



AGENDA

3rd Ordinary Council Meeting 12th Council of Litchfield **Monday 17 November 2025**

Meeting to be held commencing 6:00 PM
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



COUNCIL AGENDA

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- 4 DISCLOSURES OF INTEREST**
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- 5 PUBLIC QUESTIONS**
- 6 CONFIRMATION OF MINUTES**
 - 6.1 Confirmation of Minutes**

RECOMMENDATION

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 20 October 2025, 18 pages be confirmed.

RECOMMENDATION

That the full minutes of the Extraordinary Council Meeting held Monday 10 November 2025, 4 pages be confirmed.



MINUTES

2nd Ordinary Council Meeting 12th Council of Litchfield **Monday 20/10/2025**

Meeting to be held commencing 6:00 PM
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



COUNCIL MINUTES

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1 Acknowledgement of Traditional Custodians of the Land.

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 MEETING

The Mayor opened the meeting at 6.04pm.

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

3.1 Electronic Attendance

Nil

3.2 Apologies

RESOLUTION OCM/25/010

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

RESOLUTION

THAT pursuant to GOV02 Litchfield Council's Meeting Procedures Council accept an apology from Deputy Mayor Emma Sharp.

CARRIED (5/0)

3.3 Leave of Absence previously granted

Nil

3.4 Leave of Absence Request

Nil

4 DISCLOSURES OF INTEREST

The Mayor advised that any member of Council who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at a Council meeting or a Committee meeting should declare the conflict of interest to enable Council to

manage the conflict in accordance with its obligations under the Local Government Act and its policies regarding the same.

4.1 Elected Members

Cr Kris Civitarese declared that a real conflict of interest in relation to 13.2.6 - Sponsorship Request: Berry Springs Market Association NT Inc - Annual Mango Festival pursuant to section 173 of the *Local Government Act 2009* on this matter, due to his wife being on the committee and left the meeting room, taking no part in the debate or decision of the meeting.

4.2 Staff

Nil

5 PUBLIC QUESTIONS

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/25/011

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

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

- Ordinary Council Meeting held Tuesday 19 August 2025, 8 pages; and
- Confidential Council Meeting held Tuesday 19 August 2025, 2 pages.
- Tuesday 23 September 2025, 5 pages.

CARRIED (4/1)

6.2 Council Business Arising from Previous Meetings

.

7 PETITIONS

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 ACCEPTING OR DECLINING LATE ITEMS

Nil

10 NOTICES OF MOTIONS

Nil

11 MAYORS REPORT

11.1 Mayor's Monthly Report

RESOLUTION OCM/25/012

Moved: Mayor Rachael Wright

Seconded: Cr Kris Civitarese

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 17 September 2025 to 20 October 2025.

CARRIED (5/0)

12 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

13 OFFICER REPORTS

13.1 Corporate and Community

13.1.1 Litchfield Council Finance Report – September 2025

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 30 September 2025. Original Budget 2025/26 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 2024/25 unaudited financial statements and Financial Reserves has been updated with original budget figures 2026.

The annual rates and waste charges were levied in September 2025. As instalment dates pass, the outstanding rates ratio will continue to decline.

RESOLUTION OCM/25/013

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

1. THAT Council note the Litchfield Council Finance Report 30 September 2025.

CARRIED (5/0)

13.1.2 People, Performance and Governance Report – August and September 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.

RESOLUTION OCM/25/014

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

1. THAT Council note the People, Performance and Governance Report for August and September 2025.

CARRIED (5/0)

13.1.3 Capital Works Rollover 2024/2025 to 2025/2026

EXECUTIVE SUMMARY

This report presents the proposed capital works rollover from 2024/2025 to 2025/2026 financial year. This report seeks Council approval to transfer specific unexpended capital projects from 2024/2025 budget into the 2025/2026 financial year.

RESOLUTION OCM/25/015

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council approves the transfer of 2024-2025 unexpended capital budget into the 2025-2026 capital budget.

CARRIED (5/0)

13.1.4 Financial Reserve Movement

EXECUTIVE SUMMARY

This report presents to Council for approval the audited Financial Reserve Movements for the period ending 30 June 2025.

RESOLUTION OCM/25/016

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

THAT Council:

- 1) Received and note this report titled Financial Reserve Movement; and
- 2) Authorise the Financial Reserve movement of \$2,440,369 for 2024/2025, consisting of:
 - a) Developer Contributions Reserve increase of \$62,166;
 - b) Waste Management Reserve increase of \$200,596;
 - c) Asset Reserve increase of \$185,803;
 - d) Unexpended Grant Reserve increase of \$2,118,246;
 - e) Thorak Regional Cemetery increase of \$879,842;
 - f) Unexpended Capital Works Reserve decrease of \$951,952; and
 - g) Cash for Cans Reserve decrease of \$54,332.

CARRIED (5/0)

13.1.5 Community Services and Development Monthly Report**EXECUTIVE SUMMARY**

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

RESOLUTION OCM/25/017

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

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

CARRIED (5/0)

13.1.6 Litchfield Council 2025 Annual Community Survey

EXECUTIVE SUMMARY

This report presents to Council the results of the Litchfield Council 2025 Community Survey.

RESOLUTION OCM/25/018

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

THAT Council:

1. Thank the community members that provided feedback via the survey; and
2. Receive and note the Litchfield Council 2025 Community Survey Report, as at Attachment A

CARRIED (5/0)

13.2 Executive and Community Development**13.2.1 Risk Management Audit Committee Open Minutes – 14 August 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 14 August 2025 through the unconfirmed minutes.

RESOLUTION OCM/25/019

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 14 August 2025 meeting, as at Attachment A.

CARRIED (5/0)

13.2.2 Municipal Plan 2024-2025 Quarterly Performance Review – July to September 2025**EXECUTIVE SUMMARY**

The Municipal Plan 2025-2026 Quarterly Performance Report July to September 2025 is presented to Council to highlight the organisation's progress towards implementing the Municipal Plan.

RESOLUTION OCM/25/020

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council receive the Municipal Plan 2025-2026 Quarterly Performance Report for the first quarter ending 30 September 2025.

CARRIED (5/0)

13.2.3 Local Government Association of the Northern Territory Executive Board Nominations

EXECUTIVE SUMMARY

This report provides Council the correspondence received from the Local Government Association of the Northern Territory (LGANT) inviting nomination to the LGANT Executive Board.

RESOLUTION OCM/25/021

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

1. THAT Council nominates Mayor Rachael Wright to the Local Government Association of the Northern Territory Executive Board for the position of President or Board Director – Municipal.

CARRIED (5/0)

13.2.4 Council Representatives Appointed to Committees

EXECUTIVE SUMMARY

This report seeks Council's appointment of representatives to Council Committees, internal committees and panels.

RESOLUTION OCM/25/022

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

THAT Council:

1. Adopt the amended Howard Park Reserve Committee Terms of Reference and appoints Councillor Crawford to the Howard Park Recreation Reserve Advisory Committee;
2. Adopt the amended Knuckey Lagoon Reserve Committee Terms of Reference and appoints Councillor Crawford to the Knuckey Lagoon Recreation Reserve Committee;
3. Note policy FIN09 Risk Management and Audit Committee policy and appoints Councillor Harlan, Councillor Crawford and Councillor Civitarese to the Risk Management and Audit Committee;
4. Adopt the existing CEO Performance Appraisal and Remuneration Review Committee Terms of Reference CEO performance and appoints the Mayor as Chair and appoints Councillor Sharp,

Councillor Civitarese and Councillor Cass;

5. Adopt the amended Administrative Review Committee Terms of Reference and appoints Mayor Wright and Councillor Harlan, Councillor Cass and Councillor Crawford;
6. Adopt the amended Litchfield Australia Day Awards Selection Panel Terms of Reference and include all of council and appoints the Mayor as Chair and appoints Councillor Sharp Councillor Civitarese, Councillor Crawford and Councillor Cass to the Litchfield Australia Day Awards Selection Panel;
7. Adopt the amended FIN07 Grants Donations and Sponsorship policy and amend to include all elected members, and appoints all Councillor's to the Community Grants Committee;
8. Note the Advocacy and new initiatives committees term of reference and appoint all councillors with Mayor as chair and instruct the CEO to bring the terms of reference to a briefing.
9. Adopt the existing Project Steering Committee Terms of Reference and appoints Councillor Sharp, Councillor Harlan and Councillor Cass to the Project Steering Committee for the Freds Pass Recreational Reserve \$10m Grant Project.

CARRIED (5/0)

13.2.5 Sponsorship Request: Darwin Rural Carols by Candlelight

EXECUTIVE SUMMARY

Council's sponsorship program provides financial or in-kind support to community organisations and commercial entities delivering projects or initiatives that align with Litchfield Council's strategic priorities and deliver tangible community benefits. Unlike the annual Community Grants program, sponsorships are available throughout the year, allowing Council to respond to time-sensitive opportunities that advance community and economic outcomes. As sponsorships involve the allocation of public funds, each proposal requires a Council resolution to ensure alignment with strategic direction and to maintain transparency as well as accountability in decision-making.

The purpose of this report is to seek approval of a Council Sponsorship for Darwin Rural Carols by Candlelight Committee's Rural Carols event. The Committee is requesting funding for sound and production costs to ensure the delivery of a well-coordinated, high-quality event showcasing local musical talent and community participation.

RESOLUTION OCM/25/023

Moved: Cr Pauline Cass

Seconded: Cr Kris Civitarese

THAT Council:

1. Authorise the provision of one-time funding, with the requested amount of \$4,000 to contribute towards the annual Rural Carols by Candlelight event.
2. Endorse the utilisation of funds from the Sponsorship budget within the current 2025/26 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and Darwin Rural Carols by Candlelight Committee.

CARRIED (5/0)

At 7:52 pm, Cr Kris Civitarese left the meeting.

13.2.6 Sponsorship Request: Berry Springs Market Association NT Inc - Annual Mango Festival

EXECUTIVE SUMMARY

Council's sponsorship program provides financial or in-kind support to community organisations and commercial entities delivering projects or initiatives that align with Litchfield Council's strategic priorities and deliver tangible community benefits. Unlike the annual Community Grants program, sponsorships are available throughout the year, allowing Council to respond to time-sensitive opportunities that advance community and economic outcomes. As sponsorships involve the allocation of public funds, each proposal requires a Council resolution to ensure alignment with strategic direction and to maintain transparency as well as accountability in decision-making.

The purpose of this report is to seek approval of a Council Sponsorship for Berry Springs Market Association NT Inc's Annual Mango Festival. The Association is requesting funding for children's entertainment at their inaugural Mango Festival, which is the event's second-most popular attraction, and for a PA system which is essential for an event of this size.

RESOLUTION OCM/25/024

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

THAT Council:

1. Authorise the provision of one-time funding, with the amount to be \$5000.00 by Council, to contribute towards the inaugural Mango Festival by Berry Springs Market Association NT.
2. Endorse the utilisation of funds from the Sponsorship budget within the current 2025/26 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and Berry Springs Market Association NT Inc.

CARRIED (4/0)

At 7:58 pm, Cr Kris Civitarese returned to the meeting.

13.2.7 Sponsorship Request: NT Polocrosse Association – Australian Polocrosse Nationals

EXECUTIVE SUMMARY

The purpose of this report is to seek approval of a Council Sponsorship with NT Polocrosse Association. The Association is requesting a combination of in-kind support and funding to assist with costs associated with the 2026 Australian Polocrosse Nationals.

RESOLUTION OCM/25/025

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

THAT Council:

1. Authorise the provision of one-time funding, with the amount to be \$5000.00, this does not include in kind support, to contribute towards the 2026 Australian Polocrosse Nationals by NT Polocrosse Association; and
2. Endorse the utilisation of funds from the Sponsorship budget within the current 2025/26 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and NT Polocrosse Association.

CARRIED (5/0)

13.3 Infrastructure and Operations

13.3.1 Howard Park Recreation Reserve Safety Audit

EXECUTIVE SUMMARY

The purpose of this report is to present Council Members with information regarding a request from Gerard Maley MLA to conduct a review of Howard Park Recreation Reserve with the view of upgrading the fencing/barriers and signage.

This report will detail the actions taken by Council since the request was received and will outline the available options.

RESOLUTION OCM/25/026

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

1. THAT Council proceed with implementing the recommendations from the Safety Audit of Howard Park Recreation Reserve and fund the project from the asset reserves

CARRIED (5/0)

13.3.2 Development Consent Authority Nominations October 2025

EXECUTIVE SUMMARY

The Minister for Lands, Planning and Environment has written to the Chief Executive Officer to inform that the term of the three current community members (local government council nominated members) on the Litchfield Division of the Development Consent Authority expires on 3 December 2025 additionally noting the 2025 Local Government Election.

The Minister has requested that Council nominate representatives to the Litchfield Division of the Development Consent Authority to fill the three available positions on the Development Consent Authority. The three members consist of three members and one alternate who is to act on behalf of a full-time member when a full-time member is absent or unable. The number of persons to be nominated must be at least one greater than the number of vacancies to be filled. Council is therefore required to nominate four persons for the Minister's consideration in accordance with section 91(2) of the Planning Act 1999.

RESOLUTION OCM/25/027

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council nominate the following persons to the Litchfield Division of the Development Consent Authority:

First Nomination: Mayor Wright

Second Nomination: Deputy Mayor Sharp

Third Nomination: Councillor Crawford

Fourth Nomination (alternate): Councillor Cass

CARRIED (5/0)

13.3.3 Urban Residential Asche – Rates and Waste Charge Determination

EXECUTIVE SUMMARY

This report presents Council with options with respect to the establishment or otherwise of a new Waste Management Charge to fund kerbside rubbish collection services for future residents of the new residential land development in Holtze, known as 'The Parks' in the new suburb of Asche, Litchfield.

It also presents Council with options on the rates to charge, from the date of title issue, for the new properties being established over the life of the development.

RESOLUTION OCM/25/028

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT Council:

1. Establish a new Waste Management Charge (\$765.00 per Annum) for the residential urban properties in Asche to pay for future kerbside rubbish collection services. Enabling the developer to advise purchasers of land what the applicable council charges will be at the time of settlement.
2. Determine that rates and waste management charges are to be charged on a pro-rata basis from the time of title issue to the end of the given financial year for each property over the life of the development. Enabling the developer to advise purchasers of land what rates will be applicable at the time of settlement.

CARRIED (5/0)

13.3.4 Summary Planning and Development Report – August and September 2025

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 August 2025 to 30 September 2025.

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

RESOLUTION OCM/25/029

Moved: Cr Kris Civitarese

Seconded: Cr Daisy Crawford

THAT Council:

1. Receive the Summary Planning and Development Report for August and September 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to O of this report

CARRIED (5/0)

14 OTHER BUSINESS

Nil

15 CONFIDENTIAL ITEMS

RECOMMENDATION

Pursuant to Section 93 of the Local Government Act and Regulation 51 of Local Government (General) Regulations the meeting be closed to the public to consider the following confidential item(s):

15.1 Place Names Holtze - Stage 1, Tranche 2 (Additions)

This matter is considered to be confidential under Section 99(2) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

15.2 Risk Management and Audit Committee Confidential Minutes 14 August 2025

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

RESOLUTION OCM/25/030

The meeting moved to Confidential Session at 8:26pm

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

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..

CARRIED (5/0)

RESOLUTION OCM/25/034

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

Resume in Open Session.

CARRIED (5/0)

16 REPORT OF CONFIDENTIAL RESOLUTIONS

17 CLOSE OF MEETING

The Meeting closed at 8:40pm.

18 NEXT MEETING

Monday, 17 November 2025

19 MINUTES TO BE CONFIRMED

Monday, 17 November 2025

Rachael Wright

Mayor

Stephen Hoyne

Chief Executive Officer

UNCONFIRMED



MINUTES

Special Council Meeting 12th Council of Litchfield **Monday 10 November 2025**

Meeting to be held commencing 5:30 PM
in Council Chambers at 7 Bees Creek Road, Freds Pass
https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

Stephen Hoyne
Chief Executive Officer



COUNCIL MINUTES

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4	Disclosures of Interest	3
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10	Close of Meeting	4
11	Next Meeting	4
12	Minutes to be Confirmed	4

1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF THE LAND

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 MEETING

The Mayor opened the meeting at 5:38pm.

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

3.1 Electronic Attendance

The following members were present online

- Councillor Civiterese
- Councillor Sharp
- Councillor Crawford

3.2 Apologies

Nil

3.3 Leave of Absence previously granted

Councillor Kevin Harlan until 16 November 2025.

3.4 Leave of Absence Request

Nil

4 DISCLOSURES OF INTEREST

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

4.1 Elected Members

Nil

4.2 Staff

Nil

5 OFFICER REPORTS

5.1 Executive and Community Development

5.1.1 DRAFT Litchfield Council Annual Report 2024-2025

EXECUTIVE SUMMARY

This report presents to Council the Draft Annual Report 2024-2025 for adoption.

RESOLUTION OCM/25/038

Moved: Cr Kris Civitarese

Seconded: Cr Emma Sharp

THAT Council:

1. receive and endorse the Draft Litchfield Council Annual Report 2024-2025, as at Attachment 1;
2. approve the Chief Executive Officer to provide a copy of the Litchfield Council Annual Report 2024-2025 to the Minister for Local Government;
3. publish the Litchfield Council Annual Report 2024-2025 on Council's website and make copies of the report available at the Council office; and
4. authorise the Chief Executive Officer to make minor editorial amendments.

CARRIED 5/0

10 CLOSE OF MEETING

The Meeting closed at 5:46pm.

11 NEXT MEETING

Monday, 17 November 2025

12 MINUTES TO BE CONFIRMED

Monday, 17 November 2025

Mayor

Rachael Wright

Chief Executive Officer

6.2 Council Business Arising from Previous Meetings

7 PETITIONS

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 BUSINESS ARISING FROM MINUTES

9.1 Business Arising from Previous Minutes

AUTHOR: Stephen Hoyne, Chief Executive Officer

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Business Arising from Council Meetings.docx [↓](#)

EXECUTIVE SUMMARY

This report provides an update on actions arising from previous Council meetings and outlines progress made on outstanding items.

RECOMMENDATION

1. That Council That council receive and note the business arising as at attachment 1

6.02 - Business Arising from the Minutes

In Progress	Ongoing
Completed	Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: 1. 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; 2. 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 3. note that this is an administrative process only and there is no commitment by Council to construct the road.	19/07/2022	DIO	In Progress Crown have confirmed in principle support for the proposal. Meetings between stakeholders are ongoing.
ORD2023 11-093	Cost to maintain the eight owned Council Recreation Reserves THAT Council: 1. 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; 2. 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 3. receive the report prior to the first 2023-2024 Budget Review Meeting.	20/06/2023	DIO	In Progress Update presented in report in December. Draft Report for first reserve presented. Updated consultant plans scheduled for early September 2025 release, including all council reserves, excluding Freds Pass. Noting Refer ORD2023 11-241

ORD2023 11-142	Freds Pass Reserve Expansion			
	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;			
	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	Part 2 Ongoing DIPL have progressed conceptual design for the shared path link adjacent the highway.
	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 September 2025.
	THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.	12/12/2023	DIO	Updated consultant plans scheduled for early September 2025 release, including all council reserves, excluding Freds Pass.
ORD 2024 11-183	Disposal of Contaminated Concrete Waste Stockpiles from Council's Waste Transfer Stations	20/08/2024	DIO	In Progress In principle support has been provided from EPA and Crown

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.	for the proposed processing of the contaminated material. Final agreements are in progress.
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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.

10 ACCEPTING OR DECLINING LATE ITEMS

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayor's Monthly Report

AUTHOR: Deb Boyko, Executive Assistant to the CEO and Mayor

AUTHORISER: Rachael Wright, Mayor

ATTACHMENTS: Nil

MONTHLY UPDATE

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 21 October 2025 to 17 November 2025.

Summary	
DATE	EVENT / MEETING
22 October 2025	LGANT Board Meeting
24 October 2025	Territory Women in Business
26 October 2025	Berry Springs Mango Festival
6 November 2025	Meeting with Palmerston Mayor
10 November 2025	Ribbon Cutting @ Humpty Doo Waste Transfer Station - New Compactor
13 November 2025	Meeting with NTES
13 November 2025	The Duke of Edinburgh International Award Ceremony
17 November 2025	Meeting with Anthony Dent
17 November 2025	Community Forum
17 November 2025	Ordinary Council Meeting

Recommendation

THAT Council receive and note the mayor's monthly report for the period of 21 October 2025 to 17 November 2025.

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 Litchfield Council Finance Report – October 2025

AUTHOR: Ankit Pansal, Corporate Services Program Leader

AUTHORISER: Ankit Pansal, Corporate Services Program Leader

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 October 2025. Original Budget 2025/26 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 2024/25 audited financial statements and Financial Reserves has been updated with original budget figures 2026.

The annual rates and waste charges were levied in October 2025. As instalment dates pass, the outstanding rates ratio will continue to decline.

RECOMMENDATION

1. That Council note the Litchfield Council Finance Report 31 October 2025.

BACKGROUND

Detailed financial information is presented on the following pages.

LITCHFIELD COUNCIL

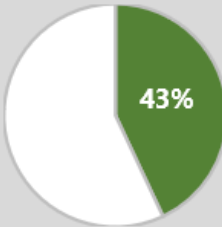


Finance Report

October 2025

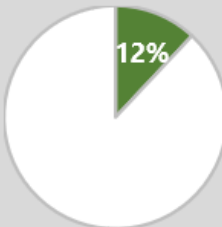
October 2025

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$5.11m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.1m Outstanding
Municipal Plan Target – <18%
(Less than 3.30Mn)



Current Cash Investments

\$ 26.07m

5 of 33

Budgeted Capital Programs
2025/26 Completed

\$12.01m

Budgeted Financial
Reserves Original Budget

\$ 20.36m

OPERATIONAL REVENUE

\$23.20m Budget – 87.74% Target
Achieved

\$ 10.51m

OPERATIONAL EXPENSES

\$32.09m Budget – 32.75% Spent

\$ 9.85m

OPERATING SURPLUS

Budget (\$ 8.88m)

\$2m

CAPITAL REVENUE

\$ 1.94m Budget- 103% Achieved

\$ 5.11m

CAPITAL EXPENSES

\$ 24.47m Budget(Incl Budget Rollover)
- 20.9% Spent

\$ 3.11m

CAPITAL DEFICIT

Budget (\$ 22.53m)

RATIOS

43%

Asset Sustainability
Target 30% and more



Achieved

12%

Rates Outstanding
Target less than 18%



Achieved

72%

Own Source Revenue Ratio
Target 60% and more



Achieved

8.3

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 October in full.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget \$
OPERATING INCOME				
Rates	18,103,935.86	15,748,438.00	(2,355,497.86)	15,748,438.00
Charges	115,139.50	58,333.33	(56,806.17)	175,000.00
Fees and Charges	813,204.24	656,814.00	(156,390.24)	1,970,442.00
Operating Grants and Subsidies	764,754.00	1,318,290.67	553,536.67	3,954,872.00
Interest / Investment Income	497,672.65	406,666.67	(91,005.98)	1,220,000.00
Other Income	69,799.61	46,666.67	(23,132.94)	140,000.00
TOTAL OPERATING INCOME	20,364,505.86	18,235,209.33	(2,129,296.53)	23,208,752.00
OPERATING EXPENDITURE				
Employee Expenses	2,827,153.96	2,623,739.33	(203,414.63)	7,871,218.00
Materials and Contracts	3,291,586.33	3,302,805.67	11,219.34	9,908,417.00
Elected Member Allowances	71,874.90	120,494.67	48,619.77	361,484.00
Elected Member Expenses	38,006.77	86,547.67	48,540.90	259,643.00
Council Committee & LA Allowances	1,749.00	3,333.33	1,584.33	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	-	-	-	-
Accumulated Depreciation	3,950,333.33	3,950,333.33	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	330,494.99	611,200.00	280,705.01	1,833,600.00
TOTAL OPERATING EXPENDITURE	10,511,199.28	10,698,454.00	187,254.72	32,095,362.00
OPERATING SURPLUS / DEFICIT	9,853,306.58	7,536,755.33	(2,316,551.24)	(8,886,610.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget Inc Budget Rollover \$
BUDGETED OPERATING SURPLUS / DEFICIT	9,853,306.58	7,536,755.33	(2,316,551.24)	(8,886,610.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	3,950,333.33	3,950,333.33	-	11,851,000.00
TOTAL NON-CASH ITEMS	3,950,333.33	3,950,333.33	-	11,851,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(5,115,441.27)	(8,158,569.67)	(3,043,128.40)	(24,475,709.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(988,130.00)	(988,130.00)	(2,964,390.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(5,115,441.27)	(9,146,699.67)	(4,031,258.40)	(27,440,099.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,000,000.00	631,164.00	(1,368,836.00)	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	6,315.76	988,130.00	981,814.24	2,964,390.00
Road Seal Levy	-	15,860.00	15,860.00	47,580.00

¹ Numbers in statements October include minor rounding differences.

Transfers from Reserves	-	6,523,415.53	6,523,415.53	19,570,246.60
TOTAL ADDITIONAL INFLOWS	2,006,315.76	8,158,569.53	6,152,253.77	24,475,708.60
NET OPERATING POSITION	10,694,514.40		(195,555.87)	

Operating Position by Department

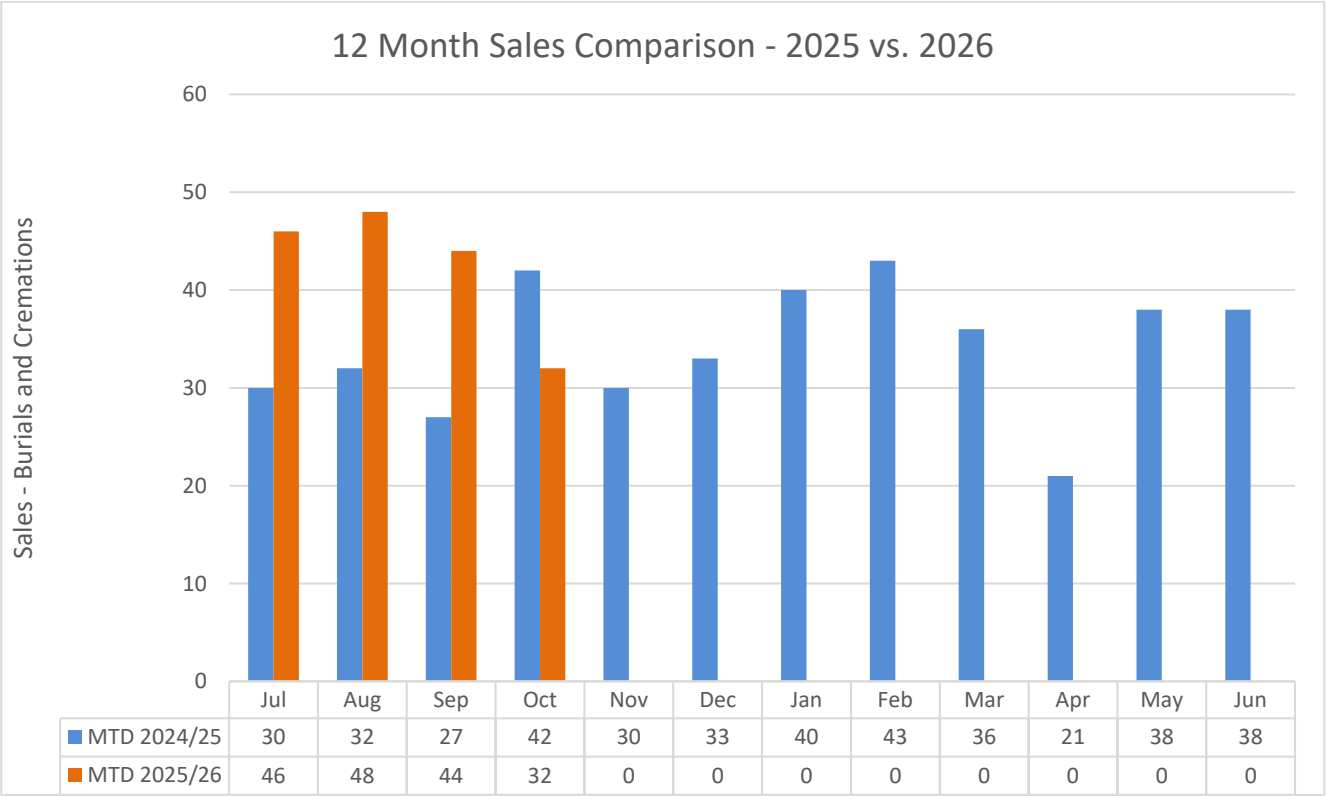
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in October 2025.

	2025/26 YTD Actuals	2025/26 Original Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	0.0%
Corporate	12,209.34	-	0.0%
Information Services	-	-	0.0%
Finance & Customer Service	15,111,310.37	14,147,302.00	106.8%
Infrastructure & Assets	717,112.85	3,194,183.00	22.5%
Waste Management	3,683,727.15	3,652,968.00	100.8%
Community	35,445.42	134,978.00	26.3%
Community - Library	5,170.51	308,722.00	1.7%
Mobile Workforce	-	-	0.0%
Regulatory Services	115,260.50	175,000.00	65.9%
Thorak Cemetery	684,269.72	1,595,599.00	42.9%
TOTAL REVENUE	20,364,505.86	23,208,752.00	87.74%
EXPENSES			
Council Leadership	353,648.12	1,592,208.00	22.2%
Corporate	303,807.10	933,894.00	32.5%
Information Services	310,103.10	671,122.00	46.2%
Finance & Customer Service	1,028,505.32	1,815,230.00	56.7%
Infrastructure & Assets	1,070,975.04	4,098,277.00	26.1%
Waste Management	1,309,175.21	4,732,230.00	27.7%
Community	821,577.81	2,092,426.00	39.3%
Community - Library	293,208.37	995,398.00	29.5%
Mobile Workforce	333,837.33	1,363,291.00	24.5%
Regulatory Services	236,618.86	708,907.00	33.4%
Thorak Cemetery	499,409.69	1,241,379.00	40.2%
TOTAL EXPENSES	6,560,865.95	20,244,362.00	32.41%
OPERATING RESULT	13,803,639.91	2,964,390.00	

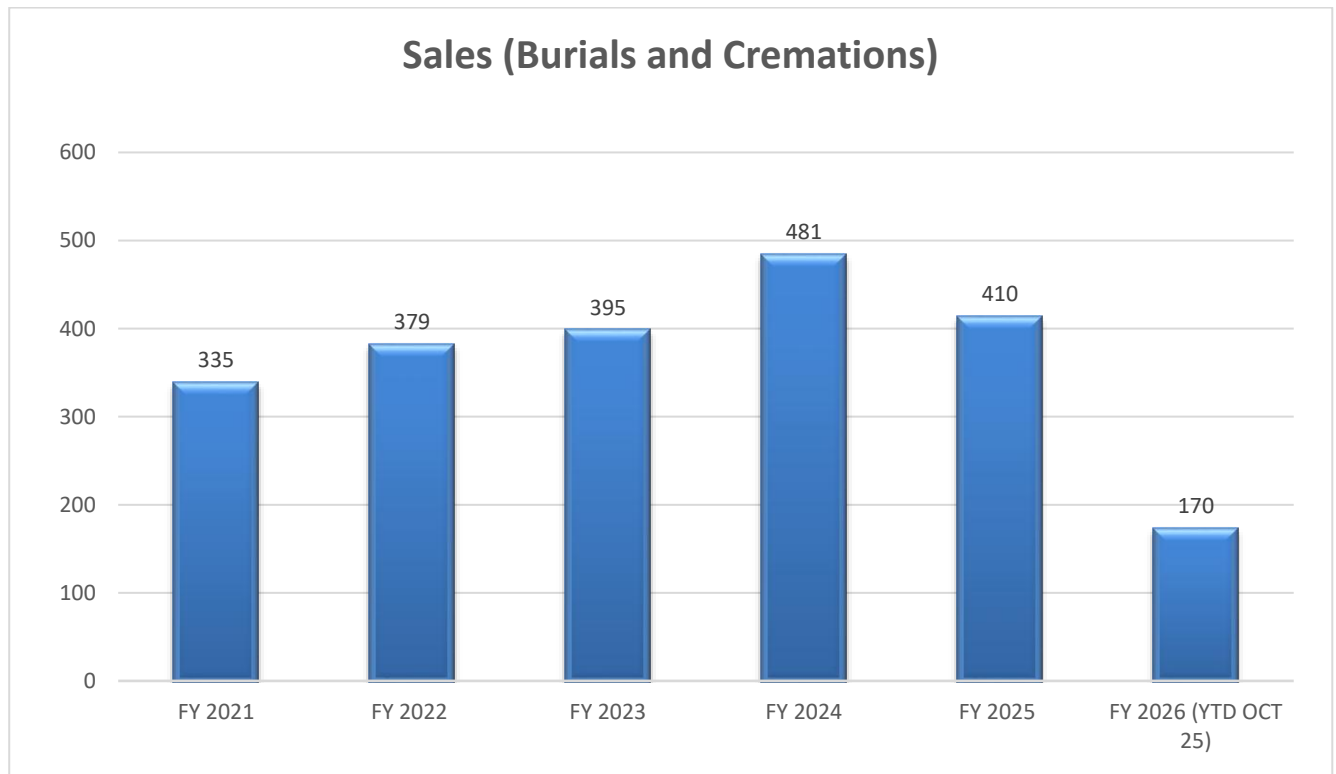
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 170 Interments and cremations, an increase of 39 from the same time last year.

Below is a comparison by month against last year:



Below presents a sales comparison over the last six years, with an average over the five years to date of 362.



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.

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget Inc Budget Rollover \$
Land and Buildings	218,584.91	3,434,614.64	3,216,029.73	10,303,843.93
Infrastructure (including roads, footpaths, park furniture)	4,536,121.87	4,477,717.55	(58,404.32)	13,433,152.64
Plant and Machinery	-	-	-	-
Fleet	360,734.49	246,237.34	(114,497.15)	738,712.03
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	5,115,441.27	8,158,569.53	3,043,128.26	24,475,708.60
TOTAL CAPITAL EXPENDITURE FUNDED BY:	-	-	-	-
Operating Income (amount allocated to fund capital items)	6,315.76	1,191,023.33	1,184,707.57	3,573,070.00
Capital Grants	2,000,000.00	631,164.00	(1,368,836.00)	1,893,492.00
Transfers from Cash Reserves	-	6,320,522.20	6,320,522.20	18,961,566.60
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
Special Road Seal Levy	-	15,860.00	15,860.00	47,580.00
TOTAL CAPITAL EXPENDITURE	2,006,315.76	8,158,569.53	6,152,253.77	24,475,708.60
FUNDING				

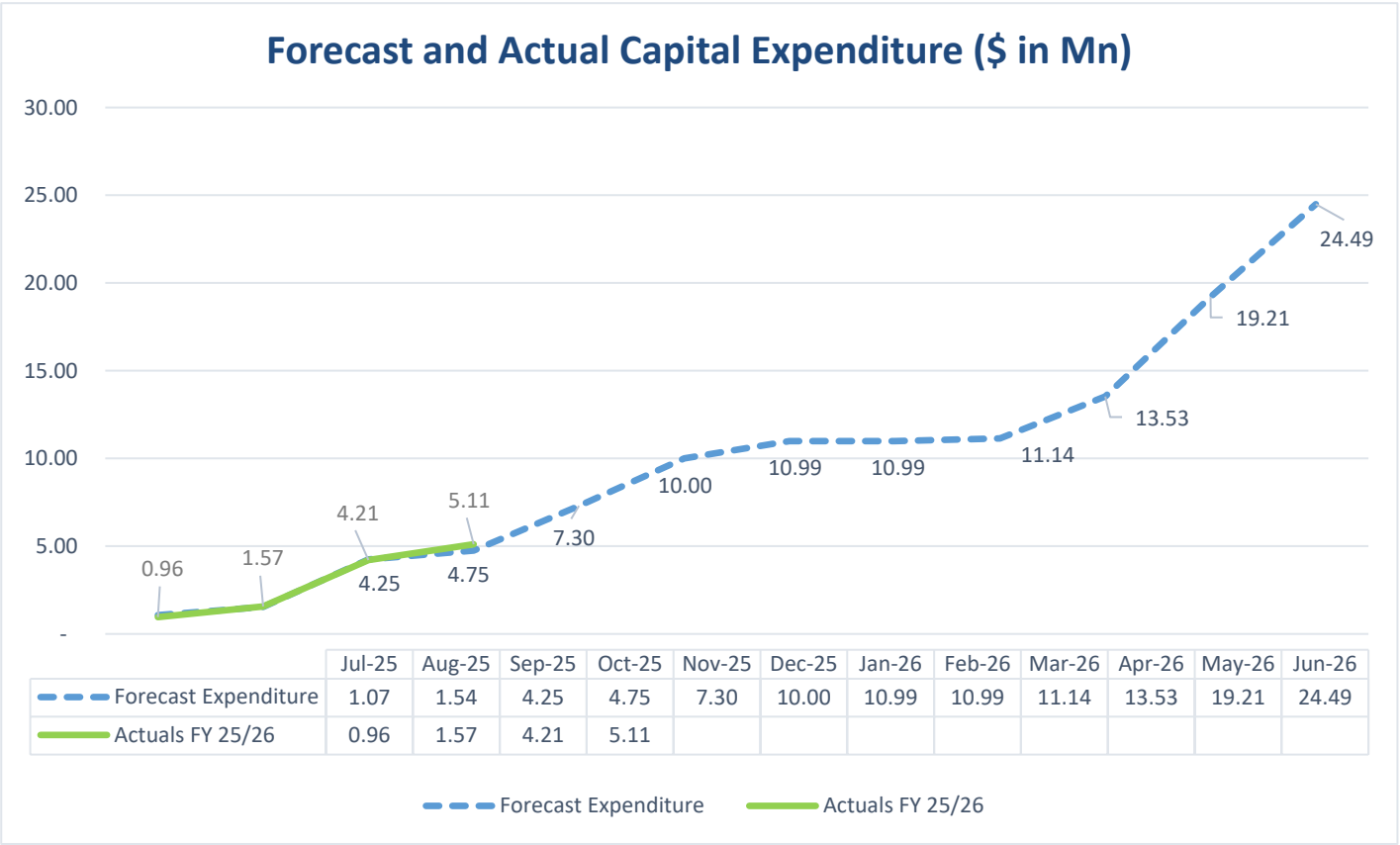


Table 2.2 Monthly Report on Planned Major Capital Works

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-1	Roads	Road Seal Renewal	-	-	1,293,492.00	1,293,492.00	0.00%	Jun-26	Yes	Yes	Planning	Construction commencement anticipated early 2026
2026-2	Roads	Heavy Patches Kentish Road, Horne Road and Trippe Rd	-	-	300,000.00	300,000.00	0.00%	Jun-26	Yes	Yes	Planning	Kentish Road: Complete Horne Road: Base course installed Trippe Road: Not started Remaining funds to be allocated to another priority heavy patching project.
2026-3	Roads	Gravel Surface Renewal Sandy Road & Parkin Road North	471,367.99	471,367.99	330,000.00	- 141,367.99	142.84%	Jun-26	Yes	Yes	Complete	Complete
2026-4	Roads	Unsealed to Sealed Road Keleson Road and Bees Creek Road	-	-	2,500,000.00	2,500,000.00	0.00%	Jun-26	Yes	Yes	Bees Creek Rd Planning Keleson Rd Delivery	Bees Creek Rd: • Tender for powerline relocation currently under evaluation • Civil works tender anticipated early 2026 Keleson Rd: Contract awarded to AKSC, works ~40% complete
2026-5	Roads	Road Safety Upgrades - Shoulder Widening Krichauff Road & Westall Road	-	-	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Planning	Construction commencement anticipated early 2026
2026-6	Drainage	Drainage Renewal Old Bynoe Road	-	-	250,000.00	250,000.00	0.00%	Jun-26	Yes	Yes	Complete	Works complete, remaining budget will be allocated to another drainage priority project
2026-7	Buildings	Council Administration Building Upgrade effluent system and dog pound area	3,336.36	3,336.36	200,000.00	196,663.64	1.67%	Jun-26	Yes	Yes	Effluent Procurement Dog Pound Complete	Effluent System Upgrade: Tender currently being advertised Dog Pound Upgrade: Works are complete
2026-8	Thorak	Thorak Asset Renewal Concrete beams and irrigation	-	-	30,000.00	30,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-9	Waste	Waste Asset Renewal New HD WTS Office building, operators tea room and bins	-	-	280,000.00	280,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-10	Reserves	Freds Pass Sports & Recreation Reserve Bore outlet manifold, Effluent systems upgrades.	-	-	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Planning	Bore Outlet Manifold: Procured, works will commence in mid- November 2025 Effluent System: Design has commenced
2026-11	Reserves	Mira Square Boundary Fencing	-	-	35,000.00	35,000.00	0.00%	Jun-26	Yes	Yes	Planning	Contract awarded, boundary clearing has commenced, fence installation is scheduled for completion by mid-November 2025.
Task No.	Asset Type	Municipal Plan	FY 2025/26	Total	Budget	Total yet To	Budget	Scheduled	On	On	Project Stage	Status Update

		Program	Year to Date Actuals \$	Actuals \$	25-26 \$	Spend \$	Spent %	Completion Date	Time	Budget		
2026-12	Reserves	Humpty Doo Village Green Masterplan	-	-	60,000.00	60,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-13	Reserves	Knuckey Lagoon Recreation Reserve Masterplan, BBQ upgrade and Disability access	-	-	120,000.00	120,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-14	Reserves	McMinns Lagoon Recreation Reserve Masterplan, Building upgrades	19,689.09	19,689.09	39,000.00	19,310.91	50.48%	Jun-26	Yes	Yes	Masterplan Planning Building Upgrades Complete	Masterplan: Not Started Building Upgrades: Works complete
2026-15	Reserves	Howard Park Recreation Reserve Masterplan	-	-	50,000.00	50,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-16	Reserves	Livingstone Recreation Reserve Masterplan	-	-	40,000.00	40,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-17	Reserves	Berry Springs Recreation Reserve Masterplan, Roof Painting and Disability access	-	-	120,000.00	120,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-18	Fleet	Council Vehicle Replacement	187,921.28	187,921.28	530,000.00	342,078.72	35.46%	Jun-26	Yes	Yes	Delivery	Fleet: • Ranger's vehicle: Delivered • Waste vehicle: Delivered • Mayor's vehicle: Delivered • HDWTS Forklift: In procurement • Thorak Cemetery commuter vehicle: Awaiting delivery
			682,314.72	682,314.72	7,017,492.00	6,335,177.28						

Carry forward projects

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Total Approved Budget-Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	1,154,410.02	1,154,410.02	1,388,071.22	233,661.20	83.17%	Sep-25	Yes	Yes	Complete	Completed
2	Roads	Pavement Renewal Whitewood Road	316,573.94	316,573.94	1,476,304.98	1,159,731.04	21.44%	Nov-25	Yes	Yes	Delivery	Contract awarded to AKSG, works ~80% complete in conjunction with Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd
3	Roads	Pavement Renewal - Heavy Patches Thorngate Road, Girraween Road and Elizabeth Valley Road	380,476.86	380,476.86	320,192.07	60,284.79	118.83%	Sep-25	Yes	Yes	Complete	Remaining budget not expended on Girraween and Elizabeth Valley Roads has been allocated to investigation, scoping and design of Thorngate Road, savings from Road Seal Renewal to be used to offset overspend
4	Roads	Gravel Surface Renewal Lawton Road, Walker Road and Letchford Road	113,138.18	113,138.18	53,435.00	59,703.18	211.73%	Jun-25	Yes	Yes	Complete	Complete, savings from Road Seal Renewal to be used to offset overspend
5	Roads	Unsealed to Sealed Road Upgrade Meade Road	-	-	8,319.92	8,319.92	0.00%	Jun-25	Yes	Yes	Complete	Complete, savings from Road Seal Renewal to be used to offset overspend
6	Roads	Road Safety Upgrades - Shoulder Widening Meade Road and Beaumont Road	168,180.26	168,180.26	228,138.09	59,957.83	73.72%	Sep-25	Yes	Yes	Beaumont Rd Complete Meade Rd Delivery	Beaumont Road: Works complete Meade Road: Works complete
7	Roads	Road Safety Upgrades - Intersections Pioneer Road / Anglesey Road	-	-	465,129.42	465,129.42	0.00%	Sep-25	Yes	Yes	Planning	Design under review, proposing a staged approach to address immediate road safety issues then intersection upgrade requirements
8	Roads	Road Safety Upgrades Challoner Circuit	361,758.47	361,758.47	355,151.37	6,607.10	101.86%	Sep-25	Yes	Yes	Complete	Complete
9	Roads	Road Safety Upgrades - Lighting intersections Girraween Rd / Rogers Rd Whitewood Rd / Hicks Rd Whitewood Rd / Westall Rd	23,016.70	23,016.70	480,025.69	457,008.99	4.79%	Feb-26	Yes	Yes	Delivery	PWC power connections confirmed all intersections January 2026 Girraween Rd / Rogers Rd: Hardware installed Whitewood Rd / Hicks Rd: Hardware installed Whitewood Rd / Westall Rd: Underground services installed
10	Roads	Road Safety Upgrades - Lighting intersections Girraween Rd / McMinns Drv Girraween Rd / Mango Rd / Karruth Rd	-	-	41,936.27	41,936.27	0.00%	Sep-25	Yes	Yes	Complete	Complete, savings from Road Safety Upgrades (item 9) to be used to offset overspend

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Total Approved Budget-Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
11	Drainage	Drainage Renewal Tobin Road, Parkin Road, Riverside Road and Horne Road	5,000.00	5,000.00	182,988.44	177,988.44	2.73%	Sep-25	Yes	Yes	Complete	Complete, remaining funds to be rolled over to next FY project Drainage Renewal Lowther Road & Galbraith Road
12	Drainage	Drainage Upgrade - Flood Mitigation Meade Road	53,383.64	53,383.64	4,742.32	- 48,641.32	1125.69%	Sep-25	Yes	Yes	Complete	Complete, savings from Road Seal Renewal use to offset overspend
13	Buildings	Council Administration Building Replace AC unit and Chambers kitchen	33,120.00	33,120.00	66,026.00	32,906.00	50.16%	Sep-25	Yes	Yes	Complete	Complete, remaining funds to be rolled over to next FY project
14	Buildings	Council Administration Building LRCI Tranche 4 WIFI CCTV	-	-	27,066.33	27,066.33	0.00%	Jun-25	Yes	Yes	Complete	Complete
15	Thorak	Thorak Asset Renewal Shed	159,697.01	159,697.01	154,918.84	4,778.17	103.08%	Sep-25	Yes	Yes	Complete	Complete
16	Waste	Waste Asset Renewal Compactor Replacement	188,207.22	188,207.22	714,298.00	526,090.78	26.35%	Sep-25	Yes	Yes	Delivery	Contract awarded to VTG Services in May 2025. Compactor fabrication near complete.
17	Reserves	Freds Pass Sport Recreation Reserve - Asset Upgrade - Soccer Septic and Water Tank	133,805.28	133,805.28	277,849.09	144,043.81	48.16%	Oct-25	Yes	Yes	Complete	Completed pending final invoices
18	Reserves	Howard Park Recreation Reserve - Asset Renewal - BMX Softfall	52,913.00	52,913.00	70,560.00	17,647.00	74.99%	Sep-25	Yes	Yes	Complete	Complete
19	Reserves	Berry Springs Recreation Reserve - Asset Renewal - Painting Buildings	-	-	6,253.00	6,253.00	0.00%	Jun-25	Yes	Yes	Complete	Complete, \$6,253 held as retention to be returned at end of DLP
20	Reserves	Gregg Park - Asset Renewal Irrigation	-	-	6,285.00	6,285.00	0.00%	Sep-25	Yes	Yes	Complete	Completed pending final invoices
21	Fleet	Fleet	-	-	208,712.03	208,712.03	0.00%	Sep-25		Yes	Complete	Tractor: Delivered
22	Reserves	Mira Square BBQ shelter	-	-	103.50	103.50	0.00%	Sep-25	Yes	Yes	Complete	Complete
23	Roads	Blackspot Girrorween Road (Rogers Road to Mango Road)	-	-	300,000.00	300,000.00	0.00%	Dec-25	Yes	Yes	Delivery	Design complete scope of works
24	Reserves	Humpty Doo Village Green Emergency repairs	19,945.45	19,945.45	2,448.77	17,496.68	814.51%	Sep-25	Yes	Yes	Complete	The shade sail at the park required emergency repairs after the 1st storm of the season
Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Total Approved	Total yet To Spend \$	Budget Spent %	Scheduled Completion	On Time	On Budget	Project Stage	Status Update

					Budget- Rollover \$			Date				
25	Reserves	Knuckey Lagoon Recreation Reserve LRCI Tranche 4 Playground	53,051.53	53,051.53	2,148.46	50,903.07	2469.28%	Sep-25	Yes	Yes	Complete	Savings from Council Administration Building LRCI Tranche 4 WIFI CCTV (~\$36,000) and Howard Park Reserve Asset Renewal BMX Softfall (~\$14,000) to be used to offset overspend
26	Roads	Gravel Road Sealing Guys Creek Road	-	-	-	-	#DIV/0!	Sep-25	Yes	Yes	Complete	Complete
27	Shared Path	Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd	-	-	949,009.50	949,009.50	0.00%	Nov-25	Yes	Yes	Delivery	Contract awarded to AKSC, works ~95% complete in conjunction with Pavement Renewal - Whitewood Road
28	Planning	Consultation Forward designs for future road upgrades	27,722.15	27,722.15	96,537.41	124,259.56	-28.72%	Jun-25	Yes	Yes	Complete	Multiple consultancies and site investigations
29	Reserves	Freds Pass Sport and Recreation Reserve Upgrades	986,064.67	986,064.67	9,635,745.07	8,649,680.40	10.23%	Sep-25	Yes	Yes	Delivery	Netball: Detailed design 90% complete AFL Lighting: Towers installed and Commissioned Rugby and Soccer Lighting: Scope under consideration
30	Library	Library fitout	182,128.55	182,128.55	198,519.00	16,390.45	91.74%	Sep-25	Yes	Yes	Complete	Complete
31	IT	Server Replacement	28,487.67	28,487.67	50,896.01	22,408.34	55.97%	Sep-25	Yes	Yes	Delivery	On going
			4,441,080.60	4,441,080.60	17,478,016.60	13,036,936.00						
			5,123,395.32	5,123,395.32	24,495,508.60	19,372,113.28						

Budget Rollover (\$17,458,216.6) is approved by Council in October 2025.

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 2024/25 annual audited financial statements.

BALANCE SHEET AS AT 31 OCTOBER 2025	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	26,070,808.41	
Untied Funds	7,475,181.43	
Accounts Receivable		
Trade Debtors	2,201,410.38	(2)
Rates & Charges Debtors	8,492,950.30	
Other Current Assets	291,578.53	
TOTAL CURRENT ASSETS	44,531,929.05	
Non-Current Financial Assets	7,427,682.10	
Property, Plant and Equipment	479,657,767.11	
TOTAL NON-CURRENT ASSETS	487,085,449.21	
TOTAL ASSETS	531,617,378.26	
LIABILITIES		
Accounts Payable	1,667,052.03	(3)
ATO & Payroll Liabilities	355.07	(4)
Current Provisions	908,699.00	
Accruals	2,778,292.70	
Other Current Liabilities	10,368.97	
TOTAL CURRENT LIABILITIES	5,364,767.77	
Non-Current Liabilities		
Non-Current Provisions	175,741.44	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	175,741.44	
TOTAL LIABILITIES	5,540,509.21	
NET ASSETS	526,076,869.05	
EQUITY		
Asset Revaluation reserve	461,870,517.89	
Reserves	29,736,594.49	
Accumulated Surplus	34,469,756.67	
TOTAL EQUITY	526,076,869.05	

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)	3/06/2025	1,000,000.00	4.22%	23/12/2025	150	4,500,000.00	17.26%	23,470.14
	26/06/2025	1,000,000.00	4.15%	12/02/2026	127			26,264.38
	8/07/2025	1,000,000.00	4.10%	10/03/2026	115			27,520.55
	14/10/2025	1,500,000.00	4.05%	14/07/2026	17			45,437.67
Defence Bank (S&P A2)	26/06/2025	1,000,000.00	4.10%	26/02/2026	245	1,000,000.00	4.10%	27,520.55
NAB (S&P A1+)	7/05/2025	1,500,000.00	4.30%	18/11/2025	177	10,500,000.00	40.27%	34,458.90
	22/07/2025	1,000,000.00	4.10%	8/04/2026	101			29,093.15
	7/08/2025	2,000,000.00	4.15%	21/04/2026	85			58,441.10
	16/09/2025	1,000,000.00	4.15%	2/06/2026	45			29,447.95
	16/09/2025	1,000,000.00	4.15%	16/06/2026	45			31,039.73
	30/09/2025	2,000,000.00	4.20%	23/06/2026	31			61,216.44
	30/09/2025	1,000,000.00	4.22%	7/07/2026	31			32,372.60
	28/10/2025	1,000,000.00	4.15%	28/07/2026	3			31,039.73
Westpac	27/05/2025	2,000,000.00	4.37%	9/12/2025	157	10,070,808.41	38.63%	46,932.60
	28/05/2025	70,808.41	3.50%	27/05/2027	156			4,956.59
	18/06/2025	2,000,000.00	4.34%	14/01/2026	135			49,939.73
	18/06/2025	2,000,000.00	4.34%	28/01/2026	135			53,269.04
	10/07/2025	1,500,000.00	4.25%	25/03/2026	113			43,489.73
	5/08/2025	1,500,000.00	4.33%	5/05/2026	87			48,579.04
	19/08/2025	1,000,000.00	4.23%	19/05/2026	73			31,638.08
TOTAL INVESTMENTS		26,070,808.41				26,070,808.41	100%	736,127.70

% of Total Investment Portfolio	S&P Short term rating (max 100%)	38.63%	A1+ 40.27% A2 21.36%
Total Investments/ Tied Funds	\$	26,070,808.41	Total Year to date Investments Earnings 389,442.45
General Bank Funds	\$	7,464,597.12	
Council Till and Petty Cash float	\$	1,275.00	
Total Untied Funds	\$	7,465,872.12	

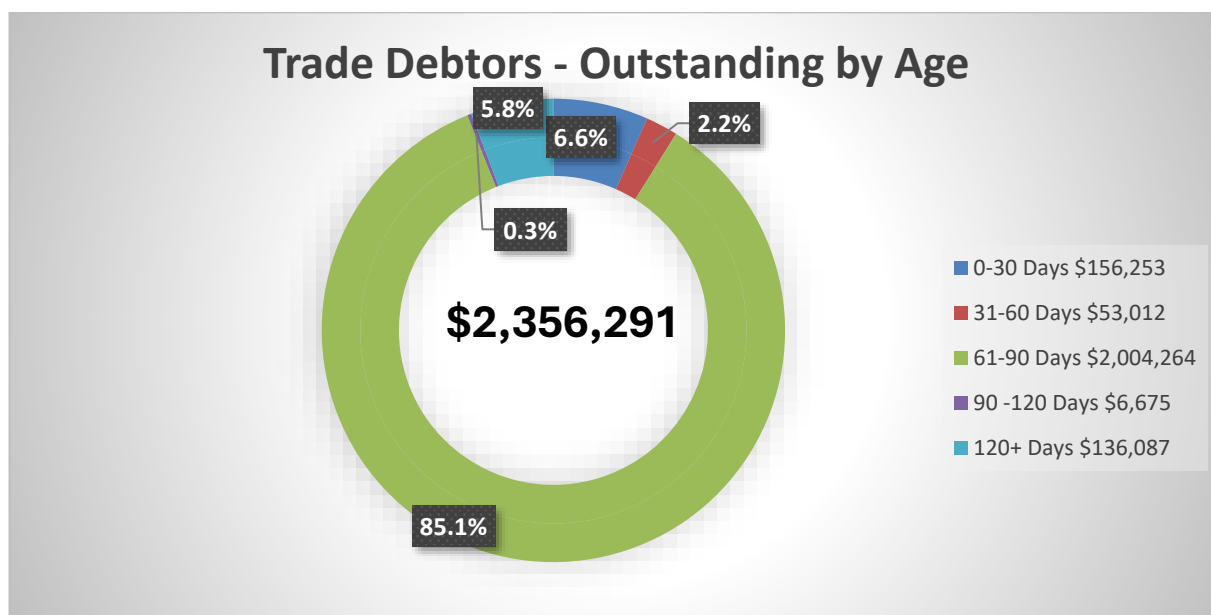
Total all funds \$ 33,536,680.53

Note 2: Statement of Trade Debtors

Total Debtors as of 31 October 2025 is \$2,354,291; \$136,087 to invoices outstanding over 90 days. \$74,260 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 six (286) infringements outstanding with a total balance of \$80,077 an increase of \$1,365 from September. Nine (9) Reminder notices produced, Two Hundred and Forty Four (244) are with the Fines Recovery Unit (FRU), and Thirty Three (33) Part Payment Arrangement.

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	-	-	2,000,000.00	-	51,979.37	2,051,979.37
Cemetery	-	49,540.86	2,597.80	-	9,792.00	61,930.66
Waste	-	-	-	440.00	55.38	495.38
Recreation Reserves	-	1,813.38	-	-	-	1,813.38
Planning	-	125.00	175.00	3,442.00	-	3,742.00
GST Receivable	156,253.45					156,253.45
Infringements	-	1,533.00	1,491.00	2,793.00	74,259.96	80,076.96
Total	156,253.45	53,012.24	2,004,263.80	6,675.00	136,086.71	2,356,291.20



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	-	181,361.47	-	-	-	181,361.47
Cemetery	-	-	-	-	-	-
Total	-	181,367.47	-	-	-	181,367.47

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
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GST Payable	11,205.69	-	-	-	-	11,205.69
Payroll	-	-	-	-	-	-
Total	11,205.69	-	-	-	-	11,205.69

Financial Reserves

The Financial Reserves has been updated with Budget 2026 figures.

	2024/25 Budget Review 2 \$	2025/26 Net Movement \$	2025-2026 Original Budget
Externally Restricted			
Developer Contribution Reserve	1,008,353.00	-	1,008,353.00
Unexpended Capital Works	6,248,085.00	(6,248,085.00)	-
Waste Management Reserve	3,045,182.00	(2,098,182.00)	947,000.00
Total Externally Restricted Reserves	10,301,620.00	(8,346,267.00)	1,955,353.00
Internally Restricted Reserves			
Asset Reserve	1,748,617.00	4,393,383.00	6,142,000.00
Thorak Regional Cemetery Reserve	2,141,986.00	574,014.00	2,716,000.00
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	(23,777.00)	201,000.00
Total Internally Restricted Reserves	5,115,380.00	4,943,620.00	10,059,000.00
TOTAL RESERVES	15,417,000.00	(3,402,647.00)	12,014,353.00

Outstanding Rates

Prior Years Rates Outstanding²

The below table illustrates the split of prior year outstanding rates, currently at \$2.1 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.

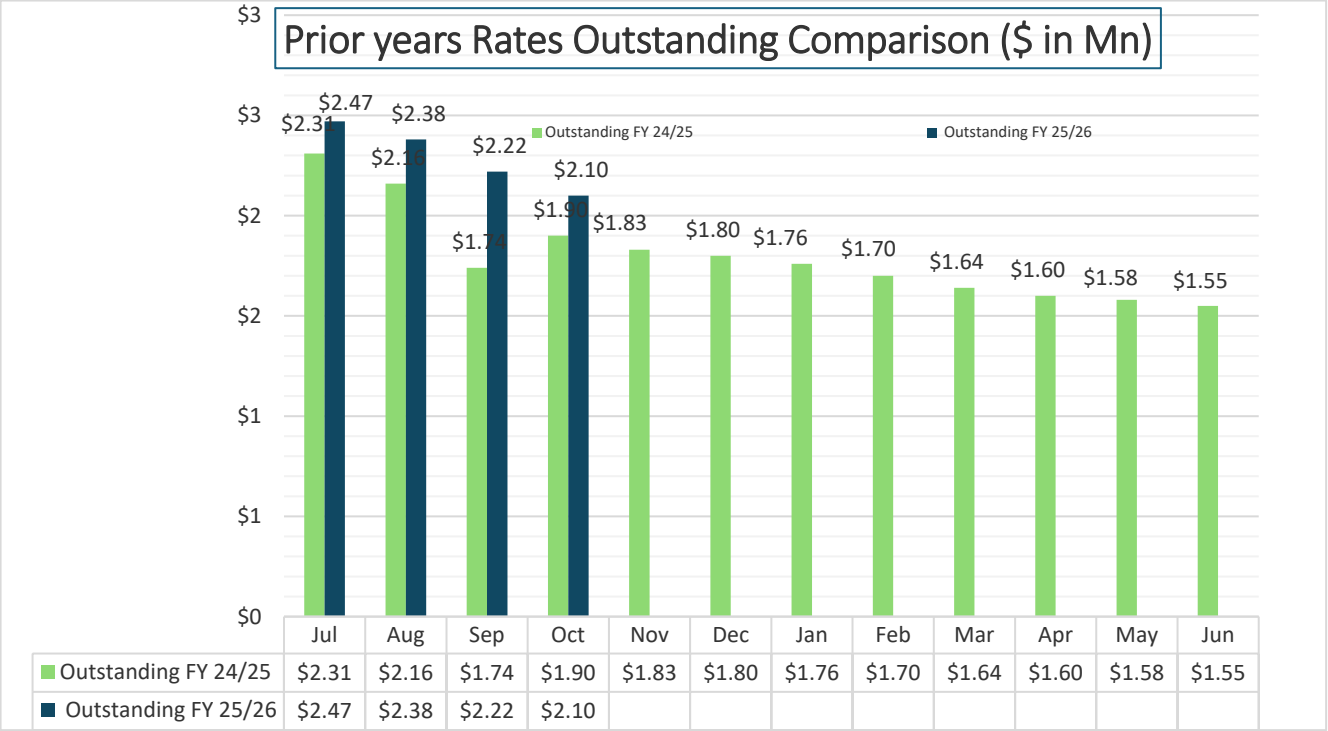
The table below shows the balance of the prior year's rates as at the beginning of the financial year, last month and the current month.**Error! Not a valid link.**

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (Sept 2025) (\$)	Current Month (Oct 2025) (\$)
CANCELLED ASSESSMENT	-	68,119.36	68,664.68
COMMERCIAL	28,378.18	26,124.93	26,739.14
GAS PLANT	-	2.61	-
MINING	165,673.14	173,276.19	174,602.56
HORTICULTURE AGRICULTURE	18,846.40	60,312.98	58,083.14
NON-RATEABLE GENERAL	20,028.76	21,778.31	21,902.72
NON-RATEABLE WASTE	40,496.86	42,911.62	43,001.86
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,636,851.19	1,525,824.37
URBAN RESIDENTIAL	135,647.13	193,579.95	183,329.80
TOTAL	1,532,990.61	2,222,957.14	2,102,148.27
Arrears LESS Legal	1,422,397.62	2,088,351.90	1,973,773.29

The graph below compares prior years rates outstanding between 2024/25 and 2025/26 financial years. *Current Year Rates³*

² Includes prior years outstanding rates (FY 2025 and prior)

³ Includes current year outstanding rates (FY 2026)



The below table illustrates the split of current year outstanding rates. Current year rates levied total \$9.88m and the second instalment is due on 30 November 2025.

The table below shows the movement in current year rates compared to last month. **Error! Not a valid link.**

	Previous Month (Sept 2025) (\$)	Current Month (Oct 2025) (\$)	Variance (\$)	Due Dates
Instalment 1	2,456,128.06	742,905.28	1,713,222.78	30-Sep-25
Instalment 2	3,613,217.87	2,583,841.26	1,029,376.61	30-Nov-25
Instalment 3	3,811,567.71	3,141,553.61	670,014.10	28-Feb-26
TOTAL	9,880,913.64	6,468,300.15	3,412,613.49	

The graph below compares annual rates between 2024/25 and 2025/26.

Accounts Payable Report

Cheque No.	Payee	Description	Amount
1698.1137-01	ALLAN KING & SONS CONSTRUCTION PTY	RFT25-493 Drainage Upgrade and Pavement Upgrades - Various Locations Litchfield Council Municipality	\$336,312.67
1702.1000-01	LAVERCOMBE GRADER SERVICES	RWF-17 Variation - Power Pole Footing Stabilisation, RWF-16 Shoulder Widening, RFT23-365 RWF Gravel Resheeting - Various Locations Litchfield Council Municipality	\$312,414.35
1697.60-01	FREDS PASS SPORT & RECREATION	2nd Quarter Operational and R & M Payments	\$257,055.15
1697.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFT24-469 Challoner Circuit Road Safety Upgrade, Causeway Works, Letchford Road and Driveway Reformatations - Various Locations Litchfield Council Municipality	\$212,726.95
1701.1000-01	LAVERCOMBE GRADER SERVICES	RFT23-365 Sandy Road Resheeting - Various Locations Litchfield Council Municipality	\$212,560.00
1697.132-01	AIRPOWER NT PTY LTD	RFT25-491 Supply and Delivery of a Tractor and Service of Boom Ram Hydraulics Leak / Repairs	\$208,629.86
1701.2092-01	GOLD MEDAL SERVICES (MACENTEE SERVICES)	RFT25-496 Litchfield Football Club Wastewater Treatment Works	\$134,326.80
1702.280-01	CITY OF DARWIN	Sep 2025 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$97,879.30
1699.874-01	VTG WASTE & RECYCLING	Sep 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations and Jakirra Estate, Thorak Cemetery, HPRR to Shoal Bay Receiving Station	\$74,940.11
1702.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 08 (25/26) - Cycle1 WE: 26 Oct 2025	\$66,210.00
1699.36-01	BRIDGE TOYOTA	2025/26 Resource Vehicle - Hilux 4x4 SR 2 and Service of CF27ZW	\$60,399.25
1699.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Causeway Repairs, Letchford Road including Traffic Control	\$54,340.00
1697.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 07 (25/26) - Cycle 1 WE: 26 Sep 2025	\$54,206.00
1699.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 08 (25/26) - Cycle99 Py 8-2 and Cyc 1 Py 8 WE: 12 Oct 2025	\$53,546.00
1698.874-01	VTG WASTE & RECYCLING	Aug 25 - HDWTS - Recycling/ Waste - Tran	\$40,303.24
1697.3065-01	VERBREC AUSTRALIA PTY LTD	Addition of x 3 Recreational Reserved into Asset Management Plans	\$37,708.83
1699.3094-01	COLLNT PTY LTD	Excavation Works - Various Locations - Litchfield Council Municipality	\$35,898.94
1699.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Cyc 99 Py 8-2 and Cyc 1 Py 8 WE: 12 Oct 2025	\$32,736.90
1697.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 7 2026-13 WE: 26 Sep 2025	\$32,689.25
1702.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 9 2026-13 WE: 26 Oct 2025	\$32,454.04
1697.2845-01	ART OUT - DCA RURAL	2nd Quarter Operational and R & M Payments	\$30,493.65
1699.2750-01	TMH SERVICES	Road / Culvert Works - Various Locations - Litchfield Council Municipality	\$28,078.16
1702.810-01	UHY HAINES NORTON	Completion of Financial Statements - 2024/2025	\$28,050.00
1699.2815-01	JLM CONTRACTING SERVICES PTY	Weaver Road Floodway Repair Works	\$27,343.95

	LTD		
1702.409-01	F & J BITUMEN SERVICES PTY LTD	RFT24-472 Mill and Fill of Various Roads - Litchfield Council Municipality	\$27,176.07
1702.2335-01	SAVILLS RETAIL MANAGEMENT PTY LTD	Nov 2025 - Rent - Coolalinga Central - Litchfield Community Library	\$24,295.27
1697.16-01	BERRY SPRINGS RESERVE	2nd Quarter Operational and R & M Payments	\$24,204.68
1697.1554-01	AEROSAIL ENGINEERED FABRIC STRUCTURES	Shade Sail Repair - HDVG	\$21,940.00
1698.2750-01	TMH SERVICES	Excavation Works - Various Locations - Litchfield Council Municipality	\$21,670.00
1697.72-01	LIVINGSTONE RECREATION RESERVE INC	2nd Quarter Operational and R & M Payments	\$21,124.13
1702.2815-01	JLM CONTRACTING SERVICES PTY LTD	Drain Clear and Clean - Various Locations Litchfield Council Municipality	\$21,013.42
1699.78-01	POWER & WATER CORPORATION	Jun - Sep 2025 - Water Lot 1916 HPRR and Litchfield Council Office	\$20,230.85
1702.1564-01	FOURIER TECHNOLOGIES PTY LTD	Oct 2025 - Anti Spam/Sophos/DRaaS, ICT Management/Support and ICT Security, CCTV	\$19,076.26
1697.874-01	VTG WASTE & RECYCLING	Aug 25 - Disposal of Rural Domestic Waste, and Disposal of Liquid Waste from HDWTS and HWTS	\$18,495.95
1701.874-01	VTG WASTE & RECYCLING	Sep 25 - HDWTS - Recycling/ Waste - Transport Waste to Shoal Bay Receiving Station, and Disposal of Liquid Waste Products from HD and HS Waste Stations	\$16,922.95
1702.2750-01	TMH SERVICES	Excavation Works - Various Locations Litchfield Council Municipality	\$16,731.00
1698.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$15,068.52
1699.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Aug 2025 - Grave Preparation - Thorak Cemetery	\$14,256.00
1702.260-01	EARL JAMES & ASSOCIATES	Consultancy Fee - Lodgement of Planning Applications - FSPRR Lighting and Electrical Upgrades	\$14,160.00
1701.2815-01	JLM CONTRACTING SERVICES PTY LTD	Repairs to Drian/Culverts - Various Locations Litchfield Council Municipality	\$13,528.35
1701.2750-01	TMH SERVICES	Road / Culvert Works - Various Locations Litchfield Council Municipality	\$13,233.00
OCT2025	WESTPAC CARDS & DIRECT DEBITS	Oct 2025 - Credit Card Purchases Litchfield Council and Thorak Cemetery	\$11,500.27
1698.1809-01	RGM MAINTENANCE DARWIN	Hino Tipper Truck CA65OL Major Repairs and Repairs to CF49WC and CF17SX	\$11,418.09
1702.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$10,249.51
1698.926-01	JACANA ENERGY	Jun and Jul 2025 - Streetlight Electricity Charges	\$9,986.73
1697.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$9,311.56
1697.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	2nd Quarter Operational and R & M Payments	\$9,254.30
1701.926-01	JACANA ENERGY	Sep 2025 - Electricity KLRR, MWF, HDWTS, Litchfield Council Office, and Thorak Cemetery	\$9,202.49

1702.849-01	WEX AUSTRALIA (PUMA CARD)	Sep 2025 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$8,542.60
1702.436-01	DELTANAE	Rectification Works to Solar System - Litchfield Council Office	\$8,335.65
1697.1646-01	TROPPO GARDENS	QU-1251 - Litchfield Council Office Grounds Maintenance Works	\$7,590.00
1698.2249-01	MS R A WRIGHT	Sep 2025 - Elected Members Allowances	\$7,346.78
1702.85-01	TELSTRA CORPORATION LIMITED	Oct 2025 - Thorak & Litchfield Council Internet, Data & Mobiles	\$6,842.08
1701.2795-01	ABSOLUTE SIGNAGE	Replacement Signage - Various Locations Litchfield Council Municipality	\$6,793.22
1701.3025-01	SCP CONSULTING NORTHERN REGION PTY LTD	Re-design Change From V3 Category Lighting FSPRR	\$6,697.54
1699.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$6,511.84
1697.85-01	TELSTRA CORPORATION LIMITED	Sep 2025 - Thorak, Litchfield Community Library & Litchfield Council Office - Internet, Data & Mobile Charges	\$6,447.41
1698.1564-01	FOURIER TECHNOLOGIES PTY LTD	Sep 2025 - Anti Spam/Sophos/DRAaS	\$6,391.73
1701.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$6,306.08
1702.3207-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$6,000.00
1698.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 03 Sep 2025	\$5,978.27
1698.1088-01	TALENT PROPELLER	Recruitment- Waste Transfer Station Plant Operator	\$5,500.00
1702.2983-01	FOURIER INFOSEC	Oct 2025 - Managed Security Services Agreement	\$5,310.23
1701.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 24 Sep 2025	\$5,309.88
1701.2452-01	PATHWAYS AUSTRALIA	Staff Engagement Survey 2025	\$5,247.00
1697.356-01	SOUTHPORT PROGRESS ASSOCIATION	2nd Quarter Operational and R & M Payments	\$5,189.25
1698.78-01	POWER & WATER CORPORATION	Jun - Aug 2025 - HDWTS Water and Water Swipe Card MWF	\$5,164.56
1699.926-01	JACANA ENERGY	Sep 2025 - Streetlight Electricity Charges	\$5,155.80
1702.268-01	BYRNE CONSULTANTS	The Parks Stage 1 - Construction Surveillance	\$4,928.00
1698.3175-01	SOLAR LIGHTING DESIGNS	Litchfield Council - Solar LED Stop Sign	\$4,379.10
1699.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 12 Oct 2025	\$4,325.32
1697.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 26 Sep 2025	\$4,325.32
1702.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Oct 2025- Cleaning Litchfield Community Library, Litchfield Council Office and Thorak Cemetery	\$4,108.52
1697.162-01	CIVICA PTY LTD	Authority CVR Training	\$3,993.00

1697.2676-01	MAHER RAUMTEEN SOLICITORS	Legal advise Regarding Burn-off On Council Owned Land	\$3,762.00
1697.1023-01	AUSLINE ENGINEERING	Mower Trailer Ramp Hydraulic Mechanism Repairs	\$3,685.00
1702.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 26 Oct 2025	\$3,526.52
1698.3028-01	MR K M CIVITARESE	Sep 2025 - Elected Members Allowances	\$3,486.37
1702.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA	Litchfield Council Air Conditioner Maintenance	\$3,421.00
1702.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Stage 1 - Stormwater Management Review	\$3,203.06
1700.2145-01	ACE PAINTING SERVICES NT	McMinns Office Painting	\$3,200.00
1702.2270-01	TYRECYCLE PTY LTD	Oct 2025 - Tyre Recycling HDWTS	\$2,960.57
1702.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR, HDWTS, BSWTS, HSWTS and HPRR WE: 22 Oct 2025	\$2,892.50
1698.3094-01	COLLNT PTY LTD	Excavator Works - Oakley Road	\$2,876.00
1702.1088-01	TALENT PROPELLER	Recruitment- Resource Recovery Program Leader	\$2,750.00
1698.454-01	TRAFFICWERX NT PTY LTD	Traffic Control for Freds Pass Road	\$2,744.50
1698.436-01	DELTANAE	PV Audit/Fuses for Rooftop Isolators at Thorak Cemetery	\$2,720.79
1702.1789-01	GREAT NORTHERN AIR CONDITIONING & REFRIGERATION	Servicing Chapel Airconditioning	\$2,689.50
1701.3166-01	NORTHERN PLUMBING MAINTENANCE & REPAIRS	Plumbing of Ice Machine & Drainage Repairs	\$2,662.00
1698.2238-01	MR K R HARLAN	Sep 2025 - Elected Members Allowances	\$2,586.37
1697.3140-01	CHILDREN'S DISCOVERY MUSEUM LIMITED	SCWK25- Discovery and Magnetism Boxes	\$2,550.00
1697.375-01	SIGN CITY (NT) PTY LTD	New Ranger Vehicle Wrap	\$2,486.00
1699.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Sep- RFQ24-424 Ground Maintenance Gardening - Litchfield Council Parks and Reserves	\$2,458.50
1697.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Aug 2025 - RFQ24-424 Ground Maintenance - Litchfield Council Parks and Reserves	\$2,458.50
1699.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 17 Sep 2025	\$2,294.23
1698.2252-01	MRS E SHARP	Sep 2025 - Elected Members Allowances	\$2,272.02
1699.3011-01	KOWALIK MECHANICAL & FABRICATION	Trial Engineered Deck Jockey Wheels For MWF Trailers	\$2,178.00
1699.1253-01	CRAIG BURGDORF	Diagnostics and Repairs for Airconditioning Unit at HDWTS	\$2,168.18

1702.3206-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$2,139.85
1698.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Pre-Start Books MWF	\$2,050.58
1697.2564-01	LITCHFIELD COUNCIL STAFF MEMBER	Reimbursement - Internet - Nov-Sep 2025	\$2,007.00
1698.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Sep 2025 - Open/Close Gates and Security - Thorak Cemetery and HPRR	\$1,953.60
1698.3169-01	FMS (FIRE MAINTENANCE SERVICES (NT)	Replacement of Aged Fire Service Equipment, Litchfield Council Office	\$1,947.00
1698.2089-01	ELGAS LTD	Gas Supply- Thorak Cemetery Crematorium	\$1,874.71
1701.1181-01	ODD JOB BOB	Install Furniture and Relocate Photos	\$1,859.00
1697.926-01	JACANA ENERGY	Aug 2025 - Electricity Lot 2177 HPRR and HSWTS	\$1,827.33
1699.1431-01	TRANSFORM ELECTRICAL	Replacement Lighting Litchfield Council Office	\$1,740.00
1702.2089-01	ELGAS LTD	Oct 2025 - Gas Supply/Delivery - Thorak Crematorium	\$1,721.21
1699.506-01	TURBO'S TYRES	K9 Kube - Remove Old Vehicle to New Vehicle	\$1,685.20
1701.2676-01	MAHER RAUMTEEN SOLICITORS	Litchfield Library Lease Review of Legal Contract	\$1,601.00
1698.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$1,600.00
1698.1253-01	CRAIG BURGDORF	HSWTS Backhoe Parts - Vibe Plate HSWTS	\$1,580.76
1699.2395-01	MAITAI SERVICES	Sep 2025 - Catering - Council Meetings and Citizenship Ceremony	\$1,549.00
1698.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Sep 2025 - Security Patrols HDWTS & Litchfield Council Office	\$1,527.13
1699.1674-01	FRESH START - FOR CLEANING	Cleaning Service KLRR and HPRR WE: 08 Oct 2025	\$1,500.00
1698.3196-01	MRS D B CRAWFORD	Sep 2025 - Elected Members Allowances	\$1,473.76
1698.3198-01	MS P CASS	Sep 2025 - Elected Members Allowances	\$1,473.76
1699.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Sep 2025 - Security Patrols HDWTS & Litchfield Council Office	\$1,444.63
1698.3165-01	NT TOTAL MAINTENANCE PTY LTD	Repairs to Toilets at KLRR	\$1,331.00
1698.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Replenish 1st Aid Kits MWF	\$1,328.61
1701.2672-01	TROPICAL TREE SERVICES	Tree Removal - Various Locations Litchfield Council Municipality	\$1,255.52
1697.1674-01	FRESH START - FOR CLEANING	Cleaning Serv HPRR WE: 26 Sep 2025	\$1,200.00
1697.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$1,172.61

1701.1023-01	AUSLINE ENGINEERING	Fabricate Counterweight for Kubota 110	\$1,122.00
1701.268-01	BYRNE CONSULTANTS	The Parks Stage 1 - Construction Surveillance	\$1,067.00
1698.2742-01	HIGH PRESSURE DARWIN	Pressure Cleaning Solar and Gutters KLRR	\$1,041.38
1701.1830-01	PALMERSTON AND REGIONAL BASKETBALL	Holiday Program- Level Up Gaming Activity	\$1,023.00
1702.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Works - Various Locations Litchfield Council Municipality	\$1,012.00
1701.1431-01	TRANSFORM ELECTRICAL	Replace /Install 3 Exhaust Fans Litchfield Council Office	\$992.00
1699.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	HDVG Bowls Club Bore Leak	\$949.64
1702.2529-01	TOTAL SAFETY SOLUTIONS	MWF PPE	\$909.28
1701.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	BSWTS Backhoe Hydraulic Repairs	\$896.20
1698.1674-01	FRESH START - FOR CLEANING	Cleaning MWF, HDWTS, BSWTS, HSWTS WE: 16 Sep 2025	\$887.50
1701.1471-01	RICOH AUSTRALIA PTY LTD	Sep 2025 - Photocopier Hire & Consumables for All Litchfield Council Machines/ All Sites	\$882.78
1697.1789-01	GREAT NORTHERN AIR CONDITIONING & REFRIGERATION	Diagnose/Repair Chapel Airconditioning	\$861.34
1702.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical- New Litchfield Council Employee	\$853.60
1697.815-01	JEFFRESS ADVERTISING	Road Closure Notice - Thorngate Road	\$844.98
1701.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B250905A- Thorak Cemetery Customer Sales	\$833.80
1698.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Compactor Diagnosis	\$819.50
1702.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Community Library and Litchfield Council Office	\$802.24
1702.926-01	JACANA ENERGY	Sep 2025 - Electricity HSWTS	\$781.01
1701.2089-01	ELGAS LTD	Supply / Delivery of LPG Gas for Thorak Crematorium WE: 01 Oct 2025	\$762.30
1697.2795-01	ABSOLUTE SIGNAGE	Replacement Signage - Various Locations - Litchfield Council Municipality	\$723.20
1697.78-01	POWER & WATER CORPORATION	May - Aug 2025 - Water Supply Gregg Park, Jakirra Estate	\$716.16
1698.3187-01	SAVE A PAW NT INC	Aug 2025 - Pound Transfers	\$700.00
1698.1181-01	ODD JOB BOB	Impounded Dogs Area Works	\$676.50
1698.2063-01	QUALITY INDOOR PLANTS HIRE	Sep 2025 - Plant Hire & Maintenance Litchfield Council Office, Litchfield Community Library and Thorak Cemetery	\$670.65
1702.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Quarter 1 Jul-Sep 2025 Admin Enforcement Fee - Recovery Regulatory Orders	\$660.00
1702.1274-01	GRACE RECORD MANAGEMENT	Oct 2025 - Archive Storage for Litchfield Council	\$654.34

	(AUSTRALIA)		
1701.3201-01	THE BUSINESS PHOTOGRAPHER	Headshots, Branding + Event Photos for Newly Elected Members and Litchfield Council Logo	\$650.00
1699.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	First Aid Kit Check/Restock WTS	\$573.40
1697.730-01	DNA ELECTRICAL CONTRACTING	Compactor Diagnostics	\$572.00
1698.1237-01	THE BOOKSHOP DARWIN	Assorted Books - Library Content	\$566.81
1699.454-01	TRAFFICWERX NT PTY LTD	Traffic Control Freds Pass Road - MWF	\$552.07
1697.3192-01	DARWIN TOILET HIRE PTY LTD	Portable Ablution Facilities - KLRR Event	\$550.00
1698.2975-01	NATIONAL WINDSCREENS	Replacement Windscreen Komatsu	\$540.00
1701.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$520.00
1698.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$520.00
1697.851-01	OFFICEWORKS	Replacement Scanner - Customer Service	\$505.87
1699.2660-01	STONE MONKEY	Assorted Graphic Novels - Litchfield Community Library Content	\$502.00
1697.3194-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Fob Bond after Hire Event	\$483.00
1699.820-01	MOTION AUSTRALIA PTY LTD (FORMERLY CBC)	Power Belt for Flail Mower #1	\$482.37
00413326	LITCHFIELD COUNCIL PETTY CASH	Reimburse Petty Cash - Jul to 10th of Oc	\$450.90
1698.2930-01	GIRRAWEE VETINARY HOSPITAL	Redemption of Desexing Vouchers	\$450.00
1697.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$450.00
1697.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY	Redemption of Desexing Vouchers	\$450.00
1698.565-01	CURBY'S (NT) PTY LTD	Desk Plaques for Newly Elected Members	\$442.20
1697.1253-01	CRAIG BURGDORF	Repairs to Mini Cat Loader	\$440.00
1701.815-01	JEFFRESS ADVERTISING	NT News Ad - RFT25-517 Powerline Relocation	\$439.29
1701.3205-01	LITCHFIELD COUNCIL RATE PAYER	Refund - Duplicate Payment of Memorial Permit	\$434.00
1697.1211-01	MR G S MAYO	Sep 2025 - Pound Maintenance for Impound / Surrendered Dogs	\$420.00
1702.1211-01	MR G S MAYO	Oct 2025 - Pound Maintenance for Impounded / Surrendered Dogs	\$420.00
1697.3049-01	DREAMEDIA CREATIVE (DREAMEDIA PTY LTD)	Callout - Failure with Livestream Funeral Service	\$418.00

1701.78-01	POWER & WATER CORPORATION	Sep 2025 - Water HDWTS	\$417.66
1702.506-01	TURBO'S TYRES	Replacement Tyre for Hino Tipper Truck	\$412.50
1699.2089-01	ELGAS LTD	Gas Supply/Delivery - Thorak Cemetery Crematorium	\$397.17
1699.1772-01	WATER DYNAMICS PTY LTD	Dura Jumbo Deep Control Valve Box for Irrigation	\$395.95
1701.3021-01	JUST PEACHY PRODUCTIONS	KLRR Emceeing Opening Event	\$375.00
1702.1471-01	RICOH AUSTRALIA PTY LTD	Sep 2025 - Works Photocopier & Consumables	\$372.45
1699.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$351.76
1701.1008-01	OUTBACK BATTERIES P/L	Replacement Tractor Battery	\$339.00
1702.2607-01	AJ TECHNOLOGY SERVICES	Troubleshoot and Repair HDVG CCTV Camera Fault	\$335.50
1697.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$331.69
1698.1396-01	CSE CROSSCOM	Sep 2025 Tracking Access	\$330.00
1697.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check- New Litchfield Council Employee	\$327.80
1698.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$300.01
1701.2740-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDANT	Youth Development Grant - NT Representative - Tassell Cup Trophy Challenge	\$300.00
1702.3211-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Representative - Women's Hockey Nat/Comp	\$300.00
1702.3213-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Representative - Track and Field Comp - ACT	\$300.00
1699.676-01	FINAL TOUCH AUSTRALIA	Ornamental Urns for Customer Sales Office at Thorak Cemetery	\$298.54
1701.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$293.57
1698.36-01	BRIDGE TOYOTA	Vehicle Service - CF91JL	\$290.00
1699.2582-01	CODA MOBILE COFFEE	KLRR Event: Coffee Van	\$286.50
1701.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Consumable Hardware Items	\$282.16
1697.1471-01	RICOH AUSTRALIA PTY LTD	Aug 2025 - Library Photocopier& Consumables	\$273.82
1699.129-01	RDO EQUIPMENT PTY LTD	Air Filter and Plate for Bucket Arm	\$267.72
1701.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repair leak - Irrigation Works - HPRR	\$264.00
1698.508-01	EASA	EAP Counselling Sessions 16-30 September 2025	\$262.84

1702.1152-01	LANE COMMUNICATIONS	2025-2026 - Overdue Dog Registration SMS Reminders	\$255.02
1698.2378-01	PACK & SEND DARWIN	Sep 2025 - Courier Service for Litchfield Community Library	\$240.00
1701.1237-01	THE BOOKSHOP DARWIN	Assorted Books - Litchfield Community Library Content	\$237.56
1698.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Sep 2025 - Garden Maintenance Humpty Doo Community Garden	\$230.00
1702.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak	\$229.50
1699.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	HPRR Storeroom Pest Treatment	\$228.00
1701.895-01	AUSTRALIA DAY COUNCIL NT	Australia Day Conference 2025 Registration	\$220.00
1698.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$206.42
1701.1564-01	FOURIER TECHNOLOGIES PTY LTD	Sep 2025 - 2 HPE Production Server Maintenance	\$204.07
1702.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Hydraulic Repairs on Kubota Tractor SV 5489	\$196.80
1701.2421-01	RURAL GARDEN SUPPLIES (SOUTHERN CROSS RURAL)	Delivery of Road Base for MWF	\$195.00
1699.855-01	TENDERLINK	RFT25-517 Powerline Relocation, Bees Creek Road - Advertisement for Tender	\$184.80
1699.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$176.86
1701.2055-01	DEPARTMENT OF THE CHEIF MINISTER	Gazette G20 02OCT25 - Litchfield Shire Council	\$165.00
1698.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Oct 2025 - Monthly Membership	\$165.00
1701.2055-01	DEPARTMENT OF THE CHEIF MINISTER AN	Gazette G20 02OCT25 Litchfield Shire Cou	\$165.00
1702.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	\$150.00
1701.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$150.00
1699.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	\$150.00
1698.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$150.00
1701.506-01	TURBO'S TYRES	Tyre repair. Kubota CD90VW	\$143.00
1699.3200-01	A&F WINDSCREENS	HSWTS Cat Backhoe Window Replacement and Fitting	\$140.00
1699.1143-01	WORKPRO RISK SOLUTIONS AUSTRALIA	Police Check - New Litchfield Council Employee	\$132.00
1702.3064-01	NT AG SUPPLIES (SWAN HILL CHEMICALS)	Grease for Backhoe	\$122.21
1702.3210-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond after Hire Period	\$120.00

1698.3191-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Bond after Trap Returned	\$120.00
1698.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Plastic Wrap and Spray	\$110.00
1701.3170-01	UNIQUE GIFTS AND NEWSAGENTS PTY LTD	Sep & Oct 2025 - Daily Newspapers - Litchfield Community Library	\$100.00
1698.1697-01	RSPCA	Sep 2025 - Pound Transfers	\$100.00
1697.3193-01	HUMPTY DOO PLUMBING	Refund Overpaid Fees at HDWTS	\$91.74
1701.220-01	THE BIG MOWER	Stihl Blower Tubes	\$86.85
1697.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Laundry for Mayors Robe	\$81.05
1697.559-01	BLACKWOODS	PPE - Gloves Prosafe Leather	\$78.01
1698.2660-01	STONE MONKEY	Gift voucher for Prize for Taminmin Students	\$70.00
1702.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE:17 Oct 2025	\$65.46
1701.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 10 Oct 2025	\$65.46
1699.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 03 Oct 2025	\$65.46
1698.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 26 Sep 2025	\$65.46
1699.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Oct 2025 - Bottled Water for Dispenser/Cooler at HSWTS	\$50.00
1701.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$38.63
1697.3195-01	LITCHFIELD COUNCIL RATE PAYER	Reimbursement for Waste Charge Fees	\$23.00
1698.3197-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Dog Registration - Deceased	\$22.00
1698.660-01	CENTRAL ANIMAL RECORDS (AUST) PTY LTD	Microchip Subscription Fee	\$9.95
1697.1834-01	CAMBUSH SECURITY SOLUTIONS NT PTY LTD	MWF Security Camera Maintenance MWF Security	\$6.00
1702.78-01	POWER & WATER CORPORATION	MWF Water Swipe Cards - # 20196304	\$1.98
		TOTAL	\$3,164,834.09

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

Cardholder Name:	Stephen Hoyne		
Transaction Date	Amount \$	Supplier's Name	Details
6/10/2025	70.00	Humanitix	Tickets -Rural - Mayor Wright to attend Rural Women's Day
13/10/2025	659.20	LGANT	LGANT Conference Dinner ticket for the CEO
13/10/2025	169.95	LGANT	LGANT Conference Dinner ticket for the Mayor

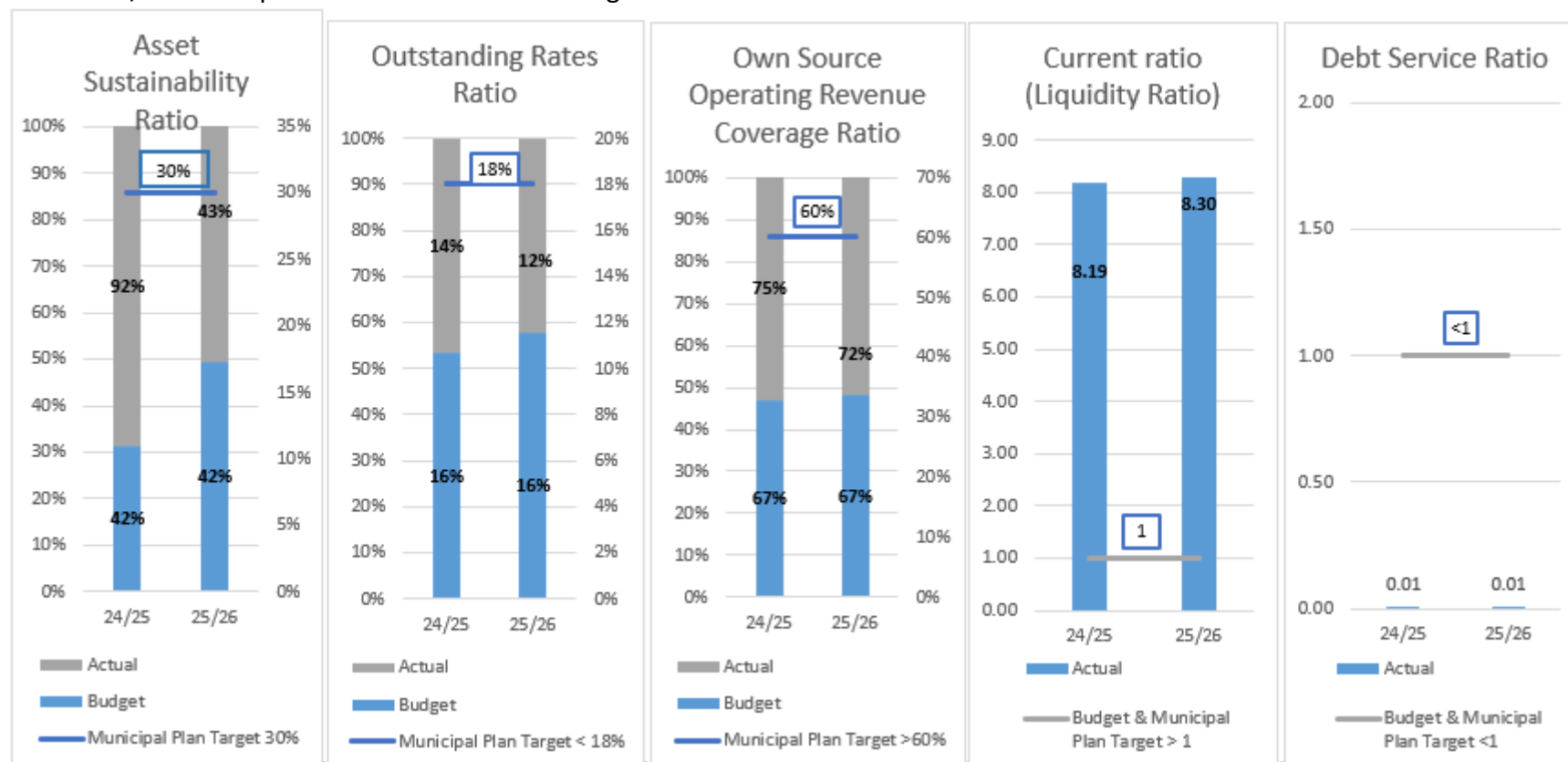
13/10/2025	16.00	NT News	News Pty monthly subscription
20/10/2025	15.00	NT Independent	NT Independent monthly subscription
Total	936.15		

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 2025/26 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 October is 13% does not match 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 backlog 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 14% 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 70% 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.
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*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: 31.10.2025

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: 10/11/2025

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

Nil

14.1.2 People, Performance and Governance Report – October 2025

AUTHOR: Ankit Pansal, Corporate Services Program Leader

AUTHORISER: Ankit Pansal, Corporate Services Program Leader

ATTACHMENTS: 1. People Performance and Governance Monthly Report October 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

1. That Council note the People, Performance and Governance Report for October 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

FINANCIAL 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

Nil

PEOPLE AND PERFORMANCE MONTHLY REPORT October 2025

Internal Appointments			
Position	Department	Commenced	Permanent/Temporary

NA

External Appointments			
Position	Department	Start date	Permanent/Temporary

BSO -Finance	Community & Corporate	13 October	Permanent
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Employment Separation Permanent			
Position	Department	End date	Permanent/Temporary

Director Corporate & Community	Community & Corporate	15 October	Permanent
--------------------------------	-----------------------	------------	-----------

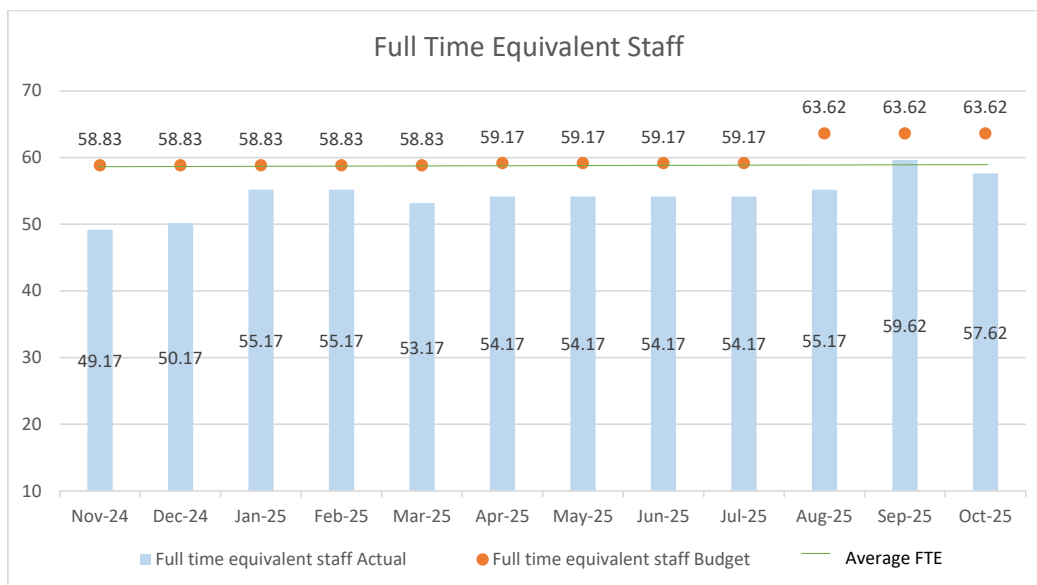
Finance Program Leader	Community & Corporate	15 October	Permanent
------------------------	-----------------------	------------	-----------

Ground Person - Thorak	Infrastructure & Operations	10 October	Permanent
------------------------	-----------------------------	------------	-----------

	Allocated	Actual	Difference
Full Time Equivalent	50.00	45.00	-5
Part-time	4.52	4.52	0
Contract	5.00	4.00	-1
Casual	4.10	4.10	0
Total	63.62	57.62	-6.00

Recruitment Overview:

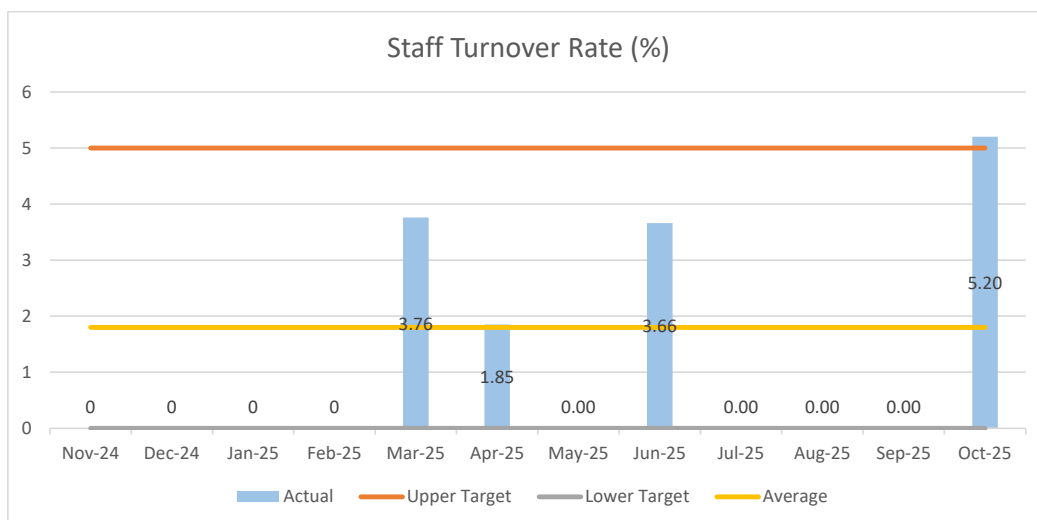
Role	In Progress	Completed
Ground Person - Thorak	✓	
Plant Operator - WTS	✓	
Business Support Officer - Finance		✓
Finance Program Leader	✓	



Turnover Rate:

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

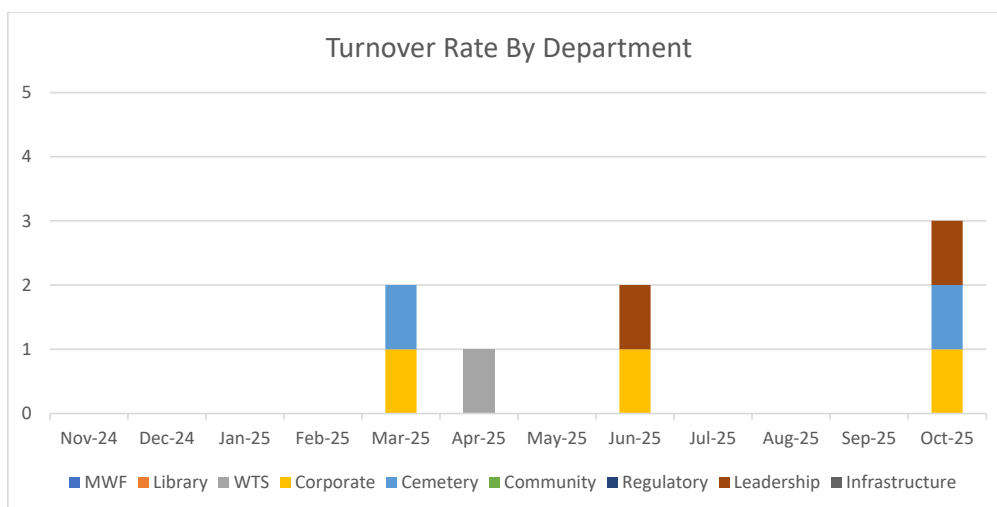
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Average
0.00%	0.00%	0.00%	0.00%	3.76%	1.85%	0%	3.66%	0.00	0.00	0.00	5.21	1.21%
0	0	0	0	2	1	0	2	0	0	0	3	0.67

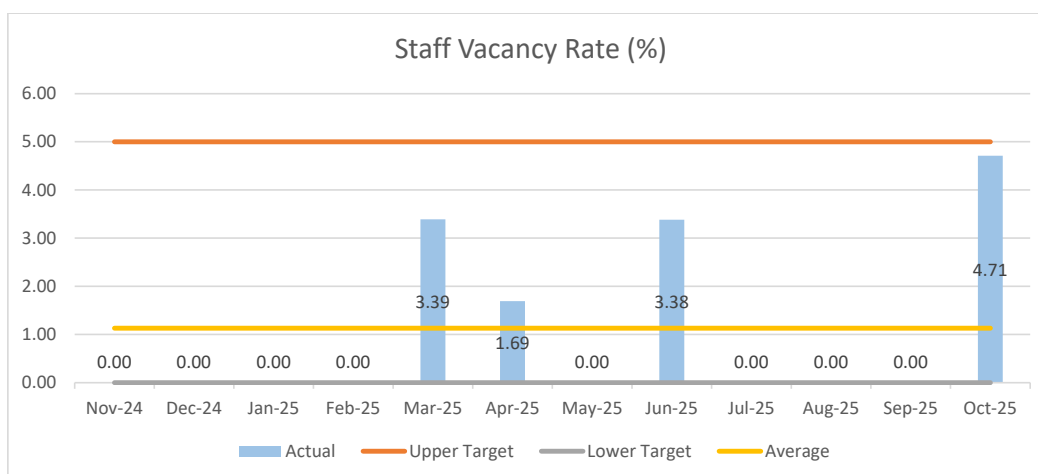
Target Average: Between 0% to 5%

Turnover Rate by Department:



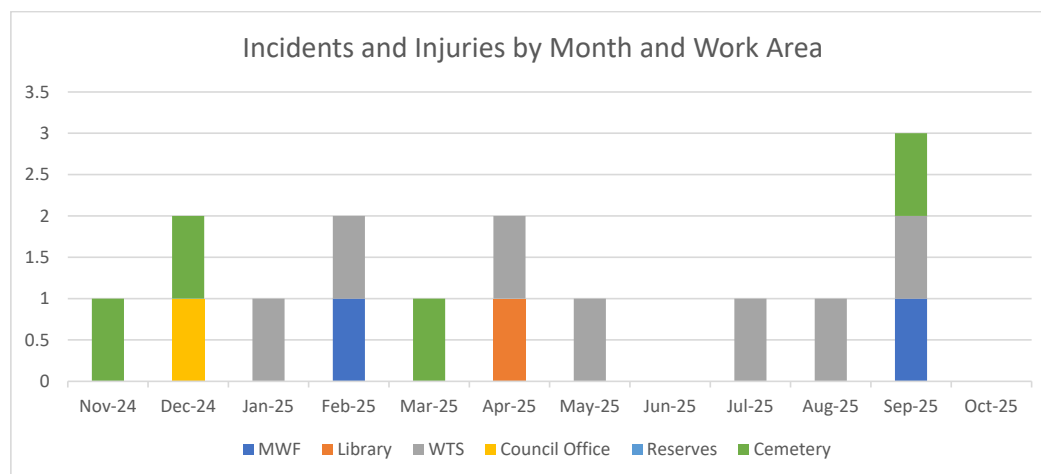
Staff Vacancy Rate:

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



Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Average
0.00 %	0.00 %	0.00 %	0.00%	3.39%	1.69%	0.00 %	3.38%	0.00%	0.00%	0.00%	4.71%	1.10%

Target: Between 0% to 5%

Workplace Health and Safety:

There were no workplace health and safety incident recorded in October 2025.

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

Council policies are reviewed every four years, unless otherwise specified or in response to changes in relevant legislation and/or best practice.

Below is a list of existing policies that are overdue from the 2024/2025 period. 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
COM03 Sport and Recreation	15/06/2025

Below is a list of existing policies due for review during the 2025/2026 period. These policies will be presented to Council in due course.

Policies	Review Date
FIN17 Accountable Forms - Members and CEO	20/07/2025
HR16 Code of Conduct for CEO	20/07/2025
EM03 Access to Council Meetings	18/10/2025
GOV13 Managing Requests to Council Members	18/10/2025
REG01 Disposal of Surrendered and Unclaimed Impounded Dogs	18/10/2025
COR01 Media Policy	15/11/2025
COR02 Community Engagement	15/11/2025
FIN14 Investment	6/12/2025
INF06 Private Roads	16/12/2025
CEM02 Right of Interment	17/01/2026
INF01 Asset Management	17/01/2026
CEM01 Floral and Ornamental Tributes	16/05/2026
EM06 Conflict of Interest	20/06/2026
FIN02 Rating Policy	20/06/2026
FIN04 Financial Reserves	20/06/2026

14.1.3 Community Services and Development Monthly Report – November

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Rebecca Taylor, Policy & Governance Program Leader

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

1. That Council note the Community Services and Development Monthly Report for November 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

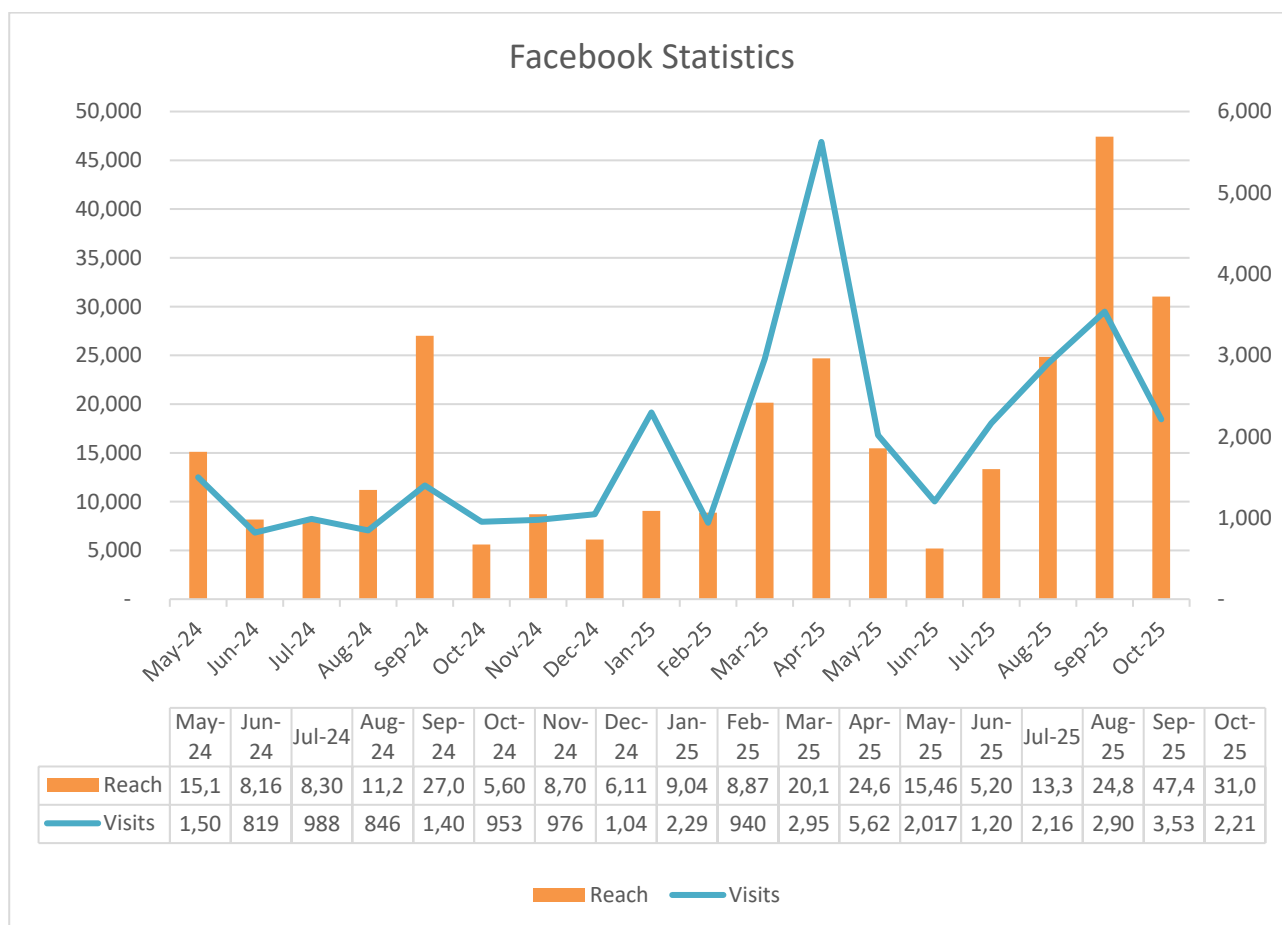
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

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 61 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

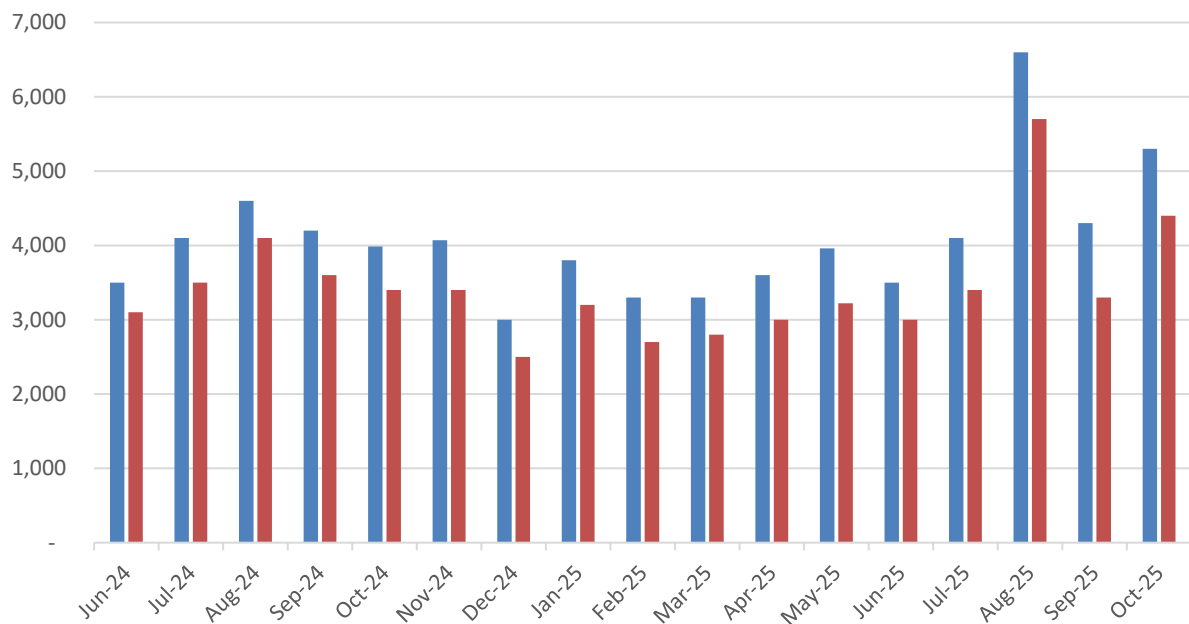
The number of first-time users during the selected date range.

Page Views

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

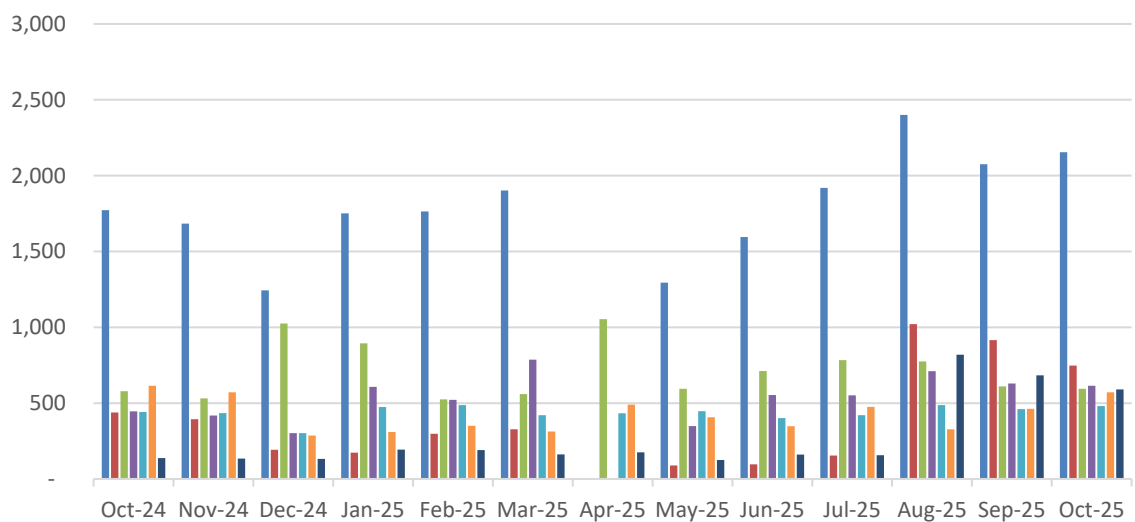
Engagement across Council's Facebook page and website remains high in October, driven by the influx of new followers gained over the past few months. The 'Pay Online' feature continues to be consistently utilised, particularly ahead of the upcoming rates payment deadline.

Users



	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Users	3,50	4,10	4,60	4,20	3,98	4,07	3,00	3,80	3,30	3,30	3,60	3,96	3,50	4,10	6,60	4,30	5,30
New User	3,10	3,50	4,10	3,60	3,40	3,40	2,50	3,20	2,70	2,80	3,00	3,22	3,00	3,40	5,70	3,30	4,40

Page Views



	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Welcome to Litchfield	1,772	1,684	1,244	1,751	1,764	1,902		1,294	1,595	1,919	2,400	2,075	2,154
Pay Online	438	394	192	173	298	327		89	96	154	1,021	915	748
Waste Transfer Stations	579	531	1,025	894	525	560	1,054	594	712	783	775	610	595
Search	446	418	302	607	522	787		349	553	551	711	629	614
Contact Us	441	434	302	474	487	420	433	447	401	420	487	460	481
Current Vacancies	614	571	286	309	351	313	490	407	347	475	327	463	571
Library	138	134	132	193	190	162	176	125	161	156	819	683	590

Community Engagement

Meeting	Purpose
Australia Day Council NT Conference in Alice Springs	To represent Council by engaging with other local governments, sharing ideas for sustainable and inclusive celebrations, strengthening practices of promoting respect, reflection, and community recognition through Australia Day events and awards.

Youth and Community

October was a strong month for community engagement, with high participation across Council programs and library initiatives.

The COTA Rural Seniors Expo was a major highlight, drawing over 1,000 attendees across two days and featuring more than 40 stallholders. The event provided valuable access to information and services for seniors unable to attend the Darwin Expo, reinforcing the library's role as a central hub for rural connection and outreach.

Children's Week 2025 was celebrated in partnership with Smile-A-Mile, attracting over 200 community members for a vibrant day of family fun. Activities included an animal experience, face painting, Rotary Club sausage sizzle, and other hands-on learning through play activities by early childhood stakeholders. The event was supported by local MLAs and businesses, successfully bringing together families, grandparents, and young children to celebrate the national theme of *Upholding the Rights of the Child*.

At the Litchfield Community Library, engagement and partnerships continue to thrive. Programs such as Library Buddies and Students vs Seniors continue to build meaningful intergenerational connections through reading, games, and conversation, fostering a sense of purpose, belonging, and wellbeing for both youth and older adults.

The monthly Digital Literacy sessions remain popular, with strong attendance across all age groups. This month's session, delivered in partnership with NBN, introduced participants to new VR technology in an accessible, interactive format.

For children and families, the usual Funky Chicken book club, Nurserytime and the final school holiday programs as well as a special Halloween Storytime and Treasure Hunt drew strong participation, highlighting the library's role as a safe, engaging space for youth and lifelong learning.

Overall, October saw continued growth in participation, strengthened partnerships, and high community engagement across all demographics—particularly among families and seniors.

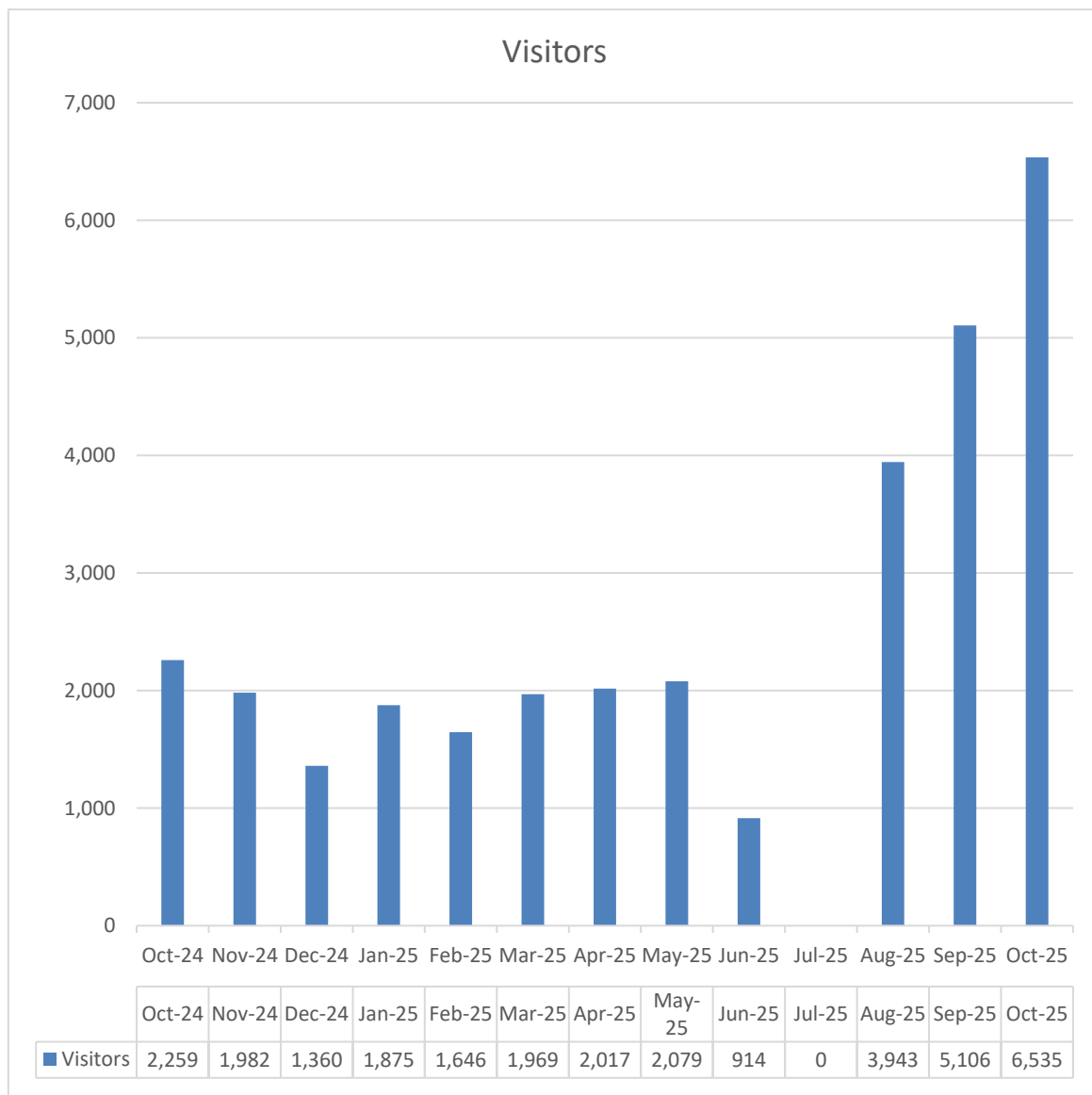
Litchfield Community Library

Visitors to the Library

The library had 6,535 visitors in October 2025 and was open for 210 hours. This is an increase of 1,429 more visitors than the previous month of September 2025, and compares to October 2024 at 2,259 visitors to Taminmin (slightly higher than 1/3 of current visitation at Coolalinga site).

Saturday visitation has remained steady with 149, 194 and 170 attending along with an amazing 381 visitors on Saturday, 11th October, reflecting the COTA Rural Seniors Expo.

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

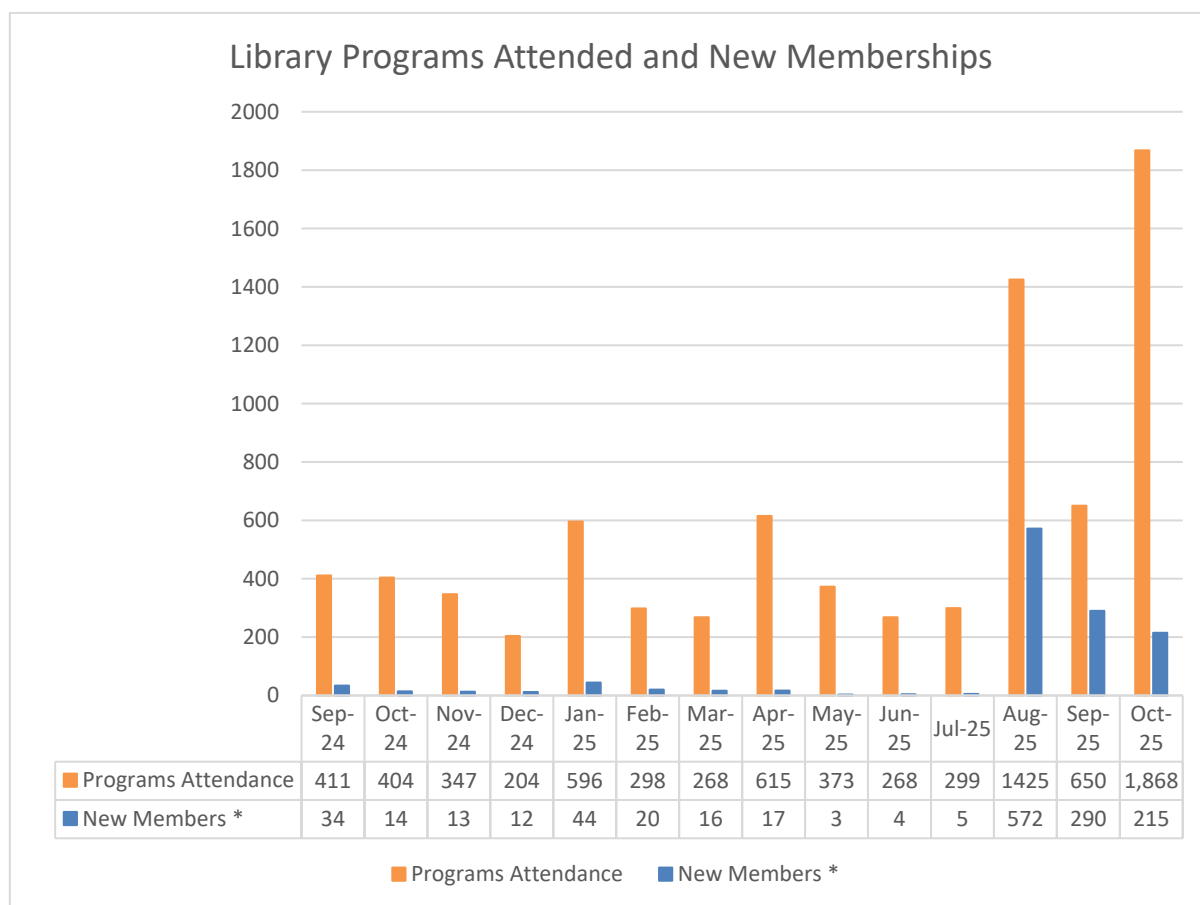


Library Programs and Memberships

A total of 25 activities were delivered in October 2025 with a total attendance of 1,868 participants. In the same month last year, the library had 422 attendees across 21 activities.

October 2025 programs attendance includes one week of the holiday program, Library Buddies intergenerational program, the inaugural COTA Rural Seniors Expo and participation in the Coolalinga Central Halloween Trick or Treat activity (168 visitors on Thursday, 30 October between 5pm-7pm).

The library team signed up 215 new library members during October 2025. This compared to 14 new members in October 2024 and the entire 2024-25 total of 215 new memberships.



Library Projects

- Building the collection through acquisitions, in line with the current Collections Guidelines.
- Reviewing and addressing requirements of increased access to library services, technology assistance and programs attendance (eg establishing pram parking to address trip hazards and congestion of high number of prams at Nurserytime).
- Sorting and shelving the Litchfield History Collection and next exhibition display, in conjunction with Litchfield History Group (LHG).
- The collaborative project to deliver the first COTA Rural Seniors Expo in the library on Fri 10 & Sat 11 November.

Grants Overview

The below grants have been successfully sourced to fund library programs in 2025-26. Grant applications, planning, delivery, administration, acquittals and reporting are undertaken using internal library resources.

TAMINMIN COMMUNITY LIBRARY - GRANTS OVERVIEW 2025-26					
<u>Amount</u>	<u>Name</u>	<u>Source</u>	<u>Activity/Purpose</u>	<u>Status</u>	<u>Comment/s</u>
\$3,000	Science Week 2025 (August)	National Science Week Grants 2025	Science Exploration Kits (STEM) - Programs & Loans	Delivered Acquitted	\$3,000 (late approval - increased from partial)
\$2,000	Seniors Month 2025	Office of Senior Territorians	Students vs Seniors - Collaborative Art & Change Management Project	Delivered	Purchasing underway for tiles and materials - Delivery August 2025
<i>*above not in total until successful</i>					
\$5,000	TOTAL GRANT INCOME SOURCED BY LIBRARY FOR 2025-26				

Library Service Disruptions

NIL major disruptions.

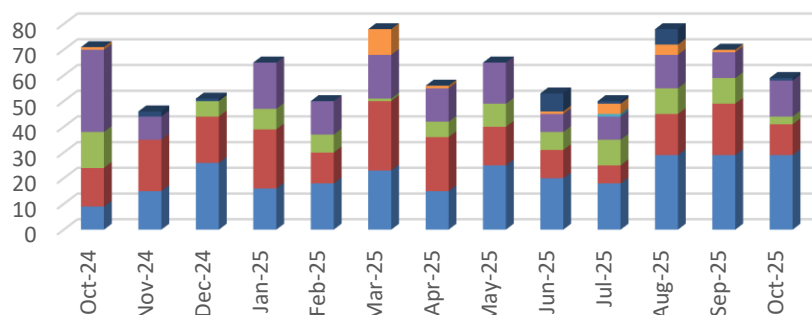
Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in October 2025 was 59, 11 less than for September (70), and 14 less than for October last year (73). This period typically has an increase in new registrations and a decrease in registered dog numbers due to notified deceased and departed dogs as owners respond and update their registration renewal notices.

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 Oct 24 - Oct 25



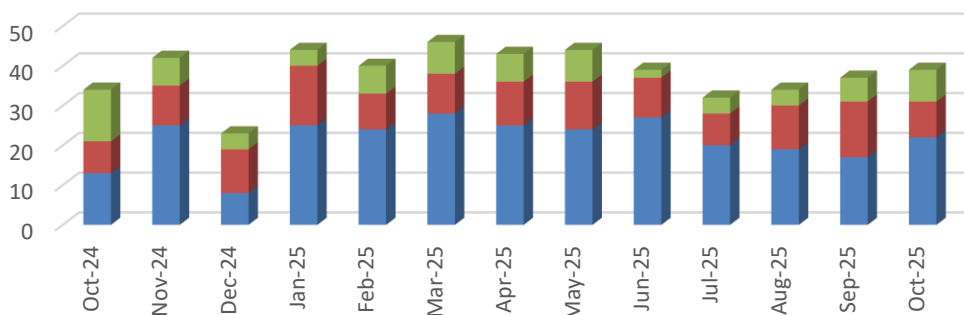
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Registered Breeder	0	2	1	0	0	0	0	0	7	1	6	0	1
Working/Assistance	1	0	0	0	0	10	1	0	1	4	4	1	0
Declared Dangerous	0	0	0	0	0	0	0	0	0	1	0	0	0
Free - Pup < 6 mths/Rescue	32	9	0	18	13	17	13	16	7	9	13	10	14
Desexed Lifetime	14	0	6	8	7	1	6	9	7	10	10	10	3
Desexed Annual	15	20	18	23	12	27	21	15	11	7	16	20	12
Entire Annual	9	15	26	16	18	23	15	25	20	18	29	29	29

Dog At Large, Pick Ups and Lost Dogs

There were 39 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (22, nine and eight respectively) 0.8 above the average 35.2 over the preceding 12 months. October's total is two more than for September (37), and five more than for the same time last year (34).

Reports per month 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
Oct 24 - Oct 25



	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Lost	13	7	4	4	7	8	7	8	2	4	4	6	8
Pick Up	8	10	11	15	9	10	11	12	10	8	11	14	9
At Large	13	25	8	25	24	28	25	24	27	20	19	17	22

Impounded Dogs

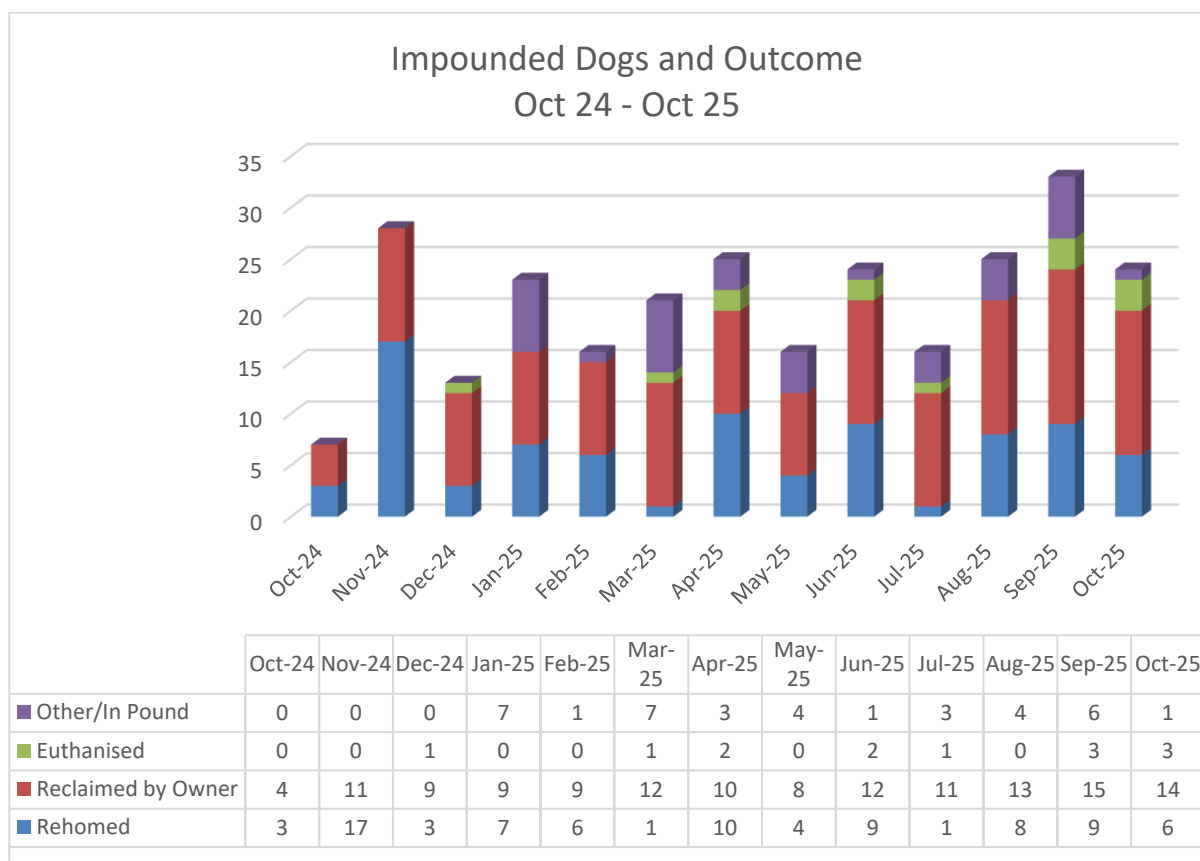
Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council's By-laws. At the start of October there were six dogs in the pound from the end of September.

18 new dogs were impounded during October, 14 dogs were reclaimed by their owner, six dogs were rehomed, and one dog remained in the pound at the end of October. 11 less impounds than in September (29), and ten more than in October 2024 (8). There were three dogs euthanised this month, one was unsuitable for rehoming and 2 dogs tested positive for Parvovirus.

89% of dogs impounded since October 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.

75.2% of dogs impounded since October 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 \$150 desexing vouchers (desexing vouchers increased from \$100 to \$150 effective 1 July 2025) redeemable through all vet clinics in the Litchfield area.

The division of Male versus Female impounded dogs over the previous 12 months is 51.4% Male and 48.6% Female.

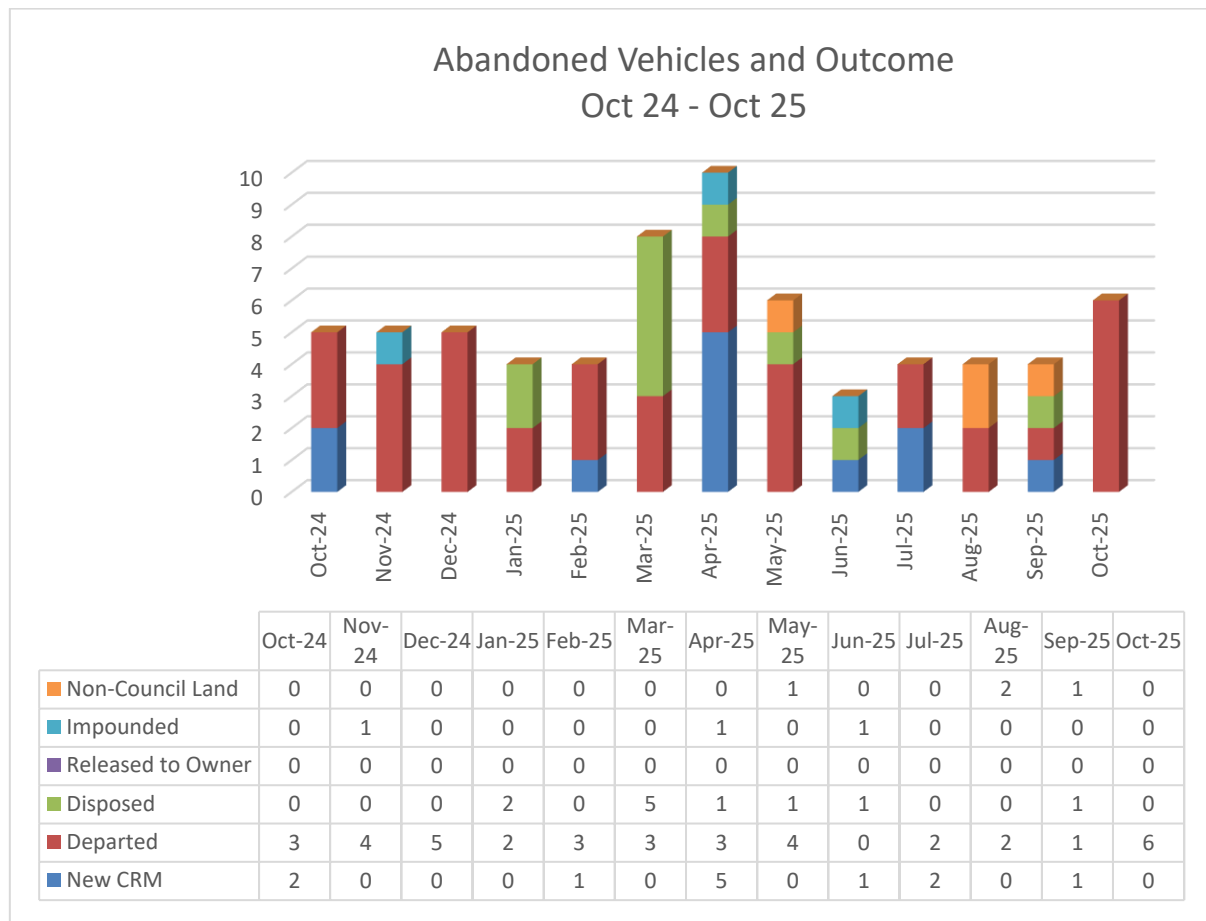


Abandoned Vehicles

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 October 2025, two more than received for September (4) and one more than for the same time last year (5) and 0.8 more than the average of 5.2 per month over the preceding 12 months.

Since October 2024, 55.9% 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. 4.4% 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.

5.9% 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. 16.2% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.



LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISKS

Nil

COMMUNITY ENGAGEMENT

Nil

14.1.4 Risk Management Audit Committee Open Minutes – 31 October 2025

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Unconfirmed RMAC Open Minutes - 31 October 2025.pdf [↓](#)

EXECUTIVE SUMMARY

This report presents to Council the unconfirmed minutes of the Risk Management Audit Committee (RMAC).

RECOMMENDATION

1. That Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 31 October 2025 meeting, as at Attachment 1.

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).

FINANCIAL IMPLICATIONS

Nil

RISKS

Nil

COMMUNITY ENGAGEMENT

Nil



Risk Management and Audit Committee Meeting (RMAC)

MINUTES

Friday 31 October 2025

Meeting to be held commencing 2:30 PM
in Council Chambers at 7 Bees Creek Road, Freds Pass

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



RISK MANAGEMENT AND AUDIT COMMITTEE

MINUTES

TABLE OF CONTENTS

1	Opening of Meeting	3
2	Apologies and Leaves of Absence	3
2.1	Apologies	3
3	Disclosures and Declarations of Interest.....	3
4	Confirmation of Minutes	3
4.1	Confirmation of Minutes	3
5	Accepting or Declining Late Items	3
	Nil	
6	Business Arising.....	4
7	Officer Reports.....	4
7.1	Internal Audit Update.....	4
7.2	Meeting Schedule and Workplan 2026.....	4
7.3	Management of Hazards Procedure.....	5
8.1	Appointment of External Financial Auditor	5
8.2	Annual Financial Statements and Closing Audit Report 2024-25.....	5
7.4	Key Performance Indicators	6
11	Other Business.....	6
12	Confidential Items.....	6
13	Close of meeting	6

1 OPENING OF MEETING

The chair opened the meeting at 2:33pm.

2 APOLOGIES AND LEAVES OF ABSENCE

2.1 Apologies

COMMITTEE RESOLUTION RMAC/25/001

Moved: Chair Greg Arnott

Seconded: Mr Shane Smith

THAT the Risk Management and Audit Committee accept an apology from Mayor Wright.

CARRIED

2.3 Leave of Absence

Nil

3 DISCLOSURES AND DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

COMMITTEE RESOLUTION RMAC/25/002

Moved: Chair Greg Arnott

Seconded: Mr Shane Smith

That the full minutes of the Risk Management and Audit Committee Meeting held Thursday 14 August 2025, 3 pages be confirmed.

CARRIED

5 ACCEPTING OR DECLINING LATE ITEMS

Nil

6 BUSINESS ARISING

COMMITTEE RESOLUTION RMAC/25/003

Moved: Chair Greg Arnott

Seconded: Cr Kris Civitarese

THAT the committee receive and note the business arising.

CARRIED

7 OFFICER REPORTS

7.1 Internal Audit Update

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to RMAC on the progress of the internal audits.

COMMITTEE RESOLUTION RMAC/25/004

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

1. That the Risk Management and Audit Committee receive and note the progress on the internal audits.

CARRIED

7.2 Meeting Schedule and Workplan 2026

EXECUTIVE SUMMARY

This report presents the proposed RMAC meeting schedule and workplan for 2026.

COMMITTEE RESOLUTION RMAC/25/005

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

1. That the Risk Management and Audit Committee endorse the meeting schedule and workplan for 2026.

CARRIED

7.3 Management of Hazards Procedure

EXECUTIVE SUMMARY

This report presents to the Risk Management and Audit Committee a draft hazard procedure for Council employees.

COMMITTEE RESOLUTION RMAC/25/006

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

1. That Risk Management and Audit Committee note the draft WHSp08 Management of Hazards procedure, attachment A and request it return to the committee at the next RMAC meeting to address the changes.

CARRIED

COMMITTEE RESOLUTION RMAC/25/007

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

Pursuant to Section 93 of the Local Government Act and Regulation 51 of Local Government (General) Regulations the meeting be closed to the public to consider the following confidential item(s):

8.1 Appointment of External Financial Auditor

This matter is considered to be confidential under Section 99(2) - ci of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

8.2 Annual Financial Statements and Closing Audit Report 2024-25

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

Council moved to confidential to resolve the confidential reports at 2:57pm

CARRIED

COMMITTEE RESOLUTION RMAC/25/008

Moved: Chair Greg Arnott

Seconded: Mr Shane Smith

Resume in Open Session and continued with open section of the meeting at 7.4 Key Performance Indicators at 3:31pm.

CARRIED**7.4 Key Performance Indicators****EXECUTIVE SUMMARY**

This report presents RMAC with the Key Performance Indicators (KPI) summary for inclusion into the 2024-2025 Annual Report.

COMMITTEE RESOLUTION RMAC/25/009

Moved: Mr Shane Smith

Seconded: Cr Daisy Crawford

1. THAT the Risk Management and Audit Committee notes the Key Performance Indicators, at Attachment A, for inclusion into the 2024-2025 Annual Report.

CARRIED**11 OTHER BUSINESS**

Nil

12 CONFIDENTIAL ITEMS

Nil items moved from Confidential

13 CLOSE OF MEETING

The chair closed the meeting at 3:50pm

14.2 Executive and Community Development

Nil

14.3 Infrastructure and Operations

14.3.1 Summary Planning and Development Report - October 2025

AUTHOR: Jaimie O'Connor, Planning and Development Program Leader

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Planning Attachment A-E.pdf [↓](#)

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

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	5
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	15
Works Permits	31

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 for 1-31 October 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to E of this report.

BACKGROUND

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	2
Planning applications supported, subject to specific issues being adequately addressed	1
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	1
Note: Additional detail is provided below on all development applications.	

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

To find out more about upcoming planning applications, meetings of the development consent authority (DCA) and previous determinations on applications at a meeting visit:

Current Planning Notices: <https://www.ntlis.nt.gov.au/planning-notices-online/notices#/index>

DCA meeting agendas: <https://dipl.nt.gov.au/committees/dca/meetings-and-agendas>

DCA meeting minutes: <https://dipl.nt.gov.au/committees/dca/minutes>

Development Applications supported, subject to normal Council Conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2025/0337 Hun: 695 LTO: 81040 P: 00031 30 Florenz Court VIRGINIA, Hundred of Strangways Attachment A	Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the side boundary Council does not object to granting a Development Permit as adequate reasoning to the preferred location of proposed shed. Landscaping along the fence line provides a reasonable label of improvement to visual amenity for neighbouring properties.
PA2025/0252 Hun: 055 P: 05292 7 Olive Place HOLTZE, Hundred of Bagot Attachment C	Warehouse with a height exceeding 8.5m Council acknowledges the amendments to the proposed development and appreciates the revised site plan. There are no further requirements in relation to the proposed development, noting that all prior conditions requested in the initial letter of comment are still required.
PA2025/0319 Hun: 160 P: 02921 9/199 Doris Road BERRY SPRINGS, Hundred of Cavenagh Attachment D	Dwelling- group (1 x 3 bedroom) in a single storey building Council Supports granting of a Development Permit as the proposal appears in accordance with the purpose of the zone and likely no impact on Council infrastructure as a result of development.

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
PA2025/0322 Hun: 055 P: 06493 425 Stuart Highway COOLALINGA, Hundred of Bagot	Alteration and additions to existing shopping centre (Coolalinga Central) comprising showroom sales, food premises-fast food outlet, basement	Council requests that the Traffic Impact Assessment (TIA) considers within the future growth calculation as the Coolalinga-Stuart highway upgrade (road safety upgrades) project has been reprioritised with no present timeline.

Attachment B	and ground level car parking	Council has concerns in relation to the carparking provisions due to an update to the NT Planning Scheme (NTPS), increasing the requirements for carparking in relation to the uses. Removal of 73 parking spaces will likely constrain parking availability for the Coolalinga Tavern.
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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
NIL		

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
PA2025/0347 Hun: 175 P: 01513 125 Golding Road ACACIA HILLS, Hundred of Colton Attachment E	Clearing of 62.5ha of native vegetation for irrigated horticulture (mango orchard)	Council does not support granting of a Development Permit due to unresolved NTEPA Pollution Abatement notice (PAN). This should be addressed prior to further approvals. There appears considerable fire risk given the stockpiled rubber tyres. Rubber tyre stockpiles represent a significant fire hazard due to the rapid combustion and difficulty in extinguishment, with burning tyres producing persistent fire, toxic emissions, and oil run-off that can pollute soil and groundwater. The absence of a firebreak between the stockpile and nearby orchard elevates the risk of fire spreading, putting adjacent areas in danger. Additionally, the environmental impact of tyres on ground soils is uncertain and may include contamination.

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
NIL		

DEVELOPMENT PERMITS ISSUED

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
PA2024/0136 Lot 00014, LTO Plan 67002 Hundred of Strangways 75 GULNARE RD, BEES CREEK	EDP2024/0136 To use and develop the land for the purpose of a transport terminal with ancillary office, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2025/0295 Section 05467 Hundred of Strangways 20 BEES CREEK RD, FRED'S PASS	DP2025/0295 To use and develop the land for the purpose of an addition of 16 x 31.8m high light poles to existing leisure and recreation, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2025/0131 Section 02889 Hundred of Cavenagh 19 TUEY CLOSE, BLACKMORE	DP2025/0131 To use and develop the land for the purpose of a subdivision, to create two lots, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2025/0225 Lot 00014, LTO Plan 81011 Hundred of Strangways 335 VIRGINIA RD, VIRGINIA	DP2025/0225 To use and develop the land for the purpose of a subdivision, to create two (2) lots, in accordance with the attached schedule of conditions and the endorsed plans.	DCA Meeting 15 October 2025

PA2025/0281 Section 05190 Hundred of Strangways 1120 ARNHEM HWY, HUMPTY DOO	DP2025/0281 To use and develop the land for the purpose of a subdivision to create three (3) lots, in accordance with the attached schedule of conditions and the endorsed plans.	DCA Meeting 15 October 2025
PA2025/0301 Lot 00041, LTO Plan 72007 Hundred of Strangways 295 POWER RD, McMINNS LAGOON	DP2025/0301 To use and develop the land for the purpose of outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the rear and side boundary, in accordance with the attached schedule of conditions and the endorsed plans.	DCA Meeting 15 October 2025
PA2024/0143 Section 04191 Hundred of Strangways 160 MCMINNS DR, McMINNS LAGOON	DP2024/0143 To use and develop the land for the purpose of a subdivision, to create three (3) lots, in accordance with the attached schedule of conditions and the endorsed plans.	DCA Meeting 15 October 2025
PA2025/0316 Section 02862 Hundred of Strangways 61 PRATINCOLE RD, HUMPTY DOO	DP2025/0316 To use and develop the land for the purpose of a dwelling independent with a separate effluent disposal system, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2025/0337 Lot 00031, LTO Plan 81040 Hundred of Strangways 30 FLORENZ CT, VIRGINIA	DP2025/0337 To use and develop the land for the purpose of an outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the side boundary, in accordance with the attached schedule of conditions and the endorsed plans.	DCA Meeting 15 October 2025

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. Note, SPLL refers to a Special Event Liquor Licence.

Application Number	Purpose and Summary	Comments Provided
SPLL2025/9018	Application for Material Alteration Berry Springs IGA	Council provided a response to the applicant directly in May 2025. Council does not foresee any issues with the proposal.

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
2

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
15

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

31

Works From:	Works To:	Document	Precis	Address
13/11/2025	13/11/2025	LV Overhead works		61 Brandt Road KNUCKEY LAGOON NT 0828
04/12/2025	04/12/2025	Install overhead aerials to new pole.		42 Collett Street SOUTHPORT NT 0822
13/11/2025	13/11/2025	LV Overhead Works		205 Malaplains Road BERRY SPRINGS NT 0838
03/11/2025	03/11/2025	Tree trimming in proximity to overhead powerlines. Howard Springs, Humpty Doo, Herbert and Virg		7 Bees Creek Road FRED'S PASS NT 0822
11/11/2025	11/11/2025	Earthing installation at various locations on Pioneer Rd, Cyress Rd, Acacia Rd and Edwin Rd.		430 Pioneer Drive HUMPTY DOO NT 0836
29/10/2025	29/10/2025	EMERGENCY WORKS - Broken water main - Works on Verge		30 Sittella Road HOWARD SPRINGS NT 0835
28/10/2025	28/10/2025	EMERGENCY WORKS - Leaking water service bubbling out the ground. Works on verge.		70 Goy Road GIRRAWEE NT 0836
27/11/2025	27/11/2025	Performing transformer replacement		5 Deborah Road HOWARD SPRINGS NT 0835
02/12/2025	02/12/2025	Performing removal and installation PSU switch on 2nd and 4th December. Install pole and transfor		265 Taylor Road HOLTZE NT 0829
25/11/2025	25/11/2025	Tree trimming over power lines		90 Thornbill Crescent HOWARD SPRINGS NT 0835
02/11/2025	02/11/2025	OS/OM House Move 205 Kentish Road		250 Kentish Road LIVINGSTONE NT 0822
03/11/2025	03/11/2025	Leaking water service within the verge		10 Walker Court MCMINNS LAGOON NT 0822
28/10/2025	28/10/2025	Civil and Cable Haul		Girraween Road MCMINNS LAGOON NT 0822
13/11/2025	13/11/2025	Conducting repairs to stolen earths		110 Brooking Circuit VIRGINIA NT 0834
27/10/2025	03/11/2025	Emergency call out to repair power for PWC		760 Kentish Road BERRY SPRINGS NT 0838
15/10/2025	15/10/2025	Emergency call out to repair power for PWC		250 Girraween Road MCMINNS LAGOON NT 0822
03/11/2025	03/11/2025	Hydrovac excavation – extend cabling into new pillar – install new LV pillar		11 Havelock Street COOLALINGA NT 0835
27/10/2025	27/10/2025	Service installation into property 425 Elizabeth Valley Road		425 Elizabeth Valley Road NOONAMAH NT 0837
16/10/2025	16/10/2025	Replace and Install faulty cable line		10 Bridgemaary Crescent GIRRAWEE NT 0836
22/10/2025	22/10/2025	Installation of New Earthing System at Pole DT-0029		175 Whitewood Road HOWARD SPRINGS NT 0835
22/10/2025	22/10/2025	Leaking water service works		15 Rogers Road GIRRAWEE NT 0836
22/10/2025	22/10/2025	Leaking water service works		19 Millar Road HUMPTY DOO NT 0836
22/10/2025	22/10/2025	Leaking water service within the verges		14 Wetherby Road GIRRAWEE NT 0836
19/10/2025	19/10/2025	Oversive movement		5 Evelina Court HOWARD SPRINGS NT 0835
23/10/2025	23/10/2025	Conducting vegetation works.		330 Townend Road ACACIA HILLS NT 0822
27/10/2025	28/11/2025	Rock batter protection, with a lane closure for vehicles and access ramp		920 Mocatto Road MANTON NT 0837
15/10/2025	26/10/2025	Floodway repair works		1355 Old Bynoe Road BERRY SPRINGS NT 0838
09/10/2025	09/10/2025	Survey works under gaps in traffic with use of lookout person		10 Hamilton Road HOWARD SPRINGS NT 0835
06/10/2025	06/10/2025	Performing new service across the roadway		240 Pioneer Drive HUMPTY DOO NT 0836
07/10/2025	07/10/2025	Cul-de-sac remediation as per approved drawing CR002, stormwater drain & rock bank remediation		Unit 12 80 Lee Moyes Road BERRY SPRINGS NT 0838
08/10/2025	08/10/2025	Construction of new driveway crossover		7 Finn Road BERRY SPRINGS NT 0838

LINKS WITH STRATEGIC PLAN

Places - Roads and Infrastructure

LEGISLATIVE AND POLICY IMPLICATIONS

Not applicable to this report.

FINANCIAL IMPLICATIONS

Nil Identified.

Risks Nil identified.

COMMUNITY ENGAGEMENT

Not applicable.



Attachment A

9 October 2025

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

RE: Letter of Comment Development Application

PA2025/0337

**Hun: 695 LTO: 81040 P: 00031 30 Florenz Court VIRGINIA, Hundred of Strangways
Outbuilding (shed) 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 26/09/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The applicant provides adequate reasoning as to the preferred location of the proposed shed. Noting that although there is adequate room on the property to accommodate the shed elsewhere it is observed that there is a certain level of infrastructure already established.
- b) Additionally, landscaping is established along the fenceline which provides a reasonable level of improvement to visual amenity for the neighbouring properties should this location be approved for the shed.

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:

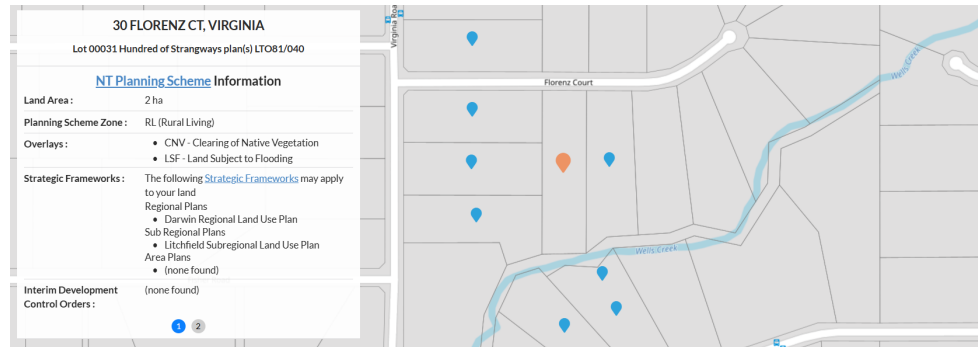
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 33.

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

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader





Attachment B

20 October 2025

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

RE: Letter of Comment Development Application

PA2025/0322

**Hun: 055 P: 06493 425 Stuart Highway COOLALINGA, Hundred of Bagot
Alteration and additions to existing shopping centre (Coolalinga Central) comprising showroom sales,
food premises-fast food outlet, basement and ground level car parking**

Thank you for the Development Application referred to this office on 26/09/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed development generally aligns with the Litchfield Subregional Land Use Plan and the Coolalinga and Freds Pass Rural Activity Centre Plan.
- b) Council supports economic growth within our municipality.

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

- a) The provided Traffic Impact Assessment (TIA) concludes that the existing road network can absorb the approximately 100 vehicles per hour generated by this Stage 2 expansion without upgrades, however, it is noted that the TIA also heavily relies on the upgrades to the Stuart Highway and service road by the NTG to accommodate the predicted (background) growth. Noting that the Coolalinga-Stuart Highway upgrade (road safety upgrades) project has been reprioritised with no present timeline for delivery, Council requests that the TIA consider this within the future growth calculation. Further, swept paths within the TIA for loading bays should show that all delivery and waste vehicles can enter and exit the site in a forward motion.
- b) Council has concerns in relation to the carparking provision, noting that since the development of the shopping centre was first approved and subsequent applications for the fast-food outlets, the NT Planning Scheme (NTPS) has been updated, increasing the requirements for carparking in relation to these uses. Further to this, the removal of 73 parking spaces will likely constrain parking availability for the Coolalinga Tavern. Although the original approval of the Tavern only required 39 car spaces this was on the premise that it was being operated as a restaurant. A recent liquor licensing hearing for the tavern notes the establishment as a Public Bar – which has increased requirements for the provision of

parking spaces. Council would like to see a review of the necessary car parking requirements to determine if the proposed additional basement parking spaces should be constructed as part of this development (as referred to in the Statement of Effect).

- c) Landscaping design considerations, Council does not support the use of *Grevillea pteridifolia* (prone to dropping limbs) and *Bismarckia nobilis* (prone to dropping large, heavy fronds).

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

- a) Council would like to see that the existing stockpile of fill materials is removed as part of this development. The current stockpile impacts the visual amenity to the area and is concerning given that it includes cement and metal materials. Council cannot find any records in relation to an erosion and sediment control plan for this existing stockpile and as such, believes that it is a risk to the proposed development and extension of Coolalinga Central Shopping Centre as well as Council's existing stormwater and drainage network. This area could be developed to accommodate additional car parking or green spaces providing additional amenity to the area.
- b) Council also has concerns in relation to the pedestrian and cycle network particularly in relation to the current Coolalinga Bus Depot and lack of suitable connections to this commercial space, noting that this is an issue that should be addressed by NTG Department of Logistics and Infrastructure and likely would have been addressed within the Coolalinga Road Safety Upgrades.
- c) Further, in relation to the sewer reticulation, the Coolalinga and Freds Pass Rural Activity Centre Land Capability and Needs Assessment identifies that the capacity of the existing reticulated infrastructure is limited to servicing existing urban and commercial development. Although the proposed development has minimal increase on demand, as noted in the Engineering Services Report, consideration should be given to both the internal and external suitability of the existing network.

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) Prior to the commencement of works, a Construction Environmental Management Plan (CEMP) addressing waste management and disposal, haulage routes inclusive of dilapidation reports for local roads, erosion and sediment control plans during construction phase should be submitted to and approved by Litchfield Council.
- c) 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) 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/landscaping, 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) All proposed works impacting on Fairweather Crescent are to be designed, supervised and certified on completion by a practicing and registered civil engineer, and shall be in accordance with the standards and specifications of the Litchfield Council. Drawings must be submitted to the Council for approval and no works are to commence prior to approval and receipt of a "Permit to Work Within a Road Reserve
- c) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.
- d) 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.
- e) 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,

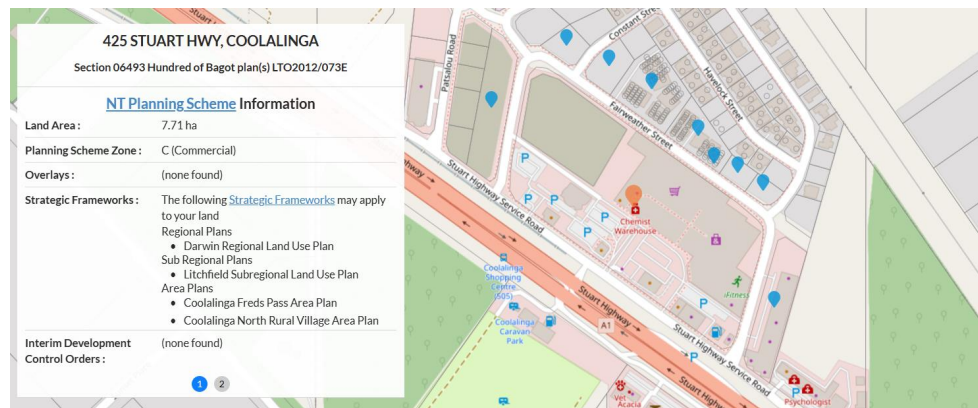


Jaimie O'Connor
Planning and Development Program Leader

Tel (08) 8983 0600 Email council@litchfield.nt.gov.au

Address 7 Bees Creek Road, Freds Pass NT 0822 Postal PO Box 446 Humpty Doo NT 0836 Web www.litchfield.nt.gov.au

ABN 45 018 934 501





Attachment C

22 October 2025

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0800

RE: Letter of Comment Development Application

PA2025/0252

**Hun: 055 P: 05292 7 Olive Place HOLTZE, Hundred of Bagot
Warehouse with a height exceeding 8.5m**

Thank you for the Development Application re-circulated for comments on the 14/10/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed, you will be advised accordingly.

Council acknowledges the amendments to the proposed development and appreciates the revised site plan. There are no further requirements in relation to the proposed development, noting that all prior conditions requested in the initial letter of comment are still required.

The developer may wish to note that there are future plans by Department of Logistics and Infrastructure to develop the road corridor adjacent the rear lot boundary, which eventually should remove the requirement for the Right of Way access. It is not yet known the timeframe to deliver this project.

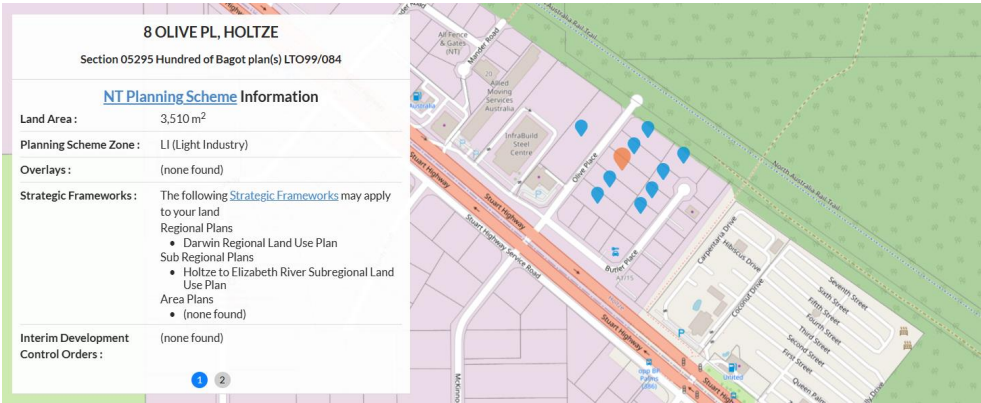
Should you have any questions in relation to the above, please contact the Planning and Development team.

Kind Regards,

A handwritten signature in blue ink, appearing to read "Jaimie O'Connor".

Jaimie O'Connor
Planning and Development Program Leader

Tel (08) 8983 0600 Email council@litchfield.nt.gov.au
Address 7 Bees Creek Road, Freds Pass NT 0822 Postal PO Box 446 Humpty Doo NT 0836 Web www.litchfield.nt.gov.au
ABN 45 018 934 501





Attachment D

24 October 2025

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

RE: Letter of Comment Development Application

PA2025/0319

**Hun: 160 P: 02921 9/199 Doris Road BERRY SPRINGS, Hundred of Cavenagh
Dwelling- group (1 x 3 bedroom) in a single storey building**

Thank you for the Development Application referred to this office on 03/10/2025, 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 appears to be in accordance with the purpose of the zone.
- b) There is likely no impact on Council infrastructure as a result of the development.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

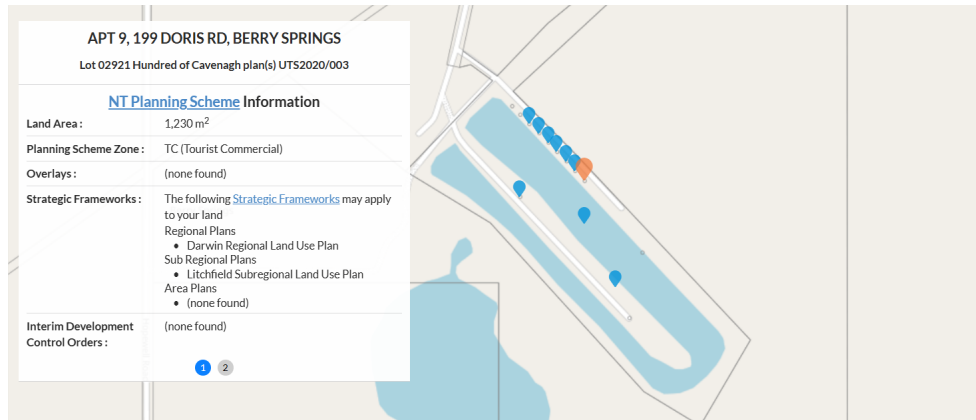
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 33.

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

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader





Attachment E

31 October 2025

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

RE: Letter of Comment Development Application

PA2025/0347

**Hun: 175 P: 01513 125 Golding Road ACACIA HILLS, Hundred of Colton
Clearing of 62.5ha of native vegetation for irrigated horticulture (mango orchard)**

Thank you for the Development Application referred to this office on 02/10/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Whilst the proposal predominantly aligns with the planning framework responding to the *NT Planning Scheme* accordingly for the purposes of Clearing of Native Vegetation for irrigated horticulture to facilitate a mango orchard, unfortunately the unresolved matter of the NTEPA Pollution Abatement Notice (PAN) shows evidence of a lack of compliance without reasonable justification. This unresolved matter should be addressed prior to any further approvals being provided for this property.

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

- a) In relation to Council's non-support of this application due to the PAN notice, there appears considerable fire risk given the nature of the type of material being stockpiled – that is, rubber tyres. Given that there is no proposed firebreak between this stockpile area and the proposed orchard area, this should be of great concern. Further to this, it is uncertain the type of impact that the tyres are having on the ground soils.
Rubber tyre stockpiles represent a significant fire hazard due to the rapid combustion and difficulty in extinguishment, with burning tyres producing persistent fire, toxic emissions, and oil run-off that can pollute soil and groundwater. The absence of a firebreak between the stockpile and nearby orchard elevates the risk of fire

spreading, putting adjacent areas in danger. Additionally, the environmental impact of tyres on ground soils is uncertain and may include contamination from hazardous breakdown compounds released during storage or fire events.

- b) Additional comments regarding the application;
 - a. Council believes the 50m buffer + 10m firebreak should be included on the Western boundary as the buffer is required to mitigate dust, chemical overspray and any other amenity impacts. As this property (on the western side) is not yet developed it would not be fair to impose these impacts to that property owner.
 - b. A minimum 10m firebreak should be installed on the Eastern boundary – however it needs to be understood that although the adjacent property also is a mango grower, are there any conflicting chemical applications or management practices that should be considered when deciding the appropriate buffer.
 - c. Whilst there is a riparian buffer indicated in the Appendix B to the application, it is uncertain if this includes the 25m native vegetation buffer along the drainage landscape features as it is not marked on the plan.
 - d. Council notes that approved access to the property is from Golding Road; however, there is also a rear access via Majar and Poelingoer Road which does not have Council approval. If the intention is to use this rear access for commercial industry purposes, further Council approvals will be required and may necessitate infrastructure upgrades. Additionally, the vehicle crossover from Golding Road will require upgrades in accordance with commercial vehicle accesses to support the proposed horticultural activities.
 - e. It is recommended that a Construction Environmental Management Plan condition and Environmental Management Plan condition be included in the development particularly noting the existing issues on the site.

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 crossovers and/or driveways to the site are to be designed in accordance with the NT Subdivision and Development guidelines and meet the technical standards of Litchfield Council.
- b) Prior to endorsement of plans and commencement of any clearing or development works, a detailed schematic stormwater management plan shall be submitted for approval to Litchfield Council. The stormwater plan shall be dimensioned and drawn to scale, showing site levels, flow directions, surfaces, points of discharge, and appropriate erosion and sediment controls for the site.

- c) A Construction Environmental 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.

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:

- d) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council.
- e) 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.
- f) No polluted and/ or sediment laden run-off is to be discharged directly or indirectly into Litchfield Council drains neighbouring properties or to any watercourse.
- g) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 33.

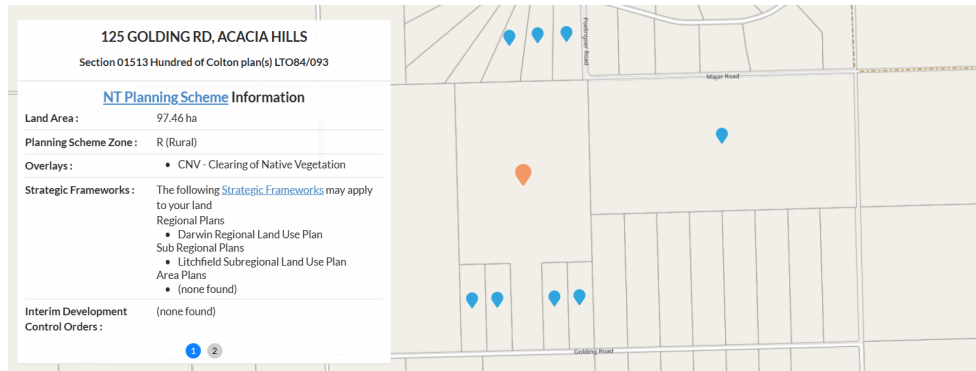
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader

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15 OTHER BUSINESS

16 CONFIDENTIAL ITEMS

RECOMMENDATION

Pursuant to Section 93 of the Local Government Act and Regulation 51 of Local Government (General) Regulations the meeting be closed to the public to consider the following confidential item(s):

16.1 Risk Management and Audit Committee Confidential Minutes 31 October 2025

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

16.2 Livingstone Reserve - Request for Funding

This matter is considered to be confidential under Section 99(2) - ci of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

16.3 2025-26 Annual Community Grants

This matter is considered to be confidential under Section 99(2) - ci and civ of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person and information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

16.4 Appointment of External Financial Auditor

This matter is considered to be confidential under Section 99(2) - ci of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

16.5 Road Opening and Closing Application - Meade Road

This matter is considered to be confidential under Section 99(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the personal circumstances of a resident or ratepayer;.

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING