

AGENDA

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

Stephen Hoyne

Chief Executive Officer



COUNCIL AGENDA

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- 1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF THE LAND
- 2 OPENING OF MEETING
- 3 ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE
- 3.1 Electronic Attendance
- 3.2 Apologies
- 3.3 Leave of Absence previously granted
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- 4 DISCLOSURES OF INTEREST
- 4.1 Elected Members
- 4.2 Staff
- **5 PUBLIC QUESTIONS**
- **6 CONFIRMATION OF MINUTES**
- 6.1 Confirmation of Minutes

RECOMMENDATION

That the full minutes of the Ordinary Council Meeting held Tuesday 23 September 2025, 6 pages be confirmed.



MINUTES

1st Ordinary Council Meeting 12th Council of Litchfield Tuesday 23/09/2025

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 6:00pm.

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

Nil

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

Moved: Cr Sharp Seconded: Cr Civitarese

Councillors discussed and noted there were no disclosure of interest

ORD2025 12-001 CARRIED (6-0)

4.2 Staff

Nil

5 GENERAL ELECTION RESULTS

The Chief Executive Office reads the results of the general election for the Litchfield Council that was held on Saturday 23 August 2025 as follows:

Litchfield Council Mayor - Elected Candidate Rachael Wright

Litchfield Council Central Ward – Elected Candidate Kevin Harlan

Litchfield Council Central Ward - Elected Candidate Pauline Cass

Litchfield Council South Ward - Elected Candidate Emma Sharp

Litchfield Council South Ward - Elected Candidate Chris Civitarese

Litchfield Council North Ward - Elected Candidate Daisy Crawford

Litchfield Council North Ward – Vacant, subject to supplementary election

6 OFFICER REPORTS

6.01 EM01 Elected Member Policy, Title of Mayor and Appointment of Deputy Mayor

Moved: Cr Harlan Seconded: Cr Civitarese

THAT Council:

1. resolve that the principal member is to have the title, Mayor; and

ORD2025 12-002 CARRIED (6-0)

- 2. adopt Council policy EM01 Elected Members.
- 3. appoint Councillor Sharp as Deputy Mayor for an 8-month period ending at the first ordinary council meeting held in April 2026.

ORD2025 12-003 CARRIED (6-0)

6.02 EM04 Casting Vote Policy

Moved: Cr Civitarese Seconded: Cr Sharp

THAT Council adopt EM04 Casting Vote Policy, requiring the Chair of Council Meetings to exercise a casting vote during the event of an equality

of votes.

ORD2025 12-004 CARRIED (6-0)

6.03 Nature and Timing of Council Meetings

Moved: Cr Civitarese Seconded: Cr Harlan

THAT Council:

- 1. pursuant to Section 90(3)(b) of the *Local Government Act 2019*, commencing in October 2025 will hold its ordinary monthly meeting on the third Monday each month, commencing at 6.00pm; and
- 2. brings forward the December meeting to the second Monday, to avoid holding a meeting in the week leading up to Christmas, for the full term of council.

ORD2025 12-005 CARRIED (6-0)

6.04 Council Office and Opening Times

Moved: Cr Sharp Seconded: Cr Harlan

THAT Council

- 1. designates 7 Bees Creek Road, as Litchfield Council's public office, in accordance with section 47 of the Local Government Act;
- 2. determines that its "public office" be open to the public from 8:15am to 4:30pm from Monday to Friday, public holidays excluded; and
- 3. close its public office and library for the three business days between Christmas and New Year, each year.
- 4. Waste transfer stations will continue to operate throughout the year, except for Good Friday and Christmas Day.

ORD2025 12-006 CARRIED (6-0)

6.05 Code of Conduct for Council Members

Moved: Cr Sharp Seconded: Cr Harlan

THAT Council adopt EM02 Code of Conduct for Council Members, as presented at Attachment A.

ORD2025 12-007 CARRIED (6-0)

6.06 Order of Business at Council Meetings

Moved: Cr Civitarese Seconded: Cr Sharp

THAT Council adopts the agenda format, outlined in this report, as the format for all agendas produced for ordinary Council meetings.

ORD2025 12-008 CARRIED (6-0)

6.07 Litchfield Council Finance Report - August 2025

Moved: Cr Harlan Seconded: Cr Civitarese

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

ORD2025 12-009 CARRIED (6-0)

7 CLOSE OF MEETING

The Meeting closed at 7:07pm.

8 NEXT MEETING

Monday, 20 October 2025

9 MINUTES TO BE CONFIRMED

Monday, 20 October 2025

Mayor	Chief Executive Officer	

Stephen Hoyne

Ordinary Council Meeting Minutes

Rachael Wright

23 September 2025

6.2 Council Business Arising from Previous Meetings

		In Progress			Ongoing
		Completed			Superseded
Resolution	Resolution		Meeting Date	Officer	Status
ORD2022 11-173	Section 765 Hundred of Cavenagh (Meanurpose of providing the land owner to efforts; 2. authorise all appropriate documents to	pening process for Meade Road, across on 773 Hundred of Cavenagh, Lot 585 ade Road, west of Letchford Road) for the he opportunity to continue conservation o be signed and common seal affixed by for the closing and opening of the road,	19/07/2022	DIO	In Progress In consultation with Crown Land Council's approach to the land transfer process has changed. Accordingly, the resolution wording is insufficient for the process. A new report seeking a new resolution will be submitted.
ORD2023 11-093	condition to ensure that the Council NT Work Health and Safety (National the Elected Members are complying Government Act 2019; 2. requests the Chief Executive Office written report detailing the cost to make in a safe condition to the Chief Executive ach of them to carry out their due did		20/06/2023	DIO	In Progress Due to disruptions in consultant resourcing, progress on the AMP has been delayed. A draft of the AMP which covers all council recreation reserves excluding Freds Pass has been submitted and reviewed. A 2nd draft is due for submission late October with a final submission to anticipated early November.

	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.		Noting Refer ORD2023 11-241
ORD2023 11-142	THAT Council: 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 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.	3 DIO	Part 1a,1b Ongoing Discussions with Crown Land pending development of proposed land use plan for the new area. Part 2 Completed Land acquisition is not required as DLI have progressed a conceptual design for a shared path link adjacent the highway. 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 THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.	3 DIO	In Progress Due to disruptions in consultant resourcing, progress on the AMP has been delayed. A draft of the AMP which covers all council recreation reserves excluding Freds Pass has been submitted and reviewed. A 2nd draft is due for submission late October with a final submission to

			anticipated early November.
ORD 2024 11-183	20/08/2024	DIO	In Progress In principle support has been provided from EPA and Crown for the proposed processing of the contaminated material. Final agreements are in progress.
ORD 2024 11-265	10/12/2024	DIO	In Progress Works has commenced on drafting the relevant survey documentation and legal documents. Next step is consultation with residents.

- **7 PETITIONS**
- 8 DEPUTATIONS AND PRESENTATIONS

Nil

- 9 ACCEPTING OR DECLINING LATE ITEMS
- 10 NOTICES OF MOTIONS

Nil

11 MAYORS REPORT

11.1 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 17 September 2025 to 20 October 2025.

Summary

DATE	EVENT / MEETING
17 September 2025	Litchfield DCA Meeting
17 September 2025	Litchfield Library Story Time
17 September 2025	Citizenship Ceremony
22 September 2025	New Council Induction #1
23 September 2025	New Council Inauguration and Welcome Function
23 September 2025	Ordinary Council Meeting
27 September 2025	Knuckey Lagoon Adventure Playground Opening
27 September 2025	NTES 50 th Anniversary Citation Ceremony and Family Open Day
29 September 2025	New Council Induction #2
30 September 2025	New Council Induction #3
30 September 2025	Meeting with PLSA
2 October 2025	Meeting with Palmerston Mayor
7 October 2025	Strategic Discussion & Briefing
8 October 2025	Holtze – New Suburb name open
10 October 2025	LGANT Special General Meeting
10 October 2025	2025 Northern Territory Export and Business Awards
11 October 2025	Rural Women's Day event
15 September 2025	Litchfield DCA Meeting
20 October 2025	EM Professional Development
20 October 2025	Community Forum
20 October 2025	Ordinary Council Meeting
Recommendation	

Recommendation

Item 11.1 Page 15

THAT Council receive and note the mayor's monthly report for the period of 1 September to 20 October 2025.

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12 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

NIL

13 OFFICER REPORTS

13.1 Corporate and Community

13.1.1 Litchfield Council Finance Report - September 2025

AUTHOR: Maxie Smith, Director Corporate and Community

AUTHORISER: Maxie Smith, Director Corporate and Community

ATTACHMENTS: 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.

RECOMMENDATION

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

BACKGROUND

Detailed financial information is presented on the finance report attached.

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

ATTACHMENT A



Finance Report September 2025

September 2025

DASHBOARD REPORTING



\$ 19.13m OPERATIONAL REVENUE

\$23.20m Budget - 82.46% Target Achieved

\$ 7.52m
OPERATIONAL EXPENSES

\$32.09m Budget - 7.01% Spent

\$ 11.61m
OPERATING SURPLUS

Budget (\$ 8.88m)

\$2m CAPITAL REVENUE

\$ 1.9m Budget- 105% Achieved

\$ 4.21m CAPITAL EXPENSES

\$ 6.01m Budget- 70.02% Spent

\$ 2.20m CAPITAL DEFICIET

Budget (\$ 4.07m)

Achieved Asset Sustainability Target 30% and more Achieved 13% Rates Outstanding Target less than 18% Achieved Own Source Revenue Ratio Target 60% and more Current Ratio Target 1 and more Debt Service Ratio Target less than 1 Achieved Achieved

Item 13.1.1 - Attachment 1

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET²

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 September in full.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget \$
OPERATING INCOME				
Rates	17,287,933.02	15,748,438.00	(1,539,495.02)	15,748,438.00
Charges	90,772.50	43,750.00	(47,022.50)	175,000.00
Fees and Charges	599,751.74	492,610.50	(107,141.24)	1,970,442.00
Operating Grants and Subsidies	747,792.00	988,718.00	240,926.00	3,954,872.00
Interest / Investment Income	362,374.88	305,000.00	(57,374.88)	1,220,000.00
Other Income	49,524.68	35,000.00	(14,524.68)	140,000.00
TOTAL OPERATING INCOME	19,138,148.82	17,613,516.50	(1,524,632.32)	23,208,752.00
OPERATING EXPENDITURE	Commence of the Commence of th			
Employee Expenses	1,954,454.18	1,967,804.50	13,350.32	7,871,218.00
Materials and Contracts	2,257,259.76	2,477,104.25	219,844.49	9,908,417.00
Elected Member Allowances	53,235.84	90,371.00	37,135.16	361,484.00
Elected Member Expenses	36,734.08	64,910.75	28,176.67	259,643.00
Council Committee & LA Allowances	1,749.00	2,500.00	751.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	-	-	-	-
Accumulated Depreciation	2,962,750.00	2,962,750.00	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	255,258.95	458,400.00	203,141.05	1,833,600.00
TOTAL OPERATING EXPENDITURE	7,521,441.81	8,023,840.50	502,398.69	32,095,362.00
OPERATING SURPLUS / DEFICIT	11,616,707.01	9,589,676.00	(2,027,031.01)	(8,886,610.00)

Table 1.2 Monthly Operating Position

	YTD Actuals	YTD Budget	YTD Variance	Original Budget
BUDGETED OPERATING SURPLUS / DEFICIT	11,616,707.01	9,589,676.00	(2,027,031.01)	(8,886,610.00)
Remove NON-CASH ITEMS	11,010,707.01	3,363,076.00	(2,027,032,02)	10,000,010.00)
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	2,962,750.00	2,962,750.00	-	11,851,000.00
TOTAL NON-CASH ITEMS	2,962,750.00	2,962,750.00		11,851,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(4,213,278.15)	(1,504,373.00)	2,708,905.15	(6,017,492.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(741,097.50)	(741,097.50)	(2,964,390.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(4,213,278.15)	(2,245,470.50)	1,967,807.65	(8,981,882.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,000,000.00	473,373.00	(1,526,627.00)	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	6,315.76	741,097.50	734,781.74	2,964,390.00
Road Seal Levy	-	11,895.00	11,895.00	47,580.00
Transfers from Reserves	-	278,007.50	278,007.50	1,112,030.00
TOTAL ADDITIONAL INFLOWS	2,006,315.76	1,504,373.00	(501,942.76)	6,017,492.00
NET OPERATING POSITION	12,372,494.62		(561,166.12)	

¹ Numbers in statements September include minor rounding differences.

Operating Position by Department

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

	2025/26 YTD Actuals	2025/26 Original Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	0.0%
Corporate	-	-	0.0%
Information Services	-	-	0.0%
Finance & Customer Service	14,161,780.66	14,147,302.00	100.1%
Infrastructure & Assets	702,424.08	3,194,183.00	22.0%
Waste Management	3,659,891.03	3,652,968.00	100.2%
Community	15,696.45	134,978.00	11.6%
Community - Library	3,685.81	308,722.00	1.2%
Mobile Workforce	-	-	0.0%
Regulatory Services	90,893.50	175,000.00	51.9%
Thorak Cemetery	503,777.29	1,595,599.00	31.6%
TOTAL REVENUE	19,138,148.82	23,208,752.00	82.46%
EXPENSES			
Council Leadership	242,992.62	1,592,208.00	15.3%
Corporate	200,512.72	933,894.00	21.5%
Information Services	235,523.89	671,122.00	35.1%
Finance & Customer Service	928,382.35	1,815,230.00	51.1%
Infrastructure & Assets	664,293.03	4,098,277.00	16.2%
Waste Management	910,276.12	4,732,230.00	19.2%
Community	420,275.82	2,092,426.00	20.1%
Community - Library	187,580.76	995,398.00	18.8%
Mobile Workforce	245,056.19	1,363,291.00	18.0%
Regulatory Services	149,410.22	708,907.00	21.1%
Thorak Cemetery	374,388.09	1,241,379.00	30.2%
TOTAL EXPENSES	4,558,691.81	20,244,362.00	22.52%
OPERATING RESULT	14,579,457.01	2,964,390.00	

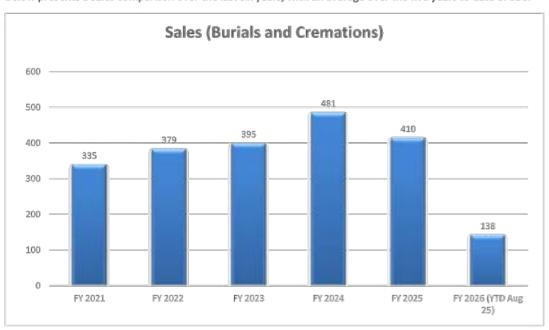
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 138 Interments and cremations, an increase of 49 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 356.



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 \$
Land and Buildings	218,584.91	311,000.00	92,415.09	1,244,000.00
Infrastructure (including roads, footpaths, park furniture)	3,688,361.44	1,060,873.00	(2,627,488.44)	4,243,492.00
Plant and Machinery		-	-	
Fleet	306,331.80	132,500.00	(173,831.80)	530,000.00
Other Assets (including furniture and office equipment)	-	-	-	
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	4,213,278.15	1,504,373.00	(2,708,905.15)	6,017,492.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:	-			
Operating Income (amount allocated to fund capital items)	6,315.76	893,267.50	886,951.74	3,573,070.00
Capital Grants	2,000,000.00	473,373.00	(1,526,627.00)	1,893,492.00
Transfers from Cash Reserves	-	125,837.50	125,837.50	503,350.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	_		-	-
Other Funding	-	-		
Special Road Seal Levy	-	11,895.00	11,895.00	47,580.00
TOTAL CAPITAL EXPENDITURE FUNDING	2,006,315.76	1,504,373.00	(501,942.76)	6,017,492.00

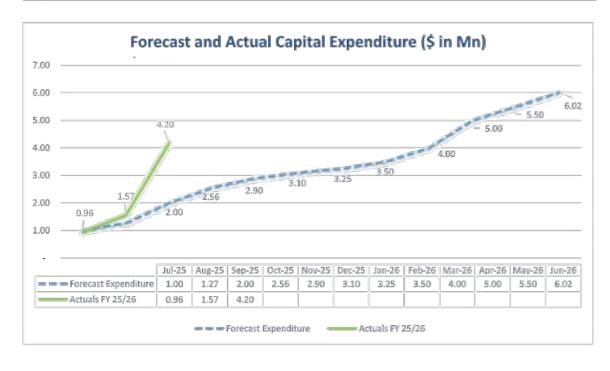


Table 2.2 Monthly	Report on Planner	Major Capital Works
Lable 2.2 Monthly	y neport on Planne	a inigiot cabital avotres

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
L	Roads	Road Seal Renewal	1.00	1.7	1,293,492.00	1,293,492.00	0.00%	Jun-26	Yes	Yes	Planning	Construction anticipated early 2026
2	Roads	Heavy Patches- Leonino Road, Girraween Road Extension		14	300,000.00	300,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not started
3	Roads	Gravel Surface Renewal- Sandy Road, Parkin Road North		154	330,000.00	330,000.00	0.00%	Jun-26	Yes	Yes	Complete	Complete
4	Roads	Unsealed to Sealed Road	:J#3	394	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 advertised, road upgrade design complete. Keleson Rd Contract awarded to AKSG, mobilised to site and works commenced
5	Roads	Road Safety Upgrades - Shoulder Widening- Krichauff, Westall	3.50	8.5	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
6	Drainage	Drainage Renewal	3.42) E4	250,000.00	250,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
7	Buildings	Council Administration Building- Upgrade effluent system, dog holding yard roof and slab	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 anticipated to released mid-October 2025 Dog Pound Upgrade Works are complete, final minor close out works pending
	Thorak	Thorak Asset Renewal -Conc beams, irrigation etc.	*		30,000,00	30,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
9	Waste	Waste Asset Renewal- New Gate House building, Operators Tea Room, Bins	*	+	280,000.00	280,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
10	Reserves	Freds Pass Reserve - Masterplan and Polocrosse area Water Tank, effluent system upgrade, future designs.	*3	()	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
11	Reserves	Mira Square - SPA- Boundary Fencing	- 1	+:	35,000.00	35,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
12	Reserves	Humpty Doo Village Green- Masterplan		70.	60,000.00	60,000.00	0.00%	Jun-26	Yes	Yes	Planning.	Not Started
13	Reserves	Knuckey Lagoon Recreation Reserve- Masterplan, BBQ upgrade and footpath connection		#1	120,000.00	120,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
14	Reserves	McMinns Lagoon Recreation Reserve - Masterplan	16,780.00	16,780.00	39,000.00	22,220.00	43.03%	Jun-26	Yes	Yes	Masterplan Planning Building Upgrades Complete	Masterplan Not Started Building Upgrades Works complete
15	Reserves	Howard Park Reserve- Masterplan	- 49	10	50,000.00	50,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
16	Reserves	Livingstone Reserve- Masterplan	200		40,000.00	40,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
17	Reserves	Berry Springs Reserve- Masterplan, Roof Painting and Disabled Access improvements		±1.	120,000.00	120,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
18	Fleet	Council Vehicle Replacement	266,393.15	266,393.15	530,000.00	263,606.85	50.26%	Jun-26	Yes	Yes	Delivery	Ranger's vehicle has been delivered Waste vehicle to be delivered soon Mayor's vehicle delivered HDWTS - Forklift (in procurement)
	0	175	286,509.51	286,509.51	7,017,492.00	6,730,982.49	0 0					3000

	2024/25 CARRIED FORWARD CAPITAL PROJECTS												
	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals \$	Budget (inc. BR2)	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	1,309,923.46	2,369,399.78	3,679,323.24	3,757,471.00	78,147.76	97.92%	Sep-25	Yes	Yes	Complete	Completed
2	Roads	Pavement Renewal Whitewood Road	38,278.26	125,354.95	163,633.21	1,601,659.93	1,438,026.72	10.22%	Nov-25	Yes	Yes	Delivery	Works underway, 50% complete, in conjunction with Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd
79	Roads	Pavement Renewal - Heavy Patches Thorngate Road, Girraween Road and Elizabeth Valley Road	353,033.74	353,807.93	706,841.67	674,000.00	32,841.67	104.87%	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	268,565.00	381,703.18	322,000.00	59,703.18	118.54%	Jun-25	Yes	No	Complete	Complete, savings from Road Seal Renewal to be used to offset overspend
5	Roads	Unsealed to Sealed Road Upgrade Meade Road	÷s	1,083,319.92	1,083,319.92	1,075,000.00	8,319.92	100.77%	Jun-25	Yes	No	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	¥ā	285,861.91	285,861.91	514,000.00	228,138.09	55.62%	Sep-25	Yes	Yes	Beaumont Rd Complete Meade Rd Delivery	Beaumont Road Works complete Meade Road Works in progress
7	Roads	Road Safety Upgrades - Intersections Pioneer Road / Anglesey Road	¥a	828	S4 C	465,129.42	465,129.42	0.00%	Sep-25	Yes	Yes	Planning	Design complete tender documentation under preparation for release

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
8	Roads	Road Safety Upgrades Challoner Circuit	326,253.47	404,848.63	731,102.10	760,000.00	28,897.90	96.20%	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	358,867.81	381,884.51	838,893.50	457,008.99	45.52%	Dec-25	Yes	Yes	Delivery	PWC power connections pending for all 3 intersections. Hardware installed at Girraween Rd / Rogers Rd and Whitewood Rd / Hicks Rd. Underground services installed Whitewood Rd / Westall Rd
10	Roads	Road Safety Upgrades - Lighting intersections Girraween Rd / McMinns Dry Girraween Rd / Mango Rd / Karruth Rd	580	164,946.27	164,946.27	123,010.00	41,936.27	134.09%	Sep-25	Yes	No	Complete	Complete, savings from Road Safety Upgrades (item 9) to be used to offset overspend
11	Drainage	Drainage Renewal Tobin Road, Parkin Road, Riverside Road and Horne Road	5,000.00	217,011.56	222,011.56	400,000.00	177,988.44	55.50%	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	242,729.68	296,113.32	247,472.00	48,641.32	119.66%	Sep-25	Yes	No	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	63,974.00	97,094.00	130,000.00	32,906.00	74.69%	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	**	37,933.67	37,933.67	65,000.00	27,066.33	58.36%	Jun-25	Yes	Yes	Complete	Complete

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	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
15	Thorak	Thorak Asset Renewal Shed	159,697.01	392,790.62	552,487.63	547,709.46	4,778.17	100.87%	Sep-25	Yes	Yes	Complete	Complete
16	Waste	Waste Asset Renewal Compactor Replacement	1553	88	ð	714,298.00	714,298.00	0.00%	Sep-25	Yes	Yes	Delivery	Contract awarded to VTG Services in May 2025 OCM
17	Reserves	Freds Pass Sport Recreation Reserve - Asset Upgrade - Soccer Septic and Water Tank	133,805.28	56,802.91	190,608.19	334,652.00	144,043,81	56.96%	Oct-25	Yes	Yes	Complete	Completed pending final invoices
18	Reserves	Howard Park Recreation Reserve - Asset Renewal - BMX Softfall	52,913.00	9,440.00	62,353.00	80,000.00	17,647.00	77.94%	Sep-25	Yes	Yes	Complete	Complete
19	Reserves	Berry Springs Recreation Reserve - Asset Renewal - Painting Buildings	1123	88,747.00	88,747.00	95,000,00	6,253.00	93.42%	Jun-25	Yes	Yes	Complete	Complete, \$6,253 held as retention to be returned at end of DU
20	Reserves	Gregg Park - Asset Renewal Irrigation	520	13,715.00	13,715.00	20,000.00	6,285.00	68.58%	Sep-25	Yes	Yes	Complete	Completed pending final invoices
21	Fleet	Fleet	55,731.82	326,287.97	382,019.79	535,000.00	152,980.21	71.41%	Sep-25	No	Yes	Delivery	Awaiting delivery of tractor.
22	Reserves	Mira Square BBQ shelter	7.5	60,103.50	60,103.50	60,000.00	103,50	100.17%	Sep-25	Yes	Yes	Complete	Complete
23	Roads	Blackspot Girraween Road (Rogers Road to Mango Road)		19,800.00	19,800.00	300,000.00	280,200.00	6.60%	Nov-26	Yes	Yes	Delivery	Design complete and project commenced
24	Reserves	Humpty Doo Village Green Emergency repairs	19,945.45	42,551.23	62,496.68	45,000.00	17,496.68	138.88%	Sep-25	Yes	Yes	Complete	The shade sail at the park required emergency repairs after the 1st storm of the season

Ĭ	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
25	Reserves	Knuckey Lagoon Recreation Reserve LRCI Tranche 4 Playground	53,051.53	47,851.54	100,903.07	50,000.00	50,903.07	201.81%	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	- 45	1,246,936.17	1,246,936.17	1,246,936.17		100.00%	Sep-25	Yes	Yes	Complete	Complete
27	Shared Path	Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd	20	35%	12	949,009.50	949,009.50	0.00%	Sep-25	Yes	Yes	Delivery	Works underway ,75% complete, in conjunction with Pavement Renewal Whitewood Road
28	Planning	Consultation Forward designs for future road upgrades	21,633.48	396,537.41	418,170.89	300,000.00	118,170.89	139.39%	Jun-25	Yes	No	Complete	Multiple consultancies and site investigations
29	Reserves	Freds Pass Sport and Recreation Reserve Upgrades	964,227.40	364,254.93	1,328,482.33	10,000,000.00	8,671,517.67	13.28%	Sep-25	Yes	Yes	Delivery	Netball: Detailed design 90% complete AFL Lighting: Towers installed, anticipated completion ends Oct 2025 Rugby and Soccer Lighting: Scope under consideration
30	Library	Library fitout	182,128.55	41,481.00	223,609.55	240,000.00	16,390.45	93.17%	Sep-25	Yes	Yes	Complete	Complete
31	IT	Server Replacement	28,487.67	49,103.99	77,591.66	100,000.00	22,408.34	77.59%	Sep-25	Yes	Yes	Delivery	On going
			3,926,768.64	9,133,024.38	13,059,793.02	26,591,240.98	13,531,447.96				1		
			4,213,278.15	9,419,533.89	20,077,285.02	33,608,732.98	20,262,430.45	8			ý V		

Please note that the total budget rollover is subject to change based on work-in-progress allocations and will be updated once the Budget Rollover Report 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.
- 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'.

Item 13.1.1 - Attachment 1

STATEMENT 3. MONTHLY BALANCE SHEET

The Balance Sheet and Financial Reserves closing balances have been updated to reflect the finalised 2024/25 annual unaudited financial statements.

	YTD Actuals	
BALANCE SHEET AS AT 30 SEPTEMBER 2025	\$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	26,070,808.41	
Untied Funds	5,966,869.33	
Accounts Receivable		
Trade Debtors	2,366,689.44	(2)
Rates & Charges Debtors	12,143,363.09	
Other Current Assets	258,667.64	
TOTAL CURRENT ASSETS	46,806,397.91	
Non-Current Financial Assets	6,044,096.16	
Property, Plant and Equipment	458,783,745.36	
TOTAL NON-CURRENT ASSETS	464,827,841.52	
TOTAL ASSETS	511,634,239.43	
LIABILITIES		
Accounts Payable	2,281,675.20	(3)
ATO & Payroll Liabilities	355.07	(4)
Current Provisions	908,699.00	
Accruals	3,736,044.08	
Other Current Liabilities	10,368.97	
TOTAL CURRENT LIABILITIES	6,937,142.32	
Non-Current Liabilities		
Non-Current Provisions	175,741.44	
Other Non-Current Liabilities		
TOTAL NON-CURRENT LIABILITIES	175,741.44	
TOTAL LIABILITIES	7,112,883.76	
NET ASSETS	504,521,355.67	
EQUITY		
Asset Revaluation reserve	417,987,222.46	
Reserves	29,360,140.58	
Accumulated Surplus	57,173,992.63	
TOTAL EQUITY	504,521,355.67	

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 S
Bendigo (S&P	8/04/2025	1,500,000.00	4.60%	14/10/2025	189			27,520.55
A2)	3/06/2025	1,000,000.00	4.22%	23/12/2025	203	4,500,000.00	17.26%	23,470.14
	26/06/2025	1,000,000.00	4.15%	12/02/2026	231			26,264.38
	8/07/2025	1,000,000.00	4.10%	10/03/2026	245			27,520.55
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+)	9/04/2025	1,000,000.00	4.60%	28/10/2025	203			25,583.56
	7/05/2025	1,500,000.00	4.30%	18/11/2025	195	10,500,000.00	40.27%	34,458.90
	22/07/2025	1,000,000.00	4.10%	8/04/2026	259			29,093.15
	7/08/2025	2,000,000.00	4.15%	21/04/2026	257			58,441.10
	16/09/2025	1,000,000.00	4.15%	2/06/2026	259			29,447.95
	16/09/2025	1,000,000.00	4.15%	16/06/2026	273			31,039.73
	30/09/2025	2,000,000.00	4.20%	23/06/2026	266			61,216.44
	30/09/2025	1,000,000.00	4.22%	7/07/2026	280			32,372.60
Westpac	27/05/2025	2,000,000.00	4.37%	9/12/2025	196			46,932.60
	28/05/2025	70,808.41	3.50%	27/05/2027	730	10,070,808.41 38.63%	4,956.59	
	18/06/2025	2,000,000.00	4.34%	14/01/2026	210			49,939.73
	18/06/2025	2,000,000.00	4.34%	28/01/2026	224		53,269.04	
	10/07/2025	1,500,000.00	4.25%	25/03/2026	249			43,489.73
	5/08/2025	1,500,000.00	4.33%	5/05/2026	273			48,579.04
	19/08/2025	1,000,000.00	4.23%	19/05/2026	273			31,638.08
TOTAL INVESTMENTS		26,070,808.41				26,070,808.41	100%	712,754.41
% of Total Investment Portfolio	S&P Short term rating (max 100%)	38.63%	A1+40.27% A2 21.36%					
Total investments/ Tied Funds	5 26,070,808.41		Total Year to date investments Earnings		293,204.	12		
General Bank Funds Council Till and	5,901,685.85 5							
Petty Cash float Total Untied Funds	1,275.00 5 5,902,960.85							
Total all funds	5 31,973,769.26							

Note 2: Statement of Trade Debtors

Total Debtors as of 30 September 2025 is \$2,528,403; \$125,812 to invoices outstanding over 90 days. \$73,777 the 90+ days debtors relate to the charge of legal fees on regulatory service orders. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has two hundred and eighty one (281) infringements outstanding with a total balance of \$78,712 an increase of \$1,821 from July. One (1) Issued, Eleven (11) Reminder notices produced, Two Hundred and Thirty Eight (238) are with the Fines Recovery Unit (FRU), and Thirty one (31) Part Payment Arrangement.

Age of Trade Debtors: (\$)	Current	Past Due	Past Due	Past Due	Past Due	Total
		1-30 Days	31-60 Days	61-90 Days	90+ Days	
Sundry Debtor	-	2,000,000.00	-	-	51,979.37	2,051,979.37
Cemetery	-	49,830.67	10,397.00	666.00	-	60,893.67
Waste	-	125.61	440.00	-	55.38	620.99
Recreation Reserves	-	2,850.55	34.72	-	-	2,885.27
Planning	-	300.00	3,442.00	-	-	3,742.00
GST Receivable	329,569.60					329,569.60
Infringements	-	1,449.00	2,793.00	693.00	73,776.96	78,711.96
Total	329,569.60	2,054,555.83	17,106.72	1,359.00	125,811.71	2,528,402.86



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	813,669.20	-	-	-	-	813,669.20
Cemetery	-	-	-	-	-	-
Total	813,669.20	-	-	-	-	813,669.20

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31–60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Payable	10,861.36	-	-	(355.07)		10,506.29
Payroll	-	-	-	-	-	-
Total	10,861.36	-	-	-	-	10,506.29

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			N.
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 \$2.22 million.

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

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

	Beginning of 2024/25 Prior Years Rates Outstanding (5)	Previous Month (Aug 2025) (\$)	Current Month (Sept 2025) (\$)
CANCELLED ASSESSMENT		67,623.79	68,119.36
COMMERCIAL	28,378.18	38,112.97	26,124.93
GAS PLANT	-	2.61	2.61
MINING	165,673.14	176,371.11	173,276.19
HORTICULTURE AGRICULTURE	18,846.40	65,203.28	60,312.98
NON-RATEABLE GENERAL	20,028.76	21,665.20	21,778.31
NON-RATEABLE WASTE	40,496.86	42,618.06	42,911.62
PASTORAL	-		
RURAL RESIDENTIAL	1,123,920.14	1,774,442.17	1,636,851.19
URBAN RESIDENTIAL	135,647.13	196,088.62	193,579.95
TOTAL	1,532,990.61	2,382,127.81	2,222,957.14
Arrears LESS Legal	1,422,397.62	2,242,161.90	2,088,351.90

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





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 first instalment is due on 30 September 2025.

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

	Previous Month (Aug 2025) (\$)	Current Month (Sept 2025) (5)	Variance (\$)	Due Dates
Instalment 1	4,634,983.13	2,456,128.06	2,178,855.07	30-Sep-25
Instalment 2	4,916,554.84	3,613,217.87	1,303,336.97	30-Nov-25
Instalment 3	5,076,653.49	3,811,567.71	1,265,085.78	28-Feb-26
TOTAL	14,628,191.46	9,880,913.64	4,747,277.82	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount
1691.8-01	DOWNEREDI WORKS PTY LTD	Lintin Geotechnical - Reseals - Various Locations Litchfield Council Municipality	\$1,118,294.91
1690.114-01	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 16 June 2026	\$1,000,000.00
1690.114-01	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 07 July 2026	\$1,000,000.00
1689.1686-01	DUITS ELECTRICAL	RFT25-497 FPRR Electrical and Lighting Upgrade - Freds Pass Recreation Reserve	\$404,700.56
1689.1137-01	ALLAN KING & SONS CONSTRUCTION PTY LTD	RFT25-493 Drainage Upgrade and Pavement Upgrades - Various Locations Litchfield Council Municipality	\$328,870.36
1689.78-01	POWER & WATER CORPORATION	Bees Creek Road - Upgrade Gravel to Seal	\$171,064.78
1687.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFT24-469 Challoner Circuit Road Safety Upgrades	\$146,151.86
1693.162-01	CIVICA PTY LTD	Annual Licence Fee: 01 Nov -31 Oct 2026	\$90,502.60
1693.280-01	CITY OF DARWIN	Aug 2025 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$86,941.80
1693.3004-01	MAXCON (NT) PTY LTD	Litchfield Council - Thorak Cemetery Machine/Equipment Shed	\$69,462.36
1695.1881-01	DARWIN MAZDA (MILES ROAD HOLDINGS PTY LTD)	BT50 - Purchase of New Mayors Vehicle	\$60,603.00
1691.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 06 (25/26) - Cycle 1 WE: 14 Sep 2025	\$54,540.00
1687.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 05 (25/26) - Cycle 1 WE: 31 Aug 2025	\$50,509.00
1689.3122-01	ASHFORD LAMAYA ARCHITECTS	RFT25-490 Detailed Design of Netball Courts and Facilities	\$50,280.60
1689.2861-01	HCS CONSTUCTIONS NT PTY	Howard Park BMX Track Soft Fall Replacement and Upgrades to Facility	\$44,212.30
1691.874-01	VTG WASTE & RECYCLING	Aug 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakima Estate to Shoal Bay Receiving Station	\$41,546.68
1693.1022-01	KPMG	Audit Fees for the 2025 Financial Year	\$37,697.29
1691.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 6 2026-42 WE: 14 Sep 2025	\$32,467.96
1687.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 5 2026-13 WE: 31 Aug 2025	\$31,048.11
1687.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$29,214.70
1693.2815-01	JLM CONTRACTING SERVICES PTY LTD	Culvert Works - Various Locations Litchfield Council Municipality	\$24,607.72
1689.1742-01	ASHBURNER FRANCIS	Freds Pass Recreation Reserve: AFL, Rugby and Soccer Ovals	\$22,781.00
1693.2335-01	SAVILLS RETAIL MANAGEMENT PTY LTD	Oct 2025 - Rent - Coolalinga Central - Litchfield Community Library	\$22,298.51
1691.2705-01	KATHERINE TREE MAINTENANCE	Green Waste Grinding Berry Springs	\$21,210.64
1693.1564-01	FOURIER TECHNOLOGIES PTY LTD	Sep 2025 - CCTV Monitoring	\$19,028.36
1691.577-01	ARJAYS SALE & SERVICE PTY LTD	Install School Crossing Signs	\$18,493.75
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1693.2861-01	HCS CONSTUCTIONS NT PTY	McMinns Reserve Roof Restoration	\$18,458.00
1691.192-01	MAGIQ SOFTWARE (X INFOXPERT)	Magiq Documents - Managed Services Nov - May 2026 and May - Nov 2025	\$16,384.54
1687.1852-01	LG SOLUTIONS PTY LTD	Financial Reporting Templates (NT) Cloud 2025/2026	\$14,960.00
1693.67-01	JARDINE LLOYD THOMPSON PTY LTD	2024/2025 - Insurance Workers Compensation Adjustment	\$14,430.46
1687.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$14,355.00
1689.409-01	F & J BITUMEN SERVICES PTY LTD	RFT24 - 4 - Pothole Repairs - Various Locations Litchfield Council Municipality	\$13,878.96
1689.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jul, Aug and Sep 2025 - Anti Spam/Sophos/DRaaS	\$12,433.67
1687.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Compactor Yearly Service	\$12,346.57
1691.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$12,322.38
1693.1396-01	CSE CROSSCOM	Full VHF Radio System Audit	\$11,853.71
1689.1068-01	MR D S BARDEN	Aug & Sep 2025 - Elected Members Allowances (Final)	\$11,697.02
1687.577-01	ARJAYS SALE & SERVICE PTY LTD	Pedestrian Walkway - Repairs to Damaged Footpath Guardrails	\$11,275.00
1689.2815-01	JLM CONTRACTING SERVICES PTY LTD	Repairs to Drian/Culverts - Various Locations Litchfield Council Municipality	\$10,723.35
1689.14-01	AUSTRALIA POST	Annual Rates Notice 2025/2026 Postage Costs	\$10,325.67
1693.849-01	WEX AUSTRALIA (PUMA CARD)	Aug 2025 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$9,763.87
1687.809-01	ALLOY & STAINLESS PRODUCTS PTY LTD	Replacement Slasher Blades and Fitting	\$9,614.54
1687.1000-01	LAVERCOMBE GRADER SERVICES	Excavator and Water Truck for HSWTS Mulch Fire	\$9,328.00
1691.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Works HDVG	\$9,262.00
1689.2440-01	STANTEC AUSTRALIA PTY LTD	Road Inspection - Various Roads Litchfield Council Municipality	\$8,448.00
1693.307-01	RANDFLEX PTY LTD	Ash Container Boxes - Thorak Cemetery - Customer Purchase Supply	\$7,650.06
1693.810-01	UHY HAINES NORTON	CVR Maintenance (Assets)	\$7,315.00
1689.2703-01	MILLS OAKLEY	Stage 2 - Review Material Provided / Planning	\$7,299.60
1687.2676-01	MAHER RAUMTEEN SOLICITORS	Legal Services - Reserve Leases	\$5,775.00
1693.1105-01	ASSOCIATED ADVERTISING & PROMOTIONS	Annual Community Consultation	\$5,680.87
1691.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Stage 1 - Stormwater Management Review	\$5,501.95
1693.1103-01	HASTINGS DEERING	Handbrake Repairs, Loader and repairs to Bins at HSWTS	\$5,272.58
1693.2983-01	FOURIER INFOSEC	SEP 25 - Managed Security Services Agree	\$5,105.27
1689.2089-01	ELGAS LTD	Gas Supply - Thorak Cemetery Crematorium	\$5,058.07
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1689.1767-01	INDUSTRIAL ROPE ACCESS & NT PRESSURE CLEANING	Pressure Clean of Litchfield Building Outside Areas	\$4,966.50
1687.926-01	JACANA ENERGY	Jul 2025 - Electricity KLRR, Litchfield Councill Office, Thorak Cemetery and HPRR	\$4,747.87
1691.2795-01	ABSOLUTE SIGNAGE	Replacement Signage and Hardware - Various Locations Litchfield Council Municipality	\$4,589.32
1687.2270-01	TYRECYCLE PTY LTD	Tyre Collection HDWTS WE: 06 August 2025	\$4,506.14
1688.436-01	DELTANA	Supply / Install Wireless Interlock Kit to Solar System	\$4,475.22
1689.577-01	ARJAYS SALE & SERVICE PTY LTD	HDWTS - Bollard Repairs	\$4,345.00
1691.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE: 14 Sep 2025	\$4,325.32
1687.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE: 31 Aug 2025	\$4,311.82
1689.2239-01	MR M SIDEY	Aug & Sep 2025 - Elected Members Allowances (Final)	\$4,203.90
1693.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Sep 2025 - Cleaning: Library, Litchfield Council Office and Thorak Cemetery Chapel and Office	\$4,108.52
1689.1091-01	HIQA GEOTECHNICAL	RFT24-482 Reseal Various Roads - Litchfield Council Municipality	\$4,043.69
1691.1152-01	LANE COMMUNICATIONS	Annual Rate Notices 2025/2026	\$3,988.41
1687.1431-01	TRANSFORM ELECTRICAL	Litchfield Council Dog Pound Electrical Works	\$3,670.00
1691.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$3,592.60
1693.2089-01	ELGAS LTD	Gas Supply - Thorak Cemetery Crematorium	\$3,551.73
1687.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance - Various Locations Litchfield Council Municipality	\$3,520.00
1693.926-01	JACANA ENERGY	Jun 2025 - Streetlight Electricity Charge	\$3,317.93
1691.1105-01	ASSOCIATED ADVERTISING & PROMOTIONS	Annual Community Consultation	\$3,206.04
1691.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jul 2025 - CCTV Monitoring, Replacement Laptop - Including Configuration/Sep-up	\$3,149.55
1689.2270-01	TYRECYCLE PTY LTD	Tyre Collection HDWTS WE: 13 Aug 2025	\$3,134.88
1693.78-01	POWER & WATER CORPORATION	Jun - Sep 2025 - Water HPRR Lot 2177	\$3,097.01
1687.3065-01	VERBREC AUSTRALIA PTY LTD	Asset Management Plans - Multiple Reserves	\$2,904.00
1691.43-01	NT BUILD	Rehabilitation of Whitewood Road	\$2,891.00
1689.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance - Various Locations Litchfield Council Municipality	\$2,816.00
1687.2092-01	GOLD MEDAL SERVICES (MACENTEE SERVICES)	Distribution Site Excavation / Investigation HPRR	\$2,752.75
1687.1088-01	TALENT PROPELLER	Recruitment- Business Support Officer - Finance	\$2,750.00
1693.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	Aug and Sep 2025 - Fridge and Aircon Degas for Transportation/Recycling	\$2,640.00
1687.1103-01	HASTINGS DEERING	Backhoe Loader Windscreen Panel	\$2,638.41
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1687.1394-01	BEFORE YOU DIG AUSTRALIA	DBYD Minimum Annual Registration 2025/2026	\$2,598.42
1689.498-01	MR M I G SALTER	Aug & Sep 2025 - Elected Members Allowances (Final)	\$2,498.98
1689.1141-01	NORTHERN GROUND MAINTENANCE	Jul 2025 - RFQ24-424 Ground Maintenance Parks and Reserves - HPRR, KLRR, Gregg Park Jakira Estate	\$2,458.50
1689.2238-01	MR K R HARLAN	Aug 2025 - Elected Members Allowances	\$2,386.37
1693.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 27 Aug 2025	\$2,284.63
1693.874-01	VTG WASTE & RECYCLING	Aug 25 - HDWTS and HSWTS Oil Disposal	\$2,243.56
1691.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Library Vacate Clean - Taminmin Library	\$2,189.00
1689.1961-01	HUMPTY DOO WELDING AND FABRICATION	Fire Extinguisher Processing	\$2,145.00
1687.3047-01	AJ SECRITY DARWIN (TERRITORY NEXUS)	Aug 2025 - Open/Close Gales and Security Services - HPRR	\$2,120.80
1691.436-01	DELTANA	PV System Inspection and Repair	\$2,034.68
1691.78-01	POWER & WATER CORPORATION	Aug 2025 - Water HSWTS and Litchfield Council Office	\$2,000.58
1693.87-01	TOP END LINEMARKERS PTY LTD	HPRR - BMX Track - Line Marking	\$1,991.00
1689.2249-01	MS R A WRIGHT	Aug 2025 - Elected Members Allowances	\$1,986.37
1689.2252-01	MRS E SHARP	Aug 2025 - Elected Members Allowances	\$1,986.37
1689.3028-01	MR K M CIVITARESE	Aug 2025 - Elected Members Allowances	\$1,986.37
1693.3166-01	NORTHERN PLUMBING MAINTENANCE & REPAIRS	Chapel Toilet Upgrades	\$1,980.00
1689.2164-01	SCOUT TALENT PTY LTD	Scout Essentials with AL Suite- Annual Subscription	\$1,980.00
1691.926-01	JACANA ENERGY	Aug 2025 - Electricity - Thorak Cemetery and HPRR	\$1,966.16
1691.1674-01	FRESH START - FOR CLEANING	Cleaning Services. MWF, HDWTS, BSWTS, HSWTS, KLRR and HPRR	\$1,837.50
1689.1023-01	AUSLINE ENGINEERING	Slasher Gason Skid Repairs, Slasher#1	\$1,823.80
1691.2270-01	TYRECYCLE PTY LTD	Tyre Collection HDWTS WE: 20 Aug 2025	\$1,774.99
1687.506-01	TURBO'S TYRES	Replacement Tyres CE59GR Toyota Hilux	\$1,760.00
1689.454-01	TRAFFICWERX NT PTY LTD	Traffic Control for Girraween Road, MWF Crews	\$1,648.63
1693.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$1,579.60
1687.111-01	STICKERS AND STUFF	Supply Calico Funky Chicken Library Bags	\$1,556.00
1687.1674-01	FRESH START - FOR CLEANING	Cleaning Service: KLRR and HPRR WE: 27 Aug 2025	\$1,500.00
1693.2130-01	APEX STEEL SUPPLIES	Replacement Posts for Signage - Various Locations - Litchfield Council Municipality	\$1,488.47
1687.347-01	INFORMATION CONSULTANTS P/L	Processing of FOI Request	\$1,485.00

1689.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Aug 2025 - Security Patrols HDWTS & Litchfield Council Office and HDWTS	\$1,455.33
1693.3189-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,451.03
1689.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs Whitewood Hall / Scouts Hall	\$1,446.50
1687.676-01	FINAL TOUCH AUSTRALIA	Ornamental Urns- Stock for Display Cabinet - Customer Sales at Thorak Cemetery	\$1,435.17
1692.436-01	DELTANAE	Analyse Data Logger - Thorak Cemetery	\$1,430.00
1689.1566-01	WINC AUSTRALIA PTY LTD	Paper Towel & Toilet Roll Replenishment HPRR and Stationary Replenishment - Litchfield Council Office	\$1,350.80
1687.106-01	MASTER BLASTER HI- PRESSURE CLEANING	Roof & Concrete Cleaning Thorak Chapel	\$1,320.00
1687.2395-01	MAITAI SERVICES	Jul 2025 - Catering/ Delivery for Council Meetings, and Staff Monthly Meeting	\$1,288.00
1687.279-01	AUSTRALASIAN CEMETERIES & CREMATORIUM	2025/2026 Annual ACCA Membership	\$1,271.00
1689.874-01	VTG WASTE & RECYCLING	Aug 2025 - Collection Waste and Recycling - Litchfield Council Office, Thorak Cemetery, HPRR and KLRR	\$1,240.66
1689.1152-01	LANE COMMUNICATIONS	2025-2026 Dog Rego Renewal Letters	\$1,133.70
1687.3179-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,100.00
1691.205-01	SAFEWAY TEST & TAG	Test and Tag Equipment - Council Chambers and Litchfield Council Office	\$1,062.60
1687.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$1,040.00
1691.506-01	TURBO'S TYRES	Wheel Alignment and New Tyres	\$1,001.00
1693.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$950.00
1687.238-01	SIMPLICITY FUNERALS NT	Refund of Pre-Paid Cremation Costs	\$903.75
1689.1646-01	TROPPO GARDENS	Irrigation Inspection and Repairs at Litchfield Council Office Grounds	\$902.00
1687.2840-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Grant - NT Rep - Horse land Aus Championships	\$900.00
1689.3186-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$870.22
1687.1211-01	MR G S MAYO	Aug 2025 - Pound Maintenance for Impound	\$870.00
1693.508-01	EASA	Onsite Support- Thorak Cemetery	\$838.36
1689.941-01	EVERLON BRONZE	Memorial Plaque NT-TRC-B250704A-1 Thorak Customer Purchase	\$800.80
1689.926-01	JACANA ENERGY	Jul 2025 - Electricity Charges HSWTS and HPRR	\$778.69
1689.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Infrastructure, Planning, Cemetery and Regulatory Services	\$717.26
1691.3169-01	FMS (FIRE MAINTENANCE SERVICES (NT)	Servicing of Portable and Fixed Fire Equipment	\$712.80
1693.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Sep 2025 - Archive Storage Fee for Litchfield Councils Documents	\$711.49
1693.1881-01	DARWIN MAZDA (MILES ROAD HOLDINGS PTY LTD)	Repair of CE13CG Litchfield Council BT50	\$650.00
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1691.512-01	SELTER SHAW PLUMBING PTY LTD	Emergency Works - Repair of Water Bubble HPRR	\$620.10
1693.565-01	CURBY'S (NT) PTY LTD	Desk Plaques/Postage - New Elected Members for Council Chambers	\$613.80
1687.3040-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Grant - NT Rep - Volleyball Championships	\$600.00
1687.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Aug 2025 - Archive Storage Fee for Litchfield Council	\$563.70
1687.874-01	VTG WASTE & RECYCLING	Aug 2025 - HSWTS and HDWTS Oil Disposal	\$563.20
1687.2063-01	QUALITY INDOOR PLANTS HIRE	Aug 2025 - Plant Hire & Maintenance Litchfield Council Office and Thorak Cemetery	\$557.25
1691.1471-01	RICOH AUSTRALIA PTY LTD	Aug 2025 - Photocopier Hire & Consumables	\$541.73
1687.205-01	SAFEWAY TEST & TAG	Test and Tag Equipment at Litchfield Council Office, Including Council Chambers	\$537.90
1687.2446-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Rep - Scouts Nationals	\$500.00
1689.2926-01	DARWIN TRIATHALON CLUB	Refund Fob/Key Deposit After Venue Hire	\$483.00
1693.151-01	HARVEY NORMAN COMPUTERS/ELECTRICAL	Keyboard / Mouse and Power Bank	\$470.00
1693.2795-01	ABSOLUTE SIGNAGE	Replacement Signage and Hardware - Various Locations Litchfield Council Municipality	\$455.40
1687.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Thorak Cemetery	\$425.31
1691.3166-01	NORTHERN PLUMBING MAINTENANCE & REPAIRS	Diagnose/Repair Water Leak	\$407.00
1691.189-01	HD PUMPS & HUMPTY DOO HARDWARE	Inspected Pressure Pump	\$405.50
1689.205-01	SAFEWAY TEST & TAG	Test and Tag - Office & Shed at HDWTS	\$399.08
1691.941-01	EVERLON BRONZE	Memorial Brass Vase - For Thorak Cabinet Customer Sales	\$388.30
1693.1253-01	CRAIG BURGDORF	Repairs to HSWTS Backhoe	\$382.25
1693.1471-01	RICOH AUSTRALIA PTY LTD	Aug 2025 - Works Photocopier& Consumable	\$379.51
1687.1834-01	CAMBUSH SECURITY SOLUTIONS NT PTY LTD	MWF Shed - Security Camera Maintenance at HDWTS	\$360.00
1687.2421-01	RURAL GARDEN SUPPLIES (SOUTHERN CROSS)	3 X Cube Metres of Concrete Pre-Mix	\$360.00
1691.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$352.61
1693.2742-01	HIGH PRESSURE DARWIN	BBQ Pressure Wash KLRR	\$343.75
1693.2229-01	IWATER NT PTY LTD	Irrigation Repairs KLRR	\$342.10
1689.2316-01	KYAM ELECTRICAL PTY LTD	Power Board Replacement	\$341.00
1687.1396-01	CSE CROSSCOM	Aug 2025 Tracking Access	\$330.00
1687.25-01	LAND TITLES OFFICE	Aug 2025 - Planning Tittle Searches	\$328.50
1689.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	\$327.80

1693.3025-01	SCP CONSULTING NORTHERN REGION PTY LTD	RFQ24-446 Pioneer Anglesey Intersection	\$322.66
1689.3169-01	FMS (FIRE MAINTENANCE SERVICES (NT)	Fire Extinguisher Servicing HSWTS AND BSWTS	\$303.60
1693.2378-01	PACK & SEND DARWIN	Aug 2025 - Courier Service for Litchfield Community Library	\$300.00
1687.2889-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Grant - NT Rep - Touch Australian Championships	\$300.00
1687.2930-01	GIRRAWEEN VETINARY HOSPITAL	Redemption of Desexing Voucher	\$300.00
1687.2933-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Rep Tassell Trophy	\$300.00
1687.3177-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Rep - Touch Football Championship's	\$300.00
1687.3178-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Rep - Rugby League Championships	\$300.00
1687.3182-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Rep Equestrian Championships	\$300.00
1687.3183-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Rep - Aus Junior Club Championships	\$300.00
1687.3184-01	LITCHFIELD COUNCIL RATEPAYER - DEPENDANT	Youth Development Grant - NT Rep Tassell Trophy	\$300.00
1691.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Works HPRR	\$282.70
1689.508-01	EASA	EAP Counselling Sessions 16-31 August 2025	\$262.85
1693.512-01	SELTER SHAW PLUMBING PTY LTD	HSWTS - Investigate/Repair Water Leak	\$257.29
1689.2795-01	ABSOLUTE SIGNAGE	Reduce Speed Signs - Various Locations Litchfield Council Municipality	\$256.52
1691.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	\$230.48
1689.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Aug 2025 - Garden Maintenance HD Community Garden	\$230.00
1693.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Supply - Funky Chicken Bookmarks for Litchfield Community Library	\$223.85
1687.790-01	BOBTOW TILT TRAY SERVICES	Recovery of Posi Track to Hicks Road	\$220.00
1687.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Business Cards for Litchfield Community Library	\$189.20
1693.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$186.36
1693.3190-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of Out of Pocket Expenses	\$185.23
1689.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Sep 2025 - Monthly Membership	\$165.00
1693.1237-01	THE BOOKSHOP DARWIN	Assorted Books - Litchfield Community Library Reader Requests	\$160.14
1693.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$150.00
1691.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	\$150.00
1687.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$150.00
1689.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	\$150.00
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1693.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 12 Sep 2025	\$130.92
1691.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Air Compressor Repairs	\$126.63
1693.3188-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap after Hire Period	\$120.00
1691.2305-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Animal Trap Bond after Hire	\$120.00
1689.2875-01	LITCHFIELD COUNCIL RATEPAYER	Refund Trap Hire Bond after Hire Period	\$120.00
1689.3154-01	LITCHFIELD COUNCIL RATEPAYER	Refund Trap Hire Bond after Hire Period	\$120.00
1689.3173-01	LITCHFIELD COUNCIL RATEPAYER	Refund Trap Hire Bond after Hire Period	\$120.00
1693.3170-01	UNIQUE GIFTS AND NEWSAGENTS PTY LTD	Aug & Sep 2025 - Daily Newspapers for Litchfield Community Library	\$105.50
1687.3181-01	LITCHFIELD COUNCIL RATEPAYER	Refund Dog Rego AN 11930, Deceased	\$92.50
1691.2434-01	BELLS PURE ICE	Aug 2025 - Bagged Ice Delivered to HDWTS	\$88.55
1687.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office: 20 Aug 2025	\$82.50
1691.220-01	THE BIG MOWER	Replacement Cap Assembly Fuel Tank	\$80.00
1689.2630-01	DACS NT	Aug 2025 - Pound Transfers for Surrender/Abandoned Dogs	\$75.00
1691.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check - New Litchfield Council Employee	\$66.00
1691.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 05 Sep 2025	\$65.46
1687.2849-01	ARMAĞUARD PTY LTD	Collect Council Banking - WE 22 Aug 2025	\$65.46
1689.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 29 Aug 2025	\$65.46
1689.3185-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$55.00
1691.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Sep 2025 - Bottle Water HSWTS	\$50.00
1687.862-01	KOKODA INDUSTRIES (HPA INCORPORATED)	Bag of Consumable Rags/Cloths	\$37.40
1691.1021-01	MCARTHUR (QLD) PTY LTD	Bankruptcy Check for New Employee	\$30.80
1689.1834-01	CAMBUSH SECURITY SOLUTIONS NT PTY LTD	MWF Shed - Security Carnera Maintenance at HDWTS	\$30.00
1687.660-01	CENTRAL ANIMAL RECORDS (AUST) PTY LTD	Microchip Subscription Fee x 2	\$19.90
1693.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$17.02
1694.3049-1	DREAMMEDIA CREATIVE	Livestreaming Funeral Services - Thorak Customer Purchase of Service	\$335.50
		TOTAL	\$5,471,587.81

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

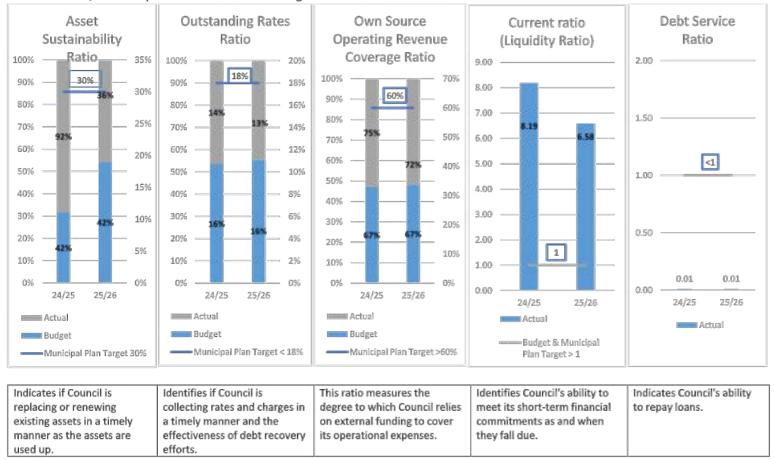
Cardholder Name:	Stephen Hoyne	1	
Transaction Date	Amount \$	Supplier's Name	Details
29/08/2025	43.00	Caltex Coolalinga	Caltex Coolalinga (Adblue for vehicle)
15/09/2025	16.00	News PTY	News Subscription
19/09/2025	15.00	NT Independent	News Subscription
21/09/2025	6.00	Westpac	Credit Card Fee
Total	80.00		

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.



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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of September 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 back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 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.

^{*}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: 30.09.2025

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: 14/10/2025

13.1.2 People, Performance and Governance Report – August and September 2025

AUTHOR: Ankit Pansal, Corporate Services Program Leader

AUTHORISER: Maxie Smith, Director Corporate and Community

ATTACHMENTS: 1. People Performance and Governance Monthly Report

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 August and September 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

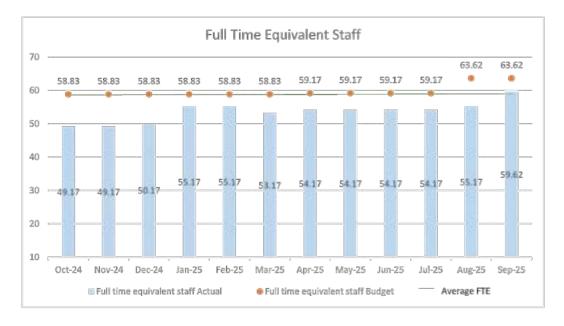
Nil

PEOPLE AND PERFORMANCE MONTHLY REPORT August and September 2025

Internal Appointment	ts		
Position	Department	Commenced	Permanent/Temporary
Business Support Officer- Community	Community & Corporate	13 September	Temporary
External Appointmen	ts		
Position	Department	Start date	Permanent/Temporary
Library Support Officer	Community & Corporate	1 September	Permanent
Customer Service Officer	Community & Corporate	1 September	Permanent
Director Infrastructure & Operations	Infrastructure & Operations	12 August	Contract
Employment Separati	on Permanent		
Position	Department	End date	Permanent/Temporary
NA			
	Allocated	Actu	al Difference
Full Time Equivalent	50.00	46.0	0 -4
Part-time	4.52	4.52	2 0
Contract	5.00	5.00	-
Casual	4.10	4.10	M. Lawrence Co.
Total	63.62	59.6	2 -4.00

Recruitment Overview:

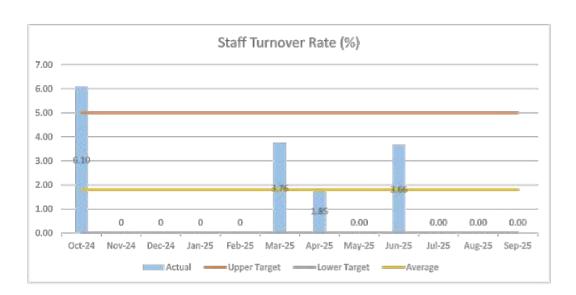
Role	In Progress	Completed
Business Support Officer - Community		9
Director Infrastructure & Assets		©
Business Support Officer - Finance	S	
Library Support Officer		9
Customer Service Officer - Library		2



Turnover Rate:

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

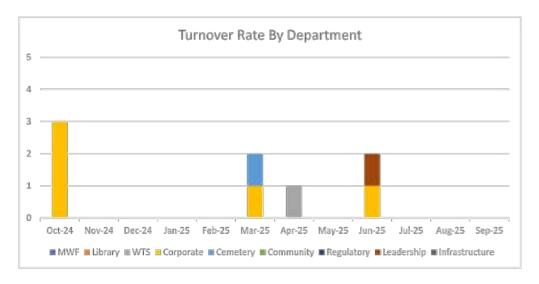
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Average
6.10%	0.00%	0.00%	0.00%	0.00%	3.76%	1.85%	0%	3.66%	0.00	0.00	0.00	1.28%
3	0	0	0	0	2	1	0	2	0	0	0	0.67

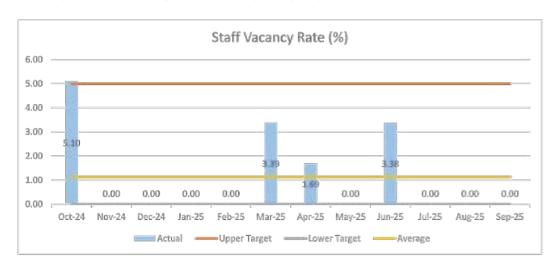
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

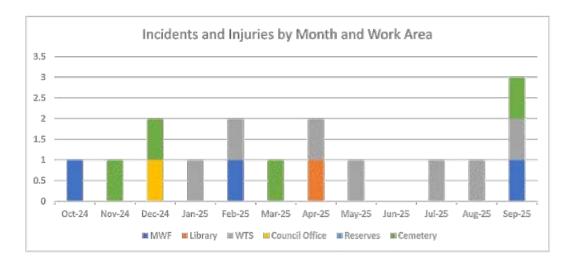
The number of vacant positions during the reporting period. (Vacant positions, divided by total FTE, multiplied by 100).



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Average
Γ	5.10%	0.00 %	0.00 %	0.00 %	0.00%	3.39%	1.69%	0.00 %	3.38%	0.00%	0.00%	0.00%	1.13%

Target: Between 0% to 5%

Workplace Health and Safety:



There were four workplace health and safety incident recorded in August and September 2025.

- 1. An employee sustained a minor injury while operating machine.
- 2. An employee sustained a minor injury while operating machine.
- 3. An employee sustained a minor injury while operating machine.
- 4. An employee was verbally abused by a customer in the course of their duties.

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
Regulations	Local Government (General) Regulations 2021
	Guideline 1: Local Authorities
	Guideline 2: Appointing a CEO
	Guideline 3: Borrowing
Guidelines	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.

Polícies	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

13.1.3 Capital Works Rollover 2024/2025 to 2025/2026

AUTHOR: Maxie Smith, Director Corporate and Community **AUTHORISER:** Maxie Smith, Director Corporate and Community

ATTACHMENTS: 1. Capital Works Roll Over 2025-26

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.

RECOMMENDATION

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

BACKGROUND

During the review of the capital works projects for rollover, 31 key projects have been identified for rollover, totalling \$17,458,216.60. \$4,825,783.07 of these projects are funded by Council reserves with \$12,632,433.53 funded through external grant funding. As indicated in Attachment A: Capital Works Rollover, these projects were awarded contracts and tenders in the 2025 financial year and are scheduled for completion in 2025-2026.

It is recommended that the Council approve the projects as outlined in Attachment A: Capital Works Rollover to be rolled over from 2024/25 to 2025/26, after which the budget movements will be actioned and amended in Budget Review One 2026.

The final financial reserve balances are subject to change during the 2024/25 end-of-financial-year reconciliation process, during which any operational or capital savings identified will be transferred back into the financial reserves.

The long-term financial plan for 2025-2034 will be amended in accordance with Division 4 (9) of the Local Government (General) Regulations 2021 during Budget Review One 2025-26.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Section 204 (2) (a) of the Local Government Act 2019 allows for Council to allocate money that was not previously provided for if the allocation is within terms of a grant agreed by Council, authorised by a Council resolution or covered by revenue that compensates the expenditure.

Once Council authorises the proposed capital works rollover, the Budget 2026 will be amended in accordance with Section 203 of the Local Government Act 2019.

FINANCIAL IMPLICATIONS

Nil

Risks Financial

Council is managing financial risk through the review of its annual budget. Council has a legislative requirement to review the annual budget twice per year. The budget review provides the opportunity to update the budget. Council's budget is compared to its actual annual results in the annual financial statements at year-end.

COMMUNITY ENGAGEMENT

Once adopted, the amended budget along with Budget Review 1 2025/2026 movements will be available for public to view on Council's website.

- 0	A: 15			. 0		- 4		-01	- X	- 4
	Capital Works Project	Approved Budget 2004/25 Budget Review 2	Funding Asset Reserve	Source Grants	Year To Date Actuals 30 June 2025	Budget Roll Over- Projects funded from Asset Reserve- 2025/26	Budget Roll Over- Projects funded from Grants- 2025/26	FY 2025 91 July 2025 Actuals	Total LTD Actual 31 July 2025 (8+F+4)	Remaining Budget \$1 July 2025 (8-K)
1	Road Seal Renewal	3,757,471.00	-	3,757,471.00	2,369,399.78		1,386,071.22	4,163.34	2,373,563.12	1,383,907.88
2	Pavement Renewal - Whitewood Road	1,601,659.93	1,601,659.93	-	125,354.95	1,476,304.98		18,535.04	143,889.99	1,457,769.94
3	Pavement Renewal - Heavy Patches - Thorngate, Girraween, Elizabeth Valley Road	674,000.00	674,000.00	_	353,807.93	120,292.07			353,807.93	320,192.07
4	Gravel Surface Renewal	322,000.00	-	322,000.00	268,565.00		51,485.00	73,458.18	342,023.18	- 20,023.18
5	Unsealed to Sealed Road Upgrade - Meade Road	1,075,000.00	1,075,000.00	-	1,083,319.92	- 8,319,92	The second second		1,083,319.92	- 8,319.92
6	Road Safety Upgrades - (Shoulder Widening)	514,000.00	-	514,000.00	285,861.91	10040	228,118.09		285,861.91	228,138.09
7	Road Safety Upgrades - Intersections - Pioneer Anglessey	465,129.42	465,129.42	_	-	465,329.42		_	_	465,129.42
8	Road Safety Upgrades - (Challoner Circuit)	760,000.00	760,000.00	-	404,848.63	355,351.37	-	-	404,848.63	355,151.37
9	Road Safety Upgrades - (lighting)	838,893.50	838,893.50	-	358,867.81	480,025.69	100	-	358,867.81.	480,025.69
1.0	Road Safety Upgrades - (lighting)	123,010.00	123,010.00	-	164,946.27	41,996.27	100	53,383.64	218,329.91	- 95,319.91
11	Drainage Renewal - Tobin, Parkin, Riverside, Horne	400,000.00	400,000.00		217,011.56	182,988.44	100000		217,011.56	182,988.44
12	Drainage Upgrade - Flood Mitigation	247,472.00	-	247,472.00	242,729.68		4,742.32	-	242,729.68	4,742.32
13	Council Administration Building - Replace AC unit and Chambers Kitchen	130,000.00	-	130,000.00	63,974.00		66,026.00	_	63,974.00	66,026.00
1.4	LRCI Council Administration Building - WIFI CCTV	65,000.00		65,000.00	37,933.67	4	27,066.33	-	37,933.67	27,066.33
1.5	Thorak Asset Renewal	547,709.46	547,709.46	-	392,790.62	154,918.84	100000000000000000000000000000000000000	96,549.40	489,340.02	58,369.44
16	Waste Asset Renewal - Compactor Replacement	714,298.00	714,298.00	-	-	734,298.00	1.0	-	-	714,298.00
17	Freds Pass Reserve Asset Renewal - Soccer Septic and Water Tank	334,652.00	334,652.00	-	56,802.91	277,849.09		_	56,802.91	277,849.09
18	Howard Park Reserve Asset Renewal - BMX Softfall	80,000.00	80,000.00	-	9,440.00	70,560.00	740		9,440.00	70,560.00
19	Berry Springs Reserve Asset Renewal	95,000.00	95,000.00	-	88,747.00	6,253.00	1.0		88,747.00	6,253.00
20	Gregg Park Reserve Asset Renewal - Irrigation	20,000.00	20,000.00	-	13,715.00	6,285.00	100	-	13,715.00	6,285.00
21	Fleet AMP	535,000.00	535,000.00	-	326,287.97	208,712.03	1911		326,287.97	208,712.03
22	Mira Square - BBQ sheler	60,000.00	60,000.00	-	60,103.50	203.50			60,103.50	- 103.50
23	Blackspot- Girraween Road (Rogers to Mango Road)	300,000.00		300,000.00	19,800.00		380,300.00	_	19,800.00	280,200.00
24	Humpty Doo Village Green	45,000.00	45,000.00	-	42,551.23	2,448.77	UI PATOL BETT	-	42,551.23	2,448.77
	Knuckey Lagoon Recreation Reserve - LRCI					200000				
25	Playground	50,000.00	50,000.00	-	47,851.54	2,148.66			47,851.54	2,148.46
26	Gravel Road Sealing- Guys Creek Road Shared Path Upgrade - Whitewood Road - Hillier to	1,246,936.17	1,246,936.17	-	1,246,936.17	-	- 10		1,246,936.17	-
27	Hides	949,009.50		949,009.50			949,009.50	_		949,009.50
28	Consultation - Forward Design	300,000.00	300,000.00	-	396,537.41.	- 96,537.A1	1,00	18,829.05	415,366.46	- 115,366.46
29	Freds Pass Reserve Upgrades	10,000,000.00	-	10,000,000.00	364,254.93		9,635,745.07	508,760.66	873,015.59	9,126,984.41
30	Library fitout	240,000.00	240,000.00	-	41,481.00	198,519.00	7.00	1.70,830.00	212,311.00	27,689.00
31	Server Replacement	100,000.00	100,000.00	-	49,103.99	50,896.01	40 May 1997 CO	-	49,103.99	50,896.01
	l	26,591,240.98	10,306,288.48	16,284,952.50	9,133,024.38	4,925,783.07 17,458,216.60	12,632,413.53	944,509.31	10,077,533.69	16,513,707.29

17,458,216.60

Item 13.1.3 - Attachment 1 Page 59

13.1.4 Financial Reserve Movement

AUTHOR: Maxie Smith, Director Corporate and Community **AUTHORISER:** Maxie Smith, Director Corporate and Community

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

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

RECOMMENDATION

- 1) That Council 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.

1.

BACKGROUND

Council Policy—FIN04 Financial Reserves assists in ensuring the sustainable and responsible financial management of Litchfield Council through consistent identification, administration, and usage of externally and internally restricted reserves.

Councils Financial Reserves form part of the Annual Financial Statements and Council is required under Part 6 (13) (1) (c) of the Local Government (General) Regulations 2021 to disclose all reserves set aside for a specific purpose in its annual financial statement.

In addition at 4.3.1 the policy states that all transfers for reserves shall be assessed at least annually during the preparation of the budget and the Long Term Financial Plan. Transfers of reserves made under this policy require authorisation by Council resolution.

Councils annual financial statement audit is approaching finalisation and staff have transacted the movement to and from Financial Reserves for the 2025 financial year and balanced to available cash. These movements have been audited as part of the Annual Report 2025 audit process. Below is a draft of the final note to and forming part of the Financial Statements for the year ending 30 June 2025.

Note 9b Other Reserves	Closing Balance 2024	Tfrs to Reserve	Tfrs from Reserve 2025	Other Movements 2025	Closing Balance 2025
Davidana Cantributiana Baan	4 000 050	00.400			1 070 510
Developer Contributions Reser		62,166	-	-	1,070,519
Waste Management Reserve	6,068,257	200,596	-	-	6,268,853
Asset Reserve	9,200,659	1,029,104	- 843,301	-	9,386,462
Election Reserve	200,000	-	-	-	200,000
Disaster Recovery Reserve	400,000	-	-	-	400,000
Strategic Initiatives Reserve	400,000	-	-	-	400,000
Unexpended Grants Reserve	-	6,165,890	- 4,047,644	-	2,118,246
Thorak Regional Cemetery	2,756,842	887,992	- 8,150	-	3,636,684
Unexpended Capital Works Res	5,777,735	-	- 951,952	-	4,825,783
Cash for Cans Reserve	224,777	-	- 54,332	-	170,445
Total other reserves	26,036,623	8,345,748	- 5,905,379	-	28,476,992

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Under the Local Government Act 2019, Section 207 (2)(b) and Local Government Regulations 2021 Division 6, section 13(c).

Council Policy—FIN04 Financial Reserves.

FINANCIAL IMPLICATIONS

Risks Nil

COMMUNITY ENGAGEMENT

Nil

13.1.5 Community Services and Development Monthly Report

AUTHOR: Maxie Smith, Director Corporate and Community **AUTHORISER:** Maxie Smith, Director Corporate and Community

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 September 2025

BACKGROUND

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

Media and Communications

Facebook Reach

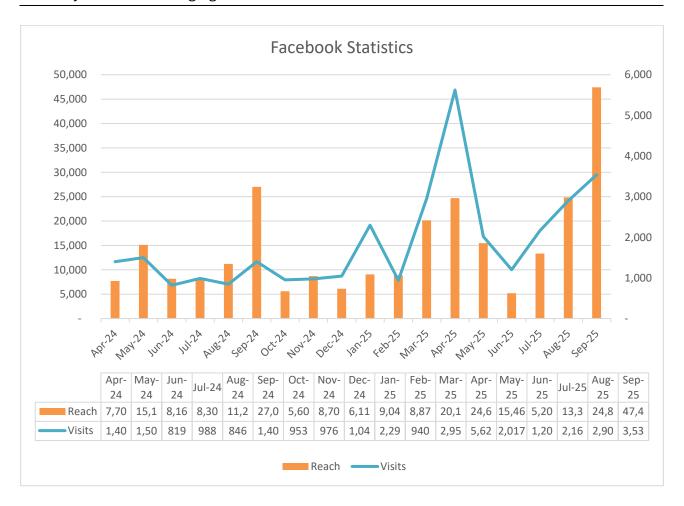
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

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 110 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.

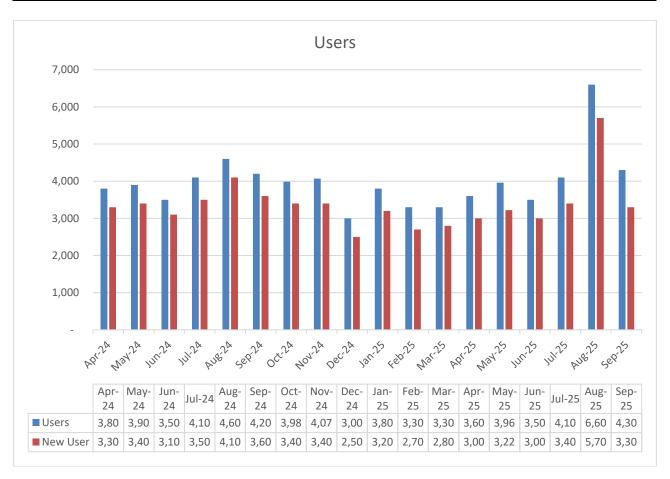
Website New Users

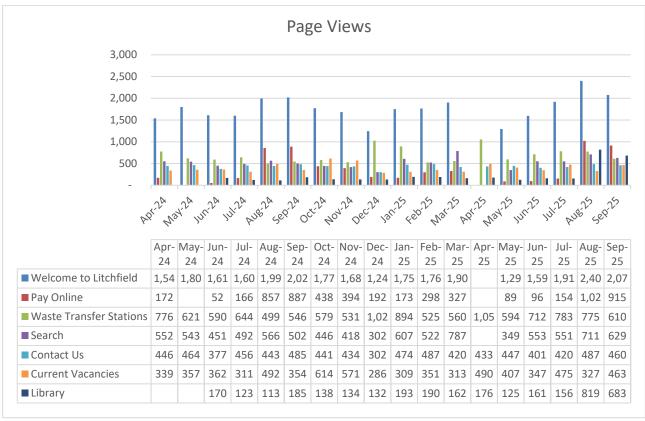
The number of first-time users during the selected date range.

Page Views

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

Website statistics for the month of september remained consistent with previous months, showing no significant changes. In contrast, council's Facebook page performance rose notably, with followers increasing 340% and reach rising from an average of 13,000 to 47,000 for this month. This growth is attributed to several boosted posts promoting annual grants, community awards, the playground opening, school holiday activities, as well as high engagement with posts about the Howard BMX track, which resonated strongly with families seeking activities for their children during the school holidays.





Community Engagement

Meeting	Purpose
	Act as council delegate and represent the youth of Litchfield at network meetings as well as keep up to date on services and events for the youth and community.

Recreation Reserves

Project Updates

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

Location		Project		Status
Knuckey		Adventure	Play	yCompleted in early September with its opening
Lagoon		Equipment		scheduled on the 27 th September.
Recreation		Upgrades		
Reserve				
Howard	Park	вмх	Softfall	ll Completed in early September, with an immediate
Reserve		replacement		increase in community usage.

Youth and Community Engagement

August marked a major milestone with the opening of the new Litchfield Library, which quickly became a vibrant focal point for residents. The relocation sparked a surge in attendance, particularly at Storytime and Nurserytime, where record numbers of families gathered each week. The library also played a central role during National Science Week, hosting hands-on experiments, grant-funded science kits, and an AR welding simulator that inspired curiosity and learning. Meanwhile, Seniors Month encouraged inclusion and wellbeing, with the popular Third Age Fitness Zoom session bringing participants together for fun and fitness. Feedback from attendees reflected growing enthusiasm for intergenerational activities and the library's potential as a shared community space. With soaring visitation and renewed energy across programs, August clearly demonstrated the community's appetite for connection, creativity, and lifelong learning.

Momentum carried into September, as library visitation reached record highs and events across the municipality drew strong community interest. It was a vibrant month in Litchfield, marked by initiatives that brought the community together through creativity, play, and responsible pet ownership. The Regulatory Services Team continued its efforts to promote responsible dog ownership with an Early Bird Registration Promotion, rewarding those who renewed or registered their dogs before 31 August 2025. The campaign sparked strong engagement, offering prizes of insulated dog bowls and water bottles through a random draw.

At the Litchfield Community Library, activity soared to record levels, cementing its role as a true community hub. The month recorded 5,106 visitors —up from an annual monthly average of 1,852— and welcomed 290 new members, far surpassing the previous benchmark

of 215 for an entire year. The Litchfield LEGO League made a triumphant return, averaging 24 enthusiastic participants each Wednesday. The September School Holiday Program drew 262 children for two weeks of art, gaming, science, and movie sessions, capped off by a magical Harry Potter Treasure Hunt with 176 participants. The Funky Chicken Reading Club celebrated its move into the new library space with a special VIP experience, while Seniors Morning Tea featured lively book trivia that filled the room with laughter. Storytime and Nurserytime continue to attract young families, and meeting room bookings grew steadily from both private and community groups.

The community also celebrated a major milestone at Knuckey Lagoon Recreation Reserve, where a new playground was officially opened on 27 September. The event drew around 600 attendees, enjoying barista coffee, Rotary's sausage sizzle fundraiser, NT Thai's famous mango sticky rice, and a full day of entertainment. Activities included PaRBA basketball workshops, a giant inflatable obstacle course, scavenger hunts, karaoke, and dance performances. The Top End Gem & Mineral Club dazzled visitors with gemstone displays, while the Scouts served damper and marshmallows over the fire. The day also introduced residents to newly elected councillors, closing out the dry season with a strong sense of community pride.

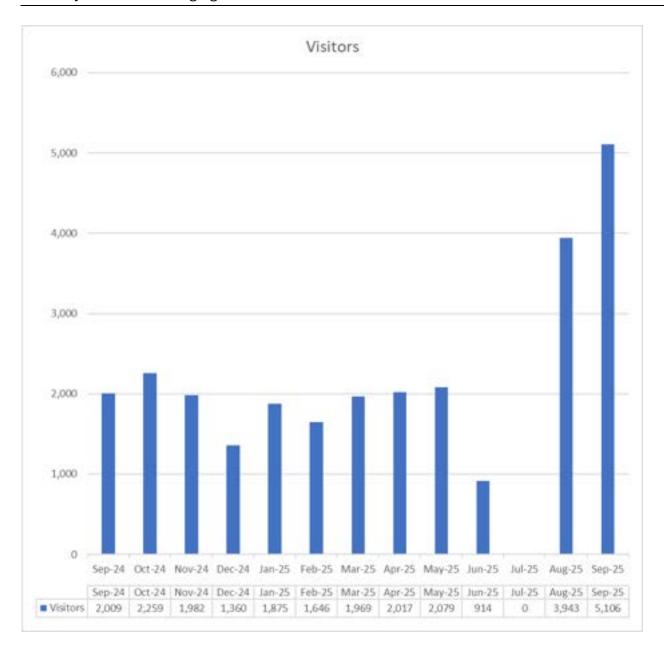
Meanwhile, Humpty Doo Village Green came alive during the school holidays with two skateboarding workshops and a community BBQ. Each session attracted up to 50 participants, with professional coaches providing equipment and encouragement for kids aged 5–13 years. The events created an inclusive, energetic atmosphere where families gathered to support their young skaters. The closing BBQ brought everyone together under the shady trees, featuring music, water play, icy poles, and a visit from CDC NT, who engaged families with colourful displays and safety messaging.

Litchfield Community Library

Visitors to the Library

The library had 5,106 visitors in September 2025 and was open for 200 hours. The month of September 2024 compared at 2,009 visitors, whilst open for 181.5 hours. This represents an increase in visitation of 154%.

