



# AGENDA

## 47<sup>th</sup> Ordinary Council Meeting

### 11<sup>th</sup> Council of Litchfield

### TUESDAY 19 August 2025

Meeting to be held commencing 6:00pm  
in Council Chambers at 7 Bees Creek Road, Freds Pass  
[https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89\\_2eg/live](https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live)

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

**Stephen Hoyne**  
**Chief Executive Officer**

#### **COVID-19 Statement of Commitment**

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

- Physical distancing measures
- Health and hygiene principles



## COUNCIL AGENDA

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# COUNCIL AGENDA

## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 July 2025

### 1. Acknowledgement of Traditional Ownership

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

### 2. Opening of Meeting

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

### 3. Electronic Attendance / Apologies and Leave of Absence

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

### 4. Disclosures of Interest

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

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

- 4.01 Elected Members
- 4.02 Staff

## 5. Public Questions

The following public questions were received from Marissa Clausen

1. Why is council changing the terminology in correspondence once again of rehabilitation on Kentish road 760 and 800?

**The terms used to describe an open drain may vary between individuals however the drains functionality does not.**

2. Why are particulars of the remediation works to be performed continually changing to suit Council?

**The remediation work proposed has remained unchanged for the past 12 months.**

3. Why has council not provided the cross-sectional view adjoining 2744 and 2743 of the proposed smaller open drain? Council have provided this with other drain designs.

**Being a part of the road reserve asset; design and construction related issues pertaining to the drain remain a Council responsibility. An engineering opinion is not required of landowners.**

4. Why has there been a constant delay or no response for council while Rodney was in position.

**Review of correspondence records does not support this comment.**

5. Why has Council not yet provided their formal Acknowledgement of liability to us for the defective works and the resultant damage caused to our land.

**Council has accepted that collateral impact on the referred property occurred during road construction and has been seeking your permission to access the property to facilitate remediation.**

6. Why will council not meet with us in a meeting to discuss the rehabilitation?

**Council and DLI have held several meetings with yourself in relation to this matter. Following our most recent meeting you granted permission for the contractor to access the referred land for remediation works to proceed.**

## 6. Confirmation of Minutes

### 6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 15 July 2025, 22 pages; and
- Confidential Council Meeting held Tuesday 15 July 2025, 4 pages.

### 6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from previous Ordinary Council Meetings.



# COUNCIL MINUTES

## LITCHFIELD COUNCIL MEETING

**Minutes of Ordinary Meeting**  
**held in the Council Chambers, Litchfield**  
**on Tuesday 15 July 2025 at 6:00pm**

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<b>Present</b>	Doug Barden Mark Sidey Emma Sharp Kevin Harlan Kris Civitarese Mathew Salter	Mayor (Chair) Deputy Mayor, Councillor South Ward Councillor South Ward Councillor Central Ward Councillor Central Ward Councillor North Ward (Electronically)
<b>Apology</b>	Rachael Wright	Councillor North Ward
<b>Staff</b>	Stephen Hoyne Maxie Smith Caitlyn Moulds Deb Boyko	Chief Executive Officer (Electronically) Director Corporate and Community Executive Assistant to Directors Executive Assistant to Mayor and CEO

**Public Gallery** As per Attendance Register  
**Streamed Online via YouTube:** <https://www.youtube.com/watch?v=sSy2T5m4ArM>

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### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

### 2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:00pm

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

### **3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE**

#### **3.01 Electronic Attendance**

Moved: Cr Civitarese

Seconded: Cr Harlan

THAT pursuant to GOV02 Litchfield Council's Meeting Procedures, Council provided permission for the following Councillors to attend the Ordinary Council Meeting electronically:

- Stephen Hoyne
- Cr Mathew Salter

**ORD2025 11-398 CARRIED (7-0)**

#### **3.02 Apologies**

Nil

#### **3.03 Leave of Absence Previously Granted**

Nil

#### **3.04 Leave of Absence Request**

Nil

### **4. DISCLOSURE OF INTEREST**

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

#### **4.1 Elected Members**

Moved: Deputy Mayor Sidey

Seconded: Cr Wright

As per Section 115 of the Local Government Act 2019, Mayor Barden disclosed an interest in Item 15.01.06 – Eligibility of the Mayor to Hold Office and advised they would leave the meeting whilst the item is under consideration.

As per Section 115 of the Local Government Act 2019, CEO Stephen Hoyne disclosed an interest in Item 15.01.05 – Litchfield CEO Review – Final Report and advised they would leave the meeting whilst the item is under consideration.

As per Section 115 of the Local Government Act 2019, Cr Harlan disclosed an interest in Item 15.01.05 – Litchfield CEO Review – Final Report and advised they would leave the meeting whilst the item is under consideration.

**ORD2025 11-399 CARRIED (7-0)**

#### **4.2 Staff**

Nil

### **5. PUBLIC QUESTIONS**

**The following public questions were received from Marissa Clausen**

1. Why is council changing the terminology in correspondence once again of rehabilitation on Kentish Road 760 and 800?
2. Why are particulars of the remediation works to be performed continually changing to suit Council?
3. Why has council not provided the cross-sectional view adjoining 2744 and 2743 of the proposed smaller open drain? Council have provided this with other drain designs.
4. Why has there been a constant delay or no response for council while Rodney was in position.
5. Why has Council not yet provided their formal Acknowledgement of liability to us for the defective works and the resultant damage caused to our land.
6. Why will council not meet with us in a meeting to discuss the rehabilitation?

CEO will respond to these questions in writing; most have been covered in the past in relation to details relating to the drain on the North side of the road and the rehabilitation process. Questions were submitted on time but, this will be tabled at the next meeting, as will the responses.

### **6. CONFIRMATION OF MINUTES**

#### **6.1 Confirmation of Council Minutes**

Moved: Cr Civitarese  
Seconded: Cr Harlan

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

- Ordinary Council Meeting held Tuesday 17 June 2025, 14 pages; and
- Confidential Council Meeting held Tuesday 17 June 2025, 2 pages.

**ORD2025 11-400 CARRIED (7-0)**

#### **6.2 Council Action Sheet / Business Arising from Previous Meetings**

Moved: Cr Harlan  
Seconded: Cr Civitarese

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

**Cr Harlan**

**Question:**

Page 20, Progress regarding the cost to maintain the Council reserves, seeking an update.

**Answer:**

Not been able to advance the last report, staff able to answer this question have been away, will try and provide a response at the next Council meeting.

**Question:**

Any word on the asbestos?

**Answer:**

Proposal been developed but still negotiation with the EPA, still a work in progress.

**Mayor Barden**

**Question:**

In reference to Freds Pass Reserve expansion, ongoing development permit issued road closing is in final stages, has this been put in the gazette yet?

**Answer:** Believe it has, it is understood the road closure has been completed. Will get planning issues updated.

**Question:**

Unsuccessfully in tranche 3 in reference to the Safer Roads, is there a tranche 4?

**Answer:**

Believe so but unsure when that closes, we have been given notice that we were unsuccessful with tranche 3 bids.

**ORD2025 11-401 CARRIED (7-0)**

**7. PETITIONS**

Nil

**8. DEPUTATIONS AND PRESENTATIONS**

Nil

**9. ACCEPTING OR DECLINING LATE ITEMS**

Nil

**10. NOTICES OF MOTION**

Nil

**11. MAYORS REPORT**

Moved: Mayor Barden

Seconded: Cr Wright

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 17 June 2025 to 15 July 2025.

**ORD2025 11-402 CARRIED (7-0)**

**12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

Nil

**13. OFFICERS' REPORTS**

**13.01 Corporate and Community**

**13.01.01 Litchfield Council Finance Report – June 2025**

Moved: Cr Wright  
Seconded: Cr Sharp

THAT Council note the Litchfield Council Finance Report 30 June 2025.  
THAT the CEO signs the Finance Report 30 June 2025.

**ORD2025 11-403 CARRIED (7-0)**

**13.01.02 People, Performance and Governance Report – June 2025**

Moved: Cr Sharp  
Seconded: Cr Civitarese

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

**ORD2025 11-404 CARRIED (7-0)**

**13.01.03 Fin19 Sufficient Interest in the Assessment Record**

Moved: Cr Sharp  
Seconded: Cr Civitarese

THAT Council adopts draft policy FIN19 Sufficient Interest in the Assessment Record, as at Attachment A, and approves the Chief Executive Officer to make minor amendments.

**ORD2025 11-405 CARRIED (7-0)**

**13.01.04 HR14 Human Resource Management**

Moved: Mayor Barden  
Seconded: Cr Harlan

THAT Council adopts draft policy HR14 Human Resource Management, as at Attachment A, and approves the Chief Executive Officer to make minor amendments.

Moved: Cr Harlan  
Seconded: Cr Salter

**MOTION**

That this item lay on the table and be referred to the August OCM.

Additional time required to give council the opportunity to review the changes in the new Government Act.

**ORD2025 11-406 CARRIED (4-3)**

**13.01.05 GOV18 Confidential Items**

Moved: Cr Harlan  
Seconded: Deputy Mayor Sidey

THAT Council adopts draft policy GOV18 Confidential Items, at Attachment A, and approves the Chief Executive Officer to make minor amendments.

**ORD2025 11-407 CARRIED (7-0)**

**13.01.06 Public Questions Policy**

Moved: Cr Civitarese  
Seconded: Cr Harlan

The following alternate recommendations are proposed for Elected Members to discuss.

That Council:

Option 3: Proceed with the previously presented proposed policy as at Attachment E. And instruct the CEO to align all related policies.

**Motion**

Moved: Deputy Mayor Sidey  
Seconded: Cr Harlan

That this item lay on the table until the new elected council are appointed.

**LOST (3-4)**

**ORD2025 11-408 Division was called**

**Those voting in the affirmation:**

**Cr Wright, Cr Sharp and DM Sidey.**

**Those voting in the negative:**

**Cr Salter, Cr Harlan and Cr Civitarese  
and Mayor Barden.**

Moved: Cr Civitarese  
Seconded: Cr Harlan

That Council:

Option 3: Proceed with the previously presented proposed policy as at Attachment E. And instruct the CEO to align all related policies.

**CARRIED (5-2)**

**Division was called**

**Those voting in the affirmation:**

**Mayor Barden, Cr Salter, Cr Harlan, Cr Civitarese, Cr Sharp**

**Those voting in the negative: DM Sidey and Cr Wright**

**ORD2025 11-408 CARRIED (4/2)**

### **13.01.07 Litchfield Community Library Opening**

Moved: Cr Harlan  
Seconded: Cr Wright

THAT Council receive and note this report.

**ORD2025 11-409 CARRIED (7-0)**

### **13.02 Executive and Community Services**

#### **13.02.01 Community Services and Development Monthly Report – June 2025**

Moved: Cr Harlan  
Seconded: Cr Civitarese

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

**ORD2025 11-410 CARRIED (7-0)**

#### **13.02.02 Municipal Plan 2024-25 Quarterly Performance**

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council receive the Municipal Plan 2024-2025 Quarterly Performance Report for the fourth quarter ending 30 June 2025.

**ORD2025 11-411 CARRIED (7-0)**

### **13.02.03 Reserves Management Committee Meeting Minutes**

Moved: Cr Salter  
Seconded: Cr Harlan

THAT Council:

1. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of December 2024, February 2025 and June 2025, at Attachment A, C and F.
2. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of December 2024, February 2025, April 2025 and June 2025, at Attachment B, D, E and G.

**ORD2025 11-412 CARRIED (7-0)**

### **13.02.04 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)**

### **13.03 Infrastructure and Operations**

#### **13.03.01 Summary Planning and Development Report – June 2025**

Moved: Cr Salter  
Seconded: Cr Harlan

THAT Council:

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

**ORD2025 11-414 CARRIED (7-0)**

### **13.03.02 Common Seal – Kundook Place Road Closure**

Moved: Cr Sharp  
Seconded: Cr Civitarese

THAT Council:

In reference to the application to permanently close the northern section of Kundook Place, Howard Springs as resolved in the May 2025 Ordinary Council Meeting, that the Common Seal be applied to Application Form received from Good Shepherd Lutheran College.

**ORD2025 11-415 CARRIED (7-0)**

### **13.03.03 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 Keleson Road and Bees Creek Road.

**ORD2025 11-416 CARRIED (7-0)**

### **13.03.04 Application to Permanently Close Road – Northern Section of Thorngate Road**

Moved: Cr Salter  
Seconded: Cr Sharp

THAT Council:

1. Accepts the application to close the northern part of Thorngate Road, Holtze, and authorises the application of the Common Seal to the application form.
2. Approves the undertaking of all necessary actions in accordance with road closure procedures, in accordance with the *Local Government Act 2019*.
3. Authorises the Chief Executive Officer (CEO) to enter into an interim peppercorn lease agreement with the Department of Defense for the use of the land.
4. Approves ongoing investigations into the permanent transfer of the land to the Department of Defense.
5. Approves, subject to the satisfactory outcome of investigations, the formal transfer of the land to the Department of Defense and authorises the CEO to negotiate and finalise the terms of the transfer, including entering into any necessary agreements.
6. Authorises the application of the Common Seal to all Land Title documents associated with the transfer of the land.

**ORD2025 11-417 CARRIED (7-0)**

## 14. OTHER BUSINESS

THAT Council notes the below Other Business Items.

### Cr Harlan

#### Question:

An email was sent the CEO on 14<sup>th</sup> July requesting an update on matters regarding flooding, please can we have an update, the resident is waiting on an answer.

#### Answer:

The survey results have not yet been received; the Planning and Development Program Lead will receive the report first.

#### Question:

Do we have April to June update on QR Token statistics for waste disposal?

#### Answer:

CEO will send out data in next 24 hours; figures are two or three months old. The value of tokens handed in total is around \$14k, which is below estimates.

## 15. CONFIDENTIAL ITEMS

Moved: Cr Sharp  
Seconded: Cr Civitarese

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

### 15.01.01 Confirmation of Confidential Minutes Tuesday 17 June 2025

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

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

### 15.01.02 Moving of Confidential Resolutions

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

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

15.01.03 **Suburb and Place Name Proposal for Greater Holtze**

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

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

15.01.04 **Stage 1, Tranche 2 Place Names Holtze**

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

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

15.01.05 **Litchfield CEO Review – Final Report**

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

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

15.01.06 **Eligibility of the Mayor to Hold Office**

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

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

**ORD2025 11-418 CARRIED (7-0)**

**The meeting moved to Confidential Session at 7:48pm.**

Moved: Cr Sharp  
Seconded: Cr Civitarese

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

**ORD2025 11-419 CARRIED (7-0)**

The meeting moved to Open Session of the meeting at 8:08pm.

***Items moved from Confidential:***

**15.01.02 Moving of Confidential Resolutions**

Moved: Deputy Mayor Sidey  
Seconded: Cr Harlan

THAT Council;

1. resolves to move the confidential resolutions as listed in Attachment A to public;  
and
2. make public this resolution and the listings of resolutions as at Attachment A.

**ORD2025 11-420 CARRIED (7-0)**

## ATTACHMENT A

Resolution Number	Date	Title	Resolution	Action
ORD2024 11-090	16/04/2024	Code of Conduct Status Report	THAT Council receive and note the Code of Conduct Complaints – Status Report.	Release
ORD2024 11-092	16/04/2024	Breach of Code of Conduct Complaint	THAT Council receive and note the Breach of Code of Conduct Complaint – 5 March 2024 Report.	Release
ORD2024 11-116	21/05/2024	Code of Conduct Complaints - Status Update	THAT Council receive and note the Code of Conduct Complaints – Update Report.	Release
ORD2024 11-117	21/05/2024	Breach of Code of Conduct Complaint 10 April 2024	THAT Council: 1. receive and note the Breach of Code of Conduct Complaint report; and 2. decide the complaint and that the respondent did not contravene Sections 2 and 11 of the Council’s code of conduct.	Release
ORD2024 11-141	18/06/2024	Risk Management Audit Committee Unconfirmed Confidential Minutes – 30 May 2024	THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 30 May 2024 meeting	Release
ORD2024 11-142	18/06/2024	Code of Conduct Complaints – Status Update	THAT Council receive and note the Code of Conduct Complaints – Update Report	Release
ORD2024 11-143	18/06/2024	Increase to Budget Review Two Vehicle Budget	THAT Council approved the increase of the budget review two vehicle budget by \$5,000	Release

ORD2024 11-144	18/06/2024	Award Contract – RFT24-431 Meade Road Upgrade	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receive and note the Tender Evaluation Summary for RFT24-431 provided in the body of this report;</li> <li>2. note that the report contains commercial in-confidence information;</li> <li>3. approve the additional budget of \$75,000 to be taken from Asset Financial Reserves to cover the construction contingency.</li> <li>4. award the contract for RFT24-431 Meade Road Update to Clare Construction &amp; Civil Pty Ltd to the value of \$1,071,872.67 (GST Exclusive) which includes 10% contingency, and an allowance of \$137,172.73 (GST Exclusive) for Provisional items</li> </ol>	Release
ORD2024 11-147	18/06/2024	Composition of the Litchfield Municipal Council Risk Management and Audit Committee	<ol style="list-style-type: none"> <li>1. Lay the following matters on the table until July Ordinary Council Meeting; <ol style="list-style-type: none"> <li>a. appoint Councillor ..... to the Risk Management and Audit Committee for the remainder of the current term of Council; and</li> <li>b. make public this resolution.</li> </ol> </li> </ol>	Release
ORD2024 11-163	16/07/2024	Rating of Mining Tenements – Review	THAT Council approves reversing the levy for all minerals titles rated in error, totalling \$100,769.99 for tenements being ceased and any associated interest.	Release
ORD2024 11-164	16/07/2024	Composition of the Litchfield Municipal Risk Management and Audit Committee	THAT Council lay the matter on the table and bring the FIN09 Risk Management Audit Committee policy to the next Council Strategic Briefing.	Release
ORD2024 11-165	16/07/2024	Rating Anomaly	THAT Council approve the levy of rates for this property for a period of six years with an interest free period to December 2024.	Release
ORD2024 11-169	16/07/2024	Freds Pass Reserve Grant Funding	THAT Council support the stance proposed by the Project Steering Committee and endorse the response letter attached to be provided to the Priority Community Infrastructure Program team.	Release

ORD2024 11-191	20/08/2024	Fred's Pass Reserve \$10M Grant- Project Steering Committee Meeting Minutes	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receive and note the confirmed Fred's Pass Reserve \$10M Grant – Project Steering Committee meetings minutes of Tuesday 2 July 2024, at Attachment A;</li> <li>2. receive and note the unconfirmed Fred's Pass Reserve \$10mil Grant – Project Steering Committee meetings minutes of Wednesday 7 August 2024, at Attachment B; and</li> <li>3. endorse the Recommendation of the Fred's Pass Reserve \$10M Grant – Project Steering Committee from the meeting of 7 August 2024, being the selection of Option A of the grant scoping application which allocates: <ol style="list-style-type: none"> <li>a. \$6 million towards lighting projects; and</li> <li>b. \$4 million towards a Netball facility.</li> </ol> </li> <li>4. endorse the correspondence of 8 August 2024, provided to the Priority Community Infrastructure Program team informing of the Fred's Pass Reserve \$10M Grant – Project Steering Committee's decision to proceed with project scoping Option A.</li> </ol>	Release
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ORD2024 11-193	20/08/2024	Thriving Suburbs Program – Project Selection	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. support grant applications to the Thriving Suburbs Program for the: <ol style="list-style-type: none"> <li>a. Freds Pass Sport and Recreation Reserve Community Hall – Renovation and Upgrade; and</li> <li>b. Litchfield Horse and Pony Club – solid roof over sand arena projects.</li> </ol> </li> <li>2. approve, upon notification of a successful Thriving Suburbs Program grant application, the allocation of a Council co-contribution of \$1,050,000 funded via a reduction to the proposed 2025/2026 Capital works budget;</li> <li>3. approve the Chief Executive Officers to submit application(s), on or by 26 August 2024, to the Thriving Suburbs Program for the: <ol style="list-style-type: none"> <li>a. Freds Pass Sport and Recreation Reserve Community Hall – Renovation and Upgrade; and</li> <li>b. Litchfield Horse and Pony Club – solid roof over sand arena projects.</li> </ol> </li> <li>4. Endorse the Chief Executive Officer’s letter of support to the Southern Districts Football Club Inc for their Thriving Suburbs grant application for the Norbuilt Oval Development Stage 1.</li> </ol>	Release
ORD2024 11-214	17/09/2024	Risk Management and Audit Committee Unconfirmed Confidential Minutes – 29 August 2024	THAT Council receive and note the Risk Management and Audit Committee unconfirmed confidential minutes from 29 August 2024, as at Attachment A.	Release
ORD2024 11-233	15/10/2024	Freds Pass Reserve \$10M Grant – Project Steering Committee Meeting Minutes	THAT Council receive and note the unconfirmed Freds Pass Reserve \$10M Grant – Project Steering Committee meetings minutes of Wednesday 4 September 2024, at Attachment A.	Release

ORD2024 11-248	19/11/2024	Filling Casual Vacancies on Council	<ol style="list-style-type: none"><li>1. request the Chief Executive Officer present policy GOV14 Filling Casual Vacancies on Council at the December Ordinary Council Meeting; and</li><li>2. Note the report and the expression of interest, at Attachment A, and request the Chief Executive Officer to proceed by way of coordinating an interview with Elected Members with the outcome to be presented by the February 2025 Ordinary Council Meeting.</li></ol>	Release
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UNCONFIRMED

ORD2024 11-250	19/11/2024	2024-25 Annual Community Grants	<p>1. receive and note the unconfirmed Community Grants Committee Meeting Minutes of 11 November 2024, at Attachment A and approve the allocation of the 2024-25 Annual Community Grant funds totalling \$41,270.00 comprising the following:</p> <ul style="list-style-type: none"> <li>a. Humpty Doo Community Garden—Sink and water connection \$1800.00</li> <li>b. Noonamah Polocrosse Club – Horse rug, rackets, and balls \$2142.00</li> <li>c. Darwin Community Arts – Artist fees for Cuppa Collective \$2500.00</li> <li>d. Noone Left Behind – Litchfield Women’s Panel \$2500.00</li> <li>e. Humpty Doo Bowls Club – Bubbler, television, laptop and printer \$4398.00</li> <li>f. NT Field and Game Assoc. Inc. – Target Tag and ancillary equipment \$3000.00</li> <li>g. Desexing Assistance and Community Support Inc— Subsidised desexing and education program \$5000.00</li> <li>h. Darwin Rural Hash House Harriers—Prizes and signage for Australia Day Fun Run 2025 \$2000.00</li> <li>i. Fulfilling Dreams Inc— Pop up basketball event, pathway to 2032 Olympics \$3000.00</li> <li>j. Koolpinyah Volunteer Fire Brigade— New water tanks \$3600.00</li> <li>k. Arafura Music Collective— Small Ensemble performance throughout 2025 \$3300.00</li> <li>l. Smile A Mile—Desks, Shelving, Fridge \$4530.00</li> <li>m. Darwin Rural Carols By Candlelight—Litchfield community event 2024 \$3500.00</li> </ul> <p>2. resolve to make the resolution public from 27 November 2024 to allow notification to applicants.</p> <p>3. approve a shortlist of applications for an extension of grant funding, contingent upon the Council's approval of the requested maximum of \$41,000 funding increase to the Community Grants Scheme budget from the Cash for Cans reserve.</p>	Release
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ORD2024 11-268	10/12/2024	RMAC Confidential Minutes - 24 October 2024	THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 24 October 2024 meeting as at Attachment A.	Release
ORD2024 11-269	10/12/2024	Application for Contiguous Tenements	THAT Council 1. Approves the request to combine the various Mining Tenement Rates Assessments due to their contiguous nature; and 2. Write-off rates of \$2,241.18 and associated interest for assessment 10116085 for 2025.	Release
ORD2024 11-270	10/12/2024	Australia Day Community Awards	THAT Council 1. receive and note the Australia Day Awards Committee Meeting Minutes of 2 December 2024 (Attachment A) and the Committee Scoring Sheet (Attachment B); 2. approve the Awards Committee's recommendation of Young Citizen; Citizen of the Year and Event of the Year recipients as follows: • Young Citizen – Liam Fischer • Citizen of the Year – Valerie Wilkie and Eric Chalmers • Event of the Year – Bike You BBQ Ride 3. determine that this report remain confidential with the exception of Attachment A which will be uploaded to the Council website after 26 January 2025; and 4. determine that the resolution be made public after 26 January 2025.	Release
ORD2025 11-282	21/01/2025	Application for Write-Off of Charges	THAT Council receive and note the: 1. write-off of Rates and Interest for assessments 10108066, 10108082, 10108090, 10108116 and 10108132 in the amount of \$63,571.80; and 2. refund \$55,750.25 payments received from 2015 to the ratepayer.	Release

ORD2025 11-283	21/01/2025	Freds Pass Reserve \$10m Grant Project Steering Committee Meeting Minutes	THAT Council receive and note the confirmed Freds Pass Reserve \$10m Grant – Project Steering Committee meetings minutes of 5 December 2024 at attachment A and the unconfirmed minutes from 12 December 2024 at Attachment B.	Release
ORD2025 11-284	21/01/2025	Expression of Interest for Councillor Vacancy	THAT Council: 1. note the report and the expressions of interest at Attachment A, and 2. councillors appoint Kris Civitarese as the preferred applicant based on the written submissions provided in attachment A 3. request the Chief Executive Officer to notify unsuccessful applicants and thank them for submitting an expression of interest	Release
ORD2025 11-302	18/02/2025	Award Contract RFT24-469: Challoner Circuit Road Safety Upgrades	THAT Council: 1. receive and note the Tender Evaluation Summary for RFT24-469 provided in the body of this report, 2. note that the report contains commercial in-confidence information, 3. approve the additional budget of \$354,770.81 to be taken from Asset Financial Reserves 4. award the contract for RFT24-469: Challoner Circuit Road Safety Upgrades to D’Omega Civil Constructions. The contract value is \$734,770.81 (GST Exclusive), which includes 15% contingency, and an allowance of \$91,796.79 (GST Exclusive) for Provisional Items.	Release
ORD2025 11-303	18/02/2025	Application to Write-Off Interest and Legal Fees	THAT Council write-off interest charges to the total of \$487.90 and legal charges to the total of \$20.40.	Release

ORD2025 11-321	18/03/2025	Risk Management and Audit Committee Unconfirmed Confidential Minutes – 27 February 2025	THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 27 February 2025 meeting, as at Attachment A.	Release
ORD2025 11-322	18/03/2025	Freds Pass Reserve \$10M Grant-Project Steering Committee Meeting Minutes	THAT Council receive and note the confirmed Freds Pass Reserve \$10M Grant – Project Steering Committee meetings minutes of 13 February 2025, at Attachment A.	Release
ORD2025 11-340	15/04/2025	Advocacy and New initiates Committee Meeting Minutes	THAT Council receive and note the confirmed Advocacy and New initiates Committee meeting minutes of 25 October 2024, at Attachment A and meeting minutes 25 February 2025, at Attachment B.	Release
ORD2025 11-341	15/04/2025	Draft Litchfield Council By -Laws	THAT Council: 1. endorse the Litchfield Council’s draft By-Laws as at Attachment A for the purposes of public exhibition and consultation; 2. advertise the Litchfield Council’s draft By -Laws, as being available for public consideration, and invite public submissions during a period of 23 days from 22 April 2025 to 14 May 2025; and 3. make public this resolution following the commencement of public consultation.	Release
ORD2025 11-342	15/04/2025	Freds Pass \$10 Million Grant – Project Update	That Council support the recommendations of the Steering Committee: 1. Endorse the Masterplan for the Netball Facility 2. Endorse the progression of the AFL Lighting upgrade portion of the project 3. Endorse the demolition of the Community Hall 4. Endorse the demolition of the old ablution facilities 5. Endorse the details of the project to be made public and request all future meeting minutes to be provided in the Ordinary Council Meeting agenda 6. Receive and note the confirmed Freds Pass Reserve \$10M Grant – Project Steering Committee meetings minutes of 27th march 2025, at Attachment A.	Release

ORD2025 11-343	15/04/2025	Award Contract - RFT24-484 Minor Civil Works Panel Contract	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receive and note the Tender Evaluation Summary for RFT24-484 Minor Civil Works Panel Contract provided in the body of this report;</li> <li>2. note that the report contains commercial in-confidence information;</li> <li>3. award the contract for RFT24-484 Minor Civil Works Panel Contract to JLM Civil Works, D'Omega Civil Constructions, Coll NT Pty Ltd, Vrahos Contractors and TMH Services . The estimated value of the Minor Civil Works Contract is approximately \$850,000 (excluding GST).</li> </ol>	Release
ORD2025 11-344	15/04/2025	LGANT Membership of TOPROC	THAT Council reject LGANT becoming a member of TOPROC.	Release

UNCONFIDENTIAL

**16. CLOSE OF MEETING**

The Chair closed the meeting at 8:37pm.

**17. NEXT MEETING**

Tuesday 19 August 2025

**18. MINUTES TO BE CONFIRMED**

Tuesday 19 August 2025

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne

UNCONFIRMED

**6.02 - Business Arising from the Minutes**

In Progress  
Completed

Ongoing  
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
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ORD2022 11-173	<p><b>Road Opening Closing Meade Road, Darwin River</b>                      THAT Council:</p> <ol style="list-style-type: none"> <li>1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts;</li> <li>2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and</li> <li>3. note that this is an administrative process only and there is no commitment by Council to construct the road.</li> </ol>	19/07/2022	DIO	<p><b>In Progress</b>                      Crown have confirmed in principle support for the proposal. Meetings between stakeholders are ongoing.</p>
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ORD2023 11-093	<p><b>Cost to maintain the eight owned Council Recreation Reserves</b>                      THAT Council:</p> <ol style="list-style-type: none"> <li>1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council’s eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019;</li> <li>2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council’s eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and</li> <li>3. receive the report prior to the first 2023-2024 Budget Review Meeting.</li> </ol>	20/06/2023	DIO	<p><b>In Progress</b>                      Update presented in report in December. Draft Report for first reserve presented.</p> <p>Updated consultant plans scheduled for early September 2025 release, including all council reserves, excluding Freds Pass.</p> <p><b>Noting</b>                      Refer ORD2023 11-241</p>
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### Freds Pass Reserve Expansion

THAT Council:

1. adopt the Freds Pass Reserve land expansion concept to include:
  - a. Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and
  - b. Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways;
2. adopt the concept to acquire land from Power and Water Corporation's Section 6003 Hundred of Strangways for the Freds Pass Reserve safe cycle, pedestrian and bridle way connection to Coolalinga and adjacent Park and Ride; and
3. approve the consolidation of Section 1817 (20A) Bees Creek Road, Hundred of Strangways and Section 5467 (20) Bees Creek Road, Hundred of Strangways and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing of the road, as required.

ORD2023  
11-142

15/08/2023 DIO

#### Part 1a,1b Ongoing

Crown discussions postponed for development of proposed use plan for the new area.

#### Part 2 Ongoing

DIPL have progressed conceptual design for the shared path link adjacent the highway.

#### Part 3 Ongoing

Development permit issued. Road closing is in final stages awaiting Gazzettal.

### Cost to maintain the eight owned Council Recreation Reserves

THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.

ORD2023  
11-241

12/12/2023 DIO

#### 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	<b>Disposal of Contaminated Concrete Waste Stockpiles from Council's Waste Transfer Stations</b>	THAT Council resolve to commit a Budget of \$3,000,000.00 to disposing of the contaminated concrete waste piles from Howard Springs and Humpty Doo Waste Transfer Stations. The budget is to come from the Waste Asset Reserve.	20/08/2024	DIO	<b>In Progress</b> In principle support has been provided from EPA and Crown for the proposed processing of the contaminated material. Final agreements are in progress.
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<b>Private Roads – No Name Road</b>					
ORD 2024 11-265	THAT Council:	<ol style="list-style-type: none"> <li>1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents.</li> <li>2. Allocate No Name Road as the proposed road for the trial.</li> <li>3. Allocate \$100,000 of consultant budget to come from Financial Reserves.</li> <li>4. Renew the policy as it stands with no changes for a further 12 months.</li> </ol>	10/12/2024	DIO	<b>In Progress</b> Works has commenced on drafting the relevant survey documentation and legal documents. Next step is consultation with residents.



# COUNCIL AGENDA

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## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 August 2025

**7**      **Petitions**

**8**      **Deputations and Presentations**

**9**      **Accepting or Declining Late Items**

**10**     **Notices of Motion**

**11**     **Mayor's Report**

**11.01**   **Mayors Report**



## COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	19/08/2025
Attachments:	Nil
Executive Summary	

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 16 July 2025 to 19 August 2025.

Summary	
DATE	EVENT / MEETING
16 July 2025	Litchfield DCA Meeting
17 July 2025	Election Candidate Information Session
24 July 2025	Meeting: Office of Senator Malarndirri McCarthy
29 July 2025	Strategic Bushfire Management Plan Consultation
30 July 2025	HWLE Invitation to the Flicks
1 August 2025	LGANT Mayors and Presidents Forum
3 August 2025	Seniors Fortnight – City of Palmerston Opening Ceremony
5 August 2025	The Berry Springs Seniors Birthday Party
5 August 2025	Strategic Discussion and Briefing Session
6 August 2025	Litchfield Community Library Opening
6 August 2025	Aboriginal Areas Protection Authority (AAPA) Briefing
8 August 2025	Annual Commemorative Dinner for the 110th Anniversary of The Battle of the Lone Pine
14 August 2025	RMAC Meeting
15 August 2025	Seniors Fortnight – Litchfield Council Lunch
17 August 2025	Seniors Fortnight – City of Palmerston Closing Ceremony
18 August 2025	Vietnam Veterans Day Commemoration Service
19 August 2025	Community Forum
19 August 2025	Ordinary Council Meeting

### Recommendation

THAT Council receive and note the mayor's monthly report for the period of 16 July to 17 August 2025.



# COUNCIL AGENDA

## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 August 2025

### 12 Reports from Council Appointed Representatives

#### Meeting

#### Representative

Nil.

### 13 Officers Reports

#### 13.01 Corporate and Community

13.01.01 Litchfield Council Finance – July 2025

13.01.02 People, Performance and Governance Report – July 2025

#### 13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – July 2025

#### 13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – July 2025



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.01
<b>Report Title:</b>	Litchfield Council Finance Report – July 2025
<b>Author &amp; Recommending Officer</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	19/08/2025
<b>Attachments:</b>	A: Litchfield Council Finance Report – July 2025

### Executive Summary

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

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

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

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

### Recommendation

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

### Background

Detailed financial information is presented on the following pages.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

## **Legislative and Policy Implications**

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

## **Financial Implications**

Nil.

## **Risks**

### Financial

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

## **Community Engagement**

Not applicable.

**LITCHFIELD  
COUNCIL**



Finance Report  
July 2025

July 2025

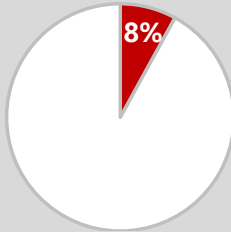
# DASHBOARD REPORTING



**Current Cash Investments**  
**\$ 26.07m**

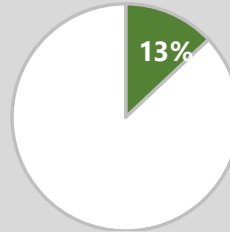
**0 of 18** Budgeted Capital Programs  
2025/26

**\$12.01m** Budgeted Financial  
Reserves Original Budget



### Asset Sustainability Ratio

Capital Expenditure  
Actuals \$0.96m  
Municipal Plan Target – 30%



### Rates Outstanding

\$ 2.3m Outstanding  
Municipal Plan Target – < 18%  
(Less than 3.30Mn)

**\$ 17.82m**

### OPERATIONAL REVENUE

\$23.21m Budget – 76.78% Target  
Achieved

**\$ 2.25m**

### OPERATIONAL EXPENSES

\$32.09m Budget – 7.01% Spent

**\$ 15.57m**

### OPERATING SURPLUS

Budget (\$ 7.17m)

**\$0.00m**

### CAPITAL REVENUE

\$ 1.9m Budget- 0.00% Achieved

**\$ 0.96m**

### CAPITAL EXPENSES

\$ 6.02m Budget- 15.95% Spent

**\$ 0.96m**

### CAPITAL DEFICIET

Budget (\$ 4.12m)

### RATIOS

**8%**

Asset Sustainability  
Target 30% and more

**13%**

Rates Outstanding  
Target less than 18%

**78%**

Own Source Revenue Ratio  
Target 60% and more

**7.8**

Current Ratio  
Target 1 and more

**0**

Debt Service Ratio  
Target less than 1



Not Achieved



Achieved



Achieved



Achieved



Achieved

## STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET<sup>1</sup>

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

**Table 1.1 Monthly Income and Expenditure Statement**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Budget 25-26 \$
<b>OPERATING INCOME</b>				
Rates	17,285,631.54	15,748,438.00	(1,537,193.54)	15,748,438.00
Charges	7,794.00	14,583.33	6,789.33	175,000.00
Fees and Charges	179,342.29	164,203.50	(15,138.79)	1,970,442.00
Operating Grants and Subsidies	218,143.00	329,572.67	111,429.67	3,954,872.00
Interest / Investment Income	118,918.40	101,666.67	(17,251.73)	1,220,000.00
Other Income	5,622.74	11,583.33	5,960.59	139,000.00
<b>TOTAL OPERATING INCOME</b>	<b>17,815,451.97</b>	<b>16,370,047.50</b>	<b>(1,445,404.47)</b>	<b>23,207,752.00</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	513,944.06	655,934.83	141,990.77	7,871,218.00
Materials and Contracts	676,547.29	825,701.42	149,154.13	9,908,417.00
Elected Member Allowances	4,100.00	30,123.67	26,023.67	361,484.00
Elected Member Expenses	-	4,425.50	4,425.50	53,106.00
Council Committee & LA Allowances	-	833.33	833.33	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	-	-	-	-
Accumulated Depreciation	987,583.33	987,583.33	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	66,845.87	170,011.42	103,165.55	2,040,137.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>2,249,020.55</b>	<b>2,674,613.50</b>	<b>425,592.95</b>	<b>32,095,362.00</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>15,566,431.42</b>	<b>13,695,434.00</b>	<b>(1,870,997.42)</b>	<b>(8,887,610.00)</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Budget 25-26 \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>15,566,431.42</b>	<b>13,695,434.00</b>	<b>(1,870,997.42)</b>	<b>(8,887,610.00)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	987,583.33	987,583.33	-	11,851,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>987,583.33</b>	<b>987,583.33</b>	<b>-</b>	<b>11,851,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	(959,457.32)	(501,457.67)	457,999.65	(6,017,492.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(246,949.17)	(246,949.17)	(2,963,390.00)
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(959,457.32)</b>	<b>(748,406.83)</b>	<b>211,050.49</b>	<b>(8,980,882.00)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	-	157,791.00	157,791.00	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	4,210.50	246,949.17	242,738.67	2,963,390.00
Road Seal Levy	-	3,965.00	3,965.00	47,580.00
Transfers from Reserves	-	92,752.50	92,752.50	1,113,030.00
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>4,210.50</b>	<b>501,457.67</b>	<b>497,247.17</b>	<b>6,017,492.00</b>
<b>NET OPERATING POSITION</b>	<b>15,598,767.93</b>		<b>(1,162,699.76)</b>	

<sup>1</sup> Numbers in statements July include minor rounding differences.

## Operating Position by Department

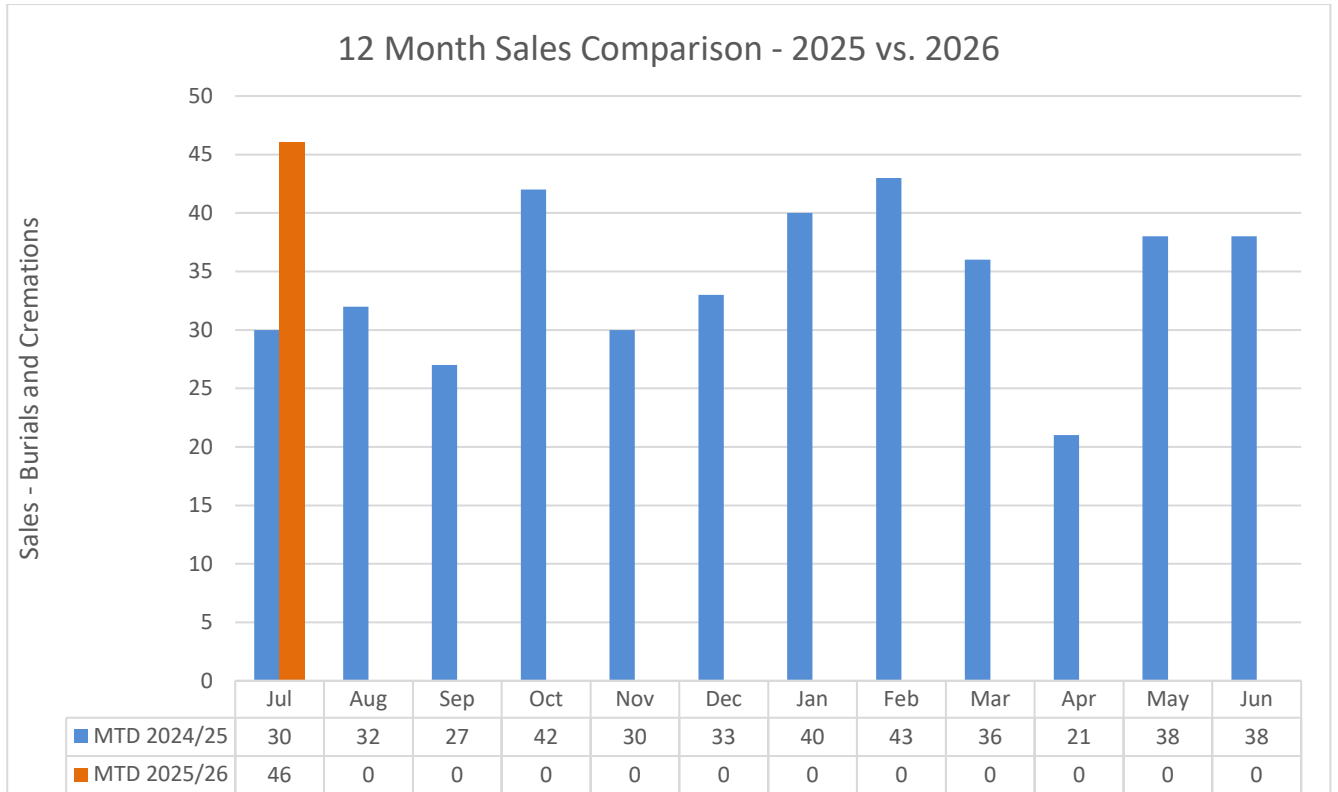
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2025.

	2025/26 YTD Actuals	2025/26 Original Budget	% of Budget
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	
Council Leadership	-	-	0.00%
Corporate	-	-	0.00%
Information Services	-	-	0.00%
Finance & Customer Service	13,801,300.20	14,147,720.00	97.55%
Infrastructure & Assets	229,257.92	3,194,183.00	7.18%
Waste Management	3,617,137.48	3,652,968.00	99.02%
Community	10,700.62	134,978.00	7.93%
Community - Library	2,389.27	308,722.00	0.77%
Mobile Workforce	-	-	0.00%
Regulatory Services	7,915.00	175,000.00	4.52%
Thorak Cemetery	146,751.48	1,595,597.00	9.20%
<b>TOTAL REVENUE</b>	<b>17,815,451.97</b>	<b>23,209,168.00</b>	<b>76.76%</b>
<b>EXPENSES</b>			
Council Leadership	57,930.05	1,592,208.00	3.64%
Corporate	65,675.73	933,894.00	7.03%
Information Services	60,897.45	671,122.00	9.07%
Finance & Customer Service	96,251.75	1,815,230.00	5.30%
Infrastructure & Assets	167,414.19	4,098,277.00	4.08%
Waste Management	213,059.94	4,732,230.00	4.50%
Community	341,232.75	2,092,426.00	16.31%
Community - Library	38,288.24	995,398.00	3.85%
Mobile Workforce	78,691.29	1,363,291.00	5.77%
Regulatory Services	46,489.78	708,907.00	6.56%
Thorak Cemetery	95,506.05	1,241,379.00	7.69%
<b>TOTAL EXPENSES</b>	<b>1,261,437.22</b>	<b>20,244,362.00</b>	<b>6.23%</b>
<b>OPERATING RESULT</b>	<b>16,554,014.75</b>	<b>2,964,806.00</b>	<b>558.35%</b>

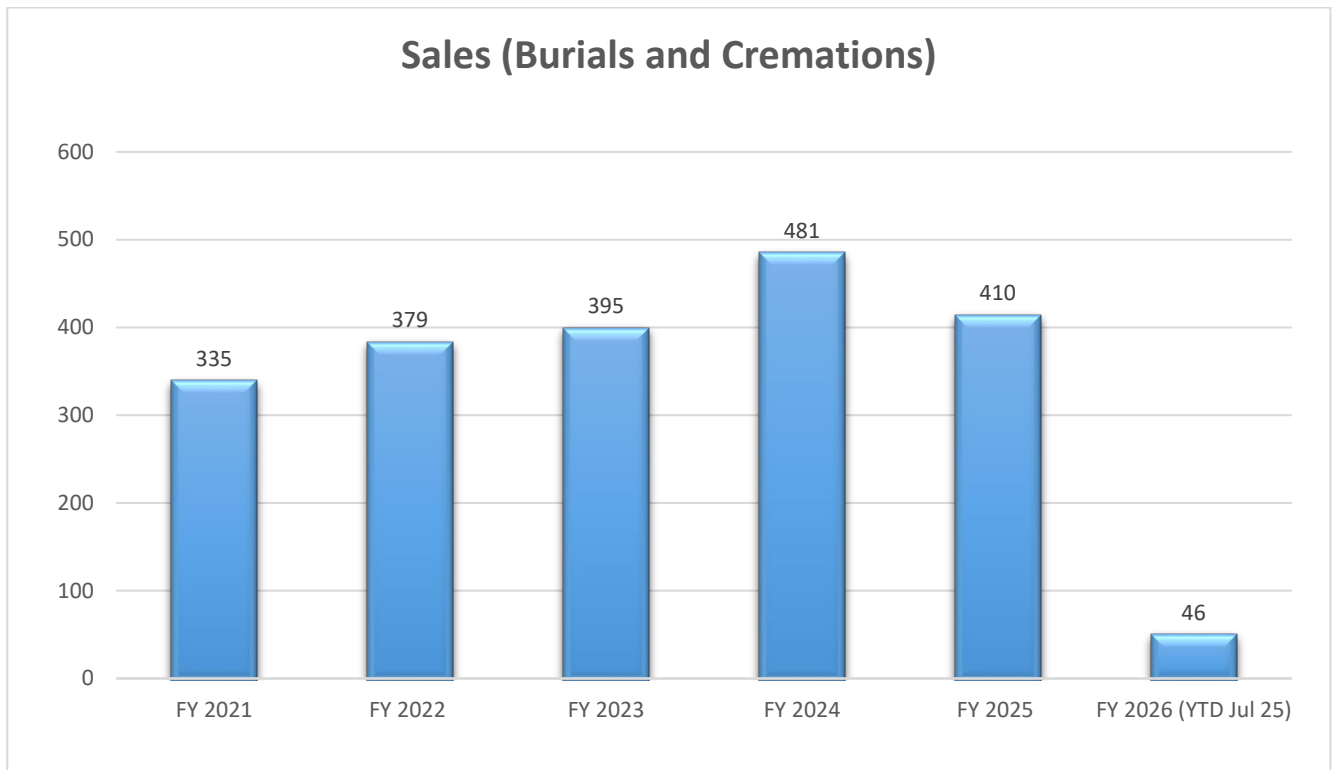
### Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 46 Interments and cremations, an increase of 16 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last six years, average over the five years to date is 400.

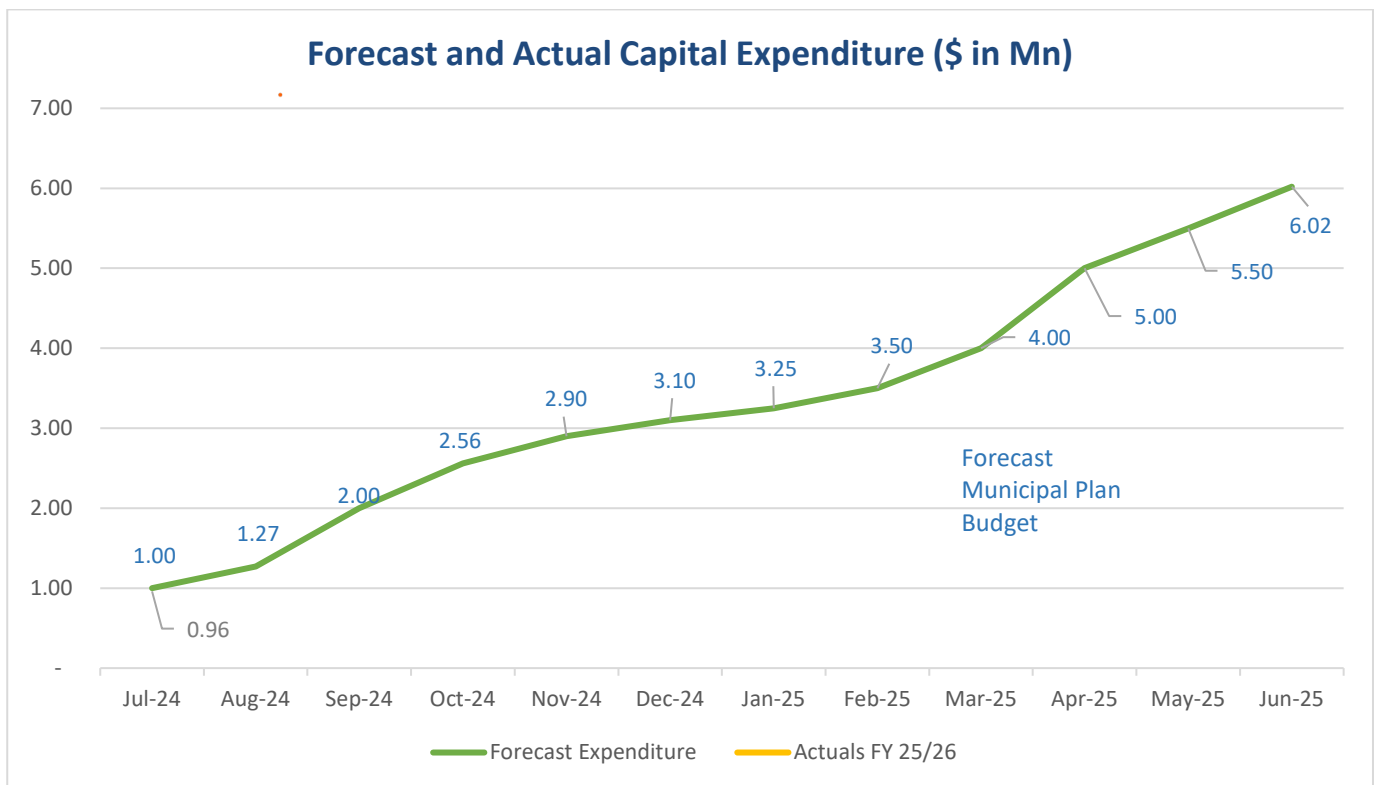


## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Original Budget \$
Land and Buildings	-	103,666.67	103,666.67	1,244,000.00
Infrastructure (including roads, footpaths, park furniture)	959,457.32	353,624.33	(605,832.99)	4,243,492.00
Plant and Machinery	-	-	-	-
Fleet	-	44,166.67	44,166.67	530,000.00
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>959,457.32</b>	<b>501,457.67</b>	<b>(457,999.65)</b>	<b>6,017,492.00</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	4,210.50	297,755.83	293,545.33	3,573,070.00
Capital Grants	-	157,791.00	157,791.00	1,893,492.00
Transfers from Cash Reserves	-	41,945.83	41,945.83	503,350.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
Special Road Seal Levy	-	3,965.00	3,965.00	47,580.00
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>4,210.50</b>	<b>501,457.67</b>	<b>497,247.17</b>	<b>6,017,492.00</b>



**Table 2.2 Monthly Report on Planned Major Capital Works**

2025/26 CAPITAL PROJECTS												
	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	1,293,492.00	1,293,492.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
2	Roads	Heavy Patches- Leonino Road, Girraween Road Extension	-	-	300,000.00	300,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
3	Roads	Gravel Surface Renewal- Sandy Road, Parkin Road North	-	-	330,000.00	330,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
4	Roads	Unsealed to Sealed Road	-	-	1,500,000.00	1,500,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Keleson Road Tender has been advertised
5	Roads	Road Safety Upgrades - Shoulder Widening- Krichauff, Westall	-	-	420,000.00	420,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
6	Drainage	Drainage Renewal	-	-	250,000.00	250,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
7	Buildings	Council Administration Building- Upgrade effluent system, dog holding yard roof and slab	-	-	200,000.00	200,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	<b>Effluent System</b> – Council has referred back to the designer to confirm that the applicable standards remain unchanged since the original design, which has now been confirmed. Procurement documentation can now be prepared. <b>Dog holding Yard and slab</b> - contractor has been engaged to complete works at the pound and expected completion date is Sept 2025
8	Thorak	Thorak Asset Renewal - Conc beams, irrigation etc.	-	-	30,000.00	30,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
9	Waste	Waste Asset Renewal- New Gate House building, Operators Tea Room, Bins	-	-	280,000.00	280,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
10	Reserves	Freds Pass Reserve - Masterplan and Polocrosse area Water Tank, effluent system upgrade, future designs.	-	-	420,000.00	420,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
11	Reserves	Mira Square - SPA- Boundary Fencing	-	-	35,000.00	35,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
12	Reserves	Humpty Doo Village Green- Masterplan	-	-	60,000.00	60,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
13	Reserves	Knuckey Lagoon Recreation Reserve- Masterplan, BBQ upgrade and footpath connection	-	-	120,000.00	120,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
14	Reserves	McMinns Lagoon Recreation Reserve - Masterplan	-	-	39,000.00	39,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
15	Reserves	Howard Park Reserve- Masterplan	-	-	50,000.00	50,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
16	Reserves	Livingstone Reserve- Masterplan	-	-	40,000.00	40,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
17	Reserves	Berry Springs Reserve- Masterplan, Roof Painting and Disabled Access improvements	-	-	120,000.00	120,000.00	100.00%	Jun-26	Yes	Yes	Project Planning	Not Started
18	Fleet	Council Vehicle Replacement	15,394.01	15,394.01	530,000.00	514,605.99	97.10%	Jun-26	Yes	Yes	Project Planning	Not Started
			<b>15,394.01</b>	<b>15,394.01</b>	<b>6,017,492.00</b>	<b>6,002,097.99</b>						

**2024/25 CARRIED FORWARD CAPITAL PROJECTS**

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
					\$	(inc. BR2)	\$						
1	Roads	Road Seal Renewal	4,163.34	2,369,399.78	2,373,563.12	3,757,471.00	1,383,907.88	63.17%	Sep-25	Yes	Yes	Project Delivery	Reseal Program Currently underway with program 50% complete.
2	Roads	Pavement Renewal - Whitewood Road	18,535.04	125,354.95	143,889.99	1,601,659.93	1,500,652.98	8.98%	Sep-25	Yes	Yes	Project Delivery	Project submitted for Grant funding.
3	Roads	Pavement Renewal - Heavy Patches - Thorngate, Girraween, Elizabeth Valley Road	-	353,807.93	353,807.93	674,000.00	320,192.07	52.49%	Sep-25	Yes	Yes	Project Delivery	Various Heavy Patches already completed. Further works are programmed.
4	<i>Roads</i>	<i>Gravel Surface Renewal</i>	<i>73,458.18</i>	<i>268,565.00</i>	<i>342,023.18</i>	<i>322,000.00</i>	<i>- 20,023.18</i>	<i>106.22%</i>	<i>Jun-25</i>			<i>Complete</i>	<i>Completed. Remaining funds to be rolled over for next years projects.</i>
5	<i>Roads</i>	<i>Unsealed to Sealed Road Upgrade - Meade Road</i>	<i>-</i>	<i>1,083,319.92</i>	<i>1,083,319.92</i>	<i>1,075,000.00</i>	<i>- 8,319.92</i>	<i>100.77%</i>	<i>Jun-25</i>			<i>Complete</i>	<i>Complete</i>
6	Roads	Road Safety Upgrades - (Shoulder Widening)	-	285,861.91	285,861.91	514,000.00	228,138.09	55.62%	Sep-25	Yes	Yes	Project Delivery	Works complete on Beaumont Road and works commencing on Meade Road. RQF Released.
7	Roads	Road Safety Upgrades - Intersections - Pioneer Anglessey	-	-	-	465,129.42	465,129.42	0.00%	Sep-25	Yes	Yes	Project Delivery	Design complete and works being prepared for release.

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
8	Roads	Road Safety Upgrades - (Challoner Circuit)	-	404,848.63	404,848.63	760,000.00	355,151.37	53.27%	Sep-25	Yes	Yes	Project Delivery	Tender Closed and being evaluated
9	Roads	Road Safety Upgrades - (lighting)	-	358,867.81	358,867.81	838,893.50	480,025.69	42.78%	Sep-25	Yes	Yes	Project Delivery	Design at 90% review.
10	Roads	Road Safety Upgrades - (lighting)	53,383.64	164,946.27	218,329.91	123,010.00	- 95,319.91	177.49%	Sep-25	Yes	Yes	Project Delivery	Base stations to be installed in June
11	Drainage	Drainage Renewal - Tobin, Parkin, Riverside, Horne	-	217,011.56	217,011.56	400,000.00	182,988.44	54.25%	Sep-25	Yes	Yes	Project Delivery	Various drainage projects awarded. Tobin Road drainage works complete.
12	<i>Drainage</i>	<i>Drainage Upgrade - Flood Mitigation</i>	-	<i>242,729.68</i>	<i>242,729.68</i>	<i>247,472.00</i>	<i>4,742.32</i>	<i>98.08%</i>	<i>Sep-25</i>			<i>Complete</i>	<i>Complete</i>
13	Buildings	Council Administration Building - Replace AC unit and Chambers Kitchen	-	63,974.00	63,974.00	130,000.00	66,026.00	49.21%	Sep-25	Yes	Yes	Project Delivery	AC works complete. Kitchen contract awarded.
14	<i>Buildings</i>	<i>LRCI Council Administration Building - WIFI CCTV</i>	-	<i>37,933.67</i>	<i>37,933.67</i>	<i>65,000.00</i>	<i>27,066.33</i>	<i>58.36%</i>	<i>Jun-25</i>			<i>Complete</i>	<i>Complete</i>
15	Thorak	Thorak Asset Renewal	96,549.40	392,790.62	489,340.02	547,709.46	58,369.44	89.34%	Sep-25	Yes	Yes	Project Delivery	Workshop is progressing with the slab being poured and the materials delivered

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
16	Waste	Waste Asset Renewal - Compactor Replacement	-	-	-	714,298.00	714,298.00	0.00%	Sep-25	Yes	Yes	Project Delivery	Tender award at May OCM. Budget to be adjusted in new FY.
17	Reserves	Freds Pass Reserve Asset Renewal - Soccer Septic and Water Tank	-	56,802.91	56,802.91	334,652.00	277,849.09	16.97%	Sep-25	Yes	Yes	Project Delivery	Water tank installation is in progress. Soccer effluent system is out to tender.
18	Reserves	Howard Park Reserve Asset Renewal - BMX Softfall	-	9,440.00	9,440.00	80,000.00	70,560.00	11.80%	Sep-25	Yes	Yes	Project Delivery	Update provided in Community Report
19	Reserves	<i>Berry Springs Reserve Asset Renewal</i>	-	<i>88,747.00</i>	<i>88,747.00</i>	<i>95,000.00</i>	<i>6,253.00</i>	<i>93.42%</i>	<i>Jun-25</i>			<i>Complete</i>	<i>Complete</i>
20	Reserves	Gregg Park Reserve Asset Renewal - Irrigation	-	13,715.00	13,715.00	20,000.00	6,285.00	68.58%	Sep-25	Yes	Yes	Project Closure	Works Completed and processing invoices.
21	Fleet	Fleet AMP	-	326,287.97	326,287.97	535,000.00	208,712.03	60.99%	Sep-25		Yes	Project Delivery	Awaiting delivery of Tractor.
22	Reserves	<i>Mira Square - BBQ sheler</i>	-	<i>60,103.50</i>	<i>60,103.50</i>	<i>60,000.00</i>	<i>-103.50</i>	<i>100.17%</i>	<i>Sep-25</i>			<i>Complete</i>	<i>Complete</i>
23	Roads	Blackspot-Girraween Road (Rogers to Mango Road)	-	19,800.00	19,800.00	300,000.00	280,200.00	6.60%	Jun-26	Yes	Yes	Project Delivery	Design complete and progressing to delivery
24	Reserves	<i>Humpty Doo Village Green</i>	-	<i>42,551.23</i>	<i>42,551.23</i>	<i>45,000.00</i>	<i>2,448.77</i>	<i>94.56%</i>	<i>Sep-25</i>			<i>Complete</i>	<i>Complete</i>
25	Reserves	Knuckey Lagoon Recreation Reserve - LRCl Playground	-	47,851.54	47,851.54	50,000.00	2,148.46	95.70%	Sep-25	Yes	Yes	Project Delivery	Update provided in Community Report

	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals	FY 2024/25 Actual	Total Actuals	Budget	Total yet To Spend	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
26	Roads	Gravel Road Sealing- Guys Creek Road	-	1,246,936.17	1,246,936.17	1,246,936.17	-	100.00%	Sep-25			Complete	Complete
27	Shared Path	Shared Path Upgrade - Whitewood Road - Hillier to Hicks	-	-	-	949,009.50	949,009.50	0.00%	Sep-25	Yes	Yes	Project Delivery	Tender awarded at June Special OCM. Works to commence late June
28	Planning	Consultation - Forward Design	18,829.05	396,537.41	415,366.46	300,000.00	- 115,366.46	138.46%	Jun-25	Yes	Yes	Project Delivery	Design works completed for several major road projects and designs are now shovel ready
29	Reserves	Freds Pass Reserve Upgrades	508,760.66	364,254.93	873,015.59	10,000,000.00	9,126,984.41	8.73%	Sep-25	Yes	Yes	Project Delivery	Netball Design awarded and demolition of community hall being assessed. AFL lighting install has been awarded. Soccer and Rugby to go to Tender in late June.
30	Library	Library fitout	170,830.00	41,481.00	212,311.00	240,000.00	27,689.00	88.46%	Sep-25	Yes	Yes	Complete	Complete
31	IT	Server Replacement	-	49,103.99	49,103.99	100,000.00	50,896.01	49.10%	Sep-25	Yes	Yes	Project Delivery	On going
			<b>944,509.31</b>	<b>9,133,024.38</b>	<b>10,077,533.69</b>	<b>26,591,240.98</b>	<b>16,556,590.33</b>						
			<b>959,903.32</b>	<b>9,148,418.39</b>	<b>16,095,025.69</b>	<b>32,608,732.98</b>	<b>22,558,688.32</b>						

**Please note that the total budget rollover is subject to change based on work-in-progress allocations and will be updated once the Budget Rollover Report is approved by Council in October 2025.**

No

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

Indicates that there are external aspects that are impacting the schedule, whether it be weather dependent or reliant on a 3<sup>rd</sup> 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 unaudited financial statements.

BALANCE SHEET AS AT 31 JULY 2025	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	26,070,808.41	
Untied Funds	3,916,124.13	
Accounts Receivable		
Trade Debtors	272,725.29	(2)
Rates & Charges Debtors	18,840,995.13	
Other Current Assets	331,435.43	
<b>TOTAL CURRENT ASSETS</b>	<b>49,432,088.39</b>	
Non-Current Financial Assets	3,300,185.82	
Property, Plant and Equipment	459,572,259.82	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>462,872,445.64</b>	
<b>TOTAL ASSETS</b>	<b>512,304,534.03</b>	
<b>LIABILITIES</b>		
Accounts Payable	1,666,512.87	(3)
ATO & Payroll Liabilities	355.07	(4)
Current Provisions	908,699.00	
Accruals	3,736,044.08	
Other Current Liabilities	10,368.97	
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,321,979.99</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	181,375.00	
Other Non-Current Liabilities	-	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>181,375.00</b>	
<b>TOTAL LIABILITIES</b>	<b>6,503,354.99</b>	
<b>NET ASSETS</b>	<b>505,801,179.04</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	417,987,222.46	
Reserves	27,241,894.58	
Accumulated Surplus	60,572,062.00	
<b>TOTAL EQUITY</b>	<b>505,801,179.04</b>	

## 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)	8/04/2025	1,500,000.00	4.60%	14/10/2025	189	4,500,000.00	17.26%	26,264.38
	3/06/2025	1,000,000.00	4.22%	23/12/2025	203			23,470.14
	26/06/2025	1,000,000.00	4.15%	12/02/2026	231			26,264.38
	8/07/2025	1,000,000.00	4.10%	10/03/2026	245			27,520.55
Commonwealth (S&P A1+)	25/02/2025	1,000,000.00	4.60%	2/09/2025	189	1,000,000.00	3.84%	23,819.18
Defence Bank (S&P A2)	26/11/2024	2,000,000.00	5.05%	5/08/2025	252	3,000,000.00	11.51%	69,731.51
	26/06/2025	1,000,000.00	4.10%	26/02/2025	245			27,520.55
NAB (S&P A1+)	11/03/2025	1,000,000.00	4.70%	16/09/2025	190	6,500,000.00	24.93%	24,465.75
	25/03/2025	2,000,000.00	4.75%	30/09/2025	189			49,191.78
	9/04/2025	1,000,000.00	4.60%	28/10/2025	203			25,583.56
	7/05/2025	1,500,000.00	4.30%	18/11/2025	195			34,458.90
	22/07/2025	1,000,000.00	4.10%	8/04/2026	259			29,093.15
Westpac	10/12/2024	1,500,000.00	5.03%	5/08/2025	238	11,070,808.41	42.46%	49,197.53
	11/02/2025	1,000,000.00	4.86%	19/08/2025	189			25,165.48
	11/03/2025	1,000,000.00	4.78%	16/09/2025	189			24,751.23
	27/05/2025	2,000,000.00	4.37%	9/12/2025	196			46,932.60
	28/05/2025	70,808.41	3.50%	27/05/2027	730			4,956.59
	18/06/2025	2,000,000.00	4.34%	14/01/2026	210			49,939.73
	18/06/2025	2,000,000.00	4.34%	28/01/2026	224			53,269.04
	10/07/2025	1,500,000.00	4.25%	25/03/2026	249			43,489.73
<b>TOTAL INVESTMENTS</b>		<b>26,070,808.41</b>				<b>26,070,808.41</b>	<b>100%</b>	<b>685,085.76</b>

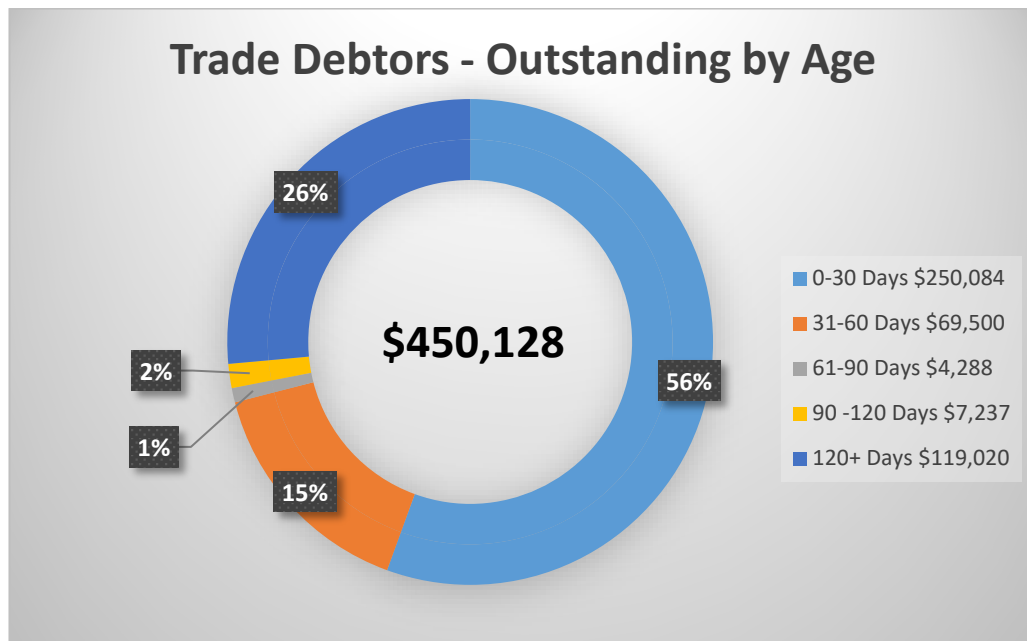
% of Total Investment Portfolio	S&P Short term rating (max 100%)	75.07%	A1+ 24.93%
Total Investments/ Tied Funds	\$ 26,070,808.41		Total Year to date Investments Earnings 94,895.33
General Bank Funds	\$ 3,899,736.92		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 3,901,011.92		
Total all funds	\$ 29,971,820.33		

## Note 2: Statement of Trade Debtors

Total Debtors as of 31 July 2025 is \$450,128; \$119,020 to invoices outstanding over 90 days. \$66,185 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 four (284) infringements outstanding with a total balance of \$77,364.96 an decrease of \$1,070 from June. Three (3) Issued, Ten (10) Reminder notices produced, Two Hundred and Fifty (250) are with the Fines Recovery Unit (FRU), and Twenty one (21) 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	-	-	-	-	51,279.37	51,279.37
Cemetery	-	65,198.25	166.00	-	1,500.00	66,864.25
Waste	-	-	627.17	-	55.38	682.55
Recreation Reserves	-	3,205.34	-	-	-	3,205.34
Planning	-	529.00	119.00	-	-	648.00
GST Receivable	250,084.00					250,084.00
Infringements	-	567.00	3,376.00	7,237.00	66,184.96	77,364.96
<b>Total</b>	<b>250,084.00</b>	<b>69,499.59</b>	<b>4,288.17</b>	<b>7,237.00</b>	<b>119,019.71</b>	<b>450,128.47</b>



## 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	229,105.36	-	-	-	-	229,105.36
Cemetery	2,864.12					2,864.12
<b>Total</b>	<b>231,969.48</b>	-	-	-	-	<b>231,969.48</b>

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Receivable (Payable)	10,562.00	-	-	-	-	10,562.00-
Payroll	-	-	-	-	-	-
<b>Total</b>	<b>10,562.00</b>	-	-	-	-	<b>10,562.00</b>

## 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
	\$	\$	
<b>Externally Restricted</b>			
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
<b>Total Externally Restricted Reserves</b>	<b>10,301,620.00</b>	<b>(8,346,267.00)</b>	<b>1,955,353.00</b>
<b>Internally Restricted Reserves</b>			
Asset Reserve	1,748,617.00	4,393,383.00	6,142,000.00
Thorak Regional Cemetary 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
<b>Total Internally Restricted Reserves</b>	<b>5,115,380.00</b>	<b>4,943,620.00</b>	<b>10,059,000.00</b>
<b>TOTAL RESERVES</b>	<b>15,417,000.00</b>	<b>(3,402,647.00)</b>	<b>12,014,353.00</b>

## Outstanding Rates

### Prior Years Rates Outstanding<sup>2</sup>

The below table illustrates the split of prior year outstanding rates, currently at \$2.3 million.

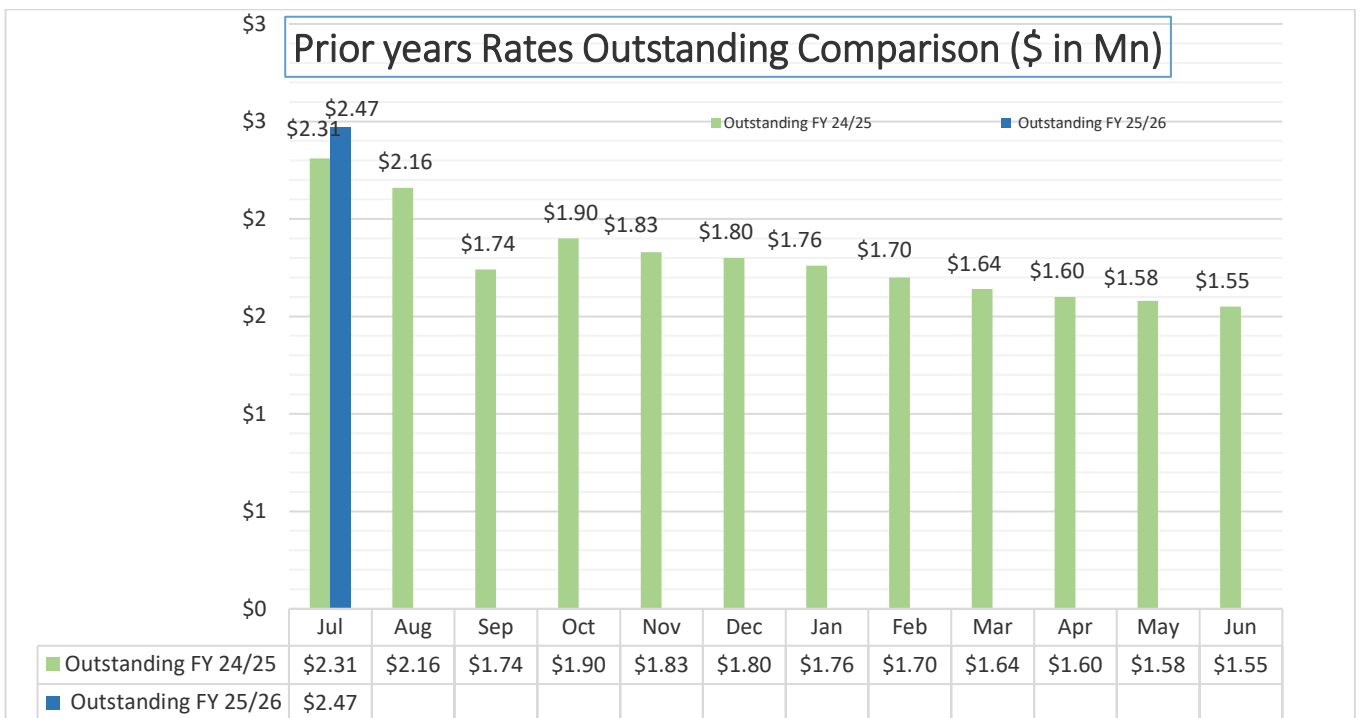
Council continues to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges, ensuring rates collectible remains at acceptable levels as Council fulfils its Municipal Plan targets to remain financially sustainable.

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 (Jun 2025) (\$)	Current Month (July 2025) (\$)
CANCELLED ASSESSMENT	-	65,264.07	67,095.04
COMMERCIAL	28,378.18	14,725.65	37,958.58
GAS PLANT	-	2.71	2.61
MINING	165,673.14	143,624.82	174,931.50
HORTICULTURE AGRICULTURE	18,846.40	32,387.32	66,653.04
NON-RATEABLE GENERAL	20,028.76	21,431.44	21,544.54
NON-RATEABLE WASTE	40,496.86	40,836.91	43,014.91
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,065,390.95	1,859,360.67
URBAN RESIDENTIAL	135,647.13	164,314.87	196,845.84
<b>TOTAL</b>	<b>1,532,990.61</b>	<b>1,547,978.74</b>	<b>2,467,406.73</b>
<b>Arrears LESS Legal</b>	<b>1,422,397.62</b>	<b>1,395,927.60</b>	<b>2,315,355.59</b>

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

### Current Year Rates<sup>3</sup>



<sup>2</sup> Includes prior years outstanding rates (FY 2025 and prior)

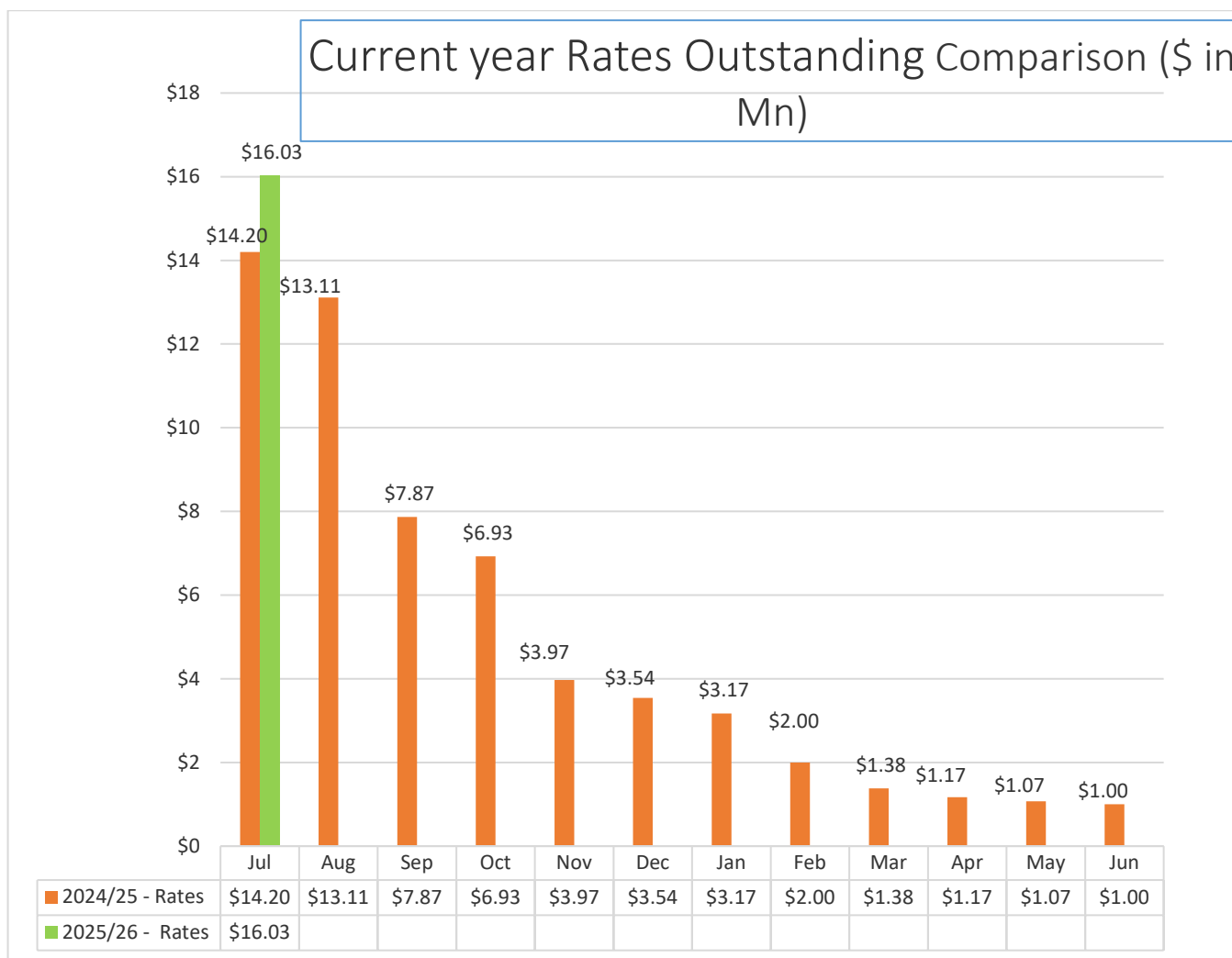
<sup>3</sup> Includes current year outstanding rates (FY 2026)

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$16.03m and the first instalment is due on 30 September 2025.

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

	Previous Month (June 2025) (\$)	Current Month (July 2025) (\$)	Variance (\$)	Due Dates
<b>Instalment 1</b>	196,373.60	5,153,891.15	- 4,957,517.55	<b>30-Sep-25</b>
<b>Instalment 2</b>	343,962.91	5,367,932.02	- 5,023,969.11	<b>30-Nov-25</b>
<b>Instalment 3</b>	458,115.23	5,508,216.39	- 5,050,101.16	<b>28-Feb-26</b>
<b>TOTAL</b>	<b>998,451.74</b>	<b>16,030,039.56</b>	- 15,031,587.82	

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



## Accounts Payable Report

Cheque No.	Payee	Description	Amount
BPAY1007	WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date 25 March 2026	\$1,500,000.00
1677.1686-01	DUITS ELECTRICAL	RFT25-497 - FPRR Electrical and Lighting Upgrade	\$502,372.86
1671.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Repairs - Various Road, Litchfield Council Municipality	\$425,937.29
1670.60-01	FREDS PASS SPORT & RECREATION	1st Quarter Operational and Repairs & Maintenance Payments	\$257,055.15
1671.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Resealing - Various Road, Litchfield Council Municipality	\$187,535.40
1673.3074-01	DARWIN SHOPFITTING PTY LTD	Fit out of the New Litchfield Community Library	\$182,516.40
1677.1000-01	LAVERCOMBE GRADER SERVICES	RFT23-365-RWF14- Gravel Resheeting - Various Locations Litchfield Council Municipality	\$139,526.00
1677.2705-01	KATHERINE TREE MAINTENANCE	Sheering / Grinding Mulch at HDWTS and HSWTS	\$92,513.73
1671.280-01	CITY OF DARWIN	June 2025 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$87,724.60
1671.874-01	VTG WASTE & RECYCLING	June 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations and Jakirra Estate to Shoal Bay Receiving Station	\$79,645.82
1675.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 02 (25/26) - Cycle1 WE 20 Jul 2025	\$49,496.00
1671.2925-01	ACCESS MERCANTILE SERVICES AUSTRALIA	June 2025 - Access Mercantile - Debt Collection Fees - Field Calls to Unpaid Rateable Residents	\$48,666.20
1671.3065-01	VERBREC AUSTRALIA PTY LTD	Asset Management Plans - Multiple Reserves	\$47,512.58
1671.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 01 (25/26) - Cycle1 WE: 06 July 2025	\$46,476.00
1670.2845-01	ART OUT - DCA RURAL	1st Quarter Operational and Repairs & Maintenance Payments	\$30,493.65
1675.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 2 2026-2025	\$30,249.60
1671.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 1 2026-13 WE: 06 July 2025	\$28,695.24
1675.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$27,795.83
1678.290-01	AUSTENG ENGINEERING SOLUTIONS	2025 Cremator Service - Thorak Cemetery	\$27,756.52
DD230725	RTM MOTOR VEHICLE REGISTRY - MVR	Litchfield Council Fleet Registrations 2025/2026	\$25,025.85
1670.16-01	BERRY SPRINGS RESERVE	1st Quarter Operational and Repairs & Maintenance Payments	\$24,204.68
1670.1564-01	FOURIER TECHNOLOGIES PTY LTD	June 2025 - ICT Managed Services, HPE Production Server Maintenance, CCTV Tech Support and Adobe Pro DC For Litchfield Council Users	\$21,677.47
1670.72-01	LIVINGSTONE RECREATION RESERVE INC	1st Quarter Operational and Repairs & Maintenance Payments	\$21,124.13
1673.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$20,585.50
1670.3116-01	WESTPOLE (VENICE RECRUITMENT PTY LTD	FPRR - Lighting Package - Lights AFL Oval	\$19,855.00
1671.2440-01	STANTEC AUSTRALIA PTY LTD	RFQ24-461 - Upgrade Gravel to Seal: Bees Creek Road	\$18,817.15

1676.3139-01	GOLF CARTS TOP END PTY LTD	Personnel Carrier Golf Cart - Initial Payment	\$16,933.41
1670.1961-01	HUMPTY DOO WELDING AND FABRICATION	Replace Door, Frame and Hinges, Reskin Bins, Hand Rails Repairs, and Ad hoc Repairs as Required	\$16,775.00
1670.3121-01	BFX FURNITURE PTY LTD	Assorted Shelf Ends, Mobile Book Display, Magazine Racks and Storage Unit - Litchfield Council Community Library	\$15,933.03
1671.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$15,170.44
1673.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Repairs - Various Locations Litchfield Council Municipality	\$14,735.40
1677.2440-01	STANTEC AUSTRALIA PTY LTD	RFQ24-437 - Brougham Road - Upgrade Gravel Roads	\$12,627.51
1677.268-01	BYRNE CONSULTANTS	Stage 2 - Independent Engineering Review	\$12,540.00
1677.1564-01	FOURIER TECHNOLOGIES PTY LTD	July 2025 - ICT Managed Services	\$12,315.92
1677.849-01	WEX AUSTRALIA ( PUMA CARD)	June 2025 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$11,756.47
1671.2703-01	MILLS OAKLEY	Legal Advice - Developer Contribution Plans	\$10,010.00
1670.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	1st Quarter Operational and Repairs & Maintenance Payments	\$9,254.30
1670.1068-01	MR D S BARDEN	June 2025 - Elected Members Allowances	\$8,606.56
1675.2815-01	JLM CONTRACTING SERVICES PTY LTD	Replacement Gate Lock - Strangways Road, Council Land	\$8,495.96
1673.2164-01	SCOUT TALENT PTY LTD	Annual E-Learning Subscription - 2025 - 2026	\$7,484.40
1671.815-01	JEFFRESS ADVERTISING	Advertisement for Rates Declaration	\$6,269.80
1670.2092-01	GOLD MEDAL SERVICES	KLRR - Septic Tank Repairs	\$6,220.41
1677.85-01	TELSTRA CORPORATION LIMITED	June 25 - Thorak & Litchfield Council Internet, Data & Mobiles	\$6,217.44
1677.1961-01	HUMPTY DOO WELDING AND FABRICATION	Blast and Paint Bin 4 (Full Respray)	\$6,120.00
1677.2270-01	TYRECYCLE PTY LTD	Tyre Collection Recycling HDWTS WE 31 Jul 2025	\$5,711.75
1675.1088-01	TALENT PROPELLER	Recruitment - Library Support Officers	\$5,500.00
1672.183-01	CHRIS'S BACKHOE HIRE PTY LTD	June 2025 - Grave Preparation - Thorak Cemetery	\$5,445.00
1670.151-01	HARVEY NORMAN COMPUTERS/ELECTRICAL	Samsung Tablets / Accessories for Waste Stations	\$5,423.00
1670.2239-01	MR M SIDEY	June 2025 - Elected Members Allowances	\$5,314.75
1670.356-01	SOUTHPORT PROGRESS ASSOCIATION	1st Quarter Operational and Repairs & Maintenance Payments	\$5,189.25
1677.2983-01	FOURIER INFOSEC	July 2025 - MSSA - Managed Security Services	\$5,105.27
1675.3074-01	DARWIN SHOPFITTING PTY LTD	Basic Fit Out - Litchfield Community Library	\$4,906.00
1673.3155-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$4,873.00
1673.3153-01	LITCHFIELD COUNCIL RATE PAYER	Cemetery Refund Allotment # 177, Orthodox - Relocated to VIC, Plot no Longer Required	\$4,609.25

1675.3159-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$4,441.98
1671.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE 06 Jul 2025	\$4,311.82
1675.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE 20 July 2025	\$4,311.82
1670.3140-01	CHILDREN'S DISCOVERY MUSEUM LIMITED	Spark Discovery Science Kits for Litchfield Council Library	\$4,310.00
1669.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Replace Existing Wire - Install New Core	\$4,191.00
1671.2239-01	MR M SIDEY	June 2025 - Elected Members Allowances	\$4,100.00
1673.1105-01	ASSOCIATED ADVERTISING & PROMOTIONS	Annual Community Consultation	\$3,787.25
1670.498-01	MR M I G SALTER	June 2025 - Elected Members Allowances	\$3,603.28
1673.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Advice RE: Principal Residence Issues	\$3,547.50
1675.2676-01	MAHER RAUMTEEN SOLICITORS	Legal Advice RE: Principal Residence Issue	\$3,547.50
1670.2252-01	MRS E SHARP	June 2025 - Elected Members Allowances	\$3,403.28
1671.2113-01	CT MANAGEMENT GROUP PTY LTD	LTFP 2025-2026 - Product Subscription	\$3,300.00
1670.596-01	AREA9 IT SOLUTIONS - HARDWARE	KLRR - Installation of TV and Cabling	\$3,200.01
1670.2163-01	TERRITORY NATIVE PLANTS	Plant Giveaway - Litchfield Council Residents	\$3,154.25
1670.2249-01	MS R A WRIGHT	June 2025 - Elected Members Allowances	\$3,103.28
1670.3028-01	MR K M CIVITARESE	June 2025 - Elected Members Allowances	\$3,103.28
1677.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Jul 25 - Cleaning Litchfield Council Office and Thorak Cemetery	\$3,037.99
1673.16-01	BERRY SPRINGS RESERVE	Territory Day 2025 Sponsorship	\$3,000.00
1673.1107-01	MCARTHUR (VIC) PTY LTD	Professional Services - CEO Performance Review	\$2,770.75
1670.2238-01	MR K R HARLAN	June 2025 - Elected Members Allowances	\$2,203.28
1670.3118-01	MILE END FURNITURE (AUSTRALIA) PTY LTD	Litchfield Community Library Furniture	\$2,200.00
1670.132-01	AIRPOWER NT PTY LTD	Relace Fuel Cooler on Kubota Tractor	\$2,192.48
1670.3131-01	SEAMLESS MERCHANDISE	Assorted Promotional Merchandise - Litchfield Community Library	\$2,030.23
1671.3078-01	B4MBLE	Painting Workshop - Library - School Holiday Program	\$2,000.00
1675.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	Shed Electrical Repair Works HPRR	\$2,000.00
1672.926-01	JACANA ENERGY	June 2025 - Electricity - Thorak Cemetery	\$1,989.89
1673.397-01	INSTITUTE OF PUBLIC WORKS ENGINEERING	IPWEAQNT 2025/2026 Corporate Subscription	\$1,980.00
1671.384-01	MS C VERNON	June 2025 - Authority Consultancy Services	\$1,947.50

1670.78-01	POWER & WATER CORPORATION	May 2025 - Water Litchfield Council Office	\$1,933.17
1671.926-01	JACANA ENERGY	Jun 2025 - Electricity MWF, HDSWTS and Litchfield Council Office	\$1,779.99
1677.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$1,593.75
1671.78-01	POWER & WATER CORPORATION	Jun 2025 - Water Litchfield Council Office	\$1,581.18
1670.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Regulatory Services Corflute Signs	\$1,577.95
1674.2089-01	ELGAS LTD	June 2025 - Crematorium Gas Charges - Thorak Cemetery	\$1,572.45
1669.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cem	\$1,560.00
1673.1674-01	FRESH START - FOR CLEANING	Cleaning Services HPRR and KLRR WE: 06 July 2025	\$1,500.00
1675.1674-01	FRESH START - FOR CLEANING	Cleaning Services: KLRR and HPRR WE: 16 July 2025	\$1,500.00
1670.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Jun 25 - Security Patrol- HDWTS and Litchfield Council Office	\$1,391.80
1669.189-01	HD PUMPS & HUMPTY DOO HARDWARE	Replacement Water Pump and Fittings -Thorak Cemetery	\$1,361.35
1670.1471-01	RICOH AUSTRALIA PTY LTD	June 2025 - Photocopier Hire & Consumables for all Litchfield Council Sites	\$1,358.74
1671.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	Electrical Connection - Gamba Grass Hut	\$1,320.00
1677.926-01	JACANA ENERGY	June 2025 - Electricity Charges - Litchfield Council Office	\$1,212.55
1670.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	June 2025 - HDWTS - Degas Aircons and Fridges/Freezers	\$1,155.00
1670.111-01	STICKERS AND STUFF	Litchfield Council Logo Stickers	\$1,104.00
1669.1600-01	TERRITORY FUNERALS	Transportation of Deceased / Oversized Casket	\$1,100.00
1674.2662-01	ROBERT SOLOMON	Repair Signage at Thorak Cemetery	\$1,097.77
1670.220-01	THE BIG MOWER	Whipper Snipper and Accessories	\$1,066.20
1677.132-01	AIRPOWER NT PTY LTD	Buggy Service CE22JF	\$1,052.00
1677.1107-01	MCARTHUR (VIC) PTY LTD	Recovery of Travel costs - CEO Performance Review	\$1,044.82
1670.1428-01	HANNA'S COOLING PTY LTD	Cleaning Aircons - HPRR and KLRR	\$1,028.50
1677.3164-01	CORE TRAFFIC CONTROL PTY LTD	Traffic Management Implementer	\$1,025.20
1670.389-01	LITCHFIELD VET HOSPITAL	Vet Costs Flea & Tick Supplies, and Redemption of Desexing Vouchers	\$1,014.60
1669.3039-01	DARWIN AUTO DOORS PTY LTD	Roller Door Repairs - Thorak Cemetery	\$1,012.00
1670.940-01	ABG PTY LTD	Rego Inspections - All MWF Machines	\$990.00
1669.2607-01	AJ TECHNOLOGY SERVICES	Replace PSU Unit in Camera	\$970.31

1670.3064-01	NT AG SUPPLIES (SWAN HILL CHEMICALS)	Drum Pumps, Measuring Jugs and Poison MWF	\$942.34
1677.3162-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$940.00
1669.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	May 2025 - Open/Close Gates and Security	\$922.90
1670.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	June 2025 - Open/Close Gates and Security	\$922.90
1670.2975-01	NATIONAL WINDSCREENS	Repairs to Komatsu Windscreen	\$900.00
1675.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$847.00
1670.3086-01	TERRITORY LANDSCAPES PTY LTD	Supply and Apply Top Soil to Tracks - Thorak Cemetery Grounds	\$792.00
1676.2089-01	ELGAS LTD	Gas - Thorak Crematorium WE 09 Jul 2025	\$756.99
1675.3160-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$732.64
1671.3091-01	PLANIT CONSULTING PTY LTD	J8714 Lloyd Creek Area Plan PSA Assessment	\$715.00
1675.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	July 2025 - Litchfield Council Archive Storage Fees	\$634.40
1676.941-01	EVERLON BRONZE	Memorial NT-TRC-B250512A-1 Thorak Customer Order	\$600.60
1670.3146-01	LITCHFIELD COUNCIL RATEPAYER - CHILD	Youth Grant - NT Rep - Rugby Trophy Challenge	\$600.00
1671.2176-01	NORTHERN IRRIGATION	Irrigation Controller Sims 2025/2026 HPRR	\$580.80
1677.267-01	K & J BURNS ELECTRICAL & REFRIGERATION	Compactor Emergency " STOP" Repairs	\$573.64
1675.1579-01	DARWIN ISUZU UTE / HEATH HINO	CE250E- 100,000 km Service	\$565.70
1670.828-01	HOWARD SPRINGS VETERINARY CLINIC	Vet Costs - Zoletil, and Redemption of Desexing Vouchers	\$559.30
1671.1836-01	TIP TOP CIRCUS ENTERTAINMENT	Workshops - School Holiday Programs	\$550.00
1671.2529-01	TOTAL SAFETY SOLUTIONS	MWF PPE. Shirts, Boots, Glasses for MWF Crews	\$531.14
1670.721-01	AUSTRALIA DAY COUNCIL SA	Presentation Clasp Pins for New Citizens	\$530.00
1677.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Test & Tag All Electrical - All Waste Transfer Sites	\$528.00
1675.1830-01	PALMERSTON AND REGIONAL BASKETBALL	Holiday Program- Level Up Gaming Activity	\$511.50
1675.3157-01	MRS S COTTLE	Youth Gant - NT Representative - JCB Pony Club Championships	\$500.00
1670.2504-01	LITCHFIELD COUNCIL RATEPAYER - CHILD	Youth Grant - NT Rep - NTRU Nationals	\$500.00
1677.78-01	POWER & WATER CORPORATION	Jun 2025 - Water HWSTS	\$496.23
1673.130-01	MOBILE LOCKSMITHS	Key Cuts - C Keys	\$495.00
1670.2378-01	PACK & SEND DARWIN	June 2025 - Courier Service - Taminmin Library	\$480.00
1671.512-01	SELTOR SHAW PLUMBING PTY LTD	Repair Water Leak Litchfield Council Office	\$470.06

1670.2899-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Venue Bond after Hire Period	\$460.00
1670.2982-01	SAVE A PAW NT	June 2025 - Pound Transfers - Impounded/Surrendered	\$450.00
1670.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware/Animal Items - Reg Services	\$444.65
1670.2660-01	STONE MONKEY	Assorted Board, Card Games for Litchfield Council Community Library	\$434.70
1673.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA	Clean Daikin Air Conditioning Unit HDWTS	\$429.00
1673.2316-01	KYAM ELECTRICAL PTY LTD	Installation of Weatherproof GPO for Irrigation	\$408.35
1671.1674-01	FRESH START - FOR CLEANING	Cleaning up Vandalism - HDVG	\$405.38
1677.134-01	FIGLEAF POOL PRODUCTS	Jul 25 - Microbiological Water Test - Thorak Cemetery	\$392.00
1670.1211-01	MR G S MAYO	June 2025 - Pound Maintenance for Impounded	\$380.00
1670.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	Litchfield Council Rates Newsletter 2025	\$374.00
1671.1068-01	MR D S BARDEN	Reimbursement for Out of Pocket Exp - ALGA Conference	\$360.83
1670.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 26 (24/25) - Cycle99 WE 06 Jul 2025	\$356.00
1677.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Stations	\$354.55
1671.1579-01	DARWIN ISUZU UTE / HEATH HINO	Service Vehicle: CE25OE	\$353.25
1672.1579-01	DARWIN ISUZU UTE / HEATH HINO	Service Vehicle: MUX CE53SQ	\$353.25
1670.1152-01	LANE COMMUNICATIONS	Regulatory Services Newsletters	\$350.90
1669.3049-01	DREAMEDIA CREATIVE (DREAMEDIA PTY LTD)	Livestreaming - Funeral Service - Thorak	\$335.50
1677.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTT LTD	Replacement Fuel Hose for Pod	\$335.15
1675.2925-01	ACCESS MERCANTILE SERVICES AUSTRALIA	Debt Recover - Skip (Name Search) Investigation	\$330.00
1670.1396-01	CSE CROSSCOM	June 2025 - Vehicle Tracking fees	\$330.00
1673.1396-01	CSE CROSSCOM	May 2025 Tracking Access	\$330.00
1677.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Litchfield Council Flag Banner	\$315.70
1675.3161-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Representative Netball - Townsville	\$300.00
1670.2733-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant NT Rep - Cricket Nationals VIC	\$300.00
1670.2924-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - ASRU Championships	\$300.00
1670.3137-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - Aus Calisthenics Nationals	\$300.00
1670.3141-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - Junior Rugby League	\$300.00
1670.3142-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - Rugby Trophy Challenge	\$300.00

1670.3143-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - Aus Calisthenics Nationals	\$300.00
1670.3144-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - Rugby Union Championships	\$300.00
1670.3145-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - Aus Calisthenics Nationals	\$300.00
1670.3147-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Youth Grant - NT Rep - Rugby Championships QLD	\$300.00
1671.3150-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Community Grant - NT Rep - ASRU Championships	\$300.00
1671.3151-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDENT	Community Grant - NT Rep - Polo Performance Squad	\$300.00
1671.389-01	LITCHFIELD VET HOSPITAL	Vet Costs - Euthanise / Disposal of Impounded / Surrendered Dogs	\$300.00
1670.2925-01	ACCESS MERCANTILE SERVICES AUSTRALIA	May 2025 - Debt Collecting Fees	\$280.83
1670.953-01	HWL EBSWORTH LAWYERS	Rates Recovery Legal Support	\$271.15
1671.508-01	EASA	EAP Counselling Sessions from 16-30 June 2025	\$262.84
1673.1911-01	KERRY'S BODY THERAPY	Wellbeing Massage - Litchfield Council Staff	\$261.25
1672.874-01	VTG WASTE & RECYCLING	June 2025 - Waste Disposal - Thorak Cemetery	\$253.00
1670.1674-01	FRESH START - FOR CLEANING	Cleaning Services for - MWF & HDWTS, BSWTS	\$247.50
1671.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	HDVG Irrigation Repairs	\$247.50
1675.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Jun 2025 - Garden Maintenance HD Community Garden	\$230.00
1670.2861-01	HCS CONSTRUCTIONS NT PTY LTD	KLRR - Skirting Termite Repair	\$227.00
1671.1697-01	RSPCA	Jun 2025 - Pound Transfers Surrender/Impounded Surrendered Dogs	\$225.00
1676.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$220.00
1671.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	G5 Child Pads - AED Machine Litchfield Council Community Library	\$220.00
1678.1319-01	MOWER WORLD DARWIN	Chainsaw Repair and Services Husqvarna	\$191.70
1675.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	New Jockey Wheel Hub. Gason Slasher	\$179.37
1678.941-01	EVERLON BRONZE	Memorial Photo NT-TRC-C250605A-1 Ref - Customer Request	\$172.70
1671.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	July 2025 - Membership	\$165.00
1670.25-01	LAND TITLES OFFICE	Land Tittle Searches - Planning	\$162.00
1677.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Vouchers	\$150.00
1677.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$150.00
1675.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	\$150.00
1670.1429-01	SMILE A MILE FUN BUS & TOY LIBRARY	Yearly Subscription for Toy Library	\$150.00

1672.132-01	AIRPOWER NT PTY LTD	Kubota RTV 900 Battery SMF 26R-560	\$148.50
1675.940-01	ABG PTY LTD	Registration Checks - On site at Thorak Cemetery	\$132.00
1671.790-01	BOBTOW TILT TRAY SERVICES	Towing of Abandoned Vehicle	\$132.00
1677.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 24 July 2025	\$130.92
1677.1103-01	HASTINGS DEERING	Replace Caps on Backhoe HSWTS	\$130.16
1675.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Infrastructure	\$129.78
1671.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 27 June 2025	\$129.41
1675.926-01	JACANA ENERGY	June 2025 - Electricity, Gregg Park Jakirra Estate	\$120.23
1675.3156-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Plan Approval Fee - Not Required	\$119.00
1677.3124-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Trap Bond after Hire Period	\$115.50
1675.3158-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$111.15
1677.108-01	DEPARTMENT OF ATTORNEY GENERAL (RTM)	Apr - Jun 25 - Admin Enforcement Fees	\$110.00
1671.565-01	CURBY'S (NT) PTY LTD	Engraving for Young Territory Author Award	\$100.00
1670.1566-01	WINC AUSTRALIA PTY LTD	Paper Products Replenishment for HPRR	\$88.61
1670.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Line Marking Wheel Set	\$77.95
1673.14-01	AUSTRALIA POST	Annual Reply-Paid Fee 2025/2026	\$66.50
1677.940-01	ABG PTY LTD	Registration Inspection Certificate CE13Cg	\$66.00
1670.1143-01	WORKPRO ( RISK SOLUTIONS AUSTRALIA )	Police Check - New Litchfield Council Employees	\$66.00
1674.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Restock of First Aide Kit - Thorak Cemetery	\$65.91
1675.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 11 July 2025	\$65.46
1670.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 13 June 2025	\$63.95
1675.1459-01	TERRITORY SPRINGWATER AU PTY LTD	July 2025 - Bottle Water HSWTS	\$50.00
1670.660-01	CENTRAL ANIMAL RECORDS (AUST) PTY LTD)	Microchip Subscriptions	\$43.98
1669.1866-01	NUTRIEN AG SOLUTIONS	Weed Prevention - Thorak Cemetery	\$29.37
1673.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$22.76
1671.2588-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement Out of Pocket Expenses Litchfield Community Library	\$17.75
		<b>TOTAL</b>	<b>\$4,351,584.75</b>

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

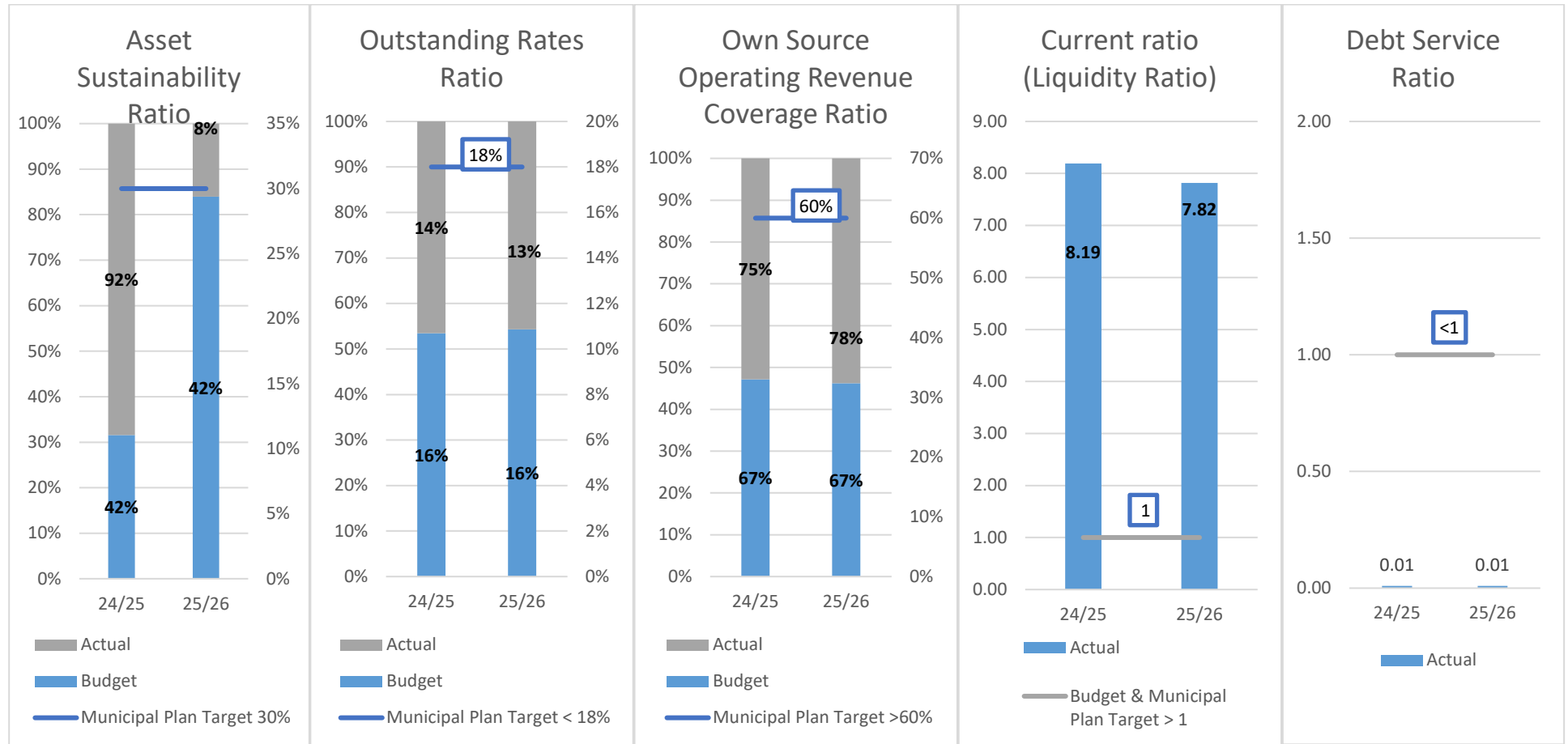
<b>Cardholder Name:</b>	Stephen Hoyne		
<b>Transaction Date</b>	<b>Amount \$</b>	<b>Supplier's Name</b>	<b>Details</b>
23/06/2025	16.00	News Pty Limited	News Monthly Subscription
25/06/2025	1,275.75	Avenue Northbourne OPI	Mayor - ALGA Conference Attendance
8/07/2025	35.00	Caltex Coolalinga	Fuel
11//07/25	2,147.00	JB Hi Fi	Replacement Mobile Phone for CEO
18/07/2025	15.00	NT Independent	News Monthly Subscription
20/07/2025	6.00	Westpac Credit Card Fee	Credit Card Fee
<b>Total</b>	<b>3,494.75</b>		

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

<b>Transaction Date</b>	<b>Amount \$</b>	<b>Supplier's Name</b>	<b>Reason for the Transaction</b>
25/06/2025	1,275.75	Avenue Northbourne OPI	Mayor - ALGA Conference Attendance
<b>Total</b>	<b>1,275.75</b>		

**FINANCE KEY PERFORMANCE INDICATORS (KPI)**

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



<p>Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.</p>	<p>Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.</p>	<p>This ratio measures the degree to which Council relies on external funding to cover its operational expenses.</p>	<p>Identifies Council's ability to meet its short-term financial commitments as and when they fall due.</p>	<p>Indicates Council's ability to repay loans.</p>
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<b>KPI</b>	<b>Explanation</b>
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of July is 8% does not match the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 13% 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 78% 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 7.8 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

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

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

**CERTIFICATION BY THE CEO TO THE COUNCIL**

**Council Name:** Litchfield Council  
**Reporting Period:** 31.07.2025

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:



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.02
<b>Report Title:</b>	People, Performance and Governance Report – July 2025
<b>Author:</b>	Ankit Pansal, Corporate Services Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	19/08/2025
<b>Attachments:</b>	A: People, Performance and Governance Report – July 2025

### Executive Summary

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

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

### Recommendation

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

### Background

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Nil.

## Risks

### Health & Safety

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

### Service Delivery

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

## Community Engagement

Not Applicable.

# PEOPLE AND PERFORMANCE MONTHLY REPORT July 2025

## Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

## External Appointments

Position	Department	Start date	Permanent/Temporary
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NA

## Employment Separation Permanent

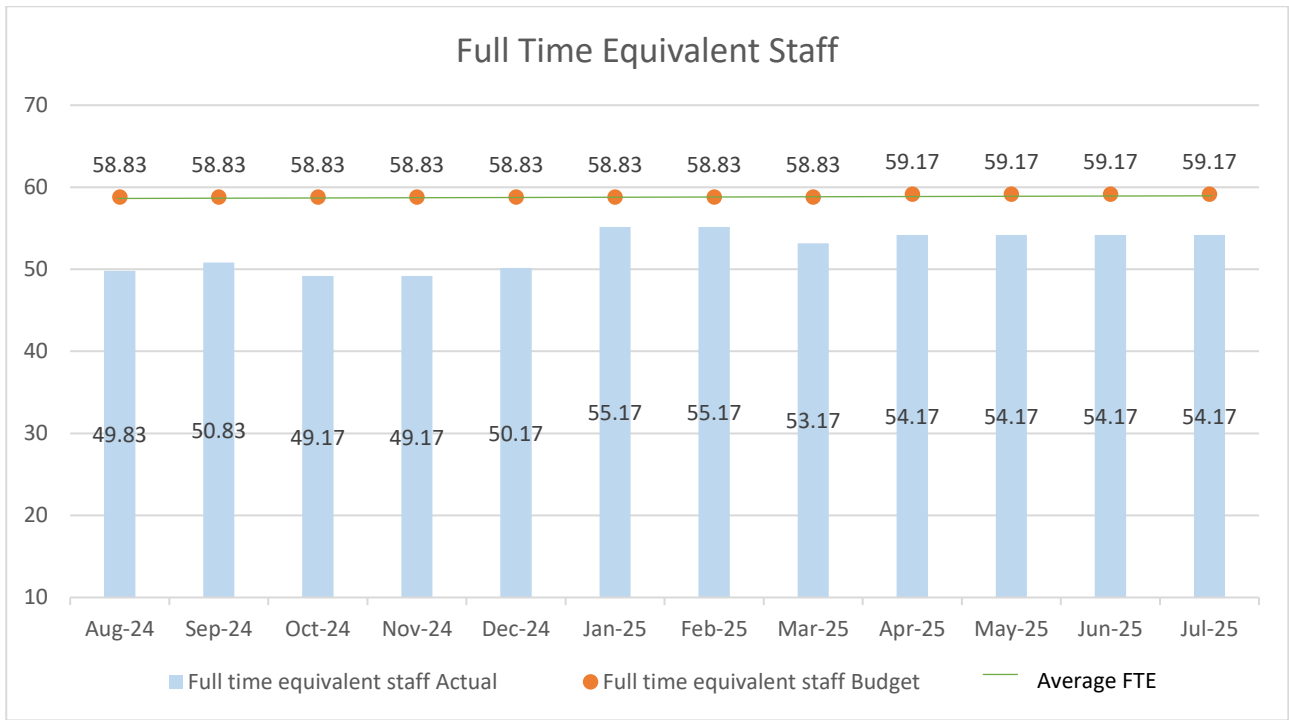
Position	Department	End date	Permanent/Temporary
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NA

	Allocated	Actual	Difference
Full Time Equivalent	46.00	42.00	-4
Part-time	4.52	4.52	0
Contract	5.00	4.00	-1
Casual	3.65	3.65	0
<b>Total</b>	59.17	54.17	-5.00

**Recruitment Overview:**

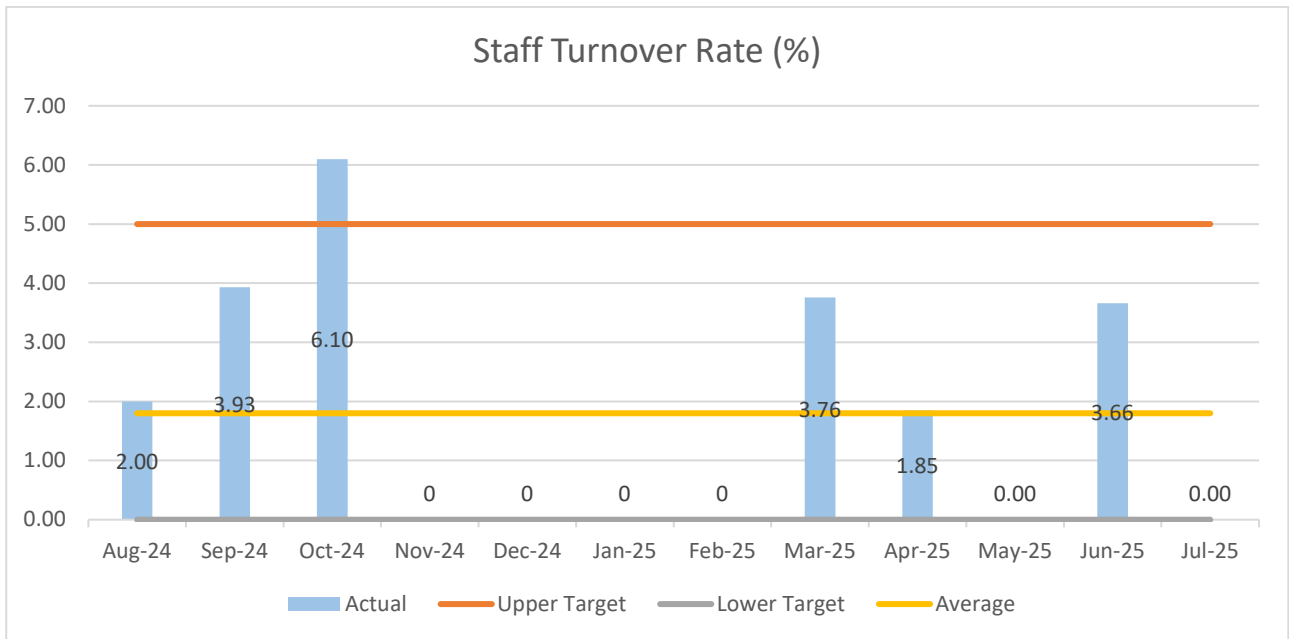
Role	In Progress	Completed
Business Support Officer		
Director Infrastructure & Assets		



**Turnover Rate:**

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

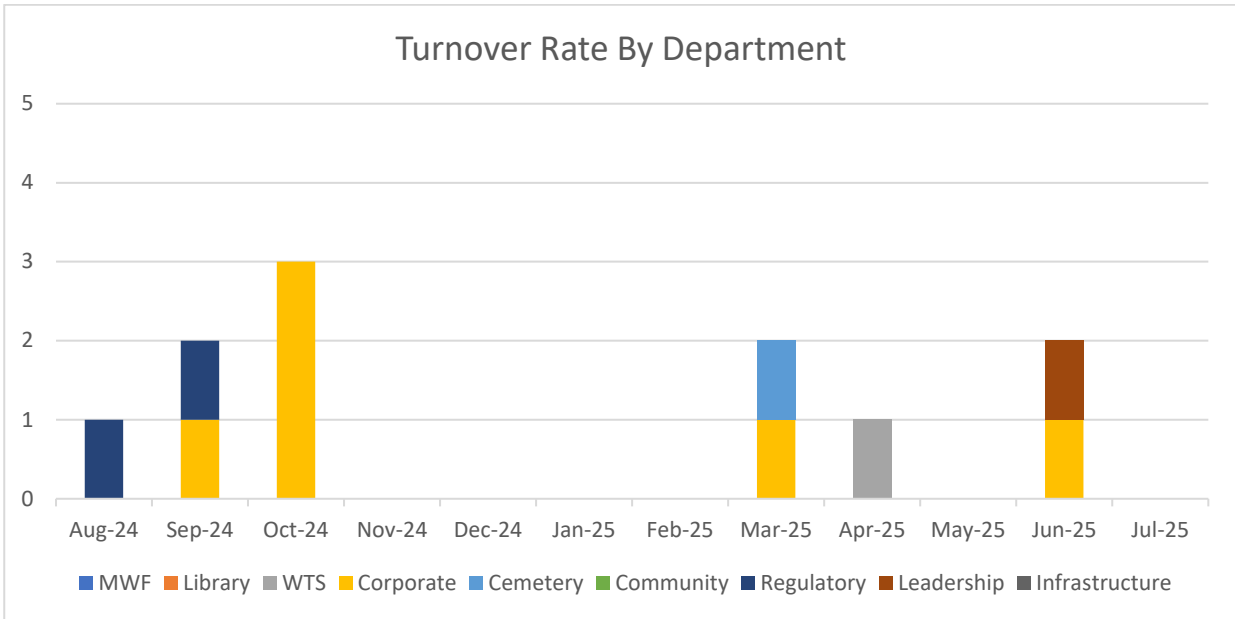
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Average
2.00%	3.93%	6.10%	0%	0%	0%	0%	3.76%	1.85%	0%	3.66%	0.00	1.78%
1	2	3	0	0	0	0	2	1	0	2	0	0.92

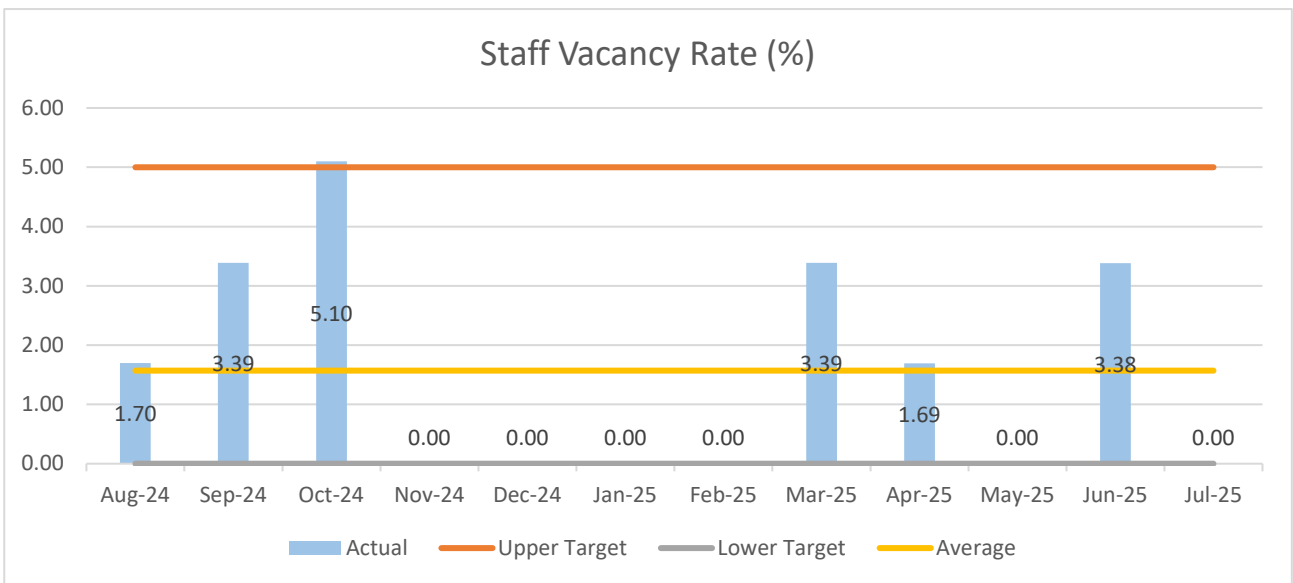
Target Average: Between 0% to 5%

**Turnover Rate by Department:**



**Staff Vacancy Rate:**

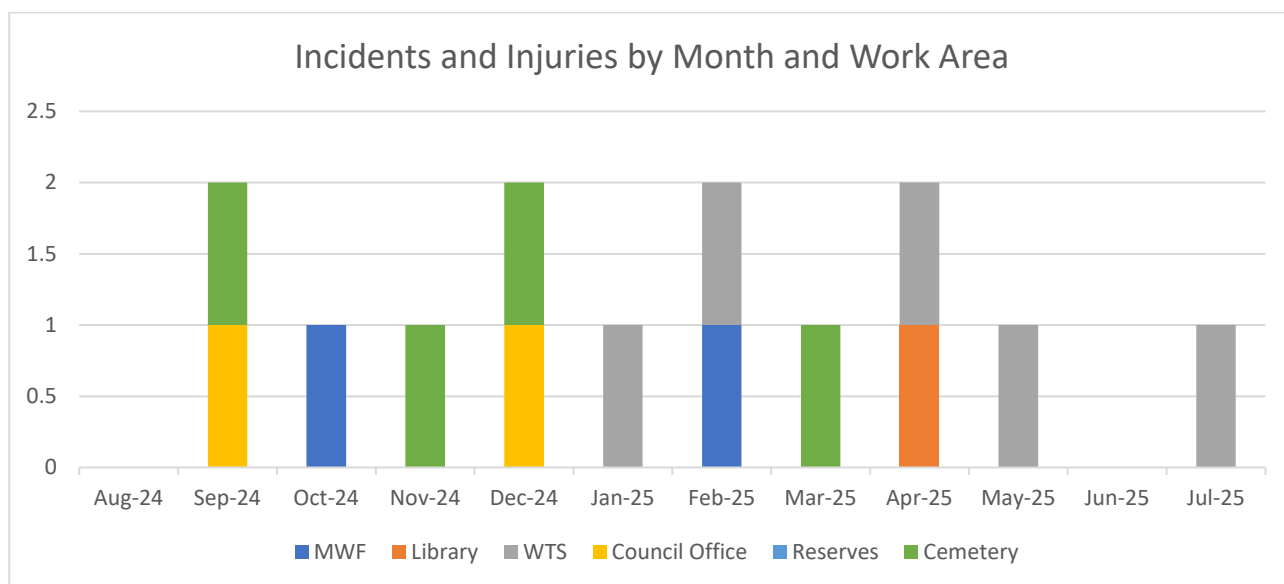
The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100).



Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Average
1.70%	3.39%	5.10%	0.00 %	0.00 %	0.00 %	0.00%	3.39%	1.69%	0.00 %	3.38%	0.00%	1.55%

Target: Between 0% to 5%

## Workplace Health and Safety:



There was one workplace health and safety incident recorded in July 2025.

1. On Territory Day, a fire occurred at the Howard Springs Water Treatment Site, which is a reportable incident.

## 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.

<b>Policies</b>	<b>Review Date</b>
INF04 Place Names	08/12/2024
GOV16 Compliance and Enforcement (Incorrect Review Date 11/02/2024)	11/02/2025
HR14 Human Resource Principles	21/04/2025
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.

<b>Policies</b>	<b>Review Date</b>
FIN17 Accountable Forms - Members and CEO	20/07/2025
HR16 Code of Conduct for CEO	20/07/2025
EM01 Elected Members	14/09/2025
EM02 Code of Conduct for Elected Members	14/09/2025
EM04 Casting Vote Policy	14/09/2025
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



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.01
<b>Report Title:</b>	Community Services and Development Monthly Report –
<b>Author and Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	19/08/2025
<b>Attachments:</b>	Nil

### Executive Summary

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

### Recommendation

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

### Background

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

## Media and Communications

### Facebook Reach

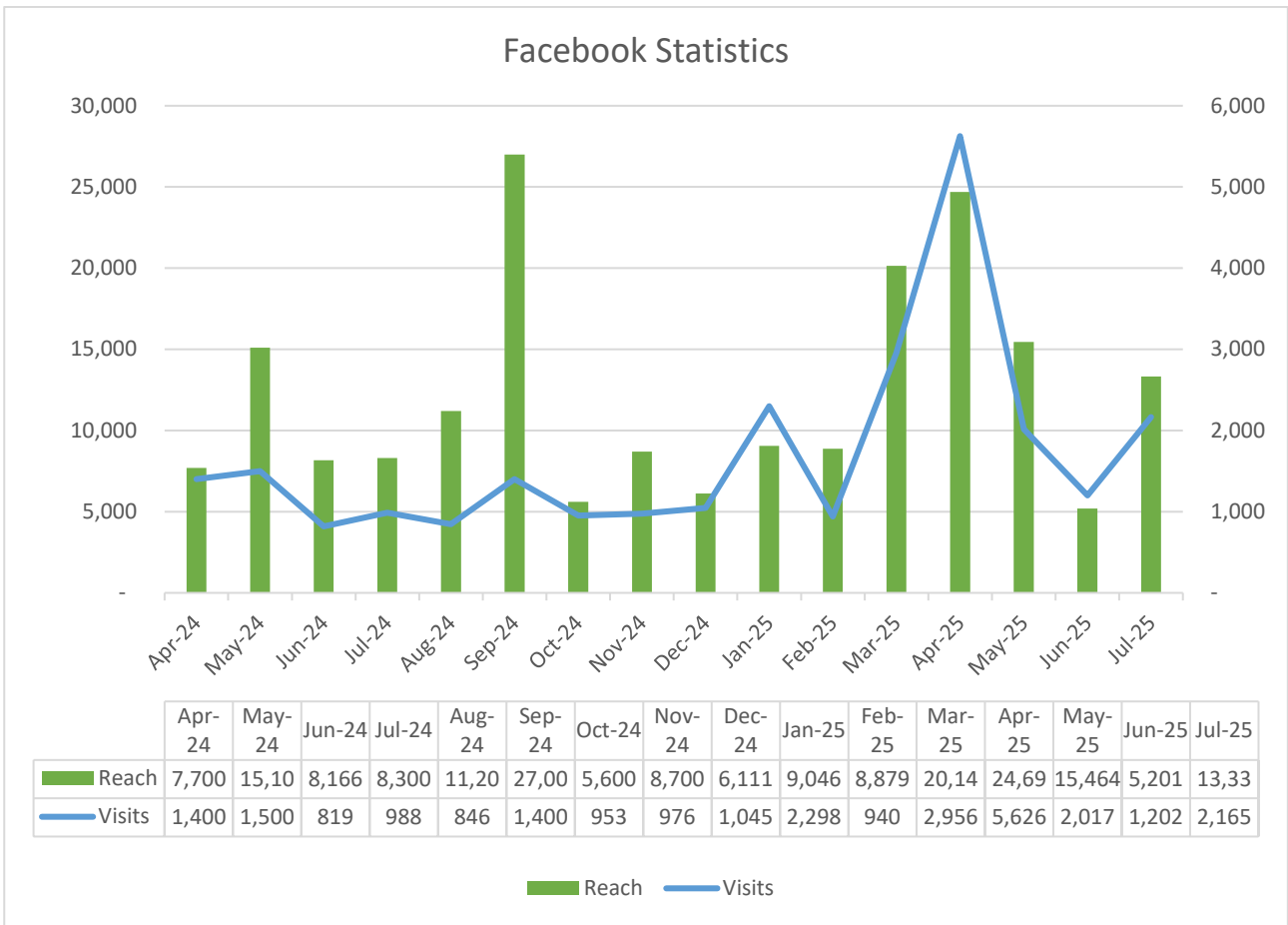
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

### Facebook Visits

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

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

There were **52 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**

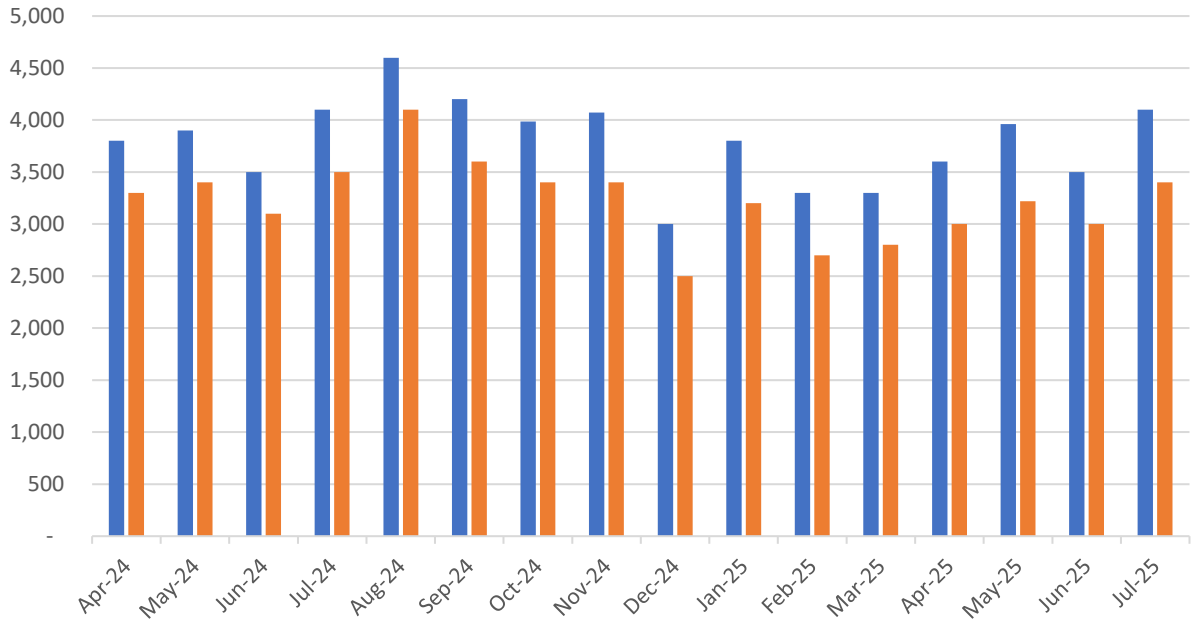
The number of first-time users during the selected date range.

**Page Views**

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

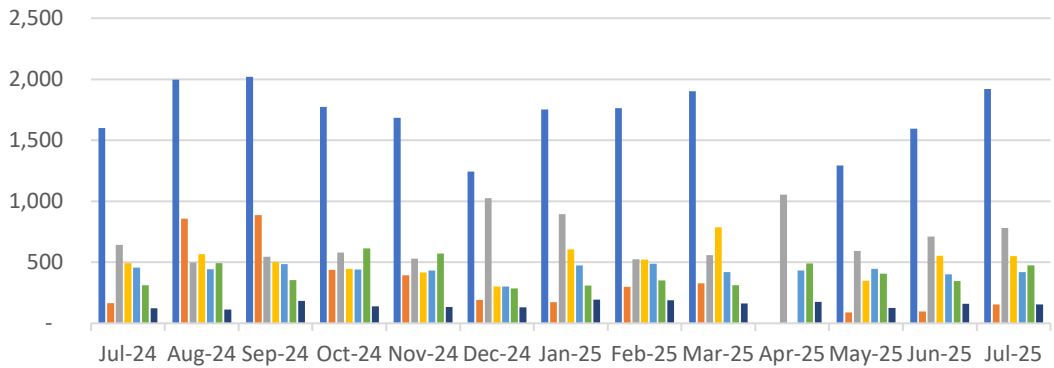
In June, the Facebook page experienced an increase in engagement, driven by boosted advertising for the community survey campaign and high-interest posts such as playground updates and the resale announcement. Website traffic remained steady overall; however, the “Pay Online” feature encountered a recording glitch in recent months. This issue has since been resolved, and usage of the feature is beginning to recover.

### Users



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

### Page Views



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Welcome to Litchfield	1,600	1,997	2,020	1,772	1,684	1,244	1,751	1,764	1,902		1,294	1,595	1,919
Pay Online	166	857	887	438	394	192	173	298	327		89	96	154
Waste Transfer Stations	644	499	546	579	531	1,025	894	525	560	1,054	594	712	783
Search	492	566	502	446	418	302	607	522	787		349	553	551
Contact Us	456	443	485	441	434	302	474	487	420	433	447	401	420
Current Vacancies	311	492	354	614	571	286	309	351	313	490	407	347	475
Library	123	113	185	138	134	132	193	190	162	176	125	161	156

## Recreation Reserves

Meeting	Purpose
Palmerston and Rural Youth Services Network (PARYS)	Act as council delegate and represent the youth of Litchfield at network meetings as well as keep up to date on services and events for the youth and community.

### Project Updates

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

Location	Project	Status
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	The contractor has mobilised to site and commenced with the site preparation and earthworks. This project is scheduled to be completed by the end of August 2025.
Southport Mira Square	BBQ Facilities and Shade	Project is completed
Howard Park Reserve	BMX Softfall replacement	The contractor has removed the old deteriorated soft fall and installed the roll out turf. It is currently under temporary irrigation to ensure the turf establishes before the park opens in September 2025. With this project Council also upgraded the irrigation system. The park will also receive some other cosmetic treatments such a new shade sail, line marking and signage.

### Youth and Community Engagement

For the month of July, Litchfield had much to celebrate— such as reflections of achievements to vibrant community events and the tireless efforts of our teams in bringing programs and facilities to life.

Before we dive into the year ahead, we take pride in looking back at the successes of the past financial year. Through our Grant Program, Council supported 67 young people in pursuing their passions: from representing their Litchfield club in Darwin competitions to carrying the Australian flag at international events. These competitors have excelled across a range of fields: tackling US rodeos, showcasing their skills in global Lego championships, hiking the Bibbulmun Track or competing as the youngest NT representatives, and more. Beyond competition, these experiences help our youth grow their skills, overcome challenges, and bring home valuable knowledge to inspire their clubs and mentor the next generation.

Community Initiative Grants provided quick-response funding to 5 local groups, supporting small upgrades and grassroots events that strengthen pride and resilience. 16 Annual Grants reached a wide range of community organisations, helping to sustain programs and activities that foster connection and have a positive impact on the community, in line with Council’s strategic vision.

Despite the demanding process of moving the library, the library team delivered an extensive outreach program, ensuring regular patrons stayed connected and engaged. The school holidays were filled with quality activities, from creative workshops to problem-solving challenges, offering both fun and opportunities for hands-on learning. Digital literacy sessions provided novel experiences that allowed exploration of faraway places. These programs continue to enrich the lives of residents of all ages, encouraging social connection and building skills every time someone takes part.

In preparation for Territory Day, Council took proactive steps to safeguard key recreation reserves by securing gates, activating irrigation, installing clear signage, and conducting patrols to protect assets and reduce fire risks.

Council also proudly sponsored the Berry Springs Recreation Reserve's family-friendly Territory Day celebration, which featured a lively disco, an inflatable obstacle course, and a spectacular fireworks display. The event provided a safe, well-organised alternative to private cracker nights, bringing residents together in a joyful celebration and reflecting Council's commitment to supporting local groups, fostering community engagement, and creating vibrant, inclusive spaces for all.

## **Taminmin Community Library**

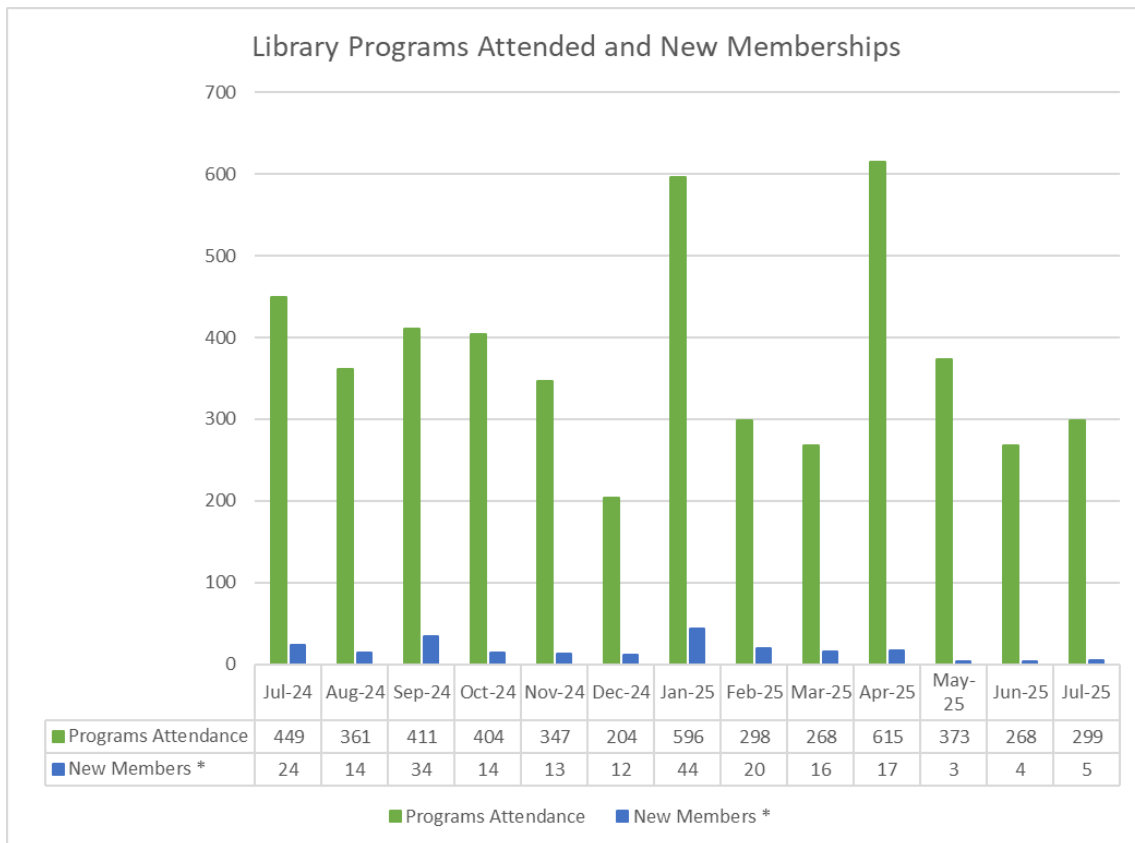
### Visitors to the Library

July 2025 was a time to get excited about the relocation of the library to Coolalinga Central. Although there was no visitation during library closure, packing and set up, our valued library programs continued offsite at a variety of sites.

### Library Programs and Memberships

A total of 14 activities were delivered in July 2025 with a total attendance of 299 participants. In the same month last year, the library had 449 attendees across 22 activities. Activities were delivered across the municipality in Humpty Doo, Howard Springs and Berry Springs. These covered all demographics with children's programs, digital literacy, school holiday programs, Young Territory Author Awards writers workshop, STEM extravaganza thanks to CDU Radicle Centre, arts and crafts, as well as eSports.

The team signed up 5 new library members during July 2025, through online membership forms. In July 2024, there were 24 new memberships, as it was a prime school holiday time to engage rural youngsters in the Funky Chicken Reading Club. It is anticipated that new memberships at the Coolalinga site will surge due to the new library site's popularity.



## Grants Overview

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

TAMINMIN COMMUNITY LIBRARY - GRANTS OVERVIEW 2025-26					
Amount	Name	Source	Activity/Purpose	Status	Comment/s
\$3,000	Science Week 2025 (August)	National Science Week Grants 2025	Science Exploration Kits (STEM) - Programs & Loans	Successful	\$3,000 (late approval - increased from partial)
\$2,000	Seniors Month 2025	Office of Senior Territorians	Students vs Seniors - Collaborative Art & Change Management Project	Successful	Purchasing underway for tiles and materials - Delivery August 2025
*above not in total until successful					
\$5,000	TOTAL GRANT INCOME SOURCED BY LIBRARY FOR 2024-25				

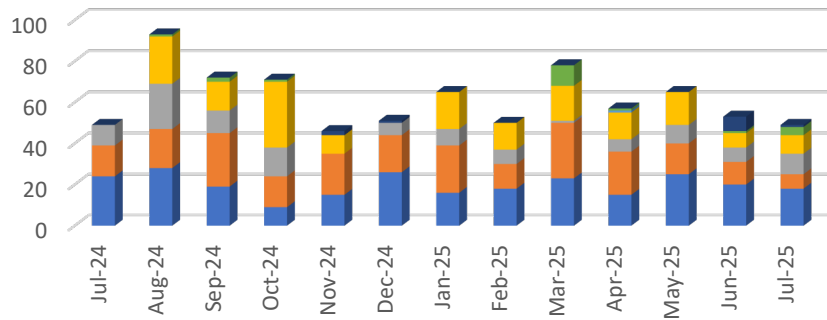
## **Regulatory Services**

### New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in July 2025 was 49, four less than for June (53), and the same as July last year (49).

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 July 24 - July 25



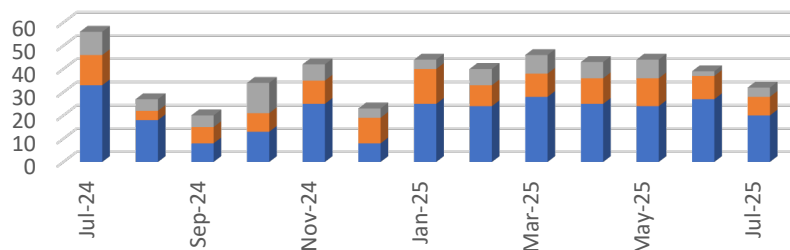
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Registered Breeder	0	0	0	0	2	1	0	0	0	0	0	7	1
Working/Assistance	0	1	2	1	0	0	0	0	10	1	0	1	4
Declared Dangerous	0	0	0	0	0	0	0	0	0	1	0	0	0
Free - Pup < 6 mths/Rescue	0	23	14	32	9	0	18	13	17	13	16	7	9
Desexed Lifetime	10	22	11	14	0	6	8	7	1	6	9	7	10
Desexed Annual	15	19	26	15	20	18	23	12	27	21	15	11	7
Entire Annual	24	28	19	9	15	26	16	18	23	15	25	20	18

### Dog At Large, Pick Ups and Lost Dogs

There were 32 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (20, eight and four respectively) 5.7 below the average 37.7 over the preceding 12 months. July's total was seven less than for June (39), and 24 less than for the same time last year (56).

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

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



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Lost	10	5	5	13	7	4	4	7	8	7	8	2	4
Pick Up	13	4	7	8	10	11	15	9	10	11	12	10	8
At Large	33	18	8	13	25	8	25	24	28	25	24	27	20

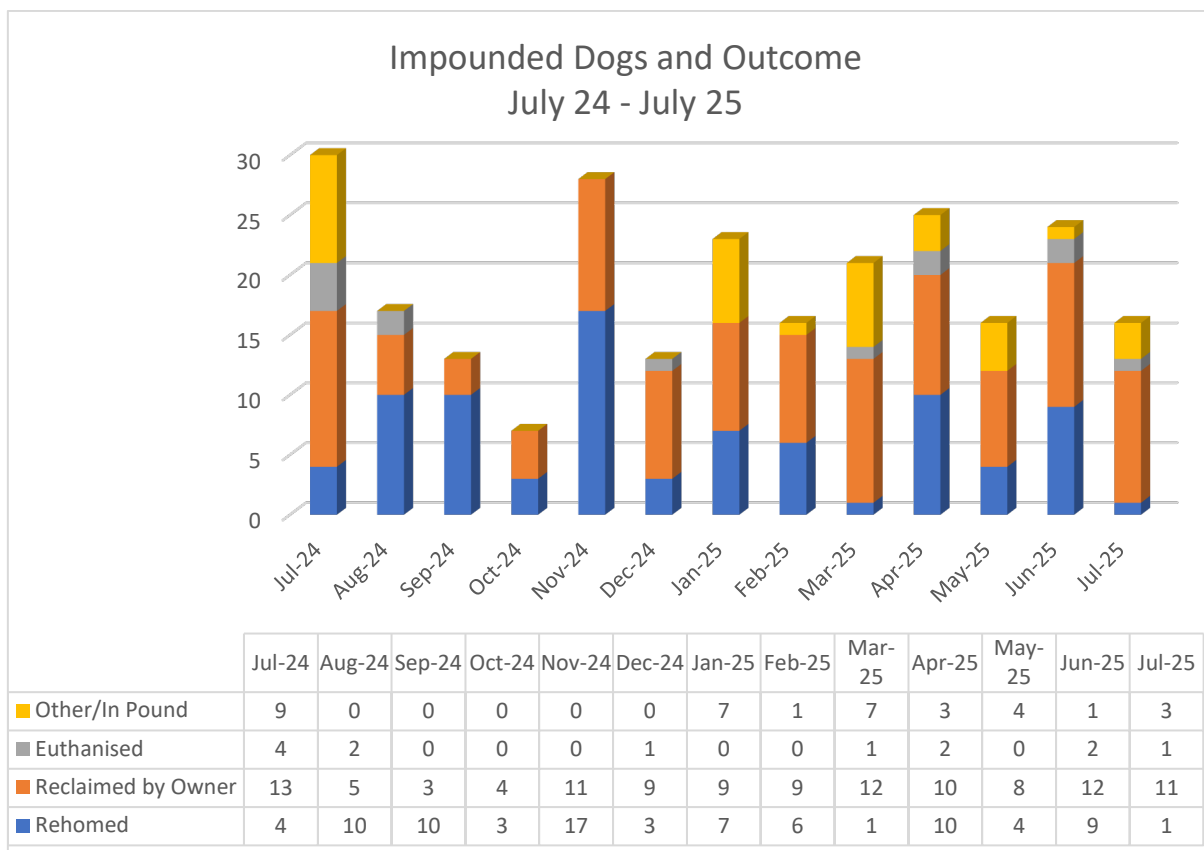
## Impounded Dogs

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 July there were no dogs in the pound from the end of June. 16 new dogs were impounded during July, 12 dogs were reclaimed by their owner, nine dogs were rehomed, and three dogs remained in the pound at the end of July, two more impounds than in June (14), and fourteen less than in July 2024 (30). There was one euthanised this month due to behavioural issues.

88.2% of dogs impounded since July 2024 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

75.1% of dogs impounded since July 2024 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council’s encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers (desexing vouchers have increased to \$150 effective 1 July 2025) redeemable through all vet clinics in the Litchfield area.

51.7% of dogs impounded over the last 12 months were male.

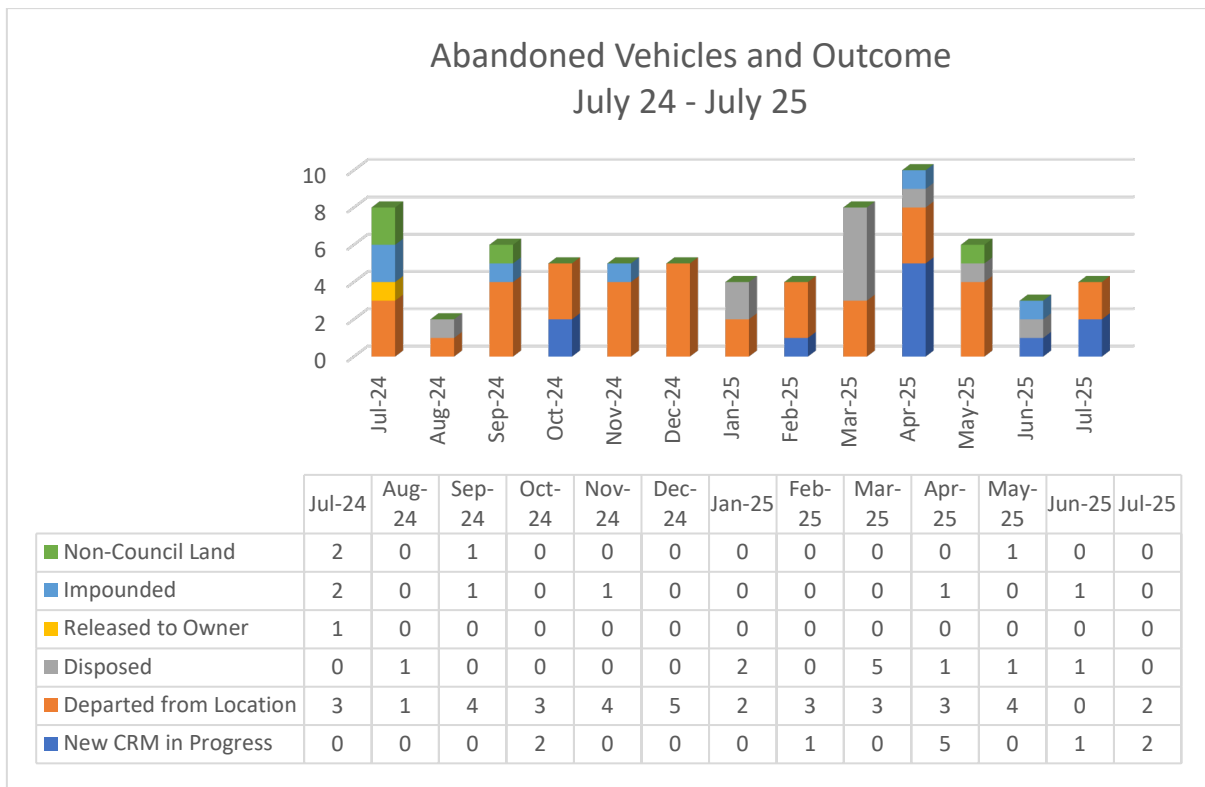


## Abandoned Vehicles

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 July 2025, one more

than received for June (3), and four less than for the same time last year (8) and 1.4 less than the average of 5.4 per month over the last 12 months.

Since June last year, 52.9% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal. 8.6% of vehicles reported were impounded by Council were not retrieved by their owners, and if not claimed will be made available for sale via auction, typically for spare parts as they are rarely in working condition. A very small percentage 1.4% of impounded vehicles were retrieved by the owner. 5.7% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road where Council has no jurisdiction. 15.7% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.



**Links with Strategic Plan**

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

**Legislative and Policy Implications**

COR01 Media Policy  
GOV16 Compliance and Enforcement  
COM01 Youth

COR02 Community Engagement  
COM03 Sport and Recreation

**Risks**

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

**Community Engagement**

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



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.01
<b>Report Title:</b>	Summary Planning and Development Report – July 2025
<b>Author:</b>	Jaimie O'Connor, Planning and Development Program Leader
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	19/08/2025
<b>Attachments:</b>	A: PA2025/0198 B: PA2025/0192 C: PA2025/0213 D: PA2025/0225

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

Type of Application	No. Applications
Planning Scheme Amendment	4
Development Applications	0
Clearances for Development Permit Conditions	5
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Works Permits	23

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 July 2025; and
2. note for information the responses provided to relevant agencies within Attachments A to D 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.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Planning applications supported, subject to normal Council conditions	1
Planning applications supported, subject to specific issues being adequately addressed	3
Planning applications not supported/objected to for reasons related to Council issues	0
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

**Development Applications supported, subject to normal Council Conditions**

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

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
<p><b>PA2025/0225</b>                      Hun: 695 LTO: 81011 P: 00014 335                      Virginia Road VIRGINIA, Hundred of Strangways                       Attachment D</p>	<p>Subdivision to create two lots</p> <p>Council supports the granting of a development permit as even though the proposed subdivision does not comply with the requirements in Zone RL, R and H, the Land Suitability Assessment and Site and Soil evaluation does show that the subdivision is achievable providing the necessary 1Ha of unconstrained land for both proposed lots. There is availability of groundwater and possibility of effluent control systems.</p>

**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.

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Specific Issues to be Addressed</b>
<p><b>PA2025/0198</b>                      Hun: 055 P: 03372 70 Lagoon Road                      KNUCKEY LAGOON, Hundred of Bagot                       Attachment A</p>	<p>Outbuilding (stables) addition with a reduced building setback to the side boundary and home based business (storage of materials and office) occupying a site area exceeding 200m2</p> <p>Council supports granting a development permit as it is understood it is a retrospective approval for abovementioned use and reduced side setback. The 'home based business' is considered compliant, however does require additional space for circulation of vehicles.</p>	<p>a) The structure that is seeking approval for reduced side back is 'temporary'. Council has asked if it could relocation be considered to comply with the required setback of 10m.</p> <p>b) Council would like to see an updated site plan that shows all existing and approved future structures inclusive of their size and uses.</p>
<p><b>PA2025/0192</b>                      Hun: 325 LTO: 98197 P: 01696 25                      Cooke Road, LAMBELLS LAGOON                      Hundred of Guy</p>	<p>Subdivision to create two lots</p> <p>Council support granting of a development permit as the provided</p>	<p>a) The cross over to Lot 1 will need to be upgraded to comply with NT Subdivision and Development Guidelines.</p> <p>b) The site plan should be updated to show firebreaks are compliant.</p>

Attachment B	<p>stormwater management plan and the Land Suitability support the proposed subdivision.</p> <p>The proposed development does not appear to have any negative implications in relations to impact to neighbouring amenity.</p>	
<p><b>PA2025/0213</b>  Hun: 160 LTO: 01024 P: 662 320  Chibnall Road FLY CREEK, Hundred of Cavenagh</p> <p>Attachment C</p>	<p>Clearing of native vegetation for improved pasture</p> <p>Council support granting a development permit as the proposal aligns with the NT Planning Scheme for the purpose of R – Rural Zone. The proposed clearing of native vegetation does not have significant impacts on environment or adjoining properties.</p> <p>The land capability assessment support the proposal.</p>	<p>a) Council would like to see a native vegetations buffer included in plans and would support a reduced buffer from 200m to 25m.</p> <p>b) A driveway crossover will need to be constructed for access from Chibnall road.</p>

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

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Non-Support/ Objection
NIL		

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

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

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

<b>Address and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Comments Provided</b>
1692(A) and 1778(A) Hundred of Guy	For the sole purpose of a boat landing area	Council does not object to the granting of the Crown Land Licence for the purpose of a boat landing area.

### **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.

<b>Application Number</b>	<b>Purpose and Summary</b>	<b>Comments Provided</b>
LL2025/9013	Darwin River Muster and Rodeo 16 August 2025	Council supports a major liquor licence for this event.

### **DEVELOPMENT PERMITS ISSUED**

<b>Application Number and Address</b>	<b>Permit Number, Purpose and Summary</b>	<b>Comments Provided</b>
<b>PA2025/0134</b> Section 06189 Section 06192 Section 07864 Hundred of Bagot 9 MATHEW HOPKINS RD, HOLTZE 16 MATHEW HOPKINS RD, HOLTZE 142 THORNGATE RD, HOLTZE	<b>DP2025/0134</b> To use and develop the land for the purpose of subdivision to create 21 lots in three stages, in accordance with the attached schedule of conditions and the endorsed plans.	
<b>PA2025/0186</b> Section 05136 Hundred of Bagot 24 MANDER RD, HOLTZE	<b>DP2025/0186</b> To use and develop the land for the purpose of changes to DP2024/0288 for the purpose of shade sail additions with reduced building setbacks, in accordance with the attached schedule of conditions and the endorsed plans.	

<b>PA2025/0041</b> Lot 00011, LTO Plan 76018 Hundred of Ayers 100 OXFORD RD, BERRY SPRINGS	<b>DP2025/0041</b> To use and develop the land for the purpose of subdivision to create two (2) lots in accordance with the attached schedule of conditions and the endorsed plans.	
<b>PA2025/0168</b> Lot 00017, LTO Plan 69011 Hundred of Strangways 125 WELLS CREEK RD, VIRGINIA	<b>DP2025/0168</b> To use and develop the land for the purpose of subdivision to create two (2) lots, in accordance with the attached schedule of conditions and the endorsed plans.	<b>DCA meeting - Wednesday 16 July 2025</b>

**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.

<b>No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions</b>
5

**STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION**

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

<b>No. Building Certification Applications</b>
12

**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

23

Lodged	Works From	Works To	Document Precis	Address
31/07/2025	19/08/2025	19/08/2025	Installation of fuse saver on Barker Road & PSU works are being conducted on Hillier Road.	240 Hillier Road HOWARD SPRINGS NT 0835
31/07/2025	01/08/2025	14/08/2025	Pothole Repairs - Run No. 11	7 Bees Creek Road FRED'S PASS NT 0822
28/07/2025	26/08/2025	26/08/2025	Replace 100KV transformer	10 Duff Road LAMBELLS LAGOON NT 0822
28/07/2025	30/07/2025	30/07/2025	Leaking water service/main on verge	55 Morgan Road VIRGINIA NT 0834
24/07/2025	30/07/2025	30/07/2025	Leaking water service on the verge	95 Osbeck Road VIRGINIA NT 0834
22/07/2025	29/07/2025	29/07/2025	Potholing works at Olive Place Pinelands.	1 Olive Place HOLTZE NT 0829
18/07/2025	24/07/2025	24/07/2025	Water services repair in verge.	45 Cornelius Circuit GIRRAWEEEN NT 0836
17/07/2025	06/08/2025	06/08/2025	Replace flashed HV insulators.	155 Lagoon Road KNUCKEY LAGOON NT 0828
17/07/2025	07/08/2025	07/08/2025	Replace HV x arm live line.	75 Campbell Road KNUCKEY LAGOON NT 0828
14/07/2025	17/07/2025	17/07/2025	Leaking water service in the bitumen	125 Corella Avenue HOWARD SPRINGS NT 0835
09/07/2025	16/07/2025	16/07/2025	Removal and installation of a customer service supply	350 Whitewood Road HOWARD SPRINGS NT 0835
09/07/2025	05/08/2025	05/08/2025	Works are being conducted for Barra farm network upgrades	535 Anzac Parade MIDDLE POINT NT 0822
09/07/2025	16/07/2025	16/07/2025	Leaking water service on the verge	83 Kookaburra Drive HOWARD SPRINGS NT 0835
09/07/2025	23/07/2025	23/07/2025	Replace BGBS	345 Trippe Road HUMPTY DOO NT 0836
08/07/2025	10/07/2025	10/07/2025	Repair water main	200 Colton Road ACACIA HILLS NT 0822
08/07/2025	16/07/2025	16/07/2025	new service connection for streetlights	350 Girraween Road MCMINNS LAGOON NT 0822
07/07/2025		08/07/2025	PWC & Civil works to repair stolen earthings on power poles at 2 different locations	100 Trippe Road HUMPTY DOO NT 0836
03/07/2025	02/07/2025	02/07/2025	EMERGENCY WORKS - Burst water service no water to property	120 Goodenia Drive VIRGINIA NT 0834
02/07/2025	01/07/2025	01/07/2025	EMERGENCY WORKS - Broken 150mm water main on the verge	110 Carambola Road VIRGINIA NT 0834
02/07/2025	21/07/2025	21/07/2025	Upgrade of Power Lines along Anzac Parade for the Barra Farm	Anzac Parade MIDDLE POINT NT 0822
02/07/2025	02/07/2025	09/07/2025	Gravel stored on verge of 65 Gamba Road to be removed	65 Gamba Road HUMPTY DOO NT 0836
01/07/2025	27/06/2025	27/06/2025	Installation of 2 x driveway crossovers, 1 x single and 1 x double at Brooking Circuit Virginia as per d	70 Brooking Circuit VIRGINIA NT 0834
01/07/2025	07/07/2025	07/07/2025	Leaking Water service within the verge	28 Wendy Way HUMPTY DOO NT 0836

### **Links with Strategic Plan**

Prosperity - Our Economy and Growth

### **Legislative and Policy Implications**

Not applicable to this report.

### **Risks**

Nil identified.

### **Community Engagement**

Not applicable.

11 July 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0198**

**Hun: 055 P: 03372 70 Lagoon Road KNUCKEY LAGOON, Hundred of Bagot  
Outbuilding (stables) addition with a reduced building setback to the side boundary and  
home based business (storage of materials and office) occupying a site area exceeding 200m<sup>2</sup>**

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Thank you for the Development Application referred to this office on 13/06/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) It is understood that this application is seeking retrospective approval for the abovementioned use and the reduced side setback. The 'home based business' is generally considered compliant with the requirements of the *NT Planning Scheme* however requires additional space utilised for 'circulation' of vehicles. Council does not consider this to be an impact to neighbouring amenity, provided the proposed mitigation measures, such as screening are put in place.
- b) Additionally, the proposed development does not appear to have any negative implications in relation to the Land in Proximity to Airports.

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

- a) The statement of effect notes that the dome structure, seeking approval for a reduced side setback, is 'temporary'. Given that the structure consists of two shipping containers, could it be considered that this could actually be relocated in order to comply with the required setback of 10m.
- b) Council would like to see an updated site plan that shows all existing and approved future structures inclusive of their size and uses. This should demonstrate the

amount of storage proposed for personal use and for the use of the 'home based business'.

- a. Noting, previous development approval and as noted on the Title Register for the property, shows that the approved 'shed' for business use is 288sqm however it is only shown in this application as 200sqm. The requested site plan should accurately reflect previous approved and constructed structures.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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

## 70 LAGOON RD, KNUCKEY LAGOON

Section 03372 Hundred of Bagot plan(s) LTO89/062

### [NT Planning Scheme](#) Information

Land Area : 4.08 ha

Planning Scheme Zone : R (Rural)

Overlays :

- CNV - Clearing of Native Vegetation
- LPA - Land in Proximity to Airports

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

Regional Plans

- Darwin Regional Land Use Plan

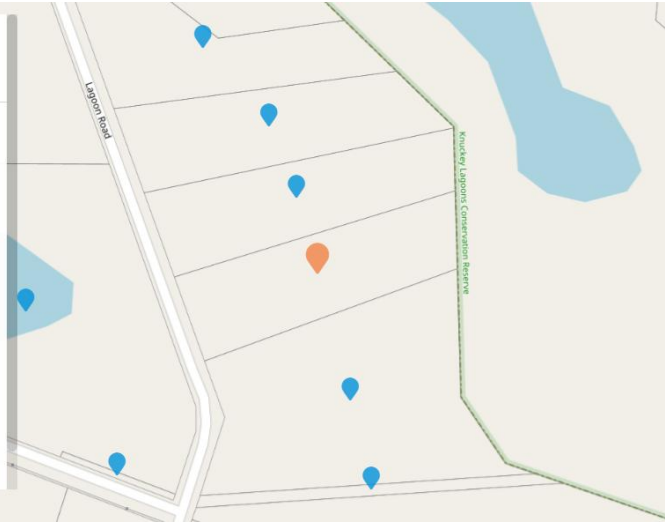
Sub Regional Plans

- Litchfield Subregional Land Use Plan

Area Plans

- (none found)

Interim Development Control Orders : (none found)





18 July 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0192**

**Hun: 325 LTO: 98197 P: 01696 25 Cooke Road, LAMBELLS LAGOON Hundred of Guy  
Subdivision to create two lots**

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

The following issues are raised for consideration by the Authority:

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

- a) The provided stormwater management plan and the Land Suitability support the proposed subdivision.
- b) The proposed development does not appear to have any negative implications in relation to impact to neighbouring amenity.

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

- a) The crossover to proposed Lot 1 will need to be upgraded to comply with the NT Subdivision and Development Guidelines and any works that may be required shall not affect stormwater flows within the road reserve.
- b) The site plan should be updated to show firebreaks are compliant.

**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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.

**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](http://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,

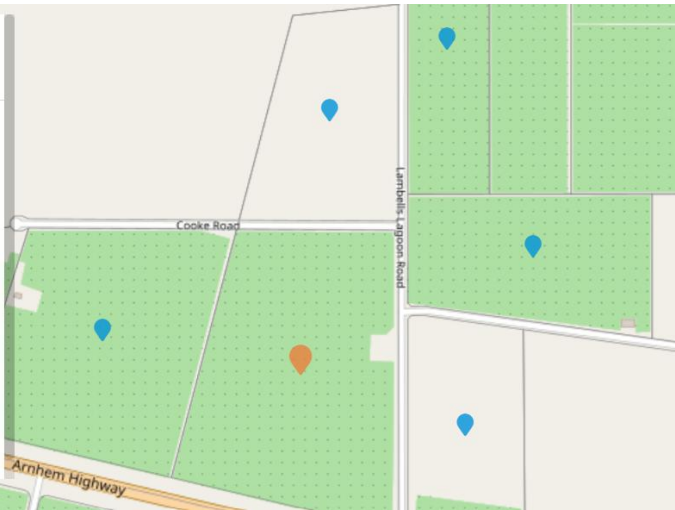
Rob Taylor  
Development Engineer

**25 COOKE RD, LAMBELLS LAGOON**

Section 01696 Hundred of Guy plan(s) S98/197

**NT Planning Scheme Information**

Land Area :	57.69 ha
Planning Scheme Zone :	H (Horticulture)
Overlays :	<ul style="list-style-type: none"><li>• CNV - Clearing of Native Vegetation</li></ul>
Strategic Frameworks :	The following <a href="#">Strategic Frameworks</a> may apply to your land Regional Plans <ul style="list-style-type: none"><li>• Darwin Regional Land Use Plan</li></ul> Sub Regional Plans <ul style="list-style-type: none"><li>• Litchfield Subregional Land Use Plan</li></ul> Area Plans <ul style="list-style-type: none"><li>• (none found)</li></ul>
Interim Development Control Orders :	(none found)





18 July 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0213**

**Hun: 160 LTO: 01024 P: 662 320 Chibnall Road FLY CREEK, Hundred of Cavenagh  
Clearing of native vegetation for improved pasture**

---

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

The following issues are raised for consideration by the Authority:

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

- a) The proposal aligns with the NT Planning Scheme in relation to the purpose in a R – Rural zone.
- b) The proposed clearing of native vegetation does not have any significant impacts on the environment or adjoining properties.
- c) The Land Capability Assessment supports the proposal as Emerson testing demonstrated that no dispersive layers were recorded in the assessed soil profiles within the proposed clearing areas.

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

- a) Council would like to see a native vegetation buffer included in plans. Council would support a reduced buffer from 200m to 25m, understanding the issue of viability for the intended use.
- b) A driveway crossover will need to be constructed for access for the Lot from Chibnall Road, noting that the current point of access appears to be from the non-formalised

road reserve north of the Lot. The driveway crossover design will need to consider access for vehicles associated with the proposed use such as trucks and machinery.

**NOTE:** *Litchfield Council does not support access to the property from the unformed road reserve.*

- c) Council would like to see an updated site plan. This should demonstrate the 10m firebreak, 25m native vegetation buffer, and the proposed location for access

**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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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,

Rob Taylor  
Development Engineer

**320 CHIBNALL RD, FLY CREEK**

Section 00662 Hundred of Cavenagh plan(s) DBK01/024

**NT Planning Scheme Information**

Land Area : 129.5 ha

Planning Scheme Zone : R (Rural)

Overlays : 

- CNV - Clearing of Native Vegetation

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

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

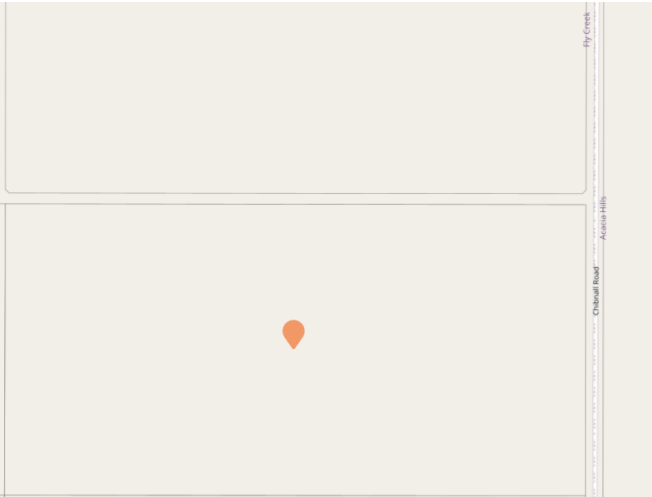
- Litchfield Subregional Land Use Plan

Area Plans

- (none found)

Interim Development (none found)

Control Orders :



31 July 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0225**

**Hun: 695 LTO: 81011 P: 00014 335 Virginia Road VIRGINIA, Hundred of Strangways  
Subdivision to create two lots**

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Thank you for the Development Application referred to this office on 07/07/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) It is recognised that the proposed subdivision does not comply with the requirements of the NT Planning Scheme (NTPS) 6.3.2 Lot size and configuration for subdivision in Zone RL, R and H and unzoned land. The application proposes Lot 1 area of 1.7ha and Lot 2, 2.3ha, as such Lot 1 is not compliant. However, the provided Land Suitability Assessment and Site and Soil evaluation do adequately show that the subdivision is achievable providing the necessary 1ha of unconstrained land for both proposed Lots. Additionally, that these evaluations also show the availability of groundwater and possibility of independent effluent control systems.
- b) The provided Stormwater plan shows adequate discharge to the drainage easement located on the East and South East boundary of the property. It is not expected that subdivision of the property will have any negative effects on the current drainage or Litchfield Council's drainage system.

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

- a) Any existing crossovers to the property, following approval of the subdivision should be assessed against the NT Subdivision and Development Guidelines for compliance with the standards.
- b) Additional crossover for Lot 2 should consider impacts on Virginia Road and design will need to consider changes to line marking in accordance with Austroads standards.

**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](http://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.

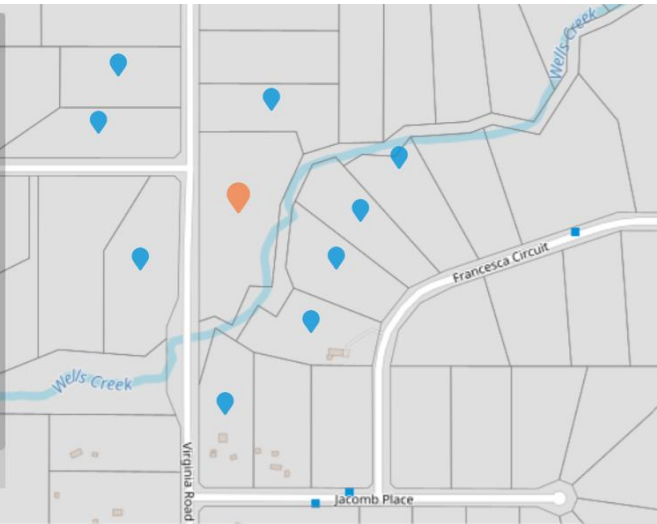
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Kind regards,



Jaimie O'Connor  
Planning and Development Program Leader

<b>335 VIRGINIA RD, VIRGINIA</b>	
Lot 00014 Hundred of Strangways plan(s) LTO81/011A	
<b>NT Planning Scheme Information</b>	
Land Area:	4 ha
Planning Scheme Zone:	RL (Rural Living)
Overlays:	<ul style="list-style-type: none"><li>• CNV - Clearing of Native Vegetation</li><li>• LSF - Land Subject to Flooding</li></ul>
Strategic Frameworks:	The following <a href="#">Strategic Frameworks</a> may apply to your land Regional Plans <ul style="list-style-type: none"><li>• Darwin Regional Land Use Plan</li></ul> Sub Regional Plans <ul style="list-style-type: none"><li>• Litchfield Subregional Land Use Plan</li></ul> Area Plans <ul style="list-style-type: none"><li>• (none found)</li></ul>
Interim Development Control Orders:	(none found)



The map displays the property location at 335 Virginia Rd, Virginia. It shows the property boundaries, Wells Creek, and surrounding roads including Virginia Road, Francesca Circuit, and Jacomb Place. Several blue pins are scattered across the map, indicating the presence of various overlays and strategic frameworks. An orange pin is also visible near the center of the property.



# COUNCIL AGENDA

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## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 August 2025

### 14 Other Business

### 15 Confidential Items

#### 15.01.01 Confirmation of Confidential Minutes

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

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

#### 15.01.02 Freds Pass Reserve Draft Lease

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

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

### 16 Close of Meeting