



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

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"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	<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"> 1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council’s eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; 2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council’s eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and 3. receive the report prior to the first 2023-2024 Budget Review Meeting. 	20/06/2023	DIO	<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

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;
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.

ORD2023
11-121

18/07/2023 CEO

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:

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

ORD2023
11-142

15/08/2023 DIO

Part 1a,1b Ongoing

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

Part 2 Ongoing

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

Part 3 Ongoing

Development Permit 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> <ol 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> <ol 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> <ol 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: <ol style="list-style-type: none">Adopts draft GOV14 Filling Casual Vacancies on Council Policy, as at Attachment A; andAuthorises the Chief Executive Officer to make minor editorial changes.	10/12/2024	DIO	In Progress
--------------------	---	------------	-----	--------------------

Private Roads – No Name Road

ORD 2024 11-265	THAT Council: <ol style="list-style-type: none">Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents.Allocate No Name Road as the proposed road for the trial.Allocate \$100,000 of consultant budget to come from Financial Reserves.Renew the policy as it stands with no changes for a further 12 months.	10/12/2024	CEO	In Progress
--------------------	---	------------	-----	--------------------

Grant Opportunity – Active Transport Fund

ORD 2024 11-266	THAT Council: <ol style="list-style-type: none">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.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.	10/12/2024	DIO	In Progress
--------------------	---	------------	-----	--------------------



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

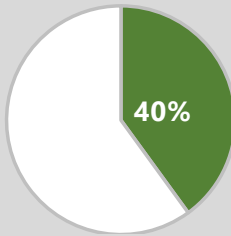
DASHBOARD REPORTING



Current Cash Investments \$ 30.34m

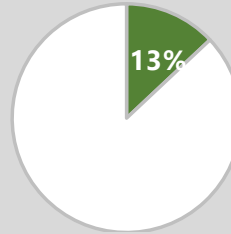
2 of 19 Budgeted Capital Programs
2024/25
9 of 22 Carry Forward Programs
2023/24

\$13.13m Budgeted Cash
Reserves December 2024



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)

\$ 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

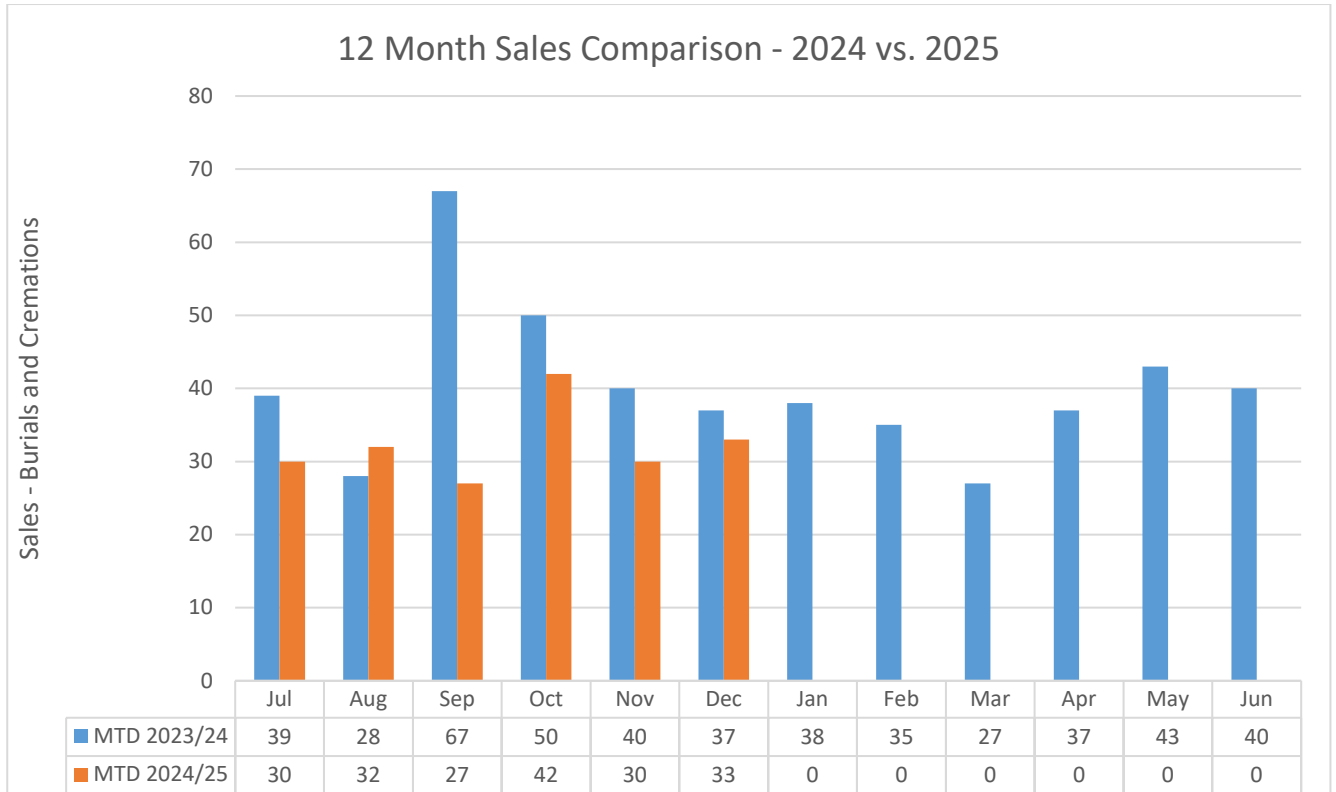
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2024.

	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%

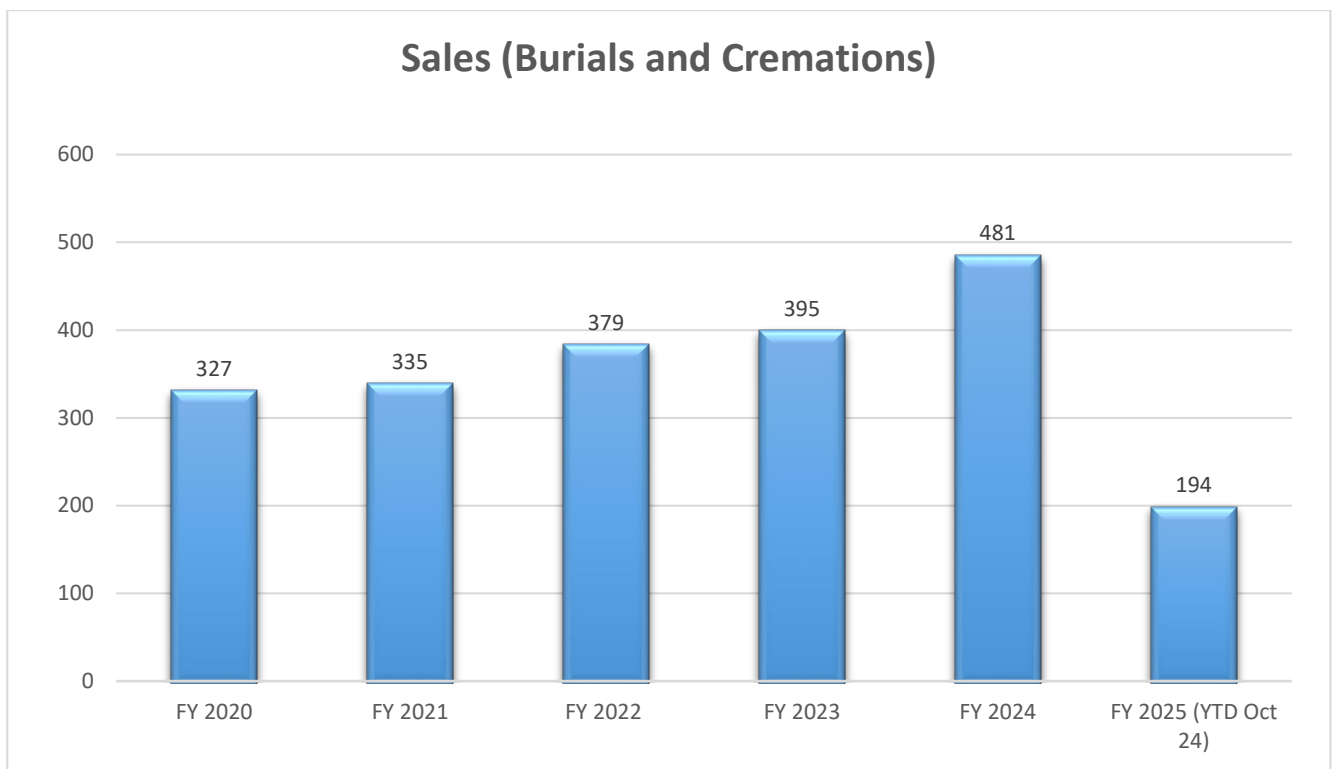
Thorak Regional Cemetery Sales

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.

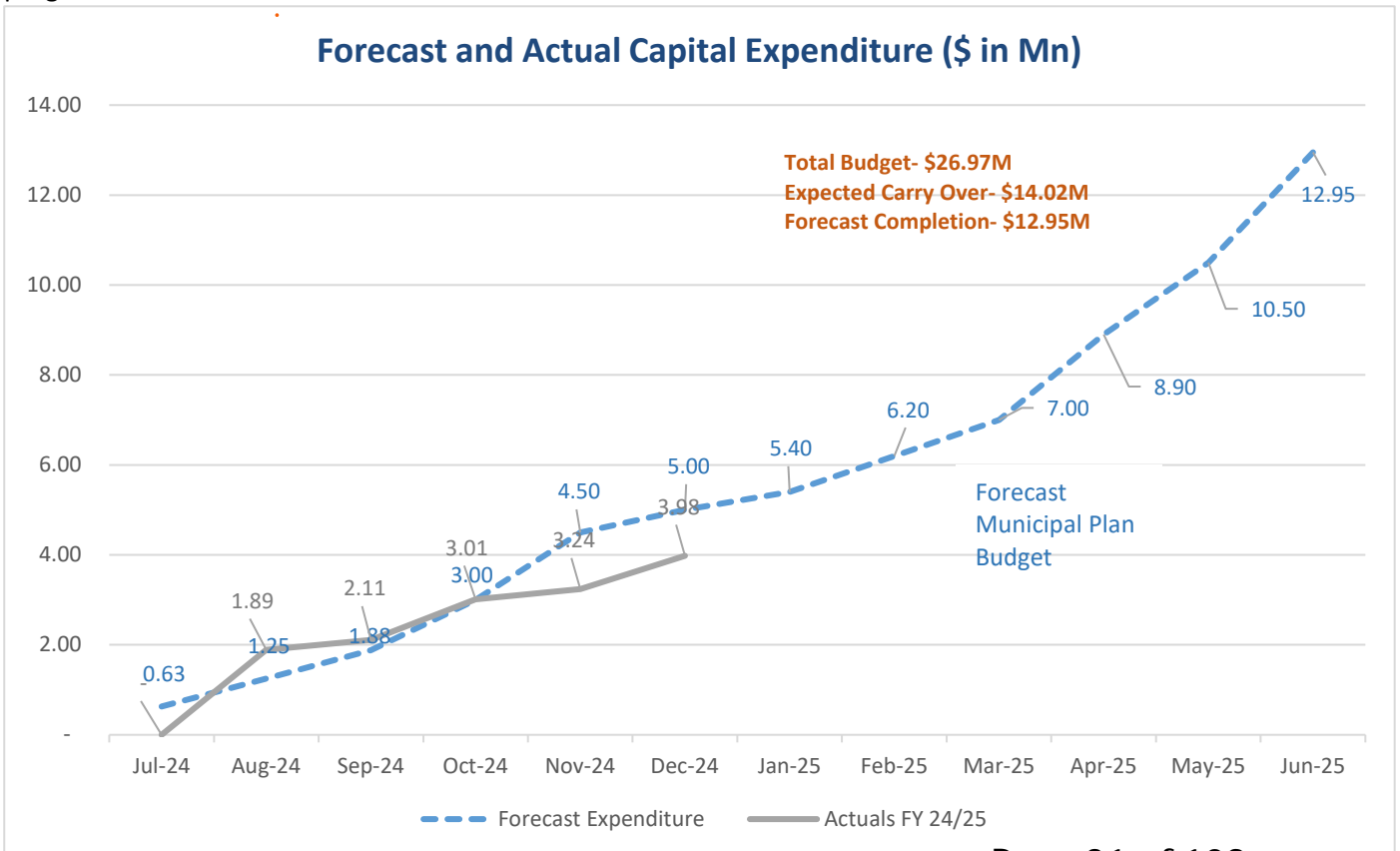


Table 2.2 Monthly Report on Planned Major Capital Works

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 Completi on 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 3rd party approval

Notes:

- Projects that are planned to be completed in the following financial year, are considered to be ‘on time’, provided they are meeting the projects planned proposed project timeline.
- Grant funded projects do not necessarily have financial year completion dates. Reporting on ‘on time’ and ‘on budget’ will be reported based on the specific projects project planned timeline.
- 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)
- 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				

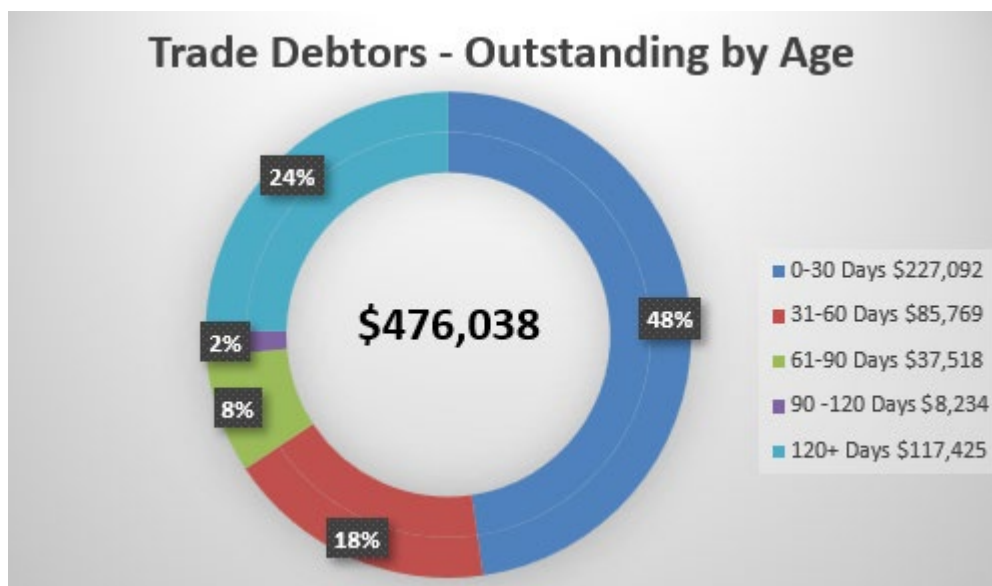
² Due to Accrued Interest posted for month of December-24

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

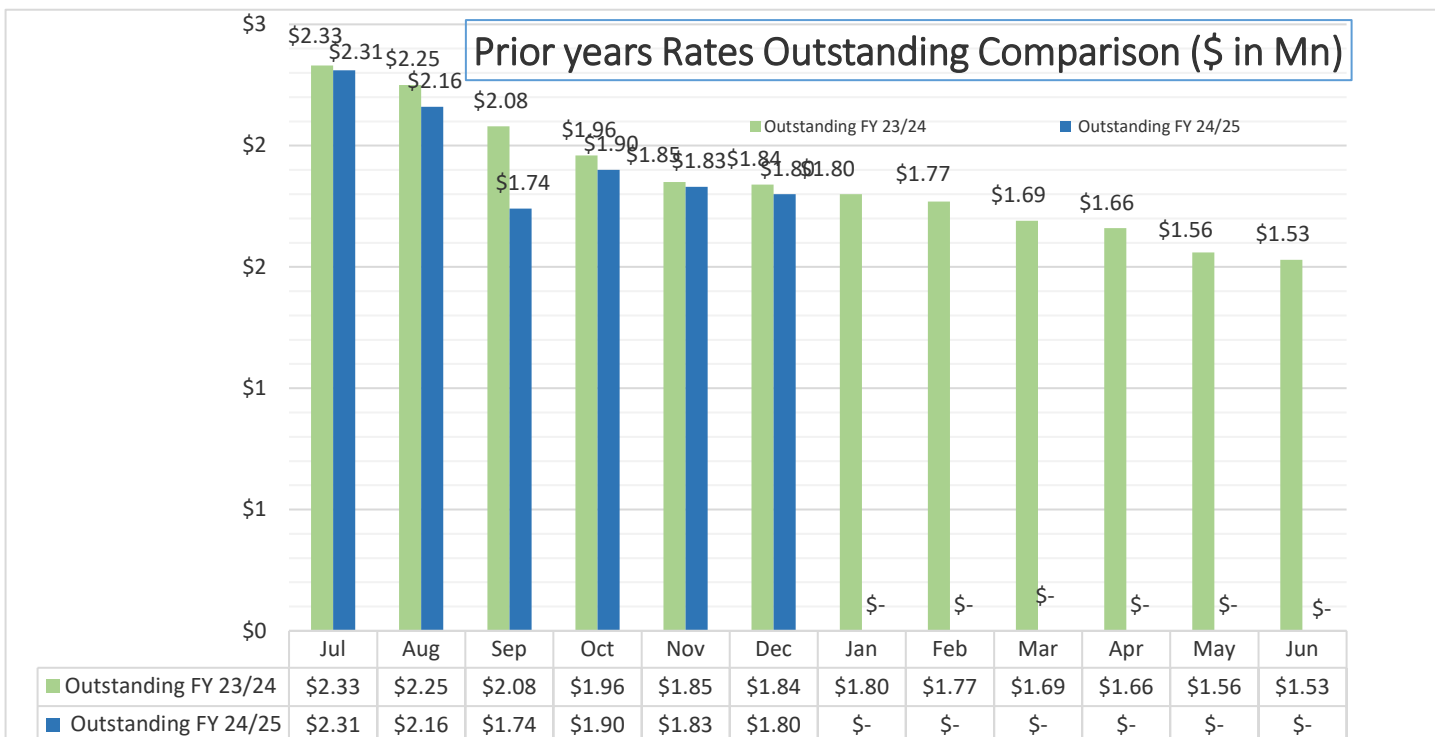
The below table illustrates the split of prior year outstanding rates, currently at \$1.80 million.

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)

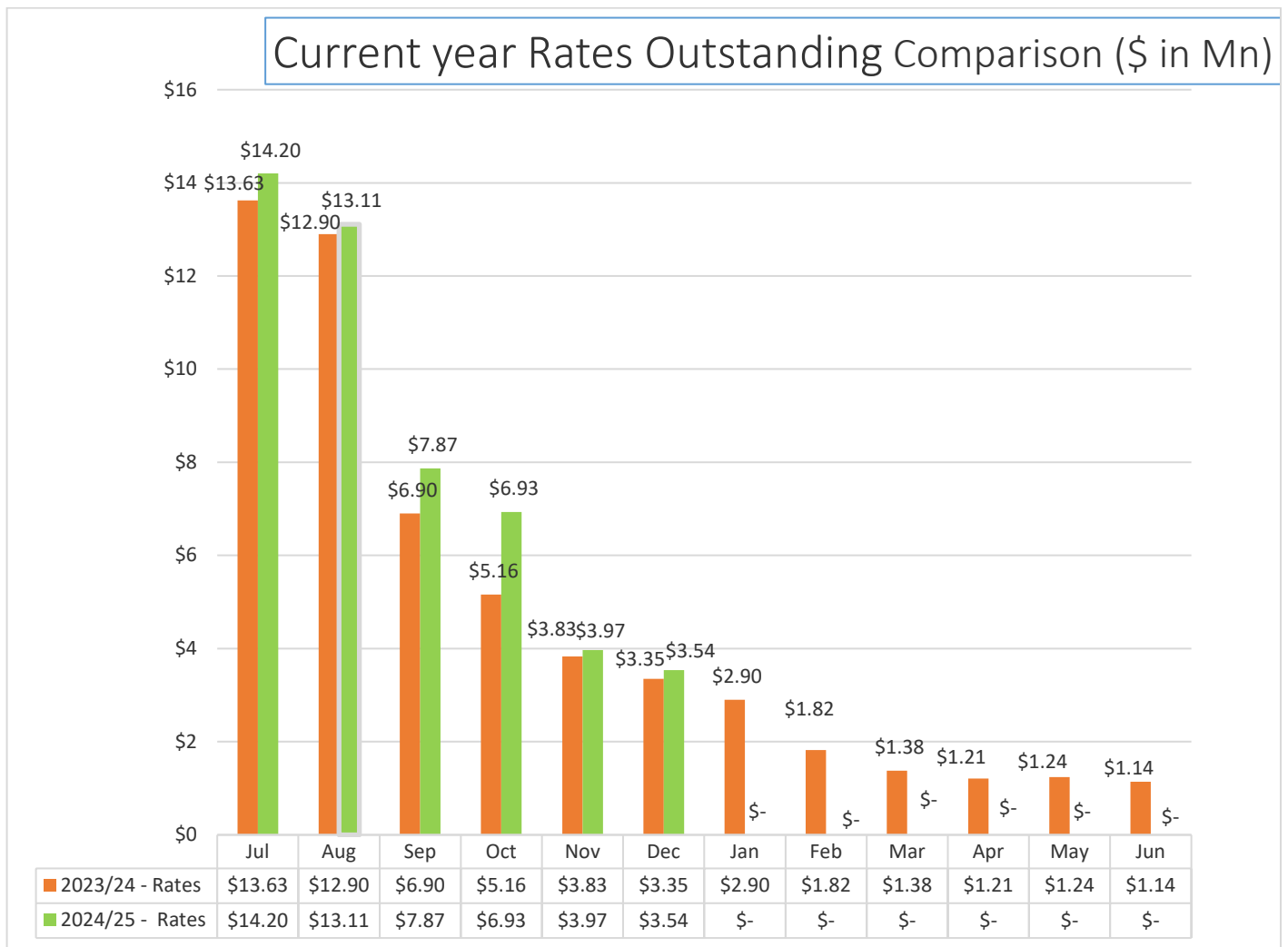
Current Year Rates⁴

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	SELTOR 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 WHOLESALEERS	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

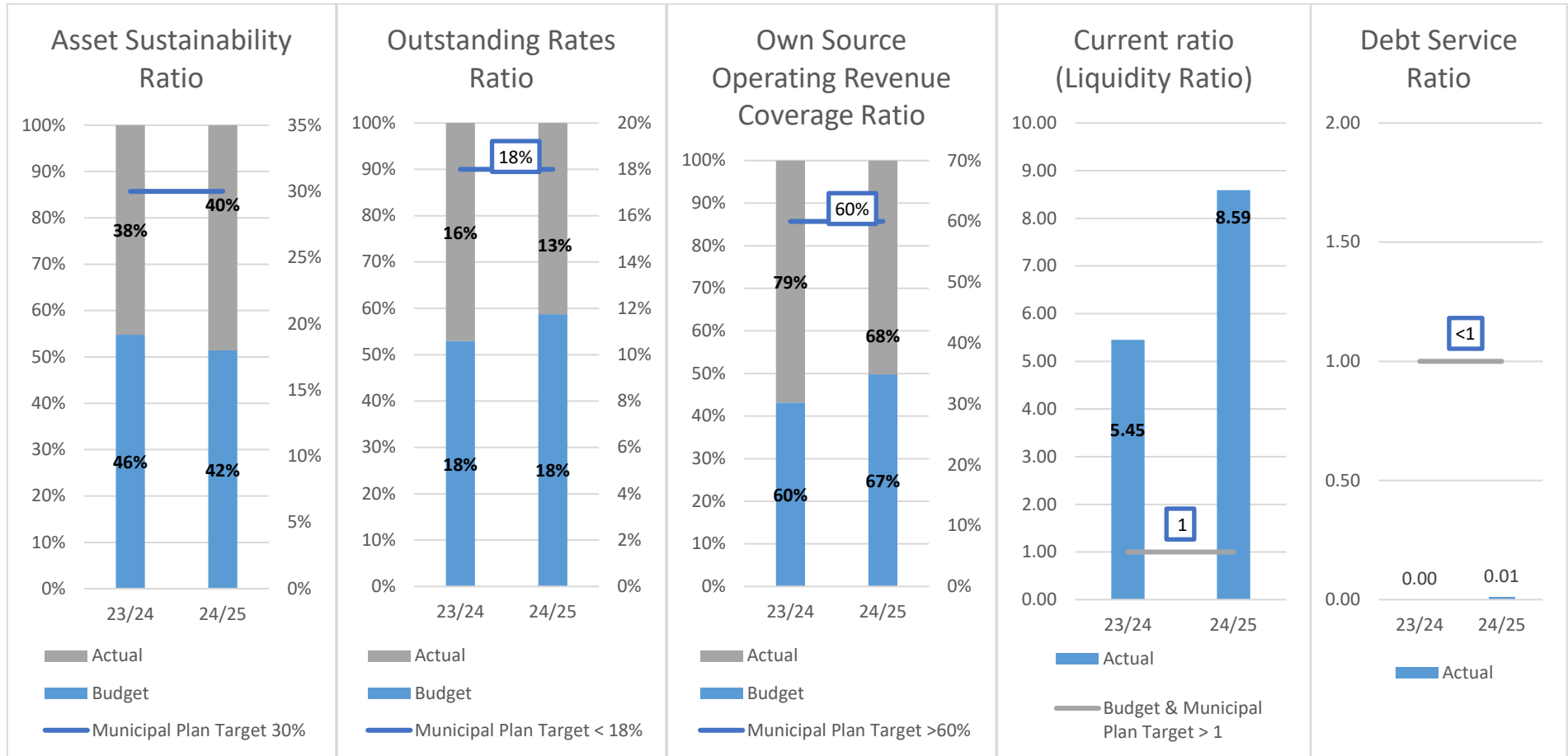
Cardholder Name: Stephen Hoyne			
Transaction Date	Amount \$	Supplier's Name	Details
11/12/2024	16.00	NT Independent	Monthly Subscription Fee
19/12/2024	15.00	NT Independent	Monthly Subscription Fee
Total	37.00		

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.



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

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:



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

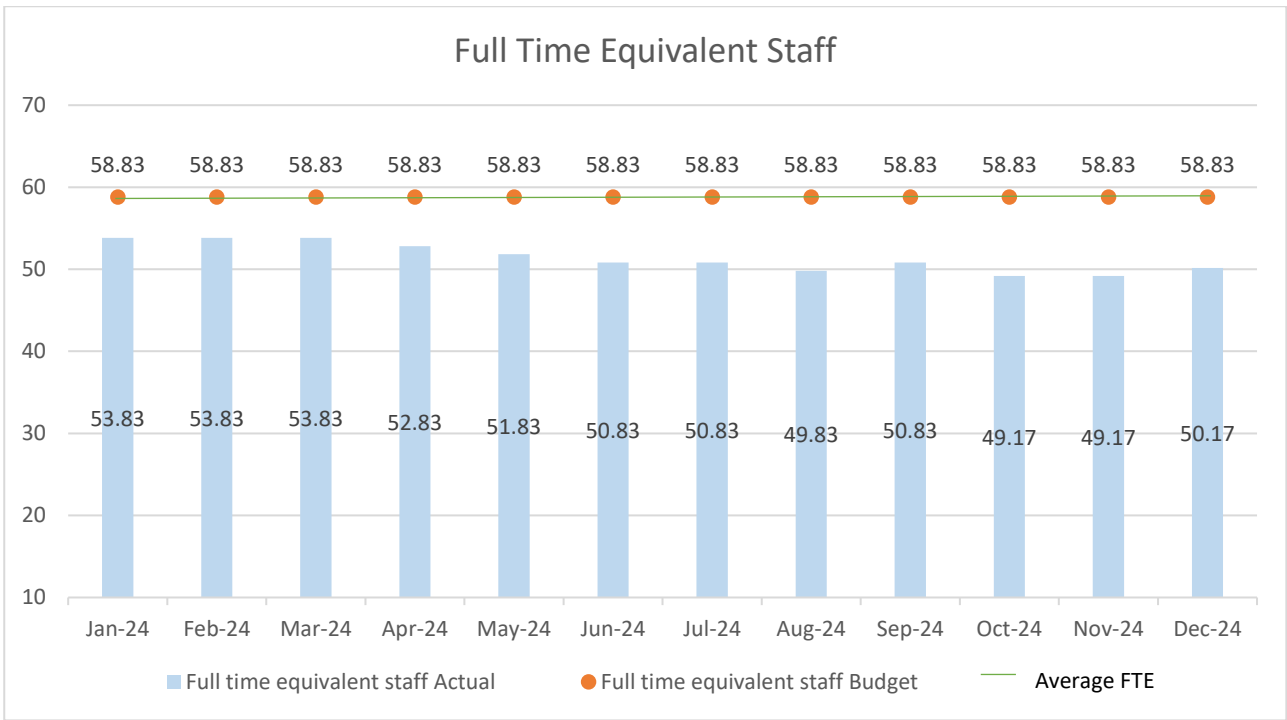
Position	Department	End date	Permanent/Temporary
----------	------------	----------	---------------------

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:

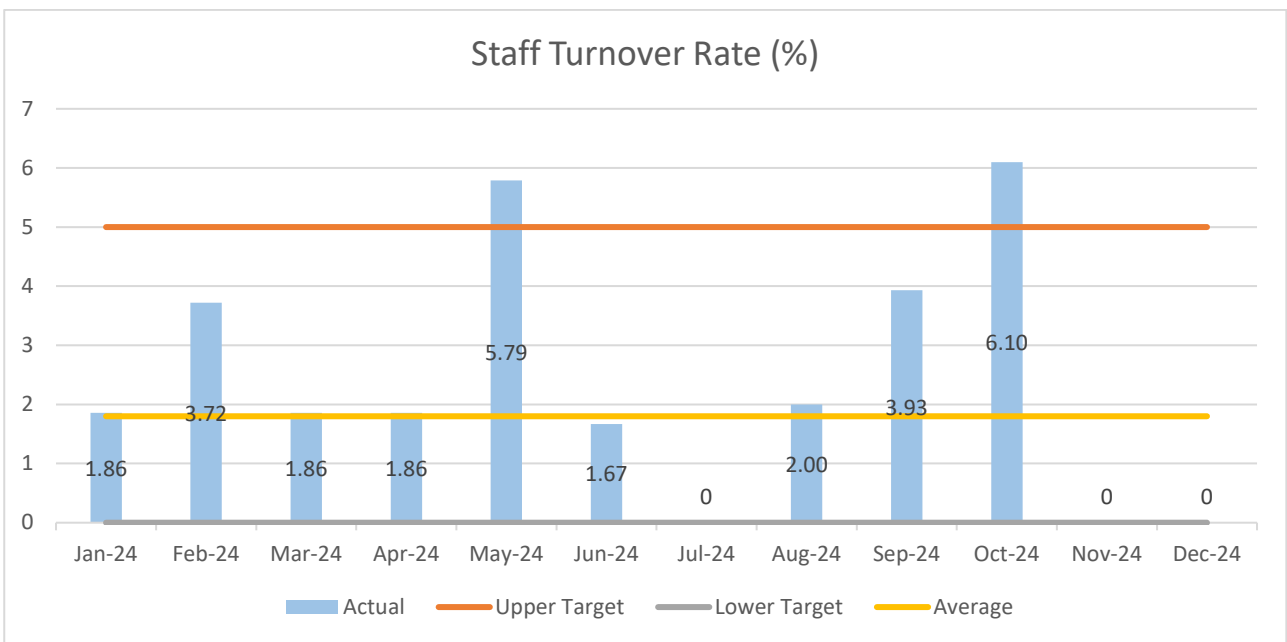
Role	In Progress	Completed
Accountant		✔
Senior Ranger Officer		✔
Ranger Officer		✔
Plant Operator	✔	
BSO – Planning	✔	



Turnover Rate:

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

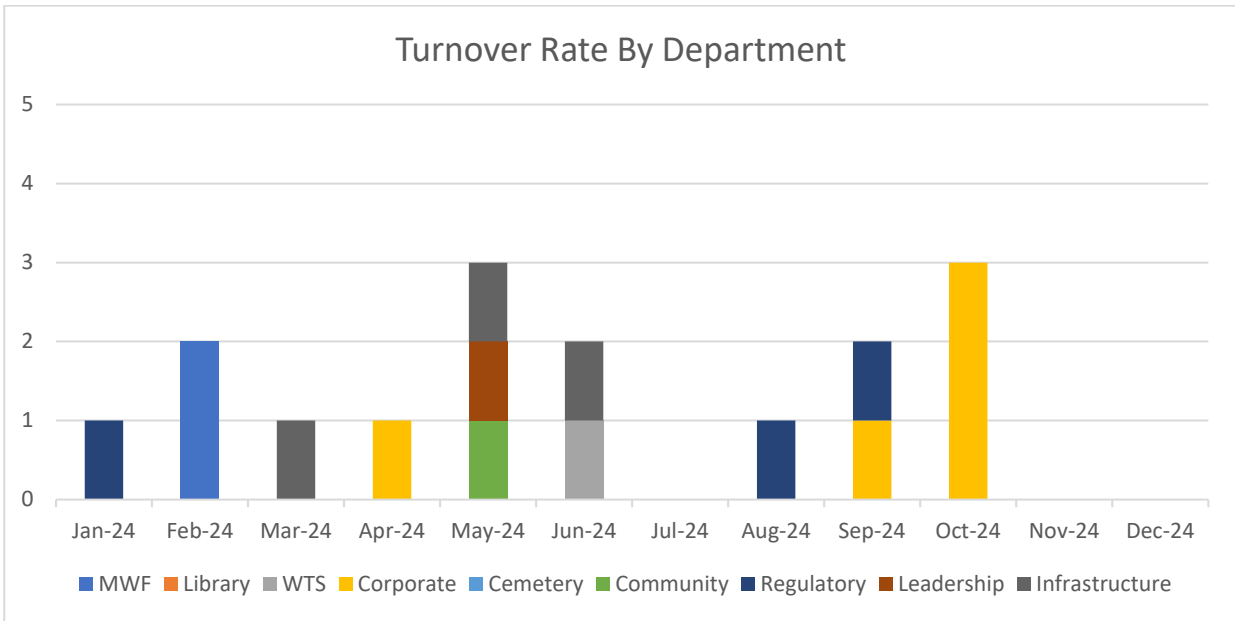
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



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

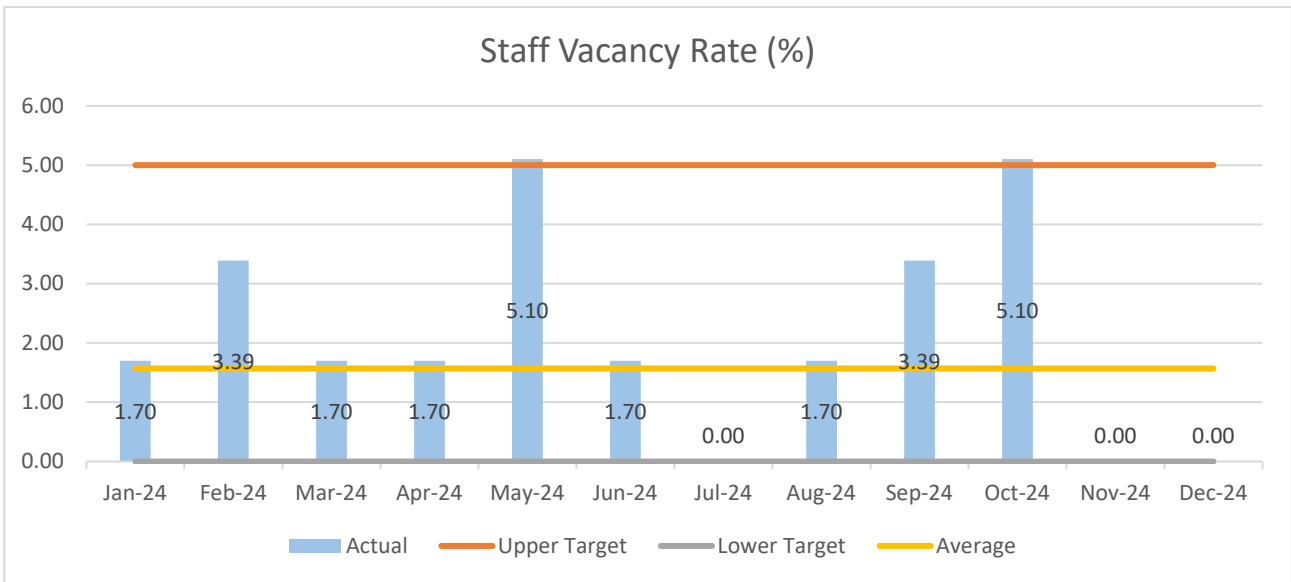
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

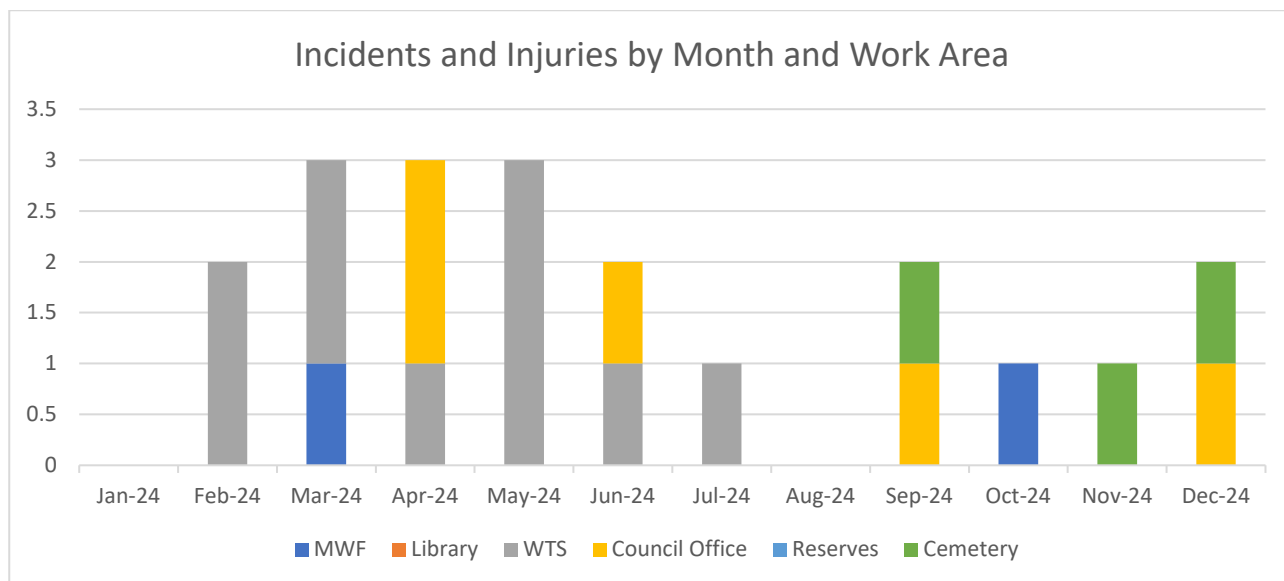
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



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

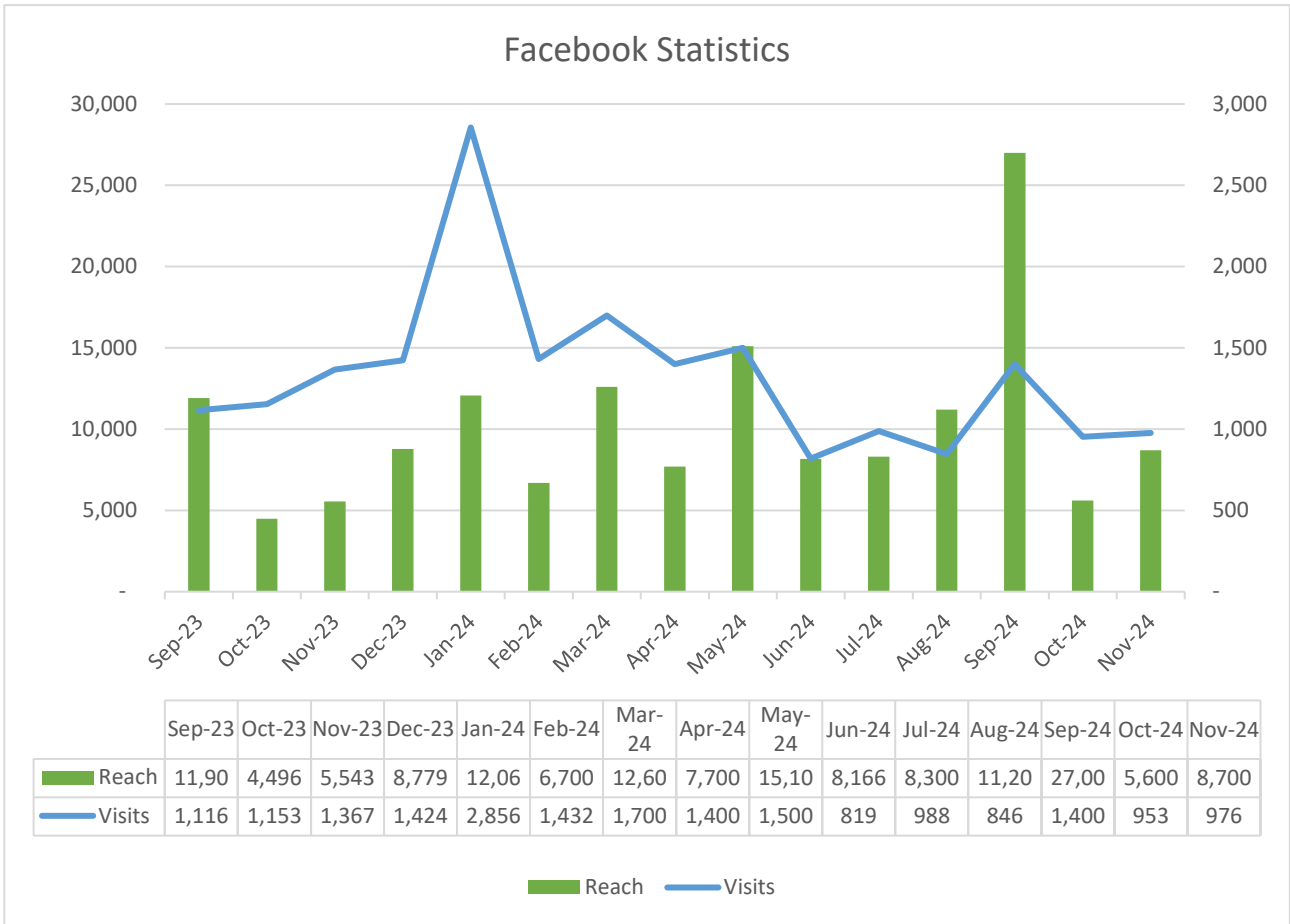
Facebook Reach

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

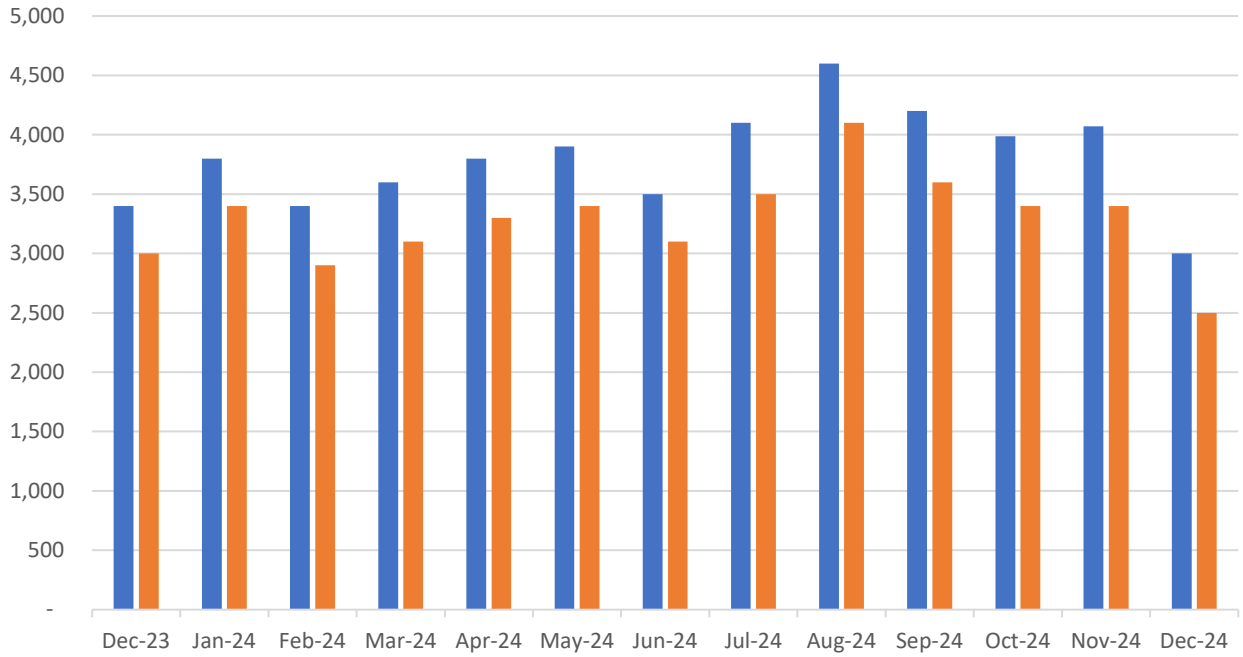
The number of first-time users during the selected date range.

Page Views

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

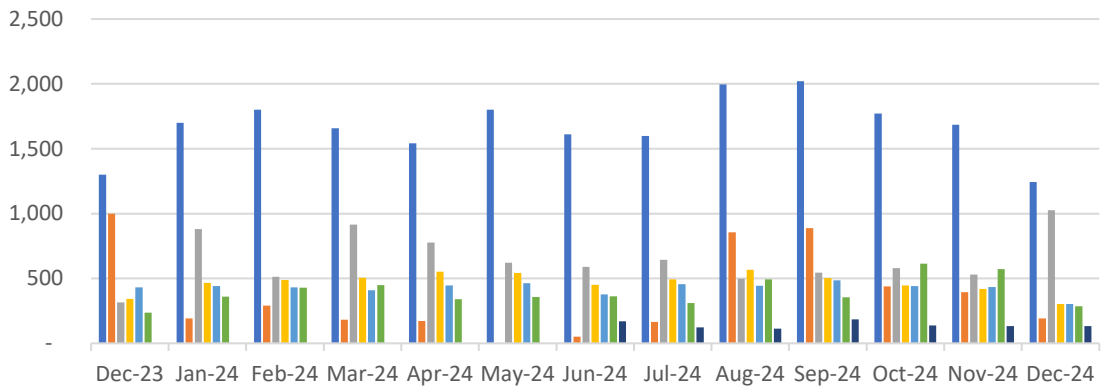
The website statistics have remained steady in the last 2 months, whilst there is a slight increase in the Facebook reach due to a post about a litter of puppies that were found by the Regulatory Services team in mid-November.

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.

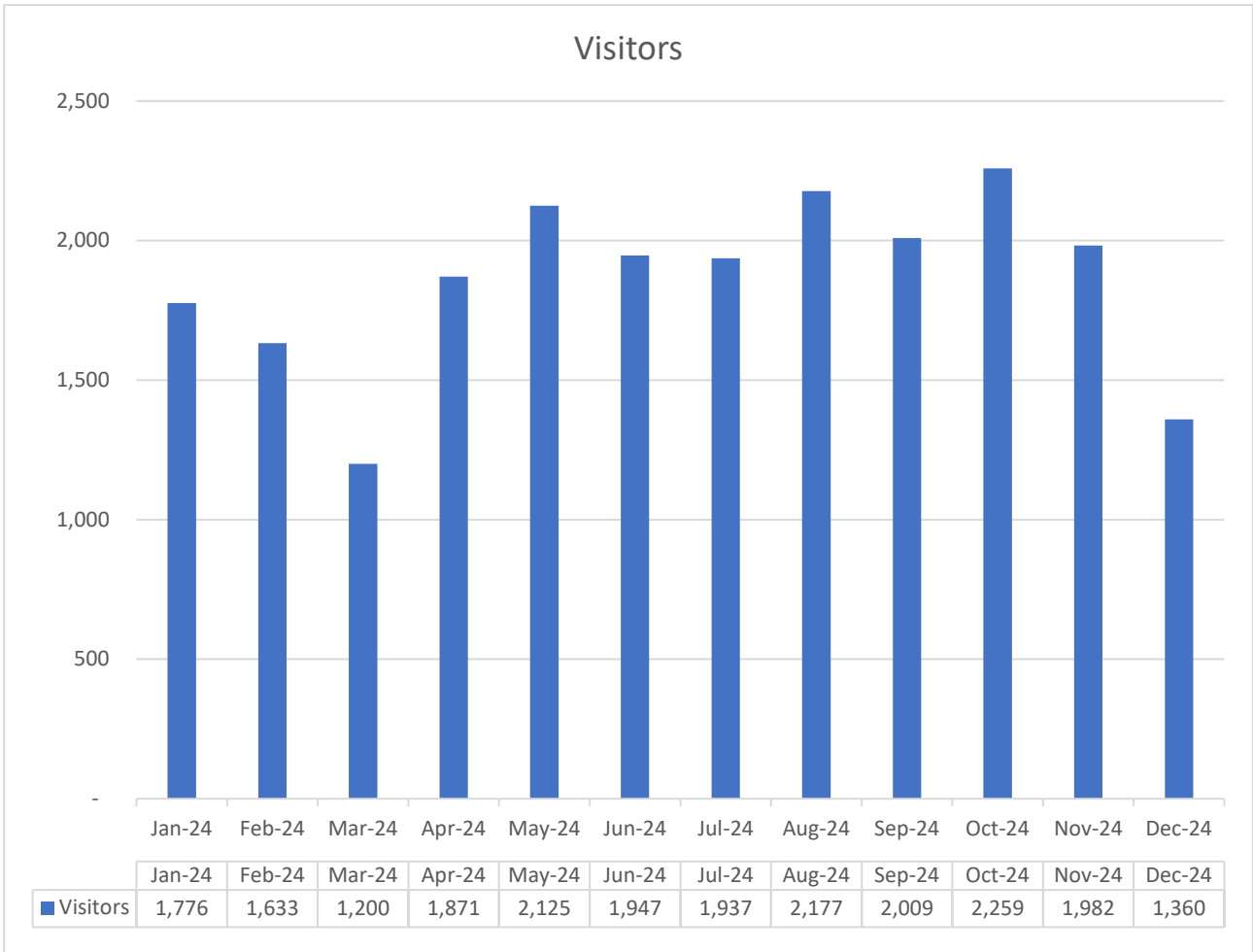
December's activities showcased the strength and connectedness of the Litchfield community. With a range of activities catering for the whole community, each initiative highlighted the collective effort to create a connected, thriving region. We look forward to building on this momentum in the coming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

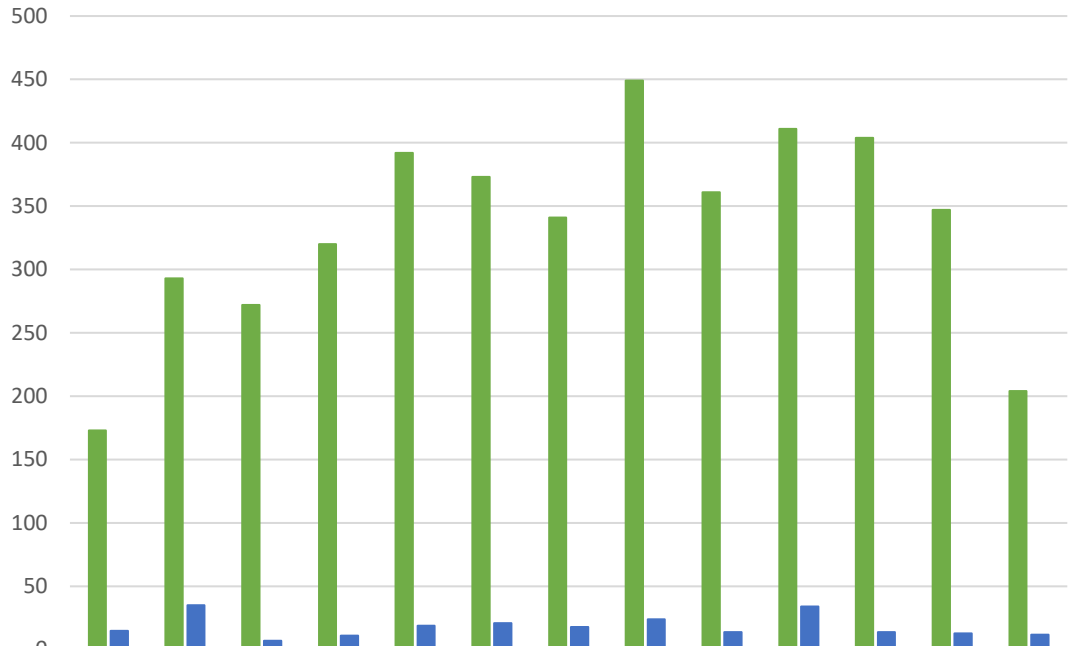


Library Programs and Memberships

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 Programs Attended and New Memberships



	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
■ Programs Attendance	173	293	272	320	392	373	341	449	361	411	404	347	204
■ New Members *	15	35	7	11	19	21	18	24	14	34	14	13	12

■ Programs Attendance ■ New Members *

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 : AVR Experience x2 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

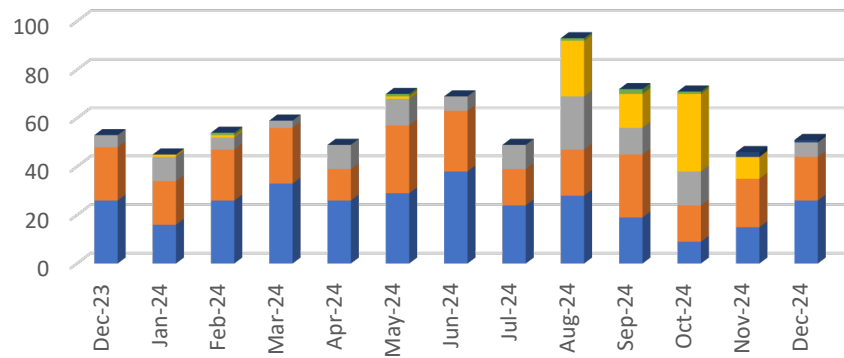
Regulatory Services

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



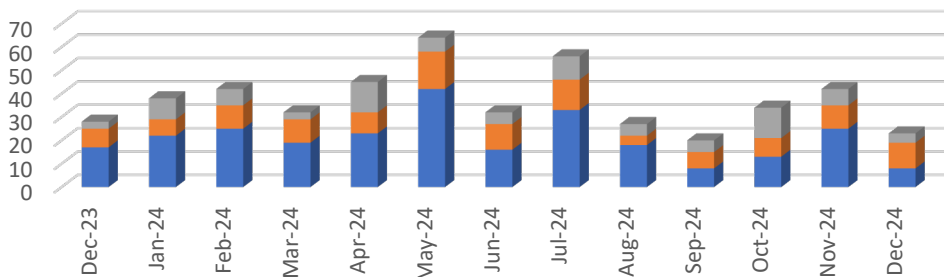
	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Registered Breeder	0	0	0	0	0	0	0	0	0	0	0	2	1
Working/Assistance	0	0	1	0	0	1	0	0	1	2	1	0	0
Declared Dangerous	0	0	0	0	0	0	0	0	0	0	0	0	0
Free - Pup < 6 mths/Rescue	0	1	1	0	0	1	0	0	23	14	32	9	0
Desexed Lifetime	5	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.

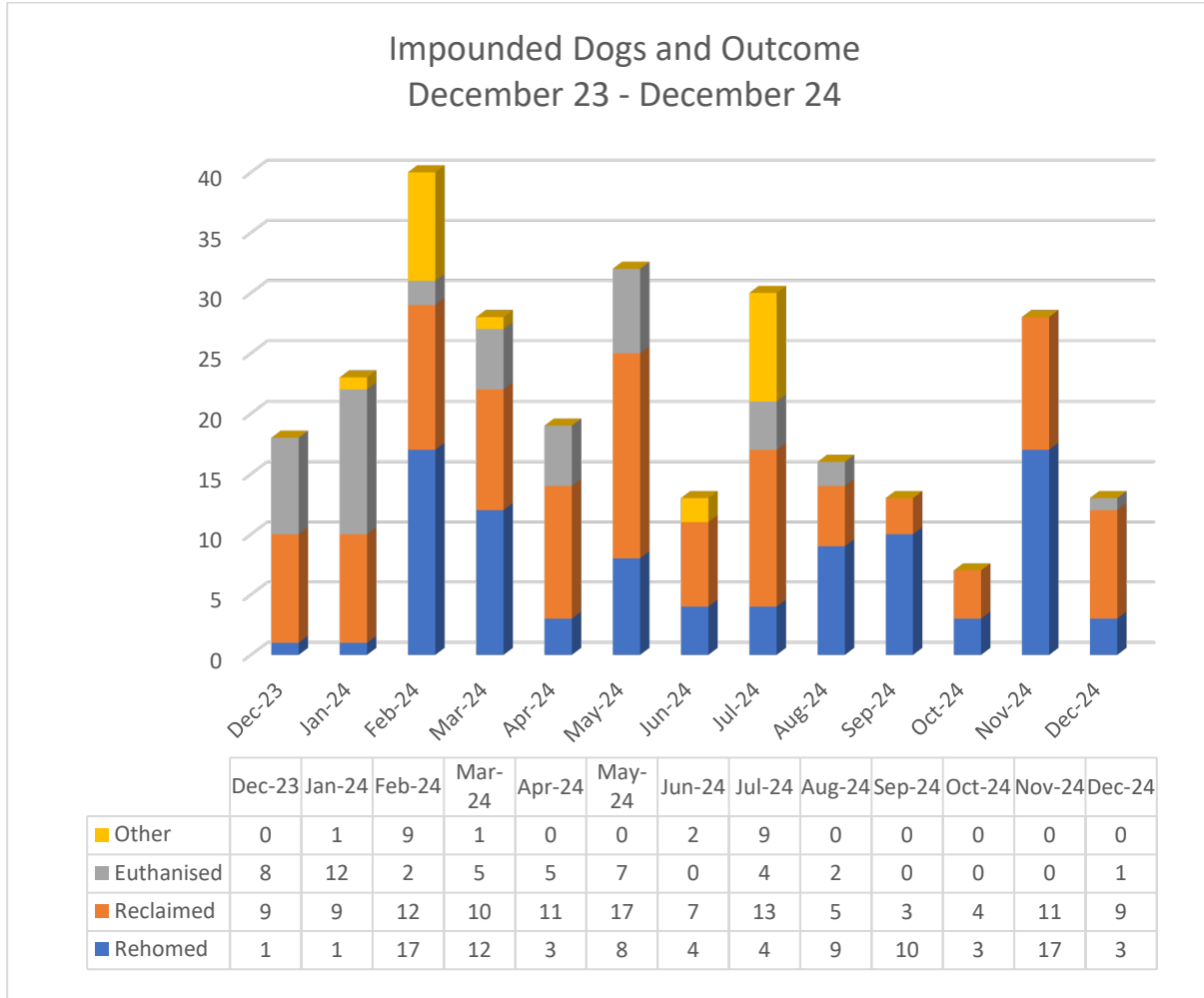
Dog At Large, Pick Up and Lost Dog Reports December 23 - December 24



	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.

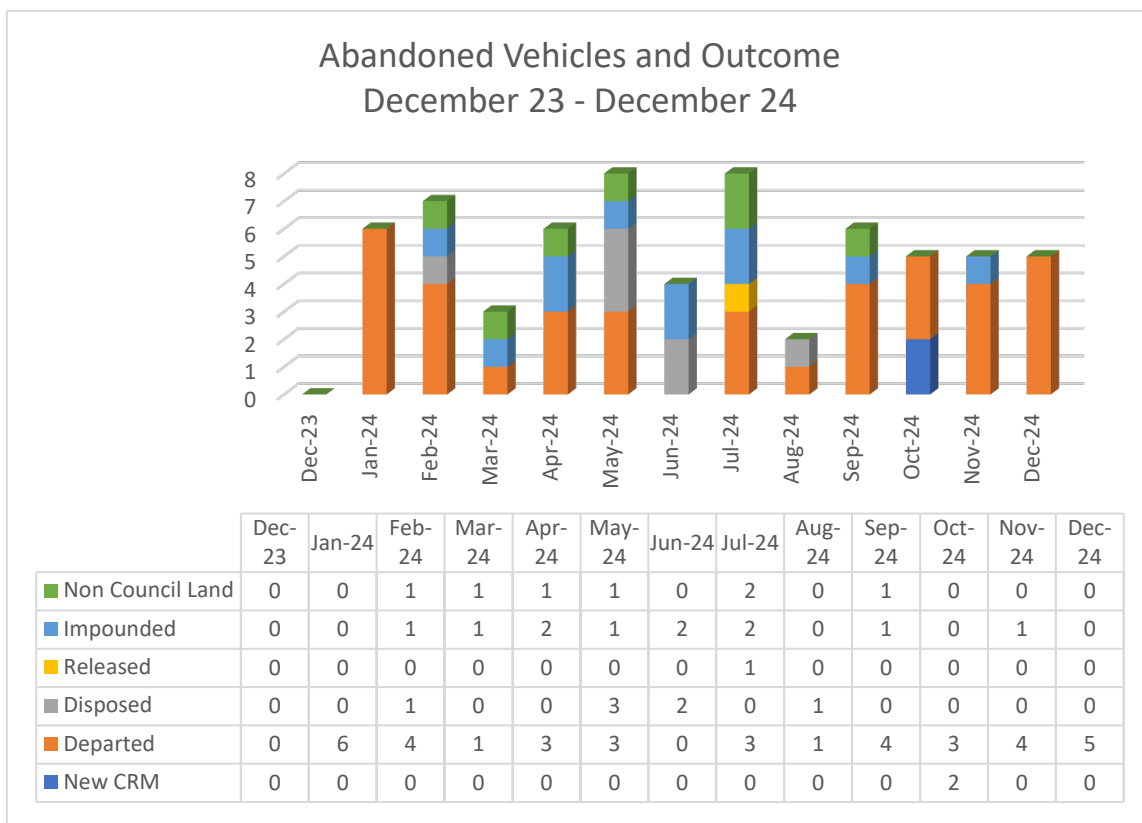
77.3% of dogs impounded since December 2023 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council's encouragement of desexing through reduced registration 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, Infoxpert, 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.

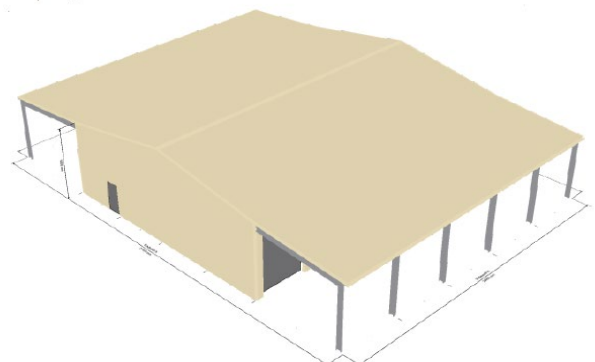
15 desexing vouchers were issued during the second quarter compared to 49 in Q1 2024-2025, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$100 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also 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/Target (QTR. 2)	On Time/Target (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, jus 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 INFO4 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:

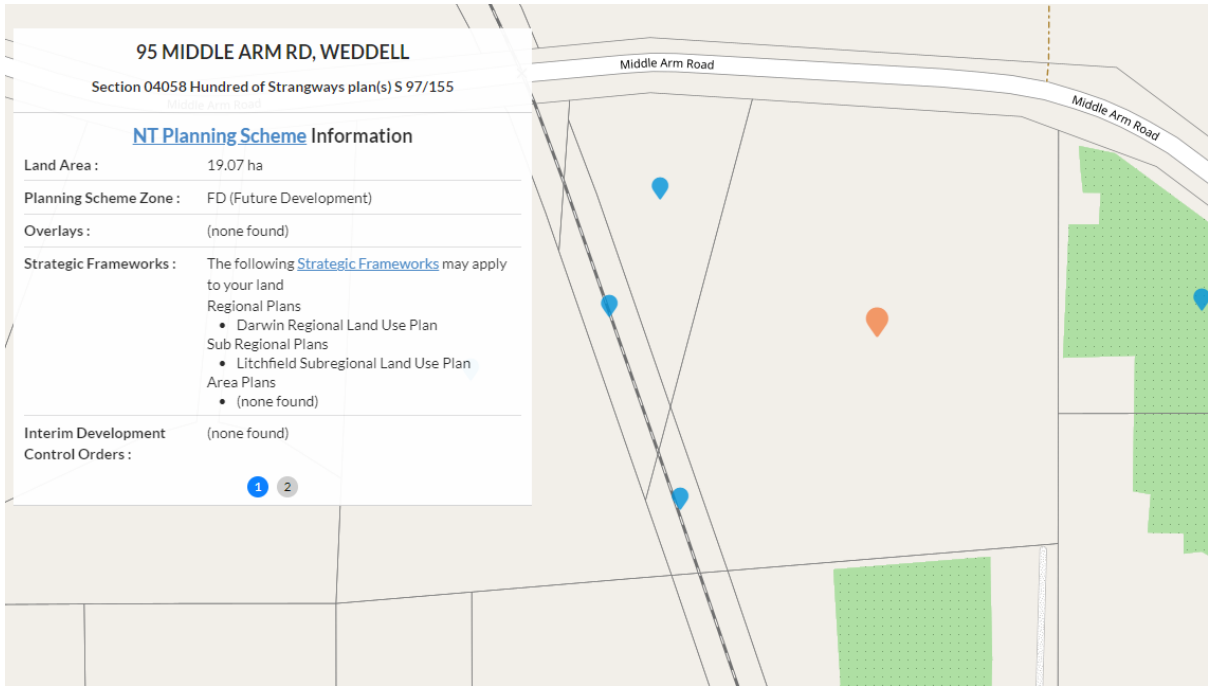
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

1 DE CAEN CL, VIRGINIA

Lot 00031 Hundred of Bagot plan(s) LTO81/005

NT Planning Scheme Information

Land Area : 2 ha

Planning Scheme Zone : SL12 (Specific Use)

Overlays : (none found)

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

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Holtze to Elizabeth River Subregional Land Use Plan

Area Plans

- (none found)

Interim Development Control Orders : (none found)



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