



AGENDA

42nd Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 18 FEBRUARY 2025

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

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

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 February 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 21 January 2025, 6 pages; and
- Confidential Council Meeting held Tuesday 21 January 2025, 2 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 21 January 2025 at 6:00pm

Present	Doug Barden	Mayor (Chair)
	Mark Sidey	Deputy Mayor, Councillor South Ward
	Emma Sharp	Councillor South Ward
	Rachael Wright	Councillor North Ward (<i>Electronic Attendance</i>)
	Mathew Salter	Councillor North Ward (<i>Electronic Attendance</i>)
	Kevin Harlan	Councillor Central Ward
Staff	Stephen Hoyne	Chief Executive Officer
	Maxie Smith	Director Corporate and Community
	Rodney Jessup	Director Infrastructure and Operations
	Ankit Pansal	HR and Records Management Program Leader (<i>Electronic in part</i>)
	Kelly Aherne	Executive Support
Public	As per Attendance Register	

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 6:05pm

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: Cr Sharp
Seconded: Cr Harlan

THAT Council approve Cr Wright and Cr Salter to attend the meeting electronically.

CARRIED (6-0) ORD2025 11-272

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 Wright

Seconded: Cr Harlan

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

- Ordinary Council Meeting held Tuesday 10 December 2024, 8 pages and
- Ordinary Confidential Meeting held Tuesday 10 December 2024, 3 pages.

CARRIED (6-0) ORD2025 11-273

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Wright

Seconded: Cr Harlan

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

CARRIED (6-0) ORD2025 11-274

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: Deputy Mayor Sidey

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 11 December 2024 to 21 January 2025.

CARRIED (6-0) ORD2025 11-275

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – December 2024

Moved: Deputy Mayor Sidey

Seconded: Cr Harlan

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

CARRIED (6-0) ORD2025 11-276

Ankit Pansal, HR and Records Management Program Leader, joined the meeting at 6:23pm.

13.01.02 People, Performance and Governance Report – December 2024

Moved: Cr Harlan

Seconded: Cr Salter

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

CARRIED (6-0) ORD2025 11-277

Ankit Pansal, HR and Records Management Program Leader, left the meeting at 6:30pm

13.02 Executive and Community Services

13.02.01 Community Services and Development Monthly Report – December 2024

Moved: Cr Wright

Seconded: Deputy Mayor Sidey

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

CARRIED (6-0) ORD2025 11-278

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

Moved: Cr Sharp

Seconded: Cr Harlan

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

CARRIED (6-0) ORD2025 11-279

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – December 2024

Moved: Cr Harlan
Seconded: Deputy Mayor Sidey

THAT Council:

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

CARRIED (6-0) ORD2025 11-280

14. OTHER BUSINESS

Councillor Harlan provided hard copy questions in reference to Work Permits 13.03.01, to the Director of Infrastructure, Rodney Jessup. Director Rodney Jessup took the questions on notice.

15. CONFIDENTIAL ITEMS

Moved: Cr Sharp
Seconded: Cr 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 Application for Write-Off of Rate 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 \$10m 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.

CARRIED (6-0) ORD2025 11-281

The meeting moved to Confidential Session at 6:53pm.

Moved: Deputy Mayor Sidey
Seconded: Cr Sharp

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) ORD2025 11-285

The meeting moved to Open Session of the meeting at 7:44pm.

Items moved from Confidential:

Nil.

16. CLOSE OF MEETING

The Chair closed the meeting at 7:44pm.

17. NEXT MEETING

Tuesday 18 February 2025

MINUTES TO BE CONFIRMED

Tuesday 18 February 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>Council staff are in discussion with Crown regarding there requirements. Update report proposed for March.</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>Update presented in report in December. Works continuing on collection of condition data.</p>

Freds Pass Reserve Expansion

THAT Council:

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

ORD2023
11-142

15/08/2023 DIO

Part 1a,1b Ongoing

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

Part 2 Ongoing

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

Part 3 Ongoing

Development permit issued. Road Opening Letter has been sent to the Minister to formally close the road.

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

Completed

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

ORD 2024 11-183	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.	20/08/2024	DIO	In Progress Works are progressing with the project plan to manage the disposal process. EPA supporting proposals.
ORD 2024 11-185	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.	20/08/2024	DIO	In Progress Voucher system is ready to progress. Report up for resolution in Feb OCM.
ORD 2024 11-186	Humpty Doo Village Green – Capital Works 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: <ul style="list-style-type: none"> a) Shade Sail replacement; b) Gate/fence replacement works; and c) Development of an art mural at the skate park. 	20/08/2024	DIO	In progress Repairs and installation of shade sail scheduled. Skate Park mural completed. Bowls Club gate/fence works have been completed.

Safer Local Roads Infrastructure Program – Project Selection

THAT Council:

ORD 2024 11-210	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;	17/09/2024	DIO	In Progress Notification of being unsuccessful for Brougham Road, Whitewood Road and Thorngate Road has been received. Lodgement of Tranche 2 projects completed on 30 th January 2025.
	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.			

Freds Pass Reserve – Lakeview Hall Roof Repair

THAT Council:

ORD 2024 11-230	1.	proceed with a temporary repair of the roof; and	15/10/2024	DIO	In Progress Estimate for cost of full renovation has been completed. Report proposed for March discussion.
	2.	request a full project outline for the renovation of the building be bought to Council for consideration in Budget Review 1 2024/2025.			

GOV14 Filling Local Vacancies on Council 2024

THAT Council:

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

Private Roads – No Name Road

THAT Council:

ORD 2024
11-265

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.

10/12/2024

DIO

In Progress

Works has commenced on drafting the relevant survey documentation.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 February 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:	18/02/2025
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 22 January 2025 to 18 February 2025.

Summary

DATE	EVENT / MEETING
26 January 2025	Litchfield Australia Day Citizenship & Awards Ceremony
26 January 2025	Palmerston Australia Day Citizenship & Awards Ceremony
28 January 2025	Introductory meeting with new Councillor Kris Civitarese
29 January 2025	ALGA federal election campaign implementation
02 February 2025	Berry Springs Volunteer Bushfire Brigade (BSVBB) AGM
03 February 2025	The Honourable Keith John Austin Asche ACKC State Funeral
04 February 2025	Treasurer's 2025 Economic and Fiscal Update
04 December 2024	Strategic Discussion and Briefing Session
6 February 2025	Meeting with CEO, DIO, Mark Blackburn and Sharon Hillen to discuss "Paper Roads"
8 February 2025	Budget Workshop 2
10 February 2025	Attend Chief Minister's event 2025 YEAR of ACTION
11 February 2025	First Sitting of Parliament
12 February 2025	LGANT Strategic Plan Consultation with Thrive
13 February 2025	FPR Project Steering Committee
17 February 2025	Meeting with CEO and CLP Member for Lingari regarding grant applications in the Litchfield area
18 February 2025	Community Forum

18 February 2025	Ordinary Council Meeting
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Recommendation

THAT Council receive and note the Mayor's monthly report for the period of 22 January 2025 to 18 February 2025.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 February 2025

12 Reports from Council Appointed Representatives

Meeting

Representative

Nil.

13 Officers Reports

13.01 Corporate and Community

13.01.01 Litchfield Council Finance – January 2025

13.01.02 People, Performance and Governance Report – January 2025

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report –
January 2025

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – January 2025

13.03.02 Waste Disposal – Voucher System

13.03.03 Waste Disposal – Managing Green Waste Mulch

13.03.04 Thorak Acquittal of Special Purpose Grant

13.03.05 Capital Works 2024-25 and Safer Local Roads Grants



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – January 2025
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	18/02/2025
Attachments:	A: Litchfield Council Finance Report – January 2025

Executive Summary

This report presents the Litchfield Council Finance Report for 31 January 2025. Budget Review 01 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 figures 2025.

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 January 2025.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

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

Financial Implications

Nil.

Risks

Financial

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

Community Engagement

Not applicable.

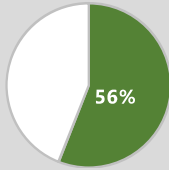


Finance Report

January 2025

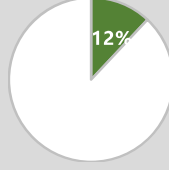
January 2025

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$5.60m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.20m Outstanding
Municipal Plan Target – < 18%
(Less than 3.30Mn)



Current Cash Investments

\$ 28.84m

2 of 22

Budgeted Capital Programs
2024/25

8 of 22

Carry Forward Programs
2023/24

\$19.52m

Budgeted Cash
Reserves January 2025

\$ 21.79m

OPERATIONAL REVENUE

\$23.04m Budget– 94.57% Target
Achieved

\$ 15.75m

OPERATIONAL EXPENSES

\$30.59m Budget– 51.49% Spent

\$ 6.04m

OPERATING SURPLUS

Budget (\$ 7.56m)

\$0.86m

CAPITAL REVENUE

\$ 14.78m Budget– 5.82% Achieved

\$ 5.60m

CAPITAL EXPENSES

\$ 26.97m Budget– 20.76% Spent

\$ 4.74m

CAPITAL DEFICIT

Budget (\$ 12.19m)

RATIOS

56%

Asset Sustainability
Target 30% and more

Achieved

12%

Rates Outstanding
Target less than 18%

Achieved

72%

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 \$	Budget Review 1 \$
OPERATING INCOME				
Rates	15,260,588.12	15,516,982.00	256,393.88	15,516,982
Charges	138,458.20	102,083.33	(36,374.87)	175,000
Fees and Charges	1,239,781.61	1,184,135.17	(55,646.44)	2,029,946
Operating Grants and Subsidies	4,052,280.82	2,307,008.67	(1,745,272.15)	3,954,872
Interest / Investment Income	1,026,479.18	711,666.67	(314,812.51)	1,220,000
Other Income	77,137.72	81,666.67	4,528.95	140,000
TOTAL OPERATING INCOME	21,794,725.65	19,903,542.50	(1,891,183.15)	23,036,800
OPERATING EXPENDITURE				
Employee Expenses	3,913,796.81	4,443,470.50	529,673.69	7,617,378
Materials and Contracts	5,507,094.40	6,992,949.83	1,485,855.43	11,987,914
Elected Member Allowances	151,223.68	201,133.33	49,909.65	344,800
Elected Member Expenses	44,448.78	30,978.50	(13,470.28)	53,106
Council Committee & LA Allowances	3,356.00	5,833.33	2,477.33	10,000
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	4,093.15	-	(4,093.15)	-
Accumulated Depreciation	5,801,833.33	5,801,833.33	-	9,946,000
Interest Expenses	-	-	-	-
Other Expenses	327,025.61	367,736.25	40,710.64	630,405
TOTAL OPERATING EXPENDITURE	15,752,871.76	17,843,935.08	2,091,063.32	30,589,603
OPERATING SURPLUS / DEFICIT	6,041,853.89	2,059,607.42	(3,982,246.47)	(7,552,803)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Budget Review 1 \$
BUDGETED OPERATING SURPLUS / DEFICIT	6,041,853.89	2,059,607.42	(3,982,246.47)	(7,552,803)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	5,805,926.48	5,801,833.33	(4,093.15)	9,946,000
TOTAL NON-CASH ITEMS	5,805,926.48	5,801,833.33	(4,093.15)	9,946,000
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(5,596,111.29)	(15,735,366.50)	(10,139,255.21)	(26,974,914)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(1,396,031.58)	(1,396,031.58)	(2,393,197)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(5,596,111.29)	(17,131,398.08)	(11,535,286.79)	(29,368,111)
Add ADDITIONAL INFLOWS				
Capital Grants Income	506,302.41	8,620,909.14	8,114,606.73	14,778,701.39
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	289,495.30	-	(289,495.30)	-
Road Seal Levy	62,166.00	157,457.42	95,291.42	269,927
Transfers from Reserves	-	6,956,999.64	6,956,999.64	11,926,285.61
TOTAL ADDITIONAL INFLOWS	857,963.71	15,735,366.50	14,877,402.79	26,974,914
NET OPERATING POSITION	7,109,632.79		(644,223.62)	

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

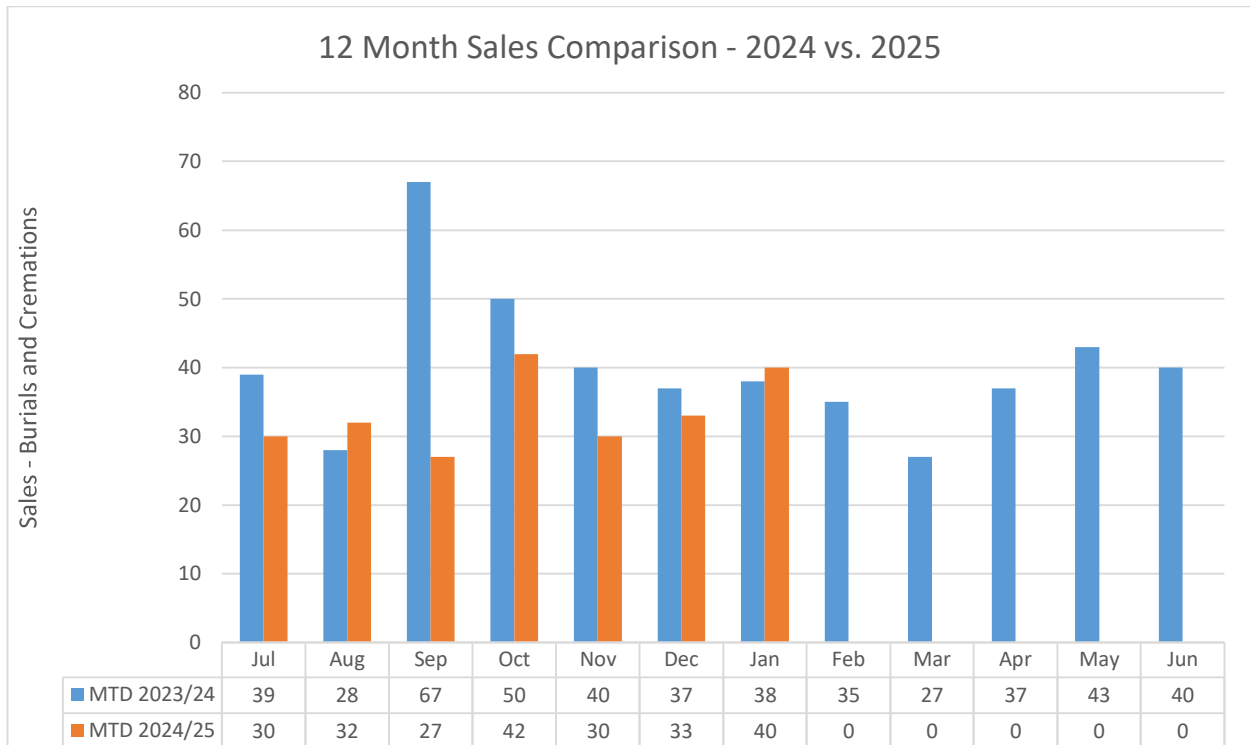
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2024.

	2024/25 YTD Actuals	2024/25 Budget Review 01	% of Budget
REVENUE	\$	\$	
Council Leadership	15,256.50	-	0%
Corporate	121,752.41	-	0%
Information Services	-	-	0%
Finance & Customer Service	13,407,188.45	13,543,937	98.99%
Infrastructure & Assets	3,156,179.44	3,184,251	99.12%
Waste Management	3,597,555.02	3,635,077	98.97%
Community	32,308.23	129,885	24.87%
Community - Library	305,603.57	308,722	98.99%
Mobile Workforce	-	-	0%
Regulatory Services	139,038.70	175,000	79.45%
Thorak Cemetery	1,019,843.33	1,520,092	67.09%
TOTAL REVENUE	21,794,725.65	22,496,964	96.88%
EXPENSES			
Council Leadership	507,459.89	1,302,532	38.96%
Corporate	374,706.25	881,934	42.49%
Information Services	422,636.01	669,334	63.14%
Finance & Customer Service	1,320,663.35	1,768,831	74.66%
Infrastructure & Assets	2,323,192.22	3,963,611	58.61%
Waste Management	1,988,776.93	6,380,152	31.17%
Community	1,239,104.62	2,024,014	61.22%
Community - Library	262,284.76	445,043	58.93%
Mobile Workforce	570,183.43	1,338,832	42.59%
Regulatory Services	306,811.34	687,005	44.66%
Thorak Cemetery	635,219.63	1,182,315	53.73%
TOTAL EXPENSES	9,951,038.43	20,643,603	48.20%
OPERATING RESULT	11,843,687.22	1,853,361	639.04%

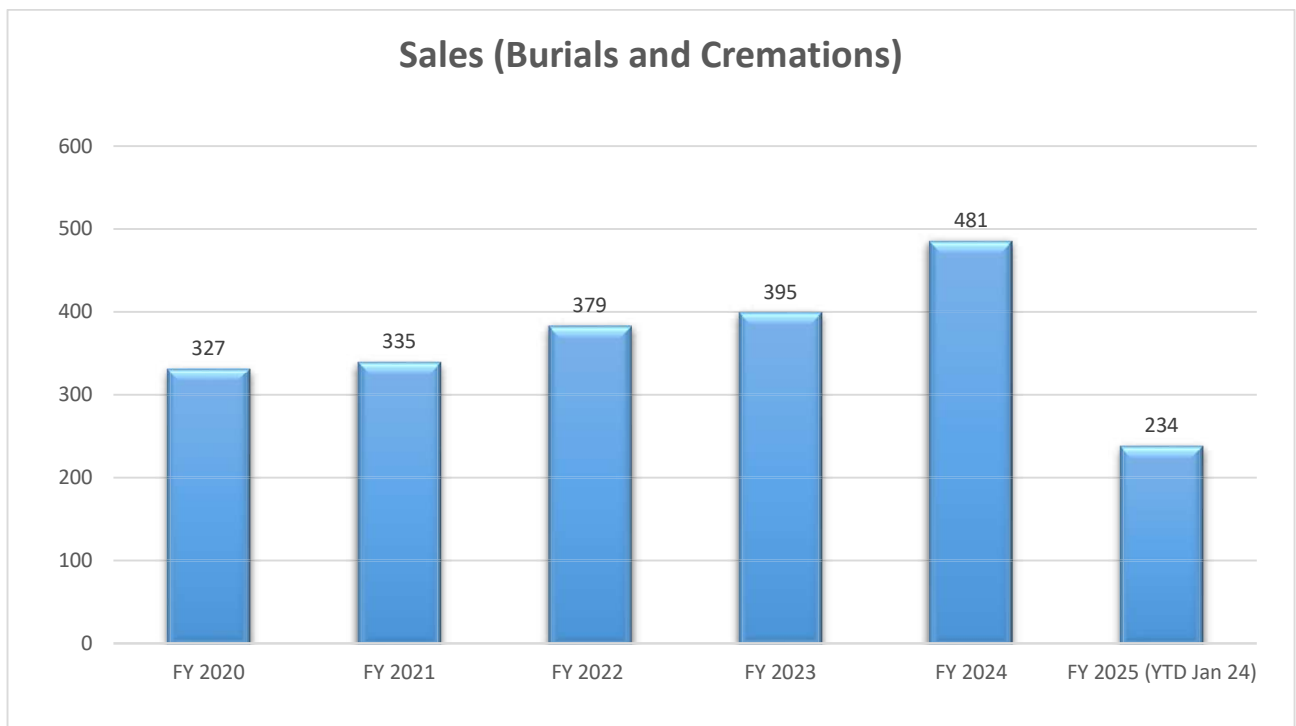
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 234 Interments and cremations, a decrease of 65 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 358.5.



CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Budget Review 1 \$
Land and Buildings	36,013.67	414,166.67	378,153	710,000
Infrastructure (including roads, footpaths, park furniture)	5,298,037.40	14,775,783.17	9,477,745.77	25,329,914
Plant and Machinery	-	-	-	-
Fleet	262,060.22	545,416.67	283,356.45	935,000
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	5,596,111.29	15,735,366.50	10,139,255.21	26,974,914
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	271,045.80	-	(271,045.80)	-
Capital Grants	506,302.41	8,620,909.14	8,114,606.73	14,778,701.39
Transfers from Cash Reserves	-	6,956,999.64	6,956,999.64	11,926,285.61
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	18,449.50	-	(18,449.50)	-
Other Funding				
Special Road Seal Levy	62,166.00	157,457.42	95,291.42	269,927
TOTAL CAPITAL EXPENDITURE	857,963.71	15,735,366.50	14,877,402.79	26,974,914
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.

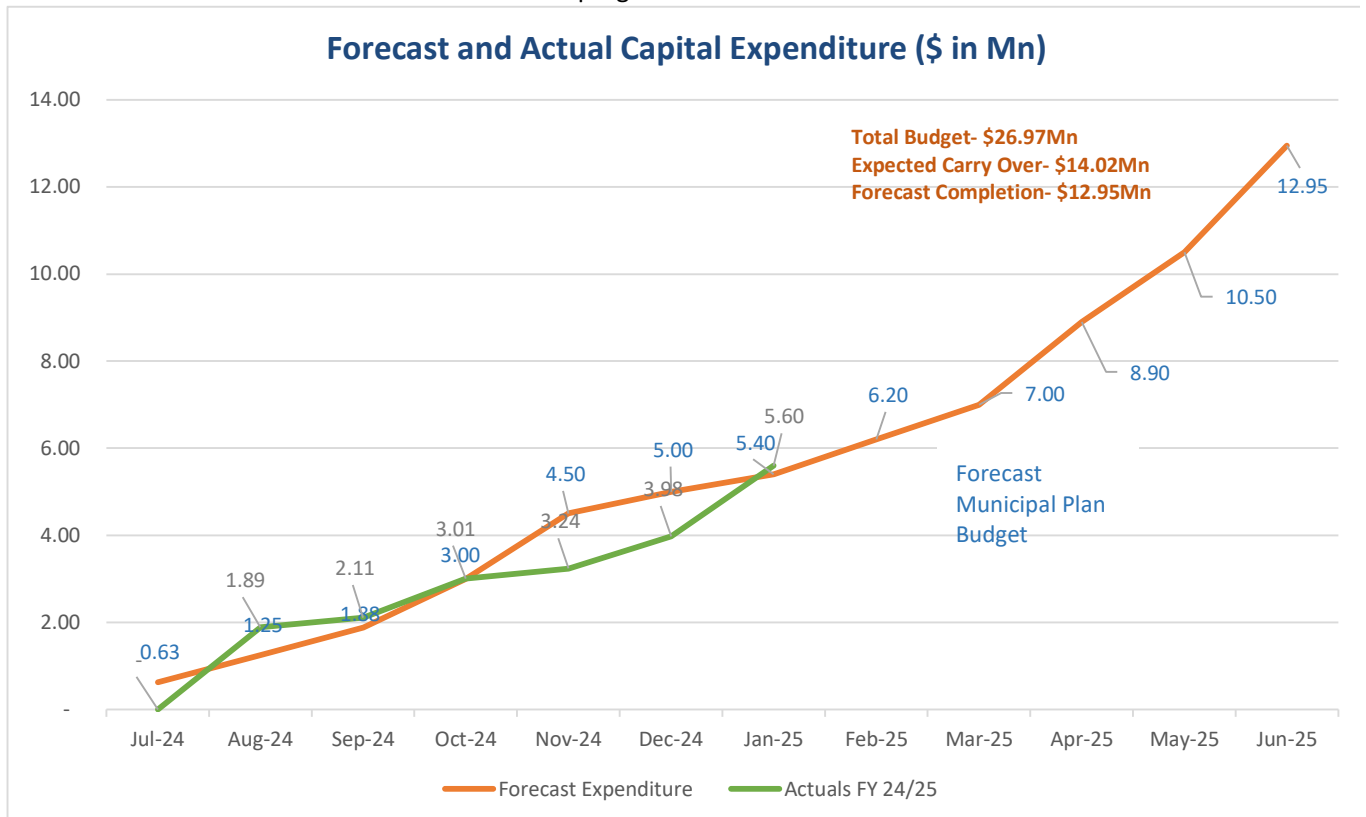


Table 2.2 Monthly Report on Planned Major Capital Works

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, shoulder works in progress
2	Roads	Pavement Renewals – Thorngate Road, Whitewood Road	-	-	1,000,000.00	1,000,000.00	0.00%	Sep 25	Yes		Project Planning	Project report presented in officer reports
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 report presented in officer reports
6	Roads	Road Safety Upgrades – Shoulder widening	11,098.00	11,098.00	300,000.00	288,902.00	3.70%	Sep 25	Yes	Yes	Project Planning	Project awarded and awaiting suitable weather to commence.
7	Roads	Road Safety Upgrades - Intersections	-	-	380,000.00	380,000.00	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	Evaluation Report being presented in officer reports
9	Roads	Road Safety – Intersection upgrades- Pioneer Anglessey	43,428.18	43,428.18	505,129.42	461,701.24	8.60%	Sep 25	Yes	Yes	Project Planning	Design at 90% review. Expected release for Tender in April.
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. Kitchen design in progress and RFQ to market.

	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	14,920.00	14,920.00	530,000.00	515,080.00	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 closed and submissions being assessed
15	Reserves	Freds Pass Reserve	41,222.00	41,222.00	300,000.00	258,778.00	13.74%	Sep 25	Yes	Yes	Project Planning	Designs nearing completion for the water tank and septic system upgrades
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	286,820.09	286,820.09	535,000.00	248,179.91	53.61%	Sep 25	Yes	Yes	Project Delivery	Awaiting tractor. Expected delivery Sep 25.
20		Consultation-Forward Design	36,780.00	36,780.00	300,000.00	263,220.00	0.00%	Jun 25	Yes	Yes	Project Delivery	Future designs for proposed grant funding applications is progressing.
21	Reserve	Freds pass Upgrade	28,700.00	28,700.00	10,000,000.00	10,000,000.00	0.00%	June 26	Yes	Yes	Project Delivery	Project designs in progress.
22	Roads	Blackspot-Girraween Road	-	-	300,000.00	300,000.00	0.00%	Sep-25	Yes	Yes	Project Planning	Project designs 90%
			1,153,104.38	1,153,104.38	18,197,129.42	17,044,025.04						

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 Completi on Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal 2023/24	548,820.98	548,820.98	1,000,000.00	451,179.02	54.88%	Jan 25	Yes	Yes	Project Delivery	Seal Works nearing completion and line marking to follow. Processing invoices.
2	Roads	Pavement Renewal – Thorngate	-	-	553,980.00	553,980.00	0.00%	Oct-25	Yes		Project Planning	Project report presented in officer reports
3	Roads	Gravel Road Sealing – Meade Rd	919,190.36	919,190.36	1,075,000.00	155,809.64	85.51%	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 report presented in officer reports
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	7,385.00	7,385.00	120,000.00	112,615.00	6.15%	Mar-25		Yes	Project Delivery	Work setout and contractor commenced works
9	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	73,819.00	73,819.00	123,010.00	49,191.00	60.01%	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	216,994.68	216,994.68	278,472.00	61,477.32	77.92%	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	718,224.53	718,224.53	971,331.00	253,106.47	73.94%	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
14	Roads	Shared Path Upgrade - LRCI Phase 4	-	-	681,009.50	681,009.50	0.00%	Dec 25	Yes	Yes	Project Planning	Project ready to go to market. Additional funding approval received in resolution and will be updated in BR2.
15	Buildings	WIFI & CCTV upgrades-Litchfield Office	36,013.67	36,013.67	100,000.00	63,986.33	36.01%	Jun 25	Yes	Yes	Project Delivery	
16	Reserves	Mira Square – BBQ shelter	60,103.50	60,103.50	60,000.00	-103.50	100.17%	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 Last shade sails have been repaired.
18	Reserves	Knuckey Lagoon Recreation Reserve	-	-	50,000.00	50,000.00	0.00%	Jun 25	Yes	Yes	Project Planning	Scope finalised and concepts being developed for board review
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	1,246,936.17	1,246,936.17	1,156,579.54	-90,356.63	107.81%	Oct-24			Complete	Carryover amount to be reviewed in BR2
			4,443,006.91	4,443,006.91	8,777,784.93	4,252,135.66						
			5,596,111.29	5,596,111.29	26,974,914.35	21,296,160.70						

No	Indicates that the relevant aspect is not as planned and not on schedule for various reasons
	Indicates that there are external aspects that are impacting the schedule, whether it be weather dependent or reliant on a 3 rd party approval

Notes:

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

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 31 JAN 2024	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	28,836,867.89	
Untied Funds	3,319,646.55	
Accounts Receivable		
Trade Debtors	160,816.47	(2)
Rates & Charges Debtors	4,737,061.04	
Other Current Assets	622,139.18	
TOTAL CURRENT ASSETS	37,676,531.13	
Non-Current Financial Assets	6,253,063.43	
Property, Plant and Equipment	438,262,315.09	
TOTAL NON-CURRENT ASSETS	444,515,378.52	
TOTAL ASSETS	482,191,909.65	
LIABILITIES		
Accounts Payable	1,817,836.09	(3)
ATO & Payroll Liabilities	(107,700.82)	(4)
Current Provisions	672,200.00	
Accruals	1,970,458.39	
Other Current Liabilities	16,977.43	
TOTAL CURRENT LIABILITIES	4,369,771.09	
Non-Current Liabilities		
Non-Current Provisions	213,550.10	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	213,550.10	
TOTAL LIABILITIES	4,583,321.19	
NET ASSETS	477,608,588.46	
EQUITY		
Asset Revaluation reserve	417,942,457.46	
Reserves	27,296,226.98	
Accumulated Surplus	32,369,904.02	
TOTAL EQUITY	477,608,588.46	

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)	9/04/2024	1,000,000.00	5.02%	11/03/2025	336	5,500,000.00	19.07%	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	25.44%	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	13.87%	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+)	20/02/2024	1,000,000.00	5.10%	11/02/2025	343	10,500,000.00	36.41%	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	5.20%	52,091.51
TOTAL INVESTMENTS		28,836,867.89				28,836,867.89	100%	1,053,148.86

% of Total Investment Portfolio	A1 & A1+ (max 100%)	63.59%	A2 (max 60%)	36.41%	100%
Total Investments/ Tied Funds	\$ 28,836,867.89		Total Year to date Investments Earnings		\$834,710.60 ²
General Bank Funds	\$ 3,300,582.61				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 3,301,857.61				
Total all funds	\$ 32,138,725.50				

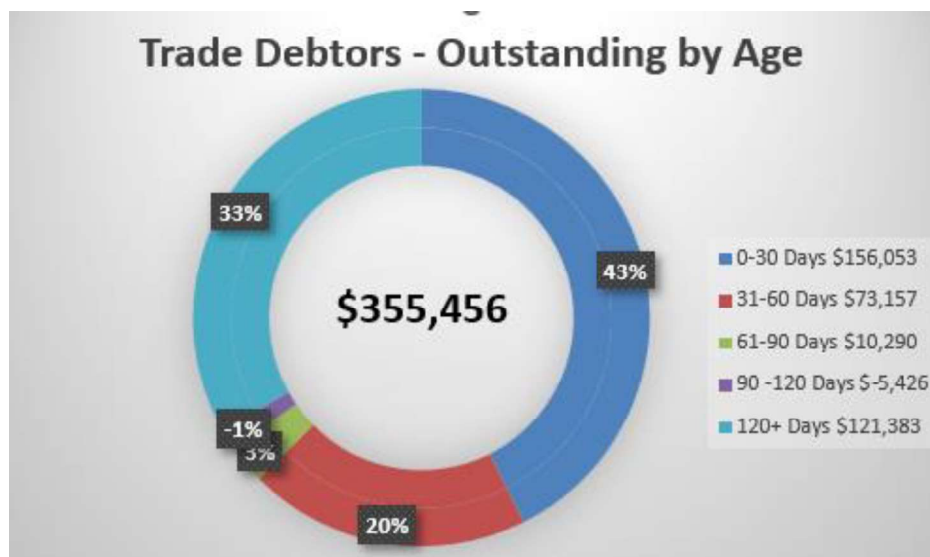
² Due to Accrued Interest posted for month of December-24

Note 2: Statement of Trade Debtors

Total Debtors as of 31 January 2025 is \$355,456; \$121,383 to invoices outstanding over 90 days. \$60,504 the 90+ days debtors relate to the charge of legal fees on regulatory service orders. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has two hundred and Eighty (280) infringements outstanding with a total balance of \$72,746.51 an increase of \$4,850.00 from December. Thirteen (13) Issued, Four (04) Reminder notices produced, Two Hundred and Fifty Four (254) are with the Fines Recovery Unit (FRU), Four (04) Part Payment in Progress, One (01) 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	-	-	-	-	51,979.37	51,979.37
Cemetery	-	57,545.06	6,214.64	(6,074.40)	8,983.10	66,668.40
Waste	-	942.90	-	-	55.38	998.28
Recreation Reserves	-	6,910.89	-	-	(138.07)	6,772.82
Planning	-	238.00	-	-	-	238.00
GST Receivable	156,053.00	-	-	-	-	156,053.00
Infringements	-	7,520.00	4,075.00	648.00	60,503.51	72,746.51
Total	156,053.00	73,156.85	10,289.64	(5,426.40)	121,383.29	355,456.38



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	237,873.03	-	-	-	-	237,873.03
Cemetery	39,249.58	-	-	-	-	39,249.58
Total	277,122.61	-	-	-	-	277,122.61

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)	21,147.00	-	-	-	-	21,147.00
Payroll	134,906.45	-	-	-	-	134,906.45
Total	156,053.45	-	-	-	-	156,053.45

Financial Reserves

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

	2023/24 Actuals \$	2024/25 Net Movement \$	2024/25 Budget Review 1 \$
Externally Restricted			
Developer Contribution Reserve	1,008,353	-	1,008,353
Unexpended Grants / Contributions	-	-	-
Unexpended Capital Works	5,777,735	(5,777,735)	-
Total Externally Restricted Reserves	6,786,088	(5,777,735)	1,008,353
Internally Restricted Reserves			
Asset Reserve	9,200,659	(3,772,071)	5,428,588.00
Waste Management Reserve	6,068,257	(3,165,193)	2,903,064
Thorak Regional Cemetery Reserve	2,756,842	(170,536)	2,586,306
Election Reserve	200,000	-	200,000
Disaster Recovery Reserve	400,000	-	400,000
Strategic Initiatives Reserve	400,000	-	400,000
Cash for Cans Reserve	224,777	(24,000)	200,777
Total Internally Restricted Reserves	19,250,535	-7,131,800	12,118,735
TOTAL RESERVES	26,036,623	(12,909,535)	13,127,088

Outstanding Rates

Prior Years Rates Outstanding³

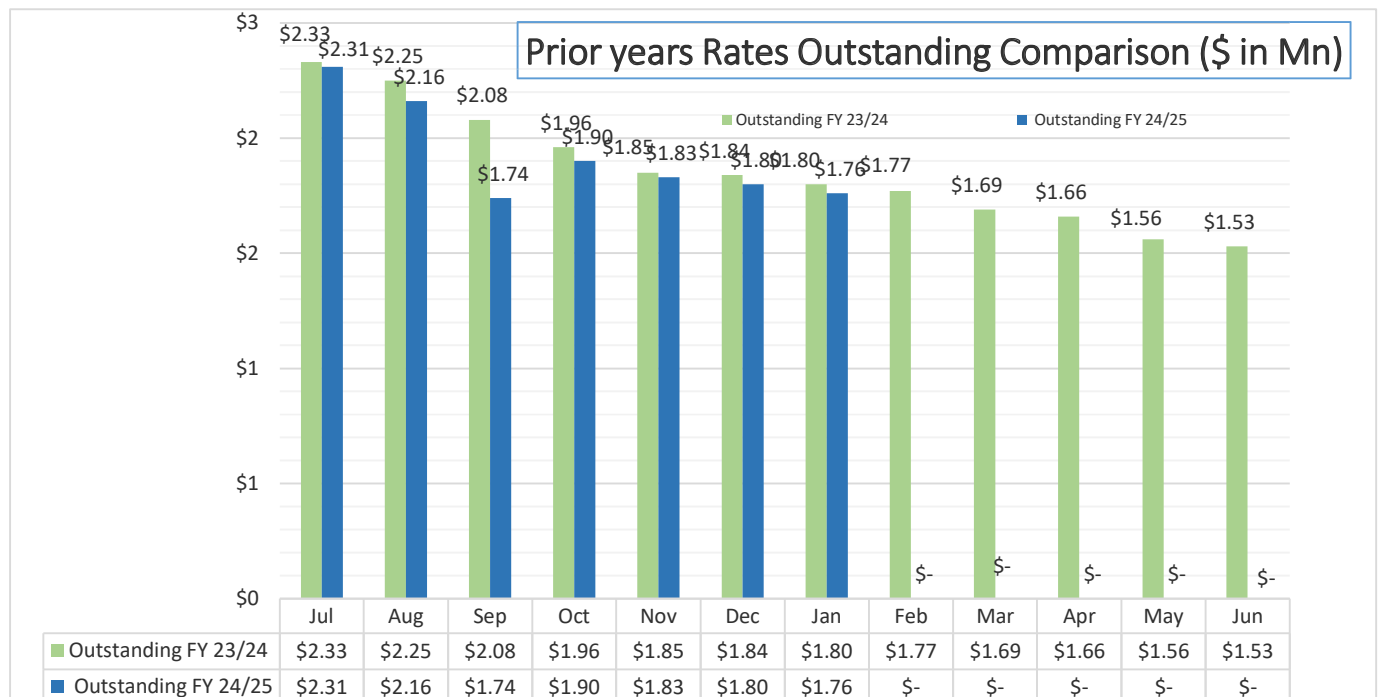
The below table illustrates the split of prior year outstanding rates, currently at \$1.76 million.

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 (December 2024) (\$)	Current Month (January 2025) (\$)
CANCELLED ASSESSMENT		52,295.41	52,739.27
COMMERCIAL	162,616.16	26,799.27	27,341.10
GAS PLANT	-	-	-
MINING	251,049.24	147,657.81	149,241.27
HORTICULTURE AGRICULTURE	41,427.11	33,350.74	34,100.83
NON-RATEABLE GENERAL	20,028.76	20,722.47	20,850.65
NON-RATEABLE WASTE	43,388.18	43,374.53	43,046.84
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,998,920.23	1,314,974.57	1,268,414.68
URBAN RESIDENTIAL	164,433.35	165,809.82	167,862.58
TOTAL	2,681,863.03	1,804,984.62	1,763,597.22
Arrears LESS Legal	2,571,270.04	1,699,221.66	1,660,506.02

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)

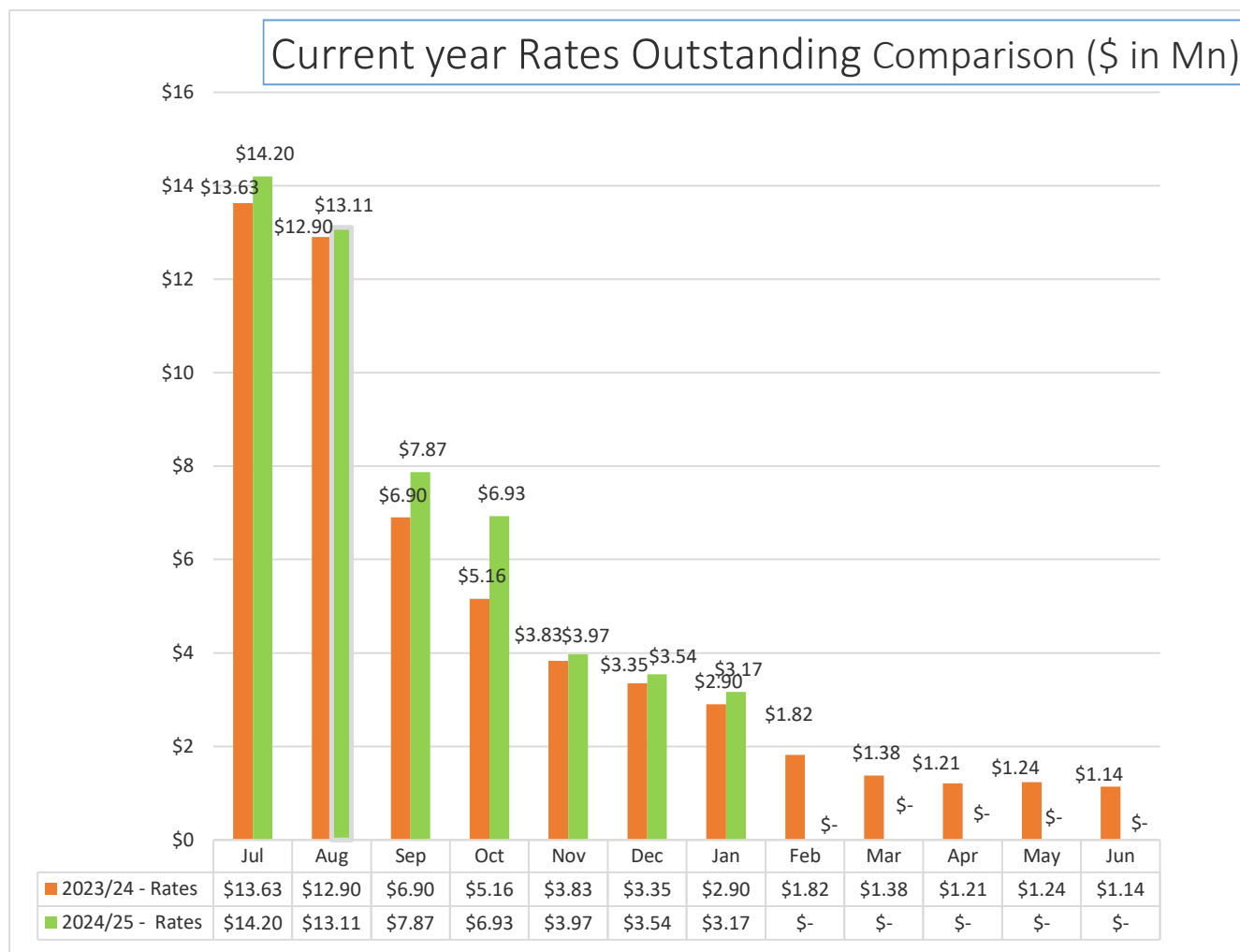
Current Year Rates⁴

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 (December 2024) (\$)	Current Month (January 2025) (\$)	Variance (\$)	Due Dates
Instalment 1	510,118.35	440,482.76	69,635.59	30-Sep-24
Instalment 2	827,909.91	713,161.46	114,748.45	30-Nov-24
Instalment 3	2,202,977.00	2,018,525.28	184,451.72	28-Feb-25
TOTAL	3,541,005.26	3,172,169.50	368,835.76	

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
1617.409-01	F & J BITUMEN SERVICES PTY LTD	Road Reseals - Various Roads, Litchfield Council Municipality	\$818,277.84
1612.60-01	FREDS PASS SPORT & RECREATION	3rd Quarter Operational and R & M Payment	\$247,168.35
1617.280-01	CITY OF DARWIN	Dec 2024 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$73,515.80
1612.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 13 (24/25) - Cycle98 WE 05 Jan 2025	\$66,463.23
1613.874-01	VTG WASTE & RECYCLING	Dec 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations & Jakirra Estate to Shoal Bay Receiving Station	\$59,562.09
1617.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 15 (24/25) - Cycle99	\$58,628.23
1613.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 14 (24/25) - Cycle99	\$50,663.23
1613.794-01	TOP END R.A.C.E.	Nov 2024 - Streetlight Maintenance	\$45,289.90
1612.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Cyc 98 Py 13-8 WE 05 Jan 2025	\$41,153.39
1612.2845-01	ART OUT - DCA RURAL	3rd Quarter Operational and R & M Payment	\$36,628.90
1613.2141-01	DELOS DELTA	Freds Pass Asset Management Plan	\$34,320.00
1617.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 15 2025-13	\$30,846.29
1617.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	Drainage Easements, Driveway Repairs, Tree Removal, Bund Install and General Road Repairs - Various Roads, Litchfield Council Municipality	\$28,182.00
1613.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Cyc 99 Py 14-8 WE 07 Jan 2025	\$27,787.46
1613.2440-01	STANTEC AUSTRALIA PTY LTD	RFQ24-437 - Shoulder Widening, Upgrade Road from Gravel and Intersection Works - Various Locations Litchfield Council Municipality	\$26,499.00
1612.16-01	BERRY SPRINGS RESERVE	3rd Quarter Operational and R & M Payment	\$23,273.53
1616.87-01	TOP END LINEMARKERS PTY LTD	Line Marking - Various Roads, Litchfield Council Municipality	\$21,848.40
1616.577-01	ARJAYS SALE & SERVICE PTY LTD	Freds Pass Road - Barrier Removal and Install Guard Rail	\$21,670.00
1613.2750-01	TMH SERVICES	Driveway Upgrades- Various Locations Litchfield Council Municipality	\$20,735.00
1612.72-01	LIVINGSTONE RECREATION RESERVE INC	3rd Quarter Operational and R & M Payment	\$20,311.50
00413322	RTM REGISTRAR GENERALS OFFICE	Lodgement of 96 Statutory Charges or Unpaid Rates at Land Titles Office	\$19,200.00
1616.799-01	WALGA (WA LOCAL GOV)	Enterprise Agreement Negotiations Consultation	\$16,632.00
1617.849-01	WEX AUSTRALIA (PUMA CARD)	Dec 2024 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$16,064.63
1613.2769-01	JPC CONTRACTING PTY LTD	Drain and Culvert Clean Repairs - Various Locations Litchfield Council Municipality	\$15,125.00
1617.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jan 2025 - ICT Managed Services Contact and SOPHOS Firewall Upgrade	\$14,277.15
1619.1852-01	LG SOLUTIONS PTY LTD	Financial Reporting Templates - Year End 2024/2025 - Litchfield Council and Thorak Cemetery	\$13,667.50

1613.170-01	NTRS (NT RECYCLING SOLUTIONS)	Dec 2024 - Waste Collection - Litchfield Council Office, HDWTS, BSWTS and HSWTS - Transport to Shoal Bay Receiving Station DCC	\$11,444.65
DD290125	WESTPAC CARDS & DIRECT DEBITS	Jan 2025 - Credit Card Purchases Litchfield Council	\$11,088.93
1613.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$10,988.19
1619.2321-01	ARCCOS CONSULTING PTY LTD	Girraween Road - Blackspot Design Delivery	\$10,890.00
1617.1524-01	ESRI AUSTRALIA PTY LTD	ArcGIS Annual Subscription Renewal 2025	\$10,851.50
1613.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$10,281.97
1616.1285-01	KIRBY	Final Refund Defect Liability DP19/0285	\$10,000.00
1619.2641-01	DAMN STRAIGHT FENCING	Repairs to Litchfield Council Office Boundary Fence	\$9,911.00
1617.2815-01	JLM CONTRACTING SERVICES PTY LTD	Repair Drainage - Various Locations- Litchfield Council Municipality	\$9,876.46
1613.260-01	EARL JAMES & ASSOCIATES	Provision of Consultancy Services for FPRR	\$9,495.70
1612.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	3rd Quarter Operational and R & M Payment	\$8,898.12
1613.1068-01	MR D S BARDEN	Dec 2024 - Elected Members Allowance	\$8,893.44
DD020125	WESTPAC CARDS & DIRECT DEBITS	Dec 2024 - Credit Card Purchases Litchfield Council Officers	\$8,569.91
1613.87-01	TOP END LINEMARKERS PTY LTD	Line Marking Various Roads - Various Locations Litchfield Council Municipality	\$8,211.00
1616.2750-01	TMH SERVICES	Drain Repairs - Various Roads, Litchfield Council Municipality	\$7,865.00
1616.78-01	POWER & WATER CORPORATION	Nov - Dec 2024 - Water - Gregg Park, Litchfield Council Office and HPRR	\$7,752.73
1616.3013-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$7,000.00
1619.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jan 2025 -2 HPE Production Server Maintenance	\$6,899.90
1616.1542-01	CAM INTERIORS	Replacement Chairs for Chambers	\$6,512.00
1616.85-01	TELSTRA	Dec 2024 - Thorak & Litchfield Council Internet, Data & Mobiles	\$6,069.89
1619.85-01	TELSTRA	Jan 2025 - Thorak & Litchfield Council Internet, Data & Mobile Plans	\$6,055.49
1619.770-01	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Temporary Staff Placement Litchfield Council	\$6,007.78
1617.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$6,007.78
1619.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$5,264.33
1619.2983-01	FOURIER INFOSEC	Jan 2025 - MSSA - Cyber Security	\$5,105.27
1619.2750-01	TMH SERVICES	Drain Repairs - Various Locations Litchfield Council Municipality	\$5,060.00
1612.356-01	SOUTHPORT PROGRESS ASSOCIATION	3rd Quarter Operational and R & M Payment	\$4,989.60
1614.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Dec 2024 - Grave Preparation Thorak Cemetery	\$4,554.00

1613.3012-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$4,541.00
1617.506-01	TURBO'S TYRES	Replacement Tyres Kubota Tractor CD90VW	\$4,382.40
1617.130-01	MOBILE LOCKSMITHS	Replacement Door Barrell - Reception Door & Padlocks for Light Poles - Various Locations Litchfield Council Municipality	\$4,121.00
1613.2239-01	MR M SIDEY	Dec 2024 - Elected Members Allowance	\$3,981.42
1613.1141-01	NORTHERN GROUND MAINTENANCE	RFQ24-424 Ground Maintenance - HPRR, HDVG, Gregg Park, KLRR	\$3,954.50
1616.1141-01	NORTHERN GROUND MAINTENANCE	Dec 2024 - RFQ24-424 Ground Maintenance - Gregg Park, HPRR, KLRR and Jakirra Estate	\$3,954.50
1613.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	Electrical Compliance Works - KLRR	\$3,868.99
1613.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 05 Jan 2025	\$3,642.34
1612.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 24 Dec 2024	\$3,642.34
1617.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE 19 Jan 2025	\$3,642.34
1619.78-01	POWER & WATER CORPORATION	Nov 2024 - Water for Litchfield Council, HPRR, HDWTS, HSWTS and MWF Water Swipe Cards	\$3,456.67
1617.2024-01	CROSS SOLUTIONS	Detailed Survey - Girraween Road	\$3,415.50
1613.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR, HPRR, MWF and Waste Stations WE: 04 Dec 2024	\$3,390.00
1617.926-01	JACANA ENERGY	Dec 2024 - Electricity HPRR, KLRR, MWF Shed, HSWTS, HSWTS, BSWTS and Litchfield Council Office	\$3,316.67
1619.2711-01	GABBERT DESIGN	Freds Pass Netball Facility Revised Concept Plans	\$3,190.00
1617.462-01	ADVANCED WEIGHING TECHNOLOGY NT PTY LTD	Test & Calibrate HDWTS Weigh Bridge	\$3,102.00
1617.2806-01	QALMOLMI ARTS	Australia Day Arts & Crafts	\$3,047.00
1619.1215-01	RENT EVENT (NT Entertainment Solutions)	Hire & Support for Sound Equipment for Australia Day Event	\$3,018.20
1619.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Jan 2025 - Cleaning Litchfield Council Office and Thorak Cemetery Office and Chapel	\$2,921.15
1619.260-01	EARL JAMES & ASSOCIATES	Additional Survey Works- Brougham Road	\$2,915.00
1616.3014-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$2,904.29
1613.2238-01	MR K R HARLAN	Dec 2024 - Elected Members Allowance	\$2,900.55
1616.1022-01	KPMG	Audit 2024 3rd Instalment	\$2,857.23
1617.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$2,854.52
1617.851-01	OFFICEWORKS	Stationary Replenishment for Planning & Development	\$2,793.74
1613.132-01	AIRPOWER NT PTY LTD	Repairs to Kubota M110GX Tractor	\$2,231.00
1616.2009-01	ADG ENGINEERS (AUST) PTY LTD	Engineering Survey Documentation	\$2,200.00
1613.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Dec 2024 - Security Patrol - HDWTS and Litchfield Council Office	\$1,903.00

1613.2249-01	MS R A WRIGHT	Dec 2024 - Elected Members Allowance	\$1,863.39
1613.2252-01	MRS E SHARP	Dec 2024 - Elected Members Allowance	\$1,863.39
1613.498-01	MR M I G SALTER	Dec 2024 - Elected Members Allowance	\$1,863.39
1613.616-01	PALMERSTON & RURAL PARTY HIRE	Australia Day 2025 - Table and Chair Hire	\$1,770.00
1613.2270-01	TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE 15 Dec 2024	\$1,744.22
1616.896-01	E.E. MUIR & SONS PTY LTD	Cropsure Comrade - MWF	\$1,606.00
1617.1674-01	FRESH START - FOR CLEANING	Cleaning Services HPRR, KLRR, HDWTS & BSWTS WE 06 Dec 2024	\$1,600.00
1619.130-01	MOBILE LOCKSMITHS	Replacement - Padlocks & Keys for HDWTS and Multiple Light Poles Litchfield Council Municipality	\$1,584.00
1613.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair Steering Hydraulic Cylinder MWF Tractor	\$1,554.94
1618.926-01	JACANA ENERGY	Dec 2024 - Electricity for Thorak Cemetery	\$1,531.75
1617.189-01	HD PUMPS & HUMPTY DOO HARDWARE	Emergency Maintenance BSR - Pump Failure/Repairs	\$1,461.65
1613.2861-01	HCS CONSTRUCTIONS NT PTY LTD	RFQ24-458 BBQ Shelter at Mira Square	\$1,452.00
1616.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Workwear for Waste Station Staff	\$1,415.00
1615.2089-01	ELGAS LTD	Gas Delivery for Thorak Cemetery Cremator	\$1,399.84
1613.3011-01	KOWALIK MECHANICAL & FABRICATION	Machine Bushes and Wheel Spacers for Mowers	\$1,355.75
1613.1253-01	CRAIG BURG DORF	HSWTS: Replace RH Leg Pad and Grill	\$1,346.64
1613.708-01	PARADISE LANDSCAPING	Tree Maintenance - Various Locations Litchfield Council Municipality	\$1,342.00
1617.815-01	JEFFRESS ADVERTISING	Advertising for Budget Review 1 2024/2025	\$1,317.86
1619.3020-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,300.00
1617.1471-01	RICOH AUSTRALIA PTY LTD	Dec 2024 - Corporate Photocopier & Consumables for all Litchfield Council Sites	\$1,248.24
1613.1107-01	MCARTHUR (VIC) PTY LTD	Professional Services Associated with Organisational Review	\$1,100.00
1617.1396-01	CSE CROSSCOM	Nov 2024 - Nov 2025 Annual Tracking Software Subscription	\$1,100.00
1613.752-01	TOTALLY WORKWEAR PALMERSTON	PPE Waste Station Employee	\$1,045.00
1614.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$1,040.00
1618.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$1,040.00
1613.2049-01	AJ SECURITY DARWIN	Dec 2024 - HPRR Security, Open & Close	\$1,004.85
1614.2049-01	AJ SECURITY DARWIN	Dec 2024 - Open & Lock up Cemetery Gates	\$1,004.85
1620.2945-01	JOHNS REPURPOSED WOOD	Refurbishment of Chapel Pews	\$980.00

1616.1431-01	TRANSFORM ELECTRICAL	Replacement Lighting Litchfield Council	\$978.00
1620.2089-01	ELGAS LTD	Gas Delivery for Thorak Cemetery WE: 15 Jan 2025	\$958.29
1614.941-01	EVERLON BRONZE	Memorial sales NT-TRC-B240829A-4a Thorak Cemetery	\$950.40
1616.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$942.83
1619.1211-01	LITCHFIELD COUNCIL RATE PAYER	Jan 2025 - Pound Maintenance	\$900.00
1613.1316-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$900.00
1616.1428-01	HANNA'S COOLING PTY LTD	HPRR Howard Hall Airconditioning Service	\$880.00
1613.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$865.00
1613.1381-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$779.93
1613.1564-01	FOURIER TECHNOLOGIES PTY LTD	Four Eaton 3S 600VA / 360W Standby Power Banks	\$727.10
1619.1181-01	ODD JOB BOB	Regulatory Office & Pound Repair Works, Parts and Labour	\$710.60
1613.2372-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$700.00
1616.132-01	AIRPOWER NT PTY LTD	Replacement Jockey Wheels and Discharge Covers	\$641.01
1616.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employees	\$629.20
1617.874-01	VTG WASTE & RECYCLING	Jan 2025 - HDWTS - Transport General Waste	\$605.00
1618.2316-01	KYAM ELECTRICAL PTY LTD	Power Outage - Call Out & Diagnostic / Repairs at Thorak Cemetery	\$583.00
1619.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jan 2025 - Litchfield Council Archive Storage Fees	\$533.96
1617.2982-01	SAVE A PAW NT	Dec 2024 - Impounded and Surrendered Dogs	\$525.00
1616.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$512.82
1619.2375-01	NTIT (NT-IT PTY LTD)	Wireless Headsets for Litchfield Council Employees	\$508.20
1617.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employees	\$506.00
1617.708-01	PARADISE LANDSCAPING	Tree Plantation Greg Park	\$506.00
1619.926-01	JACANA ENERGY	Dec 2024 - Electricity Charges for BSWTS and HSWTS	\$502.71
1616.2270-01	TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE: 22 Dec 2024	\$493.34
DD030125	WESTPAC CARDS & DIRECT DEBITS	Dec 2024 - Credit Card Purchases Thorak Cemetery Officers	\$488.76
1619.3016-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Hall Bond after Venue Hire	\$483.00
1613.2063-01	QUALITY INDOOR PLANTS HIRE	Dec 2024 - Plant Hire/Maintenance Taminmin Library	\$477.20
1613.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Dec 2025 - Garden Maintenance Humpty Doo Community Garden	\$460.00

1616.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$457.75
1614.1133-01	NT WATER FILTERS	Water Filter Replacements Thorak Cemetery	\$454.00
1613.2795-01	MALA-NGOOR ENTERPRISES PTY LTD	Replacement Signage - Various Locations Litchfield Council Municipality	\$450.45
1617.2802-01	TAMRA LEE CREATIONS	Jan 2025 Taminmin Library - School Holiday Program - Painting Works	\$450.00
1619.187-01	NORSIGN	Replacement Signage - Water Depth Markers	\$449.90
1613.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Qtr 4 Apr-Jun 24 Administration and Enforcement of Fines-Fees Incurred	\$374.00
1617.36-01	BRIDGE TOYOTA	Service of Vehicle CF70ZJ	\$355.01
1613.189-01	HD PUMPS & HUMPTY DOO HARDWARE	Repairs of Septic Pump at HDVG	\$334.00
1617.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	First Aid Training - Litchfield Council Staff	\$318.04
1614.874-01	VTG WASTE & RECYCLING	Dec 2024 - Waste Collection Thorak Cemetery	\$316.25
1619.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employees	\$314.60
1612.3009-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$309.43
1617.3017-01	LITCHFIELD COUNCIL RESIDENT	Youth Grant - NT Representative - Tennis Circuit WA	\$300.00
1617.3015-01	BERRY CREEK PACKING COMPANY	Refund of Planning Permit Paid Twice by BPAY and Credit Card	\$285.00
1613.1211-01	LITCHFIELD COUNCIL RESIDENT	Dec 2024 - Pound Maintenance	\$280.00
1619.1674-01	FRESH START - FOR CLEANING	Cleaning Services Berry Springs WTS & MWF Shed	\$270.00
1616.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check - New Litchfield Council Employees	\$264.00
1613.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD	Launder of Linen from Chambers	\$239.60
1615.1181-01	ODD JOB BOB	Labour / Materials to Re-install Signage for Bathrooms	\$218.35
1613.25-01	LAND TITLES OFFICE	Rates 2024/25 - ILIS Title Searches	\$201.00
1616.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Australia Day Corflute	\$200.20
1619.2930-01	GIRRAWEE VETINARY HOSPITAL	Redemption of Desexing Vouchers	\$200.00
1613.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$200.00
1617.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Boots for Litchfield Council Employee	\$200.00
1614.676-01	FINAL TOUCH AUSTRALIA	Memorial Urns and Necklaces - Thorak Customers	\$193.90
1614.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Thorak Cemetery Chapel Trolley Service	\$177.28
1616.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Jan 2025- ASSA Monthly Membership	\$165.00

1613.2366-01	LITCHFIELD COUNCIL EMPLOYEE	PPE- Reimbursement	\$161.00
DD300125	WESTPAC CARDS & DIRECT DEBITS	Dec 2024 - Credit Card Purchases Thorak Cemetery	\$154.91
1614.2063-01	QUALITY INDOOR PLANTS HIRE	Dec 2024 - Plant Hire / Maintenance Thorak Cemetery	\$132.05
1617.940-01	ABG PTY LTD	Rego Inspections for MWF Machine	\$132.00
1618.1133-01	NT WATER FILTERS	Water Filter Replacements - Thorak Cemetery	\$131.00
1613.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 20 Dec 2024	\$127.90
1619.663-01	ACCESS HARDWARE (NT) PTY LTD	Replacement Fobs for all Reserve Hire Facilities	\$126.29
1616.1471-01	RICOH AUSTRALIA PTY LTD	Dec 2024 - Cemetery Photocopier& Consumables	\$123.06
1619.506-01	TURBO'S TYRES	Tyre Puncture Repairs for Tractors	\$121.00
1617.515-01	JC ELECTRONIC SECURITY PTY LTD	Inspect & Repair Cameras at HSWTS	\$121.00
1617.78-01	POWER & WATER CORPORATION	Jan 2025 - HDWTS - Bottled Water Supply	\$120.07
1617.616-01	PALMERSTON & RURAL PARTY HIRE	Australia Day Industrial Fan Hire	\$120.00
1613.443-01	TERRITORY UNIFORMS	Litchfield Council Logo Polo Shirts	\$119.27
1619.2434-01	BELLS PURE ICE	Delivery Bagged Ice to Humpty Doo Workshop for MWF Crews	\$115.50
1619.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$109.02
1617.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$104.51
1619.616-01	PALMERSTON & RURAL PARTY HIRE	Australia Day 2025- Table Cleaning Fee	\$75.00
1617.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Water Supply WE 16 Jan 2025	\$75.00
1616.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response Southern Cross Protection	\$71.50
1615.708-01	PARADISE LANDSCAPING	Delivery of Lagerstroemia -Thorak Cemetery Gardens	\$64.35
1619.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 17 Jan 2025	\$63.95
1616.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 03 Jan 2025	\$63.95
1617.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 10 Jan 2025	\$63.95
1615.506-01	TURBO'S TYRES	Replacement Tyres/Fitting/Disposal	\$55.00
1614.3010-01	PLANTS DIRECT NT (METTAM NORTH PTY LTD)	Initiator Tablets	\$42.00
1620.1566-01	WINC AUSTRALIA PTY LTD	Stationery Replenishment for Thorak Cemetery	\$36.88
		TOTAL	\$2,232,772.44

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

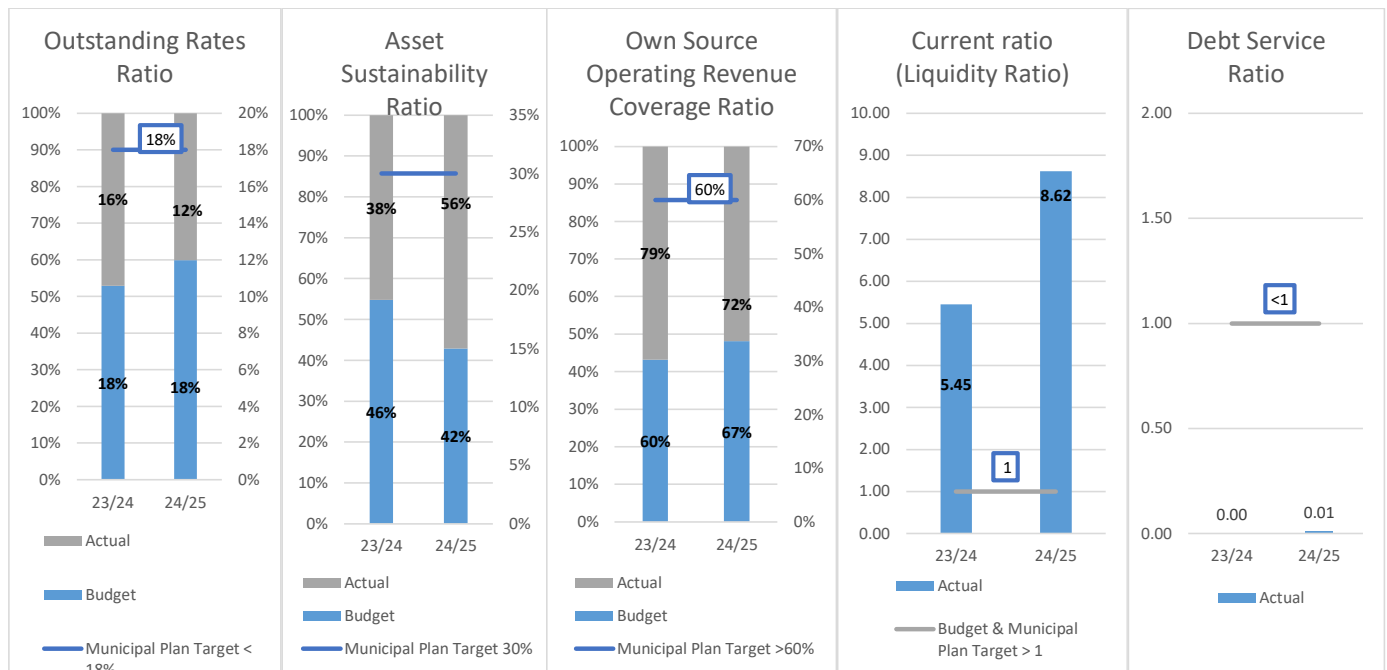
Cardholder Name:	Stephen Hoyne		
Transaction Date	Amount \$	Supplier's Name	Details
06/01/2025	16.00	News Limited	Monthly Subscription Fee
08/01/2025	57.90	Caltex Coolalinga	AD Blue for vehicle
09/01/2025	405.00	Hidden Valley Ford	15,000Km Service
20/01/2025	15.00	NT Independent	Monthly Subscription Fee
22/01/2025	6.00	Westpac	Credit Card Fee
Total	499.90		

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

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

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of January is 56% 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 12% 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: 31.01.2025

That, to the best of the CEO's knowledge, information, and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed:



Date Signed: 13/02/2025



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – January 2025
Author:	Ankit Pansal, Corporate Services Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	18/02/2025
Attachments:	A: People, Performance and Governance Report – January 2025

Executive Summary

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

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

Recommendation

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

Background

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Health & Safety

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

Service Delivery

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

Community Engagement

Not Applicable.

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

January 2025

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

External Appointments

Position	Department	Start date	Permanent/Temporary
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Accountant	Corporate & Community	06 January 2025	Permanent
Senior Ranger Officer	Corporate & Community	02 January 2025	Permanent
Ranger Officer	Corporate & Community	02 January 2025	Permanent
Plant Operators	Infrastructure & Operations	06 January 2025	Permanent

Employment Separation Permanent

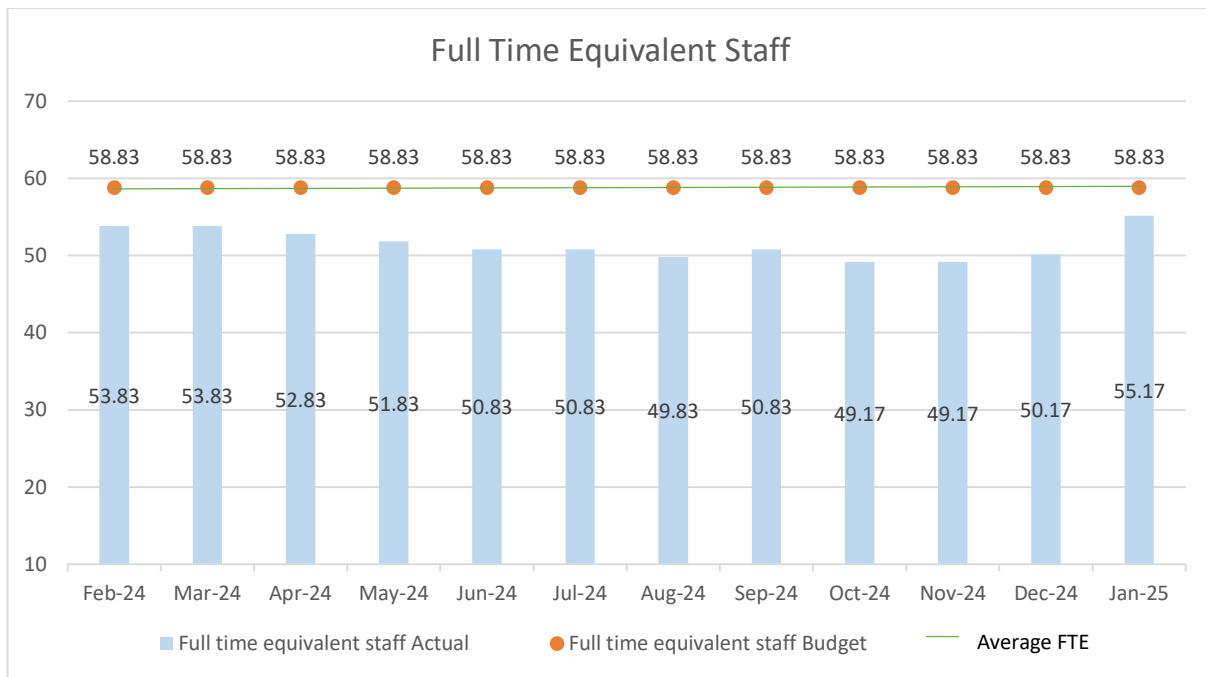
Position	Department	End date	Permanent/Temporary
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NA

	Approved	Actual	Difference
Full Time Equivalent	45.00	42.00	-3
Part-time	5.18	4.52	-0.66
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	55.17	-3.66

Recruitment Overview:

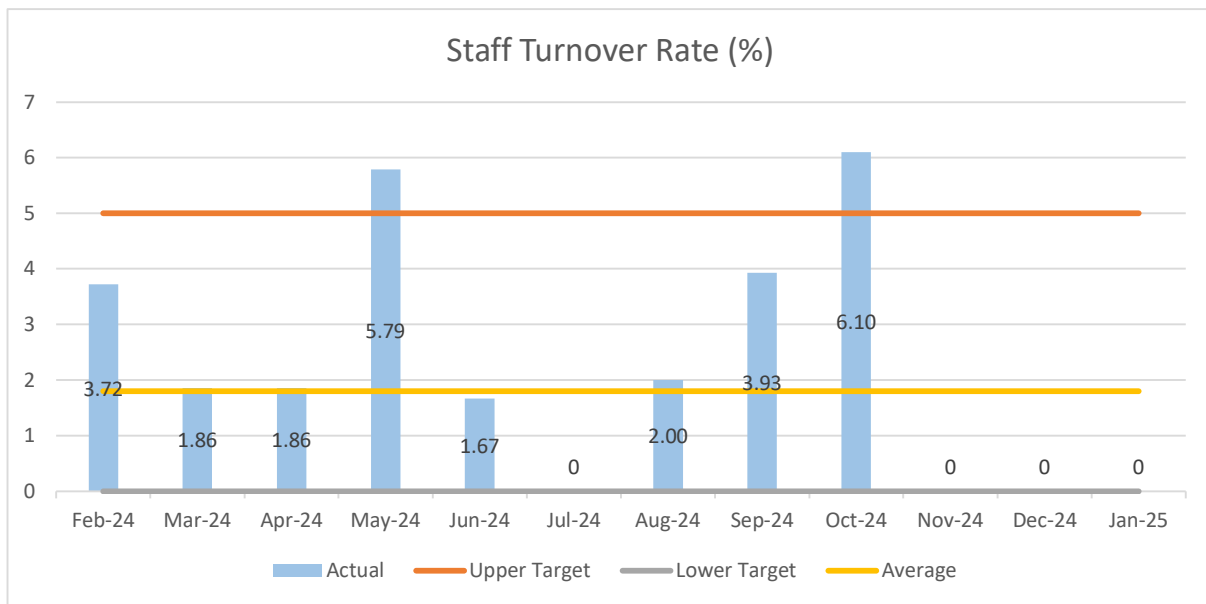
Role	In Progress	Completed
Project Officer	✓	
Executive Assistants	✓	
Technical Officer	✓	



Turnover Rate:

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

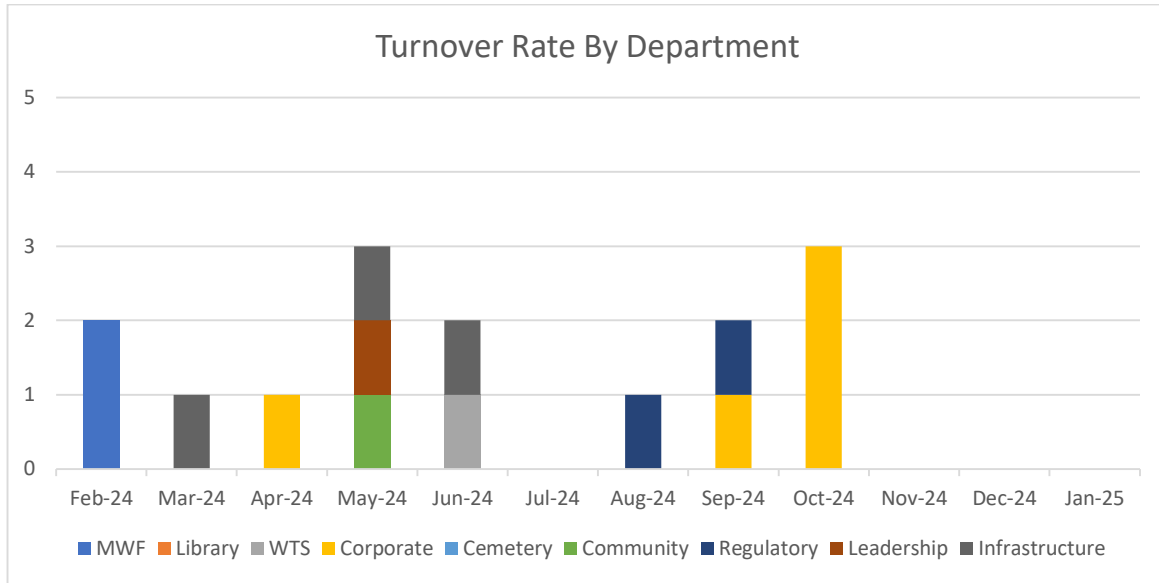
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Average
3.72%	1.86%	1.86%	5.79%	1.96%	0%	2.00%	3.93%	6.10%	0%	0%	0%	2.24%
2	1	1	3	1	0	1	2	3	0	0	0	1.17

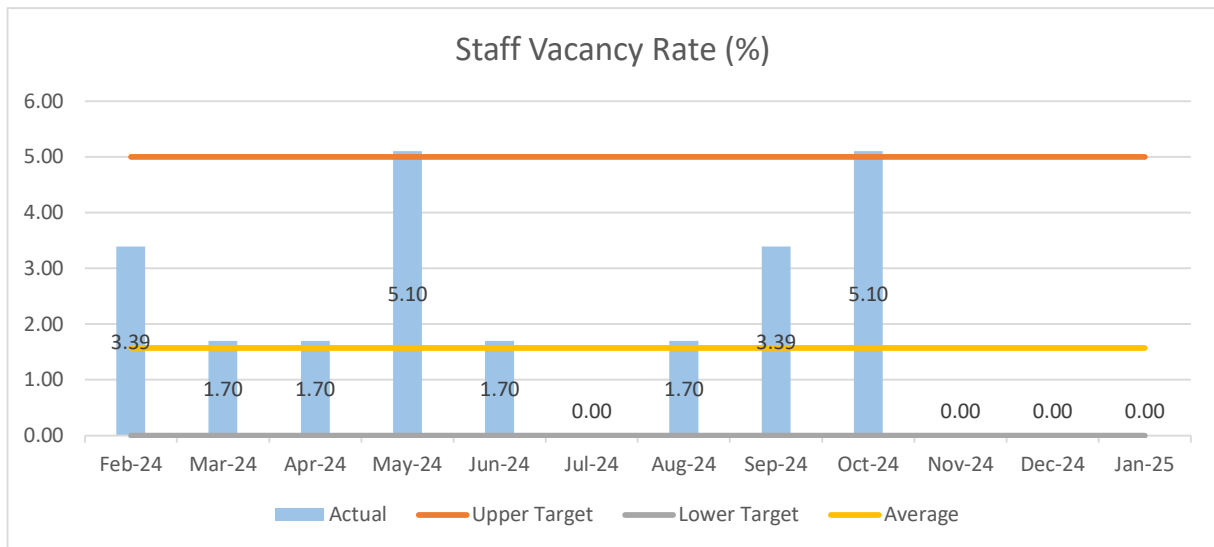
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

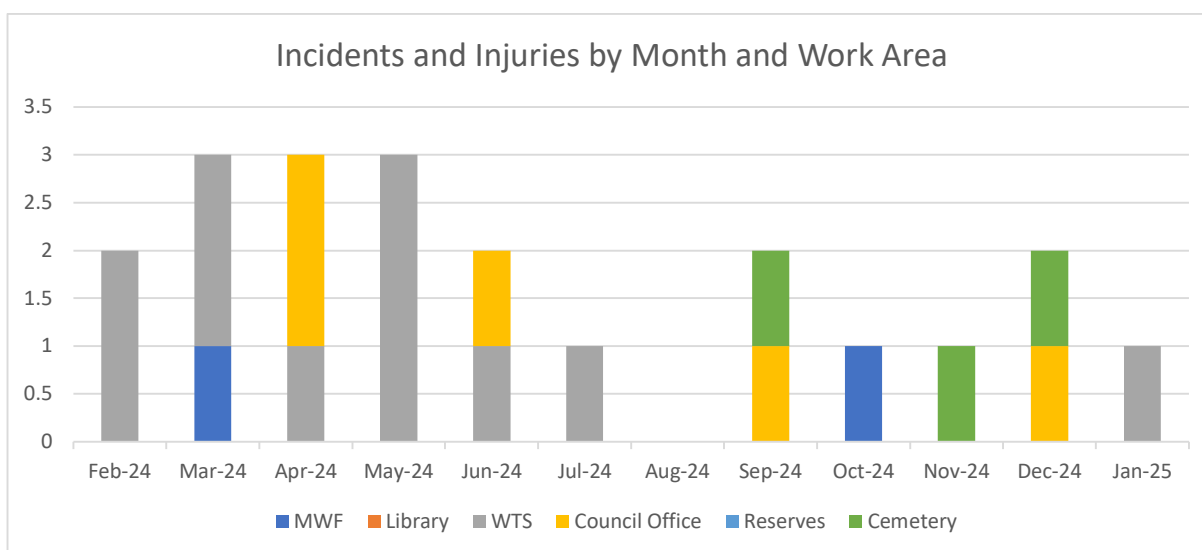
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Average
3.39%	1.70%	1.70%	5.10%	1.70	0.00%	1.70%	3.39%	5.10%	0.00 %	0.00 %	0.00 %	1.98%

Target: Between 0% to 5%

Workplace Health and Safety:



There was one workplace health and safety incident recorded in January 2025:

1. Resident was injured following a fall at the Waste Transfer Station

Governance

The *Local Government Act 2019* (Act) commenced on 1 January 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 11/02/2025)	11/02/2025
GOV17 Public Question Item (Incorrect Review Date 17/02/2025)	17/02/2025
FIN15 Purchasing Card Policy - Council Members and CEO	17/03/2025
COM01 Youth	18/03/2025
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 – January 2025
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	18/02/2025
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 January 2025.

Background

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

Media and Communications

Facebook Reach

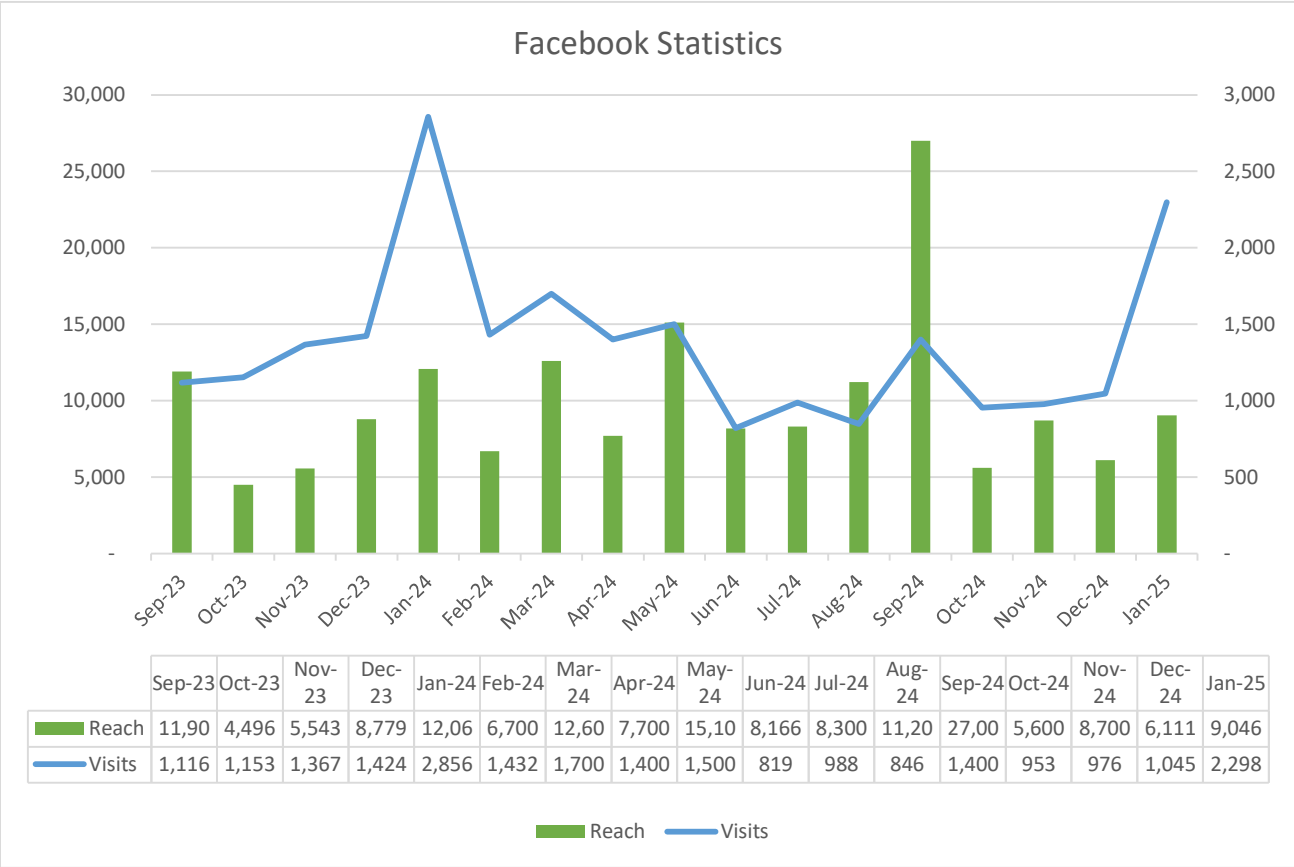
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

Facebook Visits

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

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

There were 31 new Facebook follows (page 'likes') for the reporting period.



Website Users

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

Website New Users

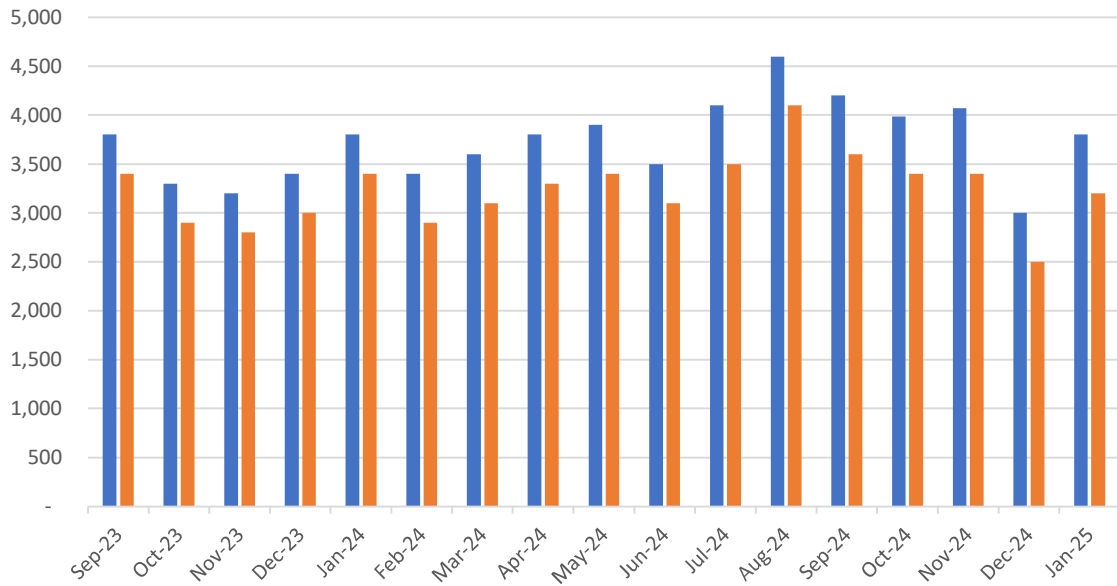
The number of first-time users during the selected date range.

Page Views

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

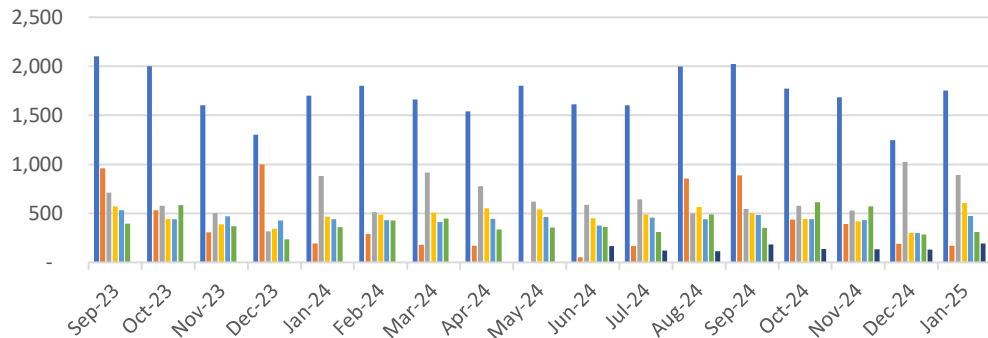
The spike in *Visits* and *Reach* for the Facebook statistics in January are attributed to the ads published for the Australia Day event. Meanwhile, the Website statistics remain fairly steady, with a slight increase in the *Welcome to Litchfield*, *Search* and *Contact Us* pages for January.

Users



	Sep-23	Oct-23	Nov-23	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	Jan-25
Users	3,80	3,30	3,20	3,40	3,80	3,40	3,60	3,80	3,90	3,50	4,10	4,60	4,20	3,98	4,07	3,00	3,80
New User	3,40	2,90	2,80	3,00	3,40	2,90	3,10	3,30	3,40	3,10	3,50	4,10	3,60	3,40	3,40	2,50	3,20

Page Views



	Sep-23	Oct-23	Nov-23	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	Jan-25
Welcome to Litchfield	2,10	2,00	1,60	1,30	1,70	1,80	1,65	1,54	1,80	1,61	1,60	1,99	2,02	1,77	1,68	1,24	1,75
Pay Online	959	533	308	1,00	193	291	182	172		52	166	857	887	438	394	192	173
Waste Transfer Stations	711	577	503	315	881	512	916	776	621	590	644	499	546	579	531	1,02	894
Search	572	446	390	343	466	487	506	552	543	451	492	566	502	446	418	302	607
Contact Us	535	443	471	431	442	432	410	446	464	377	456	443	485	441	434	302	474
Current Vacancies	397	587	369	237	360	430	448	339	357	362	311	492	354	614	571	286	309
Library										170	123	113	185	138	134	132	193

Recreation Reserves

Meeting	Purpose
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 concept is being finalised and proposed to take to the committee for comment in March/April.
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

In the community space, the month of January was a frenzy of preparations for the Council's event of the year. The Litchfield Council 2025 Australia Day Celebration at the Freds Pass Market Shed was a great success, bringing together an estimated 350 attendees who came together to reflect on our history, respect our diverse community, and celebrate the achievements of our residents. The event opened with a Welcome to Country from both the Larrakia and Limilngan-Wulna people, reflecting Litchfield's unique position between these two nations. The highlight of the day was the Citizenship Ceremony, where 19 new Australians were warmly welcomed into the community from various countries, bringing with them history and culture that will enrich our community. In the spirit of Reflect, Respect, Celebrate, the Community Awards honoured the contributions of outstanding residents, recognising the Citizen of the Year, Young Citizen of the Year, Community Event of the Year, as well as the Student Citizen and Volunteer Acknowledgement nominees and recipients and their outstanding efforts in making Litchfield a vibrant and connected place to live. The festivities continued with live music, family entertainment, and Aboriginal craft activities, creating a meaningful and inclusive celebration.

In the youth space, the library continues to embody a thriving hub of engagement, with a significant increase in attendance for the month compared to last year. The school holiday program proved to be popular with sold-out events, extensive waitlists, and a diverse range of activities which highlighted the demand for creative and educational programming. We acknowledge the industrious Library staff for their dedication and innovation in sourcing supplies and workshops despite a limited budget. The school holiday program was thoroughly enjoyed and had a remarkable turnout, featuring a mix of self-directed and structured activities that encouraged creativity while promoting STEM learning. Volunteers also enhanced the program, with Jimmy Bamble hosting a

free painting workshop supported by a suicide prevention grant, and the Top End Gem and Mineral Club introducing young participants to a new craft.

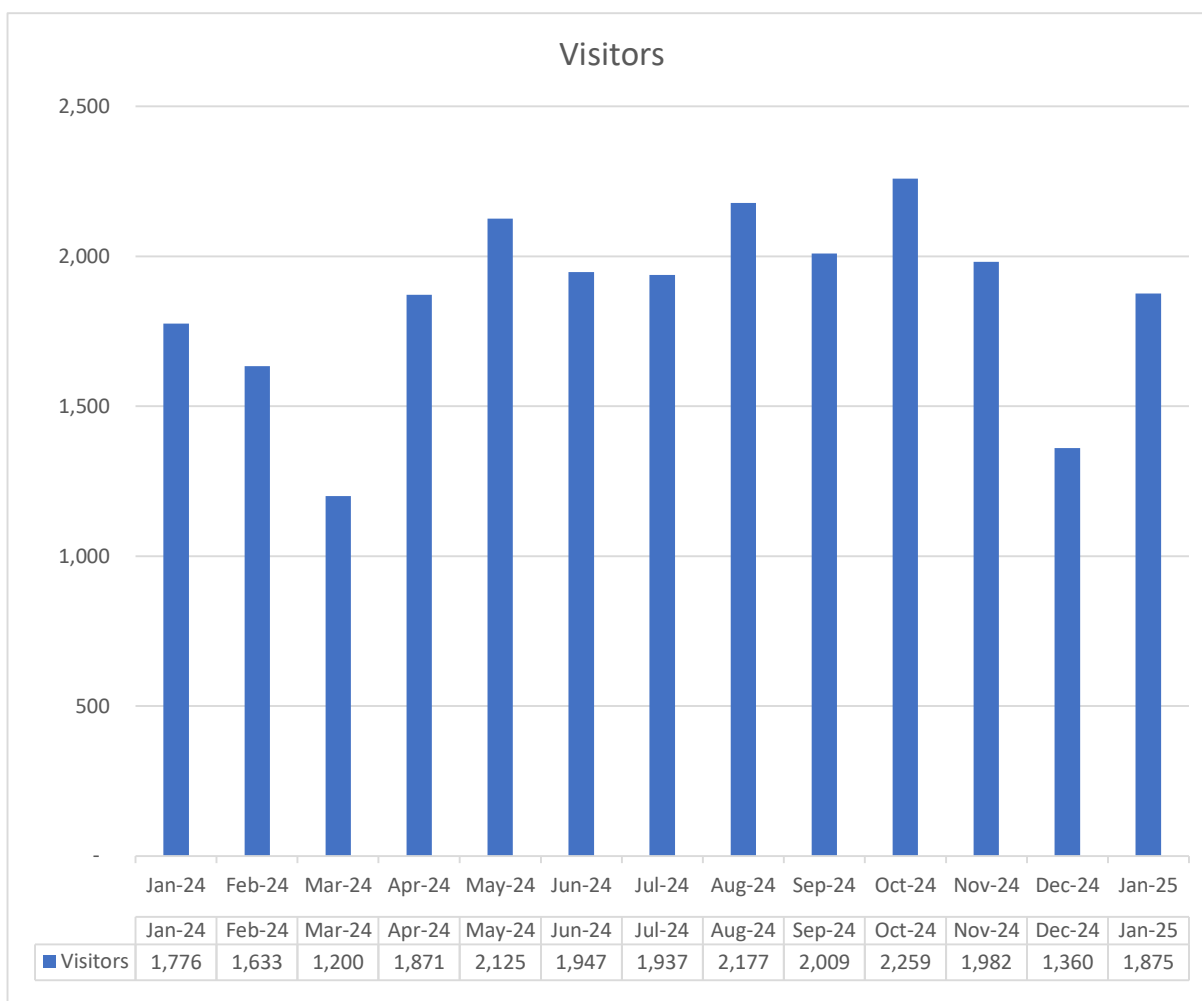
Additionally, the new year saw the return of digital literacy sessions, delivered by the Regional Tech Hub and NBN Australia, to help older residents build confidence in navigating the digital world. These sessions continue to be a valuable resource in bridging the digital divide and ensuring our community remains connected and informed. Through these initiatives, the Litchfield community is fostering a sense of belonging, lifelong learning, and meaningful engagement for residents of all ages.

Taminmin Community Library

Visitors to the Library

The library had 1,875 visitors in January 2025 and was open for 165 hours. The previous month of December 2024 compared at 1,360 visitors and was open for 140 hours.

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

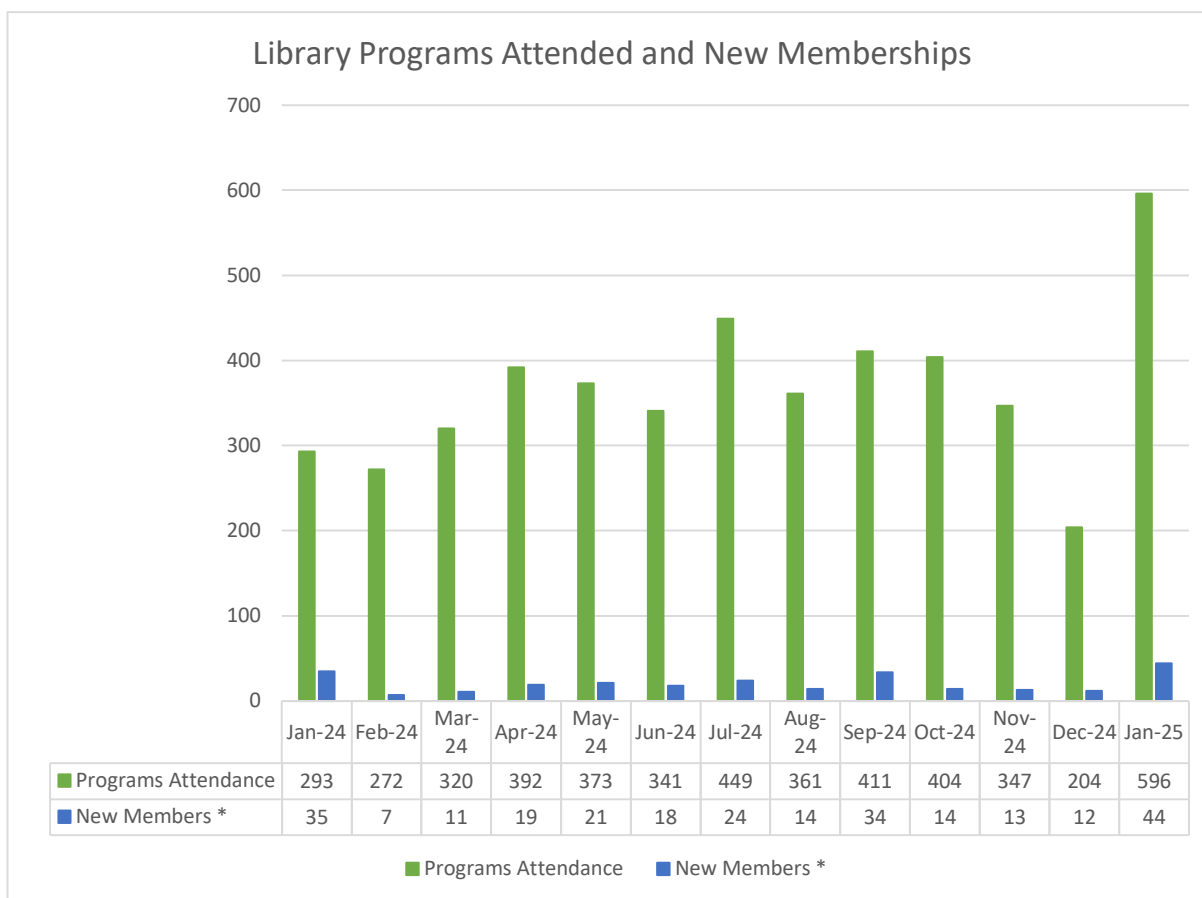


Library Programs and Memberships

A total of **24 activities** were delivered in **January 2025**, with a total attendance of **596 participants**. Only beaten in June & July 2022, when several school holiday activity performances were held offsite in reserves with >300 in attendance. Five hundred and ninety-six attending our community library is a fantastic outcome for the council. In the same month last year, the library had 293 attendees across 18 activities. The introduction of “Anytime Activities” has encouraged library visits at times other than attending scheduled school holiday program sessions (limited spaces). As a valuable form of *passive programming**, additional staffing and facilitation are not required whilst still addressing community needs.

**Passive programming: self-directed activities or exhibits that users interact with at their own time and pace. It presents a way we can shift trends in library outreach and work culture (Freudenberger, 2019) as library workers whilst meaningfully engaging patrons and respecting our own workforce capacity in libraries.*

The library team signed up an incredible record of **43 new library members** in January 2025. This is compared to 35 new members in January 2024, and both represent Library Staff actively recruiting during holiday periods. For example, 29 of January’s new members are primary school-aged to join the “Funky Chicken Reading Club”. These memberships contribute strongly towards Council’s 2024-25 KPI of “Lifelong Learning/Engagement”, encouraging future literacy and a love of learning for residents of Litchfield Municipality.



Library Projects

Develop and implement a new community program initiative in conjunction with Dementia Australia, commencing in February 2024 as a monthly session.

Regular marketing of targeted new book purchases and electronic items (via BorrowBox), such as posters inside the library, pop-up displays and social media (templates created for easy updates).

Clear out to storage/clean-up of back storage room for ease of purpose and safe access.

Grants Overview

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

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

Library Service Disruptions

06/01/2025 – Air con out until 10:30am

09/01/2025 – Evacuation for fire alarm - Brief 10 min closure

14/01/2025 – Air con out until 1:00pm

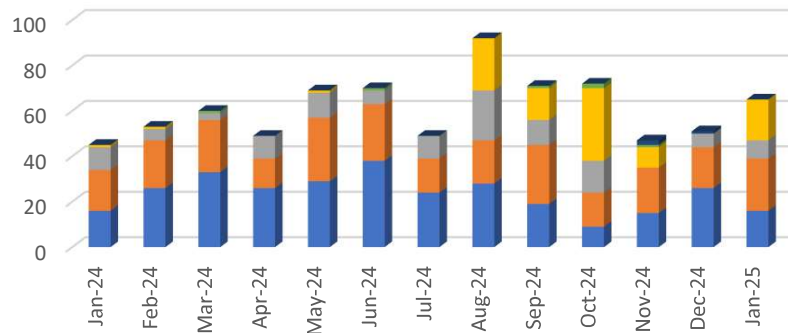
Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in January 2025 was 65, 12 more than for December 2024 (53), and 20 more than for the same time last year (45).

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 January 24 - January 25



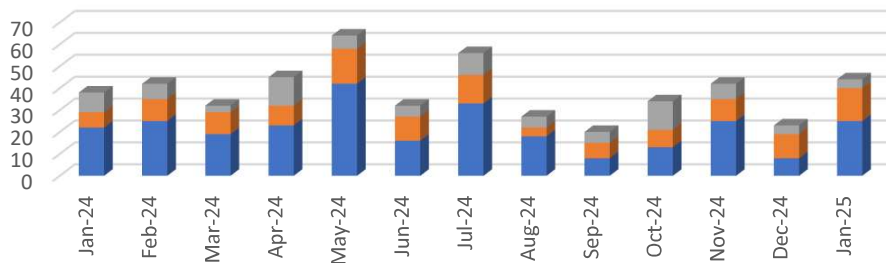
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Registered Breeder	0	0	0	0	0	0	0	0	0	0	2	1	0
Working/Assistance	0	0	1	0	0	1	0	0	1	2	1	0	0
Declared Dangerous	0	0	0	0	0	0	0	0	0	0	0	0	0
Free - Pup < 6 mths/Rescue	1	1	0	0	1	0	0	23	14	32	9	0	18
Desexed Lifetime	10	5	3	10	11	6	10	22	11	14	0	6	8
Desexed Annual	18	21	23	13	28	25	15	19	26	15	20	18	23
Entire Annual	16	26	33	26	29	38	24	28	19	9	15	26	16

Dogs 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 44 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (25, 15 and four respectively), 6.8 above the average over the preceding 12 months. January's total was 21 more than for December, and six more 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 January 24 - January 25



	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Lost	9	7	3	13	6	5	10	5	5	13	7	4	4
Pick Up	7	10	10	9	16	11	13	4	7	8	10	11	15
At Large	22	25	19	23	42	16	33	18	8	13	25	8	25

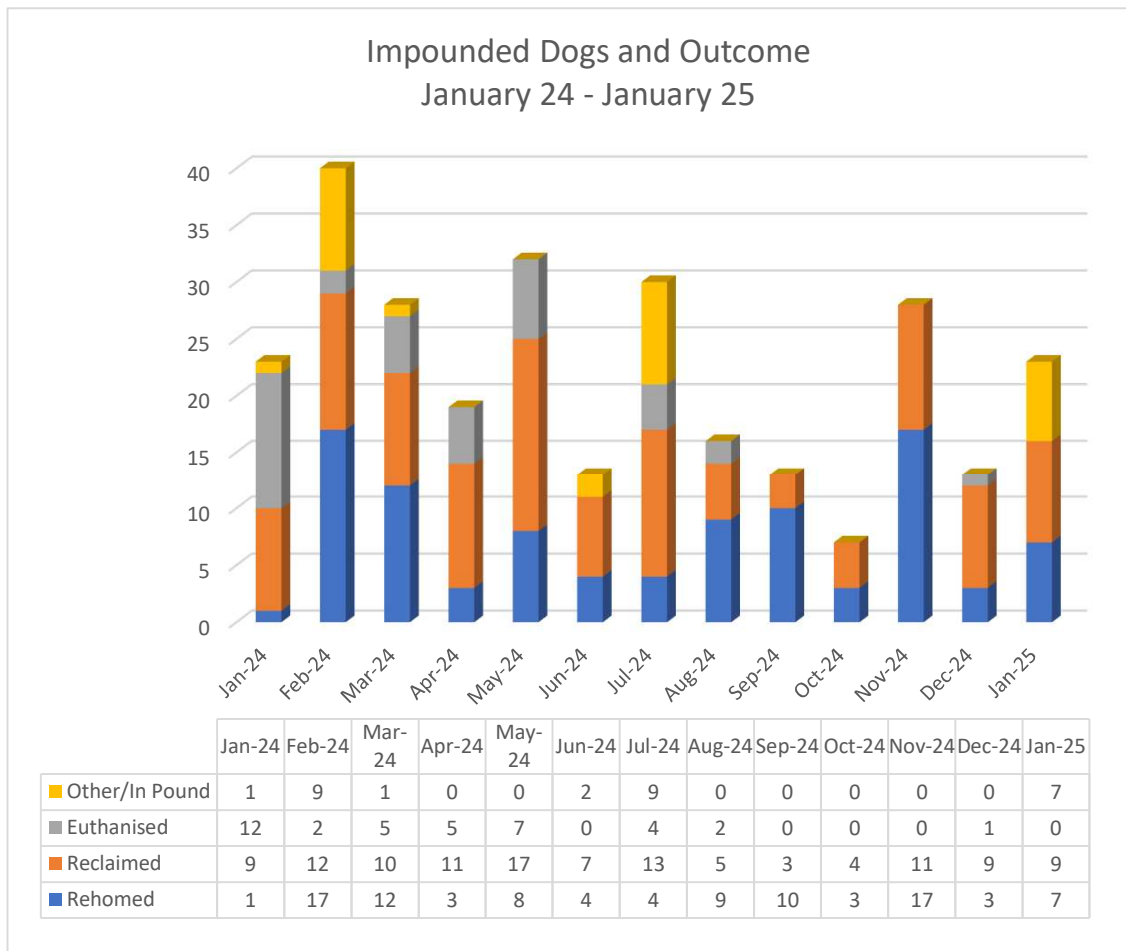
Impounded Dogs

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 23 dogs impounded in January (no dogs remained in the pound at the end of December), 11 more than in December, and 1 more than in January 2024. Nine dogs were reclaimed by their owner, seven dogs were rehomed, and seven dogs remain in the pound at the end of the month. There were no euthanasia's this month.

87.9% of dogs impounded since January 2024 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

77% of dogs impounded since January 2024 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through all vet clinics in the Litchfield area.

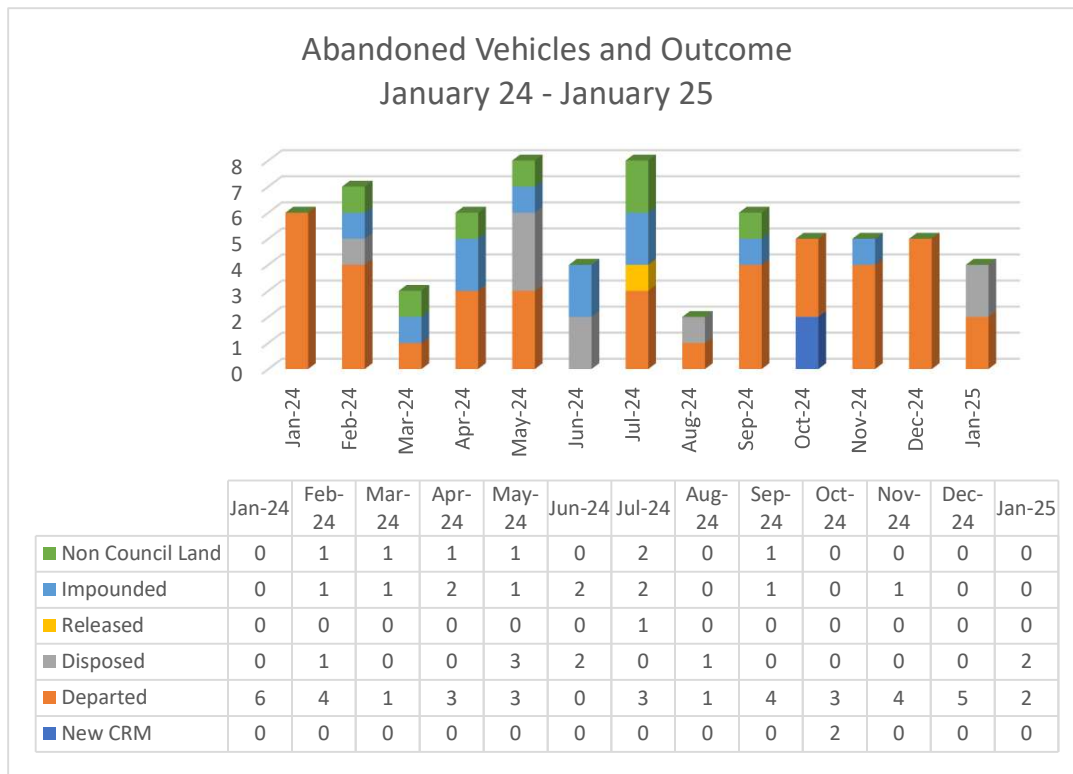
50.5% of dogs impounded over the last 12 months were male. Again, this emphasises the importance of desexing to reduce wandering tendencies.



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 four abandoned vehicles reported to Council in January 2025, one less than received for December. This is two more than for the same time last year and a slightly higher average of 5.3 per month over the last 12 months.

Since January last year, 56.5% 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. 15.9% 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 1.4% of impounded vehicles were retrieved by the owner. 10.1% 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. 13% 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:	13.03.01
Report Title:	Summary Planning and Development Report – January 2025
Author:	Jaimie O'Connor, Planning and Development Program Leader
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	18/02/2025
Attachments:	A: PA2024/0412

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

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	1
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	20

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 January 2025; and
2. note for information the responses provided to relevant agencies within Attachments A 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	1
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
PA2024/0412 Section 03877, 95 Currawong Drive, Hundred of Bagot Attachment A	Dwelling-independent with a separate effluent disposal system Council supports the application and notes the application is retrospective as the building has already been constructed. The approval is for the additional effluent disposal system.

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
PA2024/0023 Section 04213, 10 Macleod Road, Howard Springs, Hundred of Bagot	DP24/0308 Concurrent application to rezone from RL to RR and subdivision to create 3 lots	DCA Hearing
PA2024/0274 Section 07097, 4 Patsalou Road, Coolalinga, Hundred of Bagot	DP24/0274 Shop/Showroom Sales with ancillary office and storage in a single storey building	
PA2024/0296 Section 04183, 140 Bronzewing Avenue, Howard Springs, Hundred of Bagot	DP24/0275 Additions to an existing dwelling-single with a reduced building setback to the side boundary	

PA2024/0328 Section 03422, 5 Pardalote Way, Howard Springs, Hundred of Bagot	DP24/0295 Dwelling-independent with a separate effluent disposal system	
PA2024/0356 Section 04625 and 04626, 10 and 30 Holly Road, Bees Creek, Hundred of Strangways	DP2024/0356 Subdivision to create five lots in three 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
1

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
9

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
20

360 Reedbeds Road TUMBLING WATERS NT 0822	05/02/2025	05/02/2025	Service upgrade works on Reedbeds Rd
155 Hillier Road HOWARD SPRINGS NT 0835	05/02/2025	05/02/2025	LV service replacement in various locations in Litchfield Council area
20 Tobin Road HOWARD SPRINGS NT 0835	05/02/2025	05/02/2025	LV service replacement in various locations in Litchfield Council area
300 Girraween Road MCMINNS LAGOON NT 0822	28/01/2025	31/01/2025	F&J Botumen - Mill and fill works @ Girraween Rd
81 Corella Avenue HOWARD SPRINGS NT 0835		23/01/2025	Repair leaking water main out the front of 81 Corella Ave, Howard Spr
370 Girraween Road MCMINNS LAGOON NT 0822	05/02/2025	06/02/2025	Tree clearing located within verge
155 Whitewood Road HOWARD SPRINGS NT 0835	25/01/2025	25/01/2025	Repair leaking water service within roadway
7 Challoner Circuit HUMPTY DOO NT 0836	03/02/2025	03/02/2025	Deliver transportable buildings and materials
70 Brooking Circuit VIRGINIA NT 0834	28/01/2025	28/01/2025	Topo and GPR survey of frontage
10 Macleod Road HOWARD SPRINGS NT 0835	28/01/2025	28/01/2025	PWC - replace leaking transformers
60 Thorngate Road HOLTZE NT 0829	09/02/2025	09/02/2025	PWC - repair broken HV arm
100 Whitewood Road HOWARD SPRINGS NT 0835	30/01/2025	30/01/2025	Tree maintenance program
30 Hinton Road VIRGINIA NT 0834	01/02/2025	01/02/2025	Construction of new driveway
487 Pioneer Drive HERBERT NT 0836	22/01/2025	22/01/2025	PWC- insulator inspection
275 Whitewood Road HOWARD SPRINGS NT 0835	21/01/2025	21/01/2025	PWC - LV hardware upgrades
15 Henning Road VIRGINIA NT 0834	17/01/2025	17/04/2025	Verge revitalisation works
113 Menaja Road HOWARD SPRINGS NT 0835	13/01/2025	13/01/2025	Water main extension works
18 Burrburr Road HUMPTY DOO NT 0836	01/02/2025	01/02/2025	Construction of new driveways
3 De Caen Close VIRGINIA NT 0834	10/01/2025	10/01/2025	Water leak repair works
395 Whitewood Road HOWARD SPRINGS NT 0835	02/01/2025	10/01/2025	Constructioun of new driveway

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.



31 January 2025

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

RE: Letter of Comment Development Application

PA2024/0412

**Hun: 055 P: 03877 95 Currawong Drive HOWARD SPRINGS, Hundred of Bagot
Dwelling-independent with a separate effluent disposal system**

Thank you for the Development Application referred to this office on 14/01/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application aligns with the purpose of both the area plan as well as the requirements of the *NT Planning Scheme*.
- b) The application appears retrospective, with the dwelling having been already constructed. In its location there appears to be no impact on neighbouring amenity.

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

- a) The applicant is reminded that the dedicated crossover to the property should be utilised for access to all dwellings. Traversing across private property to access the dwelling at the rear of the property is not permitted without approvals being granted.
- b) That said, any additional crossovers to the property should be approved and constructed to Litchfield Council's requirements.

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

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

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

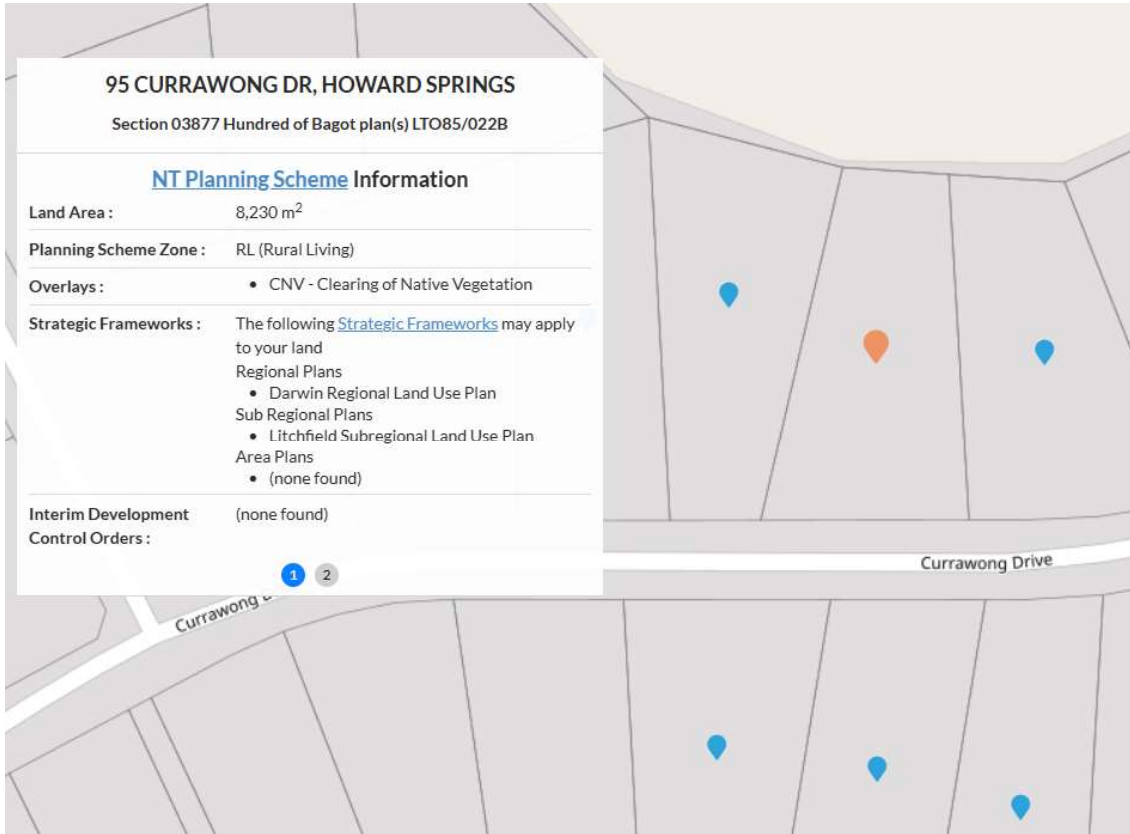
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader





COUNCIL REPORT

Agenda Item Number:	13.03.02
Report Title:	Waste Disposal – Voucher System
Author and	
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	18/02/2025
Attachments:	A: Council Report – 13.03.04 Once Off Waste Clean-up B: Sample letter from Mandalay system

Executive Summary

The purpose of this report is to provide Elected Members with information in relation to the proposed waste disposal voucher system. The system is expected to be ready for implementation by the end of February and this report seeks to determine a voucher value and time frame to enable implementation.

Recommendation

That Council

- 1) Support the delivery of the Waste Disposal voucher system;
- 2) Approve the voucher value of \$_____per voucher to be provided to the 8171 properties currently levied waste charges;
(noting a maximum of \$_____commitment to the offer considering 100% uptake, with the amount to come from the Waste Asset Reserve)
- 3) Adopt the voucher system to be for a trial period of_____ months to gauge uptake and revisit options to extend the program following the trial period.
- 4) Condition the voucher on only be used for the specific items as listed in the table below and excludes all commercial aspects:

ITEM	Cost per unit (as per fees and charges)
AC Unit (not degassed)	\$22.05
Fridges (not degassed)	\$22.00
Gas Bottles (complete unprocessed)	\$19.50
Fire Extinguishers (complete unprocessed)	\$19.50
Mattresses	\$35.00
Tyres	
Passenger	\$9.50
Passenger contaminated or with rim	\$22.00
Light truck/4wd	\$16.50
Light truck/4wd contaminated or with rim	\$44.00
Racing slicks	\$13.00
Motorcycle	\$6.50
Motorcycle contaminated or with rim	\$20.00

Background

In the lead up to the wet season and subsequent cyclone season, the neighbouring municipalities generally offer a 'hard rubbish' kerbside collection opportunity for residents, enabling them to dispose of large and unwanted items and other items that could be considered projectile or dangerous items if not secured.

A report was brought to the elected members on the 20 August 2024 with a number of options provided to accommodate a similar system to a 'cyclone' clean-up or waste clean-up amnesty.

The following resolution was made:

13.03.04 Once Off Waste Clean-up Amnesty

Cr Wright left the room at 7:22pm and returned to the meeting at 7:23pm.

Moved: Cr Sharp
Seconded: Cr Wright

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.

CARRIED (3-2) ORD2024 11-185
A Division was called.

Those voting in the affirmative Mayor Barden, Cr Wright and Cr Sharp.
Those voting in the negative Deputy Mayor Harlan and Cr Sidey.

Council officers have progressed with this concept and engaged a consultant in Mandalay. Mandalay have produced similar voucher systems for other Territory Councils.

The system will see each household provided with a letter with a unique QR code, permitting the holder of the QR code with waste dollars which can be used to offset against the cost to dump normally charged items at the Humpty Doo waste transfer station.

These items will include:

ITEM	Cost per unit (as per fees and charges)
AC Unit (not degassed)	\$22.05
Fridges (not degassed)	\$22.00
Gas Bottles (complete unprocessed)	\$19.50
Fire Extinguishers (complete unprocessed)	\$19.50
Mattresses	\$35.00
Tyres	
Passenger	\$9.50
Passenger contaminated or with rim	\$22.00
Light truck/4wd	\$16.50
Light truck/4wd contaminated or with rim	\$44.00
Racing slicks	\$13.00
Motorcycle	\$6.50
Motorcycle contaminated or with rim	\$20.00

The fees shown in the table are set based on a cost recovery basis. I.e. The on cost for Council to dispose of a Passenger tyre is \$9.50. (give or take a small amount)

There are 8,171 properties that are charged a waste levy and therefore expected to receive a voucher. The number of these properties that is expected to take up on the offer is a real grab at air type of estimate and should be considered just this.

Based on this number of vouchers, the following table provides some suggestions to the estimated cost relevant to the percentage of use of the voucher.

% Take up	\$50 voucher	\$75 Voucher	\$100 voucher	\$150 voucher	\$200 voucher
30%	\$122,565	\$183,647	\$245,130	\$367,695	\$490,260
40%	\$163,420	\$245,130	\$326,840	\$490,260	\$653,680
50%	\$204,275	\$306,412	\$408,550	\$612,825	\$817,100
60%	\$245,130	\$367,695	\$490,260	\$735,390	\$980,520
70%	\$285,985	\$428,977	\$571,970	\$857,955	\$1,143,940
80%	\$326,840	\$490,260	\$653,680	\$980,520	\$1,307,360
90%	\$367,695	\$551,542	\$735,390	\$1,103,085	\$1,470,780
100%	\$408,550	\$612,825	\$817,100	\$1,225,650	\$1,634,200

The forecast balance of the Waste Asset Reserve at year end is expected to be \$2,903,064 and with the proposed 2026 budget, estimate of the balance at year end to be \$2,513,064.

A time frame for the voucher to be used should also be considered as part of these discussions. A 3- month window for use, may provide operational staff with an expectation of level of uptake, and an extension of the program can be considered at this point in time.

Implementing the Mandalay system will require the training of gate keeper staff and will involve the scanning of the QR codes to ensure that the resident has not previously used the credit. The system allows it to be a credit system, where a resident may only use a certain amount of the voucher each time. Further administrative burdens may occur when a resident wants to use the voucher for part payment only, and this is being reviewed further to ensure streamlining when implemented.

The financial implications, as broken down above, any value of the voucher will equate to a cost for council in the processing and transfer of the waste item. This cost will be additionally to budgeted amounts and will draw down on the waste reserve.

Estimating the level of uptake and therefore the cost impact would only be a figure out of thin air. The forecast balance of the Waste Asset Reserve at year end is expected to be \$2,903,064. (excluding this proposal)

It should be noted that all Commercial waste aspects will be excluded from this offer.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Waste Strategy 2018-2023

WHS01 Work, Health and Safety

Waste Management and Pollution Control Act 1998

Environment Protection Act 2019

Risks

Risks to Council would most likely be in respect to the image of the Council. It will be imperative to address the communications process of the plan in order to negate any negative backlash.

The financial implications, as broken down above, any value of the voucher will equate to a cost for council in the processing and transfer of the waste item. This cost will be additionally to budgeted amounts and will draw down on the waste reserve.

Community Engagement

Nil

COUNCIL REPORT

Agenda Item Number:	13.03.04
Report Title:	Once Off Waste Clean-up Amnesty
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	20/08/2024
Attachments:	Nil

Executive Summary

The purpose of this report is to provide Council with information in relation to the proposal of offering residents a period of time for a free waste disposal service at the Humpty Doo Waste Transfer Station for items that would typically incur fees. This initiative is within the current Municipal Plan and aims to encourage proper disposal of potentially hazardous items before the cyclone season, enhancing community safety and preparedness.

Recommendation

That Council:

1. Offer a free one-month Waste Amnesty period from 1 September 2024 to accept all waste at the Humpty Doo Waste Transfer Station;
 - a) including all currently charged waste items including but not limited to tyres, air conditioners, fridges and mattresses;
 - b) excludes the acceptance of concrete waste and commercial waste; and
 - c) Accept that the on cost to transfer the received waste is unknown.

OR

2. 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.

Background

In the lead up to the wet season and subsequent cyclone season, the neighbouring municipalities generally offer a 'hard rubbish' kerbside collection opportunity for residents, enabling them to dispose of large and unwanted items and other items that could be considered projectile or dangerous items if not secured.

The periods to complete the initiative varies from two-weeks to one month but typically is in the months of September and October. This ensures enough time for the local Council to dispose of the items adequately also.

Noting that Litchfield Council is not currently in a position to provide kerbside collection, a strategy proposed in the 2024/25 Municipal Plan was to investigate the costs related to providing a 'free' month long waste disposal option to residents. The offer would allow Litchfield non-commercial residents the ability to dispose of household waste inclusive of tyres, white goods (not degassed) and mattresses free of charge. All current non-permitted waste restrictions would still apply in accordance with the Environmental Protection Agreements (such as building waste, or contaminated items like batteries, oil, paint, chemicals etc).

The below table presents the number of items disposed over a 6-month period at the Humpty Doo Waste Transfer Station and Howard Springs Waste Transfer Station (mattresses only).

ITEM	Average per month	High level cost to Council
AC Unit (not degassed)	30.8	\$ 508.75
Light Truck Tyre	80.7	\$ 1,615.75
Light Truck Tyre (with rim)	26.2	\$ 1,424.78
Motorcycle Tyre	41.2	\$ 411.67
Motorcycle Tyre (with rim)	5.5	\$ 149.71
Passenger Tyre	168.3	\$ 1,683.33
Passenger Tyre (with rim)	27.2	\$ 739.48
Racing Slicks	0.3	\$ 6.68
Super Single	0.3	\$ 33.38
Tractor Large	0.2	\$ 41.73
Fridges (not degassed)	146.3	\$ 2,414.50
Mattresses	168.0	\$ 5,880.00
TOTAL		\$ 14,909.75

*Average per month based on 6 months within the FY23/24

* Unknown what portion of the above is commercial vs residential

Based on Council's unique position in terms of waste collected at the waste transfer stations and the inability to offer kerbside collection, the proposed strategic initiative presents two options for consideration:

1. That council offer a free one-month Waste Amnesty period from 1 September 2024 to accept all waste at the Humpty Doo Waste Transfer Station, with restrictions on concrete and commercial waste.

OR

2. 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.

Where Option 1 presents a restricted period to dispose of the permissible items, it does present a risk to Council in that the waste transfer station may be inundated by items and there is no way of quantifying the extent of waste both in quantity and cost to process.

Additionally, the amnesty may motivate residents to stockpile ‘charged’ items in future anticipation that Council may repeat the amnesty in future.

Option 2 would allow residents to dispose of items at their convenience whether it be in the lead up to Cyclone season or as required over a 12-month period. It is noted that this option is not strictly in accordance with the proposed strategy in the Municipal Plan, however, it would likely be a more manageable option for Council and possibly more largely accepted by residents.

The implementation of a voucher system would likely need a longer lead time given potential technical and administrative elements that would need to be developed to ensure an equitable and user-friendly outcome. Training of the workforce would also be required to support staff in the delivery of this initiative. Should Council resolve to move forward with Option B, an implementation schedule would be developed to ensure delivery within the mandate of the current Municipal Plan.

Based on the expected type of waste being accepted, as well as having sufficient space and resource to manage what could be a significant increase in waste, the Humpty Doo Waste Transfer Station would likely be the only Waste Transfer Station that could cater for the unknown.

Any proposed options should have a caveat that this initiative is strictly a ‘Once Off’ and will provide input into the future Waste Strategy.

Details for the above options will need to be determined based on the number of rateable properties and potential costs to Council, however consideration should also be given to the timeframe to implement the initiative and the resources required by Council.

All costs associated with the proposals is expected to come from the Waste Asset Reserve. The current balance of the Waste Asset reserve is \$5,482,478 as at the end of 2023/2024 Financial Year. Whilst the reserve currently looks reasonably healthy, the cost implications of the concrete pile cleanups will significantly impact the current reserve. It is also expected that masterplan works and future waste strategies are likely to suggest a significant expansion to the Howard Springs Waste Transfer station.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Waste Strategy 2018-2023
WHS01 Work, Health and Safety
Waste Management and Pollution Control Act 1998
Environment Protection Act 2019

Risks

Community

Risks to Council would most likely be in respect to the image of the Council. It would be imperative to address the communications process of the plan in order to mitigate any negative backlash.

Financial

The financial risk to Council in considering Option 1 is the unknown quantity of waste that could be received in the 1-month period, and therefore not being able to quantify the cost to then process or transfer the waste where relevant. i.e. disposal of mattresses to Shoal Bay, degassing of air-conditioner Units and the on cost for disposal of tyres.

Option 2 cost estimate would likely be number of vouchers x number of rateable residential properties. Voucher prices would be estimated to be \$40 each (that is, cost of 4x standard tyres or 2x air-conditioners or 1x mattress etc). Number of vouchers to be issued would need to be determined and possibly set by a maximum budget figure.

Resourcing

Regarding resourcing of Option 1, there may be an increase in personnel required for operations at the Humpty Doo Waste Transfer Station for the month-long period to manage any restrictions to quantities as well as management of the piles of waste.

In regard to resourcing of Option 2, vouchers can be issued with rates notices or electronically. Strict terms and conditions would be imposed.

Community Engagement

This initiative is within the current Municipal Plan and aims to encourage proper disposal of potentially hazardous items before the cyclone season, enhancing community safety and preparedness.

All communications in respect of the initiative should be communicated thoroughly and thoughtfully.

03 Dec 2024

Temp Account
54 Smith St,
BRISBANE QLD 4001

Dear Temp Account

EXEMPTION FROM GENERAL WASTE DISPOSAL CHARGES FOR 2019/20 FINANCIAL YEAR

Thank you for your recent application under Exemptions from Waste disposal charges. Your application has been assessed and Council is pleased to advise that your organisation is entitled to dispose of waste to the value of \$3,000.00 per financial year. Additional charges exceeding the limit must be paid for at the time of disposal.

Vehicle registration details you have provided are registered to your organisation's account, please refer to the attached registration list. If you have not yet provided registration details, please do so at least five (5) business days prior to disposal.

The QR code from this letter (or a scanned copy on a phone or similar electronic device) must be presented to the inbound operator at the time of entry to any of Council's waste and recycling facilities.

The below QR code is valid up to 30 June 2020. On expiry, a written application is required to renew your charity exemption.



WET-24-GZY1-1-00670738

Please carefully read additional terms and conditions relating to the use of this QR code:

- The QR code **must** be produced to the Waste Transfer Station Officer at the time of disposal.
- The QR code is valid for the nominated vehicle registrations only and further vehicle authorisations need to be approved in writing. Please refer to the attached vehicle registration numbers provided.
- Any QR codes that are not able to be read due to poor condition are not eligible for free disposal.
- Any disposal of waste that exceeds the limit of \$3,000 must be paid to Waste Transfer Station officers at the time of disposal. Your organisation will be notified in writing once disposal fees reach \$2,500.
- All waste for which disposal charge exemption is sought must be generated by the organisation itself.

Should you require any further information, please contact the Community Services Administration and Finance Officer on (07) 3010 7900

Yours faithfully

A handwritten signature in dark ink, appearing to read 'C. S. Manager', written over a faint horizontal line.

Community Services Manager



COUNCIL REPORT

Agenda Item Number:	13.03.03
Report Title:	Waste Disposal – Managing Green Waste Mulch
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	18/01/2025
Attachments:	A: Attachment A – Site Photos

Executive Summary

The purpose of this report is to present options for managing the green waste mulch stockpiles at the Humpty Doo and Howard Springs Waste Transfer Stations and provide a proposed management strategy for addressing the issue of overstocking as our current mulch volumes are causing operational challenges, potential environmental impacts, and space constraints due to the rapid accumulation of green waste.

Recommendation

THAT Council:

1. Offer free mulch to Litchfield Residents for a period of _____ months.
- OR
2. Offer mulch at half price to Litchfield Residents for a period of _____ months

Background

Annually Council receives a significant quantity of green waste at all three waste transfer stations. This green waste is typically processed on a 12-month basis but is dependent on quantity and monitoring of stockpiles. Processing of the green waste piles was undertaken last year at Humpty Doo and Howard Springs waste transfer stations at a cost of \$176,572 which processed 8,777m³ at Humpty Doo and 8,841m³ of material at Howard Springs. (figures are before processing) Berry Springs had a fire last year so processing of material was not undertaken at this location.

Current conditions indicate that the green waste is accumulating faster than previous years, what this is due to is anyone's guess. It should however be noted that Council removed charges for green waste dumping in the Municipal Plan in 2021. This may be a delayed response to the implementation of removing charges. '

Mulch Sold Year to Date:

Humpty Doo : 550 m³

Mulch Item	Volume m ³	Revenue
MULCH <30 CUBIC METERS	234	\$6,435
MULCH >30 CUBIC METERS	313	\$5,165

Howard Springs: 330 m3

Mulch Item	Volume m3	Revenue
MULCH <30 CUBIC METERS	198	\$5,445
MULCH >30 CUBIC METERS	132	\$2,178

With the slow movement of sales of the mulch so far and the accumulation of new unprocessed green waste space is becoming an increasing challenge for the operation staff.

Further to the challenge of space, coupled with the wet season, environmental impacts of water runoff from the processed stockpiles are raising concerns. Concerns over leachate from the green waste stockpiles was raised by EPA in 2024, with on-site conversations of potential fines being issued. So, a proactive response to deal with the potential issue before we get to that point is proposed to be mitigated by reducing the quantity of mulch sooner rather than later.

Management Strategy:

1. Option 1: Give Mulch Away for Free:

Benefits:

- Potential for immediate reduction in stockpiles.
- Lessen Environmental Risk and EPA involvement.
- Frees up valuable space for ongoing green waste collection.

- Considerations:

- No revenue or cost recovery of processing during the period.
- Increase on operational staff to manage the likely increase of uptake during the period.

2. Option 2: Reduce Mulch Purchase Cost:

Mulch Item	Current Price	Proposed
MULCH <30 CUBIC METERS	\$27.5	\$12
MULCH >30 CUBIC METERS	\$16.5	\$8

Benefits:

- Incentivises larger volume purchases.
- Generates some revenue while minimising excess stock.
- Moves existing stock faster compared to current rates.

Considerations:

- Reduced revenue or cost recovery of processing during the period.
- May not eliminate stock fast enough to avoid concerns.

Further to the selection of an option above, consideration for a set time frame for this change should be made. Options for a 1 - 3 month initial period should be considered to provide the immediate relief that is required to bring the piles back to a manageable level.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Fees and Charges

Waste Management and Pollution Control Act 1998

Environment Protection Act 2019

Risks

Financial

The financial implications in not collecting revenue for the sale of the mulch should be considered, however the offset against potential EPA fines should also be noted in any decisions. Sale of mulch was forecast to bring in approximately \$70,000 for the 2024/25 financial year before qty was processed. Given the qty of mulch on hand, this at the current charges would see approximately \$260,000 of income. 2023/24 saw a revenue of \$47,000 and 2022/23 saw a revenue of \$54,000.

The forecast operational surplus for Waste Management in 2024/25 FY is expected to be approximately \$230,000.

Resources

As mentioned above, implementation of either option will provide an increased demand on the supply, which in turn will require more frequent involvement of the operational staff to load the mulch for residents. Impacts on this should be considered and will be monitored with either option.

Community Engagement

Nil

Humpty Doo Waste Transfer Station – Current mulch pile



Humpty Doo Waste Transfer Station – Current Un Processed



Howard Springs Waste Transfer Station – Current mulch pile



Howard Springs Waste Transfer Station – Current Un-Processed





COUNCIL REPORT

Agenda Item Number:	13.03.04
Report Title:	Thorak Acquittal of Special Purpose Grant
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	18/02/2025
Attachments:	Attachment A - Litchfield Council - PIF Acquittal 2020-21

Executive Summary

This report presents for Council approval the Special Purpose Grant acquittal forms for the irrigation expansion and upgrades at the Thorak Regional Cemetery.

Recommendation

THAT Council approve the acquittal of the Special Purpose Grants for the Irrigation expansion and upgrades at the Thorak Regional Cemetery.

Background

Council received a Special Purpose Grant from the Northern Territory Government (NTG) Department Local Government, Housing and Community Development on 20 April 2021 for the irrigation expansion and upgrades at the Thorak Regional Cemetery. Works have now been completed and the final acquittal of the grant has now been finalised.

In accordance with the department's requirements, the final acquittal must be presented to the council before submitting to the department.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil

Risks

Nil

Community Engagement

Nil



Department of
**THE CHIEF MINISTER AND
CABINET**

Level 1 RCG Centre
47 Mitchell Street
Darwin NT 0800

Postal address
GPO Box 4621
Darwin NT 0801

20 April 2021

E lg.grants@nt.gov.au

T 08 8999 8573

Mr Daniel Fletcher
Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

File reference HCD2017/01687

Dear Mr Fletcher

RE: Local Government Priority Infrastructure Fund Grant Offer - 2020-21

The Minister for Local Government, the Honourable Chansey Paech MLA has approved the following Local Government Priority Infrastructure Fund grants totalling:

- \$153 805 - for irrigation expansion and upgrades at the Thorak Regional Cemetery, with works to include: installation of new bore, tanks and variable pumps and high pressure irrigation lines and system; and
- \$39 591 - to purchase and install solar panels at the Thorak Regional Cemetery and the Humpty Doo Waste Transfer Station.

As these grants are for capital items, council must procure goods/services from a Territory enterprise, unless it can be proven, through a competitive process that there are no suitable Territory enterprises able to supply the item or service. Details of this policy can be found at <http://buylocal.nt.gov.au>

This offer is to be accepted on the conditions outlined in the attached acceptance forms. The acceptance forms should be completed and returned to Donna Hadfield, Manager Grants Program, at lg.grants@nt.gov.au

You are required to acquit these grants once they have been expended and confirm purchase from Territory enterprises. Attached are acquittal forms for this purpose.

Please note a project status report is due no later than 31 August 2021 and the grant funding is to be fully expended by 31 October 2021. Failure to do so may result in the Department requesting funds to be repaid.

Yours sincerely

MAREE DE LACEY
Executive Director
Local Government and Community Development

Litchfield Council

Manager Grants Program
Local Government and Community Development
Department of the Chief Minister and Cabinet
GPO Box 4621
DARWIN NT 0801

Dear Madam

**RE: ACCEPTANCE OF LOCAL GOVERNMENT PRIORITY INFRASTRUCTURE FUND (PIF)
FOR 2020-21**

On behalf of the Litchfield Council the offer of a PIF for \$153 805 (Excl. GST) is accepted under the following terms and conditions.

- (a) Comply with all the conditions of the PIF grant funding guidelines.
- (b) Manage and expend the PIF in accordance with the *Local Government Act 2008* and the *Local Government (Accounting) Regulations 2008*; or if expending funds after 1 July 2021, in accordance with the *Local Government Act 2019* and the *Local Government (General) Regulations 2021*.
- (c) Purchase goods / services funded under this agreement on the requirements of the Northern Territory Government's Buy Local policy, unless it can be proven, through a competitive process that there is no suitable Territory enterprise able to supply the service.
- (d) Place the PIF in a **trust account**, according to details in GrantsNT.
- (e) Only use the PIF for irrigation expansion and upgrades at the Thorak Regional Cemetery, with works to include: installation of new bore, tanks and variable pumps and high pressure irrigation lines and system; and in accordance with the scope and purpose of the project detailed in application number PIF2100024.
- (f) Absorb any costs above \$153 805 (Excl. GST).
- (g) Provide a project status report to the Department of the Chief Minister and Cabinet (the Department) by no later than 31 August 2021.
- (h) Acquit the grant as at 31 October 2021 using a statement titled "Local Government Priority Infrastructure Fund Acquittal" as issued (copy attached), on or before 15 December 2021.
- (i) Lay the acquittal before a council meeting and provide a copy of the meeting minutes.
- (j) Fully expend the PIF by 31 October 2021 as failure to do so may result in the Department requesting the remaining funds to be repaid.

Yours faithfully

CEO
/ /20__

CFO
/ /20__

Litchfield Council

Acquittal of Local Government Priority Infrastructure Fund 2020-21

File Number: HCD2017/01687

Purpose of Grant: For irrigation expansion and upgrades at the Thorak Regional Cemetery, with works to include: installation of new bore, tanks and variable pumps and high pressure irrigation lines and system.

Application Number: PIF2100024

Purchases were in accordance with the Northern Territory Buy Local Plan: ☒ Yes ☐ No
(If no please provide an explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 31 OCTOBER 2021

Local Government Priority Infrastructure Fund	\$153 805 (ex GST)
Other income/council contribution	
Total income	
Expenditure (Specify accounts and attach copies of ledger entries) <i>An 'administration fee' is not to be apportioned to the grant for acquittal purposes.</i>	\$136,240
Total Expenditure	\$136,240
Surplus/(Deficit)	\$17,565

IS THE PROJECT COMPLETE: ☒ Yes ☐ No

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Ganeesha Maduwanthi 23 / 01 / 2025

Laid before the Council at a meeting held on ____/____/____ Copy of minutes attached.

CEO or CFO:  23 / 01 / 2025

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Capital Works – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: _____

Comments:

Donna Hadfield, Manager Grants Program



COUNCIL REPORT

Agenda Item Number:	13.03.05
Report Title:	Capital Works 2024-25 and Safer Local Roads Grant
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	18/02/2025
Attachments:	Nil

Executive Summary

The purpose of this report is to present Elected Members with information around the three 2024-25 Capital Works projects that were submitted for Safer Local Roads Grant funding in Tranche 1. Notification of the grants being unsuccessful, requires a decision be made on how and whether to fund the further amounts required to complete the projects or to place one or more on hold. This report will outline the options.

Recommendation

THAT Council:

1. Proceed with all three projects and fund the remaining \$3.4mil from asset reserves,
- OR
2. Put Brougham Road on hold for 2024-25 FY and allocate the funding from that project to Thorngate Road and Whitewood Road Projects.

Background

Council have three projects which have been on the Capital Works program for several years, these being pavement rehab works on Thorngate Road and Whitewood Road, and the upgrade from gravel to seal of Brougham Road. In 2024-25 further funding was committed to each of the projects, however as the projects had not been designed, the amounts proposed were not considered accurate and therefore not sufficient to complete the projects.

As such, an option arose to submit applications for each of the projects for a Safer Local Roads Grant, with a 20% contribution required from Council to the projects. A resolution at the OCM on the 17 September 2024, supported this proposal and the applications were lodged on the 30 September 2024. On 30 January 2025, Council received notification of being unsuccessful on our applications for these 3 projects.

As a result, a decision needs to be made for options to fund the full amounts for these projects. Below is a table outlining what is committed and what is required:

Project	Cost Estimate	Allocated from 23/24	Allocated from 24/25	If not Grant Funded Required further funding
Brougham Road	\$3,300,000	\$938,000	\$1,000,000	\$1,362,000
Thorngate Road	\$1,800,000	\$553,980	\$400,000	\$846,020
Whitewood Road	\$1,500,000		\$300,000	\$1,200,000
Total				\$3,408,020

To complete the 3 projects, a further \$3.4mil is required and options for how to achieve this need to be considered.

Option 1:

Fund the remaining \$3.4mil from Financial Reserve.

The asset reserve balance after Budget Review One is \$5.4 million. However, at minimum, an additional \$408,000 will be required in Budget Review Two for money assigned in council decisions over the past months. The impact of committing an additional \$3.4 million to FY 2024-25 will significantly impact the availability of the asset reserve balance, putting it below \$1.6 million.

Option 2:

Put Brougham Road on hold for 2024-25 FY

Allocate the committed amounts from Brougham Road project to complete the Whitewood Road and Thorngate Road projects. Both these 2 projects are considered higher priority than Brougham Road, given their use within the municipality as well as being projects that have been on the cards since 2019.

An estimated \$2,046,020 is required to complete the 2 projects. Reallocating the \$1,938,000 from Brougham Road, only a further \$108,020 would need to come from asset reserves.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

FIN04 Financial Reserves
INF01 Asset Management
FIN03 Procurement

Risks

The financial implications of committing to Option 1 as mentioned above, will likely have a significant impact on the financial asset reserve, as well as impact the ability to commit funding to the 2025-26 Capital Work program.

Community Engagement

Nil



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 February 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 Rates in Arrears in excess of Two Years

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 Award Contract – RFT24-469 Challoner Circuit Road Safety Upgrades

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

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

15.01.04 Application to Write-Off Interest and Legal Fees

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.

15.01.05 LATE REPORT - Award Contract - RFT24-481 Supply, Delivery, Installation and Commissioning Compactor at Humpty Doo Waste Transfer Station

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

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

16 Close of Meeting