



AGENDA

4th Ordinary Council Meeting 12th Council of Litchfield **Monday 8 December 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

3.4 Leave of Absence Request

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 (including confidential minutes) of the Ordinary Council Meeting held Monday 17 November 2025, 13 pages be confirmed.



MINUTES

3rd Ordinary Council Meeting

12th Council of Litchfield

Monday 17th November 2025

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

Community Forum
Will be held from 5:30pm-6:00pm

Stephen Hoyne
Chief Executive Officer



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	Nil	
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	Nil	
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	Nil	
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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 6pm.

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

RESOLUTION OCM/25/039

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

THAT the following members attend the meeting electronically

- Deputy Mayor Emma Sharp

CARRIED 5/0

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

Nil

4.2 Staff

Nil

5 PUBLIC QUESTIONS

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/25/040

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

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

CARRIED 5/0

RESOLUTION OCM/25/041

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

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

CARRIED 5/0

Deputy Mayor Emma Sharp entered the meeting at 6:04pm

6.2 Council Business Arising from Previous Meetings

RESOLUTION OCM/25/042

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

THAT the Business arising be received and noted

CARRIED 6/0

7 PETITIONS

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 ACCEPTING OR DECLINING LATE ITEMS

Nil

10 NOTICES OF MOTIONS

Nil

11 MAYORS REPORT

12.1 Mayor's Monthly Report

RESOLUTION OCM/25/043

Moved: Mayor Rachael Wright

Seconded: Cr Kevin Harlan

THAT the Mayors report be received and noted

CARRIED 6/0

12 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

13 OFFICER REPORTS

13.1 Corporate and Community

13.1.1 Litchfield Council Finance Report – October 2025

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 October 2025. Original Budget 2025/26 figures are shown.

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

The Balance Sheet has been updated in accordance with 2024/25 audited financial statements and Financial Reserves has been updated with original budget figures 2026.

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

RESOLUTION OCM/25/044

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

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

CARRIED 6/0

13.1.2 People, Performance and Governance Report – October 2025

EXECUTIVE SUMMARY

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

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

RESOLUTION OCM/25/045

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

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

CARRIED 6/0

13.1.3 Community Services and Development Monthly Report – November

EXECUTIVE SUMMARY

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

RESOLUTION OCM/25/046

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

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

CARRIED 6/0

13.1.4 Risk Management Audit Committee Open Minutes – 31 October 2025

EXECUTIVE SUMMARY

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

RESOLUTION OCM/25/047

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

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

CARRIED 6/0

13.2 Executive and Community Development

Nil

13.3 Infrastructure and Operations

13.3.1 Summary Planning and Development Report - October 2025

EXECUTIVE SUMMARY

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

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

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

RESOLUTION OCM/25/048

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

THAT Council:

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

CARRIED 6/0

14 OTHER BUSINESS

14.1 Floodway warning signage at McMinns Drive / Girraween Road Floodway.

Cr Kevin Harlan noted the new Floodway warning signage at McMinns Drive / Girraween Road Floodway.

14.2 Floodway warning signage across the municipality

Cr Emma Sharp noted the need for Floodway warning signage across the municipality in particular on Old Bynoe Road as there was an incident there with the sudden onset on heavy rains.

The Director of Infrastructure and Operations advised that staff are looking into these signs across the municipality.

15 CONFIDENTIAL ITEMS

RESOLUTION OCM/25/049

Moved: Cr Kris Civitarese

Seconded: Cr Daisy Crawford

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 Risk Management and Audit Committee Confidential Minutes 31 October 2025

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

15.2 Livingstone Reserve - Request for Funding

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

15.3 2025-26 Annual Community Grants

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

15.4 Appointment of External Financial Auditor

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

15.5 Road Opening and Closing Application - Meade Road

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

resident or ratepayer;.

Council moved into the confidential section of the meeting at 6:47pm

CARRIED

RECOMMENDATION

Resume in Open Session and note the Mayor's report on Confidential Resolutions.

16 REPORT OF CONFIDENTIAL RESOLUTIONS

15.2 Livingstone Reserve - Request for Funding

EXECUTIVE SUMMARY

This report presents to Council a request from the Livingstone Recreation Reserve Committee (LRRC) for funding to upgrade and expand infrastructure at the Livingstone Recreation Reserve (LRR).

RESOLUTION OCM/25/001

Moved: Cr Kris Civitarese

Seconded: Deputy Emma Sharp

THAT Council:

1. Receive and note Livingstone Recreation Reserve Committee's proposal for future upgrades at Attachment 1;
2. Approve the funding request of \$35,625 (ex GST) for upgrades at the Livingstone Recreation Reserve, as outlined in the proposal, to support the Litchfield Rural Show; and

Option B

4. Approve the transfer of \$35,625 from the Asset Reserve to fund the request.
5. Make public this resolution.

CARRIED 6/0

15.3 2025-26 Annual Community Grants

EXECUTIVE SUMMARY

This report presents to Council recommendations from the Annual Community Grants Committee for awarding of the 2025-26 Annual Community Grants.

RESOLUTION OCM/25/001

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

THAT Council:

1. receive and note the unconfirmed Community Grants Committee Meeting Minutes of 4 November 2025, at Attachment A; and
2. approve the allocation of the 2025-26 Annual Community Grant funds totalling \$63,765 comprising the following:

RANKING	APPLICANTS		AMOUNT
1	Applicant 13	Virginia Bees Creek Volunteer Fire Brigade	2794
2	Applicant 15	Berry Springs Recreation Reserve Inc	5000
3	Applicant 2	St Johns Ambulance Australia	4721
4	Applicant 17	The Gathering Inc	4515
5	Applicant 16	Litchfield Football Club	5000
6	Applicant 9	Uniting Church in Australia	5000
7	Applicant 11	Swampdogs Rugby Union Club NT In	5000
8	Applicant 1	Veterans Australia	3312
9	Applicant 4	Fulfilling Dreams Inc	5000
10	Applicant 6	Howard Springs Primary School Council	5000
11	Applicant 10	Darwin & Rural Poultry Club	3666
12	Applicant 12	Level Up Gaming	5000
13	Applicant 18	Scouts NT	5000
14	Applicant 5	Top End Gun Club	4757
TOTAL			\$63,765.00

3. resolve to make the resolution public from 18 November 2025 to allow notification to applicants.

CARRIED 6/0

15.4 Appointment of External Financial Auditor

EXECUTIVE SUMMARY

The purpose of this report is to present to Council recommendations for the appointment of an external financial auditor.

RESOLUTION OCM/25/001

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

THAT Council:

1. Approve the appointment of PKF as Litchfield Council's external auditor for a three-year term beginning in 2025-2026 financial year and ending in 2027-2028 financial year;
2. Approve the auditor remuneration of \$153,500 (excluding GST and out of pocket expenses) for the three-year term; and
3. Make public its resolutions on the matter.

CARRIED 6/0

RESOLUTION OCM/25/050

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

Resume in Open Session at 8:17pm

CARRIED 6/0

17 CLOSE OF MEETING

The Meeting closed at 8:17pm.

18 NEXT MEETING

Monday, 08 December 2025

19 MINUTES TO BE CONFIRMED

Monday, 08 December 2025

Mayor Wright

Chief Executive Officer

7 PETITIONS

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 BUSINESS ARISING FROM MINUTES

9.1 Business Arising from Previous Minutes

AUTHOR: Stephen Hoyne, Chief Executive Officer

AUTHORISER: Stephen Hoyne, Chief Executive Officer

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

6.02 - Business Arising from the Minutes

In Progress	Ongoing
Completed	Superseded

Resolution	Resolution	Meeting Date	Officer	Status
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Road Opening Closing Meade Road, Darwin River

THAT Council:

- proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts;
- authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and
- note that this is an administrative process only and there is no commitment by Council to construct the road.

ORD2022
11-173

In Progress
Crown have confirmed in principle support for the proposal. Meetings between stakeholders are ongoing.

Cost to maintain the eight owned Council Recreation Reserves

THAT Council:

- engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019;
- requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and
- receive the report prior to the first 2023-2024 Budget Review Meeting.

ORD2023
11-093

In Progress
Update presented in report in December. Draft Report for first reserve presented.

Updated consultant plans scheduled for early September 2025 release, including all council reserves, excluding Freds Pass.

Noting
Refer ORD2023 11-241

Freds Pass Reserve Expansion			
THAT Council:			
ORD2023 11-142	1.	adopt the Freds Pass Reserve land expansion concept to include: a. Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and b. Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways;	Part 1a,1b Ongoing Crown discussions postponed for development of proposed use plan for the new area.
	2.	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	Part 2 Ongoing DIPL have progressed conceptual design for the shared path link adjacent the highway.
	3.	approve the consolidation of Section 1817 (20A) Bees Creek Road, Hundred of Strangways and Section 5467 (20) Bees Creek Road, Hundred of Strangways and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing of the road, as required.	Part 3 Ongoing Development permit issued. Road closing is in final stages awaiting Gazzettal.
Cost to maintain the eight owned Council Recreation Reserves			
ORD2023 11-241	THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.		In Progress Asset Management plans are progressing well. Draft Reserves Asset Management Plan expected September 2025. Updated consultant plans scheduled for early September 2025 release, including all council reserves, excluding Freds Pass.
ORD 2024 11-183	Disposal of Contaminated Concrete Waste Stockpiles from Council's Waste Transfer Stations		In Progress In principle support has been provided from EPA and Crown

ORD 2024
11-265

THAT Council resolve to commit a Budget of \$3,000,000.00 to disposing of the contaminated concrete waste piles from Howard Springs and Humpty Doo Waste Transfer Stations. The budget is to come from the Waste Asset Reserve.

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

Private Roads – No Name Road			
ORD 2024 11-265	THAT Council:		In Progress
	<div><div>1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents.</div><div>2. Allocate No Name Road as the proposed road for the trial.</div><div>3. Allocate \$100,000 of consultant budget to come from Financial Reserves.</div><div>4. Renew the policy as it stands with no changes for a further 12 months.</div></div>	<div>10/12/2024</div> <div>DIO</div>	Works has commenced on drafting the relevant survey documentation and legal documents. Next step is consultation with residents.

10 ACCEPTING OR DECLINING LATE ITEMS

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayor's Monthly Report

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

AUTHORISER: Rachael Wright, Mayor

ATTACHMENTS: Nil

MONTHLY UPDATE

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 18 November 2025 to 8 December 2025.

Summary	
Date	Event / Meeting
18 November 2025	LGANT Conference Dinner
27 November 2025	Annual Grant Award Night
27 November 2025	Australia Day Community Awards Panel
29 November 2025	Rural Carols by Candlelight
2 December 2025	Meeting: Discussion on Rural Women's Events
2 December 2025	Strategic Discussion and Briefing
4 December 2025	Monthly Meeting with Mayor Pascoe-Bell
4 December 2025	Litchfield Community Library Christmas Party
5 December 2025	TOPROC Meeting
8 December 2025	Community Forum
8 December 2025	Ordinary Council Meeting

Recommendation

THAT Council receive and note the mayor's monthly report for the period of 18 November 2025 to 8 December 2025.

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 Litchfield Council Finance Report – November 2025

AUTHOR: Ankit Pansal, Acting Director Corporate Services

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS: 1. Litchfield Council Finance Report November 2025.docx [↓](#)

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 November 2025. Original Budget 2025/26 figures are shown.

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

The Balance Sheet has been updated in accordance with 2024/25 audited financial statements and Financial Reserves has been updated with original budget figures 2026.

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

RECOMMENDATION

1. That Council note the Litchfield Council Finance Report as in attachment 1.

BACKGROUND

Detailed financial information is presented in attachment 1.

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



COUNCIL REPORT

Agenda Item Number:	06.07
Report Title:	Litchfield Council Finance Report – November 2025
Author & Recommending Officer:	Ankit Pansal, Acting Director Corporate Service
Meeting Date:	15/12/2025
Attachments:	A: Litchfield Council Finance Report – November 2025

Executive Summary

This report presents the Litchfield Council Finance Report for 30 November 2025. Original Budget 2025/26 figures are shown.

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

The Balance Sheet has been updated in accordance with 2024/25 audited financial statements and Financial Reserves has been updated with original budget figures 2026.

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

Recommendation

THAT Council note the Litchfield Council Finance Report 30 November 2025.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

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

Financial Implications

Nil.

RisksFinancial

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

Community Engagement

Not applicable.

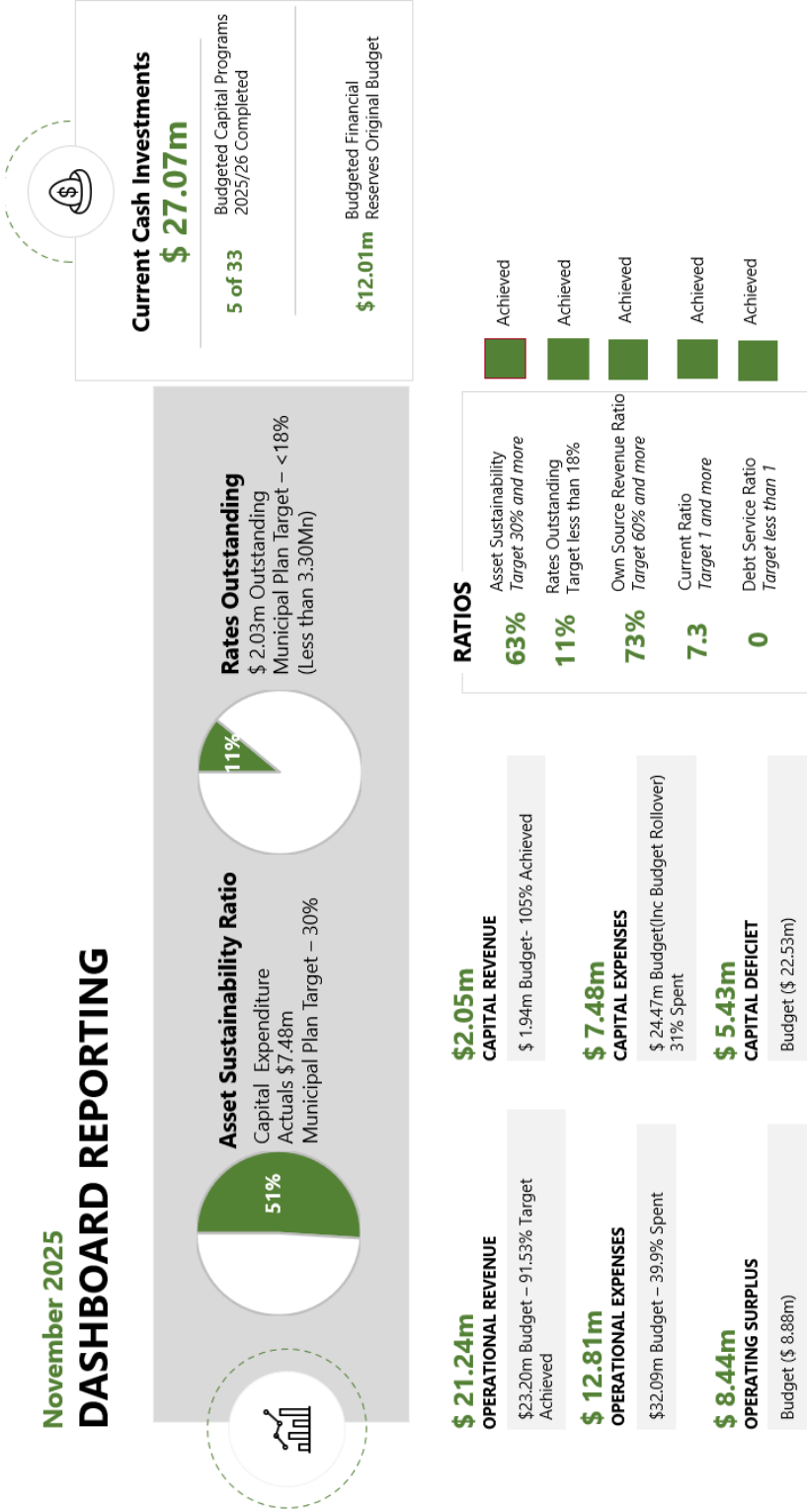
ATTACHMENT A



Finance Report
November 2025

November 2025

DASHBOARD REPORTING



STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

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

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget \$
OPERATING INCOME				
Rates	18,090,708.50	15,748,438.00	(2,342,270.50)	15,748,438.00
Charges	128,191.50	72,916.67	(55,274.83)	175,000.00
Fees and Charges	1,019,893.60	821,017.50	(198,876.10)	1,970,442.00
Operating Grants and Subsidies	1,306,403.00	1,647,863.33	341,460.33	3,954,872.00
Interest / Investment Income	621,232.21	508,333.33	(112,898.88)	1,220,000.00
Other Income	77,491.01	58,333.33	(19,157.68)	140,000.00
TOTAL OPERATING INCOME	21,243,919.82	18,856,902.17	(2,387,017.65)	23,208,752.00
OPERATING EXPENDITURE				
Employee Expenses	3,404,578.23	3,279,674.17	(124,904.06)	7,871,218.00
Materials and Contracts	3,911,683.36	4,128,507.08	216,823.72	9,908,417.00
Elected Member Allowances	97,474.57	150,618.33	53,143.76	361,484.00
Elected Member Expenses	38,883.13	108,184.58	69,301.45	259,643.00
Council Committee & LA Allowances	2,708.00	4,166.67	1,458.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	3,930.71	-	(3,930.71)	-
Accumulated Depreciation	4,937,916.67	4,937,916.67	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	408,132.17	764,000.00	355,867.83	1,833,600.00
TOTAL OPERATING EXPENDITURE	12,805,306.84	13,373,067.50	567,760.66	32,095,362.00
OPERATING SURPLUS / DEFICIT	8,438,612.98	5,483,834.67	(2,954,778.32)	(8,886,610.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget Inc Budget Rollover \$
BUDGETED OPERATING SURPLUS / DEFICIT	8,438,612.98	5,483,834.67	(2,954,778.32)	(8,886,610.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	4,941,847.38	4,937,916.67	(3,930.71)	11,851,000.00
TOTAL NON-CASH ITEMS	4,941,847.38	4,937,916.67	(3,930.71)	11,851,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(7,479,988.36)	(10,198,212.08)	(2,718,223.72)	(24,475,709.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(1,235,162.50)	(1,235,162.50)	(2,964,390.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(7,479,988.36)	(11,433,374.58)	(3,953,386.22)	(27,440,099.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,000,000.00	788,955.00	(1,211,045.00)	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	25,062.87	1,235,162.50	1,210,099.63	2,964,390.00
Road Seal Levy	21,390.00	19,825.00	(1,565.00)	47,580.00
Transfers from Reserves	-	8,154,269.42	8,154,269.42	19,570,246.60
TOTAL ADDITIONAL INFLOWS	2,046,452.87	10,198,211.92	8,151,759.05	24,475,708.60
NET OPERATING POSITION	7,946,924.87		1,239,663.80	

¹ Numbers in statements November include minor rounding differences.

Operating Position by Department

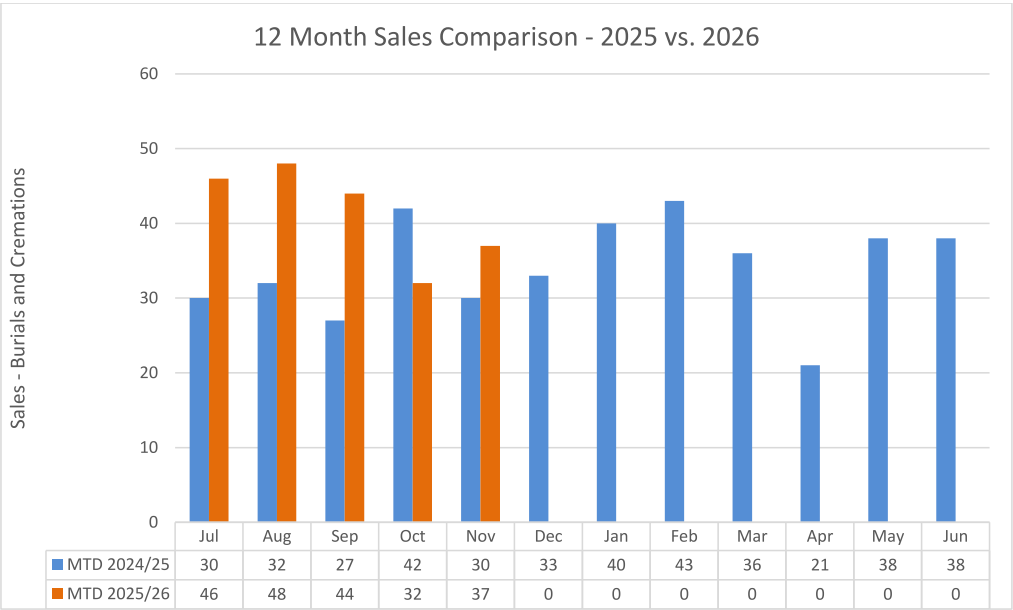
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2025.

	2025/26 YTD Actuals	2025/26 Original Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	12,000.00	-	0.0%
Corporate	15,568.28	-	0.0%
Information Services	-	-	0.0%
Finance & Customer Service	15,307,074.83	14,147,302.00	108.2%
Infrastructure & Assets	1,173,814.31	3,194,183.00	36.7%
Waste Management	3,707,059.53	3,652,968.00	101.5%
Community	37,201.86	134,978.00	27.6%
Community - Library	6,163.38	308,722.00	2.0%
Mobile Workforce	-	-	0.0%
Regulatory Services	130,505.05	175,000.00	74.6%
Thorak Cemetery	854,532.58	1,595,599.00	53.6%
TOTAL REVENUE	21,243,919.82	23,208,752.00	91.53%
EXPENSES			
Council Leadership	432,349.88	1,592,208.00	27.2%
Corporate	360,274.48	933,894.00	38.6%
Information Services	356,852.33	671,122.00	53.2%
Finance & Customer Service	1,103,295.50	1,815,230.00	60.8%
Infrastructure & Assets	1,415,578.84	4,098,277.00	34.5%
Waste Management	1,623,243.86	4,732,230.00	34.3%
Community	922,687.60	2,092,426.00	44.1%
Community - Library	350,080.39	995,398.00	35.2%
Mobile Workforce	439,900.62	1,363,291.00	32.3%
Regulatory Services	288,077.97	708,907.00	40.6%
Thorak Cemetery	575,048.70	1,241,379.00	46.3%
TOTAL EXPENSES	7,867,390.17	20,244,362.00	38.86%
OPERATING RESULT	13,376,529.65	2,964,390.00	

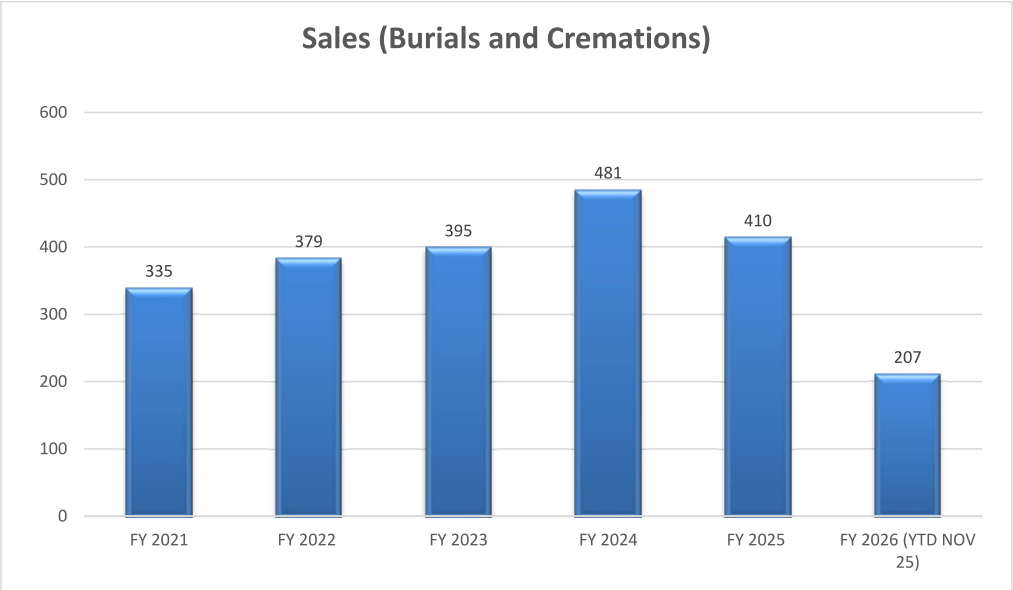
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 207 Interments and cremations, an increase of 46 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 368.



STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget Inc Budget Rollover \$
Land and Buildings	260,197.91	4,293,268.30	4,033,070.39	10,303,843.93
Infrastructure (including roads, footpaths, park furniture)	6,830,932.27	5,597,146.93	(1,233,785.34)	13,433,152.64
Plant and Machinery		-	-	
Fleet	388,858.18	307,796.68	(81,061.50)	738,712.03
Other Assets (including furniture and office equipment)	-	-	-	
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	7,479,988.36	10,198,211.92	2,718,223.56	24,475,708.60
TOTAL CAPITAL EXPENDITURE FUNDED BY:	-			
Operating Income (amount allocated to fund capital items)	6,415.76	1,488,779.17	1,482,363.41	3,573,070.00
Capital Grants	2,000,000.00	788,955.00	(1,211,045.00)	1,893,492.00
Transfers from Cash Reserves	-	7,900,652.75	7,900,652.75	18,961,566.60
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	18,647.11	-	(18,647.11)	-
Other Funding	-	-	-	
Special Road Seal Levy	21,390.00	19,825.00	(1,565.00)	47,580.00
TOTAL CAPITAL EXPENDITURE	2,046,452.87	10,198,211.92	8,151,759.05	24,475,708.60
FUNDING				

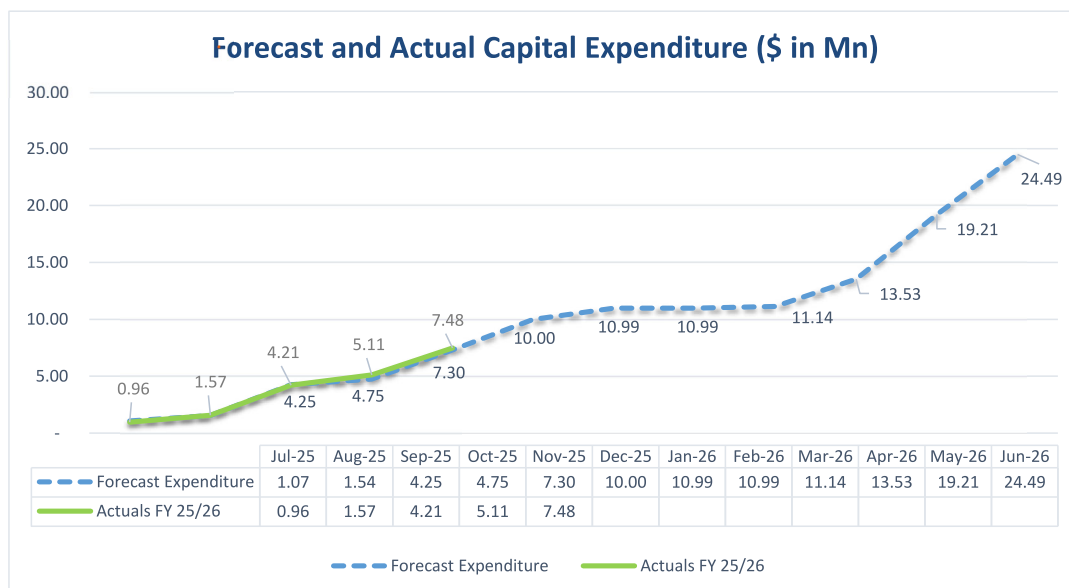


Table 2.2 Monthly Report on Planned Major Capital Works

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-1	Roads	Road Seal Renewal	-	-	1,293,492.00	1,293,492.00	0.00%	Jun-26	Yes	Yes	Planning	Construction commencement anticipated early 2026
2026-2	Roads	Heavy Patches Kentish Road, Horne Road and Trippie Rd	206,943.66	206,943.66	300,000.00	93,056.34	68.98%	Jun-26	Yes	Yes	Complete	Kentish Road: Complete Horne Road: Complete Trippie Road: Complete Remaining funds to be allocated to another priority heavy patching project.
2026-3	Roads	Gravel Surface Renewal Sandy Road & Parkin Road North	471,367.99	471,367.99	330,000.00	141,367.99	142.84 %	Jun-26	Yes	Yes	Complete	Complete
2026-4	Roads	Unsealed to Sealed Road Keleson Road and Bees Creek Road	306,954.95	306,954.95	2,500,000.00	2,193,045.05	12.28%	Jun-26	Yes	Yes	Bees Creek Rd Delivery Powerlines/Planning Road Works Keleson Rd Delivery	Bees Creek Rd: • Tender for powerline relocation awarded to MG Electrical • Civil works tender anticipated early 2026 Keleson Rd: Contract awarded to AKSC, works ~60% complete
2026-5	Roads	Road Safety Upgrades - Shoulder Widening Krichauff Road & Westall Road	-	-	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Planning	Works on hold, works not feasible.
2026-6	Drainage	Drainage Renewal Old Bynoe Road	93,316.84	93,316.84	250,000.00	156,683.16	37.33%	Jun-26	Yes	Yes	Complete	Works complete, remaining budget will be allocated to another drainage priority project
2026-7	Buildings	Council Administration Building Upgrade effluent system and dog pound area	44,949.36	44,949.36	200,000.00	155,050.64	22.47%	Jun-26	Yes	Yes	Effluent Procurement Dog Pound Complete	Effluent System Upgrade: Tender currently being evaluated Dog Pound Upgrade: Works are complete
2026-8	Thorak	Thorak Asset Renewal Concrete beams and irrigation	-	-	30,000.00	30,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-9	Waste	Waste Asset Renewal New HD WTS Office building, operators tea room and bins	-	-	280,000.00	280,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-10	Reserves	Freds Pass Sports & Recreation Reserve Bore outlet manifold, Effluent systems upgrades.	-	-	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Planning	Bore Outlet Manifold: Waiting on revised quotes due to scope not matching original plans. Effluent System: Design has commenced
2026-11	Reserves	Mira Square Boundary Fencing	1,900.00	1,900.00	35,000.00	33,100.00	5.43%	Jun-26	Yes	Yes	Delivery	Contract awarded, boundary clearing has commenced, fence installation is complete waiting on delivery of gates.
2026-12	Reserves	Humpty Doo Village Green Masterplan	-	-	60,000.00	60,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-13	Reserves	Knuckey Lagoon Recreation Reserve Masterplan, BBQ upgrade and Disability access	-	-	120,000.00	120,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-14	Reserves	McMinns Lagoon Recreation Reserve Masterplan, Building upgrades	19,689.09	19,689.09	39,000.00	19,310.91	50.48%	Jun-26	Yes	Yes	Masterplan Planning Building Upgrades Complete	Masterplan: Not Started Building Upgrades: Works complete
2026-15	Reserves	Howard Park Recreation Reserve Masterplan	8,950.00	8,950.00	50,000.00	41,050.00	17.90%	Jun-26	Yes	Yes	Planning	Not Started
2026-16	Reserves	Livingstone Recreation Reserve Masterplan	-	-	40,000.00	40,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-17	Reserves	Berry Springs Recreation Reserve Masterplan, Roof Painting and Disability access	-	-	120,000.00	120,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-18	Fleet	Council Vehicle Replacement	204,173.23	204,173.23	530,000.00	325,826.77	38.52%	Jun-26	Yes	Yes	Delivery	Fleet: • Ranger's vehicle: Delivered • Waste vehicle: Delivered • Mayor's vehicle: Delivered • HDWTS Forklift: Awaiting Delivery • Thorak Cemetery commuter vehicle: Awaiting delivery
			1,358,245.12	1,358,245.12	7,017,492.00	5,659,246.88						

Carry forward projects

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Total Approved Budget- Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	1,154,410.02	1,154,410.02	1,388,071.22	233,661.20	83.17%	Sep-25	Yes	Yes	Complete	Completed
2	Roads	Pavement Renewal Whitewood Road	18,535.04	18,535.04	1,476,304.98	1,457,769.94	1.26%	Nov-25	Yes	Yes	Delivery	Contract awarded to AKSG, works ~90% complete in conjunction with Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd
3	Roads	Pavement Renewal - Heavy Patches Thorngate Road, Girraween Road and Elizabeth Valley Road	635,581.76	635,581.76	320,192.07	315,389.69	198.50%	Sep-25	Yes	Yes	Complete	Remaining budget not expended on Girraween and Elizabeth Valley Roads has been allocated to investigation, scoping and design of Thorngate Road, savings from Road Seal Renewal to be used to offset overspend
4	Roads	Gravel Surface Renewal Lawton Road, Walker Road and Letchford Road	113,138.18	113,138.18	53,435.00	59,703.18	211.73%	Jun-25	Yes	Yes	Complete	Complete, savings from Road Seal Renewal to be used to offset overspend
5	Roads	Unsealed to Sealed Road Upgrade Meade Road	-	-	8,319.92	8,319.92	0.00%	Jun-25	Yes	Yes	Complete	Complete, savings from Road Seal Renewal to be used to offset overspend
6	Roads	Road Safety Upgrades - Shoulder Widening Meade Road and Beaumont Road	168,180.26	168,180.26	228,138.09	59,957.83	73.72%	Sep-25	Yes	Yes	Beaumont Rd Complete Meade Rd Delivery	Beaumont Road: Works complete Meade Road: Works complete
7	Roads	Road Safety Upgrades - Intersections Pioneer Road / Anglesey Road	-	-	465,129.42	465,129.42	0.00%	Sep-25	Yes	Yes	Planning	Design under review, proposing a staged approach to address immediate road safety issues then intersection upgrade requirements
8	Roads	Road Safety Upgrades Challoner Circuit	361,758.47	361,758.47	355,151.37	6,607.10	101.86%	Sep-25	Yes	Yes	Complete	Complete
9	Roads	Road Safety Upgrades - Lighting Intersections Girraween Rd / Rogers Rd Whitewood Rd / Hicks Rd Whitewood Rd / Westall Rd	546,305.86	546,305.86	480,025.69	66,280.17	113.81%	Feb-26	Yes	Yes	Delivery	PWC power connections confirmed all intersections January 2026 Girraween Rd / Rogers Rd: Hardware installed Whitewood Rd / Hicks Rd: Hardware installed Whitewood Rd / Westall Rd: Underground services installed
10	Roads	Road Safety Upgrades - Lighting Intersections Girraween Rd / McMinns Drv Girraween Rd / Mango Rd / Karruth Rd	-	-	41,936.27	41,936.27	0.00%	Sep-25	Yes	Yes	Complete	Complete, savings from Road Safety Upgrades (Item 9) to be used to offset overspend
11	Drainage	Drainage Renewal Tobin Road, Parkin Road, Riverside Road and Horne Road	5,000.00	5,000.00	182,988.44	177,988.44	2.73%	Sep-25	Yes	Yes	Complete	Complete, remaining funds to be rolled over to next FY project Drainage Renewal Lowther Road & Galbraith Road
12	Drainage	Drainage Upgrade- Flood Mitigation Meade Road	53,383.64	53,383.64	4,742.32	48,641.32	1125.69%	Sep-25	Yes	Yes	Complete	Complete, savings from Road Seal Renewal use to offset overspend

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Total Approved Budget-Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
13	Buildings	Council Administration Building Replace AC unit and Chambers kitchen	33,120.00	33,120.00	66,026.00	32,906.00	50.16%	Sep-25	Yes	Yes	Complete	Complete, remaining funds to be rolled over to next FY project
14	Buildings	Council Administration Building LRCI Tranche 4 WIFI CCTV	-	-	27,066.33	27,066.33	0.00%	Jun-25	Yes	Yes	Complete	Complete
15	Thorak	Thorak Asset Renewal Shed	159,697.01	159,697.01	154,918.84	4,778.17	103.08%	Sep-25	Yes	Yes	Complete	Complete
16	Waste	Waste Asset Renewal Compactor Replacement	542,929.20	542,929.20	714,298.00	171,368.80	76.01%	Sep-25	Yes	Yes	Delivery	Contract awarded to VTG Services in May 2025. Compactor fabrication near complete.
17	Reserves	Freds Pass Sport Recreation Reserve - Asset Upgrade - Soccer Septic and Water Tank	190,469.32	190,469.32	277,849.09	87,379.77	68.55%	Oct-25	Yes	Yes	Complete	Completed pending final invoices
18	Reserves	Howard Park Recreation Reserve - Asset Renewal - BMX Sofffall	52,913.00	52,913.00	70,560.00	17,647.00	74.99%	Sep-25	Yes	Yes	Complete	Complete
19	Reserves	Berry Springs Recreation Reserve - Asset Renewal - Painting Buildings	4,423.55	4,423.55	6,253.00	1,829.45	70.74%	Jun-25	Yes	Yes	Complete	Complete, \$6,253 held as retention to be returned at end of DLP
20	Reserves	Gregg Park - Asset Renewal Irrigation	-	-	6,285.00	6,285.00	0.00%	Sep-25	Yes	Yes	Complete	Completed pending final invoices
21	Fleet	Fleet	188,207.22	188,207.22	208,712.03	20,504.81	90.18%	Sep-25		Yes	Complete	Tractor: Delivered
22	Reserves	Mira Square BBQ shelter	-	-	103.50	103.50	0.00%	Sep-25	Yes	Yes	Complete	Complete
23	Roads	Blackspot Girraween Road (Rogers Road to Mango Road)	-	-	280,200.00	280,200.00	0.00%	Dec-25	Yes	Yes	Delivery	Design complete, tender to be advertised
24	Reserves	Humpty Doo Village Green Emergency repairs	19,945.45	19,945.45	2,448.77	17,496.68	814.51%	Sep-25	Yes	Yes	Complete	The shade sail at the park required emergency repairs after the 1st storm of the season
25	Reserves	Knuckey Lagoon Recreation Reserve LRCI Tranche 4 Playground	53,051.53	53,051.53	2,148.46	50,903.07	2469.28%	Sep-25	Yes	Yes	Complete	Savings from Council Administration Building LRCI Tranche 4 WIFI CCTV (~\$36,000) and Howard Park Reserve Asset Renewal BMX Sofffall (~\$14,000) to be used to offset overspend
26	Roads	Gravel Road Sealing Guys Creek Road	-	-	-	-	0.00%	Sep-25	Yes	Yes	Complete	Complete
27	Shared Path	Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd	-	-	949,009.50	949,009.50	0.00%	Nov-25	Yes	Yes	Delivery	Contract awarded to AKSC, works ~100% complete in conjunction with Pavement Renewal - Whitewood Road

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Total Approved Budget-Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
28	Planning	Consultation Forward designs for future road upgrades	27,722.15	27,722.15	96,537.41	124,259.56	-28.72%	Jun-25	Yes	Yes	Complete	Multiple consultancies and site investigations
29	Reserves	Freds Pass Sport and Recreation Reserve Upgrades	1,560,109.66	1,560,109.66	9,635,745.07	8,075,635.41	16.19%	Sep-25	Yes	Yes	Delivery	Netball: Detailed design 90% complete AFL Lighting: Towers installed, lights commissioned, pending handover package Rugby and Soccer Lighting: Scope under consideration
30	Library	Library fitout	182,128.55	182,128.55	198,519.00	16,390.45	91.74%	Sep-25	Yes	Yes	Complete	Complete
31	IT	Server Replacement	53,398.36	53,398.36	50,896.01	2,502.35	104.92%	Sep-25	Yes	Yes	Delivery	On going
			6,124,408.23	6,124,408.23	17,458,216.60	11,333,808.37						
			7,482,653.35	7,482,653.35	24,475,708.60	16,993,055.25						

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

No

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

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

Notes:

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

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 30 NOVEMBER 2025	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	27,070,808.41	
Untied Funds	5,386,416.25	
Accounts Receivable		
Trade Debtors	2,362,571.31	(2)
Rates & Charges Debtors	7,033,030.84	
Other Current Assets	348,619.21	
TOTAL CURRENT ASSETS	42,201,446.02	
Non-Current Financial Assets	9,767,318.50	
Property, Plant and Equipment	479,670,917.95	
TOTAL NON-CURRENT ASSETS	489,438,236.45	
TOTAL ASSETS	531,639,682.47	
LIABILITIES		
Accounts Payable	2,080,757.23	(3)
ATO & Payroll Liabilities	348.48	(4)
Current Provisions	908,699.00	
Accruals	2,778,292.70	
Other Current Liabilities	10,368.97	
TOTAL CURRENT LIABILITIES	5,778,466.38	
Non-Current Liabilities		
Non-Current Provisions	175,741.44	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	175,741.44	
TOTAL LIABILITIES	5,954,207.82	
NET ASSETS	525,685,474.65	
EQUITY		
Asset Revaluation reserve	461,870,517.89	
Reserves	29,736,594.49	
Accumulated Surplus	34,078,362.27	
TOTAL EQUITY	525,685,474.65	

Note 1: Details of Cash and Investments Held

Investment Schedule

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

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	3/06/2025	1,000,000.00	4.22%	23/12/2025	180	4,500,000.00	16.62%	23,470.14
	26/06/2025	1,000,000.00	4.15%	12/02/2026	157			26,264.38
	8/07/2025	1,000,000.00	4.10%	10/03/2026	145			27,520.55
	14/10/2025	1,500,000.00	4.05%	14/07/2026	47			45,437.67
Defence Bank (S&P A2)	26/06/2025	1,000,000.00	4.10%	26/02/2026	245	2,000,000.00	7.39%	27,520.55
	20/11/2025	1,000,000.00	4.25%	11/08/2026	264			30,739.73
NAB (S&P A1+)	22/07/2025	1,000,000.00	4.10%	8/04/2026	131	9,000,000.00	33.25%	29,093.15
	7/08/2025	2,000,000.00	4.15%	21/04/2026	115			58,441.10
	16/09/2025	1,000,000.00	4.15%	2/06/2026	75			29,447.95
	16/09/2025	1,000,000.00	4.15%	16/06/2026	75			31,039.73
	30/09/2025	2,000,000.00	4.20%	23/06/2026	61			61,216.44
	30/09/2025	1,000,000.00	4.22%	7/07/2026	61			32,372.60
	28/10/2025	1,000,000.00	4.15%	28/07/2026	33			31,039.73
Westpac	27/05/2025	2,000,000.00	4.37%	9/12/2025	187	11,570,808.41	42.74%	46,932.60
	18/06/2025	2,000,000.00	4.34%	14/01/2026	165			49,939.73
	18/06/2025	2,000,000.00	4.34%	28/01/2026	165			53,269.04
	10/07/2025	1,500,000.00	4.25%	25/03/2026	143			43,489.73
	5/08/2025	1,500,000.00	4.33%	5/05/2026	117			48,579.04
	19/08/2025	1,000,000.00	4.23%	19/05/2026	103			31,638.08
	28/05/2025	70,808.41	3.50%	27/05/2027	186			4,956.59
	19/11/2025	1,500,000.00	4.50%	26/08/2025	11			51,780.82
TOTAL INVESTMENTS		27,070,808.41				27,070,808.41	100%	784,189.35

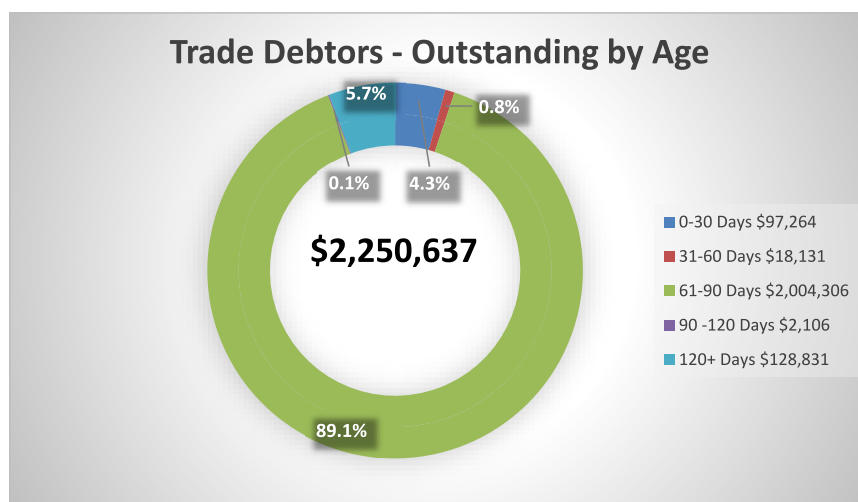
% of Total Investment Portfolio	S&P Short term rating (max 100%)	42.74%	A1+ 33.25% A2 24.01%	
Total Investments/ Tied Funds	\$	27,070,808.41	Total Year to date Investments Earnings	483,228.48
General Bank Funds	\$	5,371,801.66		
Council Till and Petty Cash float	\$	1,275.00		
Total Untied Funds	\$	5,373,076.66		
Total all funds	\$	32,443,885.07		

Note 2: Statement of Trade Debtors

Total Debtors as of 30 November 2025 is \$2,250,637; \$128,831 to invoices outstanding over 90 days. \$76,420 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 three (293) infringements outstanding with a total balance of \$82,406 an increase of \$2,329 from October. Nine (9) Reminder notices produced, Two Hundred and Thirty Seven (237) are with the Fines Recovery Unit (FRU), and Thirty Night (39) Part Payment Arrangement.

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	(175.00)	-	2,000,000.00	-	51,979.37	2,051,804.37
Cemetery	50,514.02	15,169.90	2,597.80	-	375.00	68,656.72
Waste	46.30	-	-	440.00	55.38	541.68
Recreation Reserves	1,006.59	-	-	-	-	1,006.59
Planning	26,919.00	-	175.00	175.00	-	27,269.00
GST Receivable	18,952.61	-	-	-	-	18,952.61
Infringements	-	2,961.00	1,533.00	1,491.00	76,420.96	82,405.96
Total	97,263.52	18,130.90	2,004,305.80	2,106.00	128,830.71	2,250,636.93

**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	-	-	-	-	-	(565358.37)
Cemetery	-	-	-	-	-	-
Total	-	-	-	-	-	(565358.37)

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	-	-	-	-	-	-
Payroll	-	-	-	-	-	-
Total	-	-	-	-	-	-

Financial Reserves

The Financial Reserves has been updated with Budget 2026 figures.

	2024/25 Budget Review 2	2025/26 Net Movement	2025-2026 Original Budget
	\$	\$	
Externally Restricted			
Developer Contribution Reserve	1,008,353.00	-	1,008,353.00
Unexpended Capital Works	6,248,085.00	(6,248,085.00)	-
Waste Management Reserve	3,045,182.00	(2,098,182.00)	947,000.00
Total Externally Restricted Reserves	10,301,620.00	(8,346,267.00)	1,955,353.00
Internally Restricted Reserves			
Asset Reserve	1,748,617.00	4,393,383.00	6,142,000.00
Thorak Regional Cemetery Reserve	2,141,986.00	574,014.00	2,716,000.00
Election Reserve	200,000.00	-	200,000.00
Disaster Recovery Reserve	400,000.00	-	400,000.00
Strategic Initiatives Reserve	400,000.00	-	400,000.00
Cash for Cans Reserve	224,777.00	(23,777.00)	201,000.00
Total Internally Restricted Reserves	5,115,380.00	4,943,620.00	10,059,000.00
TOTAL RESERVES	15,417,000.00	(3,402,647.00)	12,014,353.00

Outstanding Rates

Prior Years Rates Outstanding²

The below table illustrates the split of prior year outstanding rates, currently at \$2.03 million.

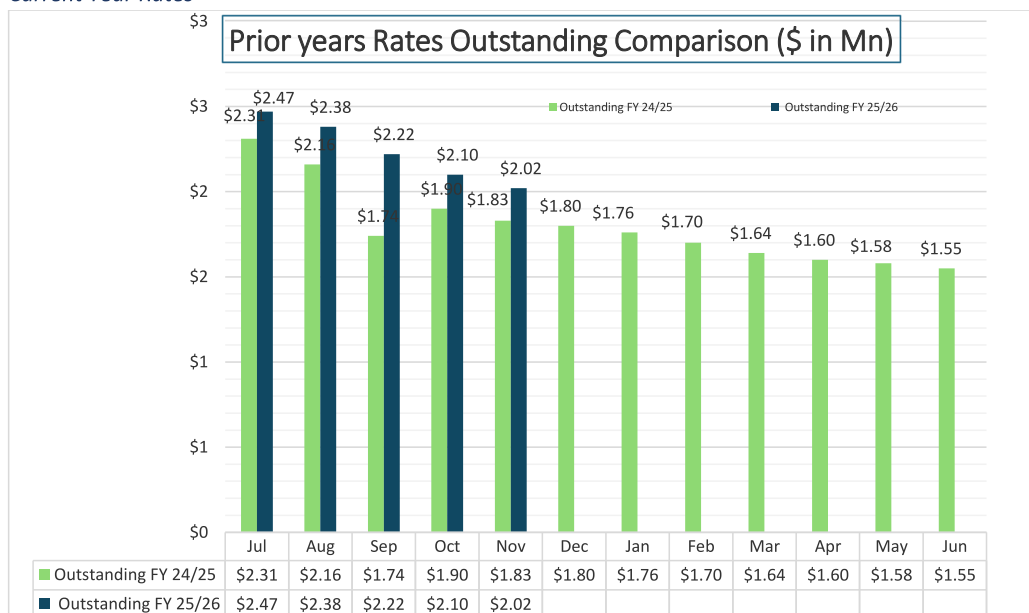
Council continues to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges, ensuring rates collectible remains at acceptable levels as Council fulfils its Municipal Plan targets to remain financially sustainable.

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

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (Oct 2025) (\$)	Current Month (Nov 2025) (\$)
CANCELLED ASSESSMENT	-	68,664.68	69,111.02
COMMERCIAL	28,378.18	26,739.14	26,646.31
GAS PLANT	-	-	-
MINING	165,673.14	174,602.56	175,881.86
HORTICULTURE AGRICULTURE	18,846.40	58,083.14	58,312.14
NON-RATEABLE GENERAL	20,028.76	21,902.72	22,004.53
NON-RATEABLE WASTE	40,496.86	43,001.86	42,007.08
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,525,824.37	1,453,262.64
URBAN RESIDENTIAL	135,647.13	183,329.80	178,164.45
TOTAL	1,532,990.61	2,102,148.27	2,025,390.03
Arrears LESS Legal	1,422,397.62	1,973,773.29	1,900,204.58

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

Current Year Rates³



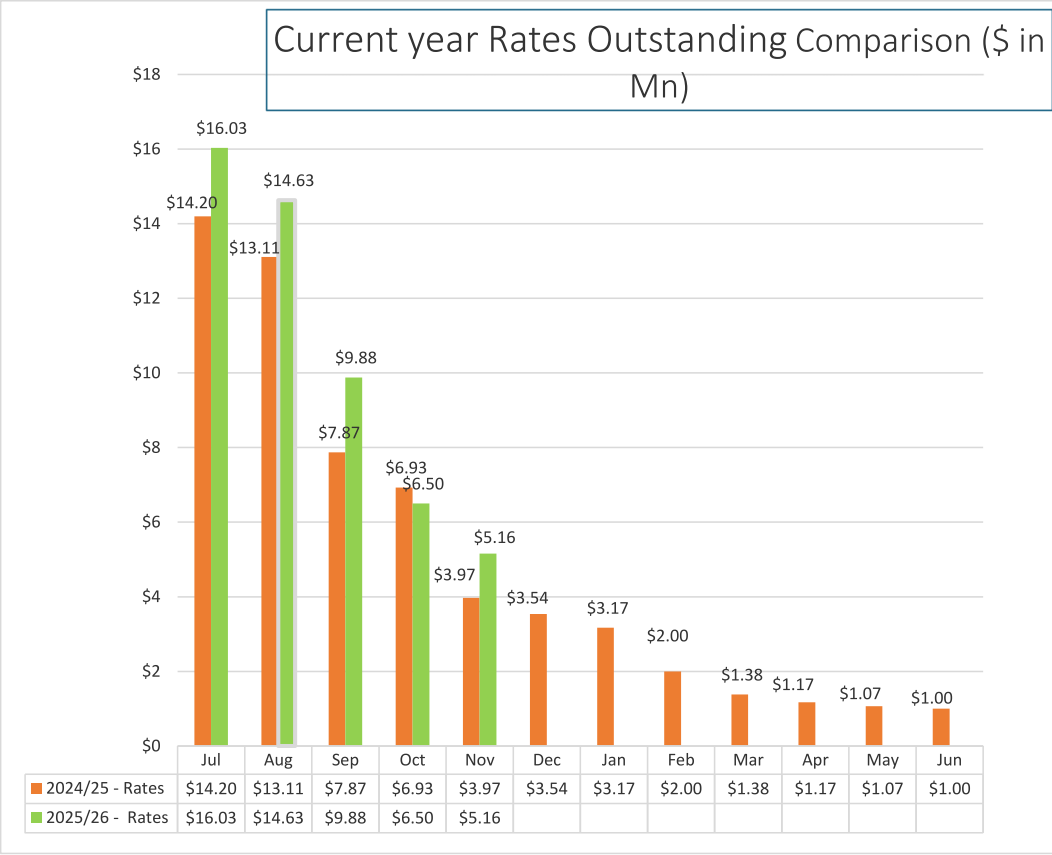
² Includes prior years outstanding rates (FY 2025 and prior)

³ Includes current year outstanding rates (FY 2026)

The table below shows the movement in current year rates compared to last month. The below table illustrates the split of current year outstanding rates. Current year rates levied total \$6.47m and the second instalment is due on 30 November 2025.

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

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount
DD201125	WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date: 26 Aug 2026	\$1,500,000.00
1705.1387-01	DEFENCE BANK LIMITED	Term Deposit - Maturity Date: 19 Nov 2026	\$1,000,000.00
1704.1137-01	ALLAN KING & SONS CONSTRUCTION PTY LTD	RFT25-510 Road Upgrade: Gravel to Bitumen - Various Locations Litchfield Council Municipality	\$866,041.12
1706.874-01	VTG WASTE & RECYCLING	Oct 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$696,309.17
1703.1686-01	DUITS ELECTRICAL	RFT25-497 FSPRR Electrical and Lighting Upgrade - AFL and Rugby Ovals	\$626,208.88
1706.2815-01	JLM CONTRACTING SERVICES PTY LTD	Old Bynoe Road Floodway Margins, Resealing of Roads, Pothole Repairs including Traffic Management - Various Locations Litchfield Council Municipality	\$100,265.85
1706.2092-01	GOLD MEDAL SERVICES	RFT25-496 Litchfield Football Club Waste	\$67,044.15
1708.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 11 (25/26) - Cycle1 WE: 23 Nov 2025	\$55,666.00
1704.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 10 (25/26) - Cycle1 WE: 09 Nov 2025	\$53,470.00
1708.87-01	TOP END LINEMARKERS PTY LTD	Linemarking after Reseal - Various Locations - Litchfield Council Municipality	\$47,080.60
1708.792-01	VRAHOS CONTRACTORS	Litchfield Council Dog Pound: Concrete Works and Shleter	\$45,774.30
1703.87-01	TOP END LINEMARKERS PTY LTD	Linemarking after Reseal - Various Locations Litchfield Council Municipality	\$39,448.30
1703.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFT24-496 - Road Safety Upgrades - Various Locations Litchfield Council Municipality	\$39,055.50
1708.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 11 2026-12 WE: 23 Nov 2025	\$32,622.07
1704.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 10 2026-13 WE: 09 Nov 2025	\$32,220.04
1704.1898-01	AEROMETREX LIMITED	MetroMap 2D Enterprise Plan - Annual Renewal	\$23,072.50
1708.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFT24-484 Minor Road Works - Various Locations - Litchfield Council Municipality	\$21,767.90
1708.2815-01	JLM CONTRACTING SERVICES PTY LTD	Supply/Install Tall Rocks - Old Bynoe Road, Pot Hole Repairs and Driveway Works - Various Locations Litchfield Council Municipality	\$20,344.17
1708.1022-01	KPMG	Financial Acquittal audits RTR & LRCI Phase 4	\$20,280.51
1707.3139-01	GOLF CARTS TOP END PTY LTD	Personnel Carrier Golf Cart for Thorak Cemetery Clients Viewing of Plots and Services	\$17,877.14
1704.3202-01	INFOCOUNCIL PTY LTD	Implementation - Deployment, Configuration and Installation	\$13,200.00
1708.3148-01	ROAD NETWORK SERVICES	Digital Examination - Road Conditions - Various Locations - Litchfield Council Municipality	\$12,606.00
1708.2672-01	TROPICAL TREE SERVICES	Emergency Response TC FINA - Removal of Trees and Debris	\$11,880.00
1704.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$11,010.40
1704.14-01	AUSTRALIA POST	Postage - Q1 overdue\Q2 Rates Notice\Dog	\$10,319.67
1703.1564-01	FOURIER TECHNOLOGIES PTY LTD	Replacement Laptop, Inc Set-up and Configuration, and Server Replacement	\$10,268.72

1708.849-01	WEX AUSTRALIA (PUMA CARD)	Oct 2025 - Litchfield Council/ Thorak Fuel for Heavy Machinery and All Vehicles	\$10,169.79
1706.2641-01	DAMN STRAIGHT FENCING	Supply/Install Chainmesh Fencing with Gates	\$9,845.00
1703.663-01	ACCESS HARDWARE (NT) PTY LTD	Master Key System for New Light Towers FSPRR	\$9,440.73
1704.2249-01	MS R A WRIGHT	Oct 2025 - Elected Members Allowances	\$9,297.63
1708.162-01	CIVICA PTY LTD	Civica Prepaid Technical Support	\$8,800.00
1708.1023-01	AUSLINE ENGINEERING	Flail Mower Repairs, and Heavy Machinery as Required	\$8,250.00
1706.1564-01	FOURIER TECHNOLOGIES PTY LTD	Aug 2025 - Managed IT Services and Onsite Support	\$8,040.12
1703.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$7,845.96
1703.1000-01	LAVERCOMBE GRADER SERVICES	Hire / Installation of VMS Board - Flood Warnings - Various Locations Litchfield Council Municipality	\$7,463.94
1706.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$7,431.79
1708.85-01	TELSTRA CORPORATION LIMITED	Sep 2025 - Telstra Line Rental, NBN, Phone and iPad Plans - Litchfield Council, Community Library and Thorak Cemetery	\$7,238.49
1708.1564-01	FOURIER TECHNOLOGIES PTY LTD	Oct 2025 - 2 HPE Production Server Maintenance, ICT Monthly Contract, Sophos Security and Cyber Protection	\$7,230.12
1708.926-01	JACANA ENERGY	Sep 2025 - Electricity Charges - Various Sites - Litchfield Council Buildings/Sites	\$7,159.26
1706.409-01	F & J BITUMEN SERVICES PTY LTD	RFT24-472 - Sealed Pavement Maintenance - Various Locations Litchfield Council Municipality	\$7,016.28
1703.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Oct 2025 - Grave Preparation - Thorak Cemetery	\$5,973.00
1704.1564-01	FOURIER TECHNOLOGIES PTY LTD	IT Support, Connectivity for New Litchfield Council Community Library	\$5,720.55
1704.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$5,632.00
1708.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	Design of the 2024-2025 Annual Report	\$5,340.50
1703.3113-01	BERRY SPRINGS COMMUNITY MARKET NT INC	Community Grant - Mango Festival - Sponsorship 2025/2026	\$5,000.00
1706.3224-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	\$5,000.00
1708.1314-01	LITCHFIELD FOOTBALL CLUB	Community Grant - Litchfield Football Club	\$5,000.00
1708.16-01	BERRY SPRINGS RESERVE	Community Grant - Berry Springs Rec Reserve	\$5,000.00
1708.1992-01	VETERANS AUSTRALIA NT INC	Community Grant - Veterans Australia NT	\$5,000.00
1708.3030-01	FULFILLING DREAMS INC	Community Grant - Fulfilling Dreams Inc	\$5,000.00
1708.3231-01	SWAMPDOGS RUGBY UNION CLUB NT	Community Grant- Swamp Dogs Rugby Union NT	\$5,000.00
1708.3232-01	NORTHERN TERRITORY SCOUT GROUP	Community Grant - Humpty Doo Scout Hall	\$5,000.00
1708.439-01	LIVING WATER UNITING CHURCH	Community Grant - Living Water Uniting Church	\$5,000.00
1708.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$4,713.88

1708.3233-01	THE GATHERIGN YOUTH INC	Community Grant - The Gathering Inc Youth	\$4,515.00
1708.2701-01	TOP END GUN CLUB INC	Community Grant - Top End Gun Club Under	\$4,500.00
1708.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Community Grant - St Johns Ambulance	\$4,500.00
1708.1830-01	PALMERSTON AND REGIONAL BASKETBALL	Community Grant - Level Up Beat Saber Challenge	\$4,460.00
1704.2252-01	MRS E SHARP	Oct 2025 - Elected Members Allowances	\$4,241.56
1704.1141-01	NORTHERN GROUND MAINTENANCE	OCT- RFQ24-424 Ground Maintenance - All Litchfield Council Parks and Reserves	\$4,180.00
1704.3005-01	DARWIN RURAL COMMUNITY CAROLS BY CANDLE LIGHT	Annual Grant - Carols By Candlelight 2025/2026	\$4,000.00
1704.3196-01	MRS D B CRAWFORD	Oct 2025 - Elected Members Allowances	\$3,986.37
1706.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 22 Oct 2025	\$3,897.88
1708.2795-01	ABSOLUTE SIGNAGE	Replacement Signage - Various Locations - Litchfield Council Municipality	\$3,817.99
1704.941-01	EVERLON BRONZE	Memorial Plaques - Customer Sales - Thorak Cemetery	\$3,674.00
1708.2792-01	DARWIN AND RURAL POULTRY CLUB	Community Grant - Darwin & Rural Poultry	\$3,666.00
1706.926-01	JACANA ENERGY	Sep 2025 - Electricity BSWTS, Litchfield Council Office, Thorak Cemetery, Street Lighting, KLRR and HDWTS/MWF	\$3,619.82
1703.1742-01	ASHBURNER FRANCIS	Freds Pass Recreation Reserve: AFL Oval	\$3,597.00
1704.3198-01	MS P CASS	Oct 2025 - Elected Members Allowances	\$3,586.37
1704.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 09 Nov 2025	\$3,526.52
1708.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 23 Nov 2025	\$3,526.52
1708.1554-01	AEROSAIL ENGINEERED FABRIC STRUCTURE	HDVG Shade Sail Removal	\$3,340.00
1703.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 08 Oct 2025	\$3,276.79
1704.2795-01	ABSOLUTE SIGNAGE	Replacement Signage - Various Locations Litchfield Council Municipality	\$3,253.36
1706.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services - Litchfield Council Office, HD, BS and HS Waste Stations	\$3,198.46
1706.247-01	TRAIN SAFE NT	Chemical Handlers Certified Course - MWF Crew Members	\$3,000.00
1703.1088-01	TALENT PROPELLER	Recruitment- Grounds Person - Thorak Cemetery	\$2,799.50
1708.1132-01	VIRGINIA BEES CREEK VOLUNTEER FIRE BRIGADE	Community Grant - Virginia Bees Creek Fire Brigade	\$2,794.00
1704.1088-01	TALENT PROPELLER	Recruitment- Finance Program Leader	\$2,750.00
1706.1237-01	THE BOOKSHOP DARWIN	Assorted Books - Library Content	\$2,599.58
1708.78-01	POWER & WATER CORPORATION	Oct 2025 - Water Lot 1916 HPRR	\$2,366.55
1708.1674-01	FRESH START - FOR CLEANING	Cleaning- KLRR, HPRR, MWF, HD, HS and BSWTS WE 25 Nov 2025	\$2,317.50

1708.1829-01	PACESETTER SERVICES	Pacesetter Crystal Reports - Annual Fee	\$2,200.00
1706.78-01	POWER & WATER CORPORATION	Sep & Oct 2025 - Water HSWTS	\$2,155.17
1706.2527-01	NORTHCOAST REFRIGERATION & REFRIGERATION	Oct 2025 - Fridge Degas HDWTS	\$2,145.00
1704.2641-01	DAMN STRAIGHT FENCING	Removal of Tree Waste to BSWTS	\$2,090.00
1704.1103-01	HASTINGS DEERING	HSWTS Backhoe Aircon Repairs	\$2,087.21
1704.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 15 Oct 2025	\$2,074.68
1708.1253-01	CRAIG BURGDORF	HSWTS Backhoe Handbrake Repairs	\$2,020.70
1704.2238-01	MR K R HARLAN	Oct 2025 - Elected Members Allowances	\$1,986.37
1704.3028-01	MR K M CIVITARESE	Oct 2025 - Elected Members Allowances	\$1,986.37
1708.1152-01	LANE COMMUNICATIONS	2nd Quarter Instalment Rate Notice 2025/2026	\$1,971.62
1704.1674-01	FRESH START - FOR CLEANING	Cleaning MWF, HDWTS, BSWTS, HSWTS WE: 28 Oct 2025	\$1,702.50
1708.1449-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,528.68
1706.43-01	NT BUILD	RFT25-497 Project 509113 - Fred Pass Reserve - Norbuild Oval	\$1,494.00
1703.506-01	TURBO'S TYRES	Replacement Set of Tyres for CF91JL	\$1,452.00
1704.384-01	MS C VERNON	Oct 2025 - Authority Consultancy Services	\$1,417.50
1708.3227-01	PUBLIC TRUSTEE FOR THE NORTHERN	Rates Refund	\$1,411.70
1706.1961-01	HUMPTY DOO WELDING AND FABRICATION	Welding/Labor of Soil Screen	\$1,386.00
1703.2130-01	APEX STEEL SUPPLIES	Replacement Sign Posts - Various Locations Litchfield Council Municipality	\$1,338.81
1703.1396-01	CSE CROSSCOM	Transfer Radios CD92ZN to CG24WB	\$1,234.16
1704.132-01	AIRPOWER NT PTY LTD	14000hrs Service Kubota RTVX900	\$1,230.00
1708.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 12 Nov 2025	\$1,225.62
1703.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	Electrical Repairs Howard Springs Waste Station	\$1,150.95
1708.3218-01	FLYSCREEN DOCTOR NT	Flyscreen Replacement - Chapel and Office at Thorak Cemetery	\$1,060.00
1704.508-01	EASA	EAP Counselling Sessions 16-31 October 2025	\$1,058.31
1703.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$1,050.00
1703.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$1,040.00
1703.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Oct 2025 - Open/Close Gates and Security Patrols - Thorak Cemetery and HPRR	\$1,007.60
1708.3230-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,000.00

1706.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium	\$977.32
1704.2671-01	MR G ARNOTT	Oct 2025 - Independent Chair - RMAC Committee	\$959.00
1703.2395-01	MAITAI SERVICES	Catering and Delivery for Council Meetings	\$913.00
1706.1471-01	RICOH AUSTRALIA PTY LTD	Oct 2025 - Corporate Photocopier& Consumables	\$860.18
1703.290-01	AUSTENG ENGINEERING SOLUTIONS	New Ash Slide and Repairs to Sump at Thorak Cemetery	\$837.10
1704.1278-01	SEEK LIMITED	Advertising- Grounds Person - Thorak Cemetery	\$830.50
1706.2330-01	WILKINSON ENGINEERING PTY LTD	Cremator Ash Slide Repairs - Thorak Cemetery	\$825.00
1703.3187-01	SAVE A PAW NT INC	Sep 2025 - Pound Transfers	\$800.00
1704.443-01	TERRITORY UNIFORMS	Litchfield Council Logo Polo Shirts	\$738.40
1704.1840-01	TATE AUTO ELECTRICS	Install Anderson Plug into CG24RH	\$708.86
1704.2089-01	ELGAS LTD	Gas Supply/Delivery - Thorak Cemetery Crematorium	\$706.16
1704.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Business Cards for New Councillors, Mayor and Director	\$689.70
1703.2089-01	ELGAS LTD	Gas Supply - Thorak Cemetery	\$687.24
1703.220-01	THE BIG MOWER	Q3240 Spark Plugs/Air Filters and Replacement Brush Cutter	\$676.50
1703.2063-01	QUALITY INDOOR PLANTS HIRE	Oct 2025 - Plant Hire & Maintenance Thorak Cemetery, Litchfield Council Office and Litchfield Community Library	\$670.65
1708.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Floodway Road Closure - Various Locations - Litchfield Council Municipality	\$660.00
1708.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Nov 2025 - Archive Storage for Litchfield Council	\$654.34
1706.90-01	INDUSTRIAL POWER SWEEPING	Oil spill cleaning- Henning Road to Ampol Service Station	\$638.00
1703.3215-01	LITCHFIELD COUNCIL RESIDENT - Dependant	Youth Development Grant - NT Representative - Athletics ACT	\$600.00
1704.874-01	VTG WASTE & RECYCLING	Oct 2025 - Waste Collection - Thorak Cemetery	\$578.86
1706.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	\$1,051.60
1706.375-01	SIGN CITY (NT) PTY LTD	Removal of Vehicle Wrap from Old Regs Vehicle	\$517.00
1706.3225-01	PASPALEY PEARLING COMPANY PTY LTD	Refund Maintenance Bond -DP2022/0120	\$500.00
1704.3219-01	LITCHFIELD HISTORY GROUP	Community Initiative Grant - Litchfield History	\$500.00
1703.3203-01	PAWSITIVE K9 BEHAVIOUR	Dog Presentation - Litchfield Community Library	\$471.90
1704.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$461.69
1704.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Oct 2025 - Garden Maintenance Humpty Doo Community Garden	\$460.00
1706.2660-01	STONE MONKEY	Assorted Graphic Novels - Litchfield Library Content	\$449.00

1708.815-01	JEFFRESS ADVERTISING	NT News Ad - RFT25-515 Supply and Install of Upgraded Wastewater Management System	\$439.29
1704.1758-01	RAECO (CEI PTY LTD)	Bookends and Easels for Litchfield Community Library	\$438.35
1704.2588-01	MRS M SMITH	Oct 2025 - Financial Consulting	\$420.00
1703.1152-01	LANE COMMUNICATIONS	2025-2026 Dog Registration - Overdue Letters & Ezybill	\$416.01
1703.926-01	JACANA ENERGY	Sep 2025 - Electricity Lot 2177 HPRR	\$412.90
1703.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	HDVG Bowls - Repairs for Bore leak	\$404.25
1704.220-01	THE BIG MOWER	Stihl BG86 Blower	\$399.00
1703.2641-01	DAMN STRAIGHT FENCING	Replace Part of Damaged Fence - Gregg Park	\$396.00
1708.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B250930A-1 Thorak Customer Sale	\$394.90
1703.134-01	FIGLEAF POOL PRODUCTS	Oct 2025 - Microbiological Water Test - Thorak Cemetery	\$390.00
1708.1471-01	RICOH AUSTRALIA PTY LTD	Oct 2025 - Works Photocopier & Consumables	\$387.13
1703.1237-01	THE BOOKSHOP DARWIN	Assorted Books - Litchfield Library Content	\$377.94
1706.3121-01	BFX FURNITURE PTY LTD	Marvel Slatwall Book Holders	\$376.49
1703.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF Crew	\$372.18
1704.36-01	BRIDGE TOYOTA	Service of CF91JL	\$368.78
1704.3049-01	DREAMEDIA CREATIVE (DREAMEDIA PTY LTD)	Live Streaming and Recording Services - Thorak Cemetery	\$335.50
1708.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$333.73
1708.1396-01	CSE CROSSCOM	Nov 2025 - Vehicle Tracking Access	\$330.00
1706.1789-01	GREAT NORTHERN AIR CONDITIONING & REFRIGERATION	Additional Repairs to Thorak Cemetery Chapel Airconditioning	\$330.00
1703.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	\$327.80
1703.2529-01	TOTAL SAFETY SOLUTIONS	PPE - Shirts, Boots, MWF Crew	\$326.93
1708.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Consumable - Replacement Washers and Bolts for MWF Machines	\$300.25
1708.3228-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$300.00
1706.3221-01	LITCHFIELD COUNCIL RESIDENT - Dependant	Youth Development Grant - NT Representative -Swimming Aged Championships VIC	\$300.00
1704.1697-01	RSPCA	Oct 2025 - Pound Transfers	\$300.00
1704.3216-01	LITCHFIELD COUNCIL RATEPAYER - Dependant	Youth Development Grant - NT Representative - U 14's Basketball	\$300.00
1703.3166-01	NORTHERN PLUMBING MAINTENANCE & REPAIRS	Diagnose/Repair Water Leak at Litchfield Council Office	\$297.00
1703.3039-01	DARWIN AUTO DOORS PTY LTD	Re-Tension Roller Door Thorak Cemetery	\$280.50

1706.3209-01	Northern K9 Solutions	Dog Training Presentation - Litchfield Community Library	\$275.00
1708.508-01	EASA	EAP Counselling Session 1-15 November 2025	\$270.73
1703.2316-01	KYAM ELECTRICAL PTY LTD	Inspect & Test Bore Float Switches	\$231.00
1704.78-01	POWER & WATER CORPORATION	July to Oct 2025 - Water - KLRR	\$213.07
1706.3220-01	MUFFIN BREAK (USE 3220)	SMT25 - Catering for Christmas Craft Day - Litchfield Community Library	\$210.00
1703.25-01	LAND TITLES OFFICE	Oct 2025 Rates Debt Recovery - Title Searches and Planning Searches	\$201.50
1706.1181-01	ODD JOB BOB	Knuckey Lagoon - Repairs to Broken Roller Door on the Shed	\$198.00
1703.855-01	TENDERLINK	RFT25-515 Supply and Installation - Upgrade of Waste Facilities	\$184.80
1703.3217-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Waste Vouchers Not Available at time for Redemption - Voucher System Deducted for Same Value	\$180.90
1708.3229-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$180.00
1703.36-01	BRIDGE TOYOTA	Service of CF27ZW	\$177.74
1706.3170-01	UNIQUE GIFTS AND NEWSAGENTS PTY LTD	Oct & Nov 2025 - Daily Newspapers - Litchfield Community Library	\$168.50
1708.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Business Cards- Thorak Cemetery	\$167.75
1708.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office 10 Nov 2025	\$165.00
1704.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Nov 2025 - Monthly Membership	\$165.00
1708.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	\$150.00
1708.663-01	ACCESS HARDWARE (NT) PTY LTD	Replacement Fobs for Access to Litchfield Council Hired Halls	\$134.71
1706.1143-01	WORKPRO RISK SOLUTIONS AUSTRALIA	Police Check - New Litchfield Council Employee	\$132.00
1703.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 24 Oct 2025	\$130.92
1703.1866-01	NUTRIEN AG SOLUTIONS	GP Cement Powder for MWF Crew Post Replacements	\$129.80
1706.3226-01	BEARE HOMES	Invoiced in Error - Refunded - Permit Already Paid	\$125.00
1704.2395-01	MAITAI SERVICES	Catering & Delivery for Infrastructure Team	\$125.00
1703.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Office	\$110.00
1703.790-01	BOBTOW TILT TRAY SERVICES	Towing of Abandoned Vehicle to HDWTS	\$110.00
1704.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$109.20
1708.960-01	LITCHFIELD COUNCIL STAFF MEMBER	Reimburse Fuel (Litchfield Council Vehicle) - Cards not working Ex-Cyclone Power Outage	\$108.19
1703.565-01	CURBY'S (NT) PTY LTD	Young Territory Author Award 2025 - Glass Trophy	\$99.00
1703.2434-01	BELLS PURE ICE	Oct 2025 - Bagged Ice Delivered to HDWTS	\$85.01

