



AGENDA

43rd Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 15 April 2025

Meeting to be held commencing 6:00pm
in Council Chambers at 7 Bees Creek Road, Freds Pass
https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

Community Forum
will be held from 5:30pm – 6:00pm

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

TABLE OF CONTENTS

1	Acknowledgement of Traditional Owners.....	Pg 4
2	Opening of Meeting.....	Pg 4
3	Electronic Attendance / Apologies and Leave of Absence.....	Pg 4
	3.01 Electronic Attendance	
	3.02 Apologies	
	3.03 Leave of Absence Previously Granted	
	3.04 Leave of Absence Request	
4	Disclosures of Interest	Pg 4
	4.01 Elected Members	
	4.02 Staff	
5	Public Questions	Pg 5
6	Confirmation of Minutes	Pg 5
	6.01 Confirmation of Minutes	Pg 6
	6.02 Council Business Arising from Previous Meetings	Pg 17
7	Petitions.....	Pg 22
8	Deputations and Presentations	Pg 22
9	Accepting or Declining Late Items	Pg 22
10	Notices of Motion	
	10.01 To rescind resolution ORD2025 11-312 to relocate the Taminmin Community Library	Pg 23
11	Mayors Report.....	
	11.01 Mayors Report	Pg 65
12	Reports from Council Appointed Representatives.....	Pg 66

13	Officers Reports	
	13.01 Corporate and Community	
	13.01.01 Litchfield Council Finance – March 2025	Pg 67
	13.01.02 People, Performance and Governance Report –March 2025	Pg 94
	13.01.03 Draft Municipal Plan 2025-2026	Pg 101
	13.02 Executive and Community Development	
	13.02.01 Community Services and Development Monthly Report – March 2025	Pg 172
	13.02.02 Municipal Plan 2024-25 Quarterly Performance Report	Pg 184
	13.03 Infrastructure and Operations	
	13.03.01 Summary Planning and Development Report – March 2025	Pg 208
	13.03.02 Stage 2 Tranche 1 Place Naming Proposal for Greater Holze	Pg 232
14	Other Business	Pg 240
15	Confidential Items	
	15.01.01 Confirmation of Confidential Minutes	Pg 240
	15.01.02 Advocacy and New initiates Committee Meeting Minutes	Pg 240
	15.01.03 Draft Litchfield Council By-Laws	Pg 240
	15.01.04 Freds Pass Reserve \$10million Grant – Project Update	Pg 241
	15.01.05 Award Contract - RFT24-484 Minor Civil Works Panel Contract	Pg 241
	15.01.05 LGANT Membership of TOPROC	Pg 241
16	Close of Meeting	Pg 241



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 April 2025

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

An audio and visual recording of this meeting is live streamed to Council's YouTube channel and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending this meeting, you confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.

3. Electronic Attendance / Apologies and Leave of Absence

- 3.01 Electronic Attendance
- 3.02 Apologies
- 3.03 Leave of Absence Previously Granted
- 3.04 Leave of Absence Request

4. Disclosures of Interest

A conflict of interest arises where an individual has a private or personal interest, perceived or real, which could affect their capacity as an Elected Member to perform their public or professional duties in an impartial manner.

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

- 4.01 Elected Members
- 4.02 Staff

5. Public Questions

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 18 March 2025, 11 pages; and
- Confidential Council Meeting held Tuesday 18 March 2025, 3 pages.

6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from previous Ordinary Council Meetings.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
on Tuesday 18 March 2025 at 6:00pm

Present	Doug Barden Mark Sidey Emma Sharp Rachael Wright Kevin Harlan Kris Civitarese Mathew Salter	Mayor (Chair) Deputy Mayor, Councillor South Ward Councillor South Ward Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor North Ward
Staff	Stephen Hoyne Rebecca Taylor Rodney Jessup Ankit Pansal Jill Enriquez Deb Boyko	Chief Executive Officer Acting Director Corporate and Community Director Infrastructure and Operations HR and Records Management Program Leader <i>(Electronic in part)</i> Communications Participation Officer Executive Support

Public

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:05pm

The Mayor welcomed members of the public.

The Mayor advised that an audio and visual recording of the meeting was live streamed to Council's online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending the meeting, those present agreed to comply by Council's Recording of Council Meetings Policy. It is noted that there were technical difficulties with the visual component of the recording and the meeting proceeded with Audio only.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.01 Electronic Attendance

Nil

3.02 Apologies

Nil

3.03 Leave of Absence Previously Granted

Nil

3.04 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

The Mayor declared a conflict of interest to confidential item 15.01.05 Award Contract - RFT24-482 Reseal Various Roads.

Cr Harlan declared a conflict of interest to confidential item 15.01.05 Award Contract - RFT24-482 Reseal Various Roads.

4.2 Staff

The Chief Executive Officer declared a conflict of interest to confidential item 15.01.04 Facilitator for Chief Executive Performance Review.

5. PUBLIC QUESTIONS

Nil

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Council Minutes

Moved: Cr Wright
Seconded: Deputy Mayor Sidey

THAT Council confirms the following minutes as a true and accurate record of those meetings:

- Ordinary Council Meeting held Tuesday 18 February 2025, 9 pages, and
- Ordinary Confidential Meeting held 18 February 2025, 2 pages.

ORD2025 11-305 CARRIED (6-1)

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Sharp
Seconded: Deputy Mayor Sidey

THAT Council receive and note Item 6.02 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

ORD2025 11-306 CARRIED (7-0)

7. PETITIONS

Nil

8. DEPUTATIONS AND PRESENTATIONS

Nil

9. ACCEPTING OR DECLINING LATE ITEMS

Nil

10. NOTICES OF MOTION

CHANGE TO ORDER OF BUSINESS

Moved: Deputy Mayor Sidey
Seconded: Cr Wright

Members voted to move item 10.1 Gravel to Seal Motion to be delt with item 13.03.02 Capital Works 2024-25.

ORD2025 11-307 CARRIED (7-0)

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Civitarese

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 19 February 2025 to 18 March 2025.

ORD2025 11-308 CARRIED (7-0)

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – February 2025

Moved: Deputy Mayor Sidey
Seconded: Cr Wright

THAT Council note the Litchfield Council Finance Report for 28 February 2025.

ORD2025 11-309 CARRIED (7-0)

Ankit Pansal, HR and Records Management Program Leader, joined the meeting at 6:15pm.

13.01.02 People, Performance and Governance Report – February 2025

Moved: Cr Civitarese
Seconded: Cr Sharp

THAT Council note the People, Performance and Governance Report for February 2025.

ORD2025 11-310 CARRIED (7-0)

Ankit Pansal, HR and Records Management Program Leader, left the meeting at 6:19pm

13.01.03 Risk Management Audit Committee Open Minutes

Moved: Cr Civitarese
Seconded: Cr Harlan

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 27 February 2025 meeting, as at Attachment A.

ORD2025 11-311 CARRIED (7-0)

13.01.04 Merit of Relocating the Library

Moved: Cr Sharp
Seconded: Cr Wright

Cr Sharp, left the meeting at 6:35pm

Cr Sharp, returned to the meeting at 6:36pm

THAT Council:

1. approve the relocation of the Taminmin Community Library to Coolalinga Central, subject to lease agreement;
2. approve the allocation of one off costs of \$337,000 to facilitate the relocation and complete the fit-out of the new space; and
3. approve the ongoing additional annual budget requirement of \$537,000.
4. To include the initiative for library outreach services to be added to municipal plan for consideration, public awareness and consultation.

**A Division was called Cr Harlan
Those voting in the affirmation Cr Sharp, Cr Wright, Deputy Mayor Sidey, Cr Salter
Those voting in the negative Cr Harlan, Cr Civitarese and Mayor Barden**

ORD2025 11-312 CARRIED (4/3)

13.02 Executive and Community Services

13.02.01 Community Services and Development Monthly Report – February 2025

Moved: Cr Salter
Seconded: Cr Sharp

THAT Council note the Community Services and Development Monthly Report for February 2025.

ORD2025 11-313 CARRIED (7-0)

13.02.02 National General Assembly of Local Government 2025

Moved: Cr Wright
Seconded: Cr Sharp

THAT Council:

1. note the upcoming 2025 National General Assembly of Local Government in Canberra from 24 June to 27 June 2025;
2. approve the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra; and
3. further support other elected members attending and utilising their available professional development allowance.

ORD2025 11-314 CARRIED (6-1)

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – February 2025

Moved: Cr Wright

Seconded: Cr Salter

THAT Council:

1. receive the Summary Planning and Development Report February 2025; and
2. note for information the responses provided to relevant agencies within Attachment A to E of this report.

ORD2025 11-315 CARRIED (7-0)

NOTICES OF MOTION

10.1 Gravel to Seal

Moved: Mayor Barden

Seconded: Cr Civitarese

THAT council allocate \$1.94m to a shovel ready road project being from "gravel to seal" in the 2024/25 budget. The amount is calculated from \$938,000 & \$1m from the 2023/24 & 2024/25 totalling \$1.938m which have already been allocated to Brougham Rd & has not yet been used. If there are no other shovel ready "gravel to seal" projects, I propose that council allocate \$1.3m from the 2025/26 budget to complete Brougham Rd.

Some already shovel ready projects which have been submitted under the "Safer Roads Grant Program" Tranche 2 that could be delivered are

- 1) Lambells Lagoon Road Upgrade Gravel to seal
- 2) Perentie Road Upgrade Gravel to seal
- 3) Keleson Road Upgrade gravel to seal
- 4) Bees Creek Road Upgrade gravel to seal.
- 5) Other???

AMENDMENT

Moved: Cr Sidey

Seconded: Cr Wright

THAT Council reallocate \$2.95 million from the 2024/25 budget by redirecting funds originally allocated to Brougham Road (\$1.95m) and Thorngate Road (\$1.0m) to the following projects:

Proposed project funding details

FY 2024/25:

- **Whitewood Road –**
 - \$1.2m from substitution

- \$300 k from FY 24/25 Budget
- Total Budget \$1.5m
- **Thorngate Road** (Patching only) –
 - \$250k from substitution

FY 2025/26:

- **Bees Creek Road** – Gravel to seal
 - \$1.5m from substitution
 - \$500k from FY 25/26 budget
 - Total Budget \$2m
- **Keleson Road** – Gravel to seal
 - \$1.0m from FY25/26 Budget

ORD2025 11-316 CARRIED (5-2)

13.03.02 Capital Works 2024-25

THAT Council:

1. put Whitewood Road pavement project back on the program so the shared path project can progress utilising the LRCI funding. Allocate \$1,200,000 from the project budgets of Brougham Road and Thorngate Road that are on hold, to meet the \$1,500,000 project estimate.
2. support the resubmission of Brougham Road and Thorngate Road projects for Safer Local Roads grant funding.
3. support an interim repair on Thorngate Road to get it through until a grant can be obtained and allocate \$250,000 from asset reserves for this repair.

AMENDMENT

Moved: Deputy Mayor Sidey
 Seconded: Cr Harlan

THAT Council support the resubmission of Brougham Road and Thorngate Road projects for Safer Local Roads grant funding.

ORD2025 11-317 CARRIED (7-0)

13.03.03 Delegation of Authority to approve Stormwater Design Holtze

Moved: Deputy Mayor Sidey
Seconded: Cr Wright

That Council nominate the Director Infrastructure and Operations to approve external delegation of stormwater approval as required by the Building Act 1993 for the Holtze Land Development area, for Stage 1 with an option to extend.

ORD2025 11-318 CARRIED (5-2)

13.03.04 Application of Common Seal – Subdivision and Consolidation DP2024/0029

Moved: Cr Sharp
Seconded: Cr Wright

That Council approve the application of the Common Seal for the Land Titles Office, General Consent Forms relating to Lot 6257, Hundred of Strangways and Lot 5987, Hundred of Strangways.

ORD2025 11-319 CARRIED (7-0)

14. OTHER BUSINESS

14.1 Questions

Question 1:

Cr Sidey queried what time the Berry Springs Waste Transfer Station ordinarily open as he has had reports that it has opened late on numerous times. Additionally, what are the mitigation strategies to prevent this issue from reoccurring.

Rodney Jessup, Director Infrastructure and Operations advised that the issue is being internally reviewed and that there is a solution to ensure that someone is there when required.

Question 2:

Cr Harlan requested an update on the mulch stockpiles and the free mulch program.

Rodney Jessup, Director Infrastructure and Operations provided an update on the stockpile and the success of the program.

Question 3:

Cr Harlan queried the damage to Meade Road and if the repairs are covered under the defects or are council paying to repair the damages.

Rodney Jessup, Director Infrastructure and Operations advised that staff are working with the contractor per issues as to what is a defect and what is another issue and will be fixed and costed accordingly.

Question 4:

Cr Sharp queried Bees Creek Road residential driveways wash out issue adding a request to have some attention from staff to resolve the issue or contact residents.

Noted by Rodney Jessup, Director Infrastructure and Operations.

Question 5:

Cr Harlan has had contact with residents regarding No Name Road consultation works and that residents were concerned that works were beginning and they were not made aware.

Rodney Jessup, Director Infrastructure and Operations advised that relevant documentation is been collated and will determine internally what consultation will occur with each resident further to that each resident will them be individually contacted.

14.2 Community Appreciations

Cr Salter would like to pass on the appreciation of the Humpty Doo Bowls Club for their grant awarded by council. It has seen much needed updates of amenities around the club.

Further Cr Salter would like to congratulate the premier winners, Southern Districts Football club on their recent grand final win.

CONFIDENTIAL ITEMS

Moved: Cr Sharp
Seconded: Cr Civitarese

THAT Council Pursuant to Section 99 (2) of the *Local Government Act* and Regulation 51(1) of the *Local Government (General) Regulations 2019* the meeting be closed to the public to consider the following Confidential Items:

15.01.01 Confirmation of Confidential Minutes

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.01.02 RMAC Confidential Minutes – 27 February 2025

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.01.03 Freds Pass Reserve \$10mil Grant Project Steering Committee Meeting Minute

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.01.04 Facilitator for CEO Performance Review

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

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

15.01.05 Award Contract - RFT24-482 Reseal Various Roads

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

ORD2025 11-320 CARRIED (7-0)

The meeting moved to Confidential Session at 8:07pm.

Moved: Mayor Barden
Seconded: Deputy Mayor Sidey

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations 2021* the meeting be re-opened to the public.

Cr Harlan declared a conflict of interest in the matter of 15.01.05 and left the meeting at 8:20pm and did not return.

ORD2025 11-325 CARRIED (6-0)

The meeting moved to Open Session of the meeting at 8:27pm.

Items moved from Confidential:

15.01.05 Award Contract - RFT24-482 Reseal Various Roads

Moved: Cr Harlan
Seconded: Cr Civitarese

THAT Council:

1. receive and note the Tender Evaluation Report for RFT24-482;
2. note that the report contains commercial in-confidence information;
3. award the contract for RFT24-482 Reseal Various Roads Package 1 and 2 to Downer Edi Works Pty Ltd to the value of \$1,340,783.81 (GST Exclusive) which includes 10% contingency;
4. make public this resolution.

ORD2025 11-324 CARRIED (5-0)

15. CLOSE OF MEETING

The Chair closed the meeting at 8:28pm.

17. NEXT MEETING

Tuesday 15 April 2025

MINUTES TO BE CONFIRMED

Tuesday 15 April 2025

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

UNCONFIRMED

6.02 - Business Arising from the Minutes



Resolution	Resolution	Meeting Date	Officer	Status
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ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River THAT Council:</p> <ol style="list-style-type: none"> proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	<p>In Progress Awaiting response from Crown to progress. Met with the owner of Lot 585 late February to provide an update.</p>
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ORD2023 11-093	<p>Cost to maintain the eight owned Council Recreation Reserves THAT Council:</p> <ol style="list-style-type: none"> engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council’s eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council’s eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and receive the report prior to the first 2023-2024 Budget Review Meeting. 	20/06/2023	DIO	<p>In Progress Update presented in report in December. Draft Report for first reserve presented.</p> <p>Noting Refer ORD2023 11-241</p>
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Freds Pass Reserve Expansion			
ORD2023 11-142	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. adopt the Freds Pass Reserve land expansion concept to include: <ol style="list-style-type: none"> a. Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and b. Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways; 2. adopt the concept to acquire land from Power and Water Corporation's Section 6003 Hundred of Strangways for the Freds Pass Reserve safe cycle, pedestrian and bridle way connection to Coolalinga and adjacent Park and Ride; and 3. approve the consolidation of Section 1817 (20A) Bees Creek Road, Hundred of Strangways and Section 5467 (20) Bees Creek Road, Hundred of Strangways and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing of the road, as required. 	15/08/2023	DIO
			<p>Part 1a,1b Ongoing Crown discussions postponed for development of proposed use plan for the new area.</p> <p>Part 2 Ongoing DIPL have progressed conceptual design for the shared path link adjacent the highway.</p> <p>Part 3 Ongoing Development permit issued. Road Opening Letter has been sent to the Minister to formally close the road.</p>

ORD2023 11-241	<p>Cost to maintain the eight owned Council Recreation Reserves</p> <p>THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.</p>	12/12/2023	DIO	<p>In Progress Update presented in report in December with condition reports still being undertaken.</p> <p>Data collection completed for several reserves. Asset Management Plans for those completed to be awarded to consultant in March.</p>
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ORD 2024 11-183	<p>Disposal of Contaminated Concrete Waste Stockpiles from Council’s Waste Transfer Stations</p> <p>THAT Council resolve to commit a Budget of \$3,000,000.00 to disposing of the contaminated concrete waste piles from Howard Springs and Humpty Doo Waste Transfer Stations. The budget is to come from the Waste Asset Reserve.</p>	20/08/2024	DIO	<p>In Progress</p> <p>Works are progressing with the project plan to manage the disposal process. EPA supporting proposals. Crown discussion commencing mid-March.</p>
ORD 2024 11-185	<p>Once Off Waste Clean-up Amnesty</p> <p>THAT Council implement a voucher system, providing all rateable properties with a number of vouchers permitting the resident to dump the specified number of items upon redemption of the voucher.</p>	20/08/2024	DIO	<p>In Progress</p> <p>Voucher system is ready to go. Staff are being trained and roll out date is confirmed.</p>
ORD 2024 11-186	<p>Humpty Doo Village Green – Capital Works</p> <p>THAT Council approve the allocation of \$45,000 from the New Initiatives budget to complete the following Capital Works projects at the Humpty Doo Village Green:</p> <ul style="list-style-type: none"> a) Shade Sail replacement; b) Gate/fence replacement works; and c) Development of an art mural at the skate park. 	20/08/2024	DIO	<p>Completed</p> <p>Repairs and installation of shade sail completed. Skate Park mural completed. Bowls Club gate/fence works have been completed.</p>
ORD 2024 11-210	<p>Safer Local Roads Infrastructure Program – Project Selection</p> <p>THAT Council:</p> <ul style="list-style-type: none"> 1. support grant application(s) to the Safer Local Roads Program for the Brougham Road, Thorngate Road, Whitewood Road, Bees Creek Road and Mango Roads 2 projects; 2. approve, upon notification of a successful Safer Local Roads Program grant application, the allocation of a Council co-contribution of \$3.66 million funded via a reduction to the proposed 2025/2026 Capital works budget; and 3. approve the Chief Executive Officers to submit application(s) to the Safer Local Roads Program for the above projects; and 	17/09/2024	DIO	<p>In Progress</p> <p>Notification of being unsuccessful for Brougham Road, Whitewood Road and Thorngate Road has been received.</p> <p>Lodgement of Tranche 2 projects completed on 30th January 2025.</p> <p>Keleson Bees Creek Road Lambells Lagoon Road</p>

	4. support the ongoing development of designs for future road projects and commit \$300,000 from asset reserves towards capital design development so that projects can be shovel ready for when relevant grants become available.			Perentie Road Tranche 3 Closes 30 May 2025 or resubmissions.
Freds Pass Reserve – Lakeview Hall Roof Repair				
ORD 2024 11-230	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. proceed with a temporary repair of the roof; and 2. request a full project outline for the renovation of the building be bought to Council for consideration in Budget Review 1 2024/2025. 	15/10/2024	DIO	<p>In Progress Estimate for cost of full renovation has been received. Briefing report to be developed for consideration of Budget allocation</p>
GOV14 Filling Local Vacancies on Council 2024				
ORD 2024 11-262	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Adopts draft GOV14 Filling Casual Vacancies on Council Policy, as at Attachment A; and 2. Authorises the Chief Executive Officer to make minor editorial changes. 	10/12/2024	CEO	Completed
Private Roads – No Name Road				
ORD 2024 11-265	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents. 2. Allocate No Name Road as the proposed road for the trial. 3. Allocate \$100,000 of consultant budget to come from Financial Reserves. 4. Renew the policy as it stands with no changes for a further 12 months. 	10/12/2024	DIO	<p>In Progress Works has commenced on drafting the relevant survey documentation and legal has been engaged to draft the agreements.</p>

13.01.04 Merit of Relocating the Library

THAT Council:

ORD2025
11-312

1. approve the relocation of the Taminmin Community Library to Coolalinga Central, subject to lease agreement;
2. approve the allocation of one off costs of \$337,000 to facilitate the relocation and complete the fit-out of the new space; and
3. approve the ongoing additional annual budget requirement of \$537,000.
4. To include the initiative for library outreach services to be added to municipal plan for consideration, public awareness and consultation.

18/03/2025

DCC

In Progress



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 April 2025

7 **Petitions**

8 **Deputations and Presentations**

9 **Accepting or Declining Late Items**

10 **Notices of Motion**

10.01 To rescind resolution ORD2025 11-312 to relocate the Taminmin
Community Library

11 **Mayor's Report**



NOTICE OF MOTION

Agenda Item Number:	10.01
Report Title:	Notice of Motion
Attachments:	Nil

I, Councillor Kevin Harlan, give notice that at the next Ordinary Council Meeting on 15 April 2025, I will move the following motion:

MOTION

1. That Council rescind motion ORD2025 11-312 to relocate the Taminmin Community Library from Taminmin Collage to Coolalinga Shopping Centre.
2. That Council seek community feedback on the long term location of the Taminmin Community Library.

REASON:

1. Background.

At the January 2022 Ordinary Council meeting, motion ORD2022 11-010 was carried to:

- i. receive and note the Litchfield Council Public Library Services Business case consultancy report from the Atria Group; and
- ii. agree to the relocation of the library service from Taminmin College to Coolalinga Shopping Centre or an alternative publicly accessible location by the end of financial year of 2022/2023, subject to acceptable relocation quotes and funding arrangements and community feedback.

This motion was carried 4/3, noting that I was one of 4 elected members voted in the positive for this motion.

At the March 2025 Ordinary Council meeting, motion ORD2025 11-312 was carried to:

- i. approve the relocation of the Taminmin Community Library to Coolalinga Central, subject to lease agreement;
- ii. approve the allocation of one off costs of \$337,000 to facilitate the relocation and complete the fit-out of the new space; and
- iii. approve the ongoing additional annual budget requirement of \$537,000.
- iv. to include the initiative for library outreach services to be added to municipal plan for consideration, public awareness and consultation.

This motion was carried 4/3, noting that I was one of 4 elected members who voted in the negative this motion.

2. Current Situation.

At the March 2025 Ordinary meeting, agenda item 13.01.04, elected members were provided with a Council report with the recommendation to relocate the Taminmin Community Library to Coolalinga Central along with a budget of \$337,000.00 for relocation/fit out cost and an ongoing annual budget of \$537,000.00.



I asked what the actual rent is payable and the length of the lease, at the time of writing this motion, these details are still yet to be provided in writing to the elected members.

I also have concerns that, that with next local government elections scheduled to be held within the next 4 ½ months, we are too close to the election to make a large financial commitment for the next elected members (noting that the caretaker period is approximately 3 months away from the April 2025 meeting).

At the March 2025 ordinary meeting, elected members were also presented with some community feedback from the Litchfield Council Facebook page and ad-hoc responses from residents using the Howards Springs and Humpty Doo waste transfer stations.

No community feedback was provided from residents using the Berry Springs waste transfer station. The community feedback from the 2 transfer stations recorded that 168 residents responded in a positively to the relocation, while 197 responded negative to the relocation, with 109 responding as Don't Care.

Following the publication of the unconfirmed minutes of the March 2025 Ordinary meeting, I (and other elected members) received emails from residents strongly against the relocation to Coolalinga Shopping Centre.

These emails raised questions about the cost, the decision appears rushed, potential breachers of the Local Government Act 2019, social value gains, no meaningful community consultation, Reliance on outdated and Incomplete Evidence, no updated study has been undertaken to reflect population growth, community needs post-pandemic, digital learning shifts and deficient in all the information presented to demonstrate due diligence.

While I initially willing to accept the 4 for, 3 against vote for the relocation, I was of the belief that as a Council, we have this wrong.

To ensure open and transparency, I have included a copy of the emails below (I have removed the senders email address to protect their privacy, these details will be made available to elected members and the CEO upon request).



Kevin Harlan

From: Doug Barden
Sent: Tuesday, 1 April 2025 9:27 AM
To: Mayor and Councillors
Subject: FW:
Attachments: IMG_6859.jpg

Page 13 of the Municipal Plan attached – library at 320 Arnhem Highway

Work-life balance is important. If I am sending this email outside of ordinary working hours, it is because it suits me. However, there is no expectation that you will read or act on this email outside your own ordinary hours of work.



Doug Barden
Mayor
7 Bees Creek Road, Freds Pass NT 0822
Ph 0429 875 390 | doug.barden@litchfield.nt.gov.au



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From: Doug Barden <Doug.Barden@litchfield.nt.gov.au>
Sent: Tuesday, 1 April 2025 9:24 AM
To: Doug Barden <Doug.Barden@litchfield.nt.gov.au>
Subject:

Doug Barden
Litchfield Council Mayor
0429 875 390

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PRIORITY PROJECT

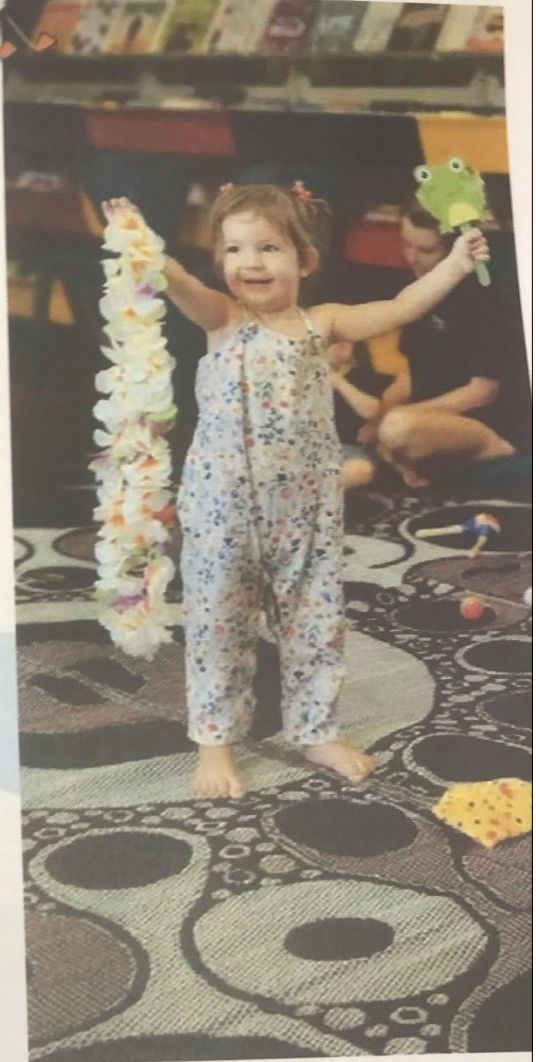
320 Arnhem Highway - Litchfield Library, Community and Business Hub

Litchfield Council is advocating to partner with the Northern Territory and Federal Governments to establish the Litchfield Community and Business Hub to serve the growing community on section 2897 (320) Arnhem Highway, Humpty Doo, Hundred Strangways which is a strategic parcel of undeveloped land within the Humpty Doo District Centre. The Northern Territory Government Litchfield Subregional Land Use Plan identified the need for additional community infrastructure, including a multi-purpose common facility and community hall with a modern library facility and spaces for art and cultural activities.

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

The Taminmin Community Library current location within Taminmin High School is less than ideal and limits the facility being run specifically as a community service. Locating the library within this community and business hub precinct would be ideal to serve the public of the Litchfield Municipality and its growing population. A Library Needs Study recommended that a new multi-user library and learning facility proposal, with sufficient capacity for additional learning spaces, including early development, digital literacy and other programs, be developed to deliver future library services in Litchfield. The study also suggested that there was an opportunity to co-locate with other services (community hall, other community uses) and ancillary commercial uses (café etc.).

An opportunity exists to explore options to utilise parts of the site for uses that may assist Council to offset the cost of community facilities that will form the focus or "heart" of the site. Utilising parts of the



Council is working toward establishing a financial reserve for this project and seeking external government funding and proposes to commit to the project should the external funding ever

Working toward this outcome, the council has in previous years, drafted a Masterplan which provides an overview of key elements considered to bring together two master plan options for the site to assist Council and the community to engage in the next steps to realise the

**Kevin Harlan**

From: Doug Barden
Sent: Tuesday, 1 April 2025 9:29 AM
To: Stephen Hoyne
Cc: Mayor and Councillors; Maxie Smith; Rodney Jessup
Subject: FW: Email from Gerry Wood

Work-life balance is important. If I am sending this email outside of ordinary working hours, it is because it suits me. However, there is no expectation that you will read or act on this email outside your own ordinary hours of work.



Doug Barden
Mayor
7 Bees Creek Road, Freds Pass NT 0822
Ph 0429 875 390 | doug.barden@litchfield.nt.gov.au



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From: Gerry Wood [REDACTED]
Sent: Monday, 31 March 2025 10:41 AM
To: Doug Barden <Doug.Barden@litchfield.nt.gov.au>; Mark Sidey <mark.sidey@litchfield.nt.gov.au>; Kevin Harlan <kevin.harlan@litchfield.nt.gov.au>; Rachael Wright <rachael.wright@litchfield.nt.gov.au>; Mathew Salter <Mathew.Salter@litchfield.nt.gov.au>; Emma Sharp <emma.sharp@litchfield.nt.gov.au>
Subject:

Dear Councillors

I have read the minutes of the Council Meeting which approved the relocation of the present Litchfield Library from Humpty Doo to Coolalinga Central Shopping Centre. To say I am disappointed would be an understatement not so much because of the approval but in the method of how it was decided on. The first I knew about this proposal was when I arrived at my local transfer station and after I had been given the okay to pass through was told by someone else that the Council was doing a survey about relocating the library and asking every second person two questions. So I turned around and asked about the survey as I would have missed out, not being the 'second' person. The questions I was asked *Do you use the present library and do you think the library should be moved to the Rivers store at Coolalinga Central?* That was it, no room for questions or added comment, which meant that a meaningful answer except a yes or no was all that was allowed. I didn't expect the gatekeeper at the transfer station to be the one who was qualified to answer any questions about the library. If this was the Council's attempt to find out what people thought, then it was a charade. What is strange is that the outcome



of this survey is not mentioned in the minutes of the March meeting. Why wasn't it made public? Why weren't our councillors letting people know what was being considered instead of asking staff at the transfer station to do their work - not seen or heard? So without advertising in the NT News or by mail that the Council was considering shifting the library, a vote was taken in March and by a slim majority the move was approved meaning the council will be paying \$500,000 a year to the interstate owners of Coolalinga Central for rent. Of course there are the other costs involved that are only found in the minutes - relocation, fitting, etc. One thing that I found difficult to understand was a reason given for the move. It would have a net Social Value Gain around \$1,500,00 per year and this would 'significantly outweigh the additional financial costs'! No explanation as to what Social Value Gain means. Of course the one thing that is missing is what will be the increase in rates due to this decision? I'm sure the ratepayers who pay the Councillors would like to know. The Council needs to rescind this decision and give ratepayers an opportunity to respond to a proper questionnaire which could be included in the rates notice. The questionnaire could show for and against arguments, plus all the financial details, reasons to relocate or not, a summary of the previous survey done for the Council by the Sydney Institute of technology, other options such as building a new library on Council's own land at Humpty Doo or Bees Creek, effect on rates, room for other comments etc. Any decision could be made after responses had been received and after the upcoming Council Election. If you think ratepayers are supportive of what the Council has approved then councillors always have the option to call a public meeting to explain the Council's decision. I'm sure there will be a range of views and if the majority are happy with the move then so be it, but before a decision is made it has to be an educated decision and so far the answer to a two question survey is far from that. Please stop and start again.

Kind regards
Gerry Wood
31/03/2025

**Kevin Harlan**

From: Doug Barden
Sent: Tuesday, 1 April 2025 9:30 AM
To: Stephen Hoynes
Cc: Mayor and Councillors; Maxie Smith; Rodney Jessup
Subject: FW: Objection to Library Relocation – Request for Community Consultation

FYI
Email sent to all Councillors

Work-life balance is important. If I am sending this email outside of ordinary working hours, it is because it suits me. However, there is no expectation that you will read or act on this email outside your own ordinary hours of work.



Doug Barden
Mayor
7 Bees Creek Road, Freds Pass NT 0822
Ph 0429 875 390 | doug.barden@litchfield.nt.gov.au



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From: Heidi Jennings [REDACTED]
Sent: Friday, 28 March 2025 2:57 PM
To: Doug Barden <Doug.Barden@litchfield.nt.gov.au>
Subject: Fw: Objection to Library Relocation – Request for Community Consultation

Good afternoon Mayor Barden.

I am forwarding you the letter I sent you, to the Litchfield Shire office.

Ratepayers are unaware of this proposal as there has been no Community Consultation.

Hoping this rushed decision be reviewed.

regards,
Heidi Jennings.

From: Heidi Jennings [REDACTED]
Sent: Thursday, 27 March 2025 4:49 PM
To: Litchfield Council <council@litchfield.nt.gov.au>
Subject: Objection to Library Relocation – Request for Community Consultation



Subject: Objection to Library Relocation – Request for Community Consultation

Date: 27-3-2025

Dear Mayor Barden, Councillors, and Mr Hoyne.

I am writing as a concerned resident and ratepayer of Litchfield Shire regarding Council's recent rushed decision to relocate the Taminmin Community Library

to Coolalinga Central (Resolution ORD2025 11-312).

I wish to formally express my objection to the proposal, based on the following concerns:

Lack of Transparency and Consultation

- Ratepayers were not formally notified by email or post.
 - No meaningful community consultation occurred prior to the vote.
 - Alleged surveys held at the Howard Springs and Humpty Doo Waste Transfer Stations do not constitute accessible or genuine engagement,
- and most residents remain unaware of the decision.

Reliance on Outdated and Incomplete Evidence

- The justification for the move is based on a 2017 Library Needs Study - data that is now more than seven years old.
- No updated study has been undertaken to reflect population growth, digital learning shifts, or changes in community needs post-pandemic.
- It is unacceptable for a major public investment to rely on outdated data without re-engaging the community or reassessing needs.

Selective Presentation of Community Feedback

- The Council report appears to highlight only negative aspects of the current library arrangement, without recognising its long-standing community value.
- The Taminmin Library has served students, parents, seniors, and various community groups for decades.
- There is no evidence that positive feedback or alternate viewpoints have been considered or reported.

Location Choice

- The proposed new site at Coolalinga Central is less than 10 minutes from Palmerston Library, raising serious questions about duplication and strategic planning.



- Rather than centralising services in already well-served areas, Council should be strengthening access across Litchfield's distinct hubs, including Howard Springs, Berry Springs and other more rural suburbs.

- A smaller 'community-hub' could be formed that provides similar services as a library; access to computers, printing, information and meeting spaces.

Financial Burden and Speculative Justification

- The proposal includes \$337,000 in one-off setup costs and \$537,000 in annual costs, with speculative claims of increased 'social value' based on unverified assumptions.

- Projected visitation increases and social value calculations are theoretical and not locally tested.

- The justification that a "rare lease opportunity" may disappear is not a sufficient basis for fast-tracking a major public expenditure without broad community support.

Lack of Transparency About Lease and Potential Conflict Of Interest

- The report does not disclose who owns or benefits from the proposed lease at Coolalinga Central.

- No lease terms, duration, or financial implications have been shared publicly.

- This raises concerns about governance and the possibility of actual or perceived conflicts of interest.

Governance and Decision-Making Processes

- Ratepayers should have a direct say over decisions involving large-scale, long-term financial commitments - not simply be informed after the fact or have their voices limited to a draft Municipal Plan process.

- This is a fundamental issue of democratic representation and fiscal responsibility.

I respectfully request that Council:

1. Suspend the relocation process immediately;
2. Commit to thorough community consultation, including targeted outreach to residents not on social media;
3. Disclose lease terms and any commercial relationships;
4. Prioritise a hub-based approach to service delivery that strengthens all of Litchfield, not just Coolalinga.

Decisions involving long-term, high-cost commitments should not be made without ratepayer awareness or consent.

I ask that you listen to the community and reconsider this decision in the interests of good governance and community trust.



Subject: Objection to Library Relocation – Request for Community Consultation

Date: 27-3-2025

Dear Mayor Barden, Councillors, and Mr Hoyne.

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Location Choice

- The proposed new site at Coolalinga Central is less than 10 minutes from Palmerston Library, raising serious questions about duplication and strategic planning.



Eagerly waiting for a response.

Yours sincerely,

Heidi Jennings.

**Kevin Harlan**

From: Mark Sidey
Sent: Wednesday, 2 April 2025 4:58 PM
To: Emma Sharp; Councillors and CEO
Subject: RE: LIBRARY RELOCATION

I agree.



Mark Sidey
Councillor South Ward
7 Bees Creek Road, Freds Pass NT 0822
Ph 08 8983 0600 | mark.sidey@litchfield.nt.gov.au



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From: Emma Sharp <emma.sharp@litchfield.nt.gov.au>
Sent: Wednesday, 2 April 2025 12:33 PM
To: Councillors and CEO <CEOandCouncillors@litchfield.nt.gov.au>
Subject: Fw: LIBRARY RELOCATION

Afternoon all

Urge all to read the 2017 report again, as distributed by Beverly Ratahi last night.

Personally think we are following the recommendations of the report by relocating to a retail hub in the short term, with long term goal potential for community hub at 320 Arnhem Hwy. Also implementing mobile/outreach service - which I wasn't aware of in this report when I raised that initiative, but I'm certainly glad it was added to our motion for inclusion in Municipal Plan.

Emma

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From: [REDACTED]
Sent: Tuesday, April 1, 2025 8:42:31 PM
To: Doug Barden <Doug.Barden@litchfield.nt.gov.au>
Cc: Mark Sidey <mark.sidey@litchfield.nt.gov.au>; Kevin Harlan <kevin.harlan@litchfield.nt.gov.au>; Rachael Wright <rachael.wright@litchfield.nt.gov.au>; Mathew Salter <Mathew.Salter@litchfield.nt.gov.au>; Emma Sharp <emma.sharp@litchfield.nt.gov.au>; Kris Civitarese <kris.civitarese@litchfield.nt.gov.au>; Council <council@litchfield.nt.gov.au>
Subject: LIBRARY RELOCATION

Good evening Mayor (Doug)



I heard your interview on ABC this afternoon and thought the attached documents might be of assistance. One is the original MOU signed by myself as then Chairman of Taminmin College Board (which was subsequently extended), in which we negotiated what each of us would supply (see highlighted paragraphs). The decision by the then Board to enter into this MOU was consistent with our focus in our submission to the NT Government to become an Independent Public School which included being a community hub. I am informed there is a lack of corporate memory and knowledge about these matters by the current Taminmin College Board and Principal. The second document is the 2017 Library Needs Study. If both these documents weren't provided to all Litchfield Councillors to be fully informed prior to deliberations that would be of concern from both a governance perspective and as a ratepayer and would put into doubt whether informed decision making occurred.

Having undertaken significant governance roles over the past two decades, irrespective of the final outcome in regard to relocating the library, I have concerns that the report presented to the Litchfield Council about the 'Merit of Relocating the Library' was deficient in all of the information that should have been presented to demonstrate due diligence and ensure good governance in the expenditure of public monies.

Regards

Beverley Ratahi



From: Kevin Harlan <kevin.harlan@litchfield.nt.gov.au>
Sent: Tuesday, 1 April 2025 10:25 AM
To: Fiona Murphy [REDACTED]
Subject: FW: SAY YES TO LIBRARY AT TAMINMIN

Hi Fiona,

The next meeting in Tuesday 15th April, not the 14th as per my email below.

Regards
Kevin

Work-life balance is important. If I am sending this email outside of ordinary working hours, it is because it suits me. However, there is no expectation that you will read or act on this email outside your own ordinary hours of work.



Kevin Harlan
Councillor Central Ward
7 Bees Creek Road, Freds Pass NT 0822
E: kevin.harlan@litchfield.nt.gov.au
M: 0429 552 467

From: Kevin Harlan
Sent: Tuesday, 1 April 2025 10:17 AM
To: Fiona Murphy [REDACTED]
Subject: RE: SAY YES TO LIBRARY AT TAMINMIN

Hi Fiona,

Thanks for your email.

I will present it to Council at the 14th April 2025 meeting.

Regards
Kevin

Work-life balance is important. If I am sending this email outside of ordinary working hours, it is because it suits me. However, there is no expectation that you will read or act on this email outside your own ordinary hours of work.



Kevin Harlan
Councillor Central Ward
7 Bees Creek Road, Freds Pass NT 0822
E: kevin.harlan@litchfield.nt.gov.au
M: 0429 552 467

From: Fiona Murphy [REDACTED]
Sent: Tuesday, 1 April 2025 10:13 AM
To: Kevin Harlan <kevin.harlan@litchfield.nt.gov.au>
Subject: SAY YES TO LIBRARY AT TAMINMIN

**Kevin Harlan**

From: Fiona Murphy [REDACTED]
Sent: Friday, 4 April 2025 9:50 AM
To: Kevin Harlan
Subject: Re: SAY YES TO LIBRARY AT TAMINMIN

Also, after speaking to the head librarian, I am now realise that its not all about me, who visits the library from Marrakai once a week.

Taminmin have many programs, students to accomodate, mother and baby events which need a changing facility for baby's, etc, so I'm thinking I was out of order with my complaint.

I'll view your YouTube post of last months' meeting where library at Coolalinga was discussed for an hour before the 15th.

I may still come along to the meeting and see what you're all about,

Regards

Fiona Murphy

From: Kevin Harlan <kevin.harlan@litchfield.nt.gov.au>
Sent: Friday, 4 April 2025 9:24 AM
To: Fiona Murphy [REDACTED]
Subject: RE: SAY YES TO LIBRARY AT TAMINMIN

Hi Fiona,

The meeting is at the Council Chambers/Office at 7 Bees Creek Rd, starting at 5:30pm, Tuesday 15th April.

Looking forward to putting a face to your name.

Regards
Kevin

Work-life balance is important. If I am sending this email outside of ordinary working hours, it is because it suits me. However, there is no expectation that you will read or act on this email outside your own ordinary hours of work.



Kevin Harlan
Councillor Central Ward
7 Bees Creek Road, Freds Pass NT 0822
E: kevin.harlan@litchfield.nt.gov.au
M: 0429 552 467

From: Fiona Murphy [REDACTED]
Sent: Friday, 4 April 2025 9:02 AM
To: Kevin Harlan <kevin.harlan@litchfield.nt.gov.au>
Subject: Re: SAY YES TO LIBRARY AT TAMINMIN

May I have the time and address please?

Thanks Kevin
Fiona Murphy



I have used this library for the last 10 years and don't think it is necessary for an expensive outlay to establish a library at Coolalinga.

I understand the users of Taminmin Library voted for it to remain at Taminmin and it is the councilors of Litchfield Council that want to lease a premises at Coolalinga for a library. Why?

Coolalinga is 6 minutes away from Taminmin which, obviously, is already established.

There is 3 computers here and I have not had to wait at any time in ten years so it doesn't get overcrowded. If they don't have a book on the shelves here, you can order it from the other library's and it will be here within 3 or 4 days.

I don't think Coolalinga will get any busier.

Also Palmerston Library is 6 minutes from Coolalinga so another library so close is a bit of overkill.

Comparitively, the closest library to Darwin City library is Nightcliff then Casuarina, a distance of 20 minutes and then a further 10+ minutes.

An unnecessary expense, money's that can be spent elsewhere with greater benefit to the community.

Yours sincerely
Fiona Murphy



As a result of the emails, and to help me get a better understanding of what the residents wanted, I posted a simple Yes/No poll on 4 of the popular Facebook community groups that cover the Litchfield Council area.

The 4 groups are:

1. Virginia & Bees Creek Community group
2. Berry Springs And Darwin River Community group
3. Fair go for Litchfield
4. Humpty Doo and Rural Areas Community group

From the 4 groups, a total of 466 votes and comment were received:


- Votes for the relocation 57 12%
- Votes against the relocation 409 88%
- Total votes 466
- Total comments 102

To ensure open and transparency, a copy of all comments and votes are below:



Facebook page: [Virginia & Bees Creek Community](#) as of 4 March 2025

- Votes for the relocation 7
- Votes against the relocation 32
- Total votes 39
- Total comments 1



Councillor Kev Harlan - Litchfield Council

March 31 at 1:46 PM · 🌐

⋮

Seeking your feedback. Durning the March meeting, elected members voted to move Taminmin Community Library to Coolalinga Shopping Centre? Page 5 of the unconfirmed minutes has more details: <https://litchfield.nt.gov.au/.../Ordinary%20Council...> (I voted against the move.)


Do you support the moving of the Taminmin Community Library to Coolalinga Shopping Centre. (I am running the same poll on other pages that I can't share).

Yes
17% >

No
83% >

2
39 Votes 1 comment

Like
 Comment
 Send



Laura Tune

So many things people disagree with council on, sadly.

This is just one- do you think we should poll on the others?

3d Like Reply



Facebook page: [Berry Springs And Darwin River Community](#) as of 4 March 2025

- Votes for the relocation 12
- Votes against the relocation 55
- Total votes 67
- Total comments 19

Councillor Kev Harlan - Litchfield Council

March 31 at 1:44 PM · 🌐

⋮

Seeking your feedback. During the March meeting, elected members voted to move Taminmin Community Library to Coolalinga Shopping Centre? Page 5 of the unconfirmed minutes has more details: <https://litchfield.nt.gov.au/.../Ordinary%20Council...> (I voted against the move.) Do you support the moving of the Taminmin Community Library to Coolalinga Shopping Centre.

(I am running the same poll on other pages that I can't share).

Yes

17% >

No

83% >

👍 2

67 Votes 19 comments



Facebook page: [Berry Springs And Darwin River Community](#) comments as of 4 March 2025:

👍 2
67 Votes 19 comments

👍 Like
💬 Comment
📄 Send

All comments ▾

Di Relton
It's fine at its current location.

3d Like Reply 4 👍

Courtney Forsyth
I'd love to hear what the difference in rent would be.

3d Like Reply 2 👍

Monsoonas Marianne
Courtney Forsyth me too !

3d Like Reply

Councillor Kev Harlan - Litchfield Council Author
Courtney Forsyth Have a read of the March minutes - \$537, 000 a year to run it.

3d Like Reply 3 🤔👍

Cindy Ryan
Councillor Kev Harlan - Litchfield Council I Don't want My rates money to go towards that ridiculous amount of rent / running costs at Coolalinga Central when the library is fine where it is . I would rather see it extended at Taminmin Community Library if need be !!

3d Like Reply 3 👍

Cindy Ryan
Councillor Kev Harlan - Litchfield Council How dare council do this without any community consultation ?

3d Like Reply 🙄


Jane Nichols ★ Rising contributor
Councillor Kev Harlan - Litchfield Council the cost to run it would be even more with the high rent charged by Coolalinga Central. Did you even consider the fact that the students will be left without a library?

3d Like Reply 👍

Sheryn Johnson Gates
Councillor Kev Harlan - Litchfield Council it says 'an additional' \$537,000. I'm assuming that is on top of the normal budget.


2d Like Reply 👍

Facebook page: [Berry Springs And Darwin River Community](#) comments as of 4 March 2025 continued;





JB Small Engine Repairs · Follow
Keep it local!

3d Like Reply 3 





Wendy Coombs ★ Rising contributor
God NO!
That's even further to go!
How about move it to berry springs shopping village!

3d Like Reply 5 




Monsoonas Marianne
It discriminates against the majority of the litchfield ratepayers . Nothing wrong with taminmin or keep it well south of palmerston !



3d Like Reply 5 



Wendy Coombs ★ Rising contributor
Monsoonas Marianne yes

3d Like Reply 2 


Reply to Monsoonas Marianne...




Cindy Ryan
I Don't want My rates money to go towards that ridiculous amount of rent / running costs at Coolalinga Central when the libraries location is fine where it is . I would rather see it extended at Taminmin Community Library if need be !!

3d Like Reply 6 



Tania Lucy
Is it financially viable to have one in both places?

3d Like Reply



Tania Lucy
Could they build a library on Litchfield Council land (their office land on Bees Creek rd)?
Then no need to pay rent.

3d Like Reply





Carol Martin
Leave it where it is.
Fix the roads





Facebook page: [Berry Springs And Darwin River Community](#) comments as of 4 March 2025 continued;

Fix the roads


3d Like Reply 

 **Margy Kerle**
Depends if the college requires room, how much \$\$ do they benefit from offering the community this service. Will the students be deprived from a wider book selection? What are the reasons behind the decision?

3d Like Reply 

 **Jacqueline M Holden**
A definite NO from me

2d Like Reply

 **Jane Nichols** ★ Rising contributor
It doesn't matter what us rate payers think. The Council already secured the rental at Coolalinga. They did this prior to polling people at the waste transfer stations at HD and HS. My guess is to make it look like they were asking for our opinion when they didnt care what we thought.

1d Like Reply



Facebook page: [Fair Go For Litchfield](#) as of 4 March 2025

- Votes for the relocation 5
- Votes against the relocation 28
- Total votes 33
- Total comments 4

Councillor Kev Harlan - Litchfield Council

31 March at 13:47 · 🌐

⋮

Seeking your feedback. Durning the March meeting, elected members voted to move Taminmin Community Library to Coolalinga Shopping Centre? Page 5 of the unconfirmed minutes has more details: <https://litchfield.nt.gov.au/.../Ordinary%20Council...> (I voted against the move.) Do you support the moving of the Taminmin Community Library to Coolalinga Shopping Centre.(I am running the same poll on other pages that I can't share).

Yes

16% >

No

84% >

33 votes 4 comments

Like

Comment

Send

Cecilia Coleman

Kevin, this is a complete waste of Rate Payers Money. Council have told us they do not have the money going into the future to maintain the Assets they currently have. Council blocked access to our block on Parkin Rd approx 20 years ago, Various councilors and mayors told me the access would be reinstated in the future, this was over 20 years ago. We came to a Council meeting Feb 2022 to ask When it would be reinstated, Council said they would not be reinstating the access and we should build it ourselves as there was no money to carry this works out. It took me 4 meetings and 6 months to get it recorded into the minutes why I initially came to Council. We sourced prices, & estimated to bring Parkin Rd up to a Reformation Stage ie a good dirt a cost of \$380,000, (to Seal Standard approx \$1Mil) this would have encourage development & people into the area, Council said NO. How did this library idea get up so quickly? Councilors are supposed to act in the best interest of the Rate payers, lumbering us with a debt of \$874,000 first year + \$537,000per year following(for how long?) is not in anyones best interest. There are currently 9 schools with Libraries within a 10 km radius of Coolalinga. We have paid rates on a block which has been unable to access for over 20 years, stop with the blatant waste.


4d Like Reply Edited

6



 **Beverley Ratahi**
 Kev, Irrespective of the eventual outcome, the paper presented by the CEO for Council consideration was deficient to meet good governance and explain to ratepayers why he recommended the move and, unless there was a lot of discussion clarifying community consultation (the 2017 study involved less than 100 Litchfield residents); risks; financial matters and sustainability (are our rates increasing to pay for the costs or what services will be cut?); impacts (inc loss of intergenerational programs); analysis of options; validation of some of the statistics (inc projections); perceived or actual bias; it's surprising that Councillors had enough information to even vote on the paper. Was the meeting recorded and put on Council website so we can listen if all these matters were discussed? ...


5d Like Reply 

 **Ian Cooper**
 Beverley Ratahi ..DAVID j ...? ...

5d Like Reply 

 **Councillor Kev Harlan - Litchfield Council** Author
 Beverley Ratahi yes, the meetings are live streamed and saved here : ...
https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg

  
 LITCHFIELD COUNCIL YOUTUBE.COM
 Litchfield Council

5d Like Reply 3 



Facebook page: [Humpty Doo and Rural Areas Community](#) as of 4 March 2025 continued;

- Votes for the relocation 33
- Votes against the relocation 294
- Total votes 327
- Total comments 78
- Total Post Reached 3,334

Councillor Kev Harlan - Litchfield Council

March 31 at 12:58 PM · 🌐

⋮

Seeking your feedback. Durning the March meeting, elected members voted to move Taminmin Community Library to Coolalinga Shopping Centre? Page 5 of the unconfirmed minutes has more details: <https://litchfield.nt.gov.au/.../Unconfirmed%20Ordinary...> (I voted against the move.) Do you support the moving of the Taminmin Community Library to Coolalinga Shopping Centre.

Yes.

11% >

No.

89% >

13

327 Votes 78 comments

Like

Comment

Send

47 of 241

Page 25 of 42



Facebook page: [Humpty Doo and Rural Areas Community](#) comments as of 4 March 2025:

All comments ▾

 **Liz Statham**
I would like to know where the money is going to come from to pay the rent
4d Like Reply 10 👍

 **Rebecca Jennings**
Liz Statham apparently the money was earmarked to pay for road repairs, but clearly paying a nice fat developer lease fees on a commercial premises was a bigger priority.
4d Like Reply 7 👍 😞

 **Della Mcmillan**
Attend next council meeting ask them why ?
4d Like Reply 👍

 **Councillor Kev Harlan - Litchfield Council** Author
Della Mcmillan 14 April @ 5:30pm. See you there 😊
3d Like Reply 👍

 **Liz Statham**
Councillor Kev Harlan - Litchfield Council unfortunately I'm working
3d Like Reply



 **Ailsa Leibrick**
What do the library staff say?
4d Like Reply 2 

 **Emily Bowen**
Ailsa Leibrick I asked during a recent visit and majority weren't overly fussed.
4d Like Reply


 **Ailsa Leibrick**
Emily Bowen then I'm changing my vote to yes. Thanks!
4d Like Reply

 **Courtney Forsyth**
Ailsa Leibrick that's a few people who just want to get paid at the end of the day. Who probably drive to work so it doesn't matter to them.
It would have been better to have council on site to talk to the actual users of the library and see what they think.
4d Like Reply Edited 4 

 **Wendy Smedley**
Emily Bowen they're probably don't want to be seen as rocking the boat... it's their job at risk?
3d Like Reply Edited

 **Emily Bowen**
Wendy Smedley yes I think that's true! The lady I spoke to also said she lived in town so it was a drive for her
3d Like Reply 



-  **Della Mcmillan**
It's central for all of us I certainly wouldn't get on a bus to go to library.
4d Like Reply 3 
-  **Karen Ruthenberg**
What happened to the future plans for the council land across from HD shops? I thought there was a council office, pool and library earmarked as part of one of the plans.
4d Like Reply 4  
-  **Sheryn Johnson Gates**
That would make Litchfield and Palmerston libraries about 12 minutes apart, and the entire rural area have to drive in for either of them. Having it at Humpty Doo caters for so many more.
4d Like Reply 18  
-  **Heidi Jen**
Absolutely No.
There was no community consultation on this. Ongoing costs is going to raise our rates to cover it!
4d Like Reply 13 
-  **Jacqueline M Holden**
I love the library at the current location
4d Like Reply 6 
-  **Sheryn Johnson Gates**
According to the council minutes there is "an ongoing additional annual budget requirement of \$537,000" to have it at Coolalinga.
4d Like Reply 10  
-  **Bronny Sloan**
Sheryn Johnson Gates don't worry, it's only the rate payers' money!
4d Like Reply 6  



Emily Bowen

We drive from Palmerston to Taminmin if we are visiting the library in the afternoon.

The walk from the car to the library is too unpredictable in Palmerston and my kiddos were getting exposed to way more things than they needed to be at young ages.

Coolalinga already has problems in the afternoon with students. Maccas won't even open the toilet doors whilst any Taminmin students are in the restaurant (we've been declined many times). At least the library staff open the toilets, maybe because it's on school grounds the students are more likely to follow rules 🙏

I would hate to see the library relocated near a shopping centre and face any of the problems that Palmerston library or current coolalinga stores deal with.

The current location is fairly accessible, parking is easy and it seems the space is big enough for all events currently held there.

It also works well with fun bus locations and other events held at the village green. Close to a few schools, bus depot and shops.

Coolalinga is only a few minutes drive from Palmerston library as well.

I'd be curious to hear why the need to move it? It seems like a waste of time and money?

4d Like Reply

12



Bronny Sloan

How can they justify spending over \$500K extra!
That is not at all in anyone's interest!

4d Like Reply

3



Russell Henry

One has to ask. Has the council got a beef with someone at Taminmin they want to cut funding or have the got mates who will profit from having it at Cooli. Need to scratch a little deeper I think

4d Like Reply

6



Hardy Schimmel
Definitely no!

4d Like Reply



Tony Graham

What's the cost benefit and how many non-driving locals miss out?

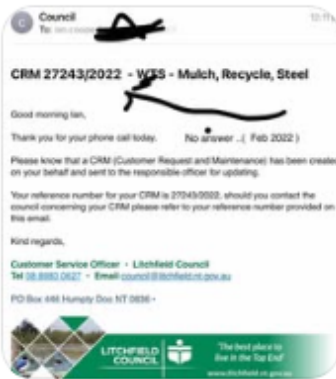


Tony Graham
What's the cost benefit and how many non-driving locals miss out?

4d Like Reply Edited



Ian Cooper
Just an answer will do..



4d Like Reply



Ian Cooper
Why ..corruption.....



4d Like Reply



Ian Cooper
Ps , BIG KEV ...have you asked the boss of Litchfield council, "" DJ "" if you can write this post .?

4d Like Reply





Ian Cooper
 Ps , BIG KEV ...have you asked the boss of Litchfield council, "" D.J "" if you can write this post .?

4d Like Reply 1

Heidi Jen
Ian Cooper -at least a councillor is informing the Ratepayers, which I believe is their duty.

4d Like Reply 3

Ian Cooper
Heidi Jen ..ALBO Is honestheydare ya to try and get the answer to this..CRM ...

4d Like Reply

Heidi Jen
Ian Cooper - not the discussion, Library is.

4d Like Reply 2

Gill Thomson
 Very short sighted keeping it at Taminmin. We are a growing community and would be great to have a central area that all the rural residents can use. Not every one lives in Humpty Doo. Currently it has limited hours due to being situated in the high school and how many people walk there???

4d Like Reply 4

Rebecca Jennings
Gill Thomson why not retain the current library AND create community service hubs that don't need all the bells and whistles and such an enormous commercial space? It's short sighted to move the entire library services for a growing community. Saying that more people will benefit "because it's near a transport hub" does absolutely nothing for everyone living in Berry Springs, Darwin River, Lambells Lagoon, Acacia etc etc as there are no public bus services and everyone has to drive anyway. Not everyone live in Coolalinga...

3d Like Reply 7



Melissa Jane

Libraries are very important community places, and many of us don't make the most of all they have to offer, especially families and retirees. I welcome a move to expand the library at Taminmin if it increases the resources, accessibility and space. Coolalinga is a good spot for it and is convenient to the majority.

Can the money be justified in the current economic climate, I don't know, that's why we have councillors to make these judgements.

Is someone in the decision making team personal benefiting for the move, possibly we are in the NT so that doesn't surprise anyone.

4d Like Reply

2 👍 😬



Ian Cooper

The Litchfield council, HAS to be investigated....employee "" verbal "" abuse ..."" contract corruption, , etc ..

I do have screen shots of....Litchfield council...remarks , answers ,,HEY DUG ..

4d Like Reply

1 👍



Clare Maree

There are plans for a library in Zucolli - not that far from Coolalinga. There is also the one in Palmerston CBD.

Perhaps ours should go at near the Humpty Doo shops.

4d Like Reply

3 👍



Jay Jukes

\$500k more to fund having it at Coolalinga? Um no

4d Like Reply

4 👍




Cecilia Coleman


Jay Jukes \$874,000 first year and \$537,000 for goodness knows how long after that, but wait its the Council, so it may blow out anything up to 30% \$161,000 on top per year.


3d Like Reply


1 👍





 **Ian Hutton**
An extra, ongoing, additional \$537,000 annual expenditure!
\$10,000+ dollars a week EXTRA forever.
Where's the pro/con table?
The financial risk management table?


4d Like Reply Edited 2 


 **Beverley Ratahi**
Kev, Irrespective of the eventual outcome, the paper presented by the CEO for Council consideration was deficient to meet good governance and explain to ratepayers why he recommended the move and, unless there was a lot of discussion clarifying community consultation (the 2017 study involved less than 100 Litchfield residents); risks; financial matters and sustainability (are our rates increasing to pay for the costs or what services will be cut?); impacts (inc loss of intergenerational programs); analysis of options; validation of some of the statistics (inc projections); perceived or actual bias; it's surprising that Councillors had enough information to even vote on the paper. Was the meeting recorded and put on Council website so we can listen if all these matters were discussed?


4d Like Reply 5 

 **Councillor Kev Harlan - Litchfield Council** [Author](#)
Beverley, the meeting agenda and papers are put on the council web site at least 4 days before the meeting for all to see. The meetings are then live streamed and saved for 3 months for all to watch at their leisure. This has been the process for over 5 years. And between 5:30 and 6:00pm before each meeting is open to the community to come and speak with all elected members. See you on the 14th April?

3d Like Reply 

 **Laura Tune**
Councillor Kev Harlan - Litchfield Council to be fair- i have been to a council meeting - the public isn't really welcome, hence the meeting before.... Or are people allowed to ask questions during the meeting now?

3d Like Reply 2 

 **Beverley Ratahi**
Councillor Kev Harlan - Litchfield Council thanks - I'll go looking for the saved livestream as I couldn't find it.



Jeananne Baker

What worries me is that with polls like this, you have many people that are neither residents or rate payers stating their preferences. The Taminmin library is central to all the schools, walking distance for all and is a safe place for our elderly residents,

4d Like Reply Edited

6



Maerwen Taylor

The last community consultation was in 2017 and even then less than 200 people replied. Why move to Coolalinga and spend close to \$900000 in moving/set up costs,rent etc when eventually the Council wants to build a library at Humpty Doo. Does the cost stated include the wages of the extra staff required to work the extra hours? Surely it would be better to move only once.

4d Like Reply

3



Laura Tune

So many things people disagree with council on, sadly.

This is just one- do you think we should poll on the others?

4d Like Reply

4



Christine Isabel Hart

First step in a slippery slope of getting rid of libraries. Rental costs will go up and suddenly it is not a viable proposition to maintain the library. Which would be devastating especially this library that is often a life line to remote and isolated borrowers.



3d Like Reply

5



Cecilia Coleman

Christine Isabel Hart make the ones we have better, with goverment funding Taminmin could go up a level the number of students alone should warrant it.

3d Like Reply



Kylie Burton

Didn't even know there was a public library 😞

3d Like Reply



Alan Burgdorf

Tell everyone about the cost of moving the library to coolalinga ,and the rent and the wages and the power and water and the cars that will need to be supplied and All the hidden costs the rate payers will have to pay for. The Litchfield shire council tried to do this when Maree and her band of misfits were in control they were told by the ratepayers not to do it and now they are trying again. Stand up to them or they will empty our pockets faster than you can see

3d Like Reply

15



Fiona Scott

Alan Burgdorf

I believe that this would be an absolute retrograde step.

The proposed facility is not nearly big enough or has had adequate facilities.

A Modern Library requires QUIET for study, computer facilities; space! just to name a few.

So, where are the students going to study?

Just short term thinking.

3d Like Reply Edited

2



Sue Wright

Have a Coolie Library AS WELL. Surely students need that library nearby for their assignments. Libraries should be in all towns or centres. Harebrained idea.

3d Like Reply Edited



Rana Everett

I love the Taminm library, wherever it may be, if I could ask for anything to change would be an extra room for meetings!!

3d Like Reply

4



Cindy Ryan

Litchfield Council Elected Members How Dare you make this decision without Any community / ratepayer consultation whatsoever . I Don`t want My rates money to go towards that ridiculous amount of rent / running costs of over \$ 500, 000 per year at Coolalinga Central when the library is fine where it is . I would rather see it extended at Taminmin Community Library if need be . Surely it would be more cost efficient to the ratepayers & more convenient for the school students , seniors & locals to not have to travel to access it at a busy shopping center miles away from the school . Not Happy Jan !!

3d Like Reply

5



Councillor Kev Harlan - Litchfield Council Author

All elected members contact details are on the website. I really encourage you all to contact them all and share your thoughts: <https://litchfield.nt.gov.au/your-council/elected-members>



3d Like Reply 2



Reply to Cindy Ryan...



Deborah Callaghan

Just a thought, but if they have the money to do this ridiculous thing, would it not be better used to fund a bloody pool we have been waiting for, as it has been over 40 years in the making?



Deborah Callaghan
 Just a thought, but if they have the money to do this ridiculous thing, would it not be better used to fund a bloody pool we have been waiting for, as it has been over 40 years in the making?

3d Like Reply 5

Lee Cole
 Deborah Callaghan no pool same hug money expenses

3d Like Reply

Korina Hawthorne
 Deborah Callaghan yes Community pool 1st

2d Like Reply

Laura Tune
 Personally- I think Taminmin needs it own library.

3d Like Reply 2

Wendy Smedley
 Why not move it to its own building, if being on school grounds is an issue? Surely either federal or Territory government could contribute with the funding?

3d Like Reply

Beverley Ratahi
 I know everyone is busy, but I encourage you to listen to the Council debate on this at this link <https://www.youtube.com/watch?v=736pxXG9GJs> from 16:56 which reinforces some concerns, including cherry-picking of data, assumptions, but importantly that they don't know what the rent will be for a likely 10-year lease (? \$6 million) and the risk of funding support from NT Govt. The 2017 Library Study Needs was completed by only 73 Litchfield-based respondents and with the one week verbal survey at HS and HD Waste transfer stations before the meeting and all the other information gaps, this is not due diligence. Some Councillors did suggest that as the Local Government elections are in less than 5 months in Aug 2025, this matter should be deferred as an election issue. This extract from the 2017 study shows some of the cherry-picking - it in no way confirmed relocation was the best or only option.

3d Like Reply Edited 6

Beverley Ratahi

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

- 28% of respondents to this study's community survey indicated they would like library services to be co-located with a school (slightly more than the 23% who would like it to be co-located with a club).
- The majority of respondents (80%) to the community survey indicated that they were willing to travel 10-20 minutes to access library services, and nearly 90% of Litchfield's residents (20 000) and 18 of its localities are within 20 minutes of the Taminmin Community Library, with an additional 1.7% of residents within 20 minutes of Palmerston Library.
- The College's site in Humpty Doo is appropriately positioned in a central area of the Litchfield area with a concentrated population that is experiencing socio-economic disadvantage.
- Other prospective locations are closer to Palmerston, which is already served by Palmerston Library.
- Engagement participants value the positive intergenerational outcomes afforded by the Taminmin Community Library at its current location, and
- There are social economies achieved through the Library's current joint use as a community and school library, and a disruption to these may increase costs.

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

3d Like Reply 3



Fiona Scott

Some background first!!

There was no High school in the Rural Area and community members gathered together and in an Election Year proposed to the then Govt that rectify the situation.

The Library was purpose built at the school and completed in 1983 when the school opened.

Built for students and Rural residents, as was the school - for Community use. BUT THE FUNDING WAS CUT.

The Gymnasium was open so that the Community could access the courts; similarly the Tennis Courts; the Running track around the oval was expanded since the Australian and NT 🏆 Champion (a local lass and student at the school) could have an appropriate track to practice.

When the Library was built, it was supposed to have a Mezzanine floor; as was the Gym. As well as Nurse for the school there was a medical facility for the Public. A Police presence; stables were supposed to have been built so that students could ride to school if they so wished.

A lot of the plans were shelved due to lack of funding.

So, now you are asking - how do I know? I was the first Registrar and eventually Administrative Manager before retiring.



There are even new plans for a modern, new Library to be built roadside of the oval with plenty of parking spaces. Taminmin parents and Community paid for these plans to be architecturally drawn up. The last time I saw them they were all in a folder in the principal's office. No guarantee that they are still there. They were submitted to Government for future development. I do not believe that the school even got a reply! But it never happened.

The money used to open the school was based (by those in the know!!) on the funding given to Gove Secondary school which was already a Comprehensive school which only needed funding for the two final years. So Taminmin had a continual battle to get enough funding to exist. It could not have happened without the support of the Local Community.




Champion




3d Like Reply Edited 7  


Brian Lewis
What is the reason for the move is Taminmin needing the room back.The vote has been taken what is the reason for your poll and how will it make a difference.was the council vote bought on at that meeting without notice if not why are we being consulted after the vote.If you knew of the vote before hand why bring it out **now**.As a poster has said above has this the potential to raise rates.if so donate the bookes to palmy and close the library because sure as hell we cant afford a rate rise.

3d Like Reply Edited 4 


Councillor Kev Harlan - Litchfield Council [Author](#)
Brian Lewis Brian, you raise a very valid question. Put simply, I put this poll up to see if I voted in line with the communities opinion on the relocating of the **Taminmin Community Library...**

2d Like Reply 4 

Brian Lewis
thanks Councillor,I would like to see more of these type of polls specifically from council were ratepayers views should\could be taken into account.Not everyone can be across all issues and this would help.the votes wouldn't be binding as other things can come into play that are in confidance.

2d Like Reply 

Heidi Jen
Councillor Kev Harlan - Litchfield Council -
Glad you have at least done this poll post, but as in my email to council last week,
many Ratepayers are Not on fb & some not on this fb page either, so those Ratepayers won't have any idea or be able to have input in this costly rushed decision that occurred without proper consultation to constituents.

2d Like Reply 2 



Evie Davidson
Nothing wrong with going to the library at Taminmin and they are very helpful .
3d Like Reply 2

Korina Hawthorne
Evie Davidson yes great staff
2d Like Reply 1

Reply to Evie Davidson...

Jo Morris
Nothing wrong with where it is and the staff are amazing
3d Like Reply 6

Joe South
How about you listen to us and tell the others we just said NO!
3d Like Reply 3

Viki Kane
Moving the library to Coolalinga disadvantages:
Over 1500 students currently within walking distance of library.
The innovative inter generational program, as schools cannot afford the extra time and cost to bus students to a different location.
Residents living south, east or west of H/Doo, who will have to travel further to access library. ...
Anyone using public transport to get to the library
The move also further depletes Humpty Doo as a viable community centre.
The money spent propping up a business enterprise in this proposed move should used to enhance the current library or better still to develop a purpose built community centre/library at the village green.
2d Like Reply 5

Karen Duminski
No definitely not!!!
2d Like Reply 1



Maerwen Taylor

Thanks Beverley for attaching the link as I was unable to access on the night . Interesting that the survey was done at the dumps , would be good to know exactly when this happened. I am a regular user HD dump and definitely wasn't approached or saw anyone doing a survey. I am regular visitor to **Taminmin Community Library** and believe the library should remain where it is.



Taminmin Community Library

2d Like Reply 4

View 1 reply



Karen Ruzsicska

There's a lot of comments here, so I may have missed this - what's the actual reason for this proposal in the first place??

2d Like Reply



Leah White

No way

2d Like Reply



Councillor Kev Harlan - Litchfield Council Author

Cecilia, thanks for your support.

1d Like Reply



Cecilia Coleman

Councillor Kev Harlan - Litchfield Council I guess you thought there was no way it would get over the line this time after the backlash Marie coped when she tried a similar venture.

1d Like Reply



Deborah Callaghan

I hope the council has read and paid attention to the comments. Also what happened to the community building that you were putting in across from the Woolies at Humpty Doo???

1d Like Reply



In summary, from the 4 social media polls, a total of 57 (12%) people support the library move to Coolalinga Shopping Centre., while 409 (88%) people do not support the moving of the library to Coolalinga Shopping Centre.

As can clearly be shown by the people that responded to the on line polls, along received emails, there is overwhelming opinion not to relocate the Taminmin Community Library from Taminmin Collage to Coolalinga Shopping Centre.

Kevin Harlan, Councillor Central Ward

6 April 2025



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	15/04/2025
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 19 March 2025 to 14 April 2025.

Summary

DATE	EVENT / MEETING
19 March 2025	LGANT Board Meeting #2 and LGANT CEO probation review
19 March 2025	Politic in the Pub
22 March 2025	Rural Art Exhibition Opening Night
24 March 2025	Citizenship Ceremony
27 March 2025	Meeting with TotalEnergies
27 March 2025	FPR Steering Committee Meeting
28 March 2025	LGANT meeting – LG Act Amendments tranche 1
1 April 2025	Funeral for former South Ward Councillor Vic Statham
1 April 2025	Strategic Discussion and Briefing Session
2 April 2025	Eid Al-Fitr 1446H Celebration
3 April 2025	LGANT – nomination for NT Planning Commission
4 April 2025	Meeting with Member for Linguari, Marion Scrymgour
7 April 2025	HPRR Howard Park Recreation Reserve meeting
10 April 2025	Meeting – Future of Freds Pass Rural Show
7 – 12 April 2025	NAFF Conference

Recommendation

THAT Council receive and note the mayor's monthly report for the period of 19 March to 14 April 2025.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 April 2025

12 Reports from Council Appointed Representatives

Meeting

Representative

Nil.

13 Officers Reports

13.01 Corporate and Community

13.01.01 Litchfield Council Finance – March 2025

13.01.02 People, Performance and Governance Report – March 2025

13.01.03 Draft Municipal Plan 2025-2026

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report –March 2025

13.02.02 Municipal Plan 2024-25 Quarterly Performance Report

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – March 2025

13.03.02 Stage 2 Tranche 1 Place Naming Proposal for Greater Holze



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – March 2025
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	22/04/2025
Attachments:	A: Litchfield Council Finance Report – March 2025

Executive Summary

This report presents the Litchfield Council Finance Report for 31 March 2025. Budget Review 01 2024/25 figures are shown.

Operational Income reflects the entire year of rates levied. As expenses are incurred over the year, the current surplus position will gradually decrease.

The Balance Sheet has been updated in accordance with 2023/24 audited financial statements and Financial Reserves has been updated with budget review one figures 2025.

The annual rates and waste charges were levied in July 2024. As instalment dates pass, the outstanding rates ratio will continue to decline.

Recommendation

THAT Council note the Litchfield Council Finance Report 31 March 2025.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

This report complies with the *Local Government Act 2019*, Local Government (General) Regulations 2021, Division 7, Financial Matters, Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports, Council's policies, and Australian Accounting Standards.

Financial Implications

Nil.

Risks

Financial

The Council's current revenue levels fall short of funding the required asset renewal expenditure. As a result, there are long-term financial sustainability challenges concerning the renewal and upgrade of existing assets, including buildings, roads, and irrigation infrastructure. Therefore, council continues to discuss avenues to increase investment in this area.

Community Engagement

Not applicable.

**LITCHFIELD
COUNCIL**



Finance Report
March 2025

March 2025

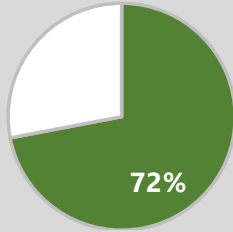
DASHBOARD REPORTING



Current Cash Investments \$ 27.84m

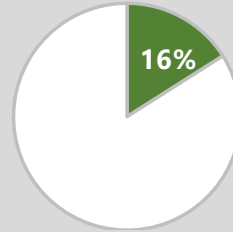
3 of 19 Budgeted Capital Programs
2024/25
12 of 22 Carry Forward Programs
2023/24

\$19.52m Budgeted Cash
Reserves February 2025



Asset Sustainability Ratio

Capital Expenditure
Actuals \$7.18m
Municipal Plan Target – 30%



Rates Outstanding

\$ 3.02m Outstanding
Municipal Plan Target – <18%
(Less than 3.30Mn)

\$ 23.10m

OPERATIONAL REVENUE

\$23.04m Budget – 100.03% Target
Achieved

\$ 19.79m

OPERATIONAL EXPENSES

\$30.59m Budget – 64.69% Spent

\$ 3.31m

OPERATING SURPLUS

Budget (\$ 4.88m)

\$0.85m

CAPITAL REVENUE

\$ 9.51m Budget 8.41% Achieved

\$ 7.18m

CAPITAL EXPENSES

\$ 16.24m Budget 39.29% Spent

\$ 6.33m

CAPITAL DEFICIET

Budget (\$ 6.73m)

RATIOS

- 72%** Asset Sustainability
Target 30% and more ■ Achieved
- 16%** Rates Outstanding
Target less than 18% ■ Achieved
- 75%** Own Source Revenue Ratio
Target 60% and more ■ Achieved
- 7.7** Current Ratio
Target 1 and more ■ Achieved
- 0** Debt Service Ratio
Target less than 1 ■ Achieved

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports. Year-to-date budget figures represent tenth-twelfth of annual budget except for Rates, which is represented in full as it is levied in July in full.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Budget Review 1 \$
OPERATING INCOME				
Rates	15,234,290.96	15,516,982.00	282,691.04	15,516,982.00
Charges	152,126.70	131,250.00	(20,876.70)	175,000.00
Fees and Charges	1,686,855.82	1,522,459.50	(164,396.32)	2,029,946.00
Operating Grants and Subsidies	4,467,477.82	2,966,154.00	(1,501,323.82)	3,954,872.00
Interest / Investment Income	1,316,782.74	915,000.00	(401,782.74)	1,220,000.00
Other Income	241,069.89	105,000.00	(136,069.89)	140,000.00
TOTAL OPERATING INCOME	23,098,603.93	21,156,845.50	(1,941,758.43)	23,036,800.00
OPERATING EXPENDITURE				
Employee Expenses	5,066,809.04	5,713,033.50	646,224.46	7,617,378.00
Materials and Contracts	6,557,741.89	8,990,935.50	2,433,193.61	11,987,914.00
Elected Member Allowances	201,608.89	258,600.00	56,991.11	344,800.00
Elected Member Expenses	45,930.50	39,829.50	(6,101.00)	53,106.00
Council Committee & LA Allowances	4,315.00	7,500.00	3,185.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	4,929.44	-	(4,929.44)	-
Accumulated Depreciation	7,459,500.00	7,459,500.00	-	9,946,000.00
Interest Expenses	-	-	-	-
Other Expenses	447,306.47	472,803.75	25,497.28	630,405.00
TOTAL OPERATING EXPENDITURE	19,788,141.23	22,942,202.25	3,154,061.02	30,589,603.00
OPERATING SURPLUS / DEFICIT	3,310,462.70	(1,785,356.75)	(5,095,819.45)	(7,552,803.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Budget Review 1 \$
BUDGETED OPERATING SURPLUS / DEFICIT	3,310,462.70	(1,785,356.75)	(5,095,819.45)	(7,552,803.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	7,464,429.44	7,459,500.00	(4,929.44)	9,946,000.00
TOTAL NON-CASH ITEMS	7,464,429.44	7,459,500.00	(4,929.44)	9,946,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(7,184,189.56)	(20,231,185.50)	(13,046,995.94)	(26,974,914.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(1,794,897.75)	(1,794,897.75)	(2,393,197.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(7,184,189.56)	(22,026,083.25)	(14,841,893.69)	(29,368,111.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	506,302.41	975,000.00	468,697.59	1,300,000.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	271,045.80	-	(271,045.80)	-
Road Seal Levy	62,166.00	202,445.25	140,279.25	269,927.00
Transfers from Reserves	-	19,053,740.25	19,053,740.25	25,404,987.00
TOTAL ADDITIONAL INFLOWS	839,514.21	20,231,185.50	19,391,671.29	26,974,914.00
NET OPERATING POSITION	4,430,216.79		(550,971.29)	

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

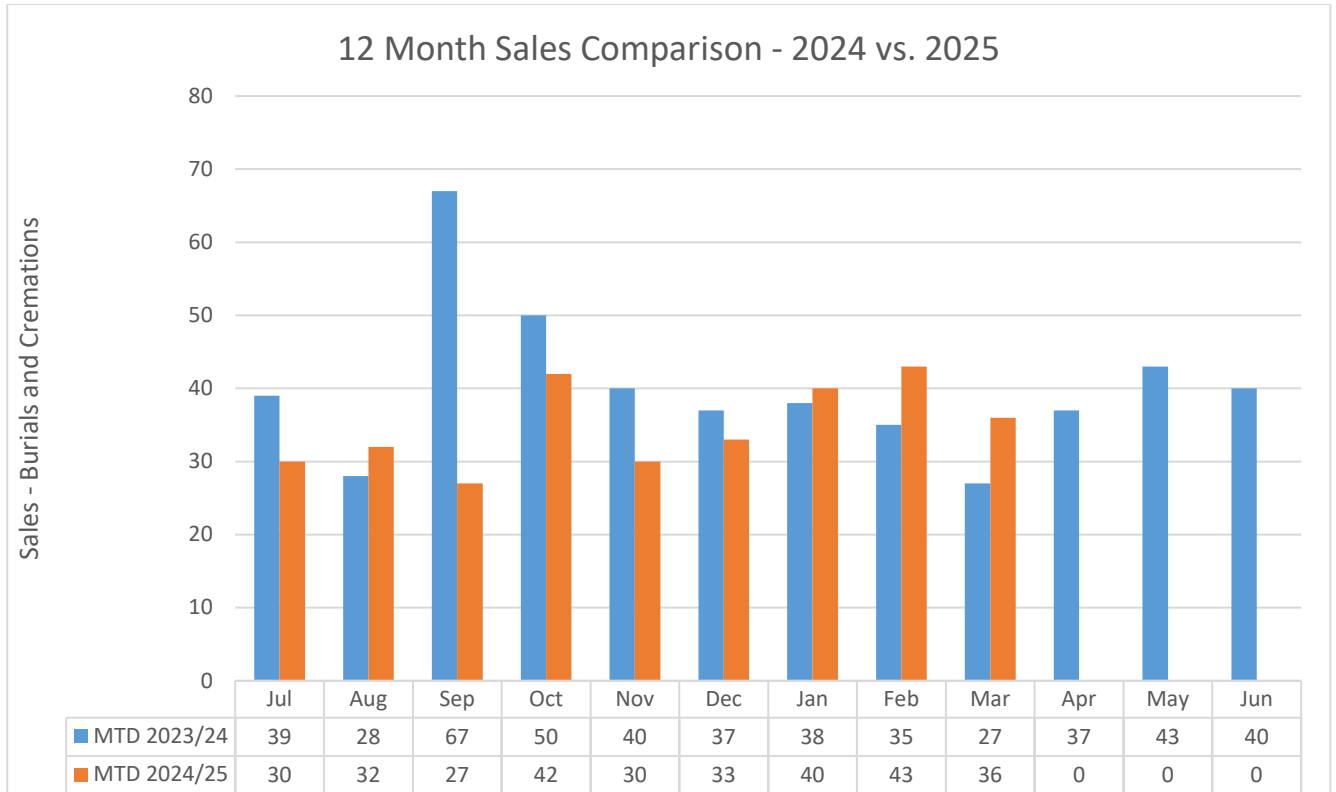
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2024.

	2024/25 YTD Actuals	2024/25 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	15,286.50	-	0.00%
Corporate	143,950.01	-	0.00%
Information Services	-	-	0.00%
Finance & Customer Service	13,830,125.86	13,543,937.00	102.11%
Infrastructure & Assets	3,545,289.66	3,184,251.00	111.34%
Waste Management	3,639,917.44	3,635,077.00	100.13%
Community	46,029.15	129,885.00	35.44%
Community - Library	307,407.17	308,722.00	99.57%
Mobile Workforce	-	-	0.00%
Regulatory Services	155,395.57	175,000.00	88.80%
Thorak Cemetery	1,415,202.57	1,520,092.00	93.10%
TOTAL REVENUE	23,098,603.93	22,496,964.00	102.67%
EXPENSES			
Council Leadership	664,382.60	1,302,532.00	51.01%
Corporate	500,067.87	881,934.00	56.70%
Information Services	501,588.40	669,334.00	74.94%
Finance & Customer Service	1,483,875.33	1,768,831.00	83.89%
Infrastructure & Assets	2,656,602.69	3,963,611.00	67.02%
Waste Management	2,688,173.11	6,380,152.00	42.13%
Community	1,376,411.29	2,036,014.00	67.60%
Community - Library	328,648.23	445,043.00	73.85%
Mobile Workforce	838,508.79	1,338,832.00	62.63%
Regulatory Services	414,357.78	687,005.00	60.31%
Thorak Cemetery	876,025.14	1,182,315.00	74.09%
TOTAL EXPENSES	12,328,641.23	20,655,603.00	59.69%
OPERATING RESULT	10,769,962.70	1,841,361.00	584.89%

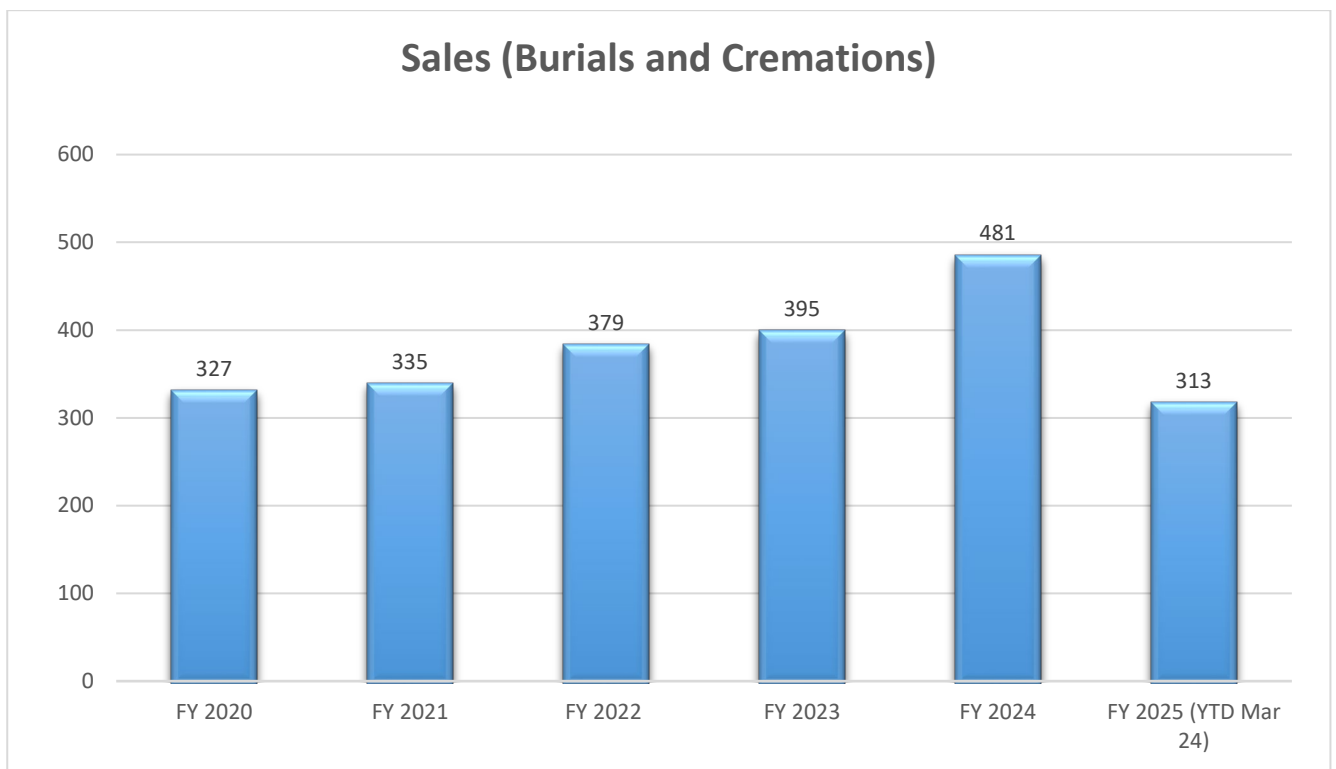
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 313 Interments and cremations, a decrease of 48 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last six years, average over the six years including 2025 Financial Year to date is 371.67.



Capital Expenditure	YTD Actual \$	YTD Budget \$	YTD Variance \$	Budget Review 1 \$
Land and Buildings	36,973.67	532,500.00	495,526.33	710,000.00
Infrastructure (including roads, footpaths, park furniture)	6,861,076.34	18,997,435.50	12,136,359.16	25,329,914.00
Plant and Machinery	-	-	-	-
Fleet	286,139.55	701,250.00	415,110.45	935,000.00
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	7,184,189.56	20,231,185.50	13,046,995.94	26,974,914.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	271,045.80	3,796,950.00	3,525,904.20	5,062,600.00
Capital Grants	506,302.41	3,135,037.50	2,628,735.09	4,180,050.00
Transfers from Cash Reserves	-	13,096,752.75	13,096,752.75	17,462,337.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
Special Road Seal Levy	62,166.00	202,445.25	140,279.25	269,927.00
TOTAL CAPITAL EXPENDITURE FUNDING	839,514.21	20,231,185.50	19,391,671.29	26,974,914.00

STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

Table 2.1 By class of infrastructure, property, plant, and equipment

The table below compares capital revenue and expenditure to budget. Expenses will increase as projects progress.

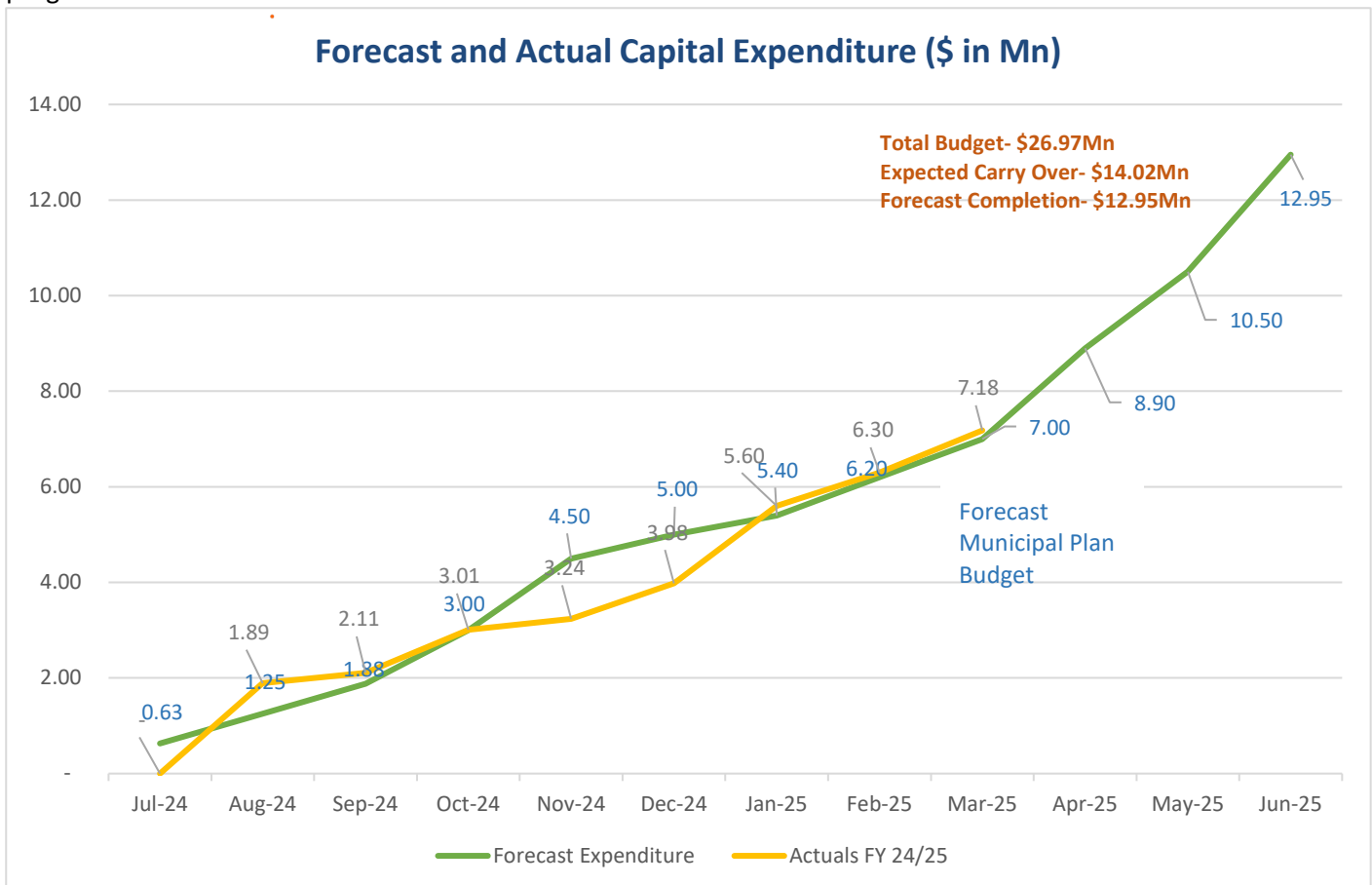


Table 2.2 Monthly Report on Planned Major Capital Works

2024/25 CAPITAL PROJECTS												
	Asset Type	Municipal Plan Program	FY 2024/25 Year to Date Actuals	Total Actuals \$	Budget (inc. BR1)	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	1,125,000.00	1,125,000.00	0.00%	Sep 25	Yes	Yes	Project Delivery	Tender Awarded and contractor commencing works in May.
2	Roads	Pavement Renewals – Thorngate Road, Whitewood Road	-	-	1,000,000.00	1,000,000.00	0.00%	Sep 25	Yes		Project Planning	Resolution in March OCM. Project to be updated in BR2.
3	Roads	Pavement Renewals – Heavy patches - various	132,510.84	132,510.84	300,000.00	167,489.16	44.17%	Sep 25	Yes	Yes	Project Delivery	Various Heavy Patches already completed. Further works are programmed.
4	Roads	Gravel surface Renewal	268,565.00	268,565.00	322,000.00	53,435.00	83.41%	Sep 25			Complete	Completed. Remaining funds to be rolled over for next years projects
5	Roads	Unsealed to Sealed Road – Brougham Road			1,000,000.00	1,000,000.00	0.00%	Sep 25			Project Planning	Project cancelled March OCM
6	Roads	Road Safety Upgrades – Shoulder widening	71,244.46	71,244.46	300,000.00	228,755.54	23.75%	Sep 25	Yes	Yes	Project Planning	RFQ released
7	Roads	Road Safety Upgrades – Intersection Streetlighting	-	-	380,000.00	336,571.82	11.43%	Sep 25	Yes	Yes	Project Delivery	Installation works has commenced.
8	Roads	Road Safety Upgrades - (other) – Challoner Circuit	-	-	380,000.00	380,000.00	0.00%	Sep 25	Yes	Yes	Project Delivery	Project has commenced. Project budget to be updated at BR2
9	Roads	Road Safety – Intersection upgrades- Pioneer Anglessey	43,428.18	43,428.18	505,129.42	461,701.24	8.60%	Sep 25	Yes	Yes	Project Planning	Design at 90% review. Expected release for Tender in April
10	Drainage	Drainage Renewal	127,208.91	127,208.91	200,000.00	72,791.09	63.60%	Sep 25	Yes	Yes	Project Delivery	Works awarded for Riverside cross road culvert
11	Drainage	Drainage Upgrade - Floodways	28,960.00	28,960.00	30,000.00	1,040.00	96.53%	Sep 25	Yes	Yes	Project Planning	Digital flood sign has now been delivered. Awaiting installation
12	Buildings	Council Administration Building – Replace AC unit and Chambers Kitchen	52,934.00	52,934.00	95,000.00	42,066.00	55.72%	Sep 25	Yes	Yes	Project Delivery	AC works completed. Kitchen project has been awarded

Asset Type	Municipal Plan Program	FY 2024/25 Year to Date Actuals	Total Actuals \$	Budget (Inc. BR1)	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update	
13	Thorak	Thorak Asset Renewal	119,288.44	119,288.44	530,000.00	410,711.56	22.51%	Jun 25	Yes	Yes	Project Planning	Project awarded and site earthworks has commenced.
14	Waste	Waste Asset Renewal – Compactor Replacement	-	-	400,000.00	400,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Tender award in OCM Confidential reports
15	Reserves	Freds Pass Reserve	45,532.91	45,532.91	300,000.00	254,467.09	15.18%	Sep 25	Yes	Yes	Project Planning	Water tank project RFQ out to market. Septic System RFQ being documented.
16	Reserves	Howard Park Reserve – BMX track softfall	8,640.00	8,640.00	80,000.00	71,360.00	10.80%	Sep 25	Yes	Yes	Project Planning	Refer to community report.
17	Reserves	Berry Springs Reserve - Painting	86,047.36	86,047.36	95,000.00	8,952.64	90.58%	Dec 24	Yes	Yes	Completed	Painting work is completed.
18	Reserves	Gregg Park - Irrigation	-	-	20,000.00	20,000.00	0.00%	Sep 25	Yes	Yes	Project Delivery	Works in progress
19	Fleet	Council Vehicle Replacement	310,899.42	310,899.42	535,000.00	224,100.58	58.11%	Sep 25	Yes	Yes	Project Delivery	Awaiting tractor. Expected delivery Sep 25..
20		Consultation-Forward Design	488,455.54	488,455.54	300,000.00	-188,455.54	162.82%	Jun 25	Yes	Yes	Project Delivery	Future designs for proposed grant funding applications in progressing.
21	Reserve	Freds pass Upgrade	115,221.40	115,221.40	10,000,000.00	9,884,778.60	1.17%	June 26	Yes	Yes	Project Delivery	Project update provided in report.
22	Roads	Blackspot-Girraween Road	-	-	300,000.00	300,000.00	0.00%	Sep-25	Yes	Yes	Project Planning	Project works commencing.
			1,898,936.46	1,898,936.46	18,197,129.42	16,298,192.96						

Carried Forward Capital Projects

CARRY FORWARD PROJECTS												
	Class of Assets	Municipal Plan Program	FY 24/25 YTD Actuals \$	Total Actuals \$	Total Approved Budget – Rollover \$	Total yet To Spend \$	Budget Spent %	Schedule d Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal 2023/24	975,471.64	975,471.64	1,000,000.00	24,528.36	97.55%	Jan 25			Complete	Completed
2	Roads	Pavement Renewal – Thorngate	-	-	553,980.00	553,980.00	0.00%	Oct-25	Yes		Project Planning	Project on hold
3	Roads	Gravel Road Sealing – Meade Rd	1,029,646.31	1,029,646.31	1,075,000.00	45,353.69	95.78%	Dec-24	Yes	Yes	Project Closure	Processing final invoices
4	Roads	Gravel Road Sealing – Brougham Rd	-	-	938,000.00	938,000.00	0.00%	Oct-25				Project cancelled March OCM
5	Roads	Road Safety Upgrades – Shoulder widening - Mckinlay Road	89,319.27	89,319.27	100,000.00	10,680.73	89.32%	Aug-24			Complete	Complete
6	Roads	Road Safety Upgrades – Shoulder widening - Hopewell Road	125,298.18	125,298.18	114,000.00	-11,298.18	109.91%	Aug-24			Complete	Complete
7	Roads	Road Safety – Intersection upgrades- Street lighting- McMinns Drive	37,214.91	37,214.91	215,893.50	178,678.59	17.24%	Mar-25		Yes	Project Delivery	Pole installations complete. Awaiting energizing.
8	Roads	Road Safety – Intersection upgrades- Street lighting- Rogers Road	7,385.00	7,385.00	120,000.00	112,615.00	6.15%	Mar-25		Yes	Project Delivery	Pole installations complete. Awaiting energizing.
9	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	73,819.00	73,819.00	123,010.00	49,191.00	60.01%	Jun-25	Yes	Yes	Project Delivery	New base stations have been delivered and contractor engaged to install.
10	Drainage	Drainage renewals – Horne Road	-	-	200,000.00	200,000.00	0.00%	Oct-25		Yes	Project Delivery	Design complete RFQ developed for release. Likely postpone due to wet season
11	Drainage	Drainage upgrade – various floodway's	216,994.68	216,994.68	278,472.00	61,477.32	77.92%	Jun 25	Yes	Yes	Project Delivery	Parkin Road cross road culvert works awarded
12	Buildings	Thorak Cemetery - Asset Renewal	18,712.52	18,712.52	17,709.46	-1,003.06	105.66%	Dec-24			Complete	Completed
13	Roads	Road Seal Renewal - LRCI	775,176.25	775,176.25	971,331.00	196,154.75	79.81%	Jan 25			Complete	Completed

CARRY FORWARD PROJECTS

	Class of Assets	Municipal Plan Program	FY 24/25 YTD Actuals \$	Total Actuals \$	Total Approved Budget – Rollover \$	Total yet To Spend \$	Budget Spent %	Schedule d Completion Date	On Time	On Budget	Project Stage	Status Update
14	Roads	Shared Path Upgrade - LRCI Phase 4	-	-	681,009.50	681,009.50	0.00%	Dec 25	Yes	Yes	Project Planning	Project Design complete. Cost estimates outside of allocated budget. Refer to Council report.
15	Buildings	WIFI & CCTV upgrades-Litchfield Office	36,973.67	36,973.67	100,000.00	63,026.33	36.97%	Jun 25	Yes	Yes	Project Delivery	Invoicing being completed
16	Reserves	<i>Mira Square – BBQ shelter</i>	<i>60,103.50</i>	<i>60,103.50</i>	<i>60,000.00</i>	<i>-103.50</i>	<i>100.17%</i>	Feb 25			Complete	<i>Project Complete</i>
17	Reserves	Humpty Doo Village Green – Shade Sail, fencing, murals	31,893.64	31,893.64	45,000.00	13,106.36	70.87%	Jun 25	Yes	Yes		Bowls club fencing complete
18	Reserves	Knuckey Lagoon Recreation Reserve	-	-	50,000.00	50,000.00	0.00%	Jun 25	Yes	Yes	Project Planning	Scope development being undertaken
19	Reserves	<i>Howard Park Reserve</i>	-	-	<i>0,000.00</i>	<i>0,000.00</i>	<i>0.00%</i>	Sep-24			Cancelled	<i>Cancelled as per Oct OCM Resolution</i>
20	Roads	<i>Road Seal Renewal 2022/23</i>	<i>459,301.41</i>	<i>459,301.41</i>	<i>510,140.00</i>	<i>50,838.59</i>	<i>90.03%</i>	Nov-24			Complete	<i>Works Completed</i>
21	Roads	<i>Pavement Renewal Spencely Road</i>	<i>101,006.95</i>	<i>101,006.95</i>	<i>467,659.93</i>	<i>366,652.98</i>	<i>21.60%</i>	Nov-24			Complete	<i>Processing final invoices</i>
22	Roads	<i>Gravel Road Sealing-Guys Creek Road</i>	<i>1,246,936.17</i>	<i>1,246,936.17</i>	<i>1,156,579.54</i>	<i>-90,356.63</i>	<i>107.81%</i>	Oct-24			Complete	<i>Carryover amount to be reviewed in BR2</i>
			5,285,253.10	5,285,253.10	8,777,784.93	3,492,531.83						
			7,184,189.56	7,184,189.56	26,974,914.35	19,790,724.79						

No Indicates that the relevant aspect is not as planned and not on schedule for various reasons

Yellow Indicates that there are external aspects that are impacting the schedule, whether it be weather dependent or reliant on a 3rd party approval

Notes:

1. Projects that are planned to be completed in the following financial year, are considered to be 'on time', provided they are meeting the projects planned proposed project timeline.
2. Grant funded projects do not necessarily have financial year completion dates. Reporting on 'on time' and 'on budget' will be reported based on the specific projects project planned timeline.
3. Projects in the Carried Forward table, are not necessarily considered 'not on time' if planned to be completed to be that way. (noting as per the above)
4. Projects that are marginally behind their 'on time' OR considered that they will still be completed by the project end date, are being considered as 'on time'.

STATEMENT 3. MONTHLY BALANCE SHEET

The Balance Sheet and Financial Reserves closing balances have been updated to reflect the finalised 2023/24 annual audited financial statements.

BALANCE SHEET AS AT 31 MAR 2025	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	27,836,867.89	
Untied Funds	4,303,588.32	
Accounts Receivable		
Trade Debtors	(12,084.75)	(2)
Rates & Charges Debtors	2,615,372.56	
Other Current Assets	524,739.36	
TOTAL CURRENT ASSETS	35,268,483.38	
Non-Current Financial Assets	8,148,009.34	
Property, Plant and Equipment	436,565,069.67	
TOTAL NON-CURRENT ASSETS	444,713,079.01	
TOTAL ASSETS	479,981,562.39	
LIABILITIES		
Accounts Payable	2,037,550.84	(3)
ATO & Payroll Liabilities	(133,203.71)	(4)
Current Provisions	672,200.00	
Accruals	1,970,458.39	
Other Current Liabilities	16,977.43	
TOTAL CURRENT LIABILITIES	4,563,982.95	
Non-Current Liabilities		
Non-Current Provisions	232,770.78	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	232,770.78	
TOTAL LIABILITIES	4,796,753.73	
NET ASSETS	475,184,808.66	
EQUITY		
Asset Revaluation reserve	417,942,457.46	
Reserves	27,296,226.98	
Accumulated Surplus	29,946,124.22	
TOTAL EQUITY	475,184,808.66	

Note 1: Details of Cash and Investments Held

Investment Schedule

Council invests cash from its operational and business maxi accounts to ensure Council is receiving the best return on its cash holdings. Councils Investment Policy – FIN14 instates controls regarding the credit quality on the entire portfolio.

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	23/07/2024	1,500,000.00	5.20%	1/04/2025	336	4,500,000.00	16.17%	53,852.06
	24/09/2024	1,000,000.00	4.85%	3/06/2025	252			33,484.93
	14/11/2024	1,000,000.00	5.10%	26/06/2025	224			31,298.63
	26/11/2024	1,000,000.00	5.05%	8/07/2025	224			30,991.78
Commonwealth (S&P A1+)	13/08/2024	1,000,000.00	4.70%	15/04/2025	245	7,336,867.89	26.36%	31,547.95
	28/08/2024	1,000,000.00	4.66%	30/04/2025	245			31,279.45
	11/09/2024	2,000,000.00	4.71%	27/05/2025	258			66,585.21
	24/09/2024	1,000,000.00	4.73%	10/06/2025	359			46,522.47
	8/10/2024	1,000,000.00	4.71%	17/06/2025	252			32,518.36
	8/10/2024	336,867.89	4.71%	17/06/2025	252			10,954.39
	25/02/2025	1,000,000.00	4.60%	2/09/2025	189			23,819.18
Defence Bank (S&P A2)	23/10/2024	1,000,000.00	4.80%	24/06/2025	245	4,000,000.00	14.37%	32,219.18
	14/11/2024	1,000,000.00	5.05%	26/06/2025	224			30,991.78
	26/11/2024	2,000,000.00	5.05%	22/07/2025	238			65,857.53
NAB (S&P A1+)	25/06/2024	1,000,000.00	5.15%	8/04/2025	287	8,500,000.00	30.54%	40,494.53
	28/08/2024	1,000,000.00	5.00%	30/04/2024	249			33,561.65
	11/09/2024	1,000,000.00	5.00%	27/05/2025	258			35,342.47
	8/10/2024	1,500,000.00	5.00%	17/06/2025	252			51,780.82
	26/11/2024	1,000,000.00	5.10%	22/07/2025	238			33,254.79
	11/03/2025	1,000,000.00	4.70%	16/09/2025	190			24,465.75
	25/03/2025	2,000,000.00	4.75%	30/09/2025	189			49,191.78
Westpac	10/12/2024	1,500,000.00	5.03%	5/08/2025	252	3,500,000.00	12.57%	52,091.51
	11/02/2025	1,000,000.00	4.86%	19/08/2025	189			25,165.48
	11/03/2025	1,000,000.00	4.78%	16/09/2025	189			24,751.23
TOTAL INVESTMENTS		7,836,867.89				27,836,867.89	100%	892,022.91

% of Total Investment Portfolio	A1 & A1+ (max 100%)	69.46%	A2 (max 60%)	30.54%	100%
Total Investments/ Tied Funds	\$ 27,836,867.89		Total Year to date Investments Earnings		\$1,066,433.45 ²
General Bank Funds	\$ 4,292,058.56				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 4,293,333.56				
Total all funds	\$ 32,130,201.45				

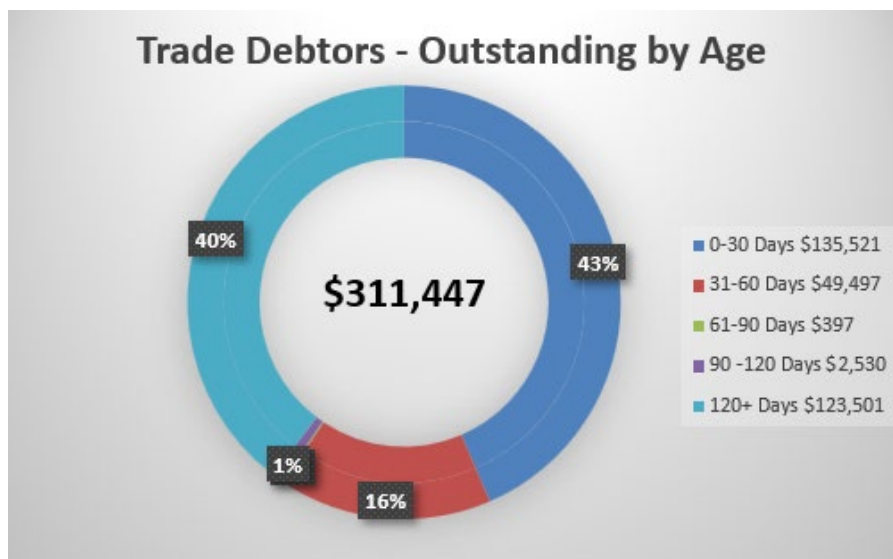
² Due to Accrued Interest posted for month of March 2025

Note 2: Statement of Trade Debtors

Total Debtors as of 31 March 2025 is \$311,447; \$123,501 to invoices outstanding over 90 days. \$63,968 the 90+ days debtors relate to the charge of legal fees on regulatory service orders. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has two hundred and Sixty-One (261) infringements outstanding with a total balance of \$70,882.67 a decrease of \$1,547.29 from February. Three (03) Reminder notices produced, Two Hundred and Fifty Seven (257) are with the Fines Recovery Unit (FRU) and One (01) On Hold.

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	-	(500.00)	(200.00)	-	51,979.37	51,279.37
Cemetery	-	47,115.54	325.00	(2,819.54)	7,498.70	52,119.70
Waste	-	-	181.00	34.98	55.38	271.36
Recreation Reserves	-	1,506.90	(253.50)	-	-	1,253.40
Planning	-	-	119.00	-	-	119.00
GST Receivable	135,521.00	-	-	-	-	135,521.00
Infringements	-	1,375.00	225.00	5,315.00	63,967.67	70,882.67
Total	135,521.00	49,497.44	396.50	2,530.44	123,501.12	311,446.50



Note 3: Statement of Trade Creditors

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
General	565,230.08	-	-	-	-	565,230.08
Cemetery	10,718.09	-	-	-	-	10,718.09
Total	575,948.17	-	-	-	-	575,948.17

Note 4: Statement on Australian Tax Office, Payroll, and Insurance Obligations

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Receivable (Payable)	2,433.00	-	-	-	-	2,433.00
Payroll	-	-	-	-	-	-
Total	2,433.00	-	-	-	-	2,433.00

Financial Reserves

The Financial Reserves has been updated with budget review one figures.

	2023/24 Actuals \$	2024/25 Net Movement \$	2024/25 Budget Review 1 \$
Externally Restricted			
Developer Contribution Reserve	1,008,353.00	-	1,008,353.00
Unexpended Grants / Contributions	-	-	-
Unexpended Capital Works	5,777,735.00	(5,777,735.00)	-
Total Externally Restricted Reserves	6,786,088.00	(5,777,735.00)	1,008,353.00
Internally Restricted Reserves			
Asset Reserve	9,200,659.00	(3,772,071.00)	5,428,588.00
Waste Management Reserve	6,068,257.00	(3,165,193.00)	2,903,064.00
Thorak Regional Cemetery Reserve	2,756,842.00	(170,536.00)	2,586,306.00
Election Reserve	200,000.00	-	200,000.00
Disaster Recovery Reserve	400,000.00	-	400,000.00
Strategic Initiatives Reserve	400,000.00	-	400,000.00
Cash for Cans Reserve	224,777.00	(24,000.00)	200,777.00
Total Internally Restricted Reserves	19,250,535.00	-7,131,800.00	12,118,735.00
TOTAL RESERVES	26,036,623.00	(12,909,535.00)	13,127,088.00

Outstanding Rates

Prior Years Rates Outstanding³

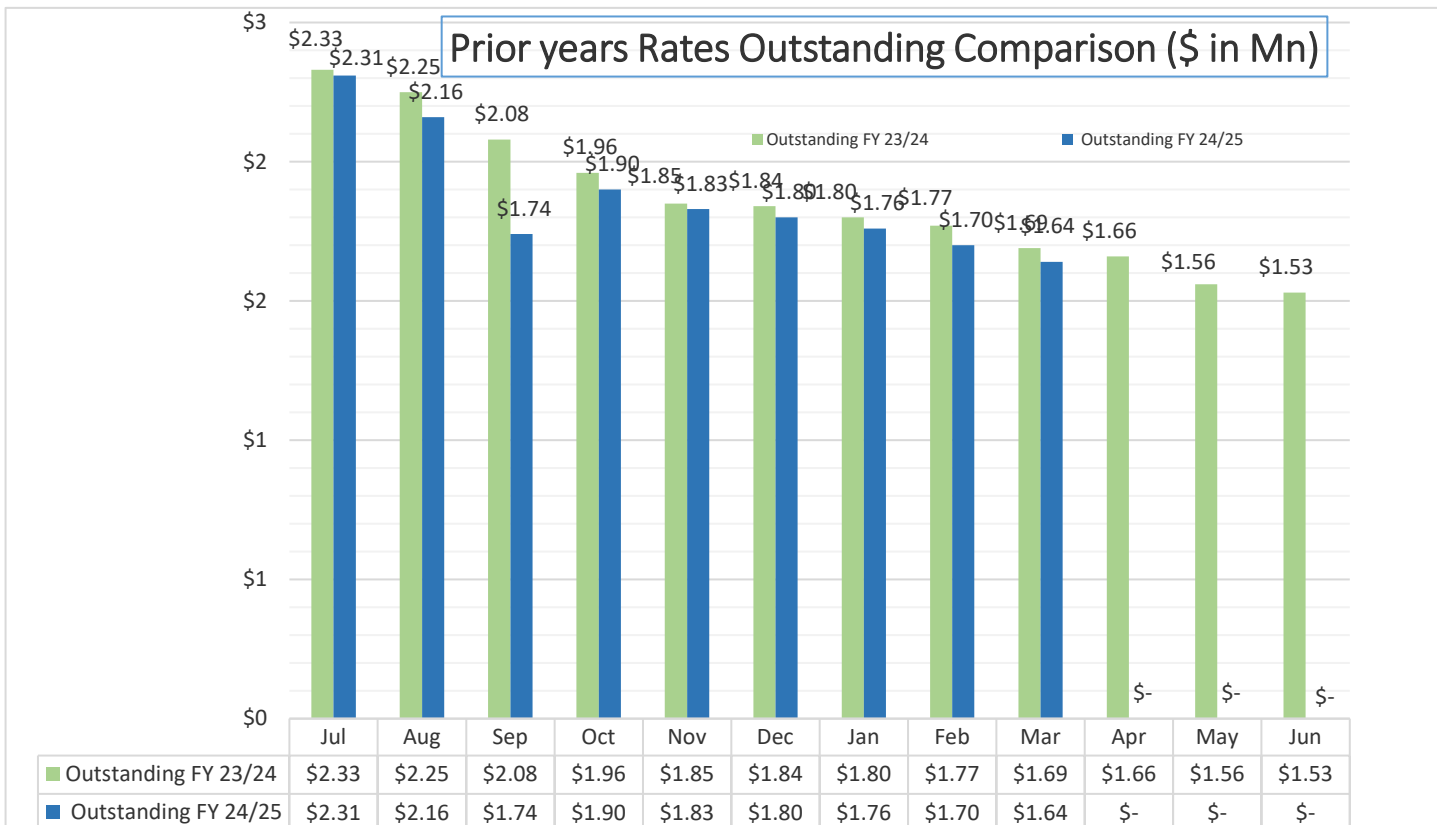
The below table illustrates the split of prior year outstanding rates, currently at \$1.64 million.

Council continues to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges, ensuring rates collectible remains at acceptable levels as Council fulfils its Municipal Plan targets to remain financially sustainable.

The table below shows the balance of the prior year's rates as at the beginning of the financial year, last month and the current month.

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (February 2025) (\$)	Current Month (March 2025) (\$)
CANCELLED ASSESSMENT	-	63,201.99	63,747.19
COMMERCIAL	162,616.16	27,689.60	28,201.96
GAS PLANT	-	-	2.71
MINING	251,049.24	137,942.09	138,850.57
HORTICULTURE AGRICULTURE	41,427.11	34,478.82	35,153.23
NON-RATEABLE GENERAL	20,028.76	20,978.66	21,087.99
NON-RATEABLE WASTE	43,388.18	42,650.53	42,244.52
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,998,920.23	1,204,248.26	1,142,459.76
URBAN RESIDENTIAL	164,433.35	170,950.07	167,049.88
TOTAL	2,681,863.03	1,702,140.02	1,638,797.81
Arrears LESS Legal	2,571,270.04	1,581,652.45	1,521,284.91

The graph below compares prior years rates outstanding between 2023/24 and 2024/25 financial years.



³ Includes prior years outstanding rates (FY 2024 and prior)

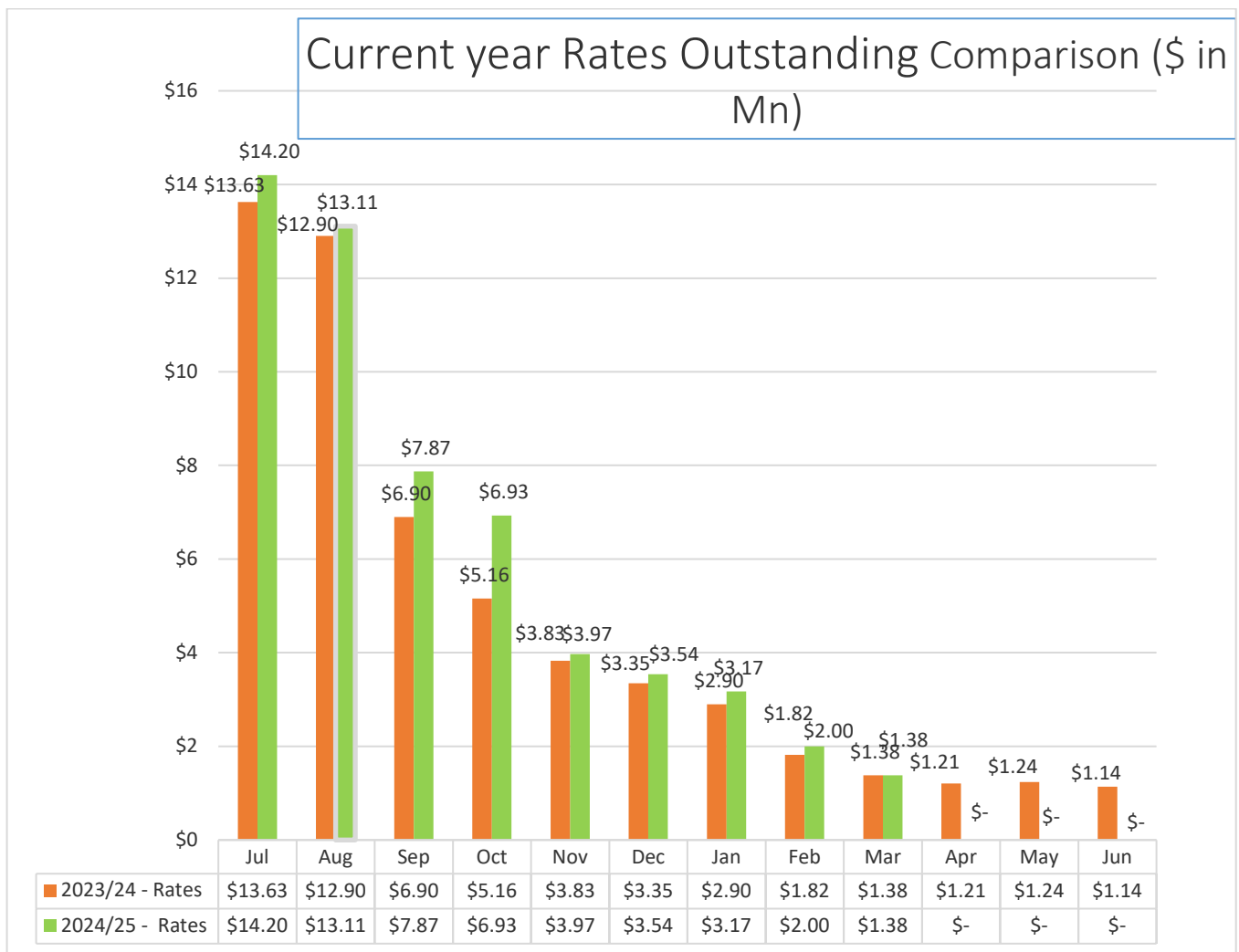
Current Year Rates⁴

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$13.11m and the third instalment was due on 28 February 2025.

The table below shows the movement in current year rates compared to last month.

	Previous Month (February 2025) (\$)	Current Month (March 2025) (\$)	Variance (\$)	Due Dates
Instalment 1	360,427.73	297,455.89	62,971.84	30-Sep-24
Instalment 2	558,443.13	453,619.53	104,823.60	30-Nov-24
Instalment 3	1,084,322.84	630,329.95	453,992.89	28-Feb-25
TOTAL	2,003,193.70	1,381,405.37	621,788.33	

The graph below compares annual rates between 2023/24 and 2024/25.



⁴ Includes current year outstanding rates (FY 2025)

Accounts Payable Report

Payee	Description	Amount
WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date - 19 September 2025	\$1,000,000.00
TOP END R.A.C.E.	RFT24-427 Road Safety Intersection - Street Lighting - Various Locations Litchfield Council Municipality	\$131,843.00
CITY OF DARWIN	Jan 2025 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$123,213.00
CLARE CONSTRUCTION & CIVIL PTY LTD	RFT24-431 Meade Road Upgrade	\$117,673.55
CITY OF DARWIN	Feb 2025 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$79,215.80
MAXCON (NT) PTY LTD	RFT24-457: Design and Construction - Plant and Machinery Shed at Thorak Cemetery (Stage 1)	\$78,650.00
TOP END LINEMARKERS PTY LTD	RFT23-414 Remarketing After Reseals - Various Roads, Litchfield Council Municipality	\$77,428.00
TOLINCHLO PTY LTD	Refund REF: Subdivision DP14/0679 Defect Liability Cleared	\$76,735.00
DEPARTMENT OF LOCAL GOVERNMENT & INFRASTRUCTURE	Repayment of 3 - Immediate Priority Grants from 2021-2023	\$68,249.00
AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 19 (24/25) - Cycle1 WE: 13 March 2025	\$56,397.73
AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 18 (24/25) - Cycle1 WE: 02 March 2025	\$54,329.88
VTG WASTE & RECYCLING	Feb 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$48,055.18
DEPARTMENT OF INFRASTRUCTURE, PLANN	Valuations Services 2023/24	\$47,269.37
STANTEC AUSTRALIA PTY LTD	RFQ24-455 Civil Engineering Solutions for Asbestos Removal of Stockpile at HDWTS	\$40,645.00
WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 19 2025 - WE: 13 March 2025	\$30,848.60
WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 18 2025 - WE: 02 March 2025	\$29,864.43
FOURIER TECHNOLOGIES PTY LTD	Feb 2025 - ICT Managed Services Contact LB3	\$23,973.28
REMOTE AREA TREE SERVICES PTY LTD	Tree Removal - Various Locations, Litchfield Council Municipality	\$22,299.20
JLM CONTRACTING SERVICES PTY LTD	Repairs to Sink Hole, and Repairs to Various Roads, Litchfield Council Municipality	\$21,991.59
WEX AUSTRALIA (PUMA CARD)	Feb 2024 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$19,636.30
AEROSAIL ENGINEERED FABRIC STRUCTURES	Repair Shade Sail and Reinstall at HDVG	\$19,495.00
SCP CONSULTING NORTHERN REGION PTY LTD	RFQ24-446 Pioneer Anglesey Intersection - Safety Upgrade	\$19,149.90
DOWNEREDI WORKS PTY LTD	Pothole Patching - Various Roads, Litchfield Council Municipality	\$17,213.46
FOURIER TECHNOLOGIES PTY LTD	Mar 2025- ICT Managed Services Contract, Onsite IT Support and LB308HP Zbook Firefly Workstation Including Setup	\$16,622.99
F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Roads, Litchfield Council Municipality	\$14,843.56
AUSLINE ENGINEERING	Rebuild of Slasher #4.(645 HYD Tower)	\$14,406.50
TMH SERVICES	Pothole Repairs - Various Roads, Litchfield Council Municipality	\$14,366.00
TERRITORY BITUMEN SERVICES	Reseal to Existing Roadway - Thorak Cemetery	\$14,113.00
ARJAYS SALE & SERVICE PTY LTD	Barrier Remediation Works - Girraween Road	\$12,815.00
ASHBURNER FRANCIS	FPSRR - Light Tower Footings - Geotech Survey	\$11,825.00
JLM CONTRACTING SERVICES PTY LTD	Hinton Road Sink Hole Investigation, and Pothole Repairs - Various Roads Litchfield Council Municipality	\$11,405.19
POWER & WATER CORPORATION	Freds Pass Lighting Design and Documentation	\$10,770.54
TURBO'S TYRES	Replacement Tractor Tyres / Tubes for Multiple MWF Tractors / Slashers	\$10,479.70
KAON SECURITY LIMITED	pmAAs Subscription, Annual Fee, Local Govt Band 1	\$10,060.00
ARJAYS SALE & SERVICE PTY LTD	Installation of Bollards at HSWTS	\$9,999.00
NORSIGN	Replacement Signage - Various Locations - Litchfield Council Municipality	\$9,756.15
F & J BITUMEN SERVICES PTY LTD	Pothole Repairs - Various Locations - Litchfield Council Municipality	\$9,410.76

CIVICA PTY LTD	Authority Infringements Training	\$8,676.80
REMOTE AREA TREE SERVICES PTY LTD	Tree management Works - Various Locations - Litchfield Council Municipality	\$8,668.00
WESTPAC CARDS & DIRECT DEBITS	Mar 2025 - Credit Card Purchases Litchfield Council	\$8,612.36
JLM CONTRACTING SERVICES PTY LTD	Pothole Repairs - Various Roads, Litchfield Council Municipality	\$8,565.65
MR D S BARDEN	Feb 2025 - Elected Members Allowance	\$8,032.79
NTRS (NT RECYCLING SOLUTIONS)	Feb 2025 - Waste Collection - Litchfield Council Office, HDWTS, BSWTS and HSWTS - Transport to Shoal Bay Receiving Station DCC	\$7,537.91
AIRPOWER NT PTY LTD	Multiple Repairs to Various Machines for MWF	\$7,416.95
ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$6,849.90
ARJAYS SALE & SERVICE PTY LTD	Girraween / Hillier Road Barrier Maintenance	\$6,413.00
ASHBURNER FRANCIS	Proposed Freds Pass Reserve Field Lighting Design	\$6,369.00
LOCAL GOVERNMENT PROFESSIONALS	Australasian Government Challenge 2025	\$6,180.00
ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$6,068.73
TELSTRA	Feb 2025 - Thorak & Litchfield Council - Internet, Land Lines, Data & Mobiles	\$6,038.02
THINK WATER DARWIN	Freds Pass Bore Test - Extraction and Cleaning	\$5,525.91
HUMPTY DOO WELDING AND FABRICATION	Process LPG and Fire Extinguisher Bottles for Recycling Transportation	\$5,335.00
FOURIER INFOSEC	Mar 2025 - MSSA Cyber Security Services	\$5,105.27
LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS)	Additional Survey Works - Freds Pass Reserve	\$5,060.00
DELOS DELTA	Safer Roads Program Application	\$4,950.00
TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair Hydraulic Leak JD Tractor - SV4807	\$4,538.43
HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$4,466.18
HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$4,451.78
SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 17 March 2025	\$4,311.82
SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 02 March 2025	\$4,311.82
HUMPTY DOO WELDING AND FABRICATION	HSWTS: Repair of Damaged Gates	\$4,180.00
MR M SIDEY	Feb 2025 - Elected Members Allowance	\$4,007.10
NORTHERN GROUND MAINTENANCE	Feb 2025 - RFQ24-424 Ground Maintenance Parks and Reserves	\$3,954.50
CT QUALITY BUILDING INSPECTIONS	Building Status and Condition Report - BSRR, MLRR, LRR and HPRR	\$3,900.00
CONSTRUCTION SCIENCES PTY LTD	Sealed Road, Shoulder Top-Ups - Various Roads, Litchfield Council Municipality	\$3,894.00
ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$3,847.36
LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS)	Survey Works - Boundary Line Pegs	\$3,828.00
HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$3,744.14
TRAFFICWERX NT PTY LTD	Traffic Control / Vehicles - Safe Work for MWF Crews / Public Safety	\$3,712.50
CAM INTERIORS	Replacement Black Vertu Task Chair High Back Chairs for Chambers	\$3,586.00
TRAFFICWERX NT PTY LTD	Traffic Control / Vehicles - Safe Work for MWF Crews / Public Safety	\$3,478.75
FOURIER TECHNOLOGIES PTY LTD	HP Zbook Firefly / Accessories / Run-up/Set-Up	\$3,377.47
JACANA ENERGY	Feb 2025 - Electricity- Litchfield Council, HPRR, KLRR, MWF Shed, HDWTS and HSWTS	\$3,200.17
DELTA ELECTRICS NT PTY LTD	Litchfield Council Office- Annual Generator Maintenance And Load Testing	\$3,190.20
MR M I G SALTER	Feb 2025 - Elected Members Allowance	\$3,083.06
MR K M CIVITARESE	Feb 2025 - Elected Members Allowance	\$2,983.06
KILLARA SERVICES (NETRONIX PTY LTD)	Mar 2025 - Cleaning Litchfield Council Office and Thorak Cemetery Office and Chapel	\$2,921.15

MRS E SHARP	Feb 2025 - Elected Members Allowance	\$2,883.06
AUSHEALTH HOSPITAL RESEARCH FUND LTD	Random Drug and Alcohol Testing: 01 Feb 2025 - Litchfield Council Employees	\$2,784.38
MR K R HARLAN	Feb 2025 - Elected Members Allowance	\$2,783.06
MS R A WRIGHT	Feb 2025 - Elected Members Allowance	\$2,683.06
DAMN STRAIGHT FENCING	Repair Fence at HDWTS and HSWTS	\$2,640.00
LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$2,376.90
HUMPTY DOO WELDING AND FABRICATION	HDWTS: Compactor Bins - Replace Curtains	\$2,310.00
WORKZONE TERRITORY PTY LTD	TMD - Non-Practitioner Training - Litchfield Council Employee	\$2,310.00
NORTHCOAST REFRIGERATION & AIRCONDITIONING	HDWTS - Degas Aircons and Fridges for Transport/Recycling - WE: 04 Mar 2025	\$2,310.00
CAPTOVATE PTY LTD	Library Social Media Post - Taminmin Library Activities/Events	\$2,262.70
MAHER RAUMTEEN SOLICITORS	Mango Road Contract - Litchfield Council Ratepayer	\$2,145.00
MS C VERNON	Feb 2025 - Authority Consultancy Services	\$2,057.00
NTRS (NT RECYCLING SOLUTIONS)	Feb 2025 - Waste Collection - Litchfield Council Office, HDWTS, BSWTS and HSWTS - Transport to Shoal Bay Receiving Station DCC	\$2,037.38
HUMPTY DOO WELDING AND FABRICATION	BSWTS: Replace Damaged Vehicle Stops	\$1,958.00
ELGAS LTD	Gas Delivery - Thorak Crematorium WE 08 March 2025	\$1,922.12
CONSTRUCTION SCIENCES PTY LTD	Sealed Roads Shoulder Top Ups - Various Locations - Litchfield Council Municipality	\$1,896.95
FRESH START - FOR CLEANING	Cleaning Services - BSWTS, HDWTS, KLRR and HPRR	\$1,837.50
ROBERT SOLOMON	Playground Repairs and Cleaning HDVG	\$1,801.00
AUSTRALIA DAY COUNCIL SA	2025 Australia Day Gifts & Banners	\$1,799.00
FULL MOBILE MECHANICS	Iseki 285hr Service - Thorak Cemetery Mower	\$1,791.52
TRAFFICWERX NT PTY LTD	Traffic Control for Slashing/Spraying - Various Locations - Litchfield Council Municipality	\$1,784.75
POWER & WATER CORPORATION	Dec - Mar 2025 - Water Lot 1916 HPRR	\$1,750.38
FRESH START - FOR CLEANING	Cleaning Services - HPRR, HDWTS, MWF and KLRR WE: 26 Feb 2025	\$1,740.00
AUSLINE ENGINEERING	Fabricate Skids for Flail Mower and Slashers	\$1,705.00
RGM MAINTENANCE DARWIN	Annual Service - Fuso Crew Truck CF49WC	\$1,650.89
LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$1,583.00
ELGAS LTD	Gas Delivery - Thorak Cemetery WE: 19 Feb 2025	\$1,555.54
ELGAS LTD	Gas Delivery - Thorak Cemetery WE: 12 March 2025	\$1,554.14
TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE: 07 Feb 2025	\$1,529.95
RDO EQUIPMENT PTY LTD	Replacement of Clutch Switch - JD Tractor	\$1,417.20
RICOH AUSTRALIA PTY LTD	Mar 2025 - Photocopier Lease & Consumables for all Litchfield Council Sites	\$1,405.52
SOUTHERN CROSS PROTECTION PTY LTD	Feb 2025 - Security Patrol- HDWTS and Litchfield Council Office	\$1,381.09
TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE: 16 Feb 2025	\$1,378.14
PARADISE LANDSCAPING	Tree Pruning - Various Locations Litchfield Council Municipality	\$1,375.00
REMOTE AREA TREE SERVICES PTY LTD	Removal of Tree / Storm Damage - Various Locations Litchfield Council Municipality	\$1,375.00
SAGE CONTRACTING	Aggregate Delivered to Thorak Cemetery	\$1,355.00
SLR CONSULTING AUSTRALIA PTY LTD	Surface Water Monitoring Program - Waste Stations	\$1,342.00
DAMN STRAIGHT FENCING	Fence Repairs - Corpus & Redcliff Roads	\$1,261.00
THE BIG MOWER	Hustler Super Z Mower 600hr service	\$1,252.57
MAITAI SERVICES	Council Catering - 04 & 18 March 2025	\$1,194.00

JACANA ENERGY	Feb 2025 - Electricity Thorak Cemetery	\$1,140.24
ROBERT SOLOMON	Playground Maintenance FSPRR	\$1,127.40
GTG IRRIGATION & LANDSCAPING PTY LTD	HDVG - Replace / Repair Irrigation	\$1,124.20
NUTRIEN AG SOLUTIONS	Rapid Spray Unit & Bulk Outright Spray	\$1,044.67
DAMN STRAIGHT FENCING	Repair Fence on Kentish Road.	\$1,043.00
HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$1,040.00
LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,031.45
VISION IDZ (JENANDREW PTY LTD)	Replacement Ribbon for Printing Machine - Name Badges	\$1,015.30
VTG WASTE & RECYCLING	FEB 2025 - HDWTS & HSWTS - Waste Oil Collection	\$1,014.23
GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Controller Replacement HPRR	\$1,013.10
AIRPOWER NT PTY LTD	500hr Service - Kubota tractor. CF64PF	\$1,010.00
AUSTRALIA POST	Bulk Purchase of Stamps for Litchfield Council Office	\$1,010.00
ACCESS MERCANTILE SERVICES AUSTRALIA	Feb 2025 - Debt Collecting Fees	\$985.05
JOHNS REPURPOSED WOOD	Refurbish Pews for Chapel - Thorak Cemetery	\$980.00
KYAM ELECTRICAL PTY LTD	Installation of GPO's and RCD Fault	\$972.05
PACK & SEND DARWIN	Nov 2024 - Courier Service Taminmin Library	\$960.00
MR G ARNOTT	Feb 2025 - RMAC Chair fee - Greg Arnott	\$959.00
TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Remove/Replace Hydraulic Hoses - HSTWS	\$895.16
AJ SECURITY DARWIN	Feb 2025 - Open & Lock up Cemetery Gates	\$822.80
AJ SECURITY DARWIN (TERRITORY NEXUS)	Feb 2025 - HPRR Security, Open & Close	\$822.80
JACANA ENERGY	Jan 2025 - Electricity - HSWTS and BSWTS	\$822.27
TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE 28 Feb 2025	\$809.36
HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$754.55
CAPS AUSTRALIA PTY LTD	Generator & Trailer Hire - WE: 23 February 2025	\$715.00
LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$600.00
ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$590.56
WESTPAC CARDS & DIRECT DEBITS	Mar 2025 - Credit Card Purchases Thorak Cemetery	\$578.81
TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Service Truck & Fuel POD Change-over	\$565.43
HD PUMPS & HUMPTY DOO HARDWARE	Berry Springs Bore Investigations	\$560.75
WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$558.64
TUFTEC SOLUTIONS	Supply Electronic Flood Warning System	\$550.00
DEFENCE ELECTRIAL SERVICES PTY LTD	KLRR - Motion Sensor Light Replacement	\$550.00
BRIDGE TOYOTA	20K Service Hilux CF27ZV	\$547.50
GRACE RECORD MANAGEMENT (AUSTRALIA)	Mar 2025 - Litchfield Archive Storage Fees	\$542.42
EASA	EAP Counselling Sessions from 1-15 March	\$525.68
PAWS DARWIN LTD	Feb 2025 - Transfers of Impounded/Surrendered Dogs	\$525.00
DARWIN AUTO DOORS PTY LTD	Thorak Cemetery Roller Door Service	\$517.00
DARWIN MAZDA	Mazda BT-50 Dual Cab Service (Rego CE13CG)	\$512.95
EASA	EAP Counselling Sessions - Jan 2025	\$501.79
LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$500.00
BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Consumable Grease, Rags and AD Blue	\$498.85

LITCHFIELD COUNCIL RATEPAYER	Refund of Waste Charge - Refund Mulch not to Buyers Standard	\$495.00
NT SHADE & CANVAS	Replaced Fasteners - Vandalised Shade Sail HDVG	\$484.00
LITCHFIELD COUNCIL RATE PAYER	Refund of Fob and Venue Bond after Venue Hire	\$483.00
QUALITY INDOOR PLANTS HIRE	Feb 2025 - Plant Hire / Maintenance - Litchfield Council Office and Taminmin Library	\$477.20
WINC AUSTRALIA PTY LTD	Stationary Replenishment for Litchfield Council Office	\$464.11
HUMPTY DOO HORTICULTURAL SERVICES	Feb 2025 - Garden Maintenance HD Community Garden	\$460.00
BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$439.74
LAND TITLES OFFICE	Title Searches for Litchfield Council Owned Reserves/Sites	\$424.50
EVERLON BRONZE	Memorial Plaque NT-TRC-B250106A-3 for Thorak Customer	\$401.50
JEFFRESS ADVERTISING	Advert - RFT24-484 Minor Civil Works	\$386.39
ACCESS HARDWARE (NT) PTY LTD	Replacement Door Fobs	\$376.22
NORTHERN TERRITORY PEST & WEED CONTROL	Annual Termite Inspection - Thorak Cemetery	\$370.00
CAPS AUSTRALIA PTY LTD	Generator & Trailer Hire - WE: 16 February 2025	\$357.50
CAPS AUSTRALIA PTY LTD	Hire of Generator - Thorak Cemetery	\$357.50
CAPS AUSTRALIA PTY LTD	Hire of Generator - Thorak Cemetery	\$357.50
TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair Hydraulic Leak on Thorak Cemetery Cremator Trolley	\$357.50
TOTAL SAFETY SOLUTIONS	PPE - Bulk Purchase of Dust/Chemical Masks	\$327.86
WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$279.66
BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Hydraulic Oil and Degreaser	\$279.55
POWER & WATER CORPORATION	Nov 2024 - HDWTS Water	\$278.77
THE BIG MOWER	Honda HRU196 starter Repair	\$278.40
SAFEWAY TEST & TAG (DAVID MILNER)	Test and Tag Cords at MWF Shed	\$267.52
VTG WASTE & RECYCLING	Feb 2025 - Waste Collection Services Thorak Cemetery	\$266.75
VOYAGER TRAILERS	Trailer Service	\$260.00
NTF CONSTRUCTION SUPPLY SPECIALISTS	Flail and Slasher Blade Bolts and Nuts	\$253.22
LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$250.00
THE BIG MOWER	Replacement Mower Blades and Bolts for MWF Machines	\$239.88
AUSTENG ENGINEERING SOLUTIONS	Remote Cremation Support - Manual to Process	\$236.50
CRAIG BURGDORF	Backhoe Bucket Repairs BSWTS	\$222.75
MAITAI SERVICES	Catering TOPROC	\$214.50
NORTHERN TERRITORY PEST & WEED CONTROL	Annual Termite Inspection KLRR	\$208.00
FINLAY'S STONE	Mar 2025 - Citizenship Ceremony Trees	\$200.20
POWER & WATER CORPORATION	Nov - Feb 2025 - Water - Gregg Park, Jakirra Estate	\$192.76
TENDERLINK	RFT24-484 - Tender Advertising - Minor Construction Works	\$184.80
ACMA - AUSTRALIAN COMMUNICATIONS & MEDIA	License Number: 1041657/1 - Fixed/Point to Point Access	\$184.00
ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Feb 2025 - ASSA Monthly Membership	\$165.00
LITCHFIELD COUNCIL EMPLOYEE	Skin Check Reimbursement	\$160.00
SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office WE: 19 Feb 2025	\$143.00
BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$135.52
QUALITY INDOOR PLANTS HIRE	Feb 2025 - Plant Hire / Maintenance Thorak Cemetery	\$132.05

BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$126.50
LITCHFIELD COUNCIL RATE PAYER	Refund Bond for Trap after Hire Period	\$115.50
BELLS PURE ICE	Bagged Ice Delivered for MWF Crew WE 28 March 2025	\$115.50
LITCHFIELD COUNCIL RATE PAYER	Refund of Trap Bond after Hire Period	\$115.50
LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond After Hire Period	\$115.50
DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Laundry for Linen for Chambers	\$114.70
WINC AUSTRALIA PTY LTD	Stationery Replenishment - Thorak Cemetery	\$110.01
KERRY'S BODY THERAPY	Wellbeing Massages for Litchfield Council Library Employees	\$104.50
HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$100.00
DARWIN LARGE ANIMAL MOBILE VET SERVES	Redemption of Desexing Voucher	\$100.00
AQUARIUS CONVEYANCING	Refund Rate Search - No Longer Required	\$92.50
SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office 10 Mar 2025	\$71.50
ARMAGUARD PTY LTD	Collect Council Banking - WE 14 March 2025	\$63.95
ARMAGUARD PTY LTD	Collect Council Banking - WE 07 March 2025	\$63.95
ARMAGUARD PTY LTD	Collect Council Banking - WE 28 Feb 2025	\$63.95
ARMAGUARD PTY LTD	Collect Council Banking - WE: 21 Feb 2025	\$63.95
THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$52.18
GINA DAWSON	Assorted books for Taminmin Library Content	\$49.45
BUNNINGS GROUP LIMITED	Consumable Hardware Items - Planning	\$46.98
MR A VAN ZEEVENTER	Reimbursement for Skin Check LC Employee	\$40.00
TERRITORY SPRINGWATER AU PTY LTD	Feb 2025 HSWTS - Water Supply	\$37.50
MEMORIES GROUP LIMITED	Livestream - Thorak Cemetery Chapel	\$19.00
	TOTAL	\$2,699,773.22

STATEMENT 4. MEMBER AND CEO COUNCIL CREDIT CARD TRANSACTION FOR THE MONTH

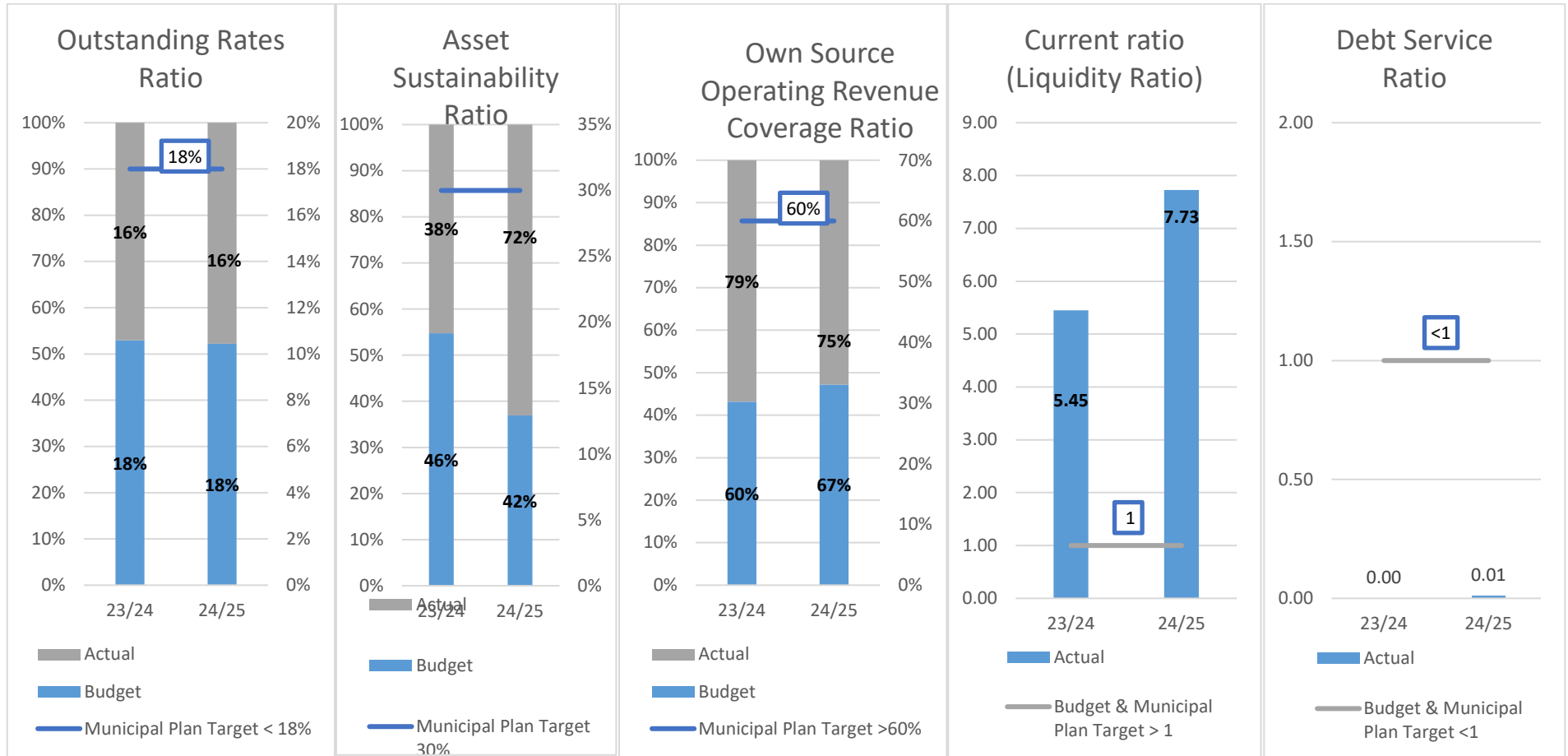
Cardholder Name:	Stephen Hoyne		
Transaction Date	Amount \$	Supplier's Name	Details
03/03/2025	16.00	News Ltd	Monthly Subscription
13/03/2025	1,346.40	AA & P Events	2025 Northern Australia Food Future - Mayor
20/03/2025	15.00	NT Independent	Monthly Subscription
22/03/2025	6.00	Westpac	Credit Card Fee
Total	1,383.40		

STATEMENT 5. ALLOWANCE AND EXPENSES FOR MEMBERS OF COUNCIL (AS PER LOCAL GOVERNMENT ACT 2019 SECTION 109 (3))

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
Total			

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2024/25 Municipal Plan includes the following financial KPIs.



<p>Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.</p>	<p>Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.</p>	<p>This ratio measures the degree to which Council relies on external funding to cover its operational expenses.</p>	<p>Identifies Council's ability to meet its short-term financial commitments as and when they fall due.</p>	<p>Indicates Council's ability to repay loans.</p>
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of February is 72% matches the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 16% less the Municipal Plan target of less than 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.
Own Source Revenue Ratio	This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level. Council's Own Source Operating Revenue Coverage ratio of 64% is above the Municipal Plan target of greater than 60%.
Current Ratio (Liquidity Ratio)	A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments. Council's Current Ratio of 7.7 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition.

** Own Source Revenue refers to revenue raising capacity excluding all external grants, that is, through rates, charges, user fees, interest income, profit on disposal of assets etc.

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 31.03.2025

That, to the best of the CEO's knowledge, information, and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed: 

Date Signed: 10 April 2025



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – March 2025
Author:	Ankit Pansal, Corporate Services Program Leader
Recommending Officer:	Rebecca Taylor, Acting Director Corporate and Community
Meeting Date:	15/04/2025
Attachments:	A: People, Performance and Governance Report – March 2025

Executive Summary

This report provides Council with key staffing information, workplace health and safety information and proposed major policy updates and reviews.

This report provides a monthly update to ensure that both staffing and budget measures are in accordance with the Council approved staffing plan and budget. The metrics provided in this report track activity and report full-time equivalent (FTE) numbers, retention and Work Health and Safety performance.

Recommendation

THAT Council note the People, Performance and Governance Report for March 2025.

Background

Litchfield Council strongly values our people and good governance. This monthly report will ensure that important information is presented to understand any trends occurring and for the organisation to understand the factors influencing staff, their safety and policy initiatives.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Health & Safety

Public liability issues result from safety breaches by residents at Council's Waste Transfer Stations. Risk registers, standard operating procedures, and implementation of safety measures (e.g., education, signage etc) are used to reduce hazards during tasks and operations.

Service Delivery

Due to our location and market position, ongoing risks exist around the attraction of qualified staff into critical roles and retention of critical staff needed to deliver Council's business plans. Risks are being managed through several means, including implementing innovative HR practices and strengthening council's positive work culture to attract and retain talent.

Community Engagement

Not Applicable.

The staffing plan for 2024-2025 allows for 58.83 full-time equivalent staff across three departments. Council’s Enterprise Agreement 2024 has been finalised and implemented.

PEOPLE AND PERFORMANCE MONTHLY REPORT March 2025

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

External Appointments

Position	Department	Start date	Permanent/Temporary
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NA

Employment Separation Permanent

Position	Department	End date	Permanent/Temporary
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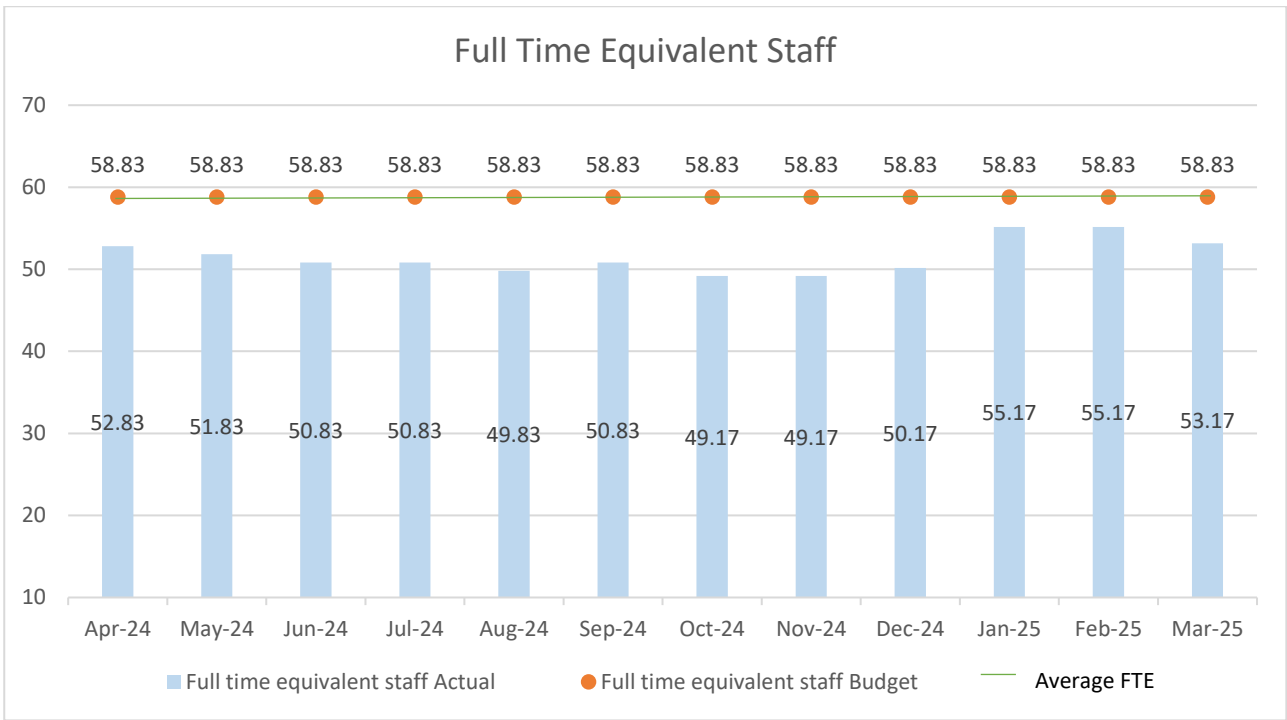
Accountant	Corporate	14 March	Permanent
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Ground Person	Infrastructure	14 March	Permanent
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	Approved	Actual	Difference
Full Time Equivalent	45.00	40.00	-5
Part-time	5.18	4.52	-0.66
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	53.17	-5.66

Recruitment Overview:

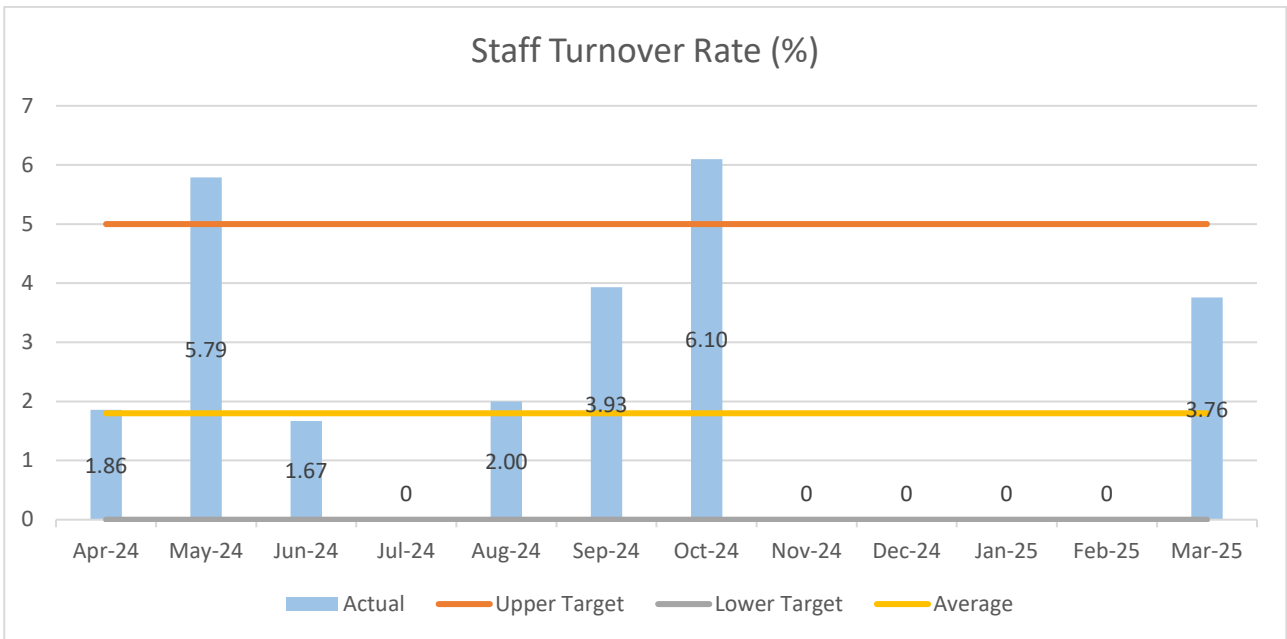
Role	In Progress	Completed
Project Officer		
Executive Assistants		
BSO – Infrastructure		
Accountant		
Ground Person		



Turnover Rate:

The number of staff leaving council employment during the reporting period.

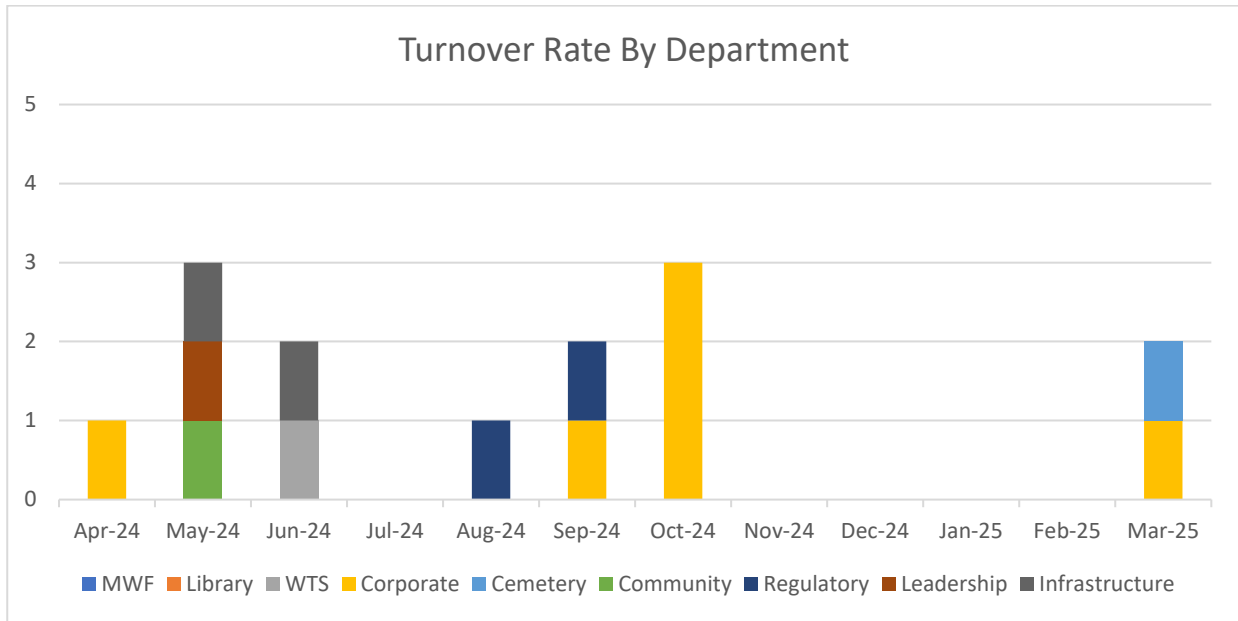
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Average
1.86%	5.79%	1.96%	0%	2.00%	3.93%	6.10%	0%	0%	0%	0%	3.76%	2.09%
1	3	1	0	1	2	3	0	0	0	0	2	1.08

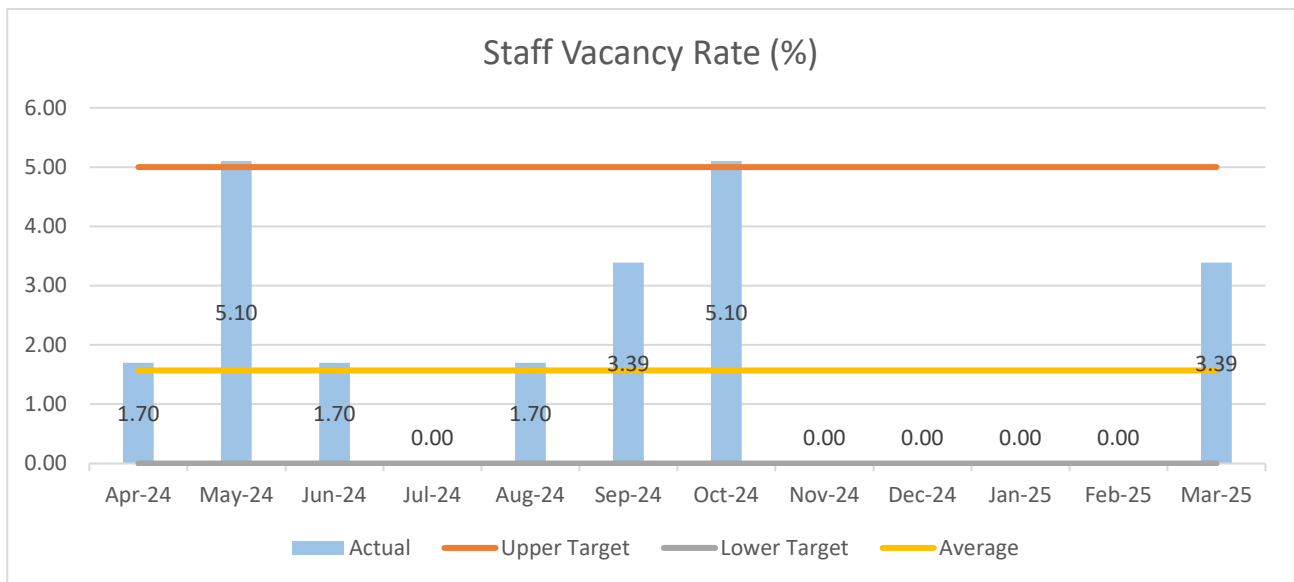
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

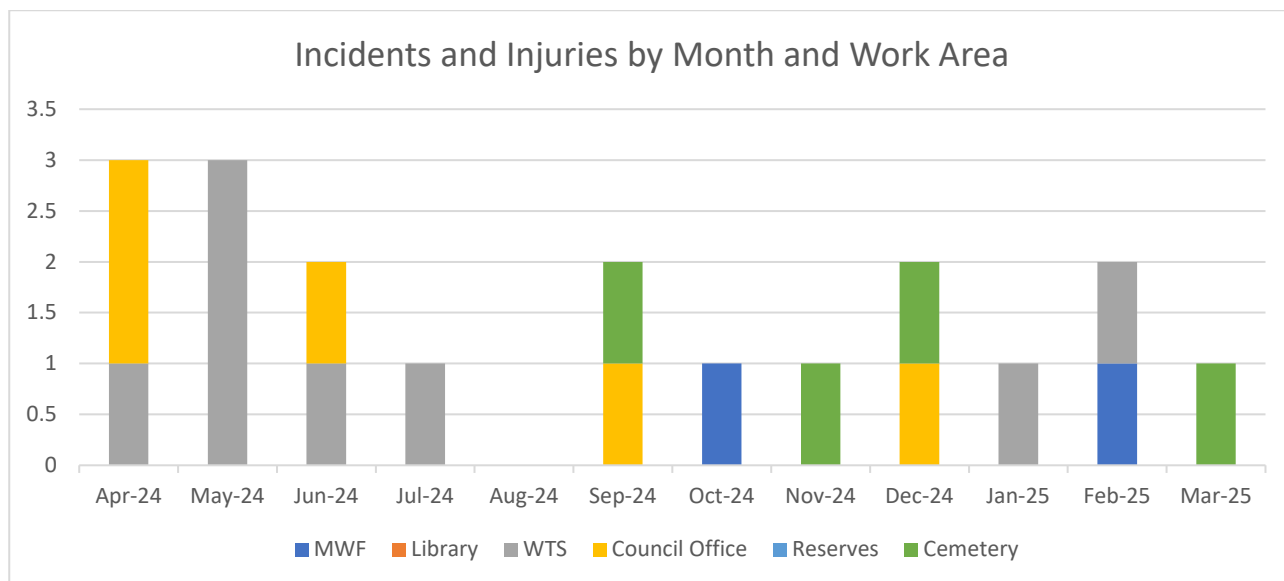
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Average
1.70%	5.10%	1.70	0.00%	1.70%	3.39%	5.10%	0.00 %	0.00 %	0.00 %	0.00%	3.39%	1.84%

Target: Between 0% to 5%

Workplace Health and Safety:



There was one workplace health and safety incident recorded in March 2025:

1. An employee sustained a minor injury while operating a machine

Governance

The *Local Government Act 2019* (Act) commenced on 1 March 2021. The following regulations, guidelines and general instructions have been made under the Act:

Regulations	Local Government (Electoral) Regulations 2021
	Local Government (General) Regulations 2021
Guidelines	Guideline 1: Local Authorities
	Guideline 2: Appointing a CEO
	Guideline 3: Borrowing
	Guideline 4: Assets
	Guideline 5: Budgets
	Guideline 6: Annual Report
	Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints
General Instructions	General Instruction 1: Procurement
	General Instruction 2: Annual Financial Statement

Below is a list of existing policies due for review during the 2024/2025 period. Council policies are reviewed every four years, unless otherwise specified or in response to changes in relevant legislation and/or best practice. These policies will be presented to Council in due course.

Policies	Review Date
INF04 Place Names	08/12/2024
GOV16 Compliance and Enforcement (Incorrect Review Date 11/02/2024)	11/02/2025
GOV17 Public Question Item (Incorrect Review Date 17/02/2024)	17/02/2025
FIN15 Purchasing Card Policy - Council Members and CEO	17/03/2025
COM01 Youth	18/03/2025
GOV18 Confidential Items	21/04/2025
HR14 Human Resource Principles	21/04/2025
FIN19 Sufficient Interest in the assessment record	18/05/2025
COM03 Sport and Recreation	15/06/2025



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	Draft Municipal Plan 2025-2026 and Draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	15/04/2025
Attachments:	A: Draft Municipal Plan 2025-2026 B: Draft Financial Management Strategy and Long-Term Financial Plan 2025-2026 to 2034-2035

Executive Summary

This report presents for Council endorsement the Draft Municipal Plan 2025-2026 and Draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 to be placed on public exhibition inviting comments.

Recommendation

THAT Council:

1. adopt a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2025-2026 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) *Local Government (General) Regulations 2021*.
2. endorse the draft Municipal Plan 2025-2026 as at Attachment A for the purposes of public exhibition and consultation;
3. advertise the draft Municipal Plan 2025-2026, as being available for public consideration, and invite public submissions during a period of 23 days from 22 April 2025 to 14 May 2025;
4. endorse the draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 as at Attachment B and include in the consultation for the draft Municipal Plan 2025-2026.
5. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

Background

The Draft Municipal Plan includes Council's Annual Budget 2025-2026 and annual service delivery plan that addresses priorities for action specified in the Litchfield Council Strategic Plan 2022-2025. Council is forecasting a balanced budget that keeps operating expenses constrained in line with the Financial Management Strategy and Long Term Financial Plan.

2025-2026 Budget Highlights:

- 3% increase in revenue;
- Rates increase of 3% and Waste increase of 5%;
- 15.9% increase in operating expenses largely due to the Waste Voucher system;
- \$6 million in capital budget; and
- \$1.10 drawn from Financial Reserves.

Financial Management Strategy and Long Term Financial Plan

Litchfield Council's Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making.

The draft Municipal Plan 2025-2026, including draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035, will be accessible from 22 April 2025 to 14 May 2025 for public comment.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Under Part 3.3 Section 33 of the *Local Government Act 2019 (Act)* the Municipal Plan is to contain the following:

- a service delivery plan for the period to which the municipal plan relates;
- Council's Annual Budget;
- any long-term, community or strategic plan adopted by the Council to which it relates;
- Council's Long Term Financial Plan; and
- indicators for judging the standard of Council's performance.

Council's Annual Budget must contain the following:

- the Council's objectives for the relevant financial year; and the measures the council proposes to take, during the financial year, towards achieving those objectives; and the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives;
- contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure;
- list the council's fees for services and the estimates of revenue from each of those fees;
- state the amount to be allocated to the development and maintenance of infrastructure for the financial year;

- state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year;
- include an assessment of the social and economic effects of its rating policies;
- state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances;
- include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and
- be in a form required by any guidelines that the Minister may make or as prescribed by regulation.

Attachment A – the draft Municipal Plan 2025-2026 for Litchfield Council complies with the above requirements.

Before Council adopts the Municipal Plan 2025-2026, a draft must be prepared and made accessible on the website and/or for people to inspect at Council’s office. Council must publish a notice on its website and in the newspaper inviting submissions for a minimum period of 21 days. Council must then consider any submissions made and make changes if appropriate.

Risks

Community

There is a moderate risk to Council’s reputation if the engagement with the community is not managed appropriately for the consultation on the Municipal Plan and Annual Budget 2025-2026. Council is working on a consultation program to ensure the entire municipality has an opportunity to understand the information, ask questions of elected members and staff and, that the risk of misinformation is managed.

Governance

There is a moderate compliance risk for Council in not meeting the legislative timelines. This risk has been mitigated through a timeline for the process of adopting the Municipal Plan and Annual Budget 2025-2026 in the required timeframe.

Community Engagement

The Draft Municipal Plan 2025-2026, including Draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035, will be made available to the public for a 23 day consultation period through a number of avenues, including Council’s website www.litchfield.nt.gov.au, and Council’s Office. Council welcomes community input in the form of written submissions.



LITCHFIELD
COUNCIL

DRAFT

Municipal Plan 2025-2026

Our vision

To be the best place to live in the Top End.

Our Mission

To remain focused on delivering the priorities in Council's Strategic Plan to help us deliver on our vision for Litchfield.

Our Priorities

People

Community and lifestyle

Progress

Continuity of services and facilities

Prosperity

Our economy and growth

Places

Roads and infrastructure

Performance

An effective and efficient organisation

Acknowledgment of Country

We, the Litchfield Council, acknowledge the traditional custodians of this land. We pay our respect to their Elders, past, present, and future.

Introduction

The municipal plan (Plan) is Litchfield Council's action plan and annual budget for the 2025-2026 financial year. It includes key actions and services (deliverables) for Council to achieve its vision, mission and priorities in the Strategic Plan 2022-2025.

Cover and Publication Artwork

Marnie Jay is a Litchfield based visual artist who has worked in multiple disciplines using her background in graphic design and illustration. Mentored by Tony Oliver - Australian Geographic Illustrator and receiving an Award for "Best Graduating Illustrator". Marnie spent her professional life working with major media outlets, art institutions and freelancing to eventually find inspiration from the natural environment to progress to painting and become a full time artist in that medium. Her works are mostly inspired by the Litchfield area and surrounds with an emphasis on nature and the juxtaposition of urban and rural life on those habitats. Part environmental commentary, part wildlife documentation she uses humour, vibrant natural colour and her own unique interpretation of the region to depict Litchfield in her works. She paints weekdays and has a shop open weekends at Coolalinga Central, in rural Darwin, Northern Territory, Australia.

www.marniejay.com



CONTENTS

Acknowledgment of Country	3
Introduction.....	3
Your Mayor.....	4
Litchfield Overview.....	6
Budget at a Glance	7
Your Council.....	8
Reporting Framework.....	10
Council plans and strategies	11
Strategic Advocacy Focus	12
Program Profiles.....	14
Our People	15
2025-26 Annual Budget	16
2025-2026 Budget by Department Profile.....	17
Analysis of the Operational Budget.....	18
Analysis of the Capital Budget	20
Fred's Pass Sport and Recreation Reserve.....	24
\$10M Federal Government Investment	
Rating strategy.....	26
Rating structure.....	28
Recreation reserves funding support	29
Sponsorship, grants and operating subsidies.....	30
Grants and donations	31
Elected members allowances.....	31
Financial Statements.....	32
Budgeted Statement of Comprehensive Income.....	33
Budgeted statement of financial position	34
Budgeted Statement of Cash Flow	35
Budgeted Statement of Reserves.....	36
Long Term Financial Plan	37
Key Performance Indicators	39
<i>Local Government Act 2019</i>	47

MESSAGE FROM YOUR MAYOR

On behalf of Council, it is a great honour to present the 2025-2026 Municipal Plan and budget. This budget is the fourth and final budget of this term of Council and I would like to take a moment to acknowledge the collective effort that has gone into the budgeting process over the past four years.



It is not just a financial plan but a result of a collaborative process that involved each and every Councillor, the CEO and senior staff. The 2025-2026 budget reflects our shared commitment to creating a vibrant, thriving rural community for all. It is a balanced and forward-looking plan designed to address our most pressing needs while laying the foundation for future growth and prosperity.

This year, we have a rates increase of just 3%, which reflects our commitment to maintaining financial responsibility while still investing in the services and programs our community depends on. We understand the pressures that our residents face and have worked hard to ensure that the revenue increase remains manageable while continuing to provide high-quality services. This Council has successfully maintained Council's financial reserves, only withdrawing for specific purposes as required. Council will draw \$1.1 million from financial reserves this year to fund capital investment.

While we've made significant strides in meeting the needs of our community, we recognise that we cannot do it alone. Council concentrates on preparing submissions for available grants such as the Safer Local Roads Grants, Thriving Suburbs and Roads to Recovery Grant. We will continue to advocate for greater support from the Federal Government and Northern Territory Government to ensure that

our community gets the resources and funding it deserves. The challenges we face, like inability to fund depreciation and dependency on external funding, require a collaborative approach, and I am committed to working with all areas of government to bring those much-needed resources to our municipality.

In 2024-2025 Council enthusiastically welcomed the Australian Government's \$10 million investment in the Freds Pass Sport and Recreation Reserve. The funding will be split into two main projects, with around \$6 million to be spent on electrical upgrades and installation of field lighting. The remaining will fund the design and construction of a netball facility. This project is expected to be completed in 2027.

One of the successes we've seen in the past year is the implementation of the Waste Disposal Voucher System. This system has provided our residents with an easy and affordable way to dispose of items for free that would usually be charged, helping to keep our community clean and reducing illegal dumping. The voucher system will hopefully be a win-win for the environment and for our community. The voucher system began in April 2025 and will be continued throughout 2025-2026 in order to gauge the success of the program.

A key highlight of this budget is our significant investment in the future of our community through a Capital Works Program valued at over \$6 million. This program will fund essential infrastructure projects, including road seal upgrades, and community facilities such as BBQ upgrades at Knuckey Lagoon Recreation Reserve and Masterplans across Council reserves.

The program also includes unsealed to sealed road upgrades being Keleson Road and Bees Creek Road. These investments are crucial to ensuring that our municipality remains a great place to live, work, and visit. We are focused on improving the quality of life for our residents, and these capital works will contribute to a safer, more efficient, and more sustainable community.

Another important area of focus is our investment in recreation. We are allocating a 4% increase in funding for our recreation reserves that are managed by independent associations, ensuring that our sports clubs, community groups, parks, and community facilities continue to thrive. The 4% is above our overall operational increase of 3% and I am pleased to say that this Council has worked hard to increase funding for its reserves, with an overall increase of over 40% since 2021-2022. These reserves are vital to promoting active lifestyles, social inclusion, and overall well-being. By investing in our recreational facilities, we are making sure that our residents have access to high-quality spaces that encourage physical activity, foster connections, and provide opportunities for recreation.

I am also pleased to announce that we are allocating over \$190,000 in community grants to support local organisations and initiatives. These grants will go directly to programs that make a real difference in the lives of our residents, from supporting cultural events and community projects to funding youth development grants to assist in their future endeavours. Council is pleased to continue its support for the annual Fred's Pass Rural Show with a \$60,000 grant, highlighting the agricultural, social, and cultural elements of our diverse rural community.

Following a Council decision in March 2025, the 2025-2026 year sees the relocation of the Community Library from Taminmin High School to Coolalinga Central, subject to satisfactory negotiations. The decision to relocate the library was a difficult choice to make, balancing the additional benefits against associated costs. Ultimately, Council decided that the benefits of a public library in terms of larger floor space, improved community access and amenity, far outweigh the associated financial cost. The move is expected to result in a significant increase in social capital through increased library usage, convenient parking and proximity to retail outlets.

In conclusion, this budget represents our ongoing commitment to the growth and prosperity of our community. It is a budget that carefully balances the need for fiscal responsibility with the need for investment in the services and infrastructure that will improve the lives of our residents.

The draft Municipal Plan and Budget is made available for public feedback, allowing the community to have a direct say, and providing Council with further opportunity to gain insight into the direction locals would like to see the municipality take in the future. I encourage you all to provide feedback during the consultation period.



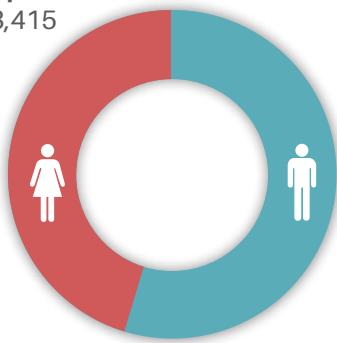
LITCHFIELD OVERVIEW



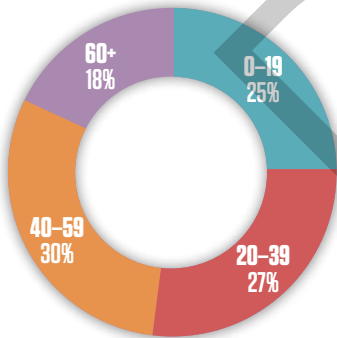
Litchfield Profile*

Geographical area
3,100km²

Population
23,415



Age (%)



Our Economy*

Local jobs	11,726
Local Businesses	2,134
Employed Residents	11,172



*Data sourced from Regional Development Australia NT - ABS ERP 2021, NIEIR 2021.

Council Data

Number of rateable assessments	8,516
Sealed Roads	645km
Unsealed Roads	71km
Pathways	16.5km
Registered Dogs	3,702
Recreation Reserves	9
Playgrounds	7
Cemeteries	1
Waste Transfer Stations	3
Library	1

BUDGET AT A GLANCE



Revenue

Expenditure



YOUR COUNCIL



The Council consists of the Mayor and six Councillors who were elected in August 2021 for a four-year term expiring in August 2025. There are three electoral wards being Central, North and South. Each ward is represented by two Councillors. The Deputy Mayor is appointed by a resolution of Council for a period of eight months.

At the 2024 Territory Elections Councillor for Central Ward, Andrew Mackay, was elected as the new MLA for Goyder and subsequently resigned from Council as an elected member. As a result, a vacancy became available on the Council and, following an expression of interest, Council welcomed Kris Civitarese as Councillor for Central Ward.



Mayor
Doug Barden

Mobile:
0429 875 390
Email:
doug.barden@litchfield.nt.gov.au



Central Ward Councillor
Kris Civitarese

Mobile:
0418 220 411
Email:
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Central Ward Councillor
Kevin Harlan

Mobile:
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Email:
kevin.harlan@litchfield.nt.gov.au



North Ward Councillor
Rachael Wright

Mobile:
0455 660 002
Email:
rachael.wright@litchfield.nt.gov.au



North Ward Councillor
Mathew Salter

Mobile:
0408 093 838
Email:
mathew.salter@litchfield.nt.gov.au



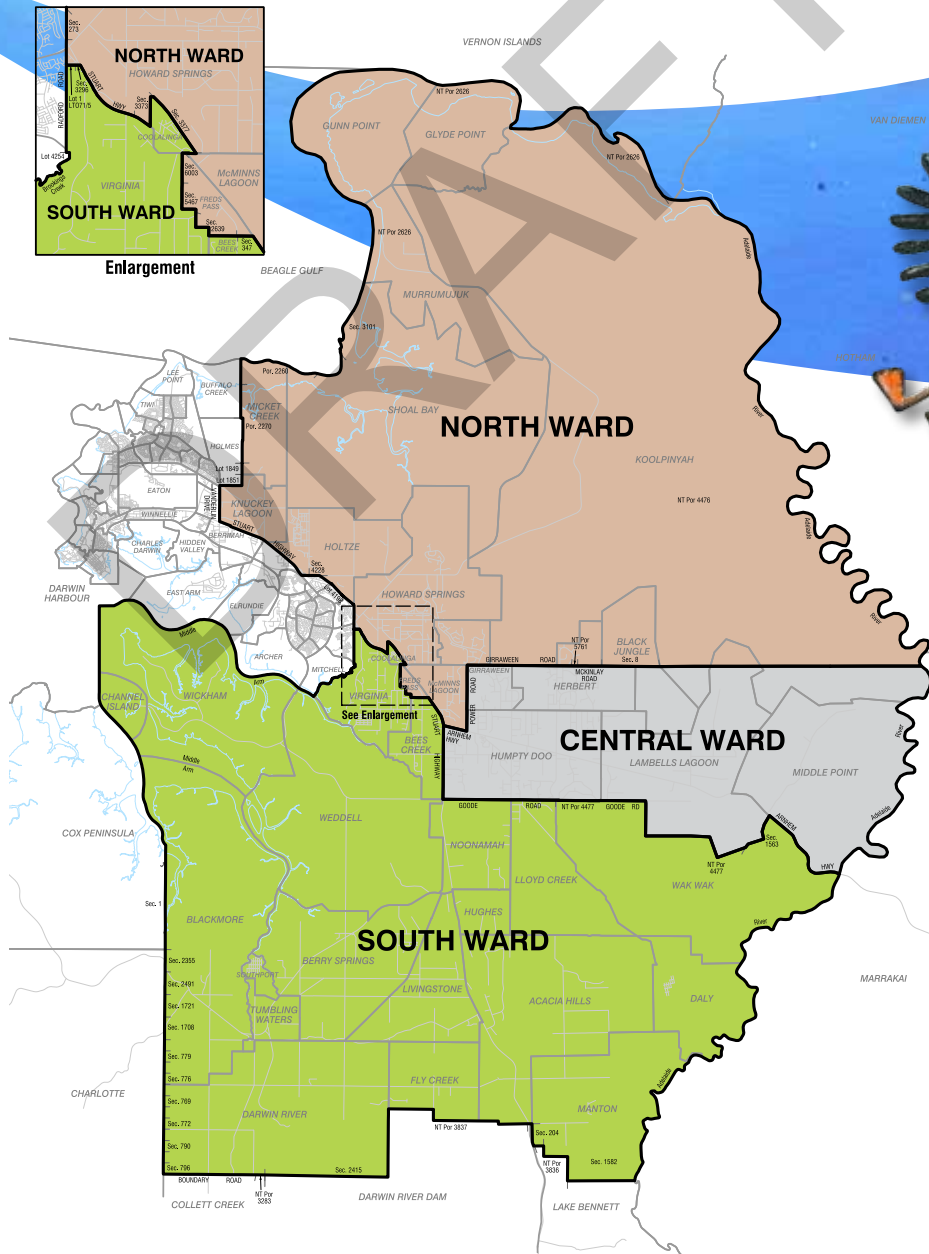
South Ward Councillor
Emma Sharp

Mobile:
0429 270 227
Email:
emma.sharp@litchfield.nt.gov.au



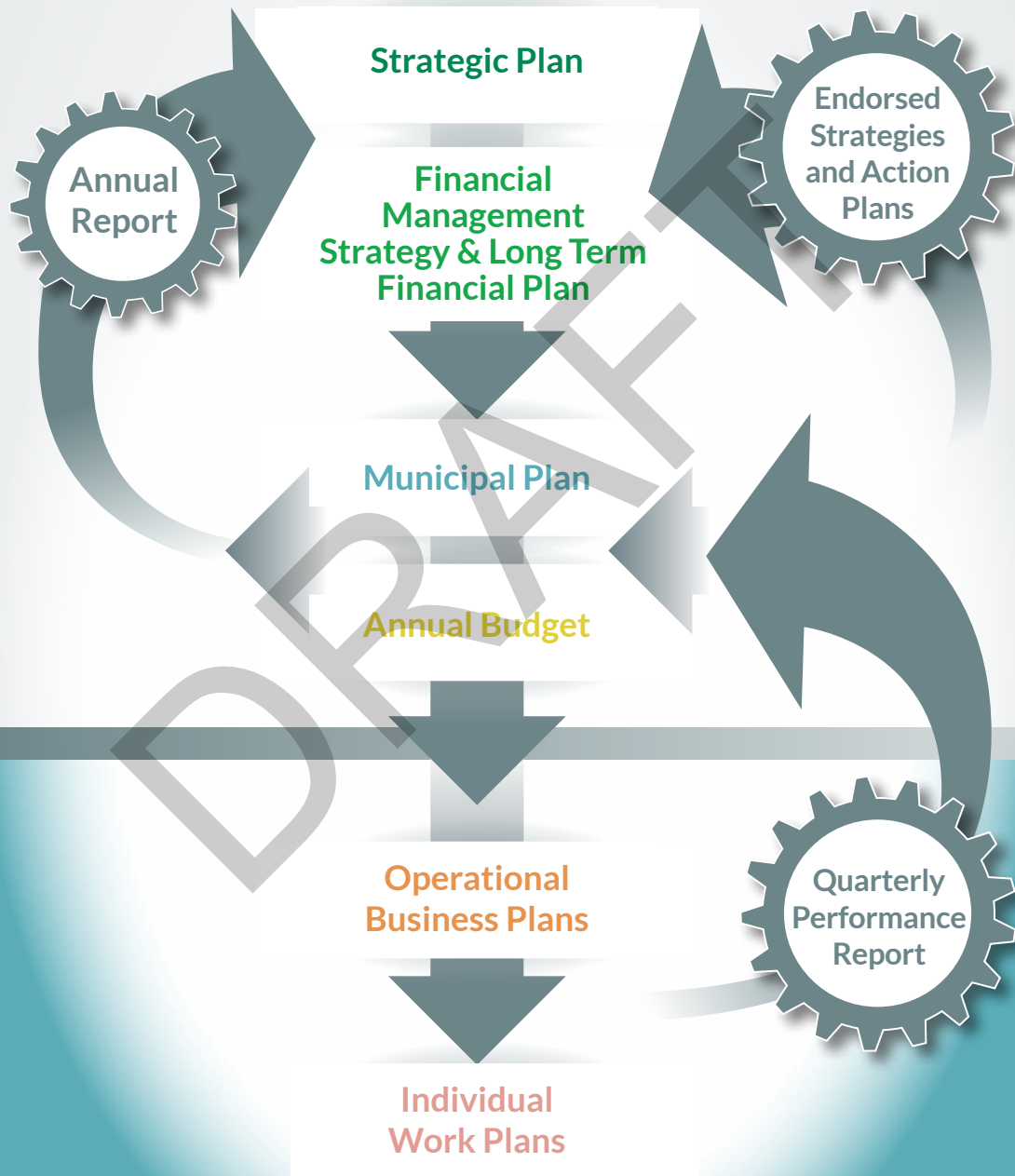
South Ward Councillor
Mark Sidey

Mobile:
0407 007 558
Email:
mark.sidey@litchfield.nt.gov.au



REPORTING FRAMEWORK

Litchfield Council Integrated Strategic Planning and Reporting Framework



COUNCIL PLANS AND STRATEGIES



Council plans articulate the goals and outcomes against which Council will be measured and explains, at an in-depth level, how it will achieve them. Council works toward updating plans as they fall due and remain relevant and aligned with community expectations. Council has the following plans:

- Strategic Plan 2022-2025
- Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035
- Asset Management Plans
- Waste Strategy
- Sport, Recreation and Open Space Strategy
- Animal Management Plan
- Advocacy Strategy
- Community Engagement Strategy and Action Plan
- Customer Service Charter
- Social Media Activation and Strategy Action Plan

Further information can be found on Litchfield Council website via [Plans and Publications | Litchfield Council \(nt.gov.au\)](#)



STRATEGIC ADVOCACY FOCUS AND NEW INITIATIVES



Litchfield Council will continue advocating for greater support from both the Federal and Northern Territory Governments to address the needs of our residents, enhance our rural lifestyle, and ensure Litchfield remains the best place to live in the Top End.

