



AGENDA

11th Ordinary Council Meeting 12th Council of Litchfield **Monday 20th July 2026**

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

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

Stephen Hoyne
Chief Executive Officer



COUNCIL AGENDA

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- 1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF THE LAND**
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- 4 DISCLOSURES OF INTEREST**
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- 5 PUBLIC QUESTIONS**
- 6 CONFIRMATION OF MINUTES**
 - 6.1 Confirmation of Minutes**

RECOMMENDATION

That the full minutes of the Ordinary Council Meeting held Monday 15 June 2026, 18 pages be confirmed.

RECOMMENDATION

That the full minutes of the Special Council Meeting held Wednesday 17 June 2026, 4 pages be confirmed.

RECOMMENDATION

That the full minutes of the Special Council Meeting held Tuesday 7 July 2026, 4 pages be confirmed.



MINUTES

10th Ordinary Council Meeting 12th Council of Litchfield **Monday 15th June 2026**

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

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

Stephen Hoyne
Chief Executive Officer

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Present	Rachael Wright	Mayor (Chair)
	Emma Sharp	Councillor South Ward
	Kris Civitarese	Councillor South Ward
	Daisy Crawford	Councillor North Ward
Online	Plaxy Purich	Councillor North Ward
Apology	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
Staff	Stephen Hoyne	Chief Executive Officer
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Rebecca Taylor	Acting Director Governance and Community
	Deb Boyko	Executive Assistant to Mayor and CEO
	Natasha Clancy	Executive Assistant to Directors
Public Gallery	As per Attendance Register	
Streamed Online via YouTube:	https://www.youtube.com/watch?v=sSy2T5m4ArM	

1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF THE LAND

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

2 OPENING OF MEETING

The Mayor opened the meeting at **6:00pm**.

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

3 ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Cr Plaxy Purich

3.2 Apologies

Cr Pauline Cass

3.3 Leave of Absence previously granted

Cr Kevin Harlan

3.4 Leave of Absence Request

Nil

4 DISCLOSURES OF INTEREST

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

4.1 Elected Members

Cr Sharp advised she personally knows one of the Litchfield Women's Collective, and will step out of the meeting if necessary.

4.2 Staff

Nil

5 PUBLIC QUESTIONS

General questions submitted by Mr Dave Evans Ordinary Council Meeting Monday 18th May 2026 have been responded to by email.

1. Why does it take so long for the "UNCONFIRMED Ordinary Council Meeting Minutes" to be posted on the Litchfield Council website?
The 20 April Minutes took 22 days. Previous minutes have taken a similar time.
Draft minutes are provided as soon as practicable after meetings. The period is subject to administrative staff availability.
2. Other than the Litchfield Council website, where has the draft Municipal Plan 2026-2027 been advertised, as being available for public consideration as public submissions close on the 25 May 2026?
Newspaper, Community Notice Boards, Stand at the Litchfield Rural Show and Social Media.
3. The Ordinary Council Meeting Agenda is meant to be posted a minimum of three business days prior to the meeting. Why is this not happening?
Agenda are normally posted on the Thursday preceding the OCM.
4. 12.1 Mayors Monthly Report Page 34
It was mentioned at the last meeting about more detail being provided in the report. This does not appear to have occurred?
The current Mayor's report format is consistent with previous Council Mayoral reports.
5. Why is the defects liability period for contractors for roads constructed within the Shire generally only 12 months? One wet season.
The defects duration has been determined by a cost benefit assessment of alternative defect periods.

Mr Dave Evans submitted a further 34 questions by email, the following were asked during the meeting, all questions taken on notice and will be responded to by email:

1. What is the expected completion date for finalising the lease with the Freds Pass Sport and Recreation Management Board (FPSRMB)? The draft lease was apparently sitting with the Freds Pass Sport and Recreation Management Board for action. Little progress seems to have occurred since 16 February 2026 when the question was first asked. Given the discussions at the end of the last Council meeting, does the Litchfield Council and staff need to meet in person with the Freds Pass Sport and Recreation Management Board (FPSRMB) to reach a resolution?
2. On the Litchfield Council website, a news item on 12 March 2026 stated, “Upgrade confirmed for Stuart Highway and Bees Creek Road intersection”. The project is not listed on the NT Government’s Department of Logistics and Infrastructure website. Does the Council have any information about the project timeline and construction works?
3. Metal compaction work is currently being completed at the Humpty Doo dump. Does this process generate revenue or is it an expense for the Council?
4. Litchfield Council called on residents to have their say on the Draft Municipal Plan 2026–2027 including the Long-Term Financial Plan 2026-2036. Consultation ran until 5pm Monday, 25 May 2026. I made a submission via the Feedback form on Monday, 25 May 2026 at around 4:15 PM. I have not received any acknowledgement or reply from Council. Can I expect a reply?
5. The Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan 2026-27 to 2035-36. Are they going to be corrected before the 30 June 2026 deadline?

Question raised by Ms Christine Simpson:

Will Council investigate and prioritise the provision of a footpath connecting the Lloyd Road/Verica Road area to the village centre, including undertaking any necessary assessments and reporting on the feasibility, costs, and potential timeframe for delivery?
Question taken on notice.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/26/07395

Moved: Cr Emma Sharp

Seconded: Cr Daisy Crawford

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 18 May 2026, 17 pages be confirmed.

CARRIED 5/0

Youtube recording time: 14:15

7 BUSINESS ARISING FROM MINUTES

7.1 Business Arising

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

8 PETITIONS

Nil

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

RESOLUTION OCM/26/096

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

THAT the following late reports be accepted and included under Officer's Reports in the Confidential Section of the meeting for consideration;

- 0.0 Award Contract - RFT26-518 Reseal Various Roads 2025-2026

CARRIED 5/0

Youtube recording time: 19:35

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayors Monthly Report

RESOLUTION OCM/26/097

Moved: Mayor Rachael Wright

Seconded: Deputy Mayor Kris Civitarese

CARRIED 5/0

Youtube recording time: 20:52

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 LITCHFIELD COUNCIL FINANCE REPORT - MAY 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 May 2026. Budget Review 2 2025/26 figures are shown.

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

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

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

RESOLUTION OCM/26/098

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Daisy Crawford

1. That Council note the Litchfield Council Finance Report 31 May 2026.

CARRIED 5/0

Youtube recording time: 24:23

14.1.2 People, Performance and Governance Report – May 2026

EXECUTIVE SUMMARY

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

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

RESOLUTION OCM/26/099

Moved: Cr Emma Sharp

Seconded: Cr Plaxy Purich

1. That Council note the People, Performance and Governance Report for May 2026.

CARRIED 5/0

Youtube recording time: 29:12

14.1.3 Policy FIN04 Financial Reserves

EXECUTIVE SUMMARY

The Financial Reserves Policy is a requirement under the Northern Territory Local Government Act 2019, Part 2, Division 6 section (13) (c)

RESOLUTION OCM/26/0100

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

1. That Council receives and notes the information provided within this report
2. That Council adopts the reviewed and updated policy FIN04 Financial Reserves Policy.
3. That Council authorises the Chief Executive Officer to make amendments.

CARRIED 5/0

Youtube recording time: 32:00

14.1.4 Policy FIN06 Rates Concession Policy

EXECUTIVE SUMMARY

The Rates Concession Policy is committed to transparent and accountable decision making. As per the Local Government Act, Council has the ability to provide a concession for rates and/or remission of interest accrued on overdue rates.

The policy outlines the process for application and consideration of rate concessions other than rate concession stipulated by the Northern Territory Government.

RESOLUTION OCM/26/0101

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

1. That Council receives and notes the information provided within this report.
2. That Council adopts the reviewed and updated policy FIN06 Rates Concession Policy.
3. That Council authorises the Chief Executive Officer to make the amendments.

CARRIED 5/0

Youtube recording time: 33:44

14.1.5 Rates Declaration 2026-2027

EXECUTIVE SUMMARY

This report presents to Council, for consideration to adopt, the proposed Declaration of Rates and Charges for the financial year 2026/2027 and the certification of the Assessment Record by the Chief Executive Officer.

The Declaration of Rates and Charges 2026/2027 reflects an increase of 4% for rateable properties and a 4% increase in Waste Charges. The declaration further includes special rates for twelve properties on Keleson Road.

RESOLUTION OCM/26/0102

Moved: Cr Daisy Crawford

Seconded: Cr Plaxy Purich

That Council by special resolution:

in accordance with Section 238 of the *Local Government Act 2019 (NT)*, a special rate of \$5,947.50 per property, as detailed in Attachment B, is declared for the financial year ending 30 June 2027. This rate will be payable over a two-year period, as indicated in the Declaration of Rates and Charges 2026/2027, which is attached to this report at Attachment B.

THAT Council:

1. receive and note the Chief Executive Officer's certification of the Assessment Record in line with Section 29 *Local Government (General) Regulations 2021* as at Attachment A to this report; and
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2027 as noted in the Declaration of Rates and Charges 2026/2027 as at Attachment B to this report.
3. pursuant to Section 241 of the *Local Government Act 2019*, publish the Declaration of Rates and Charges for 2026-2027 on Council's website and in the newspaper circulating generally, in the area.

CARRIED 5/0

Youtube recording time: 43:44

14.1.6 Proposed Fees and Charges 2026-2027

EXECUTIVE SUMMARY

This report presents to Council, for consideration to adopt, the proposed Fees and Charges schedules for Litchfield Council and Thorak Regional Cemetery for the financial year 2026/2027.

RESOLUTION OCM/26/103

Moved: Cr Plaxy Purich

Seconded: Cr Daisy Crawford

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2026/2027 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2026/2027 as at Attachment B to this report; and
3. approve the CEO to make minor editorial changes.

CARRIED 5/0

Youtube recording time: 48:54

14.1.7 Community Services and Development Monthly Report – May

EXECUTIVE SUMMARY

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

RESOLUTION OCM/26/104

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Emma Sharp

1. That Council note the Community Services and Development Monthly Report for May 2026.

CARRIED 5/0

Youtube recording time: 51:58

14.1.8 Risk Management Audit Committee Open Minutes - 28 May 2026

EXECUTIVE SUMMARY

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

RESOLUTION OCM/26/105

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Plaxy Purich

1. That Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 28 May 2026 meeting, as at Attachment 1.

CARRIED 5/0

Youtube recording time: 55:09

14.1.9 Execution of Agreement - Fines Recovery Unit Services Agreement

EXECUTIVE SUMMARY

The Department of Corporate and Digital Development's Fines Recovery Unit (FRU) has undertaken a review and update of its standard Services Agreement with enforcement agencies across the Northern Territory.

The revised Agreement has been refreshed to improve clarity, consistency and governance arrangements. The Fines Recovery Unit has advised that the update does not alter the intent of the Agreement, existing roles and responsibilities, or the current operational processes between the parties.

As the Agreement requires execution under Council's Common Seal, Council approval is required.

RESOLUTION OCM/26/106

Moved: Cr Daisy Crawford

Seconded: Cr Plaxy Purich

That Council

1. Receive and note the Services Agreement between the Northern Territory of Australia, represented by the Department of Corporate and Digital Development through the Fines Recovery Unit, and Litchfield Council; and
2. Authorises the Mayor and Chief Executive Officer to affix the Common Seal of Council and execute all associated documentation required to give effect to the Agreement.

CARRIED 5/0

Youtube recording time: 56:02

14.1.10 Territory Day 2026 - Berry Springs

EXECUTIVE SUMMARY

This report seeks Council's support for the Territory Day 2026 event held at Berry Springs Recreation Reserve.

RESOLUTION OCM/26/107

Moved: Cr Daisy Crawford

Seconded: Deputy Mayor Kris Civitarese

That Council:

1. receive and note the information in this report;
2. authorise the provision of one-time funding to Berry Springs Recreation Reserve, with the amount of \$13,000, to contribute towards covering a portion of the cost of the Territory Day Event.
3. endorse the utilisation of funds from operational funding within the current 2025-2026 financial year for this purpose.
4. payment to be made on provision of receipts and invoices to support purchase.

CARRIED 5/0

Youtube recording time: 57:11

14.2 Executive and Community Development

14.2.1 Sponsorship Request - Litchfield Women's Collective

EXECUTIVE SUMMARY

Council's sponsorship program provides year-round financial or in-kind support for community organisations and commercial entities with initiatives that align with strategic priorities and deliver clear community or economic benefits.

The purpose of this report is to seek approval of a Council Sponsorship for Litchfield Women's Collective for their inaugural Women's Networking event.

RESOLUTION OCM/26/108

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Plaxy Purich

That Council:

1. authorise the provision of one-time funding to Litchfield Women's Collective, with the amount decided by council, to contribute towards covering a portion of the cost of their event; and
2. endorse the utilisation of funds from the Sponsorship budget within the current 2025-2026 financial year for this purpose.

CARRIED 5/0

Youtube recording time: 1:01:34

14.2.2 Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan and 2026-2027 to 2035-2036

EXECUTIVE SUMMARY

This report presents to Council the Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036 for Council's adoption following the public consultation period.

RESOLUTION OCM/26/109

Moved: Cr Plaxy Purich

Seconded: Cr Daisy Crawford

That Council:

1. note submissions received for the Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036 and thank the community for their submissions;
2. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2026-2027 and Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036 if required;
3. adopt the 2026-2027 budget as per Section 203 of the *Local Government Act 2019*;
4. adopt the Municipal Plan 2026-2027, as at Attachment 1, as per Section 35(1) of the *Local Government Act 2019* and Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036, as at Attachment 2; and
5. set aside any surplus/deficit from the 2025-2026 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

CARRIED 5/0

Youtube recording time: 1:04:20

14.3 Infrastructure and Operations

14.3.1 Planning Summary Report - May 2026

EXECUTIVE SUMMARY

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1-31 May 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	1
Development Applications	5
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	0
Development Permits Issued	3
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	19
Works Permits	20

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

RESOLUTION OCM/26/110

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

THAT Council:

1. Receive the Summary Planning and Development Report for 1-31 May 2026.
2. Note for information the responses provided to relevant agencies within Attachments A to F of this report.

CARRIED 5/0

Youtube recording time: 1:08:16

15 OTHER BUSINESS

Cr Sharp raised the following:

- Request for an update on the timing and status of the Humpty Doo Kiss 'n' Go project.
- Query regarding the FPR Parks Reserve project photo opportunity held on Friday and the notification process for Councillors and Steering Committee members.
- Can Council explore mechanisms for establishing a formal community reference group or advisory body for the Lloyd Creek Rural Village development to ensure local residents have an ongoing opportunity to provide collective feedback and contribute to future planning and development decisions?

Cr Crawford raised the following:

- Requested consideration of a centralised system or calendar to coordinate Councillor attendance at community events, improve Council's visibility within the community, and ensure awareness of upcoming events. The Councillor suggested this could potentially be incorporated into existing reporting mechanisms or Councillor bulletins and requested a report on possible approaches.
- Can Council's Media Team develop and promote simple communication materials outlining the various ways community members can engage with Council, including submitting questions, requests, and feedback?

Deputy Mayor Civitarese raised the following:

- Can Council provide an update on the planned repair and upgrade works for Wheewall Road, including whether the more substantial works remain on track for commencement in July?

Cr Purich raised the following:

- Can Council provide an update on the handling of donation requests and the processes in place to ensure applicants receive timely responses to their correspondence?
- What avenues are available to address community concerns regarding groundwater extraction associated with the Holtze development, and which authority is responsible for investigating potential impacts on local bore water supplies?
- The comment notes that many people at the Lichfield Rural Show observed the absence of the mayor and CEO. While not intended as criticism of their other commitments, it was said the absence created an impression that the council was disconnected. Cr Purich emphasised that public trust is built through visibility, engagement, and professionalism, and suggested that if the Mayor is unable to attend an official function, then delegation of attendance should go to the Deputy Mayor.

16 CONFIDENTIAL ITEMS

RECOMMENDATION

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

16.1 Confidential Minutes of the Council Meeting held on 18 May 2026

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

0.0 Award Contract - RFT26-518 Reseal Various Roads 2025-2026

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

16.2 RFT26-531 - Freds Pass Recreation Reserve Construction of Netball Courts and Change Rooms

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

16.3 Minutes of the Freds Pass Reserve \$10mil Grant Project Steering Committee

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

16.4 Risk Management and Audit Committee Confidential Minutes 28 May 2026

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

16.5 Chief Executive Officer Contract

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

RESOLUTION OCM/26/118

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

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

CARRIED 5/0

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING

The Meeting closed at 8:26pm.

19 NEXT MEETING

Monday, 20 July 2026

20 MINUTES TO BE CONFIRMED

Monday, 20 July 2026

Deputy Mayor

Kris Civitarese

Chief Executive Officer

Stephen Hoyne



MINUTES

Special Council Meeting

12th Council of Litchfield

Wednesday 17th June 2026

Meeting to be held commencing 5:30 PM
in Electronically

https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

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

Stephen Hoyne
Chief Executive Officer

COUNCIL MINUTES

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1 Acknowledgement of Traditional Custodians of the Land

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

2 OPENING OF MEETING

The Mayor opened the meeting at 5:37pm.

Electronic only.

3 ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Mayor Wright, Deputy Mayor Civitarese, Cr Crawford, Cr Harlan, Cr Cass, Cr Sharp and Cr Purich.

Rebecca Taylor, Acting Director Governance & Community

Deb Boyko Executive Assistant to the Mayor and CEO

3.2 Apologies

Nil

3.3 Leave of Absence previously granted

Nil

3.4 Leave of Absence Request

Nil

4 DISCLOSURES OF INTEREST

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

4.1 Elected Members

Nil

4.2 Staff

Nil

5 CONFIDENTIAL ITEMS

RESOLUTION OCM/26/120

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Kevin Harlan

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

5.1 Chief Executive Officer Contract

This matter is considered to be confidential under Section 99(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED 7/0

6 CLOSE OF MEETING

The Meeting closed at 7:03pm.

7 MINUTES TO BE CONFIRMED

Monday, 20 July 2026

Deputy Mayor

Kris Civitarese

Chief Executive Officer

Stephen Hoyne



MINUTES

Special Council Meeting

12th Council of Litchfield

Tuesday 7th July 2026

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

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

Stephen Hoyne
Chief Executive Officer

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1 Acknowledgement of Traditional Custodians of the Land

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

2 OPENING OF MEETING

The Mayor opened the meeting at 6:44pm.

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

3 ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Nil

3.2 Apologies

Stephen Hoyne

3.3 Leave of Absence previously granted

Mayor Rachael Wright

3.4 Leave of Absence Request

Nil

4 DISCLOSURES OF INTEREST

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

4.1 Elected Members

Nil

4.2 Staff

Nil

5 CONFIDENTIAL ITEMS

RECOMMENDATION

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

5.1 Freds Pass Lease

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

RESOLUTION OCM/26/121

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

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

CARRIED 6/0

6 CLOSE OF MEETING

The Meeting closed at 7:15pm.

76 NEXT MEETING

Monday, 20 July 2026

7 MINUTES TO BE CONFIRMED

Monday, 20 July 2026

Deputy Mayor

Kris Civitarese

Chief Executive Officer

Stephen Hoyne

7 BUSINESS ARISING FROM MINUTES

7.1 Business Arising

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

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Business Arising from Council Meetings

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

		Business Arising from the Minutes		
		In Progress	Ongoing	Superseded
		Completed		
Resolution	Resolution	Meeting Date	Officer	Current Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: 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	Superseded 18/05/2026 by OCM26/070. Resolution OCM26/071 rescinded this resolution ORD202211-173.
OCM26/070	Meade Road - Proposed Road Closure, Opening and Land Transfer That Council: 1. Authorises the Chief Executive Officer to undertake stakeholder and community consultation regarding the proposed closure and opening of sections of Meade Road, including potential impacts to public access to the Blackmore River and adjacent crown land; 2. Requests the Chief Executive Officer provide a further report to Council following completion of the consultation process, including the outcomes of consultation and any recommendations arising from the process; 3. Notes that any future proposal relating to road closure, road opening or associated land transfer actions will remain subject to: a. a future Council resolution supporting the proposed land transfer to Crown ownership in accordance with Council Policy FIN01 Asset Disposal Policy; b. in-principal agreement from the Chief Executive Officer of the Department of Lands, Planning and Environment; c. consideration and approval by the Minister for Lands, Planning and Environment;	18/05/2026	DIO	In progress 11/07/2026 Stakeholder / community consultation is underway closing 19/07/2026. A summary report to Council is to follow, noting the planned timeframe may be delayed due to a Communications team vacancy.

	d. any land valuation requirements as may be required by Council and / or determined by the Northern Territory Government. e. further investigations required to assess the suitability and feasibility of the proposed replacement road alignment, including environmental, cultural heritage, infrastructure, servicing and engineering considerations; and f. That all investigations, assessments, approvals, engineering reviews, servicing relocations, valuations and associated costs required to demonstrate the suitability of the proposed alignment are to be undertaken at the cost of the proponent to the satisfaction of Council and relevant statutory authorities;			
ORD2023 11-093	Cost to maintain the eight owned Council Recreation Reserves THAT Council: - engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; - requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and - receive the report prior to the first 2023-2024 Budget Review Meeting.	20/06/2023	DIO	Completed 8/05/2026 Asset Management Plan contract cancelled. Noting Refer ORD2023 11-241
ORD2023 11-241	Cost to maintain the eight owned Council Recreation Reserves THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.	12/12/2023	DIO	Completed 8/05/2026 Asset Management Plan contract cancelled.

ORD2023 11-142	Freds Pass Reserve Expansion THAT Council: - adopt the Freds Pass Reserve land expansion concept to include: - Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and - Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways; - 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 - 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.	15/08/2023	DIO	Part 1a,1b Ongoing Crown discussions postponed for development of proposed use plan for the new area. Part 2 Ongoing Shared paths from Coolalinga to Fred's Pass RR (medium term) and to Arnhem Hwy (short term) are addressed in DLI's 2023 - 2033 NT Shared Path Review Outcomes Summary. Discussions with PWC held regarding potential access. Part 3 Completed 22/04/2026 Consolidation of Freds Pass land into a single lot is complete
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 11/07/2026 Council are required to address Pollution Abatement Notice (17/12/2025). A tender has been released to market closing 17/07/2026.
ORD 2024 11-265	Private Roads – No Name Road THAT Council: - Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents. - Allocate No Name Road as the proposed road for the trial. - Allocate \$100,000 of consultant budget to come from Financial Reserves. - Renew the policy as it stands with no changes for a further 12 months.	10/12/2024	DIO	In Progress 11/07/2026 Final review of documentation pending possible additional legal advice to inform stakeholders of overall approach and council requirements. The planned timeframe for consultation has been delayed by a vacancy in the Communications team.

8 PETITIONS

9 DEPUTATIONS AND PRESENTATIONS

10 ACCEPTING OR DECLINING LATE ITEMS

11 NOTICES OF MOTIONS

11.1 Notice of Motion - Community Infrastructure Partnership Fund

ATTACHMENTS: Nil

I, Councillor Daisy Crawford give notice that at the next Ordinary Meeting of Council be held on 20 July 2026, I intend to move the following motion:

MOTION

THAT Council:

1. Acknowledge that there are a number of small-scale infrastructure projects across the municipality that are important to community safety, accessibility, connectivity, and wellbeing but may not currently be prioritised within existing capital works programs due to budget limitations.
2. Recognise that community members, local businesses, philanthropic organisations, and other stakeholders may be willing to contribute towards infrastructure projects that provide direct benefit to their communities.
3. Request the CEO investigate and report to Council on suitable models for the establishment of a Community Infrastructure Partnership Fund or similar initiative that would enable community, business, and philanthropic contributions towards priority local infrastructure projects.
4. Request that the investigation consider:
 - a) crowdfunding and matched-funding models used by other local governments;
 - b) governance, accountability, and financial management requirements;
 - c) mechanisms for identifying, assessing, and prioritising eligible projects;
 - d) opportunities for community contributions to support project planning, design, engineering, and approvals as a pathway to future Council funding;
 - e) opportunities for community contributions to directly fund the delivery of small-scale infrastructure projects;
 - f) potential partnerships with government, industry, philanthropic organisations, and community groups; and
 - g) any legislative or policy implications associated with the establishment of such a fund.

Request that a paper be presented to a future Council Strategic Discussion and Briefing Meeting outlining options, benefits, risks, resource implications, and a proposition for Council's consideration.

BACKGROUND

Council regularly receives requests from residents and community groups for infrastructure improvements that enhance safety, accessibility, and community wellbeing. While many of these projects are worthwhile, competing priorities and finite budgets can limit Council's ability to progress them within existing capital works programs.

A Community Infrastructure Partnership Fund could provide an opportunity to explore innovative funding approaches that leverage community support, philanthropic investment, and local partnerships to assist in progressing priority projects. Such a model could support preliminary planning, engineering, and design activities, enabling projects to become "shovel-ready" for future grant or Council funding, or alternatively contribute directly towards the delivery of smaller-scale infrastructure initiatives.

Investigating suitable models will allow Council to better understand the opportunities, risks and governance requirements associated with community-supported infrastructure funding while identifying practical ways to deliver projects that matter to local residents.

12 MAYORS REPORT

12.1 Mayors Monthly Report June

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

AUTHORISER: Rachael Wright, Mayor

ATTACHMENTS: Nil

MONTHLY UPDATE

A summary of the mayor's attendance at meetings and functions representing Council for the period from 15 June 2026 to 19 July 2026.

Summary	
Date	Event / Meeting
15 June 2026	Community Forum
15 June 2026	Ordinary Council Meeting
17 June 2026	Litchfield DCA Meeting
17 June 2026	Special Council Meeting
19 June 2026	Freds Pass and Recreation Reserve visit with Marion Scrymgour MP
19 June 2026	Citizenship Ceremony
1 July 2026	Sunset Vibes Territory Day Event Berry Springs Reserve
Deputy Mayor	
9 July 2026	2026 Darwin Fusion Welcome Reception
10 July 2026	Lord Mayor Invitation 2026 Darwin Fusion Event
18 July 2026	10th Anniversary Thailand Grand Festival

RECOMMENDATION

THAT Council receive and note the mayor's monthly report for the period of 15 June 2026 to 19 July 2026.

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

13.1 Councillor Report - Howard Park Committee Meeting

AUTHOR: Daisy Crawford, Councillor
AUTHORISER: Stephen Hoyne, Chief Executive Officer
ATTACHMENTS: Nil

EXECUTIVE SUMMARY

To provide Council with an update following the recent Howard Park Committee meeting and seek feedback and direction on several infrastructure, safety, asset management and community-led funding matters raised by the Committee.

RECOMMENDATION

THAT Council

1. Notes the update from the Howard Park Committee meeting
2. Note the New Rec Reserve Liaison Office Appointment
3. Requests an officer update regarding the Hamilton Road pathway proposals.
4. Requests an assessment of oval damage, irrigation infrastructure, water leaks and identified safety concerns.
5. Requests a review of existing bollards, fencing and access-control arrangements at Howard Park.
6. Supports continued coordination with NT Police regarding unauthorised motorbike activity and school holiday patrols.
7. Requests clarification regarding the status of the Howard Park Master Plan and future community consultation.
8. Notes the proposed Howard Park Open Day on Saturday, 19 September 2026.

BACKGROUND

Pathways and Future Infrastructure

The Committee discussed the status of proposed pathway projects, including:

- Hamilton Road pathway (not technically a committee topic)
- Potential pathway / track around the Howard Park oval.
- Smaller-scale pathway trials that may provide an opportunity to test community demand and project feasibility before progressing larger capital works such as the Tyre Stewardship programs.
- The purpose, scope and indicative cost of a potential Hamilton Road pathway project, noting an indicative figure of approximately \$100,000 was discussed and requires further clarification.

The Committee also acknowledged the significant contribution of community donations and voluntary labour that supported the development of the existing infrastructure and discussed opportunities to encourage similar community-led initiatives in the future.

Questions:

1. I note that the Hamilton Road Pathway is in our pathways plan, but I'd like to explore the possibility of it being escalated and a potential site for a trial of different programs. Has a preliminary scope, purpose, route or indicative cost been developed for the Hamilton Road pathway?
2. Could we also explore some sort of track around Howard Park Oval?
3. Could smaller-scale pathway trials be considered within Council's future Capital Works Program?
4. What opportunities currently exist for community contributions, partnerships, donations or voluntary works to support local infrastructure projects, can this link it to my proposed infrastructure fund.

Note: The committee discussed the importance of their input into not only the approval or support of any infrastructure projects on the Reserve, but also into the design and planning of this. The committee has extensive experience with and understanding of the reserve and how it's used and are an asset in terms of good design and potentially economic efficiency that Council should use. WE need to ensure this is part of the reserve management process.

Fitness Equipment and Community Recreation

The Committee discussed the proposed installation of outdoor fitness equipment at Howard Park.

Updated pricing is being followed up, and the Committee proposed inviting local fitness groups and potential users to a future meeting to review the available options and provide practical feedback regarding location, design, accessibility and community use.

Potential grant opportunities should also be explored to support the purchase and installation of equipment.

Questions:

1. Can Council officers provide an update on pricing and available fitness equipment options?
2. Are there relevant Council, Northern Territory Government or external grant programs that may support this project?
3. Can Council assist the Committee to identify and engage local fitness groups and potential users?
4. Are there examples of similar outdoor fitness programs or installations delivered by other councils that may inform the proposal?

Oval Condition, Irrigation and Maintenance

The Committee noted that irrigation performance has improved following adjustments to the irrigation program, with individual irrigation components continuing to be reviewed.

Additional maintenance matters included:

- A leak at the far end of the reserve, potentially associated with a damaged joiner.
- Damage caused by motorbikes entering the reserve.
- Significant ruts in the grass and oval surface.
- Safety concerns regarding the ruts, particularly for sporting and recreational users.
- Potential use of topsoil to repair damaged areas.

- Consideration of whether repairs could be undertaken internally through Council's mobile workforce.
- Confirmation of the condition and future capacity of the irrigation bore.

Southern Districts are currently using the GSLC Oval.

Council feedback requested:

1. Can officers inspect the identified leak and damaged areas and provide an update on required repairs?
2. Can the oval ruts be assessed as a potential safety risk and repaired using topsoil or another appropriate treatment?
3. Could these repairs be completed internally through Council's mobile workforce?
4. Is there potential to explore a bore for the Reserve?

Motorbike Activity, Security and Community Safety

Ongoing unauthorised motorbike activity remains a significant concern. The activity is contributing to damage to grassed areas and infrastructure and creating safety concerns for reserve users.

The Committee discussed:

- Existing fencing and bollards.
- Concerns that current bollards may create additional safety risks because they are not adequately lit or reflective. Bollards do not effectively prevent motorbike access.
- Alternative fencing, gate and access-control options.
- Jill noted the Installation or expansion of CCTV coverage.
- Jill noted Increased patrols during school holiday periods and Palmerston Police Support through op Ventura.
- Closing or securing access gates during high-risk periods.
- Opportunities for police CCTV units to assist with identifying young people and contacting parents.
- Community communications encouraging residents to report unlawful activity directly to police.
- Emerging issues associated with electric bikes and scooters and the application of current legislation.

Jill noted that Council's Community and Infrastructure teams have met regarding these issues and that the new Council Liaison Officer may be able to support improved coordination and communication.

Howard Park Scout Hall Agreement Due to be addressed in August with a Draft by September.

Asset Management and Master Plan

The Committee was advised that the previously discussed Asset Management Plan for the reserve may no longer be progressing in its original form. However, the Master Plan project is still progressing.

Council feedback requested:

1. Is Howard Park still intended to be a priority location for Master Planning?
2. Will formal consultation occur with the Committee, permanent users and the broader community?

3. If a standalone Asset Management Plan is no longer proposed, how will future asset renewal, infrastructure priorities and maintenance requirements be identified and planned?

Upcoming Events and Community Engagement

Note the New Rec Reserve Liaison Office Appointment

An open day is proposed for Saturday, 19 September, to align with the Fire Brigade's open day during the school holiday period.

The Committee discussed opportunities to broaden the event into a community welcome day involving reserve users, local organisations, young people and the wider community.

The Fire Service also proposed the installation of a three-part flagpole display of varying heights behind the existing rock within the garden area.

Council feedback requested:

1. Can Council support promotion and community engagement for the proposed open day?
2. Are there relevant youth or community event grants available?
3. What approvals are required for the proposed three-part flagpole installation?
4. Can Council assist in coordinating involvement from permanent users, local organisations and community groups?

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Committee Terms of Reference

FINANCIAL IMPLICATIONS

The recommendation includes several assessment requests. The financial implications will depend on whether these assessments are undertaken internally by Council staff or by an external contractor.

RISKS

None identified

COMMUNITY ENGAGEMENT

Community engagement is undertaken as and when required.

14 OFFICER REPORTS

14.1 Corporate Services

14.1.1 Litchfield Council Finance Report - June 2026

AUTHOR: Xixi Li, Accountant

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS: 1. Litchfield Council Finance Report June 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 30 June 2026. Budget Review 2 2025/26 figures are shown.

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

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

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

RECOMMENDATION

1. That Council note the Litchfield Council Finance Report 30 June 2026.

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

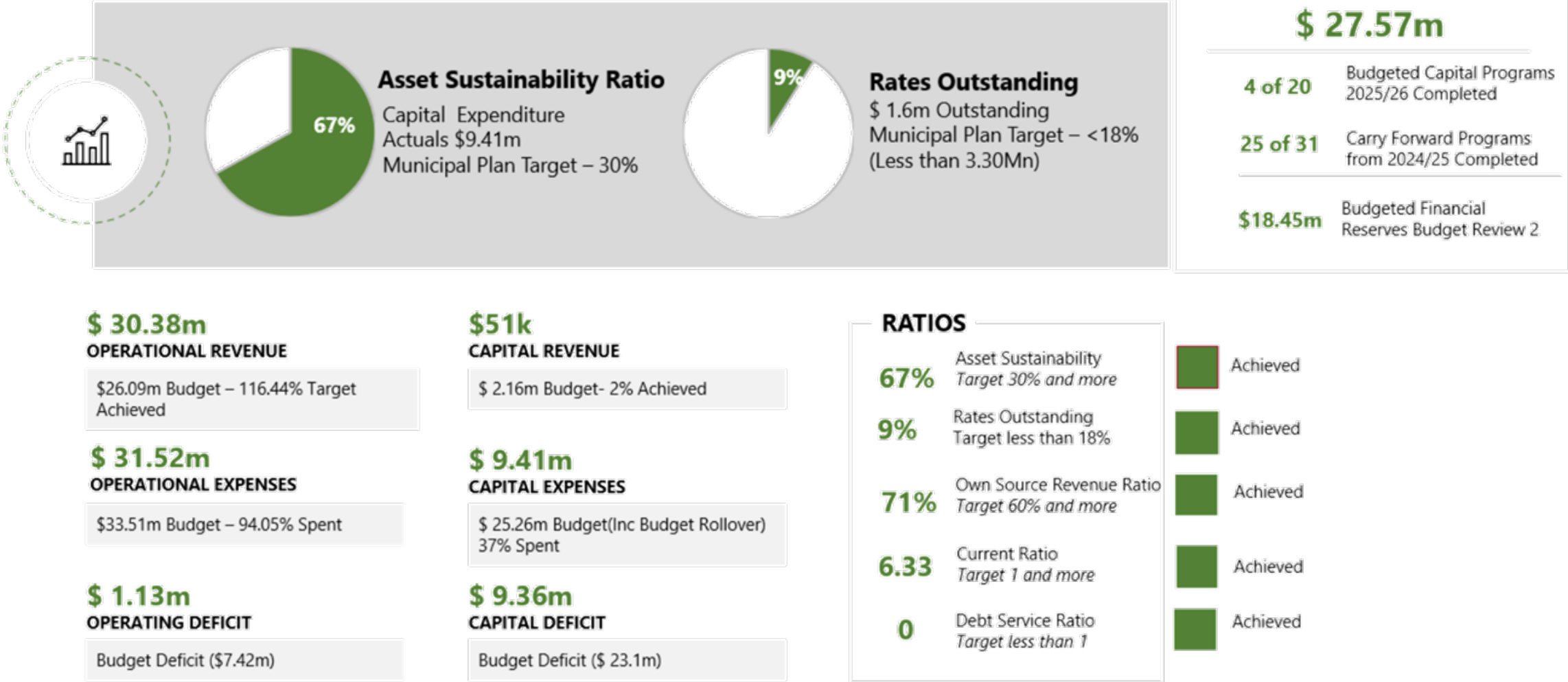
Nil



Finance Report
June 2026

June 2026

DASHBOARD REPORTING



STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports. Year-to-date budget figures represent eleven-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 \$	2025/26 Budget Review 2 \$
OPERATING INCOME				
Rates	18,135,290.54	18,436,438.00	301,147.46	18,436,438.00
Charges	202,270.50	175,000.00	(27,270.50)	175,000.00
Fees and Charges	2,195,671.75	2,110,488.00	(85,183.75)	2,110,488.00
Operating Grants and Subsidies	8,005,452.55	3,971,958.00	(4,033,494.55)	3,971,958.00
Interest / Investment Income	1,542,815.12	1,257,759.00	(285,056.12)	1,257,759.00
Other Income	300,190.19	140,000.00	(160,190.19)	140,000.00
TOTAL OPERATING INCOME	30,381,690.65	26,091,643.00	(4,290,047.65)	26,091,643.00
OPERATING EXPENDITURE				
Employee Expenses	8,139,053.12	7,699,749.00	(439,304.12)	7,699,749.00
Materials and Contracts	9,564,955.78	11,030,129.00	1,465,173.22	11,030,129.00
Elected Member Allowances	283,336.54	361,484.00	78,147.46	361,484.00
Elected Member Expenses	272,730.63	291,643.00	18,912.37	291,643.00
Council Committee & LA Allowances	6,206.00	10,000.00	3,794.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	39,644.26	-	(39,644.26)	-
Accumulated Depreciation	11,851,000.00	11,851,000.00	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	1,359,278.50	2,264,897.00	905,618.50	2,264,897.00
TOTAL OPERATING EXPENDITURE	31,516,204.83	33,508,902.00	1,992,697.17	33,508,902.00
OPERATING SURPLUS / DEFICIT	(1,134,514.18)	(7,417,259.00)	(6,282,744.82)	(7,417,259.00)

¹ Numbers in statements February include minor rounding differences.

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	2025/26 Budget Review 2 \$
BUDGETED OPERATING SURPLUS / DEFICIT	(1,134,514.18)	(7,417,259.00)	(6,282,744.82)	(7,417,259.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	11,890,644.26	11,851,000.00	(39,644.26)	11,851,000.00
TOTAL NON-CASH ITEMS	11,890,644.26	11,851,000.00	(39,644.26)	11,851,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(9,413,785.74)	(25,259,705.00)	(15,845,919.26)	(25,259,705.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(4,433,741.00)	(4,433,741.00)	(4,433,741.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(9,413,785.74)	(29,693,446.00)	(20,279,660.26)	(29,693,446.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	1,893,492.00	1,893,492.00	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	17,938.50	4,433,741.00	4,415,802.50	4,433,741.00
Road Seal Levy	32,691.00	47,580.00	14,889.00	47,580.00
Transfers from Reserves	-	18,884,891.60	18,884,891.60	18,884,891.60
TOTAL ADDITIONAL INFLOWS	50,629.50	25,259,704.60	25,209,075.10	25,259,704.60
NET OPERATING POSITION	1,392,973.84		(1,392,974.24)	

Operating Position by Department

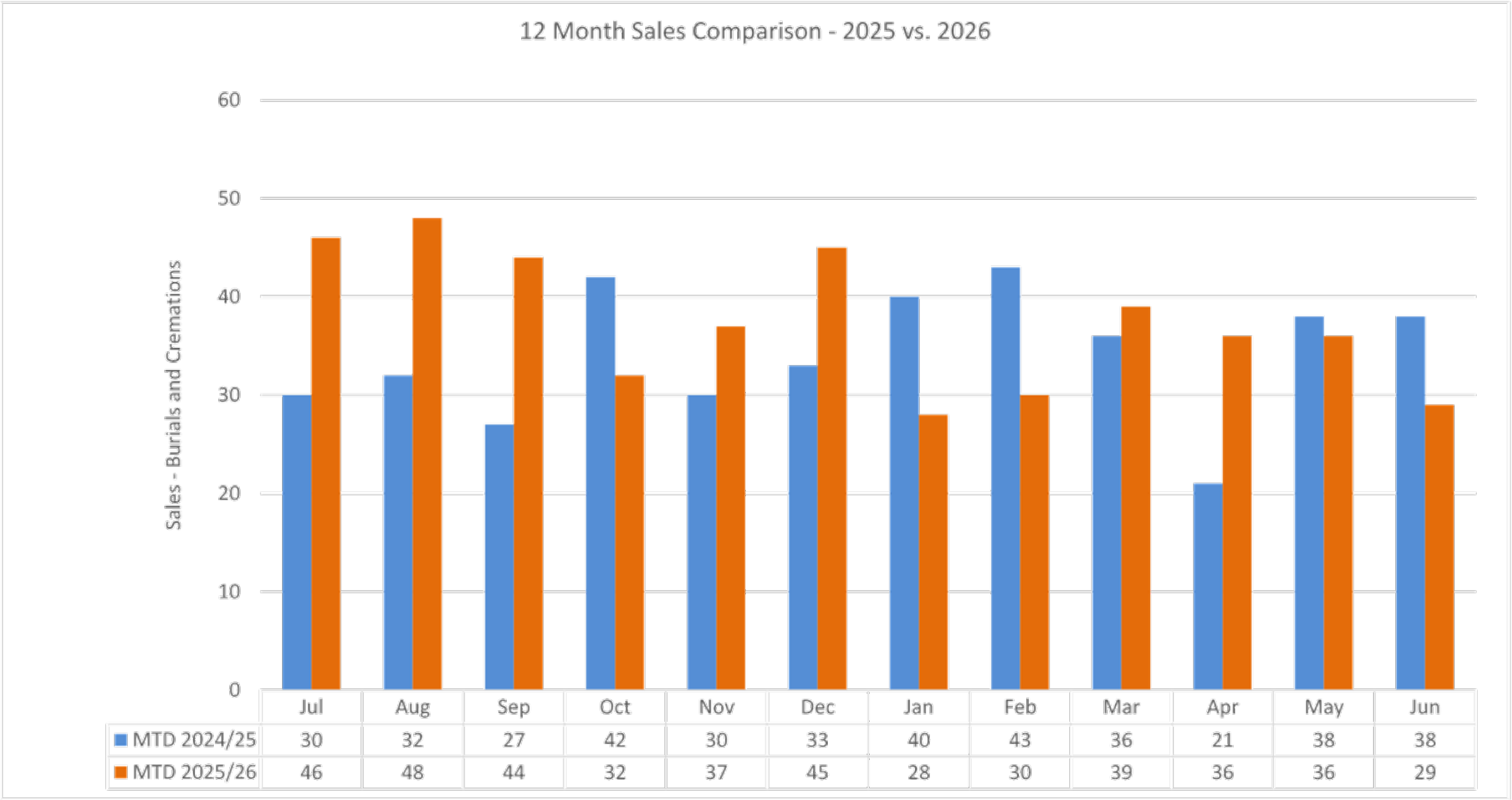
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2025.

	2025/26 YTD Actuals	2025/26 Budget Review 2	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	-
Corporate	-	-	-
Information Services	-	-	-
Finance & Customer Service	17,113,685.41	16,844,291.00	101.6%
Infrastructure & Assets	6,852,360.37	3,335,468.00	205.4%
Waste Management	3,868,279.66	3,679,499.00	105.1%
Community	199,431.30	152,064.00	131.1%
Community - Library	320,716.80	308,722.00	103.9%
Mobile Workforce	9,857.72	-	-
Regulatory Services	204,947.05	175,000.00	117.1%
Thorak Cemetery	1,812,412.34	1,596,599.00	113.5%
TOTAL REVENUE	30,381,690.65	26,091,643.00	116.44%
EXPENSES			
Council Leadership	1,275,748.88	1,627,208.00	78.4%
Corporate	769,292.10	853,894.00	90.1%
Information Services	661,337.93	751,122.00	88.0%
Finance & Customer Service	1,582,322.69	1,774,231.00	89.2%
Infrastructure & Assets	4,173,893.11	4,886,777.00	85.4%
Waste Management	4,754,619.89	5,148,725.00	92.3%
Community	2,169,528.57	2,164,533.00	100.2%
Community - Library	952,468.39	995,398.00	95.7%
Mobile Workforce	1,440,232.42	1,482,091.00	97.2%
Regulatory Services	706,261.68	725,607.00	97.3%
Thorak Cemetery	1,179,499.17	1,248,317.00	94.5%
TOTAL EXPENSES	19,665,204.83	21,657,903.00	90.80%
OPERATING RESULT	10,716,485.82	4,433,741.00	

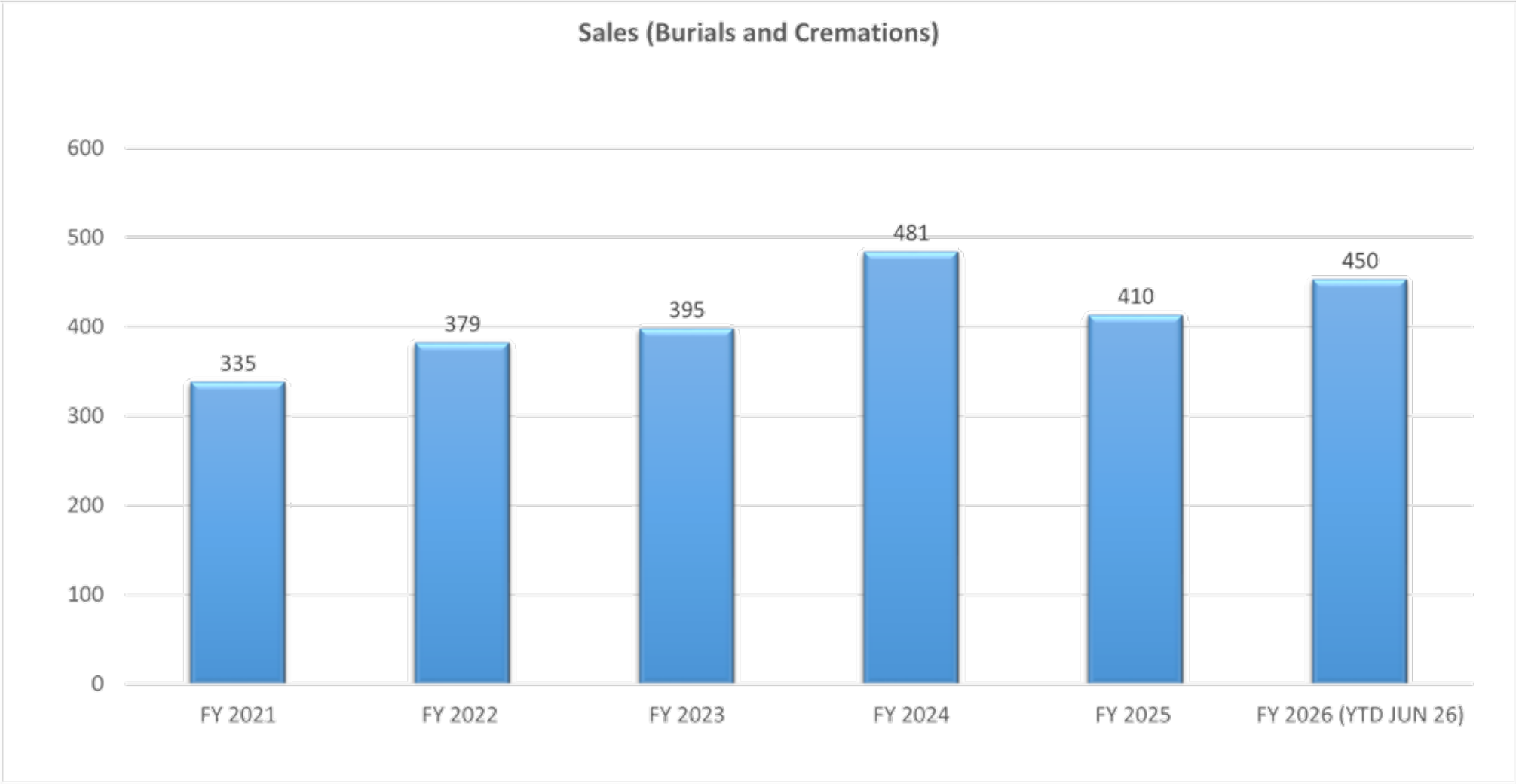
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 450 Interments and cremations, an increase of 40 from the same time last year.

Below is a comparison by month against last year:



Below presents a sales comparison over the last six years, with an average over the five years to date of 408.



STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING**Table 2.1 By class of infrastructure, property, plant, and equipment**

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	2025/26 Budget Review 2 \$
Land and Buildings	2,540,955.17	12,524,837.00	9,983,881.83	12,524,837.00
Infrastructure (including roads, footpaths, park furniture)	6,422,405.53	11,996,156.00	5,573,750.47	11,996,156.00
Plant and Machinery		-	-	
Fleet	450,425.04	738,712.00	288,286.96	738,712.00
Other Assets (including furniture and office equipment)	-	-	-	
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	9,413,785.74	25,259,705.00	15,845,919.26	25,259,704.60
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	17,938.50	3,971,958.00	3,954,019.50	3,971,958.00
Capital Grants	-	1,893,492.00	1,893,492.00	1,893,492.00
Transfers from Cash Reserves	-	19,346,674.60	19,346,674.60	19,346,674.60
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-		
Special Road Seal Levy	32,691.00	47,580.00	14,889.00	47,580.00
TOTAL CAPITAL EXPENDITURE	50,629.50	25,259,704.60	25,209,075.10	25,259,704.60
FUNDING				

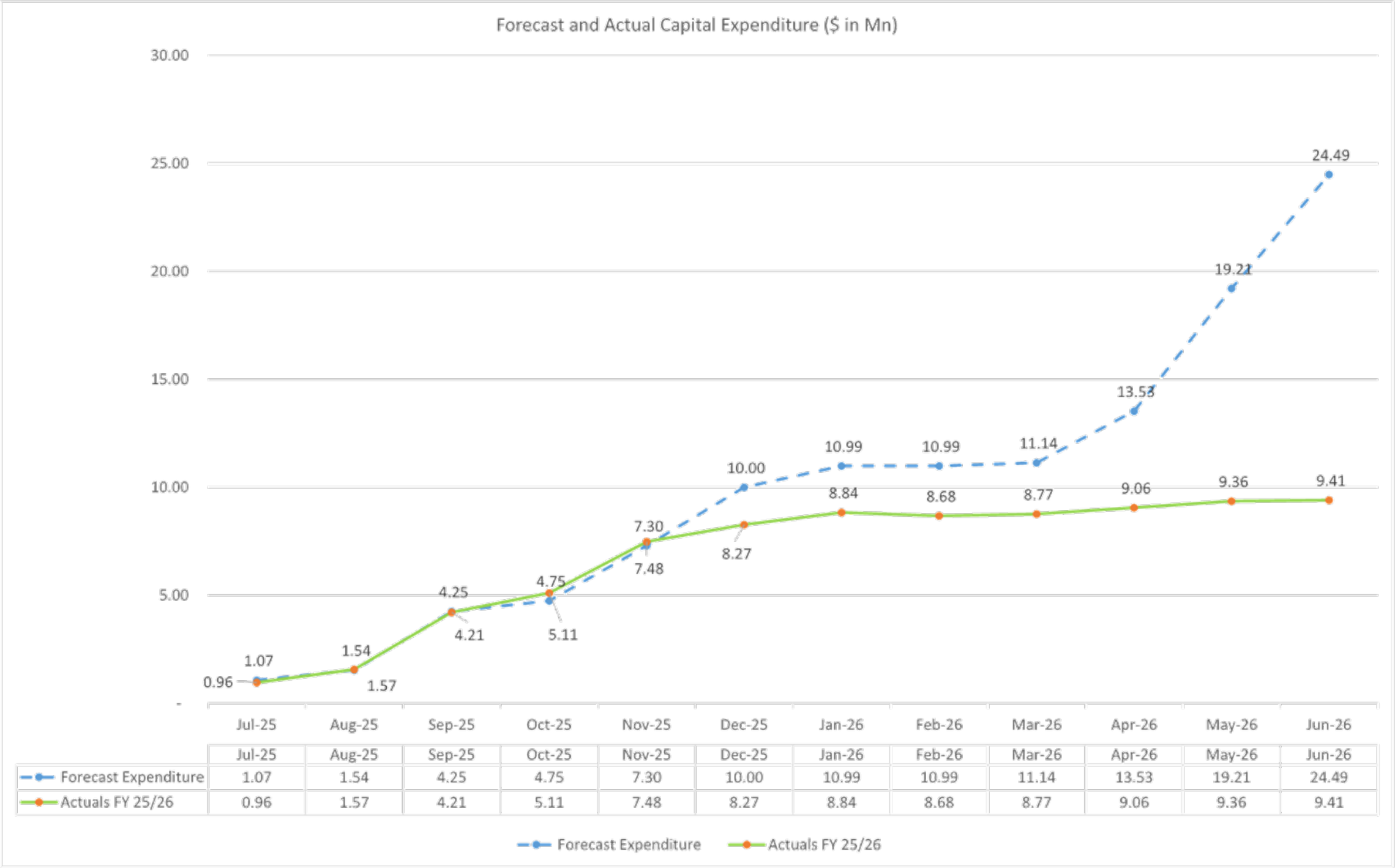


Table 2.2 Monthly Report on Planned Major Capital Works

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 2 Inc Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-1	Roads	Road Seal Renewal	-	-	1,293,492.00	1,293,492.00	0.00%	Sep-26	Yes	Yes	Procurement	Tender was awarded in July to NT Bitumen. Works are scheduled to start in September 2026.
2026-2	Roads	Heavy Patches Kentish Road, Horne Road and Trippe Rd	206,943.66	206,943.66	206,943.66	-	100.00%	Jun-26	Yes	Yes	Allocated Projects Complete	Kentish Road: Complete Horne Road: Complete Tripp Road: Complete Remaining budget allocated to recovery works Council resolution to allocate \$93,056.34 to new task 2026-19 (Road recovery works).
2026-3	Roads	Gravel Surface Renewal Sandy Road & Parkin Road North	315,854.55	315,854.55	315,854.55	-	100.00%	Jun-26	Yes	Yes	Complete	Complete Remaining budget allocated to recovery works Council resolution to allocate \$14,145.45 to new task 2026-19 (Road recovery works).
2026-4	Roads	Unsealed to Sealed Road Keleson Road and Bees Creek Road	1,125,095.03	1,125,095.03	1,500,000.00	374,904.97	75.01%	Oct-26	No	Yes	Bees Creek Rd Delivery - Powerlines Planning - Road Works Keleson Rd Delivery	Bees Creek Rd: • PWC power poles and conductors realigned for future civil works, section of o/h powerline may need to be installed underground pending PWC investigation. • Civil works design to be amended • Proposed civil works project to be deferred to 27/28 FY . • \$1.0m of budget allocated to recovery works Keleson Rd: Works 95% complete, Council currently negotiating required rectification works and variations to bring works to completion with Contractor (AKSC) Council resolution to allocate \$1,000,000 to new task 2026-19 (Road recovery works).
2026-5	Roads	Road Safety Upgrades - Shoulder Widening Krichauff Road & Westall Road	-	-	-	-	-	Aug-26	Yes	Yes	Various	Budget allocated to recovery works task 2026-19, \$420,000.
2026-6	Drainage	Drainage Renewal Old Bynoe Road	93,316.84	93,316.84	93,316.84	-	100.00%	Jun-26	Yes	Yes	Allocated Projects Complete	Works complete, remaining budget allocated to task 2026-19 recovery works \$156,683.16
2026-7	Buildings	Council Administration Building Upgrade effluent system and dog pound area	112,199.13	112,199.13	200,000.00	87,800.87	56.10%	Sep-26	Yes	Yes	Effluent Delivery Dog Pound Complete	Effluent System Upgrade: Contract has been awarded to Gold Medal Services. Anticipated start date for works is July 2026. Works delayed due to ground water levels. Project to be carried forward into next FY. Dog Pound Upgrade: Works are complete

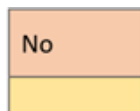
Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 2 Inc Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-8	Thorak	Thorak Asset Renewal Concrete beams and irrigation	7,950.00	7,950.00	30,000.00	22,050.00	26.50%	Jun-26	Yes	Yes	Procurement	Concrete beam construction anticipated to be completed end June
2026-9	Waste	Waste Asset Renewal New HD WTS Office building, operators tea room and bins	3,907.00	3,907.00	280,000.00	276,093.00	1.40%	Oct-26	Yes	Yes	Planning	RFT has been released to the market and will close mid-July.
2026-10	Reserves	Freds Pass Sports & Recreation Reserve Bore outlet manifold, Effluent systems upgrades.	26,445.00	26,445.00	420,000.00	393,555.00	6.30%	Oct-26	Yes	Yes	Delivery	Bore Outlet Manifold: Works are complete and bore recommissioned. Effluent System: RFT has been released to the market and is being evaluated with anticipated awarded at the end of July.
2026-11	Reserves	Mira Square Boundary Fencing	28,810.00	28,810.00	35,000.00	6,190.00	82.31%	Jun-26	Yes	Yes	Complete	Complete
2026-12	Reserves	Humpty Doo Village Green Masterplan	-	-	60,000.00	60,000.00	0.00%	Nov-26	Yes	Yes	Planning	Not Started
2026-13	Reserves	Knuckey Lagoon Recreation Reserve Masterplan, BBQ upgrade and Disability access	-	-	120,000.00	120,000.00	0.00%	Nov-26	Yes	Yes	Masterplan Planning BBQ Upgrade Planning Disability Access Delivery	Masterplan: Not Started BBQ Upgrade: Not started Disability Access: Construction works are mainly complete with line marking outstanding
2026-14	Reserves	McMinns Lagoon Recreation Reserve Masterplan, Building upgrades	19,689.09	19,689.09	179,000.00	159,310.91	11.00%	Nov-26	Yes	Yes	Masterplan Planning Building Upgrades Complete Bore Procurement	Masterplan: Not Started Building Upgrades: Works complete Bore: Solar power option requires > 0.6 ha clearing which is not supported. Scope varied to mains powered bore for re-quoting by preferred tenderer. Project to be carried forward into next FY.
2026-15	Reserves	Howard Park Recreation Reserve Masterplan	-	-	50,000.00	50,000.00	0.00%	Nov-26	Yes	Yes	Planning	Not Started
2026-15A	Reserves	Howard Park Safety Audit Upgrades	12,017.00	12,017.00	15,000.00	2,983.00	80.11%	Jul-26	Yes	Yes	Delivery	Fencing completed and signs delivered, ready to install.

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 2 Inc Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-16	Reserves	Livingstone Recreation Reserve Masterplan	-	-	46,285.00	46,285.00	0.00%	Nov-26	Yes	Yes	Planning	Not Started
2026-17	Reserves	Berry Springs Recreation Reserve Masterplan, Roof Painting and Disability access	38,000.00	38,000.00	120,000.00	82,000.00	31.67%	Nov-26	Yes	Yes	Masterplan Planning Disability Access Delivery Roof Painting Planning	Masterplan: Planning Disability Access: Construction works are mainly complete with line marking outstanding Roof Painting: Works completed
2026-18	Fleet	Council Vehicle Replacement	262,217.82	262,217.82	530,000.00	267,782.18	49.48%	Jun-26	Yes	Yes	Delivery	Fleet: • Ranger's vehicle: Delivered • Waste vehicle: Delivered • Mayor's vehicle: Delivered • HDWTS Forklift: Delivered • Thorak Cemetery commuter vehicle: Delivered
2026-19		Road Recovery Works	-	-	1,683,884.95	1,683,884.95	0.00%					Remaining budget transfer from task 2026-2/2026-3/2026-4/2026-5/2026-6
			2,252,445.12	2,252,445.12	7,178,777.00	4,926,331.88						

Carry forward projects

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Budget 25-26 Review 2 Inc Rollover \$	Total yet To Spend \$	Budget Rollover Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2	Roads	Pavement Renewal Whitewood Road	999,692.21	1,125,047.16	1,476,304.98	476,612.77	67.72%	Apr-26	No	Yes	Delivery	Works near complete (in conjunction with Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd). Council currently negotiating required rectification works and variations (including concrete lining of drains) to bring works to completion with Contractor (AKSC)
7	Roads	Road Safety Upgrades - Intersections Pioneer Road / Anglesey Road	-	-	465,129.42	465,129.42	0.00%	Dec-26	Yes	Yes	Design/ Delivery	Linemarking and signage upgrades have been completed. The automated STOP sign is being serviced and anticipated to be reinstalled by July. Council is currently working with a design consultant for a street lighting design to illuminate the intersection. Future stages of upgrades for this intersection are under consideration by Council.
9	Roads	Road Safety Upgrades - Lighting intersections Girraween Rd / Rogers Rd Whitewood Rd / Hicks Rd Whitewood Rd / Westall Rd	272,952.34	631,820.15	480,025.69	207,073.35	56.86%	Apr-26	Yes	Yes	Delivery	All works on intersections are now complete and in DLP.
23	Roads	Blackspot Girraween Road (Rogers Road to Mango Road)	-	19,800.00	643,170.33	643,170.33	0.00%	Oct-26	Yes	Yes	Delivery	Blackspot variation funding confirmed. Design complete, tender documents to be drafted, anticipated release to market in July
27	Shared Path	Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd	682,682.00	682,682.00	949,009.50	266,327.50	71.94%	Apr-26	No	Yes	Delivery	Works near complete (in conjunction with Pavement Renewal Whitewood Road). Council currently negotiating required rectification works and variations (including concrete lining of drains) to bring works to completion with Contractor (AKSC)
29	Reserves	Freds Pass Sport and Recreation Reserve Upgrades	1,653,444.94	2,017,699.87	9,635,745.07	7,982,300.13	17.16%	Jan-27	Yes	Yes	Delivery	AFL Lighting: Towers installed, lights commissioned, pending final lighting adjustments in the dry season Rugby and Soccer Lighting: Works commenced on site and 4 footings constructed. All trenching for Rugby is complete. Netball: RFT has been awarded to Aspire Design & Construct and contractor has mobilised to site.
			7,161,340.62	16,294,365.00	17,814,901.93	10,653,561.31						
			9,413,785.74	18,546,810.12	24,993,678.93	15,579,893.19						

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



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

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

Notes:

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

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 30 JUNE 2026	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	27,570,808.41	
Untied Funds	5,917,299.61	
Accounts Receivable		
Trade Debtors	177,777.64	(2)
Rates & Charges Debtors	1,523,303.73	
Other Current Assets	446,920.30	
TOTAL CURRENT ASSETS	35,636,109.69	
Non-Current Financial Assets	11,702,017.18	
Property, Plant and Equipment	471,000,174.05	
TOTAL NON-CURRENT ASSETS	482,702,191.23	
TOTAL ASSETS	518,338,300.92	
LIABILITIES		
Accounts Payable	1,952,009.60	(3)
ATO & Payroll Liabilities	2,058.77	(4)
Current Provisions	908,699.00	
Accruals	2,755,906.65	
Other Current Liabilities	10,368.97	
TOTAL CURRENT LIABILITIES	5,629,042.99	
Non-Current Liabilities		
Non-Current Provisions	175,741.44	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	175,741.44	
TOTAL LIABILITIES	5,804,784.43	
NET ASSETS	512,533,516.49	
EQUITY		
Asset Revaluation reserve	460,648,757.24	
Reserves	30,129,994.52	
Accumulated Surplus	21,754,764.73	
TOTAL EQUITY	512,533,516.49	

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.

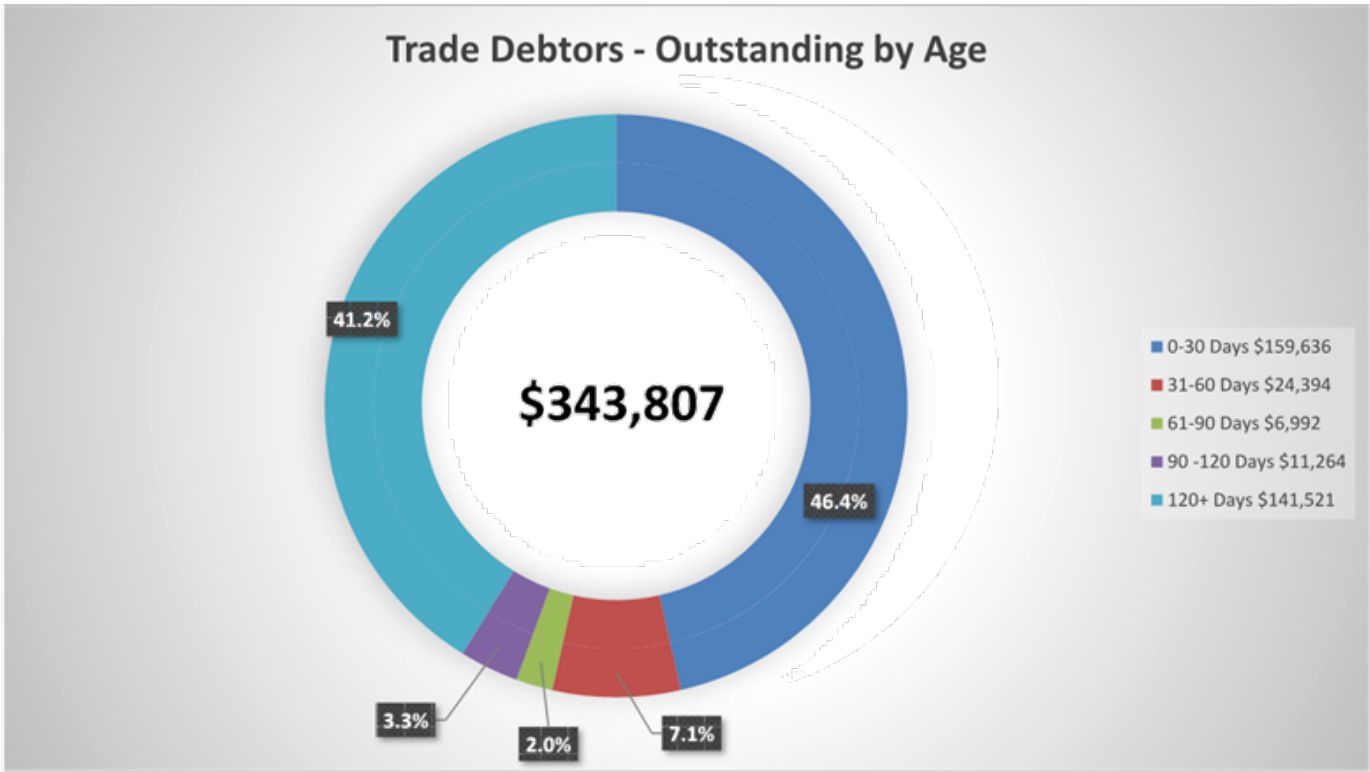
Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	14/10/2025	1,500,000.00	4.05%	14/07/2026	273	3,500,000.00	12.69%	45,437.67
	23/12/2025	1,000,000.00	4.30%	29/09/2026	280			32,986.30
	12/02/2026	1,000,000.00	4.60%	27/10/2026	257			32,389.04
Defence Bank (S&P A2)	20/11/2025	1,000,000.00	4.25%	11/08/2026	264	2,000,000.00	7.25%	30,739.73
	22/04/2026	1,000,000.00	5.40%	2/02/2027	286			42,312.33
NAB (S&P A1+)	30/09/2025	1,000,000.00	4.22%	7/07/2026	280	10,500,000.00	38.08%	32,372.60
	28/10/2025	1,000,000.00	4.15%	28/07/2026	273			31,039.73
	12/02/2026	1,500,000.00	4.65%	10/11/2026	271			51,786.99
	10/03/2026	1,000,000.00	4.95%	22/12/2026	287			38,921.92
	8/04/2026	1,000,000.00	5.30%	19/01/2027	286			41,528.77
	5/06/2026	1,000,000.00	5.30%	16/03/2027	284			41,238.36
	26/06/2026	2,000,000.00	5.29%	16/07/2027	385			111,597.26
	26/06/2026	2,000,000.00	5.28%	23/07/2027	392			113,411.51
Westpac	19/11/2025	1,500,000.00	4.50%	25/08/2026	193	11,570,808.41	41.97%	51,595.89
	9/12/2025	2,000,000.00	4.60%	15/09/2026	173			70,575.34
	19/01/2026	2,000,000.00	4.59%	13/10/2026	132			67,152.33
	27/02/2026	1,000,000.00	4.97%	27/11/2026	93			37,172.88
	27/02/2026	1,000,000.00	4.97%	8/12/2026	93			38,534.52
	25/03/2026	1,500,000.00	5.31%	05/01/2027	67			62,410.68
	6/05/2026	1,500,000.00	5.43%	16/02/2027	25			63,821.10
	19/05/2026	1,000,000.00	5.50%	2/03/2027	12			43,246.58
	28/05/2025	70,808.41	3.50%	27/05/2027	368			4,949.80
TOTAL INVESTMENTS		27,570,808.41				27,570,808.41	100%	1,085,221.33
% of Total Investment Portfolio		S&P Short term rating (max 100%)		41.97%	A1+ 35.75% 38.08%		A2 19.95%	
Total Investments/ Tied Funds		\$ 27,570,808.41		Total Year to date Investments Earnings		\$ 1,088,718.35		
General Bank Funds		\$ 5,903,915.52						
Council Till and Petty Cash float		\$ 1,275.00						
Total Untied Funds		\$ 5,905,108.52						
Total all funds		\$ 33,475,998.93						

Note 2: Statement of Trade Debtors

Total Debtors as of 30 June 2026 is \$343,807; \$141,520.91 to invoices outstanding over 90 days. \$89,486.16 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 Three hundred and Sixty-Six (366) infringements outstanding with a total balance of \$101,805.16, a decrease of \$2,572.80 from May. One (1) issued, four (4) Reminder notices produced, Two Hundred and Fourty-Seven (247) are with the Fines Recovery Unit (FRU), One Hundred Eleven-Two (112) Part Payment Arrangement and Two (2) on hold.

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	-	23,852.20	6,253.00	-	-	30,105.20
Waste	-	204.46	46.00	-	55.38	305.84
Recreation Reserves	-	(1,077.42)	383.21	310.00	-	(384.21)
Planning	-	50.00	310.00	-	-	360.00
GST Receivable	159,635.66	-	-	-	-	159,635.66
Infringements	-	1,365.00	-	10,954.00	89,486.16	101,805.16
Total	159,635.66	24,394.24	6,992.21	11,264.00	141,520.91	343,807.02



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	323,042.12	-	-	-	-	323,042.12
Cemetery	-	-	-	-	-	-
Total	323,042.12	-	-	-	-	323,042.12

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31–60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Payable	9,290.93	-	-	-	-	9,290.93
Payroll	-	-	-	-	-	-
Total	9,290.93	-	-	-	-	9,290.93

Financial Reserves

	2025-2026 Budget Review 1	2025/26 Net Movement \$	2025-2026 Budget Review 2
Externally Restricted			
Developer Contribution Reserve	1,070,519.00	-	1,070,519.00
Waste Management Reserve	5,274,555.00	-	5,274,555.00
Total Externally Restricted Reserves	6,345,074.00	-	6,345,074.00
Internally Restricted Reserves			
Asset Reserve	7,268,629.00	(136,889.00)	7,131,740.00
Thorak Regional Cemetary Reserve	3,799,047.00	-	3,799,047.00
Election Reserve	200,000.00	-	200,000.00
Disaster Recovery Reserve	400,000.00	-	400,000.00
Strategic Initiatives Reserve	400,000.00	-	400,000.00
Cash for Cans Reserve	170,445.00	-	170,445.00
Total Internally Restricted Reserves	12,238,121.00	(136,889.00)	12,101,232.00
TOTAL RESERVES	18,583,195.00	(136,889.00)	18,446,306.00

The Financial Reserves has been updated with 2025-26 Budget Review 2 figures.

Outstanding Rates

Prior Years Rates Outstanding²

The below table illustrates the split of prior year outstanding rates, currently at \$1.6 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.

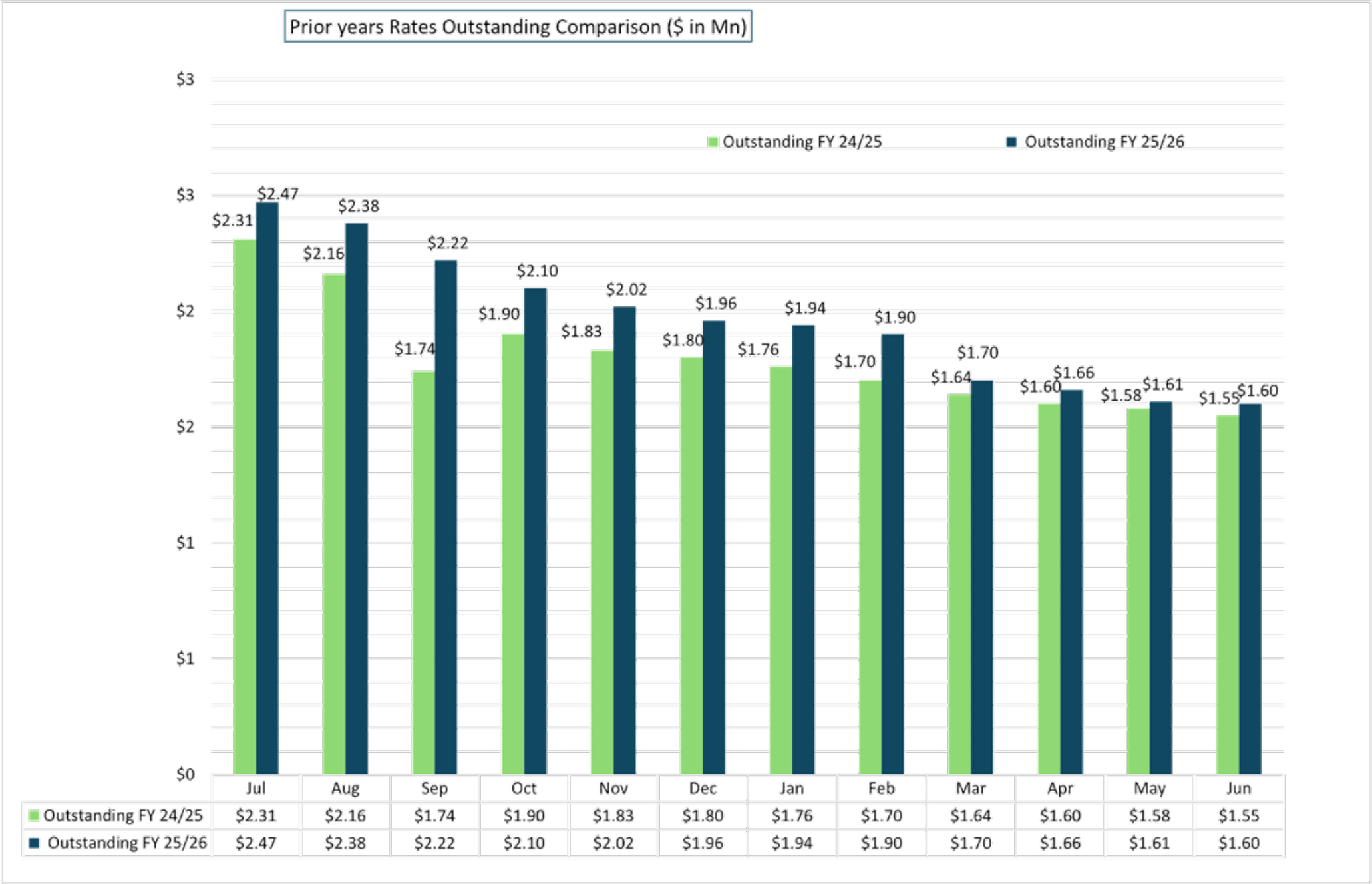
The table below shows the balance of the prior year's rates as at the beginning of the financial year, last month and the current month.

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (May 2026) (\$)	Current Month (Jun 2026) (\$)
CANCELLED ASSESSMENT	-	101,571.74	104,142.84
COMMERCIAL	28,378.18	28,302.07	28,725.11
GAS PLANT	-	-	-
MINING	165,673.14	156,717.77	155,383.89
HORTICULTURE AGRICULTURE	18,846.40	46,681.03	47,206.64
NON-RATEABLE GENERAL	20,028.76	22,708.06	22,817.40
NON-RATEABLE WASTE	40,496.86	42,320.31	42,558.39
PASTORAL	-	-	-
TOWN URBAN RESIDENTIAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,210,295.34	1,191,476.84
URBAN RESIDENTIAL	135,647.13	9,412.75	9,615.35
TOTAL	1,532,990.61	1,618,009.07	1,601,926.46
Arrears LESS Legal	1,422,397.62	1,513,184.08	1,497,487.31

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

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

Current Year Rates³

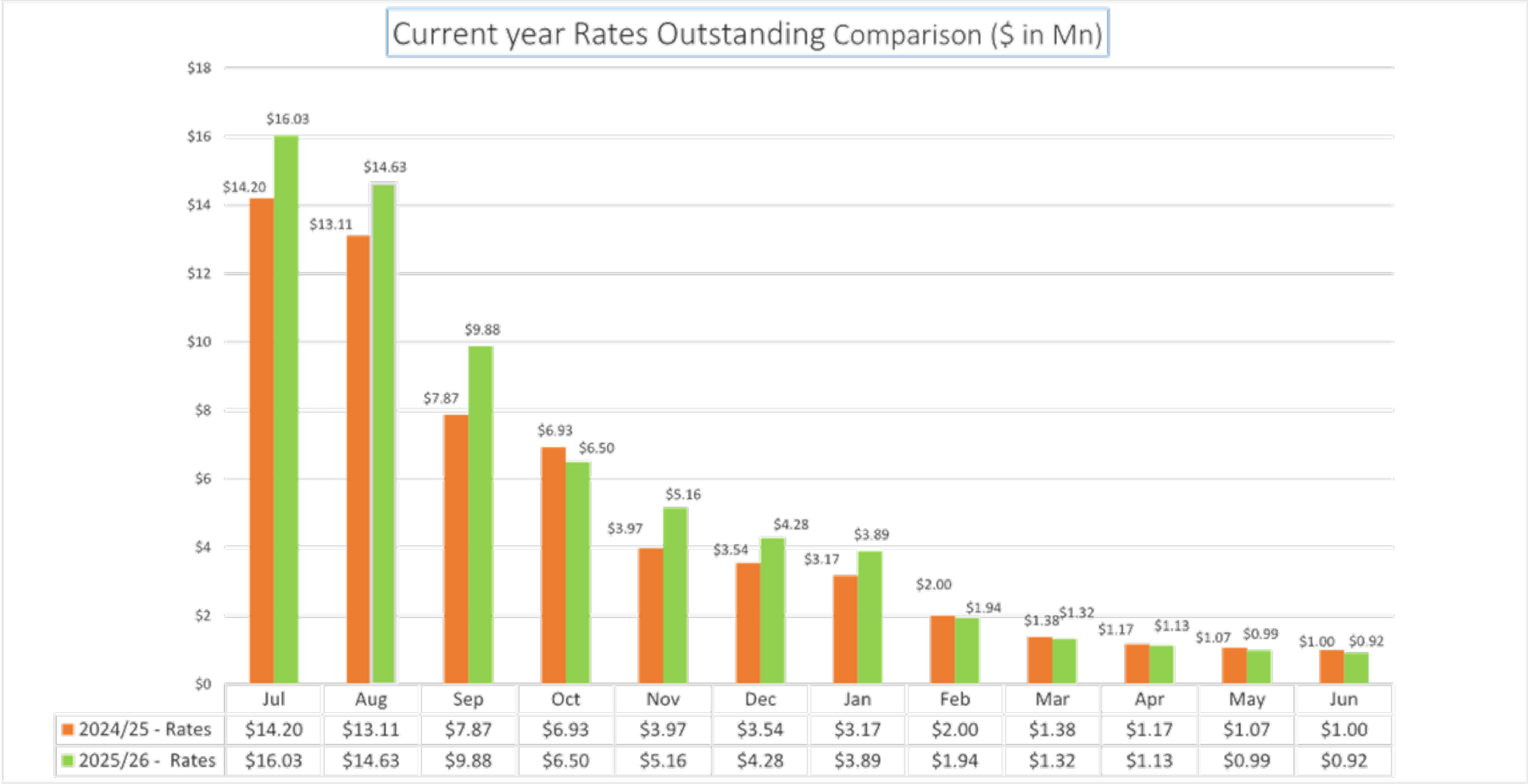


³ Includes current year outstanding rates (FY 2026)
20

The table below shows the movement in current year rates compared to last month. The below table illustrates the split of current year outstanding rates. Current year rates levied outstanding total \$924,303.34 and the final instalment was due on 28 February 2026.

	Previous Month (May 2026) (\$)	Current Month (Jun 2026) (\$)	Variance (\$)	Due Dates
Instalment 1	242,281.01	226,347.51	15,933.50	30-Sep-25
Instalment 2	323,474.17	299,466.95	24,007.22	30-Nov-25
Instalment 3	432,970.22	398,488.88	34,481.34	28-Feb-26
TOTAL	998,725.40	924,303.34	74,422.06	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount
1743-114-01	NATIONAL AUSTRALIA BANK (NAB)	Term Deposits (2) - Maturity Date: 15 June and 22 June 2027	\$4,000,000.00
1738.409-01	F & J BITUMEN SERVICES Pty Ltd	RFT24-472 Sealed Pavement Maintenance - Potholes - Various Locations - Litchfield Council Municipality	\$224,144.75
1741.87-01	TOP END LINEMARKERS PTY LTD	RFT26-518 - Line Marking after Resealing - Various Roads, Litchfield Council Municipality	\$143,976.70
1741.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Earthworks, Crossing Repairs, Minor Civil Works and Gravel Repair Works - Various Locations, Litchfield Council Municipality	\$136,813.60
1740.2815-01	JLM CONTRACTING SERVICES Pty Ltd	Driveway Repair Works - Various Location, Litchfield Council Municipality	\$97,614.83
1741.280-01	CITY OF DARWIN	May 2026 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$94,299.40
1739.874-01	VTG WASTE & RECYCLING	May 2026 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$88,664.38
1741.1583-01	A1 PLANT AND CIVIL	Gravel Road Maintenance - Grading - Various Locations, Litchfield Council Municipality	\$81,919.68
1739.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 24 (25/26) - Cyc 1 WE: 07 June 2026	\$69,437.00
1741.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 24 (25/26) - Cyc 1 WE: 21 June 2026	\$62,548.00
1741.2440-01	STANTEC AUSTRALIA PTY LTD	Litchfield Contaminated Waste Disposal	\$38,457.65
1738.3319-01	CERT AUSTRALIA HOLDINGS Pty Ltd	Deposit for - All Litchfield Council Training - Tactical Communications	\$36,586.00
1739.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 25 2026-13 WE: 07 June 2026	\$36,515.83
1741.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 26 2026-13 WE: 21 June 2026	\$35,857.13
1741.409-01	F & J BITUMEN SERVICES PTY LTD	RFT24-472 Sealed Pavement Maintenance - Various Locations, Litchfield Council Municipality	\$33,976.84
1740.3223-01	MG ELECTRICAL SERVICES Pty Ltd	RFT25-517 Powerline Relocation, Bees Creek Road	\$31,075.00
1738.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	RFQ25-526 - Design of Wastewater Treatment - Lakeview Hall Freds Pass Recreation Reserve	\$29,089.50
1738.2750-01	TMH SERVICES	Installation of Replacement Guard Rails, Drain Reformation and Minor Civil Works - Various Locations Litchfield Council Municipality	\$27,533.00
1741.1564-01	FOURIER TECHNOLOGIES PTY LTD	June 2026 - ICT Managed Service and Support, CCTV and SOPHOS Firewall	\$22,770.58
1739.849-01	WEX AUSTRALIA (PUMA CARD)	May 2026 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$22,508.12

1739.2869-01	DELNORTH Pty Ltd	Replacement Steelflex Posts, and Post Remover	\$20,421.50
1741.926-01	JACANA ENERGY	April 2026 - Electricity - Streetlights, HSWTS, Litchfield Community Library, Thorak Cemetery, HPRR, Gregg Park, KLRR, BSWTS, HDWTS, MWF and Litchfield Council Office	\$19,942.13
1741.3065-01	VERBREC AUSTRALIA PTY LTD	Condition Information - Additional Time to Extract Data from Sources - Master Document - Reimbursable Labour	\$17,973.73
CCJUNE26	WESTPAC CARDS & DIRECT DEBITS	June 2026 Credit Cards Litchfield Council Officers	\$17,714.96
1741.2815-01	JLM CONTRACTING SERVICES PTY LTD	Earthworks and Traffic Control - Various Roads - Litchfield Council Municipality	\$16,955.29
1741.1398-01	PKF MERIT PTY LTD	Progress Fee for 2025-2026 Audit	\$16,665.00
1738.926-01	JACANA ENERGY	Jan - Mar 2026 - Streetlight Electricity Charges	\$15,477.39
1741.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	HPRR - Water Bubbler Repairs	\$14,705.90
1741.454-01	TRAFFICWERX NT PTY LTD	Tropical Cyclone Fina Damage - Traffic Management Warning Signs	\$14,661.06
1740.3312-01	CHARLIE BLISS CREATIVE Pty Ltd	Photography / Videography and Drone Services	\$13,750.00
1741.3282-01	GLOVER & GLOVER (DNA PROJECTS AUSTRALIA)	KLRR - Repairs and Maintenance - Kitchen repairs	\$13,355.15
1738.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$13,260.91
1741.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance - Various Locations - Litchfield Council Municipality	\$12,364.00
1740.2672-01	TROPICAL TREE SERVICES	Clearing of Tropical Cyclone Fina Debris, and Tree Maintenance - Various Locations, Litchfield Council Municipality	\$11,230.67
1741.2795-01	ABSOLUTE SIGNAGE	Water Over Road Signage	\$10,373.61
1738.183-01	CHRIS'S BACKHOE HIRE Pty Ltd	April 2026 - Grave Preparation at Thorak Cemetery	\$10,032.00
1739.2249-01	MS R A WRIGHT	May 2026 - Elected Members Allowances	\$9,297.63
1740.1107-01	MCARTHUR (VIC) Pty Ltd	Professional Services - CEO Performance Review	\$8,833.56
1740.1970-01	NH CONSTRUCTIONS NT Pty Ltd	Installation of Concrete Paths - Thorak Cemetery	\$8,745.00
1741.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$8,478.14
1741.3164-01	CORE TRAFFIC CONTROL PTY LTD	Traffic Control for Litchfield Rural Show	\$8,396.60
1740.132-01	AIRPOWER NT Pty Ltd	Mower Service. CF51YT, 1200hr.	\$8,003.79
1739.454-01	TRAFFICWERX NT Pty Ltd	Tropical Cyclone Fina Damage - Traffic Management and Warning Signage	\$7,721.89
1740.2806-01	QALMOLMI ARTS	Brand Artwork Development	\$7,500.00

1738.1564-01	FOURIER TECHNOLOGIES Pty Ltd	May 2026 - Anti Spam/Sophos/DRaaS	\$6,707.94
1738.307-01	RANDFLEX Pty Ltd	Supply of Ash Containers and Presentation Urns for Thorak Cemetery Customer Sales	\$6,667.98
1739.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance Works - Various Locations - Litchfield Council Municipality	\$6,512.00
1741.2981-01	DARWIN ARGOS PAINTING	BSRR Caretakers External Painting	\$6,490.00
1739.2252-01	MRS E SHARP	May 2026 - Elected Members Allowances	\$5,986.37
1738.454-01	TRAFFICWERX NT Pty Ltd	Tropical Cyclone Fina - Traffic Management for Damaged Roads	\$5,913.88
1740.2750-01	TMH SERVICES	Freds Pass Road - Remove 250m3 of Fill	\$5,830.00
1740.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Works Berry Springs Reserve	\$5,808.00
1740.1023-01	AUSLINE ENGINEERING	Metal Fabrication Design / Fitting New Skins, Slasher Skids and Roller Repairs	\$5,742.00
1738.1866-01	NUTRIEN AG SOLUTIONS	Panzer 540 1000L Pod	\$5,665.00
1741.2983-01	FOURIER INFOSEC	June 2026 - Managed Security Services Agreement	\$5,635.45
1740.87-01	TOP END LINEMARKERS Pty Ltd	Line Marking after Resealing - Various Locations, Litchfield Council Municipality	\$5,296.59
1740.3305-01	CENTRELINE TRAFFIC Pty Ltd	Hillier Road / Girraween Road Intersections Works	\$4,950.00
1741.1728-01	BRAINIUM LABS	Updates for Litchfield Council Website	\$4,905.00
1741.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 22 June 2026	\$4,845.67
1739.3308-01	SELECT EVENTS DARWIN Pty Ltd	Litchfield Rural Show Set Up	\$4,826.60
1738.268-01	BYRNE CONSULTANTS	STAGE 3 The Parks (Holtze) Construction	\$4,158.00
1741.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	June 2026 -RFQ24-467 - Cleaning Litchfield Council Office, Thorak Cemetery and Litchfield Community Library	\$4,108.52
1739.2169-01	KILLARA SERVICES (NETRONIX Pty Ltd)	May 2026 RFQ24-467 - Cleaning Services Litchfield Council Office, Thorak Cemetery (Office and Chapel), and Litchfield Community Library	\$4,108.52
1741.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 21 June 2026	\$4,068.07
1739.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE: 07 June 2026	\$4,068.07
1741.1253-01	CRAIG BURGDORF	HDWTS Komatsu - Repair Compressor and HSWTS Backhoe Repairs	\$4,047.45
1741.2089-01	ELGAS LTD	June 2026 - Gas Supply - Thorak Crematorium	\$3,973.93
1740.2130-01	APEX STEEL SUPPLIES	Replacement Sign Post Steel	\$3,704.55
1739.3196-01	MRS D B CRAWFORD	May 2026 - Elected Members Allowances	\$3,686.37
1740.454-01	TRAFFICWERX NT Pty Ltd	Tropical Cyclone Fina Damage -Traffic Management Warning Signs	\$3,630.00

1741.85-01	TELSTRA CORPORATION LIMITED	June 2026 - Thorak, Litchfield Community Library & Litchfield Council Internet, Data, Phone Lines & Mobiles	\$3,520.10
1739.1047-01	REMOTE AREA TREE SERVICES Pty Ltd	Tree Maintenance Works - Various Locations - Litchfield Council Municipality	\$3,520.00
1739.1253-01	CRAIG BURGDORF	Repairs to AC on Komatsu HDWTS	\$3,428.51
1741.506-01	TURBO'S TYRES	Puncture / Tyre Repairs, and Replacement Tractor and Mower Tyres for MWF	\$3,410.00
1738.1327-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$3,400.00
1741.3138-01	ENVIRONMENTAL EARTH SCIENCES QLD	Contaminated Land Audit HSWTS	\$3,382.50
1739.3028-01	MR K M CIVITARESE	May 2026 - Elected Members Allowances	\$3,341.56
1739.3251-01	MISS P Q F PURICH	May 2026 - Elected Members Allowances	\$3,186.37
1738.2270-01	TYRECYCLE Pty Ltd	HDWTS Tyre Recycling WE: 05 May 2026	\$3,106.80
1739.2238-01	MR K R HARLAN	May 2026 - Elected Members Allowances	\$2,986.37
1741.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	May 2026 - RFQ24-424 Ground Maintenance - HPRR, KLRR, Jakira Estate and Gregg Park	\$2,981.00
1739.2795-01	ABSOLUTE SIGNAGE	Replacement Street Blades, TD1, Bolts, Chains for Signage - Various Locations - Litchfield Council Municipality	\$2,942.50
1741.78-01	POWER & WATER CORPORATION	Mar - May 2026 - Water HPRR Lot 2177 and MWF Water Swipe Cards	\$2,867.21
1738.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Traffic Control -MWF Crews Undertaking Works - Various Locations - Litchfield Council Municipality	\$2,728.00
1738.3320-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Partial Burial Costs - Overpaid	\$2,662.10
1738.3296-01	INTEGRATED SOLUTIONS NT Pty Ltd	White Card Training - Litchfield Council Officers	\$2,569.05
1738.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) Pty Ltd	Replacement Slasher Clutch and Shaft	\$2,513.35
1741.3011-01	KOWALIK MECHANICAL & FABRICATION	Trial Mower Jockey Wheels + Caps	\$2,398.00
1738.1103-01	HASTINGS DEERING	HSWTS Backhoe Air Conditionings Repairs	\$2,243.97
1740.1230-01	TRUE NORTH STRATEGIC COMMUNICATION	Consultancy Service - Annual Community Survey	\$2,197.18
1738.436-01	DeltaNAE	Annual Generator Service at Litchfield Council Office	\$2,196.67
1741.1674-01	FRESH START - FOR CLEANING	Cleaning Services. MWF, HDWTS, BSWTS and HSWTS	\$2,057.50
1739.1564-01	FOURIER TECHNOLOGIES Pty Ltd	Apr 2026 - Onsite Support	\$2,010.03

1739.3198-01	MS P CASS	May 2026 - Elected Members Allowances	\$1,986.37
1740.78-01	POWER & WATER CORPORATION	May 2026 - Water - Litchfield Council Office and HSWTS	\$1,983.90
1739.2270-01	TYRECYCLE Pty Ltd	HDWTS Tyre Recycling WE: 18 May 2026	\$1,959.21
1738.2795-01	ABSOLUTE SIGNAGE	Replacement Signage - Various Locations - Litchfield Council Municipality	\$1,883.09
1741.815-01	JEFFRESS ADVERTISING	Advert in NT News - Municipal Plan Consultation	\$1,867.56
1741.1023-01	AUSLINE ENGINEERING	Reskin Slasher Skids	\$1,745.70
1739.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 19 May 2026	\$1,643.31
1740.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$1,593.94
1738.2564-01	MR S J HOYNE	Reimbursement of Internet Cots - Oct - May 2026 Inclusive	\$1,516.00
1740.1674-01	FRESH START - FOR CLEANING	Cleaning Services HPRR and KLRR WE: 05 Jun 2026	\$1,500.00
1740.2295-01	COLEMANS PRINTING (COLEMANS INK Pty Ltd)	Regulatory Services Notice Books	\$1,499.30
1739.1100-01	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ALGA Conference Registration - CEO	\$1,475.00
1739.51-01	SOUTHERN CROSS PROTECTION Pty Ltd	May 2026 - Security Patrols HDWTS & Litchfield Council Office	\$1,455.33
1741.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF, Regulatory Services and Waste	\$1,441.47
1740.1542-01	CAM INTERIORS	Replacement Office Chairs	\$1,434.40
1738.2089-01	ELGAS LTD	Gas for Thorak Crematorium WE: 14 May 2026	\$1,390.03
1739.1961-01	HUMPTY DOO WELDING AND FABRICATION	Fabricate and Re-enforce Slasher Guards	\$1,342.00
1741.3246-01	S SHAH- Cyber Tech	May 18-31 Consultation for Information Management	\$1,232.00
1740.3246-01	S SHAH- Cyber Tech	May 4-17 Consultation for Information Management (IT)	\$1,232.00
1738.874-01	VTG WASTE & RECYCLING	May 2026 - HDWTS and HSWTS - Waste Oil Disposal	\$1,232.00
1740.2270-01	TYRECYCLE Pty Ltd	Tyre Recycling HDWTS WE: 25 May 2026	\$1,216.99
1739.1152-01	LANE COMMUNICATIONS	SMS Rollout - Outstanding Rates	\$1,195.04
1741.2063-01	QUALITY INDOOR PLANTS HIRE	Plant Hire Australia Day, and Plant Hire and Maintenance for: Litchfield Council Office, Thorak Cemetery and Litchfield Community Library	\$1,140.65
1741.1809-01	RGM MAINTENANCE DARWIN	BSWTS Truck Service	\$1,133.60
1738.3187-01	SAVE A PAW NT INC	Apr 2026 - Pound Transfers for Impounded/Surrendered Dogs	\$1,100.00

1738.3047-01	AJ SECRITY DARWIN (TERRITORY NEXUS)	May 2026 - Open & Close Gates and Security at Thorak Cemetery	\$1,060.40
1739.3047-01	AJ SECRITY DARWIN (TERRITORY NEXUS)	May 2026 - Open & Close Gates and Security at HPRR	\$1,060.40
1741.2672-01	TROPICAL TREE SERVICES	Removal of Fallen Trees	\$1,023.31
1738.896-01	MUIRS (E.E Muir's & Sons Pty Ltd)	Bulk Purchase of Weed Spray for MWF Unit	\$1,019.70
1741.1866-01	NUTRIEN AG SOLUTIONS	Spraying Supplies	\$1,003.75
1741.3331-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$1,000.00
1740.3327-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$1,000.00
1738.2671-01	MR G ARNOTT	May 2026 - Independent Chair - Risk Management Audit Committee	\$959.00
1741.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment Litchfield Council Office	\$947.75
1738.653-01	GOLD MEDAL SERVICES (NT) Pty Ltd	HPRR- Maintenance - Fault Investigation	\$924.00
1739.2593-01	DEFENCE ELECTRIAL SERVICES Pty Ltd	Diagnose and Repair Lights at KLRR	\$924.00
1741.132-01	AIRPOWER NT PTY LTD	Repairs and Parts for Faulty Crank Sensor, and other Repairs as Required	\$921.93
1738.78-01	POWER & WATER CORPORATION	Jan - Apr 2026 - Water KLRR	\$908.64
1738.1961-01	HUMPTY DOO WELDING AND FABRICATION	Welding Slasher Repairs	\$907.50
1738.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Voucher	\$900.00
1741.43-01	NT BUILD	Guys Creek Road - Levy - Reconciliation Adjustments	\$879.00
1740.953-01	HWL EBSWORTH LAWYERS	Rates Recovery Legal Support - Byers Road	\$871.75
1741.151-01	HARVEY NORMAN COMPUTERS/ELECTRICAL	Replacement Fridge for Regulatory Services Medication	\$825.00
1741.1457-01	TERRITORY STEEL	Lengths of Replacement Sign Poles	\$792.00
1741.220-01	THE BIG MOWER	Replacement Spool and Replacement Shaft Coil	\$790.75
1741.1231-01	CROWN EQUIPMENT PTY LTD	HDWTS Forklift Service	\$786.68
1738.3318-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$766.25
1738.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Library Content	\$749.31
1740.2676-01	MAHER RAUMTEEN SOLICITORS	Dog Management Resolution - Legal Advice	\$742.50

1739.2295-01	COLEMANS PRINTING (COLEMANS INK Pty Ltd)	Library Membership Cards	\$733.70
1738.2529-01	TOTAL SAFETY SOLUTIONS	MWF PPE - Workwear and Embroidery	\$687.84
1738.367-01	BUNNINGS GROUP LIMITED	Pound Supplies (Dog Food, Cleaning and Equipment)	\$681.42
1741.700-01	CERBIS GRANITE & MARBLE	Repair Damage to Monument	\$680.00
1739.14-01	AUSTRALIA POST	Bulk Purchase of Stamps	\$680.00
1741.36-01	BRIDGE TOYOTA	Service of CF27ZZ	\$676.26
1741.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	June 2026 - Litchfield Council Archive Storage Fees	\$672.91
1739.2529-01	TOTAL SAFETY SOLUTIONS	PPE For MWF	\$671.36
1738.2063-01	QUALITY INDOOR PLANTS HIRE	May 2026 - Plant Hire and Maintenance - Thorak Cemetery Chapel and Office and Litchfield Council Office	\$670.65
00413328	LITCHFIELD COUNCIL PETTY CASH	Reimbursement of Petty Cash	\$668.05
1740.2660-01	STONE MONKEY	Assorted Graphic Novels for Litchfield Community Library Content	\$600.00
1739.1600-01	TERRITORY FUNERALS	Transportation of Deceased to Thorak Cemetery	\$600.00
1739.1697-01	RSPCA	May 2026 - Pound Transfers for Impounded/Surrendered Dogs	\$600.00
1739.1566-01	WINC AUSTRALIA Pty Ltd	Replenishment of Paper Products Litchfield Council Office	\$592.16
1740.1881-01	DARWIN MAZDA (MILES ROAD HOLDINGS Pty Ltd)	Service of G12YI and Loan Car Utilisation	\$589.65
1741.2176-01	NORTHERN IRRIGATION	Sim for Irrigation HPRR Hall and Oval	\$580.80
1740.261-01	FINLAY'S STONE	Citizenship Ceremony - Gift Trees	\$573.60
1740.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased - To Thorak Cemetery	\$550.00
1740.1471-01	RICOH AUSTRALIA Pty Ltd	May 2026 - Cemetery, HDWTS and Litchfield Community Library - Photocopier Hire & Consumables	\$539.84
1740.560-01	JOBFIT HEALTH GROUP Pty Ltd	Pre-Employment Medical - New Litchfield Council Employee	\$539.00
1738.1211-01	MR G S MAYO	May 2026 - Pound Maintenance for Impound Dogs	\$520.00
1739.367-01	BUNNINGS GROUP LIMITED	Consumables and Makita Power Tools for MWF Crews	\$516.76
1740.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Yearly Defib Inspection and Replacement	\$512.48
1740.3323-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Bond	\$507.00
1741.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS Komatsu Bucket Repairs	\$500.50

1741.3335-01	LITCHFIELD COUNCIL RESIDENT	Youth Development Grant - NT Rep - Volleyball JAPAN	\$500.00
1738.51-01	SOUTHERN CROSS PROTECTION Pty Ltd	May 2026 - Alarm Responses and Callouts to Litchfield Council Office	\$495.00
1739.2395-01	MAITAI SERVICES	May 2026 - Catering and Delivery - Council Meetings	\$482.00
1741.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Consumables - Rags and Cleaner	\$481.80
1739.1392-01	AKRON GROUP NT Pty Ltd	Road Closure - Traffic Control - Flooding	\$475.20
1741.663-01	ACCESS HARDWARE (NT) PTY LTD	Cutting of New Keys for KLRR	\$472.45
1741.3074-01	DARWIN SHOPFITTING PTY LTD	Repair of Power Points Litchfield Council Library	\$462.00
1738.443-01	TERRITORY UNIFORMS	Replacement Uniforms - Finance	\$460.00
1741.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$450.00
1738.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of De-sexing Vouchers	\$450.00
1740.3325-01	THE JETTY FISH & CHIP CAFE	Catering for Council Meeting	\$440.00
1741.3325-01	THE JETTY FISH & CHIP CAFE	June 2026 - Bi-Monthly Staff Meeting Catering	\$429.00
1738.36-01	BRIDGE TOYOTA	Hilux CF09HY - 70k Service	\$417.81
1739.132-01	AIRPOWER NT Pty Ltd	Replacement Deck Belt for Kubota	\$416.37
1741.1471-01	RICOH AUSTRALIA PTY LTD	May 2026 - Corporate and Works - Photocopier Hire & Consumables	\$407.06
1740.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) Pty Ltd	Repairs to Cat 903D Loader	\$396.06
1740.2421-01	RURAL GARDEN SUPPLIES	Pre-Mix Aggregate Delivered to MWF Site	\$375.00
1739.790-01	BOBTOW TILT TRAY SERVICES	Towing of Abandoned Vehicle to HDWTS	\$374.00
1741.855-01	TENDERLINK	RFT25-514 Humpty Doo Waste Transfer Station	\$369.60
1738.1392-01	AKRON GROUP NT Pty Ltd	Road Closure - Damaged Floodway's - Wheewall Road	\$356.40
1739.1674-01	FRESH START - FOR CLEANING	Cleaning Services. MWF, HDWTS, BSWTS, HSWTS	\$337.50
1741.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	\$336.60
1742.3049-01	DREAMEDIA CREATIVE (DREAMEDIA PTY LTD)	Livestream Funeral Service	\$335.50
1739.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Traffic Control - Acacia Hills / Brougham Roads	\$334.40
1738.1396-01	CSE CROSSCOM	May 2026 - Radio Communications Tracking	\$330.00

1739.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Library Content	\$311.23
1741.2545-01	LITCHFIELD COUNCIL RESIDENT - DEPENDANT	Youth Development Grant - NT Rep - Rugby Rep U14's QLD	\$300.00
1741.3161-01	LITCHFIELD COUNCIL RESIDENT - DEPENDANT	Youth Development Grant - NT Rep - Netball State Champs QLD	\$300.00
1741.3329-01	LITCHFIELD COUNCIL RESIDENT - DEPENDANT	Youth Development Grant - NT Rep - Rugby Rep U14's QLD	\$300.00
1741.3330-01	LITCHFIELD COUNCIL RESIDENT - DEPENDANT	Youth Development Grant - NT Rep - Rugby Rep U14's QLD	\$300.00
1741.3334-01	LITCHFIELD COUNCIL RESIDENT - DEPENDANT	Youth Development Grant - NT Rep Under 16's Basketball VIC	\$300.00
1739.506-01	TURBO'S TYRES	Strip and Refit of Buggy and Tractor Tyres	\$297.00
1738.2240-01	FREDS PASS RESERVE	Hire of Lakeview Hall - Men's Program BBQ	\$288.75
1738.129-01	RDO EQUIPMENT Pty Ltd	Consumables - Replacement Filters	\$279.16
1739.3321-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$275.74
1741.508-01	EASA	EAP Counselling Session	\$270.73
1738.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Nuts and Bolts for Flail Hammers	\$268.81
1741.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Call-outs - Litchfield Council Office	\$265.65
1738.1566-01	WINC AUSTRALIA Pty Ltd	Replenishment of Resources HPRR	\$263.12
1741.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Library Content	\$262.68
1741.790-01	BOBTOW TILT TRAY SERVICES	Tow CAT 903D from HDWTS to HSWTS	\$253.00
1738.2378-01	PACK & SEND DARWIN	May 2026 - Courier Services for Litchfield Community Library	\$240.00
1738.25-01	LAND TITLES OFFICE	May 2026 - Rates Tittle Searches	\$236.00
1740.1866-01	NUTRIEN AG SOLUTIONS	Cement to Secure Replacement Sign Posts	\$234.30
1739.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	May 2026 - Garden Maintenance Humpty Doo Community Garden	\$230.00
1741.752-01	TOTALLY WORKWEAR PALMERSTON	Operator WTS Boots	\$220.00
1742.3007-01	PROBLEM ANIMAL CONTROL MAN	Locate Wild Dog Capture/Euthanasia	\$220.00
1739.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bolts for Flail Skids MWF	\$213.63
1741.1181-01	ODD JOB BOB	Hanging Artwork and Reinstallation Council Elected Members Phot Wall	\$200.75

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1741.3187-01	SAVE A PAW NT INC	May 2026 Pound Transfers - Impounded / Surrendered Dogs	\$200.00
1738.1133-01	NT WATER FILTERS	Chiller Sterilization Service	\$200.00
1738.1294-01	DARWIN LAUNDRIES (CLEAN FUN Pty Ltd)	Apr 2026 - Laundry of Chambers Linen	\$198.00
1741.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 05 and 12 June 2026	\$196.38
1740.1181-01	ODD JOB BOB	Install Lock Latch to Regulatory Services Animal Medication Fridge	\$189.75
1739.855-01	TENDERLINK	RFT26-531- Freds Pass Recreation Reserve Netball Courts	\$184.80
1741.1700-01	SAGE CONSTRUCTIONS PTY. LTD.	Fill Sand 3 Cubic Meters Delivered to Thorak Cemetery	\$165.00
1740.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA Pty Ltd	Jun 2026 - ASSA Monthly Membership	\$165.00
1739.220-01	THE BIG MOWER	Replacement Coil Assembly Honda GX200 Pressure Valve	\$162.45
1741.1772-01	WATER DYNAMICS PTY LTD	Irrigation Supplies	\$157.00
1740.3170-01	UNIQUE GIFTS AND NEWSAGENTS Pty Ltd	Apr - May 2026 - Daily Newspapers - Litchfield Community Library	\$151.50
1739.1429-01	SMILE A MILE FUN BUS & TOY LIBRARY	Yearly subscription for Toy Library Borrowings	\$150.00
1740.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check - New Litchfield Council Employee	\$132.00
1738.2188-01	GTG IRRIGATION & LANDSCAPING Pty Ltd	Replacement Irrigation Parts	\$132.00
1741.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Corflutes for Meade Road Consultation	\$123.20
1741.3298-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Bond After Venue Hire	\$122.05
1741.3154-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Trap Bond After Hire Period	\$120.00
1740.3324-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond After Hire Period	\$120.00
1739.3322-01	LITCHFIELD COUNCIL RATE PAYER	Refund Bond -Trap Hire after Hire Period	\$120.00
1740.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Library Content	\$118.76
1740.1566-01	WINC AUSTRALIA Pty Ltd	Stationary Replenishment - Thorak Cemetery	\$116.83
1738.2434-01	BELLS PURE ICE	May 2026 - Ice Delivered to MWF Shed	\$113.34
1741.1133-01	NT WATER FILTERS	Water Bottle Refills for Litchfield Council Foyer Water Cooler Dispenser	\$110.00
1739.3289-01	TENNIS NT	Youth Week - Tennis NT Activity	\$110.00

1741.287-01	HARVEY DISTRIBUTORS	Replacement Bin Liners and Consumables for Thorak Cemetery	\$104.94
1741.2375-01	NTIT (NT-IT PTY LTD)	Supply and Install of New Battery for Litchfield Council Community Library Headsets	\$102.03
1741.851-01	OFFICEWORKS	Replacement Office Chair	\$99.00
1741.1459-01	TERRITORY SPRINGWATER AU PTY LTD	May 2026 - Replacement Water Filter Bottle	\$94.50
1740.51-01	SOUTHERN CROSS PROTECTION Pty Ltd	Jun 2026 - Alarm Responses / Callouts for Alarm Calls to Litchfield Council Office	\$82.50
1738.2925-01	ACCESS MERCANTILE SERVICES AUSTRALIA	May 2026 - Rate Debt Collecting Fees	\$79.20
1741.2434-01	BELLS PURE ICE	Jun 2026 - Ice Delivered to MWF Shed	\$70.84
1738.2849-01	ARMAGUARD Pty Ltd	Collect Council Banking - WE: 24 May 2026	\$65.46
1739.2849-01	ARMAGUARD Pty Ltd	Collect Council Banking - WE: 29 May 2026	\$65.46
		TOTAL	\$5,911,775.41

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

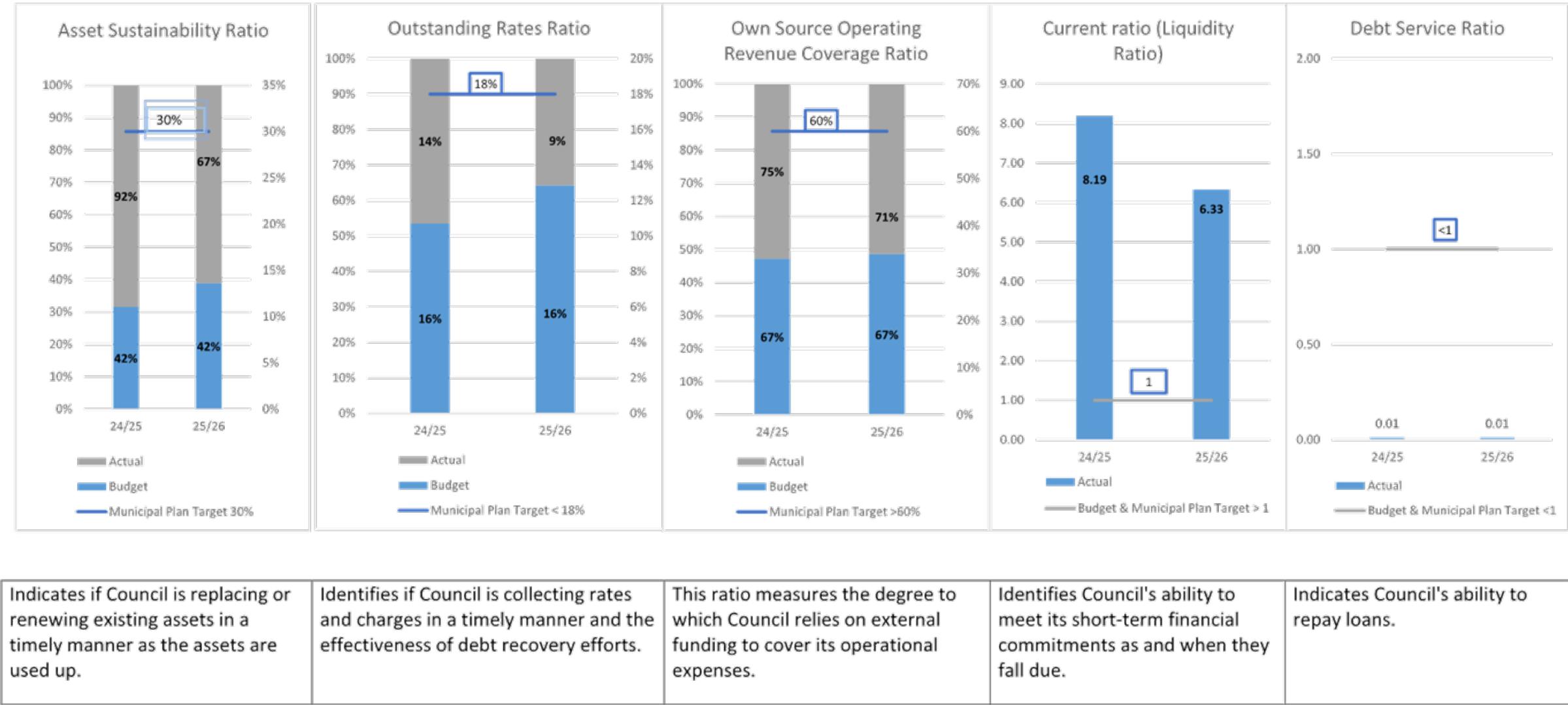
Card Holder Name:	Stephen Hoyne		
Transaction Date	Amount	Supplier's Name	Details
22/05/2026	\$1,974.06	Qantas	Qantas -National General Assembly - Regional Forum (CEO and Crawford, Civitarese)
22/05/2026	\$829.53	Qantas	Qantas - National General Assembly - Regional Forum (CEO and Crawford, Civitarese)
22/05/2026	\$2,062.91	Qantas	Qantas - National General Assembly - Regional Forum (CEO and Crawford, Civitarese)
22/05/2026	\$1,756.84	Qantas	Qantas - National General Assembly - Regional Forum (CEO and Crawford, Civitarese)
25/05/2026	\$24.00	NT News	New Pty Limited - Subscription
26/05/2026	-\$956.00	Hotels One	Hotels One - Cancelled Cr Harlan ALGA Conference
17/06/2026	\$35.00	Caltex	Caltex - Ad Blue
19/06/2026	\$15.00	NT Independent	NT Independent - Subscription
19/06/2026	-\$258.15	Qantas	Qantas - Credit Cancellation for Cr Harlan ALGA Conference
21/06/2026	\$6.00	Westpac	Westpac Credit Card Fee
	\$5,489.19		

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
June 2026	\$9,297.63	MS R A WRIGHT	May 2026 - Elected Members Allowances
June 2026	\$5,986.37	MRS E SHARP	May 2026 - Elected Members Allowances
June 2026	\$3,686.37	MRS D B CRAWFORD	May 2026 - Elected Members Allowances
June 2026	\$3,341.56	MR K M CIVITARESE	May 2026 - Elected Members Allowances
June 2026	\$3,186.37	MISS P Q F PURICH	May 2026 - Elected Members Allowances
June 2026	\$2,986.37	MR K R HARLAN	May 2026 - Elected Members Allowances
June 2026	\$1,986.37	MS P CASS	May 2026 - Elected Members Allowances
Total	\$30,471.04		

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of March is 67% which match the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing backlog of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 9% is less than 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 71% 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 6.33 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition. ** Own Source Revenue refers to revenue raising capacity excluding all external grants, that is, through rates, charges, user fees, interest income, profit on disposal of assets etc.

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 30.06.2026

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: 14/07/2026

14.1.2 People, Performance and Governance Report – June 2026

- AUTHOR:** Ankit Pansal, Acting Director Corporate Services
Melissa Waite, Senior Payroll and Customer Service Officer
- AUTHORISER:** Stephen Hoyne, Chief Executive Officer
- ATTACHMENTS:** 1. People Performance and Governance Monthly Report June

EXECUTIVE SUMMARY

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

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

RECOMMENDATION

1. That Council note the People, Performance and Governance Report for June 2026.

BACKGROUND

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

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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

Service Delivery

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

COMMUNITY ENGAGEMENT

Nil

PEOPLE AND PERFORMANCE MONTHLY REPORT June 2026

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA			

External Appointments

Position	Department	Start date	Permanent/Temporary
Recreation Reserve Liaison Officer	Community	01/06/2026	Permanent
Executive Assistant to Directors	Executive/Leadership	22/06/2026	Permanent

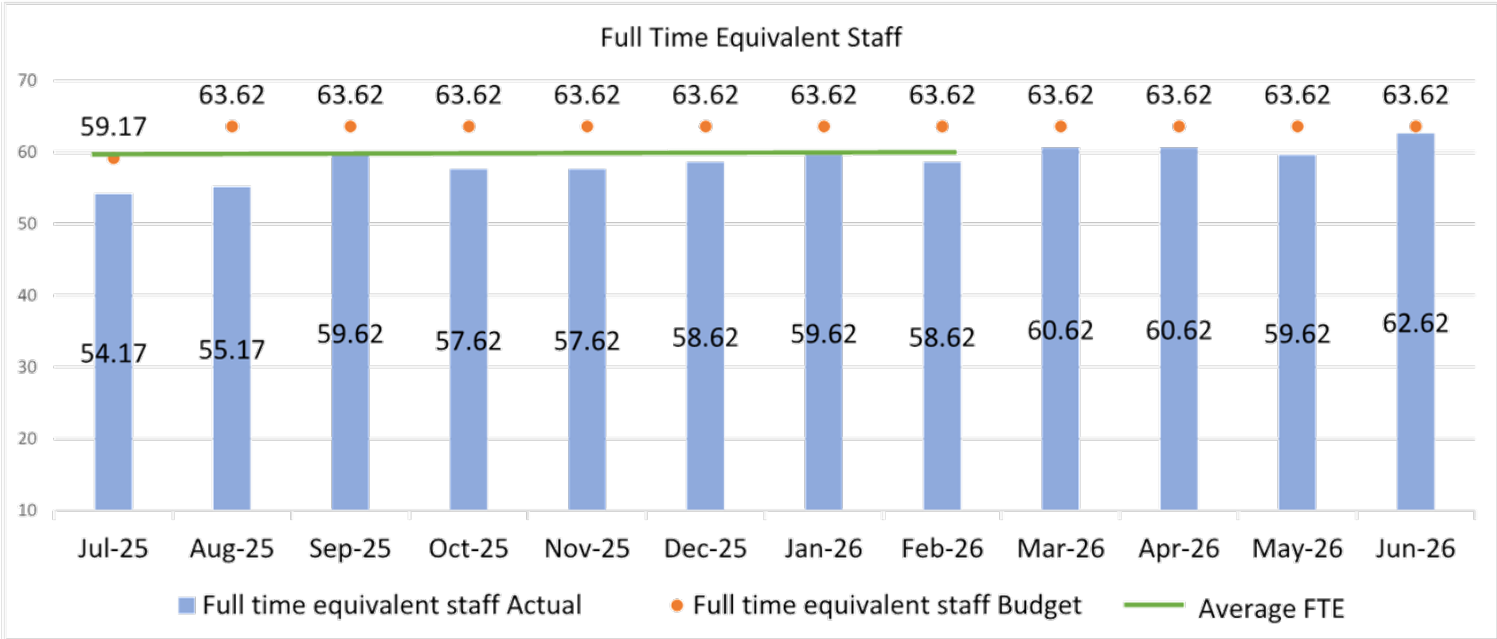
Employment Separation Permanent

Position	Department	End date	Permanent/Temporary
NA			

	Allocated	Actual	Difference
Full Time Equivalent	50.00	49.00	-1
Part-time	4.52	4.52	0
Contract	5.00	5.00	0
Casual	4.10	4.10	0
Total	63.62	62.62	-1.00

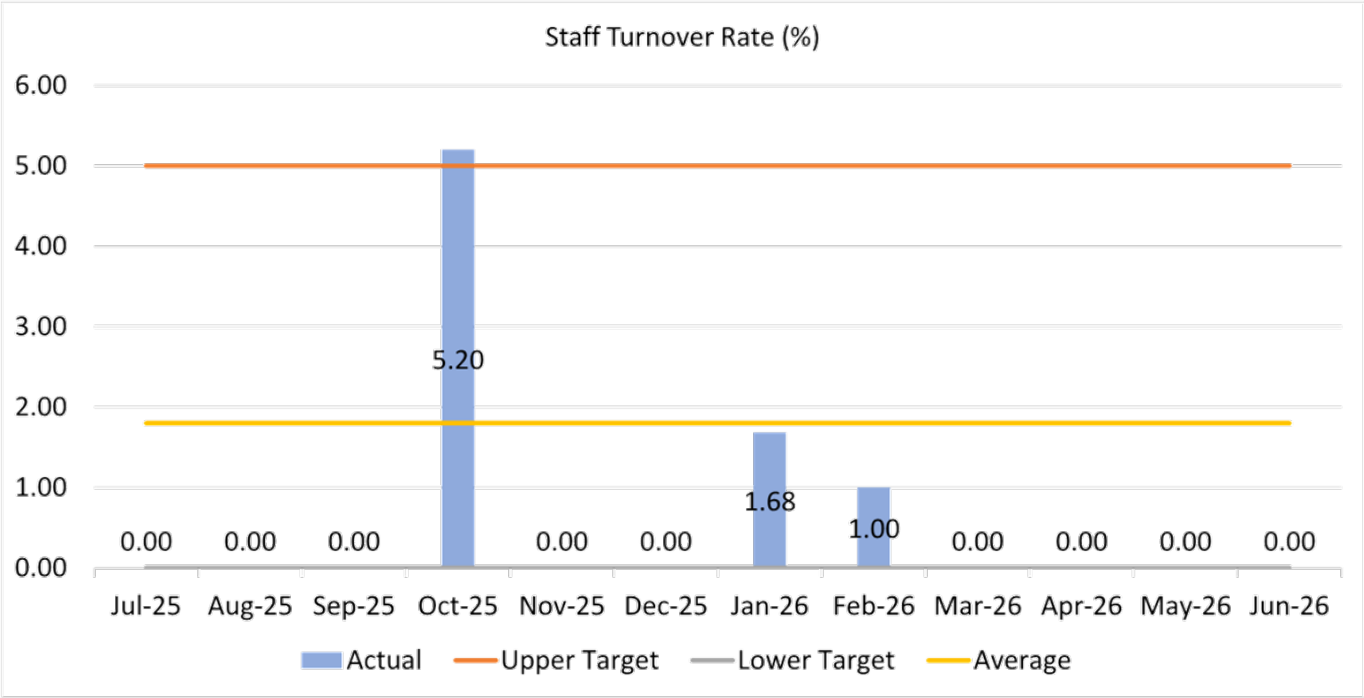
Recruitment Overview:

Role	In Progress	Completed	Expected Time
EA to Directors			NA
Recreation Reserve Liaison Officer			NA
Director Corporate Services			July
Director Governance & Community			July
Communications Officer			Aug/Sept



Turnover Rate:

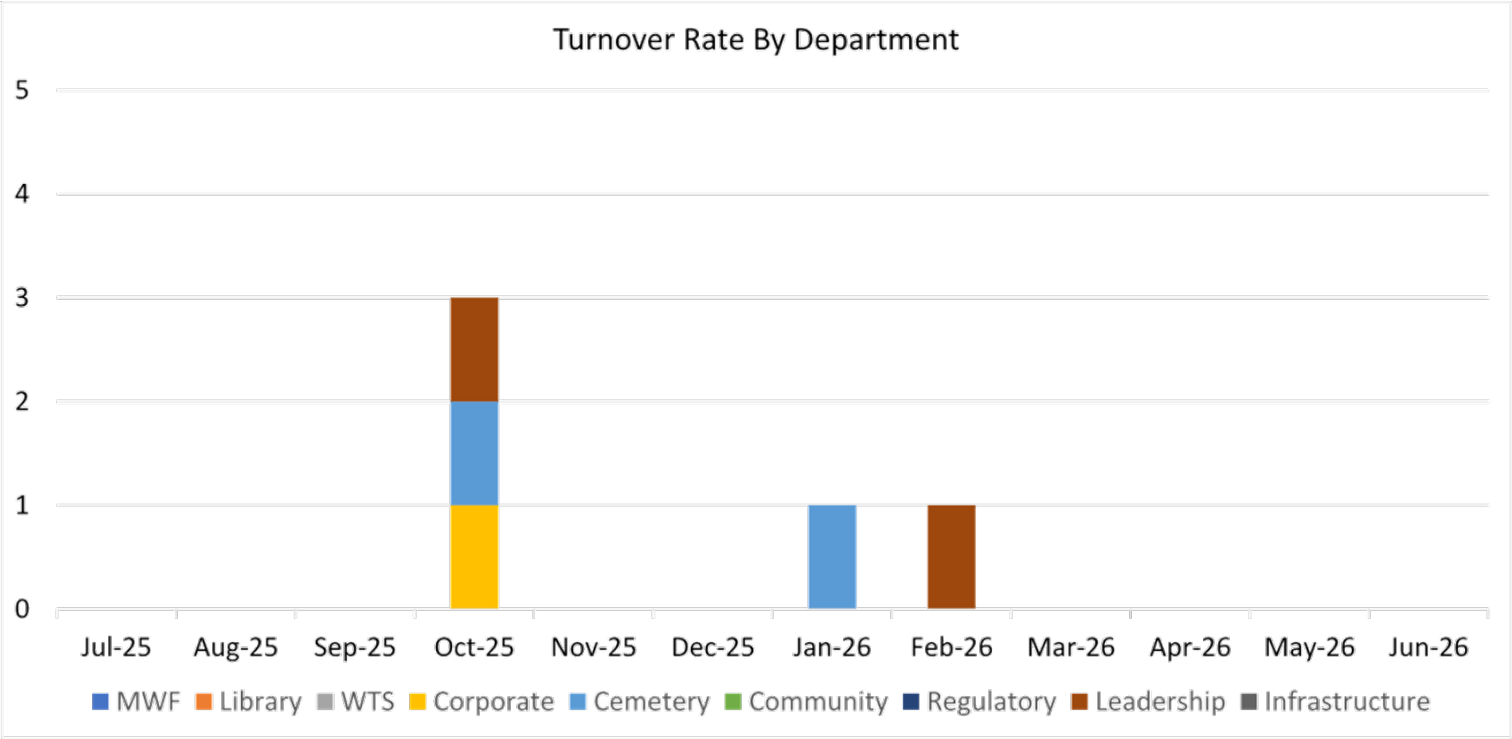
The number of staff leaving council employment during the reporting period.
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Average
0%	0%	0%	5.21%	0%	0%	1.68%	1.71%	0%	0%	0%	0%	0.72%
0	0	0	3	0	0	1	1	0	0	0	0	0.42

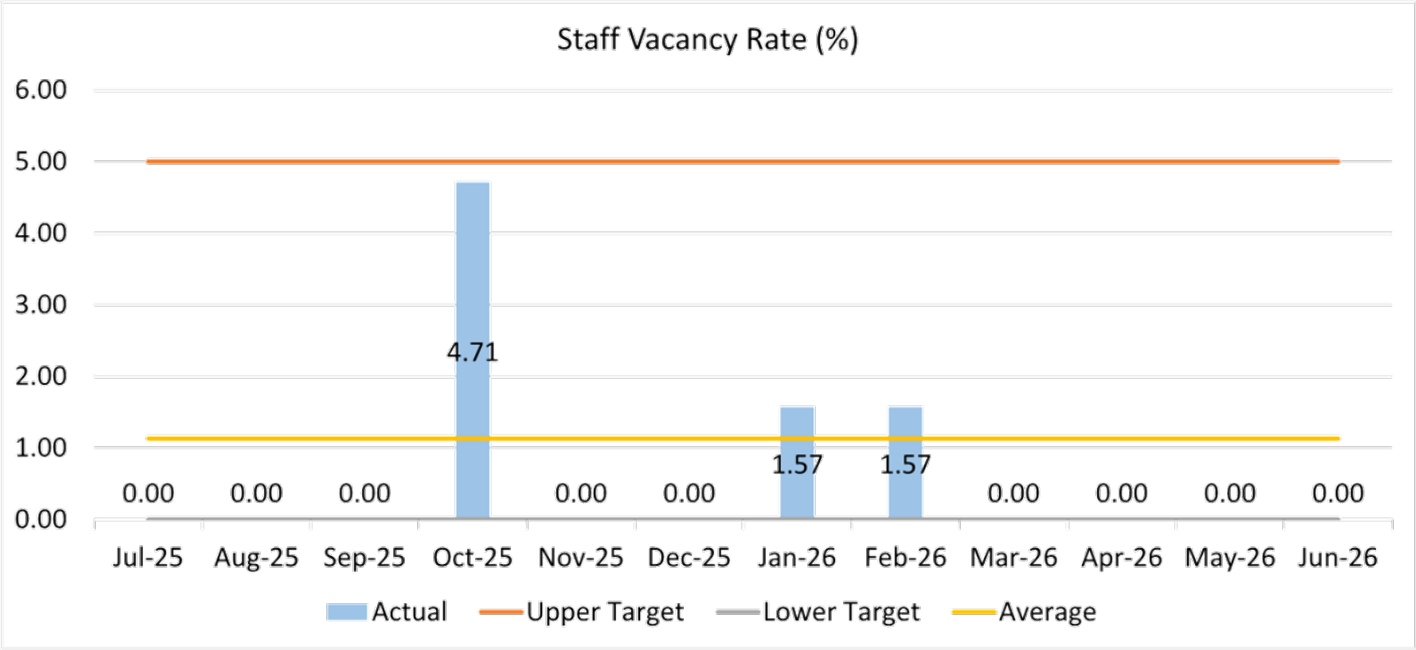
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

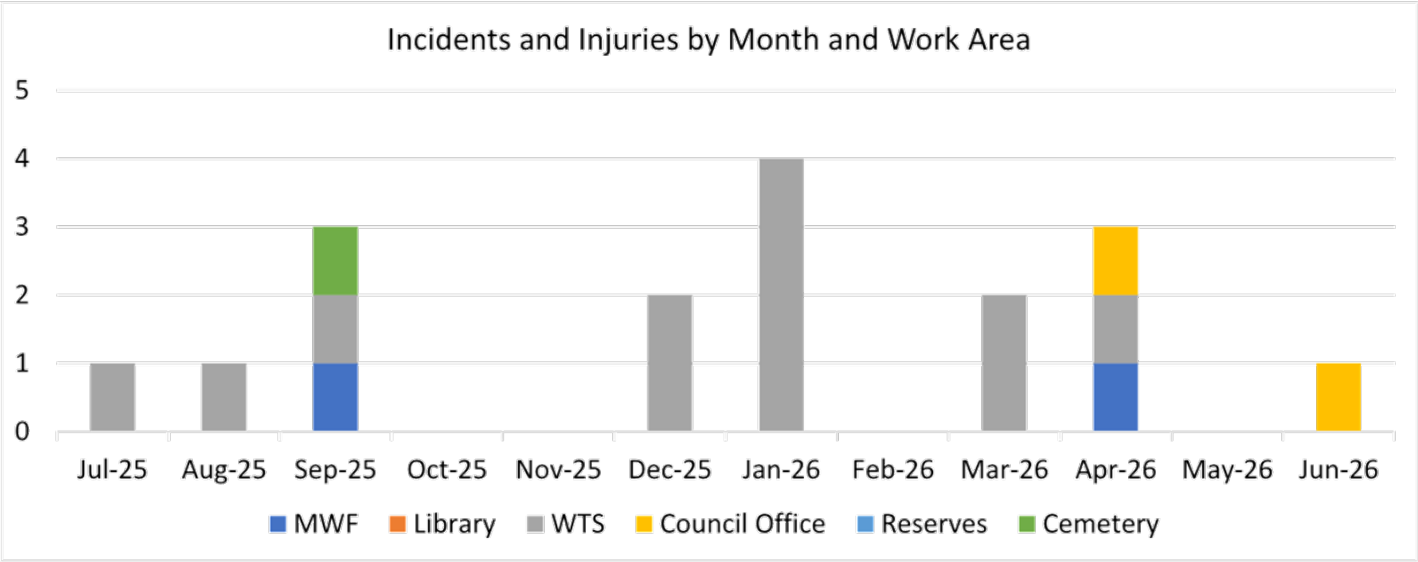
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Average
0.00%	0.00%	0.00%	4.71%	0.00 %	0.00 %	1.57 %	1.57%	0.00%	0.00%	0.00 %	0.00%	0.65%

Target: Between 0% to 5%

Workplace Health and Safety:



There was one work health and safety injuries recorded for June.
A staff member was verbally abused in course of duties.

Governance

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

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

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

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

Policies	Review Date
INF04 Place Names	08/12/2024
COM03 Sport and Recreation	15/06/2025

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

Policies	Review Date
HR16 Code of Conduct for CEO	20/07/2025
GOV13 Managing Requests to Council Members	18/10/2025
COR01 Media Policy	15/11/2025
INF06 Private Roads	16/12/2025
CEM02 Right of Interment	17/01/2026
INF01 Asset Management	17/01/2026
CEM01 Floral and Ornamental Tributes	16/05/2026
EM06 Conflict of Interest	20/06/2026
FIN02 Rating Policy	20/06/2026

14.1.3 Rates Concession Policy FIN06

AUTHOR: Paul Stephson, Finance Manager
AUTHORISER: Ankit Pansal, Acting Director Corporate Services
ATTACHMENTS: 1. FIN06 Rates Concessions Policy

EXECUTIVE SUMMARY

The Rates Concession Policy is committed to transparent and accountable decision making. As per the Local Government Act, Council has the ability to provide a concession for rates and/or remission of interest accrued on overdue rates.

The policy outlines the process for application and consideration of rate concessions other than rate concession stipulated by the Northern Territory Government.

RECOMMENDATION

1. That Council That Council receives and notes the information provided within this report.
2. That Council adopts the reviewed and updated policy FIN06 Rates Concession Policy.
3. That Council authorises the Chief Executive Officer to make the amendments.

BACKGROUND

Inclusion of definition of Pensioner Concession Cardholder: A person who holds a current Pensioner Concession Card (PCC) issued by the Australian Government. It can include recipients of payments such as Age Pension, Disability Support Pension, Carer Payment, Parenting Payment and some eligible Jobseeker or Youth Allowance recipients.

Change pensioner or vulnerable person to pensioner concession cardholder.

4.2.4. Pensioner Concession Card Holder Hardship Applications

- 4.2.4.1 Eligible pensioner concession card holders are not required to engage a financial counsellor for a hardship application.

Pensioner concession cardholder covers a broad range of recipients.

LINKS WITH STRATEGIC PLAN

Progress - Continuity of Services and Facilities

LEGISLATIVE AND POLICY IMPLICATIONS

Policy has been reviewed in accordance with the Northern Territory Local Government Act 2019.

FINANCIAL IMPLICATIONS

The policy is a key part of Council financial governance and internal controls.

Risks The policy helps mitigate Financial Risk by making interest remission conditional on approved hardship application and ongoing payment arrangements which helps protect revenue.

COMMUNITY ENGAGEMENT

NIL

Rates Concession **POLICY FIN06**

Name	FIN06 Rates Concession
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	20/07/2026
Review Date	19/07/2030

1. Purpose

Litchfield Council is committed to transparent and accountable decision making. As per the Local Government Act 2019, Council has the ability to provide a concession for rates and/or remission of interest accrued on overdue rates.

This policy outlines the process for application and consideration of rate concessions other than rate concessions stipulated by the Northern Territory Government.

2. Scope

Policies of Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. Council is also committed to providing a transparent, impartial and consistent process of recognition and consideration of applications for rate concessions and/or remission of interest accrued.

3. Definitions

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

Term	Definition
Rate concession	A rate concession can be a deferment of payment and/or waiver of rates and/or waiver of legal fees and/or remission of interest accrued on overdue rates. Rate concessions can be granted as a singular concession or as a recurring concession. The rate payer applying for a rate concession is to identify the scope of the concession in the application.
Ratepayer	Is the registered owner of the property. Applications of third parties, other than the ratepayer, require written approval from the property owner.
Deferment	A deferment of payment can be provided in whole or in part and can be for a specified period and subject to any conditions determined.
Waiver	A waiver removes the liability to pay and may be offered to include the whole or part of rates and/or legal charges.

Rates Concession **POLICY FIN06**

Relevant interest rate	The relevant interest rate is a rate of interest fixed by Council as the relevant interest rate and outlined in the Fees and Charges in line with the Local Government Act 2019.
Remission	A remission of interest is a waiver of interest wholly or in part as per Local Government Act.
Financial Hardship	Financial hardship is defined as a situation where a customer is found to be unable, because of illness, unemployment or other reasonable cause, to discharge their financial obligations towards Litchfield Council. Financial hardship is of a long-term duration. Financial hardship basically involves an inability of the rate payer to pay rates, rather than an unwillingness to do so. Financial hardship shall be proven by providing evidence from an approved Financial Counsellor of such circumstances. Ratepayers must enter into a feasible payment schedule and maintain such agreement. Such payment schedule shall not result in the debt growing larger.
Temporary Hardship	Temporary Hardship is a situation where a customer is experiencing temporary payment difficulties through a natural disaster or a public health emergency. Temporary hardship needs to be proven by providing evidence of government subsidies received or other relevant evidence.
Public Benefit Concessions	As per the Local Government Act 2019, Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes: a) Securing the proper development of its area b) Preserving buildings or places of historical interest c) Protecting the environment d) Encouraging cultural activities e) Promoting community health or welfare f) Encouraging agriculture g) Providing recreation or amusement for the public
Elected Member	Elected Member means a person elected or appointed as a member of Council under the Local Government Act 2019 (NT), including the principal member (Mayor), deputy principal member and councillors.
Act	Act means the <i>Local Government Act 2019 (NT)</i> .

Rates Concession **POLICY FIN06**

Council	Council means Litchfield Council constituted under the <i>Local Government Act 2019 (NT)</i> .
Pensioner Concession Cardholder	A person who holds a current Pensioner Concession Card (PCC) issued by the Australian Government. It can include recipients of payments such as Age Pension, Disability Support Pension, Carer Payment, Parenting Payment and some eligible Jobseeker or Youth Allowance recipients.

4. Policy Statement

4.1. Remission of Interest accrued on overdue rates

- 4.1.1 As per the Local Government Act 2019, Council charges a relevant interest rate on a daily basis on overdue rates. The complete annual rates fall overdue if an instalment date is not met.
- 4.1.2 Ratepayers can request a remission of interest. Council officers under delegation can consider applications for remission of interest for reasons that fall under the following two categories:
 - 4.1.2.1 Administrative reasons, error or omissions which caused or significantly contributed to the failure to pay rates in a timely manner; or
 - 4.1.2.2 Proven Financial Hardship or temporary hardship.
- 4.1.3 Remission of interest applies only where a Financial Hardship application has been approved in accordance with Section 4.2 of this Policy.
 - 4.1.3.1 Interest remission will apply from the date a hardship application is approved.
 - 4.1.3.2 Interest accrued prior to approval may be considered at Council's discretion.
 - 4.1.3.3 Remission of interest is conditional upon the ratepayer's ongoing compliance with an approved payment arrangement.
 - 4.1.3.4 Failure to maintain the agreed arrangement may result in the withdrawal of interest remission.
 - 4.1.3.5 Remission of interest is subject to annual review in line with the hardship assessment process outlined in Section 4.2.2.
 - 4.1.3.6 Council reserves the right to approve, vary, or refuse remission of interest based on individual circumstances and supporting evidence provided.
- 4.1.4 All applications need to be made in writing to Council and be supported by requested evidence.

Rates Concession **POLICY FIN06**

4.2. Deferment of Rates

- 4.2.1. As per the *Local Government Act 2019 NT*, a rate concession can be a deferment in whole or part of an obligation to pay rates or a component of rates.
- 4.2.2. Ratepayers may have rates and charges or a part thereof postponed, although rates and charges will continue to be levied subject to compliance with the following conditions:
 - 4.2.2.1 The ratepayer must be experiencing financial or temporary hardship.
 - 4.2.2.2 Hardship applications should engage with a recognised financial counsellor.
 - 4.2.2.3 An application in writing must be submitted to Council.
 - 4.2.2.4 The postponement can be on a fixed or on an ongoing basis until the property is disposed of or sold.
- 4.2.3. Interest on postponed rates will be levied, unless an application for remission under 4.1 has been approved.
- 4.2.4. **Pensioner Concession Cardholder** Hardship Applications
 - 4.2.4.1 Eligible **pensioner concession card holders** are not required to engage a financial counsellor for a hardship application.
 - 4.2.4.2 An application in writing must be submitted to Council and provide proof of eligibility with a Pensioner Concession Card (PCC).
 - 4.2.4.3 Applicants must establish and maintain Centrepay payment arrangement with Centrelink.

4.3. Waiving of Rates, Charges or Legal Fees

- 4.3.1 As per the *Local Government Act 2019 (NT)*, a rate concession can be a waiver in whole or part of rates or a component of rate.
- 4.3.2 Council may grant a rate concession unconditionally or on conditions determined by the Council. If the ratepayer fails to comply with a condition, the Council may by notice to the ratepayer withdraw the concession and require the ratepayer to pay an amount, on or before a date specified in the notice, to neutralise any benefit to the ratepayer of the rate concession.
- 4.3.3 Any waiver of rates, charges or legal fees of the current financial year shall be determined by the Chief Executive Officer or delegate. Waivers for rates, charges or

Rates Concession **POLICY FIN06**

legal fees of prior years will be presented to Council for consideration in a confidential report. Applications are to be submitted in writing.

- 4.3.4 Any waiver is a one-off waiver in response to circumstances presented at the time. Waivers can be requested for any of the following reasons:

4.3.4.1 Financial Hardship

4.3.4.2 Temporary Hardship;

4.3.4.3 Correction of anomalies in the operating of the rating system as prescribed under the *Local Government Act 2019 (NT)*; or

4.3.4.4 Administrative reasons, error or omissions.

4.4. Public Benefit Concessions

- 4.4.1 Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:

4.4.1.1 Securing the proper development of its area

4.4.1.2 Preserving buildings or places of historical interest

4.4.1.3 Protecting the environment

4.4.1.4 Encouraging cultural activities

4.4.1.5 Promoting community health or welfare

4.4.1.6 Encouraging agriculture

4.4.1.7 Providing recreation or amusement for the public.

- 4.4.2 Any rate concession under 4.4 shall be presented to Council for consideration in a report. An application for a rate concession requires a written submission.

4.5. Confidentiality

- 4.5.1 Any information provided will be treated as strictly confidential. Information will be securely retained by Council officers.

5. Associated Documents

Litchfield Council FIN02 Rating Policy

Rates Concession **POLICY FIN06****6. References and Legislation**

Northern Territory Local Government Act 2019

Northern Territory Local Government (General) Regulations 2021

Ministerial Guidelines

By-laws

Fines and Penalties (Recovery) Act 2001

Goods and Services Tax Act 1999

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/10/2017	Policy review new Council
17/09/2015	Policy adopted by Council
15/04/2020	Adjustments to cater for public health emergency related concession applications and Local Government Act
09/05/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
16/08/2022	Minor administrative changes made, including formatting and new regulation titles. Policy review date changed to 2026.
15/06/2026	Inclusion of clarifying detail regarding remission of interest, hardship applications and pensioner hardship applications. Additional definitions. Minor formatting completed and policy review date changed to 2030.

14.1.4 Municipal Plan 2025-2026 Quarterly Performance Review - April to June 2026

AUTHOR: Stephen Hoyne, Chief Executive Officer

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS:

1. Municipal Plan 2025-26 Quarterly Performance Report
2. 2025.2026 Key Performance Indicators

EXECUTIVE SUMMARY

The Municipal Plan 2025-2026 Quarterly Performance Report April to June 2026 is presented to Council to highlight the organisation's progress towards implementing the Municipal Plan.

RECOMMENDATION

1. That Council receive the Municipal Plan 2025-2026 Quarterly Performance Report for the fourth quarter ending 30 June 2026

BACKGROUND

In accordance with good governance principles, this report presents the quarterly performance of the organisation against the Municipal Plan 2025-2026 for April to June 2026.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2025-2026. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter and further presents progress against the 'new initiative' projects.

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

LINKS WITH STRATEGIC PLAN

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

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

NT Local Government Act 2019

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil



Quarterly Performance Report: April to June 2026

Quarterly Performance Report: April to June 2026



Quarter 4 Performance Report 2025-2026

The Best Place to Live in the Top End

Chief Executive Officer Overview

I am pleased to present the Chief Executive Officer's overview of our performance for the fourth quarter of 2025-2026.

Council operations in Q4 2025–2026 continued to deliver strong outcomes across community services, regulatory functions, infrastructure, and environmental initiatives, despite significant challenges associated with record wet season conditions.

The Governance team successfully completed Budget Review Two 2026 and finalised the 2027 Municipal Plan and Long-Term Financial Plan, reflecting strong collaboration between Council staff and Elected Members and efficient delivery of key strategic documents.

The Library continued to achieve strong results during Quarter 4, with significant growth in visitation, memberships, borrowing and program participation, supported by successful community events and increasing community engagement.

Regulatory Services continued to deliver animal management and compliance services during Quarter 4, responding to community requests, managing impounded animals, investigating incidents and abandoned vehicles, and supporting responsible pet ownership through the desexing voucher and Dog Awareness programs.

Thorak Regional Cemetery remained well maintained during Quarter 4, with ongoing grounds maintenance, commencement of new memorial beams, planning for future burial capacity, finalisation of the Service Providers Handbook, and continued operational improvements to support service delivery.

In community engagement, this quarter featured a strong program of events and initiatives that brought residents together, supported wellbeing, strengthened

community connections and celebrated the cultural diversity of the Litchfield municipality.

The Mobile Work Force responded to wet season impacts during Quarter 4 through extensive roadside maintenance, including slashing, mowing and weed spraying, while continuing litter collection, illegal dumping response and road safety improvements to maintain safe and accessible roads across the municipality.

The Planning and Development team continued to support growth across the municipality through statutory planning advice, assessment of development applications, and progression of key residential, industrial and community infrastructure projects.

The Infrastructure team progressed dry season recovery and capital works, delivering road repairs, drainage improvements and maintenance programs following wet season and Cyclone Fina impacts. Major projects, including the Freds Pass Recreation Reserve upgrades, netball courts and change rooms, and Council Office wastewater treatment system, also advanced during the quarter.

Waste management services remained a strong focus during the quarter, with the successful completion of the flood waste disposal initiative, increased community use of transfer stations, commencement of a safety awareness campaign, procurement of a new compactor bin to strengthen operational capacity, and ongoing initiatives to improve sustainability through scrap steel removal and free e-waste recycling.

Quarter 4 demonstrated Council's ongoing commitment to delivering quality services, investing in infrastructure, supporting community wellbeing and progressing the priorities of the 2025–2026 Municipal Plan, strengthening the municipality's resilience, liveability and long-term sustainability.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

People and Performance and Workplace Health and Safety

The People and Performance team has had a busy quarter with four recruitment campaigns and onboarding of four new staff.

Litchfield Council also celebrated Harmony Day and Do it for Dolly Day where the staff could unwind and interact with each other from all departments.



Governance and Risk

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in May 2026. The following key issues were discussed:

- Update on internal audits
- 2025-2026 Audit Plan
- Risk Register

Community Engagement

Youth Week was a major highlight in April, with Council delivering 20 free activities across the municipality. The program provided young people with opportunities for entertainment, skill development, creativity and self-expression in safe and welcoming environments. The strong participation demonstrated the value of accessible youth programming and provided opportunities for young people to connect with their peers, explore new interests and engage positively within their local community.

Council also successfully concluded the Litchfield Mates Men's Program, with final activities including barramundi feeding, a BBQ bike ride, an aqua fitness session and a community BBQ. Delivered in relaxed and informal settings, the program created opportunities for men to connect socially, participate in new experiences and strengthen their sense of belonging. More than 200 men participated across the overall program, with positive feedback and continued interest demonstrating the importance of providing accessible, low-pressure

opportunities that support social connection and wellbeing.

Council continued its support for and participated in the Litchfield Rural Show, held for the first time at Livingstone Recreation Reserve. The event was a great success, with council's stall welcoming a high number of visitors throughout the day. Community members engaged with council information displays, the Councillor Morning Tea and other stall activities and offerings. The show provided an important opportunity for council to engage with residents in a community setting whilst celebrating Litchfield's rural community and the municipality's contribution to the wider Top End.

Citizenship ceremonies were held in May and June, welcoming a combined total of 25 new Australian citizens from 12 countries. These ceremonies marked significant and memorable milestones for participants and their families, while celebrating the diversity, shared values and sense of belonging that strengthen the Litchfield community. The June ceremony was particularly meaningful as it was held during Refugee Week, providing an opportunity to acknowledge the journeys, resilience and contributions of people who have made Australia and the Litchfield municipality their home.

Corporate Services

The team successfully uploaded Budget Review Two 2026 and finalised the 2027 Municipal Plan and Long Term Financial Plan in this quarter. A lot of work had been done prior to these events, resulting in a quick and smooth turnaround. The successful completion of the Municipal Plan 2027 is a credit to the organisation and elected members.

The work on the Council's Annual Report for the 2025-2026 financial year intensifies this quarter. The auditors from PKF Merit were on-site for one week, and staff were busy preparing work papers and gathering information for the external audit for the 2025-26 financial year.

Litchfield Community Library

14,195 visitors attended the library during the fourth quarter of 2025-2026, to borrow collection items, attend program activities, request tech help, access computer/wifi and printing/scanning services or to utilise the spaces provided. This equates to an average of 1,183 people seeking assistance at the front counter weekly and far surpasses our KPI of over 400 visitors per week.

Over the full year, visitation increased by 127.8% from 23,247 (2024-25) to 52,962 (2025-26).

The new membership spike has begun to stabilise in the last quarter with 247 new members signing up (compared to 367 in Q3). This is to be expected after a huge spike over 2025-26, with a total of 1,905 new members for the year. In 2024-25 there was a total of 215 new member sign-ups, demonstrating a 786% increase in membership in the new location.

The Funky Chicken Reading Club continues to be highly successful, with 34 new members for the last quarter and a total of 419 for the year (93 in 2024-25).

The library recorded 7,857 quarterly loans of books, DVD's, spoken word, large print, card/board games and magazines (excludes item renewals). In annual performance the total number of loans is 31,137 and compares with 17,073 in the previous year.

The library team welcomed 2,391 attendees to 66 program activities during Quarter 4. Although we have delivered a similar number of activities, the quality of programs and higher attendance thanks to increased library access is demonstrated by a 114% increase in program attendance (2024-25 4,612 attendees and 2025-26 9,865 attendees).

Three large events occurred at the library during Quarter 4 of 2025-26 including :

- Book Launch of "Dry Season Gardening" by local authors Leonie Norrington and Di Lucas
- ALIA National Simultaneous Storytime
- National Author Talk by Maya Linnell

The much-loved school holiday program also commenced for the first week and a half of this period and 554 children participating in library programs.

The library maintains a high level of engagement and connection with users, through an online presence with 1,800 Facebook followers.

Regulatory Services

At the end of the 4th quarter 2025-2026, there were 4,032 dogs registered in Litchfield compared to 4,015 in Q3 2025-2026, 3,035 or 75.59% of those registered are desexed. The reduction in overall dogs registered has reduced due to the recently completed dog registration audit.

There were 45 dogs impounded in the fourth quarter 2025-2026, the same number as Q3 2025-2026 (45), of these impounds 32 or 71.11% of impounded dogs were not desexed. 23 or 51.11% dogs were reclaimed by their owners. Of the unclaimed impounded dogs 21 were transferred to the rehoming organisations RSPCA and Save a Paw (12 and nine respectively).

Three dogs were euthanised in the fourth quarter 2025-2026, which were not considered suitable for rehoming due to unsuitable temperament, illness/injury, or rescue organisations were at capacity and unable to receive them.

Regulatory Services attended to 211 Customer Action Requests in the fourth quarter 2025-2026, 33 less than (244) Q3 2025-2026. This represents 41.61% of the total received (507) for Council in Q4. Of these requests 105 (49.76%) related to dogs at large, contained dogs for pick up and lost dogs. There were eight investigations conducted for dog attacks against people and 10 on other animals, two investigations of dogs menacing people, there were no reports of dogs menacing other animals in the 4th quarter.

47 desexing vouchers were issued during the fourth quarter 2025-2026 compared to 36 in Q3 2025-2026, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$150 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. Of the total vouchers issued in the 2025-2026 year (172), 124 (72.09%) have been redeemed by the end of the fourth quarter.

28 reports of abandoned vehicles were received by Council for investigation and action in the fourth quarter 2025-2026. This is in comparison to 25 reports for Q3 2025-2026. Of the 26 reports, six CRMs were in progress, 11 vehicles removed by their owners, four vehicles were impounded and one released this quarter and three vehicles reported were on non-council land and four vehicles were disposed of for scrap as they were in poor condition.

The team have not facilitated any Dog Awareness Programs in the 4th quarter, the KPI for the financial year has been met in the 2nd quarter 2025-2026 (six double classes reaching 241 students). These sessions educate children on how to be safe around dogs and include fun activities to embed the lessons learned during the session. These sessions are a great component of the Regulatory Services role and are well received by the students and teachers.

Thorak Regional Cemetery

With the wet season easing and the grounds drying out, staff at Thorak Regional Cemetery were able to return their focus to regular maintenance and preparation for the busy Easter and Greek Easter periods.

Mowing, pruning, planting, weed control and irrigation checks continued throughout the quarter to keep the cemetery safe, tidy and well presented for families and visitors. Staff also continued mulching garden beds and tree surrounds, with positive feedback received from members of the public about how well the cemetery was looking.

The rear of the cemetery was slashed to reduce long grass, and sections of the boundary fence were secured after dingoes were seen in the surrounding area.

Following the failure of a medium-sized limb from a large Poinciana tree, several trees across the cemetery were inspected and treated for termite activity. The affected tree was also heavily pruned to reduce the risk of further damage.

Scheduled servicing was completed on key plant and vehicles, including both grounds mowers, the Fuso truck and the commuter vehicle. The backup generator was also scheduled for servicing to ensure equipment remained reliable when required.

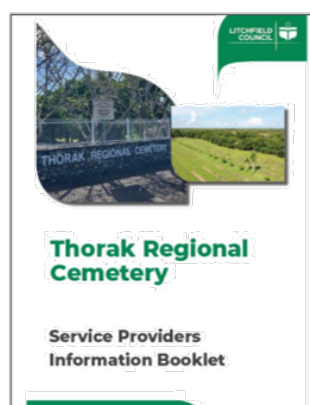
NT Fire and Emergency Services carried out controlled burn-off works in native scrub on Crown land surrounding the cemetery. Cemetery staff also completed a second green waste burn-off as part of dry season preparation.

Work commenced on new memorial beams in the Orthodox and Muslim sections. The Orthodox beam will provide 59 new single-sided plots, while the Muslim beam will provide 30. Together, these works will create much-needed additional burial capacity and are expected to generate more than \$669,000 in future revenue.



Planning also continued for the new headstone section, Section H, with landscape architects engaged to assist with the design and layout.

Cemetery administration worked with Council's Communications Officer to finalise the Service Providers Handbook. The handbook sets out clear expectations and procedures for funeral directors and cemetery staff to help ensure services are delivered safely, respectfully and professionally, in line with the Burial and Cremation Act 2022.



Thorak Regional Cemetery also sought quotations for the supply of bulk LPG and equipment following the expiry of the existing agreement with ELGAS. Permanent Grounds Person positions were also advertised to support ongoing cemetery operations and grounds maintenance.



Patching works were completed on two sections of Deloraine Road, improving access to the cemetery.

Thorak Regional Cemetery also supported filming for a new RADD television campaign featuring David and Janet Wilson and the story of their son Brandon, who was killed in a rollover on the Roper Highway. Brandon was not wearing a seatbelt and was thrown from the vehicle, while his passenger, who was wearing a seatbelt, survived with relatively minor injuries. NT Logistics and Infrastructure and RADD had previously filmed at the cemetery in 2022 as part of a short documentary sharing Brandon's story.



Mobile Work Force

The final quarter of 2025/2026 saw the MWF complete their slashing, mowing and spraying operations later than usual due to the extended period of wet season rainfall and continuing growth of natural roadside vegetation and weeds. Many roadsides which normally get 2 full cuts per wet season had to be revisited to mow drains and wet areas that were previously inaccessible. Many Roads had a 3rd and 4th cut because of the growth rates. LC Reserve Firebreaks as well as many easements and drains were slashed and/or sprayed to comply with NT Fire regulations as well as provide access for MWF crews to undertake weed management works. Continuous maintenance and repairs of the MWF fleet machinery was undertaken by MWF crew and suppliers to keep wheels turning and unfortunately one tractor had terminal motor issues which excluded it from operations for most of the season. This quarter sign replacement and repairs as well as rubbish collection was undertaken when time and resources permitted.

SLASHING: The slashing team comprising of 3-4 tractors has persevered this quarter in boggy, challenging conditions, strategically slashing roadsides for a 2nd and 3rd cut based on localised vegetation growth and necessity with accessibility being our major issue.

- *This quarter saw 842.5 actual slashing Hours completed.*

MOWING: The mowing crew comprising of 3-4 front deck mowers also battled through wet conditions this quarter. They completed the 2nd round and returned to many areas that required follow up mowing due to the ongoing growing conditions. The Council Yard and Waste Transfer Stations were mowed many times on demand.

- *This quarter saw 822 actual mowing hours completed*



WEED SPRAYING: This quarter presented us with many challenges due to some extreme conditions including inaccessibility to many reserve and drain areas as well as wind and continuous rain, but the spraying crew persevered achieving all over acceptable results with the ongoing challenge of suppressing Gamba grass and many other declared noxious weeds.

- ***This quarter saw a total of 310hrs of hands-on spraying completed with a total of 70,575 litres of herbicide mix used.***

LITTER COLLECTION: Roadside litter collection this quarter was undertaken routinely and on a need basis when required in front of slashing and mowing operations as well as responding to CRMs and other illegal dumping finds by staff.

- ***Collection Hrs: 207.5***
- ***Bags of Litter: 394 (80L Bags)***
- ***5T loads general waste (Illegal dumping) x 9***
- ***Ute loads general waste (Illegal dumping) x 4***
- ***Tyres: 52***

ROADSIDE SIGN INSTALLATION AND REPAIRS: Signage repairs/installations and guidepost replacements had been a major focus this last quarter for the MWF Crew.

Total sign replacements this quarter:

- ***Labour Hours: 197***
- ***Regulatory Signs: 39***
- ***Warning Signs: 55***
- ***Traffic Counter Installs: 6***
- ***Guideposts Replace and Repair: 423***

Planning and Development

During the reporting period, the team continued to provide consistent and timely technical advice across a broad range of statutory planning and development matters.

Subdivision

- Stages 3 and 4 at "The Parks" (Asche) are currently under construction, with installation of the playground underway at John Hargrave Park (Town Park East). Design approvals have been issued for Stages 5 and 6, with construction expected to commence within the next 2–3 months. Housing construction in Stages 1 and 2 is progressing, with new residents anticipated to take occupancy by the end of the year.
- Design is progressing for a 30-lot residential subdivision at 940 Stuart Highway.

- Works are underway at Holtze Industrial, including upgrades to the intersection of Thorngate Road and Matthew Hopkins Road.
- Cyrus Park Estate has commenced design approval for Stage 2 of its residential subdivision in Berry Springs.
- The Livingstone Industrial rezoning and subdivision application (105 lots) was considered at the June DCA meeting and is currently awaiting the Minister's decision on the rezoning component.

Council attended pre-application meetings with Development Assessment Services for two proposed subdivisions:

- A commercial-industrial precinct spanning the Palmerston and Litchfield municipalities in the Pinelands–Holtze area.
- A residential subdivision of approximately 80 lots on Chibnall Road.

Development

- Council provided a Letter of Comment on a proposed Retirement Living development in Humpty Doo. Following the June DCA hearing, the application has been deferred pending further information.
- Kundook Place has been finalised for Good Shepherd Lutheran College, and a development permit has been issued for consolidation of the lots to facilitate ongoing school upgrades.
- A DLI tender has been awarded for construction of the Humpty Doo Primary School Kiss & Go, impacting Challenor Circuit and Freds Pass Road. Works are scheduled to commence in July 2026.

All planning applications currently on exhibition are available from [Planning Notices Online](#).

Infrastructure & Assets

This quarter saw Council move fully into dry season recovery and delivery mode. With clearer weather and improved access, the Infrastructure & Assets team was able to make good progress on road repairs, drainage works, maintenance programs and several major capital projects.

Recovery works continued to be prioritised based on road condition, safety risks, wet season and Cyclone Fina damage, and the need to maintain reliable access for residents. The grading program progressed across most of the unsealed road network, supported by resheeting, drainage restoration, emergency pavement repairs and other minor civil works.

Several major projects also moved into construction or contract delivery during the quarter, including the Freds Pass Recreation Reserve lighting upgrade, the new netball courts and change rooms, the Council Office wastewater treatment system.

Operational Update – Recovery Works

With the return of dry weather, Council completed the priority road recovery and maintenance works identified following the wet season and Cyclone Fina.

The grading program was completed across the unsealed road network, together with associated resheeting, drainage improvements, driveway repairs and pavement restoration works. These works were prioritised based on road condition, safety risks, wet season damage and the need to maintain reliable access for residents.



Traffic counts were also completed in preparation for the reseal program, providing up to date traffic data to assist with confirming suitable seal application rates for the upcoming works.



Parkin Road South – Cyclone Recovery Works

Recovery works on Parkin Road South progressed well following damage caused during the wet season and Cyclone Fina.

Most of the road resheeting has now been completed, with only the final section remaining where conditions are still too wet for construction. Driveway crossings were cement stabilised to improve access and strengthen areas vulnerable to further damage.

Drainage reformation works were also carried out near residential properties to improve stormwater flow and reduce the risk of future erosion.

Leonino Road – Drainage and Road Restoration Works

Council continued restoration works on Leonino Road following significant wet season and Cyclone Fina damage.

The worst affected area was the bend between Chibnall Road and the Stuart Highway, where floodwaters caused major erosion to the road and table drains. Approximately 100 metres of road was resheeted to restore a safe and serviceable surface.

Drainage restoration works also continued, including the placement of rock protection to stabilise drainage channels and reduce the risk of future washouts.

Leonino Road – Karen Kelly Crossing

Repair works at Karen Kelly Crossing were completed during the quarter.

The works included repairing the damaged road section near the concrete crossing, reinstating washout and erosion areas, restoring drainage channels, strengthening areas around the guardrail and reinstating damaged signage.

The completed works have improved safety and restored reliable access for road users.



Swan Court – Emergency Repairs

Emergency repair works commenced on Swan Court after sections of the road began sinking and settling.

Investigations found that parts of the road had been built over shallow gravel and unsuitable buried material, including timber, branches and stumps. Over time, this material had broken down and contributed to pavement failure.

Council worked with the contractor to develop a practical repair solution to stabilise the area, prevent further deterioration and restore safe access for residents.



Mander Road – Drainage Improvements

Drainage improvement works were completed on Mander Road as part of Council's ongoing maintenance and recovery program.

The works improved stormwater flow and are expected to reduce erosion and help protect the road during future wet seasons.

Road Safety Improvements

Smyth Road, Howard Springs

Upgrade works on Smyth Road were completed during the quarter, including the installation of speed signage and refreshed line marking.

Council installed a new electronic speed check sign within the school zone near the local shops and pedestrian crossing. The sign is intended to improve driver awareness and encourage motorists to slow down through this busy area.



Anglesey Road and Pioneer Drive

Council completed line marking improvements at the Anglesey Road and Pioneer Drive area in response to ongoing safety concerns and a history of vehicle accidents.

The works included wider line markings, above-standard reflective glass beads and additional raised pavement markers. These improvements will provide clearer guidance for drivers and improve visibility at night and during wet weather.



Stormwater Infrastructure

RFQ25-522 – CCTV Stormwater Survey and Condition Assessment

CCTV inspection works commenced on Council's stormwater drainage network in Howard Springs.

The inspections are being used to identify defects, blockages, sediment build-up and areas that may require maintenance or future renewal.

The information collected will help Council better plan drainage maintenance and future capital works, particularly in areas that experience issues during the wet season.

Capital Works and Major Projects

RFT25-507 – Freds Pass Recreation Reserve Electrical and Lighting Upgrade Package 2 – Soccer and Rugby Union

Council awarded the contract to Duits Electrical Pty Ltd.

Works continued to progress during the quarter. All trenching works at the Rugby Club have now been completed, and two light tower footings have been completed at both the Rugby Club and Soccer Club.

Manufacturing is also underway for all new light towers, tower switchboards and main distribution boards.

The project will deliver new light towers, LED luminaires and upgraded electrical infrastructure for the soccer and rugby union fields. Once complete, the new lighting will improve evening training and competition opportunities and provide better playing conditions during the wet season.

Further works at the Soccer Club will continue following completion of the current soccer season.



RFT26-531 – Freds Pass Recreation Reserve Construction of Netball Courts and Change Rooms

Aspire Design & Construct mobilised to site during the quarter and commenced preparing the work area for demolition and tree clearing.

These early works mark the start of construction for the new netball courts, change rooms and associated infrastructure. The project will provide improved sporting facilities for netball players, clubs and the wider community.

RFT25-515 – Council Office Wastewater Treatment System

Works commenced on the replacement of the wastewater treatment system servicing the Litchfield Council Office.

Gold Medal Services was engaged to deliver the project. Initial works included tree removal, site preparation and excavation within the construction area.

The existing system had reached the end of its operational life and is being replaced through Council's 2025–2026 Capital Works Program.

The new system will provide a more reliable wastewater treatment solution for the Council Office.

RFT26-518 – Litchfield Council Reseal Various Roads 2025–2026

Council released the tender for the 2025–2026 reseal program during the quarter, with submissions closing on 30 April 2026 and been awarded to NT Bitumen & Asphalt.

The program has been developed to address priority sealed roads across the municipality, with a focus on maintaining pavement condition, improving safety and extending the life of the road network.

Traffic counts were also undertaken to help confirm traffic movements and determine the most suitable seal application rates before works begin.

Tender Releases

The following tenders were publicly advertised during the quarter:

- RFT26-518 – Litchfield Council Reseal Various Roads 2025–2026
- RFT26-531 – Freds Pass Recreation Reserve Construction of Netball Courts and Change Rooms
- RFT26-543 – Freds Pass Recreation Reserve Lakeview Hall Wastewater Treatment System
- RFT25-514 – Humpty Doo Waste Transfer Station Site Office

Looking Ahead

Council will continue working through the remaining wet season and Cyclone Fina recovery works across the road network.

Priority works for the next quarter include completing outstanding drainage and driveway works, progressing the road reseal program and continuing construction of the Freds Pass Recreation Reserve lighting upgrade, netball courts and change rooms, and Council Office wastewater treatment system.

Council will also continue procurement and delivery planning for the Lakeview Hall wastewater treatment system and Humpty Doo Waste Transfer Station site office.

The Infrastructure & Assets team remains focused on improving road safety, restoring damaged infrastructure and delivering reliable facilities for the community.

WASTE SERVICES

Waste Management continued to support the community during Quarter 4, with the successful completion of the free flood waste disposal initiative on 12 April, which was well received by residents.

Council progressed procurement of a new compactor bin to enhance operations at the Humpty Doo Waste Transfer Station and experienced increased patronage across waste facilities following the return of dry weather, with more than 500 residents visiting the Humpty Doo site each weekend over recent weeks.

A safety awareness campaign was launched to promote safe behaviours at transfer stations.



Council also continued its partnership with TechCollect, providing residents with free recycling of televisions, computers and other electronic waste under the National Television and Computer Recycling Scheme.



The Waste Voucher Program concluded on 30 April 2026, with more than 1,112 residents using their vouchers. In

total, approximately \$76,470 in vouchers was redeemed for the disposal of difficult waste items, including fridges, air conditioners, tyres, fire extinguishers, gas bottles and mattresses.

Although participation was slightly lower than expected, feedback from residents was very positive. The program provided residents with a practical and cost-free way to dispose of these items safely and responsibly.



Council also continued its scrap metal baling program across the Waste Transfer Stations. Works have now been completed at Humpty Doo and Howard Springs, with more than 500 tonnes of scrap metal processed at Humpty Doo alone. The contractor has since moved to the Berry Springs Waste Transfer Station, where baling works are currently underway.



A new forklift was also delivered to the Humpty Doo Waste Transfer Station to support day-to-day operations. The forklift includes rotating forks, hydraulically adjustable tines and improved safety features, helping staff handle materials more safely and efficiently.



Community Development

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Council partnership and support grants	Number of partnerships supported	8	Yes	Yes	Yes	Yes	Grants and partnerships levels have exceeded target for the financial year.
Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established and signed	Yes	Yes	Yes	Yes	Payments for the financial year were completed at the end of this quarter.
Annual Community Grants Program Initiatives	Number of community events and programs supports	>8	Yes	Yes	Yes	Yes	14 grants awarded to community groups
Australia Day Event	Community participation	Maintain attendance levels	Yes	Yes	Yes	Yes	Grant funding applied to maintain service and attendance levels. Successfully delivered with positive feedback from community stakeholders.
Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	This was successfully delivered with target entries exceeded.

Finance and Customer Service

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good	Yes	Yes	Yes	Yes	Council continues to strive for excellent service and continues improvement in this area and gauges community sentiment in this area through the annual community survey
PROSPERITY							
Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	Yes	Yes	Council currently generates over 60% own source revenue through Rates and Waste charges levied in July each year.
PERFORMANCE							
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Yes	Yes	Unqualified audit report for 2025
	Asset sustainability ratio	30%	Yes	Yes	Yes	Yes	Asset sustainability ratio increases throughout the year as asset renewals are completed
	Renewal Gap Not funded	<\$1 million	No	No	No	No	Council currently falls short of renewal demand
	Current ratio (Liquidity)	>1	Yes	Yes	Yes	Yes	Currently well above 1
	Debt Service Ratio	>1	Yes	Yes	Yes	Yes	Council has no debt
Investments	Compliance with policy and statutory requirements, reported monthly	>60%	Yes	Yes	Yes	Yes	Investments completely compliant
Rates and accounts receivable collection	Rates and accounts receivable collection	<18%	Yes	Yes	Yes	Yes	The collection percentage is well below the required 18%

Governance

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Policy Framework	Council policies reviewed before due date	>90%	No	No	N/A	No	At the end of the 2025-2026 period there are 12 policies overdue for review.
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year	Yes	Yes	Yes	Yes	RMAC Meeting held in August 2025, October 2025, March 2026 and May 2026.
Records Management	Number of refresher courses conducted	>1	Yes	Yes	Yes	Yes	One session held this quarter.

Human Resources

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter	Yes	Yes	Yes	Yes	1 activity completed this quarter
An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)	Yes	Yes	Yes	Yes	Staff turnover rate for the fourth quarter is 0.00 %.
Number of workplace safety incidents	Number of notifiable incidents	0	Yes	Yes	Yes	Yes	None reportable incidents

Information Services

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Information and Communications Tehcnology (ICT) managed service contract management	Percentage of Service Desk requests closed against open request during a period	90%	Yes	Yes	Yes	Yes	over 90% of requests open in this quarter have been closed
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	Yes	Yes	All major software updated
ICT Security Audit actions	Annual actions completed	100%	Yes	Yes	Yes	Yes	Council follows Essential 8 compliance
Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year	Yes	Yes	Yes	Yes	GIS imagery is current
	Age of NTG downloaded date	<1 week	Yes	Yes	Yes	Yes	Downloaded data is current

Infrastructure

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PROGRESS							
Renewable energy initiatives	Review options for renewable energy initiatives for council	Completed	Yes	Yes	Yes	Yes	The review of renewable energy options was completed, with Council continuing to implement energy-efficiency improvements through the FPRR Electrical and Lighting Upgrade Package 2. This includes replacing the existing soccer and rugby union field lighting with LED floodlighting. The rugby field lighting has been removed, while the soccer field lighting will be removed following completion of the current season.
PROSPERITY							
CRM Management	Aim to resolve all complaints, providing reasons for the outcome, within 10 business days.	Completed	Yes	Yes	Yes	Yes	CRM requests continued to be actively managed during the quarter, with customers acknowledged and contacted within the required timeframes. A number of matters remain ongoing due to the need for site inspections, technical assessments, contractor coordination and scheduling of works. Customers have been kept informed of progress and expected next steps.
Capital Works Program and Maintenance Program	Maintain a minimum local content in tenders	15%	Yes	Yes	Yes	Yes	A minimum 15% local content weighting continued to be applied to all relevant infrastructure tenders and procurement activities during the quarter.
PLACES							

Infrastructure

2025/2026 Key Performance Indicators



Road Maintenance Program	Gravel Roads Graded	Twice per Year	No	No	Yes	Yes	The annual target of two grading rounds was not achieved due to prolonged wet season and adverse weather conditions. One round of gravel road grading was completed in the final quarter, together with resheeting and repair works on roads affected by wet season damage.
Streetlights	Percentage of operational streetlights within the municipality	>80%	Yes	Yes	Yes	Yes	Streetlighting performance remained above the target during the quarter. Faults were identified through routine monitoring and customer reports, with repairs and maintenance undertaken as required to maintain operational streetlights across the municipality.
PERFORMANCE							
Streetlights	Time taken to address reported faults	<4 days	Yes	Yes	Yes	Yes	Four streetlight faults were reported during the quarter. All were assessed and actioned within the required timeframe, with repairs coordinated as necessary.
Capital Works Program	Program works completed on time	>75% planned works committed	Yes	Yes	Yes	Yes	The Capital Works Program continued to progress during the quarter, with planned projects advancing through procurement, construction and contract delivery. Some delivery timeframes were adjusted due to contractor availability, design requirements and site conditions.
Road Maintenance Program	Respond to customer requests. Contact the customer and provide an outcome within 10 business days.	>90%	Yes	Yes	Yes	Yes	Customer requests were managed throughout the quarter, with customers contacted and provided with an outcome or progress update within the required timeframe. Where further inspections, technical assessment or maintenance works were required, customers were kept informed of the next steps and expected timeframes.

Library

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	14,195 people attended Litchfield Community Library in fourth quarter (average of approx 1,183 per week) 52,962 people visited the library during 2025-26 and 23,247 in 2024-25
Promotion of service	Followers of the Library Facebook page	>1,150	Yes	Yes	Yes	Yes	1,800 Followers of Library Facebook page by close of 2025-26, compared 1,552 at end of previous year
Lifelong learning/engagement	New members joined the 'Funky Chickens' Children's reading club each year	>60pa or >15 Qrtly	Yes	Yes	Yes	Yes	34 new Funky Chicken Members Q4 and annual total of 419 for 2025-26 1,905 total annual new Members* compared to 215 in previous year *incs Funky Chickens also
PROGRESS							
Library Collection	Number of annual loans	>14,000 pa or 3,500 QRTLY	Yes	Yes	Yes	Yes	7,857 loans* in fourth quarter reflects over half annual KPI goal Total no of loans in 2025-26 is 31,137 Total no of loans in 2024-25 is 17,073 *renewals and online resources not included
Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees or 45 QRT > 180 activities pa	Yes	Yes	Yes	Yes	2,391 attendees at library programs over 66 activities for the quarter During 2025-26 library programs were attended by 9,865 people over 225 activities In the previous year, 4,612 people attended 223 library programs

Library

2025/2026 Key Performance Indicators



Library Events	Events Delivered	>3 per year	Yes	Yes	Yes	Yes	3 large events delivered in Q4: Norrington/Lucas gardening book launch, National Simultaneous Storytime and National Author Talk Maya Linnell Well exceeded KPI at 8* large events for 2025-26 * does not include large storytime themed events eg Harmony Day or Easter
PERFORMANCE							
Funding agreement	Development of new Library Agreement	100%	Yes	Yes	Yes	Yes	Funding agreement executed 2023-28 All monthly/annual reporting met

Mobile Work Force

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Improve Community Satisfaction in Roadside Maintenance (Mowing, Slashing, Road Signs)	Community Survey Satisfaction Survey	>60%	YES	YES	YES	YES	There has been positive feedback from multiple LC Rate Payers as the MWF Team endeavours to tend to CRMs and public requests as well as the team displaying attention to detail in day to day works.
PROGRESS							
Implement Interactive System on our website and facebook pages	Monthly updates during the MWF Roadside management program Schedule	Increased Ongoing Updates	YES	YES	YES	YES	MWFPL and past Communications Officer recently having to work towards updating the website and social media platforms with MWF operational information and statistics.
PROSPERITY							
Support local businesses through procurement processes (eg. Consumables, oil, herbicides, and service technicians)	Purchase orders and credit card purchases issued to local Suppliers	>60%	YES	YES	YES	YES	Over 80% of purchase orders were issued to local suppliers for a vast range of goods and services.
PLACES							
Roadside maintenance	Vegetation slashed/mowed and sprayed on Council roads and verges	Minimum Twice Per Year	YES	YES	YES	YES	The minimum of 2 rounds completed for 25/26 season with extra works also undertaken due to above average seasonal rainfall and excellerated vegetation growth rates

Mobile Work Force

2025/2026 Key Performance Indicators



Bushfire management	Council Land firebreak maintenance sprayed and slashed in compliance with Council Fire Management Plan	Completed	YES	YES	YES	YES	Firebreak maintenance on all LC Reserves and applicable corridors have been slashed and sprayed in compliance with the NT Fire regulations, taking into consideration the well above average rainfall the Top End recieved. Extra works regarding improved access will be undertaken as ground conditions become more favorable.
Signage and guidepost Maintenance	Replacement complete within recommended timeframes	>90%	YES	YES	YES	YES	Signage and guidepost replacement and repairs this past quarter have been prioritised by the MWF team which will be ongoing. CRM responses in this space have been undertaken well within timeframes when resources allowed.
PERFORMANCE							
Customer Request Responses	Respond to customer requests. Contact the customer and provide an outcome within 10 Business days.	>90%	YES	YES	YES	YES	Over 90% of CRM's were completed with a positive outcome within 10 days.

Office of Chief Executive

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year four Complete	Yes	Yes	Yes	Yes	Annual Community Survey results showed 64% of respondents rated Council Community Engagement performance at adequate or good.
Social Media Management	Maintain interaction on Council's Facebook page - page followers	4,500	Yes	Yes	Yes	Yes	At end of quarter, follower count at 6,282.
PROSPERITY							
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	Completed	Yes	Yes	N/A	N/A	All requirements met.
Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	All requirements met.
PERFORMANCE							
Elected Members training and development	Min 1 per quarter	2	Yes	Yes	Yes	Yes	Professional Development attended by Deputy Mayor Civitarese and Cr Crawford
Annual Survey	Overall satisfaction	Completed	Yes	Yes	N/A	N/A	All requirements met.
Grant application	Grants received by Council acquittd within agreed timeframes	Completed	Yes	Yes	N/A	N/A	All required Acquittals complete
Media monitoring and management	Media response time	Completed	Yes	Yes	N/A	N/A	All media queries responded to.
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	All requirements met.

Planning and Development

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Provide information to the Community about the NT Planning & Development space	Minimum 1 Social Media Post per quarter (4 per year)	4 per year	Yes	Yes	N/A	N/A	Meade Road Realignment out for Public Consultation Notification of Planning Application
PROGRESS							
Submissions to the Northern Territory Government (Development Assessment Services)	Comments submitted on planning applications within required timeframe	>90%	Yes	Yes	N/A	N/A	There were 15 submissions in relation to general planning applications.
PLACES							
Submissions to the Northern Territory Government on 'Have Your Say' proposals	Letters of comment submitted within the required timeframe	>90%	Yes	Yes	N/A	N/A	NIL available for comment
PERFORMANCE							
Approval of Plans and Permits	Work Permits issued within five days	>90%	Yes	Yes	N/A	N/A	67 Works Permits have been issued for the April to June period.

Regulatory Services

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%	Yes	Yes	Yes	Yes	Q4 2025-2026 The total number of registered dogs which are desexed 3,035 or 75.59%.
	Number of registered dogs increased	>10%	No	No	No	No	Registration audits are ongoing which accounts for the fluctuation of registrations as owners advise changes to their dog's details (deceased and relocated dogs). Total Registrations for Q4 2025-2026 is 4,032 an increase of 17 from Q3 2025-2026 (4,015) or +0.43%.
Responsible Dog Awareness and Education	Animal Management in Litchfield - Flyer direct to residents	1 flyer	Yes	Yes	Yes	Yes	The annual Regulatory Services Newsletter was distributed to all dog owners with their Dog Registration Renewal Notice on 24 July 2025.
	Dog Awareness Program delivered at schools	6+ visits	Yes	Yes	Yes	Yes	There were six double sessions facilitated during Q2 2025-2026 in October 2025 reaching 241 students.

Regulatory Services

2025/2026 Key Performance Indicators



	Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events	Yes	Yes	Yes	Yes	In Q4 2025-2026 Regulatory Services attended the Litchfield Rural Show 23 – 24 May 26. During the 2025-2026 year, the Regulatory Services team attended a total of seven community engagement events.
Regulatory Services Investigations	Short-term investigations completed within 30 working days	>60%	Yes	Yes	Yes	Yes	During the third quarter 2025-2026 89% of short-term investigations were completed within the 30 working days. 2025-2026 88.19% of short-term investigations were completed within 30 working days.
	Long-term investigations completed within 60 working days	>60%	Yes	Yes	Yes	Yes	During the third quarter 2025-2026 94.33% of long-term investigations were completed within the 60 working days. 2025-2026 98.58% of long-term investigations were completed within 60 working days.
	Abandoned vehicle investigations completed within 60 working days	>90%	Yes	Yes	Yes	Yes	During the fourth quarter 2025-2026 93% of Abandoned Vehicle Investigations were completed within the 60 working days. 2025-2026 98.25% of Abandoned Vehicle investigations were completed within 60 working days.
	Customer requests actioned in less than two working days	>90%	Yes	Yes	Yes	No	During the fourth quarter 2025-2026 89% of Customer Requests were actioned within the two working days. 2025-2026 91.50% of Customer Requests were actioned within two working days.

Thorak Cemetery

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding, and irrigation regimes	Service level rating from annual community survey	>60%	Yes	Yes	Yes	Yes	Service level rating achieved 70%, exceeding the target of 60%. Continued irrigation upgrades and maintenance. Seasonal fluctuation due to weather events, cyclone clean up and staff turn over.
PROGRESS							
Revise Cemetery business plan and master plan	Completion and adopted	Complete	No	No	N/A	N/A	Business Plan review has not yet been undertaken this financial year. This will be scheduled in a future quarter subject to resource availability and strategic priorities.
PROSPERITY							
Ensure Water Extraction Licence is kept within limits by managing water use efficiency	Maintain within allocated water allowance extraction license while maintaining green spaces	Complete	Yes	Yes	Yes	Yes	Water usage managed to within license limits. Green spaces maintained to expected service levels.
PLACES							

Thorak Cemetery

2025/2026 Key Performance Indicators



Maintain operation maintenance regimes including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing, and registration	Completion as per schedules and agreements in place	Complete	Yes	Yes	Yes	Yes	All scheduled maintenance completed. Cremator annual service carried out. Generator serviced and operational.
PERFORMANCE							
Maintain Social Media Communications to ensure council's presence in the market and sustain cremation revenue at a minimum of 30%	Maintain social media involvement in the community, monitor engagement levels, and track cremation service revenue to ensure it remains at or above 30%	>30%	No	No	N/A	N/A	Facebook activity not undertaken this quarter. Promotion and visibility maintained through Google listings, Yellow Pages advertising, website content, and information pamphlets. Awareness of Thorak services remains stable.

Waste

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000.00	Yes	Yes	Yes	Yes	Council has exceeded the annual Community Benefit Fund income target of \$40,000, with total recycling income of \$88,311.65 generated for the year. During this quarter, \$6,903.54 was raised through the Cash for Containers program and \$7,870.50 was received from the recycling of batteries and air conditioners, resulting in total quarterly income of \$14,774.04.
PROGRESS							
Recycled materials	Green waste processed for resale	Once per year	Yes	Yes	Yes	Yes	The free mulch program continues to be well received by residents. Mulch stockpiles have now been exhausted at all Council waste transfer stations.

Waste

2025/2026 Key Performance Indicators



	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Yes	Yes	No	No	A total of 1,597.60 tonnes of waste was transported from Council's waste transfer stations to the Shoal Bay Waste Management Facility during the quarter. This comprised 801.24 tonnes from Humpty Doo, 447.82 tonnes from Howard Springs and 348.54 tonnes from Berry Springs. Disposal expenditure is above budget due to increased Shoal Bay disposal rates.
	Commercial waste tonnage transferred to Shoal Bay	<500 tonnes	Yes	Yes	No	No	A total of 25.56 tonnes of commercial waste was transferred to the Shoal Bay Waste Management Facility during the quarter, remaining within the annual target of less than 500 tonnes. Disposal costs continue to be monitored against budget.
	Quantity of cash for containers collected and recycled	>30 tonnes	Yes	Yes	Yes	Yes	This quarter, Council raised \$6,903.54 through the Cash for Containers program. Final recycling tonnage for the financial year is being confirmed and will be included in the annual report.

Waste

2025/2026 Key Performance Indicators



Maximise diversion from landfill	Electronics collected for TechCollect	>50 tonnes	N/A	N/A	N/A	N/A	Approximately 40 tonnes of e-waste was recycled during the first three quarters of the financial year, with an additional shipment completed in Quarter 4. Final annual tonnage is being confirmed and will be included in the annual report.
	Tyres, batteries and oil collected for recycling	Once Per Year	Yes	Yes	No	No	Approximately 20 tonnes of tyres, batteries and waste oil were collected for recycling during the quarter. Recycling costs are expected to remain above budget due to the volume of material collected. Final quantities and costs are subject to confirmation once all contractor records and invoices have been received and will be updated in the annual report.
	Scrap metal processed collected and recycled	Once Per Year	Yes	Yes	Yes	Yes	A total of 664.65 tonnes of scrap metal was processed by the end of Quarter 3, with approximately 500 tonnes processed at Humpty Doo during Quarter 4. Processing is complete at Howard Springs and nearing completion at Berry Springs. Final tonnage figures are yet to be received.

Waste

2025/2026 Key Performance Indicators



PROSPERITY							
Develop Waste Strategy	Completion of strategy document, including stakeholder consultation and council approval	Completed	N/A	N/A	N/A	N/A	Waiting on the release of the new Council Strategic Plan before developing a new Waste Strategy.
PERFORMANCE							
Maximise diversion from landfill	Amount of total waste diverted from Landfill	>30%	Yes	Yes	No	No	The diversion rate is expected to improve following scrap metal processing at Humpty Doo and Howard Springs, with processing at Berry Springs nearing completion. The final diversion rate will be confirmed once all tonnage figures are received and will be included in the annual report.
	Amount of total waste that is dry recyclables i.e cardboard and plastic	>14%	Yes	Yes	No	No	Dry recyclables continued to be collected and processed during the quarter, with paper and cardboard remaining the main materials recovered. Final tonnage and percentage figures are being confirmed and will be included in the annual report.

14.2 Governance and Community

14.2.1 Community Services and Development Monthly Report - June

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

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

RECOMMENDATION

1. That Council note the Community Services and Development Monthly Report for June 2026.

Media and Communications

Media Releases/News

- Wet Season and Cyclone Fina Damaged Road Repairs Underway in Litchfield
- Litchfield Council has proudly welcomed 12 new Australian citizens during a special Citizenship Ceremony held on Friday, 19 June 2026.

Social media

Council's Instagram page continues to gradually build its follower base. While some statistics have decreased this month, this is largely due to a lower number of updates, Instagram's algorithm, and the current follower base. As Instagram users typically move through content more quickly than on Facebook, our content can be less visible and have a shorter engagement window.

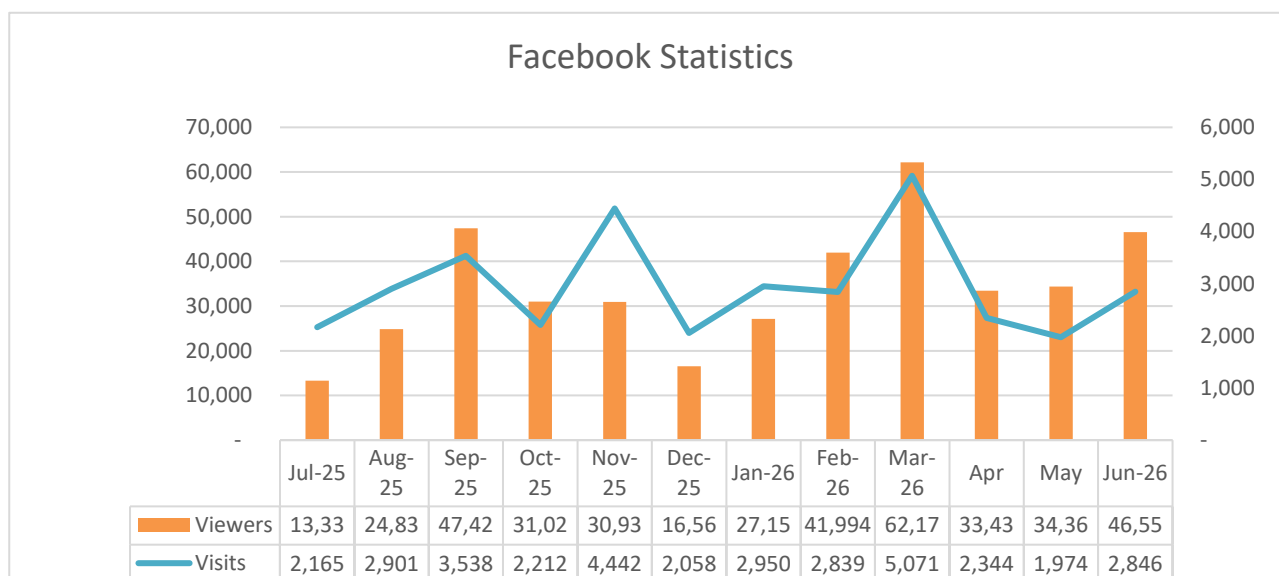
- The page received 750 in views, down 79.5% from views in May.
- Content interactions were 11, a decrease of 90% from May.
- The page currently has 45 followers, an increase of 15.4% in June.

June's statistics increased steadily, with engagement maintained despite fewer boosted posts. This demonstrates Council's continued presence on Facebook and its role in delivering key information to the Litchfield community.

- Views remained steady at 153.1K
- Total viewers reached 46,455 (+22.3%)
- Content interactions increased to 1.3K (+9.2%)
- Page visits decreased to 2.8K (+36%)

- Follows showed a decrease of 21% with 69 for the month and 15 unfollows. The Facebook Page has a total of 6,282 followers.

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

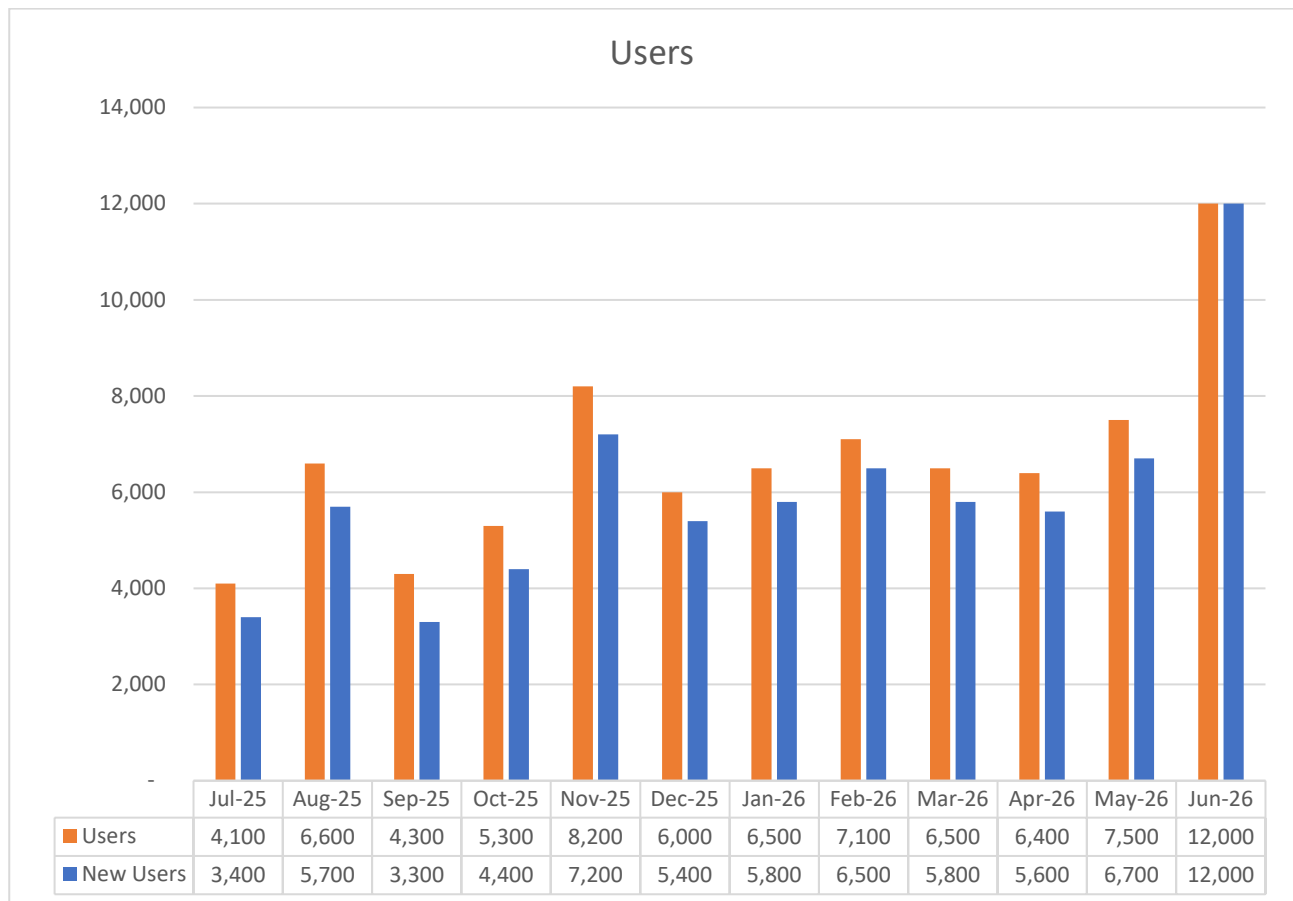


Website monthly performance summary

Website performance increased this month.

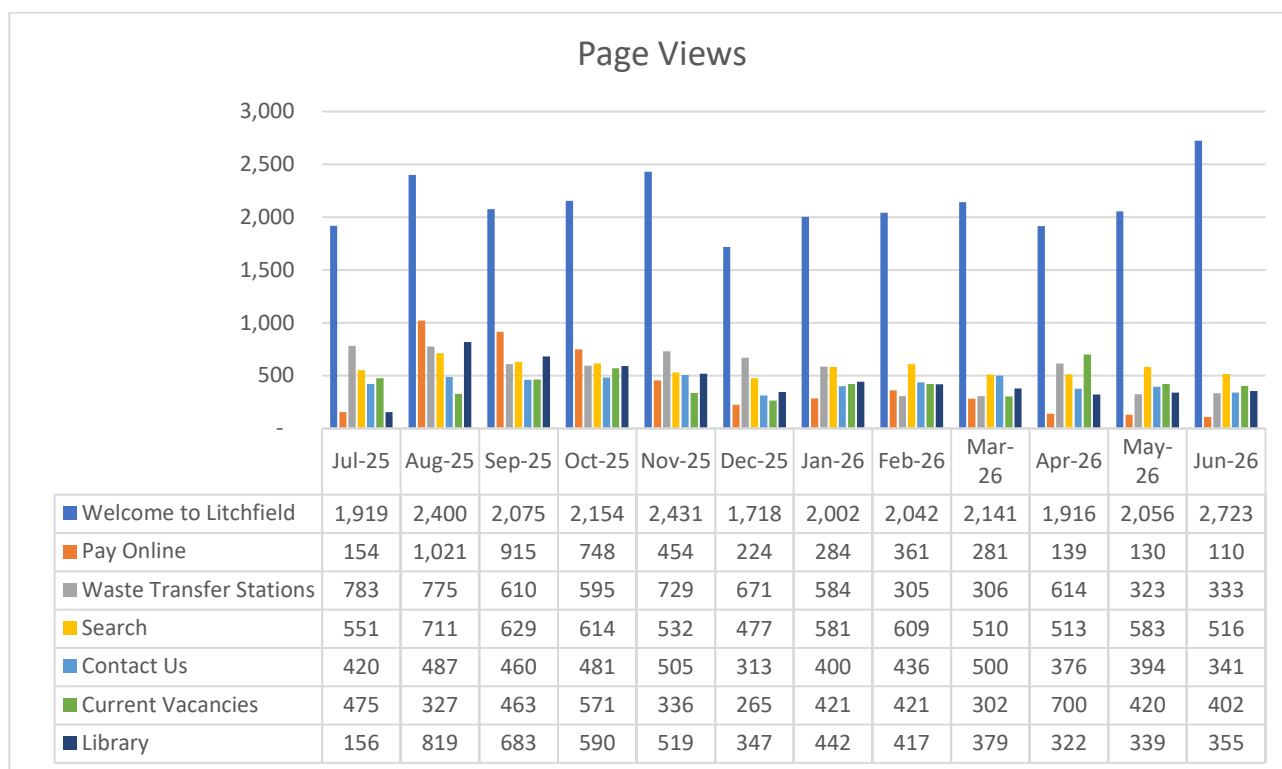
- Active users: 12K, an increase of 69% compared to May
- New users: 12K, an increase of 79.5% compared to May

Overall, the website continues to attract a high proportion of new users, suggesting ongoing success in driving fresh traffic to Council's online services and information, through links shared, bookmarked pages and even QR codes.



The top five visited pages were:

- Welcome page – 2,724 views
- Report a Fault – 708 views
- Search – 516 views
- Current vacancies – 402 views
- Litchfield Community Library – 355 views



COMMUNITY DEVELOPMENT

Community engagement

June saw Council continue to support community connection, youth participation, local engagement, and access to services across the municipality.

The barramundi restock at McMinns Lagoon was attended by more than 20 community members.

- The activity supported land-based fishing opportunities for residents and visitors.
- It also encouraged community ownership and stewardship of McMinns Lagoon, an important local reserve, wetland and bird sanctuary valued for its natural environment and recreational use.

School holiday activities commenced in the last week of June, with a range of programs delivered across the municipality.

- The program was supported by the Northern Territory Government through the OYA grants.
- Sporting activities were held at Berry Springs as part of Council's approach to rotating youth activities across different Litchfield communities throughout the year.
- The program has been well received and helps more young people access local opportunities for skill development, participation and connection.

The end of the financial year marked another successful year of Council returning proceeds from the community's recycling efforts at the Waste Transfer Stations to the community through the Community Grants Program.

- 14 Annual Community Grants of up to \$5,000 supported projects that strengthened community organisations, improved local facilities and encouraged greater community participation across the municipality.
- 42 young people received Youth Development Grants to pursue interstate and international sporting, educational and cultural opportunities.
- 3 Community Initiative Grants of up to \$500 provided timely funding for emerging local projects throughout the year.

Library Programs

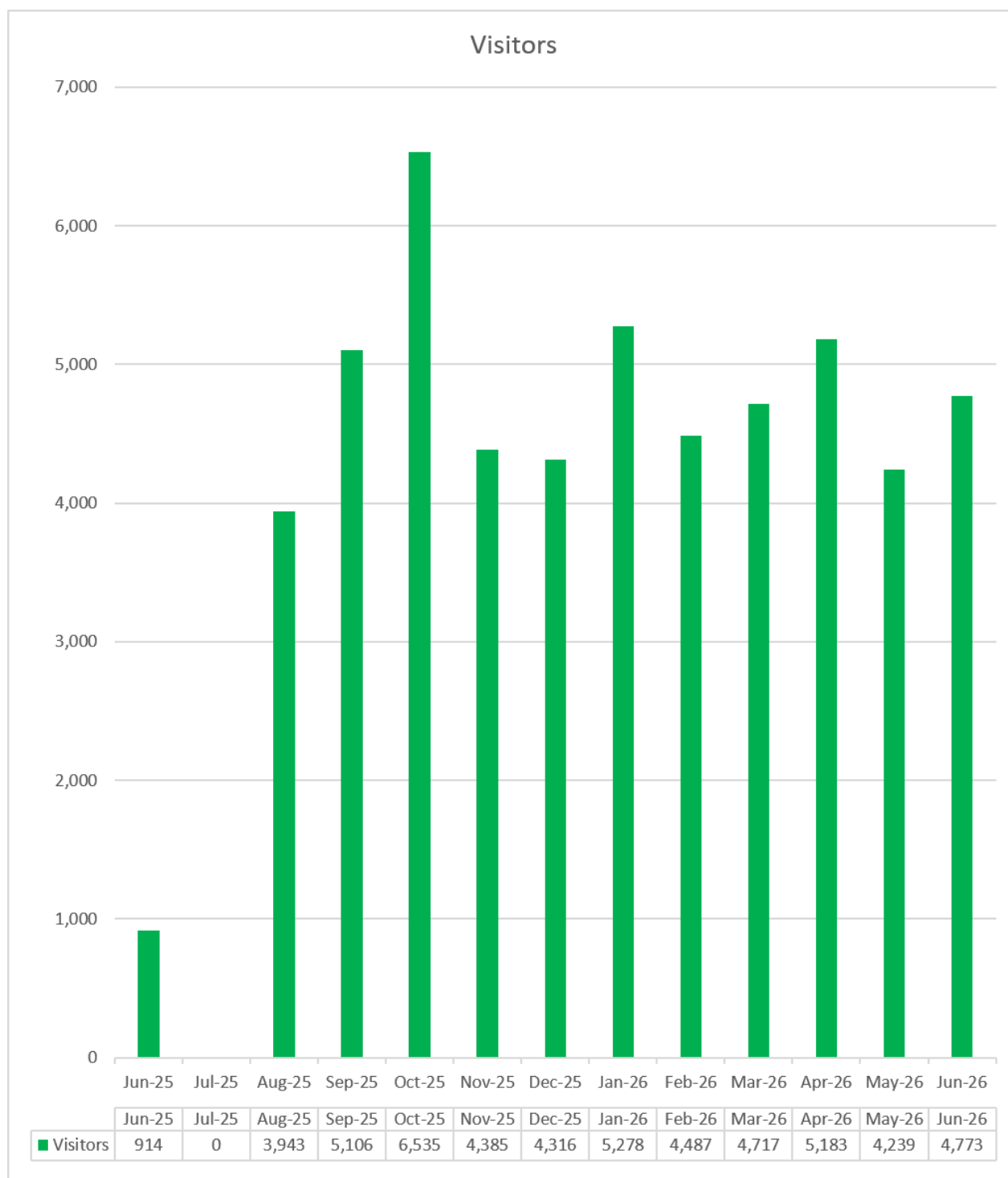
The month of June 2026 found the library very busy with multiple users across the community's demographics, attending Seniors Morning Tea, school holiday programs, alongside high usage of both public pcs and printing/copying/scanning services.

The Litchfield Community Library continued to offer a varied program for families, children, seniors and the broader community.

- Seniors Morning Tea – free attendance at Taminmin College Shrek the Musical theatre production and catering thanks to the school;
- Commencement of CBCA Shadow Judging group for teens;
- Author Talk & Book Launch – Award winning national Author Maya Linnell;
- Digital Literacy – Services Australia facilitated session to build capacity of community members using online services for My Gov and Medicare and assist with issues
- First week and a half of library holiday program activities kicked off with block printing pencil cases, decorating magnets, safe-space gaming and the midday movie;
- Many families provided wonderful feedback that they love bringing the children into the library over the holidays, as there are always so many fun things to do.

Visitors to the Library

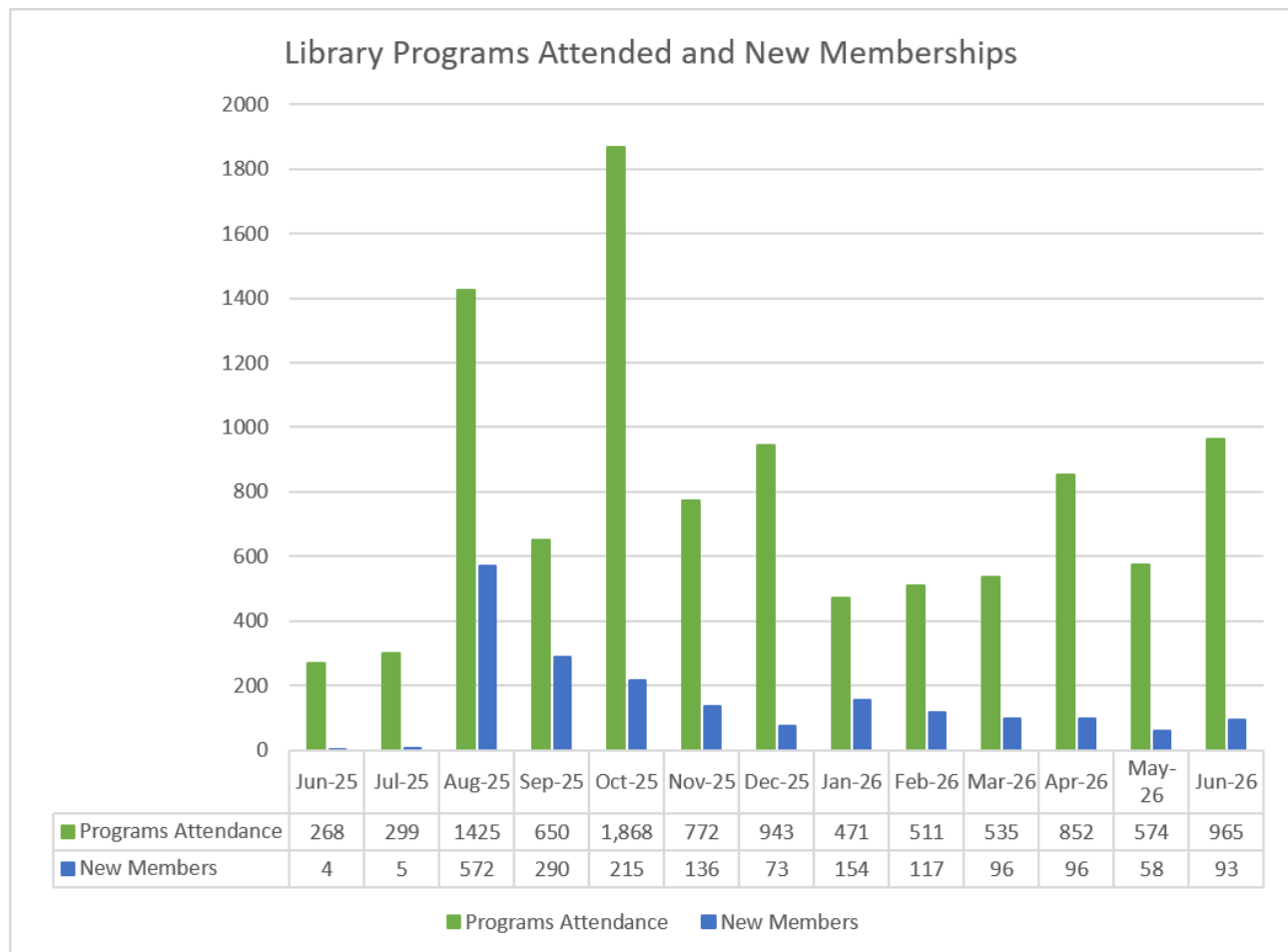
The library had 4,773 visitors in June 2026 and was open for 192 hours. In the previous year, June 2025 compared at 1,937 visitors and was open for 82.5 hours, representing that the library was closed for relocation of the service. The following graph displays the data for the current month with a monthly comparison to the same time prior year.



Library Programs and Memberships

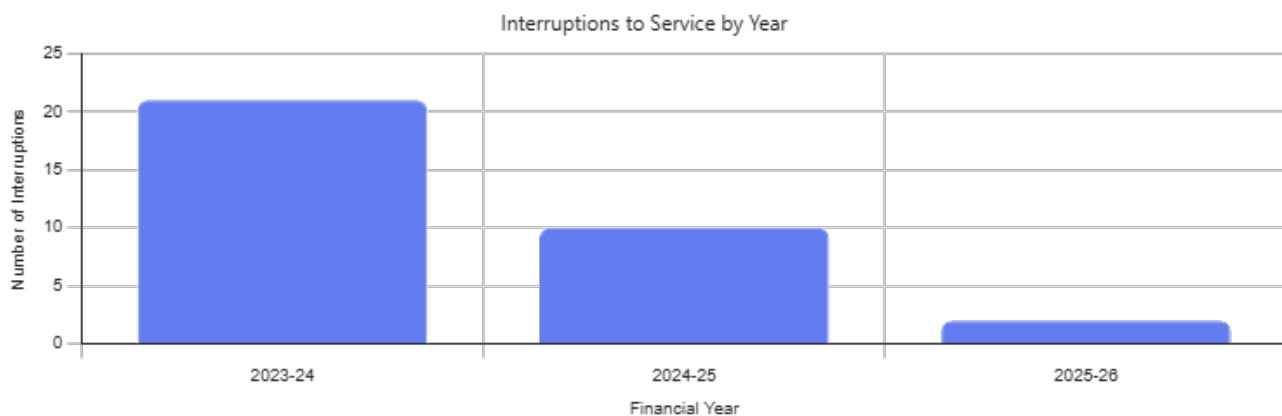
A total of 26 activities were delivered in June 2026 with a total attendance of 965 participants. In the same month last year, the library had 268 attendees across 14 activities that were held at offsite locations, including the recreational reserves, whilst the library was closed.

The library team signed up 93 new library members during June 2026. Although this compares to 4 new members in June 2025 (online applications) the library was closed for relocation. Average new memberships in the previous year were about 12-24 per month.



Library Service Disruptions

Nil disruptions during month of June 2026. Comparisons to disruptions to service as follows:



2025-26	2 interruptions to service
2024-25	10 interruptions to service
2023-24	21 interruptions to service

Regulatory Services

New Dog Registrations

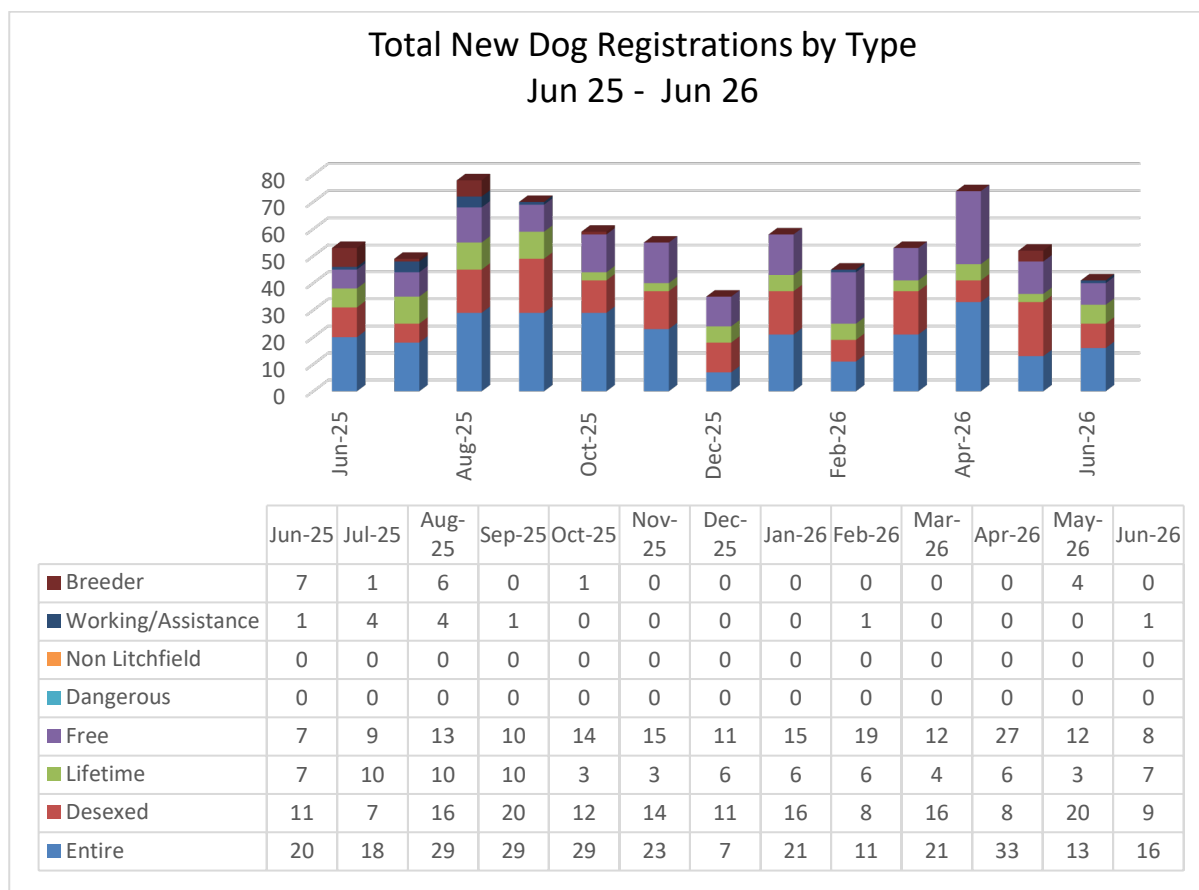
The number of new dogs registered either voluntarily or as a condition of release from the pound in June 2026 was 41.

This period typically has an increase in new registrations and a decrease in registered dog numbers due to notified deceased and departed dogs as owners respond to a current outstanding dog registration Audit.

Dog Registration Summary - June 2026

	Current June 26	Last Month May 26	Last Year Jun 25
New Registrations	41	52	53

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



Dog At Large, Pick Ups and Lost Dogs

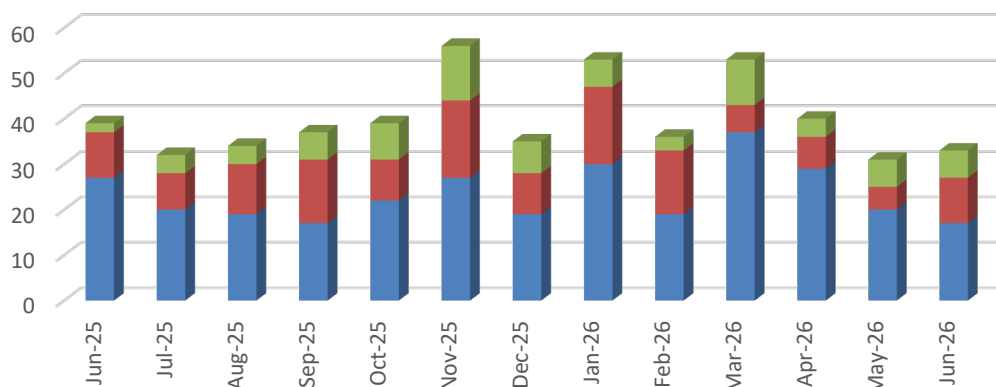
There were 33 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners in June 2026.

Dog at Large, Pickup & Lost Dog Summary for Jun 2026

	Current (Jun 26)	Last Month (May 26)	Last Year (Jun 25)
Dog at Large	17	20	27
Dog Pickup	10	5	10
Lost Dog	6	6	2
Total	33	31	39
Average (Dog at Large, Pickup & Lost) per month < 12 months			39.8

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

Dog At Large, Pick Up and Lost Dog Reports
Jun 25 - Jun 26



	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
Lost	2	4	4	6	8	12	7	6	3	10	4	6	6
Pick Up	10	8	11	14	9	17	9	17	14	6	7	5	10
At Large	27	20	19	17	22	27	19	30	19	37	29	20	17

Impounded Dogs

Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council's By-laws.

At the start of June 2026 there were no dogs in the pound carried over from the end of May 2026, 15 dogs were impounded during June, four dogs were rehomed and one dog was euthanised as it was not suitable for rehoming due to aggression observed with other dogs. There were no dogs in the pound at the end of June 26.

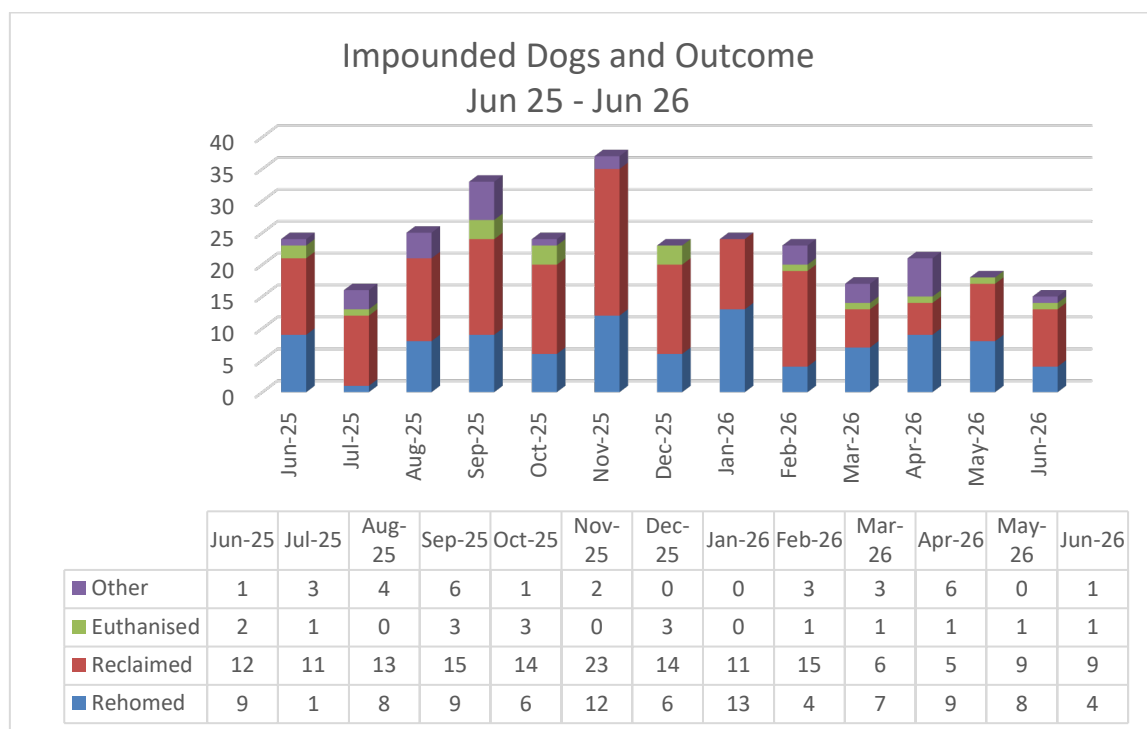
Impounding Summary for June 2026

	Current (Jun 26)	Last Month (May 26)	Last Year (Jun 25)
Rehomed	4	8 (inc 5 from Apr)	9
Reclaimed	9	9	12
Euthanised	1	1	2
Other/In Pound	1	0	1
Total	15	18	24

Impounding Dog Statistics for June 2026

	Percentage < 12 months	Current (Jun 26)	Last Month (May 26)	Last Year (Jun 25)
Registered	19.1	8	1	1
Unregistered	80.9	7	11	13
Desexed	28.6	8	4	1
Entire	71.4	7	8	13
Male	56.1	7	6	5
Female	43.9	8	6	9

Those dogs registered at the time of impounding typically were already registered from a previous impounding. Entire dog's whether male or female, are more likely to have wandering tendencies given the opportunity - this emphasises the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$150 desexing vouchers redeemable through all vet clinics in the Litchfield area.



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 10 abandoned vehicles reported to Council in June 2026.

Abandoned Vehicle Summary for June 2026

	Percentage <12 months	Current (Jun 26)	Last Month (May 26)	Last Year (Jun 25)
New Reports	N/A	10	8	3
New CRM (open)	21.0%	1	3	1
Departed	49.4%	6	2	0
Disposed	7.4%	1	1	1
Released	0.0%	0	0	0
Impounded	7.4%	0	1	1
Non-Council Land	14.8%	2	1	0
Average AV Reports per month < 12 months			6.2	

New CRM – Action has commenced but not yet finalised.

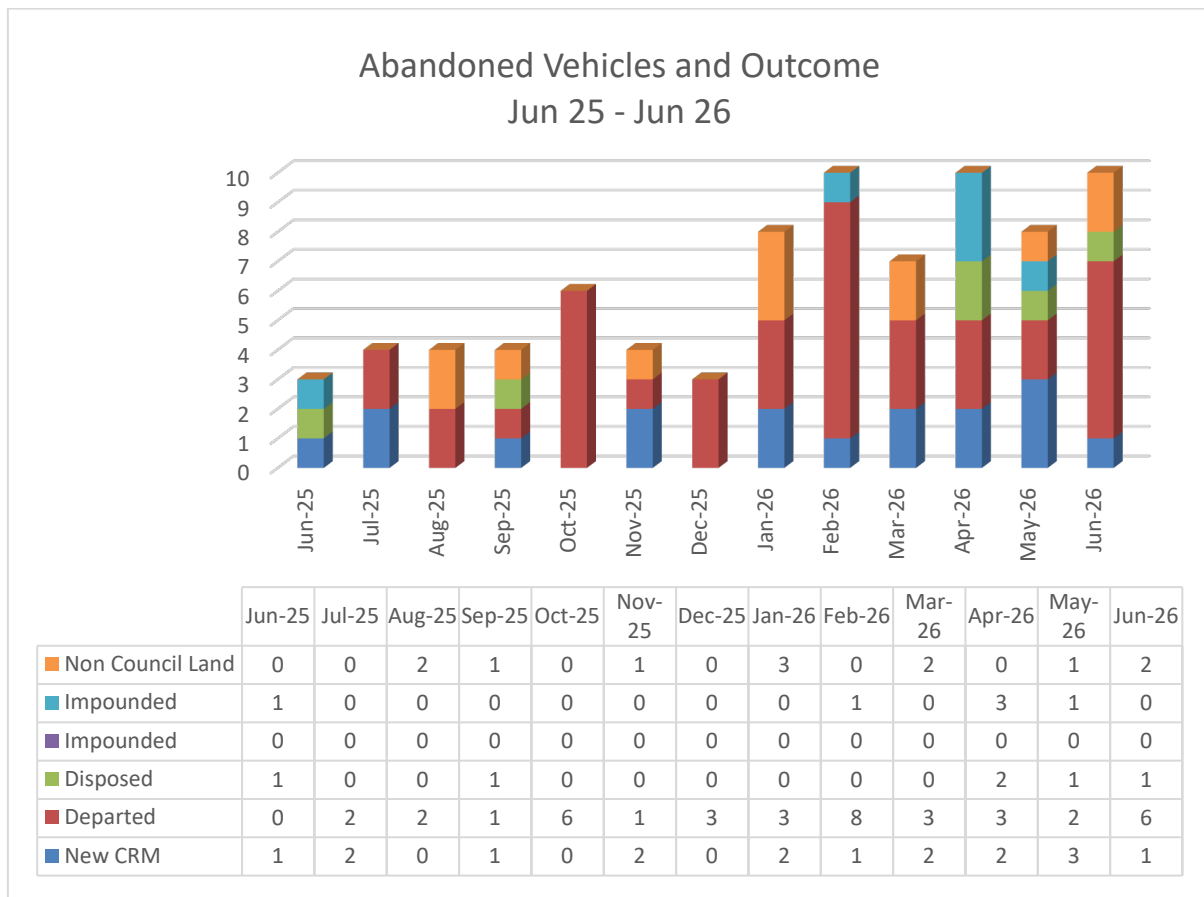
Departed – The vehicle was removed either before Rangers arrived or through owner compliance in accordance with the Official Abandoned Vehicle Notice.

Disposed – Vehicle was not removed within the Official Notice timeframe and was in such poor condition it was immediately disposed of for recycling.

Released – Owner of the vehicle has paid the towing and release fees.

Impounded – Vehicle was not removed within the Official Notice timeframe and was towed to Council's impound facility at the HDWTS.

Non-Council Land – Vehicle is located on private property or NTG controlled road where Council has no jurisdiction.



LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISKS

Nil

COMMUNITY ENGAGEMENT

Nil

14.2.2 HR16 Code of Conduct CEO

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. HR16 Code of Conduct for CEO

EXECUTIVE SUMMARY

This report presents the amended HR16 CEO Code of Conduct for discussion at Attachment A.

RECOMMENDATION

That Council adopts the amended HR16 Code of Conduct CEO and authorises the Chief Executive Officer to make minor amendments.

BACKGROUND

Policy HR16 CEO Code of Conduct, due for review in July 2025, was developed in 2021 as required under the introduction of the *Local Government Act 2019*. The purpose of the policy is to set out the code of conduct for the Chief Executive Officer (CEO) of the Litchfield Council.

The policy, which was developed as per the Department of Housing, Local Government and Community Development sample policy, had been reviewed with the following minor amendments;

- Minor formatting and position title changes.
- Provision added regarding sharing of information with Council.
- Definitions amended to provide further clarity of the policy.

At the May Ordinary Council Meeting, the policy was laid on the table for further consideration.

Further amendments have now been made including;

- Definition for outside employment
- 4.7 Outside Employment
 - Expanded to ensure further governance

Below amendment has been proposed to be included in the policy under 4.8. *Decisions based on Statutory Power*;

"The CEO must include a Governance and Delegation Section within their regular report to Council outlining matters arising from the exercising of delegated and statutory authority. This will include procurement exemptions or approvals outside standard policy settings, significant compliance or enforcement actions, any legal proceeding, statutory reviews, emerging organisational risks, significant decisions made under delegation and any other matter the CEO considers relevant to Councils governance responsibilities."

And to support this insert, it will need a definition to be included to rule out any operational/administration confusion.

Significant decisions - a significant decision will include matters involving significant financial impact, policy departure, legal, operational or reputational risk to Council that would attract public, regulatory or community interest.

In general, it is a requirement under either legislation or policy for the CEO to present to Council matters that require a Council resolution. Decisions not presented to Council is because delegation is allowed for in the relevant Council policy or legislation, and/or the matter is operational in nature. The proposed wording above does not provide sufficient direction for staff to action the request. Including examples of specific items Council is seeking would provide greater clarity and assist staff in identifying and reporting on the information intended.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Section 175, *Local Government Act 2019*.

FINANCIAL IMPLICATIONS

Nil

RISKS

Nil

COMMUNITY ENGAGEMENT

Nil

CEO Code of Conduct **POLICY HR16**

Name	HR16 CEO Code of Conduct
Policy Type	Council
Responsible Officer	Manager People & Performance Director Corporate Services
Approval Date	21/07/2021 18/05/2026
Review Date	18/07/2025 17/05/2030

1. Purpose

This purpose of this policy is to set out the code of conduct for the Chief Executive Officer (CEO) of ~~Litchfield~~the Council.

2. Scope

This policy applies to the Litchfield Council CEO.

3. Definitions

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

CEO Chief Executive Officer	Chief Executive Officer of Litchfield Council
The Act	Northern Territory Local Government Act 2019
Council	Means the council members of the council acting in their official capacity as the governing body of the council.
Outside employment	Outside employment means any employment, business, trade, profession, consultancy, or other work activity performed outside normal duties with Council, whether undertaken for financial gain or on a voluntary basis. Includes paid Board roles.

4. Policy Statement**4.1. Principle**

- 4.1.1. In order to maintain public confidence in the integrity of ~~the Council~~Litchfield Council, the CEO ~~of the Council~~ must exhibit the highest ethical standards in the administration of the affairs of the ~~Council~~organisation.

4.2. Support for Council

- 4.2.1. The CEO must:

- ~~i.~~ provide full support to ~~the~~ Council;
- ~~ii.~~ proactively provide the Council with relevant, accurate and timely information;
- ~~iii.~~ provide accurate, frank and impartial advice to ~~the~~ Council;

CEO Code of Conduct **POLICY HR16**

- ~~iii~~.iv. implement council policies and decisions;
- ~~iv~~.v. be familiar with and comply with the requirements of the *Local Government Act 2019* and other legislative, industrial or administrative requirements relevant to the CEO's official responsibilities;
- ~~v~~.vi. take all reasonable steps to ensure that the information upon which the CEO's decisions or actions are based is factually correct and relevant to the decisions or actions; and
- ~~vi~~.vii. comply with the council staff code of conduct.

4.3. Management of Council Staff

4.3.1 In relation to the management of Council staff, the CEO must ensure that:

- i. appropriate documented processes and procedures are in place;
- ii. selection processes for appointment or promotion are fair, equitable and based on merit;
- iii. staff have reasonable access to training and development and opportunities for advancement and promotion;
- iv. staff are treated fairly and consistently and are not be subject to arbitrary or capricious decisions;
- v. there are suitable processes for dealing with employment-related grievances; and
- vi. working conditions are safe and healthy.

4.4. Use of information

4.4.1 The CEO must not misuse information gained in the CEO's official capacity. Misuse includes, but is not limited to:

- i. seeking to gain personal advantage for self, or for another person, on the basis of information held on official records;
- ii. initiating or spreading gossip or rumours on the basis of personal or other information held on official records; and
- iii. providing a person, or appearing to provide a person, with favourable treatment or access to privileged information.

4.4.2 The CEO must take care to maintain the integrity and security of documents and information.

4.5. Use of official facilities, equipment and resources

4.5.1 The CEO must not utilise council equipment, or the skills or working time of council staff members, for personal benefit.

4.6. Disclosure of offences against the law

4.6.1 If the CEO is charged, convicted or acquitted of an offence, the CEO must advise the Council regardless of whether the CEO believes the offence relates directly to the CEO's assigned duties.

CEO Code of Conduct **POLICY HR16****4.7. Outside employment**

- 4.7.1 Outside employment for the CEO is not allowed, except in exceptional circumstances and approved unanimously by the Council in writing and must disclose the nature of the work.
- 4.7.2 When considering an application from the CEO to undertake outside employment, the Council will give approval only if the outside employment:
- i. could not be perceived by a reasonable person to be a conflict of interest;
 - ii. all interests must not create a perception of bias or improper influence; and
 - iii. will not interfere with the performance of the CEO's duties.
- 4.7.3 Any outside employment or voluntary work must be performed wholly in the CEO's private time and must not use Council resources.

4.8. Decisions based on statutory power

- 4.8.1 Where the CEO makes a decision based on a statutory power, the CEO must:
- i. ensure that the legislation under which the decision is made authorises the making of that decision;
 - ii. ensure that the CEO has the authority or the delegation to make the decision;
 - iii. ensure that any procedures which are required by law to be complied with in the making of a decision have been observed; and
 - iv. ensure that the decision, the evidence upon which it is based, and the reasons for the decision are properly documented.

4.9. Anti-discrimination

- 4.9.1 The CEO must not discriminate in relation to a person unless such discrimination is allowed by law and council policy (for example, positive discrimination or special measures).

5. Associated Documents**6. References and Legislation**

Northern Territory Local Government Act 2019

CEO Code of Conduct **POLICY HR16****7. Review History**

Date Reviewed	Description of changes
21/07/2021	New Policy required under the new Local Government Act
<u>20/07/2026</u>	<u>Policy reviewed and minor amendments made to sections 4.1, 4.2 and 4.7, and definitions updated to assist with clarity of the policy.</u>

14.3 Infrastructure and Operations

14.3.1 Planning Summary Report - June 2026

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

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Planning Summary Report - Attachment A - C

EXECUTIVE SUMMARY

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1-30 June 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	3
Clearances for Development Permit Conditions	3
Sale, Lease, or Occupation of Crown Land Applications	0
Development Permits Issued	3
Liquor Licence Applications	6
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	12
Works Permits	19

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

RECOMMENDATION

THAT Council:

1. Receive the Summary Planning and Development Report for 1-30 June 2026.
2. Note for information the responses provided to relevant agencies within Attachments A to C 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	3
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://www.ntlis.nt.gov.au/planning-notice-online/notices#/index>

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

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

Development Applications supported, subject to normal Council Conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2026/0166 Section 01773 Hundred of Guy, 1105 Anzac Pde, Middle Point NT	Outbuilding (shed) addition to existing intensive animal husbandry Council does not object to the granting of a Development Permit as the proposed development is within the current aquaculture farm and recognises little to no impact on Council roads or services are proposed. While the proposes height of the shed (8900mm) is above the height limit of 8500mm, Council would not see this having an adverse effect on visual amenity of any other property or business surrounding the site.
PA2026/0209 Section 04749 Hundred of Strangways, 75 Varro Rd, Lloyd Creek NT	Dwelling-Independent with a floor area in excess of 80sqm and separate effluent disposal system Council does not object to the granting of a Development Permit as the provided plumbing analysis and proposal appears sufficient for the proposed independent dwelling and the proposed size, in excess of the permitted 80sqm, seems justified and adequate for the purpose of downsizing. Council confirms that only one access is permitted to service both dwellings from Varro Road. The property owner is urged to ensure that all structures on the property comply with building regulations and Bushfires NT.
PA2026/0211 Section 05857 Hundred of Bagot, 9 Kundook Pl, Howard Springs NT, Section 06766 Hundred of Bagot, Whitewood Rd, Howard Springs NT and Section 08834 Hundred of Bagot, 11 Kundook Pl, Howard Springs NT	Consolidation to create one lot Council does not object to the granting of a Development Permit to consolidate the parcels of land for the purpose of creation of a lease in perpetuity for Good Shepherd Lutheran College. Council has been working with the college over the past 18 months to close a portion of Kundook Place (road) that would allow the expansion of the school as supported by Crown Land Estate. This has been in motion since 2014.

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		

DEVELOPMENT PERMITS ISSUED

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
DP2026/0117 Section 05537 Hundred of Strangways, 240 Bees Creek Rd, Bees Creek NT	DP2026/0117 Subdivision to create three lots	DCA June 2026
DP2026/0113 Section 2524 Hundred of Strangways,	DP2026/0113	DCA June 2026

140 Collard Road, Humpty Doo NT	Subdivision to create two lots	
PA2025/0344 Section 03987 Hundred of Strangways, 175 Brooking Cct, Virginia NT	DP2025/0344 Subdivision to create 2 lots. Re-exhibition of Application.	DCA June 2026

LIQUOR LICENCE APPLICATIONS

The table below describes the new applications for amendments to existing liquor licences or new applications for special event liquor licences to which Council has responded during the noted period. Note, SPLL refers to a Special Event Liquor Licence.

Application Number	Purpose and Summary	Comments Provided
SPLL2026/9011	Betty Vintage Van and Bar – Wedding	Council supports this special event liquor licence.
SPLL2026/9012	Noonamah Polocrosse Carnival and Dinner – June	Council supports this special event liquor licence.
SPLL2026/9013	Noonamah Polocrosse Carnival – July	Council supports this special event liquor licence.
FLL2026/9015	43 Fairweather Crescent Coolalinga – Substitution application FLL1019 – Jaga Corp No 2 Pty Ltd.	Council does not object to granting a liquor license, however, the noted support is only given provided that the applicant address the following; • Contact DAS to ensure compliance with the NT Planning Scheme • Provide a Traffic Impact Assessment to ensure no impact on Fairweather Crescent.
SPLL2026/9016	Majestic Hotel Group – Berry Springs Tavern – Crocodile Races	Council supports this special event liquor licence.
SPLL2026/9017	NT Polocrosse Championships – July 2026	Council supports this special event liquor licence.

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

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

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

3

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications

12

WORKS PERMIT APPLICATIONS

Council reviews Works Permit applications for all works undertaken by external parties within Council's road reserve to ensure the works meet Council requirements and will not have adverse effects upon the public using the road reserve or Council assets. The following table notes the number of Works Permit applications received by Council during the noted period.

No. Works Permit Applications

19

Works From	Works To	Document Precis	Address	Suburb
30/07/2026	30/07/2026	HV switching to isolating power for Tree Contractor, overhead crew to apply Portable Earths at loc:	74 Wells Creek Road VIRGINIA NT 0834	VIRGINIA
06/07/2026	10/07/2026	Delivery of transportable building. 2 modules 13200x3300.	Unit 1 173 William Road BERRY SPRINGS NT 0838	BERRY SPRINGS
09/07/2026	09/07/2026	ABS live line maintenance	105 Meade Road DARWIN RIVER NT 0841	DARWIN RIVER
09/07/2026	09/07/2026	ABS live line maintenance	155 Girraween Road HOWARD SPRINGS NT 0835	HOWARD SPRINGS
09/07/2026	09/07/2026	ABS live line maintenance	695 Bees Creek Road BEES CREEK NT 0822	BEES CREEK
24/06/2026	24/06/2026	LV cable services. There are approximately 20 addresses PWC were not able to service previously	35 Carveth Road BERRY SPRINGS NT 0838	BERRY SPRINGS
22/06/2026	22/06/2026	1 x12m commercial concrete crossover on Lot 5881 & 1x 12m commercial concrete crossover on	9 Burrburr Road HUMPTY DOO NT 0836	HUMPTY DOO
	18/06/2026	INSTALLATION OF CROSS OVER	27 Beaumont Road HUMPTY DOO NT 0836	HUMPTY DOO
18/06/2026	18/06/2026	INSTALLATION OF CROSS OVER	23 Beaumont Road HUMPTY DOO NT 0836	HUMPTY DOO
22/06/2026	22/06/2026	Leaking water service within the verge feeding properties 140/160	135 Brooking Circuit VIRGINIA NT 0834	VIRGINIA
09/07/2026	09/07/2026	Installation and removal of PSU's	45 Gulnare Road BEES CREEK NT 0822	BEES CREEK
22/06/2026	22/06/2026	Leaking water service within the verge	160 Lagoon Road KNUCKEY LAGOON NT 0828	KNUCKEY LAGOON
22/06/2026	22/06/2026	Leaking water service within the verge feeding property 72 & 74	55 Brooking Circuit VIRGINIA NT 0834	VIRGINIA
29/06/2026	29/06/2026	Drainage works across Taylor Road.	213 Taylor Road HOLTZE NT 0829	HOLTZE
29/06/2026	29/06/2026	Remove aerial earth and install warning markers	Bees Creek Road BEES CREEK NT 0822	BEES CREEK
22/06/2026	22/06/2026	Installation of new comms conduit & fibre cable for PAWA	Thorngate Road HOLTZE NT 0829	HOLTZE
01/07/2026	01/07/2026	Drill and install 1 x pole base	111 Power Road MCMINNS LAGOON NT 0822	MCMINNS LAGOON
15/06/2026	15/06/2026	Leaking water service within verge	64 Sittella Road HOWARD SPRINGS NT 0835	HOWARD SPRINGS
11/06/2026	11/06/2026	Carry out Civil Works and Install HV Cable from ZSS to NCSD intake existing RMU.	Agostini Road KNUCKEY LAGOON NT 0828	KNUCKEY LAGOON

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

NIL.

FINANCIAL IMPLICATIONS

NIL.

Risks NIL.

COMMUNITY ENGAGEMENT

NIL.



Attachment A

11 June 2026

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

RE: Letter of Comment Development Application**PA2026/0166****Hun: 325 P: 01773 1105 Anzac Parade MIDDLE POINT, Hundred of Guy
Outbuilding (shed) addition to existing intensive animal husbandry**

Thank you for the Development Application referred to this office on 2 June 2026, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council notes that the proposed development is within a current aquaculture farm and recognises little to no impact on Council roads or services are proposed
- b) While the proposed height of the shed (8900mm) is above the height limit of 8500mm, Council would not see this having an adverse effect on visual amenity of any other property or business surrounding the site

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction

of Litchfield Council. The use must at all times be conducted in accordance with the plan.

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.

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

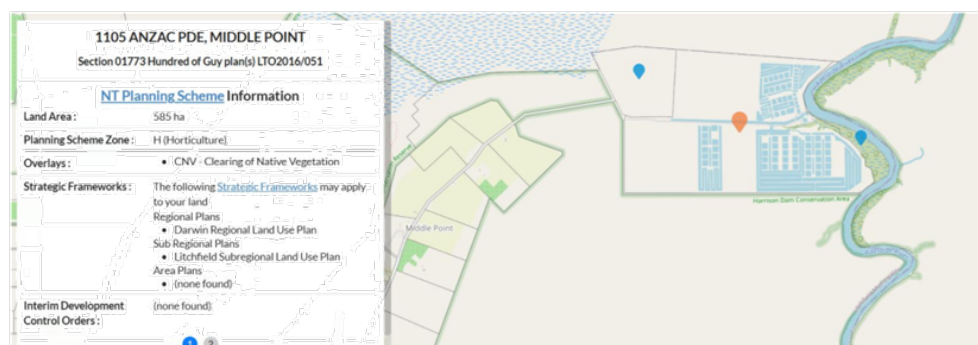
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Kind Regards,



Rob Taylor
Development Engineer





Attachment B

26 June 2026

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

RE: Letter of Comment Development Application**PA2026/0209**

**Hun: 695 P: 04749 75 Varro Road LLOYD CREEK, Hundred of Strangways
Dwelling-Independent with a floor area in excess of 80sqm and separate effluent disposal
system**

Thank you for the Development Application referred to this office on 15/06/2026, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The provided plumbing analysis and proposal appears sufficient for the proposed independent dwelling.
- b) The proposed size, in excess of the permitted 80sqm seems justified and adequate for the purpose of downsizing.

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

- a) Council can confirm that only one access is permitted to the property to service both the dwelling single and dwelling independent from Varro Road. No access shall be granted from the Freds Pass Road corridor (paper road). The existing access is deemed sufficient.
- b) The provided site plan does not show the existing 'shed' and other structures on the property. The property owner is urged to ensure that all structures on the property comply with Building regulations and Bushfires NT.

- c) The owner will be required to submit a stormwater plan for approval for the purposes of Building Certification.

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) 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:

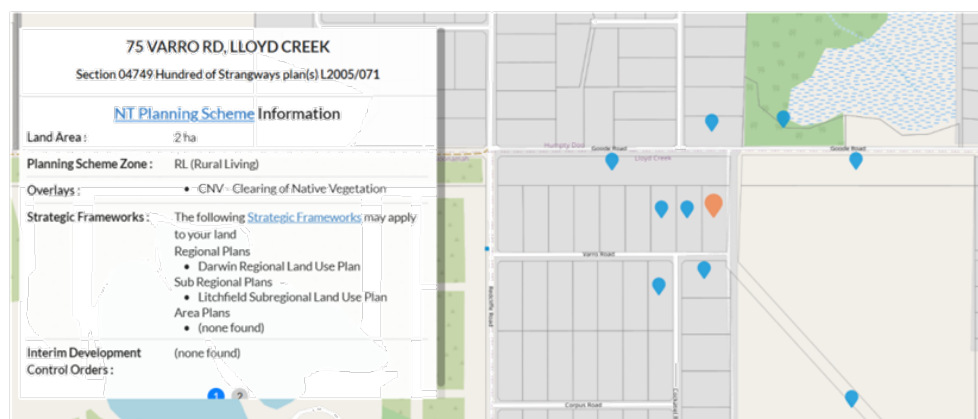
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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





Attachment C

26 June 2026

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

RE: Letter of Comment Development Application**PA2026/0211****Hun: 055 P: 05857 9 Kundook Place HOWARD SPRINGS, Hundred of Bagot
Consolidation to create one lot**

Thank you for the Development Application referred to this office on 22/06/2026, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of the Development Permit to consolidate the parcels of land for the purpose of creation of a lease in perpetuity for Good Shepherd Lutheran College.

Council has been working with the college over the past 18 months to close a portion of Kundook Place (road) that would allow the expansion of the school as supported by Crown Land Estate. This has been in motion since 2014.

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

- a) It is noted that the provided consolidation plan still contains a number of 'Right of Way' easements. It was understood that once the lot was consolidated only the 'Right of Way' easement from Stow Road to Portion 2818 would be required.
- b) Council acknowledges that works have been undertaken already in relation to the road closing application for any crossover access to the property, particularly in reference to Kundook Place. These works are subject to a separate agreement.

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

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

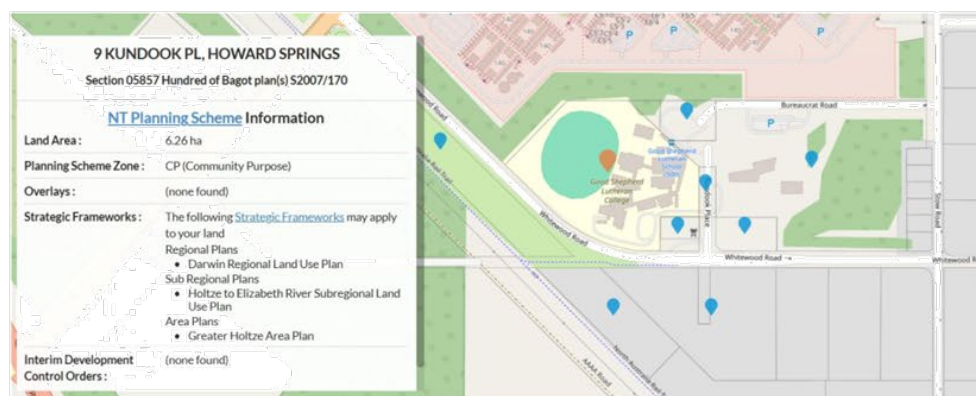
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Kind regards,



Jaimie O'Connor
Planning and Development Program Leader



14.3.2 Humpty Doo Shared Paths

AUTHOR: Martin Loipersberger, Manager Infrastructure & Assets

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Map of Humpty Doo Shared Path

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with information regarding a proposed shared use pathway connection between the Lloyd Road Unit Complex residential area and the Humpty Doo Commercial Precinct and to facilitate discussion regarding a potential pathway forward.

RECOMMENDATION

That Council:

1. Note the potential for improved amenity and reduced risk for residents of Lloyd Road Unit Complex and others accessing the Humpty Doo commercial precinct.
2. Approve undertaking required site investigations and detail design for the proposed shared path along parts of Lloyd Road and Vereker Street utilising the General Works Consultancy 26-27 FY Operational Budget.
3. Note that this will enable consideration by Council of inclusion of the associated construction path works in the 27-28 FY Capital Works Program.

BACKGROUND

Council has received requests from members of the community seeking improved pedestrian and cyclist connectivity between the Lloyd Road Unit Complex residential area and the Humpty Doo Commercial Precinct.

The existing road network provides vehicle access between these areas; however, there is currently no dedicated pathway connection to support walking, cycling, mobility scooters, prams and other forms of active transport. Refer attachment A conceptual plan of the proposed alignment

Community Benefits

The proposed shared path has the potential to deliver a range of benefits including:

- Improved pedestrian and cyclist safety.
- Increased accessibility to the Humpty Doo Commercial Precinct.
- Improved connectivity between residential areas and community facilities.
- Encouragement of active and healthy lifestyles.
- Reduced reliance on motor vehicles for short local trips.
- Increased accessibility for mobility-impaired users, parents with prams and school-aged children.

Preliminary Design

In response to community feedback, Council has undertaken preliminary investigations including site inspections, route assessment, concept planning and indicative cost estimation. These investigations indicate that a pathway connection can be accommodated within the available corridor and capable of being delivered as a future capital works project.

The concept currently comprises approximately:

- 290 metres of reinforced concrete shared pathway.
- ~9 pram ramps.
- 2 reinforced concrete driveway crossovers.
- Associated signage, line marking and drainage treatments where required.
- Potential requirements to cater for existing utility services in the corridor and to manage existing vegetation

Further design development would be required to confirm alignment, levels, drainage requirements, service conflicts and final construction costs.

The proposed pathway would improve connectivity between residential areas and key destinations including commercial services, community facilities, employment opportunities, schools and public transport infrastructure.

Strategic Value

The pathway would provide an important active transport link between an established residential area and the Humpty Doo commercial and service centre. The proposed path alignment would directly service 7 properties including the 2 main commercial areas, the 35 units at 13 Lloyd Road and indirectly serve multiple adjacent properties already serviced by existing paths.

The proposed path connects to the existing path network at two locations complementing and expanding the existing path network that could be further expanded over time as development and community demand increases.

The surrounding land is predominantly Crown Land zoned as urban residential, which may be developed some time in the future pending Northern Territory appetite and market demand. There is a possibility that the path under discussion could be made a requirement for future development in this area. However, timing of any such development is currently unknown.

Notably this pathway is not included in the Litchfield Council Shared Path Plan May 2020.

LINKS WITH STRATEGIC PLAN

Places - Roads and Infrastructure

LEGISLATIVE AND POLICY IMPLICATIONS

- INF02 Driveway Crossovers
- Municipal Plan 2026-27

The project also supports broader strategic planning principles that encourage safe and accessible connections between residential areas and activity centres as outlined in Litchfield Council Municipal Plan 2026-2027.

FINANCIAL IMPLICATIONS

Based on the preliminary design work undertaken, the indicative project cost is estimated at approximately \$360,000 excl. GST which allows for site investigations, design and construction costs including a 10% contingency. The estimate is considered suitable for strategic planning purposes only and would be subject to refinement through detailed design, survey, service location investigations and procurement processes.

Funding is available to undertake site investigations and detail design under the General Works Consultancy in this year's (26-27 FY) Operational Budget. There currently is no allocation of Capital Works funding in the 26-27 budget, however the development of the detail design would inform more accurate construction estimates enabling consideration of inclusion of this project the 27-28 Capital Works Program Budget.

Whole-of-Life Costs

The pathway would become a Council-owned transport asset and would require ongoing maintenance and future renewal.

Table 1 Estimated lifecycle costs

Cost Component	Estimated Annual Cost (Excl. GST)
Routine maintenance	~\$2,500
Future renewal provision	~ \$4,500
Total lifecycle cost	~ \$7,000 per annum

RISKS

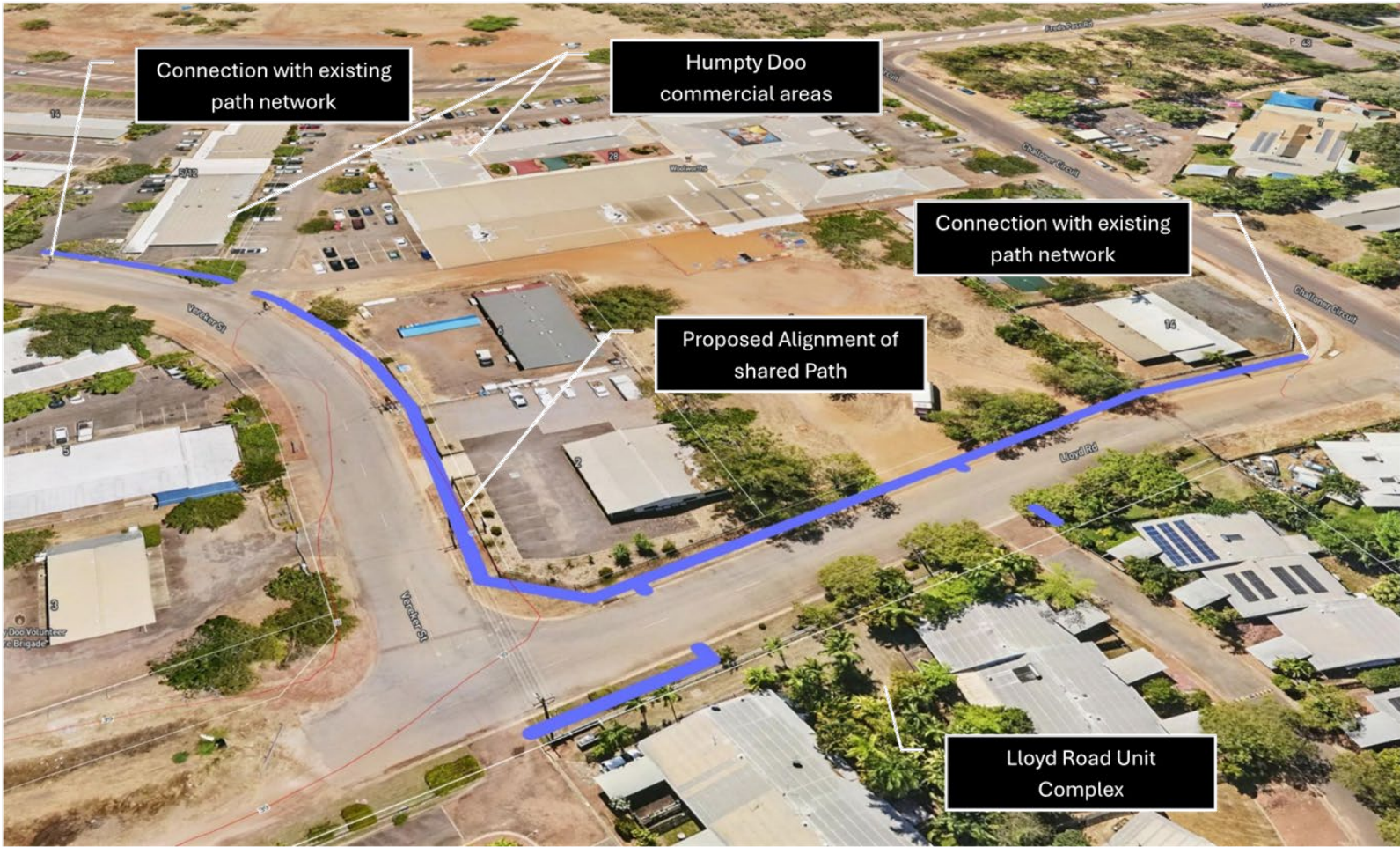
Health and safety risks exist. Residents of 13 Lloyd Road have reported falls on Vereker Street attributed to the absence of a shared path.

COMMUNITY ENGAGEMENT

On support of this recommendation Council staff will be able to advise relevant community members and respond to CRM requests / queries noting that site investigations, associated detail design and construction estimates are under development and that the works will be considered to be included in the future year's capital works budget.

Map of Proposed Humpty Doo Shared Paths

Attachment 1



14.3.3 Subdivision and Development Guidelines Revision

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

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS:

1. Litchfield Council Development Guidelines - June 2026
2. Value of Assets Spreadsheet - 2026 - SUMMARY
3. DRAFT INF08 Subdivision and Development

EXECUTIVE SUMMARY

This report presents to the Elected Members the revised Litchfield Council Development Guidelines, formally the Litchfield Council Subdivision and Development Standards as well as the amended INF08 Subdivision and Development Policy.

RECOMMENDATION

That Council:

1. Endorse the Litchfield Council Development Guidelines (attachment 1) and;
 - a) Accept the adjusted Project Management percentage (10%) in the Value of Assets Spreadsheet (Attachment 2) and;
 - b) Approve the Director Infrastructure and Operations to make adjustments to the Litchfield Council Development Guidelines as and when required by amendments to legislation, standards and guidelines.
2. Approve the updated INF08 Subdivision and Development policy (Attachment 3)

BACKGROUND

The Litchfield Council Subdivision and Development Standards (Council standards) were approved in June 2017 following an overhaul of the Planning and Development processes within Litchfield Council in 2016. The improvements made during this time provided an extensive change to Litchfield Council processes and as such, a period of public consultation was undertaken to ensure transparency.

Since then, the Council standards have had minimal changes, and it has been on the agenda for some time to review the standards noting the introduction of the Northern Territory Subdivision and Development Guidelines (NTSDG) in 2020 which also coincided with the amendments to the *NT Planning Act 2019* and the *Northern Territory Planning Scheme 2020*.

Recently, Council officers have reviewed the Council standards and made a significant number of amendments in response to the substantial influence of the NTSDG, such that it was not feasible to track-change the document. The updated standards now guidelines, now complement the NTSDG, ensuring that Council requirements are represented across all relevant reference materials, and have been renamed the Litchfield Council Development Guidelines (Attachment 1), which more accurately reflects the content of the document.

Along with this review, Council also engaged a Quantity Surveyor to review the supplementary Value of Assets template, which is used by developers to declare contributed assets arising from their development. The template has been updated to allow for urban development, and the unit rates have been adjusted to align with 2026 rates and is considered 'fair value' in terms of the Australian Accounting Standards Board (AASB). The document has also been updated to more accurately reflect AASB 116 Property, Plant and Equipment, paragraph 16, which requires that the cost of an item

includes any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating as intended. Previously, project management value was calculated at 30% of the overall contributed asset cost; this has now been reduced to 10% of the contributed asset cost, which is more closely aligned with industry standards and accounts for design and project management, a summary page is shown at Attachment 2.

The Value of Assets unit rates will continue to be updated on an annual basis to ensure they reflect industry rates and align with the AASB. Consideration will be given to introducing a policy that defines contributed assets for both the financial and asset management functions of Council.

Overall, with these reviews Council can now refer developers to the following documents;

- Northern Territory Subdivision and Development Guidelines
 - Inclusive of Section 14 Litchfield Council variations (to the NTSDG)
- Litchfield Council Development Guidelines
 - Supplementary forms and Value of Assets template
- Litchfield Council policy documents

Due to the review and amendment of the Council standards the Litchfield Council INF08 Subdivision and Development Policy has also been reviewed and amended. A track change copy is available at Attachment 3.

It is likely that additional policies will be introduced as developments like the Holtze Land Development subdivision at Asche come online, requiring more specific detail for Council officers and residents alike to refer to in governing requirements.

Council officers will continue to engage with the Technical Working Groups responsible for the NT Subdivision and Development Guidelines and, where appropriate, request that Section 14 variations be considered on behalf of Litchfield Council. Should such a variation be necessary, a report will be submitted to the Elected Members for their information.

Due to the number of minor amendments likely to occur, provision for the Director Infrastructure and Operations to approve these adjustments will ensure a more efficient process, reducing the time and resources required to bring each minor change to Council for decision.

LINKS WITH STRATEGIC PLAN

Places - Roads and Infrastructure

Progress - Continuity of Services and Facilities

LEGISLATIVE AND POLICY IMPLICATIONS

INF08 Subdivision and Development

Financial Management

Asset Management

FINANCIAL IMPLICATIONS

The Council standards document was no longer relevant given the introduction of the NTSDG and created conflicting information for developers. As such, this amendment has been long overdue and now stands as a good reference document that can continue to be adjusted in line with the NTSDG reviews and amendments.

The amended Value of Assets is a more adequate industry representation of fair values and considers the Australian Accounting Standards and will be more acceptable to developers.

It is anticipated that continued review, amendment and introduction of supporting policies will be required and these will benefit the objectives of Council in the planning and development space as well as providing foundational support for operations and asset management.

RISKS

There is minimal risk in adopting the updated guidelines and in fact the risk lies in not updating the guidelines or policy.

COMMUNITY ENGAGEMENT

NIL



LITCHFIELD COUNCIL DEVELOPMENT GUIDELINES

2026

REVISION TABLE

Document Control		
Revision	Date	Revision Details/Status
A	27/03/2025	Final
B	26/06/2026	Amended to align with NTSDG

Planning and Development

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1 INTRODUCTION

1.1 Overview

The Litchfield Council Development Guidelines (Guidelines) provides Developers and stakeholders, including but not limited to, engineers, planners, and contractors with the minimum standards Litchfield Council will accept or approve for development design, construction, and maintenance of land within the Litchfield municipality.

These Guidelines sets out the design and approval process along with the design criteria and technical requirements for all aspects of development managed by Litchfield Council within the Litchfield municipality.

1.2 Use of the Guidelines

The Developer shall inform themselves fully of all circumstances and conditions relating to the information provided in these Guidelines and read them in conjunction with relevant standards and legislation.

A Developer who has any doubts as to the meaning of any part of the Guideline should seek clarification from Litchfield Council.

Litchfield Council reserves the right to vary the Guideline for a specific development where Litchfield Council deems the variation to be reasonable or required due to specific site conditions.

Litchfield Council may amend these guidelines at the discretion of the Director, by publication of a written amendment to the Guideline. The latest version of the Guideline shall be held on the Litchfield Council website.

Although reasonable care has been taken in preparing these Guidelines, Litchfield Council makes no representation or warranty as to the accuracy, completeness or suitability of the information contained within them. To the fullest extent permitted by law, Litchfield Council disclaims all liability for any loss or damage arising from the use of, or reliance on, these Guidelines, including any indirect, economic, special or consequential loss or damage, and including (without limitation) loss of actual or anticipated profit or revenue, business interruption or shutdown, loss of production, delay costs, loss of opportunity, loss of income or rent, and financial or holding costs.

Where a conflict occurs between these Guidelines and any other Standards, Litchfield Council retains the right to determine which document shall hold priority.

1.3 Key Terminology

1.3.1 Urban Areas and Rural Areas

For the purposes of these guidelines, the following definitions apply:

Urban areas include:

- Residential areas where the median lot size for single dwelling developments is $\leq 4,000\text{m}^2$ and/or that include multiple dwelling developments.
- Industrial and commercial precincts.

Rural areas include:

- Residential areas where the median lot size is $> 4,000\text{m}^2$, not including multiple dwelling developments.
- Large scale industrial or commercial ventures located amongst larger lot rural residential development (i.e. mango farms).

1.3.2 Commonly Used Terms/Abbreviations and Definitions

Table 1: Commonly Used Terms/ Abbreviations and Definitions

Term/Abbreviation	Definition
ALD	ALD Averaged Leased Dimension
ARI	ARI Average Recurrence Interval
Approved	The approval given by Litchfield Council
Building Certifier	An individual registered with the Northern Territory Building Practitioners Board as a Building Practitioner in accordance with the NT Building Act
Clearance of General Conditions	Clearance of Litchfield Council conditions included as general conditions on a Development Permit
Council	For these Guidelines, Council shall refer to a Council officer employed by Litchfield Council
Council's email address	council@litchfield.nt.gov.au
CPTED	Crime Prevention Through Environmental Design
DAS	Development Assessment Services (assessment section of the Department of Infrastructure, Planning and Logistics)
DCA	Development Consent Authority
DLI	NT Government Department of Logistics and Infrastructure
Developer	The person or company responsible for the land to be developed
Development Application	A formal plan and documentation identifying the proposed development lodged with Development Assessment Services. The plans and documentation should contain sufficient information to assess the merits and compliance of the proposal with the NT Planning Scheme and these Guidelines.
Development Permit (DP)	Documentation issued by a consent authority of the NT Government. The Development Permit will have various conditions specified, which may be to the satisfaction of the Litchfield Council and service authorities. These conditions must be complied with either prior to or during construction or through the life of the development.

Defects Liability Period (DLP)	A 24-month period from the initial handover of assets to Litchfield Council wherein the Developer will be responsible for the rectification of any defects
Director	Litchfield Council's Director Infrastructure and Operations or equivalent
Drainage Easement	Under General Rights within the NT Law of Property Act 2000 for drainage easement, Litchfield Council has the right to break the surface of, dig, open up and use the land under easement to construct, lay down, take up, use, maintain, repair, relay or inspect drains or drainage pipes for the purpose of draining stormwater and to enter the land under easement at any time (with or without a vehicle or equipment) to do so
Drainage Reserve	A parcel of land owned by Litchfield Council where the sole use is for stormwater drainage
Driveway Crossover	The point of access to a property within the road reserve, ceasing at the property boundary
Environment	The natural and built environment and all aspects of surroundings including physical, biological, and aesthetic aspects
ESA	Equivalent Standard Axle
Guidelines	Litchfield Council Development Guidelines
Minister	Minister for Infrastructure, Planning and Logistics or equivalent
NEMA	US National Electrical Manufacturers Association
NT EPA	Northern Territory Environmental Protection Authority
NTG	Northern Territory Government
Nominated Developer's Representative	The person appointed to represent the Developer. For the purposes of these Guidelines, once a Developer's Representative has been nominated, that individual may be referred to as the Developer.
NTSDG	The Northern Territory Subdivision Development Guidelines
Services	Includes water, sewerage, power, gas, or telecommunications, whether below, on, or above ground
Pollution	An incident where there is a leak, spill, or escape of harmful substances to the environment
WSUD	Water Sensitive Urban Design

1.4 Telecommunications Works

1.4.1 Exemption for Works Permits

Works related strictly to telecommunications are exempt from having to obtain an approved Litchfield Council Works Permit prior to commencing works. This is in line with the Exemption from State and Territory Laws as per the *Telecommunications Act 1997*.

Schedule 3	Carriers' powers and immunities
Part 1	General Provisions
Division 7	Exemptions from State and Territory laws
Division 7—Exemptions from State and Territory laws	
37 Exemption from State and Territory laws	

- (1) This clause applies to an activity carried on by a carrier if the activity is authorised by Division 2, 3 or 4.
 - (2) The carrier may engage in the activity despite a law of a State or Territory about:
 - (a) the assessment of the environmental effects of engaging in the activity; or
 - (b) the protection of places or items of significance to Australia's natural or cultural heritage; or
 - (c) town planning; or
 - (d) the planning, design, siting, construction, alteration or removal of a structure; or
 - (e) the powers and functions of a local government body; or
 - (f) the use of land; or
 - (g) tenancy; or
 - (h) the supply of fuel or power, including the supply and distribution of extra-low voltage power systems; or
 - (i) a matter specified in the regulations.
 - (3) Paragraph (2)(b) does not apply to a law in so far as the law provides for the protection of places or items of significance to the cultural heritage of Aboriginal persons or Torres Strait Islanders.
 - (4) Paragraph (2)(h) does not apply to a law in so far as the law deals with the supply of electricity at a voltage that exceeds that used for ordinary commercial or domestic requirements.
-

1.4.2 Documentation Required to be Submitted to Litchfield Council

While an entity conducting works under the *Telecommunications Act 1997* is exempt from obtaining a works permit, they are still required to complete a Litchfield Council Telecommunications Works Agreement Form and provide contact details for all entities involved in the works.

They will also need to provide documentation to Litchfield Council, as the Road Authority, for review including but not limited to the following;

- Traffic management documentation including;
 - A site-specific Traffic Management Plan (TMP)

- All site-specific Traffic Guidance Schemes (TGS) that show the proposed controls for the road reserve while works are being undertaken
- Traffic management risk assessments showing the risks considered in the design of the TMP and TGS's.
- A site plan showing the type of works and the area affected
- A site-specific Communications Plan that addresses the following stakeholders;
 - All residents affected by the proposed physical works
 - All businesses affected by the proposed physical works
 - NTG Public Transport
 - Emergency Service providers (where applicable)
 - All other stakeholders affected by the proposed physical works

1.5 Power Water Corporation (PWC) Asset Upgrade / Replacement Approval

1.5.1 Requirements for PWC

PWC is required to obtain written approval to remove or replace a PWC asset constructed, or proposed to be constructed, within a Litchfield Council road reserve or Litchfield Council owned land.

The responsible PWC Officer shall submit a *Litchfield Council – Building Pre-Approval Application - Stormwater, Access, and Asset Replacement* form to Litchfield Council via email.

The Litchfield Council will review the proposal and provide a response to the PWC Officer once payment of the relevant approval fee has been received by Litchfield Council.

All works associated with the asset upgrade / replacement approval shall only be conducted under an approved Litchfield Council Works Permit. Where works are completed without an approved works permit being obtained from Litchfield Council, the design approval will be void.

2 DESIGN AND APPROVAL PROCESS

2.1 Overview of Development and Subdivision in Litchfield Council

For new developments, Litchfield Council is primarily responsible for approving the design of road reserves, works within the Litchfield Council owned road reserves (including landscaping, footpaths, cycle paths, and lighting), stormwater drainage, and waste management.

The Northern Territory Government (NTG), through Development Assessment Services (DAS) and the Development Consent Authority (DCA), is responsible for the approval of all developments requiring Development Applications. Input is provided by various agencies and

service authorities on topics of their responsibility. Litchfield Council is considered to be an agency and provides advice on areas of Litchfield Council responsibility, as well as comments on any potential effect to the amenity of the Litchfield municipality because of a development.

Developments not requiring Development Applications may require certification by a registered Building Certifier. In these circumstances, the Building Certifier is responsible for obtaining approval from Litchfield Council for matters within Litchfield Council's area of responsibility.

2.1.1 Communication with Litchfield Council

For each development, the Developer will be required to submit to a Litchfield Council *Nominated Developer's Representative Form*. This form is used to nominate a single point of contact for the duration of the development process. It is important that Litchfield Council liaise with just one person during a development, to ensure the orderly control and flow of information throughout the development processes. There is no fee associated with this application.

Once the *Nominated Developer's Representative Form* has been submitted and accepted, Litchfield Council will communicate with the Nominated Developer's Representative as the single point of contact. If the Developer wishes to change the nominated contact during the development, a new form must be submitted to Litchfield Council.

All requests to Litchfield Council should be submitted in writing to Litchfield Council's email address - council@litchfield.nt.gov.au or at Litchfield Council's front counter. Submissions to other Litchfield Council email addresses, or verbal requests, may not be accepted and may cause delays to any assessments or approvals.

Litchfield Council may take up to ten (10) business days to provide comment in relation to a submission. Comments may only be provided once all relevant documents are submitted, and all fees and charges have been received by Litchfield Council.

2.1.2 Fees and Charges

Fees and charges may apply at various stages during the development process. These fees are set annually by Litchfield Council and can be found on Litchfield Council's website - www.litchfield.nt.gov.au. Fees for all developments shall be paid as the fee is incurred.

2.2 Development and Subdivision Process

The following outlines the application and construction process for developments in the Litchfield municipality.

- Developments requiring a Development Application, Sections 2.2.1 – 2.2.9 should be followed.
- Developments not requiring a Development Application, Sections 2.2.5 – 2.2.6 should be followed.

2.2.1 Pre-Application Stage

It is recommended that Developers contact Litchfield Council to discuss any proposed developments prior to applying to the Northern Territory Government's Development Assessment Services (DAS). Litchfield Council can then schedule a meeting where it can confirm the development process and discuss Litchfield Council's requirements for both, the

application assessment and construction phase. Meeting requests should be arranged by emailing or calling Litchfield Council's Planning and Development team on Ph. (08) 8983 0600.

2.2.2 Development Application Process

When Developers are required to lodge a Development Application with DAS, DAS will advise Litchfield Council of the application in writing via email. Litchfield Council will then be able to assess the application. This process may include Litchfield Council staff conducting site visits.

Litchfield Council will provide a Letter of Comment to DAS at the completion of the assessment. The letter may also be provided to Litchfield Council's elected members for information at the next Litchfield Council meeting.

Should additional information be required by Litchfield Council to make an adequate assessment, a request for the information will be provided in the Letter of Comment to DAS. If additional information is submitted to DAS by the Developer, Litchfield Council will be advised by DCA and then conduct an additional assessment of the application and provide additional comments.

DAS will coordinate the Development Application assessment process and the consent authority (either the Litchfield division of the Development Consent Authority, their delegated appointee, or the Minister) will decide on the application.

Should an application be refused, the development process will end at this point.

2.2.3 Development Permit Issued

If the Development Application is approved, a Development Permit will be issued by DAS.

The approved Development Permit shall contain conditions to which the development must comply. These conditions may require clearances to be provided by Litchfield Council to obtain approval.

There are two types of conditions associated with a Development Permit.

- Conditions Precedent are conditions that must be satisfied prior to endorsement of plans and/or prior to commencement of works on site.
- General Conditions are conditions that must be satisfied either during the construction process or by finalisation of the development.

2.2.4 Clearance of Conditions Precedent

If a Developer wishes to clear Condition Precedent's requiring Litchfield Council approval, the Developer must submit a written request to Litchfield Council, via email, including the following items:

- A fully completed Litchfield Council *Clearance of Conditions Application* form
- A fully completed Litchfield Council *Development and Subdivision Design/Plan/Report Approval Application* (this form is for the purpose of a Planning Application related clearance only)
- All relevant and related plans or reports required to satisfy the relevant conditions.

If fees and charges are applicable for the review of the information submitted, Litchfield Council will issue an invoice to the Developer (or Developers Representative). A review of the information will commence once all fees and charges have been received by Litchfield Council.

Litchfield Council will then commence review of the information submitted. Should Litchfield Council require additional information to approve a particular condition, a member of Litchfield Council's Planning and Development team will contact the Developer, or Developer's Representative, to discuss.

Once Litchfield Council is satisfied that the conditions have been met in line with the Development Permit, Litchfield Council will issue a Letter of Clearance of Conditions Precedent.

Due to the nature of Conditions Precedent, there may be a necessity to seek a series of clearances for different Conditions Precedent on the same application. This situation will be identified and communicated during a preliminary meeting.

2.2.4.1 Preliminary Meeting

The purpose of a preliminary meeting is to confirm an understanding between all relevant parties of all requirements to satisfy Litchfield Council's standards throughout the development process.

Following this meeting, the Developer will be expected to complete and submit a Litchfield Council *Nominated Developer's Representative Form* via email. Litchfield Council will then provide confirm all potential forms, applications, and permits, as well as a breakdown of any relevant fees and charges required for the development, if applicable.

2.2.5 Detailed Design Stage

Prior to the commencement of works, the Developer shall have all required engineering works, whether driveway access, road, or stormwater drainage works, approved by Litchfield Council.

Developers should note that even if a Development Permit is not required, the Building Certifier is required to obtain written approval of a driveway access or stormwater drainage design from Litchfield Council prior to finalising building certification for a development.

As these features can greatly alter the overall development layout, it is encouraged that the Developer contact Litchfield Council prior to the commencement of any works on site to ensure that the appropriate approvals of the driveway access and stormwater drainage have been obtained from Litchfield Council.

For approval of engineering works, the Developer will need to engage a professional engineer to complete detailed design drawings in line with the NTG Standard Drawings, associated with the NT Subdivision Development Guidelines (NTSDG) ([Northern Territory Subdivision Development Guidelines](#)). The drawings must be submitted to Litchfield Council for approval using the Litchfield Council *Development and Subdivision Design/Plan/Report Approval Application*.

The Developer shall submit the endorsed drawings, signed and issued by DAS, to Litchfield Council at the time of the first submission of the drawings. Litchfield Council may not review detailed design drawings until all Conditions Precedent on the Development Permit, requiring completion "prior to endorsement of plans", are signed off by the relevant authority and then endorsed by DAS.

Through the development of the detailed designs, the Developer is encouraged to work with Litchfield Council to ensure the best outcome for the municipality. This will need the Developer to consider both the new assets proposed as part of the development and Litchfield Council's existing road reserves and other assets. Litchfield Council may identify during the design stage that public consultation with the community is necessary, particularly with residents' who may be affected by the proposed works. This may also be identified at the Preliminary Meeting.

The level of consultation required should be agreed upon by all relevant parties and undertaken by those parties where appropriate. The need for consultation activities should be incorporated into the Developer's construction timeline and updated in line with the remainder of the construction schedule. It is encouraged that Litchfield Council be kept informed of any changes to the consultation schedule. If the consultation refers to works within the road reserve, confirmation of consultation may be required when submitting a Litchfield Council *Works Permit*, when required.

If fees and charges are applicable for review of the information submitted, Litchfield Council will issue an invoice to the Developer. After payment of the fees and charges is confirmed and received, Litchfield Council may organise a preliminary meeting with the Developer if no preliminary meeting was previously required at a Conditions Precedent stage. Details of the preliminary meeting are contained in *Section 2.2.4.1*.

Litchfield Council will review the drawings to ensure suitability in line with these Guidelines and any other relevant Standards and provide comments to the Developer. If the Developer has proposed any variations to these Guidelines or Standards, it is incumbent upon the Developer to draw attention to those variations. If amendments are required, the above design stage process will be repeated, including administration of additional fees, where applicable, until the drawings meet the requirements of Litchfield Council. Approved drawings will then be stamped and signed by Litchfield Council and a copy of the stamped drawings will be provided to the Developer.

All approvals will expire if construction work has not commenced within two (2) years of the date of Litchfield Council's approval. The Developer may seek written approval from Litchfield Council to extend the approval past the two (2) years. Such requests should be submitted, in writing, to Litchfield Council at least ten (10) days prior to the expiry date.

Litchfield Council may request adjustments or updates to the approved drawings where relevant requirements or Standards have changed. These adjustments may consider time and cost imposed on the Developer and may not require a substantial design change, depending on the level of change to the relevant requirements or Standards.

Litchfield Council's review or approval of any design, drawing, specification, calculation or other documentation is for Litchfield Council's purposes only and does not constitute verification or acceptance of its correctness, accuracy, completeness or suitability. The Developer, and its representatives, consultants and engineers, retain sole responsibility for the design, documentation and execution of the works, including compliance with all applicable legislation, standards and Litchfield Council requirements.

2.2.6 Construction Stage

No construction works (including earthworks) shall commence until the following conditions have been satisfied:

- All relevant drawings and specifications have been approved by Litchfield Council.

- All Conditions Precedent on the Development Permit noted as requiring completion “prior to commencement of works” have been signed off by the relevant authority.
- If works are to take place within Litchfield Council’s road reserve, a Litchfield Council *Works Permit* must be obtained prior to commencement.

Construction works shall be completed in accordance with the requirements of these Guidelines, project specifications and endorsed drawings, including adherence to all required hold points as addressed in the following sections, unless otherwise agreed with Litchfield Council prior to commencing works. Throughout the construction stage, at all hold points, inspections will be required.

To request an inspection with Litchfield Council, the Developer will submit an *Inspection Request Application* to Litchfield Council at least 48 hours prior to any proposed inspection date and time.

All inspections will be undertaken in conjunction with the Developer. Litchfield Council will provide a copy of an inspection report at the conclusion of each inspection. An inspection report will notify the Developer whether works may proceed on the site, or if rectification works are required.

All relevant fees and will be applied during the inspection stage, as detailed in Litchfield Council’s Fees and Charges. These fees must be paid prior to any relevant approval being provided by Litchfield Council.

2.2.6.1 Works within a Litchfield Council Road Reserve

Where works are to be carried out within the Litchfield Council road reserve, a Litchfield Council *Works Permit* will need to be obtained prior to commencement. The permit holder shall be the responsible party for overall control of the works associated with the development.

To obtain a *Works Permit*, the following documentation will need to be provided for assessment and approval by Litchfield Council:

- Diagram of works
- Public liability insurance (minimum \$10 million coverage)
- Traffic / pedestrian management plans and schemes (designed by an accredited TMD)
- Dilapidation report (showing current photograph/s of site prior to works)
- White card number(s) for Site Supervisor
- Proof of public consultation, if required.

The permit holder will be the responsible party for the overall control of the works associated with the development. The permit application must provide accurate dates of works for the full duration.

The duration of works can be updated upon request from the permit holder. Such updates may incur additional fees, where applicable. It should be noted that where works are completed earlier than anticipated, no fees shall be refunded. This is to encourage applicants to ensure that accurate dates of works are reflected within the permit application.

The permit should detail all works to be undertaken within the Litchfield Council road reserve, including demolition, and vegetation removal where applicable.

Traffic Management Plans (TMP) and/or Traffic Guidance Schemes (TGS) shall comply with the Austroads Guidelines for Temporary Traffic Management, and AS 1742.3, and shall only be designed by an accredited person. These plans shall clearly document any changing nature or location of the works throughout the permit period. Litchfield Council encourages applicants to engage with a local traffic control company for such documentation.

Works permit applications should consider a detailed construction schedule for each portion of works to be undertaken; this schedule should be kept up to date throughout, with all revisions provided to Litchfield Council where appropriate.

Works permit applications shall outline any proposed road closures for Litchfield Council owned or controlled roads. The information provided to Litchfield Council should show the proposed length of time, and shall identify whether any trees or shrubs, signs, structures, or other features within the road reserve are to be removed, either temporarily or permanently to facilitate such closures.

If Litchfield Council identifies that the Developer is required to carry out public consultation related to works within the road reserve, documentation confirming that consultation has been carried out will be provided to Litchfield Council prior to any approvals being issued.

Failure to adhere to any permit conditions related to the Works Permit may result in the permit being suspended or revoked with a requirement for immediate cessation of works.

Litchfield Council's standard assessment time for a *Works Permit* is five (5) business days. Assessment will only commence once all required documentation is submitted to Litchfield Council for assessment. Once assessed, a Works Permit will not be issued without payment of the appropriate fees and charges being confirmed and received by Litchfield Council. Works cannot commence until an approved Works Permit has been issued by Litchfield Council. The Developer, and relevant contractors, should make themselves aware of these timeframes and plan accordingly.

2.2.6.2 Naming of Roads

Should new roads be created as part of the development, approval for proposed road names is required from the NT Place Names Committee. Prior to issuing approval for a road name within the Litchfield municipality, the Place Names Committee will seek the view of Litchfield Council.

To avoid delays in the naming process, it is recommended that the Developer seek Litchfield Council's support a minimum of 8 weeks prior to submission of the proposed road name to the Place Names Committee.

Any proposed road name must be reviewed and accepted at a Litchfield Council meeting, by Litchfield Council's elected members. Litchfield Council supports the Place Names Committee's guidelines for the naming of places and naming rules. Litchfield Council will review the proposed name/s in line with those directives. The Developer shall submit the proposed road name/s and supporting information as noted in the Place Names Committee directives in writing to Litchfield Council.

2.2.7 Practical Completion

The Developer must give Litchfield Council ten (10) business days prior written notice of the date upon which the Developer estimates it will complete construction of each component of the Development Works intended to be handed over to Litchfield Council.

When the Developer considers it has completed construction of a component of the Development works intended to be handed over to Litchfield Council, the Developer must give notice in writing to Litchfield Council. At a minimum, the following information must be submitted in a digital format with appropriate indexing:

- (i) Completion Certificate, including certificates of compliance
- (ii) Construction report, including CCTV Inspection of underground stormwater networks
- (iii) Digital As-Constructed Drawings (in AutoCAD format), including As-Constructed Survey files.
- (iv) Register of non-conformances and changes from the approved design, including evidence of Certification by the Certifying Engineer and approval by Litchfield Council
- (v) Detailed breakdown of all assets to be handed over, with valuations based on Construction Cost
- (vi) Dilapidation Reports
- (vii) All manuals, warranties and other documents required for the use, operation and maintenance of all services and systems forming part of the Development Works.

As soon as reasonably practicable of receiving written notice, Litchfield Council will inspect the relevant component of the Development Works and:

- (i) if satisfied Practical Completion has been achieved, provide to the Developer a Practical Completion Letter and Clearance Letter (as applicable), which may be subject to conditions requiring rectification of any minor defects and/or omissions within specified timeframes; or
- (ii) if not satisfied Practical Completion has been achieved, give notice to the Developer setting out the works required to be undertaken, or the documentation required to be provided, to achieve Practical Completion.

The Developer must perform the works or provide the documentation set out in a notice as soon as possible after receipt of the notice and, upon completion may give to Litchfield Council a further notice.

Practical completion will continue to apply in respect of each component of the Development works intended to be handed over to Litchfield Council until such time as Litchfield Council issues a Practical Completion Letter to the Developer.

The Developer must refer to Litchfield Council for details on applicable charges and payment terms for inspections, as per Litchfield Council's fees and charges.

2.2.7.1 Bonding of Incomplete Works

Developers may, in appropriate circumstances and with the consent of Litchfield Council, enter into an arrangement to bond certain incomplete Development works as part of the Practical Completion process.

Litchfield Council will consider whether the circumstances are appropriate for the bonding of the relevant works on a case by case basis and after an assessment of risk posed to Litchfield

Council. This includes the risk of Litchfield Council having to undertake incomplete works in the event a Developer defaults.

Bonding of incomplete Development works will not be considered unless:

- (i) The incomplete Development Works can be completed within a reasonable period after the granting of the clearance (see Table 39 — Bonding of Incomplete Works for guidance on timeframes).
- (ii) There are no External Works to be undertaken as part of that stage of the Development Works, which are required to service the proposed allotments.
- (iii) The Developer has disclosed to the purchaser of any allotment impacted by uncompleted works being bonded that the allotment being purchased is the subject of a Bonding Deed and therefore all services may not be available until the relevant incomplete Development works are complete.
- (iv) All engineering plans for the relevant incomplete Development Works have been completed and all approvals required for them have been obtained.
- (v) All preparation and earthworks on lots completed, including any geotechnical assessments required submitted and approved by Litchfield Council.
- (vi) All essential services (water, wastewater and power) reticulation complete, except where agreed otherwise with Litchfield Council.
- (vii) All cadastral survey pegs have been placed for allotment boundaries, except where agreed otherwise with Litchfield Council.
- (viii) Permits to build all buildings/structures that form part of title incomplete Development Works have been obtained, where required by the Building Act.
- (ix) *Table 2 — Bonding of Incomplete Works* indicates the likely minimum requirements for bonding arrangements in respect of different classes or types of Development Works.

The Developer must enter into a Bonding Deed with Litchfield Council to provide for the bonding arrangement. The Bonding Deed ensures that the incomplete Development Works are legally secured by conditions which would allow Litchfield Council to step-in and complete the relevant Development works if required to do so, and a Security Bond to cover the costs of completing the relevant Development works and the administrative and other costs of stepping-in.

Litchfield Council is to be provided with an original and two copies of the deed, duly executed by the Developer prior to lodging with Litchfield Council. Satisfactory evidence of the items must be attached to the Developer's application for a bonding arrangement;

Table 2: Bonding of incomplete works

Bond Type	Type 1	Type 2
Infrastructure to bond (Subject to agreement with Litchfield Council)	Pathways Soft Landscaping Street furniture (excluding signage relevant to safe road use) Bus stops	Driveways
Timeframe for works to be completed	Within 18 months after the date of the Bonding Deed, or such other period agreed between the Relevant Authority and the Developer	Within 24 months after the date of the Bonding Deed, or 100% of buildings complete, whichever comes first, or such other period agreed between Litchfield Council and the Developer
Minimum Bond Amount	1.5 x cost of incomplete Development Works	1.5 x cost of incomplete Development Works
Key terms of Bonding Deed	Incomplete Works may be subject to testing upon completion and prior to handover. The Developer may be required to pay the costs of the Authority in preparing, negotiating and entering into a Bonding Deed where there is no application fee payable.	The Developer may be required to pay the costs of Litchfield Council in preparing, negotiating and entering into a Bonding Deed where there is no application fee payable.
Objectives / Factors	Incomplete Works are to be completed when construction of 75% of the buildings are complete. This allows works that are not essential, to be constructed once the majority of the building works are complete. This reduces the risk of damage to works associated with building construction.	This option is an alternative to a payment in lieu arrangement with Litchfield Council.

2.2.8 Clearance of General Conditions

After all works are completed, the Developer shall request Clearance of General Conditions from Litchfield Council.

For a development without subdivision, the Developer shall submit the following documents to Litchfield Council:

- A fully completed Litchfield Council *Clearance Application*
- As-Constructed drawings in PDF format and/or relevant Standard Drawings, if applicable.
- A fully completed Litchfield Council *Inspection Application*, if applicable.

Litchfield Council will review the relevant conditions within the Development Permit and the associated materials submitted for compliance.

Litchfield Council requires that engineered drawings show the design and location of any proposed new assets, and to confirm stormwater drainage arrangements are suitable. For minor developments, where driveway crossovers are the only new asset; the Developer can submit a dimensioned plan illustrating the driveway location and dimensions. The drawing will need to include a note that refers to the appropriate NTG Standard Drawing for the driveway crossover. For all other developments, Litchfield Council requires detailed As-Constructed drawings with asset information geo-referenced for the site.

For most developments, an inspection will be required. An inspection request can be submitted at the same time as the request for Clearance of General Conditions. If the Developer is unsure whether an inspection is required, the Developer can seek clarity from Litchfield Council.

To request an inspection with Litchfield Council, the Developer will submit a Litchfield Council *Inspection Application* at least 48 hours prior to any proposed inspection date and time.

Should any issues or defects in the works be identified, Litchfield Council will notify the Developer in the inspection report, and the Developer shall undertake all necessary steps for rectification of works prior to clearance being issued. Such works shall be done at no cost to Litchfield Council.

Should no inspection be required, Litchfield Council will review the General Conditions and provide comments as applicable.

For developments without subdivision, the Developer may be invoiced for any outstanding inspection fees and all relevant administration fees. The Developer will also be invoiced for the following, where applicable:

- Administration Fee,
- Fees for additional inspections undertaken due to failure to meet hold point requirements,
- Outstanding Works/Defects Bond, if applicable.

Once payments of all outstanding fees and invoices are made, the Developer is responsible for submitting the receipt or receipt number for the paid invoice to Litchfield Council. Litchfield Council will then issue a Letter of Clearance of General Conditions.

For developments not including subdivisions, this point will be the conclusion of the Development Process.

2.2.7.1 Administration Fees

An Administration Fee is payable for all developments to cover administrative activities undertaken by Litchfield Council during the planning and development process. The fee is set each year as part of Litchfield Council's Fees and Charges.

2.2.7.2 Additional Inspection Fees

Litchfield Council's Administration Fees are calculated to cover one inspection per required hold point. During the construction process, if the works fail any required hold point, an additional inspection will be required once rectification works have been undertaken. These

fees for additional inspections will be calculated and charged at the conclusion of the development.

2.2.7.3 Outstanding Works/Defects Bond Agreement

Prior to the commencement of the defect's liability period, the Developer may be required to provide an additional bond for any works not completed to a standard Litchfield Council deems suitable. Acceptable outstanding works may include, but not be limited to, insufficient grass cover. Provision of the Outstanding Works / Defects Bond will allow the Developer to finalise the development prior to completing the outstanding works. This is not a standard practice but may be considered where Litchfield Council deems suitable.

For Litchfield Council to consider any proposal for an Outstanding Works / Defects Bond, the Developer will be required to submit a Litchfield Council *Outstanding Works / Defects Bond Agreement* to Litchfield Council. The Outstanding Works / Defects Bond will be of an amount mutually agreed by both parties but will be based on a calculated cost for Litchfield Council to complete the outstanding works. If both parties fail to reach an agreement, Litchfield Council maintains the right to engage in a quantity surveyor to estimate the value of the outstanding works. If a quantity surveyor is engaged, the cost of engaging the surveyor will be added to the bond. Litchfield Council will only accept cash, cheque, or a bank guarantee for the Outstanding Works / Defects Bond; credit cards cannot be accepted for this specific bond.

Once the outstanding works are completed to Litchfield Council's satisfaction, the Outstanding Works / Defects Bond will be returned to the Developer. Where a quantity surveyor had to be engaged, this cost will be deducted from the amount of the final bond return.

2.2.9 Defects Liability Period

When the Letter of Clearance of General Conditions is issued for a development, the development will enter a Defects Liability Period (DLP) in line with *Table 3 – Defects Liability Periods*.

Throughout, and at the conclusion of, the DLP period, Litchfield Council will inspect the works for defects. Typically, the Developer will only be asked to rectify any of the defects identified at the conclusion of the DLP; however, if an identified defect is deemed to be a safety hazard or considered to create on-going maintenance issues for Litchfield Council, rectification works may be required immediately. Any such works will be conducted at no cost to Litchfield Council.

When the DLP is due to expire, the Developer will need to submit a Litchfield Council *Inspection Application* to Litchfield Council. Litchfield Council will then undertake a final inspection of the development. Should the inspection identify any defects, other than normal wear and tear, the Developer will be notified in writing and be required to rectify the identified defects within a timeframe agreed upon between the Developer and Litchfield Council. The DLP will remain in place while rectification works are completed to a standard deemed suitable by Litchfield Council.

If any defects are not appropriately rectified, Litchfield Council maintains the right to draw on bonds associated with the development to undertake rectification works. If the Bond amount does not cover the costs of works required, Litchfield Council maintains the right to issue an invoice to the Developer to cover any additional costs involved.

When all works are determined to be completed, and all defects determined to be resolved to a

standard that Litchfield Council deems suitable, the development will be issued a Letter of Release from Defects Liability Period. Any remaining funds in the Maintenance Bond will be returned to the Developer.

For the duration of the Defects Liability Period (DLP), the Developer shall maintain all soft landscaping in a healthy, vigorous and well-established condition in accordance with the requirements of these Guidelines and any additional requirements of Litchfield Council. Any soft landscaping that dies, becomes diseased, is damaged, or fails to establish to the satisfaction of Litchfield Council shall be deemed a Defect and shall be replaced or rectified by the Developer at its own cost.

Litchfield Council reserves the right to extend the Defects Liability Period for the affected landscaping works where, in Litchfield Council's opinion, additional time is required to demonstrate that rectified or replacement landscaping has been successfully established prior to Final Acceptance.

Table 3: Defects Liability Periods

Defects	Liability Period
Soft Landscaping (incl. Irrigation)	12-months (includes required maintenance)
Hard Landscaping Park Furniture Play Equipment	24-months
Roads Drains / Stormwater (incl. detention basins) Kerbing Driveways / Access Pathways Any other Civil Aspects	24-months

2.3 General Design Requirements

The following section provides the Developer details to ensure they have awareness of any Litchfield Council requirements for the development of detailed designs for developments in Litchfield municipality.

2.3.1 Use of Qualified Consultants

All design work for proposed assets to be constructed and gifted to Litchfield Council must be undertaken by a suitably qualified engineer or other professional, unless otherwise advised by Litchfield Council. Litchfield Council will not review or provide approval for designs that do not meet this requirement.

2.3.2 Engineering Survey Requirements

All surveys shall be undertaken by a certified surveyor and shall comply with the provisions of this section. All survey marks/levels relevant to the design submission shall be shown on the

plans. Permanent reference points shall be established within the proposed or existing road reserves at spacing not greater than one kilometre, unless otherwise agreed to by Litchfield Council.

2.3.2.1 Units of Measurement

The following units shall be adopted:

- Linear measurements shall be in metres (m)
- Vertical measurements shall be in metres (m)

2.3.2.2 Vertical Control

All levels are to be provided in Australian Height Datum (AHD) to two decimals, unless specified otherwise by Litchfield Council. The Developer shall adopt or establish a reliable benchmark by application of appropriate survey procedures from reliable survey stations.

2.3.2.3 Horizontal Control

The following points shall be adopted:

- The horizontal control to two decimals, unless specified otherwise by Litchfield Council, for each project shall be based on the existing survey stations.
- The contractor shall establish reliable horizontal control where none exist.
- Plans shall show the distance from the centre line of the proposed or existing road to the road reserve boundary at all tangent points and intersections of roads.
- The centre line shall be pegged at 25m intervals on straight sections and 12.5m intervals on
- curves, tangent points, and the intersection of road centre lines. Chainage is to be commenced at the intersection of road centre lines. Offset recovery pegs are to be placed left and right of the centre line at no greater than 100m intervals, at tangents and secant points.
- Boundaries of the development shall be clearly pegged to avoid disputes between landowners.

Where any unacceptable discrepancies exist in control marks due to soil settlement, inundation,

disturbance or other factors, a discrepancy report will be prepared by the Developer and provided to Litchfield Council.

Enough benchmarks – surveyed in three coordinates in GDA94 – MGA Zone52 projection: Eastings, Northings, and Height (AHD) – to enable the works to be set out accurately in accordance with the Standard Drawings shall be provided.

2.3.3 Detailed Engineering Drawing Requirements

The Developer must provide a complete set of legible detailed engineering drawings with supporting specifications and reports for each development.

The following requirements are applicable to developments:

- For detailed design review, the drawings shall be provided in PDF format. As-Constructed drawings shall be provided in AutoCAD.
- Drafting standards must comply with the provisions of Australian Standard 'Technical Drawing General Principles' AS1100.101-1992 or superior.
- The drawings must show sufficient detail to allow Litchfield Council to accurately ascertain the feasibility of the design and compliance with Litchfield Council's Standards in all areas and to allow contractors to confidently construct the works.
- All engineering drawings must include a scale and north arrow and must be legible on A3 print.
- The drawings shall show the location of the site in relation to existing named roads.
- Although Litchfield Council does not control reticulated services (sewer, water, gas, power, and telecommunications), this information is required to be shown on plans to prevent conflict with Litchfield Council infrastructure. All network utility services, including easements, must be located at offsets shown within the Standard Drawings, unless an alternative location has been approved by Litchfield Council.
- Litchfield Council understands that services and infrastructure are required to be located within Litchfield Council's road reserve. However, Litchfield Council seeks to minimise impacts upon the road reserve, and the amenity of the municipality, as much as possible. The Developer shall provide a demolition and vegetation removal plan illustrating any required disturbances within the road reserve.

2.3.3.1 Development Drawing Requirements

Development drawings may need to include the following items, unless otherwise agreed to, in writing, by Litchfield Council:

- General notes.
- General details.
- Site plan.
- Driveway access plan.
- Bulk earthworks plan.
- Demolition and vegetation removal within Litchfield Council's road reserve plan.
- Stormwater management plan, including drainage easement arrangement plan and existing and proposed contours, including finished surface contours and key levels.
- Cross sections.
- Traffic sign and line-marking arrangement plan.
- Street light design.
- Bus route and bus stop plan.
- Staging plan.

2.3.4 Driveway Access Plan Requirements

When new access driveways are proposed for a development, a driveway access plan will be required. The driveway access plan may be combined with other required drawings, subject to all plan requirements continuing to be met. Following the initial approval of the driveway access plan at the Condition Precedent stage, additional information is required at the detailed design stage.

At the clearance of Condition Precedent stage, the plan illustrating the new driveway access shall:

- Be dimensioned and drawn to scale.
- Include a north arrow.
- Clearly demonstrate the location of all driveway access points to the site, including dimensions from the property boundaries.
- Identify the type of crossover with reference to the specific relevant NTG Standard Drawing.
- Be in accordance with these Standards, including Standard Drawings, for sizes and technical specifications.
- Illustrate any potential obstacles and services, existing and proposed, (e.g. power poles, stormwater pits, sewer pits, and trees) near the vicinity of the works and distances from these obstacles and/or services to the proposed driveway are as follows.
 - 500mm from street signs
 - 600m from any stormwater drainage pits
 - 1000mm from overhead power / streetlight poles
 - 1200mm clear of service pits, pillars, valve boxes, etc.
 - 6000mm from the tangent point of any intersections
- Show dimensions between each driveway access if multiple driveways are proposed.
- Show the distance from the edge of the driveway to any intersection or any other driveway within 100m of that driveway.

At the detailed design stage, the plan illustrating the new driveway access shall include all above information required at Condition Precedent stage, plus the following:

- Show the proposed material type, material thickness/preparation, and width of all driveways with reference to the specific relevant NTG Standard Drawing.

2.3.5 Stormwater Management Plan Requirements

For most developments within Litchfield municipality, a stormwater management plan will be required. Following the initial approval of the stormwater management plan at the Condition Precedent stage, additional information is required at the detailed design stage.

At the clearance of Condition Precedent stage, the stormwater management plan shall:

- Be dimensioned and drawn to scale and include a north arrow.

- Be prepared by a suitably qualified professional engineer.
- Include details of site levels (e.g. indicative levels or contour lines). Both existing site levels and designed site levels are required. Contour lines should be provided at an appropriate height difference to clearly show how the existing land and the developed land rises and falls. Typically, a contour height difference of 0.2 m for existing levels and 0.1 m for design levels will be acceptable; however, Litchfield Council may require greater detail to be shown.
- Show direction of stormwater flow.
- Show details of surfaces across the lot (e.g. paved, concreted, bituminised, grassed, gravelled, and asphalted etc.).
- Show how the stormwater is collected to the extent of the lot boundaries, including all proposed stormwater infrastructure (e.g. open channels, underground pipe, pits, concrete invert, detention and/or detention basins, kerb, and gutters, etc.).
- Show all proposed drainage easements and responsibility for each.

At the detailed design stage, the stormwater management plan shall include all the above information required at Condition Precedent stage, plus the following:

- Show the flood level lines (ARI 100) defining the areas of inundation.
- Include hydrologic calculations.
- Be in accordance with the NTSDG for sizes and technical specifications.
- Show cross-sections of the proposed stormwater infrastructure features.
- Show the location and details of the point of discharge. If an underground connection is used, the Developer shall use the relevant NTG Standard Drawing for connection details. Where NTG Standard Drawings are not applicable, design criteria for stormwater connections shall comply with Australian Standards and best industry practices and must be designed by a professional engineer.

2.3.6 Operational Environmental Management Plan

For development that includes a potential for environmentally sensitive uses, such as motor repair stations and service stations, Litchfield Council may request an Operational Environmental Management Plan (OEMP) for the management and operation of the use. The use must always be conducted in accordance with the plan. The OEMP shall:

- Be prepared by an independent qualified professional person and/or organization.
- Include overall environmental objectives for the operation of the use and techniques for their achievement.
- Include procedures to ensure that no significant adverse environmental impacts occur as result of the use.
- Include proposed monitoring systems.
- Identify all possible risks of operational failure and response measures to be implemented.

- Include day to day management requirements for the use, including waste management.

2.3.7 Traffic Impact Assessment / Statement

An understanding of the traffic impact of a proposed development is essential to design both the internal layout and external integration with the surrounding street/road networks, and for assessment by the Relevant Authorities.

Typically, a full Traffic Impact Assessment (TIA) is required for any Development that will generate in excess of 100 vehicle trips in peak hour; and a Traffic Impact Statement (TIS) is required for any Development that will generate between 10 and 100 vehicle trips in peak hour.

The requirement for a TIA or TIS will generally be imposed by Litchfield Council if applicable. Where it is reasonably foreseeable that a Development will trigger a TIA or TIS, it is recommended that the Developer undertake the assessment during the project development phase, prior to submitting to Litchfield Council.

A TIA/TIS must be developed in accordance with *Austroads Guide to Traffic Management Part 12: Traffic Impacts of Development*, and address the following as a minimum:

- (i) Predicted traffic generation from the various land uses proposed in the Development.
- (ii) Distribution of the predicted traffic generation onto the proposed internal street network and the external street/road network.
- (iii) Recommended minimum street hierarchy and street cross sections consistent with assigned traffic flows.
- (iv) Network permeability and connectivity, including for vehicles, pedestrians and cyclists.
- (v) Intersection (including property entrances) performance and configurations necessary to cater for assigned vehicle traffic flows and for the safe and efficient movement of pedestrians, cyclists and other street users.
- (vi) Provision for public transport and other transport modes, such as pedestrians and cyclists.

Where the proposed development incorporates a school site, consideration must also be given to specific access and controls for staff and students.

A TIA/TIS may be referred to various affected Relevant Authorities for comment, and the Developer must be mindful of this when preparing the TIA/TIS.

2.3.8 Traffic Management Plan (incl. Traffic Guidance Schemes)

For all developments that will result in work being undertaken from the Litchfield Council road reserves, a Traffic Management Plan (TMP) will be required. The TMP shall:

- Be designed by a suitably qualified person who holds a valid traffic management design accreditation and include their accreditation number.
- Be designed in accordance with Austroads Guidelines and AS1742.3

- Include evidence of review by another suitably qualified person who holds a valid traffic management design accreditation and include their accreditation number.
- Include a risk analysis matrix.
- Include all site-specific traffic guidance scheme/s designed by a suitably qualified person who holds a valid traffic management design accreditation and include their accreditation number.
- Include all appropriate attachments and appendices within the TMP.

2.3.9 Road Safety Audit

For developments where Litchfield Council has identified potential concerns with the proposed road designer impact upon the existing road design because of the new development, a Road Safety Audit (RSA) may be required. The RSA shall:

- Be prepared by an independent certified road safety auditor and include the certificate number of the auditor.
- Reference all risks identified in the report in accordance with relevant Austroads Guidelines and/or Australian Standards.
- Include photos and/or site plan for each identified risk.
- Include a risk analysis matrix and recommended remediation method.
- Include Developer's responses to each recommended remediation method including a timeframe.

2.3.10 Demolition and Vegetation Removal Plan

For developments where disturbances from the movement and use of plant, equipment, and materials are required to use Litchfield Council's road reserve, the disturbances shall be minimised as much as possible. Disturbances within Litchfield Council's road reserve shall be documented and approved by Litchfield Council as part of any design reviews, which shall include:

- The use of road shoulders and verges to support heavy vehicle turning movements, including turning circles.
- The removal of any trees or shrubs, which may be illustrated as clusters of vegetation unless there are individual trees standing alone.
- The removal or temporary relocation of any fixed structures, including signs, whether the structure is live/serviceable.
- The placement of temporary fencing or barriers other than flagging.
- Any earthworks not shown on the bulk earthworks plan, such as:
 - Trenches, illustrating width and depth,
 - Creation of temporary hardstands or laydown areas for either materials laydown or machinery access and operation, and
 - Stockpiles of soil or construction materials.

3 ROADS AND PATHWAYS

3.1 General

Generally, roads are not required to be built for a development, outside of a proposed subdivision.

Where a development is required to build a road, Litchfield Council refers to the NT Subdivision Development Guidelines (NTSDG) for the appropriate standards for design and construction, alongside Litchfield Council's Variations as part of Section 14 of the NTSDG. The Litchfield Council variations can be found at [Northern Territory Subdivision Development Guidelines](#).

These variations are addressed in this section of the Guidelines.

3.2 Road Network Design Philosophy

Refer to the NTSDG Part 1, Section 4.

3.3 Traffic Impact Assessment / Statement

Refer to the NTSDG Part 1, Section 4.

3.4 Noise Attenuation

Refer to the NTSDG Part 1, Section 4.

3.5 Road Hierarchy

Refer to the NTSDG Part 1, Section 4, except 4.5.3 *Design Criteria – Category D and E*.

3.5.2 Design Criteria – Category D and E.

All streets must have a Minimum Carriageway Width of 10m comprising 2 x 3.5m Lanes, and 2 x 1.5m shoulders (1.0m sealed, 0.5m unsealed), consistent with Primary Collector.

Street reserve widths remain as specified in the NTSDG but are minimum values and may need to be increased to fit table drains and other infrastructure.

3.6 Road Design

Refer to the NTSDG Part 1, Section 4, except 4.6.2 *Cul-De-Sac and Intersection Turning Criteria* and 4.6.3 *Kerbing*. For technical specifications on road construction, refer to the NTG Standard Specifications for Roadworks Version 5.4 - [Standard Specification for Roadworks v5.4](#)

3.6.1 Cul-De-Sac and Intersection Turning Criteria

Unless otherwise approved by Litchfield Council, the design vehicle for all intersections involving Primary Collector and Secondary Collector roads within Rural Residential (RR) and Rural Living (RL) zones shall be a 19m Prime Mover and Semi-Trailer.

The design vehicle for all intersections serving industrial and mixed-use developments shall also be a 19 m Prime Mover and Semi-Trailer.

3.6.2 Kerb Type

Barrier kerb and gutter is Litchfield Council's preferred standard for urban roads due to its improved hydraulic performance, asset protection, pedestrian safety and reduced long-term maintenance requirements.

Barrier kerb and gutter shall be provided for all new road construction unless otherwise approved in writing by Litchfield Council.

Layback kerbing shall only be permitted at approved vehicle crossings or other locations specifically approved by Litchfield Council.

Where existing layback kerbing is affected by development works, road reconstruction or road widening, Litchfield Council may require the existing layback kerbing to be replaced with barrier kerb and gutter as part of the development works at the Developer's cost.

3.7 Stormwater Design

Stormwater drainage design within all Road Reserves must comply with the requirements of Section 4 – Stormwater Drainage.

3.8 Road Pavement Design

Refer to the NTSDG Part 1, Section 4. For technical specifications on road construction, refer to the NTG Standard Specification for Roadworks Version 5.4 - [Standard Specification for Roadworks v5.4](#)

3.9 Street Furniture and Traffic Control Devices

Refer to the NTSDG Part 1, Section 4.

3.10 Shared Paths and Footpath Design

Refer to the NTSDG Part 1, Section 4.

3.11 Road Safety Audits

Refer to the NTSDG Part 1, Section 4.

3.12 School Sites

Litchfield Council considers that parking, set down and pick up at school sites is a core requirement of the school design and shall be accommodated within the school site in alignment with the *NT Planning Scheme 2020*. The design of roads abutting school sites must incorporate provision for safe routes to schools and crossing facilities as required.

Litchfield Council maintains the right to request upgrades to pedestrian infrastructure within 500m of a school site to ensure pedestrian connectivity, where the results of a TIA show such requirements.

3.13 Service Conduits

Service conduits shall be designed and constructed by suitably qualified individuals. Service conduits include communication, irrigation, and electrical cables or pipes under roadways, footpaths, access strips, and elsewhere as required. Design of these services is to be in consultation with the appropriate authority or as directed by Litchfield Council. Conduits shall be constructed at the time of construction of a development.

All conduit locations are to be marked on As-Constructed drawings. Installation of conduits shall not adversely impact the pavement compaction.

3.14 Hold Points

Hold points are points in the construction process where an inspection and clearance are required from Litchfield Council prior to the Developer moving forward with the works.

Litchfield Council may attend every hold point, where reasonable, and is responsible for reviewing all information submitted by the Developer. In some special circumstances, a Litchfield Council Officer may accept evidence specific to the inspection point be sent via email and reviewed without attending site.

To request an inspection with Litchfield Council, the Developer will need to submit a Litchfield Council *Inspection Application* to Litchfield Council at least 48 hours prior to any proposed inspection date and time.

The following tables outline the required hold points in line with types of construction.

Table 4: Road Construction Hold Points

Hold Point	Developer Shall Provide	Litchfield Council Will Review
Road Works		
1. Once sub-grade is complete	• Certified geotechnical report. • Conformance test report in accordance with NTG roadworks specifications	• Grades • Compaction • Formation
2. Once sub-base is complete	• Certified geotechnical report. • Conformance test report in accordance with NTG roadworks specifications	• Grades • Compaction • Formation

Hold Point	Developer Shall Provide	Litchfield Council Will Review
3. Once base-course is complete	• Certified geotechnical report. • Conformance test report in accordance with NTG roadworks specifications	• Grades • Compaction • Formation
Sealing		
1. Prior to sealing or asphaltting	• Conformance test report in accordance with NTG roadworks specifications • Design for asphalt mix	• Pavement dry back • Ball penetration • ALD for aggregate • Proposed application rate and/or asphalt design (note that this information is required prior to sealing)

Table 5: Driveway Crossover Construction Hold Points

Hold Point	Developer Shall Provide	Litchfield Council Will Review
Concrete Invert		
1. Prior to pouring concrete	• Adequate site access	• Subgrade compaction • Installation of reinforcement steel • Thickness and width of the driveway
Concrete Flat		
1. Prior to pouring concrete	• Adequate site access	• Subgrade compaction • Installation of reinforcement steel • Thickness and width of the driveway
Driveway with Box Culvert		
1. Prior to pouring concrete for the bottom slab	• Adequate site access	• Subgrade compaction • Installation of reinforcement steel • Thickness and width of the driveway
2. Prior to pouring concrete for headwalls and wingwalls	• Adequate site access	• Installation of reinforcement steel • Thickness and dimensions
3. After installation of culverts, prior to backfill	• Adequate site access • Adequate visibility for culvert, headwalls, and wingwalls	• Culvert joints • Headwall and wingwall joints • Alignment of the culvert
4. After backfilling, prior to sealing	• Conformance test for base-course material in accordance with NTG guidelines • Undertake proof-roll using adequate vehicles in accordance with NTG roadworks specifications	• Check compaction of base-course • Check formations and grades • Proposed application rate and/or asphalt design (note that this information is required prior to sealing)
Rural Flat Driveway		
1. Prior to sealing or asphaltting	• Conformance test for base-course material in accordance with NTG guidelines • Undertake proof-roll using adequate vehicles in accordance with NTG roadworks specifications	• Check compaction of base-course • Check formations and grades • Proposed application rate and/or asphalt design (note that this information is required prior to sealing)

4 STORMWATER DRAINAGE

4.1 Design Criteria

This section sets out the standards and requirements of Litchfield Council for the design and construction of stormwater drainage systems in urban, rural, and industrial/commercial developments. The following standards are to be used:

- Litchfield Council Development Guidelines
- NT Subdivision and Development Guidelines where referenced.
- NTG Standard Drawings as well as relevant Litchfield Council policies.
- Austroads Guidelines, including Guide to Road Design – Part 5: Drainage.
- Australian Rainfall and Runoff.
- Relevant Australian Standards.

The Litchfield Council Development Guidelines, including the NTG Standard Drawings, take precedence over all other guidelines and standards. These Guidelines are designed with consideration for the environment, safety, and future maintenance requirements. Where Litchfield Council documents may not cover the works to be constructed, then other designs may be adopted with the approval of Litchfield Council.

Design concepts outside of these Guidelines may be considered if supporting documentation is provided, that addresses Litchfield Council's concerns for the environment, safety, and future maintenance, including all engineering aspects of the design and risk analysis. This assessment shall be included in the design report submitted with the initial plans. It is recommended that the applicant arrange to meet with Litchfield Council prior to developing any designs that are not adequately covered by Litchfield Council's documents.

To avoid mosquito breeding and associated issues, the Developer may be required to provide Litchfield Council with evidence that all drainage systems and associated structures have been designed in consultation with the NT EPA and the NT Department of Health – Medical Entomology Section.

4.2 Hydrology

Refer to the NTSDG Part 1, Section 7.

4.3 Major and Minor Drainage System

Refer to the NTSDG Part 1, Section 7.

4.4 Adjacent Catchments and Drainage Networks

Refer to the NTSDG Part 1, Section 7.

4.5 General Drainage Infrastructure

Refer to the NTSDG Part 1, Section 7.

4.6 Urban Drainage

Stormwater drainage in urban areas is required to be collected within the lot and connected underground into Litchfield Council's stormwater drainage system of pipes, pits, drains, and the road network. Where a stormwater drainage system is not available for direct connection, the Developer shall show the flow of stormwater does not affect neighbouring properties. The use of back of kerb connections shall not be approved by Litchfield Council.

Drainage in urban areas shall be designed to cater for ARI 5 storm events.

Refer to the NTSDG Part 1, Section 7.

4.7 Rural Drainage

Stormwater drainage in rural areas is to sheet flow across the lot into Litchfield Council's stormwater drainage system of open drainage channels (which may be within the road reserve), floodways, and natural water bodies.

Drainage within individual lots shall be designed to cater for ARI 5 storm events. Other drainage infrastructure in rural areas may be required to cater for higher ARI storm events, as detailed in the following sections.

Refer to the NTSDG Part 1, Section 7.

4.8 Potentially Hazardous Land Uses

Land uses that deal with substances that may be potentially harmful to the natural environment if captured in stormwater runoff, should have an Operational Environmental Management Plan (OEMP) in place to manage normal operation and emergency situations. Typically, the OEMP will be a requirement of a Development Permit issued for the site. Example land uses include, but are not limited to, service stations and motor repair stations.

Refer to the NTSDG Part 1, Section 7.

4.9 Water Sensitive Urban Design (WSUD)

Refer to the NTSDG Part 1, Section 7.

4.10 Hold Points – Drainage

Hold points are points in the construction process where an inspection and clearance from Litchfield Council is required prior to the Developer moving forward with the works.

Litchfield Council, or a representative of Litchfield Council, must attend every hold point and is responsible for reviewing all information submitted by the Developer. In some special circumstances, a Litchfield Council Officer may accept evidence specific to the inspection point be sent via email and reviewed without attending site.

To request an inspection with Litchfield Council, the Developer will need to submit a Litchfield Council *Inspection Application* to Litchfield Council at least 48 hours prior to any proposed inspection date and time.

The following sections set out the required hold points.

Table 6: Drainage Construction Hold Points - Urban Areas

Hold Point	Developer Shall Provide	Litchfield Council Will Review
Underground Stormwater Infrastructure		
1. Prior to trench / culvert backfilling	- Adequate site access - Adequate visibility for the pipe and bedding material	- Trench formation and joint sealing in accordance with approved specifications - Bedding material in accordance with approved specifications - Trench depth and pipe cover - Conditions of the pipe to pipe joint and the pipe to pit joint - Integrity of the pipe and pit and the alignment of the pipes - Invert level of pipe and pit
2. After subsoil drainage laid and prior to backfill	Adequate site access	Soil types, bedding material, and pipe conditions in accordance with approved specifications

Table 7: Drainage Construction Hold Points - Rural Areas

Hold Point	Developer Shall Provide	Litchfield Council Will Review
Underground Stormwater Infrastructure		
1. Prior to trench / culvert backfilling	Adequate site access	Trench formation and joint sealing in accordance with approved specifications

5 LANDSCAPING

5.1 Design Criteria

This section sets out the standards required by Litchfield Council for the design and construction of landscaping of roads and pathways, as well as public open spaces, in urban, rural, and industrial/commercial developments. Landscaping works are to conform to the following publications unless specified otherwise:

- This Litchfield Council Development Guidelines, which includes NTG Standard Drawings as well as relevant Litchfield Council policies.

- AS/NZS 3500 Plumbing and drainage.
- AS 4419 Soils for landscaping and garden use.
- NTG Standard Specification for Roadworks Version 5.4 - [Standard Specification for Roadworks v5.4](#) – Section 17 Landscape.

The Litchfield Council Development Guidelines, including the NTG Standard Drawings, take precedence over all other guidelines and standards.

5.2 Landscaping in Road Reserves

All road verges shall contain grass in accordance with these guidelines. Additionally, road verges in urban areas shall contain trees evenly spaced along the verge, with the exact spacing between trees determined at the detailed design stage, in conjunction with Litchfield Council, based on the mature canopy size of the selected tree species. Where there are existing trees within road reserves, the Developer shall provide a design that avoids removal of the trees to the greatest extent possible.

Trees shall not be planted:

- Within 5m of a light pole or side entry pit,
- Within 3m of a fire hydrant,
- On the truncation of private land or within the tangent points of any intersection.
- Where the location will ultimately obscure traffic signs, signals, or other essential roadside features.

5.3 Landscaping in Public Open Spaces

Within public open spaces, a range of plants shall be used to create high quality spaces, with an appropriate balance and mix of upper canopy trees to provide shade, shrubs, and grass, and with existing trees retained where possible.

The designated locations of proposed new landscaping materials shall be agreed with Litchfield Council at the time of public open space design, depending upon the specific requirements of the space.

The Developer shall coordinate with Litchfield Council to create an approved species list prior to installing any new plants. The timing of the landscape works is critical to the achievement of a successful open space area and approved plant material will need to be ordered well in advance.

Near play equipment and seating areas, as well as along pathways, shade trees shall be grouped and provided for visual amenity and physical comfort.

Planting of trees and shrubs shall address the principles of Crime Prevention Through Environmental Design (CPTED).

African mahogany trees are not appropriate shade trees and where these trees already exist near a proposed playground and/or seating area, the trees shall be removed in accordance with any statutory requirements.

Existing native trees shall be a minimum of 3m, but may require greater distances, from built infrastructure and trenches in accordance with Australian Standard AS4970-2009 Protection of Trees on Development Sites.

Where works are being conducted in proximity to trees a Tree Management Plan shall be designed by an accredited Level 5 arborist on behalf of the Developer and submitted to Litchfield Council for approval.

5.4 Topsoil

Topsoil may be from the subject site or imported to the subject site. Should topsoil be imported to the site, Litchfield Council requires that it be obtained from a quarry certified by the NT EPA. Should the Developer choose to import topsoil from another source, a waste classification report, prepared by a qualified environmental scientist or geotechnical engineer shall be submitted for Litchfield Council approval prior to transport of the topsoil to the site.

The Developer shall strip the existing topsoil and either stockpile the soil at the location nominated in the Erosion and Sediment Control Plan or windrow the soil beside the road formation. To the maximum degree practicable, topsoil should not be mixed with subsoil during the stripping and stockpiling procedure.

The top 50mm of soil should be stockpiled separately and re-spread as the top layer. However, if the soil contains excessive weed seed, this top 50mm layer may need to be buried or otherwise treated to prevent the spread of weeds.

As it is desirable to retain the viable seed content of the soil, stockpiling should consist of long low mounds no greater than 1m to 1.5m in height. For seed viability, stripped topsoil should be used as soon as possible and preferably should not be stockpiled for more than 12 months. Long term stockpiles may need to be mulched or temporarily vegetated to prevent weed infestation and loss of material.

Soils may need adjustment with a combination of fertilisers and ameliorants to improve both the short and long term success of vegetation establishment. Fertilisers must be applied in accordance with manufacturer's recommendations, or site-specific specialist advice.

Prior to the application of the topsoil, the Developer shall lightly rip the finished earthworks to a depth of 50-100mm, ensuring ripping operations occur along the contour.

The topsoil shall be spread to a lightly compacted (i.e. firm) depth of about 40mm to 60mm where the slope exceeds 1:6 (vertical:horizontal) and 75mm elsewhere. Where it is desirable to reestablish the entrapped seed content of the soil, the topsoil should be re-spread in the reverse sequence to its removal so that the original upper 50mm soil layer is returned to the surface.

If existing stripped topsoil is limited, the Developer shall import clean, weed free topsoil as required. Imported topsoil shall conform generally to AS4419 Soils for Landscaping and Garden Use and shall meet the following requirements:

- Be free draining,
- Be red brown or black sandy loam,
- Contain no grass or weed growth,
- Have maximum stone size of 50mm.

The Developer shall utilise a pad foot roller (not vibrating) to complete one pass over the topsoil area to introduce surface roughness.

The placing of topsoil shall consider the appropriate time of the year for local weather conditions. The Developer shall re-spread stripped topsoil or spread imported topsoil prior to 30th of September of each year to allow the best opportunity for germination of seeds.

5.5 Flora Selection

All trees, plants, shrubs and ground cover species including grass seed mixes must be approved by Litchfield Council. Litchfield Council may nominate pre-approved species and seed mixes, where appropriate.

All flora species and planting arrangements must be low maintenance, water efficient, and suitable for the intended use, location, wind loading, site soils and drainage conditions.

All trees must have the following characteristics:

- (i) sturdy and well hardened trunks and stems
- (ii) a well-developed root system
- (iii) a minimum 3 months in the container
- (iv) obviously sound, healthy and vigorous appearance
- (v) be free from pests and disease.

Flora with thorns, or similar, are not permitted.

5.6 Tree Planting

Within verges in urban areas and as specified within public open spaces, the Developer is required to provide trees that have the following characteristics:

- Sturdy and well hardened trunks and/or stems,
- A well-developed and vigorous root system,
- A minimum of three months in their container,
- Obviously sound, healthy, and vigorous, and
- Free from insect pests, plant diseases, sun scalds, fresh abrasions of the bark, or other disfigurements.

The tree planting corridor in Road Reserves is generally located 1100 – 1600mm behind kerb and may be installed with root barriers as per the Standard Drawings.

Trees and shrubs in Power and Water service corridors and easements must be selected from the Power and Water approved list of allowable plants.

Trees and planting must be installed to provide the following clearances at full maturity:

- (i) appropriate separation between different species of trees and plants
- (ii) clear sight distances for pedestrians and vehicles at intersections, driveways Pedestrian Crossings, and Kerb Ramp Crossings

- (iii) clearance from overhead power lines, light poles and CCTV cameras to prevent Public Infrastructure damage and compromised light spills/CCTV views
- (iv) clearance to underground services and stormwater pits to avoid root damage
- (v) minimum 3 metres clearance from fire hydrants.

5.6.1 Planting Requirements

The Developer shall accurately set out the locations for trees to be planted in accordance with the Litchfield Council approved drawings.

- The Developer shall not use chemicals on site for plant treatment. Containerised plants shall be well watered prior to despatch from the nursery and shall remain in the containers until required for planting. Trees that are not immediately planted shall be stood upright on level ground, protected, and maintained in good condition.
- From the time of planting through the successful completion of the DLP, the Developer shall immediately remove any dead, dying or diseased trees from the site and replace with new trees of approved species.
- The Developer shall maintain the integrity of the tree root zone and the surrounding earth mould and shall place fertiliser in the hole adjacent to, but not in contact with, the root zone of the tree. Fertiliser shall be utilised in accordance with NTG Standard Specification for Roadworks Version 5.4 - [Standard Specification for Roadworks v5.4](#) – Section 17 Landscape.
- The Developer shall backfill the hole so that the tree is contained firmly in the ground in a vertical position and shall water the backfill material immediately after surface fertilisation to ensure no air voids or loose material surround the plant root zone.
- The Developer shall maintain appropriate moisture levels at each planting area to promote healthy growth during the DLP. The Developer shall also undertake weeding and pruning activities as required to maintain trees in a healthy condition during the DLP.
- The Developer shall supply organic mulch that is free from weeds, seeds, sticks, stones, insects, diseases, and other deleterious matter in a 100mm thick compacted layer for a 500mm radius from the main trunk with a gap of 50mm retained between the main trunk and the mulch.
- Where reasonably practicable, trees must be planted a minimum 3 metres from built infrastructure (streets, pathways, structures, etc.). Where trees are located less than 3m from built infrastructure (roads, pathways, shelters, buildings, underground services etc.), root barriers will be required.

5.6.2 Approved Tree Species

The Developer is required to select trees for road verges in urban areas from Litchfield Council's approved tree species, found in the Litchfield Council Approved Tree Species Guide. However, an alternative tree species may be approved by Litchfield Council. As some trees may be more appropriate for specific spaces within the road reserve, the selected tree and location within the road reserve shall be confirmed by Litchfield Council.

5.7 Garden Beds

Ensure a variety of flora is installed in each garden bed to create thematic planting.

Design planting arrangements to achieve 100 percent canopy cover of the garden bed at maturation, unless otherwise agreed with Litchfield Council.

5.8 Grassing

The Developer shall establish and maintain all grassed areas during the DLP and shall reseed areas that fail to germinate and propagate after 28 days.

The Developer shall ensure that an even strike of grass grows at an acceptable rate. The Developer is advised to undertake soil testing to identify properties of topsoil and subsoil and any subsequent deficiencies for the intended grass species. Soils should be adjusted with a combination of fertilisers and ameliorants to improve both short and long term success of their revegetation.

The Developer shall maintain and mow the grass to a maximum height of 150mm in rural areas and 70mm in urban areas.

5.8.1 Grass Seed Mix

Grass seed mix shall be applied as per the recommended rate of the product provider. Where dryland grass is proposed, please refer to the following table:

Table 8: Dryland Grass Seed Mix

Water Regime	Seed Type	Percentage by Weight	Mixture Application Rate
Dry grassland areas	<i>Cynodon dactylon</i> (Couch)	30	Minimum 300kg per hectare
	<i>Paspalum notatum pensicola</i>	35	
	<i>Paspalum notatum argentine</i> *	35	
* If <i>Paspalum notatum argentine</i> is not available at the time of construction, <i>Cynodon dactylon</i> Bermuda / Couch can be substituted.			

5.8.2 Grass Cover

The Developer shall meet Litchfield Council's required grass cover rate, as detailed in the following table and the following schematic drawings illustrating 1%, 5%, 10%, 20%, 40%, 60%, and 80% grass cover.

Table 9: Grass coverage rates

Location		Grassing Extent	Grass Cover Rate (minimum)
Urban Areas	Verges	On all verges.	not less than 95% uniform live cover
	Other Distributed Areas of Site	All disturbed areas that may or will scour, plus 500mm past the affected area	not less than 95% uniform live cover
	Public Open Spaces	As specified in approved For-Construction drawings.	not less than 95% uniform live cover
Rural Areas	Verges	On all verges.	80%
	Road Shoulders	Minimum 500mm clearance to seal. Minimum 500mm wide on the shoulder. The finished level of the topsoil must be the same as the shoulder with a 4% slope away from the edge as per Standard Drawings.	80%
	Table Drains	On both sides of the drain (invert of the drain to be assessed by the Developer's engineer) plus extend to either side of the top of the drain.	80%
	Other Disturbed Areas of Site	All disturbed areas that may or will scour, plus 500mm past the affected area	80%

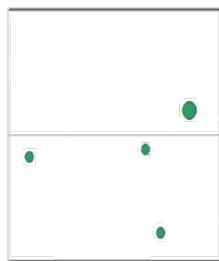


Figure 1 Schematic of 1% Grass Cover

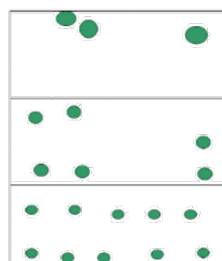


Figure 2 Schematic of 5% Grass Cover

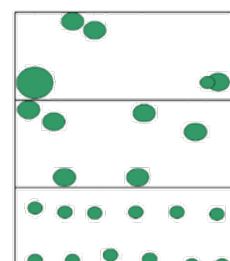


Figure 3 Schematic of 10% Grass Cover

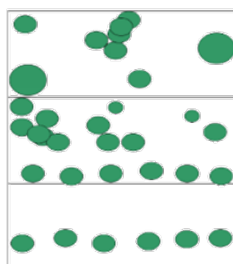


Figure 4 Schematic of 20% Grass Cover

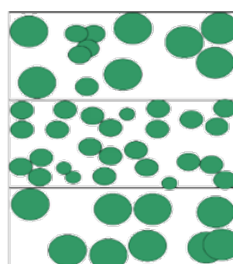


Figure 5 Schematic of 40% Grass Cover

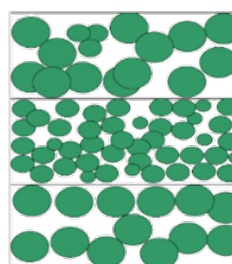


Figure 6 Schematic of 60% Grass Cover

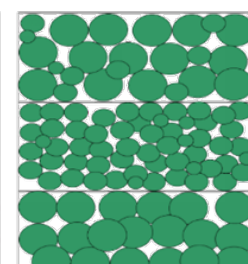


Figure 7 Schematic of 80% Grass Cover

5.9 Irrigation

Permanent irrigation must be limited to active open space areas, featured landscape areas and garden beds.

Within road reserves, except verges adjacent to irrigated parks or open space areas, irrigation systems are not required and will not be owned or maintained by Litchfield Council.

Irrigation systems must be designed by a qualified irrigation designer certified by Irrigation Australia and must comply with all relevant Australian Standards.

Landscaping and irrigation work must be designed to achieve efficient use of water, providing adequate water for healthy growth of plants without wastage.

All possible sources of water for irrigation purposes must be investigated by the Developer, with potable water only used where alternative water sources are not practicable.

The Developer is responsible for the supply and maintenance of water and irrigation of all soft landscaping during the DLP. Where permanent irrigation is absent, temporary irrigation shall be required to assist with establishment and maintenance of soft landscaping. Any temporary irrigation installed must be removed by the Developer prior to completion of the DLP, unless otherwise agreed with Litchfield Council.

5.10 Control of Weeds

The Developer shall ensure all areas disturbed because of the development are weed free prior to Clearance of General Conditions, and these areas shall remain weed free for the duration of the DLP. Weeds are to be identified as declared weeds listed under the *NT Weeds Management Act 2001* or as otherwise agreed between the Developer and Litchfield Council.

5.11 Requirements for Streetscapes

Streetscapes must generally be planted as follows:

- (i) Primary Collector Street – Thematic planting is required on all verges and in any median areas. Landscape treatment to include garden beds, tree planting and grassing to both verges and medians as well as appropriate drainage, irrigation and growing medium.
- (ii) Secondary Collector, Access, and Minor / Cul-de-Sac Streets – Landscape treatment to include tree planting and grassing to both verges and medians.
- (iii) Roundabouts - typically designed with topsoil, subsoil drainage, feature planting, irrigation and mulch. Hard landscaping treatments may be adopted where subsoil drainage cannot be adequately provided, subject to approval by the Relevant Authority.

5.12 Landscape Establishment and Acceptance

The Developer shall maintain all soft landscaping for a minimum period of 12 months from the date of Practical Completion (the Defects Liability Period). During this period the Developer shall undertake all maintenance necessary to establish healthy, vigorous and sustainable

landscaping, including irrigation, mowing, weed control, fertilising, mulching, pruning, staking, pest and disease control, reseeding, returfing and replacement of failed vegetation.

5.12.1 At Final Acceptance

- Grassing / turf shall provide not less than 95% uniform live cover for Urban Areas and 80% uniform live cover for Rural Areas, free from erosion and objectionable weeds;
- all street trees and shrubs shall be alive, healthy, structurally sound and exhibiting vigorous growth;
- irrigation systems shall be fully operational and functioning as designed;
- dead, diseased, damaged, vandalised or poorly performing plants shall be replaced; and
- all landscaped areas shall present a neat, healthy and well-established appearance to the satisfaction of Litchfield Council.

6 WASTE

6.1 Framework

Litchfield Council is committed to being recognised as a clean and environmentally responsible Council.

While Litchfield Council does not provide a general kerbside collection service for the municipality, Litchfield Council aims to reduce kerbside waste into landfills. To that end, for significant new urban developments, kerbside waste collection services may be considered. Reduction of waste into landfills can be achieved through improved landfill diversion and reduced contamination of kerbside comingled recycling. Litchfield Council continues to build our capacity and capability to deliver high quality resilient resource recovery services, while providing education to the community to assist in achieving our aim.

6.2 Development Applications

To demonstrate compliance with Litchfield Council's waste management guidelines, Litchfield Council may require a Waste Management Plan to be submitted prior to signing off on any Development Permit issued by the Development Consent Authority.

6.3 Residential Waste and Recycling Collection Services

All residential premises have access to Litchfield Council's waste and recycling transfer stations located at Howard Springs, Humpty Doo, and Berry Springs.

Residential dwellings will be provided an access to any Litchfield Council owned or managed waste transfers station within the Litchfield Municipality, to enable the owner or occupier to dispose of waste items that are accepted by the waste transfer stations.

For some urban residential developments, waste services will be provided with Litchfield Council's kerbside collection service (as per Litchfield Council policy). Residents are

responsible for placing the bins on the kerbside on collection days (or the evening prior) and returning it inside the premises not later than 24 hours after the contents have been collected. The residents will be responsible for storage of the bins within the premises.

For rural residential developments that are not provided with a waste collection service by Litchfield Council, Litchfield Council will approve the use of a waste collection contractor of their own choosing, at their own cost.

6.4 Commercial and Industrial Waste and Recycling

Litchfield Council requires all commercial and industrial premises to arrange for private waste and recycling collection services and to have dedicated onsite waste bin and recycling storage enclosure that complies with the requirements of these Guidelines. Litchfield Council requires all commercial and industrial premises to practice recycling with their waste disposal activities.

Litchfield Council may request evidence be provided by the Developer to confirm that a suitable arrangement has been confirmed with a waste collection provider.

All commercial and industrial premises garbage services must be approved by Litchfield Council.

6.4.1 Small-Medium Commercial Development

Including medical consulting room, shops (up to 300m²), offices (up to 300m²), restaurants and childcare centres.

- Minimum 1 x 240-litre waste bin and 1 x 240-litre recycling bin per 100m² net floor enclosure.
- Bin enclosure should provide a minimum of 1m² per bin.

6.4.2 Medium-Large Commercial

Including caravan parks, indoor recreation, licensed clubs, hotels, motels, motor body works, motor repair station, offices (exceeding 300m²), shops and showrooms (exceeding 300m²), service stations and schools.

Minimum 1 x 3m³ bulk storage bin.

- Minimum bin enclosure for one bin should have dimensions approximately 2.5m x 2.5m.

6.4.3 Industry and Warehouses

Minimum bin storage enclosure should have dimensions approximately 5.0m x 2.5m.

- Minimum 1 x 5m³ bulk bin or 2 x 3m³ bulk bins.

6.5 Waste Bin Enclosure Design

All residential, commercial and industrial developments are required to provide on-site, dedicated secure enclosure/s for the storage of waste and recycling bins. The design of the enclosure is to be unobtrusive to ensure adverse impacts on neighbouring properties are mitigated.

The following requirements apply:

- Residential, Commercial and Industrial bin enclosures are to be of sufficient size to store the essential number and types of bins required to service the land use associated with the property under these Guidelines.
- The enclosures will be of adequate space to allow for easy access by residents, maintenance staff and waste contractors and to allow room for a person to stand while accessing the bins. A corridor of a minimum 1-metre width in front of or in between bins will be allowed for access purposes.
- A level sealed path should be provided into the enclosure.
- The bin enclosure should have access to fresh water supply, be imperviously sealed and effluent resulting from cleaning the bins and enclosures must be discharged into the sewer system.
- In mixed-use residential and commercial developments, two separate waste bin enclosures are required, one for the residential units and one for the commercial units. Signs should be placed to clearly identify the separate enclosures.
- Waste collection vehicle turning circles are to be included in any plan submitted.

6.6 Location

Bin enclosures must be conveniently located for the occupants of the premises and for the waste contractor.

The following requirements apply:

- The bin enclosure should be visible, noticeable to minimise the amount of manual manoeuvring of the bins required by waste contractor. Waste and recycling contractor vehicles must be able to service the development efficiently and effectively with the bin enclosure located near an appropriate access road. Bins must not be wheeled over steps or steep inclines.
- Basement bin enclosures must be of sufficient height to accommodate the waste and recycling waste trucks including free and unobstructed movement of the bin lifting arms.
- For unit and cluster housing developments with a locked security gate, a separate unimpeded access to the bin enclosure from the adjoining road should be provided. If a separate unimpeded access road is not available, it is the responsibility of the owner or body corporate to provide and deliver remotes/access keys to the security gate to the waste contractor and replace any remote/access keys that may be faulty or broken as a matter of urgency.
- If vehicle access to the bin enclosure is impeded in any way, it is the responsibility of the owner or body corporate to arrange for the bins to be placed on the verge for collection by the waste contractor until such time that access can be provided and return them to the enclosure as soon as practicable, but not later than twenty- four (24) hours after the contents have been collected by the waste contractor.
- The access layout shall permit the vehicle to enter and exit in a forward gear with minimal need to reverse, waste vehicle turning circles shall be provided with the waste

management plan.

- The bin enclosure should be within reasonable walking distance of the premises being serviced. Clear and unobstructed access to the bin enclosure area must be provided from the premises being serviced.
- The bin enclosure should not block the sightlines for vehicles and pedestrians entering or leaving the property.
- Bin enclosures are not to be located on Litchfield Council land including within road reserves.

6.7 Screening

Appropriate screening must be provided to conceal the bin enclosure from adjoining property and from public roads and footpaths. Measures should also be taken to screen the enclosure from view from within the premises.

Appropriate fencing, walls or landscaping can be used to screen the waste bin enclosure.

6.8 Bulk Bins

Bulk bin storage areas must be located on site and access for waste collection must be unimpeded by security gates. Design of bulk bin enclosure areas must be located on site and shall be screened from view to a minimum height of 1.8m so that it is not visible from the street. The enclosures are to be of sufficient size to store the essential number and types of bins required to service the land use associated with the property under these Guidelines.

The bin enclosure/s shall have ready access to a fresh water supply, be imperviously sealed and effluent resulting from cleaning the bins and enclosures must be discharged into a sewer system.

The dimensions of overhead loaders that remove waste from bulk refuse containers are as follows:

- Gross vehicle mass (laden) 28t
- Vehicle height clearance at rest 4.5m
- Height arms extended 6.5m
- Width overall 3m
- Length of vehicle 11.8m
- Length of vehicle with forks fully extended 12.5m

7 WATER

7.1 Overview

All Developments must make provisions for an adequate supply of water to service the Development, having regard to the nature and context of the Development.

7.2 Water Mains

Refer to the NTSDG Part 1, Section 8.

7.3 Bores

Refer to the NTSDG Part 1, Section 8.

8 WASTEWATER MANAGEMENT

8.1 Overview

The management, including treatment and disposal of wastewater (e.g. domestic sewage) is an important consideration in all Subdivisions, whether urban, rural or remote and whether disposal is intended to be through an established reticulated network or by On-site Wastewater Management Systems (OWMS).

Connection to reticulated sewerage is the preferred option for collection and treatment of wastewater. OWMS must only be considered where connection to reticulated sewerage is not feasible, and a risk assessment is undertaken to confirm OWMS is a suitable solution. Refer Section 9.2 for detailed requirements.

Large scale OWMS and community wastewater management systems may require specific approvals to operate from environmental and health agencies. The complexity and scale of these systems requires them to be captured within the planning stages of a Subdivision.

All wastewater Public Infrastructure to be gifted to PWC must be designed by a PWC accredited consultant with relevant qualifications to the requirements of PWC's *Connection Code for Water Supply and Sewerage Services* and the *Water Supply Code of Australia NT Supplement* and submitted to PWC for approval.

8.2 Reticulated Sewer

Refer to the NTSDG Part 1, Section 9.

8.3 Feasibility / Risk Assessment of Unsewered Developments

Refer to the NTSDG Part 1, Section 9.

8.4 On-site Wastewater Management Systems

Refer to the NTSDG Part 1, Section 9.

9 ELECTRICAL

9.1 Overview

Electrical Public Infrastructure in subdivision developments must be designed by an appropriately qualified electrical consultant.

Electrical Public Infrastructure to be handed over to Power and Water must be designed by a Power and Water Corporation accredited electrical consultant (designer/engineer).

Electrical Public Infrastructure for all lighting must be designed in accordance with Section 12 - Lighting.

Electrical Public Infrastructure design for all other facilities to be handed over to the Litchfield Council (e.g. BBQs, GPOs, Irrigation Controllers etc.) must be designed in accordance with AS/NZS 3000: Electrical Installations.

Electrical switchboards and cabinets are to be fitted with double hasp and staple locking systems, with key locks made to Relevant Authority requirements.

9.2 Power and Water Infrastructure

Refer to the NTSDG Part 1, Section 10.

10 COMMUNICATIONS

10.1 Overview

Refer to the NTSDG Part 1, Section 11.

11 LIGHTING

11.1 Overview

Street lighting and public open space lighting shall be provided in accordance with the applicable Australian Standards and Litchfield Council requirements. In urban and peri-urban areas, lighting shall be appropriate to the road classification, surrounding land use and intended use of public spaces. In rural areas, lighting shall generally be limited to locations where it is required to address public safety, operational or security needs, while minimising impacts on the rural character and surrounding environment.

Unless otherwise approved in writing by Litchfield Council, all street lighting and public open space lighting intended to be vested in Litchfield Council shall be connected to the electricity distribution network. Standalone photovoltaic and battery-powered lighting systems will not be accepted due to current concerns regarding long-term reliability, maintenance requirements and whole-of-life asset management.

Provision of new streetlights may not be restricted to roads only within the development but may be extended to include existing roads providing access to or affected by the proposed development.

The Relevant Authorities for lighting are:

- Litchfield Council in relation to street lighting and lighting to other public parks and places to be handed over to the Litchfield Council
- Department of Logistics and Infrastructure in relation to street lighting to roads and lighting to other public places to be handed over to the NTG

The Relevant Standards for street lighting and lighting within public areas are:

- *AS/NZS 1158: Lighting for Roads and Public Spaces*
- *AS/NZS 3000: Electrical Installations*
- *AS/NZS 4282: Control of the Obtrusive Effects of Outdoor Lighting*
- Power and Water Corporation for electrical supply metering to public areas not within designated Road Reserves and for mounting streetlights to overhead power poles
- Power and Water Corporation for connection to Relevant Authority main switchboards.

Developers must provide lighting to streets, carparks, bus stops, parks, walkways including Pedestrian Crossing and Kerb Ramp Crossings, footpaths/shared paths and other public areas of the proposed development, unless otherwise specified by Litchfield Council. This lighting must be in accordance with the relevant Australian Standards and the requirements and specifications of Litchfield Council, including the incorporation of smart lighting technology.

Lighting shall be designed to provide an appropriate level of illumination without excessive light spill, glare or energy consumption, and shall be selected to minimise whole-of-life maintenance costs.

LED luminaire types shall comply with Litchfield Council requirements. Unless otherwise approved by Litchfield Council, luminaires shall meet the following minimum standards/requirements:

- Compliance with *AS/SNZ TS 1158.6:2015 - Lighting for roads and public places Luminaires - Performance*
- LED driver (power supply) rated service life of not less than 100,000 hours.
- Predicted LED driver failure rate not exceeding 0.2% per 1,000 operating hours
- Minimum ingress protection (IP) ratings:
 - Optical Module: IP65
 - Gear Chamber: IP24
 - Power Supply: IP65
- Correlated Colour Temperature (CCT):
 - Category V lighting (vehicular traffic routes): 4000 K

- Category P lighting (pedestrian areas, local residential streets, shared paths and public open spaces): 3000 K unless otherwise approved or directed by Litchfield Council
- Minimum Colour Rendering Index (CRI): $R_a \geq 70$
- LED driver to be Digital Addressable Lighting Interface (DALI) 2.0 compatible
- Integral power supply to be Zhaga Book 18 compatible with DALI 2.0
- Luminaire housing manufactured from LM6 marine grade alloy, or an approved equivalent
- Minimum Luminaire impact resistance:
 - Category V lighting: IK06 minimum
 - Category P lighting: IK08 minimum
- Smart control readiness via NEMA/ANSI C136.41 seven-pin receptacle
- Electrical protection Classification: Class 1 unless otherwise approved by Litchfield Council.
- Integral surge protection rated at 20 kV / 10 kA with replaceable surge protection device located within the luminaire.
- LED driver, surge protection device and control components shall be readily replaceable without replacing the complete luminaire.
- Luminaires shall be supplied by a manufacturer with an established Australian presence and demonstrated availability of replacement components and technical support for a minimum period of ten (10) years.

Pole/outreach types, footing details, active/neutral street lighting conductor types, and conduit size for all lighting to comply with the Standard Drawings and *AS/NZS 3000: Electrical Installations*. Alternative pole/outreach types may be desirable to build a sense of character for the community; and may be submitted to Litchfield Council for approval.

The Developer must provide structural certification for the proposed luminaire / pole / outreach / footing arrangements, noting that the Standard Drawings are based on assumed wind loadings which will vary significantly between different localities.

All lighting must be designed by an appropriately qualified Consultant, meeting the requirements of Litchfield Council.

All lighting designs must be Certified by an appropriately qualified Consultant, having a minimum of four years' experience in the design of lighting for development and:

- for Infrastructure Categories A and D, being a full Member of the Illuminating Engineering Society of Australia and New Zealand (MIES ANZ) or holding equivalent qualifications acceptable to Litchfield Council.
- for Infrastructure Categories B, C and E, meeting any additional requirements of Litchfield Council.

Certification required under Section 12(g) of the NTSDG must include a statement confirming that the design meets the requirements of the NTSDG, any additional requirements of Litchfield

Council, and all requirements of the applicable parts of the AS/NZS 1158 standard series. Where any aspects do not comply, these must be clearly identified and justified.

The Developer must obtain asset numbers from Litchfield Council and install identification markers on all lighting poles, in accordance with the requirements of Litchfield Council.

11.2 Public Open Space Lighting

Refer to the NTSDG Part 1, Section 12.

11.3 Street Lighting

Refer to the NTSDG Part 1, Section 12.

11.4 Traffic and Pedestrian Considerations

The use of rigid, frangible, slip base and vehicle impact absorbing light poles (VIAC) is determined based on traffic speed, pole location and the expected level of pedestrian activity. Refer to Austroads Guide to Road Design Part 6B: Roadside Environment.

In general, the following requirements shall apply:

- Rigid poles may only be used when located outside the clear zone.
- Slip base mounted poles shall be used where vehicle speeds are more than 70km/hr.
- VIAC poles shall be used where there is a high likelihood of pedestrian activity. Slip base mounted poles shall not be used in such situations.

12 PUBLIC OPEN SPACE

12.1 Introduction

The consideration of landscape design issues early in the development process is important. The design of open space areas shall be undertaken to create a consistent character that integrates with surrounding neighbourhoods and existing open spaces and that creates a desirable character for future neighbourhoods.

Litchfield Council will only accept ownership of useable open space. Litchfield Council will not accept ownership of conservation land and will not maintain areas of conservation, service easements, or reserves on land not owned by Litchfield Council.

All public open spaces shall be designed with consideration for all other engineering works and shall actively support the principles of Crime Prevention Through Environmental Design (CPTED).

The provision of an integrated network of Public Open Space is a key factor in a neighbourhood's liveability, vitality, civic interaction and sense of place. A complementary range of well-located, site-responsive parks of different types, scales and activity levels should work together across project boundaries to facilitate walking and cycling as well as provide recreation, play and outdoor lifestyle opportunities for the whole community.

This section sets out the range of design elements that are to be considered and addressed in the planning and design of public open space areas within a development.

Detention basins will not be considered to contribute to public open space as such infrastructure is designed for the purpose of managing stormwater.

Landscaping is covered within Section 5 of these Guidelines.

Detailed requirements for lighting are covered within Section 11 of these Guidelines.

12.2 Public Open Space Plan

Refer to the NTSDG Part 1, Section 5.

12.3 Public Open Space Provision and Distribution

The NTSDG provides information relating to the provision of Public Open Space areas and the hierarchy of parks and linkage corridors.

Refer to the NTSDG Part 1, Section 5 Table 22 – Public Open Space Hierarchy

The information provided in the NTSDG suggests facility inclusions within these parks, however Litchfield Council stipulates the minimum facilities required to be included.

Refer to Appendix A: Park Facilities

12.4 Land Use and Activity

Refer to the NTSDG Part 1, Section 5.

12.5 Site Responsive Design

Refer to the NTSDG Part 1, Section 5.

12.6 Interfaces and Surveillance

Refer to the NTSDG Part 1, Section 5.

12.7 Accessibility and Movement

Refer to the NTSDG Part 1, Section 5.

12.8 Structures and Hard Landscaping

Refer to the NTSDG Part 1, Section 5.

12.9 Streetscapes

Refer to the NTSDG Part 1, Section 12.

12.10 Naming of Public Open Spaces

Should new public open spaces be created as part of a development, approval for the proposed park name is required from the NT Place Names Committee. Prior to issuing approval for a park name within Litchfield municipality, the Developer must seek the view of Litchfield Council.

Any proposed park name must be reviewed and accepted at a Litchfield Council meeting by Litchfield Council's elected members. Litchfield Council supports the Place Names Committee's guidelines for naming of places and naming rules and will review the proposed name in line with those directives. The Developer shall submit the proposed park name and supporting information as noted in the NT Place Names Committee directives in writing to Litchfield Council.

To avoid delays in the naming process, it is recommended that the Developer seek Litchfield Council's approval a minimum of 8 weeks prior to submission of the proposed park name to the NT Place Names Committee.

13 TRAFFIC MANAGEMENT

13.1 Introduction

Litchfield Council is committed to ensuring that works within the road reserve are conducted with an equitable and consistent approach to assessing road and pedestrian safety concerns across Litchfield Council's road network. Litchfield Council is the *Road Authority* for all roads under its control and care within the municipality.

Litchfield Council works in line with the Austroads Guidelines for Temporary Traffic Management (AGTTM). The AGTTM is a set of comprehensive Austroads publications developed to provide a best practice reference for the development of safe, cost effective and efficient Temporary Traffic Management (TTM) solutions for Australia and New Zealand. Comprised of 10 parts, practitioners are advised to visit the Austroads website (<https://austroads.com.au>) to view the latest versions of the parts as well as other Guide series available.

Managing the risks associated with providing the optimal level of safety for employees and contractors working in or near traffic, combined with the need to provide a safe road environment for all road users is a significant issue for road agencies in Australia.

It is recognised that activities associated with temporary traffic management (TTM) represent a high-risk works activity that requires a suitable level of response. These risks have been realised with serious incidents at road worksites across Australia, having resulted in injuries and deaths of road workers, traffic management personnel and the public.

Road agencies and industry have legislative responsibility under the Australian Commonwealth Work Health and Safety Act and jurisdictionally based legislation to eliminate a reasonably foreseeable risk, to the extent reasonably practicable.

The following principles must influence the delivery of work health and safety practices:

- The duty of care extends to all whom an agency may influence or affect by its business or undertaking.
- Risk management is the key to road agency safety performance.

- Road agencies and industry will consult, cooperate and coordinate to ensure all safety risks are managed while conducting their business.

13.2 Purpose of Temporary Traffic Management (TTM)

The purpose of TTM is the creation of a safe work area to facilitate construction, maintenance and other activities which occur on or near a road.

TTM is most commonly achieved through use of traffic control devices which include signs, traffic signals, pavement markings, traffic islands, or other devices installed with the approval of a road agency having the necessary jurisdiction to regulate and guide traffic.

13.3 Road Categories for Temporary Traffic Management

13.3.1 General

Road categories form a broad framework for road controlling authorities, or the Road Infrastructure Manager (RIM), to apply guidelines for the purpose of applying TTM practices.

Road categories determine the requirements for TTM for the:

- design of the Traffic Guidance Scheme (TGS) by the Traffic Management Designer (TMD)
- training of personnel to implement and close-out a TGS
- response times for submission, review and approval of TMP's.

For purposes of planning and implementing a TMP, roads in Australia are categorised to best fit the application of TTM practices. These categories are currently focused primarily on the training framework and some variances in design practice but in time are expected to include further variations in design practices and the TTM company prequalification.

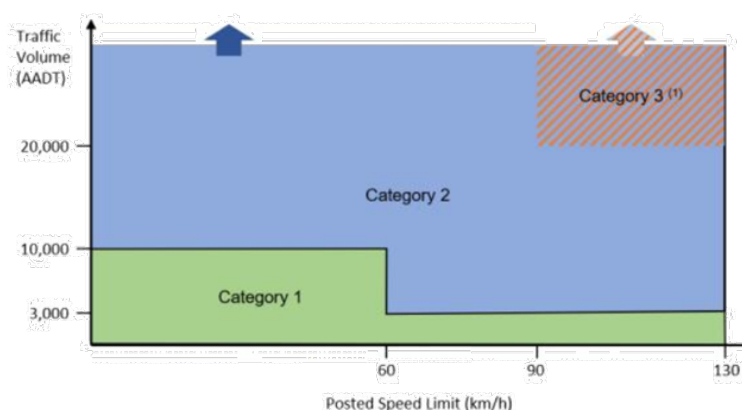
Any category of road may be adjusted up or down by the RIM dependent on a range of site-specific considerations. Conditions on the works may be applied if required or deemed necessary for the road category adjustment for a specific project or work activity. This adjustment to road category may be project or site specific or even permanent.

Road Categories shall only be defined by the RIM and may not be modified by the Principal Contractor or the TTM Contractor.

13.3.2 Default TTM Road Categories

The criteria for the selection of the default TTM category is based on the traffic volume and posted speed for a road as depicted in Figure 10.

Figure-8: Road categories for TTM applications



Note (1): Category 3 applies only when the road is an expressway type road or is predominantly characterised by grade separated intersections (not within Litchfield municipality).

Note (2): Litchfield Council has determined that all roads connected to a school within the municipality, under Litchfield Council control, shall be deemed Category 2 in the interest of improved safety around school zones.

Roads shall be categorised to reflect their intensity of use (traffic volume), complexity (road type) and the risk (speed and mix of traffic) to associated TTM practices. Three general road categories are defined for the purpose of default categorisation:

- **Category 1** (most urban streets and lower volume rural roads). The characteristics of category 1 roads are defined by the following parameters:
 - Posted speed and AADT of:
 - any speed limit with less than 3,000 vehicles per day AADT
 - a speed limit of less than 60 km/h and traffic volumes between 3,000 and 10,000 vehicles per day AADT
 - The characteristics of these roads are generally recognised as:
 - roads (with or without a centre line), sealed and unsealed
 - two lanes two way, and sections including one-way single lane, and overtaking lanes.
- **Category 2** (high-volume roads). The characteristics of category 2 roads are defined by the following parameters:
 - Posted speed and AADT of:
 - a speed limit greater than, or equal to 60 km/h and traffic volume greater than, or equal to 3,000 vehicles per day AADT
 - any speed limit with traffic volumes greater than, or equal to 10,000 vehicles per day AADT.
 - Signalised intersections

- The characteristics of these roads are recognised as:
 - multilane or divided roads
 - high speed highways.
- This Category of road:
 - may include major urban streets in the central business district, some arterial roads
 - generally, requires larger signs
 - generally, requires signs on both sides of the road
- Stringent criteria for mobile operations apply to this Category of TTM.

13.3.3 Project Specific Amendments to TTM Road Categories

TTM road category selection may be adjusted by the RIM (for example from Category 1 to Category 2) through a risk assessment of the specific road environment and contributing factors.

13.4 Process for Traffic Guidance Schemes Selection

13.4.1 General

Traffic guidance schemes (TGSs) are described in three broad types regarding their location specific context:

- generic
- site-suitable
- site-specific.

The features of each of the types are discussed below.

13.4.2 Generic Traffic Guidance Scheme

A generic TGS is developed for a stereotypical road environment or situation and has no specific location information. A generic TGS may be applicable for use at a number of locations and TTM Categories. A generic TGS must meet all of the following requirements:

- be designed by a TMD
- only be used for short-term works
- have a selection procedure defined by the TMD to ensure the selected TGS is suitable for the road type, environment and the type and location of works to be undertaken (for example on-shoulder or in-lane)
- The generic TGS selection procedure must use a checklist with specific questions for the TMI or TMD to consider when reviewing the suitability of a TGS. The checklist must also clearly articulate the choices/steps in this process and specify any required adjustments and modifications.

- include an on-site risk assessment as part of the selection procedure
- specify all devices required to implement the TGS
- detail the implementation and removal procedure
- include instructions for record-keeping.

A generic TGS must be developed based on the requirements of AGTTM Part 3, Part 4 or Part 5. Example activities for which a suite of generic TGSs may be developed include:

- repetitive and routine maintenance work
- installation and removal of temporary signs and devices
- surveying activities
- toad inspections and data collection
- linemarking
- minor pavement repair
- vegetation control (e.g., mowing, tilling, weeding, weed spraying)
- emergency and incident response.

Any works that require a long-term TGS must have a site-specific TMP and associated TGSs (which may include a combination of site-specific, site-suitable and generic TGSs).

Once a generic TGS is developed, it may be updated in the following ways:

- Adjustments may be determined and applied by a TMI in accordance with AGTTM Part 6 Section 6.8.
- Modifications include all other changes and must be assessed and certified by a TMD.

All adjustments and modifications must be documented, including the reasons for the changes. Where modifications to a generic TGS are major or substantial, a TMD may require the preparation of a new site-specific TGS, rather than endorsing significant modifications made to the generic TGS by a TMI.

NOTE: Litchfield Council generally will not support the use of generic TGS's for works within the municipality as they lack detail in design for site-specific scenarios.

13.4.3 Site-Suitable Traffic Guidance Scheme

All generic TGS must be confirmed as a site-suitable TGS prior to the commencement of works. For a generic TGS to be confirmed as site-suitable, the following must be performed and signed off by a TMD or a TMI:

- selection using the defined selection procedure
- a site visit or investigation of the site
- an on-site risk assessment (conducted as part of the selection procedure)
- recorded confirmation of the TGS as site-suitable for the required works.

Once the generic TGS is confirmed as suitable for use, the location information must be added to the generic TGS and all record-keeping completed by a TMI.

13.4.4 Site-Specific Traffic Guidance Scheme

A site-specific TGS is developed by a TMD for use at a specific location on the road network and to complete a specific work task.

A site-specific TGS may be developed by a TMD based on a generic TGS modified to suit a particular site. Once a generic TGS has been modified to be site-specific it must not be used as a generic TGS.

13.4.5 Traffic Guidance Scheme Type Selection

The process for establishing the most appropriate TGS type for use at a site is outlined in Figure 4.1 of AGTTM – Part 8. This process may result in the selection of a site-suitable generic TGS or identify the need to design a site-specific TGS.

It is noted that TMD, TMI and TC must only work on TTM Category roads or sections of the network for which they are currently approved. Refer to Section 2 of AGTTM – Part 8 for more information about training and accreditation.

13.5 Training and Accreditation Requirements for TMD's and TMI's

Litchfield Council supports the requirements as outlined in the AGTTM for training and accreditation requirements.

Training and accreditation requirements are outlined in Section 5 of AGTTM – Part 8.

14 FORMS

All application forms can be found on the Litchfield Council website through the following link - [Forms | Litchfield Council](#).

15 NTSDG STANDARD DRAWINGS

SS0000 - SCHEDULE OF DRAWINGS
SS1000 - STREET HIERARCHY - CATEGORY A - RESIDENTIAL AND MIXED USE - SET TYPE 1 - SHEET 1 OF 4
SS1001 - STREET HIERARCHY - CATEGORY A - RESIDENTIAL AND MIXED USE - SET TYPE 1 - SHEET 2 OF 4
SS1002 - STREET HIERARCHY - CATEGORY A - RESIDENTIAL AND MIXED USE - SET TYPE 2 - SHEET 3 OF 4
SS1003 - STREET HIERARCHY - CATEGORY A - INDUSTRIAL - SET TYPE 1 - SHEET 4 OF 4
SS1004 - STREET HIERARCHY - CATEGORY B AND C - RESIDENTIAL, MIXED USE AND INDUSTRIAL
SS1005 - STREET HIERARCHY - CATEGORY D AND E - RURAL
SS1006 - VEHICLE ACCESS - CATEGORY A - TYPICAL DETAILS
SS1007 - VEHICLE ACCESS - CATEGORY B - TYPICAL DETAILS
SS1008 - VEHICLE ACCESS - CATEGORY C TO E - TYPICAL DETAILS
SS1009 - FOOTPATHS, SHARED PATHS AND KERB RAMPS - TYPICAL DETAILS
SS1010 - STREET NAME SIGNS - TYPICAL DETAILS
SS2000 - PLANTING - TYPICAL DETAILS
SS3000 - SUBSOIL DRAINAGE - TYPICAL DETAILS
SS3001 - STORMWATER PIPES - TYPICAL TRENCH DETAILS
SS3002 - STORMWATER PIPES - TYPICAL LOT CONNECTION DETAILS
SS3003 - STANDARD SIDE ENTRY PIT - TYPE A DETAILS - SHEET 1 OF 2
SS3004 - STANDARD SIDE ENTRY PIT - TYPE B TO E DETAILS - SHEET 2 OF 2
SS3005 - GRATED SIDE ENTRY PIT - GENERAL ARRANGEMENT - SHEET 1 OF 3
SS3006 - GRATED SIDE ENTRY PIT - LINTEL & PIT ARRANGEMENT DETAILS - SHEET 2 OF 3
SS3007 - GRATED SIDE ENTRY PIT - GRATE AND FRAME - SHEET 3 OF 3
SS3008 - ACCESS CULVERT - TYPICAL ENDWALL DETAILS
SS4000 - URBAN MASTER SERVICES PLAN - SAMPLE LAYOUT
SS4001 - RURAL MASTER SERVICES PLAN - SAMPLE LAYOUT
SS5000 - LIGHTING DRAWINGS LIST
SS5001 - STEEL COLUMNS - 9.0m AND 12.0m TAPERED OUTREACH TYPE
SS5002 - STEEL COLUMNS - 12m TAPERED OUTREACH TYPE VIAC

SS5003 - STEEL COLUMNS - 5.5m TAPERED OUTREACH TYPE
SS5004 - STEEL COLUMNS - 6.5m TAPERED CURVED OUTREACH TYPE
SS5005 - STEEL COLUMNS - 5.5m TAPERED POST TOP TYPE
SS5006 - TYPE 5 AND TYPE 9 RAG BOLT REINFORCEMENT DETAIL
SS5007 - TYPE 12 RAG BOLT REINFORCEMENT DETAILS
SS5008 - TYPE 5, 9 AND 12 RAG BOLT ASSEMBLY FOOTING DETAILS
SS5009 - RAG BOLT REINFORCEMENT BAR - DEFORMED DETAILS
SS5010 - OUTREACH ARMS
SS5011 - CABLE PIT
SS5012 - LED LUMINAIRE SWITCH PACK WIRING DIAGRAM
SS5013 - LED LUMINARIE SWITCH PACK DETAILS
SS5014 - MSB WITH TIME CONTROL WIRING DIAGRAM AND DETAILS
SS5015 - MSB WITH NO TIME CONTROL WIRING DIAGRAM AND DETAILS

APPENDIX A – PARK FACILITIES

Hierarchy Type	Facilities Required	Minimum No.
Entry Park	Sign with park name and Litchfield Council logo	1
	Seating, separate locations where provision of footpath	1
	Lighting**	
	Disability access**	
Dog Park	Sign with park name and Litchfield Council logo	1
	Tables and shelters	1
	Seating, separate locations	2
	Waste bins, strategically located	2
	Water bubbler	2
	Dog play area, delineated with 1.8m chain mesh fencing (separate small/ large dogs or active/ passive dogs)	
	Double gated entry	
	Water points for maintenance	
	Lighting**	
	Disability access**	
	<i>Dog Park design should align with Australian Best Practice design for both dogs and people.</i>	
Local Park	Sign with park name and Litchfield Council logo	1
	Tables and shelters	1
	Seating, separate locations	2
	Waste bins, strategically located	2
	Water bubbler	1
	Playground features	1
	Shade structure, covering the playground	1
	Service vehicle access	
	Lighting**	
	Disability access**	
Neighbourhood Park	Sign with park name and Litchfield Council logo (at entry points)	1
	Tables and shelters	2
	Seating, separate locations	4
	Waste bins, strategically located	4
	Water bubbler	2
	BBQ (electric)	1
	Play equipment, including rubber soft fall with concrete kerbing	
	Junior and youth equipment	
	Shade structures, covering the playgrounds	
	Public toilet facilities	
	Service vehicle access	
	Water points for maintenance	
	Lighting**	
	Disability access**	

Hierarchy Type	Facilities Required	Minimum No.
Regional Park	Sign with park name and Litchfield Council logo (at entry points)	1
	Tables and shelters	4
	Seating, separate locations	4
	Waste bins, strategically located	6
	Water bubbler	2
	BBQ (electric)	2
	Play equipment, including rubber soft fall with concrete kerbing	2
	Junior and youth equipment	2
	Shade structures, covering the playgrounds	1
	Small sporting/activity areas (e.g. half court, skate parks, ovals, pump tracks)	1
	Full sized sports field (sizing based on intended sport)	
	Public toilet facilities, including changerooms	
	Service vehicle access	
	Water points for maintenance	
	Walking trails**	
	Cycling paths**	
	Wayfinding and interpretive signs**	
	Off-street car parking**	
	Lighting**	
	Disability access**	
Linkage Corridor	Seating, separate locations	
	Service vehicle access	
	Lighting**	
	Disability access**	
** Numbers required shall be based on relevant standards		

Service vehicle access is required for all park areas and should include trafficable bollarded or gated entries as appropriate to the design.

Value of Assets



DP Number	Address	Subtotals		Total Value of Assets	
				\$0	
Development Proposal:		Road	\$0		
		Kerb & Gutter	\$0		
		Driveway Surface	\$0		
		Driveway Culvert & Invert	\$0		
		Cross Road Culvert	\$0		
		Table Drain	\$0		
Applicant's Details		Stormwater Drainage	\$0		
	Full Name:	Drop Structure	\$0		
	Phone/Mobile:	Road Furniture	\$0		
	Company/Organisation Name:	Lighting	\$0		
	Company/Organisation ABN:	Public Open Space & Streetscapes	\$0		
	Postal Address:	Pathways	\$0		
	Email:	Additional Assets	\$0		
		Subtotal	\$0		
I agree that the information provided in this spreadsheet is true and accurate and agree to the contributions as indicated below. Signed: Dated:		Project Management, Labour, Administration (10%)	\$0		
		Total Value of Assets		\$0	
		Administration Fee 2%		\$0	
		Amount Payable		\$0.00	
		Developer Contribution			
Number of New Lots			Developer contribution plan fees - a fee is charged for every new lot (total number of lots minus the parent lots (5 lots - 1 existing lot = 4 new lots)). The fee is determined by Number of lots x Location rate .		
Catchment Type					
Catchment Rate		\$0.00			
Contribution Amount		\$0.00			
Maintenance Bond					
5% of Value of Works		\$0			
Maintenance Bond		\$0.00			

Subdivision and Development **POLICY INF08**

Name	INF08 Subdivision and Development
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	12/12/2023
Review Date	11/12/2027

1. Purpose

The purpose of this Policy is to establish Litchfield Council's governance framework for subdivision and development within the Litchfield Municipality. The Policy defines Council's responsibilities, the responsibilities of Developers, and the hierarchy of standards and guidelines that apply to the planning, design, construction, maintenance and handover of infrastructure intended to be vested in, or otherwise impact, Council.

2. Scope

This policy applies to all subdivisions and developments within the Litchfield Municipality.

3. Definitions

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

Activity Centre	A locality as defined by identification in Northern Territory Government strategic planning documents.
Area Plan	A strategic planning document developed by Northern Territory Government; adopted Area Plans are found within the NT Planning Scheme.
Developer	Any person, or business, or representative thereof, that undertakes Development or Subdivision works.
Development	Any development or construction within a property's boundaries, which may or may not have an impact on Council infrastructure, including impacts throughout the duration of the construction process and the operation of the new structure/use on the site. This includes works within Council road reserves, whether by the developer or by others at the instruction of the developer.
NTPS	Northern Territory Planning Scheme 2020
Subdivision and Development Guidelines	Northern Territory Subdivision Development Guidelines (NTSDG)

Deleted: This policy provides an overview of Council's requirements for subdivisions and developments within the Litchfield Municipality.

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Deleted: Development and Subdivision Standards (Standards)

Subdivision and Development **POLICY INF08**

Development Guidelines	Litchfield Council Development Guidelines (LCDG)
Schedule of Variations	The schedule adopted by Litchfield Council's that identifies Litchfield Council's specific variations, additions and departures to the Northern Territory Subdivision Development Guidelines (NTSDG) in accordance with Section 14 of the NTSDG.
Subdivision	The subdivision (and/or consolidation) of properties, which may or may not require the development of new assets that impact and/or will be handed over for Council ownership.

Deleted: The Schedule of Variations within the Northern Territory Subdivision Development Guidelines where Council has included specific requirements in a Section 14. .

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4. Policy Statement**4.1. Litchfield Council Objectives**

[Litchfield Council is committed, within its powers, to ensuring that subdivision and development:](#)

- [4.1.1. delivers safe, functional and durable public infrastructure;](#)
- [4.1.2. supports orderly and sustainable growth within the Municipality;](#)
- [4.1.3. protects and enhances the amenity and character of the Litchfield Municipality;](#)
- [4.1.4. applies whole-of-life asset management principles to minimise future maintenance and renewal costs;](#)
- [4.1.5. integrates with existing and planned infrastructure; and](#)
- [4.1.6. ensures infrastructure provided by Developers is suitable for long-term ownership, operation and maintenance by Council.](#)

4.2. Litchfield Council Responsibilities

[Litchfield Council will:](#)

- [4.2.1. establish and maintain engineering, planning and asset standards for subdivision and development;](#)
- [4.2.2. assess development proposals affecting Council infrastructure;](#)
- [4.2.3. act as the Road Authority for roads under its care, control and management unless otherwise prescribed by legislation or ownership;](#)
- [4.2.4. manage Council-owned and controlled infrastructure in accordance with legislative responsibilities;](#)
- [4.2.5. determine requirements for assets proposed to be vested in Council;](#)
- [4.2.6. adopt and maintain the Schedule of Variations and Litchfield Council Development Guidelines; and](#)

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Subdivision and Development **POLICY INF08**

4.2.7. Council may, from time to time, adopt Policies that take precedence over any Guidelines that are in place.

4.3. Developer Responsibilities

The Developer is responsible for:

- 4.3.1. determining and obtaining all statutory approvals required for the proposed development;
- 4.3.2. complying with all applicable legislation, approval conditions and Council requirements;
- 4.3.3. designing, constructing and maintaining infrastructure in accordance with the applicable standards and guidelines;
- 4.3.4. protecting existing Council infrastructure throughout the development process;
- 4.3.5. providing all documentation required for practical completion, asset handover and final acceptance;
- 4.3.6. maintaining works throughout the applicable Defects Liability Period; and
- 4.3.7. funding all infrastructure required to service the development unless otherwise agreed by Council.

4.4. Applicable Standards

Unless otherwise approved by Council, subdivision and development shall comply with:

- 4.4.1. the current Northern Territory Subdivision Development Guidelines;
- 4.4.2. Litchfield Council's adopted Schedule of Variations;
- 4.4.3. the Litchfield Council Development Guidelines;
- 4.4.4. relevant Australian Standards, Austroads Guides and Northern Territory Government standards; and
- 4.4.5. any conditions of development approval or other statutory approval.

4.4.6. Where an inconsistency exists, the following order of precedence shall apply:

1. Applicable legislation;
2. Conditions of Development Approval;
3. Council Policies;
4. Council's Schedule of Variations;
5. Litchfield Council Development Guidelines;
6. Northern Territory Subdivision Development Guidelines;
7. Referenced Australian Standards and technical publications.

4.5. Development Requiring a Development Permit

Deleted: <#>Council is responsible for ensuring that developers are provided with the minimum standards acceptable to Litchfield Council for development and subdivision design, construction, and maintenance for land within Litchfield Municipality.¶
Council acts as the Local Government (service) authority for areas identified within the Litchfield Municipality and also as the Road Authority having care, control and maintenance of roads within the Litchfield Municipality unless ownership is otherwise identified. ¶
Council is responsible for ensuring that new Council assets created, or impacts upon existing Council assets, by developments and subdivisions meet Council's requirements for long term control and maintenance.¶

Deleted: <#> or Standards

Deleted: <#>Council aims to ensure that development and subdivision within the Litchfield Municipality is suitable to the area and supports retaining the amenity of the municipality. The overarching amenity of the municipality is rural, however urban and peri-urban areas are identified within with urban features within Activity Centres and/or Area Plans areas as adopted within the Northern Territory Planning Scheme 2020..¶

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Deleted: <#>It is the responsibility of the Developer to determine if a development permit is required. Where subject to a Development Permit under the Planning Act 1999, the requirements that apply at the time of Development approval may be applied, or where an alternative agreed to by Council to the satisfaction of Council.¶
Guidelines and Standards

Deleted: <#>The Northern Territory Subdivision Development Guidelines were released on 31 August 2020 and the Litchfield Council Schedule of Variations were adopted on 30 March 2023. The NTSDG have now been formally included in Schedule 5 of the Northern Territory Planning Scheme – Reference Guidelines. ¶

Deleted: <#>The Litchfield Council's Development and Subdivision Standards were originally issued on 20 July 2017. These standards have now been reviewed and updated to align with the NTSDG and have been adopted as the Litchfield Council Development Guidelines. ¶
Litchfield Council is represented on the Northern Territory Subdivision and Development Guidelines committee through Council's membership with the Local Government Association of the Northern Territory (LGANT). Details of the NTSDG Committee; [Northern Territory Subdivision Development Guidelines](#)¶

Deleted: <#>Development and Subdivision (Development Permit)¶

Subdivision and Development **POLICY INF08**

4.5.1. Subdivision and development requiring a Development Permit shall comply with the NTSDG, Council's Schedule of Variations, the LCDG and any conditions of approval, unless otherwise approved by Council or the relevant consent authority.

4.6. Development Not Requiring a Development Permit

4.6.1. Development that does not require a Development Permit shall comply with the Litchfield Council Development Guidelines and any applicable provisions of the NTSDG where Council infrastructure is created, modified or impacted, unless otherwise approved by Council.

4.6.2. Litchfield Council Development Guidelines may also apply where there is no applicable standard in the Northern Territory Subdivision Development Guidelines.

4.7. Contributed Assets

Infrastructure intended to be vested in Council shall:

4.7.1. comply with Council's engineering and asset requirements;

4.7.2. be supported by all documentation required by the NTSDG and LCDG;

4.7.3. include a completed Value of Assets workbook and associated supporting information; and

4.7.4. Developers are required to complete Litchfield Council's Value of Assets workbook for all contributed assets as well as provide all necessary supporting documentation for practical completion as detailed in the NTSDG and LCDG.

4.7.5. be recognised and managed in accordance with the applicable Australian Accounting Standards.

4.8. Developer Contributions

4.8.1. Developer Contributions shall be determined in accordance with the applicable legislation and Council's adopted Developer Contribution Plan.

4.9. Fees and Charges

4.9.1. Council's Fees and Charges applicable to subdivision and development shall be those adopted by Council from time to time.

4.9.2. Fees and Charges for Litchfield Council are adopted annually and published on the Litchfield Council website.

5. Associated Documents

Litchfield Council Development Guidelines

Schedule of Variations to the Northern Territory Subdivision Development Guidelines

Developer Contribution Plan

Deleted: <#>Developers undertaking development or subdivision and development works within the Litchfield Municipality are required to meet the Northern Territory Subdivision Development Guidelines, including Council's schedule of variations, or proposed alternative agreed to by Council, to the satisfaction of Council. ¶

Deleted: <#>¶
The Northern Territory Subdivision Development Guidelines were released on 31 August 2020 and the Litchfield Council Schedule of Variations were adopted on 30 March 2023. The Litchfield Council's Development and Subdivision Standards were issued on 20 July 2017. ¶
Where subject to a Development Permit under the Planning Act 1999, the requirements that apply at the time of Development approval may be applied, or alternative agreed to by Council to the satisfaction of Council. ¶

Deleted: <#>and Subdivision Standards

Deleted: <#>Development (no permit)¶
Developments undertaken within the Litchfield Municipality that are not required to obtain a development permit are required to comply with the Litchfield Council Development Guidelines or where referenced the Northern Territory Subdivision and Development Guidelines or alternative agreed to by Council to the satisfaction of Council. ¶

Deleted: Contributed Assets are managed as per the Australian Accounting Standards. ¶

Deleted: The provision of a Developer Contribution plan is legislated through the NT Planning Act. Council's Contribution Plan is published on the Litchfield Council website. ¶

Deleted: <#>Contributed Assets declaration on the Value of Assets form is used to determine fees and charges relating to development and subdivision as referred to in the adopted fees and charges. ¶
Developer Contribution fees are determined by the Developer Contribution plan. ¶

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Subdivision and Development **POLICY INF08**

[Value of Assets Workbook](#)

[Fees and Charges Schedule](#)

[Relevant Council Policies relating to infrastructure and asset management](#)

6. References and Legislation

Local Government Act 2019 [\(NT\)](#)

Planning Act 1999 [\(NT\)](#)

Northern Territory Planning Scheme 2020

[Northern Territory Planning Scheme 2007](#)

[Northern Territory Subdivision Development Guidelines](#)

Control of Roads Act 1953

[Australian Accounting Standards \(as applicable to contributed assets\)](#)

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/03/2020	New Policy (Decision No. 1920/173)
12/12/2023	Policy updated to align with new NT Subdivision Development Guidelines
25/06/2026	Policy updated to reflect amendment to Litchfield Council Development Guidelines

Deleted: Any policies, templates, procedures, guidelines, strategies or plans relevant to the policy.

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14.3.4 26-27 Waste Moratorium

AUTHOR: Geoff Thomas, Director Infrastructure and Operations

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

This report seeks Council approval to implement a disposal fee moratorium for selected residential waste streams during the 2026/2027 rateable year.

The moratorium will provide Litchfield residents with free disposal of up to two eligible items per visit at the Humpty Doo Waste Transfer Station (HDWTS), limited to mattresses and gas-containing appliances (refrigerators, freezers and air conditioners). The initiative is intended to encourage responsible waste disposal, improve cyclone preparedness by reducing potential hazards on residential properties, and provide an alternative service following the cessation of Council's Waste Voucher Program on 31 March 2026.

Tyres are not recommended for inclusion due to significant financial costs, existing regulatory compliance issues, environmental risks and the potential for disposal of privately held historical, commercial, and agricultural tyre stockpiles at Council's expense.

Implementation of the moratorium will require Council to subsidise disposal and processing costs; however, the program provides a practical and equitable year-round alternative to short-term cyclone clean-up programs operated by neighbouring councils.

RECOMMENDATION

That Council:

1. Approves the implementation of a Residential Waste Disposal Fee Moratorium for the 2026/2027 rateable year.
2. Approves the moratorium applying only to residential customers using the Humpty Doo Waste Transfer Station.
3. Approves free disposal of the first two eligible items per visit, limited to:
 - mattresses; and
 - gas-containing appliances, including refrigerators, freezers and air conditioners.
4. Notes that all other waste streams, including tyres, and commercial waste remain subject to Council's adopted Fees and Charges Schedule.
5. Notes that the costs associated with the moratorium will be funded from the approved 2026/2027 operational budget.

BACKGROUND

Following the cessation of Council's Waste Voucher Program on 31 March 2026, an alternative waste disposal initiative has been investigated to assist residents in disposing of bulky household items.

Unlike neighbouring councils, which undertake annual hard waste or cyclone clean-up collections, the proposed moratorium provides residents with year-round access to free disposal of selected waste streams. This approach distributes waste volumes across the year, reducing operational peaks

while encouraging ongoing property maintenance and cyclone preparedness and may assist in reducing illegal dumping.

The initiative is limited to selected waste streams to balance community benefit with Council's operational capacity and financial sustainability.

Tyres have been excluded due to significant disposal costs, existing storage compliance issues at HDWTS, regulatory obligations associated with listed waste, and the considerable financial and environmental risks associated with accepting historical tyre stockpiles.

LINKS WITH STRATEGIC PLAN

Progress - Continuity of Services and Facilities

Performance - An Effective and Efficient Organisation

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

LEGISLATIVE AND POLICY IMPLICATIONS

The proposal is consistent with Council's waste management responsibilities and supports responsible disposal of household waste while encouraging compliance with environmental requirements.

The exclusion of tyres recognises Council's regulatory obligations under its Environment Protection Licence and existing compliance requirements relating to tyre storage and listed waste management.

The moratorium will operate in conjunction with Council's adopted 2026/2027 Fees and Charges Schedule.

RESOURCING AND FINANCIAL IMPLICATIONS

Implementation of the moratorium will require Council to subsidise disposal, processing and associated operational costs for eligible waste streams.

Based on current disposal rates, estimated annual subsidy costs are:

Participation	Estimated Subsidy
15%	\$70,610
50%	\$235,405
100%	\$470,753

These estimates assume one visit per participating property and exclude additional staffing, transport, contractor mobilisation, administration and promotional costs.

Additional operational resources may be required should participation exceed expectations.

RISKS

The principal risk is that disposal and operational costs may exceed budget allocations if participation is greater than anticipated or residents access the program multiple times throughout the year.

Additional risks include increased operational pressures at HDWTS, longer customer wait times and attempts to dispose of non-eligible waste streams. These risks can be managed through clear eligibility criteria, gatehouse controls and community education.

Excluding tyres significantly reduces Council's financial, environmental and regulatory exposure and avoids exacerbating existing tyre storage compliance issues.

COMMUNITY ENGAGEMENT

Should Council approve the moratorium, a targeted communications campaign will be undertaken to inform residents of:

- program commencement and duration;
- eligible customers;
- accepted waste streams;
- disposal limits; and
- waste streams that remain subject to normal disposal charges.

Clear communication will assist in managing community expectations and ensuring the program is implemented consistently across the municipality.

15 OTHER BUSINESS

16 CONFIDENTIAL ITEMS

RECOMMENDATION

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

16.1 Confidential Minutes of the Council Meeting held on 15 June 2026

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

16.2 Confidential Minutes of the Special Council Meeting held on 17 June 2026

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

16.3 Confidential Minutes of the Special Council Meeting held on 7 July 2026

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

16.4 Deed of Variation - Thorak Regional Cemetery

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

16.5 Mobile Work Force Fleet Update - Asset Failure & Future Budget Implications

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

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING