



AGENDA

8th Ordinary Council Meeting 12th Council of Litchfield **Monday 20th April 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

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1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF THE LAND

2 OPENING OF MEETING

3 ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

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 (including confidential minutes) of the Ordinary Council Meeting held Monday 16 March 2026, 18 pages be confirmed.



MINUTES

7th Ordinary Council Meeting 12th Council of Litchfield **Monday 16th March 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

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Unconfirmed

Present	Rachael Wright	Mayor (Chair)
	Emma Sharp	Councillor South Ward
	Kris Civitarese	Councillor South Ward
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Daisy Crawford	Councillor North Ward
	Plaxy Purich	Councillor North Ward

Apology

Staff	Stephen Hoyne	Chief Executive Officer
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Rebecca Taylor	Acting Director Governance and Community
	Deb Boyko	Executive Assistant to Mayor and CEO
	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

Deputy Mayor Emma Sharp
Councillor Cass joined @ 6:05pm

3.2 Apologies

Nil

3.3 Leave of Absence previously granted

Nil

3.4 Leave of Absence Request

Nil

4 DISCLOSURES OF INTEREST

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

4.1 Elected Members

Nil

4.2 Staff

Nil

5 PUBLIC QUESTIONS

Questions raised Ordinary Council Meeting February 16th 2026, by Mr Dave Evans are listed below and have been responded to via email 02/03/2026.

Freds Pass Sport and Recreation Management Board (FPSRMB)

1. What is the current status of the lease with the Freds Pass Sport and Recreation Management Board (FPSRMB)?

Council has been working closely with the Fred's Pass Board to progress this matter and is pleased to advise that lease negotiations are now in the final stages.

2. Who is on the Freds Pass Sport and Recreation Management Board? Members and office bearers. Nothing on Litchfield Council or Freds Pass Reserve web sites.

Board and masterplan information has previously been listed on the FPR website and was removed in approximately December 2025 as the information was no longer current. New and/or updated information will be added to the website as sections are updated. Please do not hesitate to contact Freds Pass on info@fredspassreserve.com.au or on 08 8983 1522 for further information.

3. Who is on the FPSRMB project steering committee? Nothing on Litchfield Council or Freds Pass Reserve web sites.

The members of Project Steering Committee overseeing the \$10M Federal Priority Community Infrastructure Program grant for works at Fred's Pass Sport and Recreation Reserve are as follows:

Elected Member Representatives:

- Deputy Mayor Emma Sharp – voting member
- Councillor Kevin Harlan – voting member
- Councillor Pauline Cass – voting member

Council Staff Representatives:

- Director of Infrastructure and Operations – Geoff Thomas
- Admin support staff - varies

Freds Pass Sport and Recreation Management Board Inc representative:

- Anthony Dent

4. What were the FPSRMB project milestones mentioned under the January 2026 Minutes Item 15 Other Business? Nothing on Litchfield Council or Freds Pass Reserve web sites.

These were in reference to some procurement milestones the details of which are commercial in confidence.

5. Item 12.1 of the Mayors Monthly Report mentions the Freds Pass Reserve Meet & Greet – Elected Members and Board on 10 February 2026.

This has been clarified that it was referring to the Litchfield Council Elected Members and not FPSRMB Elected Members.

6. Task 29 – Reserves. Was the budget figure of \$9,635,745.07 all covered by the \$10M Federal government grant?

Yes

7. Freds Pass Master Plan. Expected issue date? User group and stakeholder consultation? Current Freds Pass Master Plan? Nothing on Freds Pass Reserve web site.

Freds Pass Sport and Recreation Management Board Inc. have applied for Grant funding which is yet to be approved for the development of a masterplan.

8. Minutes of FPSRMB meetings? Nothing on Freds Pass Reserve web site.

As per website comment above, please do not hesitate to contact Freds Pass for information.

9. Cheque 1712.60-01 to Freds Pass Sport & Recreation Reserve for 3rd quarter of \$257,055.15 implies an annual funding of \$1,028,220. Is this correct and is the amount audited?

Yes, and yes as per the Associations Act, the Boards financials are audited.

Mr Evans acknowledged the receipt of answers to my FPSRMB questions At Ordinary Council meeting on 16 February 2026 by Stephen Hoyne on 2 March 2026.

Additional questions raised by Mr Evans to council:

A: Ordinary Council Meeting Agenda on 16 March 2026

1. Pages 25 & 26 – Cost to maintain the eight owned Council Recreation Reserves
Does this include Freds Pass and when is it expected to be completed since it seems to have started on 20/06/2023?
2. Pages 26 – Freds Pass Reserve Expansion
When is it expected to be completed since it seems to have started on 15/08/2023?
3. Page 49 – Note 2: Statement of Trade Debtors
When does the Council expect to receive the \$2M related to Commonwealth grants?
4. Page 110 – Liquor Licence Applications
The SDFC had application PQ2026/9001 for amendment to the existing liquor licence was supported by Council. In regard to the consumption of alcohol on the Reserve, is it possible to get a copy of the licence, so User Groups know what is covered by the existing licence and trading hours, and can plan their future functions accordingly?

B: Freds Pass Sport and Recreation Management Board (FPSRMB)

10. What is the expected completion date for finalising the lease with the Freds Pass Sport and Recreation Management Board (FPSRMB)?
11. Will the leases for User Groups at Freds Pass continue to be twelve (12) months as there had been mention by FPSRMB of reducing them to six (6) months? The SDFC is in the process of developing a twelve-month facilities program which will include the oval.
12. I have been informed by FPSRMB that the current FPSRMB Inc. Board Members are:
 - Anthony Dent, Chairperson
 - Rob Wait, Vice Chairperson
 - Charlotte McGregor, Treasurer
 - Silke Maynard, Secretary
 - Cameron Burrows, