

Business Papers

Environment & Infrastructure Committee Meeting

**Tuesday, 20 September 2016
5:00pm**

Notice of Meeting

To the Lord Mayor and Aldermen

You are invited to attend an Environment & Infrastructure Committee Meeting to be held in Meeting Room 1, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Tuesday, 20 September 2016, commencing at 5.00 pm.



B P DOWD
CHIEF EXECUTIVE OFFICER

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Placed on Public Notice Board: _____

Removed from Public Notice Board: _____

OPEN SECTION

E&I9/1

CITY OF DARWIN

ENVIRONMENT & INFRASTRUCTURE COMMITTEE

TUESDAY, 20 SEPTEMBER 2016

MEMBERS: Member G A Lambert (Chair); The Right Worshipful, The Lord Mayor, Katrina Fong Lim; Member R K Elix; Member R Want de Rowe; Member E L Young.

OFFICERS: Chief Executive Officer, Mr B Dowd; General Manager Infrastructure, Mr L Cercarelli; Executive Manager, Mr M Blackburn; Manager Technical Services, Mrs N Nilon; Manager Design, Planning & Projects, Mr D Lelekis; Manager Infrastructure Maintenance, Mr K Smith; Manager Climate Change & Environment, Ms S Gamble; Executive Assistant, Ms A Smit.

Enquiries and/or Apologies: Arweena Smit
E-mail: a.smit@darwin.nt.gov.au - PH: 89300 685
OR Phone Committee Room 1, for Late Apologies - PH: 89300 519

Committee's Responsibilities

- | | |
|-----------------------------------|--|
| • Asset Management | • Infrastructure Projects |
| • Building Services | • Infrastructure Maintenance |
| • Cemeteries | • Design |
| • Mosquito control | • Planning |
| • Operations | • Road Construction and Traffic Management |
| • Parks & Reserves | • Urban Enhancement |
| • Pathways | • Climate Change and Environment |
| • Road maintenance | • Waste Management |
| • Sporting Areas | • Outdoor Dining |
| • Stormwater Drainage Maintenance | • Signage |
| • Street Cleaning | |
| • Urban Forest Management | |

THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008, hereby delegates to the Environment & Infrastructure Committee the power to make recommendations to Council and decisions relating to Environment & Infrastructure matters within the approved budget.

OPEN SECTION

E&I9/2

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OPEN SECTION

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Environment & Infrastructure Committee Meeting – Tuesday, 20 September 2016

1. MEETING DECLARED OPEN

2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

2.1 Apologies

()

THAT the apology from Member _____, be received.

DECISION NO.21\() (20/09/16)

2.2 Leave of Absence Granted

THAT Member G A Lambert is an apology due to a Leave of Absence for the period 30 August to 26 September 2016 for being granted on 16 August 2016.

3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

3.1 Electronic Meeting Attendance Granted

Nil

4. DECLARATION OF INTEREST OF MEMBERS AND STAFF

4.1 Declaration of Interest by Members

Common No. 2752228

4.2 Declaration of Interest by Staff

Common No. 2752228

5. CONFIDENTIAL ITEMS

Common No. 1944604

Nil

OPEN SECTION

E&I9/5

Environment & Infrastructure Committee Meeting – Tuesday, 20 September 2016

6. WITHDRAWAL OF ITEMS FOR DISCUSSION

() COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Environment & Infrastructure Committee Meeting held on Tuesday, 20 September 2016 be received and considered individually.

DECISION NO.21\() (20/09/16)

7. CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS ENVIRONMENT & INFRASTRUCTURE COMMITTEE MEETING

() COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Environment & Infrastructure Committee Meeting held on Tuesday, 23 August 2016, tabled by the Chair, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\() (20/09/16)

8. BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS ENVIRONMENT & INFRASTRUCTURE COMMITTEE MEETING

8.1 Business Arising

9. DEPUTATIONS AND BRIEFINGS

Nil

OPEN SECTION

E&I9/6

Environment & Infrastructure Committee Meeting – Tuesday, 20 September 2016

10.1 OFFICERS REPORTS (ACTION REQUIRED)

**ENCL: ENVIRONMENT & INFRASTRUCTURE
YES COMMITTEE/OPEN**

AGENDA ITEM: 10.1.1

REVIEW OF POLICY NO 005 - CEMETERY POLICY

REPORT No.: 15TS0173 KS:jw COMMON No.: 2117954

DATE: 20/09/2016

Presenter: Manager Infrastructure Maintenance, Kerry Smith

Approved: General Manager Infrastructure, Luccio Cercarelli

PURPOSE

The purpose of this report is to recommend to Council to rescind Cemetery Policy – Policy No. 005 as a Council policy and note it will be adopted as an administrative policy.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

5 Effective and Responsible Governance

Outcome

5.3 Good governance

Key Strategies

5.3.2 Display contemporary leadership and management practices

KEY ISSUES

- The current Cemetery Policy – Policy No. 005 was adopted 23 February 2010 and the policy is due for review.
- The Policy provides detail taken directly from the NT Cemeteries Act.
- The Policy deals with operational issues that are managed at an administration level. Therefore it is recommended that this Policy be rescinded as a Council Policy and become an Administrative Policy that is delegated to the Chief Executive Officer.
- All of the items from the previous Policy remain in the new Administrative Policy, with the addition of the management of the Memorial Niche wall that has been constructed at Darwin General Cemetery during the term of the Policy and relevant updates.
- This report summarises the update of the Policy.

PAGE: 2
 REPORT NUMBER: 15TS0173 KS:jw
 SUBJECT: REVIEW OF POLICY NO 005- CEMETERY POLICY

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report Number 15TS0173 KS:jw entitled City of Darwin Policy No 005 – Cemetery Policy, be received and noted.
- B. THAT Council rescind the current City of Darwin Policy No 005 – Cemetery Policy being **Attachment A** of Report Number 15TS0173 KS:jw, noting that these are operational matters which will form an Administrative Policy.

BACKGROUND

Council's website includes the following statement in regards to policies;

"Policies are a representation of the values that Council will take into consideration during its decision making process. It is the Elected Members role to weigh Council matters and decide upon policies which the council administration will carry through. Policies are in place to fulfil the community's needs and are continually being reviewed and updated."

Council has a current Cemetery Policy – Number 005, **Attachment A** which was identified for review. This policy has been reviewed and is presented within this report.

DISCUSSION

Council has three (3) cemeteries that it manages and maintains and all are closed. The Cemetery Policy provides extensive detail on the management of the cemeteries including the placement of ornaments and flowers, the hours of operation and the requirements for carrying out burials.

The policy includes eight (8) sections;

- Definitions
- Management of Cemeteries
- Offences
- Monuments and Inscriptions
- Conservation and Heritage
- Closed Cemeteries
- Islamic Burials
- Commission paid to Funeral Directors

Each of these has been reviewed and updated to provide a more concise description of the section.

The current Council Policy has an operational focus and as such it is recommended that this Policy be rescinded and then be amended and adopted as an Administrative Policy through the Chief Executive Officer's delegation.

PAGE: 3
 REPORT NUMBER: 15TS0173 KS:jw
 SUBJECT: REVIEW OF POLICY NO 005- CEMETERY POLICY

The main changes of each section will be:

- **Definitions**
 This section has just been updated to include the Memorial Niche Wall
- **Management of Cemeteries**
 This section has been edited to clarify some detail and updated to reflect the closed status of the cemeteries. The majority of content in this section is covered by legislation. It has also been updated to reflect the current practice in relation to the pre-cyclone clean up.
- **Offences**
 This section has been maintained although it is a straight reflection of legislation and could easily be removed with the Act giving the appropriate direction.
- **Monuments and Inscriptions**
 This section updated to strengthen public safety.
- **Conservation and Heritage**
 Unchanged.
- **Closed Cemeteries**
 This section updated to reference the Act as opposed the current policy that references guidelines.
- **Islamic Burials**
 This section deleted as it is not required.
- **Commission paid to Funeral Directors**
 This section updated to list funeral providers as opposed to funeral directors in line with contemporary language. Cremations has been removed from the section as Council does not have a requirement for this service.

CONSULTATION PROCESS

This report was considered by the Executive Leadership Team on 22 August 2016 and is now referred to the Environment & Infrastructure Committee for consideration.

As this Policy will become an administrative one, the consultation will be to include the Policy on the Council website and advise the community as required. Funeral providers will be advised of the changes. There are no critical changes to the Policy and practice that would require more significant consultation. As the Policy will be an Administrative Policy, if there are any changes to be made as a result of feedback, reviews or legislative changes, the Chief Executive Officer will be able to amend the Policy as required.

PAGE: 4
 REPORT NUMBER: 15TS0173 KS:jw
 SUBJECT: REVIEW OF POLICY NO 005- CEMETERY POLICY

In preparing this report, the following City of Darwin officers were consulted:

- Team Coordinator Parks and Reserves
- Senior Administration Officer

POLICY IMPLICATIONS

The current Council Policy has an operational focus and as such it is recommended that this Policy be rescinded and then adopted as an Administrative Policy through the Chief Executive Officer's delegation.

BUDGET AND RESOURCE IMPLICATIONS

The reviewed Policy will have no impact on current or future budgets or resourcing. The Policy review was completed within existing operational budgets.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

There are no risk or legal implications as a result of adopting the updated policy.

The Policy has been updated to align with current procedures and removed areas already covered under legislation.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications as a result of adopting the updated policy.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

KERRY SMITH
MANAGER INFRASTRUCTURE
MAINTENANCE

LUCCIO CERCARELLI
GENERAL MANAGER
INFRASTRUCTURE

For enquiries, please contact Kerry Smith on 89300654 or email:
 k.smith@darwin.nt.gov.au.

Attachments:

Attachment A: Original copy of Policy 005 – Cemetery Policy

Title: *Cemetery Policy*

Policy No: *005*

Adopted By: *Council*

Next Review Date: *23/02/2014*

Responsibility: *General Manager Infrastructure*

Document Number: *2117954*

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/10	Adopted
2			
3			
4			

1 Policy Summary

The Policy sets forth the management framework for the Cemeteries under the care and control of City of Darwin and covers:

- Management of Cemeteries
- Offences
- Monuments
- Conservation and Heritage
- Closed Cemeteries
- Islamic Burials
- Commission Paid To Funeral Directors

2 Policy Objectives

To keep records and oversee burials as determined by legislation and further to properly manage and maintain cemeteries and to protect their historical aspects.

3 Background

City of Darwin operate and maintains three cemeteries:

- Darwin General Cemetery

In 1954 this Multi denominational cemetery was opened on McMillan's Road, Jingili, known as Darwin General Cemetery. This cemetery has had intermittent closures. The first closure occurred in 1988 and the cemetery was reopened in 1989.

In 2003 the Minister Declared the Cemetery closed which resulted in burials being discontinued except for burials in allotments in respect of which an exclusive right has been granted.

- Pioneer Cemetery

The Pioneer Cemetery located at the corner of Goyder Road and Stuart Highway Parap and is Heritage Listed. The Pioneer Cemetery was opened in 1865. Originally it was known as the Palmerston Cemetery. Many of Darwin's forefathers and first settlers are buried here. The Pioneer Cemetery remained open until 10 April 1919. No further burials have taken place since the closure.

- Gardens Road Cemetery

Upon the closure of the Pioneer Cemetery, Darwin's first official cemetery was opened on 10 April 1919. The Gardens Road Cemetery serviced Darwin's citizens until 11 December 1970. No further burials have taken place since the closure of this cemetery. Gardens Road Cemetery is located at the corner Garden Road and Chin Quan Road The Gardens and is Heritage Listed.

4 Policy Statement

This Policy does not affect the operation of any Regulations under the Public Health Act 1991 or within the NT Cemeteries Act and Regulations relating to cemeteries.

1. Definitions

In this policy:

- a) "Appropriate Fee" means a fee determined by Council and listed in the Annual Fees and Charges Schedule.
- b) "Cemetery" or "cemeteries" means an area containing one or more burial places. When used as generic term it can apply to lone graves, family plots and larger collections, such as those under Council's control.
- c) "Burial Place" means a grave site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.
- d) "Child" means any person upto 10 years of age.
- e) "Adult" means any person older than the age of 10 years and one day.
- f) "Right of Burial" means the exclusive right to the holder to inter human remains in a burial space or place a memorial upon a gravesite. There is no entitlement to any 'real estate' or property as such.

- g) "Exclusive Right Holder" is the original owner/purchaser of the right of burial. The recognised owner of the right of burial is that person currently entered into the cemetery's burial register. In some cases, the "exclusive right holder" refers to a surviving member of that persons family, their executor or administrator, Power of Attorney, their heir or successor, Ownership may be formally transferred or bequeathed by a Will
- h) "Transfer of Right of Burial" means the holder for the time being may transfer the right of burial in accordance with the rules of the cemetery and the transfer takes place when payment is made and details are entered into the burial register.
- i) "Applicant" means the person making an application:
- For a burial or memorial right,
 - For a work permit or other Council consent.
- j) "Reservation" means an Exclusive Right of Burial.
- k) "Register" means the Council's formal repository of data containing all the required details of a burial, memorial site, interment right or burial right.
- l) "The Policy" means this policy.
- m) "Council" means City of Darwin.
- n) "Monument" means any structure, tombstone, plaque, headstone, masonry, metal work, kerbing or railing, casting or item placed over, in or around a burial site used for commemorative purposes.
- o) "Monumental Mason" means a tradesman, mason or person possessing the skills to carry out monumental masonry work.
- p) "Body" means a human body or any part thereof.
- q) "Exhumation" means the removal of the remains of a dead person or still-born child from a grave.
- r) "Superintendent of Cemeteries" means the City of Darwin's Manager Infrastructure Maintenance who is delegated the responsibility for the administration and control of cemeteries.
- s) "Ashes" means the processed remains recovered from the cremation of a body.
- t) "Memorial Wall" means an area of the cemetery that is established for the memorialisation of cremated remains.

2. Management of Cemeteries

2.1 Planning, Conduct and Maintenance of Cemeteries

Council will make such provision as it considers necessary for the following:

- a) The setting aside of sections for different types and classes of burials.
- b) The establishment of standards of construction and design for monuments and structures, and conditions of entry for funeral directors, monumental masons, their workmen and contractors and other service providers associated with work in the Cemeteries.
- c) The size, multiple use and location of burial places.
- d) Interments.
- e) The erection or the installation of structures.
- f) The carrying out of work by monumental masons.
- g) The qualifications required by, and the security deposits to be lodged by, monumental masons.
- h) The removal, replacement and maintenance of structures.
- i) The improvement and maintenance of cemeteries.
- j) The supply of goods and services incidental to the conduct of burials, monuments and other matters relating to cemeteries.
- k) The conduct of religious or other ceremonies of burial, disposition or commemoration.
- l) The preservation, conservation and promotion of cemetery sites presently in use as places of community significance in terms of their architectural, heritage, social and genealogical content.
- m) The promotion and interpretation of cemeteries through the installation of signage, brochures and other interpretive materials.
- n) The liaison with community groups and other organisations to carry out works relevant to the improvement, maintenance and promotion of cemeteries.
- o) The establishment of regulations and prohibitions in respect to all areas of operation of Council cemeteries by service providers and the community.

2.2 Hours of Interment and Exhumation

Burials and exhumations shall take place only during the hours approved by Council and in accordance with the NT Cemeteries Act and Regulations.

Burial hours are:

- Between 8.30am and 4.00pm Monday to Friday
- By arrangement with the Superintendent of Cemeteries on Saturdays, Sundays, public holidays (except Good Friday, Anzac Day and Christmas Day) or
- As the Superintendent of Cemeteries may determine.

In this policy, approval for any activity can be given by Council or a nominated representative of Council.

- a. The cemetery is open to vehicles daily from 7:00am to 7:00pm or as Council may determine.
- b. No person, except a person authorised by Council may be in the cemetery at any other time.

2.3 Register of burial places and interments

Council shall ensure that:

- a. A register of burials, as required by and in accordance with the NT Cemeteries Act and Regulations is kept in respect of all burial places and other memorials.
- b. Each burial must be recorded in the burial register immediately after the service.
- c. Registers may be amended to remove or correct inaccuracies.
- d. The Council must, on application made by any person, make available to the person a copy of an entry made in the burial register.

2.4 Exclusive Right Of Burial

The Council may grant an Exclusive Right of Burial at one or more sites in a cemetery open to the public where:

- a. A register of Exclusive Rights of Burials (reservations) is maintained. Each such register is kept in written, printed or electronic form and must contain sufficient information to allow for simple cross-referencing of entries by: Surname, Date of Burial of Interment, Burial place and location.

-
- b. A person claiming ownership of an Exclusive Right must, if necessary, prove their ownership to Council
 - Exclusive Right of Burial information can only be provided to exclusive right holders upon written application and proof of ownership may be required.
 - c. Council must ensure that reservation information is kept strictly confidential and not given out to any person(s) who does not have the legal right to that information. The registers can be used as verification that an exclusive right of burial has been granted in respect of any burial or memorial.
 - d. Each register entry must contain the name and address of the owner of the Exclusive Right of Burial.
 - e. The Council will issue to the owner of an Exclusive Right of Burial certificate, clearly showing:
 - The owners name and address
 - The amount paid
 - The date of issue
 - A description of the physical location of the grave
 - f. An application for a certificate must be made to Council
 - g. Any fees relating to an Exclusive Right of Burial (reservation) and issue of the certificate must be paid at the time of application.
 - h. In the event that reservations are cancelled by notification from the rightful owner, or their authorised representative, the Council has the discretion to determine if the fees associated with that reservation are to be refunded.
 - i. In the event that the Council has conclusive proof that an owner of an exclusive right of burial will have no need for a plot, that plot may be transferred to another party with written approval from the rightful owner.

2.5 Rights Under Exclusive Right of Burial

A holder of an Exclusive Right of Burial has:

- a. An exclusive right to bury or inter human remains in the ground allotted;
and
- b. An exclusive use of foundations provided by the cemetery to erect a tombstone or monument.

- c. An exclusive right holder may only use the ground allotted to inter human remains and not for any other purpose.

2.6 Refusal to Grant Exclusive Rights of Burials

The Council may:

- a. Without giving any reason refuse to grant an Exclusive Right of Burial to any person if, in the opinion of Council the grant would create a monopoly or encourage dealings in such Burial Rights as a business rather than as an affordable service to the public, or within the bounds of normal free trading (Note: the intention of this clause is to prevent anyone (or persons) purchasing bulk numbers of burial areas in order to 'corner the market')

or

- b. Limit the number of exclusive rights issued to a person.

2.7 Order for Burials and Cremations

- a. Burials are not to take place unless an Application for Burial Permit has been received and approved by Council
- b. The Application for Burial Permit will be approved when:
 - All details have been supplied,
 - Fees have been received,
 - Death certificate has been provided,
 - All requirements under the NT Cemeteries Act and Regulations have been met.
- c. The Permit for Burial will be issued to the Funeral Director or the "Licence to Undertake a Funeral Holder".
- d. Burials shall be in accordance with the NT Cemeteries Act and Regulations.

2.8 Depths of Burial plots

All burials (and depths) must be in accordance with the NT Cemeteries Act and Regulations (as per following diagrams):

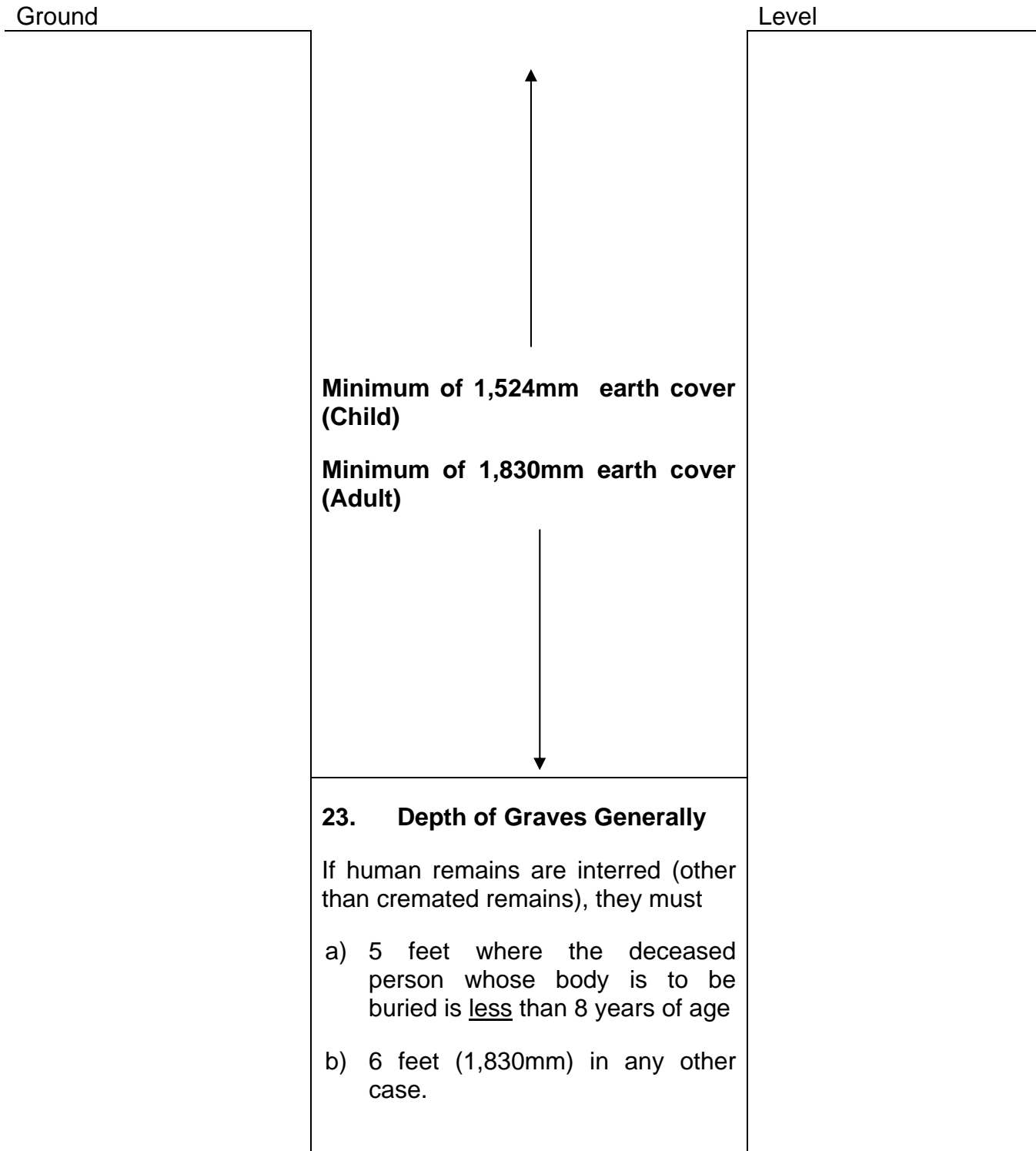
Coffins must be interred at least:

1. 1.0 metres below the surface of the ground or the minimum depth required by the NT Cemeteries Act and Regulations; or
2. A minimum depth greater than the Regulations as Council may determine.

Council has determined that the maximum depth of a grave in which a body may be interred in the Cemetery is 8 foot.

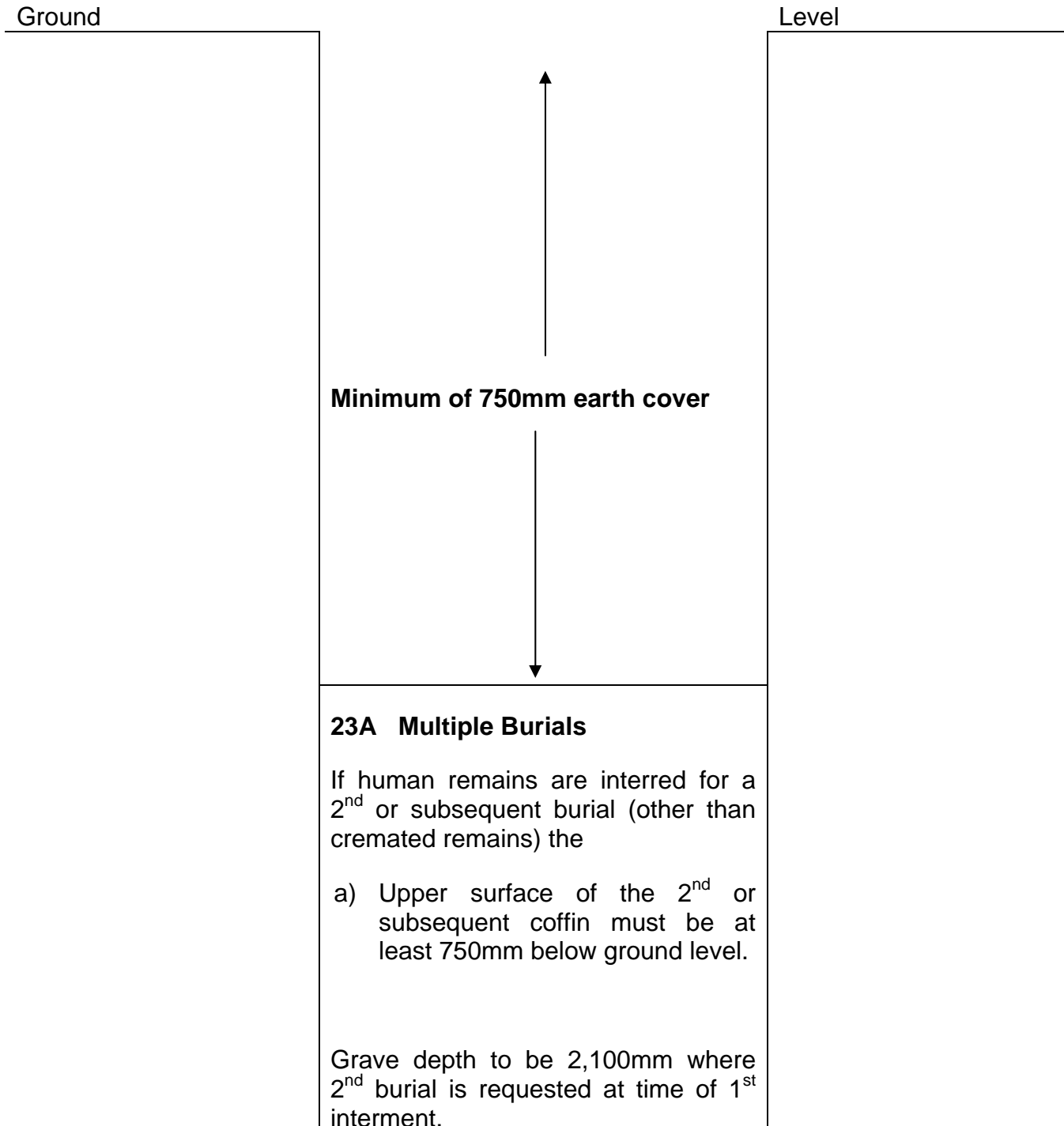
A grave must be covered as soon as practicable on the same day as the interment.

SINGLE DEPTH OF BURIAL – REGULATION 23



MULTIPLE DEPTH OF BURIAL – REGULATION 23 A

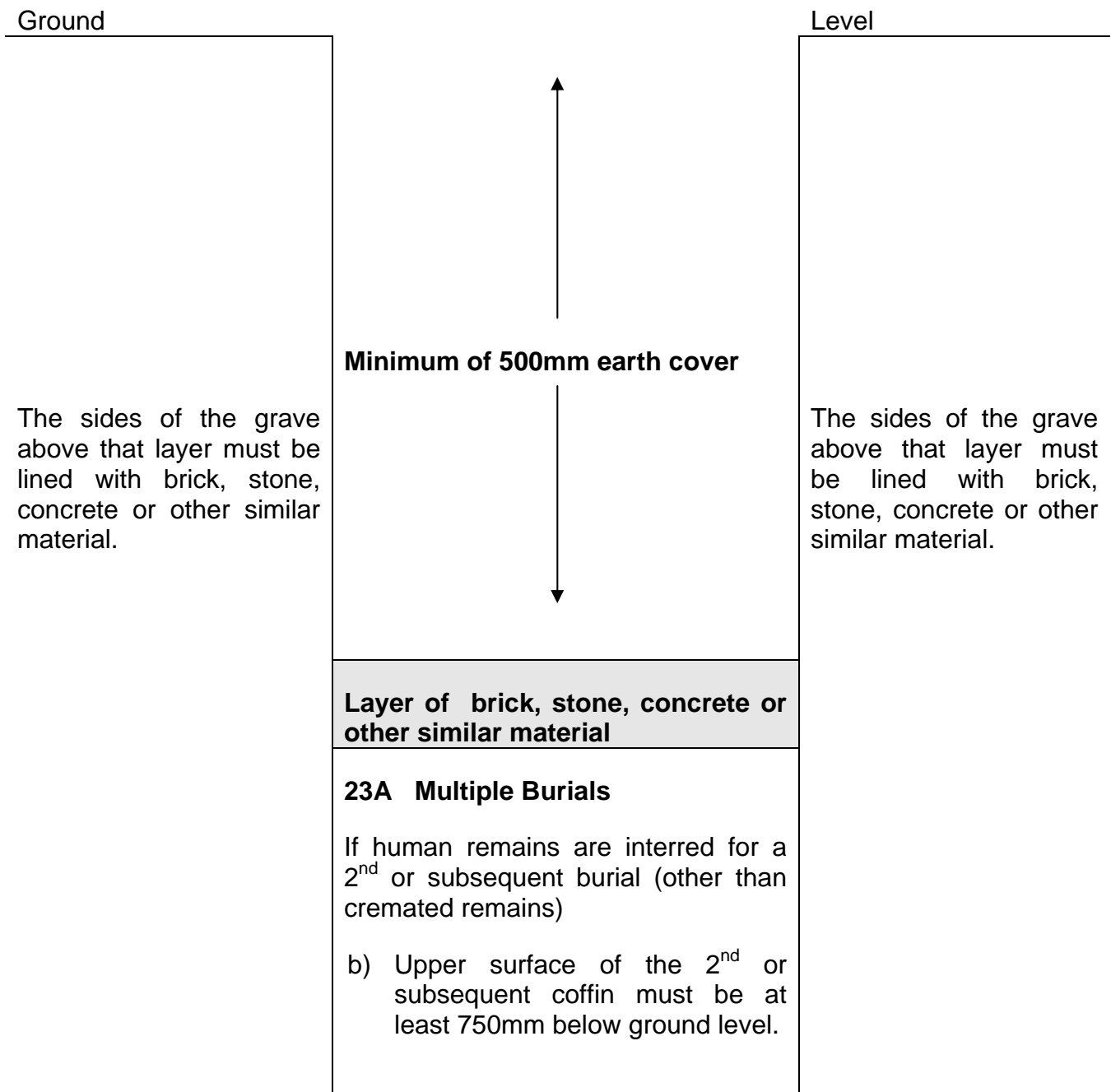
750mm EARTH COVER CAN BE ACHIEVED



If 750mm of ground cover cannot be achieved, the following grave depth will apply:

MULTIPLE DEPTH OF BURIAL – REGULATION 23 A

750mm EARTH COVER CANNOT BE ACHIEVED



2.9 Exhumation, Removal and Re-interment

A person must not cause, suffer or permit non-cremated human remains to be:

- Exhumed or removed from an interment site in the cemetery; or
 - Re-interred in the cemetery,
- without the consent in writing of the Minister of Local Government.

This clause does not apply where a Coroner has issued a warrant for the exhumation of human remains.

The Minister of Local Government must, before giving a consent consult with Council

A consent may be made subject to such conditions as the Minister of Local Government may determine.

A person must not contravene or fail to comply with a condition of a consent under this clause.

2.10 Opening of Interment Sites

A person must not, without the consent of the Minister of Local Government, open, or cause, suffer or permit the opening of an existing interment site in the cemetery for the purpose of interring additional human remains.

The consent of the Minister of Local Government is not required if:

- a. An Exclusive Right of Burial has been issued over the gravesite.
- b. Only cremated remains are interred at the site; or
- c. If, when an interment site is opened, human remains are found, the remains must be immediately re-interred and the grave covered.

2.11 Exhumation

Exhumations will only be undertaken at cemeteries under the control of City of Darwin in accordance with the following procedure which will apply to **all persons entering a grave, including cemetery staff, contractors and funeral directors.**

Legislative Requirements

All exhumations must be carried out in accordance with the prevailing *Cemeteries Act*. Section 30D of this Act states:

“30D. Consent to exhumation and removal of remains.

- (1) *If satisfied in respect of the matters referred to in section 30C (3), the Minister may give written consent to the applicant to exhume and remove the remains.*

- (2) *The Minister may specify conditions in respect of the exhumation or removal in The instrument of consent.*
- (3) *A person given consent under this section must comply with conditions Specified in the instrument of consent.*

An exhumation or removal of remains cannot proceed without the written consent of the relevant Minister of the Northern Territory Government and compliance with the current legislative requirements and any conditions imposed.

2.12 'Confined Space' status and 'Shoring' requirements.

The City of Darwin has assessed a grave as a 'confined space'. By having 'confined space' status, anyone entering a grave for whatever purpose must comply with the requirements of Australian Standards *AS/NZS 2865 -2005: Safe Working in a Confined Spaces* or any applicable subsequent standard.

This also requires that persons entering a grave are certified in trench shoring and that appropriate shoring equipment is supplied and used. A *Grave Entry Permit* (available from the Council) will need to be completed for each exhumation.

A minimum of three cemetery staff, including the excavator or backhoe operator must be present for an exhumation. One of these staff must be designated "The Observer". "The Observer" must always remain outside the grave and must have either a mobile telephone or a two-way radio available for the purpose of contacting emergency services if required.

2.13 Compliance with Operating Policies

A person must comply with the NT Cemeteries Act and Regulations and these operating policies where:

- They wish to inter a corpse in the cemetery;
- They wish to re-open an interred grave; or
- They wish to remove a body from the cemetery.

Every grave within the cemetery must be dug by an employee or contractor of the Council or Cemetery.

2.14 Flowers and Ornaments -General

- Flowers can be placed near graves/memorials. Fresh or limited artificial flowers are welcome tributes. These should be housed in non glass or unbreakable containers. Visitors are encouraged to remove such items when they become unsightly, weathered or wither.

- Floral tributes, both fresh and artificial, or other items that encroach on neighbouring memorials or graves will be removed without notice. Glass vases, jars or other receptacles, ornaments, photo frames, candles, toys, windmills and wind chimes etc are not permitted and will be removed.
- The grounds will be kept neat and tidy by removing withered or weathered floral arrangements and any tributes deemed unsuitable or unsightly. This will be carried out at the Council's discretion. Items re-located by cemetery staff may be retrieved from the administration office building. The cemetery reserves the right to dispose of items four weeks after being removed. These items are not to be placed back on the grave or memorial.

2.15 Pre – Cyclone Clean up

In October each year, cemetery staff will undertake a clean up of the cemetery grounds and graves prior to the on-set of the wet season. Public Notices will be placed during September each year advising the general public of the pre-cyclone clean up.

All items of a unsightly or hazardous nature that have the potential to become dangerous flying objects during storms will be removed and stored for a period of one month. These items may be collected at the cemetery office. After one month has transpired, these items will be disposed of at the Council's discretion.

3. OFFENCES

It is an offence to do any of the following within a cemetery

- a. Damage, deface, interfere with, or alter burial places or monuments.
- b. To film or photograph within the cemetery for the purpose of commercial use. Prior approval must be sought from Council for filming of any kind.
- c. Bury, inter or exhume any human remains, whether cremated or not without written authority of Council
- d. Enter or remain in a cemetery between sunset and sunrise unless by prior arrangement.
- e. Cause or permit an animal that is under the person's control to enter or remain in a cemetery.
- f. Take part in any gathering, meeting or assembly, except for the purpose of religious or other ceremony or burial or commemoration.
- g. Engage in trade or commerce or other work without prior Council approval.
- h. Distribute any circular, advertisement, paper, drawn or photographic matter.
- i. Carry on a business or advertise the same.
- j. Erect a commercial sign.
- k. Drive a vehicle at a speed of more than 20 kilometers per hour.
- l. Drive a motor vehicle within the cemetery in a dangerous or careless manner or without reasonable consideration of others.

- m. Drive a vehicle or a vehicle and trailer having an unladen weight of more than (3) tonnes without the prior approval of the Superintendent of Cemeteries.
- n. Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery.
- o. Drive or park a vehicle on any known burial place, verge or plantation or in a manner that is likely to impede traffic.
- p. Teach, learn or practice driving a vehicle.
- q. Camp or reside on any land.
- r. Possess or drink an alcoholic or intoxicating beverage.
- s. Urinate or defecate.
- t. Discharge a firearm (except at a military funeral).
- u. Bring into or leave any garden hoses, oil drums, rubbish, refuse, scrap metal, rock, soil, sand or any other such substances.
- v. Remove any dead timber, logs, trees, flora, whether standing or fallen.
- w. Kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced.
- x. Plant any tree, shrub, herbage or other plant.
- y. Picking of flowers and plants within the cemetery is prohibited.
- z. Planting of plants and unsecured pot plants within the cemetery grounds without written approval from the or Council.

Part of the reason for these prohibitions is to ensure that surrounding memorials/ structures and Council's assets are not damaged. If it is found that there is a breach of these prohibitions, and in particular, the weight of vehicles is exceeded, Council reserves the right to seek recovery for the cost of repairs necessary. These costs are to be recovered from the service provider or individual responsible for the work and Council is entitled to refuse entry into any of the Council Cemeteries by that service provider until the cost of those repairs are recovered.

Council has the discretion to take any appropriate action in respect of offences which may include prosecution under the NT Cemeteries Act and Regulations and in respect to cemetery service providers to refuse subsequent entry to it's cemeteries until the matter is resolved to the satisfaction of Council

4. MONUMENTS AND INSCRIPTIONS

The Exclusive Right Holder or memorial applicant must maintain any memorial erected on a gravesite in a safe and aesthetically pleasing condition.

A person shall not, in a Council Cemetery:

- a) Construct or install any monument (temporary or otherwise), memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
 - A material and design approved in writing by Council and
 - Carried out to the standard of workmanship required by the Council and as appropriate has building certification.

- Constructed in accordance with Australian Standards Association AS4204 'Monuments and Headstones' (1994),
- b) Make any inscription or carry out any adornment, unless it is approved in writing by Council and made or carried out to the standard required by Council

Application for the approval of any monument of memorial shall be:

- Made in writing on the Council approved form (*Memorial Permit application*)
- Accompanied by sketches, drawings **to scale** and other particulars of the design that may be required by Council and
- Where the application relates to an inscription, be accompanied by a copy of the proposed inscription wording and associated statutory declarations required.

Council may refuse any design for a monument as it may determine

No trade inscription shall be allowed on any masonry work unless approved, in writing, by Council

4.1 Removal Of Structures, Inscriptions And Adornments

Council may:

- a. Remove, demolish, alter or require the removal, demolition or alteration of any structure, inscription and adornment ; or
- b. Erase, correct, or require the erasure or correction of wording of any inscription that has been constructed, installed, made or carried out without the written consent of the Council or otherwise than in accordance with an approval given by Council
- c. Where any work that has been approved, is not completed within a reasonable time Council may remove or demolish such partially finished work as it deems necessary to preserve **sanctity and** the fabric of the cemetery and public safety.

4.2 Maintenance Of Structures

The ownership of monuments or other structures is deemed to be with the Exclusive Right Holder or if there is no Exclusive Right Holder, the person or persons who caused the monument or structure to be constructed.

- a. Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure.

- b. The Exclusive Right Holder (or applicant) is responsible for the upkeep, maintenance and repair of the monument.
- c. Council may act to remove, alter or require the removal, demolition or alteration of any structure or adornment which has become dilapidated or unsightly.
- d. Where any work has commenced and is not completed within a reasonable time (normally four weeks where there has not been an excess of poor weather) the Council shall issue a written notice seeking completion of works within eight weeks. Where this notification is not complied with, the Council may remove or demolish such partially finished work as it deems necessary to preserve the appearance of the cemetery and public safety.
- e. Cut or artificial flowers are to be placed in vases approved by Council which excludes those made of glass or similar breakable material.

Council may remove any trees, shrubs or other vegetation from any gravesite or part of the cemetery where, in its opinion is in the interest of the cemetery to do so.

4.3 Monumental Masons

- 1. A person shall not carry out any work as a monumental mason within a cemetery unless with the written consent of the Council (*Memorial Permit*).
- 2. Council may issue approval to undertake monumental work to any person it considers to be suitably qualified to undertake such work.
- 3. A monumental mason must provide proof annually that they have current public liability insurance.
- 4. Any person may apply to work as a monumental mason in a cemetery, provided the application is in writing.
- 5. Monumental masons or tradespeople must repair all damage done to the satisfaction of Council.
- 6. The Council may suspend or cancel approval of any person undertaking monumental work by giving notice in writing.

4.4 Removal And Replacement Of Structures On Request

Where notice to open a grave for a lawful purpose is given, the Council may authorise the removal of any part of the structure to enable the safe opening of the grave.

The responsibility for the removal of any monuments or memorial for the purposes of lawfully opening a gravesite will be the responsibility of the Exclusive Right Holder or if no Exclusive Right Holder exists, the person or persons applying for the deceased's interment.

4.5 Unsafe Monuments

Any monument identified as posing a safety risk will be accorded a category ranking:

Category 1

Monuments over 1.75 metres in height that:

- Are likely to collapse or fall over at any time
- Have significant sections or parts separating from the main monument irrespective of cause (subsidence, deterioration etc).

1. Repair of monuments

- The area surrounding the monument is to be immediately secured with barriers and danger signs.
- The Council will make reasonable efforts to contact the exclusive right holder and instruct the exclusive right holder to take immediate steps to repair the monument.
- If contact has not been made with the "exclusive right holder" within 14 days, Council will take steps to make the monument safe.

Note: Making the monument safe will (usually) consist of laying the headstone face down on the ground of the grave. This method preserves the inscription.

Category 2

Monuments 1.75 metres or less in height that:

- Are likely to collapse or fall over at any time
- Have significant sections or parts separating from the main monument irrespective of cause (subsidence, deterioration etc).

1. Repair of monuments

- The area surrounding the monument is to be immediately secured with barriers and danger signs.
- The Council will make reasonable efforts to contact the "exclusive right holder" of the burial right and instruct the "exclusive right holder" to take immediate steps to repair the monument.
- If contact has not been made with the "exclusive right holder" within 28 days, Council will take steps to make the monument safe.

Category 3

The following will apply to monuments that are affected by subsidence and are leaning by more than 10 degrees, but are otherwise deemed to be in sound condition

1. Identification and Reporting

Any identification of unsafe monuments and consequent actions under this clause will be thoroughly documented and supported with photographs. All actions will be recorded on file and against the respective cemetery register entry.

2. Subsidence

Where subsidence is evident, Council will fill and compact the ground in the normal manner.

3. Repair of Monument

- Council will not repair monuments and will only act to ensure public safety.
- The Council will make reasonable efforts to contact the “exclusive right holder” of the burial right and instruct the “exclusive right holder” to take immediate steps to repair the monument.
- Council will continue to monitor the site until such time as the monument is identified as Category 1 or Category 2. The appropriate procedure will then be activated.
- Council reserves the right to remove the monument for safety reasons.

4.6 Lawn Cemetery

1. The Council will ensure that:

- a. Only cut or artificial flowers are left at burial places in lawn sections and are placed in vases of a type approved by Council that are not made of glass or other breakable material.

No headstone, statue or other structure is to be erected or constructed over a grave without council’s written permission

- b. No tree, shrub or other plant is to be placed or planted on any grave in the Lawn cemetery other than by Council at its absolute discretion.
- c. No rocks, pavers or pebbles are to be placed on any gravesite with the lawn cemetery.

2. The “exclusive right holder” is responsible for the ongoing maintenance or cleaning of the memorial plaque/headstone/monument in the Lawn Cemetery ensuring that:

- a. No cleaning agents, solvents, etc cause any detrimental effect to the memorial plaque/headstone/monument, concrete surrounds, neighbouring memorials or grassed areas.
- b. The design and type of memorial plaque/headstone/monument remains consistent with the requirements determined by Council

- c. The memorial plaque/headstone/monument has been in good order when received from the supplier and installed. It is reasonable to expect that any concerns are reported to Council within 60 days of the installation being complete.
3. Council will not be liable for the repair, maintenance, upkeep or preservation of any memorial plaque/headstone/monument or item placed on a grave in the lawn cemetery.

4.7 Monument Lawn Sections

1. *The Council (or it's Committee) will ensure that:*
 - a. Maintenance, preservation, and repairs to monument lawn cemetery graves and lawn areas.
 - b. Graves are not to be enclosed with any railing, kerbing or markers or any kind.
 - c. Flowers are to be placed in vases or receptacles of a type approved by Council (or it's Committee) and in accordance with the Flowers and Ornaments Policy.
 - d. No tree, shrub or other plant is to placed or planted on any grave in a monument lawn section other than by Council (or it's Committee) at its absolute discretion.
 - e. No rocks, pavers, pebbles or markers are to be placed on any gravesite with the lawn section.
2. *In a monument lawn section, the "exclusive right holder" shall:*
 - a. Only erect a headstone of a type and design approved by Council (or it's Committee).
 - b. Not cause a headstone to be erected unless Council's (or its Committee's) written approval has been obtained (Memorial Permit).
 - c. Pay all fees for the lodgement of the application.
3. *Council (or it's Committee) will not be liable for the repair, maintenance, upkeep or preservation of any headstone or structure placed on a grave in a lawn cemetery under the provisions of clause 2.*

4.8 Memorial Walls

1. *The Council will ensure that:*
 - a. Council maintains, preserves, and repairs walls.
 - b. Memorial Walls are not enclosed with any railing or kerbing.

- c. Only cut or artificial flowers of suitable size are left in attachments on Memorial walls.
 - d. Cut or artificial flowers are placed in attachments of a type approved by Council
 - e. No attachment, structure or other structure is to be erected or constructed on a Memorial wall other than by permission of Council at its absolute discretion.
 - f. Only one individual's ashes remains shall be contained in each niche, although it is possible to memorialise more than one person via the wording of an inscription.
 - g. Removal of ashes remains for relocation shall only be subject to approval by Council after written application and when all legal obligations have been complied with.
 - h. Where removal of ashes is approved, the applicant must pay all fees and charges as listed, along with the cost of repair for any damage to the structure resulting from the removal of ashes and plaques.
2. *The Council shall permit a memorial plaque over each niche in the Memorial Wall.*
3. *The "exclusive right holder" shall ensure that:*
- a. the design and type of plaque is consistent with the reasonable requirements determined by Council
 - b. Only cut or artificial flowers of a suitable size are left in approved attachments on the Memorial wall.
 - c. Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a Memorial wall.
 - d. Council maintains, preserves, and repairs Memorial wall
 - e. Memorial wall are not enclosed with any railing or kerbing
 - f. Only cut or artificial flowers of suitable size are left in attachments on Memorial walls.

5. CONSERVATION AND HERITAGE

Council recognises that burial grounds and cemeteries are places of significance to the community by virtue of their architectural, botanical, social or genealogical significant, and will provide reasonable assistance to community groups and interested parties who seek to promote or research cemetery issues.

6. CLOSED CEMETERIES

That no further burials be allowed in cemeteries within the City of Darwin which have been closed, except in accordance with the guidelines.

7. ISLAMIC BURIALS

The Islamic Society of the Northern Territory is granted permission to conduct burials in accordance with the Cemeteries Act.

8. COMMISSION PAID TO FUNERAL DIRECTORS

Commission will be paid for the following booking services:

- Cremations
- Pre-paid cremations - commission will be paid at time of the cremation.
- Burial Interments
- Exhumations

Commission will not be paid for:

- Interment of Ashes
- Memorial permits
- Installation of memorials/plaques
- Exclusive Right of Burial Certificates (Reservations) or return of Exclusive Right of Burials."

5 Legislation, terminology and references

NT Cemeteries Act

These Policies are supported by detailed procedures dealing with 'Disaster Recovery', 'Pandemics' and "Confined Spaces/Shoring Requirements'.

ENCL: ENVIRONMENT & INFRASTRUCTURE
YES COMMITTEE/OPEN

AGENDA ITEM: 10.1.2

REVIEW OF POLICY NO. 048 - FOOTPATHS AND SHARED PATHS

REPORT No.: 16TS0066 NN:tz

COMMON No.: 2078949

DATE: 20/09/2016

Presenter: Manager Technical Services, Nadine Nilon

Approved: General Manager Infrastructure, Luccio Cercarelli

PURPOSE

The purpose of this report is to present to Council a reviewed and updated City of Darwin Policy No. 048 - Footpaths and Shared Paths.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

2 Vibrant, Flexible and Tropical Lifestyle

Outcome

2.1 Improved access and connectivity

Key Strategies

2.1.1 Improve the pathway and cycle networks and encourage cycling and walking

KEY ISSUES

- The current Footpath Policy (**Attachment A**) was adopted 23 February 2010 and the policy is now due for review.
- The proposed new Footpaths and Shared Paths Policy (**Attachment B**) has been significantly changed from the previous policy as the technical and operational aspects of the policy have been removed and developed into a Footpaths and Shared Paths Guidelines which will be managed by staff.
- The policy is in accordance with Council's Subdivisional Guidelines and relevant Australian Standards, including Disability Compliance.

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RECOMMENDATIONS

THAT it be a recommendation to Council:

- A. THAT Report Number 16TS0066 NN:tz entitled Review of Policy No. 048 - Footpaths and Shared Paths, be received and noted.
- B. THAT Council endorses the draft City of Darwin Policy No. 048 - Footpaths and Shared Paths being **Attachment B** of Report Number 16TS0066 NN:tz for the purposes of Level 2 community consultation and a further report is presented to Council following consultation.

BACKGROUND

Council's website includes the following statement in regards to policies;

"Policies are a representation of the values that Council will take into consideration during its decision making process. It is the Elected Members role to weigh Council matters and decide upon policies which the council administration will carry through. Policies are in place to fulfil the community's needs and are continually being reviewed and updated."

Council has a current Footpath Policy, **Attachment A** which has been identified for review. This policy has been reviewed and was presented at the Environment and Infrastructure Committee Meeting, held Tuesday 23 August 2016. The Committee recommended the following:

Procedural Motion (23/08/2016)

Review of Policy No. 48 – Footpaths and Shared Paths

Report No. 16TC0066 NN:tz (23/08/16) Common No. 2078949

THAT this item lay on the table until the Environment & Infrastructure Committee Meeting held on Tuesday, 20 September 2016 pending further information.

Following the above motion, the draft Policy **Attachment B** has been updated.

DISCUSSION

The City of Darwin Policy No. 048 – Footpaths and Shared Paths has been reviewed and updated as provided in **Attachment B** to this report. There have been significant changes to the policy, and as such, there has not been a tracked changes version provided for this review.

The main changes have been around:

- inclusion of shared paths – resulting in the title of the Policy being amended to Footpaths and Shared Paths.

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- Included reference to Council's Bike Plan and City of Darwin Community Access Plan.
- Removal of technical and operational details that are included in other Council documents, such as subdivision guidelines and standard drawings.
- Removal of details of community consultation process specific to footpaths due to community consultation being in accordance with City of Darwin Policy No. 025 – Community Consultation Policy and the implementation of the consultation being an operational activity.

Shared paths were not explicitly included in the previous policy and have been included in the version presented with this report to ensure they are considered as part of the overall off-road network. The revised policy requires shared paths be installed on one side of all roads with a hierarchy of a primary collector or above (ie VRD Drive, Parap Road) and immediately adjacent schools. The other side of the road is still to have a standard width footpath.

A guideline document has been created to capture and update the technical and operational information contained in the previous policy. This document outlines the decision making basis for prioritisation of programs and the consultation process for use by officers. The document has not been included in this report as it is an operational procedure, however the consultation that occurs will include aspects of the guidelines to inform its finalisation. The intent is that the Policy provides the policy direction of Council whilst the guidelines outline the implementation of programs.

A key issue that has arisen most years is negative feedback being received from a portion of residents and owners of a street that a path is proposed on. The reasons for resistance to new path construction are often based on residents and owners not wanting the path in the verge adjacent their property for people to walk along, or they have planted vegetation within the verge that doesn't allow pedestrian thoroughfare at all.

It is intended that the new Policy represents the needs of the entire community and provides the outcome of a connected network of footpaths and shared paths for all users. Therefore, if the Policy is finalised following consultation with there being an objective of having an accessible path on every street, then the program will go ahead and officers will work with residents and owners to deliver the most suitable outcome, without compromising on the Policy objectives.

All aspects of the updated draft Policy will be available for community discussion and feedback prior to the final draft being presented to Council. This approach has been recommended (and detailed in the following section) to ensure that the community's expectations of the provision of footpaths and shared paths is reflected in Council's policy and subsequent programs.

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CONSULTATION PROCESS

This report was considered by the Executive Leadership Team on 8 August 2016 and now referred to Environment & Infrastructure Committee for consideration.

It is recommended that the consultation for Policy Number 048. – Footpaths and Shared Paths is delivered in accordance with City of Darwin Policy No. 025 – Community Consultation Policy at Level 2; *“we will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision”*.

The consultation will also include Level 3 elements and techniques to ensure the broader community is targeted and provided with the opportunity to participate. Other stakeholders will include relevant committees, government departments and community groups.

The goals of this consultation program are:

- to present the updated Policy for discussion and feedback,
- to understand the community’s expectations in relation to paths and their connectivity, and
- to understand the important elements of paths to inform design and implementation of programs (to be included in the relevant guideline, not the policy).

The consultation period will be for six weeks and is anticipated to commence early October. At the end of the consultation a comprehensive report will be prepared outlining the findings to Council and a final draft of the Policy for Council consideration.

In preparing this report, the following City of Darwin officers were consulted:

- Manager Design, Planning and Projects
- Manager Strategy and Outcomes
- Manager Capital Works
- Manager Infrastructure Maintenance
- Senior Community Engagement Officer

POLICY IMPLICATIONS

As part of the review process, City of Darwin Policy No. 048 – Footpaths that was adopted 23 February 2010 will be superseded by the updated Policy in **Attachment B**, once it is finalised following community consultation.

This Policy is also relevant to the City of Darwin Community Access Plan 2012 – 2017 and the draft Policy update has included relevant aspects of the Community Access Plan. In particular, this includes, but is not limited to:

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- Item 1.01 - Council's commitment to the Disability Discrimination Act 1992.
- Item 1.03 - Ensure that all relevant Council Policies and Procedures reflect compliance with current Australian Standards and best practice.
- Item 4.04 - New footpath standards (reflected in technical documentation).
- Item 4.05 - Prioritise the progressive construction of unmade footpaths on an access-needs basis, having regards to a priority list and advice from the Disability Advisory Committee.

BUDGET AND RESOURCE IMPLICATIONS

The reviewed Policy will have no impact on current or future budgets or resourcing. The Policy review has been completed within existing operational budgets.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

The Policy ensures that Council works towards its aim to provide equal access opportunity to all and to not discriminate against people with a disability.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications as a result of adopting the updated policy.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

NADINE NILON
MANAGER TECHNICAL
SERVICES

LUCCIO CERCARELLI
GENERAL MANAGER
INFRASTRUCTURE

For enquiries, please contact Nadine Nilon on 8930 0417 or email:
 n.nilon@darwin.nt.gov.au.

Attachments:

Attachment A: Current Policy No. 048 - Footpaths

Attachment B: Draft Policy No. 048 – Footpaths and Shared Paths

Title: *Footpaths*

Policy No: *048*

Adopted By: *Council*

Next Review Date: *23/02/2014*

Responsibility: *General Manager Infrastructure*

Document Number: 2118515

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/10	Adopted
2			
3			
4			

1 Policy Summary

The policy establishes where footpaths are to be provided throughout the municipality, the standards for design and construction and the priorities that Council applies to reconstruction and maintenance programs.

Part A Footpath Construction for New Developments and Subdivisions
Part B Footpath Construction and Reconstruction for Existing Roads
Part C Footpath Standards

2 Policy Objectives

The purpose of this policy is to provide guidance to Government, developers and residents on where Council requires footpaths to be provided throughout the municipality, the standards for design and construction and the priorities that Council applies to reconstruction programs and maintenance programs.

3 Background

Council will construct and maintain a footpath network throughout the municipality to provide appropriate pedestrian linkages to properties and public and private facilities in accordance with the following principles:

- Council will aim to provide equal access opportunity to all and will not discriminate against people with a disability.

- New footpath construction will be determined according to the road hierarchy, town planning zones and special needs.
- Reconstruction will be prioritised within budgetary constraints and according to the road hierarchy, town planning zones, special needs and existing footpath condition.
- Along a verge where a footpath is not being provided, a pedestrian corridor must be provided and maintained in accordance with Council's 'Verge' Policy.

4 Policy Statement

This policy does not cover the following:

- paths through parks and other public land that are not road reserve.
- walkways or laneways (refer to "Walkway Policy")
- footpaths used for alfresco dining and other commercial activities
- pedestrian requirements along verges (refer to "Verge Policy").
- cyclepaths and combined pedestrian/cyclepaths.

Footpaths Maintenance

The future priority for footpath maintenance **and** reconstruction will be directed towards addressing hazardous footpaths or sections of footpaths in the areas of greatest pedestrian use.

Priorities will be assigned following the annual assessment of the footpath condition survey.

Footpath Construction for New Developments and Subdivisions

In new developments and subdivisions a footpath will be provided on:

- (i) one side of the road for local roads
- (ii) both sides of the road for collector roads and above on the road hierarchy
- (iii) the side of the road containing medium to high density residential housing
- (iv) the side of the road containing commercial, special use, industrial and community purpose zonings
- (v) a side of the road to meet a special need.

On the side of a local road where a footpath is not provided, access to all properties must be provided via the driveway in accordance with AS1428 Part 1.

Footpath Construction and Reconstruction for Existing Roads

Within financial constraints and priorities based on condition and need, Council will provide a footpath on:

- (i) one side of the road for local roads
- (ii) both sides of the road for collector roads and above on the road hierarchy.
- (iii) the side of the road containing medium to high density residential housing
- (iv) the side of the road containing commercial, special use, industrial and community purpose zonings.
- (v) a side of the road to meet a special need.

Where a footpath is not provided, access to all properties must be provided via the driveway in accordance with AS1428 Part 1, subject to physical constraints.

Footpath Standards

Footpaths shall be designed and constructed in accordance with Aust Roads Guide to Traffic Engineering Practice, Part 13 and Council's Standard Drawings and Specifications. Council's Standard Drawings and Specifications will take precedence over the Aust Roads Guide where they differ. Generally the footpath in a residential or industrial area will be constructed from concrete, be 1.2m wide and offset 300mm from the property boundary with a 1.5% cross-fall, however, the footpath may be located anywhere within the verge width to meet specific local requirements. In a commercial area the footpath will generally be full verge width, except in new developments or redevelopments where substantial softening of those areas with appropriate landscaping is required. Ramps and crossings will generally exceed the minimum requirements of AS1428 Part 1.

Polished and smooth, sealed surfaces, e.g., ceramic tiles will not be approved.

Root barriers will be installed on both sides and along the full length of all new footpaths in new subdivisions and developments. In established road reserves root barriers shall be installed where required during new constructions and reconstructions.

Visual Aids

Council is still considering the appropriate use of tactile tiles and other forms of grade definition to assist pedestrians with a visual impairment. Developers should approach Council staff to determine requirements on a case by case basis until a position is finalised.

Lighting

Generally footpaths will be lit from the street lighting system in accordance with AS/NZS 1158.3.1. Where there is no street lighting the footpaths will not be separately lit.

Removal of Obsolete Footpaths

On local roads where a serviceable footpath has been provided on one side of the road and an existing footpath on the opposite side of the road has deteriorated to such an extent that it is no longer practical to maintain (the obsolete footpath), Council may remove the obsolete footpath and replace it with either gravel or soil and seed depending on the circumstances within that street. If soil and seed is provided, Council will rely on the resident to propagate and maintain the verge. Council may leave an obsolete footpath in place if it does not pose any significant safety concern to the public. Council will provide only minimum maintenance to obsolete footpaths.

If an owner or resident wishes to upgrade their verge, they may remove the obsolete footpath at their expense and upgrade the verge in accordance with Council's "Nature Strip Policy".

Reconstruction Priorities on Existing Roads

Council's priority is to provide at least one fully compliant footpath in good condition generally throughout the whole of the municipality before commencing reconstruction of footpaths on the opposite side of the road. Exceptions to this will be based on need and merit, e.g. special mobility needs.

Issues to be considered when determining which roads and which sides of the road have highest priority may include but are not limited to the following:

- concentrations of pedestrian and vehicular traffic and potential for conflict,
- access to community, public and commercial facilities,
- preferred pedestrian paths i.e. shortest distance walked,
- linkages to other paths,
- verge vegetation,
- location of services,
- special needs,
- pedestrian links identified in Council strategies,
- other site specific issues.

Footpaths will generally not be constructed adjacent vacant or undeveloped lots due to potential damage caused during subsequent development. If however the footpath is a high usage linkage, or there is a special need mobility issue or there are considerable delays expected in the development of the land, a suitable standard footpath may be provided.

Construction and reconstruction of new footpaths will generally be considered a higher priority than removal of obsolete footpaths unless safety is an issue.

Access to Commercial Properties

Commercial property owners are required to provide equal access to their building within their property boundaries. Generally ramps will not be approved in the public space, however where only minor changes of grade are required and there is no adverse impact within the road reserve, minor adjustments may be approved at the owners expense.

Process Advising Residents

- i) Council will send out a standard letter to the owner/resident at the beginning of the financial year advising of Council's intention to construct/reconstruct a footpath on the odd/even numbered side of the road and requesting that any objection to the proposal be lodged within 30 days.
- ii) Approximately 2 weeks prior to construction/reconstruction of the footpath, staff will letterbox residents notifying them of the intended commencement of construction/reconstruction .
- iii) If significant tree/root pruning is required, staff will letterbox drop residents approximately 3 working days in advance advising of impending works (Attachment B to Report Number 07TS0185).

- iv) If a driveway is more than 50% damaged and is to be reconstructed as part of the footpath reconstruction program, the affected residents are letterboxed 3 days in advance to ensure that appropriate property access is arranged .

Returned results of the first letter will be compiled and any objections will be responded to by staff to try to satisfy the residents concerns. If a street has an overwhelming “no” response i.e. more than 50% of residents oppose the construction / reconstruction it generally will not proceed until such time as there is a change in support from the local residents, unless a special need exists. If there is a strong but not overwhelming objection (20-50% of residents/owners) staff will put a report to Council with a recommendation whether to proceed or not. Residents/owners will be advised of the outcome. If there is weak objection (<20% of residents/owners) staff will advise the residents/owners of our intention to proceed.

During Step 2, staff will try and visit or contact each resident/owner who objects to the construction and try to satisfy their concerns. If the staff member is unable to satisfy their concerns, the objector will be advised to write in formally to Council. The Operations Manager normally responds to these objections with copies going to Ward Aldermen and normally advises that the works would proceed. If a petition is received prior to commencement of construction or if a direction comes from the General Manager Infrastructure or Chief Executive Officer the works are postponed and a report is put to Council. If the works have already begun, a decision may be made to halt the works or proceed depending on the circumstances.

5 Legislation, terminology and references

The ‘Alfresco Dining’ Policy’, ‘Verge’ policy and ‘Mitchell Street Precinct Development Policy’ are relevant as are the City of Darwin Sub Division Guidelines for footpaths in new suburbs.

Definitions

“Footpath” – paved area within the verge in the road reserve constructed predominantly for pedestrian travel. Unpaved areas are considered to be verge.

“Construction” – construction of a new footpath where one previously did not exist.

“Reconstruction” – replacement of an existing footpath with a new footpath.

“Obsolete Footpath” – on local roads where only one footpath is to be provided on one side of the street, an existing footpath on the opposite non preferred side will be classified as an obsolete footpath.

Title: *Footpaths and Shared Paths*

Policy No: *048*

Adopted By: *Council*

Next Review Date:

Responsibility: *General Manager Infrastructure*

Document Number: 2118515

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/10	Adopted
2			
3			
4			

1 Policy Summary

This Policy establishes the framework for Council's footpath and shared path pathways network.

2 Policy Objectives

The purpose of this policy is to provide guidance on the provision and care of footpaths and shared paths throughout the municipality. Council seeks to maintain and provide a network of footpaths and shared paths for the community that is safe, provides equal access, and is fit for purpose to encourage cycling and walking.

3 Background

Council provides and maintains footpaths and shared paths to ensure safety, accessibility and connectivity of spaces and to improve access for people of all ages and abilities.

4 Policy Statement

Council will construct and maintain a footpath and shared path network throughout the municipality to provide and improve connectivity to properties and public and private facilities in accordance with the following principles:

- Council will provide;
 - at least one footpath per local road
 - two footpaths on sub arterial roads, primary collector roads, adjacent schools, bus routes and other areas of special need, with one path being a shared path
 - footpaths and shared paths of suitable widths to meet access and requirements and be fit for purpose (ie schools, recreation, high usage)
 - footpaths and shared paths through parks to provide pedestrian and cyclist networks
 - connections to walkways
- Council will develop annual and ongoing programs for the construction, reconstruction and removal of footpaths and shared paths.
- New footpath and shared path construction will be determined within budgetary constraints and prioritised according to special need, demand, road hierarchy, connection and linkages, town planning zones, and area plans.
- Council may remove obsolete footpaths and replace with an appropriate verge material when the path has reached the end of its useful life.
- Where a footpath is not provided, a pedestrian corridor must be provided and maintained within the verge.
- Commercial property owners must not compromise the Council's verge and footpath in providing compliant access to their building.
- In locations where a footpath or shared path is not provided, access to properties is provided via the driveway.
- The community, including property owners, will be advised of footpath and shared path construction and reconstruction.
- Council will be responsive to all feedback received during consultation periods and where feasible, amendments will be made to the design.
- Council may, at its discretion, request that a footpath or shared path construction be reconsidered.

5 Legislation, terminology and references

The following City of Darwin Policies, Plans and Guidelines are relevant to this Policy;

- Alfresco Dining Policy
- Verge Policy
- Community Consultation Policy
- City of Darwin Bike Plan
- Darwin City Centre Master Plan
- City of Darwin Subdivision Guidelines
- City of Darwin Standard Drawings
- City of Darwin Community Access Plan

The following legislation is relevant to this Policy;

- Disability Discrimination Act 1992
- Relevant Australian Standards

Definitions

“Construction” – construction of a new footpath where one previously did not exist.

“Footpath” – refers to any formalised and constructed pedestrian access within a road reserve, or Council land such as parks. All footpaths within Darwin’s municipality are able to be used by pedestrians and cyclists.

“Obsolete Footpath” – footpaths that have reached the end of their useful life, are no longer serviceable through standard maintenance and are not programmed for future replacement. A serviceable footpath will exist on the other side of the road.

“Pedestrians” – within this Policy, pedestrians include all legal footpath users.

“Reconstruction” – replacement of an existing footpath with a new footpath, which may also be an upgrade to a different material.

“Removal” – removal of an existing footpath.

“Shared Path” – includes any path designed with the intention to accommodate both pedestrians and cyclists.

“Special Need” – includes any location where pedestrian traffic would be considered to be significant or the users to have limited mobility or require clear guidance.

“Verge” – the area from the road surface/kerb to the adjoining property boundary.

**ENCL: ENVIRONMENT & INFRASTRUCTURE
YES COMMITTEE/OPEN**

AGENDA ITEM: 10.1.3

NIGHTCLIFF PRIMARY SCHOOL - ACTIVE PATHS PROJECT

REPORT No.: 16TS0154 DL:lf

COMMON No.: 3259492

DATE: 20/09/2016

Presenter: Manager Design, Planning & Projects, Drosso Lelekis

Approved: General Manager Infrastructure, Luccio Cercarelli

PURPOSE

The purpose of this report is to present to Council for consideration a request from the Nightcliff Primary School Council to implement an Active Path project along City of Darwin road reserves around the School.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

2 Vibrant, Flexible and Tropical Lifestyle

Outcome

2.1 Improved access and connectivity

Key Strategies

2.1.1 Improve the pathway and cycle networks and encourage cycling and walking

KEY ISSUES

- The Nightcliff Primary School has secured Northern Territory Government (NTG) funding to implement an Active Path project along roads around the School.
- These roads are under the care and control of the City of Darwin.
- Active Paths is a program developed by Bicycle Network and has been rolled-out in Victoria, Tasmania and New South Wales.
- Large and brightly coloured stickers are utilised on footpaths to delineate the safest routes for children to walk to school.
- The Nightcliff Primary School Council is seeking Council's permission to install these stickers on its footpaths along these routes.
- A crossing and/or pram ramps for pedestrians to cross Bougainvillia Street, Nightcliff, are also requested.
- It is recommended that Council approve in principle the placement of stickers on its footpaths to delineate routes for children to walk to school subject to the submission and that delegated authority be given to the Chief Executive Officer to approve the final sticker designs.

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 SUBJECT: NIGHTCLIFF PRIMARY SCHOOL - ACTIVE PATHS PROJECT

- It is also recommended that a 12 month monitoring period to measure the performance/effectiveness and maintenance/durability of the stickers be implemented, commencing from the date of installation of the stickers.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TS0154 DL:lf entitled Nightcliff Primary School - Active Paths Project, be received and noted.
- B. THAT Council approve in principle a 12 month trial for the placement of stickers on its footpaths to delineate routes for children to walk to school as outlined in Report Number 16TS0154 DL:lf entitled Nightcliff Primary School - Active Paths Project subject to the submission and approval of the final sticker designs.
- C. THAT pursuant to Section 32(2)(d) of the Local Government Act 2008, the Chief Executive Officer be delegated authority to approve the final sticker designs and locations.
- D. THAT the Council request that the Nightcliff Primary School monitor the effectiveness of the program for a period of 12 months and provide Council with the findings.

BACKGROUND

A request has been made by the Nightcliff Primary School Council seeking Council's permission for the School to implement an Active Path project along City of Darwin footpaths in the area (refer **Attachment A**). These routes have been determined by the School.

It recommended that Council approve this request in principle, that the Chief Executive Officer be delegated authority to approve the final sticker designs and that a 12 month monitoring period be implemented.

DISCUSSION

Following its securing of funding from the NTG to implement an Active Paths project around the School, the Nightcliff Primary School Council has written to the City of Darwin requesting Council's permission to implement this project along footpaths within the City of Darwin's care and control.

The aim of the Active Paths project is to delineate the safest routes for children to walk to school and its implementation involves the use of large and brightly coloured stickers applied along footpaths along these routes. The stickers are designed to display various messages about the route and safety. The program should assist in alternate modes of travel and education.

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 SUBJECT: NIGHTCLIFF PRIMARY SCHOOL - ACTIVE PATHS PROJECT

Four potential routes have been identified by the School and these are as follow:

1. Bougainvillia Path,
2. Nightcliff Path,
3. Aralia Path, and
4. Ryland Path.

These paths are shown in **Attachment A** to this report. An example Active Paths document (for Coral Park Primary School, Victoria), containing path routes, sticker schedules and sticker designs is also included, for Council's reference.

Should Council approve in principle the School's request, the final sticker designs would be prepared and submitted to Council for final approval. Delegation to the Chief Executive Officer to approve the final design and locations is being sought.

The School has confirmed that any stickers approved would be installed by a staff member of the Bicycle Network and also involve City of Darwin staff in the process.

Given that these stickers have not been used previously in Darwin, there are a number of unknowns in terms of their durability and effectiveness in the Darwin context, including environmental conditions. It will be further recommended that the school monitor the performance and effectiveness of the program for the trial period and provide Council with a report on the outcomes.

It is not stated in the request by the School who would be responsible for the maintenance and replacement of the stickers. It is considered that these costs are likely to be minor and given the potential benefits that Council commit to undertake the maintenance for the trial period.

In addition, the Nightcliff Primary School Council has requested that Council install a crossing and/or pram ramps for pedestrians to be able to cross Bougainvillia Street along one of the routes proposed. This request is being considered as part of Council's normal programs and will be further discussed with the School.

It is recommended that Council approve in principle the placement of stickers on its footpaths to delineate routes for children to walk to school for a 12 month trial period, subject to the submission and approval of the final sticker designs by the Chief Executive Officer.

Subject to the outcome of this trial, the program could be considered adjacent to other schools.

CONSULTATION PROCESS

In preparing this report, the following City of Darwin officers were consulted:

- Acting Manager Infrastructure Maintenance
- Manager Technical Services

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 SUBJECT: NIGHTCLIFF PRIMARY SCHOOL - ACTIVE PATHS PROJECT

POLICY IMPLICATIONS

None identified.

BUDGET AND RESOURCE IMPLICATIONS

As the School would be responsible for the implementation of the Active Paths project is considered that maintenance costs will be minor and catered for within existing Council programs. The trial will be used to evaluate this.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

The design of the stickers should be such that they do not represent a slip or trip hazard for path users, as Council would be liable as these would be on the City of Darwin's road reserve.

ENVIRONMENTAL IMPLICATIONS

Improved education around alternate modes of travel and road safety.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

DROSSO LELEKIS
MANAGER DESIGN, PLANNING
& PROJECTS

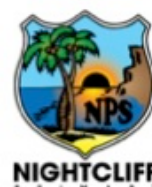
LUCCIO CERCARELLI
GENERAL MANAGER
INFRASTRUCTURE

For enquiries, please contact Drosso Lelekis on 8930 0414 or email:
 d.lelekis@darwin.nt.gov.au.

Attachments:

Attachment A: Request from Nightcliff Primary School Council to Implement Active Paths Project on City of Darwin Footpaths

ATTACHMENT A



Nightcliff PS Council
PO Box 798
Nightcliff NT 0810

Luccio Cercarelli
General Manager Infrastructure
City of Darwin
GPO Box 84 Darwin NT 0801

23 August 2016

Dear Luccio,

Nightcliff Primary School - Active Paths project

Nightcliff Primary is a school that places high value on providing a safe school environment and is keen to support viable active travel options for our children.

Late last year we were successful in securing funding from the NT Department of Transport to implement an Active Paths project in the streets around our school.

Active Paths is a program developed by Bicycle Network that is proving popular in Victoria, Tasmania and NSW and involves schools, local councils and the Bicycle Network working together to implement and design networks that indicate the safest ways for children to walk to school. They consist of large, brightly coloured stickers, placed on the footpath to show the direction and distance to school. It's part behavior change - part awareness raising.

Earlier this year we flew a representative from the Bicycle Network up to Darwin to facilitate a workshop with students and staff to help determine the best routes to our school. We were pleased that City of Darwin officers, Dept of Transport Road Safety staff and other interested stakeholders were also able to attend a further workshop with the facilitator. This workshop and further additional work has resulted in a draft plan for 4 routes leading to Nightcliff Primary School.

We are now seeking Council's permission to install signage on Council footpaths. The draft routes are attached and I believe self explanatory. They have been designed and optimized to take into account existing infrastructure, with the exception of the green route that crosses Bougainvillia St. Presently there are no pram ramps/crossings along the length of Bougainvillia St except at each end ie. Progress Drive and Aralia St, and so we

would like City of Darwin to consider the need to install a crossing or at least pram ramps to facilitate crossing this street. It's also worth noting that there is a bus stop at the point where we would anticipate pram ramps are needed, so benefits to multiple user groups would be achieved with the adjustment of such a infrastructure. The stickers are UV resistant and durable but can be removed if necessary.

If the City of Darwin is happy to support this project, final sticker designs would be prepared and sent through to Council for final approval. Once the stickers have been printed we would fly up a staff member from Bicycle Network to install them, again we would be happy to involve Council officers in this process. We anticipate a "launch" to celebrate the project starting and expect positive interest from local media.

In addition to the plan of the 4 draft routes, please find attached an example schedule for reference, this covers final routes, sticker designs, a schedule indicating the location of each sticker and a risk register. Other than the time involved reviewing the project and providing oversight there are no costs to the City of Darwin.

Again we thank you for the opportunity to work with the City of Darwin to improve the safety of our children as they travel to school, be it walking, riding or driving.

Should you have any questions please do not hesitate to contact me.

Regards,

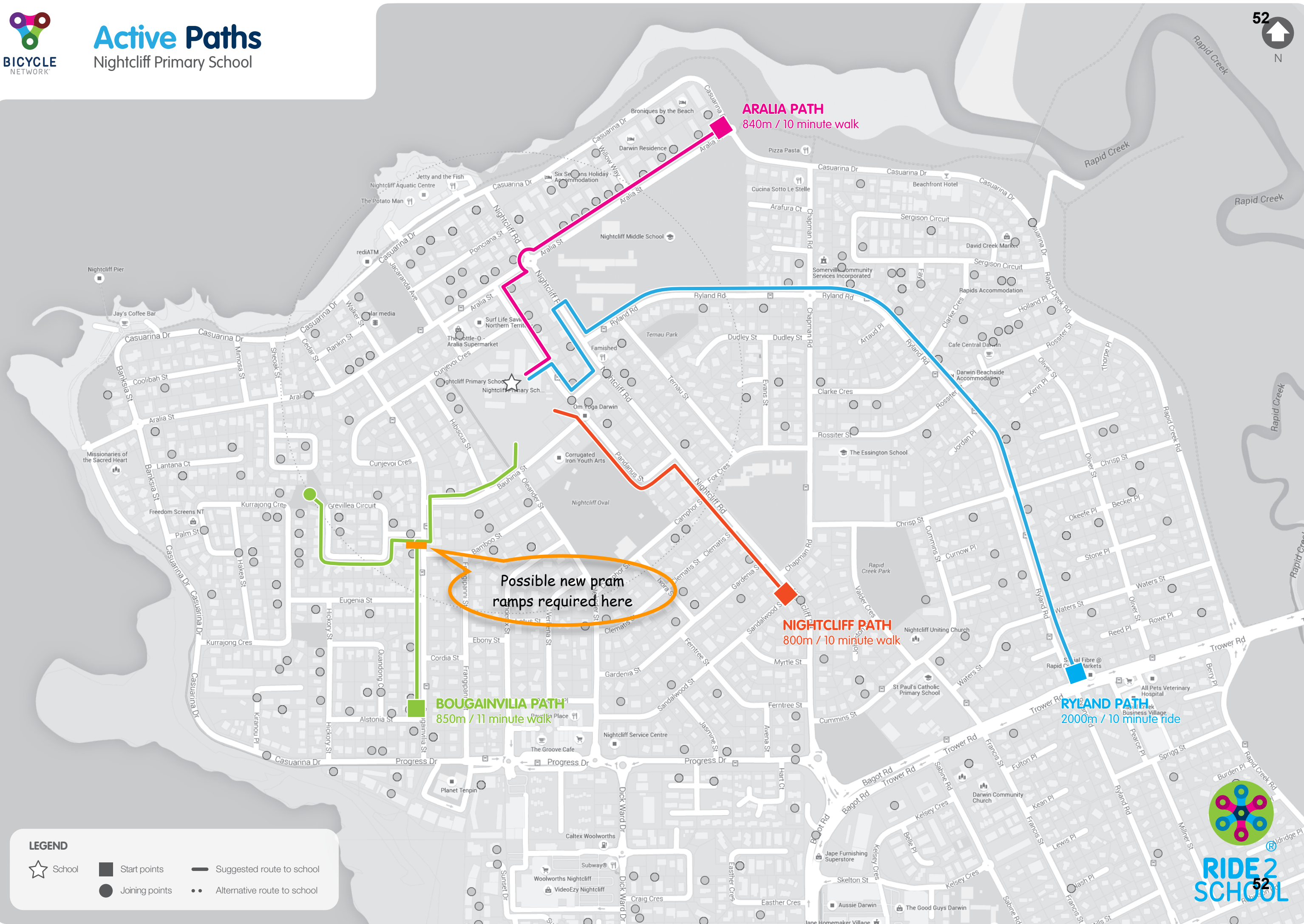


Simon Niblock
Chair
Nightcliff Primary School Council

m. 0402 617 416

e. simonniblock@me.com

cc. Mr Graham Chadwick, Principal Nightcliff Primary School



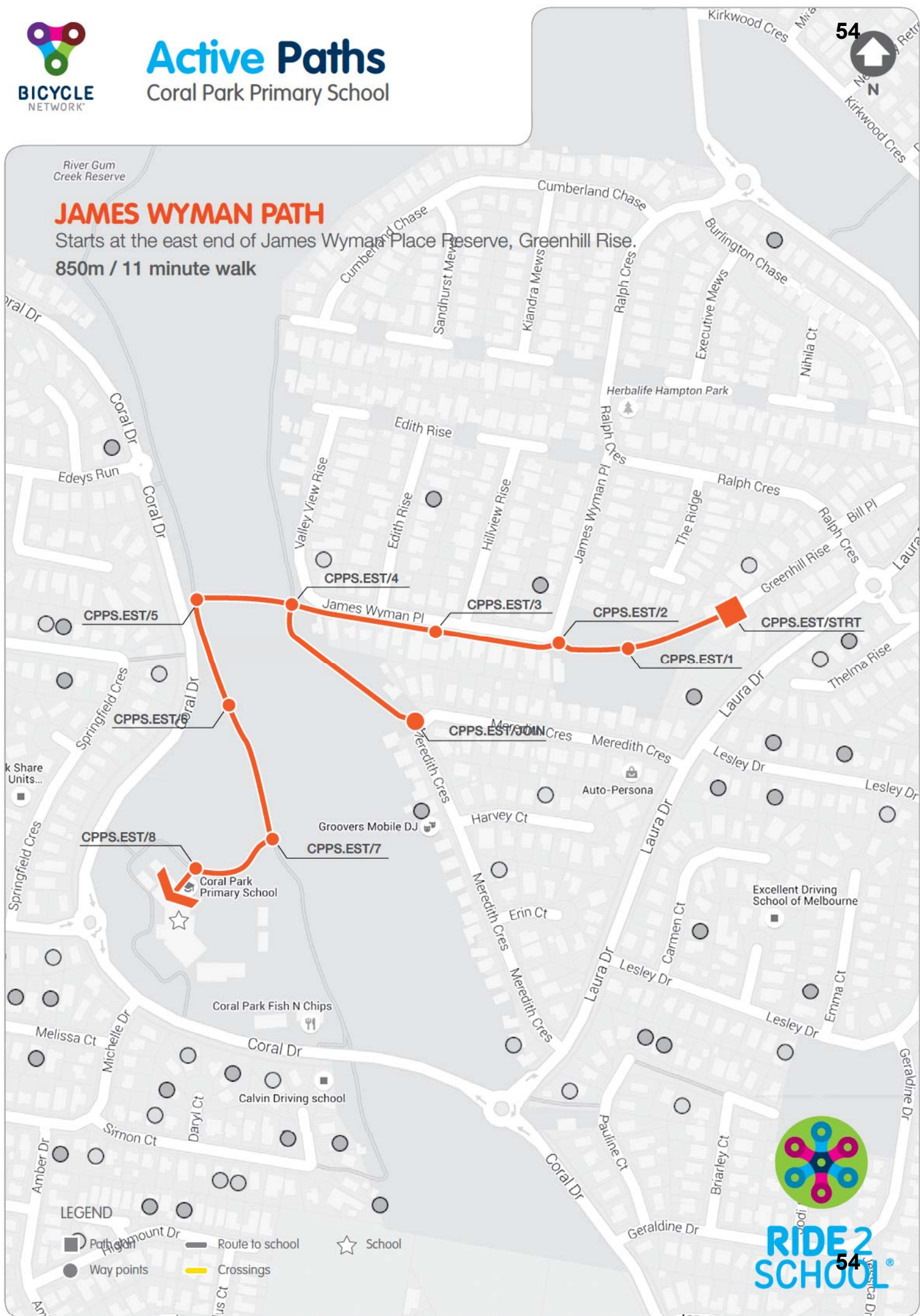









JAMES WYMAN PATH

Starts at the east end of James Wyman Place Reserve, Greenhill Rise.

850m / 11 minute walk



LEGEND

-  Path
-  Way points
-  Route to school
-  Crossings
-  School



JAMES WYMAN PATH

Starts at the east end of James Wyman Place Reserve, Greenhill Rise.

850m / 11 minute walk

Schedule

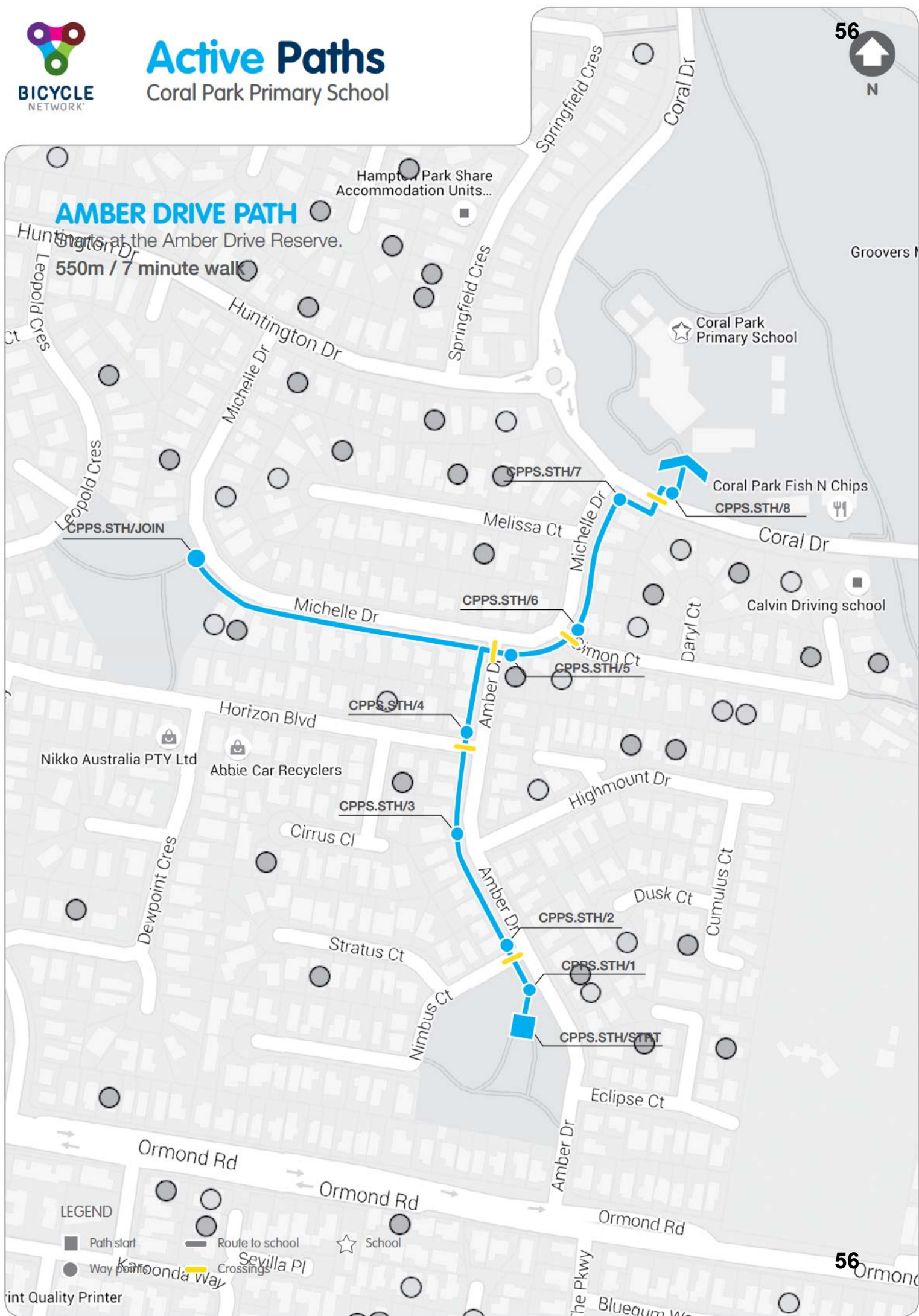
ID	Content	Type	Distance
CPPS.EST/STRT	"CORAL PARK PRIMARY, 850 metres, Start here, 11 minute walk"	START	845m
CPPS.EST/1	"750 metres to go"	DISTANCE	740m
CPPS.EST/2	"650 metres to go"	DISTANCE	670m
CPPS.EST/3	"550 metres to go"	DISTANCE	560m
CPPS.EST/4	"450 metres to go"	DISTANCE	425m
CPPS.EST/5	"350 metres to go"	DISTANCE	330m
CPPS.EST/6	"200 metres to go"	DISTANCE	200m
CPPS.EST/7	"100 metres to go"	DISTANCE	100m
CPPS.EST/8	"You're only a hop, skip and jump away"	EXPRESSION	20m
CPPS.EST/JOIN	"Join the walk to school this way"	JOIN	585m



AMBER DRIVE PATH

Huntings at the Amber Drive Reserve.

550m / 7 minute walk



AMBER DRIVE PATH

Starts at the Amber Drive Reserve.

550m / 7 minute walk

Schedule

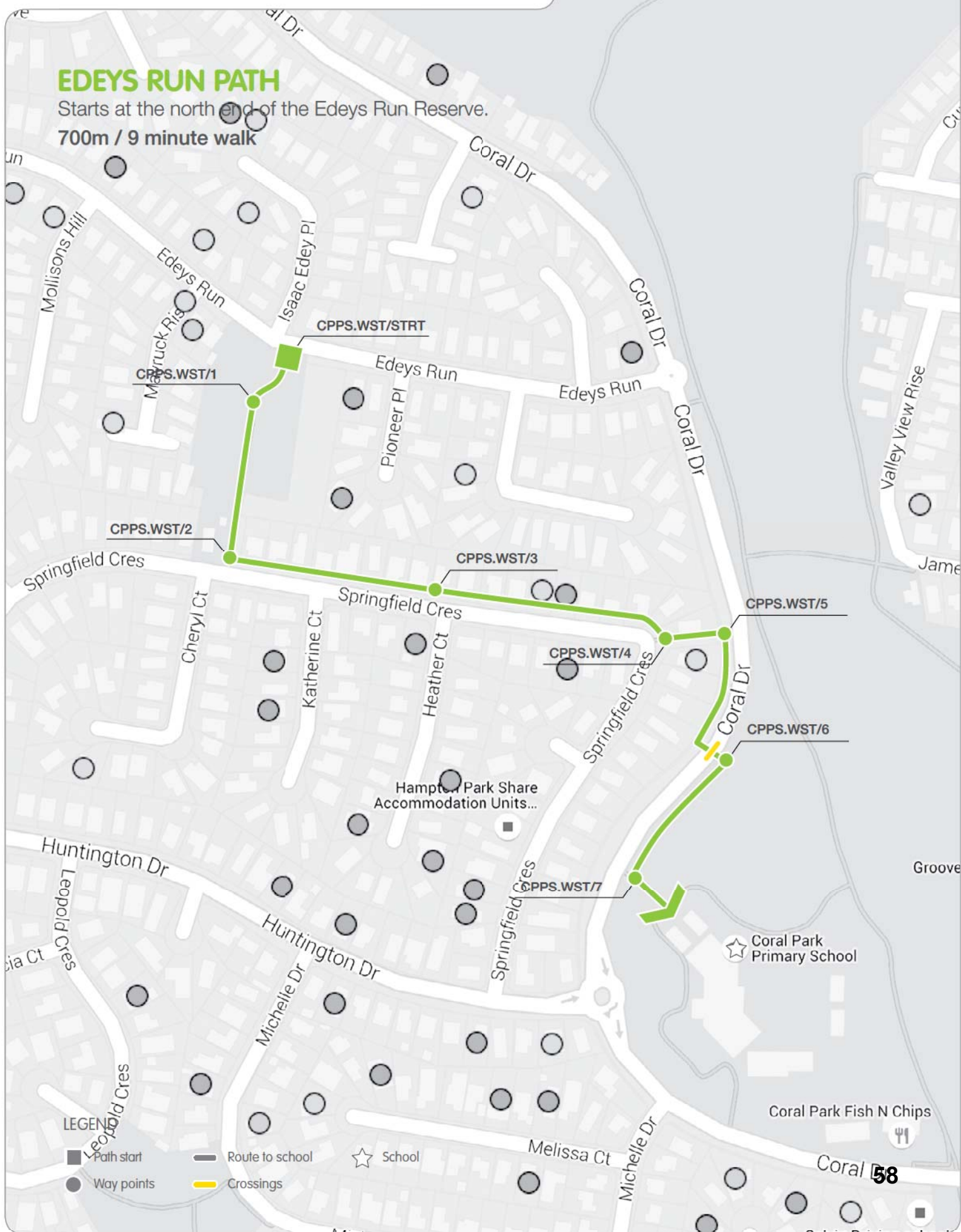
ID	Content	Type	Distance
CPPS.STH/STRT	"CORAL PARK PRIMARY, 550 metres, Start here, 7 minute walk"	START	550m
CPPS.STH/1	"500 metres to go"	DISTANCE	520m
SLLT	"Stop, Look, Listen, Think" x 2	CROSSING	
CPPS.STH/2	"450 metres to go"	DISTANCE	485m
CPPS.STH/3	"400 metres to go"	DISTANCE	395m
SLLT	"Stop, Look, Listen, Think" x 2	CROSSING	
CPPS.STH/4	"300 metres to go"	DISTANCE	320m
SLLT	"Stop, Look, Listen, Think" x 2	CROSSING	
CPPS.STH/5	"250 metres to go"	DISTANCE	240m
SLLT	"Stop, Look, Listen, Think" x 2	CROSSING	
CPPS.STH/6	"200 metres to go"	DISTANCE	190m
CPPS.STH/7	"100 metres to go"	DISTANCE	90m
SLLT	"Stop, Look, Listen, Think" x 2	CROSSING	
CPPS.STH/8	"You're only a hop, skip and jump away"	EXPRESSION	40m
CPPS.STH/JOIN	"Join the walk to school this way"	JOIN	480m



EDEYS RUN PATH

Starts at the north end of the Edeys Run Reserve.

700m / 9 minute walk



EDEYS RUN PATH

Starts at the north end of the Edeys Run Reserve.

700m / 9 minute walk

Schedule

ID	Content	Type	Distance
CPPS.WST/STRT	"CORAL PARK PRIMARY, 700 metres, Start here, 9 minute walk"	START	730m
CPPS.WST/1	"650 metres to go"	DISTANCE	675m
CPPS.WST/2	"550 metres to go"	DISTANCE	575m
CPPS.WST/3	"450 metres to go"	DISTANCE	435m
CPPS.WST/4	"300 metres to go"	DISTANCE	270m
CPPS.WST/5	"250 metres to go"	DISTANCE	230m
SLLT	"Stop, Look, Listen, Think" x 2	CROSSING	
CPPS.WST/6	"150 metres to go"	DISTANCE	140m
CPPS.WST/7	"You're only a hop, skip and jump away"	EXPRESSION	40m

DECAL ARTWORK

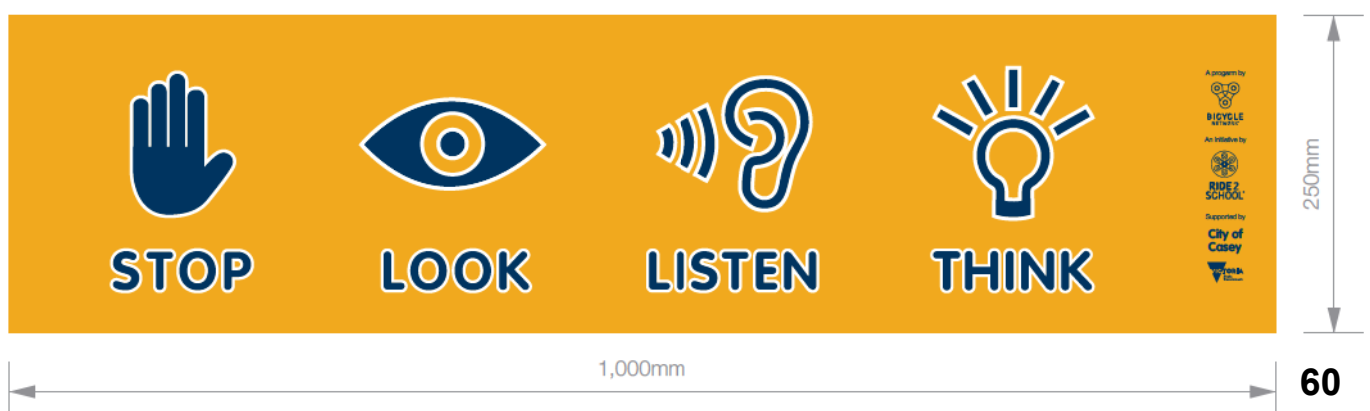
Start Marker

Start markers are located at the beginning of every path. They are placed away from the edge of the road and ideally have substantial space for students to dwell without being forced towards the road.



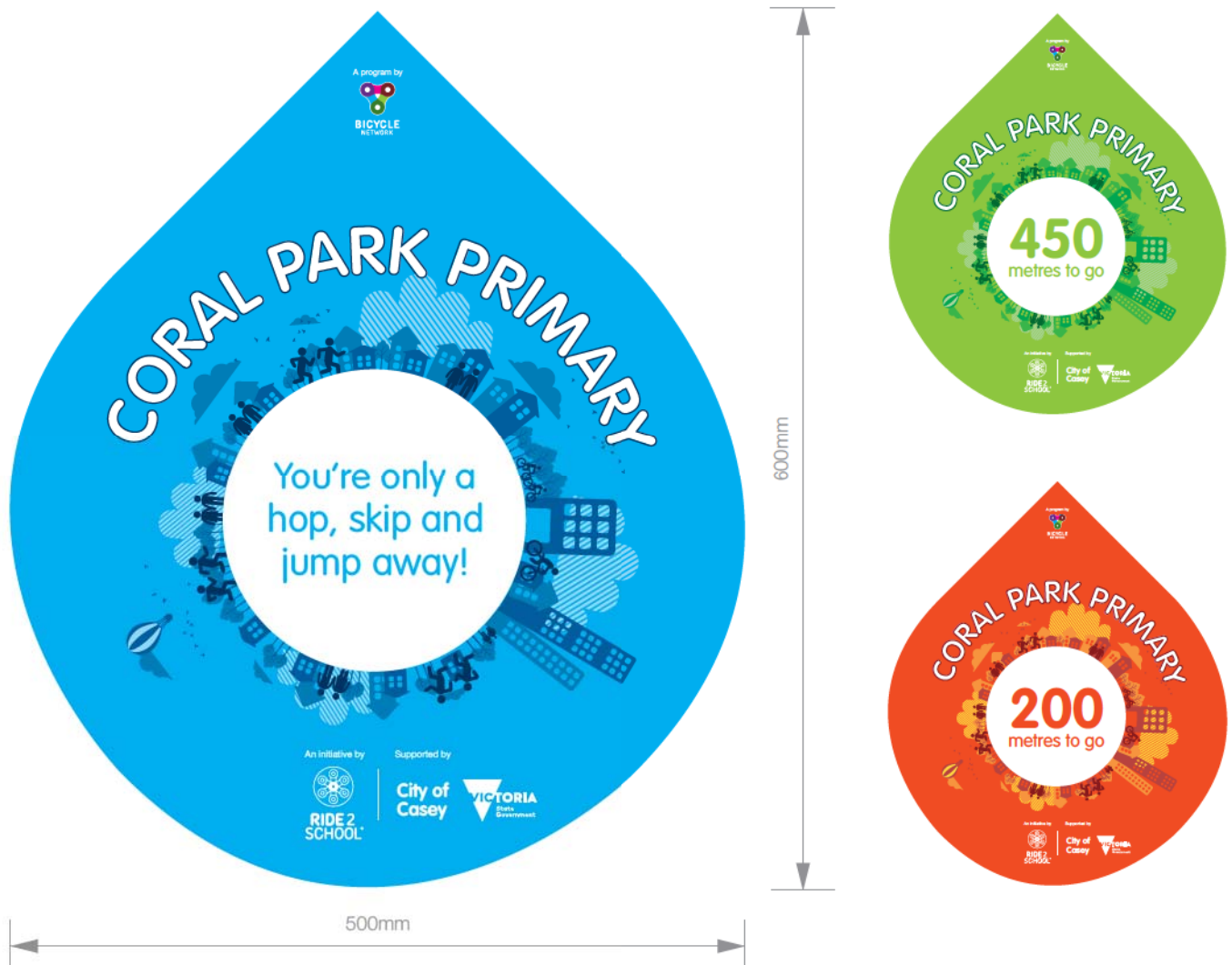
Stop Marker

Stop markers are located at every road crossing along the path. They are setback an approximate distance of one metre on both sides of the crossing, facing the road.



Way Point

Way points are located at decision points along the paths. They are installed on the footpath only and never on the road. Each point counts down towards the school.



PROJECT DETAILS

Number of paths: 3

Decals installation date: by Wednesday, 20/07/2016

Launch date: Friday, 22/07/2016

Terms and Conditions

Art work: A signed order is required before any artwork is undertaken. Please ensure all the details of the sample designs are correct. If design changes for the product are required after approval, additional charges will be added to the order.

Lead time: Standard lead-time is approximately 10 - 14 working days from the day the artwork is approved.

Order accepted by:

Council representative

PRINT NAME

DD/MM/YYYY

Name (First, Last)

Signature

Date

School representative

PRINT NAME

DD/MM/YYYY

Name (First, Last)

Signature

Date

Risk Register

This assessment has been prepared as an aid to the design of the Active Paths, and a prompt for good practice in using and maintaining the paths.

RISK	POTENTIAL CONSEQUENCE	Inherent Risk			RISK TREATMENT / ACTION PLAN										Residual Risk									
		Likelihood	Consequence	Risk Rating	Design								Use / Maintenance				Likelihood	Consequence	Risk Rating					
USER BEHAVIOUR	Pedestrian-vehicle incident while crossing a road														✓	✓								
	Pedestrian-vehicle incident while walking along the footpath i.e. vehicle reversing from driveway																							
	Student lost on the path																							
	Student not obeying road laws																							
	Student crossing a road unattended, to join the path																							
	Student exposure to extreme weather conditions																							
	Trips, falls along the designated path																							
	Physical fatigue of student																							
	Path marker is removed/sloven jeopardising the path integrity																							
	Damage/vandalism including rotating marker jeopardising the path integrity																							
INFRASTRUCTURE	Slip hazard with wet conditions and from aging																							
	Trip hazard, from aluminium foil peeling																							



**RIDE2
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**ENCL: ENVIRONMENT & INFRASTRUCTURE
NO COMMITTEE/OPEN**

AGENDA ITEM: 10.1.4

OPPORTUNITIES FOR DIVERSION OF CONCRETE FROM LANDFILL

REPORT No.: 16TS0159 NN:tz

COMMON No.: 3373515

DATE: 20/09/2016

Presenter: Manager Technical Services, Nadine Nilon

Approved: General Manager Infrastructure, Luccio Cercarelli

PURPOSE

The purpose of this report is to present Council with an option to reduce the volume of concrete ending up in landfill at Shoal Bay Waste Management Facility.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

3 Environmentally Sustainable City

Outcome

3.2 Darwin community's carbon footprint reduced

Key Strategies

3.2.2 Increase awareness through encouraging the use of waste management options, including recycling across Darwin

KEY ISSUES

- All construction and demolition (C&D) is disposed of within the inert waste cell at Shoal Bay Waste Management Facility (SBWMF) at the current commercial waste charge of \$72 per tonne.
- Concrete material is a significant contributor to waste volume when it is disposed of as mixed C&D waste.
- Clean fill material is currently accepted free of charge, with approval, as the material is reused on site for covering waste and access tracks.
- A trial was undertaken where concrete that met certain requirements was accepted as clean fill which was then crushed on site.
- The crushed concrete is then used for access tracks which provides greater access for vehicles, particularly over the wet season, and avoids the need to pay to bring suitable material in.
- It is recommended that a new fee is put into place that covers the cost of crushing, but is low enough to encourage separation of materials, which increases diversion of material from landfill.

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 REPORT NUMBER: 16TS0159 NN:tz
 SUBJECT: OPPORTUNITIES FOR DIVERSION OF CONCRETE FROM LANDFILL

RECOMMENDATIONS

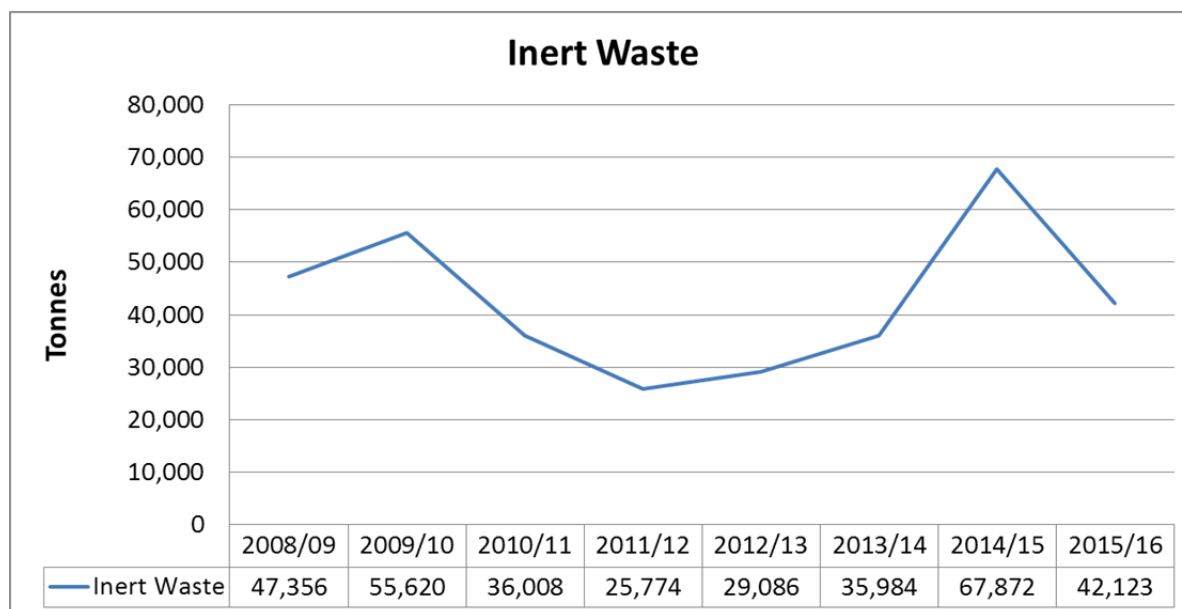
THAT it be a recommendation to Council:-

- A. THAT Report Number 16TS0159 NN:tz entitled Opportunities for Diversion of Concrete from Landfill, be received and noted.
- B. THAT a new charge of \$28.80 per tonne is implemented for concrete material from 1 November 2016, as outlined in Report Number 16TS0159 NN:tz entitled Opportunities for Diversion of Concrete from Landfill.

BACKGROUND

Shoal Bay Waste Management Facility (SBWMF) receives the majority of construction and demolition (C&D) waste generated within the region. This material is disposed of within the inert waste cell at the current commercial waste charge of \$72 per tonne.

The table below indicates the volume of waste disposed of per year at the inert waste landfill since 2008/09. It is unknown what the volume of concrete is within this waste, however visual assessment of material suggests that it is over 20% of the total material disposed. For 2015/16 this would equate to over 8,400 tonnes.



Clean fill material is currently accepted free of charge, with approval, as the material is reused on site for covering waste and access tracks. The material is checked to ensure it does not contain contaminants and has no pieces of material over 200mm in size. Supply of this material has been significantly reduced over the last few years due to developers also requiring the material, making it a commodity in the market. Therefore, in 2015/16, over 20,000 tonnes of clean material had to be sourced and brought to site at a cost.

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 SUBJECT: OPPORTUNITIES FOR DIVERSION OF CONCRETE FROM LANDFILL

This report looks at the option Council has to utilise concrete material that is currently coming to the site for disposal, as a resource.

DISCUSSION

As part of ongoing effort to explore opportunities for waste diversion and the lack of suitable material for covering waste and constructing access tracks, other alternatives were considered. This included accepting clean concrete material to be crushed and used on site. There has been an increase in the last 12-18 months of local contractors with suitable machinery for crushing which has allowed for this to be explored.

As clean fill has always been accepted free of charge, the acceptance criteria was expanded to include concrete material that was able to be readily crushed. This was initiated in March 2016 as a trial, and users were aware of the trial based on the acceptance requirements and understood that any load had the potential to not be accepted (and then had to be paid for). The trial is being wound-up this month in combination with this report, and users have been advised of the end of the trial.

The six month trial looked at the potential quantity, type and suitability of the material along with an assessment of crushing costs. Over the six month period of the trial, there has been approximately 10,000 tonnes of concrete material brought to the site, of which most of the material has been processed. The processing has been undertaken after obtaining a minimum of three quotes from a variety of contractors to ensure prices are competitive. All contractors that have been engaged are locally owned and operated.

The crushed concrete is able to be used for access tracks at the landfill which provide a good surface for access for all vehicles, particularly over the wet season. This offsets the cost of importing significant volumes of material.

There is a loss of revenue from not charging for the material, however this is offset by not having the disposal charges, nor the use of valuable landfill airspace that requires ongoing management. There is also the added benefit of not needing to purchase material for access tracks.

The current cost of concrete crushing, including screening of material and overhead costs, has been calculated to be approximately \$8-15 per tonne.

Determining the actual fee is a balancing act, as the facility isn't intended to process material beyond its needs so doesn't require all of the regions concrete material and other markets need to be available to be explored by commercial operators. However, the diversion of waste combined with the resource the material provides onsite is seen as a great benefit and the fee needs to be at enough of a differential from the commercial rate fee that is an incentive for loads to be separated.

It is recommended that a fee at the rate of 40% of the current commercial fee of \$72 is applied. This equates to \$28.80 per tonne of concrete. This is also consistent with other facilities that allow concrete disposal, and then crush the material, as shown in

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the following table. The rate would be reviewed as part of the budget process for all waste management fees for 2017/18.

Council/Landfill	General/Mixed Waste	Concrete	% price
Darwin	\$72.00	\$28.80	40%
Gold Coast (Qld)	\$96.90	\$40.30	42%
Glenorchy (Tas)	\$78.00	\$48.00	62%
Spring Farm (NSW)*	\$316.50	\$150.00	47%
Koonwarra (Vic)	\$169	\$78.00	46%

*per tonne price is high due to Waste Levy

Therefore, it is recommended that a new fee is put into place that covers the cost of crushing, but is low enough to encourage separation of materials, which increases diversion of material from landfill.

Council could choose to not implement the fee and the material would be assessed as commercial waste as it previously has been and then disposed of within the inert waste landfill.

CONSULTATION PROCESS

If implemented, the fee will be advertised on Council's website. All active account holders would be emailed the required information and flyers handed out to users across the weighbridge. This is standard process for engagement with users as it ensures all businesses and cash users are provided with the necessary information. Relevant waste industry groups would also be provided with the information of the new charge.

In preparing this report, the following City of Darwin officers were consulted:

- Waste Management Project Officer
- Team Leader Waste and Recycling
- Manager Climate Change and Environment

In preparing this report, the following external were consulted:

- Waste Recycling Industry Association (NT)

POLICY IMPLICATIONS

There are no impacts on Council Policies. Diversion of waste from landfill is an activity discussed within the Waste Management Strategy and also the Climate Change Action Plan.

PAGE: 5
 REPORT NUMBER: 16TS0159 NN:tz
 SUBJECT: OPPORTUNITIES FOR DIVERSION OF CONCRETE FROM LANDFILL

BUDGET AND RESOURCE IMPLICATIONS

There is not expected to be a significant impact on the waste management budget as the new fee will cover necessary costs and reduce spending on material required at the site.

The budget and fee structure will be reviewed as part of the 2017/18 budget process.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

There is the risk that a significant amount of material is received that is not able to be reused on site; however this is considered a low risk as there are ongoing activities on site that require materials of this nature. The pricing recommended is to ensure that the price is competitive from others that may enter the market for concrete crushing, but low enough to encourage the separation of material.

ENVIRONMENTAL IMPLICATIONS

Diversion of waste is a positive environmental outcome, as is the reuse of the material on site rather than bringing in externally sourced material. The diversion of concrete from the waste material could be as high as 8% of the total volume of waste disposed at the landfill annually.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

NADINE NILON
MANAGER TECHNICAL
SERVICES

LUCCIO CERCARELLI
GENERAL MANAGER
INFRASTRUCTURE

For enquiries, please contact Nadine Nilon on 8930 0417 or email:
 n.nilon@darwin.nt.gov.au.

**ENCL: ENVIRONMENT & INFRASTRUCTURE
YES COMMITTEE/OPEN**

AGENDA ITEM: 10.1.5

LAKESIDE DRIVE TREATMENT PLAN

REPORT No.: 16TC0055SG:nj

COMMON No.: 3248668

DATE: 20/09/2016

Presenter: Manager Climate Change & Environment, Shenagh Gamble

Approved: Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to inform the Committee of the proposed steps that will be taken to improve the condition and amenity of Lakeside Drive park area.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

3 Environmentally Sustainable City

Outcome

3.3 Conserve and protect the Darwin environment

Key Strategies

3.3.1 Advocate for the conservation of natural systems

KEY ISSUES

- As previously reported, a large amount of illegal dumping occurred at Lakeside Drive
- This material has the potential to impact on the condition and amenity of this parkland area
- City of Darwin staff has liaised with stakeholders to develop a treatment plan to improve the condition and amenity of Lakeside Drive and to help deter illegal dumping in the future.

PAGE: 2
 REPORT NUMBER: 16TC0055SG:nj
 SUBJECT: LAKESIDE DRIVE TREATMENT PLAN

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0055SG:nj entitled Lakeside Drive Treatment Plan, be received and noted.
- B. THAT the treatment plan, including estimated budget, provided as **Attachment A** to Report Number 16TC0055SG:nj entitled Lakeside Drive Treatment Plan, be endorsed for consultation with stakeholders and implementation.

BACKGROUND

As previously reported, a large amount of illegal dumping occurred at Lakeside Drive and this material has the potential to impact on the condition and amenity of this parkland area. The matter was subjected to an Authorised Officer Direction by the NT Environmental Protection Authority (NTEPA) and this direction has now closed.

City of Darwin staff has liaised with stakeholders to develop a treatment plan to improve the condition and amenity of Lakeside Drive and to help deter illegal dumping in the future.

DISCUSSION

The NT EPA has finalised the Authorised Officer Direction to City of Darwin with regards to the dumping of material at Lakeside Drive. With this direction being finalised, City of Darwin is now free to tidy up the area to discourage any further dumping.

Staff from the Climate Change and Environment team met with community stakeholders Rapid Creek Landcare to discuss the best approach to improve the condition and amenity of the area.

A draft treatment plan has been developed and is provided in **Attachment A** to this report. These recommended actions are subject to discussion with relevant stakeholders, but include removing debris that has been dumped in recent times (<12 months), weed control, and site access restriction. It is further suggested that the bulk of this activity happen over a day, or a weekend, with community involvement to capitalise on community connection to the area and to improve transparency of the process.

PAGE: 3
 REPORT NUMBER: 16TC0055SG:nj
 SUBJECT: LAKESIDE DRIVE TREATMENT PLAN

CONSULTATION PROCESS

In preparing this report, the following City of Darwin officers were consulted:

- Senior Technical Officer Parks And Reserves
- Parks & Reserves Coordinator
- Coordinator Civil Infrastructure
- Manager Infrastructure Maintenance
- Waste Management Project Officer

In preparing this report, the following External Parties were consulted:

- Rapid Creek Landcare Group

POLICY IMPLICATIONS

Standard Operating Procedure 10 – Drain Clearing will be updated as a result of the actions contained in **Attachment A**

BUDGET AND RESOURCE IMPLICATIONS

Recommended activities will occur within the current operating budget

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

The activities recommended in this report will improve the condition and amenity of the Lakeside Drive parkland area, and neighbouring mangroves.

PAGE: 4
REPORT NUMBER: 16TC0055SG:nj
SUBJECT: LAKESIDE DRIVE TREATMENT PLAN

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

SHENAGH GAMBLE
MANAGER CLIMATE CHANGE &
ENVIRONMENT

MARK BLACKBURN
EXECUTIVE MANAGER

For enquiries, please contact Shenagh Gamble on 89300530 or email:
s.gamble@darwin.nt.gov.au.

Attachments:

Attachment A: Lakeside Drive Treatment Plan

Lakeside Drive Treatment Plan

The NT EPA has finalised the Authorised Officer Direction to City of Darwin with regards to the dumping of material at Lakeside Drive. With this direction being finalised, City of Darwin is now free to tidy up the area to discourage any further dumping. Proposed actions to improve the amenity and condition of the area are given below. These actions are subject to discussion with relevant stakeholders, but include removing debris that has been dumped in recent times, weed control, and site access restriction. It is further suggested that the bulk of this activity happen over a day, or a weekend, with community involvement to capitalise on community connection to the area and to improve transparency of the process.

Action	Description	Equipment	Stakeholders / participants	Timeframe
Remove visible debris	Bitumen Concrete Pipes Other road material General rubbish including litter	Gloves, claws Bobcat or other lifter for larger items	CoD Parks PWC Community groups	Stage 1 September 2016
Weed control	Hand pull Spray if necessary	Gloves Spray equipment		Stage 2 September/October 2016
Groom mangrove tree line	Scrape back general rubble Tidy up the line and contours to improve drainage	TBC	CoD	September 2016
Top dress of affected areas	Lay appropriate top soil to even out surface		CoD	Stage 3 November 2016
Lay turf	Turf where appropriate	TBC	CoD	Stage 4 November 2016
Revegetate with appropriate species	Identify appropriate species to enhance the mangrove tree line	Appropriate tree species Irrigation Gloves	CoD Parks Community groups	Natural recruitment N/A
Restrict site access	Install bollards or gates at entry points Provide keys to necessary stakeholders	Bollards Gates and posts Locks	CoD Parks PWC Contractors Community Garden	Stage 5 September 2016
Develop site	CoD to develop a	Nil	CoD	Stage 6

specific environmental management plan / checklist	site specific environmental management plan and / or checklist Provide training / induction to contractors working in the area			November 2016
--	---	--	--	---------------

After an onsite meeting with Rapid Creek Landcare Group and City of Darwin staff several key actions were highlighted as priorities for the Rapid Creek area. Below are the comments and recommendations that resulted from this meeting.



Figure 1 - Overview map of the area. Numbers relate to specific recommendations listed below.

Removal of Debris

- *Prevent damage to mangroves and facilitate wet season recruitment of mangroves*

Stage 1 - Immediate Priority

General Comments: The first essential task is to clean out visible 'junk' from mangrove edge. This includes removal of dumped rubble, concrete etc. This is impacting the amenity of the area to the community as well as inhibiting the ability of the mangrove to recolonise impacted areas. Leaving debris onsite also gives the impression to the community that dumping is acceptable practice.

General Recommendation: Use an excavator, backhoe and bobcat to pull out rubbish and felled trees to tidy the edges. Use of small machinery in conjunction with experienced operators should be able to access most areas along the creek to undertake this work without impacting on vegetation. Removal will need to be undertaken at several locations along the creek edge.

Recommendation 1: Remove all visible rubble. Search along creek line for areas of visible debris.

Recommendation 2: Remove pushed up rubble and gravel pile, pulling it back from mangroves to allow natural recruitment of the mangrove tree line

Recommendation 3: Remove / Smooth out small gravel pile.

Recommendation 4: Remove irrigation and gravel pile, smooth mounded area

Recommendation 5: Waters St easement, as per the Standard Operating Procedure, all material excavated from drains should be dewatered onsite as necessary and then removed from site. This material should be removed to prevent damage to mangroves.

Topography and Landscaping

- *Ensure topography facilitates mowing to prevent weed infestation*

Stage 3

General Comments: Piles of rubble in open areas are unsightly and encourage weed infestation. Undulating terrain is acceptable and would work well with existing topography, however these areas should be mowed regularly.

General Recommendation: Removal and/or smoothing of gravel mounds. This will allow for easy and regular mowing and reduce weed encroachment. This is a priority for the next three months.

Recommendation 6: Smooth area behind the Power and Water Pump site and provide topsoil to facilitate grass growth to areas that are currently unable to be mowed.

Recommendation 7: Introduce topsoil around drain infrastructure for stabilisation and to allow for mowing up to the edge. Conduct prior to wet season to ensure it is stable before significant rains

Mowing

- *Mowing up to the edge of the mangrove will reduce impact of weeds and provide excellent visual amenity*

Incorporated into Stage 2 – High priority to be incorporated with weed management and landscaping stages

General Comments: conducting mowing to mangrove edge will reduce likelihood of new dumping, help maintain edge stability and assist in controlling weeds.

Recommendation 8: Assess reasons preventing certain areas from being maintained or mown and fix the problem. This may include removing overhanging limbs or topsoiling. Mowing contracts should be monitored to ensure that if certain areas cannot be mowed the contractor must advise Council so it can be actioned. Some tree limbs may need pruning to allow mower access; this pruning should be undertaken by an appropriately qualified individual who understands the vegetation being pruned to not damage the trees.

Weed Management

- *Removing weeds will improve the visual amenity of the area and help protect the mangroves*

Stage 2 Immediate Priority

Most of the weeds present will respond to glyphosate. When working close to water bodies and drainage lines a glyphosate product approved for use in wetland areas (formulated at 360 g/L) should be utilised. In other cases glyphosate products formulated at 540 g/L or 570 g/L (which have additional surfactants) can be used; this is more efficient than using the 360 g/L product and then adding a surfactant. Where broadleaf weed species are present and there are desirable native grasses present, or adjacent lawns, glyphosate is not desirable as it will kill grasses - a broadleaf specific herbicide can be used. It is preferable to use broadleaf herbicides that do not specifically target woody species (such as products with dicamba or metsulfuron methyl as the active ingredient) to minimise damage to any naturally regenerating shrub and tree seedlings. For *Stachytarpheta* species (snakeweeds) a 2, 4-D product needs to be used as these species tend not to respond to other products. Woody species can be controlled via the cut stump method using herbicide with triclopyr and picloram as the active ingredients.

Comments: Weed management is key to improving the mangrove vegetation health and the aesthetics of the area. Chemicals used onsite must be appropriate for use adjacent to waterways.

Recommendation: Develop annual Weed Management Program which will include a four step regime:

- Mission and guinea grass to be removed, in particular along edges
- Grassy weeds – slash and spray where appropriate i.e. in drains.
- Woody Weeds – physical removal and spray of anything exotic along edges
- Broadleaf Spraying – to remove other weeds but won't damage grass

Other operational considerations for a Weed Management Program include:

- Ensure machinery brought on site is clean and weed free. Wash vehicles and equipment prior to arriving onsite.

- This year's priority would be to slash grasses all along park edge, but leave onsite due to most having already seeded. Also ensure any machinery used is blown and washed down onsite.
- Weed management must include appropriate dumping of weeds which is taking weeds to Shoal Bay for special burial. This is more costly for the load to be 'special burial' so this will need to be factored into weed management budget. This step is essential for weeds not to be spread.
- Use 2,4-D herbicide to remove snakeweed. Ensure this is used sparingly and in a targeted method, do not mix with glyphosate.
- Use only the Glyphosate Bio. Use signage to highlight use of appropriate products to minimise community concerns. Essential to use the glyphosate bio in the drains to remove grassy weeds but not affect the water way.
- *Leuceana sp.* (Coffee bush/ Tan Tan) will need to be removed. Best method is to cut to stump (very low) and then chemical treat, treat seedlings with glyphosate.
- Produce and contract out an annual weed management program that focuses on maintaining the mangrove edges.
- Liaise with contractors as to the need for taking water to wash down with or provide them with access to a water point for this purpose.

Recommendation 9: Review of vine vegetation some are native and appropriate to leave some are weeds, contractor conducting works will need to know the difference.

Recommendation 10: Use 2,4-D herbicide to remove snakeweed.

Litter Removal

- *Regular litter removal enhances amenity and discourages illegal dumping*

High Priority before wet season

Comments: Litter removal will need to be undertaken and then programmed to occur regularly to limit the amount of litter entering the mangroves and eventually the waterway. This will aid in aesthetics of the area.

Recommendation: This year an 'emu bob' type of rubbish removal should be undertaken this could be coordinated in conjunction with Parks and Wildlife and Power and Water, and aim to remove smaller rubbish from the area such as wine casks and other general litter items. Increase regulatory services policing of the area to look for illegal dumping and enforce as appropriate. Develop litter management program

Drain Clearing

- *All drain clearing activities to be in accordance with Standard Operating Procedure*

High Priority before wet season

General Comments: Regular drain clearing before wet season is required. Follow appropriate environmental conditions for disposal and onsite storage of material.

General Recommendation: Undertake regular drain maintenance in line with drain clearing SOP including removal of excavated dewatered material within 48 hrs after clearing has been undertaken.

Recommendation 11: At the Waters St easement look into stabilisation of drain after wet season. Remove debris.

Revegetation

- *With appropriate site management natural recruitment should deliver good revegetation outcomes*

General Comments: Mangrove revegetation unlikely to produce meaningful results, the costs and upkeep of plantings are not worthwhile and will make little impact to overall quality of vegetation.

General Recommendations: Do not actively revegetate removal of debris and weeds and management of weeds and edges will allow natural recruitment of mangrove vegetation.

Tree removal

- *While trees may decompose during the wet season some will need to be removed*

Medium priority preferably before wet season

General Comments: Remove excess felled trees from mangrove areas. Trees further into mangrove can be left to decompose naturally. No live native trees to be removed if possible. Keep natural tree line in tact as much as possible.

Recommendation 12: Remove the pushed over trees. Ensure trees that are not removed are those that are well into mangrove area, these can be left to decompose naturally to avoid disturbing established mangrove vegetation.

Tyre Drain

- *This drain is functioning well and clearly drains with minimal erosion into the mangroves*

Immediate Priority – remove weeds to clear drain mouth

Comments: Tyre drain appears to be doing what it is meant to by allowing flow of water out of drain. Evidence that it is appropriate is the recruitment of the mangroves at the end of the drain line.

Recommendation: Coffee bush, Guinea grass and Snakeweed need to be removed from the upper edge to allow mowing to edges. Remove weeds within the drain mouth to allow water flow.

Recommendation 13: The *Ipomoea* on the southern side of the tyre drain should be encouraged as it is salt tolerant, a native and keeping some other weeds from establishing.

Recommendation 14: Remove larger rubble on areas adjacent to drain edges to allow for mower access.

Access and Egress

- *Public vehicles are not permitted or enabled to access the area, removing opportunities for illegal dumping*

High Priority - logistics will dictate a longer lead time for infrastructure works.

General Comments: Access to the site need to be controlled to reduce the likelihood of unauthorised access and dumping. Barriers are required to get old school Darwin residents to realise dumping is not ok in Mangrove areas.

General Recommendations: Remove additional access routes. Install bollards along road edge with one gated access point. Lock gate and provide required stakeholders with a key. Liaise with stakeholders to shut and lock gates, particularly gate behind Power and Water site leading to the Lakeside Drive Community Garden. Engage with CDU in restricting site access in particular from the northern end of the creek on university land. Decommission road access that is not required for service vehicles and returf. Conduct prior to wet season to reduce the need of watering new turf and allow time for grass to establish.

Stakeholders

Immediate Priority – engage with stakeholders and keep them informed.

Comments: Discussions with Power and Water, Parks and Wildlife and the Lakeside Community Garden need to continue to promote a community wide response to these works being undertaken.

Recommendation: Enlist Power and Water and Parks and Wildlife to undertake more proactive role in regards to man power and budgets. Keep stakeholders informed of plans and engage them where appropriate to assist. Engage with CDU as to cooperation in restricting site access and clean up. Liaise with Lakeside Dr Community Garden as to chemical use and weed control in the area. Ensure contractors both those working on site and those historically known to access the area understand current Council policies in regards to dumping and all relevant Standard Operating Procedures. Educate contractors on appropriate actions, clean machinery, ensure accurate weed identification. Review agreements of onsite stakeholders. Formalise responsibilities of those accessing the site. Develop clear positive messages about works being undertaken to relay to the community. Create communications plan.

Stakeholders include:

- Power and Water
- Parks and Wildlife
- Rapid Creek Landcare
- Charles Darwin University
- Lakeside Dr Community Garden
- Broader community
- Save Rapid Creek
- Contractors

Actions timeframe table

Task	Recommendation	Preferred Timeframe
Removal of Debris	Use excavator, backhoe and bobcat to pull out rubbish and felled trees to tidy the edges. Removal will need to be undertaken at several locations along the creek edge.	ASAP
	Remove visible rubble using machinery (bob cat, possibly some light aides such as crowbar and wheelbarrow)	ASAP
	Remove visible debris by hand - search along mangrove line, not extending beyond 10m into mangroves	ASAP
	Remove pushed up rubble/ gravel piles along mangrove edges	ASAP
Topography and Landscaping	Introduce topsoil around drain infrastructure for stabilisation and to allow for mowing up to the edge. conduct prior to wet season to ensure it is stable before significant rains	Nov-16
	Smooth area behind the Power and Water Pump site and provide topsoil to areas that are currently unable to be mowed.	Apr-17
Mowing	Liaise with mowing contractor to determine why some areas are not maintained / mown and address the problem. This may include removing debris and overhanging limbs or topsoiling.	Oct-16
	Clarify mowing contract conditions that mowing must occur up to the mangrove line. If an area cannot be accessed for mowing the contractor must advise Council so it can be actioned.	Oct-16
	Some tree limbs may need pruning to allow mower access; this pruning should be undertaken by someone who understands the vegetation being pruned to not damage the trees.	Oct-16
Weed Management	Slash grasses all along park edge, but leave onsite due to most having already seeded. Also ensure any machinery used is blown and washed down onsite.	Dec-16
	Develop annual Weed Management Program <ul style="list-style-type: none"> • Mission and guinea grass to be removed, in particular along edges • Grassy weeds – slash and spray where appropriate i.e. in drains. • Woody Weeds – physical removal and spray of anything exotic along edges • Broadleaf Spraying – to remove other weeds but won't damage grass 	Nov-16
	Ensure machinery brought on site is clean and weed free. Wash vehicles and equipment prior to arriving onsite.	Immediate
	Removal / dumping of weeds needs to be at Shoal Bay for special burial	Immediate
	Use 2,4-D herbicide to remove snakeweed. Spot application only as this herbicide is expensive and harmful	Immediate
	Use Glyphosate Bio-Active 360 herbicide in drains to protect waterway.	Immediate
	Physically remove <i>Luceana sp</i> (Coffee Bush / Tan Tan) plants cut to stump (very low) and then chemical treat, with ongoing treatment of seedlings with Glyphosate	Jun-17

	Ensure contractors weed ID is accurate i.e. for vines some are weeds some are not.	Immediate
Litter Removal	'Emu bob' type of rubbish removal should be undertaken coordinate with stakeholders	ASAP
	Develop litter management program	Nov-16
	Increase Regulatory Services patrols for illegal dumping and strengthening investigation process	Jun-17
Drain Clearing	Update Drain clearing Standard Operating Procedure and enforce conditions on contractors for removal of cleared material.	ASAP
Revegetation	No active revegetation required. Clearing site and weed management should allow natural mangrove recruitment.	n/a
Tree Removal	Remove excess felled trees.	ASAP
Tyre Drain	Remove weeds surrounding drain area and within the immediate outlet	ASAP
	Encourage <i>Ipomoea</i> growth in area to facilitate stabilisation	ASAP
Access and Egress	Restrict vehicular access to sites with bollards and locked gates. Install bollards along road edge with one locked gated access point.	Oct-16
	Block various access routes using rocks if necessary	Oct-16
	Liaise with stakeholders to shut and lock gates, particularly gate behind Power and Water site leading to Community Garden.	Oct-16
	Engage with Charles Darwin University in restricting site access from the northern end of the creek on university land.	Oct-16
Stakeholders	Keep stakeholders informed of plans and engage them where appropriate to assist.	Immediate
	Enlist Power and Water and Parks and Wildlife to undertake more proactive role in managing access	Immediate
	Liaise with Lakeside Dr Community Garden as to chemical use and weed control in the area.	Nov-16
	Ensure contractors and stakeholders understand current Council policies in regards to dumping and all relevant SOPs.	Immediate
	Review agreements of onsite stakeholders. Formalise responsibilities of those accessing the site.	Nov-16
	Develop communications plan about works being undertaken	Immediate

OPEN SECTION

E&I9/7

Environment & Infrastructure Committee Meeting – Tuesday, 20 September 2016

10.2 OFFICERS REPORTS (RECEIVE & NOTE)

**ENCL: ENVIRONMENT & INFRASTRUCTURE
YES COMMITTEE/OPEN**

AGENDA ITEM: 10.2.1

CLIMATE CHANGE & ENVIRONMENT QUARTERLY REPORT APRIL – JUNE 2016

REPORT No.: 16TC0056SG:nj

COMMON No.: 1792647

DATE: 20/09/2016

Presenter: Manager Climate Change & Environment, Shenagh Gamble

Approved: Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to inform the Committee of progress towards the Climate Change & Environment program during the fourth quarter, April – June 2016.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

3 Environmentally Sustainable City

Outcome

3.1 Council's carbon footprint reduced

Key Strategies

3.1.1-Reduce Council's greenhouse gas emissions

KEY ISSUES

- Increase in electricity consumption at Nightcliff Pool and Shoal Bay Waste Management Facility
- Overall trend of electricity consumption decreasing annually
- Water consumption has increased over the year, however is consistent with a particularly low rainfall year and the necessary demands on water to maintain green spaces.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0056 SG:nj entitled Climate Change & Environment Quarterly Report April – June 2016, be received and noted.

PAGE: 2
 REPORT NUMBER: 16TC0056 SG:nj
 SUBJECT: CLIMATE CHANGE & ENVIRONMENT QUARTERLY REPORT APRIL – JUNE 2016

BACKGROUND

This report provides an update on progress against the Climate Change & Environment program profile as listed in the 2015/2016 Municipal Plan for the period April – Jun 2016.

DISCUSSION

The key functions and outputs of the Climate Change and Environment team include:

- Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020 (more detail is given below)
- Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes
- Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)
- Manage Council's strategies for biodiversity and conservation management
- Foster environmentally sustainable behaviour in the Darwin community
- Coordinate the improvement of the environmental performance of Council's operations
- Monitor stormwater and waterway water quality
- Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development

Progress against these outputs is provided in **Attachment A** to this report.

CCAP Outcome1 : Council's energy consumption is reduced **Performance Measure: Electricity consumption is reduced**

Figure 1 below shows total electricity use for the City of Darwin. The graph includes the percentage of change based on the same time in the previous year.

A significant increase in electricity consumption in this quarter (280 GJ), when compared with the same time last year is largely attributed to increased electricity use at Shoal Bay Waste Management Facility, SBWMF (116 GJ) and Nightcliff Pool (30 GJ). Air compressors have been installed at SBWMF and are being run continuously to pump leachate. A combination of factors appears to be influencing the consumption at Nightcliff Pool including construction works for installation of solar panels and the use by mobile food vans onsite. Both sites will be monitored as areas of priority over the next period.

PAGE: 3
 REPORT NUMBER: 16TC0056 SG:nj
 SUBJECT: CLIMATE CHANGE & ENVIRONMENT QUARTERLY REPORT APRIL – JUNE 2016

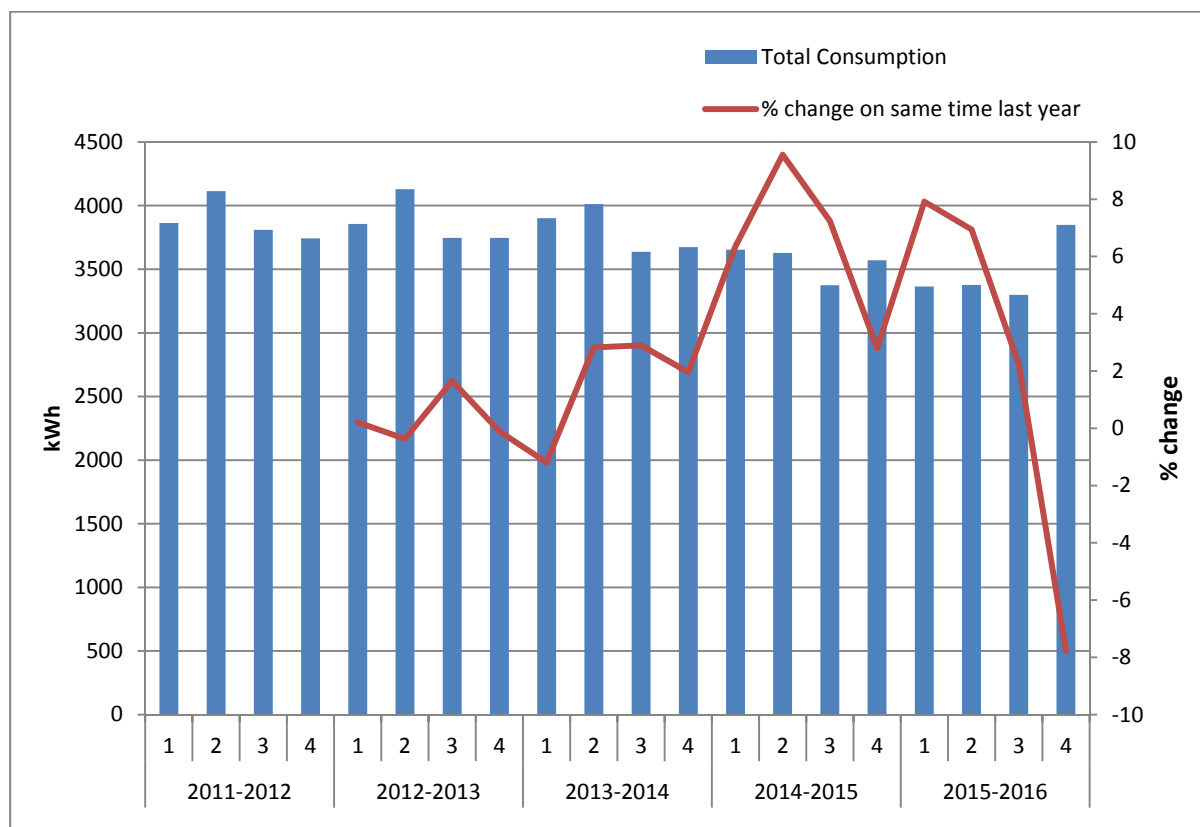


Figure 1 - Electricity consumption (kWh) showing the percentage change for each period compared with the same period in the previous year

Figure 2 below shows that despite increases in the final quarter for 2015/2016 the general trend of electricity consumption continues to decrease.

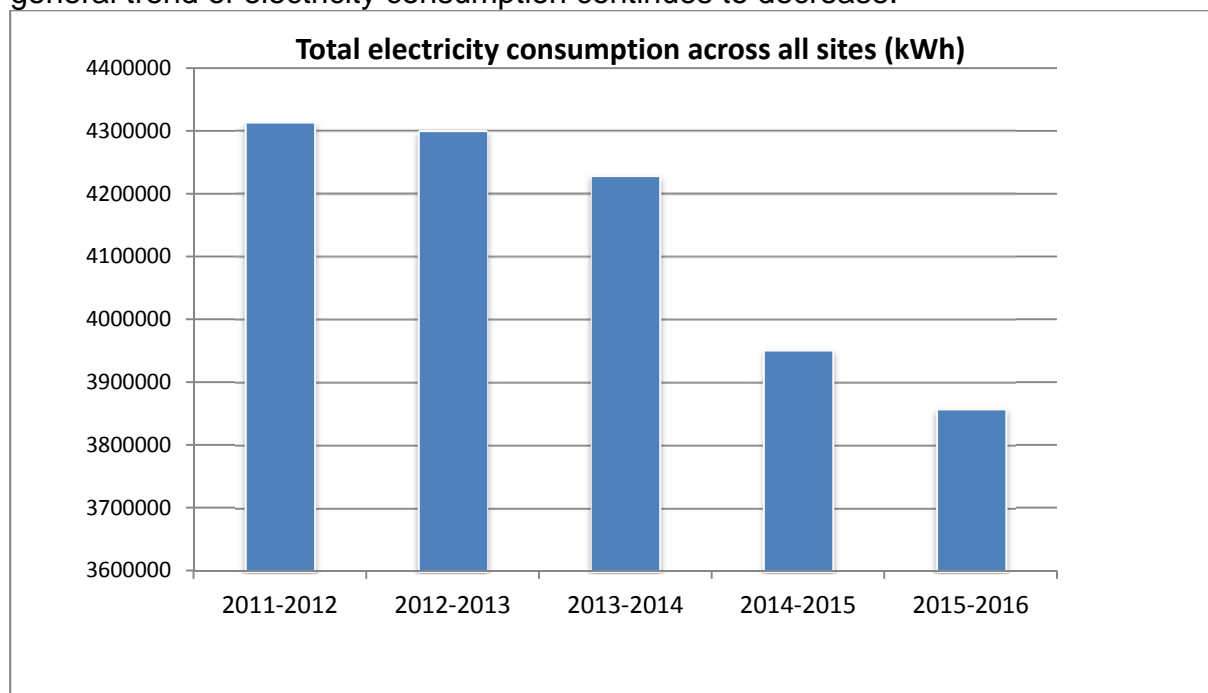


Figure 2 – Total electricity consumption (kWh) across all sites

CCAP Outcome 2: Water consumption is reduced

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 REPORT NUMBER: 16TC0056 SG:nj
 SUBJECT: CLIMATE CHANGE & ENVIRONMENT QUARTERLY REPORT APRIL – JUNE 2016

Figure 3 below shows a clear annual pattern of water consumption; however this pattern has clearly changed over the last year. A very low rainfall during the wet season has required more irrigation during the wet season. Interestingly the dry season water use has been less than in previous years. Water use is very dependent on climatic factors, as the majority of water use is irrigation. As a result, total water consumption has increased in the past two years (Figure 4).

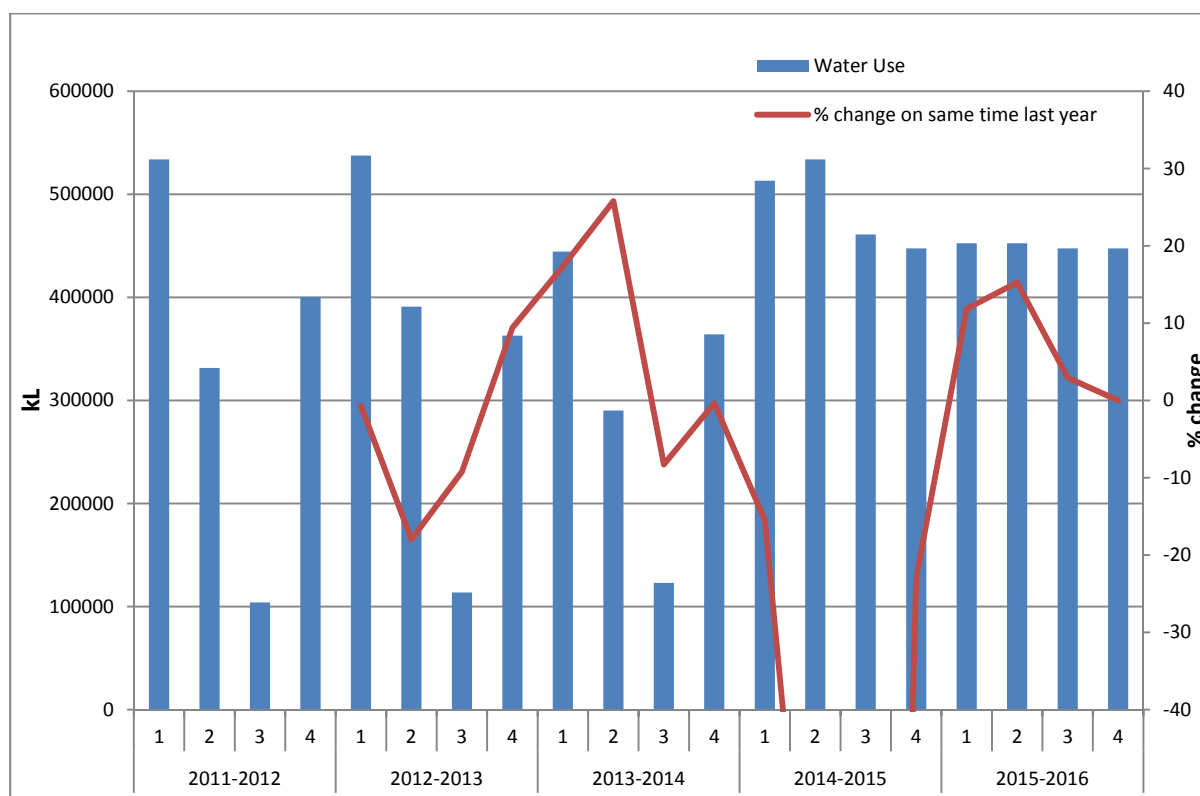


Figure 3 - Water consumption (kL) showing the percentage change for each period compared with the same period in the previous year

PAGE: 5
 REPORT NUMBER: 16TC0056 SG:nj
 SUBJECT: CLIMATE CHANGE & ENVIRONMENT QUARTERLY REPORT APRIL – JUNE 2016

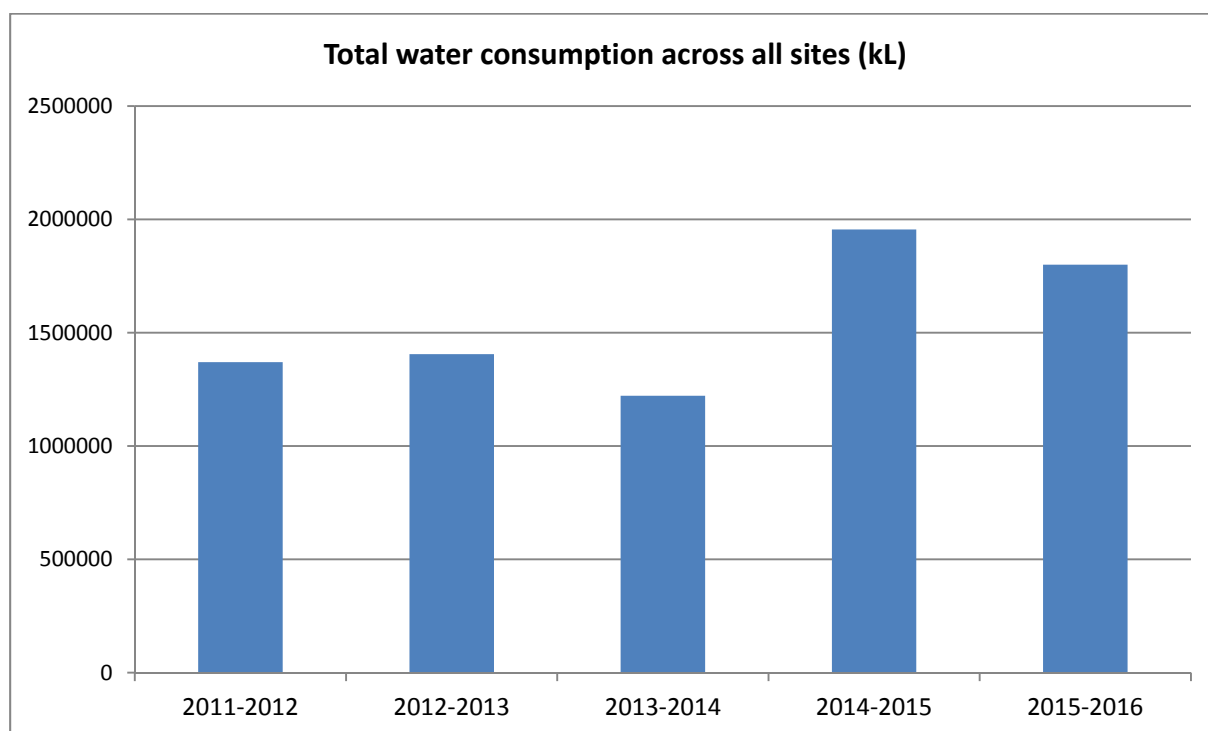


Figure 4 – Total water consumption (kL) across all sites

CONSULTATION PROCESS

In preparing this report, the following City of Darwin officers were consulted:

- A/ Manager Recreation, Events & Customer Services
- Manager Business Services
- Waste Management Project Officer
- Building Services Coordinator
- Capital Works Coordinator

In preparing this report, the following External Parties were consulted:

- Planet Footprint

POLICY IMPLICATIONS

Activities described in this report are consistent with the actions and outcomes of the Climate Change & Environment (2011-2015) and City of Darwin Policy No. 59 Climate Change.

BUDGET AND RESOURCE IMPLICATIONS

Nil

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

PAGE: 6
 REPORT NUMBER: 16TC0056 SG:nj
 SUBJECT: CLIMATE CHANGE & ENVIRONMENT QUARTERLY REPORT APRIL – JUNE 2016

Nil

ENVIRONMENTAL IMPLICATIONS

Activities described in this report are inherently beneficial to the environment.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

SHENAGH GAMBLE
MANAGER CLIMATE CHANGE & ENVIRONMENT

MARK BLACKBURN
EXECUTIVE MANAGER

For enquiries, please contact Shenagh Gamble on 89300530 or email: s.gamble@darwin.nt.gov.au.

Attachments:

Attachment A: Interplan Report: Climate Change & Environment Program

Attachment A

City of Darwin

PREMIUM Action and Task Progress Report

July 2015 - June 2016

Report Filters:

Date From :01-07-2015

Date To :30-06-2016

Section :Climate Change & Environment

Program Profile :Climate Change and Environment

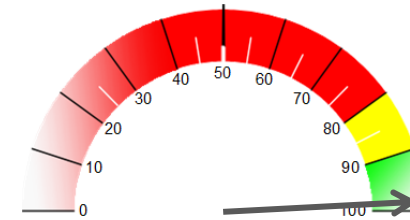
Display Task : No

Action Filter :Show All

Action Status

Off Track 0.0%
 Monitor 0.0%
 On Track 100.0%
No Target 0.0%
 Total: 100.0%

Action Progress Against Targets



- 8 Actions reported on
- 0 At least 90% of action target achieved
- 0 Between 70 and 90% of action target achieved
- 8 Less than 70% of action target achieved
- 0 Actions with no target set



Office of the Chief Executive

Climate Change & Environment

STRATEGY: 3.1.1 Reduce Council's greenhouse gas emissions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						
ACTION PROGRESS COMMENTS							
Six Monthly Update (July – December 2015)							
Implementation of recommendations from the Deloitte Environmental System assessment continued in this period. Notably the development of Standard Operating procedures for environmental reporting and site inspections, environmental checklist, register of NT and Commonwealth legislation and clauses to be used in contractor and lease arrangements. These documents will be brought together into an Operational Environmental Management Plan.							
Three Quarter Update (January – March 2016)							
CCE staff are working with OHS staff based at the Operations Centre to include environmental conditions in Safe Working Methods Statements							
Fourth Quarter Update (April – June 2016)							
No significant updates in this period							
Last Updated - 20/01/2016							

STRATEGY: 3.2.1 Increased community understanding of climate change and environment issues and mitigation and adaption actions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						
ACTION PROGRESS COMMENTS							
Six Monthly Update (July – December 2015)							
Key initiatives that have occurred in this six month period include: Solar PV installation at Bishop Street Operations Centre							
Water audits (performed by Living Water Smart) undertaken at Casuarina Pool and Civic Centre Lunchtime seminar series, covering Sustainable House Day and Water efficient design Community tree planting day at East Point Reserve							
Ongoing projects contribute to energy, waste and water reduction as well as enhancing biodiversity across the municipality.							
Three Quarter Update (January – March 2016)							
Electricity consumption decreased by 1% this quarter, compared with the same time last year.							
Despite a significantly lower average rainfall this quarter, water consumption decreased by 1% this quarter compared with the same time last year.							
The Northern Territory Government Flora and Fauna division has been engaged to undertake fauna assessment at East Point Reserve and Nightcliff Foreshore							
Fourth Quarter Update (April - June 2016)							
Electricity consumption increased in this quarter, compared with the same time last year.							
Water consumption was not significantly different in this quarter when compared with the same time last year							
Living Water Smart conducted a water audit of the Bishop Street Operations Centre.							
Last Updated - 20/01/2016							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						

ACTION PROGRESS COMMENTS

Six Monthly Update (July – December 2015)

Community initiatives this period include: Garage Sale Trail

Backyard Bird Count Sustainable House Forum Water Efficient Design Forum Community Tree Planting Day

12 Sustainable Days of Christmas

Progress ongoing

Three Quarter Update (January – March 2016)

The quarter from January through to March is typically a quiet time for community engagement. However initiatives include:

Discussions with community members about developing information signs regarding shorebirds at Nightcliff Foreshore

Participate in discussion regarding Water Sensitive Cities, a workshop hosted by the CRC for Water Sensitive Cities

Deliver initiatives under the Darwin Bike Plan education and engagement plan, including working with stakeholders to develop Share the Roads and Share the Paths education material

Develop request for quotation for Wayfinding Strategy (including cycling wayfinding)

The Climate Change Challenge (key schools engagement activity) will occur on 1 June, and planning is well underway with schools across Darwin actively involved

Fourth Quarter Update (April - June 2016)

Community engagement activities during this period include:

- Jingili Primary School Science Week – Staff attend an all day event at the primary school to share information about climate change and sustainable living
- Climate Change Challenge – Schools from the Darwin region are invited to send teams of 5-6 students to compete against each other in three rounds of climate change “challenges”. Very well attended and very much enjoyed by students, staff, parents and judges.
- Internal events – the Climate Change & Environment team supported the Step it Up challenge run by the Workforce Wellbeing Committee by hosting some lunchtime rides and “love food, hate waste” workshops for staff.
- Climate Change & Environment grants totaling \$50,516 were awarded to nine community groups
- The George Brown Memorial Scholarship was awarded to a Conservation Land Management student from CDU, this student has accepted the offer of vocational employment at City of Darwin in the new financial year.

Last Updated - 20/01/2016

STRATEGY: 3.2.3 Lobby governments, developers and industry to undertake sustainable projects and behaviours

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						

ACTION PROGRESS COMMENTS

Six Monthly Update (July – December 2015)

the Climate Change & Environment team provides advice to development applications and input to government submissions as needed.

Three Quarter Update (January – March 2016)

Prepared and submitted comment on Northern Territory Government's Balanced Environment draft Strategy

Fourth Quarter Update (April – May 2016)

No significant submissions were made during this time, however staff participated in the following forums coordinated by other agencies:

- Future Darwin CSIRO Scenario Background
- Bureau of Meteorology Climate Outlook
- Rapid Creek Beneficial Uses Assessment

Last Updated - 20/01/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						

ACTION PROGRESS COMMENTS

Six Monthly Update (July – December 2015)

Where appropriate, comment is provided on development applications and submissions provided to NT Government initiatives. For example, attended a briefing session regarding changes the NT Environmental Regulatory System prior to preparing comment on these changes.


Three Quarter Update (January – March 2016)

Comment was made on a number of development applications during this time.



Fourth Quarter Update (April – May 2016)

No significant submissions were made during this time

STRATEGY: 3.3.1 Advocate for the conservation of natural systems

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.3.1.1 Monitor stormwater and waterway water quality	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						
ACTION PROGRESS COMMENTS							
Six Monthly Update (July – December 2015)							
Regular water quality monitoring continued through this period. As a result of this monitoring Lake Alexander was closed during the Christmas break due to high bacteria readings							
Stormwater "first flush" sampling occurred at all 12 sites across the municipality.							
Three Quarter Update (January – March 2016)							
Stormwater wet season sampling was difficult during this period due to sporadic rainfall and few significant rain events.							
No closures for Lake Alexander were required during this period.							
Council has participated in the development of a Strategy for Integrated Monitoring and Research Program for the Darwin Harbour Region.							
Fourth Quarter Update (April - June 2016)							
Stormwater and waterway water quality were consistently good during this period with no action required							
Last Updated - 20/01/2016							

STRATEGY: 3.3.2 Increase biodiversity richness and abundance across Darwin

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						
ACTION PROGRESS COMMENTS <p>Six Monthly Update (July – December 2015)</p> <p>the Climate Change & Environment and Parks & Reserves teams continue to work well to deliver the East Point Biodiversity Plan. Key activities this period include the community tree planting day, which for the first time directly targeted school groups. This event was very successful and productive and the same approach will be used for future community planting days.</p> <p>Three Quarter Update (January – March 2016)</p> <p>The nursery on site at East Point has been re-established with seed collection and propagation</p> <p>CDU student research is ongoing including leaf litter assessments and assisting with planting both on community planting day and in Feb.</p> <p>Staff have sighted three different individual monitors / goannas. This is important as it suggests there are several large reptiles present at East Point Reserve</p> <p>Fourth Quarter Update (April - June 2016)</p> <p>The Artificial nesting platform for Osprey was erected in May. No Osprey is expected to nest on the platform until March/April 2017.</p> <p>A fauna assessment was conducted at East Point Reserve in May. City of Darwin engaged the Northern Territory Government Flora and Fauna Division to undertake this fauna assessment. Initial results have identified several new and relative rare species such as the Rufous Owl and the Northern Blossom Bat.</p> <p>Last Updated - 20/01/2016</p>							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	Shenagh Gamble - Manager Climate Change & Environment	In Progress	01/07/2015	30/06/2016	75%	100%	
Program Profile	Budget Type						
Climate Change and Environment	Operating						
ACTION PROGRESS COMMENTS <p>Six Monthly Update (July – December 2015)</p> <p>An assessment of green spaces across the municipality has been undertaken. Climate Change & Environment are now working with Parks & Reserves team leaders to develop strategies for developing green infrastructure in each precinct.</p> <p>Three Quarter Update (January – March 2016)</p> <p>A request for quotation to undertake a fauna assessment at East Point Reserve and Nightcliff Foreshore received a number of high quality responses. The project was awarded to the Northern Territory Government Flora and Fauna division who are estimated to commence work in May 2016.</p>							

Fourth Quarter Update (April - June 2016)

Fauna assessment commenced with final report due early in the new financial year

Last Updated - 20/01/2016

**ENCL: ENVIRONMENT & INFRASTRUCTURE
YES COMMITTEE/OPEN**

AGENDA ITEM: 10.2.2

STRATEGIC REPORTING

REPORT No.: 16TC0059 VG:ph COMMON No.: 1230662

DATE: 20/09/2016

Presenter: Manager Strategy & Outcomes, Vanessa Green

Approved: Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to demonstrate to Committee Members the new format for quarterly strategic and municipal plan reporting effective 2016/17. The quarterly reports for 2016/17 will be presented to the October, February, April and July Committee Meetings.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

5 Effective and Responsible Governance

Outcome

5.3 Good governance

Key Strategies

5.3.3 Understand and manage Council's risk exposure

KEY ISSUES

- In accordance with Council's internal audit program, BDO undertook an audit of Council's Strategic Performance Framework in 2013.
- In September 2015 KPMG was engaged to review the Strategic Performance Framework and the progress with implementing Outstanding Audit Issues 140 from 2013.
- A recommended action was that Council endorse a standard suite of reporting to be produced from Council's software for strategic planning and performance management, Interplan, to replace current Quarterly Team Update Reports.
- At the May 2016 meeting of the Risk Management and Audit Committee the Committee resolved to mark all items listed in Outstanding Audit Issues 140 as complete, excluding item 4.1. Item 4.1 is the subject of this report.

PAGE: 2
 REPORT NUMBER: 16TC0059 VG:ph
 SUBJECT: STRATEGIC REPORTING

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0057 VG:ph entitled Strategic Reporting, be received and noted.
- B. THAT the Committee note the revised quarterly report format is effective for the 2016/17 Municipal Plan reporting.

BACKGROUND

DECISION NO: 21\4457

Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 4

Report No. 16TC0033 SJ:mb (27/05/16) Common No. 1230662

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0033 SJ:mb entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework, be received and noted.
- B. THAT the Outstanding Audit Issue Register be updated as detailed in **Attachment A** of Report Number 16TC0033 SJ:mb entitled Outstanding Audit Issue No. 140 – Strategic Performance Framework Audit – Progress Report 4.
- C. THAT Outstanding Audit Issue 140 be moved to the Completed Audit Issues Register with the exception of item 4.1

DECISION NO. 21\4220

Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 3

Report No. 16TC0021 SJ:ph (18/03/16) Common No. 1230662

- A. *THAT Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 3, be received and noted.*
- B. *THAT the Outstanding Audit Issue Register be updated by replacement of existing outstanding actions with those in **Attachment A** of Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 – Strategic Performance Framework Audit – Progress Report 3.*

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 REPORT NUMBER: 16TC0059 VG:ph
 SUBJECT: STRATEGIC REPORTING

DISCUSSION

The City of Darwin annual internal audit program required Council to undertake an audit of its adopted Strategic Performance Framework during 2013. The final audit report was presented to the RMAC in November 2013. Moderate risk audit findings 1.0 – 4.0 were placed on the Outstanding Audit Issues Register.

Council has been working with KPMG to ensure Outstanding Audit Issue 140 is addressed and to review the current status of the Strategic Performance Framework.

Attachment A provides details of the progress against the Outstanding Audit Items 140 – Strategic Performance Framework. All items are now complete except for Item 4.1.

Item 4.1 - Based on area needs, CoD should develop a standard suite of reporting to be produced from Interplan

This action was based on duplication of reporting which existed due to staff producing Quarterly Team Update Reports as well as reporting six monthly against the Strategic and Municipal Plans.

When Interplan was first implemented, it was anticipated that it would replace Quarterly Team Update Reports currently considered by Committees.

Both BDO and KPMG have suggested that there is an inherent belief that the Quarterly Team Update Reports are being completed and considered part of the Planning and Performance Framework, however they are not linked to the Planning and Performance Framework and their purpose and relevance should be reviewed. The reporting was also seen to be time consuming and somewhat operational in nature, both for staff and with the level of information that was provided to elected members. Current Quarterly Team Update Reports provide a commentary of work being undertaken in each section and there is no consistent approach to the format or type of information to be included.

In addition, for a number of years staff have been utilising Council software, Interplan to monitor progress and achievements against the actions and key performance indicators outlined in the Strategic and Municipal Plans. Albeit, reporting to Council at this level has been somewhat adhoc over the past few years.

Much work has been undertaken internally to return to a position whereby we are able to report to Council utilising the Interplan system with confidence and as such we are now in a position to recommend to Council that the Quarterly Team Update Reports be replaced by quarterly reports against the Strategic and Municipal Plans, produced from Interplan.

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 SUBJECT: STRATEGIC REPORTING

To enable elected members the opportunity to review and question quarterly progress effectively it is recommended that each Committee be presented reports against the Municipal Plan Program Profiles that they have oversight over. The table below outlines the Municipal Plan program profiles that will be presented to each Committee.

Environment and Infrastructure Committee	<ul style="list-style-type: none"> • Asset Management • Development • Building Services • Civil Infrastructure • Design • Infrastructure Projects • Parks and Reserves • Planning • Climate Change and Environment • Waste Management
Corporate and Economic Development Committee	<ul style="list-style-type: none"> • Business Services • Financial Services • Fleet Management • On and Off Street Parking • Records and Information Management • Regulatory Services • Risk, Audit and Safety • Governance • Strategic Services • Communications and Engagement • Darwin Entertainment Centre • Employee Relations • Information Technology
Community and Cultural Services Committee	<ul style="list-style-type: none"> • Arts and Cultural Development • Community Development • Customer Services • Darwin Safer City • Family and Children's Services • Library Services • Recreation, Leisure and Events • Sister Cities • Youth Services

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 SUBJECT: STRATEGIC REPORTING

To ensure elected members have confidence that they will be receiving information that is relevant to their decision making and strategic planning role, an example report has been prepared.

Attachment B and **Attachment C** provide an example of the current reporting format and the proposed change to reporting against the Municipal Plan.

Attachment B provides the Climate Change and Environment Quarterly Team Update Report in the current format.

Attachment C provides the Climate Change and Environment Quarterly Report against the Municipal Plan.

The Risk Management and Audit Committee has endorsed the transition away from the current format (**Attachment B**) to more formal reporting against the Municipal Plan (**Attachment C**).

Ongoing benefits also include more robust and accountable reporting in our Annual Report and more informed performance guiding the development of future Strategic and Municipal Plans.

CONSULTATION PROCESS

In preparing this report, the following City of Darwin officers were consulted:

- Council's Executive Leadership Team has endorsed the change in process
- The Executive Leadership Team and over 31 staff have been involved in reviews undertaken by BDO and KPMG.

In preparing this report, the following External Parties were consulted:

Nil

POLICY IMPLICATIONS

Whilst there are not direct policy implications, implementation of the recommendations will contribute to continuous review and improvement of the City of Darwin Strategic Performance Framework.

BUDGET AND RESOURCE IMPLICATIONS

The change from Quarterly Team Update Reports to Quarterly Reporting against Municipal Plan will have a positive effect on resources by reducing the duplication of reporting requirements by staff.

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 REPORT NUMBER: 16TC0059 VG:ph
 SUBJECT: STRATEGIC REPORTING

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Legislative Implications

The functions (s12) and objectives (s13) of the *Local Government Act* provide for Council to develop and implement a Strategic Planning / Performance Framework that suits its needs.

(s22) requires Council to have a plan for its area which is to include the indicators for judging the standard of its performance. The City of Darwin is known as a municipal council and the plan is therefore referred to as the 'Municipal Plan'.

Risk Implications

The risks associated with not responding to the recommendations in the Audit Report and staff discussions include:

- Inability to develop robust and accountable planning and performance documents;
- Legislative non-compliance; and
- Organisational culture not aligned with strategic direction and performance reporting.

ENVIRONMENTAL IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

VANESSA GREEN
MANAGER STRATEGY &
OUTCOMES

MARK BLACKBURN
EXECUTIVE MANAGER

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REPORT NUMBER: 16TC0059 VG:ph
SUBJECT: STRATEGIC REPORTING

For enquiries, please contact Vanessa Green on 89300531 or email:
v.green@darwin.nt.gov.au.

Attachments:

Attachment A: Outstanding Audit Issue 140 – Strategic Performance Framework

Attachment B: CURRENT Climate Change and Environment Quarterly Team
Update Report

Attachment C: PROPOSED Draft Climate Change and Environment Municipal
Plan Progress Report

Finding	Detailed Finding	Rating	Recommended Action	Responsibility	Amended Target Date	Progress Mar 2016	Comments
1	Reliability of Monitoring & Reporting Processes	Moderate	1.0 The Manager Strategy and Outcomes to ensure all KPIs reported in Interplan are supported by accurate and reliable source documentation. This documentation should be retained (either electronically within Interplan or in hard copy) for each Progress Report. These requirements should be clearly documented and communicated to management and staff across the council. 2.1 Review the Strategic Performance Framework to ensure only those plans required in the process are included and that each cascades from the previous to ensure linkages. A pragmatic approach should be taken with this review to ensure the plans are relevant and will be applied. 2.2 Include both a City and Council Vision with separate Council strategic goals. 2.3 Gain business ownership in strategic direction. The business needs to be involved in the strategic planning development process as well as its application throughout the year. They should be questioning any operational activities not contributing to the agreed strategic direction. The agreed strategic direction should be reflected in actions and performance assessments, including staff appraisals.	Manager Strategy & Outcomes	June 2016	100%	The 2014/15 Annual Report showed all Strategic and Municipal Plan KPIs. The RMAC Report 30/10/15 identified that source data was available for all 25 of the Strategic Plan KPIs. For the Municipal Plan KPIs there were 85 with source data available, 7 KPIs without source data available and 10 KPIs were no longer relevant. A collaborative process was undertaken in the development of the 2016/17 Municipal Plan to update Program Profiles, ensuring the KPIs used all have source data available. The KPMG review also identified inconsistencies with the current list of Program Profiles i.e. they were defined at different levels within Departments. This has also been addressed in the 2016/17 Municipal Plan development with some changes to the Program Profiles.
2	Lack of Linkage within Strategic Performance Framework	Moderate	3.0 Using the information provided as a result of this Internal Audit project, review the suite of KPIs focussing on what is key, measurable and relevant, as well as including both lead (or real time) and lag indicators. 4.1 Based on business area needs, CoD should develop a standard suite of reporting to be produced from Interplan. 4.2 CoD should also review the process to record and update information in Interplan to improve its efficiency. Revised processes should then be rolled out across the organisation. Business areas should then be encouraged to use Interplan rather than alternative sources.	Chief Officers Group	June 2016	100%	The Strategic Planning Framework was reviewed in the development of the 2016/17 Municipal Plan and changes were made to the Program Profile structure to better reflect the operating environment. The Planning Framework is revisited each year in line with Municipal Planning. Action 2.2 Feb 2014 - Action 2.2 is considered complete as Council does not feel it necessary to develop a City and Council Vision. Jul 2014 - Action 2.2 Complete Middle Managers and Program Managers are engaged in the development of the Municipal Plan, Customer Satisfaction Tool and Annual Report each year. As part of the KPMG Strategic Performance Review, a number of staff met with KPMG to discuss the Planning Framework, identify issues and opportunities for improvement. A number of staff raised the issue of duplication of reporting with Quarterly Team Update Reports and reporting against the Municipal Plan. Workshops were held with staff to complete the 6 month Strategic and Municipal Plan Progress Report. This included discussions about the Planning Framework and ensuring reliability of reporting information. Workshops were then held to develop the 2016/17 Municipal Plan. Engagement with staff will continue to occur on an ongoing basis to maintain business ownership.
3	Inappropriate Key Performance Measures	Moderate		Manager Strategy & Outcomes	June 2016	100%	For the 2015/16 Municipal Plan KPIs there were 85 with source data available, 7 KPIs without source data available and 10 KPIs were no longer relevant. The review with KPMG and a collaborative process undertaken to develop the 2016/17 Municipal Plan has focussed on producing relevant KPIs with source data. All KPIs are measurable. Continuous improvement of the selection of KPIs can occur by improving data capture.
4	Inefficient Reporting Processes	Moderate		Manager Strategy & Outcomes	June 2016	50%	The Strategic Performance Review completed with KPMG has identified Quarterly Team Update Reports are being completed and considered part of the Planning and Performance Framework, however they are not linked to the Planning and Performance Framework and their purpose and relevance should be reviewed. Reporting should align with the Planning Framework. The Quarterly Team Update Reports provide a commentary of work being undertaken in each area, there isn't a consistent approach to the format of the reports and the type of information to be included. Generally the information that is included is quite low level operational detail. The Quarterly Team Update Reports should be replaced by quarterly reports against the Municipal Plan.
				Manager Strategy & Outcomes	June 2016	100%	Interplan was considered in the Planning and Reporting Review completed with KPMG. The initial finding being that the program can deliver what the Council requires, but the information within the Planning Framework should be finalised first before Interplan is rolled out to the organisation again. Interplan is currently being used by the Strategic Services team. Interplan is ready to be used for reporting against the Municipal Plan. Interplan was used to complete the 6 month progress report against the 2015/16 Municipal Plan through workshops with staff.

ENCL: ENVIRONMENT & INFRASTRUCTURE
YES COMMITTEE/OPEN

AGENDA ITEM:

CLIMATE CHANGE ACTION PLAN QUARTERLY REPORT - JULY TO DECEMBER 2015

REPORT No.: 15TC0084 SG:nj COMMON No.: 1792647

DATE: 16/02/2016

Presenter: Manager Climate Change & Environment, Shenagh Gamble

Approved: Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to inform the Committee of progress towards the Climate Change Action Plan and associated environmental initiatives.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

Goal

3 Environmentally Sustainable City

Outcome

3.1 Council's carbon footprint reduced

Key Strategies

3.1.1-Reduce Council's greenhouse gas emissions

KEY ISSUES

- This report comprises two quarters, July to September and October to December.
- Solar PV installed and operational at Bishop Street Operations Centre
- Community event preparation – Garage Sale Trail,
- Bike Plan Education
- Sustainable House Day Forum
- Casuarina Pool and Civic Centre Water Audits

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

THAT Report Number 15TC0084 SG:nj entitled Climate Change Action Plan Quarterly Report - July to December 2015, be received and noted.

PAGE: 2
 REPORT NUMBER: 15TC0084 SG:nj
 SUBJECT: CLIMATE CHANGE ACTION PLAN QUARTERLY REPORT - JULY TO DECEMBER 2015

BACKGROUND

This report provides an update on progress against the Climate Change Action Plan and associated activities as completed by the Climate Change & Environment Team in the period July – December 2015.

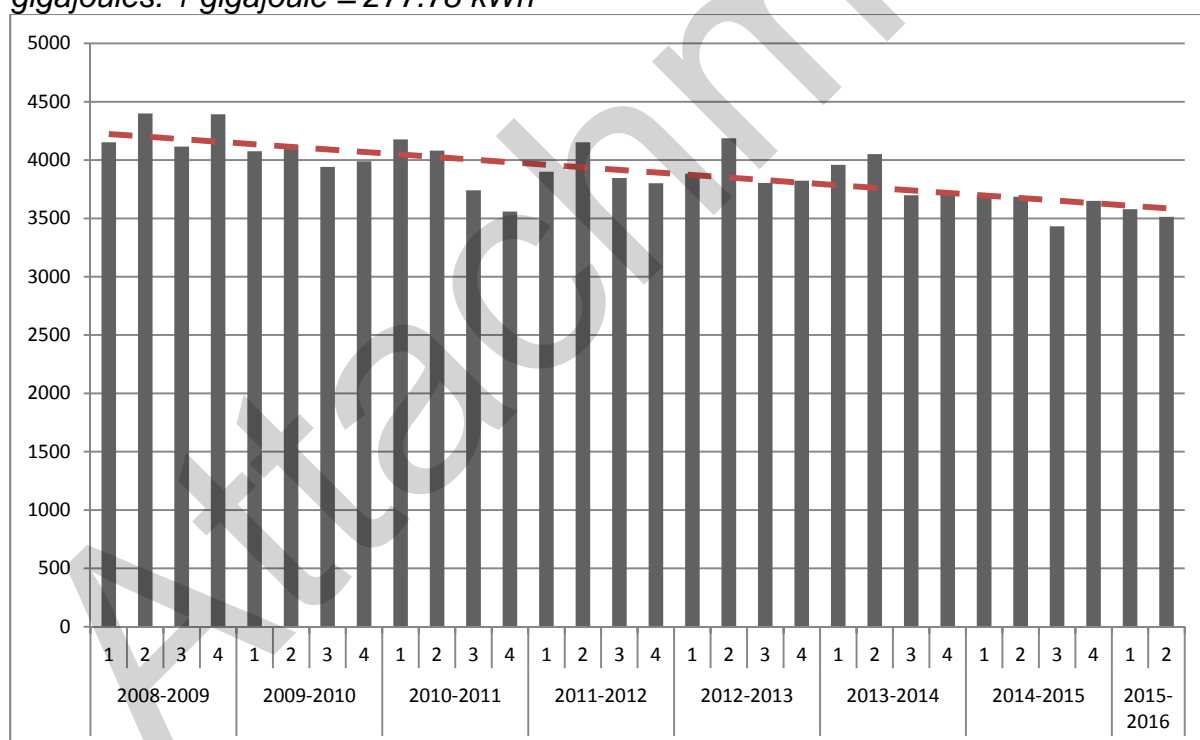
DISCUSSION

1. Energy Consumption is reduced

Council-wide electricity consumption in the first quarter and second quarters reduced by around 19% and 8 % respectively (compared with the same times last year). Electricity reductions for these periods when compared with the 2008-2009 benchmark year are 14% and 20% respectively.

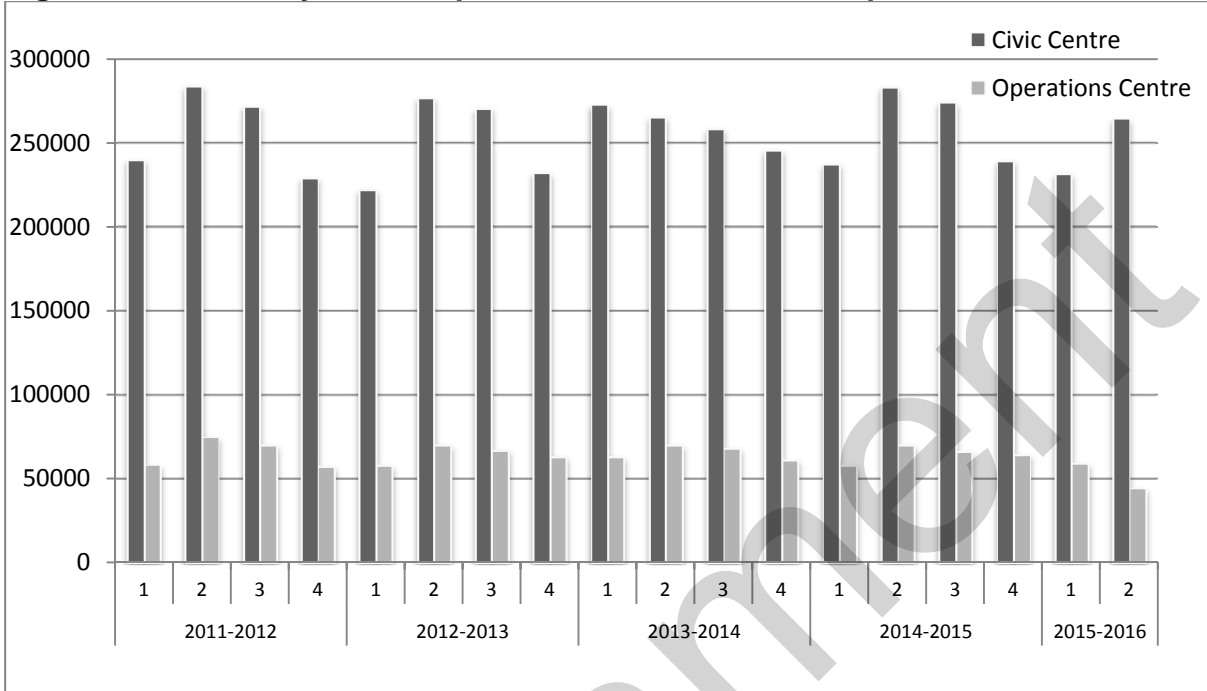
Figure 1 – Electricity Consumption across all sites (GigaJoules GJ)

Trendline shown against benchmark year of 2008/2009. Consumption is in gigajoules. 1 gigajoule = 277.78 kWh



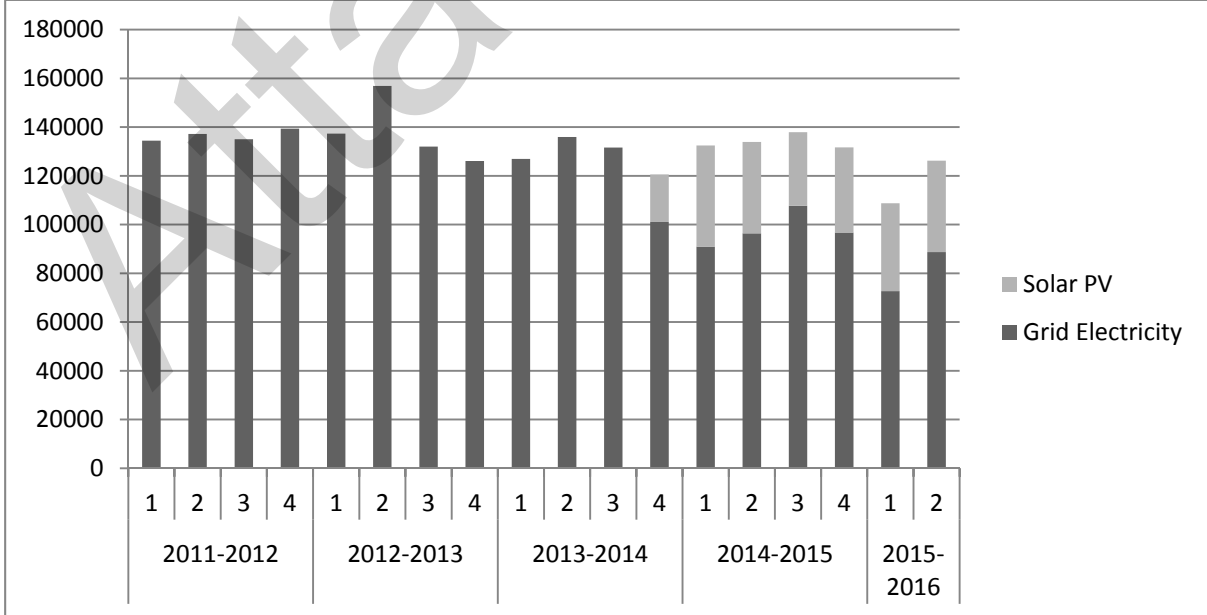
Key sites are discussed in more detail below. All figures below show kilowatt hours (kWh).

Figure 2 – Electricity Consumption at Civic Centre and Operations Centre



In September 2015 a 100kW Solar PV system was installed at the Bishop Street Operations Centre. It is estimated that this system will generate around 447 kWh per day. These savings are being realised with a reduction of 37% in the second quarter when compared with the same time last year.

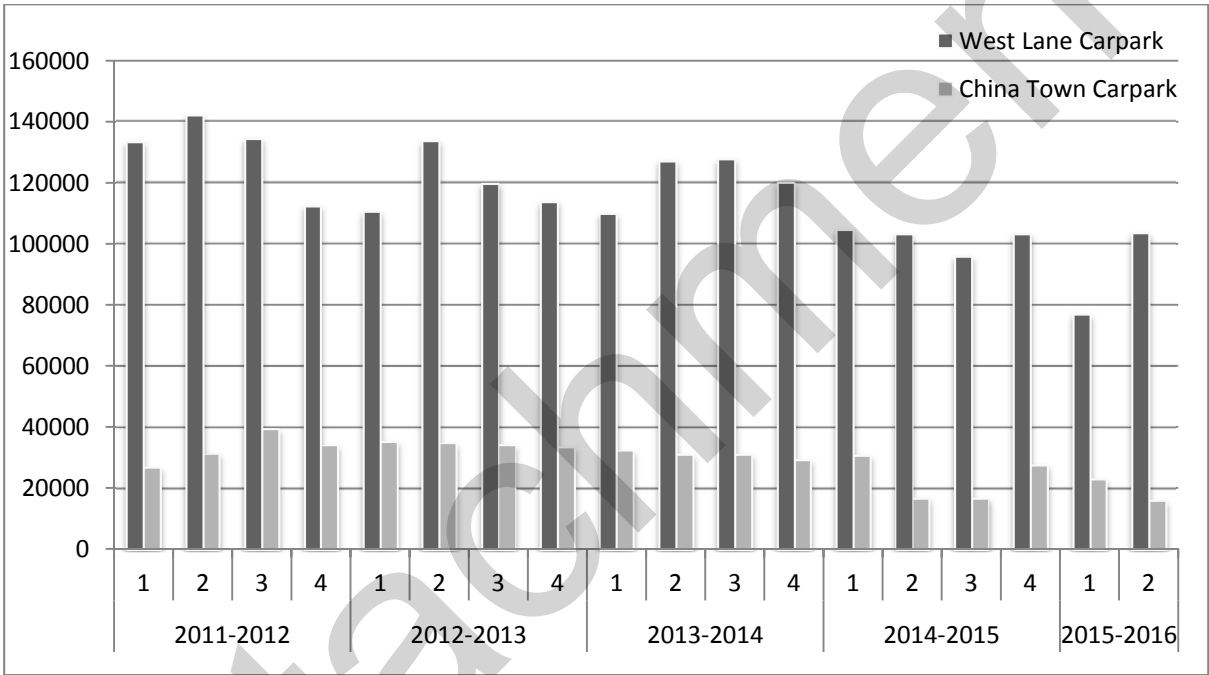
Figure 3 - Electricity Consumption at Casuarina Library



The Casuarina Library continues to generate electricity at a rate of around 400kWh per day. In mid-August a change to the internet arrangements at this site resulted in

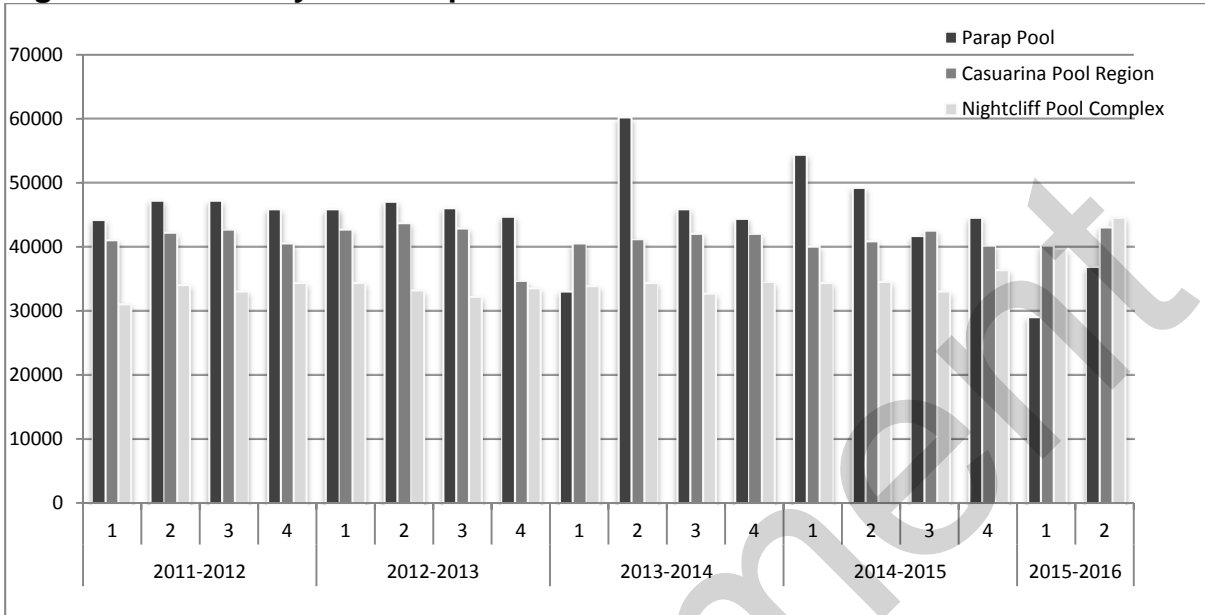
the online monitoring capability being unavailable. This issue has been by City of Darwin staff and the installer. As such the electricity generated is an estimate based on previous average. The electricity use at Casuarina library for both quarters was less than the same time last year (first quarter reduction of 18%, second quarter reduction of 6%).

Figure 4 - Electricity Consumption at West Lane and Chinatown Car Parks
Note: The apparent increase in consumption in the second quarter at the West Lane Carpark is attributed to estimated reads during this period



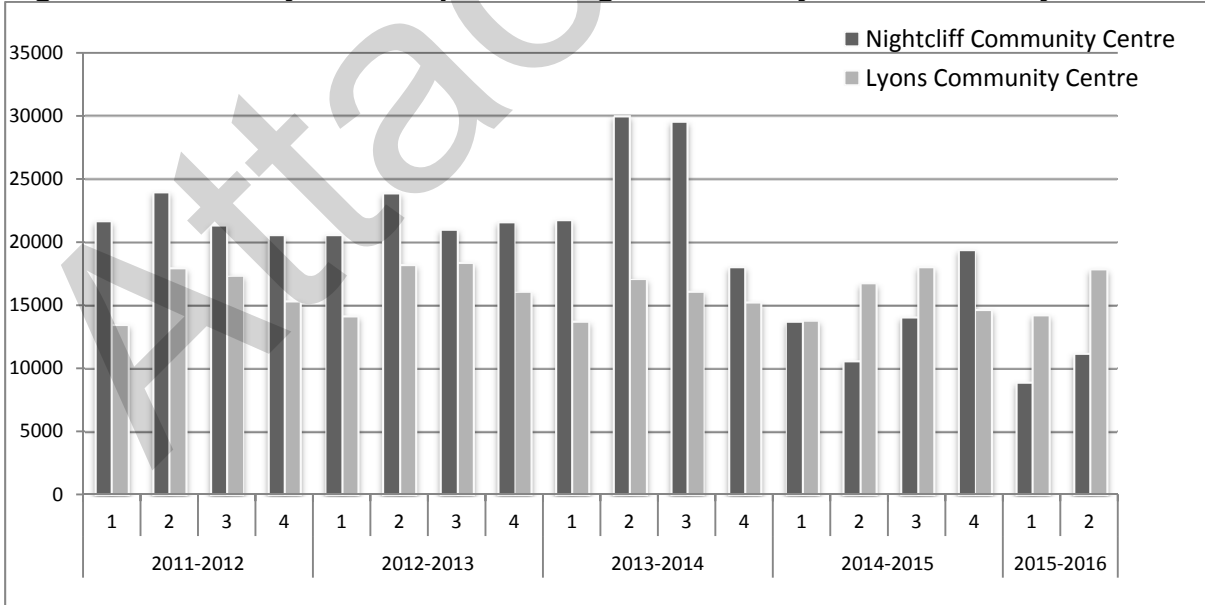
Electricity consumption at both car park sites remains consistently low following the installation of sensors and energy efficient lighting. The most notable change is around 25% reduction in electricity at both car parks in the first quarter when compared with the same time last year. Further installation of LEDs and additional sensor installation at Chinatown Car Park continues to reduce consumption.

Figure 5 - Electricity Consumption at Pools



Parap Pool is showing a good pattern of electricity reduction. Note that the high peak in Q2 2013/14 is attributable to a data entry error that is being rectified. Consumption at Nightcliff Pool is higher than would be expected due to the construction work for the Nightcliff Café which is drawing on the same meter at this time.

Figure 6- Electricity Consumption at Nightcliff and Lyons Community Centres



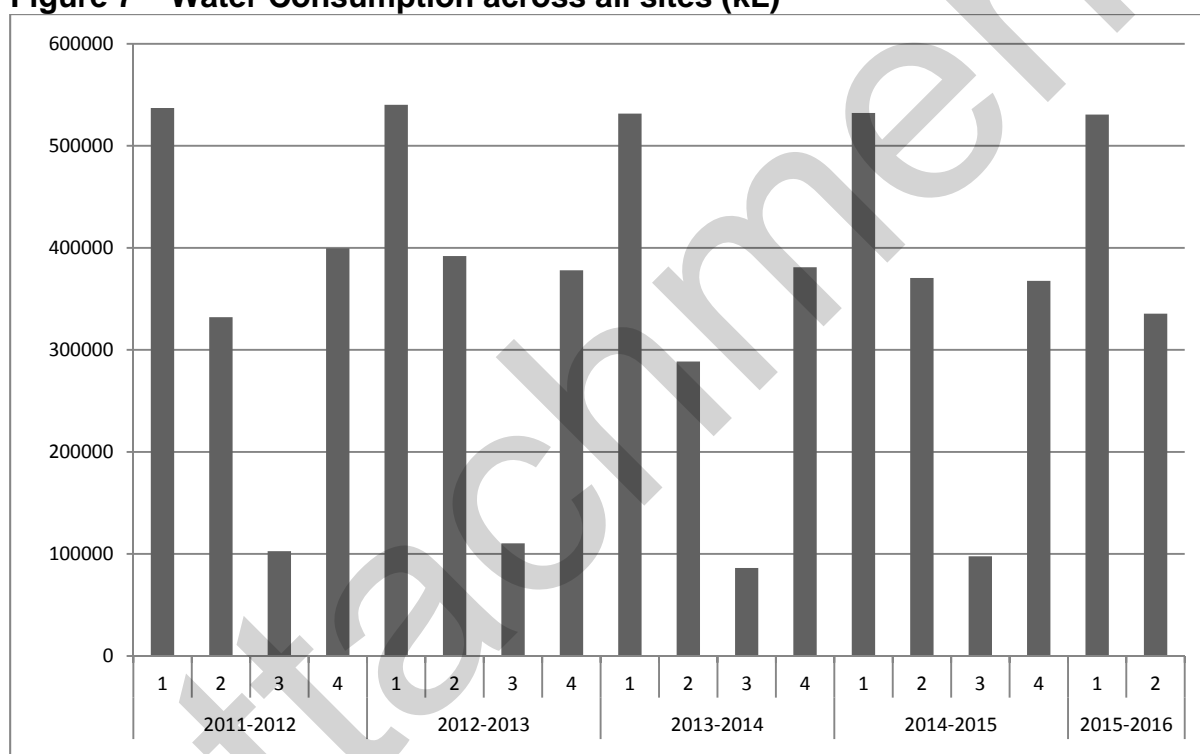
Generally electricity use at the community centres has decreased. A large peak of consumption at Nightcliff Community Centre in 2013-14 is attributed to a problem with the air conditioning system. Communal space air conditioning is the main contributor to electricity consumption at these sites. Sensor control in amenities and more efficient use of air conditioners has yielded electricity savings, however vigilance is required to ensure these communal areas are not compromised.

2. Water Consumption is reduced

Water consumption maintains a strong seasonal influence. Water efficiency initiatives are resulting in some savings at particular sites. The strong *el nino* weather pattern that is currently at play is resulting in high reliance on irrigation in open areas. It is expected that this will continue to influence the next quarter.

Council staff continues to work with Power and Water Corporation on water audits across buildings and to improve the quality of data for water meters.

Figure 7 – Water Consumption across all sites (kL)



Water use in the first quarter (end of dry season, toward build up) is consistently high due to increasing humidity and apparent temperature but lack of rainfall. Water use in the second quarter (build up, toward start of wet season) varies. Interestingly, despite the unusually dry build up water use in the second quarter was 10% less than the same time last year.

Casuarina Pool and Civic Centre Water Audit

Staff has worked with the Living Water Smart team (Power and Water Corporation) to undertake water audits of Casuarina Pool and the Civic Centre. The water auditing process includes the installation of data loggers for approximately one month prior to the audit. Living Water Smart staff analyse this data and then perform an onsite audit. Results for Casuarina Pool suggest a background leak is present, which is being investigated. Improved irrigation at the site will also deliver water and cost savings. Water efficiency recommendations for the Civic Centre include changes to the cooling tower settings and improved behaviour change initiatives.

3. Waste is reduced

Detailed waste data is reported separately through *Waste and Recycling Quarterly Reports*.

Garage Sale Trail

The Garage Sale Trail is a national initiative that City of Darwin committed to for the first time, held on 24 October 2015. The event resulted in positive community engagement and awareness raising around reuse and diverting waste from landfill. Garage Sale Trail is held in October annually. A summary report is provided in **Attachment A** to this report. City of Darwin has been invited to participate in a national steering committee for this event.

4. Biodiversity is maintained across Darwin

An assessment of Green Spaces across the Darwin municipality was undertaken during this period, with a report expected in the next quarter. The purpose of the assessment was to better understand the nature of green spaces within its responsibility including:

- Urban and suburban parks and reserves
- Connections between natural environment and modified green spaces
- Biodiversity value of natural habitats (and modified green spaces)
- Refuges and fragments
- Areas of conservation significance – with a focus on areas zoned Conservation, or with the potential to be zoned Conservation.
- Areas of historical or cultural significance

The objectives of the assessment were:

1. Define and **quantify** green space the City of Darwin is responsible for across the municipality
2. Determine the **quality** of Council's green spaces
3. Determine the **connectivity** between these spaces (this will include significant street tree connections and linkages)

5. Erosion on Council land is managed

Erosion measures continue to be implemented as per the Erosion Management Plan.

6. The Built Environment supports sustainable lifestyles

Sustainable House Day Forum

On Friday 11 September a lunchtime forum was held to discuss sustainable housing design, in honour of Sustainable House Day. Three speakers, Jo Best (Troppo Architects), Keith Savage (Property Council of Australia) and Jessica Steinborner (Smart Cooling in the Tropics) presented case studies in sustainable housing before opening up for a lively and very interactive forum discussion.

Sustainable Urban Living Seminar – featuring Josh Byrne

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On Thursday 22 October Josh Byrne (well known as the Western Australian presenter on ABC's iconic Gardening Australia program) presented a sustainable urban living seminar, sharing his experiences with creating and maintaining these energy and water efficient family homes. He also discussed his role in the CRC for Low Carbon Living and his involvement in developing sustainable homes and precincts around Australia.

Over thirty people attended both of the events above, representing government planners, local government, private planning consultants, Power and Water Corporation and the general public.

Bike Plan Education

Implementation of the education component of the Bike Plan commenced in the new financial year, with planning for Ride2Work Day dominating activities during this period. Engagement with key stakeholders such as bike user groups and the Department of Transport has focused on initiatives into bicycle wayfinding, bicycle parking and broad communication strategies.

CONSULTATION PROCESS

In preparing this report, the following City of Darwin officers were consulted:

- Team Coordinator Building Services
- Team Leader Building Services
- Recreation And Healthy Lifestyle Coordinator

In preparing this report, the following External Parties were consulted:

- Planet Footprint
- Living Water Smart (Power and Water Corporation)

POLICY IMPLICATIONS

Activities described in this report are consistent with the actions and outcomes of the Climate Change Action Plan (2011-2015) and City of Darwin Policy No. 59 Climate Change.

BUDGET AND RESOURCE IMPLICATIONS

All activities have been completed within operational budgets.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Activities described in this report are inherently beneficial to the environment.

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DECEMBER 2015

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

SHENAGH GAMBLE
MANAGER CLIMATE CHANGE &
ENVIRONMENT

MARK BLACKBURN
EXECUTIVE MANAGER

For enquiries, please contact Shenagh Gamble on 89300530 or email:
s.gamble@darwin.nt.gov.au.

Attachments:

Attachment A: Garage Sale Trail Campaign Report 2015 Impacts



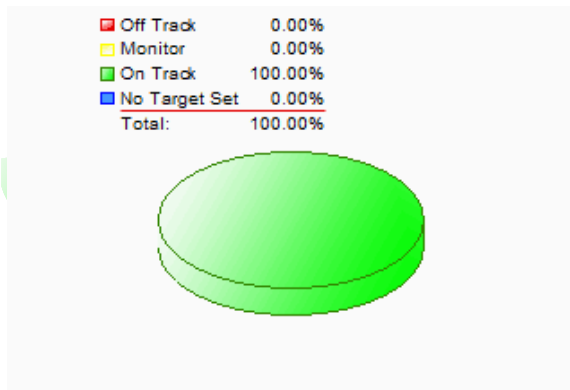
City of Darwin
PREMIUM Performance Report

Jul 15 - Jun 16

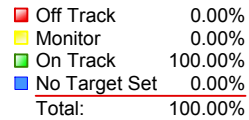
Report Filters:
Service Profile: Climate Change and Environment

Climate Change and Environment

KPI Status






Action Status









Financial Summary











Summary KPI

KPI	Trend	Unit	Target	Actual	
> 15% reduction in greenhouse gas emission from Council operations (tonnes CO2-e) by June 2016 (E2)	Jul 15 - Jun 16	#	15.00	14.20	 GREEN
Latest Comment Council's greenhouse gas inventory is currently being undertaken for the 2013/14 financial year. Preliminary results suggest greenhouse gas emission reduction is on track to meet 2016 target.					
Community satisfaction with Council's priority for leading and advocating for the sustainability and protection of our er	Jul 15 - Jun 16	%	60.00	58.00	 GREEN
Latest Comment No comments entered for this KPI					
Percentage of planned Climate Change Action Plan 2011-2020 actions completed	Jul 15 - Jun 16	%	95.00	95.00	 GREEN
Latest Comment All planned Climate Change Action Plan actions completed for 2015/16.					

Action Summary

-  At least 90% of action target achieved
  Target
-  Between 70 and 90% of action target achieved
  % Complete
-  Less than 70% of action target achieved
-  No Target Set


Action	Start Date	End Date								Budget Expenditure	Actual Expenditure	% variance	
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
3.3.1.1 Monitor stormwater and waterway water quality	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	01/07/2015	30/06/2016	<div><div></div></div> <div>0%20%40%60%80%100%</div>								\$0.00	\$0.00	0%
									\$0.00	\$0.00	0%		

Action Details

Office of the Chief Executive

Climate Change & Environment

STRATEGY: 3.1.1 Reduce Council's greenhouse gas emissions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN

Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Climate Change and Environment					


Linked Related Plan(s):**Linked Action Filter(s):****Action Progress Comments**

Q1 & 2 - Implementation of recommendations from the Deloitte's Environmental System assessment continued in this period. Notably the development of Standard Operating procedures for environmental reporting and site inspections, environmental checklist, register of NT and Commonwealth legislation and clauses to be used in contractor and lease arrangements. These documents will be brought together into an Operational Environmental Management Plan.

Q3 - Climate Change & Environment staff are working with OHS staff based at the Operations Centre to include environmental conditions in Safe Working Methods Statements .

Last Updated - 15/09/2016


STRATEGY: 3.2.1 Increased community understanding of climate change and environment issues and mitigation and adaption actions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
<p>Q 1 & 2 - Key initiatives that have occurred in this six month period include:</p> <ul style="list-style-type: none">- Solar PV installation at Bishop Street Operations Centre- Water audits (performed by Living Water Smart) undertaken at Casuarina Pool and Civic Centre- Lunchtime seminar series, covering Sustainable House Day and Water efficient design- Community tree planting day at East Point Reserve <p>Ongoing projects contribute to energy, waste and water reduction as well as enhancing biodiversity across the municipality.</p> <p>Q3 - Electricity consumption decreased by 1% this quarter, compared with the same time last year. Despite a significantly lower than average rainfall this quarter, water consumption decreased by 1% compared with the same quarter last year.</p> <p>The Northern Territory Government Flora and Fauna division has been engaged to undertake a fauna assessment at East Point Reserve and Nightcliff Foreshore .</p> <p>Q4 - Electricity consumption increased this quarter, compared with the same time last year. Water consumption was lower when compared with the same time last year. The Operations Centre Water Audit complete.</p>							
Last Updated - 15/09/2016							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	<div><div></div><div></div><div></div></div> GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
Q1 & 2 - Community initiatives this period include Garage Sale Trail; Backyard Bird Count; Sustainable House Forum; Water Efficient Design Forum; Community Tree Planting Day; 12 Sustainable Days of Christmas.							
Q3 - The third quarter is typically a quiet time for community engagement, however initiatives include: - Discussions with community members about developing information signs regarding shorebirds at Nightcliff Foreshore - Participate in discussion regarding Water Sensitive Cities, a workshop hosted by the CRC for Water Sensitive Cities - Deliver initiatives under the Darwin Bike Plan education and engagement plan, including working with stakeholders to develop Share the Roads and Share the Paths education material - Develop request for quotation for Wayfinding Strategy (including cycling wayfinding) - Planning and engagement with Darwin schools to deliver the The Climate Change Challenge (key schools engagement activity) to be held on 1 June 2016							
Q4 - Activities included Jingili Primary School, Wayfinding Signage, Bike Plan, Climate Change Challenge, Group Rides - Sep it up Challenge/Pedal for Points/Love Food Hate Waste Workshop, Community Grants, George Brown Scholarship, Rapid Creek Beneficial Uses Assessment							
Last Updated - 15/09/2016							

STRATEGY: 3.2.3 Lobby governments, developers and industry to undertake sustainable projects and behaviours

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	<div><div></div><div></div><div></div></div> <div>GREEN</div>
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
Q1 & Q2 - Where appropriate, comment is provided on development applications and submissions provided to NT Government initiatives . For example, attended a briefing session regarding changes to the NT Environmental Regulatory System prior to preparing comment on these changes .							
Q3 - Comment was made on a number of development applications during this quarter.							
Q4 - No significant submissions were made during this quarter.							
Last Updated - 15/09/2016							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN

Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Climate Change and Environment					

Linked Related Plan(s):

Linked Action Filter(s):

Action Progress Comments


Q 1 & 2 - The Climate Change & Environment team provides advice to development applications and input to government submissions as needed.

Q3 - Prepared and submitted comment on Northern Territory Government's Balanced Environment Draft Strategy

Q4 - No significant submissions were made during this quarter. Attended the Future Darwin CSIRO Scenario Planning and Report, BOM Climate Outlook

Last Updated - 15/09/2016

STRATEGY: 3.3.1 Advocate for the conservation of natural systems

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.3.1.1 Monitor stormwater and waterway water quality	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN

Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Climate Change and Environment					

Linked Related Plan(s):

Linked Action Filter(s):

Action Progress Comments

Q1 & 2 - Regular water quality monitoring continued through this period. As a result of this monitoring Lake Alexander was closed during the Christmas break due to high bacteria readings. Stormwater "first flush" sampling occurred at all 12 sites across the municipality.


Q3 - Stormwater wet season sampling was difficult during this period due to sporadic rainfall and few significant rain events. No closures for Lake Alexander were required during this period.

Council has participated in the development of a strategy for Integrated Monitoring and Research Program for the Darwin Harbour Region.

Q4 - Stormwater and waterway water quality were consistently good during this period with no action required.

Last Updated - 15/09/2016

STRATEGY: 3.3.2 Increase biodiversity richness and abundance across Darwin

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN

Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Climate Change and Environment					

Linked Related Plan(s):

Linked Action Filter(s):

Action Progress Comments


Q1 & 2 - Climate Change & Environment and Parks & Reserves teams continue to work well to deliver the East Point Biodiversity Plan. Key activities this period include the community tree planting day, which for the first time directly targeted school groups. This event was very successful and productive and the same approach will be used for future community planting days.

Q3 - The nursery on site at East Point has been re-established with seed collection and propagation. CDU student research is ongoing including leaf litter assessments and assisting with planting both on community planting day and in February. Staff have sighted three different individual monitors / goannas. This is important as it suggests there are several large reptiles present at East Point Reserve.

Q4 - The Artificial nesting platform for Osprey was erected in May. No Osprey is expected to nest on the platform until March / April 2017.

A fauna assessment was conducted at East Point Reserve in May. City of Darwin engaged the Northern Territory Government Flora and Fauna Division to undertake the assessment. Initial results have identified several new and relative rare species such as the Rufous Owl and the Northern Blossom Bat.

Last Updated - 15/09/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN

Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Climate Change and Environment					

Linked Related Plan(s):

Linked Action Filter(s):

Action Progress Comments

Q1 & 2 - An assessment of green spaces across the municipality has been undertaken. Climate Change & Environment are now working with Parks & Reserves team leaders to develop strategies for developing green infrastructure in each precinct.

Q3 - A request for quotation to undertake a fauna assessment at East Point Reserve and Nightcliff foreshore received a number of high quality responses. The project was awarded to the Northern Territory Government Flora and Fauna division who were scheduled to commence work in May 2016.

Q4 - Fauna assessment commenced with final report due early in the new financial year.

Last Updated - 15/09/2016

OPEN SECTION

E&I9/8

Environment & Infrastructure Committee Meeting – Tuesday, 20 September 2016

11. INFORMATION ITEMS

Nil

12. GENERAL BUSINESS

13. CLOSURE OF MEETING