



AGENDA

41st Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 21 JANUARY 2025

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

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

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 January 2025

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

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

- 4.01 Elected Members**
- 4.02 Staff**

5. Public Questions

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 10 December 2024, 8 pages; and
- Confidential Council Meeting held Tuesday 10 December 2024, 3 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 10 December 2024 at 6:00pm

| | | |
|----------------|--|---|
| Present | Doug Barden Kevin Harlan Rachael Wright Mathew Salter Mark Sidey Emma Sharp | Mayor (Chair) Deputy Mayor, Councillor Central Ward Councillor North Ward Councillor North Ward (<i>Electronic Attendance</i>) Councillor South Ward Councillor South Ward |
| Staff | Stephen Hoyne Maxie Smith Rodney Jessup Jill Enriquez Kelly Aherne | Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Community Participation Officer Executive Support |
| Public | Nil | |

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 6:01pm

The Mayor welcomed members of the public.

The Mayor advised that an audio and visual recording of the meeting was live streamed to Council's online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending the meeting, those present agreed to comply by Council's Recording of Council Meetings Policy.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.01 Electronic Attendance

Moved: Deputy Mayor Harlan

Seconded: Cr Wright

THAT Council approve Councillor Salter to attend the meeting electronically.

CARRIED (6-0) ORD2024 11-252

3.02 Apologies

Nil.

3.03 Leave of Absence Previously Granted

Nil.

3.04 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Nil.

4.2 Staff

Nil.

5. PUBLIC QUESTIONS

Nil.

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Council Minutes

Moved: Cr Sharp
Seconded: Deputy Mayor Harlan

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

- Ordinary Council Meeting held Tuesday 19 November 2024, 7 pages and
- Ordinary Confidential Meeting held Tuesday 19 November 2024, 3 pages.

CARRIED (6-0) ORD2024 11-253

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Harlan
Seconded: Cr Wright

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

CARRIED (6-0) ORD2024 11-254

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 Sidey

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 19 November 2024 to 10 December 2024.

CARRIED (6-0) ORD2024 11-255

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – November 2024

Moved: Deputy Mayor Harlan
Seconded: Cr Sharp

THAT Council note the Litchfield Council Finance Report for 30 November 2024.

CARRIED (6-0) ORD2024 11-256

13.01.02 People, Performance and Governance Report – November 2024

Moved: Deputy Mayor Harlan
Seconded: Cr Sidey

THAT Council note the People, Performance and Governance Report for November 2024.

CARRIED (6-0) ORD2024 11-257

13.01.03 Budget Review 1 2024-2025

Moved: Deputy Mayor Harlan
Seconded: Cr Sharp

THAT Council approves the 2024-2025 budget amendments as per Budget Review 1 2024-2025.

CARRIED (6-0) ORD2024 11-258

13.01.04 Risk Management Audit Committee Open Minutes - 24 October 2024

Moved: Cr Wright
Seconded: Deputy Mayor Harlan

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 24 October 2024 meeting, as at Attachment A.

CARRIED (6-0) ORD2024 11-259

13.02 Executive and Community Services

13.02.01 Community Services and Development Monthly Report – November 2024

Moved: Cr Sharp
Seconded: Cr Sidey

THAT Council note the Community Services and Development Monthly Report for November 2024.

CARRIED (6-0) ORD2024 11-260

13.02.02 Appointment of Deputy Mayor

Moved: Mayor Barden
Seconded: Deputy Mayor Harlan

THAT Council appoint Councillor Sidey as Deputy Mayor for the remainder of the current term of Council.

CARRIED (6-0) ORD2024 11-261

13.02.03 GOV14 Filling Local Vacancies on Council 2024

Moved: Cr Sharp
Seconded: Cr Sidey

THAT Council:

1. adopts draft GOV14 Filling Casual Vacancies on Council Policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

CARRIED (4-2) ORD2024 11-262

A Division was called
Those voting in the affirmative Mayor Barden, Cr Sidey, Cr Sharp and Cr Wright
and
Those voting in the negative Cr Salter and Deputy Mayor Harlan

CARRIED (4/2) ORD2024 11-263

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – November 2024

Moved: Cr Wright
Seconded: Deputy Mayor Harlan

THAT Council:

1. receive the Summary Planning and Development Report November 2024; and
2. note for information the responses provided to relevant agencies within Attachment A - H of this report.

CARRIED (6-0) ORD2024 11-264

13.03.02 Private Roads – No Name Road

Moved: Deputy Mayor Harlan
Seconded: Cr Sidey

THAT Council

1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents.
2. Allocate No Name Road as the proposed road for the trial.
3. Allocate \$100,000 of consultant budget to come from Financial Reserves
4. Renew the policy as it stands with no changes for a further 12 months.

CARRIED (5-1) ORD2024 11-265

13.03.03 Grant Opportunity – Active Transport Fund Program

Moved: Cr Sidey
Seconded: Cr Sharp

THAT Council approve to:

1. Utilise the LRCI grant to complete the project and allocate an additional \$268,000 of Council asset reserve to the project budget subject to confirmation the LRCI completion deadline can be extended to the satisfaction of LRCI.
2. Support the development of feasibility documentation for future projects that can utilise the Active Transport Fund Program should further tranches be available in the future and commit a sum of \$40,000 of Council asset reserve to the project budget.

CARRIED (6-0) ORD2024 11-266

14. OTHER BUSINESS

- 14.01 Advocate for footpath along Hamilton Road as requested by Gerard Rosse (Cr Salter).
- 14.02 The Mayor and Councillors wish the municipality and staff a Merry Christmas, happy New Year and a safe holiday period.

15. CONFIDENTIAL ITEMS

Moved: Cr Sharp
Seconded: Deputy Mayor Harlan

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

15.01.01 Confirmation of Confidential Minutes

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

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

15.01.02 RMAC Confidential Minutes – 24 October 2024

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.

15.01.03 Application for Contiguous Tenements

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(b) information about the personal circumstances of a resident or ratepayer.

15.01.04 2024-2025 Australia Day Community Awards

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

8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED (6-0) ORD2024 11-267

The meeting moved to Confidential Session at 7:00pm.

Moved: Deputy Mayor Harlan
Seconded: Cr Sidey

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

CARRIED (6-0) ORD2024 11-271

The meeting moved to Open Session of the meeting at 7:26pm.

Items moved from Confidential:

Nil.

16. CLOSE OF MEETING

The Chair closed the meeting at 7:27pm.

17. NEXT MEETING

Tuesday 21 January 2025

MINUTES TO BE CONFIRMED

Tuesday 21 January 2025

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

6.02 - Business Arising from the Minutes

| |
|-------------|
| In Progress |
| Completed |

| |
|------------|
| Ongoing |
| Superseded |

| Resolution | Resolution | Meeting Date | Officer | Status |
|-------------------|---|--------------|---------|--|
| ORD2022 11-173 | <p>Road Opening Closing Meade Road, Darwin River</p> <p>THAT Council:</p> <ol style="list-style-type: none"> proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and note that this is an administrative process only and there is no commitment by Council to construct the road. | 19/07/2022 | DIO | <p>In Progress</p> <p>Review of contract has concerns around details of future ownership. Further advice being sought.</p> |
| ORD2023 11-093 | <p>Cost to maintain the eight owned Council Recreation Reserves</p> <p>THAT Council:</p> <ol style="list-style-type: none"> engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and receive the report prior to the first 2023-2024 Budget Review Meeting. | 20/06/2023 | DIO | <p>In Progress</p> <p>Works are progressing with the first of the AMP and assessment for Freds Pass Reserve aimed for Late November early December. With work continuing on data collection and condition assessment on the other reserve infrastructure.</p> |

Appointment of Committee Members to the Knuckey Lagoon Recreation Reserve Management Committee

THAT Council

- | | | | | |
|-------------------|----|--|------------|-----|
| ORD2023 11-121 | 1. | appoints Mr John Fuller and Ms Millie Feeney and reappoints Mrs Tou Samarat to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 3 August 2023; | 18/07/2023 | CEO |
| | 2. | writes to Mr John Fuller, Ms Millie Feeney and Mrs Tou Samarat to inform them of Council's decision; | | |
| | 3. | writes to Mr Rus Swan and Ms Cate-Linne Fraser to thank them for their commitment to the reserve and committee; and | | |
| | 4. | advertises for nominations to the two vacancies for a community member and a community representative (not representing a User Group) on the Knuckey Lagoon Recreation Reserve Management Committee. | | |

Completed

Letters distributed. Vacancy for the committee has been advertised through social media and updated on the Litchfield Council website.

Freds Pass Reserve Expansion

THAT Council:

- | | | | | |
|-------------------|----|---|------------|-----|
| ORD2023 11-142 | 1. | adopt the Freds Pass Reserve land expansion concept to include: <ul style="list-style-type: none"> 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; | 15/08/2023 | DIO |
| | 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. | | |

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 expected any time. Road Opening letter to go to the now new minister.

INF06 Private Roads Policy – Extension of Review

| | | | | |
|--------------------|---|------------|-----|--|
| ORD 2023 11-242 | THAT Council: | | | |
| | <ol style="list-style-type: none">1. adopt the draft policy INF06 Private Roads Policy, as at Attachment A, for the standard policy period of one year and authorise the Chief Executive Officer to make minor amendments; and2. approve the ongoing review of the private roads policy as a 'project' to be completed by December 2024 and approve additional funding for consultants and legal fees in the current budget. | 12/12/2023 | DIO | Superseded Refer: 10/12/2024 ORD2024 11-265 |

Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension

| | | | | |
|--------------------|--|------------|-----|--|
| ORD 2024 11-085 | THAT Council: | | | |
| | <ol style="list-style-type: none">1. acknowledge the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;2. continue to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2025 - 2027, commencing with base-level funding of \$10,000 per annum for 2024 – 2025 with any additional funding to be considered during the 2025/26 budget process; and3. advise the Palmerston and Litchfield Seniors Association that consideration of its application for an increase in funding for the second and third years of the agreement will be based on the provision of a budget identifying the need for such an increase. | 16/04/2024 | CEO | Completed Funding Agreement signed by Council CEO and issued to Palmerston and Litchfield Seniors Association for execution. |

Request for Land (5 Campbell Road)

| | | | | |
|--------------------|---|------------|-----|--|
| ORD 2024 11-159 | THAT Council: | | | |
| | <ol style="list-style-type: none">1. support the development of policies that would enable Council to lease Council owned land in a fair and equitable process and include provisions around financial management and asset management; and2. approve the Director Infrastructure and Operations to provide a response to the requestee advising of the above. | 16/07/2024 | DIO | Completed Project viability subject to development of Leasing of Council Owned Land policy. Response provided to the requestee. |

Request for Land Lease – Rural Potters Association

THAT Council:

1. Provide in principle support for proposed options for locating the Rural Potters Shed within the Humpty Doo Village Green;
2. Request Rural Potters Association to provide a full project plan addressing the following;
 - a. Detailed design plan for endorsement by Litchfield Council.
 - b. Detailed development costs for construction of the building, including all relevant permits and connection to existing onsite services.
 - c. Any necessary additional costs for site investigations and design.
 - d. Total project cost with evidence of ability to fund the proposal.
 - e. Communications plan inclusive of interruptions to access any parts of the Humpty Doo Village Green during construction.
 - f. Contractor selection process.
 - g. Any additional requirements as stipulated through liaison with Council Noting the above requirements are at no cost to Litchfield Council.
3. Provide in principle support for a user agreement/licence to be established with the Rural Potters Association and Litchfield Council (pending acceptance of the above) particularly noting the requirements for financial and maintenance obligations, risk management, work health and safety and public liability insurance (due to the nature of the activities); and
4. Support acceptance of Assets as detailed in the Delegation Manual.

ORD 2024
11-161

16/07/2024 DIO

Completed

Staff have been working with potters in developing the project documentation in access to relevant services, like electricity, water and sewer.

Development Permit Issued – Mira Road South

THAT Council:

1. In relation to DP24/0115, Section 00618 Hundred of Cavenagh (160 Mira Road South, Darwin River) support a firm stance in relation to the conditions of the development permit particularly in regard to crossovers and driveways and the status of the current unmaintained road;
2. Endorse correspondence included in Attachment A addressed to the Chair of the Development Consent Authority detailing Council's disappointment in the proceedings of the DCA hearing and subsequent outcome and issued permit, subject to minor editorial amendments;
3. Support the commencement of establishing a suite of policies and supporting procedures in regard to Council's road assets inclusive of seeking legal advice;
4. Support a staged approach to review and update the Litchfield Council Development Standards in harmonisation with the NT Subdivision and Development Guidelines to provide sufficient basis for Council staff to refer to; and
5. make public this resolution.

ORD 2024
11-166

16/07/2024 DIO

In Progress

Several discussions have taken place over the past few months with relevant DLI (DIPL) bodies. Council's concern is certainly being heard.

Disposal of Contaminated Concrete Waste Stockpiles from Council's Waste Transfer Stations

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.

ORD 2024
11-183

20/08/2024 DIO

In Progress

Works are progressing with the project plan to manage the waste having been submitted to the EPA for approval.

Once Off Waste Clean-up Amnesty

THAT Council implement a voucher system, providing all rateable properties with a number of vouchers permitting the resident to dump the specified number of items upon redemption of the voucher.

ORD 2024
11-185

20/08/2024 DIO

In Progress

Investigations into utilising the 'My Litchfield' platform have commenced. Project timeline still being determined.

| | | | |
|--------------------|---|----------------|--|
| ORD 2024 11-186 | <p>Humpty Doo Village Green – Capital Works</p> <p>THAT Council approve the allocation of \$45,000 from the New Initiatives budget to complete the following Capital Works projects at the Humpty Doo Village Green:</p> <ul style="list-style-type: none"> a) Shade Sail replacement; b) Gate/fence replacement works; and c) Development of an art mural at the skate park. | 20/08/2024 DIO | <p>In progress</p> <p>Repairs and installation of shade sail scheduled. Skate Park mural will follow reinstatement of the shade sail. Contractor appointed for Bowls Club gate/fence works, and works scheduled.</p> |
| ORD 2024 11-210 | <p>Safer Local Roads Infrastructure Program – Project Selection</p> <p>THAT Council:</p> <ul style="list-style-type: none"> 1. support grant application(s) to the Safer Local Roads Program for the Brougham Road, Thorngate Road, Whitewood Road, Bees Creek Road and Mango Roads 2 projects; 2. approve, upon notification of a successful Safer Local Roads Program grant application, the allocation of a Council co-contribution of \$3.66 million funded via a reduction to the proposed 2025/2026 Capital works budget; and 3. approve the Chief Executive Officers to submit application(s) to the Safer Local Roads Program for the above projects; and 4. support the ongoing development of designs for future road projects and commit \$300,000 from asset reserves towards capital design development so that projects can be shovel ready for when relevant grants become available. | 17/09/2024 DIO | <p>In Progress</p> <p>Grant submissions have been lodged for Brougham Road, Whitewood Road and Thorngate Road.</p> <p>Survey and design works are expected to be engaged in the coming month for several of the other projects.</p> |
| ORD 2024 11-230 | <p>Freds Pass Reserve – Lakeview Hall Roof Repair</p> <p>THAT Council:</p> <ul style="list-style-type: none"> 1. proceed with a temporary repair of the roof; and 2. request a full project outline for the renovation of the building be bought to Council for consideration in Budget Review 1 2024/2025. | 15/10/2024 DIO | <p>In Progress</p> <p>RFQ has gone to market for the review and documentation of proposed works.</p> |

GOV14 Filling Local Vacancies on Council 2024

| | | | | |
|--------------------|---|------------|-----|-------------|
| ORD 2024 11-262 | THAT Council: | | | |
| | 1. Adopts draft GOV14 Filling Casual Vacancies on Council Policy, as at Attachment A; and | 10/12/2024 | DIO | In Progress |
| | 2. Authorises the Chief Executive Officer to make minor editorial changes. | | | |

Private Roads – No Name Road

| | | | | |
|--------------------|---|------------|-----|-------------|
| ORD 2024 11-265 | THAT Council: | | | |
| | 1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents. | 10/12/2024 | CEO | In Progress |
| | 2. Allocate No Name Road as the proposed road for the trial. | | | |
| | 3. Allocate \$100,000 of consultant budget to come from Financial Reserves. | | | |
| | 4. Renew the policy as it stands with no changes for a further 12 months. | | | |

Grant Opportunity – Active Transport Fund

| | | | | |
|--------------------|--|------------|-----|-------------|
| ORD 2024 11-266 | THAT Council: | | | |
| | 1. Utilise the LRCI grant to complete the project and allocate an additional \$268,000 of Council asset reserve to the project budget subject to confirmation the LRCI completion deadline can be extended to the satisfaction of the LRCI. | 10/12/2024 | DIO | In Progress |
| | 2. Support the development of feasibility documentation for future projects that can utilise the Active Transport Fund Program should further tranches be available in the future and commit a sum of \$40,000 of Council asset reserve to the project budget. | | | |



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 January 2025

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 11.01
 Report Title: Mayor's Monthly Report
 Author & Recommending Officer: Doug Barden, Mayor
 Meeting Date: 21/01/2025
 Attachments: Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 10 December 2024 to 21 January 2025.

Summary

| DATE | EVENT / MEETING |
|------------------|---|
| *6 December 2024 | <i>Santa Claus at Livingstone Recreation Reserve's Children's Christmas Party</i> |
| 11 December 2024 | LGANT Board Induction |
| 12 December 2024 | ABC Darwin – 'Head Honcho' Program |
| 12 December 2024 | FPR - Project Steering Committee Meeting |
| 13 December 2024 | Humpty Doo Village Green Mural Opening |
| 14 December 2024 | Elected Members Christmas Lunch Humpy Doo Golf Club |
| 14 December 2024 | Freds Pass Rural Show AGM |
| 15 December 2024 | Santa Claus at Mira Square Community Hall |
| 15 December 2024 | Santa Claus at Berry Springs Christmas Markets |
| 16 December 2024 | Meeting with Deputy Chief Minister Maley & Andrew McKay MLA |
| 16 January 2025 | LGANT Territory Coordinator Submission Feedback |
| 18 January 2025 | Budget Workshop 1 |
| 21 January 2025 | Ordinary Council Meeting |

Recommendation

THAT Council receive and note the Mayor's monthly report for the period of 10 December 2024 to 21 January 2025.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 January 2025

12 Reports from Council Appointed Representatives

Meeting

Representative

Nil.

13 Officers Reports

13.01 Corporate and Community

13.01.01 Litchfield Council Finance – December 2024

13.01.02 People, Performance and Governance Report – December 2024

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – December 2024

13.02.02 Municipal Plan 2024-25 Quarterly Performance Report Oct - Dec 2024

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – December 2024



COUNCIL REPORT

| | |
|--|--|
| Agenda Item Number: | 13.01.01 |
| Report Title: | Litchfield Council Finance Report – December 2024 |
| Author & Recommending Officer | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 21/01/2025 |
| Attachments: | A: Litchfield Council Finance Report – December 2024 |

Executive Summary

This report presents the Litchfield Council Finance Report for 31 December 2024. Budget review one 2024/25 figures are shown.

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

The Balance Sheet has been updated in accordance with 2023/24 audited financial statements and Financial Reserves has been updated with budget review one 2024/25 figures.

The annual rates and waste charges were levied in July 2024. As instalment dates pass, the outstanding rates ratio will continue to decline.

Recommendation

THAT Council note the Litchfield Council Finance Report 31 December 2024.

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**

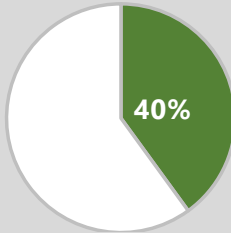


Finance Report

December 2024

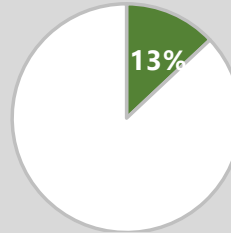
December 2024

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$3.98m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.32m Outstanding
Municipal Plan Target – <18%
(Less than 3.30Mn)



Current Cash Investments

\$ 30.34m

2 of 19 Budgeted Capital Programs
2024/25
9 of 22 Carry Forward Programs
2023/24

\$13.13m Budgeted Cash
Reserves December 2024

\$ 21.40m

OPERATIONAL REVENUE

\$22.53m Budget– 94.98% Target
Achieved

\$ 14.40m

OPERATIONAL EXPENSES

\$27.41m Budget– 52.54% Spent

\$ 7.01m

OPERATING SURPLUS

Budget (\$ 4.88m)

\$0.85m

CAPITAL REVENUE

\$ 9.51m Budget– 8.41% Achieved

\$ 3.98m

CAPITAL EXPENSES

\$ 16.24m Budget– 24.51% Spent

\$ 3.13m

CAPITAL DEFICIT

Budget (\$ 6.73m)

RATIOS

40%

Asset Sustainability
Target 30% and more

Achieved

13%

Rates Outstanding
Target less than 18%

Achieved

68%

Own Source Revenue Ratio
Target 60% and more

Achieved

8.6

Current Ratio
Target 1 and more

Achieved

0

Debt Service Ratio
Target less than 1

Achieved

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

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

Table 1.1 Monthly Income and Expenditure Statement

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|----------------------|----------------------|-----------------------|-----------------------|
| OPERATING INCOME | | | | |
| Rates | 15,260,619.30 | 15,516,982.00 | 256,362.70 | 15,516,982.00 |
| Charges | 125,278.20 | 87,500.00 | (37,778.20) | 175,000.00 |
| Fees and Charges | 1,024,294.14 | 1,014,973.00 | (9,321.14) | 2,029,946.00 |
| Operating Grants and Subsidies | 4,049,280.82 | 1,977,436.00 | (2,071,844.82) | 3,954,872.00 |
| Interest / Investment Income | 860,612.19 | 610,000.00 | (250,612.19) | 1,220,000.00 |
| Other Income | 83,129.95 | 70,000.00 | (13,129.95) | 140,000.00 |
| TOTAL OPERATING INCOME | 21,403,214.60 | 19,276,891.00 | (2,126,323.60) | 23,036,800.00 |
| OPERATING EXPENDITURE | | | | |
| Employee Expenses | 3,352,662.18 | 3,806,886.00 | 454,223.82 | 7,613,772.00 |
| Materials and Contracts | 5,608,366.55 | 6,001,457.00 | 393,090.45 | 12,002,914.00 |
| Elected Member Allowances | 129,858.10 | 172,400.00 | 42,541.90 | 344,800.00 |
| Elected Member Expenses | 44,438.72 | 26,553.00 | (17,885.72) | 53,106.00 |
| Council Committee & LA Allowances | 3,356.00 | 5,000.00 | 1,644.00 | 10,000.00 |
| Council Committee & LA Expenses | - | - | - | - |
| Depreciation, Amortisation and Impairment | 4,093.15 | - | (4,093.15) | - |
| Accumulated Depreciation | 4,973,000.00 | 4,973,000.00 | - | 9,946,000.00 |
| Interest Expenses | - | - | - | - |
| Other Expenses | 280,473.02 | 315,202.50 | 34,729.48 | 630,405.00 |
| TOTAL OPERATING EXPENDITURE | 14,396,247.72 | 15,300,498.50 | 904,250.78 | 30,600,997.00 |
| OPERATING SURPLUS / DEFICIT | 7,006,966.88 | 3,976,392.50 | (3,030,574.38) | (7,564,197.00) |

Table 1.2 Monthly Operating Position

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|-----------------------|------------------------|------------------------|------------------------|
| BUDGETED OPERATING SURPLUS / DEFICIT | 7,006,966.88 | 3,976,392.50 | (3,030,574.38) | (7,564,197.00) |
| Remove NON-CASH ITEMS | | | | |
| Less Non-Cash Income | - | - | - | - |
| Add Back Non-Cash Expenses | 4,977,093.15 | 4,973,000.00 | (4,093.15) | 9,946,000.00 |
| TOTAL NON-CASH ITEMS | 4,977,093.15 | 4,973,000.00 | (4,093.15) | 9,946,000.00 |
| Less ADDITIONAL OUTFLOWS | | | | |
| Capital Expenditure | (3,977,119.55) | (13,487,457.00) | (9,510,337.45) | (26,974,914.00) |
| Borrowing Repayments (Principal Only) | - | - | - | - |
| Transfer to Reserves | - | (1,190,901.50) | (1,190,901.50) | (2,381,803.00) |
| Other Outflows | - | - | - | - |
| TOTAL ADDITIONAL OUTFLOWS | (3,977,119.55) | (14,678,358.50) | (10,701,238.95) | (29,356,717.00) |
| Add ADDITIONAL INFLOWS | | | | |
| Capital Grants Income | 500,000.00 | 650,000.00 | 150,000.00 | 1,300,000.00 |
| Prior Year Carry Forward Tied Funding | - | - | - | - |
| Other Inflow of Funds | 289,285.30 | - | (289,285.30) | - |
| Road Seal Levy | 62,166.00 | 134,963.50 | 72,797.50 | 269,927.00 |
| Transfers from Reserves | - | 12,702,493.50 | 12,702,493.50 | 14,674,858.00 |
| TOTAL ADDITIONAL INFLOWS | 851,451.30 | 13,487,457.00 | 12,636,005.70 | 26,974,914.00 |
| NET OPERATING POSITION | 8,858,391.78 | | (1,099,900.78) | |

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

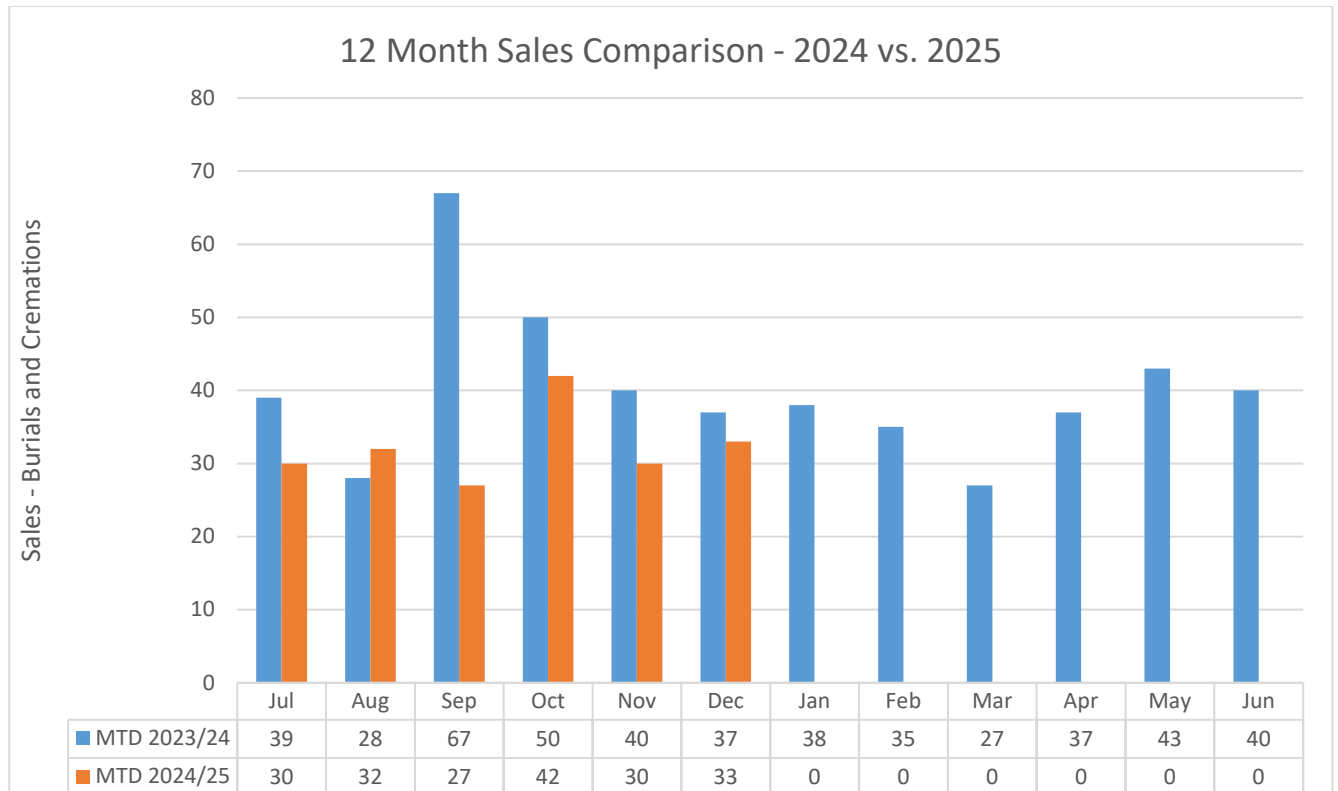
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2024.

| | 2024/25 YTD Actuals | 2024/25 Budget | % of Budget |
|----------------------------|----------------------|----------------------|----------------|
| REVENUE | \$ | \$ | |
| Council Leadership | 12,256.50 | - | - |
| Corporate | 121,752.41 | - | - |
| Information Services | - | - | - |
| Finance & Customer Service | 13,249,403.06 | 14,083,773.00 | 94.08% |
| Infrastructure & Assets | 3,158,579.91 | 3,184,251.00 | 99.19% |
| Waste Management | 3,565,241.69 | 3,635,077.00 | 98.08% |
| Community | 26,024.04 | 129,885.00 | 20.04% |
| Community - Library | 305,401.57 | 308,722.00 | 98.92% |
| Mobile Workforce | - | - | - |
| Regulatory Services | 125,858.70 | 175,000.00 | 71.92% |
| Thorak Cemetery | 838,696.72 | 1,520,092.00 | 55.17% |
| TOTAL REVENUE | 21,403,214.60 | 23,036,800.00 | 92.91% |
| EXPENSES | | | |
| Council Leadership | 430,076.76 | 1,302,532.00 | 33.02% |
| Corporate | 325,550.83 | 881,934.00 | 36.91% |
| Information Services | 357,496.47 | 669,334.00 | 53.41% |
| Finance & Customer Service | 1,231,482.84 | 1,768,831.00 | 69.62% |
| Infrastructure & Assets | 2,675,339.81 | 3,963,611.00 | 67.50% |
| Waste Management | 1,730,620.36 | 6,380,152.00 | 27.13% |
| Community | 1,179,985.84 | 2,024,014.00 | 58.30% |
| Community - Library | 228,286.82 | 445,043.00 | 51.30% |
| Mobile Workforce | 455,552.14 | 1,338,832.00 | 34.03% |
| Regulatory Services | 256,154.23 | 687,005.00 | 37.29% |
| Thorak Cemetery | 552,701.62 | 1,182,315.00 | 46.75% |
| TOTAL EXPENSES | 9,423,247.72 | 20,643,603.00 | 45.65% |
| OPERATING RESULT | 11,979,966.88 | 2,393,197.00 | 500.58% |

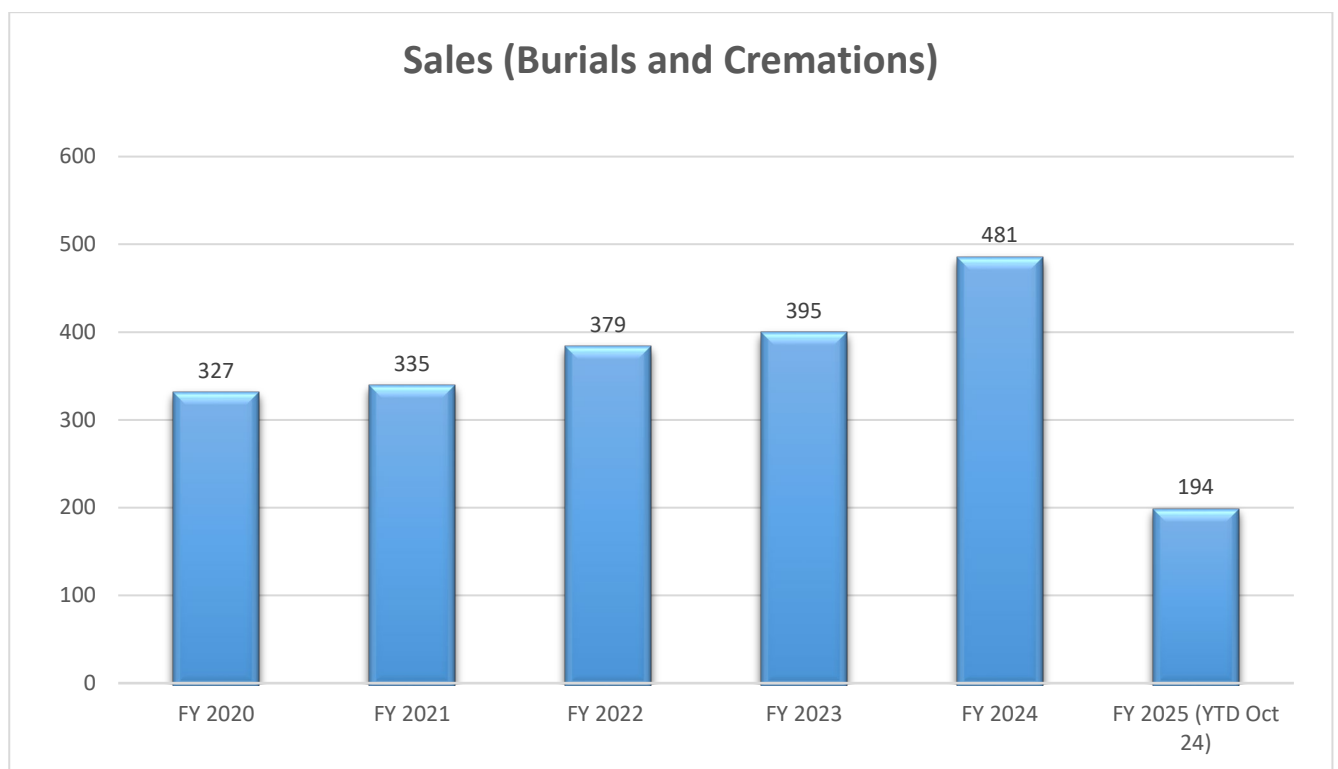
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 194 Interments and cremations, a decrease of 67 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last six years, average over the six years including 2025 Financial Year to date is 351.83.



| CAPITAL EXPENDITURE | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|----------------------|----------------------|-----------------------|------------------------|
| Land and Buildings | 33,531.50 | 355,000.00 | 321,468.50 | 710,000.00 |
| Infrastructure (including roads, footpaths, park furniture) | 3,681,527.83 | 12,664,957.00 | 8,983,429.17 | 25,329,914.00 |
| Plant and Machinery | | - | - | |
| Fleet | 262,060.22 | 467,500.00 | 205,439.78 | 935,000.00 |
| Other Assets (including furniture and office equipment) | | - | - | - |
| Leased Land and Buildings | | - | - | - |
| Other Leased Assets | | - | - | - |
| TOTAL CAPITAL EXPENDITURE | 3,977,119.55 | 13,487,457.00 | 9,510,337.45 | 26,974,914.00 |
| TOTAL CAPITAL EXPENDITURE FUNDED BY: | | | | |
| Operating Income (amount allocated to fund capital items) | 270,835.80 | 2,531,300.00 | 2,260,464.20 | 5,062,600.00 |
| Capital Grants | 500,000.00 | 2,090,025.00 | 1,590,025.00 | 4,180,050.00 |
| Transfers from Cash Reserves | - | 8,731,168.50 | 8,731,168.50 | 17,462,337.00 |
| Borrowings | - | - | - | - |
| Sale of Assets (including trade-ins) | 18,449.50 | - | (18,449.50) | - |
| Other Funding | | | | |
| Special Road Seal Levy | 62,166.00 | 134,963.50 | 72,797.50 | 269,927.00 |
| TOTAL CAPITAL EXPENDITURE | 851,451.30 | 13,487,457.00 | 12,636,005.70 | 26,974,914.00 |
| FUNDING | | | | |

STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

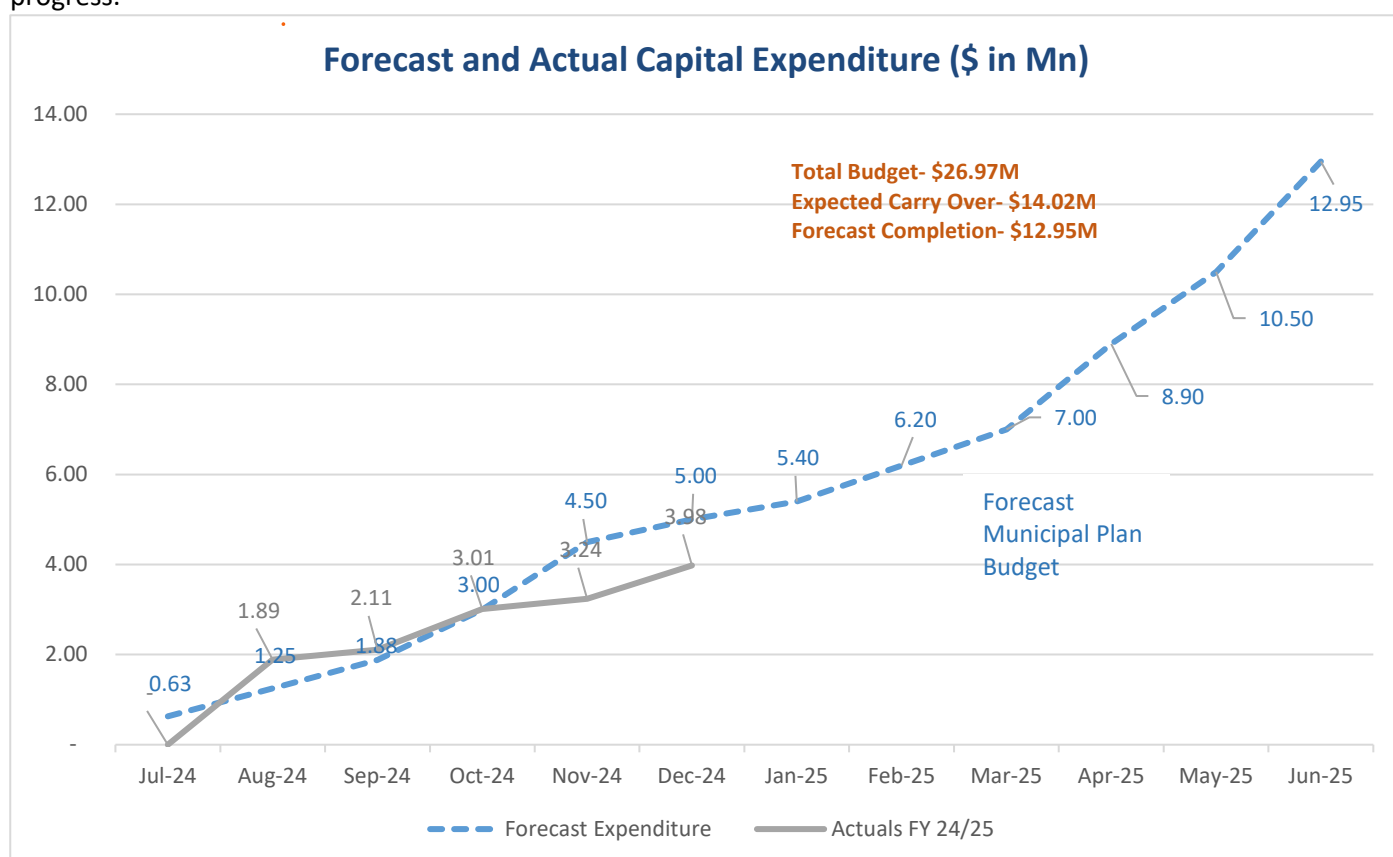


Table 2.2 Monthly Report on Planned Major Capital Works

| 2024/25 CAPITAL PROJECTS | | | | | | | | | | | | |
|--------------------------|------------|--|---------------------------------|------------------|-------------------|-----------------------|----------------|---------------------------|---------|-----------|------------------|--|
| | Asset Type | Municipal Plan Program | FY 2024/25 Year to Date Actuals | Total Actuals \$ | Budget (inc. BR1) | Total yet To Spend \$ | Budget Spent % | Scheduled Completion Date | On Time | On Budget | Project Stage | Status Update |
| 1 | Roads | Road Seal Renewal | - | - | 1,125,000.00 | 1,125,000.00 | 0.00% | Sep 25 | Yes | Yes | Project Delivery | Roads being scoped for pre-seal works |
| 2 | Roads | Pavement Renewals – Thorngate Road, Whitewood Road | - | - | 1,000,000.00 | 1,000,000.00 | 0.00% | Sep 25 | Yes | | Project Planning | Project submitted for Grant funding |
| 3 | Roads | Pavement Renewals – Heavy patches - various | 132,510.84 | 132,510.84 | 300,000.00 | 167,489.16 | 44.17% | Sep 25 | Yes | Yes | Project Delivery | Various Heavy Patches already completed. Further works are programmed. |
| 4 | Roads | Gravel surface Renewal | 268,565.00 | 268,565.00 | 322,000.00 | 53,435.00 | 83.41% | Sep 25 | | | Complete | Completed. Remaining funds to be rolled over for next years projects |
| 5 | Roads | Unsealed to Sealed Road – Brougham Road | - | - | 1,000,000.00 | 1,000,000.00 | 0.00% | Sep 25 | Yes | | Project Planning | Project has been submitted for Grant funding |
| 6 | Roads | Road Safety Upgrades – Shoulder widening | 6,610.00 | 6,610.00 | 260,000.00 | 253,390.00 | 2.54% | Sep 25 | Yes | Yes | Project Planning | RFQ released |
| 7 | Roads | Road Safety Upgrades - Intersections | - | - | 680,000.00 | 680,000.00 | 0.00% | Sep 25 | Yes | Yes | Project Planning | Design in progress |
| 8 | Roads | Road Safety Upgrades - (other) – Challoner Circuit | - | - | 380,000.00 | 380,000.00 | 0.00% | Sep 25 | Yes | Yes | Project Planning | Tender Closed and being evaluated |
| 9 | Roads | Road Safety – Intersection upgrades- Pioneer Anglessey | - | - | 625,129.42 | 625,129.42 | 0.00% | Sep 25 | Yes | Yes | Project Planning | Design at 90% review |
| 10 | Drainage | Drainage Renewal | 127,208.91 | 127,208.91 | 200,000.00 | 72,791.09 | 63.60% | Sep 25 | Yes | Yes | Project Deliver | Various drainage projects awarded. Tobin Road drainage works complete |
| 11 | Drainage | Drainage Upgrade - Floodways | 14,230.00 | 14,230.00 | 30,000.00 | 15,770.00 | 47.43% | Sep 25 | Yes | Yes | Project Planning | Digital flood sign ordered |
| 12 | Buildings | Council Administration Building – Replace AC unit and Chambers Kitchen | 52,934.00 | 52,934.00 | 95,000.00 | 42,066.00 | 55.72% | Sep 25 | Yes | Yes | Project Planning | AC works completed. |

| | Asset Type | Municipal Plan Program | FY 2024/25 Year to Date Actuals | Total Actuals \$ | Budget (Inc. BR1) | Total yet To Spend \$ | Budget Spent % | Scheduled Completion Date | On Time | On Budget | Project Stage | Status Update |
|----|------------|---|---------------------------------|------------------|-------------------|-----------------------|----------------|---------------------------|---------|-----------|------------------|---|
| 13 | Thorak | Thorak Asset Renewal | 9,020.00 | 9,020.00 | 530,000.00 | 520,980.00 | 1.70% | Jun 25 | Yes | Yes | Project Planning | Project awarded and preliminaries commenced |
| 14 | Waste | Waste Asset Renewal – Compactor Replacement | - | - | 400,000.00 | 400,000.00 | 0.00% | Sep 25 | Yes | Yes | Project Planning | Tender advertised |
| 15 | Reserves | Freds Pass Reserve | 35,322.91 | 35,322.91 | 300,000.00 | 264,677.09 | 11.77% | Sep 25 | Yes | Yes | Project Planning | Work scoping in progress |
| 16 | Reserves | Howard Park Reserve – BMX track softfall | 8,640.00 | 8,640.00 | 80,000.00 | 71,360.00 | 10.80% | Sep 25 | Yes | Yes | Project Planning | Refer to community report. |
| 17 | Reserves | Berry Springs Reserve - Painting | 86,047.36 | 86,047.36 | 95,000.00 | 8,952.64 | 90.58% | Dec 24 | Yes | Yes | Completed | Painting work is completed. |
| 18 | Reserves | Gregg Park | - | - | 20,000.00 | 20,000.00 | 0.00% | Sep 25 | Yes | Yes | Project Planning | Not started |
| 19 | Fleet | Council Vehicle Replacement | 262,062.20 | 262,062.20 | 535,000.00 | 272,937.80 | 48.98% | Sep 25 | Yes | Yes | Project Delivery | Vehicles ordered and replacement ongoing |
| 20 | | Consultation-Forward Design | - | - | 300,000.00 | 300,000.00 | 0.00% | Jun 25 | Yes | Yes | Project Delivery | Future designs for proposed grant funding applications is progressing. |
| 21 | Reserve | Freds pass Upgrade | - | - | 10,000,000.00 | 10,000,000.00 | 0.00% | June 26 | Yes | Yes | Project Delivery | Project planning for the projects is progressing. The Steering committee met on the 12th December 2024. |
| | | | 1,003,151.22 | 1,003,151.22 | 18,197,129.42 | 16,698,848.78 | | | | | | |

Carried Forward Capital Projects

| CARRY FORWARD PROJECTS | | | | | | | | | | | | |
|------------------------|-----------------|---------------------------|-------------------------|------------------|-------------------------------------|-----------------------|----------------|----------------------------|---------|-----------|------------------|---|
| | Class of Assets | Municipal Plan Program | FY 24/25 YTD Actuals \$ | Total Actuals \$ | Total Approved Budget – Rollover \$ | Total yet To Spend \$ | Budget Spent % | Schedule d Completion Date | On Time | On Budget | Project Stage | Status Update |
| 1 | Roads | Road Seal Renewal 2023/24 | - | - | 1,000,000.00 | 1,000,000.00 | 0.00% | Jan 25 | Yes | Yes | Project Delivery | Seal Works nearing completion and line marking to follow. |

| CARRY FORWARD PROJECTS | | | | | | | | | | | | |
|------------------------|-----------------|--|-------------------------|------------------|-------------------------------------|-----------------------|----------------|----------------------------|---------|-----------|------------------|---|
| | Class of Assets | Municipal Plan Program | FY 24/25 YTD Actuals \$ | Total Actuals \$ | Total Approved Budget – Rollover \$ | Total yet To Spend \$ | Budget Spent % | Schedule d Completion Date | On Time | On Budget | Project Stage | Status Update |
| | | | | | | | | | | | | Processing invoices. |
| 2 | Roads | Pavement Renewal – Thorngate | - | - | 553,980.00 | 553,980.00 | 0.00% | Oct-25 | Yes | | Project Planning | Project submitted for Grant funding |
| 3 | Roads | Gravel Road Sealing – Meade Rd | 209,607.95 | 209,607.95 | 1,075,000.00 | 865,392.05 | 19.50% | Dec-24 | Yes | Yes | Project Closure | Project works mostly completed. Processing final invoices |
| 4 | Roads | Gravel Road Sealing – Brougham Rd | - | - | 938,000.00 | 938,000.00 | 0.00% | Oct-25 | Yes | | Project Planning | Project submitted for Grant funding |
| 5 | Roads | Road Safety Upgrades – Shoulder widening - Mckinlay Road | 89,319.27 | 89,319.27 | 100,000.00 | 10,680.73 | 89.32% | Aug-24 | | | Complete | Complete |
| 6 | Roads | Road Safety Upgrades – Shoulder widening - Hopewell Road | 125,298.18 | 125,298.18 | 114,000.00 | -11,298.18 | 109.91% | Aug-24 | | | Complete | Complete |
| 7 | Roads | Road Safety – Intersection upgrades- Street lighting- McMinns Drive | -82,642.36 | -82,642.36 | 215,893.50 | 215,893.50 | 0.00% | Mar-25 | | Yes | Project Delivery | Light bases in at McMinns Drive. Awaiting Light poles |
| 8 | Roads | Road Safety – Intersection upgrades- Street lighting- Rogers Road | 4,280.00 | 4,280.00 | 120,000.00 | 115,720.00 | 3.56% | Mar-25 | | Yes | Project Delivery | Work setout and contractor commenced works |
| 9 | Roads | Road Safety Upgrades – street lighting upgrades to Tele cell and LED | 70,869.00 | 70,869.00 | 123,010.00 | 52,141.00 | 57.61% | Jun-25 | Yes | Yes | Project Delivery | New base stations have been delivered and contractor engaged to install. |
| 10 | Drainage | Drainage renewals – Horne Road | - | - | 200,000.00 | 200,000.00 | 0.00% | Oct-25 | | Yes | Project Delivery | Design complete RFQ developed for release. Likely postpone due to wet season |
| 11 | Drainage | Drainage upgrade – various floodway's | 210,449.68 | 210,449.68 | 278,472.00 | 62,797.32 | 77.44% | Jun 25 | Yes | Yes | Project Delivery | Project works ongoing. Power Road complete. |
| 12 | Buildings | Thorak Cemetery - Asset Renewal | 18,712.52 | 18,712.52 | 17,709.46 | -1,003.06 | 105.66% | Dec-24 | | | Complete | Completed |
| 13 | Roads | Road Seal Renewal - LRCI | 542,482.58 | 542,482.58 | 971,331.00 | 428,842.42 | 55.85% | Jan 25 | Yes | Yes | Project Delivery | Seal works nearing completion and line marking to follow |
| 14 | Roads | Shared Path Upgrade - LRCI Phase 4 | - | - | 681,009.50 | 681,009.50 | 0.00% | Dec 25 | Yes | Yes | Project Planning | Project Design complete. Cost estimates outside of allocated budget. Refer to Council report. |
| 15 | Buildings | WIFI & CCTV upgrades- Litchfield Office | 33,531.50 | 33,531.50 | 100,000.00 | 66,468.50 | 33.53% | Jun 25 | Yes | Yes | Project Delivery | |

| CARRY FORWARD PROJECTS | | | | | | | | | | | | |
|------------------------|-----------------|--|-------------------------|---------------------|-------------------------------------|-----------------------|----------------|----------------------------|---------|-----------|------------------|--|
| | Class of Assets | Municipal Plan Program | FY 24/25 YTD Actuals \$ | Total Actuals \$ | Total Approved Budget – Rollover \$ | Total yet To Spend \$ | Budget Spent % | Schedule d Completion Date | On Time | On Budget | Project Stage | Status Update |
| 16 | Reserves | Mira Square – BBQ shelter | 58,783.50 | 58,783.50 | 60,000.00 | 1,216.50 | 97.97% | Feb 25 | | | Complete | Project Complete |
| 17 | Reserves | Humpty Doo Village Green – Shade Sail, fencing, murals | 5,530.00 | 5,530.00 | 45,000.00 | 39,470.00 | 12.28% | Jun 25 | Yes | Yes | | Bowls club fencing complete |
| 18 | Reserves | Knuckey Lagoon Recreation Reserve | - | - | 50,000.00 | 50,000.00 | 0.00% | Jun 25 | Yes | Yes | Project Planning | Scope development being undertaken |
| 19 | Reserves | Howard Park Reserve | - | - | 0,000.00 | 0,000.00 | 0.00% | Sep-24 | | | Cancelled | Cancelled as per Oct OCM Resolution |
| 20 | Roads | Road Seal Renewal 2022/23 | 459,301.41 | 459,301.41 | 510,140.00 | 50,838.59 | 90.03% | Nov-24 | | | Complete | Works Completed |
| 21 | Roads | Pavement Renewal Spencely Road | - | - | 467,659.93 | 467,659.93 | 0.00% | Nov-24 | | | Complete | Processing final invoices |
| 22 | Roads | Gravel Road Sealing-Guys Creek Road | 1,232,725.10 | 1,232,725.10 | 1,156,579.54 | -99,356.63 | 108.59% | Oct-24 | | | Complete | Carryover amount to be reviewed in BR2 |
| | | | 2,973,968.33 | 2,973,968.33 | 8,777,784.93 | 5,518,743.35 | | | | | | |
| | | | 3,977,119.55 | 3,977,119.55 | 26,974,914.35 | 22,396,811.95 | | | | | | |

| | |
|----|---|
| 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 rd party approval |

Notes:

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

STATEMENT 3. MONTHLY BALANCE SHEET

The Balance Sheet and Financial Reserves closing balances have been updated to reflect the finalised 2023/24 annual audited financial statements.

| BALANCE SHEET AS AT 31 Dec 2024 | YTD Actuals \$ | Note Reference* |
|--------------------------------------|-----------------------|-----------------|
| ASSETS | | |
| Cash at Bank | | (1) |
| Tied Funds | 30,336,867.89 | |
| Untied Funds | 3,128,790.90 | |
| Accounts Receivable | | |
| Trade Debtors | 405,072.42 | (2) |
| Rates & Charges Debtors | 5,235,532.49 | |
| Other Current Assets | 570,177.40 | |
| TOTAL CURRENT ASSETS | 39,676,441.10 | |
| Non-Current Financial Assets | 4,940,939.33 | |
| Property, Plant and Equipment | 439,091,148.09 | |
| TOTAL NON-CURRENT ASSETS | 444,032,087.42 | |
| TOTAL ASSETS | 483,708,528.52 | |
| LIABILITIES | | |
| Accounts Payable | 2,094,612.97 | (3) |
| ATO & Payroll Liabilities | (134,999.99) | (4) |
| Current Provisions | 672,200.00 | |
| Accruals | 1,970,458.39 | |
| Other Current Liabilities | 16,977.43 | |
| TOTAL CURRENT LIABILITIES | 4,619,248.80 | |
| Non-Current Liabilities | | |
| Non-Current Provisions | 213,550.10 | |
| Other Non-Current Liabilities | - | |
| TOTAL NON-CURRENT LIABILITIES | 213,550.10 | |
| TOTAL LIABILITIES | 4,832,798.90 | |
| NET ASSETS | 478,875,729.62 | |
| EQUITY | | |
| Asset Revaluation reserve | 417,942,457.46 | |
| Reserves | 27,296,226.98 | |
| Accumulated Surplus | 33,637,045.18 | |
| TOTAL EQUITY | 478,875,729.62 | |

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) | 6/02/2024 | 500,000.00 | 5.02% | 28/01/2025 | 357 | 6,000,000.00 | 19.78% | 24,549.86 |
| | 9/04/2024 | 1,000,000.00 | 5.02% | 11/03/2025 | 336 | | | 46,211.51 |
| | 23/07/2024 | 1,500,000.00 | 5.20% | 1/04/2025 | 336 | | | 53,852.06 |
| | 24/09/2024 | 1,000,000.00 | 4.85% | 3/06/2025 | 252 | | | 33,484.93 |
| | 14/11/2024 | 1,000,000.00 | 5.10% | 26/06/2025 | 224 | | | 31,298.63 |
| | 26/11/2024 | 1,000,000.00 | 5.05% | 8/07/2025 | 224 | | | 30,991.78 |
| Commonwealth (S&P A1+) | 5/03/2024 | 1,000,000.00 | 4.85% | 25/02/2025 | 357 | 7,336,867.89 | 24.18% | 47,436.99 |
| | 13/08/2024 | 1,000,000.00 | 4.70% | 15/04/2025 | 245 | | | 31,547.95 |
| | 28/08/2024 | 1,000,000.00 | 4.66% | 30/04/2025 | 245 | | | 31,279.45 |
| | 11/09/2024 | 2,000,000.00 | 4.71% | 27/05/2025 | 258 | | | 66,585.21 |
| | 24/09/2024 | 1,000,000.00 | 4.73% | 10/06/2025 | 359 | | | 46,522.47 |
| | 8/10/2024 | 1,000,000.00 | 4.71% | 17/06/2025 | 252 | | | 32,518.36 |
| | 8/10/2024 | 336,867.89 | 4.71% | 17/06/2025 | 252 | | | 10,954.39 |
| Defence Bank (S&P A2) | 23/10/2024 | 1,000,000.00 | 4.80% | 24/06/2025 | 245 | 4,000,000.00 | 13.19% | 32,219.18 |
| | 14/11/2024 | 1,000,000.00 | 5.05% | 26/06/2025 | 224 | | | 30,991.78 |
| | 26/11/2024 | 2,000,000.00 | 5.05% | 22/07/2025 | 238 | | | 65,857.53 |
| NAB (S&P A1+) | 6/02/2024 | 1,000,000.00 | 5.10% | 14/01/2025 | 343 | 11,500,000.00 | 37.91% | 47,930.80 |
| | 20/02/2024 | 1,000,000.00 | 5.10% | 11/02/2025 | 343 | | | 47,926.03 |
| | 6/03/2024 | 1,000,000.00 | 5.05% | 25/02/2025 | 356 | | | 49,254.79 |
| | 23/04/2024 | 1,000,000.00 | 5.06% | 10/03/2025 | 321 | | | 44,506.49 |
| | 25/06/2024 | 1,000,000.00 | 5.15% | 8/04/2025 | 287 | | | 40,494.53 |
| | 16/07/2024 | 2,000,000.00 | 5.30% | 25/03/2025 | 252 | | | 73,183.56 |
| | 28/08/2024 | 1,000,000.00 | 5.00% | 30/04/2024 | 249 | | | 33,561.65 |
| | 11/09/2024 | 1,000,000.00 | 5.00% | 27/05/2025 | 258 | | | 35,342.47 |
| | 8/10/2024 | 1,500,000.00 | 5.00% | 17/06/2025 | 252 | | | 51,780.82 |
| | 26/11/2024 | 1,000,000.00 | 5.10% | 22/07/2025 | 238 | | | 33,254.79 |
| Westpac | 10/12/2024 | 1,500,000.00 | 5.03% | 5/08/2025 | 252 | 1,500,000.00 | 4.94% | 52,091.51 |
| TOTAL INVESTMENTS | | 30,336,867.89 | | | | 30,336,867.89 | 100% | 1,125,629.52 |

| | | | | | |
|-----------------------------------|---------------------|--------|---|-------------------------|------|
| % of Total Investment Portfolio | A1 & A1+ (max 100%) | 62.09% | A2 (max 60%) | 37.91% | 100% |
| Total Investments/ Tied Funds | \$ 30,336,867.89 | | Total Year to date Investments Earnings | 706,002.86 ² | |
| General Bank Funds | \$ 3,114,664.18 | | | | |
| Council Till and Petty Cash float | \$ 1,275.00 | | | | |
| Total Untied Funds | \$ 3,115,939.18 | | | | |
| Total all funds | \$ 33,452,807.07 | | | | |

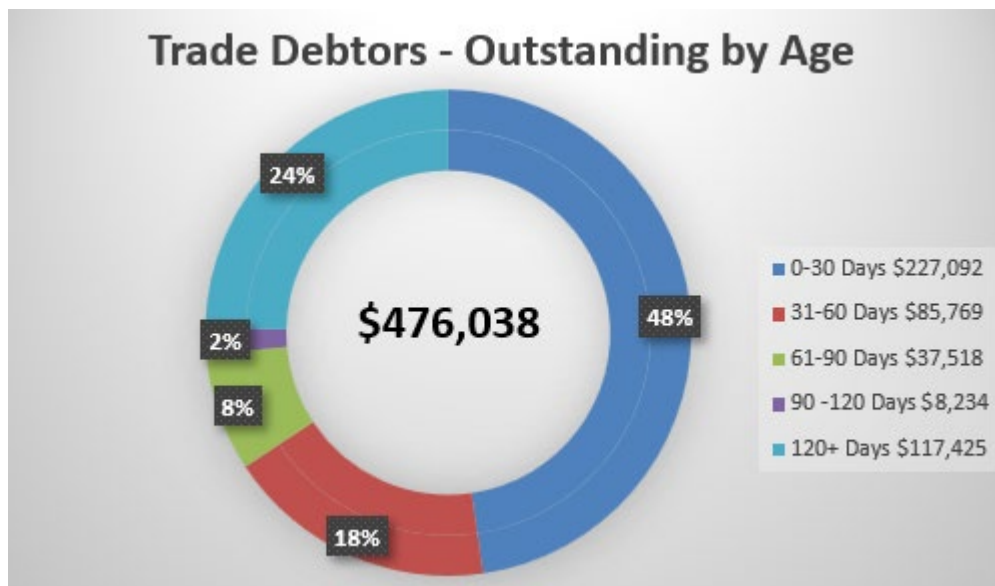
² Due to Accrued Interest posted for month of December-24

Note 2: Statement of Trade Debtors

Total Debtors as of 31 December 2024 is \$476,038; \$117,425 to invoices outstanding over 90 days. \$60,279 of 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 Sixty Eight (268) infringements outstanding with a total balance of \$67,896.51 a decrease of \$321.07 from November. One (01) Resend Courtesy Letter, Thirty Eight (38) Reminder notices produced, Two Hundred and Nineteen (219) are with the Fines Recovery Unit (FRU), Four (04) Part Payment in Progress, Two (02) On Hold and Four (04) paid in full.

| 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 | - | - | 425.00 | - | 51,979.37 | 52,404.37 |
| Cemetery | 1,751.00 | 80,843.07 | 35,473.50 | 6,553.40 | 5,249.70 | 129,870.67 |
| Waste | - | 182.85 | - | - | 55.38 | 238.23 |
| Recreation Reserves | - | 582.86 | (178.90) | 306.00 | (138.07) | 571.89 |
| Planning | - | (285.00) | - | - | - | (285.00) |
| GST Receivable | 225,341.00 | - | - | - | - | 225,341.00 |
| Infringements | - | 4,445.00 | 1,798.00 | 1,375.00 | - | 67,896.51 |
| Total | 227,092.00 | 85,768.78 | 37,517.60 | 8,234.40 | 117,424.89 | 476,037.67 |



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 | 522,534.85 | - | - | - | - | 522,534.85 |
| Cemetery | 323.07 | - | - | - | - | 323.07 |
| Total | 522,857.92 | - | - | - | - | 522,857.92 |

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) | 14,879.00 | - | - | - | - | 14,879.00 |
| Payroll | 51,731.23 | - | - | - | - | 51,731.23 |
| Total | 66,610.23 | - | - | - | - | 66,610.23 |

Financial Reserves

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

| | 2023/24 Actuals \$ | 2024/25 Net Movement \$ | 2024/25 Budget Review 1 \$ |
|---|-----------------------|-------------------------------|----------------------------------|
| Externally Restricted | | | |
| Developer Contribution Reserve | 1,008,353.00 | - | 1,008,353.00 |
| Unexpended Grants / Contributions | - | - | - |
| Unexpended Capital Works | 5,777,735.00 | (5,777,735.00) | - |
| Total Externally Restricted Reserves | 6,786,088.00 | (5,777,735.00) | 1,008,353.00 |
| Internally Restricted Reserves | | | |
| Asset Reserve | 9,200,659.00 | (3,772,071.00) | 5,428,588.00 |
| Waste Management Reserve | 6,068,257.00 | (3,165,193.00) | 2,903,064.00 |
| Thorak Regional Cemetery Reserve | 2,756,842.00 | (170,536.00) | 2,586,306.00 |
| 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 | (24,000.00) | 200,777.00 |
| Total Internally Restricted Reserves | 19,250,535.00 | -7,131,800.00 | 12,118,735.00 |
| TOTAL RESERVES | 26,036,623.00 | (12,909,535.00) | 13,127,088.00 |

Outstanding Rates

Prior Years Rates Outstanding³

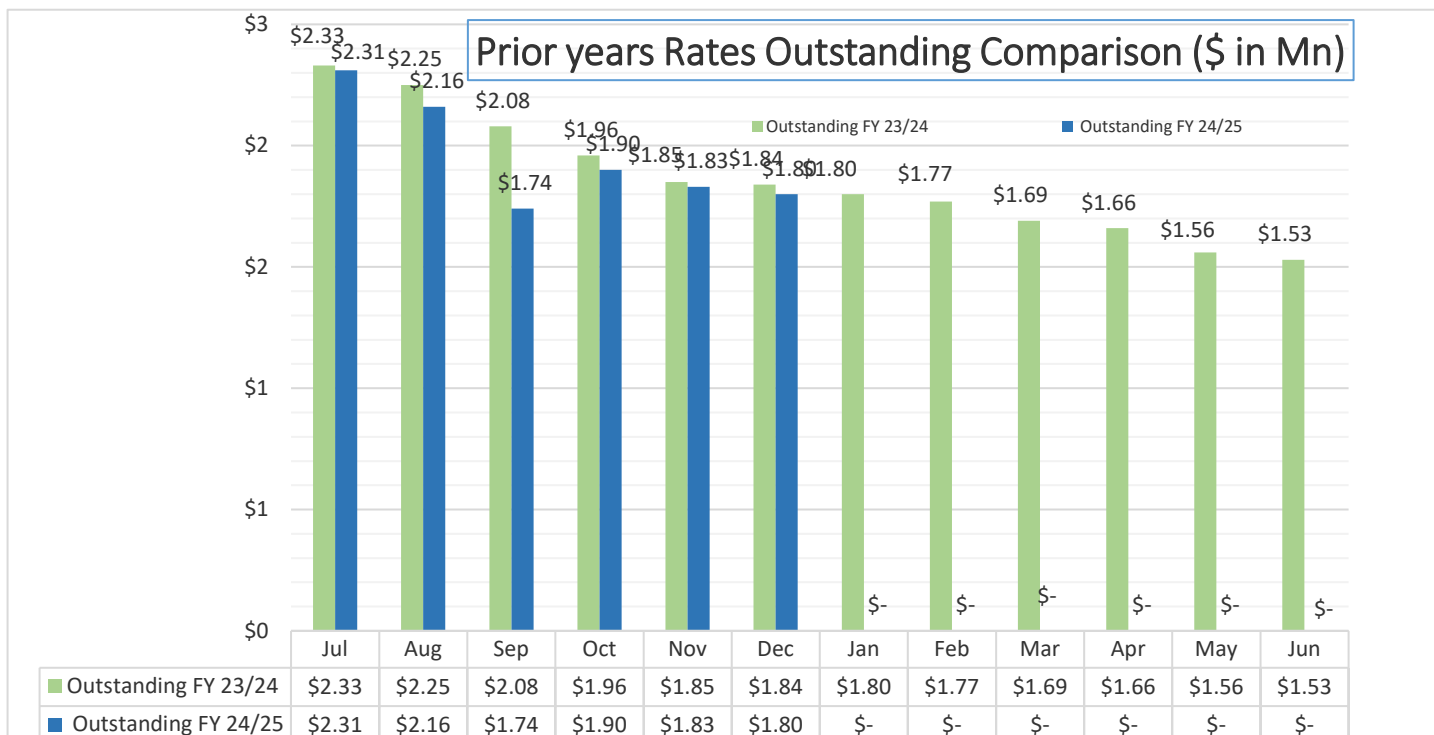
The below table illustrates the split of prior year outstanding rates, currently at \$1.80 million.

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 (November 2024) (\$) | Current Month (December 2024) (\$) |
|---------------------------|---|--|---------------------------------------|
| CANCELLED ASSESSMENT | | 51,916.70 | 52,295.41 |
| COMMERCIAL | 162,616.16 | 27,140.35 | 26,799.27 |
| GAS PLANT | - | - | - |
| MINING | 251,049.24 | 146,115.20 | 147,657.81 |
| HORTICULTURE AGRICULTURE | 41,427.11 | 32,888.80 | 33,350.74 |
| NON-RATEABLE GENERAL | 20,028.76 | 20,613.14 | 20,722.47 |
| NON-RATEABLE WASTE | 43,388.18 | 43,399.68 | 43,374.53 |
| PASTORAL | - | - | - |
| RURAL RESIDENTIAL | 1,998,920.23 | 1,340,161.81 | 1,314,974.57 |
| URBAN RESIDENTIAL | 164,433.35 | 163,970.96 | 165,809.82 |
| TOTAL | 2,681,863.03 | 1,826,206.64 | 1,804,984.62 |
| Arrears LESS Legal | 2,571,270.04 | 1,713,771.00 | 1,699,221.66 |

The graph below compares prior years rates outstanding between 2023/24 and 2024/25 financial years.



³ Includes prior years outstanding rates (FY 2024 and prior)

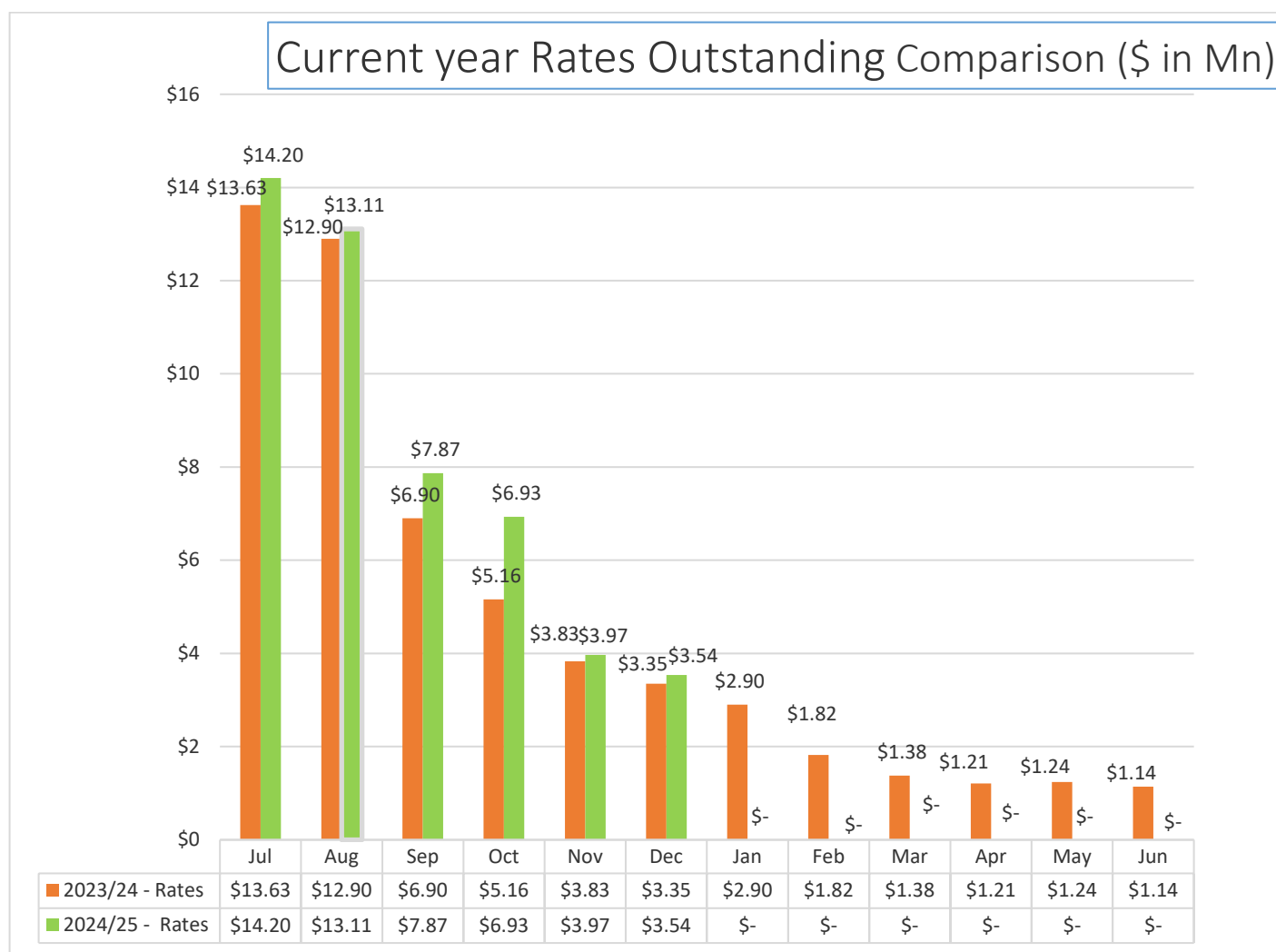
Current Year Rates⁴

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$13.11m and the second instalment was due 30 November 2024.

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

| | Previous Month (November 2024) (\$) | Current Month (December 2024) (\$) | Variance (\$) | Due Dates |
|---------------------|--|---------------------------------------|-------------------|------------------|
| Instalment 1 | 597,223.56 | 510,118.35 | 87,105.21 | 30-Sep-24 |
| Instalment 2 | 1,084,188.22 | 827,909.91 | 256,278.31 | 30-Nov-24 |
| Instalment 3 | 2,293,554.45 | 2,202,977.00 | 90,577.45 | 28-Feb-25 |
| TOTAL | 3,974,966.23 | 3,541,005.26 | 433,960.97 | |

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



⁴ Includes current year outstanding rates (FY 2025)

Accounts Payable Report

| Cheque No. | Payee | Description | Amount |
|--------------|--|---|----------------|
| BP131224 | WESTPAC CARDS & DIRECT DEBITS | Term Deposit - Maturity Date - 05 August 2025 | \$1,500,000.00 |
| 1607.409-01 | F & J BITUMEN SERVICES PTY LTD | Road Reseals - Various Roads, Litchfield Council Municipality | \$705,682.88 |
| 1611.1890-01 | CLARE CONSTRUCTION & CIVIL PTY LTD | RFT24-431 Meade Road Upgrade | \$617,225.86 |
| 1611.1285-01 | KIRBY | Part Refund Defect Liability DP19/0285 | \$178,755.07 |
| 1607.2705-01 | KATHERINE TREE MAINTENANCE | RFQ24-440 Green Waste Mulching - HDWTS | \$112,811.16 |
| 1607.2981-01 | DARWIN ARGOS PAINTING | Painting -Berry Springs Recreation Reserve | \$92,452.10 |
| 1611.280-01 | CITY OF DARWIN | Nov 2024 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station | \$79,201.40 |
| 1611.2861-01 | HCS CONSTRUCTIONS NT PTY LTD | RFQ24-458 BBQ Shelter at Mira Square | \$66,969.10 |
| 1611.36-01 | BRIDGE TOYOTA | Hilux 4x4 SR 2.8L T Diesel - New Vehicle Purchase | \$60,856.28 |
| 1611.1428-01 | HANNA'S COOLING PTY LTD | RFQ24-477 Air Conditioner Replacement - Finance Area | \$58,227.40 |
| 1608.874-01 | VTG WASTE & RECYCLING | Nov 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations & Jakirra Estate to Shoal Bay Receiving Station | \$54,955.86 |
| 1608.374-01 | AUSTRALIAN TAXATION OFFICE (ATO) | PayG Payable Pay 12 (24/25) - Cycle 1 WE 08 Dec 2024 | \$49,258.61 |
| 1607.2348-01 | D OMEGA CIVIL CONSTRUCTIONS | Easement Clearing Strangways - Additional Works | \$46,673.00 |
| 1607.1000-01 | LAVERCOMBE GRADER SERVICES | RFT23-365 Maintenance Grading Unsealed Roads | \$46,076.72 |
| 1608.2815-01 | JLM CONTRACTING SERVICES PTY LTD | Place mesh, and Concrete Around Eroded Pipe Repairs | \$40,695.23 |
| 1611.1000-01 | LAVERCOMBE GRADER SERVICES | Drainage Repair Works- Finn Road | \$33,060.70 |
| 1611.2815-01 | JLM CONTRACTING SERVICES PTY LTD | Shoulder Repair and Shape Drains - Various Locations, Litchfield Council Municipality | \$29,982.98 |
| 1611.1564-01 | FOURIER TECHNOLOGIES PTY LTD | Dec 2024 - ICT Managed Services Contact, including Fraud Protect, IT Support and User Applications | \$28,735.57 |
| 1611.1884-01 | WESTPAC BANK - QUICK SUPER ACCOUNT | Superannuation-Py 12 2025-24 WE 08 Dec 2024 | \$27,768.11 |
| 1607.2765-01 | LAND SURVEYS (NO PROBLEMS JUST SOUTIONS) | Perentie Works - Surveying / Service Locate Services - Various Sites, Litchfield Council Municipality | \$27,709.00 |
| 1611.2983-01 | FOURIER INFOSEC | MSSA - Managed Security Services Agreement | \$21,341.27 |
| 1611.87-01 | TOP END LINEMARKERS PTY LTD | Line Marking - Various Roads, Litchfield Council Municipality | \$19,065.80 |
| 1608.2024-01 | CROSS SOLUTIONS | Detailed Survey - Works Pioneer Drive | \$18,815.50 |
| 1611.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | \$17,929.50 |
| 1611.2750-01 | TMH SERVICES | Clean/Clear Driveways - Various Locations, Litchfield Council Municipality | \$16,555.00 |
| 1611.3006-01 | TUFTEC SOLUTIONS | Supply of Electric Flood Warning System | \$15,653.00 |

| | | | |
|--------------|---|--|-------------|
| 1607.1742-01 | ASHBURNER FRANCIS | Proposed Freds Pass Reserve Field Lighting | \$14,520.00 |
| 1607.2440-01 | STANTEC AUSTRALIA PTY LTD | 2024/2024 Daniel Circuit Alignment Review | \$14,130.60 |
| 1611.1961-01 | HUMPTY DOO WELDING AND FABRICATION | BSWTS: Weld repair of Barriers/Install Cement Kerbing | \$13,585.00 |
| 1607.2999-01 | LITCHFIELD COUNCIL RATE PAYER | Rates Refund - Overpaid | \$13,490.17 |
| 1611.849-01 | WEX AUSTRALIA (PUMA CARD) | Nov 2024 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery | \$13,299.21 |
| 1607.512-01 | SELTER SHAW PLUMBING PTY LTD | Plumbing Report for HDVG - Investigate Excessive Water Leaks | \$13,237.40 |
| 1611.2765-01 | LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS) | RFQ24-450 - Freds Pass Reserve - Electrical Upgrade | \$11,946.00 |
| 1608.170-01 | NTRS (NT RECYCLING SOLUTIONS) | Nov 2024 - Waste Collection Litchfield Council Office | \$10,092.38 |
| 1611.2593-01 | DEFENCE ELECTRICAL SERVICES PTY LTD | Howard Park Electrical Compliance Works | \$9,981.32 |
| 1608.2769-01 | JPC CONTRACTING PTY LTD | Fill and Compact, Remove Depression - Various Locations, Litchfield Council Municipality | \$9,548.00 |
| 1611.896-01 | E.E. MUIR & SONS PTY LTD | Herbicide, Wetting Agent (Bulk Purchase) | \$9,280.04 |
| 1608.1068-01 | MR D S BARDEN | Nov 2024 - Elected Members Allowance | \$8,606.56 |
| 1610.2862-01 | CHRONICLE RIP PTY LTD | Yearly Software License 2024/2025 | \$8,553.60 |
| 1607.770-01 | HAYS SPECIALIST RECRUITMENT (AUST) | Temporary Staff Placement Litchfield Council | \$8,334.20 |
| 1611.2994-01 | AAMS (AUSTRALIAN AIRCONDITIONING) | Temporary Airconditioning Unit - Finance Area Litchfield Council Building | \$8,140.00 |
| 1608.512-01 | SELTER SHAW PLUMBING PTY LTD | Variation of Works at HDVG Caretakers Cottage | \$8,096.54 |
| 1608.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | \$7,992.52 |
| 1607.2024-01 | CROSS SOLUTIONS | Detailed Engineering Survey - Vicor Bore | \$7,227.00 |
| 1611.132-01 | AIRPOWER NT PTY LTD | Major Repairs to Kubota Tractor (CD90VW) | \$6,922.00 |
| 1611.2015-01 | SLR CONSULTING AUSTRALIA PTY LTD | Litchfield Council Waste Stations EMP Review | \$6,333.80 |
| 1607.85-01 | TELSTRA | Nov 24 - Thorak & Litchfield Council Internet, Data & Mobiles | \$6,063.24 |
| 1610.512-01 | SELTER SHAW PLUMBING PTY LTD | Plumb in New Potable Water Tank at Thorak Cemetery | \$5,989.50 |
| 1607.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | \$5,758.57 |
| 1611.926-01 | JACANA ENERGY | Nov 2024 - Electricity - KLRR, Gregg Park, HPRR, MWF & HDWTS, BSWTS, HSWTS and Litchfield Council Office | \$5,543.72 |
| 1609.183-01 | CHRIS'S BACKHOE HIRE PTY LTD | Courtyard of Tranquillity - Tree & Ground Maintenance at Thorak Cemetery | \$5,346.00 |
| 1611.506-01 | TURBO'S TYRES | Replacement Tyres Kubota Tractor CF64PF | \$5,274.50 |
| 1607.1741-01 | DARWIN COMMUNITY ARTS | Annual Grants 2024 - Cuppa Collective | \$5,000.00 |
| 1607.2630-01 | DACS NT | Annual Grants 2024 - Love Your Furry Pet | \$5,000.00 |

| | | | |
|--------------|---|---|------------|
| 1607.3001-01 | NOONE LEFT BEHIND | Annual Grants 2024 - Inaugural Festival | \$5,000.00 |
| 1607.162-01 | CIVICA PTY LTD | Work Order Budgeting Implementation | \$4,848.80 |
| 1608.993-01 | ARAFURA TREE SERVICES & CONSULTING | HPRR Tree Assessment Works | \$4,840.00 |
| 1607.1429-01 | SMILE A MILE FUN BUS & TOY LIBRARY | Annual Grants 2024 - Equipment Refurbish | \$4,530.00 |
| 1607.390-01 | HUMPTY DOO BOWLS CLUB INC | Annual Grants 2024 - Computerisation & Water Cooler | \$4,398.00 |
| 1611.2270-01 | TYRECYCLE PTY LTD | Tyre Collection - HDWTS WE 23 Nov 24 | \$4,348.50 |
| 1611.1722-01 | QS SERVICES | Prepare Budget Estimate/Conceptual Design | \$4,180.00 |
| 1611.770-01 | HAYS SPECIALIST RECRUITMENT (AUST) | Temporary Staff Placement Litchfield Council | \$4,136.92 |
| 1608.770-01 | HAYS SPECIALIST RECRUITMENT (AUST) | Temporary Staff Placement Litchfield Council | \$3,772.73 |
| 1611.810-01 | UHY HAINES NORTON | LTFP BS and Cashflow Workings - BR1 2024/2025 | \$3,740.00 |
| 1608.1581-01 | SALARY PACKAGING AUSTRALIA | Salary Sacrifice for LC Employees WE 08 Dec 2024 | \$3,642.34 |
| 1607.3000-01 | KOOLPINYAH VOLUNTEER FIRE BRIGADE | 2024 Annual Grants Program - Install Water Tanks | \$3,600.00 |
| 1608.2238-01 | MR K R HARLAN | Nov 2024 - Elected Members Allowance | \$3,514.75 |
| 1611.3005-01 | DARWIN RURAL COMMUNITY CAROLS BY CANDELIGHT | Annual Grant - Carols By Candlelight 2025 | \$3,500.00 |
| 1607.3002-01 | ARAFURA MUSIC COLLECTIVE INC | Annual Grants 2024 - Music at the Heart | \$3,300.00 |
| 1608.498-01 | MR M I G SALTER | Nov 2024 - Elected Members Allowance | \$3,103.28 |
| 1611.560-01 | JOBFIT HEALTH GROUP PTY LTD | Pre-Employment Medical - New Litchfield Council Employees | \$3,025.00 |
| 1610.2089-01 | ELGAS LTD | Gas Delivery - Thorak Crematorium | \$2,922.68 |
| 1611.2169-01 | KILLARA SERVICES (NETRONIX PTY LTD) | Dec 24 - Cleaning Litchfield Council Office and Thorak Cemetery | \$2,921.15 |
| 1608.2252-01 | MRS E SHARP | Nov 2024 - Elected Members Allowance | \$2,903.28 |
| 1608.1253-01 | CRAIG BURGDORF | BSWTS: Backhoe Repairs to Vibe Plate/Stabiliser | \$2,753.73 |
| 1608.1088-01 | TALENT PROPELLER | Recruitment- Customer Service Officer | \$2,750.00 |
| 1608.2249-01 | MS R A WRIGHT | Nov 2024 - Elected Members Allowance | \$2,703.28 |
| 1607.690-01 | TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD | Test Accumulator & Hone Barrel Hydraulic | \$2,521.96 |
| 1608.78-01 | POWER & WATER CORPORATION | Oct 2024 - Water Litchfield Council Office, HDWTS, HSWTS and Jakirra Estate | \$2,288.22 |
| 1611.512-01 | SELTHER SHAW PLUMBING PTY LTD | Emergency Water Leak Investigation and Repair Works | \$2,254.75 |
| 1608.384-01 | MS C VERNON | Dec 2024 - Authority Consultancy Services | \$2,244.00 |
| 1606.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | \$2,230.23 |

| | | | |
|--------------|--|---|------------|
| 1609.2990-01 | WILDFOTO | Framed Wall Art for Thorak Cemetery Chapel | \$2,100.00 |
| 1608.3003-01 | DARWIN RURAL HASH HOUSE HARRIER | Annual Community Grant - Australia Day Rural Fun Run | \$2,000.00 |
| 1608.2973-01 | CIVS (DEMOCARTIC OUTCOMES PTY LTD) | Management of 2024 EBA Voting | \$1,973.40 |
| 1608.2239-01 | MR M SIDEY | Nov 2024 - Elected Members Allowance | \$1,803.28 |
| 1610.941-01 | EVERLON BRONZE | Memorial Plaque NT-TRC-B241112A-2 Thorak Customer | \$1,798.50 |
| 1610.926-01 | JACANA ENERGY | Nov 2024 - Electricity Charges Thorak Cemetery | \$1,762.88 |
| 1608.1674-01 | FRESH START - FOR CLEANING | Cleaning Services HPRR, KLRR, HDWTS & BSWTS WE 06 Dec 2024 | \$1,676.29 |
| 1611.78-01 | POWER & WATER CORPORATION | Nov 2024 - HDWTS, HSTWS and BSWTS - Water | \$1,668.74 |
| 1607.2593-01 | DEFENCE ELECTRICAL SERVICES PTY LTD | Electrical Status and Condition Report HDVG | \$1,661.00 |
| 1611.815-01 | JEFFRESS ADVERTISING | RFT24-472 - Litchfield Council - Sealed Pavement Maintenance Tender | \$1,598.44 |
| 1611.2952-01 | GREEN OPTIONS PTY LTD | Irrigation Asset Inspections - All Litchfield Sites | \$1,584.00 |
| 1609.676-01 | FINAL TOUCH AUSTRALIA | Memorial Urns and Necklaces - for Thorak Cemetery Stock | \$1,567.45 |
| 1607.1961-01 | HUMPTY DOO WELDING AND FABRICATION | HDWTS: Material & Consumables for Repairs to Bins | \$1,562.00 |
| 1611.1471-01 | RICOH AUSTRALIA PTY LTD | Nov 2024 - Photocopier Hire & Consumables for all Litchfield Council Printers | \$1,490.46 |
| 1608.51-01 | SOUTHERN CROSS PROTECTION PTY LTD | Nov 24 - Security Patrol- HDWTS and Litchfield Council Office | \$1,381.09 |
| 1611.2454-01 | GIGGLING GECKOS JUMPING CASTLE HIRE | Australia Day 2025- Crunch Bouncy Castle | \$1,353.00 |
| 1611.454-01 | TRAFFICWERX NT PTY LTD | Litchfield Council - Multi works TMP / G | \$1,331.00 |
| 1608.690-01 | TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD | HDWTS - Compactor & Winch Service | \$1,282.64 |
| 1609.130-01 | MOBILE LOCKSMITHS | Supply/Install Parts to Repair Thorak Ch | \$1,270.50 |
| 1608.953-01 | HWL EBSWORTH LAWYERS | Rates Recovery Legal Support - Litchfield Council Ratepayers | \$1,233.10 |
| 1609.2089-01 | ELGAS LTD | Weekly Gas - Thorak Crematorium WE 22 Nov 2024 | \$1,179.21 |
| 1611.162-01 | CIVICA PTY LTD | Rates Training - Revenue with Consultant | \$1,148.39 |
| 1609.132-01 | AIRPOWER NT PTY LTD | 400Hr Service Kubota M7040DHC | \$1,070.00 |
| 1607.2529-01 | TOTAL SAFETY SOLUTIONS | PPE - Mobile Workforce Crew | \$1,061.22 |
| 1606.100-01 | NORTHERN TERRITORY PEST & WEED CONTROL | Litchfield Council - Annual Termite / Pest Control | \$1,049.00 |
| 1609.1412-01 | HAPPIER ENDING FUNERALS | Transportation of Deceased to Thorak Cemetery | \$1,040.00 |
| 1608.2715-01 | LITCHFIELD COUNCIL RATE PAYER | Rates Refund | \$1,000.00 |
| 1610.2945-01 | JOHNS REPURPOSED WOOD | Refurbish Pews 3 & 4 of 19 Thorak Cemetery Chapel | \$980.00 |

| | | | |
|--------------|--|---|----------|
| 1606.2945-01 | JOHNS REPURPOSED WOOD | Refurbishment of Chapel Pews | \$980.00 |
| 1607.2654-01 | MAXINE DOWLEY | Australia Day 2025 - Consultant / Event Coordinator | \$935.00 |
| 1609.766-01 | DARWIN PLANT WHOLESALE | Trees for Cemetery - Delivered | \$924.00 |
| 1606.2049-01 | AJ SECURITY DARWIN | Nov 2024 - Open & Lock up Cemetery Gates | \$868.45 |
| 1607.2049-01 | AJ SECURITY DARWIN | Nov 2024 - HPRR Security, Open & Close | \$868.45 |
| 1611.90-01 | INDUSTRIAL POWER SWEEPING | Intersection Sweeping - Various Locations Litchfield Council Municipality | \$841.50 |
| 1611.2909-01 | LITCHFIELD COUNCIL EMPLOYEE | Reimbursement- Chart of Accountant - Tuition Fees - Data Analytics | \$802.00 |
| 1608.2395-01 | MAITAI SERVICES (TAMINMIN CANTEEN) | Provide and Deliver Catering - 03 & 10 Dec 2024 | \$794.00 |
| 1608.2593-01 | DEFENCE ELECTRICAL SERVICES PTY LTD | Repair Earth Wire Knuckey Lagoon - Compliance | \$781.51 |
| 1607.2382-01 | FVS FIRE PTY LTD | Fire Inspection and New Fire Extinguisher | \$755.70 |
| 1607.1211-01 | MR G S MAYO | Oct, Nov and 01 Dec - Pound Maintenance for Impounded/Surrendered Dogs | \$740.00 |
| 1608.506-01 | TURBO'S TYRES | 50000km Service. Hilux - CF09HZ. | \$710.63 |
| 1611.215-01 | SATELLITE CITY SMASH REPAIRS | Claim # 1780005518 Excess - Vehicle Repairs | \$700.00 |
| 1608.1181-01 | ODD JOB BOB | HPRR Trip Hazard Repair | \$698.50 |
| 1608.2982-01 | SAVE A PAW NT | Nov 2024 - Pound Maintenance for Impounded/Surrendered Dogs | \$675.00 |
| 1607.36-01 | BRIDGE TOYOTA | 60,000 Service CE59GR | \$662.41 |
| 1611.2877-01 | FOURIER COMMUNICATIONS PTY LTD | iPhone for Project Engineer | \$650.49 |
| 1607.1564-01 | FOURIER TECHNOLOGIES PTY LTD | CCTV Installation Council Office RFQ24-4 | \$638.00 |
| 1607.2188-01 | GTG IRRIGATION & LANDSCAPING PTY LTD | Irrigation/Sprinkler Repair/Replace - Thorak Cemetery | \$621.50 |
| 1611.1431-01 | TRANSFORM ELECTRICAL | Installation of 2x LED lights. | \$620.00 |
| 1611.2395-01 | MAITAI SERVICES (TAMINMIN CANTEEN) | Dec 2024 - Bi-Monthly Staff Meeting/ Award | \$560.00 |
| 1611.1566-01 | WINC AUSTRALIA PTY LTD | Replenishment of Stationary - Taminmin Library | \$554.37 |
| 1611.1274-01 | GRACE RECORD MANAGEMENT (AUSTRALIA) | Dec 2024 - Litchfield Archive Storage Fees | \$533.96 |
| 1608.493-01 | TRUE NORTH SURVEYING PTY LTD | Survey/Line Marking of Floodway at Elizabeth River Bridge | \$533.50 |
| 1608.790-01 | BOBTOW TILT TRAY SERVICES | Transport Tractor CD90VW from MWF | \$528.00 |
| 1607.2295-01 | COLEMANS PRINTING (COLEMANS INK PTY LTD) | Ranger Shirt Badges | \$522.50 |
| 1606.1412-01 | HAPPIER ENDING FUNERALS | Transportation of Deceased to Thorak Cemetery | \$520.00 |
| 1609.205-01 | SAFEWAY TEST & TAG (DAVID MILNER) | Test & Tag - All Areas Thorak Cemetery | \$517.00 |

| | | | |
|--------------|--|--|----------|
| 1608.560-01 | JOBFIT HEALTH GROUP PTY LTD | Pre-Employment Checks- New Litchfield Council Employees | \$506.00 |
| 1608.1944-01 | NTOI PTY LTD (NT OFFICE INSTALLATIONS) | Office furniture Moves | \$495.00 |
| 1607.1181-01 | ODD JOB BOB | Vehicle Car Seat Installations - 2 Vehicle | \$484.00 |
| 1607.2998-01 | LITCHFIELD COUNCIL RATE PAYER | Refund of Fob Deposit after Venue Hire | \$483.00 |
| 00413321 | LITCHFIELD COUNCIL PETTY CASH | 30 Oct to 18 Dec 24 - Petty Cash Reimbursement | \$480.80 |
| 1607.2063-01 | QUALITY INDOOR PLANTS HIRE (LEE FAMILY TRUST) | Nov 2024 - Plant Hire / Maintenance Litchfield Council | \$477.20 |
| 1611.1143-01 | WORKPRO (RISK SOLUTIONS AUSTRALIA) | Police Checks - 7 New Litchfield Council Employees | \$462.00 |
| 1609.1181-01 | ODD JOB BOB | Repair Chapel Door - Thorak Cemetery Chapel | \$451.00 |
| 1611.2977-01 | DUNDEE TRAINING & ASSESSING | MWF Staff Training. 9 x Machine VOC's | \$450.00 |
| 1607.1732-01 | ROADSHOW FILMS PTY LTD | Movie Licence Renewal - Jan 2025 to Dec 2025 | \$412.50 |
| 1608.2529-01 | TOTAL SAFETY SOLUTIONS | Litchfield Council Emblemed Work Shirts | \$411.63 |
| 1609.100-01 | NORTHERN TERRITORY PEST & WEED CONTROL | Termite Treatment - House and Chapel at Thorak Cemetery | \$396.00 |
| 1611.1396-01 | CSE CROSSCOM | Replacement Battery | \$387.20 |
| 1607.855-01 | TENDERLINK | RFT24-472 - LC- Sealed Pavement Maintenance Tender Advertisement | \$369.60 |
| 1607.2316-01 | KYAM ELECTRICAL PTY LTD | Supply/install GPO for the Irrigation Control | \$339.64 |
| 1607.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - Thorak Cemetery | \$338.23 |
| 1611.565-01 | CURBY'S (NT) PTY LTD | Australia Day Awards - Trophies | \$328.90 |
| 1608.2078-01 | HUMPTY DOO NEWSAGENCY | Sep - Nov 2024 - Daily newspapers - Taminmin Library | \$325.00 |
| 1607.397-01 | INSTITUTE OF PUBLIC WORKS ENGINEERING | IPWEAQNT 202425 Corporate Subscription | \$319.00 |
| 1611.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - Thorak Cemetery | \$312.80 |
| 1610.287-01 | HARVEY DISTRIBUTORS | Consumable Paper Products - Thorak Cemetery | \$309.38 |
| 1611.1697-01 | RSPCA | Nov 2024 Pound Transfers - Impounded/Surrendered Dogs | \$300.00 |
| 1608.1330-01 | PAWS DARWIN LTD | Nov 2024 Pound Transfers for Impounded/Surrendered Dogs | \$300.00 |
| 1608.389-01 | LITCHFIELD VET HOSPITAL | Redemption of Desexing Vouchers | \$300.00 |
| 1607.2766-01 | LITCHFIELD COUNCIL EMPLOYEE | Reimbursement for Tyre Punction at HDWTS | \$299.00 |
| 1610.1319-01 | MOWER WORLD DARWIN (CAMPING WORLD & WE SELL FUN) | Small Plant Repairs Echo Hedger | \$285.50 |
| 1608.1836-01 | TIP TOP CIRCUS ENTERTAINMENT | Presenter for Christmas Storytime 05 Dec 2024 | \$275.00 |

| | | | |
|--------------|--|---|----------|
| 1609.874-01 | VTG WASTE & RECYCLING | Nov 2024 - Waste Collection Thorak Cemetery | \$269.50 |
| 1608.2766-01 | LITCHFIELD COUNCIL EMPLOYEE | Reimbursement for Tyre Punction at HDWTS | \$264.00 |
| 1608.1758-01 | RAECO (CEI PTY LTD) | Spine Label Protectors & Dispenser Box | \$262.13 |
| 1611.92-01 | ST JOHN AMBULANCE AUSTRALIA (NT) INC | First Aid Training- Planning Team Member | \$244.23 |
| 1608.508-01 | EASA | EAP Counselling Sessions - 16-30 November 2024 | \$238.95 |
| 1608.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - Thorak Cemetery | \$236.41 |
| 1607.1566-01 | WINC AUSTRALIA PTY LTD | 2024/2025 Diaries for Litchfield Council Employees | \$234.92 |
| 1611.1237-01 | THE BOOKSHOP DARWIN | Assorted Books for Taminmin Library Content | \$231.32 |
| 1608.1847-01 | HUMPTY DOO HORTICULTURAL SERVICES | Nov 2024 - Garden Maintenance HD Community Garden | \$230.00 |
| 1608.1566-01 | WINC AUSTRALIA PTY LTD | Stationary Replenishment - Litchfield Council Office | \$208.26 |
| 1607.1008-01 | OUTBACK BATTERIES P/L | 5 Battery Packs - for Litchfield Council Vehicles | \$200.00 |
| 1609.752-01 | TOTALLY WORKWEAR PALMERSTON | PPE Thorak Cemetery Employees | \$200.00 |
| 1607.2023-01 | CHEMIST WAREHOUSE COOLALINGA CENTRAL | 20 boxes of 2 Antigen Test Statement COVID | \$199.80 |
| 1611.855-01 | TENDERLINK | RFT24-481 Installation / Commissioning HDWTS Compactors | \$184.80 |
| 1608.855-01 | TENDERLINK | RFT24-469 Challenor Circuit - Road Safety Tender Advertisement | \$184.80 |
| 1608.1186-01 | ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD | Dec 2024 - ASSA Monthly Membership | \$165.00 |
| 1607.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Annual Rental Water Cooler - Dec 2024 - Nov 2025 | \$160.00 |
| 1609.1008-01 | OUTBACK BATTERIES P/L | Crematorium Trolley - Battery Replacement | \$159.00 |
| 1607.1777-01 | CLEVER PATCH PTY LTD | Christmas Craft Materials for Taminmin Library Holiday Program | \$154.44 |
| 1607.790-01 | BOBTOW TILT TRAY SERVICES | Towing of Vehicle - Mighall Place to HDWTS | \$154.00 |
| 1606.2063-01 | QUALITY INDOOR PLANTS HIRE (LEE FAMILY TRUST) | Nov 2024 - Plant Hire / Maintenance Thorak Cemetery | \$132.05 |
| 1608.2295-01 | COLEMANS PRINTING (COLEMANS INK PTY LTD) | Self-Inking Stamp - Commission Oaths Signature | \$127.93 |
| 1611.2849-01 | ARMAGUARD PTY LTD | Collect Council Banking - WE 06 Dec 2024 | \$127.90 |
| 1611.374-01 | AUSTRALIAN TAXATION OFFICE (ATO) | PayG Payable Pay 13 (24/25) - Cycle99 WE 08 Dec 2024 | \$124.00 |
| 1608.1557-01 | LITCHFIELD COUNCIL RATE PAYER | Refund of Animal Trap Bond | \$115.00 |
| 1608.2434-01 | BELLS PURE ICE | Delivery Bagged Ice to HD Workshop for MWF Crews | \$99.00 |
| 1610.1566-01 | WINC AUSTRALIA PTY LTD | Stationery Replenishment for Thorak Cemetery | \$84.36 |
| 1611.51-01 | SOUTHERN CROSS PROTECTION PTY LTD | Alarm Response - Litchfield Council Office 11 Dec 2024 | \$71.50 |

| | | | |
|--------------|----------------------------------|---|-----------------------|
| 1607.25-01 | LAND TITLES OFFICE | Rates 2024/2025 - ILIS Rate Title Searches | \$67.00 |
| 1607.2849-01 | ARMAGUARD PTY LTD | Collect Council Banking - WE 22 Nov 2024 | \$63.95 |
| 1608.2849-01 | ARMAGUARD PTY LTD | Collect Council Banking - WE 29 Nov 2024 | \$63.95 |
| 1609.14-01 | AUSTRALIA POST | Postage Stamps - Thorak Cemetery | \$60.00 |
| 1608.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | HSWT: Water Supply WE 04 Dec 2024 | \$50.00 |
| 1607.1088-01 | TALENT PROPELLER | Business Support Office - Seek Site - Loading Fee | \$33.00 |
| 1606.220-01 | THE BIG MOWER | Stihl Chainsaw Air Filter | \$19.80 |
| 1607.926-01 | JACANA ENERGY | Oct 2024 - Electricity Jakirra Estate, Gregg Park | \$19.52 |
| 1608.132-01 | AIRPOWER NT PTY LTD | Replacement Wheel Studs for the ATV | \$18.67 |
| | | TOTAL | \$4,385,642.20 |

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

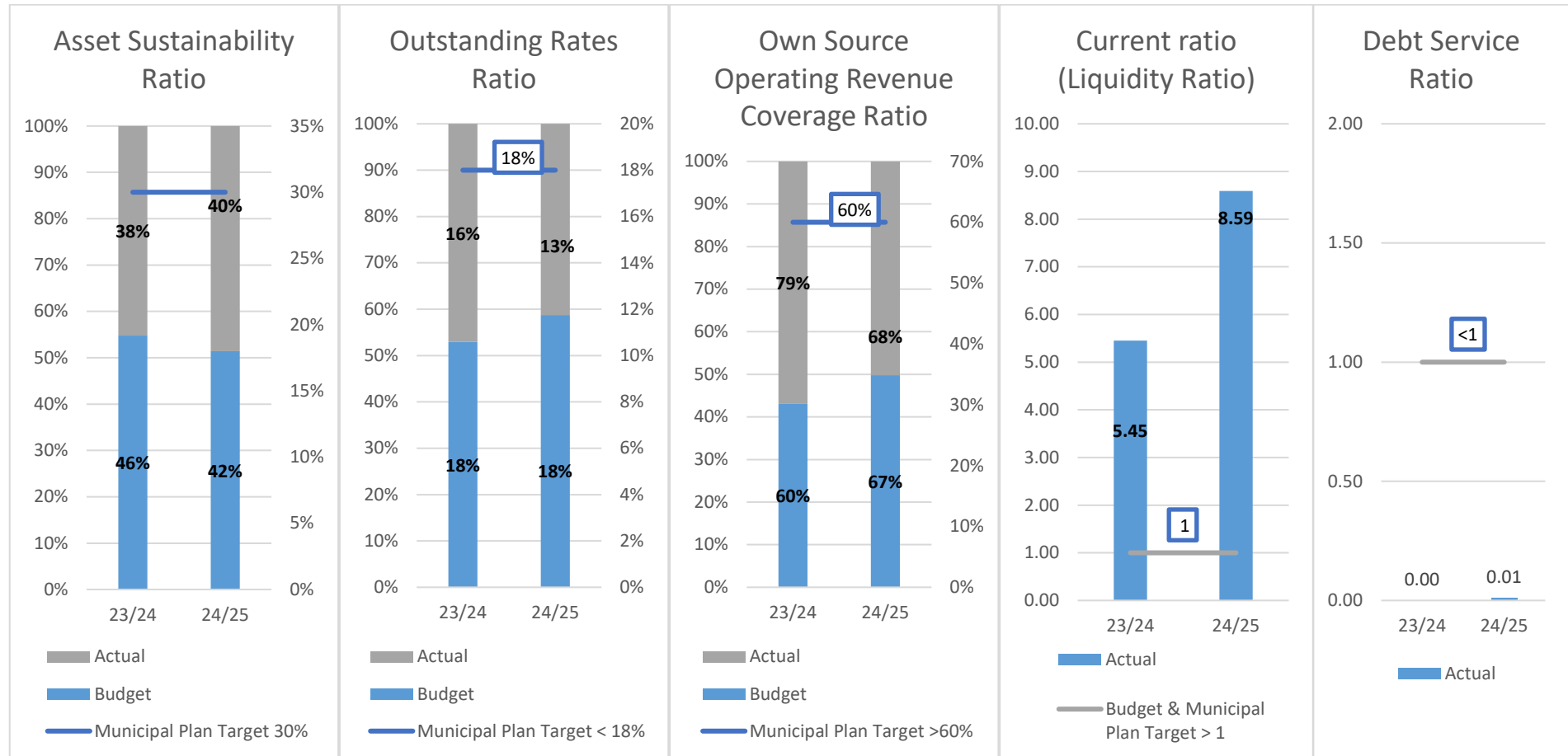
| | | | |
|-------------------------|------------------|------------------------|--------------------------|
| Cardholder Name: | Stephen Hoyne | | |
| Transaction Date | Amount \$ | Supplier's Name | Details |
| 11/12/2024 | 16.00 | NT Independent | Monthly Subscription Fee |
| 19/12/2024 | 15.00 | NT Independent | Monthly Subscription Fee |
| | | | |
| | | | |
| | | | |
| Total | 37.00 | | |

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

| | | | |
|-------------------------|------------------|------------------------|-----------------------------------|
| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
| | | | |
| | | | |
| | | | |
| Total | | | |

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2024/25 Municipal Plan includes the following financial KPIs.



| | | | | |
|---|--|---|--|---|
| Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up. | Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts. | This ratio measures the degree to which Council relies on external funding to cover its operational expenses. | Identifies Council's ability to meet its short-term financial commitments as and when they fall due. | Indicates Council's ability to repay loans. |
|---|--|---|--|---|

| KPI | Explanation |
|---------------------------------|---|
| Asset Sustainability Ratio | Council's Asset Sustainability Ratio for the month of December is 40% matches the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future. |
| Outstanding Rates Ratio | In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 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 64% 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 8.6 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: 31.12.2024

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: 17/01/2024



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.01.02 |
| Report Title: | People, Performance and Governance Report – December 2024 |
| Author: | Ankit Pansal, Corporate Services Program Leader |
| Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 21/01/2025 |
| Attachments: | A: People, Performance and Governance Report – December 2024 |

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 December 2024.

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.

The staffing plan for 2024-2025 allows for 58.83 full-time equivalent staff across three departments. Council's Enterprise Agreement 2024 has been finalised and implemented.

PEOPLE AND PERFORMANCE MONTHLY REPORT December 2024

Internal Appointments

| Position | Department | Commenced | Permanent/Temporary |
|----------|------------|-----------|---------------------|
|----------|------------|-----------|---------------------|

NA

External Appointments

| Position | Department | Start date | Permanent/Temporary |
|----------|------------|------------|---------------------|
|----------|------------|------------|---------------------|

| | | | |
|--------------------------|-----------------------|------------------|-----------|
| Customer Service Officer | Corporate & Community | 18 December 2024 | Permanent |
|--------------------------|-----------------------|------------------|-----------|

Employment Separation

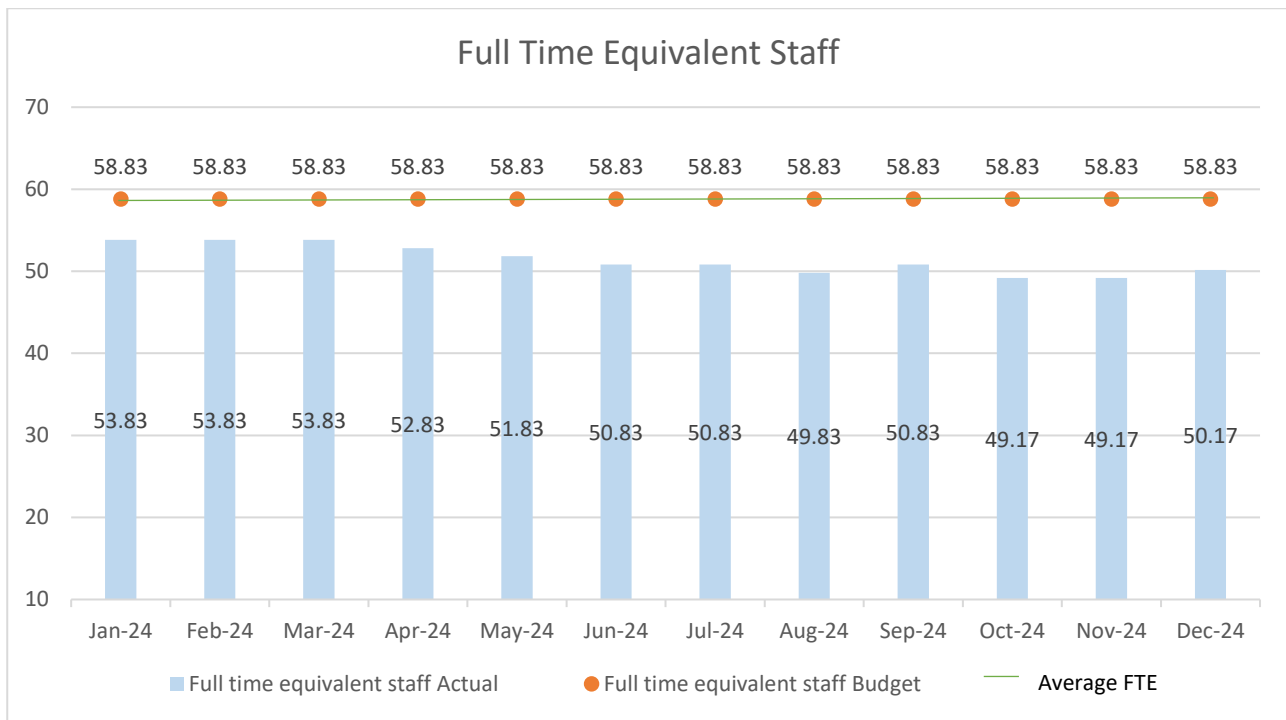
| Position | Department | End date | Permanent/Temporary |
|----------|------------|----------|---------------------|
|----------|------------|----------|---------------------|

NA

| | Approved | Actual | Difference |
|----------------------|--------------|--------------|--------------|
| Full Time Equivalent | 45.00 | 39.00 | -6 |
| Part-time | 5.18 | 4.52 | 0.66 |
| Contract | 5.00 | 3.00 | -2 |
| Casual | 3.65 | 3.65 | 0 |
| Total | 58.83 | 50.17 | -8.66 |

Recruitment Overview:

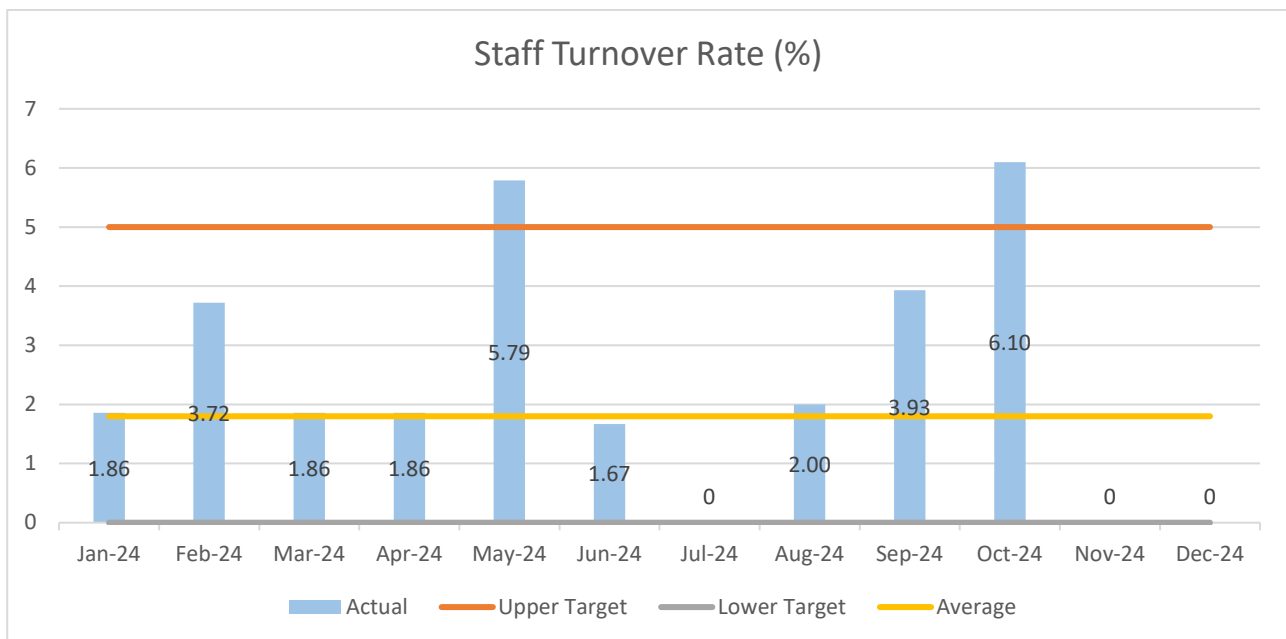
| Role | In Progress | Completed |
|-----------------------|-------------|-----------|
| Accountant | | ✓ |
| Senior Ranger Officer | | ✓ |
| Ranger Officer | | ✓ |
| Plant Operator | ✓ | |
| BSO – Planning | ✓ | |



Turnover Rate:

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

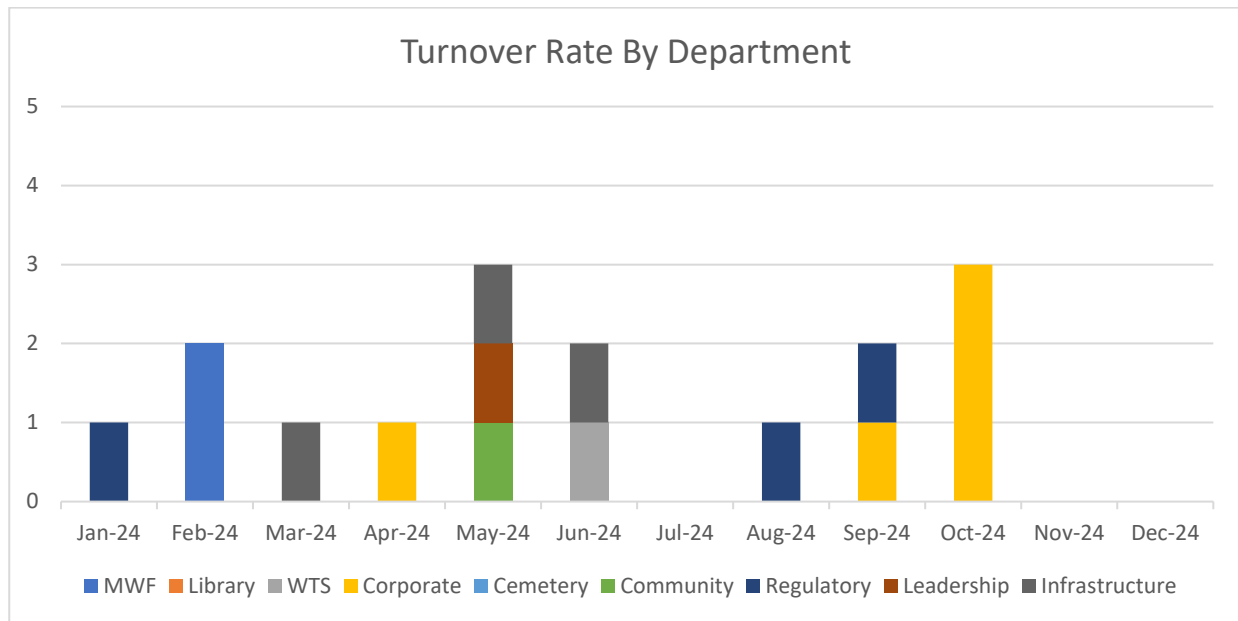
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



| Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Average |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-----|---------|
| 1.86% | 3.72% | 1.86% | 1.86% | 5.79% | 1.96% | 0.00% | 2.00% | 3.93% | 6.10% | 0% | 0% | 2.40% |
| 1 | 2 | 1 | 1 | 3 | 1 | 0 | 1 | 2 | 3 | 0 | 0 | 1.25 |

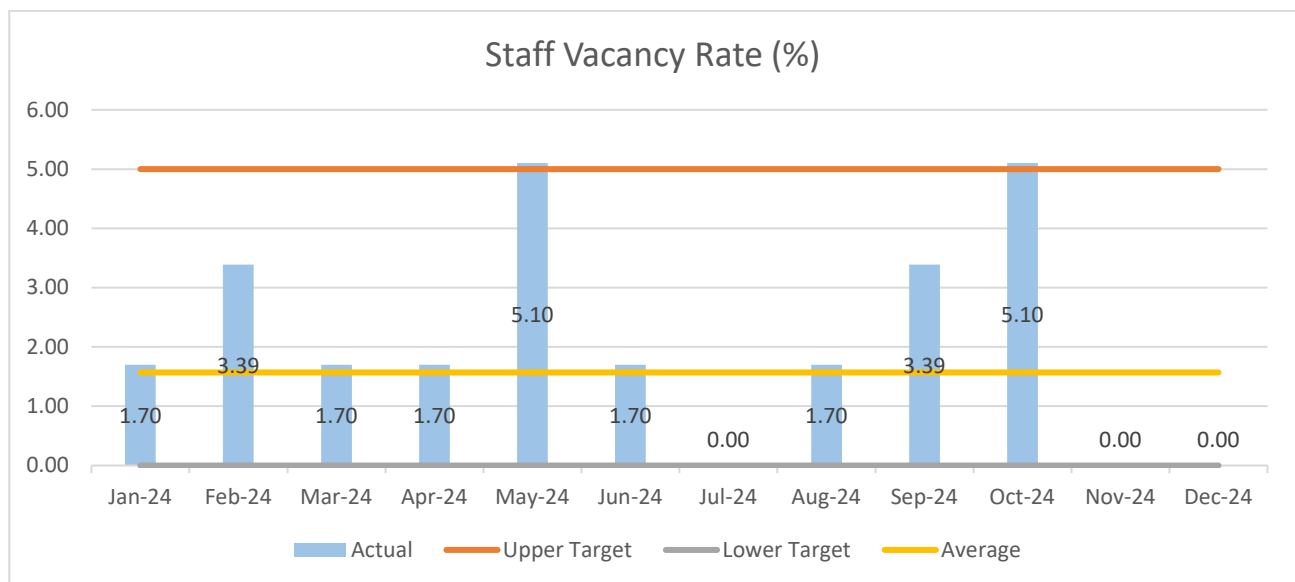
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

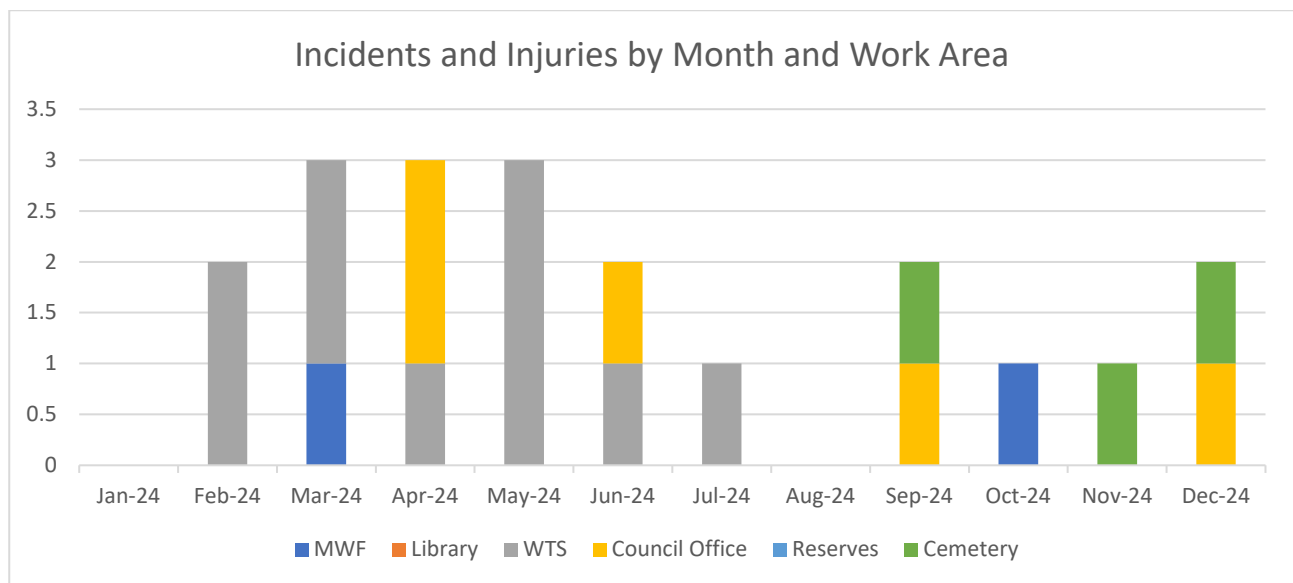
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



| Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Average |
|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|--------|--------|---------|
| 1.70% | 3.39% | 1.70% | 1.70% | 5.10% | 1.70 | 0.00% | 1.70% | 3.39% | 5.10% | 0.00 % | 0.00 % | 2.12% |

Target: Between 0% to 5%

Workplace Health and Safety:



There was one workplace health and safety incident recorded in December 2024:

1. An employee was verbally abused by a customer in the course of their duties.
2. An employee received a minor injury whilst closing an office door.

Governance

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

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

Below is a list of existing policies due for review during the 2024/2025 period. Council policies are reviewed every four years, unless otherwise specified or in response to changes in relevant legislation and/or best practice. These policies will be presented to Council in due course.

| Policies | Review Date |
|---|--------------------|
| INF04 Place Names | 08/12/2024 |
| GOV16 Compliance and Enforcement (Incorrect Review Date 11/02/2024) | 11/02/2025 |
| GOV17 Public Question Item (Incorrect Review Date 17/02/2024) | 17/02/2025 |
| FIN15 Purchasing Card Policy - Council Members and CEO | 17/03/2025 |
| COM01 Youth | 18/03/2025 |
| GOV14 Casual Vacancies on Council | 21/04/2025 |
| GOV18 Confidential Items | 21/04/2025 |
| HR14 Human Resource Principles | 21/04/2025 |
| FIN19 Sufficient Interest in the assessment record | 18/05/2025 |
| COM03 Sport and Recreation | 15/06/2025 |



COUNCIL REPORT

| | |
|---|---|
| Agenda Item Number: | 13.02.01 |
| Report Title: | Community Services and Development Monthly Report – December 2024 |
| Author and Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 21/01/2025 |
| Attachments: | Nil |

Executive Summary

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

Recommendation

THAT Council note the Community Services and Development Monthly Report for December 2024.

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

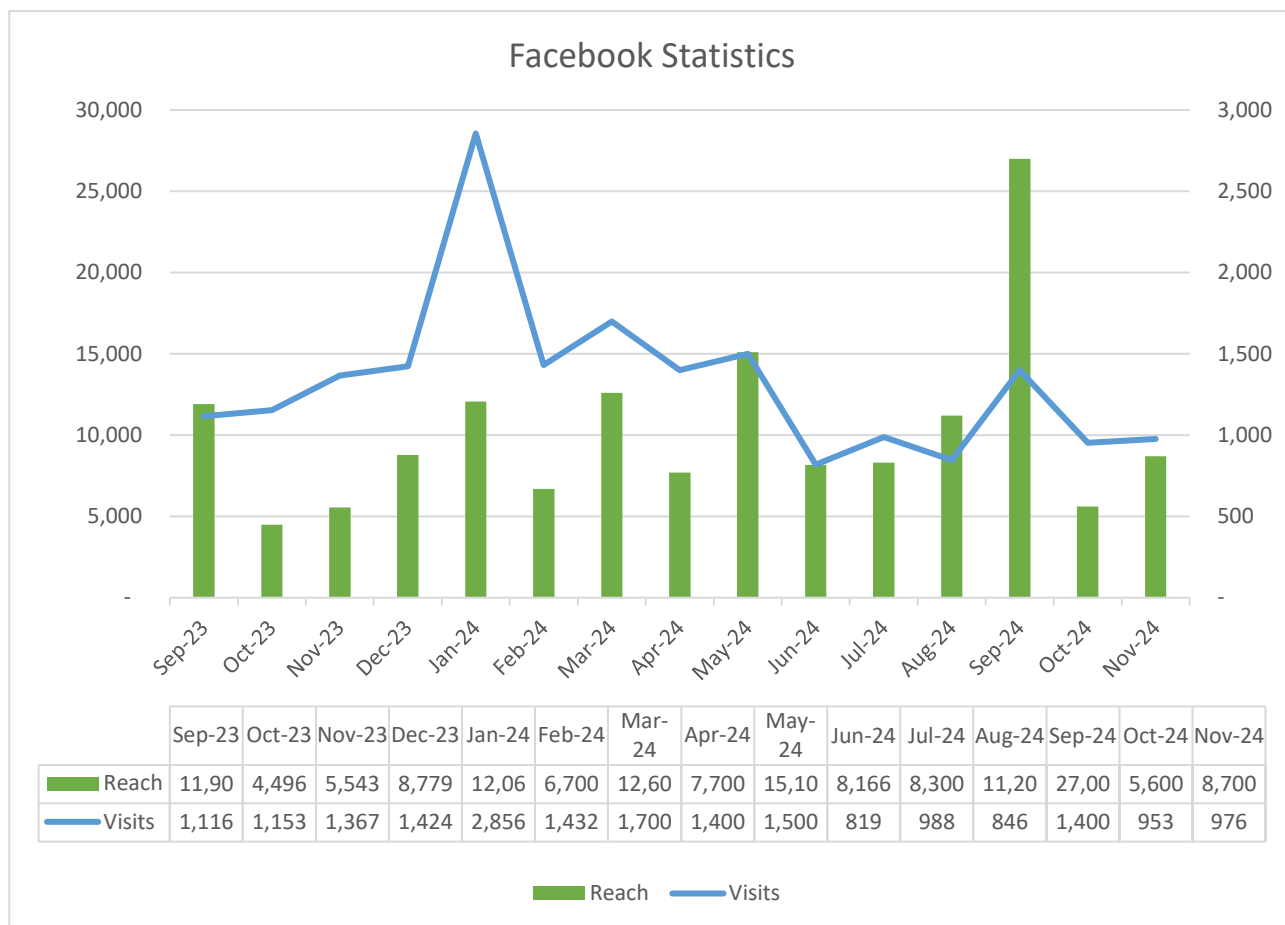
Facebook Reach

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. Unfortunately, staff are experiencing technical difficulties accessing the Facebook statistics at present. All figures will be updated by next month.



Website Users

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

Website New Users

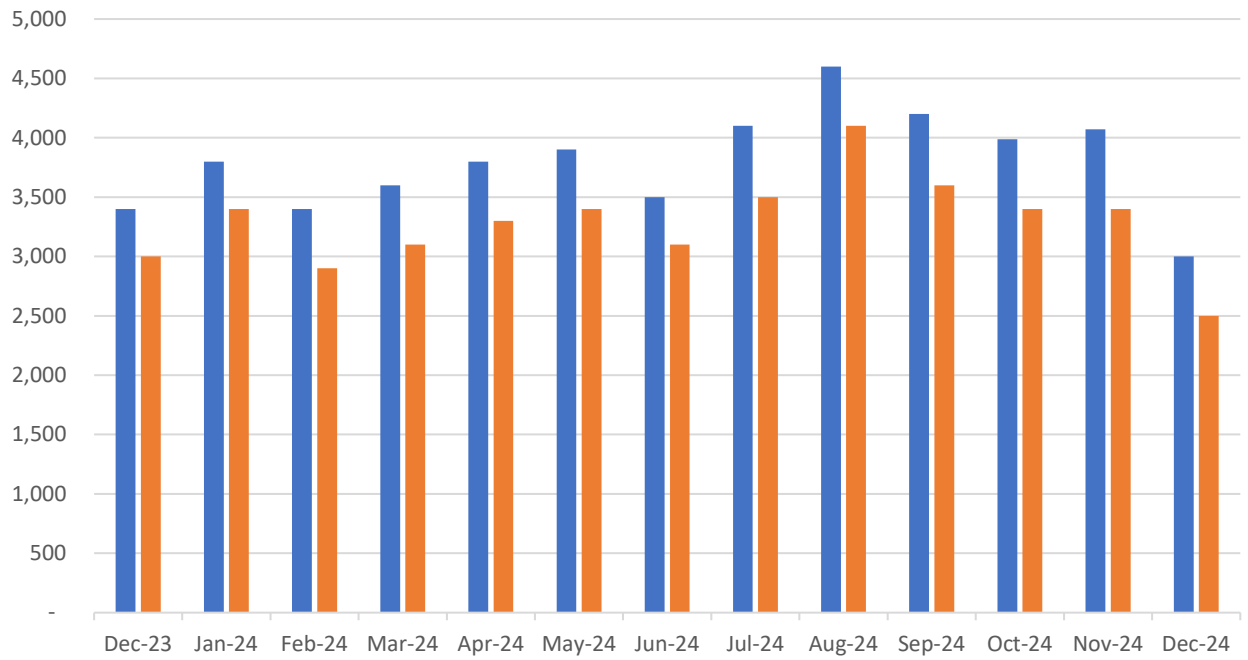
The number of first-time users during the selected date range.

Page Views

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

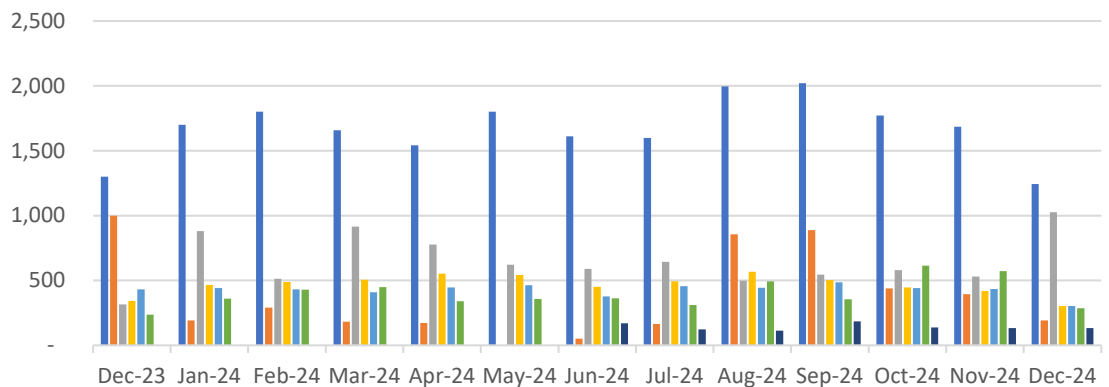
The website statistics have remained steady in the last 2 months, whilst there is a slight increase in the Facebook reach due to a post about a litter of puppies that were found by the Regulatory Services team in mid-November.

Users



| | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Users | 3,400 | 3,800 | 3,400 | 3,600 | 3,800 | 3,900 | 3,500 | 4,100 | 4,600 | 4,200 | 3,987 | 4,071 | 3,000 |
| New User | 3,000 | 3,400 | 2,900 | 3,100 | 3,300 | 3,400 | 3,100 | 3,500 | 4,100 | 3,600 | 3,400 | 3,400 | 2,500 |

Page Views



| | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Welcome to Litchfield | 1,300 | 1,700 | 1,800 | 1,659 | 1,541 | 1,800 | 1,610 | 1,600 | 1,997 | 2,020 | 1,772 | 1,684 | 1,244 |
| Pay Online | 1,000 | 193 | 291 | 182 | 172 | | 52 | 166 | 857 | 887 | 438 | 394 | 192 |
| Waste Transfer Stations | 315 | 881 | 512 | 916 | 776 | 621 | 590 | 644 | 499 | 546 | 579 | 531 | 1,025 |
| Search | 343 | 466 | 487 | 506 | 552 | 543 | 451 | 492 | 566 | 502 | 446 | 418 | 302 |
| Contact Us | 431 | 442 | 432 | 410 | 446 | 464 | 377 | 456 | 443 | 485 | 441 | 434 | 302 |
| Current Vacancies | 237 | 360 | 430 | 448 | 339 | 357 | 362 | 311 | 492 | 354 | 614 | 571 | 286 |
| Library | | | | | | | 170 | 123 | 113 | 185 | 138 | 134 | 132 |

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. |
| Darwin Palmerston Litchfield Interagency Tasking and Coordination Group (DPLITC) | Act as council delegate and identify and communicate causes of anti-social behaviour in Litchfield Municipality. |

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 | Project plan is progressing. LRCI approval for reallocation of budget has been received. |
| <i>Southport Mira Square</i> | <i>BBQ Facilities and Shade</i> | <i>Project is now complete</i> |
| Howard Park Reserve | BMX Softfall replacement | The lifespan of the existing material appears to be somewhat inefficient. Officers have been in contact with a consultant with advice being sought to consider options of modifications to not require as much of it. |

Youth and Community Engagement

December in Litchfield was a whirlwind of activity full of celebration and connection. As the year drew to a close, the community came together in countless ways, showcasing the vibrant spirit of our rural residents.

The campaign for the Community Awards wrapped up early in the month, and it was a heartfelt effort to recognise the local champions who tirelessly contribute to our municipality's success. These awards celebrated not just the individuals but the collaborative effort that keeps Litchfield thriving. Around the same time, the Annual Grants were awarded to community groups with projects and causes that will undoubtedly make a difference in the year ahead. This support reinforced Council's commitment to fostering growth and innovation across the region.

One of the highlights of the month was the much-anticipated unveiling of the new mural, a project that had been months in the making. The unveiling event brought the skatepark alive with music, BBQ and snacks, and a lively breakdancing performance. The community gathered to celebrate not just the artwork but the story it reflected. The Limilngan-Wulna artists who helped create the mural shared its rich narrative, intertwining the history of the land with their cultural heritage. It was a poignant reminder of the stories that connect us to this place, inspiring collective responsibility with the youth. Among the crowd were the Mayor, Councillor Sharp, and local member Andrew Mackay, all there to celebrate the achievement of this project.

At the library, the holiday cheer was in full swing all month long. The Christmas Storytime Party drew a big crowd with extended families attending for a day of dancing, singing, and gift-giving, capped off by a visit from Santa himself. Laughter filled the air as children's excitement proved contagious, pulling parents and even staff into the festive fun. A week later, the seniors gathered for their final morning tea of the year which was a quieter but equally meaningful affair. Local members Gerard Maley and Andrew Mackay were in attendance, and together with the seniors they spent the morning creating arts and crafts, sharing reflections on the year, and embodying the joy of community relationships. The Humpty Doo Ukulele Players added a touch of magic with their performance, and the spread of treats ensured everyone left with full hearts and stomachs. For the youth, the school holiday program was launched in December, with activities booked out well in advance. The diverse offerings provided a much-needed space for kids to unwind after a long school year, offering fun, creativity, and the chance to connect to their peers in a play-based space.

User groups at the reserves also wrapped up their activities for the year, taking a well-earned break after months of fostering recreation and camaraderie. With the installation of the police cameras at the Humpty Doo Village Green, antisocial behaviour has decreased which is appreciated by the community. Families continued to enjoy the reserves for outdoor activities, keeping everyone active and engaged during the busy end-of-year season.

As the month progressed, preparations for the Australia Day Celebration, Litchfield's largest annual event, kicked into high gear. Volunteers from longstanding community groups like the Darwin Rural Hash House Harriers, Palmerston/Litchfield Rotary Club, and Lions Club once again stepped forward, pledging their support, and ensuring the event would be an inclusive and unifying celebration of what it means to be Australian.

The council staff took a brief but well-deserved break as the office closed from December 25th to January 1st. This pause allowed everyone to recharge, spend time with loved ones, and reflect on a year filled with achievements so that everyone is ready to tackle the opportunities of 2025.

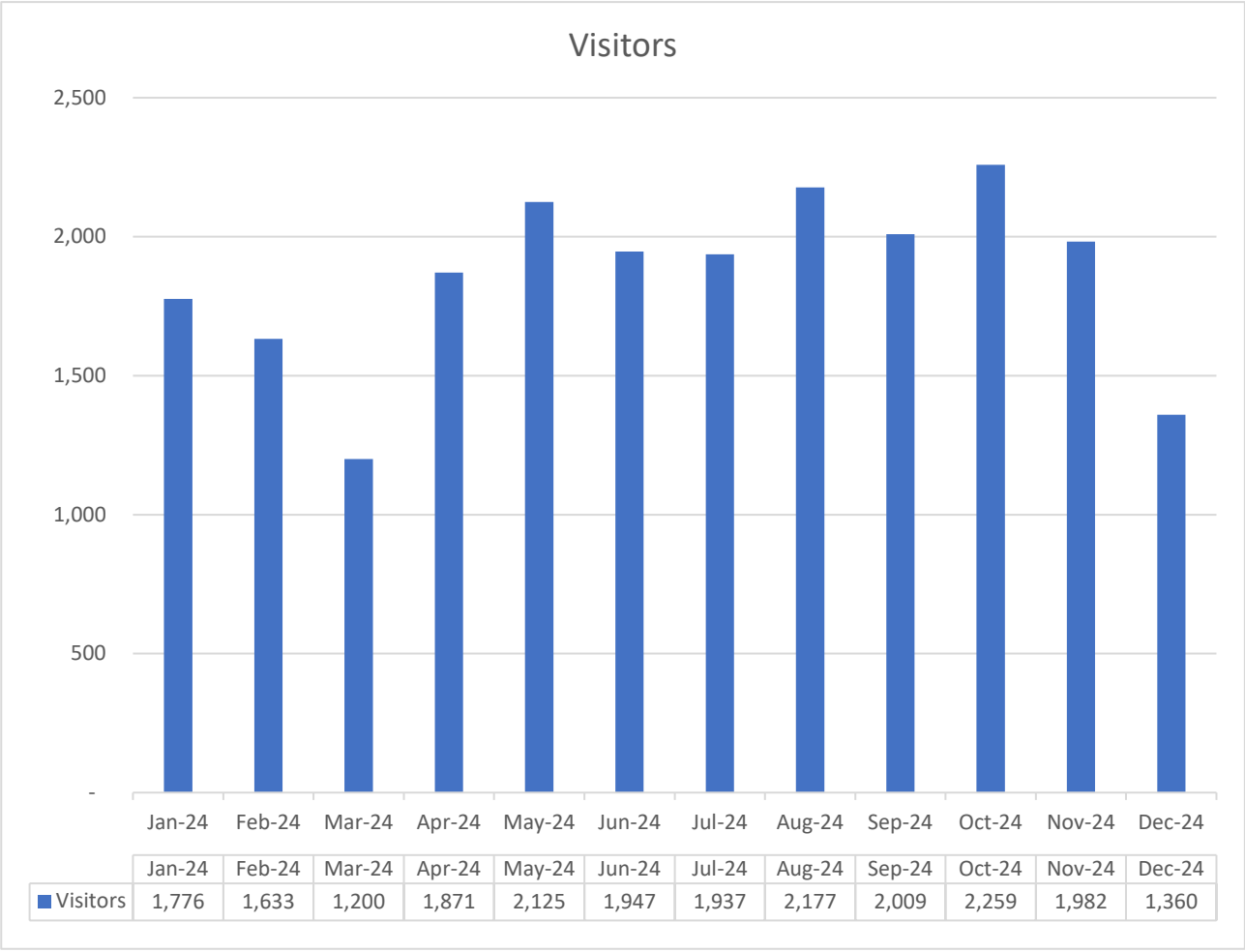
December's activities showcased the strength and connectedness of the Litchfield community. With a range of activities catering for the whole community, each initiative highlighted the collective effort to create a connected, thriving region. We look forward to building on this momentum in the coming year.

Taminmin Community Library

Visitors to the Library

The library had 1,360 visitors in December 2024 and was open for 140 hours. The previous month of November 2024 compared at 1,982 visitors and was open for 193.5 hours.

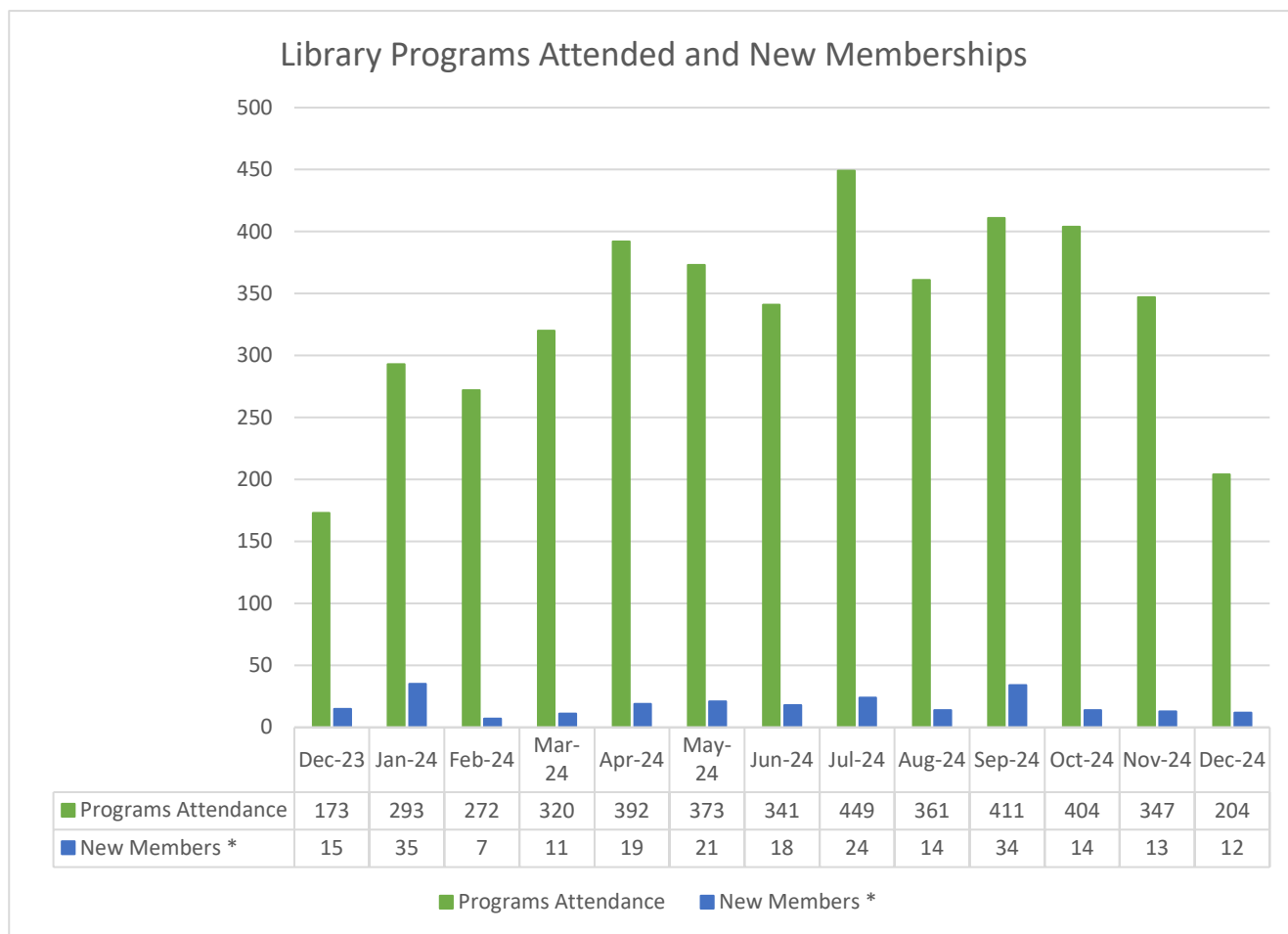
The following graph displays the data for the current month and year to date.



Library Programs and Memberships

A total of 6 activities were delivered in December 2024 with a total attendance of 204 participants. In the same month last year, the library had 173 attendees across 10 activities.

The library team signed up 12 new library members during December 2024. This compared to 15 new members December 2023.



Library Projects

- Targeted acquisitions from LANT Library Resource Allocation for Adult Fiction, Junior Non-fiction, Biographies.
- Two new casual staff members commenced at the library in December. They have quickly learned our processes and have seamlessly integrated into the team.

Grants Overview

The below grants have been successfully sourced to fund library programs in 2024-25. Grant applications, planning, delivery, administration, acquittals, and reporting are undertaken using library resources. Green highlight grants have been acquitted.

| TAMINMIN COMMUNITY LIBRARY - GRANTS OVERVIEW 2024-25 | | | | | |
|--|---|-------------------------------|--|----------------------|---|
| Amount | Name | Source | Activity/Purpose | Status | Comment/s |
| \$2,500 | Science Week 2024 | Inspired NT | Students vs Seniors : Barra Tales | Acquitted | Delivered successfully - acquittal submitted |
| \$1,500 | Science Week 2024 | Inspired NT | Species Survival : A VR Experience x 2 Saturday events | Acquitted | Delivered successfully - acquittal submitted |
| \$2,000 | Seniors Month 2024 | Office of Senior Territorians | Library Buddies 2024 (Intergenerational Program – Seniors & Preschoolers) | Aquittal pending | Delivered successfully - acquittal due 31 October |
| \$1,000 | Corp Community Grants 2024 | Core Lithium | Students vs Seniors catering 2024-25 | Partially Successful | Applied for \$2,000 Catering of 4 activities, up to \$1,000 |
| \$500 | Community Grant | Bendigo Bank Coolalinga | Students vs Seniors – transport for Seniors to Barra Tales Science Week 2024 event | Successful | Amount not successful from Science Week grant application - Completed |
| \$6,000 | Vibe Holiday Grant 2024-25 | Territory Families | TCL Holiday Programs 2024-25 | Successful | Current for Sep-Oct, Jan, Jun-Jul holidays |
| \$2,000 | NTG Youth Week 2025 | Territory Families | Youth Week @ The Library | Submitted | Outcome Pending |
| *above not in total until successful | | | | | |
| \$13,500 | TOTAL GRANT INCOME SOURCED BY LIBRARY FOR 2024-25 | | | | |

Library Service Disruptions

NIL

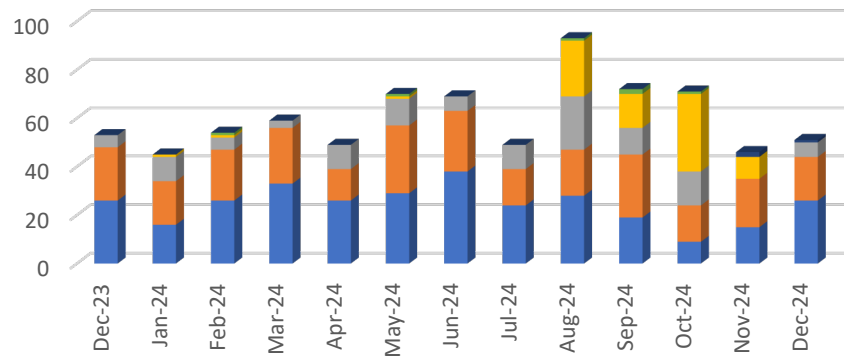
Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in December 2024 was 51, 5 more than for November 2024 (46), and two less than for the same time last year (53).

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 December 23 - December 24



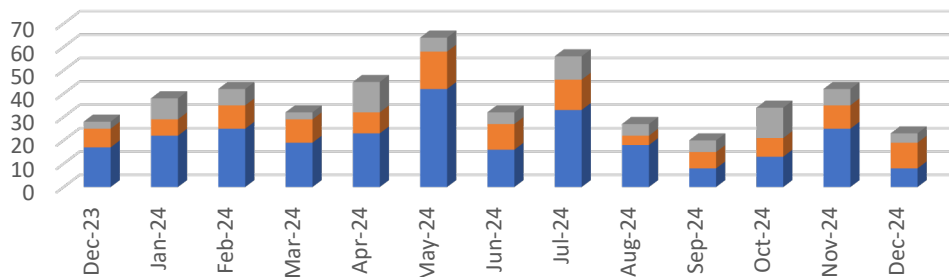
| | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 |
|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Registered Breeder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 |
| Working/Assistance | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 1 | 0 | 0 |
| Declared Dangerous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Free - Pup < 6 mths/Rescue | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 23 | 14 | 32 | 9 | 0 |
| Desexed Lifetime | 5 | 10 | 5 | 3 | 10 | 11 | 6 | 10 | 22 | 11 | 14 | 0 | 6 |
| Desexed Annual | 22 | 18 | 21 | 23 | 13 | 28 | 25 | 15 | 19 | 26 | 15 | 20 | 18 |
| Entire Annual | 26 | 16 | 26 | 33 | 26 | 29 | 38 | 24 | 28 | 19 | 9 | 15 | 26 |

Dog At Large, Pick Ups and Lost Dogs

From July 2024, reports of lost dogs are also included in statistics as they are also dogs at large. There were 23 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (eight, 11 and four respectively) 14.2 below the average over the preceding 12 months. December's total was 19 less than for November, and five less than for the same time last year.

The average over the past 12 months is 37.2 reports per month and would be significantly higher if it were not for the reach of social media and the involvement of vet clinics who routinely temporarily hold dogs and contact owners where possible before requesting Council's services for pick-ups, particularly after hours.

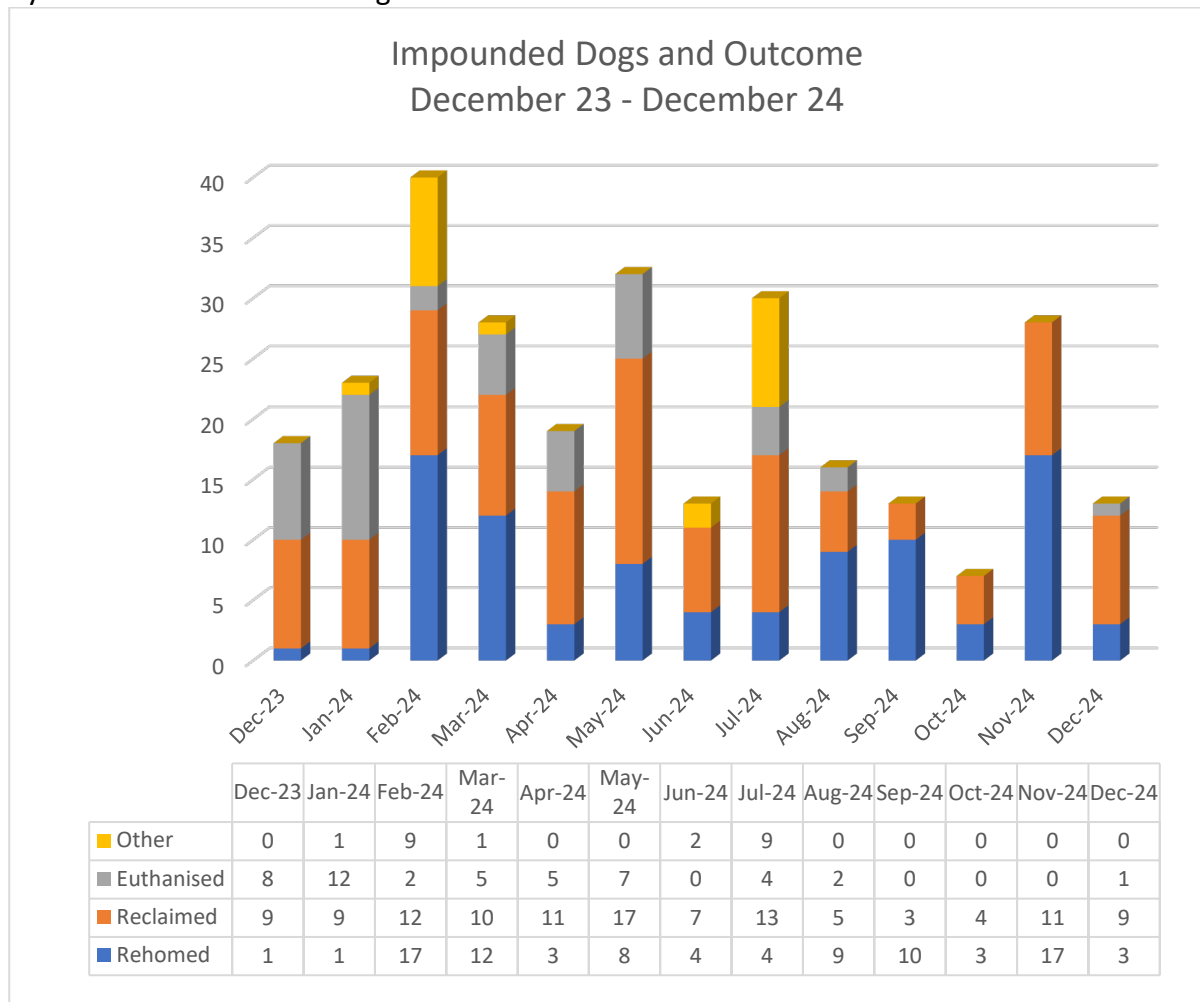
Dog At Large, Pick Up and Lost Dog Reports December 23 - December 24



| | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Lost | 3 | 9 | 7 | 3 | 13 | 6 | 5 | 10 | 5 | 5 | 13 | 7 | 4 |
| Pick Up | 8 | 7 | 10 | 10 | 9 | 16 | 11 | 13 | 4 | 7 | 8 | 10 | 11 |
| At Large | 17 | 22 | 25 | 19 | 23 | 42 | 16 | 33 | 18 | 8 | 13 | 25 | 8 |

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. There were 12 dogs impounded in December (one dog remained in the pound at the end of November), 16 less than in November, and 6 less than in December 2023. Nine dogs were reclaimed by their owner and three dogs were rehomed. There was one euthanasia this month.



87.1% of dogs impounded since December 2023 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

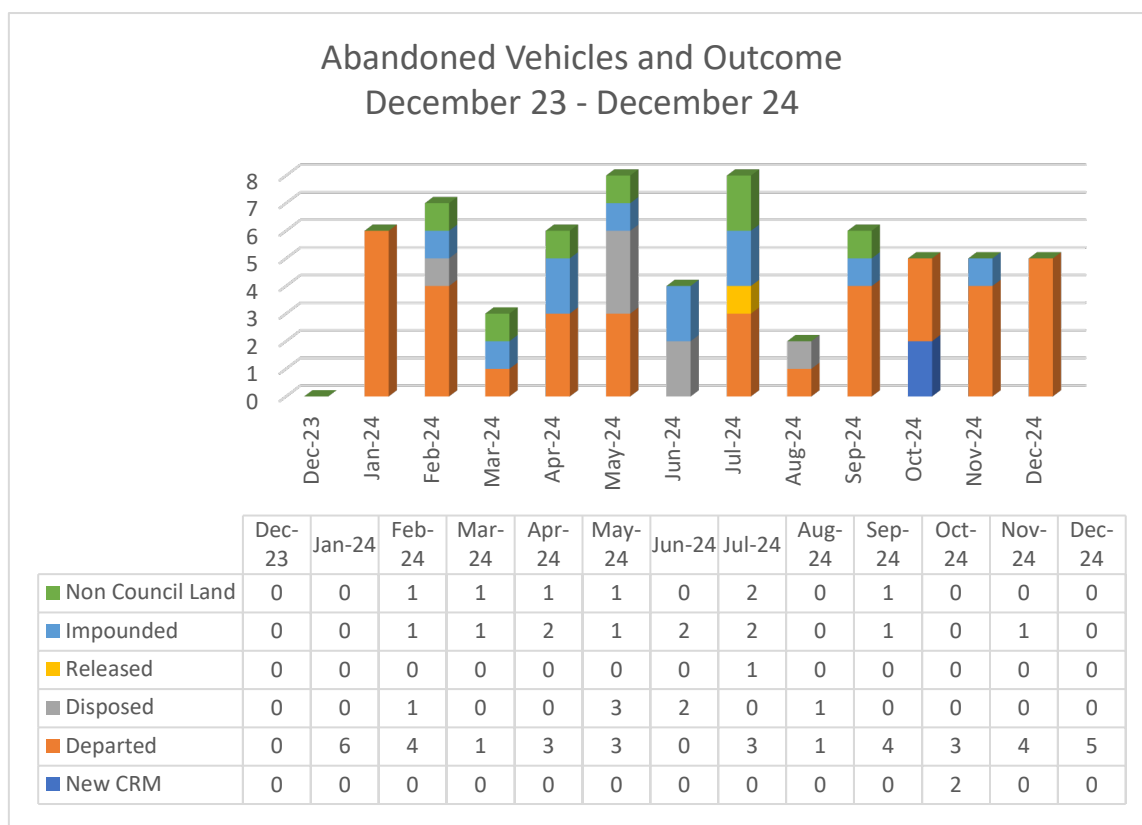
77.3% of dogs impounded since December 2023 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through all vet clinics in the Litchfield area.

51.6% of dogs impounded over the last 12 months were male. Again, this emphasises the importance of desexing to reduce wandering tendencies.

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 five abandoned vehicles reported to Council in December 2024, the same as received for November. This is five more than for the same time last year and the same as the average of 5.0 per month over the last 12 months.

Since December last year, 56.9% 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. 16.9% of vehicles reported were impounded by Council were not retrieved by their owners, and were made available for sale via auction, typically for spare parts as they are rarely in working condition. A very small percentage 1.5% of impounded vehicles were retrieved by the owner. 10.8% 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. 10.8% 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

| | |
|---|--|
| Agenda Item Number: | 13.02.02 |
| Report Title: | Municipal Plan 2024-2025 Quarterly Performance Review – October to December 2024 |
| Author & Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 21/01/2025 |
| Attachments: | A: Municipal Plan 2024-2025 Quarterly Performance Review – KPI Progress Update |

Executive Summary

The Municipal Plan 2024-2025 Quarterly Performance Report October to December 2024 is presented to Council to highlight the organisation's progress towards implementing the Municipal Plan.

Recommendation

THAT Council receive the Municipal Plan 2024-2025 Quarterly Performance Report for the second quarter ending 31 December 2024.

Background

In accordance with good governance principles, this report presents the quarterly performance of the organisation against the Municipal Plan 2024-2025 for October to December 2024.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2024-2025. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter, and further presents progress against the 'new initiative' projects.

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

NT Local Government Act 2019

Risks

Nil identified.

Community Engagement

Not applicable.



Quarterly Performance Report: October to December 2024

Quarter 2 Performance Report 2024-2025

The Best Place to Live in the Top End

Chief Executive Officer Overview

The second quarter performance report for 2024-25 demonstrates our continued commitment to progressing the priorities of the Municipal Plan 2024-25 and the 2022-25 Strategic Plan.

The \$7.51 million 2024-25 capital works budget sees significant investment in community infrastructure with the sealing of roads continuing to be a priority for Council. This quarter also saw the completion of Meade Road, which demonstrates councils' commitment to the community.

This quarter was characterised by vibrant community engagement, meaningful events, and ongoing efforts to enhance the Litchfield region.

October began with the final week of school holidays, where the Taminmin Community Library provided creative outlets through LEGO sessions and arts and crafts workshops. The library's commitment to STEM education was recognized as it became a finalist for two Radical Science Awards. Activities such as the Students vs. Seniors event and seniors' morning teas fostered intergenerational connections, while digital literacy sessions continued to empower older residents.

The month also saw extended hours at Humpty Doo Village Green, encouraging families to utilize the space during cooler evenings. Children's Week was celebrated with a pop-up event at the Green, promoting safety, creativity, and well-being. October concluded with the Mango Festival at Berry Springs Recreation Reserve, where over 70 stallholders and a spirited mango competition showcased the best of the community.

November focused on storytelling and connection. The Taminmin Community Library hosted Territorian author Thomas Rees during Storytime and Nursery Time sessions, while the Young Territory Author Awards celebrated local talent. The Funky Chicken Club inspired young readers, and NT Grandparents Day

brought families together, highlighting the library's role as a community hub.

For seniors, Movember and a Mates in Construction presentation emphasized mental health awareness, alongside continued digital literacy sessions. A Cyclone Tracy Commemoration brought students and seniors together to share stories, reflecting on the event's lasting impact. Maintenance work progressed across reserves, with repairs at Humpty Doo Village Green ensuring the space meets community standards.

December brought a festive close to the year. The Community Awards celebrated local champions, and the Annual Grants supported impactful projects. The unveiling of a new mural at the skatepark showcased Limilngan-Wulna artists' cultural heritage, accompanied by music, dance, and community pride.

The library's Christmas Storytime Party and the seniors' final morning tea of the year embodied the spirit of connection and joy. A well-attended school holiday program offered children a creative and playful outlet. The installation of police cameras at Humpty Doo Village Green reduced antisocial behavior, creating a safer environment for families.

Preparations for the Australia Day Celebration began in earnest, with volunteers and community groups coming together to plan Litchfield's largest annual event. Council staff took a brief holiday break, reflecting on a year of achievements and preparing for the opportunities of 2025.

I look forward to working with staff and Council members to progress the priorities of the Litchfield community 2024-25 Municipal Plan.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

People and Performance and Workplace Health and Safety

The People and Performance team has been busy this quarter with seven recruitment campaigns.

This quarter has also seen the finalisation of the Enterprise Agreement (EA) negotiations between employer and employee. The new EA, which was implemented in December 2024, reflects the hard work and collaboration between Management and employee representatives. This achievement marks a significant milestone for both the organisation and its employees, ensuring that the terms and conditions under the new agreement support the ongoing success and well-being of the workforce.

The People and Performance team also facilitated a major software upgrade to Council's records management system, Infoexpert, to ensure improved performance and ongoing security. The upgrade was successfully rolled out on 22 November 2024.

This quarter also saw Council staff participate in a Christmas quiz afternoon provided by the Health and Wellbeing Committee. The Health and Wellbeing Committee is a key driver for implementing and promoting a healthy workplace. The event was a wonderful initiative to boost morale and team spirit and contribute to staff mental well-being.



Governance and Risk

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in October 2024. The following key issues were discussed:

- Council's Internal Audit Plan;
- Annual Financial Statements and Closing Audit Report 2023-2024
- 2023-2024 Key Performance Indicators Summary.

Corporate Services

The quarter saw the council's Annual Financial Statements 2024 adopted and provided to NTG as per legislation. The team also successfully completed Budget Review One 2025, which was adopted by the Council in December. A lot of work had been done before these events, resulting in a quick and smooth turnaround.

The work on the Council's Budget 2026 has commenced in this quarter and will culminate in Council's 2026 Municipal Plan.

Taminmin Community Library

In the second quarter of 2024-25 the library continues to provide value for money in delivering a range of quality library services and programs to community.

5,601 people visited the library during Q2.

The program's calendar has been full of special activities such as *Christmas Storytime* and *Remembering Tracy - Student's V's Seniors*.

Christmas Storytime in the library (93 attendees)

Remembering Tracy (43 attendees)

This quarter's major event was Christmas Storytime, held in the library in partnership with Tip Top Circus and Smile-a Mile. With 93 attendees, the library was brimming with excited and happy children. There was singing, dancing, stories, craft stations and a visit from Santa.

Another successful collaboration between the library and Taminmin College this quarter, was the Students V's Seniors 50th anniversary commemoration – "Remembering Tracy". Taminmin College students had the incredible opportunity to connect with our rural senior community members as they shared their lived experiences of Cyclone Tracy. Seniors shared photos from the past and Malie Clarke performed her song "Tracy".

A total of 973 people attended 43 library program activities in the second quarter of 2024-2025. In the first quarter of this year, attendance was reported as 1,221 over 65 programs.

Item loans have also remained strong:

Q2 Total Loans: 3,884 (110% of KPI)

Q2 Total Renewals: 1,431

All Taminmin Community Library KPIs for the Quarter 2 period have been met or exceeded.

Regulatory Services

At the end of the second quarter 2024-2025, there were 4,215 dogs registered in Litchfield compared to 4,171 in Q1 2024-2025, an increase of 44 dogs. This accounts for new and renewed dog registrations, and the removal from Council's database of deceased and departed dogs advised by owners via the Annual Dog Registration Renewal Notices sent out in July 2024, which is typically expected in Q1 and into Q2. 3,237 dogs or 76.79% of those registered are desexed.

There were 48 dogs impounded in the second quarter 2024-2025, four less than for Q1 2024-2025 (52), 76.9% of impounded dogs were not desexed. 24 (46.2%) dogs were reclaimed by their owners. Of the unclaimed impounded dogs 23 were transferred to the rehoming organisations RSPCA, PAWS, DACS and Save a Paw (four, six, zero and 13 respectively).

Only one dog in the second quarter 2024-2025 was not considered suitable for rehoming due to unsuitable temperament, illness/injury or rescue organisations were at capacity and unable to receive them.

Regulatory Services attended to 186 Customer Action Requests in the second quarter 2024-2025, 11 less (197) than Q1 2024-2025. This represents 47.6% of the total received (391) for Council in Q2. Of these requests 99 (50.3%) related to dogs at large, contained dogs for pick up and lost dogs. There were five investigations conducted for dog attacks against people and 15 on other animals, five investigations of dogs menacing people and three investigations of dogs menacing other animals.

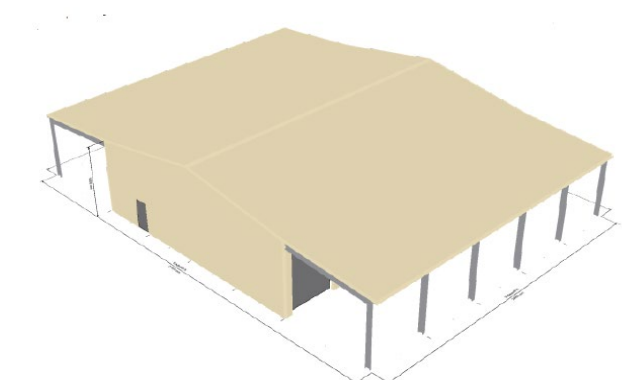
15 desexing vouchers were issued during the second quarter compared to 49 in Q1 2024-2025, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$100 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. Of the vouchers issued in Q1 and Q2, 43 (67.18%) were redeemed by the end of the second quarter.

15 reports of abandoned vehicles were received by Council for investigation and action in the second quarter 2024-2025. This is in comparison to 16 reports for Q1 2024-2025. Of the 15 reports, three were impounded. The remaining impounded vehicles have

not been claimed by their owners they will be sold through on-line auction. The remainder were removed from their location (12).

Thorak Cemetery

- Upgrade of potable water infiltration
- Tree contractor removal of 7 trees and one palm.
- Planting of 20 new trees, 15 shrubs and new lawn section
- Palm garden memorial beam replaced
- Exclusive Rights of Burial Policy review
- Award of tender for RFT24-457 Design and Construct of Plant and Machinery Shed at Thorak Regional Cemetery



Mobile Work Force

Sign installations winding up due to wet season with 186 Guidepost installs and numerous Road sign repairs and ongoing as required.

- Litter collection has slowed with only 348 bags of litter picked up around the municipality along with mattresses left on verges and large household items illegally dumped.
- Three new casual staff all started on the 18 November and are settling in with the rest of the team.
- Early rain has resulted in optimal grass growing conditions. The team has hit the ground running this season with Slashing commencing on 5 November and mowing on the 12 November which are both now in full swing.
- We have a new Weed Management Officer. Weed spraying commenced on 28 October with a chemical mix of Glyphosate/Water used with a total of 45,500L used To date. Breakdown of Glyphosate - 364L, Wetting agent – 45.7L, Herbicide – 4,469g and a total of 208 spraying hours.
- Overall, a good start to the wet season with the mowing, slashing and spraying now in full swing with 50% of round 1 completed and ongoing.

Overall, a busy and productive quarter for the MWF team with minimal incidents and maximum efforts.

Waste Management

- **Asbestos Contamination:** Civil Engineering has commenced to develop a plan and design to bury the contaminated at Howard Springs Waste Transfer Station.
- **Steel Collection:** Scrap steel has been collected across all Sites in preparation for the Wet Season.



- **Mulching:** All Mulching has been completed.
- **Project Work:** We have released a Tender to replace the Humpty Doo Waste Compactor in 2025.
- **Waste Voucher:** We have engaged Mandalay to develop the process to provide vouchers for Residents. We expect to have the process ready for implementation by the end of February.

Planning

- Provided letters of comment for Planning Scheme amendments, planning applications. Continued attendance to a number of technical working group meetings including the Subdivision and Development Guidelines meetings, Holtze Kowandi development and Coolalinga Sewerage meetings.
- Attended Development Consent Authority Hearings including the session for the Holtze development to create 579 Lots over 18 stages. The development permit for this was received late December.

Infrastructure

This quarter, the Infrastructure and Assets Team continued to demonstrate strong progress, completing several key projects and laying the groundwork for future improvements. The team also focused on cyclone season preparations and planning activities to ensure infrastructure resilience and safety across the Litchfield region.

Completed Projects:

- **Power Road & Tobin Road Drainage and Driveway Upgrades:** Enhanced drainage systems and driveways to improve water flow and access during adverse weather.
- **Strangways/No Name Road Drainage Upgrade Works:** Upgraded drainage infrastructure, mitigating flooding risks and ensuring improved road usability.
- **Lawton Road and Walker Road Re-Sheeting:** Delivered re-sheeting projects, enhancing road quality and durability.
- **Maintenance Grading - Round 1 (2024/2025):** Completed the first round of scheduled maintenance grading to ensure road safety and usability.
- **RFQ24-456 - Painting Project at Berry Springs Recreation Reserve:** Refreshed the reserve with a professional painting project, enhancing its aesthetic and usability.
- **Finn Road Drainage Upgrades:** Completed drainage improvements to address water flow challenges and extend the road's lifespan.

- **BBQ Shelter - Mira Square:** Delivered a new BBQ shelter, providing a welcoming space for community gatherings.
- **Leonino Road, Drain Reform Works:** Significant drainage reform works completed, reducing flooding risks and enhancing water flow along this critical route.



Ongoing Works

- **Meade Road Drainage Upgrade (Gravel to Seal):** This project, aimed at transitioning Meade Road from gravel to a sealed surface to improve access and safety for road users, is now complete except for the installation of rumble strips, which are scheduled for the near future.



Minor Civil Works: A Busy Time Leading Up to Christmas

In the lead-up to the holiday season, contractors have

been diligently completing numerous minor civil projects. These include essential drainage improvements and driveway reformation tasks, ensuring that Council stays on track with its maintenance schedule. These seemingly small but crucial works contribute significantly to the overall functionality and safety of community infrastructure.

Cyclone Season Preparations

The Infrastructure and Assets Team has been actively preparing for the upcoming cyclone season. Activities include reviewing and implementing emergency response and recovery plans to safeguard the community and critical infrastructure.

Request for Tenders

The following tenders were released this quarter:

- **RFT24-457:** Design and Construct Contract for Plant and Machinery Shed at Thorak Regional Cemetery.
- **RFT24-472:** Period Contract for Sealed Pavement Maintenance.
- **RFT24-469:** Challenor Circuit Road Safety Upgrades.
- **RFT24-481:** Supply, Delivery, Installation, and Commissioning of a Compactor at Humpty Doo Waste Transfer Station.

The October to December quarter showcased the Infrastructure and Assets Team's dedication to enhancing the community's quality of life through proactive maintenance, strategic upgrades, and comprehensive preparations for cyclone season.



2024/2025 KEY PERFORMANCE INDICATORS

PEOPLE

| Team | Key Outputs | Measures | Target | On Time/Targ et (QTR. 2) | On Time/Targ et (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|---------------------------|---|--|---|--------------------------|-----------------------|--------------------|-----------------|--|
| Office of Chief Executive | Community Engagement | Community Engagement Strategy and Action Plan 2022-2025 implementation | Year four complete | Yes | Yes | Yes | Yes | Recent Annual Community Survey results showed 64% of respondents rated Council Community Engagement performance at adequate or good. |
| | Social Media Management | Maintain interaction on Council's Facebook page – page followers | 4,500 | Yes | Yes | N/A | N/A | The second quarter of 2024/2025 saw an additional 49 followers of Council's Facebook page. |
| Community Development | Council partnership and support grants | Number of partnerships supported | 8 | Yes | Yes | Yes | Yes | Target has been met, on track to meet target for the rest of the year |
| | Servicing community needs at Reserve | Funding provided to community Reserves | Funding Agreements Established and signed | Yes | Yes | Yes | Yes | Quarterly funding is being paid on schedule to all reserve boards, following the signing of funding agreements for the new FY. |
| | Annual Community Grants Program Initiatives | Number of community events and programs supports | >8 | Yes | Yes | Yes | Yes | 13 Community grants were awarded this quarter. |
| | Australia Day Event | Community participation | Maintain attendance levels | Yes | Yes | Yes | Yes | Preparations are underway, with Volunteers from longstanding community groups stepping forward to offer support. |
| | Annual Art Exhibition | Level of community participation | >60 entries | Yes | Yes | Yes | Yes | Darwin Community Arts collaboration confirmed for organisation of the event for next year. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|--------------------------|--|---|----------|-------------------------|----------------------|--------------------|-----------------|--|
| Waste | Community Benefit Fund Income | Income raised through recycling activities including cash for containers | \$40,000 | Yes | Yes | Yes | Yes | Recycling has raised \$12k YTD |
| Thorak Cemetery | Ongoing maintenance of grounds and open spaces, including mowing, planting, weeding and irrigation | Service level rating from annual community survey | >60% | Yes | Yes | Yes | Yes | Upgrade of potable water filtration. Planting 20 new trees and 15 shrubs, new lawn and irrigation upgrade. |
| Planning and Development | Submissions to the Northern Territory Government (Development Assessment Services) | Comments submitted on applications within required timeframe | >90% | Yes | Yes | N/A | N/A | 13 Planning Applications received for the quarter and all comments submitted on time |
| | Approval of Plans and Permits | Plan reviews for building certification issued within 10 working days | >90% | Yes | Yes | N/A | N/A | 28 Stormwater plans processed for the quarter |
| | Meeting Attendance | Attendance to meetings and working groups in relation to development, subdivision standards | >80% | Yes | Yes | N/A | N/A | Various Technical Working Group meetings attended as well as the fortnightly Development Assessment Forum |
| Infrastructure | Asset Management Plans | Asset management plans drafted as per schedule | >70% | Yes | Yes | N/A | N/A | Program is on track with the roll out of the Reserve Asset Management plans. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|---------------------|--|---|-----------|-------------------------|----------------------|--------------------|-----------------|--|
| Regulatory Services | Responsible dog ownership and community safety | Number of registered dogs de-sexed | >70% | Yes | Yes | N/A | N/A | The total number of registered dogs which are desexed in Q2 are 3,237 which equates to 76.79%. |
| | | Number of registered dogs increased | >10% | Yes | Yes | N/A | N/A | There were 170 new dog registrations in Q2 2024-2025, 46 (21.3%) less than Q1 2024-2025 (216) and bringing the number of new dog registrations for the 2024-2025 financial year to 386, 14 less (400) than for the same period in 2023-2024. |
| | | Number of impounded dogs reclaimed by owner | >60% | No | Yes | N/A | N/A | Q2 2024-2025 saw 48 dogs impounded, four less than Q1 (52) 2024-2025. 24 or 50% of impounded dogs were reclaimed by their owners in Q2, compared to 21 (40.4%) in Q1 2024-2025. |
| | Responsible Dog Awareness and Education | Animal Management in Litchfield – flyer direct to residents | 1 flyer | Yes | Yes | N/A | N/A | During the second quarter of the 2024-2025 financial year, no Animal Management flyers were distributed. This KPI has been met for the financial year in Q1. |
| | | Dog Awareness Program delivered at schools | 6+ visits | Yes | Yes | N/A | N/A | During the second Quarter of the 2024-2025 financial year, 12 school education sessions were conducted reaching 249 students. |
| | | Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education | 4+ events | Yes | Yes | N/A | N/A | During the second quarter of the 2024-2025 financial year, Rangers attended two events: 1 – AMRRIC Desexing Day on 2 Oct 2024 at the Acacia Indigenous Community, 2 – RSPCA Free Microchipping Day on 9 November 2024. |

| | | | | | | | | |
|------------------------------|------------------------------------|---|------|-----|-----|-----|-----|--|
| | Regulatory Services Investigations | Short-term investigations completed within 30 working days | >60% | Yes | Yes | N/A | N/A | During the second quarter 2024-2025 84.2% of short-term investigations were completed within the 30 working days. |
| | | Long-term investigations completed within 60 working days | >60% | Yes | Yes | N/A | N/A | During the second quarter 2024-2025 100% of long-term investigations were completed within the 60 working days. |
| | | Abandoned vehicle investigations completed within 60 working days | >90% | Yes | Yes | N/A | N/A | During the second quarter 2024-2025 93.33% of long-term investigations were completed within the 60 working days. <u>Note</u> there are a number of vehicles awaiting disposal via Grays Online Auction, this is expected to be completed prior to the end of the 2024-2025 financial year, these CRMs will remain open until the auction is finalised, all 11 CRM investigations (awaiting disposal) were completed within timeframes. |
| | | Customer requests actioned in less than two working days | >90% | No | No | N/A | N/A | During the second quarter 2024-2025 80% of Customer requests were actioned within two working days. This is a reflection of Regulatory Services vacant team members in Q2. |
| Finance and Customer Service | Front counter customer experience | Customer rating (very good, good, poor, very poor) | | Yes | Yes | N/A | N/A | Council continues to strive for excellent service and continues improvement in this area and will gauge community sentiment in this area through the following community survey in July 2025. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|------------------|------------------------------|---|--------------------|-------------------------|----------------------|--------------------|-----------------|---|
| Taminmin Library | Visitors to the library | Weekly door count | >400 | Yes | Yes | N/A | N/A | 5,601 Visitors during Q2 (e.g. average of 466 visitors per week over 12 weeks). |
| | Promotion of services | Followers of the Library Facebook page | >1,150 | Yes | Yes | N/A | N/A | 1,468 Facebook followers at end of Q2 (comparison of 1,314 Q2 2023). |
| | Lifelong learning/engagement | New members joined the 'Funky Chickens' children's reading club each year | >60pa OR >15 QRTLY | Yes | Yes | N/A | N/A | There were 16 new members for Q2, meeting the quarterly KPI. |

PROGRESS

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|-------|----------------------------------|--|---------------------|-------------------------|----------------------|--------------------|-----------------|--|
| Waste | Recycled materials | Volume of green waste processed for resale | >1,400 cubic metres | Yes | Yes | No | No | A total of 16,665 cubic meters has been mulched across Humpty Doo and Howard Springs. The budget is overspent due to an unexpected increase in the volumes of green waste collected. This will be addressed in BR1. |
| | | Volume of concrete crushed for resale | >450 cubic metres | No | No | No | No | Inability to process for resale due to asbestos. KPI is no longer relevant/achievable following Council resolution to cease accepting Construction Waste. |
| | Maximise diversion from landfill | Residential waste tonnage transferred to Shoal Bay | <7,300 tonnes | Yes | Yes | N/A | N/A | YTD 1384 tonnes has been transferred to Shoal Bay. |
| | | Commercial waste tonnage transferred to Shoal Bay | <1,000 tonnes | Yes | Yes | N/A | N/A | 30 tonnes Transferred to Shoal Bay. |
| | | Quantity of cash for containers collected and recycled | >40 tonnes | No | No | N/A | N/A | 8.7 tonnes collected. |
| | | Quantity of electronics collected for TechCollect | >50 tonnes | No | No | N/A | N/A | 8.6 tonnes collected. |
| | | Quantity of tyres, batteries and oil collected for recycling | >100 tonnes | Yes | Yes | N/A | N/A | 3.5 tonnes of tyres, 15 tonnes of batteries and 9.6 tonnes of oil collected. |

| | | | | | | | | |
|------------------|--|--|---|-----|-----|-----|-----|--|
| | | Quantity of scrap metal collected and recycled | >1,000 tonnes | Yes | Yes | N/A | N/A | Scrap metal was collected in Nov 2024, we are waiting for collection Tonnages from the Contractor. |
| Thorak Cemetery | Increase awareness of cemetery profile and public awareness of Thorak services | Provide information and promotion through Services provided, advertisement and information pamphlets | Complete | Yes | Yes | Yes | Yes | Promotion of Cemetery through social media, google and yellow pages reviews, internal noticeboard and networking |
| Taminmin Library | Library Collection | Number of annual loans | >14,000pa or 3,500 QTRLY | Yes | Yes | N/A | N/A | 3,884 item loans in Q2. |
| | Program delivery | Attendees at programs provided by the Library | >200 pm or >600QTR attendees OR 45 QTR >180 activities pa | Yes | Yes | N/A | N/A | 973 attendees in Q2 OR 43 Activities delivered Q2. |
| | Library events | Events delivered | >3 per year | Yes | Yes | N/A | N/A | 1 Event: Christmas Storytime. Target is National Simultaneous Storytime Q4. |

PROSPERITY

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|------------------------------|------------------------------------|--|-----------|-------------------------|----------------------|--------------------|-----------------|---|
| Office of Chief Executive | Advocacy submissions to government | Arrange and attend quarterly meetings with relevant ministers on advocacy projects | 2 | Yes | Yes | N/A | N/A | 2x meetings attended |
| | Advocacy Strategy | Current year actions | Completed | Yes | Yes | N/A | N/A | Ongoing meetings for \$10M PCIP upgrades at Freds Pass Sport and Recreation Reserve. |
| | Tourism and Events Strategy | Actions implemented | 05% | Yes | Yes | N/A | N/A | Mango Festival 2024 Young Territory Author Awards 2024 Unveiling of new skatepark mural at the Village Green by Limilngan-Wulna artists |
| Finance and Customer Service | Long Term Rating Strategy | Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources | >60% | Yes | Yes | N/A | N/A | Council currently generates over 60% own source revenue through Rates and Waste charges levied in July each year. |

PLACES

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|-----------------|--|--|------------------------------|-------------------------|----------------------|--------------------|-----------------|--|
| Thorak Cemetery | Operation maintenance regimes maintained including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing and registration | Completed as per schedules and Agreements in place | Complete (Registers updated) | Yes | Yes | N/A | N/A | Test and Tag undertaken. Vehicle and plant service undertaken /scheduled. Awaiting Generator replacement Potable water testing undertaken |
| Infrastructure | Road Maintenance Program | Gravel Roads - Minimum Length of Roads re-sheeted | >2km per year | Yes | Yes | Yes | Yes | Approximately 1.4 kilometres of re-sheeting work has been successfully completed on Lawton Road and Walker Road. A post-wet season gravel road inspection will be conducted to assess the road conditions. Remaining funding allocated for re-sheeting will be utilised to perform additional gravel road maintenance as required. |
| | | Lights within the municipality working | >70% | Yes | Yes | N/A | N/A | The latest assessment indicates that the municipality's street lighting infrastructure is functioning with an efficiency rate of over 70%. |
| | Asset Management Plans | Adopted Asset Management Plans Reviewed and Improvement Plan | Complete | Yes | Yes | N/A | N/A | Program is on track with the roll out of the Reserve Asset Management plans. |

| | | | | | | | | |
|---------------------|-------------------------|---|----------|-----|-----|-----|-----|---|
| | | actions completed/ updated | | | | | | |
| Mobile Workforce | Roadside maintenance | Vegetation slashed and Council roads mowed | 2 rounds | Yes | Yes | Yes | Yes | Due to the early onset of the wet season, our extensive rural and town roadside and verge slashing began on 5 November 2024, with mowing starting on 12 November 2024. Currently, just under 50% of the first round of mowing has been completed. |
| | Weed Management | Weeds managed on Council roads and land as per the strategies in the Management Plan | Complete | Yes | Yes | Yes | Yes | Due to the early onset of weather conditions, our spraying operations commenced on 28 October 2024. During this quarter, a total of 45,500 litres of herbicide mixture has been used, primarily on roadside furniture, rock baskets, and road reserves. |

PERFORMANCE

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|---------------------------|--|--|-----------|-------------------------|----------------------|--------------------|-----------------|--|
| Office of Chief Executive | Elected Members training and development | Min 1 per quarter | 1 | No | No | Yes | Yes | Nil training undertaken |
| | Annual Survey | Overall satisfaction | >60% | Yes | Yes | N/A | N/A | Council's overall performance was rated by 76% of respondents as being very good, good or adequate. |
| | Grant application | Grants received by Council acquitted within agreed timeframes | 95% | Yes | Yes | N/A | N/A | All required Acquittals complete. |
| | Media monitoring and management | Media response time | <48 hours | Yes | Yes | N/A | N/A | All media queries responded to. |
| | Annual Budget, Annual Report, Municipal Plan | Compliance with management, statutory and regulatory budgeting and reporting | 100% | Yes | Yes | N/A | N/A | All requirements met. |
| Waste | Maximise diversion from landfill | Amount of total waste diverted from landfill | >30% | Yes | Yes | Yes | Yes | 198 tonnes have been diverted from Landfill. This will significantly increase when Steel Collection numbers are accounted for. |
| | | Amount of total waste that is dry recyclables i.e. cardboard and plastic | >14% | Yes | Yes | Yes | Yes | 87.8 of dry recycle was collected during the quarter. |
| Planning and Development | Approval of Plans and Permits | Works Permits issued within five days | >90% | Yes | Yes | N/A | N/A | 35 Works Permits issued within the required timeframes |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|------------------|----------------------------|--|--|-------------------------|----------------------|--------------------|-----------------|---|
| Infrastructure | Capital Works Program | Affected residents and relevant stakeholders consulted prior to works starting | 90% | Yes | Yes | N/A | N/A | All Stakeholders and affected residents have been consulted prior to works commencing. |
| | Capital Works Program | Programmed works completed on time | >75 | N/A | N/A | Yes | Yes | Projects completed in Q2 were completed within budget. |
| | Road Maintenance Program | Respond to customer requests | 90% | Yes | Yes | N/A | N/A | Customer requests for road maintenance were responded to within target timeframes. |
| | Road Maintenance Program | Gravel roads graded | Twice per year | Yes | Yes | Yes | Yes | The first round of grading has been successfully completed. Following the wet season, a gravel road inspection will be conducted to identify necessary repairs and develop the Round 2 Grading Maintenance Program. |
| | Streetlights | Reported faults added to maintenance schedule | <5 days | Yes | Yes | N/A | N/A | Actioned when identified or reported. |
| Mobile Workforce | Bushfire management | Council managed firebreaks maintained | Complete | Yes | Yes | Yes | Yes | Some early spraying and slashing of target Gamba areas on firebreaks has been conducted before the weather conditions restricted access. |
| | Road furniture maintenance | Signs and guideposts repaired within target timeframes | >90% <24 hours urgent 14 days standard | Yes | Yes | Yes | Yes | Completed main round annual road sign and guidepost replacement and repairs, which are ongoing as required. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|-----------------|--------------------------------------|--|---------------------------------|-------------------------|----------------------|--------------------|-----------------|---|
| Human Resources | Employee Wellbeing | Regular employee benefits and inclusion activities | 1 per quarter | Yes | Yes | Yes | Yes | Quarter 2: Wellbeing Committee held an all-staff Christmas Quiz Party. Quarter 1: Superannuation information session and Salary Packaging session. |
| | An engaged and productive workforce | Staff turnover rate | <7.5% per quarter (<30% yearly) | Yes | Yes | Yes | Yes | The staff turnover rate for quarter 2 is 6.10% compared to 5.93% in quarter 1. |
| | | Staff satisfaction survey | >70% | No | No | N/A | N/A | A staff survey was conducted in February 2024 and showed a 65% overall satisfaction. The Executive Leadership team will continue to focus on areas of improvement. The next staff survey is expected to be completed in 2026. |
| | Number of workplace safety incidents | Number of notifiable incidents | 0 | No | No | N/A | N/A | There were no notifiable incidents in quarter 2 and one notifiable incident in quarter 1. |
| | | Lost time injury rate | <3.5 | Yes | Yes | Yes | Yes | The lost time injury rate for this quarter is 3.44 as a result of two workers compensation claim. |
| | | Workers' compensation claims | <3 | Yes | Yes | Yes | Yes | There are currently two compensation claims ongoing. |
| | | | | | | | | |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|----------------------|---|--|-----------------------------|-------------------------|----------------------|--------------------|-----------------|--|
| Information Services | Information and Communications Technology (ICT) managed service contract management | Percentage of Service Desk requests closed against open requests during a period | 90% | Yes | Yes | Yes | Yes | 90% of requests open in this quarter have been closed |
| | Corporate Enterprise Solution (CES) software | CES updated with the latest version (patch) available nationally | No more than 1 patch behind | Yes | Yes | Yes | Yes | All major software updated |
| | Information and Communications Technology Improvement Plan | Annual actions completed | 100% | Yes | Yes | N/A | N/A | Council currently utilises an Essential Eight-annual action plan with by-annual audits. |
| | ICT Security Audit actions | Annual actions completed | 100% | Yes | Yes | N/A | N/A | Council currently utilises an Essential Eight-annual action plan with by-annual audits. |
| | Geographical Information Systems (GIS) | Age of GIS imagery of populated areas | <1 year | Yes | Yes | Yes | Yes | GIS imagery is current. |
| | | Age of NTG downloaded date | <1 week | Yes | Yes | Yes | Yes | Downloaded data is current. |
| Governance | Policy Framework | Council policies reviewed before due date | >90% | Yes | Yes | Yes | Yes | All council policies are currently up to date, with the exception of policy INF04 Place Names. |
| | Risk Management and Audit Committee | Number of Risk Management and Audit Committee meetings held | 4 per year | Yes | Yes | Yes | Yes | First RMAC meeting for the financial year was held in August 2024 and the second was held in October 2024. |
| | Records management | Number of refresher courses conducted | >1 | Yes | Yes | Yes | Yes | One refresher course conducted this quarter and one last quarter. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 2) | On Time/Target (YTD) | On Budget (QTR. 2) | On Budget (YTD) | Status Commentary |
|------------------------------|--|---|--------------|-------------------------|----------------------|--------------------|-----------------|--|
| Taminmin Library | Funding agreement | Development of new Library Agreement | 100% | Yes | Yes | Yes | Yes | Library Agreement with Library & Archives NT signed in 2022 for 5 year period. |
| Finance and Customer Service | Monthly and annual financial reporting, including annual audit and forecasting | Unqualified audit | Complete | Yes | Yes | Yes | Yes | Unqualified audit report for 2024 |
| | | Asset sustainability ratio | 30% | Yes | Yes | Yes | Yes | Asset sustainability ratio increases throughout the year as asset renewals are completed. Currently 40%. |
| | | Renewal Gap Not funded | <\$1 million | No | No | N/A | N/A | Council currently falls short of renewal demand |
| | | Current ratio (Liquidity) | >1 | Yes | Yes | Yes | Yes | Currently 8.6 |
| | | Debt Service Ratio | >1 | Yes | Yes | Yes | Yes | Council has no debt. |
| | Investments | Compliance with policy and statutory requirements, reported monthly | >60% | Yes | Yes | Yes | Yes | Investments completely compliant. |
| | Rates and accounts receivable collection | Rates and annual charges outstanding | <18% | Yes | Yes | Yes | Yes | Currently 13% |



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.03.01 |
| Report Title: | Summary Planning and Development Report – December 2024 |
| Author: | Jaimie O'Connor, Planning and Development Program Leader |
| Recommending Officer: | Rodney Jessup, Director Infrastructure and Operations |
| Meeting Date: | 21/01/2025 |
| Attachments: | A: PA2024/0381 B: PA2024/0161 |

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 December 2024 to 31 December 2024. The following is a summary of all applications during the noted period.

| Type of Application | No. Applications |
|---|------------------|
| Planning Scheme Amendment | 0 |
| Development Applications | 2 |
| Clearances for Development Permit Conditions | 0 |
| Sale, Lease, or Occupation of Crown Land Applications | 0 |
| Liquor Licence Applications | 0 |
| Water Licence Applications | 0 |
| Mining Applications | 0 |
| Works Permits | 7 |

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 December 2024; and
2. note for information the responses provided to relevant agencies within Attachments A – B of this report.

Background

DEVELOPMENT APPLICATIONS

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

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

| Council Outcome on Development Applications | No. Applications |
|--|-------------------------|
| Planning applications supported, subject to normal Council conditions | 2 |
| Planning applications supported, subject to specific issues being adequately addressed | 0 |
| 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://nt.gov.au/property/land-planning-and-development>

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

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

Development Applications supported, subject to normal Council Conditions

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

| Application Number, Address, and Attachment Reference | Purpose and Summary |
|--|---|
| PA2024/0381 Section 04058, Hundred of Strangways 95 Middle Arm Road, Weddell Attachment A | Subdivision to create two lots Council supports the application, noting however that the proposal does not meet the requirements of the planning scheme it is in keeping with the neighbouring properties for zoning and development. |
| PA2024/0161 Section 81005, Hundred of Bagot 1 De Caen Close, Virginia Attachment B | Exceptional Development Permit for Vehicle Sales and Hires addition to existing rural service centre Council supports the application, noting the application is for retrospective approval and there have not been any negative impacts to date. The zone for this property is a Special Use Zone under the previous Planning Scheme. |

Development Applications supported, subject to specific issues being adequately addressed

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

| Application Number, Address, and Attachment Reference | Purpose and Summary | Specific Issues to be Addressed |
|--|----------------------------|--|
| NIL | | |

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.

| Address and Attachment Reference | Purpose and Summary | Comments Provided |
|----------------------------------|---------------------|-------------------|
| NIL | | |

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.

| Address and Attachment Reference | Purpose and Summary | Comments Provided |
|----------------------------------|---------------------|-------------------|
| NIL | | |

DEVELOPMENT PERMITS ISSUED

| Application Number and Address | Permit Number, Purpose and Summary | Comments Provided |
|---|--|---------------------------|
| PA2024/0168 Section 00785, 765 Spencer Road, Darwin River, Hundred of Cavenagh | DP24/0274 Subdivision to create 4 lots | DCA Hearing November 2024 |

| | | |
|--|--|--|
| PA2024/0202 Section 05986 and Section 05987, 63 On Road and 57 On Road, Humpty Doo, Hundred of Strangways | DP24/0029 Subdivision and consolidation to create two lots | |
| PA2024/0210 Section 02354, 2815 Stuart Highway, Acacia Hills, Hundred of Cavenagh | DP24/0276 Transport Terminal | DCA Hearing November 2024 |
| PA2024/0266 Section 05251, 95 Thorak Road, Knuckey Lagoon, Hundred of Bagot | DEFERRED Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the side boundary | DCA Hearing December 2024 |
| PA2024/0276 Section 05933, 58 Whittaker Road, Noonamah, Hundred of Strangways | DP24/0255 2 x outbuildings (shed) ancillary to an existing dwelling-single with reduced setback to side boundary | |
| PA2024/0251 Section 06121 and Section 06235, 70 Brooking Cct and 24 Woodward Road, Virginia, Hundred of Strangways | DP24/0288 Subdivision to create four lots | DCA Hearing December 2024 |
| PA2024/0289 Section 05049, 10 Scholes Road, Humpty Doo, Hundred of Strangways | DP24/0232 Proposed shed with reduced setback | DCA Hearing December 2024 |
| PA2024/0320 Section 08159, 213 Taylor Road, Holtze, Hundred of Bagot | DP24/0304 Subdivision to create 579 Lots in 18 Stages | DCA Hearing December 2024 Council originally received notification of deferral on the 19/12/2024, however the Minister for Lands, Planning and Environment in a letter dated 30/12/2024 provided consent for the development for subdivision to create 572 Lots in 18 stages. |

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

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

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

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

| No. Building Certification Applications |
|--|
| 10 |

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 |
|--------------------------------------|
| 7 |

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.

18 December 2024

Development Assessment Services
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0381

**Hun: 695 P: 04058 95 Middle Arm Road WEDDELL, Hundred of Strangways
Subdivision to create two lots**

Thank you for the Development Application referred to this office on 02/12/2024, 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 zoning for the land is FD – Future Development and whilst the proposal does not meet the requirements of the *Planning Scheme 2020* 6.5.1 sub-clauses 3 and 4 in regard to minimum lot size or lot size consistent with future zoning, the proposed subdivision is consistent with neighbouring properties and does align with the purpose of the zone.
- b) The Land Suitability report supports the subdivision. The assessment does note that all testing was undertaken in the dry season and recommended additional testing in the wettest part of the year, Council supports this recommendation.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and

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

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

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

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

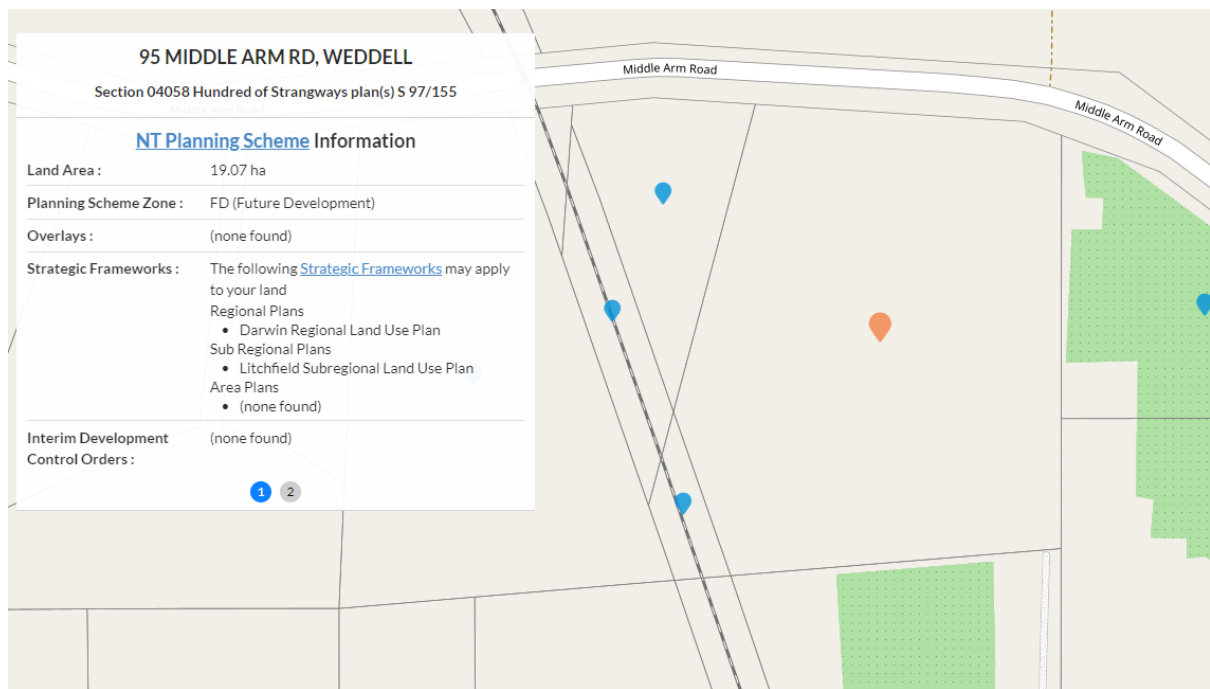
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

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



19 December 2024

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

RE: Letter of Comment Exceptional Development Permit Application

PA2024/0161

Hun: 055 LTO: 81005 P: 00031 1 De Caen Close VIRGINIA, Hundred of Bagot
A proposed exceptional development permit to Vehicle Sales and Hires addition to an existing rural service centre

Thank you for the Exceptional Development Permit Application referred to this office on 22/11/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority under Section 22(4) of the *NT Planning Act*:

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

- a) Council recognises that this application is retrospective and to date there have not been any detrimental impacts to the locality from the conduct of this business as NT PowerSports in it's capacity as a 'vehicle sales and hire' outlet.
- b) Whilst the Special Use Zone is limited to the permissible uses with consent, it is also noted that the neighbouring Special Use Zone permits LI- Light Industry with consent which in turn would allow 'vehicle sales and hire'. That said, the proposed use is in keeping with the permitted uses within the locality and Council does not have any objection to this.

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 Exceptional 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 Exceptional Development Permit issued by the consent authority:

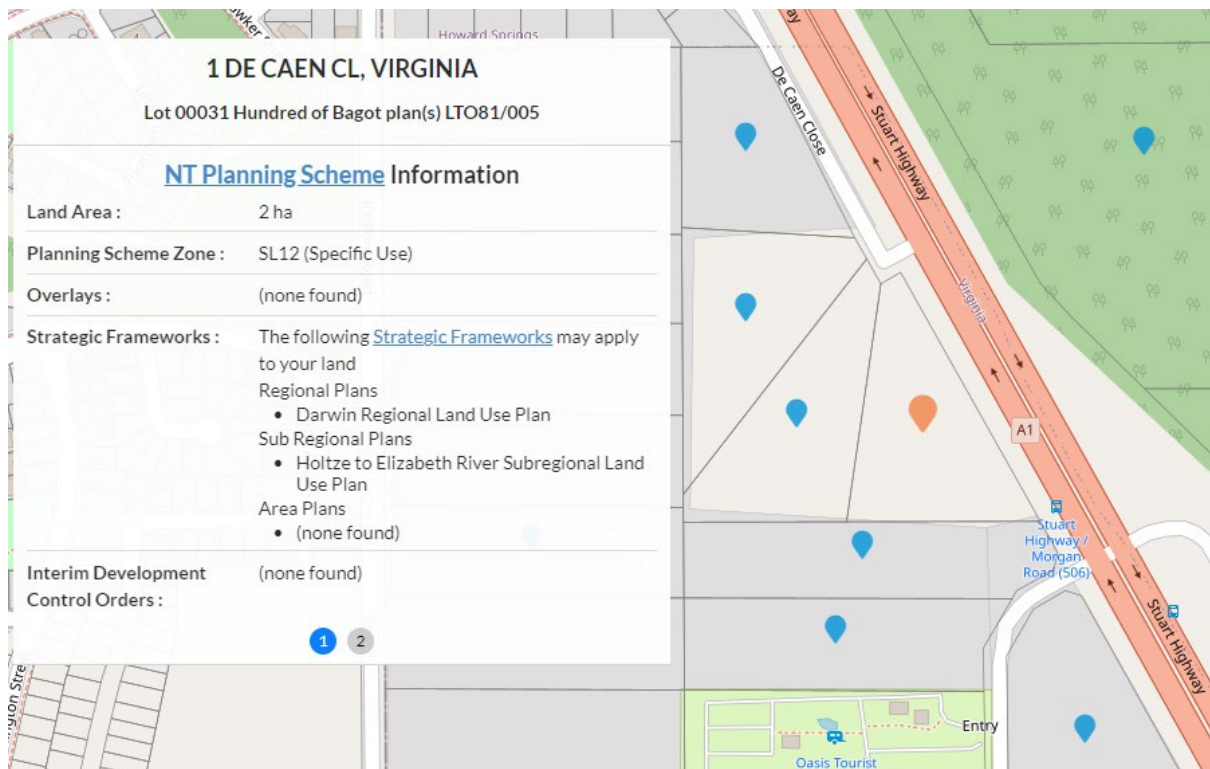
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A Works Permit is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway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

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader





COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 January 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 Application for Write-Off of Rates Charges

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(b) information about the personal circumstances of a resident or ratepayer.

15.01.03 Expression of Interest for Councillor Vacancy

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

8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

15.01.04 Freds Pass Reserve \$10mil Grant Project Steering Committee Meeting 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(e) subject to subregulation (3) - information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

16 Close of Meeting