



AGENDA

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

A handwritten signature in black ink, appearing to read 'S. Hoyne', with a stylized flourish at the end.

Stephen Hoyne
Chief Executive Officer



COUNCIL AGENDA

TABLE OF CONTENTS

1	Acknowledgement of Traditional Custodians of the Land	4
2	Opening of Meeting	4
3	Electronic Attendance / Apologies and Leave of Absence.....	4
3.1	Electronic Attendance.....	4
3.2	Apologies	4
3.3	Leave of Absence previously granted	4
3.4	Leave of Absence Request.....	4
4	Disclosures of Interest	4
4.1	Elected Members.....	4
4.2	Staff.....	4
5	Public Questions.....	4
6	Confirmation of Minutes	4
6.1	Confirmation of Minutes.....	4
7	Business Arising from Minutes	22
7.1	Business Arising	22
8	Petitions.....	27
9	Deputations and Presentations	27
	Nil	
10	Accepting or Declining Late Items	27
11	Notices of Motions	27
	Nil	
12	Mayors Report.....	28
12.1	Mayors Monthly Report	28
13	Reports from Council Appointed Representatives	29
14	Officer Reports.....	30
14.1	Corporate and Community	30
14.1.1	Litchfield Council Finance Report - May 2026	30
14.1.2	People, Performance and Governance Report – May 2026	64
14.1.3	Policy FIN04 Financial Reserves.....	73
14.1.4	Policy FIN06 Rates Concession Policy.....	80
14.1.5	Rates Declaration 2026-2027.....	88

14.1.6	Proposed Fees and Charges 2026-2027	97
14.1.7	Community Services and Development Monthly Report – May	122
14.1.8	Risk Management Audit Committee Open Minutes - 28 May 2026	135
14.1.9	Execution of Agreement - Fines Recovery Unit Services Agreement	142
14.1.10	Territory Day 2026 - Berry Springs.....	166
14.2	Executive and Community Development	168
14.2.1	Sponsorship Request - Litchfield Women's Collective	168
14.2.2	Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan and 2026-2027 to 2035-2036	174
14.3	Infrastructure and Operations	271
14.3.1	Planning Summary Report - May 2026	271
15	Other Business	300
16	Confidential Items.....	301
16.1	Confidential Minutes of the Council Meeting held on 18 May 2026.....	301
16.2	RFT26-531 - Freds Pass Recreation Reserve Construction of Netball Courts and Change Rooms	301
16.3	Minutes of the Freds Pass Reserve \$10mil Grant Project Steering Committee	301
16.4	Risk Management and Audit Committee Confidential Minutes 28 May 2026.....	301
16.5	Chief Executive Officer Contract	301
17	Report of Confidential Resolutions	302
18	Close of Meeting	302

1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF THE LAND

2 OPENING OF MEETING

3 ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Cr Plaxy Purich

3.2 Apologies

3.3 Leave of Absence previously granted

3.4 Leave of Absence Request

4 DISCLOSURES OF INTEREST

4.1 Elected Members

4.2 Staff

5 PUBLIC QUESTIONS

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RECOMMENDATION

That the full minutes of the Ordinary Council Meeting held Monday 18th May 2026, 17 pages be confirmed.



MINUTES

9th Ordinary Council Meeting 12th Council of Litchfield **Monday 18th May 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 MINUTES

TABLE OF CONTENTS

1	Acknowledgement of Traditional Custodians of the Land	4
2	Opening of Meeting	4
3	Electronic Attendance / Apologies and Leave of Absence.....	4
	3.1 Electronic Attendance.....	4
	3.2 Apologies	4
	3.3 Leave of Absence previously granted	5
	3.4 Leave of Absence Request.....	5
4	Disclosures of Interest	5
	4.1 Elected Members.....	5
	4.2 Staff.....	5
5	Public Questions.....	5
6	Confirmation of Minutes	6
	6.1 Confirmation of Minutes.....	6
7	Business Arising from Minutes	6
	7.1 Business Arising	6
8	Petitions.....	6
9	Deputations and Presentations.....	6
	Nil	
10	Accepting or Declining Late Items	6
	Nil	
11	Notices of Motions	7
12	Mayors Report.....	7
	12.1 Mayors Monthly Report	7
13	Reports from Council Appointed Representatives	7
14	Officer Reports.....	7
	14.1 Corporate and Community	7
	14.1.1 People, Performance and Governance Report – April 2026.....	7
	14.1.2 Litchfield Council Finance Report – April 2026.....	8
	14.1.3 Community Services and Development Monthly Report – April.....	8
	14.1.4 Policy FIN14 Investment Policy	9
	14.1.5 Budget Review Two.....	9
	14.1.6 Draft EM03 Access to Meetings.....	10
	14.1.7 Risk Management Audit Committee Open Minutes - 13 March 2026.....	10
	14.2 Executive and Community Development	10

14.2.1	HR16 Code of Conduct for CEO	10
14.3	Infrastructure and Operations	11
14.3.1	Planning Summary Report - April 2026	11
14.3.2	Initiative for Acceptance of Non-Commerical Building Waste	12
14.3.3	Recovery Works Program - Wet Season Impacts on Roads and Drainage Infrastructure	13
14.3.4	Meade Road - Proposed Road Closure, Opening and Land Transfer.....	14
15	Other Business	15
16	Confidential Items.....	16
16.1	Assessment of Non Rateable Properties	16
16.2	Risk Management and Audit Committee Confidential Minutes 13 March 2026	16
16.3	Award Contract – RFT26-529 Maintenance of Pavement Repairs & New Works	16
16.1	CEO Performance Review Summary Report.....	16
17	Report of Confidential Resolutions	17
18	Close of Meeting	17
19	Next Meeting.....	17
20	Minutes to be Confirmed	17

UNCONFIRMED

Present	Rachael Wright	Mayor (Chair)
	Emma Sharp	Councillor South Ward
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Daisy Crawford	Councillor North Ward
	Plaxy Purch	Councillor North Ward
Apology	Kris Civitarese	Deputy Mayor
	Rebecca Taylor	Acting Director Governance and Community
Staff	Stephen Hoynes	Chief Executive Officer
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Deb Boyko	Executive Assistant to Mayor and CEO
	Tash 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

3.2 Apologies

Deputy Mayor Kris Civitarese

Rebecca Taylor, Acting Director Governance and Community

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

Cr Harlan Item 16.4 Award of PTF26-529

4.2 Staff

5 PUBLIC QUESTIONS

Question received via email (12/05/2026) from Ms Candice Mudford:

Q: What safety interventions does the council propose to implement at the Anglesey Rd/ Pioneer Dr intersection to prevent cars from missing the stop line and turn?

A: Several interim safety measures have been implemented, including the installation of a flashing stop sign, which is currently undergoing repairs and has been temporarily replaced with a larger stop sign. High-reflectivity line marking has also been installed to improve visibility of the intersection, and additional guideposts with increasing density will be installed to provide further warning to approaching motorists.

Questions submitted in person by Mr Dave Evans, were taken on notice and responses will be provided via 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.

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?
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?
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?
5. Why is the defects liability period for contractors for roads constructed within the Shire generally only 12 months? One wet season.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/26/05673

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 20th April 2026, 19 pages be confirmed.

CARRIED6/0

Youtube recording time: 9:46

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.

RESOLUTION OCM/26/05775

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

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

CARRIED6/0

Youtube recording time: 11:19

8 PETITIONS

Nil

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

Nil

11 NOTICES OF MOTIONS

RESOLUTION OCM/26/058

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

Cr Harlan submitted a late Notice of Motion.

This item will be presented in the Confidential section of the meeting.

CARRIED 6/0

Youtube recording time:14:47

12 MAYORS REPORT

12.1 Mayors Monthly Report

RESOLUTION OCM/26/05975

Moved: Mayor Rachael Wright

Seconded: Cr Emma Sharp **CARRIED 6/0**

Youtube recording time: 2:59

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 People, Performance and Governance Report – April 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/26/06076

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

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

CARRIED 6/0

Youtube recording time: 24:24

14.1.2 Litchfield Council Finance Report – April 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 30 April 2026. Budget Review 1 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/26/06177

Moved: Cr Emma Sharp

Seconded: Cr Plaxy Purich

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

CARRIED6/0

Youtube recording time: 31:06

14.1.3 Community Services and Development Monthly Report – April

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/26/06278

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

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

CARRIED6/0

Youtube recording time: 56:37

14.1.4 Policy FIN14 Investment Policy

EXECUTIVE SUMMARY

The Investment Policy is a requirement under the Northern Territory Local Government Act, Section 194(3), which provides councils with the authority to invest money that is not immediately required.

The policy has been reviewed by the Litchfield Council finance staff and is consistent with legislative requirements. More specific referencing has been included.

RESOLUTION OCM/26/06379

Moved: Cr Emma Sharp

Seconded: Cr Plaxy Purich

1. That Council receives and notes the information provided within this report.
2. That Council adopts the reviews and updated policy FIN14 Investment Policy.
3. The Council authorises the Chief Executive Officer to make amendments.

CARRIED 5/1

Youtube recording time: 1:01:01

14.1.5 Budget Review Two

EXECUTIVE SUMMARY

This Discussion Paper provides elected members with the draft Budget Review Two for 2025/2026 based on the end of March 2026 actuals and relevant council decisions made since the adoption of Budget Review One 2025/2026.

RESOLUTION OCM/26/06480

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT COUNCIL

1. Receive and note the report entitled Budget Review 2 – 2025/2026
2. Adopt Budget Review 2 – 2025/2026, pursuant to Section 203 of the *Local Government Act 2019*, amending Total Operational Income to \$26,091,643 Total Operational Expenditure to \$21,657,904 and Total Capital Expenditure to \$24,993,678; and
3. Adopt the Financial Reserve movement of \$10,030,686
 - (i) Waste Management Reserve reduction of \$994,298
 - (ii) Unexpended Grants Reserve reduction \$2,118,246
 - (iii) Unexpended Capital Works reduction \$4,825,783
 - (iv) Asset Reserve reduction \$2,254,722
 - (v) Thorak Regional Cemetery increase \$162,363

CARRIED 5/1

Youtube recording time: 1:03:15

14.1.6 Draft EM03 Access to Meetings

EXECUTIVE SUMMARY

This report presents to Council the amended EM03 Access to Meetings for adoption.

RESOLUTION OCM/26/06581

Moved: Cr Emma Sharp

Seconded: Cr Daisy Crawford

That Council adopts the amended policy EM03 Access to Meetings, as at Attachment 1, and authorises the Chief Executive Officer to make minor amendments.

CARRIED 6/0

Youtube recording time: 1:12:26

14.1.7 Risk Management Audit Committee Open Minutes - 13 March 2026

EXECUTIVE SUMMARY

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

RESOLUTION OCM/26/06682

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

1. That Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 13 March 2026 meeting, as at Attachment 1.

CARRIED 6/0

Youtube recording time: 1:18:17

14.2 Executive and Community Development

14.2.1 HR16 Code of Conduct for CEO

EXECUTIVE SUMMARY

This report presents to Council the amended HR16 CEO Code of Conduct for adoption.

RESOLUTION OCM/26/06783

That Council adopts the amended policy HR16 CEO Code of Conduct, as at Attachment 1, and authorises the Chief Executive Officer to make agreed amendments.

Moved: Cr Emma Sharp

Seconded: Cr Pauline Cass

Amendment: The matter be laid on the table for further consideration at the next OCM

CARRIED 6/0

14.3 Infrastructure and Operations

14.3.1 Planning Summary Report - April 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 1-30 April 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	2
Development Applications	8
Clearances for Development Permit Conditions	4
Sale, Lease, or Occupation of Crown Land Applications	0
Development Permits Issued	1
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	14
Works Permits	19

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

RESOLUTION OCM/26/06884

Moved: Cr Emma Sharp

Seconded: Cr Daisy Crawford

THAT Council:

1. Receive the Summary Planning and Development Report for 1-30 April 2026.
2. Note for information the responses provided to relevant agencies within Attachments A to H of this report.

CARRIED 3/3

Mayor used their casting vote and carried the motion

Youtube recording time: 1:27:22

14.3.2 Initiative for Acceptance of Non-Commercial Building Waste

EXECUTIVE SUMMARY

This report recommends that Council accept small quantities of residential building waste at Council's Waste Transfer Stations at no additional charge, on an ongoing basis. The initiative will commence with a three-month trial period, during which Council may discontinue the acceptance of residential building materials if operational, financial, or compliance risks are found to be unacceptable.

The existing prohibition on commercial building waste, asbestos-containing materials, and certain concrete-based wastes will remain unchanged.

RESOLUTION OCM/26/06985

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

THAT COUNCIL:

1. Approve the implementation of the initiative commencing 1 July 2026, to accept small quantities of residential building waste at all Council Waste Transfer Stations at no charge, in accordance with the proposed scope and exclusions outlined in this report.
2. Authorise Council Waste Transfer Station staff to inspect and refuse any load where material composition cannot be confidently identified, or where prohibited materials are suspected.
3. Authorise the Director of Infrastructure and Operations to suspend the initiative at any time during the 3-month trial period should unacceptable health, safety, environmental, or operational risks be identified.
4. Note that:
 - a. the existing prohibition on commercial building waste, large scale demolition loads, asbestos-containing materials, and certain concrete-based wastes will remain unchanged.
 - b. all accepted materials will be directed to the general waste stream for transport and disposal at Shoal Bay Waste Management Facility and will not be stockpiled at Council Waste Transfer Stations.
 - c. that unless suspended during the trial period the initiative will continue under the recommended operational arrangements.
 - d. at the 21st September 2026 OCM Council will be briefed on the outcomes, risks, and operational impacts.

CARRIED 6/0

Youtube recording time: 1:34:40

14.3.3 Recovery Works Program - Wet Season Impacts on Roads and Drainage Infrastructure

EXECUTIVE SUMMARY

The 2025/26 wet season, including the impacts of Tropical Cyclone Fina and prolonged rainfall events, has caused significant damage to Council-managed roads and drainage infrastructure throughout the Litchfield Council municipality.

Widespread impacts include pavement failures, erosion, drainage scouring, culvert damage, washouts, and accelerated deterioration of sealed and unsealed roads resulting from prolonged saturation and flooding. The extent of damage now exceeds routine maintenance requirements and requires a coordinated recovery response.

To address these impacts, it is proposed that Council establish a dedicated Recovery Works Program to deliver prioritised rehabilitation and restoration works across the affected network.

RESOLUTION OCM/26/07086

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

THAT Council:

1. Notes the impacts of the 2025/26 wet season, including Tropical Cyclone Fina, on Council-managed roads and drainage infrastructure.
2. Endorses the establishment of a Recovery Works Program to undertake priority restoration and rehabilitation works.
3. Approves the substitution of funding from identified capital works programs to the Recovery Works Program.
4. Authorises the Chief Executive Officer to:
 - (a) implement approved budget substitutions as outlined in table within report;
 - (b) prioritise and deliver recovery works based on safety, asset condition, and network criticality; and
 - (c) seek external disaster recovery funding where available.

CARRIED 6/0

Youtube recording time: 1:55:41

14.3.4 Meade Road - Proposed Road Closure, Opening and Land Transfer

EXECUTIVE SUMMARY

This report provides a consolidated overview of matters previously considered by Council relating to the proposed closure of a paper section of Meade Road and the opening of a new section of Meade Road to the north of its current alignment.

The February 2026 report presented a proposal involving the transfer of riverbank land currently designated as a paper road reserve to an adjoining private landowner, with a replacement road alignment to be provided within Crown land. The report outlined the strategic, community, planning, governance and risk considerations associated with the proposal.

The February 2026 report was tabled and not progressed, with concerns raised regarding public benefit, continued public access, governance implications and long-term land management considerations.

The March 2026 report provided additional information regarding the proposal to close the existing paper road reserve and establish a replacement road alignment within Crown land. That report recommended that both the February and March 2026 reports be brought forward to a future Ordinary Council Meeting with a consolidated covering report for Council consideration.

This report identifies the need for targeted community and stakeholder consultation to inform any future Council consideration of:

- potential impacts to the Blackmore River and adjacent crown land for recreational use by the public;
- the proposed closure of the existing paper road reserve;
- the opening of a replacement road reserve; and
- any associated land transfer actions.

The report also identifies several site, servicing, environmental, cultural heritage and infrastructure matters requiring further investigation prior to Council determining the suitability of the proposed replacement road alignment.

RESOLUTION OCM/26/07187

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

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;
 - 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;

CARRIED 3/3

Mayor used their casting vote and carried the motion

Youtube recording time: 2:11:42

RESOLUTION OCM/26/07288

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

NOTICE OF RESCISSION – RESOLUTION NO. ORD202211-173

Cr Crawford moved a motion without notice:

That Council rescind Resolution No. ORD202211-173 relating to the road opening/closing Meade Road Darwin River, adopted at the Ordinary Council Meeting held on 11 November 2022.

CARRIED 4/2

Summary: the rescission motion was proposed on the basis that the original resolution adopted in 2022 no longer accurately reflects council's current position, operational requirements, and circumstances. Since the original motion was passed, additional information and changing priorities have resulted in the need for council to reconsider the matter and adopt an updated resolution that better aligns with current expectations, processes, and objectives.

A Division was called by Cr Harlan

**Those voting in the affirmative Mayor Wright, Cr Crawford, Cr Sharp and Cr Cass
and**

Those voting in the negative Cr Harlan and Cr Purich

15 OTHER BUSINESS

Cr Sharp advised concerns have been raised by residents regarding significant road damage on the sweeping bend near the intersection of Trippe Road and Woodland Drive, with clarification sought as to whether the section has been included in the immediate road repair works currently funded by Council.

Cr Cass requested Council to write to Crown Lands Estate and relevant Northern Territory Government departments seeking improved weed management on Crown land to reduce fire risks and weed spread impacting adjacent residents and properties.

It was noted that the matter should first be discussed at a Council briefing, following which a formal motion outlining the proposed contents of the letter would be presented to Council for consideration and vote prior to any correspondence being issued.

Cr Sharp raised a query as to whether a similar process to that applied in the previous agenda item would also be followed for developments such as the proposed solar farm, particularly where fencing may restrict resident access to areas that have been used by the community for more than 20 years.

This item was taken on notice.

Cr Crawford provided an update from the Freds Pass User Group meeting, noting completed repairs, discussing the need for clearer communication regarding user group approval and lease processes, and advising that Freds Pass representatives had requested a meeting with Council regarding lease concerns. A request was also raised for the irrigation system at Howard Park to be inspected.

Cr Crawford also requested for Council to consider implementing a more structured process for Councillor attendance at key community events, such as the Litchfield Show and community barbecues, including the potential development of a roster system to help ensure consistent Councillor representation at events.

Cr Harlan advised a user group raised questions regarding future parking arrangements associated with the proposed development of the sports precinct and netball courts, particularly in relation to vehicle parking capacity and access. Cr Harlan also noted upcoming community events, in particular the Litchfield Show and the Darwin River Chilli Festival.

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 Assessment of Non-Rateable Properties

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.

16.2 Risk Management and Audit Committee Confidential Minutes 13 March 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.

16.3 Award Contract – RFT26-529 Maintenance of Pavement Repairs & New Works

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.

16.1 CEO Performance Review Summary Report

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.

RECOMMENDATION

Resumed in Open Session at 10:27pm.

17 REPORT OF CONFIDENTIAL RESOLUTIONS

Nil

18 CLOSE OF MEETING

The Meeting closed at 10:27pm.

19 NEXT MEETING

Monday, 15th June 2026

20 MINUTES TO BE CONFIRMED

Monday, 15th June 2026

Mayor

Rachael Wright

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
Completed	Superseded

Resolution	Resolution	Meeting Date	Officer	Current Status
ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River THAT Council:</p> <ol style="list-style-type: none"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	<p>Superseded 18/05/2026 by OCM26/070. Resolution OCM26/071 rescinded resolution ORD202211-173. This item will be deleted from business arising.</p>
OCM26/070	<p>Meade Road - Proposed Road Closure, Opening and Land Transfer That Council:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. a future Council resolution supporting the proposed land transfer to Crown ownership in accordance with Council Policy FIN01 Asset Disposal Policy; 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; 	18/05/2026	DIO	<p>In progress 9/06/2026 A plan for stakeholder consultation has been drafted with consultation planned to be undertaken in late June through July</p>

	<ul style="list-style-type: none"> c. consideration and approval by the Minister for Lands, Planning and Environment; 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; 			
--	--	--	--	--

	Cost to maintain the eight owned Council Recreation Reserves			
	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; 2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and 3. receive the report prior to the first 2023-2024 Budget Review Meeting. 			
ORD2023 11-093		20/06/2023	DIO	<p>Completed 8/05/2026 Asset Management Plan contract cancelled. This item will be deleted from business arising.</p> <p>Noting Refer ORD2023 11-241</p>

<p>ORD2023 11-142</p>	<p>Freds Pass Reserve Expansion</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. adopt the Freds Pass Reserve land expansion concept to include: <ol style="list-style-type: none"> a. Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and b. Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways; 2. adopt the concept to acquire land from Power and Water Corporation’s Section 6003 Hundred of Strangways for the Freds Pass Reserve safe cycle, pedestrian and bridle way connection to Coolalinga and adjacent Park and Ride; and 3. approve the consolidation of Section 1817 (20A) Bees Creek Road, Hundred of Strangways and Section 5467 (20) Bees Creek Road, Hundred of Strangways and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing of the road, as required. 	<p>15/08/2023</p>	<p>DIO</p>	<p>Part 1a,1b Ongoing Crown discussions postponed for development of proposed use plan for the new area.</p> <p>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.</p> <p>Part 3 Completed 22/04/2026 Consolidation of Freds Pass land into a single lot is complete</p>
<p>ORD2023 11-241</p>	<p>Cost to maintain the eight owned Council Recreation Reserves</p> <p>THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.</p>	<p>12/12/2023</p>	<p>DIO</p>	<p>Completed 8/05/2026 Asset Management Plan contract cancelled. This item will be deleted from business arising.</p>
<p>ORD 2024 11-183</p>	<p>Disposal of Contaminated Concrete Waste Stockpiles from Council’s Waste Transfer Stations</p> <p>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.</p>	<p>20/08/2024</p>	<p>DIO</p>	<p>In Progress 9/06/2026 Council are required to address Pollution Abatement Notice (17/12/2025). Design and documentation has been submitted to NTEPA with tender release for works planned in forthcoming months.</p>

<p>ORD 2024 11-265</p>	<p>Private Roads – No Name Road</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents. 2. Allocate No Name Road as the proposed road for the trial. 3. Allocate \$100,000 of consultant budget to come from Financial Reserves. 4. Renew the policy as it stands with no changes for a further 12 months. 	<p>10/12/2024</p>	<p>DIO</p>	<p>In Progress 9/06/2026 Works has commenced on drafting the relevant survey documentation and legal documents, currently under review. Next steps are adjustments to the documentation followed by consultation with residents, assisted by the new Council comms officer.</p>
----------------------------	---	-------------------	------------	--

8 PETITIONS

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayors Monthly Report

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 19 May 2026 to 15 June 2026.

Summary	
Date	Event / Meeting
2 June 2026	Strategic Discussion and Briefing Session
4 June 2026	Monthly meeting with Mayor Pascoe-Bell
4 June 2026	Meeting: CEO and Prue Lane ADF
4 June 2026	Invitation to a Reception at Government House to Celebrate the Official Birthday of His Majesty King Charles III
5 June 2026	TOPROC Meeting

RECOMMENDATION

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

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 LITCHFIELD COUNCIL FINANCE REPORT - MAY 2026

AUTHOR: Xixi Li, Accountant

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS: 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.

RECOMMENDATION

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

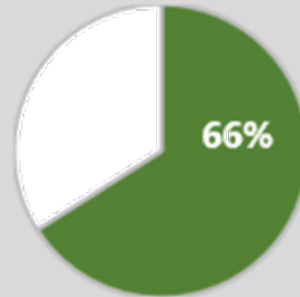
COMMUNITY ENGAGEMENT

Nil



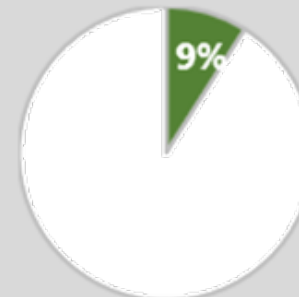
Finance Report
May 2026

May 2026 DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$9.36m
Municipal Plan Target – 30%



Rates Outstanding

\$ 1.62m Outstanding
Municipal Plan Target – <18%
(Less than 3.30Mn)



Current Cash Investments

\$ 26.57m

- 4 of 19** Budgeted Capital Programs 2025/26 Completed
- 25 of 31** Carry Forward Programs from 2024/25 Completed
- \$18.45m** Budgeted Financial Reserves Budget Review 2

\$ 25.31m

OPERATIONAL REVENUE

\$26.09m Budget – 97.01% Target Achieved

\$ 28.3m

OPERATIONAL EXPENSES

\$33.47m Budget – 84.46% Spent

\$ 2.99m

OPERATING DEFICIT

Budget Deficit (\$5.26m)

\$2.03m

CAPITAL REVENUE

\$ 2.16m Budget- 94% Achieved

\$ 9.35m

CAPITAL EXPENSES

\$ 25.26m Budget(Inc Budget Rollover)
37% Spent

\$ 7.32m

CAPITAL DEFICIT

Budget Deficit (\$ 23.1m)

RATIOS

- 66%** Asset Sustainability
Target 30% and more ■ Achieved
- 9%** Rates Outstanding
Target less than 18% ■ Achieved
- 73%** Own Source Revenue Ratio
Target 60% and more ■ Achieved
- 6.33** Current Ratio
Target 1 and more ■ Achieved
- 0** Debt Service Ratio
Target less than 1 ■ Achieved

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports. Year-to-date budget figures represent 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	18,136,291.91	18,436,438.00	300,146.09	18,436,438.00
Charges	197,632.50	160,416.67	(37,215.83)	175,000.00
Fees and Charges	2,043,831.65	1,934,614.00	(109,217.65)	2,110,488.00
Operating Grants and Subsidies	3,246,582.55	3,640,961.50	394,378.95	3,971,958.00
Interest / Investment Income	1,409,921.50	1,152,945.75	(256,975.75)	1,257,759.00
Other Income	277,435.50	128,333.33	(149,102.17)	140,000.00
TOTAL OPERATING INCOME	25,311,695.61	25,453,709.25	142,013.64	26,091,643.00
OPERATING EXPENDITURE				
Employee Expenses	7,458,327.62	7,058,103.25	(400,224.37)	7,699,749.00
Materials and Contracts	8,141,280.47	10,110,951.58	1,969,671.11	11,030,129.00
Elected Member Allowances	249,742.65	331,360.33	81,617.68	361,484.00
Elected Member Expenses	259,340.59	267,339.42	7,998.83	291,643.00
Council Committee & LA Allowances	5,247.00	9,166.67	3,919.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	39,644.26	-	(39,644.26)	-
Accumulated Depreciation	10,863,416.67	10,863,416.67	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	1,283,249.04	2,076,155.58	792,906.54	2,264,897.00
TOTAL OPERATING EXPENDITURE	28,300,248.30	30,716,493.50	2,416,245.20	33,508,902.00
OPERATING SURPLUS / DEFICIT	(2,988,552.69)	(5,262,784.25)	(2,274,231.56)	(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	(2,988,552.69)	(5,262,784.25)	(2,274,231.56)	(7,417,259.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	10,903,060.93	10,863,416.67	(39,644.26)	11,851,000.00
TOTAL NON-CASH ITEMS	10,903,060.93	10,863,416.67	(39,644.26)	11,851,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(9,358,468.03)	(23,154,729.58)	(13,796,261.55)	(25,259,705.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(4,064,262.58)	(4,064,262.58)	(4,433,741.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(9,358,468.03)	(27,218,992.17)	(17,860,524.14)	(29,693,446.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,000,000.00	1,735,701.00	(264,299.00)	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	17,538.50	4,064,262.58	4,046,724.08	4,433,741.00
Road Seal Levy	12,732.00	43,615.00	30,883.00	47,580.00
Transfers from Reserves	-	17,311,150.63	17,311,150.63	18,884,891.60
TOTAL ADDITIONAL INFLOWS	2,030,270.50	23,154,729.22	21,124,458.72	25,259,704.60
NET OPERATING POSITION	586,310.71		950,058.76	

Operating Position by Department

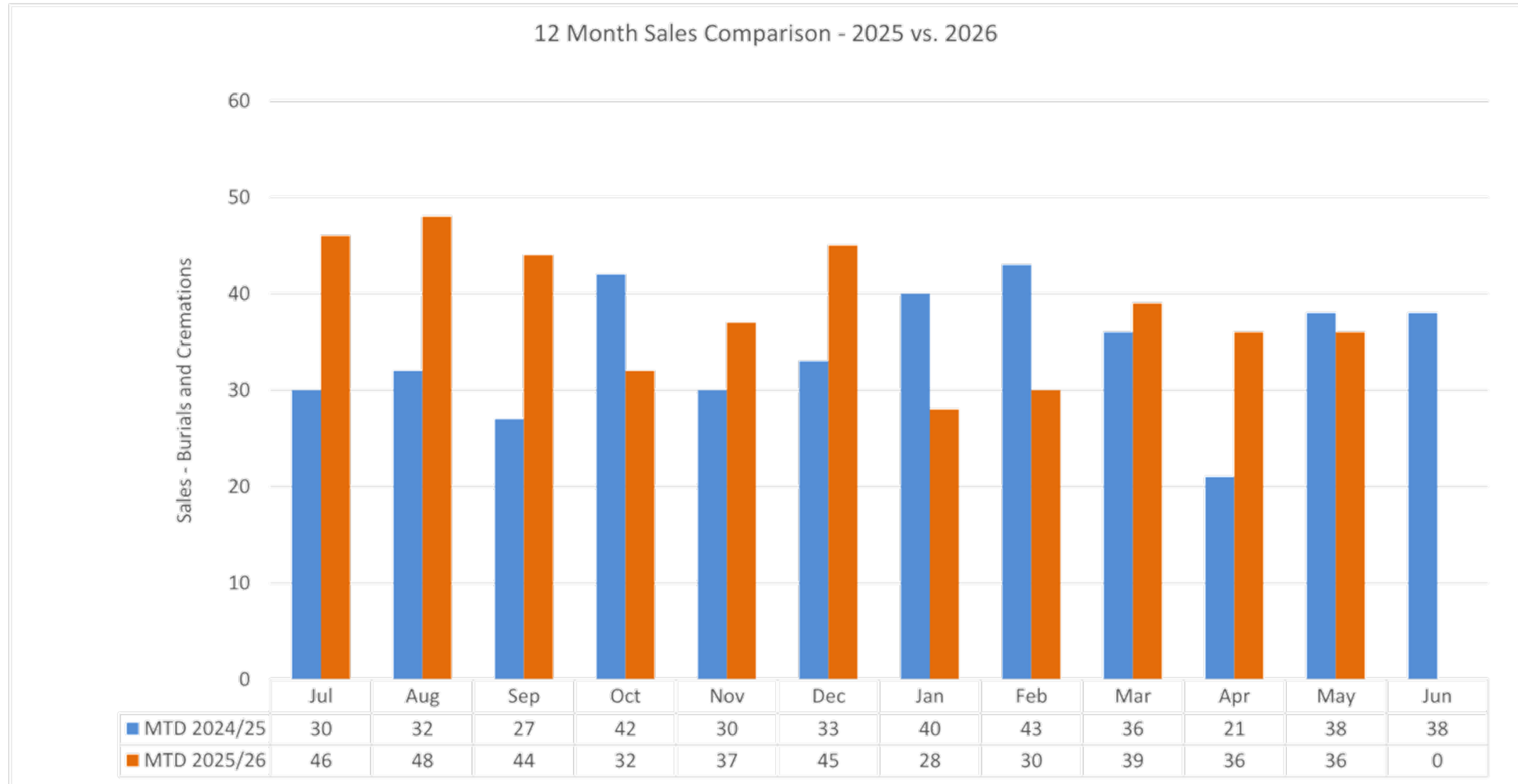
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2025.

	2025/26 YTD Actuals	2025/26 Budget Review 2	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	0.0%
Corporate	-	-	0.0%
Information Services	-	-	0.0%
Finance & Customer Service	16,426,055.55	16,844,291.00	97.5%
Infrastructure & Assets	2,636,977.19	3,335,468.00	79.1%
Waste Management	3,841,929.91	3,679,499.00	104.4%
Community	176,327.92	152,064.00	116.0%
Community - Library	319,049.54	308,722.00	103.3%
Mobile Workforce	9,857.72	-	0.0%
Regulatory Services	200,086.05	175,000.00	114.3%
Thorak Cemetery	1,701,411.73	1,596,599.00	106.6%
TOTAL REVENUE	25,311,695.61	26,091,643.00	97.01%
EXPENSES			
Council Leadership	1,147,713.30	1,627,208.00	70.5%
Corporate	700,162.55	853,894.00	82.0%
Information Services	622,570.58	751,122.00	82.9%
Finance & Customer Service	1,505,429.34	1,774,231.00	84.8%
Infrastructure & Assets	3,123,590.98	4,886,777.00	63.9%
Waste Management	4,355,339.97	5,148,725.00	84.6%
Community	2,042,484.82	2,164,533.00	94.4%
Community - Library	896,081.14	995,398.00	90.0%
Mobile Workforce	1,313,461.38	1,482,091.00	88.6%
Regulatory Services	639,905.86	725,607.00	88.2%
Thorak Cemetery	1,090,091.71	1,248,317.00	87.3%
TOTAL EXPENSES	17,436,831.63	21,657,903.00	80.51%
OPERATING RESULT	7,874,863.98	4,433,741.00	

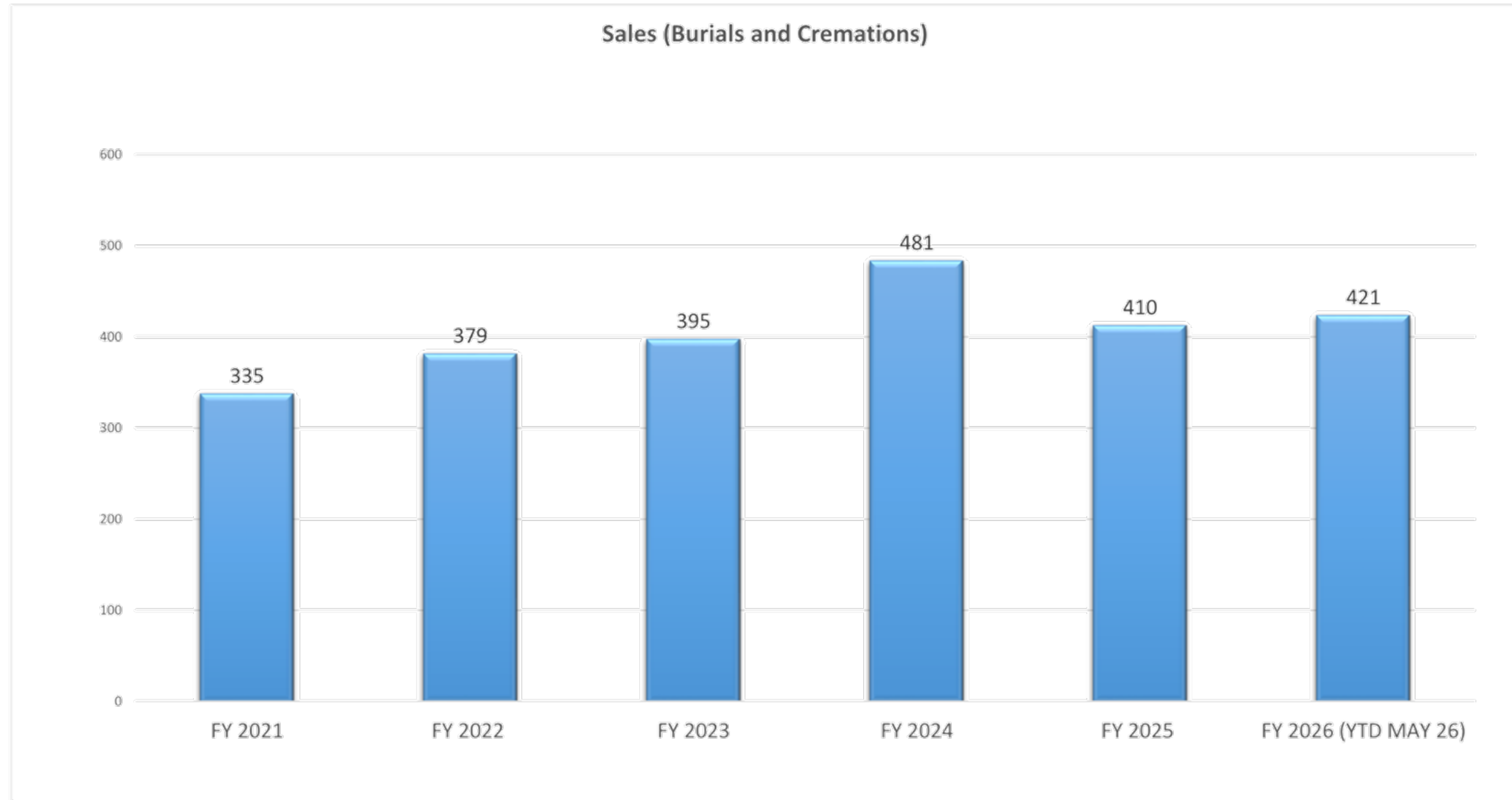
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 421 Interments and cremations, an increase of 49 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 404.



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	2,493,661.46	11,481,100.58	8,987,439.12	12,524,837.00
Infrastructure (including roads, footpaths, park furniture)	6,414,381.53	10,996,476.33	4,582,094.80	11,996,156.00
Plant and Machinery		-	-	
Fleet	450,425.04	677,152.67	226,727.63	738,712.00
Other Assets (including furniture and office equipment)	-	-	-	
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	9,358,468.03	23,154,729.58	13,796,261.55	25,259,704.60
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	17,538.50	3,640,961.50	3,623,423.00	3,971,958.00
Capital Grants	2,000,000.00	1,735,701.00	(264,299.00)	1,893,492.00
Transfers from Cash Reserves	-	17,734,451.72	17,734,451.72	19,346,674.60
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-		
Special Road Seal Levy	12,732.00	43,615.00	30,883.00	47,580.00
TOTAL CAPITAL EXPENDITURE	2,030,270.50	23,154,729.22	21,124,458.72	25,259,704.60
FUNDING				

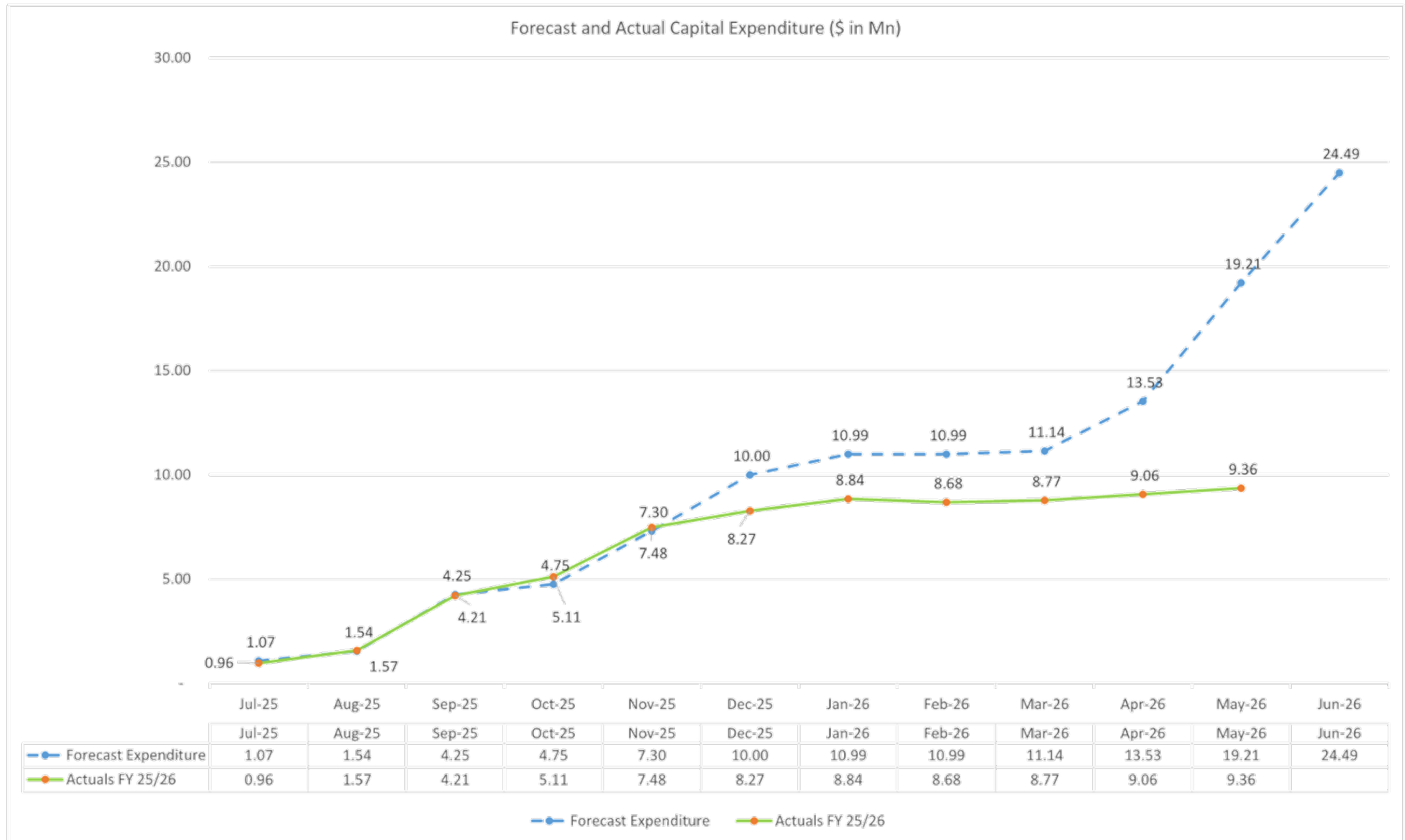


Table 2.2 Monthly Report on Planned Major Capital Works

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 closed and assessed, award pending Council resolution in June OCM
2026-2	Roads	Heavy Patches Kentish Road, Horne Road and Trippe Rd	206,943.66	206,943.66	300,000.00	93,056.34	68.98%	Jun-26	Yes	Yes	Allocated Projects Complete	Kentish Road: Complete Horne Road: Complete Trippe Road: Complete Remaining budget allocated to recovery works
2026-3	Roads	Gravel Surface Renewal Sandy Road & Parkin Road North	315,854.55	315,854.55	330,000.00	14,145.45	95.71%	Jun-26	Yes	Yes	Complete	Complete Remaining budget allocated to recovery works
2026-4	Roads	Unsealed to Sealed Road Keleson Road and Bees Creek Road	1,125,095.03	1,125,095.03	2,500,000.00	1,374,904.97	45.00%	Oct-26	No	Yes	Bees Creek Rd Delivery - Powerlines Planning - Road Works Keleson Rd Delivery	Bees Creek Rd: <ul style="list-style-type: none"> 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)
2026-5	Roads	Road Safety Upgrades - Shoulder Widening Krichauff Road & Westall Road	-	-	420,000.00	420,000.00	0.00%	Aug-26	Yes	Yes	Planning	Budget allocated to recovery works
2026-6	Drainage	Drainage Renewal Old Bynoe Road	93,316.84	93,316.84	250,000.00	156,683.16	37.33%	Jun-26	Yes	Yes	Allocated Projects Complete	Works complete, remaining budget allocated to recovery works

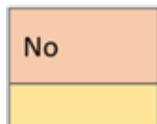
Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 2 Inc Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-7	Buildings	Council Administration Building Upgrade effluent system and dog pound area	110,959.13	110,959.13	200,000.00	89,040.87	55.48%	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
2026-8	Thorak	Thorak Asset Renewal Concrete beams and irrigation	-	-	30,000.00	30,000.00	0.00%	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	Tender documents drafted, anticipated release to market in June.
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: Design complete, tender documents drafted, anticipated release to market in June. Design completion delayed. Project to be carried forward into next FY.
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 anticipated start mid-June completion anticipated end June

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
2026-14	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. RFQ for a mains powered bore is currently being prepared. 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.
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 anticipated start mid-June and completion end June 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
			2,243,255.12	2,243,255.12	7,178,777.00	4,935,521.88						

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 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	Yes	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	1,613,217.23	1,977,472.16	9,635,745.07	8,022,527.84	16.74%	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, workshop drawings submitted for approval Netball: Tender closed, award pending Council resolution in June OCM
			7,115,212.91	16,248,237.29	17,814,901.93	10,699,689.02						
			9,358,468.03	18,491,492.41	24,993,678.93	15,635,210.90						

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 31 MAY 2026	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	26,570,808.41	
Untied Funds	3,654,933.26	
Accounts Receivable		
Trade Debtors	2,183,695.11	(2)
Rates & Charges Debtors	1,789,272.74	
Other Current Assets	467,271.13	
TOTAL CURRENT ASSETS	34,665,980.65	
Non-Current Financial Assets	11,645,820.47	
Property, Plant and Equipment	476,011,591.97	
TOTAL NON-CURRENT ASSETS	487,657,412.44	
TOTAL ASSETS	522,323,393.09	
LIABILITIES		
Accounts Payable	1,775,569.41	(3)
ATO & Payroll Liabilities	2,058.77	(4)
Current Provisions	908,699.00	
Accruals	2,778,292.70	
Other Current Liabilities	10,368.97	
TOTAL CURRENT LIABILITIES	5,474,988.85	
Non-Current Liabilities		
Non-Current Provisions	175,741.44	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	175,741.44	
TOTAL LIABILITIES	5,650,730.29	
NET ASSETS	516,672,662.80	
EQUITY		
Asset Revaluation reserve	460,648,757.24	
Reserves	30,129,994.52	
Accumulated Surplus	25,893,911.04	
TOTAL EQUITY	516,672,662.80	

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	229	3,500,000.00	13.17%	45,437.67
	23/12/2025	1,000,000.00	4.30%	29/09/2026	159			32,986.30
	12/02/2026	1,000,000.00	4.60%	27/10/2026	108			32,389.04
Defence Bank (S&P A2)	20/11/2025	1,000,000.00	4.25%	11/08/2026	192	2,000,000.00	7.53%	30,739.73
	22/04/2026	1,000,000.00	5.40%	2/02/2027	39			42,312.33
NAB (S&P A1+)	16/09/2025	1,000,000.00	4.15%	2/06/2026	257	9,500,000.00	35.75%	29,447.95
	16/09/2025	1,000,000.00	4.15%	16/06/2026	257			31,039.73
	30/09/2025	2,000,000.00	4.20%	23/06/2026	243			61,216.44
	30/09/2025	1,000,000.00	4.22%	7/07/2026	243			32,372.60
	28/10/2025	1,000,000.00	4.15%	28/07/2026	215			31,039.73
	12/02/2026	1,500,000.00	4.65%	10/11/2026	108			51,786.99
	10/03/2026	1,000,000.00	4.95%	22/12/2026	82			38,921.92
	8/04/2026	1,000,000.00	5.30%	19/01/2027	53			41,528.77
Westpac	19/11/2025	1,500,000.00	4.50%	25/08/2026	193	11,570,808.41	43.55%	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%	05/012027	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		26,570,808.41				26,570,808.41	100%	940,678.32

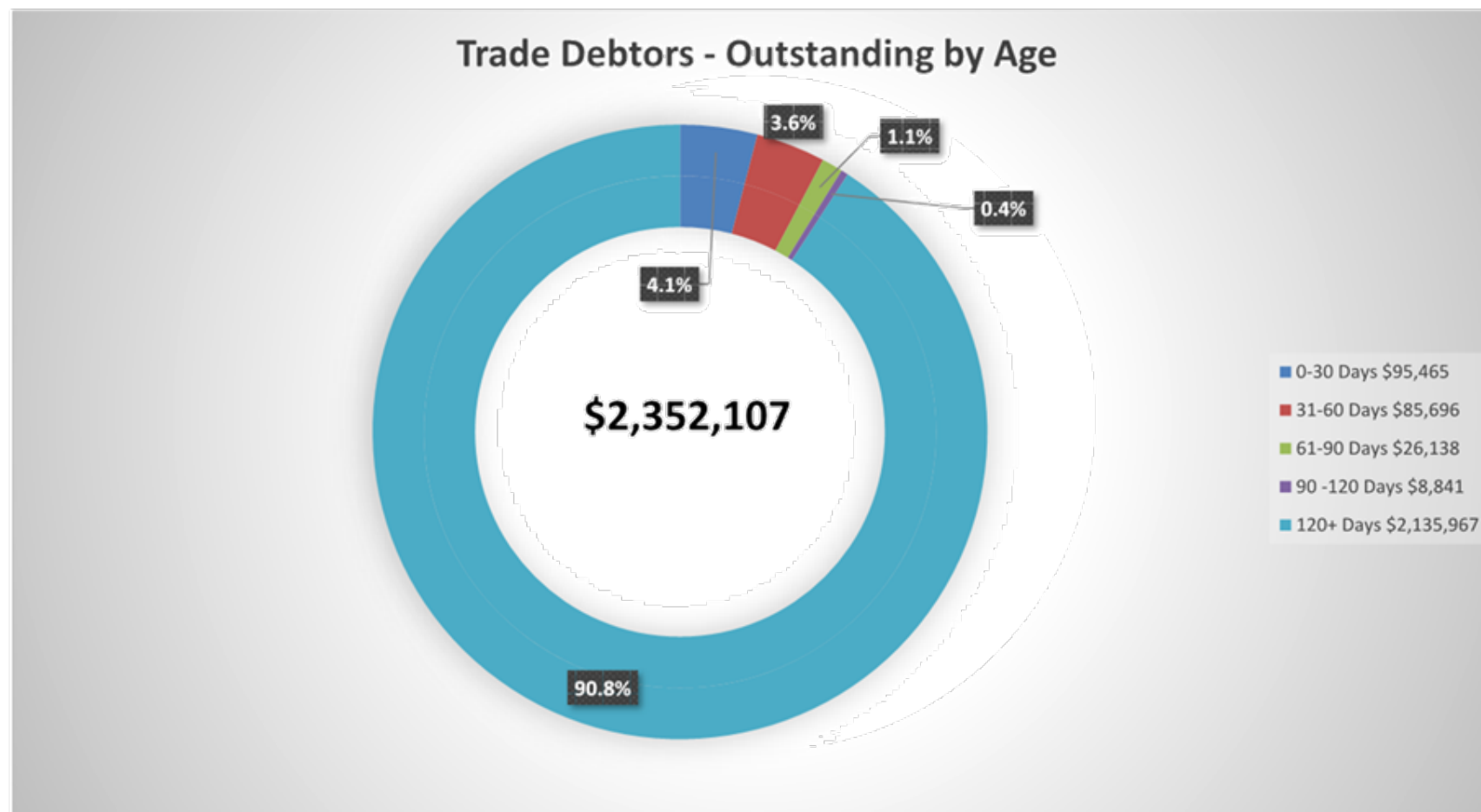
% of Total Investment Portfolio	S&P Short term rating (max 100%)	43.55%	A1+ 35.75%	A2 20.70%
Total Investments/ Tied Funds	\$ 26,570,808.41	Total Year to date Investments Earnings		\$ 1,088,718.35
General Bank Funds	\$ 3,653,715.75			
Council Till and Petty Cash float	\$ 1,275.00			
Total Untied Funds	\$ 3,654,990.75			
Total all funds	\$ 30,225,799.16			

Note 2: Statement of Trade Debtors

Total Debtors as of 31 May 2026 is \$2,352,106.83; \$2,135,966.71 to invoices outstanding over 90 days. \$2m related to commonwealth grants, \$83,931.96 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 Seventy-Six (376) infringements outstanding with a total balance of \$104,377.96, a decrease of \$5,230 from April. Three (3) issued, thirty-eight (38) Reminder notices produced, Two Hundred and Sixty (260) are with the Fines Recovery Unit (FRU), Seventy-Four (74) Part Payment Arrangement and One (1) 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	-	-	-	-	2,051,979.37	2,051,979.37
Cemetery	-	71,588.80	14,012.60	-	-	85,601.40
Waste	-	114.87	-	-	55.38	170.25
Recreation Reserves	-	1,322.18	310.00	-	-	1,632.18
Planning	-	12,670.24	210.00	-	-	12,880.24
GST Receivable	95,465.43	-	-	-	-	95,465.43
Infringements	-	-	11,605.00	8,841.00	83,931.96	104,377.96
Total	95,465.43	85,696.09	26,137.60	8,841.00	2,135,966.71	2,352,106.83



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	200,937.75	-				200,937.75
Cemetery	220.00	-	-	-	-	220.00
Total	201,157.75	-	-	-	-	201,157.75

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	9,851.28	-	-	-	-	9,851.28
Payroll	-					-
Total	9,851.28	-	-	-	-	9,851.28

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 \$1.62 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.

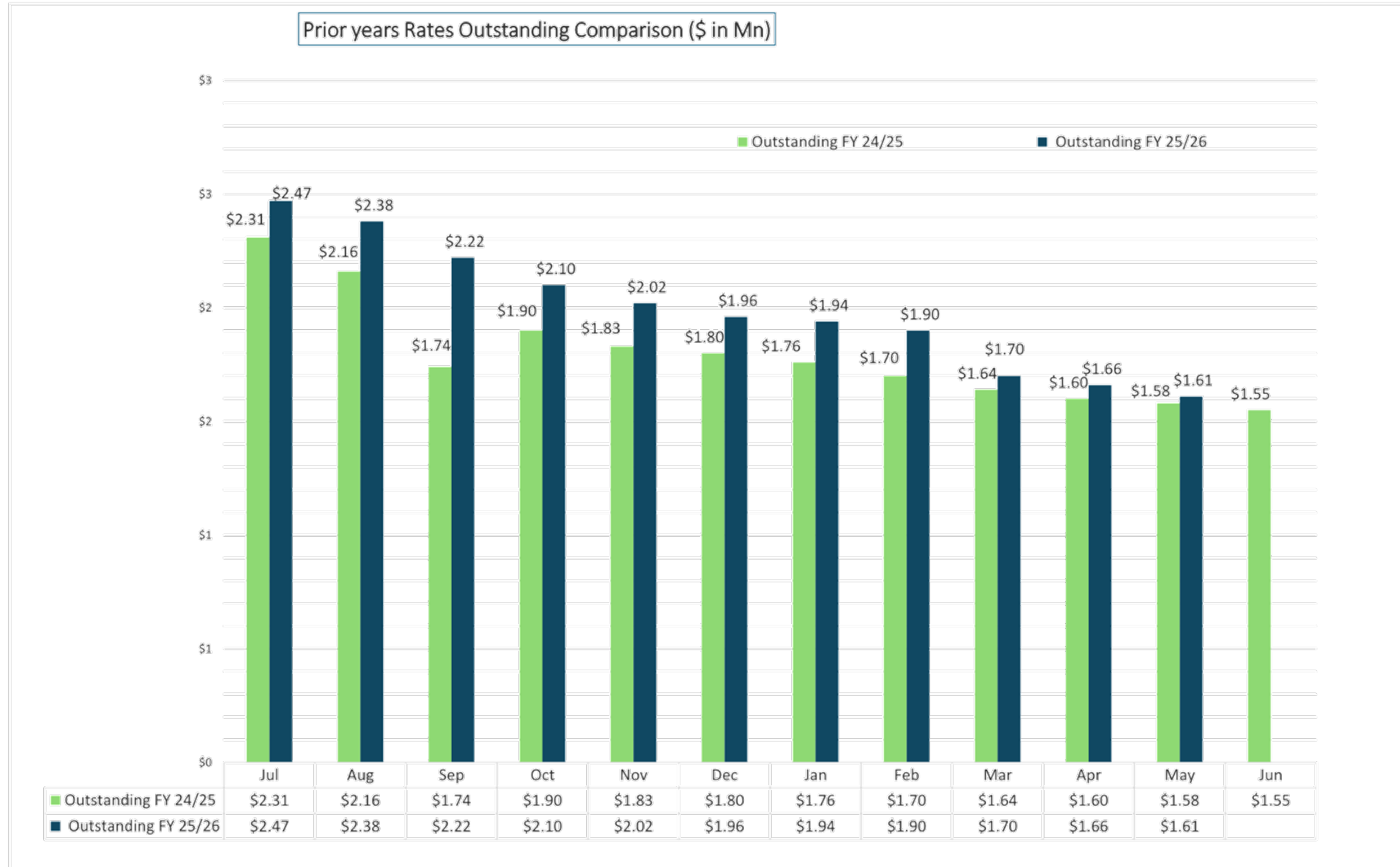
The table below shows the balance of the prior year’s rates as at the beginning of the financial year, last month and the current month.

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (Apr 2026) (\$)	Current Month (May 2026) (\$)
CANCELLED ASSESSMENT	-	100,826.17	101,571.74
COMMERCIAL	28,378.18	29,072.28	28,302.07
GAS PLANT	-	-	-
MINING	165,673.14	155,224.04	156,717.77
HORTICULTURE AGRICULTURE	18,846.40	47,298.78	46,681.03
NON-RATEABLE GENERAL	20,028.76	22,577.64	22,708.06
NON-RATEABLE WASTE	40,496.86	42,587.50	42,320.31
PASTORAL	-	-	-
TOWN URBAN RESIDENTIAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,249,607.41	1,210,295.34
URBAN RESIDENTIAL	135,647.13	9,675.35	9,412.75
TOTAL	1,532,990.61	1,656,869.17	1,618,009.07
Arrears LESS Legal	1,422,397.62	1,550,904.22	1,513,184.08

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

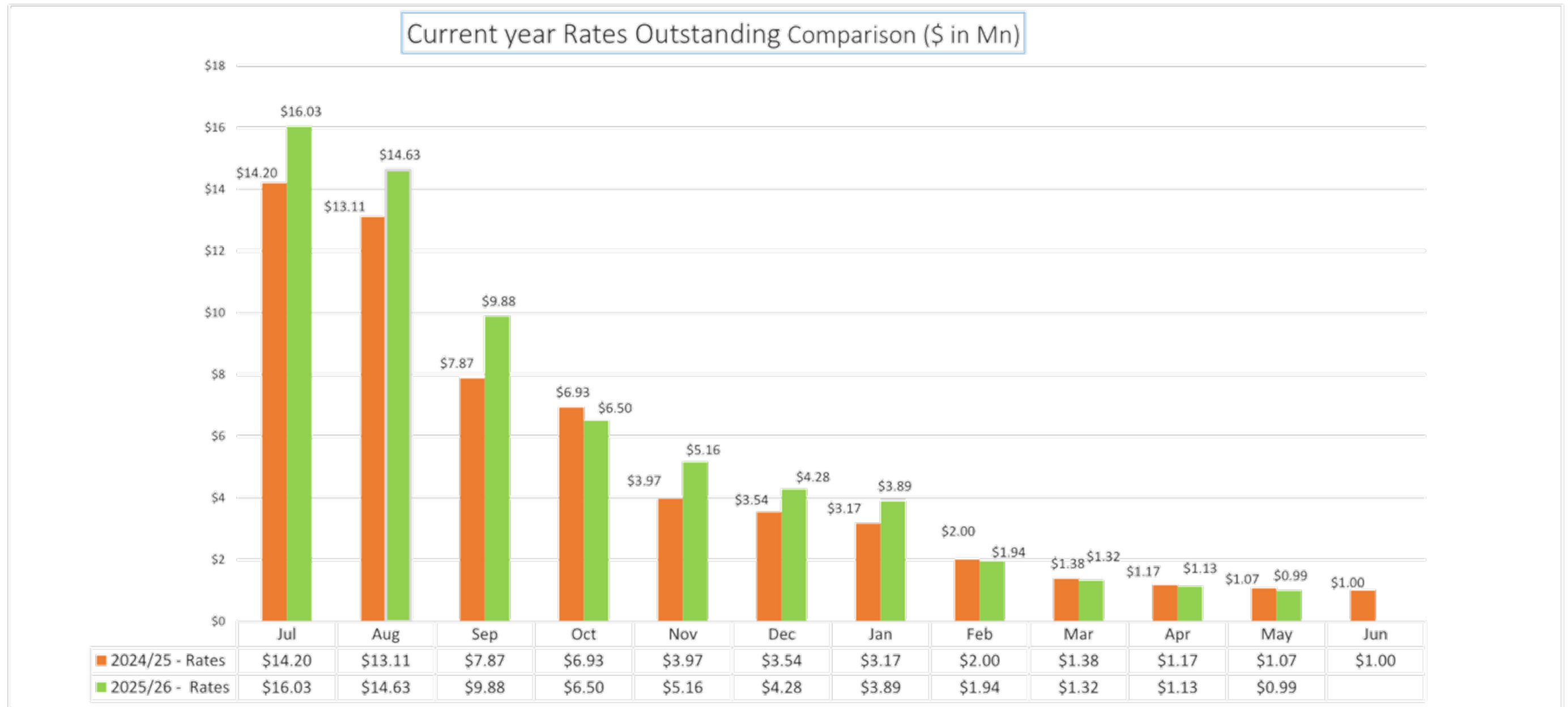


³ Includes current year outstanding rates (FY 2026)

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 \$998,725.4 and the final instalment was due on 28 February 2026.

	Previous Month (Apr 2026) (\$)	Current Month (May 2026) (\$)	Variance (\$)	Due Dates
Instalment 1	272,787.08	242,281.01	30,506.07	30-Sep-25
Instalment 2	364,468.85	323,474.17	40,994.68	30-Nov-25
Instalment 3	495,320.18	432,970.22	62,349.96	28-Feb-26
TOTAL	1,132,576.11	998,725.40	133,850.71	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount
1737.1137-01	ALLAN KING & SONS CONSTRUCTION PTY LTD	RFT25-493: Drainage Upgrade and Pavement Works - Various Locations Litchfield Council Municipality	\$152,935.50
1737.280-01	CITY OF DARWIN	Apr 2026 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$103,811.30
1736.2750-01	TMH SERVICES	Road Works, Rebuilding of Shoulders - Various Locations - Litchfield Council Municipality	\$72,867.30
1734.3212-01	TOYOTA MATERIAL HANDLING AUSTRALIA	Toyota 8 Series Engine Powered Forklift	\$70,499.07
1735.874-01	VTG WASTE & RECYCLING	Apr 2026 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$70,483.69
1737.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 24 (25/26) - Cyc 1 WE: 24 May 2026	\$67,470.00
1735.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 23 (25/26) - Cyc 1 WE: 10 May 2026	\$63,506.00
1737.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Road Drain and Driveway Works - Various Locations Litchfield Council Municipality	\$51,005.90
1735.2981-01	DARWIN ARGOS PAINTING	RFT25-527 - Berry Springs Roof Painting	\$41,800.00
1737.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 24 2026-13 WE: 24 May 2026	\$37,290.78
1735.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 23 2026-13 WE: 10 May 2026	\$36,983.52
1735.849-01	WEX AUSTRALIA (PUMA CARD)	Apr 2026 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$32,035.07
1737.2335-01	SAVILLS RETAIL MANAGEMENT PTY LTD	Jun 2026 - Rent - Coolalinga Central - Litchfield Community Library	\$26,176.27
1735.2750-01	TMH SERVICES	Floodway and Drainage Repair and Excavation Works/Stabilisation - Various Roads, Litchfield Council Municipality	\$19,563.50
1736.874-01	VTG WASTE & RECYCLING	Mar 2026 - Disposal of Rural Domestic Waste	\$18,592.75
1734.454-01	TRAFFICWERX NT PTY LTD	Tropical Cyclone FINA - Traffic Management Damaged Roads - Various Roads, Litchfield Council Municipality	\$18,324.08
1737.874-01	VTG WASTE & RECYCLING	Apr 2026 - Disposal of Rural Domestic Waste	\$17,703.79
1734.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Sites, Litchfield Council Municipality	\$15,108.50
1735.268-01	BYRNE CONSULTANTS	RFQ26-530 Tropical Cyclone FINA Damage Assessment	\$14,866.50
1737.1564-01	FOURIER TECHNOLOGIES PTY LTD	May 2026 - ICT Managed Service and Support, CCTV and SOPHOS Firewall	\$13,209.76
1735.2672-01	TROPICAL TREE SERVICES	LRR - Preparation Works for Litchfield Rural Show	\$11,550.00
1737.260-01	EARL JAMES & ASSOCIATES	Additional Survey and Calculations - PWC - Relocation of Service	\$10,960.00
1735.794-01	TOP END R.A.C.E.	Quarterly Streetlight Maintenance	\$9,023.99
1735.2249-01	MS R A WRIGHT	Apr 2026 - Elected Members Allowances	\$8,997.70
1737.2862-01	CHRONICLE RIP PTY LTD	Chronicle Software License Renewal Mar 2025	\$8,947.07

1735.1722-01	QS SERVICES	Preparation of Schedule of Asset Unit Rate	\$7,892.50
1735.809-01	ALLOY & STAINLESS PRODUCTS PTY LTD	Replacement Flail Hammers and Mower Slasher Blades	\$7,816.44
1736.1392-01	AKRON GROUP NT PTY LTD	Tropical Cyclone FINA - Traffic Management whilst Repair Works Undertaken	\$7,381.55
1735.577-01	ARJAYS SALE & SERVICE PTY LTD	Road Safety "Stop Sign Works"- on Site - Various Roads, Litchfield Council Municipality	\$7,236.57
1736.2676-01	MAHER RAUMTEEN SOLICITORS	Kononen Road - Legal Advice	\$6,964.20
1734.1564-01	FOURIER TECHNOLOGIES PTY LTD	May 2026 - Authority and ICT Managed Services and Support	\$6,863.13
1735.3304-01	O HARE MATTHEW FRANCIS	Contract Spray - Gamba Grass and Weed Management - Easements - Various Roadsides, Litchfield Council Municipality	\$6,675.00
1737.926-01	JACANA ENERGY	Apr 26 - Electricity Litchfield Community Library, KLRR, HPRR and Street Light Charges	\$5,925.02
1737.2983-01	FOURIER INFOSEC	May 26 - Managed Security Services Agreement	\$5,553.37
1735.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance - Various Sites, Litchfield Council Municipality	\$5,456.00
1736.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Resealing - Various Locations - Litchfield Council Municipality	\$5,103.10
1736.129-01	RDO EQUIPMENT PTY LTD	Service and Repairs. JD Tractor, Mowers and all MWF Machines Post Wet Season Works	\$4,738.30
1736.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$4,636.33
1737.85-01	TELSTRA CORPORATION LIMITED	May 25 - Thorak, Litchfield Community Library & Litchfield Council Internet, Data & Mobiles	\$4,551.55
1734.1809-01	RGM MAINTENANCE DARWIN	Replacement Airconditioning Evaporator and Yearly Service of Fuso Truck CE30FT	\$4,308.63
1736.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Apr- RFQ24-424 Ground Maintenance - All Litchfield Council Parks and Reserves	\$4,180.00
1735.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Apr 2026 - Litchfield Community Library, Litchfield Council Office and Thorak Cemetery Cleaning	\$4,108.52
1734.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Howard Park Reserve Irrigation Repairs	\$4,108.50
1737.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 24 May 2026	\$4,068.07
1735.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE: 10 May 2026	\$4,068.07
1734.3296-01	INTEGRATED SOLUTIONS NT PTY LTD	White Card Training - Waste Transfer Staff	\$3,942.68
1734.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Northstar Road - Traffic Management	\$3,917.21
1736.2270-01	TYRECYCLE PTY LTD	HDWTS Tyre Recycling WE: 21 Apr 2026	\$3,886.26
1736.1230-01	TRUE NORTH STRATEGIC COMMUNICATION	Strategic Plan – Workshop – 30 Apr 2026	\$3,729.83
1735.1230-01	TRUE NORTH STRATEGIC COMMUNICATION	Strategic Plan – Workshop – 08 May 2026	\$3,729.83
1737.917-01	ONEMUSIC AUSTRALIA	Broadcast Music Licence Fee 2025-2026	\$3,680.22
1737.2750-01	TMH SERVICES	Rural Show at Livingstone Road - Water Truck Services	\$3,660.80

1736.454-01	TRAFFICWERX NT PTY LTD	Tropical Cyclone FINA - Traffic Management whilst Repair Works Undertaken	\$3,630.00
1737.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$3,522.90
1736.926-01	JACANA ENERGY	Apr 26 - Electricity - Litchfield Council Office, Thorak Cemetery, BSWTS, Gregg Park and HPRR	\$3,512.03
1737.3317-01	MS M C KIELY	Rates Refund	\$3,478.12
1736.2142-01	LAND DEVELOPMENT CORPORATION	Rates Refund for Overpayment	\$3,212.61
1735.2270-01	TYRECYCLE PTY LTD	HDWTS Tyre Recycling WE: 20 Apr 2026	\$3,168.86
1737.454-01	TRAFFICWERX NT PTY LTD	Tropical Cyclone FINA - Traffic Management Damaged Roads - Various Locations Litchfield Council Municipality	\$3,146.00
1737.1088-01	TALENT PROPELLER	Recruitment Director Governance & Community	\$3,059.38
1735.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$3,038.40
1735.1023-01	AUSLINE ENGINEERING	Fabrication and Welding Works	\$2,849.00
1735.2252-01	MRS E SHARP	Apr 2026 - Elected Members Allowances	\$2,796.62
1735.1088-01	TALENT PROPELLER	Recruitment - Director Corporate Services	\$2,750.00
1734.3307-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund from Overpayment	\$2,500.00
1735.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Community Library Content	\$2,496.30
1734.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	\$2,484.90
1734.3246-01	S SHAH	Consultation for Information on ICT Security Management	\$2,464.00
1737.3316-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund from Overpayment	\$2,450.64
1735.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Hydraulic Hose Repairs - John Deer Tractor	\$2,376.85
1735.3028-01	MR K M CIVITARESE	Apr 2026 - Elected Members Allowances	\$2,359.45
1735.3047-01	AJ SECURTY DARWIN (TERRITORY NEXUS)	Apr 2026 - Open/Close Gates and Security - HPRR and Thorak Cemetery	\$2,314.40
1734.2270-01	TYRECYCLE PTY LTD	HDWTS Tyre Recycling WE: 09 Apr 2026	\$2,224.54
1734.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	Apr 26 - HDWTS Fridge and Aircon Degassing for Safe Transportation/Recycling	\$2,178.00
1736.78-01	POWER & WATER CORPORATION	Apr 2026 - Water - Litchfield Council Office and MWF Water Swipe Cards	\$2,054.89
1736.3304-01	O HARE MATTHEW FRANCIS	Contract Spray of Duff Rd - Fire Break	\$2,000.00
1737.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Termite Treatment to Trees - Various Locations Litchfield Council Municipality	\$1,980.00
1735.36-01	BRIDGE TOYOTA	Servicing of 3 Vehicles: CF27ZY, CF27ZW AND CF70XG	\$1,943.66
1736.810-01	UHY HAINES NORTON	March 2026 - Consultation with Litchfield Council - Authority	\$1,925.00

1735.2238-01	MR K R HARLAN	Apr 2026 - Elected Members Allowances	\$1,922.30
1735.3196-01	MRS D B CRAWFORD	Apr 2026 - Elected Members Allowances	\$1,922.30
1735.3198-01	MS P CASS	Apr 2026 - Elected Members Allowances	\$1,922.30
1735.3251-01	MISS P Q F PURICH	Apr 2026 - Elected Members Allowances	\$1,922.30
1735.1107-01	MCARTHUR (VIC) PTY LTD	Recovery of Travel costs - CEO Performance Review	\$1,895.30
1736.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Traffic Management - Northstar Road	\$1,870.00
1736.165-01	THINK WATER DARWIN	Cemetery Irrigation Repairs	\$1,829.56
1735.1674-01	FRESH START - FOR CLEANING	Cleaning Services - HPRR, KLRR and Waste Stations WE: 06 May 2026	\$1,720.00
1734.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$1,658.64
1735.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Apr 2026 - Security Patrols HDWTS & Litchfield Council Office	\$1,580.65
1737.384-01	MS C VERNON	Apr 2026 - Authority Consultancy Services	\$1,559.25
1737.1674-01	FRESH START - FOR CLEANING	Cleaning Services HPRR and KLRR WE: 22 May 2026	\$1,500.00
1735.1392-01	AKRON GROUP NT PTY LTD	Signage Hire & Traffic Control - Lambells Lagoon	\$1,478.40
1735.2819-01	POWER CLEAN NT (L&J ARNOTT INVESTMENTS)	Pound Power Clean & Sealing - Dirt and Mould Protection	\$1,379.99
1735.1503-01	ENVISIONWARE PTY LTD	Envisionware Licence Renewal 2026-2027 for Litchfield Community Library	\$1,359.46
1734.2930-01	GIRRAWEE VETINARY HOSPITAL	Redemption of Desexing Vouchers	\$1,350.00
1737.78-01	POWER & WATER CORPORATION	Dec-Mar 2026 - Water - HPRR Lot 2177	\$1,245.49
1737.3246-01	S SHAH	Consultation for Information Management	\$1,232.00
1735.132-01	AIRPOWER NT PTY LTD	Replacement Bonnet Grill	\$1,229.12
1734.1023-01	AUSLINE ENGINEERING	Flail Roller Repairs for Tractor	\$1,203.04
1735.436-01	DeltaNAE	Generator Maintenance at Litchfield Council Office	\$1,202.25
1736.1428-01	HANNA'S COOLING PTY LTD	Air Conditioner Maintenance - Litchfield Council Office	\$1,188.00
1734.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HSWTS Loader Hose Repairs	\$1,180.86
1737.810-01	UHY HAINES NORTON	Apr 2026 - Consultation Regarding Assets	\$1,155.00
1737.132-01	AIRPOWER NT PTY LTD	Deck Belt for Mower CD89YA	\$1,146.53
1734.2925-01	ACCESS MERCANTILE SERVICES AUSTRALIA	May 2026 - Debt Collecting Fees	\$1,109.46
1735.2089-01	ELGAS LTD	Gas Supply - Thorak Cemetery WE: 29 Apr 2026	\$1,097.56

1736.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services - HDWTS, BSWTS, HSWTS	\$1,095.59
1737.3315-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund from Overpayment	\$1,091.43
1735.454-01	TRAFFICWERX NT PTY LTD	Disaster Recovery 2025-2026 Thorngate Road	\$1,080.75
1734.78-01	POWER & WATER CORPORATION	Mar 2026 - Water HPRR Lot 1916 and 2177	\$1,050.93
1734.1253-01	CRAIG BURGDORF	HDWTS Komatsu Service/Repairs	\$1,031.80
BPAY 222	LITCHFIELD COUNCIL RATE PAYER	Rates Refund from Overpayment	\$1,025.24
1737.1830-01	PALMERSTON AND REGIONAL BASKETBALL	Level Up Gaming Activities - Litchfield Community Library Activity	\$1,023.00
1737.3303-01	NEXT TIER ENTERPRISES PTY LTD	MC and Music for Men's Community BBQ	\$990.00
1734.3148-01	ROAD NETWORK SERVICES	Site Inspection - Whitewood and Keleson Roads	\$957.00
1736.2752-01	ZIP PRINT (FATS PRINTING PTY LTD)	Disability Permits	\$951.50
1737.815-01	JEFFRESS ADVERTISING	NT News Ad - RFT26-531 FSPRR Netball Courts	\$878.57
1735.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	\$828.30
1735.3049-01	DREAMEDIA CREATIVE (DREAMEDIA PTY LTD)	Live Stream & Recording - Thorak Cemetery Funeral Services	\$803.00
1735.1212-01	FAIRY JILL'S	Men's Program - Community BBQ Activity	\$792.00
1737.941-01	EVERLON BRONZE	Memorial plaque - NT-TRC-B260414A-1 - Thorak Customer Request	\$742.50
1737.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Apr 2026 - Litchfield Council Archive Storage Fees	\$727.51
1737.1253-01	CRAIG BURGDORF	HSWTS Backhoe Repairs	\$719.40
1736.2089-01	ELGAS LTD	Gas Supply for Crematorium - Thorak Cemetery WE: 6 May 2026	\$698.72
1734.2063-01	QUALITY INDOOR PLANTS HIRE	Mar 2026 - Plant Hire and Maintenance - Thorak Cemetery Chapel and Office	\$670.65
1735.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Assessment FSPRR	\$660.00
1735.2382-01	FVS FIRE PTY LTD	Supply and Replacement of Fire Extinguisher MWF	\$653.58
1736.1253-01	CRAIG BURGDORF	HSWTS Backhoe Repairs	\$631.95
1736.1181-01	ODD JOB BOB	Pound Maintenance - Repairs as required	\$630.85
1735.261-01	FINLAY'S STONE	Citizenship Ceremony Gift - 3 Ceremonies	\$630.00
1734.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 21 Apr 2026	\$612.15
1736.1600-01	TERRITORY FUNERALS	Transportation of Deceased to Thorak Cemetery	\$600.00
1736.1617-01	PRESTIGE AUTOMOTIVE NT PTY LTD	Beacon Light Repairs Litchfield Council Fleet Vehicles	\$589.83

1735.3310-01	GERTRUDE CUSACK	Refund Extra Depth Fee - Not Required	\$570.00
1736.2382-01	FVS FIRE PTY LTD	MWF Shed and Vehicle Annual Fire Extinguishers	\$569.25
1734.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Rattle Gun	\$569.00
1737.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs- Skate Park HDVG	\$555.50
1735.926-01	JACANA ENERGY	Mar 2026 - Electricity HSWTS	\$547.72
1737.508-01	EASA	EAP Counselling Session from 01-15 May 2026	\$541.46
1734.493-01	TRUE NORTH SURVEYING PTY LTD	Elizabeth Valley Floodway - Survey	\$533.50
1736.1566-01	WINC AUSTRALIA PTY LTD	Replenishment of Stationary for Litchfield Council Office	\$521.44
1737.3099-01	MACKILLOP CATHOLIC COLLEGE	Refund of Fob Bond after Venue Hire	\$507.00
1736.1212-01	FAIRY JILL'S	Refund of Fob Bond After Event Hire	\$507.00
1734.3306-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Fob/Key Bond after Event Hire	\$507.00
1735.3080-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Fob Bond after Event Hire	\$507.00
1734.3021-01	JUST PEACHY PRODUCTIONS	Youth Week - Karaoke & Talent Quest Activity	\$500.00
1737.828-01	HOWARD SPRINGS VETERINARY CLINIC	Vet Costs - Zoletil - Sedative for Dogs	\$499.20
1734.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services	\$498.43
1734.874-01	VTG WASTE & RECYCLING	Jan 2026 - HSWTS Waste Oil Recycling	\$492.80
1734.2582-01	CODA MOBILE COFFEE	ANZAC Day Coffee Van for Dawn Service	\$482.00
1737.2582-01	CODA MOBILE COFFEE	Coffee Vendor for Community BBQ	\$462.00
1734.1278-01	SEEK LIMITED	Advertisement- Grounds Person - Thorak Cemetery	\$451.00
1736.3314-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDANT	Youth Development Grant - NT Representative - Netball Championships	\$450.00
1736.1471-01	RICOH AUSTRALIA PTY LTD	Apr 2026 - Cemetery and HDTWS and MWF Photocopier Hire & Consumables	\$449.00
1736.1347-01	AMIABLE COMMUNICATIONS	Delivery of Mother's Day Nursery Time Activity	\$440.00
1737.36-01	BRIDGE TOYOTA	Hilux CF91JL. 70k Service	\$417.81
1737.3313-01	HOLLY ANDREW ART	Provide Workshop Bag Printing- Litchfield Community Library Activity	\$416.00
1734.1772-01	WATER DYNAMICS PTY LTD	Replacement Sprinklers for Irrigation Repairs - Various Parks/Reserves - Litchfield Council Municipality	\$412.50
1737.1471-01	RICOH AUSTRALIA PTY LTD	Apr 2026 - Corporate and Library Photocopier & Consumables Charges	\$407.06
1735.508-01	EASA	EAP Counselling Session from 16-30 April 2026	\$406.10

1736.51-01	SOUTHERN CROSS PROTECTION PTY LTD	May 2026 - Alarm Responses and Callouts to Litchfield Council Office	\$344.85
1734.1396-01	CSE CROSSCOM	April 2026 - Radio Communication Tracking for Fleet Vehicles	\$330.00
1735.790-01	BOBTOW TILT TRAY SERVICES	Tow Kubota HDWTS to Repairer	\$330.00
1734.36-01	BRIDGE TOYOTA	Service of CG24RH	\$305.00
1735.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Community Library	\$303.52
1736.1697-01	RSPCA	Apr 2026 - Pound Transfers for Impounded/Surrendered Dogs	\$300.00
1736.2498-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDANT	Youth Development Grant - NT Representative Rugby U18's QLD	\$300.00
1735.3311-01	Litchfield COUNCIL RATE PAYERS DEPENDANANT	Youth Development Grant - NT Representative - School Sports - AFL Canberra	\$300.00
1734.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	\$300.00
1735.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	CPR Replacement Pads - Thorak Cemetery	\$279.00
1734.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Wear- Waste Station Employees	\$270.00
1736.512-01	SELTER SHAW PLUMBING PTY LTD	Annual Backflow Prevention Testing	\$264.00
1734.2066-01	NT ART STORMS	Provide 3 x Batik Painting Workshops for Youth Week Activities	\$262.00
1735.941-01	EVERLON BRONZE	Memorial plaque - NT-TRC-B260327A-1 - Thorak Customer Request	\$237.05
1735.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Apr 2026 - Garden Maintenance Humpty Doo Community Garden	\$230.00
1737.752-01	TOTALLY WORKWEAR PALMERSTON	PPE- Boots and HiVis Vests	\$213.00
1734.3288-01	HUMPTY DOO AQUATIC ADVENTURES	Men's Health and Wellbeing Program - Water Aerobics Activity	\$195.00
1734.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Stations	\$190.67
1735.3170-01	UNIQUE GIFTS AND NEWSAGENTS PTY LTD	Mar 2026 - Daily Newspapers - Litchfield Community Library	\$189.00
1736.577-01	ARJAYS SALE & SERVICE PTY LTD	School Crossing Speed Sign Repairs	\$187.00
1737.367-01	BUNNINGS GROUP LIMITED	Consumable Hardwar Items - Thorak Cemetery	\$184.77
1737.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment for Litchfield Council Office	\$178.47
1734.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Community Library Content	\$175.43
1735.928-01	RSEA PTY LTD	PPE - Uniforms Ground Staff - Thorak Cemetery	\$173.48
1734.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	May 2026 - ASSA Monthly Membership	\$165.00
1734.25-01	LAND TITLES OFFICE	Planning Tittle Searches	\$138.00
1735.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$125.37

1736.928-01	RSEA PTY LTD	PPE - Pants/Safety Books Litchfield Council Employee	\$110.48
1736.1133-01	NT WATER FILTERS	Replacement Water Bottles for Litchfield Council Office Foyer Dispenser	\$110.00
1734.1133-01	NT WATER FILTERS	Replacement Water For Dispenser Litchfield Council Foyer	\$110.00
1734.220-01	THE BIG MOWER	Shield Bolts for Ride on Mowers	\$104.25
1737.51-01	SOUTHERN CROSS PROTECTION PTY LTD	May 2026 - Alarm Responses and Callouts to Litchfield Council Office	\$82.50
1734.2434-01	BELLS PURE ICE	Apr 2026 - Ice Delivered to MWF Shed	\$81.47
1734.1471-01	RICOH AUSTRALIA PTY LTD	Mar 2026 - HDWTS and MWF Photocopier & Consumables	\$80.95
1735.2434-01	BELLS PURE ICE	May 2026 - Ice Delivered to MWF Shed	\$70.84
1736.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$67.90
1737.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 15 May 2026	\$65.46
1736.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 08 May 2026	\$65.46
1734.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 24 Apr 2026	\$65.46
1735.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 01 May 2026	\$65.46
1735.506-01	TURBO'S TYRES	Repair Mower Tyre	\$55.00
1736.85-01	TELSTRA CORPORATION LIMITED	May 26 - Line Rental - Thorak & Data Line	\$42.53
1737.220-01	THE BIG MOWER	Honda Mower Consumable Replacement parts	\$39.10
1735.14-01	AUSTRALIA POST	Postage of Cremated Remains of Deceased	\$22.70
1734.926-01	JACANA ENERGY	Mar 2026 - Electricity Gregg Park Jakira	\$19.51
		TOTAL	\$1,286,785.73

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

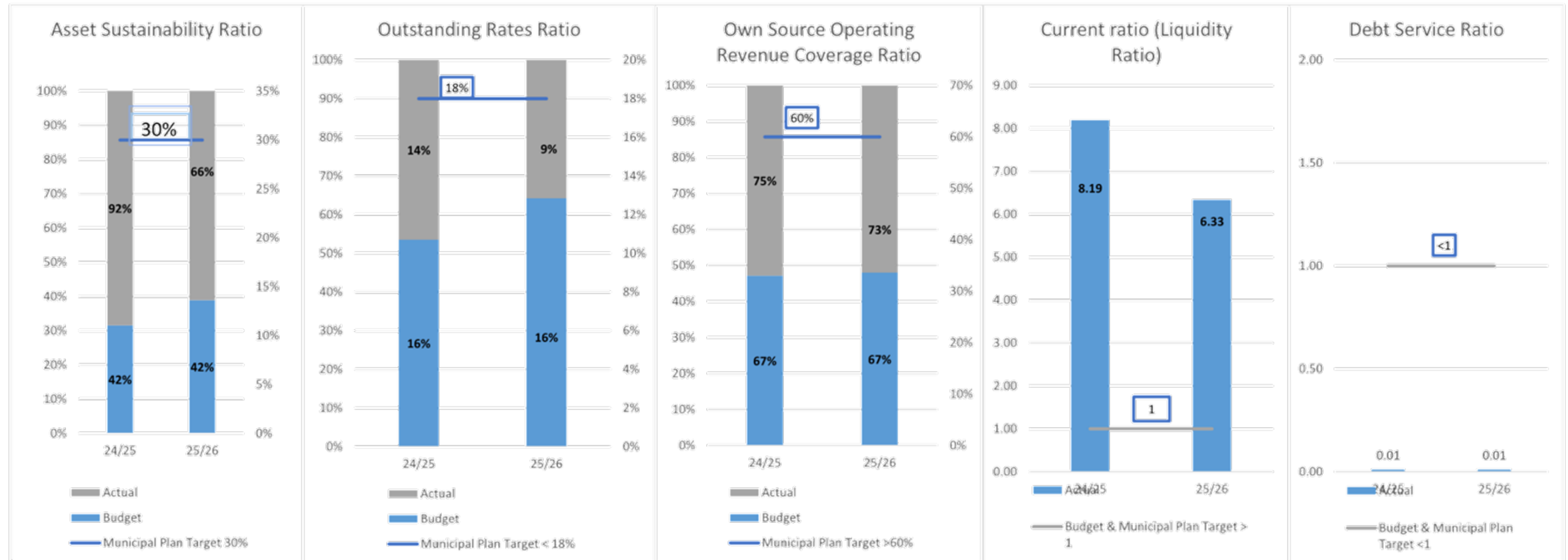
Card Holder Name:	Stephen Hoyne		
Transaction Date	Amount	Supplier's Name	Details
20/04/2026	\$6.00	Westpac	Westpac Credit Card Fee
21/04/2026	\$27.28	Coolalinga Cafe	Coolalinga Café - off site meeting
23/04/2026	\$10.00	Paystay	Paystay South Wharf
23/04/2026	\$14.00	City of Darwin	Jacovia Pty Ltd Coolalinga - off site meeting
27/04/2026	\$24.00	News Pty Ltd	News PTY Ltd - monthly subscription
28/04/2026	\$956.00	Mantra Canberra	Accommodation for ALGA Conference - Cr Kevin Harlan
12/05/2026	\$956.00	Mantra Canberra	Accommodation for ALGA Conference - Cr Daisy Crawford
14/05/2026	\$10.40	Jacovia Pty Ltd	Jacovia Pty Ltd Coolalinga - off site meeting
19/05/2026	\$35.00	Caltex	Caltex Coolalinga - Ad Blue for council vehicle
20/05/2026	\$15.00	NT Independent	NT Independent - monthly Subscription
	\$2,053.68		

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
May2026	\$8,997.70	MS R A WRIGHT	Apr 2026 - Elected Members Allowances
May2026	\$2,796.62	MRS E SHARP	Apr 2026 - Elected Members Allowances
May2026	\$2,359.45	MR K M CIVITARESE	Apr 2026 - Elected Members Allowances
May2026	\$1,922.30	MR K R HARLAN	Apr 2026 - Elected Members Allowances
May2026	\$1,922.30	MRS D B CRAWFORD	Apr 2026 - Elected Members Allowances
May2026	\$1,922.30	MS P CASS	Apr 2026 - Elected Members Allowances
May2026	\$1,922.30	MISS P Q F PURICH	Apr 2026 - Elected Members Allowances
Total	\$21,842.97		

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



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

KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of March is 66% 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 73% 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: 31.05.2026

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: 10/06/2026

14.1.2 People, Performance and Governance Report – May 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 May

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 May 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 April 2026

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA			

External Appointments

Position	Department	Start date	Permanent/Temporary
NA			

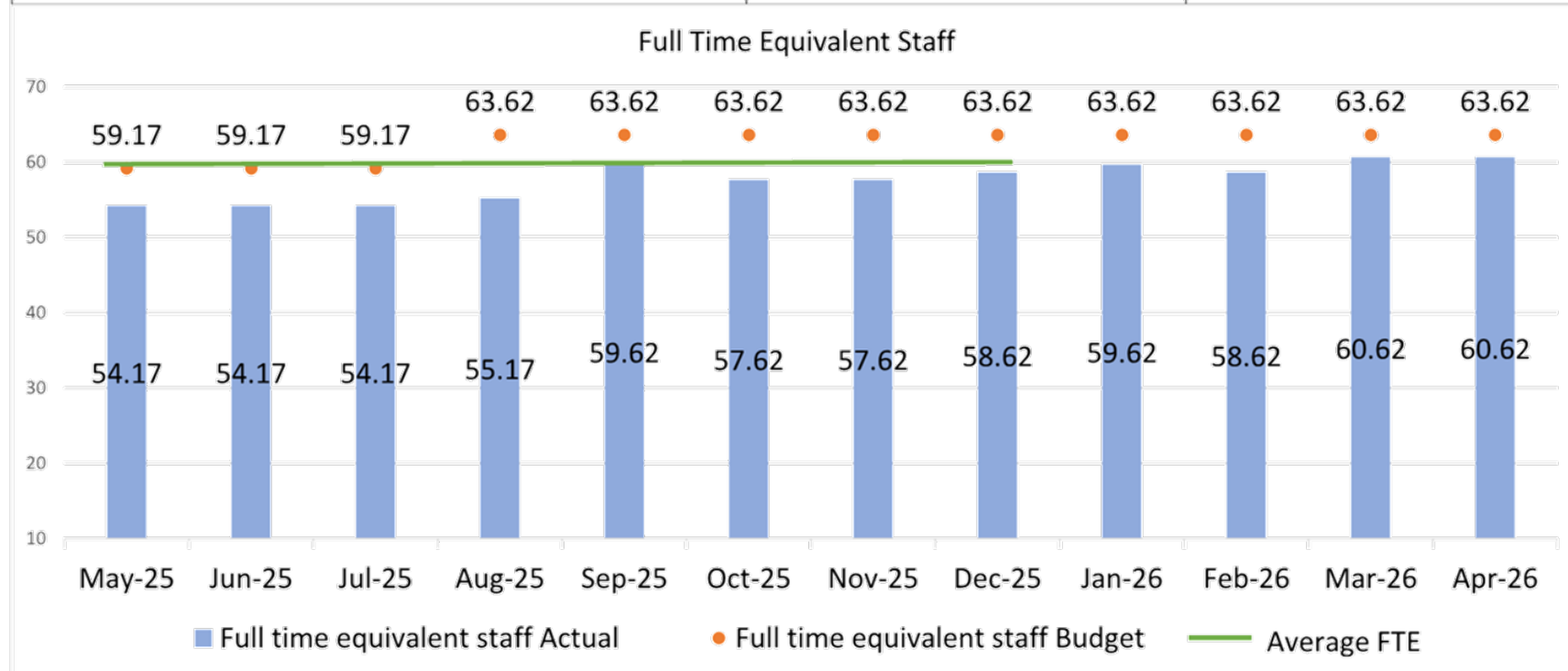
Employment Separation Permanent

Position	Department	End date	Permanent/Temporary
NA			

	Allocated	Actual	Difference
Full Time Equivalent	50.00	48.00	-2
Part-time	4.52	4.52	0
Contract	5.00	4.00	-1
Casual	4.10	4.10	0
Total	63.62	60.62	-3.00

Recruitment Overview:

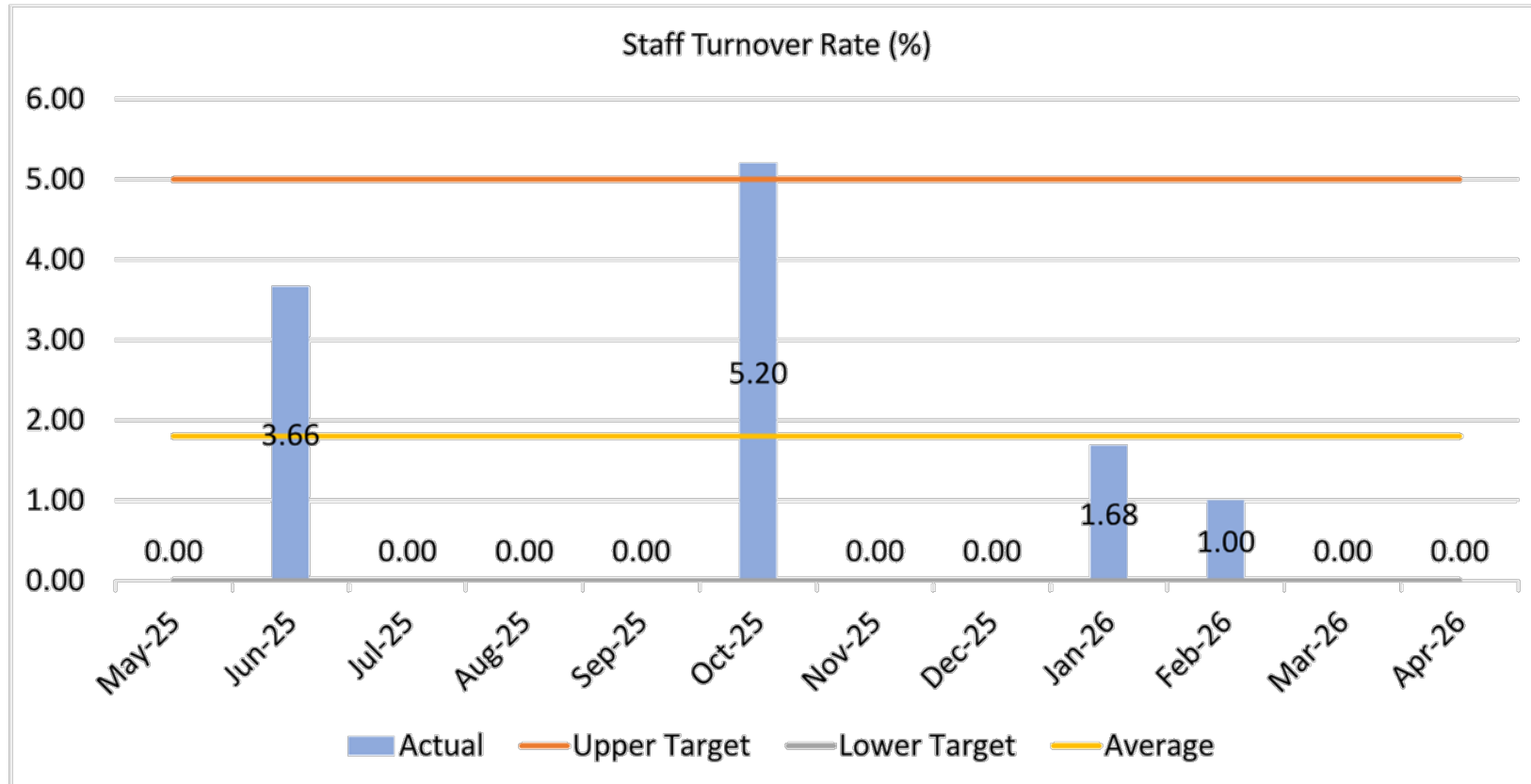
Role	In Progress	Completed
EA to Directors	✔	
Recreation Reserve Liaison Officer	✔	
Grounds Person- Thorak	✔	
Director Corporate Services	✔	



Turnover Rate:

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

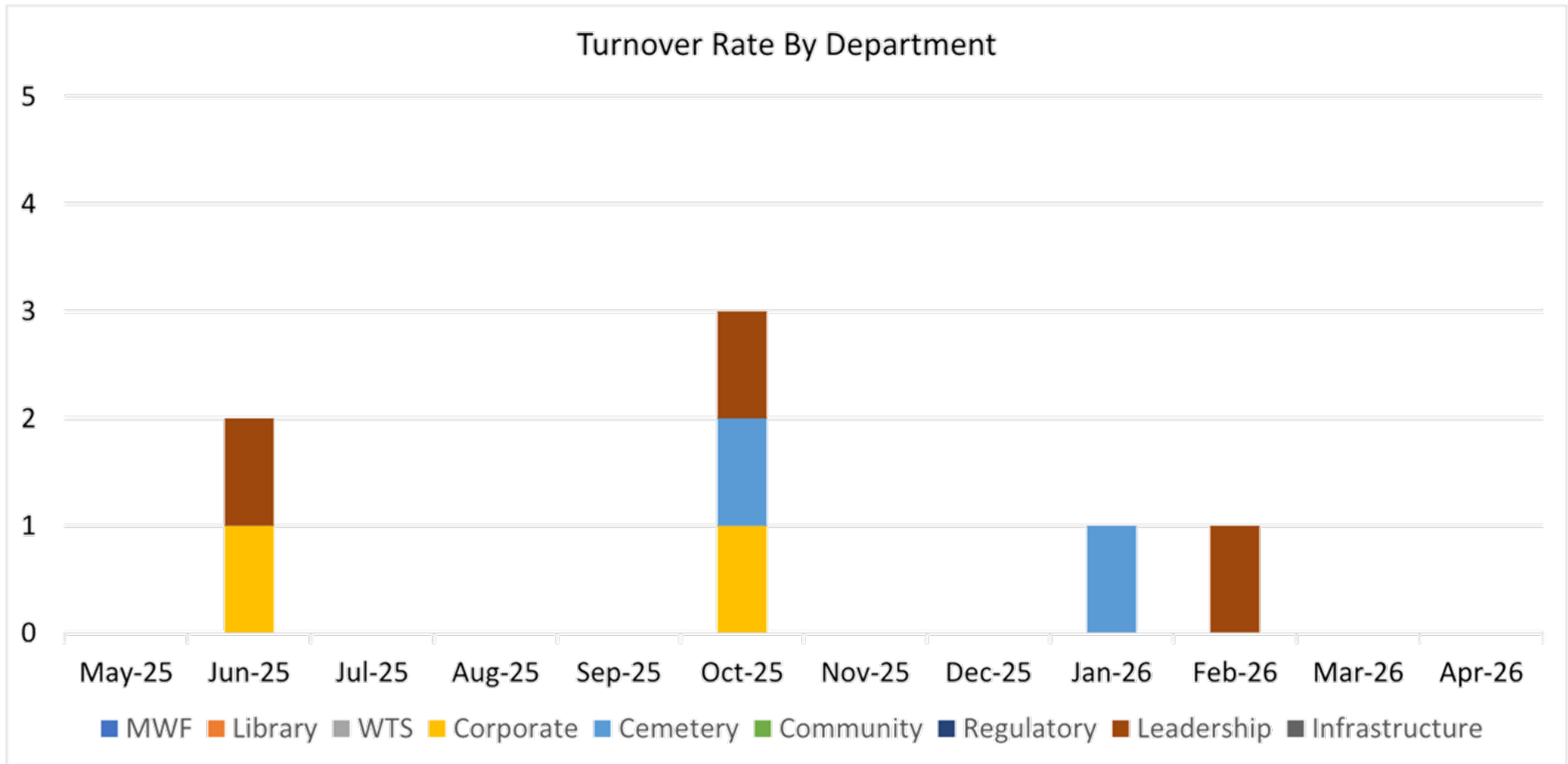
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	Average
0%	3.66%	0%	0%	0%	5.21%	0%	0%	1.68%	1.71%	0%	0%	1.18%
0	2	0	0	0	3	0	0	1	1	0	0	0.67

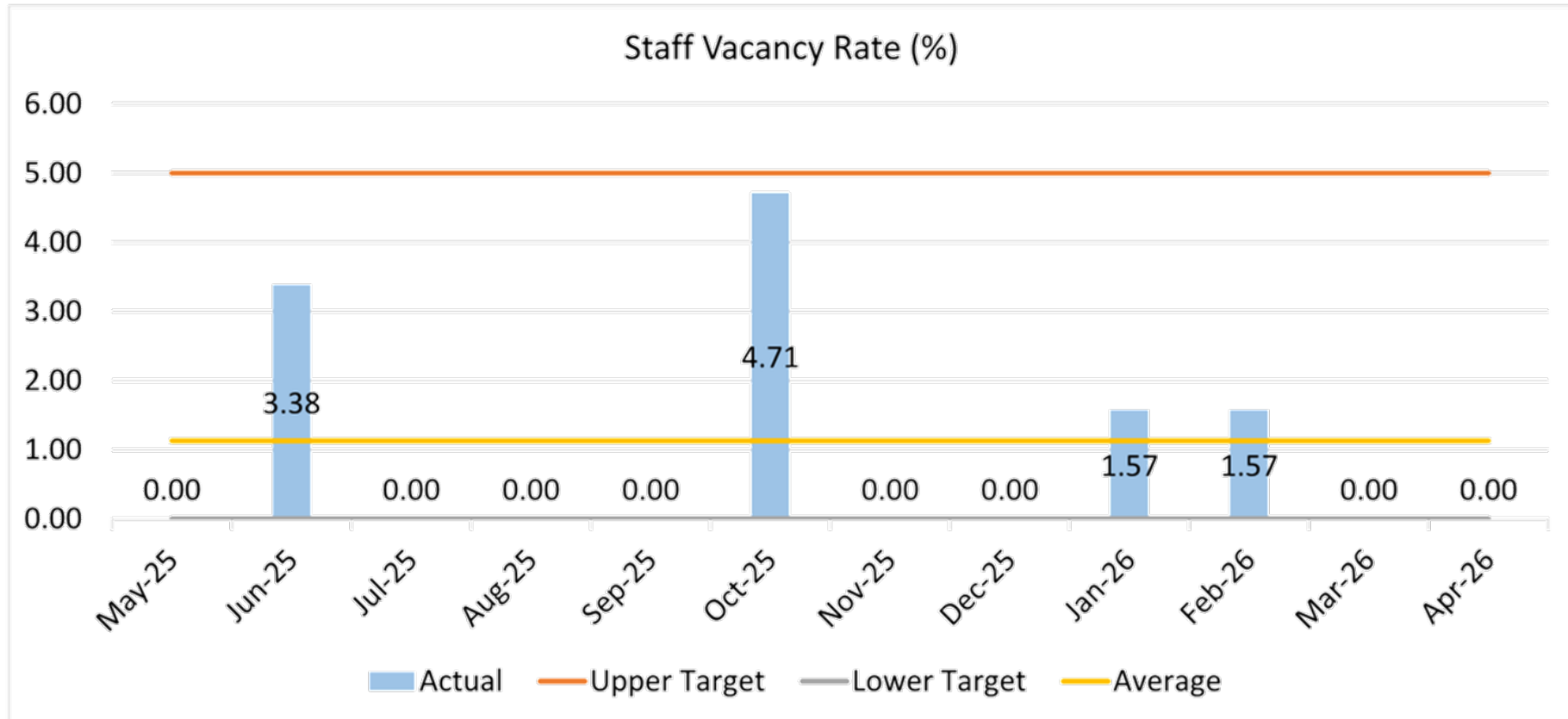
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

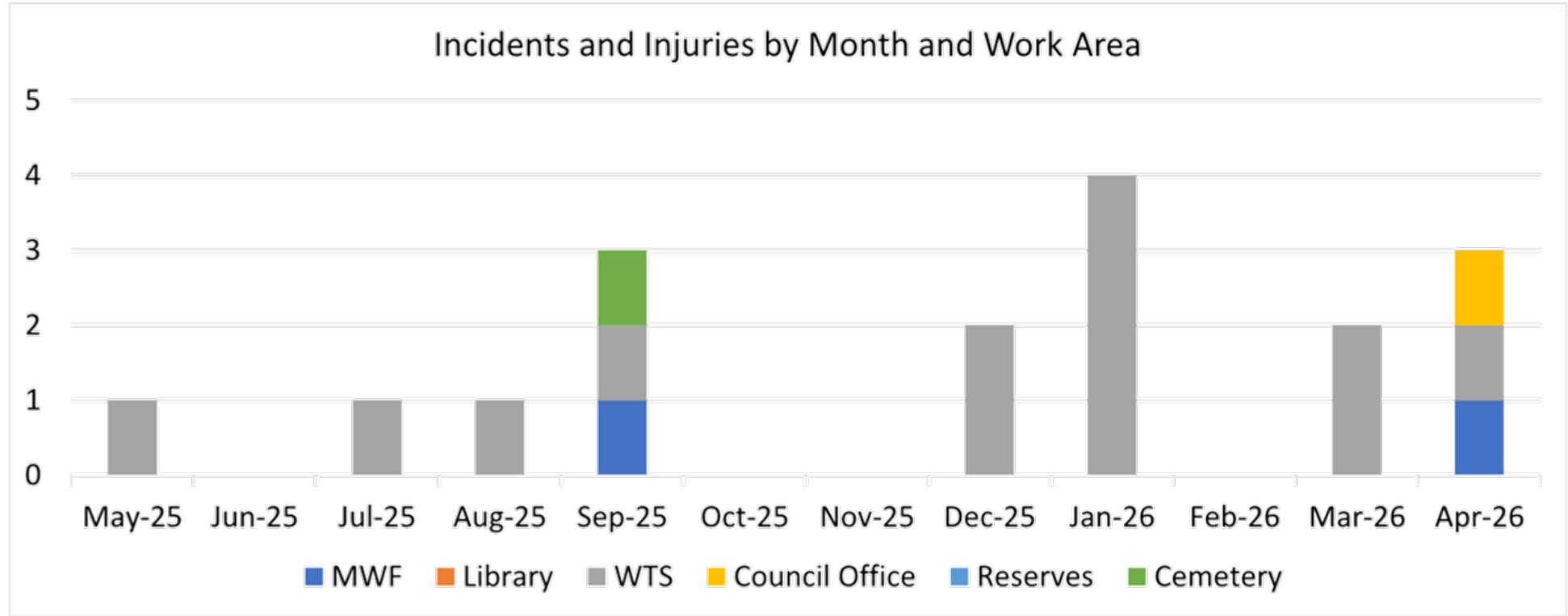
The number of vacant positions during the reporting period.
 (Vacant positions, divided by total FTE, multiplied by 100).



May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	Average
0.00 %	3.38%	0.00%	0.00%	0.00%	4.71%	0.00 %	0.00 %	1.57 %	1.57%	0.00%	0.00%	1.08%

Target: Between 0% to 5%

Workplace Health and Safety:



There were three work health and safety injuries recorded for April.

- 1) A staff member was verbally abused in course of duties.
- 2) A staff member had minor injury.
- 3) A staff member had minor injury.

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
EM03 Access to Council Meetings	18/10/2025
GOV13 Managing Requests to Council Members	18/10/2025
COR01 Media Policy	15/11/2025
FIN14 Investment	6/12/2025
INF06 Private Roads	16/12/2025
CEM02 Right of Interment	17/01/2026
INF01 Asset Management	17/01/2026
CEM01 Floral and Ornamental Tributes	16/05/2026
EM06 Conflict of Interest	20/06/2026
FIN02 Rating Policy	20/06/2026
FIN04 Financial Reserves	20/06/2026

14.1.3 Policy FIN04 Financial Reserves

AUTHOR: Paul Stephson, Finance Manager
AUTHORISER: Ankit Pansal, Acting Director Corporate Services
ATTACHMENTS: 1. 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)

RECOMMENDATION

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.

BACKGROUND

The Financial Reserves Policy FIN04 is to ensure sustainable and responsible financial management of Litchfield Council, through consistent identification, administration and usage of externally and internally restricted reserves.

The policy has been reviewed by Litchfield Council finance staff and is consistent with legislative requirements, with only minor updates to referencing required.

Inclusion of clarifying definitions for Elected Member, Act and Council.

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 Part 2, Division 6 section (13) C.

FINANCIAL IMPLICATIONS

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

Risks The policy mitigates liquidity risk for obligations including asset renewal, disaster recovery, elections and unexpended grant commitments.

COMMUNITY ENGAGEMENT

NIL

Financial Reserves **POLICY FIN04**



Name	FIN04 Financial Reserves
Policy Type	Council
Responsible Officer	<u>Manager Director</u> Corporate Services
Approval Date	<u>21/06/2022</u> <u>2/06/2026</u>
Review Date	<u>20/06/2026</u> <u>2/06/2030</u>

1. Purpose

To ensure sustainable and responsible financial management of Litchfield Council, through consistent identification, administration and usage of externally and internally restricted reserves.

2. Scope

This policy applies to all funds held in reserve.

3. Definitions

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

Financial Reserves	The term includes Asset Revaluation Reserves under Australian accounting Standards and other reserves as described in this policy.
Asset Revaluation Reserves	Reserves required by the Australian Accounting Standards and are not cash backed reserves.
Internally Restricted Reserves	Reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.
Externally Restricted Reserves	Reserves that are subject to external restrictions in their purpose. These reserves are cash backed.
<u>Elected Member</u>	<u>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.</u>
<u>Act</u>	<u>Act means the Local Government Act 2019 (NT).</u>
<u>Council</u>	<u>Council means Litchfield Council constituted under the Local Government Act 2019 (NT)</u>

Financial Reserves **POLICY FIN04**

4. Policy Statement

4.1 Classification of Financial Reserves

4.1.1 Asset Revaluation Reserves

This reserve is established under the requirements of the Australian Accounting Standards. It reflects the increments or decrements of fixed asset values as result of an asset revaluation.

4.1.2 Externally Restricted Reserves

The following criteria apply to externally restricted reserves:

- The reserve is subject to legal requirements that govern the use of the funds; or
- The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.

The following Council reserves are externally restricted reserves:

Externally Restricted Reserves	
Unexpended Grants and Contributions	This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding conditions. External restrictions apply in line with the individual funding agreements and Australian Accounting Standards.
Developer Contribution Reserve	This reserve holds contributions received by Council by developers in line with the Litchfield Council Developer Contribution Plan. Restrictions apply as set out in both the Plan and under provisions outlined in the Planning Act.
Waste Management Reserve	This reserve holds funds generated specifically from the Waste Management Department. In line with legislation requirements of charges being spent for the purposes raised these reserves will only be expensed on activities relating to Waste Management such as the renewal, replacement or upgrading of existing assets, the establishment of new assets in line with Council’s Asset Management Plan, remedial works or strategic development of the Waste Service delivery.

Financial Reserves **POLICY FIN04**

4.1.3 Internally Restricted Reserves

The following criteria apply to internally restricted reserves:

- The reserve is not subject to legal requirements governing the use of the funds; or
- The reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes

The following Council reserves are internally restricted reserves:

Internally Restricted Reserves	
Asset Reserve	The reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council’s Asset Management Plans.
Unexpended Capital Works Reserve	This reserve holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.
Election Reserve	The reserve will fund expenses related to Council Member election including, unplanned By-Elections.
Disaster Recovery Reserve	This reserve will fund expenses occurred due to storms, storm surges, and floods or any other natural disaster. The fund will enable Litchfield Council to recover from these disasters and return to operations.
Strategic Initiatives Reserve	This reserve will fund strategic initiatives for the future development of Litchfield Council in line with the Municipal Plan and the Long Term Financial Plan. Specific initiatives must be identified in order to have funds allocated.
Thorak Regional Cemetery	This reserve holds surplus funds generated by Thorak Regional Cemetery.
Cash for Cans Reserve	Income from the cash for cans deposit scheme and old car batteries is used to support community projects and activities which address local needs, strengthen community relationships, build environmental sustainability and enhance the well-being of Litchfield residents. This reserve supports the Community Grants Scheme, and is utilised for identified need for financial support outside of the Community Grant Scheme, provided it is for direct community benefit.

4.2 Establishment of Financial Reserves

Financial Reserves **POLICY FIN04**

Asset Revaluation Reserves	Establishment of the reserve follows the Australian Accounting Standards.
Externally Restricted Reserves	A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.
Internally Restricted Reserves	The establishment of a new reserve must be authorised by Council and shall not be established for an amount less than \$100,000.

4.3 Transfer of funds in/out of Financial Reserves

For financial management purposes, all reserve transfers must be detailed separately.

Asset Revaluation Reserves	Transfer of funds follows the Australian Accounting Standards.
Externally Restricted Reserves	Transfer of funds is restricted to the relevant legal requirements and accounting standards.
Internally Restricted Reserves	Transfer of funds is made in line with 4.4 of this policy unless otherwise determined by Council resolution.

4.3.1 All transfers for reserves shall be assessed at least annually during the preparation of the budget and the Long Term Financial Plan. Transfers of reserves made under this policy require authorisation by Council resolution.

4.3.2 The total of all reserves shall not exceed the current assets less current liabilities held by Council.

Financial Reserves **POLICY FIN04**

4.4 Maintaining Balance of Financial Reserves

Transfers made at the end of the financial year shall be made with consideration to the following.

Thorak Regional Cemetery Reserve	Calculated as Thorak Regional Cemetery surplus/deficit (excluding depreciation), plus capital grant funding, minus capital expenditure
Election Reserve	This reserve shall be maintained at no more than \$200,000
Disaster Recovery Reserve	This reserve shall be maintained at or near \$400,000
Strategic Initiatives Reserve	This reserve shall be maintained at no more than \$500,000
Unexpended Capital Reserve	This reserve shall hold the balance of uncompleted capital works approved to carry over from the previous financial year
Asset Reserve	Will receive any surplus reserves once all other reserves have been replenished

4.5 Reporting on Financial Reserves

Council is required under ~~Part 6 (13) (1) (c)~~ Part 2, Division 6 section (13) (c) of the Local Government (General) Regulations 2021 to disclose all reserves set aside for a specific purpose in its annual financial statement. In addition to this, reserves are reported on as follows:

- A detailed statement with movements as part of the annual budget.
- A detailed statement with actual performance compared to annual budget as part of the budget review reports.
- A statement of balances as part of the monthly finance report.

5. Associated Documents

~~Litchfield Council Policies~~

- Litchfield Council Municipal Plan
- Litchfield Council Long Term Financial Plan
- Litchfield Council Asset Management Plans
- Litchfield Council Asset Management Policy INFO01
- Litchfield Council Subdivisional Guidelines
- Litchfield Council Developer Contributions Plan

Financial Reserves **POLICY FIN04**

6. References and Legislation

Northern Territory Local Government Act 2019
 Northern Territory Local Government (General) Regulations 2021, [Part 2 Division 4](#) section 11
 Australian Accounting Standards

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17 September 2015	New policy 15/0097/02
13 December 2017	Reviewed
16 June 2021	Reviewed and updated
21 June 2022	Reviewed and updated
2 June 2026	Reviewed and updated. Minor amendments and inclusions to definitions

14.1.4 Policy FIN06 Rates Concession Policy

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

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 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 a clarifying detail regarding the remission of interest, hardship applications and pensioner hardship applications.

Inclusion of Remission of interest for financial hardship applications clause

4.1.3 - Remission of interest applies only where a Financial Hardship application has been approved in accordance with Section 4.2.2.1 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 4.2.2.1.
- 4.1.3.6 Council reserves the right to approve, vary, or refuse remission of interest based on individual circumstances and supporting evidence provided.

Inclusion of Deferment of Rates clause

4.2.2.2 Hardship applications should engage with a recognised financial counsellor

Inclusion of specific clarification for pensioner hardship applications

4.2.4. Pensioner Hardship Applications

4.2.4.1 Eligible pensioners 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

4.3.1.4 Applicants must establish and maintain Centrepay payment arrangement with Centrelink

Inclusion of clarifying definitions for Elected Member, Act and Council.

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	<u>16/08/2022</u> / <u>06/2026</u>
Review Date	<u>15/08/2026</u> / <u>06/2030</u>

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: <ul style="list-style-type: none"> 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> .
---------	--

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.

4.1.43 All applications need to be made in writing to Council and be supported by requested evidence.

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.

Rates Concession **POLICY FIN06**

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

4.2.2.2 An application in writing must be submitted to Council.

4.2.2.3 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 Hardship Applications

4.2.4.1 Eligible pensioners 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

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

Rates Concession **POLICY FIN06**

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.
<u>02/06/2026</u>	<u>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.</u>

14.1.5 Rates Declaration 2026-2027

AUTHOR: Paul Stephson, Finance Manager

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS:

1. Attachment A - Assessment Record
2. Attachment B - Declaration of Rates and Charges - 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.

RECOMMENDATION

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.

BACKGROUND

In line with Section 29 of the *Local Government (General) Regulations 2021* the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year. Certification is presented in Attachment A.

In March 2026, the council completed the process required under the *Local Government Act 2019* (Act) to levy a special rate with a resolution passed by the council at its meeting on 8 December 2025 (Resolution Number OCM/25/056). This special rate is included in this declaration.

Further, the Declaration of Rates and Charges 2026/2027 presented in Attachment B reflects:

- a 4% increase for Commercial, Residential and Wickham area ratepayers. This equates to a \$0.85 increase per week for residential ratepayers;
- a 4% increase for Waste Management Charges in line with the Long-term Financial Plan.
- a Waste Collection Charge specifically for Low Density Residential and Medium Density Residential land in the suburb of Asche.
- Interest remains at 17%.

Legal counsel has reviewed the declaration for accuracy with the legislation.

LINKS WITH STRATEGIC PLAN

Prosperity – Our Economy and Growth

Performance – An Effective and Efficient Organisation

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

Places – Roads and Infrastructure

Progress - Continuity of Services and Facilities

Legislative and Policy Implications In compliance with section 29 of the *Local Government (General) Regulations 2021* the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year.

In line with Section 237 of the *Local Government Act 2019* Council must declare rates on or before 30 June each year.

- (1) A council must, on or before 30 June in the financial year preceding the financial year for which the rates are imposed, declare rates (general rates) on allotments throughout the area to raise the amount the council intends to raise for general purposes for the financial year.
- (2) The council may, at the same time, raise an amount towards a special purpose.
- (3) The declaration must state:
 - (a) the amount:
 - (i) to be raised for general purposes; and
 - (ii) if an amount is to be raised for a special purpose – to be raised for the special purpose; and
 - (b) the basis or bases of the rates; and
 - (c) if the rates are to be payable in instalments – the number of instalments and when the instalments are payable; and
 - (d) the relevant interest rate that accrues on any unpaid rates for the financial year.

According to Section 238 of the *Local Government Act 2019 (NT)* Council can impose charges on the land for the benefit of land or the occupiers of land within its area.

Policy FIN02 – Rating Policy.

FINANCIAL IMPLICATIONS

Council needs to formally declare rates and charges to ensure council has the legal authority to levy and collect revenue. This underpins the annual budget and allows for strong financial sustainability. Ensuring a valid declaration of rates and charges supports revenue certainty to enable Council to effectively fund services and infrastructure obligations.

Risks Financial

Should Council not declare its rates by 30 June 2026, Council's budget would be invalid, creating dire financial consequences.

Governance

Should Council not declare its rates by 30 June 2026, Council would be in breach of legislation, leading to governance issues.

COMMUNITY ENGAGEMENT

The increase of 4% for residential properties and the 4% increase in Waste Charges formed part of the wider community consultation for Council's Draft 2026/2027 Municipal Plan and Budget.

The legislative process to declare a special rate for Keleson Road was completed in March 2026.

**ATTACHMENT A****Certification of Assessment Records As per section 29 Local Government
(General) Regulations 2021**

This is to certify that assessments 10000024-10118206 declared pursuant to Section 230 of the *Local Government Act 2019* are recorded in the assessment record and to the best of my knowledge, information, and belief the assessment record is a comprehensive record of all rateable land within the Litchfield Municipality.

Signed: 
Stephen Hoynes
Chief Executive Officer

Date: 15 June 2026

• **Tel** (08) 8983 0600 • **Email** council@litchfield.nt.gov.au • **Web** www.litchfield.nt.gov.au
• **Street Address** 7 Bees Creek Road, Freds Pass NT 0822 • **Postal Address** PO Box 446 Humpty Doo NT 0836
ABN: 45 018 934 501



ATTACHMENT B

LOCAL GOVERNMENT ACT 2019

LITCHFIELD COUNCIL

DECLARATION OF RATES AND CHARGES 2026/27

Notice is hereby given pursuant to Section 241 of the *Northern Territory Local Government Act 2019 (Act)* that the following rates and charges were declared by Litchfield Council pursuant to Chapter 11 and Section 237 and Section 239 of the Act at the Council meeting held on 15 June 2026 in respect of the financial year ending 30 June 2027.

1. RATES

1.1 Pursuant to Section 227 (1) of the Act, the Council adopts the Unimproved Capital Value (as it appears on the valuation roll prepared and maintained under the Valuation Act 1963) as the basis of the assessed value of allotments within the Litchfield Municipality ("**the Council Area**").

1.2 Pursuant to Section 237 of the Act the Council declares that the amount it intends to raise for general purposes for the financial year ending 30 June 2027 by way of rates is \$15,119,156 by the application of a combination of the following fixed amounts (**fixed rates**) and differential valuation-based amounts (**differential rates**) with minimum amounts (**minimum amounts**) being payable in the application of those differential rates.

The Council declares the following fixed rates, differential rates with the following minimum amounts payable in the application of those differential rates, special rates and charges for the financial year ending 30 June 2027.

A. RESIDENTIAL

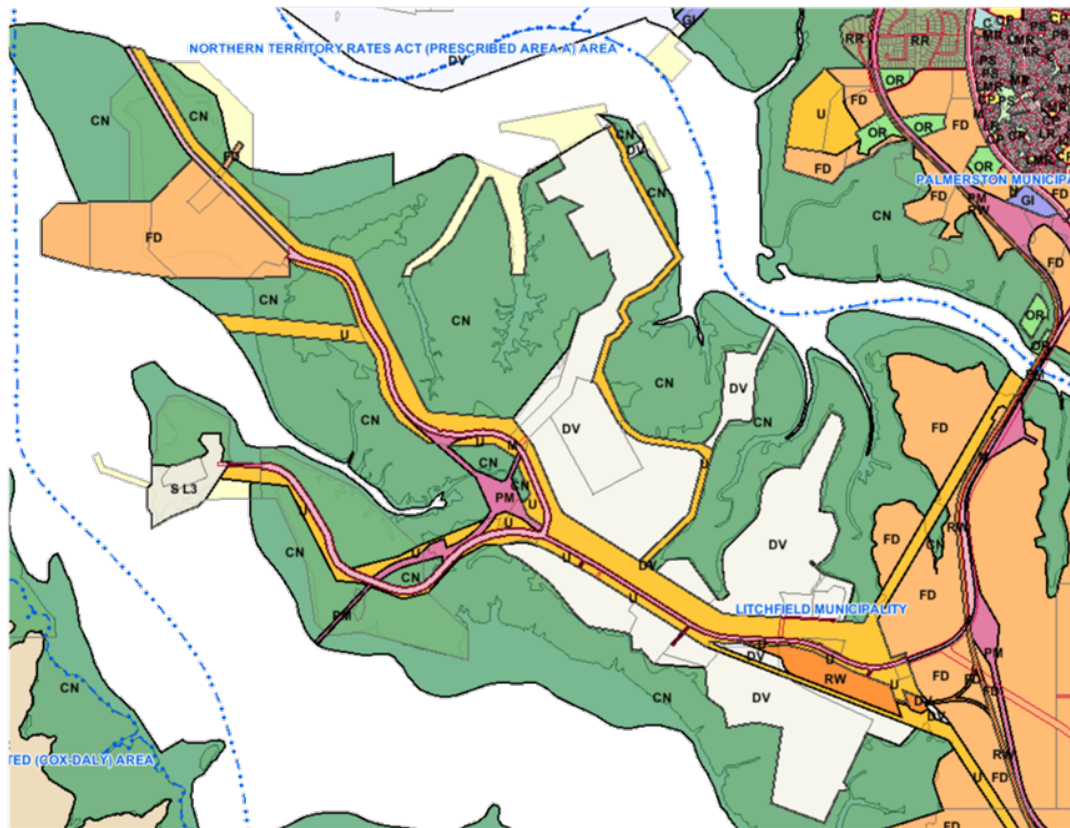
- i. With respect to every allotment of rateable land within those parts of the Council Area zoned SD, MD, MR, SL1*20, SL11, LMR and LR under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,153.17.
- ii. With respect to every allotment of rateable land within those parts of the Council Area zoned H and A under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,153.17.
- iii. With respect to every allotment of rateable land within those parts of the Council Area zoned R, RR, RL, WM, CN, SL14, SL18 and FD under the *NT Planning Scheme* (other than conditionally rateable land) a fixed rate of \$1,153.17.

B. COMMERCIAL

- i. With respect to every allotment of rateable land within the Council Area other than the limited area within that part of the Council Area known as Wickham zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* (other than conditionally rateable land), a differential rate calculated at a rate of 0.337626% of the unimproved capital value of the land, with the minimum amount payable in the application of that differential rate being \$2,062.76.

Tel (08) 8983 0600 • Fax (08) 8983 1165 • Email council@litchfield.nt.gov.au
 7 Bees Creek Road, Freds Pass NT 0822 • PO Box 446 Humpty Doo NT 0836 • www.litchfield.nt.gov.au
 ABN: 45 018 934 501

- ii. With respect to every allotment of rateable land within that part of the Council Area known as Wickham and marked FD and DV, on the below map, a differential rate calculated at a rate 9.925625% of the unimproved capital value of the land.



C. OTHER LAND

With respect to every allotment of rateable land (other than conditionally rateable land) within the Council Area not otherwise described above, a differential rate calculated at a rate of 0.337626% of the unimproved capital value of the land with the minimum amount payable in the application of that differential rate being \$2,062.76.

D. MINING TENEMENTS

With respect to conditionally rateable land within the Council Area occupied under a mining tenement (as defined in the Act), a differential rate calculated at a rate of 0.9238% of the assessed value of the mining tenement with the minimum amount payable in the application of that differential rate being \$2,368.42, in accordance with the Gazette notice published by the Minister on 23 April 2026.

Tel (08) 8983 0600 • Fax (08) 8983 1165 • Email council@litchfield.nt.gov.au
 7 Bees Creek Road, Freds Pass NT 0822 • PO Box 446 Humpty Doo NT 0836 • www.litchfield.nt.gov.au
 ABN: 45 018 934 501

E. PASTORAL LEASES

With respect to conditionally rateable land within the Council Area held under a pastoral lease as defined in the *Pastoral Land Act 1992*, a differential rate calculated at a rate of 0.0813% of the unimproved capital value of the land within each such pastoral lease, with the minimum amount payable in the application of that differential rate being \$1,000.70 in accordance with the Gazette notice published by the Minister on 23 April 2026.

F. SPECIAL RATES

Pursuant to Section 238 of the Act Council further declares a special rate (**special rate**) as provided below:

- i. The purpose for which the special rate is imposed is to defray the cost and expense of sealing sections of Keleson Road in Darwin River region within that part of the Council Area described in paragraph v below (**subject area**).
- ii. The amount to be raised by the special rate is \$71,370.
- iii. The special rate is a fixed amount of \$5,947.50 for each allotment within the subject area on which it is imposed.
- iv. The special rate is payable on or before 30 June 2028.
- v. The special rate is imposed on those allotments bordering Keleson Road each of which is shown on the plan below and listed in the table below.



Lot / Portion	Hundred Area
695 03228	Hundred of Strangways
695 03229	Hundred of Strangways
695 03230	Hundred of Strangways
695 04578	Hundred of Strangways
695 04892	Hundred of Strangways
695 04893	Hundred of Strangways
695 04894	Hundred of Strangways
695 05339	Hundred of Strangways
695 05340	Hundred of Strangways
695 05341	Hundred of Strangways
695 05370	Hundred of Strangways
695 05371	Hundred of Strangways

2. CHARGES

Pursuant to Section 239 of the Act, the Council declares a Waste Management Charge for the financial year ending 30 June 2027:

- i. The purpose for which this Charge is imposed is to assist Council to meet the cost of providing services for the disposal of residential waste at its three waste transfer stations, excluding items classified as pay-per-disposal under Council’s Fees and Charges 2026/2027. This includes the management and operation of those waste transfer stations, which Council provides at no additional cost for the benefit of land within the Council Area, other than the land described in paragraph 2 iv below, and the occupiers of such land.
- ii. The amount Council intends to be raised by this Charge is \$3,751,800.96.
- iii. The amount of the Charge declared is \$457.76 per allotment.
- iv. This Charge will be levied on all land within the Council Area with the exception of allotments within that part of the Council area zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23, under the *NT Planning Scheme* and including the allotments identified in paragraph 1 B ii above and any conditionally rateable land.
- v. This Charge will not be levied on allotments within the suburb of Asche zoned Low Density Residential (LR) and Low-Medium Density Residential (LMR) under the *NT Planning Scheme*

Pursuant to Section 239 of the Act, the Council declares a separate Waste Collection Charge specifically for Low Density Residential (LR) and Low-Medium Density Residential (LMR) land in the suburb of Asche as per the *Northern Territory Planning Scheme* for the financial year ending 30 June 2027 :

- i The purpose for which this Charge is imposed is to enable and assist Council to meet the cost of providing services for kerbside general waste collection services of one (1) garbage collection visits per week, collecting in a maximum of one (1) 240 litre general waste mobile bin per visit.
- ii This Charge enables access by occupiers of residential land within the municipality to Council's Waste Management Facilities for the disposal of waste generated from that residential land excluding items classified as pay-per-disposal under Council's Fees and Charges 2026/2027.
- iii The amount Council intends to be raised by this Charge is \$25,245.00
- iv The amount of the Charge declared is \$765.00 per allotment.
- v. This Charge will be levied on allotments within the suburb of Asche zoned Low Density Residential (LR) and Low-Medium Density Residential (LMR) under the *NT Planning Scheme*.

RELEVANT INTEREST RATE

The Council fixes the relevant interest rate for the late payment of rates and charges in accordance with Section 245 of the Act at the rate of 17% per annum which is to be calculated on a daily basis.

PAYMENT

The Council determines that with the exception of the Special Rates declared under paragraph 1F above, the Rates and Charges declared under this declaration are all due and payable in three (3) approximately equal instalments on the following dates:

30 September 2026;

30 November 2026; and

28 February 2027.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER
LITCHFIELD COUNCIL

14.1.6 Proposed Fees and Charges 2026-2027

AUTHOR: Paul Stephson, Finance Manager

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS:

1. Attachment A - 2026-27 Litchfield Council Fees and Charges
2. Attachment B - 2026-27 TRC Fees and Charges

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.

RECOMMENDATION

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.

BACKGROUND

Fees and Charges for Litchfield Council and Thorak Regional Cemetery are set annually as part of the Annual Budget process and are the basis for the projected income.

Council acknowledges current cost of living pressures and remains firmly committed to deliver minimal increases. As such, there has been an increase of 5% to Fees and Charges which remains in line with the Long-Term Financial Plan. As discussed during budget workshops and Strategic Discussion and Briefing Session of March 2026, amendments are listed below:

- Commercial waste fees aligned with disposal cost to Shoal Bay including transportation
- Residential oil recycling fee introduced 35c litre over 50 litres
- Fees introduced for solar panel and inverter recycling
- Work permits moved from weekly to a daily rate; and
- Litchfield fees and charges rounded to the nearest \$0.50c for administrative ease.

In addition, some of the Thorak fees and charges were changed as follows:

- Fees and charges related to burial and internment were modified under the GST ruling GSTD 2024/2

LINKS WITH STRATEGIC PLAN

Progress - Continuity of Services and Facilities

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

The *Northern Territory Local Government Act 2019* (the Act) Section 201 requires Council to list fees for services as part of the budget process. The Act allows Council to impose fees under section 289.

FINANCIAL IMPLICATIONS

Appropriately established fees and charges by formal Council resolution gives Council the ability to confidently levy and recover fees for service. This strengthens Council's strong financial sustainability and governance framework.

Risks *Financial*

Fees and Charges are an integral part of Council's income. As such, it is imperative that they are set at a rate that underpins sustainable service delivery.

COMMUNITY ENGAGEMENT

The increase of 5% to Litchfield Council and Thorak Regional Cemetery Fees and Charges formed part of the wider community consultation for Council's Draft 2026/2027 Municipal Plan and Budget.

ATTACHMENT A

LITCHFIELD COUNCIL

Fees and Charges

2026-27

Effective from 1 July 2026



CONTENTS

ADMINISTRATION FEES 3

 Assessment Record Inspection Fee 3

 Rates Notice Reprint 3

 Written Rate Search Fee 3

 Freedom of Information (FOI) 3

 Disabled Parking Permits 3

COMMUNITY SERVICES 4

 Howard Park Reserve + Knuckey Lagoon Reserve* 4

 Humpty Doo Village Green Reserve 4

LIBRARY SERVICES 5

 Photocopying and printing Black and White 5

 Photocopying and printing Colour 5

 Laminating 5

 Other Costs 5

REGULATORY SERVICES 6

 Dog Registration 6

 Other Regulatory Service Charges 7

PLANNING AND DEVELOPMENT FEES 8

WORK PERMIT FEES 9

WASTE DISPOSAL 10



ADMINISTRATION FEES

Assessment Record Inspection Fee	\$
Pursuant to Section 152(4) of the Local Government Act, inspection of an assessment record is free of charge at the Councils public office.	No charge

Rates Notice Reprint

Current year rates reprint for any zoning	32.00
Prior year rates reprint for any zoning	37.50

Written Rate Search Fee

A charge for each "Certificate of Liabilities" pursuant to Section 256 of the Local Government Act will be levied for the furnishing of written information of details from the Rate Book. This information will only be supplied upon receipt of the required sum together with the written request in the required format.	102.00
--	--------

Freedom of Information (FOI)

FOI - Information Request (non-personal information)	30.00 + 25.00/hour
--	-----------------------

Disabled Parking Permits

Parking Permit for Disabled Persons	13.00
-------------------------------------	-------



COMMUNITY SERVICES

Howard Park Reserve + Knuckey Lagoon Reserve*

<i>Community Organizations (non-profit)</i>	\$
Room Hire - Casual (per hour)	28.50
Room Hire – Full Day (8 hours)	184.00
Bond for Functions	465.00
Key Deposit	67.00 per key
Oval Hire – Casual (per hour)	14.50
Oval Hire – Full Day (8 hours)	92.50

Commercial / Government

Room Hire - Casual (per hour)	36.00
Room Hire – Full Day (8 hours)	281.50

Permanent Rates (only applicable to Howard Park Reserve)

External Sheds (per annum)	1,407.50
External Buildings (per annum)	2,392.00
Internal Rooms (per annum)	1,407.50

* Long-term user groups of Knuckey Lagoon Reserve will be charged at 50% of normal fee.

Humpty Doo Village Green Reserve

Room Hire - Casual (per hour)	32.00
Room Hire – Half Day (4 hours)	191.00
Room Hire – Full Day (8 hours)	447.50
Room Hire - Full Day (including set up time the day before)	638.00
Bond for Functions	638.00
Outdoor Space (Park) Hire – Casual (per hour)	19.50



LIBRARY SERVICES

Photocopying and printing Black and White	\$
A4 single	0.20
A4 double	0.40
A3 single	0.30
A3 double	0.60

Photocopying and printing Colour	
A4 single	1.00
A4 double	2.00
A3 single	1.50
A3 double	3.00

Laminating	
A4	2.00
A3	4.00

Other Costs	
Membership Card Replacement	2.50
Replacement of lost / damaged items (in addition to cost of replacement)	2.20

Note: scanning and usage of public computer is free of charge.



REGULATORY SERVICES

Dog Registration	\$
Entire Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,6}	111.00
Entire Dog Annual Concession Registration ^{1,5,6,9}	59.00
Desexed Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,6,10}	25.00
Annual Dog Registration – Remainder of Current registration period free from Rehoming Organisation ^{1,2,5}	No charge
Declared Dangerous Dog Annual Registration ^{1,5,6}	370.00
Desexed Dog Annual Concession Registration ^{1,5,6,9,10}	14.00
Registered Breeder Annual Registration ^{1,3,5,6}	59.00
Puppies under 6 months at time of registration - Annual Registration	No charge
Reciprocal Registration from approved Councils ⁴	No charge
Working Dog Registration ⁷	No charge
Assistance Dog Registration ⁸	No charge
Desexed Dog Lifetime Registration ^{6,10}	127.00
Desexed Dog Lifetime Concession Registration ^{6,9,10}	64.00

¹ Registration period is from 1 September to 31 August. A 50% pro rata applies for all new annual registration applications that are received after 1 March each year.

² Rehoming Organisations include RSPCA, Save a Paw and DACS NT.

³ Registered Breeders must be current members of Dogs NT and provide evidence.

⁴ Up to 1-year free equivalent registration to end of registration period from City of Darwin, City of Palmerston, Coomalie Council, Wagait Shire Council and Belyuen Community Government Council.

⁵ New registrations received from 1 July to 31 August will receive current and the following registration period.

⁶ Pro-Rata refunds available on request for deceased animals within 6 months of 1 September.





⁷ Working Dog owners will be required to provide evidence that they are carrying on a business of primary production.

⁸ Assistance Dog owners will be required to provide evidence the dog has been trained by a recognised assistance dog training institution (Emotional support animals are not recognised as assistance dogs).

⁹ Concessions are available to eligible pensioners who hold a Northern Territory Concession Scheme Card, an Australian Government Pensioner Concession Card, or a Department of Veterans' Affairs Gold Card.

¹⁰ Evidence of the dog being desexed required.



<u>Other Regulatory Service Charges</u>	\$	
Microchip with registration	No Charge	
Microchip - not associated with registration fee	50.00	
Microchip (Concession for Pensioners) – not associated with registration fee ⁹	30.00	
Replacement registration tags – per tag	10.00	
Pound Release Fee – Registered Dog <ul style="list-style-type: none"> • First Impound • Second Impound • Third and successive impound 	<ul style="list-style-type: none"> • No Charge • 216.00 • 270.00 	
Pound Release Fee – Unregistered Dog (first and successive impound)	270.00	
Pound daily maintenance fee (first 72 hours)	37.00	
Pound daily maintenance fee (after 72 hours)	74.00	
Dog licence application fee including site inspection (non - refundable)	120.00	
Additional site inspection fee (Change of site)	100.00	
Annual Dog Licence fee	80.00	
Dispose of dead animal/dog	147.00	
Surrender Fee - fee per dog	147.00	
Seizure Fee – fee per dog	147.00	
Hire of animal trap - fee per week	29.00	
Hire of animal trap - fee per month	89.00	
Delivery & Pick Up of Animal trap	30.00	
Cage animal trap (<i>bond</i>)	120.00	
Abandoned Vehicle Release Fee	370.00	
Infringement Reminder Letter	Determined by Fines Recovery Unit	
Infringement Penalty Unit	Determined by Fines Recovery Unit	








PLANNING AND DEVELOPMENT FEES

Subdivision and Developments Assessment and Approval	
Plan Review Fee Application fee for review of all plans, drawings and reports requiring Council approval whether in relation to a development permit or not. Includes approvals required for the purpose of building certification. (note 1,2,3,7) Charged at time of application	132.00
Re-submission Fee for re-submission of plans and reports for review	60.00
Clearance of Conditions Application fee for clearance of conditions precedent or general, charged in addition to the Plan Review Fee. (note 4,5)	100.00
Exemption Stormwater Exemption Letter requested for the purpose of building certification in relation to stormwater.	25.00
Asset Handover Fee (Practical Completion) Administration Fee for subdivision and general development whether under a development permit or general development within the Litchfield Municipality; Includes one (1) inspection for each Construction Hold-Point, one (1) handover inspection at Practical Completion, and two (2) final inspections at time of Release from Defects Liability Period. Charged at time of request for Clearance of General Conditions Practical completion approval	2% of Estimated Value of Assets (Minimum fee. \$360.00)
Defect Liability Period Bond (note 6,7) Charged at time of request for Clearance of General Conditions Practical completion approval	5% Estimated Value of Assets
Outstanding Works Bond Charged at time of request for Clearance of General Conditions Practical completion approval	Determined by Litchfield Council Based on current industry rates
Inspection Fee Fee charged for any additional inspections not already included.	100.00
Road Openings and Road Closings	
Road Opening/ Road Closing Fee Administration fee Payable upon receipt of signed agreement	2,680.00
Infrastructure Costs and Construction Charges	
Infrastructure_Replacement Fee Charge for new or replacement Litchfield Council assets (includes but is not limited to; lighting controllers and locks, bitumen/gravel roads, bitumen/concrete/gravel accesses, and excavation; charged at completion of works)	Actual Cost+ 30% Admin Charges
Valuation of Damaged / Stolen Trees and Shrubs	
Tree Replacement Fee > Non-mature trees and shrubs assessed at current local nursery prices (Includes replacement and establishment costs) > Mature trees valued using a recognised industry methodology	Current value + 30% Admin Charges



WORK PERMIT FEES

Works within Council road reserve assessment and approval	
Works Permit Application Administration Fee paid per application. Includes review of all supporting documents, including traffic management documentation. (note 7,8)	132.00 
Daily Permit Fee Fee is charged for 'Works within the Road Reserve'. Payable in addition to the application fee. Applicable for all days recorded on the application.	12.00 
Administration Fee Fee is charged when additional documentation is submitted for an existing permit or when an extension to an existing permit is requested or when an application request includes road closures and/or detours.	60.00 
Storage on Road Reserve Fee Fee is charged in addition to the Works Permit Application fee for placement of shipping containers, skip bins, etc. in the road reserve - Maximum of 5 day period	50.00 
Works Permit Inspection Fee Fee is charged for on-site meeting requests and/or inspection fees required before, during or completion of works	100.00
Oversize Vehicle Access Endorsement Fee charged in relation to Council's endorsement of the DLI Oversize Permit. Includes one (1) inspection as required. Refer to infrastructure construction charges for damage/ replacement costs.	184.00 

- ¹ Fee does not apply to subdivisions that create new roads to be vested in Council.
- ² Fee is charged per submission per type of plan or report to be reviewed.
- ³ Plan approval is required prior to issuing clearance of conditions precedent.
- ⁴ Fee does not apply to Clearance of General Conditions for any development that creates new Council assets.
- ⁵ Fee does not apply to Clearance of General Conditions for any subdivision that creates new Council assets.
- ⁶ Bond is to be paid for all new and upgraded infrastructure assets valued in excess of \$60,000.
- ⁷ All new, upgraded and disturbances to Council assets will attract a Defect Liability Period.
- ⁸ All disturbances to Council assets will require prior plan approval and be subject to Council's terms and conditions.



WASTE DISPOSAL

Council has three waste transfer stations.

- Humpty Doo Waste Transfer Station (HDWTS)
- Howard Springs Waste Transfer Station (HSWTS)
- Berry Springs Waste Transfer Station (BSWTS)

Litchfield Council Residents [Refer Notes 2, 3, 4]		HDWTS	HSWTS	BSWTS
Contaminated & Unsorted Waste Residential Household Waste	Up to 1 tonne, residential waste over 1 tonne must be processed at Humpty Doo Waste Transfer Station, charges may apply.	FREE	FREE	FREE
Uncontaminated Green Waste		FREE	FREE	FREE
Contaminated Green Waste		FREE	FREE	FREE
Batteries (lead, lithium, household batteries)		FREE	FREE	FREE
Waste Oil	Free up to 50L, after 50L commercial rates apply	FREE UP TO 50L	FREE UP TO 50L	NOT ACCEPTED
Construction Waste - Not Accepted				
Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).		NOT ACCEPTED	NOT ACCEPTED	NOT ACCEPTED
Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only.				
Unsorted and certified free of listed waste substances.				
Unsorted and un-certified free of listed waste substances.				
Sales - All Waste Transfer Stations		HDWTS	HSWTS	BSWTS
Green waste mulch per cubic metre. Limit of 2 cubic metres per transaction. Only available to Litchfield council residents and commercial businesses.		FREE	FREE	FREE
Green waste mulch per cubic metre non-Litchfield residents.		29.00	29.00	29.00
Non-Litchfield Residents [Refer Note 7]		HDWTS	HSWTS	BSWTS
Uncontaminated Residential Green Waste		20.00	20.00	NOT ACCEPTED
Contaminated & Unsorted Waste Residential Household Waste		25.00	25.00	NOT ACCEPTED



Commercial Waste Customers [Refer Notes 1, 2, 3]		HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	Per Tonne	90.00	NOT ACCEPTED	NOT ACCEPTED
Contaminated Green Waste	Per Tonne	257.50		
Contaminated & Unsorted Waste	Per Tonne	304.00		
Uncontaminated & Sorted Waste	Per Tonne	257.50		
Waste Oil	Per Litre	0.35		
Batteries (Lead-acid, household batteries)	Per Item	FREE		
Batteries (Lithium batteries)	Per Item	NOT ACCEPTED		
Minimum charge (per load)		25.00		
Construction Waste - Not Accepted				
Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).		NOT ACCEPTED	NOT ACCEPTED	NOT ACCEPTED
Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only.				
Unsorted and certified free of listed waste substances.				
Unsorted and un-certified free of listed waste substances.				

Cost Recovery Fees Commercial or Residential [Refer Notes 1, 5, 8, 9]		HDWTS	HSWTS	BSWTS
Tyres (Each)				
Passenger		11.00	NOT ACCEPTED	NOT ACCEPTED
Passenger with rim		22.00		
Passenger contaminated with or without rim		30.00		
Racing slicks		22.00		
Light truck / 4WD		22.00		
Light truck / 4WD with rim		36.00		
Light truck / 4WD contaminated with or without rim		60.00		
Truck		51.00		
Truck with rim		101.00		
Truck contaminated with or without rim		145.00		
Super single		105.00		
Super single with rim		209.00		
Super single contaminated with or without rim		294.00		
Motorcycle		11.00		
Motorcycle with rim		30.00		
Motorcycle contaminated with or without rim		30.00		



ATV/Quad bike	22.00	NOT ACCEPTED	NOT ACCEPTED
ATV/Quad bike with rim	36.00		
ATV/Quad bike contaminated with or without rim	60.00		
Mower	11.00		
Mower with rim	22.00		
Mower contaminated with or without rim	30.00		
Solid small (0m - 0.3m)	33.00		
Solid medium (>0.3m - 0.45m)	55.00		
Solid large (>0.45m - 0.6m)	77.00		
Solid extra large (>0.6m)	99.00		
Tractor small (0m - 1m)	165.00		
Tractor large (>1m - 2m)	275.00		
Tractor extra large (>2m- 2.5m)	465.00		
Forklift small (0m - 0.3m)	22.00		
Forklift medium (>0.3m - 0.50m)	44.00		
Forklift large (>0.5m - 1.0m)	66.00		
Grader	165.00		
Skid Steer	22.00		
Earth mover small (0m - 1 m)	265.00		
Earth mover medium (1m - 1.5m)	550.00		
Earth mover large (>1.5m - 2m)	1,100.00		
Earth mover extra large (>2m - 2.5m)	2,200.00		
Other Waste Types (Each)			
Mattress (single and larger)	44.00	44.00	44.00
Air conditioner: Certified de-gassed [Refer Note 6]	FREE	NOT ACCEPTED	NOT ACCEPTED
Air conditioner: Not de-gassed	24.50		
Fridge and Freezer: Certified de-gassed [Refer Note 6]	FREE		
Fridge and Freezer: Not de-gassed	24.50		
Gas bottle: Processed	FREE		
Gas bottle: Un-processed	21.50		
Fire Extinguisher: Discharged and top removed	FREE		
Fire Extinguisher: Complete un-processed	21.50		
Solar Panel (Standard)	27.50		
Solar Inverter	38.50		



NOTES

1. Commercial material generated within the municipality is assessed on arrival, or through prior arrangement, and is accepted based on site availability for the material being disposed. Management reserves the right to not accept material which is suspected to contain any listed waste not permitted at the waste transfer stations. Customers are responsible for ensuring waste is acceptable prior to accessing Litchfield Councils Waste Transfer Stations.
2. Residents charges and acceptance require demonstration of residency within Litchfield Municipality and material being presented for disposal. Vehicles and/or trailers are to have <1 tonne capacity, except with prior arrangement. Council reserves the right to class residential waste as commercial if there is reason to believe the material is generated from a business working from a residential property based on quantity and content.
3. Small (<50kg) of residential waste may be accepted from commercial vehicles at the discretion of the Waste Transfer Station staff.
4. Applied for each ute and trailer load. Trailers are to have a maximum capacity of 1 tonne. All other vehicles will be charged at commercial rates.
5. Tyre sizes are determined based on the sizing schedule (Attachment A). Tyres must be clean, unpainted, and complete with identifiable tyre size where applicable.
6. Certification must be in the form of a declaration from a qualified trades person that clearly identifies the items that are being certified de-gassed.
7. Regular customers who are residents of unincorporated municipalities may obtain yearly access to the waste transfer station by paying the waste levy, in accordance with the applicable rated year. Please contact Council for more information.
8. A contaminated tyre refers to a tyre that is dirty, painted, burnt, torn or in damaged in any other way.
9. Commercial tyre customers are required to make a booking prior to disposal of more than 10 tyres. Please contact Council for more information.
10. The following items will not be accepted at any of the Litchfield Council Waste Transfer Stations: Asbestos products, oxygen and acetylene cylinders, paints, chemicals or construction waste - concrete, tiles, bricks, building rubble, gyprock, plasterboard, fiberboard, cement etc.



Attachment A: Tyre Sizing Schedule			
Passenger		Light Truck/4WD	Truck
Passenger to 235mm	SUV to 225mm Passenger 245mm up	Light Truck/SUV >235mm	
12" Passenger		18" Passenger 245mm up	19.5 All Sizes
13" Passenger	215/75R15	All 19" Passenger and above	825-20 to 1200-20
14" Passenger	225/75R15	All 18' SUV/4X4 and above	22.5 to 305mm
15" Passenger	205/65R16	235/75R15	
16" Passenger	215/65R16	255/70R15	
17" Passenger	225/65R16	265/70R15	
18" Passenger to 235mm	215/70R16	9R15	
155R12LT	225/65R16	10R15	
155R13LT	215/70R16	11R15	
165R13LT	225/70R16	31x10.5015	
175R13LT	205/85R16	235/70R16	
185R14LT	215/85R16	245/70R16	
195R14LT	215/65R17	255/70R16	
205/75R14LT	225/75R17	265/70R16	
215/75R14LT	205R16	275/70R16	
195R15LT	650R16	245/75R16	
205/65R15LT	700R16	265/75R16	
215/65R15LT	750R16	245/65R17	
195/70R15LT		255/65R17	
205/70R15LT		285/65R17	
215/70R15LT		245/70R17	
225/70R15LT		265/70R17	
21S/60R16LT		235/80R17	
23S/85R16		235/85R16	
		ALL 17.5	



ATTACHMENT B

THORAK REGIONAL CEMETERY

Fees and Charges 2026-27

Effective from 1 July 2026

**LITCHFIELD
COUNCIL**



Table of Contents

Administration Fees3
Exclusive Rights of Interment – Burials4
Exclusive Rights of Interment – Cremated Remains5
Cremation Services6
Interment Fees.....6
Administrational Charges for Exclusive Rights.....7
Second & Subsequent Interments: All Sections (By Approval)7
Miscellaneous Charges8
Infant Subsidy9

Administration Fees

	Charge
All Litchfield residents / ratepayers receive a 10% discount on all fees and charges.	
Proof of residency must be shown (Prior to the service) by way of driver's license, rates notice or recent (no older than 90 days) government correspondence with a residential address within the Litchfield Municipality.	10% on fee charged
Refund Administration Fee	\$50

Exclusive Rights of Interment – Burials

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.	Charge
<ul style="list-style-type: none"> All fees and charges are GST inclusive if applicable. Exclusive Right of Burial Fee applies to all At-Need and Pre-Need purchases as per Subdivision 1 part 50 – Burial & Cremations Act 2022. Interment fee and extra depth fee (if applicable) paid at the time interments. 	
Section A & G (Plaque)	
Adult	4,290*
Child (12 years and under)	2,369*
Section B (Headstone & Plaque)	
Adult	6,515*
Child (12 years and under)	3,245*
Section Monument B, C, D & E (Monuments)	
Adult	8,718*
Child (12 years and under)	5,771*
Orthodox Section (Monuments)	
Adult	8,718*
Child (12 years and under)	5,771*
Muslim Section (Monuments)	
Plots pre-purchased in Sections C and D may incur a pre-digging fee to determine if the site is usable due to underground rock formations and or for future accessibility.	
Adult	8,718*
Child (12 years and under)	5,771*
Muslim Section (Flat Marker)	
Adult	4,290*
Child (12 years and under)	2,369*
Baha'i Section (Plaque)	
Adult	4,290*
Child (12 years and under)	2,369*
Jewish Section (Headstone & Plaque)	
Adult	6,515*
Child (12 years and under)	3,245*
Garden of Angels	
<i>Garden of Angels graves accommodate caskets up to 110cm long by 45cm wide</i>	
Section A - Plaque only	2,369*
Section B - Headstone and Plaques	3,245*
Children's Cremated Remains Interment Garden	495*
Un-Registrable Foetus burial	495*

* GST Free = Item is exempt from GST per ATO Division 81

Exclusive Rights of Interment – Cremated Remains

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.	Charge
Exclusive Right of Interment - Cremated Remains	
Memorial Palm Garden (single interment only)	520*
Memorial Lawn Garden (single interment)	520*
Niche Wall (+ \$42 per additional container)	715*
Niche Wall (Lower two rows of niche walls) (+ \$42 per additional container)	367*
Memorial Beam – B Section	616*
Memorial Palm Scattering Garden	184
Rock Memorials - no ashes, position only (installation, permit and plaque costs apply)	368
Floating Plaques – no ashes, position only (installation, permit and plaque costs apply)	368
Courtyard of Tranquillity	
Row 5,6,7 & 8 (single interment only)	520*
Row 1,2,3 & 4 (two interments per plot)	1,023*
Row 1,2,3 & 4 (second interment)	Interment fee only
Courtyard of Tranquillity – Columbarium Prices include niche front engraving of name and date up to 37 characters.	
Row # 1, 2, 3, 4	
Niche B (Single)	1,637*
Niche A (allows 2 small to medium sized urns)	2,773*
Niche A (Second urn interment)	Interment fee only
Niche C (Double allows 2 large urns)	2,993*
Niche C (Second urn interment)	Interment fee only
Row # 5	
Niche B (Single)	1,637*
Niche A (allows 2 small to medium sized urns)	2,773*
Niche A (Second urn interment)	Interment fee only
Courtyard of Tranquillity – Family Tree Cremation Garden	
Allows up to twenty ash interments under one tree. Includes first memorial permit fee.	4,723*
Courtyard of Tranquillity – Memorial Tree	
Note: Includes the tree, first memorial permit fee, concrete plinth, installation and standard plaque (Maximum of four per tree)	1,686*

* GST Free = Item is exempt from GST per ATO Division 81

Cremation Services

Please see cemetery office staff for urns, necklaces, and keepsakes for cremated remains.		Charge
Adult Cremation		1,838
Infant Cremation (Coffin size not to exceed 110cm long)		1,013
Adult Cremations with Oversized coffins		2,696
Un-Registrable Foetus Cremation		456
Incineration of materials		1,381
Additional Ash Containers		42
Viewing of Cremation (per cremation)		184
Packaging and posting of cremated remains (within Australia only)		273
Extended Cremation Service Package – includes standard bio-coffin, transportation and cremation. (pick-up from Royal Darwin Hospital & Palmerston Regional Hospital Morgues only)		3,803
Extended Cremation Service Package – Infant (Capsule not to exceed 110cm long)		1,971
Purchase of an assembled capsule		683
Refrigerated storage of coffin (per night, maximum 5 nights)		57
Cleaning of Cremator (per hour or part thereof)		273
Extra Charge on Byron Coffins (extra residue, extra processing)		130

Interment Fees

	Charge
<ul style="list-style-type: none"> For further interments an extra depth fee of \$599 applies to first interment. Second interment fee due at time of second interment. Coffins over 700mm wide are subjected to extra fees for larger grave preparation. All exclusive right of interment for burials and cremations attracts an interment fee in addition to the Cemetery Fee, except where otherwise stated. Exclusive Rights reservations issued before the introduction of CEM02 Rights of interment Policy 2018 will attract the Cemetery Fee and the Interment Fee at the time of interment. The purchase for a "At need/ Pre-need" Extra depth interment whether Adult or Child will incur the higher cost of an Adult. Should a second burial be required within a "At need/ Pre-need" child's Exclusive rights of Interment then a full Adult Exclusive right of Interment fee would be charged. 	
Burial interment	1,332
Un-Registrable Foetus burial	359
Cremation interment (applies to new or existing graves)	359
Courtyard of Tranquillity – Memorial Trees	
Additional Plinth, standard Plaque, installation & permit fee applies (max 4 per tree)	910*

* GST Free = Item is exempt from GST per ATO Division 81

Administrational Charges for Exclusive Rights

Names of the intended person/s must be specified at the time of Exclusive Right of Interment purchase.	Charge
Hold on the right to purchase an Exclusive Right of Interment The hold is for a three-month period in line with CEM 02 Interment Rights Policy	259
Extension of Hold The plot is held for an additional three months. Maximum hold time 6 months total.	259
Hold on the right to purchase an Exclusive Right of Interment – Cremated Remains Applicable for all plots for cremated remains.	123
Extension of Hold The plot is held for an additional three months. Maximum hold time 6 months total.	123
Exclusive Right of Burial	10
Reprint of Exclusive Right Certificate	10
Transfer of Exclusive Right of burial prohibited under the Burial and Cremation Act 2022(unless purchased after November 2022).	279
Refund of Exclusive Rights Upon proof of purchase, 75% of the fee at time of purchase will be refunded less administration fee and the certificate fee of \$16 pre-1st July 2013, \$10 after 1st July 2013.	

Second & Subsequent interments: All sections (By approval)

	Charge
Second & subsequent Interments: All sections Where the upper surface/lid of the coffin is below/less than 1000mm from the ground level (includes grave digging)	1,788
Grave Investigation To ascertain depth per hour per staff member	181*

* GST Free = Item is exempt from GST per ATO Division 81

Miscellaneous Charges

	Charge
Extra Depth fee / Oversize fee	599
Exhumations coffins – ground preparation (pending Cemetery & Ministerial approval required)	1,880
Disinterment of Cremated Remains from ground	181
Removal of Cremated Remains from Columbarium/Niche Wall	181
Pre-digging of grave	749
Display Beam Annual Fee	1,105
Columbarium replacement granite panel	650
Grave Shoring (to stabilise the grave sides)	421
Live Streaming per 1hr – Extra \$202 for recording	400
Chapel Services	
Chapel Hire, includes private family viewing room and Kitchenette (per hour)	535
Chapel Overtime Fee (per hour or part thereof)	248
Hire of Viewing room only per hour (does not include cremation viewing)	183
Non-regular hour service charges	
Monday - Friday: After 4.30pm (per staff per hour or part thereof)	273
Cremations after 3:00pm (per hour or part thereof)	273
Burials after 4.00pm (per hour per staff or part thereof)	273
After 3hrs has been exceeded (per staff per hour or part thereof)	364
Weekends: Per hour per staff member	364
Public Holidays: Per hour per staff member	364
(Weekends and public holidays minimum two hours labour)	
Memorial Permits	
Plaque Section (Fee is GST Exempt)	183*
Headstone Section (Fee is GST Exempt)	308*
Monument Section (Fee is GST Exempt)	456*
Benches (Fee is GST Exempt)	265*
Memorial Installation Fees via Thorak Staff	
Plaque	181
Removal and/or re-installation of memorial plaque	181
Installation of memorial benches	757
Installation of concrete slanting pillow	181
Other Charges	
Outside Service	421
Marquee Rental 4 x 4 m (includes 20 chairs)	181
Marquee Rental 6 x 3 m (includes 20 chairs)	273
Funeral Directors Permit Fee per financial year (Fee is GST Exempt)	1,903*
Individual funeral permit fee per financial year (Fee is GST Exempt)	159*
Concrete Slanting Pillow (Supply)	219
Ornamental Memorial options (Urns, necklaces and keepsakes)	cost + 60%
Brass Plaques – various sizes and designs	cost + 60%
Floating Plaques and Ornamental Cylinders	cost + 60%

Infant Subsidy

- For burial or cremation costs of children two years and under, including stillborn children. This does not include un-registrable foetus.
- The subsidy will be available up to a maximum of fifty percent (50%) of the interment cost or 50% of the cremation cost or \$900.00 whichever is lesser, at any section of Thorak Regional Cemetery.
- The parent or legal guardian is a resident within the Darwin, Palmerston or Litchfield municipalities.
- The subsidy will be for the interment cost or cremation cost (not both) and will be applicable at the time of service. Only one claim per infant allowable.
- The subsidy is applicable to individual residents only and will not be available to organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin, Palmerston and Litchfield Municipalities. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power Water (no older than 3-month-old), a current rental agreement, rates notice, or any other identification document as approved by the Cemetery Manager

14.1.7 Community Services and Development Monthly Report – May

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 May 2026.

Media and Communications

Media Releases/News

- New Australian citizens welcomed in Litchfield.

Social media

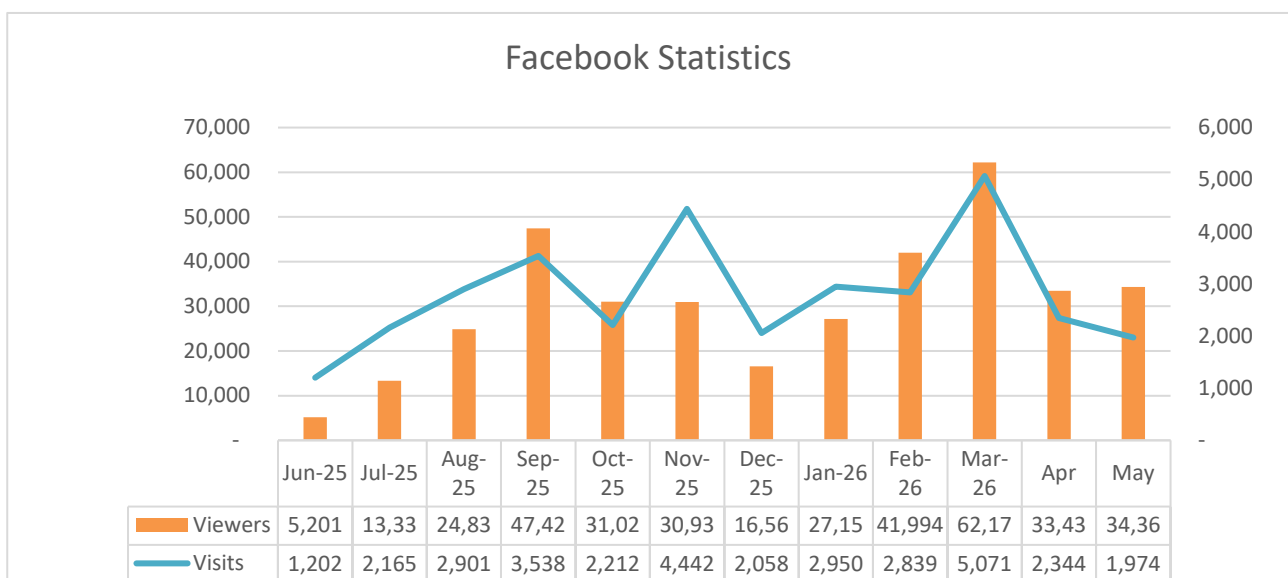
Council's Instagram page is tracking well and slowly gathering followers.

- The page received 3.7k in views up 95.8% from 1.8k views in May
- Total viewers reached 1.2k, a decrease of 88% from April
- Content interactions were 112, an increase of 53.4% from April
- The page currently has 39 followers, an increase of 12.8% in May (5 more followers).

Overall, there was a great increase across key metrics in May showcasing Council’s continued Facebook presence delivering important and factual information to our residents and community.

- Views increased to 153.2k (0.5%)
- Total viewers reached 34,360 (2.7%)
- Content interactions increased significantly to 1.2k (58.8%)
- Page visits decreased to 2K (23%)
- Follows increased significantly to 89 for the month (7.2%) with 14 people who unfollowed the page. The Facebook Page has a total of 6,213 followers.

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

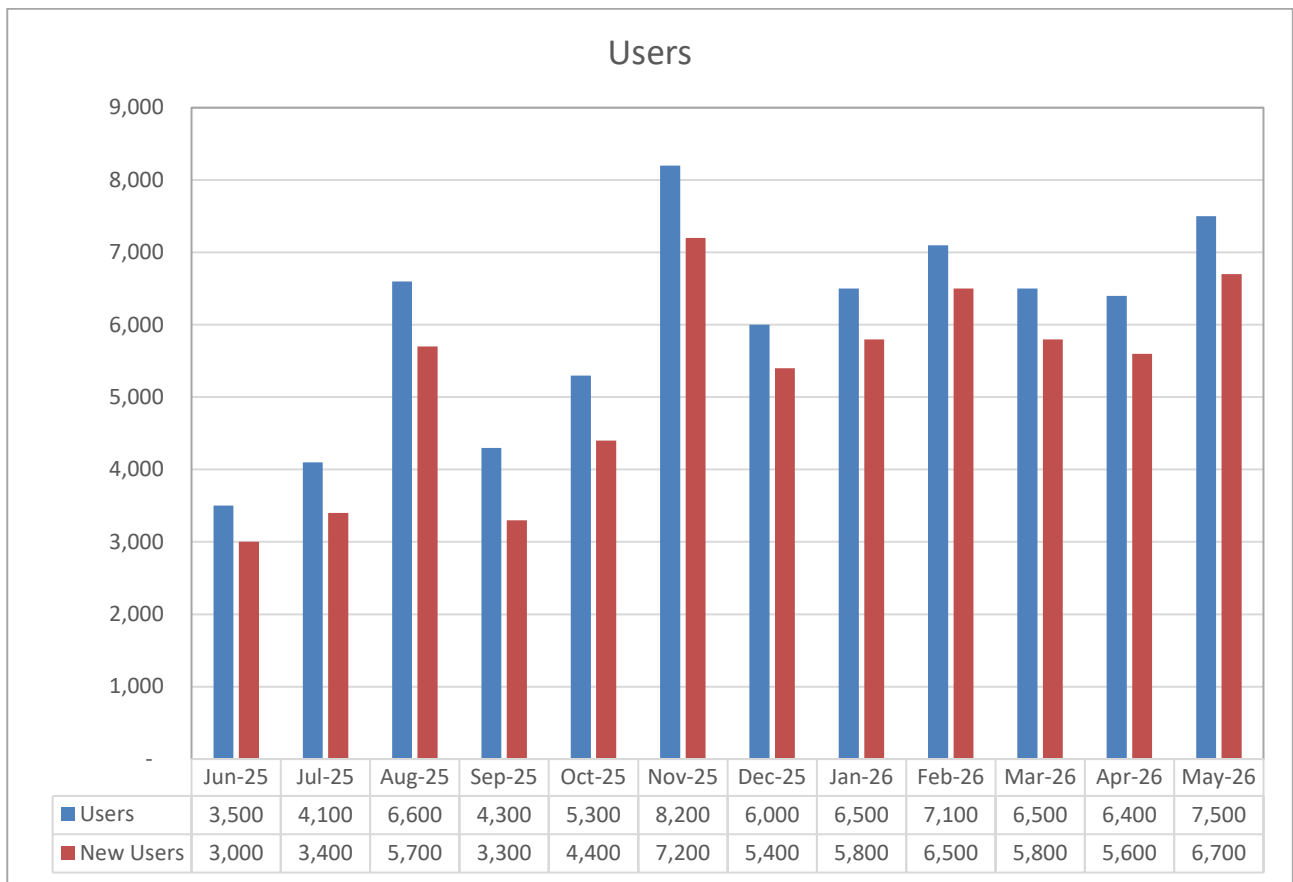


Website monthly performance summary

Website performance increased this month.

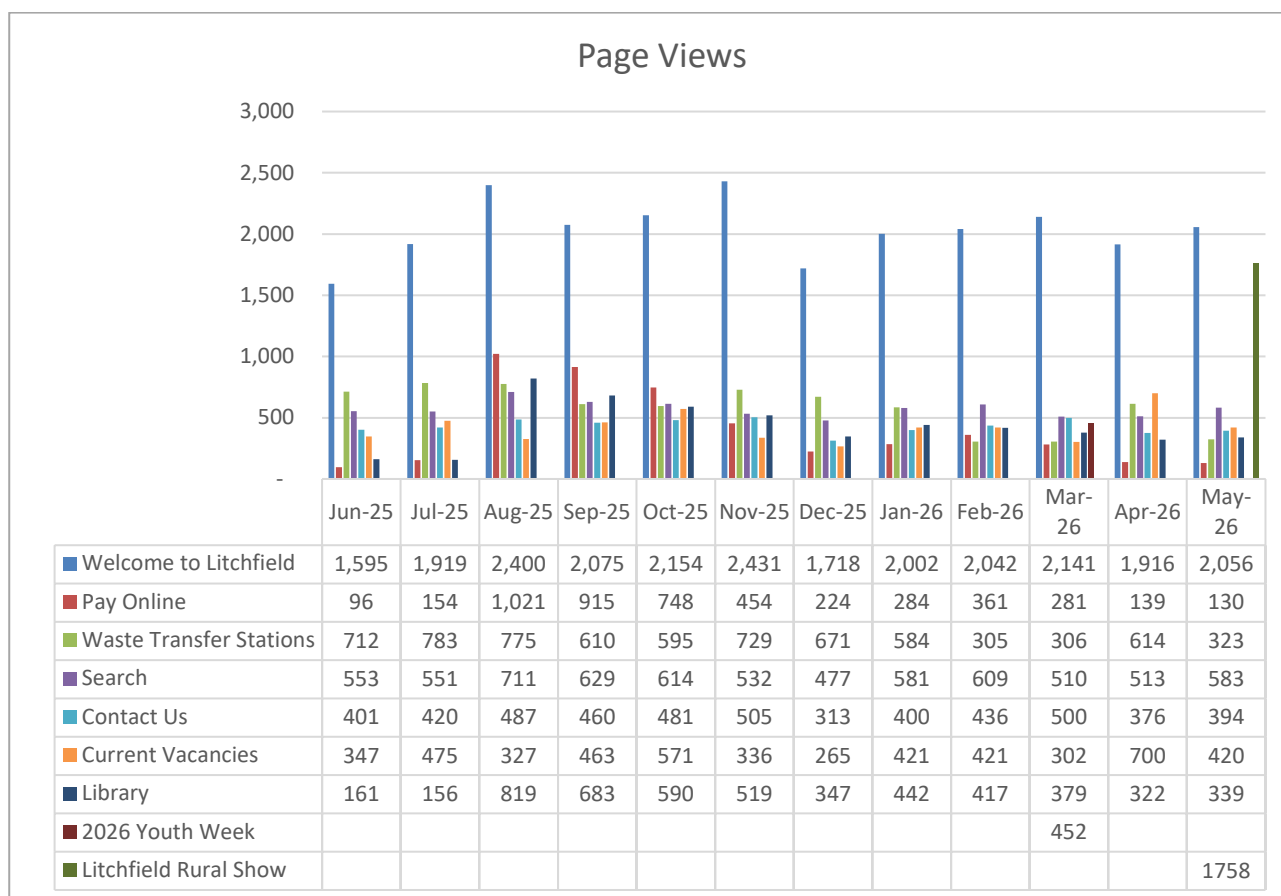
- Active users: 7.5k from 6.5k in April
- New users: 6.7k from 5.6K
- Average engagement time: 38 seconds per active user from 35 seconds in April.

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.



The top five visited pages were:

- Welcome page – 2,056 views
- Litchfield Rural Show – 1,758 views
- Search – 583 views
- Report a Fault – 461 views
- Current vacancies – 420 views



COMMUNITY DEVELOPMENT

May saw continued activity across library programs, outreach services and community events, with a focus on practical support, inclusive programming and creating opportunities for residents to connect locally.

Library Programs

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

- Mother’s Day Nursery Time was held with local comedian Amy Hetherington, bringing together 55 parents, carers and children through songs, humour and shared parenting experiences
- GOAT Storytime was delivered in partnership with Taminmin College Agriculture students, giving children the opportunity to meet live goats as part of a fun literacy experience
- Storytime was presented in Auslan in recognition of National Auslan Day, supporting awareness of Auslan and inclusive communication
- A Saturday Dry Season Gardening talk with Di Lucas and Leonie Norrington provided practical local advice, showcased the authors’ books and attracted 39 attendees, including many new faces to the library
- National Simultaneous Storytime was held at the Library, joining more than 16,000 locations across Australia to read *Luna Roo* at the same time.

Seniors and Intergenerational Programs

Programs for older residents continued to support social connection, access to information and meaningful interaction across generations.

- Seniors Morning Tea included a guest speaker from COTA, who provided information on My Aged Care in response to questions and concerns raised by rural seniors
- Students vs Seniors was held again, with students and seniors connecting through board and card games. Student reflections shared with library staff showed that participants value the opportunity to connect with older residents, hear their experiences and build friendships across generations.

Community Services and Outreach

The library's expanded spaces continued to support improved access to government and community services for residents.

- May pop-up stalls included Consumer Affairs, Palliative Care NT, Centrelink / Services Australia, and Arthritis and Osteoporosis NT as well as Department of Corporate and Digital Development – Cybersecurity
- These services provide residents with easier access to information, support and referral pathways without needing to travel further for assistance.

Community Events and Wellbeing

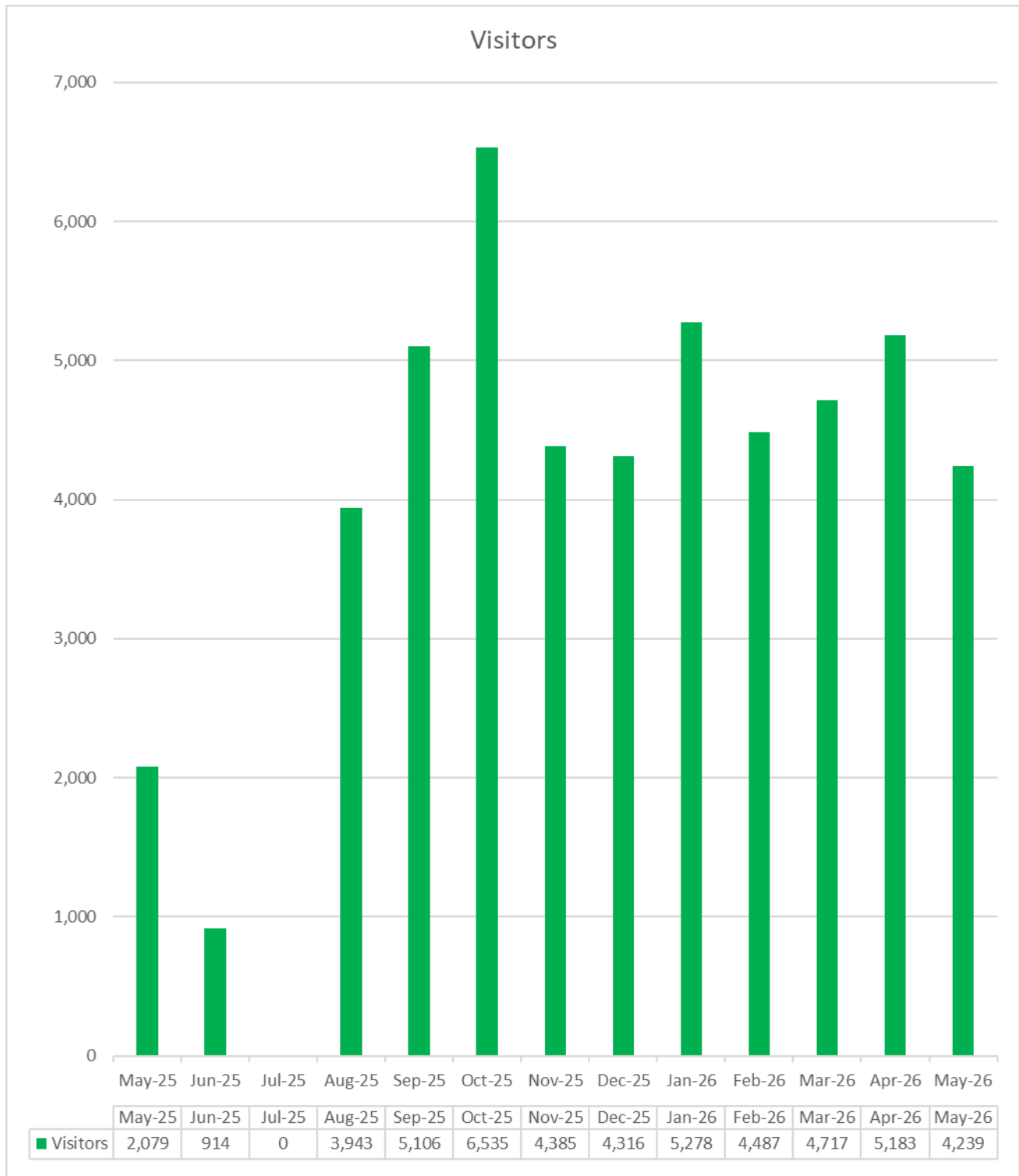
Council also supported broader community connection through local events and informal engagement opportunities.

- The Men's and Family Week BBQ event formed part of Council's broader focus on men's wellbeing, reducing social isolation and provided a relaxed, family-friendly setting for social connection and community participation. There were an estimated 180 attendees for the day.
- Council attended the Litchfield Rural Show with a stall promoting Council services, facilities, programs and engagement opportunities. This was very popular with attendees and staff received positive feedback about council services across the municipality.

Overall, May's activities supported residents across a range of ages, interests and needs, reinforcing Council's role in providing accessible local programs, community connection and service access across the municipality.

Visitors to the Library

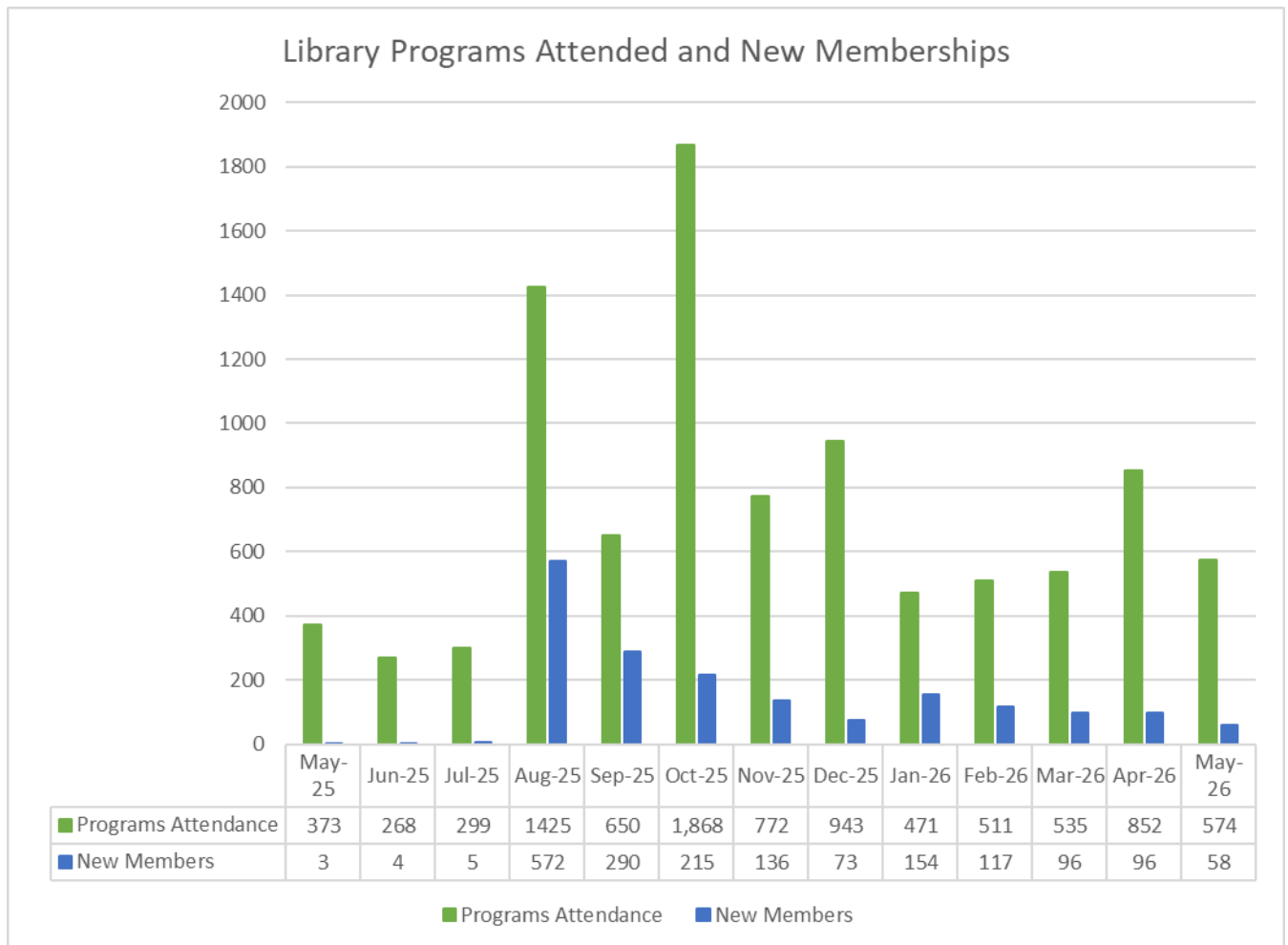
The library had 4,239 visitors in May 2026 and was open for 188 hours. In the previous year, May 2025 compared at 2,079 visitors and was open for 193.5 hours. The following graph displays the data for the current month with a monthly comparison to the prior year.



Library Programs and Memberships

A total of 16 activities were delivered in May 2026 with a total attendance of 574 participants. In the same month last year, the library had 373 attendees across 19 activities.

The library team signed up 58 new library members during May 2026. Although this demonstrates a drop from previous two months, it may indicate that new membership is finally starting to stabilise. Regardless it still indicates substantial growth from the previous 3 new members in May 2025.



Library Projects

- Preparation and promotional information for June/July school holiday program
- Staff planned leave, plus unplanned sick leave during the month, required remaining members of our small team to work very flexibly on tasks, absorb others roles and additional front desk shifts as a short-term solution.

Library Service Disruptions

Nil disruptions occurred during the month of May 2026. Comparisons in disruptions to service as follows:

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

Library & Archives NT reporting

Following is a couple of extracts from the LANT monthly reporting that may be of interest:

Number of library visitors	4239
Number of hours library was open	188
Number of PC sessions on public library PCs	305
Number of hours public access devices in use	201
Number of printing jobs	403

Regulatory Services

New Dog Registrations

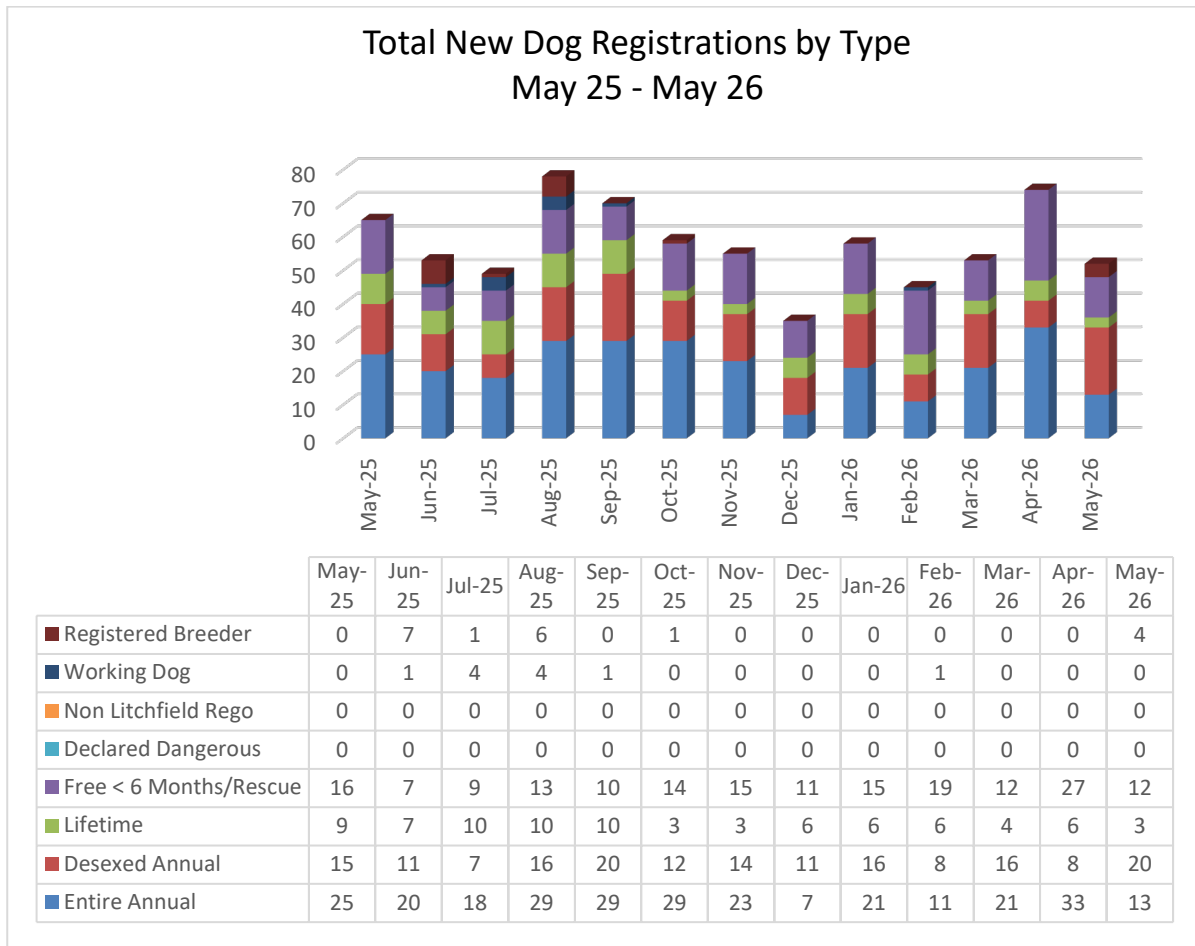
The number of new dogs registered either voluntarily or as a condition of release from the pound in May 2026 was 52.

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 - April 2026

	Current May 26	Last Month Apr 26	Last Year May 25
New Registrations	52	74	65

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



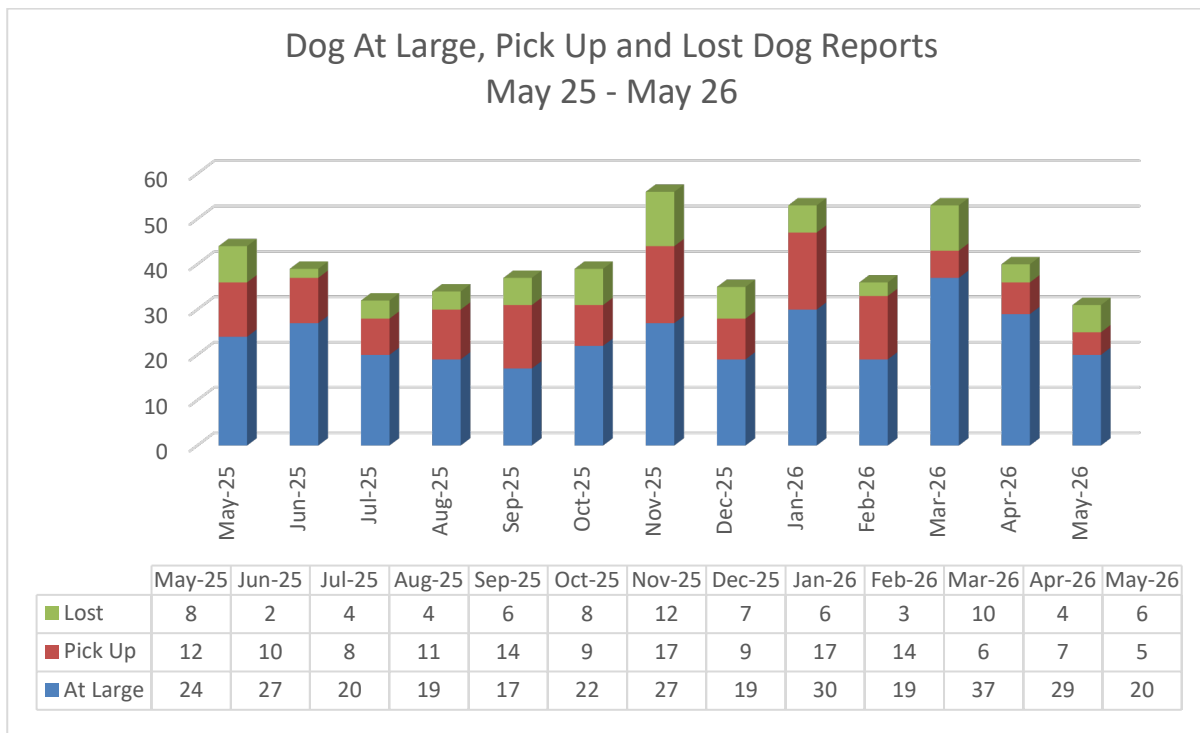
Dog At Large, Pick Ups and Lost Dogs

There were 31 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners in May 2026.

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

	Current (May 26)	Last Month (Apr 26)	Last Year (May 25)
Dog at Large	20	29	24
Dog Pickup	5	7	12
Lost Dog	6	4	8
Total	31	40	44
Average (Dog at Large, Pickup & Lost) per month < 12 months			40.7

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.



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 May 2026 there were six dogs in the pound carried over from the end of April 2026, 12 dogs were impounded during May, eight 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 May 26.

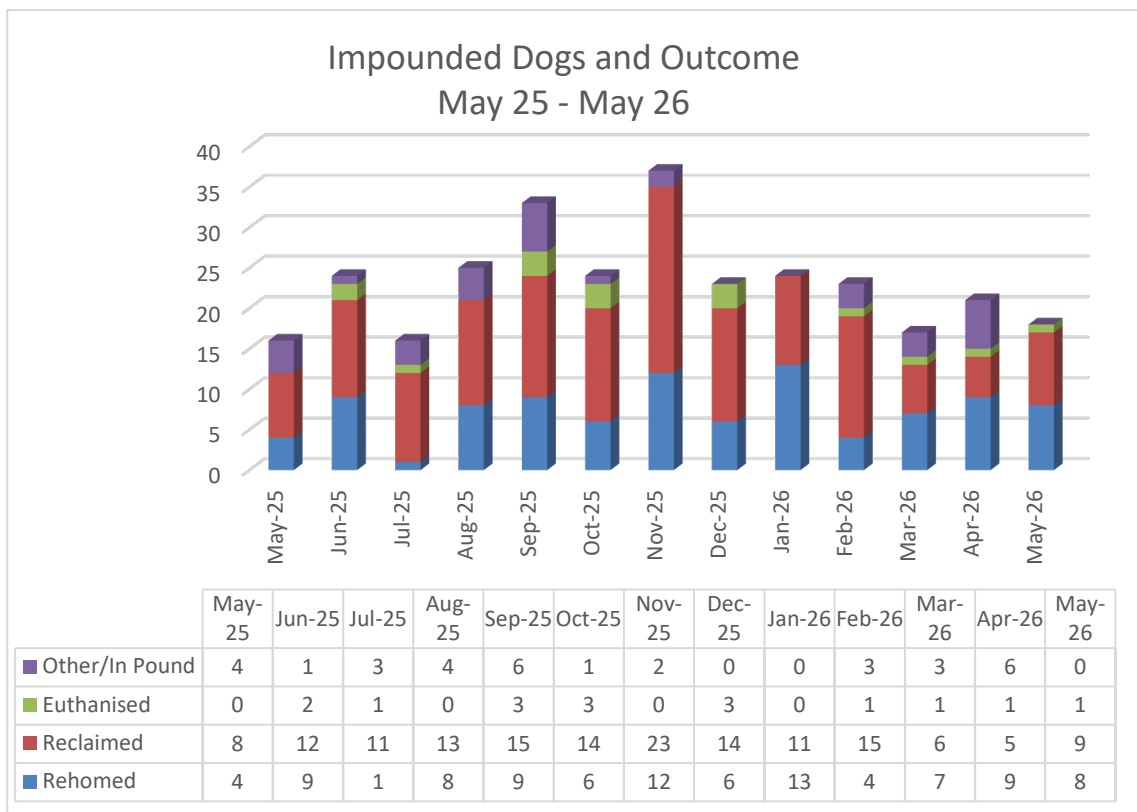
Impounding Summary for May 2026

	Current (May 26)	Last Month (Apr 26)	Last Year (May 25)
Rehomed	8 (inc 5 from Apr)	9 (inc 2 from Mar)	4
Reclaimed	9	5	8
Euthanised	1	1	0
Other/In Pound	0	6	4
Total	18	21	16

Impounding Dog Statistics for May 2026

	Percentage < 12 months	Current (May 26)	Last Month (Apr 26)	Last Year (May 25)
Registered	16.9%	1	1	3
Unregistered	83.1%	11	17	17
Desexed	27%	4	1	5
Entire	73%	8	17	15
Male	56.2%	6	9	10
Female	43.8%	6	9	10

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 eight abandoned vehicles reported to Council in May 2026.

Abandoned Vehicle Summary for May 2026

	Percentage <12 months	Current (May 26)	Last Month (Apr 26)	Last Year (May 25)
New Reports	N/A	8	10	6
New CRM (open)	20.8%	3	2	0
Departed	49.4%	2	3	4
Disposed	7.8%	1	2	1
Released	0.0%	0	0	0
Impounded	7.8%	1	3	0
Non-Council Land	14.3%	1	0	1
Average AV Reports per month < 12 months			5.9	

New CRM – Action has commenced but not yet finalised.

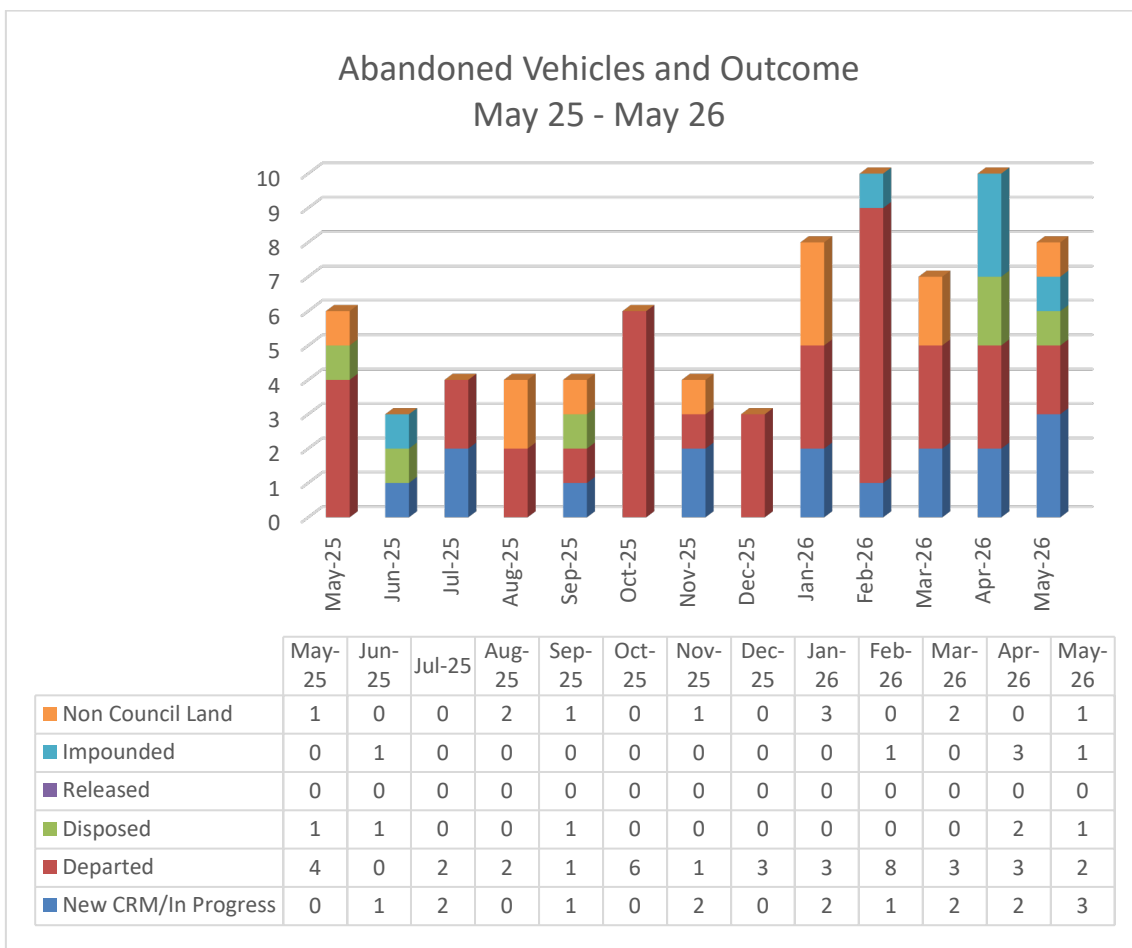
Departed – The vehicle was removed either before Rangers arrived or through owner compliance in accordance with the Official Abandoned Vehicle Notice.

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

14.1.8 Risk Management Audit Committee Open Minutes - 28 May 2026

AUTHOR: Natasha Clancy, Executive Assistant to Directors

AUTHORISER: Rebecca Taylor, Acting Director Governance & Community

ATTACHMENTS: 1. Unconfirmed RMAC Open Minutes - 28 May 2026

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

BACKGROUND

In accordance with Section 101(4) of the Local Government Act 2019, the minutes for RMAC meetings are required to be tabled at the following Council meeting.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Local Government Act 2019, Section 101(4).

FINANCIAL IMPLICATIONS

Nil

RISKS

Nil

COMMUNITY ENGAGEMENT

Nil



Risk Management and Audit Committee Meeting (RMAC)

MINUTES

Thursday, 28th May 2026

Meeting to be held commencing 9:30 AM
in Council Chambers at 7 Bees Creek Road, Freds Pass

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



RISK MANAGEMENT AND AUDIT COMMITTEE
MINUTES

TABLE OF CONTENTS

1	Opening of Meeting	3
2	Apologies and Leaves of Absence	3
3	Disclosures and Declarations of Interest	3
4	Confirmation of Minutes	3
	4.1 Confirmation of Minutes.....	3
5	Business Arising from Minutes	4
	5.1 Business Arising	4
6	Accepting or Declining Late Items	4
	Nil	
7	Officer Reports.....	5
	7.1 Internal Audit Update.....	5
8	Other Business	5
9	Confidential Items.....	6
	9.1 Risk Register.....	6
	9.2 Interim Audit Report 2025-2026.....	6
10	Report of Confidential Resolutions	6
11	Close of Meeting	6

Risk Management and Audit Committee Meeting Minutes

28 May 2026

Present	Greg Arnott	Chair
	Kevin Harlan	Councillor Central Ward
	Plaxy Purch	Councillor North Ward
Staff	Stephen Hoyne	Chief Executive Officer
	Rebecca Taylor	Acting Director Governance and Community
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Tash Clancy	Executive Assistant to Directors

1 OPENING OF MEETING

Greg Arnott (Chair) opened the meeting at 9.33am

2 APOLOGIES AND LEAVES OF ABSENCE

Apologies

DM Civitarese

Shane Smith

Leave of Absence

Nil

3 DISCLOSURES AND DECLARATIONS OF INTEREST

Cr Harlan company SlackDog15 Pty Ltd is engaged by Gold Medal Services NT, of which Shane Smith is part owner.

4 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

COMMITTEE RESOLUTION RMAC/26/006

Moved: Chair Greg Arnott

Seconded: Cr Kevin Harlan

That the full minutes (including confidential minutes) of the Risk Management and Audit Committee Meeting held Friday 13 March 2026, 5 pages be confirmed.

CARRIED 2/1

5 BUSINESS ARISING FROM MINUTES

5.1 Business Arising

EXECUTIVE SUMMARY

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

COMMITTEE RESOLUTION RMAC/26/007

Moved: Chair Greg Arnott

Seconded: Cr Kevin Harlan

1. That Risk Management and Audit Committee receive and note the business arising as at attachment.

CARRIED 3/0

6 ACCEPTING OR DECLINING LATE ITEMS

Nil

AUDIT PRESENTATION

MOTION

Moved: Chair Greg Arnott

Seconded: Cr Kevin Harlan

That The Committee invites the auditors PKF Merit, represented by Matthew Kennon and Scott Pierce, to introduce and present the Audit Plan.

CARRIED 3/0

Presentation commenced at 09.57am and resumed at 10.10am

7 OFFICER REPORTS

7.1 Internal Audit Update

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to RMAC on the progress of the internal audits.

COMMITTEE RESOLUTION RMAC/26/008

Moved: Cr Plaxy Purich

Seconded: Cr Kevin Harlan

That the Risk Management and Audit Committee:

1. Receive and note the progress on the internal audits; and
2. Provides feedback on the draft Strategic Audit Plan as at Attachment 1.
3. That the internal Strategic Audit Plan is reviewed annually at the last committee meeting of the financial year to review the next years internal plan and audit objectives.
4. That the audit objectives detailed in the Internal Audit Plan for;
 - (a) Payroll to be amended to include compliance for superannuation legislation, regulations and rules, and fringe benefits tax requirements;
 - (b) Planning to include review of Council policies, plan and guidelines to ensure compliance with the Planning Act and other relevant legislation.

CARRIED 3/0

8 OTHER BUSINESS

COMMITTEE RESOLUTION RMAC/26/009

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

That the Committee request Council officers provide advice at the next meeting regarding the reference to traffic audits in the Risk Register dated 13 March 2026, and the reason why it should be removed.

CARRIED 3/0

9 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):

9.1 Risk Register

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.

9.2 Interim Audit Report 2025-2026

This matter is considered to be confidential under Section 99(2) - e 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 subject to subregulation (3) - information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

10 REPORT OF CONFIDENTIAL RESOLUTIONS

11 CLOSE OF MEETING

The Meeting closed at 11.35pm.

14.1.9 Execution of Agreement - Fines Recovery Unit Services Agreement

- AUTHOR:** Rebecca Taylor, Acting Director Governance & Community
- AUTHORISER:** Stephen Hoyne, Chief Executive Officer
- ATTACHMENTS:**
1. Letter to Litchfield Council - Circulation of Draft Agreement - FRU
 2. Agreement - Fines Recovery Unit and Litchfield Council

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.

RECOMMENDATION

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.

BACKGROUND

Litchfield Council infringement notices, issued under the *Litchfield Council (Dog Management) By-Laws*, are processed in accordance with the *Fines and Penalties (Recovery) Act 2001*.

The Fines Recovery Unit administers and recovers outstanding infringement notice penalties on behalf of enforcement agencies throughout the Northern Territory under the provisions of the *Fines and Penalties (Recovery) Act 2001*.

Council currently has an agreement in place with the Fines Recovery Unit to facilitate the administration and recovery of infringement notices issued by Council.

The Fines Recovery Unit has undertaken a review of its agreements with enforcement agencies and has provided Council with an updated Services Agreement for execution. The review is intended to modernise and standardise agreement documentation while maintaining existing operational arrangements.

The updated Agreement will commence on 1 July 2026 for an initial term of three years, with an option for a further three-year term.

LINKS WITH STRATEGIC PLAN

Progress - Continuity of Services and Facilities

LEGISLATIVE AND POLICY IMPLICATIONS

Execution of the Agreement will require affixing the Council's Common Seal in accordance with section 38 of the *Local Government Act 2019*.

The Agreement operates in accordance with the *Fines and Penalties (Recovery) Act 2001*.

GOV11 Common Seal

FINANCIAL IMPLICATIONS

Nil

RISKS

The Agreement formalises existing arrangements that have been operating between Council and the Fines Recovery Unit.

As the proposed changes are administrative in nature and do not alter existing service delivery arrangements, the associated risk to Council is considered low.

Failure to execute the Agreement may affect Council's ability to continue utilising the Fines Recovery Unit's services for the administration and recovery of infringement notices.

COMMUNITY ENGAGEMENT

Nil



Department of CORPORATE AND DIGITAL DEVELOPMENT

Ground Floor,
47 Mitchell Street, Darwin NT 0800

Postal address
GPO Box 1218
Darwin NT0801

[E Beau.Clark@nt.gov.au](mailto:Beau.Clark@nt.gov.au)

[T 08 8924 4365](tel:089244365)

27 May 2026

Vanessa Wallis
Supervisor Regulatory Services
Litchfield Council
PO Box 446
Humpty Doo NT 0836

Dear Ms Wallis

BY EMAIL: council@litchfield.nt.gov.au

Re: Circulation of Draft Agreement

The Department of Corporate and Digital Development (DCDD) Fines Recovery Unit (FRU) is reviewing its Agreements with partner agencies that issue infringement notices in the Northern Territory (enforcement agencies).

These Agreements describe how our agencies work together under the *Fines and Penalties (Recovery) Act 2001*, including service expectations and any functions that FRU may carry out on behalf of enforcement agencies.

As part of a broader governance uplift within FRU, the Agreements have been refreshed to improve clarity and ensure consistent, up-to-date language. This refresh does not change the intent of the agreements or how our agencies currently work together. Existing roles, responsibilities, and day-to-day processes remain the same.

Attached for your review is a draft updated Agreement proposed to be executed between our agencies. Please review the document and follow the relevant next steps below:

If:	Please:
The terms are acceptable and the agreement can proceed	Complete the highlighted fields (e.g. contact details, responsible officer, and executing officer—usually the CEO or statutory role holder), and arrange for the delegate to execute and return the document to us
Changes are required	Mark up the document with your tracked requested changes and return it

If no changes are required, FRU will arrange execution through our Executive and forward a copy of the fully executed agreement to you on completion.

If changes are requested, we will contact you to arrange a discussion to work through them.
Please contact me if you have any questions or would like to discuss the draft agreement further.

Yours sincerely



Beau Clark
Director Operations, Fines Recovery Unit

AGREEMENT FOR THE ADMINISTRATION OF PENALTIES

BETWEEN:

**THE DEPARTMENT OF CORPORATE AND DIGITAL
DEVELOPMENT THROUGH THE FINES RECOVERY UNIT ("FINES
RECOVERY UNIT")**

AND:

**THE ENTITY DESCRIBED AT ITEM 1 OF THE SCHEDULE
("ENFORCEMENT AGENCY")**

TABLE OF CONTENTS

DETAILS 2

 PARTIES 2

 BACKGROUND 2

AGREED TERMS 2

 1. *DEFINITIONS AND INTERPRETATION* 2

 1.1 Defined terms 2

 1.2 Interpretation 4

 2. *TERM* 4

 3. *SPECIAL CONDITIONS* 4

 4. *SERVICES* 4

 5. *ELECTRONIC DATA TRANSFER* 5

 6. *FINES RECOVERY UNIT'S ROLE AND RESPONSIBILITIES* 6

 7. *ENFORCEMENT AGENCY'S ROLE AND RESPONSIBILITIES* 7

 8. *FEES* 9

 9. *GOODS AND SERVICES TAX* 10

 9.1 Interpretation 10

 9.2 Consideration exclusive of GST 10

 9.3 Tax invoices 10

 10. *INDEMNITY* 10

 11. *DISPUTE RESOLUTION* 11

 11.1 Disputes 11

 11.2 Notice of dispute 11

 11.3 Meeting of the parties 11

 11.4 Appointment of mediator 11

 11.5 Costs 11

 11.6 Parties to perform obligations 12

 12. *CONFIDENTIAL INFORMATION AND PRIVACY* 12

 12.1 Interpretation 12

 12.2 Use of confidential and private information 12

 13. *NOTICES* 13

 13.1 Form and service of notices 13

 13.2 Receipt of notices 13

 14. *TERMINATION* 13

 14.1 Termination for convenience 13

 14.2 Termination for breach 14

 14.3 Parties' obligations and rights 14

 15. *INTERVENING EVENT* 14

 15.1 Meaning of Intervening Event 14

 15.2 Effect of Intervening Event 14

 16. *GENERAL* 15

 16.1 Warranties by Enforcement Agency 15

 16.2 No Employment, Partnership or Agency 15

 16.3 Variation 16

 16.4 Compliance with Laws 16

 16.5 Costs and Stamp Duty 16

 16.6 Governing Law 16

 16.7 Assignment 16

 16.8 Severability 16

 16.9 Waiver 16

 16.10 Counterparts 16

 16.11 Further Acts 16

 16.12 Entire Agreement 16

 16.13 Machinery of Government 17

SIGNING PAGE 17

SCHEDULE 18

DETAILS

PARTIES

Northern Territory of Australia as represented by the **Department of Corporate and Digital Development** through the **Fines Recovery Unit (ABN: 84 085 734 992) ("Fines Recovery Unit")**

AND

The entity described at Item 1 of the Schedule ("Enforcement Agency")

BACKGROUND

- A. The parties wish to develop a constructive working relationship with respect to the enforcement of Penalties relating to Infringement Notices issued through the Enforcement Agency.
- B. The Fines Recovery Unit will act for the Enforcement Agency to enforce outstanding Penalties issued under Infringement Notices, dealing with applications for further time to pay following the making of a Penalty Enforcement Order and recovering an amount payable under an Infringement Notice subject to a Penalty Enforcement Order.
- C. The parties wish to establish arrangements for the administration of Services in accordance with the terms and conditions set out in this Agreement.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 Defined terms

- (a) In this Agreement, unless the contrary intention appears:
 - (i) all terms in this Agreement which are defined or used in the Act bear the meanings given to them in the Act, including but not limited to:
 - A. **Courtesy Letter;**
 - B. **Enforcement Agency;**
 - C. **Enforcement Costs;**
 - D. **Fines Recovery Unit;**
 - E. **Infringement Notice;**
 - F. **Penalty;** and
 - G. **Penalty Enforcement Order;**

- (ii) **Act** means the *Fines and Penalties (Recovery) Act 2001* and includes the *Fines and Penalties (Recovery) Regulations 2001*;
- (iii) **Administration Fee** means the fee specified at Item 6 of the Schedule chargeable for each Infringement Notice administered by the Fines Recovery Unit acting for the Enforcement Agency, and payable in accordance with clause 8 of this Agreement;
- (iv) **Agreement** means this document, and a reference to a recital, clause, schedule, attachment or annexure is a reference to a recital, clause, schedule or annexure of or to this Agreement, and all recitals, schedules, attachments and annexures form part of this Agreement.
- (v) **Business Day** means a day other than a Saturday, Sunday or public holiday observed in Darwin, Northern Territory of Australia;
- (vi) **Central Holding Authority** bears the meaning given to it under section 3 of the *Financial Management Act 1995*;
- (vii) **Commencement Date** means the date specified at Item 2 of the Schedule;
- (viii) **Contact Persons** means the contact persons for each of the parties as specified in the Contact Details set out at Item 3 and 4 of the Schedule, and includes his or her delegate;
- (ix) **Data** means the information necessary for the administration of those Penalties issued under the Fines Legislation which the Enforcement Agency wishes to engage the Fines Recovery Unit to administer pursuant to this Agreement;
- (x) **Director of the Fines Recovery Unit** means the person appointed to be the director of the Fines Recovery Unit under section 29 of the Act and includes his or her delegate;
- (xi) **Electronic Data Transfer** refers to the transfer of data by electronic means as agreed between the parties from time to time and regulated under clause 5;
- (xii) **Fines Legislation** means the legislation specified at Item 5 of the Schedule, pursuant to which the Enforcement Agency has the power to issue Infringement Notices;
- (xiii) **IJIS** means the Integrated Justice Information System used by the Fines Recovery Unit;
- (xiv) **Services** means those services described in clause 4(a) to be administered by the Fines Recovery Unit on behalf of the Enforcement Agency in accordance with this Agreement;
- (xv) **Summary and Exception Report** means an electronic listing identifying information successfully received in an Electronic Data Transfer, and information rejected in an Electronic Data Transfer due to a mismatch, omission or error in the Data; and
- (xvi) **Transaction report** means an electronic listing of Infringement Notices that will be the subject of the Services.

1.2 Interpretation

- (a) In this Agreement, unless the contrary intention appears:
 - (i) words importing the singular number include the plural number and vice versa;
 - (ii) words importing any gender include all other genders;
 - (iii) "person" includes a body corporate;
 - (iv) all references to statutes also refer to statutes amending or re-enacting or replacing the statutes referred to and include a reference to all proclamations, orders in council, regulations, rules by-laws, ordinances and any other instruments and directions (if any) made thereunder;
 - (v) all covenants, warranties, undertakings and agreements are, if entered into by more than one (1) person, deemed to be joint and several;
 - (vi) headings and sub-headings have been included for ease of reference only and this Agreement is not to be construed or interpreted by reference to such headings or sub-headings;
 - (vii) the Schedules to this Agreement are to be read and construed as part of this Agreement.

2. TERM

- (a) Subject to this clause, this Agreement will commence on the Commencement Date and continue in force for the period specified in Item 7, unless terminated in accordance with the terms of this Agreement.
- (b) If the parties continue to perform their obligations after the date of expiry of this Agreement, but the parties have not entered into a new agreement for the Service, the parties agree that the terms and conditions of this Agreement will continue to apply until such time as a new agreement is entered into or this Agreement is terminated by the giving of 20 Business Days' notice in writing.
- (c) At any time before the expiry of this Agreement the parties may, by written agreement, extend the Term of the Agreement for the further period specified in Item 7.

3. SPECIAL CONDITIONS

- (a) The Special Conditions (if any) set out at Item 8 of the Schedule will apply to this Agreement and will prevail over any other provisions of this Agreement to the extent of any inconsistency.

4. SERVICES

- (a) On the signing of this Agreement, the Enforcement Agency enters into an arrangement that that the Fines Recovery Unit will administer the following Services on behalf of the Enforcement Agency:

- (i) the Fines Recovery Unit will process Infringement Notices issued by the Enforcement Agency through Electronic Data Transfers;
 - (ii) the Fines Recovery Unit will deal with applications for further time to pay, on behalf of the Enforcement Agency, under section 12A of the Act; and
 - (iii) the Fines Recovery Unit will recover an amount payable under an Infringement Notice, on behalf of the Enforcement Agency, under section 28(4) of the Act.
- (b) The parties agree that Services will be administered by the Fines Recovery Unit subject to the following conditions:
- (i) on a request from the Fines Recovery Unit, the Enforcement Agency will provide any additional Data requested by the Fines Recovery Unit required for the purposes of administering the Services;
 - (ii) monies recovered by the Fines Recovery Unit through the Services will be allocated in accordance with the Act;
 - (iii) any money recovered by the Fines Recovery Unit resulting from the administration of a Penalty Enforcement Order will be credited to the Enforcement Agency net of fees levied and retained by the Fines Recovery Unit in accordance with the Act;
 - (iv) the Director of the Fines Recovery Unit may write off Penalties in accordance with section 114 of the Act and advise the Enforcement Agency accordingly; and
 - (v) the Enforcement Agency may seek to withdraw a Penalty Enforcement Order, pursuant to section 58(2) of the Act, by written request to the Fines Recovery Unit. Written request may be submitted by electronic mail.
- (c) The Services are subject to and conditional upon the Enforcement Agency warranting and continuing to warrant during the Term that Infringement Notices have been, and will be, validly and lawfully issued in accordance with the Fines Legislation, and by entering into this Agreement, the Enforcement Agency so warrants.
- (d) The parties agree that:
- (i) at the request of the Enforcement Agency's Contact Person, the Fines Recovery Unit may provide to the Enforcement Agency a copy of any relevant guidelines issued under section 114 of the Act (excluding guidelines in relation to the writing off of unpaid fines or penalties) and will advise the Enforcement Agency of any amendments to those guidelines; and
 - (ii) the Fines Recovery Unit may write off penalties in accordance with guidelines issued under section 114 of the Act, and if so, will advise the Enforcement Agency accordingly.

5. ELECTRONIC DATA TRANSFER

The parties agree that:

- (a) The Data will primarily be provided to the Fines Recovery Unit by way of scheduled Electronic Data Transfer.
- (b) Where the Fines Recovery Unit has not previously provided the Services to the Enforcement Agency, Electronic Data Transfers will commence on the date specified at Item 9 and will take place in accordance with the schedule at sub-clause (c) below.
- (c) Electronic Data Transfers will occur in accordance with the following schedule:
 - (i) Tuesdays and Thursdays before 1:00pm;
 - (ii) if Tuesday is a public holiday there will be no Electronic Data Transfer until the following Thursday;
 - (iii) if Thursday is a public holiday there will be no Electronic Data Transfer until the following Tuesday.
- (d) In the event that an Electronic Data Transfer is unsuccessful or is not completed due to a file upload error, the Enforcement Agency will contact the Fines Recovery Unit to make arrangements for the Electronic Data Transfer to be done at a mutually convenient time and the Enforcement Agency will contact a nominated Fines Recovery Unit officer to advise when an Electronic Data Transfer has been completed.
- (e) In the event that the Fines Recovery Unit is unable to receive Electronic Data Transfer on a day outlined in sub-clause (c) above; for instance due to office closure, emergency, temporary or scheduled system maintenance, or any other reason; the Fines Recovery Unit will contact the Enforcement Agency to advise of the next appropriate date for the Electronic Data Transfer.
- (f) Upon the successful completion of an Electronic Data Transfer the following will occur:
 - (i) a Summary and Exception Report will be produced containing the successful and unsuccessful results of the Electronic Data Transfer; and
 - (ii) a Transaction Report will be produced which will list the Infringement Notices to be processed by the Fines Recovery Unit.
- (g) In the event of a technical problem which prevents an Electronic Data Transfer from being successful, a transfer of manual data may be permitted by the Fines Recovery Unit.
- (h) The Enforcement Agency will ensure that the format, file and record requirements, as advised by the Fines Recovery Unit, are met in order for the Electronic Data Transfer to successful interface with IJIS.

6. FINES RECOVERY UNIT'S ROLE AND RESPONSIBILITIES

The parties agree that whilst this Agreement remains in force, the Fines Recovery Unit will:

- (a) provide the Enforcement Agency staff with a direct access phone line for Enforcement Agency enquiries and/or assistance;

- (b) provide the Enforcement Agency with pamphlets, brochures and posters regarding any changes to enforcement processes if required;
- (c) direct any queries relating to Enforcement Agency Infringement Notices that have yet to be transferred to the Fines Recovery Unit, to the Enforcement Agency;
- (d) advise the Enforcement Agency when a Penalty Enforcement Order has been withdrawn under Part 5, Division 6 of the Act;
- (e) provide notice to the Enforcement Agency that a determination of an application for annulment has been made in accordance with section 45 of the Act;
- (f) regularly and on request, provide the Enforcement Agency with a report listing the progress of the Services, which report will indicate for each penalty being recovered whether it has been paid, partly paid or remains outstanding;
- (g) ensure that all remittances of money received on behalf of the Enforcement Agency are transferred to the Enforcement Agency, less the Transaction Fee outlined at clause 8(b) below, on no greater than a monthly basis, with appropriate identification to allow reconciliation of monies received against Infringement Notices referred to the Fines Recovery Unit;
- (h) upon the receipt of the Data in an Electronic Data Transfer, use its best endeavours to match the Data with its records within two (2) Business Days of a successful Electronic Data Transfer, except where a manual data transfer has occurred in accordance with clause 5(g) in which case this sub-clause (h) will not apply;
- (i) fulfil its obligations under this Agreement with due care and skill; and
- (j) report any complaint that may arise in relation to an Infringement Notice promptly in writing to the Enforcement Agency's Contact Persons.

7. ENFORCEMENT AGENCY'S ROLE AND RESPONSIBILITIES

The parties agree that whilst this Agreement remains in force, the following will apply:

- (a) in respect of Enforcement Agency Infringement Notices:
 - (i) the Infringement Notice must meet the requirements of the Act and any requirements specified in legislation under which the Infringement Notice is issued;
 - (ii) each Infringement Notice is required to have a unique infringement number that is not to be reused by the Enforcement Agency;
 - (iii) the Infringement Notice must specify the payment options offered by the Fines Recovery Unit, as notified from time to time by the Fines Recovery Unit to the Enforcement Agency;
 - (iv) the Infringement Notice must specify how the person or body electing to have their matter dealt with by a court is able to serve the Enforcement Agency with that election;

- (v) the Enforcement Agency must seek and obtain the Fines Recovery Unit's approval of the format (data fields) contained on the Infringement Notice, prior to printing the Infringement Notices; and
- (vi) the Enforcement Agency must ensure that when issuing an Infringement Notice to an offender all data fields are fully legible and accurately completed, including but not limited to:
 - A. full legal name of natural person or body corporate;
 - B. address for service of notice;
 - C. date of birth (for a natural person); and
 - D. Australian Company Number or Australian Business Number (only for body corporate offender).
- (b) Where the administration of a Penalty Enforcement Order involves court proceedings, the Enforcement Agency will bear all costs for such court proceedings (if any) including, without limitation, costs associated with:
 - (i) Penalty Enforcement orders that come before the Local Court pursuant to sections 45 and 46 of the Act; and
 - (ii) civil enforcements pursuant to Part 5, Division 8 of the Act.
- (c) the Enforcement Agency must fulfil its obligations under this Agreement with due care and skill;
- (d) the Enforcement Agency must ensure its staff do not make any decisions or give advice with regard to Infringement Notices that are subject to the Services under this Agreement, and all persons subject to those Infringement Notices who contact the Enforcement Agency must be referred to the Fines Recovery Unit;
- (e) notwithstanding sub-clause (d) above, where a person subject of an Infringement Notice subject to the Services under this Agreement contacts the Enforcement Agency, ensure its staff gives that person the relevant infringement number or IJIS reference number to assist the person and the Fines Recovery Unit;
- (f) notwithstanding sub-clause (d) above, an appropriate officer of the Enforcement Agency may withdraw an Enforcement Agency Infringement Notice in accordance with the procedure for withdrawing a courtesy letter set out in section 20 of the Act and will promptly notify the Fines Recovery Unit of such withdrawal;
- (g) where an Exception Report shows a mismatch, omission or error in the Data contained in the Electronic Data Transfer, ensure its staff reviews its records and advises the Fines Recovery Unit of the outcome;
- (h) where new Infringement Notices are to be included in the Services:
 - (i) first seek the agreement of the Fines Recovery unit to include the new Infringement Notices in an Electronic Data Transfer; and

- (ii) provide such details and allow such time as is required by the Fines Recovery Unit to provide for the new Infringement Notices (such as creating new offence codes in IJIS),

prior to any Electronic Data Transfer containing the new Infringement Notices taking place;

- (i) if a person applies to the Fines Recovery Unit for the annulment of Penalty Enforcement order under section 43 of the Act, provide the Fines Recovery Unit with any relevant documentation and information to enable the Fines Recovery Unit to properly consider the application;
- (j) in accordance with Part 2, Division 4 of the Act, a person who is alleged to have committed an offence to which an Infringement Notice relates may elect to have the matter dealt with by a court and the election is made by serving a written statement that the person so elects on the Enforcement Agency. The Enforcement Agency, and not the Fines Recovery Unit, is responsible for prosecuting the offence;
- (k) where the Services results in court proceedings, bear all costs and expenses for such court proceedings including, without limitation, costs and expenses (including legal expenses on a solicitor and own client basis) associated with:
 - (i) enforcement proceedings; and/or
 - (ii) proceedings on appeal; and
- (l) report any complaint that may arise in relation to the administration of a Penalty Enforcement Order promptly in writing to the Director of the Fines Recovery Unit.

8. FEES

- (a) For each Infringement Notice processed and administered by the Fines Recovery Unit as part of the Services under this Arrangement, the Fines Recovery Unit will charge, and the Enforcement Agency will pay, the following fees (collectively, **Fees**):
 - (i) Transaction Fee; and
 - (ii) Administration Fee.
- (b) The Enforcement Agency acknowledges that Australia Post, the Northern Territory Government's bank and Services Australia (Centrelink) receive payments for penalties as agents for the Fines Recovery Unit and charge a transaction fee for each payment received (**Transaction Fee**) and agrees that:
 - (i) The Enforcement Agency will bear the cost of any Transaction Fee (including any GST); and
 - (ii) the cost of the Transaction Fee (including any GST) will be deducted from moneys remitted to the Enforcement Agency by the Fines Recovery Unit under this Agreement.

- (c) The parties agree that the fee charged by the Fines Recovery Unit to provide the Services outlined in this Agreement is the amount specified in item 6 (**Administration Fee**).
- (d) The Administration Fee will be invoiced by the Fines Recovery Unit to the Enforcement Agency at the end of each quarter of the financial year.
- (e) The Fees may be subject to adjustment by the Fines Recovery Unit on a yearly basis while this Agreement remains in force, which adjustment will be effective from the first day of July in that year.
- (f) In consideration of the Fees, the Enforcement Agency enters into an arrangement that that the Fines Recovery Unit will provide the Services subject to the terms of this Agreement.

9. GOODS AND SERVICES TAX

9.1 Interpretation

- (a) For the purposes of this clause 9 unless the context otherwise requires:
 - (i) **GST** means any tax imposed on Supply by or through the *A New Tax System (Goods and Services Tax) Act 1999 (the Act)* and any related Tax Imposition Act. Any other term is used in this clause which is defined in the Act has the meaning it bears in the Act;
 - (ii) **GST Rate** means the percentage amount of GST payable determined under section 9-70 of the Act as amended from time to time; and
 - (iii) **Input Tax Credit, Recipient, Supplier** and **Supply** have the meaning they bear in the Act.

9.2 Consideration exclusive of GST

- (a) The parties acknowledge that the consideration under this Agreement is exclusive of GST, where GST is calculated using the GST Rate at the time of forming this Agreement.

9.3 Tax invoices

- (a) The Supplier will provide the Recipient with a tax invoice and/or adjustment notes in relation to the Supply prior to an amount being paid by the Recipient under this Agreement and will do all things reasonably necessary to assist the Recipient to enable it to claim and obtain any Input Tax Credit available to it in respect of a Supply.

10. INDEMNITY

- (a) The Enforcement Agency releases to the full extent permitted by law, and indemnifies and keeps indemnified, the Fines Recovery Unit, its officers and employees, from and against all liability, claims, proceedings, loss, damage, costs and expense (including legal costs on a solicitor and own client basis) incurred by the Fines Recovery Unit arising out of or in connection with:
 - (i) a challenge to the validity or lawfulness of any Infringement Notice;

- (ii) any fraudulent, wilful or negligent act or omission of the Enforcement Agency, its employees, agents or subcontractors; and
 - (iii) a breach of the Enforcement Agency's obligations under this Agreement.
- (b) The right of the Fines Recovery Unit to be released and indemnified under this clause 10 is in addition to, and not exclusive of, any other right, power or remedy under this Agreement or provided by law.
- (c) This clause 10 survives the expiration or early termination of this Agreement.

11. DISPUTE RESOLUTION

11.1 Disputes

- (a) Each party must follow the procedures in this clause 11 before starting court proceedings (except for urgent injunctive or declaratory relief).

11.2 Notice of dispute

- (a) If a dispute arises between the parties as to any matter concerning this Agreement (**Dispute**), the party claiming the Dispute will give immediate notice in writing to the other party providing details of the Dispute.

11.3 Meeting of the parties

- (a) Within five (5) Business Days of the provision of the written notice, the Contact Persons must meet to take whatever action or investigation as deems appropriate, in order to seek to resolve the dispute, including by:
 - (i) referring the matter to personnel who may have authority to intervene and direct some form of resolution; and/or
 - (ii) attempting to agree upon a process for resolving the whole or part of the dispute through means other than litigation, such as further negotiations, mediation, conciliation or independent expert determination.

11.4 Appointment of mediator

- (a) If the dispute is not resolved within the following five (5) Business Days (or within such further period as the parties may agree is appropriate) then one or both parties will nominate a mediator to determine the dispute.
- (b) If the parties fail to agree to the identity of a mediator within five (5) Business Days of a party nominating a mediator, then either or both of the parties may refer the matter to the President for the time being of the Law Society of the Northern Territory who will nominate a mediator to mediate the Dispute.
- (c) It is a condition precedent to the right of either party to commence litigation other than for urgent interlocutory relief that it has first offered to submit the dispute to mediation.

11.5 Costs

- (a) The parties will bear the costs of the mediator's determination equally.

11.6 Parties to perform obligations

- (a) Despite the existence of a dispute, but subject to clause 14, both parties must (unless requested in writing by the other party not to do so) continue to perform their respective obligations under this Agreement.

12. CONFIDENTIAL INFORMATION AND PRIVACY

12.1 Interpretation

For the purposes of this clause 12:

- (a) **Confidential Information** means any information or material relating to this Agreement provided by or for one party to the other party, including but not limited to:
 - (i) any information that by its nature is confidential;
 - (ii) any information designated as confidential by the party by or for whom the information is provided; and
 - (iii) any information that the recipient of the information knows is confidential.
- (b) **Privacy Legislation** means the *Information Act 2002* and the Information Privacy Principles and relevant codes of practice or authorisations and terms otherwise used shall have the meaning given to them in the Privacy Legislation.

12.2 Use of confidential and private information

- (a) The parties agree to treat the Data provided under this Agreement as private and confidential and to take all reasonable steps to keep the Data private and confidential.
- (b) Each party must hold all Confidential Information of the other party in confidence and must not make any use of it, except for the purposes of performing its obligations or exercising its rights under this Agreement and must not disclose or permit or cause the Confidential Information of the other party to be disclosed to any person, except:
 - (i) as authorised by the other parties under this Agreement or otherwise;
 - (ii) to its employees or contractors, to the extent needed to perform their obligations under this Agreement;
 - (iii) which is required to be disclosed by law or the rules and requirements of a stock exchange; and
 - (iv) in the case of the Territory, to a Minister, Cabinet, the Parliament, the Administrator, or any Parliamentary Committee of the Territory.
- (c) Without limiting the effect of sub-clause (a), both parties agree that in carrying out their respective obligations under this Agreement they will in collecting, storing, using and transferring personal or sensitive information comply with the Privacy Legislation. In the event that either party becomes aware that a breach of the privacy requirements has or may have occurred,

that party will promptly notify the other party of the circumstance and cooperate with the other party in remedying the breach and attending to any other requirements of the Privacy Legislation in respect of the breach.

- (d) This clause 12 survives the expiration or early termination of this Agreement.

13. NOTICES

13.1 Form and service of notices

- (a) All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Agreement must be in writing, and signed by a person duly authorised by the sender and served:

- (i) personally;
- (ii) by pre-paid certified post; or
- (iii) by email,

at the recipient's address for the service of notices specified in the Details, as varied by any notice given by the recipient to the sender.

13.2 Receipt of notices

- (a) Notices are deemed to be given by the sender and received by the recipient, if:

- (i) given by delivery in person, when delivered to the recipient;
- (ii) sent by mail, on the second Business Day from and including the date of posting; or
- (iii) if sent by email, when the email is received at the specified email address, subject to no notification being sent or received by or on behalf of the addressee advising that the addressee is "out of office" or similar,

but if the delivery, receipt or transmission is not on a Business Day or is after 4.00pm (recipient's time) on a Business Day, the Notice is taken to be received at 9.00am on the next Business Day.

14. TERMINATION

14.1 Termination for convenience

- (a) A party may terminate this Agreement:
- (i) for any reason by giving 20 Business Days' notice in writing to the other party; or
 - (ii) subject to any clause in this Agreement that provides that this clause 14 applies.

14.2 Termination for breach

- (a) A party may terminate this Agreement immediately by notice in writing if the other party breaches any provision of this Agreement and such breach is not remedied within five (5) Business Days, or another time frame as agreed between the parties, of receipt of a written notice by the offending party of such breach.

14.3 Parties' obligations and rights

- (a) Following expiry or termination of this Agreement, the Fines Recovery Unit may, in its discretion:
 - (i) continue to enforce Penalty Enforcement Orders issued prior to the expiry or termination of this Agreement and allocate the monies in accordance with section 113 of the Act; or
 - (ii) take such other action to cease enforcement as the Act permits.
- (b) Termination of this Agreement does not affect any accrued right or liability of any party, nor will it affect the coming into force, or the continuation in force, of any provision of this Agreement that is expressly, or by implication, intended to come into or continue to be in force on or after the termination.

15. INTERVENING EVENT

15.1 Meaning of Intervening Event

- (a) For the purposes of this clause 15 "**Intervening Event**" means an event or circumstance not within the reasonable control of a party and which, by the exercise of due diligence and the level of skill generally applicable to a reasonable and prudent person, that party is unable to prevent or overcome including:
 - (i) riot, revolution or civil commotion;
 - (ii) cyclones, tidal waves, tidal surges, earthquake, flood, fire or other physical natural disaster or actions of the elements;
 - (iii) strikes, industrial disputes;
 - (iv) pandemics; and
 - (v) war, acts of terrorism.

15.2 Effect of Intervening Event

- (a) Performance of obligations under this Agreement is suspended during, and periods of time under this Agreement for the performance of obligations are extended by, the time and to the extent that such performance is prevented, wholly or in part, by an Intervening Event.
- (b) A party which is, by reason of an Intervening Event, prevented, wholly or in part from performing any obligation or condition required by this Agreement to be performed must:

- (i) notify the other party as soon as possible of full particulars of the event or circumstance of the Intervening Event including:
 - A. the date of commencement of the event or circumstance of the Intervening Event and an estimate of the period of time required to enable it to resume full performance of its obligations;
 - B. where possible, the means proposed to be adopted to remedy or abate the Intervening Event; and
 - C. the nature and extent of the obligations affected by, or other consequences of the Intervening Event;
- (ii) use all reasonable diligence and employ all reasonable means to remedy, mitigate or abate the Intervening Event as expeditiously as possible;
- (iii) resume performance as soon as possible after termination of the Intervening Event or after the Intervening Event has abated to an extent which permits resumption of performance;
- (iv) notify the other party when the Intervening Event has terminated or abated to an extent that permits resumption of performance to occur; and
- (v) notify the other party when resumption of performance has occurred.
- (c) If:
 - (i) a party has invoked the operation of this clause 15; and
 - (ii) the same Intervening Event prevents or inhibits performance of any obligation or condition required to be performed under this Agreement for a period of 3 months,

then either party may terminate this Agreement by 20 Business Days' notice and, unless there has been a cessation of the event of the Intervening Event, this Agreement will automatically expire upon the expiry of that 20 Business Days.

16. GENERAL

16.1 Warranties by Enforcement Agency

- (a) The Enforcement Agency warrants that it is properly established and constituted at law, and has power and authority to enter into this Agreement.

16.2 No Employment, Partnership or Agency

- (a) Nothing in this Agreement or its performance gives rise to any relationship of employment, partnership or agency between the parties, and it is the express intention of the parties that any such relationships are denied.

16.3 Variation

- (a) Any amendment or variation to this Agreement must be made in writing and signed by both parties.

16.4 Compliance with Laws

- (a) The parties will comply with all laws in force in the Northern Territory from time to time.

16.5 Costs and Stamp Duty

- (a) The parties will each pay their own costs of and incidental to the negotiations for and the preparation and execution of this Agreement.

16.6 Governing Law

- (a) This Agreement is governed by and construed in accordance with the law for the time being in force in the Northern Territory.

16.7 Assignment

- (a) A party cannot assign or otherwise deal with this Agreement or any right under this Agreement without the prior written consent of the other party.

16.8 Severability

- (a) If a court determines that a word, phrase, sentence, paragraph or provision in this arrangement is unenforceable, illegal or void then it will be severed and the other provisions of this arrangement will remain operative.

16.9 Waiver

- (a) No failure, delay, relaxation or indulgence by any party in exercising any right conferred on such party by this Agreement will operate as a waiver of such right, nor will any single or partial exercise of any such right nor any single failure to do so, preclude any other or future exercise of it, or the exercise of any other right under this Agreement.

16.10 Counterparts

- (a) This Agreement may be signed in any number of counterparts and all such counterparts when taken together constitute one instrument.

16.11 Further Acts

- (a) Each party will promptly do and perform all acts and execute and deliver all documents (in a form and context reasonably satisfactory to that party) required by law or reasonably requested by the other party to give effect to this Agreement.

16.12 Entire Agreement

- (a) This Agreement terminates and supersedes all previous written and oral agreements between the parties and constitutes the entire Agreement between the parties as to its subject matter.

16.13 Machinery of Government

- (a) Where an agency that is a party to this Agreement is restructured or its circumstance changes such that there is a transfer of responsibility, function or operations in connection with the subject matter of this Agreement, but that change does not alter the intent of this Agreement, then the agency to which the responsibility, function or operation has transferred will be deemed to be a party to this Agreement.

SIGNING PAGE

Executed by the parties as an Agreement:

SIGNED by **CATHERINE WEBER** for and)
 on behalf of the **NORTHERN TERRITORY**)
OF AUSTRALIA pursuant to a delegation)
 under the *Contracts Act 1978* in the)
 presence of:)

.....
Signature

.....
Signature of Witness

.....
Date

.....
Name of Witness

THE COMMON SEAL of the LITCHFIELD)
COUNCIL was hereto affixed pursuant to)
 section 38 of the *Local Government Act*)
 2019 in the presence of:)

.....
Signature of the Chief Executive Officer

.....
Signature of the Member of Council

..... Stephen Hoyne.....
Name of Chief Executive Officer

..... Rachael Wright.....
Name of the Member of Council

.....
Date

.....
Date

SCHEDULE

Item	Description	Clause reference	Detail
Item 1	Enforcement Agency	Front cover; Parties' details	Litchfield Council (ABN: 45 018 934 501)
Item 2	Commencement Date	Cls 1.1, 2	1 July 2026
Item 3	Fines Recovery Unit's contact details	Cls 1.1, 4, 6, 11	Attention: Beau Clark, Director Operations Physical address: Ground Floor, 47 Mitchell Street, Darwin NT 0800 Postal address: GPO Box 1218, Darwin NT 0801 Email: FRU@nt.gov.au
Item 4	Enforcement Agency's contact details	Cls 1.1, 4, 6, 11	Attention: Stephen Hoyne, Chief Executive Officer Physical address: 7 Bees Creek Road, Freds Pass Postal address: PO Box 446, Humpty Doo NT 0836 Email: council@litchfield.nt.gov.au
Item 5	Fines Legislation	Cls 1.1, 4	All legislation pursuant to which the Enforcement Agency has the power to issue Infringement Notices, including: <i>Local Government Act 2019</i> <i>Local Government (General Regulations 2021)</i> <i>Litchfield Council (Dog Management) By-Laws 2017</i>

Item 6	Administration Fee	Cls 1.1, 8	\$20.00 plus GST per Infringement.
Item 7	Term	CI 2	Initial term: 3 years Further term: 3 years
Item 8	Special Conditions	CI 3	Nil
Item 9	Commencement of Electronic Data Transfers	CI 5	01 July 2026

14.1.10 Territory Day 2026 - Berry Springs

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

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

RECOMMENDATION

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.

BACKGROUND

Berry Spring Recreation Reserve (BSRR) has historically been a focal gathering location for Territory Day celebrations, with residents and visitors regularly using the Reserve as a central place to meet and participate in festivities. As in previous years, the BSRR Committee has delivered a family friendly event that includes kid's activities, live music, food vendors and a fireworks display that is kindly provided for by the Northern Territory Government. Attended by approximately 300 locals last year, the event is the only public fireworks display in the Litchfield municipality.

Unfortunately, due to a combination of limited financial capacity, ongoing volunteer shortages and the operational resources required to safely deliver an event of this scale, the BSRR Committee is unable to continue to provide this event for the community.

Council has sponsored the event in recent years as it has expanded beyond the capacity of the BSRR Committee to deliver using the operational and maintenance funding allocated by Council for the reserve. To support the event to continue this year, Council would need to run the event in-house and fund the full event.

With a majority of the pre-planning completed by the BSRR Committee, including an event management plan, estimated budgets, marketing plan and emergency management plan, Council staff have the means to deliver the event for the community. The event is estimated to cost \$13,000, inclusive of staff costs. There is funding available in operational funds.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

The event is estimated to cost \$13,000. Funding available through the 2025-2026 operational budget.

RISKS

There is a risk that the limited timeframe available for planning and promotion may impact the overall success of the event. This risk can be mitigated by delivering the event on a smaller scale and focusing marketing and engagement efforts primarily on the local community.

COMMUNITY ENGAGEMENT

Community engagement for the event would be undertaken through Council's standard promotional channels, with a primary focus on social media platforms to inform and encourage participation from the immediate local community.

14.2 Executive and Community Development

14.2.1 Sponsorship Request - Litchfield Women's Collective

AUTHOR: Jill Enriquez, Community Participation Officer

AUTHORISER: Rebecca Taylor, Acting Director Governance & Community

ATTACHMENTS: 1. Litchfield Women's Collective Sponsorship Request.pdf

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.

RECOMMENDATION

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.

BACKGROUND

The Litchfield Women's Collective was established to create meaningful opportunities for women in the Rural Area to connect, feel supported and strengthen community ties. The proposed event will be held on Saturday 29 August 2026 at the Darwin River Tavern and will bring together local women, businesses and community leaders for an inclusive community gathering focused on 'Community Care', connection, resilience, wellbeing and rural life. The event builds on a successful event delivered by the Collective last year, which received strong community feedback and demonstrated demand for further opportunities for women to connect and participate in community life.

Council has recently supported a number of valuable men's wellbeing initiatives, and this event provides a timely and complementary opportunity to support women's wellbeing, leadership and social connection. Sponsorship would demonstrate Council's commitment to inclusive community participation by backing a locally led initiative that responds directly to the needs of rural residents, reduces barriers to involvement and helps build a more connected, resilient and engaged Litchfield community.

The requested Council contribution of \$4,000 would support key areas that provide direct community benefit, including transport, accessibility, affordable participation and event delivery. This includes assisting with community bus transport to support attendance from across the rural area, helping keep ticket prices accessible, and contributing to venue, equipment and infrastructure costs to ensure the event is safe, welcoming and professionally delivered.

A breakdown of the anticipated event costs is provided below:

Item	Cost
Bus hire (community transport)	\$331.76
Bus bond/security deposit	\$770.00
Event venue hire	\$300.00
Catering and food service	\$4,500.00
Chair hire (80 chairs)	\$280.00 – \$960.00
Speaker and microphone hire	Approximately \$500.00
Tablecloth hire – 16 round tables (@ \$25 each)	\$400.00
Tablecloth hire – 10 trestle tables (@ \$20 each)	\$200.00
Stage hire	Quote pending
Guest speakers	Costs pending
Lucky door prizes	Costs pending

The event aligns closely with Litchfield Council’s Strategic Plan by supporting community-led wellbeing initiatives, encouraging participation and belonging, strengthening partnerships between Council, local groups, businesses and community leaders, and supporting local economic activity within the municipality.

Council’s sponsorship would assist the Litchfield Women’s Collective to deliver a high-quality community event that celebrates rural living, supports local businesses, strengthens local networks and reflects Council’s commitment to a vibrant, inclusive and connected municipality.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Grant and Sponsorship policy

FINANCIAL IMPLICATIONS

The proposed investment of up to \$4,000 does not present a significant financial risk. The annual Sponsorship budget totals \$27,000, and there is currently \$4,000 left for this financial year.

Adversely, if the initiative doesn't take place or falls short of the anticipated success, the allocated funding may not be utilised as originally specified. To safeguard the Council's financial reputation and ensure the return of funds, Council staff must establish a legally binding financial agreement.

RISKS

Nil.

COMMUNITY ENGAGEMENT

Nil.



-  Rachel Jakobi 0439 528 253
-  Rana Everett 0457 479 928
-  Ruth Laker 0402 57 99 73
-  litchfieldwomenscollective@outlook.com
-  PO Box 671
Humpty Doo NT 0836

Dear Council Representatives,

On behalf of the Litchfield Women’s Collective, we are writing to formally request sponsorship support of \$4,000 for our upcoming community event celebrating women, connection and rural life within the Litchfield municipality.

Event Details:

Date: Saturday 29 August 2026
 Time: 5:00pm – 10:00pm
 Venue: Darwin River Tavern

The Litchfield Women’s Collective was established to create meaningful opportunities for women in the Rural Area to connect, feel supported, and strengthen community ties. Our event will bring together local women, businesses and community leaders for an uplifting and inclusive experience focused on connection, resilience, community engagement, and wellbeing.

This event is a continuation and expansion of a highly successful event we facilitated last year, which received extremely positive community feedback and demonstrated a clear desire for more opportunities for connection and community engagement among women in the Rural Area. Due to the strong response and growing community interest, we are planning this year’s event on a significantly larger scale, with the potential to host up to twice as many attendees. Our target audience is women aged approximately 30–70 years.

This event aligns strongly with Litchfield Council’s commitment to supporting community participation, community engagement, recreation, and community connection. We recognise Council’s focus on strengthening local connection and encouraging participation in community activities and initiatives, and we are proud to contribute to these goals through an event designed specifically for women in the Rural Area.

To further support accessibility and community participation across the municipality, we are also exploring the inclusion of community bus transport from various locations throughout the Rural Area to the event venue. We believe this initiative would help reduce transport barriers, encourage safer travel options, and enable greater participation from women who may otherwise be unable to attend.

While there has been valuable recent focus and funding directed toward men’s initiatives, as well as Council’s generous support of youth-focused events and activities, there have been comparatively fewer funded opportunities this year specifically supporting connection and community participation opportunities for women in the Rural Area. This event seeks to address that gap by creating a safe, welcoming, and empowering space for rural women to gather, build relationships, access support, and celebrate the unique lifestyle and strengths of our community.

The focus of this year’s event is “Community Care” — a concept we believe is vital to the health and resilience of the Rural Area. To us, Community Care means creating genuine opportunities for people to feel seen, supported, connected, and valued within their local community. It is about encouraging meaningful relationships, reducing isolation, strengthening social support networks, and fostering a culture where people actively care for and uplift one another. Through shared experiences, conversation, education, and connection, this event aims to strengthen the sense of belonging that is essential to thriving rural communities.

The event will feature local guest speakers, networking opportunities, entertainment, prizes, and community connection activities. We are also committed to promoting local businesses and encouraging ongoing participation in community events and initiatives throughout the region.

At this stage, we are not receiving grant funding for this event and are relying primarily on sponsorship support from small businesses within the Litchfield area and surrounding community. As a grassroots community initiative, local sponsorship plays a vital role in ensuring the event remains accessible, meaningful, and achievable.

Funding received through Council sponsorship would directly support:

- Venue hire and event infrastructure
- Community engagement and promotional activities
- Entertainment and guest speakers
- Accessibility and affordability for attendees
- Printed materials and event resources
- Event coordination and community participation initiatives

In return for Council’s sponsorship support, the Litchfield Women’s Collective would proudly provide:

- Recognition of Litchfield Council as a Major Community Sponsor
- Council recognition on event signage and digital promotions
- Recognition across social media and digital promotions
- Public acknowledgement during the event
- Opportunities for Council representatives to engage with attendees
- Three complimentary tickets for Council representatives to attend the event

We believe this partnership presents a valuable opportunity for Council to further demonstrate its commitment to community connection, inclusive wellbeing initiatives, and support for local community-led initiatives.

Our event aligns with several Council priorities, including:

- Improving communication, education, and engagement with the community
- Encouraging participation in local events and initiatives
- Supporting inclusive and community-focused activities
- Strengthening social connection and community wellbeing

The Litchfield Women's Collective is passionate about creating positive and lasting community impact. Through this event, we hope to foster stronger local relationships, increase community participation, and contribute to the overall wellbeing and connectedness of women and families living in the Rural Area.

We would welcome the opportunity to discuss this proposal further and explore how we can work collaboratively with Council to deliver a successful and meaningful community event.

Thank you for considering our sponsorship request and for your continued support of community initiatives within the Litchfield region.

Warm regards,

Ruth, Rana and Rachel
Litchfield Women's Collective
0439 528 253 (Rachel)
litchfieldwomenscollective@outlook.com



SPONSORSHIP OPPORTUNITIES AVAILABLE

Support local women.
Grow your brand.

♥

Enquire today!

LITCHFIELD WOMEN'S *Night Out*

DRINKS, BITES & GREAT COMPANY


29 AUGUST


5PM - 10PM


DARWIN RIVER TAVERN

A NIGHT TO CONNECT, SUPPORT & CELEBRATE
 Bringing rural women together for an evening of connection, conversation, drinks and bites.
 Building community. Supporting each other.
 Strengthening rural life.


MAKE NEW CONNECTIONS


DRINKS, BITES & GOOD COMPANY


SUPPORTING WOMEN IN THE RURAL AREA

Hosted by
LITCHFIELD WOMEN'S COLLECTIVE



RACHEL JAKOBI
0439 528 253



RANA EVERETT
0457 479 928



RUTH LAKER
0402 57 99 73



litchfieldwomenscollective@outlook.com



PO Box 671,
Humpty Doo NT 0836

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

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS:

1. Draft Litchfield Council Municipal Plan 2026-2027
2. Draft Long Term Financial Plan 2026-2027 to 2035-2036
3. Consultation Report.pdf

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.

RECOMMENDATION

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.

BACKGROUND

The draft Municipal Plan 2026-2027 (Plan), presented at Attachment 1, sets out Council's annual budget, key priorities, planned capital works and how services will be delivered across the municipality. This Plan sees a large focus on recovery and improvement of the road network following the 2025-2026 wet season which caused significant damage to roads across the municipality. The 28% increase in budget will give priority to restoring critical infrastructure to ensure safe access for the community.

Council undertook community consultation on the draft Plan, including the Long-Term Financial Plan (LTFP), to gather feedback on Council's proposed priorities, budget and future direction.

Consultation was conducted over a four-week period from Monday, 27 April 2026 to Monday, 25 May 2026.

A total of 30 submissions were received, comprising:

- 29 online feedback form responses
- 3 written submissions

Overall, respondents demonstrated moderate support for the Plan's direction, with many indicating that the document broadly reflects community needs, while also identifying key areas requiring increased focus.

Key priorities raised included:

- Road infrastructure and maintenance
- Drainage and flood mitigation
- Community facilities and recreational infrastructure
- Environmental management (weeds, green space)
- Cost of living and concerns regarding rate increases.

The following amendments have been made to the Plan;

- Pg. 13 Bike/Share paths expanded on to include considerations for pedestrian access from community centres and schools.
- Pg. 27 Mining Tenements and Pastrol Leases updated as set by the Minister

LINKS WITH STRATEGIC PLAN

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

Progress - Continuity of Services and Facilities

Prosperity - Our Economy and Growth

Places - Roads and Infrastructure

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Part 3.3 and Part 10.5 of the *Local Government Act 2019*.

RISKS

Governance

Council will be in breach of the *Local Government Act 2019* should it not adopt its Municipal Plan and budget by 30 June 2025.

COMMUNITY ENGAGEMENT

The Consultation Report as at Attachment 3 provides information on how community consultation was undertaken for the draft Plan and LTFP.



Draft
**LITCHFIELD
COUNCIL**



Draft
Municipal
Plan
2026-2027



Contents

- Acknowledgment of Country 2
- Introduction..... 3
- Your Mayor 4
- Litchfield Overview 6
- Budget at a Glance 7
- Your Council 8
- Reporting Framework 10
- Council Plans and Strategies 11
- Strategic advocacy focus and new initiatives 12
- Our People..... 14
- Program Profiles 15
- 2026-2027 Annual Budget..... 17
 - Analysis of the Operational Budget 18
 - Analysis of the Capital Budget 20
 - Rating Strategy 25
 - Recreation Reserves Funding Support 29
 - Sponsorship, Grants, and Operating Subsidies..... 30
 - Grants and Donations 30
 - Elected Members Allowances 31
 - Financial Statements 31
 - Budgeted Statement of Comprehensive Income..... 31
 - Budgeted statement of Financial Position 33
 - Budgeted Statement of Cash Flow 34
 - Budgeted Statement of Reserves 35
- Long Term Financial Plan 36
- Key Performance Indicators 38
- Local Government Act 2019* 47

Draft

Acknowledgment of Country

We, the Litchfield Council, acknowledge the traditional custodians of this land. We pay our respect to their Elders, past, present, and future.



Introduction

Council is undertaking the development of a new Strategic Plan for 2026–2029 to guide future priorities, service delivery and sustainable growth across the municipality. This process will include engagement with the Councillors, stakeholders and the community, to ensure the plan reflects local aspirations and long-term objectives.

Our Vision

To be the best place to live in the Top End.

Our Mission

To remain focused on delivering the priorities in Council's Strategic Plan to help us deliver on our vision for Litchfield.

Our Priorities



People

Community and lifestyle



Progress

Continuity of services and facilities



Prosperity

Our economy and growth



Places

Roads and infrastructure



Performance

An effective and efficient organisation

Your Mayor



It is my pleasure to present Litchfield Council's Draft Municipal Plan and Budget for 2026–2027.

This year's plan reflects Council's continued commitment to delivering the infrastructure, services and community support our growing municipality needs, while maintaining a strong focus on long-term financial sustainability.

A key feature of this year's budget is a substantial capital works program, with a significant number of projects rolling over from the previous year. This ensures continuity in delivery and allows us to complete important upgrades and improvements across our road network, community facilities and essential infrastructure.

Maintaining and improving our road network remains a top priority. This budget includes a significant increase in funding for road maintenance, ensuring safer, more reliable access for residents while protecting and extending the life of our assets. We are also continuing to advocate strongly for external investment in our road network, including disaster relief assistance following the severe weather impacts and welcoming the Australian Government's \$1.28 million commitment to rehabilitate Thorngate Road, Holtze. This project recognises the importance of key access routes within our municipality and will deliver safer, more durable infrastructure that supports both our community and critical services.

We are continuing to invest in the places and spaces that matter most to our residents.

This includes a notable increase in funding for our recreation reserves, recognising the important role they play in supporting active lifestyles, community connection and local sporting groups. In particular, we have made a significant investment in Freds Pass Reserve, a major community hub that supports hundreds of thousands of visitors each year.

A key project for the coming year is the continued upgrade of Freds Pass Reserve, including the rollout of a new multi-court netball facility. With \$4 million committed to the design and construction, this project will deliver the first purpose-built netball facility in the Litchfield local government area, along with improved carparking and access to change rooms. Once complete, it will open the door to new user groups and further strengthen the Reserve as a premier sporting and community destination.



Council is also proud to expand its support for the community through an increase in funding for community grants.

These grants help local organisations deliver events, programs and initiatives that strengthen our community and enhance quality of life across Litchfield.

Importantly, we have worked hard to ensure this investment is balanced with responsible financial management. Rates will increase to 4%, reflecting Council's commitment to keeping rates as affordable as possible while continuing to invest in the infrastructure and services our community relies on. We understand the pressures facing our residents and have carefully considered how to maintain a sustainable and responsible approach.

As always, Council has worked hard to balance the needs of our community with responsible financial management. This plan ensures we continue to deliver essential services while planning for the future growth of the Litchfield municipality.

I would like to thank my fellow Councillors, our Chief Executive Officer and Council staff for their ongoing dedication, as well as our community for their continued support and engagement.

Together, we are working to ensure Litchfield remains the best place to live in the Top End.

Mayor Rachael Wright
Litchfield Council

Litchfield Overview



Sattler Christian College students with Mikaela Baillie, Council's Resource Recovery Program Leader, receiving their Clean Up Australia Day 2026 award and prize.

Litchfield Profile*

Geographical area

3,100km²

Population

23,940 (54.6% Male / 45.4% Female)

Age	%
0 to 19	25
20 to 39	27
40 to 59	30
60 and over	18

Our Economy*

Local Jobs	11,466
Local Businesses	2,166
Employed Residents	11,172

Council Data

Number of Rateable Assessments	8,552
Sealed Roads	646km
Unsealed Roads	70km
Pathways	18km
Registered Dogs	3,702
Recreation Reserves	9
Playgrounds	8
Cemeteries	1
Waste Transfer Stations	3
Library	1



Council worker at the Humpty Doo Waste Transfer Station

*Data sourced from Regional Development Australia NT - ABS ERP 2021, NIEIR 2021.

Budget at a Glance

The following provides a clear and concise snapshot of Council's planned revenue and expenditure for the year ahead. It highlights how funds are allocated to deliver essential services, maintain infrastructure and support the continued growth and wellbeing of the municipality.

Revenue

	2026-2027 Budgeted revenue (\$)
Operational	25,605,678
Capital	2,248,523
Road Seal Levy	71,370
Total Income	27,925,571
Deficit	(3,378,930)

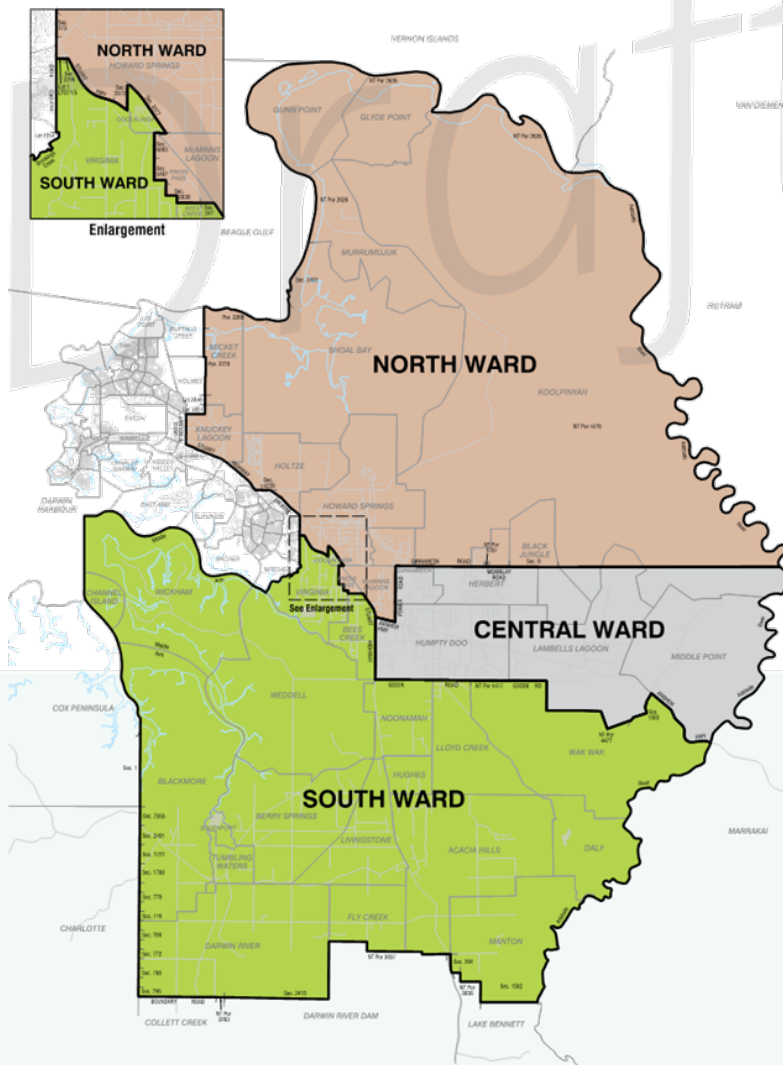
Expenditure

	2026-2027 Budgeted expenditure (\$)
Operational	
Council Leadership	1,511,672
Corporate	1,043,146
Information Services	751,122
Finance and Customer Service	1,876,065
Infrastructure and Assets	5,258,162
Waste Management	5,148,725
Community	2,663,874
Library	1,007,198
Mobile Workforce	1,482,091
Regulatory Services	725,607
Thorak Cemetery	1,248,317
Total operational	22,715,979
Capital	
Land Building	3,881,000
Infrastructure	4,358,523
Fleet	349,000
Total capital	8,588,523
Total Expenditure	31,304,502

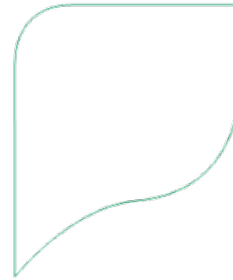


Your Council

The Council is made up of the Mayor and six Councillors, who were elected at the Local Government Elections held in August 2025 and the Supplementary Election in December 2025. Together, they serve a four-year term that will conclude in August 2029. Our community is represented through three electoral wards being Central, North and South, with two Councillors elected to represent each ward. In addition, the Deputy Mayor is appointed by resolution of Council and serves in the role for a period of eight months.



Mayor
Rachael Wright
0455 660 002
rachael.wright@litchfield.nt.gov.au
mayor@litchfield.nt.gov.au (official invites)



North Ward Councillor
Daisy Crawford
0499 991 844
daisy.crawford@litchfield.nt.gov.au



North Ward Councillor
Plaxy QF Purich
0435 027 116
plaxyqf.purich@litchfield.nt.gov.au



Central Ward Councillor
Pauline Cass
0438 686 144
Email: pauline.cass@litchfield.nt.gov.au



Central Ward Councillor
Kevin Harlan
0429 552 467
kevin.harlan@litchfield.nt.gov.au



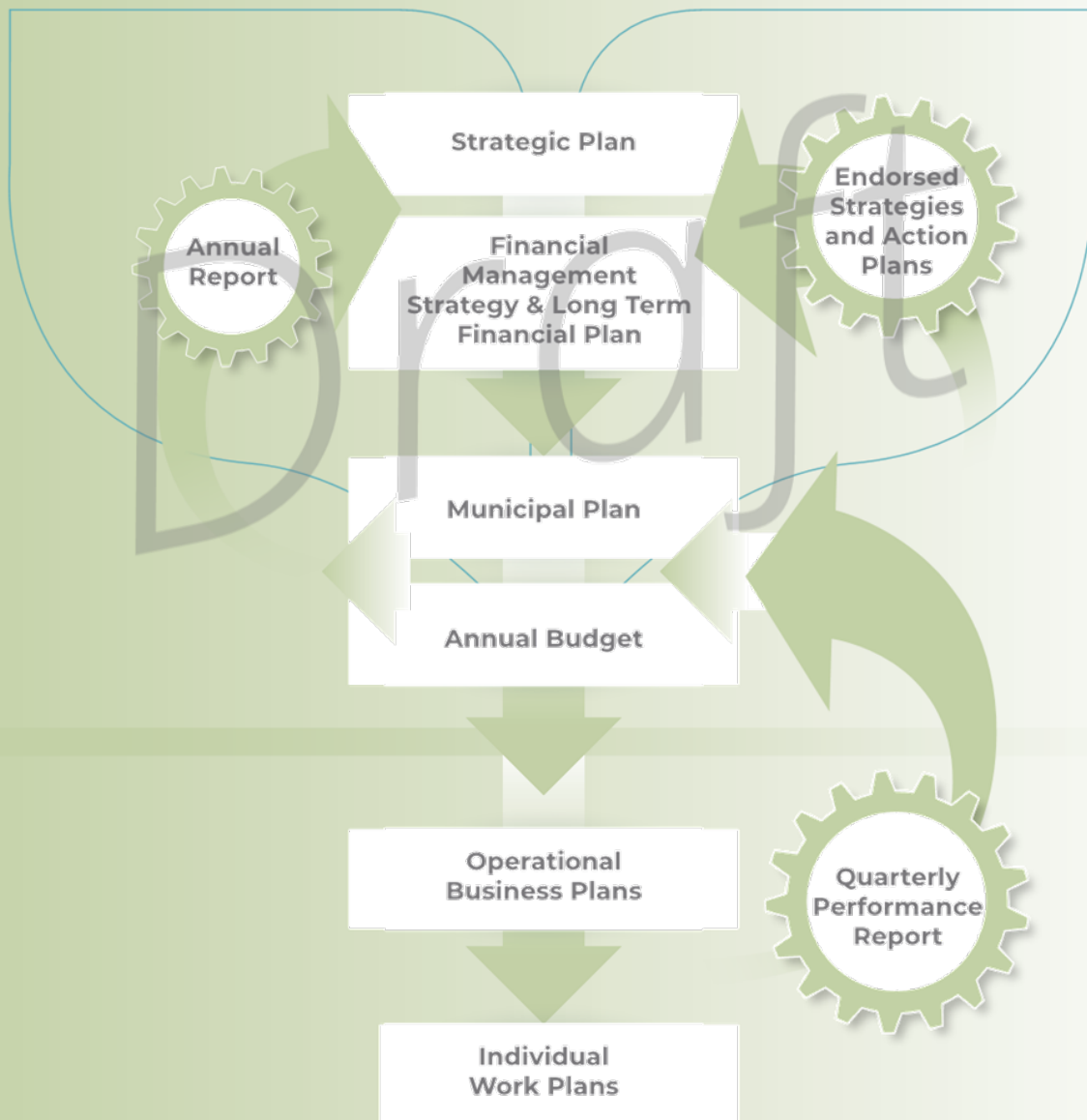
South Ward Councillor
Emma Sharp
0429 270 227
emma.sharp@litchfield.nt.gov.au



South Ward Councillor
Kris Civitarese
0418 220 411
kris.civitarese@litchfield.nt.gov.au

Reporting Framework

Litchfield Council Integrated Strategic Planning and Reporting Framework



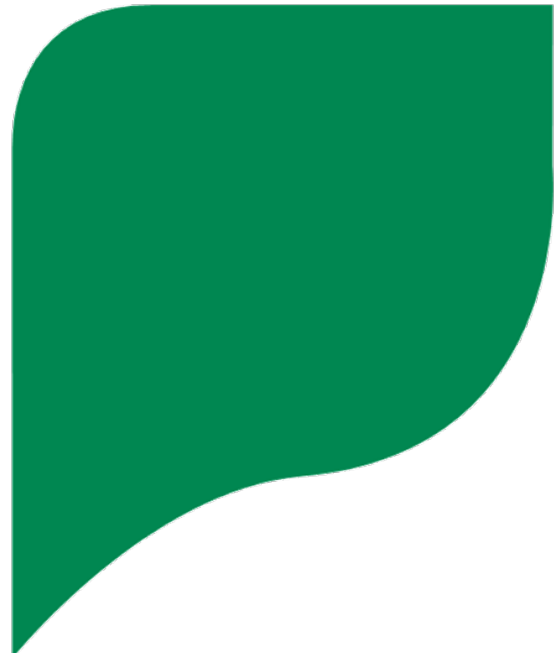
Council Plans and Strategies

Council plans articulate the goals and outcomes against which Council will be measured and explains, at an in-depth level, how it will achieve them. Council works toward updating plans as they fall due and remain relevant and aligned with community expectations.

Council has the following plans:

- Strategic Plan
- Financial Management Strategy and Long-Term Financial Plan
- Roads Asset Management Plan
- Waste Strategy
- Fleet, Plant and Equipment Asset Management Plan
- Shared Path Plan
- 320 Arnhem Highway Masterplan Options Report
- Sport, Recreation and Open Space Strategy
- Thorak Regional Cemetery Asset Management Plan
- Youth Strategy
- Animal Management Strategy and Action Plan
- Community Engagement Strategy and Action Plan
- Social Media Activation Strategy and Action Plan
- Customer Service Charter

Further information can be found on Litchfield Council website.



Strategic advocacy focus and new initiatives

Litchfield Council will continue to advocate for increased support from both the Federal and Northern Territory Governments to meet the needs of our residents and enhance our rural lifestyle. Through advocacy and listening to our community, we will ensure Litchfield remains a leading place to live in the Top End.

To support this advocacy and the development of new initiatives, Council has established the Advocacy and New Initiatives Committee. This committee provides a flexible forum for elected members to discuss opportunities to strengthen Council's service delivery and drive positive outcomes for the community.

The committee's primary role is to receive updates on endorsed advocacy activities and initiatives, consider new and emerging community issues, and recommend priority projects for Council's consideration.



Council will focus on the following priorities in 2026-2027:

Recovery and Improvement of the Road Network

The 2025-2026 wet season was severe and included Tropical Cyclone Fina and localised flooding, causing significant damage to the road network across the municipality. Priority is being given to restoring critical infrastructure to ensure safe access for the community. At the same time, a forward-looking approach is being taken to rebuild roads to a higher standard, with an emphasis on increased resilience and durability. By strengthening road design, materials, and durability, we aim not only to repair the damage, but to deliver a network that is more robust, reliable, and better equipped to withstand future weather events.

Recreation Reserves

Council is investing in its reserves in recognition of the dedication and hard work of committees and community members, and the significant value they provide to the broader community. This investment includes increased funding for repairs, maintenance, day-to-day operations, and several capital works projects, as well as strengthening internal Council resources to better support and collaborate with committees. In addition, Council is progressing masterplan developments to guide the long-term growth, sustainability, and enhanced use of these important community assets.

Council's long-term priorities:

Priority Project - 320 Arnhem Highway - Litchfield Community and Business Hub

Council is advocating for a partnership with the Northern Territory and Federal Governments to deliver the proposed Litchfield Community and Business Hub in Humpty Doo, identified as a key site within the district centre. The project responds to the need for additional community infrastructure, including a multi-purpose facility and spaces for arts and cultural activities. Council is working to establish a financial reserve and secure external funding, and recognises the need to redevelop its masterplan to ensure it remains current and effectively guides future development and engagement.

Priority Project - Roads

Sealing roads is a significant investment, but it delivers important improvements for many residents. Council remains committed to progressing this work through a strategic approach, actively seeking grant opportunities and partnerships, and working with other levels of government to maximise benefits for the Litchfield area and improve overall road services across the municipality.

Road sealing is supported through road seal levies, with Council engaging directly with affected residents to ensure they are informed and involved in the process.

Despite ongoing efforts, there are still a substantial number of unsealed roads within the municipality, along with a number of privately owned roads.

Priority Project - Bike/ Share Paths

Council plays a key role in future development across the Greater Darwin region, with shared paths identified as an important asset for safe and efficient movement of pedestrians, cyclists, and mobility users. Demand for high-quality, connected pathways is growing, driven by community needs for better access between home, work, and recreational spaces. The Department of Logistics and Infrastructure (DLI) has prioritised upgrades to key routes, particularly along the Stuart Highway and Arnhem Highway, with further opportunities across the Litchfield area. Council will continue to work with DLI to plan and deliver these priority shared path connections with consideration given to pedestrian access connections from community centres and schools.

Our People

Our people are at the heart of our organisation, with a dedicated team of 67.62 full-time equivalent (FTE) employees working across four departments. While our team may be small, our staff are highly agile, committed and impactful, consistently delivering results that make a meaningful difference for our community. Litchfield Council also offers a range of benefits to support and value our workforce, including a strong Enterprise Bargaining Agreement that provides fair wages and positive working conditions for all employees.



Organisation chart



Department Profiles

Office of the Chief Executive	
	Provides strategic leadership, good governance, advocacy and decision-making to achieve corporate outcomes.
Infrastructure and Operations	
Infrastructure and Assets	Plans, delivers and manages Council's road network and other infrastructure to ensure the social, cultural and economic success of the Litchfield municipality.
Mobile Workforce	Provides an effective and efficient maintenance service, including weed and bushfire management for Council's road verges, drainage easements, signs, reserves, excised lands and Council facilities.
Planning and Development	Reviews and provides comment on all regional plans, policies, development proposals, and planning applications relevant to the Litchfield municipality. Administers future Council assets, works permits, and proposals for road openings and closures.
Thorak Regional Cemetery	Operates the Thorak Regional Cemetery and Crematorium for the Top End efficiently and effectively in accordance with approved plans, the <i>Northern Territory Burial and Cremation Act 2022</i> , Burial and Cremation Regulations 2022, Council policies and community expectations.
Waste Management	Provides an environmentally sustainable, safe and cost-effective waste management system through Council's waste transfer stations and recycling operations.
Corporate	
Finance	Provides financial services to help Council make informed decisions and allocate resources efficiently and effectively in the short and long term, while ensuring Council meets its objectives and all statutory and regulatory obligations.
Customer Service	Provides timely and quality front counter customer services for residents and visitors and manages rates records in accordance with policy and legislative requirements.
Information Services	Manages Council's information and communications systems to ensure alignment with business needs and excellent customer service.
Human Resources and Work Health Safety	Manages the workplace health and safety system and a range of operational, advisory and strategic human resource services that meet statutory requirements and enables Council to attract, develop and retain great staff.

Governance and Community

Governance and Risk	Provides and supports best practice governance, statutory compliance and risk management for Council.
Library Services	Provides public library services that promote lifelong learning, community connectedness and childhood development through collection development, program delivery and promotion of services.
Regulatory Services	Administers and enforces Council's Dog Management By-Laws. Promotes and supports responsible dog ownership through public education and initiatives. Provides information to help manage and control other animals e.g. wild dogs, peacocks, roosters and livestock. Manages abandoned vehicles.
Corporate Communications	Advises on and delivers engagement activities, media management and corporate communications.
Community Development	Supports and resources recreation reserves management committees to provide fit-for-purpose sport and recreational facilities. Develops inspection regimes and maintenance programs for playgrounds and trees on recreation reserves. Manages Council's Community Grants Scheme and supports community events and programs.



2026-2027 Annual Budget

Council is projecting a balanced budget, achieved through consistent and efficient budgeting, and drawing from specific financial reserves for key Council decisions. Overall, Council keeps operating expenses constrained in line with the Long-Term Financial Plan 2026-2027 to 2035-2036.

The financial strategy is embedded in Council's Long-Term Financial Plan and throughout this Plan. It sets the parameters within which Council agrees to operate to maintain acceptable financial outcomes over a period of 10 years.



PROGRAM	Operational Revenue \$	Operational Expense \$	Operational Surplus \$	Capital Income \$	Capital Expense \$	Capital Deficit \$
Council Leadership	-	1,511,672	(1,511,672)	-	-	-
Corporate	-	1,043,146	(1,043,146)	-	-	-
Information Services	-	751,122	(751,122)	-	-	-
Finance and Customer Service	17,402,390	1,876,065	15,526,325	-	-	-
Infrastructure and Assets	4,414,345	5,258,162	(843,817)	2,248,523	5,028,523	(2,780,000)
Waste Management	3,796,811	5,148,725	(1,351,914)	-	3,220,000	(3,220,000)
Community	144,674	2,663,874	(2,519,200)	-	200,000	(200,000)
Litchfield Community Library	308,722	1,007,198	(698,476)	-	20,000	(20,000)
Mobile Workforce	-	1,482,091	(1,482,091)	-	-	-
Regulatory Services	183,750	725,607	(541,857)	-	-	-
Thorak Cemetery	1,674,879	1,248,317	426,562	-	120,000	(120,000)
TOTAL	27,925,571	22,715,979	5,209,592	2,248,523	8,588,523	(6,340,000)

Analysis of the Operational Budget

Operating revenue

Department	2025-2026 (\$)	2026-2027 (\$)	Variance (\$)	Variance (%)
Council Leadership	-	-	-	-
Corporate	-	-	-	-
Information Services	-	-	-	-
Finance and Customer Service	14,147,720	17,402,390	3,254,670	23.0%
Infrastructure and Assets	3,194,183	4,414,345	1,220,162	38.2%
Waste Management	3,652,968	3,796,811	143,843	3.9%
Community	134,979	144,674	9,695	7.2%
Litchfield Community Library	308,722	308,722	-	0.0%
Mobile Workforce	-	-	-	-
Regulatory Services	175,000	183,750	8,750	5.0%
Thorak Cemetery	1,595,597	1,674,879	79,282	5.0%
Total Revenue	23,209,168	27,925,571	4,716,402	20.3%

Overall revenue is budgeted to increase by 20.3% compared to last year's budget. Rates continue to be the primary source of funding for Council in 2026-2027 making up 73% of the total revenue. Rates have increased by 4% reflecting an increase of only \$0.85 per week for residential properties and an increase from \$1.53 per week for commercial properties. Additionally, waste charges will rise by 4% or \$0.34 per week. Fees and charges increase by 5% overall. Investment income includes interest calculated on forecasted cash and investment balances which continues to reflect current interest rates.



Operational expenditure

Department	2025-2026 (\$)	2026-2027 (\$)	Variance (\$)	Variance (%)
Council Leadership	1,592,208	1,511,672	(80,536)	-5.1%
Corporate	933,894	1,043,146	109,252	11.7%
Information Services	671,122	751,122	80,000	11.9%
Finance & Customer Service	1,812,230	1,876,065	63,835	3.5%
Infrastructure & Assets	4,098,277	5,258,162	1,159,885	28.3%
Waste Management	4,732,229	5,148,725	416,496	8.8%
Community	2,092,426	2,663,874	571,448	27.3%
Litchfield Community Library	995,398	1,007,198	11,800	1.2%
Mobile Workforce	1,363,291	1,482,091	118,800	8.7%
Regulatory Services	708,907	725,607	16,700	2.4%
Thorak Cemetery	1,241,379	1,248,317	6,938	0.6%
Total Expenditure	20,241,362	22,715,978	2,474,618	12.2%

Council carefully reviews its budget and planned projects to make sure it can keep providing services while staying aligned with its Strategic Plan. As part of this review, Council aims to increase operating expenses by 12.2%. This increase mainly covers costs related to increased cost of contractors and materials, insurance and the additional funding of community grants and recreation reserves. Council continues to be diligent in the area of operational expenditure and prioritises a financially sustainable structure with minimal impact on Council services.

Infrastructure and Waste Management remains a significant cost centre for Council in this budget. Increase investment in these areas enables Council to maintain key assets such as roads, and operate its three waste transfer stations for residents and commercial users.

Under Section 106 of the *Local Government Act 2019*, Council member allowances are determined by the Remuneration Tribunal. The budget 2026-2027 includes the increases applicable for the elected members of Litchfield Council as per Determination No:1 of 2026.



Analysis of the Capital Budget

Council's 2026-2027 budget contains capital works of over \$8.5 million with over \$15.2 million expected to roll over from the 2025-2026 budget. Council's capital budget for 2026-2027 will total more than \$23.8 million and is funded through external grant funding, Council's operating surplus and Council's cash backed reserves. In 2026-2027 Council expects to draw only half a million dollars from Financial Reserves to fund the capital works program.



2026 Litchfield Art Exhibition Artwork

Capital Expenditure on Assets

Capital expenditure is planned to be spent and funded as per below:

Capital Expenditure	Budget 2026-2027 (\$)
Land and Buildings	3,661,000
Infrastructure (including roads, footpaths, park furniture)	4,358,523
Fleet	349,000
Other Assets (including furniture and office equipment)	220,000
Leased Land and Buildings	-
Other Leased Assets	-
Total Capital Expenditure	8,588,523

Total Capital Expenditure funded by :	Budget 2026-2027 (\$)
Operating Income (operational surplus savings)	2,889,700
Capital Grant	2,248,523
Special Road Seal Levy	71,370
Transfer from Cash Reserves	3,378,930
Borrowings	-
Sales of Assets (including trade-ins)	-
Other Funding	-
Total Capital Expenditure Funding	8,588,523



Capital Expenditure by Department

Programs	Costs (\$)
Infrastructure & Assets	
Road Seal Renewal	1,498,523
Pavement Renewal	1,800,000
Heavy Patches	300,000
Gravel Surface Renewal	350,000
Unsealed to Sealed Road	-
Road Safety Upgrades - Shoulder Widening	400,000
Road Safety Upgrades - Intersections	-
Road Safety Upgrades - Blackspot	-
Road Safety Upgrades - Schools	10,000
Road Safety Upgrades - Lighting	-
Drainage Renewal	190,000
Drainage Upgrade - Floodways	50,000
Council Administration Building	81,000
Shared Paths	-
Thorak Cemetery	120,000
Waste Management	3,220,000
Council Vehicle Replacement	349,000
Total	8,368,523
Community	
Freds Pass Sport and Recreation Reserve	200,000
Mira Square	-
Humpty Doo Village Green	-
Knuckey Lagoon Recreation Reserve	-
McMinns Lagoon Recreation Reserve	-
Howard Park Recreation Reserve	-
Livingstone Recreation Reserve	-
Berry Springs Recreation Reserve	-
Gregg Park	-
Litchfield Community Library	20,000
Total	220,000
Grand Total	8,588,523

Capital Expenditure

The 2026-2027 budget includes \$5.1 million in capital renewal projects, reflecting an asset sustainability ratio of 39%. This is below both Council's target of 60% and best practice of 90%, highlighting Council's inability to fund a sustainable capital program with the current level of revenue. Some of council's strategies in this area is to assess depreciation expense as part of a financial asset revaluation exercise including traffic utilisation.

The \$3.4 million new and upgraded capital investment includes \$3.2 million for a new contaminated building waste containment cell at Howard Springs Waste Transfer Station. The capital works program includes Roads to Recovery funding and has also been recognised as capital income in the 2026-2027 budget.

Budget by Planned Major Capital Works

This table is to report major capital work projects that are either in progress, that will continue over more than one financial year or will be completed in this current financial year.

Major Capital Project	Actuals 2025-2026 (\$)	Budget 2025-2026 (\$) (A)	Budget 2026-2027 (\$) (B)	Budget 2027-2028 (\$) (C)	Total Planned Budget (\$) (A+B+C)	Expected Project Completion Date
Infrastructure and Asset						
Road Seal Renewal	-	1,293,492	1,498,523	-	2,792,015	Jun-27
Pavement Renewal	1,241,738	1,476,305	1,800,000	-	3,276,305	Jun-27
Heavy Patches	206,944	300,000	300,000	-	600,000	Jun-27
Gravel Surface Renewal	315,855	330,000	350,000	-	680,000	Jun-27
Unsealed to Sealed Road	931,955	2,500,000	-	-	2,500,000	Jun-27
Road Safety Upgrades - Shoulder Widening	-	420,000	400,000	-	820,000	Jun-27
Road Safety Upgrades - Intersections	171,590	945,155	-	-	945,155	Jun-27
Road Safety Upgrades - Blackspot	-	280,200	-	-	280,200	Jun-27
Road Safety Upgrades - Schools	-	-	10,000	-	10,000	Jun-27
Road Safety Upgrades - Lighting	-	-	-	-	-	Jun-27
Shared Paths	301,604	949,010	-	-	949,010	Jun-27
Freds Pass Sport and Recreation Reserve Upgrades	-	8,455,798	-	-	8,455,798	Jun-27



Major Capital Project	Actuals 2025-2026 (\$)	Budget 2025-2026 (\$) (A)	Budget 2026-2027 (\$) (B)	Budget 2027-2028 (\$) (C)	Total Planned Budget (\$) (A+B+C)	Expected Project Completion Date
Fleet and Plant						
Council Vehicle Replacement	200,651	530,000	349,000	-	879,000	Jun-27
Land & Buildings	-	-	-	-	-	-
Council Administration Building	45,512	200,000	81,000	-	281,000	Jun-27
Thorak Asset New	-	30,000	120,000	-	150,000	Jun-27
Waste Asset New	3,907	280,000	3,220,000	-	3,500,000	Jun-27
Freds Pass Reserve Asset Renewal	1,599,947	1,599,947	200,000	-	1,799,947	Jun-27
Mira Square Asset Renewal	28,810	28,810	-	-	28,810	Jun-27
Humpty Doo Village Green Asset Renewal	-	-	-	-	-	Jun-27
Knuckey Lagoon Recreation Reserve Asset Renewal	-	120,000	-	-	120,000	Jun-27
McMinns Lagoon Recreation Reserve Asset Renewal	19,689	179,000	-	-	179,000	Jun-27
Howard Park Recreation Reserve Asset Renewal	10,900	65,000	-	-	65,000	Jun-27
Livingstone Recreation Reserve Asset Renewal	-	46,285	-	-	46,285	Jun-27
Berry Springs Recreation Reserve Asset Renewal	-	120,000	-	-	120,000	Jun-27
Gregg Park Asset Renewal	-	-	-	-	-	Jun-27
Coolalinga Library	-	-	20,000	-	20,000	Jun-27
Drainage Renewal	93,317	250,000	190,000	-	440,000	Jun-27
Drainage Upgrade - Floodways	-	-	50,000	-	50,000	Jun-27
Total	5,172,418	20,399,002	8,588,523	-	28,987,525	

Capital Income

The capital income for 2026-2027 includes \$2.2 million in external grant funding from Roads to Recovery. Council continues to advocate strongly for grant funding, focusing on renewal rather than new infrastructure.

Annual Budget summary

	2025-2026 Budget (\$)	2026-2027 Budget (\$)	Variance %
Operational revenue	23,209,168	25,605,678	10.33%
Capital revenue	1,893,492	2,248,523	18.75%
Special Road Seal Levy	47,580	71,370	50.00%
Total revenue	25,150,240	27,925,571	11.04%
Operating expenditure	20,241,362	22,715,978	12%
Capital expenditure	6,017,492	8,588,523	43%
Total expenditure	26,258,854	31,304,501	19%
Net transfers from reserves	-1,108,614	-3,378,930	205%



Rating Strategy

Social and Economic Impact Statement of Rating Strategy

Council has been guided by its Long Term Financial Plan, Strategic Plan and Litchfield's demographic and economic data when setting rates and charges for the 2026-2027 financial year.

Council's goal is to ensure there are enough funds to maintain and renew assets to meet increasing demand for community infrastructure and services. As part of this process, Council considers the financial capacity of its ratepayers.

The following data informed Council's Decision:

Median weekly household income	\$2,346
Households with a mortgage	49.6%
Median weekly mortgage repayment	\$519
Households renting	17%
Median weekly rent	\$380

Litchfield Household Data 2021 – ABS Census Data compiled by profile.id

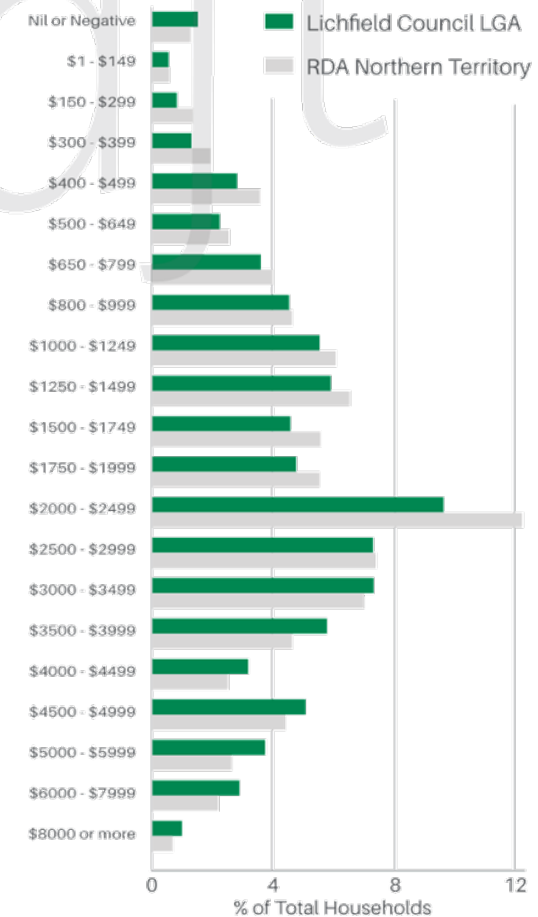
Index of Relative Socio-economic Disadvantage

AREA	2021 Index	Percentile
City of Darwin LGA	1,027.0	58
Litchfield Council LGA	1,030.0	60
City of Palmerston LGA	1,009.0	47
Katherine Town Council LGA	961.0	23
Alice Springs Town Council LGA	994.0	39
Australia	1,001.0	42

Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled by profile.id



Weekly household income, 2021



Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled by profile.id



Principles of the Rating Policy FIN02

Council's Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

A flat rate remains for urban and rural residential and horticultural / agricultural rateable properties.

As allowed for in the *Local Government Act 2019*, Council will use the unimproved capital value (UCV) to calculate rates for the commercial and gas plant rating categories in 2026-2027. The NT Valuer-General sets the UCV of land. The relevant Northern Territory Government minister sets rates for mining tenements and pastoral leases. Rates revenue for mining tenements has reduced due to the application of the changes to *Local Government Act 2019* which only allows rating while the tenement is active.

Draft

Rate revenue

Description	Budget 2024-2025 (\$)	Budget 2025-2026 (\$)	Budget 2026-2027 (\$)
Residential rate	8,234,324	8,497,963	8,890,915
Horticulture/ Agriculture	476,900	491,205	510,856
Commercial and Industrial rates	847,405	926,095	978,820
Gas plant/ Workers' Village / Pastoral lease/ Mining tenements	2,435,857	2,227,062	4,667,195
Special Rates	269,927	47,580	71,370
TOTAL	12,264,413	12,189,905	15,119,156

Rating structure

Rating category (in line with Policy FIN02)	Planning Zones	Number of properties	Rate 2025-2026	Rate 2026-2027
Fixed Rates				
Residential	R; RR; RL; WM; CN; SL14; SL18; FD; SD; MD; MR; SL11,LMR,LR	7,987	\$1,108.82	\$1,153.17
Horticulture/Agriculture	H; A	200	\$1,108.82	\$1,153.17
Valuation- Based				
Allotments of Commercial/ Industrial Land	C; CP; CV; DV; GI; LI; OR; PS; RW; SC; SL1; SL2; SL3; SL4; SL5; SL6; SL7; SL8; SL9; SL10; SL12; SL13; SL15; SL17; SL23	290	0.324640% Min Charge \$1,983.42	0.337626% Min Charge \$2,062.76
Wickham	FD, DV	4	9.543870%	9.925625%
Mining Tenements	As set by the Minister	67	0.8960% Min Charge \$2,297.21	0.9238% Min Charge \$2,368.42
Pastoral Lease	As set by the Minister	4	0.0789% Min Charge \$970.61	0.0789% Min Charge \$1,000.70
Total Number of Rateable Properties		8,552		
Charge				
Waste Management Charge		8,196	\$440.15	\$457.76
Waste Collection Charge		33		\$765.00
Special Rate				
Keleson Road		12		5,947.50





Fees and charges by department

Council has increased the majority of the fees and charges by 5% whilst continuing to provide a range of free services.

The Schedule of Fees and Charges can be viewed at Council Office as well as on Council's website.

Department	Budget 2026-2027 (\$)
Finance and Customer Service	53,564
Infrastructure and Assets	367,339
Waste Management	13,892
Community	112,312
Litchfield Community Library	2,835
Thorak Cemetery	1,664,879
TOTAL	2,214,821



Recreation Reserves Funding Support

Council oversees 9 recreation reserves across the municipality, playing an active role in their ongoing maintenance and operation. Six of these reserves are managed by independent associations, which receive operational funding from Council to maintain facilities and deliver a diverse range of recreational activities for the community. The remaining three reserves are directly managed by Council, operating within allocated budgets established through the annual planning process.

Each year, Council carefully reviews and determines funding levels for all recreation reserves as part of its broader budget process. This assessment takes into account operational requirements, service delivery outcomes from the previous year, and the evolving needs of the community.

The 2026-2027 budget includes a substantial increase for Freds Pass Reserve to support its ongoing maintenance and operations. As a major community hub, the reserve is home to 25 clubs and community groups and welcomes approximately 530,000 visitors each year, underscoring its importance and the need for enhanced resourcing.

Beyond operational funding, Council also assumes responsibility for essential maintenance services, including tree management and playground upkeep across all reserves. While these costs sit outside the individual reserve budgets, they form an important component of Council's overall operational expenditure.

Council maintains a collaborative relationship with reserve management committees and boards, working closely with them throughout the year. Where feasible, Council provides additional financial support to address unforeseen expenses, emergencies, or other unexpected needs as they arise.

In addition to these operational and maintenance commitments, Council invests in capital renewal projects to ensure facilities remain safe, functional, and fit for purpose. These upgrades and improvements are funded through Council's capital works program, reflecting a long-term commitment to enhancing community infrastructure.

Operating Contribution to Recreation Reserve

Reserves	Budget 2025-2026 (\$)	Budget 2026-2027 (\$)	Increase (\$)	Increase (%)
Operating Contributions to Recreation Reserve				
Berry Spring Recreation Reserve	88,016	96,819	8,803	10%
Freds Pass Sport and Recreation Reserve	934,746	1,267,042	332,296	36%
Humpty Doo Village Green	138,524	152,376	13,852	10%
Livingstone Recreation Reserve	76,814	84,497	7,683	10%
McMinns Lagoon Recreation Reserve	33,652	37,017	3,365	10%
Mira Square, Southport	18,870	20,757	1,887	10%
Recreation Reserves managed in-house by Council				
Howard Park Reserve	150,894	158,439	7,545	5%
Knuckey Lagoon Reserve	45,632	47,914	2,282	5%
Gregg Park/Jakira Estate, Humpty Doo	10,000	10,500	500	5%
TOTAL	1,497,148	1,874,861	377,713	25%

Sponsorship, Grants, and Operating Subsidies



The Community Grants Scheme was established in 2017 in alignment with the Grants, Donations, and Sponsorship Policy FIN07. This scheme offers a structured approach to providing grant funding to local communities, directly supporting Council's vision of being the best place to live in the Top End. The funding helps community groups and host events, manage facilities, and run programs that foster connections and enhance life within local communities.

Additionally, the scheme supports youth development through Youth Development Grants, which focus on enhancing the knowledge, confidence, and skills of young people. The entire scheme is fully funded by revenue generated from the recycling of bottles, cans, and batteries collected at Council's Waste Transfer Stations.

Council is also proud to sponsor the Litchfield Rural Show at its new home, at Livingstone Recreation Reserve. Celebrating its 47th year in 2026, the show is a well-established highlight of the rural calendar, showcasing the agricultural, social, and cultural diversity of the community. Council continues to work closely with the Livingstone Recreation Reserve Committee to enhance infrastructure at the reserve, ensuring it continues to support the ongoing success and growth of the event.

Grants and Donations

Grants/ Donations/ Community Support	2025-2026 (\$)	2026-2027 (\$)	Increase (\$) (%)
Total	191,500	223,000	31,000 16%

Council continues to support the following:

- Litchfield Rural Show**
- Community Grants Scheme**
- Sponsorships**
- Anzac Day Activities**
- Australia Day Activities**
- Youth Week**
- Annual Art Exhibition**
- Community Events**



2026 Litchfield Art Exhibition Artwork

Elected Members Allowances

In accordance with Section 106 of the *Local Government Act* 2019, Elected Members' allowances are determined by the Remuneration Tribunal. The table below illustrates the Elected Member Allowances set by the Remuneration Tribunal for the 2026-2027 financial year.

Allowance Type	Mayor (\$)	Deputy Mayor (\$)	Councillor (\$)
Annual Base allowance	112,476	40,156	24,156
Extra meeting allowance	-	12,000	12,000
Professional development allowance	7,500	7,500	7,500
Total Maximum Claimable	119,976	59,656	43,656

Financial Statements

The following financial statements have been prepared in accordance with the Act and Regulations:

- Budgeted Comprehensive Income Statement
- Budgeted Statement of Financial Position
- Budgeted Statement of Cash Flows
- Budgeted Statement of Financial Reserves

The financial statements have been prepared to compare 2026-2027 budget with Budget 2025-2026.



Budgeted Statement of Comprehensive Income

This statement provides a detailed summary of Council's income and operating expenses, resulting in an operational surplus excluding depreciation. Including depreciation of the operating deficit indicates Council's inability to fund the consumption of assets.

Section 202 of the *Local Government Act* 2019 states that a council must not budget for a deficit except in accordance with the regulations. Regulation 10 of the General Regulations states a council may budget for a deficit if the reason for the deficit can be attributed to: depreciation, amortisation, asset write-downs, expenditure of tied grant funding recorded as income in a prior year, or other non-cash items. As a result of adding back non-cash items such as depreciation, Council forecasts a net operational surplus of \$2.8 million that funds a portion of the budgeted capital expenditure. Councils' ability to reduce the reliance on Financial Reserves over the past years continues to improve councils overall financial sustainability.

Budgeted Statement of Comprehensive Income

	2025-2026 Budget \$000's	2026-2027 Budget \$000's
OPERATING INCOME		
Rates	15,748	18,808
Charges	175	184
Fees and Charges	1,970	2,214
Operating Grants and Subsidies	3,955	2,772
Interest / Investment Income	1,220	1,558
Other Income	139	140
TOTAL OPERATING INCOME	23,207	25,676
OPERATING EXPENDITURE		
Employee Expenses	7,871	9,018
Materials and Contracts	8,956	8,849
Elected Member Allowances	362	362
Elected Member Expenses	53	53
Council Committee & LA Allowances	10	10
Depreciation, Amortisation and Impairment	11,851	13,028
\$150 Voucher @100% Takeup	1,226	1,225
Other Expenses	1,766	3,198
TOTAL OPERATING EXPENDITURE	32,095	35,743
OPERATING SURPLUS / DEFICIT	(8,888)	(10,067)
Add Back Non-Cash Expenses	11,851	13,028
TOTAL NON-CASH ITEMS	11,851	13,028
OPERATING SURPLUS / DEFICIT	2,963	2,961
Less ADDITIONAL OUTFLOWS		
Capital Expenditure	6,017	8,588
TOTAL ADDITIONAL OUTFLOWS	(6,017)	(8,588)
Add ADDITIONAL INFLOWS		
Capital Grants Income	1,893	2,248
Non-Cash Income	3,000	3,000
Special Charges (Special Road Seal Levy)	48	73
Transfers from Reserves	1,113	3,306
TOTAL ADDITIONAL INFLOWS	6,054	8,627
Remove NON-CASH ITEMS		
Less Non-Cash Income	(3,000)	(3,000)
NET OPERATING POSITION	-	-

Budgeted Statement of Financial Position

This statement provides an estimate of the assets Council will own and the liabilities Council will have as at 30 June 2027.

Budgeted Statement of Financial Position

	Audited 2024-2025 \$000's	Budget 2026-2027 \$000's
CURRENT ASSETS		
Cash & Cash Equivalents	32,118	17,072
Trade and Other Receivables	3,686	5,869
Other Financial Assets	-	-
Other Current Assets	-	-
TOTAL CURRENT ASSETS	35,804	22,941
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	482,751	497,116
Other Non-Current Assets	2,341	2,872
TOTAL NON-CURRENT ASSETS	485,092	499,987
TOTAL ASSETS	520,896	522,928
CURRENT LIABILITIES		
Trade and Other Payables	6,412	4,046
Current Provisions	908	909
Current Interest Bearing Liabilities	7	164
TOTAL CURRENT LIABILITIES	7,327	5,119
NON-CURRENT LIABILITIES		
Non-Current Provisions	181	181
Non-Current Interest Bearing Liabilities	4	376
TOTAL NON-CURRENT LIABILITIES	185	557
TOTAL LIABILITIES	7,512	5,677
NET ASSETS	513,384	517,252
EQUITY		
Accumulated Surplus	24,258	40,975
Asset Revaluation Reserve	460,649	460,649
Other Reserves	28,477	15,628
TOTAL EQUITY	513,384	517,252

Budgeted Statement of Cash Flow

This statement provides a summary of the flow of cash and insight into where Council receives and spends its cash.

Budgeted Statement of Cash Flow

	Audited 2024-2025 \$000's	Budget 2026-2027 \$000's
Cash flows from Operating Activities		
Rates and Charges Received	15,909	20,325
Grants-Operational Received	6,499	2,841
Grants-Capital Received		2,304
Interest Received	1,738	1,558
User Fees Received	2,493	2,346
Statutory Fees and Fines Received	197	188
Other Revenue Received	513	143
Employee Costs paid	(6,994)	(10,238)
Materials and Consumables Paid	(10,712)	(8,796)
GST Received/ (Paid)	-	-
Other payments	-	(8,446)
Net cash provided by operating activities	9,643	2,225
Cash flows from Investing Activities		
Payment for Property Plant and Equipment and Infrastructure	(6,963)	(8,588)
Proceeds from Property Plant and Equipment and Infrastructure	-	-
Proceeds/ (Payments) from/for Investment Property		
Proceeds from / (to) Investments	766	-
Net cash used in investing activities	(6,197)	(8,588)
Cash flows from financing activities		
Proceeds from Interest Bearing Loans and Borrowings		-
Repayments of Interest Bearing Loans and Borrowings	(7)	(23)
Repayment of Lease Liabilities	(135)	(158)
Net Cash flows from Financing Activities	(142)	(181)
Net Change in Cash Held	3,304	(6,544)
Cash at Beginning of the Financial Year	28,813	23,615
Cash at End of the Financial Year	32,118	17,072

Budgeted Statement of Reserves

This statement provides a summary of Council's financial reserve balances.

Council's financial reserves exist to ensure sufficient funds are set aside for specific purposes as they arise. Council's Financial Reserves Policy FIN04 describes Council's intentions in using those funds.

The financial reserves represent part of the cash assets and investments balance shown on the balance sheet, as they are cash-backed. Council has consistently reduced the amount required from financial reserves over the last years improving councils overall financial sustainability.

Budgeted Statement of Reserves

	Budget Review One 2025-2026 \$000's	Net Moments 2025-2026 \$000's	Budget 2026-2027 \$000's
Externally Restricted			
Developer Contribution Reserve	1,070	-	1,070
Unexpended Grants/ Contributions	-	-	-
Unexpended Capital Works	-	-	-
Total Externally Restricted	1,070	-	1,070
Internally Restricted			
Asset Reserve	7,269	580	7,849
Waste Management Reserve	5,275	(3,220)	2,055
Thorak Cemetery Reserve	3,799	(120)	3,679
Election Reserve	200	-	200
Disaster Recovery Reserve	400	-	400
Strategic Initiatives Reserve	400	-	400
Cash for Cans reserve	170	-	170
Total Internally Restricted	17,513	(2,760)	14,753
TOTAL RESERVES	18,583	(2,760)	15,823

In 2026-2027 Council will draw \$2.7 million from financial reserves to fund capital investment.

Budget Assumptions

Council applied the Long Term Financial Plan assumptions in preparing its Annual Budget for 2026-2027. In addition, Council considers the local economic indicators published by Department of Treasury – Deloitte Access Economic Brief. Council developed its budget by rationalising its operational expenditure and applying only a 4% increase on Council's mainstream revenue, being rates. Council will actively monitor the budget throughout the year and make necessary adjustments during the budget review process.

Long Term Financial Plan

Long Term Financial Plan Assumptions

The Litchfield Council Long Term Financial Plan 2026-2027 to 2035-2036 (LTFP) is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making. Council has incorporated a Financial Management Strategy document into the LTFP to further consolidate Council's strategy moving forward sustainably.

The LTFP is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

To assess a local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long-Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of cash flows
- Financial ratios.

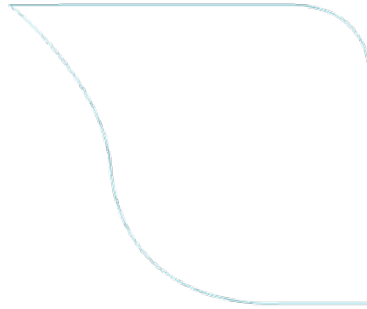
Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term. In the long term, however, Council faces several challenges, including:

- Operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets)
- Dependency on external funding (mostly grant funding) due to insufficient own-source revenue
- Inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

These challenges are not easily resolved and can only be addressed through a long term, disciplined approach to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

The LTFP is based on the following strategies:

- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets
- Optimising potential income from residential and industrial land development.



Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing availability to cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

Litchfield Council Long Term Financial Plan 2026-2027 to 2035-2036 can be found on the Council's website.

The following assumptions were used in preparing the annual budget and the LTFP to provide current service levels.

Assumptions	2028-2036 Forecast \$'000's
Rates - Residential	4.00%
Rates - Commercial	4.00%
Rates - Gas Plant	4.00%
Waste Increase - No Collection	4.00%
User Charge	5.00%
Grants	0.00%
Employee Cost Index - including superannuation	3.40%
Materials & Contractors	3.00% to 7.00%
Overdue Rates Interest Rate	17.00%
Cash Investment Interest Rate	4.50%

Key Performance Indicators

Community Development

Key Outputs	Measures	Target
PEOPLE		
Council Partnerships and Community Support	Number of partnerships, sponsorships or collaborative initiatives supported	5 partnerships supported annually
Community Reserves and Local Groups	Funding agreements established for all reserves	Funding agreements for 6 reserves delivered and maintained
	Engagement with reserve boards and permanent users	Minimum 1 engagement with all permanent users and reserve boards annually
	Maintain day to day operations of Council managed reserves	Complete 2 budget reviews annually, action requests within 10 business days where practicable
Community Funding Programs	Delivery of the Annual Community Grants Program	Minimum 8 annual grants awarded
	Delivery of Council grant programs including youth development and community initiatives	Minimum 28 youth grant and 3 community initiatives supported
Australia Day Event	Delivery of Australia Day event annually with wide range of community participation	Event delivery; community participation of 300 community members maintained or increased
Arts and Cultural Initiatives	Delivery of arts or cultural initiatives such as exhibitions or creative programs	1 major arts initiative delivered annually
Youth Engagement and Development	Youth-focused initiatives, programs or partnerships supported	Minimum 150 young people engaged annually
Planning for Events, Programs and Community Development	Planning and coordination of events, initiatives and community development activities	Minimum 3 projects developed and coordinated annually

Finance and Customer Service

	Measures	Target
PEOPLE		
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good
PROSPERITY		
Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%
PERFORMANCE		
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete
	Asset sustainability ratio	30%
	Current ratio (Liquidity)	>1
	Debt Service Ratio	>1
Investments	Compliance with policy and statutory requirements, reported monthly	>100%
Rates and accounts receivable collection	Rates and accounts receivable collection	<18%

Governance

PERFORMANCE		
Policy Framework	Council policies reviewed before due date	>90%
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year
Records Management	Number of refresher courses conducted	>1

Human Resources

PERFORMANCE		
Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter
An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)
Number of workplace health and safety incidents	Number of notifiable incidents	0

Information Services

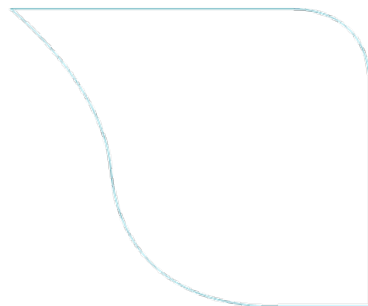
Key Outputs	Measures	Target
PERFORMANCE		
Information and Communications Tehcnology (ICT) managed service contract management	Percentage of Service Desk requests closed against open request during a period	90%
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind
ICT Security Audit actions	Annual actions completed	100%
Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year
	Age of NTG downloaded date	<1 week

Infrastructure

Key Outputs	Measures	Target
PROGRESS		
Renewable energy initiatives	Review options for renewable energy initiatives for council	Completed
PROSPERITY		
CRM Management	Aim to resolve all complaints, providing reasons for the outcome, within 10 business days.	Completed
Capital Works Program and Maintenance Program	Maintain a minimum local content in tenders	15%
PLACES		
Road Maintenance Program	Gravel Roads Graded	Twice per Year
Streetlights	Percentage of operational streetlights within the municipality	>80%
PERFORMANCE		
Streetlights	Time taken to address reported faults	<4 days
Capital Works Program	Program works completed on time	>75% planned works committed
Road Maintenance Program	Repond to customer requests. Contact the customer and provide an outcome within 10 business days.	>80%

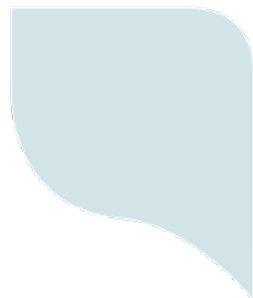
Library

Key Outputs	Measures	Target
PEOPLE		
Visitors to the library	Monthly door count	>2,750pm
Promotion of service	Followers of the Library Facebook page	>2,000 end 2026-27
Lifelong learning/engagement	New members joined the 'Funky Chickens' Children's reading club each year	>120pa or >30 quarterly
PROGRESS		
Library Collection	Number of annual loans	>20,000 or 5,000 quarterly
Program delivery	Attendees at programs provided by the Library	>350pm or >1,050 quarterly
PERFORMANCE		
Funding agreement	Deliver reporting & outcomes of agreement	100%



Mobile Workforce

Key Outputs	Measures	Target
PEOPLE		
Improve Community Satisfaction in Roadside Maintenance (Mowing, Slashing, Road Signs)	Annual Community Survey	>60%
PROGRESS		
Implement Interactive System on our website and facebook pages	Monthly schedule during the Weed Control and Roadside management program programs	Completed
PROSPERITY		
Support local businesses through procurement processes (eg. Consumables, oil, herbicides, and service technicians)	Purchase orders issued to local Suppliers	>60%
PLACES		
Roadside maintenance	Vegetation slashed and Council roads/verges mowed	Twice Per Year
Bushfire management	Council Land firebreak maintenance sprayed and slashed in compliance with Council Fire Management Plan	Completed
Signage and guidepost Maintenance	Replacement complete within recommended timeframes	>90%
PERFORMANCE		
Customer Request Responses	Respond to customer requests. Contact the customer and provide an outcome within 10 Business days.	>90%



Office of Chief Executive

Key Outputs	Measures	Target
PEOPLE		
Communications and Engagement	Communications and Engagement Strategy 2026-2029	Develop Strategy and deliver on year one action
	Conduct engagement activities annually on key projects, plans or polices	≥4
	Develop engagement plans for projects and initiatives that require consultation	100%
Social Media Management	Increase Council's Facebook Page Followers	>5%
	Increase Followers on Council's new Instagram page	>250
	Increase Council's social media reach	>15%
PROSPERITY		
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2
Advocacy Strategy	Current year actions	Completed
PERFORMANCE		
Elected Members training and development	Min 1 per quarter	1
Annual Community Survey	Overall satisfaction	>60%
Grant application	Grants received by Council acquittded within agreed timeframes	95%
Media monitoring and management	Distribute media releases on Council activities	≥10
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%

Planning and Development

Key Outputs	Measures	Target
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
PROGRESS		
Submissions to the Northern Territory Government (Development Assessment Services)	Comments submitted on planning applications within required timeframe	>90%
PLACES		
Submissions to the Northern Territory Government on 'Have Your Say' proposals	Letters of comment submitted within the required timeframe	>90%
PERFORMANCE		
Approval of Plans and Permits	Work Permits issued within five days	>90%

Regulatory Services

Key Outputs	Measures	Target
PEOPLE		
Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%
Responsible Dog Awareness and Education	Animal Management in Litchfield - Flyer direct to residents	1 flyer
	Dog Awareness Program delivered at schools	6+ visits
	Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events
Regulatory Services Investigations	Short-term investigations completed within 30 working days	>60%
	Long-term investigations completed within 60 working days	>60%
	Abandoned vehicle investigations completed within 60 working days	>90%
	Customer requests actioned in less than two working days	>90%

Thorak Cemetery

Key Outputs	Measures	Target
PEOPLE		
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding, and irrigation regimes	Service level rating from annual community survey	>60%
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
PLACES		
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
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%



Waste

Key Outputs	Measures	Target
PEOPLE		
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000.00
PROGRESS		
Recycled materials	Green waste processed for resale	Once per year
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes
	Commercial waste tonnage transferred to Shoal Bay	<500 tonnes
	Quantity of cash for containers collected and recycled	>30 tonnes
	Electronics collected for TechCollect	>50 tonnes
	Tyres, batteries and oil collected for recycling	Once Per Year
	Scrap metal processed collected and recycled	Once Per Year
	PROSPERITY	
Develop Waste Strategy	Completion of strategy document, including stakeholder consultation and council approval	Completed
PERFORMANCE		
Maximise diversion from landfill	Amount of total waste diverted from Landfill	>30%
	Amount of total waste that is dry recyclables i.e cardboard and plastic	>14%

Local Government Act 2019

As per Part 3.3, Section 33 of the *Local Government Act 2019 (Act)*, Litchfield Council is required to have a municipal plan for its area.

The plan must be adopted by Council prior to 30 June each year, following a public consultation period of 21 days. The plan must be available on Council's website and at its public office.

The table below outlines the required content for the municipal plan.

Municipal Plan		Reference
34(1)(a)(i)	A service delivery plan	15
34(1)(a)(ii)	Council's budget	17
34(1)(b)(i)	Any long-term, community or strategic plan adopted by the Council to which it relates	11
34(1)(b)(ii)	Council's Long-term Financial Plan	36
34(1)(d)	Indicators for judging the standard of Council's performance.	38
Annual Budget		Reference
201(2)(a)	<ul style="list-style-type: none"> i. the council's objectives for the relevant financial year; and ii. the measures the council proposes to take, during the financial year, towards achieving those objectives; and iii. the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives 	39
201(2)(b)	Contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure	31
201(2)(c)	List the council's fees for services and the estimates of revenue from each of those fees	28
201(2)(d)	State the amount to be allocated to the development and maintenance of infrastructure for the financial year	20
201(2)(e)	State the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year	26
201(2)(f)	Include an assessment of the social and economic effects of its rating policies	25
201(2)(g)	State the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances	31
201(2)(i)	Include any other information required by any guidelines that the Minister may make or as prescribed by regulation	Completed
201(2)(j)	Be in a form required by any guidelines that the Minister may make or as prescribed by regulation.	Completed



FINANCIAL MANAGEMENT STRATEGY
& LONG-TERM FINANCIAL PLAN
2026-27 to 2035-36



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Contents

Overview 3

Financial Management Strategy and Long-Term Financial Plan Objective 4

Financial Management Strategy 5

Alignment with Strategic Plan 2022-2025 6

Litchfield Council Reporting Framework 8

Historical Financial Performance 9

Forecast Long Term Financial Plan Performance 11

Emerging Issues 13

 The Impact of Growth 13

 Asset Management 13

 The Way Ahead – Improving Long Term Sustainability 13

 Improve the operating position 14

 Advocate strongly for grants from other levels of government 14

 Asset management 15

Assumptions 16

 Operating income and expenditures 16

CHALLENGES AND OPPORTUNITIES 16

CHALLENGES 16

OPPORTUNITIES 17

SIGNIFICANT RISKS 17

 10 Year Income Statement 18

 10 Year Balance Sheet 18

 10 Year Cash Flow Statement 20



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Acknowledgement of traditional owners

Litchfield Council respectfully acknowledges the traditional owners of the land that we live and work on and pay our respect to their elders, past, present and future.

Overview

The Financial Management Strategy (Strategy) is Council's long-term financial plan that is underpinned by a series of policies, plans, risk responses and associated financial stability and sustainability targets to measure performance. A key outcome of the Strategy is the Long-Term Financial Plan (LTFP). The LTFP is Council's ten-year financial forecast of Council's planned approach to the management of financial resources and includes income, expenditure, cash flow projections, assets, liabilities and community equity. Council refers to this model when considering financial decisions, for example borrowings, long-term operational projections as well as capital expenditure forecasts. The LTFP provides a basis for assessing the medium to long term financial sustainability of the Council.

The LTFP is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

To assess a local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long-Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of Cash flows
- Financial ratios

Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term. The Council has been working diligently towards long-term sustainability and nearly succeeds in funding depreciation in some years of this plan. However, in the long term, Council may still face several challenges, including:

- operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

- dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and
- inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

These challenges are not easily resolved and can only be addressed through a sustained long-term, disciplined approach as council has been applying over the past years, to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

The LTFP is based on the following strategies:

- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets

Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing availability of cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

A ten-year Income Statement, Balance Sheet and Cash Flow Statement have been prepared based on a series of assumptions about the movement of each income and expenditure type. These assumptions are based on interest rate expectations, employee award increases, estimated lifecycle costs for developer contributed assets, and other special income and expenses which are discussed in more detail in this Plan. This ten-year view provides the context for the annual Municipal Plan and budget process and aligns with Council's adopted Strategic Plan 2022-2025 (Strategic Plan). The report also provides Financial Performance Indicators' historical and ten-year forecasts and identifies the Council's financial performance targets.

Financial Management Strategy and Long-Term Financial Plan Objective

The *Local Government Act 2019* requires Council to prepare and maintain an LTFP. The Plan must cover a minimum period of four years, however, many of the decisions that Council makes have impacts that go well beyond this time horizon. Accordingly, Litchfield Council has developed a ten-year plan to ensure that today's decisions can be assessed for sustainability in the long term.



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

An LTFP provides a framework to consider:

- The level of funding required to deliver services for the community.
- The financing of new or upgraded assets.
- What income sources are available, and how these may be maximised?

The goal of the Financial Management Strategy (FMS) and LTFP is to visualise financial decisions strategically, ensuring sustainability and inter-generational equity.

The objective of preparing the FMS and LTFP is to provide Council with a strategic framework to guide the development of annual budgets and long-term financial plans. The key objective of the FMS and LTFP is to ensure that Council can fund the ongoing delivery of services whilst implementing the priorities identified in the Strategic Plan and beyond.

Financial Management Strategy

The Litchfield Municipality is the heart of the Top End and boasts a diverse, inclusive community with prosperous economic industries. The vast size of our municipality presents Council with some challenges, but our uniqueness makes Litchfield the best place to live in the Top End.

The Litchfield Council Strategic Plan provides the community with our intentions over a four-year period and how we will achieve our vision. It defines the Council's vision, mission, strategic priorities and how the community can be involved along the way.

The Strategic Plan identifies opportunities to ensure the Council remains responsive to the community's needs and adapt to changes, including population growth, community demands, and technologies.

Council will continue to develop Litchfield as 'the best place to live, work, and play in the Top End'.



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Alignment with Strategic Plan 2022-2025

The following table aligns the Strategic Plan elements with the requirements for the FMS and LTFP:

Strategic Plan Element	FMS and LTFP Strategic Requirement
People	
<p>Our community is at the heart of all we do.</p>	<p>Review income structure to improve the equity in the rate burden, including potential changes in rating structure.</p> <p>Continue developing asset management plans, prioritising asset renewals based on criticality, and grant opportunities to upgrade current assets.</p> <p>Service planning to ensure the service offering over the long term is affordable.</p> <p>Upgrade waste processing infrastructure with consideration to the waste service pricing and financial impacts.</p>
Progress	
<p>The majority of the Council's budget each year provides a very broad range of services and facilities that are valued by our communities.</p>	<p>Council will continue to maintain operational spending to maintain service levels and remain vigilant to community demand and expectation changes. Council may design a catalogue of services that defines efficiency opportunities in the range of services, including asset enabled services, and consider an assessment tool, incorporating community engagement, with regards to ceasing services, and / or offering other revenue generating services.</p> <p>Council will provide, the reasonable level of service, and resourcing demand now and into the future to inform the LTFP.</p> <p>Council will continue to improve in the planning and management of assets.</p>
Prosperity	
<p>We will work in partnership with our business community to encourage business success and jobs growth.</p>	<p>The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, all in the Litchfield Municipality.</p>



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Council will seek opportunities for investments to grow and diversify the local economy. Potential take up of unincorporated land are not currently considered in the long term financial plan.

Places

Building and maintaining Council's infrastructure takes up a significant portion of Council's annual budget.

Review of the road's delivery program, informed by a lifecycle management approach to roads including review of design and construction techniques to optimise value.

Asset management planning for all assets, considering two options: (1) based on Remaining Useful Life (RUL), and (2) based on Asset Condition, investing in condition assessments for critical assets initially, and then a sample of each asset class due to financial constraints.

A project management business model framework that enhances the project identification, selection and prioritization (including support of business case for new and upgraded assets) to ensure capital works are efficient and provide value for money.

Performance

In partnership with our community and stakeholders, our Council will deliver best value through a focus on sustainable and efficient delivery of corporate and community services.

Council will continue to look for efficiencies to reduce operational spend while maintaining service levels.

Council will continue to review Fees & Charges schedules to ensure full cost recovery across users pays services.

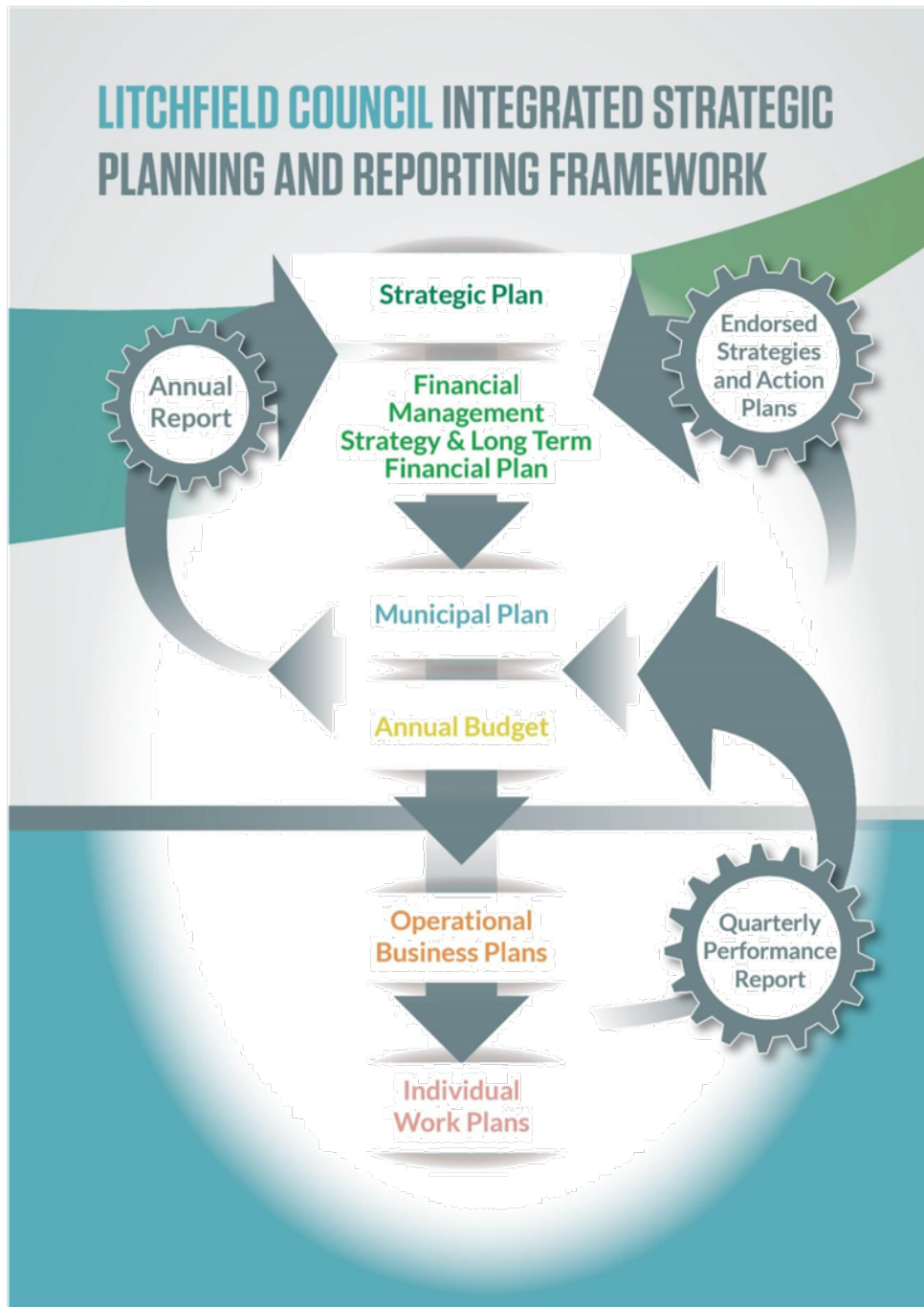
Council will measure its performance through community engagement and an annual community survey.

Council will continue improvements in financial governance to enhance the management capability, improve reporting and ensure appropriate accountability for efficient use and management of Councils assets and financials.



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Litchfield Council Reporting Framework



Historical Financial Performance

Table 2-1 outlines actual financial performance indicators for the 2023 to 2025 financial years and Amended Budget 2025-26 after First Budget Review, compared to LTFP Target Indicators. In addition, green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-1 and a review of the relevant financial statements (including internal reports), the following pertinent observations can be made:

- Council has historically achieved a significant operating deficit but has significantly improved this trend through diligent management over the past years. Operating deficits are not sustainable for local government bodies as sufficient cash must be generated from operations to fund the capital expenditure necessary for asset renewals, upgrades, and augmentation.
- Depreciation as a percentage of total assets at 2.24% (2025-26 Budget) is still slightly high compared to the industry benchmark of 1.5% to 2%, however has been reduced due to the review of the useful life for Council's assets over the past two years. Reviews for asset classes will continue with other measures in this area.
- Council is maintaining healthy liquidity. The cash balance is \$23 million at 2025-26 end of year, and the budget for 2026-27 is projected the cash balance to slightly decrease to \$17 million. Local government bodies can maintain or increase cash despite reporting operating deficits due to constraining expenditure on capital and not delivering on planned operating or capital expenditure.
- Council may be completing insufficient renewals to meet demand. Council must work toward the renewal demand for roads and other assets to ensure intergenerational equity and future sustainability subject to review in this area based on low traffic volumes and other measures.
- Council has a reliance upon external operating grants (including the Financial Assistance Grants) to fund recurrent operations. The Council has budgeted to receive 59% of total revenue through annual rates and charges in 2026-27. A standard benchmark for local government is to achieve more than 70% of total revenue through annual rates and charges. However, the capacity for Council to achieve a higher proportion through rates depends on council's rating strategy and a range of constraints, including population, population growth, rurality, size of local economy etc.

Table 2-1. Financial Performance Indicators – Historical (2023-25) and Budget (2025-26)

Financial Performance Indicator	Units	2023-24	2024-25	2025-26	LTFP Target	Comment
		Actual	Actual	Budget		
Financial Performance						
Net Result	%	34.00%	0.71%	14.52%	>0%	Includes capital revenue
Adjusted underlying result	%	-12.50%	0.78%	19.96%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	857	213	5,686	>5,000	Sufficient cash surplus to fund capital works
Financial Position						
Liquidity	ratio	4.84	4.88	3.21	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings
Capital replacement ratio	ratio	0.57	2.35	2.08	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	483.50%	488.63%	321.57%	>100%	Sufficient current assets to meet current liabilities
Revenue Ratios						
Rates Outstanding/Total Rates Levied	%	16.00%	18.63%	10.51%	<12%	
Recurrent Grants/Total Revenue	%	2.90%	24.42%	16.37%	>5%	Measure success in obtaining grant funding
Fees & Charges/Total Revenue	%	7.40%	9.18%	5.83%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	44.60%	66.49%	70.66%	>55%	Increase in rates projected
Expense Ratios						
Depreciation/Total Assets	%	2.40%	2.44%	2.24%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	24.90%	23.92%	24.46%	<30%	Maintain employee costs under 30% of total costs

Forecast Long Term Financial Plan Performance

Table 2-2 outlines forecast financial performance for the financial years from 2026–27 to 2035-36 and benchmark indicators. Green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-2 and a comparison with benchmarks, the following relevant observations can be made:

- Councils' financial performance has been improving and council will continue to explore revenue options and constrain costs through budget efficiencies to improve performance.
- Council maintains a healthy liquidity ratio throughout the LTFP period through controlling operational expenditure and will continue to advocate for grant funding to assist with capital demands.
- Council receives the majority of rate revenue by applying a fixed general rate. Fixed general rates create a regressive tax structure where the ratepayers with the least capacity to pay contribute a greater portion of their household income. In a fixed-rate system, new developments with most likely higher land valuations are rated the same as older developments with lower land valuations. It is also likely that new developments require a higher level of service.
- The capital replacement ratio indicates whether the Council has completed asset renewals sufficient to meet the demand when compared to depreciation. The current annual budget for resealing and pavement rehabilitation of approximately \$3.29 million per year. Council will work toward the renewal demand for roads and other assets to ensure inter-generational equity and future sustainability and investigate potential of depreciation rate assumptions based on traffic usage rates. Asset management plan development and updates form part of this strategy.

Table 2-2. Financial Performance Indicators – Budget 2026-27 and Forecast (2027-36)

Financial Performance Indicator	Units	2026-27 Budget	2027-36 Forecast Average	LTFP Target	Comment
Financial Performance					
Net Result	%	-5.36%	-14.07%	>0%	Includes capital revenue
Adjusted underlying result	%	-29.67%	-33.93%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-10,066	-11,912	>5,000	Sufficient cash surplus to fund capital works
Financial Position					
Liquidity	ratio	4.48	1.92	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings.
Capital replacement ratio	ratio	0.67	0.59	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	448.15%	191.52%	100%	Sufficient current assets to meet current liabilities
Revenue Ratios					
Rates Outstanding/Total Rates Levied	%	10.51%	11.35%	<12%	
Recurrent Grants/Total Revenue	%	8.17%	7.90%	>5%	Recurrent operational grants include Federal Assistance Grants and Annual Public Library funding.
Fees & Charges/Total Revenue	%	7.07%	8.64%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	59.38%	71.26%	>55%	Increase in rates projected
Expense Ratios					
Depreciation/Total Assets	%	2.45%	2.94%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	25.23%	25.97%	<30%	Maintain employee costs under 30% of total costs

Emerging Issues

The Impact of Growth

Litchfield Municipality has experienced substantial growth in population over the last ten years, and by 2036 it is expected to record a population of approximately 30,300 growing at an average rate of 1.8% per annum from 2021 (id Informed decisions).

Population growth can impact the Council's financial position in several ways. Additional properties provide more income to Council through property rates and waste management charges. Whilst pressure on existing services and infrastructure increases. Another impact of growth noted over the past years is increasing community expectations for an expanded range and quality of services, for example, library services and increased regulatory services. Managing these expectations can be challenging as funding new service standards may be beyond the financial capacity of Council, with rate income generated through additional properties not increasing proportionally. Council has struggled with this disproportional growth of residents to rateable properties for several years.

For the LTFP, growth in rateable properties from Holtze/Kowandi has been assumed. The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality. Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, which are in the Litchfield Municipality. Council anticipates that Holtze and Kowandi will start coming online in the this year and gradually grow the councils' rate base.

Asset Management

Council has an extensive network of infrastructure assets. Maintaining these assets in good order and renewing them as they age requires substantial yearly expenditure.

Depreciation estimates the value of assets consumed during each financial year. The Asset Sustainability Ratio mentioned above highlighted Council's inability to fund the replacement of infrastructure assets. This challenge also extends to the Thorak Regional Cemetery.

Rates revenue increases or additional grant funding is required to increase funding available for capital expenditure and reduce the rate at which the capital renewal backlog rises each year.

The Way Ahead – Improving Long Term Sustainability

As indicated in the section of this LTFP relating to the current financial position, Council has substantial cash reserves and no debt, which means in the short term, it will be able to continue to deliver services and a limited amount of capital works to the community.

However, Litchfield Council faces challenges in the long term, relating to inadequate funding for capital expenditure required to maintain its existing asset base. These long-term challenges will require a concerted and disciplined approach to managing financial resources to improve sustainability.



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

The LTFP aims to improve sustainability by:

1. decreasing the size of the operating deficit and in doing so increase cash generated from operations to fund asset renewal and replacements;
2. increasing the funding available for capital expenditure from external sources (ie grants) – including advocating for sealing Council's unsealed roads;
3. improve the performance of assets, to extend the life of the assets and reduce the whole of life costs of the assets; and
4. promote and facilitate growth and development within the Council boundaries to increase the size of the local economy and the total revenue generated by the Council.

The following strategies are designed to address these challenges.

Council's Financial Management Strategy

Improve the operating position

The Operating performance ratio measures a council's ability to generate sufficient recurrent revenue to fund the recurrent operating expenditure, including the annual depreciation cost. Over the long term, a local government that continues to produce material operating deficits will most likely not be able to replace and renew assets as required, resulting in a deterioration of the asset portfolios, impacting upon service levels and requiring a high reliance upon external funding sources (e.g. grants) to fund assets replacement or renewal. Council continues to work toward improving its operating position to ensure long-term sustainability.

Council will continue to deliver on this strategy by constraining growth in operating costs, in particular employee costs, contractors, and materials. Council will explore efficiencies and productivity improvements across all services and ensure increases in recurrent operating expenditure are supported by a business case indicating funding from matching income sources or reductions in spending in another part of the budget.

Advocate strongly for grants from other levels of government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network. Advocacy efforts in this area will lean heavily toward funding for capital renewals. New assets will be considered by exception. However, it is important to note that new assets require ongoing maintenance and long term renewal which will only contribute to the challenge Council faces in generating sufficient income to maintain its asset base.

Given the uncertainty about the allocation of grant funding, the LTFP has taken a conservative approach to forecasting future grant income. However, advocacy efforts and grant applications will be stepped-up to ensure that any available funding consistent with meeting Council's strategic objectives is targeted.



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Asset management

Asset management is one of the key determinants of sustainability for local government. Councils with poor asset management have little foresight of sustainability and lack control over sustainability. The planning and management of assets across the lifecycle of the assets is an important component of financial sustainability for local government.

Integration of the asset management planning with the LTFP enables Council to plan for adequate funding to address the asset demands, and where insufficient funding is available, enabling Council to make decisions and prioritisations as appropriate to manage the impacts on long term sustainability of the assets (and the organisation more broadly).

To be financially sustainable Council must be able to hold and fund an asset portfolio to an acceptable standard and risk based on the services and service level requirements established with the community and informed by technical expertise and data.

Additional cost of asset ownership through new and upgraded assets, either through Council construction or contributed assets, without an adequate increase in revenue generated from the project, is a significant risk to the underlying operating deficit for Council.

Council will look to deliver on this strategy through the following:

- Continue developing and implementing Asset Management Plans, which will provide more reliable data for the projection of costs.
- Continue to improve the data and analysis of asset condition, valuation, and useful life, to support the assessment of the depreciation expense as part of a financial asset revaluation exercise utilising actual asset conditions.



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Assumptions

The following assumptions were used in preparing the LTFP to provide current service levels.

Operating income and expenditures

	2027	2028-2036
\$'000's	Budget	Forecast
Assumptions		
Rates - Residential	4.00%	4.00%
Rates - Commercial	4.00%	4.00%
Rates - Gas Plant	4.00%	4.00%
Waste Increase - No Collection	4.00%	4.00%
User Charge	5.00%	5.00%
Grants	0.00%	0.00%
Employee Cost Index - including superannuation	3.40%	3.40%
Materials & Contractors	7.00%	3.00%
Overdue rates interest rate	17.00%	17.00%
Cash Investment Interest Rate	4.50%	4.50%

CHALLENGES AND OPPORTUNITIES

As Council implements the financial sustainability strategic objectives, it is likely to confront the following challenges and opportunities, and it is recommended these and any others identified by officers be incorporated into Council’s Financial Management Strategy and Long-term Financial Plan and updated annually.

CHALLENGES

- Volatility in the economic environment – From time to time, the Australian economy will experience high volatility, with high inflation and supply chain issues, the continuation of which is likely to increase the cost of services and the cost of construction/acquisition of assets, as well as potentially delay the delivery of capital works, increased borrowing costs and potentially limit the availability of funding from external sources (e.g., grants).
- Impact of the Holtze development on Council’s financial position – A portion of the \$49.6 million investment in assets to enable services, funded by the Northern Territory Government, is proposed to be contributed to Council as gifted assets upon completion of construction. In addition, gifted assets of approximately \$1 million from each development stage will be transferred to Council as the project progresses. The total value of assets to be gifted to Council by the developer is estimated at \$18 million from the 18 development stages. This will increase the expenditure on operating and maintaining the assets, as well as a significant increase in the depreciation expense. If additional revenue through rates, fees,



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

charges and other revenue streams does not match the increase in operating expenditure, the completion of the development will impact negatively upon the financial position of the Council.

- Policy changes from other levels of Government – changes to policies and strategies set by the Northern Territory and Federal Governments is likely to impact upon Council's financial sustainability, therefore requiring strong advocacy and engagement with key stakeholders to protect the interests of the Council and its community.

OPPORTUNITIES

- Innovation and Technological Advancement – Council can improve long term sustainability through enhanced productivity and efficiencies achieved through adopting innovation and technological advancements, which will require Council to maintain effective relationships and professional networks with industry leaders.
- Regional Economic Development – There is significant opportunity for Council to leverage and realise significant development of the local economy and enhancement to the socio-economic profile of the region. Council can maximise the realised benefit through advocating and pursuing Council's interests, as well as more broadly the community's economic and socio-demographic interests.

SIGNIFICANT RISKS

The risks outlined below present a significant threat to the successful achievement of the Financial Sustainability Strategy.

- Council has been significantly impacted by an unusually severe wet season, including widespread damage to Council infrastructure resulting from **Cyclone Fina** and extreme weather events. The Council is currently in a recovery phase, addressing tree damage and increased road and drainage maintenance requirements. These impacts are expected to place ongoing pressure on operational capacity and maintenance budgets, with future maintenance forecasts likely to be adversely affected by the extent of infrastructure damage.
- Expenditure Estimates - A key risk to the accuracy of the long-term forecast of operating and capital expenditure is the accuracy of cost estimates and actual inflation in future years being above assumptions used in the forecast.
- Impairment and Early Deterioration of Assets - While renewals are planned through the asset management planning process, the actual deterioration and performance of assets may deteriorate faster than projected or be impacted through natural disasters or other unforeseen events, bringing forward the need to renew and replace assets. This will require either re-prioritisation across the capital works plan, or additional cash investment.
- Local Government Municipal boundaries review - Northern Territory Government review of the local government municipal boundaries could cause substantial increase in costs or loss of income.



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

10 Year Income Statement

			1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32	1 Jul 33	1 Jul 34	1 Jul 35
			30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35	30 Jun 36
Revenue from Operating Activities													
Rates and Charges	\$'000		18,389	15,013	15,614	16,238	16,888	17,563	18,266	18,996	19,756	20,546	21,368
Grants - Operating (Recurrent)	\$'000		3,955	2,772	2,772	2,772	2,772	2,772	2,772	2,772	2,772	2,772	2,772
Grants - Operating (Non-recurrent)	\$'000		2,456	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Recurrent)	\$'000		10,672	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Non-recurrent)	\$'000		-	2,248	2,820	2,820	2,820	2,820	2,820	2,820	2,820	2,825	2,820
Contributions (Non monetary)	\$'000		-	6,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
User Charges	\$'000		2,109	2,215	2,326	2,442	2,564	2,692	2,827	2,968	3,117	3,273	3,436
Statutory Fees and Fines	\$'000		175	183	183	183	183	183	183	183	183	183	183
Waste Collection Rates	\$'000		-	3,722	3,871	4,026	4,187	4,354	4,528	4,710	4,898	5,094	5,298
Waste Collection user changes	\$'000		-	74	78	82	86	90	94	99	104	109	115
Total Revenue from Operating Activities	\$'000		37,756	32,227	30,663	31,562	32,499	33,474	34,490	35,548	36,649	37,802	38,992
Other Revenue													
Interest Revenue	\$'000		1,258	1,558	788	659	543	437	338	221	62	(78)	(174)
Other Revenue	\$'000		140	140	145	149	154	159	165	170	176	182	188
Total Revenue Other Revenue	\$'000		1,398	1,698	932	809	697	597	503	391	238	104	14
Total Revenue	\$'000		39,154	33,925	31,595	32,371	33,196	34,071	34,993	35,938	36,887	37,906	39,006
Operating Expenses from Ordinary Activities													
Employee Costs	\$'000		(8,188)	(9,018)	(9,325)	(9,642)	(9,969)	(10,308)	(10,659)	(11,021)	(11,396)	(11,784)	(12,184)
Materials & Consumables	\$'000		(13,422)	(6,257)	(6,445)	(6,638)	(6,837)	(7,042)	(7,254)	(7,471)	(7,695)	(7,926)	(8,164)
Depreciation	\$'000		(11,851)	(12,837)	(13,167)	(13,504)	(13,822)	(14,148)	(14,474)	(14,829)	(15,212)	(15,555)	(15,899)
Depreciation of Right-of-Use Assets	\$'000		(7)	(168)	(168)	(168)	(168)	(28)	-	-	-	-	-
Other Operating Expenses	\$'000		-	(7,440)	(7,663)	(7,893)	(8,130)	(8,374)	(8,625)	(8,884)	(9,150)	(9,425)	(9,708)
Interest on Leases	\$'000		-	(23)	(17)	(11)	(5)	(0)	-	-	-	-	-
Total Operating Expenses	\$'000		(33,468)	(35,743)	(36,784)	(37,856)	(38,930)	(39,900)	(41,011)	(42,205)	(43,454)	(44,690)	(45,954)
Net Surplus/(Deficit) from Operations	\$'000		5,686	(1,818)	(5,189)	(5,485)	(5,734)	(5,829)	(6,019)	(6,267)	(6,567)	(6,784)	(6,949)
Adjustments													
Net Gain/(Loss) on Disposal of Infrastructure, Property, Plant & Equipment	\$'000		-	-	-	-	-	-	-	-	-	-	-
Total Adjustments	\$'000		-	-	-	-	-	-	-	-	-	-	-
Operating Surplus/(Deficit) after Adjustments	\$'000		5,686	(1,818)	(5,189)	(5,485)	(5,734)	(5,829)	(6,019)	(6,267)	(6,567)	(6,784)	(6,949)
Adjusted Underlying Surplus (Deficit)	\$'000		5,686	(10,066)	(11,009)	(11,304)	(11,554)	(11,649)	(11,838)	(12,086)	(12,386)	(12,609)	(12,769)



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

Balance Sheet

Period end		30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35	30 Jun 36
Current Assets												
Cash and Cash Equivalents	\$'000	23,615	17,072	14,048	11,231	8,761	6,433	4,248	1,097	(2,968)	(5,241)	(7,331)
Trade and Other Receivables	\$'000	7,649	5,869	6,119	6,364	6,601	6,848	7,086	7,373	7,652	7,942	8,220
Total Current Assets	\$'000	31,264	22,941	20,167	17,595	15,362	13,282	11,334	8,470	4,684	2,701	889
Non Current Assets												
Land Under Roads	\$'000	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant & Equipment	\$'000	495,365	497,116	494,785	491,971	488,556	484,904	480,925	477,636	474,964	470,275	465,242
Right-of-Use Assets	\$'000	3	531	363	195	28	-	-	-	-	-	-
Other Financial Assets	\$'000	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341
Total Non Current Assets	\$'000	497,709	499,987	497,489	494,507	490,925	487,245	483,266	479,977	477,305	472,616	467,583
Total Assets	\$'000	528,973	522,928	517,656	512,102	506,287	500,526	494,600	488,447	481,989	475,316	468,472
Current Liabilities												
Trade and Other Payables	\$'000	7,660	2,896	2,977	3,078	3,174	3,272	3,364	3,478	3,586	3,698	3,802
Trust Funds and Deposits	\$'000	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150
Current Employee Benefits	\$'000	909	909	909	909	909	909	909	909	909	909	909
Current Lease Liabilities	\$'000	3	164	170	176	30	-	-	-	-	-	-
Total Current Liabilities	\$'000	9,722	5,119	5,206	5,313	5,262	5,331	5,423	5,537	5,645	5,757	5,861
Non Current Liabilities												
Non Current Employee benefits	\$'000	181	181	181	181	181	181	181	181	181	181	181
Non Current Lease Liabilities	\$'000	-	376	206	30	-	-	-	-	-	-	-
Total Non Current Liabilities	\$'000	181	557	387	211	181	181	181	181	181	181	181
Total Liabilities	\$'000	9,903	5,676	5,593	5,524	5,443	5,512	5,604	5,718	5,826	5,938	6,042
Net Assets	\$'000	519,070	517,252	512,063	506,578	500,844	495,014	488,996	482,729	476,162	469,379	462,430
Equity												
Accumulated Surplus	\$'000	41,291	40,975	36,786	32,301	26,842	21,012	14,994	8,727	2,160	(4,623)	(11,572)
Waste Management Reserve	\$'000	5,275	4,275	3,275	2,275	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Asset Reserve	\$'000	3,200	5,660	5,660	5,660	5,660	5,660	5,660	5,660	5,660	5,660	5,660
Election Reserve	\$'000	200	200	200	200	200	200	200	200	200	200	200
Disaster Recovery Reserve	\$'000	400	400	400	400	400	400	400	400	400	400	400
Strategic Initiatives Reserve	\$'000	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	2,116	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	3,452	3,452	3,452	3,452	3,452	3,452	3,452	3,452	3,452	3,452	3,452
Unexpended Capital Works Reserve	\$'000	846	-	-	-	-	-	-	-	-	-	-
Cash for Cans Reserve	\$'000	170	170	170	170	170	170	170	170	170	170	170
Developer Contribution Reserve - DCP/ICP	\$'000	1,071	1,071	1,071	1,071	1,071	1,071	1,071	1,071	1,071	1,071	1,071
Asset Revaluation Reserve	\$'000	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649	460,649
Total Equity	\$'000	519,070	517,252	512,063	506,578	500,844	495,014	488,996	482,729	476,162	469,379	462,430



FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2026-27 TO 2035-36

10 Year Cash Flow Statement

Period end			30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34	30 Jun 35	30 Jun 36
Cash Flow Statement													
Cash flows from Operating Activities													
Rates and Charges Received	\$'000		15,257	20,325	19,290	20,031	20,848	21,681	22,566	23,433	24,389	25,364	26,399
Grants - Operational Received	\$'000		3,787	2,841	2,773	2,771	2,772	2,772	2,773	2,771	2,772	2,772	2,773
Grants - Capital Received	\$'000		8,591	2,304	2,774	2,819	2,820	2,820	2,820	2,819	2,820	2,825	2,821
Interest Received	\$'000		1,258	1,558	788	659	543	437	338	221	62	(78)	(174)
User Fees Received	\$'000		2,019	2,346	2,395	2,513	2,639	2,771	2,911	3,055	3,208	3,369	3,538
Statutory Fees and Fines Received	\$'000		168	188	183	183	183	183	183	183	183	183	183
Other Receipts	\$'000		134	143	144	149	154	159	164	170	175	181	187
Employee Costs Paid	\$'000		(7,629)	(10,238)	(9,302)	(9,613)	(9,943)	(10,281)	(10,632)	(10,989)	(11,365)	(11,752)	(12,154)
Materials and Consumables Paid	\$'000		(7,606)	(8,796)	(6,403)	(6,586)	(6,788)	(6,992)	(7,206)	(7,413)	(7,640)	(7,869)	(8,111)
Trust Funds and Deposits	\$'000		-	-	-	-	-	-	-	-	-	-	-
Other Payments	\$'000		-	(8,446)	(7,647)	(7,872)	(8,110)	(8,354)	(8,606)	(8,861)	(9,128)	(9,402)	(9,686)
Net Cash flows from Operating Activities	\$'000		15,979	2,225	4,995	5,054	5,117	5,198	5,310	5,389	5,475	5,593	5,776
Cash flows from Investing Activities													
Payment for Property, Infrastructure, Plant & Equipment	\$'000		(24,475)	(8,588)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(9,540)	(7,866)	(7,866)
Proceeds from Property, Infrastructure, Plant & Equipment	\$'000		-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Investing Activities	\$'000		(24,475)	(8,588)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(9,540)	(7,866)	(7,866)
Cash flows from Financing Activities													
Proceeds from Interest Bearing Loans and Borrowings	\$'000		-	-	-	-	-	-	-	-	-	-	-
Repayments of Interest Bearing Loans and Borrowings	\$'000		(7)	-	-	-	-	-	-	-	-	-	-
Interest paid - lease liability	\$'000		-	(23)	(17)	(11)	(5)	(0)	-	-	-	-	-
Repayment of lease liabilities	\$'000		-	(158)	(164)	(170)	(176)	(30)	-	-	-	-	-
Net Cash flows from Financing Activities	\$'000		(7)	(181)	(181)	(181)	(181)	(30)	-	-	-	-	-
Net Change in Cash Held	\$'000		(8,503)	(6,543)	(3,023)	(2,817)	(2,471)	(2,327)	(2,185)	(3,151)	(4,065)	(2,273)	(2,090)
Cash at Beginning of the Financial Year	\$'000		32,118	23,615	17,072	14,048	11,231	8,761	6,433	4,248	1,097	(2,968)	(5,241)
Cash at End of the Financial Year	\$'000		23,615	17,072	14,048	11,231	8,761	6,433	4,248	1,097	(2,968)	(5,241)	(7,331)
Cash and Cash Equivalents													
Unrestricted Cash	\$'000		6,485	1,444	(580)	(2,397)	(4,592)	(6,920)	(9,105)	(12,256)	(16,321)	(18,594)	(20,684)
Restricted Cash (due to reserves)	\$'000		17,130	15,628	14,628	13,628	13,353	13,353	13,353	13,353	13,353	13,353	13,353
Cash and Cash Equivalents	\$'000		23,615	17,072	14,048	11,231	8,761	6,433	4,248	1,097	(2,968)	(5,241)	(7,331)



Consultation Report

Municipal Plan 2026-2027 inc Long- Term Financial Plan 2026-2036

Prepared by: Paula Strong
Title: Communications Officer

EXECUTIVE SUMMARY..... 3

1. Introduction..... 4

2. Consultation activities 4

3. Overview of participation 4

4. Summary of online feedback form results 5

5. Summary of written submissions 6

6. Conclusion..... 8

7. Recommendations..... 8

Attachments

EXECUTIVE SUMMARY

Litchfield Council undertook community consultation on the Draft Municipal Plan 2026–2027, including the Long-Term Financial Plan, to gather feedback on Council’s proposed priorities, budget and future direction.

Consultation was conducted over a four-week period from Monday, 27 April 2026 to Monday, 25 May 2026.

A total of 32 submissions were received, comprising:

- 29 online feedback form responses
- 3 written submissions (NT Government Department of Housing, Local Government and Community Development (DHLGCD), Berry Springs Recreation Reserve Inc. and a local resident submission regarding pedestrian access and footpaths in Humpty Doo).

Overall, respondents demonstrated moderate support for the Plan’s direction, with many indicating that the document broadly reflects community needs, while also identifying key areas requiring increased focus.

Key priorities raised included:

- Road infrastructure and maintenance
- Drainage and flood mitigation
- Community facilities and recreational infrastructure
- Environmental management (weeds, green space)
- Cost of living and concerns regarding rate increases.

The written submission from Berry Springs Recreation Reserve strongly supported Council’s ongoing investment but requested:

- Increased operational funding (from 10% to 15%)
- Inclusion of priority capital works projects
- Greater collaboration in planning and funding allocation.

Overall, the consultation indicates general support for the intent of the Municipal Plan, alongside clear expectations for improved service delivery, infrastructure investment and financial sensitivity.

1. INTRODUCTION

Litchfield Council undertook public consultation on the Draft Municipal Plan 2026–2027, including the Long-Term Financial Plan, to inform residents and stakeholders, gather feedback and ensure the Plan reflects community priorities.

The consultation aimed to:

- Assess community support for Council’s proposed priorities and actions
- Identify gaps or emerging issues
- Inform finalisation of the Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2036.

2. CONSULTATION ACTIVITIES

Consultation was undertaken over a four-week period from Monday, 27 April 2026 to Monday, 25 May 2026.

A multi-channel approach was used to maximise awareness and participation, including:

- Information published on Council’s website
- Media Release to local media on Monday, 27 April 2026
- Public Notice in NT News on Saturday, 2 May 2026
- Social media promotion
- Online feedback form
- Opportunity for written submissions
- Posters on noticeboards
- Councillor and staff attendance at the Litchfield Rural Show on 23 and 24 May 2026 for the opportunity to discuss and provide feedback in-person.

This approach provided accessible opportunities for residents, stakeholders and community organisations to contribute feedback.

3. OVERVIEW OF PARTICIPATION

A total of 32 submissions were received:

- 29 online responses
- 3 written submissions.

Participation levels indicate a very low response rate compared to the small level of feedback compared to an estimated Litchfield population of approximately 23,940 residents and 8,552 rateable assessments.

4. SUMMARY OF ONLINE FEEDBACK FORM RESULTS

A full summary of the online feedback form results is included as Attachment A.

4.1 Overall assessment of the Plan

Feedback was mixed but generally positive, with respondents indicating the Plan outlines Council priorities well or very well, alongside a proportion of neutral and critical responses

4.2 Alignment with community needs

Many respondents indicated that the Plan reflects community needs, although some remained unsure or disagreed

4.3 Priority areas for the next 12 months

A strong and repeated theme across responses was the need for increased focus on:

- Road infrastructure and maintenance (most frequently mentioned)
- Drainage and flood mitigation
- Recreational facilities and community spaces
- Bike paths and walking infrastructure
- Weed management and environmental protection
- Waste services and accessibility
- Support for local tourism
- Improved signage and road safety.

Several respondents also raised concerns regarding:

- Lack of perceived value for rates
- Service gaps in rural areas.

4.4 Budget and project alignment

Views on the proposed budget and planned projects were mixed, with some respondents questioning:

- Adequacy of infrastructure investment
- Lack of funding for flood mitigation
- Whether priorities reflected recent events (e.g. flooding).

4.5 Missing elements from the Plan

Respondents identified several perceived gaps, including:

- Additional recreational infrastructure (e.g. pool, shaded parks)
- Flood mitigation planning and funding – although these were particularly concerns following the flood events from Cyclone Fina

- Growth planning for new developments
- Environmental protection considerations
- Animal management issues.

4.6 Additional comments

Common themes included:

- Strong opposition to rate increases, with multiple respondents requesting a freeze
- Support for arts, community and youth initiatives
- Requests for improved document clarity and presentation
- Suggestions for social initiatives and community services.

5. SUMMARY OF WRITTEN SUBMISSIONS

A copy of the written submission is included as Attachment B and Attachment C.

5.1 Department of Housing, Local Government and Community Development

The Department provided feedback to support Council in meeting its legislative obligations under the *Local Government Act 2019*.

While not a formal public submission, the Department recommended a clarification within the draft Plan regarding financial presentation:

- The 'Budget by Planned Major Capital Works' table (page 22) includes nil values for the 2027–2028 financial year
- It was recommended that Council include an explanatory note to clarify the absence of planned capital works for this period.

This feedback is administrative in nature and aims to improve clarity and transparency of Council's financial information.

5.2 Berry Springs Recreation Reserve Submission

The submission from Berry Springs Recreation Reserve Inc. expressed overall support for Council's work but raised two key issues:

Operational funding

- Proposed increase of 10% considered insufficient
- Requested increase to 15% to reflect rising costs and operational demand.

Capital works and planning

- Concern regarding absence of key capital projects in the Municipal Plan
- Requested inclusion of:
 - Water storage upgrades
 - Playground expansion.

- Highlighted need for:
- Greater collaboration with Council
- Clearer allocation of existing funding.

The submission also outlined broader infrastructure needs, including:

- Water supply reliability
- Recreational facilities (e.g. basketball court, outdoor fitness)
- Additional shade, BBQ areas and seating
- Tree planting for long-term sustainability
- Repairs to caretaker residence.

The submitter emphasised the importance of long-term planning, sustainability and community-focused infrastructure investment.

5.3 Footpaths and pedestrian access submission (Humpty Doo Village Area)

A second written submission was received from a local resident advocating for improved pedestrian infrastructure in the Vereker Street and Lloyd Road area, Humpty Doo.

The submission highlighted concerns regarding lack of safe pedestrian access to essential local services, including shops, medical facilities, public transport and community infrastructure.

Key issues raised included:

- Absence of footpaths or safe walking routes, requiring residents to walk on roads alongside traffic
- Safety risks due to:
- Limited visibility around bends
- Parked vehicles
- Uneven, sloped and poorly maintained verges
- Inaccessibility for:
- People with mobility impairments
- Wheelchair and mobility scooter users
- Parents with prams and strollers.

The submission emphasised that while services are located within close walking distance, lack of accessible infrastructure creates a barrier to participation, particularly for older residents and those with disabilities.

Additional concerns included:

- Increased traffic use of local roads not designed for high volumes
- Lack of safe access for school-aged children
- Missed opportunity to align with Council's stated objectives for:
 - Connected pathways

- Safe pedestrian movement
- Inclusive community access

The submitter strongly advocated for the provision of safe, accessible, all-abilities footpaths, noting this would:

- Improve safety
- Support independence
- Enhance community wellbeing and inclusion.

6. CONCLUSION

The consultation attracted a total of 32 submissions and comparing this to an estimated Litchfield population of approximately 23,940 residents and 8,552 rateable assessments, indicates a relatively low response rate. While the feedback received was informative, it represents a small proportion of the broader community and is not, in isolation, sufficient to warrant significant changes to the overall direction of the Municipal Plan.

Feedback indicates that while many respondents support the overall direction of the Municipal Plan, there are clear expectations for:

- Improved infrastructure investment
- Greater responsiveness to flooding and maintenance issues
- Careful management of rate increases.

The consultation also highlights the importance of ongoing engagement with community organisations, particularly in relation to planning and delivery of local infrastructure.

7. RECOMMENDATIONS

Based on the consultation findings and the relatively low level of community participation, it is recommended that Council:

- Proceed with finalising the Municipal Plan 2026–2027, noting that the consultation feedback represents a small proportion of the broader community and does not indicate a need for major changes to the overall direction of the Plan
- Consider targeted refinements where consistent themes were identified, particularly in relation to:
 - Roads and infrastructure maintenance
 - Drainage and flood mitigation planning
 - Community and recreational facilities.
- Consider opportunities to improve pedestrian connectivity and all-abilities access
- Acknowledge and consider community concern regarding rate increases, ensuring clear communication of the rationale for any proposed changes
- Continue engagement with key stakeholders and community organisations (such as recreation reserves) to support collaborative planning and delivery of local infrastructure

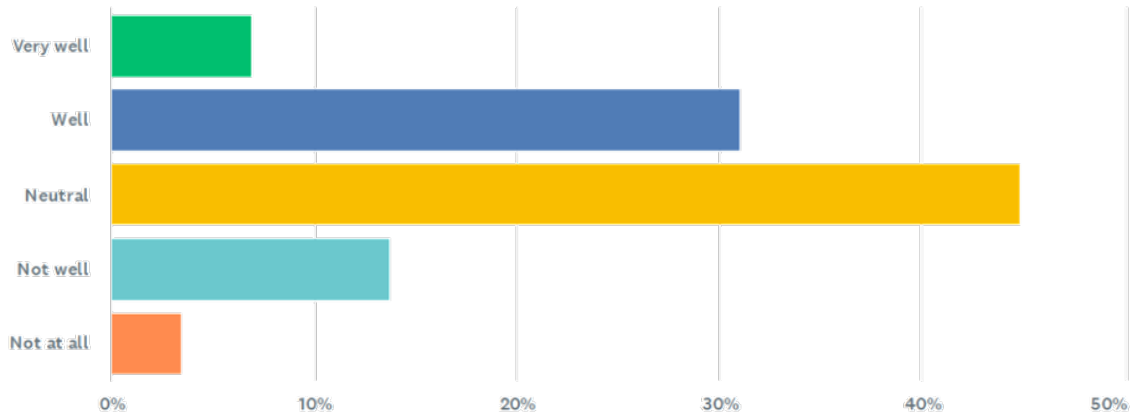
- Incorporate relevant operational and capital feedback, where appropriate and feasible, into future budget reviews and long-term planning processes.

Draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2037

ATTACHMENT A

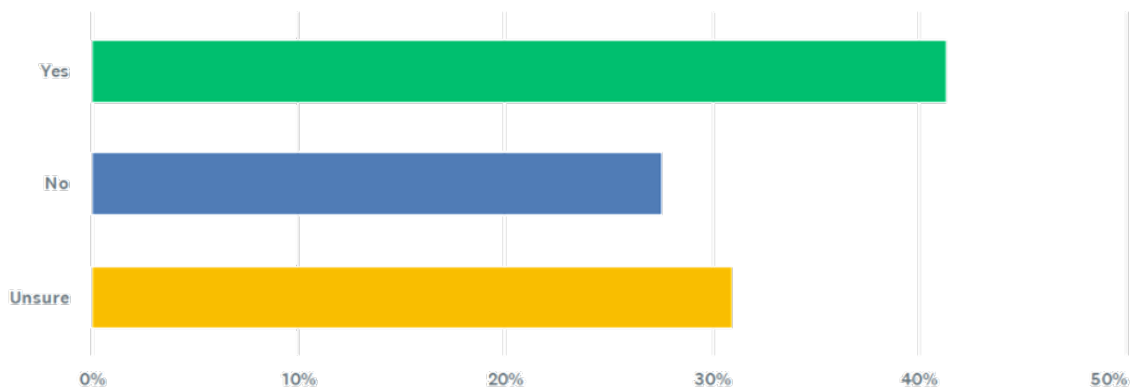
Q1 29 responses

Overall, how well does the draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2036 outline Council’s priorities and actions for the coming year and beyond?



Q2 29 responses

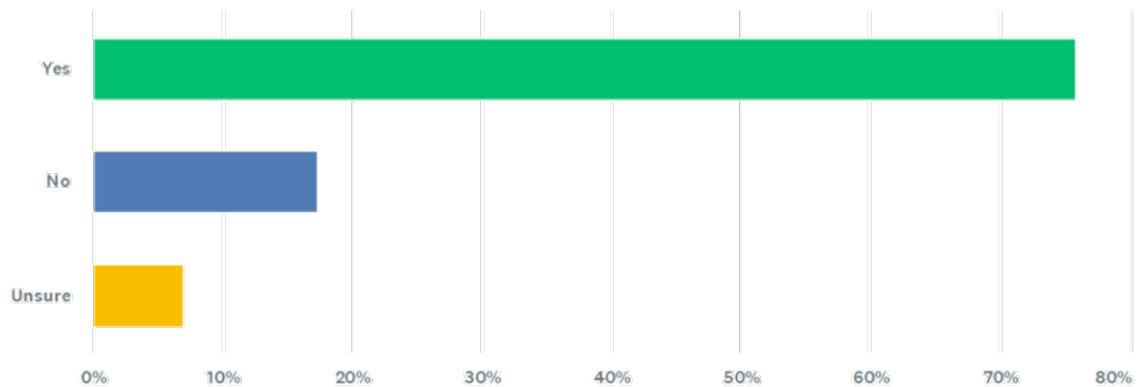
Do you feel they reflect the needs and priorities of the Litchfield community?



Q3 29 responses

Are there any areas you think Council should prioritise more in the next 12 months?

Draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2037



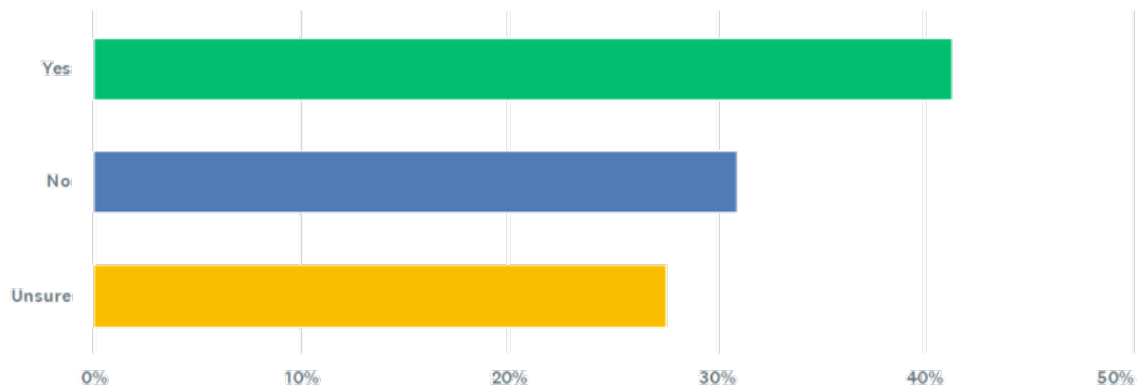
#	IF YES, PLEASE PROVIDE DETAILS	DATE
1	Roads	5/25/2026 12:54 PM
2	Gamba grass eradication Bike Paths Investment in recreational facilities - can only see \$8m investment in Freds Pass Would be good to see more detail on how \$8.5m is being invested into Freds Pass.	5/25/2026 12:54 PM
3	Roads. Virginia intersection. Able to dispose of mattresses, fridges, free of charge at the dump.	5/25/2026 12:49 PM
4	Family events Parks	5/25/2026 12:46 PM
5	More bike/footpaths (e.g. Pioneer Drive) Rec park for buggies to keep them off the roads	5/25/2026 12:44 PM
6	Weed management Road maintenance	5/25/2026 12:42 PM
7	More green space. Enforce the role to discourage excessive clearing with a MUCH larger fine. Set up a swap spot at the dump t encourage Reduce Reuse Recycle.	5/25/2026 12:40 PM
8	Pool	5/25/2026 12:32 PM
9	Roads	5/25/2026 12:30 PM
10	Roads	5/25/2026 12:27 PM
11	Roads	5/25/2026 12:26 PM
12	Keep assisting local tourism businesses	5/25/2026 12:25 PM
13	Preserving green space in the community	5/25/2026 12:23 PM
14	Street signage/road edges - very challenging to see the road signs (Woodcote Crescent)	5/25/2026 12:19 PM
15	Roads	5/25/2026 12:15 PM
16	I'm a new property owner from a different town looking at relocating. 1.I pay rates for no garbage collection from my drive,I take builders waste to Berry springs/Humpty doo and get told to take it into Casurina tip to pay extra. 2.No Town water even though it goes past 3.No flood free access to the West from Arnhem highway. 4.A power bill that's unpredictable like the NT weather(Not a Council issue) Sorry I'm not seeing value for the rates charge now and especially not an increase in the future. Cheers	5/14/2026 1:20 PM
17	ROADS iROADS ROADS	5/13/2026 7:16 PM
18	Flood mitigation must be a much higher priority than council is currently giving it. Budgeting only \$50,000 for Drainage Upgrade - Floodways, shows exactly how much council cares about the damage caused to residents homes from previous sub standard drainage work done. This amount will not even cover the initial surveys and design, let alone any work actually being carried out.	5/12/2026 1:47 PM
19	Community facilities	5/11/2026 3:40 PM
20	Residents are struggling financially and recieving minimal services. Now is not the time for a rate rise.	5/8/2026 9:33 AM

Draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2037

21	Hold rates hike, at least for this year	5/4/2026 8:24 AM
22	No rate rises. People are struggling.	5/2/2026 7:05 AM

Q4 29 responses

Do you think the proposed budget and planned projects (e.g. roads, infrastructure, community facilities) are appropriate?

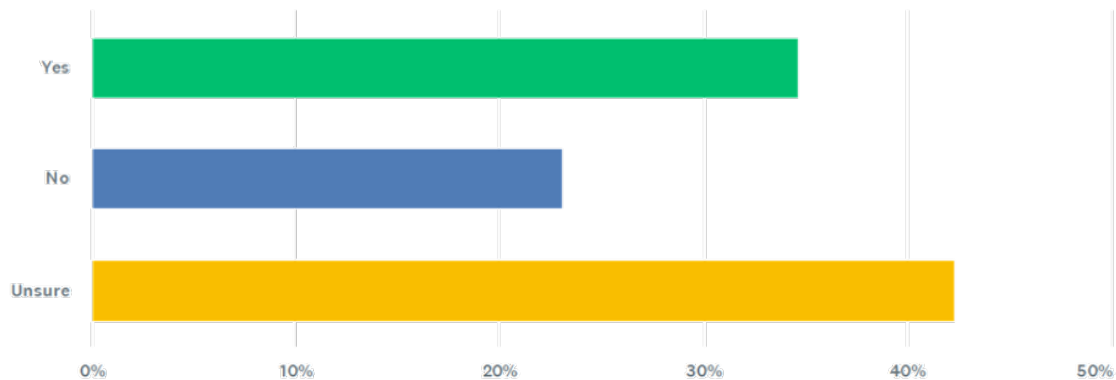


#	IF NO, PLEASE PROVIDE DETAILS	DATE
1	Too much congestion at Coolalinga roundabout. Need service road extended to Virginia intersection.	5/25/2026 12:44 PM
2	Build a spot at Freds Pass for local arts and craft to sell their stuff and encourage the hobbieists in the community.	5/25/2026 12:40 PM
3	I like the bike path idea, but I don;t agree with the Wak Wak Solar Farm and cutting down 65,000 acres of bush for solar.	5/25/2026 12:32 PM
4	Bit concerned about the costs from the cyclone being passed onto residents when Council receives federal funding for this	5/25/2026 12:28 PM
5	Street signage/road edges - very challenging to see the road signs (Woodcote Crescent)	5/25/2026 12:19 PM
6	Not enough	5/25/2026 12:15 PM
7	Wait and see where and how roads and infrastructure are improved before comment.	5/14/2026 1:20 PM
8	Residents houses being flooded twice during the 2025/26 wet season are not mentioned in any way in this Municipal Plan. Why are there not plans and a budget to rectify this situation?	5/12/2026 1:47 PM
9	More funding for community facility improvements, more funding and better resourcing for roadside maintenance and spraying. I would like more frequency of mowing and would like to see schools and walkways maintained so our kids have neat and tidy areas.	5/11/2026 3:40 PM
10	Fix the damn roads.	5/2/2026 7:05 AM

Q5 26 responses

Is there anything missing from the draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2036 that Council should consider?

Draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2037



#	IF YES, PLEASE PROVIDE DETAILS	DATE
1	Just family things. Shaded parks.	5/25/2026 12:46 PM
2	With the solar farm plans, do not set them where trees and habitat are, we have empty open spaces put the solar farms there.	5/25/2026 12:40 PM
3	Please consider a pool, the rest is very good.	5/25/2026 12:32 PM
4	Management on problem dogs needs to be addressed	5/25/2026 12:23 PM
5	Investing and commencing the plan set for the development on the corner of arhem highway and freds pass road	5/24/2026 6:28 AM
6	Issues stated above	5/14/2026 1:20 PM
7	Plans and a budget allocated to remedy the sub standard drainage that has inundated residents houses on Kentish Road (near the power water pipeline easement and Hay Road) twice during the previous wet season.	5/12/2026 1:47 PM
8	The financial plan and municipal plan seems to be an exact copy of the previous year including priority projects. That is dissappointing considering there are so many plans that need renewal. In the little map it looks like the strategic plan is supposed to dictate the municipal plan yet there is no new strategic plan. What accommodations have been made for the new Holtze development. What is Council doing about the recently announced federal funding and upgrades. Are any of these upgrades going towards the Lloyd Creek development? When are we getting upgrades to the schools? Are there any new schools coming? The financial plan and municipal plan just misses the mark on so many levels.	5/11/2026 3:40 PM
9	Freeze rates. Freeze councilor salaries.	5/2/2026 7:05 AM

Q6 Please provide any additional comments or feedback you may have on the draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2036.

Answered: 8 Skipped: 21

#	RESPONSES	DATE
1	Nil	5/25/2026 12:44 PM
2	Turn the old Inpex housing site at Howard Springs into a homeless shelter for women and children plus plant trees amongst the demountables	5/25/2026 12:40 PM
3	Like the supporting of the arts.	5/25/2026 12:32 PM
4	I support Council's move towards investment in community and long term investment in the	5/24/2026 9:04 PM

Draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2037

growing needs of families in the rural area. I would like to see engagement with youth and provision of services, as I fear Litchfield cannot be the best place to live if all our young people have to move away for transport, work and support services. Look forward to a large community centre with large training room. Would also support long term advocacy of downsizing homes and activity centre for our ageing population

5	Please take this as my point of view.Im sure there are improvements undertaken I would appreciate and you are doing a great job.	5/14/2026 1:20 PM
6	PLEASE READ ALL PREVIOUS COMMENTS.	5/12/2026 1:47 PM
7	The layout is confusing because there are lots of gaps and different fond sizes and last years looked much nicer with Marnie Jay's art.	5/11/2026 3:40 PM
8	No rate rises.	5/2/2026 7:05 AM

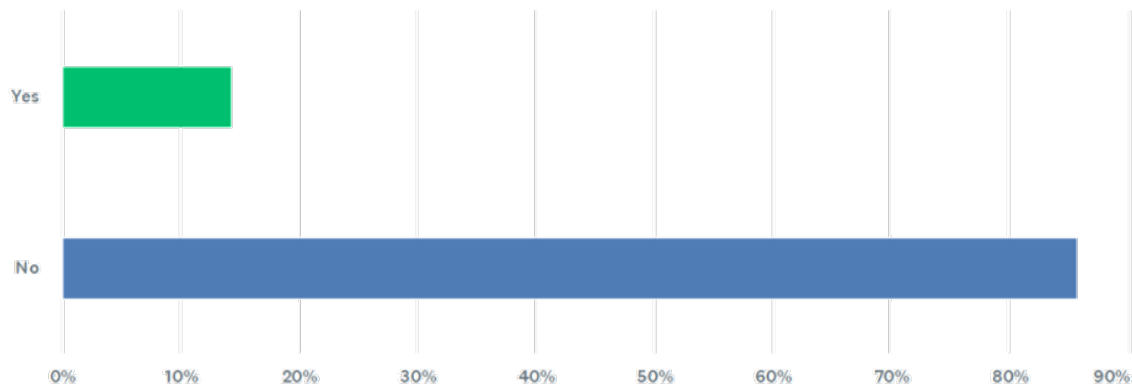
Q7 Please upload any additional feedback you may have on the draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2036.

Answered: 0 Skipped: 29

#	FILE NAME	FILE SIZE	DATE
There are no responses.			

Q8 28 responses

Would you like to be contacted about your feedback?



Q9 If yes, please provide your details

Answered: 4 Skipped: 25

Draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2037

ANSWER CHOICES	RESPONSES	
Full Name	100.00%	4
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	4
Phone Number	100.00%	4

#	FULL NAME	DATE
1	[REDACTED]	5/25/2026 12:54 PM
2	[REDACTED]	5/25/2026 12:40 PM
3	[REDACTED]	5/14/2026 1:20 PM
4	[REDACTED]	5/12/2026 1:47 PM

#	COMPANY	DATE
	There are no responses.	

#	ADDRESS	DATE
	There are no responses.	

#	ADDRESS 2	DATE
	There are no responses.	

#	CITY/TOWN	DATE
	There are no responses.	

#	STATE/PROVINCE	DATE
	There are no responses.	

#	ZIP/POSTAL CODE	DATE
	There are no responses.	

#	COUNTRY	DATE
	There are no responses.	

#	EMAIL ADDRESS	DATE
1	[REDACTED]	5/25/2026 12:54 PM
2	[REDACTED]	5/25/2026 12:40 PM
3	[REDACTED]	5/14/2026 1:20 PM
4	[REDACTED]	5/12/2026 1:47 PM

#	PHONE NUMBER	DATE
1	[REDACTED]	5/25/2026 12:54 PM
2	[REDACTED]	5/25/2026 12:40 PM
3	[REDACTED]	5/14/2026 1:20 PM

Draft Municipal Plan 2026-2027 including the Long-Term Financial Plan 2026-2037

4



5/12/2026 1:47 PM

ATTACHMENT B

From: Berry Springs Recreation Reserve <berryspringsrecreationreserve@outlook.com>
Sent: Monday, 25 May 2026 10:15 AM
To: Council <council@litchfield.nt.gov.au>
Subject: Feedback – Draft Municipal Plan 2026–27

To whom it may concern,

Berry Springs Recreation Reserve Inc. appreciates the significant work involved in preparing a Municipal Plan and Budget of this size and acknowledges Council's continued support of recreation reserves across the municipality.

There are two items within the Draft Municipal Plan 2026–27 that the Committee respectfully requests Council reconsider.

1. Operational Funding Increase for Berry Springs Recreation Reserve

The Draft Municipal Plan proposes a 10% increase in operational funding for Berry Springs Recreation Reserve.

While this increase is appreciated, the Committee respectfully requests Council reconsider this allocation and increase the operational funding increase to 15%.

This request is based on the substantial ongoing work being undertaken by the Committee to improve, maintain, activate, and future-proof the Reserve for the broader community. This includes ongoing facility maintenance, grounds and irrigation management, infrastructure improvements, volunteer-led operations, and continued investment into improving the functionality, presentation, and long-term sustainability of the Reserve.

The Committee believes a 15% increase would more accurately reflect the operational responsibilities and increasing costs associated with managing and maintaining an important volunteer-managed community facility.

2. Capital Works Consideration – Berry Springs Recreation Reserve

The Committee also requests Council reconsider the absence of Berry Springs Recreation Reserve capital projects within the Draft Municipal Plan 2026–27.

Please see the attached capital expenditure requests previously provided to Council for:

- installation of upgraded water storage infrastructure to improve operational reliability, irrigation capacity, emergency resilience, and long-term sustainability of the Reserve. The water tank infrastructure upgrade has been requested by the Committee for the past two budget cycles and has also been raised through multiple Councillors and the previous Mayor. Despite this, the project still does not appear to have been included within the Draft Municipal Plan.
- extension and upgrade of the existing playground to create a more inclusive and multi-use recreation space; and

The Committee also notes that the existing \$120,000 capital allocation for Berry Springs Recreation Reserve has been extended. To date, approximately \$41,000 has been spent on roof painting works, which the Association still disputes were required given the roof was believed to remain under warranty.

The remaining approximate \$80,000 allocation has still not been clearly identified, with only general reference being made to disabled parking works.

The Committee has repeatedly requested that future capital works be considered collaboratively and as part of a holistic Reserve improvement plan, rather than funding being allocated toward projects that have not been identified by the managing Committee as priority infrastructure requirements.

As the managing association responsible for the day-to-day operation, maintenance, and long-term planning of the Reserve, the Committee would appreciate greater consultation and collaboration with Litchfield Council to identify and prioritise the actual operational and infrastructure needs of the facility.

Additionally, following last year's draft budget process, I personally contacted TrueNorth on two occasions to raise similar concerns and identify these issues. On both occasions, I was advised that formal written feedback was not required and that the information provided during those phone calls would be sufficient. It was later noted during the adoption of the previous budget that these calls had not been formally logged.

Accordingly, the Committee would appreciate confirmation that this feedback submission has been received and formally recorded as part of the Draft Municipal Plan 2026–27 consultation process.

Thank you for the opportunity to provide feedback.

Kind Regards,

Taryn Hughes | Chairperson
Berry Springs Recreation Reserve Inc.


E-mail berryspringsrecreationreserve@outlook.com

1130 Cox Peninsula Rd, Berry Springs NT 0838

PO Box 282, Berry Springs NT 0838






PLEASE NOTE: The information in this email, including attachments, is confidential and may also be privileged. If you are not the intended recipient, any use or dissemination of the information and any disclosure or copying of this email is unauthorised and strictly prohibited. If you have received this email in error, please promptly inform us by reply email.

Supporting information:

Capex Request 2026/2027 - Berry Springs Recreation Reserve Inc.

 Berry Springs Recreation Reserve <berryspringsrecreationreserve@outlook.com>
To: Jill Enriquez

 Capex Request.pdf
664 KB

 Reply  Reply All  Forward   ...
Fri 31/10/2025 10:05 AM

Hi Jill,

Berry Springs Recreation Reserve Inc. would like to submit our 2026/27 Capital Expenditure Request for consideration.

We are seeking funding support for:

1. **Extension of the existing playground** – to create a more diverse, multi-use space that encourages community activity and use across all age groups.
2. **Water storage upgrade** – to retain the existing 10,000 L tank on the stand for emergency gravity-fed use, and install two new 25,000 L ground-level tanks for day-to-day operations.

We would love to add more projects to the list; however, we are conscious of the major costs involved and are focusing on the most essential upgrades that will deliver the greatest benefit to the community and improve the Reserve’s long-term functionality.

I’ve attached the detailed proposal outlining both projects.

Please let me know if you need any additional information or a specific template completed.

Kind regards,

Taryn Hughes | Chairperson

Berry Springs Recreation Reserve Inc.

E-mail berryspringsrecreationreserve@outlook.com

1130 Cox Peninsula Rd, Berry Springs NT 0838

PO Box 282, Berry Springs NT 0838

PLEASE NOTE: The information in this email, including attachments, is confidential and may also be privileged. If you are not the intended recipient, any use or dissemination of the information and any disclosure or copying of this email is unauthorised and strictly prohibited. If you have received this email in error, please promptly inform us by reply email.

Berry Springs Recreation Reserve Inc - Extension of current Playground

The existing playground is a smaller design that primarily caters to school-aged children. We propose to extend and upgrade the playground to create a more diverse, interactive, and multi-use recreation space that supports a range of physical activities and abilities. This upgrade will encourage intergenerational participation and promote active, healthy lifestyles within the community.

Community feedback strongly supports this direction — in the recent Berry Springs Recreation Reserve Community Survey, 34.88% of respondents expressed interest in fitness equipment, and 18.60% indicated interest in a “Ninja Warrior” style course as new facilities for the Reserve Results.

By extending the playground with carefully selected pieces of equipment, we can create an inclusive and engaging area that allows people of all ages and abilities to be active in the same shared space. The upgraded design will encourage both play and exercise, offering opportunities for movement, balance, and strength-building alongside imaginative play. This creates a space where community members—whether visiting for recreation, fitness, or family time—can be active together in a safe and welcoming environment.

Importantly, it also provides a valuable local option for physical activity within the rural area, reducing the need for residents to travel elsewhere to access outdoor exercise facilities. This multi-use approach not only enhances community wellbeing but strengthens social connection and inclusivity across generations.

We also propose to install soft-fall surfacing throughout the playground area to:

- Improve safety and accessibility.
- Prevent sand build-up that currently limits the use of younger children’s play equipment.
- Create a connected, low-maintenance, and functional multi-use recreation space.

Community Benefit

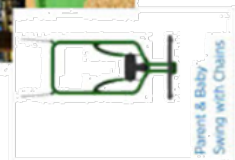
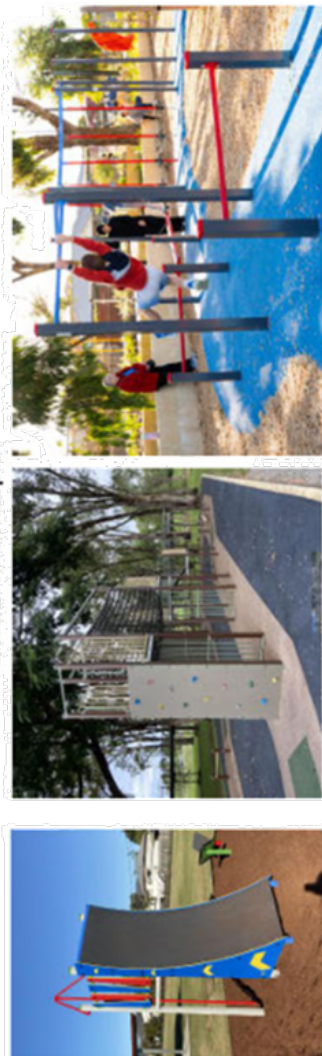
This project will:

- Provide inclusive and accessible recreation opportunities for all ages.
- Improve the safety, functionality, and appearance of the Reserve.
- Support Litchfield Council’s commitment to healthy and active communities.

Current Design – Installed CBF Grant 2021



Extension Concepts



S0680U Barrel Roll

Current Playground & Extension Concepts provided by <https://adventureplus.net.au/>

Springs Recreation Reserve Inc – Installation of larger Water Tanks

The existing 10,000-litre water tank at the Reserve no longer meets the operational or event requirements of the facility. It was installed by Council years ago as a temporary replacement for a larger original tank that had rusted out. As community use of the Reserve has grown, the limited storage capacity has made it difficult to maintain a reliable water supply for irrigation, amenities, and events, particularly during the Dry Season.

The current tank is filled directly from the bore, which operates year-round to maintain supply. While functional, the system requires frequent refilling and provides limited water security. The design of the original tank included a stand to enable quick fill when the Berry Springs Fire Brigade operated from the Reserve, prior to the establishment of the Hopewell Road rural water source. This setup is now archaic, as there are multiple refill options available across the rural area, and the Reserve is not a registered quick fill point with Bushfires NT.

We are proposing to retain the existing 10,000-litre tank on the stand to serve as an emergency gravity-fed water supply. This tank will be fitted with a manual lever valve system, allowing conversion for use during power outages or emergency situations. Retaining this elevated tank ensures a dedicated emergency supply that can be drained independently without affecting the operational system.

To support regular operations, we propose the installation of a minimum of two new 25,000-litre poly water tanks at ground level. These tanks will service the day-to-day operational requirements of the Reserve, including irrigation, amenities, and event use. The new tanks will be interconnected and plumbed into the existing system, allowing them to be filled from the bore and automatically supply water through the existing pressure pump. This configuration will significantly increase total water storage capacity while improving system efficiency and reliability.

The project will include:

- Installation of concrete footings to support the two new ground-level tanks.
- Removal and replacement of the existing protective fencing to secure the new tank area.
- Integration of the existing plumbing and pressure pump where suitable to reduce costs.
- Provision for an optional quick fill capability, which would require a new pressure pump with adaptor, should Council wish to include this feature.
- Installation of tank level indicators on all tanks to enable accurate monitoring, maintenance, and water management.

This upgrade will deliver a modern, efficient, and flexible water storage system that supports both operational needs and emergency resilience at the Berry Springs Recreation Reserve.

Community Benefit

This project will:

- Provide a reliable, efficient, and sustainable water supply for community and event use.
- Support the maintenance, irrigation, and functionality of Reserve facilities year-round.
- Enhance fire safety, emergency preparedness, and operational resilience.
- Improve safety, accessibility, and long-term sustainability of the Reserve's infrastructure.

Current Tank – 10,000 Litre Capacity Only



Proposed Concepts



Terracorp Tanks Darwin Website, concept



Mira Square, Southport NT
Owned by Litchfield Council



Bushmans Tank – alternative Option with multiple colour concepts

Berry Springs Recreation Reserve - Capital Expenditure



Berry Springs Recreation Reserve <beryspringsrecreationreserve@quintipok.com>
To: Mark Sibley
Cc: Erina Sharp



Dear Mark,

I would like to express my gratitude for taking the time to discuss the current issues and challenges at Berry Springs Recreation Reserve. As we outlined during our conversation last week, there are several key capital improvements that the Management Committee believe are essential to ensure the ongoing safety, functionality, and progressive development of the reserve in alignment with its original vision and purpose that we ask Litchfield Council to consider.

Below are the key areas of concern and proposed improvements, providing an overview of the current issues.

1. Additional Water Tank & Extension of Safety Fencing

Currently, the reserve is serviced by a single 10,000-litre water tank, which supplies water for the entire site. This tank also serves as a crucial water source for the local fire services during emergencies. Unfortunately, last year, the tank ran dry on multiple occasions, as the bore was unable to meet the water demand. During the Mango Festival, for instance, the tank emptied solely due to the usage of the toilets, rendering certain areas of the reserve unusable. To address this, we propose the installation of an additional water tank to ensure an adequate supply for both general use and emergency situations. This will help us better support the reserve's ongoing functions and be prepared in the event of a crisis. Additionally, we recommend extending the safety fencing around key areas to improve security and safeguard visitors. This extension will help ensure that visitors, especially families with young children, can move around the reserve with peace of mind, knowing that there are clear boundaries and protected spaces.

2. Underground Water Pipe Replacement

Over the past six months, we have experienced two significant issues in the underground water line connecting the bore to the tank. The pipe's deterioration due to age has become a serious concern, and it is essential to replace the line to prevent further issues. A failure of the water line, particularly during an emergency, could have severe consequences for both the reserve's operations and the surrounding community, affecting both daily activities and vital fire services. A proactive replacement of the pipe will mitigate this risk and ensure reliable water delivery to the reserve, preventing the kind of disruptions we've seen recently. This upgrade will also provide the reserve with greater long-term sustainability, ensuring that both day-to-day operations and future emergencies can be supported without interruption.

3. Basketball Court or further exercise options

As the local community continues to grow, so does the need for more recreational and fitness opportunities. In recent times, there have been increasing concerns about antisocial behaviour in the area, particularly among young people. A dedicated basketball court would provide an excellent facility for both organised games and casual play, offering a constructive outlet for energy and giving young people a safe space to gather and socialise. By providing an appealing and healthy way for them to engage with one another, we can help steer them away from negative behaviours and reduce incidents of vandalism or disruptive activity.

In addition to a basketball court, or in lieu of, there could be other exercise-related options that could be integrated into the reserve. For example, the installation of outdoor fitness equipment, such as pull-up bars, balance beams, or an outdoor circuit, would cater to a wider range of fitness levels and provide diverse opportunities for exercise. These additions would encourage healthy lifestyles, particularly for individuals who may not have access to a gym or prefer exercising in the open air. A combination of these facilities would not only serve as a positive way for individuals to stay active but also provide a constructive form of entertainment, giving them a place to go and engage in a positive, communal activity. This would make Berry Springs Recreation Reserve a central hub for physical activity and help foster a sense of belonging and pride in the community.

4. Additional BBQ Facilities & Shaded Seating Structures

The reserve is an important gathering spot for the rural community, providing a place for socialization, recreation, and a variety of local events throughout the year. However, the current infrastructure, with just one barbeque and a single shaded seating area near the playground, is not enough to meet the increasing needs of visitors. As the community continues to grow and the number of events and gatherings rises, the demand for more facilities becomes critical. Additional BBQ units and shaded seating areas would not only help alleviate crowding but also enhance the sense of community by offering more opportunities for people to come together in a comfortable, accessible environment. These improvements would ensure that everyone, regardless of group size or event type, can enjoy the reserve, fostering a stronger community spirit and making the reserve a truly welcoming space for all. Expanding these facilities will make the reserve a more functional, inclusive venue that serves as a central hub for social connection and shared enjoyment.

4. Tree Planting

While the Arborists have done a commendable job in maintaining the Mahogany trees on-site, we are concerned about the potential risks these trees pose long-term, especially as they are located directly above the playground area. The Mahogany trees are currently the sole source of shade in the vicinity, but they are also aging and may present safety hazards in the future. Given the importance of shade for the comfort and safety of visitors, particularly children playing in the playground, it is critical to diversify the tree canopy. We propose funding to purchase and plant 50 native trees around the reserve as part of a long-term Tree Management Plan. This initiative will help increase shade coverage, improve the aesthetic appeal of the reserve, and gradually replace the aging Mahogany trees once the new trees grow to an age of being effective. The new trees will not only enhance the safety of the playground area but also contribute to biodiversity and provide long-term benefits for the entire community. Additionally, these trees will provide habitat for local wildlife, making the reserve an even more vibrant and inviting space.

5. Leaking Caretaker's Residence Roof

The Caretaker's residence has a roof design that incorporates a central gutter running down the middle of the structure. During the Wet Season, this gutter often overflows due to the high volume of rainfall, resulting in water running down the interior walls. This design flaw is causing significant damage to the interior of the building, and we urgently require a solution to address the issue and prevent further deterioration. Immediate repairs are necessary to safeguard the property and maintain its liveability. A properly functioning roof and drainage system are essential for maintaining the integrity of the residence and preserving its role as a key part of the reserve's operations.

While we would certainly welcome more substantial improvements to the reserve as part of a long-term systematic master plan, we understand that such projects take time to develop. The capital improvements outlined above are urgent critical works to the ongoing success and growth of Berry Springs Recreation Reserve. We believe that investing in these enhancements will not only address pressing issues but also help ensure the reserve remains a safe, functional, and enjoyable space for the community for years to come. We appreciate your consideration of these requests and look forward to collaborating to bring these improvements to life.

Please don't hesitate to reach out should you require further details or wish to discuss any of these points in more depth.

Best regards,

Taryn Hughes | Chairperson
Berry Springs Recreation Reserve Inc.


E-mail berryspringsrecreationreserve@outlook.com

1130 Cox Peninsula Rd, Berry Springs NT 0838

PO Box 282, Berry Springs NT 0838

PLEASE NOTE: The information in this email, including attachments, is confidential and may also be privileged. If you are not the intended recipient, any use or dissemination of the information and any disclosure or copying of this email is unauthorised and strictly prohibited. If you have received this email in error, please promptly inform us by reply email.

Attachment C

Response to Municipal Plan (MP) 26/27

Councillors and CEO, originally I wrote to you on May 1st 2026.

Please disregard that first letter of May 1st and substitute this for comment on footpath funding.

I have also submitted other comments separately regarding the Long Term Financial Plan.

Since May 1st, I have continued to speak to businesses along Vereker St and Skewes St, Disability Support Services and local residents. The Humpty Doo Area Village Land Use Plan has been very helpful also.

Access to the Village Centre should not be a barrier to the community of residents but an enabler of participation in everyday life. Council's role is to remove barriers NOT to allow them or create them. I hear you now have another Committee, named, the Advocacy and New Initiatives Committee. Using your words on page 13 of the MP, you are keen to contribute to the "Greater Darwin Region Development" . You want to play a "key role" in developing "shared paths" and best of all you want to create "safe, efficient movement of pedestrians and mobility users".

You also recognise that "Demand for high quality connected pathways is growing, driven by community needs for better access between home, work and recreational spaces".

What about between home and services like the Transport Hub, the Post Office, Chemist, Clinic and the local Shops etc.???

The people you should seriously be considering are your local residents and rate payers. The local shopping precinct is not an easy walk for many folk living in 13 Lloyd Rd Humpty Doo. 36 family homes in fact. The roads around the shopping centre do not even align with the Rural Village Area Plan as there were supposed to be traffic calming barriers laid across Vereker St when built to discourage that road and Lloyd Rd being used as the 'back road speedway' to Challoner St and behind the Primary School to Freds Pass Rd.

Back to the present:

The block bordered by Pater St, Challoner Circuit and Lloyd Rd has been developed as low/medium density ground level units. The complex of 36 units on Lloyd Rd was originally designed as a village for older people. It didn't remain as this. Today, this is where I live along with other, families and singles of varied ages. We live here because it is conveniently located near services appropriate to our age, ability and preference to remain rural. All services are within a 3 minute walking distance. Yet we cannot safely walk there.

It is less than ideal that to reach these services we must 'run the gauntlet' with vehicles on Lloyd Rd and Vereker St.

We have no foot paths for safe access to these services.

From my experience, I have had to walk on the road into oncoming traffic and duck between parked vehicles on the road to avoid making an oncoming car swerve to the wrong side of the road. Even if there were no vehicles parked on the verge, (both sides of Vereker St), it is almost impossible to navigate the rocky, weed infested, gravelly, uneven surface of the sometimes-sloping- to- the- road verge. It is a fall zone waiting to envelop the unwary/ unstable.

Also, it is impossible to navigate to the shopping centre etc. with a walker. I speak from experience, as last year I was unable to drive for a period of time but encouraged to use a walker to keep myself moving once I could walk again. I felt totally unsafe with the walker on the road, as you cannot see far enough ahead due to the bend in the road, to know when oncoming vehicles will cause you to find a space to squeeze into so they can pass.

Parents with strollers and prams, self propelled and pushed wheelchairs cannot safely reach the shopping precinct and services.

Taking another route to the shopping centre is no better. On one side of Lloyd Rd the land is often under water or badly potholed due to delivery trucks coming and going to the supermarket. Or on the other side it is lawn, trees and clumping palms. Nobody would like to see any of this established vegetation removed on this side for a foot path so I'd never suggest that.

We have families living in the Lloyd Rd complex with children both primary and high school age. Footpaths would assist with their safety too. There is a lady with diminished walking ability with a mobility scooter but is not brave enough to attempt the distance so she must rely on community drivers to take her by car on the 3minute walk. We also have several people using walkers but not for accessing local services. They drive to Coolalinga with their walker and use it there in a much friendlier all abilities environment. One of our residents is legally blind and chooses to live here after living most of her long life in the Rural Area and she tries to remain fiercely independent.

Please give this request much thought. All residents of this area would benefit from having a non discriminatory, all ability, safe place to walk to the shops or the bus or the doctors etc.

We need footpaths for our long term health, safety and general inclusive community benefit.

yours sincerely

Christine Simpson



May 24, 2026

Attachment D

Council: Litchfield Council

Released on: 27/04/2026

Submission closes: **25/05/2026**

Our Ref: 38-F26-2708-3~004

Mr Stephen Hoyne
Chief Executive Officer
Litchfield Council
PO Box 446
Humpty Doo NT 0836

Email: council@litchfield.nt.gov.au

Dear Mr Hoyne

Re: Feedback on Council's draft 2026–2027 Annual Plan out for Public Consultation

Every year the Department of Housing, Local Government and Community Development (DHLGCD) as the Agency responsible for regulating the Local Government sector, provides feedback on the draft Annual Plans and Budgets (draft plan) published by councils.

Although the general public are invited to make written submissions on the draft plan, this letter is not a formal submission on Litchfield Council's draft plan. Rather, it is a contribution to support the Council to meet its legislative obligations in relation to its planning and budgeting process under the *Local Government Act 2019* (Act).

Provided at **Attachment A** are sections in the draft plan suggested for review by the Council. Please note, the feedback on the draft plan does not include any assessment or comment on the Council's rates declaration. Council is encouraged to seek independent legal advice in relation to its rates declaration.

Once the Council has considered any written submissions and the final plan and budget is ready to be adopted, it is recommended the Council separately resolves to:

1. Declare the rates (under sections 237 and 238 of the Act).

NOTE: before the Council can adopt the budget, the CEO must check the rate records and certify in writing to the Council that to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area (Regulation 29).

2. Adopt the budget (under section 203 of the Act).
3. Adopt the municipal plan (under section 35(1) of the Act).

Under the Act, the Council must adopt its 2026-2027 Annual Plan, including the budget, on or before 30 June 2026. It is important to note that the Act does not provide the Minister or DHLGCD with the power to defer or waive the stipulated date of 30 June 2026.

Should you have any queries in relation to this feedback please email lg.compliance@nt.gov.au.

Yours sincerely

The Sustainability and Compliance Team

Attachment A**Draft Annual Plan Feedback****Feedback for consideration**

1. On page 22, under "Budget by Planned Major Capital Works", the Budget 2027-2028 column shows nil values. It is recommended that an explanatory note be added clarifying why no major capital works are budgeted for 2027-28.

14.3 Infrastructure and Operations

14.3.1 Planning Summary Report - May 2026

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

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Planning Summary Report Attachment A - F

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.

RECOMMENDATION

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.

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	4
Planning applications supported, subject to specific issues being adequately addressed	1
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	1
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

Development Applications supported, subject to normal Council Conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2026/0134 Hun: 695 P: 02718 265 Anglesey Road GIRRAWEEEN, Hundred of Strangways Attachment A</p>	<p>Dwelling-Independent with floor area in excess of 80sqm Council support the granting of a Development Permit as the proposal align with the standard of the policy within the Litchfield Subregional Land Use Plan and Housing Diversity is necessary given the current economic challenges.</p>
<p>PA2026/0133 Hun: 695 LTO: 79009 P: 00017 80 Produce Road HUMPTY DOO, Hundred of Strangways Attachment B</p>	<p>Subdivision to create two lots Council does not object to the granting of a Development Permit as the proposed subdivision aligns with the Litchfield Subregional Land Use Plan and the preliminary stormwater plan and land suitability assessments are satisfactory.</p>
<p>PA2026/0158 Hun: 055 P: 04648 124 Bastin Road HOWARD SPRINGS, Hundred of Bagot Attachment C</p>	<p>Dwelling-single with ancillary dwelling-independent with a separate effluent disposal system Council does not object to the granting of a development permit as the site and soil evaluation statement support the proposed separate effluent disposal system and the proposed dwelling is in accordance with the zoning of the property and the NT Planning Scheme 2020.</p>
<p>PA2026/0160 Hun: 695 LTO: 82022 P: 00044 65 London Road VIRGINIA, Hundred of Strangways Attachment D</p>	<p>Dwelling-Independent with a floor area exceeding 80m² with a separate effluent disposal system Council does not object to the granting of a development permit as the site and soil evaluation statement support the proposed separate effluent disposal system and the proposed dwelling is in accordance with the zoning of the property and the NT Planning Scheme 2020.</p>

Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
<p>PA2026/0049</p> <p>Hun: 695 P: 05544 2658 Stuart Highway LIVINGSTONE, Hundred of Strangways</p> <p>Attachment E</p>	<p>Concurrent Application to rezone Section 5544, Hundred of Strangways from SL23 (Special Use Zone Litchfield) to Zone GI (General Industry) and subdivide to create 105 lots.</p>	<ul style="list-style-type: none"> a) As the development is proposed within an industrial zone, requirement for Category A infrastructure. b) Council requires all detention basins to be designed within 1:6 batters and unimpeded access must be provided for maintenance purposes. c) Clarification is required as to whether these are intended to be drainage reserves or drainage easements. d) The road running north-south along the eastern side of the development provides access to Parcel 5543. Council Does not support this arrangement. e) All roads should have adequate turnaround facilities (cul-de-sacs), supported by turning path diagrams. f) Parcel located north of the development is identified as future urban/peri urban, consideration of buffering between industrial and future residential uses. g) Applicant may wish to consider requesting an extended development permit duration to ensure the feasibility of both stages.

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
PA2026/0117 Hun: 695 P: 05537 240 Bees Creek Road BEES CREEK, Hundred of Strangways Attachment F	Subdivision to create three lots	Revised Letter of comment submitted at request of Developer. Council wishes to lodge the following submission under Section 49(3) of the NT Planning Act as the proposed subdivision results in Lot A having an overall area of 4.1ha with an unconstrained 1.03ha portion split over two parts. In Council's view this fails to comply with the intention of Part 6.3 of the NT Planning Scheme.

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
PA2026/0096 Section 01614 Hundred of Guy 3202 ARNHEM HWY, WAK WAK	DP2026/0096 To use and develop the land for the purpose of a tourist facility, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2025/0402 Amendment to NT Planning Scheme 2020	PA2026/0402 Amendment to convert the assessment categories of certain developments to Permitted in Part 4, update certain provisions in Part 5, and amend the zoning matrix.	
PA2026/0092 Section 06222 Hundred of Bagot 325 WILLARD RD, HOLTZE	DP2026/0092 To use and develop the land for the purpose of additions to existing correctional facility – work camp, educational and vocational training centre and ancillary services, in accordance with the attached schedule of conditions and the endorsed plans.	

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
SPLL2026/9009	Howard Springs Polocrosse Club Carnival 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
2

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
19

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
20

WORKS FROM:	WORKS TO:	Document Precis	Address
10/06/2026	12/06/2026	Power supply upgrade 10/06/2026 Install PSUs 8:30 12:30 12/06/2026 HV Outage 8:30 16:30 Ren	7 Finn Road BERRY SPRINGS NT 0838
01/06/2026	01/06/2026	Leaking water service within the verge	50 Sandpiper Grove HOWARD SPRINGS NT 0835
16/06/2026	16/06/2026	Stand new pole	30 Sandpiper Grove HOWARD SPRINGS NT 0835
25/05/2026	25/05/2026	Emergency Works - Leaking water main located on the verge	46 Sittella Road HOWARD SPRINGS NT 0835
26/05/2026	26/05/2026	Emergency works to repair a burst watermain - 150mm ac main	150 Gulnare Road BEES CREEK NT 0822
25/05/2026	25/05/2026	Construction of crossover - 7 Jukes Road Humpty Doo	7 Jukes Road HUMPTY DOO NT 0836
20/05/2026	20/05/2026	EMERGENCY WORKS - Broken water main on the verge. Return to site at a later date to reinstat	140 Gulnare Road BEES CREEK NT 0822
25/05/2026	25/05/2026	Leaking water service within the verge	45 Sittella Road HOWARD SPRINGS NT 0835
22/05/2026	22/05/2026	Leaking water service within the verge	4 Gerald Road VIRGINIA NT 0834
16/06/2026	16/06/2026	Replacing damaged conductor	175 Elizabeth Valley Road NOONAMAH NT 0837
22/05/2026	22/05/2026	Leaking water service within the verge	16 Kookaburra Drive HOWARD SPRINGS NT 0835
26/05/2026	26/05/2026	Replacement of service wire	125 Lagoon Road KNUCKEY LAGOON NT 0828
18/05/2026	30/08/2026	Reshape exisiting drainage alongside Colton Road	100 Colton Road ACACIA HILLS NT 0822
12/05/2026	13/05/2026	Access street light fitting on McMinn Drive	350 Girraween Road MCMINNS LAGOON NT 0822
06/05/2026	20/05/2026	Standard pothole & edge break repair works as primary contractor for Litchfield Council RWF-29	7 Bees Creek Road FRED'S PASS NT 0822
11/05/2026	11/05/2026	Leaking water service within the verge.	63 Goodenia Drive VIRGINIA NT 0834
11/05/2026	11/05/2026	Leaking water service within the verge.	5 Vereker Street HUMPTY DOO NT 0836
15/05/2026	15/05/2026	Replace Stolen Earthing	30 Brooking Circuit VIRGINIA NT 0834
15/05/2026	15/05/2026	Replace stolen earth	170 Produce Road HUMPTY DOO NT 0836
14/05/2026	14/05/2026	Remove and install power station unit. Removal and restoration shall occur on 14 and 15 May, inst	75 Gulnare Road BEES CREEK NT 0822

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

NIL.

FINANCIAL IMPLICATIONS

NIL.

Risks NIL.

COMMUNITY ENGAGEMENT

NIL.



Attachment A

5 May 2026

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

RE: Letter of Comment Development Application**PA2026/0134****Hun: 695 P: 02718 265 Anglesey Road GIRRAWEEEN, Hundred of Strangways
Dwelling-Independent with floor area in excess of 80sqm**

Thank you for the Development Application referred to this office on 24/04/2026, 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 supports the granting of a Development Permit for the following reasons:

- a) The proposal aligns with the statements of policy within the Litchfield Subregional Land Use Plan and housing diversity is necessary given the current economic challenges.

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

- a) Whilst Council acknowledges the proposed dwelling exceeds the necessary floor size limits there are no proposed additional impacts on ground water and no additional servicing to the lot proposed so therefore the impact of the dwelling is minimal – noting that the location of the dwelling-independent is greater than 30m from any boundary fence.
- b) It may be necessary however to ensure that the current onsite wastewater treatment has capacity to support the additional residence.
- c) Stormwater approval for the purpose of Building Certification will be required separately to this development permit.

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) Note that a development permit issued under the Planning Act is not an approval for access onto a Litchfield Council road. Approval for access to be taken from, or constructed within the Litchfield Council controlled road reserve rests solely with Litchfield Council as the approving road authority.
- c) 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

265 ANGLESEY RD, GIRRAWEEEN
Section 02718 Hundred of Strangways plan(s) LTO92/075A

NT Planning Scheme Information

Land Area: 2.02 ha

Planning Scheme Zone: RL (Rural Living)

Overlays:

- CNV - Clearing of Native Vegetation

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

- Regional Plans
 - Darwin Regional Land Use Plan
- Sub Regional Plans
 - Litchfield Subregional Land Use Plan
- Area Plans
 - (none found)

Interim Development Control Orders: (none found)

The map shows a residential street grid with Anglesey Road running north-south. Other roads include Florigon Road and Valencia Road. A red pin marks the location of 265 Anglesey Rd. Several blue pins are scattered across the area, and a small blue square is located on Florigon Road.



Attachment B

22 May 2026

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

RE: Letter of Comment Development Application**PA2026/0133****Hun: 695 LTO: 79009 P: 00017 80 Produce Road HUMPTY DOO, Hundred of Strangways
Subdivision to create two lots**

Thank you for the Development Application referred to this office on 08/05/2026, 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 proposed subdivision aligns with the statements of policy within the Litchfield Subregional Land Use Plan.
- b) The preliminary stormwater plan and land suitability assessment are satisfactory for the proposed subdivision.

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

- a) The crossover and driveway shall be designed in accordance with the NT Subdivision and Development Guidelines and to the requirements of Litchfield Council.
- b) Prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

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

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

80 PRODUCE RD, HUMPTY DOO
Lot 00017 Hundred of Strangways plan(s) LTO79/009

NT Planning Scheme Information

Land Area : 4.04 ha

Planning Scheme Zone : RL (Rural Living)

Overlays :

- CNV - Clearing of Native Vegetation

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

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Litchfield Subregional Land Use Plan

Area Plans

- (none found)

Interim Development Control Orders : (none found)



Attachment C

29 May 2026

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

RE: Letter of Comment Development Application**PA2026/0158****Hun: 055 P: 04648 124 Bastin Road HOWARD SPRINGS, Hundred of Bagot
Dwelling-single with ancillary dwelling-independent with a separate effluent disposal system**

Thank you for the Development Application referred to this office on 15/05/2026, 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 site and soil evaluation and statement from a Certified Plumber support the proposed separate effluent disposal system.
- b) The proposed dwelling-independent is in accordance with the zoning of the property and otherwise would comply with the requirements of the *NT Planning Scheme 2020*.

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

- a) Access to the property is currently by a single driveway crossover. This letter of support does not constitute approval and does not automatically authorise any additional crossovers or upgrades to the existing crossover.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.

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

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

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

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

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader

124 BASTIN RD, HOWARD SPRINGS
Section 04648 Hundred of Bagot plan(s) LTO95/057

NT Planning Scheme Information

Land Area: 5.91 ha

Planning Scheme Zone: RL (Rural Living)

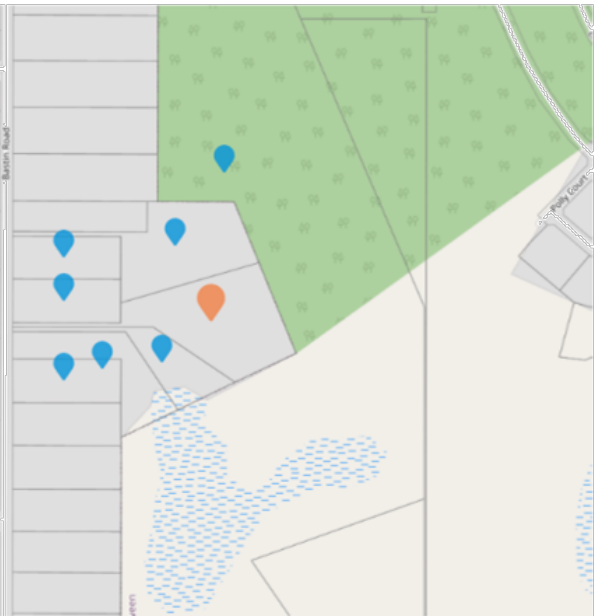
Overlays:

- CNV - Clearing of Native Vegetation

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

- Regional Plans**
 - Darwin Regional Land Use Plan
- Sub Regional Plans**
 - Litchfield Subregional Land Use Plan
- Area Plans**
 - (none found)

Interim Development Control Orders: (none found)





Attachment D

29 May 2026

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

RE: Letter of Comment Development Application**PA2026/0160**

**Hun: 695 LTO: 82022 P: 00044 65 London Road VIRGINIA, Hundred of Strangways
Dwelling-Independent with a floor area exceeding 80m² with a separate effluent disposal
system**

Thank you for the Development Application referred to this office on 15/05/2026, 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 site and soil evaluation and statement from a Certified Plumber support the proposed separate effluent disposal system.
- b) The proposed dwelling-independent is in accordance with the zoning of the property and otherwise would comply with the requirements of the *NT Planning Scheme 2020*.

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

- a) Access to the property is currently by a single driveway crossover. This letter of support does not constitute approval and does not automatically authorise any additional crossovers or upgrades to the existing crossover.

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

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

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

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

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

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader

65 LONDON RD, VIRGINIA

Lot 00044 Hundred of Strangways plan(s) LTO82/022

NT Planning Scheme Information

Land Area:	2.29 ha
Planning Scheme Zone:	RL (Rural Living)
Overlays:	<ul style="list-style-type: none"> • CNV - Clearing of Native Vegetation
Strategic Frameworks:	The following Strategic Frameworks may apply to your land Regional Plans <ul style="list-style-type: none"> • Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none"> • Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none"> • (none found)
Interim Development Control Orders:	(none found)

1
2



01 May 2026

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

RE: Letter of Comment Concurrent Application

PA2026/0049

**Hun: 695 P: 05544 2658 Stuart Highway LIVINGSTONE, Hundred of Strangways
Concurrent Application to rezone Section 5544, Hundred of Strangways from SL23 (Special Use Zone
Litchfield) to Zone GI (General Industry) and subdivide to create 105 lots.**

Thank you for the Concurrent Application referred to this office on 02/04/2026, 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 under Section 30M(4) of the *NT Planning Act*:

Council supports the granting of a Planning Scheme Amendment and Development Permit for the following reasons:

- a) The proposal to establish a General Industry zoned area generally aligns with the statements of policy within the Litchfield Subregional Land Use Plan, providing an industrial area with good connectivity to the arterial road network which relieves the burden of heavy vehicles on other areas of the Litchfield Municipality. This aligns with both the Infrastructure and Industrial statements.
- b) The subdivision provides an array of lot sizes which would accommodate many of the 'permitted' uses of General Industry.

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

- a) It is noted that supporting documents in the application refers to Category D infrastructure, which is associated with Rural Zones. As the development is proposed within an Industrial Zone (General Industry), the NT Subdivision and Development Guidelines requirement is for Category A (Set 1) infrastructure. Litchfield Council refers to the NT Subdivision and Development Guidelines for all references and standards unless expressly advised otherwise.
- b) The preliminary stormwater design provides for four detention basins, which are understood to become the responsibility of Litchfield Council following practical completion and the

defect liability period. Council requires all basins to be designed with 1:6 batters and unimpeded access must be provided for maintenance purposes.

- c) Appendix A_SMWP identifies several 'Drainage Reserves'; however, these appear to overlap proposed parcels. Clarification is required as to whether these are intended to be drainage reserves or drainage easements.

Council also notes that the proposed outflow from the northern detention basin is located outside of Council's jurisdiction. Accordingly, any agreements relating to stormwater discharge will need to be negotiated by the developer. Furthermore, the developer must undertake appropriate consultation and obtain approvals from the Rail Corridor authority for any drainage works and ongoing arrangements.

- d) The road running north-south along the eastern side of the development provides access to Parcel 5543. Council does not support this arrangement. Consideration should be given to shortening the road to avoid unintentionally providing access through the parcel. If a future road connection to the existing AACO Stuart Highway access is intended, this should be addressed in the Traffic Impact Assessment and designed accordingly.
- e) All roads should incorporate adequate turnaround facilities (cul-de-sacs), supported by turning path diagrams. The Traffic Impact Assessment should consider future land uses and potential traffic impacts, particularly given the proposed service station. Council also has concerns regarding the layout of parcels on the northern side adjoining the entry road, and the design should account for heavy vehicle movements, including appropriate turning paths for vehicles entering and exiting the site.
- f) The parcel located north of the development is identified in the Litchfield Subregional Land Use Plan for future urban/peri-urban development. Accordingly, consideration should be given to appropriate buffering between industrial and future residential uses. Access from the Stuart Highway should also be designed to accommodate potential future connectivity.
- g) The development proposal for Section 5544, Hundred of Strangways, does not request a departure from the standard development permit duration, which defaults to a two-year validity period. While the application outlines a two-stage subdivision, the preliminary design provides limited clarity regarding the specific servicing strategy for Stage 1, particularly concerning the mechanics of the proposed stormwater detention basins.

Furthermore, there are significant timing dependencies regarding infrastructure that may complicate the development schedule. The applicant notes that reticulated water servicing from Power and Water Corporation (PWC) is currently projected to be five years away, and Stage 2 power supply remains contingent upon suggested network augmentations.

Consequently, given these long-term infrastructure constraints and the potential for project delays, the applicant may wish to consider requesting an extended development permit duration to ensure the feasibility of both stages.

Council can provide the following additional comments in relation to the application;

- a) Previous discussions have occurred regarding the Greater Weddell Subregional Land Use Plan. While the current mapping does not include the subject parcel proposed for rezoning and subdivision, finalisation of the plan would provide greater oversight of future road

networks and key infrastructure to support the development. Council has particular concerns regarding waste processing, noting that any commercial waste generated by the development would currently need to be transported to Shoal Bay, approximately 43 km north. The Litchfield Subregional Land Use Plan identifies a future waste processing facility within the municipality; however, no further planning or discussions have occurred with NTG.

- b) Adequate environmental controls should be incorporated into the design and permit conditions, considering;
- General Industry lots drainage design, particularly in relation to the management of hazardous waste and sediment-laden runoff.
 - A permanent erosion and sediment control plan is suggested to be put in place and approved by a suitably qualified person to ensure the ongoing site stability especially through staged development, and particularly in respect to the Detention basins.
 - Consideration of a Weed Management plan for the duration of the development permit.

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) Prior to the commencement of works, engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, site earthworks, vehicular access, pedestrian/ cycle corridors and streetscaping are to be submitted to and approved by Litchfield Council.
- c) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.
- d) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to Litchfield Council.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, shall be prepared by a suitability certified traffic auditor to the satisfaction of Litchfield Council.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

2658 STUART HWY, LIVINGSTONE
Section 05544 Hundred of Strangways plan(s) LTO2012/066

NT Planning Scheme Information

Land Area: 90.51 ha

Planning Scheme Zone: SL23 (Specific Use)

Overlays: (none found)

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

- Regional Plans
 - Darwin Regional Land Use Plan
- Sub Regional Plans
 - Litchfield Subregional Land Use Plan
- Area Plans
 - (none found)

Interim Development Control Orders: (none found)

The map shows a satellite view of the area with a red location pin at 2658 Stuart Hwy. The road is labeled 'STUART HWY' and 'Livingstone'. Other roads visible include 'Kierend Road' and 'Kierend Rd'. A blue location pin is also visible on the Stuart Hwy road.



26 May 2026

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

RE: REVISED - Letter of Comment Development Application

PA2026/0117

**Hun: 695 P: 05537 240 Bees Creek Road BEES CREEK, Hundred of Strangways
Subdivision to create three lots**

Thank you for the Development Application referred to this office on 17/04/2026, concerning the above. The following is a revised letter of comment and should be taken to be Council's final submission in relation to the application. 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 wishes to lodge the following submission under Section 49(3) of the NT *Planning Act*, in which Council objects to the granting of a Development Permit for the following reasons:

The proposed subdivision results in Lot A having an overall area of 4.1ha, with an unconstrained portion of 1.03ha split across two separate areas due in part to an existing stormwater drainage path traversing the site. Under Part 6.3.3 of the *NT Planning Scheme 2020 (NTPS)*, there is a requirement for 1ha of unconstrained land per lot.

While the NTPS does not expressly require the unconstrained land to be contiguous, Council considers that the intent of clause 6.3.3 is that the unconstrained portion of a lot should be practically accessible from a public road. Although the western portion of the unconstrained land adjoins a road, Council would not support access to this area due to the crest in the road alignment, which does not provide adequate sight distance for safe vehicle access. Furthermore, Council does not support more than one access to the property, noting that the proposed subdivision plan provides access to the eastern portion of the unconstrained land and informally references an additional access in the Land Suitability Assessment.

Council is concerned that the fragmented nature of the unconstrained land, combined with the stormwater drainage corridor and surrounding constrained land, limits the practical siting of

future development within Lot A. In particular, the submitted Site and Soil Evaluation does not clearly demonstrate the suitability of Lot A for onsite wastewater disposal. While the report generally concludes that wastewater systems may be achievable across the subdivision, it relies on assumptions, mitigation measures, and alternative treatment options rather than providing a detailed Lot A specific assessment. The report identifies shallow soils, gravelly subsoils, and areas of coffee rock within Lot A, yet does not clearly identify a compliant land application area in conjunction with the proposed bore location, dwelling site, and access arrangements.

Accordingly, while the Land Suitability Assessment and Site and Soil Evaluation separately conclude that unconstrained land, wastewater disposal areas, and bore setbacks may be achievable within Lot A, the reports do not clearly demonstrate how these elements can function together within a practical and integrated development outcome.

Council can provide the following additional comments in relation to the application;

While the NTPS does not expressly require that the 1ha of unconstrained land be contiguous, Council's position is that the intent of this requirement is to ensure that land remains usable and accessible year-round.

If subdivisions were permitted to provide unconstrained land in fragmented or aggregated portions rather than as a contiguous area, it would likely result in increased complaints from residents regarding limited or impractical access to their property.

Accordingly, Council urges the Development Consent Authority to carefully consider whether the provision of aggregated unconstrained land genuinely satisfies the intent and purpose of the subdivision requirements.

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

- a) The crossover and driveway shall be designed in accordance with the NT Subdivision and Development Guidelines to the requirements of Litchfield Council.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.

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

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

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

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

- c) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, prepared by a suitability certified traffic auditor, shall be approved by Litchfield Council.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

240 BEES CREEK RD, BEES CREEK
Section 05537 Hundred of Strangways plan(s) LTO2012/052

NT Planning Scheme Information

Land Area: 10.39 ha

Planning Scheme Zone: RL (Rural Living)

Overlays: • CNV - Clearing of Native Vegetation

Strategic Frameworks: The following Strategic Frameworks may apply to your land
Regional Plans
• Darwin Regional Land Use Plan
Sub Regional Plans
• Litchfield Subregional Land Use Plan
Area Plans
• (none found)

Interim Development Control Orders: (none found)

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 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.

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.

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING