrastructure and Operations, Litchfield Council, with all approved works constructed at the developer's expense, to the requirements of Litchfield Council.

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

- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

27 January 2017

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

RE: Letter of Comment Development Application

PA2016/0726

**Section 4225 (498) Taylor Road, Holtze, Hundred of Bagot
55m high telecommunications facility with associated antennas and equipment shelter**

Thank you for the Development Application referred to this office on 04/01/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application appears suitable for the subject use and location, the application indicates that the site will be screened to the extent possible for the use.
- b) There are not expected to be any negative impacts upon Council's infrastructure as a result of this proposal.

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

- a) The owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

27 January 2017

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

RE: Letter of Comment Development Application

**PA2016/0761
Section 1578 (720) Cox Peninsula Road and Lot 5 (795) Cox Peninsula Road,
Berry Springs, Hundred of Ayers
Car park addition to an existing hotel**

Thank you for the Development Application referred to this office on 12/01/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed use will appropriately support the adjacent commercial use and increase the amenity of the area.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal, provided that stormwater is appropriately addressed by the following proposed Condition Precedent.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.

- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

2 February 2017

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

RE: Letter of Comment Development Application

**PA2016/0733
Section 1666 (240) Monck Road, Acacia Hills, Hundred of Colton
Clearing of Native Vegetation**

Thank you for the Development Application referred to this office on 11/01/2016, 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 use appears compatible with surrounding development and provides substantial buffers to adjacent sites.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal.

provided the following issues are adequately addressed:

- a) The application notes that a water licence is required for the proposed future use but has not yet been granted. Council supports appropriate use of water resources within the municipality. As such, Council's support for the application is predicated on an appropriate water licence being granted for the proposed future farming use.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) No driveway access is shown on the current plans. As access to the site is required to undertake the proposed clearing activity, Council requires review and approval of any proposed crossover to the site, prior to construction. The crossover and driveway to the site shall meet Litchfield Council's requirements.
- b) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system

Attachment B

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

6 February 2017

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

RE: Letter of Comment Development Application

**PA2017/0033
Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
Change of use from shop to medical clinic**

Thank you for the Development Application referred to this office on 24/01/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed use is consistent with the zoning for the site and appears compliant with the NT Planning Scheme requirements relevant to the use.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal.

provided the following issues are adequately addressed:

- a) Council supports the requirements of the NT Planning Scheme and provides support for this proposal upon the applicant's statement that the application is compliant with the car parking requirements. Should Development Assessment Services determine there is a shortfall of required car parking spaces, Council would not support the application.

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

- a) The owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.

- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment C

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

7 February 2017

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

RE: Letter of Comment Development Application

PA2017/0032

**Section 6190 and 6193 (4) Mathew Hopkins Road and (142) Thorngate Road,
Holtze, Hundred of Bagot
Subdivision and consolidation to create two lots (boundary realignment)**

Thank you for the Development Application referred to this office on 24/01/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support the granting of a Development Permit for the following reasons:

- a) Council has significant concerns regarding appropriate stormwater drainage for the area given the proposed use of the portion of Section 6193 to be consolidated with Section 6190 ("proposed consolidated land") as a laydown area for the adjacent industrial use. The existing contours in the area will not permit the consolidated land to be used as a laydown area.

There is an existing depression within the proposed consolidated land that provides a stormwater drainage function for the wider area. The application does not recognise this matter and provides no stormwater drainage information.

Council recognises that as the parcel is located in Zone DV (Development), the future use of the land, as well as any filling of the site, should be subject to future development applications wherein stormwater drainage would be explored.

However, Council considers it prudent to require a detailed flood study and stormwater management plan at this time, to determine the suitability of the proposed consolidated land to be developed for any future use. Council has significant concerns about the flooding of both the neighbouring area of Section 1693 and Thorngate Road should the majority of the proposed consolidated land be filled and developed. Should there be no suitable stormwater drainage solutions for this site, it may be that the subdivision and consolidation of the sites as proposed is not a viable development option.

Council requests a detailed hydrology study be undertaken and approved by Litchfield Council, as addressed in the recommended Condition Precedent section below, prior to issuing any Development Permit for the subdivision and consolidation.

- b) While not requested as part of this application, Council wishes to note that access to the site off Thorngate Road will not be permitted.

Should the application be approved, the Council requests the following conditions be included as Condition Precedent in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a detailed flood study, including hydrological calculations, be completed, along with a detailed stormwater management plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) **Litchfield Council requests that the Authority require a monetary contribution is paid to Litchfield Council in accordance with its Development Contribution Plan for roads and drainage to upgrade infrastructure as a result of this development.** The site falls within Development Contributions Plan for Roads and Drainage - Catchment Area 4. The developer will be required to pay Litchfield Council a contribution towards roads and drainage works in accordance with the above Catchment Area.
- b) Engineering design and specifications for the proposed and affected roads, including street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, street-scaping and landscaping of nature strips, shall be to the approval of the Director Infrastructure and Operations, Litchfield Council, with all approved works constructed at the developer's expense, to the requirements of Litchfield Council.

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

- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment D

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

27 January 2017

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

RE: Letter of Comment Development Application

**PA2016/0729
Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
Restaurant in a single storey building**

Thank you for the Development Application referred to this office on 04/01/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council also wishes to lodge the following submission under Section 49 of the NT Planning Act, in which Council objects to the granting of a Development Permit for the following reasons:

- a) The application does not address Clause 6.7 *Signs* of the NT Planning Scheme of the NT Planning Scheme and the signs proposed do not meet the requirements of that clause. Council supports the requirements of the NT Planning Scheme and cannot support an application that does not provide special circumstances for such a substantial variation. In particular, Council has concerns about the size of the illuminated pylon signs and illuminated "bun logo" signs. With a 12m by 3.6m fully illuminated pylon sign and five 2.4m by 2.4m bun logo signs, the proposal is out of scale with the existing development and signs in the area, including the signs for the adjacent fast food restaurant.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.

- ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

27 January 2017

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

RE: Letter of Comment Development Application

**PA2016/0756
Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
Restaurant in a single storey building**

Thank you for the Development Application referred to this office on 04/01/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council also wishes to lodge the following submission under Section 49 of the NT Planning Act, in which Council objects to the granting of a Development Permit for the following reasons:

- a) The application does not currently provide adequate space within the drive-thru lane for the required 10 vehicles to queue. While the application references the requirements of a specific proposed tenant, Council notes that any Development Permit for the site will be issued for a restaurant, without designating a specific tenant. Thus, it is in the best interest of the site and other uses of the complex to ensure that appropriate queuing space is provided for any restaurant use. There are concerns that if additional cars attempt to line up for the drive-thru and cannot be accommodated within the designated drive-thru area, then these vehicles will block car parking spaces in the adjacent car park, preventing them from being appropriately used. Further, it is noted that the queuing issue could likely be rectified by moving the drive-thru window to the western side of the building, which would allow for additional cars to queue in the drive-thru lane without blocking traffic within the centre car park.
- b) Council also recommends that toilet facilities be included for staff, at a minimum, as it is unclear whether there would be any required coordination between the opening hours of the restaurant and the available hours of the public toilets within the larger centre.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
 - ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment E

Responses to Mining Applications



20 January 2017

Parul Chandel
Department of Primary Industry and Resources
GPO Box 4550
Darwin NT 0801

Dear Parul

RE: Letter of Comment Mining Application

**EMEL31450
NT Portion 4476 (1650) Gunn Point Road, Koolpinyah
To extract sand and gravel.**

Thank you for the Extractive Mineral Exploration Licence Application referred to this office on 30/12/2016, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council has no comments in relation to the proposed EMEL.

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully

Wendy Smith
Planning and Development Manager

Council Report

Agenda Item Number:	14.13
Report Title:	Litchfield Aquatic Facility Needs Analysis
Meeting Date:	15/02/2017
Attachments:	Litchfield Aquatic Facility Needs Analysis

Purpose

To present to Council the Litchfield Aquatic Facility Needs Analysis Report undertaken by consultants Oneighty Sport and Leisure Solutions and to seek Council's direction on this matter.

Summary

At its meeting on 16 March 2016, Council resolved to complete an Assessment of Community Need for an aquatic leisure facility in Litchfield. Council was successful in obtaining \$40,000 funding from the Northern Territory Government Sport and Recreation through the Boosting Our Economy Program to undertake the project.

The Aquatic Needs Analysis Report identifies that there is a gap in the provision of public aquatic facilities south of Freds Pass, with an estimated 11,500 Litchfield Residents not living within a reasonable travel distance of a public aquatic facility. However, the size of the catchment population is significantly lower than industry benchmarks recommend for a public aquatic facility, and consequently a significant operating subsidy would be required. Industry benchmarks recommend a population of approximately 25,000 to support an aquatic facility with a 25m pool.

This report provides Council with some options to consider.

Recommendation

THAT Council

1. receives the Litchfield Aquatic Facility Needs Analysis Report by Oneighty Sport and Leisure Solutions;
2. firmly believes that learning to swim is an important essential life skill for children in the Northern Territory and that all children have the right to access affordable facilities to learn to swim;
3. acknowledges that there is a gap in the provision of public aquatic facilities south of Freds Pass, with an estimated 11,500 Litchfield Residents not living within a reasonable travel distance of a public aquatic facility;
4. 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;
5. writes to the Minister for Tourism and Culture, Lauren Moss who holds the portfolio for sport and recreation, seeking a meeting to discuss the Litchfield Aquatic Facility Needs Analysis Report; and
6. writes to the Minister for Education, Eva Lawler seeking a reinstatement of the mandatory swimming lessons as part of the primary school curriculum.

Background

In August 2016, Oneighty Sport and Leisure Solutions were appointed to undertake an Aquatic Facility Needs Analysis to understand future community need for aquatic facilities in the Litchfield area. As part of the Study Councillors have received the following briefings about the project since this time.

7 September 2016	The project scope and expectations were outlined and discussed.
5 October 2016	This briefing explored the strategic context including past planning, demographic characteristics of the community, participation, development and management trends and industry benchmarking.
2 November 2016	This briefing occurred via video link and provided information about the supply of existing aquatic infrastructure in the region and the possible / likely demand for aquatic facilities.

Following the briefing in November, Oneighty Sport and Leisure Solutions have prepared a Needs Analysis Report which is provided as an attachment to this report.

In summary, the Aquatic Needs Analysis Report identifies that there is a gap in the provision of public aquatic facilities south of Freds Pass, with an estimated 11,500 Litchfield Residents not living within a reasonable travel distance of a public aquatic facility. However, the size of the catchment population is significantly lower than industry benchmarks recommend for a public aquatic facility, and consequently a significant operating subsidy would be required. Industry benchmarks recommend a population of approximately 25,000 to support an aquatic facility with a 25m pool.

The report also identifies that while the current population of Litchfield is not large enough to sustain aquatic infrastructure, this is likely to change in the medium to long term, and Council may be required to review the need for aquatic and other community infrastructure within 10 years.

Council has the following options:

1. Not to proceed with any further planning work in relation to developing an aquatic facility in Litchfield in the short term. While it is acknowledged that part of the Litchfield community (11,500 people) does not have access to public aquatic infrastructure within a reasonable travel distance, the catchment population is not currently large enough to sustain aquatic infrastructure without significant operating subsidies. Should the organisation proceed with this option, it will be important to review the need for aquatic infrastructure as the Litchfield population grows.
2. To undertake the next stage of planning work to continue assessing the feasibility of developing an aquatic facility in the Litchfield area. This would involve confirming the facility size, mix and location, identifying the type of programs and services that would be offered, developing concept plans and capital cost estimates, identifying funding and partnership opportunities, and developing a business plan. Resources will be required to fund the feasibility planning work. In addition, should the organisation proceed with this option, it is important to understand the operational subsidy required for an aquatic facility based on the existing catchment population, will be in excess of \$200,000 per annum.

Links with Strategic Plan

Priority # 1 – Everything You Need

Legislative and Policy Implications

The development of an aquatic facility in Litchfield has been discussed and debated for a number of years with Litchfield Council, the Northern Territory Government and other interested stakeholders all undertaking several reports and strategies about the possible development of a facility in the municipality.

While these reports and strategies provided some insight about options and approaches for an aquatic facility, they were undertaken in relative isolation from each other, with no clear direction or vision, and in many instances are now outdated or obsolete. Following an assessment of previous planning about the development of an aquatic facility, Council resolved at its meeting on 16 March 2016 to:

1. Receive the Litchfield Aquatic Facility Planning Project report 16/0054;
2. Proceed to complete Step 1 Assessment of Community Need at an estimated cost of \$30,000 commencing July 2016; and
3. Refer the project costs to the 2016/17 Budget development process.

As noted previously, a copy of the Needs Analysis is attached to this Briefing Paper and provides a clear evidence based assessment of community need for aquatic infrastructure.

Risks

There are no identified risks with this matter.

Financial Implications

The resource and financial implications will depend upon the decision Council makes in relation to the Aquatic Needs Analysis.

1. If Council resolves not to proceed with any further planning work in relation to developing an aquatic facility in Litchfield in the short term, there will be minimal additional resource or financial implications. The community will need to be informed about Council's decision, however this can be addressed within current resources.
2. If Council resolves to continue assessing the feasibility of developing an aquatic facility in the Litchfield area, the organisation will need to be referred Council's 2017/2018 budget process and pursue external funding through agencies such as the Northern Territory Government. A project covering full feasibility and concept design work may cost up to \$100,000.

Community Engagement

Community organisation and key stakeholder engagement took place and details are contained in the report.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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

Litchfield Aquatic Facility Needs Analysis



Draft Report
Version 4
January 2017



Assessing the Supply and Demand for an Aquatic Facility in the Litchfield Council Area

Report Prepared by:



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Executive Summary

The development of an aquatic facility in Litchfield has been discussed for over 20 years. Litchfield Council (Council), the Northern Territory Government (NTG) and other interested stakeholders have undertaken several reports and strategies about the possible development of a facility in the municipality.

While these reports and strategies have provided some insight about options and approaches for an aquatic facility, they have been undertaken in relative isolation from each other, with no clear direction or vision, and in many instances are now outdated or obsolete. Given the desire for an aquatic facility is still being raised by the community, Council, with the financial support of the NTG, has undertaken a Needs Analysis to provide a robust assessment of future community need for an aquatic facility in the Litchfield area.

The focus of this Study is to understand the supply and demand for an aquatic facility in the Litchfield area. The outcomes from the Study will assist Council to determine whether it continues with further planning work, to assess the feasibility of developing an aquatic facility in the Litchfield area. This further planning work would include developing concept plans, identifying capital and operational costs, and assessing management options and approaches.

The Strategic Context

Supply and demand for an aquatic facility in Litchfield starts with understanding the 'Strategic Context' of the project. This includes understanding the demographic profile and characteristics of the community; reviewing previous reports and strategic documents; understanding trends in sport, recreation and aquatic facility provision and management.

Findings highlight that Litchfield has a population of approximately 23,614 people and is growing. It is one of the three councils in the Greater Darwin Region which includes the City of Darwin with a population of 81,670 and the City of Palmerston with 32,088, and Litchfield. Combined the three municipalities make up 98% of the population for the Greater Darwin Region.

The majority of the Litchfield community (approximately 60%) reside within a 20km radius of the municipality's central ward in the communities stretching from Howard Springs to Humpty Doo. Population growth is proposed in places such as Holtz and Murrumujuk. Longer term planning suggests there will be a major development in Weddell which is

anticipated to have over 40,000 residents, however, the timing of this development remains unclear.

The Litchfield community is characterised by a higher proportion of children and teenagers aged between 10 -19 years than the Greater Darwin Region. It also has higher proportions of people aged 60 years and over, suggesting it will be important to consider health and recreation programming needs for both of these age groups. The Litchfield community is also characterised by slightly lower income levels than the Greater Darwin Region. This combined with high proportions of people aged 60 years and over, may impact upon the community's ability to pay for services offered at an aquatic facility. However, with effective programming, subsidies and targeted marketing, services and facilities can be accessible to a broad cross section of the community.

Societal and recreation participation trends have been examined such as people being time poor but looking for and accessing a greater range of sport and recreation opportunities; the increasing number of people participating in unstructured recreation activities such as walking; a decline in volunteers; a litigious society placing pressure on providers; the rise of technology as a competitor to more traditional sport and recreation pursuits; the impact of climate change upon the design, maintenance and management of sport and recreation infrastructure. All of these factors are impacting upon the way people recreate and the way facilities are managed.

Aquatic facility design and management has also changed. Many facilities were built almost 50 years ago, and in some instances are coming to the end of their useful life. These facilities are now being redesigned and managed in a manner that responds to modern challenges such as centralising assets and forming hubs; sharing management and volunteer resources, including other 'compatible' services and facilities such as cafeterias, gyms, health and fitness suites; and generally being managed in a more professional manner that is expected of today's discerning recreation consumer.

All of these factors lay the foundation for the Needs Analysis and assist Council to better understand its community and the way in which people recreate. It also highlights that while the population numbers are modest; the community is, and will continue to grow, and with it will come increased demand for a range of services and facilities to meet their needs.

Supply Analysis

Section three of the report examines the existing supply of facilities in and around Litchfield and identifies seven aquatic facilities. Three leisure pools and four 50m outdoor pools located at Casuarina, Nightcliff, Parap and Palmerston.

The City of Darwin owns the Casuarina, Parap and Nightcliff pools, with the Casuarina Pool largely servicing the local community. The Parap facility is currently closed for redevelopment and when completed will be a FINA accredited swim facility servicing the whole region. The Nightcliff pool is a well-used facility located on a cliff top overlooking the Bay, and is therefore a popular destination for both locals and tourists alike.

The Palmerston Swimming and Fitness Centre has an outdoor 50m pool, an indoor gym and multipurpose rooms. This facility is owned by the City of Palmerston and in the next 2 - 3 years will need significant upgrade or potential closure and 'relocation' due to its age and condition. This facility in particular is well used and accessed by residents of Litchfield given its proximity to the communities of Howard Springs, Coolalinga and Freds Pass. The City of Palmerston state that at least 20% of its members come from Litchfield and development of another facility in close proximity would have an obvious and detrimental impact on its financial viability.

An assessment of other facilities in the region highlighted a 25m pool at the INPEX facility serving the 'Fly In Fly Out' workforce for that project, but not accessible to the broader community. There are also 50m pools in both Alice Springs and Katherine, which while not within the Litchfield catchment, were assessed to determine operational considerations and costs.

In all instances pools require substantial subsidies of around \$200,000 each, with the likes of the Palmerston pool also costing the City of Palmerston an additional \$180,000 per year in maintenance, and the Alice Springs Pool being subsidised approximately \$1.3m per year.

With the exception of the Alice Springs facility, these subsidies are consistent with national averages supplied by the Centre for Environment and Recreation Management (CERM) based at the University of South Australia. CERM benchmarks aquatic and recreation centre provision across Australia and New Zealand.

CERM data highlights that those pools which operate more 'efficiently' or require less subsidy, are those that are open all year round and are either indoor or covered facilities.

Findings in the supply analysis highlight that while the region seems well supplied by way of aquatic facilities; catchments are normally considered as a 5km radius for a 25m pool and a 10km radius for 50m pools. Given the Palmerston Pool is the closest to Litchfield, this catchment reaches as far as Freds Pass and therefore approximately 50% of the Litchfield community are within an 'acceptable' catchment of a pool. The remaining 50% (approximately 11,500 residents) are not within an acceptable catchment and therefore do not have access to a public pool.

This section of the report concludes that should a facility be developed in Litchfield, it is highly likely Litchfield residents will continue to use the Palmerston facility. It will therefore be critical to minimise competition between the facilities by locating any aquatic facility in Litchfield outside the catchment of the Palmerston facility i.e. south of Freds Pass. In addition, any facility developed will need to be located in areas of higher population density to service the community currently outside the Palmerston catchment. This is estimated to be approximately 50 percent of the Litchfield population.

Demand Analysis

The demand analysis focused on consulting with key stakeholder organisations and agencies, along with informing the broader community about the aquatic study. The consultation program included:

- face to face and telephone meetings with organisations and agencies such as the NTG, neighbouring Councils, local Members of Parliament and other key community and Territory organisations
- a survey targeted at community and sporting organisations that may have an interest in the development of an aquatic facility in Litchfield
- community forums to inform community members about the Needs Analysis
- an opportunity for community members to provide feedback about what they would like Council to consider in developing the Needs Analysis.

Findings from the consultation identified that the NTG will be guided by the outcome of this report and that it has made no formal commitment to fund or develop an aquatic facility in Litchfield. Findings also showed that while there are seven public schools in the Litchfield Council area, swimming is not a mandatory component of their curriculum and therefore schools may not have the resources or capacity to access pools in the region.

Feedback from community organisations was largely from schools with many stating that if a pool was developed within 'easy access' of their facilities, then it is highly likely they would use it for learn to swim (LTS) and lifesaving programs.

This notion was also supported by the Territory bodies of Swimming (Swim NT) and Royal Lifesaving, both of whom highlighted a gap in provision for these types of programs south of Palmerston. Swim NT also supported the notion that a pool any further north of Freds Pass would have a detrimental effect on the Palmerston Pool, and that Humpty Doo is an obvious and preferred location. Both organisations also supported development of a 25m pool because it would be more manageable and cost effective for Council.

Conclusion

The report concludes there is a gap in the provision of public aquatic facilities south of Freds Pass, with an estimated 11,500 Litchfield residents not living within a reasonable travel distance of a public aquatic facility. In addition, the Report states that while a gap has been identified, any pool will require a significant annual operational subsidy because of the size of the catchment population.

Should Council decide to proceed with developing an aquatic facility, the most logical location is in the vicinity of Humpty Doo because of the concentrated residential catchment, and the three schools located within a 5km catchment, a further three within 7.5km and two in the southern rural areas of Litchfield.

The report also identifies site criterion to assist Council in the next stages of feasibility should it choose to progress the project further. These include:

- land size for a 25m pool (approx 0.6ha)
- land availability
- land zoning
- compatibility with surrounding land uses
- accessibility
- site characteristics.

A weighted decision grid is proposed that will assist Council to assess the suitability of identified sites.

The report concludes with a discussion relating to partnership and funding opportunities. It is proposed that Council continue to work in partnership with the NTG to identify opportunities for funding, possible sites, and ongoing management or operation of an aquatic facility.

Other partnerships could also be considered for operation and management of a facility with aquatic agencies and commercial providers. The private sector could also be considered and should Council pursue the project to the next stage of feasibility; an Expression of Interest (EOI) could be undertaken to better understand the interest in the development and long term management of a pool in Litchfield.

Recommended Approach and Future Considerations

The report acknowledges that the decision to further progress the feasibility of developing an aquatic facility is one for Council to make. Should it choose to do so, a feasibility study should be based upon:

1. Developing a district level all year aquatic facility with a 25m pool and ancillary services and facilities.
2. Locating the aquatic facility in the vicinity of Humpty Doo to take best advantage of the concentration of the residential population, schools and public transport.
3. Applying a robust and evidence based selection criteria to identify a site or sites that can accommodate an aquatic facility.
4. Developing the aquatic facility in partnership with other agencies and organisations such as the NT Government, schools, private aquatic or health and fitness operators and peak bodies. As part of this, opportunities for collocation with other community or commercial providers should be explored, along with opportunities for commercial arrangements with private aquatic or health and fitness providers.
5. Giving careful consideration to the programs and services the facility should offer, with a particular focus upon learn to swim.

In addition, the report highlights that while the current population of Litchfield is not large enough to sustain aquatic infrastructure, this is likely to change in the medium to long term, and Council may be required to review the need for aquatic and other community infrastructure within 10 years.

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Section One: Introduction

1.1 Project Background

Covering over 3,100km² of land and one of the three main councils in the Greater Darwin Region, Litchfield has a population of approximately 23,000 residents. The main populated areas of the Shire include Howard Springs, Coolalinga, Freds Pass, and Humpty Doo, with substantial growth expected to occur in the new urban and peri urban areas of Holtze, Weddell, Noonamah, Hughes, and Murrumujuk (Figure1).

The proposed development of an aquatic leisure facility in the municipality dates back almost 25 years when the Litchfield District Centres Land Use Concept Plan identified Freds Pass as an area suitable for a regional recreational facility. Since this time, a number of planning studies have been completed including:

- a Pre-Feasibility Study completed in the year 2000
- a 2009 study regarding developing a swimming pool at Humpty Doo
- a 2010 assessment of the operational viability of developing a facility at Freds Pass compared with a facility in Humpty Doo
- concept sketches for the development of an aquatic facility at Freds Pass Reserve prepared in 2011
- a Master Plan for Freds Pass Recreation Reserve completed in 2014.

However these plans and strategies were undertaken in isolation from each other with:

- no clear assessment of community demand or need
- no consideration of the existing aquatic leisure opportunities available to the community in Litchfield and the surrounding area
- limited consultation with the community and key stakeholders
- no objective assessment of suitable locations for an aquatic facility.

Council now wishes to ensure any decision about the development of an aquatic facility:

- has a strong evidence base
- reflects the needs of the community
- is in line with its resourcing capacity
- assesses opportunities for partnering with other agencies.

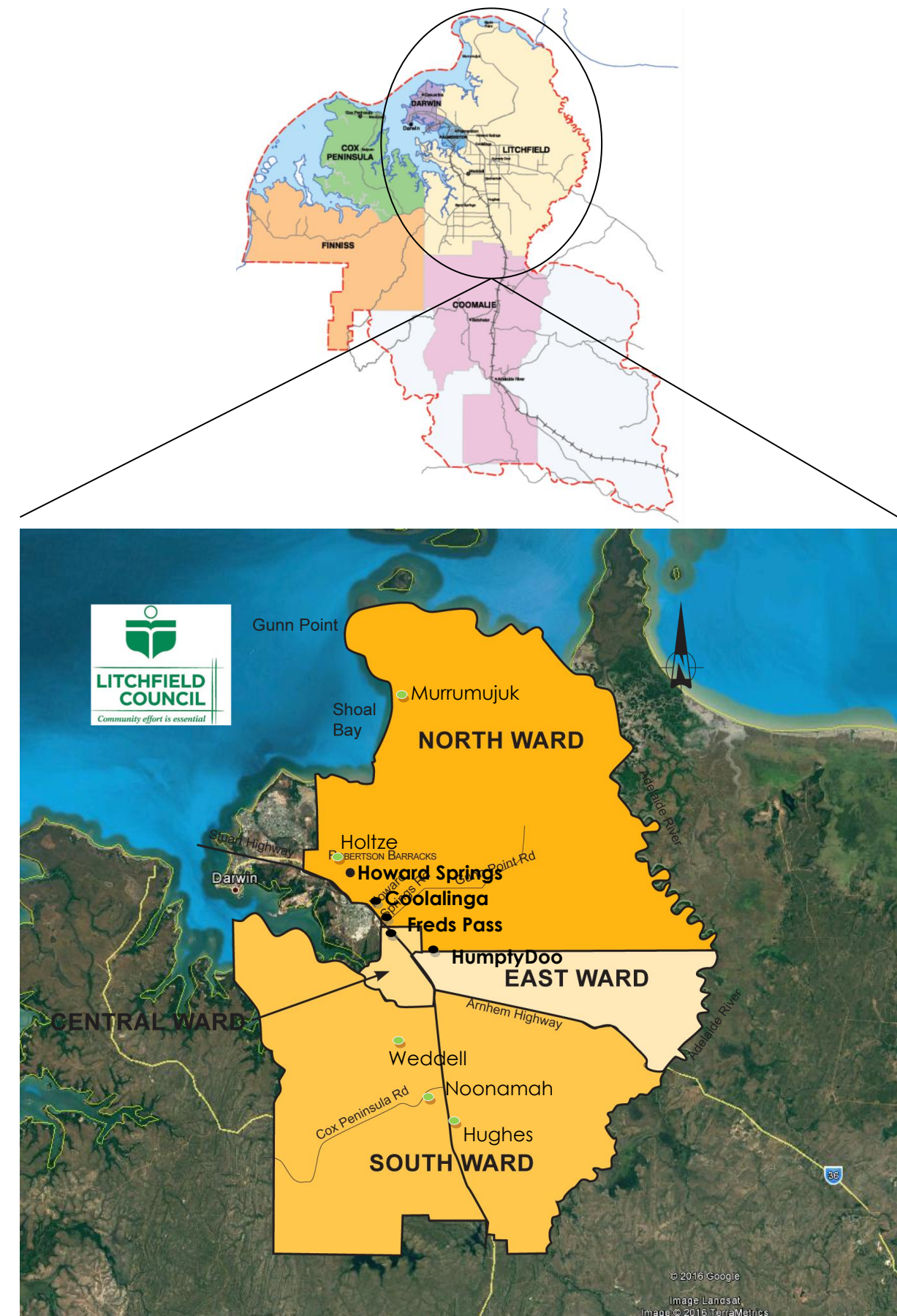


Figure 1: Greater Darwin Region and the Litchfield Council

1.2 Project Aims

With funding assistance from the Northern Territory Government (NTG), Council has commissioned this study to understand future community need for aquatic facilities in the Litchfield area. More specifically the project will:

1. Assist Council to decide how it will proceed in relation to further stages of feasibility planning work.
2. Provide a robust evidence base for seeking funding from the Northern Territory Government for the development of an aquatic facility.
3. Provide clear advice about the aquatic leisure, health and wellbeing facility components, services and programs required to meet the needs of the Litchfield community.
4. Identify possible sites to locate an aquatic leisure facility and conduct an assessment of their suitability against agreed criteria.
5. Provide clear advice about opportunities to partner with other agencies or organisations to deliver aquatic leisure, health and wellbeing outcomes for the Litchfield community.
6. Identify funding opportunities available to Council for the development of an aquatic leisure facility.

1.3 Project Scope

In line with the aims, the scope of the project was to undertake:

1. A review of previous planning work relating to the development of an aquatic facility in Litchfield.
2. An analysis of current and projected demographic characteristics for the Litchfield community.
3. An assessment of aquatic leisure participation and facility development trends.
4. Mapping of other aquatic leisure, health and wellbeing opportunities available in and around the Litchfield community.
5. A comprehensive program of consultation and engagement with key stakeholder organisations.
6. An assessment of partnership opportunities with other agencies and organisations to deliver aquatic leisure, health and wellbeing outcomes.

7. Identification and assessment of possible locations for an aquatic leisure facility.
8. Identification of funding opportunities and models for development of an aquatic facility.
9. Preparation of Draft and Final Reports clearly outlining the findings in relation to community need and demand and a recommended approach in relation to further planning for an aquatic facility if needed.

1.4 Planning for Community Facilities

While the project aims and scope articulate the outputs for the project, a systematic approach must be taken when assessing the need for community facilities such as swimming pools. This is discussed in terms of four stages and includes:

- The needs analysis: Assessing whether a facility is needed or not.
- The feasibility: Determining how feasible the project or service will be by way of social and economic outcomes.
- Designing the facility: Understanding what it will look like.
- Managing the facility: Assessing and delivering the best management model to include performance reviews.

These four stages are highlighted in Figure 2, with this report forming Stage One; or the 'Needs Analysis' to understand future community need for aquatic facilities in Litchfield.

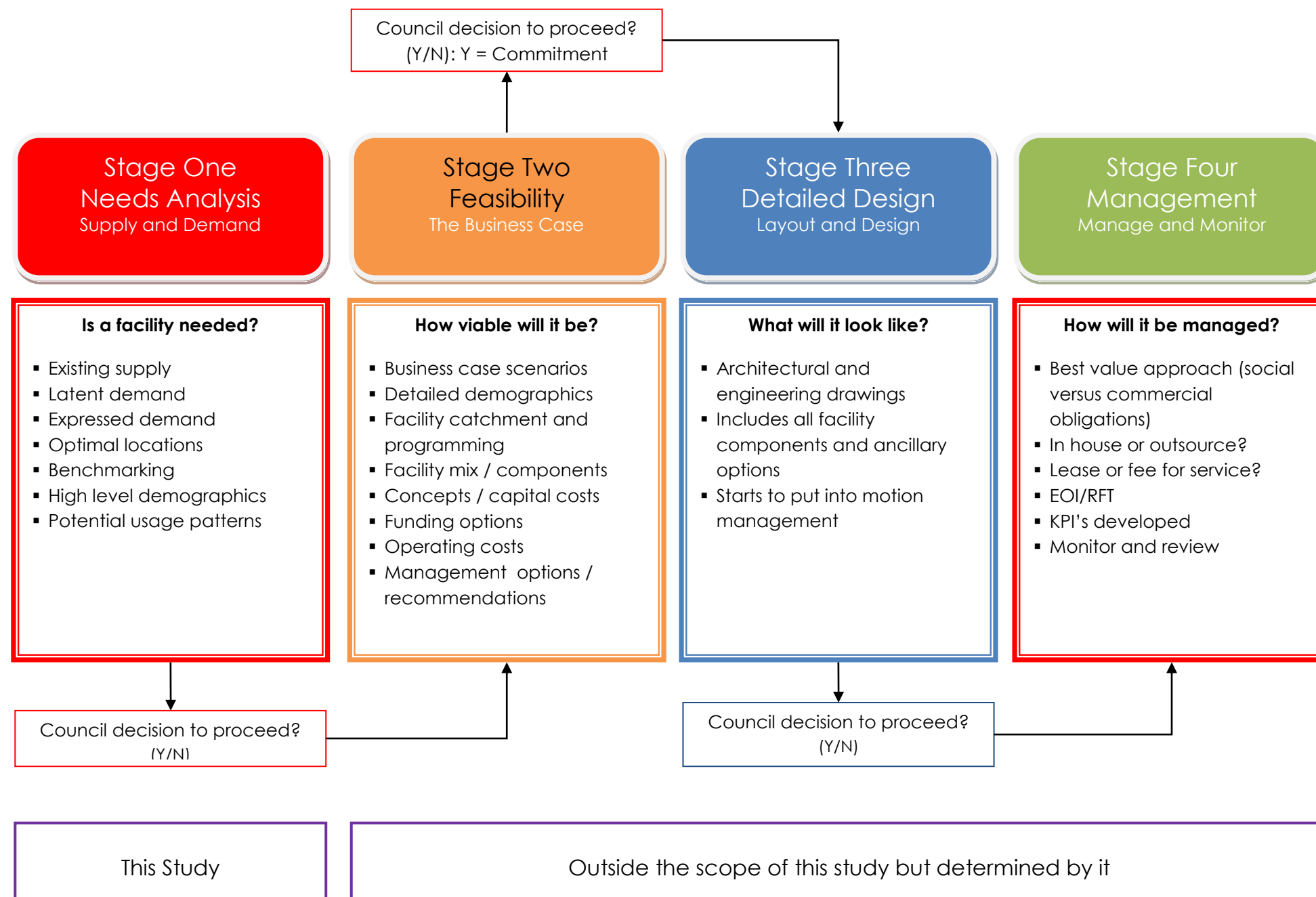


Figure 2: Community Facilities Planning Approach

Section Two: The Strategic Context

The following information outlines the strategic context for the project, highlighting a number of factors which will either directly or indirectly impact on the provision of an aquatic facility in Litchfield. Factors examined include:

- The demographic profile of the community including the various localities in Litchfield, and the population size and growth. In addition, specific characteristics of the population have been examined including household composition, age profile, household incomes and car ownership levels. This information will assist Council to understand possible patterns of use for an aquatic facility in Litchfield, including operational considerations such as the community's ability to pay and the types of programs that may be needed. This information has been drawn from a number of sources including the Australian Bureau of Statistics (ABS)¹, Profile.id² and urban infill and Greenfield development projects being led by the Northern Territory Government (NTG)³.
- Previous strategies and reports relating to the development of an aquatic facility, or those which may impact on one being developed in Litchfield.
- Broad societal and recreation trends which impact on the way people and communities recreate including how facilities are designed and managed. This information is sourced from both industry and societal trends referred to throughout the report.

Understanding these factors will assist Council to better understand the potential demand for an aquatic facility when assessed against the existing supply of aquatics facilities in Litchfield and the surrounding region.

2.1 About Litchfield

Traditionally indigenous people lived in the area and continue to do so in small communities. European settlement dates from 1864 when the area was first surveyed and used mainly for agricultural and pastoral purposes. Some growth took place during the 1870s and 1880s, spurred by the construction of the Overland Telegraph Line and the gold rush.

During World War II a military camp operated at Howard Springs and more substantial growth occurred from the post-war years, particularly the 1970s. The population increased from the early 1990s from under 10,000 in 1991 to over 20,000 in 2011.

Some of this population increase, particularly during the early 1990s, was due to the establishment of the Robertson Barracks (army base) in 1992, which houses about 3,500 people. The most recent ABS figures (See Table 1) show that in 2015 a total of 23,614 people lived in Litchfield.

Year (ending June 30)	Number	Change in number	Change in percent
2005	16,215		
2006	16,451	+236	+1.5
2007	17,412	+961	+5.8
2008	18,401	+989	+5.7
2009	19,203	+802	+4.4
2010	19,863	+660	+3.4
2011	20,218	+355	+1.8
2012	20,799	+581	+2.9
2013	21,557	+758	+3.6
2014	22,467	+910	+4.2
2015	23,614	+1,147	+5.1

Table 1: Estimated Resident Population

¹ Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0).

² Profile.id.com.au/rda-northern-territory/about?WebID=180

³ Northern Territory Government (NTG). Litchfield Sub Regional Land Use Plan 2016
Department of Lands, Planning and the Environment

The Litchfield Council area includes the townships, localities and communities as identified in Table 2 with over 60%, or approximately 13,000 residents living within a 15km radius of the central region of Litchfield (Figure 3).

While exact numbers are difficult to attain due to the manner in which census data is collected for the area, the most populated townships are:

- Freds Pass
- Coolalinga
- Howard Springs and
- Humpty Doo

Other smaller, albeit concentrated, communities are also evident at:

- Berry Springs
- Girraween
- Holtz and
- Herbert

Suburb/Locality	Suburb/Locality
Acacia Hills	Knuckey Lagoon
Bees Creek	Koolpinyah
Berry Springs	Lambells Lagoon
Blackmore	Livingstone
Black Jungle	Lloyd Creek
Channel Island	Manton
Coolalinga	McMinns Lagoon
Daly	Mickett Creek
Darwin River	Middle Point
Fly Creek	Murrumujuk
Freds Pass	Noonamah
Girraween	Shoal Bay
Glyde Point	Southport
Gunn Point	Tumbling Waters
Herbert	Virginia
Holtze	Wak Wak
Howard Springs	Weddell
Hughes	Wickham
Humpty Doo	

Table 2: Litchfield Suburbs and Townships

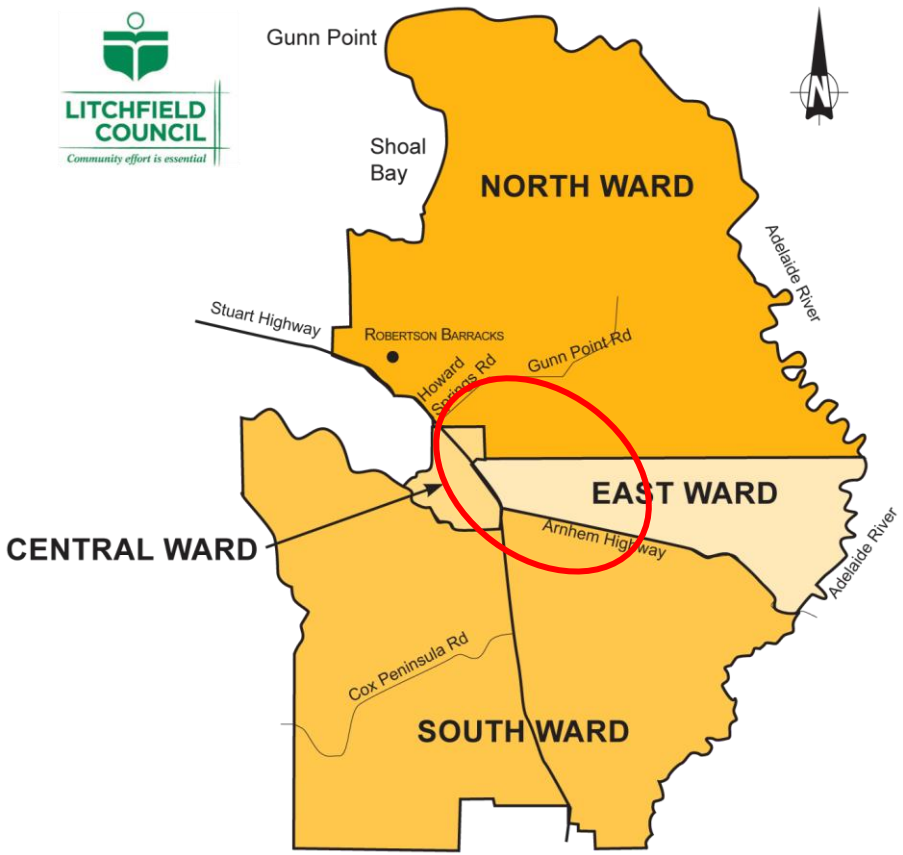
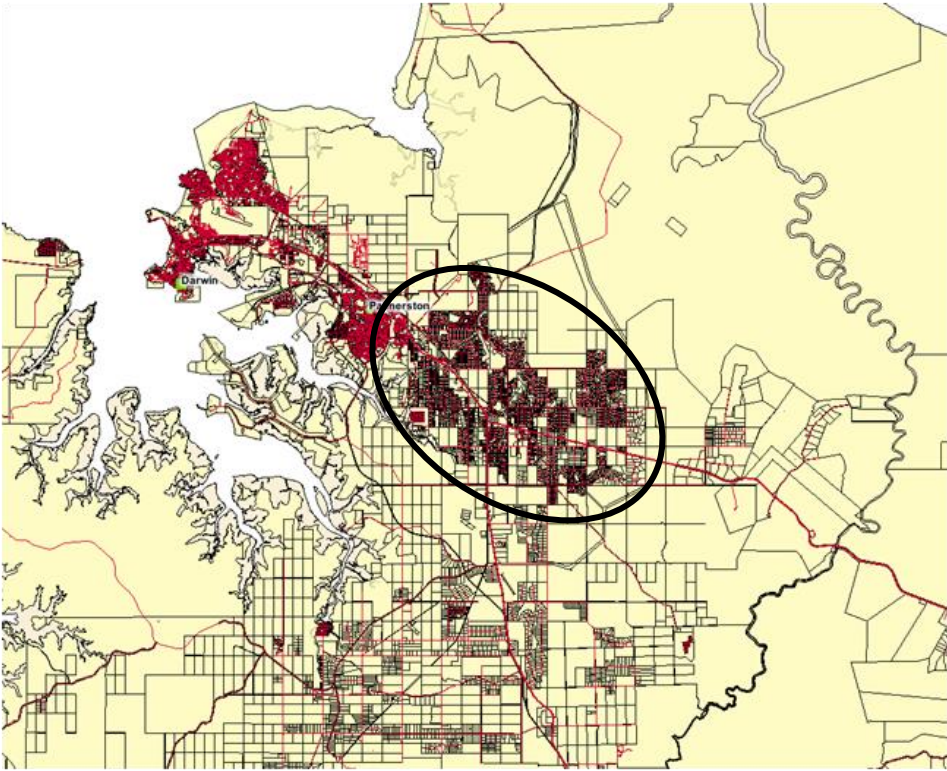


Figure 3: Litchfield Population Density

The Litchfield Subregion Land Use Plan estimates the need for an additional 500 dwellings in the next 5 to 10 years, and a further 20,000 dwellings over the longer term of 40 to 50 years.

The NTG planning hierarchy of land use is identified as comprising:

- Regional Centres
- Urban
- Peri Urban
- Rural Activity Centres and
- Rural Lifestyle areas

Figure 4 highlights the new residential developments being planned at:

1. Murrumujuk
2. Holtze
3. Weddell

A proposed 'City of Weddell' when fully developed is estimated to be home to 40,000 new residents. While the proposed timeframe for this development remains unclear, it is likely that a number of facilities and services including sporting and recreation infrastructure will be required once the Weddell development occurs.

In addition to these proposed developments, four 'Rural Activity Centres' (Figure 4) will be developed at:

4. Howard Springs (160 urban lots, 80 rural residential lots and 70 multiple small lot dwellings)
5. Coolalinga (500 urban lots, 150 rural residential lots and 50 multiple small lot dwellings)
6. Humpty Doo (300 urban lots, 875 rural residential lots and 80 multiple small lot dwellings)
7. Berry Springs (700 urban lots and 1800 rural residential lots)

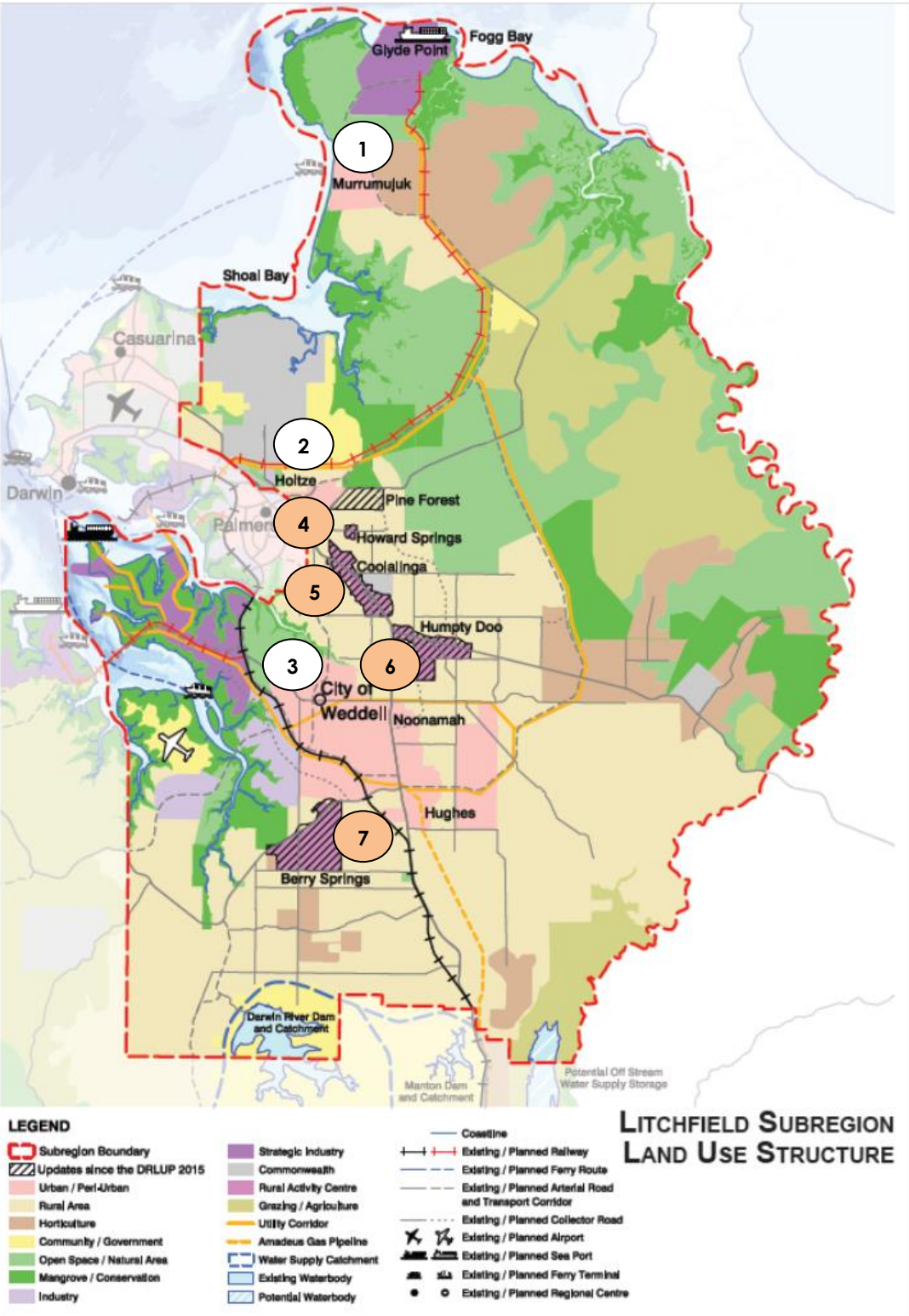


Figure 4: Litchfield Subregion Land Use

2.2 Population Characteristics

The following information will help to develop an understanding of the unique characteristics of the Litchfield community which may impact on the need for an aquatic facility in the area.

Information has been sourced from Profile i.d. with highlights including:

- There are a higher number of males and a lower number of females in Litchfield compared with the Greater Darwin Region, and a lower Indigenous population.
- The majority of Litchfield citizens are Australian which is almost 5% higher than the Greater Darwin Region.
- The rate of employment in Litchfield is consistent with the Greater Darwin Region. (Table 3)

Litchfield Council LGA - Total persons		2011	
Population group		Litchfield %	Greater Darwin %
Males		54.3	52.2
Females		45.7	47.8
Aboriginal and Torres Strait Islander		7.1	9.2
Australian citizens		83.2	78.8
Eligible voters (citizens aged 18+)		61.3	58.2
Population over 15		78.8	79.0
Employed population		96.6	96.5

Table 3: Demographic Characteristics, 2011

- With regards to Household composition (Table 4), Litchfield is consistent with the Greater Darwin Region, although Litchfield has slightly more 'lone person' households than the Region.
- The age profile of the community is characterised by a lower proportion of children aged 0 – 4 years compared with the region, but higher proportions of children and young people aged between 5 – 19 years.
- The proportion of people aged 20 – 40 years is lower in Litchfield compared to the Greater Darwin Region. There are also higher proportions of people in all age categories from 40 -70 years compared with the Greater Darwin Region.

Litchfield Council LGA		2011	
Households by type		Litchfield %	Greater Darwin %
Couples with children		30.2	30.9
Couples without children		22.6	22.3
One parent families		7.5	7.4
Other families		0.7	0.6
Group household		2.6	2.3
Lone person		14.7	13.7
Other not classifiable household		10.7	10.9
Visitor only households		11.1	11.9
Total households		100.0	100.0

Table 4: Household Composition, 2011

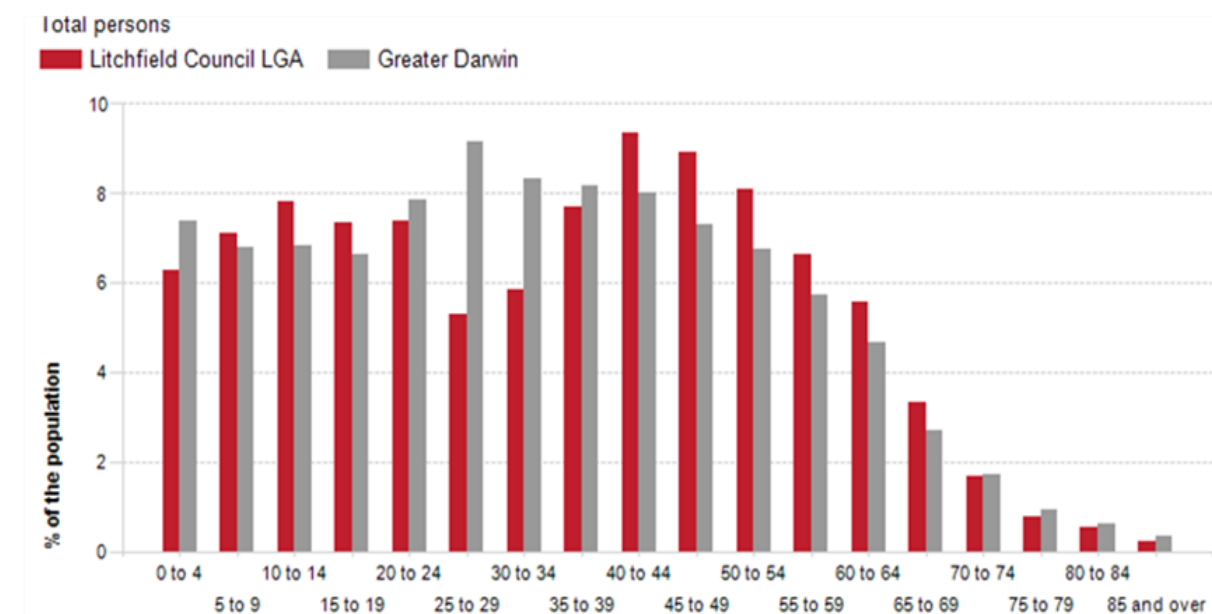


Figure 5: Litchfield Age Profile

- Analysis of household income levels (Figure 6) shows that in 2011 there was a smaller proportion of high income households (those earning

\$2,500 per week or more) and a higher proportion of low income households (those earning less than \$600 per week), compared with the Greater Darwin Region.

Overall, 22.8% (compared with 25.8%) of the households earned a high income and 13.4% were low income households (compared 11.6%).

The major differences between the household incomes of Litchfield Council LGA and Greater Darwin were:

- a larger % of households who earned \$400-\$599 (6.3% to 4.5%)
- a larger % of households who earned \$600-\$799 (6.7% to 5.1%)
- a smaller % of households who earned \$2500-\$2999 (8.4% to 10.3%)
- a smaller % of households who earned \$1500-\$1999 (11.0% to 12.6%).

- A total of 82.1% of the households owned at least one car compared with 80.9% in the Greater Darwin Region, and 2.7% didn't own a car compared with 6.4% in Greater Darwin. Of those that owned at least one vehicle, there was a smaller proportion who owned just one car; a smaller proportion who owned two cars; and a larger proportion who owned three cars or more as follows:

- one car: 23.0% compared with 30.5%
- two cars: 32.9% compared with 33.7%
- three cars or more: 26.2% compared with 16.7%.

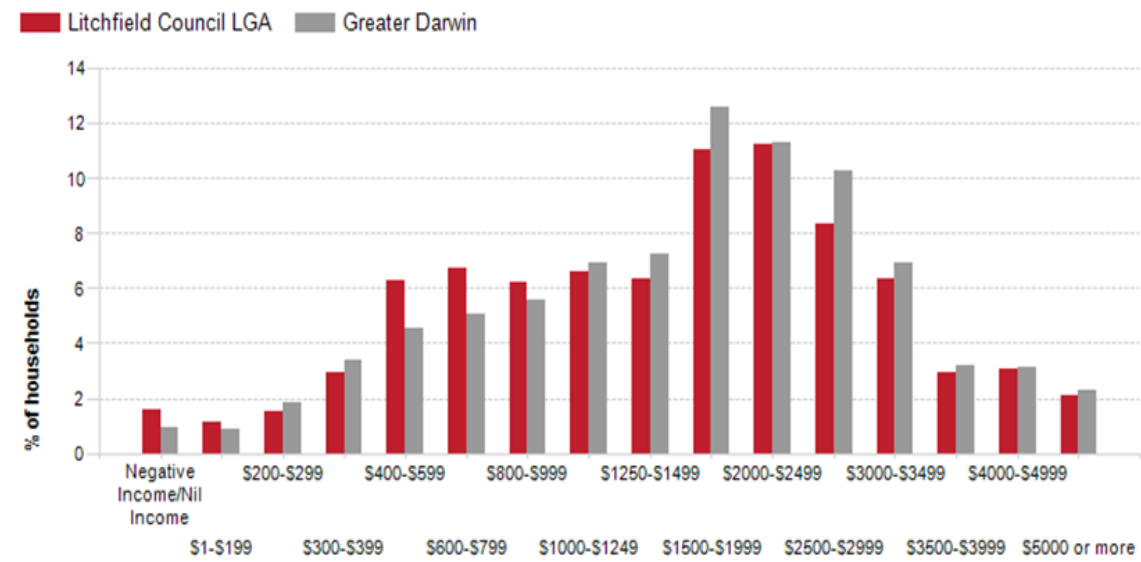


Figure 6: Income Levels, 2011

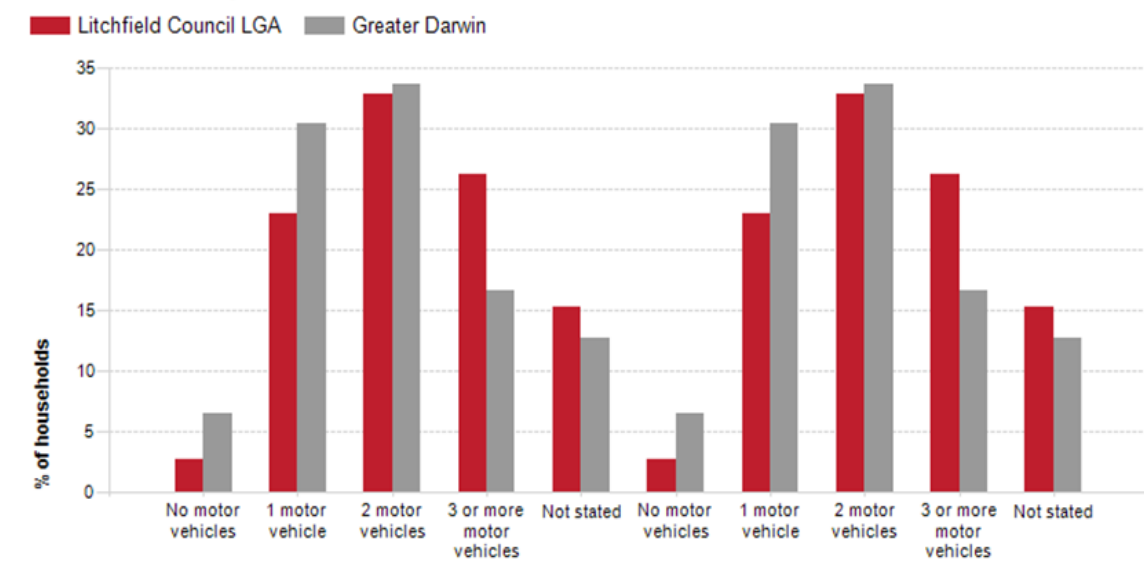


Figure7: Car Ownership, 2011

2.3 Previous Strategies and Reports

A number of reports and strategies have been undertaken in relation to the development of aquatic facilities in Litchfield, however many of these were undertaken in isolation and in many instances are now outdated and in need of review.

A background document highlighting the reports has been developed as part of this process, with a summary of the reports and their implications as follows.

June 1996 School Surveys

A number of letters were provided to the Litchfield Council (Gerry Wood) and the Legislative Assembly of the Northern Territory (Terry McCarthy, Member for Goyder) regarding a survey undertaken by children of the Humpty Doo School, stating that 73% of people they surveyed wanted a pool in Humpty Doo.

The matter was referred to the Minister for Sport and Recreation and Council who stated that it had opposed the development previously but would put it back on the agenda.

2000 Pre-Feasibility Study

Undertaken by Connell Wagner, this study assessed options for development, trends, design and financial considerations for a pool at Humpty Doo, Freds Pass and Howard Springs.

The Study proposed Freds Pass and Humpty Doo as suitable sites due to the catchment, school access, site and visibility, traffic management, ease of construction and relationship with strategic land planning.

The report proposed a 25 x 21m (8 lane) covered pool costing an estimated \$2,276,200 to build and requiring an operational subsidy of \$75,000 (\$185k expense v \$110 income) or \$5 per resident.

2008 Community Survey

Broad community survey with questions regarding the development of a pool in Litchfield.

1605 responses or 22% of community responded with 35% indicating recreation and reserves were very important and 48% indicating they were 'quite important', but not in the top five.

The highest satisfaction of services was for recreation and reserves followed by public areas and waste management.

A specific question was asked in regards to a swimming pool with options:

- I would like a 50m pool at an additional cost to ratepayers
- I would like a pool but it doesn't have to be 50m
- I don't want a pool
- I don't know/don't care

40% stated they did not want a swimming pool, 27% wanted one but not 50m, 16% didn't know/don't care, 14% said they wanted a 50m at an additional cost to ratepayers and 3% didn't answer.

An additional question was asked about whether a water park was warranted / wanted with 47% saying yes, 38% saying no, 13% didn't know and 3% didn't answer.

Respondents were asked to rate a number of priorities including a proposal for a 50m pool. Only 10% indicated it was a very high priority and 13% a high priority. This was not ranked in the top five perceived priorities for Council.

2009 Community Survey at the Freds Pass Show

This survey received 51 responses with half (51%) stating they were willing to pay higher rates for a swimming pool in the south ward as there were no services in that area.

2010 Litchfield Activity Hub YMCA Aquatic & Recreation Centre Comparative Study

A study of the potential viability of a proposed centre at either Freds Pass or Humpty Doo (Taminmin) site.

From a financial perspective the Freds Pass site was preferred (\$146,998 deficit v \$528,415) and the report recommended that the facility be built on the corner of Bees Creek Road and the Sturt Highway.

The study indicated the facility would become sustainable in 5 -10 years due to population growth (by 5%), 1% becoming members by year 3, and 4% of school children using the facility (charged at \$2 per head).

2011 Concepts Freds Pass Reserve Pool

From the above study, concept plans were developed for Freds Pass but did not proceed to a detailed design stage.

2011 Concepts for Coolalinga Pool

Further dialogue seemed to occur between Council and the NTG with the latter proposing the Coolalinga site be considered as a potential location for a pool in Litchfield. Concepts were developed but did not progress.

2011 Community Survey

The results from this broad survey included some comments in relation to community members having to travel to access a hydrotherapy pool and other services not available in Litchfield.

Results from the survey suggested a 'need' for a pool at Humpty Doo, with other comments received relating to locating a pool near to a school or college.

2014 Master Plan for Freds Pass Recreation Reserve.

Provides an overview of the reserve and its growth from 13ha in 1976 to its current size of 87.76ha.

The Master Plan identifies challenges and opportunities for the site which now caters for over 4000 users per week from 23 groups, and proposes a Sportsville⁴ concept from New Zealand where clubs share resources, many of which are growing.

The plan recommends new infrastructure to include the following but does not acknowledge the need for a pool at this reserve.

- Indoor facility / courts
- Fitness centre
- Equestrian Centre
- Softball, Hockey and Baseball facility

Council Minutes and Resolutions

Various resolutions and minutes of Council meetings relating to the development of a pool summarise how the NTG endorsed Freds Pass but there was debate over the identified site within the reserve. Concerns regarding the NTG proposal included Council's preference to provide a pool in rural areas to support community and sporting groups' needs.

Early site investigations into the option at Freds Pass led the NTG to not support development and subsequently withdraw funding for an aquatic centre in the region. A petition was subsequently signed by 2,103 residents and lodged to the NTG Legislative Assembly.

2.4 Related Reports

In addition to those reports commissioned specifically around the need for an aquatic facility in Litchfield, there are other pieces of work that will have implications for this Needs Analysis. These reports are summarised as follows:

Darwin Regional Land Use Plan 2015

Department of Lands, Planning and the Environment

This document identifies the essential characteristics and needs that will shape future growth in the region and establishes an overarching framework for future development for the Darwin region.

Identifying the six sub regions of the Greater Darwin Region as Darwin, Palmerston, Litchfield, Coomalie, Finness and Cox Peninsula, the Plan identifies that the three councils of Darwin, Palmerston and Litchfield collectively comprise approximately 135,138 residents or 98% of the region's community, with only 2,507 people residing outside of these areas (Figure 8).

Amongst other things it identifies a number of locations to accommodate various forms of residential development including urban and peri-urban and rural lifestyle areas. The plan also endorses the continuation and ongoing development of rural lifestyle lots within the Litchfield Municipality.

It goes on to identify Weddell as a planned Regional Centre (Primary Activity Centre) to accommodate 40,000 new residents, with Coolalinga as a secondary Activity Centre, and Berry Springs, Humpty Doo and Howard Springs as Rural Lifestyle Areas, providing commercial, service, community, industrial and recreation facilities at a neighbourhood level. Freds Pass Recreation Reserve is highlighted as a key community facility and service.

Litchfield Subregion Land Use Plan 2016

Department of Lands, Planning and the Environment

This Plan supersedes the Litchfield Planning Concepts and Land Use Objectives 2002 and provides a contemporary response to planning challenges set by the Darwin Regional Land Use Plan 2015. The Subregional Plan provides more detailed planning, and includes statements of policy specific to the Litchfield subregion to guide the future preparation of area plans for the rural activity centres including Berry Springs, Coolalinga / Freds Pass, Howard Springs and Humpty Doo. More detailed Area Plans for these centres are being prepared. There may be an opportunity to incorporate outcomes of the Needs Assessment into one of the Area Plans.

⁴ <http://www.sporttasman.org.nz/resources-sportsville>

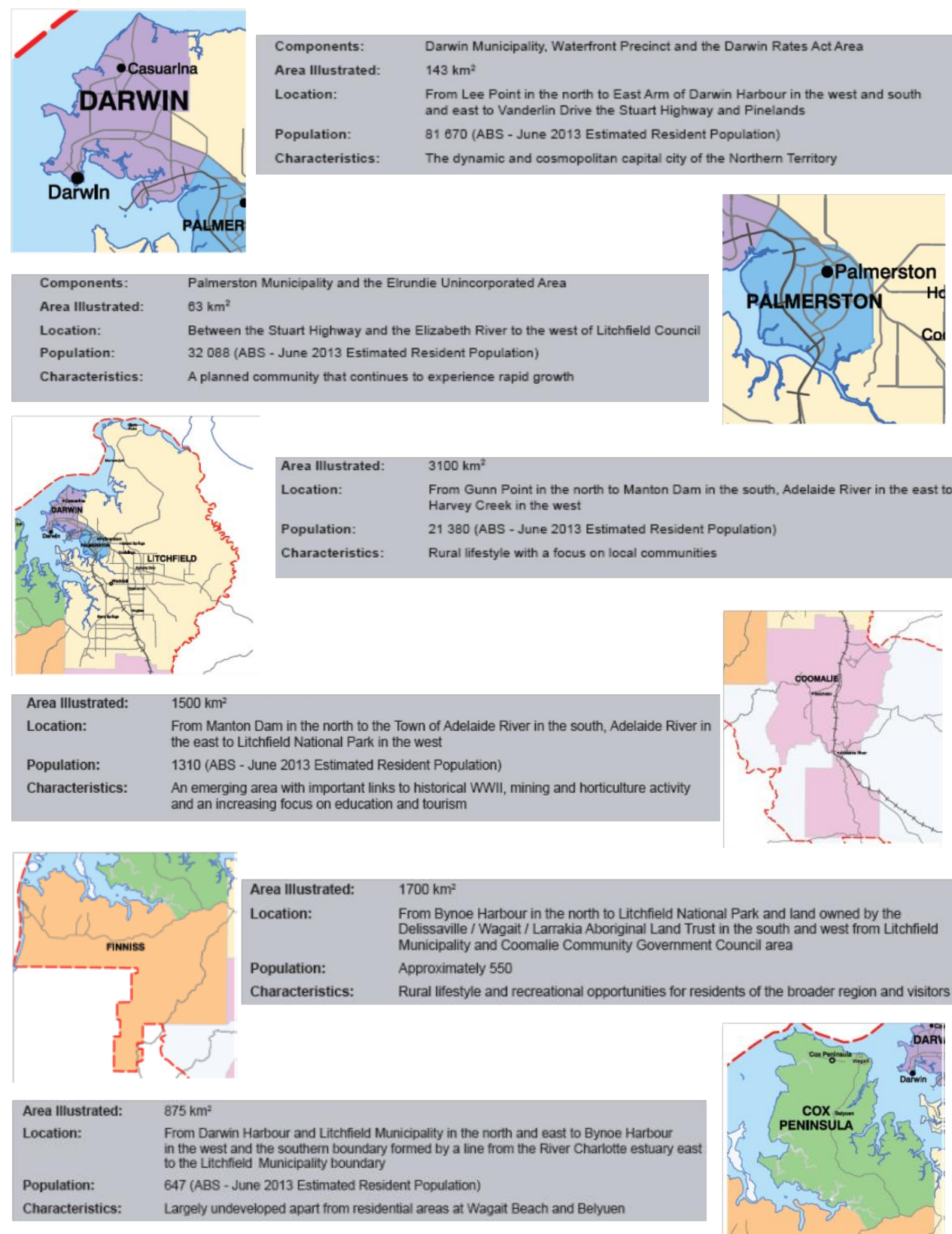


Figure 8: Greater Darwin Region Sub Regions

2.5 Trends

While many trends relate to broad societal influences and are therefore not directly related to the Litchfield community, they do provide an overview of influencing factors that affect the way people recreate. These can then be overlaid with demographic indicators to help build an understanding of community need for aquatic facilities in Litchfield.

2.5.1 Societal Trends

The following outlines broad trends facing society, which impact on how sport and recreation is planned and managed.

Awareness: There is increasing recognition of the benefits of improving quality of life, health and wellbeing. This has led to higher expectations for facilities, programs and services that need to be provided.

Culture: Australia is a multi-cultural society and people recognise the value of celebrating diversity. This also calls for activities and facilities not traditionally catered for in mainstream sport and recreation to include culturally sensitive programming, awareness and integration.

Longevity: Australia's ageing society is shifting the priorities in sport and recreation to include the need to ensure physical access is addressed, while also considering the range of programs provided for this age group.

Volunteers: Decreasing personal time has led to people now being less willing or able to volunteer. This is also the case with an ageing community that, unlike their parents, has the flexibility and often greater resources for travel and access to a range of leisure time activities. In turn this impacts on the long term commitment to volunteering.

Litigation: Increased awareness of safety and liability has added to the legal responsibilities of sport and recreation organisations and to an extent has impacted on the level of 'risk' organisations and individuals are willing to take.

Youth: The need for children to undertake more physical activity is well documented with increasing rates of obesity. Likewise, the benefit of participation in quality leisure time activities and opportunities carries with it many additional social and personal benefits. Increasingly for this age cohort, there is a preference for individual and unstructured / informal activities rather than team or group activities.

Work Patterns: Working hours extend outside the traditional 9 - 5 day resulting in people seeking activities during times not traditionally catered for. The need for greater flexibility in the management and structure of sport and recreation is therefore required.

Technology: Greater access to technology, the internet and longer opening hours of shops and entertainment venues has seen these elements as key competitors to sport and recreation for people's time.

Community Sport: The administration of sporting clubs has become more complex with the increased emphasis on risk management and decline in volunteers. As a consequence, managers are looking strategically at the way they manage facilities to ensure optimal use to benefit both the clubs and the community.

Climate: Climate change has impacted on sports fields and open spaces and requires reconsideration of usage levels, maintenance and other sustainable management practices. This is particularly relevant to the Greater Darwin Region that can have both heavy periods of rainfall during its 'wet season', as well as water shortages and periods of drought which are becoming more evident.

Urban Development: An increasing population and housing density within our cities and town centres (and the appreciation that this will continue into the future) has resulted in a decrease in private and public open space. This is again relevant to the Greater Darwin Region, and in particular Litchfield, where the population is expected to grow substantially in the next 50 years.

2.5.2 Recreation Trends

These broader societal trends have significant impacts on sport and recreation participation, management, facility design and development. The Draft NTG Sport and Active Recreation Master Plan⁵ outlines these impacts including:

- As a result of fewer hours and more opportunities, individualised sport and fitness activities are on the rise.
- Australians are becoming more health conscious and increasingly play sport and get involved in recreation to get fit.
- While mainstream and organised sports have remained constant or declined over the past decade, lifestyle, adventure and alternative sports have risen in popularity - particularly among young people.

- There is a growing demand for social forms of participation in sport and recreation.
- Many sports' peak bodies are responding to social and demographic trends by introducing modified forms of participation and scheduling.
- With the ageing population, people are engaging in sport and recreation further into their old age.
- There is greater demand for floodlighting of facilities so that people can participate at times that are more convenient to them. This includes facilities such as tennis courts, sports fields and in some instances aquatic centres.
- The decline in volunteers places greater pressure on the remaining volunteer base and may increase the future cost of sport if services that were once provided by volunteers need to be paid for.
- Walking is consistently identified as the most popular form of active recreation and walk/cycle paths are regularly at the forefront of public demands for recreation facilities.
- There is a strong trend away from single purpose facilities towards multi-purpose facilities with ancillary services and facilities being considered.
- Pressure on budgets is placing an increased emphasis on financial and environmental sustainability of public sport and recreation facilities.
- Health, fitness and wellness elements are being incorporated into aquatic and or indoor sport/ leisure centres to provide a broader service to patrons and contribute to viability.

2.5.3 Trends in Northern Territory

Through consultation with Territory residents and sport and active recreation organisations, the Draft NTG Sport and Active Recreation Master Plan identified trends specific to the Territory, many of which are consistent with national trends and include:

- Participation levels in many sporting organisations are static or have increased slightly over the last 3 years in the NT.
- People want to participate at times that are convenient to them.
- There is a demand for social forms of participation in sports and recreation activities.
- There is demand for shorter seasons and shorter games.
- There is a decline in volunteer numbers, exacerbated by the transient nature of the Territory population.
- Many sports find it difficult to attract and retain high level coaches.
- There is increasing demand for women to participate in a range of sports through modified versions of traditional codes and new approaches to delivery.

⁵ Northern Territory Government. Department of Sport and Recreation; Sport and Active Recreation Master Plan. Draft May 2016

The Master Plan goes on to identify that trends have implications for all levels of government which may include:

- Planning will need to create environments that enable people to lead active and healthy lives.
- Urban design will need to ensure ease of walking and cycling.
- Facility design will need to remain flexible to enable opportunities for informal/ non-organised activities and not just organised sport.
- Lighting of playing fields and parks for safety and/or to extend their usage and functionality will be increasingly important and evening competitions are likely to continue to grow.
- Facility design will need to maximise participation, viability, and ensure that the needs of female participants are catered for.
- Sustainable facility design will be essential.
- Partnerships with other sectors (e.g. schools, tertiary sector, sporting organisations) may be the most effective way of delivering facilities and services).

2.5.4 Aquatic Trends

The above trends also have a direct correlation to aquatic provision and more specifically the following impacts on design and management:

- There is an increased demand for recreational swimming (i.e. - not necessarily competitive or fitness).
- Most pools in Australia were built in between the 50's and 70's, are coming to the end of their usable lives, and are not meeting the demands being placed on them by their communities.
- With ageing assets come increased maintenance costs.
- Even newer modern facilities often require operational subsidies ranging from anywhere between \$150k - \$1m+ per annum.
- Larger pools with greater capital and operational costs such as 50m and hydrotherapy pools, are largely only being developed in areas servicing large catchments.
- A demand for quality leisure opportunities and an increased awareness of, and demand for water safety/learn to swim programs.
- Facilities are now being designed to include a mix of leisure and program pools and water play features.
- Gyms often complement aquatic facilities to provide a full 'wellness' facility.
- Both outdoor and indoor pools are being designed to operate all year round and include covers, shade and heated water.
- Ancillary services such as cafeterias, playspaces, open space, shaded barbecues and picnic areas are being included to encourage social interaction and longer visits and ultimately increased secondary spend.

2.6 Summary of Implications

The strategic context lays the foundation for the project providing Council with information on the composition of its community, and an assessment of societal trends that will impact sport and recreation and the design and management of aquatics facilities.

From these findings it is evident the Litchfield community continues to grow, and this will place increased demands on facilities and services of all types and levels in the coming years. It is highly likely therefore that the demand for an aquatic centre will not subside but may increase. This will be particularly relevant for those residents in the emerging and growing communities, particularly in the southern areas of Council which are currently more 'rural' in nature but are planned to become more urbanised in the coming decades.

An 'expressed' demand for an aquatic facility has been mooted in the community for almost 25 years, and while the previous plans, strategies and concepts highlight opportunities; these have been undertaken in relative isolation and given their age, many are obsolete. They do however provide a good background to the project. The strategic documents relating to the growth of the region are however particularly relevant, as these provide Council with a clearer picture about their emerging communities, and the need to plan for future facilities and services for the region.

The demographic profile of Litchfield highlights a large family structure composition with more children and teenagers in the age range of 10 - 19 than the Greater Darwin Region. Given the needs of this group are varied and include participation in both structured and unstructured recreation, as well as being a target cohort for programs such as learn to swim and water safety; access to an aquatic facility would be an obvious benefit to this section of the community.

Litchfield's ageing population highlights a need to consider health and recreation facilities and programs for this group. While older adults tend to have more time, they often have less disposable income, which may impact on their ability to access recreation facilities and programs. An opportunity exists to consider the needs of this age cohort when developing community facilities and services that promote health and wellbeing.

A slightly lower income in the region may also pose some barriers to participation, but with effective programming, subsidies and targeted marketing, services and facilities can be accessible to a broad cross

section of the community. Council will need to consider this if it chooses to progress to the next stage of a feasibility study for an aquatic facility.

Car ownership is of also of interest noting that the communities of Palmerston and Darwin are located adjacent to Litchfield and a large section of the Litchfield community access and use services within these municipalities. The 'rural' nature of Litchfield however, may create some physical or psychological accessibility barriers with some members of the community not wanting to or unable to travel to neighbouring area due to the preferred lifestyle associated with their own community.

While broad societal trends are not unique to the community of Litchfield, these may have an impact on the potential need for an aquatic facility and more importantly how one should be designed and managed if Council chooses to progress to the next stage of feasibility. These and other factors discussed in this section of the report have formed the strategic context for an aquatic facility in Litchfield, and provide a basis for progression to assessing the existing supply of aquatic facilities accessible to the Litchfield community.

Section Three: Supply Analysis

A key component of determining the need for an aquatic facility is to assess the current supply within the catchment of a particular community. Given the Greater Darwin Region comprises predominantly the three municipalities of Darwin, Palmerston and Litchfield; the number and type of public aquatic facilities in these three council areas has been examined.

3.1 Aquatic Facility Provision

While it is acknowledged that a number of private operators exist in the region, anecdotal evidence from users and residents suggests that many of these operate from their own home pool. This report does not aim to determine where such facilities are, but acknowledges them in the overall provision of facilities within the region.

Additionally, further anecdotal evidence from both the NTG and residents suggests that the Greater Darwin Region may have one of the highest private pool ownership per capita in Australia. As rural pools do not have a statutory obligation to be fenced, ownership data is not available, however this factor must be considered in the context of identifying the need for aquatic facilities in the region. The following pools are publicly accessible facilities operated in the region:

3.1.1 Casuarina

Casuarina is one of three 50 metre pools owned by the City of Darwin and managed by Dempsey Consolidated. The centre has annual visitations of approximately 78,000 and has the following facilities:

- main 50m x 8 lane pool, hydro-lift for all-abilities access, some shade cloth coverage, 1.2m deep at each end and 2m deep in the middle, racing start blocks at each end
- learn-to-swim pool – shaded 0.3m - 1m depth
- toddler's pool – shaded (closed during the Dry Season)
- small playground
- basketball half-court
- male/female/disabled change room facilities
- lockers
- outdoor shower
- kiosk
- electric barbecue (free of charge)
- car park
- bicycle parking – inside the facility
- large areas of open space.

3.1.2 Parap Swimming Pool

The Parap swimming pool is also owned by the City of Darwin and managed by Dempsey Consolidated. It is currently undergoing a significant redevelopment but currently has approximately 74,343 visits per year.

The existing facility is now closed for redevelopment but was a 6 lane part covered 50 metre pool, although the exact size was slightly less than this due to old methods of measuring aquatic facilities now being superseded. It also had a small covered wading pool and waterplay area which is also covered a dive board, kiosk and open space areas.

The Masterplan for the pool provides the vision for the redevelopment and will deliver a 50m pool, a 25m program pool, new office, entry, kiosk/café, user amenities and limited dry and zero depth wet play experience by the project completion date of December 2017.

Major community elements such as wet and dry leisure areas within the Parap Pool Masterplan will be completed as future phases as budget allows. The redeveloped facility will cater for all members of the community and swimmers of all abilities. The new facility will be FINA compliant and therefore will be the main facility for the region and will put Darwin on the national map for swimming competitions, training and events.

3.1.3 Nightcliff

The Nightcliff Swimming Pool is also owned by the City of Darwin and managed by Dempsey Consolidated. Located on the coast, this facility receives the highest annual visitation at 97,125 in the 2014/15 financial year. This is largely attributed to its physical location and attracting both locals and tourists to the facility that has the following facilities:

- main pool – 50m x 6 lanes, hydro-lift for all-abilities access, some shade cloth coverage
- toddler's pool – shaded
- male/female/disabled change room facilities
- outdoor shower
- kiosk
- coffee machine
- electric barbecue (free of charge)
- two car parks
- bicycle parking – inside the facility.



LEGEND

1. 50m Competition Pool (incl. Bulkhead)
2. 25m Program Pool
3. Seating Area - Permanent (500 Seats)
4. Entry Spine
5. Service Access
6. Royal Life Saving Society Australia (Head Office)
7. Existing Tennis Courts Retained
8. Lawn Area
9. Existing Rodeo Area
10. Northern Territory Royal Society Training Centre
11. Multi Purpose Hard-Court Space
12. Bus Drop Off / Pick-Up Point
13. Bicycle Rack
14. Motorbike / Scooter Parking
15. Parking (50 + 2000 Bays + 1 Service Bay)
16. Car Parking (Royal Life Saving Society)
17. Lagoon Pool
18. Wet Play Area
19. Zero Depth Splash-Pool
20. Dry Play Area
21. Community BBQ Area
22. Shaded - Community Pools Area
23. Building A (Refer Facilities Schedule for details)
24. Plant Room + Store
25. Pool Store
26. Screen Club
27. Group Exercise Area
28. Control Room
29. Shade Structure - 50m x 25m Pool
30. Maintain Community Access

BUILDING A - FACILITIES SCHEDULE

- Entry
- Kiosk / Reception / Service
- Internal Cafe Area
- Kitchen
- Staff Room
- Communications Room
- Managers Office / Administration
- Female Amenities / Change Rooms
- Male Amenities / Change Rooms
- Family Room / Unisex PWD Amenities (x2)
- First Aid Room
- Cleaners Room
- Plant Room
- Dining Terrace



Figure 9: City of Darwin Pools and the Parap Pool Master Plan

3.1.4 Palmerston Swimming and Fitness Centre

The City of Palmerston owns this facility and outsources the management to the YMCA. The centre is classed as a 'wet and dry' facility offering:

- 50 metre Olympic pool
- toddler pool
- grassed area with picnic facilities
- 2 indoor gym areas
- health club
- cardio and weights room
- personal Training
- cardio equipment
- weights equipment
- fitball / abdominal area
- stretch area
- group fitness classes.

The City of Palmerston has stated that the facility will need to be rebuilt within two years and has suggested a potential relocation (rebuild) of a new 50m pool at the Palmerston Water Park.

3.1.5 Palmerston Water Park

Owned by the NTG and managed by the YMCA, the Palmerston Water Park is a water based leisure facility with the following facilities:

- 4m high, 100m long, six-lane racer water slide
- wet play area for families and toddlers
- sprays
- water curtains
- shallow wading pool
- wet play area for teens with water cannons and bucket
- barbecues
- shaded picnic areas
- skate park
- cafe/kiosk.

The facility has set hours of operation and is free to enter.

3.1.6 Leanyer Recreation Park (NTG)

The Leanyer Recreation Park is also owned by the NTG and managed by the YMCA. Facilities at the site include:

- water park
- lagoon style pool
- children's paddling pools
- water playground facility
- three water slides 14m tall and over 100m long
- an all-abilities playground
- a skate park
- a basketball court with floodlights
- a cycling path
- shaded gas barbecues and picnic areas
- cafe/kiosk.

The facility is open from Monday – Sunday between 9am – 8pm and is a popular destination for locals and visitors alike.

3.1.7 Darwin Wave Pool

Owned by the Darwin Waterfront Authority and located on the foreshore of the Waterfront Precinct five minutes' walk from the city centre, the Wave Lagoon also has a man-made beach and shaded lawn areas. The facility has lifeguards and a pay per use and is open 10 - 6pm daily.

3.1.8 INPEX Village Pool

The Manigurr-ma Village is home for up to 3,500 'Fly in Fly Out' project personnel and provides a number of recreational facilities including a 50-seat cinema, 25m swimming pool, library, outdoor beach volleyball court, cardio and spin room, gym, 2700 metre running track, music room, basketball and tennis courts, cricket nets, internet room and tavern.

Facilities, including the 25m 6 lane pool, are available only to the workers of the company and gated entry means the community cannot freely access these facilities.

3.1.9 Alice Springs and Katherine Pools

Alice Springs has a population of approximately 25,000 and has a year round facility which includes a heated indoor 8 lane 25m pool, 20m pool with beach entry, disabled access, indoor spa and an outdoor 50m swimming lap pool.

The Katherine facility is a 50m outdoor pool open 11 months of the year. It also has a toddler's pool, children's spray park and a 14m long Ocean Run (inflatable pool toy) and services an approximate 10,000 community.

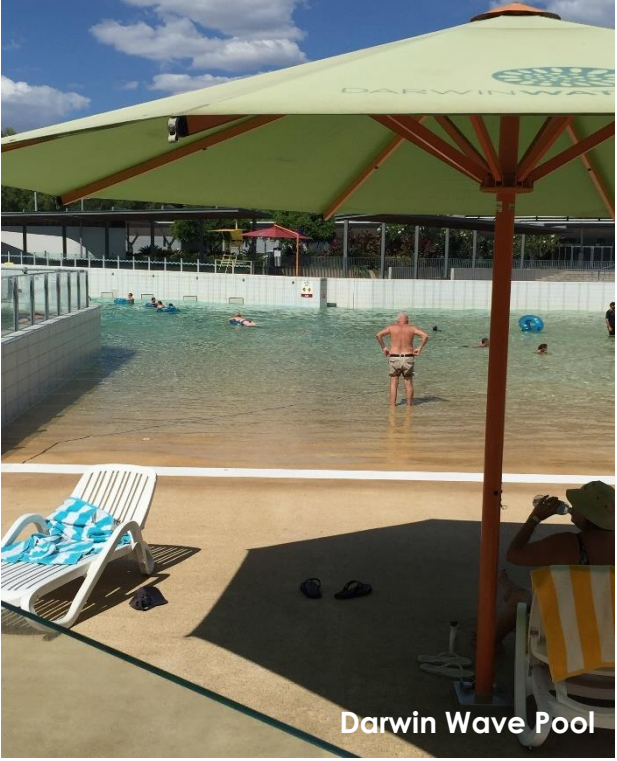
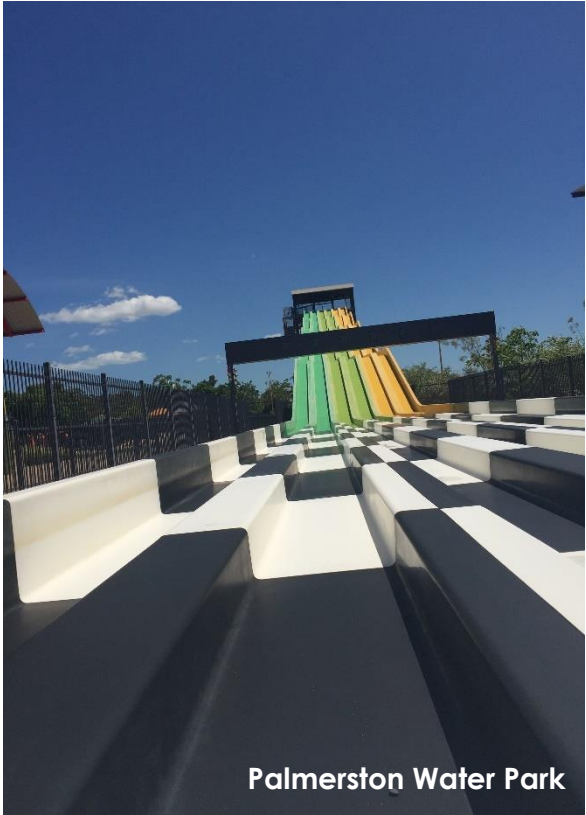


Figure 10: Palmerston, NTG and Darwin Waterfront Authority Pools

3.2 Heath and Fitness Facility Provision

Some aquatics facilities such as the Palmerston Health and Aquatic Centre have health and fitness facilities and services that complement the overall usage and improve the viability of a pool / community facility. Generally speaking however, the region is poorly supported by way of public indoor recreation centres / health and fitness facilities with none available or accessible in the Litchfield area. The following provides an overview of other facilities available in Darwin and Palmerston.

Darwin City Council Facilities

The City of Darwin does not own or manage any indoor recreation centres but has three community centres that have space for community hire and events at the following locations:

- Malak Community Centre: 13 Malak Crescent
- Lyons Community Centre: 25 Damabila Drive and
- Nightcliff Community Centre: 18 Bauhinia Street.

Palmerston City Council Facilities

The City of Palmerston owns an indoor two court complex and health club located at 11 The Boulevard, Palmerston.

Northern Territory Government Facilities

The NTG owns and operates a number of facilities with most being outdoor sports fields and arenas. The only indoor facility is located at the Marrara Indoor Stadium which is a multipurpose indoor facility catering for a number of sports.

Private Health Clubs

There are approximately 55 private health clubs, gymnasiums, dance studios, yoga and fitness centres in the region with only two being located in the Litchfield Council area at Snap Fitness Coolalinga and the Humpty Doo Fitness Centre at Humpty Doo (Figure 11).

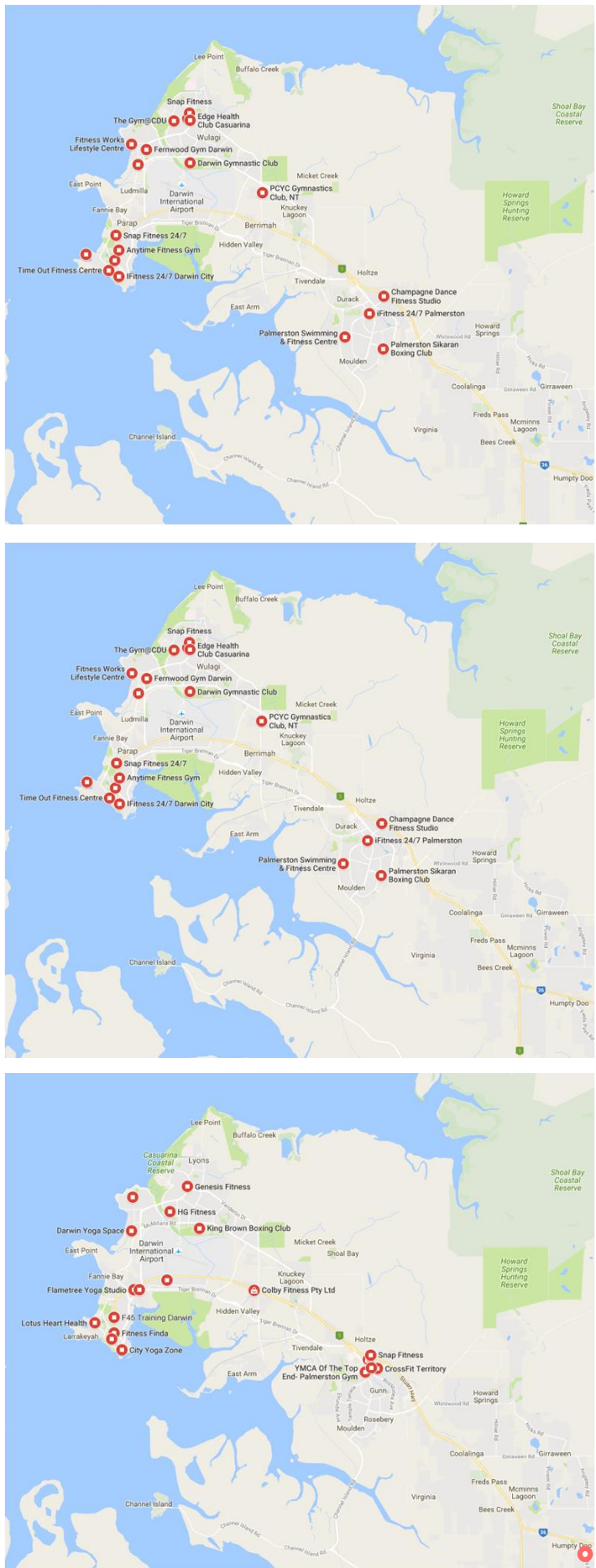


Figure 11: Health and Fitness Centres

3.3 Catchment

When discussing catchment of aquatic facilities, the following assumptions are applied:

- A 5km catchment is considered the 'norm' for access to a public aquatic facility. 50m pools however are considered 'regional' and therefore have a larger catchment of approximately 10km⁶.
- Leisure pools, unless accompanied by a formal swimming pool where learn to swim classes, training and recreational swimming can occur, are considered as standalone facilities.

Given the above, there are four publicly accessible 'aquatic' facilities in the region which are currently servicing residents living in the cities of Darwin, Palmerston and Litchfield (Figure 12).

It must also be noted that the Palmerston pool attracts visitation and users from Litchfield, particularly the residents who live within the 20km centralised region from Holtz through to Herbert as identified in Figure 2.

⁶ University of South Australia Centre for Environment and Recreation Management (CERM) Performance Indicators (PI)

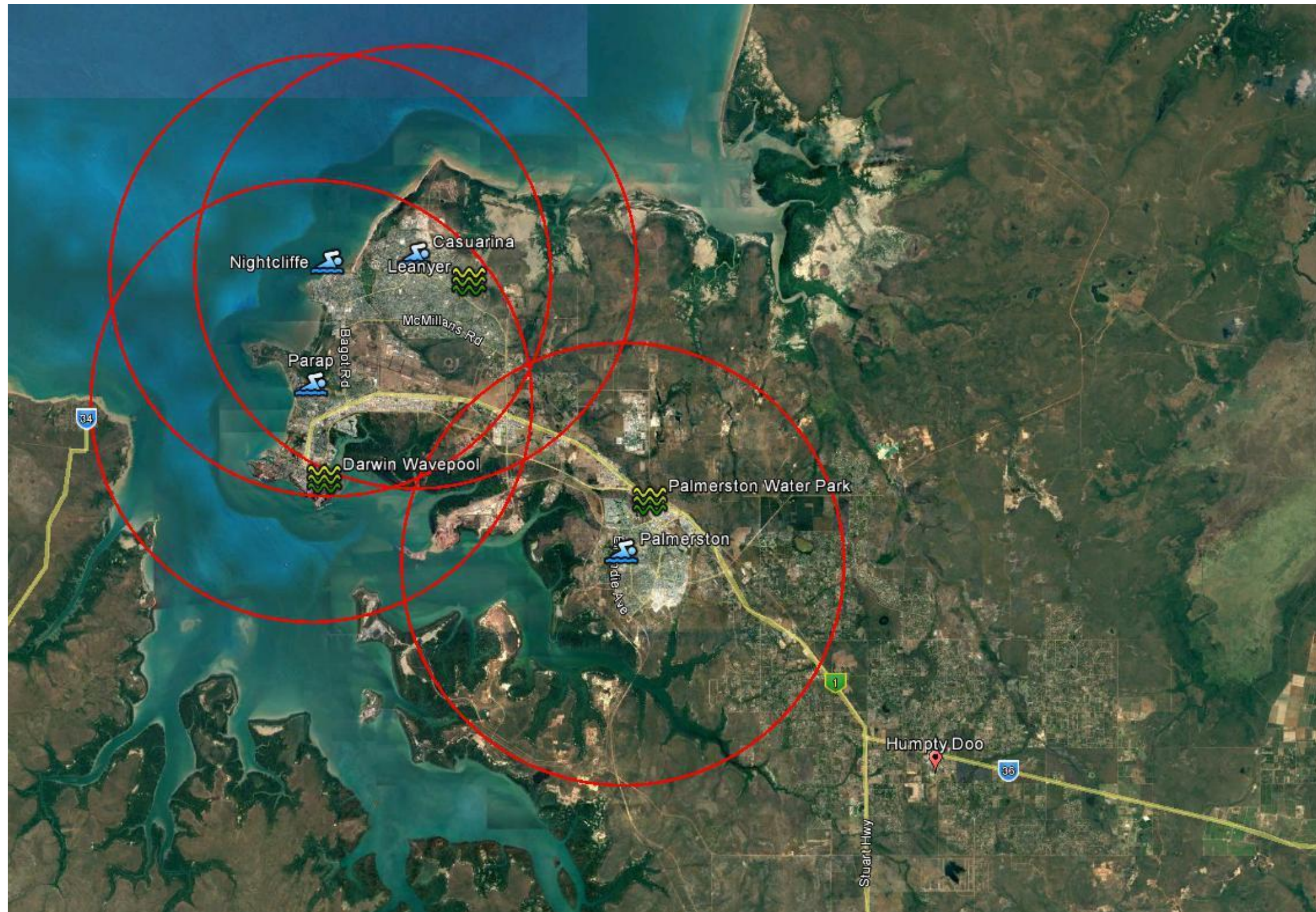


Figure 12: Aquatic Facility 10km Catchment

3.4 Aquatic Facility Benchmarking

While there is no one national standard for the supply and provision of aquatic centres and facilities, there are both not for profit and commercial entities that benchmark and provide guidelines for the provision of such facilities across Australia.

Parks and Leisure Australia (PLA) is the leading industry professional association in Australia with over 2,000 individual members and many Council corporate members.

PLA has five regions and in 2015 the Western Australian region developed a set of guidelines for community facilities supported by the Western Australian government. These guidelines⁷ have subsequently been adopted by the sector generally across Australia as one means of establishing a framework for planning.

Amongst the many standards for sports fields and community facilities; the guidelines proposed tipping points for aquatic centres to include:

- Regional Level 50m FINA standard facility
 - suggested ratio: 1:150,000 people
- District 25m or 50m pool
 - suggested ratio: 1:75,000 people
- Neighbourhood 25m and leisure pool area
 - suggested ratio: 1:30,000 people

The Centre for Environment and Recreation Management (CERM) based out of the University of South Australia is another leading industry body that benchmarks recreation facilities in Australia and New Zealand. They group recreation and aquatic facilities into 7 categories reflecting the different size and capacity of each. Those relevant to the Needs Analysis are outlined below. This is 2015 data and n equals the number of aquatic facilities which have participated in the benchmarking for each category.

- Group 5: Outdoor pools (n = 87)
- Group 6: Centres that have both indoor and outdoor pools (n=90)
- Group 7: Indoor pools (n = 120)

The CERM Performance Indicators (PI) project uses standardised data provided by the subscribing centres. Medians are derived and provide the aquatic sector with benchmarks for operational management. The latest data captured in 2014/15 is summarised in Table 5 with the following

outlining some of the key operational considerations for aquatics facilities in Australia and New Zealand:

- median operational subsidies for pools range from \$222,350 for a Group 5 to \$349,694 for a Group 7
- the expense recovery ranges from 56% for a Group 5 to 91% for a Group 7,
- average adult entry fees range from \$5 to \$6
- secondary spend is higher for outdoor facilities (\$1.02 compared with \$0.36) which may be attributed to warmer summer months of use, and the purchase of drinks, ice blocks and confectionary
- median catchments within a 5km radius of pools range from 37,000 people for a Group 5 to 57,362 for a Group 6
- the catchment multiple considers the number of visits compared with the catchment size and highlights a range of 2.1 for a level 5 to 8.8 for a level 7.

These comparisons and benchmarks are useful when undertaking the business case or 'feasibility' for an aquatic facility, as they can provide guidance about potential viability and operational costs for an aquatic facility.

⁷ Parks and Leisure Australia (WA Region); Community Facility Guidelines; 2015 Draft.

CERM Performance Indicators for AQUATIC CENTRES

	Group 5 Outdoor pools	Group 6 Indoor & Outdoor pools	Group 7 Indoor pools
	Medians 2013-15 n=87	Medians 2013-15 n=90	Medians 2013-15 n=120
Total space (m ²)	2,075	4,250	3,950

WORKING INDICATORS

Finance			
Expense recovery	56%	83%	91%
Gross receipts	\$341,409	\$1,860,903	\$2,171,507
Gross expenditures	\$563,759	\$2,394,001	\$2,521,201
Fees per visit	\$4.20	\$6.58	\$6.50
Secondary spend per visit	\$1.02	\$0.63	\$0.36
Surplus (subsidy) per visit	-\$3.81	-\$1.06	-\$0.47
Receipts per visit	\$3.43	\$7.37	\$6.79
Receipts per metre ²	\$136	\$460	\$701
Adult swim fee	\$5.00	\$5.65	\$6.00
Child swim fee	\$3.80	\$4.30	\$4.40
Swim lesson fee (1/2 hour)	\$15.00	\$14.50	\$14.24
Personal training session fee (1/2 hour)	*	\$40	\$39
Aquatic membership fee (12 months)	*	\$600	\$593
Health & fitness membership fee (12 months)	*	\$890	\$910
Learn to swim membership fee (12 months)	*	\$646	\$671

Services

Visits per metre ²	29	75	102
Total visits per year	59,132	309,164	341,148
Catchment population (within 3km radius)	37,000	57,362	46,418
Catchment multiple	2.1	5.4	8.8

Marketing

Promotion cost share %	0.8%	1.0%	1.2%
Promotion cost per metre ²	\$1.44	\$3.96	\$7.25
Promotion costs	\$2,598	\$26,576	\$27,500
Promotion costs per visit	\$0.08	\$0.09	\$0.09

Staff

Number of full-time equipment (FTE) staff	7	26	28
Average labour cost per FTE staff	\$34,578	\$65,120	\$62,211
Labour cost to total receipts %	99%	72%	65%
Labour cost share %	60%	65%	65%
Labour costs	\$348,896	\$1,651,379	\$1,766,090
Labour costs per metre ²	\$158	\$354	\$474
Labour cost per visit	\$3.65	\$5.67	\$5.29
Salaries/wages to labour %	86%	84%	83%
Training to salaries/wages %	1.1%	1.0%	1.3%
Training costs	3,987	12,346	17,000
Training costs per visit	\$0.05	\$0.04	\$0.05
Lifeguard entry level wages/hour	\$23	\$23	\$23
Swim instructors entry level wages/hour	\$23	\$23	\$23
Customer service officer entry level wages/hour	\$22	\$22	\$22
Duty manager entry level wages/hour	\$27	\$28	\$27
Personal training entry level wages/hour	\$39	\$36	\$37

Table 5: CERM Aquatic Facility Working Indicators

3.4.1 NT Aquatic Facilities Comparisons

An analysis of the existing public aquatic facilities in and around Darwin shows that their visitations and financial operations are generally consistent with national trends and highlights that aquatic facilities require substantial annual operating subsidies of approximately \$200k each (Table 6).

These subsidies are with a concentrated catchment of 113,380 people when combining the population of the Darwin and Palmerston City Councils. CERM research highlights that pools that are more 'viable' are those operating all year round, with a catchment of approximately 50,000 people and no immediate competition within a 5-10km radius. Given there are four pools in the region, three of which are within a 10km catchment of each other, it may be said that there is an oversupply of aquatic facilities in the northern areas of the region in particular.

Additional information has been sought to compare with CERM benchmarks for Group 5 (outdoor pools) as all four facilities in the region are classified as such. These figures are provided as a guide only and must be used with caution as some of pools that do not subscribe to CERM may collect and report data differently.

Information has also been sought from Alice Springs and Katherine which have a population of approximately 25,000 and 10,000 respectively. Both have 50m outdoor pools.

Table 6 below summarises the key findings and shows that:

- With the exception of Katherine, visitations to all pools in the NT are greater than national averages. This may be attributed to the longer warmer periods of operation and higher number of tourists to the region.
- With the exception of Alice Springs, income, expenditure and subsequently subsidy are generally consistent with national benchmarks.

Pool	Annual Visits	Annual Income	Annual Expenditure	Annual Operating Subsidy	Subsidy Per Visit	Comment
CERM Group 5 Benchmark	59,132	\$341,409	\$563,759	-\$222,350	\$3.81	
Casuarina	85,721	\$202,972	\$478,298	-\$275,326	\$3.21	Subscribes to CERM
Parap	79,539	\$203,373	\$396,446	-\$193,073	\$2.43	Subscribes to CERM but currently closed and being re developed
Nightcliff	68,773	\$160,966	\$361,805	-\$200,839	\$2.92	Subscribes to CERM
Palmerston	59,604	\$837,715	\$946,032	-\$108,317	\$1.82	Additional \$180,000 annual maintenance costs not included
Katherine	21,000	\$412,000	\$365,000	-\$220,000	\$10.48	Approx figures. Does not subscribe to CERM
Alice Springs	152,000	\$1.1m	\$2.4m	-\$1.3m	\$8.55	Approx figures. Does not subscribe to CERM

Table 6: 14/15 Pool Operating Costs

3.5 Summary of Implications

The region appears to be well supplied in relation to aquatic facilities, with four 50m outdoor pools catering for the communities of Darwin, Palmerston and the northern parts of Litchfield. However, there is a gap in provision south of Freds Pass. This area accounts for approximately 50% of the Litchfield population, (including the communities of Humpty Doo and Herbert) or 11,500 people, who live more than 10km from a public aquatic facility.

Consideration must however also be given to the size and type of aquatic facilities. While 50m outdoor facilities are predominant in the region, this is not common across Australia, as these types of facilities are generally more expensive to operate, do not run year round, and normally serve a larger 'regional' catchment, with less competition from other aquatic facilities.

This is reflected in the facility guidelines and benchmarking information which highlights that 25m pools service a 'district' or a community of approximately 30,000 people, whereas larger indoor aquatic facilities generally serve 'regions' of approximately 75,000 people. The exception to this is indoor 'FINA' accredited pools which can service larger catchments of 150,000. The new development at Parap is likely to be a FINA accredited pool and will serve as the premier swimming venue for the Northern Territory.

The benchmarking data presented highlights that the pools in the Greater Darwin Region all require substantial operational subsidies. While it may be argued that with less competition these pools would be more 'viable', the four facilities collectively service a catchment of almost 150,000 people and still require a subsidy of approximately \$200k each.

If Council proceeded with the development of an aquatic facility in Litchfield, it is highly likely many residents of Litchfield would continue to use the Palmerston Pool because a substantial proportion of the community live within a 10km radius of this pool that is within its catchment. This highlights that any aquatic facility development in Litchfield would need to be located outside the catchment of the Palmerston Pool to minimise direct competition between the facilities and to maximise their viability.

It should also be noted that a facility in Litchfield would initially only service an existing community of 11,500 but could service a larger catchment, as and when, the southern Rural Activity Centres at Berry Springs along with other smaller developments in areas such as Hughes. However, should the Weddell development proceed, a re-assessment of all facilities and services will be required for the southern areas of Litchfield to ensure a full range of provision is considered including wet and dry centres.

Section Four: Demand Analysis

The demand analysis focused on consulting with key stakeholder organisations and agencies, along with informing the broader community about the aquatic study. The consultation program included:

- face to face and telephone meetings with organisations and agencies such as the NTG, neighbouring Councils, local Members of Parliament and other key community and Territory organisations
- a survey targeted at community and sporting organisations that may have an interest in the development of an aquatic facility in Litchfield
- community forums to inform community members about the Needs Analysis
- an opportunity for community members to provide feedback about what they would like Council to consider in developing the Needs Analysis.

4.1 Stakeholder Consultation

The organisations and agencies consulted with as part of developing the Needs Analysis are outlined in Table 7 below. In some instances, multiple representatives from the organisations or agencies were involved in discussions.

Organisation
NTG Department of Sport and Recreation
City of Darwin
Northern Territory Planning Commission
Royal Life Saving
IMPEX
Freds Pass Sport and Recreation Management Board
Humpty Doo Village Green Recreation Management Board
Department of Health
Department of Education
Litchfield Council
City of Palmerston
NT Planning Commission
Nelson Electorate- Local member of parliament
McMinns Lagoon Reserve Recreation Management Board
Livingstone Reserve Recreation Management Board
Howard Park Reserve Management Board
Knuckey Lagoon Reserve Recreation Management Board
Swimming Northern Territory
Goyder Electorate – Local member of Parliament
Daly Electorate – Local member of Parliament
Goldfish Bowl Swim school

A background document accompanies this report with the following being a summary of key points from consultation:

Northern Territory Government

The Departments of Sport and Recreation, the Planning Commission, Health, Education and Lands Planning were consulted with a summary of comments and themes as follows:

- The NTG are taking a pragmatic approach to the project and understand that it has been considered for a number of years. They will therefore be informed and led by the outcome of this Needs Analysis.
- There is a new Government in place and as yet a policy on this or other localised projects is unknown.

- Local members believe a pool is needed but that a partnership approach will be essential.
- Growth areas as identified in the Regional Development Plans will guide 'tipping points' for future facilities.
- There is an understanding that aquatic facilities require operating subsidies.
- Schools are not required to run learn to swim programs or lifesaving as part of their curriculum but some choose to participate in these programs.
- When developed, Weddell will require a number of facilities but existing urban 'in-fill' projects in and around Darwin as well as other identified 'Greenfield' projects with existing infrastructure may take priority over Weddell being developed.

Neighbouring Authorities

Key findings from consulting with officers from the City of Darwin and the City of Palmerston are as follows:

- The City of Darwin has developed a strategic report for its aquatics facilities and has identified that the Parap pool will be the main competition ('Regional') pool for the Greater Darwin Region.
- The Palmerston pool attracts approximately 20% of its members from Litchfield. Officers are concerned development of an aquatic facility in Litchfield will have a negative impact upon both this and the overall viability of the Palmerston Swimming and Fitness Centre.
- The existing 50m pool at the Palmerston Swimming and Fitness Centre is reaching the end of its useful life. The City of Palmerston is proposing to decommission the pool and build a new 50m pool at the Palmerston Water Park.
- The City of Palmerston spends approximately \$180k a year to maintain its pool and a further \$100k to subsidise the whole centre's operational deficits.
- The City of Palmerston has a concern that the NTG will not fund two pools in the region.

Council Reserve Management Boards

A total of six of the seven Reserve Management Boards participated in the consultation. Themes and comments from the Board representatives included the following:

- There were mixed views and opinions about whether a pool is needed in Litchfield.
- No Board representative expressed a willingness to manage a pool on the reserve they manage as it was felt pools require specialised skill and experience.
- There was some concern over viability and impact particularly given the lack of water in the region.
- Of those that did support a pool, most thought it should be developed in the southern region of Council as they believe this area is not serviced well by way of facilities.

The Berry Springs Reserve Management Board did not participate in the consultation process.

Territory Sport Bodies

Royal Life Saving NT and Swim NT were consulted with in relation to the need for an aquatic facility in Litchfield. The following provides a summary of their comments.

- They support the development of a pool for Learn to Swim (LTS) in the region.
- They support the development of a 25m pool over a 50m due to cost and viability.
- Swim NT stated a 25m pool is better for LTS programs as it involves closer contact with the coach and the pupil.
- There are gaps in LTS and Safe Swim areas south of Palmerston with no clubs south of Palmerston.
- Royal Life Saving NT support Freds Pass whereas Swim NT support development south of Freds Pass.
- Swim NT indicated it is interested in managing a pool should it be developed in Litchfield, however it currently has no experience in this space.
- Both agencies stated that the pool should operate all year round and therefore needs to be covered and heated.

4.2 Community Organisation Survey

A total of 70 organisations were invited to complete a survey about the need for aquatic facilities in Litchfield including:

- 30 Sport and recreation organisations
- 11 Schools and education centres
- 14 Health and disability providers
- 10 Youth Service Providers
- 5 Learn To Swim Providers

The survey was open for a period of three weeks from the 3rd – 24th October 2016. In total, 8 responses were received representing a 25% response rate, although a number of responses were from the same organisation and one from a ratepayer:

- 5 Community organisations
 - Southern Districts Cricket Club
 - Swampdogs Rugby Union NT
 - Humpty Doo Polocrosse Club
 - Humpty Doo Scout Group
 - Howard Springs Scout Group
- 11 Education
 - Berry Springs Primary School
 - Bees Creek Primary School
 - Howard Springs School
 - Sattler Christian College
 - Taminmin College x 5
 - Relief Teachers x 2
- 2 Individuals
 - Solar Electrical Services
 - A rate payer

The information collected through the survey helps to build an understanding of community need for an aquatic facility, but should not be relied on as a sole indicator because of the small number of organisations who responded. Key findings from the survey are as follows:

- None of the Darwin pools were used by respondent organisations with the majority stating they use the Palmerston Pool as it was the closest and had a 50m pool.
- The main barriers organisations face when accessing a pool are distance and cost. This was particularly for schools, who find it difficult to justify the time and cost to travel to Palmerston when swimming is not a required part of the curriculum.
- Most of the respondent organisations thought a pool was needed over a water park or leisure facility, supporting the LTS and water safety requirements of schools.
- Most of the respondent organisations do not believe a gymnasium or multipurpose rooms are required, but given the audience, this is not surprising. Additional consideration should be given to this aspect should Council progress to Stage 2.
- Other comments raised in the survey included the support for an LTS facility, but there was some concern over the priority of a pool in Litchfield given Council has 'other' core business such as roads to manage and maintain.

4.3 Community Feedback

Two forums were held at Humpty Doo and Freds Pass to inform the broader community of the process and purpose of the needs analysis. A total of 12 people plus Council staff attended the sessions with 7 at Humpty Doo and 5 at the Freds Pass session. As stated previously, the purpose of these sessions was to inform community members about the Needs Analysis.

In addition to the forums, the broader community were made aware of the Needs Analysis through Council's website, twitter and facebook feeds and were invited to submit written feedback in relation to the project. Six email responses were received with three supporting the development of an aquatic facility and three opposed.

4.4 Summary of Implications

The demand for an aquatic facility in Litchfield stems back over two decades and while many of the community access facilities in the neighbouring City of Palmerston, others do not wish to or find it difficult to travel outside of the Council boundary due to the 'rural' nature of the community.

The NTG acknowledges there may be a need for an aquatic facility in Litchfield as the population grows and changes, however their support for any project will be influenced by the outcome of this Needs Analysis.

From previous consultations and reviews, the community themselves seem divided with many stating a strong need for an aquatic facility and others opposing development stating Council has more pressing priorities such as the maintenance and development of rural roads.

Schools in particular seem to support the development of a facility and while aquatic programs, LTS and lifesaving are not a required part of the public education curriculum, a number have indicated they would use a facility should it be developed in Litchfield.

This notion was also supported by the Territory bodies of Swimming (Swim NT) and Royal Lifesaving, both of whom highlighted a gap in provision for these types of programs south of Palmerston. Both would favour the development of a 25m pool that is heated, covered and open year round, as this will maximise community access and improve the operational viability.

Section Five: Conclusion

The development of an aquatic facility in Litchfield has been discussed and explored for over 20 years. While some planning has been completed to understand possible approaches and options, this Needs Analysis will provide a robust evidence based assessment of current and future community need for aquatic facilities. The outcomes from the Study will assist Council to determine whether it continues with further planning work, to assess the feasibility of developing an aquatic facility in the Litchfield area.

The following sections provide a summary of key findings and conclusions from the Needs Analysis.

5.1 Community Characteristics

It is well documented that aquatic facilities can provide wide ranging health, fitness and social benefits to a community. The Litchfield community has some unique characteristics because of its location in a growing 'peri urban' area but within close proximity to a capital City. Many of its residents live in the region for its 'rural' lifestyle. While some are happy to travel to access services, facilities and employment as evidenced by high levels of car ownership, others prefer not to travel, and would like to access these opportunities locally.

The community is characterised by relatively high proportions of children and teenagers aged between 10 -19 years and high proportions of people aged 60 years and over, suggesting it will be important to consider health and recreation programming needs for both of these age groups. In addition, lower than average incomes compared with the Greater Darwin Region indicate reduced capacity to pay.

Should an aquatic facility be developed pricing and programming will need to be carefully considered to target these particular demographic cohorts in the community.

5.2 Existing Supply

In addition to the capital cost to develop aquatic facilities, the ongoing operational costs are substantial. The four aquatic facilities located in Darwin and Palmerston all make substantial losses and require an annual subsidy of approximately \$200,000, despite having a concentrated catchment of approximately 113,000 people. It could also be argued that the region has an oversupply of aquatic facilities with three of the four facilities all within 5 -10km of each other, which will have an obvious impact on their viability.

The Palmerston Pool in particular attracts patronage from Litchfield with approximately 50% of Litchfield residents living within 20km of the facility. Palmerston City Council has indicated that 20% of its members come from Litchfield and that the development of a similar facility within close proximity will have an obvious and detrimental impact on the viability of the Palmerston Pool.

It could also be argued that the viability of an aquatic facility in Litchfield would be compromised by Litchfield residents continuing to use the Palmerston Pool rather than accessing one located in Litchfield. This is particularly relevant for community members accessing Palmerston as part of their usual paths of travel to and from work, school or accessing other services. Additionally, very few of the neighbouring residents of Darwin or Palmerston would use a facility in Litchfield as they are already have access to a 'regional' level aquatic facilities within their own communities. Combined, these factors will undermine the viability of an aquatics facility in Litchfield which will already has a limited catchment.

5.3 Tipping Point for Development

The 'tipping' points for community facilities have been well researched and while it could be argued that a community the size of Litchfield (23,000) is large enough to support a district (25m) pool, it could also be argued that the majority of the Litchfield community are well serviced by the Palmerston Aquatic Centre, given its 10km catchment reaches as far as Feds Pass. This accounts for approximately 50% of the Litchfield community or 11,500 residents who fall within the catchment of the Palmerston Pool. The remainder of the community (11,500 people) however, are not located within a reasonable travel distance of a public aquatic centre.

It is therefore suggested should Council decide to pursue the development of an aquatic facility, this will need to be located south of Feds Pass and in an area which is accessible by public transport, has a high concentration of residents, and is easily accessible by most schools.

5.4 Target Markets

While water safety, lifesaving skills and learn to swim programs are not a required part of the NTG education curriculum, access to these programs is a clear priority for the schools who participated in the community organisations survey.

Given there are ten schools in the Council boundary (Table 8), this will be potential target market for any aquatic facility developed in Litchfield.

School	Students.
Bees Creek Primary School	355
Berry Springs Primary School	250
Girraween Primary School	488
Howard Springs Primary School	270
Humpty Doo Primary School	442
Taminmin College	1000
St Francis of Assisi School	160
Good Shepherd Lutheran College	1300
Sattler Christian College	140
Middle Point Primary School	31
	4436

Table 8: Schools in Litchfield

In addition, both the Royal Life Saving Society NT and Swim NT acknowledge there is a gap in learn to swim and water safety programs and opportunities south of Palmerston. This suggests there may be latent or untapped demand for these programs and opportunities, particularly for preschool and school aged children living south of Palmerston.

5.5 Type of Pool

The demand analysis indicates learn to swim lessons, water safety and lifesaving skills should be a key focus area if an aquatic facility was developed in Litchfield. In addition, the supply analysis tells us that the likely catchment area for a facility in Litchfield will be small, and an aquatic facility will require a substantial operating subsidy. Combined, these factors lead to the recommendation that should Council pursue the development of an aquatic facility, a 25m x 8 lane pool would be sufficient to meet the needs of the community. In addition, there is no evidence to support the development of a 50m pool in the medium to longer term. Should the residential developments being considered for the Greater Darwin Region proceed, this will increase demand for an aquatic facility, and may justify the development of a regional scale facility (50m pool), however this is will not have an impact in the short or medium term.

5.6 Site Location

Should Council decide to pursue the development of an aquatic facility, the obvious location is in the vicinity of Humpty Doo because of the large concentration of population in this area, and the location of three of the ten schools in the area, along with another three within a 7.5km catchment (Figure 14).

Locating an aquatic facility in this area will minimise any impact on the catchment and operation of the Palmerston Pool, while also catering for those members of the Litchfield community who do not live within reasonable proximity of a public aquatic facility (approximately 11,500 people or 50% of the Litchfield population).

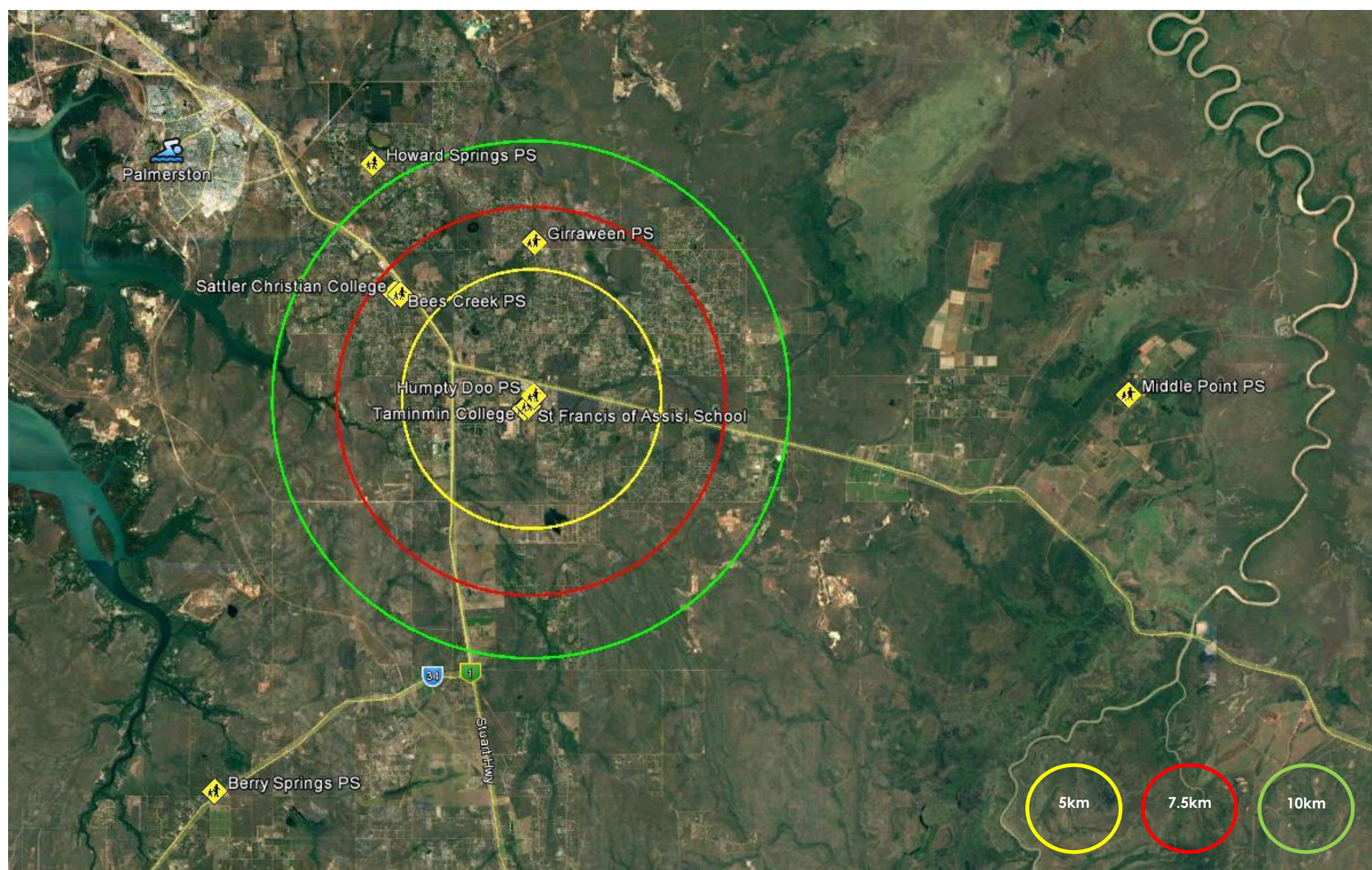


Figure 14: Humpty Doo School Catchment

5.7 Site Criteria

While it is premature to undertake a detailed assessment of potential sites, site selection criteria has been identified to help inform the next stage of feasibility planning if required.

A similar community to Litchfield is Port Lincoln in South Australia. It has a population of approximately 17,500 people and is a rural fishing community on the Eyre Peninsula. This community has recently undertaken a similar study in relation to the need and location for an aquatic centre.

The report⁸ highlights a number of site criterion based on similar models in South Australia and identifies a number of characteristics which have been modified for the Litchfield environment to include the following:

Criteria 1: Land Size

This aspect considers the required available land for a 25m aquatic facility and is based on an indoor model which may be adapted for an outdoor year round pool to include:

- estimated car parking areas
- estimated building footprint and
- estimated external areas.

Estimate of Parking Requirement

Based on a private pool facility:

- 60 spaces (weekdays) to 80 spaces (weekend).

Based on a public pool facility:

- estimated maximum number of people at any one time during the peak hour of approximately 300
- 100 to 120 spaces.

Estimate of Building Footprint

Preliminary estimates of the physical pool (building) footprint are as follows noting that these will need to be modified in both the feasibility and detailed design stages to reflect the particular requirements for Litchfield. These include aquatic facilities only and not ancillary services such as gyms, multipurpose rooms and crèche facilities etc.

Component	Size
Wet Areas	m²
25 metre x 8 lane pool with disability ramp (25m x 21m)	525
300m2 multipurpose pool	300
Hydrotherapy pool (10m x 5m)	50
Concourse (5m around pools and 10m between main and program pools)	560
Sub Total	1,435
Dry Areas	m²
Offices (1 x 16m2 and 2 x 10m2)	36
Administration area	20
Staff facilities	20
First Aid Room	10
Storage areas	30
Entry foyer, reception and kiosk/café	100
Male and female change rooms with separate cubicles (2 x 100m2)	200
Parents change room and toilets (3 x 5m2)	15
Seating and viewing facilities	100
Plant room	100
Crèche (not included)	0
Program / gym room (not included)	0
Circulation (20% dry floor space)	125
Sub Total	756
Total	2,191

Table 9: Building Footprint Estimates

⁸ City of Port Lincoln; Aquatic Site Assessment Report prepared by SGL in association with DASH, RLB and FMG 2015.

Estimate of External Areas

External areas include open spaces, car parking and other landscaping features that act as a buffer between the facility and potential other 'competing' uses and include those highlighted in Table 10.

Component	Size
Outdoor Areas	m²
Setback from boundaries including landscaping (45m x 50m)	570
Grassed outdoor space	500
Car parking, access and circulation (30m2 x 120 spaces)	3,600
Total	4,670

Table 10: External Area Estimates

Total Land Areas Required

Given the above, a combined area for an 'indoor' aquatic facility is estimated at 6,761m² of land or 0.67hectares (ha).

Criteria 2: Availability

Ideally the land should be vacant and either owned or under the care and control of Council if it is to be developed by the Local Authority. In terms of the Northern Territory, most of the land is owned by the Crown and therefore Council has an opportunity to negotiate with the NTG to find a suitable parcel of land to develop an aquatic facility if Council does not have access to a suitable site..

Criteria 3: Zoning

The land must be zoned appropriately for development of an aquatic centre. If rezoning is required, the potential difficulties and time taken to be rezoned will have to be considered.

Criteria 4: Compatibility

In addition to zoning, an aquatic facility should be developed on land which is compatible with the uses of adjacent properties. In general terms these usually include commercial, schools, recreation and sport uses and as a relatively high visitor facility, locating within residential areas can create a nuisance for residents due to noise and traffic movements.

Criteria 5: Accessibility

Although the vast majority of users of aquatic centres travel by car, the time and ease of access is important. Consequently an aquatic centre should ideally be located close to (but not within) residential areas and also with good access to public transport should this exist.

The Port Lincoln report states that the closer an aquatic facility is to schools, particularly primary schools, the greater the probability of it being used for aquatic education and becoming more viable.

Criteria 6: Characteristics

The characteristics of a site will affect both the design and cost of development. Factors which may have a negative impact on the cost of development include topography, contamination, geographical features, native title, environmental sensitivity and access to services.

Decision Grid

A decision grid was developed which provides Council with a tool when assessing possible sites whereby each of the six criterion can be weighted to recognise its relative importance in deciding the best location for an aquatic centre. The raw score is then multiplied by the weighting to determine the weighted score (Table 11).

		Site A		Site B		Site C	
Criteria	Weighting	Raw Score	Weight Score	Raw Score	Weight Score	Raw Score	Weight Score
Size							
Availability							
Zoning							
Compatibility							
Accessibility							
Characteristics							

Table 11: Decision Grid Example

Qualitative Assessment

A final qualitative assessment can be undertaken to include the general advantages and disadvantages of each site to assist in a final decision as to the suitability for development.

5.8 Partnerships and Funding Opportunities

Identifying a 'need' does not necessarily mean a facility will be 'financially viable' but viability should also be considered in terms of the health, wellness and social outcomes for the community. This 'best value' approach was one adopted by many authorities across Australia in the late 90's and aims to ensure services are delivered which meet a number of objectives other than financial viability.

The outstanding issue now however is the role of Council in funding the capital and operational costs of a pool in Litchfield should one be developed. Given its size and resourcing, it is suggested that this can only be achieved in partnership with the NTG and closer relationships and involvement with agencies such as Sport and Recreation NT, the Education Department and potentially private schools or operators.

Grants for capital and operational development are however not readily available and projects of this nature often require councils and communities to lobby State or Territory Governments for support to develop projects. Some local authorities have raised rates to offset capital and operational costs, but this is of course a very sensitive decision and requires careful thinking and planning by Council.

Other partnerships may also be sought for the ongoing management of a facility and agencies such as Swim NT and Royal Lifesaving NT could assist in seeking grants for development. The private sector could also be considered and should Council pursue the project to the next stage of feasibility, an Expression of Interest (EOI) could be undertaken to better understand the interest in the development and long term management of an aquatic facility in Litchfield.

5.9 Recommended Approach

This report shows that parts of the Litchfield community do not have access to a public aquatic facility within reasonable travel distances. It also shows that this part of the community is significantly smaller than the catchment required to sustain a small or district scale aquatic facility, and this will increase the financial investment required to operate a facility.

The decision to further progress the feasibility of developing an aquatic facility is one for Council to make. Should it choose to do so, the process must be comprehensive incorporating the development of concept plans, identifying capital and operational costs, and assessing the financial and social viability of developing an aquatic facility.

A feasibility study should be based upon:

1. Developing a district level aquatic facility with a 25m pool and ancillary services and facilities.
2. Locating the aquatic facility in the vicinity of Humpty Doo to take best advantage of the concentration of the residential population, schools and public transport.
3. Applying a robust and evidence based selection criteria to identify a site or sites that can accommodate an aquatic facility.
4. Developing the aquatic facility in partnership with other agencies and organisations such as the NT Government, schools, private aquatic or health and fitness operators and peak bodies. As part of this, opportunities for collocation with other community or commercial providers should be explored, along with opportunities for commercial arrangements with private aquatic or health and fitness providers.
5. Giving careful consideration to the programs and services the facility should offer with a particular focus upon learn to swim and water safety, along with options for older adults.

5.10 Future Considerations

While the current population in Litchfield is not large enough to sustain aquatic infrastructure, this is likely to change in the medium to long term. The size and expected location of population growth in the Greater Darwin Region is continually evolving and consequently may require Council to review the need for aquatic and other community infrastructure within 10 years.

Council Meeting Agenda

Wednesday 18 January 2017

15 Common Seal

16 Other Business

17 Public Questions

18 Confidential Items

18.1 Staff Wellbeing and Development Plan

Council Meeting Agenda

Wednesday 18 January 2017

19 Close of Meeting