Council's focus in 2025-2026 will remain on the following priority projects.



PRIORITY PROJECT

320 Arnhem Highway - Litchfield Library, Community and Business Hub

Litchfield Council is advocating to partner with the Northern Territory and Federal Governments to establish the Litchfield Community and Business Hub to serve the growing community on section 2897 (320) Arnhem Highway, Humpty Doo, Hundred Strangways which is a strategic parcel of undeveloped land within the Humpty Doo District Centre. The Northern Territory Government Litchfield Subregional Land Use Plan identified the need for additional community infrastructure, including a multi-purpose common facility and community hall with a modern library facility and spaces for art and cultural activities.

The Litchfield Community and Business Hub concept is a multi-purpose community facility, including a modern contemporary library, an air-conditioned community hall and visitor services space.

In March 2025 Council made the decision to relocate the Taminmin Community Library from its current location at Taminmin High School to a more accessible location. Whilst the primary aim is to have the library located at 320 Arnhem Highway, the current arrangements are less than ideal and limits the facility being run as a community service. The relocation of the library, expected to be completed in early 2025-2026, will enhance accessibility, improve operational flexibility and increase community engagement. The library will also see the commencement of outreach programs throughout the municipality to further support residents who may not have access to the library. Council looks forward to being able to provide a library in Humpty Doo again, once 320 Arnhem Highway has been developed.

Council is working towards establishing a financial reserve for the 320 Arnhem Highway project and seeking external government funding and proposes to commit millions to the project should the external funding eventuate.



Working toward this outcome, the council has, in previous years, drafted a Masterplan which provides an overview of key elements considered to bring together two master plan options for the site and assist Council and the community to engage in a conversation on the next steps to realise the community, business and tourism potential of the site. Additionally, council has completed a community engagement strategy and is ready to move forward on this exciting project.

PRIORITY PROJECT

Roads

The sealing of roads comes at a large expense, but the improvement to such assets is important to many of our residents. Council is committed to seeking grant opportunities and partnerships to continue the sealing of unsealed roads based on a strategic approach working with other levels of government to bring significant benefit to the Litchfield area and provide a higher level of service in the roads area of our municipality.

Council still has a substantial number of unsealed roads within the municipality as well as a number of privately owned roads.

In addition, in this area, the Council advocates for road safety upgrades as part of normal business as the need arises.



PRIORITY PROJECT

Bike/ Share Paths

Litchfield Council holds the key to future developments for the greater Darwin area, and as such, the construction of shared paths across the area is an important community asset and allows pedestrians, cyclists and mobile device users to move safely and efficiently around the Litchfield municipality.

There is a growing demand for high-quality shared path infrastructure across the Litchfield area and Territory-wide, with residents demanding a higher level of connectivity between work and home and utilising paths for their health benefits and for recreation purposes.

The Department of Infrastructure, Planning and Logistics | 2023 - 2033 NT Shared Path Review Outcomes Summary includes in the short-term plan for the Greater Darwin upgrades at its highest priority path along the Stuart Highway from Coolalinga to Arnhem Highway with work detail described as extend the Stuart Highway path from Coolalinga to Arnhem Highway, then along Arnhem Highway to connect to Freds Pass Road.

Opportunities for bike / share paths in the Litchfield area include:

- Coolalinga to Arnhem Highway to Noonamah to Acacia and beyond;
- Stuart Highway to Humpty Doo Shopping Centre along the Arnhem Highway; and/or
- Berry Springs shops to Territory Wildlife Park and onto the school.

Council will continue discussions and planning with the Department of Infrastructure, Planning and Logistics (DIPL) regarding Litchfield Council's priority shared paths and DIPL's shared path review.

PRIORITY PROJECT

Children's Playground in Coolalinga

Council is actively seeking land within Coolalinga to be used for a playground in the suburb. There are a number of high-density buildings in this area, and currently no open space for physical activity. Council is keen to provide opportunity for children to play and interact with each other in a purpose built playground.

PROGRAM PROFILES



Office of the Chief Executive

Provides strategic leadership, good governance, advocacy and decision-making to achieve corporate outcomes.

Corporate Communications	Advises on and delivers community engagement activities, media management and corporate communications.
Community Development	Supports and resources recreation reserves management committees to provide fit-for-purpose sport and recreational facilities. Develops inspection regimes and maintenance programs for playgrounds and trees on recreation reserves. Manages Council's Community Grants Scheme and supports community events and programs.

Infrastructure and Operations

Infrastructure and Assets	Plans, delivers and manages Council's road network and other infrastructure to ensure the social, cultural and economic success of the Litchfield municipality.
Mobile Workforce	Provides an effective and efficient maintenance service, including weed and bushfire management for Council's road verges, drainage easements, signs, reserves, excised lands and Council facilities.
Planning and Development	Reviews and provides comment on all regional plans, policies, development proposals, and planning applications relevant to the Litchfield municipality. Administers future Council assets, works permits, and proposals for road openings and closures.
Thorak Regional Cemetery	Operates the Thorak Regional Cemetery and Crematorium for the Top End efficiently and effectively in accordance with approved plans, the <i>Northern Territory Burial and Cremation Act 2022</i> , Burial and Cremation Regulations 2022, Council policies and community expectations.
Waste Management	Provides an environmentally sustainable, safe and cost-effective waste management system through Council's waste transfer stations and recycling operations.

Corporate and Community

Corporate and Community	Provides financial services to help Council make informed decisions and allocate resources efficiently and effectively in the short and long term, while ensuring Council meets its objectives and all statutory and regulatory obligations.
Finance	Provides timely and quality front counter customer services for residents and visitors and manages rates records in accordance with policy and legislative requirements.
Governance and Risk	Provides and supports best practice governance, statutory compliance, records and risk management for Council.
Information Services	Manages Council's information and communications systems to ensure alignment with business needs and excellent customer service.
Human Resources and Work Health Safety	Manages the workplace health and safety system and a range of operational, advisory and strategic human resource services that meet statutory requirements and enables Council to attract, develop and retain great staff.
Library Services	Provides public library services that promote lifelong learning, community connectedness and childhood development through collection development, program delivery and promotion of services.
Regulatory Services	Administers and enforces Council's Dog Management By-Laws. Promotes and supports responsible dog ownership through public education and initiatives. Provides information to help manage and control other animals e.g. wild dogs, peacocks, roosters and livestock. Manages abandoned vehicles.

OUR PEOPLE



Our people are the heart of our organisation, with a dedicated team of 58.83 full-time equivalent (FTE) working across three departments. While the team maybe small, our people are highly agile and impactful, consistently delivering results that make a significant difference to the unique needs of our community. Litchfield Council offers numerous benefits, including a strong Enterprise Bargaining Agreement that ensures fair wages and excellent working conditions for all employees.

ORGANISATION CHART

COUNCIL

- Risk Management
- Audit Committee
- Council Committees

COUNCIL LEADERSHIP

- Advocacy
- Communications and Engagement
- Community Development

FTE 3

CORPORATE AND COMMUNITY

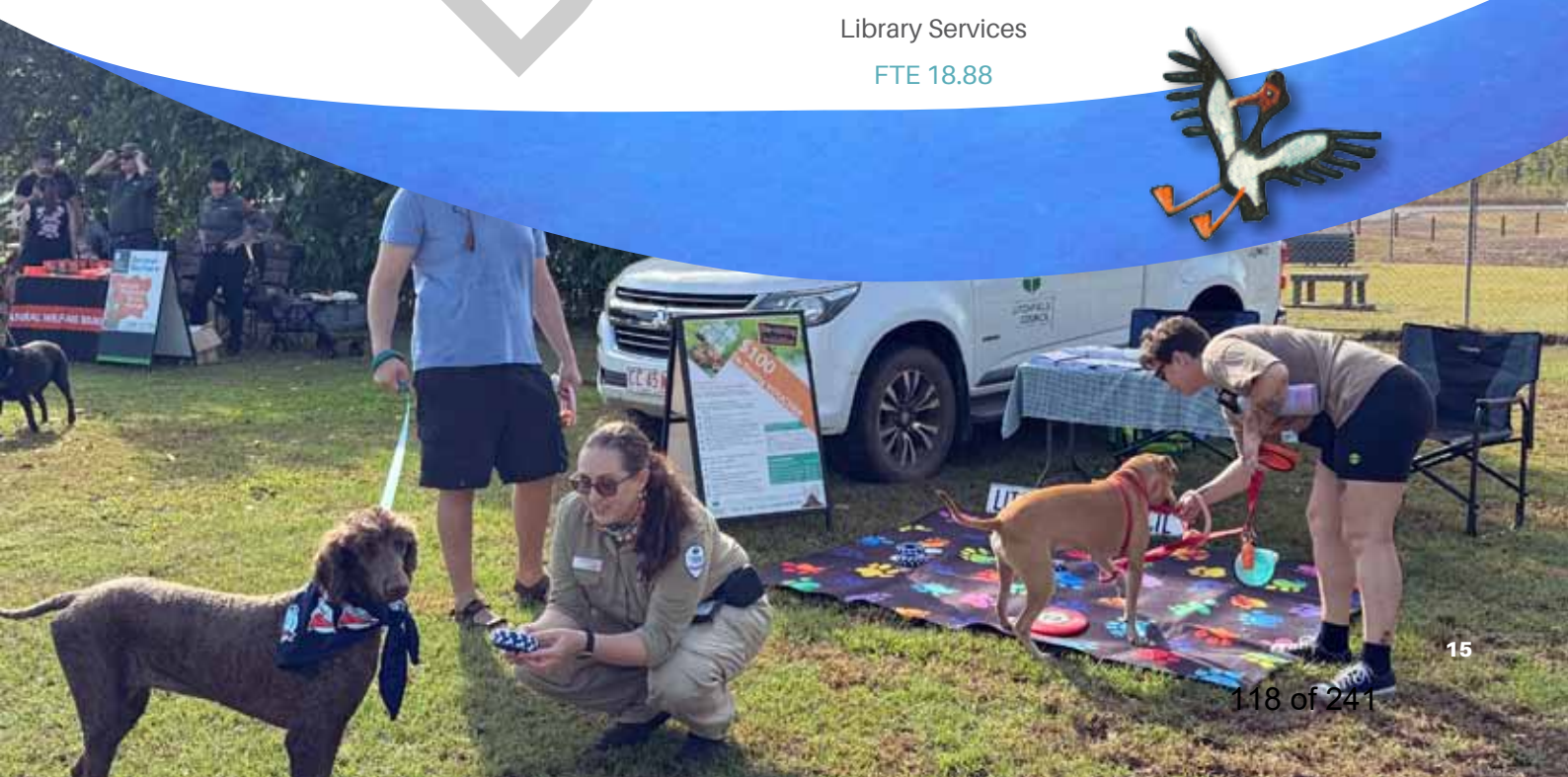
- Finance
- Customer Service
- Human Resources
- Work Health & Safety
- Governance and Risk
- Information Technology
- Regulatory Services
- Library Services

FTE 18.88

INFRASTRUCTURE AND OPERATIONS

- Infrastructure and Assets
- Mobile Workforce
- Planning and Development
- Waste Management
- Thorak Regional Cemetery

FTE 36.95





2025-2026 Annual Budget

Council is projecting a balanced budget, achieved through consistent and efficient budgeting, and drawing from specific financial reserves for key Council decisions. Overall, Council keeps operating expenses constrained in line with the Long-Term Financial Plan 2025-2026 to 2034-2035.

The financial strategy is embedded in Council's Long-Term Financial Plan and throughout this Plan. It sets the parameters within which Council agrees to operate to maintain acceptable financial outcomes over a period of 10 years.

2025-2026 BUDGET BY DEPARTMENT PROFILE

PROGRAM	Operational Revenue (\$)	Operational Expense (\$)	Operational Surplus/(Deficit) (\$)	Capital Income (\$)	Capital Expense (\$)	Capital Deficit (\$)
Council Leadership	-	1,592,208	(1,592,208)	-	-	-
Corporate	-	933,894	(933,894)	-	-	-
Information Services	-	671,122	(671,122)	-	-	-
Finance	14,147,720	1,812,230	12,335,490	47,580	-	47,580
Infrastructure and Assets	3,194,183	4,098,277	(904,094)	1,893,492	4,823,492	(2,930,000)
Waste Management	3,652,968	4,732,229	(1,079,261)	-	280,000	(280,000)
Community	134,979	2,092,426	(1,957,448)	-	884,000	(884,000)
Library	308,722	995,398	(686,676)	-	-	-
Mobile Workforce	-	1,363,291	(1,363,291)	-	-	-
Regulatory Services	175,000	708,907	(533,907)	-	-	-
Thorak Cemetery	1,595,597	1,241,379	354,217	-	30,000	(30,000)
TOTAL	23,209,168	20,241,362	2,967,806	1,941,072	6,017,492	(4,076,420)



ANALYSIS OF THE OPERATIONAL BUDGET

Operating revenue

DEPARTMENT	2024-2025 (\$)	2025-2026 (\$)	Variance (\$)	(%)
Council Leadership	-	-	-	-
Corporate	-	-	-	-
Information Services	-	-	-	-
Finance	13,574,543	14,147,720	573,177	4.2%
Infrastructure and Assets	3,184,131	3,194,183	10,051	0.3%
Waste Management	3,636,225	3,652,968	16,743	0.5%
Community	129,885	134,979	5,094	3.9%
Library	308,234	308,722	488	0.2%
Mobile Workforce	-	-	-	-
Regulatory Services	175,000	175,000	-	0.0%
Thorak Cemetery	1,520,089	1,595,597	75,508	5.0%
Total Revenue	22,528,107	23,209,168	681,061	3%

Overall revenue is budgeted to increase by 3% compared to last year's budget. Rates continue to be the primary source of funding for Council in 2025-2026 making up 68% of the total revenue. Rates have increased by 3% reflecting an increase of only \$0.62 per week for residential properties and an increase from \$1.11 per week for commercial properties.

Additionally, waste charges will rise by 5% or \$0.40 per week to help cover the increased expenses from Council's 2024-2025 strategic project - Waste Disposal Voucher System (waste vouchers). Fees and charges increase by 5% overall. Investment income includes interest calculated on forecasted cash and investment balances which continues to reflect current interest rates.



Operational expenditure

DEPARTMENT	2024-2025 (\$)	2025-2026 (\$)	Variance	
			(\$)	(%)
Council Leadership	1,455,976	1,592,208	136,233	9.4%
Corporate	673,016	933,894	260,878	38.8%
Information Services	702,581	671,122	(31,459)	-4.5%
Finance	2,099,868	1,812,230	(287,637)	-13.7%
Infrastructure and Assets	3,991,911	4,098,277	106,366	2.7%
Waste Management	3,393,475	4,732,229	1,338,755	39.5%
Community	1,977,531	2,092,426	114,896	5.8%
Library	370,552	995,398	624,846	168.6%
Mobile Workforce	1,241,111	1,363,291	122,179	9.8%
Regulatory Services	482,869	708,907	226,038	46.8%
Thorak Cemetery	1,076,619	1,241,379	164,760	15.3%
TOTAL	17,465,507	20,241,362	2,775,854	15.9%

The Council carefully reviews its budget and planned projects to make sure it can keep providing services while staying aligned with its Strategic Plan for 2022-2025. As part of this review, the Council aims to increase operating expenses by only 8.9%. This increase mainly covers costs related to elections, employee salaries, insurance, and the return of funds for new initiatives, which were previously used for capital projects in 2025. The 8.9% increase does not include the cost of the waste vouchers. However, when including waste voucher costs, the total increase in expenditure is expected to be 15.9%. Council continues to be diligent in the area of operational expenditure and prioritises a financially sustainable structure with minimal impact on Council services.

Waste Management remains a significant cost centre for Council in this budget. Investment in this area enables Council to operate its three waste transfer stations for residents and commercial users. Council's waste voucher initiative adds significantly to this expenditure in 2026 and is funded from Waste Reserves.

Under Section 106 of the *Local Government Act 2019*, Council member allowances are determined by the Remuneration Tribunal. The budget 2025-2026 includes the increases.

The council is relocating the library in this budget to cater to a broader demographic, increase accessibility, and achieve higher community engagement, among other benefits.

ANALYSIS OF THE CAPITAL BUDGET

Capital works to improve or replace existing assets or create new assets for Council.

Council's 2025-2026 budget contains capital works of over \$6 million with over \$14 million expected to roll over from the 2024-2025 budget. The \$14 million roll over includes the Australian Government's \$10 million investment in the Freds Pass Sport and Recreation Reserve. Council's capital budget for 2025-2026 will total more than \$20 million and is funded through external grant funding, Council's operating surplus and Council's cash backed reserves. In 2025-2026 Council expects to draw \$1.1 million from Financial Reserves to fund the capital works program.

Capital Expenditure on Assets

Capital expenditure is planned to be spent and funded as per below:

Capital Expenditure	2025-2026 Budget (\$)
Land and Buildings	1,244,000
Infrastructure (including roads, footpaths, park furniture)	4,243,492
Fleet	530,000
Other Assets (including furniture and office equipment)	-
Leased Land and Buildings	-
Other Leased Assets	-
Total Capital Expenditure	6,017,492

Total Capital Expenditure funded by	2025-2026 Budget (\$)
Operating Income (operational surplus from savings)	3,573,070
Capital Grant	1,893,492
Special Road Seal Levy	47,580
Transfer from Cash Reserves	503,350
Borrowings	-
Sale of Assets (including trade-ins)	-
Other Funding	-
Total Capital Expenditure Funding	6,017,492

Capital Expenditure by Department

Programs	Costs (\$)
Infrastructure and Assets	
Road Seal Renewals	1,293,492
Pavement Renewals	300,000
Gravel Surface Renewal	330,000
Unsealed to Sealed Road Upgrades	1,500,000
Road Safety Upgrades (Shoulder Widening)	420,000
Road Safety Upgrades (Intersections)	-
Road Safety Upgrades (Schools)	-
Road Safety Upgrades (Lighting)	-
Drainage Renewal	250,000
Drainage Upgrade (Flood Mitigation)	-
Thorak Cemetery	30,000
Council Office Asset Renewal	200,000
Fleet (In accordance with Asset Management Plan)	530,000
Waste Transfer Stations Asset Renewal	280,000
Sub Total	5,133,492
Community	
Freds Pass Reserve	420,000
Howard Park Reserve	50,000
Gregg Park Reserve	-
Berry Springs Reserve	120,000
Mira Square	35,000
Humpty Doo Village Green	60,000
Knuckey Lagoon Recreation Reserve	120,000
McMinns Lagoon Recreation Reserve	39,000
Livingstone Reserve	40,000
Sub Total	884,000
Grand Total	6,017,492

Capital Expenditure

The 2025-2026 budget includes \$4.1 million in capital renewal projects, reflecting an asset sustainability ratio of 35%. This is below both Council's target of 60% and best practice of 90%, highlighting Council's inability to fund a sustainable capital program with the current level of revenue. Some of council's strategies in this area is to assess depreciation expense as part of a

financial asset revaluation exercise including traffic utilisation.

The \$1.9 million new and upgraded capital investment includes \$1.5 million for sealing gravel roads. The capital works program includes Roads to Recovery funding and has also been recognised as capital income in the 2025-2026 budget.

Budget by Planned Major Capital Works

This table is to report major capital work projects that are either in progress, that will continue over more than one financial year or will be completed in this current financial year.

Major Capital Project	Actuals 2024-2025 (\$) (A)	Budget 2025-2026 (\$) (B)	Budget 2026-2027 (\$) (C)	Total Planned Budget (\$) (A+B+C)	Expected Project Completion Date
Infrastructure and Assets					
Road Seal Renewal		1,293,492		1,293,492	June 2026
Pavement Renewal - Whitewood Road	1,500,000			1,500,000	June 2026
Heavy Patches		300,000		300,000	June 2026
Gravel Surface Renewal		330,000		330,000	June 2026
Unsealed to Sealed Road Upgrades - Bees Creek and Keleson Roads	1,800,000	1,500,000		3,300,000	June 2026
Road Safety Upgrades - Shoulder Widening		420,000		420,000	June 2026
Road Safety Upgrades - Intersections - Pioneer and Anglessey	465,129			465,129	June 2026
Road Safety Upgrades - (Blackspot) - Girraween Road	300,000			300,000	June 2026
Road Safety Upgrades - (other)	380,000			380,000	June 2026
Road Safety Upgrades - Lighting				0	June 2026
Drainage Renewal		250,000		250,000	June 2026
Shared Paths - Whitewood Road - Hillier to Hicks	949,010			949,010	June 2026
Thorak Asset Renewal		30,000		30,000	June 2026
Waste Asset Renewal - Compactor Replacement	200,000			200,000	June 2026
Freds Pass Reserve - Water Tank and Effluent System Upgrades	200,000	420,000		620,000	June 2026
Freds Pass Reserve - Lighting Upgrades	6,000,000			6,000,000	June 2026
Humpty Doo Village Green - Masterplan		60,000		60,000	June 2026
Howard Park Reserve - Masterplan		50,000		50,000	June 2026
Livingstone Reserve - Masterplan		40,000		40,000	June 2026
Fleet and Plant					
Fleet 2025-2026		530,000		530,000	June 2026
Land and Buildings					
Freds Pass Reserve - Netball Facility	4,000,000			4,000,000	June 2026
Council Administration Building - upgrade septic system		200,000		200,000	June 2026
Waste Asset Renewal - Gate House upgrades		280,000		280,000	June 2026
Berry Springs Reserve - Roof Painting		120,000		120,000	June 2026
Mira Square - SPA - Perimeter fencing		35,000		35,000	June 2026
Knuckey Lagoon Recreation Reserve- New BBQ Shelter		120,000		120,000	June 2026
McMinns Lagoon Recreation Reserve - Painting		39,000		39,000	June 2026
Total	15,794,139	6,017,492		21,811,631	June 2026



Capital Income

The capital income for 2025-2026 includes \$1.9 million in external grant funding from Roads to Recovery. Council continues to advocate strongly for grant funding, focusing on renewal rather than new infrastructure.

Annual Budget summary

	2024-2025 Budget (\$)	2025-2026 Budget (\$)	Variance (%)
Operational revenue	22,528,107	23,209,168	3.0%
Capital revenue	1,300,000	1,893,492	45.6%
Special Road Seal Levy	269,927	47,580	-82.4%
Total revenue	24,098,034	25,150,240	4.4%
Operating expenditure	17,465,507	20,241,362	15.9%
Capital expenditure	7,512,000	6,017,492	-19.9%
Total expenditure	24,977,507	26,258,854	5.1%
Net transfers from reserves	(879,473)	(1,108,614)	-26.1%

FREDS PASS SPORT AND RECREATION RESERVE

\$10M FEDERAL GOVERNMENT INVESTMENT

Litchfield Council enthusiastically welcomed a \$10 million investment in the Freds Pass Sport and Recreation Reserve from the Australian Federal Government during the 2024-2025 year.

The funding delivers on a pledge made by the Hon Marion Scrymgour during her candidacy for the seat of Lingiari in the 2021 federal election campaign. Council appreciate Ms Scrymgour's commitment to improving the sport and recreation outcomes of Litchfield residents. The funding is provided under the federal Priority Community Infrastructure Program.

The funding will be split into two main projects, with around \$6 million to be spent on electrical upgrades and installation of field lighting. The remaining \$4 million will fund the design and construction of a netball facility. Onsite project construction works are expected to commence in late 2025 and completed in 2027.





The lighting infrastructure will greatly increase the usability of Norbuilt Oval, existing rear soccer ovals and the Swamp Dogs Rugby Union ovals, with clubs able to accommodate night match fixtures and training sessions under lights. The option to play and train at cooler times of the day is also a huge win for player and spectator comfort.

The funding will also see the design and construction of a new multi-court netball facility with associated carpark and access to change rooms. It will be the first purpose built netball facility in the Litchfield local government area, and will welcome new user groups to the Reserve.

Freds Pass Sport and Recreation Reserve is a multifunction community Reserve that is accessed more than 528,000 times per year by users from within the Litchfield region and beyond. The Reserve has over 20 regular user groups providing a wide range of sports and recreation options. Council's desire to improve and build on the strong foundations of Freds Pass Sport and Recreation Reserve is a constant key focus of Council's strategic advocacy.

Council acknowledges the time and dedication that the Freds Pass Management Board and other stakeholders have shown during the grant application and planning phase of these projects. Without the commitment of clubs and volunteers such facilities lack the heart and soul that sees them become such vital connectors for the community.



RATING STRATEGY

Social and Economic Impact Statement of Rating Strategy

Council has been guided by its Long Term Financial Plan, Strategic Plan and Litchfield’s demographic and economic data when setting rates and charges for the 2025-2026 financial year.

Council’s goal is to ensure there are enough funds to maintain and renew assets to meet increasing demand for community infrastructure and services. As part of this process, Council considers the financial capacity of its ratepayer

The following data informed Council’s Decision.

Litchfield Household Data*	
Median weekly household income	\$2,269
Households with a mortgage	40%
Median Weekly mortgage repayment	\$513
Households renting	17%
Median weekly rent	\$380

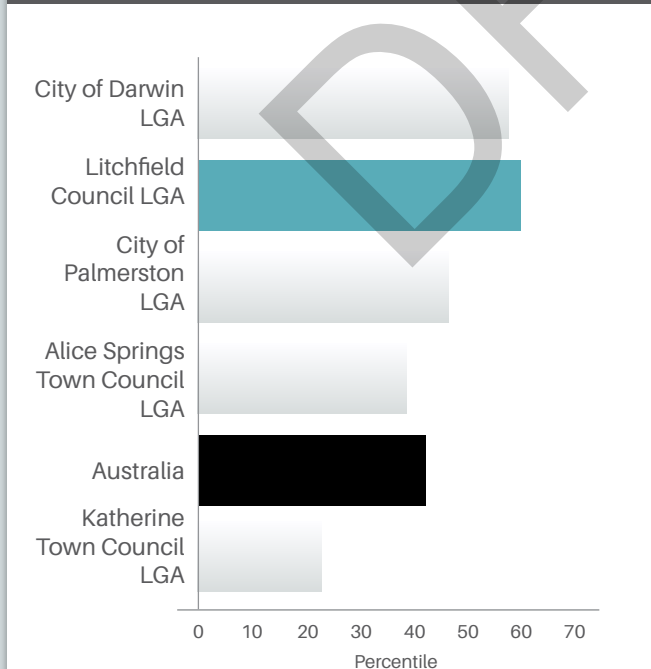
* Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled by profile.id

LITCHFIELD WEEKLY HOUSEHOLD INCOME*



* Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled by profile.id

INDEX OF RELATIVE SOCIO-ECONOMIC DISADVANTAGE*



* Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled by profile.id

Principles of the Rating Policy FIN02

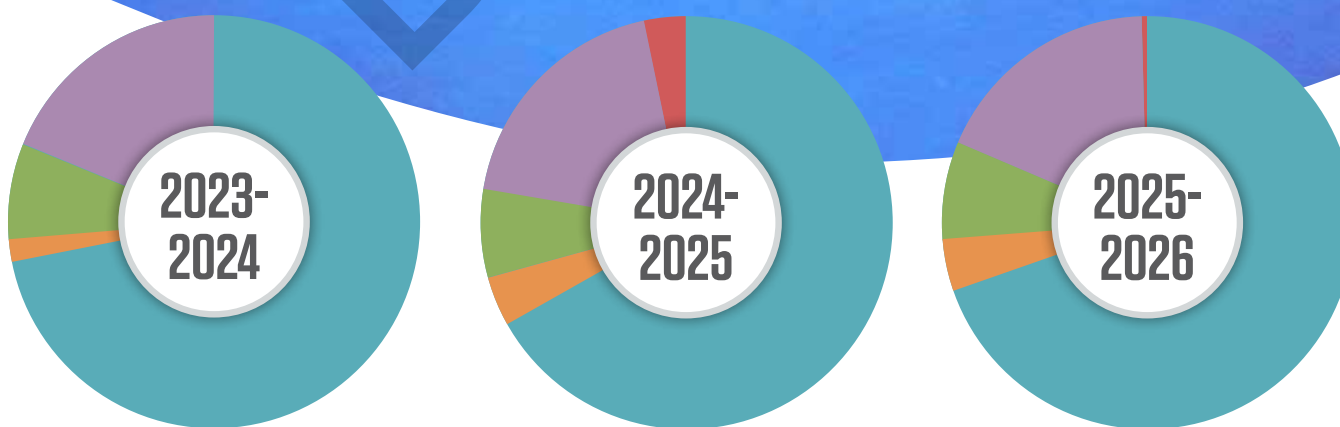
Council's Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

A flat rate remains for urban residential, rural residential and horticultural / agricultural rateable properties.

As allowed for in the *Local Government Act 2019*, Council will use the unimproved capital value (UCV) to calculate rates for the commercial and gas plant rating categories in 2025-2026. The NT Valuer-General sets the UCV of land. The relevant Northern Territory Government minister sets rates for mining tenements and pastoral leases. Rates revenue for mining tenements has reduced due to the application of the changes to Local Government Act 2019 which only allows rating while the tenement is active.

Rate revenue

	2023-2024 Budget (\$)	2024-2025 Budget (\$)	2025-2026 Budget (\$)
Residential Rate	8,024,990	8,234,324	8,497,963
Horticulture / Agriculture	205,052	476,900	491,205
Commercial and Industrial Rates	834,557	847,405	926,095
Gas Plant/ Workers Village / Pastoral Lease/ Mining Tenements	2,105,897	2,435,857	2,227,062
Special Rates	-	269,927	47,580
TOTAL	11,170,496	12,264,413	12,189,905



RATING STRUCTURE

Rating category (in line with Policy FIN02)	Planning Zones	No. of properties	Rate 2024-2025	Rate 2025-2026
Fixed Rates				
Residential	R; RR; RL; WM; CN; SL14; SL18; FD; SD; MD; MR; SL11	7,907	\$1,076.52	\$1,108.82
Horticulture/Agriculture	H; A	200	\$1,076.52	\$1,108.82
Valuation- Based				
Allotments of Commercial/ Industrial Land	C; CP; CV; DV; GI; LI; OR; PS; RW; SC; SL1; SL1; SL3; SL4; SL5; SL6; SL7; SL8; SL9; SL10; SL12; SL13; SL15; SL17; SL23	290	0.315184% Min Charge \$1,925.65	0.32464% Min Charge \$1,983.42
Wickham	FD, DV	4	9.265889%	9.543870%
Mining Tenements	As set by the Minister	68	0.8741% Min Charge \$2,241.18	0.8741% Min Charge \$2,241.18
Pastoral Lease	As set by the Minister	4	0.0770% Min Charge \$946.94	0.0770% Min Charge \$946.94
Total Number of Rateable Properties		8,473		
Charge				
Waste Charge		8,192	\$419.19	\$440.15
Special Rate				
Meade Road	R	8		\$5,947.50

Fees and Charges by department

Council has increased the majority of the fees and charges by 5% whilst continuing to provide a range of free services. Council are providing residents levied the waste levy with a \$150 voucher for use at council waste transfer stations. Consequently, Waste Management fees have been reduced. The Schedule of Fees and Charges can be viewed at Council Office as well as on Council's website: Fees and Charges | Litchfield Council (nt.gov.au)

Department	2025-2026 Budget (\$)
Finance and Customer Service	53,252
Infrastructure and Assets	208,562
Waste Management	13,229
Community	106,965
Library	2,835
Thorak Cemetery	1,585,597
Total	1,970,439

RECREATION RESERVES FUNDING SUPPORT

Council has nine recreation reserves across the municipality. It supports six by providing operational funding to independent associations to maintain facilities and provide a range of activities. The other three recreation reserves are directly managed under a budget set by Council. Recreational reserve funding amounts are considered each year as part of Council's budget process considering operational needs and prior year service delivery.

In addition to the recreation reserves operational funding, Council funds the tree and playground maintenance for these facilities. Costs associated with these works are in addition to the below budget but is included in Council's overall operational expenditure budget.

Council works with the management committee or board of the recreation reserves throughout the year and, where possible, accommodates unforeseen expenses to provide additional support for emergencies or other eventualities as required.



Operating Contribution to Recreation Reserve

Reserves	2024-2025 Budget (\$)	2025-2026 Budget (\$)	Increase (\$) (%)	
Operating Contributions to Recreation Reserve				
Berry Springs Reserve	84,631	88,016	3,385	4%
Freds Pass Reserve	898,794	934,746	35,952	4%
Humpty Doo Village Green	133,196	138,524	5,328	4%
Livingstone Reserve	73,860	76,814	2,954	4%
McMinns Lagoon Reserve	32,358	33,652	1,294	4%
Mira Square	18,144	18,870	726	4%
Recreation Reserves managed in-house by Council				
Howard Park Reserve	138,090	150,894	12,804	9%
Knuckey Lagoon Reserve	32,907	45,632	12,725	39%
Gregg Park (Jakira Estate)	5,000	10,000	5,000	100%
Total	1,416,980	1,497,148	80,168	6%

In addition to the reserve's operational funding and the tree and playground maintenance for the reserves, Council spends significant amounts on capital renewal projects that are included in the Council's capital works expenditure budget.

SPONSORSHIP, GRANTS, AND OPERATING SUBSIDIES

The Community Grants Scheme was established in 2017 in alignment with the Grants, Donations, and Sponsorship Policy FIN07. This scheme offers a structured approach to providing grant funding to local communities, directly supporting the achievement of the Strategic Plan 2022-2025 outcomes and Council's vision of being the best place to live in the Top End. The funding helps community groups and organizations host events, manage facilities, and run programs that foster connections and enhance life within local communities. Additionally, the scheme supports youth development through Youth Development Grants, which focus on enhancing the knowledge, confidence, and skills of young people. The entire scheme is fully funded by revenue generated from the recycling of bottles, cans, and batteries collected at Council's Waste Transfer Stations.

GRANTS AND DONATIONS

Grants/Donations/ Community Support	2024-2025 (\$)	2025-2026 (\$)
TOTAL	157,920	191,500

Council continues to support the following:

- Fred's Pass Rural Show
- Community Grants Scheme
- Sponsorship of the Palmerston and Litchfield Seniors Association
- Anzac Day Activities
- Australia Day Activities
- Youth Week
- Annual Art Exhibition
- Freds Pass Annual Show
- Community Events

ELECTED MEMBERS ALLOWANCES

In accordance with Section 106 of the *Local Government Act 2019*, Elected Members' allowances are determined by the Remuneration Tribunal. The table below illustrates the Elected Member Allowances set by the Remuneration Tribunal for the 2025-2026 financial year.

Allowance Type	Amount (\$)		
	Mayor	Deputy Mayor	Councillor
Annual allowance	109,772	39,452	23,452
Extra meeting allowance	-	10,000	10,000
Professional development allowance	5,000	5,000	5,000
Total Maximum Claimable	114,772	54,452	38,452



FINANCIAL STATEMENTS

The following financial statements have been prepared in accordance with the Act and Regulations:

- Budgeted Comprehensive Income Statement
- Budgeted Statement of Financial Position
- Budgeted Statement of Cash Flows
- Budgeted Statement of Financial Reserves

The financial statements have been prepared to compare 2025-2026 budget with Budget 2024-2025.

BUDGETED STATEMENT OF COMPREHENSIVE INCOME

This statement provides a detailed summary of Council's income and operating expenses, resulting in an operational surplus excluding depreciation. Including depreciation the operating deficit indicates Council's inability to fund the consumption of assets.

Section 202 of the *Local Government Act 2019* states that a council must not budget for a deficit except in accordance with the regulations. Regulation 10 of the General Regulations states a council may budget for a deficit if the reason for the deficit can be attributed to: depreciation, amortisation, asset write-downs, expenditure of tied grant funding recorded as income in a prior year, or other non-cash items. As a result of adding back non-cash items such as depreciation, Council forecasts a net operational surplus of \$3.5 million that funds a portion of the budgeted capital expenditure. Councils' ability to reduce the reliance on Financial Reserves over the past years continues to improve councils overall financial sustainability.



BUDGETED STATEMENT OF COMPREHENSIVE INCOME

	2024-2025 Budget \$000's	2025-2026 Budget \$000's
OPERATING INCOME		
Rates	15,454	15,748
Charges	175	175
Fees and Charges	2,031	1,970
Operating Grants and Subsidies	3,954	3,955
Interest / Investment Income	774	1,220
Other Income	140	139
TOTAL OPERATING INCOME	22,528	23,207
OPERATING EXPENDITURE		
Employee Expenses	7,500	7,871
Materials and Contracts	8,968	8,956
Elected Member Allowances	345	362
Elected Member Expenses	53	53
Council Committee & LA Allowances	10	10
Depreciation, Amortisation and Impairment	9,946	11,851
\$150 Voucher @100% Takeup	-	1,226
Other Expenses	589	1,766
TOTAL OPERATING EXPENDITURE	27,411	32,095
OPERATING SURPLUS / DEFICIT	(4,883)	(8,888)
Add Back Non-Cash Expenses	9,946	11,851
TOTAL NON-CASH ITEMS	9,946	11,851
OPERATING SURPLUS / DEFICIT	5,063	2,963
Less ADDITIONAL OUTFLOWS		
Capital Expenditure	7,512	6,017
TOTAL ADDITIONAL OUTFLOWS	(7,512)	(6,017)
Add ADDITIONAL INFLOWS		
Capital Grants Income	1,300	1,893
Non-Cash Income	3,000	3,000
Special Charges (Special Road Seal Levy)	270	48
Transfers from Reserves	879	1,113
TOTAL ADDITIONAL INFLOWS	5,449	6,054
Remove NON-CASH ITEMS		
Less Non-Cash Income	(3,000)	(3,000)
NET OPERATING POSITION	-	-

BUDGETED STATEMENT OF FINANCIAL POSITION

This statement provides an estimate of the assets Council will own and the liabilities Council will have as at 30 June 2026.

	Audited 2023-2024 \$000's	Budget 2025-2026 \$000's
CURRENT ASSETS		
Cash & Cash Equivalents	28,813	13,816
Trade and Other Receivables	4,012	5,942
Other Financial Assets	-	-
Other Current Assets	-	-
TOTAL CURRENT ASSETS	32,825	19,758
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	445,117	456,794
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	445,117	456,794
TOTAL ASSETS	477,942	476,552
CURRENT LIABILITIES		
Trade and Other Payables	6,110	7,030
Current Provisions	672	712
Current Interest Bearing Liabilities	6	3
TOTAL CURRENT LIABILITIES	6,788	7,745
NON-CURRENT LIABILITIES		
Non-Current Provisions	200	335
Non-Current Interest Bearing Liabilities	10	-
TOTAL NON-CURRENT LIABILITIES	210	335
TOTAL LIABILITIES	6,998	8,080
NET ASSETS	470,944	468,472
EQUITY		
Accumulated Surplus	26,964	38,515
Asset Revaluation Reserve	417,943	417,943
Other Reserves	26,037	12,014
TOTAL EQUITY	470,944	468,472

BUDGETED STATEMENT OF CASH FLOW

This statement provides a summary of the flow of cash and insight into where Council receives and spends its cash.

	Audited 2023-2024 \$000's	Budget 2025-2026 \$000's
Cash flows from Operating Activities		
Rates and Charges Received	14,813	13,955
Grants - Operational Received	1,171	3,839
Grants - Capital Received	1,760	1,837
Interest Received	1,113	1,220
User Fees Received	3,029	2,104
Statutory Fees and Fines Received	212	187
Other Revenue Received	766	149
Employee Costs Paid	(6,631)	(7,995)
Materials and Consumables Paid	(8,568)	(13,231)
GST Received/ (Paid)	-	808
Net Cash flows from Operating Activities	-	(1,476)
Cash flows from Investing Activities	7,665	1,397
Payment for Property Plant and Equipment and Infrastructure		
Proceeds from Property Plant and Equipment and Infrastructure	(4,972)	(6,017)
Proceeds/(Payments) from/for Investment Property	133	-
Proceeds from/(to) Investments	-	-
Net Cash flows from Investing Activities	(1,511)	-
Cash flows from Financing Activities	(6,350)	(6,017)
Proceeds from Interest Bearing Loans and Borrowings		
Repayments of Interest Bearing Loans and Borrowings	-	-
Repayment of Lease Liabilities	(6)	(7)
Net Cash flows from Financing Activities	(135)	-
Net Change in Cash Held	1,174	(4,627)
Cash at Beginning of the Financial Year	27,639	18,443
Cash at End of the Financial Year	28,813	13,816

BUDGETED STATEMENT OF RESERVES

This statement provides a summary of Council's financial reserve balances.

Council's financial reserves exist to ensure sufficient funds are set aside for specific purposes as they arise. Council's Financial Reserves Policy FIN04 describes Council's intentions in using those funds.

The financial reserves represent part of the cash assets and investments balance shown on the balance sheet, as they are cash-backed. Council has consistently reduced the amount required from financial reserves over the last years improving councils overall financial sustainability.

	Budget Review One 2024-2025 \$000's	Net Moments 2024-2025 \$000's	Budget 2025-2026 \$000's
Externally Restricted			
Developer Contribution Reserve	1,008	-	1,008
Unexpended Grants/Contributions	-	-	-
Waste Management Reserve	2,903	(1,956)	947
Total Externally Restricted Reserves	3,911	(1,956)	1,955
Internally Restricted			
Asset Reserve	5,429	713	6,142
Unexpended capital works	-	-	-
Thorak Regional Cemetery Reserve	2,586	130	2,716
Election reserve	200	-	200
Disaster Recovery Reserve	400	-	400
Strategic Initiatives Reserve	400	-	400
Cash for Cans Reserve	201	-	201
Total Internally Restricted Reserves	9,216	(1,113)	10,059
TOTAL RESERVES	13,127	(1,113)	12,014

In 2025-2026 Council will draw \$1.1 million from financial reserves to fund capital investment.

Budget Assumptions

Council applied the Long Term Financial Plan assumptions in preparing its Annual Budget for 2025-2026. In addition, Council considers the local economic indicators published by Department of Treasury - Deloitte Access Economic Brief. Council developed its budget by rationalising its operational expenditure and applying only a 5% increase on Council's mainstream revenue, being rates. Council will actively monitor the budget throughout the year and make necessary adjustments during the budget review process.

LONG TERM FINANCIAL PLAN

Long Term Financial Plan assumptions

The Litchfield Council Long Term Financial Plan 2025-2026 to 2034-2035 (LTFP) is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making. Council has incorporated a Financial Management Strategy document into the LTFP to further consolidate Council's strategy moving forward sustainably..

The Long-Term Financial Plan is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

To assess a local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- 1 Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- 2 Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.



Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long-Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of cash flows
- Financial ratios

Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term.

In the long term, however, Council faces several challenges, including:

operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);

dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and

inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

These challenges are not easily resolved and can only be addressed through a long term, disciplined approach to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

The LTFP is based on the following strategies:

- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets
- Optimising potential income from residential and industrial land development

Combining these strategies will gradually improve Litchfield’s sustainability over time with the key objective of increasing availability to cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

Litchfield Council Long Term Financial Plan 2025-2026 to 2034-2035 can be found on the Council’s website: [Plans and Publications | Litchfield Council \(nt.gov.au\)](https://www.litchfield.nt.gov.au/plans-and-publications).

The following assumptions were used in preparing the annual budget and the LTFP to provide current service levels.

	2027-2035 Forecast \$'000's
Assumptions	
Rates - Residential	5.00%
Rates - Commercial	5.00%
Rates - Gas Plant	5.00%
Waste Increase - No Collection	2.00%
User Charge	5.00%
Grants	0.00%
Employee Cost Index - including superannuation	3.00%
Materials & Contractors	3.00%
Overdue rates interest rate	17.00%
Cash Investment Interest Rate	5.00%



Key Performance Indicators

PEOPLE

Key Performance Indicators

Team	Key Outputs	Measures	Target
Office of Chief Executive	Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year four complete
	Social Media Management	Maintain interaction on Council's Facebook page - page followers	4,500
Community Development	Council partnership and support grants	Number of partnerships supported	8
	Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established and signed
	Annual Community Grants Program Initiatives	Number of community events and programs supports	>8
	Australia Day Event	Community participation	Maintain attendance levels
	Annual Art Exhibition	Level of community participation	>60 entries
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000
Thorak Cemetery	Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding, and irrigation regimes	Service level rating from annual community survey	>60%
Planning and Development	Provide information to the community about the NT Planning & Development space	Minimum 1 Social Media Post per quarter (4 per year)	4 per year
Mobile Work Force	Improve Community Satisfaction in Roadside Maintenance (Mowing, Slashing, Road Signs)	Community Survey Satisfaction Survey	>60%

PEOPLE CONT. Performance Indicators

Team	Key Outputs	Measures	Target
Regulatory Services	Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%
		Number of registered dogs increased	>10%
Responsible Dog Awareness and Education		Animal Management in Litchfield - flyer direct to residents	1 flyer
		Dog Awareness Program delivered at schools	6+ visits
		Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events
Regulatory Services Investigations		Short-term investigations completed within 30 working days	>60%
		Long-term investigations completed within 60 working days	>60%
		Abandoned vehicle investigations completed within 60 working days	>90%
		Customer requests actioned in less than two working days	>90%
Customer Service	Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good
Taminmin Library	Visitors to the library	Weekly door count	>400
	Promotion of services	Followers of the Library Facebook page	>1,150
	Lifelong learning/engagement	New members joined the 'Funky Chickens' children's reading club each year	>60pa OR >15 QRTLY

PROGRESS

Performance Indicators

Team	Key Outputs	Measures	Target
Waste	Recycled materials	Green waste processed for resale	Once Per Year
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes
		Commercial waste tonnage transferred to Shoal Bay	<500 tonnes
		Quantity of cash for containers collected and recycled	>30 tonnes
		Electronics collected for TechCollect	>50 tonnes
		Tyres, batteries and oil collected for recycling	Once Per Year
		Scrap metal processed collected and recycled	Once Per Year
Thorak Cemetery	Revise Cemetery business plan and master plan	Completion and adopted.	Complete
Planning and Development	Submissions to the Northern Territory Government (Development Assessment Services)	Comments submitted on planning applications within required timeframe	>90%
Taminmin Library	Library Collection	Number of annual loans	> 14,000pa or 3,500 QTRLY
	Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees OR 45 QTR >180 activities pa
	Library events	Events delivered	>3 per year
Mobile Work Force	Implement Interactive System on our website and facebook pages	Monthly schedule during the Weed Control and Roadside management program programs	Completed
Infrastructure	Renewable energy initiatives	Review options for renewable energy initiatives for council	Completed

PROSPERITY Performance Indicators

Team	Key Outputs	Measures	Target
Office of Chief Executive	Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2
	Advocacy Strategy	Current year actions	Completed
Finance	Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%
Waste	Develop Waste Strategy	Completion of strategy document, including stakeholder consultation and council approval	Completed
Thorak Cemetery	Ensure Water Extraction Licence is kept within limits by managing water use efficiency	Maintain within allocated water allowance extraction license while maintaining green spaces	Completed
Mobile Work Force	Support local businesses through procurement processes (eg. Consumables, oil, herbicides, and service technicians)	Purchase orders issued to local Suppliers	>60%
Infrastructure	CRM Management	Aim to resolve all complaints, providing reasons for the outcome, within 10 business days.	Completed
Infrastructure	Capital Works Program and Maintenance Program	Maintain a minimum Local Content in Tenders	15%

PLACES

Team	Key Outputs	Measures	Target
Thorak Cemetery	Maintain operation maintenance regimes including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing, and registration	Completion as per schedules and agreements in place	Complete
Planning and Development	Submissions to the Northern Territory Government on 'Have Your Say' proposals	Letters of comment submitted within the required timeframe	>90%
Mobile Work Force	Roadside maintenance	Vegetation slashed and Council roads/ verges mowed	Twice per Year
	Bushfire management	Council Land firebreak maintenance sprayed and slashed in compliance with Council Fire Management Plan.	Completed
	Signage and guidepost Maintenance	Replacements completed within recommended timeframes.	>90%
Infrastructure	Road Maintenance Program	Gravel Roads Graded	Twice per Year
	Streetlights	Percentage of operational streetlights within the municipality	>80%

PERFORMANCE Indicators

Team	Key Outputs	Measures	Target
Office of Chief Executive	Elected Members training and development	Min 1 per quarter	1
	Annual Survey	Overall satisfaction	>60%
	Grant application	Grants received by Council acquitted within agreed timeframes	95%
	Media monitoring and management	Media response time	<48 hours
	Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%
Waste	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%
		Amount of total waste that is dry recyclables i.e. cardboard and plastic	>14%
Thorak Cemetery	Maintain Social Media Communications to ensure council's presence in the market and sustain cremation revenue at a minimum of 30%	Maintain social media involvement in the community, monitor engagement levels, and track cremation service revenue to ensure it remains at or above 30%	>30%
Planning and Development	Approval of Plans and Permits	Works Permits issued within five days	>90%
Mobile Work Force	Customer Request Responses	Respond to customer requests. Contact the customer and provide a outcome within 10 business days.	>90%
Infrastructure	Streetlights	Time taken to address reported faults	<4 days
	Capital Works Program	Program Works Completed on Time	> 75% Planned Works Committed
	Road Maintenance Program	Respond to customer requests. Contact the customer and provide a outcome within 10 business days.	>90%

PERFORMANCE CONT.

Team	Key Outputs	Measures	Target
Human Resources	Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter
	An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)
	Number of workplace safety incidents	Number of notifiable incidents	0
Information Services	Information and Communications Technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%
	Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind
	ICT Security Audit actions	Annual actions completed	100%
	Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year
		Age of NTG downloaded date	<1 week
Governance	Policy Framework	Council policies reviewed before due date	>90%
	Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year
	Records management	Number of refresher courses conducted	>1
Taminmin Library	Funding agreement	Development of new Library Agreement	100%
Finance	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete
		Asset sustainability ratio	30%
		Renewal Gap Not funded	<\$1 million
		Current ratio (Liquidity)	>1
		Debt Service Ratio	>1
	Investments	Compliance with policy and statutory requirements, reported monthly	>60%
	Rates and accounts receivable collection	Rates and annual charges outstanding	<18%

LOCAL GOVERNMENT ACT 2019

As per Part 3.3, Section 33 of the *Local Government Act 2019* (Act), Litchfield Council is required to have a municipal plan for its area.

The plan must be adopted by Council prior to 30 June each year, following a public consultation period of 21 days. The plan must be available on Council's website and at its public office.

The table below outlines the required content for the municipal plan.

Municipal Plan		Reference
34(1)(a)(i)	a service delivery plan	14
34(1)(a)(ii)	Council's budget	16-30
34(1)(b)(i)	Any long-term, community or strategic plan adopted by the Council to which it relates	11
34(1)(b)(ii)	Council's Long-term Financial Plan	37-38
34(1)(d)	Indicators for judging the standard of Council's performance	39-46
Annual Budget		Reference
201(2)(a)	<ul style="list-style-type: none"> i. the council's objectives for the relevant financial year; and ii. the measures the council proposes to take, during the financial year, towards achieving those objectives; and iii. the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives 	39-46
201(2)(b)	Contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure	33-36
201(2)(c)	List the council's fees for services and the estimates of revenue from each of those fees	28
201(2)(d)	state the amount to be allocated to the development and maintenance of infrastructure for the financial year	21
201(2)(e)	state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and	26-28
201(2)(f)	include an assessment of the social and economic effects of its rating policies; and	26-28
201(2)(g)	state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and	31
201(2)(i)	include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and	Completed
201(2)(j)	be in a form required by any guidelines that the Minister may make or as prescribed by regulation.	Completed

DRAFT



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Freds Pass



**LITCHFIELD
COUNCIL**

**FINANCIAL MANAGEMENT STRATEGY
& LONG-TERM FINANCIAL PLAN
2025-26 to 2034-35**

Contents

Overview	3
Financial Management Strategy and Long-Term Financial Plan Objective	4
Financial Management Strategy	5
Alignment with Strategic Plan 2022-2025	6
Litchfield Council Reporting Framework	8
Historical Financial Performance	9
Forecast Long Term Financial Plan Performance	11
Emerging Issues	13
The Impact of Growth.....	13
Asset Management.....	13
The Way Ahead – Improving Long Term Sustainability.....	13
Improve the operating position.....	14
Advocate strongly for grants from other levels of government.....	14
Asset management.....	15
Assumptions	16
Operating income and expenditures.....	16
CHALLENGES AND OPPORTUNITIES	16
CHALLENGES	16
OPPORTUNITIES	17
SIGNIFICANT RISKS	17
10 Year Income Statement.....	18
10 Year Balance Sheet.....	18
10 Year Cash Flow Statement.....	20

Acknowledgement of traditional owners

Litchfield Council respectfully acknowledges the traditional owners of the land that we live and work on and pay our respect to their elders, past, present and future.

Overview

The Financial Management Strategy (Strategy) is Council's long-term financial plan that is underpinned by a series of policies, plans, risk responses and associated financial stability and sustainability targets to measure performance. A key outcome of the Strategy is the Long-Term Financial Plan (LTFP). The LTFP is Council's ten-year financial forecast of Council's planned approach to the management of financial resources and includes income, expenditure, cash flow projections, assets, liabilities and community equity. Council refers to this model when considering financial decisions, for example borrowings, long-term operational projections as well as capital expenditure forecasts. The LTFP provides a basis for assessing the medium to long term financial sustainability of the Council.

The LTFP is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

To assess a local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long-Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of Cash flows
- Financial ratios

Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term. The Council has been working diligently towards long-term sustainability and nearly succeeds in funding depreciation in some years of this plan. However, in the long term, Council may still face several challenges, including:

- operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);

- dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and
- inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

These challenges are not easily resolved and can only be addressed through a sustained long-term, disciplined approach as council has been applying over the past years, to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

The LTFP is based on the following strategies:

- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets

Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing availability of cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

A ten-year Income Statement, Balance Sheet and Cash Flow Statement have been prepared based on a series of assumptions about the movement of each income and expenditure type. These assumptions are based on interest rate expectations, employee award increases, estimated lifecycle costs for developer contributed assets, and other special income and expenses which are discussed in more detail in this Plan. This ten-year view provides the context for the annual Municipal Plan and budget process and aligns with Council's adopted Strategic Plan 2022-2025 (Strategic Plan). The report also provides Financial Performance Indicators' historical and ten-year forecasts and identifies the Council's financial performance targets.

Financial Management Strategy and Long-Term Financial Plan Objective

The *Local Government Act 2019* requires Council to prepare and maintain an LTFP. The Plan must cover a minimum period of four years, however, many of the decisions that Council makes have impacts that go well beyond this time horizon. Accordingly, Litchfield Council has developed a ten-year plan to ensure that today's decisions can be assessed for sustainability in the long term.

An LTFP provides a framework to consider:

- The level of funding required to deliver services for the community.
- The financing of new or upgraded assets.
- What income sources are available, and how these may be maximised?

The goal of the Financial Management Strategy (FMS) and LTFP is to visualise financial decisions strategically, ensuring sustainability and inter-generational equity.

The objective of preparing the FMS and LTFP is to provide Council with a strategic framework to guide the development of annual budgets and long-term financial plans. The key objective of the FMS and LTFP is to ensure that Council can fund the ongoing delivery of services whilst implementing the priorities identified in the Strategic Plan and beyond.

Financial Management Strategy

The Litchfield Municipality is the heart of the Top End and boasts a diverse, inclusive community with prosperous economic industries. The vast size of our municipality presents Council with some challenges, but our uniqueness makes Litchfield the best place to live in the Top End.

The Litchfield Council Strategic Plan provides the community with our intentions over a four-year period and how we will achieve our vision. It defines the Council's vision, mission, strategic priorities and how the community can be involved along the way.

The Strategic Plan identifies opportunities to ensure the Council remains responsive to the community's needs and adapt to changes, including population growth, community demands, and technologies.

Council will continue to develop Litchfield as 'the best place to live, work, and play in the Top End'.

Alignment with Strategic Plan 2022-2025

The following table aligns the Strategic Plan elements with the requirements for the FMS and LTFP:

Strategic Plan Element	FMS and LTFP Strategic Requirement
People	
<p>Our community is at the heart of all we do.</p>	<p>Review income structure to improve the equity in the rate burden, including potential changes in rating structure.</p> <p>Continue developing asset management plans, prioritising asset renewals based on criticality, and grant opportunities to upgrade current assets.</p> <p>Service planning to ensure the service offering over the long term is affordable.</p> <p>Upgrade waste processing infrastructure with consideration to the waste service pricing and financial impacts.</p>
Progress	
<p>The majority of the Council's budget each year provides a very broad range of services and facilities that are valued by our communities.</p>	<p>Council will continue to maintain operational spending to maintain service levels and remain vigilant to community demand and expectation changes. Council may design a catalogue of services that defines efficiency opportunities in the range of services, including asset enabled services, and consider an assessment tool, incorporating community engagement, with regards to ceasing services, and / or offering other revenue generating services.</p> <p>Council will provide, the reasonable level of service, and resourcing demand now and into the future to inform the LTFP.</p> <p>Council will continue to improve in the planning and management of assets.</p>
Prosperity	
<p>We will work in partnership with our business community to encourage business success and jobs growth.</p>	<p>The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, all in the Litchfield Municipality.</p>

Council will seek opportunities for investments to grow and diversify the local economy. Potential take up of unincorporated land are not currently considered in the long term financial plan.

Places

Building and maintaining Council's infrastructure takes up a significant portion of Council's annual budget.

Review of the road's delivery program, informed by a lifecycle management approach to roads including review of design and construction techniques to optimise value.

Asset management planning for all assets, considering two options: (1) based on Remaining Useful Life (RUL), and (2) based on Asset Condition, investing in condition assessments for critical assets initially, and then a sample of each asset class due to financial constraints.

A project management business model framework that enhances the project identification, selection and prioritization (including support of business case for new and upgraded assets) to ensure capital works are efficient and provide value for money.

Performance

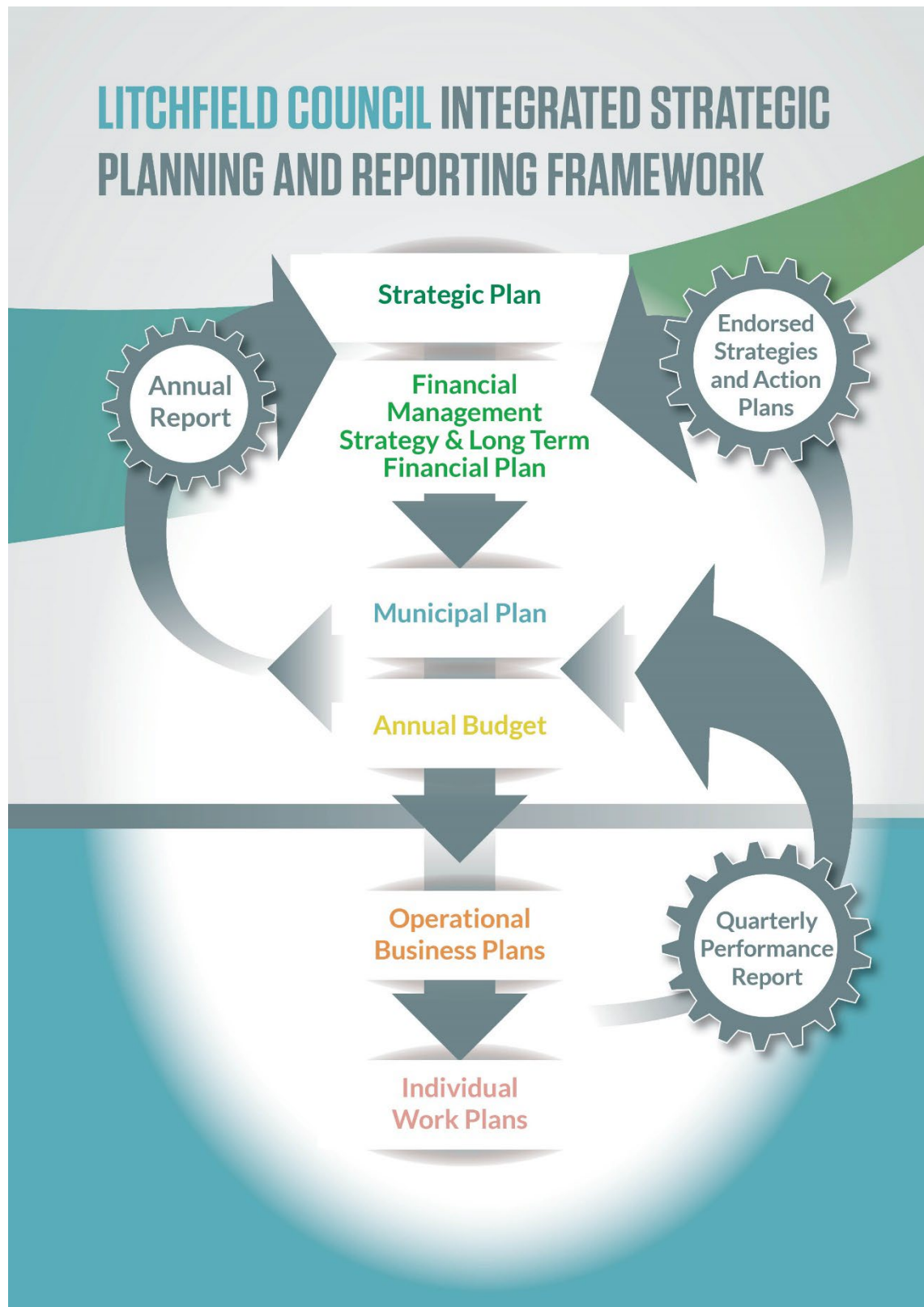
In partnership with our community and stakeholders, our Council will deliver best value through a focus on sustainable and efficient delivery of corporate and community services.

Council will continue to look for efficiencies to reduce operational spend while maintaining service levels.

Council will continue to review Fees & Charges schedules to ensure full cost recovery across users pays services.

Council will measure its performance through community engagement and an annual community survey.

Council will continue improvements in financial governance to enhance the management capability, improve reporting and ensure appropriate accountability for efficient use and management of Councils assets and financials.



Historical Financial Performance

Table 2-1 outlines actual financial performance indicators for the 2022 to 2024 financial years and Amended Budget 2024-25 after First Budget Review, compared to LTFP Target Indicators. In addition, green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-1 and a review of the relevant financial statements (including internal reports), the following pertinent observations can be made:

- Council has historically achieved a significant operating deficit but has significantly improved this trend through diligent management over the past years. Operating deficits are not sustainable for local government bodies as sufficient cash must be generated from operations to fund the capital expenditure necessary for asset renewals, upgrades, and augmentation.
- Depreciation as a percentage of total assets at 2.4% (2024-25 Budget) is still slightly high compared to the industry benchmark of 1.5% to 2%, however has been reduced due to the review of the useful life for Council's assets over the past two years. Reviews for asset classes will continue with other measures in this area.
- Council is maintaining healthy liquidity. The cash balance is \$18 million at 2024-25 end of year, and the budget for 2025-26 is projected the cash balance to slightly decrease to \$14 million. Local government bodies can maintain or increase cash despite reporting operating deficits due to constraining expenditure on capital and not delivering on planned operating or capital expenditure.
- Council may be completing insufficient renewals to meet demand. LTFP spending for resealing of roughly \$1 million per year and pavement rehabilitation of \$1.5 million per year represents potential underinvestment in road renewal. Council must work toward the renewal demand for roads and other assets to ensure intergenerational equity and future sustainability subject to review in this area based on low traffic volumes and other measures.
- Council has a reliance upon external operating grants (including the Financial Assistance Grants) to fund recurrent operations. The Council has budgeted to receive 68% of total revenue through annual rates and charges in 2025-26. A standard benchmark for local government is to achieve more than 70% of total revenue through annual rates and charges. However, the capacity for Council to achieve a higher proportion through rates depends on council's rating strategy and a range of constraints, including population, population growth, rurality, size of local economy etc.

Table 2 1. Financial Performance Indicators – Historical (2022-24) and Budget (2024-25)

Financial Performance Indicator	Units	2022-23 Actual	2023-24 Actual	2024-25 Budget	LTFP Target	Comment
Financial Performance						
Net Result	%	75.50%	34.00%	21.20%	>0%	Includes capital revenue
Adjusted underlying result	%	39.90%	-12.50%	-39.50%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	17,672	857	8,673	>5,000	Sufficient cash surplus to fund capital works
Financial Position						
Liquidity	ratio	4.6	4.84	2.44	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings
Capital replacement ratio	ratio	0.2	0.57	2.35	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	427.10%	483.50%	244.30%	>100%	Sufficient current assets to meet current liabilities
Revenue Ratios						
Rates Outstanding/Total Rates Levied	%	18.00%	16.00%	16.00%	<12%	
Recurrent Grants/Total Revenue	%	25.40%	2.90%	9.70%	>5%	Measure success in obtaining grant funding
Fees & Charges/Total Revenue	%	10.40%	7.40%	5.40%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	69.90%	44.60%	43.00%	>55%	Increase in rates projected
Expense Ratios						
Depreciation/Total Assets	%	2.20%	2.40%	2.40%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	26.20%	24.90%	23.70%	<30%	Maintain employee costs under 30% of total costs

Forecast Long Term Financial Plan Performance

Table 2-2 outlines forecast financial performance for the financial years from 2025–26 to 2034-35 and benchmark indicators. Green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-2 and a comparison with benchmarks, the following relevant observations can be made:

- Councils' financial performance has been improving and council will continue to explore revenue options and constrain costs through budget efficiencies to improve performance.
- Council maintains a healthy liquidity ratio throughout the LTFP period through controlling operational expenditure and will continue to advocate for grant funding to assist with capital demands.
- Council receives the majority of rate revenue by applying a fixed general rate. Fixed general rates create a regressive tax structure where the ratepayers with the least capacity to pay contribute a greater portion of their household income. In a fixed-rate system, new developments with most likely higher land valuations are rated the same as older developments with lower land valuations. It is also likely that new developments require a higher level of service.
- The capital replacement ratio indicates whether the Council has completed asset renewals sufficient to meet the demand when compared to depreciation. The current annual budget for resealing and pavement rehabilitation of approximately \$2 million per year. This may represent significant underinvestment in road renewal. Council will work toward the renewal demand for roads and other assets to ensure inter-generational equity and future sustainability and investigate potential of depreciation rate assumptions based on traffic usage rates. Asset management plan development and updates form part of this strategy.

Table 2-2. Financial Performance Indicators – Budget 2025-26 and Forecast (2026-35)

Financial Performance Indicator	Units	2025-26 Budget	2026-35 Forecast Average	LTFP Target	Comment
Financial Performance					
Net Result	%	-14.00%	-6.30%	>0%	Includes capital revenue
Adjusted underlying result	%	38.00%	-24.20%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-3,945	-2,053	>5,000	Sufficient cash surplus to fund capital works
Financial Position					
Liquidity	ratio	2.55	2.72	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings.
Capital replacement ratio	ratio	0.51	0.59	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	255.10%	272.00%	100%	Sufficient current assets to meet current liabilities
Revenue Ratios					
Rates Outstanding/Total Rates Levied	%	13.53%	12.89%	<12%	
Recurrent Grants/Total Revenue	%	14.10%	12.20%	>5%	Recurrent operational grants include Federal Assistance Grants and Annual Public Library funding.
Fees & Charges/Total Revenue	%	7.60%	8.80%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	76.40%	82.70%	>55%	Increase in rates projected
Expense Ratios					
Depreciation/Total Assets	%	2.50%	2.80%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	24.50%	26.10%	<30%	Maintain employee costs under 30% of total costs

Emerging Issues

The Impact of Growth

Litchfield Municipality has experienced substantial growth in population over the last ten years, and by 2036 it is expected to record a population of approximately 30,300 growing at an average rate of 1.8% per annum from 2021 (id Informed decisions).

Population growth can impact the Council's financial position in several ways. Additional properties provide more income to Council through property rates and waste management charges. Whilst pressure on existing services and infrastructure increases. Another impact of growth noted over the past years is increasing community expectations for an expanded range and quality of services, for example, library services and increased regulatory services. Managing these expectations can be challenging as funding new service standards may be beyond the financial capacity of Council, with rate income generated through additional properties not increasing proportionally. Council has struggled with this disproportional growth of residents to rateable properties for several years.

For the LTFP, growth in rateable properties from Holtze/Kowandi has been assumed. The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality. Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, which are in the Litchfield Municipality. Council anticipates that Holtze and Kowandi will start coming online in the next year and gradually grow the councils' rate base.

Asset Management

Council has an extensive network of infrastructure assets. Maintaining these assets in good order and renewing them as they age requires substantial yearly expenditure.

Depreciation estimates the value of assets consumed during each financial year. The Asset Sustainability Ratio mentioned above highlighted Council's inability to fund the replacement of infrastructure assets. This challenge also extends to the Thorak Regional Cemetery.

Rates revenue increases or additional grant funding is required to increase funding available for capital expenditure and reduce the rate at which the capital renewal backlog rises each year.

The Way Ahead – Improving Long Term Sustainability

As indicated in the section of this LTFP relating to the current financial position, Council has substantial cash reserves and no debt, which means in the short term, it will be able to continue to deliver services and a limited amount of capital works to the community.

However, Litchfield Council faces challenges in the long term, relating to inadequate funding for capital expenditure required to maintain its existing asset base. These long-term challenges will require a concerted and disciplined approach to managing financial resources to improve sustainability.

The LTFP aims to improve sustainability by:

1. decreasing the size of the operating deficit and in doing so increase cash generated from operations to fund asset renewal and replacements;
2. increasing the funding available for capital expenditure from external sources (ie grants) – including advocating for sealing Council's unsealed roads;
3. improve the performance of assets, to extend the life of the assets and reduce the whole of life costs of the assets; and
4. promote and facilitate growth and development within the Council boundaries to increase the size of the local economy and the total revenue generated by the Council.

The following strategies are designed to address these challenges.

Council's Financial Management Strategy

Improve the operating position

The Operating performance ratio measures a council's ability to generate sufficient recurrent revenue to fund the recurrent operating expenditure, including the annual depreciation cost. Over the long term, a local government that continues to produce material operating deficits will most likely not be able to replace and renew assets as required, resulting in a deterioration of the asset portfolios, impacting upon service levels and requiring a high reliance upon external funding sources (e.g. grants) to fund assets replacement or renewal. Council continues to work toward improving its operating position to ensure long-term sustainability.

Council will continue to deliver on this strategy by constraining growth in operating costs, in particular employee costs, contractors, and materials. Council will explore efficiencies and productivity improvements across all services and ensure increases in recurrent operating expenditure are supported by a business case indicating funding from matching income sources or reductions in spending in another part of the budget.

Advocate strongly for grants from other levels of government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network and recreation reserves (acknowledging that Council has received a \$10 million grant from the Australian Government for investment in Freds Pass recreation reserve). Advocacy efforts in this area will lean heavily toward funding for capital renewals. New assets will be considered by exception. However, it is important to note that new assets require ongoing maintenance and long term renewal which will only contribute to the challenge Council faces in generating sufficient income to maintain its asset base.

Given the uncertainty about the allocation of grant funding, the LTFP has taken a conservative approach to forecasting future grant income. However, advocacy efforts and grant

applications will be stepped-up to ensure that any available funding consistent with meeting Council's strategic objectives is targeted.

Asset management

Asset management is one of the key determinants of sustainability for local government. Councils with poor asset management have little foresight of sustainability and lack control over sustainability. The planning and management of assets across the lifecycle of the assets is an important component of financial sustainability for local government.

Integration of the asset management planning with the LTFP enables Council to plan for adequate funding to address the asset demands, and where insufficient funding is available, enabling Council to make decisions and prioritisations as appropriate to manage the impacts on long term sustainability of the assets (and the organisation more broadly).

To be financially sustainable Council must be able to hold and fund an asset portfolio to an acceptable standard and risk based on the services and service level requirements established with the community and informed by technical expertise and data.

Additional cost of asset ownership through new and upgraded assets, either through Council construction or contributed assets, without an adequate increase in revenue generated from the project, is a significant risk to the underlying operating deficit for Council.

Council will look to deliver on this strategy through the following:

- Continue developing and implementing Asset Management Plans, which will provide more reliable data for the projection of costs.
- Continue to improve the data and analysis of asset condition, valuation, and useful life, to support the assessment of the depreciation expense as part of a financial asset revaluation exercise utilising actual asset conditions.

Assumptions

The following assumptions were used in preparing the LTFP to provide current service levels.

Operating income and expenditures

	2026	2027-2035
\$'000's	Budget	Forecast
Assumptions		
Rates - Residential	3.00%	5.00%
Rates - Commercial	3.00%	5.00%
Rates - Gas Plant	3.00%	5.00%
Waste Increase - No Collection	5.00%	5.00%
User Charge	5.00%	5.00%
Grants	0.00%	0.00%
Employee Cost Index - including superannuation	3.00%	3.00%
Materials & Contractors	3.00%	3.00%
Overdue rates interest rate	17.00%	17.00%
Cash Investment Interest Rate	5.00%	5.00%

CHALLENGES AND OPPORTUNITIES

As Council implements the financial sustainability strategic objectives, it is likely to confront the following challenges and opportunities, and it is recommended these and any others identified by officers be incorporated into Council's Financial Management Strategy and Long-term Financial Plan and updated annually.

CHALLENGES

- Volatility in the economic environment – From time to time, the Australian economy will experience high volatility, with high inflation and supply chain issues, the continuation of which is likely to increase the cost of services and the cost of construction/acquisition of assets, as well as potentially delay the delivery of capital works, increased borrowing costs and potentially limit the availability of funding from external sources (e.g., grants).
- Impact of the Holtze development on Council's financial position – A proportion of the \$43 million investment into assets to enable services funded by the Northern Territory Government are proposed to be contributed to Council as gifted assets upon completion of construction. This will increase the expenditure on operating and maintaining the assets, as well as a significant increase in the depreciation expense. If additional revenue through rates, fees, charges and other revenue streams does not match the increase in operating expenditure, the completion of the development will impact negatively upon the financial position of the Council.

- Policy changes from other levels of Government – changes to policies and strategies set by the Northern Territory and Federal Governments is likely to impact upon Council's financial sustainability, therefore requiring strong advocacy and engagement with key stakeholders to protect the interests of the Council and its community.

OPPORTUNITIES

- Innovation and Technological Advancement – Council can improve long term sustainability through enhanced productivity and efficiencies achieved through adopting innovation and technological advancements, which will require Council to maintain effective relationships and professional networks with industry leaders.
- Regional Economic Development – There is significant opportunity for Council to leverage and realise significant development of the local economy and enhancement to the socio-economic profile of the region. Council can maximise the realised benefit through advocating and pursuing Council's interests, as well as more broadly the community's economic and socio-demographic interests.

SIGNIFICANT RISKS

The risks outlined below present a significant threat to the successful achievement of the Financial Sustainability Strategy.

- Economic Conditions - Council is impacted by the volatility of economic conditions. This has been experienced most significantly during the recent COVID-19 outbreak, where the income earned by Council for a range of services was significantly reduced. As such, any further impacts leading to significant change from the market assumptions adopted will require further revision by Council of planned investments and service expenditure.
- Expenditure Estimates - A key risk to the accuracy of the long-term forecast of operating and capital expenditure is the accuracy of cost estimates and actual inflation in future years being above assumptions used in the forecast.
- Impairment and Early Deterioration of Assets - While renewals are planned through the asset management planning process, the actual deterioration and performance of assets may deteriorate faster than projected or be impacted through natural disasters or other unforeseen events, bringing forward the need to renew and replace assets. This will require either re-prioritisation across the capital works plan, or additional cash investment.
- Local Government Municipal boundaries review - Northern Territory Government review of the local government municipal boundaries could cause substantial increase in costs or loss of income.

10 Year Income Statement

Period start			1 Jul 21	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32	1 Jul 33	1 Jul 34
Period end			30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35
Revenue from Operating Activities																
Rates and Charges	\$'000		11,927	14,128	15,027	15,247	15,748	16,535	17,362	18,230	19,142	20,099	21,104	22,159	23,267	24,430
Special Charges	\$'000		-	-	-	270	48	-	-	-	-	-	-	-	-	-
Grants - Operating (Recurrent)	\$'000		5,911	5,940	1,171	3,955	3,955	3,955	3,955	3,955	4,074	4,074	4,074	4,074	4,074	4,074
Grants - Capital (Recurrent)	\$'000		-	2,318	2,604	-	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Non-recurrent)	\$'000		-	-	-	14,779	1,893	2,013	2,013	2,011	2,011	2,011	2,011	2,011	2,011	2,121
Contributions (Non-monetary)	\$'000		-	18,586	16,478	3,000	3,000	4,000	4,000	5,000	5,000	6,000	-	-	-	-
User Charges	\$'000		2,014	2,227	2,754	2,030	1,970	2,238	2,350	2,467	2,591	2,720	2,856	2,999	3,149	3,307
Statutory Fees and Fines	\$'000		209	210	192	175	175	175	175	175	175	175	175	175	175	175
Total Revenue from Operating Activities	\$'000		20,061	43,409	38,226	39,456	26,789	28,916	29,855	31,838	32,873	35,078	30,219	31,417	32,675	34,107
Revenue from Outside of Operating Activities																
Interest Revenue	\$'000		162	212	1,357	1,220	1,220	1,232	1,245	1,045	1,045	1,050	950	805	809	809
Other Revenue Outside of Operating Activities	\$'000		98	696	300	140	140	140	140	140	140	140	140	140	140	140
Total Revenue from Outside Operating Activities	\$'000		260	908	1,657	1,360	1,360	1,372	1,385	1,185	1,185	1,190	1,090	945	949	949
Total Revenue	\$'000		20,321	44,317	39,883	40,816	28,149	30,289	31,240	33,023	34,058	36,268	31,309	32,362	33,624	35,056
Operating Expenses from Ordinary Activities																
Employee Costs	\$'000		(6,865)	(6,987)	(6,548)	(7,617)	(7,871)	(8,107)	(8,350)	(8,601)	(8,859)	(9,125)	(9,398)	(9,680)	(9,971)	(10,270)
Materials & Consumables	\$'000		(8,211)	(9,591)	(8,449)	(13,026)	(10,938)	(11,266)	(11,604)	(11,952)	(12,311)	(12,680)	(13,061)	(13,452)	(13,856)	(14,272)
Depreciation	\$'000		(10,125)	(10,057)	(11,331)	(11,500)	(11,851)	(12,097)	(12,387)	(12,684)	(12,961)	(13,247)	(13,478)	(13,737)	(14,025)	(14,273)
Interest on Borrowings (Finance Costs)	\$'000		-	-	-	-	(0)	(0)	0	0	0	0	0	0	0	0
Election Related Expenses	\$'000		-	-	-	-	(207)	-	-	-	-	-	-	-	-	-
\$150 Voucher @ 100% Takeup	\$'000		-	-	-	-	(1,226)	-	-	-	-	-	-	-	-	-
Total Operating Expenses	\$'000		(25,201)	(26,635)	(26,328)	(32,143)	(32,094)	(31,470)	(32,341)	(33,237)	(34,131)	(35,052)	(35,937)	(36,870)	(37,851)	(38,814)
Net Surplus/(Deficit) from Operations	\$'000		(4,880)	17,682	13,555	8,673	(3,945)	(1,182)	(1,102)	(214)	(73)	1,216	(4,627)	(4,508)	(4,227)	(3,759)
Adjustments																
Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000		19	(20)	(3)	-	-	-	-	-	-	-	-	-	-	-
Net Gain/(Loss) on Disposal of Infrastructure	\$'000		60	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Adjustments	\$'000		79	(20)	(3)	-	-	-	-	-	-	-	-	-	-	-
Operating Surplus/(Deficit) after Adjustments	\$'000		(4,801)	17,662	13,552	8,673	(3,945)	(1,182)	(1,102)	(214)	(73)	1,216	(4,627)	(4,508)	(4,227)	(3,759)
Adjusted Underlying Surplus (Deficit)	\$'000		(4,801)	(924)	(2,926)	(9,106)	(8,838)	(7,195)	(7,115)	(7,225)	(7,084)	(6,794)	(6,638)	(6,518)	(6,238)	(5,880)

10 Year Balance Sheet

		1 Jul 21	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32	1 Jul 33	1 Jul 34
Period start		30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35
Current Assets															
Cash and Cash Equivalents	\$'000	22,484	27,639	28,814	18,443	13,816	14,480	13,855	13,559	13,954	14,818	16,067	16,644	16,776	16,268
Trade and Other Receivables	\$'000	2,639	3,863	4,012	3,778	5,869	6,158	6,422	6,735	7,046	7,382	7,704	8,085	8,463	8,868
GST Receivable	\$'000	-	-	-	-	73	73	74	76	78	80	82	84	87	89
Total Current Assets	\$'000	25,123	31,502	32,826	22,221	19,758	20,710	20,352	20,371	21,078	22,280	23,854	24,813	25,326	25,226
Non Current Assets															
Property Plant and Equipment	\$'000	-	-	-	-	977	1,432	2,727	3,111	3,318	3,570	3,779	3,946	4,069	4,307
Infrastructure Assets	\$'000	401,189	426,570	441,154	459,629	455,818	453,313	451,469	451,091	450,330	450,325	444,133	438,769	434,161	427,517
Other Financial Assets	\$'000	4,407	1,846	964	-	-	-	-	-	-	-	-	-	-	-
Total Non Current Assets	\$'000	405,596	428,416	442,118	459,629	456,794	454,745	454,195	454,202	453,648	453,895	447,913	442,715	438,230	431,824
Total Assets	\$'000	430,719	459,918	474,944	481,850	476,553	475,455	474,547	474,573	474,726	476,176	471,766	467,528	463,556	457,049
Current Liabilities															
Trade and Other Payables	\$'000	4,013	6,756	6,110	8,376	7,030	7,117	7,311	7,551	7,777	8,011	8,228	8,499	8,753	6,005
Current Provisions	\$'000	620	614	672	712	712	712	712	712	712	712	712	712	712	712
Current Interest Bearing Liabilities	\$'000	6	6	7	7	3	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Total Current Liabilities	\$'000	4,639	7,376	6,789	9,094	7,745	7,829	8,023	8,262	8,489	8,722	8,940	9,210	9,465	6,717
Non Current Liabilities															
Non Current Provisions	\$'000	358	341	200	336	336	336	336	336	336	336	336	336	336	336
Non Current Interest Bearing Loans and Borrowings	\$'000	23	17	10	3	-	-	-	-	-	-	-	-	-	-
Total Non Current Liabilities	\$'000	381	358	210	339	336	336	336	336	336	336	336	336	336	336
Total Liabilities	\$'000	5,020	7,734	6,999	9,433	8,080	8,165	8,358	8,598	8,825	9,058	9,276	9,546	9,801	7,053
Net Assets	\$'000	425,699	452,184	467,945	472,417	468,472	467,291	466,189	465,975	465,901	467,118	462,490	457,983	453,755	449,997
Equity															
Accumulated Surplus	\$'000	1,303	15,323	23,965	41,347	38,515	36,467	35,917	35,923	35,369	35,617	29,634	24,437	19,951	13,545
Other Reserves	\$'000	20,484	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste Management Reserve	\$'000	-	5,482	6,068	2,903	947	607	417	198	58	38	38	38	38	38
Asset Reserve	\$'000	-	7,899	9,201	5,429	6,142	7,243	6,706	6,612	7,072	7,911	9,116	9,656	9,764	12,262
Election Reserve	\$'000	-	200	200	200	200	200	200	200	200	200	200	200	200	200
Disaster Recovery Reserve	\$'000	-	400	400	400	400	400	400	400	400	400	400	400	400	400
Strategic Initiatives Reserve	\$'000	-	400	400	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	-	3,864	-	-	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	-	1,934	2,757	2,586	2,716	2,822	2,997	3,090	3,250	3,400	3,550	3,700	3,850	4,000
Unexpended Capital Works Reserve	\$'000	-	3,129	5,778	-	-	-	-	-	-	-	-	-	-	-
Cash for Cans Reserve	\$'000	-	142	225	201	201	201	201	201	201	201	201	201	201	201
Developer Contribution Reserve - DCP/ICP	\$'000	-	676	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008
Asset Revaluation Reserve	\$'000	403,912	412,735	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943
Total Equity	\$'000	425,699	452,184	467,945	472,417	468,472	467,291	466,189	465,975	465,901	467,118	462,490	457,983	453,755	449,997

10 Year Cash Flow Statement

Period end						30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35
Cash flows from Operating Activities																			
Rates and Charges Received	\$'000					12,465	13,686	14,813	15,013	13,955	16,281	17,106	17,929	18,842	19,784	20,792	21,793	22,903	24,048
Grants - Operational Received	\$'000					5,878	6,646	1,171	3,955	3,839	3,955	3,956	3,954	3,955	4,064	4,075	4,073	4,074	4,074
Grants - Capital Received	\$'000					-	-	1,760	14,779	1,837	2,003	2,013	2,010	2,011	2,011	2,011	2,010	2,011	2,112
Interest Received	\$'000					98	294	1,113	1,220	1,220	1,232	1,245	1,045	1,045	1,050	950	805	809	809
User Fees Received	\$'000					2,216	2,074	3,029	2,233	2,104	2,438	2,575	2,703	2,839	2,981	3,130	3,285	3,450	3,623
Statutory Fees and Fines Received	\$'000					208	231	212	175	187	193	193	192	193	193	193	192	193	193
Other Receipts	\$'000					1,428	824	768	140	149	154	154	154	154	154	154	154	154	154
Employee Costs Paid	\$'000					(6,894)	(7,011)	(6,631)	(7,442)	(7,995)	(8,088)	(8,332)	(8,578)	(8,838)	(9,103)	(9,378)	(9,655)	(9,947)	(10,245)
Materials and Consumables Paid	\$'000					(11,653)	(9,655)	(8,568)	(14,562)	(13,231)	(12,205)	(12,589)	(12,930)	(13,337)	(13,737)	(14,169)	(14,553)	(15,010)	(18,471)
GST Received / (Paid)	\$'000					-	-	-	1,100	808	872	892	915	939	962	987	1,012	1,037	1,063
Trust Funds and Deposits	\$'000					-	-	(135)	-	-	-	-	-	-	-	-	-	-	-
Other Payments	\$'000					-	-	-	-	(1,477)	(119)	-	-	-	-	-	-	-	-
Net Cash flows from Operating Activities	\$'000					3,746	7,089	7,532	16,611	1,397	6,715	7,212	7,394	7,802	8,359	8,745	9,117	9,673	7,358
Cash flows from Investing Activities																			
Payment for Property, Infrastructure, Plant and Equipment	\$'000					(5,253)	(2,006)	(6,484)	(26,975)	(6,017)	(6,048)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(9,540)	(7,866)
Proceeds from Property, Infrastructure, Plant and Equipment	\$'000					149	78	133	-	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Investment Property	\$'000					(68)	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds from/(to) Investments	\$'000					67	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Investing Activities	\$'000					(5,105)	(1,928)	(6,351)	(26,975)	(6,017)	(6,048)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(9,540)	(7,866)
Cash flows from Financing Activities																			
Proceeds from Interest Bearing Loans and Borrowings	\$'000					37	-	-	-	-	-	-	-	-	-	-	-	-	-
Repayments of Interest Bearing Loans and Borrowings	\$'000					(17)	-	-	(7)	(7)	(3)	-	-	-	-	-	-	-	-
Repayment of lease liabilities	\$'000					-	(6)	(6)	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Financing Activities	\$'000					20	(6)	(6)	(7)	(7)	(3)	0	0	0	0	0	0	0	0
Net Change in Cash Held	\$'000					(1,339)	5,155	1,175	(10,371)	(4,627)	664	(625)	(296)	395	864	1,250	577	133	(508)
Cash at Beginning of the Financial Year	\$'000					23,823	22,484	27,639	28,814	18,443	13,816	14,480	13,855	13,559	13,954	14,818	16,067	16,644	16,776
Cash at End of the Financial Year	\$'000					22,484	27,639	28,814	18,443	13,816	14,480	13,855	13,559	13,954	14,818	16,067	16,644	16,776	16,268



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report –
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	15/04/2025
Attachments:	Nil

Executive Summary

This report provides Council with a monthly review of the Community Services and Development areas including key achievements, highlights, and progress.

Recommendation

THAT Council note the Community Services and Development Monthly Report for March 2025.

Background

This monthly report will provide Council with an operational overview of various Recreation Reserves, Taminmin Library, Regulatory Services and Communications activities.

Media and Communications

Facebook Reach

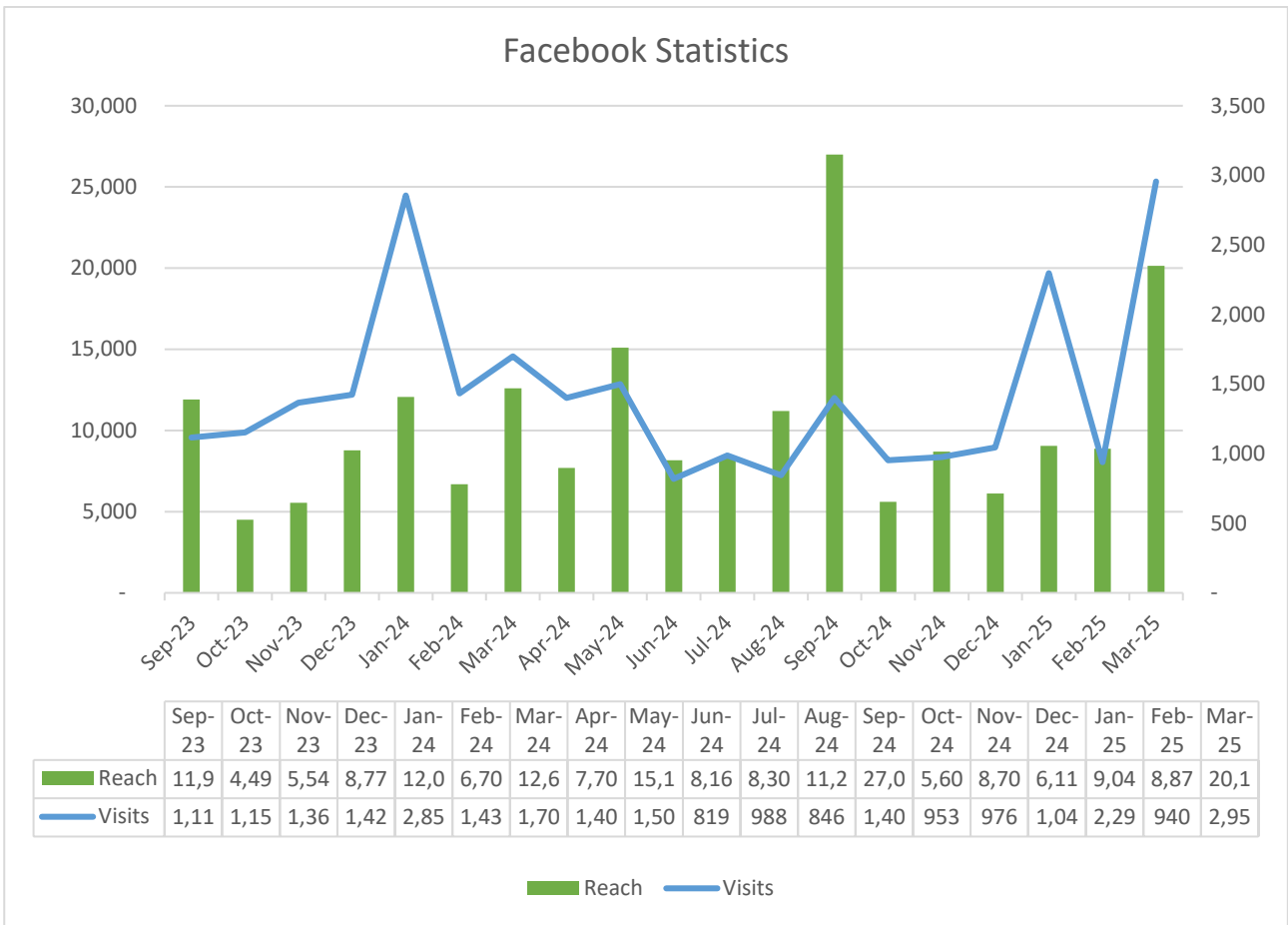
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, marketing promotion, or your page rules.

The graph on the following page displays this data for the current month and a monthly comparison over the prior 12-months.

There were 68 new Facebook follows (page 'likes') for the reporting period.



Website Users

A website user is a person who is accessing, browsing, or interacting with a website.

Website New Users

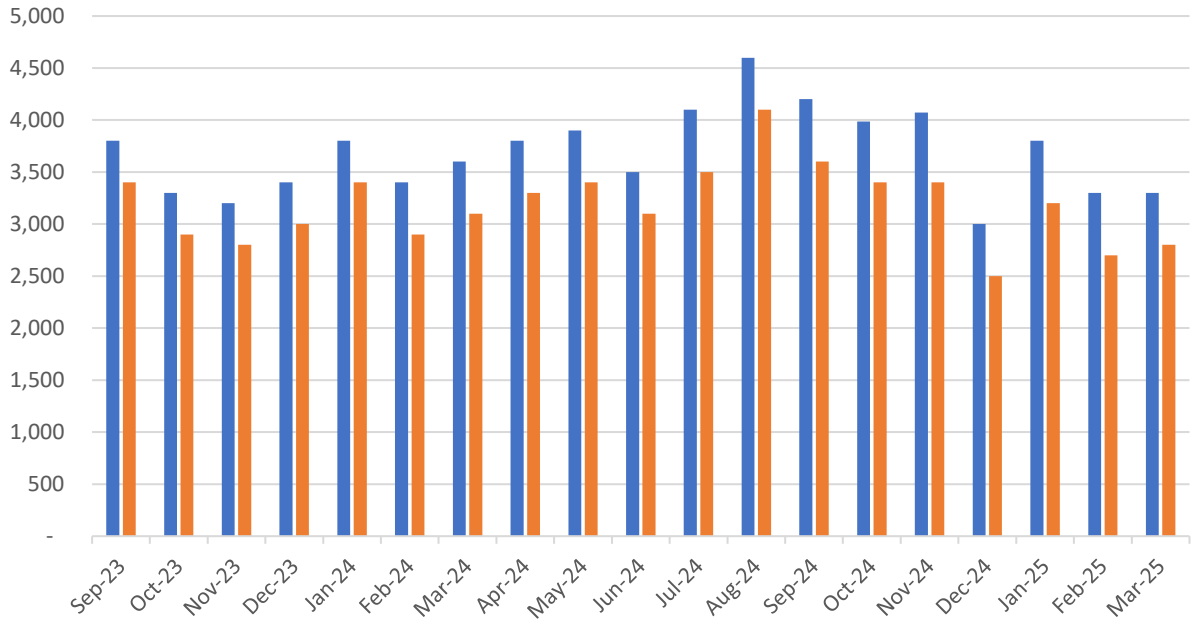
The number of first-time users during the selected date range.

Page Views

Page title and screen class. The web page title and default app screen class.

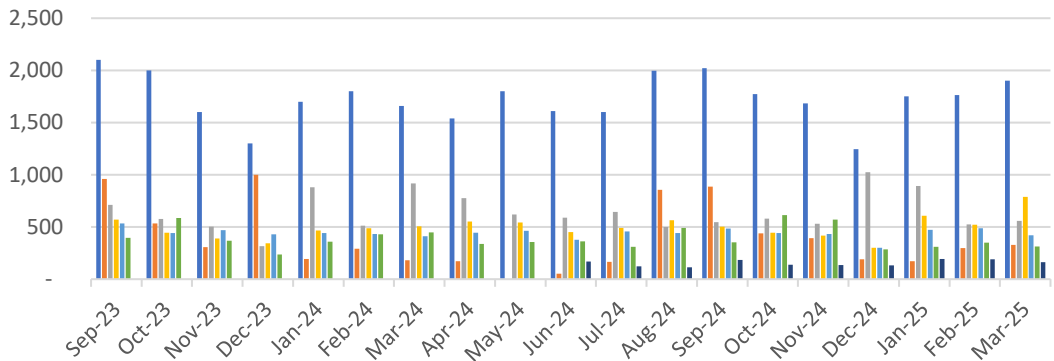
The website statistics have remained steady, whilst there is a spike in the Facebook statistics of both reach and visits due to paid advertising of the Art Exhibition as well as Youth Week events which brought a record number of follows in a month and the highest number of visits to the page since January 2024.

Users



	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Users	3,80	3,30	3,20	3,40	3,80	3,40	3,60	3,80	3,90	3,50	4,10	4,60	4,20	3,98	4,07	3,00	3,80	3,30	3,30
New User	3,40	2,90	2,80	3,00	3,40	2,90	3,10	3,30	3,40	3,10	3,50	4,10	3,60	3,40	3,40	2,50	3,20	2,70	2,80

Page Views



	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Welcome to Litchfield	2,10	2,00	1,60	1,30	1,70	1,80	1,65	1,54	1,80	1,61	1,60	1,99	2,02	1,77	1,68	1,24	1,75	1,76	1,90
Pay Online	959	533	308	1,00	193	291	182	172		52	166	857	887	438	394	192	173	298	327
Waste Transfer Stations	711	577	503	315	881	512	916	776	621	590	644	499	546	579	531	1,02	894	525	560
Search	572	446	390	343	466	487	506	552	543	451	492	566	502	446	418	302	607	522	787
Contact Us	535	443	471	431	442	432	410	446	464	377	456	443	485	441	434	302	474	487	420
Current Vacancies	397	587	369	237	360	430	448	339	357	362	311	492	354	614	571	286	309	351	313
Library										170	123	113	185	138	134	132	193	190	162

Recreation Reserves

CPO meeting attendance for the month of March

Meeting	Purpose
Palmerston and Rural Youth Services Network (PARYS)	Act as council delegate and represent the youth of Litchfield at network meetings as well as keep up to date on services and events for the youth and community.
Darwin Palmerston Litchfield Interagency Tasking and Coordination Group (DPLITC)	Act as council delegate and identify and communicate causes of anti-social behaviour in Litchfield Municipality.

Project Updates

The below table provides an update on projects relating to the Council's Recreation Reserves.

Location	Project	Status
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	RFQ is out to market for the installation and construction.
Howard Park Reserve	BMX Softfall replacement	Recommendation report has been received and contractors approached for pricing of the required works.

Youth and Community Engagement

March was a busy month of event preparations, whilst still fostering meaningful connections, learning, and cultural appreciation. The community continue to gather, nurturing social cohesion, bridging generations and cultures through a variety of engaging events.

The month began with intergenerational interactions taking centre stage at Taminmin Community Library, with the event Seniors vs Students giving participants an opportunity to gather for a fun-filled games session. The success of this initiative was evident in the positive feedback from both age groups, highlighting the importance of programs that break down barriers and encourage mutual respect. This is reinforced with The Travelling Suitcase program where students and seniors can learn embroidery stitches and leave their mark as the travelling exhibition makes its way around Australia in a suitcase.

Litchfield Council welcomed 13 new Australians from 10 different countries on the 24th of March in recognition of Harmony Week. Presided over by Mayor Barden and attended by Member for Goyder Andrew Mackay, the ceremony celebrated the diversity that enriches the local community and strengthens Australia's multicultural identity. The CEO personally presented citizenship certificates to the recipients, who were grateful and excited for this milestone. This event served as a warm welcome for the newest citizens, reaffirming Litchfield's commitment to inclusivity, respect, and belonging for all.

As the community celebrated Harmony Day, Council staff brought traditional food along with stories to share. Rural seniors participated in a unique drumming workshop led by Melaleuca coordinators,

using rhythm to express shared experiences and strengthen bonds across diverse backgrounds. Children also embraced the spirit of Harmony Day, with themed Storytime and Nurserytime sessions at the library bringing stories of unity and inclusion to life. On International Women’s Day, the library was honoured to welcome local resident and engineer Rana Everett, who read *I Can Do Hard Things* and engaged in meaningful discussions about perseverance, mentorship, and empowerment. Her story inspired both parents and children, reinforcing the importance of strong role models.

Health and wellbeing remained a key focus throughout March, with the Dementia Australia information sessions offering valuable support to families navigating the challenges of dementia. These sessions created a safe space for open conversations, where community members shared personal experiences and expert advice. Guest speaker Ali Boyle, along with a mother-daughter duo living with dementia, provided insights that resonated deeply with attendees. Longtime community advocate Gerry Wood also contributed, sharing lived experiences that underscored the significance of support networks.

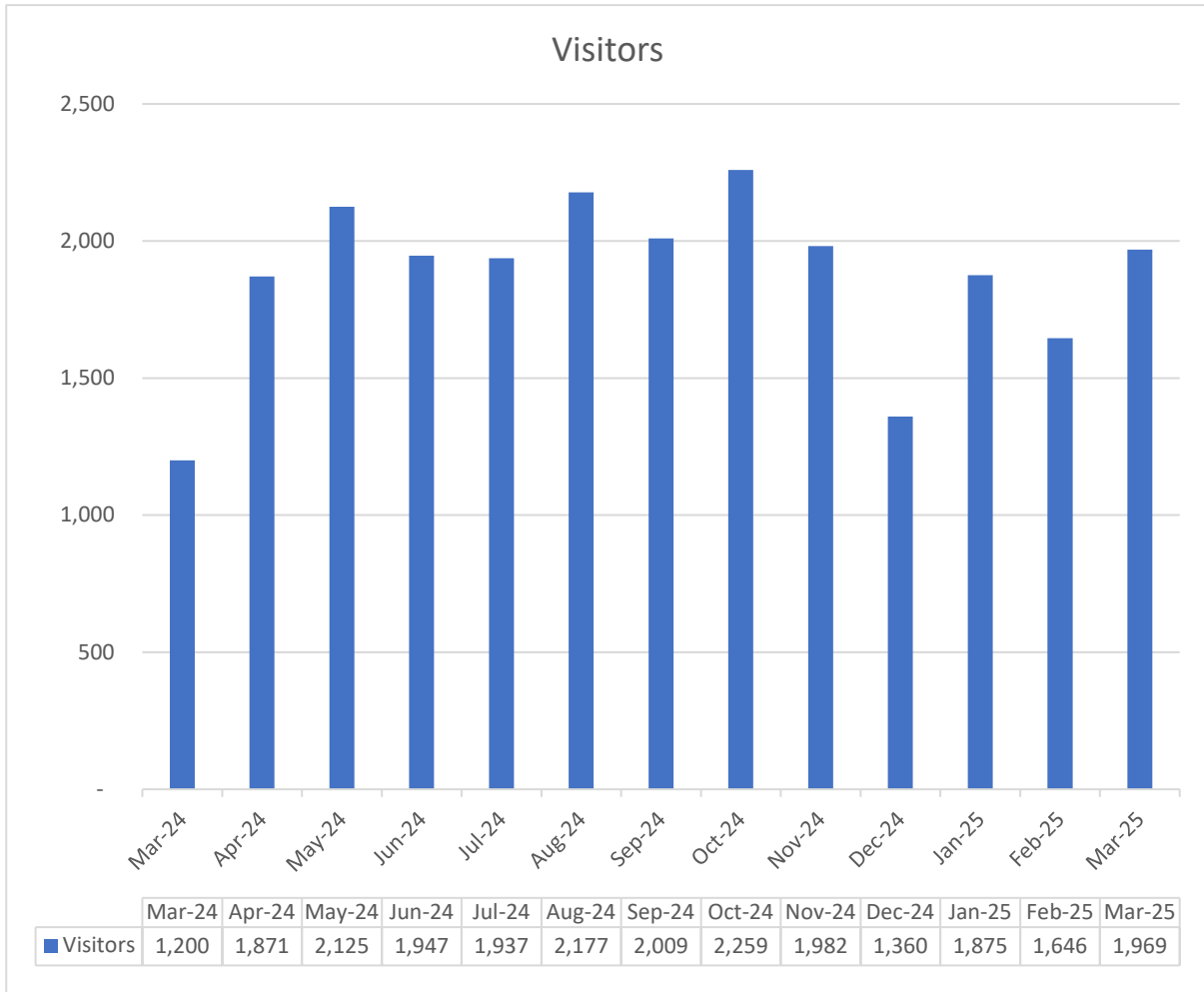
Throughout March, the Taminmin Community Library has proven once again to be more than just a place for books—it is a gathering space for learning, connection, and celebration. Whether through games, music, technology, or storytelling, the month’s events have strengthened the fabric of our community, bringing people together in ways that inspire and uplift. With more exciting initiatives for the community on the horizon, the spirit of engagement continues to thrive in Litchfield.

Taminmin Community Library

Visitors to the Library

The library had 1,969 visitors in March 2025 and was open for 193.5 hours. The previous month of February 2025 compared at 1,646 visitors and was open for 182 hours.

The following graph displays the data for the current month with a monthly comparison to the same time prior year.

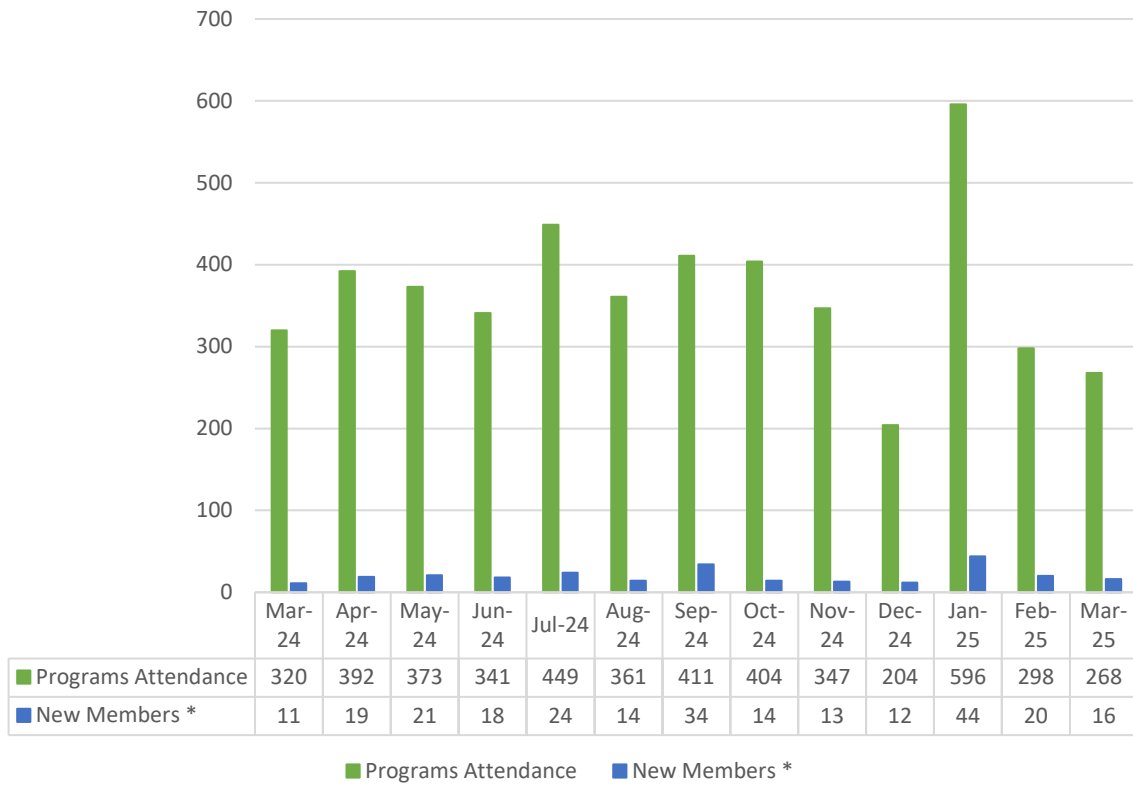


Library Programs and Memberships

A total of 16 activities were delivered in March 2025 with a total attendance of 268 participants. In the same month last year, the library had 320 attendees across 17 activities – a period which included an event in conjunction with Litchfield History Group and slightly higher attendance at Storytime.

The library team signed up 16 new library members during March 2025. This compared to 11 new members in March 2024.

Library Programs Attended and New Memberships



Library Projects

- Library Services Program Leader participated in NT Public Library Services Collections Meeting hosted by LANT
- Library Services Program Leader met with representatives from Alice Springs Library to provide advice on planning and delivery of intergenerational programs
- Development of activities for Youth Week 2025 (5-12 April)
- Review and acquisitions re Graphic Novel series updates and replacements

Grants Overview

The below grants have been successfully sourced to fund library programs in 2024-25. Grant applications, planning, delivery, administration, acquittals, and reporting are undertaken using library resources. Green highlight grants have been acquitted.

TAMINMIN COMMUNITY LIBRARY - GRANTS OVERVIEW 2024-25					
Amount	Name	Source	Activity/Purpose	Status	Comment/s
\$2,500	Science Week 2024	Inspired NT	Students vs Seniors : Barra Tales	Acquitted	Delivered successfully - acquittals submitted
\$1,500	Science Week 2024	Inspired NT	Species Survival: AVR Experience x2 Saturday events	Acquitted	Delivered successfully - acquittals submitted
\$2,000	Seniors Month 2024	Office of Senior Territorians	Library Buddies 2024 (Intergenerational Program – Seniors & Preschoolers)	Acquitted	Delivered successfully - acquittal due 31 October
\$1,000	Corp Community Grants 2024	Core Lithium	Students vs Seniors catering 2024-25	Partially Successful	Applied for \$2,000 Catering of 4 activities, up to \$1,000
\$500	Community Grant	Bendigo Bank Coolalinga	Students vs Seniors – transport for Seniors to Barra Tales Science Week 2024 event	Successful	Amount not successful from Science Week grant application - Completed
\$6,000	Vibe Holiday Grant 2024-25	Territory Families	TCL Holiday Programs 2024-25	Successful	Current for Sep-Oct, Jan, Jun-Jul holidays
\$1,200	NTG Youth Week 2025	Territory Families	Youth Week @ The Library	Partially Successful	Applied for \$2,000 Successful for \$1,200
*above not in total until successful					
\$14,700	TOTAL GRANT INCOME SOURCED BY LIBRARY FOR 2024-25				

2024-25 PROJECT-CURRENTLY UNDERTAKING

2024-25 PROJECT-CURRENTLY UNDERTAKING until July 25

2024-25 PROJECT-CURRENTLY UNDERTAKING

Library Service Disruptions

NIL major disruptions.

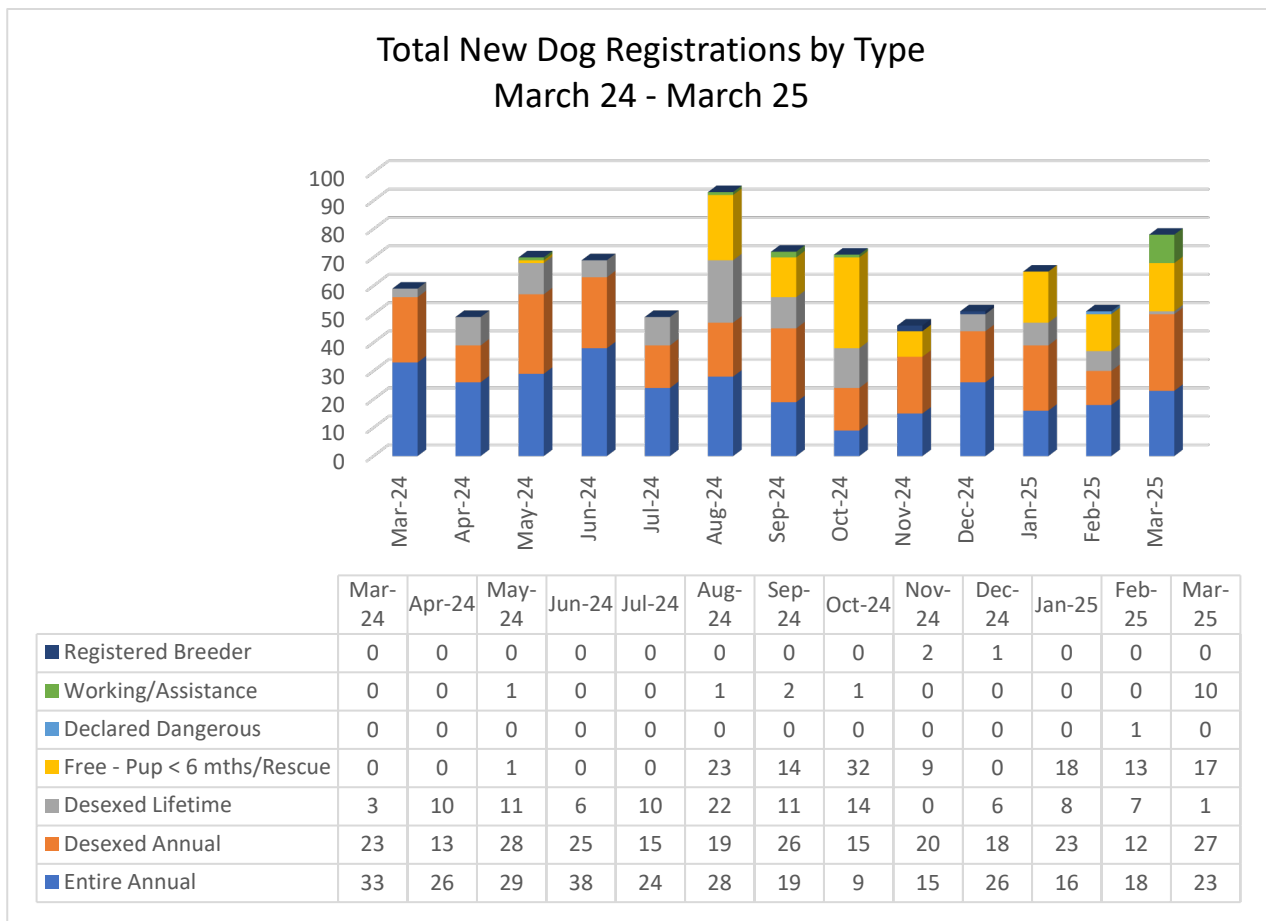
Student behaviour is improving under strategies implemented in previous month.

Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in March 2025 was 78, 27 more than for February (51), and 19 more than for the same time last year (59).

The following graph identifies the total number of new dog registrations and the registration types by month over the last 12 months.

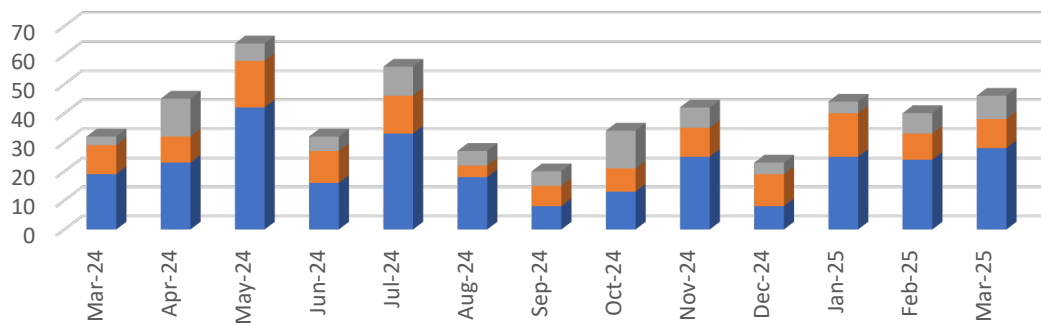


Dog At Large, Pick Ups and Lost Dogs

From July 2024, reports of lost dogs are also included in statistics as they are also dogs at large. There were 46 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (28, 10 and eight respectively) 7.2 above the average (38.8) over the preceding 12 months. March's total was six more than for February, and 14 more than for the same time last year.

The average over the past 12 months is 38.8 reports per month and would be significantly higher if it were not for the reach of social media and the involvement of vet clinics who routinely temporarily hold dogs and contact owners where possible before requesting Council's services for pick-ups, particularly after hours.

Dog At Large, Pick Up and Lost Dog Reports March 24 - March 25



	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
■ Lost	3	13	6	5	10	5	5	13	7	4	4	7	8
■ Pick Up	10	9	16	11	13	4	7	8	10	11	15	9	10
■ At Large	19	23	42	16	33	18	8	13	25	8	25	24	28

Impounded Dogs

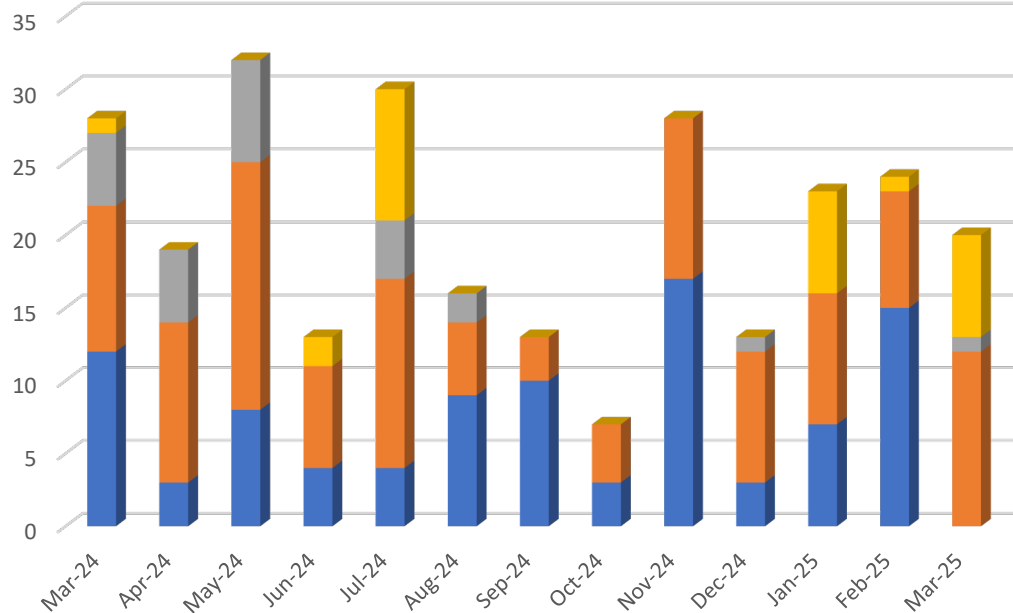
Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council’s By-laws. At the start of March there was one dog in the pound from the end of February and twenty dogs impounded during March, 12 dogs were reclaimed by their owner, one dog was rehomed, and seven dog remained in the pound at the end of March, five more impounds than in February, and eight less than in March 2024. There was one euthanasia this month.

87% of dogs impounded since March 2024 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

76% of dogs impounded since March 2024 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council’s encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through all vet clinics in the Litchfield area.

49.8% of dogs impounded over the last 12 months were male. Again, this emphasises the importance of desexing to reduce wandering tendencies.

Impounded Dogs and Outcome March 24 - March 25



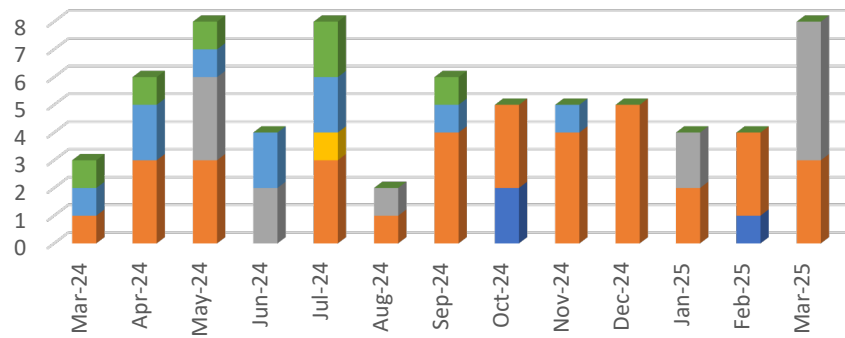
	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Other/In Pound	1	0	0	2	9	0	0	0	0	0	7	1	7
Euthanised	5	5	7	0	4	2	0	0	0	1	0	0	1
Reclaimed	10	11	17	7	13	5	3	4	11	9	9	8	12
Rehomed	12	3	8	4	4	9	10	3	17	3	7	15	0

Abandoned Vehicles

While most Regulatory Services’ activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were eight abandoned vehicles reported to Council in March 2025, four more than received for February. This is five more than for the same time last year and 2.8 more than the average of 5.2 per month over the last 12 months.

Since March last year, 51.5% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal. 14.7% of vehicles reported were impounded by Council were not retrieved by their owners, and were made available for sale via auction, typically for spare parts as they are rarely in working condition. A very small percentage 1.5% of impounded vehicles were retrieved by the owner. 8.8% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road where Council has no jurisdiction. 19.1% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.

Abandoned Vehicles and Outcome March 24 - March 25



	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
■ Non Council Land	1	1	1	0	2	0	1	0	0	0	0	0	0
■ Impounded	1	2	1	2	2	0	1	0	1	0	0	0	0
■ Released	0	0	0	0	1	0	0	0	0	0	0	0	0
■ Disposed	0	0	3	2	0	1	0	0	0	0	2	0	5
■ Departed	1	3	3	0	3	1	4	3	4	5	2	3	3
■ New CRM	0	0	0	0	0	0	0	2	0	0	0	1	0

Links with Strategic Plan

People - Our Community is at the Heart of All We Do

Legislative and Policy Implications

COR01 Media Policy
GOV16 Compliance and Enforcement
COM01 Youth

COR02 Community Engagement
COM03 Sport and Recreation

Risks

There are no risks identified in receiving and noting this report.

Community Engagement

Not applicable for the operational report. Any specific community engagement with the community will be listed in the report above.

COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Municipal Plan 2024-2025 Quarterly Performance Review – January to March 2025
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	15/05/2025
Attachments:	A: Municipal Plan 2024-2025 Quarterly Performance Review – KPI Progress Update

Executive Summary

The Municipal Plan 2024-2025 Quarterly Performance Report January to March 2025 is presented to Council to highlight the organisation’s progress towards implementing the Municipal Plan.

Recommendation

THAT Council receive the Municipal Plan 2024-2025 Quarterly Performance Report for the third quarter ending 31 March 2025.

Background

In accordance with good governance principles, this report presents the quarterly performance of the organisation against the Municipal Plan 2024-2025 for January to March 2025.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2024-2025. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter, and further presents progress against the ‘new initiative’ projects.

As the level of reporting matures, the details and commentary within this report will become clearer and more useful and demonstrate more succinctly how the organisation is achieving its outcomes.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

NT Local Government Act 2019

Risks

Nil identified.

Community Engagement

Not applicable.



Quarterly Performance Report: January to March 2025

Quarter 3 Performance Report 2024-2025

The Best Place to Live in the Top End

Chief Executive Officer Overview

I am pleased to present the Chief Executive Officer's overview of our performance for the third quarter of 2023-2024. Reflecting on this period, we acknowledge the significant progress we've made and the challenges we've managed, all of which have played a role in our continued success.

The third quarter has been marked by strong community engagement, infrastructure advancements, and service enhancements, aligning with Litchfield Council's strategic objectives. Our focus remains on enhancing livability, maintaining critical assets, and fostering community participation through targeted investments and operational efficiencies.

Litchfield Council successfully hosted Australia Day Celebrations, bringing together 350 attendees to reflect on history, celebrate achievements, and welcome 19 new Australian citizens.

The Taminmin Community Library continues to thrive, with record participation in school holiday programs and the expansion of Digital Literacy sessions to improve tech accessibility for seniors.

Intergenerational programs, including Seniors vs. Students and Harmony Week initiatives, have strengthened community connections, with cultural food sharing and themed activities reinforcing inclusivity. Additionally, Council has partnered with Dementia Australia to launch a monthly support program, ensuring critical resources for carers and families.

To encourage responsible pet ownership, Council introduced a pro-rata dog registration and desexing voucher initiative, making registration more accessible. A dog registration audit is also underway, ensuring compliance and accurate records.

Infrastructure improvements at the Council pound now include a misting system to reduce heat stress for impounded dogs, reinforcing animal welfare priorities. Additionally, new Ranger training programs have been

successfully completed, equipping staff with the necessary skills to manage high-risk animal control cases.

Significant progress has been made in road safety and infrastructure maintenance. Shoulder top-up works have been completed in preparation for the 2024/2025 Reseal Capital Works Program, and the Beaumont Road widening project has been finalized, enhancing transport safety.

Intersection lighting upgrades are underway, and drainage improvements using high-pressure jet trucks are helping reduce flood risks. Council has also issued a Request for Tender for the Detailed Design of Freds Pass Netball Courts & Pavilion, aligning with long-term community infrastructure planning.

Thorak Regional Cemetery continues to modernize its facilities, with the launch of Chronicle™ Cemetery Mapping, providing QR-based wayfinding for visitors. This initiative aligns with the Burial and Cremation Act 2022, ensuring compliance and improved public access.

Additionally, infrastructure works include a bitumen reseal project, bore system maintenance, and a new generator installation, ensuring continued service reliability for the community.

Council remains committed to improving recreational spaces across the region. Salto lock upgrades at Knuckey Lagoon, fire-risk mitigation at Howard Park, and stormwater repairs at Humpty Doo Village Green are underway. A joint NT Police and Department of Education operation has successfully reduced student loitering and antisocial behaviour at Humpty Doo Village Green, reinforcing community safety.

The Parks Maintenance Program has focused on pre-dry season irrigation maintenance, tree management, and sports field preparations across multiple reserves, ensuring safe and accessible recreational spaces for all users.

I continue to look forward to working with staff and Council members to progress the priorities agreed to by the Litchfield community in the 2024-25 Municipal Plan.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

People and Performance and Workplace Health and Safety

The People and Performance team has kicked off the new financial year with five recruitment campaigns, making for a busy first quarter.

This quarter has also seen Council staff acknowledge Harmony Day with a lunch. Harmony Week is the celebration that recognises our diverse backgrounds.



Governance and Risk

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in February 2025. The following key issues were discussed:

- Council's Internal Audit Plan;
- KPMG Audit Plan 2025;
- Risk Register Update.

On Wednesday 10 March, the CEO and nominated Council Officers hosted the Year 4 class from Sattler Christian College. The students have been learning about local government throughout Term 1. During their visit students:

- Met the CEO, Mayor and staff from various business areas;
- Watched a presentation about the role of Council;
- Designed skate park art;
- Watched a portion of a Council meeting;
- Toured the Council office; and
- Role played a Council meeting.



Corporate Services

With Budget Review 1 2025 completed, the team is now finalising the last changes for Budget Review 2 2025 and is also working on debt recovery as all rates instalment dates for 2025 have passed.

The work on the Council's Municipal Plan 2025-26 and the accompanying budget and long-term financial plan is in the final stages and ready for community consultation.

We are also preparing for the auditors from KPMG, who will make their first onsite visit in April, and staff are busy preparing work papers.

Taminmin Community Library

In the first quarter of 2024-25 the library continues to provide value for money in delivering a range of quality library services and programs to community.

5,490 people visited the library during Q3, providing a total of 84% of the annual visitation KPI.

Library programs launched the year with a huge range of free holiday activities for families such as sand art, midday movies, gemstone workshops with Top End Gem Club and LEGO projects (ziplines, floating boats submarines and more). Offerings were also made available for older kids, such as safe server gaming and painting with artist/youth leader Jimmy Bramble.

January 2025 holiday program overview
Activities: 21 Attendees: 567

Programs attendance over holidays has increased through additional passive programming of *Holiday Anytime Activities*. These activities can be undertaken at a time suitable to families throughout the holiday period and have proven very popular.



Storytime – 9 sessions with 120 attendees

Special themes and guests for:

- Library Lovers Day
- International Womens Day
- Harmony Day

Nurserytime – 9 sessions attended by 166 people

Litchfield Lego League weekly after-school sessions have maintained popularity: 99 attendees

Monthly programs such as *Digital Literacy*, *Seniors Morning Tea* and *Students vs Seniors* continue to experience strong attendance, demonstrating value to the rural community. Meaningful activities are incorporated such as Harmony Day Drumming with Melaleuca refugees, an author talk, speed dating with a book, alternative search engines to Google, Travelling Textiles workshop and oversized board games.



A new program has been introduced in partnership with Dementia Australia. The goal is to raise awareness of the disease, as well as creating a community support group for rural residents and families who are living with dementia.



During the third quarter of 2024-2025, a total of 1,162 people attended 56 library program activities in the

third quarter of the previous year, attendance was reported as 885 over 52 programs.

Loan of physical items continue to perform strongly:

Q3 Total Loans : 4,897 (139% of quarterly KPI)

Q3 Total Renewals : 1,383

All Taminmin Community Library KPIs for the Quarter 3 period have been met or exceeded, providing a great start for the year and strong progress towards annual outcomes.

Regulatory Services

At the end of the third quarter 2024-2025, there were 3,702 dogs registered in Litchfield compared to 4,215 Q2 2024-2025, the reduction in numbers is due to the removal from Council's database of deceased and departed dogs and recent audit of Working dogs and the ongoing audit of Lifetime registered dogs. 3,000 dogs or 81% of those registered are desexed.

There were 58 dogs impounded in the third quarter 2024-2025, 11 more than for Q2 2024-2025 (47), 72.4% of impounded dogs were not desexed. 30 (51.7%) dogs were reclaimed by their owners. Of the unclaimed impounded dogs 14 were transferred to the rehoming organisations RSPCA, PAWS, DACS and Save a Paw (one, eight, zero and five respectively).

Only one dog in the third quarter 2024-2025 was not considered suitable for rehoming due to unsuitable temperament, illness/injury or rescue organisations were at capacity and unable to receive them.

Regulatory Services attended to 218 Customer Action Requests in the third quarter 2024-2025, 46 more (186) than Q2 2024-2025. This represents 61.93% of the total received (352) for Council in Q3. Of these requests 132 (60.5%) related to dogs at large, contained dogs for pick up and lost dogs. There was one investigation conducted for dog attacks against people and 11 on other animals, two investigations of dogs menacing people and two investigations of dogs menacing other animals.

46 desexing vouchers were issued during the third quarter compared to 15 in Q2 2024-2025, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$100 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. Of the

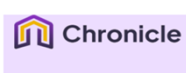
vouchers issued in Q1, Q2 and Q3, 63 (57.27%) were redeemed by the end of the third quarter.

16 reports of abandoned vehicles were received by Council for investigation and action in the third quarter 2024-2025. This is in comparison to 15 reports for Q2 2024-2025. Of the 16 reports, nine vehicles removed by their owners and seven were disposed of for scrap as they were in poor condition.

The team have already exceeded the KPI Target of 6+ Dog Awareness Programs delivered at local schools, with 20 sessions delivered over the first and second quarters, reaching approximately 405 students. These sessions educate children on how to be safe around dogs and include fun activities to embed the lessons learned during the session. These sessions are a great component of the Regulatory Services role and are well received by the students and teachers.

Thorak Cemetery

- Reseal of the 1000m² of Cemetery's internal roadway
- Ongoing maintenance of grounds throughout the wet season including top dressing, mowing, bore/irrigation maintenance and weed control
- Launch of Thorak Regional Cemetery - Chronicle Mapping - an important and intricate part of the cemetery's wayfinding and a requirement under the BURIAL AND CREMATION ACT 2022
- Installation of a new single sided beam in B section and six additional plots in the Muslim headstone section



MOBILE WORKFORCE

Over the past three months, the Mobile Workforce (MWF) has been operating at full capacity, deploying all available resources to manage the accelerated growth of roadside and verge vegetation brought on by this year's climatic conditions. Machinery and vehicle servicing, maintenance, and repairs have remained a top priority to minimise downtime and ensure the timely delivery of Council's slashing, mowing, and weed control programs throughout the wet season.

Roadside Slashing

The MWF has deployed 3–4 tractors full-time to meet slashing targets. Currently, the team is halfway through the second round of slashing across Litchfield Council roadsides. Time permitting, a third round will be undertaken in selected areas to manage late-season vegetation growth.

Total Slashing Hours this Quarter: 1,151 hours

Verge Mowing

Using 3–4 out-front mowers, the mowing team is also midway through their second scheduled round. Despite challenging hot and wet weather conditions, the team is on track to complete the program within the seasonal window. They have also begun revisiting areas that were initially inaccessible due to waterlogged ground conditions.

Total Mowing Hours this Quarter: 949 hours

Weed Spraying

The spraying team has been actively targeting invasive species such as Gamba Grass, Hyptis, Grader Grass, and Mission Grass along roadsides, verges, reserves, and drains.

- The newly appointed MWF Weeds Officer is enhancing operational standards and systematically compiling data to support improved future planning.
- Additional support was provided by The Gamba Army, assisting with weed control in designated reserve areas.
- Total Herbicide Mix Used this Quarter: 166,920 litres

Litter Collection

Over the reporting period, the MWF collected 40 bags of general roadside litter. However, there has been a noticeable increase in illegal dumping of large items such as tyres, furniture, and white goods along roadsides and in reserves. The removal and disposal of these items have placed a significant strain on Council resources, increasing both time and operational costs.

Waste Management:

Asbestos Contamination at Waste Transfer Stations:

EPA and Crown agreements are underway to contain the contaminated waste at Howard Springs Waste Transfer Station. Concept designs for the containment cell have been developed to support the agreement discussions.

Waste Voucher:

The waste voucher program has been fully implemented. Residents will start seeing the Waste Voucher and Letters in Early April.

Mulch Giveaway:

Since the 1st of March the mulched green waste has been given away for free to all Litchfield residents. We have observed a massive uptake from the community and have received positive feedback on this initiative.

During March ~1,665 cubic meters of mulch were collected by Residents.



Bowls Club – Challoner Circuit Safety Improvement:

The front gate has been recessed to prevent vehicles from protruding onto the roadway, improving safety and traffic flow along Challoner Circuit.

Girraween Road & Hillier Road Intersections – Safety Barriers:

Safety barriers were reinstated on two occasions following vehicle accidents. Remediation works during this period totalled \$17,480.00 (including GST).

Weaver Road – Emergency Works:

A sinkhole reported by CDC buses prompted immediate intervention. JLM Contracting temporarily stabilised the area with stabilised sand. Full rehabilitation will proceed once weather conditions permit.



Minor Civil Works:

Routine and priority maintenance activities continued throughout the quarter, including:

- *Drainage Maintenance:* Enhancing stormwater flow and reducing blockages during the wet season.
- *Driveway Reformation:* Improving safety and access to private properties.
- *General Repairs and Upgrades:* Addressing issues identified through inspections and community feedback.

Shoulder Top-Up – Various Roads:

Lavercombe Grader Services carried out shoulder restoration works in preparation for the 2024/2025 Reseal Various Roads Capital Works Program.

FREE MULCH
AVAILABLE 1ST MARCH 2025

"LITCHFIELD RESIDENTS ONLY!! WHILE STOCKS LAST!"

AVAILABLE AT HUMPTY DOO AND HOWARDS SPRINGS WASTE TRANSFER STATIONS

EXCLUDES COMMERCIAL CUSTOMERS

"DUE TO THE POTENTIAL INCREASE IN CUSTOMER NUMBERS, PLEASE BE PATIENT AS THERE MAY BE SOME DELAYS."

LITCHFIELD COUNCIL

INFRASTRUCTURE

The first quarter of 2025 saw steady progress across a number of infrastructure projects focused on improving the safety, accessibility, and resilience of Council-managed assets. From emergency repairs to proactive maintenance and new installations, Council remains committed to delivering high-quality services that meet community needs.

Completed Projects:

BBQ Shelter – Mira Square:

A new BBQ shelter has been installed, creating an inviting public space for community gatherings and events.

River and Low-Lying Crossing Monitoring:

During periods of significant rainfall this quarter, Infrastructure Officers monitored water levels at river and low-lying crossings.

- Flood warning signs were installed as needed at affected locations.
- Continuous assessments ensured a timely and informed response to changing conditions to maintain public safety.

Thorngate Road – Condition Monitoring:

The road is exhibiting serious pavement failures, including potholing, rutting, and surface stripping, posing safety risks for motorists and pedestrians. Council staff continue to monitor the situation and are evaluating long-term rehabilitation solutions.

Design and Tender Preparation:

Significant background work has been undertaken this quarter in the areas of project planning and documentation, including:

- The development of detailed designs and tender documentation for RFT25-490 – Netball Courts and Netball Pavilion at Fred’s Pass Recreation Reserve, and
- Preparation for lighting upgrades and other upcoming infrastructure projects. This groundwork ensures projects are ready for delivery in future quarters and aligned with strategic objectives.

Contract Number	Contract Name
RFT24-472	Period Contract: Sealed Pavement Maintenance
RFT24-474	Intersection Street Lighting Upgrades – Various Intersections
RFT24-482	Reseal Various Roads Program
RFT24-469	Challenor Circuit - Road Safety Upgrades

PLANNING

Planning Application Reviews:

Letters of comment were prepared and submitted for 10 planning applications during the quarter, ensuring Council’s position and technical considerations were clearly communicated.

Technical Working Group Participation:

Ongoing participation continued in several key technical working group meetings, including discussions on the *Subdivision and Development Guidelines*, the *Holtze Kowandi development*, and the *Coolalinga Sewerage Project*.

Planning Scheme Amendment Hearing:

Council representatives attended the Planning Scheme Amendment Hearing for the *Humpty Doo Rural Activity Centre Plan*, contributing to regional planning and policy development.

Team Update:

A new Business Support Officer (Planning) joined the team on 15 January 2025, strengthening administrative support and coordination within the Planning Unit.



Contracts Awarded:

2024/2025 KEY PERFORMANCE INDICATORS

PEOPLE

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year four complete	Yes	Yes	Yes	Yes	Recent Annual Community Survey results showed 64% of respondents rated Council Community Engagement performance at adequate or good.
	Social Media Management	Maintain interaction on Council’s Facebook page – page followers	4,500	Yes	Yes	N/A	N/A	The second quarter of 2024/2025 saw an additional 78 followers of Council’s Facebook page. Lifetime Followers as the end of December 2024 was 5,078.
Community Development	Council partnership and support grants	Number of partnerships supported	8	Yes	Yes	Yes	Yes	Target for second quarter has been met, on track to meet target for the rest of the year.
	Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established and signed	Yes	Yes	Yes	Yes	Quarterly funding is being paid on schedule to all reserve boards, following the signing of funding agreements for 24-25 FY.
	Annual Community Grants Program Initiatives	Number of community events and programs supports	>8	Yes	Yes	Yes	Yes	Annual grants program supported 15 organisations with their projects for the benefit of the community.
	Australia Day Event	Community participation	Maintain attendance levels	Yes	Yes	Yes	Yes	The 2025 event was a success with estimated attendance of 350 people.
	Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	The 2025 Art Exhibition was successful, and it has grown significantly with 90 submissions this year.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000	Yes	Yes	Yes	Yes	Recycling has raised \$25k YTD
Thorak Cemetery	Ongoing maintenance of grounds and open spaces, including mowing, planting, weeding and irrigation	Service level rating from annual community survey	>60%	Yes	Yes	Yes	Yes	Maintenance of grounds throughout the wet season including top dressing, mowing, bore/irrigation maintenance and weed control Installation of a new single sided beam in B section and six additional plots in the Muslim headstone section
Planning and Development	Submissions to the Northern Territory Government (Development Assessment Services)	Comments submitted on applications within required timeframe	>90%	Yes	Yes	N/A	N/A	10 Planning Applications received for the quarter and all comments submitted on time
	Approval of Plans and Permits	Plan reviews for building certification issued within 10 working days	>90%	Yes	Yes	N/A	N/A	19 Stormwater Plans issued within the required timeframe. Remaining 5 were "Stop the Clock" due to pending information from the applicant.
	Meeting Attendance	Attendance to meetings and working groups in relation to development, subdivision standards	>80%	Yes	Yes	N/A	N/A	Various Technical Working Group meetings attended as well as the fortnightly Development Assessment Forum
Infrastructure	Asset Management Plans	Asset management plans drafted as per schedule	>70%	Yes	Yes	N/A	N/A	Reserve Asset Management Plans are progressing.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Regulatory Services	Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%	Yes	Yes	N/A	N/A	The total number of registered dogs which are desexed in Q3 is 3,000 (3,702 registered dogs) which equates to 81.%.
		Number of registered dogs increased	>10%	Yes	Yes	N/A	N/A	There were 194 new dog registrations in Q3 2024-2025, 24 (14.11%) more than Q2 2024-2025 (170) bringing the number of new dog registrations for the 2024-2025 financial year to 580, 22 more (558) than for the same period in 2023-2024.
		Number of impounded dogs reclaimed by owner	>60%	No	Yes	N/A	N/A	Q3 2024-2025 saw 58 dogs impounded, eleven more than Q2 (47) 2024-2025. 29 or 50% of impounded dogs were reclaimed by their owners in Q3, compared to 24 (50%) in Q2 2024-2025.
	Responsible Dog Awareness and Education	Animal Management in Litchfield – flyer direct to residents	1 flyer	Yes	Yes	N/A	N/A	During the third quarter of the 2024-2025 financial year, no Animal Management flyers were distributed. This KPI has been met for the financial year in Q1.
		Dog Awareness Program delivered at schools	6+ visits	Yes	Yes	N/A	N/A	There were no sessions facilitated during the third Quarter of the 2024-2025 financial year. To date 12 school education sessions were conducted reaching 249 students, exceeding the 2024-2025 KPI. Emails have been sent out to all primary schools in the municipality on 27 February 2025 offering sessions for the 2025 calendar year.

		Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events	Yes	Yes	N/A	N/A	In March 2025 Rangers facilitated five Out of Hours (Saturday & Sundays) Registration, Microchipping and desexing Voucher campaign which coincided with the start of 2024-2025 Pro-Rata registration fees.
	Regulatory Services Investigations	Short-term investigations completed within 30 working days	>60%	Yes	Yes	N/A	N/A	During the third quarter 2024-2025 94% of short-term investigations were completed within the 30 working days.
		Long-term investigations completed within 60 working days	>60%	Yes	Yes	N/A	N/A	During the third quarter 2024-2025 100% of long-term investigations were completed within the 60 working days.
		Abandoned vehicle investigations completed within 60 working days	>90%	Yes	Yes	N/A	N/A	During the second quarter 2024-2025 100% of Abandoned Vehicle Investigations were completed within the 60 working days.
		Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	During the third quarter 2024-2025 95% of Customer Requests were actioned within the two working days.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Finance and Customer Service	Front counter customer experience	Customer rating (very good, good, poor, very poor)		Yes	Yes	N/A	N/A	Council continues to strive for excellent service and continues improvement in this area and will gauge community sentiment in this area through the following community survey in July 2025.
Taminmin Library	Visitors to the library	Weekly door count	>400	Yes	Yes	N/A	N/A	5,490 Visitors during Q3 (e.g. average of 422 visitors per week over 13 weeks).
	Promotion of services	Followers of the Library Facebook page	>1,150	Yes	Yes	N/A	N/A	1,513 followers at end of Q3
	Lifelong learning/engagement	New members joined the 'Funky Chickens' children's reading club each year	>60pa OR >15 QRTLY	Yes	Yes	N/A	N/A	By end of Q3 progressively there are 87 new Club members. Library team have exceeded annual KPI

PROGRESS

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Waste	Recycled materials	Volume of green waste processed for resale	>1,400 cubic metres	Yes	Yes	Yes	Yes	7,827 cubic meters has been processed at Humpty Doo with an estimated 8,000 cubic meters collected since and ready for processing. The giveaway of mulch has been successful in depleting overstock.
		Volume of concrete crushed for resale	>450 cubic metres	No	No	No	No	KPI is no longer relevant following Council resolution to cease accepting Construction Waste.
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Yes	Yes	N/A	N/A	4,518 tonnes transferred to Shoal Bay.
		Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes	Yes	Yes	N/A	N/A	64 tonnes Transferred to Shoal Bay.
		Quantity of cash for containers collected and recycled	>40 tonnes	No	No	N/A	N/A	20.4 tonnes collected.
		Quantity of electronics collected for TechCollect	>50 tonnes	No	No	N/A	N/A	30 tonnes collected.
		Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	N/A	N/A	10.7 tonnes of tyres, 59 tonnes of batteries and 19 tonnes of oil collected.
		Quantity of scrap metal collected and recycled	>1,000 tonnes	Yes	Yes	N/A	N/A	YTD 1,145 tonne has been collected. Scrap metal is scheduled to be collected again post Wet Season.

Thorak Cemetery	Increase awareness of cemetery profile and public awareness of Thorak services	Provide information and promotion through Services provided, advertisement and information pamphlets	Complete	Yes	Yes	Yes	Yes	Launch of Thorak Regional Cemetery - Chronicle Mapping - an important and intricate part of the cemetery's wayfinding and a requirement under the BURIAL AND CREMATION ACT 2022
Taminmin Library	Library Collection	Number of annual loans	>14,000pa or 3,500 QTRLY	Yes	Yes	N/A	N/A	4,897 loans of physical items in Q3 (performance of 139%) Annual KPI progress of 93.5%
	Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees OR 45 QTR >180 activities pa	Yes	Yes	N/A	N/A	1,162 attendees in Q3 56 Activities delivered in Q3 Demonstrates overall strong programs attendance
	Library events	Events delivered	>3 per year	Yes	Yes	N/A	N/A	2 of 3 Events Delivered: Students vs Seniors Science Week Barra Tales fishing excursion Q1 & Christmas Storytime Q2. Third event planned Q4 for National Simultaneous Storytime (May)

PROSPERITY

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Yes	Yes	N/A	N/A	Met with Minister for local Government, Bill Yan to discuss several grant applications. Met with Members for Nelson & Goyder re: Freds Pass Funding.
	Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	Met with Federal member for Lingiari to update them on \$10m PCIP grant funding project status.
	Tourism and Events Strategy	Actions implemented	25%	Yes	Yes	N/A	N/A	Mango Festival scheduled for 26 October 2025.
Finance and Customer Service	Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	N/A	N/A	Council currently generates over 60% own source revenue through Rates and Waste charges levied in July each year.

PLACES

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Thorak Cemetery	Operation maintenance regimes maintained including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing and registration	Completed as per schedules and Agreements in place	Complete (Registers updated)	Yes	Yes	N/A	N/A	Completed Reseal of the 1000m ² of Cemetery's internal roadway
Infrastructure	Road Maintenance Program	Gravel Roads - Minimum Length of Roads re-sheeted	>2km per year	Yes	Yes	Yes	Yes	Approximately 1.4 kilometres of re-sheeting has been successfully completed on Lawton Road and Walker Road.
		Lights within the municipality working	>70%	Yes	Yes	N/A	N/A	The most recent assessment shows that the municipality's street lighting system is operating at over 70% efficiency.
	Asset Management Plans	Adopted Asset Management Plans Reviewed and Improvement Plan actions completed/ updated	Complete	Yes	Yes	N/A	N/A	Reserve Asset Management plans are progressing.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Mobile Workforce	Roadside maintenance	Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	N/A	N/A	Progress is on target and currently halfway through second round of slashing and mowing.
	Weed Management	Weeds managed on Council roads and land as per the strategies in the Management Plan	Complete	Yes	Yes	N/A	N/A	Weed spraying is on target with round 1 complete and halfway through 2nd round of furniture and verge spraying. Target weeds in reserves are ongoing whenever accessible.

PERFORMANCE

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Elected Members training and development	Min 1 per quarter	1	No	No	Yes	Yes	No additional training undertaken
	Annual Survey	Overall satisfaction	>60%	Yes	Yes	N/A	N/A	Council's overall performance was rated by 76% of respondents as being very good, good or adequate.
	Grant application	Grants received by Council acquitted within agreed timeframes	95%	Yes	Yes	N/A	N/A	All required Acquittals complete.
	Media monitoring and management	Media response time	<48 hours	Yes	Yes	N/A	N/A	All media queries responded to.
	Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	All requirements met.
Waste	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%	Yes	Yes	Yes	Yes	2,121 tonnes (32%) has been diverted from Landfill YTD. The majority of this is owed to the Steel collection of 912 tonnes in July.
		Amount of total waste that is dry recyclables i.e. cardboard and plastic	>14%	Yes	Yes	Yes	Yes	1,483 of dry recycle was collected YTD.
Planning and Development	Approval of Plans and Permits	Works Permits issued within five days	>90%	Yes	Yes	N/A	N/A	98% were on time.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Infrastructure	Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	90%	Yes	Yes	N/A	N/A	All Stakeholders and affected residents have been consulted prior to works commencing.
	Capital Works Program	Programmed works completed on time	>75	N/A	N/A	Yes	Yes	Projects completed in Q2 were completed within budget.
	Road Maintenance Program	Respond to customer requests	90%	Yes	Yes	N/A	N/A	Customer requests for road maintenance were responded to within target timeframes.
	Road Maintenance Program	Gravel roads graded	Twice per year	Yes	Yes	Yes	Yes	Planning for Grading Round 2 is currently underway, with works anticipated to commence in early May 2025
	Streetlights	Reported faults added to maintenance schedule	<5 days	Yes	Yes	N/A	N/A	Actioned when identified or reported.
Mobile Workforce	Bushfire management	Council managed firebreaks maintained and Bushfire compliant	Complete	Yes	Yes	N/A	N/A	Some firebreaks slashed on round 2 and target all to be completed after round 2, before fire restrictions
	Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 hours urgent 14 days standard	Yes	Yes	N/A	N/A	CRM's and urgent signs replaced over last quarter and audit and complete sign program to be undertaken at end of slashing season

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Human Resources	Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter	Yes	Yes	Yes	Yes	Salary Packaging information session held in quarter 3.
	An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)	Yes	Yes	Yes	Yes	The staff turnover rate for quarter 3 is 3.76%.
		Staff satisfaction survey	>70%	No	No	N/A	N/A	A staff survey was conducted in February 2024 and showed a 65% overall satisfaction. The Executive Leadership team will continue to focus on areas of improvement. The next staff survey is expected to be completed in 2026.
	Number of workplace safety incidents	Number of notifiable incidents	0	No	No	N/A	N/A	There was no notifiable incident this quarter. There was one notifiable incident in quarter 1.
		Lost time injury rate	<3.5	Yes	Yes	Yes	Yes	The lost time injury rate for this quarter is 1.72 as a result of one workers compensation claim.
		Workers' compensation claims	<3	Yes	Yes	Yes	Yes	There is currently one compensation claim ongoing.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Information Services	Information and Communications Technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	No	No	Yes	Yes	Several minor projects have impacted this score over this QTR
	Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	Yes	Yes	All major software updated
	Information and Communications Technology Improvement Plan	Annual actions completed	100%	Yes	Yes	Yes	Yes	Council utilises Essential 8 guidance in this area.
	ICT Security Audit actions	Annual actions completed	100%	Yes	Yes	Yes	Yes	Council utilises Essential 8 guidance in this area.
	Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year	Yes	Yes	Yes	Yes	GIS imagery is current.
		Age of NTG downloaded date	<1 week	Yes	Yes	Yes	Yes	Downloaded data is current.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Governance	Policy Framework	Council policies reviewed before due date	>90%	No	Yes	Yes	Yes	Currently 5 overdue Council policies. Policies expected to be presented to Council before July 2025.
	Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year	Yes	Yes	Yes	Yes	RMAC meeting held in February 2025.
	Records management	Number of refresher courses conducted	>1	Yes	Yes	Yes	Yes	Two refresher course conducted this quarter.
Taminmin Library	Funding agreement	Development of new Library Agreement	100%	Yes	Yes	Yes	Yes	Library Agreement with Library & Archives NT signed in 2023 for 5 year period (2023-2028). All reporting is up to date
Finance and Customer Service	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Yes	Yes	Audit 2024 Complete
		Asset sustainability ratio	30%	Yes	Yes	N/A	N/A	Asset sustainability ratio above 30%
		Renewal Gap Not funded	<\$1 million	No	No	N/A	N/A	Council currently falls short of renewal demand
		Current ratio (Liquidity)	>1	Yes	Yes	Yes	Yes	Current ratio above 1
		Debt Service Ratio	>1	Yes	Yes	Yes	Yes	Council has no debt
	Investments	Compliance with policy and statutory requirements, reported monthly	>60%	Yes	Yes	Yes	Yes	Investments compliant
	Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Yes	Yes	Yes	Yes	Currently 13%



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report – March 2025
Author:	Jaimie O'Connor, Planning and Development Program Leader
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	16/04/2025
Attachments:	A: PA2024/0210 B: PA2025/0072 C: PA2025/0047 D: PA2019/0290 E: SPL2025/9002 F: SPL2025/9003

Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1 March 2025 to 31 March 2025. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	4
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	2
Water Licence Applications	0
Mining Applications	0
Works Permits	17

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

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report March 2025; and
2. note for information the responses provided to relevant agencies within Attachments A to F of this report.

Background

DEVELOPMENT APPLICATIONS

The *Planning Act 1999* requires that the local government be notified of all Development Applications within Council's municipality. Council assesses whether the application meets Council's requirements for roads, drainage, and waste collection and comments on the expected impact of the proposal on the amenity of Council's residents.

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

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	2
Planning applications supported, subject to specific issues being adequately addressed	2
Planning applications not supported/objected to for reasons related to Council issues	0
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

To find out more about upcoming planning applications, meetings of the development consent authority (DCA) and previous determinations on applications at a meeting visit:

Current Planning Notices: <https://www.ntlis.nt.gov.au/planning-notices-online/notices#/index>

DCA meeting agendas: <https://dipl.nt.gov.au/committees/dca/meetings-and-agendas>

DCA meeting minutes: <https://dipl.nt.gov.au/committees/dca/minutes>

Development Applications supported, subject to normal Council Conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2024/0210 Hun: 160 P: 02354 2815 Stuart Highway ACACIA HILLS, Hundred of Cavenagh</p> <p>Attachment A</p>	<p>Variation to condition 5 of DP24/0276 for the purpose of varying the orientation and location of the approved hangar and administration building.</p> <p>Council supports this variation as it poses no additional impacts or concerns for Litchfield Council.</p>
<p>PA2025/0072 Hun:695 P:05098 25 Kelman Road HUMPTY DOO, Hundred of Strangways</p> <p>Attachment B</p>	<p>Subdivision to create two lots</p> <p>Council supports the granting of this development permit for the following reasons:</p> <ul style="list-style-type: none">a) the proposal to subdivide the property is in accordance with the NT Planning Scheme and addresses the necessary criteria.b) The land suitability assessment shows the land to be highly suitable for the proposal;c) The provision of the existing drainage easements allows for adequate stormwater management with confirmation provided showing the direction of flow of stormwater.

Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
<p>PA2025/0047 Hun: 055 P: 05891 52 McGill Road GIRRAWEEEN, Hundred of Bagot</p> <p>Attachment C</p>	<p>Animal boarding (dog kennel)</p>	<p>A) It is recognised in the Northern Territory Planning Scheme 2020 (NTPS), development such as ‘animal boarding’ are impact assessable</p> <ul style="list-style-type: none"> i. The use is permissible where the scale, intensity and nature of the activity is compatible with the rural character and amenity of surrounding locality. ii. Should any neighbours concerns over the amenity impact be raised during exhibition the council may amend or withdraw it’s support. <p>B) Limited information to demonstrate compliance with Part 5 of the NTPS related to animal use and car parking. The provided site plans conflict and do not appear drawn to scale. Council has requested updated site plans.</p> <p>C) Support is also predicated on the condition that all canines boarded at the facility be registered.</p>
<p>PA2019/0290 Hun: 055 P: 01098 125 Lagoon Road KNUCKEY LAGOON, Hundred of Bagot</p> <p>Attachment D</p>	<p>Variation to condition 8 of DP19/0252 for the purpose of installation of freestanding solar panels.</p> <p>Council supports this application as the proposal to vary condition 8 of DP19/0252 for the purpose of installing large ground array solar systems will not impact the compliance of the farm and its operations.</p>	<p>Given the location of the farm, it is noted that the Land in proximity to Airport overlay should apply. Council’s concern given the size of the solar array, is that the reflection of said solar might affect flight approach paths and in turn affect the safe operation of an airport.</p>

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

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Non-Support/ Objection
PA2025/0050 – Details provided in separate report		

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

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
NIL		

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
NIL		

LIQUOR LICENCE APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
Hun: 160 P: 02922 185 Darwin River Road DARWIN RIVER, Hundred of Cavenagh Attachment F	Major Event Authority Liquor Licence application for Darwin River Tavern Rodeo (June)	Council supports this application however provided feedback on the application regarding elements that could improve the application. Also noting that Darwin River Road is under the jurisdiction of NT Government.
Hun: 695 P: 05467 20 Bees Creek Road FRED'S PASS, Hundred of Strangways Attachment G	Special Event Liquor Licence 11 to 13 April 2025	Council supports this special event liquor licence.

DEVELOPMENT PERMITS ISSUED

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
PA2024/0210 Hun: 160 P: 02354 2815 Stuart Highway ACACIA HILLS, Hundred of Cavenagh	DP24/0276A Variation to condition 5 of DP24/0276 for the purpose of varying the orientation and location of the approved hangar and administration building	
PA2025/0047 Hun: 055 P: 05891 52 McGill Road GIRRAWEEEN, Hundred of Bagot	DP2025/0047 Animal boarding kennel	

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

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

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
3

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
8

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
17

Lodged	Document Precis	Address	Works From	Works To
31/03/2025	Filming of a road safety commercial, on the road pavement at the intersection of Br	240 Brooking Circuit VIRGINIA NT 0834	4/04/2025	4/04/2025
28/03/2025	Reinstate the water main section that has been exposed under the rock basketand c	625 Girraween Road GIRRAWEEEN NT 0836	02/04/2025	02/04/2025
26/03/2025	Replace damage LV crossarm	126 Redgum Drive HUMPTY DOO NT 0836	22/04/2025	22/04/2025
24/03/2025	LV service replacements at various locations within Howard Springs	7 Bees Creek Road FREDS PASS NT 0822	01/04/2025	01/04/2025
24/03/2025	Survey works under gaps in traffic	5 Holly Road BEES CREEK NT 0822	01/04/2025	01/04/2025
20/03/2025	Installation of power pole butts and earthing	20 Connelly Road LAMBELLS LAGOON NT 0822	27/03/2025	27/03/2025
18/03/2025	Power pole base upgrade	90 Virginia Road VIRGINIA NT 0834	24/03/2025	24/03/2025
17/03/2025	Installation of pole base and earthing system	400 Strangways Road HUMPTY DOO NT 0836	24/03/2025	24/03/2025
17/03/2025	EMERGENCY CALL OUT - Broken main in front of access to property.	61 Kelman Road HUMPTY DOO NT 0836	14/03/2025	14/03/2025
14/03/2025	Conducting LV fault replacement to 20 Barker Road	20 Barker Road HOWARD SPRINGS NT 0835	31/03/2025	31/03/2025
13/03/2025	Installing new power pole and GBS	225 Strangways Road HUMPTY DOO NT 0836	13/04/2025	13/04/2025
12/03/2025	Replace faulty control panel within verge	5 Irwin Road VIRGINIA NT 0834	02/04/2025	02/04/2025
07/03/2025	Replace faulty control panel within verge	20 Connelly Road LAMBELLS LAGOON NT 0822	01/04/2025	01/04/2025
06/03/2025	Conduct GCR control panel at 16 Southport Road.	90 Southport Road SOUTHPORT NT 0822	01/04/2025	01/04/2025
04/03/2025	Conducting power supply to Lot 1606 from Doris Road	199 Doris Road BERRY SPRINGS NT 0838	19/03/2025	19/03/2025
03/03/2025	Contruction of driveway crossover	365 Whitewood Road HOWARD SPRINGS NT 0835	10/03/2025	15/03/2025
03/03/2025	Pavement Rehab, Drainage Maintenance and Culvert Repairs	150 Wallaby Holtze Road HOLTZE NT 0829	03/03/2025	03/03/2025

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.

21 March 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0210

**Hun: 160 P: 02354 2815 Stuart Highway ACACIA HILLS, Hundred of Cavenagh
Variation to condition 5 of DP24/0276 for the purpose of varying the orientation and location of the
approved hangar and administration building**

Thank you for the Development Application referred to this office on 06/03/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed variation to condition 5 of the development permit, to alter the orientation and location of the approved hangar and administration building poses no additional impacts or concerns for Litchfield Council.

Council can provide the following comments in relation to the application:

- a) Council supports all existing conditions of the development permit and in principle conditions 5 noting the endorsed drawings shall be amended as stipulated in the variation request.

Should the application be approved, the Council requests all existing condition(s) and notes of DP24/0276 in relation to Litchfield Council or where Litchfield Council is the service authority be included in the updated Development Permit issued by the consent authority.

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

Kind Regards,



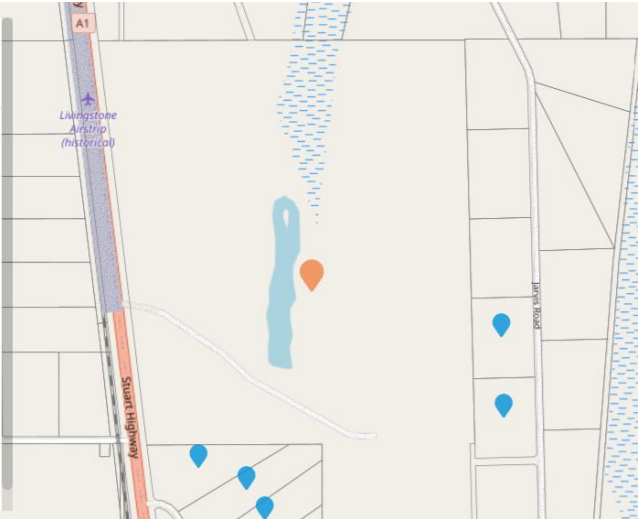
Jaimie O'Connor
Planning & Development Program Leader

2815 STUART HWY, ACACIA HILLS

Section 02354 Hundred of Cavenagh plan(s) S 86/295C

NT Planning Scheme Information

Land Area :	280.7 ha
Planning Scheme Zone :	R (Rural)
Overlays :	<ul style="list-style-type: none">• CNV - Clearing of Native Vegetation
Strategic Frameworks :	The following Strategic Frameworks may apply to your land Regional Plans <ul style="list-style-type: none">• Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none">• Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none">• (none found)
Interim Development Control Orders :	(none found)



28 March 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0072

**Hun: 695 P: 05098 25 Kelman Road HUMPTY DOO, Hundred of Strangways
Subdivision to create two lots**

Thank you for the Development Application referred to this office on 14/03/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal to subdivide the property is in accordance with the *NT Planning Scheme* and addresses the necessary criteria.
- b) Council can confirm the Land Suitability Assessment shows the land to be highly suitable for the proposal;
- c) The provision of existing drainage easements allows for adequate stormwater management with confirmation provided showing the direction of flow of stormwater to the drainage easement.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

- b) The kerb crossovers and driveways to the site approved by this permit are to meet the technical standards of Litchfield Council, to the satisfaction of the consent authority.
- c) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, **vehicular access**, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Yours faithfully



Jaimie O'Connor
Planning and Development Program Leader

25 KELMAN RD, HUMPTY DOO	
Section 05098 Hundred of Strangways plan(s) L2007/084	
NT Planning Scheme Information	
Land Area:	2 ha
Planning Scheme Zone:	RR (Rural Residential)
Overlays:	<ul style="list-style-type: none"> • CNV - Clearing of Native Vegetation
Strategic Frameworks:	The following Strategic Frameworks may apply to your land <ul style="list-style-type: none"> Regional Plans <ul style="list-style-type: none"> • Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none"> • Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none"> • (none found)
Interim Development Control Orders:	(none found)

14 March 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0047

**Hun: 055 P: 05891 52 McGill Road GIRRAWEEEN, Hundred of Bagot
Animal boarding (dog kennel)**

Thank you for the Development Application referred to this office on 14/02/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit and, per s49(6) of the *NT Planning Act 1999*, can provide the following comments in relation to the application:

- a) It is recognised that per the Part 4 Assessment Table for Zone RL of the *Northern Territory Planning Scheme 2020* (NTPS), development such as 'animal boarding' are ***impact assessable***.
 - i. Noting the Zone RL (Rural Living) outcomes in Part 4 of the NTPS, this use is only permissible where the scale, intensity and nature of the activity is compatible with the rural character and amenity of the surrounding locality.
 - ii. Should any neighbouring concerns over amenity impacts be raised during the exhibition period of the Development Application - such as noise from barking dogs, Council may amend or withdraw its lack of objection.

- b) There is limited information to demonstrate compliance with Part 5 of the NTPS, particularly clauses 5.7.2 Animal Related Use (Animal Boarding and Stables) (4), (5) and (6) as well as 5.2.4 Car Parking (4).

The provided site plans conflict and do not appear to be drawn to scale making it difficult to ascertain the adequate distances required for compliance. Council requests updated site plans addressing the following;

- i. Locations of existing and proposed buildings and their distance from lot boundaries.
 - ii. The distance from the kennel to the residential buildings.
 - iii. All proposed dog runs and perimeter fencing type and height
 - iv. A floor plan of the proposed kennel building detailing the layout and any partitioning, proposed noise attenuation measures such as insulation.
 - v. The site plan should show vehicle access points, car parking and landscaping where appropriate.
- c) Support is also predicated on the condition that **all** canines present within the facility for the purpose of boarding, must be appropriately registered at all times. This requirement, effective as of 5 July 2017, is regulated by Council through its *Dog Management By-Laws (By-Laws)*. Further information can be found at www.litchfield.nt.gov.au. Additionally, if there are any amendments to Council's By-Laws, this boarding kennel will be required to comply with any updated requirements.
- i. Council notes, the application states there will be no more than 6 animals present at any one time.

Council can provide the following comments in relation to the application:

- a) Council understands that the addition of a boarding kennel facility for the rural area will assist with management and care of domestic dogs whilst families take leave; and further support foster care of animals impounded by Council and sent to rehoming groups.
- b) It is also noted, however, that there is very little regulation in regard to animal boarding in the Northern Territory, which unfortunately has led to animal deaths whilst in the care of boarding facilities. Boarding kennels should adhere to the necessary guidelines to ensure the welfare, safety, and health of animals in their care. Adhering to best practices, such as those outlined in the Animal Welfare Act and national standards from the Australian Veterinary Association (AVA) and RSPCA, is crucial for providing proper housing, nutrition, exercise, and medical attention. These guidelines protect animals from harm, promote their physical and mental well-being, and help maintain the trust of pet owners. Compliance with these standards also ensures that kennels operate responsibly, avoiding potential welfare issues and legal liabilities.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and commencement of works, an Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of

Litchfield Council. The use must at all times be conducted in accordance with the plan.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader

52 MCGILL RD, GIRRAWEEEN
Section 05891 Hundred of Bagot plan(s) L2006/123B

NT Planning Scheme Information

Land Area : 5.56 ha

Planning Scheme Zone : RL (Rural Living)

Overlays :

- CNV - Clearing of Native Vegetation

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Litchfield Subregional Land Use Plan

Area Plans

- (none found)

Interim Development Control Orders : (none found)

21 March 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2019/0290

**Hun: 055 P: 01098 125 Lagoon Road KNUCKEY LAGOON, Hundred of Bagot
Variation to condition 8 of DP19/0252 for the purpose of installation of freestanding solar
panels**

Thank you for the Development Application referred to this office on 06/03/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) It is understood that the proposal to vary condition 8 of DP19/0252 for the purpose of installing a large ground array solar system, ancillary to the primary purpose of the development, will not impact the compliance of the farm and its operations to Clause 5.7.1 of the *Northern Territory Planning Scheme* (NTPS).
- b) It is further understood that the proposed solar system is NOT for the purpose of a *renewable energy facility* as defined in Schedule 2 of the NTPS.

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

- a) Given the location of the farm at 125 Lagoon Road, Knuckey Lagoon, it is noted that the *Land in Proximity to Airports Overlay* should apply as outlined in Part 3 of the NTPS. Council's concern, given the size of the freestanding solar array, is that the reflection of said solar may affect flight approach paths and in turn affect the safe operation of an airport as outlined in 3.5 (4) of the NTPS.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader

125 LAGOON RD, KNUCKEY LAGOON	
Portion 01098 plan(s) OP 001211	
NT Planning Scheme Information	
Land Area :	20.79 ha
Planning Scheme Zone :	R (Rural)
Overlays :	<ul style="list-style-type: none"> • CNV - Clearing of Native Vegetation • LPA - Land in Proximity to Airports
Strategic Frameworks :	<p>The following Strategic Frameworks may apply to your land</p> <p>Regional Plans</p> <ul style="list-style-type: none"> • Darwin Regional Land Use Plan <p>Sub Regional Plans</p> <ul style="list-style-type: none"> • Litchfield Subregional Land Use Plan <p>Area Plans</p> <ul style="list-style-type: none"> • (none found)
Interim Development Control Orders :	(none found)

17 March 2025

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

RE: Application for a Major Event Authority Liquor Licence

2025/9002

**Hun: 160 P: 02922 185 Darwin River Road DARWIN RIVER, Hundred of Cavenagh
Darwin River Tavern Rodeo
14th June 2025**

Thank you for the Major Event Authority Liquor License application referred to this office on 3/03/2025, regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

In this instance, a major event authority liquor licence for Darwin River Tavern Rodeo is supported by Litchfield Council.

Council can provide the following comments in relation to the application;

- a) The site plan does not indicate any additional car parking for the event. If the applicant is able to provide further information in relation to the car parking available to ensure adequate parking and no encroachment to neighbouring properties.
- b) Darwin River Road is under the care, control and maintenance of the NT Government and as such, this application should be forwarded to the Department of Logistics and Infrastructure for any requirements relating to traffic management and required reduction in speed for special events.
- c) Additionally any advertising requirements within any roads operated by NT Government require a permit to do so. Please note, Council does not permit signage within Council Road reserves as per Interim Development Control Order No.33.
- d) Council supports the requirement under the *Liquor Regulations 2019* particularly in regard to section 68, Safety for major event. Noting that the application whilst

mentioning security personnel to be engaged, it does not outline the number specifically of security personnel to be engaged. As per the regulation, minimum of 16 security personnel are required for an event of 1500 patrons.

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

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

Yours faithfully



Jaimie O'Connor
Planning and Development Program Leader



17 March 2025

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

RE: Application for a Special Event Authority Liquor Licence

2025/9003

**Hun: 695 P: 05467 20 Bees Creek Road FRED'S PASS, Hundred of
Strangways Special Event Liquor Licence - 11 April to 13 April 2025**

Thank you for the Special Event Authority Liquor License application referred to this office on 11/03/2025, regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

In this instance, a special event authority liquor licence for the Howard Springs Polocrosse Carnival 2025 is supported by Litchfield Council.

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

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

Yours faithfully

Jaimie O'Connor
Planning and Development Program Leader



COUNCIL REPORT

Agenda Item Number:	13.03.02
Report Title:	Planning Application - PA2025/0050 - Letter of Comment
Author:	Jaimie O'Connor, Planning and Development Program Leader
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	15/04/2025
Attachments:	A: PA2025/0050 Letter of Comment

Executive Summary

This report presents to the Elected Members, the submitted Letter of Comment in relation to planning application PA2025/0050, Lot 00024 Hundred of Strangways (230 McMinns Drive, McMinns Lagoon) for the purpose of Veterinary Practice, noting that Council objected to the proposal under Section 49(3) of the NT *Planning Act*.

Recommendation

THAT Council endorse the Letter of Comment at attachment A, posing an objection under Section 49(3) of the NT *Planning Act* for the purpose of Veterinary Clinic in relation to the property, Lot 00024 Hundred of Strangways.

Background

Council received notification of the planning application PA2025/0050 through normal communication from Development Assessment Services (DAS) in February 2025. Due to the nature of the application, a four-week exhibition period was granted.

The NT *Planning Scheme* (NTPS), Part 1 – Guidance, states that *Impact Assessable* – is use and development that requires the exercise of discretion by the consent authority to determine if it is appropriate given the location of the **site** and the potential impacts on surrounding uses, and if it accords with the Strategic Framework.

Part 4 of the NTPS, 4.7 Zone RL – Rural Living, Veterinary Clinic is Impact Assessable.

There are no specific development requirements for a Veterinary Clinic, and no applicable overlays. Only the General Development Requirements apply such as car parking, height control and landscaping. Whilst the application itself provided information to support the requirements, there is very little else to evaluate the application on. The NTPS Schedule 2 Definitions states that **veterinary clinic** means premises used for the medical treatment of animals, whether or not the animals are boarded there as part of the treatment, and may include where *ancillary* an office;

Given the limited guidance available, Council staff researched the provision of veterinary clinics in other jurisdictions and also a request for further information was sent to DAS in relation to a number of things, including but not limited to the operation hours of the clinic, the expected number of

clientele, the type of animals (large/ small), operational environmental plans etc. The information was not received within the exhibition period and as such a request for an extension of time was requested and granted.

Whilst awaiting further information, it came to light through the Regulatory Services team, that this proposed veterinary clinic was to service the animal rehoming group PAWS Darwin. Over a short period of time, it was established that the PAWS Darwin site in Winnellie was ceasing and they were relocating to a proposed location in McMinns Lagoon as well as eventually having a shop-front at Coolalinga.

DAS advised that a total of 16 objections had been received in relation to the Planning Application.

Noting the additional information provided, and not being entirely satisfied with the answers to our initial queries and subsequent enquiries, Council staff feel that this development would pose a substantial impact to the amenity of the area in particular to the neighbouring properties and the road network.

The Letter of Comment, Attachment A, Council has outlined the concern with the impact on amenity particularly noting that this veterinary clinic is associated with a rehoming group.

Ultimately, given a veterinary clinic permits the boarding of animals, where there is no additional requirements required of the development, unlike NTPS 5.7.2 Animal Related Use (animal boarding and stables), Council is concerned that this could lead to an uncontrolled number of animals on-site, posing risks related to fencing, noise, odour, and waste management.

Further to this, it is clear that the surrounding neighbours and community do not support this development. The Regulatory Services team have received numerous calls from concerned residents as well as complaints of roaming dogs from the property listed in the application. In this instance, given the status of the planning application, those that are making complaints have been referred to the DAS Compliance team as well as NTEPA.

Should the Elected Members **not** endorse the objection stated in the letter of comment, submitted to DAS on the 20 March 2025, a retraction should be provided to the consent authority as well as an updated letter of comment.

This application is being referred to the Development Consent Authority hearing (yet to be scheduled) where the members of the DCA will request all parties that have provided a submission, as well as the applicant to provide additional information where necessary. They will then determine if they will consent to the application or not.

Links with Strategic Plan

People - Our Community is at the Heart of All We Do

Legislative and Policy Implications

INF08 Subdivision and Development
Litchfield Council (Dog Management) By-Laws
Planning Act 1999
Local Government Act 2019

Risks

Should the application be approved, Council staff have concerns about increased noise and unpleasant odours from animal waste, which may disturb neighbouring properties. The anticipated rise in dog-related complaints associated with this property would place additional strain on Council's regulatory services.

Endorsing the objection submitted by the Council presents no risk, as it aligns with established policies and regulatory frameworks, ensuring compliance with relevant legislation.

Community Engagement

NIL

20 March 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0050

**Hun: 695 LTO: 80022 P: 00024 230 McMinns Drive MCMINNS LAGOON, Hundred of
Strangways
Veterinary clinic**

Thank you for the Development Application referred to this office on 24/02/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council wishes to lodge the following submission under Section 49(3) of the NT *Planning Act*, in which Council objects to the granting of a Development Permit for the following reasons:

- a) The proposed development of a veterinary clinic associated with an animal rehoming group (PAWS Darwin) is not appropriate for this particular site located in an RL – Rural Living zone.
While veterinary services are essential, Council has significant concerns about the appropriateness of this specific development, which is believed to be incompatible with the rural lifestyle, character and amenity of the area.
- b) Within the Litchfield Regional Land Use Plan, Statements of Policy, the rural area should maintain rural amenity and lifestyle choice. This area is designed to provide peaceful, low-density lifestyle allowing for open space and tranquillity. Residents in this area choose this setting to enjoy a rural lifestyle free from the noise, traffic, and environmental impacts associated with more intensive commercial uses. The introduction of a veterinary clinic, particularly one associated with a rehoming group, is incompatible with the character and amenity of the locality. The increased noise from barking dogs, meowing cats, and other animals, as well as potential odour issues from animal waste, would disrupt the serene atmosphere that is central to the rural living experience. These disturbances are inconsistent with the expectations of local residents and could significantly affect their quality of life.

- c) The proposed development will lead to increased traffic from staff, volunteers, adopters, and the general public visiting the clinic. The current driveway location raises safety concerns, potentially causing congestion and creating hazardous conditions on McMinns Drive. Given the likely increase in traffic, a Traffic Impact Statement is essential to fully assess these issues, with particular attention to safety and vehicle crossover requirements.
- d) Additionally, the proposed size of the veterinary clinic differs throughout the provided documentation and requested information, such that Council is not confident with the calculated car spaces required for the development under 5.2.4 of the *NT Planning Scheme 2020*.
- e) The proposed clinic and rehoming group may generate significant amounts of animal and medical waste, which must be managed appropriately to prevent contamination and ensure sanitation. The Rural Living zone may lack the necessary infrastructure to handle this waste, leading to potential environmental and biosecurity risks. Increased animal turnover raises the risk of disease transmission, both among animals and humans, particularly without robust waste management and biosecurity protocols in place.
Given the larger volume of animals associated with a rehoming group, effective waste disposal, waste treatment facilities, and ongoing sanitation measures are critical. However, the site's rural nature makes it less suited to accommodate the intensive infrastructure required for such operations.
- f) The amenity of the surrounding locality is integral to maintaining the rural lifestyle that residents value. The proposed development would introduce noise, traffic, and waste issues that would detract from the area's overall amenity. Community members have chosen to live in this Rural Living zone for its peaceful environment. The introduction of a veterinary clinic associated with a rehoming group, which could essentially operate as a commercial-scale animal care facility, is inconsistent with this lifestyle and would likely lead to ongoing conflicts between the operation and nearby residents.

Council can provide the following additional comments in relation to the application:

A veterinary clinic can include animals boarded as part of treatment. The application is for a veterinary clinic and not a boarding kennel, however Council has concerns that the newly built shed adjoining the veterinary clinic will be utilised for boarding animals and as such should address the requirements of 5.7.2 Animal Related Use (Animal Boarding and Stables) of the *NT Planning Scheme*. This would provide controls and requirements in regard to fencing and setbacks as well as noise, odour and waste.

The application has been lodged by the property owner, however through communications and provision of information it has become apparent that the owner plans to vacate the property to make way for the supposed veterinary clinic. This was not information initially included in the application and so the question is, who will have overall responsibility of the development and the veterinary clinic going forward. Should the veterinary clinic expand as the additional information eludes to, who will be responsible for this process.

Furthermore, there are already five other veterinary practices within 12 kilometres of the proposed site, which calls into question the necessity of this clinic in this location. The proximity of existing veterinary services suggests that the community's needs are already being adequately met, and the introduction of another clinic would lead to unnecessary competition and over-servicing, without clear community benefit.

The proposed development is inconsistent with the character and amenity of the Rural Living zone, and the land appears ill-suited to support the type and scale of operations associated with both a veterinary clinic and a rehoming group. Increased traffic, noise, waste, and biosecurity concerns, coupled with the presence of uncertified buildings and the proximity of existing veterinary practices, make this development unsuitable for the area.

Council respectfully urges the Development Consent Authority to consider these issues and reject this development application in favour of preserving the rural lifestyle choices and environment that the Rural Living zone seeks to project.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
 - i. Council requires driveway crossovers to be a commercial width in alignment with NT Subdivision and Development Guidelines
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- c) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.
- d) A Traffic Impact Statement, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Statement report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site addressing the suitability of the location and size of the crossover.

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

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 33.

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader

230 MCMINNS DR, MCMINNS LAGOON
 Lot 00024 Hundred of Strangways plan(s) LTO80/022B

NT Planning Scheme Information

Land Area : 2 ha

Planning Scheme Zone : RL (Rural Living)

Overlays :

- CNV - Clearing of Native Vegetation

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

- Regional Plans
 - Darwin Regional Land Use Plan
 - Litchfield Subregional Land Use Plan
- Area Plans
 - (none found)

Interim Development (none found)

Control Orders :

- 1
- 2





COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 April 2025

14 Other Business

15 Confidential Items

15.01.01 Confirmation of Confidential Minutes

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.01.02 Advocacy and New initiates Committee Meeting Minutes

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.01.03 Draft Litchfield Council By-Laws

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.01.04 Freds Pass Reserve \$10million Grant – Project Update

This item is considered ‘confidential’ pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.01.05 Award Contract - RFT24-484 Minor Civil Works Panel Contract

This item is considered ‘confidential’ pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.01.06 LGANT Membership of TOPROC

This item is considered ‘confidential’ pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

16 Close of Meeting