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



Library Programs and Memberships

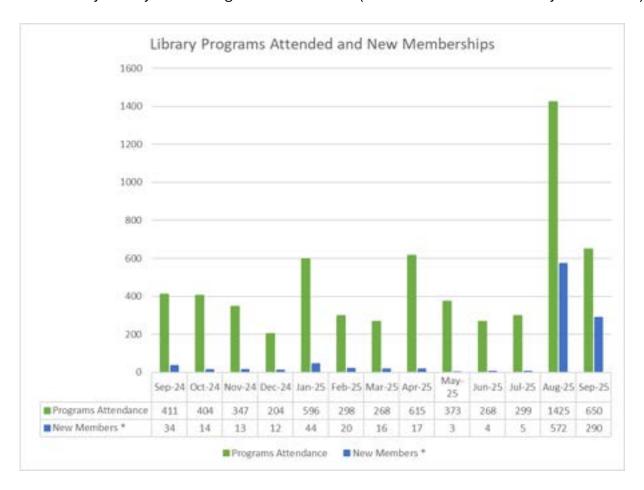
A total of 19 activities were delivered in September 2025 with a total attendance of 650 participants. In the same month last year, the library had 411 attendees across 20 activities.

August 2025 programs attendance includes major events for the new library, such as existing member tours and grand opening events.

September 2025 includes one week of the October/September library school holiday program.

The library team signed up 572 new library members during August 2025 and 290 new members during September 2025. This compared to 24 new members in August 2024 and 34 new members in September 2024 (peak period of school holidays, predominantly reflecting Funky Chicken memberships).

In 2024-25 Taminmin Community Library had an excellent year for new memberships, due to very proactive promotion by the team, resulting in 215 members for the year. Over August and September 2025, library staff have signed up 862 new members in the new Litchfield Community Library's Coolalinga Central location (an increase of 300% already for 2025-26).



Library Projects

- Targeted acquisitions to build library collection in key areas including Junior Fiction, Youth Fiction (replacements for split between school and public library) and New Releases. All collection acquisitions are in line with the current Collections Guidelines.
- Front counter/circulation desk procedures have been assessed and reviewed to reflect needs of staff and library visitors in the new location.
- All social media, promotional and marketing resources amended/revised to reflect "Litchfield Community Library", opening hours and library services.

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.

TAMINN	TAMINMIN COMMUNITY LIBRARY - GRANTS OVERVIEW 2025-26								
<u>Amount</u>	<u>Name</u>	<u>Source</u>	Activity/Purpose	<u>Status</u>	Comment/s				
\$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				
*above not	in total until successful								
\$5,000 TOTAL GRANT INCOME SOURCED BY LIBRARY FOR 2025-26									

Library Service Disruptions

NIL major disruptions.

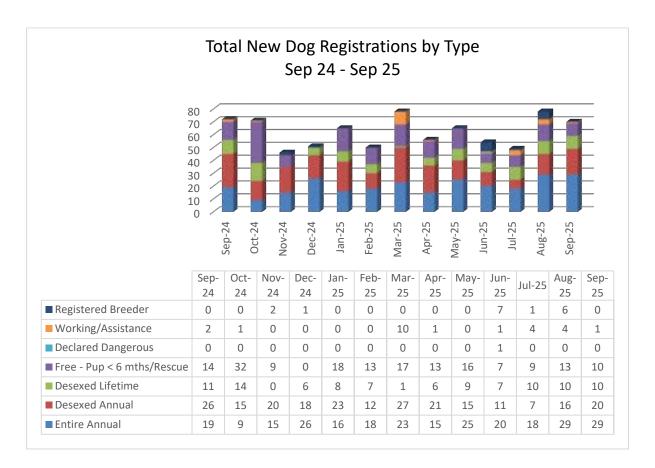
Although the Library Management System has gone down twice over the past month, staff procedures are in place and a temporary offline version on all front of hours computers. This provides confidence that we are able to minimise disruption to patrons in such unavoidable circumstances.

Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in September 2025 was 70, eight less than for August (78), and two less than for September last year (72). 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.

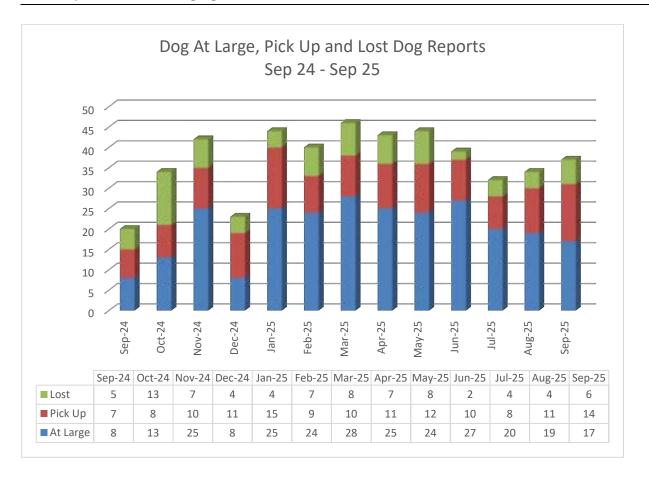
The following graph identifies the total number of new dog registrations and the registration types by month over the last 12 months.



Dog At Large, Pick Ups and Lost Dogs

There were 37 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (17, 14 and six respectively) 0.2 above the average 36.8 over the preceding 12 months. September's total is three more than for August (34), and 17 more than for the same time last year (20).

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.



Impounded Dogs

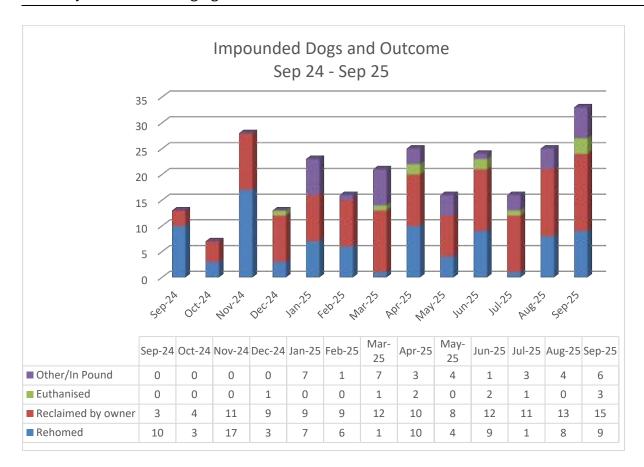
Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council's By-laws. At the start of September there were four dogs in the pound from the end of August.

29 new dogs were impounded during September, 15 dogs were reclaimed by their owner, nine dogs were rehomed, and six dogs remained in the pound at the end of September. Seven more impounds than in August (22), and 16 more than in September 2024 (13). There were three dogs euthanised this month which were unsuitable for rehoming.

88.8% of dogs impounded since September 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.

74.3% of dogs impounded since September 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 50.4% Male and 49.6% Female.

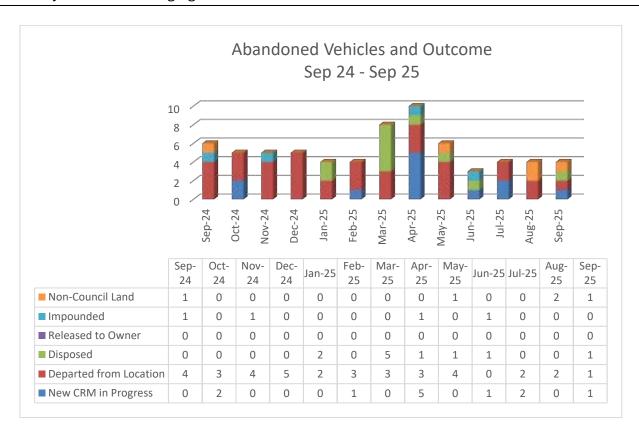


Abandoned Vehicles

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 four abandoned vehicles reported to Council in September 2025, the same as received for August (4), and two less than for the same time last year (6) and 1.2 less than the average of 5.2 per month over the last 12 months.

Since September last year, 52.9% 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. 5.9% 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.

One vehicle was released to the owner in September; this is not reported in the monthly statistics as the vehicle had been impounded for several months and was in the process of being disposed. 7.4% 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

COR01 Media Policy

COR02 Community Engagement

GOV16 Compliance and Enforcement

COM03 Sport and Recreation

COM01 Youth

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil

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13.1.6 Litchfield Council 2025 Annual Community Survey

AUTHOR: Maxie Smith, Director Corporate and Community **AUTHORISER:** Maxie Smith, Director Corporate and Community

ATTACHMENTS: 1. 2025 Litchfield Annual Survey Report

EXECUTIVE SUMMARY

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

RECOMMENDATION

- 1. That Council 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

BACKGROUND

The Annual Community Survey is an opportunity to evaluate the sentiment and satisfaction of Litchfield community members regarding Council's service delivery, communications, and amenities. It is a chance to better understand the demographic and needs of the Litchfield community and is also a metric to quantify and implement improvements to deliver to the standard of community expectation where possible.

The 2025 Community Survey received 123 submissions, down by 95 submissions from 218 received in 2024.

The 2025 Community Survey results will be used as indicators in the 2024/2025 Annual Report and are one piece of community feedback that contributes to the development of Council's annual Municipal Plan.

This year's Community Survey is the ninth consecutive and consistent one conducted by the Council. It has provided valuable community data and established benchmarking for future surveys.

Litchfield residents were encouraged to complete the survey over a 4-week campaign running from 23 July to 20 August 2025, with the survey made available across a wide range of mediums and an extensive promotional campaign was undertaken in attempts to engage the community.

This year, council engaged AA&P 360 after a Request for Quotation process, resulting in the 2025 Community Survey Report prepared AA&P 360 as provided in Attachment A. This year, council received a rating score for each section of the survey, with importance being rated as 1 = Not Important through to 5 = Very Important and Performance rating on a scale of 1 = Poor through to 5 = Excellent.

This was different from previous years as being delivered back to council as a percentage score for each section. Trailing this new mechanism has resulted in a converted percentage that is not adequate compression to previous years.

Overall, council performance was scored 3.19 out of 5 (63.8%), with over half (53%) of respondents stating that Council's performance was 'adequate' or greater. Additionally, 82% of respondents reported that they felt proud to live in the Litchfield region.

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Key Findings – Importance (Rating out of 5)

From the survey, our community rated the below the top five areas of importance:

- Maintenance of local roads (Potholes, grading, sealing), rating 4.38 (87.6%).
- Roadside maintenance (mowing, slashing, road signs), rating 4.20 (84%).
- Waste transfer stations, rating 4.17 (83.4%).
- Weed management on Council land, rating 4.07 (81.4 %).
- Roadside drainage maintenance, Rating 4.01 (80.2%).

Key Findings – Performance (Rating out of 5)

Respondents were asked to rank council's performance on a number of key services and deliverables with Council performing the strongest in the following three areas:

- Waste transfer stations, Rating 3.48 (69.6%)
- Thorak Regional Cemetery Rating 3.48 (69.6%)
- Recreation Reserves, Rating 3.45 (69%)

Key Findings – Communication, Event Participation and Community Feedback

It is noted that our community preferred communication channel has shifted with respondents indicated a clear preference for digital methods such as email (45%) and social media (29%). Participation in Council-run events noted that 55% of respondents reporting attendance at least one event within the past 12 months.

Community feedback from the 2025 Litchfield Annual Survey was generally positive, with residents valuing Council's face-to-face engagement and core services such as road maintenance, drainage, and recreation reserves. However, recurring concerns were raised about animal management (particularly responsiveness to aggressive dog incidents), and infrastructure maintenance (erosion, roads, and drainage). A consistent theme across all feedback was the need for stronger, more proactive communication—balancing digital updates with face-to-face engagement. To build trust and meet expectations, improvements in responsiveness, transparency, and communication will be critical priorities for Council moving forward.

LINKS WITH STRATEGIC PLAN

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

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

COR02 Community Engagement Policy

FINANCIAL IMPLICATIONS

Nil

Risks Nil

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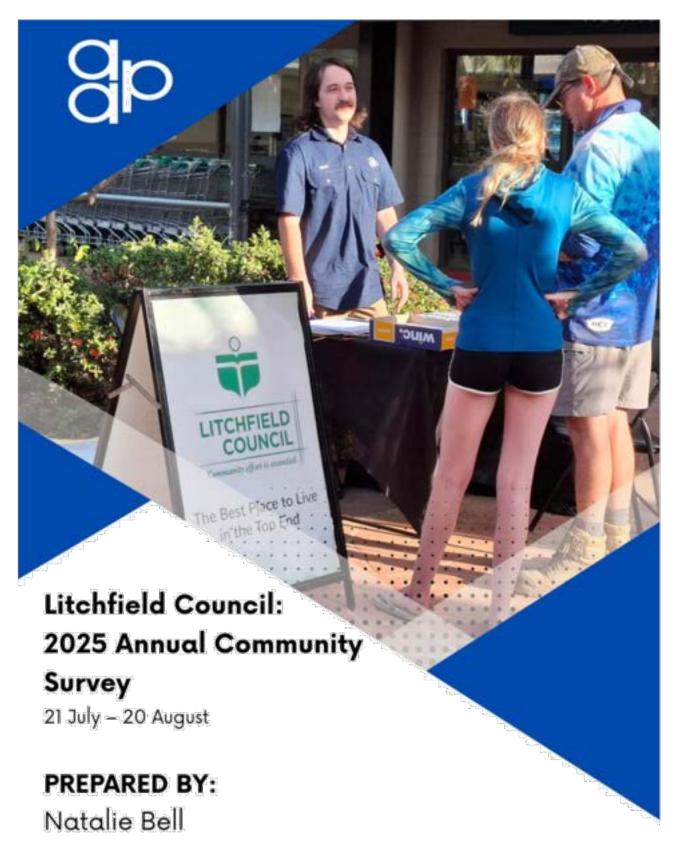
COMMUNITY ENGAGEMENT

AA&P 360 assisted with the Annual Community Survey this year. The survey ran for four weeks, from 23 July to 20 August 2025. Survey respondents were also eligible to enter a draw for one of three \$150 gift cards.

The survey attracted 123 responses and was promoted in various ways, including:

- Staff email signature promoting participation and a link to the survey.
- Promotional materials: A3 posters were placed on community noticeboards in Karama (Knuckey Lagoon Residents), Coolalinga, Howards Springs, Berry Springs, Humpty Doo, Virginia and Darwin River, and distributed to local businesses such as veterinary clinics, dentists, stockfeed suppliers, newsagents, shopping centres, recreation reserves, and MLAs' offices.
- Media engagement: A media release was issued to local radio (ABC, Territory FM, Mix 104.9FM) and print (NT News) on 28 July.
- Face-to-face engagement: Two public displays were held: Humpty Doo Shopping Centre (31 July, 4:30 6:30 pm) and Freds Pass Markets (9 August, 8 am 12 pm). Across both events, 43 people engaged with the team, with most expressing support for the survey initiative.
- Facebook engagement: A post linking directly to the survey was published on the Litchfield Shire Facebook page on 28 July 2025.
- Website survey link: The survey link went live on the Litchfield Shire website on Tuesday, 29 July 2025.
- Targeted outreach to community networks: Schools, community and sporting clubs, and business associations across the Litchfield region were invited to share the survey in their newsletters and/or social media platforms. Specific outreach included:
 - The Chamber of Commerce NT featuring the survey in their Weekly Member Mentions on 4 August.
 - o NT Farmers including the survey in their e-newsletter on Friday, 15 August.
 - Local Members of the Legislative Assembly (MLAs) promoted the survey through newsletters and social media.
 - Freds Pass User Groups and Management receiving the survey by email on two occasions, with encouragement to share it via their own channels (Appendix 2- the Southern Districts Cricket Club Facebook page).
- Hardcopy surveys were available at the Litchfield Council office and reception.

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AA&P 360

ABN: 13 085 798 750



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Background

The Litchfield Council Community Survey is conducted annually to hear directly from residents of the Litchfield Municipality. In recent years, significant population growth has increased pressure on Council services and created demand for new amenities and support.

The survey's purpose is to gather meaningful feedback from across the community, ensuring broad participation through accessible formats and well-promoted outreach. The key audiences include homeowners, renters, ratepayers, local business owners and operators, and community and sporting groups that use Council-managed facilities and reserves.

Findings from the survey provide vital insights into the Council's performance, as well as the management of local amenities and infrastructure. This year's timing is particularly valuable ahead of the upcoming Local Government Election. With the new Council term beginning in September 2025, these results will help guide priorities for incoming members.

The survey was open for four weeks, from 23 July to 20 August 2025, and was supported by two in-person community consultation sessions. Local PR and Stakeholder Engagement firm AA&P 360 was engaged to manage survey distribution, feedback collection and reporting.

Consultation Overview

A marketing and promotional campaign ran between 23 July and 20 August, raising awareness that the annual survey was live and encouraging residents to share their feedback and views. To improve accessibility, the survey was offered both digitally and in hard-copy form.

A public awareness campaign was delivered by AA&P and included:

- Promotional materials: A3 posters were placed on community noticeboards in Karama (Knuckey Lagoon Residents), Coolalinga, Howards Springs, Berry Springs, Humpty Doo, Virginia and Darwin River, and distributed to local businesses such as veterinary clinics, dentists, stockfeed suppliers, newsagents, shopping centres, recreation reserves, and MLAs' offices.
- Media engagement: A media release was issued to local radio (ABC, Territory FM, Mix 104.9FM) and print (NT News) on 28 July.
- Face-to-face engagement: Two public displays were held: Humpty Doo Shopping
 Centre (31 July, 4:30 6:30 pm) and Freds Pass Markets (9 August, 8 am 12 pm).
 Across both events, 43 people engaged with the team, with most expressing support
 for the survey initiative.

The digital campaign was managed and delivered with a focus on maximising visibility and participation in the Litchfield Annual Survey. Key actions included:



- Social media promotion: A comprehensive Social Media Content Plan was developed and provided to Litchfield Council to guide consistent messaging.
- Facebook engagement: A post linking directly to the survey was published on the Litchfield Shire Facebook page on 28 July 2025.
- Website survey link: The survey link went live on the Litchfield Shire website on Tuesday, 29 July 2025.
- Targeted outreach to community networks: Schools, community and sporting clubs, and business associations across the Litchfield region were invited to share the survey in their newsletters and/or social media platforms. Specific outreach included:
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 - o NT Farmers including the survey in their e-newsletter on Friday, 15 August.
 - Local Members of the Legislative Assembly (MLAs) promoted the survey through newsletters and social media.
 - Freds Pass User Groups and Management receiving the survey by email on two occasions, with encouragement to share it via their own channels (Appendix 2- the Southern Districts Cricket Club Facebook page).

Hardcopy surveys were available at the Litchfield Council office and reception.

Consultation Feedback

Online Survey

There were 123 total responses received; 116 responses from the digital survey and 7 as hard copies from the two community engagement stalls at both Humpty Doo Shopping Centre and the Freds Pass Rural Markets.

Overall, council performance was scored 3.19 out of 5 (63.8%), with over half (53%) of respondents stating that Council's performance was 'adequate' or greater. Additionally, 82% of respondents reported that they felt proud to live in the Litchfield region.

Demographics

The overwhelming majority of respondents (83%) were landowners in Litchfield, with nearequal representation from all wards:

- North Ward (33%)
- South Ward (30%)
- Central Ward (37%)

Just over half of respondents (57%) were reported as living in Litchfield for ten or more years, with 20% between 0-5 years and 23% between 5-10 years.



In terms of gender, the survey had a greater response rate from women, who accounted for just under two thirds (64%) of participants. Men represented 34%, while 3% of respondents preferred not to disclose their gender.

Age distribution was skewed toward middle-aged residents with more than half of respondents (52%) aged between 30 and 49 years. Nearly a third (29%) were aged between 50 and 64 years. Older residents aged 65 years and over comprised 12% of the responses. In contrast, younger residents aged 18 to 29 years were significantly underrepresented, making up only 4% of the sample.

Survey results indicate that engagement with local government is strongest with residents aged between 30–64, comprising 81% of all respondents. This trend aligns with the broader demographic representation in the Litchfield Municipality. According to the 2021 ABS Census, residents aged 15–29 accounted for 18.8% of the population (4,022 people), a decline from 20.3% (4,818 people) recorded in 2016.

Importance and Performance Scores

As part of the survey, respondents rated a range of Council services and amenities on two scales:

- · Importance: how vital each service is to community life
- Performance: how well the Council is perceived to be delivering that service

These scores provide insight into both community priorities and perceived service delivery, helping to identify key strengths as well as areas needing improvement.

Key Findings – Importance

Respondents were asked to rank council services in the Litchfield Municipality based on importance from a scale of one to five.

The top five areas of importance were:

- · Maintenance of local roads (Potholes, grading, sealing) (4.38)
- Roadside maintenance (mowing, slashing, road signs) (4.21)
- Waste transfer stations (4.16)
- Weed management on Council land (4.08)
- Roadside drainage maintenance (4.03)

By contrast, the three areas that received the lowest importance rating were:

- · Thorak Regional Cemetery (3.10)
- Community Library (3.45)
- Animal management (3.8)



Key Findings - Performance

Respondents were asked to rank council's performance on a number of key services and deliverables.

Council performed strongest in the following three areas:

- Waste transfer stations (3.53)
- Thorak Regional Cemetery (3.50)
- Recreation Reserves (3.50)

Council performed the weakest in the following three areas:

- Weed management on Council land (2.89)
- Animal management (3.03)
- Community library (3.11)

Recreational Reserves

Respondents were asked to rate both their usage of, and satisfaction with, recreational reserves in the Litchfield Municipality.

A vast majority of respondents (93%) reported using Litchfield's recreation reserves at least once or more in the past year. Overall satisfaction with these reserves demonstrated a similar trend, with respondents universally (94%) rating their quality as adequate or better, reflecting strong overall community satisfaction.

The survey also provided the opportunity for respondents to input additional comments regarding the recreational reserves, with feedback largely concerning the cleanliness and maintenance of the reserves. These comments are included within the full survey attached as Appendix 1.

Strategic Direction and Community Engagement

Participants were also asked to assess Council's overall performance in the area of civic leadership. This included the following measures:

- Advocacy (2.59)
- Community support (3.29)
- Community engagement (2.93)

Most respondents (68%) reported contacting Council at least once within the past six months, reflecting a high level of direct interaction between Council and the community.

When asked about Council's strategic direction in enabling Litchfield to be the best place to live in the Northern Territory, a significant majority (76%) expressed an "adequate" or higher level of confidence in Council's influence. Open-ended feedback on what makes Litchfield an



attractive place to live frequently highlighted the rural lifestyle, particularly the openness and privacy it affords.

Participation in Council-run events was also included, with 55% of respondents reporting attendance at least one event within the past 12 months.

Survey participants were also asked to rate the overall quality of Council's communications.

Over two thirds of respondents (69%) considered Council's performance to be 'adequate' or better. In terms of preferred communication channels, respondents indicated a clear preference for digital methods such as email (45%) and social media (29%). Suggestions for improvements generally focused on increasing the regularity of updates and enhancing Council's proactiveness and transparency in communication.

Additional Comments

The survey provided some opportunities for respondents to input additional comments regarding specific aspects of Council's performance or its amenities.

Negative comments largely trended towards **communication gaps** and a **lack of visible impact** regarding Council's performance. Of note, the survey provided limited opportunities
for respondents to share generalised broader feedback on Council's performance or other
areas of importance as evidenced by some of the respondent comments included with the
full survey results in Appendix 1.

Public Displays

There were two public displays delivered during the consultation period. The first public display was at Humpty Doo Shopping Centre on the 31 July, and the following week at Freds Pass Rural Markets on 9 August 2025.

Date	Location	Engagement	Overall Sentiment
Thursday, 31 July	Humpty Doo Shopping Centre	31	Positive
4.30pm – 6.30pm			
Saturday, 9 August	Freds Pass Rural Markets	12	Positive
8am – 12pm			

Public Display Engagement

Across both public display sessions, 43 individuals engaged with the two AA&P representatives, either by completing the survey, seeking further information, or providing



general feedback, largely to do with their local roads. The vast majority of those who visited were supportive of the opportunity to engage directly.

A total of 15 hardcopy surveys were distributed during the displays, with seven completed on-site. For those who preferred to complete the survey later, instructions were provided to return the form to Council's office on Bees Creek Road. However, Council has since confirmed that no additional surveys were received through this channel.

Following each session, individual post-consultation reports were submitted to Council (see Appendices 2 and 3). These reports documented observations from the project team as well as feedback and comments shared by community members during the displays.

In particular, the report following the Humpty Doo session offered valuable insights and recommendations for improving the delivery of future engagement sessions.

General feedback recorded on both days has been grouped into key areas and is included below.

Survey Feedback

Feedback received during the public engagement sessions was largely centred around the presentation and length of the hardcopy survey itself. A common concern was the perceived length of the hardcopy version of the survey, which appeared more time-consuming and complex than it was. On average, the online survey took around 10 minutes to complete.

This perception discouraged some members of the public from completing the survey, or from engaging with it thoroughly. Improving the layout and ease of use of future surveys may help increase participation and reduce early disengagement.

Some participants reported confusion regarding the content of the survey. Specifically, respondents were unsure how to respond to questions requiring them to rate or comment on services or amenities they did not personally use. As these were mandatory fields, participants were unable to proceed without providing a response, which contributed to longer completion times and, in some cases, frustration or dissatisfaction. Future iterations of the survey may benefit from optional response fields or clarifying prompts to improve user experience and data accuracy.

Animal Management

Concerns regarding animal management, particularly the management of aggressive dogs, were raised frequently by community members. Feedback pointed to a general dissatisfaction with the Council's responsiveness and the perceived effectiveness of its approach. Specific issues cited included delays in addressing reported incidents, insufficient follow-up, and a sense that resolution processes placed too much burden on the complainant.



Erosion and Roadway Management

Council's management of erosion and roadway maintenance was another recurring topic of concern. Community members reported frustrations with the apparent irregularity of infrastructure upkeep, including unsealed roads and drainage systems, as well as long wait times between raising issues and seeing tangible results. Additionally, some expressed a perception of inaction or insufficient communication from Council when complaints were submitted. Addressing these concerns may require improvements in response timelines, more proactive maintenance scheduling, and clearer communication about the status of reported issues.

Communication Gaps

A recurring theme across the consultation was the perception of gaps in Council's communication with the community. Several respondents felt that existing communication channels were not effectively reaching all groups, leading to uncertainty about Council's actions and decisions.

Feedback gathered highlighted a clear divide in preferred methods of engagement. Online survey participants commonly requested more frequent updates through digital platforms, such as email newsletters and social media, noting these as convenient and accessible. In contrast, members of the public who attended in-person engagement stalls expressed a stronger preference for face-to-face communication, community meetings, and printed materials.

Direct feedback

We understand that no direct feedback was received by Council in relation to the Survey.

Social media Engagement

A social media campaign was developed to promote awareness and participation in the survey.

- The Litchfield Council uploaded one post to the Facebook page promoting the 'Litchfield Annual Survey was Open' on Tuesday 28 July. No further posts thereafter.
- Southern District Cricket Club shared the Litchfield Council post with a direct link to
 participate in the survey on 14 August, with 1600 followers located primarily within
 the council area. (See Appendix 10)

There was a rapid influx of responses immediately after the survey opened, with 30 submissions received on July 28 and another 21 responses on July 29.



Summary

Overall, the 2025 Litchfield Annual Survey provided valuable insights into community priorities and Council performance. Sentiment towards the Litchfield Council from the community was largely positive. Members of the public were appreciative and receptive to the market stalls and the opportunity for face-to-face engagement.

Residents continue to value core services such as road maintenance, drainage, and waste transfer stations most highly, while also signalling some frustration with animal management, weed control, and erosion issues. Positive sentiment was particularly strong around the use and quality of recreation reserves, with high levels of community satisfaction in this area. Importantly, the findings reaffirm that while Council is meeting basic service expectations in several areas, the community would like to see improvements in responsiveness, transparency, and communication to ensure community confidence remains strong.

Communication emerged as a recurring theme across multiple feedback channels, with residents calling for more proactive updates and a mix of digital and face-to-face approaches to reach all demographic groups. Addressing infrastructure maintenance concerns, improving response timelines on animal management, and fostering more visible advocacy will be critical in building trust and demonstrating effective civic leadership. These insights provide a solid foundation for incoming Council members to set priorities and respond meaningfully to community expectations.

This year's annual survey fell below the target minimum of 300 surveys, with only 123 respondents. Some likely causes for the depressed engagement include:

Civic 'noise' this August.

The Local Government elections were on 23 August 2025 and dominated local attention (candidate lists and election coverage ran for weeks) as well as general council engagement with the survey. There was possibly the perception that if a new council was voted in that the results would not matter.

Consultation fatigue.

Council has been running other consultations (e.g., By-Laws and Municipal Plan 2025–26, which closed in June). Multiple asks in quick succession can reduce willingness to engage again.

Trust/polarisation spillover from the library relocation decision.

The decision to relocate Taminmin Community Library to Coolalinga drew sustained attention and pushback (community meetings, media scrutiny, critical letters), before ultimately proceeding and then opening in August. This recent controversy may have contributed to some residents being less inclined to participate in broader council surveys.



Marketing channel mix and overall promotion

A limited budget was allocated to marketing and promotion of the annual survey, which meant that paid advertising, post box drops, and digital advertising was limited, and only two community stalls delivered. The Survey could have benefitted from more promotion on the Council facebook page.

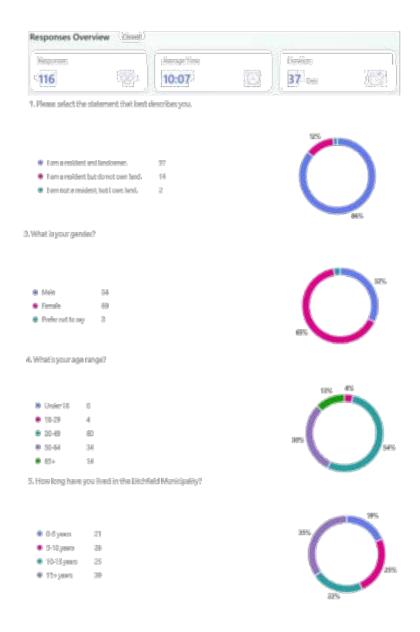
The target was at the top end of historical participation.

Council's own reports show 272 responses in 2022 (4-week field: 1 Jun-1 Jul 2022), but only 140 in 2023. A 300-response goal is therefore above the norm in recent years.



Appendices

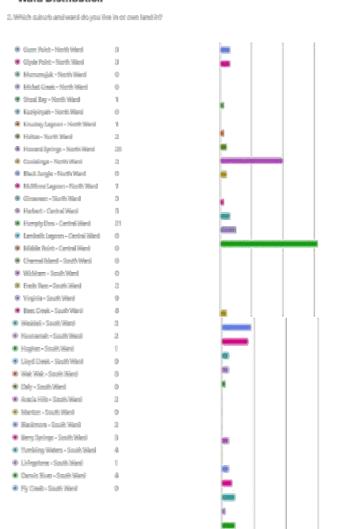
Appendix 1: Litchfield Annual Survey





Move details

Ward Distribution











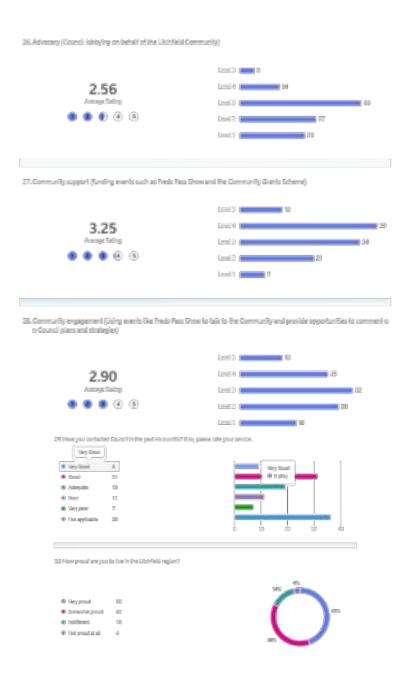




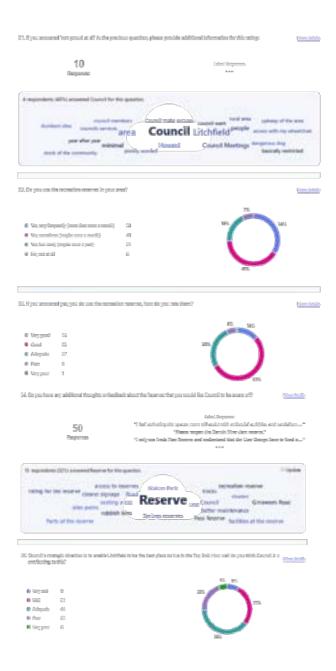








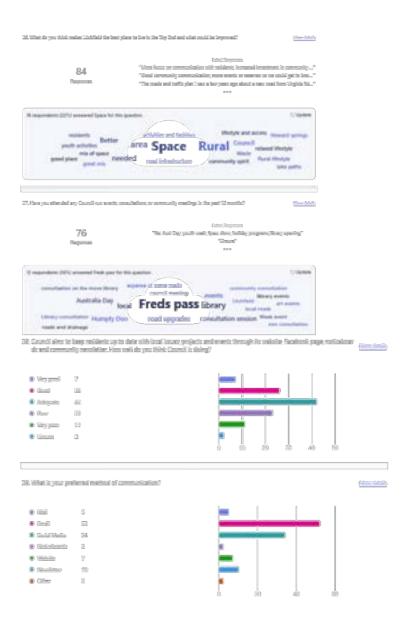














Survey Comments

If you answered 'not proud at all' in the previous question, please provide additional information for this rating:

- Basic difficulty in getting involved in Council Meetings etc due to their location & that
 I am an Ambulatory Wheelchair user (aged 69) & Litchfield region has minimal
 Shared Bike Paths & I am basically restricted to using the bitumen road edges (in
 peak hour traffic) to get from Home (Woodcote Crescent) to either Humpty Doo
 Shops(6kms) or try and venture up to Coolalinga Shops (12kms). Basically
 impossible during wet season. Due to lack of access with my wheelchair unable to
 get to any of the recreation reserves.
- I enjoy living and owning land in the rural area. The enjoyment has nothing to do
 with Litchfield Council. In fact dealings with Litchfield Council have been negative.
 Communication with Litchfield Council is almost non-existent as they regularly
 dismiss residents and their concerns.
- The Litchfield Council make excuses for poor upkeep of the area. There is clearly poor decision making and inadequate and tokenistic consultation with the community. This is evident in this survey that year after year is poorly worded and geared towards the response the council want. Many people are aware of corruption allegations of certain council members. I attended the council meeting several years when the council tried to support the proposed Telstra development. Environmental processes were ignored and not followed. If it had pursued it, the High Court of Australia would have swept the floor with many of you. I was absolutely shocked at the council meeting that day as to how you run council meetings. Doug was the most ignorant, incompetent of all of you. Matthew Salter at least appeared honest. You should all be sacked and are the laughing stock of the community. Look at the below question and how poorly it is worded.
- I feel our area gets forgotten or left out as we are not located in the "rural" area.
- Rubbish all over the place and pothole that could swallow a car not attended to for wks.
- Lost dogs constantly around Howard Springs with minimal ranger services. Where
 people are expected to either transport lost dogs to vet (could be a dangerous dog)
 or let go/ not get picked up and cause harm to other pets and livestock. Can not
 access other councils services, left with no options most of the time.
- need to get rid of fence at howard springs tip dumbest idea ever struggle to empty wheelie bins out



Do you have any additional thoughts or feedback about the Reserves that you would like Council to be aware of?:

- More programs to learn about the environment for kids and adults. Education.
- Facilities at Freds Pass Reserve are in decline and need significant upgrades to infrastructure and refurbishment of fields.
- Got many, but mainly around the increase in building major shared bike paths in the
 Girraween Region. & along Kennedy Road, Anglesey Road, Girraween Road, Pioneer
 Drive, Hillier Road so as to link up with existing Whitewood Road Bike Path which I
 believe has been there for at least 20+ years. Not the fault of Council although they
 could exert more pressure on NT Govt to increase Public Bus services timetables
 within Girraween Region, currently only 1 morning & 1 afternoon run.
- The rating for the reserve is based on the locations which is not within Litchfield Council's control. Parts of the reserve that are managed by Litchfield Council are very poor.
- Need a safe 24/7 basketball court area or something for 18-25yo, ideally near Coolalinga
- · Zero money is being spent the upgrade any of these reserves.
- · The turning lane on to Bees Creek road needs to be longer
- · Howard Springs reserves could be utilized better for local events
- · The toilets at athletics are often disgusting
- Howard Springs Nature Park the play equipment likely doesn't even meet
 Australian standards. The slippery dip is dangerous.
- Would love to see a playground built at the Knuckey Lagoon recreation reserve. That
 way the children of the area have a safe playground in their local area. We currently
 do not have a playground in our area and this disadvantages our children.
- · Have sport at Livingstone
- I'll love to see more shaded seating areas and better maintenance of walking tracks.
 Some reserve could also use clearer signage and more rubbish bins
- · More.areas.to entertain kids that aren't into football
- I believe council is not managing money properly and as a result the reserves aren't maintained properly.
- · make them less of a drain on council funds.
- Rubbish collection needs addressing. Howard Sprijgs transfer station does not accept
 lots of items and they direct you into Shoal Bay but they don't tell you that you'll
 need full PPE or thatYou'll need to pay. At least make an agreement with Shoal bay
 that payment is not needed and give a heads up when redirecting re PPE. It's an hour
 round trip, I can see why people dump illegally.
- disability access needs to be improved especially at Knuckeys Lagoon



- still opposed to the relocation of the library to a shopping centre. Better use of funds
 would have been purpose built library on council land which would then be an asset
 to Rate Payers. Not lining the pockets of a landlord!
- · More things for the kids to play on
- No park or reserve in the council caters for young children and haven't been updated in a very long time. We have to travel to Palmerston because the quality is so poor in Litchfield
- Howard Springs nature park is usually very tidy and well maintained
- A couple of spots along Leonino Road could use a signage to let drivers know the road is ending. Too many accidents on the corner of Darwin River & Leonino Road.
- The facilities at the reserve at terrible. The tidiness and maintenace is terrible, always rubbish or food scraps. No bins, no water. Always in disrepair and takes forever for things to be fixed.
- Footpath access, like having one installed along Hillier Road to get kids off the side of the road and being on the road to cross the floodway.
- · Lighting for sports fields at Fred's Pass.
- Don't understand tip letter, the tip excessive hours are a waste of money
- Get better input before building a skate park (or other infrastructure) so it is actually
 usable. I skated for many years and the skate park built at Berry Springs is of very
 poor design to the point that the majority of it is useless.
- · Better thought out on how youth can actually use and access them
- Dust reduction at Freds Pass. More drinking water at freds pass, particularly the market shed
- · Host more local sports and classes for community Berry Springs.
- they are old and tired. Maintenance and upkeep is hard.
- I would love better bicycle access to reserves. It would be great to extend the bike
 path from Coolalinga to the Arnhem Highway turnoff and then connect to the
 Humpty Doo bike path network, and even to go out to Noonamah, along the old
 railway.
- Would be fantastic if we could get lights on Gerry wood oval for night cricket games and footy match's as the cricket and football seems to be expanding in the NT and we should be able to have night home games like everyone else
- Just keep clean and tidy
- · Keep the caretakers on site
- Investment required to update facilities e.g. toilets at Berry Springs Reserve and general investment in expanding what is on offer to differing demographics that utilise each Reserve
- I only use Freds Pass Reserve and understand that the User Groups have to fund a lot of improvements. If Council contributes, it would be good to know how through



direct information, not just having it on the Council website. Councillors could spruik this info.

- Please reopen the Darwin River dam reserve.
- I feel activating the spaces more will assist with antisocial activities and vandalism.
 These could be encouraged through small grants from council to encourage events, funded by recycling or advocating to NTG
- Good to see the present council support for the Committees (reserve)
- Keep it up :)
- Would like more playground options.
- More walking tracks + Sidewalks. Mozzie control. Good job providing shaded areas.
 Eg: over swim areas.

What do you think makes Litchfield the best place to live in the Top End and what could be improved?:

- Council will put a playground in coolalinga
- It has great outdoor activities for kids but more is needed. Pathways for kids to be
 safe and exercising outdoors is needed. Sports facilities and safe pathways are
 needed for healthy and active kids. Riding to school should be safe, encouraged and
 accessible. Encouraging kids to ride to school. Swimming pools on the Howard
 springs side, running, bmx, bike, motorbike tracks. Outdoor and safe activities for
 primary and high school kids. Better education opportunities. Improving Howard
 Springs central area. The shopping centre needs a facelift and better facilities.
- · Best: location, To be Improved: standard of available sporting facilities.
- Rural living and there is always room for improvement.
- Peaceful and environmental friendly. Cost of living should improve.
- Not sure I agree with this statement. They do little to help residents that are
 restricted to Mobility Scooters/Wheelchairs. unlike Palmerston who began
 development back in 1974, but delayed through cyclone. I spent 35 years watching
 its growth, 5 years owning property in Howard Springs. & 20 years in Marlow Lagoon
 Estate.
- The location and land areas makes it a great place to live. Areas where Litchfield Council manage are far from the best. Start communicating with the residents and listening to their concerns. Despite repeated claims of listening to residents the evidence shows the council does not.
- Waste collection roadside is imperative. Takes too long in between mows for verges.
 Should be completed every 3 months and stop charging for items to be left at tip if you don't provide annual waste collection roadside.
- · the people who live in it are the biggest assets
- Rural



- Our roads are crap and they don't get the attention they need. Had pot holes out the
 front of my property for year and just get ignored!! Slashing the verge once or maybe
 twice a year is not good enough.
- Recycling at Howard Springs dump. Want a dump shop, not having to drive to HD
- Road maintenance could still use work. Waste transfer stations are no longer taking
 various items, we then need to pay to dispose of said items at shoal bay, even though
 it's free for shoal bay residents. If the tip no longer takes concrete and what not,
 either reduce our rates or strike a deal with shoal bay.
- Space to relax and be safe at home, but need somewhere for unstructured sport/recreation for 18+
- · Rural lifestyle, councils interaction with community could be improved
- · Our space, our community aspect- that unfortunately LSC isn't in line with.
- · For the most part, friendliness, country feel, not being in Darwin
- It's a peaceful place
- I love the library move to a more accessible area thankyou! I would like to see continued options for teens. Pouring money into sports is great.
- If the current council were sacked. It was national tree day yesterday. Why were
 there no free trees given out to residents. A BBQ breakfast and tree give away would
 have been a positive for the community who don't trust you.
- Playground for children in Knuckey lagoon. More patrols for aggressive dogs or easier method for report dogs on the road.
- Free or low cost community activities like Palmerston Get Active. Bring the
 community together, increasi g healthier lifestyle choices. Have weekly or monthly
 photo competitions promoting the community with prizes. Have a list of what
 community groups can borrow from the council, have free rubbish dumps to stop a
 lot of rubbish being dumped in the bush.
- Security
- Litchfield has a great mix of space, nature, and community spirit. The relax lifestyle
 and access to both rural and urban areas make it unique. It cools be improved with
 better road infrastructure and more youth activities and facilities.
- Litchfield has a great mix of space, nature, and community spirit. The relaxed lifestyle
 and access to both rural and urban areas make it unique. It could be improved with
 better road infrastructure and more youth activities or facilities.
- Love living rural, but so close to shops and amenities
- It's safer to live rural. Improvements could be more recycling a not just of 10 cent cans and bottles
- · Open spaces
- Security
- The ease of getting around and the people make it a great place. Council
 performance needs to greatly improve.



- It is a great place to live, but successive Councils have eroded what we once
 cherished. Stop trying to emulate Darwin and Palmerston and wasting money on
 things that are not needed or wanted by the majority of residents. We now have 6
 Councillors instead of the previous 4 with absolutely NO benefit to the rate payers.
 Decisions appear to be made by the staff (especially the CEO) to keep up with the
 Jones's (CPd & CoP). Keep your noses out of areas that are regulated and Managed
 by NT Government departments. Don't dictate to residents about fire, weed and
 rubbish management on our blocks until Council has their own land in order.
- · Listening to the rate payers
- Community
- Peaceful. Access to shops ect but not living in each others pockets
- It's infrastructural development is top notch I think they should improve more on their health care services
- · move the boundaries some definitely need to be Palmerston
- The people, the community events and the space make it a good place to live. There
 could be more foot/bike paths to make it safer for pedestrians
- The Litchfield residents
- More animal management after hours
- Rural living and the space and lack of crime. Community spirit. Don't urbanise the rural area.
- Space
- · road maintenance and verge mowing
- Not only listen to rate payers but take on board what they say!
- · Flexibility, freedom to do what you want on your property without over regulation
- · Locality. Rural folk. proximity to shops, services, etc
- The rural life is great. Council could be lot more helpful when it comes to making school zones safe. Even out of school times.
- Out bush but close to the city
- Rural size blocks with no chance of subdivision to less than 5 acres, having proud locals doing the right thing (cover loads for 1 example)
- The tip to not be so fussy
- Stop letting southerners buy up our land! On a serious note though I think building
 for future needs not current needs is a priority —- as the NT increases population
 having services for our kids and grandkids our where we live is important
- The council need to support young families, introduce waste pick up services in the hubs, upgrade all the parks, move the library out of a retail environment and provide better public transport
- Improve whitewood Road. Make it so that it will not damage car wheels during the wet season. Way to many pot holes that are never properly fixed.



- The space, large blocks of land. Roads could definitely be improved and the removal of the barriers at the waste transfer station. They are a hazard!
- · The bush, not cutting the funding to Territory Wildlife park
- · The beauty of the area, keep up the good work keeping it beautiful.
- · Don't waste money on a library
- · space, no street lights
- Best place given the space, and community facilities available such as freds pass reserve, weed management could be improved
- Pump money into community reserves and advocate for more activities. Give youth
 an incentive to look after facilities instead of trashing them. Provide more spaces for
 recreation so kids on quad bikes and motorbikes are not tearing up and down roads.
 Like mountain biking tracks and dirt bike trails. Horse riding trails. Offer more ranger
 services to cover weekends. Provide more market type events and cafe areas.
- · i dont believe its the best place however i like living rural
- The feeder roads on to main arterial roads like Whitewood don't have footpaths, so kids ride bikes and walk on the road. Whitewood has a reasonable path, but nothing coming from Hillier, Hamilton and Smyth
- · There is a great sense of community
- Natural Beauty & Space Home to Litchfield National Park, one of the NT's most iconic destinations, offering waterfalls, swimming holes, bushwalking, and camping.
 Semi-rural lifestyle with large blocks of land and plenty of space for families, pets, and gardens.
- The easy access to shops just need to continue to attract other shops
- Locations and a community that wants to get involved. Improve: More infrastructure
 that enables youth to get together without needing parents to drive them to places,
 e.g tracks made to parks and reserves, more places to hang out, more things to do at
 reserves (bike pump track). Better waste handling e.g. somewhere to dispose of
 waste engine oil at Berry Springs or car tyres so vouchers can be used without having
 to drive to a disposal site at another location. Rubbish bin collection.
- Location. Improve usable infrastructure for activities. More high schools so students have more choices other than Taminmin or long bus rides into town and back.
- We love the peace and quiet. Gamba management around lagoons could be improved, they pose weed and fire risk to neighbouring properties. Lagoons could also be utilised for walking paths etc. Eg the lagoons in Herbert
- · Rural lifestyle .. block sizes being decreased from 5 acres in new land developments
- Berry springs tip to keep useful waste products aside for community use such as iron and steel instead of buckling it every day. Such a waste.
- · The land and quiet nature



- It would be great to extend the current bike path on the old railway from Coolalinga to Noonamah, and connect up to the paths in Humpty Doo along the Arnhem Highway.
- We live in paradise with in a paradise the still quite evenings with our sunset [] it
- The lifestyle makes it better services needed especially from the transfer stations
- · Rates could be reduced
- Location is the best
- Open spaces, opportunities for connection, investment in the localities south of Coolalinga/Humpty Doo, increase of local services
- The roads and traffic plan I saw a few years ago about a new road from Virginia Rd to
 the highway, with a roundabout at the intersection with Virginia; a set of lights where
 the new road meets thehigway somewhere near Coolalinga North. Also, could
 improve Arnhem Highway stretch between Stuart Hwy and Humpty Doo Pub. Road
 trains are wrecking the road. A retirement village in the rural area is a must.
- Good community communication, more events or reserves so we could get to know more of our community.
- More focus on communication with residents, increased investment in community initiatives, ensuring engagement and consultation with youth then advocate for their needs - or young people will continue to move away
- Community effort and firendliness. Recreation reserves + Sporting facilities. Fire brigades (volunteers). Community effort is essential.
- · Bad dogs. Nobody walks.
- Peaceful lifestyle Good people.Pet control rules and responsibilities communicated better to all pet owners and residents generally.
- It's warm
- Larger block, water not metered. Privacy. Feel somewhat safe/secure, good access to sites nearby like hospital (could be better serviced @ hospital eg: maternity, mentaly health...)
- Cruisy lifestyle, larger blocks with fewer neighbours. Bird, animals, trees! Quiet lifestyle. Yard and garden. Wet season storms! Opportunity for young kids to have some space! Freds Pass!
- · Space, proximity to city facilities, size of blocks.

Have you attended any Council-run events, consultations, or community meetings in the past 12 months?:

Majority of responses amounted to a 'yes' or a 'no', only responses with additional comments have been included.



- · Yes youth programs
- Litchfield Council Australia Day 2025
- No, as an Ambulatory Wheelchair user, just unable to get to any events, especially if at night or not a a common NT Bus route.
- School holiday events
- · No- we aren't welcome at your meetings- that says it all.
- · Yes I have attended community meetings
- No- we don't hear of them and they are far away from our area. It would be nice to host closer to our property.
- Yes I attended the Freds pass show and a local consultation session on road upgrades in Humpty Doo
- No but I'm Not happy with council wasting money on rent for the library. The council
 could have built their own facility with the money wasted on this project.
- · Australia day presentations and library events
- Yes the non consultation on the move library and its costs to rate payers, at the
 expense of some roads. Councillors lack of interest in the opinions of ratepayers was
 obvious. The whole fiasco was a obviously a ego trip for some of the councillors.
 Some of the reasons to move were ludicrous
- · Library consultation
- Australia day
- · Library decision at council meeting
- Over time, the organisation and relocation of the Community Library. and the Litchfield Collection
- · Fred's pass show
- Australia Day Celebrations
- art events, music events, Fred's pass
- · Australia day ceremony, Freds pass show,
- Freds Pass Show
- Yes(it was a meeting to discuss and address issues)
- Yes, I attended the Freds Pass Rural Show and the Litchfield Youth Week event. I also
 participated in the community consultation regarding the proposed upgrades to local
 roads and drainage.
- · library opening
- No as they are not announced very well
- Opening of new library
- Haven't heard of a single one
- Fred pass show
- · Fred's Pass Show ?
- Australia Day 2025



- Council meeting, supported events such as Freds Pass Show and Territory Day at BSRR
- · Yes Aust Day, youth week, fpass show, holiday programs, library opening
- Fred's Pass Markets, Show.
- Freds Pass Show. Australia Day events. Plant sales @ Humpty Doo. HD Community Garden.

What is your preferred method of communication? If you selected "Other", please specify:

- There should be many communication channels for different people and certain messages. If prefer email, socials, website and newsletter
- Regular nwsletters by email with a range of previous months enquiries/questions to council and answers provided.

How can Council improve its communications?:

- · More targeted and effective engagement on Municipal Plan and key projects.
- · By being more present out in the local community
- · Sending out mails regularly
- Send out regular updates via email. Most residents details are on council records, whilst I don't own property, my Dog is registered so you have my email address.
- · Start listening to residents and engaging with them more regularly.
- Be accountable for decisions and if community object take note ie Library
- get the councillors to travel out to meet and greet.
- why did you ignore us and move the library
- · Being more open and transparent
- Through email
- Be more accessible
- Reply to questions on Facebook, stick to their policies, when someone reaches outdon't be defensive and welcome the feedback
- · More regular updates
- · Ahead of time and more
- Newsletter drop at Post office, Litchfield notice boards at several frequented locations
- Through frequent meetings or public gatherings to share information with the people
- Stop whinging and complaining about each other. Be kind. Some of your community interactions especially with rangers give you a bad reputation.
- Update website
- · More notice of events or works happening on their Facebook page.
- · Regular communication, open to responses
- Giveaway



- Council could improve communications by providing more regular email updates and clearer summaries of projects or changes that affect specific suburbs. Short, visually engaging content (like infographics) could help keep people informed without overwhelming them.
- Use multiple platforms
- Better consultation before actioning projects that community does not want. Eg
 Library at shopping centre
- Door to door information
- · Be honest and communicate more.
- Be transparent. Consult residents on any changes and abide by the majority decision of the residents.
- · Actually listen and act
- Monthly letters
- Through the use of social media, focus groups, survey and billboard posting
- · social media, website, one on one with residents
- Write to ratepayers and give ample time for feed back and listen to rate payers, council is supposed to be our voice not their own
- Need to be up front and open about changes. Although feel really happy about library change feel informing residents was handled poorly
- news letters
- LISTEN
- · More of it on big decisions, in advance, allowing community consultation
- Reply to invitations even if it is inability to attend, Invitations to Seniors Poetry Lunches were rarely even responded to by most Councillors over the term of this Council and not attended by them either
- More posts about what is happening around the place and then maybe progress updates if some things are taking too long
- · Have more meet and greet
- Get a mayor and councillors to work and communicate appropriately and within the boundaries and framework
- Email everything
- · Be across more electronic platforms
- Communicate and consult all changes that impact residents BEFORE it's too late
- Listening to public concerns about roads and stray dogs.
- Be transparent.
- Being more visible over multiple platforms and social media.
- More presence on multiple platforms and social networks.
- Listen to the locals very few want you to waste money on the library
- Respond to emails



- send more information. eg what is happening with the Arnhem hwy project, it's not
 happening and there has been no information about it. And we came to the library
 opening that was advertised for today in an email only to find it is now tomorrow! no
 update sent
- · Send more frequently community emails outlining events, and what council is doing
- · Involve the community more
- ideally it could engage in social media more often, this seems to be the simplest media for most informational type communication. Anything specific to a landowner should be emailed with a read receipt.
- · By being more proactive
- E-mail newsletter
- The Council could improve communication by using more accessible and timely updates across multiple platforms. Many residents rely on Facebook, so regular posts with clear summaries of decisions, upcoming events, and public notices would help. A monthly email newsletter would also be useful. Additionally, printed notices at local shops, schools, and community centers can reach those who may not be online frequently. It's also important to make consultation opportunities more visible and easier to participate in, such as short online surveys or SMS alerts.
- Not everyone has Facebook. Learnt about this survey via the school instead of direct approach - you want answers right
- No rely on social media as the main point of communication
- · More announcements outside of social media
- It's adequate would like to see more protection of current residents investmentsopposing urban development in a rural shire
- · Social media, and mail and email and notice boards.
- · Email notifications of upcoming events, etc, with links to the website
- . Doing more post in social networking like FB and TV
- make council meetings available online
- Have the local councilor send out monthly/bi monthly emails on what is happening in Litchfield
- · Better communication with rate payers
- Councillors could play a more pro-active role, not just by attending markets for faceto-face meetings, but by emailing residents in their wards or by setting up at a regular venue e.g. Coolalinga Central/ Beehive (Freds Pass Reserve) to give info and/or seek info.
- Local signage with event dates and feedback sessions
- Reinvest in staffing to manage communications, social media and media relationships. Allow for more methods of participation in surveys, go to people in public places to collect and have out for longer periods
- N/A Doing a good job.



- · Share other residents concerns and solutions more broadly.
- Had no idea about the library move. Would be good to have mixed comms used (or continued use)
- · Noticeboards @ local markets



Appendix 2: Marketing & Community Awareness

NT Farmers e-newsletter - 15 August 2025



It's time to have your say Litchfield

The Annual Community Survey is now open. The short and accessible survey is a chance for the community to provide honest feedback about what Council is doing well and where improvements can be made across local services, facilities, and priorities.

It's guick and easy! The survey only takes 5 minutes, and you can win a \$150 gift card just for completing the survey. Closing Wednesday 20 August 2025.









NT Chamber of Commerce Member Mentions Newsletter - 5 August 2025



Do you live, work or own property in the Litchfield region?

The Council wants to hear from you. Have your say NOW on Litchfield's future! Get online by Wednesday 20 August. Your feedback can shape Council's decisions, planning, and how they deliver services.

LEARN MORE »»





School newsletter Humpty Doo





School newsletter 8 August 2025



Appendix 3 - Humpty Doo Stall (31 July)

The results so far:

- · 92 responses recorded since the Survey went live.
- Majority of respondents (57%) have lived in the Litchfield Municipality for more than ten years.
- . The vast majority (87%) are residents and landowners.
- The highest-rated importance category on average was Maintenance of local roads (avg: 4.39)
- The lowest-rated importance category on average was Community Library (avg: 3.38)
- The highest-rated performance category on average was Waste transfer stations (avg: 3.47)
- The lowest-rated performance category on average was Advocacy (avg: 2.52)

What we recorded at the Humpty Doo stall on 31/07:

- · 7 members of the public took a hardcopy of the survey
- 11 scanned the QR code on their device.
- Around 6 members of the public stopped for a chat, even if they didn't fill in the survey.

Some comments regarding the face-to-face consultation survey:

- Overall, engagement with our team was positive. Many members of the public were either entering or exiting the adjacent Woolworths, and the end-of-day rush likely contributed to some hesitancy to participate.
- Some respondents were unsure about which ward they belonged to with several
 unable to recall the name of their ward. While we were able to access and display a
 ward map on our personal devices, having a printed version of the map, ideally one
 that clearly highlights the wards and their corresponding regions, would likely be
 helpful for future engagement, particularly at the Freds Pass stall.
- People generally thought we were from the council and responded positively to our presence.
- Among those who declined to participate, the most common feedback was around
 the perceived length of the survey. Although we timed the survey and consistently
 stayed under the stated five-minute duration, the physical formatting and size of the
 hardcopy may have made it appear more time-consuming than it was.



Appendix 4: Freds Pass Markets (9 August)

The results so far:

- . Survey responses are currently at 112 since the Survey went live.
- Majority of respondents (56%) have lived in the Litchfield Municipality for more than ten years.
- . The vast majority (88%) are residents and landowners.
- The highest-rated importance category on average was Maintenance of local roads (avg: 4.39)
- The lowest-rated importance category on average was Thorak Regional Cemetery (avg: 3.04)
- The highest-rated performance category on average was Waste transfer stations (avg: 3.49)
- The lowest-rated performance category on average was Advocacy (avg: 2.56)

Engagement Summary at Freds Pass:

- 8 people took a hardcopy of the survey.
- 4 people scanned the QR code to access the survey digitally.
- 8 people stopped to chat including those who did not complete the survey.

Some comments regarding the face-to-face consultation survey:

- Engagement was notably stronger at Fred's Pass, although less people completed the survey at the stand, likely due to the more relaxed atmosphere and timing (Saturday morning compared with mid-week afterwork). In contrast, the previous session saw people in more of a rush, limiting interaction.
- Having a printed map of the Litchfield wards was extremely helpful many respondents were unsure of their ward and appreciated the visual aid.
- Several attendees assumed we were council representatives and were generally
 pleased to see us present. For future consultations, having an official council
 representative on-site could enhance credibility and encourage more in-depth
 feedback.
- There was a clear preference for hardcopy surveys over the digital version. Like the
 previous consultation, comments regarding the perceived length of the hardcopy
 layout were the most common.



Appendix 5 – Social Media Content Planner

Week	Date	Post	Content Type	Caption	Call to Action (CTA)
		lit.		It's time to have your say Litchfield!	
				The Annual Community Survey is now open. Whether it's roads,	
				rubbish, or recreation – your feedback shapes our future.	
				Quick and easy! It only takes 5 minutes.	
				You could win a \$150 gift card just for completing the survey?	
Week 1	Wed 23 July	Launch Post	FB Tile with CTA	→ http://bit.ly/44Lh459	Complete the survey
				Mayor Doug Barden says: 'We're listening. Tell us what matters to you	
	Monday 28	Mayor Quote or	Mayor Doug Barden	-your voice helps shape the future of Litchfield."	
Week 2	July	Video	video or quote tile	Have your say now: → http://bit.ly/44Lh4S9	Click to participate
				Come Have Your Say in Humpty Doo!	
				We're heading to the Humpty Doo Shops tomorrow (Thursday 31 July)	
				to hear what matters most to you!	
				Take the Hardefield Community Supray. Bill it and on the cost fourth	
				Take the Litchfield Community Survey - Fill it out on the spot (we'll have tablets + hardcopies)	
				☐ Chat to Council staff	
				Go in the draw to win 1 of 3 x \$150 VISA gift cards!	
				G on the clear to will be a x y 250 y 50 color.	
				Your feedback helps shape local roads, rubbish, recreation and more —	
				so swing by, say g'day, and have your say!	
				When: Thursday 31 July, 4.30pm - 6.30pm	
				9 Where: Outside the Humpty Doo Shops	
			Graphic promoting		
	Wednesday	Market Stalls	Market Stall at Humpty	#LitchfieldListens #HaveYourSayLitchfield #HumptyDoo	
Week 2	30 July	Reminder	Doo	#CommunityVoices	Say hi and complete survey
				We asked. You answered.	Annual representation of the Control
				Here's what changed last year.	
				Let's keep it going. Your feedback can help shape the future of	
	Tuesday 5	Previous Survey		Litchfield.	
Week 3	August	Outcomes	Infographic carousel	→ http://bit.ly/44Lh4S9	Take the 2025 survey
				Grab a delicious laksa, pick up a new pot plant and come Have Your	
				Say at the Freds Pass Markets!	
				Walter at the markets temperature (Caturday D. Avenut) and we want to	
				We're at the markets tomorrow (Saturday 9 August) and we want to hear what matters most to you!	
				near what matters most to your	
				☐ Take the Litchfield Community Survey	
				Fill it out on the spot (we'll have tablets + hardcopies)	
				Chat to Council staff	
				Go in the draw to win 1 of 3 x \$150 VISA gift cards!	
				Your feedback helps shape the future of Litchfield – so swing by, say	
				Your feedback helps shape the future of Litchfield — so swing by, say g'day, and have your say!	
			Photo from previous	g'day, and have your say!	
			stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ♀ Where: Market Area	
Week 3	Fri 8 August	Freds Pass Market		g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ② Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices	Visit stall or complete survey
Week 3	Fri 8 August	Freds Pass Market	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ♀ Where: Market Area	Visit stall or complete survey
Week 3	Fri 8 August	Freds Pass Market	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ② Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say.	Wisit stall or complete survey
Week3	Fri 8 August	Freds Pass Market	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am-12pm ② Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say, Whether it's roads, rubbish, or recreation — your feedback shapes our	Visit stall or complete survey
Week3	Fri 8 August	Freds Pass Market	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ② Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say.	Visit stall or complete survey
Week 3	Fri 8 August	Freds Pass Market	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ? Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say, Whether it's roads, rubbish, or recreation – your feedback shapes our future.	Visit stall or complete survey
Week 3	Fri 8 August	Freds Pass Market	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ② Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say. Whether it's roads, rubbish, or recreation – your feedback shapes our future. ☑ Quick and easy! It only takes 5 minutes.	Visit stall or complete survey
Week 3		Freds Pass Market	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am–12pm ? Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say, Whether it's roads, rubbish, or recreation – your feedback shapes our future.	Wisit stall or complete survey
20	Wed 13 Aug		stall or graphic with event/stall info	g'day, and have your say! When: Saturday 9 Aug, 9am-12pm Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices There was to go! Don't miss your chance to have your say, Whether it's roads, rubbish, or recreation — your feedback shapes our future. Quick and easy! It only takes 5 minutes. You could win a \$150 gift card just for completing the survey?	
Week 3		Freds Pass Market Countdown Post	stall or graphic with	g'day, and have your say! ① When: Saturday 9 Aug, 9am-12pm ? Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say. Whether it's roads, rubbish, or recreation —your feedback shapes our future. ② Quick and easy! It only takes 5 minutes. ① You could win a \$150 gift card just for completing the survey! ④ http://bit.ly/44Lh4S9	Visit stall or complete survey Reminder to act
25	Wed 13 Aug August		stall or graphic with event/stall info	g'day, and have your say! ① When: Saturday 9 Aug, 9am-12pm ② Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say. Whether it's roads, rubbish, or recreation —your feedback shapes our future. ② Quick and easy! It only takes 5 minutes. ③ You could win a \$150 gift card just for completing the survey? ② http://bit.ly/44Lh459 ③ LAST DAY TO HAVE YOUR SAY!	
25	Wed 13 Aug		stall or graphic with event/stall info	g'day, and have your say! ① When: Saturday 9 Aug, 9am-12pm ? Where: Market Area #LitchfieldListens #HaveYourSayLitchfield #CommunityVoices ② 1 week to go! Don't miss your chance to have your say. Whether it's roads, rubbish, or recreation —your feedback shapes our future. ② Quick and easy! It only takes 5 minutes. ① You could win a \$150 gift card just for completing the survey! ④ http://bit.ly/44Lh4S9	

13.2 Executive and Community Development

13.2.1 Risk Management Audit Committee Open Minutes – 14 August 2025

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Maxie Smith, Director Corporate and Community

ATTACHMENTS: 1. 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.

RECOMMENDATION

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

BACKGROUND

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

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Local Government Act 2019, Section 101(4).

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil

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RISK MANAGEMENT AND AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting held in the Council Chambers, Litchfield on Thursday 14 August 2025 at 9.30am

Present Greg Arnott Chairperson

Shane Smith Independent Member

Mayor Doug Barden Ex-Officio

Cr Kevin Harlan Committee Member

Staff Stephen Hoyne Chief Executive Officer

Geoff Thomas Director Infrastructure and Operations
Maxie Smith Director Corporate and Community
Rebecca Taylor Program Leader Policy and Governance

Deb Boyko Executive Assistant

Presenters Nil

1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:36am.

2. APOLOGIES AND LEAVE OF ABSENCE

Moved: Chairperson Greg Arnott

Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee accept an apology from Deputy Mayor Mark Sidey and Cr Rachael Wright.

CARRIED (3-0)

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Moved:

Cr Harlan

Seconded:

Independent Member Shane Smith

THAT the Risk Management and Audit Committee confirm the full minutes, 5 pages of the open portion of the Risk Management and Audit Committee Meeting held Thursday 29 May 2025.

CARRIED (3-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved:

Chairperson Greg Arnott

Seconded:

Cr Harlan

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

CARRIED (3-0)

6. PRESENTATIONS

Nil

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

Nil.

9. OTHER BUSINESS

This is page 2 of 5 of the Minutes of the RMAC Meeting held Thursday 14 August 2025

10. CONFIDENTIAL ITEMS

Moved: Independent Member Shane Smith

Seconded: Chairperson Greg Arnott

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

10.01 Confirmation of Confidential Minutes

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

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

10.02 KPMG Audit Plan 2025

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

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

10.03 Work, Health and Safety Overview

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

(iv) subject to subregulation (3) — prejudice the interests of the council or some other person.

10.04 Fraud Protection Policy

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

(iii) prejudice the security of the council, its members or staff.

This is page 3 of 5 of the Minutes of the RMAC Meeting held Thursday 14 August 2025

10.05 Internal Audit Update

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

CARRIED (3-0)

The meeting was closed to the public at 9:40am.

Moved:

Chairperson Greg Arnott

Seconded:

Cr Harlan

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

CARRIED (3-0)

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

Items moved from Confidential:

10.01 Confirmation of Confidential Minutes

Moved: Chairperson Greg Arnott

Seconded: Cr Harlan

THAT the Risk Management and Audit Committee:

- confirm the confidential minutes, 2 pages of the Risk Management and Audit Committee Meeting held Thursday 29 May 2025; and
- 2. make public its resolution on this matter.

CARRIED (3-0)

This is page 4 of 5 of the Minutes of the RMAC Meeting held Thursday 14 August 2025

11. CLOSE OF MEETING

The Chair closed the meeting at 10:50am.

MINUTES TO BE CONFIRMED

Tuesday 28 October 2025



This is page **5** of **5** of the Minutes of the RMAC Meeting held Thursday **14** August **2025**

13.2.2 Municipal Plan 2025-2026 Quarterly Performance Review – July to September 2025

AUTHOR: Stephen Hoyne, Chief Executive Officer

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Municipal Plan 2025-26 Quarterly Performance Report

2. 2025.2026 Key Performance Indicators

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.

RECOMMENDATION

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

BACKGROUND

In accordance with good governance principles, this report presents the quarterly performance of the organisation against the Municipal Plan 2025-2026 for July to September 2025.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2025-2026. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter and further presents progress against the 'new initiative' projects.

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

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

NT Local Government Act 2019

FINANCIAL IMPLICATIONS

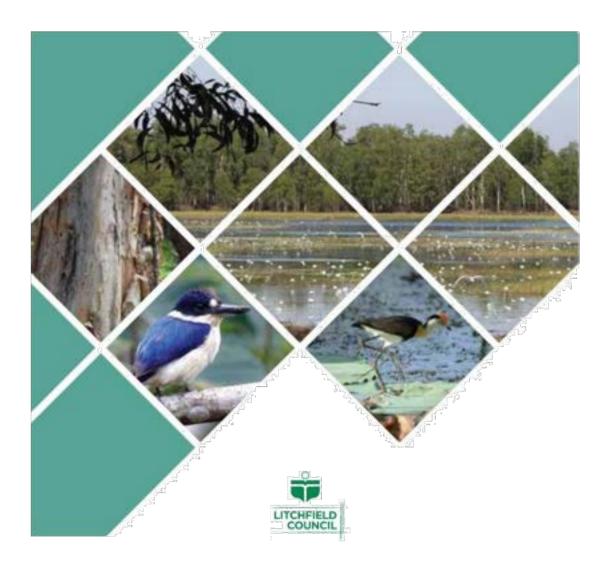
Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil

Item 13.2.2 Page 123



Quarterly Performance Report: July to September 2025



Quarter 1 Performance Report 2025-2026 The Best Place to Live in the Top End

Chief Executive Officer Overview

The first quarter performance report for 2025-26 demonstrates our continued commitment to progressing the priorities of the Municipal Plan 2025-26 and the 2025-26 Strategic Plan.

A key milestone this quarter was the August opening of the new Litchfield Community Library at Coolalinga, attracting 9,049 visitors, 1,666 Facebook followers, 208 new children's members, and 862 adult memberships. The library loaned 5,920 items and ran 51 programs with 2,374 attendees, supported by two successful grand opening events.

The People and Performance team began the 2025—2026 financial year focused on staff wellbeing and development, attending the LGANT HR Forum to strengthen HR capabilities and networking. They coordinated first aid and CPR training organisation-wide and, through the Health and Wellbeing Committee, delivered initiatives such as massages, skin checks, and heat protection for outdoor staff.

Governance focused on delivering the 2025 Local Government Elections in partnership with the NT Electoral Commission. Preparations for the 12th Council included councillor inductions, IT setup, handbooks, and key events such as the inauguration and first Council meeting.

The Risk Management Audit Committee also met in August to review the 2025 Audit Plan, Work Health and Safety overview, internal audits, and the Fraud Protection Policy.

Regulatory Services saw an increase in dog registrations to 4,169, with 74% desexed. Of 74 dogs impounded, 39 were reclaimed and 18 rehomed, while four were euthanised. The team responded to 173 customer action requests, mostly dog-related, and issued 54 desexing vouchers, over half of which were redeemed. Reports of abandoned vehicles dropped to 12, with no impoundments. Although no Dog Awareness Programs ran this quarter, six school sessions are planned for Q2.

The MWF team had a productive quarter, completing firebreak maintenance, achieving NT Fire and Weed compliance, and upgrading over 750 roadside signs and guideposts. They finalised pre-wet season servicing and training, removed large volumes of litter and waste, acquired a new tractor for road maintenance, and supported other Council services.

Waste Management efforts focused on site recovery at Howard Springs following a mulch fire. The clean-up involved sorting and isolating unburnt materials, stabilising the site, and ensuring ongoing safety. Progress was also made on the Humpty Doo Waste Transfer Station upgrade, with a new compactor nearing delivery and installation.

Thorak Regional Cemetery saw several infrastructure improvements aimed at enhancing operations and presentation. These included a new storage shed, directional signage, chapel and solar panel cleaning, and installation of a new ice machine for staff wellbeing. The cremator and site generator were also serviced to ensure operational readiness.

Infrastructure projects progressed strongly this quarter, with major works underway including Whitewood Road reconstruction, AFL oval lighting at Freds Pass, and netball pavilion design nearing completion. Completed projects included the Knuckey Lagoon playground, Council Chambers kitchen, Whitewood Road children's crossing, various road and drainage upgrades, and the dog pound extension to improve animal welfare and operations.

In summary, the first quarter of 2025–2026 has been productive and community-focused, with significant achievements across governance, infrastructure, regulatory services, and community engagement. The delivery of key projects and the opening of the new library highlight Council's commitment to providing quality services and facilities for a growing and resilient Litchfield community.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

People and Performance and Workplace Health and Safety

The People and Performance team has kicked off the new financial year with a focus on wellbeing and networking. The team participated in Local Government Association NT's (LGANT) HR Forum which included presentations from HR specialist Western Australia Local Government Association (WALGA). The forum is a great platform for networking and information sharing, broadening HR knowledge and benefiting employees overall.

This quarter has also seen the People and Performance team foster a safe working environment through coordination of first aid training and CPR renewals for employees across the organisation.

The Health and Wellbeing Committee has had a very successful quarter, facilitating a number of wellbeing initiatives including 10 minute massages, tools to combat heat for outside staff and on-site skin checks.

Governance and Risk

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in August 2025.

The following key issues were discussed:

- 2025 Audit Plan
- Work, Health and Safety Overview
- Fraud Protection Policy; and
- Internal Audits.

Local Government Elections 2025 were also held in August, making for a busy quarter for the governance team as they coordinated election tasks with the Office of the Northern Territory Electoral Commission, which included:

- Hosting a candidate information session;
- Securing voting venues;
- Displaying election signage around the municipality;
- · Promoting the elections on Facebook.

In house, the governance team prepared to welcome the 12th Council of Litchfield by:

- organising councillor handbooks and IT equipment;
- planning and executing a number of events such as inauguration ceremony, first council meeting and playground opening.
- Induction sessions for Councillors.

Corporate Services

In July 2025, the team successfully uploaded Budget 2026 and raised the rates for the 2026 financial year. A lot of work had been done prior to this event, resulting in a quick and smooth turnaround. Officers can now access the 2025 financial year budgets.

The work on the Council's Annual Report for the 2024-2025 financial year was very intense this quarter. The auditors from KPMG were on-site for two weeks, and staff were busy preparing work papers and gathering information for the external audit for the 2024-25 financial year for at least a six-week period. The Annual Report has reached draft status by the end of this quarter.

Litchfield Community Library

The first quarter marked an exciting milestone with the opening of the Litchfield Community Library at Coolalinga in August. Since opening, community engagement has been exceptional, with 9,049 visitors recorded during the quarter.

Membership uptake has been strong, with 208 new Funky Chicken (children's) memberships and 862 new adult memberships. The library also recorded 5,920 loans (excluding renewals) and welcomed 2,374 attendees across 51 programs and activities, including a highly successful school holiday program in the new space.

The Grand Opening celebrations were a major success, drawing large crowds and positive feedback from the community.

The library's online presence continues to grow, with 1,666 Facebook followers engaging with regular updates and events.

A five-year funding agreement (2023–2028) has now been executed, ensuring continued support and development of library services across the Litchfield region.



Regulatory Services

At the end of the first quarter 2025-2026, there were 4,169 dogs registered in Litchfield compared to 3,869 in Q4 2024-2025 - Note we have implemented a new Dog Registration spreadsheet which will provide accurate reporting data, which accounts for the increase in registered dogs compared to Q4 2024-2025, 3,103 dogs or 74.43% of those registered are desexed.

There were 74 dogs impounded in the first quarter 2025-2026, nine more than for Q4 2024-2025 (65), 74.3% of impounded dogs were not desexed. 39 (48.5%) dogs were reclaimed by their owners. Of the unclaimed impounded dogs 18 were transferred to the rehoming organisations RSPCA, PAWS, DACS and Save a Paw (one, zero, zero and 16 respectively).

Four dogs were euthanised in the first quarter 2025-2026, which were not considered suitable for rehoming due to unsuitable temperament, illness/injury, or rescue organisations were at capacity and unable to receive them.

Regulatory Services attended to 173 Customer Action Requests in the first quarter 2025-2026, 50 less (223) than Q4 2024-2025. This represents 49.42% of the total received (350) for Council in Q1. Of these requests 103 (59.53%) related to dogs at large, contained dogs for pick up and lost dogs. There were no investigations conducted for dog attacks against people and 11 on other animals, one investigation of dogs menacing people and four investigations of dogs menacing other animals.

54 desexing vouchers were issued during the first quarter 2025-2026 compared to 27 in Q4 2024-2025, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$150 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. Of the vouchers issued in Q1, 32 (59.25%) were redeemed by the end of the first quarter.

12 reports of abandoned vehicles were received by Council for investigation and action in the first quarter 2025-2026. This is in comparison to 19 reports for Q4 2024-2025. Of the 12 reports, three CRMs were in progress, five vehicles removed by their owners and one was disposed of for scrap as is was in poor condition, no vehicles were impounded and three vehicles reported were on non-council land.

The team have not facilitated any Dog Awareness Programs delivered at local schools in the first quarter 2025-2026, six double sessions (50 students per session) have been scheduled in the 2nd quarter 2025-2026. These sessions educate children on how to be safe around dogs and include fun activities to embed the lessons learned during the session. These sessions are a great component of the Regulatory Services role and are well received by the students and teachers.

MWF

At the start of July, the MWF was touching up some unfinished fire breaks with the slashers that were unable to be accessed earlier due to boggy conditions. Touch ups of some drainage and easement areas were also completed by the mowing and spraying crews when accessibility was more favourable. MWF achieved full compliance with NT Fire and Weed authorities.

- Extra work was undertaken this quarter by the MWF to improve the accessibility of the firebreaks to potentially improve the safe access and ability to better conduct our spraying/slashing operations around Council Reserves.
- Pre wet season servicing and repairs were undertaken on the fleet and equipment to insure they were up to standard, ready for work for the upcoming wet season.





 In line with the Council fleet management replacement program a new purpose-built tractor was purchased and ready for operation for the upcoming wet season road maintenance program.



- The MWF team over the past quarter has had their major focus on new installations and repairs of roadside signage and guideposts. 96 Street Name signs replaced, 68 Custom Advisory signs replaced and 200 Regulatory, Hazard and warning signs were replaced or repaired, a total of 418 Guideposts were installed and 690 were straightened or had reflectors replaced. 14 Traffic counters were also installed and then removed on behalf of the infrastructure planning program.
- Litter collection was extensive and remains an ongoing task. Illegally dumped general waste was removed from our roadsides and reserves totalling 641 bags, 182 tyres, 8 x Tipper loads of Many other larger items such as fridges and Mattresses were collected over the past 3 months
- Pre wet season training courses such as Chem Cert, CPR refreshers have been booked for all new staff and current staff that need updates to complete required accreditations.
- The MWF team were very proactive over this last quarter undertaking extracurricular tasks for other council departments such as Regulatory services, Waste Transfer, Community and in particular Infrastructure.
- Overall, a busy and productive quarter for the MWF team with minimal incidents and maximum effort.

Waste Management

This quarter focused on site recovery at Howard Springs, waste diversion, and infrastructure upgrades, reinforcing Council's commitment to effective waste management and environmental protection.

Following a fire in the mulch stockpile on 1 July 2025, extensive clean-up works were undertaken.

- Excavators separated and sorted large unburnt logs into three piles for controlled burning or future disposal.
- The affected area was stabilised and barricaded for safety, and regularly monitored.
- Further tidying works were undertaken in the weeks following the incident to restore the site.



Humpty Doo Waste Transfer Station Upgrade

The unit is scheduled for transport to Darwin and arrival on 22 October 2025, with installation and commissioning to follow.

 Under RFT24-481, fabrications work on the new compactor are complete.







Thorak Cemetery

This quarter focused on improving site infrastructure, presentation, and asset reliability at Thorak Regional Cemetery. Key maintenance and upgrades were delivered to enhance operations and community experience, reflecting Council's commitment to a respectful and well-presented facility.



- Installation of a new storage shed to support operational activities and improve functionality for staff and service delivery.
- New directional and identification signage installed throughout the cemetery, enhancing wayfinding and the overall visitor experience.
- Annual cremator service completed to ensure ongoing compliance, operational efficiency, and reliability.
- Chapel roof and solar panels professionally cleaned, improving both presentation and energy performance of the facility.

- New ice machine installed in the staff area to support health, safety, and wellbeing initiatives very well received by staff.
- Generator serviced to ensure readiness and operational reliability during power outages.



Infrastructure

This quarter has seen strong progress across a range of infrastructure projects, with a mix of completed works, ongoing construction, and new tenders advertised to support future upgrades delivered un the Capital Works team. The focus has remained on road infrastructure, drainage improvements, and community facility enhancements, ensuring sustainable and safe services for the Litchfield community.

Requests for Tender

 RFT25-517 – Powerline Relocation, Bees Creek Road, Weddell, NT

This project has been publicly advertised to support upcoming road and infrastructure improvements in the area.

- RFT25-507 FPRR Electrical and Lighting Upgrade Package 2 (Soccer and Rugby Union) Tenders for this project are under evaluation with the project paused pending further direction.
- RFT25-510 Keleson Road Upgrade: Gravel to Seal

A tender for the Keleson Road Upgrade was publicly advertised and awarded to Allan King & Sons Construction Pty Ltd. Works are scheduled to commence in October, transforming the existing gravel road into a sealed road to improving accessibility, reducing maintenance

costs, and enhancing safety for residents and road users.

Major Projects in Delivery

 RFT25-493 — Reconstruction of Whitewood Road (Including New Footpath)

Works are well underway, with the project now 60% completed. This reconstruction includes pavement strengthening, drainage improvements, and the construction of a new footpath to enhance pedestrian safety and accessibility.

FPSRR AFL Oval Lighting

Installation of new lighting towers at the Freds Pass Sports and Recreation Reserve AFL oval continues to progress. Two lighting towers have been installed, with four more to follow, ensuring the works are largely complete in time for the upcoming footy season. The improved lighting will extend the usability of the oval for evening training and games.



 RFT25-490 - Detailed Design of Netball Courts and Netball Pavilion, Freds Pass Reserve

Council has reviewed the 90% design submission, and the consultants are finalising the 100% design drawings, paving the way for the delivery of this key community sporting infrastructure.

Completed Projects

- RFT24-482 Litchfield Council Reseal Program
 The reseal program has been successfully completed, with line marking works to follow.
 This will improve surface quality and extend the lifespan of Council's sealed road network.
- RFQ25-498 Freds Pass Reserve Water Tank Upgrade (Vicor Bore)

Works have been finalised, delivering improved water storage capacity and reliability at the reserve.



 RFQ25-502 – Knuckey Lagoon Recreation Reserve – Playground Upgrade

The playground upgrade has been completed, providing a safe and enjoyable recreational area for children and families in the community.

 RFT24-457 Thorak Regional Cemetery – New Plant and Machinery Shed

The construction of a new plant and machinery shed has been completed, enhancing operational efficiency and equipment storage at the facility.



 Whitewood Road – Children's Crossing Upgrade Important safety upgrades to the children's crossing on Whitewood Road are now complete. The works included:

- Installation of zig-zag line marking
- Upgraded pedestrian crossing signage
- o Installation of candy cane bollards

These improvements increase driver awareness and provide a safer crossing environment for school children and the wider community.



RFQ24-483 Council Chambers Kitchen Renovation

The Council Chambers Kitchen Renovation project is now complete. The upgrade has transformed the space into a modern, functional, and safe environment. The renovation included the demolition of the old kitchen, installation of durable and high-quality materials, and the addition of energy-efficient appliances including a dishwasher, fridge, sink, microwave, and hot water urn from reputable brands. A pocket door system was incorporated to seamlessly conceal the kitchen when not in use.

RFQ25-501 Howard Park BMX Track Upgrade — Completed

The repair and upgrade works at the Howard Park BMX Track have been successfully completed. The old soft rubber protection around the mounds has been removed and replaced with hardy turf — identified as the most sustainable long-term solution following consultation with BMX track and skate park specialists.

The project also included an upgraded irrigation system, replacement of the shade sail, and new line marking, enhancing both the safety and visual appeal of the track. The park has now reopened to the public.



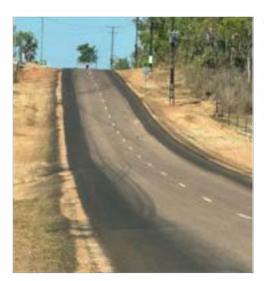
Unsealed Roads – Resheeting Program Resheeting works have been completed on Sandy Road and Parkin Road, improving surface conditions and extending the service life of the road network.

RFQ25-486 Parkin Road North – Drainage and Driveway Upgrades

Upgrades to drainage and driveways along Parkin Road North have been completed, improving access and resilience during the wet season.



 RFQ24-488 Meade Road – Shoulder Widening Shoulder widening works along Meade Road have been finalised, increasing safety and improving road functionality for all users.



travel, better amenities, and more vibrant public spaces.

Looking ahead, Council will continue progressing tendered works and finalising designs, ensuring strategic investment in infrastructure that supports a growing and resilient community.

RFQ25-485 Riverside / Collett Street – Cross Road Culvert Installation

A new cross road culvert has been installed at Riverside / Collett Street to improve stormwater drainage capacity and reduce the risk of localised flooding.

Facility Upgrades

RFQ25-511 Council Admin Centre – Dog Pound Extension

Upgrade works at the Council's dog pound have been successfully completed. The upgrades include a new roof and concrete slab, providing shade, improved drainage during the wet season, and better pest control for dogs housed by Council. These improvements enhance both animal welfare and operational efficiency at the facility.



This quarter saw strong progress across Council's capital works and maintenance programs, with key projects completed and others advancing steadily. Road upgrades, drainage improvements, and community facility enhancements are delivering safer

Community Development

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Council partnership and support grants	Number of partnerships supported	8	Yes	Yes	Yes	Yes	Grants and partnerships levels are on track for the financial year.
Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established and signed	Yes	Yes	Yes	Yes	Proceeding as usual.
Annual Community Grants Program Initiatives	Number of community events and programs supports	>8	Yes	Yes	Yes	Yes	Program is underway with 13 applications so far, to be awarded in November OCM.
Australia Day Event	Community participation	Maintain attendance levels	Yes	Yes	Yes	Yes	Grant funding applied to maintain service and attendance levels.
Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	This is confirmed to be organised by DCA in March 2026.

Finance and Customer Service

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE				22 0			
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good	Yes	Yes	Yes	Yes	Council continues to strive for excellent service and continues improvement in this area and gauges community sentiment in this area through the annual community survey
PROSPERITY							
Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	Yes	Yes	Council currently generates over 60% own source revenue through Rates and Waste charges levied in July each year.
PERFORMANCE				10			
	Unqualified audit	Complete	Yes	Yes	Yes	Yes	Currently have draft of the unqualified audit report for 2025
Monthly and annual financial reporting, including annual	Asset sustainability ratio	30%	Yes	Yes	Yes	Yes	Asset sustainability ratio increases throughout the year as asset renewals are completed
audit and forecasting	Renewal Gap Not funded	<\$1 million	No	No	No	No	Council currently falls short of renewal demand
	Current ratio (Liquidity)	>1	Yes	Yes	Yes	Yes	Currenly well above 1
	Debt Service Ratio	>1	Yes	Yes	Yes	Yes	Council has no debt
Investments	Compliance with policy and stautory requirements, reported monthly	>60%	Yes	Yes	Yes	Yes	Investments completely compliant
Rates and accounts receivable collection	Rates and accounts receivable collection	<18%	Yes	Yes	Yes	Yes	Due to currently sustained debt recovery efforts, the collection percentage is well below the required 18%

Governance

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Policy Framework	Council policies reviewed before due date	>90%	Yes	Yes	Yes	Yes	Two policies not reviewed within the required timeframe for this quarter.
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year	Yes	Yes	Yes	Yes	RMAC Meeting held in August.
Records Management	Number of refresher courses conducted	>1	Yes	Yes	Yes	Yes	One session held this quarter.

Human Resources

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter	Yes	Yes	Yes	Yes	1 activity completed this quarter
An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)	Yes	Yes	Yes	Yes	Staff turnover rate for the first quarter is 0.
Number of workplace safety incidents	Number of notifiable incidents	0	No	No	No	No	Incident occurred in July where there was a significant fire at the Howard Springs Waste Transfer Station.

Information Services

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE	5 10			()			N 1
Information and Communications Tehcnology (ICT) managed service contract management	Percentage of Service Desk requests closed against open request during a period	90%	Yes	Yes	Yes	Yes	over 90% of requests open in this quarter have been closed
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	Yes	Yes	All major software updated
ICT Security Audit actions	Annual actions completed	100%	Yes	Yes	Yes	Yes	Council follows Essential 8 compliance
Geographical	Age of GIS imagery of populated areas	<1 year	Yes	Yes	Yes	Yes	GIS imagery is current
Information Systems (GIS)	Age of NTG downloaded date	<1 week	Yes	Yes	Yes	Yes	Downloaded data is current

Infrastructure

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PROGRESS		X		G 33			
Renewable energy Initiatives	Review options for renewable energy Initiatives for council	Completed	Yes	Yes	Yes	Yes	A flashing solar stop sign has arrived for the Anglesey Road and Pioneer Road intersection and will be Installed soon to improve safety for all road users.
PROSPERITY							
CRM Management	Aim to resolve all complaints, providing reasons for the outcome, within 10 business days.	Completed	Yes	Yes	Yes	Yes	All CRM complaints were acknowledged and customers contacted within the 10- business-day timeframe. Updates and explanations were provided where applicable, meeting the KPI target.
Capital Works Program and Maintenance Program	Maintain a minimum local content in tenders	15%	Yes	Yes	Yes	Yes	All tenders released within this quarter included a local content weighting of 15% as part of the tender evaluation criteria, consistent with Council's procurement objectives.
PLACES	()						
Road Maintenance Program	Gravel Roads Graded	Twice per Year	Yes	Yes	Yes	Yes	As part of the scheduled road maintenance program the next round of gravel road grading is anticipated to commence mid-October to early November .
Streetlights	Percentage of operational streetlights within the municipality	>80%	Yes	Yes	Yes	Yes	Council monitors streetlights remotely, allowing for prompt detection of faults. On identification of a fault. Council engages a contractor to carry out repairs, ensuring operational performance remains above target.
PERFORMANCE	***						

Infrastructure

2025/2026 Key Performance Indicators



Streetlights	Time taken to address reported faults	<4 days	Yes	Yes	Yes	Yes	Streetlight faults are typically addressed within four days of detection or reporting, meeting the KPI target timeframe.
Capital Works Program	Program works completed on time	>75% planned works committed	Yes	Yes	Yes	Yes	The 2025/2026 Capital Works Program is well underway, with multiple projects in progress while finalising rollover projects from the previous financial period.
Road Maintenance Program	Repond to customer requests. Contact the customer and provide an outcome within 10 business days.	0.0000000000000000000000000000000000000	Yes	Yes	Yes	Yes	All customer requests under the Road Maintenance Program were acknowledged and contacted within 10 business days, with updates and outcomes provided where applicable.

Library

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE				0			The second secon
Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	9,049 people attended Litchfield Community Library in first quarter
Promotion of service	Followers of the Library Facebook page	>1,150	Yes	Yes	Yes	Yes	1,666 Followers on Facebook
Lifelong learning/engagement	New members joined the 'Funky Chickens' Children's reading club each year	>60pa or >15 Orthy	Yes	Yes	Yes	Yes	208 new Funky Chickens Members 862 new Adult Memberships
PROGRESS							
Library Collection	Number of annual loans	>14,000 pa or 3,500 QRTLY	Yes	Yes	Yes	Ves	5,920 loans (excluding renewals)
Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees or 45 QRT > 180 activities pa	Yes	Yes	Yes	Yes	2,374 attendees at library programs over 51 activities for the quarter
Library Events	Events Delivered	>3 per year	Yes	Yes	Yes	Yes	2 x Grand Opening (Council Day and Coolalinga Central Day)
PERFORMANCE							
Funding agreement	Development of new Library Agreement	100%	Yes.	Yes	Yes	Yes	Funding agreement executed 2023-2028

Mobile Work Force

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTO)	Status Commentary
PEOPLE							
Improve Community Satisfaction in Roadside Maintenance (Mowing, Slashing, Road Signs)	Community Survey Satisfaction Survey	>60%	YES	YES	YES	YES	Significant reduction in CRM's and positive feed back from multiple rate payers
PROGRESS	5			(A) (A)	1 (1)		Maria Caracteria de la
Implement Interactive System on our website and facebook pages	Monthly schedule during the Weed Control and Roadside managment program programs	Completed	YES	YES	YES	YES	Roadside management program schedule will be public (website) once upcoming mowing / slashing / spraying season commences.
PROSPERITY							3
Support local businesses through procurement processes (eg. Consumables, oil, herbicides, and service technicians)	Purchase orders issued to local Suppliers	>60%	YES	YES	YES	YES	Over 80% of purchase orders were issued to local suppliers for a vast range of goods and services.
PLACES				7. N			
Roadside maintenance	Vegetation slashed and Council roads/verges mowed	Twice Per Year	YES	YES	YES	YES	Areas that were inaccessible due to wet conditions were completed over the dry season as access permitted.
Bushfire management	Council Land firebreak maintenance sprayed and slashed in compliance with Council Fire Management Plan	Completed	YES	YES	YES	YES	All Council Firebreaks that were accessible were completed in compliance with Council FMP, NT Fire and NT weeds Management.
Signage and guidepost Maintenance	Replacement complete within recommended timeframes	>90%	YES	YES	YES	YES	Over 350 Roadside signs were replaced or repaired and 418 replacement guideposts were installed.
PERFORMANCE	3		I;	81 (8)	- 2		
Customer Request Responses	Respond to customer requests. Contact the customer and provide an outcomewithin 10 Business days.	>90%	YES	YES	YES	YES	Over 90% of CRM's were completed with a positive outcome within 10 days.

Office of Chief Executive

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE						0.	<u> </u>
Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year four Complete	Yes	Yes	Yes	Yes	Annual Community Survey results showed 64% of respondents rated Council Community Engagement performance at adequate or good.
Social Media Management	Maintain interaction on Council's Facebook page - page followers	4,500	Yes	Yes	Yes	Yes	At end of quarter, follower count at 5,490.
PROSPERITY							
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Yes	Yes	N/A	N/A	Meeting with the Office of Senator Malarndirri McCarthy to give am update on infrastructure projects.
Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	Met with Federal member for Lingiari to update them on \$10m PCIP grant funding
PERFORMANCE							
Elected Members training and development	Min 1 per quarter	1	Yes	Yes	Yes	Yes	Professional Development attended by 6 elected members
Annual Survey	Overall satisfaction	>60%	Yes	Yes	N/A	N/A	Council's overall performance was rated by 65% of respondents as being very good, good or adequate.
Grant application	Grants received by Council acquitterd within agreed timeframes	95%	Yes	Yes	N/A	N/A	All required Acquittals complete
Media monitoring and management	Media response time	<48 hours	Yes	Yes	N/A	N/A	All media queries responded to.
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	All requirements met.

Planning and Development

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Provide information to the Community about the NT Planning & Development space	Minimum 1 Social Media Post per quarter (4 per year)	4 per year	No	No	N/A	N/A	Social media scheduling not yet in place
PROGRESS							
Submissions to the Northern Territory Government (Development Assessment Services)	Comments submited on planning applications within required timeframe	>90%	Yes	Yes	N/A	N/A	There were 17 submissions in relation to general planning applications. 5 submissions in relation to Crown Land Licences and 2 submissions in relation to Planning Scheme Amendments.
PLACES							
Submissions to the Northern Territory Government on 'Have Your Say' proposals	Letters of comment submitted within the required timeframe	>90%	Yes	Yes	N/A	N/A	There was only 1 'Have Your Say' submission during this period, * Strategic Planning Policy
PERFORMANCE							
Approval of Plans and Permits	Work Permits issued within five days	>90%	Yes	Yes	N/A	N/A	55 Works Permits issued during the July - September period

Regulatory Services

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							12
Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%	Yes	Yes	Yes	Yes	The total number of registered dogs which are desexed in Q1 2025-2026 is 3,103 (4,169 registered dogs) which equates to 74.43%.
	Number of registered dogs increased	>10%	Yes	Yes	Yes	Yes	Total Registrations for Q1 2025-2026 saw in increase of 7.2% (4,169) from Q4 2024-2025 (3,869), noting we are using a new spreadsheet which will provide consistency in the reporting data.
Responsible Dog Awareness and Education	Animal Management in Litchfield - Flyer direct to residents	1 flyer	Yes	Yes	Yes	Yes	During Q1.2025-2026 the annual Regulatory Services Newsletter was distributed to all dog owners with their Dog Registration Renewal Notice on 24 July 2025.
	Dog Awareness Program delivered at schools	6+ visits	No	Yes	Yes	Yes	There were no sessions facilitated during Q1 2025-2026. Six double sessions (50 students per session) are booked for 21 & 23 October 2025.
	Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events	Yes	Yes	Yes	Yes	In Q1 2025-2026 The Registration Renewal Letter promoted Council's Early Bird Registration initiative, all new dog registrations or renewals received by 31 Aug 25 went in the draw to win 1 of 3 Yeti Prize Packs.
Regulatory Services Investigations	Short-term investigations completed within 30 working days	>60%	Yes	Yes	Yes	Yes	During the first quarter 2025-2026 91% of short-term investigations were completed within the 30 working days.
	Long-term investigations completed within 60 working days	>60%	Yes	Yes	Yes	Yes	During the first quarter 2025-2026 100% of long-term investigations were completed within the 60 working days.
	Abandoned vehicle investigations completed within 60 working days	>90%					During the first quarter 2025-2026 100% of Abandoned Vehicle Investigations were completed within the 60 working days.

Regulatory Services 2025/2026 Key Performance Indicators During Q1 2025-2026 89% of Customer Requests actioned in less than two working days.

Thorak Cemetery

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding, and irrigation regimes	Service level rating from annual community survey	>60%	Yes	Yes	Yes	Yes	Service level rating achieved 70%, exceeding the target of 60%. Grounds presentation improved through additional signage, better irrigation, and consistent mowing schedules. Positive community feedback received.
PROGRESS						1	0.
Revise Cemetery business plan and master plan	Completion and adopted	Complete	No	No	N/A	N/A	Business Plan review has not yet been undertaken this financial year. This will be scheduled in a future quarter subject to resource availability and strategic priorities.
PROSPERITY	(4)		4				(i) ×
Ensure Water Extraction Licence is kept within limits by managing water use efficiency	Maintain within allocated water allowance extraction license while maintaining green spaces	Complete	Yes	Yes	Yes	Yes	Water usage managed effectively within license limits while maintaining green spaces to expected service levels.
PLACES							
Maintain operation maintenance regimes including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing, and registration	Completion as per schedules and agreements in place	Complete	Yes	Yes	Yes	Yes	All scheduled maintenance completed. Cremator annual service carried out. Chapel roof and solar panels cleaned. Generator serviced and operational.
PERFORMANCE							

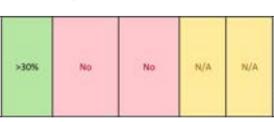
Thorak Cemetery

2025/2026 Key Performance Indicators



Maintain Social Media
Communications to ensure
council's presence in the
market and sustain cremation
revenue at a minimum of 30%
l .

Maintain social media involvement in the community, monitor engagement levels, and track cremation service revenue to ensure it remains at or above 30%



Facebook activity not undertaken this quarter. Promotion and visibility maintained through Google listings, Yellow Pages advertising, website content, and information pamphlets. Awareness of Thorak services remains stable.

Waste

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE				1 10 10 1	100	1 100	2
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000.00	Yes	Yes	Yes	Yes	\$18,263.86 has been raised to date from cash for cans, batteries, and scrap metal recycling.
PROGRESS			8	2 0	10		<u> </u>
Recycled materials	Green waste processed for resale	Once per year	Yes	Yes	Yes	Yes	6,748.75 m3 of green waste has been processed into mulch. An estimated 600 cubic meters of double-ground mulch has been sold to date.
	Residential waste tonnage transferred to Shoal Bay	<7,3000 tonnes	Yes	Yes	No	No	1,435.52 tonnes have been transferred to Shoal Bay Landfill. Disposal costs at Shoal Bay have increased.
	Commercial waste tonnage transferred to Shoal Bay	<500 tonnes	Yes	Yes	No	No	26.66 tonnes have been transferred to Shoal Bay Landfill this quarter. Disposal costs at Shoal Bay have increased.
Maximise diversion	Quantity of cash for containers collected and recycled:	>30 tonnes	Yes	Yes	Yes	Yes	9.91 tonnes of 10c containers have been collected and recycled year to date.
Irom landilli	Electronics collected for TechCollect	>50 tonnes	N/A	N/A	N/A	N/A	N/A – Shipment has not been collected for this quarter.
	Tyres, batteries and oil collected for recycling	Once Per Year	Yes	Yes	No	No	Tyre and oil recycling costs are expected to exceed budget estimates due to higher recycling volumes. 7.19 tonnes of batteries have been recycled this quarter.
	Scrap metal processed collected and recycled	Once Per Year	Yes	Yes	Yes	Yes	642.85 tonnes of scrap steel, batteries, and copper have been sold for recycling.

13.2.3 Local Government Association of the Northern Territory Executive Board Nominations

AUTHOR: Stephen Hoyne, Chief Executive Officer **AUTHORISER:** Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

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.

RECOMMENDATION

1.	That Council nominates _	to the Local Government Association	of the
	Northern Territory Executiv	ve Board for the position of President or Board Director - Muni	cipal

BACKGROUND

The Local Government Association of the Northern Territory (LGANT) is the peak body representing Local Government councils in the Northern Territory of which Litchfield Council is a member through the payment of an annual subscription.

LGANT has informed NT councils of vacancies on the LGANT Executive (the Executive), because of the recent local government general election.

This report explores the opportunity for Council to nominate a Litchfield elected member to sit on the Executive, as either the President - Municipals or as an Executive Board Director - Municipals. It is worth noting that whilst multiple nominations can be submitted, council may only hold one position on the LGANT Executive.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

LGANT, established under the NT Local Government Act, has a constitution, governance charter, strategic plan and annual budget which form the mainstay of its authority and operations. The Executive generally meets every two months and has decision-making authority between general meetings, in accordance with the LGANT Constitution and Governance Charter.

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil

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13.2.4 Council Representatives Appointed to Committees

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Terms of Reference HPRR

- 2. Terms of Reference KLRR
- 3. FIN09 Risk Management and Audit Committee
- 4. Chief Executive Officer's Performance Appraisal and Remuneration Review Committee Terms of Reference
- 5. TOR Administrative Review Committee
- 6. Australia Day Wards Panel Terms of Reference
- 7. FIN07 Grants Donations and Sponsorships Policy
- 8. Advocacy and New Initiatives Committee Terms of Reference
- 9. Project Steering Committee Terms of Reference

EXECUTIVE SUMMARY

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

RECOMMENDATION

1.	That Council adopt the amended Howard Park Reserve Committee Terms of Reference and appoints Councillor to the Howard Park Recreation Reserve Advisory Committee;
2.	adopt the amended Knuckey Lagoon Reserve Committee Terms of Reference and appoints Councillor to the Knuckey Lagoon Recreation Reserve Committee;
3.	note policy FIN09 Risk Management and Audit Committee policy and appoints Councillor, Councillor and Councillor to the Risk Management and Audit Committee;
4.	adopt the amended CEO Performance Appraisal and Remuneration Review Committee Terms of Reference and appoints the Mayor as Chair and appoints Councillor, Councillor and Councillor;
5.	adopt the amended Administrative Review Committee Terms of Reference and appoints Mayor Wright and Councillor, Councillorand Councillor;
6.	adopt the amended Litchfield Australia Day Awards Selection Panel Terms of Reference and appoints the Mayor as Chair and appoints Councillor Councillor and Councillor to the Litchfield Australia Day Awards Selection Panel;
7.	adopt the amended FIN07 Grants Donations and Sponsorship policy and appoints Councillor, Councillor and Councillor to the Community Grants Committee;
8.	abolish the existing Advocacy and New Initiatives Committee;
9.	adopt the existing Project Steering Committee Terms of Reference and appoints Councillor

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BACKGROUND

There are several Council Committees, advisory committees and panels which require Council representation. In being appointed to a committee by Council, the elected member is representing Council.

The following tables outline the various appointments required for internal Committees and the changes made to relevant terms of references.

Committees	Position available	Changes		
Howard Park Reserve Committee	1 Councillor as Chairperson	Changes to position titles (Attachment A).		
Knuckey Lagoon Reserve Committee	1 Councillor as Chairperson	Changes to position titles (Attachment B).		
Risk Management and Audit Committee	3 Councillors as Members	No changes (Attachment C).		
CEO Performance Appraisal and	Mayor as Chairperson	Changes to composition of		
Remuneration Review Committee	3 Councillors as Members	committee (Attachment D).		
Administrative Review	Mayor as Chairperson	Minor change to legislation reference (Attachment E). Changes to composition of committee and changes to position titles (Attachment F).		
Committee	3 Councillors as Members			
Litchfield Australia Day	Mayor as Chairperson			
Awards Selection Panel	3 Councillors as Members			
	3 Councillors as Members	Changes to position titles and minor amendment to clarify		
Community Grants Committee	The Mayor to have an exofficio role.	consideration of sponsorship for commercial entities (Attachment G).		
Advocacy and New Initiatives Committee	Proposed to abolish committee (Attachment H).			
Project Steering Committee for the Freds Pass Recreational Reserve \$10m Grant Project	3 Council members	The terms of reference have undergone significant review to improve clarity and conciseness (Attachment I).		

Advocacy and New Initiatives Committee

Following a review of the role of the Advocacy and New Initiatives within Council's governance structure. It is apparent that the committee's functions may now be more effectively managed through regular Council processes.

The following points support the recommendation below:

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- As all members of Council are appointed to the committee, many of the matters considered could be addressed during ordinary Council meetings or at Strategic Discussion and Briefing sessions. This approach would reduce duplication and simplify decision-making.
- Maintaining a separate committee requires additional meeting times, administrative coordination, and staff support. Integrating the committee's responsibilities into regular Council processes would make more efficient use of these resources without compromising the quality of discussion or decision-making.
- The committee has met infrequently in the last year and has not demonstrated significant outcomes.

It is recommended that Council abolish the Advocacy and New Initiatives Committee integrating its functions into regular Council processes.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Section 82 of the Local Government Act 2019 stipulates the appointment of members by Council. Other internal committees and panels are guided by their terms of reference and Council policies.

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil

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Howard Park Recreation Reserve Management Committee Terms of Reference

Introduction

Litchfield Council recognises the important role played by Committees in the efficient operation and management of Council facilities and the benefits this provides to the community.

These Terms of Reference set out the operating framework for the Howard Park Reserve Committee.

Howard Park Reserve is conveniently located in the hub of Howard Springs and sits on more than 8hectares of land. Howard Park encompasses grassy picnic areas, a children's playground and wide-open spaces.

Purpose

The purpose of the Committee is to:

- · provide advice on the efficient and effective operations of the Reserve;
- provide advice to Council concerning strategic or policy issues relating to the Reserve; and
- enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

Definitions

For the purpose of these Terms of Reference:

- · Member means a member of the Committee
- · Council means the Litchfield Council
- User-Group means a group using the facilities of the Recreation Reserve on a regular basis.
- · Reserve means Howard Park Reserve.

Status

This Committee is a Council Committee under Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.



Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Operational recommendations will be managed by the Community Participation Officer, with regular progress reports provided to the Committee Committee recommendations determined as operational, will be dealt with and actioned by the Manager Community Inclusion with any action, or lack thereof, reported to the Committee on a regular basis.

Membership

The Committee shall comprise a minimum of seven members in total made up of:

- · One Elected Member one of the Litchfield Council North Ward Councillors;
- · At least four and up to six community members;
- · One community representative (not representing a User Group); and
- · Council's Community Development Program Leader.

If a community member is also a member of a user group at Howard Park, there is to be a maximum of one member per user group. In addition to the club representatives, the Committee will include at least one community representative who can represent users who utilise the reserve for informal recreational purposes.

The Manager Germunity Inclusion Chief Executive Officer may from time to time nominate additional staff to attend the Committee. Additional staff invited to attend will not have any voting rights.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Committee Members will be appointed for a term of three (3) years.

Selection of Committee Members

Community members will be appointed by Council following a public advertisement process.



Selection will be based on the identified criteria as well as individual merit. Selection criteria will include community members who:

- · Are residents in the Litchfield municipality;
- · Have community connections in the Litchfield municipality; and
- · Can ensure availability for the Committee meetings.

Council will advertise for expressions of interest in the local media, on Council's website, social media, and other appropriate avenues.

Roles and Responsibilities of Members

- To provide advice and make recommendations to Council on the future direction and development of Howard Park.
- To oversee the operational management of the Reserve.
- To inform and involve all key stakeholders to promote partnerships addressing community need.
- To comply with all relevant Council policies relating to the care, protection and management of Howard Park.
- · To promote effective co-operation and communication with all user groups.
- To prioritise and submit recommendations for Council's annual capital works program and grant opportunities.

Vacancies

A vacancy on a Committee will be filled through a public advertisement process if there is more than twelve (12 months) of the Committee member's term remaining.

If the remaining Committee members term is less than twelve (12) months, the Committee may nominate a community member to fill the vacancy. The candidate who fills the vacancy is appointed only for the remaining period of the original member's term. The candidate must be formally appointed by Council

All Committee members are required to be formally appointed by Council.



Meetings

The Committee shall meet once in every two (2) calendar months and at least six (6) times within a financial year. A schedule of Committee meetings shall be developed and agreed to by the members at the first meeting after appointment to the Committee.

Chairperson

The Chairperson shall be the Council appointed Ward Councillor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- · Guiding the meeting according to the agenda and time available;
- . Ensuring all discussion items end with a decision, action or definite outcome; and
- · Reviewing the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.



Secretariat Support

The secretary for meetings will be Council's Community Development Program-Leader Community Participation Officer or delegatenominated delegatenominated by the Manager Community Inclusion.

The Community Development Program Leader Community Participation Officer or nominated delegate will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Secretary, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A call for agenda items will be issued one week prior to the agenda distribution.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.



Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Reporting

The Committee will report formally to Council on a quarterly basis via the Manager-Community Inclusion. Community Participation Officer.

The Secretary will be responsible for developing the quarterly report which will include any recommendations from the Committee to Council. Council is not bound to accept a recommendation of the Committee.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



Knuckey Lagoon Recreation Reserve Management Committee Terms of Reference

Introduction

Litchfield Council recognises the important role played by Committees in the efficient operation and management of Council facilities and the benefits this provides to the community.

These Terms of Reference set out the operating framework for the Knuckey Lagoon Reserve Committee.

Knuckey Lagoon is situated in 19 hectares of woodland and wetlands and features nature walks, picnic areas and a World War II heritage site.

Purpose

The purpose of the Committee is to:

- · provide advice on the efficient and effective operations of the Reserve;
- provide advice to Council concerning strategic or policy issues relating to Knuckey Lagoon Reserve; and
- enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

Definitions

For the purpose of these Terms of Reference:

- Member means a member of the Committee
- · Council means the Litchfield Council
- User-Group means a group using the facilities of the Recreation Reserve on a regular basis.
- Reserve means Knuckey Lagoon Reserve.



Status

This Committee is a Council Committee under Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Operational recommendations will be managed by the Community Participation Officer, with regular progress reports provided to the Committee Committee recommendations determined as 'operational', will be dealt with and actioned by the Manager Community Inclusion with any action, or lack thereof, reported to the Committee on a regular basis.

Membership

The Committee shall comprise a minimum of seven members in total made up of:

- · One Elected Member one of the Litchfield Council North Ward Councillors;
- · At least four and up to six community members;
- One community representative (not representing a User Group); and
- · Council's Community Development Program Leader.

If a community member is also a member of a user group at Knuckey Lagoon, there is to be a maximum of one member per user group. In addition to the club representatives, the Committee will include at least one community representative who can represent users who utilise the reserve for informal recreational purposes.

The <u>Manager Community Inclusion Chief Executive Officer</u> may from time to time nominate additional staff to attend the Committee. Additional staff invited to attend will not have any voting rights.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.



Committee Members will be appointed for a term of three (3) years_

Selection of Committee Members

Community members will be appointed by Council following a public advertisement process.

Selection will be based on the identified criteria as well as individual merit. Selection criteria willinclude community members who:

- · Are residents in the Litchfield municipality;
- · Have community connections in the Litchfield municipality; and
- · Can ensure availability for the Committee meetings.

Council will advertise for expressions of interest in the local media, on Council's website, social media, and other appropriate avenues.

Roles and Responsibilities of Members

- To provide advice and make recommendations to Council on the future direction and development of Knuckey Lagoon.
- To oversee the operational management of the Reserve.
- To inform and involve all key stakeholders to promote partnerships addressing communityneed.
- To comply with all relevant Council policies relating to the care, protection and management of Knuckey Lagoon.
- To promote effective co-operation and communication with all user groups.
- To prioritise and submit recommendations for Council's annual capital works program andgrant opportunities.

Vacancies

A vacancy on a Committee will be filled through a public advertisement processes if there is more than twelve (12 months) of the Committee member's term remaining.

If the remaining Committee members term is less than twelve (12) months, the Committee may nominate a community member to fill the vacancy. The candidate who fills the vacancy is appointed only for the remaining period of the original member's term. The candidate must be formally appointed by Council.



All Committee members are required to be formally appointed by Council.

Meetings

The Committee shall meet once in every two (2) calendar months and at least six (6) times within a financial year. A schedule of Committee meetings shall be developed and agreed to by the members at the first meeting after appointment to the Committee.

Chairperson

The Chairperson shall be the Council appointed Ward Councillor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- · Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- · Reviewing the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other goodreasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.



Secretariat Support

The secretary for meetings will be Council's Community Development Program

Leader Participation Officer or nominated delegate appointed by the Manager Community Inclusion.

The Community Development Program Leader Participation Officer or nominated delegate will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Secretary, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A callfor agenda items will be issued one week prior to the agenda distribution.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.



Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Reporting

The Committee will report formally to Council on a quarterly basis via the <u>Community Participation Officer</u>. Manager Community Inclusion

The Secretary will be responsible for developing the quarterly report which will include any recommendations from the Committee to Council. Council is not bound to accept a recommendation of the Committee.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



Name	FIN09 Risk Management & Audit
	Committee
Policy Type	Council
Responsible	Chief Executive Officer
Officer	
Approval Date	24/04/2023
Review Date	23/04/2027

1. Purpose

This Policy sets out the terms of reference for the Risk Management and Audit Committee pursuant to Part 5.3 of the Local Government Act 2019.

2. Scope

The Risk Management and Audit Committee is an advisory committee of Council responsible for monitoring the compliance by Council with the proper standards of financial management, and compliance by Council with the Local Government (General) Regulations and the Accounting Standards. In addition, the Committee monitors, reviews, and advises the Chief Executive Officer on compliance, risk management and policy matters, and acts as an independent line of reporting by the auditor to Council.

3. Definitions

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

Committee	This term refers to the Risk Management and Audit Committee.
The Act	The term refers to the Northern Territory Local Government Act 2019
Regulations	This term refers to the Northern Territory Local Government (General) Regulations 2021,

4. Policy Statement

4.1. Membership

- 4.1.1. The Committee shall consist of at least one independent member and at least two, with a maximum of three, Elected Members of Council not including the Mayor.
- 4.1.2. The chairperson of the committee must be an independent member.
- 4.1.3. The Chief Executive Officer (CEO) shall provide an agenda for each meeting, with the Executive Assistant to the CEO providing secretariat services. The Chief Executive Officer and relevant staff will be invited to attend each Committee meeting.

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- 4.1.4. Council's external and internal auditors may be invited to attend meetings of the Committee.
- 4.2. Appointment and Termination of Committee Members
 - 4.2.1. Appointment to the Committee from among the Elected Members of Council can be for a period of up to four years, or until the end of the term of the Council. Elected Members appointed to the Committee cease being a member of the committee if they are no longer an elected member of the Council.
 - 4.2.2. Independent member(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle where possible, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.
 - 4.2.3. The selection process for the independent member (s) should consider the following factors when assessing the applicants:
 - Level of understanding of local government and the environment in which they
 operate;
 - Level of knowledge and practical exposure on governance and financial management practices;
 - Capacity to dedicate adequate time on the committee;
 - · Depth of knowledge of regulatory and legislative requirements; and
 - Ability to maintain professional relationships with staff, council members and other stakeholders.
 - 4.2.4. Members are to be appropriately onboarded to the committee.
- 4.3. Voting Right of Committee Members
 - 4.3.1. Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the committee for decision.
 - 4.3.2. Where a vote is taken and the result is undecided the chairperson has the casting vote.
- 4.4. Remuneration Committee Members
 - 4.4.1. Independent members shall be remunerated for the preparation and attendance at each Committee meeting at the C1 daily rate identified in the Northern Territory Government Statutory Bodies Classification as amended from time to time.
 - 4.4.2. Elected members serving on the Committee shall be remunerated in accordance with EM05 Council Member Allowances and Support policy.

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4.5. Committee Performance and Review

- 4.5.1. The chairperson, in consultation with the Chief Executive Officer, will initiate a self-assessment review of performance of the committee at least once every four years.
- 4.5.2. The review will be conducted on a self-assessment basis with appropriate input sought from the Chief Executive Officer, the auditors, Elected Members, management and any other relevant stakeholders, as determined by the Chief Executive Officer.

4.6. Quorum

4.6.1. The quorum for the transaction of business shall be one independent member and one committee member that is a member of the Council. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.

4.7. Meetings

- 4.7.1. Where agenda items are addressed in confidential, this shall be done in compliance with section 51 Confidential Information of the Regulations.
- 4.7.2. Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting.
- 4.7.3. The committee shall meet a minimum of four time per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle.

4.8. Minutes of Meetings

- 4.8.1. The CEO shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of all Regulations.
- 4.8.2. Minutes shall be circulated within five days after a meeting to all members of the Committee and will (as appropriate) be made available to the public within ten business days after the meeting on the Council's website.
- 4.8.3. The CEO maintains a register of audit report recommendations and action taken to address these recommendations. The Committee considers any follow-up action required pursuant to the report or the implementation of report recommendations.
- 4.8.4. The CEO shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.
- 4.8.5. Following the meeting, the minutes shall be tabled at the next Council meeting, in accordance with the Act. Any recommendations and key issues from the Committee shall also be discussed.

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4.9. Role of the Committee

4.9.1. Financial Reporting

- 4.9.1.1. The Committee shall monitor the integrity of the
 - annual financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain; and
 - · the annual report.
- 4.9.1.2. The Committee shall review and challenge where necessary:
 - · The consistency of, and/or any changes to, accounting policies;
 - The methods used to account for significant or unusual transactions where different approaches are possible;
 - Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
 - The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
 - All material information presented with the financial statements.
- 4.9.2. Internal Controls and Risk Management Systems

The Committee shall:

- Keep under review the effectiveness of the Council's internal controls and risk management systems; and
- Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning internal controls and risk management; and
- Review and challenge where necessary the consistency of, and/or any changes to, Council's governance policies.

4.9.3. Fraud Protection

4.9.3.1. Review the effectiveness of the Fraud Protection Plan established by the Chief Executive Officer pursuant to Section 6(1)(d)(i) of the Local Government (General) Regulations.

4.9.4. Internal Audit

The Committee shall:

4.9.4.1. Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;

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- 4.9.4.2. Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- 4.9.4.3. Review all reports on the Council's operations from the internal auditors;
- 4.9.4.4. Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
- 4.9.4.5. Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee.

4.9.5. External Audit

The Committee shall:

- 4.9.5.1. Monitor the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 4.9.5.2. Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.
- 4.9.5.3. Monitor Council's relationship with the external auditor including, but not limited to:
 - Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - Recommending the approval of external auditor's terms of engagement,
 - including any engagement letter issues at the commencement of each audit and the scope of the audit;
 - Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
 - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business); and
 - Assessing the external auditor's qualifications, expertise and resources and the
 effectiveness of the audit process (which shall include a report from the
 external auditor on the Audit Committee's own internal quality procedures);

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- 4.9.5.4. Meet the external auditor at least once a year and more often as needed, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- 4.9.5.5. Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 4.9.5.6. Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
 - · A discussion of any major issues which arose during the external audit;
 - Any accounting and audit judgements, and
 - Levels of errors identified during the external audit.
- 4.9.5.7. Review the effectiveness of the external audit;
- Review any representation letter(s) requested by the external auditor before they are signed by management;
- 4.9.5.9. Review the subsequent audit management letter from the external auditor and management's proposed response, by Council, to the external auditor's findings and recommendations in that audit management letter.

4.10. Conflict of Interest

- 4.10.1. Committee members must declare any real or perceived conflicts of interest when joining the committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- 4.10.2. Where a Committee member is deemed to have a real or perceived conflict of interest, at the chairperson's discretion, it may be appropriate that the person is excused from committee deliberations on the agenda item where a conflict of interest exists, or if necessary excused from the meeting.
- 4.11. Committee Access to Council Records and Resources
 - 4.11.1. The Chief Executive Officer will provide the necessary council records and reports for the audit committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions.
 - 4.11.2. With consideration of legal and confidentiality implications, via the Chief Executive Officer the Committee is authorised to:
 - Obtain any information it requires from any employee and/or external party.
 - · Discuss any matters with the external auditor, or other external parties.
 - · Request the attendance of any employee at committee meetings.

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- Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, contingent on a decision by Council to fund such advice.
- 4.11.3. The audit committee has no authority to procure resources independently of council.
- 4.12. Review of Terms of Reference
 - 4.12.1. Every four years the committee will review its Terms of Reference to ensure it is consistent with the perceived needs of the council. This review will be in consultation with the Chief Executive Officer.
 - 4.12.2. The outcome and recommendations will be given to council as part of this policy to consider.
 - 4.12.3. While the Committee is required to review these Terms of Reference and make recommendations to Council, it has no power or authority to amend or alter the committee's Terms of Reference.

5. Associated Documents

Litchfield Council Policies

6. References and Legislation

Local Government Act and associated Regulations, Ministerial Guidelines and General Instructions.

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Policy Adopted
18/10/2017	Policy reviewed (Decision No. 1718/089) to remove reference to individual member performance review
20/11/2019	Policy updated (Decision No. 1920-097). Public access to meeting, policy review cycle, external auditor meetings.
09/08/2021	Minor administrational changes made, including formatting and new regulation titles. Policy review date to remain the same.
24/04/2023	Policy updated to include scope for further independent member, onboarding process, provisions to review governance policies and minor administration changes.
20/08/2024	Policy amended to allow additional councillors. Review date to remain the same.

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Chief Executive Officer Performance Appraisal and Remuneration Review Committee

Terms of Reference

Introduction

In accordance with section 59 of the Local Government Act 2019, the principal member's function includes "to lead the council to undertake regular review of the performance of the CEO".

Purpose

The purpose of the Committee is to:

- · Conduct a regular review of the CEO's performance against objectives; and
- To consider, in accordance with the CEO's Employment Contract, commensurate remuneration increases as agreed.

Definitions

For the purpose of these Terms of Reference:

- · Member means a member of the Committee
- Council means the Litchfield Council

Status

This Committee is a Council Committee under Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form and accompanied by a report from the independent consultant.

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Resolution 2024 11-070

Membership

The Committee shall comprise of a minimum four members plus an independent facilitator / consultant.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Selection of Committee Members

Committee members will be appointed by Council.

Roles and Responsibilities of Members

- · To response to correspondence from the independent facilitator / consultant;
- Plan and prepare for designated meetings arranged by the independent facilitator / consultant; and
- Actively participate in the discussion and decision-making process facilitated by the independent facilitator / consultant.

Vacancies

All Committee members are required to be formally appointed by Council.

Meetings

The Committee shall meet as required, but at least once annually, and when requested by Council. A schedule of Committee meetings shall be developed and agreed to by the Mayor, CEO and independent facilitator / consultant.

Chairperson

The Chairperson shall be the Mayor or a delegate of the Mayor.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- · Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- · Reviewing the draft agenda and minutes before distribution.

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Resolution 2022/11-278

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other goodreasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Mayor & CEO's Executive Assistant.

The Mayor & CEO's Executive Assistant will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Mayor & CEO's Executive Assistant, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A callfor agenda items will be issued one week prior to the agenda distribution.

Best endeavours should be made to allow the agenda and other documentation necessary for conducting a meeting, to be available to Council members at least four days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

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Resolution 2022/11-278

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



Administrative Review Committee Terms of Reference

Introduction

Section 324(1) of the Local Government Act requires Council to establish an Administrative Review Committee to address reviewable decision applications.

These Terms of Reference set out the operating framework for the Litchfield Council Administrative Review Committee.

Purpose

The purpose of the Committee is to consider applications to review a Council **reviewable** decision as required.

Definitions

For the purpose of these Terms of Reference:

- "Member" means a member of the Committee;
- "Council" means the Litchfield Council; and
- "Reviewable Decision" is one allowed for under Council policy or identified under Section 322 of the Local Government Act.

Status

This Committee is not a Council Committee under Section <u>8254</u> Local Government Act. It is a Committee appointment by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as 'operational', will be dealt with and actioned by the Chief Executive Officer with any action or lack thereof reported to the Committee on a regular basis.



Membership

Membership of the Committee will be:

- Litchfield Council Mayor;
- 3 Councillors appointed by Council;
- · Litchfield Chief Executive Officer; and
- Policy & Governance Program Leader.

Term of Appointment

Committee Members will be appointed for the term of Council unless otherwise decided by Council.

Selection of Committee Members

Councillors shall be appointed by Council immediately following a general election.

Roles and Responsibilities of Members

Inquire into the matters raised by the application to review a Council Reviewable Decision.

Make a recommendation on the application to review a Council Reviewable Decision to:

- Confirm the decision;
- Amend the decision;
- Revoke the decision; or
- Recommend a further decision to mitigate the effect of the decision.

Vacancies

A vacancy of a Councillor shall be filled by Council appointment.

Meetings

The Committee shall meet as required when Council receives an application to review a Council Reviewable Decision.

Chairperson

The Chairperson shall be the Mayor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.



Responsibilities of the Chairperson include:

- · Guiding the meeting according to the agenda and time available;
- · Ensuring all discussion items end with a decision, action or definite outcome; and
- Review the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Council's Policy and Governance Program Leader or delegate appointed by the Chief Executive Officer.

The Policy and Governance Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes and including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.



Reporting

The Committee will report formally to Council as required via the Chief Executive Officer.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



Australia Day Awards Panel Terms of Reference

Introduction

Annually Litchfield Council calls for nominations from the community for Australia Day Community Awards. A Council appointed panel assesses all nominations in line with criteria and provides confidential recommendations to Council. Decisions remain confidential and embargoed until after the Award recipients have been announced at the annual Australia Day event. Once the Award recipients have been publicly announced the information is released onto Council's website.

Purpose

The purpose of the Panel is to assess nominations received for:

- · the Litchfield Citizen of the Year;
- · Litchfield Young Citizen of the Year; and
- · Litchfield Community Event of the Year.

Against the following criteria:

Citizen of the Year and Young Citizen of the Year

Citizen of the Year and Young Citizen of the Year recipients are recognised for their outstanding contributions and achievements within the community assessed through the following points:

- How has the person made an outstanding positive contribution to the Litchfield Community?
- · How has the person provided an inspirational role model for the community?
- How has the person demonstrated a commitment to enhancing the Litchfield Community?

Community Event of the Year

The Community Event of the Year Award recognises a community event that has made a significant and outstanding contribution within the community assessed through the following points:

- How has the event made an outstanding positive contribution to the Litchfield Community?
- How has the event been inspirational for the community?
- How has the event demonstrated a commitment to enhancing the Litchfield Community?

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and make recommendations to Council on the award recipients.

Status

This Panel is a Council committee under Section 82 of the Local Government Act 2019. It is a committee appointed by Council for the purpose set out above.

Delegations

The Panel has no delegated authority and cannot incur expenditure or bind Council.

The Panel may make recommendations to the Council. Recommendations of the Panel will be presented to the Council in written form accompanied by a report from the Secretary.

Membership

The Panel shall comprise a minimum of eight members in total made up of:

- · Litchfield Council Mayor (Chair).
- One Councillor, South Ward.
- · One Councillor, North Ward.
- One Councillor, Central Ward.
- Manager Communications and Engagement-Community Participation Officer
- · Previous Year Litchfield Citizen of the Year.
- Previous Year Litchfield Young Citizen of the Year.
- Previous Year Litchfield Community Event of the Year.

Term of Appointment

The Elected Members shall serve on the Panel for the term of Council unless Council decides otherwise.

Community Members, being the current year recipients of each award, will be appointed annually.

All Panel members are required to be formally appointed by Council.

Meetings

The Panel shall meet once after the closure of applications to consider the applications based on the established criteria

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Community Grants, Donations and Sponsorships FINO7

Name	FIN07 Community Grants, Donations and Sponsorships				
Policy Type	Council				
Responsible	Chief Executive Officer				
Officer					
Approval Date	19/03/2024 20/10/2025				
Review Date	18/03/2028 19/10/2029				

1. Purpose

This policy outlines Council's role in supporting the community and outlines the method by which support is provided to individuals or incorporated community groups by way of grants, sponsorship and donations. This policy will provide a framework, which will guide the provision of consistent community grants administration and assessment processes across Council.

2. Scope

This policy applies to all applicants of a community grant, sponsorship or donation from Litchfield Council.

3. Definitions

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

Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. Grants will be issued either via the Annual Community Grants or the Community Initiatives programmes.
Donation	Where Council provides a financial payment to fundraising appeals for local, major national or international issues. Donations are made under the Community Initiatives programme, follow the Community Initiatives guidelines and will not require an acquittal.
Sponsorship	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods that contribute to the achievement of Litchfield Council strategic priorities. Annual sponsorships may go over more than one year but will be for a fixed term and will require a council decision to renew. An acquittal in the form of an annual project report is required.

Community Grants, Donations and Sponsorships POLICY

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Community Grants, Donations and Sponsorships $\mathsf{FINO7}$

Incorporated Associations	An "incorporated association": (a) Cannot operate for the profit or gain of its individual members; (b) Contributes to the community in a social,					
	sporting, cultural, environmental or charitable context; and (c) Demonstrates local volunteer involvement					

4. Policy Statement

Council will provide financial support to not for profit organisations and incorporated community groups that undertake activities and services that benefit the community and to individuals in particular circumstances in line with the objectives of this Policy.

- 4.1 For all grants, sponsorships and donations the following applies:
 - 4.1.1 All grants, donations and sponsorships must benefit the Litchfield Council Municipality or its residents, and applications must identify how it relates to the goals and strategies in the Municipal or Strategic Plans;
 - 4.1.2 Guidelines and eligibility for all grants, donations and sponsorships are set out in the Litchfield Council Community Grants Scheme Guidelines;
 - 4.1.3 Only one application per organisation per financial year will be considered for the annual community grants and the community initiative grants;
 - 4.1.4 Only one application per individual every two years will be considered for the youth development grants;
 - 4.1.5 Applications by commercial entities may be considered; and
 - 4.1.64.1.5 _____4.1.7 All grant amounts payable under this Policy are exclusive of Goods and Services Tax (GST). Where the Australian Taxation Office regards a grant payment as subject to GST, and the grant is made to an organisation that is registered or required to be registered for GST, 10% GST will be added to the grant payment.
- 4.2 Annual Community Grants
 - 4.2.1 Eligibility will be outlined in the Community Grants Guidelines;
 - 4.2.2 Applications must be made using the Annual Community Grants application form;
 - 4.2.3 Applications will only be accepted from incorporated not for profit organisations or community groups;
 - 4.2.4 Applications must fall under the categories as outlined in the Community Grant Guidelines with the maximum amount that can be applied for also outlined;
 - 4.2.5 Applications will be assessed as per the Litchfield Council Community Grant Scheme Guidelines by the Community Grants Committee;

Community Grants, Donations and Sponsorships POLICY

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Community Grants, Donations and Sponsorships $\mathsf{FINO7}$

- 4.2.6 Grants will be awarded by Council decision following the recommendations from the Community Grants Committee;
- 4.2.7 Applicants must agree to sign an Acceptance of Funding Form and raise a tax invoice prior to a cheque being issued or funds being transferred into a bank account; and
- 4.2.8 Applicants must complete an Acquittal Report as outlined in the funding agreement and failure to do so may render the applicant ineligible for future funding.

4.3 Community Initiative Grants

- 4.3.1 Eligibility will be outlined in the Community Grants Guidelines;
- 4.3.2 Are open all year round until allocated funds have been exhausted;
- 4.3.3 Applications must be made using the Community Initiative Grants application form;
- 4.3.4 Applications will only be accepted from incorporated not for profit organisations;
- 4.3.5 Funding will not be granted retrospectively;
- 4.3.6 Applications must fall under the categories as outlined in the Community Grant Guidelines;
- 4.3.7 Applications will be approved under delegation by the CEO; and
- 4.3.8 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

4.4 Youth Development Grants

- 4.4.1 Council recognises the significant costs associated with travelling for sport and recreation competitions as well as other development opportunities;
- 4.4.2 Eligibility will be outlined in the Community Grants Guidelines;
- 4.4.3 Applications must be received prior to event commencement date;
- 4.4.4 The Youth Development Grants are open all year round until allocated funds have been exhausted;
- 4.4.5 Applications must be made using the Youth Development Grants application form;
- 4.4.6 Applicants must be over the age of 18. Applicants under the age of 18 must have a parent or guardian apply on their behalf;
- 4.4.7 Applicants must not have any outstanding debt to Council;
- 4.4.8 Applications will be approved under delegation by the CEO; and
- 4.4.9 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

Community Grants, Donations and Sponsorships POLICY

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Community Grants, Donations and Sponsorships $\mathsf{FIN07}$

4.5 Donations

- 4.5.1 Donations can be applied for under the Community Initiative Grants and must meet sections 4.3.1 to 4.3.4;
- 4.5.2 Donations will be approved by Council resolution; and
- 4.5.3 Donations do not require an acquittal.

4.6 Sponsorship

- 4.6.1 A sponsorship agreement will not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions legally, fully and impartially;
- 4.6.14.6.2 Applications by commercial entities may be considered;
- 4.6.24.6.3 Sponsorship requests are determined by Council resolutions;
- 4.6.34.6.4 May be recurrent, fixed term or once off;
- 4.6.44.6.5 Are identified yearly in the Council budget;
- 4.6.54.6.6 A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties; and
- 4.6.64.6.7 Recipients of sponsorship must supply an annual report each year including a full financial report as per the timelines set out in the sponsorship agreement.

4.7 Community Grants Committee

- 4.7.1 The Annual Community Grants will be assessed by the Community Grants Committee who will make recommendations to Council for endorsement; and
- 4.7.2 The Committee will comprise of two Council staff members, as delegated by the CEO, General Manager Business Excellence or nominated delegate, the General Manager Infrastructure and Operations or nominated delegate and three elected Councillors as nominated by Council. The Mayor will have an ex-officio role on the Committee.

4.8 Commitment to Funding

4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

5. Associated Documents

Litchfield Council Grants Register

Community Grants, Donations and Sponsorships POLICY

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Community Grants, Donations and Sponsorships $\mathsf{FIN07}$

6. References and Legislation

Northern Territory Local Government Act 2019

Northern Territory Local Government (General) Regulations

Australian Accounting Standards

Ministerial Guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)			
17/09/2015	Approved by Council resolution			
07/03/2017	Updated to reflect current policy format and Litchfield Community Grants Scheme guidelines			
18/03/2020	Guidelines updated			
09/08/2021	Minor administrational changes made, including formatting and new regulation titles. Policy review date to remain the same.			
29/09/2021	Policy amended to include an additional Council member (from two to three).			
19/03/2024	Minor administrational changes made, including reference to legislation. Policy updated to allow the consideration of sponsorship applied for by commercial entities.			
20/10/2025	Removal of old position titles and minor amendments made to clarify consideration of sponsorship for commercial entities.			

Community Grants, Donations and Sponsorships POLICY

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Advocacy and New Initiatives Committee

Terms of Reference

Introduction

In order for Council to be fully engaged in the strategic advocacy focus and projects of the Municipal Plan, Council should keep track of a succinct priority list of these items to ensure all Elected Members are guiding the strategic direction of Council. This flexible forum gives Elected Members the opportunity to enhance the calibre of Council's delivery of support and progress in the community of Litchfield.

Purpose

The purpose of the Committee is to:

- · receive updates on progress of existing advocacy and initiatives; and
- discuss and recommend to Council a list of priority advocacy and initiatives to enhance the strategic direction of Council.

Status

This is a committee under Section 82 of the *Local Government Act 2019*. It is a committee appointed by Council for the purpose set out above.

Delegations

The committee has no delegated authority and cannot incur expenditure or bind Council. The committee may make recommendations to the Council. Recommendations of the committee will be presented to the Council in written form accompanied by a report from the Secretary.

Adopted at 17 September 2024 OCM



Membership

The committee shall comprise a maximum of seven, and not less than four, voting members, made up of:

- · Litchfield Council Mayor (Chair);
- · at least one South Ward Councillor;
- · at least one North Ward Councillor; and
- · at least one Central Ward Councillor.

Term of Appointment

The Elected Members shall serve on the committee for the term of Council unless Council decides otherwise.

All committee members are required to be formally appointed by Council.

Meetings

The committee shall meet quarterly as necessary, with at least one meeting prior to budget and Municipal Plan confirmation annually, to consider new initiatives and advocacy suggestions for inclusion in this process.

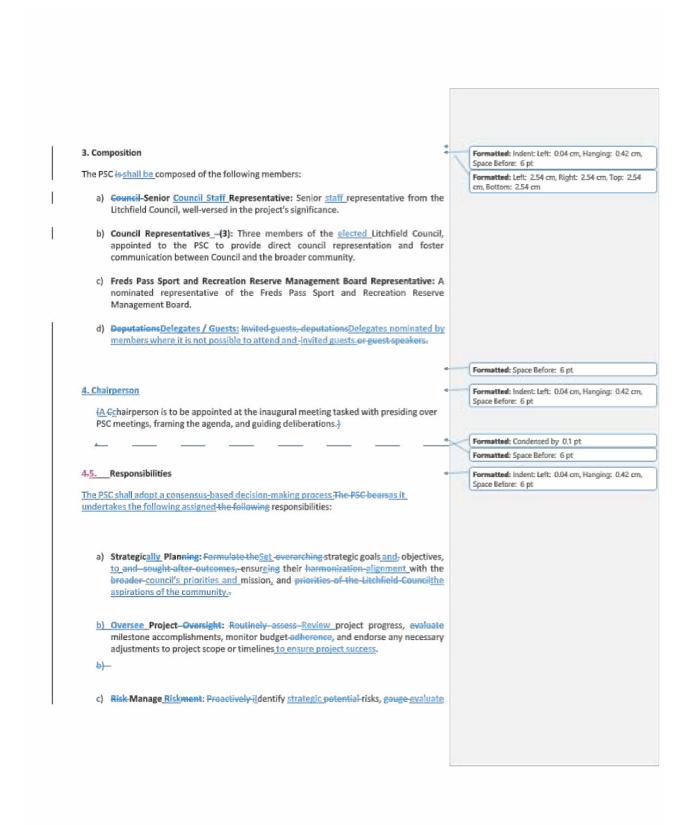
Quorum

The quorum for the transaction of business shall be 50% + one appointed Committee Members.

Adopted at 17 September 2024 OCM



- d) Rick Management I Identify prospective risks, evaluate their potential impact, and design holistic risk mitigation strategies to safeguard project outcomes and ensure compliance with regulatory standards:
- Resource Allocation: Meticulously allocate project resources, including the \$10M grant funding, to optimize utility and alignment with project objectives.



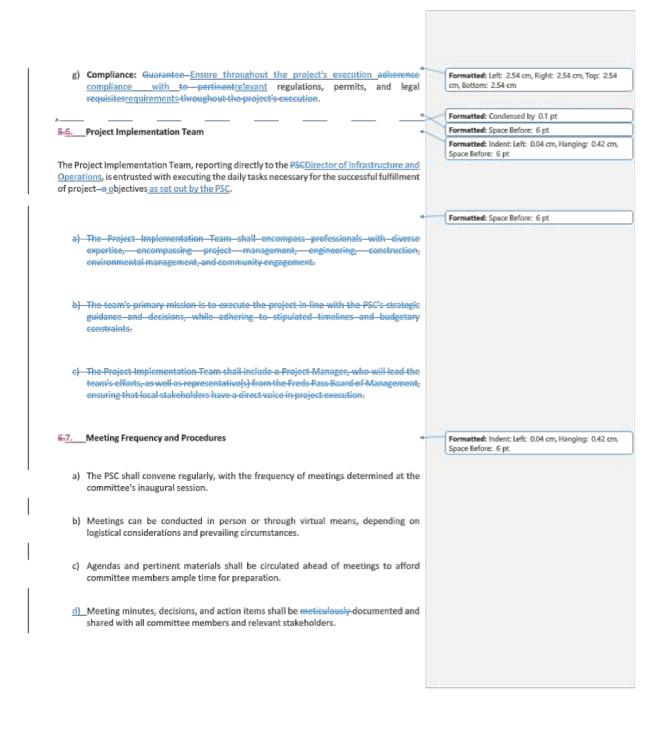
their potential impact on project results and determine risk mitigation strategies to ensure project success and compliance with regulatory standards, and orchestrate strategies to effectively counter these risks.

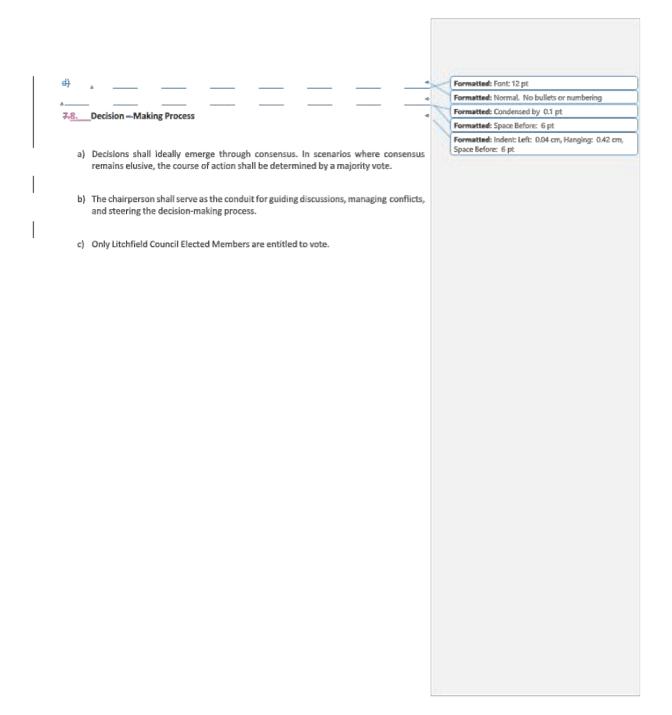
- d) Allocate Resource—BudgetAllocation: Theroughly—review and endorse budget allocations to optimize the use of the \$10M grant funding, while adhering to financial best practices and alignment with project objectives.
- e) Engage Stakeholders_Engagement: Facilitate transparent and open communication with stakeholders, particularly the local community, to ensure their perspectives are heard and considered in project determinations: Facilitate transparent communication and collaboration between stakeholders, including the local community, the project delivery team, council members, and external partners.

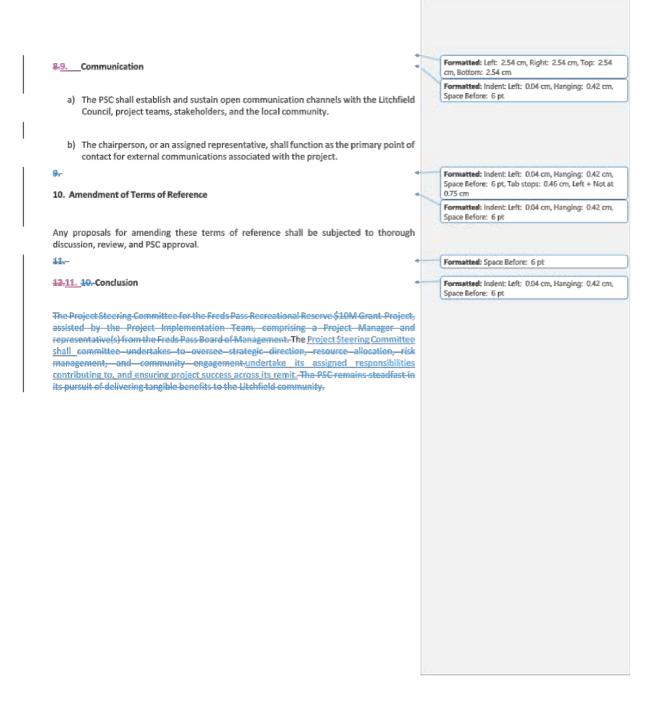
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f) ReportingBe Informed: Receive comprehensive-and review updatestatus reportss from the Project Implementation Team, review performance reports, and gauge the project's alignment with predetermined metrics monitor progress to ensure project success.

Ensure Decision-Making: Strive for consensus-based decision-making, with the chairperson shepherding discussions and mediating resolutions.







13.2.5 Sponsorship Request: Darwin Rural Carols by Candlelight

AUTHOR: Jill Enriquez, Community Participation Officer

AUTHORISER: Maxie Smith, Director Corporate and Community

ATTACHMENTS: 1. Darwin Rural Carols by Candlelight Committee Proposal

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.

RECOMMENDATION

- 1. That Council 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.

BACKGROUND

For 46 years, the Darwin Rural Carols by Candlelight has stood as a cherished tradition in the Litchfield municipality—a joyful, unifying celebration that brings the community together each holiday season. Organised entirely by volunteers, the event embodies the true spirit of community, offering families a chance to come together, reflect on the year, and share in the hope and joy of Christmas.

The Committee operates as a not-for-profit organisation run entirely by volunteers, relying on in-kind donations and community support. Aside from this year's Community Benefit Fund grant, the event typically receives no external funding. Instead, it prioritises community benefit by allowing local schools, service clubs, and community groups to fundraise during the event. This model directly supports local organisations such as Scouts, Girl Guides, Rotary, Lions, and schools, ensuring that funds raised remain within the region and contribute to community initiatives.

As the region continues to grow, especially with more families settling in Litchfield and nearby Palmerston, expectations for a high-quality event have also risen. To meet these standards and continue providing an exceptional experience, support is now sought from Council for \$4,000 to assist with vital sound and production costs for the event. Full funding support is vital to enable the Committee to meet community expectations and deliver the event successfully. If this sponsorship proposal is not approved, the Committee intends to submit an application under Council's Annual Community Grants Program, closing 31 October 2025.

The Carols align closely with Litchfield Council's Strategic Plan by:

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- Promoting arts and culture through music and performance;
- Encouraging youth development via participation of local schools and performers;
- Supporting community prosperity by providing local fundraising opportunities and retaining expenditure within the NT.

Council's sponsorship would ensure the continued delivery of a well-managed, high-quality community event that strengthens local engagement, fosters pride of place, and reflects positively on Litchfield as a vibrant and connected municipality.

LINKS WITH STRATEGIC PLAN

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

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As detailed in report

Risks Financial

The proposed investment of up to \$4,000 does not present a significant financial risk. The annual Sponsorship budget totals \$15,000, of which \$10,000 is committed to a community group until 2027, leaving limited funds for other applicants. However, an additional \$175,000 is available in the Cash for Cans Reserve, which is restricted for use within the Community Grants Scheme or Sponsorship programs. It is proposed that a portion of these funds be considered in Budget Review 1 to supplement the sponsorship budget and ensure ongoing support for a broader range of community groups.

Adversely, if the initiative doesn't take place or falls short of the anticipated success, the allocated funding may not be utilised as originally specified. To safeguard the Council's financial reputation and ensure the return of funds, Council staff must establish a legally binding financial agreement.

COMMUNITY ENGAGEMENT

Nil

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Darwin Rural Community Carols by Candlelight Committee

ABN 29 905 153 366

Sponsorship Proposal

Who we are:

Darwin Rural Carols by Candlelight Committee is a non profit Volunteer hard-working committee that stages the Carols by Candlelight in the Litchfield area. The event has been running for 46 years, and attracts 900-1000 people, bringing the community together.

Attended mainly by Litchfield residents, we know that families also attend from Darwin and Palmerston.

Benefits:

The event brings benefit to the Litchfield municipality in several ways:

- (a) A healthy community needs opportunity to connect in a meaningful way. This event draws together the rural community to gather for an evening of low cost entertainment, and the pleasure of being involved in the singing.
- (b) For local schools, churches, musicians, singers to showcase in their talents
- (c) Opportunity for local non profit groups to raise much-needed funds (ie Scouts, Girl Guides, Rotary, Lions, Schools) by providing food or drink stall or services.
- (d) Inclusive of all cultures, and constantly finding ways to enhance this.
- (e) It is a popular event in the Christmas season for our community, with enthusiastic support.
- (f) The funds spent on hire, services etc are kept within the NT, apart from the electronic candles that are sourced south because there is no supplier here.

Success of event:

The event has been successful due to the Volunteer committee's consultation with the community, communication with all stakeholders, publicity of event, and inclusion of all that show an interest in being involved. Music is provided by Volunteer musicians which add atmosphere to the event. Our three local politicians have provided lucky door prizes which have been greatly appreciated by the recipients.

Woolworths and Coles provide a donation of goods towards the tea and coffee provided, and the lollies that Santa distributes to the children.

The Rural Carols by Candlelight provides a wonderful lead up to the Christmas season and is a popular event on the rural calendar.

Relevance to the themes of Litchfield Council Strategic Plan:

- a. Art and Culture: supports the Culture as well as the Arts
- b. Youth Development: heavily supports Youth development.
- Community Prosperity: supports Community Prosperity by providing support and avenues to fundraise.

Sponsorship requested:

The amount requested is \$4,000.00

This amount would cover the sound and production costs, cleanup donation, consumables and replacement of old sandwich signage boards.

We have also sought Community Benefit Fund grant for \$3998.00

If our proposal is successful, Council would be acknowledged in the following ways:

- (a) Facebook
- (b) Signage banners on Stuart Highway, Sattler airstrip (inbound and outbound) and the Palmerston bypass signage banner at 11 Mile.
- (c) Flyers
- (d) Program
- (e) Overhead Screen during the evening
- (f) MC's during the evening
- (g) Council Mayor to officially open the event on the night

Sponsorship would be fully acquitted with outcome report, income and expenditure and copy of invoices.

We trust that Council can see the benefits in our proposal, and look forward to the outcome of this request. If this Sponsorship proposal is not successful, our Committee will apply for the Council annual grant, which is now closing at the end of the month.

Yours sincerely

Darwin Rural Garols by Candlelight Committee

Olive Frakking 0407 612 244 8th October 2025

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Item 13.2.5 - Attachment 1

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

AUTHOR: Jill Enriquez, Community Participation Officer

AUTHORISER: Maxie Smith, Director Corporate and Community

ATTACHMENTS: 1. Berry Springs Market Association NT's Proposal and Supporting

Documents

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.

RECOMMENDATION

- That Council authorise the provision of one-time funding, with the amount to be determined 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.

BACKGROUND

The Berry Springs Community Market NT Inc is proud to present the **2025 Mango Festival**, the first since the Association took over from the previous organisers. As a newly formed group with limited financial reserves, the Association is seeking Council sponsorship to support the success of this well-loved community event.

The festival, to be held at Berry Springs Recreation Reserve, aims to provide a family-friendly celebration that showcases the region's mango industry and attracts visitors from across Litchfield and the greater Darwin area. Last year, the event drew approximately 1500 people, bringing the community and visitors from Darwin, Palmerston and interstate to the area, in turn, supporting local businesses. This festival not only promotes community engagement and recreation but also highlights the Litchfield municipality as a major hub of the Northern Territory's mango industry.

The festival will include children's entertainment which is the event's second-largest draw after the mangoes, ensuring safe and enjoyable activities for families. A PA system will also be hired to coordinate the event smoothly, provide announcements, and enhance overall visitor experience. While the association's sponsorship request totals \$5,000, with \$3,990 allocated to children's entertainment and the remainder to the PA system, Council may choose to award funding at any level. Support for these elements is integral to the event's success in attracting families, creating a safe environment, and delivering a high-quality festival experience.

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Council sponsorship would deliver broad community benefits, including:

- Supporting events at council reserves, promoting Litchfield municipality as a key destination for community and tourism activity.
- Encouraging local economic progress and social connection in the rural area.
- Reinforcing Council's visibility and commitment to community engagement through acknowledgements during the event, display of Council banners, and logo placement on promotional materials.

This initiative aligns with the Litchfield Council Strategic Plan by supporting community events that strengthen local identity, encourage participation, and celebrate the region's agricultural significance.

LINKS WITH STRATEGIC PLAN

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

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

COM03 - Sport and Recreation Policy

FIN07 – Community Grants, Donations and Sponsorships Policy

Litchfield Council Strategic Plan 2022-2025.

FINANCIAL IMPLICATIONS

As detailed in the report

RISKS Financial

The proposed investment of up to \$5,000, or an amount determined by Council, does not present a significant financial risk. The annual Sponsorship budget totals \$15,000, of which \$10,000 is committed to a community group until 2027, leaving limited funds for other applicants. However, an additional \$175,000 is available in the Cash for Cans Reserve, which is restricted for use within the Community Grants Scheme or Sponsorship programs. It is proposed that a portion of these funds be considered in Budget Review 1 to supplement the sponsorship budget and ensure ongoing support for a broader range of community groups.

Adversely, if the initiative doesn't take place or falls short of the anticipated success, the allocated funding may not be utilised as originally specified. To safeguard the Council's financial reputation and ensure the return of funds, Council staff must establish a legally binding financial agreement.

COMMUNITY ENGAGEMENT

Nil

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Berry Springs Community Market NT Inc E: admin@berryspringsmarket.com.au M: 0447 662 048

ABN 29 365 292 832

Tuesday 23rd September 2025

SPONSORSHIP – MANGO FESTIVAL – SUNDAY 26TH OCTOBER 2025.

Dear Jill Community Participation Officer.

The Berry Springs Community Market NT Inc has been tasked with running the "2025 Mango Festival." As you will be aware we have only been in existence since June this year so are rather short on monetary reserves to finance this very popular community event, hence this request for sponsorship by the Litchfield Council.

We are an incorporated association who have received support from Council in our original set up with funding of \$500.00 for the purchase of a mobile phone which has been obtained and the grant acquitted.

Our association facilitates the monthly Berry Springs Community Market which gives local artisans and makers a venue to market their goods and services to our local community and tourists using local area facilities. We are an attraction in our own right for visitors from the greater Darwin area to Berry Springs. The Market also provides a meeting place for many in the local community for regular social interaction and companionship especially among the aged.

The Mango Festival will be held at the Berry Springs Reserve. Our aim is to provide a family friendly event for our Litchfield community and encourage visitors to the Berry Springs area which is the gateway to many of the prime tourist areas of the Top End.

The Northern Territory produces approximately 50 percent of Australia's Mango crop and Litchfield Council area is the biggest producer within the Territory, we need to let people know of our importance.

Based on previous attendance we expect one thousand to one and a half thousand (1,000 to 1,500) people to attend our event.

Our committee is made up of experienced people with the knowledge to run a successful event of this type. We have been able to call on the experience of others who have been involved in the running of this event in the past. These include the current President of the Berry Springs Reserve Committee and past Festival organiser Mel McMurdie. Additional help will be available from Mango growers and other volunteers.

Benefits of running this event will accrue to the Berry Springs Community generally but also to the Berry Springs Community Market NT Inc members and vendors who will see that their new committee is able to run this popular event. The Berry Springs Reserve will gain financially also.

The Mango Industry in the NT will receive good publicity and community engagement within the festival activities.

Tourism in the Top End will be promoted by the event and we are hoping individual operators will use the festival to promote their own business's.

It is clear there is a community expectation that this event is run, we have already had over 30 bookings for stalls in the market and keen interest from community groups to take part, social media traffic is high.

We believe that this request fits with the Council's strategic plan in that it provides community education on one of our most important industries, supports children's activity, many of our community groups financially, and generally provides a recreational event for the community.

It is our intention to acknowledge the sponsorship of the Council through social media, signage and publicly at the event. We will provide a site free of charge for the Council to operate a public information booth from should this be your wish.

Set out on following page is our budget for the event with a sponsorship request from Councill of \$5000.00.

Quotes for Darwin Castles and Browns Mart are attached.

Note that:

- the amount for the banners is based on similar banners purchased in July 2025 for the market, the banners we wish to purchase are specifically for the Mango Festival, see attached design.
- decorations, banners and walkie talkies purchased in 2025 will be available for use in subsequent years.



Berry Springs Community Market NT Inc E: admin@berryspringsmarket.com.au M: 0447 662 048

ABN 29 365 292 832

BUDGET - MANGO FESTIVAL - October 2025.

INCOME:

Sponsorship (Litchfield Council)	4000.00
Other sponsorship and donations	1200.00
Community Market Funds (Our Contribution)	2500.00
In kind donations (Competition prizes Etc)	1000.00
Total Income:	\$8,700.00

EXPENDITURE:

1000.00
1500.00
3990.00
400.00
1000.00
400.00
410.00

Total Expenditure: \$8,700.00

I am available to discuss this further if required.

Kind regards

Roger

Roger Pocock Treasurer

Berry Springs Community Market NT Inc

M: 0455 500 954



Mango eating competition

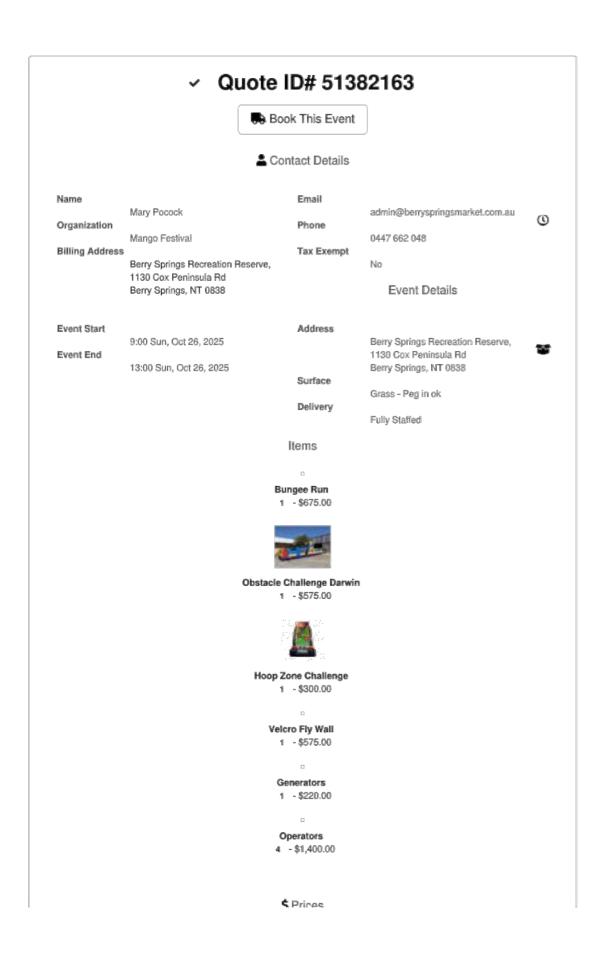


Mango and spoon race



Mango eating competition crowd

Best dressed competition



Rentals	\$3,745.00
Distance Charges	\$76.46
Discount	\$-194.19
Subtotal	\$3,627.27
Tax	+\$362.73
Total	\$3,990.00



Brown's Mart Arts LTD ABN: 67 141 763 895

GPO Box 3451, Darwin NT, 0801 12 Smith St, Darwin NT 0800 admin@brownsmart.com.au brownsmart.com.au

QUOTATION

I agree to the Ioan of the Equipment named in Schedule One from Brown's Mart and to abide by the conditions of hire as set out in this Agreement.

Quote Dated: Wednesday, 17 September 2025

Quote valid for 30 days only

Name: RogerPocock

Organisation: Berry Springs Community Markets

Address: 1130 Cox Penninsular Rd, Berry Springs, NT 0838

Postal Address:

Mobile: 0447662048 Email: admin@berryspringsmarket.com.au

Work Hours Phone:

Equipment Hired

ITEM	NOTES	1	RATE		ITEM TOTAL	
CREWING: Tech manager	Charged Per Hour		5	80.00	\$	240.00
RADIO MICKIT		0	\$	103.82	\$	103.82
MEDIUM (LOF) PA KIT		0	5	836.08	\$	836.08
DELIVERY		0	5	120.00	\$	240.00
SETUP/PACKDOWN		0	5	240.00	\$	480.00
EQUIPMENT DISCOUNT		0		30%	S	(497.97)

Est. Hire Fee Ex GST: \$ 1,401.93

GST \$ 140.19

Total Hire Fee inc GST: \$ 1,542.12

Name of Event: Berry Springs Mango Festival

1130 Cox Penninsular Rd

Location of Event:

Description of Event: Community Market



This undated banner is intended to form the backdrop of the "stage" area which will be under the permanent shade structure at the carpark end of the oval.



The dated banners will be placed in publicly facing locations in the Darwin River and Berry Springs area leading up to the festival.

13.2.7 Sponsorship Request: NT Polocrosse Association – Australian Polocrosse Nationals

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Maxie Smith, Director Corporate and Community

ATTACHMENTS: 1. NT Polocrosse Association - Proposal

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.

RECOMMENDATION

- 1. That Council authorise the provision of one-time funding, with the amount to be determined by Council, 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.

BACKGROUND

In 2026 the NT Polocrosse Association will host the Australian Polocrosse Nationals for the first time in 12 years. Hosted bi-annually across states, the event is expected to bring in over 4,200 spectators, 600 horses and over 400 athletes of all age divisions. The events will have food vans, trade stalls, entertainment and be lived streamed. The total visitor expenditure is estimated to be over \$2.1 million.

Supporting national events held within the municipality is an important role for Council. Such events bring significant social, cultural, and economic benefits to the community, showcasing our rural area on a wider stage, and strengthening local pride and identity. By supporting these initiatives, Council helps to foster community engagement, stimulate local business activity, and enhance the region's reputation as a vibrant and desirable destination for future events and investment.

NT Polocrosse Association have proposed in-kind support and sponsorship support from Litchfield Council, as per attachment A.

LINKS WITH STRATEGIC PLAN

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

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

The proposed sponsorship package includes items that could be considered gifts. This would not align with Council's sponsorship and gifts policies and may be perceived as inappropriate. Should Council resolve to provide sponsorship for the event, removal of any potential gifts should be considered or a clear explanation of how Council intends to manage or distribute the gifts.

Furthermore, as per Council's grant funding agreement, Council require acknowledgment of support through promotional material.

Item 13.2.7 Page 210

FINANCIAL IMPLICATIONS

As detailed in the report

Risks Financial

The proposed investment of \$20,000, or an amount determined by Council, does present a slight financial risk. The annual Sponsorship budget only totals \$15,000, of which \$10,000 is committed to a community group until 2027, leaving limited funds for other applicants. Noting that Council also has two other sponsorship requests to consider as part of Octobers agenda.

However, an additional \$175,000 is available in the Cash for Cans Reserve, which is restricted for use within the Community Grants Scheme or Sponsorship programs. It is proposed that a portion of these funds be considered in Budget Review 1 to supplement the sponsorship budget and ensure ongoing support for a broader range of community groups.

The proposed in-kind support, valued at \$5,000, presents a potential financial and legal risk to Council. The items outlined in the proposal are likely to exceed the estimated value, and it is difficult to determine the full cost implications at this stage. In addition, Council does not currently have access to the event infrastructure required, nor the staff resources necessary to provide the level of support proposed.

COMMUNITY ENGAGEMENT

Nil

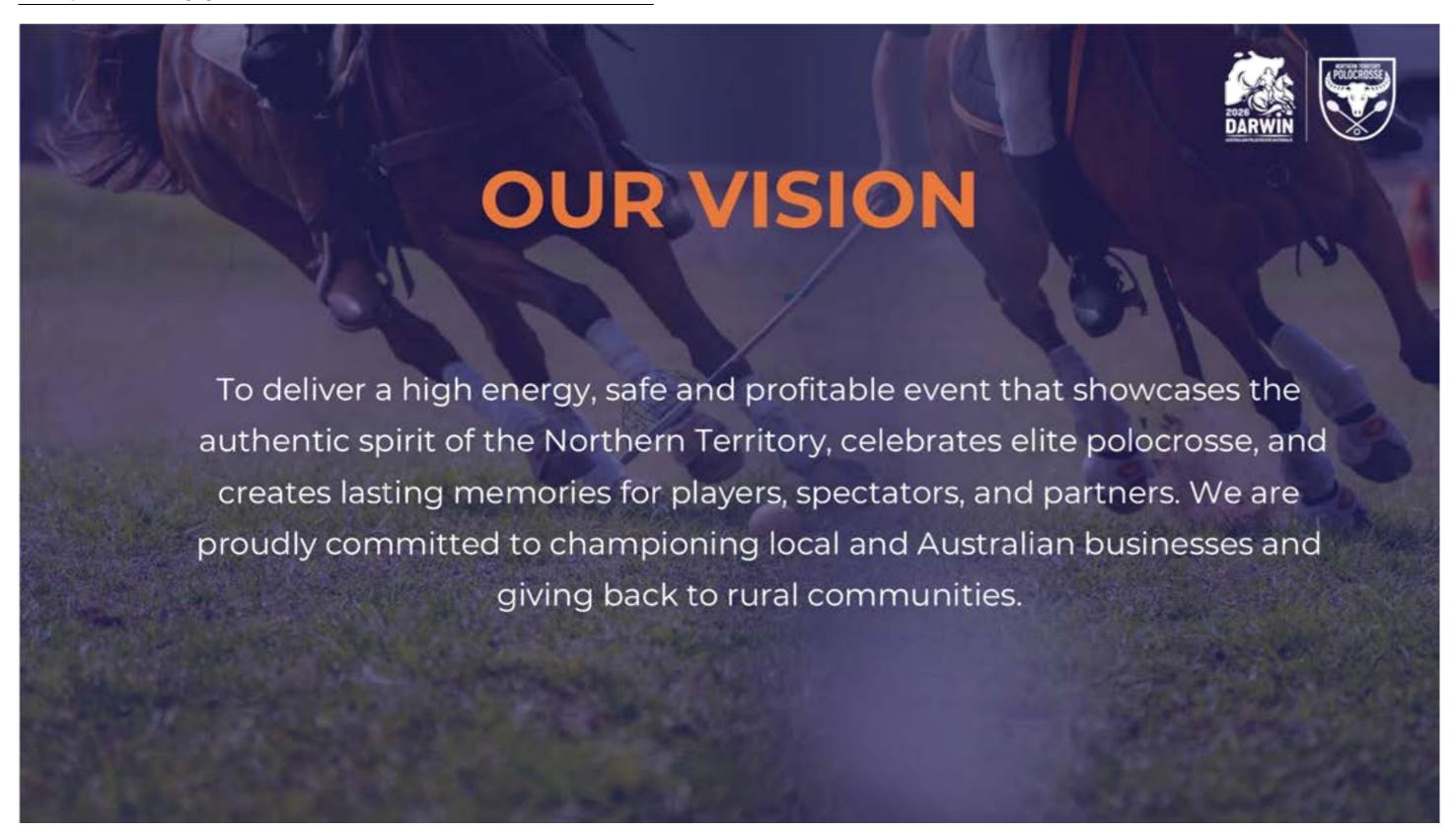
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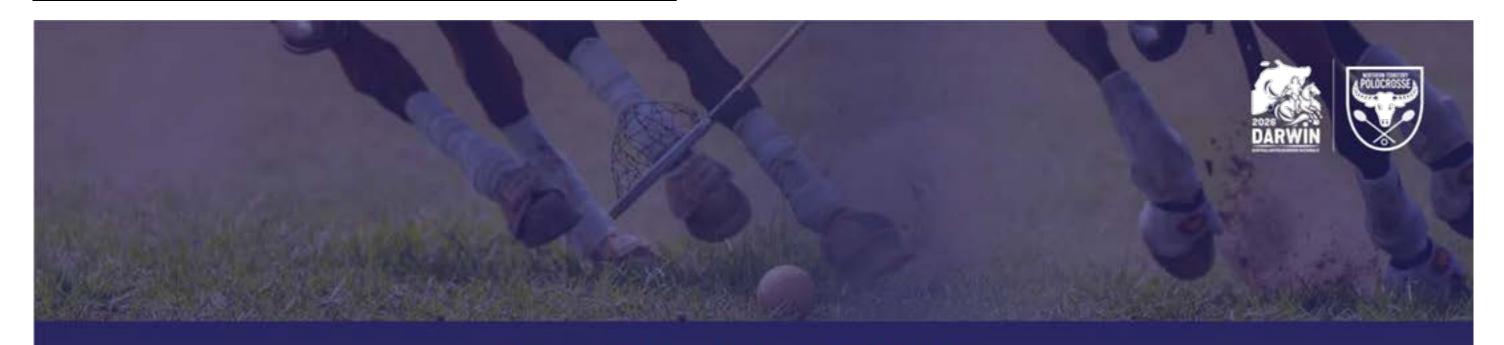


Freds Pass Reserve









OUR EVENT

ESTIMATED ECONOMIC BENEFIT



4.2 Million

is estimated to be the total annual spend. Polocrosse cutspends any other leisure pursuit and is a signifcant contributor to the national economy.



62 Million

Is the estimated Capital Value of Polocrosse. (considering property, hor se number and value; tra. transporrt, equipment and clothing)

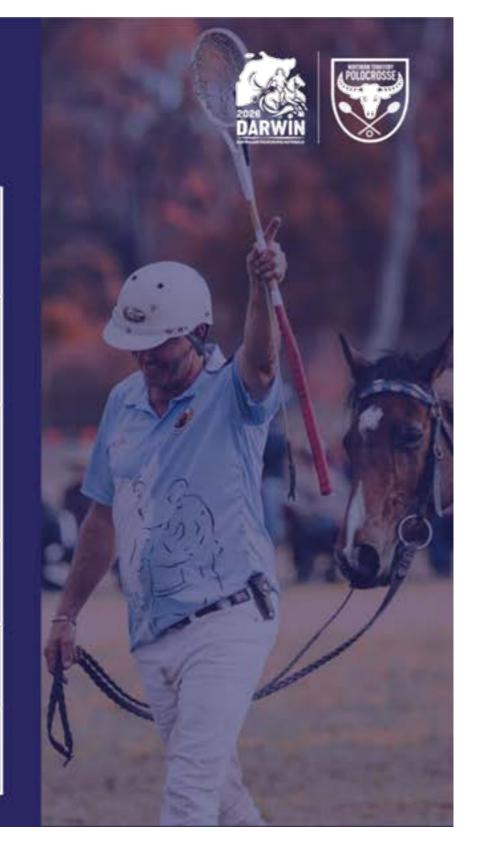


Total Visitor Expenditure from National Tournaments is etimated to be over \$2.1 million

- Hosted bi-annually across states
- Over 4,200 spectators
- 600 horses
- Over 400 athletes all age divisions
- Food vans, trade stalls, entertainment
- Games livestreamed

OUR ALIGNMENT

Council Strategic Plan priorities	NT Polocrosse Strategic Alignment	
Progress	Hosting this event helps ensure that the infrastructure at Freds Pass is upgraded and maintained long-term for community benefit, not just for one event.	
Prosperity	NTPA will prioritise local suppliers and tradespeople for event contracts, channeling spend into the Litchfield economy. The Nationals will draw interstate visitors, increasing tourism spend and regional profile	
People	This event engages local families, youth, volunteers and sporting clubs - building community connections and wellbeing across Litchfield	
Places	Bringing attention to the quality and attractiveness of Litchfield's sporting and outdoor facilities.	
Performance	NT Polocrosse governance structure, partnership with AA&P Events and risk mitigation plan ensures transparency and professional delivery.	







OUR PROPOSAL

Litchfield Council - 2026 Official Community Partner

In-Kind Support valued at \$5,000

- Support & use of council-managed waste management & recycling services.
- Use of council-owned marquees, temporary fencing, or other event infrastructure.
- Promotion on Litchfield Council's website, social media & community newsletters.
- Display event banners or posters at council managed facilities and locations
- Assistance with traffic management planning and permits.
- Provision of council staff for event setup and pack-down.

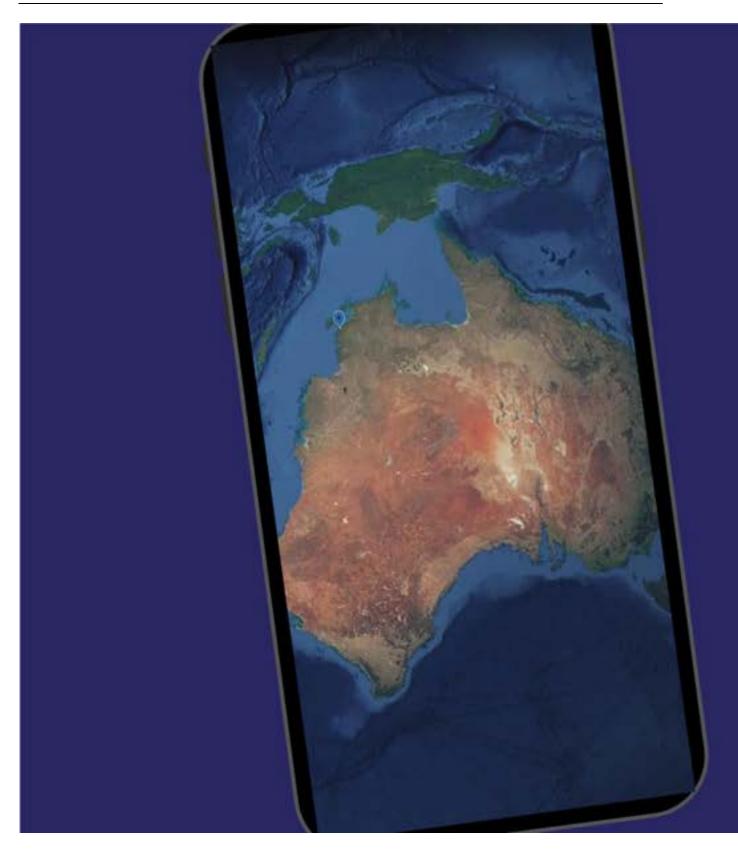




Official Community Partner

Sponsorship Investment \$20,000

- Recognition as the Official Community Partner of the 2026 Australian Polocrosse Nationals.
- Mayor (or representative) invited to deliver an official acknowledgement
- 10x General Admission Passes.
- 4x VIP Passes (includes complimentary drinks and nibbles).
- 4x Tickets to the Official Welcome Function Dinner.
- Plus, additional brand visibility opportunities and economic impact reporting.



We look forward to partnering with Litchfield Council



auspolocrossenationals.com.au

13.3 Infrastructure and Operations

13.3.1 Howard Park Recreation Reserve Safety Audit

AUTHOR: Charmaine Hurrell, Business Support Officer - Asset

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Correspondence from Gerard Maley MLA

2. HCS Safety Audit Report

3. Fencing Quotes

4. Signage quotes

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/barries and signage.

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

RECOMMENDATION

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

BACKGROUND

Howard Park Recreation Reserve is a Council managed reserve that caters for a range of regular sporting activities and informal recreation and community events.

On 5th August 2025 Council received correspondence from Gerard Maley MLA detailing a report received from Palmerston Cricket Club that motorbikes were ridden through the grounds during a junior cricket match.

As a result, an opportunity was identified for Council to undertake a safety audit of the reserve to assess existing vulnerabilities that enable vehicle access to the oval, and identify practical, compliant measures to deter such access.

Council engaged HCS Constructions to conduct the audit. The findings identified several vulnerabilities, such as inadequate barriers, unrestricted access points, and limited signage, which present risks to public safety and the amenity of the area.

Addressing these issues through improved fencing, barriers and signage will mitigate risk and demonstrate Council's commitment to providing safe and accessible community facilities.

Quotations have been obtained for the recommended fencing/barrier and signage works.

Fencing

Contractor	Price ex GST
HCS Constructions	\$33,494.00
Damn Straight Fencing	\$10,900.00
All Fencing & Gates	\$10,990.91

Signage

Contractor	Price ex GST
HCS Constructions	\$7213.00
Ben Designs	\$570.00

LINKS WITH STRATEGIC PLAN

Places - Roads and Infrastructure

LEGISLATIVE AND POLICY IMPLICATIONS

FIN04 Financial Reserves

INF01 Asset Management

FIN03 Procurement

FINANCIAL IMPLICATIONS

As Above

Risks Adoption of Option 1 will have a minor impact on asset reserve financials.

Continued unauthorised vehicle access poses an ongoing risk to public safety.

COMMUNITY ENGAGEMENT

Nil



GerardMaley4Neison
 ■
 GerardMaley4Neison
 GerardMaley4Neison

Maley4Nelson



Howard Park Recreation Reserve

Safety Review - Vehicle Access Mitigation

SAFETY REVIEW - VEHICLE ACCESS MITIGATION



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ACCESS ISSUES & RISKS	
RECOMMENDATIONS	
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JOB DETAILS

HCS Job number	QU1263	Date inspected	12/08/2024	
Inspected by	Luke Harvey			
Customer name	Litchfield Council Phone number (08)89830622			
Address	Howard Park Recreation Reserve 325 Whitewood Road, Howard Springs			
In attendance	Sam Lewis & Luke	Harvey		

CLIENT DETAILS

Client	Litchfield Council
Client reference	Howard Park Recreation Reserve

EXECUTIVE SUMMARY

The primary goal of this safety review is to identify and assess current vulnerabilities that allow motorbike access to the oval and provide practical, compliant solutions to prevent such access through the recommendation of improved security.

FENCE SAFETY AUDIT

Hes : In Constitutes

INTRODUCTION

HCS Constructions NT were engaged to conduct an on-site safety inspection of the reserve, including all entry points, boundary fencing, pathways, and informal access routes and make recommendations on the installation of appropriate fencing/barriers and signage.

METHODOLOGY

The methodology used for the safety audit includes identification of issues and the provision a clear report with actionable recommendations.

- 1. Conduct an on-site safety inspection of the reserve, including all entry points, boundary fencing, pathways, and informal access routes.
- Identify points where unauthorised motorbike access is occurring or likely to occur.
- Assess the existing infrastructure (fences, bollards, gates, etc.) and its effectiveness in restricting vehicle access.
- 4. Provide recommendations and layout options for new fencing
- Provide council with alternate recommendations to support the goal of improved safety by the minimization of unauthorised access at Howard Park Recreation reserve.

PROPERTY DETAILS

Property type	Recreational Park including Hall, BMX track,	
	playground and sporting oval utilised by various	
	community and sporting groups.	

OBSERVATIONS AND FINDINGS



FENCING REPORT

Fence 1 area	- Small fence further back in location that allows vehicles to access the oval
Fence 2 area	- Non-existent - No fence existent allowing vehicles to enter oval
Fence in front of skate park	 Non-existent - Concrete bollards are scheduled to return to original location (other works) but will still allow motorbike access to skate park & oval
Existing PA gate x 1	Operating correctly No signage No offset bollards
Remainder of fencing around perimeter	- Old fencing but in working order
Neighbouring fence	 Pig mesh fence on adjoining property currently restricts vechile access.

ACCESS ISSUES & RISKS

Access Issues & Risks	Details
Non-existent fencing	Large areas of no fencing allowing motorbikes and vehicles to enter oval
Signage	No signage through out entry points of oval
Existing fencing	Exposed wires Rusted posts and chainmesh fence Bent posts
Security Presence & Surveillance	Gates are locked nightly by security contractor No security cameras or deterrent for unauthorised access.

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RECOMMENDATIONS

HCS Constructions NT recommends the following urgent action to be taken:

- Introduce barrier fencing around the oval to prevent access by motorbikes and vehicles, while maintaining service access gates as required.
- Establish ongoing security schedule whereby there is an increased security presence and gates continue to be locked outside hours of park operation.
- Install signage to oval with prohibited use of unauthorised vehicles

HCS Constructions NT recommend the following non-urgent action to be taken:

- Consider installing CCTV cameras in key areas to deter illegal activity and assist with enforcement. Place cameras in well-lit, highly visible areas.
- Develop and deliver a community education campaign to raise awareness about the safety risks of riding motorbikes in public parks. This may include information through Council's website, social media, and local community networks to encourage responsible park use.
- Work with schools, sporting clubs, and local groups to promote positive use of open spaces and reinforce shared community responsibility for keeping the park safe and accessible.

PROPOSED BARRIER/FENCING TYPES AND CONFIGURATIONS

Gates	Personal access gates in multiple areas throughout oval to allow public access Vehicle access Gates should swing cleanly and be capable of being locked whenever the field is not in use
	PA gates to have offset bollards installed to prevent motorbike access
New fencing	1500mm high chainmesh fencing with top rail in all areas were there is no fencing



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SIGNAGE RECOMMENDATIONS



COST ESTIMATE

Identified access issues and new fencing/signage recommendations have been priced below, please refer to Appendix B – Quotation

TIMEFRAME FOR COMPLETION OF PROPOSED WORKS

The fencing works outlined in QU project is anticipated to take 3 weeks to complete. Signage timeframe estimate once design is confirmed by council is 2 weeks for production.

CONCLUSION

The safety review of Howard Park Recreation Reserve has identified significant vulnerabilities that currently allow unauthorised motorbike and vehicle access to the oval, placing public safety and amenity at risk.

To address these issues, a combination of physical deterrents, including the installation of robust chainmesh fencing, offset bollards at gates, and prominent signage outlining field rules and penalties is recommended. These measures will substantially limit unauthorised access and clarify Council's commitment to protecting community spaces.

Furthermore, the integration of community education and engagement initiatives will be essential in fostering public awareness about responsible park use and the ongoing protection of this shared recreational asset. Collaboration with local law enforcement and the consideration of CCTV surveillance will strengthen enforcement and encourage positive behaviour.

ONGOING MAINTENANCE

Schedule regular follow-up inspections to proactively identify damage and promptly repair.

Ensure consistent documentation of actions and regular reviews will ensure ongoing improvement and responsiveness to emerging concerns.

APPENDICES

- Appendix A Existing site photos
- Appendix B Quotation

CONTACT DETAILS

Web Site	Hcsdarwin.com		
Email Address	Projects@hcsdarwin.com		
Telephone	0428 499 485	Facsimile	
Postal Address*	PO Box 2068 Coolalinga NT 0839		
Address of Place of Business	24 Mander Road Holtze Darwin NT 0829		
CAL Registration Number	D-1-19826-03-23		
ABN	34 651 169 907	ACN	651 169 907
Business Name	HCS Constructions NT Pty L	.tdl	
Legal Entity Name	HCS Constructions NT Pty L	.Id	
Logal Entity Name	UCS Constructions NT Phyl	tell	

APPENDIX A - EXISITNG FENCE PHOTOS







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Current PA gate in working order



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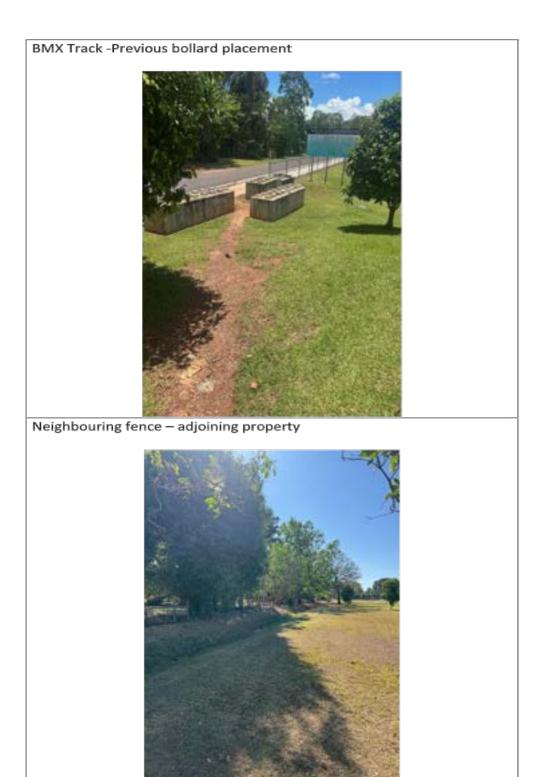
BMX track entrance – currently with temp fencing due to refurbishment works



BMX Track -Previous bollard placement



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12 Mander Road Holtze NT 0829 89326634 sales@allfence.com.au

Quote

ABN: 39 602 106 070

Quote # 904 9th September 2025 Cust Order No.

Litchfield Council P.O. Box 446 Humpty Doo, NT 836

JOB ADDRESS 325 Whitewood Road, Howard Springs NT 0835

JOB DESCRIPTION:

Howard Park Recreation Reserve

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
To supply and install approx 85 meters of 1.2 high galvanised chain mesh with top rail including 1 x 4m double gate	1	\$8,163.64	\$8,163.64
To supply and install approx 8 meters of 1.3 high welded mesh including 1 x 1.2 wide single gate	1	\$1,727.27	\$1,727.27
To supply and install hoop bollard offset to inside of gate	1	\$500.00	\$500.00
To supply and install 1 x additional pedestrian gate	1	\$600.00	\$600.00

SUBTOTAL: \$10,990.91 GST: \$1,099.09

TOTAL: \$12,090.00

How to Pay

Quote # 904

By direct deposit

Bank Name: All Fence & Gates (NT) Pty Ltd

BSB: 035 318 Account No: 265068

TERMS AND CONDITIONS:

Quote is valid for 30 days from issue date.

Thank you for your business



QUOTE

Charmaine Hurrell 7 Bees Creek Rd FREDS PASS NT 0822 AUSTRALIA Date 19 Sep 2025

Expiry 19 Oct 2025

Quote Number QU-01190

ABN 82 660 277 752 Pandanus NT Pty Ltd trading as Damn Straight Fencing PO Box 317 Darwin River NT 0841

Description		Amount AUD
Supply and install 70m of 1500mm high gal chainmesh fencing with top rail, 1x 4m double gate and 1x pa gate. Roll top panel fencing to match existing and pa gate that swings outwards. Offset bollards to prevent motorbike access		
	Subtotal	10,900.00
	TOTAL GST 10%	1,090.00
-	TOTAL AUD	11,990.00

Terms

TO ACCEPT THIS QUOTE AND SECURE A START DATE, THE CLIENT MUST PAY 50% OF THE PROJECT FEE UPFRONT PRIOR TO WORK COMMENCING. THE REMAINING BALANCE IS DUE UPON COMPLETION.

Pandanus NT Pty Ltd (trading as Damn Straight Fencing) is a small, family-run business. Thank you for your support.

PAYMENT ADVICE PayID (ABN): 82660277752 Account name: Pandanus NT Pty Ltd

BSB: 065905

Account number: 10575632

Ref: Please use Invoice Number above as reference

Please email remittance advice to: gday@damnstraightfencing.com.au

CONDITIONS

- -The client must slash/mow/clear three metres either side of the proposed fence line.
- The client must remove and dispose of any existing fences unless otherwise noted.
- The client must provide the location of all utilities including power, water and phone/internet lines. While all care will be taken, we will not be held liable for any damage caused to underground services.
- For boundary fences, the client must mark out the location of the proposed fence, in accordance with the latest survey data.
- All materials remain the property of Damn Straight Fencing until paid in full.

INCLUSIONS

- All labour and material to complete the above work, except where noted.
- All post-construction clean up.

EXCLUSIONS

- Any changes to the agreed fence design, proposed after work has commenced, may incur additional fees.
 An additional hourly rate of \$200 may apply when digging postholes that contain rock, postholes near utility lines that must be dug by hand, or when driving steel pickets in rocky conditions.



QUOTE

Litchfield Council PO BOX 446 HUMPTY DOO NT 0836 AUSTRALIA ABN: 45 018 934 501 0

Date 8 Oct 2025

Expiry 7 Nov 2025

Quote Number QU-1327

Reference RFQ25-512

34 651 169 907

HCS Constructions NT Pty Ltd

24 Mander Road Holtze NT 0829 PO Box 2068

Coolalinga NT 0839 (08) 8932 9691 luke@hcsdarwin.com

Howard Park - Fencing Upgrade

Description	Quantity	Unit Price	GST	Amount AUD
HOWARD PARK - FENCING UPGRADE				
FENCE 1 - Supply and install 70lm of 1500mm chainmesh fence - Supply and install 1x PA gate - Supply and install 1x vehicle access gate - Supply and install to rail and lace wire to top rail - Supply and install Drainage mesh were new chainmesh fence goes over top of drain to allow water to still flow through - Chainmesh and posts to be galvanised	1.00	14,430.00	10%	14,430.00
FENCE 2 - Remove existing guardrail - Supply and install 1500mm chainmesh fence 17lm long - Supply and install top rail and lace wire to top rail - Chainmesh and posts to be galvanised	1.00	6,474.00	10%	6,474.00
FENCING INFRONT OF SKATE PARK - Supply and install 1500mm chalnmesh fence along front entrance of skate park - Supply and install top rail and lace wire to top rail - Supply and install 1x PA gate (gate to be self closing)	1.00	5,540.00	10%	5,540.00
OFFSET BOLLARDS X 3 GATES - Supply and install offset bollards to 3 x PA gates	1.00	7,050.00	10%	7,050.00
NOTES - Reliant on maintenance team to unlock/lock gates for hours of operation. - Emergency access back gate (road name) needs to be unlocked to allow access for emergency.				
			Subtotal	33,494.00
		TOTAL	GST 10%	3,349.40
		т	TAL AUD	36,843.40

ABN: 34 651 169 907. Registered Office: PO Box 2068, Coolalinga, NT, 0822.

Terms

1.Quotation

(a)This quotation will be valid for 30 days and is an estimate only (additional fees may apply should the works exceed the original scope).

(b)This quotation details HCS Constructions NT Pty Ltd (HCS) standard inclusions and exclusions or any other requirements that otherwise quantify HCS offer deliver any requested works.

(c) These terms and conditions constitute the entire agreement between the parties concerning the delivery of works and any previous agreement,

understanding and negotiations are excluded.

(d)Unless otherwise amended in the quotation or agreed in writing by HCS Constructions, these terms and conditions apply to all works delivered by HCS to you.

2.Delivery of Works
(a)Subject to these terms and conditions, HCS will use its best endeavours to meet any time or date given by HCS to deliver the works. HCS provides no warranties or representations that such times or dates can be met. Any time or date given by HCS to commence or deliver the works is an estimate

3.Acceptance

By authorising HCS verbally or in writing, to deliver any works, you acknowledge and accept that these terms and conditions form part of the agreement to deliver the works.

(a)Payment of invoices are due within seven (7) days from the date of the relevant invoice.

(b) If for any reason whatsoever you do not pay an invoice by the due date, HCS may:

(i)stop delivery of the works:

(ii)charge interest at a rate of two and a half percent (2.5%) per calendar month on all overdue accounts, daily from the date that the payment became due until the date that HCS has received payment for that overdue account; and/or

(iii)enter into your site/premises/property and repossess and remove all of its plant, materials and property that formed part of the works.

(c)In some circumstances payment for the works is required in progressive stages, if required HCS, will supply a payment schedule for acceptance.

(d)You agree to indemnify HCS in respect of the full amount of any fees, costs, disbursement or expenses incurred (including court fees and its reasonable legal costs) arising from any overdue payment by you or any other breach by you of these terms and conditions.

5. Cancellation / Termination

(a)HCS may terminate this agreement or stop delivering the works to you if you do not comply with any of these terms and conditions (including without limitation any other conditions set out in this quotation) or for any other reason whatsoever provided that HCS first provides 14 days' notice to you.

(b)If HCS terminates this agreement pursuant to clause 5(a), HCS will be entitled to be paid for all works completed and a reasonable proportion of the works commenced but not completed (as determined at the sole discretion of HCS) and you shall not be entitled to any damages or claims from HCS and you release HCS from all claims and damages relating to any termination pursuant to clause 5(a). 6.Indemnity

(a)You acknowledge and agree to indemnify HCS (and its officers, employees, agents and contractors) from and against any and all claims, expenses, losses, damages and costs (including reasonable legal fees incurred) suffered or incurred by HCS which arise from a result of, in relation to or in connection with any injury to or death to any person caused or contributed to by your negligence or wilful misconduct (or the negligence or wilful misconduct of any of your officers, employees, agents or contractors). .

7.Limitation of liability

(a)HCS will not, under any circumstances, be liable to you, whether directly or indirectly for any third-party claim arising out of the delivery of the works. HCS will not be liable to you for any indirect or consequential loss, economic loss and/or loss of profit, income, business, production, reputation or goodwill. Any liability of HCS which may arise under the delivery of the works is limited to the maximum extent permitted by law.

ABN: 34 651 169 907. Registered Office: PO Box 2068, Coolalinga, NT, 0822.



QUOTE

Litchfield Council Attention: Charmaine PO Box 446 Humpty Doo NT 0836 Quote Date 09 Oct 2025

Quote Number 3472

Reference REGULATORY SIGNS ABN: 31 450 506 989 Accounts Payable: ben@bendesigns.com.au 0408 329 717

Description	Quantity	Unit Price	GST	Amount
To supply UV laminated digitally printed aluminium signs 600mm x 800mm with radius corners.	6.00	95.00	10%	570.00
Quote does not include design time for signs, a quote can be supplied once sign details for signs have been confirmed.				
			Subtotal	570.00
		1	Total GST 10%	57.00
			Quote Total	627.00

Quote Expiry Date: 08 Nov 2025

FOR NON-ACCOUNT HOLDERS – NO JOB WILL BE STARTED UNTIL 50% DEPOSIT HAS BEEN RECEIVED. WITH IMMEDIATE PAYMENT OF REMAINDER ON COMPLETION.

ALL SIGNS REMAIN PROPERTY OF BENDESIGNS UNTIL PAID IN FULL.

Once quote has been accepted in writing and 50% deposit has been paid, one set of layouts and one set of alternations to those layouts will be provided. Additional layouts will be extra based on time taken for changes. If invoice is required immediately to pay the deposit please notify us of this when accepting quote.

Payment Options

- Cash
- Bank transfer: Bendesigns BSB -085 949 Acc-131 551 048
- We accept:



A 1.5% SURCHARGE WILL BE ADDED TO CREDIT CARD PAYMENTS



QUOTE

Litchfield Council PO BOX 446 HUMPTY DOO NT 0836 AUSTRALIA ABN: 45 018 934 501 0

Date 8 Oct 2025

Expiry 7 Nov 2025

Quote Number QU-1326

Reference RFQ25-512

34 651 169 907

HCS Constructions NT Pty

Ltd

24 Mander Road Holtze NT 0829 PO Box 2068 Coolalinga NT 0839 (08) 8932 9691 luke@hcsdarwin.com

Howard Park - Signage Upgrade

Description	Quantity	Unit Price	GST	Amount AUD
HOWARD PARK SIGNAGE				
SINGAGE - Install signage to prevent public access to oval / list motorbikes as not allowed. - Sings to go on 4 x gates - Signs to be 800mm x 450mm	1.00	7,213.00	10%	7,213.00
ASSUMPTIONS/EXCULSIONS - Price allows for 3 x revisions, where more revisions are required this will be an additional design cost.				
			Subtotal	7,213.00
		TOTAL	GST 10%	721.30
		т	OTAL AUD	7,934.30

Terms

1.Quotation

(a) This quotation will be valid for 30 days and is an estimate only (additional fees may apply should the works exceed the original scope). (b)This quotation details HCS Constructions NT Pty Ltd (HCS) standard inclusions and exclusions or any other requirements that otherwise quantify

HCS offer deliver any requested works.

(c)These terms and conditions constitute the entire agreement between the parties concerning the delivery of works and any previous agreement, understanding and negotiations are excluded.

(d)Unless otherwise amended in the quotation or agreed in writing by HCS Constructions, these terms and conditions apply to all works delivered by HCS to you.

2. Delivery of Works

(a)Subject to these terms and conditions, HCS will use its best endeavours to meet any time or date given by HCS to deliver the works. HCS provides no warranties or representations that such times or dates can be met. Any time or date given by HCS to commence or deliver the works is an estimate

3.Acceptance

By authorising HCS verbally or in writing, to deliver any works, you acknowledge and accept that these terms and conditions form part of the agreement to deliver the works.

ABN: 34 651 169 907. Registered Office: PO Box 2068, Coolalinga, NT, 0822.

4.Payment
(a)Payment of invoices are due within seven (7) days from the date of the relevant invoice.

(b)If for any reason whatsoever you do not pay an invoice by the due date, HCS may:

(i)stop delivery of the works;

(ii)charge interest at a rate of two and a half percent (2.5%) per calendar month on all overdue accounts, daily from the date that the payment became

due until the date that HCS has received payment for that overdue account; and/or
(iii)enter into your site/premises/property and repossess and remove all of its plant, materials and property that formed part of the works.
(c)In some circumstances payment for the works is required in progressive stages, if required HCS, will supply a payment schedule for acceptance. (d)You agree to indemnify HCS in respect of the full amount of any fees, costs, disbursement or expenses incurred (including court fees and its reasonable legal costs) arising from any overdue payment by you or any other breach by you of these terms and conditions. 5. Cancellation / Termination

(a)HCS may terminate this agreement or stop delivering the works to you if you do not comply with any of these terms and conditions (including without limitation any other conditions set out in this quotation) or for any other reason whatsoever provided that HCS first provides 14 days' notice to you. (b)If HCS terminates this agreement pursuant to clause 5(a), HCS will be entitled to be paid for all works completed and a reasonable proportion of the works commenced but not completed (as determined at the sole discretion of HCS) and you shall not be entitled to any damages or claims from HCS and you release HCS from all claims and damages relating to any termination pursuant to clause 5(a).

6. Indemnity

(a)You acknowledge and agree to indemnify HCS (and its officers, employees, agents and contractors) from and against any and all claims, expenses, losses, damages and costs (including reasonable legal fees incurred) suffered or incurred by HCS which arise from a result of, in relation to or in connection with any injury to or death to any person caused or contributed to by your negligence or wilful misconduct (or the negligence or wilful misconduct of any of your officers, employees, agents or contractors). .

7. Limitation of liability

(a)HCS will not, under any circumstances, be liable to you, whether directly or indirectly for any third-party claim arising out of the delivery of the works. HCS will not be liable to you for any indirect or consequential loss, economic loss and/or loss of profit, income, business, production, reputation or goodwill. Any liability of HCS which may arise under the delivery of the works is limited to the maximum extent permitted by law.

ABN: 34 651 169 907. Registered Office: PO Box 2068, Coolalinga, NT, 0822.

13.3.2 Development Consent Authority Nominations October 2025

AUTHOR: Geoff Thomas, Director Infrastructure and Operations **AUTHORISER:** Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Correspondence from Minister for Lands, Planning and Environment and

DCA Nomination Form

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.

RECOMMENDATION

1.	Consent Authority:	ne following persons to the I	Litenfield Division	of the Development
First	Nomination:			
Seco	nd Nomination:			
Third	Nomination:			
Four	th Nomination (alternate):			

BACKGROUND

The Development Consent Authority (DCA) makes decisions on planning applications for development and subdivision for the local Council area.

The DCA is made up of members appointed by the Minister for Infrastructure, Planning and Logistics. Section 89 of the NT Planning Act sets out the manner in which Litchfield Council can participate in the DCA.

Due to the local government elections and the term of the three current community members (local government council nominated members) on the Litchfield Division of the DCA expires on 3 December 2025. The Minister for Infrastructure, Planning and Logistics has written to the Chief Executive Officer (Attachment A) to request that Council nominate representatives to the Litchfield Division of the Development Consent Authority to fill the three available positions. The minister has the ultimate authority to select and appoint members on the DCA.

Council's representation on the DCA consists of three members and one alternate member. The alternate member's role 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 by Council must be at least one greater than the number of vacancies to be filled. Council is therefore required to nominate at least four persons for the Minister's consideration in accordance with section 91(2) of the Planning Act 1999.

Council representatives on the DCA are tasked to consider all information in an application and all submissions by relevant authorities and the public, against the requirements of the NT Planning Scheme. The representative is not tasked with representing the position in the Council's letter of comment on an application.

Membership of the DCA requires attendance at meetings a minimum of one Friday per month. Members are expected to read details of applications and enforcement items in the few days prior to the hearing and the material can total 300-500 pages. Confidentiality is of the highest importance.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

he *NT Planning Act* provides for Councils nominating three members and an alternate member to the DCA. The Minister is required to appoint members to the DCA.

FINANCIAL IMPLICATIONS

Nil

Risks Should Council fail to nominate members to the DCA, the Minister may make appointments as he/she sees fit.

COMMUNITY ENGAGEMENT

Nil



MINISTER FOR LANDS, PLANNING AND ENVIRONMENT

Parliament House State Square Darwin NI 0600 minister burgayne tilmi gav. au GPC Box 3148 Doswin NI 0801 Telephone: 08 8929 8424

Mr Stephen Hoyne Chief Executive Officer Litchfield Council

Via email: council@litchfield.nt.gov.au

Dear Mr Hoyne

I am writing to request nominations for the Litchfield Division of the Development Consent Authority. The term of the three current community members (local government council nominated members) expires on 3 December 2025.

The three current community members are Rachael Wright, Emma Sharp and the alternate member is Douglas Barden. The alternate acts for a community member when they are absent or unable to attend.

In accordance with section 91(2) of the *Planning Act 1999* (the Act), the number of persons nominated must be at least one greater than the number of vacancies to be filled. Accordingly, could Council please nominate four persons it think would be suitable to appoint as community members.

Please include with Council's nominations a completed registration form (attached) for each nominee.

Community members may be councillors or members of the public with good standing whom the local authority believe will represent the community. An employee of the local authority is not eligible to be appointed as a community member. Current members can seek reappointment.

Please note that pursuant to section 91(3) of the Act, if the local government council fails to nominate the number of persons required, the Act provides me with the option to appoint any person I considered fit.



-2-

Please provide Council's four nominations and completed registration forms to myself minister burgoyne@nt gov au with a cc to development.consentauthority@nt.gov.au by 17 October 2025.

If you have any questions in relation to this correspondence, please contact the office of the Development Consent Authority by phone on 08 8999 6044.

Yours sincerely

JOSHUA BURGOYNE

8 - 9 - 2025

Development Consent Authority Community Member

Please complete a registration form for each nominee, attach to Council's nomination letter and email to development consentauthority@nt.gov.au

All fields are mandatory.					
First name	Middle name				
Surname					
Phone no.	Email address				
Location/ Suburb of Residence					
Are you an NT Government or Commonwes	alth employee?	Yes / No			
Are you an Australian Citizen? If no, you must attach your current working	visa	Yes / No			
Do you present as Aboriginal or Torres Strai	it Islander?	Yes / No / Prefer not to answer			
Do you self-identify as having a disability? The NTPS definition of a person with a disability is a person with a long-term physical, mental, intellectual, or sensory impairments which is interaction with various burning may hinder their hall effective participation in society on an equal basis with others. Disability may be present from birth acquired due to lineas or accident, or come about progressively we age.		Yes/ No / Prefer not to answer			
Please select your preference:	Member / Alternate member / Neither				
Please note: any appointment as a Community Member is subject to a satisfactory criminal history check,					
Current Employment:					
Qualifications:					

13.3.3 Urban Residential Asche - Rates and Waste Charge Determination

AUTHOR: Geoff Thomas, Director Infrastructure and Operations

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

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.

RECOMMENDATION

- 1. That Council 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 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.

BACKGROUND

A Development Permit for the Holtze Land Development residential subdivision was approved in December 2024. The development is a residential subdivision which creates 561 lots over 23 stages with each residential stage (18 Stages) consisting of approximately 33 lots.

On May 2024 the Northern Territory Government appointed the Holtze Land Company (HLC) Pty Ltd, a joint venture established by Territory businesses, AKJ Development Pty and HB Constructions, as the developer of the Holtze residential land release.

On 12 May 2025 HLC commenced works on the residential development. To date, Stage 1 (33 Lots) is nearing completion with handover and title issue anticipated later this month. Stage 2 (32 lots) is also well underway with underground services currently being installed. Importantly and relevant to this report, Council should be aware that to facilitate property transactions the rates payable (including any waste charge) is required for settlement.

With the proximity of the new Litchfield suburb of Asche to Palmerston, comparison of charges and service delivery between municipalities is inevitable. It is therefore reasonable to assume residents will expect similar services to that provided by the adjacent municipality. To meet the expectations of future rate payers, provision of a council managed kerbside waste collection service is planned. For this service to be efficient and cost effective it is proposed to be adopted over the entirety of the urban residential development in Asche.

Costing

Currently council charges residential rate payers a fixed rate of \$1,108.82 and a Waste Management Charge (WMC) of \$440.15 per annum. This WMC is currently a flat rate for each residential ratepayer

providing maintenance of, and access to, the three waste transfer stations for waste and recyclable materials disposal.

Council has undertaken estimates forecasting waste management costs for urban kerbside collection taking into consideration current charges for private roadside collections throughout the rural area, efficiencies of an urban environment (narrow property frontages and provision of services to all properties within the locality). Costs to dispose of waste from council's Waste Transfer Stations (Shoal Bay Waste Management Facility - SBWMF weighbridge charges including transport) have also been considered.

Based on these considerations an estimated cost neutral WMC for kerbside rubbish collection in Asche has been determined at:

- \$765.00 per annum comprising:
 - o a weekly kerbside pickup of general waste (240l wheelie bin)
 - maintenance of, and access to council waste transfer stations enabling disposal of large waste items (e.g. green waste, refrigerators) or recyclable materials at no additional cost.
 - emptying of public bins (i.e. in parks)

The proposed WMC is favourable when compared to the adjacent municipality which provides a slightly higher level of service (2 general waste 240l bins per week, 1 recyclable waste 240l bin per fortnight and 1 annual hard rubbish pickup). This municipality charges ratepayers \$791.00 per annum.

It is observed that a general rubbish 240l bin pickup per week provides adequate service for those in the Litchfield LGA that use private rubbish collection services in rural areas.

Timing

A timely decision is required as the developer requires the rates chargeable at settlement. Handover and titling of Lots in Stage 1 is anticipated later this month.

It is anticipated that the first ratepayers will move into Asche on or around August 2026 pending timely subdivision works and housing construction.

Options - New Urban Kerbside Waste Management Charge

1. That Council establish a new waste management charge (\$765.00) to be included in the settlement process for properties in Asche.

Recommended

OR

2. That Council proceed without introducing a kerbside collection at all, leaving residents to manage waste services themselves, either self-managed or through private contractors as in rural areas.

Not recommended due to:

- The reasonable expectation of kerbside rubbish collections services in an urban environment adjacent to Palmerston.
- Difficulties in consulting and requiring a change of practises for residents after the fact when it is determined that council managed kerbside waste collections are required.

OR

3. That Council proceed without determining a new Waste Management Charge now and increase rates when a council managed rubbish collection service is introduced when required by new residents.

Not recommended due to:

- the unfavourable imposition of a rates increase to very new residents of Litchfield particularly considering their recent expense in purchasing land and a home.
- the requirement to consult and mandate the service to all ratepayers in Asche.

Pro-Rata Rates

Pending establishment of the WMC, it is proposed applicable rates to be charged on a pro-rata basis. Rates would apply from the date that titles are issued until end of each financial year for the life of the development. By way of example, if titles were to be issued 24 October 2025, then the formula to ascertain rateable days is 365 – 116 days = 249 rateable days for the balance of the financial year.

Options - Pro-Rata Rates

1. That council charge future ratepayers, rates on a pro-rata basis for the first year of ownership where the property has not been titled for the full year.

Recommended

OR

2. That council charge future rate payers the full annual rate irrespective of date of property titling.

Not recommended due to:

• Unfair imposition of rates and charges prior to individuals becoming ratepayers as owners of land in Asche.

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

FIN02 Rating Policy

INF08 Subdivision and Development

FINANCIAL IMPLICATIONS

As Above

Risks Delays in providing rates and waste management charges could lead to reputational risk for Litchfield Council being perceived as anti-development as a result of negatively impacting on timely settlement of titled land in Asche.

The introduction of a kerbside waste management charge at Asche may precipitate requests from other ratepayers within the Litchfield Local Government Area (LGA) for similar services. While this may be possible for some existing urban residential areas it will require public consultation to ensure all affected stakeholders are involved in the adoption of a uniform service in their area. It is not considered feasible at this time for council to provide these services unilaterally across the entire LGA.

Waste collection services, SBWMF weighbridge and waste transportation charges can be volatile which may impact on Waste Management Charges determined on an annual basis. However, risk of

significant negative impact to waste management financial reserves over this financial year and the next is considered low pending adoption of new WMCs.

COMMUNITY ENGAGEMENT

Public consultation will not be required if new charges are adopted prior to settlement. Pending council decisions public consultation may be required at Asche. Kerbside rubbish collection for other urban areas will require public consultation but is not considered in full in this report.

13.3.4 Summary Planning and Development Report – August and September 2025

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

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Planning Applications A to S

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. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	2
Development Applications	13
Clearances for Development Permit Conditions	5
Sale, Lease, or Occupation of Crown Land Applications	4
Liquor Licence Applications	4
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	31
Works Permits	40

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

RECOMMENDATION

- 1. That Council 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

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	9
Planning applications supported, subject to specific issues being adequately addressed	4
Planning applications not supported/objected to for reasons related to Council issues	2
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

Development Applications supported, subject to normal Council Conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary	
PA2025/0254	Dwelling-independent with a floor area in excess of 80m2 and a separate effluent disposal system	
Hun: 695 P: 03986 195 Brooking Circuit VIRGINIA, Hundred of Strangways	Council supports the granting of a Development Permit for as the proposal aligns with the intentions in the Litchfie Subregional Land Use Plan to maintain rural amenity. The land suitability for the separate effluent disposal system appears adequate noting any recommendations provided and Council has no concerns in relation to the proposed floor area as this is a less than 10% increase to the supported floor area.	
Attachment A		
PA2025/0287	Dwelling-Single with a reduced building setback to the side boundary	
Hun: 715 P: 00197 33 Austin Street,	Council supports the granting of a Development Permit as the side boundary setback is minimal and the property	
Southport, Townsite of Southport	owner has neighbouring support.	
Attachment B		
PA2025/0281	Subdivision to create three lots	
Hun: 695 P: 05190 1120 Arnhem Highway HUMPTY DOO, Hundred of Strangways	Council does not object to the granting of Development Permit as the provided land suitability assessment shows the land is highly suitable and the stormwater flow shows that the sheet flows to the south of the property with no undue effects on neighbouring properties.	
Attachment C		
PA2025/0272	Subdivision to create two lots	
Hun: 160 P: 02753 27 Ridgeview Road FLY CREEK, Hundred of Cavenagh	Council does not object to granting of a Development Permit as the land suitability assessment for the proposed subdivision supports the proposal and the stormwater plan shows adequate sheet flow on the property with no anticipated increase to flow rates.	
Attachment D		
PA2025/0295	Addition of 16 x 31.8m high light poles to existing leisure and recreation (Freds Pass Sport and Recreation	
Hun: 695 P: 05467 20 Bees Creek	Reserve (rugby and soccer rectangle fields)	
Road FREDS PASS, Hundred of	This application has been lodged on behalf of Litchfield Council and as such, we do not have anything further to add	
Strangways	other than Council is in support of the addition of the lighting towers. This forms part of the \$10M Grant Funding to	

	provide upgrades to Freds Pass Recreation Reserve in support of the user groups that frequent the reserve.	
Attachment E		
PA2025/0299	Subdivision to create two lots	
Hun: 695 P: 05097 35 Kelman Road	Council supports the granting of a Development Permit as the proposal to subdivide is in accordance with the NT	
HUMPTY DOO, Hundred of	Planning Scheme, the land suitability assessment shows the land to be highly suitable, and the drainage easements	
Strangways	allows for adequate stormwater management.	
Attachment F		
PA2024/0143	Subdivision to create three lots	
Hun: 695 P: 04191 160 McMinns Drive MCMINNS LAGOON, Hundred of Strangways	Council does not object granting of a Development Permit as the proposal aligns with the Litchfield Subregional Land Use Plan and the provided land suitability assessment and stormwater plan supports the development with no unreasonable findings.	
Attachment G		
PA2025/0314	Home based business exceeding 30m2 floor area	
Hun: 695 P: 05026 78 Millar Road HUMPTY DOO, Hundred of Strangways	Council does not object to granting of a Development Permit as Council acknowledges that the current use for the purpose of fish breeding is already established and has not create any additional impact on amenity or stormwater. Whilst the use is in excess of the allowable floor area, it is contained within the existing shed which conforms to the required setback and has building certification.	
Attachment H		
PA2025/0316	Dwelling-independent with a separate effluent disposal system	
Hun: 695 P: 2862 61 Pratincole Road,	Council does not object to granting of a Development Permit as it aligns with the statements of policy in the	
HUMPTY DOO, Hundred of	Litchfield Subregional Land Use Plan and the site and soil evaluation shows adequate information to support the	
Strangways	proposal.	
Attachment I		

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	Purpose and Summary	Specific Issues to be Addressed
----------------------------------	---------------------	---------------------------------

Attachment Reference		
PA2025/0240 Hun: 695 LTO: 72007 P: 00012 25 Dreamtime Drive MCMINNS LAGOON,	Dwelling-single with ancillary dwelling-independent with a floor area in excess of 80m2 and a	Council requests that a revised site plan be provided, accurately depicting the locations of all existing structures and the proposed dwelling-single.
Hundred of Strangways Attachment J	separate effluent disposal system	Council requests further investigation to clarify the bore position noting that the current site plan conflicts with the location of the bore
		Additionally, the location of the existing septic system is neither shown on the submitted site plan nor referenced in the site and soil evaluation. Council requests this information be included in the revised plans.
PA2025/0252 Hun: 055 P: 05292 7 Olive Place HOLTZE, Hundred of Bagot	Warehouse with a height exceeding 8.5m	Confirmation of carparking requirements should be provided demonstrating floor area and carpark circulation and what areas external to the warehouse are utilised for.
Attachment K		Loading bay dimensions and travel path should be shown Request that the bin storage areas are noted on the site plan also.
PA2025/0207 Hun: 695 P: 03425 940 Stuart Hwy, Bees Creek, Hundred of Strangways Attachment L	Planning Scheme Amendment – Rezone SL17 to RR and update the Area Plan to include the complete parcel	Council supports the proposed planning scheme amendment, however noting that the proposal considers access from the Stuart Highway. There is conflicting information in the existing plan and land capability assessment and if this access is not supported a full Traffic Impact Assessment will be required to consider impact and upgrades to Lowther Road and Bees Creek Road.
PA2025/0268 Hun: 8159 P: 112024 213 Taylor Road HOLTZE, Hundred of Bagot Attachment M	Office and food premises-cafe/ takeaway in a single storey building (The Parks Sales Centre)	Council proposes that the crossover comply with the NT Subdivision Guidelines by providing 6m wide crossover. The increases width would ensure compliance with two-way access requirements and maintain safety.
Accomment		Council believes consideration should be given to optimising the space for community use and therefore comply with parking and

	access requirements now.

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

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Non-Support/ Objection
PA2024/0130 Hun: 695 P: 02653 7 Bees Creek Road FREDS PASS, Hundred of Strangways Attachment N	Planning Scheme Amendment - To facilitate group dwelling and multiple dwelling development	Litchfield Council has concerns with increase in number of households and associated impacts on amenity. An increase in number of households could lead to environmental impacts such as noise and odour. Managing increased amenity impacts will likely place additional demands on Council services such as waste management and regulatory enforcement. Council is concerned that additional households per lot will require delivering same level of services to more households without
		increased revenue. Council does not support proposed changes to car parking requirements for the area given that current public transport networks lack sufficient reach and capacity to efficiently serve Litchfield. Council respectfully requested that Litchfield Council be excluded from this proposed amendment.
PA2025/0301 Hun: 695 LTO: 72007 P: 00041 295 Power Road MCMINNS LAGOON,	Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the	application is retrospective. The provided site plan does not reflect

Hundred of Strangways	rear and side boundary	breaks are unhindered when it appears they are obstructed by the
		structure seeking approval.
Attachment O		

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

The table below describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these are reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
NIL		

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

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

Address and Attachment	Purpose and Summary	Comments Provided
Reference		
PQ2025/7006 Section 2563(A) Part Section 725 Hundred of Cavenagh [955 Reedbeds Road, Darwin River]	Maintaining and operating telecommunications network and service	Council does not object – email
Attachment P		
PQ2025/7007	Maintaining and operating	Council does not object – email
2567(A) Part Section 2541 Hundred of Cavenagh [Southport]	telecommunications network and service	
Attachment Q		
PQ2025/7008	Conservation and Landcare	Council does not object – email

Part Section 4228 and Section 65 Hundred of Bagot	Management	
[60 Wallaby Holtze Rd, Holtze]		
Attachment R		
PQ2025/7009	Conduct 4WD training programs	Council does not object – email
Sections 4328, 109 & 118 Hundred of Bagot (Micket Creek)		
[160 Brandt Road, Knuckey Lagoon]		
Attachment S		

DEVELOPMENT PERMITS ISSUED

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
PA2025/0198	DP2025/0198 Outbuilding (stables) addition with a reduced	DCA meeting 16 July 2025
Section 03372	building setback to the side boundary and home based business (storage of materials and office) occupying a site	
Hundred of Bagot	area exceeding 200m2	
70 LAGOON RD, KNUCKEY LAGOON		
PA2022/0355	DP22/0276 A Variation to condition 2 of DP22/0276 for the	
Section 03446	purpose of removing proposed landscaping in the car	
Hundred of Bagot	parking area	
280 WHITEWOOD RD, HOWARD SPRINGS		
PA2025/0213	DP2025/0213 To use and develop the land for the purpose	
Section 00662	of clearing of native vegetation to use the land for improved	
Hundred of Cavenagh	pasture, in accordance with the attached schedule of	

320 CHIBNALL RD, FLY CREEK	conditions and the endorsed plans.	
PA2025/0240 Lot 00012, LTO Plan 72007 Hundred of Strangways 25 DREAMTIME DR, MCMINNS LAGOON	DP2025/0240 To use and develop the land for the purpose of Dwelling-single with ancillary dwelling-independent, with floor area in excess of 80m2 and separate effluent disposal system, in accordance with the attached schedule of conditions and the endorsed plans	
PA2025/0192 Section 01696 Hundred of Guy 25 COOKE RD, LAMBELLS LAGOON	DP2025/0192 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 20 August 2025
PA2025/0254 Section 03986 Hundred of Strangways 195 BROOKING CCT, VIRGINIA	DP2025/0254 To use and develop the land for the purpose of a dwelling-independent with a floor area in excess of 80m2 and a separate effluent disposal system, in accordance with the attached schedule of conditions and the endorsed plans	
PA2025/0272 Section 02753 Hundred of Cavenagh 27 RIDGEVIEW RD, FLY CREEK	DP2025/0272 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.	
PA2025/0299 Section 05097 Hundred of Strangways 35 KELMAN RD, HUMPTY DOO	DP2025/0299 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.	

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	
SPLL2025/9014	NT Polocrosse Dinner and Carnival	Council supports a major liquor licence for this event.	
SPLL2025/9015	Howard Springs Polocrosse	Council supports a major liquor licence for this event.	
SPLL2025/9016	Darwin River Rodeo – Round Three	Council supports a major liquor licence for this event.	
SPLL2025/9017	Australian Polocrosse Nationals	Council supports a major liquor licence for this event.	

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

5

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

31

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

40

Works From	+ Works To	Document Precis	- Address
02/10/2025	02/10/2025	Leaking water service within the verge	40 London Road VIRGINIA NT 9834
14/10/2025	14/10/2025	Conducting transformer change.	95 Stow Road HOWARD SPRINGS NT 0835
14/10/2025	14/10/2025	Conducting GBS Change	975 Anzac Parade MIDDLE POINT NT 0822
01/10/2025	01/10/2025	Replacement of water from main to metre including road crossing	20 Dunan Road VIRGINIA NT 0834
01/10/2025	01/10/2025	Leaking water service within the verge	46 Forest Drive HUMPTY DOO NT 0836
26/09/2025	07/10/2025	Mill and fill works as per RFW	860 Girraween Road HERBERT NT 0836
21/10/2025	21/10/2025	Conducting Transformer Change Works.	100 Currawong Drive HOWARD SPRINGS NT 0835
01/10/2025	01/10/2025	Conducting removal of faulty control box	95 Anglesey Road GIRRAWEEN NT 0836
23/09/2025	23/09/2025	The permanent driveway/Crossover	32 Challoner Circuit HUMPTY DOO NT 0036
26/09/2025	26/09/2025	Removal of tree canopy aroundpower lines along Elizabeth Valley Road	175 Elizabeth Valley Road NOONAMAH NT 0837
20/09/2025	05/10/2025	Installation of turneround	9 Kundook Place HOWARD SPRINGS NT 0835
02/10/2025	02/10/2025	Performing transformer replacement works	720 Old Byrnoe Road LIVINGSTONE NT 0822
16/09/2025	14/10/2025	Road works, including the installation of new roundabout and drop off zone with diversion of sto	rmwi 9 Kundook Place HOWARD SPRINGS NT 0835
13/10/2025	20/10/2025	4 x 4.4 wide x 12m long commercial concrete crossovers on the lots listed	51 Burrburr Road HUMPTY DOO NT 0636
13/10/2025	20/10/2025	1 x 4.4m x 12m commercial concrete crossover	13 Burrburr Road HUMPTY DOO NT 0636
14/09/2025	14/09/2025	Oversize/overmass permit application	32 Pelly Road HERBERT NT 0836
24/09/2025	24/09/2025	Replacing ABS to GBS	65 Stanley Road HOWARD SPRINGS NT 0835
18/09/2025	18/09/2025	Pole installation and pole relocation	70 Brooking Circuit VIRGINIA NT 0834
19/09/2025	19/09/2025	Conducting GBS replacement	425 Pioneer Drive HERBERT NT 0636
04/09/2025	04/09/2025	Water services repair in verge.	10 Sunset Place VIRGINIA NT 0834
17/09/2025	17/09/2025	Conducting transformer replacement	165 Whitewood Road HOWARD SPRINGS NT 0835
11/09/2025	11/09/2025	Concrete Crossover	113 Menaja Road HOWARD SPRINGS NT 0835
18/09/2025	18/09/2025	Live line audit	Arizac Parade MIDDLE POINT NT 0822
15/09/2025	15/09/2025	Live line audit	20 Lovelock Road BEES CREEK NT 0822
16/09/2025	16/09/2025	Install GBS	20 Trippe Road HUMPTY DOO NT 0836
06/10/2025	24/10/2025	New crossover including box culvert	1005 Kentish Road BERRY SPRINGS NT 0838
21/08/2025	21/08/2025	New installation of culvert and driveway access	5 Benson Court KNUCKEY LAGOON NT 0828
07/09/2025	07/09/2025	OversizerOvermass permit application	173 Gonnerman Road HUMPTY DOO NT 0836
25/08/2025	25/08/2025	Leaking senrice in verge	62 Bridson Road HUMPTY DOO NT 0836
04/09/2025	04/09/2025	Installation and Removal PSUs.	60 Byers Road MANTON NT 0837
01/05/2025	01/05/2025	Water main extension along Thorngate Rd. All trees to be removed should be felled and stump	grindi 220 Thomgate Road HOLTZE NT 0829
18/08/2025	29/08/2025	Guardrail repair located at second run of guardrail from Jenkins Rd outbound	740 Finn Road WEDDELL NT 0822
26/08/2025	26/08/2025	Works are being conducted for Barra farm network upgrades recommissioning	110 Anzac Parade MIDDLE POINT NT 0822
11/08/2025	11/08/2025	Rectification works at newly constructed driveways to remove aggregate where thedriveways of	onner 70 Brooking Circuit VIRGINIA NT 0834
18/08/2025	15/09/2025		
	08/08/2025	Leaking service on verge	10 Currewong Drive HOWARD SPRINGS NT 0835
11/08/2025	08/09/2025	Installation of new roundabout and drop off zone with diversion of stormwater	9 Kundook Place HOWARD SPRINGS NT 0635
03/08/2025	03/08/2025	Leaking water service/main on the verge	165 Gulnare Road BEES CREEK NT 0822
07/08/2025		Water services repair in verge	28 Vale Court HUMPTY DOO NT 0636
07/08/2025		Leaking service on the nature strip	35 Stuckey Court HOWARD SPRINGS NT 0635

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil



15 August 2025

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

RE: Letter of Comment Development Application

PA2025/0254

Hun: 695 P: 03986 195 Brooking Circuit VIRGINIA, Hundred of Strangways

Dwelling-independent with a floor area in excess of 80m2 and a separate effluent disposal system

Thank you for the Development Application referred to this office on 01/08/2025, 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:

- This proposal aligns with the intentions in the Litchfield Subregional Land Use Plan to maintain rural amenity and lifestyle choice.
- b) The land suitability for the separate effluent disposal system appears adequate noting any recommendations provided.
- c) Council has no concerns in relation to the proposed floor area as this is a less than 10% increase to the supported floor area.

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

a) The provided site plan proposes the dwelling-independent in excess of 20 metres from the boundary fences to the property and as such, Council has no requirement to provide stormwater approval. Stormwater is permitted to sheet-flow across the property and should not impact Litchfield Council's drainage network or neighbouring property. Should the plan be altered the developer will be required to contact Council for stormwater approval as per the requirements of the Building Act NT. There is no requirement to provide a condition in relation to this.

- b) Council has not provided any approvals for additional access/ driveway crossover and should the developer require additional access they will need to contact Council directly. There is no requirement to provide a condition in relation to this.
- c) There are no easements in favour of Litchfield Council recorded on the parcel of land and as such no requirement for Council to provide a condition in relation to this.

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





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

RE: Letter of Comment Development Application

PA2025/0287

Hun: 715 P: 00197 33 Austin Street SOUTHPORT, Townsite of Southport
Dwelling-single with a reduced building setback to the side boundary

Thank you for the Development Application referred to this office on 22/08/2025, 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 reduction in setback is minimal and the property owner has received neighbouring support for the location of the dwelling. There appears to be established landscaping which improves amenity.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

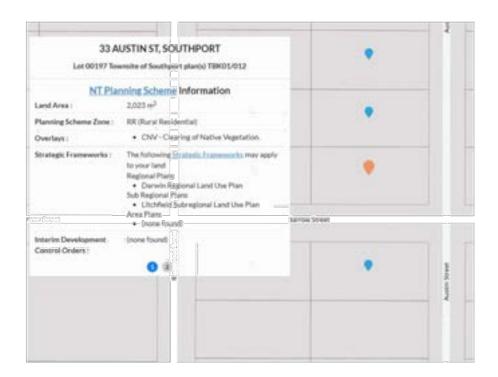
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A Works Permit is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway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

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

Kind Regards,

Jaimie O'Connor

Planning and Development Program Leader





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

RE: Letter of Comment Development Application

PA2025/0281

Hun: 695 P: 05190 1120 Arnhem Highway HUMPTY DOO, Hundred of Strangways
Subdivision to create three lots

Thank you for the Development Application referred to this office on 22/08/2025, 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 provided land suitability assessment shows that the land is highly suitable and that the necessary areas of unconstrained land are available.
- b) The stormwater flow shows that the area sheet flows to the south of the property with no undue effects on neighbouring properties.

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

- a) The existing access to the property and proposed access is from the Arnhem Highway. This is not under the care control and management of Litchfield Council and as such should be referred to TCSD – DLI for comment and consideration.
- b) It is noted that the proposed subdivision is within the newly announce Restricted Water Extraction Area (RWEA) for Howard South acquifer. As such, the application should be referred to Water Resources for necessary input and information in relation to the existing bores.
- c) Council notes that the ratio of the proposed lots is in excess of the allowable ratio however as these are not significantly exceeded there appears to be no ill effect.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

Address 7 Sees 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.





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

RE: Letter of Comment Development Application

PA2025/0272

Hun: 160 P: 02753 27 Ridgeview Road FLY CREEK, Hundred of Cavenagh Subdivision to create two lots

Thank you for the Development Application referred to this office on 22/08/2025, 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:

- The provided land suitability assessment for the proposed subdivision supports the proposal.
- b) The stormwater plan shows adequate sheet flow to the watercourse on the property and there is no anticipated increase to flow rates. Noting there are two existing drainage easements on the southern boundary of proposed Lot B.

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

a) While there is an existing access to proposed Lot B, a new driveway crossover will be required for proposed Lot A, provided unconstrained access to the unconstrained area of land within the parcel.

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

 a) The crossover and driveway shall meet Litchfield Council's requirements, and the be in accordance with the NT Subdivision and Development guidelines.

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

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

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

c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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.





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

RE: Letter of Comment Development Application

Hun: 695 P: 05467 20 Bees Creek Road FREDS PASS, Hundred of Strangways

Addition of 16 x 31.8m high light poles to existing leisure and recreation (Freds Pass Sport

and Recreation Reserve (rugby and soccer rectangle fields)

Thank you for the Development Application referred to this office on 25/08/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

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

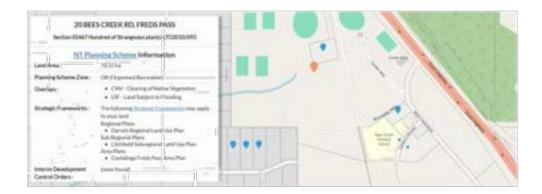
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Kind Regards,

Jaimie O'Connor

Planning & Development Program Leader

Tel (DB) 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





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

RE: Letter of Comment Development Application

PA2025/0299 Hun: 695 P: 05097 35 Kelman Road HUMPTY DOO, Hundred of Strangways Subdivision to create two lots

Thank you for the Development Application referred to this office on 14/03/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal to subdivide the property is in accordance with the NT Planning Scheme and addresses the necessary criteria.
- b) Council can confirm the Land Suitability Assessment shows the land to be highly suitable for the proposal;
- c) The provision of existing drainage easements allows for adequate stormwater management with confirmation provided showing the direction of flow of stormwater to the drainage easement.

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

 a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

- b) The kerb crossovers and driveways to the site approved by this permit are to meet the technical standards of Litchfield Council, to the satisfaction of the consent authority.
- c) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

Yours faithfully

Jaimie O'Connor

Planning and Development Program Leader

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





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

RE: Letter of Comment Development Application

PA2024/0143

Hun: 695 P: 04191 160 McMinns Drive MCMINNS LAGOON, Hundred of Strangways Subdivision to create three lots

Thank you for the Development Application referred to this office on 05/09/2025, 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:

- The proposal aligns with the statements of policy in the Litchfield Subregional Land Use Plan.
- b) The provided Land Suitability Assessment and Stormwater Plan supports the development with no unreasonable findings and to the satisfaction of Litchfield Council.

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

- a) It is noted that the application is within Restricted Water Extraction Area (RWEA) and proposed Lot B and Lot C will be serviced by 150,000L water tanks with water sourced by other means than groundwater. It is noted that Lot A will retain the rights to water extraction by way of the existing approved bore.
- b) Given the application for subdivision is within the RWEA, Council recommends that a record of the restriction is included on the land titles as per section 35 of the Land Title Act 2000. This would create a formal notation on the property title indicating the restricted water extraction rights.

c) Council will require crossovers to be constructed for both Lot B and Lot C in accordance with the NT Subdivision and Development guidelines and to Litchfield Councils requirements.

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

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

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

c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

Tel [08] 8983 D600 Email council@lischfield 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





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

RE: Letter of Comment Development Application

PA2025/0314

Hun: 695 P: 05026 78 Millar Road HUMPTY DOO, Hundred of Strangways Home based business exceeding 30m2 floor area

Thank you for the Development Application referred to this office on 12/09/2025, 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) Council acknowledges that the current ancillary use for the purpose of fish breeding is already established and has not created any additional impact on amenity or stormwater in relation to Litchfield Council or neighbouring properties.
- b) Whilst the use is in excess of the allowable floor area for a home-based business, it is contained within the existing shed which conforms to the required setback and has building certification.
- c) Council has no further requirements in relation to the current use and established structures on site.

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

a) The Northern Territory Planning Scheme 2020 (NTPS) restricts the allowable floor area for home-based businesses to 30m² in all zones, except for the RL (Rural Living), R (Rural), H (Horticultural), A (Agricultural), and FD (Future Development) zones, where the limit is 200m². Council notes that Zone RR (Rural Residential) typically includes larger lot sizes compared to more urban-focused zones such as LR, LMR, MR, and HR. Given the typical lot sizes and rural character of Zone RR, Council

recommends that consideration be given to increasing the permissible floor area for home-based businesses in this zone.

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

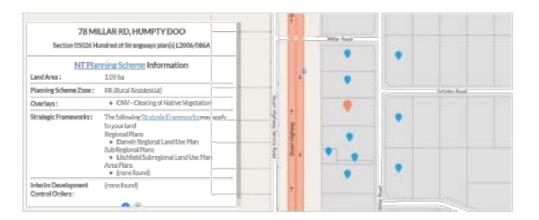
- a) Litchfield Council's current Fees and Charges may apply to the above conditions.
 Additional information can be found at www.litchfield.nt.gov.au.
- b) A Works Permit is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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





26 September 2025

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

RE: Letter of Comment Development Application

PA2025/0316

Hun: 695 P: 02862 61 Pratincole Road HUMPTY DOO, Hundred of Strangways Dwelling-independent with a separate effluent disposal system.

Thank you for the Development Application referred to this office on 12/09/2025, 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 supports the granting of a Development Permit for the following reasons:

- a) The proposal aligns with the statements of policy in the Litchfield Subregional Land Use Plan to maintain rural amenity and lifestyle choice.
- b) The Site Soil Evaluation shows two potential sites for the location of the effluent disposal system which meets the requirements in relation to setbacks from bores.

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:

- 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.
- 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.
- 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





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

RE: Letter of Comment Development Application

PA2025/0240

Hun: 695 LTO: 72007 P: 00012 25 Dreamtime Drive MCMINNS LAGOON, Hundred of Strangways

Dwelling-single with ancillary dwelling-independent with a floor area in excess of 80m2 and a separate effluent disposal system

Thank you for the Development Application referred to this office on 22/07/2025, 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 aligns with zone purpose in relation to RL Rural Living, Part 4 of the NT Planning Scheme (NTPS), to provide for a range of rural lifestyle choices.
- b) Although the proposed dwelling independent exceeds the 80m² (as stipulated by 5.4.13 of the NTPS) it is not considered to impose any greater impact on amenity than that of a smaller dwelling, give the location and established nature of the dwelling. The design appears to be sympathetic to the existing streetscape, scale and character of the surrounding areas.

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

Through assessment of the application, it was noted that there are discrepancies in the submitted information. Confirmation or amendment of the provided information is required to enable Council's support for the proposal:

a) The submitted site plan indicates the existing dwelling is 32m from the western boundary; however, aerial imagery suggests the dwelling is situated closer to 52m

from the boundary. The existing shed also appears to be more than 20m from the western boundary. Council requests that a revised site plan be provided, accurately depicting the locations of all existing structures and the proposed dwelling-single.

- b) The Site and Soil Evaluation references the location of the existing bore and advises that all locations be confirmed prior to installation of an additional effluent system. Mapping of the bore location does not align with other materials submitted. Council requests further investigation to clarify the bore position, noting that the current site plan conflicts with the location of the bore also;
 - i. The Site & Soil report notes the bore is 67m from AH1 and 68m from AH2.
 - The bore certificate records the location as on bearing 117° from the NW corner, at a distance of 71m.
 - The 'Know Your Bore' database (RN009741) indicates a location on bearing 120° from the NW corner, distance 125m.
- c) Additionally, the location of the existing septic system is neither shown on the submitted site plan nor referenced in the site and soil evaluation. Council requests this information be included in the revised plans.

Council can provide the following additional information in relation to the application;

a) Council does not support an additional driveway crossover to this property

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.
- 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 0500 Email council@atchfield.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.





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

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 referred to this office on 01/08/2025, 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:

- The height proposed, 9.25m, is in keeping with surrounding properties and does not appear to pose any additional impacts on amenity.
- b) The proposed warehouse and site plan provides adequate landscaping to the development.

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

- a) Confirmation of the necessary carparking requirements should be provided demonstrating floor area and carpark calculation. The statement of effect only refers to the floor area of the warehouse itself and does not indicate or advise what the areas external to the warehouse are utilised for – such as outside storage.
- b) Additionally, whilst the site plan has provision for a 'loading bay' there are not dimensions shown for the loading bay and it is not clear how the loading bay can be accessed – that is, travel path should be shown.
- c) It is requested that bin storage areas are noted on the site plan also.

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

a) Council understands that there is a Right of Way (ROW) easement across the rear boundary to the lot that provides access to Parcel 5289. Given that this easement is used for large vehicles, Council believes it would be ineffective to provide landscaping to the rear boundary

and should be considered as not necessary. Or at least consideration give to placing the landscaping of the southern side of the extent of the ROW easement boundary.

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:

- The crossover and driveway shall meet Litchfield Council's requirements, and be designed in accordance with the NT Subdivision and Development guidelines and standard drawings.
- b) Prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- 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.
- 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.





10 September 2025

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

RE: Letter of Comment Planning Scheme Amendment Application

PA2025/0207

Hun: 695 P: 03425 940 Stuart Highway BEES CREEK, Hundred of Strangways
A proposed planning scheme amendment to Rezone from SL17 (NTPS 2007) to RR (NTPS 2020) and
update the Coolalinga and Freds Pass Rural Activity Centre Area Plan 2023 at 940 Stuart Hwy, Bees
Creek NT

Thank you for the Planning Scheme Amendment Application referred to this office on 15/08/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority under Section 22(1) of the NT Planning Act:

Council does not object to the granting of a Planning Scheme Amendment for the following reasons:

- a) The information presented in the application provides adequate consideration of likely impacts in relation to stormwater and drainage with tolerable increases in stormwater flow off the site into the drainage network.
- Additionally, consideration of traffic impacts in relation to existing access from the Stuart Highway provides an initial assessment (starting point) for access discussions.
- c) Where there may be concern that the loss of a Light Industrial area will have a negative impact on industry in our municipality, where there was previously a need for Light Industrial land, Council can see that this need is no longer present given the development of industrial land in nearby localities, such as Humpty Doo Industrial area and Holtze Industrial area.

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

a) Council generally supports the rezoning of the land to Rural Residential and the extension of the Coolalinga and Freds Pass Rural activity centre (activity centre) boundary to include Parcel 3425 (940 Stuart Hwy), Hundred of Strangways, allowing for a transition to 1Ha lots adjoining the proposed subdivision area. While this approach is consistent with supporting further rural living opportunities, Council is concerned about the adequacy of the road network if subdivision of surrounding parcels proceeds as anticipated.

b) The preliminary traffic impact assessment indicates that existing Stuart Highway access could potentially service the proposed subdivision with necessary improvements, though support from the Department of Logistics and Infrastructure is yet to be confirmed. The activity centre plan shows an internal road network for the subdivision, but does not clearly depict any connection from the parcel to the arterial road network, resulting in uncertainty for access. Furthermore, the plan contains contradictory information, with one illustration presenting a direct arterial connection that is not consistently shown or detailed elsewhere in the plan. Due to these inconsistencies and unclear access arrangements, Council notes that if Stuart Highway access is not supported, a comprehensive traffic impact assessment* will be required to determine impacts and upgrades needed for Council-managed roads, specifically Lowther Road and Bees Creek Road. Council would then recommend updating the activity centre plan to accurately and consistently reflect the road network and to document all access investigations, ensuring future planning certainty for the local area.

*A Traffic Impact Assessment Report, to be prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities 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.

Council looks forward to future opportunities for discussion in relation to this proposed Planning Scheme Amendment. Should you require any further discussion in relation to this application, please contact Litchfield Council, Planning and Development team on 08 8983 0600.

Kind Regards,

Jaimie O'Connor

Planning and Development Program Leader

Tel [08] 8983 D600 Email council@litchfield of gov.au Address 7 Bees Creek Road, Freds Pass NT 0822 Postal PO Box 446 Humpfy Don NT 0836 Web www.litchfield.or.gov.au ABN 45 038 934 501.





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

RE: Letter of Comment Development Application

PA2025/0268

Hun: 8159 P: 112024 213 Taylor Road HOLTZE, Hundred of Bagot
Office and food premises-cafe/ takeaway in a single storey building (The Parks Sales Centre)

Thank you for the Development Application referred to this office on 15/08/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed café / offices for the purpose of operating as a Sales Centre is generally expected for subdivision development such as The Parks, Holtze Land Development.
- b) The statement of effect addresses the requirements of the NT Planning Scheme (NTPS) and outlines areas of non-compliance to the satisfaction of Litchfield Council.

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

- a) Although it has been identified that the proposed crossover for Lot 128, measuring 3.75m in width, does not meet the minimum requirements outlined in NTPS 4.5.3 (9) access points, for adequate two-way vehicle access, it is asserted that this width should be sufficient given the absence of any line of sight obstructions. However, Council recommends that, since the application also includes kerbside parking, this would create a line of sight obstruction. Consequently, the Council proposes that the crossover should comply with the Northern Territory Subdivision Development guidelines by providing a 6m wide crossover. This increased width would ensure compliance with the two-way access requirements and maintain safety for vehicles entering and exiting the property.
- b) Although it is proposed that the Lots will revert to LR (Local Residential) zoning once the sales activity is completed, Council believes that consideration should also be given to optimising this space for community use. Therefore, if car parking and access comply with requirements now, any future remediation works could be limited or mitigated, reducing the need for extensive modifications later.

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:

- The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
 - Council requires driveway crossovers to be 6m in width for Lot 128
- b) Prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.

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.
- 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.
- 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

Tel (08) 8983 0600 Email council@lischfield.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





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

RE: Letter of Comment Planning Scheme Amendment

PA2024/0130

Hun: 695 P: 02653 7 Bees Creek Road FREDS PASS, Hundred of Strangways
Planning Scheme Amendment - To facilitate group dwelling and multiple dwelling development

Thank you for the Planning Scheme Amendment Application referred to this office on 01/08/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority under Section 22(1) of the NT Planning Act:

Council <u>does not support</u> the granting of a Planning Scheme Amendment for the purpose of altering the dwelling density in the LMR Zone and subsequent alteration to car parking rates for the Litchfield Municipality for the following reasons;

While Litchfield Council supports considered development in identified urban LMR zones, our primary concern with this amendment relates not specifically to density, as the provision is limited to one-bedroom properties, but rather the correlated effects of density with the increase in number of households and associated impacts on amenity. Although some urban development exists within our boundaries, the overarching identity of Litchfield Council remains that of a rural lifestyle municipality, with strong community values around open space, amenity, and low-density living.

Council recognises that the smaller lot typology implemented in the recent greenfield development in Holtze is not generally consistent with the type of rural living valued in Litchfield, where larger lot sizes better align with community expectations and lifestyle. While Council has embraced urban development within its boundaries, this does not necessarily imply a need to increase household numbers or change the character of these developments before current developments are fully realised.

The impact anticipated from this amendment concerns amenity, specifically an increase in the number of households which could lead to environmental impacts such as noise and odour. These amenity issues are of significant concern to Council given the importance of maintaining the quality of life valued by the Litchfield community. Managing these increased amenity impacts will likely place additional demands on Council services such as waste management and regulatory enforcement. Council is concerned that additional households per lot will require delivering the same level of services to more households without increased revenue. As this is not proposed as a subdivision, these additional households would continue to attract the same rate base unless unit-title subdivision occurs or the

rating policy is amended. This creates a significant challenge for Council in maintaining service quality and managing resources effectively.

Council supports responsible growth and urban infill where it can be sustainably managed. However, this amendment's potential to increase the number of households in a way that may affect the amenity of existing communities is inconsistent with the rural character and lifestyle strongly embraced in Litchfield.

While one-bedroom properties would not be expected to increase demand on infrastructure, household size could grow due to cost of living pressures or changing family dynamics resulting in increased occupancy. Litchfield's existing infrastructure and trunk infrastructure is primarily designed for lower density use, especially in current urban centres. Without a comprehensive plan, as pledged through various activity centre plans, increased household numbers may strain these assets.

Council also does not support the proposed changes to the car parking requirements for the Litchfield area, particularly in relation to reducing car spaces for one-bedroom properties. Given that the current public transport network lacks sufficient reach and capacity to efficiently serve Litchfield, any increase in residential density would likely lead to greater car dependency, exacerbating local traffic congestion and parking difficulties. Maintaining adequate parking provisions is essential to effectively manage these challenges and preserve local amenity.

We respectfully request that Litchfield Council be excluded from this proposed amendment. Given our municipality's distinct rural character, lifestyle, and community values, applying this change here would be inconsistent with land use plans specifically tailored for Litchfield. It is essential that any housing policy decisions recognise and preserve the unique identity and priorities of our residents.

Council can provide the following administrative comments in relation to the Planning Scheme Amendment:

The current table, Table A to Clause 5.4.1 of the NT Planning Scheme, is somewhat difficult to interpret if you are not familiar with the zonings outlined. It is suggested that this be updated and expanded to provide a better understanding of the desired density. Specifically, the column for 'zone' should contain only zone references, and the column for 'Dwelling Density' should contain the permitted dwelling type and any size limits. It is also not clear if a dwelling-independent is permitted irrespective of the proposed density, and this should likely be included in the table.

Additionally, a definition should be included for 'dwelling' where dwelling means only one (1) household, to alleviate any confusion over dwelling-group and dwelling-multiple when referring to restrictions based on size of lots.

Thank you for your consideration of this submission.

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



17 September 2025

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

RE: Letter of Comment Development Application

PA2025/0301

Hun: 695 LTO: 72007 P: 00041 295 Power Road MCMINNS LAGOON, Hundred of Strangways
Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the rear
and side boundary

Thank you for the Development Application referred to this office on 05/09/2025, 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 support the granting of a Development Permit for the following reasons:

- a) Due to the retrospective nature and inaccuracies in the provided site plan which does not accurately reflect the already constructed structures.
- b) The statement of effect states that fire breaks are unhindered however aerial mapping shows that the rear NW corner is almost inaccessible due to a shade structure established from the shed to the boundary.
- c) The statement of effect also states that stormwater will be managed onsite through downpipes with drainage flowing to the centre of the property however the provided plans do not show evidence of any gutters or pipes or a stormwater plan for reference.
- d) Topographical mapping indicates stormwater flows towards the NE, and the structure's proximity to the boundary may impact neighbouring properties and limit future development options on dry areas.

Council believes that based on the above there is an impact on amenity for the neighbouring properties.

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

- a) Council has also been notified that the property owner has constructed a solid fence along the boundary area of the ancillary shed which will likely interrupt stormwater sheet flow and may prevent pooling of water which would increase probability of mosquito breeding.
- b) The site plan and drawings indicate that a home based business will be operating from the site however the statement of effect does not address this. Given the reduced setback,

Council believe that the property owner should disclose the nature of the business so as to assure no impact on amenity for the neighbouring properties.

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) 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:

- 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.
- 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 <u>www.litchfield.nt.gov.au</u>.
- 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.

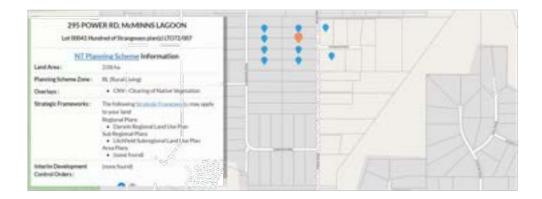
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

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 Posta PO Box 446 Humpty Doo NT 0836 Web www.litchfield.nt.gov.au
ABN 45 038 934 501.

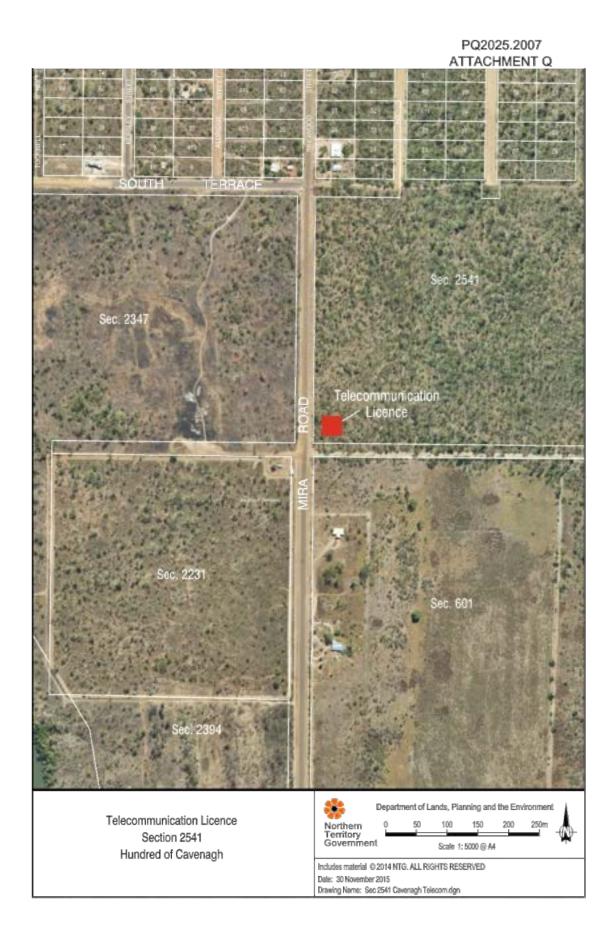


ATTACHMENT P

Locality Map - Section 2563(A) Part Section 725 Hundred of Cavenagh [Darwin River]



Item 13.3.4 - Attachment 1 Page 310



ATTACHMENT R



ATTACHMENT \$

Please see below for details:

Location: Sections 4328, 109 & 118 Hundred of Bagot (Micket Creek)

Purpose: Conduct 4WD training programs

Term: 10 years



14 OTHER BUSINESS

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 ir 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.

16 REPORT OF CONFIDENTIAL RESOLUTIONS

17 CLOSE OF MEETING