



AGENDA

45th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 17 June 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

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 June 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 20 May 2025, 11 pages; and
- Confidential Council Meeting held Tuesday 20 May 2025, 4 pages.
- Special Council Meeting held Monday 26 May 2025, 2 pages.
- Special Council Meeting held Tuesday 3 June 2025, 2 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 20 May 2025 at 6:00pm

Present	Doug Barden	Mayor (Chair)
	Mark Sidey	Deputy Mayor, Councillor South Ward
	Emma Sharp	Councillor South Ward (<i>electronically</i>)
	Rachael Wright	Councillor North Ward
	Kevin Harlan	Councillor Central Ward
	Kris Civitarese	Councillor Central Ward (<i>electronically</i>)
	Mathew Salter	Councillor North Ward
Staff	Stephen Hoyne	Chief Executive Officer
	Maxie Smith	Director Corporate and Community
	Rodney Jessup	Director Infrastructure and Operations
	Jill Enriquez	Community Participation Officer
	Rebecca Taylor	Policy and Governance Program Leader

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 6:04pm

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

Moved: Cr Wright
Seconded: Deputy Mayor Sidey

THAT Council approve Cr Civitarese and Cr Sharp to attend the meeting electronically.

ORD2025 11-345 CARRIED (6-0)

Mayor Barden noted that Cr Harlan would be joining the meeting late.

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

Nil

4.2 Staff

Nil

5. PUBLIC QUESTIONS

Nil

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Council Minutes

Moved: Cr Wright
Seconded: Cr Salter

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

- Ordinary Council Meeting held Tuesday 15 April 2025, 9 pages, and
- Ordinary Confidential Meeting held 15 April 2025, 3 pages.

ORD2025 11-346 CARRIED (6-0)

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Sidey
Seconded: Cr Wright

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

ORD2025 11-347 CARRIED (6-0)

7. PETITIONS

Nil

8. DEPUTATIONS AND PRESENTATIONS

Nil

9. ACCEPTING OR DECLINING LATE ITEMS

Moved: Deputy Mayor Sidey
Seconded: Cr Salter

THAT the following late reports be accepted and included under Officer's Reports in the Confidential Section of the meeting for consideration;

- 15.01.04 Award Contract - RFT245-497 -Fred's Pass Reserve – Electrical and Lighting Upgrades Package 1 – AFL (Norbuilt Oval)
- 15.01.05 Draft Submission – Planning Scheme Amendment Lloyd Creek Area Plan PA2024.0093
- 15.01.06 Chief Executive Officer Employment Contract

ORD2025 11-348 CARRIED (6-0)

Cr Harlan and Rodney Jessup joined the meeting at 6:12pm.

10. NOTICES OF MOTION

10.01 Motion Without Notice

Moved: Deputy Mayor Sidey
Seconded: Cr Salter

Acceptance of motion without notice from Cr Sidey regarding the eligibility of the Mayor to hold office.

ORD2025 11-349 CARRIED (7-0)

Motion – Eligibility of the Mayor to Hold Office

Moved: Cr Salter
Seconded: Cr Harlan

Notice of Motion 10.01 - Eligibility of the Mayor to Hold Office moved into confidential and removed from open meeting.

ORD2025 11-350 CARRIED (7-0)

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Wright

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 15 April 2025 to 19 May 2025.

ORD2025 11-351 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 – April 2025

Moved: Cr Wright
Seconded: Cr Sharp

THAT Council note the Litchfield Council Finance Report for 30 April 2025 and approve the Chief Executive Officer signature to be applied to the report.

ORD2025 11-352 CARRIED (7-0)

13.01.02 People, Performance and Governance Report – April 2025

Moved: Cr Harlan

Seconded: Cr Salter

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

ORD2025 11-353 CARRIED (7-0)

13.01.03 Budget Review Two – 2024/2025

Moved: Cr Harlan

Seconded: Deputy Mayor Sidey

THAT Council:

1. receive and note the report entitled Budget Review 2 – 2024/2025;
2. adopt Budget Review 2 – 2024/2025, pursuant to Section 203 of the Local Government Act 2019, amending Total Operational Income to \$23,058,060 Total Operational Expenditure to \$20,277,812 and Total Capital Expenditure to \$26,276,943; and
3. adopt the Financial Reserve movement of \$8,727,469 for 2024/2025 consisting of:
 - a. Waste Management Reserve reduction of \$3,023,075;
 - b. Unexpended Capital Works 2024 reduction of \$5,777,735;
 - c. Asset Reserve increase of \$688,196; and
 - d. Thorak Regional Cemetery reduction of \$614,855.

ORD2025 11-354 CARRIED (7-0)

13.01.04 Draft COM01 Youth Policy

Moved: Cr Harlan

Seconded: Deputy Mayor Sidey

THAT Council lay the following motion on the table;

adopt the draft COM01 Youth Policy, as at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

ORD2025 11-355 CARRIED (6-1)

13.02 Executive and Community Services

13.02.01 Community Services and Development Monthly Report – April 2025

Moved: Cr Harlan
Seconded: Cr Wright

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

ORD2025 11-356 CARRIED (7-0)

13.02.02 Sponsorship Request: Flametree Yoga Coolalinga – Subsidised Memberships for Men and Veterans

Moved: Deputy Mayor Sidey
Seconded: Cr Harlan

THAT Council:

1. authorise the provision of one-time funding, with the amount of up to \$2000, to contribute towards covering a portion of the cost of yoga classes for men and veterans who reside in Litchfield Municipality.
2. endorse the utilisation of funds from the Sponsorship budget within the current 2024/25 financial year for this purpose.
3. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and Flametree Yoga Coolalinga, ensuring the inclusion of the Litchfield Council logo on promotional items and social media content.

ORD2025 11-357 LOST (3-4)

A Division was called by Cr Harlan
Those voting in the affirmation Cr Harlan, Cr Sidey, Cr Civitarese and
Those voting in the negative Mayor Barden, Cr Wright, Cr Sharp, Cr Salter
LOST (3-4)

Cr Salter disclosed a conflict of interest in Item 13.02.03 Sponsorship Request: Taminmin College Musical Production and left the room at 7:06pm.

13.02.03 Sponsorship Request: Taminmin College Musical Production

Moved: Deputy Mayor Sidey
Seconded: Cr Wright

THAT Council:

1. authorise the provision of one-time funding, with the amount of \$1,510, to contribute towards production costs of the musical production.
2. endorse the utilisation of funds from the Sponsorship budget within the current 2024/25 financial year for this purpose.

3. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and Taminmin College, ensuring the inclusion of the Litchfield Council logo on promotional items and social media content.

ORD2025 11-358 CARRIED (6-0)

Cr Salter returned to the meeting at 7:12pm

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – April 2025

Moved: Cr Harlan
Seconded: Deputy Mayor Sidey

THAT Council:

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

ORD2025 11-359 CARRIED (7-0)

Jill Enriquez left the meeting at 7:13pm and did not return.

13.03.02 Application to Permanently Close Road – Northern Section of Kundook Place

Moved: Cr Wright
Seconded: Cr Sharp

THAT Council:

1. accept the application to close part of Kundook Place made by Good Shepherd Lutheran College;
2. approve all necessary actions be undertaken as per the road closure procedures including advertising the proposed closure in accordance with the Local Government Act 2019;
3. approve the application of the Common Seal on all Land Title documents associated with the transfer of land to Crown Land estate for consolidation purposes; and
4. approve Gazettal of the following restrictions required for the shortened section of Kundook Place;

Vehicle Lenth 8.8m	Vehicle Mass <10T
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ORD2025 11-360 CARRIED (7-0)

14. OTHER BUSINESS

Cr Harlan asked about drainage on Gallacher Road following questions received from residents. Rodney Jessup, Director Infrastructure and Operations took the question on notice.

Cr Harlan had a resident raise concerns around Swamp Road, which is similar situation to Private Road and No Name Road, and advised that the resident would be submitting something in writing so the elected members and executive team could progress the request.

Cr Harlan asked about cat traps and if they were available. Maxie Smith, Director Corporate and Community confirmed that they were.

Cr Harlan requested information in relation to the spoon drain on Kentish Road. Rodney Jessup, Director Infrastructure and Operations took the question on notice.

15. CONFIDENTIAL ITEMS

Moved: Cr Harlan
Seconded: Cr Wright

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 Award Contract – RFT24-481 Humpty Doo Waste Transfer Station

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 Stage 2 Tranche Place Naming Proposal for Greater Holtze

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.

15.01.04 Award Contract - RFT245-497 -Fred's Pass Reserve – Electrical and Lighting Upgrades Package 1 – AFL (Norbuilt Oval)

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.

15.01.05 Draft Submission – Planning Scheme Amendment Lloyd Creek Area Plan PA2024.0093

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)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interests of the council or some other person.

15.01.06 Chief Executive Officer Employment 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(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.

10.01 Eligibility of the Mayor to Hold Office

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)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interests of the council or some other person.

ORD2025 11-361 CARRIED (7-0)

The meeting moved to Confidential Session at 7:23pm.

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.

ORD2025 11-362 CARRIED (7-0)

The meeting moved to Open Session of the meeting at 9:09pm.

Items moved from Confidential:

15.01.01 Stage 2, Tranche 1 Place Naming Proposal for Greater Holtze

Moved: Cr Wright
Seconded: Cr Harlan

THAT Council:

1. Support the proposed place names as listed below and detailed in Attachment A;

Territory Reserve Parcel

1	Beyer Peacock	4	Rollingstock	7	Fettlers
2	Sulzer	5	Tank Wagon	8	Leyland
3	Sentinel	6	Short Tom	9	Gauge

Structuring Roads

1	Trevor Horman*	6	Blackfoot	11	Kwong Sue Duk*
2	Sandfly	7	Claystone	12	Lum Loy*
3	Glyde Point	8	Dolostone	13	Mihail Halkitis*
4	Partridge	9	Vidar	14	Typhonium
5	Brushtail	10	Yatala	15	Mertens

* Denotes commemorative name

The use of commemorative names will be subject to the support of relatives.

Extension of Existing Roads

Where existing roads are extended the intent will be to use an existing road name on the extended section of that road.

2. Provide a letter of support to Place Names NT and Department of Lands Planning and Environment, endorsing the proposed names; and
3. Make public this resolution.

ORD2025 11-363 CARRIED (7-0)

16. CLOSE OF MEETING

The Chair closed the meeting at 9:09pm.

17. NEXT MEETING

Tuesday 17 June 2025

18. MINUTES TO BE CONFIRMED

Tuesday 17 June 2025

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

UNCONFIRMED

6.02 - Business Arising from the Minutes

In Progress
Completed

Ongoing
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River</p> <p>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</p> <p>Crown have confirmed in principle support for the proposal. Documentation is being finalised for the formal approval to be obtained.</p>
ORD2023 11-093	<p>Cost to maintain the eight owned Council Recreation Reserves</p> <p>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</p> <p>Update presented in report in December. Draft Report for first reserve presented.</p> <p>Noting</p> <p>Refer ORD2023 11-241</p>

Freds Pass Reserve Expansion					
ORD2023 11-142	THAT Council:				Part 1a,1b Ongoing Crown discussions postponed for development of proposed use plan for the new area.
	1.	adopt the Freds Pass Reserve land expansion concept to include:			
	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;			Part 2 Ongoing DIPL have progressed conceptual design for the shared path link adjacent the highway.
	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	15/08/2023	DIO	
	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.			Part 3 Ongoing Development permit issued. Road closing is in final stages awaiting Gazzettal.

ORD2023 11-241	Cost to maintain the eight owned Council Recreation Reserves				In Progress Asset Management plans are progressing well. Draft Reserves Asset Management Plan expected July 2025.
	THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.	12/12/2023	DIO		

ORD 2024 11-183	Disposal of Contaminated Concrete Waste Stockpiles from Council’s Waste Transfer Stations				In Progress In principle support has been provided from EPA and Crown for the proposed processing of the contaminated material. Final agreements are in progress.
	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.	20/08/2024	DIO		

ORD 2024 11-185	Once Off Waste Clean-up Amnesty			20/08/2024	DIO	Completed Voucher system has been rolled out.	
ORD 2024 11-210	Safer Local Roads Infrastructure Program – Project Selection THAT Council: 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 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.				17/09/2024	DIO	In Progress Notification of being unsuccessful for Brougham Road, Whitewood Road and Thorngate Road has been received. Lodgement of Tranche 2 projects completed on 30 th January 2025. Keleson Bees Creek Road Lambells Lagoon Road Perentie Road Tranche 3 Closes 30 May 2025 or resubmissions.
ORD 2024 11-230	Freds Pass Reserve – Lakeview Hall Roof Repair			15/10/2024	DIO	Completed Project added to Capital works program for 2025/23 FY	
ORD 2024 11-262	GOV14 Filling Local Vacancies on Council 2024			10/12/2024	CEO	Completed	

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.

Private Roads – No Name Road

THAT Council:

ORD 2024
11-265

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

In Progress

Works has commenced on drafting the relevant survey documentation and legal documents. Next step is consultation with residents.

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

13.01.04**Draft COM01 Youth Policy**

THAT Council:

ORD2025
11-355

1. adopt the draft COM01 Youth Policy, as at Attachment A
 2. authorise the Chief Executive Officer to make minor amendments.
- 20/05/2025 DCC **In Progress**



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 June 2025

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 11.01
 Report Title: Mayor's Monthly Report
 Author & Recommending Officer: Doug Barden, Mayor
 Meeting Date: 17/06/2025
 Attachments: Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 20 May 2025 to 16 June 2025.

Summary

DATE	EVENT / MEETING
20 May 2025	Community Forum
20 May 2025	Ordinary Council Meeting
21 May 2025	Litchfield DCA Meeting
22 & 23 May 2025	2025 Darwin Fusion
24 & 25 May 2025	Freds Pass Show
26 May 2025	Special Council Meeting
28 May 2025	Investiture and Awards Ceremony for St John Ambulance Australia (NT) Inc
29 May 2025	Risk Management and Audit Committee
3 June 2025	Strategic Discussion and Briefing Session
6 June 2025	TOPROC Meeting
10 June 2025	FPR – Project Steering Committee
16 June 2025	Citizenship Ceremony
16 June 2025	LGANT Discussion

Recommendation

THAT Council receive and note the mayor's monthly report for the period of 20 May to 16 June 2025.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 June 2025

12 Reports from Council Appointed Representatives

Meeting

Representative

Nil.

13 Officers Reports

13.01 Corporate and Community

13.01.01 Litchfield Council Finance – May 2025

13.01.02 People, Performance and Governance Report – May 2025

13.01.03 Risk Management Audit Committee Open Minutes – 29 May 2025

13.01.04 By-Laws and Municipal Plan Consultation Report

13.01.05 Draft COM01 Youth Policy

13.01.06 Draft FIN15 Purchasing Cards – Elected Members and Chief Executive Officer

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – May 2025

13.02.02 Declaration of Rates and Charges 2025/2026

13.02.03 Proposed Fees and Charges 2025/2026

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – May 2025



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – May 2025
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	17/06/2025
Attachments:	A: Litchfield Council Finance Report – May 2025

Executive Summary

This report presents the Litchfield Council Finance Report for 31 May 2025. Budget review two 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 two 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 May 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**

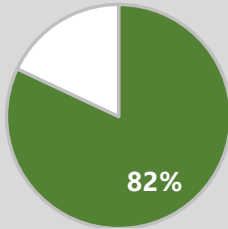


Finance Report

May 2025

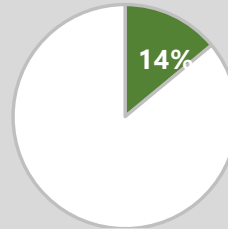
May 2025

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$8.15m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.65m Outstanding
Municipal Plan Target – < 18%
(Less than 3.30Mn)



Current Cash Investments

\$ 25.41m

8 of 31

Budgeted Capital Programs
2024/25

\$15.4m

Budgeted Financial
Reserves Budget Review 02

\$ 23.90m

OPERATIONAL REVENUE

\$23.06m Budget– 103.64% Target
Achieved

\$ 24.36m

OPERATIONAL EXPENSES

\$30.22m Budget– 80.61% Spent

\$ 0.46m

OPERATING SURPLUS

Budget (\$ 7.17m)

\$1.84m

CAPITAL REVENUE

\$ 9.51m Budget– 8.41% Achieved

\$ 8.15m

CAPITAL EXPENSES

\$ 16.24m Budget– 46.61% Spent

\$ 6.31m

CAPITAL DEFICIET

Budget (\$ 6.73m)

RATIOS

82%

Asset Sustainability
Target 30% and more



Achieved

14%

Rates Outstanding
Target less than 18%



Achieved

74%

Own Source Revenue Ratio
Target 60% and more



Achieved

7.4

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 2 \$
OPERATING INCOME				
Rates	15,241,495.53	15,453,410.00	211,914.47	15,453,410.00
Charges	169,963.20	160,416.67	(9,546.53)	175,000.00
Fees and Charges	2,024,697.81	1,889,909.08	(134,788.73)	2,061,719.00
Operating Grants and Subsidies	4,625,276.82	3,638,774.33	(986,502.49)	3,969,572.00
Interest / Investment Income	1,589,195.81	1,153,495.75	(435,700.06)	1,258,359.00
Other Income	253,906.93	128,333.33	(125,573.60)	140,000.00
TOTAL OPERATING INCOME	23,904,536.10	22,424,339.17	(1,480,196.93)	23,058,060.00
OPERATING EXPENDITURE				
Employee Expenses	6,456,589.26	6,453,376.42	(3,212.84)	7,040,047.00
Materials and Contracts	7,913,980.49	11,212,509.92	3,298,529.43	12,231,829.00
Elected Member Allowances	244,799.00	316,066.67	71,267.67	344,800.00
Elected Member Expenses	49,923.23	52,347.17	2,423.94	57,106.00
Council Committee & LA Allowances	4,315.00	9,166.67	4,851.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	4,929.44	-	(4,929.44)	-
Accumulated Depreciation	9,117,166.67	9,117,166.67	-	9,946,000.00
Interest Expenses	-	-	-	-
Other Expenses	565,455.98	544,527.50	(20,928.48)	594,030.00
TOTAL OPERATING EXPENDITURE	24,357,159.07	27,705,161.00	3,348,001.93	30,223,812.00
OPERATING SURPLUS / DEFICIT	(452,622.97)	(5,280,821.83)	(4,828,198.87)	(7,165,752.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Budget Review 2 \$
BUDGETED OPERATING SURPLUS / DEFICIT	(452,622.97)	(5,280,821.83)	(4,828,198.87)	(7,165,752.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	9,122,096.11	9,117,166.67	(4,929.44)	9,946,000.00
TOTAL NON-CASH ITEMS	9,122,096.11	9,117,166.67	(4,929.44)	9,946,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(8,150,404.57)	(24,063,637.58)	(15,913,233.01)	(26,251,241.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(2,548,560.67)	(2,548,560.67)	(2,780,248.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(8,150,404.57)	(26,612,198.25)	(18,461,793.68)	(29,031,489.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	1,506,302.41	1,191,666.67	(314,635.74)	1,300,000.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	271,145.80	-	(271,145.80)	-
Road Seal Levy	62,166.00	247,433.08	185,267.08	269,927.00
Transfers from Reserves	-	23,287,904.75	23,287,904.75	25,404,987.00
TOTAL ADDITIONAL INFLOWS	1,839,614.21	24,727,004.50	22,887,390.29	26,974,914.00
NET OPERATING POSITION	2,358,682.78		(407,531.70)	

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

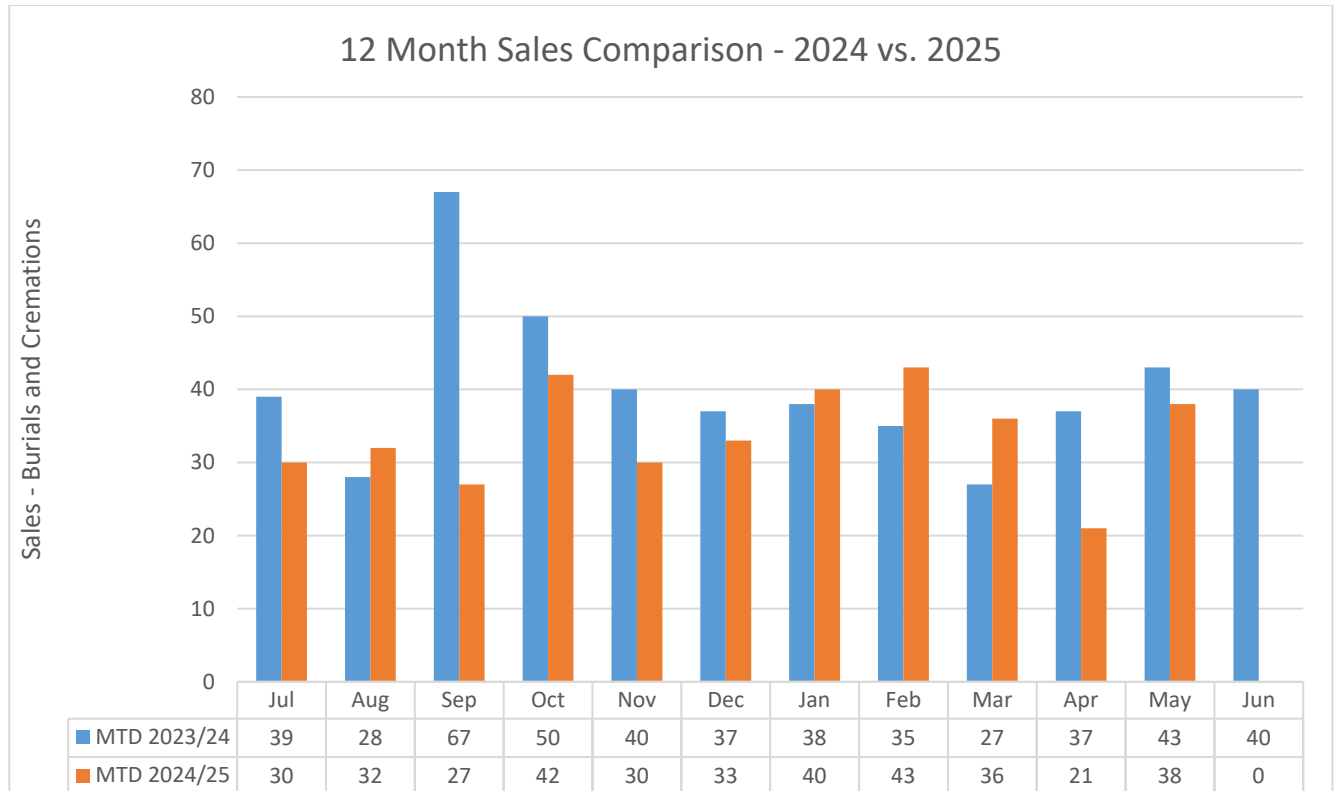
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2024.

	2024/25 YTD Actuals	2024/25 Budget Review 2	% of Budget
REVENUE	\$	\$	
Council Leadership	15,761.50	-	0.00%
Corporate	166,835.84	-	0.00%
Information Services	-	-	0.00%
Finance & Customer Service	14,127,647.59	14,058,257.00	100.49%
Infrastructure & Assets	3,675,179.72	3,174,078.00	115.79%
Waste Management	3,682,098.17	3,614,677.00	101.87%
Community	53,419.31	171,155.00	31.21%
Community - Library	308,014.34	323,422.00	95.24%
Mobile Workforce	-	-	0.00%
Regulatory Services	173,347.57	175,000.00	99.06%
Thorak Cemetery	1,702,232.06	1,541,471.00	110.43%
TOTAL REVENUE	23,904,536.10	23,058,060.00	103.67%
EXPENSES			
Council Leadership	856,424.54	1,214,512.00	70.52%
Corporate	643,194.68	781,933.00	82.26%
Information Services	584,807.08	700,100.00	83.53%
Finance & Customer Service	1,602,459.12	1,764,231.00	90.83%
Infrastructure & Assets	3,132,878.43	3,840,180.00	81.58%
Waste Management	3,437,304.48	6,237,752.00	55.10%
Community	1,784,392.15	1,951,409.00	91.44%
Community - Library	450,034.25	585,193.00	76.90%
Mobile Workforce	1,132,051.31	1,333,157.00	84.92%
Regulatory Services	545,599.25	638,505.00	85.45%
Thorak Cemetery	1,070,847.11	1,230,840.00	87.00%
TOTAL EXPENSES	15,239,992.40	20,277,812.00	75.16%
OPERATING RESULT	8,664,543.70	2,780,248.00	311.65%

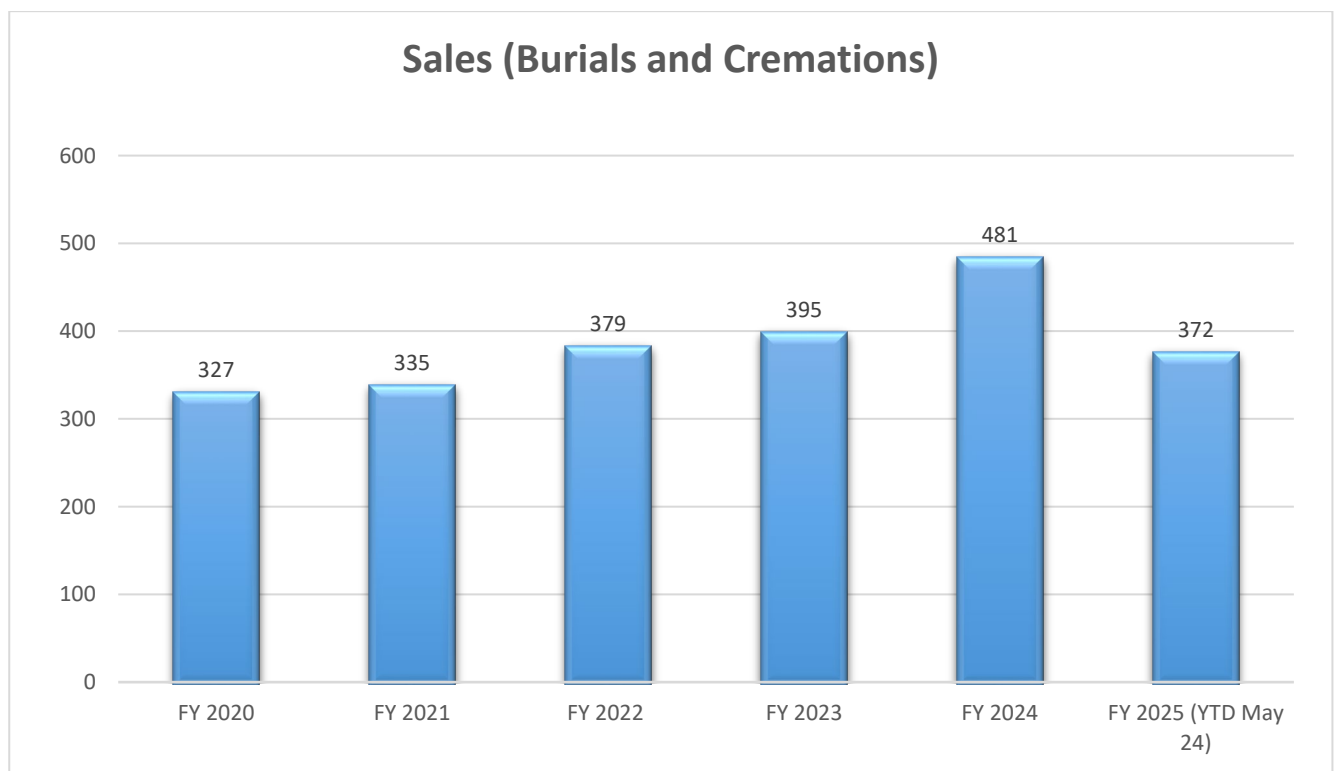
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 372 Interments and cremations, a decrease of 69 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 381.5.



CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget\$	YTD Variance \$	Budget Review 2 \$
Land and Buildings	37,453.67	902,597.67	865,144.00	984,652.00
Infrastructure (including roads, footpaths, park furniture)	7,826,811.35	22,523,956.58	14,697,145.23	24,571,589.00
Plant and Machinery		-	-	
Fleet	286,139.55	857,083.33	570,943.78	935,000.00
Other Assets (including furniture and office equipment)	-	-	-	100,000.00
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	8,150,404.57	24,283,637.58	16,133,233.01	26,591,241.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	271,145.80	4,407,382.83	4,136,237.03	4,808,054.00
Capital Grants	1,506,302.41	13,547,142.58	12,040,840.17	14,778,701.00
Transfers from Cash Reserves	-	6,173,345.75	6,173,345.75	6,734,559.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
Special Road Seal Levy	62,166.00	247,433.08	185,267.08	269,927.00
TOTAL CAPITAL EXPENDITURE	1,839,614.21	24,375,304.25	22,535,690.04	26,591,241.00
FUNDING				

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.

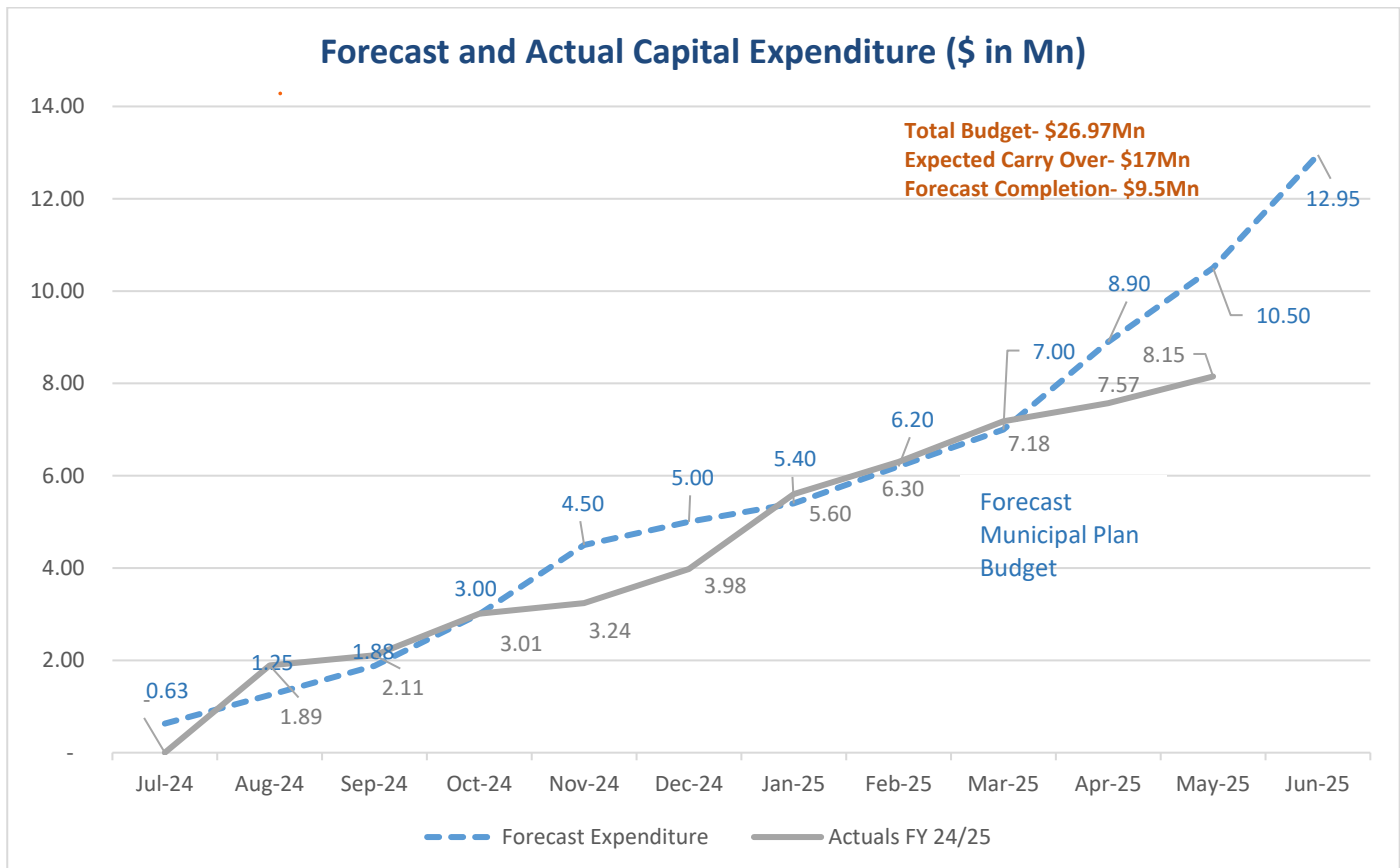


Table 2.2 Monthly Report on Planned Major Capital Works

2024/25 CAPITAL PROJECTS												
	Asset Type	Municipal Plan Program	FY 2024/25 Year to Date Actuals	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
				\$	(inc. BR2)	\$						
1	Roads	Road Seal Renewal	2,356,018.89	2,356,018.89	3,757,471.00	1,401,452.11	62.70%	Sep-25	Yes	Yes	Project Delivery	Tender awarded and works to commence in July
2	Roads	Pavement Renewal - Whitewood Road	103,006.95	103,006.95	1,601,659.93	1,500,652.98	6.43%	Sep-25	Yes	Yes	Project Delivery	Tender awarded at June Special OCM. Works to commence late June
3	Roads	Pavement Renewal - Heavy Patches - Thorngate, Girraween, Elizabeth Valley Road	146,080.84	146,080.84	674,000.00	527,919.16	21.67%	Sep-25	Yes	Yes	Project Delivery	Works complete on Girraween and Elizabeth Valley Road. Works to be scoped for Thorngate Road
4	Roads	Gravel Surface Renewal	268,565.00	268,565.00	322,000.00	53,435.00	83.41%	Jun-25			Complete	Complete
5	Roads	Unsealed to Sealed Road Upgrade - Meade Road	970,413.97	970,413.97	1,075,000.00	104,586.03	90.27%	Jun-25			Complete	Complete
6	Roads	Road Safety Upgrades - (Shoulder Widening)	285,861.91	285,861.91	514,000.00	228,138.09	55.62%	Sep-25	Yes	Yes	Project Delivery	Works complete on Beaumont Road and works commencing on Meade Road
7	Roads	Road Safety Upgrades - Intersections - Pioneer Anglessey	-	-	465,129.42	465,129.42	0.00%	Sep-25	Yes	Yes	Project Delivery	Design complete and works being prepared for release.
8	Roads	Road Safety Upgrades - (Challoner Circuit)	79,754.03	79,754.03	760,000.00	680,245.97	10.49%	Sep-25	Yes	Yes	Project Delivery	Works progressing after delay to relocated communications services.

9	Roads	Road Safety Upgrades - (lighting)	358,867.81	358,867.81	838,893.50	480,025.69	42.78%	Sep-25	Yes	Yes	Project Delivery	Lights energized at Rogers, awaiting energizing at McMinn's and Hicks. Westall installation progressing.
10	Roads	Road Safety Upgrades - (lighting)	164,946.27	164,946.27	123,010.00	- 41,936.27	134.09%	Sep-25	Yes	Yes	Project Delivery	Base stations to be installed in June
11	Drainage	Drainage Renewal - Tobin, Parkin, Riverside, Horne	135,173.91	135,173.91	400,000.00	264,826.09	33.79%	Sep-25	Yes	Yes	Project Delivery	Works on Horne Road to commence in June. All other works completed
12	Drainage	Drainage Upgrade - Flood Mitigation	239,409.68	239,409.68	247,472.00	8,062.32	96.74%	Sep-25			Complete	Complete
13	Buildings	Council Administration Building - Replace AC unit and Chambers Kitchen	63,974.00	63,974.00	130,000.00	66,026.00	49.21%	Sep-25	Yes	Yes	Project Delivery	AC works complete. Kitchen contract awarded.
14	Buildings	LRCI Council Administration Building - WIFI CCTV	37,453.67	37,453.67	65,000.00	27,546.33	57.62%	Jun-25			Complete	Complete
15	Thorak	Thorak Asset Renewal	299,838.61	299,838.61	547,709.46	247,870.85	54.74%	Sep-25	Yes	Yes	Project Delivery	Workshop is progressing with the slab being poured and the materials delivered
16	Waste	Waste Asset Renewal - Compactor Replacement			714,298.00	714,298.00	0.00%	Sep-25	Yes	Yes	Project Delivery	Tender award at May OCM. Budget to be adjusted in new FY.
17	Reserves	Freds Pass Reserve Asset Renewal - Soccer Septic and Water Tank	56,802.91	56,802.91	334,652.00	277,849.09	16.97%	Sep-25	Yes	Yes	Project Delivery	Water tank installation is in progress. Soccer effluent system is out to tender.

18	Reserves	Howard Park Reserve Asset Renewal - BMX Softfall	9,820.00	9,820.00	80,000.00	70,180.00	12.28%	Sep-25	Yes	Yes	Project Delivery	Update provided in Community Report
19	Reserves	Berry Springs Reserve Asset Renewal	88,747.00	88,747.00	95,000.00	6,253.00	93.42%	Jun-25			Complete	Complete
20	Reserves	Gregg Park Reserve Asset Renewal - Irrigation	13,715.00	13,715.00	20,000.00	6,285.00	68.58%	Sep-25	Yes	Yes	Project Closure	Works Completed and processing invoices.
21	Fleet	Fleet AMP	321,260.79	321,260.79	535,000.00	213,739.21	60.05%	Sep-25		Yes	Project Delivery	Awaiting delivery of Tractor.
22	Reserves	Mira Square - BBQ sheler	60,103.50	60,103.50	60,000.00	- 103.50	100.17%	Sep-25			Complete	Complete
23	Roads	Blackspot-Girraween Road (Rogers to Mango Road)	19,800.00	19,800.00	300,000.00	280,200.00	6.60%	Jun-26	Yes	Yes	Project Delivery	Design complete and progressing to delivery
24	Reserves	Humpty Doo Village Green	42,551.23	42,551.23	45,000.00	2,448.77	94.56%	Sep-25			Complete	Complete
25	Reserves	Knuckey Lagoon Recreation Reserve - LRCl Playground			50,000.00	50,000.00	0.00%	Sep-25	Yes	Yes	Project Delivery	Update provided in Community Report
26	Roads	Gravel Road Sealing- Guys Creek Road	1,246,936.17	1,246,936.17	1,246,936.17	-	100.00%	Sep-25			Complete	Complete
27	Shared Path	Shared Path Upgrade - Whitewood Road - Hillier to Hicks			949,009.50	949,009.50	0.00%	Sep-25	Yes	Yes	Project Delivery	Tender awarded at June Special OCM. Works to commence late June
28	Planning	Consultation - Forward Design	471,740.25	471,740.25	300,000.00	- 171,740.25	157.25%	Jun-25	Yes	Yes	Project Delivery	Design works completed for several major road projects and designs are now shovel ready

29	Reserves	Freds Pass Reserve Upgrades	309,312.18	309,312.18	10,000,000.00	9,690,687.82	3.09%	Sep-25	Yes	Yes	Project Delivery	Netball Design awarded and demolition of community hall being assessed. AFL lighting install has been awarded. Soccer and Rugby to go to Tender in late June.
30	Library	Library fitout	-	-	240,000.00	240,000.00	0.00%	Sep-25	Yes	Yes	Project Delivery	
31	IT	Server Replacement	-	-	100,000.00	100,000.00	0.00%	Sep-25	Yes	Yes	Project Delivery	
			8,150,154.57	8,150,154.57	26,591,240.98	18,443,086.41						

No

Indicates that the relevant aspect is not as planned and not on schedule for various reasons

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 MAY 2025	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	25,407,676.30	
Untied Funds	5,163,970.44	
Accounts Receivable		
Trade Debtors	105,916.56	(2)
Rates & Charges Debtors	2,021,848.41	
Other Current Assets	453,458.45	
TOTAL CURRENT ASSETS	33,152,870.16	
Non-Current Financial Assets	9,095,668.90	
Property, Plant and Equipment	434,907,402.67	
TOTAL NON-CURRENT ASSETS	444,003,071.57	
TOTAL ASSETS	477,155,941.73	
LIABILITIES		
Accounts Payable	1,841,603.83	(3)
ATO & Payroll Liabilities	(126.22)	(4)
Current Provisions	672,200.00	
Accruals	1,970,458.39	
Other Current Liabilities	16,977.43	
TOTAL CURRENT LIABILITIES	4,501,113.43	
Non-Current Liabilities		
Non-Current Provisions	232,770.78	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	232,770.78	
TOTAL LIABILITIES	4,733,884.21	
NET ASSETS	472,422,057.52	
EQUITY		
Asset Revaluation reserve	417,942,457.46	
Reserves	27,296,226.98	
Accumulated Surplus	27,183,373.08	
TOTAL EQUITY	472,422,057.52	

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)	24/09/2024	1,000,000.00	4.85%	3/06/2025	252	4,500,000.00	17.71%	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
	8/04/2025	1,500,000.00	4.60%	14/10/2025	189			35,728.77
Commonwealth (S&P A1+)	24/09/2024	1,000,000.00	4.73%	10/06/2025	359	3,336,867.89	13.13%	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	15.74%	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+)	8/10/2024	1,500,000.00	5.00%	17/06/2025	252	8,000,000.00	31.49%	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
	9/04/2025	1,000,000.00	4.60%	28/10/2025	203			25,361.11
	4/05/2025	1,500,000.00	4.30%	18/11/2025	195			34,458.90
Westpac	10/12/2024	1,500,000.00	5.03%	5/08/2025	252	5,570,808.41	21.93%	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
	27/05/2025	2,000,000.00	4.37%	9/12/2025	196			46,932.60
	28/05/2025	70,808.41	3.50%	27/05/2027	730			4,956.59
TOTAL INVESTMENTS		25,407,676.30				25,407,676.30	100%	746,797.56

% of Total Investment Portfolio	A1 & A1+ (max 100%)	68.51%	A2 (max 60%)	31.49%	100%
Total Investments/ Tied Funds	\$ 25,407,676.30		Total Year to date Investments Earnings		\$1,286,819.96 ²
General Bank Funds	\$ 5,158,538.91				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 5,159,813.91				
Total all funds	\$ 30,567,490.21				

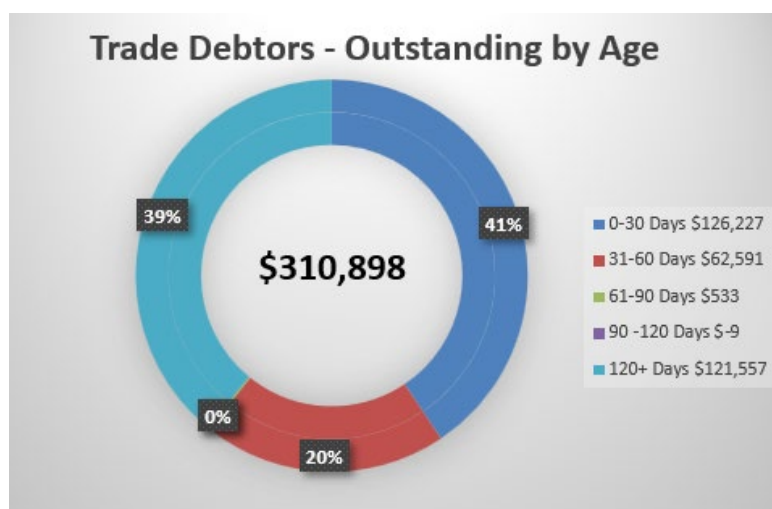
² Due to Accrued Interest posted for month of May 2025

Note 2: Statement of Trade Debtors

Total Debtors as of 31 May 2025 is \$310,898; \$121,557 to invoices outstanding over 90 days. \$65,603 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 Eighty One (281) infringements outstanding with a total balance of \$75,517.96 an increase of \$7,350.00 from April. Fourteen (14) Issued, Nine (09) Reminder notices produced, Two Hundred and Fifty Four (254) are with the Fines Recovery Unit (FRU), Two (02) Part Payment Arrangements and Two (02) 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	-	832.50	-	(500.00)	51,779.37	52,111.87
Cemetery	-	51,415.50	-	(1,054.46)	4,004.46	54,365.50
Waste	-	-	-	-	55.38	55.38
Recreation Reserves	-	2,319.49	(102.00)	170.14	114.44	2,502.07
Planning	-	119.00	-	-	-	119.00
GST Receivable	126,226.62	-	-	-	-	126,226.62
Infringements	-	7,905.00	635.00	1,375.00	65,602.96	75,517.96
Total	126,226.62	62,591.49	533.00	(9.32)	121,556.61	310,898.40



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	386,502.11	-	-	-	-	386,502.11
Cemetery	3,337.57	-	-	-	-	3,337.57
Total	389,839.68	-	-	-	-	389,839.68

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)	30,900.22	-	-	-	-	30,900.22
Payroll	-	-	-	-	-	-
Total	30,900.22	-	-	-	-	30,900.22

Financial Reserves

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

	2023/24 Actuals \$	2024/25 Net Movement \$	2024/25 Budget Review 2 \$
Externally Restricted			
Developer Contribution Reserve	1,008,353.00	-	1,008,353.00
Unexpended Capital Works- 2024	5,777,735.00	(3,910,991.00)	1,866,744.00
Unexpended Capital Works- 2025	-	4,381,341.00	4,381,341.00
Total Externally Restricted Reserves	6,786,088.00	470,350.00	7,256,438.00
Internally Restricted Reserves			
Asset Reserve	9,200,659.00	(7,452,042.00)	1,748,617.00
Waste Management Reserve	6,068,257.00	(3,023,075.00)	3,045,182.00
Thorak Regional Cemetary Reserve	2,756,842.00	(614,856.00)	2,141,986.00
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	-	224,777.00
Total Internally Restricted Reserves	19,250,535.00	-11,089,973.00	8,160,562.00
TOTAL RESERVES	26,036,623.00	(10,619,623.00)	15,417,000.00

Outstanding Rates

Prior Years Rates Outstanding³

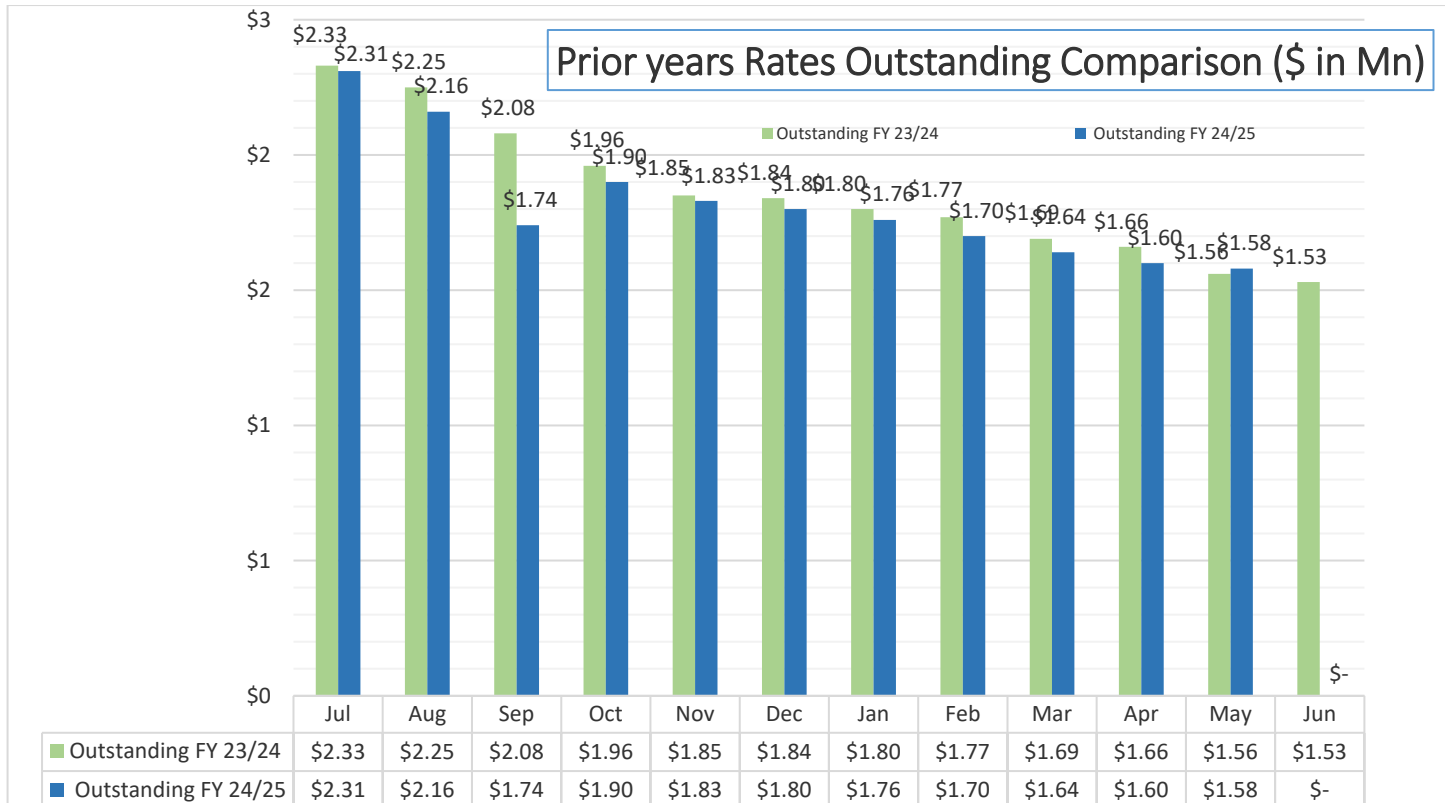
The below table illustrates the split of prior year outstanding rates, currently at \$1.58 million.

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 (April 2025) (\$)	Current Month (May 2025) (\$)
CANCELLED ASSESSMENT		64,256.00	64,785.07
COMMERCIAL	162,616.16	14,535.56	14,661.08
GAS PLANT	-	2.71	2.71
MINING	251,049.24	140,211.09	141,730.20
HORTICULTURE AGRICULTURE	41,427.11	31,175.23	31,867.15
NON-RATEABLE GENERAL	20,028.76	21,201.12	21,322.10
NON-RATEABLE WASTE	43,388.18	41,851.73	41,479.93
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,998,920.23	1,125,737.62	1,100,245.49
URBAN RESIDENTIAL	164,433.35	163,769.22	161,733.63
TOTAL	2,681,863.03	1,602,740.28	1,577,827.36
Arrears LESS Legal	2,571,270.04	1,486,196.55	1,464,631.49

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)

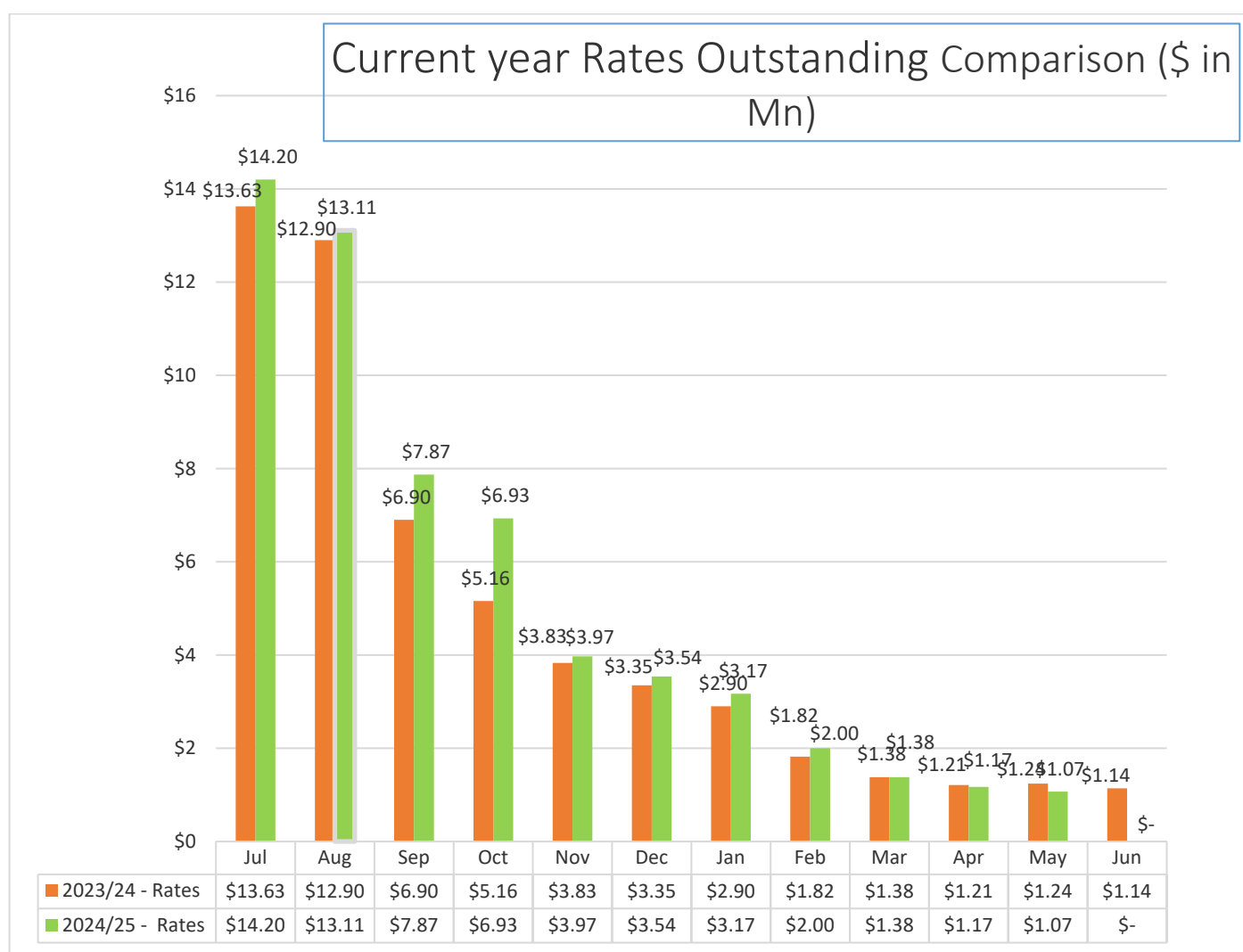
Current Year Rates⁴

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 (April 2025) (\$)	Current Month (May 2025) (\$)	Variance (\$)	Due Dates
Instalment 1	245,382.34	219,256.06	26,126.28	30-Sep-24
Instalment 2	398,739.05	368,422.13	30,316.92	30-Nov-24
Instalment 3	531,375.53	487,189.83	44,185.70	28-Feb-25
TOTAL	1,175,496.92	1,074,868.02	100,628.90	

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



⁴ Includes current year outstanding rates (FY 2025)

Accounts Payable Report

Cheque No.	Payee	Description	Amount
BPAY2905	WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date 09 December 2025	\$2,000,000.00
1652.114-01	NATIONAL AUSTRALIA BANK LTD	Term Deposit - Maturity Date 18 Nov 2025	\$1,500,000.00
1654.78-01	POWER & WATER CORPORATION	FPSRR Norbuild Oval - Upgrade Substation for Lighting Upgrade	\$131,712.66
1658.3004-01	MAXCON (NT) PTY LTD	RFT24-457: Design and Construct of Plant, Machinery and Equipment Shed - Thorak Cemetery	\$105,060.34
1650.280-01	CITY OF DARWIN	Mar 2025 - HS, BS & HD Waste Stations DC	\$84,350.20
1659.280-01	CITY OF DARWIN	Apr 2025 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$83,582.20
1658.3095-01	TOP END WATER STORAGE PTY LTD	RFQ25-498 FSPRR Water Tank Upgrade	\$73,779.20
BPAY2805	WESTPAC CARDS & DIRECT DEBITS	Bank Guarantee - Forest Endeavour OP1 Pty Ltd - Library Lease	\$70,808.41
1650.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 22 (24/25) - Cycle1 WE	\$59,722.58
1655.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFT24-469 Challoner Circuit Rd, Safety Upgrade	\$54,058.43
1655.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 22 (24/25) - Cycle1 WE 11 May 2025	\$53,573.58
1654.874-01	VTG WASTE & RECYCLING	Apr 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$51,756.07
1659.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 24 (24/25) - Cycle1 WE 11 May 2025	\$51,396.00
1659.1000-01	LAVERCOMBE GRADER SERVICES	Pavement Restoration - Various Locations Litchfield Council Municipality	\$46,405.80
1650.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 22 2025-13	\$31,588.42
1655.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 23 2025-89 WE 11 May 2025	\$29,805.80
1659.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 24 2025-11 May 2025	\$29,012.47
1655.409-01	F & J BITUMEN SERVICES PTY LTD	Road Reseals - Various Locations Litchfield Council Municipality	\$28,890.00
1654.3096-01	VOCUS PTY LTD	Relocation of Communication Services: Challoner Circuit	\$28,336.00
1659.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Surface Water Monitoring Program 2024/2025	\$25,504.60
1659.2321-01	ARCCOS CONSULTING PTY LTD	RFQ24-461 - Various Roads Designs - Litchfield Council Municipality	\$22,715.00
1659.512-01	SELTOR SHAW PLUMBING PTY LTD	Survey Works Water and Sewer Services - KLRR	\$19,277.00

1650.1564-01	FOURIER TECHNOLOGIES PTY LTD	Apr 2025 - Tech Support	\$19,040.02
1654.170-01	NTRS (NT RECYCLING SOLUTIONS)	Apr 2025 - Waste Collection - Litchfield Council Office, HDWTS, BSWTS and HSWTS - Transport to Shoal Bay Receiving Station DCC	\$18,203.90
1659.849-01	WEX AUSTRALIA (PUMA CARD)	Apr 2025 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$17,476.20
1655.794-01	TOP END R.A.C.E.	Jan - Mar 2024/2025 - Streetlight Maintenance	\$16,533.33
1659.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$15,633.12
1654.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation & Landscaping - Gregg Park	\$15,294.40
1658.319-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Maintenance Bond - Defect Liability	\$14,504.85
1659.268-01	BYRNE CONSULTANTS	Independent Engineer /Review of Holtze Subdivision	\$14,080.00
1658.3065-01	VERBREC AUSTRALIA PTY LTD	Asset Management Plans - Multiple Reserves	\$13,846.80
1655.2750-01	TMH SERVICES	FPSRR - Access Road Repairs - Reseal	\$13,002.00
1659.1564-01	FOURIER TECHNOLOGIES PTY LTD	May 2025- ICT Managed Services Contact LB3	\$12,843.92
1650.512-01	SELTHER SHAW PLUMBING PTY LTD	Survey Works - Water/Sewerage Services	\$11,979.00
1654.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$11,957.15
1660.436-01	DeltaNAE	Replacement 50 kVA Generator - Thorak Cemetery	\$11,672.51
1655.1961-01	HUMPTY DOO WELDING AND FABRICATION	BSWTS: Weld Repair of Entrance Gate. Welding Repairs of Bins at HSWTS and HDWTS	\$11,308.00
1654.2092-01	GOLD MEDAL SERVICES	Map Existing Septic Service/Assess Asset	\$11,198.00
1659.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Repairs - Various Locations Litchfield Council Municipality	\$10,623.08
1654.527-01	PALMERSTON AND LITCHFIELD SENIORS	Sponsorship Jul 2024 to Jun 2025	\$10,000.00
1650.1230-01	TRUE NORTH STRATEGIC COMMUNICATION	By-Laws and Municipal Plan Public Consul	\$9,782.85
1655.2270-01	TYRECYCLE PTY LTD	April 2025 - Tyre Collection for Recycling - HDWTS	\$8,707.46
1654.1068-01	MR D S BARDEN	April 2025 - Elected Members Allowances	\$8,606.56
1655.1564-01	FOURIER TECHNOLOGIES PTY LTD	Replacement of the Sophos Firewalls	\$8,026.43
1650.3082-01	CTA CRATE TRAIN ACHIEVE	Training Traffic Management RIIS00060 -	\$7,850.00

1654.3064-01	NT AG SUPPLIES (SWAN HILL CHEMICALS)	Clyphosate and Metsulfurion - Weed Containment Sprays	\$7,561.92
1655.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$7,332.92
1650.78-01	POWER & WATER CORPORATION	Powerline Relocation Bees Creek Road - I	\$6,112.17
1650.85-01	TELSTRA	Apr 25 - Thorak & LC Internet, Data & Mo	\$6,069.48
1654.260-01	EARL JAMES & ASSOCIATES	RFQ25-489 Survey Works - Various Roads - Litchfield Council Municipality	\$5,940.00
1658.3101-01	LITCHFIELD COUNCIL RATE PAYER	Refund Burial Fees - Now Cremation	\$5,907.50
1658.3102-01	LITCHFIELD COUNCIL RATE PAYER	Refund Burial Fees - Now Cremation	\$5,907.50
1654.1088-01	TALENT PROPELLER	Recruitment - Resource Recovery Program L	\$5,533.00
1658.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance - Various Locations Litchfield Council Municipality	\$5,500.00
1654.1564-01	FOURIER TECHNOLOGIES PTY LTD	Replace 4 Laptops/Desktops - Include Setup/Configuration	\$5,178.80
1654.2440-01	STANTEC AUSTRALIA PTY LTD	Relocation of Electrical Mains - Relocation - Jenkins Road to Elizabeth River Crossing - Instalment to Commence Relocations	\$5,130.40
1650.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Location	\$5,115.00
1659.2983-01	FOURIER INFOSEC	May 2025 - Monthly IT Security Services	\$5,105.27
1659.1107-01	MCARTHUR (VIC) PTY LTD	Professional Services - CEO Performance Revue	\$5,016.00
1650.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Placement - Waste Station WE 2	\$4,937.91
1653.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Apr 2025 - Grave Preparation - Thorak Cemetery	\$4,752.00
1650.2815-01	JLM CONTRACTING SERVICES PTY LTD	HDVG Pit Replacement	\$4,728.35
1659.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE 25 May 2025	\$4,311.82
1655.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 11 May 2025	\$4,311.82
1650.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 27	\$4,311.82
1655.1141-01	NORTHERN GROUND MAINTENANCE	Apr 2025 - RFQ24-424 Ground Maintenance all Parks and Reserves	\$3,954.50
1658.708-01	PARADISE LANDSCAPING	Tree Maintenance - Various Locations Litchfield Council Municipality	\$3,795.00
1650.1674-01	FRESH START - FOR CLEANING	Cleaning KLRR WE 09 Apr 2025	\$3,237.50
1659.3104-01	ASPHALT CONSTRUCTION NT Pty Ltd	Pothole Patching - Various Locations Litchfield Council Municipality	\$3,184.50
1654.2239-01	MR M SIDEY	April 2025 - Elected Members Allowances	\$3,114.75
1659.2870-01	CFO PART TIME	Design - Freds Pass - Soccer Wastewater	\$3,080.00

1658.926-01	JACANA ENERGY	Apr 2025 - Electricity HPRR, BSWTS, HDWTS, MWF Shed and Litchfield Council Office	\$3,020.26
1654.3093-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$3,000.00
1658.189-01	HD PUMPS & HUMPTY DOO HARDWARE	Berry Springs Water Meter Installation of New Pump System	\$2,969.59
1659.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	May 2025 - Cleaning Litchfield Council Office and Thorak Cemetery Office and Chapel	\$2,921.15
1650.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Apr 25 - Cleaning LC Office and Thorak C	\$2,921.15
1654.1830-01	PALMERSTON AND REGIONAL BASKETBALL	Level Up Gaming Activity - Taminmin Library and Youth Week	\$2,862.06
1658.1023-01	AUSLINE ENGINEERING	Repair Jockey Wheel and Re-skin Skids for Various Mowers and Trailers MWF	\$2,827.50
1655.1253-01	CRAIG BURGDORF	Diagnose Faulty Solenoid, Replace and Repair	\$2,751.65
1658.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$2,750.00
1650.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	HDWTS - Degas Aircons and Fridges WE 18	\$2,667.50
1658.78-01	POWER & WATER CORPORATION	Apr 2025 - Water - Litchfield Council Office, MWF Water Swipe Cards, HPRR, HSWTS and HDWTS	\$2,620.45
1655.132-01	AIRPOWER NT PTY LTD	Service - MWF Mowers/Equipment	\$2,548.23
1654.1152-01	LANE COMMUNICATIONS	Postage/Enveloped - Free Waste Voucher Incentive for Litchfield Council Ratepayers	\$2,541.00
1659.815-01	JEFFRESS ADVERTISING	NT News Advertisements - Tenders - Freds Pass, Arboriculture, Consult Dog Management, Municipal Plan	\$2,460.92
1650.1431-01	TRANSFORM ELECTRICAL	Replace Fluro Lights in Assets Office	\$2,350.00
1650.3085-01	LITCHFIELD COUNCIL RATE PAYER	Community Grant	\$2,340.00
1660.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$2,280.00
1656.941-01	EVERLON BRONZE	Memorial Sales - Thorak Cemetery Customers	\$2,211.00
1655.1674-01	FRESH START - FOR CLEANING	Cleaning Services - Waste Stations/MWF Shed, KLRR and HPRR	\$2,087.50
1654.1961-01	HUMPTY DOO WELDING AND FABRICATION	HSWTS: Modifications and Repairs to Gate	\$2,013.00
1654.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Mar 2025 - HPRR-Security Services	\$1,928.30
1650.2871-01	AKAJACKS LEATHERCRAFT	Leathercraft - Youth week Workshops	\$1,927.50
1658.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE: 27 Apr 2025	\$1,926.69
1654.2238-01	MR K R HARLAN	April 2025 - Elected Members Allowances	\$1,803.28
1654.2249-01	MS R A WRIGHT	April 2025 - Elected Members Allowances	\$1,803.28
1654.2252-01	MRS E SHARP	April 2025 - Elected Members Allowances	\$1,803.28

1654.3028-01	MR K M CIVITARESE	April 2025 - Elected Members Allowances	\$1,803.28
1654.498-01	MR M I G SALTER	April 2025 - Elected Members Allowances	\$1,803.28
1654.1809-01	RGM MAINTENANCE DARWIN	Major First Service - New Tipper. CF17SX.	\$1,792.60
1654.2270-01	TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE 09 Apr 2025	\$1,726.01
1659.1674-01	FRESH START - FOR CLEANING	Cleaning of HDVG Toilets - Vandalised	\$1,717.50
1659.111-01	STICKERS AND STUFF	School Education - Promotional Packs	\$1,708.00
1655.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	\$1,635.15
1659.3109-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$1,605.00
1650.3081-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,575.11
1659.454-01	TRAFFICWERX NT PTY LTD	Installation of Temporary Signage - Vehicle Safety Management System	\$1,562.00
1654.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Apr 25 - Security Patrol- HDWTS and Litchfield Council Office	\$1,506.11
1658.454-01	TRAFFICWERX NT PTY LTD	Litchfield Council Traffic Management - Various Locations Litchfield Council Municipality - MWF Crews	\$1,504.25
1658.2850-01	TERRITORY ARBOR PTY LTD	Emergency A/H Branch Removal - Morgan Road	\$1,485.00
1655.506-01	TURBO'S TYRES	90k Service - CD92ZN	\$1,440.89
1650.2270-01	TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE 01 Apr 2025	\$1,436.30
1658.1471-01	RICOH AUSTRALIA PTY LTD	Feb 2025 - Photocopier Hire & Consumables for all Litchfield Council Printers	\$1,423.52
1657.2089-01	ELGAS LTD	Gas Supply/Delivery - Thorak Cemetery - Crematorium	\$1,393.10
1655.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	May 2025 - HDWTS - Degas Aircons / Fridges for Recycling	\$1,320.00
1658.3105-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,300.00
1654.454-01	TRAFFICWERX NT PTY LTD	Traffic Control/Vehicle - Whitewood Road for MWF Crews	\$1,240.25
1658.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$1,173.85
1657.941-01	EVERLON BRONZE	Memorial Plaque NT-TRC-B250221A-1 Thorak Customer Purchase Request	\$1,157.20
1659.926-01	JACANA ENERGY	Apr 2025 - Electricity - HPRR, KLRR, Gregg Park and HSWTS	\$1,154.85
1659.384-01	MS C VERNON	Apr 2025 - Authority Consultancy Services	\$1,075.25
1650.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services Mar - Jun 2025	\$1,051.42
1658.3106-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,023.18
1656.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Mar 2025 - Thorak Cemetery Security and Open Close of Gates	\$1,009.80
1655.3064-01	NT AG SUPPLIES (SWAN HILL CHEMICALS)	Spray Log Books and Consumable Sprays for Weed Maintenance	\$977.56
1659.3099-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Key/Fob Deposit After Hire of Whitewood and Howard Halls	\$966.00

1656.2089-01	ELGAS LTD	Gas Supply - Thorak Cemetery WE: 24 Apr 2025	\$965.44
1658.2752-01	ZIP PRINT (FATS PRINTING PTY LTD)	Disability Permits	\$929.50
1654.36-01	BRIDGE TOYOTA	Service - Hilux (CF91JL)	\$917.99
1659.3046-01	BEYOND CATERING NT PTY LTD	Catering - Morning Teas - Taminmin Library - Seniors	\$902.00
1659.87-01	TOP END LINEMARKERS PTY LTD	Line Marking - Various Roads - Litchfield Council Municipality	\$859.60
1654.1372-01	MEDIMOBILE PTY LTD	Flu Vaccination- 26 Participants - Litchfield Council Staff Members	\$843.70
1655.953-01	HWL EBSWORTH LAWYERS	Rates Declaration 2025/2026	\$841.50
1650.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Reg Services	\$815.86
1657.926-01	JACANA ENERGY	April 2025 - Electricity KLRR	\$787.66
1659.508-01	EASA	EAP Counselling Sessions from 1-15 May 2025	\$764.63
1654.1253-01	CRAIG BURGDORF	Solenoid Parts - Supply and Fit	\$721.60
1651.2464-01	CAPS AUSTRALIA PTY LTD	Generator Hire - 24/03/2025 - 06/04/2025	\$715.00
1659.2078-01	HUMPTY DOO NEWSAGENCY	Nov 2024 - Mar 2025 - Daily Newspapers - Taminmin Library	\$713.80
1659.1379-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$700.00
1650.1211-01	MR G S MAYO	April 2025 - Weekend Pound Maintenance	\$660.00
1658.111-01	STICKERS AND STUFF	PPE - Ranger Caps	\$650.00
1650.267-01	K & J BURNS ELECTRICAL & REFRIGERATION	HDWTS Compactor - Fault Find Junction B	\$647.10
1658.1181-01	ODD JOB BOB	Howard Door Seal Repair	\$588.50
1650.855-01	TENDERLINK	RFT25-497 LITCHFIELD COUNCIL - FPRR Lighting Upgrade	\$554.40
1650.2582-01	CODA MOBILE COFFEE	Anzac Day Event - Coffee Van	\$550.00
1659.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	May 2025 - Litchfield Archive Storage Fees	\$542.42
1659.1428-01	HANNA'S COOLING PTY LTD	Clean Aircons - All Waste Stations	\$528.00
1660.130-01	MOBILE LOCKSMITHS	Replacement Keys and Door Repairs - Thorak Cemetery	\$506.00
1659.2395-01	MAITAI SERVICES	May 2025 - Catering Litchfield Council - Council Meetings	\$504.00
1650.3083-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$500.00
1650.3090-01	LITCHFIELD COUNCIL RATEPAYER	Community Grant	\$500.00
1650.3087-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$498.57
1655.1035-01	AUSTRALIA WIDE TAXATION & PAYROLL	Fringe Benefit Tax Training- Finance Team Leader	\$495.00
1659.2378-01	PACK & SEND DARWIN	Mar 2025 -Taminmin Library Courier Services	\$480.00

1654.2063-01	QUALITY INDOOR PLANTS HIRE	Apr 2025 - Plant Hire / Maintenance - Litchfield Council Office and Taminmin Library	\$477.20
1654.13-01	FREDS PASS RURAL COMMUNITY SHOW INC	Freds Pass Show - Site Hire, Site Bond a Hay Bales	\$466.00
1656.506-01	TURBO'S TYRES	Replacement Truck Tyre	\$462.00
1654.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Apr 2025 - Garden Maintenance Humpty Doo Community Garden	\$460.00
1658.874-01	VTG WASTE & RECYCLING	May 2025 - HSWTS - Waste Oil Collection	\$459.80
1660.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B250206A-1 Thorak Customer Purchase	\$454.30
1654.2395-01	MAITAI SERVICES	April 2025 - Provide and Deliver Catering - Council Meetings	\$434.00
1655.2063-01	QUALITY INDOOR PLANTS HIRE	April 2025 - Plant Hire / Maintenance - Litchfield Council Office	\$425.20
1660.2464-01	CAPS AUSTRALIA PTY LTD	Generator Hire - Thorak Cemetery WE: Apr 2025	\$423.50
1659.130-01	MOBILE LOCKSMITHS	Replacement Keys	\$418.00
1659.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs - Litchfield Council Recreation Reserves	\$418.00
1658.3100-01	LITCHFIELD COUNCIL RATE PAYER	Charged Twice for Memorial Permit	\$413.00
1658.3107-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Memorial Permit - Monument	\$413.00
1659.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment for Litchfield Council Office	\$411.56
1658.132-01	AIRPOWER NT PTY LTD	Dust Covers for Mowers	\$405.71
1659.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair Hydraulics on Forklift	\$393.60
1650.2771-01	LITCHFIELD COUNCIL RATEPAYER	Refund Bonds after Venue Hire	\$381.00
1654.3063-01	JIMS CAR DETAILING	Detailing of RRPL vehicle	\$369.00
1659.78-01	POWER & WATER CORPORATION	Apr 2025 - Water Usage HSWTS	\$361.86
1650.2641-01	DAMN STRAIGHT FENCING	Fence Repairs - Varro Road	\$350.00
1659.3103-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Trap Hire after Hire Period	\$346.50
1654.1237-01	THE BOOKSHOP DARWIN	Commemorative Gifts (Books) - Australia Day and Anzac Day	\$336.50
1650.1278-01	SEEK LIMITED	Advertisement- Technical Officer	\$335.50
1654.2925-01	ACCESS MERCANTILE SERVICES AUSTRALIA	April 2025 - Debt Collecting Fees	\$320.76
1656.874-01	VTG WASTE & RECYCLING	Apr 2025 - Waste Collection Services - Thorak Cemetery	\$316.25
1658.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check- New Litchfield Council Employee	\$314.60

1654.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check- New Litchfield Council Employees	\$314.60
1656.1809-01	RGM MAINTENANCE DARWIN	Seat Covers for Canter Truck	\$309.16
1655.1181-01	ODD JOB BOB	Repair Vand Benches HPRR	\$302.50
1658.2930-01	GIRRAWEE VETINARY HOSPITAL	Redemption of Desexing Voucher	\$300.00
1650.3084-01	LITCHFIELD COUNCIL RATEPAYER	Community Grant - Polocrosse Classic Alb	\$300.00
1650.3088-01	LITCHFIELD COUNCIL RATEPAYER	Community Grant - Polocrosse Albury	\$300.00
1650.3089-01	LITCHFIELD COUNCIL RATEPAYER	Community Grant - Polocrosse Albury	\$300.00
1659.36-01	BRIDGE TOYOTA	20000km Service. Hilux. CF91JL.	\$290.00
1658.790-01	BOBTOW TILT TRAY SERVICES	Tractor Recovery - Tow to HDWTS	\$275.00
1659.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$275.00
1655.3097-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$263.99
1651.2089-01	ELGAS LTD	Gas Supply - Thorak Cemetery Crematorium	\$261.99
1659.1181-01	ODD JOB BOB	Installation of Pound Cameras	\$258.50
1659.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bag of Rags, Welding Helmet, Trimming Knife MWF Crew	\$256.88
1659.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Contribution towards Heart Grant	\$249.00
1654.508-01	EASA	EAP Counselling Sessions from 16-30 April 2025	\$238.95
1654.506-01	TURBO'S TYRES	New Mower Trailer Tyre	\$236.50
1654.953-01	HWL EBSWORTH LAWYERS	Rates Recovery Legal Support - Litchfield Council Ratepayer	\$226.05
1659.132-01	AIRPOWER NT PTY LTD	Replacement Cable and Freight	\$218.35
1658.1911-01	KERRY'S BODY THERAPY	Health and Wellbeing Initiative - Litchfield Council Employees	\$209.00
1655.78-01	POWER & WATER CORPORATION	Feb - Apr 2025 - Water KLRR	\$206.86
1653.1866-01	NUTRIEN AG SOLUTIONS	Herbicide for Thorak Cemetery	\$204.60
1654.2640-01	TOP END CRITTERS	Animal Encounters - Taminmin Library - School Holiday Program	\$200.00
1654.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$200.00
1651.1695-01	MICHAEL RILEY - FULL MOBILE MECHANI	Repairs - Iseki Oil Leak	\$187.00
1654.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment for Litchfield Council Office	\$184.75
1654.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Apr 2025 - ASSA Monthly Membership	\$165.00
1659.790-01	BOBTOW TILT TRAY SERVICES	Tow of Vehicle - Abandoned - Litchfield Council Municipality to HDWTS	\$154.00

1651.85-01	TELSTRA	Feb-Apr 2025 Telstra Line Rental Thorak Cemetery	\$149.83
1658.2927-01	DURHAM DRAINAGE PRODUCTS	Replacement Concrete Pit Lid - Fairweather Crescent	\$143.00
1658.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Replace Hydraulic Hose on Little John Tractor	\$141.79
1653.2063-01	QUALITY INDOOR PLANTS HIRE	Indoor Plant Hire/ Maintenance - Thorak Cemetery - Chapel and Office	\$132.05
1655.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA	Police Check - New Litchfield Council Employees	\$132.00
1650.2295-01	COLEMANS PRINTING (COLEMANS INK PTY	Business Cards- Litchfield Council Employees	\$123.20
1655.3056-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$120.97
1658.2434-01	BELLS PURE ICE	Bagged Ice for MWF Crew Delivered to HDWTS	\$118.80
1659.1497-01	LITCHFIELD COUNCIL RATE PAYER	Bond Refund after Trap Hire	\$115.50
1654.3073-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond after Hired Period	\$115.50
1658.3046-01	BEYOND CATERING NT PTY LTD	Catering - Seniors Morning Tea - Taminmin Library	\$110.00
1654.790-01	BOBTOW TILT TRAY SERVICES	Towing of Abandoned Vehicle to HDWTS from Holtze	\$110.00
1659.2930-01	GIRRAWEE VETINARY HOSPITAL	Redemption of Desexing Voucher	\$100.00
1659.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$100.00
1654.3092-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$97.58
1653.220-01	THE BIG MOWER	Shoulder Harness for Whipper Snipper	\$96.90
1653.820-01	MOTION AUSTRALIA PTY LTD	Replacement Belt for Mower	\$80.89
1655.1566-01	WINC AUSTRALIA PTY LTD	Replenishment of Stationary - Taminmin Library	\$80.07
1658.2630-01	DACS NT	April 2025 - Pound Transfers for Impounded or Surrender Dogs	\$75.00
1655.1697-01	RSPCA	April 2025 - Impounded Dog Transfers	\$75.00
1658.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 09 May 2025	\$63.95
1659.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 16 May 2025	\$63.95
1654.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 24 April 2025	\$63.95
1650.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 17 April 2025	\$63.95
1656.14-01	AUSTRALIA POST	Postage Stamps	\$60.00
1655.3098-01	LITCHFIELD COUNCIL RESERVES USER GROUP	Refund of Key Bond - Key no Longer Required	\$55.10
1659.1459-01	TERRITORY SPRINGWATER AU PTY LTD	May 2025 - HSWT: Water Supply	\$50.00

1659.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$48.93
1660.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment Thorak Cemetery	\$47.29
1657.85-01	TELSTRA	May 2025 - Telstra Line Rental Thorak Cemetery	\$45.56
1650.926-01	JACANA ENERGY	Nov & Mar 2025- Electricity Gregg Park	\$38.97
1654.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Deck Bolts and Nuts for Mower	\$38.85
1650.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Bottled Water Supply	\$37.50
1658.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF Crews	\$36.00
1657.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment Thorak Cemetery	\$32.59
1655.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$29.45
1654.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Stations	\$19.03
		TOTAL	\$5,146,485.96

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

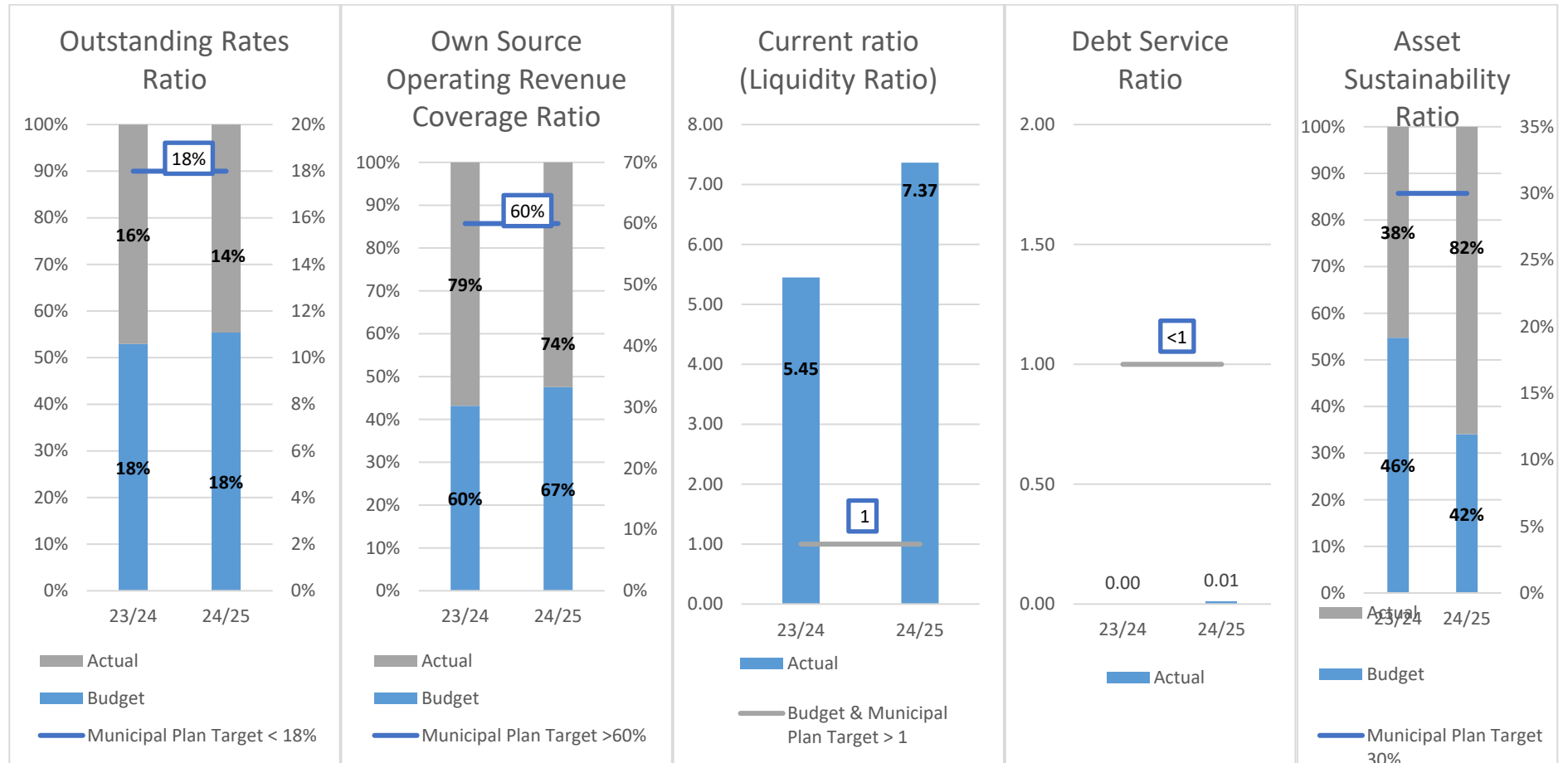
Cardholder Name:	Stephen Hoyne		
Transaction Date	Amount \$	Supplier's Name	Details
22/04/2025	15.00	NT Independent	Monthly Subscription
28/04/2025	1,027.18	Knotts Crossing	CEO Stephen Hoyne/ Mayor Doug Barden/ Dep. Mayor Mark Sidey Conference related Travel
29/04/2025	979.00	APGA Convention	CEO Stephen Hoyne Conference attendance
30/04/2025	979.00	APGA Convention	Mayor Doug Barden Conference attendance
30/04/2025	979.00	APGA Convention	Dep Mayor Mark Sidey Conference attendance
30/04/2025	1,887.66	Virgin Australia	Mayor Doug Barden Conference related travel
30/04/2025	4.78	Virgin Australia	Credit Card Surcharge
30/04/2025	902.71	Virgin Australia	CEO Stephen Hoyne Conference related travel
01/04/2025	16.00	New Pty Ltd	Monthly Subscription
02/05/2025	62.00	Knotts Crossing	CEO Stephen Hoyne- Conference related travel
05/05/2025	35.00	Caltex Coolalinga	Fuel
06/05/2025	355.27	Thirfty Perth Airport	CEO Stephen Hoyne- Conference related travel
12/05/2025	1,824.00	The Melbourne Hotel Perth	CEO Stephen Hoyne- Conference related travel
12/05/2025	-1,000.00	The Melbourne Hotel Perth	Refund
12/05/2025	-243.30	The Melbourne Hotel Perth	Refund
19/05/2025	15.00	NT Independent	Monthly Subscription
21/05/2025	6.00	Westpac	Credit Card Fee
Total	7,844.30		

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.



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of May is 82% 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 74% 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 7.4 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: 31.05.2025

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: 10/06/2025



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – May 2025
Author:	Ankit Pansal, Corporate Services Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	17/06/2025
Attachments:	A: People, Performance and Governance Report – May 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 May 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.

PEOPLE AND PERFORMANCE MONTHLY REPORT

May 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

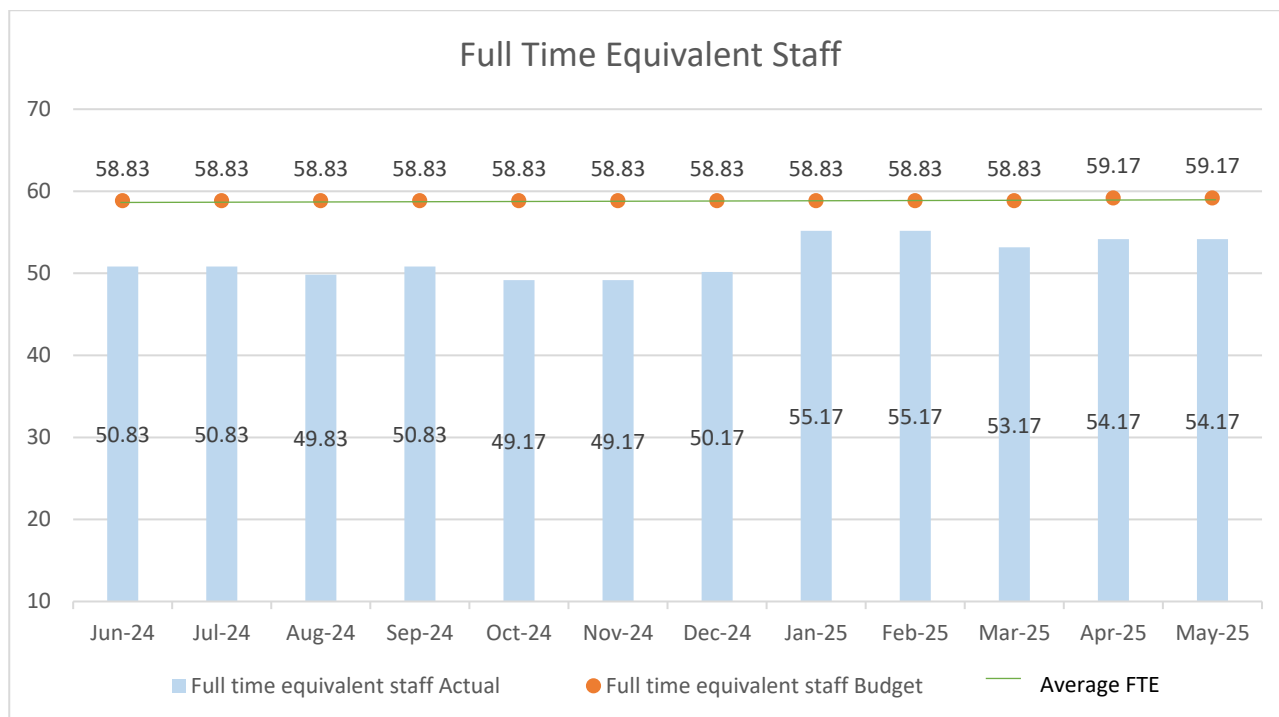
Position	Department	End date	Permanent/Temporary
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NA

	Allocated	Actual	Difference
Full Time Equivalent	46.00	41.00	-5
Part-time	4.52	4.52	0
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	59.17	54.17	-5.00

Recruitment Overview:

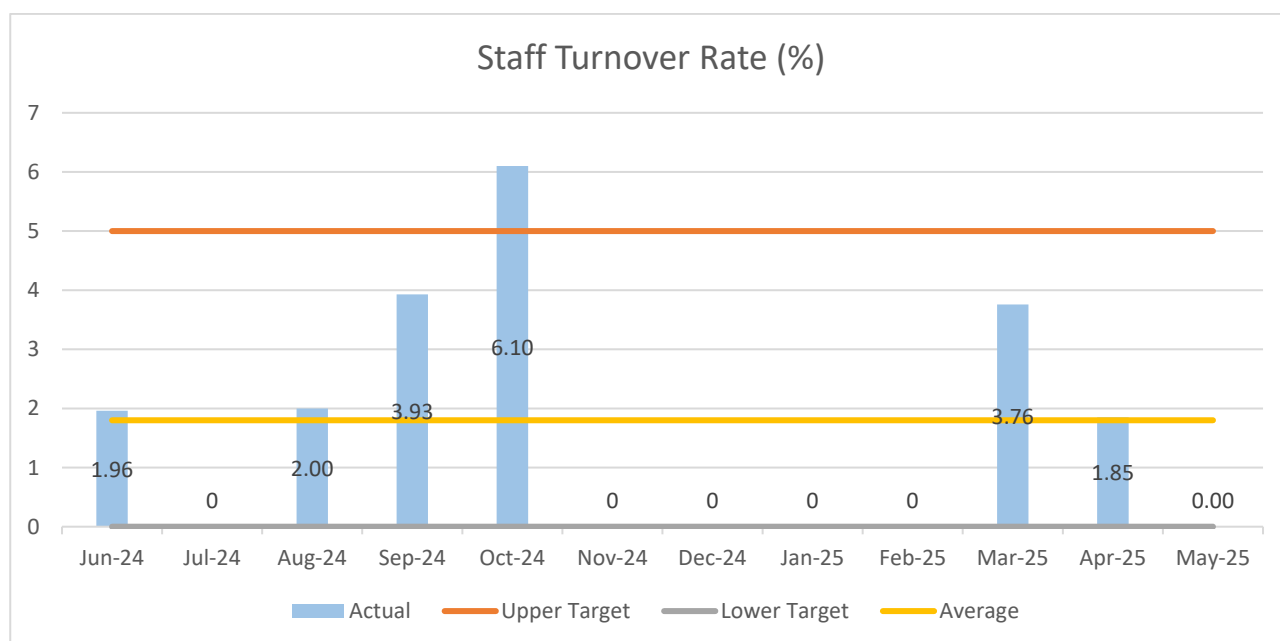
Role	In Progress	Completed
Project Officer	✓	
Technical Officer		✓
Accountant		✓
Ground Person		✓



Turnover Rate:

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

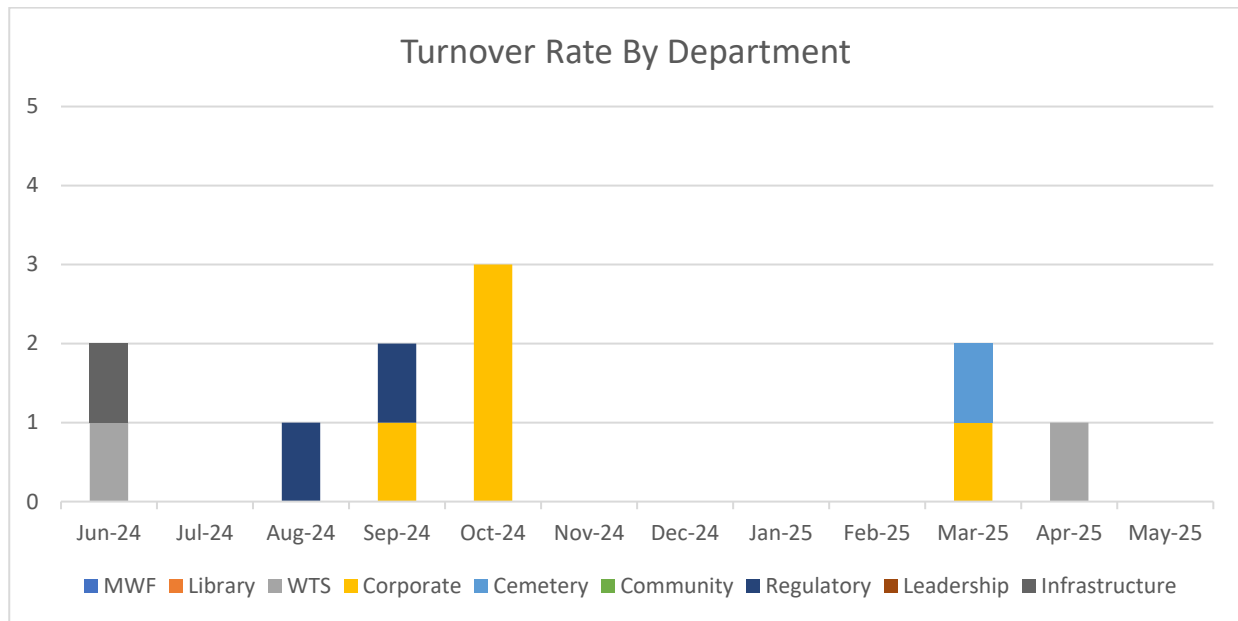
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Average
1.96%	0%	2.00%	3.93%	6.10%	0%	0%	0%	0%	3.76%	1.85%	0%	1.63%
1	0	1	2	3	0	0	0	0	2	1	0	0.92

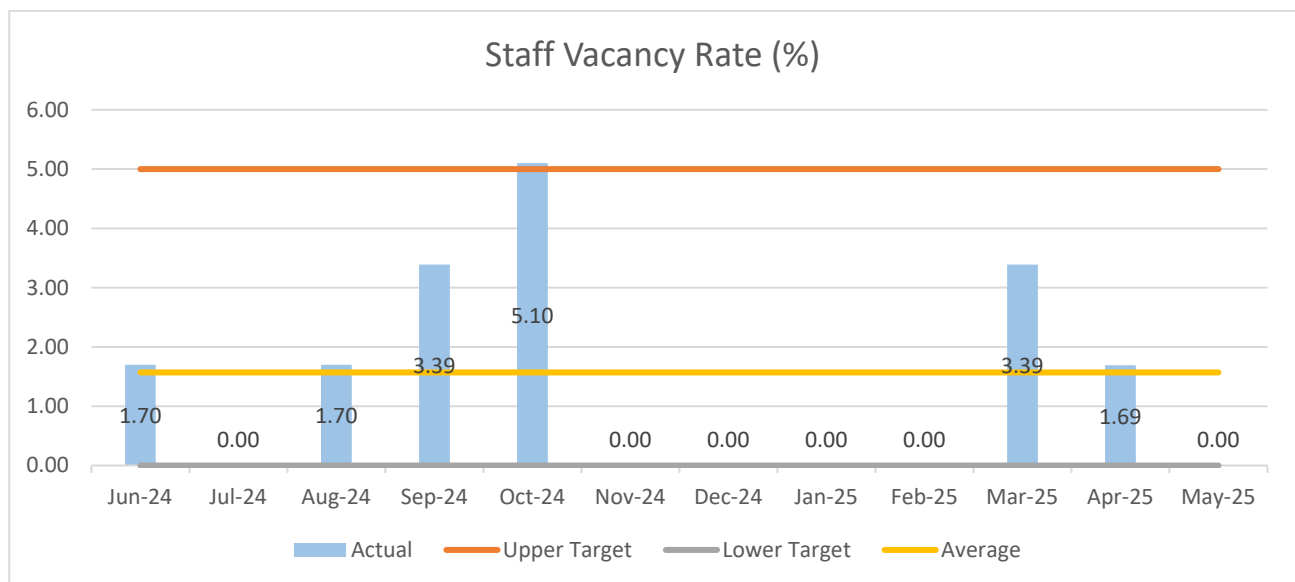
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

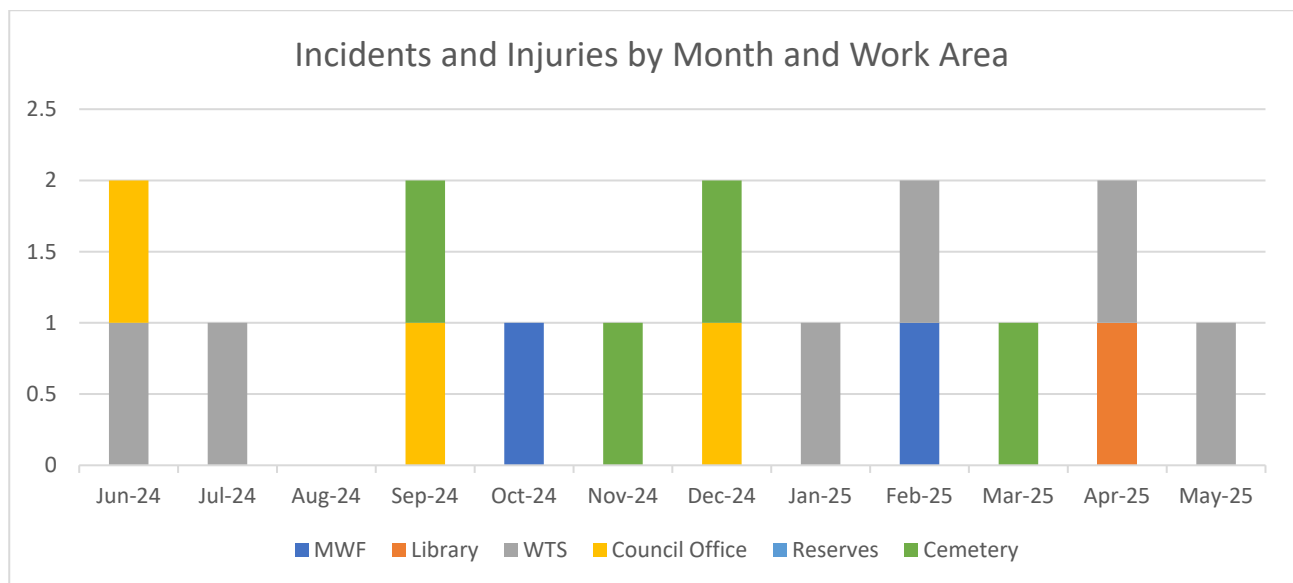
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Average
1.70%	0.00%	1.70%	3.39%	5.10%	0.00 %	0.00 %	0.00 %	0.00%	3.39%	1.69%	0.00 %	1.41%

Target: Between 0% to 5%

Workplace Health and Safety:



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

1. A staff member was verbally abused

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:	Risk Management Audit Committee Open Minutes – 29 May 2025
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	17/06/2025
Attachments:	A: RMAC Unconfirmed Open Minutes 29 May 2025

Executive Summary

The purpose of this report is to provide an update to Council on the Risk Management Audit Committee (RMAC) meeting held on 29 May 2025 through the unconfirmed minutes.

Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 29 May 2025 meeting, as at Attachment A.

Background

In accordance with Section 101(4) of the *Local Government Act 2019*, the minutes for RMAC meetings are required to be tabled at the following Council meeting.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, Section 101(4).

Risks

Nil identified.

Community Engagement

Not applicable.

RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Thursday 29 May 2025 at 9.30am

Present	Greg Arnott Shane Smith Mayor Doug Barden Deputy Mayor Mark Sidey Cr Kevin Harlan	Chairperson Independent Member Ex-Officio Committee Member Committee Member
Staff	Stephen Hoyne Rodney Jessup Rebecca Taylor	Chief Executive Officer Director Infrastructure and Operations Program Leader Policy and Governance
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:32am.

2. APOLOGIES AND LEAVE OF ABSENCE

Moved: Deputy Mayor Sidey
Seconded: Cr Harlan

THAT the Risk Management and Audit Committee accept apologies from Cr Rachael Wright and Maxie Smith, Director Corporate and Community.

CARRIED (4-0)

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Moved: Cr Harlan
Seconded: Deputy Mayor Sidey

THAT the Risk Management and Audit Committee confirm the full minutes, 5 pages, of the open portion of the Risk Management and Audit Committee Meeting held Thursday 27 February 2025.

CARRIED (4-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Independent Member Shane Smith
Seconded: Cr Harlan

THAT the Risk Management and Audit Committee receives and notes the Action Sheet.

CARRIED (4-0)

6. PRESENTATIONS

Nil

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 Internal Audit Plan

Moved: Cr Harlan
Seconded: Deputy Mayor Sidey

THAT RMAC

1. receive and note the progress on the internal audits
2. request management to provide a substantive update at the next audit committee meeting, including any draft reports that are available; and
3. present the updated risk register by the October audit committee.

CARRIED (4-0)

8.02 Purchasing Card Policy

Moved: Independent Member Shane Smith
Seconded: Cr Harlan

THAT RMAC:

1. endorse Draft FIN12 Purchasing Card – Council Staff, as at Attachment A, for approval by the Chief Executive Officer; and
2. endorse Draft FIN15 Purchasing Card – Elected Members and Chief Executive Officer, as at Attachment B, for presentation to Council at its next Ordinary Council Meeting.

CARRIED (4-0)

9. OTHER BUSINESS

9.1 WHS Hazards

Moved: Deputy Mayor Sidey
Seconded: Cr Harlan

THAT RMAC request a report on Council's incident and hazard reporting framework, including source documents such as policies, procedures and data.

CARRIED (4-0)

10. CONFIDENTIAL ITEMS

Moved: Independent Member Shane Smith
Seconded: Cr Harlan

THAT Pursuant to Section 93 of the *NT Local Government Act 2019* and Regulation 51 of *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

10.1 Confirmation of Confidential Minutes

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

10.2 Interim Audit Report For Year End 30 June 2025

- (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

CARRIED (4-0)

The meeting was closed to the public at 10:15am.

Moved: Deputy Mayor Sidey
Seconded: Independent Member Shane Smith

THAT Pursuant to Section 93(2) of the *NT Local Government Act 2019* and Regulation 51(1) of *Local Government (General) Regulations* the meeting be re-opened to the public.

CARRIED (4-0)

The meeting returned to open session at 10:38am.

Items moved from Confidential:

10.01 Confirmation of Confidential Minutes

Moved: Independent Member Shane Smith
Seconded: Deputy Mayor Harlan

THAT the Risk Management and Audit Committee:

1. confirm the confidential minutes, 2 pages, of the Risk Management and Audit Committee Meeting held Thursday 27 February 2025; and
2. make public its resolution on this matter.

CARRIED (4-0)

11. CLOSE OF MEETING

The Chair closed the meeting at 10:38am.

MINUTES TO BE CONFIRMED

Thursday 14 August 2025

.....
Chairperson
Greg Arnott



COUNCIL REPORT

Agenda Item Number:	13.01.04
Report Title:	By-Laws and Municipal Plan Consultation Report
Author	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/06/2025
Attachments:	A: By-Laws and Municipal Plan Consultation Report

Executive Summary

This report presents to Council the By-laws and Municipal Plan Consultation Report for consideration.

Recommendation

THAT Council:

1. receive and note the By-Laws and Municipal Plan Consultation Report, at Attachment A, and thank all community members for their input;
2. lay the draft Litchfield Council By-Laws on the table for the next Council to determine; and
3. consider if any amendments are required to the Municipal Plan 2025-2026 based on the feedback provided during consultation, noting that the adopting of Municipal Plan 2025-2026 forms part of this agenda.

Background

At Council's June Ordinary Meeting, Council made the following resolutions;

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.*

And

THAT Council:

- 1. endorse the Litchfield Council's draft By-Laws as at Attachment A for the purposes of public exhibition and consultation;*
- 2. advertise the Litchfield Council's draft By -Laws, as being available for public consideration, and invite public submissions during a period of 23 days from 22 April 2025 to 14 May 2025; and*
- 3. make public this resolution following the commencement of public consultation.*

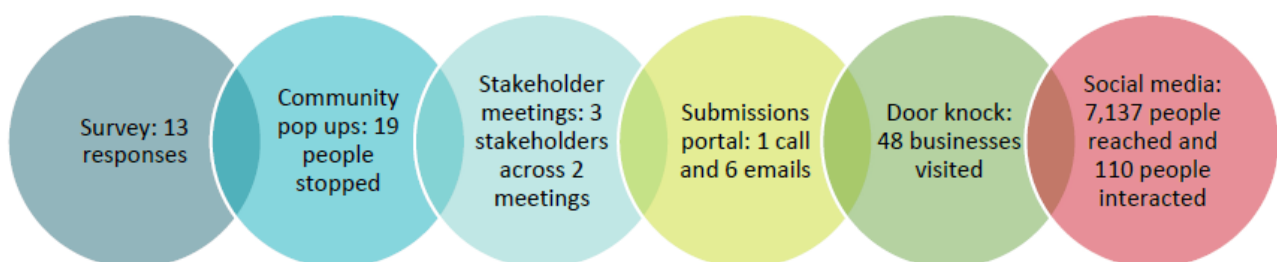
Taking into consideration the complexity of running a combined consultation, Council engaged True North to design and lead the consultation. The consultation ran for 3 weeks from 2 April to 14 May 2025, allowing for community to provide feedback in line with the requirements of the *Local Government Act 2019*.

The By-Laws and Municipal Plan Consultation Report (report), provided at Attachment A, provides information about the consultation, including methodology, results and recommendations. Below are highlights from the report;

The following tools and tactics were used to share information and invite feedback;



Feedback was provided through the following methods;



- impacts to the rural lifestyle in Litchfield
- costs and enforcement of the proposed by-laws
- further clarity required for the by-laws
- budget allocation for recreation reserves
- some community negativity

Overall, there was limited uptake and feedback from community members, despite the range of communication and consultation methods employed.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

The public consultation, as explained in the By-Laws and Municipal Plan Consultation Report at Attachment A, has been conducted in accordance with the section 278(1)(b) Making By-Laws and section 35(3) Municipal, regional or shire plans.

Risks

Community

Council should carefully consider all feedback received from the consultation to demonstrate Council's commitment to community engagement and transparency.

Community Engagement

As identified in the By-Laws and Municipal Plan Consultation Report, at Attachment A.

Litchfield Council

By-laws and Municipal Plan Consultation Report

Prepared by True North Strategic Communication
June 2025

Version No.	Issue Date	Prepared by:	Approved by:	Approval Date
V1	23/5/25	G. Amanatidis B. Thornton		
V2	5/6/25	G. Amanatidis		
V3				

Recipients are responsible for eliminating all superseded documents in their possession

Consultation statement

True North Strategic Communication is guided by the principles of good community engagement, based on people's level of interest and concern as outlined by the International Association for Public Participation (IAP2).
Our role is to provide stakeholders and the general public with objective information, so they can provide informed feedback on consultation projects. We give people the opportunity to provide input that is balanced and reflective of the range of community views to independently provide the best possible guidance to decision makers.
Our practice reflects professional standards and ethical standards for human research including anonymity, confidentiality, record storage and keeping people informed.

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Executive summary

Litchfield Council (Council) endorsed the introduction of new by-laws in 2021 and has been developing these in collaboration with the relevant Northern Territory Government departments. In line with Section 278 of the *Local Government Act 2019* (the Act), consultation is required for at least 21 days for the public to provide written submissions and feedback about the new by-laws.

Council is also required to present its municipal plan for the public to provide input and feedback on the annual budget. Community feedback on the municipal plan ensures the annual budget and key actions are in line with the views and aspirations of those living in the Litchfield municipality.

A combined consultation was conducted by True North Strategic Communication (True North) to ensure all community members had the opportunity to provide their feedback and opinions on the by-laws and municipal plan.

Consultation

Council engaged True North to design and lead the consultation. The consultation ran for 3 weeks from 22 April to 14 May 2025, allowing the community to provide feedback for 21 days (excluding public holidays) in line with the requirements of the Act.

The following tools and tactics were used to share information and invite feedback:

Fact sheet	Consultation webpage	Survey	Social media
Posters	Email signatures	Dedicated email address and phone number	Stakeholder meetings
Submissions portal	Community pop ups	Door knock	Newspaper advertising

These methods were used to provide Council insights into community and stakeholder views and values, identifying any areas of issue or opportunity that need to be addressed or considered when finalising the by-laws and municipal plan.

The scope for feedback on the by-laws included:

- how the new by-laws may positively or negatively impact residents and businesses
- consideration for how unintended negative impacts could be reduced or managed
- understanding opportunities through the introduction of permit systems allowing businesses to advertise, sell and operate on council roadsides (i.e. mobile food vans, business signage)
- the nature in how Council will implement its new by-laws and to what extent.

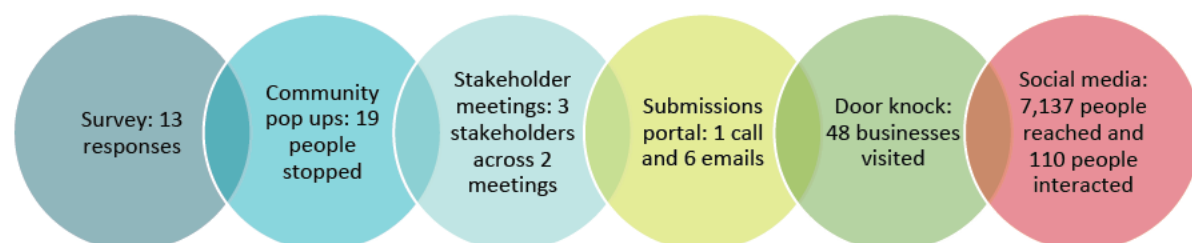
The scope for feedback on the municipal plan was to assess whether community members felt the annual budget reflected the needs and aspirations for the future of the Litchfield municipality.

Results

Key feedback themes that emerged during consultation were:

- impacts to the rural lifestyle in Litchfield
- costs and enforcement of the proposed by-laws
- further clarity required for the by-laws
- budget allocations for recreation reserves
- general community negativity.

Feedback was provided through the following methods:



Despite the range of communication and consultation methods used, there was limited uptake and feedback provided by community members. Sentiments expressed by community members included negative perceptions of Council's actions relating to decision making and feelings that feedback would not be considered by Council. These may be contributing factors to the limited responses received.

Recommendations

Based on the feedback gathered during consultation, True North recommends:

1. Council carefully consider all feedback received from the consultation when finalising the proposed by-laws and municipal plan.

2. A summary of the final report is made publicly available and sent to the stakeholders who participated in consultation to demonstrate Council's commitment to community engagement and transparency, and to close the feedback loop.
3. Clearly articulating the outcomes of Council's decision making regarding the by-laws, including the impacts the new by-laws will have on residents and businesses if they are introduced.

Background

Litchfield Council (Council) endorsed the introduction of new by-laws in 2021 and has been developing these in collaboration with the relevant Northern Territory Government departments. In line with Section 278 of the *Local Government Act 2019* (the Act), consultation is required for at least 21 days for the public to provide written submissions and feedback about the new by-laws. This feedback must be considered by Council.

Currently, Council only has by-laws for animal management in the municipality. The proposed changes to the by-laws include:

- **Advertising signs in public places** – introduce a permit system to allow for outdoor advertising signage on Council land or Council road reserves.
- **Stack and store goods in public places** – introduce rules for storing goods on Council land, making it an offence to do so without proper authorisation.
- **Camping on Council land** – introduce rules for illegal camping on Council land and Council road reserves, making it an offence to do so.
- **Operating a roadside food van** – introduce a permit system for operating a roadside food van on Council land or Council road reserves, making it now possible and legal to do so (with a permit).
- **Unsafe and cluttered allotments** – introduce rules to ensure properties are kept safe, clear of clutter, and free from conditions that may pose a risk to health or safety like fire hazards or pests.
- **Erecting structures on Council land** – introduce rules for constructing structures on Council land, making it an offence to do so without proper authorisation.
- **Behaviour in a public library** – introduce rules for behaviour in the public library and supervision of children. Library officers will be granted the ability to remove people from the library.
- **Littering** – introduce rules for littering or engaging in illegal dumping, making it an offence to do so.
- **Obstructing use of public facilities** – introduce rules for behaviour at public facilities and amenities, making it an offence to obstruct or intimidate another person from using the public facilities and amenities.

Residents of the Litchfield municipality strongly value their rural amenity. Introducing more regulation that may impact people's lifestyles had the potential to generate robust feedback and views.

Each year, Council is also required to present its municipal plan for the public to provide input and feedback on the annual budget. The municipal plan outlines key actions and services for Council to undertake to achieve its vision, mission and priorities in the Strategic Plan 2022-2025. Council also makes its Long-Term Financial Plan available to provide greater context to residents and businesses where it relates to the current municipal plan and annual budget. Community feedback on the municipal plan ensures the annual budget and key actions are in line with the views and aspirations of those living in the Litchfield municipality.

A combined consultation was conducted by True North Strategic Communication (True North) to ensure all community members had the opportunity to provide their feedback and opinions on the by-laws and municipal plan. Community members were provided the opportunity to be informed and engage in their best suited method, tailored to their level of interest.

Methodology

Consultation objectives

The objectives of the consultation were to:

- inform the community and stakeholders within the Litchfield municipality that new by-laws will be introduced
- gain insight into community and stakeholder views towards the by-laws
- gather community feedback and opinions on the 2025-2026 municipal plan
- increase community participation through a range of feedback opportunities
- identify any areas of concern for possible Council consideration
- continue to demonstrate Council's commitment to community engagement.

Consultation approach

Council engaged True North to design and lead the consultation. The consultation ran for 3 weeks from 22 April to 14 May 2025, allowing the community to provide feedback for 21 days (excluding public holidays) in line with the requirements of the Act.

Feedback was invited through a diverse range of methods to provide Council insights into community and stakeholder views and values, identifying any areas of issue or opportunity that need to be addressed or considered when finalising the by-laws and municipal plan.

The scope for feedback on the by-laws included:

- how the new by-laws may positively or negatively impact residents and businesses
- consideration for how unintended negative impacts could be reduced or managed
- understanding opportunities through the introduction of permit systems allowing businesses to advertise, sell and operate on council roadsides (i.e. mobile food vans, business signage)
- the nature in how Council will implement its new by-laws and to what extent.

The scope for feedback on the municipal plan was to assess whether community members felt the annual budget reflected the needs and aspirations for the future of the Litchfield municipality.

Level of engagement

True North adheres to the International Association of Public Participation (IAP2) spectrum of participation (see below). This consultation is being conducted at the level of *inform* and *consult*.

Level of engagement	Promise to the public
<i>Inform</i>	<i>We will keep you informed</i>
<i>Consult</i>	<i>We will listen to your concerns, keep you informed, and provide feedback on how stakeholder's input influenced the decision</i>
Involve	We will work with you to ensure your concerns are reflected in the alternatives developed, and provide feedback on how the public's input influenced the decision
Collaborate	We will look to you for advice, ideas and solutions and incorporate those into the decisions as much as possible
Empower	We will implement what you decide
©International Association of Public Participation www.iap2.org	

Tools and tactics

The following tools and tactics were used to support the consultation approach.

Fact sheet	Consultation webpage	Survey	Social media
Posters	Email signatures	Dedicated email address and phone number	Stakeholder meetings
Submissions portal	Community pop ups	Door knock	Newspaper advertising

Fact sheet

A fact sheet with consultation information and a QR code was prepared and provided to stakeholders and the community during consultation. The fact sheet was emailed to stakeholders, distributed to community members and businesses at 2 community pop ups and distributed to businesses at Humpty Doo Shops and Berry Springs Shopping Village.

Certain Council, industry and business groups were also asked to share the consultation information with their business networks. These groups included Palmerston Regional

Business Association, Palmerston and Litchfield Seniors Association, NT Chamber of Commerce and each of the Litchfield Council Councillors.

Overall, 114 fact sheets were distributed in person and via email to community members and stakeholders during consultation.

Consultation webpage

A specific webpage was created on Council's website. This webpage included information on the proposed by-laws and the municipal plan with supporting documents available to download, consultation information, link to the online survey and contact details to provide feedback or ask questions.

The webpage was visited 246 times from 22 April to 8 May. Data from 8 to 14 May was not recovered due to technical issues with Council's website.

Survey

A survey was developed and made available to the community and stakeholders online via the consultation webpage. A hard copy of the survey was also available at Council's office.

The survey included questions on demographics, perceived importance and support of the proposed by-laws and satisfaction of the annual budget outlined in the municipal plan.

A total of 13 online survey responses were received during consultation, no hard copy surveys were completed.

Social media

A social media schedule was prepared and shared on the Litchfield Council Facebook page. Throughout the consultation period, 7 posts were shared to inform followers of the consultation and provide the opportunity to be involved. Examples of the Facebook posts are shown below.

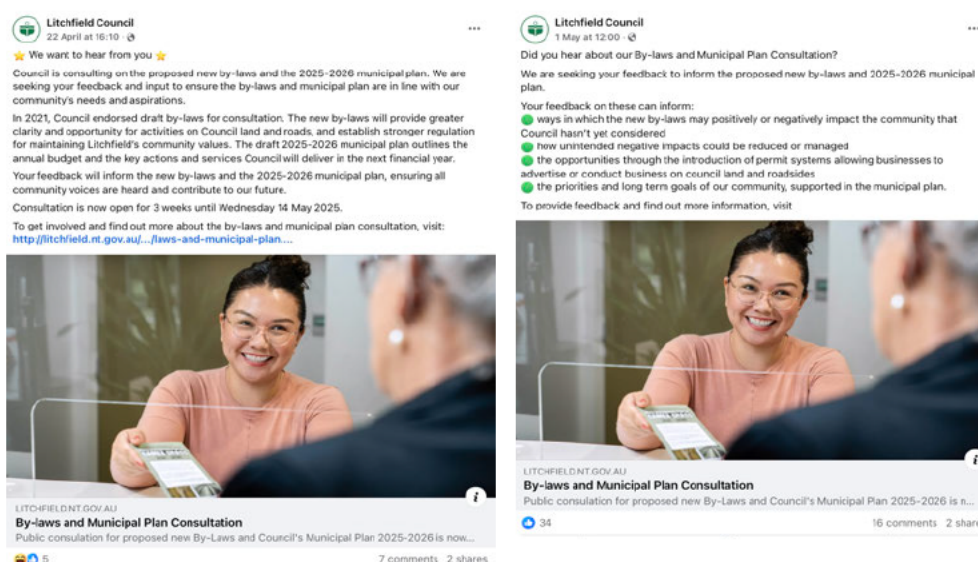


Figure 1: Facebook posts

To increase awareness and engagement, paid Facebook advertising was suggested and implemented from 9 May to the end of consultation. The below table summarises the total engagement on the consultation Facebook posts during the consultation period.

Views	Reach	Link clicks	Interactions (reactions and comments)
17,243	7,137	229	110

Posters

Posters with consultation information and a QR code were prepared and displayed at various locations during the consultation. The poster information was high level and aimed to notify people of the consultation and encourage them to read more online and participate. Locations included:

- Litchfield Council office
- Humpty Doo Shops
- Coolalinga Central
- Berry Springs Shopping Village
- Howard Springs Shops
- Howard Springs Waste Transfer Station
- Humpty Doo Waste Transfer Station
- Berry Springs Waste Transfer Station
- Thorak Cemetery
- Taminmin Community Library.

Email signatures

New email signatures were designed for Council staff during the consultation period. Email signatures included an updated image with consultation information and linked to the consultation webpage.



Figure 2: Consultation email signature

Dedicated email address and phone number

A dedicated email address and phone number were available for community members to provide feedback and ask questions during consultation. The contact details were included on all communication materials and on the consultation webpage.

Stakeholder meetings

Meetings were offered to the stakeholders listed below to hear their thoughts and feedback about the proposed by-laws and annual budget in the municipal plan.

Stakeholder	Meeting offered	Meeting accepted
Freds Pass Rural Markets Association	Yes	No
Landcare NT	Yes	Yes
Litchfield Council's Knuckey Lagoon Recreation Reserve Management Committee (KLRRMC)	Yes	Yes
Litchfield Council's Howard Park Recreation Reserve Management Committee (HPRRMC)	Yes	Yes

Freds Pass Rural Markets Association and Landcare NT were contacted at least 4 times each via phone and email to offer a meeting. The KLRRMC and HPRRMC were offered meetings via Council staff. Of these stakeholders, Freds Pass Rural Markets Association were the only stakeholder not to respond to the meeting offer.

A combined meeting was held with the KLRRMC and HPRRMC on Tuesday 13 May and a one-on-one meeting was held with Landcare NT on Wednesday 14 May.

Submissions portal

A submissions portal was available for community members to provide feedback via email or phone. During consultation, 1 phone call and 6 emails were received with questions and feedback.

Community pop ups

Community pop ups were held throughout consultation to provide residents of Litchfield municipality and the wider community an opportunity to ask questions and provide feedback about the by-laws and municipal plan consultation.

Two community pop ups were held throughout consultation at:

- Coolalinga Central, Wednesday 7 May 4pm – 6pm
- Freds Pass Rural Markets, Saturday 10 May 8am – 10am.

Council staff attended both pop ups along with a True North staff member. Councillor Kris Civitarese was also present at the Freds Pass Rural Markets pop up.

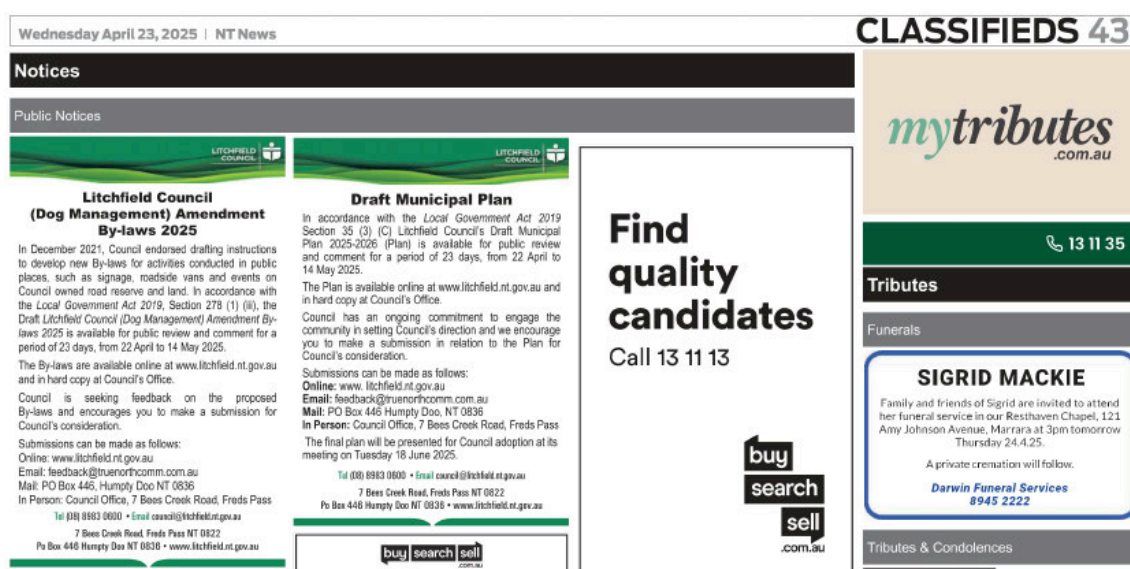
Council signs were displayed at each pop up along with copies of the fact sheet which were distributed to community members and businesses at each location. An iPad was also available to complete the online survey. Physical copies of the annual budget outlined in the municipal plan were displayed at the Freds Pass Rural Markets pop up.

Door knock

The fact sheet was distributed to 48 businesses within the Humpty Doo Plaza, Berry Springs Shopping Village and Coolalinga Central. Along with the fact sheet, businesses were provided a verbal introduction and overview of the consultation, methods and invitation to provide feedback and advised when consultation closes.

Newspaper advertising

In line with the act requirements, public notices were listed in the NT News newspaper on Wednesday 23 April advising the public that the proposed by-laws and municipal plan for 2025-2026 were available for review and feedback. The public notices are shown below. Submission and contact details were listed on both public notices, inviting the public to be involved.

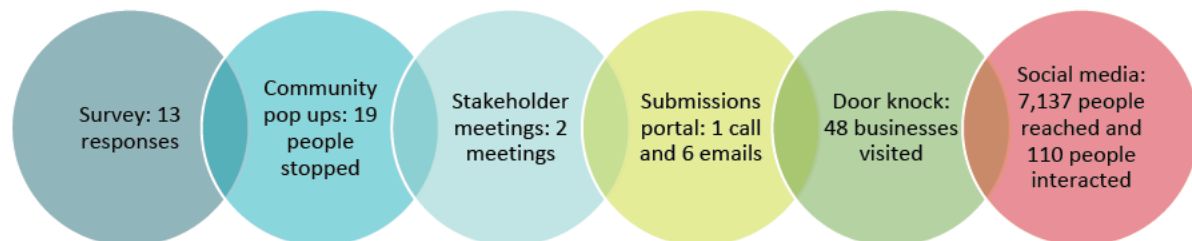


The screenshot shows a newspaper page from Wednesday April 23, 2025, NT News. The page is divided into several sections. On the left, under the 'Notices' header, there are two public notices from Litchfield Council. The first notice is titled 'Litchfield Council (Dog Management) Amendment By-laws 2025' and provides information about the council's decision to develop new by-laws for activities in public places. The second notice is titled 'Draft Municipal Plan' and informs the public that the council's draft municipal plan for 2025-2026 is available for review and comment. Both notices include contact details for submissions. In the center, there is a large advertisement for 'Find quality candidates' with the phone number 'Call 13 11 13' and a 'buy search sell .com.au' logo. On the right, there is a 'CLASSIFIEDS 43' section featuring a 'mytributes .com.au' advertisement with the phone number '13 11 35'. Below this, there is a 'Tributes' section with a notice for 'SIGRID MACKIE' and a 'Funerals' section with a notice for 'Darwin Funeral Services'.

Figure 3: Council Public Notices

Results

Feedback from the consultation was received in a range of ways:



Despite the range of communication and consultation methods used, there was limited uptake and feedback provided by community members. Sentiments expressed by community members included negative perceptions of Council's actions relating to decision making and feelings that feedback would not be considered by Council. These may be contributing factors to the limited responses received.

True North identified early in the consultation that uptake was low and held regular team meetings to assess progress and brainstorm alternative ways to increase participation. Attempts to increase participation that were not initially included in the consultation plan included:

- **Door knock of businesses** – this was originally not part of the consultation plan but 48 businesses in Humpty Doo, Berry Springs and Coolalinga were visited in an attempt to increase awareness and participation.
- **Social media advertising** – the original consultation plan did not include provisions for paid social media advertising. This was adopted while consultation was live in recognition of low uptake.
- **Media engagement** – True North suggested Council could consider media engagement to raise awareness of the consultation via the local newspaper and radio stations. Council preferred not to proceed with this option.

Feedback

Five feedback themes emerged during consultation and are captured below.



Impacts to the rural lifestyle in Litchfield

Some community members and stakeholders, including Member for Goyder Andrew Mackay MLA and Member for Nelson The Hon Gerard Maley MLA, expressed concern and dissatisfaction for any additional rules and regulations that would change or impact their current rural lifestyle. Litchfield community members greatly value the freedom and laid-back lifestyle afforded by living in the rural areas of the Litchfield municipality and do not wish to see this changed.

The unsafe and cluttered allotment was the most contentious by-law and was generally not well supported. Community members who shared negative feedback about this by-law noted they do not believe it reflects the flexible and enjoyable nature of a rural block which may be overgrown and have large items including hobby cars. Community members aligned this flexibility in using their block how they want to with the value of Litchfield's rural amenity. People wanted more information on how this by-law would be implemented, which is captured further below.

Generally there was positive reception to the by-laws for littering and behaviour in a public library with people noting this aligns with community members' values.

Costs and enforcement of the proposed by-laws

Community members questioned the costs associated with the introduction of the by-laws, both to Council and to the community. They do not wish to see an increase in council rates payable to support the introduction of the by-laws.

Some also questioned whether Council have the required resources to enforce the by-laws, noting this would create a significant impact on staff.

Further clarity required for the by-laws

A number of community members and stakeholders mentioned further clarity is required before the by-laws are introduced to ensure they accurately reflect the Litchfield municipality. There was a general misunderstanding of the by-laws, specifically those relating to Council land or Council road reserves as community members were not aware which land or road reserves were owned by Council and not the NT Government.

Community members noted some of their concern about the unsafe and cluttered allotment by-law was due to not having enough information to understand how it would be implemented. People wanted to know what Council would consider unsafe and cluttered, with some fearing the definition would become prohibitive of general enjoyment, or be leveraged by unhappy neighbours wanting to raise issue with Council to atone for other unrelated conflicts.

Budget allocations for recreation reserves

Feedback received relating to the municipal plan was mostly regarding the recreation reserve budget allocations. Stakeholders were pleased reserves were allocated funding, but noted this did not accurately reflect the amount needed to maintain and improve the reserves for community use. In some instances, this was due to a misunderstanding of what the allocation was for. Once Council staff explained the budget allocation was to develop a masterplan to then guide future spending and budget allocations, the inclusions in this financial year's municipal plan were generally better supported.

There was positive reception from stakeholders about the budget allocation for the development of the master plans for the reserves in the Litchfield municipality. Stakeholders were happy to see Council invest in developing the master plans to ensure facilities and areas in the municipality would be improved for future generations to use and enjoy.

General community negativity

Community members expressed general dissatisfaction and negativity towards Council relating to issues outside of the consultation scope.

Feedback in detail

Survey

The online survey was the main method community members and businesses in the Litchfield municipality were directed to provide feedback to. The online survey link was only accessible via the consultation webpage and via one of the 7 social media posts late in consultation. This was done to ensure respondents were informed about the proposed by-laws and municipal plan before completing the survey.

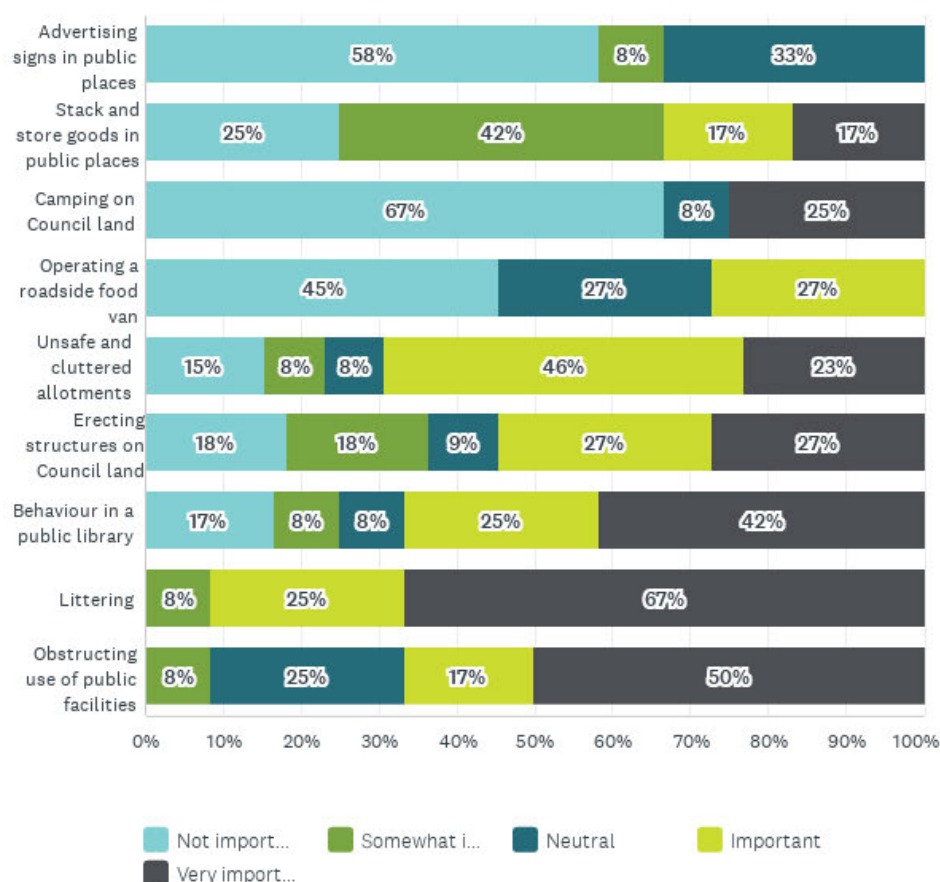
A total of 13 survey responses were received during consultation. In the first week of consultation, 2 survey responses were received, one response in the second week, 2 responses in the third week and 8 responses in the final week of consultation. Significant effort was made to increase this response rate by promoting the survey at the community pop ups and during the door knocks.

Issues were identified in the survey in the second week of consultation which was prohibiting responses to be submitted. Once resolved, there was an uptake in survey responses. A summary of the survey responses is shown below, with percentages rounded to the nearest whole percent. The full survey report can be found in Appendix A.

All respondents are residents in the Litchfield municipality, with 8% living in Litchfield for 0-2 years, 8% for 2-5 years and 85% for 15+ years.

By-laws

Respondents were asked to consider the details of each of the proposed by-laws and to rank each by-law on a scale of very important, important, neutral, somewhat important and not important.



The littering by-law received the highest importance ranking from respondents with 92% of respondents ranking it very important or important.

Other by-laws deemed important or very important by respondents included:

- unsafe and cluttered allotments (69%)
- obstructing use of public facilities (67%)
- behaviour in a public library (67%)
- erecting structures on Council land (54%).

The following by-laws were deemed not important or only somewhat important by survey respondents:

- stack and store goods in public places (67%)
- camping on Council land (67%)
- advertising signs in public places (66%)
- operating a roadside food van (45%).

To further understand sentiments towards the proposed by-laws, respondents were asked whether they thought the by-laws would have a positive, negative or neutral impact on the community and to provide a reason for their choice. The table below summarises these sentiments and suggests that respondents feel the by-laws will mostly have a positive impact on the community.

By-law	Positive (%)	Negative (%)	Neutral (%)
Positive			
Littering	85	8	8
Behaviour in a public library	69	8	23
Unsafe and cluttered allotments	54	38	8
Obstructing use of public facilities	46	15	38
Operating a roadside food van	38	31	31
Negative			
Advertising signs in public places	31	38	31
Camping on Council land	31	38	31
Neutral			
Erecting structures on Council land	15	31	54
Stack and store goods in public places	31	31	38

Overall, 46% of respondents agree with the proposed new by-laws, 38% of respondents disagree and 15% of respondents were neutral. Some notable comments from respondents include:

- **Agree:** *"There needs to be the ability for consequences of those who choose to not follow laws or rules for the good of the greater community. If a letter or [fines] can be issued, others may be discouraged from similar behaviours."*
- **Agree:** *"Overall I agree and think they will make the Litchfield area a nicer place to be. They will only affect those who are doing the wrong thing."*
- **Disagree:** *"Some of these are an overreach, and will be expensive and timely to police. Many laws already exist."*
- **Disagree:** *"A complete and utter waste of time and resources."*
- **Neutral:** *"I think it covers a lot of areas that I didn't know were problems."*

Respondents were also asked if there was anything else Council should consider for the proposed by-laws. Responses included:

- *“Yes, Road conditions - speed in the rural area. More lifestyle improvements like cycling pathways for kids and adults- that can get people off the roads. MUCH More focus on GAMBA.”*
- *“Do not be dictators we are all trying to just make ends meet. Imposing further cost of living pressure is not why you were elected. Consider opening a short term caravan park across the road from the Humpty Doo shops.”*
- *“Forget about them, unless they can be a benefit to the greater community and actually generate a positive income flow.”*
- *“Stronger dog bylaw with limits for the different size blocks (i.e. larger blocks more dogs allowed but have clear noise and nuisance mechanisms i.e. person walking their own boundary fence line and having 5 dogs barking, there should be a way to compel the dog owner to keep that behaviour in check.”*

Municipal plan

Respondents were asked whether the 2025-2026 municipal plan provided a good overview of Council’s intentions for the next year and why or why not. Responses were divided:

- 38% of respondents responded yes
- 31% responded no
- 31% responded unsure.

Respondents’ reasons for why or why not included:

- **Yes:** *“I think so. I’m not sure about your Arnhem highway site. I think you need to do very thorough forward planning for this one or it could end up a giant waste of money - it seems like more of a tourist stopping point than for residents, given its location. I like your planning for a playground at Coolalinga. I feel like you need to make Fred’s Pass bigger and put the playground there. It would be great for younger siblings waiting at things like cricket and netball to go play on the playground.”*
- **No:** *“Not enough details on how it will be enforced or penalties etc.”*
- **Unsure:** *“It covers a lot of small items, but doesn’t address anything major or set intentions.”*

Respondents were also asked if they felt anything was missing from the municipal plan that Council should consider when planning for the next year, with most saying yes:

- 54% of respondents responded yes
- 15% responded no
- 31% of respondents were unsure.

To ensure the municipal plan aligns with the community’s needs and values, respondents were able to provide additional feedback about the municipal plan. Some respondents (46%) had no further feedback, while some notable responses included:

- *“A total and utter waste of time and money to produce something that has no positive impacts for residents.”*
- *“Ensure the library service continues at a high standard and has staff to run on a larger scale.”*

- “They might have different intensions.”

Community pop ups

Two community pop ups were held during the consultation period to engage directly with community members and businesses and offer the opportunity for them to provide feedback. The table below summarises the engagement at each community pop up.

Community pop up	Summary
Coolalinga Central, Wednesday 7 May 4pm – 6pm	<ul style="list-style-type: none"> • 29 fact sheets were taken by community members and distributed to businesses within the shopping centre • 6 people stopped at the stall. Of these, 2 provided feedback and 4 asked general questions or mentioned the library relocation • Feedback relevant to the consultation included: <ul style="list-style-type: none"> ○ Happy with Council’s current services and budget outlined in the municipal plan and did not feel they needed to provide further feedback on the consultation ○ Thinks the by-laws are good and supports all aside from the untidy allotments as this will be hard to determine due to the rural lifestyle.
Freds Pass Rural Markets, Saturday 10 May 8am – 10am	<ul style="list-style-type: none"> • 34 fact sheets were given to community members and stall holders at the markets • 13 people stopped at the stall. Of these, 5 had questions or feedback regarding the consultation and 6 had general questions for Council staff • 2 stall holders had further questions about the consultation • A number of community members were reading the information displayed at the pop up as they walked past but did not want to engage • Feedback or questions relevant to the consultation included: <ul style="list-style-type: none"> ○ Does not live in Litchfield but frequently visits and uses facilities. Thinks Council should continue to fund the holiday programs for children aged 8-12 as they enjoy these activities ○ Requested further information on all the by-laws and the impact this would have on them, specifically the camping on Council land by-law. Was happy to hear this would not impact as it does not relate to NT Government land ○ Not happy with Council’s services and does not agree with the by-laws ○ Opposed to the by-laws as they feel there are already too many permits and rules in life and do not need any more. Asked why permits

	<p>should be introduced for food vans to operate as this will impact their business</p> <ul style="list-style-type: none"> ○ Interested in the advertising signs in public places by-law and how this would impact the Freds Pass Markets, happy that this would not impact as Stuart Highway is a NT Government road ○ Interested in the advertising signs in public places by-law and impacts to the Freds Pass Markets. Questioned the by-law for operating a roadside food van and if there were currently permits in place, thinks this is a good opportunity for vendors to be able to operate in different locations.
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The full notes and feedback from the community pop ups can be found in Appendix B.

Stakeholder meetings

Two stakeholder meetings with 3 stakeholder groups took place during consultation. A one-on-meeting with Landcare NT and a combined meeting with Council's Knuckey Lagoon Recreation Reserve Management Committee (KLRRMC) and Howard Park Recreation Reserve Management Committee (HPRRMC).

A summary of the feedback gathered from the stakeholder meetings is shown below.

Stakeholder	Summary
KLRRMC and HPRRMC, Tuesday 13 May 5pm – 5:45pm	<ul style="list-style-type: none"> • Attended by 3 committee members, 2 Council staff and 2 True North staff • Mostly supportive of the by-laws, especially introducing rules for camping on Council land as this is currently occurring at Knuckey Lagoon and creates issues • Some concerns with Council's capacity to implement and enforce the new by-laws with current staffing resources along with impacts to current rural lifestyle • Some concern about how the untidy allotments by-law would be implemented and what would be classified as untidy. Concern that disgruntled neighbours might unfairly use this by-law to atone for other unrelated neighbourhood conflicts. • Positive reception to the master plans for reserves and budget allocated in the municipal plan to enable these plans.
Landcare NT, Wednesday 14 May 11:30am – 12:30pm	<ul style="list-style-type: none"> • Attended by Landcare NT CEO, 2 Council staff and 1 True North staff member • Landcare NT is comfortable with the proposed by-laws, noting that they are good practice and create a common sense mechanism for council to deal with issues

	<ul style="list-style-type: none"> Landcare NT would like to see longer term commitments from Council to support sustainability of community groups, whether this be longer term financial commitment, and/or commitment to building longer term relationships and collaboration.
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Full meeting notes can be found in Appendix C.

Submissions portal

During consultation, 1 phone call was received providing feedback about the annual budget in the municipal plan and 6 emails were received providing feedback on the proposed by-laws and the municipal plan. This feedback has been summarised in the table below, the full responses can be found in Appendix D.

Method	Stakeholder	Feedback
Phone	Taryn Hughes, Chair of the Berry Springs Recreation Reserve Board	<ul style="list-style-type: none"> The \$120,000 budget allocation to Berry Springs Reserve for roof painting is not reflective of the Reserve's needs and requests for other infrastructure upgrades Has previously reached out to Litchfield Councillors and Mayor to discuss the needs of the Reserve Concerned that if the required funding is not provided then there will be infrastructure breakdowns and the reserve will have to close Noted she would send the consultation information to her contacts.
Email	[REDACTED] resident	<ul style="list-style-type: none"> Feedback on the annual budget in the municipal plan Urging Council to upgrade the roads near Woolworths at Humpty Doo to introduce foot paths There are currently no foot paths from her property to safely access the shops close by.
Email	Gerry Wood, resident	<ul style="list-style-type: none"> Does not agree with some of the proposed new by-laws Further definition is needed relating to the unsafe and cluttered allotments by-law for clarity Advertising signs should be left the responsibility of the NT Government Concerned about additional costs incurred through the by-laws introduction Suggests easier waste removal or reduced rates for residents to clear their properties instead of new by-laws Does not want the rural lifestyle changed.

Email	Anthony Dent, Freds Pass Sport & Recreation Management Board	<ul style="list-style-type: none"> • The budget allocation outlined in the municipal plan is insufficient to meet the operational needs of the Freds Pass Sport & Recreation Reserve • Appreciative that Council has recognised the reserve as a vital asset within the Litchfield community • Requests Council increase the budget allocation by \$200,000 to a total of \$1,134,746, providing budget figures to support the request • The additional budget allocation would support initiatives such as the field refurbishment program, other critical improvements and additional staff needed for future sporting events.
Email	Department of Housing, Local Government and Community Development	<ul style="list-style-type: none"> • Providing feedback on formatting within the municipal plan and annual budget to support Council to meet its legislative obligations for planning and budgeting processes under the Act.
Email	Andrew Mackay MLA, Member for Goyder	<ul style="list-style-type: none"> • Does not believe the by-laws are in line with the wishes of his constituents and believes the by-laws will be perceived as an overreach of Council into their lives • Strongly supports the by-law for littering • Opposes the by-laws for erecting structures on Council land and operating a roadside food van • Strongly opposes the by-laws for unsafe and cluttered allotments advertising signs in public places.
Email	The Hon. Gerard Maley MLA, Member for Nelson and Deputy Chief Minister	<ul style="list-style-type: none"> • Does not believe the by-laws are in the best interest of the rural residents and they will be perceived as an overreach of Council into the lives of the Litchfield residents • Strongly urges Council to amend the by-laws to remove certain sections • Concerned about the cost to Council required to enforce the by-laws • Strongly supports the by-law for littering • Opposes the by-laws for erecting structures on Council land and operating a roadside food van • Strongly opposes the by-laws for unsafe and cluttered allotments advertising signs in public places.

Door knock

To further engage businesses within the Litchfield municipality, a door knock and fact sheet distribution was completed at Humpty Doo Plaza and Berry Springs Shopping Village. A door knock was also completed during the community pop up in Coolalinga Central to distribute the fact sheet to businesses within the shopping centre. These businesses included:

Humpty Doo Plaza	Berry Springs Shopping Village	Coolalinga Central
<ul style="list-style-type: none"> • Humpty Doo Tavern • Medical Centre • Humpty Doo Nails • Red Earth Property NT • Terry White Chemist • Humpty Doo Butcher • Humpty Doo Newsagency • Humpty Doo Seafoods • Humpty Doo Kebab • Humpty Doo Bakery • Mrs Frogs Café • La Val La • The Tao House • Bellygood Noodle Bar • Humpty Doo Vet • Remote Area Group • Litchfield Realty 	<ul style="list-style-type: none"> • IGA Local Grocer Supermarket • Berry Springs Bottlemart • Remote Territory Health • Berry Springs Pharmacy • Berry Springs HOME Hardware • Foodgasm Dine-in and Takeaway • Caltex Berry Springs • Berry Springs Tavern 	<ul style="list-style-type: none"> • Kmart • Cotton On Body • Cotton On • Coles • Desire Shop • Browz lash Hub • Chemist Warehouse • Hair For Men Barbers • NT Nails • ProfessionAIL • Prostyle Hair Studio NT • Summertime Beauty & Day Spa • Beta Butchers Coolalinga • Golden Chopstix • Mamma's Kitchen NT • Muffin Break • OPA! Greek Grill Coolalinga • Pranee's Thai Kitchen • Smokey J's • Sushi Hub • Pro-Tek • Kaisercraft • Unique Gifts & Newsagency

Most community/staff members spoken to had not heard about the consultation but were happy to take the fact sheet and review later as they were busy working.

Limited feedback was received, particularly from businesses in Humpty Doo Plaza and Coolalinga Central. Feedback from businesses in Berry Springs Shopping Village included:

- *"Think the additional by-laws are okay as they won't really impact me."*
- *"Budget is usually good, would like to see more for areas in Berry Springs though."*
- *"I don't want the lifestyle here to change, so I'll support [the by-laws] if Council will do what they say they will."*

Social media

The by-laws and municipal plan consultation posts reached 7,137 people during the consultation period. Of these, 110 people interacted with the posts, either by reacting, sharing or leaving a comment.

Comments varied from expressing negative views of Council and the introduction of new rules, mentioning the library relocation or providing feedback on the consultation. Some notable comments about the consultation include:

- *“Need to tighten dog ownership and responsibility regulations. Sick to death of neighbours with 7 dogs wandering and crying from long periods of being caged!”*
- *“Unsafe and cluttered allotments – introduce rules to ensure properties are kept safe, clear of clutter, and free from conditions that may pose a risk to health or safety like fire hazards or pests. Your Council does not provide garbage collection services and imposes fees for the disposal of specific items at the landfill. While it is acceptable to implement regulations, if you genuinely cared about addressing this issue rather than seeking additional revenue, you would offer all the necessary options for ratepayers to maintain the cleanliness of their properties.”*
- *“What does the modelling show the cost to be for administration, regulatory services and compliance, for these additional powers?”*
- *“Not sure I like the vagueness of the cluttered or unsafe allotments. Who deems whats cluttered and unsafe. And storing things on council land. Assuming council has issues with people parking trucks or machinery on a vacant block. If you need to invent a new law to do something then you probably should do it.”*

All available Facebook comments can be found in Appendix E.

Recommendations

Based on the feedback gathered during consultation, True North recommends:

1. Council carefully consider all feedback received from the consultation when finalising the proposed by-laws and municipal plan.
2. A summary of the final report is made publicly available and sent to the stakeholders who participated in consultation to demonstrate Council’s commitment to community engagement and transparency, and to close the feedback loop.
3. Clearly articulating the outcomes of Council’s decision making regarding the by-laws, including the impacts the new by-laws will have on residents and businesses if they are introduced.

Appendices

Appendix A – Survey responses

Appendix B – Community pop ups summary

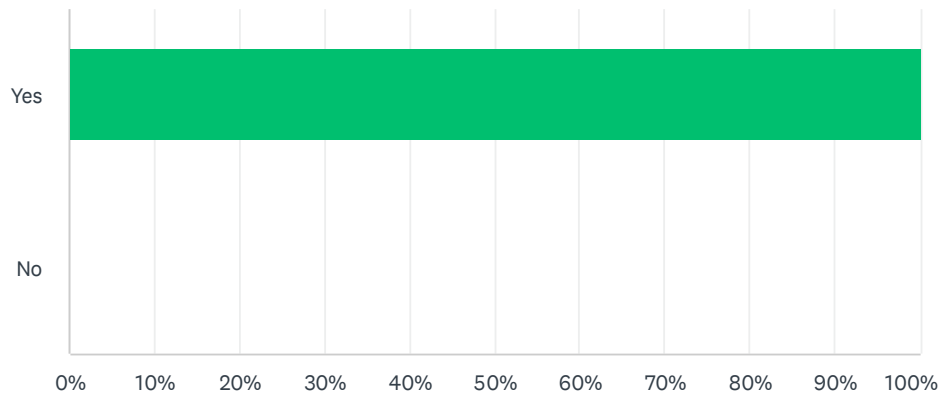
Appendix C – Stakeholder meeting notes

Appendix D – Feedback via email

Appendix E – Social media comments

Q1 Do you live in the Litchfield municipality?

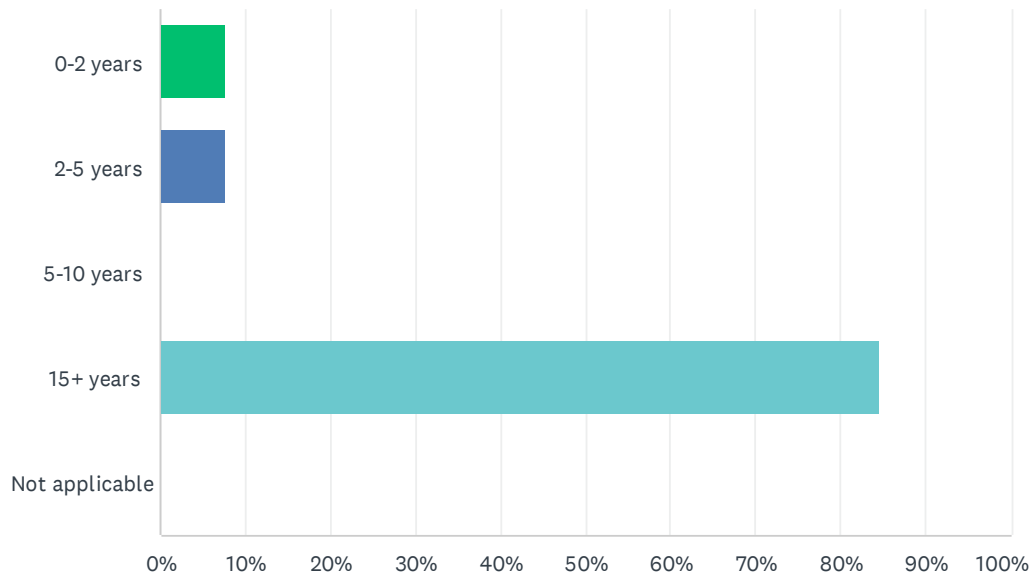
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	13
No	0.00%	0
TOTAL		13

Q2 If yes, how long have you been a resident in Litchfield?

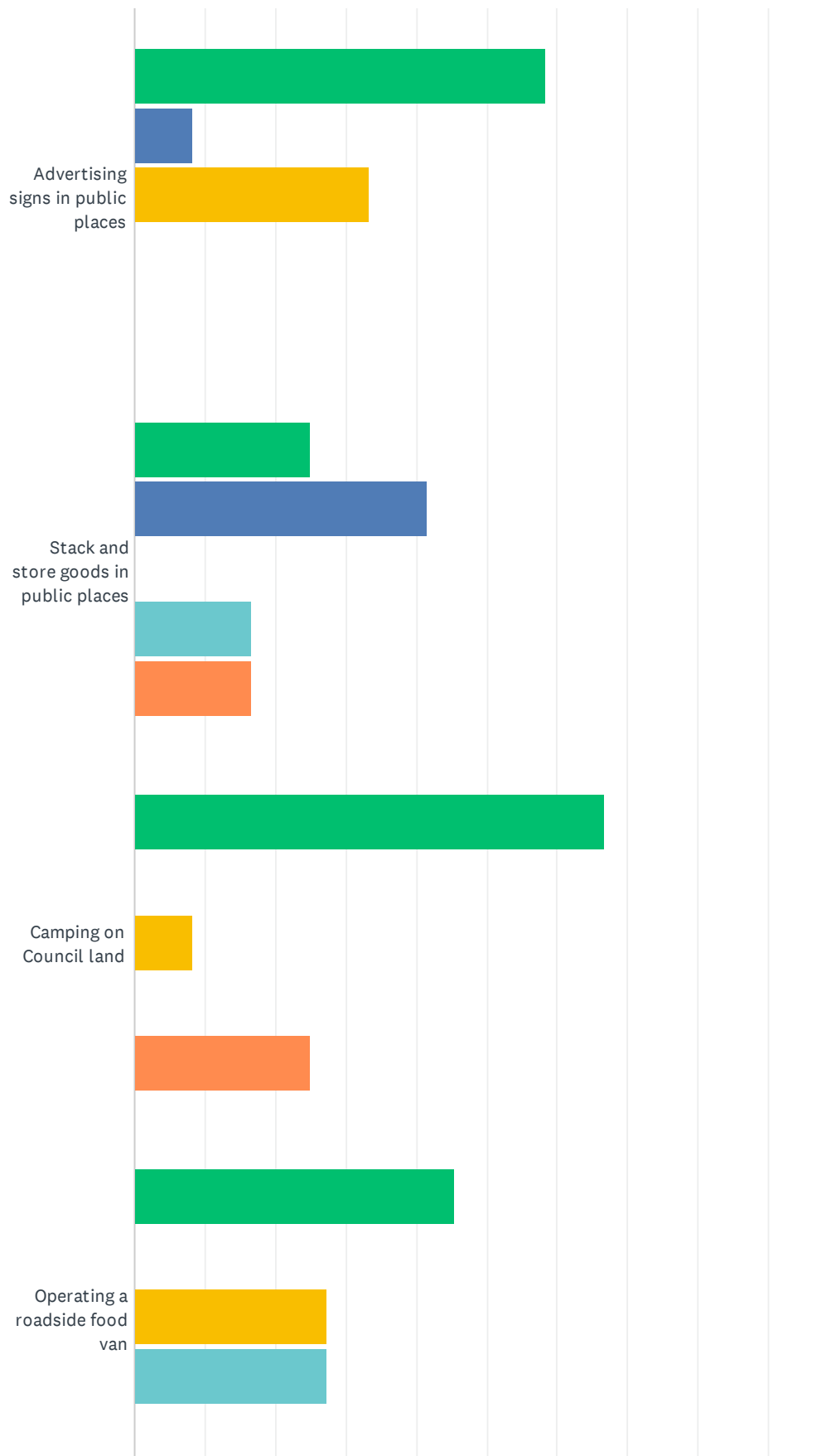
Answered: 13 Skipped: 0



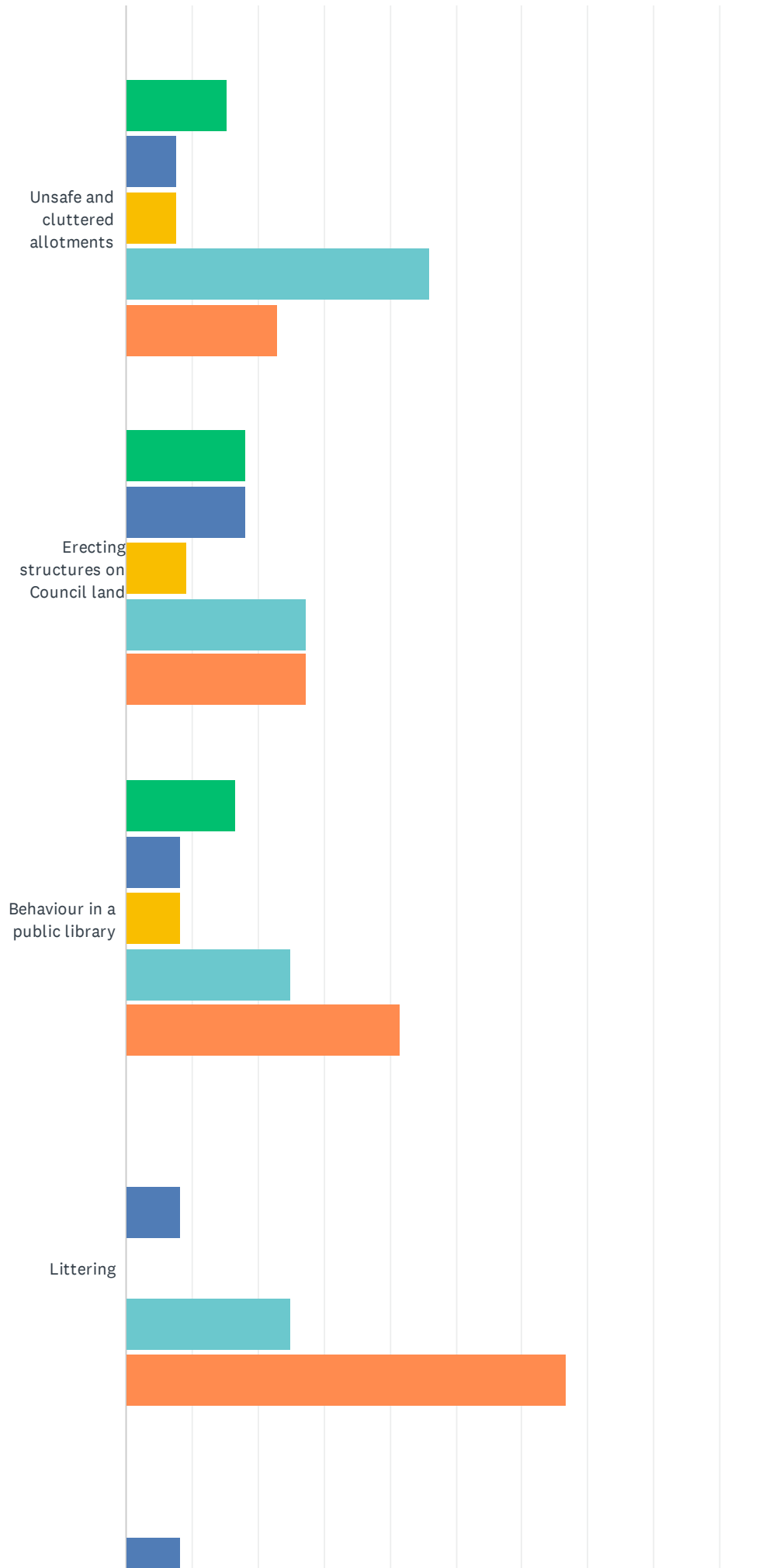
ANSWER CHOICES	RESPONSES	
0-2 years	7.69%	1
2-5 years	7.69%	1
5-10 years	0.00%	0
15+ years	84.62%	11
Not applicable	0.00%	0
TOTAL		13

Q3 When thinking about the details of the proposed new by-laws, please rank the by-laws on a scale from not important to very important.

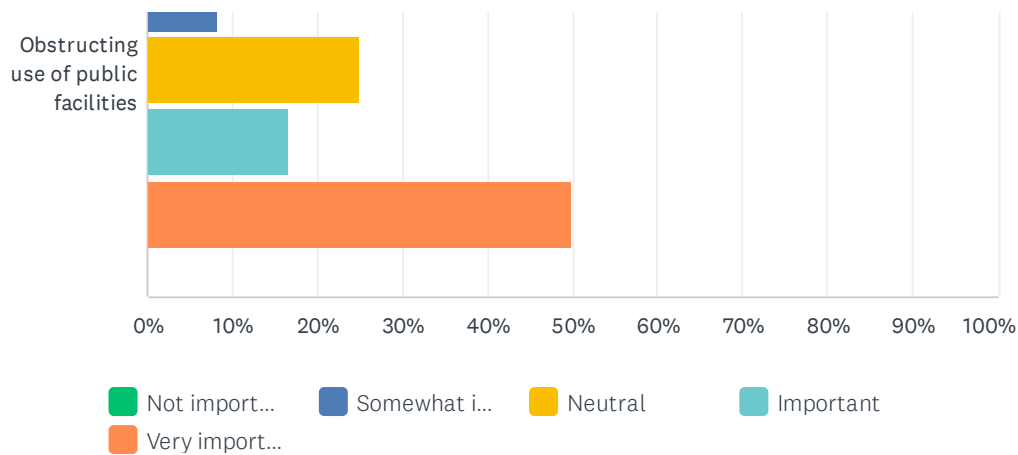
Answered: 13 Skipped: 0



By-laws and Municipal Plan Survey



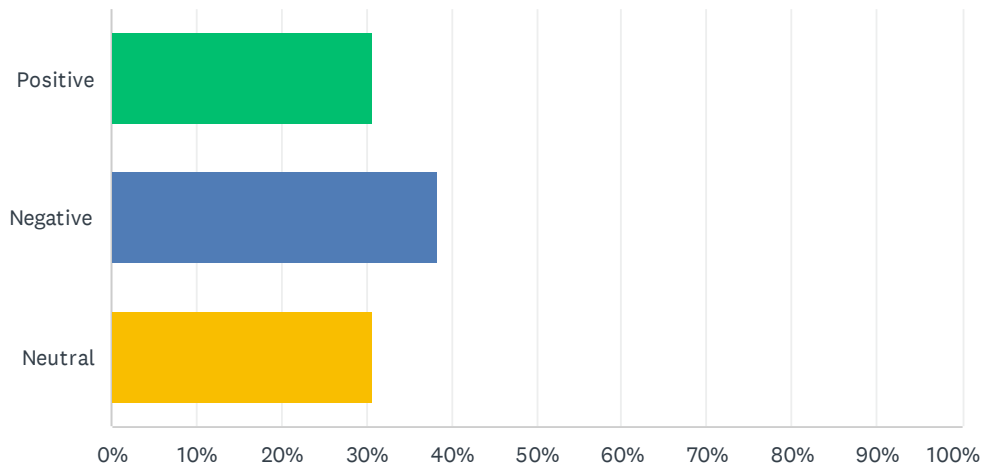
By-laws and Municipal Plan Survey



	NOT IMPORTANT	SOMEWHAT IMPORTANT	NEUTRAL	IMPORTANT	VERY IMPORTANT	TOTAL
Advertising signs in public places	58.33% 7	8.33% 1	33.33% 4	0.00% 0	0.00% 0	12
Stack and store goods in public places	25.00% 3	41.67% 5	0.00% 0	16.67% 2	16.67% 2	12
Camping on Council land	66.67% 8	0.00% 0	8.33% 1	0.00% 0	25.00% 3	12
Operating a roadside food van	45.45% 5	0.00% 0	27.27% 3	27.27% 3	0.00% 0	11
Unsafe and cluttered allotments	15.38% 2	7.69% 1	7.69% 1	46.15% 6	23.08% 3	13
Erecting structures on Council land	18.18% 2	18.18% 2	9.09% 1	27.27% 3	27.27% 3	11
Behaviour in a public library	16.67% 2	8.33% 1	8.33% 1	25.00% 3	41.67% 5	12
Littering	0.00% 0	8.33% 1	0.00% 0	25.00% 3	66.67% 8	12
Obstructing use of public facilities	0.00% 0	8.33% 1	25.00% 3	16.67% 2	50.00% 6	12

Q4 Advertising signs in public places

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	30.77%	4
Negative	38.46%	5
Neutral	30.77%	4
TOTAL		13

Q5 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Leave them alone

Unnecessary use of Council time

Why wouldnt you want to help businesses advertise and therefore succeed?

Can keep areas tidy and avoid obstruction. But not the biggest impact to community

just making it harder for us to make a living

I don't hink it is currently a big issue that warrants being addressed in this manner

They can be a distraction while driving , thus safety

I wouldn't want to see a proliferation of advertising spoiling the rural feel, if it's kept to select areas where commerce takes place then i would think that's ok

We want small businesses to thrive. Advertising in your local community should be a priority and supported by the council. Tying it up with red tape and fees will not assist businesses.

It will stop people from advertising

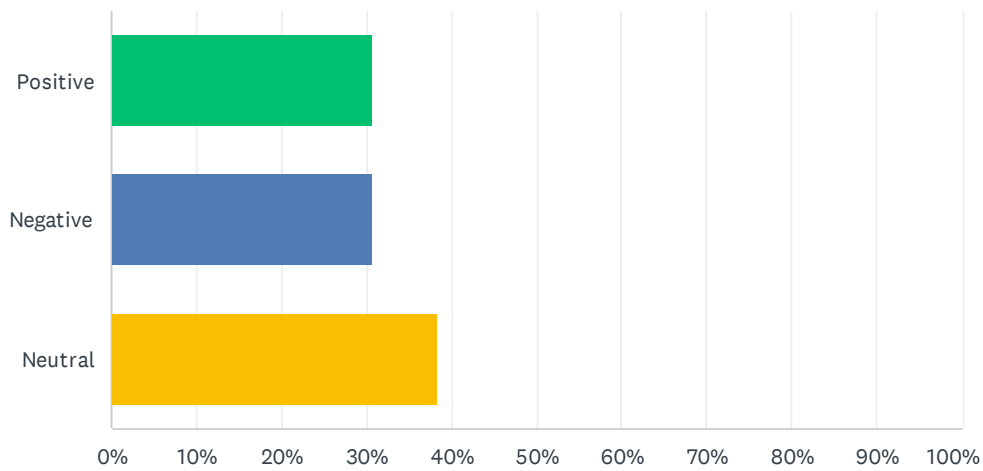
Nil

Its good for businesses to be able to advertise and it can also be a revenue raiser for council. Especially if you're strategic about setting up the signs and then allowing people to rent them. You don't suddenly want roads with signs everywhere.

Exactly what harm do these signs do? Council should be more concerned about their core duties, rather than finding more ways to extact money from local businesses.

Q6 Stack and store goods in public places

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	30.77%	4
Negative	30.77%	4
Neutral	38.46%	5
TOTAL		13

Q7 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Who cares

Unnecessary use of Council Time

That doesnt even make sense to me, what is it?

Discourage unsafe goods or environmental damage from items being left on council areas

my block is my place

I'm sure this could be an issue, particularly with shipping containers etc

Doesn't affect me.

it public land no for people to store or use these areas like the verges of the street to conduct trucking and freighting type roles, like stacking trailers and leaving them for days or weeks at a time. Mango road for an example.

No one should have the right to stack or store goods in public places.

I shouldnt have to fill this out

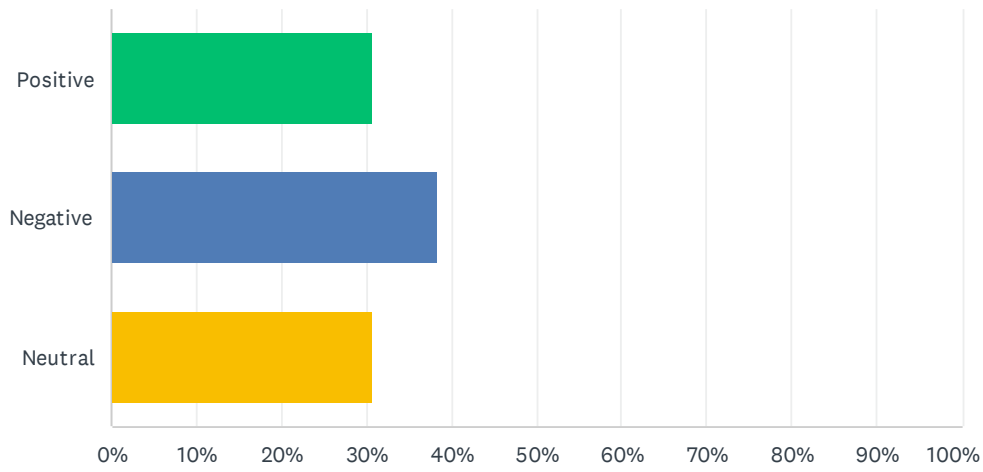
Nil

I figure theres a specific reason you have this one but I'm not sure who you're targeting.

Is this a problem with in the council area or just another waste of rate payers money?

Q8 Camping on Council land

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	30.77%	4
Negative	38.46%	5
Neutral	30.77%	4
TOTAL		13

Q9 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Let them be

I see no issue with this - I think its overzelous

People are homeless and desperate.

Need to protect the valued reserves and have the ability to respond. Camping is a huge issue in Darwin and will continue to extend to rural area

how to annoy toruist

I don't think this is currently a big issue for the municipality

I don't think camping is abig problem with so much vacant land around

with a permit system it would control and allow council to know and follow up on people if they do the wrong thing.

We should provide some free camping spots for tourists. They spend a lot of money in local businesses and council should be supporting this with either free camping or a modest camping fee. Not everyone can afford to pay \$40 upwards in the peak dry season. Most local councils around Australia provide short term low cost camp facilities for visitors.

Blackfellas camping and shitting everywhere

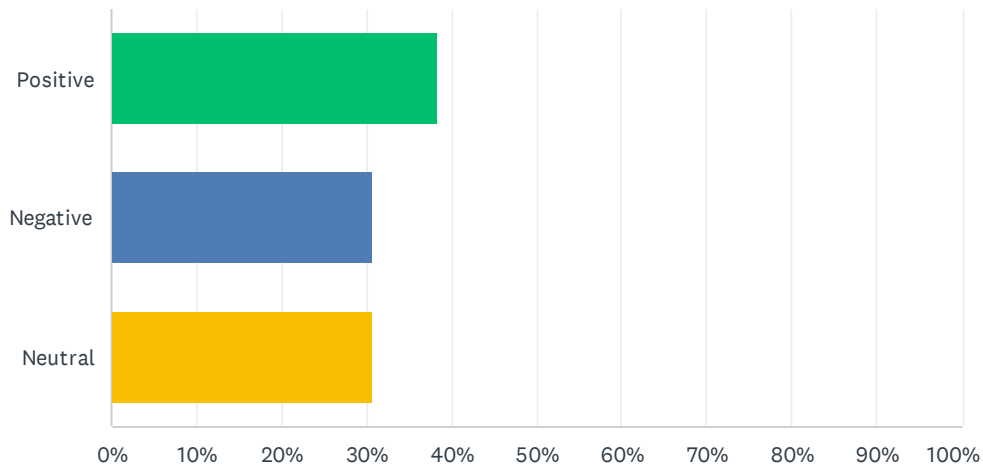
Nil

I think camping in designated free camp areas is a good thing but we don't want people camping everywhere.

Once again is this a problem in the council area? Will it create a new revenue stream or will any monies gained be lost due to policing and administration costs

Q10 Operating a roadside food van

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	38.46%	5
Negative	30.77%	4
Neutral	30.77%	4
TOTAL		13

Q11 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

They are fine

I see no issue with this and feel its an overreach

Sounds like a great idea - again encouraging businesses succeed will be a win win for everyone.

Probably needs some controls in place. Not really a risk unless parked in unsafe area

1

Please encourage more roadside food vans eg coffee carts

All business' need to operate in a legal enviroment.

yes absoulutely, with a permit and a health department certificate if we have something like that

Why would you want to negatively impact on someone trying to make a living and providing a service. Permits could be issued for a very low fee.

I shouldnt have to justify every answer

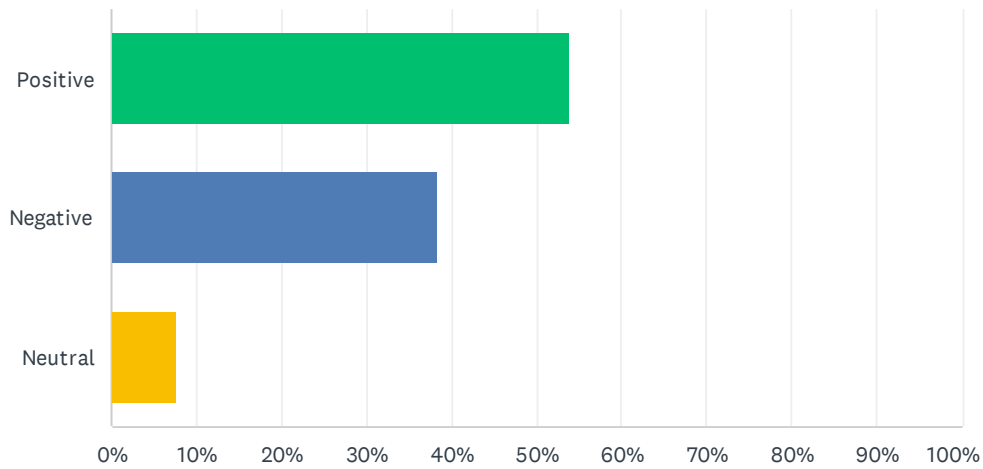
Nil

In our over-regulated world this is a normal thing in other places.

Another instance of adding bureaucracy on locals trying to make ends meet and performing a service to the greater community. Any funds gained will be lost in policing and admin.

Q12 Unsafe and cluttered allotments

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	53.85%	7
Negative	38.46%	5
Neutral	7.69%	1
TOTAL		13

Q13 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Don't care

Sick of neighbours junk yards that are a major fire risk to the community as well as cyclone risk and harbor Gamba

Everyone should be responsible for their mess.

Ensure consideration to neighbours and community both visually and safety - esp in cyclone season

leave my block allow

This should be addressed and is a problem for the municipality

There are many eyesaw alotments around that really need cleaning up.

yes i see too many blocks full of oll car bodies and junk, plastic bags, that would be a public risk during cyclones.

Who will police it and what is some ones treasure is someone else's rubbish. If you identified what is considered clutter etc it might shed a bit more light in your intention. Also if you provided a cyclone clean up and waived penalty payments at the dump once or twice a year maybe blocks would not be so cluttered

Just leave people alone

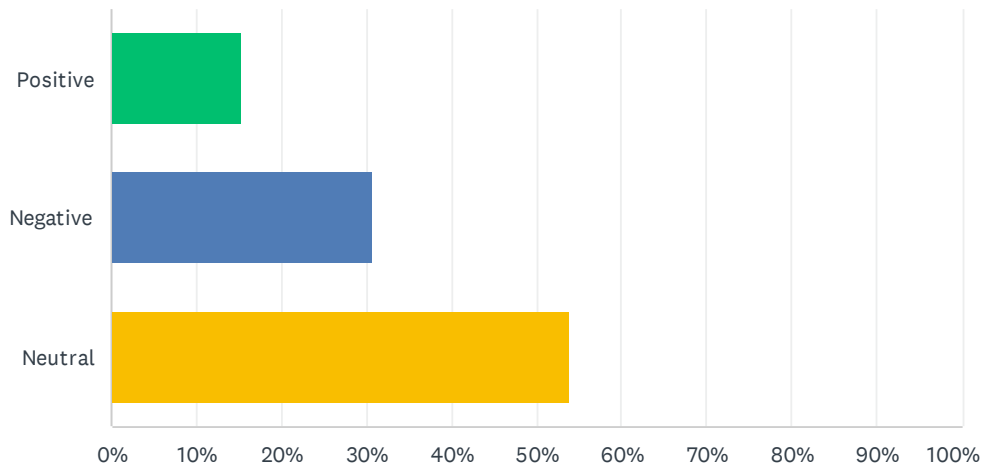
Better street appeal

Lessens bushfire threats from messy neighbours. Shouldn't become a way to target people though. You guys would benefit from an attitude that says 'we want to work with you' and point people in the direction of helpful services - probably free services for these people. Just fining them or threatening them with tougher punishments is just bullying.

This should be left to Bush Fires and not wasting council employees time and expenses

Q14 Erecting structures on Council land

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	15.38%	2
Negative	30.77%	4
Neutral	53.85%	7
TOTAL		13

Q15 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Stop

Not sure I understand the problem

Should of given an example? Like a scout hall - of course, you should be supporting them!

Council should have the right to approve items on council land

whats a structure?

I'm not aware of this currently being an issue

Dont want council getting sued from something didn't erect

unless it's in conjunction with the council then no

This should not be allowed without council permission.

Neatral

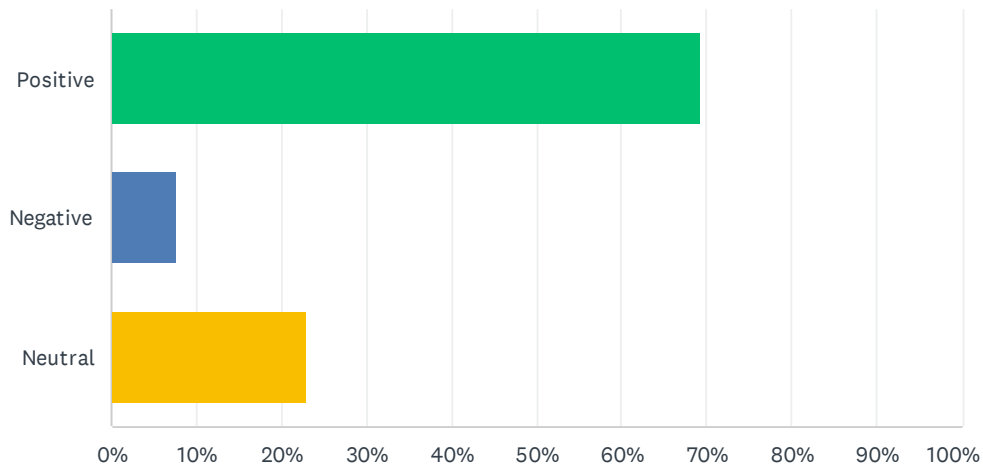
Nil

Again I'm not sure what this refers to.

Another problem made up by the CEO to justify their salary.

Q16 Behaviour in a public library

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	69.23%	9
Negative	7.69%	1
Neutral	23.08%	3
TOTAL		13

Q17 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Don't go

No issue with setting standards

How about you train your staff to handle behavior of children - surely no one should get kicked out of a library - I hear the staff are nasty to the kids at Taminmin.....

Both individuals and library staff reserve the right for protocols that guide appropriate behaviour and supervision in a public library

who's stupid idea was this

This is a good thing to address

There is enough bad behaviour eslewhere a library should be quiet.

all people should feel safe and there should be clear behavior expectations published.

I support this proposal.

I didnt want to anser this but I cannot proceed without doing so

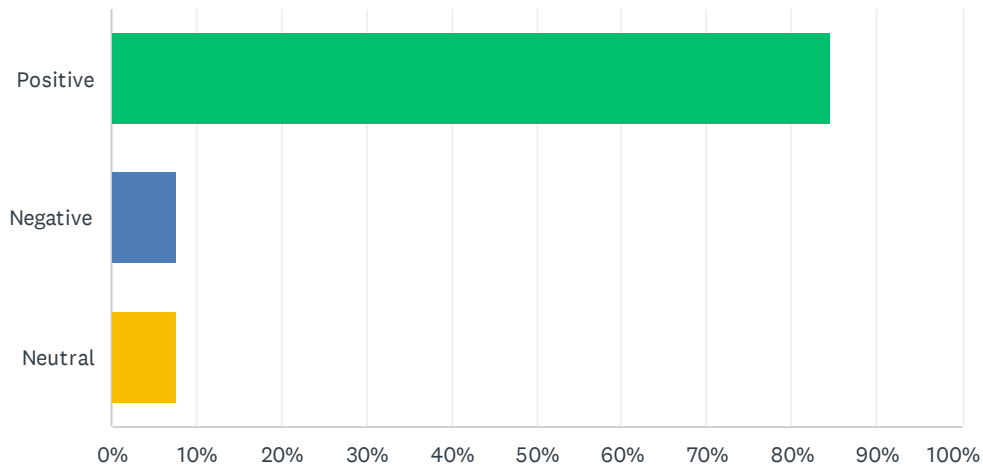
Nil

You are going to need to work with the kids/teens for this library project to be good. I love that you're moving the library to Coolalinga but you are going to need some behaviour management experts in there at times!

Another problem that hasn't existed before. Is this an expectation of the library relocation?

Q18 Littering

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	84.62%	11
Negative	7.69%	1
Neutral	7.69%	1
TOTAL		13

Q19 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Need our shire clean

Sick of the dumping out the back of our property - however Im sure there are already laws about this

I have collected trailer loads of rubbish on council land, but your tips wont accept it - so I dont do it anymore. You should also have skip bins outside the tips..... it makes absolutely no sense that you just think that rate payers can use our tip - how antiquated and out of touch. Rubbish is better put in a bin - regardless where you live - step up!

Important for Council to be able to address littering and illegal dumping - consequences may discourage others

will not make any difference

This is a good thing to address - particularly along the highway

About time! this badly needs addressing as rubbish is dumped in the bush when council charges fees. And its the land owners task to take legal action.

Please stop the illegal dumpers, I think the vouchers the council did recently were an excellent ideas to help residence get rid of junk without illegal dumping.

I support strong penalties for littering.

See number 9.

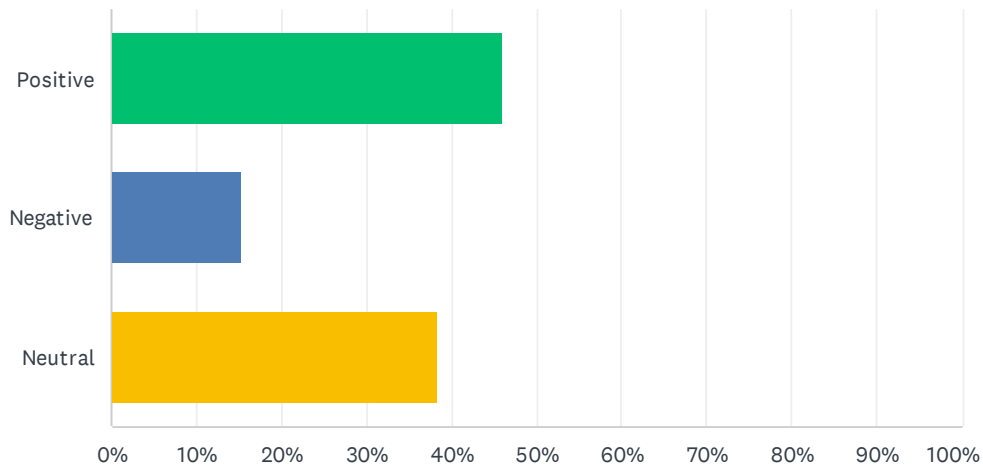
Nil

Lazy dumpers need to pull their socks up. Again working with the people helps though by ensuring residents have a process to follow to dump all their various items. I wonder if you could do a once a year arrangement with Shoal Bay to collect building materials from a litchfield dump. I think this may be why you have illegal dumping of building materials, no 'accepted' process to follow.

Isn't this something that is already in force?

Q20 Obstructing use of public facilities

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Positive	46.15%	6
Negative	15.38%	2
Neutral	38.46%	5
TOTAL		13

Q21 Please provide a reason for your last response.

Answered: 13 Skipped: 0

RESPONSES

Not sure

Agree that enforcing civil behaviour is important

Another question that fails to explain what it means.

The attitude of some rural people that believe they have the right to use a space incorrectly or to damage equipment or restrict others from use or access, needs to be addressed. And by-laws in place to make that possible

What?

I'm not aware of this being an issue

Same as my overall view, people are abusing our relaxed lifestyle.

as per you explanation

This should not occur

I am neutral

Nil

Don't know what this means either.

What are the previous occurrences of this? Another possibility for the new library?

Q22 Overall, do you agree or disagree with the proposed by-laws? Why or why not?

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Agree	46.15%	6
Disagree	38.46%	5
Neutral	15.38%	2

AGREE

There needs to be the ability for consequences of those who choose to not follow laws or rules for the good of the greater community. If a letter or fines can be issued, others may be discouraged from similar behaviours

Because people abuse the privilege of our relaxed lifestyle thinking they can do as they like.

Agree overall

I am in principle to some but also disagree with others.

Overall I agree and think they will make the Litchfield area a nicer place to be. They will only affect those who are doing the wrong thing.

I think there are some good things you're doing here.

DISAGREE

Disagree

Some of these are an overreach, and will be expensive and timely to police. Many laws already exist

The LSC needs to be more open and transparent - stick to their policies and step up and show leadership with new ideas.....

Just more rules for you lot to force on us

A complete and utter waste of time and resources.

NEUTRAL

I think it covers a lot of areas that I didn't know were problems

this one

Q23 Is there anything else Council should consider for the proposed by-laws?

Answered: 13 Skipped: 0

RESPONSES

Yes take away those stupid rails at the dump

Yes, Road conditions - speed in the rural area. More lifestyle improvements like cycling pathways for kids and adults- that can get people off the roads. MUCH More focus on GAMBA.

Give the public the opportunity to be a part of putting the by laws together? Do you really want peoples opinion?

How will Council find the money to resource implementation of these by-laws

Just don't

No

Not in my opinion

stronger dog bylaw with limits for the different size blocks (i.e. larger blocks more dogs allowed but have clear noise and nuisance mechanisms i.e. person walking their own boundary fence line and having 5 dogs barking, there should be a way to compel the dog owner to keep that behaviour in check.

Do not be dictators we are all trying to just make ends meet. Imposing further cost of living pressure is not why you were elected. Consider opening a short term caravan park across the road from the Humpty Doo shops.

Minimal rates minimal services

Nil

Forget about them, unless they can be a benefit to the greater community and actually generate a positive income flow.

Q24 Does the 2025-2026 municipal plan provide a good overview of Council's intentions for the next year? Why or why not?

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	38.46%	5
No	30.77%	4
Unsure	30.77%	4

YES

Yes

Clear enough for me

yes

yes

I think so. I'm not sure about your Arnhem highway site. I think you need to do very thorough forward planning for this one or it could end up a giant waste of money - it seems like more of a tourist stopping point than for residents, given its location. I like your planning for a playground at Coolalinga. I feel like you need to make Fred's Pass bigger and put the playground there. It would be great for younger siblings waiting at things like cricket and netball to go play on the playground.

NO

The council is not listening to the community.

Why are we wasting millions on moving the library

Not enough details on how it will be enforced or penalties etc.

No, it is just something put together to make it appear employees are doing their jobs. No positive outcomes for the residents.

UNSURE

Not sure

Wording can be very vague and non committal

It covers a lot of small items, but doesn't address anything major or set intentions.

i haven't read it

**Q25 Is there anything you feel is missing from the 2025-2026 municipal plan that Council should consider when planning for the next year?
Please provide a reason for your answer.**

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	53.85%	7
No	15.38%	2
Unsure	30.77%	4

YES

Take the rails away at the dump

Too much talk about 320 Arnhem Hwy but no action or budget or advocating or plan of how to move this plan forward

Common sense

Short term caravan parking.

Yes

Please keep putting the rural pool at Freds Pass reserve on your planning every year.

Stop trying to copy Darwin and Palmerston. Get back to the basics and cut council costs rather than increase the cost to residents.

NO

A more robust and welcoming enviroment.

no

UNSURE

Not sure

No

New councilors by then

unsure

Q26 Please provide any other feedback you have on the 2025-2026 municipal plan.

Answered: 13 Skipped: 0

RESPONSES

Won't be voting for the councillors next time need new direction

No further feedback

No one is happy - LSC needs to spend time with the community - welcome feedback and Complaints and realise that its not a personal attack. Asking for my details is a classic bullying attempt for people not to give their opinions as they fear retribution. Very disappointing.

Ensure the library service continues at a high standard and has staff to run on a larger scale

Seems like a lot of writing about nothing

N/A

They might have different intensions.

ok

No other feedback

See 23

nil

Question 3 is clunky in the way we need to answer it. Did you do this survey yourself as a practice run?

A total and utter waste of time and money to produce something that has no positive impacts for residents.

Appendix B – Community pop ups summary

Coolalinga Central community pop up – Wednesday 7 May, 4 – 6pm

Attendance:

- Grace Amanatidis, True North Strategic Communication
- Rebecca Taylor, Litchfield Council
- Jaimie O'Connor, Litchfield Council

Notes:

- 29 fact sheets were taken by community members and distributed to businesses within the shopping centre
- 6 people stopped at the display to ask questions and provide feedback
- Member for Goyder Andrew Mackay MLA stopped and mentioned that he thinks the by-laws are good and is supportive of all except for the untidy allotments as this will be hard to determine due to the rural lifestyle of Litchfield residents
- 3 people mentioned the library relocation, 2 were opposed to the relocation and did not want to provide any feedback on the current consultation. 1 was supportive of the move and was happy with Council's current services and budget outline so did not feel he needed to provide any further feedback on the consultation
- 1 woman asked about a waste management letter she received from Council
- 1 man mentioned there are a number of potholes on the bike path at Stow Road, Howard Springs which makes it hard for kids to ride their bikes on. He questioned whether this was a responsibility of Council or NT Government and was advised Council would look into it.

Freds Pass Rural Markets community pop up – Saturday 10 May, 8am – 10am

Attendance:

- Grace Amanatidis, True North Strategic Communication
- Rebecca Taylor, Litchfield Council
- Vanessa Wallis, Litchfield Council
- Kris Civitarese, Central Ward Councillor - Litchfield Council

Notes:

- 34 fact sheets were given to community members and stall holders at the markets
- 13 people stopped at the pop up. 5 had questions or feedback regarding the consultation and 6 had general questions for Council staff
- 2 stall holders had further questions about the consultation
- A number of community members were reading the information displayed at the pop up as they walked past but did not want to engage
- Central Ward Councillor Kevin Harlan stopped at the pop up and asked it was going.
- Member for Goyder Andrew Mackay MLA stopped at the pop up but did not provide any additional feedback.

Consultation questions/feedback:

- Person does not live in Litchfield, however frequently visits and uses the facilities available. Loves the holiday program Council have for her children aged 8-12 and thinks Council should continue to fund this in the annual budget and offer more activities.
- Person wanted more information on the by-laws and what each would mean for him. Provided the fact sheet with details and asked Cr Civitarese further questions about the camping permits and what impact that would have as he often likes camping with family. Cr Civitarese advised this by-law was specifically relating to Council land and road reserves which did not apply to him, he was happy with this response.
- Person was not happy with Council services and said 'Litchfield used to be the best place to live but Council are stuffing it up'. When asked if she had any further feedback about the by-laws or municipal plan she said 'it's bullsh*t'. Cr Civitarese spoke with this person shortly after and they explained they had attended the Council meeting regarding the library relocation and were not happy with how that was handled or how they were treated. Cr Civitarese provided his contact details if they had any further complaints or questions and the person apologised for their behaviour at the pop up stall.
- Person came to speak with the Council staff who then read through the fact sheet but did not have any questions.
- Person was against the proposed by-laws as they feel there are already too many permits in their life and do not need any more. Asked why there should be permits for food vans and impact their business. Suggested the library be moved to the Humpty Doo Village Green and not Coolalinga Central. Asked why the CEO was paid so high and when the next election is.
- Stall holder was interested in the advertising signs by-law and what that meant for the markets. Mentioned it would be great to have signs displayed for awareness of the markets. Advised that this by-law would not apply to advertising along the Stuart Highway as this is a NT Government road. Also asked why it was necessary to have to register his dogs if they are well behaved and do not leave his property.
- Stall holder wanted to see signs displayed for the markets along the Stuart Highway on the days markets were held, advised that this by-law would not apply as the highway is an NTG road. Also asked about the roadside food van by-law and if there were currently permits in place. Thinks it is a good opportunity for vendors to be able to set up roadside or in a road reserve and is thinking of retiring and doing more with his food van.

General questions/feedback:

- Person asked what the definition of concession was regarding dog registration as it was unclear. They have a senior card and when they called Council's office the person on the phone was not helpful. Was provided the information by Council staff and person suggested that information should be added to Council's website.
- Person mentioned there are a number of potholes on Finn Road and asked about Council's app to alert them.
- Person requested possum cages and provided their contact details for follow up.
- Person spoke with Cr Civitarese and asked why the verge on his property had not been cleared yet. Cr Civitarese took details to follow up.

- Person works for the wildlife park and is not happy with the verge maintenance services being provided by Akron. Council advised that contractor is arranged by NT Government as it is a NTG road, Cr Civitarese noted he would pass details on to Andrew Mackay MLA.
- Person asked about the waste vouchers for the dump and why he had not received one. Council staff advised it may have been returned to sender with failed postage attempt and to call Council's office to follow up.

Appendix C – Stakeholder meeting notes

Meeting with Howard Park Recreation Reserve Management Committee and Knuckey Lagoon Recreation Reserve Management Committee

Date: Tuesday 13 May 2025, 5pm – 5:45pm

Venue: Litchfield Council Chambers

Purpose of meeting: To discuss Council's by-laws and municipal plan consultation

Notes prepared by: Grace Amanatidis

Attendees

Name	Title and Company
Maxine Way	Howard Springs Volunteer Fire Brigade Howard Park Recreation Reserve Management Committee
John Fuller	Top End Gem Club Knuckey Lagoon Recreation Reserve Management Committee
Wietske Peake	Scouts NT Howard Park Recreation Reserve Management Committee
Jill Enriquez	Community Participation Officer, Litchfield Council
Rebecca Taylor	Policy & Governance Program Leader, Litchfield Council
Bethany Thornton	Managing Consultant, True North Strategic Communication
Grace Amanatidis	Associate Consultant, True North Strategic Communication

Key Points

- Mostly supportive of the by-laws, especially introducing rules for camping on Council land as this is currently occurring at Knuckey Lagoon.
- Some concerns with Council's capacity to implement and enforce the new by-laws with current staffing resources along with impacts to current rural lifestyle.
- Positive reception to the master plans for reserves and budget allocated in the municipal plan to enable these plans.

Meeting with Landcare NT

Date: 14 May 2025

Venue: Teams

Purpose of meeting: To discuss Litchfield Council's By-laws and Municipal Plan consultation

Notes prepared by: Bethany Thornton

Attendees

Name	Title and Company
Emily Raso	Chief Executive Officer, Landcare NT
Jill Enriquez	Community Participation Officer, Litchfield Council
Rebecca Taylor	Policy & Governance Program Leader, Litchfield Council
Bethany Thornton	Managing Consultant, True North Strategic Communication

Key Points

- Landcare NT were comfortable with the proposed by-laws, noting that they are good practice and create a common sense mechanism for council to deal with issues.
- Landcare NT would like to see longer term commitments from council to support sustainability of community groups, whether this be longer term financial commitment, and/or commitment in building longer term relationships and collaboration.

Appendix D – Feedback via email

Councillors and CEO, I'd like to bring to your attention a lack of service in the Humpty Doo area behind the Woolworths complex on Freds Pass Rd.

You have called for feedback on The Municipal Plan so I would like you to consider this request in your budget.

The block bordered by Pater St, Challoner Circuit and Lloyd Rd has been developed as low density ground level units. The complex of 36 units on Lloyd Rd was originally designed as a village for older people. This is where I live along with others of varied ages. We live here because it is conveniently located near services appropriate to our age, ability and preference to remain rural.

We have the bus interchange, two doctors clinics, chemist, newsagent, post office, butcher, ambulance and police, hairdresser and a major supermarket, to name a few, all within a 3 minute walking distance.

It is really ideal placement for the units.

However, it is less than ideal that to reach these service we must 'run the gauntlet' with vehicles on Lloyd Rd and Vereker St. AR Mechanical Services provide wonderful customer service to many in the area but their customers' cars park on both sides of Vereker St on the verge and in the roadway.

We have no foot paths for safe access to these services. The residents in units in Challoner Circuit and Pater St are able to safely walk to all the services that we cannot.

From my experience, I have had to walk on the road into oncoming traffic and duck between parked vehicles to avoid making an oncoming car swerve to the wrong side of the road. Even if there were no vehicles parked on the verge, both sides of Vereker St, it is almost impossible to navigate the rocky, weed infested, gravelly, uneven surface of the sometimes-sloping- to- the- road verge. It is a fall zone waiting to envelop the unwary/unstable.

Also, it is impossible to navigate to the shopping centre etc. with a walker. I speak from experience, as last year I was unable to drive for a period of time but encouraged to use a walker to keep myself moving once I could walk again. I felt totally unsafe with the walker on the road, as you cannot see far enough ahead due to the bend in the road, to know when oncoming vehicles will cause you to find a space to squeeze into so they can pass.

Taking another route to the shopping centre is no better. On one side of Lloyd Rd the land is often under water or badly potholed due to delivery trucks coming and going to the supermarket. Or on the other side it is lawn, trees and clumping palms. Nobody would like to see any vegetation removed this side for a foot path so I'd never suggest that.

We also have families living in the Lloyd Rd complex with children both primary and high school age. This would assist in their safety too.

Please give this request some thought. All residents of this area would benefit from having a safe place to walk to the shops or the bus or the doctors etc.

We need footpaths.

yours sincerely

[Redacted signature]

May 1, 2025

I am writing to say I do not agree with some of the proposed new bylaws. Litchfield Council from the beginning was a council that prided itself in not being over regulatory and not taking on responsibilities that are the Government's. So, we now find the Council is trying to add more bylaws to its existing repertoire and one that is most interesting is bylaw 5L.

It says a person who owns or occupies a premise commits an offence if they keep rubbish (which by the Council's definition includes organic matter) or discarded goods, in open areas on the premises, other than in a bin: and/or allow the premises to become overgrown with vegetation, attract reptiles, pests (which the council explains includes mosquitoes in unmaintained pools) or vermin or be a fire hazard.

Firstly, the NT Fire service and Bush Fires NT control fires and fire hazards not the Council, secondly weeds are controlled by the Weeds Branch and not the Council and thirdly mosquito control comes under the Department of Health Etymology Branch and not the Council.

There is no definition of cluttered. There is no definition of vegetation. Are native trees included? How are you going to measure the increase in reptiles caused by overgrown vegetation? So is a pile of organic plant material (pruning or dead timber or wood chips or compost included in the definition of rubbish and need to be in a bin). Who's going to drive around inspecting properties in the rural area for discarded goods or unmaintained swimming pools? Whoever they are, they'll be popular (not) especially if they try to come onto a property to see if your pool is breeding mozzies.

The Council also wants to have a say about advertising signs on private property (5M). That is clearly a matter that comes under the control of the Department of Lands not the Council. If the Council doesn't like a sign, contact the Department. Not Council's responsibility.

Don't expand the council's bureaucracy by taking over Government's responsibilities. Stick to the basics of local government.

How much will these bylaws add to administrative costs including legal costs? Why not encourage people to clean up their blocks and make it easier to take their rubbish to the tip or maybe a reduction in their rates in return for cleaning up instead of the big brother approach.

The Council seems to have little understanding as to why people live out here and it's not to be over regulated. It's about the freedom. Keep rural rural. The Council needs to support that and not copy Darwin and Palmerston.

Gerry Wood

[REDACTED]

[REDACTED]

[REDACTED]



20A Bees Creek Road, Freds Pass NT 0822
PO Box 1077, Coolalinga NT 0839
T: 08 8983 1522
W: fredspassreserve.com.au
ABN: 59 996 164 243

Stephen Hoyne
Chief Executive Officer
Litchfield Council
7 Bees Creek Road
Freds Pass NT 0822

Via email: ceo@litchfield.nt.gov.au; feedback@truenorthcomm.com.au

14 May 2025

Dear Mr Hoyne

Re: Municipal Plan Feedback, Budget Allocation for Freds Pass Reserve

The Freds Pass Sport & Recreation Management Board Inc. (Board) would like to take this opportunity to provide feedback on Council's draft Municipal Plan. We appreciate that Council has recognised Freds Pass Reserve as a vital asset within the Litchfield community, however we do not feel that the proposed operational funding for financial year 2025/26 reflects this.

In reviewing the Municipal Plan, we would like to highlight that the current budget allocation proposed for the Reserve is insufficient to meet the operational needs associated with the Reserve's increasing role and usage. Therefore, we request that Council consider increasing this allocation by \$200,000 to \$1,134,746 in Financial Year 2025/2026. This figure has been reached through extensive budget preparation and is supported by real costs incurred by the Reserve in delivering its obligations under its lease with Council.

The requested budget increase would go towards continuing initiatives such as the field refurbishment program. This program has significantly enhanced the Reserve's functionality and community value, resulting in a markedly improved playing surface quality. This success has driven a noticeable increase in field usage which in turn has resulted in higher ongoing maintenance demands and costs.

Other critical improvement projects include the installation of an automated irrigation system in the Lakeview Hall area and the clean-up of the old Paintball area. The irrigation installation at Lakeview Hall is designed to support faster turf recovery and sustainability after periods of heavy use, for example after the Freds Pass Rural Show. The clean-up and repurposing of the area previously used by Paintball is strategically significant, as it opens the final developable area within the Reserve for future community use and infrastructure; until this work is done the area remains underutilised.

With the upcoming Netball and Electrical & Lighting projects, we anticipate that support will be needed from our senior staff to assist in facilitating the projects on site. To compensate for this, we have identified that an additional 0.6FTE position is needed to offset the Reserve's involvement in these Council-led projects. If this position is not created, it reduces our capacity



to support the delivery of the Netball and Electrical & Lighting projects, putting burden back on Council.

This 0.6FTE would also support our senior staff to commit more time toward identifying and securing alternative funding sources. This proactive approach is essential to diversifying our income streams and reducing long-term financial reliance on Council. This will also include engaging and working with a third-party to lead the process to secure tenure over adjacent Crown Land. Securing this land will allow for the future and strategic expansion of the Reserve to support the region's growing population and the planning initiatives of all levels of government.

To ensure ongoing responsible financial management, we have also commenced the development of asset replacement schedules. This will support forward planning for both the Reserve and Council, guiding future spending priorities to ensure that capital investments are made strategically and sustainably. In support of this, we have deferred a large capital outlay by rebuilding existing lawn mowing equipment that had previously been identified for replacement. This approach has extended the useful life of these assets while enabling the purchase of new equipment to be postponed without compromising on service delivery standards, safety, and functionality.

Additional spending to support the delivery of the Polocrosse Nationals, such as increased costs for water, electricity, field maintenance, and septic and waste removal has not been included at this stage. Accurate figures for these costs will be difficult to calculate, pending confirmation of entries and other details from the event organisers. As this event will bring significant economic benefit to the Litchfield and Greater Darwin Region, it is important that the condition of Reserve facilities is high quality which make this investment worthwhile.

Without the additional funding, we will be unable to deliver key maintenance and improvement initiatives that are critical to meeting the current and growing demand on the Reserve. This may result in the deterioration of essential building and field infrastructure which in turn creates risk for users and a potential backlog of deferred works. This could place increased financial pressure on Council in future years to address issues reactively rather than proactively as the provision of increased funding would enable.

We appreciate the opportunity to contribute to the Municipal Plan and welcome further discussion with Council to ensure the Reserve is adequately funded and that it remains a safe, high-quality, and accessible facility for the Litchfield community.

Please do not hesitate to contact us should you require any further information in support of this request. The Board can be contacted at board@fredspassreserve.com.au or on [REDACTED]

Yours sincerely

Anthony Dent
Chairperson

Account Code	Account	45,839.00	45,870.00	45,901.00	45,931.00	45,962.00	45,992.00	46,023.00	46,054.00	46,082.00	46,113.00	46,143.00	46,174.00	FY26 Draft Budget	FY25 Budget
REVENUE															
43036	P&W Recoupments (<i>renamed</i>)	3,609.39	3,486.70	3,358.30	3,219.07	3,451.60	2,943.83	3,446.89	3,015.78	2,429.46	3,532.85	2,424.30	4,209.18	39,127.33	48,000.00
44021	LC Operational Account	233,686.50			233,686.50			233,686.50			233,686.50			934,746.00	898,796.00
44031	Facility Hire Income	1,519.32	4,157.96	3,750.00	2,392.05	5,197.50	1,334.77	1,803.41	1,115.91	7,339.27	7,860.62	5,568.18	596.00	42,634.97	3,000.00
44033	Markets & Event Income	1,988.64	1,988.64	1,988.64	1,988.64	1,988.64	630.68	1,261.36	1,988.64	1,988.64	1,988.64	1,988.64	1,988.64	21,778.41	12,600.00
44080	Membership Fees							46,914.00						46,914.00	47,256.00
45070	Fuel Tax Credits			375.00			375.00			375.00			375.00	1,500.00	1,500.00
TOTAL		240,803.84	9,633.29	9,471.94	241,286.25	10,637.74	5,284.28	287,112.16	6,120.32	12,132.37	247,068.60	9,981.12	7,168.82	1,086,700.71	1,011,152.00
RATING EXPENSES															
60010	Accounting Fees	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	6,237.50	74,850.00	50,004.00
60030	Amortisation Expense													0.00	252.00
60040	Assets Purchased <\$500													0.00	4,800.00
60050	Audit Fees					9,500.00								9,500.00	0.00
60055	Square Fees and Charges	44.06	120.58	108.75	69.37	150.73	38.71	52.30	32.36	212.84	227.96	161.48	17.28	1,236.41	0.00
60070	Bank Charges													0.00	180.00
60085	Board/Governance Expenses													0.00	3,000.00
60100	Cleaning & Pest Control	424.17	509.30	288.08	523.89	414.61	141.31	681.02	368.33	820.38	682.03	3,007.42	1,931.84	9,792.35	15,600.00
60220	Computer Expenses	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	15,300.00	1,800.00
60225	Commission Paid													0.00	960.00
60230	Consultancy Fees													0.00	1,500.00
60270	Depreciation - Plant & Equipment	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00	48,000.00
60315	Entertainment / Event Costs													0.00	1,800.00
60320	Equipment Hire/Lease													0.00	5,400.00
60395	Health & Safety					2,200.00					1,667.41	2,200.00		6,067.41	3,000.00
60400	Insurance - General	16,092.92												16,092.92	36,300.00
60450	Legal Fees													0.00	2,496.00
60480	Meeting Expenses	75.00	50.00	50.00	75.00	50.00	50.00	75.00	50.00	50.00	75.00	50.00	50.00	700.00	600.00
60490	Membership Fees Paid								1,450.00					1,450.00	0.00
60501	MV Fuel and Oil	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	1,992.83	23,913.96	24,000.00
60502	MV Repairs & maintenance			845.71			845.71			845.71			845.71	3,382.82	3,000.00
60503	MV Insurance	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	1,269.43	15,233.16	9,360.00
60504	MV Registration		1,665.00					841.25			856.20	1,000.20		4,362.65	5,004.00
60510	Postage, Freight and Courier							55.45						55.45	300.00
60520	Printing & Stationery	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	804.00
60590	Repairs & Maintenance - Grounds	896.27	4,836.35	598.17	3,647.08	1,065.50	355.38	1,583.17	348.40	795.68	551.37	545.19	1,141.72	16,364.27	9,504.00
60591	Repairs & Maintenance - Bores			2,543.96			2,543.96			2,543.96			2,543.96	10,175.84	12,000.00
60592	Repairs & Maintenance - Buildings	4,381.09			4,381.09			4,381.09			4,381.09			17,524.37	9,000.00
60593	Repairs & Maintenance - Electrical	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	3,261.70	39,140.41	60,000.00
60594	Repairs & Maintenance - Fences & Gates													0.00	9,000.00
60595	Repairs & Maintenance - Irrigation	3,150.33	3,150.33	3,150.33	3,150.33	3,150.33					3,150.33	3,150.33	3,150.33	25,202.65	5,100.00
60596	Repairs & Maintenance - Plumbing & Septic	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	2,382.40	28,588.75	51,000.00
60597	Repairs & Maintenance - Plant and Equipment	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	2,057.70	24,692.38	24,000.00
60598	Repairs & Maintenance - Signage													0.00	6,000.00
60601	S&W Annual Leave Provision	560.65	560.65	560.65	560.65	560.65	560.65	560.65	560.65	560.65	560.65	560.65	560.65	6,727.76	9,000.00
60603	S&W Long Service Leave Expense	235.51	235.51	235.51	235.51	235.51	235.51	235.51	235.51	235.51	235.51	235.51	235.51	2,826.15	0.00
60606	S&W Sick Leave Expense	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	1,642.14	19,705.69	0.00
60607	S&W Superannuation	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	4,997.76	59,973.17	33,480.00
60611	S&W Salaries & Wages	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	41,648.04	499,776.43	395,460.00
60650	Security Expenses													0.00	1,200.00
60660	Staff Amenities	250.00	250.00	250.00	250.00	250.00	500.00	250.00	250.00	250.00	250.00	250.00	250.00	3,250.00	2,400.00
60661	Staff Amenities - Uniforms	630.00			630.00			630.00			630.00			2,520.00	1,668.00
60675	Subscriptions	20.00	20.00	1,010.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	1,230.00	12,000.00
60680	Telephone & Fax Charges & Internet	407.64	407.64	407.64	407.64	407.64	407.64	407.64	407.64	407.64	407.64	407.64	407.64	4,891.68	2,700.00
60700	Training & Development (Staff)			5,000.00				2,000.00				2,000.00		9,000.00	1,296.00
60720	Utilities - Electricity	10,158.27	10,745.53	11,135.71	9,501.73	9,516.83	8,537.08	4,077.51	5,289.73	5,177.92	4,864.52	5,001.19	11,190.01	95,196.02	99,000.00
60725	Utilities - Water & Sewerage	3,544.12	4,032.28	4,407.85	3,829.90	5,544.05	2,198.72	3,280.22	3,762.09	2,906.59	3,196.46	3,614.77	4,677.97	44,995.00	48,000.00
62105	Waste Removal	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	1,938.49	23,261.94	0.00
TOTAL		113,623.02	99,336.15	103,345.34	100,035.17	105,818.83	89,187.64	90,987.09	86,424.39	87,579.86	94,509.16	94,957.36	99,775.60	1,165,579.63	1,009,968.00
Position														-78,878.92	1,184.00

Council: Litchfield

Released on: 22/04/2025

Submission closes: 14/05/2025

Our Ref: 2024/1567-8

Mr Stephen Hoyne
Chief Executive Officer
Litchfield Council
PO Box 446
Humpty Doo NT 0836

Email: council@litchfield.nt.gov.au
Cc: feedback@truenorthcomm.com.au

Dear Mr Ferguson

Re: Feedback on Council's draft 2025 – 26 Annual Plan out for Public Consultation

Every year the Department of Housing, Local Government and Community Development as the Agency responsible for regulating the Local Government sector, provides feedback on the draft Annual Plan and budget (draft plan) published by councils.

Although the general public are invited to make a written submission on the draft plan, this letter is not a formal submission on Litchfield Council's (Council) draft plan. Rather, it is a contribution to support the Council to meet its legislative obligations in relation to its planning and budgeting process under the *Local Government Act 2019* (Act).

Provided at **Attachment A** are sections in the draft plan recommended for review by the Council. Please note, the feedback on the draft plan does not include any assessment or comment on the Council's rates declaration. Council is encouraged to seek its own legal advice in relation to its rates declaration.

Once the Council has considered any written submissions and the final plan and budget is ready to be adopted, it is recommended the Council separately resolves to:

1. Declare the rates (under sections 237 and 238 of the Act).

NOTE: before the Council can adopt the budget, the CEO must check the rate records and certify in writing to the Council that to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area (Regulation 29).

2. Adopt the budget (under section 203 of the Act).
3. Adopt the regional plan (under section 35(1) of the Act).

Under the Act the Council must adopt its 2025-26 Annual Plan including the budget on or before 30 June 2025. It is important to note that the Act does not provide the Minister or DHLGCD with the power to defer or waive the stipulated 30 June date.

Should you have any queries in relation to this feedback please email lg.compliance@nt.gov.au.

Yours sincerely

The Sustainability and Compliance Team

Draft Annual Plan Feedback

Feedback for consideration

1. On page 22, under “Budget by Planned Major Capital Works”, the column for Budget 2026-2027 was noted to contain nil values. To assist the reader, it is suggested that an explanatory note be included as to why there is no major capital works budget allocated for 2026-27.
2. On page 28, under “Fees and Charges by department”, the link for the “Schedule of Fees and Charges” directed the reader to Council’s website which is 2024-25 information. It is recommended that once the plan is finalised, the link be updated to show 2025-26 fees and charges.
3. On page 38, under “Long Term Financial Plan (LTFP)”, the link directed the reader to Council’s website which only contains the 2024-25 to 2034-35 LTFP. It is recommended that once the plan is finalised, the link be updated to show the 2025-26 to 2034-35 LTFP.

Subject: Feedback on By-Laws
Date: Wednesday, 14 May 2025 at 7:07:11 pm Australian Central Standard Time
From: Andrew Mackay
To: Feedback
Attachments: image001.png, image002.png, image003.png, image004.png
Dear True North Strategic Communication and Litchfield Council,

I am writing to you and Litchfield Council today to provide feedback on the proposed By-Laws on exhibition between the 22nd of April and 14th of May 2025.

I have provided specific feedback on clauses of interest below, but my primary concerns relate to Sections 5L, 5M, 5N and 5P of the By-Laws. I do not believe these By-Laws are consistent with the wishes of my constituents and will be perceived as an overreach of Litchfield Council into the lives of its residents.

I strongly urge council to consider amending the by-laws to remove Sections 5G, 5L, 5M, 5N, 5P and amend Clause 5A to allow for the continuing use of election signs in elections for all tiers of government.

By-Law	Support/Oppose	Commentary
5A	Oppose	I hold concerns relating to Section 5A and its application with regards to election signage for local, territory and federal government elections.
5D	Strongly Support	I strongly support cracking down on the grubs who dump in the bush.
5G	Oppose	Litchfield has been home to a number of road side vendors for a long time and I do not see the cost/benefit of policing a permit system – noting that food safety laws already apply.
5L	Strongly Oppose	I strongly oppose this by-law and hold concerns over how it will be applied, the volume of work that will arise as a result and the idea that Council will police how people choose to live within their block.
5M, 5N, 5P	Strongly Oppose	Council should not be policing what is and isn't visual clutter on peoples blocks. Council should also not be policing what is and isn't offensive.


Kind regards,

Andrew Mackay MLA

Member for Goyder


Shop 4, Coolalinga Shopping Centre
Stuart Highway, Coolalinga, NT 0839

 **08 8999 6556**

 **0447058877**

 andrew.mackay@nt.gov.au

 electorate.goyder@nt.gov.au

 [Andrew Mackay MLA: Member for Goyder | Facebook](#)

Subject: Bylaws feedback

Date: Wednesday, 14 May 2025 at 7:25:04 pm Australian Central Standard Time

From: Gerard Maley

To: Feedback

Dear Feedback True North Strategic

I am writing to you today to provide feedback on the proposed By-Laws on exhibition between the 22nd of April and 14th of May 2025.

I have provided specific feedback on clauses of interest below, but my primary concerns relate to Sections 5L, 5M, 5N and 5P of the By-Laws.

I do not believe these By-Laws are in the best interest of rural residents and will be perceived as an overreach of Litchfield Council into the lives of its residents.

I strongly urge council to consider amending the by-laws to remove Sections 5G, 5L, 5M, 5N, 5P and amend Clause 5A to allow for the continuing use of election signs in elections for all tiers of government.

I'm also concerned about the cost to council about enforcing these bylaws considering the council will be required to enforce the bylaws.

By-Law	Support/Oppose	Commentary
5A	Oppose	I hold concerns relating to Section 5A and its application with regards to election signage for local, territory and federal government elections.
5D	Strongly Support	I strongly support enforcing addressing illegal bush dumping
5G	Oppose	Litchfield has been home to a number of road side vendors for a long time and I do not see the cost/benefit of policing a permit system – noting that food safety laws already apply.
5L	Strongly Oppose	I strongly oppose this by-law and hold concerns over how it will be applied, the volume of work that will arise as a result and the idea that Council will police how people choose to live within their block.
5M, 5N, 5P	Strongly Oppose	Council should not be policing what is and isn't visual clutter on peoples blocks. Council should also not be policing what is and isn't offensive.

The Hon Gerard Maley
Deputy Chief Minister

Minister for Agriculture and Fisheries
Minister for Mining and Energy
Minister for Corrections
Minister for Renewables
Minister for Recreational Fishing

5th Floor, Parliament House, Darwin
GPO Box 3146, Darwin, NT 0801, Australia

t. <+61> 8 8999 8700
e. Minister.Maley@nt.gov.au

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Appendix E – Social media comments



Boundless Possible · [Follow](#)

Are you serious about telling people that they can't have clutter on their block?
Who gets to adjudicate this observation?

What recourse does a ratepayer have against an adverse decision?

"Unsafe and cluttered allotments – introduce rules to ensure properties are kept safe, clear of clutter, and free from conditions that may pose a risk to health or safety like fire hazards or pests."



Rebecca Bradbery

Given that almost 5 million of the budget is waste management, should the council not be looking into the feasibility of a Litchfield main dump, our own shoal bay. Rather than paying Darwin council and VTG to cart rubbish.

1w Like Reply

8



Ian Hutton

What does the modelling show the cost to be for administration, regulatory services and compliance, for these additional powers?

1w Like Reply

6



Russell Henry

Not sure I like the vagueness of the cluttered or unsafe allotments. Who deems whats cluttered and unsafe.

And storing things on council land. Assuming council has issues with people parking trucks or machinery on a vacant block.

If you need to invent a new law to do something then you probably should do it



Alan Hauff

Why would anyone bother? You've already proven (re the library move) that you won't listen to community concerns and just do what you bloody want anyway...

1w Like Reply

19



Beverley Ratahi

Alan Hauff to be fair, that wasn't all Councillors - Doug Barden, Kevin Harlan and Kris Civitarese voted against moving to Coolalinga with the significant additional costs when all options and information had not been considered.



Ameena Fomin

Unsafe and cluttered allotments – introduce rules to ensure properties are kept safe, clear of clutter, and free from conditions that may pose a risk to health or safety like fire hazards or pests.

Your Council does not provide garbage collection services and imposes fees for the disposal of specific items at the landfill. While it is acceptable to implement regulations, if you genuinely cared about addressing this issue rather than seeking additional revenue, you would offer all the necessary options for ratepayers to maintain the cleanliness of their properties.

2w Like Reply



Boundless Possible · [Follow](#)

Ameena Fomin cluttered blocks..... is a regulatory overreach by this administration.



Gavin Why

Surveys broken and doesn't work. Oh just like...

2w Like Reply



Brian Lewis

there is far to many rules in Australia already.

2w Like Reply



Maree Bredhauer

Button options on question 3 not working. So cannot submit

...

2w Like Reply



Karen Ruthenberg

so you do an online survey for this but not the library move....🙄

3w Like Reply



Joe South

Just another money grab exercise. Time to get a new council.

3w Like Reply



Cindy Ryan replied · 1 reply



Dylan Brooker

How many people have been prosecuted for illegal dumping in the bush around the rural area by **Litchfield Council**?

3w Like Reply



Camilla Cappa

Dylan Brooker I'd say none

...



Cass Griffiths

Need to tighten dog ownership and responsibility regulations. Sick to death of neighbours with 7 dogs wandering and crying from long periods of being caged!

2w Like Reply



Kerry Thomas

Let's bring in some new by-laws that we won't monitor 🙄

2w Like Reply



Danny Skewes

Tried to fill out survey and could not complete as kept blocking me

2w Like Reply



Neville Skewes

What happened to freedom ...



Chris Johnston

You people do what you want anyway

3w Like Reply

4 



Beckie Kernich

Sorry, was by-laws meant to say Library? Why consult the community again on one matter and fail to consult the community again on another?

3w Like Reply





Beverley Ratahi

Will all Councillors ensure they have all relevant information to make decisions on this, unlike the library, or is this just a 'tick the box' exercise?

3w Like Reply





Councillor Kev Harlan - Litchfield Council
Beverley Ratahi Well said.



Joe South

You didn't listen about the library. Why would you bother to listen now? Or are the elected alderman getting a bit worried about the August election.

3w Like Reply



Taryn Hughes

Can you please provide details in the post of how to provide feedback? The phone number and email, to help with communication. FYI the bottom of the next page it says:

feedback@truenorthcomm.com.au



COUNCIL REPORT

Agenda Item Number:	13.01.05
Report Title:	Draft COM01 Youth Policy
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	17/06/2025
Attachments:	A: Draft COM01 Youth Policy

Executive Summary

This report presents to Council the draft COM01 Youth Policy for adoption.

Recommendation

THAT Council:

1. Lifts the draft COM01 Youth Policy from the table; and
2. adopt the draft COM01 Youth Policy, as at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

Background

Policy COM01 Youth provides Council with a framework to demonstrate the commitment to the development and support of young people in the Municipality. The policy is also supported by Council's Youth Strategy 2022-2025 Community Engagement Strategy and Action Plan 2022-2025.

At Council's Ordinary Meeting in March 2024, Council recommended that the policy be reviewed over the next twelve months, following a review of Council's approach to its commitment to the development and support of young people in the Municipality. Over the last 12 months the youth of the Litchfield municipality have continued to be supported and recognised through youth grants, events and Australia Day Awards. With the current Youth Strategy expiring in 2025, there will be further opportunity to review how Council can support youth.

COM01 Youth policy was due for review in March 2025. The policy has now been reviewed and the following changes were made;

Section	Change
1. Purpose	Further explanation provided around the purpose of the policy.
3. Definition	Definition of 'engagement' expanded on to include a more specific approach to youth.
4.2 Active Participation	Additional point included to demonstrate Council's commitment to youth through a yearly event.

4.3. Promote Access and Development	4.3.2 Barriers that youth may experience has been expanded upon 4.3.3 Additional point included about Council's Youth Development Grant.
5. Associated Documents	References to strategies updated.

The policy was presented to Council at its May 2025 Ordinary Council Meeting and Council resolved to lay the policy on the table so that elected members could provide additional input into the policy, including a definition for 'youth'.

For information, the policy has now been amended to include a definition for youth. The general consensus for the age of youth is 12-25. This is used across State and Federal government and is evident in the [Northern Territory Youth Strategy 2023-2033](#) and information provided by the Australian Government - [Australia's youth, Introduction - Australian Institute of Health and Welfare](#). It covers people from their final year of primary school or generally the start of their adolescence, through their high school years. The evidence shows that brain development continues well into the mid-20s, particularly in areas related to decision making and emotional regulation, which therefore supports the need to extend youth services beyond the teenage years. By the age of 25 many young people have completed tertiary education or other training and are fully transitioning into independent adulthood.

Links with Strategic Plan

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

Legislative and Policy Implications

None identified.

Risks

None identified.

Community Engagement

Although public consultation has not been identified for the review of COM01 Youth Policy, any development of a supporting youth strategy will require community input.

Youth **POLICY COM01**

Name	COM01 Youth
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/03/2024 20/05/2025
Review Date	18/03/2025 19/05/2029

1. Purpose

This Policy outlines Council's commitment to foster youth participation and empowerment and highlights the significance of young ~~people~~ and the youth sector in Litchfield. Council values the contributions, perspectives and potential of young people, aiming to foster inclusive and supportive environments where young people can thrive and have opportunities to shape their communities.

2. Scope

This policy applies to Councillors, staff, consultants and contractors responsible for engaging with young people, aged between ~~12~~19 and 25 years, within the Litchfield Municipality for or on behalf of Litchfield Council.

3. Definitions

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

Council	Litchfield Council
Engagement	Any process that involves the public in problem solving or decision making and uses public input to make better decisions <u>Any processes that involve active, purposeful, and inclusive interaction and advocacy with and for young people, where their voices are sought, considered and represented in shaping Council decisions, services, and community life.</u>
<u>Youth</u>	<u>Young people between the ages of 12 and 25 years.</u>

4. Policy Statement

This policy provides Litchfield Council with a framework to demonstrate the commitment to the development and support of young people in the Municipality.

4.1. Promote a Positive Profile of Youth

- 4.1.1. Council will play an active role in promoting a positive image of youth, which may include Council publications, media releases in both print and electronic media.

- 4.1.2. Council will support the nomination and selection of Litchfield's Young Citizen of the Year as part of the annual Australia Day Award Program.

4.2. Active Participation

- 4.2.1. Council will explore options for young people to be involved in purposeful engagement. Where possible, youth will be given the opportunity to take on valued roles to actively participate in addressing relevant issues with the ability to influence real outcomes.

~~4.2.1.~~ 4.2.2 Council will host at least once a year a youth engagement event where young people can have an avenue to provide feedback, share ideas and express their perspectives on issues that matter to them. Insights gained will help inform Council's ongoing commitment and responsiveness in supporting youth wellbeing, aspirations and community involvement.

4.3. Promote Access and Development

- 4.3.1. Council will represent the youth of Litchfield at network meetings such as the Palmerston and Rural Youth Services Network (PARYS) and others as appropriate.

- 4.3.2. Where appropriate Council will advocate to reduce barriers in accessing services, programs, opportunities and events for youth. This may include advocating for the expansion of services to the Litchfield Municipality. Council acknowledges young people may experience barriers such as cost, transport, ~~and~~ distance, disability, and differences in social and cultural backgrounds.

4.3.3. Council will support youth in their endeavours through the Youth Development Grant, which aims to empower young people to participate in enriching pursuits that develop their knowledge, confidence and skills to contribute positively to their personal growth and that of the wider Litchfield community.

4.3.3. Council will represent the youth of Litchfield through relevant engagement processes with the Northern Territory and Federal Government.

4.4. Roles and Responsibilities

- 4.4.1. Councillors will; advocate the interests of youth to governments, act as a responsible partner in government by considering the needs of the young people in the Litchfield community, ~~and~~ fostering community cohesion and encouraging active participation in community engagement with young people.
- 4.4.2. The Chief Executive Officer will; lead the organisation to further embed a culture that strives for and supports the positive profile of youth including opportunities for youth to be involved in purposeful engagement and ensure Council is providing adequate ability to implement the Youth Policy.

5. Associated Documents

Youth Strategy 2022-2025

Community Engagement Strategy and Action Plan 2022-2025 ~~2017-2021~~

~~Community Engagement Action Plan 2017 – 2021~~

COR02 Community Engagement Policy

6. References and Legislation

Nil

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
20/03/2019	New policy
19/03/2024	Policy reviewed, minor formatting changes and no content changes. Policy review date amended to one year to allow for a further review.
<u>20/05/2025</u>	<u>Policy reviewed with the following changes;changes: amended definition of engagement, additional information for 4.2 Active Participation, and inclusion of Council’s Youth Development Grants at 4.3.</u>



COUNCIL REPORT

Agenda Item Number:	13.01.06
Report Title:	Draft FIN15 Purchasing Cards – Elected Members and Chief Executive Officer
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	17/06/2025
Attachments:	A: Draft FIN15 Purchasing Cards – Elected Members and Chief Executive Officer

Executive Summary

This report presents to Council the draft FIN15 Purchasing Cards – Elected Members and Chief Executive Officer for adoption.

Recommendation

THAT Council adopt the draft FIN15 Purchasing Cards – Elected Members and Chief Executive Officer, as at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

Background

Policy FIN15 Purchasing Cards – Elected Members and Chief Executive Officer provides guidance on how Council purchasing cards are to be allocated, used and administered for Elected Members and the Chief Executive Officer.

The policy, due for review in March 2025, has now been reviewed with minor changes made to formatting, position titles and references to policies and legislation.

FIN15 Purchasing Cards – Elected Members and Chief Executive Officer and FIN12 Purchasing Card – Council Staff (administration policy) was also presented to Council's Risk Management and Audit Committee meeting in May, where both policies were endorsed as per below;

RMAC made the following resolution;

THAT RMAC;

- 1. endorse Draft FIN12 Purchasing Card – Council Staff, as at Attachment A, for approval by the Chief Executive Officer; and*
- 2. endorse Draft FIN15 Purchasing Card – Elected Members and Chief Executive Officer, as at Attachment B, for presentation to Council at its next Ordinary Council Meeting.*

As per FIN09 Risk Management & Audit Committee policy, RMAC shall review and challenge where necessary the consistency of, and/or any changes to accounting policies.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Policies are in accordance with relevant legislation, policy and best practice.

Risks

Financial Risk

Having strong purchasing card policies minimise the risk of financial loss through fraud by establishing clear rules, procedures and accountability.

Community Engagement

Not applicable.



Name	FIN15 Purchasing Cards – Elected Council Members and Chief Executive Officer <u>Purchasing Cards – Elected Members and Chief Executive Officer</u>
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	17/03/2021 <u>17/06/2025</u>
Review Date	17/03/2025 <u>16/06/2029</u>

1. Purpose

The purpose of this policy is to provide guidance on how Council purchasing credit cards are to be allocated, used, and administered. This policy is designed to control the use of corporate purchasing cards issued under the name of Litchfield Council to Elected Council Members and Chief Executive Officer (CEO). Procedures outlined in this policy ensure sound governance of expenditure incurred on behalf of Council

2. Scope

This policy applies to all Council Members and the CEO who are issued with a purchasing card.

3. Definitions

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

Purchasing Cards	Corporate purchasing cards issued in the name of Litchfield Council.
Cardholder	Litchfield Council Elected member or CEO that is holder of a corporate purchasing card.

4. Policy Statement

4.1. Issuing of Purchasing Cards

- 4.1.1. Council will authorise the issue of a credit card to the CEO with credit limits as stated in the ~~D~~delegation ~~M~~anual.
- 4.1.2. Council may resolve to issue a credit card to a council member only if the card is necessary for the council member to perform their functions and it is not reasonably possible to use the Council's purchasing system for ordering of goods or services.
- 4.1.3. To be issued a Purchasing Card, eligible cardholders will be provided with a Purchasing Card request form from Finance. The form is provided by Litchfield Council's banking service provider. Eligible cardholders will be required to prove their identity with the bank issuing the Purchasing Card.

- 4.1.4. Council members and the CEO issued with Purchasing Cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All cardholders are to acknowledge receipt of ~~the Purchasing Card Policy in form of a signed agreement.~~this policy.

4.2. Credit Limit

- 4.2.1. The monthly maximum credit limit for Purchasing Cards is set in the financial delegation policy.
- 4.2.2. The purchasing card is to have no cash advance facilities.
- 4.2.3. The purchasing card is not to be linked to any form of award points.

4.3. Cancellation of Purchasing Cards

- 4.3.1. Each issued Purchasing Card remains the sole property of Litchfield Council. Council may revoke the use of the purchasing card issued to the CEO or elected members at any time.
- 4.3.2. Cancellation of a Purchasing Card is necessary where the:
- Cardholder changes job function which results in changes to delegated authority.
 - Employment with Council ceases.
 - Cardholder has not adhered to set procedures and policies.
 - Misuse of Purchasing Card.
 - Cardholder breaching any terms of this policy.

4.4. Use of Purchasing Card

- 4.4.1. Purchasing Cards must only be used for the carrying out of Council authorised business and for the meeting of Council liabilities where it is deemed to be inefficient to adhere to the electronic purchase order system.
- 4.4.2. No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure. This includes the payment of parking fines or speeding offences even if incurred whilst on Council business.
- 4.4.3. All purchases on the Purchasing Card require appropriate authorisation in line with ~~relevant Procurement~~FIN03 Procurement Policy -and ~~Financial Delegations policy~~the Delegation Manual.
- 4.4.4. Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder. Should there be an accidental purchase, the CEO is to be notified and the Council reimbursed immediately.
- 4.4.5. Penalties for misuse will apply as per FIN10 Fraud Protection Plan.

4.5. Cardholder Responsibilities

- 4.5.1. The cardholder has to ensure that the Purchasing Card is maintained in a secure manner and guarded against improper use.
- 4.5.2. All supporting documentation regarding a Purchasing Card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.

- 4.5.3. Reconciliation is to be completed within seven days of the date of the Purchasing Card statement being issued to the cardholder.
- 4.5.4. The cardholder must follow responsibilities outlined by the card provider.
- 4.5.5. The cardholder is to return the credit card to the Council as soon as the card is no longer required or if the cardholder is leaving the Council, on or before the last day with Council.
- 4.5.6. The cardholder must not share the credit card details including the personal identification number (PIN) with anyone.

4.6. Purchasing Card Reconciliation Procedures

- 4.6.1. Purchasing Card statement accounts will be issued to the relevant cardholder monthly by the Finance Officer. The cardholder must provide the Finance Officer with the following information on the statement:
 - Description of purchase
 - Budget (General Ledger) allocation
 - Applicable GST amounts
- 4.6.2. All transactions on the statement must be supported by Tax invoice stating the Supplier's name, the Supplier's Australian Business Number (ABN), the date of the expenditure, brief description of the expenditure, price paid for the expenditure and the Council's name as the purchaser. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable GST rebate to be applied.
- 4.6.3. If no supporting documentation is available, the cardholder will provide a statutory declaration detailing the nature of the expense. The statutory declaration can be found at <https://nt.gov.au/law/processes/statutory-declarations>.
- 4.6.4. The cardholder shall sign and date the Purchasing Card reconciliation statement with supporting documentation attached. The Mayor approves the reconciliation statement of the CEO's credit card and the CEO approves the elected members credit card reconciliation.
- 4.6.5. If a cardholder regularly makes use of a statutory declaration, the matter of repeated failure to keep tax invoices must be brought to the attention of the ~~Chief Executive Officer~~CEO who will consider for any appropriate action. This could include, to issue a first and final warning to the cardholder or revoking the use of the purchasing card from the cardholder. In the case of the ~~Chief Executive Officer~~CEO the matter should be brought to the attention of the Mayor.

4.7. Disputed Transactions

- 4.7.1. Litchfield Council is responsible for paying all accounts on the monthly Purchasing Card statement and the bank processes a direct debit from the operational bank account for such.
- 4.7.2. It is the Cardholder's responsibility to investigate with the supplier to determine the causes of the discrepancy. Only if this process does not resolve the dispute the cardholder needs to inform finance, who will initiate a formal dispute process with the bank.
- 4.7.3. A formal dispute process will require the cardholder to fill in a dispute form from the bank. A finance staff member will facilitate the process between the staff member and the bank.
- 4.7.4. Any amounts in dispute need to be highlighted on the Purchasing Card statement and will be debited to a suspense account until resolved.

4.8. Procedures for Lost, Stolen and Damaged Cards

- 4.8.1. The loss or theft of a Purchasing Card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the CEO immediately. If the cardholder is the CEO, they must advise the Mayor.
- 4.8.2. Advice of a damaged Purchasing Card is to be provided to the CEO who will arrange a replacement.

4.9. Finance Services Responsibilities

- 4.9.1. The ~~Manager Corporate Services~~ Finance Program Leader will ensure that the following responsibilities will be met by Finance Services:
 - Arrange issues and cancellations of Purchasing Cards
 - Maintain register of all cardholders
 - Provide cardholders with the policy, and where required any changes to the policy and their responsibilities and obligations as cardholders
 - Process payments of Purchasing Cards. This includes ensuring all required documentation is attached and relevant officers have signed the statements.
 - Arrange for all cardholders to sign the Corporate Purchasing Cardholder Agreement with application for the Purchasing Card.
 - Annual review of Purchasing Card compliance with authorised delegations
 - Assist with formal dispute process

5. Associated Documents

~~Litchfield Council Policies~~ Delegation Manual

FIN03 Procurement Policy

FIN12 Purchasing Cards – Council Staff

6. References and Legislation

Local Government Act 2019

~~Local Government (General) Regulations 2021, Regulations, and Ministerial Guidelines~~

Goods and Services Tax Act 1999

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/03/2021	Adoption of Policy for implementation on 1 July 2021
<u>17/06/2025</u>	<u>Policy reviewed and minor amendments made to formatting, position titles and policy references.</u>



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – May 2025
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	17/06/2025
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 May 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

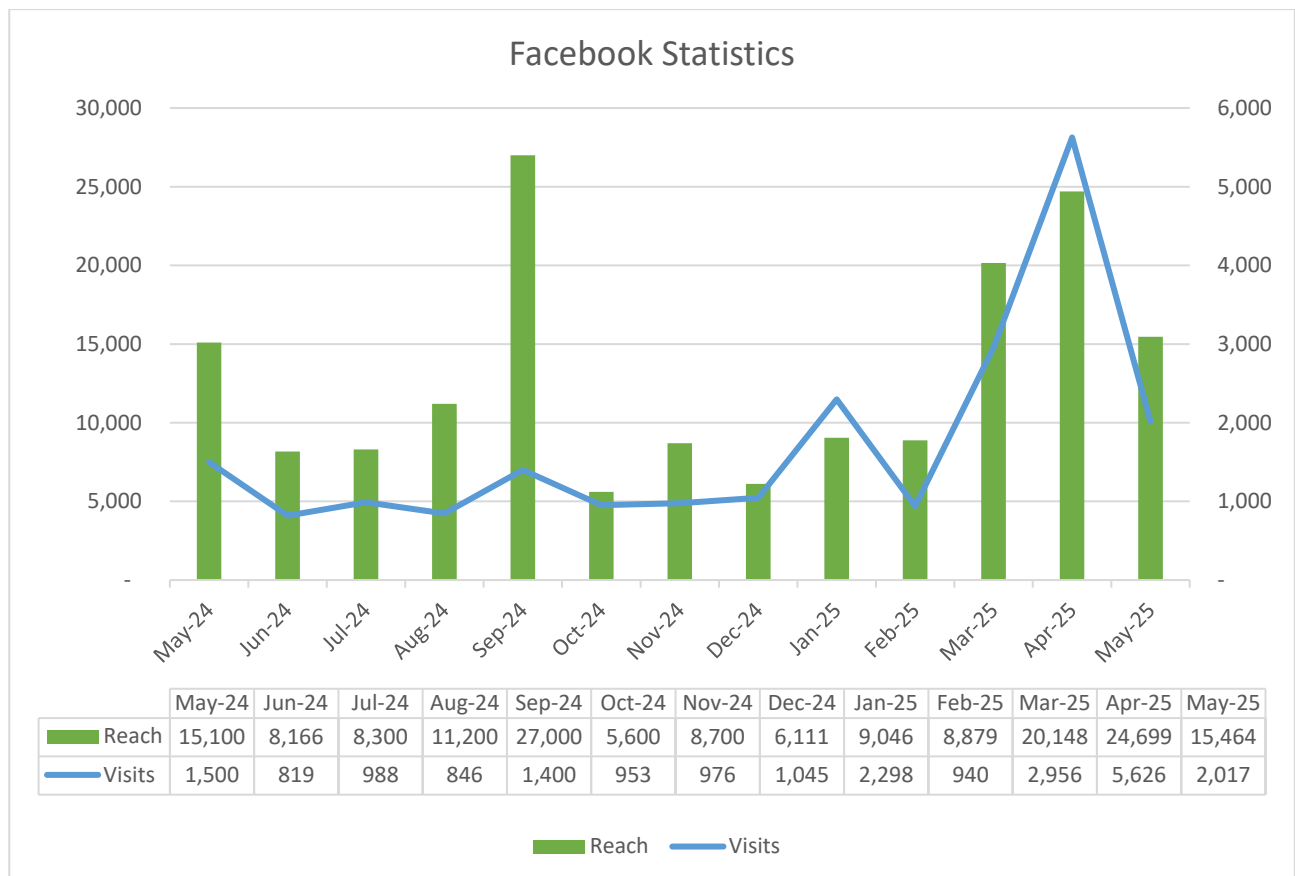
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

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 38 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

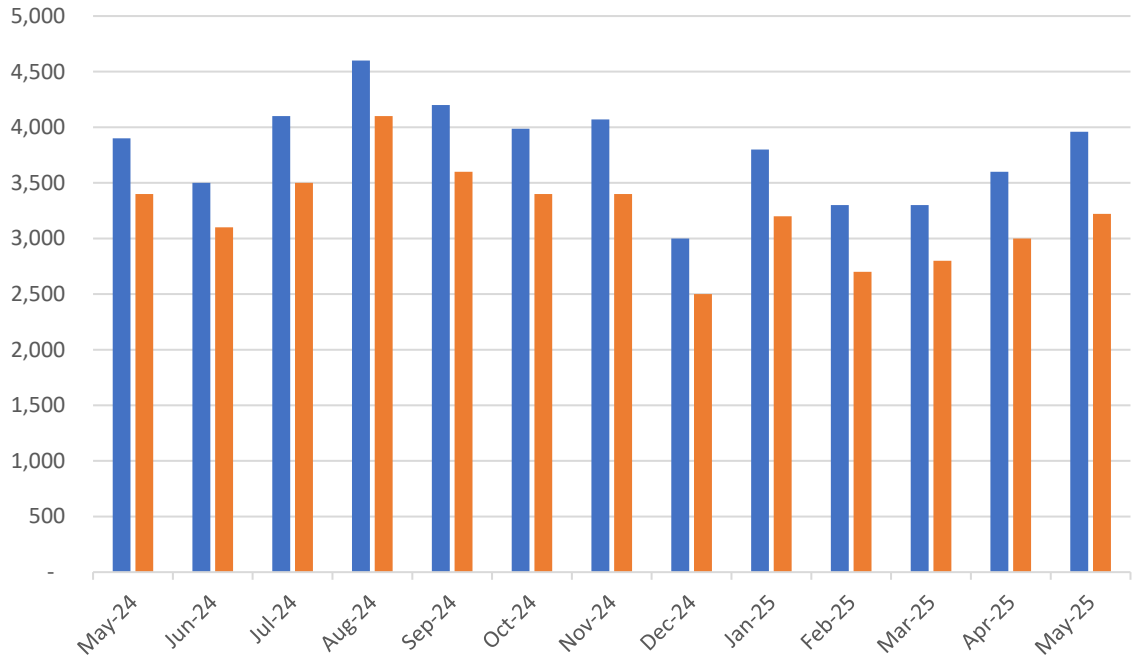
The number of first-time users during the selected date range.

Page Views

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

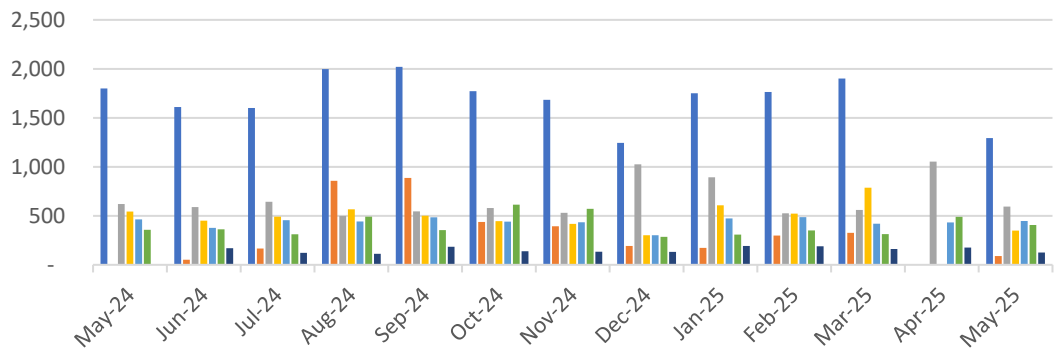
The website statistics have remained steady in May with the Google analytics now operational, although there is some data still missing from April. There is a decrease in the Facebook reach and follows from last month, following Youth Week in April. However still an overall high amount of reach and follows resulting from boosted posts for the By-Laws and Municipal Plan consultation.

Users



	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Users	3,900	3,500	4,100	4,600	4,200	3,987	4,071	3,000	3,800	3,300	3,300	3,600	3,960
Users New User	3,400	3,100	3,500	4,100	3,600	3,400	3,400	2,500	3,200	2,700	2,800	3,000	3,221

Page Views



	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Welcome to Litchfield	1,800	1,610	1,600	1,997	2,020	1,772	1,684	1,244	1,751	1,764	1,902		1,294
Pay Online		52	166	857	887	438	394	192	173	298	327		89
Waste Transfer Stations	621	590	644	499	546	579	531	1,025	894	525	560	1,054	594
Search	543	451	492	566	502	446	418	302	607	522	787		349
Contact Us	464	377	456	443	485	441	434	302	474	487	420	433	447
Current Vacancies	357	362	311	492	354	614	571	286	309	351	313	490	407
Library		170	123	113	185	138	134	132	193	190	162	176	125

Recreation Reserves

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.
Howard Park Recreation Reserve Committee Meeting	Communicate with user groups and community members regarding activities and management of the reserve.
Knuckey Lagoon Recreation Reserve Committee Meeting	

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	Works have been awarded to Hardy Landscaping and works will commence towards the end of June 2025 onsite. It involves the removal of the old, deteriorated play equipment and installing a new flying fox as well an adventure obstacle course and all associated safety measures to meet Australian Play Standards. Work is scheduled to be completed by the end of August 2025.
Southport Mira Square	BBQ Facilities and Shade	Complete
Howard Park Reserve	BMX Softfall replacement	Works have been awarded to HCS Constructions and will commence onsite after the July school holidays. It involves the removal of the old deteriorated soft fall rubber and replacing it with roll out turf. The park will be closed for approximately 8 weeks for the turf to establish. After various investigations and research as well as consultation with skate park specialists it was found that the turf would be the best safe, cost effective and sustainable replacement. There were some savings on this project and thus it was decided to give the skate park a bit of a revival with the replacement of the deteriorated shade sail as well as the refreshing of the line marking and the updating of safety signage.

Youth and Community Engagement

In May, the community continue to gather at the Taminmin Library, leading a wide range of youth and senior engagement activities. Families embraced themed Storytimes, from learning about paediatric sepsis with a guest presenter to celebrate Mother's Day and participate in the much-loved National Simultaneous Storytime, which was repeated at the Freds Pass Show. LEGO League numbers rebounded thanks to creative holiday programming and social media promotion, while young readers in the Funky Chicken Book Club logged an impressive 50 books. Seniors enjoyed meaningful sessions including a Dementia Friendly Design talk and a popular mushroom cultivation workshop, while the upcoming Students Vs Seniors project with COTA NT highlights intergenerational connection through stories and portraits. The library also welcomed goats and students from Taminmin College, blending learning and fun in unforgettable ways. Library staff also joined the NT-wide Learning Management System User Group to explore future AI enhancements, ensuring that Taminmin Community Library continues evolving as the heart of the community.



FREDS PASS SHOW

Freds Pass Show – A Great Success!

The Freds Pass Show was another fantastic event, and it was great to see a strong Council presence across both days. Our team did a wonderful job representing the Council, engaging with the community, and creating a welcoming space for all.

One of the highlights was seeing the excitement on the children's faces as they took part in the Outback Truckers activity. They were thrilled to receive their stamps and small gifts from our stall – a simple gesture that brought a lot of joy.

Throughout the event, many residents stopped by to chat with our staff, ask questions, or simply say hello. We also received some wonderful feedback about the free coffee, tea, and biscuits on offer, as well as the merchandise and colouring-in activities available for the kids.

The setup of our space truly reflected our goal to be inclusive and inviting. It provided a shaded area for people to sit, enjoy a drink, have a bite to eat, or just relax while the kids played with the available toys and activities.

Thank you to everyone who contributed to making the event such a success – it was a great example of community connection in action.

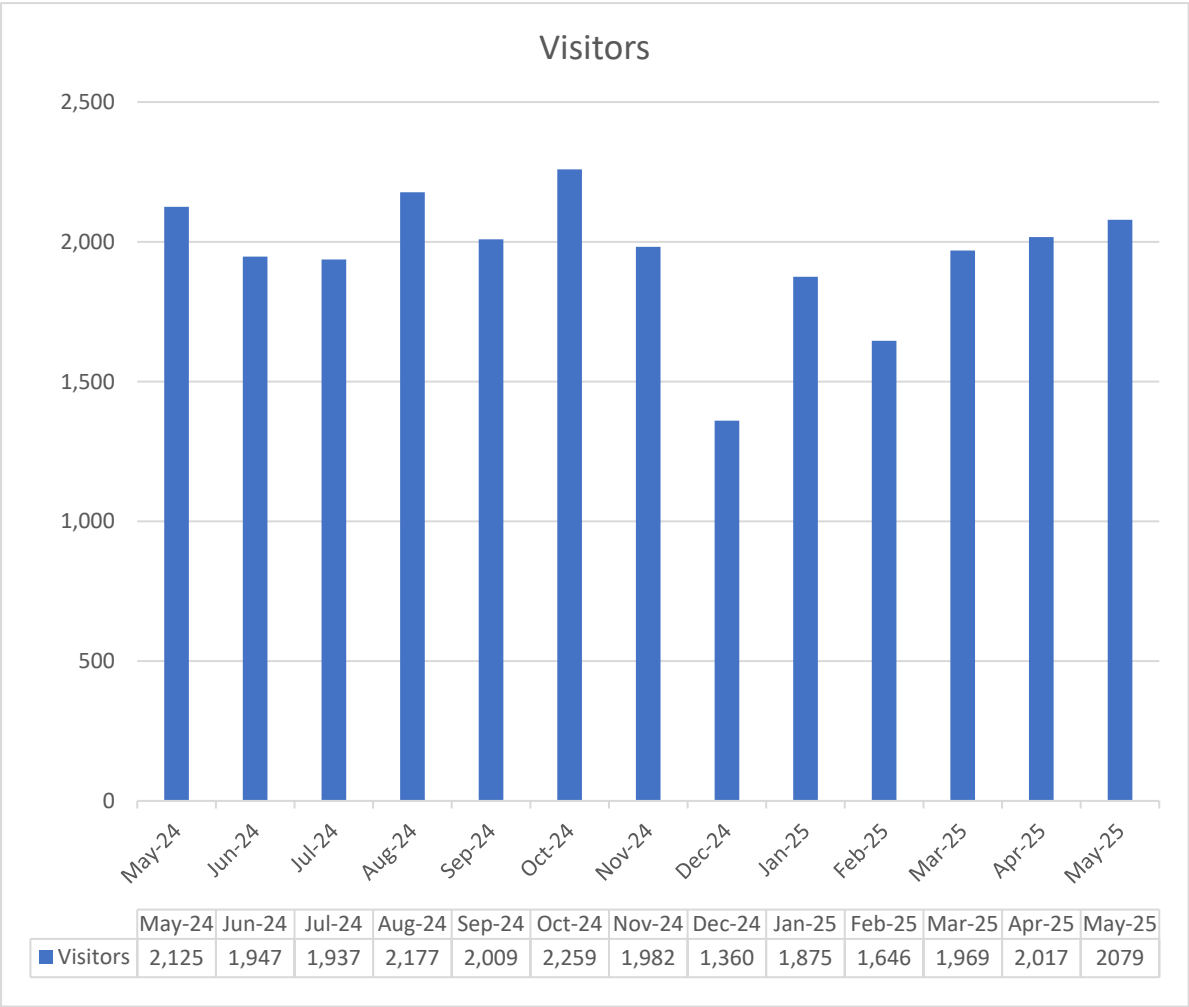


Taminmin Community Library

Visitors to the Library

The library had 2,079 visitors in May 2025 and was open for 193.5 hours. The previous month of May 2024 compared at 2,125 visitors and was open for 199 hours.

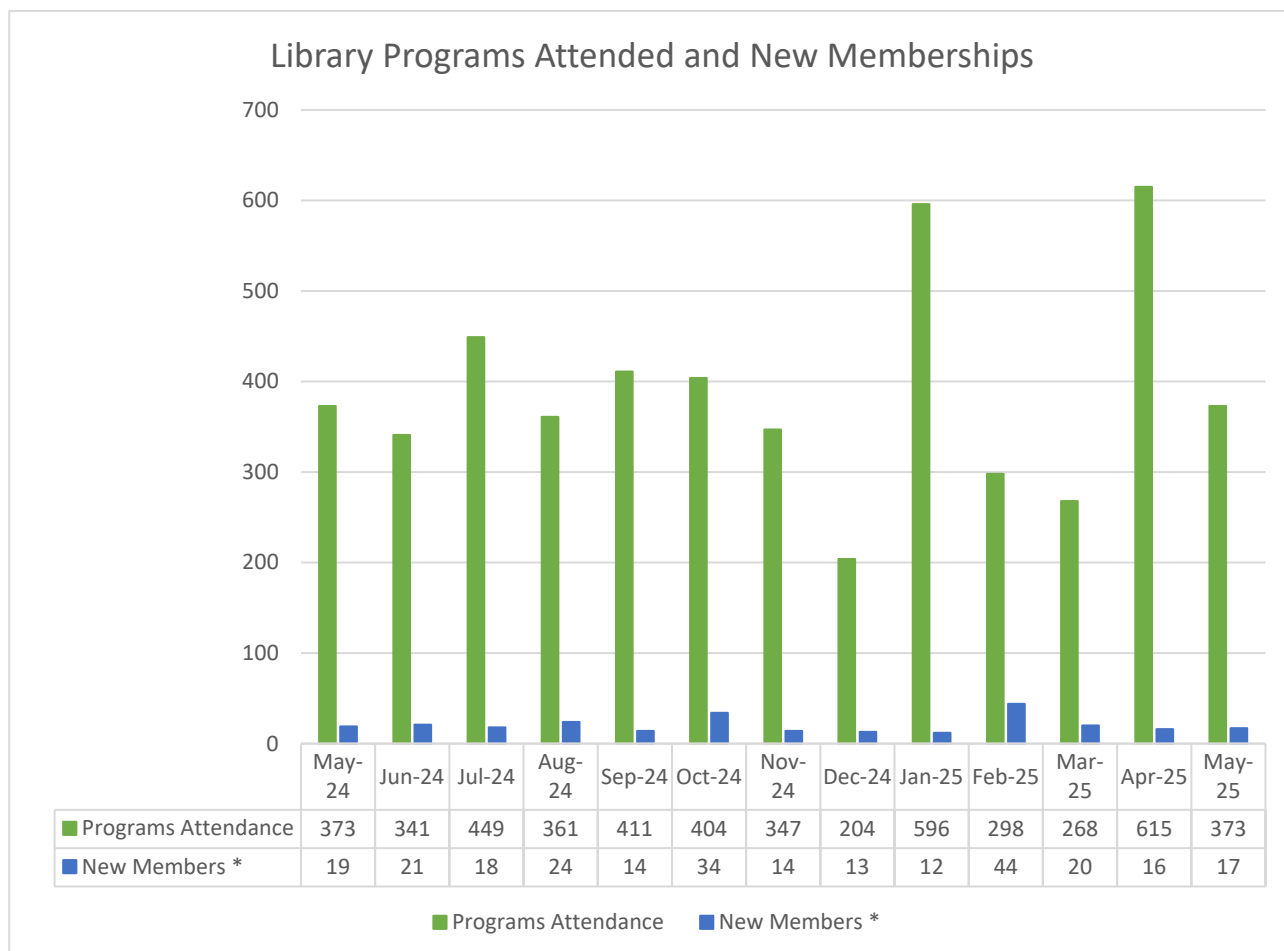
The following graph displays the data for the current month with a monthly comparison to the same time prior year.



Library Programs and Memberships

A total of 19 activities were delivered in May 2025 with a total attendance of 373 participants. In the same month last year, the library had 373 attendees across 20 activities.

The library team signed up 3 new library members during May 2025. This compared to 22 new members May 2024.



Library Projects

- Inventory check of entire library collection for stocktake (continues into June)
- Data and physical separation of Taminmin College and Litchfield Council collection items

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 - acquittal submitted
\$1,500	Science Week 2024	Inspired NT	Species Survival : AVR Experience x 2 Saturday events	Acquitted	Delivered successfully - acquittal submitted
\$2,000	Seniors Month 2024	Office of Senior Territorians	Library Buddies 2024 (Intergenerational Program – Seniors & Preschoolers)	Acquitted	Delivered successfully - acquittal submitted
\$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	Acquitted for Sep/Oct, Jan - Jun-Jul activity pending
\$1,200	NTG Youth Week 2025	Territory Families	Youth Week @ The Library	Partially Successful	Received \$1,200/\$2,000 Completed Acquittal due
\$1,500	Science Week 2025	National Science Week Grants 2025	Science Exploration Kits (STEM) - Programs & Loans	Partially Successful	Received \$1,500/ \$3,000 Project runs in August
\$2,000	Seniors Month 2025	Office of Senior Territorians	Students vs Seniors - Collaborative Art & Change Management Project	Successful	Purchasing underway for tiles and materials - Delivery August 2025
*above not in total until successful					
\$18,200	TOTAL GRANT INCOME SOURCED BY LIBRARY FOR 2024-25				

Library Service Disruptions

NIL major disruptions in month of May 2025.

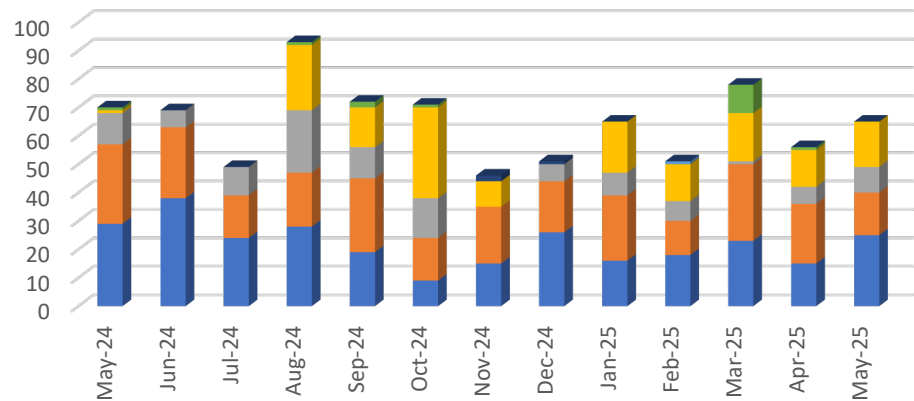
Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in May 2025 was 65, eight more than for April (57), and five more than for the same time last year (70).

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

Total New Dog Registrations by Type May 24 - May 25



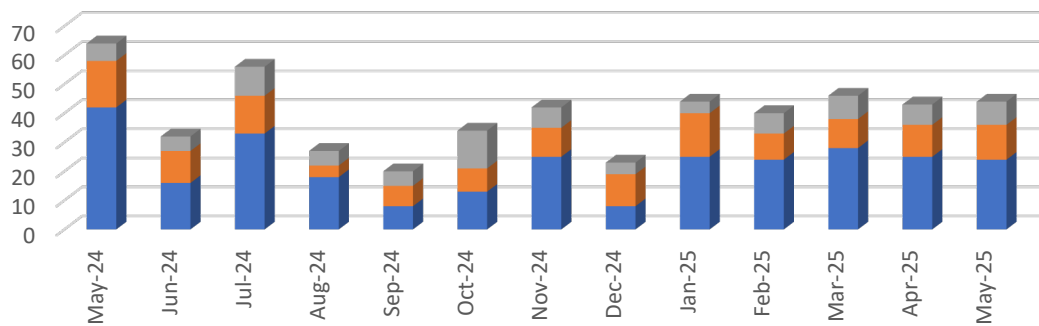
	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Registered Breeder	0	0	0	0	0	0	2	1	0	0	0	0	0
Working/Assistance	1	0	0	1	2	1	0	0	0	0	10	1	0
Declared Dangerous	0	0	0	0	0	0	0	0	0	1	0	0	0
Free - Pup < 6 mths/Rescue	1	0	0	23	14	32	9	0	18	13	17	13	16
Desexed Lifetime	11	6	10	22	11	14	0	6	8	7	1	6	9
Desexed Annual	28	25	15	19	26	15	20	18	23	12	27	21	15
Entire Annual	29	38	24	28	19	9	15	26	16	18	23	15	25

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 44 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (24, 12 and eight respectively) 4.4 above the average 39.6 over the preceding 12 months. May's total was one more than for April (43), and 20 less than for the same time last year (64).

The average over the past 12 months is 39.6 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
May 24 - May 25



	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
■ Lost	6	5	10	5	5	13	7	4	4	7	8	7	8
■ Pick Up	16	11	13	4	7	8	10	11	15	9	10	11	12
■ At Large	42	16	33	18	8	13	25	8	25	24	28	25	24

Impounded Dogs

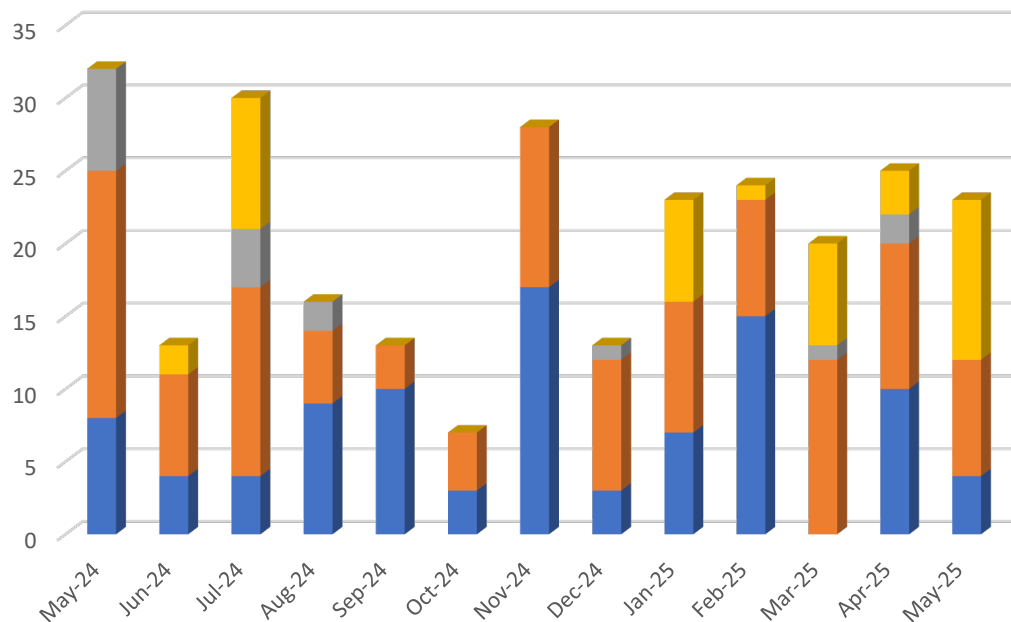
Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council's By-laws. At the start of May there were three dogs in the pound from the end of April. 20 new dogs were impounded during May, eight dogs were reclaimed by their owner, four dogs were rehomed, one dog was stolen from the pound on the evening of 8 May 25 and 10 dogs remained in the pound at the end of May, two more impounds than in April, and four more than in May 2024. There were no euthanasia's this month.

88.6% of dogs impounded since May 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.

75.1% of dogs impounded since May 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.

50.4% 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 May 24 - May 25



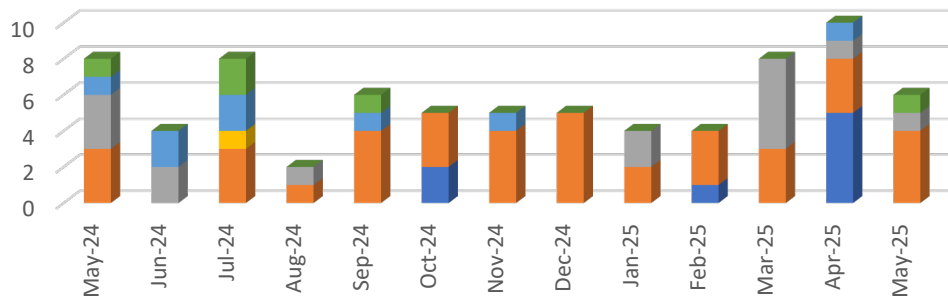
	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Other/In Pound	0	2	9	0	0	0	0	0	7	1	7	3	11
Euthanised	7	0	4	2	0	0	0	1	0	0	1	2	0
Reclaimed	17	7	13	5	3	4	11	9	9	8	12	10	8
Rehomed	8	4	4	9	10	3	17	3	7	15	0	10	4

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 six abandoned vehicles reported to Council in May 2025, four less than received for April (10). This is two less than for the same time last year (8) and 1.8 less than the average of 5.8 per month over the last 12 months.

Since May last year, 50.7% 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. 10.7% of vehicles reported were impounded by Council were not retrieved by their owners, and if not claimed will be made available for sale via auction, typically for spare parts as they are rarely in working condition. A very small percentage 1.3% of impounded vehicles were retrieved by the owner. 6.7% 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. 20% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.

Abandoned Vehicles and Outcome May 24 - May 25



	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Non-Council Land	1	0	2	0	1	0	0	0	0	0	0	0	1
Impounded	1	2	2	0	1	0	1	0	0	0	0	1	0
Released	0	0	1	0	0	0	0	0	0	0	0	0	0
Disposed	3	2	0	1	0	0	0	0	2	0	5	1	1
Departed	3	0	3	1	4	3	4	5	2	3	3	3	4
CRM in Progress	0	0	0	0	0	2	0	0	0	1	0	5	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:	Declaration of Rates and Charges 2025/2026
Author:	Maxie Smith, Director Corporate and Community
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/06/2025
Attachments:	A: Certification of Assessment Record June 2025 B: Declaration of Rates and Charges 2025/2026

Executive Summary

This report presents to Council, for consideration to adopt, the proposed Declaration of Rates and Charges for the financial year 2025/2026 and the certification of the Assessment Record by the Chief Executive Officer.

The Declaration of Rates and Charges 2025/2026 reflects an increase of 3% for rateable properties and a 5% increase in Waste Charges. The declaration further includes special rates for eight properties on Meade Road.

Recommendation

THAT Council by special resolution:

in accordance with Section 238 of the *Local Government Act 2019*, a special rate of \$5,947.50 per property, as detailed in Attachment B, is declared for the financial year ending 30 June 2026. This rate will be payable over a two-year period, as indicated in the Declaration of Rates and Charges 2025/2026, which is attached to this report at Attachment B.

THAT Council:

1. receive and note the Chief Executive Officer's certification of the Assessment Record in line with Section 29 *Local Government (General) Regulations 2021* as at Attachment A to this report; and
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2026 as noted in the Declaration of Rates and Charges 2025/2026 as at Attachment B to this report.
3. pursuant to Section 241 of the *Local Government Act 2019*, publish the Declaration of Rates and Charges for 2025-2026 on Council's website and in the newspaper circulating generally in the area.

Background

In line with Section 29 of the *Local Government (General) Regulations 2021* the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year. Certification is presented in Attachment A.

Between August and November 2024, the council completed the process required under the *Local Government Act 2019* (Act) to levy a special rate with a resolution passed by the council at its meeting on 19 November 2024 (Resolution Number ORD2024 11-242). This special rate is included in this declaration.

Further, the Declaration of Rates and Charges 2025/2026 presented in Attachment B reflects:

- a 3% increase for Commercial, Residential and Wickham area ratepayers. This equates to a \$0.62 increase per week for residential ratepayers;
- a 5% increase for Waste Charges in line with the Long-term Financial Plan.
- Interest remains at 17%.

Legal counsel has reviewed the declaration for accuracy with the legislation.

Links with Strategic Plan

Prosperity - Our Economy and Growth

Performance - An Effective and Efficient Organisation

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

Progress - Continuity of Services and Facilities

Places - Roads and Infrastructure

Legislative and Policy Implications

In compliance with section 29 of the *Local Government (General) Regulations 2021* the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year.

In line with Section 237 of the *Local Government Act 2019* Council must declare rates on or before 30 June each year.

- (1) A council must, on or before 30 June in the financial year preceding the financial year for which the rates are imposed, declare rates (general rates) on allotments throughout the area to raise the amount the council intends to raise for general purposes for the financial year.
- (2) The council may, at the same time, raise an amount towards a special purpose.
- (3) The declaration must state:
 - (a) the amount:
 - (i) to be raised for general purposes; and

- (ii) if an amount is to be raised for a special purpose – to be raised for the special purpose; and
- (b) the basis or bases of the rates; and
- (c) if the rates are to be payable in instalments – the number of instalments and when the instalments are payable; and
- (d) the relevant interest rate that accrues on any unpaid rates for the financial year.

According to Section 238 of the *Local Government Act 2019* Council can impose charges on the land for the benefit of land or the occupiers of land within its area.

Policy FIN02 – Rating Policy.

Risks

Financial

Should Council not declare its rates by 30 June 2025, Council's budget would be invalid, creating dire financial consequences.

Governance

Should Council not declare its rates by 30 June 2025, Council would be in breach of legislation, leading to governance issues.

Community Engagement

The increase of 3% for residential properties and the 5% increase in Waste Charges formed part of the wider community consultation for Council's Draft 2025/2026 Municipal Plan and Budget.

The legislative process to declare a special rate for Meade Road was completed between August and November 2024.



ATTACHMENT A

**Certification of Assessment Records As per section 29 Local Government
(General) Regulations 2021**

This is to certify that assessments 10000024-10117596 declared pursuant to Section 230 of the *Local Government Act 2019* are recorded in the assessment record and to the best of my knowledge, information, and belief the assessment record is a comprehensive record of all rateable land within the Litchfield Municipality.

Signed: 
Stephen Hoyne
Chief Executive Officer

Date: 4 June 2025



ATTACHMENT B

LITCHFIELD COUNCIL

DECLARATION OF RATES AND CHARGES 2025/26

Notice is hereby given pursuant to Section 241 of the *Northern Territory Local Government Act 2019 (Act)* that the following rates and charges were declared by Litchfield Council pursuant to Section 237 and Section 239 of the Act at the Council meeting held on 17 June 2025 pursuant to Chapter 11 of the Act in respect of the financial year ending 30 June 2026.

1. RATES

- 1.1 Pursuant to Section 227 of the Act, the Council adopts the Unimproved Capital Value as the basis of the assessed value of allotments within the Litchfield Municipality ("**the Council Area**").
- 1.2 Pursuant to Section 237 of the Act Council declares that the amount it intends to raise for general purposes for the financial year ending 30 June 2026 by way of rates is \$12,189,905 by the application of a combination of the following fixed amounts (**fixed rates**) and differential valuation-based amounts (**differential rates**) with minimum amounts (**minimum amounts**) being payable in the application of those differential rates.

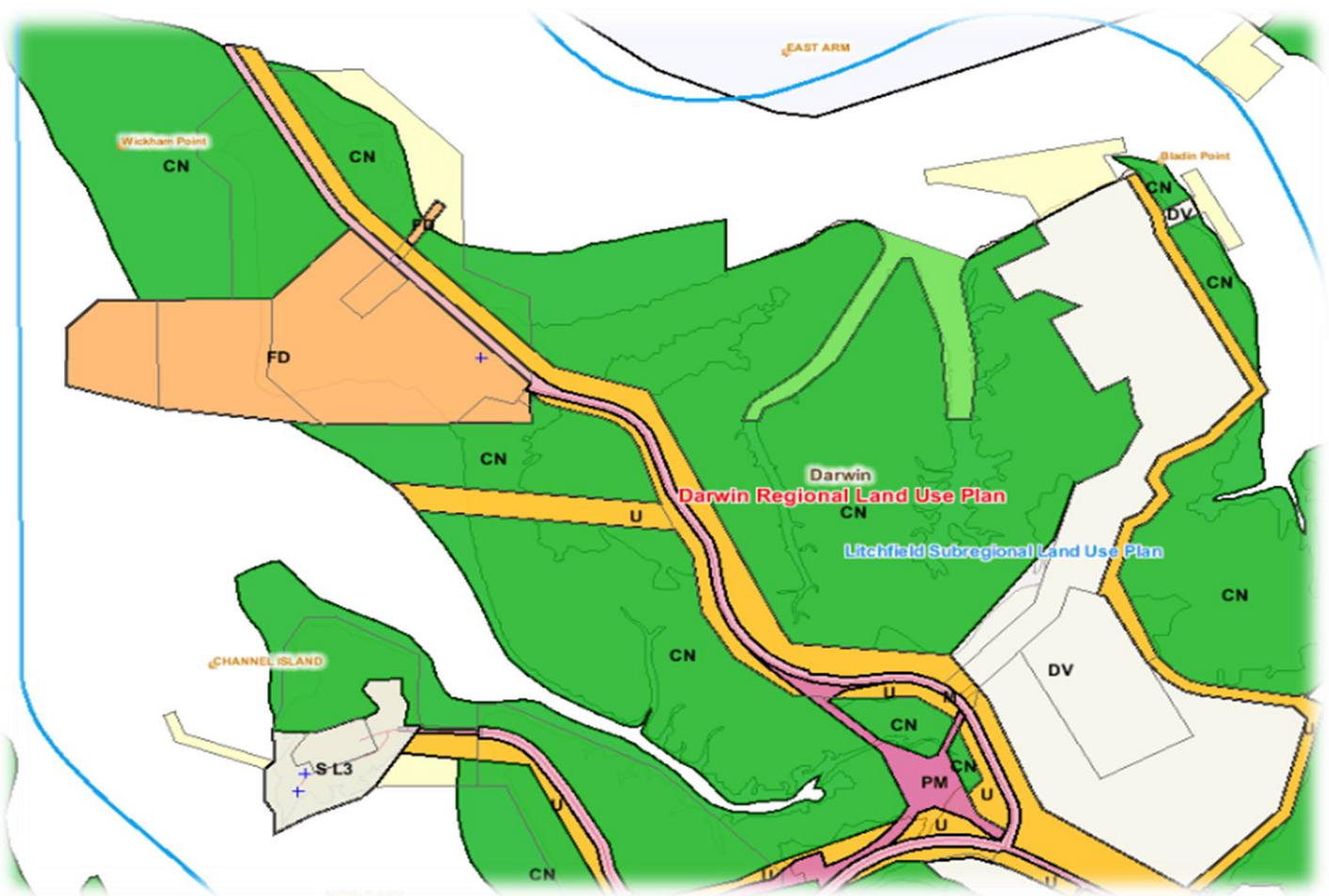
The Council declares the following fixed rates, differential rates with the following minimum amounts payable in the application of those differential rates, special rates and charges for the financial year ending 30 June 2026.

A. RESIDENTIAL

- i. With respect to every allotment of rateable land within those parts of the Council Area zoned SD, MD, MR and SL11 under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,108.82.
- ii. With respect to every allotment of rateable land within those parts of the Council Area zoned H and A under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,108.82.
- iii. With respect to every allotment of rateable land within those parts of the Council Area zoned R, RR, RL, WM, CN, SL14, SL18 and FD under the *NT Planning Scheme* (other than conditionally rateable land) a fixed rate of \$1,108.82.

B. COMMERCIAL

- i. With respect to every allotment of rateable land within the Council Area other than the limited area within that part of the Council Area known as Wickham zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* (other than conditionally rateable land), a differential rate calculated at a rate of 0.32464% of the unimproved capital value of the land, with the minimum amount payable in the application of that differential rate being \$1,983.42
- ii. With respect to every allotment of rateable land within that part of the Council Area known as Wickham and marked FD and DV, on the below map, a differential rate calculated at a rate 9.54387% of the unimproved capital value of the land.



C. OTHER LAND

With respect to every allotment of rateable land (other than conditionally rateable land) within the Council Area not otherwise described above, a differential rate calculated at a rate of 0.32464% of the unimproved capital value of the land with the minimum amount payable in the application of that differential rate being \$1,983.42.

D. MINING TENEMENTS

With respect to conditionally rateable land within the Council Area occupied under a mining tenement (as defined in the Act), a differential rate calculated at a rate of 0.896% of the assessed value of the mining tenement with the minimum amount payable in the application of that differential rate being \$2,297.21, in accordance with the Gazette notice published by the Minister on 29 April 2025.

E. PASTORAL LEASES

With respect to conditionally rateable land within the Council Area held under a pastoral lease as defined in the *Pastoral Land Act 1992*, a differential rate calculated at a rate of 0.0789% of the unimproved capital value of the land within each such pastoral lease, with

the minimum amount payable in the application of that differential rate being \$970.61 in accordance with the Gazette notice published by the Minister on 29 April 2025.

F. SPECIAL RATES

Pursuant to Section 238 of the Act Council further declares a special rate (**special rate**) as provided below:

- i. The purpose for which the special rate is imposed is to defray the cost and expense of sealing sections of Meade Road in Darwin River region within that part of the Council Area described in paragraph v below (**subject area**).
- ii. The amount to be raised by the special rate is \$47,580.
- iii. The special rate is a fixed amount of \$5,947.50 for each allotment within the subject area on which it is imposed.
- iv. The special rate is payable on or before 30 June 2027.
- v. The special rate is imposed on those allotments bordering Meade Road and as shown on the plan below and listed in the table below.



Lot / Portion	Hundred Area
160 00001	Hundred of Cavenagh
160 00005	Hundred of Cavenagh
160 00006	Hundred of Cavenagh
160 00007	Hundred of Cavenagh
160 00008	Hundred of Cavenagh
160 00009	Hundred of Cavenagh
160 00010	Hundred of Cavenagh
160 02269	Hundred of Cavenagh

2. CHARGES

Pursuant to Section 239 of the Act, the Council declares a Waste Management Charge:

- i. The purpose for which this Charge is imposed is to enable and assist Council to meet the cost of providing services for the disposal of residential waste at its three waste transfer stations, including the management and operation of those waste transfer stations, which Council provides at no additional cost for the benefit of land within

the Council Area, other than the land described in paragraph 2 iv below, and the occupiers of such land.

- ii. The amount Council intends to be raised by this Charge is \$3,605,709.
- iii. The amount of the Charge declared is \$440.15 per allotment.
- iv. The Charge will be levied on all land within the Council Area with the exception of allotments within that part of the Council area zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* and including the allotments identified in paragraph 1 B ii above and any conditionally rateable land.

RELEVANT INTEREST RATE

The Council fixes the relevant interest rate for the late payment of rates and charges in accordance with Section 245 of the Act at the rate of 17% per annum which is to be calculated on a daily basis.

PAYMENT

The Council determines that with the exception of the Special Rates declared under paragraph 1F above, the Rates and Charges declared under this declaration are all due and payable in three (3) approximately equal instalments on the following dates:

- 30 September 2025;
- 30 November 2025; and
- 28 February 2026.



STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER
LITCHFIELD COUNCIL



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	Proposed Fees and Charges 2025/2026
Author:	Maxie Smith, Director Corporate and Community
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/06/2025
Attachments:	A: Litchfield Council Fees and Charges 2025/2026 B: Thorak Regional Cemetery Fees and Charges 2025/2026

Executive Summary

This report presents to Council, for consideration to adopt, the proposed Fees and Charges schedules for Litchfield Council and Thorak Regional Cemetery for the financial year 2025/2026.

Recommendation

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2025/2026 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2025/2026 as at Attachment B to this report; and
3. approve the CEO to make minor editorial changes.

Background

Fees and Charges for Litchfield Council and Thorak Regional Cemetery are set annually as part of the Annual Budget process and are the basis for the projected income.

Council acknowledges current cost of living pressures and remain firmly committed to deliver minimal increases. As such, there has been an increase of 5% to Fees and Charges which remains in line with the Long-Term Financial Plan. As discussed during budget workshops and Strategic Discussion and Briefing Session of March 2025, amendments are listed below:

The below administrative changes have been included:

- Commercial and concrete waste removed
- Planning and Development Fees aligned with industry and Planning Scheme structure
- Council Recreation Reserves Fees all aligned
- Library Services: No change.
- Thorak Reprint of Exclusive Rights Certificate included

- Thorak Transfer of Exclusive Right included
- Thorak Livestreaming included
- Thorak Cemetery: Adult Cremation remains as last year.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

The *Northern Territory Local Government Act 2019* (the Act) Section 201 requires Council to list fees for services as part of the budget process. The Act allows Council to impose fees under section 289.

Risks

Financial

Fees and Charges are an integral part of Council's income. As such, it is imperative that they are set at a rate that underpins sustainable service delivery.

Community Engagement

The increase of 5% to Litchfield Council and Thorak Regional Cemetery Fees and Charges formed part of the wider community consultation for Council's Draft 2024/2025 Municipal Plan and Budget.

LITCHFIELD COUNCIL

Fees and Charges

2025-26

Effective from 1 July 2025



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ADMINISTRATION FEES

<u>Assessment Record Inspection Fee</u>	\$
Pursuant to Section 152(4) of the Local Government Act, inspection of an assessment record is free of charge at the Councils public office.	No charge

Rates Notice Reprint

Current year rates reprint for any zoning	30.50
Prior year rates reprint for any zoning	36.00

Written Rate Search Fee

A charge for each "Certificate of Liabilities" pursuant to Section 256 of the Local Government Act will be levied for the furnishing of written information of details from the Rate Book. This information will only be supplied upon receipt of the required sum together with the written request in the required format.	97.00
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Freedom of Information (FOI)

FOI - Information Request (non-personal information)	30.00 + 25.00/hour
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Disabled Parking Permits

Parking Permit for Disabled Persons	12.50
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COMMUNITY SERVICES

Howard Park Reserve + Knuckey Lagoon Reserve*

<i>Community Organisations (non-profit)</i>	\$
Room Hire - Casual (per hour)	27.00
Room Hire – Full Day (8 hours)	175.00
Bond for Functions	443.00
Key Deposit	64.00 per key
Oval Hire – Casual (per hour)	14.00
Oval Hire – Full Day (8 hours)	88.00

Commercial / Government

Room Hire - Casual (per hour)	34.50
Room Hire – Full Day (8 hours)	268.00

Permanent Rates (only applicable to Howard Park Reserve)

External Sheds (per annum)	1,340.50
External Buildings (per annum)	2,278.00
Internal Rooms (per annum)	1,340.50

* Long-term user groups of Knuckey Lagoon Reserve will be charged at 50% of normal fee.

Humpty Doo Village Green Reserve

Room Hire - Casual (per hour)	30.50
Room Hire – Half Day (4 hours)	182.00
Room Hire – Full Day (8 hours)	426.00
Room Hire - Full Day (including set up time the day before)	607.50
Bond for Functions	607.50
Outdoor Space (Park) Hire – Casual (per hour)	18.50

LIBRARY SERVICES

Photocopying and printing Black and White	\$
A4 single	0.20
A4 double	0.40
A3 single	0.30
A3 double	0.60









Photocopying and printing Colour	
A4 single	1.00
A4 double	2.00
A3 single	1.50
A3 double	3.00

Laminating	
A4	2.00
A3	4.00

Other Costs	
Membership Card Replacement	2.50
Replacement of lost / damaged items (in addition to cost of replacement)	2.20

Note: scanning and usage of public computer is free of charge.

REGULATORY SERVICES

<u>Dog Registration</u>	\$	
Entire Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,6}	106.00	
Entire Dog Annual Concession Registration ^{1,5,6,9}	56.00	
Desexed Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,6,10}	24.00	
Annual Dog Registration – Remainder of Current registration period free from Rehoming Organisation ^{1,2,5}	No charge	
Declared Dangerous Dog Annual Registration ^{1,5,6}	352.00	
Desexed Dog Annual Concession Registration ^{1,5,6,9,10}	13.00	
Registered Breeder Annual Registration ^{1,3,5,6}	56.00	
Puppies under 6 months at time of registration - Annual Registration	No charge	
Reciprocal Registration from approved Councils ⁴	No charge	
Working Dog Registration ⁷	No charge	
Assistance Dog Registration ⁸	No charge	
Desexed Dog Lifetime Registration ^{6,10}	121.00	
Desexed Dog Lifetime Concession Registration ^{6,10}	61.00	

¹ Registration period is from 1 September to 31 August. A 50% pro rata applies for all new annual registration applications that are received after 1 March each year.

² Rehoming Organisations include PAWS Darwin, RSPCA, Save a Paw and DACS NT.

³ Registered Breeders must be current members of Dogs NT and provide evidence.

⁴ Up to 1-year free equivalent registration to end of registration period from City of Darwin, City of Palmerston, Coomalie Council, Wagait Shire Council and Belyuen Community Government Council.

⁵ New registrations received from 1 July to 31 August will receive current and the following registration period.

⁶ Pro-Rata refunds available on request for deceased animals within 6 months of 1 September.

















⁷ Working Dog owners will be required to provide evidence that they are carrying on a business of primary production.

⁸ Assistance Dog owners will be required to provide evidence the dog has been trained by a recognised assistance dog training institution or general practitioner.

⁹ Concession applies to pensioners who are eligible to obtain a concession.

¹⁰ Evidence of dog being desexed required.

Other Regulatory Service Charges

	\$	
Microchip - not associated with registration fee	45.00	
Microchip (Concession for Pensioners) – not associated with registration fee	30.00	
Replacement registration tags – per tag	10.00	
Pound Release Fee – Registered Dog <ul style="list-style-type: none">• First Impound• Second Impound• Third and successive impound	No Charge if retrieved same day 206.00 206.00 + 25% (258.00)	 
Pound Release Fee – Unregistered Dog (first and successive impound)	206.00 + 25% (258.00)	
Pound daily maintenance fee (first 72 hours)	35.00	
Pound daily maintenance fee (after 72 hours)	70.00	
Dispose of dead animal/dog	140.00	
Surrender Fee - fee per dog	140.00	
Seizure Fee – fee per dog	140.00	
Hire of animal trap - fee per week	28.00	
Hire of animal trap - fee per month	85.00	
Delivery & Pick Up of Animal trap	28.00	
Cage animal trap (<i>bond</i>)	120.00	
Abandoned Vehicle Release Fee	353.00	
Infringement Reminder Letter	Determined by Fines Recovery Unit	
Infringement Penalty Unit	Determined by Fines Recovery Unit	

PLANNING AND DEVELOPMENT FEES

Development Permits - Subdivision Assessment and Approval	
Subdivision Plan Review Fee (Charged prior to issuing of Clearance of Conditions Precedent)	175.00
Subdivision Handover Fee Includes one (1) inspection for each Construction Hold-Point, one (1) handover inspection at Clearance of General Conditions, and two (2) final inspections at time of Release from Defects Liability Period. (Charged at time of request for Clearance of General Conditions Practical completion approval)	2% of Estimated Value of Assets (Minimum. \$285.00)
Defect Liability Period Bond – not applicable to Subdivisions of 5 lots or less (Charged at time of request for Clearance of General Conditions Practical completion approval)	5% Estimated Value of Assets (Min. \$578.50)
Outstanding Works Bond (Charged at time of request for Clearance of General Conditions Practical completion approval)	Determined by Litchfield Council Based on current industry rates
Development Permits Related to clearance of conditions of Development Permits - includes plan assessment and approval, and clearance of conditions precedent and general, and one (1) inspection if required	
Extensions and/ or sheds/carports - small additions to existing residential	125.00
Residential Development - multi-dwelling	175.00
Commercial Development	250.00
Plan Approval Fee (for re-submission of plans for review)	60.00
Subdivision / consolidation - no construction	125.00
Plan Approval Fee Per submission, charged prior to approval being issued	
Driveway access plan review (includes one (1) initial inspection)	175.00
Stormwater design review	125.00
Stormwater design review – Exemption Letter requested	25.00
Dual Approval – Stormwater Design and Driveway Access on a single plan	210.00
Disturbance to Litchfield Council asset (note, inspection fees charged separately)	125.00
Additional Inspection Fee Related to inspections required as part of a Subdivision or Development (Weekday only)	
Per inspection, as required, charged prior to issuing clearance	100.00
Road Openings / Road Closings	
Initial administration fee (payable upon receipt of signed agreement)	2,550.00

Construction Charges	
Charge for new or replacement of all Litchfield Council assets <ul style="list-style-type: none"> (includes but is not limited to lighting controllers, bitumen/gravel roads, bitumen/concrete/gravel accesses, and excavation; charged at completion of works) 	Actual Cost+ 30% Admin Charges
Valuation of Damaged / Stolen Trees and Shrubs	
Non-mature trees and shrubs assessed at current local nursery prices (Includes replacement and establishment costs)	Current value + 30% Admin Charges
Mature trees valued using a recognised industry methodology	Current value + 30% Admin Charges

WORK PERMIT FEES

Permit Application Fee (Initial fee)	
Works permit application fee per application Includes review of all supporting documents, including traffic management documentation and one (01) inspection	125.00
Additional Fees	
Fee for permits required for more than one week	
<ul style="list-style-type: none"> Per week 	50.00
<ul style="list-style-type: none"> 01 month (at the discretion of Council) 	170.00
<ul style="list-style-type: none"> 06 months (at the discretion of Council) 	840.00
Placement of shipping containers, skip bins, etc. in the road reserve- Maximum of 7 day period per application	75.00
Inspections Fees	
Related to inspections required as part of a Works Permit (Weekday only)	
Inspection fee	100.00
Oversize Vehicle Authorisation (DLI Oversize Permit Review)	
Administration Fee (includes (1) inspection) (Refer to construction charges for damage/ replacement costs)	175.00

WASTE DISPOSAL

Council has three waste transfer stations.

- Humpty Doo Waste Transfer Station (HDWTS)
- Howard Springs Waste Transfer Station (HSWTS)
- Berry Springs Waste Transfer Station (BSWTS)

Litchfield Council Residents [Notes 2, 3, 4]	HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	Free	Free	Free
Contaminated Green Waste	Free	Free	Free
Contaminated & Unsorted Residential Household Waste	Free	Free	Free
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).	Not Accepted	Not Accepted	Not Accepted
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only.			
<i>Construction waste</i> Unsorted and certified free of listed waste substances.			
<i>Construction waste</i> Unsorted and un-certified free of listed waste substances.			

Non-Litchfield Residents [Notes 1, 2, 4]	HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste - Non-Residents	Not Accepted		
Unsorted Waste - Non-Residents			

Accepted

Sales - All Waste Transfer Stations	HDWTS	HSWTS	BSWTS
Green waste mulch per cubic metre	29.00	29.00	29.00
Green waste mulch per cubic metre (minimum of 30 cubic metres taken in 10 cubic meter instalments by arrangement only)	17.50	17.50	N/A
Crushed Concrete per cubic metre	Not Accepted		

Commercial Waste [Notes 1, 2, 3]	HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	Not Accepted	Not Accepted	Not Accepted
Contaminated Green Waste			
Contaminated & Unsorted Waste			
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain, and terracotta which are clean and uncontaminated (including without steel reinforcing).			
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain, and terracotta which are contaminated with steel reinforcing or scrap metal only			
Minimum charge (per load)			

Cost Recovery Fees Commercial or Residential	HDWTS	HSWTS	BSWTS
Tyres (Each)			
PASSENGER [Note 5]	10.00	Not Accepted	Not Accepted
PASSENGER CONTAMINATED OR W/RIM [Note 5]	23.00		
LIGHT TRUCK / 4WD [Note 5]	17.50		
LIGHT TRUCK / 4WD CONTAMINATED OR W/RIM [Note 5]	46.50		
TRUCK [Note 5]	35.00		
TRUCK CONTAMINATED OR W/RIM [Note 5]	98.00		
SUPER SINGLE	63.50		
SUPER SINGLE CONTAMINATED OR W/RIM	191.50		
SOLID SMALL - 0m - 0.35m	35.00	Not Accepted	Not Accepted
SOLID MEDIUM - 0.36m - 0.50m	52.00		
SOLID LARGE - 0.51 - 0.65m	69.50		
SOLID EXTRA LARGE - > 0.65m	86.50		
RACING SLICKS	14.00		
TRACTOR SMALL - 0m - 1.10m	150.50		
TRACTOR LARGE - 1.11m - 2.10m	237.00		
FORKLIFT SMALL - 0m - 0.35m	23.00		
FORKLIFT MEDIUM - 0.36m - 0.50m	40.00	Not Accepted	Not Accepted
FORKLIFT LARGE - 0.51 - 1 m	58.00		
GRADER	144.50		
MOTORCYCLE	7.00		
MOTORCYCLE CONTAMINATED OR W/RIM	21.00		
EARTH MOVER SMALL - 0m - 1.20m	191.00		
EARTH MOVER MEDIUM - 1.21m - 1.60m	472.50		
EARTH MOVER LARGE - 1.61m - 2.20m	940.00		
EARTH MOVER EXTRA LARGE - 2.21m – 2.60m	1,875.00		
SKID-STEER	24.00		
Mattress of any size	37.00		
Air conditioners: Certified De-gassed [Note 6]	FREE	Not Accepted	Not Accepted
Air conditioners: Not De-gassed	23.00		
Fridges and Freezers: Certified De-gassed [Note 6]	FREE		
Fridges and Freezers: Not De-gassed	23.00		
Gas bottles: Top removed and additional hole	FREE		
Gas bottles: complete un-processed	20.50		
Fire Extinguishers: Discharged and top removed	FREE		
Fire Extinguishers: Complete un-processed	20.50		

NOTES

1. Commercial material generated within the municipality is assessed on arrival, or through prior arrangement, and is accepted based on site availability for the material being disposed. Management reserves the right to not accept material which is suspected to contain any listed waste not permitted at the waste transfer stations.
2. Residents charges and acceptance requires demonstration of residency within Litchfield Municipality and material being presented for disposal. Vehicles and/or trailers are to have <1 tonne capacity, except with prior arrangement. Management reserves the right to class residential waste as commercial if there is reason to believe the material is generated from a business working from a residential property based on quantity and content.
3. Small (<50kg) of residential waste may be accepted from commercial vehicles at the discretion of the Waste Transfer Station staff.
4. Applied for each Ute and trailer load. Trailers are to have a maximum capacity of 1 tonne. All other vehicles will be charged at commercial rates.
5. Tyre sizes are determined based on the sizing schedule (Attachment A). Tyres must be clean, unpainted, and complete with identifiable tyre size where applicable.
6. Certification must be in the form of a declaration from a qualified trades person that clearly identifies the items that are being certified de-gassed.

Passenger		Light Truck / 4WD	Truck
Passenger to 235mm	SUV to 225mm Passenger 245mm up	Light Truck / SUV > 235mm	
12" Passenger		18" Passenger 245mm up	19.5 All Sizes
13" Passenger	215/75R15	All 19" Passenger and above	825-20 to 1200-20
14" Passenger	225/75R15	ALL 18" SUV/4X4 and above	22.5 to 305mm
15" Passenger	205/65R16	235/75R15	
16" Passenger	215/65R16	255/70R15	
17" Passenger	225/65R16	265/70R15	
18" Passenger to 235mm	215/70R16	9R15	
155R12LT	225/65R16	10R15	
155R13LT	215/70R16	11R15	
165R13LT	225/70R16	31x10.50R15	
175R13LT	205/85R16	235/70R16	
165R14LT	215/85R16	245/70R16	
175R14LT	215/65R17	255/70R16	
185R14LT	225/75R17	265/70R16	
195R14LT	205R16	275/70R16	
205/75R14LT	650R16	245/75R16	
215/75R14LT	700R16	265/75R16	
195R15LT	750R16	235/60R17	
205/65R15LT		235/65R17	
215/65R15LT		245/65R17	
195/70R15LT		255/65R17	
205/70R15LT		285/65R17	
215/70R15LT		245/70R17	
225/70R15LT		265/70R17	
215/60R16LT		235/80R17	
		235/85R16	
		ALL 17.5	

THORAK REGIONAL CEMETERY

Fees and Charges 2025-26

Effective from 1 July 2025

**LITCHFIELD
COUNCIL**



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Administration Fees

	Charge
All Litchfield residents / ratepayers receive a 10% discount on all fees and charges.	
Must show proof of residency (Prior to the service) by way of driver's license, rates notice or recent (no older than 90 days) government correspondence with a residential address within the Litchfield Municipality.	10% on fee charged
Refund Administration Fee	\$45

Notes

All fees and charges are GST inclusive if applicable.

Note 1: For further internments an extra depth fee of \$570 applies to first interment. Second interment fee due at time of second interment.

Note 2: Cremated remains interred into an existing occupied grave.

Note 3: Coffins over 700mm wide are subjected to extra fees for larger grave preparation.

Note 4: Prices include niche front engraving of name and date up to 37 characters.

Note 5: "Niche A" second urn must be correct size to fit limited space.

Note 6: Exclusive Right of Burial Fee of \$11 applies as per Subdivision 1 part 50 – Burial & Cremations Act 2022.

Note 7: Plots pre-purchased in Sections C and D may incur a pre-digging fee to determine if the site is usable due to underground rock formations.

Note 8: All exclusive right of interment for burials and cremations attracts an interment fee in addition to the Cemetery Fee, except where otherwise stated.

Note 9: Child fees apply to aged twelve (12) years and under

Note 10: Exclusive Rights reservations issued before the introduction of CEM02 Rights of interment Policy 2018 will attract the Cemetery Fee and the Interment Fee at the time of interment.

Note 11: The purchase for a "At need/ Pre-need" Extra depth interment whether Adult or Child will incur the higher cost of an Adult. Should a second burial be required within a "At need/ Pre-need" child's Exclusive rights of Interment then a full Adult Exclusive rights of Interment fee would be charged.

Exclusive Rights of Interment – Burials^{8, 9, 10}

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.		Charge
Section A & G (Plaque) ^{1, 2, 3, 6}		
Adult		4,719
Child		2,606
Section B (Headstone & Plaque) ^{1, 2, 3, 6}		
Adult		7,167
Child		3,570
**Section Monument B, C, D & E (Monuments) ^{1, 2, 3, 6, 7}		
Adult		9,590
Child		6,349
Orthodox Section (Monuments) ^{1, 2, 3, 6}		
Adult		9,590
Child		6,349
Muslim Section (Monuments) ^{3, 6}		
Adult		9,590
Child		6,349
Muslim Section (Flat Marker) ^{3, 6}		
Adult		4,719
Child		2,606
Baha'i Section (Plaque) ^{3, 6}		
Adult		4,719
Child		2,606
Jewish Section (Headstone & Plaque) ^{1,2, 3, 6}		
Adult		7,167
Child		3,570
Garden of Angels ^{1, 2, 6}		
<i>Garden of Angels graves accommodate caskets up to 110cm long by 45cm wide</i>		
Section A - Plaque only		2,606
Section B - Headstone and Plaques		3,570
Children's Cremated Remains Interment Garden		545
Un-Registrable Foetus burial		545

Exclusive Rights of Interment – Cremated Remains

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.		Charge
Exclusive Right of Interment - Cremated Remains⁶		
Memorial Palm Garden (single interment only)		545
Memorial Lawn Garden (single interment)		545
Niche Wall (+ \$40 per additional container)		749
Niche Wall (Lower two rows of niche walls) (+ \$40 per additional container)		384
Memorial Beam – B Section		645
Memorial Palm Scattering Garden		175
Rock Memorials - no ashes, position only (installation, permit and plaque costs apply)		350
Floating Plaques – no ashes, position only (installation, permit and plaque costs apply)		350
Courtyard of Tranquillity⁶		
Row 5,6,7 & 8 (single interment only)		545
Row 1,2,3 & 4 (two interments per plot)		1,072
Row 1,2,3 & 4 (second interment)		Interment fee only
Courtyard of Tranquillity – Columbarium^{4, 6}		
Row # 1, 2, 3, 4		
Niche B (Single)		1,715
Niche A (allows 2 medium sized urns) 5		2,905
Niche A (Second urn interment) 5		Interment fee only
Niche C (Double allows 2 large urns)		3,136
Niche C (Second urn interment)		Interment fee only
Row # 5		
Niche B (Single)		1,715
Niche A (allows 2 medium sized urns) 5		2,905
Niche A (Second urn interment) 5		Interment fee only
Courtyard of Tranquillity – Family Tree Cremation Garden⁶		
Allows up to twenty ash interments under one tree. Includes first memorial permit fee.		4,948
Courtyard of Tranquillity – Memorial Tree⁶		
Includes the tree, first memorial permit fee, concrete plinth, installation and standard plaque (Maximum of four per tree)		1,766

Cremation Services

Please see cemetery office staff for urns, necklaces, and keepsakes for cremated remains.		Charge
Adult Cremation		1,838
Infant Cremation (Coffin size not to exceed 110cm long)		1,013
Adult Cremations with Oversized coffins		2,567
Un-Registrable Foetus Cremation		434
Incineration of materials		1,315
Additional Ash Containers		40
Viewing of Cremation (per cremation)		175
Packaging and posting of cremated remains (within Australia only)		260
Extended Cremation Service Package – includes coffin, transportation and cremation. (pick-up from Royal Darwin Hospital & Palmerston Regional Hospital Morgues only)		3,622
Extended Cremation Service Package – Oversized Coffin		4,745
Extended Cremation Service Package – Infant (Capsule not to exceed 110cm long)		1,877
Purchase of an assembled capsule		650
Refrigerated storage of coffin (per night, maximum 5 nights)		55
Cleaning of Cremator (per hour or part thereof)		260
Extra Charge on Byron Coffins (extra residue, extra processing)		124

Interment Fees

	Charge
Burial interment	1,269
Un-Registrable Foetus burial	341
Cremation interment	341
Courtyard of Tranquillity – Family Tree Cremation Garden	
Interment fee & permit fee for each additional individual cremated remains (max 20 per tree)	506
Courtyard of Tranquillity – Memorial Trees	
Additional Plinth, standard Plaque, installation & permit fee (max 4 per tree)	954

Administrational Charges for Exclusive Rights

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.		Charge
Hold on the right to purchase an Exclusive Right of Interment		
The hold is for a three-month period in line with CEM 02 Interment Rights Policy		247
Extension of Hold		
The plot is held for an additional three months. Maximum hold time 6 months total.		247
Hold on the right to purchase an Exclusive Right of Interment – Cremated Remains		
Applicable for all plots for cremated remains.		117
Extension of Hold		
The plot is held for an additional three months. Maximum hold time 6 months total.		117
Exclusive Right of Burial		10
Reprint of Exclusive Right Certificate		11
Transfer of exclusive right of burial prohibited under the Burial and Cremation Act 2022.		266
Refund of Exclusive Rights		
Upon proof of purchase, 75% of the fee at time of purchase will be refunded less administration fee and the certificate fee of \$16 pre-1st July 2013, \$10 after 1st July 2013.		

Second & Subsequent interments: All sections (By approval)

	Charge
Second & subsequent Interments: All sections	
Where the upper surface of coffin is below 1000mm from ground level	1,703
Grave Investigation	
To ascertain depth per hour per staff member	173

Miscellaneous Charges

	Charge
Extra Depth fee / Oversize fee	570
Exhumations coffins – ground preparation (pending Cemetery & Ministerial approval required)	1,790
Disinterment of Cremated Remains from ground	173
Removal of Cremated Remains from Columbarium/Niche Wall	173
Pre-digging of grave	714
Display Beam Annual Fee	1,105
Columbarium replacement granite panel	619
Grave Shoring (to stabilise the grave sides)	401
Live Streaming	350
Chapel Services	
Chapel Hire, includes private family viewing room and Kitchenette (per hour)	509
Chapel Overtime Fee (per hour or part thereof)	236
Hire of Viewing room only per hour (does not include cremation viewing)	174
Non-regular hour service charges	
Monday - Friday: After 4.30pm (per staff per hour or part thereof)	260
Cremations after 3:00pm (per hour or part thereof)	260
Burials after 4.00pm (per hour per staff or part thereof)	260
After 3hrs has been exceeded (per staff per hour or part thereof)	346
Weekends: Per hour per staff member	346
Public Holidays: Per hour per staff member	346
(Weekends and public holidays minimum two hours labour)	
Memorial Permits	
Plaques (Fee is GST Exempt)	174
Headstones (Fee is GST Exempt)	293
Monuments (Fee is GST Exempt)	434
Benches (Fee is GST Exempt)	225
Memorial Installation Fees via Thorak Staff	
Plaque	173
Removal and/or re-installation of memorial plaque	173
Installation of memorial benches	721
Installation of concrete slanting pillow	173
Other Charges	
Outside Service	401
Marquee Rental 4 x 4 m (includes 20 chairs)	173
Marquee Rental 6 x 3 m (includes 20 chairs)	260
Funeral Directors Permit Fee per financial year (Fee is GST Exempt)	1,812
Individual funeral permit fee per financial year (Fee is GST Exempt)	151
Concrete Slanting Pillow (Supply)	208
Ornamental Memorial options (Urns, necklaces and keepsakes)	cost + 60%
Brass Plaques – various sizes and designs	cost + 60%
Floating Plaques and Ornamental Cylinders	cost + 60%

Infant Subsidy

- For burial or cremation costs of children two years and under, including stillborn children. This does not include un-registrable foetus.
- The subsidy will be available up to a maximum of fifty percent (50%) of the interment cost or 50% of the cremation cost or \$900.00 whichever is lesser, at any section of Thorak Regional Cemetery.
- The parent or legal guardian is a resident within the Darwin, Palmerston or Litchfield municipalities.
- The subsidy will be for the interment cost or cremation cost (not both) and will be applicable at the time of service. Only one claim per infant allowable.
- The subsidy is applicable to individual residents only and will not be available to organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin, Palmerston and Litchfield Municipalities. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power Water (no older than 3-month-old), a current rental agreement, rates notice, or any other identification document as approved by the Cemetery Manager



COUNCIL REPORT

Agenda Item Number:	13.02.04
Report Title:	Draft Municipal Plan 2025-2026 and Draft Financial Management Strategy and Long Term Financial Plan and 2025-2026 to 2034-2035
Author:	Maxie Smith, Director Corporate and Community
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/06/2025
Attachments:	A: Recommended Amendments B: Draft Municipal Plan 2025-2026 C: Draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035

Executive Summary

This report presents to Council the recommended amendments to the Draft Municipal Plan 2025-2026 and Draft Financial Management Strategy and Long-Term Financial Plan 2025-2026 to 2034-2035 following the public consultation period. The Draft Municipal Plan 2025-2026 and Draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 are further presented for Council's adoption.

Recommendation

THAT Council:

1. note submissions received for the Draft Municipal Plan 2025-2026 and Draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 at report 13.02.03 of this agenda;
2. approve amendments to the Draft Municipal Plan 2025-2026 and Draft Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 as listed in Attachment A to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2025-2026 and Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 if required;
4. adopt the 2025-2026 budget as per Section 203 of the *Local Government Act 2019*; and
5. adopt the Municipal Plan 2025-2026, as at Attachment C, as per Section 35(1) of the *Local Government Act 2019* and Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035, as at Attachment D; and
6. set aside any surplus/deficit from the 2024-2025 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

Background

At the Ordinary Council Meeting of 15 April 2025, Council approved the Draft Municipal Plan 2025-2026 and the draft Financial Management Strategy and Long-Term Financial Plan 2025-2026 to 2034-2035 for public consultation for a period of 23 days, from 22 April 2025 to 14 May 2025 (consultation report forms part of this agenda at item 13.02.03).

Attachment A presents the changes and proposed amendments for the final Municipal Plan and Long Term Financial Plan as a result of the Department of the Chief Minister and Cabinet and members of the public feedback.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Part 3.3 and Part 10.5 of the *Local Government Act 2019*.

Risks

Governance

Council will be in breach of the *Local Government Act 2019* should we not adopt its Municipal Plan and budget by 30 June 2024.

Community Engagement

The Draft 2025-2026 Municipal Plan and Budget and Financial Management Strategy and Long Term Financial Plan 2025-2026 to 2034-2035 (Plans) were placed on public exhibition for a period of 23 days, from 22 April 2025 and ran until 14 May 2025, alongside the Litchfield Council By-Laws consultation.

Consultation included the following methods;

- A Public Notice was placed in the NT News on Monday 23 April 2025, as per the Legislative requirement.
- A dedicated page on Council's website with links to the Plans and ways to provide feedback.
- Facebook campaign that included non-boosted and boosted posts.
- Hard copy posters with QR codes to the Plans and to the survey were featured at various Council facilities.
- Two community pop ups.
- Three stakeholder meetings
- Door knocking on 48 businesses.

Recommended Amendments

Feedback		Management Response
Sustainability and Compliance Team (The Department)	<ol style="list-style-type: none"> On page 22, under “Budget by Planned Major Capital Works”, the column for Budget 2026-2027 was noted to contain nil values. To assist the reader, it is suggested that an explanatory note be included as to why there is no major capital works budget allocated for 2026-27. On page 28, under “Fees and Charges by department”, the link for the “Schedule of Fees and Charges” directed the reader to Council’s website which is 2024-25 information. It is recommended that once the plan is finalised, the link be updated to show 2025-26 fees and charges. On page 38, under “Long Term Financial Plan (LTFP)”, the link directed the reader to Council’s website which only contains the 2024-25 to 2034-35 LTFP. It is recommended that once the plan is finalised, the link be updated to show the 2025-26 to 2034-35 LTFP. 	<ol style="list-style-type: none"> The following explanatory note to be included into the commentary on page 22; <i>‘All identified capital works projects listed will be complete prior to the 2026-2027 financial year.’</i> Link will be amended following the adoption of the plan and proposed Fees and Charges. Link will be amended following the adoption of the plan and LTFP.
Government Gazette – Notice of Rateability of Conditionally Rateable Land for 2025-2026 Financial Year	<p>Schedule 1 Land Held under a pastoral lease</p> <ul style="list-style-type: none"> For section 226(1)(b) of the Act, the rate is the assessed value multiplied by 0.000789. For section 226(2) of the Act, the minimum amount is \$970.61 <p>Schedule 2 Land occupied under a mining tenement</p> <ul style="list-style-type: none"> For section 226(1)(b) of the Act, the rate is the assessed value of the mining tenement multiplied by 0.008960. For section 226(2) of the Act, the minimum amount is \$2,297.21. 	Rating structure to be updated in accordance with Government Gazette.
Management	Draft plan identifies full-time equivalent (FTE) of 58.83. Current FTE is 59.17 plus additional 2.5 FTE for the library as per previous council resolution.	FTE numbers to be amended in plan to reflect 61.67 FTE.
Management	Include Waste Vouchers and Library into budget and Long Term Financial Plan	Plans amended to reflect these numbers



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



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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.



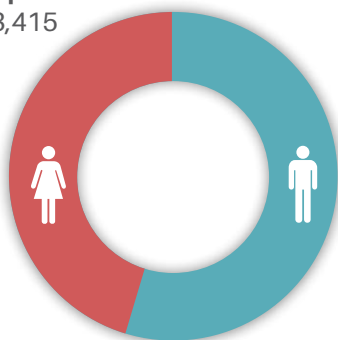
LITCHFIELD OVERVIEW



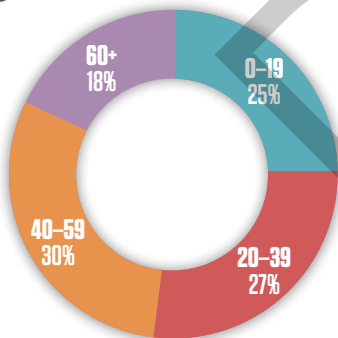
Litchfield Profile*

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

Capital **\$1.89M**

Operational \$23.20M

Road Seal Levy	\$0.05M
----------------	---------

Total Revenue
\$25.15m

DEFICIT
\$1.10m

Revenue

Expenditure

Total Expenditure
\$26.25m

Council Leadership **\$1.59M**

Regulatory Services **\$0.71M**

Corporate **\$0.93M**

Thorak Cemetery **\$1.24M**

Information Services **\$0.67M**

Waste Management **\$4.73M**

Land Building \$1.24M

Finance and Customer Service **\$1.81M**

Community **\$2.09M**

Infrastructure \$4.24M

Infrastructure and Assets **\$4.10M**

Library **\$0.99M**

Fleet **\$0.53M**

Mobile Workforce **\$1.36M**



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

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Central Ward Councillor
Kris Civitarese

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Central Ward Councillor
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North Ward Councillor
Mathew Salter

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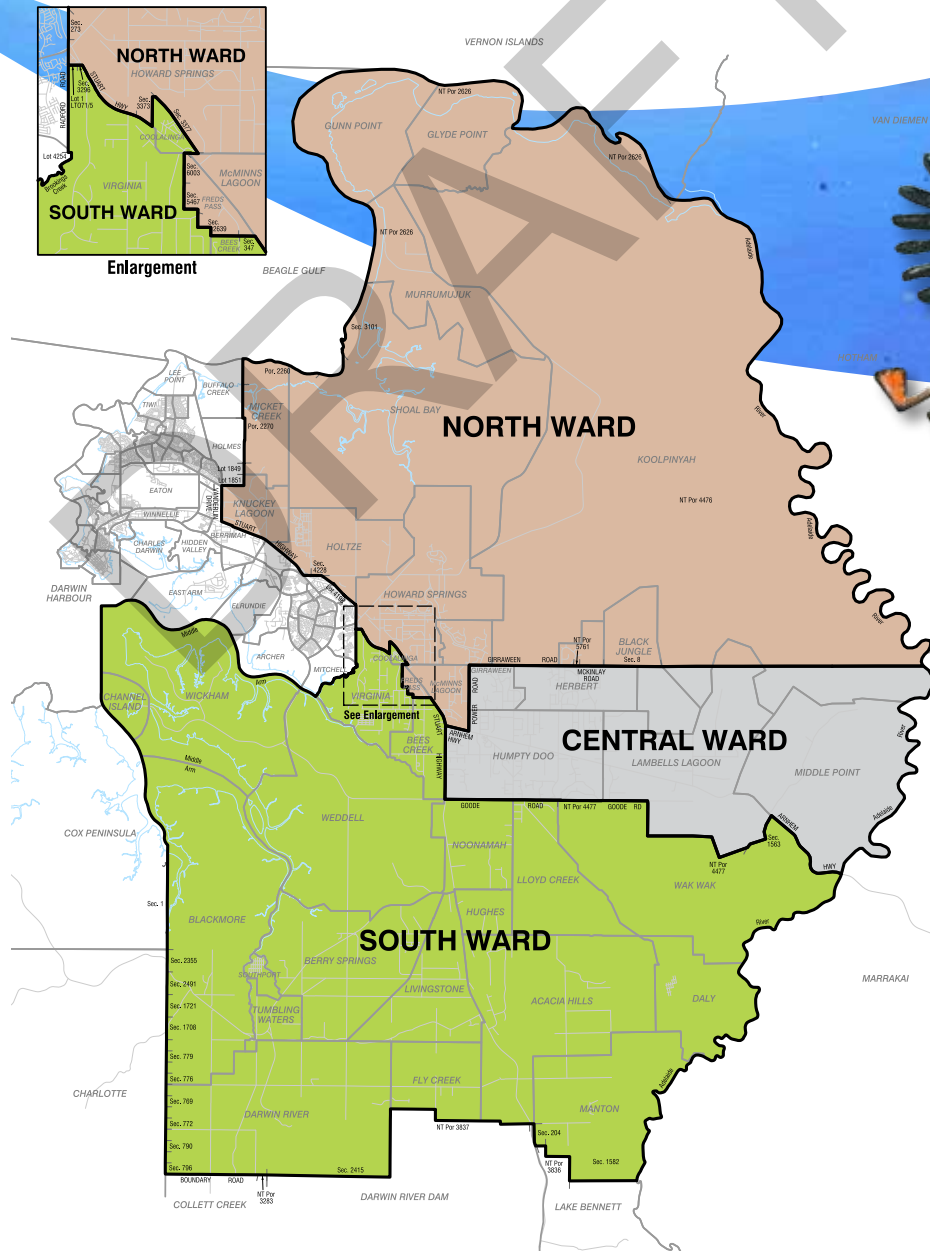
South Ward Councillor
Emma Sharp

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South Ward Councillor
Mark Sidey

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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

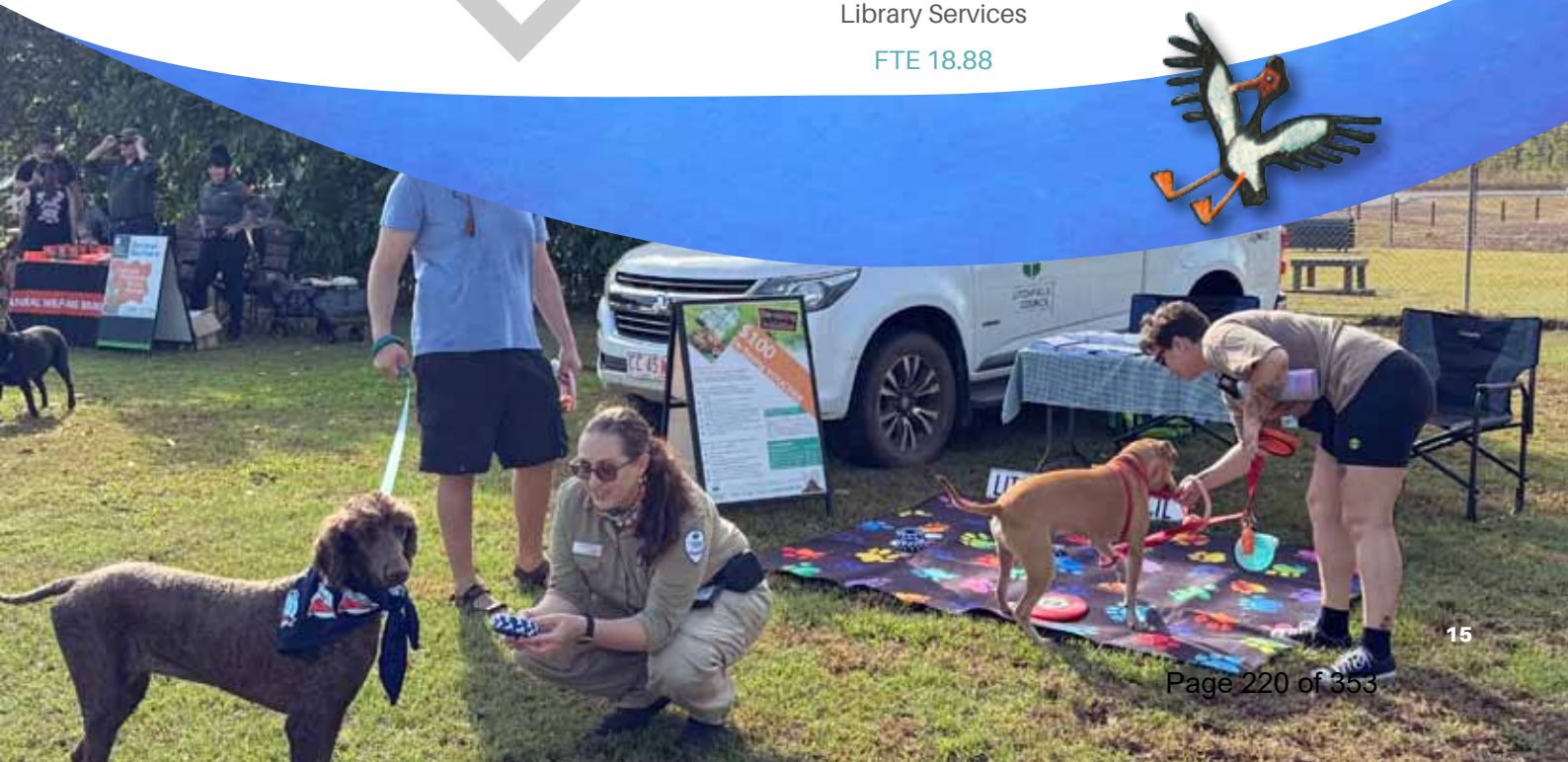
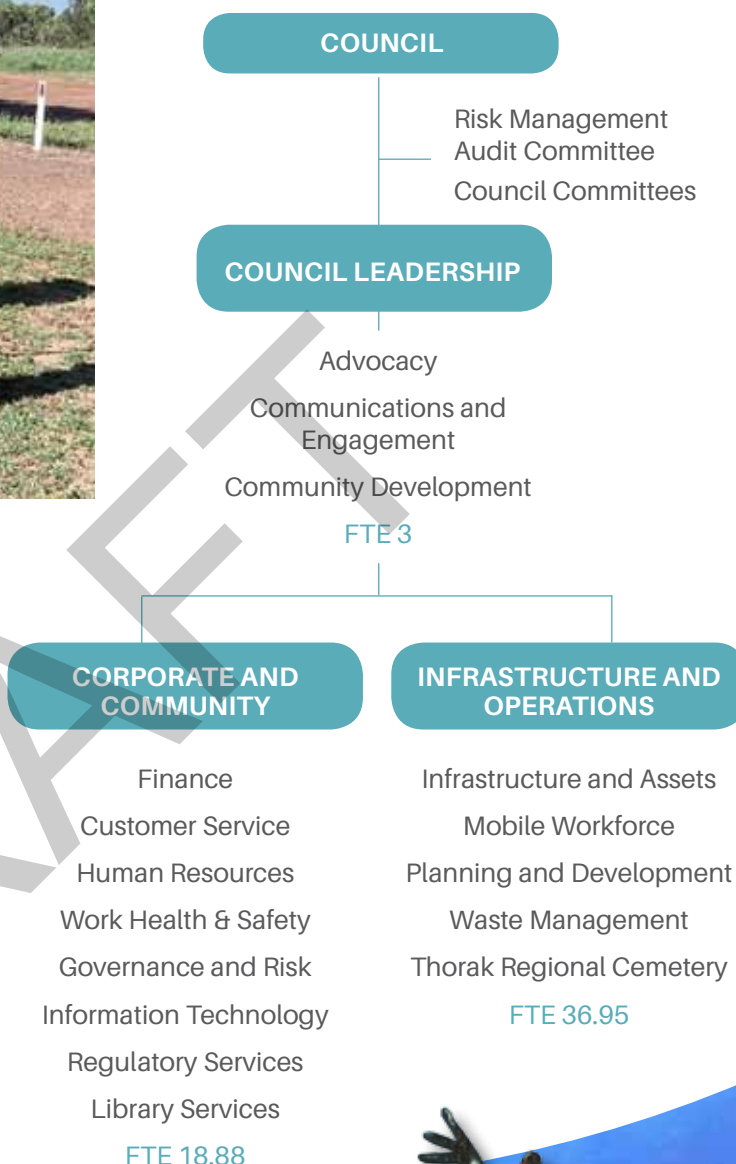
Corporate and Community	Provides financial services to help Council make informed decisions and allocate resources efficiently and effectively in the short and long term, while ensuring Council meets its objectives and all statutory and regulatory obligations.
Finance	Provides timely and quality front 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





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

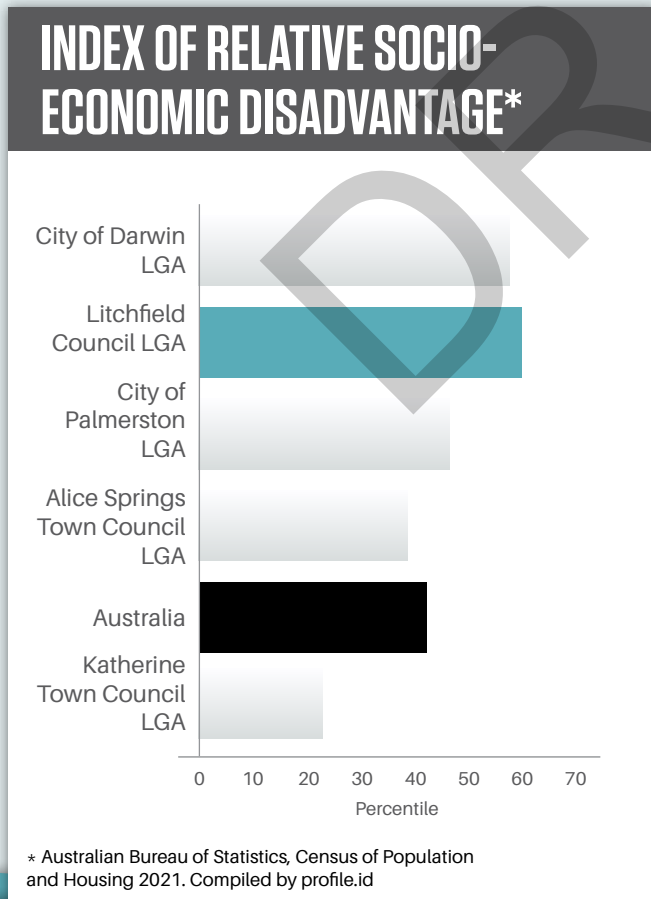
Council has been guided by its Long Term Financial Plan, Strategic Plan and Litchfield's demographic and economic data when setting rates and charges for the 2025-2026 financial year.

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



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



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

Principles of the Rating Policy FIN02

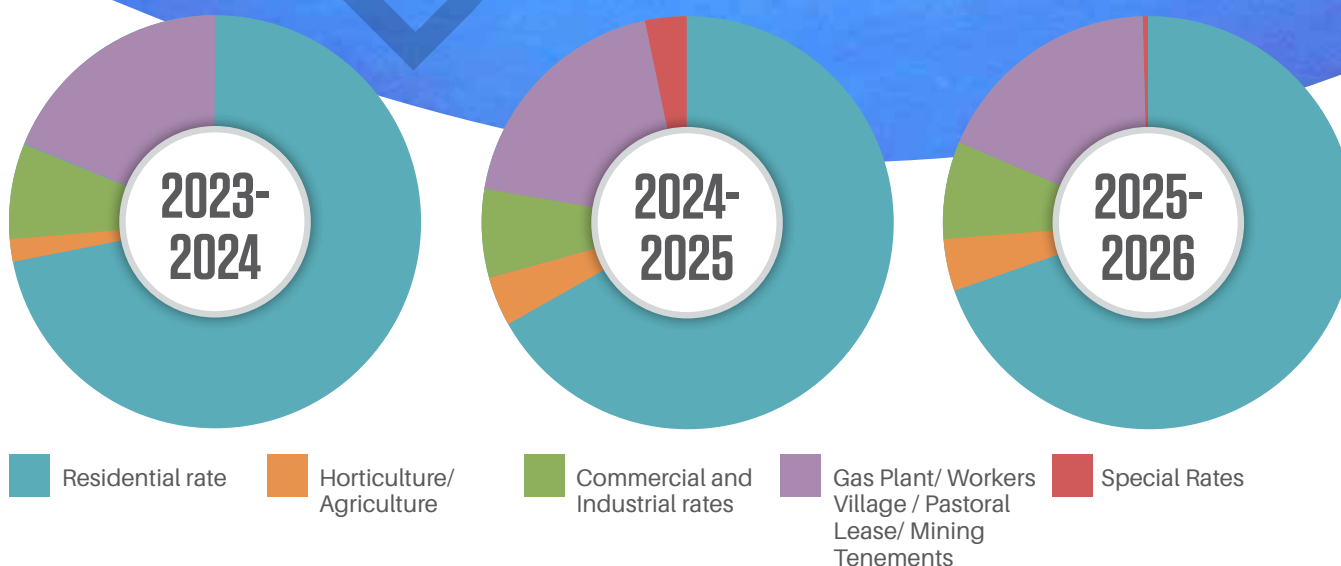
Council's Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

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	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 assesses 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 \(nt.gov.au\)](#).

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

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

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

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www.litchfield.nt.gov.au



[litchfield.council](https://www.facebook.com/litchfield.council)



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

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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'.

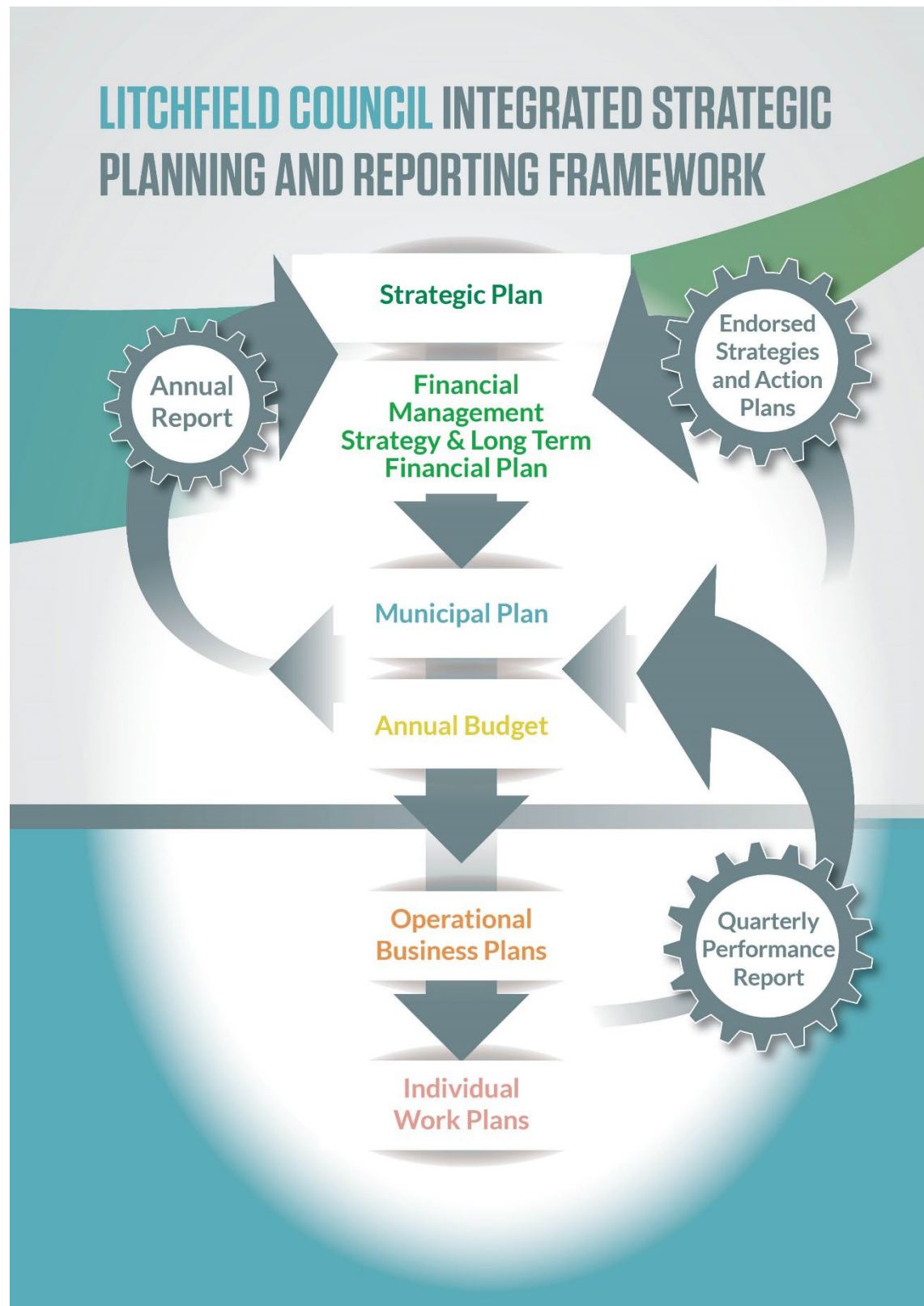
Alignment with Strategic Plan 2022-2025

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	
Our community is at the heart of all we do.	<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	
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>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	
We will work in partnership with our business community to encourage business success and jobs growth.	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.</p>
Places	
<p>Building and maintaining Council's infrastructure takes up a significant portion of Council's annual budget.</p>	<p>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.</p> <p>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.</p> <p>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.</p>
Performance	
<p>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.</p>	<p>Council will continue to look for efficiencies to reduce operational spend while maintaining service levels.</p> <p>Council will continue to review Fees & Charges schedules to ensure full cost recovery across users pays services.</p> <p>Council will measure its performance through community engagement and an annual community survey.</p> <p>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.</p>

Litchfield Council Reporting Framework



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.

FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2025-26 TO 2034-35

10 Year Income Statement

Period start		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 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	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	3,955	3,955	3,955	3,955	3,955	3,955	4,074	4,074	4,074	4,074	4,074
Grants - Capital (Recurrent)	\$'000	-	-	-	-	-	-	-	-	-	-	-
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	3,000	3,000	4,000	4,000	5,000	5,000	6,000	-	-	-	-
User Charges	\$'000	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	175	175	175	175	175	175	175	175	175	175	175
Total Revenue from Operating Activities	\$'000	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	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	140	140	140	140	140	140	140	140	140	140	140
Total Revenue from Outside Operating Activities	\$'000	1,360	1,360	1,372	1,385	1,185	1,185	1,190	1,090	945	949	949
Total Revenue	\$'000	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	(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	(13,026)	(10,607)	(10,925)	(11,253)	(11,591)	(11,938)	(12,296)	(12,665)	(13,045)	(13,437)	(13,840)
Depreciation	\$'000	(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
\$150 Voucher @ 100% Takeup	\$'000	-	(1,226)	-	-	-	-	-	-	-	-	-
Library Reallocation	\$'000	-	(537)	(537)	(537)	(537)	(537)	(537)	(537)	(537)	(537)	(537)
Total Operating Expenses	\$'000	(32,143)	(32,093)	(31,666)	(32,527)	(33,412)	(34,295)	(35,205)	(36,078)	(37,000)	(37,969)	(38,919)
Net Surplus/(Deficit) from Operations	\$'000	8,673	(3,944)	(1,378)	(1,288)	(390)	(238)	1,063	(4,769)	(4,638)	(4,345)	(3,864)
Adjustments												
Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Gain/(Loss) on Disposal of Infrastructure	\$'000	-	-	-	-	-	-	-	-	-	-	-
Total Adjustments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Operating Surplus/(Deficit) after Adjustments	\$'000	8,673	(3,944)	(1,378)	(1,288)	(390)	(238)	1,063	(4,769)	(4,638)	(4,345)	(3,864)
Adjusted Underlying Surplus (Deficit)	\$'000	(9,106)	(8,837)	(7,391)	(7,301)	(7,400)	(7,248)	(6,947)	(6,780)	(6,648)	(6,355)	(5,985)

FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2025-26 TO 2034-35

10 Year Balance Sheet

Period end		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	18,443	13,657	14,136	13,321	12,843	13,067	13,771	14,873	15,313	15,321	14,791
Trade and Other Receivables	\$'000	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	74	76	78	80	82	84	86	88	90
Total Current Assets	\$'000	22,221	19,600	20,368	19,819	19,656	20,193	21,235	22,661	23,483	23,871	23,750
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	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	-	-	-	-	-	-	-	-	-	-	-
Total Non Current Assets	\$'000	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	481,850	476,394	475,114	474,014	473,858	473,841	475,131	470,573	466,198	462,101	455,573
Current Liabilities												
Trade and Other Payables	\$'000	8,376	6,870	6,971	7,159	7,392	7,613	7,839	8,051	8,314	8,562	8,898
Current Provisions	\$'000	712	712	712	712	712	712	712	712	712	712	712
Current Interest Bearing Liabilities	\$'000	7	3	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Total Current Liabilities	\$'000	9,094	7,585	7,682	7,870	8,104	8,324	8,551	8,763	9,026	9,274	9,609
Non Current Liabilities												
Non Current Provisions	\$'000	336	336	336	336	336	336	336	336	336	336	336
Non Current Interest Bearing Loans and Borrowings	\$'000	3	-	-	-	-	-	-	-	-	-	-
Total Non Current Liabilities	\$'000	339	336	336	336	336	336	336	336	336	336	336
Total Liabilities	\$'000	9,433	7,921	8,018	8,206	8,440	8,660	8,887	9,098	9,361	9,609	9,945
Net Assets	\$'000	472,417	468,473	467,096	465,808	465,418	465,181	466,244	461,475	456,837	452,492	448,628
Equity												
Accumulated Surplus	\$'000	41,347	38,515	36,467	35,917	35,923	35,369	35,617	29,684	24,397	19,912	13,535
Other Reserves	\$'000	-	-	-	-	-	-	-	-	-	-	-
Waste Management Reserve	\$'000	2,903	947	607	417	198	138	238	188	228	248	258
Asset Reserve	\$'000	5,429	6,143	7,048	6,325	6,055	6,272	6,837	7,901	8,360	8,330	10,683
Election Reserve	\$'000	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
Strategic Initiatives Reserve	\$'000	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	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	-	-	-	-	-	-	-	-	-	-	-
Cash for Cans Reserve	\$'000	201	201	201	201	201	201	201	201	201	201	201
Developer Contribution Reserve - DCP/ICP	\$'000	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	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	472,417	468,473	467,096	465,808	465,418	465,181	466,244	461,475	456,837	452,492	448,628

10 Year Cash Flow Statement

FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2025-26 TO 2034-35

Period end		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 Flow Statement												
Cash flows from Operating Activities												
Rates and Charges Received	\$'000	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	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	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	1,220	1,220	1,232	1,245	1,045	1,045	1,050	950	805	809	809
User Fees Received	\$'000	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	175	187	193	193	192	193	193	193	192	193	193
Other Receipts	\$'000	140	149	154	154	154	154	154	154	154	154	154
Employee Costs Paid	\$'000	(7,442)	(8,013)	(8,088)	(8,332)	(8,578)	(8,838)	(9,103)	(9,378)	(9,655)	(9,947)	(10,245)
Materials and Consumables Paid	\$'000	(14,562)	(12,999)	(11,836)	(12,208)	(12,539)	(12,933)	(13,321)	(13,740)	(14,112)	(14,556)	(17,913)
GST Received / (Paid)	\$'000	1,100	808	890	911	933	955	978	1,001	1,025	1,049	1,073
Trust Funds and Deposits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Other Payments	\$'000	-	(1,849)	(691)	(591)	(591)	(591)	(591)	(591)	(591)	(591)	(591)
Net Cash flows from Operating Activities	\$'000	16,611	1,238	6,531	7,021	7,213	7,631	8,199	8,597	8,980	9,548	7,337
Cash flows from Investing Activities												
Payment for Property, Infrastructure, Plant and Equipment	\$'000	(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	-	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Investment Property	\$'000	-	-	-	-	-	-	-	-	-	-	-
Proceeds from/(to) Investments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Investing Activities	\$'000	(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	-	-	-	-	-	-	-	-	-	-	-
Repayments of Interest Bearing Loans and Borrowings	\$'000	(7)	(7)	(3)	-	-	-	-	-	-	-	-
Finance Costs	\$'000	-	(0)	(0)	0	0	0	0	0	0	0	0
Repayment of lease liabilities	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Financing Activities	\$'000	(7)	(7)	(3)	0	0	0	0	0	0	0	0
Net Change In Cash Held	\$'000	(10,371)	(4,786)	479	(816)	(477)	224	704	1,102	440	8	(529)
Cash at Beginning of the Financial Year	\$'000	28,814	18,443	13,657	14,136	13,321	12,843	13,067	13,771	14,873	15,313	15,321
Cash at End of the Financial Year	\$'000	18,443	13,657	14,136	13,321	12,843	13,067	13,771	14,873	15,313	15,321	14,791
Cash and Cash Equivalents	\$'000											
Unrestricted Cash	\$'000	5,316	1,642	1,450	1,373	1,291	1,198	1,087	1,025	816	684	(2,359)
Restricted Cash (due to reserves)	\$'000	13,127	12,015	12,686	11,948	11,552	11,869	12,684	13,848	14,497	14,637	17,150
Cash and Cash Equivalents	\$'000	18,443	13,657	14,136	13,321	12,843	13,067	13,771	14,873	15,313	15,321	14,791



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report – May 2025
Author:	Jaimie O'Connor, Planning and Development Program Leader
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	17/06/2025
Attachments:	A: PA2025/0113 B: PA2025/0116 C: PA2025/0041 D: PA2025/0131 E: PA2025/0055 F: PA2025/0134 G: PA2017/0529 & PA2017/0528 H: PA2025/0160 I: PA2025/0158 J: PA2025/0123 K: PA2025/0043 L: PA2025/0117 M: PA2025/0112 N: PA2025/0133 O: PA2025/0139 P: PA2025/0150 Q: PA2024/0093 R: PQ2025/7000

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 May 2025 to 31 May 2025. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	2
Development Applications	18
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	3
Water Licence Applications	1
Mining Applications	1
Works Permits	15

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 May 2025; and
2. note for information the responses provided to relevant agencies within Attachments A to R 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	10
Planning applications supported, subject to specific issues being adequately addressed	7
Planning applications not supported/objected to for reasons related to Council issues	1
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-notice-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
PA2025/0113 Hun: 695 P: 6205 70 Silver Wattle Road BEES CREEK, Hundred of Strangways Attachment A	Demountable structure addition (1 x 40ft shipping container) to an existing dwelling-single Council supports the granting of a Development Permit for the following reasons: a) The proposed demountable structure (shipping container) will provide storage for the primary residential use of the property. As outlined in the application the applicant will landscape the area and ensure that it does not visually impact the neighbouring property. b) The proposal meets all setback requirements as per Part 5, 5.4.3 of the Northern Territory Planning Scheme.
PA2025/0116 Hun: 055 P: 06528 11 Havelock Street COOLALINGA, Hundred of Bagot Attachment B	Subdivision to create two lots Council supports the granting of a Development Permit for the following reasons: a) The proposal addresses all the necessary requirements of the Northern Territory Planning Scheme in relation to subdivision of lots in zone LMR. Particularly in relation to the proposal for Dwelling-Single, the application provides indications of compliance with the building envelope and required setbacks as well as private open space.
PA2025/0041 Hun: 045 LTO: 76018 P: 00011 100 Oxford Road BERRY SPRINGS, Hundred of Ayers Attachment C	A proposed Concurrent Application to Rezoning from Zone R (Rural) to Zone RL (Rural Living) Council <u>supports</u> the granting of a Planning Scheme Amendment for the following reasons: a) Although not entirely obvious in the Litchfield Subregional Land Use Plan, Oxford Road is adjacent to the boundary identifying a transition from rural residential to rural living, implying that the future development of this transitional area should be to rural living zoned land. b) The location is heavily reliant upon the sustainability of ground water, though in the statement of effect it is noted that Water Resources has indicated that the zoning and subdivision would be supported. Council <u>supports</u> the granting of a Development Permit for the following reasons: a) Should the Planning Scheme Amendment be approved to rezone the parcel to Rural Living, the provided Land Suitability supports the subdivision. Noted above, the Water Resources indicated that subdivision would be supported also. b) Council supports rural lifestyle choice and supports subdivision of suitable land outside rural activity centres.

<p>PA2025/0131 Hun: 160 P: 02889 19 Tuey Close BLACKMORE, Hundred of Cavenagh</p> <p>Attachment D</p>	<p>Subdivision to create two lots</p> <p>Council supports the granting of a Development Permit as the proposed subdivision is in accordance with the Northern Territory Planning Scheme and presents the necessary available unconstrained land for each proposed lot.</p>
<p>PA2025/0055 Hun: 055 LTO: 78011 P: 00016 355 Whitewood Road HOWARD SPRINGS, Hundred of Bagot</p> <p>Attachment E</p>	<p>A proposed Concurrent Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural Residential)</p> <p>Council supports the granting of a Planning Scheme Amendment for the following reasons:</p> <ul style="list-style-type: none"> a) The proposed rezoning of the property from RL Rural Living to zone RR Rural Residential is supported by the statements of policy in the Litchfield Subregional Land Use Plan to locate rural residential lots either within or in close proximity to peri-urban areas and rural residential transition areas. It is noted that this property is approximately 480m from the Howard Springs Rural Activity Centre and only a short distance from the transition area boundaries. <p>Council supports the granting of a Development Permit for the following reasons:</p> <ul style="list-style-type: none"> b) a) Pending the outcome of the proposed rezoning, Council supports the proposed subdivision to create 2 lots as the provided site and soil assessment and land suitability assessment show that the location is suitable and can support the two lots provided there is reticulated water for both lots.
<p>PA2025/0134 Hun: 055 P: 06189 9 Mathew Hopkins Road HOLTZE, 16 Mathew Hopkins Road HOLTZE, 142 Thorngate Road HOLTZE, Hundred of Bagot</p> <p>Attachment F</p>	<p>Subdivision to create 21 lots in three stages</p> <p>Council supports the granting of a Development Permit for the following reasons:</p> <ul style="list-style-type: none"> a) The proposed development has previously been approved under Development Permits DP22/0156 and DP22/0156A. This current proposal does not alter the overall number or configuration of parcels to be subdivided; rather, it proposes changes only to the lot layout, internal road network, and the delivery staging of the development. b) The development provides additional industrial and commercial space, supporting the establishment of businesses in a centrally located and affordable area, thereby contributing to economic growth and local employment opportunities.
<p>PA2017/0529 & PA2017/0528 Hun: 000 P: 02626 3820 Gunn Point Road KOOLPINYAH, NT Portions</p> <p>Attachment G</p>	<p>Extension of time request - To use and develop the land for the purpose of a subdivision to create two lots, and for the purpose of Intensive Animal Husbandry (prawn hatchery) including 2 x 3 bedroom dwellings in 2 single storey buildings</p> <p>Council provided comments for the Development Consent Authority's consideration in its assessment highlighting that there have been changes in planning and environmental laws since 2018, the area's cultural and environmental sensitivity, and limited project progress raising concerns about further permit extensions. There was emphasis on the need for compliance with heritage laws, meaningful engagement with Traditional Owners, and the potential benefits of a new application process over repeated extensions</p>

PA2025/0160 Hun: 055 P: 05085 254 Stow Road HOWARD SPRINGS, Hundred of Bagot Attachment H	Dwelling-independent with a separate effluent disposal system Council supports the granting of a Development Permit for the following reasons: a) The provided site and soil evaluation supports the requirement to install a separate effluent disposal system. b) The certifying plumber has provided a letter of support. c) c) The proposed dwelling-independent location complies with the required setbacks.
PA2025/0158 Hun: 695 P: 05467 20 Bees Creek Road FRED'S PASS, Hundred of Strangways Attachment I	Addition of 6 x 31.8m high light poles to existing recreation and leisure (Norbuilt Oval) This application has been lodged on behalf of Litchfield Council and as such, we do not have anything further to add other than Council is in support of the addition of the lighting towers. This forms part of the \$10M Grant Funding to provide upgrades to Freds Pass Recreation Reserve in support of the user groups that frequent the reserve.

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
PA2025/0123 Hun: 695 LTO: 77017 P: 00007 670 Strangways Road HUMPTY DOO, Hundred of Strangways Attachment J	Horticulture	Council supports granting of a Development Permit for the following reasons: a) The proposal to develop the property as a horticultural development aligns with the Litchfield Subregional Land Use plan (LSLUP) as indicated in the application, though it is noted in the LSLUP that conflicts between horticulture and residential growth needs to be managed. The noted support is only given provided the following issues are adequately addressed: The NT <i>Planning Scheme</i> (NTPS) clearly outlines in 5.7.1 that the consent authority must not consent to a development or use that is not in accordance with sub clause 2-4. The proposal provides very little information to support the requirements in 5.7.1 clause 2-4 and as such, Litchfield Council requests that additional supporting information be provided. Particularly in relation to the management of items in clause 2; a) pollution of ground and surface waters, including stormwater; b) erosion of the site or other land;

		<ul style="list-style-type: none"> c) nuisance to surrounding land arising from noise, dust, odour and other emissions or contaminants generated by the development d) be on a site of sufficient size to reasonably accommodate the development and mitigate potential nuisance arising from noise, dust, odour and other emissions or contaminants generated by the development; e) the spread of infectious disease or other health risk; <p>And additionally clause 4 – the availability of a sustainable water supply that is sufficient for the use or development.</p> <p>Presentation of the requested information will allow adequate assessment of the development proposed which is Impact Assessable as per the permitted use noted within the NTPS, Part 4 zone assessment for RL – Rural Living.</p> <p>Litchfield Council also supports the legislative requirements to install and maintain adequate fire breaks.</p>
<p>PA2025/0043</p> <p>Hun: 695 P: 06094 1340 Stuart Highway BEES CREEK, Hundred of Strangways</p> <p>Attachment K</p>	<p>Alterations and additions to existing intensive animal husbandry comprising the installation of solar panels</p>	<p>Council supports the granting of a Development Permit for the following reasons:</p> <ul style="list-style-type: none"> a) Concerns regarding proposed solar installation and visual impact <p>The application for the proposed addition to the existing <i>intensive animal husbandry</i> use – specifically the installation of solar panels - does not include reference to an existing application to vary condition 2 of the current development permit (DP23/0172) for the installation of freestanding solar.</p> <p>It is noted that the proposed ground-mounted solar array in the variation application is of substantial scale, covering nearly one acre. This is in addition to the current application, which proposes a combination of roof-mounted and freestanding solar panels across approximately half an acre.</p> <p>Council is concerned that approval of both solar systems could result in a cumulative visual impact that would adversely affect the visual amenity of the adjoining property at 1320 Stuart Highway, Bees Creek. Furthermore, the scale and placement of the proposed infrastructure may restrict or limit the adjoining landowner's ability to undertake future development or improvements on their property due to the visual impact. Or any improvements may be devalued because of the visual impact.</p>

		<p>In addition, it appears that several existing structures on the site may have reduced side setbacks, and it is unclear whether these structures have been previously approved. The addition of a large-scale ground-mounted solar array raises further concerns about safe and adequate access for bushfire management purposes, which has not been adequately addressed in the current application.</p> <p>The noted support is only given provided the following issues are adequately addressed:</p> <ul style="list-style-type: none"> a) Council would like to see consideration of the property owners views and support for the proposed addition of solar panel systems (both this application and the variation), noting that they would not have received notification of the variation to the existing development permit and would only be privy to the information contained in this application.
<p>PA2025/0117 Hun: 695 LTO: 83088 P: 00024 655 Bees Creek Road BEES CREEK, Hundred of Strangways Attachment L</p>	<p>Dwelling-single with ancillary dwelling-independent with a floor area in excess of 80m2</p>	<p>Council supports the granting of a Development Permit for the following reasons:</p> <ul style="list-style-type: none"> a) Whilst the proposed dwelling independent exceeds the minimum floor area permitted under the <i>NT Planning Scheme (NTPS)</i> for the zone, both the size of the property and the location of the current dwelling and proposed future dwelling can be accommodated adequately without impact to neighbouring properties or imposing on private open space. <p>The noted support is only given provided the following issues are adequately addressed:</p> <p>The application states that a temporary residence is currently in place and will be removed from the site once the main dwelling is constructed. It should be noted that;</p> <ul style="list-style-type: none"> a) The location and setback of the temporary dwelling is not in accordance with the NTPS; it is recommended that a timeframe to remove this structure is defined. b) The current use of an unauthorised driveway crossover to the temporary dwelling should cease immediately, or alternatively, the appropriate applications be lodged for approval of the crossover.

<p>PA2025/0112 Hun: 055 P: 03452 106 Lagoon Road KNUCKEY LAGOON, Hundred of Bagot</p> <p>Attachment M</p>	<p>Outbuilding (carport) addition to an existing dwelling-single with a reduced building setback to the side boundary</p>	<p>Council supports the granting of a Development Permit for the following reasons:</p> <ul style="list-style-type: none"> (a) It is recognised that this application is for retrospective approval and that the proposed outbuilding (carport) is already constructed. There is no perceived impact for this particular structure on neighbouring amenity or obstruction of legislated firebreaks. <p>The noted support is only given provided the following issues are adequately addressed:</p> <ul style="list-style-type: none"> a) The application identifies a structure on the site plan in dark blue on the north east side of the boundary that also has a reduced setback however it is noted that the owner plans to demolish this structure. Council notes that these works should be undertaken as soon as possible. b) Additionally, Council has noted the structure in yellow also on the north east boundary that also is within the setback to the boundary fence however this does not appear to be addressed in the application other than to be identified as a temporary shade sail structure for personal storage. <p>An aerial view shows this structure to be two (2) shipping containers joined by a dome shade structure. Council's perception of this structure is that it is not temporary and should be included in the application for a reduced side setback.</p>
<p>PA2025/0133 Hun: 055 P: 04201 465 Stuart Highway COOLALINGA, Hundred of Bagot</p> <p>Attachment N</p>	<p>Shop additions to an existing in commercial development</p>	<p>Council supports the granting of a Development Permit for the following reasons:</p> <p>The proposed additions to the existing commercial development are consistent with the site's zoning and align with the policy intent of both the Litchfield Subregional Land Use Plan and the Coolalinga and Freds Pass Rural Activity Centre Plan. These strategic documents support the growth of vibrant centres that deliver attractive, safe, and sustainable commercial activities for the community. The proposed development contributes to these objectives by enhancing the site's commercial offering in a manner that is in keeping with the planned character and function of the activity centre.</p> <p>The noted support is only given provided the following issues are adequately addressed:</p> <ul style="list-style-type: none"> a) Pedestrian Access b) Car Parking Provision and Layout

		<ul style="list-style-type: none"> c) Community Safety Considerations d) Waste Storage and Management e) Internal Driveway and Loading Areas
PA2025/0139 Hun: 055 P: 04544 35 Stevens Road KNUCKEY LAGOON, Hundred of Bagot Attachment O	Outbuilding (verandah) addition to an existing dwelling-single with a reduced building setback to the side boundary	<p>Council supports the granting of a Development Permit for the following reasons:</p> <ul style="list-style-type: none"> a) The proposed reduced building setback for the verandah addition enhances residential amenity by aligning with the existing orientation of the structure. The neighbouring property owner supports the reduced setback, and there is no undue impact on their amenity. Notably, structures on the neighbouring property also encroach into the required side boundary setback. <p>The noted support is only given provided the following issues are adequately addressed:</p> <ul style="list-style-type: none"> a) The application has been lodged for the verandah addition only and does not address the reduced setback of the existing ancillary structure (shed). Council is of the view that the application should address both instances of reduced side setback to ensure the site complies with the provisions of the <i>Northern Territory Planning Scheme</i>.
PA2025/0150 Hun: 055 P: 06365 11 Mighall Place HOLTZE, Hundred of Bagot Attachment P	Unit title schemes subdivision to create 3 units and common property	<p>Council supports the granting of a Development Permit for the following reasons:</p> <ul style="list-style-type: none"> a) The application appears to be generally in accordance with the requirements of the NT Planning Scheme (NTPS) for properties in zone LI – Light Industry. The proposal for a unit-title subdivision would enable greater diversity of the property to meet the needs of light-industry. <p>The noted support is only given provided the following issues are adequately addressed:</p> <ul style="list-style-type: none"> a) In relation to the requirements for car parking in the NTPS 5.2.4, Council notes that the calculation for parking is based only on the floor space of the constructed sheds and does not account for any outdoor storage areas or internal office space. It is suggested, given particularly the size of proposed Lot 11C that additional spaces be provided to accommodate these uses (noting that tenancy has not been confirmed). Or otherwise, b) Additionally, the Loading Bays have been shown as 7000 x 3000 when they should be 7500 x 3500 in accordance with 5.2.5 of the NTPS.

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
PA2024/0093 Attachment Q	Proposed Planning Scheme Amendment PA2024/0093 to Amend Part 2 (Strategic Framework) of the NT Planning Scheme to include the Lloyd Creek Rural Village Area Plan	Council is unable to support the application as submitted, due to insufficient information regarding the infrastructure required to support future growth, and the mechanisms for its funding and delivery. For Council to reconsider its position, any amended application should address the following key areas; <ul style="list-style-type: none">• Community Consultation• Strategic Infrastructure Planning<ul style="list-style-type: none">▪ Area Plan▪ Council Assets & Services▪ Water Supply▪ Electricity Supply▪ Regional Roads▪ Education & Social Infrastructure▪ Cost & Delivery Burden• Conservation• Proper Planning for Housing Supply

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
PQ2025/7000 Hun: 055 P: 02727 3940 Gunn Point Road KOOLPINYAH, Hundred of Bagot Attachment R	Bureau of Meteorology Lease of Crown Land for undertaking meteorology measurements	Council has no objection to the application for the Crown Land Licence over Section 4877(A) Hundred of Bagot (part of Section 2727 Hundred of Bagot) for the purpose of continuing operations relating to meteorological measurements conducted by the Bureau of Meteorology.

LIQUOR LICENCE APPLICATIONS

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

Application Number	Purpose and Summary	Comments Provided
PQ2025/9006 Freds Pass NT	Special Event Authority Application – Humpty Doo Polocrosse 13 to 15 June 2025	Litchfield Council has no objections to the granting of a Special Event Liquor Licence for the purpose of Anzac Day celebrations.
PQ2025/9007 Howard Springs NT	Special Event Authority Application – Sunday Vibes in the Garden 25 May 2025	Litchfield Council objects to the granting of a Special Event Liquor Licence for the purpose of Sunday Vibes in the Garden due to Casa De Bilsk not having the necessary planning approvals to be undertaking a business on their property.
PQ2025/9008 Humpty Doo NT	Special Event Liquor Licence – Betty Vintage Van and Bar 7 June 2025	Litchfield Council has no objections to the granting of a Special Event Liquor Licence for the purpose of a wedding.

DEVELOPMENT PERMITS ISSUED

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
PA2024/0416 Hun: 160 P: 00009 1435 Cox Peninsula Road, BERRY SPRINGS, Hundred of Cavenagh	DP2024/0416 Outbuilding (shed) ancillary to dwelling single with a reduced setback to the side boundary	
PA2025/0062 Hun: 695 P: 05109 15 Brooking Circuit, VIRGINIA, Hundred of Strangways	DP2025/0062 Dwelling-single and ancillary outbuilding (shade structure) with a reduced building setback to the side boundary, within land subject to flooding	
PA2025/0104 Hun: 695 P: 00010 130 Wells Creek Road, VIRGINIA, Hundred of Strangways	DP2025/0104 Subdivision to create two lots	
PA2025/0069 Hun: 175 P: 01739 296 Jarvis Road ACACIA HILLS, Hundred of Colton	DP2025/0069 Dwelling-independent with a separate effluent disposal system	
PA2025/0109 Hun: 695 P: 03988 155 Brooking Circuit, VIRGINIA, Hundred of Stangways	DP2025/0109 Excavation and fill (Fill)	
PA2025/0123 Hun: 695 P: 00007 670 Strangways Road, HUMPTY DOO, Hundred of Stangways	DP2025/0123 Horticulture	

PA2025/0113 Hun: 695 P: 6205 70 Silver Wattle Road, BEES CREEK, Hundred of Stangways	DP2025/0113 Demountable structure addition (1 x 40ft shipping container) to an existing dwelling-single	
PA2025/0116 Hun: 055 P: 06528 11 Havelock Street, COOLALINGA, Hundred of Bagot	DP2025/0116 Subdivision to create two lots	
PA2025/0117 Hun: 695 P: 00024 655 Bees Creek, BEES CREEK, Hundred of Strangways	DP2025/0117 Dwelling-single with ancillary dwelling-independent with a floor area in excess of 80m2	
PA2025/0133 Hun: 055 P: 04201 465 Stuart Highway, COOLALINGA, Hundred of Bagot	DP2025/0133 Shop additions to an existing in commercial development	
PA2017/0528 Hun: 000 P: 02626 3820 Gunn Point Road, KOOLPINYAH,	DP18/0051D Permit Extension granted for two years	
PA2017/0529 Hun: 000 P: 02626 3820 Gunn Point Road, KOOLPINYAH,	DP18/0052E Permit Extension granted for two years	

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
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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

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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

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Lodged	Document	Precis	Address	Works from	Works To
27/05/2025	Emergency call out - leaking water service within bitumen		32 Bernard Court HUMPTY DOO NT 0836	25/05/2025	25/05/2025
23/05/2025	Performing crossarm and insulator replacement.		750 Jenkins Road WEDDELL NT 0822	19/06/2025	19/06/2025
23/05/2025	Duathlon based at Knuckey Lagoon reserve hall. Cycle component involves a hotdog loop on Brandt		110 Brandt Road KNUCKEY LAGOON NT 0828	06/09/2025	06/09/2025
22/05/2025	FSOD - NPQ power quality issue works located within the verge along Hicks Road.		10 Compigne Road HOWARD SPRINGS NT 0835		26/05/2025
20/05/2025	Remove Faulting GBS control Box – AlarmsP2 fault		455 Pioneer Drive HERBERT NT 0836	21/05/2025	21/05/2025
16/05/2025	PWC works - water repair on verge.		52 Havlik Road HUMPTY DOO NT 0836	21/05/2025	21/05/2025
14/05/2025	Leaking water service within the verge		4 Gerald Road VIRGINIA NT 0834	22/05/2025	26/05/2025
14/05/2025	Leaking water service within the verge		91 Currawong Drive HOWARD SPRINGS NT 0835	22/05/2025	22/05/2025
14/05/2025	Darwin Cycling Club (DCC) event		Challoner Circuit DALY NT 0822	15/06/2025	17/08/2025
13/05/2025	Water leak repair works		150 Whitewood Road HOWARD SPRINGS NT 0835	20/05/2025	20/05/2025
12/05/2025	Water mains connection works		70 Brooking Circuit VIRGINIA NT 0834	19/05/2025	19/05/2025
07/05/2025	Leaking water service within the verge		65 Osbeck Road VIRGINIA NT 0834	12/05/2025	12/05/2025
06/05/2025	Install GSB on existing power poles		225 Strangways Road HUMPTY DOO NT 0836	01/06/2025	01/06/2025
06/05/2025	Pole base installation works		70 Brooking Circuit VIRGINIA NT 0834	08/05/2025	27/05/2025
01/05/2025	Civil & PWC works to Repair Stolen copper earthing from Power pole		125 Lagoon Road KNUCKEY LAGOON NT 0828	08/05/2025	08/05/2025

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.



2 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0113

**Hun: 695 P: 6205 70 Silver Wattle Road BEES CREEK, Hundred of Strangways
Demountable structure addition (1 x 40ft shipping container) to an existing dwelling-single**

Thank you for the Development Application referred to this office on 17/04/2025, 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 demountable structure (shipping container) will provide storage for the primary residential use of the property. As outlined in the application the applicant will landscape the area and ensure that it does not visually impact the neighbouring property.
- b) The proposal meets all setback requirements as per Part 5, 5.4.3 of the *Northern Territory Planning Scheme*.

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

70 SILVER WATTLE RD, BEES CREEK

Section 06205 Hundred of Strangways plan(s) LTO2021/039

NT Planning Scheme Information

Land Area :

4,010 m²

Planning Scheme Zone :

RR (Rural Residential)

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

- Coolalinga Freds Pass Area Plan

Interim Development Control Orders :

(none found)



02/05/2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0116

**Hun: 055 P: 06528 11 Havelock Street COOLALINGA, Hundred of Bagot
Subdivision to create two lots**

Thank you for the Development Application referred to this office on 17/04/2025, 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 addresses all the necessary requirements of the *Northern Territory Planning Scheme* in relation to subdivision of lots in zone LMR. Particularly in relation to the proposal for Dwelling-Single, the application provides indications of compliance with the building envelope and required setbacks as well as private open space.

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 be in accordance with the 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.

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) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) 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:

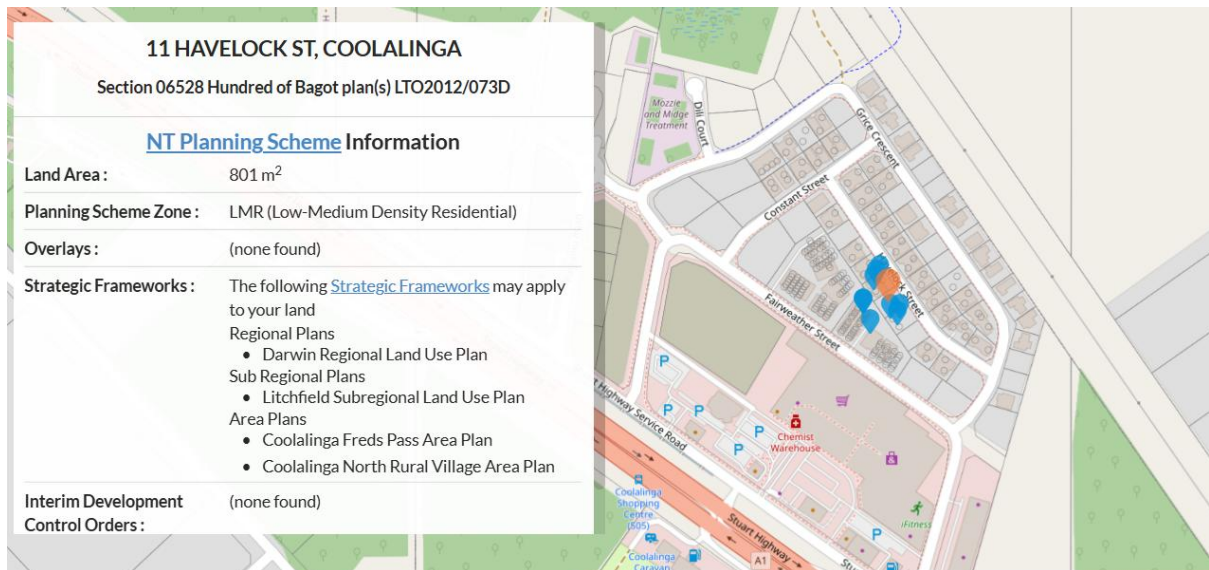
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any 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.

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader





16/05/2025

Lands Planning and Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Planning Scheme Amendment Application

PA2025/0041

**Hun: 045 LTO: 76018 P: 00011 100 Oxford Road BERRY SPRINGS, Hundred of Ayers
A proposed Concurrent Application to Rezoning from Zone R (Rural) to Zone RL (Rural Living)**

Thank you for the Planning Scheme Amendment Application referred to this office on 17/04/2025, 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 supports the granting of a Planning Scheme Amendment for the following reasons:

- a) Although not entirely obvious in the Litchfield Subregional Land Use Plan, Oxford Road is adjacent to the boundary identifying a transition from rural residential to rural living, implying that the future development of this transitional area should be to rural living zoned land.
- b) The location is heavily reliant upon the sustainability of ground water, though in the statement of effect it is noted that Water Resources has indicated that the zoning and subdivision would be supported.

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

- a) Should the Planning Scheme Amendment be approved to rezone the parcel to Rural Living, the provided Land Suitability supports the subdivision. Noted above, the Water Resources indicated that subdivision would be supported also.
- b) Council supports rural lifestyle choice and supports subdivision of suitable land outside rural activity centres.

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 commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) 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.

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader

Lot 00011 Hundred of Ayers plan(s) LTO76/018

Land Area :	8.1 ha
Planning Scheme Zone :	R (Rural)
Overlays :	<ul style="list-style-type: none"> • CNV - Clearing of Native Vegetation
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)





09/05/2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0131

**Hun: 160 P: 02889 19 Tuey Close BLACKMORE, Hundred of Cavenagh
Subdivision to create two lots**

Thank you for the Development Application referred to this office on 24/04/2025, 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 subdivision is in accordance with the *Northern Territory Planning Scheme* and presents the necessary available unconstrained land for each proposed lot.

Council can provide the following comments in relation to the application:

- a) It is noted there are existing drainage easements over both proposed lots.
- b) Existing driveway crossover has already been designed and constructed to serve both proposed lots (8m dual access).

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) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and

streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) 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:

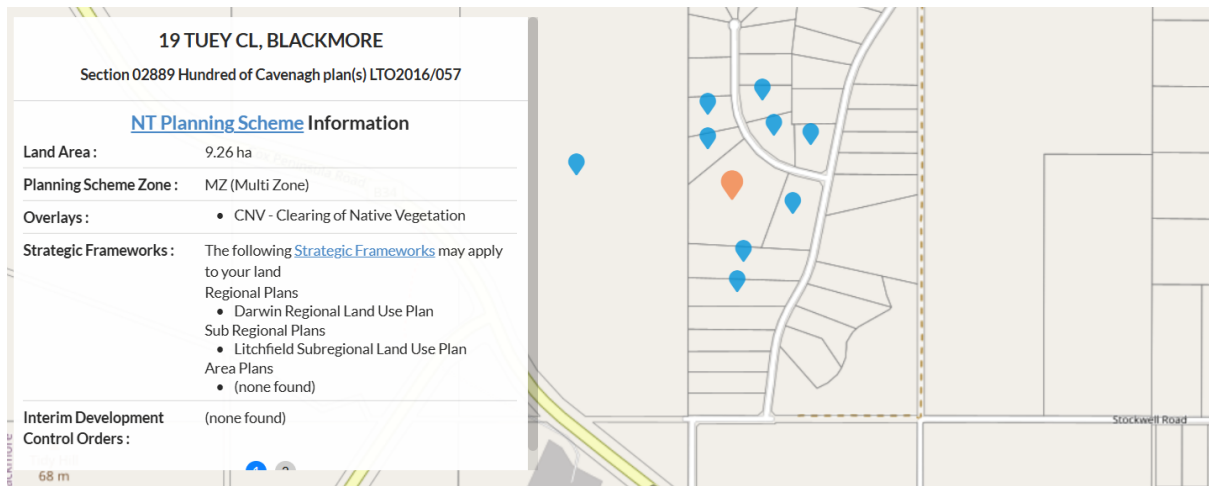
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any 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





30 May 2025

Lands Planning
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Concurrent Planning Application

PA2025/0055

**Hun: 055 LTO: 78011 P: 00016 355 Whitewood Road HOWARD SPRINGS, Hundred of Bagot
A proposed Concurrent Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural Residential)**

Thank you for the Planning Scheme Amendment Application referred to this office on 30/04/2025, 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 under Section 22(1) of the *NT Planning Act*:

Council supports the granting of a Planning Scheme Amendment for the following reasons:

- a) The proposed rezoning of the property from RL Rural Living to zone RR Rural Residential is supported by the statements of policy in the *Litchfield Subregional Land Use Plan* to locate rural residential lots either within or in close proximity to peri-urban areas and rural residential transition areas. It is noted that this property is approximately 480m from the Howard Springs Rural Activity Centre and only a short distance from the transition area boundaries.

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

- a) Pending the outcome of the proposed rezoning, Council supports the proposed subdivision to create 2 lots as the provided site and soil assessment and land suitability assessment show that the location is suitable and can support the two lots provided there is reticulated water for both lots.

Council can provide the following comments in relation to the application:

- a) Council notes that there should be substantial clean up to proposed Lot 1 in order to satisfy the requirements to install firebreaks and setback requirements.

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 be in accordance with the NT Subdivision and Development guidelines and standard drawings.
- 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.

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) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) 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.

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader

355 WHITEWOOD RD, HOWARD SPRINGS
Lot 00016 Hundred of Bagot plan(s) LTO78/011A

[NT Planning Scheme](#) Information

Land Area : 2.07 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)



22 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0134

**Hun: 055 P: 06189 9 Mathew Hopkins Road HOLTZE, 16 Mathew Hopkins Road HOLTZE, 142
Thorngate Road HOLTZE, Hundred of Bagot
Subdivision to create 21 lots in three stages**

Thank you for the Development Application referred to this office on 02/05/2025, 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 development has previously been approved under Development Permits DP22/0156 and DP22/0156A. This current proposal does not alter the overall number or configuration of parcels to be subdivided; rather, it proposes changes only to the lot layout, internal road network, and the delivery staging of the development.
- b) The development provides additional industrial and commercial space, supporting the establishment of businesses in a centrally located and affordable area, thereby contributing to economic growth and local employment opportunities.

Council can provide the following comments in relation to the application:

At a pre-application meeting dated 06 February 2025, Council discussed with the developer a number of items for consideration inclusive of details specific to the stormwater and drainage within the development. These items can be addressed through conditions precedent and general conditions of the development permit, though it should be noted that Council's preference in relation to the batters for the drainage should be 1 in 6 to allow for operational access and maintenance.

Council did note, that throughout the staging of the development, the internal roads need to allow for adequate vehicle circulation in alignment with Austroads standards or in consultation with Council. Further, that Thorngate Road turning lane into Matthew Hopkins Drive will require lengthening to accommodate large vehicles and road trains.

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 be in accordance with the NT Subdivision and Development guidelines and standard drawings.
- b) 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) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.
- d) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

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

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) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, prepared by a suitability certified traffic auditor, shall be approved by Litchfield Council.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- 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 and Development Program Leader

9 MATHEW HOPKINS RD, HOLTZE

Section 06189 Hundred of Bagot plan(s) LTO2010/059

NT Planning Scheme Information

Land Area : 5 ha

Planning Scheme Zone : DV (Development)

Overlays : (none found)

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

- Regional Plans
 - Darwin Regional Land Use Plan
- Sub Regional Plans
 - Holtze to Elizabeth River Subregional Land Use Plan
- Area Plans
 - Greater Holtze Area Plan

Interim Development Control Orders : (none found)

16 MATHEW HOPKINS RD, HOLTZE

Section 06192 Hundred of Bagot plan(s) LTO2010/059

NT Planning Scheme Information

Land Area : 6,500 m²

Planning Scheme Zone : DV (Development)

Overlays : (none found)

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

- Regional Plans
 - Darwin Regional Land Use Plan
- Sub Regional Plans
 - Holtze to Elizabeth River Subregional Land Use Plan
- Area Plans
 - Greater Holtze Area Plan

Interim Development Control Orders : (none found)

142 THORNGATE RD, HOLTZE

Section 07864 Hundred of Bagot plan(s) LTO2019/004

NT Planning Scheme Information

Land Area : 45.19 ha

Planning Scheme Zone : DV (Development)

Overlays : (none found)

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

- Regional Plans
 - Darwin Regional Land Use Plan
- Sub Regional Plans
 - Holtze to Elizabeth River Subregional Land Use Plan
- Area Plans
 - Greater Holtze Area Plan

Interim Development Control Orders : (none found)



15 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2017/0529 | PA2017/0528

Hun: 000 P: 02626 3820 Gunn Point Road KOOLPINYAH, NT Portions

To use and develop the land for the purpose of a subdivision to create two lots, and for the purpose of Intensive Animal Husbandry (prawn hatchery) including 2 x 3 bedroom dwellings in 2 single storey buildings

Thank you for the opportunity to comment on the application to extend the development permits DP18/0051 and DP18/0052 for a further two years.

Council understands that applications for extension do not require public advertising and that the decision is at the discretion of the consent authority, which considers the reasons provided and the circumstances of the case.

Council can provide the following comments for the Development Consent Authority's consideration in its assessment:

1. Changes in Legislative and Policy Frameworks

Since the original approval in 2018, there have been significant updates to the *Northern Territory Planning Scheme* and related environmental and cultural heritage regulations. It is important to consider whether the existing permits remain consistent with current statutory requirements and planning objectives.

2. Environmental and Community Context

The Gunn Point area is recognized for its environmental sensitivity and cultural significance. Any new information or community concerns that have arisen since the permits were first granted should be taken into account, ensuring these are adequately addressed under the current permit conditions.

3. Cultural Heritage and Traditional Land Use

There are numerous Aboriginal sacred sites and areas of cultural significance in and around the Gunn Point area, as well as ongoing Native Title claims. It is important that the development

remains compliant with relevant heritage legislation and that meaningful engagement with Traditional Owners continues as the project evolves.

4. Project Progress and Permit History

The permits have been extended on three previous occasions. Reviewing the extent of progress made to date and whether further extensions are justified in the context of the original intent and conditions of approval is important.

5. Precedent and Planning Integrity

Repeated extensions of development permits can set a precedent for future applications. The implications for planning integrity and public confidence in the approval process should be considered.

6. Opportunity for Updated Assessment

A new application process would allow for a comprehensive assessment under current planning and environmental standards, as well as updated community consultation. The benefits of such an approach may be weighed against the extension of the existing permits.

Thank you for considering these points as part of your decision-making process.

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

Kind Regards,



Jaimie O'Connor

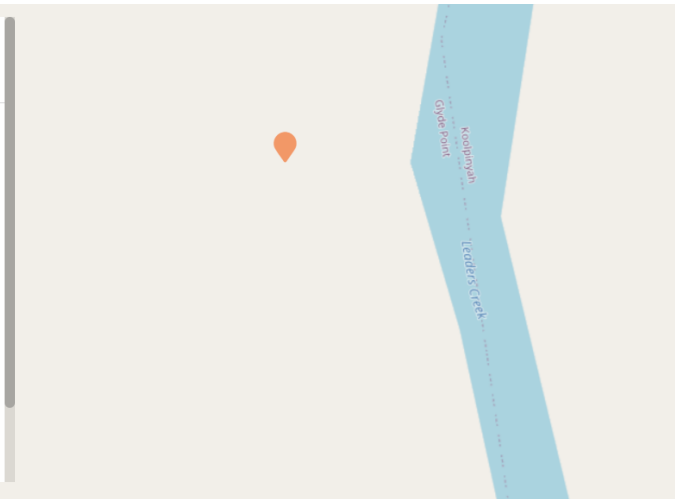
Planning and Development Program Leader

3820 GUNN POINT RD, KOOLPINYAH

NT Portion 02626 plan(s) S84/179

[NT Planning Scheme](#) Information

Land Area :	26,070 ha
Planning Scheme Zone :	MZ (Multi Zone)
Overlays :	<ul style="list-style-type: none">• CR - Coastal Reclamation• CNV - Clearing of Native Vegetation• LSSS - Land Subject to Storm Surge• DHD - Darwin Harbour Dredging
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)





30 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0160

**Hun: 055 P: 05085 254 Stow Road HOWARD SPRINGS, Hundred of Bagot
Dwelling-independent with a separate effluent disposal system**

Thank you for the Development Application referred to this office on 16/05/2025, 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 provided site and soil evaluation supports the requirement to install a separate effluent disposal system.
- b) The certifying plumber has provided a letter of support.
- c) The proposed dwelling-independent location complies with the required setbacks.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of 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:

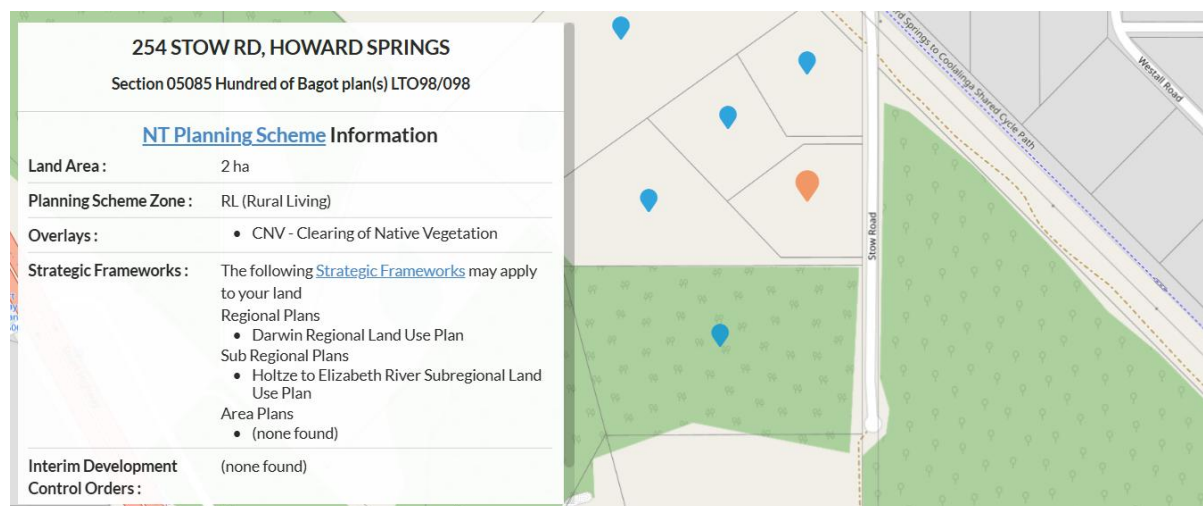
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any 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





30 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0158

**Hun: 695 P: 05467 20 Bees Creek Road FRED'S PASS, Hundred of Strangways
Addition of 6 x 31.8m high light poles to existing recreation and leisure (Norbuilt Oval)**

Thank you for the Development Application referred to this office on 16/05/2025, 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.

Please note that this application has been lodged on behalf of Litchfield Council and as such, we do not have anything further to add other than Council is in support of the addition of the lighting towers. This forms part of the \$10M Grant Funding to provide upgrades to Freds Pass Recreation Reserve in support of the user groups that frequent the reserve.

Kind Regards,

Jaimie O'Connor
Planning & Development Program Leader

20 BEES CREEK RD, FRED'S PASS

Section 05467 Hundred of Strangways plan(s) LTO2010/093

NT Planning Scheme Information

Land Area :

78.55 ha

Planning Scheme Zone :

OR (Organised Recreation)

Overlays :

- CNV - Clearing of Native Vegetation
- LSF - Land Subject to Flooding

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

- Coolalinga Freds Pass Area Plan

Interim Development Control Orders :

(none found)



28 April 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0123

**Hun: 695 LTO: 77017 P: 00007 670 Strangways Road HUMPTY DOO, Hundred of Strangways
Horticulture**

Thank you for the Development Application referred to this office on 14/04/2025, 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 develop the property as a horticultural development aligns with the Litchfield Subregional Land Use plan (LSLUP) as indicated in the application, though it is noted in the LSLUP that conflicts between horticulture and residential growth needs to be managed.

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

The NT *Planning Scheme* (NTPS) clearly outlines in 5.7.1 that the consent authority must not consent to a development or use that is not in accordance with sub clause 2-4. The proposal provides very little information to support the requirements in 5.7.1 clause 2-4 and as such, Litchfield Council requests that additional supporting information be provided. Particularly in relation to the **management** of items in clause 2;

- (a) pollution of ground and surface waters, including stormwater;
- (b) erosion of the site or other land;
- (c) nuisance to surrounding land arising from noise, dust, odour and other emissions or contaminants generated by the development
- (d) be on a site of sufficient size to reasonably accommodate the development and mitigate potential nuisance arising from noise, dust, odour and other emissions or contaminants generated by the development;
- (e) the spread of infectious disease or other health risk;

And additionally clause 4 – the availability of a sustainable water supply that is sufficient for the use or development.

Presentation of the requested information will allow adequate assessment of the development proposed which is Impact Assessable as per the permitted use noted within the NTPS, Part 4 zone assessment for RL – Rural Living.

Litchfield Council also supports the legislative requirements to install and maintain adequate fire breaks.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) An Operational Environmental Management Plan (OEMP) that addresses the day to day management 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



2 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0043

**Hun: 695 P: 06094 1340 Stuart Highway BEES CREEK, Hundred of Strangways
Alterations and additions to existing intensive animal husbandry comprising the installation
of solar panels**

Thank you for the Development Application referred to this office on 17/04/2025, 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) Concerns regarding proposed solar installation and visual impact

The application for the proposed addition to the existing *intensive animal husbandry* use – specifically the installation of solar panels - does not include reference to an existing application to vary condition 2 of the current development permit (DP23/0172) for the installation of freestanding solar.

It is noted that the proposed ground-mounted solar array in the variation application is of substantial scale, covering nearly one acre. This is in addition to the current application, which proposes a combination of roof-mounted and freestanding solar panels across approximately half an acre.

Council is concerned that approval of both solar systems could result in a cumulative visual impact that would adversely affect the visual amenity of the adjoining property at 1320 Stuart Highway, Bees Creek. Furthermore, the scale and placement of the proposed infrastructure may restrict or limit the adjoining landowner's ability to undertake future development or improvements on their property due to the visual impact. Or any improvements may be devalued because of the visual impact.

In addition, it appears that several existing structures on the site may have reduced side setbacks, and it is unclear whether these structures have been previously approved. The addition of a large-scale ground-mounted solar array raises further concerns about safe and adequate access for bushfire management purposes, which has not been adequately addressed in the current application.

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

- a) Council would like to see consideration of the property owners views and support for the proposed addition of solar panel systems (both this application and the variation), noting that they would not have received notification of the variation to the existing development permit and would only be privy to the information contained in this application.

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

1340 STUART HWY, BEES CREEK

Section 06094 Hundred of Strangways plan(s) LTO2018/012

NT Planning Scheme Information

Land Area :

70.92 ha

Planning Scheme Zone :

RL (Rural Living)

Overlays :

- CNV - Clearing of Native Vegetation
- LSF - Land Subject to Flooding

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)



9 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0117

**Hun: 695 LTO: 83088 P: 00024 655 Bees Creek Road BEES CREEK, Hundred of Strangways
Dwelling-single with ancillary dwelling-independent with a floor area in excess of 80m2**

Thank you for the Development Application referred to this office on 24/04/2025, 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) Whilst the proposed dwelling independent exceeds the minimum floor area permitted under the *NT Planning Scheme (NTPS)* for the zone, both the size of the property and the location of the current dwelling and proposed future dwelling can be accommodated adequately without impact to neighbouring properties or imposing on private open space.

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

- a) The application states that a temporary residence is currently in place and will be removed from the site once the main dwelling is constructed. It should be noted that;
 - a. The location and setback of the temporary dwelling is not in accordance with the NTPS; it is recommended that a timeframe to remove this structure is defined.
 - b. The current use of an unauthorised driveway crossover to the temporary dwelling should cease immediately, or alternatively, the appropriate applications be lodged for approval of the crossover.

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 commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of 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

655 BEES CREEK RD, BEES CREEK

Lot 00024 Hundred of Strangways plan(s) LTO83/088

NT Planning Scheme

Information

Land Area :

4.18 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)

Bees Creek Volunteer Fire Brigade

Bees Creek Road



15 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0112

**Hun: 055 P: 03452 106 Lagoon Road KNUCKEY LAGOON, Hundred of Bagot
Outbuilding (carport) addition to an existing dwelling-single with a reduced building setback to the
side boundary**

Thank you for the Development Application referred to this office on 24/04/2025, 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 recognised that this application is for retrospective approval and that the proposed outbuilding (carport) is already constructed. There is no perceived impact for this particular structure on neighbouring amenity or obstruction of legislated firebreaks.

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

- a) The application identifies a structure on the site plan in dark blue on the north east side of the boundary that also has a reduced setback however it is noted that the owner plans to demolish this structure. Council notes that these works should be undertaken as soon as possible.
- b) Additionally, Council has noted the structure in yellow also on the north east boundary that also is within the setback to the boundary fence however this does not appear to be addressed in the application other than to be identified as a temporary shade sail structure for personal storage.
An aerial view shows this structure to be two (2) shipping containers joined by a dome shade structure. Council's perception of this structure is that it is not temporary and should be included in the application for a reduced side setback.

Council can provide the following comments in relation to the application:

- a) The provided site plan indicates a total of 9 structures that are assumed to be ancillary to the single-dwelling. Three of these structures appear to be demountable type structures which Council feels should be addressed through a development application.

- b) Through assessment of this application, it was also noted on the aerial image of the property that there appear to be a number of trucks and/or heavy machinery and stockpiles of soil (of some type). It is also evident that heavy vehicles are utilising the driveway as Council notes the use of the full-road reserve width to enable a large turn movement in and out of the property. Should the property be used for a home based business, the necessary approvals should be sought to continue operations or otherwise cease.
- Any additional wear and tear on the road affronting the property may require additional maintenance at the property owners expense.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) The 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 and Development Program Leader

106 LAGOON RD, KNUCKEY LAGOON	
Section 03452 Hundred of Bagot plan(s) LTO90/069	
NT Planning Scheme Information	
Land Area :	3.94 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)



9 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0133

**Hun: 055 P: 04201 465 Stuart Highway COOLALINGA, Hundred of Bagot
Shop additions to an existing in commercial development**

Thank you for the Development Application referred to this office on 24/04/2025, 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:

The proposed additions to the existing commercial development are consistent with the site's zoning and align with the policy intent of both the Litchfield Subregional Land Use Plan and the Coolalinga and Freds Pass Rural Activity Centre Plan. These strategic documents support the growth of vibrant centres that deliver attractive, safe, and sustainable commercial activities for the community. The proposed development contributes to these objectives by enhancing the site's commercial offering in a manner that is in keeping with the planned character and function of the activity centre.

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

a) Pedestrian Access

The application does not appear to comply with the *Northern Territory Planning Scheme* (NTPS) Part 4, Clause 4.11 Outcome 6, or Part 5, Clause 5.5.15 (18), in relation to the provision of appropriate pedestrian access. Specifically, the eastern frontage features staggered car parking areas that inhibit safe and continuous pedestrian movement along the shop fronts and between the development and the main footpath.

b) Car Parking Provision and Layout

Council has similar concerns to those raised in response to a previous application for this site (PA2024.0008), particularly regarding the calculation and adequacy of car parking. Notably, the recorded floor space areas differ between the two applications, calling into question the accuracy of the car parking requirements. Furthermore, the submitted site plan does not reflect the current car park line-marking and should be updated accordingly. Additionally, the application does not provide for shaded car parking areas as required under NTPS Part 5, Clause 5.5.15 (16).

c) Community Safety Considerations

The existing car park layout creates several concealed or enclosed spaces that may present safety risks, including entrapment opportunities. Council recommends the proponent consult the Community Safety Design Guide (Schedule 5 of the NTPS) and incorporate appropriate lighting to improve visibility and promote safe pedestrian and vehicular movement throughout the site.

d) Waste Storage and Management

A site inspection identified that waste bins are located in multiple areas of the site and not contained within the designated waste storage area shown on the submitted plan. Given the size and configuration of the development, Council recommends that additional waste storage facilities be incorporated to ensure compliance with NTPS Part 5, Clause 5.5.15 (23).

e) Internal Driveway and Loading Areas

During a site visit, it was observed that the loading bay areas are not adequately sized to accommodate service vehicles, leading to blockages in driveways. This creates potential hazards for both motorists and pedestrians. Council strongly encourages the proponent to review and amend the driveway layout to ensure efficient traffic movement and reduce conflict between vehicles and pedestrians.

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 commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) The 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:

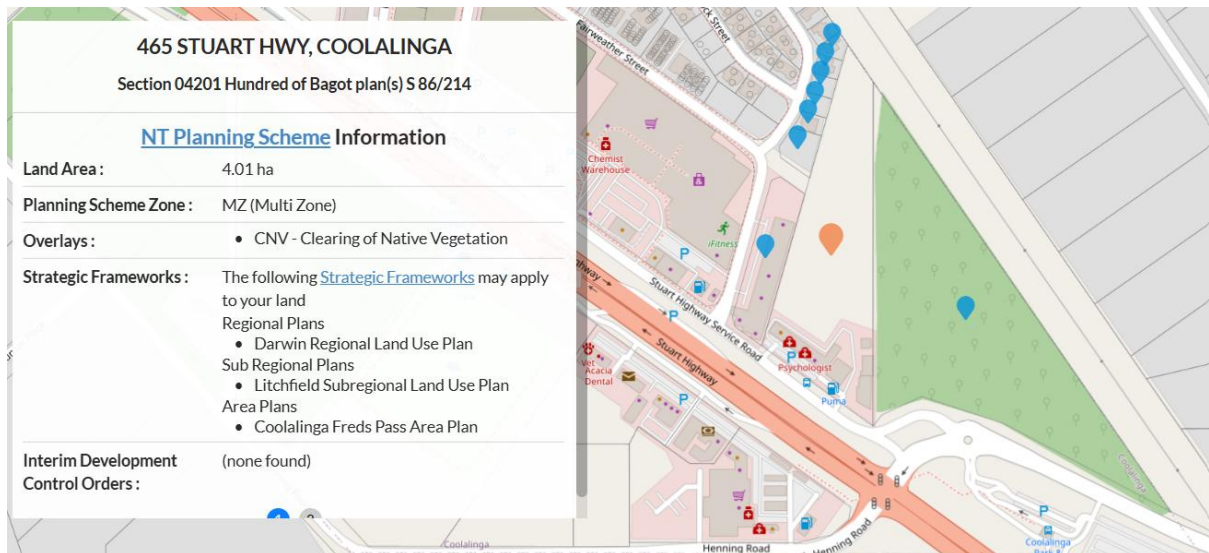
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any 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





16 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0139

PA2025/0139 SECTION 04544 HUNDRED OF BAGOT

Hun: 055 P: 04544 35 Stevens Road KNUCKEY LAGOON, Hundred of Bagot

Outbuilding (verandah) addition to an existing dwelling-single with a reduced building setback to the side boundary

Thank you for the Development Application referred to this office on 02/05/2025, 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 reduced building setback for the verandah addition enhances residential amenity by aligning with the existing orientation of the structure. The neighbouring property owner supports the reduced setback, and there is no undue impact on their amenity. Notably, structures on the neighbouring property also encroach into the required side boundary setback.

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

- a) The application has been lodged for the verandah addition only and does not address the reduced setback of the existing ancillary structure (shed). Council is of the view that the application should address both instances of reduced side setback to ensure the site complies with the provisions of the *Northern Territory Planning Scheme*.

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 commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) The 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 and Development Program Leader

Section 04544 Hundred of Bagot plan(s) LTO94/119

Land Area :	2.5 ha
Planning Scheme Zone :	RL (Rural Living)
Overlays :	<ul style="list-style-type: none"> • CNV - Clearing of Native Vegetation
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)



Stevens Road Bike Path



30 May 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2025/0150

**Hun: 055 P: 06365 11 Mighall Place HOLTZE, Hundred of Bagot
Unit title schemes subdivision to create 3 units and common property**

Thank you for the Development Application referred to this office on 16/05/2025, 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 application appears to be generally in accordance with the requirements of the NT Planning Scheme (NTPS) for properties in zone LI – Light Industry. The proposal for a unit-title subdivision would enable greater diversity of the property to meet the needs of light-industry.

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

- a) In relation to the requirements for car parking in the NTPS 5.2.4, Council notes that the calculation for parking is based only on the floor space of the constructed sheds and does not account for any outdoor storage areas or internal office space. It is suggested, given particularly the size of proposed Lot 11C that additional spaces be provided to accommodate these uses (noting that tenancy has not been confirmed). Or otherwise,
- b) Additionally, the Loading Bays have been shown as 7000 x 3000 when they should be 7500 x 3500 in accordance with 5.2.5 of the NTPS.

Council can provide the following comments in relation to the application:

- a) It would appear that the crossover to the property has already been constructed. Whilst the location of the crossover was approved under SMP2024.2016 the construction has not been completed with the necessary hold point inspections. As such Council will be requesting that the applicant provide engineering certification for acceptance by Council.
- b) Additionally, whilst stormwater approval has already been provided for the proposed structures, it is noted that the plan approved is different to that which is in this exhibition package. As such, stormwater approval shall be required.

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 be constructed in accordance with the NT Subdivision and Development guidelines and standard drawings.
- 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.

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) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) 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:

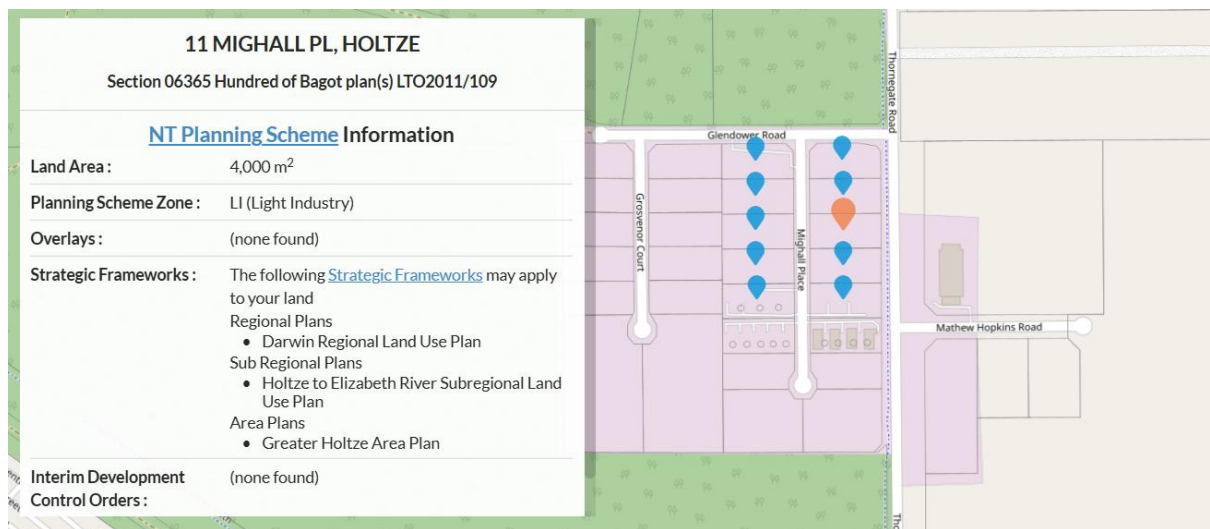
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any 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





28 May 2025

The Honourable Joshua Burgoyne
Minister for Lands, Planning and Environment
Northern Territory Government
GPO Box 3146
Darwin, NT 0801
E: Minister.Burgoyne@nt.gov.au

RE: Letter of Comment proposed Planning Scheme Amendment PA2024/0093 to Amend Part 2 (Strategic Framework) of the NT Planning Scheme to include the Lloyd Creek Rural Village Area Plan

Dear Minister Burgoyne,

Thank you for the Planning Scheme Amendment Application referred to this office concerning the Lloyd Creek Rural Village Area Plan (hereafter, 'Area Plan').

Litchfield Council supports well-considered, feasible development and is focused on managing growth to deliver appropriate housing that reflects the needs of its changing and growing community.

Council thanks the applicant, Intrapac Property on behalf of the landowners, for its interest in the Litchfield municipality and acknowledges the proactive approach taken in progressing an Area Plan. Council appreciates the initiative to undertake this level of strategic planning, which is typically led by the Northern Territory Government's planning divisions in collaboration with relevant agencies and service providers.

At this stage, Council is unable to support the application as submitted, due to insufficient information regarding the infrastructure required to support future growth, and the mechanisms for its funding and delivery.

For Council to reconsider its position, any amended application should address the following key areas;

- Community Consultation
- Strategic Infrastructure Planning
 - Area Plan
 - Council Assets & Services
 - Water Supply
 - Electricity Supply
 - Regional Roads
 - Education & Social Infrastructure
 - Cost & Delivery Burden
- Conservation
- Proper Planning for Housing Supply

1.0 Community Consultation

Council has concerns about the limitations of the consultation undertaken in support of the application. It is understood that the stated goal of consultation was to “change the narrative” and address community objections. This suggests an intent to manage perception rather than to genuinely explore or incorporate feedback into planning.

Only 45 people were engaged with, and participants were selected by a private firm engaged by the proponent. It is therefore not representative of the broader population likely to be affected.

The qualitative method used for consultation is acknowledged in the corresponding report, stating focus groups provide insight, not statistical representation, and that results are “indicative only” and not fully representative of community views.

This makes it unsuitable as a sole basis for gauging broad public support or shaping major policy decisions.

Consultation in support of an amended application should specifically include the missed residents who are likely to be directly impacted by growth and infrastructure demands.

2.0 Strategic Infrastructure Planning

2.1 Area Plan

Under a typical Area Plan pathway, amendments to the *Northern Territory Planning Scheme 2020* (NTPS2020) Part 2 Strategic Framework are proceeded by the resolution of crucial strategic components required to support new growth.

The hierarchy starts at Regional Land Use Plans and Subregional Land Use Plans, which are more wholistic and conceptual, then Area Plans, which deal with the facilitating infrastructure provision and sequencing growth. Finally, rezonings can be detailed via Activity Centre Plans.

Plan Type	Scale	Detail Level	Purpose
Regional Plans	Broad (region-wide)	Strategic concept	Long-term vision, population and infrastructure strategy.
Sub-Regional Plans	Mid-scale	Strategic concept with some detail	Translate regional goals to local context, identify key growth areas.
Area Plans	Local	Detailed planning	Plan for land use supporting infrastructure provision to guide future zoning (e.g. what, who, when, where) including social infrastructure and amenity aligned with development sequencing.
Activity Centre Plans	Site specific considerations	Very detailed planning	Supports location specific developments to facilitate individual applications such as rezonings and subdivisions.

Intrapac's Max Shifman is quoted in the NT News (April 19) as saying "the area plan is designed to set the general guidelines and framework of what the development will ultimately be as Lloyd Creek grows over 40 plus years."

Area Plans facilitate new urban and rural residential areas, commercial and tourist opportunities, expanded community facilities and – crucially – integrate infrastructure planning.

Unfortunately, this not the stage at which the application finds itself.

The "general guidelines" for land use without resolved infrastructure planning better describes a 'Land Use Plan.' The *Darwin Regional Land Use Plan 2015* and *Litchfield Subregional Land Use Plan 2016* already identify the site as Urban / Peri Urban – so what is the purpose of undertaking PA2024.0093?

The typical purpose of undertaking the next step to amend the NTPS2020 Part 2 Strategic Framework and adopt an Area Plan is to facilitate development *when* the location is ready for it.

In its letter to yourself (as Minister for Lands, Planning and Environment) Cunningham Rosse Town Planning addresses infrastructure provision by stating:

It will be the responsibility of Intrapac to demonstrate a solution to be provided to the satisfaction of Power Water/ or relevant authority/ agency, however not having exact certainty on matters which are not required for a decade and will still be subject to further approvals should not be the basis for preventing the Area Plan or the project from progress.

However, whilst acknowledging an Activity Centre Plan may address site specific development, an 'Area Plan' does require significant strategic work which is typically undertaken by NT Government planners and adjacent professions to elevate it from the more conceptual 'Land Use Plan.' This work is not yet evidenced in the documentation provided for PA2024.0093.

To consider as an Area Plan, Council seeks further information regarding the provision of the following:

2.2 Council Assets and Services

2.2.1 Rubbish

The application appears to imply that Litchfield Council will provide an additional waste facility to service the future population (up to 11,000 residents), but no consultation or agreement with Council has occurred. This should be addressed in future amendments to the application.

2.2.2 Road networks

No Traffic Impact Assessment (TIA) is provided with this application, so it is not possible to determine what road upgrades are needed and who will fund them. The application notes the funding responsibility is to be negotiated based on costs and community benefit – which seems to imply Council may be made responsible for funding such upgrades.

Other than ratepayers and grant funding, Council has no mechanism to pay for upgrades to existing infrastructure, and therefore seeks a TIA with extensive traffic modelling, to understand what impacts there might be on local road connections, as well as the impacts of increased traffic on the existing local road network.

Area Plans are typically supported by extensive traffic modelling with enough detail to understand the impacts on existing local road networks. This detail has simply not been provided in this application.

The TIA and Traffic modelling would be expected to include assessment of the interactions between development of this Area Plan and the existing Humpty Doo Rural Activity Centre to understand if the latter would require any modification or upgrades.

The TIA would also be expected to include provision of pedestrian and cycle paths, given the application references liveability for the community that would reside there, as well as their connections to/between existing Activity Centres.

This level of detail means that an amended application should not only include a TIA of traffic impacts, but be provided adjacent to, or inclusive of, technical engineering reports on the infrastructure solutions for traffic treatments.

Council would expect the technical engineering solutions resulting from the TIA to consider:

- Street / intersection lighting.
- New intersections to existing road networks.
- Upgrades to existing intersections.
- Upgrades to existing road networks, including (but not limited to); extending Goode Road; widening Elizabeth Valley Road; widening Townend Road; widening Redcliffe Road; building of Alverly Road; alternative use solutions to the over-capacity Freds Pass Road; alternative use solutions to additional burdens on the Humpty Doo Primary school crossing.
- Impacts on the Humpty Doo Rural Activity Centre.
- Impacts on/of the development proposed for 320 Arnhem Highway.
- Impacts on/of the development proposed to subdivision to create 100 lots at Noonamah ('Elizabeth Valley Farm').

It is noted that many of these solutions will require engagement with service authorities, such as addressing the Power and Water Corporation (PWC) easement corridor associated with Alverly Road.

2.2.3 Stormwater Management

There is no stormwater management concept plan provided in this application. Stormwater management should be discussed with and agreed to by Council to better understand what assets may be expected to be vested in Council for management. Area plans must provide this detail.

As a concept plan, the downstream impacts, such as flow-on to the Elizabeth River catchment, should be broadly understood. Area plans should provide this detail.

2.2.4 Wastewater Management

The supporting Engineering Services Report acknowledges that wastewater systems must meet Department of Health standards. Council seeks to understand the risks to the community and environment as they relate to protection through pollution and nutrient load control.

There is no provision for reticulated sewerage proposed as part of the application. This becomes a Council concern as the development will be reliant on use of community scale treatment plants and absorption beds. This transfers the responsibility from the applicant to the private landowner at a later date, which Council considers to be an abrogation of the responsibility to address this at area plan level.

2.3 Water Supply

Council requires additional details regarding the proposal to connect to Strauss Water Treatment as a primary source, requiring a 3km water main, pump station, and water tower, with eventual

connection to AROWS. A resolution of how the development can rely on water reticulation from the outset, which is estimated (by Intrapac) as being at a cost of \$25Million, should be provided in any amended application.

Council seeks to understand what level of planning and funding the NT Government will commit to Lloyd Creek. This would include an understanding of when the Strauss Water Treatment Facility will be operational, and how it will function as both a water source and a feeder system to Manton Dam.

Council also seeks to understand what commitment and/or shared agreement Intrapac has made with PWC to fund some or all of this infrastructure, and what post-construction handover of these assets might be acceptable to it.

Council's interest in third-party agreements arises from concerns of over allocations of local water resources and would caution against reliance on on-site water storage systems, should these agreements not eventuate.

2.4 Electrical Supply

Council understands from nearby existing developments that the current overhead lines and network of electricity supply in the area is close to its operating capacity.

The provision of electricity and potential solutions to provide reticulated electrical supply to the development should be addressed in any amended application to provide confidence to Council that its existing community will not be detrimentally impacted.

2.5 Regional Roads

The upgrades required to Alverly Road, and the flow-on effects of its operations as a utility corridor, should be addressed in any amended application, and included in the forementioned TIA.

This should also discuss potential impacts from the development on Weddell / Weddell Freeway, MASDP, renewable energy corridors, traffic on Stuart Highway and Arnhem Highway, and public transport services.

2.6 Educational & Social Infrastructure

2.6.1 Education

It is understood that the NT Government are typically charged with the provision of education. It appears schools at Lloyd Creek have not been resolved by relevant authorities in concert with proponents, at this stage.

The planning report states that the two future Rural Activity Centres will eventually include small-scale facilities such as "daycare" and other rural village amenities.

These facilities are to be developed only after a population base is established, and the centres are capped at a 10 dwellings per hectare density within a 600m radius of the commercial core.

The planning report does not address provision of new primary or secondary schools within the Lloyd Creek Rural Village. This leaves a potential gap in education infrastructure planning for the expected future population, especially as it notes the presence of nearby over-subscribed education facilities at of Humpty Doo including:

- Taminmin College
- St Francis of Assisi Catholic Primary School
- Humpty Doo Pre School

Council seeks to understand what commitment the NT Government is willing to undertake in support of existing and future students, should it approve PA2024.0093.

Any amended application should include a record of in-principle agreements between the developer and the relevant departments and agencies regarding:

- Evidenced based expectations of (per pupil) demand
- Identification and provision of education land
- Timeline of expected delivery

2.6.2 Community and Cultural Facilities

Any amended application should address whether it is anticipated that there will be additional demand on existing community and cultural facilities within the Litchfield municipality. If the demand is to be met by facilities supplied by the developer at a point in the future, a record of in-principle agreements between the developer and the relevant government departments and agencies, as well as Council and service authorities, should be included.

Council requests consideration of the sequencing and provision of the following:

- Libraries
- Community centres and halls
- Youth / civic centres
- Art galleries and performance venues

2.6.3 Sport and Recreation

Any amended application should address whether it is anticipated that there will be additional demand on existing sports and recreational facilities within the Litchfield municipality.

If the demand is to be met by facilities supplied by the developer at a point in the future, a record of in-principle agreement between the developer and the relevant government departments and agencies, as well as Council and service authorities, should be included.

This should include any management arrangements, should the asset be vested in another party such as Council itself.

Council requests consideration of the sequencing and provision of the following:

- Sports ovals and pavilions
- Recreation centres or indoor / semi-indoor basketball courts
- Playgrounds, play equipment and skate parks
- Bike and walking paths
- Picnic areas and public BBQs

While the Lloyd Creek Area Plan conceptually supports the idea of social infrastructure through rural activity centres and open space, it does not provide the necessary detail, land allocation, or agency collaboration to ensure these services will be delivered. This is a gap which should be addressed in any future amended application.

2.7 Infrastructure Cost & Delivery Burden

The question of who pays and who delivers infrastructure should be addressed in any amended application. Whilst the capital commitment might be a future budgetary consideration, the

expectation should be known at area plan level, and not something to be delayed to 'later development applications.'

The land being developed by Intrapac Property is owned under freehold Title by two entities; Koolpinyah Station Pty Ltd and Norama Enterprises Incorporated.

Koolpinyah Station Pty Ltd is a company whose principal ownership sits with Laurence Cheong Ah Toy, whilst Norama Enterprises Inc is a private investment firm from Edmonton, Canada.

Windfall gains achieved by approval of PA2024.0093 will belong to these owners, as the immediate land value uplift is conveyed at the point of adopting the Area Plan.

Whilst future site specific rezonings are still to occur, the expectation on how land may be used is set at the adoption of the Area Plan.

Any subsequent land value gains via later development applications will be modest in comparison, as they will relate to what is happening *on* the land due to direct investment in developing it, rather than its intrinsic value based on how it can be used.

In its letter to yourself (as Minister for Lands, Planning and Environment) Cunningham Rosse Town Planning addresses who pays and delivers infrastructure by noting:

Intrapac may be prepared to fund some or all of this cost if authority contribution is not available (further negotiation to occur between Intrapac and relevant authority).

There does not appear to be commitments agreed to for infrastructure provision at an NT Government level, or for service authorities, as is required of an area plan. No attempt to resolve infrastructure provision has been made between the applicant and Council.

This is especially important in the NT given the unique approach to developer contributions.

At present, Council may only leverage contributions for new roads resulting from a development through *Subdivision and Development Guidelines*. This does not include any requirement there might be to upgrade a road to make it suitable to the new demands placed on it by a development – Council must fund all road sealing, widening and drainage upgrades from rate payers.

The Northern Territory Planning Act allows for the creation of Developer Contribution Plans within local government areas. These plans enable the collection of financial contributions from developers to help fund the infrastructure and services required as a result of new development. However, such contributions are limited to specific areas identified in the Northern Territory Planning Regulations. The primary goal of these funds is to ensure that new developments contribute fairly to the costs of growth and the provision of infrastructure that benefits the broader community.

If provision of vital infrastructure is not committed to prior to approval of PA2024.0093, it is impossible to retrospectively capture an adequate portion of the value uplift via subsequent Development Permits under current contribution requirements per the *NTPS2020* and *Planning Act 1999*.

Once the landowners have the gain in land value, they have no obligation to provide any contribution for infrastructure (indeed they may have an obligation to shareholders to hold profits) and any cost burden falling to the developer may be rejected on the grounds of their development feasibility.

If the NT Government is committed to covering the costs of infrastructure for the development, it should make this known via a public commitment before approval of PA2024.0093, and provide plans for review by Council and the broader Litchfield community, as well as any other interested parties.

In its presentation to Council, Cunningham Rosse noted that Intrapac Property were a:

“A major contributor to public infrastructure across Australia.”

However, across jurisdictions such as Intrapac’s home region of Melbourne and Victoria, extensive infrastructure development contributions can be relied upon for infrastructure provision which are not available in the NT, per the table below;

Developer Infrastructure Contribution	Northern Territory	Victoria
Local essential Infrastructure		
Roads, transport	New roads only	✓
Drainage	For site only	✓
Water	For site only	✓
Sewerage	For site only	✓
Electricity, telecommunications	For site only	✓
Local social infrastructure		
Open space	X	✓
Parks	X	✓
Community/recreation facilities	X	✓
Environmental conservation	X	✓
Social/affordable housing	X	✓
State/Territory/Regional Infrastructure		
Roads	✓	✓
Public transport	X	✓
Regional open space	X	✓
Schools	X	✓
Health facilities	X	✓

Source: National Housing Finance and Investment Corporation (2021, August). *Developer contributions: How should we pay for new local infrastructure?* [Research paper]. <https://www.nhfc.gov.au>

3.0 Housing Supply

Council recognises the lack of housing supply in the Litchfield municipality, as well as the NT more broadly, and appreciates the initiatives the NT Government has undertaken including the ‘HomeGrown Territory Program’ and its commitment to contribute 11,430 homes over five years from 2024.

With regard to the Lloyd Creek Area Plan, Council cautions against premature approval whilst it is missing strategic inputs, and notes that adopting PA2024.0093 will not solve the roadblocks to development that both Council and the NT Government are keen to address.

There is already latent supply of housing that has not been developed within the broader Litchfield and Darwin Rural areas, specifically in the locations below:

Holtze-Kowandi

The *Greater Holtze Area Plan 2024* (GHAP), is a strategic land use framework developed by the Northern Territory Planning Commission. It guides the urban development of Holtze, Kowandi, Holtze North, and Howard Springs North, focusing on residential, commercial, industrial, and community infrastructure. The plan aims to accommodate significant population growth while preserving environmental and cultural values.

GHAP envisions up to 11,000 new dwellings across Holtze, Kowandi, and adjacent areas, supporting an estimated population of approximately 15,000 residents. The initial phase includes 544 lots in the "The Parks" development, with the first 33 lots released in early 2025.

Humpty Doo

The *Humpty Doo Rural Activity Centre Area Plan 2025* (HDAP) is a long-term strategic framework guiding land use and development in proximity to infrastructure and services at Humpty Doo. It facilitates new urban and rural residential areas, commercial and tourist opportunities, expanded community facilities, and integrates infrastructure planning, including the Arnhem Highway duplication. The plan aims to support growth while preserving the area's rural character.

HDAP designates approximately 1,272 new residential lots within the core area for more intense urban residential development. This includes zones for Low Density Residential (LR), Low-Medium Density Residential (LMR), and Compact Village (CV) dwellings. Additionally, transition areas surrounding the core are planned for rural residential development, accommodating 504 lots at 0.4 hectares and 93 lots at 1 hectare. These figures represent maximum potential yields and are subject to detailed planning and infrastructure considerations.

Coolalinga and Freds Pass

The *Coolalinga and Freds Pass Rural Activity Centre Area Plan 2023* (CFPRACAP) provides a strategic land use framework to guide future development in these areas. It aims to support commercial growth in Coolalinga and enhance community and recreational facilities in Freds Pass, while preserving the rural character and ensuring efficient infrastructure delivery.

CFPRACAP does not specify exact figures for future population or dwelling numbers. However, it acknowledges the need for approximately 500 new dwellings in Litchfield over the next 5 to 10 years, with Coolalinga and Freds Pass expected to accommodate a portion of this growth.

Howard Springs

The *Howard Springs Rural Activity Centre Area Plan 2018* outlines a strategic framework for accommodating future residential growth within the Howard Springs locality. It proposed a mix of rural residential lots and urban developments, with many areas yet to be developed for the highest-and-best use available at the intensity the zoning allows.

Weddell

Weddell is a proposed satellite city approximately 30km southeast of Darwin. Planned since the 1980s, previous estimations have stated it could accommodate up to 50,000 residents across about 3,000 hectares.

It is understood Weddell is still in the 'vision' stage, but this articulates that planning new communities must be supported by sound strategic solutions to be implementable.

4.0 Conservation and Natural Environment

It is acknowledged that the applicant seeks to positively address conservation through lot sizes, community facilities, and a 500-acre conservation area to preserve significant environmental values. However, whilst conservation principles were acknowledged, they are not linked to implementation via planning controls.

Council seeks to understand what protection or management strategies are proposed for the mapped conservation areas, particularly given the scale of proposed development and the impacts of ~4,200 new lots.

The Area Plan maps “Conservation Areas”, but these are not clearly aligned with areas previously identified in environmental studies such as the *EcOz Fauna and Flora Survey 2015*. Environmental Investigation Areas (EIAs) previously identified due to the presence of species like the Howard River toadlet and Typhonium are not consistently reflected in the 2024 Concept Plan.

Council has not been able to substantiate all documents relied on in the application as many are over 5yrs old, or do not appear in the material documented. The *NT EPA Environmental Impact Statement 2017* (EIS) pre-dates the current NTPS2020 and an updated version is not included.

The draft Area Plan is referenced to include maps that identify environmentally significant areas, although no specific mapping is presented in this particular document. The Area Plan lacks clarity on how conservation areas will be protected from future development impacts, including road connections and residential areas identified on land previously flagged as environmentally significant.

It states that future development in EIAs must be informed by additional investigations and show how environmental values will be maintained. Council believes this needs to be better articulated at Area Plan stage to avoid future applications running into conflict with critical environmental constraints like slope, erosion, and hydrology in sensitive areas.

Council seeks additional details on the natural environment to address sensitive flora and fauna, which may be contributed to by updated material (rather than previous environmental reports and approvals) regarding land suitability (slope, soil waterlogging, drainage and flooding, as well as biting insects).

Any future amendmended application should address the following:

- **Management Responsibilities:** Who will be responsible for the ongoing management and maintenance of the conservation areas.
- **Funding and Resources:** How the conservation efforts will be funded and what resources will be allocated.
- **Monitoring and Enforcement:** Mechanisms to monitor the conservation areas and enforce protection measures.

In summary, Litchfield Council appreciates the initiative to establish an Area Plan within the municipality. However, the current application is incomplete and does not meet the critical strategic planning standards required under the NTPS2020.

Council recognizes the potential benefits of the proposed Lloyd Creek Area Plan and remains open to further engagement with relevant authorities. By providing greater clarity on infrastructure requirements, funding mechanisms, and community consultation processes, an amended area plan can help ensure that future development is sustainable, well-served, and aligned with the needs of both current and future residents.

Comprehensive community consultation should be undertaken to assess the proposal's impacts on the existing population. The following gaps must be addressed, particularly in relation to infrastructure provision, including:

- Water supply
- Roads
- Waste management
- Stormwater management
- Electricity
- Schools and social services
- Parks, recreation, and community facilities

The amended application should specify who will fund and deliver these infrastructure elements, as well as the respective roles of the NT Government, service authorities, and Council.

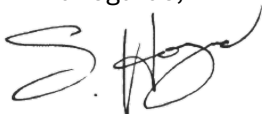
Additional required documentation includes:

- A Traffic Impact Assessment (TIA) and technical engineering report addressing road upgrades and comprehensive traffic modelling for existing communities
- Waste management proposals and in-principle agreements for new waste facilities
- A stormwater management plan, including assessment of downstream impacts (e.g., Elizabeth River catchment)
- Sewerage treatment modelling, addressing options for reticulated or private/community treatment and environmental impacts
- An electricity supply plan for an area already near capacity
- Water supply modelling and in-principle agreements, including reliance on Strauss Water Treatment and AROWS, confirmation of timing, funding, third-party agreements (with PWC), and contingency plans for infrastructure delays
- Clarification of regional road connectivity to Weddell Freeway, Arnhem Highway, and Stuart Highway
- A conservation areas management plan and in-principle agreements
- Updated documentation to reflect current conditions, replacing outdated reports circa 2017 etc.

Should these matters be fully addressed in an amended application, Council would be better placed to consider supporting the proposal's progression.

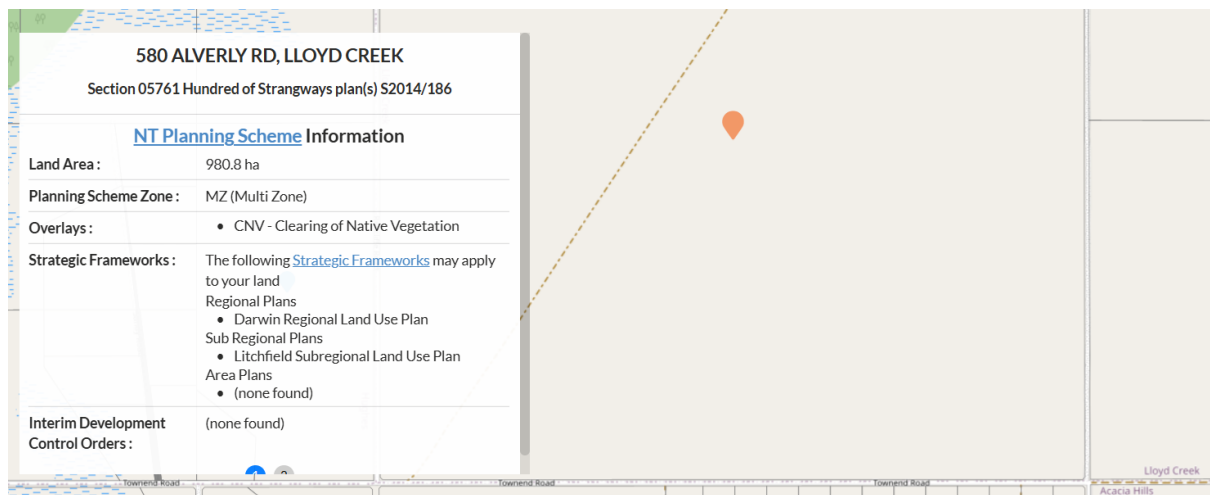
If further discussion is required regarding this submission, please contact Litchfield Council's Planning and Development team on (08) 8983 0600 or via email at council@litchfield.nt.gov.au.

Kind regards,



Stephen Hoyne
Chief Executive Officer

Cc: NT Planning Commission ntpc@nt.gov.au





24/04/2025

Land Transactions, Crown Land Estate
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

Dear Amy

RE: Letter of Comment Crown Land Licence

PQ2025/7000

**Hun: 055 P: 02727 3940 Gunn Point Road KOOLPINYAH, Hundred of Bagot
Lease of Crown Land**

Thank you for the Crown Land Estate Application referred to this office on 16/04/2025, 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 has no objection to the application for the Crown Land Licence over Section 4877(A) Hundred of Bagot (part of Section 2727 Hundred of Bagot) for the purpose of continuing operations relating to meteorological measurements conducted by the Bureau of Meteorology.

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

3940 GUNN POINT RD, KOOLPINYAH	
Portion 02727 plan(s) S 82/149	
NT Planning Scheme Information	
Land Area :	2,013 ha
Planning Scheme Zone :	MZ (Multi Zone)
Overlays :	<ul style="list-style-type: none"> CNV - Clearing of Native Vegetation
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)



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 June 2025

14 Other Business

15 Confidential Items

15.01.01 Confirmation of Confidential Minutes

Tuesday 20 May / Monday 26 May / Tuesday 3 June

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 Risk Management and Audit Committee Unconfirmed Confidential Minutes – 29 May 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(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 Eligibility of the Mayor to Hold Office

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.

16 Close of Meeting