1706.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office - 07 Nov 2025	\$82.50
1703.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office - 24 Oct 2025	\$82.50
1708.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 14 Nov 2025	\$65.46
1706.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 07/11/2025	\$65.46
1706.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Nov 2025 - Bottled Water for HSWTS	\$50.00
1708.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Stations	\$26.91
1704.660-01	CENTRAL ANIMAL RECORDS (AUST) PTY LTD	Microchip Subscription Fee	\$19.99
1704.608-01	HITACHI CONSTRUCTION MACHINERY	Fuel Filters	\$18.48
		Total:	\$5,738,363.80

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

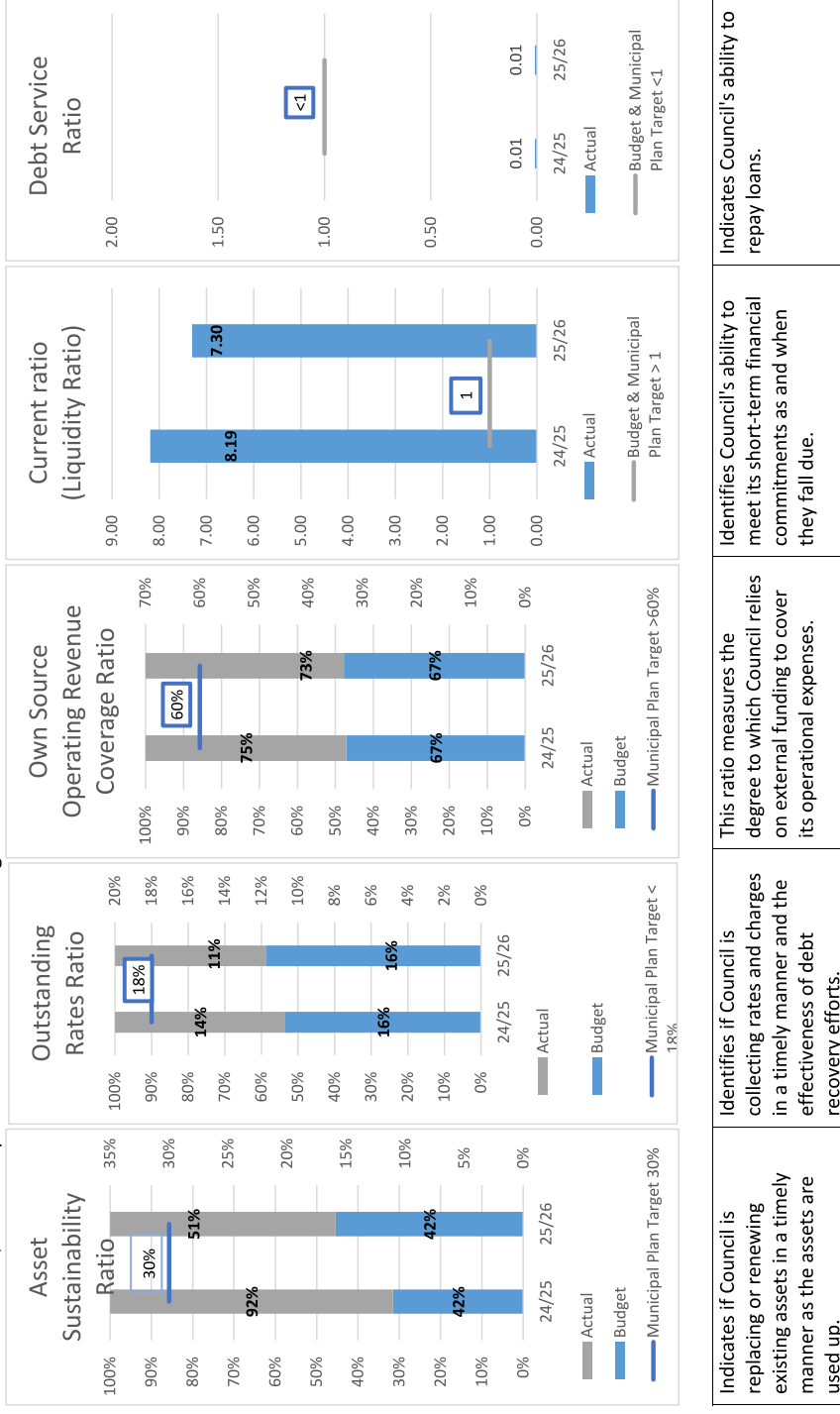
Cardholder Name:	Stephen Hoyne		
Transaction Date	Amount \$	Supplier's Name	Details
3/11/2025	\$65.90	Woolworths	Woolworths - Gift cards for Youbf Territory Author Awards 2025 Winners (2)
3/11/2025	\$566.50	LGANT	Agentur PCO - Cr Crawford LGANT Conference
5/11/2025	\$35.00	Caltex	Caltex Coolalinga - AdBlue for council vehicle
10/11/2025	\$16.00	NT News	News PTY Ltd - monthly subscription
12/11/2025	\$1,510.99	Expotrade Australia	Expotrade Australia - CEO Major Projects Conference
19/11/2025	\$15.00	NT Independent	NT Independent - monthly subscription
20/11/2025	\$6.00	Westpac	Westpac Credit Card Fee
Total	\$2,215.39		

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
13/11/2025	9,297.63	MS R A WRIGHT	Oct 25 – Elected Members Allowances
13/11/2025	4,241.56	MRS E SHARP	Oct 25 – Elected Members Allowances
13/11/2025	3,986.37	MRS D B CRAWFORD	Oct 25 – Elected Members Allowances
13/11/2025	3,586.37	MS P CASS	Oct 25 – Elected Members Allowances
13/11/2025	1,986.37	MR K R HARLAN	Oct 25 – Elected Members Allowances
13/11/2025	1,986.37	MR K M CIVITARESE	Oct 25 – Elected Members Allowances
Total	25,084.67		

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2025/26 Municipal Plan includes the following financial KPIs.



KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of November is 51% does not match the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing backlog of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 11% 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 73% 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 7.3 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: 30.11.2025

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: 4/12/2026

14.1.2 People, Performance and Governance Report – November 2025

AUTHOR: Ankit Pansal, Acting Director Corporate Services

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS: 1. People Performance and Governance Monthly Report November 2025 [↓](#)

EXECUTIVE SUMMARY

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

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

RECOMMENDATION

1. That Council note the People, Performance and Governance Report for November 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 November 2025

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

External Appointments

Position	Department	Start date	Permanent/Temporary
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NA

Employment Separation Permanent

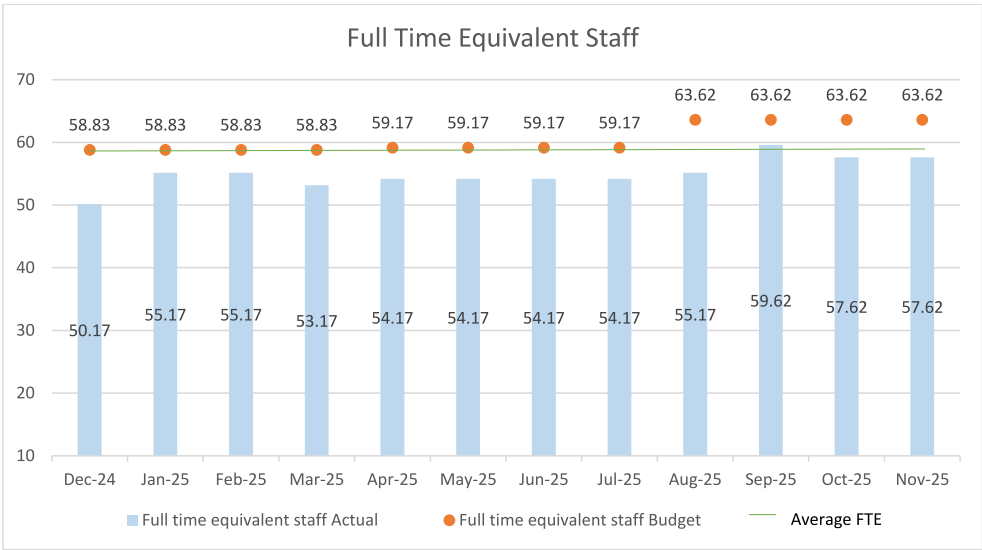
Position	Department	End date	Permanent/Temporary
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NA

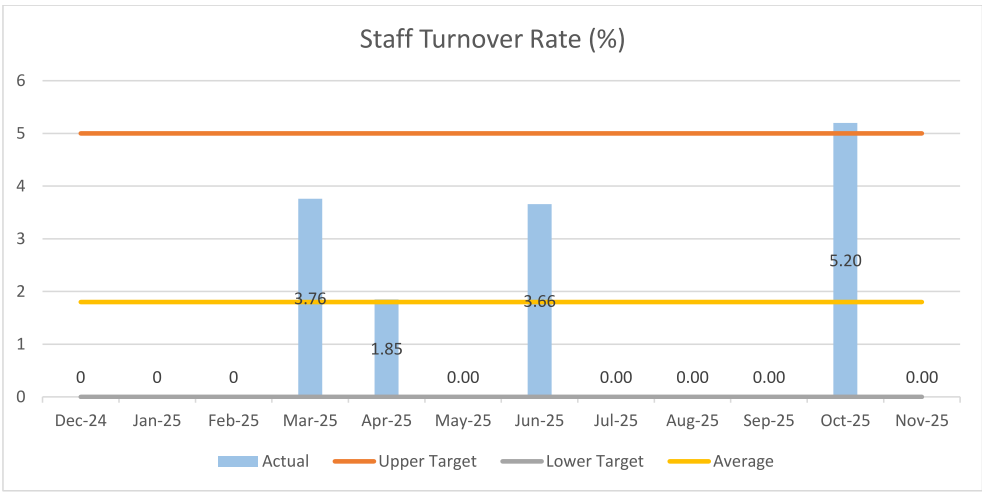
	Allocated	Actual	Difference
Full Time Equivalent	50.00	45.00	-5
Part-time	4.52	4.52	0
Contract	5.00	4.00	-1
Casual	4.10	4.10	0
Total	63.62	57.62	-6.00

Recruitment Overview:

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



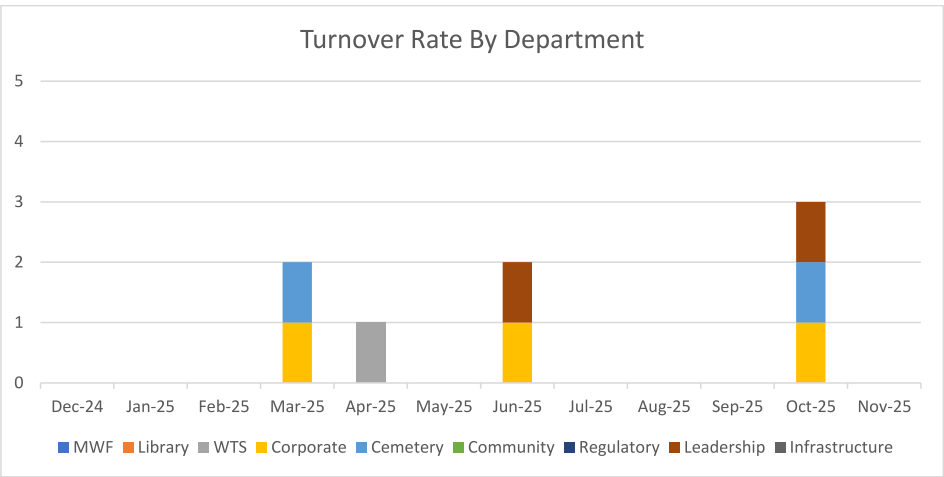
Turnover Rate:
The number of staff leaving council employment during the reporting period.
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



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

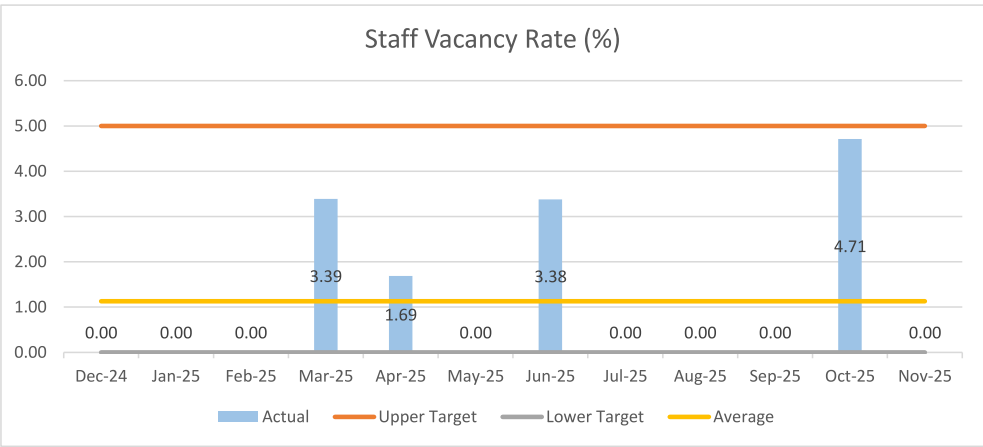
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

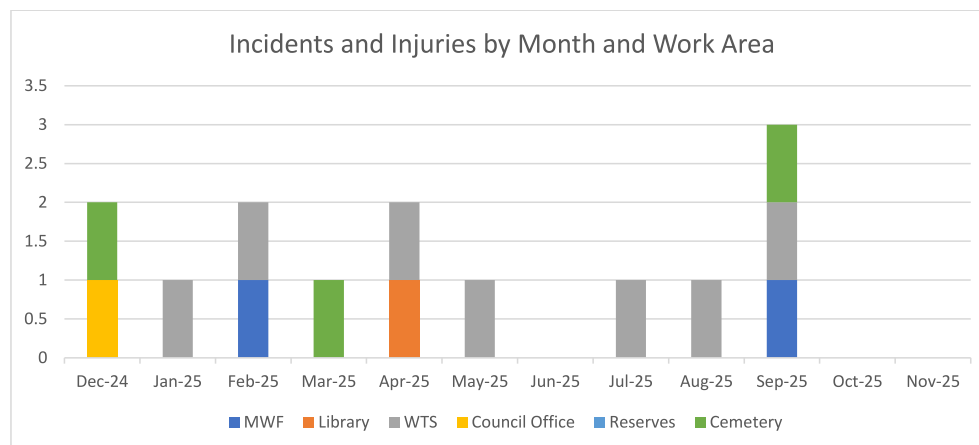
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



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

Target: Between 0% to 5%

Workplace Health and Safety:



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

Governance

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

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

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

Below is a list of existing policies that are overdue from the 2024/2025 period. These policies will be presented to Council in due course.

Policies	Review Date
INF04 Place Names	08/12/2024
GOV16 Compliance and Enforcement (Incorrect Review Date 11/02/2024)	11/02/2025
COM03 Sport and Recreation	15/06/2025

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

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

14.1.3 Reserves Management Committee Meeting Minutes

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS:

1. HPRR Management Committee Meeting Minutes - August 2025 [↓](#)
2. HPRR Management Committee Minutes - November 2025.pdf [↓](#)
3. KLRR Management Committee Meeting Minutes - August 2025.pdf [↓](#)
4. KLRR Management Committee Meeting Minutes - November 2025.pdf [↓](#)

EXECUTIVE SUMMARY

This report presents to Council the Committee Meeting Minutes for the months of August 2025 and November 2025 for the Howard Park Recreation Reserve Management Committee and the Knuckey Lagoon Recreation Reserve Management Committee meetings.

RECOMMENDATION

THAT Council:

1. receive and note the Howard Park Recreation Reserve Management Committee Minutes of August 2025, attachment 1, and November 2025, at attachment 2; and
2. receive and note the Knuckey Lagoon Recreation Reserve Management Committee Minutes of August 2025, at attachment 3, and November 2025, at attachment 4.

BACKGROUND

In accordance with Section 101(4) of the *Local Government Act 2019*, the minutes for the meetings of Council committees are required to be tabled at the following Council meeting. There are no recommendations requiring Council decisions arising from either Committee's minutes.

LINKS WITH STRATEGIC PLAN

Progress - Continuity of Services and Facilities

LEGISLATIVE AND POLICY IMPLICATIONS

Compliance with the *Local Government Act 2019*.

FINANCIAL IMPLICATIONS

Not applicable.

Risks

Service Delivery

Failure to comply with Council's regulatory obligations could negatively impact on the Council's reputation.

Governance

Failure to provide committee minutes to Council and making them available to the public via Council's website, would place Council's commitment to regulatory compliance at risk.

COMMUNITY ENGAGEMENT

Reserve committees, such as Knuckey Lagoon and Howard Park Recreation Reserve committees, provide Council with regular opportunities to engage with the community for the betterment of Council reserves.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES **Monday 26/08/2025**

Meeting held commencing 5:00pm
At Howard Hall, Howard Park Recreation Reserve
325 Whitewood Road, Howard Springs

Jill Enriquez, Community Participation Officer



COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

Held in the Howard Hall, Howard Park Reserve
on Tuesday, 26 August 2025 at 5:00 pm

1 Opening of Meeting

5:17 pm

The chair acknowledged the Larrakia People as the traditional owners of the land on which we meet.

Present

Jill Enriquez	Litchfield Council Representative
Maxine Way	Howard Springs Volunteer Fire Brigade
Evan Johns	Howard Spring Scouts
Gerry Wood	Resident

2 Apologies and Leave of Absence

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerard Rosse	Resident
Gerard Maley	Resident, Local Member

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 6 February 2025

Moved: Gerry Wood

Seconded: Evan Johns

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Community survey has been conducted to scope ideas from the community about future projects. Master plan is budgeted for this FY. Committee expresses desire for a simple plan to keep costs low.	DIO	Ongoing: The AMP is nearing completion, which will guide the creation of the Master Plan.
14/08/2024	Markets	Malak Markets are interested but are run by volunteers. Requires a comprehensive proposal for their committee's approval. At this stage not a priority with the upcoming end of dry season. To be revisited in Feb 2026 for an event in 2026 dry season.	CPO	ON HOLD: HPRR Committee agreed to put this project on hold, remarks promotions of event must occur well ahead of time.
14/08/2024	Softfall replacement	Committee members are satisfied with the grass soft fall and are looking forward to the track's opening.	SPO	COMPLETED: works have now been completed with opening of the park set for September 2025.
3/02/2025	Scout hall issues	CPO in correspondence with Scouts Head Office. Council is currently creating asset management plan for all reserves, which will guide user group agreements.	CPO	Ongoing: CPO will communicate with Scout Leaders and Scout Admin with developments. Scout representatives are volunteers so progress is expected to take time.

02/06/2025	Fitness Equipment for HPRR	Unable to proceed with sourcing quotes until master plan has been completed. Committee requests fitness groups to be invited to meetings for feedback.	CPO	Ongoing: CPO to facilitate invitation of user groups.
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6 Officers Reports

6.1 Bi-Monthly Operations Report

Moved: Gerry Wood

Seconded: Evan Johns

THAT the Bi-Monthly Operation Report be received and noted.

CARRIED

7 Other Business

7.1 Concrete pathway near the BMX track is inviting motorbikes, GW requests this to be reassessed for safety and preservation of oval and new soft fall.

7.2 "Community Effort is Essential" committee would like to explore in kind donations from the community to undertake upgrades at the reserve like pathways, fitness areas, etc. which would lower cost to council whilst encouraging sense of ownership from community.

7.3 Request to invite fitness users groups at HPRR to next committee meeting to gain input on how potential fitness areas would be used

7.4 Request to extend CCTV view to cover the new BMX track. May await safety audit's recommendation but recent incidents show increased antisocial behaviour.

7.5 Hamilton Gate needs to be closed at night the same as the main gates.

7.6 Whitewood hall and Scout hall irrigation continue to have issues.

8 Next Meeting

Monday 6 October 2025, at 5:00 pm Whitewood Hall, Howard Park Recreation Reserve.

9 Close of Meeting

5:50pm



Howard Park Recreation Reserve Management Committee Meeting

MINUTES **Monday 10/11/2025**

Meeting held commencing 5:00pm
At Whitewood Hall, Howard Park Recreation Reserve
325 Whitewood Road, Howard Springs

Jill Enriquez, Community Participation Officer



COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

Held in the Howard Hall, Howard Park Reserve
on Tuesday, 26 August 2025 at 5:00 pm

1 Opening of Meeting

5:07pm

The chair acknowledged the Larrakia People as the traditional owners of the land on which we meet.

Present

Daisy Crawford	Litchfield Council North Ward Councillor (Chair)
Jill Enriquez	Litchfield Council Representative
Kat Stafford	Litchfield Council Representative
Evan Johns	Howard Springs Scouts (electronically)
Gerard Rosse	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerry Wood	Resident
Gerard Maley	Resident, Local Member

2 Apologies and Leave of Absence

Nil

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 26 August 2025

Moved: Maxine Way

Seconded: Gerry Wood

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Community survey has been conducted to scope ideas from the community about future projects. Master plan is budgeted for this FY. Committee expresses desire for a simple plan to keep costs low.	DIO	Ongoing: The AMP is nearing completion, which will guide the creation of the Master Plan.
	Markets	Malak Markets are interested but are run by volunteers. Requires a comprehensive proposal for their committee's approval. At this stage not a priority with the upcoming end of dry season. To be revisited in Feb 2026 for an event in 2026 dry season.	CPO	ON HOLD: HPRR Committee agreed to put this project on hold, remarks promotions of event must occur well ahead of time.
3/2/2025	Scout hall issues	CPO in correspondence with Scouts Head Office. Council is currently creating asset management plan for all reserves, which will guide user group agreements.		Ongoing: CPO will communicate with Scout Leaders and Scout Admin with developments. Scout representatives are volunteers so progress is expected to take time.
02/06/2025	Fitness Equipment for HPRR	Fitness groups were invited to meetings for feedback but unable to attend. To source quotes for fitness equipment.		Ongoing: CPO to discuss further with committee.
26/08/2025	Safety issues at the oval	Concrete pathway near BMX is inviting motorbikes. Damage to oval also from vehicles. Safety Audit was	Asset Officer	Ongoing: Fencing works to begin soon including pedestrian gate at BMX area

		conducted which recommended fencing		
26/08/2025	Safety issues at the BMX track	CCTV to be installed as coverage doesn't extend beyond front of Howard Hall.	CPO	Ongoing: outdoor camera has been ordered and will be installed ASAP.
26/08/2025	Irrigation issues at HPRR	This has been mentioned several times, seen through patchy areas. Will investigate	CPO	ON HOLD: to revisit in the dry season.

6 Officers Reports

6.1 Bi-Monthly Operations Report

Moved: Maxine Way

Seconded: Gerry Wood

THAT the Bi-Monthly Operation Report be received and noted.

CARRIED

7 Other Business

7.1 Master plan to include comprehensive survey of residents and users, determining wish list of facilities for the new financial year.

8 Next Meeting

Monday 14 January 2026, at 5:00 pm Whitewood Hall, Howard Park Recreation Reserve.

9 Close of Meeting

6:00pm



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 7/08/2025

Meeting held commencing 5:00pm
Conducted electronically via Teams

Jill Enriquez, Community Participation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held via TEAMS

on Thursday 7th August, 2025 at 5:00pm

Attendees

Jill Enriquez	Council Representative
Tou Ruchkaew	NT Thai Association
Stuart Mobsby	NT Scouts Berrimah
John Fuller	Top End Gem C& Mineral Club

1 Opening of Meeting

5:07 pm

2 Apologies and Leave of Absence

Rachael Wright North Ward Councillor (Chair)

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: John fuller

Seconded: Tou Ruchkaew

THAT the minutes of the previous Committee Meeting held on Thursday 5 June 2025 be confirmed.

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
06/06/2024	Basketball court potholes repair	CPO	Assessed for patch repair or resurfacing, inadequate budget for a resurface and is on the list for capital works in 26/27	Ongoing: quote provided was beyond R&M or capital works allocation. To source another quote at least

				for repair of pothole hazard.
06/06/2024	Adventure playground	SPO	Project was paused due to low staffing	COMPLETED: works will finish by the end of August.
01/02/2024	Recruiting New Committee members	CPO	Community Participation Officer have approached Top End 4WD Club and Rapid Creek Track Club	Ongoing: will continue to invite community groups and advertise availability on the website
6/02/2025	Ramp connecting carpark to undercover area	CPO	This has been requested previously to improve accessibility.	Ongoing: scheduled for capital works in FY 25-26 but priorities are shifting with more urgent works, to be reviewed again.
6/02/2025	TV replacement	CPO	Allow users to conduct meetings, another draw card for the reserve	COMPLETED: this has been ordered and scheduled for installation
5/06/2025	Illegal campers	CPO	Dry season issue of campers at reserve. Going into build up now, it is not so much an issue currently.	Ongoing: CPO to follow up with sign installation. Proposed by-laws would address issue if implemented.

6 General Business

6.01 Bi-Monthly Operation & Finance Report

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Basketball Court	To patch repair until resurfacing is possible	On hold
Potholes		

Moved: John Fuller

Seconded: Tou Ruchkaew

THAT the Committee receives and notes the Bi-Monthly Operational Report.

CARRIED

7 Other Business

7.1 Reach out to training groups that might need meeting rooms.

7.2 Follow up signs for no camping, speed limit.

7.3 Activation event for the playground at KLRR, committee to email input by 22nd August and commitment to contribute for event on 20th September.

8 Close of Meeting

Meeting closed at 5:27pm

The next meeting is scheduled for Thursday, 2 October 2025 at 5pm.

UNCONFIRMED



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 6/11/2025

Meeting held commencing 5:00pm
At Knuckey Lagoon Recreation Reserve

Jill Enriquez, Community Participation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held via TEAMS

on Thursday 6th November, 2025 at 5:00pm

Attendees

Daisy Crawford	North Ward Councillors (Chair)
Jill Enriquez	Council Representative
Kat Stafford	Council Representative
Nicolle Jessop	NT Scouts Berrimah (electronically)
Stuart Mobsby	NT Scouts Berrimah (electronically)
John Fuller	Top End Gem C& Mineral Club

1 Opening of Meeting

5:07 pm

2 Apologies and Leave of Absence

Tou Ruchkaew NT Thai Association

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: John fuller

Seconded: Stuart Mobsby

THAT the minutes of the previous Committee Meeting held on Thursday 7 August 2025 be confirmed.

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
06/06/2024	Basketball court potholes repair	CPO	Assessed for patch repair or resurfacing, inadequate budget for a resurface and	Ongoing: quote provided was beyond R&M or capital works

			is on the list for capital works in 26-27	allocation. CPO to source another quote at least for repair of pothole hazard.
01/02/2024	Recruiting New Committee members	CPO	Chair to promote to community groups	Ongoing: will continue to invite community groups and advertise availability on the website
6/02/2025	Ramp connecting carpark to undercover area	CPO	This has been requested previously to improve accessibility.	Ongoing: scheduled for capital works in FY 25-26
5/06/2025	Illegal campers and speeding on reserve	CPO	Dry season issue of campers at reserve.	Ongoing: CPO to follow up with sign writer.

6 General Business

6.01 Bi-Monthly Operation & Finance Report

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Basketball Court Potholes	To patch repair until resurfacing is possible	On hold

Moved: John Fuller

Seconded: Stuart Mobsby

THAT the Committee receives and notes the Bi-Monthly Operational Report.

CARRIED

7 Other Business

7.1 Possum issue in the kitchen- TEGMC currently observing.

7.2 Look at installation of Starlink as cheaper option for internet.

7.3 Doors have been left open- check that Salto can have notifications if doors are left open.

7.4 Users to complete the closing checklist and ensure housekeeping tasks are done after each use.

8 Close of Meeting

Meeting closed at 5:45pm

The next meeting is scheduled for Thursday, 8 January 2026 at 5pm.

14.1.4 Community Services and Development Monthly Report – November

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Rebecca Taylor, Acting Director Governance & 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 November 2025.

BACKGROUND

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

Media and Communications

Facebook Reach

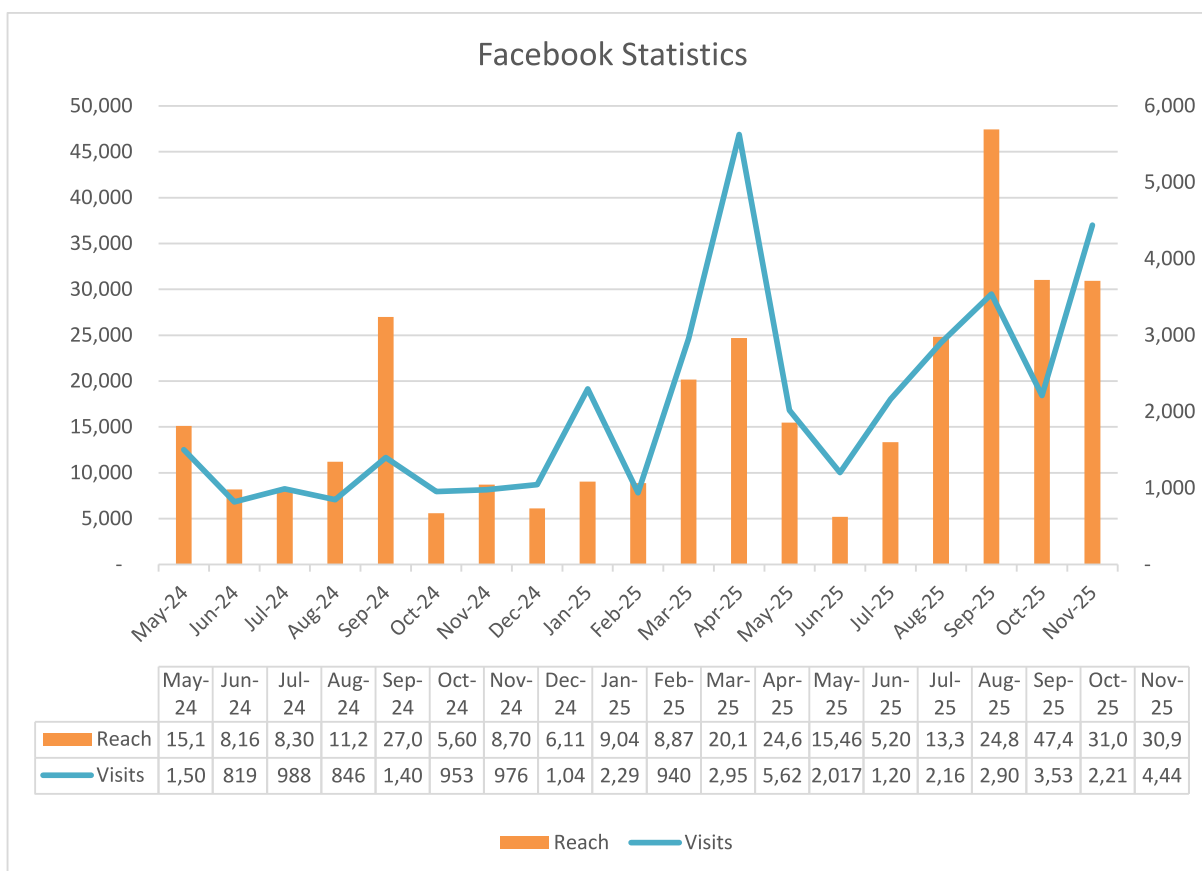
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

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 109 new Facebook follows (page 'likes') for the reporting period.



Website Users

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

Website New Users

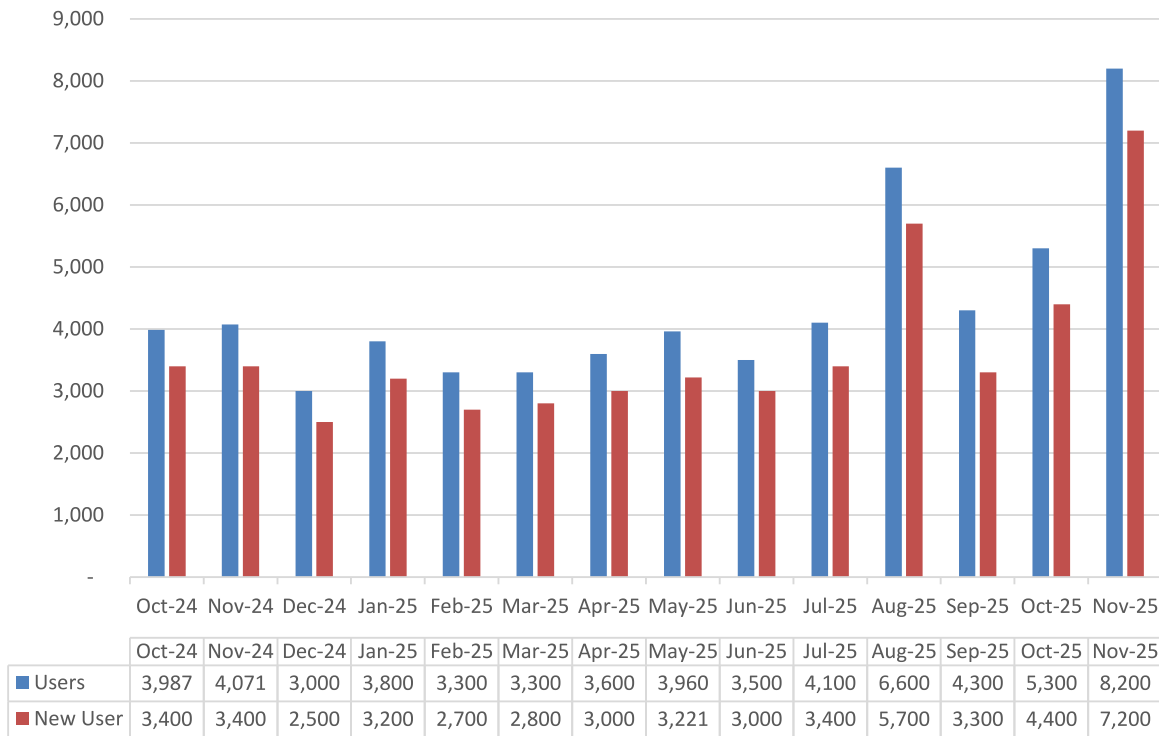
The number of first-time users during the selected date range.

Page Views

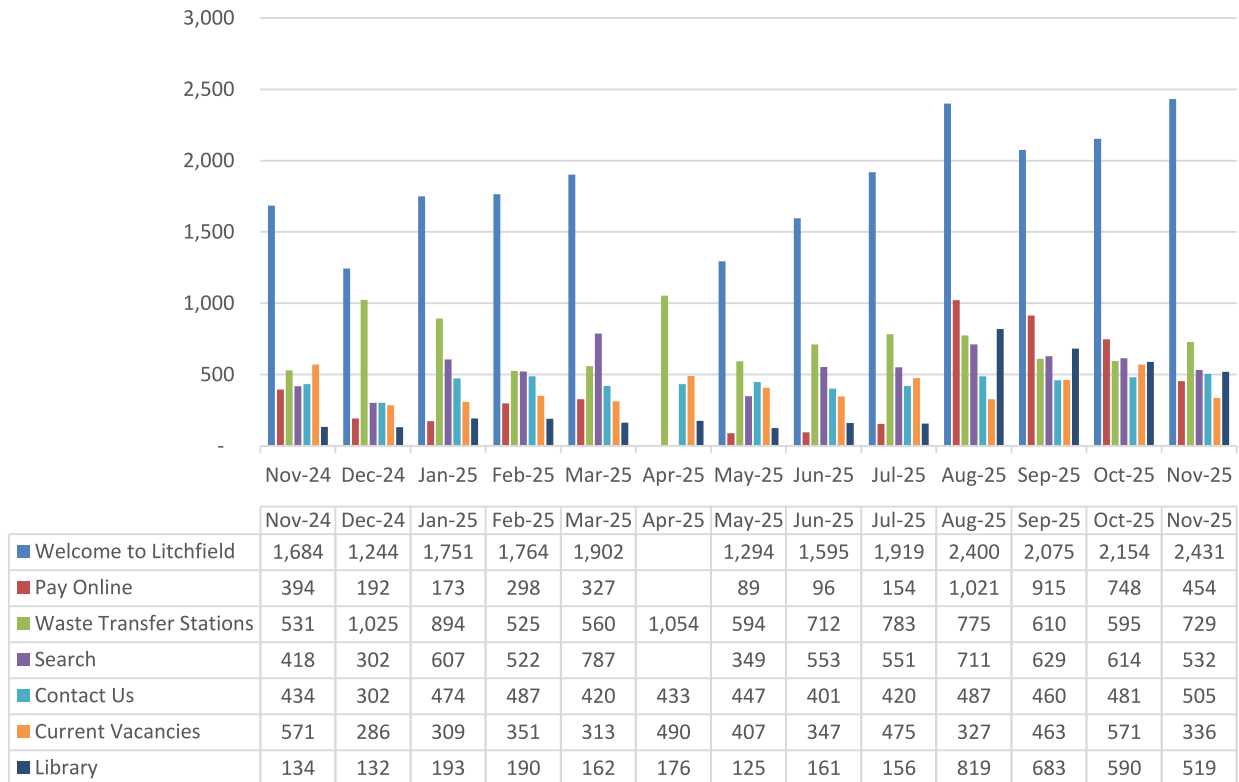
Page title and screen class. The web page title and default app screen class.

Engagement across Council’s Facebook page and website remains steady in November, but is much higher compared to statistics of the same time period last year. Due to the recent cyclone, we had an increase in new followers on Facebook, from the public seeking updates. The ‘Pay Online’ feature continues to be utilised, but now tapering off after rates were due.

Users



Page Views



Community Engagement

Meeting	Purpose
Palmerston And Rural Youth Services (PARYS) Network Meeting	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.
Knuckey Lagoon Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
Howard Park Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.

Youth and Community

November saw strong participation in our library's youth and family offerings, with Lego League, Funky Chicken, Storytime, and Nursery time continuing to draw regular crowds and provide safe, creative spaces for young people to learn and connect. The final Students vs Seniors Intergenerational Program for 2025 was held at Taminmin College with a festive theme, strengthening relationships between generations and fostering lifelong learning. Through our partnership with NBN, we continued delivering digital literacy sessions and Seniors Morning Tea, supporting digital inclusion and social participation for older residents. These programs directly support Council's Strategic Plan priorities around Community Wellbeing, Lifelong Learning, and Connected Communities.

Council formally recognised Remembrance Day, with staff participating at the office and elected members attending the Palmerston Memorial Park service to honour those who served and to demonstrate Council's commitment to civic engagement and shared community values. We also hosted the Annual Community Grants Awards Evening, celebrating 14 grant recipients whose projects will enhance social connection, local participation, and community capacity across the municipality. This aligns with Council's goals of empowering community groups, supporting local initiatives, and building a vibrant, resilient community.

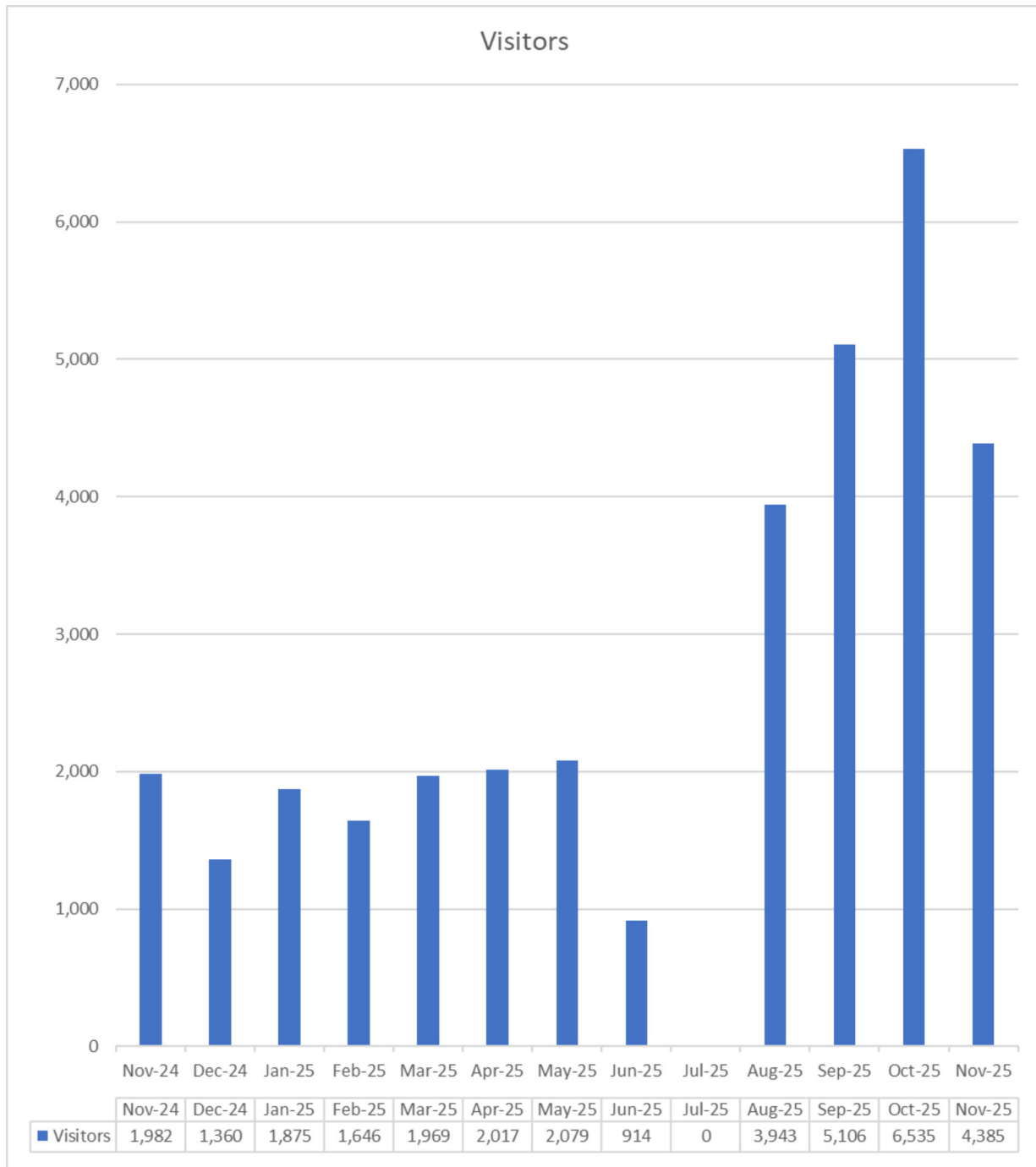
Litchfield Council proudly sponsored the Rural Carols by Candlelight at Bees Creek Primary School, a well-loved rural tradition that fosters festive spirit, strengthens community cohesion, and supports local families to come together in a safe, welcoming environment. In addition, we promoted the launch of Litchfield Mates: Catch Up & Chill, our new men's wellbeing initiative aimed at reducing social isolation and providing consistent opportunities for connection. Beginning with Christmas dinners and continuing fortnightly through May 2026, this program builds on strong partnerships with community groups and aligns with Council's Strategic Plan commitment to mental wellbeing, inclusive communities, and accessible support pathways.

Litchfield Community Library

Visitors to the Library

The library had 4,385 visitors in November 2025 and was open for 175.5 hours. In the previous year, November 2024 compared at 1,982 visitors and was open for 193.5 hours.

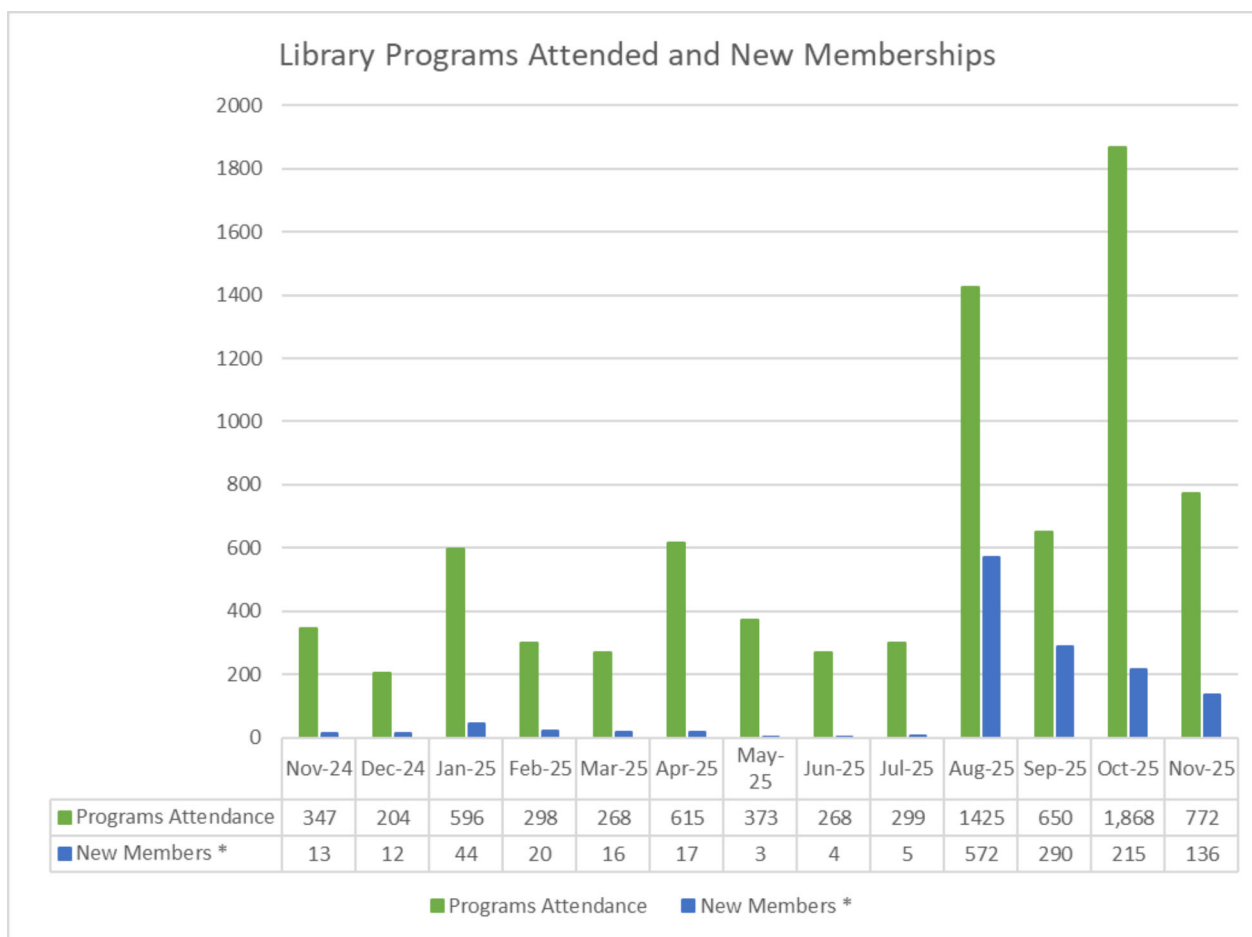
The following graph displays the data for the current month with a monthly comparison to the same time prior year.



Library Programs and Memberships

A total of 16 activities were delivered in November 2025 with a total attendance of 772 participants. In the same month last year, the library had 347 attendees across 16 activities.

The library team signed up 136 new library members during November 2025. This compared to 13 new members November 2024.



Library Projects

- Library Services Program Leader participated in formal speeches at *ALIA NT Library & Information Excellent Awards 2025* (not eligible for nomination as winner in 2024, instead and participating on Judging Panel for 2025 shortlist and winner).
- Two library staff attended one day library sector networking and library management system training at Library and Archives NT. Three library staff also attended a half-day children's programs developmental workshop in *Storytelling Techniques*, organised by

City of Darwin Libraries. Invited to participate due to strong library sector networks that have been established over the last two years.

- Develop policy and task checklist for Cyclone Preparations for the library at new site.
- Development of a new process to address the high volume of book donations being received from the public. The checklist process will enable Casual CSO's to address the majority of donations, with only more complex decisions being passed back to Collections. Assessment is based on damage status of the books, meeting the Collection Guidelines, already in collection and whether part of a larger series. Items that do not meet the criteria are placed on a trolley within the library, for people to take home for free – this strategy has moved items on very quickly and addressed the number of boxes taking up storage space back of house.

Library Service Disruptions

Due to Cyclone Fina, the library closed at 10:30am on Friday, 21st November. Staff spent another hour and half on cyclone preparations and protecting the library collection from potential water damage. The library remained closed on Saturday 22nd November whilst Fina passed.

Staff reported to work at 8.30am to facilitate library re-opening at 11.00am on Monday, 24th November. Internet was reinstated approx. 1:30pm, once the Coolalinga area Telstra communications outage had been fixed and Fourier assistance to get the server operational for public internet access as soon as possible.

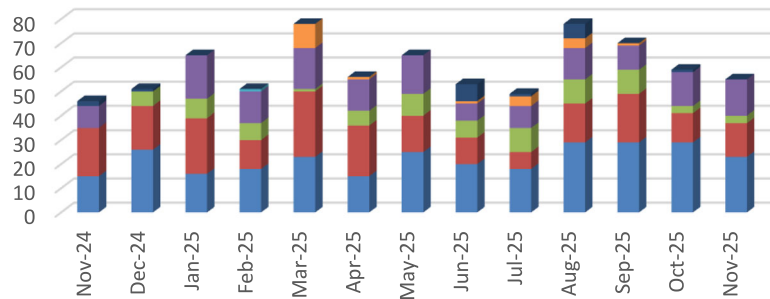
Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in November 2025 was 55, four less than for October (59), and 11 more than for November last year (46). This period typically has an increase in new registrations and a decrease in registered dog numbers due to notified deceased and departed dogs as owners respond and update their registration renewal notices.

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

Total New Dog Registrations by Type
Nov 24 - Nov 25

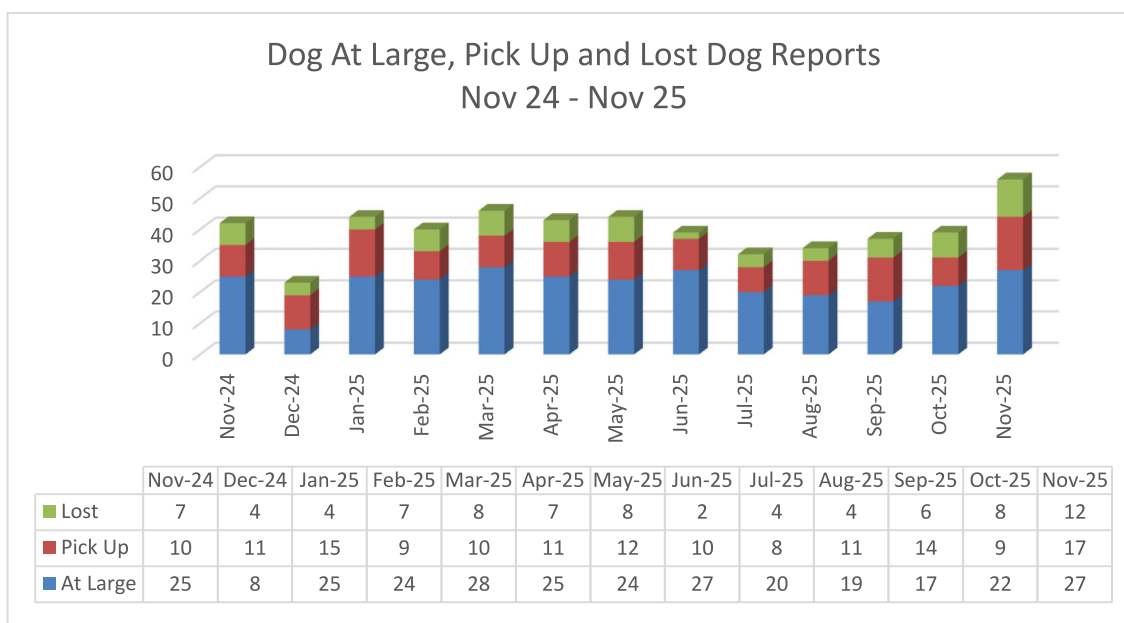


	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25
Registered Breeder	2	1	0	0	0	0	0	7	1	6	0	1	0
Working/Assistance	0	0	0	0	10	1	0	1	4	4	1	0	0
Declared Dangerous	0	0	0	1	0	0	0	0	0	0	0	0	0
Free - Pup < 6 mths/Rescue	9	0	18	13	17	13	16	7	9	13	10	14	15
Desexed Lifetime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

Dog At Large, Pick Ups and Lost Dogs

There were 56 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (27, 17 and 12 respectively) 16.2 above the average 39.9 over the preceding 12 months. November's total is 17 more than for October (39), and 14 more than for the same time last year (42).

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

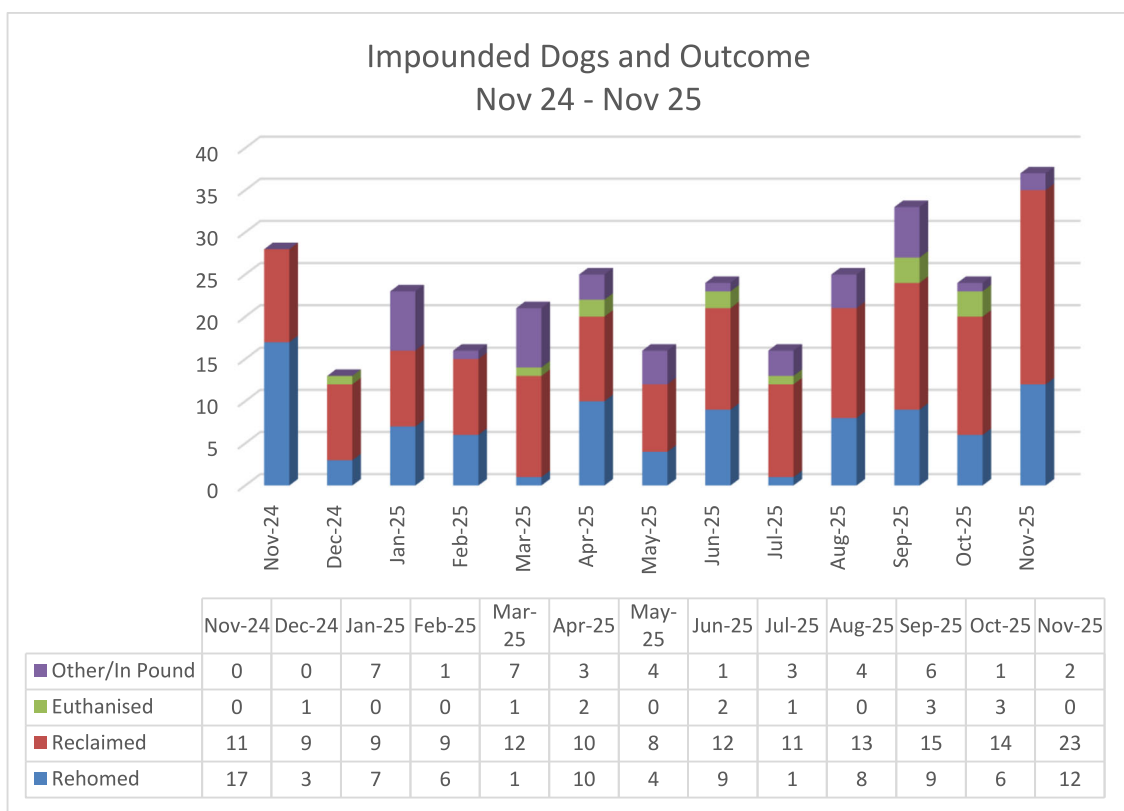
Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council's By-laws. At the start of October there were six dogs in the pound from the end of September.

36 new dogs were impounded during November, 23 dogs were reclaimed by their owner, 12 dogs were rehomed, and two dogs remained in the pound at the end of November. 18 more impounds than in October (18), and four more than in November 2024 (32). There were no dogs euthanised this month.

85.8% of dogs impounded since November 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.

73.4% of dogs impounded since November 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 redeemable through all vet clinics in the Litchfield area.

The division of Male versus Female impounded dogs over the previous 12 months is 52.9% Male and 47.1% Female.

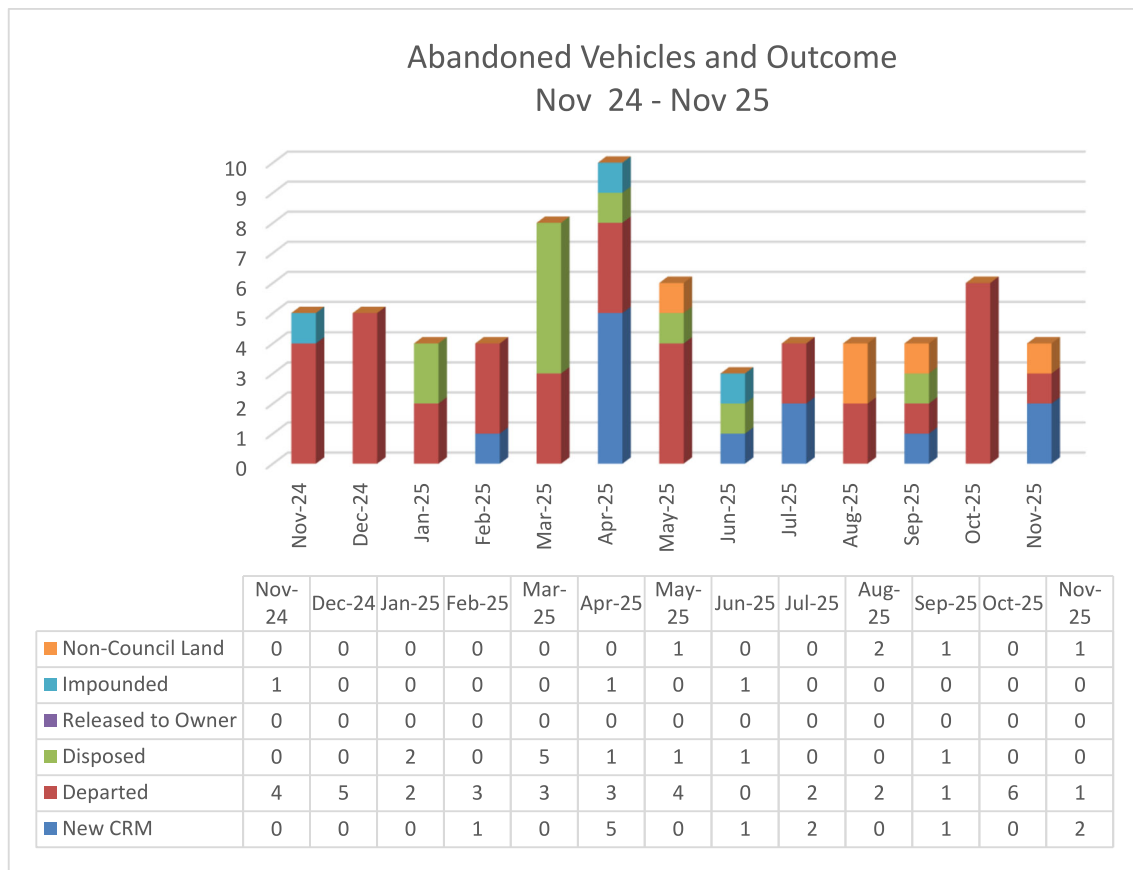


Abandoned Vehicles

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 November 2025, two less than received for October (6) and one less than for the same time last year (5) and 1.2 less than the average of 5.2 per month over the preceding 12 months.

Since November 2024, 53.7% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal. 4.5% 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.

7.5% 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. 16.4% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.



LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil

14.1.5 Review of Council Policies

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS:

1. REG01 Disposal of Surrendered and Unclaimed Impounded Dogs [↓](#)
2. GOV16 Compliance and Enforcement Policy [↓](#)

EXECUTIVE SUMMARY

This report presents to Council, two policies due for review, being REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, and GOV16 Compliance and Enforcement Policy.

RECOMMENDATION

THAT Council:

1. adopts policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, attachment 1; and
2. adopts policy GOV16 Compliance and Enforcement Policy, at attachment 2; and
3. authorises the Chief Executive Officer to make minor amendments.

BACKGROUND

The policies mentioned above were due for review and have now been reviewed and amended where required. The table below provides an overview of the policy and subsequent changes.

Policy	Description	Change
REG01 Disposal of Surrendered and Unclaimed Impounded Dogs (Attachment 1)	This policy provides guidelines for the disposal of surrendered and unclaimed impounded dogs.	<ul style="list-style-type: none"> • Minor formatting changes. • Section 4.5.1 reworded to be consistent with the Council By-Laws. Intention remains the same. • Minor change to reference of internal associated documents.
GOV16 Compliance and Enforcement Policy (Attachment 2)	This policy summarises Litchfield Council's general approach to compliance and enforcement. It provides the framework for the investigation and enforcement of regulated activities and Council's response to unlawful activities and explains how Litchfield Council manages activities to achieve compliance.	<ul style="list-style-type: none"> • Minor formatting changes. • Minor change to reference of internal associated documents.

In summary there were no substantive changes made to the policies.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Policies are compliant with the Litchfield Council (Dog Management) By-Laws.

FINANCIAL IMPLICATIONS

Not applicable.

RISKS

None identified.

COMMUNITY ENGAGEMENT

Not applicable.

Disposal of Surrendered and Unclaimed Impounded Dogs **REG01**

Name	REG01 Disposal of Surrendered and Unclaimed Impounded Dogs
Policy Type	Council
Responsible Officer	Regulatory Services Program Leader
Approval Date	19/10/2021 18/12/2025
Review Date	17/10/2025 7/12/2029

1. Purpose

This policy provides guidelines for the disposal of surrendered and unclaimed impounded dogs.

2. Scope

This policy applies to surrendered and unclaimed impounded dogs and is implemented by Regulatory Services staff.

3. Definitions

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

Re-homing organisation	An incorporated body that provides services relating to animal welfare.
Prescribed period	Pursuant to By-law 37(1) dogs must be impounded for a minimum of 72 hours 72 hrs prior to disposal.

4. Policy Statement

- 4.1. Council is committed to minimising euthanasia rates and reducing the number of impounded dogs within the Litchfield municipality.
- 4.2. Where possible, Council will return a seized registered dog directly to its owner rather than impounding the dog. All non-registered and unidentified dogs that are seized by Council will be taken to the Council pound facility and every effort will be made to identify the owner of the dog.
- 4.3. Surrendered and unclaimed dogs may be disposed of by Council after being impounded for the prescribed period, either by transfer of the dog to a re-homing organisation or by euthanasia.
- 4.4. Transfer of dogs to a re-homing organisation
 - 4.4.1. Re-homing organisations must enter into an agreement with Council and comply with the conditions of the agreement. All dogs that are transferred to a re-homing organisation will be:
 - microchipped (or a microchip provided) by Council prior to handover if the dog is not already microchipped;

Disposal of Surrendered and Unclaimed Impounded Dogs REG01

- de-sexed and vaccinated at the re-homing organisation's expense prior to adoption; and
- provided with free registration to the end of the current annual registration period if adopted by a Litchfield resident.

4.5. Euthanasia

4.5.1. Circumstances where euthanasia may be considered acceptable include, but are not limited to the following:

- Dogs that are surrendered to Council for the purposes of euthanasia;
- Dogs that are vicious, dangerous, feral, unmanageable or likely to cause harm due to their behaviour or temperament;
- ~~Dogs that are diseased as determined by a veterinary surgeon. Dogs that are seized by or surrendered to Council that are suffering from disease or injury to such an extent that humane destruction is the only option, may be destroyed prior to the prescribed period laps upon authorisation by the Chief Executive Officer or delegate; or Diseased dogs that are seized by or surrendered to Council are able to be destroyed prior to the prescribed period has lapsed upon authorisation by the Chief Executive Officer or delegate; or~~
- Dogs that are unable to be taken by any re-homing organisation after being impounded for the prescribed period.

4.5.2. In cases where euthanasia is required, it will be carried out by a registered veterinarian.

5. Associated Documents

Surrender form

Pound transfer form

[Regulatory Services Standard Operating Procedure](#) - Surrendered/unclaimed impounded dog procedure

Euthanasia authorisation form

Transfer of impounded and unclaimed dog's agreement

6. References and Legislation

Litchfield Council (Dog Management) By-law 37

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/10/2017	This policy rescinds REGPOLICY/DID/2011/V001 Destruction of Impounded Dogs

Disposal of Surrendered and Unclaimed Impounded Dogs **REG01**

19/10/2021	Addition of the requirement of rehoming organisations to enter into an agreement with Council and comply with the conditions of the agreement.
08/12/2025	Minor amendments to formatting and document titles.

Compliance and Enforcement **POLICY GOV16**



Name	GOV16 Compliance and Enforcement
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	17/02/2021 8/12/2025
Review Date	11/02/2024 7/12/2029

1. Purpose

This policy summarises Litchfield Council’s general approach to compliance and enforcement. It provides the framework for the investigation and enforcement of regulated activities and Council’s response to unlawful activities and explains how Litchfield Council manages activities to achieve compliance.

The policy also provides a level of confidence that Council’s compliance and enforcement practices demonstrate:

- That Council values those who voluntarily comply with the law.
- Proportionality in decision making.
- Transparency in the process of investigation and enforcement.

2. Scope

This policy applies to Litchfield Council’s obligation under Chapter 13 of the Local Government Act to ensure the exercise of its regulatory power is carried out with consistency and without bias. This policy relates to the activities undertaken in accordance with legislation or Council policy and includes activities related to the control of animals, abandoned vehicles and other regulatory activities.

Council has established operational enforcement guidelines for the management of Council’s regulatory activities and implementation of enforcement actions.

Compliance and Enforcement **POLICY GOV16****3. Definitions**

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

Authorised Person	means a person who is authorised by an Act, Regulation or By-Law to exercise prescribed powers.
Compliance	refers to an agency, corporation, or person meeting or taking steps to comply with relevant laws and regulations or is penalised for non-compliance.
Council	means the Litchfield Council.
Enforcement	means a range of procedures and actions taken by Council to ensure that a person or organisation complies with their statutory obligations.
Proportionality	means Council will be considerate of cost, ensuring that any enforcement action is proportionate to the risk. As far as the law allows, Council will take into consideration the circumstances of the concern, behaviours and risk when deciding on an enforcement action.
Prosecution	means conduct of legal proceedings against a person, organisation or corporation, for alleged unlawful activity.
Statutory Obligation	means an obligation that is created under a law.
Unlawful Activity	means any activity or work that has been or is being carried out: <ul style="list-style-type: none">- contrary to the terms or conditions or in the absence of a licence, permit, registration, approval, permission or other written authorisation from Council- contrary to a legislative provision regulating a particular activity or work.
Voluntary Compliance	generally means a person or business that manages their activity within the law and/or condition of approval, licence or permit.

Compliance and Enforcement **POLICY GOV16****4. Policy Statement**

4.1. Objectives

4.1.1. The objectives of this policy are to provide the framework so that Council will:

- 4.1.1.1. Provide consistency in enforcement action.
- 4.1.1.2. Ensure transparency, procedural fairness and natural justice principles are applied.
- 4.1.1.3. Ensure that enforcement action is proportionate to the alleged offence.
- 4.1.1.4. Council's enforcement practices are lawful, safe, fair, practical, and consistent and that Council discharges its statutory obligations in the investigation and enforcement of unlawful activities.

4.2. Principles

4.2.1. Enforcement actions are taken within the context of both a legal and policy framework. Council staff will carry out their enforcement related work with due regard to the operational enforcement guidelines and the following principles –

- Proportionality
- Consistency
- Transparency
- Evidence based decision making

4.3. Working with other regulators

4.3.1. Council will liaise with other external agencies, for example Northern Territory Police Service, to minimise duplication, avoid inconsistencies and to ensure that any proceedings instituted are for the most appropriate offence.

4.4. Works in default

- 4.4.1. Under some legislation Council may execute works in default instead of, or as well as, taking legal action. In such cases the expenses of default work may be recovered by Council and can be charged against the land, or in the case of a negotiated cost, met by the defaulter on completion of the works.
- 4.4.2. Where Council takes such action it will take all reasonable steps to notify the interested parties.
- 4.4.3. Council may consider exercising its work in default power where it is legally possible, reasonably practicably and/or there is a will on behalf of the defaulter. For example, in the interest of community health, safety, amenity or environmental harm, Council may consider an immediate remedy by agreement, or by seeking compliance without prosecution.

Compliance and Enforcement **POLICY GOV16**

- 4.4.4. Where Council takes such action it will notify the interested parties, seek agreement where possible and carry out the works.

4.5. Injunctions

- 4.5.1. An injunction may be sought where there are sufficient grounds and in particular where the circumstances present a potential and/or immediate threat to community health, safety, amenity, environmental harm or are causing extreme distress. Consideration at this time will be given to the possibility that Council may face a damages claim in the event that the eventual prosecution is not proven.

4.6. Authorised Persons

- 4.6.1. Council will appoint staff and maintain a register of authorised persons to regulate in accordance with By-Laws, Council Policy, and Enforcement Guidelines. Authorised persons will be provided with the appropriate training and attain qualifications required to perform their role.
- 4.6.2. The role of the authorised person is to mitigate, guide, educate and enforce in order to uphold community standards and reflect the values and culture of Council.
- 4.6.3. For serious offences (where the nature of the offence points towards prosecution or seizure), decisions about enforcement action are collaborative.

5. Associated Documents

[Operational enforcement guidelines-Regulatory Services Standard Operating Procedures](#)

6. References and Legislation

Northern Territory Local Government Act 2019
 Litchfield Council (Dog Management) By-laws 2017
 Northern Territory Traffic Act and Regulations 1999

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17 February 2021 17/02/2021	Adoption of Policy.
08/12/2025	Minor formatting and changes to reference of internal associated documents.

14.1.6 Budget Review 1

AUTHOR: Ankit Pansal, Acting Director Corporate Services

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS:

1. Budget Review 1 [↓](#)
2. Capital budget review 1 25-26 [↓](#)
3. Budget Review 1 2025-26 Council Decisions [↓](#)
4. LTFP Statements [↓](#)

EXECUTIVE SUMMARY

This Review One for 2025/2026 based on the end of September 2025 actuals and relevant council decisions made since the adoption of Budget 2025/2026.

RECOMMENDATION

1. That Council approves the 2025-2026 budget amendments as per Budget Review 1 2025-2026

BACKGROUND

This budget review generates a net profit (excluding depreciation) of \$4,415,629. The largest movement is the 2.5-million-dollar budget for increased UCVs. Operational items are predominantly made up of the following. **Attachment 1** also provides a breakdown of the departments.

Several Council decisions relating to reserve funding have been included in the budget (**Attachment 3**).

Additional Income

There was an increase of \$2,637,062 in rates due to the UCV significant increase to Gas plant.

Operational Expenditure

Overall expenditure has increased by \$1,428,913. The significant increase is primarily driven by higher contractor cost, rising maintenance expenses, and legislative compliance requirements.

Sundry Expense: An increase of \$214,400 is primarily due to tyre disposal cost increases at the waste transfer station, radio and communications tower repairs/upgrades, advertisement, Australia postage cost for the new Holtze development, desexing vouchers and postage cost increase.

Professional Fees: The significant decrease is due to the budget allocation error in Library; total \$535,300 budgeted professional fees have been reallocated to offset rental, employee cost, sundry budget increase.

Parts, accessories and consumables: An increase of \$13,500 is due to the purchase of a pound chemical dispensing system, new kennel cleaning product setup, increase weekend pound care and ongoing maintenance in Regulatory. Increased purchase of Ezy Street materials to repair minor potholes in Infrastructure.

Cemetery Operations: An increase of \$6,938 is due to line marking and increase in rubbish removal.

Contractors: The expenditure increase of \$172,495 comprises increases in contractor, recycling costs and shoal bay fees for Berry Springs Waste Transfer Station, Humpty Doo Waste Transfer Station and Howard Springs Waste Transfer Station. Infrastructure expenditure of totalling \$714,000 predominantly relates to emergent repairs during wet season and underground storm water maintenance. The Mobile workforce increase of \$85,000 relates to fire management plan requirements and category 2 roads traffic management cost.

Donations and Community Support: The net increase of \$35,580 is requested to be taken from Cash for Cans Reserve which has a current balance of \$170,445.

Grants	Additional Funding
Youth Grants	\$ 18,080.00
Sponsorships Paid	\$ 12,000.00
Community Events and Local Needs	\$ 5,000.00
	\$ 35,580.00

Maintenance: The overall increase of \$47,500 reflects an additional \$20,000 for Mobile workforce vehicle expenditures - cover two extra vehicles and 5% increase in service and repair cost, and \$27,000 for Waste to fund ongoing civil works due to a fire in July and install CCTV cameras.

Energy: An increase of \$1,800 to cover actual expenses.

Election: An increase of \$35,000 to cover supplementary election cost for North ward.

Operational

Litchfield Council						
Operating Income Statement 2025/26						
	2024/25- Actual (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)	Variance - 25/26 adopted budget vs Budget Review 1(C-B/C)	
Grants	7,154,655.36	747,792.00	3,954,872.00	3,954,872.00	0	0%
Inv Income	1,685,568.91	362,374.88	1,257,759.00	1,257,759.00	0	0%
User Charges	2,295,450.96	599,394.86	1,968,203.00	2,109,488.00	141,285	7%
Rates	15,560,680.12	18,110,249.66	15,893,012.00	18,388,788.50	2,495,777	16%
Stat Charges	179,452.20	90,820.50	175,000.00	175,000.00	0	0%
Other Revenue	339,000.82	34,956.00	140,000.00	140,000.00	0	0%
Total Income	27,214,808	19,945,588	23,388,846	26,025,908	2,637,062	11%
Operational Expenditure						
Sundry	554,543.62	220,406.22	1,831,600.00	2,046,000.00	214,400	12%
Computer / IT Costs	492,837.59	218,404.79	474,130.00	474,130.00	0	0%
Employee Costs	7,249,641.03	1,933,091.24	7,873,255.00	8,187,755.00	314,500	4%
Professional Fees	1,029,295.94	222,543.94	2,008,300.00	1,534,500.00	(473,800)	-24%
Parts, accessories & consumables	172,893.49	43,121.34	217,800.00	231,300.00	13,500	6%
Cemetery Operations	467,416.95	162,337.35	554,472.00	560,410.00	5,938	1%
Auditors Fees	71,591.08	38,129.26	68,150.00	68,150.00	0	0%
Contractors	5,285,295.16	958,556.29	4,951,608.00	5,926,103.00	974,495	20%
Legal Expenses	28,001.36	5,425.00	82,000.00	82,000.00	0	0%
Donations and Community Support	195,698.79	8,309.27	190,434.00	226,014.00	35,580	19%
Maintenance	732,117.71	177,608.02	592,990.00	640,490.00	47,500	8%
Elected Member	352,911.49	89,969.92	418,590.00	418,590.00	0	0%
Election Expense	-	-	206,537.00	241,537.00	35,000	17%
Energy	233,956.36	57,098.74	234,800.00	236,600.00	1,800	1%
Insurance	435,822.94	364,127.42	476,700.00	476,700.00	0	0%
Bad Debts	(27,633.59)	-	-	-	0	
Rental	21,457.09	33,519.44	-	260,000.00	260,000	
Total Expenses	17,295,847	4,532,648	20,181,366	21,610,279	1,428,913	7%
Net result (Excluding Depreciation)	9,918,961	15,412,940	3,207,480	4,415,629	1,208,149	38%

Capital Expenditure

Total Capital expenditure for the year increases to \$24,475,708.60 which include value of \$7,017,492 for current financial year (2025-2026) and \$17,458,216.6 rollover from previous financial year (2024-2025).

Attachment 2 provides a breakdown with further details.

Reserves

Summary Financial Reserve Movements 2025/26 - Budget Review one							
FINANCIAL RESERVES	2024/25 Actual (\$)	2025-26 Adopted Budget (\$)	Transfer from (\$)	Transfer to (\$)	Net Movement (\$)	Budget Review-1 Balance (\$)	Budget Variance (\$)
Developer Contributions Reserve	1,070,519	1,008,353	-	-	-	1,070,519	62,166
Waste Management Reserve	6,268,853	947,000	(994,298)		(994,298)	5,274,555	4,327,555
Unexpended Grants Reserve	2,118,246	-	(2,118,246)		(2,118,246)	-	
Total Restricted	9,457,618	1,955,353	(3,112,544)	-	(3,112,544)	6,345,074	4,389,721
Unexpended Capital Works	4,825,783	-	(4,825,783)		(4,825,783)	-	-
Asset Reserve	9,386,462	6,142,000	(6,186,179)	4,068,347	(2,117,833)	7,268,629	1,126,629
Thorak Regional Cemetry	3,636,684	2,716,000	(184,919)	347,282	162,363	3,799,047	1,083,047
Election Reserve	200,000	200,000			-	200,000	-
Disaster Recovery Reserve	400,000	400,000			-	400,000	-
Strategic Initiatives Reserve	400,000	400,000			-	400,000	-
Cash for Cans Reserve	170,445	201,000	-	-	-	170,445	(30,555)
Total Restricted	19,019,374	10,059,000	(11,196,881)	4,415,629	(6,781,252)	12,238,122	2,179,122
TOTAL	28,476,992	12,014,353	(14,309,425)	4,415,629	(9,893,796)	18,583,196	6,568,843

Reserve balances have been updated with audited closing balances as of 30 June 2025 and are forecasted to have a balance of \$18,583,196 after the First Budget Review for 2025/26.

The Council's Long-Term Financial Plan has been updated to reflect these changes and is presented in **Attachment 4**

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

Under the *Local Government Act 2019*, section 203, Council is required to undertake two budget reviews of the 2025/2026 Original Budget.

If the Council's amended budget has a material impact on its long-term financial plan, division 4 of the Local Government (General) Regulations 2021, requires the council to amend the long-term financial plan at the same time as adopting the amended budget.

FINANCIAL IMPLICATIONS

As per the report

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.

Governance

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

Nil

	Council Leadership			Corporate			Community			Community - Library		
	2024/25- Actual (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget 1 (\$)	2025/26 Actual (\$)	2025/26 Adopted Budget 1 (\$)	2025/2026 Budget Review 1 (\$)	2024/25- Actual (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget 1 (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget 1 (\$)	2025/2026 Budget Review 1 (\$)
Grants	398.54	-	-	-	-	-	15,800.00	-	28,014.00	2,200.00	305,887.00	305,887.00
TV Income	-	-	-	-	-	-	-	-	-	-	-	-
Library Charges	-	-	-	-	-	-	119,555.22	15,696.45	106,564.00	1,568.90	2,835.00	2,835.00
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	761.50	-	-	-	-	-	-	-	-	-	-	-
total income	1,160	-	-	181,894	-	-	135,358	15,696	134,978	3,769	308,722	308,722
Operational Expenditure												
Library	14,896.05	3,093.67	30,900.00	73,608.02	86,500.00	86,500.00	2,220.72	468.08	9,800.00	11,043.79	51,500.00	71,800.00
Computer / IT Costs	1,578.65	414.00	25,200.00	474.32	-	-	-	-	-	-	7,830.00	7,830.00
Employee Costs	557,542.22	124,142.67	553,182.00	583,005.78	697,894.00	697,894.00	26,024.42	221,965.52	112,336.00	128,567.84	395,868.00	645,868.00
Professional Fees	44,949.72	15,781.61	312,000.00	41,536.81	89,500.00	89,500.00	7,501.00	5,250.00	60,000.00	11,117.67	537,000.00	1,700.00
Arts, accessories & consumables	-	1,553.54	2,000.00	-	-	-	-	-	-	1,196.05	3,200.00	8,200.00
Emergency Operations	-	-	-	-	-	-	-	-	-	-	-	-
Auditors Fees	-	-	-	6,854.00	10,000.00	10,000.00	-	-	-	-	-	-
Contractors	4,883.00	-	8,500.00	-	-	-	1,263,077.00	396,140.10	1,375,568.00	-	-	-
Legal Expenses	10,616.36	3,225.00	30,000.00	17,385.00	50,000.00	50,000.00	-	-	2,000.00	-	-	-
Donations and Community Support	-	-	-	-	-	-	195,698.79	8,309.27	190,434.00	-	-	-
Maintenance	2,851.00	1,373.96	2,700.00	-	-	-	327,493.29	76,080.36	330,290.00	-	-	-
lected Member	352,911.49	89,969.92	418,590.00	-	-	-	-	-	-	-	-	-
lection Expense	-	206,537.00	241,537.00	-	-	-	-	-	-	-	-	-
Energy	10,899.98	3,438.25	2,600.00	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-	-	-
total Expenses	1,001,130	245,993	1,592,209	722,864	933,894	933,894	1,822,015	418,444	2,080,428	33,519.44	965,398	735,398
Net result (Excluding Depreciation)	(999,970)	(242,993)	(1,592,209)	(540,970)	(933,894)	(933,894)	(1,686,257)	(402,748)	(1,945,450)	(148,645)	(686,676)	(426,676)

Finance & Customer Service				Information Services				Infrastructure & Assets				Thorak Cemetery			
2024/25- Actual (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)	2024/25- Actual (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)	2024/25- Actual (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)	2024/25- Actual (\$)	2025/26 Actual (P3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)
942,243.00	86,912.00	635,350.00	635,350.00	-	-	-	-	5,878,078.00	658,680.00	2,985,621.00	2,985,621.00	-	-	-	-
1,583,498.40	344,168.95	1,187,759.00	1,187,759.00	-	-	-	-	65,054.99	24,219.40	208,562.00	349,847.00	15,797.70	-	10,000.00	10,000.00
46,940.00	15,482.50	51,013.00	51,013.00	-	-	-	-	-	-	-	-	1,870,701.60	503,046.32	1,585,599.00	1,585,599.00
12,123,098.69	14,507,824.85	12,313,274.00	14,809,050.50	-	-	-	-	-	-	-	-	-	-	-	-
145,706.50	30,000.00	140,000.00	140,000.00	-	-	-	-	10,639.11	4,956.00	-	-	-	-	-	-
14,842,187	14,984,388	14,327,396	16,823,173	-	-	-	-	5,953,772	687,855	3,194,183	3,335,468	1,886,499	503,046	1,595,599	1,595,599
97,569.38	38,095.50	111,500.00	121,500.00	-	(34.17)	1,000.00	1,000.00	66,228.79	31,822.76	53,300.00	62,800.00	4,275.00	4,450.00	-	-
580.00	-	600.00	600.00	479,212.13	217,074.51	420,000.00	420,000.00	6,824.63	427.28	5,000.00	5,000.00	-	-	-	-
949,331.46	434,997.87	876,431.00	876,431.00	38,077.69	9,294.64	52,872.00	52,872.00	1,061,112.27	223,304.59	1,204,687.00	1,204,687.00	658,489.27	198,570.06	678,757.00	679,757.00
156,656.56	63,030.00	240,000.00	240,000.00	51,863.14	3,921.62	25,000.00	25,000.00	346,569.51	107,436.03	600,000.00	660,000.00	-	-	-	-
7,200.45	-	9,000.00	9,000.00	-	-	-	-	94,424.10	29,680.42	101,000.00	106,000.00	-	-	-	-
56,236.08	28,130.26	50,000.00	50,000.00	-	-	-	-	-	-	-	-	467,416.95	162,337.35	554,472.00	560,410.00
-	-	-	-	48,909.08	5,307.29	172,250.00	172,250.00	2,098,305.35	225,621.57	2,039,290.00	2,753,290.00	8,501.00	8,250.00	8,150.00	8,150.00
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	8,259.78	3,052.28	6,000.00	6,000.00	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	80,850.49	29,207.51	89,000.00	89,000.00	-	-	-	-
435,822.94	364,127.42	476,700.00	476,700.00	-	-	-	-	-	-	-	-	-	-	-	-
(27,633.59)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,675,763	928,385	1,764,231	1,774,231	617,562	235,524	671,122	671,122	3,762,575	650,552	4,098,277	4,886,777	1,136,682	373,607	1,241,379	1,248,317
13,166,423	14,056,003	12,563,165	15,048,942	(617,562)	(235,524)	(671,122)	(671,122)	2,191,197	37,303	(904,094)	(1,551,309)	747,817	129,439	354,220	347,282

Mobile Workforce			Waste Management			Regulatory Services			Total		
2024/25- Actual (\$)	2025/26 Actual (p3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)	2024/25- Actual (\$)	2025/26 Actual (p3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)	2024/25- Actual (\$)	2025/26 Actual (p3) (\$)	2025/26 Adopted Budget	2025/2026 Budget Review 1 (\$)
-	-	-	-	-	-	-	-	7,154,655.36	747,792.00	3,954,872.00	3,954,872.00
-	-	-	86,272.81	18,205.93	-	60,000.00	-	1,685,568.91	362,374.88	1,257,759.00	1,257,759.00
-	-	-	185,336.70	39,260.29	13,230.00	-	-	2,295,450.96	599,394.86	1,968,203.00	2,109,488.00
-	-	-	3,437,581.43	3,602,424.81	3,579,738.00	3,579,738.00	-	15,560,680.12	18,110,249.66	15,893,012.00	18,388,788.50
-	-	-	-	-	-	-	175,000.00	179,452.20	90,820.50	175,000.00	175,000.00
-	-	-	-	-	-	-	-	339,000.82	34,956.00	140,000.00	140,000.00
-	-	-	3,709,191	3,659,891	3,652,968	3,652,968	175,000	27,214,808	19,945,588	23,388,846	26,025,908
67,625.55	29,753.05	56,200.00	-	60,817.81	1,398,550.00	1,398,550.00	40,550.00	554,543.62	220,406.22	1,831,600.00	2,046,000.00
-	-	4,700.00	137,751.75	-	3,400.00	-	7,400.00	492,837.59	218,404.79	474,130.00	474,130.00
977,701.81	165,978.26	1,039,991.00	1,425,927.37	337,496.95	1,662,080.00	1,662,080.00	602,657.00	7,249,641.03	1,933,091.24	7,873,255.00	8,187,755.00
19,460.68	4,331.90	29,300.00	267,706.70	7,748.40	113,000.00	114,500.00	2,500.00	1,029,395.94	222,643.94	2,008,300.00	1,594,500.00
29,782.96	5,050.45	66,600.00	-	-	-	-	36,000.00	172,893.49	43,121.34	217,800.00	231,300.00
-	-	-	-	-	-	-	-	467,416.95	162,337.35	554,472.00	560,410.00
-	-	-	-	-	-	-	-	71,591.08	38,129.26	68,150.00	68,150.00
4,375.00	1,625.46	20,000.00	1,856,975.25	418,871.87	1,317,000.00	1,489,495.00	22,000.00	5,285,595.16	958,556.29	4,951,608.00	5,926,103.00
-	-	-	-	-	-	-	-	28,001.36	5,425.00	82,000.00	82,000.00
-	-	-	-	-	-	-	-	195,698.79	8,309.27	190,434.00	226,014.00
102,214.06	27,822.39	80,000.00	288,845.48	69,279.03	171,000.00	198,000.00	3,500.00	732,117.71	177,608.02	592,990.00	640,490.00
-	-	-	-	-	-	-	-	352,911.49	89,969.92	418,590.00	418,590.00
85,179.81	9,858.83	68,500.00	52,159.78	13,697.22	67,200.00	67,200.00	7,500.00	233,956.36	57,098.74	234,800.00	236,600.00
-	-	-	-	-	-	-	-	435,822.94	364,127.42	476,700.00	476,700.00
-	-	-	-	-	-	-	-	21,457.09	33,519.44	-	-
1,286,340	244,420	1,363,291	4,029,366	907,911	4,732,230	5,148,725	725,607	17,274,390	4,499,129	20,181,366	21,350,279
(1,286,340)	(244,420)	(1,363,291)	(320,175)	2,751,980	(1,079,262)	(1,495,757)	(550,607)	9,940,418	15,446,459	3,307,480	4,675,629



ATTACHMENT C

2025/2026 Budget Review One – Council Decisions for Inclusion

15 July 2025 OCM

Sponsorship Request - Berry Springs Recreation Reserve Territory Day Event

Moved: Cr Sharp

Seconded: Cr Civitarese

THAT Council:

1. receive and note the information contained within this report.
2. authorise the provision of one-time funding to Berry Springs Recreation Reserve, with the amount of \$3,000, to contribute towards covering a portion of the cost of the Territory Day Event.
3. endorse the utilisation of funds from the Sponsorship budget within the current 2025-2026 financial year for this purpose.
4. Payment to be made on provision of receipts and invoices to support purchase.

ORD2025 11-413 CARRIED (7-0)

Budget Request Gravel to Seal

Moved: Deputy Mayor Sidey

Seconded: Cr Sharp

THAT Council allocate \$1.2 million from asset reserves as additional funding to complete gravel to seal projects on Kelson Road and Bees Creek Road.

ORD2025 11-416 CARRIED (7-0)

19 August 2025 OCM

Moved: Cr Sharp

Seconded: Deputy Mayor Sidey

THAT the following late reports be accepted and included under Open Section and Confidential Section of the meeting for consideration.

Litchfield Community Library Opening Statistics

DRAFT: RFT510 - Kelson Road Upgrade: Gravel to Seal

CARRIED (6-0)

Freds Pass Reserve Draft Lease - Confidential

Moved: Cr Sharp

Seconded: Deputy Mayor Sidey

THAT Council;

1. Receive and note the draft Freds Pass Reserve Lease, at Attachment A and the draft Funding Agreement, at Attachment B.
2. Approve the Chief Executive Officer to forward the draft lease and funding agreement to the Freds Pass Board.
3. Bring back to next council.

ORD2025 11-439

Award Contract - RFT25-510: Keleson Road Upgrade – Gravel to Seal

Moved: Deputy Mayor Sidey

Seconded: Cr Sharp

THAT Council;

1. receive and note the Tender Evaluation Summary for RFT25-510: Keleson Road Upgrade – Gravel to Seal provided in the body of this report.
2. note that the report contains commercial in-confidence information;
3. award the contract for RFT25-510: Keleson Road Upgrade – Gravel to Seal to Allan King and Sons Constructions Pty Ltd to the value of \$ 833 426.97 (GST Exclusive), which includes 20% contingency, as well as the Provisional items.

ORD2025 11-440CARRIED (4-1)

20 October 2025 OCM

RESOLUTION OCM/25/016

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

THAT Council:

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

CARRIED (5/0)

RESOLUTION OCM/25/023

Moved: Cr Pauline Cass

Seconded: Cr Kris Civitarese

THAT Council:

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

CARRIED (5/0)

RESOLUTION OCM/25/024

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

THAT Council:

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

CARRIED (4/0)

RESOLUTION OCM/25/025

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

THAT Council:

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

CARRIED (5/0)**RESOLUTION OCM/25/028**

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT Council:

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

CARRIED (5/0)**RESOLUTION OCM/25/041**

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

THAT Council:

1. receive and note the unconfirmed Community Grants Committee Meeting Minutes of 4 November 2025, at Attachment A; and
2. approve the allocation of the 2025-26 Annual Community Grant funds totalling \$63,765 comprising the following:

RANKING	APPLICANTS		AMOUNT
1	Applicant 13	Virginia Bees Creek Volunteer Fire Brigade	2794
2	Applicant 15	Berry Springs Recreation Reserve Inc	5000
3	Applicant 2	St Johns Ambulance Australia	4721
4	Applicant 17	The Gathering Inc	4515
5	Applicant 16	Litchfield Football Club	5000
6	Applicant 9	Uniting Church in Australia	5000
7	Applicant 11	Swampdogs Rugby Union Club NT In	5000
8	Applicant 1	Veterans Australia	3312
9	Applicant 4	Fulfilling Dreams Inc	5000
10	Applicant 6	Howard Springs Primary School Council	5000
11	Applicant 10	Darwin & Rural Poultry Club	3666
12	Applicant 12	Level Up Gaming	5000
13	Applicant 18	Scouts NT	5000
14	Applicant 5	Top End Gun Club	4757
TOTAL			\$63,765.00

Long Term Financial Plan															
16.01 Budget															
16.02 Comprehensive Income Statement															
Revenue from Operating Activities															
Other Revenue															
Total Revenue															
Operating Expenses from Ordinary Activities															
Total Operating Expenses															
Net Surplus/Deficit from Operations															
Adjusted Underlying Surplus/Deficit															
Operating Surplus/Deficit after Adjustments															
Adjusted Underlying Surplus/Deficit															

		Period end																					
		30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35	30 Jun 36	30 Jun 37	30 Jun 38	30 Jun 39	30 Jun 40	30 Jun 41	30 Jun 42	30 Jun 43	30 Jun 44	30 Jun 45	
10.03 Balance Sheet																							
Current Assets	Cash and Cash Equivalents	3000	32,118	23,815	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	
	Trade and Other Receivables	3000	3,088	7,649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Total Current Assets	3000	35,804	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	23,801	
	Non Current Assets	3000	482,741	485,265	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	485,305	
	Right-of-use Assets	3000	10	2,336	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	
	Intangible Assets	3000	10	2,336	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	
	Total Non-Current Assets	3000	482,851	487,781	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	487,786	
	Total Assets	3000	518,655	511,582	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	511,587	
	Current Liabilities	3000	1,284	7,660	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	
	Trade and Other Payables	3000	1,284	7,660	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Contract and Other Liabilities	3000	3,078	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Current Lease Liabilities	3000	6	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Current Liabilities	3000	7,327	9,722	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559		
Non Current Liabilities	3000	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181		
Net Current Employee benefits	3000	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181		
Total Non-Current Liabilities	3000	7,612	9,051	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340		
Total Liabilities	3000	513,944	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507		
Equity	Accumulated Surplus	3000	41,291	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298	41,298		
Retained Earnings	3000	24,258	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000		
Asset Reserve	3000	9,986	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250		
Share Premium	3000	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400		
Disputed Recovery Reserve	3000	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400		
Share Premium	3000	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119		
Unpaid Insurance Reserve	3000	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119	2,119		
Unpaid Regional Company	3000	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037	3,037		
Unpaid Regional Company	3000	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170		
Cash for Contingency Reserve	3000	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170		
Cash for Contingency Reserve	3000	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170		
Asset Erosion Reserve	3000	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649		
Total Equity	3000	513,944	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507	511,507		

Period end		30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35	30 Jun 36	30 Jun 37	30 Jun 38	30 Jun 39	30 Jun 40	30 Jun 41	30 Jun 42	30 Jun 43	30 Jun 44	30 Jun 45
10.3.1 Cash Flow Statement																						
Cash flows from Operating Activities	Cash Receipts from Operating Activities																					
	Grants - Operational Revenue	33000	15,000	15,237	0,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	6,000	3,797	320	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	1,728	1,258	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	107	188	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	107	188	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	107	188	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	107	188	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	107	188	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants - Operational Revenue	33000	107	188	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from Investing Activities	Net Cash flows from Investing Activities																					
	Proceeds from Property, Infrastructure, Plant & Equipment	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Cash flows from Investing Activities	33000	(6,463)	(24,415)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from Financing Activities	Net Cash flows from Financing Activities																					
	Net Change in Cash Held	33000	3,334	(8,563)	(14)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Cash at Beginning of the Financial Year	33000	28,814	23,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861
	Cash at End of the Financial Year	33000	32,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861
	Cash and Cash Equivalents	33000	32,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861
	Reconciliation of Cash and Cash Equivalents	33000	32,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861
	Reconciliation of Cash and Cash Equivalents	33000	32,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861
	Reconciliation of Cash and Cash Equivalents	33000	32,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861
	Reconciliation of Cash and Cash Equivalents	33000	32,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861
	Reconciliation of Cash and Cash Equivalents	33000	32,118	23,815	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861	23,861

14.1.7 Advocacy and New Initiatives Committee

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Advocacy and New Initiatives Committee Terms of Reference [↓](#)

EXECUTIVE SUMMARY

This report presents to Council the amended terms of reference for the Advocacy and New Initiatives Committee and seeks Council's appointment of representatives.

RECOMMENDATION

THAT Council:

1. adopt the amended Advocacy and New Initiatives Committee Terms of Reference, at attachment 1; and
2. appoints Mayor Wright (Chair) and all Elected Members to the committee.

BACKGROUND

The Advocacy and New Initiatives Committee provides a flexible forum for Elected Members to maintain and progress advocacy priorities and projects, guiding Council's strategic direction.

The terms of reference, at attachment 1, have been strengthened and streamlined to support the committee's success.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Strategic Plan 2022-2025

Municipal Plan 2025-2026

FINANCIAL IMPLICATIONS

The Municipal Plan 2025-2026 provides for the return of funds for new initiatives.

RISKS

None identified.

COMMUNITY ENGAGEMENT

Not applicable



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 the progress of approved advocacy and initiatives;
- discuss new or emerging issues within the community that may warrant Council advocacy or strategic positioning;
- discuss and recommend to Council a short list of priority advocacy and initiatives to enhance the strategic direction of Council.

Scope Limitations

- The Committee will maintain a rolling list of up to five active strategic advocacy priorities at any given time.
- New initiatives may only be considered when an existing one is completed, withdrawn, or endorsed by Council and handed over to operations.

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.

Adopted at 17 September 2024 OCM



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.

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.

Roles and Responsibilities

- The committee's work will complement, not duplicate, other Council committees or administrative functions.
- Committee members will come to meetings prepared, having reviewed all materials and undertaken any additional background reading or investigation necessary to participate fully in discussions.
- Members will take an active role in informing themselves about issues relevant to Council's advocacy priorities.
- Staff support will focus on providing concise updates and factual information, not on conducting detailed research or preparing reports on behalf of members.

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

14.2 Executive and Community Development

Nil

14.3 Infrastructure and Operations

14.3.1 McMinns Lagoon Recreation Reserve - Bore works

AUTHOR: Charmaine Hurrell, Business Support Officer - Asset
AUTHORISER: Geoff Thomas, Director Infrastructure and Operations
ATTACHMENTS: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council Members with further information following the previous briefing report, which outlined the condition and operational status of the McMinns Lagoon Recreation Reserve bore. It details the proposed scope of works, cost estimates for the replacement of the bore to re-establish a sustainable water supply to the reserve.

RECOMMENDATION

1. That Council endorses the drilling and equipping of a new bore to reinstate a reliable water supply and approves the allocation of up to \$140,000 from the asset reserve.

BACKGROUND

The McMinns Lagoon Recreation Reserve bore is a Council owned ground water asset that supplies water to the grounds irrigation system and public facilities (ablutions and water bubbler). The bore was established in 1990 and while it has had some maintenance over its life the same infrastructure remains in operation today.

An assessment undertaken by HD Pumps and further camera inspection by Gold Medal Services confirmed significant structural failure of the bore casing. The collapse has allowed sand ingress into the borehole, resulting in reduced water output and damage to the pump and irrigation system.

The bore remains operational at minimal capacity, however; it is considered beyond economical repair and will ultimately fail.

It is recommended to proceed with drilling and equipping of a new bore. The scope of works includes

- Design drilling and construction of a new production bore (approx. 70-80m deep).
- Provision of all supporting documents in accordance with NT Water Act requirements.
- Installation of a new solar submersible pump, rider assembly and headworks including solar panels and pole mount.
- Decommissioning and capping of the existing bore.

- Testing, commissioning and reinstatement of irrigation and water reticulation.
- Construction of a new fence compound to project infrastructure.

Preliminary cost estimates (subject to design and procurement) are as follows:

Item	Estimated Cost (excl GST)
Design and permit documentation	\$5,000.00
Bore drilling and construction	\$70,000.00
Solar pump, electrical and control works, and water connections, including solar panels and mount	\$40,000.00
Decommissioning of existing bore	\$20,000.00
Construction of new fenced compound to secure bore infrastructure	\$5,000.00
TOTAL	\$140,000.00

Some tree removal will be necessary to allow for the solar bore installation. This will be assessed in more detail once a specialist has carried out the required site investigations.

LINKS WITH STRATEGIC PLAN

Progress - Continuity of Services and Facilities

LEGISLATIVE AND POLICY IMPLICATIONS

FIN04 Financial Reserves

INF01 Asset Management

FIN03 Procurement Policy

FINANCIAL IMPLICATIONS

Costs to replace the bore will have a minor impact on asset reserve financials.

RISKS

Asset Failure Risk: The current bore is beyond economical repair and will continue to deteriorate, leading to complete loss of functionality.

Operational Impact: The Reserve will have limited or no capacity to irrigate the grounds and supply water for drinking and ablutions affecting the amenity and usability of the reserve impacting negatively on community satisfaction.

Maintenance Risk: Continued use of the bore with sand ingress will cause ongoing damage to the bore pump and irrigation system, potentially requiring additional interim repairs and maintenance with associated costs.

COMMUNITY ENGAGEMENT

Nil

14.3.2 Planning Summary Report - November 2025

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

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Planning Summary Report Attachments.pdf [↓](#)

EXECUTIVE SUMMARY

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1 November to 26 November 2025. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	1
Development Applications	5
Clearances for Development Permit Conditions	3
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	13
Works Permits	10

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

RECOMMENDATION

THAT Council:

1. Receive the Summary Planning and Development Report for 1-26 November 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to E of this report.

BACKGROUND

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	2
Planning applications supported, subject to specific issues being adequately addressed	2
Planning applications not supported/objected to for reasons related to Council issues	1
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

Current Planning Notices: <https://www.ntlis.nt.gov.au/planning-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
PA2012/0696 Hun: 055 P: 06222 325 Willard Road HOLTZE, Hundred of Bagot Attachment D	Variation to Condition 1 to DP12/0642A to add a small administration building and allow minor changes (construct double carport and new ensuite) to Sector 11 within the Correctional facility Council does not object to the granting of a variation to the Development Permit, noting that the facility is located on Willard Road which is under the care, control and management of Department of Logistics and Infrastructure. Further, the proposed additions appear to have minimal impact on stormwater flow for the surrounding area.
PA2025/0104 Hun: 695 LTO: 69011 P: 00010 130 Wells Creek Road VIRGINIA, Hundred of Strangways Attachment E	Vary condition 4 of DP2025/0104 to alter the lot layout (reduction in length of axe handle length). Council does not object to the request to vary condition 4 of DP2025/0104 to alter the lot layout to reduce the length of axe handle length.

Development Applications supported, subject to specific issues being adequately addressed

The table below describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed.

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2025/0327 Hun: 695 P: 05203 60 Holly Road BEES CREEK, Hundred of Strangways Attachment C	Planning Scheme Amendment - Concurrent Application to update the Coolalinga and Freds Pass Activity Centre Plan and Subdivision to Create 5 Lots	Council supports the planning scheme amendment and development permit as the proposal generally aligns with the Litchfield Subregional Land use Plan to facilitate Rural Residential development, understanding that the application proposes to be included in the Coolalinga and Freds Pass Rural Activity Centre Plan. While stormwater drainage in rural zone should maintain natural sheet flow across the lot into Councils drainage system and inter allotment drainage where natural sheet flow is preserved is generally permitted,

		<p>Council has concerns regarding the proposed Lot D and Lot E.</p> <p>Council has concerns around the erosion and sediment control, Establishing irrigated grasses would mitigate erosion.</p> <p>Council has concerns in relation to placement of driveway crossovers for Lots C, D, and E, sight lines and distances should be considered for these blocks.</p> <p>Although the use is already established, it will be necessary to line mark the car parking as depicted on the plan and install the landscaping.</p> <p>Council standard conditions apply.</p>
PA2025/0390 Hun: 055 P: 06363 19 Mighall Place HOLTZE, Hundred of Bagot Attachment A	Subdivision for the purpose of Unit Titles Scheme (3 units and Common Property). Council supports granting of a Development Permit as the proposed unit title scheme is in keeping with the adjacent properties in this light industrial area.	

Development Applications not supported/objected to for reasons related to Council issues

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Non-Support/ Objection
PA2025/0344 Hun: 695 P: 03987 175 Brooking Circuit VIRGINIA, Hundred of Strangways Attachment B	Subdivision to create 2 lots	<p>Council does not believe the proposed subdivision aligns with Part 2: Land use Structure of the Holtze to Elizabeth River Subregional Land Use Plan in respect to the natural environment. The proposal is likely to increase impacts on the existing drainage regime of the site, altering the natural flow paths and changing how stormwater is dispensed across the land.</p> <p>Application did not include a land suitability assessment prepared by a qualified professional; clearance of conditions has not been granted for the previous development permit.</p>

		Previous subdivisions application PA2003/0071 was refused due to land suitability constraints and insufficient unconstrained land.
--	--	--

Development Applications objected to for reasons not directly related to Council issues

The table below describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these are reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
NIL		

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
NIL		

DEVELOPMENT PERMITS ISSUED

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
PA2025/0268 Section 08159 Hundred of Bagot 213 TAYLOR RD, ASCHE	DP2025/0268 To use and develop the land for the purpose of an office and food premises cafe/takeaway in a single storey building (The Parks Sales Centre) with ancillary car park on an adjoining lot, in accordance with the attached schedule of conditions and the endorsed plans. VARIATIONS GRANTED	DCA meeting 15 October 2025

	Clause 5.2.4.1 (Car Parking Spaces), Clause 5.2.4.4 (Layout of Car Parking Area), and Clause 5.5.11 (Food Promises)	
PA2025/0048 Section 06094 Hundred of Strangways 1340 STUART HWY, BEES CREEK	DP23/0172B To use and develop the land for the purpose of alterations and additions to existing intensive animal husbandry comprising the installation of solar panels, endorsed as forming part of this permit, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2012/0696 Section 06222 Hundred of Bagot 325 WILLARD RD, HOLTZE	DP12/0642B Consent is granted to vary Condition 1 of Development Permit DP12/0642A for the purpose of additions and alterations (new fence, visitor locker, programs building, shade structure, and existing building refurbishments) within Sector 11 of the Darwin Correctional Precinct to enable its use as an Interim Women's Facility, in accordance with drawings numbered 2012/0696/01 – 2012/0696/12, endorsed as forming part of this permit. In all other respects Development Permit DP12/0642A remains unchanged.	
PA2020/0195 Section 01611 Section 01688 Hundred of Guy 255 ALPHATONIA RD, LAMBELLS LAGOON 405 ALPHATONIA RD, LAMBELLS LAGOON	DP20/0217B Consent is granted to vary Condition 5 of Development Permit DP20/0217B for the purpose of installation of a solar photovoltaic array (Stage 3) to existing intensive animal husbandry (crocodile farm), in accordance with the drawing/s numbered 2020/0195/01C through to 2020/0195/12C, endorsed as forming part of this permit. Except where varied by this approval, the development/use must proceed in accordance with Development Permit DP20/0217, DP20/0217A and DP20/0217B (Stage 1 and 2).	

PA2025/0319	DP2025/0319	
Unit 02921 Hundred of Cavenagh APT 9 199 DORIS RD, BERRY SPRINGS	To use and develop the land for the purpose of a dwelling-single, 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, SPLP refers to a Special Event Liquor Licence.

Application Number	Purpose and Summary	Comments Provided
Nil		

ASSESSMENT OF PLANS/REPORTS/DRAWINGS FOR CLEARANCE OF DEVELOPMENT PERMIT CONDITIONS

Council reviews plans, reports, and drawings as part of the process to clear conditions on Development Permits to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. Examples of include driveway crossover plans, stormwater drainage plans, environmental management reports, traffic impact assessments, and infrastructure designs. The following table notes the number of requests for assessment received by Council for clearance of conditions for plans/ reports/drawings during the noted period.

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
3

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

Council reviews stormwater drainage plans and driveway crossovers for structures requiring building certification to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. The following table notes the number requests for assessment for building certification that Council received during the noted period.

No. Building Certification Applications

13

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

10

Works From	Works To	Document Precis	Address
10/12/2025	11/12/2025	LV service replacement and power supply upgrade works	470 Hicks Road HOWARD SPRINGS NT 0835
24/11/2025	24/11/2025	Leaking water service within the verge	150 Lovelock Road BEES CREEK NT 0822
24/11/2025	24/11/2025	Leaking water service within the verge	10 McGill Road GIRRAWEE NT 0836
20/11/2025	20/11/2025	Leaking water service within the verge	115 Farrar Road KNUCKEY LAGOON NT 0828
	17/11/2025	Leaking water service within the verge	25 London Road VIRGINIA NT 0834
11/11/2025	11/11/2025	Emergency call out for removal of tree canopy hanging over power lines along Girraween Road	350 Girraween Road MCMINNS LAGOON NT 0822
17/11/2025	18/11/2025	Works consists of hyrdovac clearing of culvert and reform drain	145 Gallacher Road GIRRAWEE NT 0836
17/11/2025	17/11/2025	Second property access to 104 Goodenia Drive from Opelia Ct with single box culvert 4800Lx600Wx4E	104 Goodenia Drive VIRGINIA NT 0834
12/11/2025	12/11/2025	Powerline vegetation maintenance	350 Girraween Road MCMINNS LAGOON NT 0822
19/09/2025	19/01/2026	Construction of 3 bedroom residence	6 Pankhurst Road HUMPTY DOO NT 0836

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

NIL.

FINANCIAL IMPLICATIONS

NIL.

Risks NIL.

COMMUNITY ENGAGEMENT

NIL.



Attachment A

12 November 2025

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

RE: Letter of Comment Development Application

PA2025/0344
Hun: 695 P: 03987 175 Brooking Circuit VIRGINIA, Hundred of Strangways
Subdivision to create 2 lots

Thank you for the Development Application referred to this office on 29/10/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council does not believe that the proposed subdivision aligns with Part 2: Land Use Structure of the Holtze to Elizabeth River Subregional Land Use Plan in respect to the natural environment. The proposal is likely to increase impacts on the existing drainage regime of the site, altering natural flow paths and changing how stormwater is dispersed across the land. This would be inconsistent with the plan's objectives to maintain natural hydrological flows and avoid detrimental impacts on the receiving catchments.
- b) The proposal to subdivide the property appears to rely on an assumption of acceptable land suitability and the availability of unconstrained land. However, the application does not include a Land Suitability Assessment prepared by a qualified professional, nor does it address that Development Permit DP2025/0010 has not yet received a Certificate of Completion. Council confirms that Clearance of Conditions has not been granted for that permit.
- c) As the previous subdivision application, PA2003/0071, was refused due to land suitability constraints and insufficient unconstrained land, the absence of a professional land suitability review introduces further uncertainty for the current proposal. It is further noted that the earlier refusal identified the proposal as an

inappropriate re-subdivision of a 4-hectare property that was intentionally left larger to accommodate the substantial portion of land constrained by seasonal waterlogging.

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

- a) It is noted that under Clause 6.3.3 of the *NT Planning Scheme 2020*, an applicant may submit preliminary plans addressing land suitability (in accordance with the relevant guidelines) and stormwater management. However, Council considers that in this instance, given the historical nature of the proposal, it is necessary for a suitably qualified person to prepare these reports to enable a proper and informed assessment of the application.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements and be in accordance with the NT Subdivision and Development Guidelines.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.

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

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

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

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

Kind regards,



Jaimie O'Connor
Planning and Development Program Leader

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

175 BROOKING CCT, VIRGINIA

Section 03987 Hundred of Strangways plan(s) LTO96/090A

NT Planning Scheme Information

Land Area :4.09 ha

Planning Scheme Zone :RL (Rural Living)

Overlays :

- CNV - Clearing of Native Vegetation

Strategic Frameworks :

The following Strategic Frameworks may apply to your land

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Holtze to Elizabeth River Subregional Land Use Plan

Area Plans

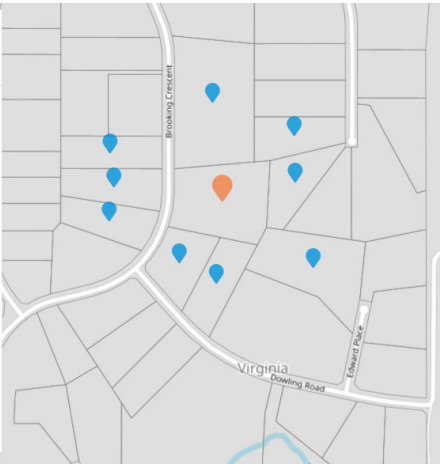
- (none found)

Interim Development Control Orders :

(none found)

1

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Item 14.3.2 - Attachment 1

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Attachment B

12 November 2025

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

RE: Letter of Comment Development Application**PA2025/0390**

**Hun: 055 P: 06363 19 Mighall Place HOLTZE, Hundred of Bagot
Subdivision for the purpose of Unit Titles Scheme (3 units and Common Property).**

Thank you for the Development Application referred to this office on 06/11/2025, 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 unit title scheme is in keeping with the adjacent properties in this Light Industrial area.

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

- a) Although the use is already established, it will be necessary to line mark the car parking as depicted on the plan and install the landscaping.

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

- a) It is noted that the crossover is already established, any changes to this existing crossover will need to be approved by Council and works undertaken in accordance with Council's work permit application.
- b) A stormwater plan will be required showing adequate onsite collection of stormwater and discharge to Council's drainage network.

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

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

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.
Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.
- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

Kind regards,



Jaimie O'Connor
Planning and Development Program Leader

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

19 MIGHALL PL, HOLTZE

Section 06363 Hundred of Bagot plan(s) LTO2011/109

NT Planning Scheme Information

Land Area : 4,000 m²

Planning Scheme Zone : LI (Light Industry)

Overlays : (none found)

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

Regional Plans

- Darwin Regional Land Use Plan
- Holtze to Elizabeth River Subregional Land Use Plan

Area Plans

- Greater Holtze Area Plan

Interim Development Control Orders : (none found)



Attachment C

14 November 2025

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

RE: Letter of Comment Concurrent Application**PA2025/0327**

Hun: 695 P: 05203 60 Holly Road BEES CREEK, Hundred of Strangways
Concurrent Application to update the Coolalinga and Freds Pass Activity Centre Plan and
Subdivision to Create 5 Lots

Thank you for the Concurrent Application referred to this office on 13/10/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority under Section 30M(4) of the *NT Planning Act*:

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

- a) The proposal generally aligns with the Litchfield Subregional Land Use Plan to facilitate Rural Residential development, understanding that the application proposes to be included in the Coolalinga and Freds Pass Rural Activity Centre Plan (activity centre plan), which would then include it within the peri-urban boundary and transition areas.

This aligns the plan to Planning Principle 4 within the activity centre plan.

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

- a) Whilst stormwater drainage in rural zones should maintain natural sheet flow across the lot into Council's drainage system, and inter-allotment drainage where natural sheet flow is preserved is generally permitted, Council has concerns regarding proposed Lot D and Lot E. The Land Suitability Assessment notes that at testing site 2, the slope was 6% and runoff was rapid. There is potential that once these sites are cleared for building and fencing is constructed, the current natural flow of

stormwater could be interrupted, posing risks to neighbouring properties. There is also a likelihood of increased concentrated stormwater flow into Council's drainage system. If the lot sizes were maintained at 1 hectare, Council would not foresee an issue. Alternatively, reducing the number of proposed lots would also decrease the potential for concentrated stormwater flow.

- b) The Land Suitability Assessment also states that during development Lot B, D and E should implement standard erosion and sediment control methods as the area is classed as moderately suitable with potential for some erosion. Establishing irrigated grasses would further mitigate erosion risk.
- c) Council has concerns also in relation to the placement of the driveway crossovers noting the curvature of the road and downward travel path, as such design for these crossovers to Lots C, D and E should consider sight lines and distances.
- d) Planning Principle 2 of the activity centre plan, aims to provide for a coordinated, efficient and interconnected transport network. Footpaths are included in the adjacent RR development and consideration should be given to providing a footpath connection for these lots.
- e) Consideration should also be given to the NT Subdivision and Development Guidelines, where a subdivision of this nature would generally require an expected level of infrastructure in relation to road widths, line marking, established verges, drainage and footpaths.

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

The provided Site and Soil Evaluation has a reference to 'Whitewood Road' on page 8, however Council understand that this is likely an error that has been overlooked.

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 be designed in accordance with the NT Subdivision and Development Guidelines and meet Litchfield Council's requirements.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.

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

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

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

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

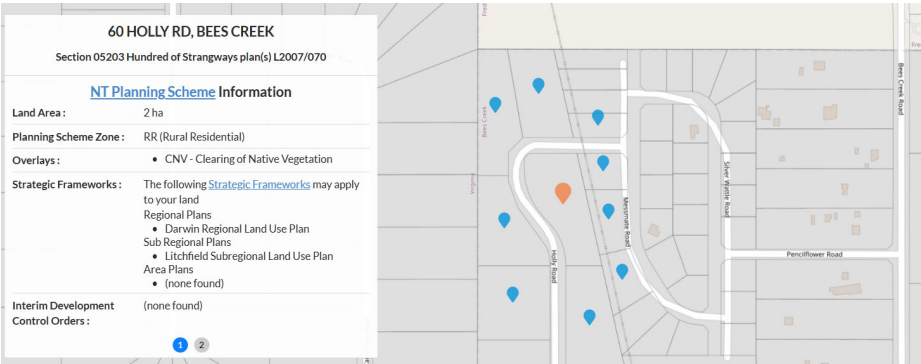
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A Works Permit is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway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

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

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader





Attachment D

15 November 2025

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

RE: Letter of Comment Development Application**PA2012/0696****Hun: 055 P: 06222 325 Willard Road HOLTZE, Hundred of Bagot****Variation to Condition 1 to DP12/0642A to add a small administration building and allow
minor changes (construct double carport and new ensuite) to Sector 11 within the
Correctional facility**

Thank you for the Development Application referred to this office on 31/10/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a variation to the Development Permit, noting that the facility is located on Willard Road which is under the care, control and management of Department of Logistics and Infrastructure. Further, the proposed additions appear to have minimal impact on stormwater flow for the surrounding area.

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

Kind Regards,

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

Jaimie O'Connor
Planning and Development Program Leader

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

325 WILLARD RD, HOLTZE

Section 06222 Hundred of Bagot plan(s) S2010/234

NT Planning Scheme Information

Land Area: 288.7 ha

Planning Scheme Zone: CP (Community Purpose)

Overlays:

- CNV - Clearing of Native Vegetation

Strategic Frameworks:

The following Strategic Frameworks may apply to your land

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Litchfield Subregional Land Use Plan

Artes Plans

- (none found)

Interim Development Control Orders: (none found)

1

2

Item 14.3.2 - Attachment 1

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Attachment E

21 November 2025

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

RE: Letter of Comment Development Application**PA2025/0104**

**Hun: 695 LTO: 69011 P: 00010 130 Wells Creek Road VIRGINIA, Hundred of Strangways
Vary condition 4 of DP2025/0104 to alter the lot layout (reduction in length of axe handle
length).**

Thank you for the Development Application referred to this office on 06/11/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the request to vary condition 4 of DP2025/0104 to alter the lot layout to reduce the length of axe handle length.

Please note, all previous Council conditions should be retained on the issued permit.

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 • Fax (08) 8983 1165 • Email council@litchfield.nt.gov.au
7 Bees Creek Road, Freds Pass NT 0822 • PO Box 446 Humpty Doo NT 0836 • www.litchfield.nt.gov.au
ABN: 45 018 934 501



14.3.3 Waste Disposal – Managing Green Waste Mulch

AUTHOR: Mikaela Baillie, Resource Recovery Program Leader
AUTHORISER: Geoff Thomas, Director Infrastructure and Operations
ATTACHMENTS: Nil

EXECUTIVE SUMMARY

The purpose of this report is to present options to establish an ongoing management strategy to manage the variable amounts of green waste mulch stockpiles at Council's Waste Transfer Stations.

RECOMMENDATION

That Council adopt either:

Option 1 – Temporary Free Mulch Offer

Offer mulch free of charge to Litchfield residents for a period of 3 months, or until a significant reduction in mulch stockpile volumes is achieved, whichever occurs first.

OR

Option 2 – Ongoing Free Mulch

Offer mulch free of charge to Litchfield residents on an ongoing basis.

BACKGROUND

Council continues to receive large quantities of green waste at all three Waste Transfer Stations). Historically, green waste has been processed on a 12-month cycle; however, actual timing depends on incoming volumes and available storage capacity.

In June / July this year, mulching was undertaken at all three sites at a total cost of \$113,724.37, processing the following volumes of green waste.

Green waste volumes processed:

Site	Volume Processed	Notes
Humpty Doo WTS	6,709 m ³	
Berry Springs WTS	1,899 m ³	
Howard Springs WTS	30 m ³	<i>Green waste burnt prior to mulching - fire event on 1 July 2025</i>

On average it requires approximately 4.5 m³ of green waste to be processed to produce 1 m³ of mulch equating to a cost of approximately \$59.25 /m³ of mulch in the last run.

Since the last process run, green waste accumulation has accelerated particularly considering green waste due to TC Fina. Storage capacity at both HDWTS and BSWTS is now limited, and further mulching before the wet season is desirable but constrained by space availability.

The removal of green waste disposal charges in the 2021 Municipal Plan may have contributed to increased volumes. Additionally, lower commercial green waste fees compared to Shoal Bay's facility have led to Palmerston contractors depositing waste at the HDWTS.

Mulch sold to date:

Site	Volume Sold	Revenue	Notes
Humpty Doo WTS	817 m ³	\$13,585	<i>Includes 500 m³ sold to Katherine Tree Maintenance</i>
Berry Springs WTS	31 m ³	\$577	—

The slow movement of mulch sales, combined with the continued accumulation, is creating increasing space constraints and potential environmental risks, especially with the onset of the wet season.

In 2024, the Northern Territory Environmental Protection Authority (NT EPA) raised concerns about the leachate and runoff from stockpiles and indicated the potential for fines if issues persist. To manage both space limitations and environmental risk, it is proposed that Council adopt either a temporary free mulch offer, or a permanent arrangement of free mulch, to residents on an ongoing basis to stimulate demand and accelerate stock turnover.

OPTIONS**Option 1 – Temporary Free Mulch Offer**

Benefits:

- Likely immediate reduction in mulch stockpiles
- Minimises environmental and regulatory risks.
- Frees up space for continued green waste acceptance.
- Reduces fire and leachate risks before the wet season.

Considerations:

- No cost recovery for mulch processing.
- Increased operational demand to manage resident access and loading.
- Reinstatement of fees post free offer will likely result in zero uptake of mulch until another free offer.

Suggested Duration: Up to 3 months, with ongoing monitoring and report back to Council on stockpile reduction.

Option 2 – Ongoing Free Mulch

Benefits:

- Immediate reduction in mulch stockpiles.
- Minimises environmental and regulatory risks.
- Frees up space for continued green waste acceptance.
- Reduces fire and leachate risks before the wet season.

Considerations:

- No cost recovery for mulch processing.
- Increased operational demand to manage resident access and loading which should level out over time

LINKS WITH STRATEGIC PLAN

Places - Roads and Infrastructure

LEGISLATIVE AND POLICY IMPLICATIONS

Council Fees and Charges 2025-26

Waste Management and Pollution Control Act 1998

Environment Protection Act 2019

FINANCIAL IMPLICATIONS

Both options will increase demand on operational staff for loading and customer service. Resourcing levels will be reviewed and adjusted as necessary.

Risks While revenue will decrease temporarily, the offset against potential EPA penalties and environmental remediation costs must be considered. At current prices, total potential mulch value is estimated at approximately \$250,000 but with the current fee structure sales of mulch are minimal.

COMMUNITY ENGAGEMENT

Nil

15 OTHER BUSINESS

16 CONFIDENTIAL ITEMS

RECOMMENDATION

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

16.1 Minutes of the Freds Pass Sport & Recreation Reserve Project Steering Committee

This matter is considered to be confidential under Section 99(2) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation (3) - information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

16.2 2026 Australia Day Community Awards

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

16.3 Keleson Road Seal Levy

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

16.4 Southport Petition

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

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING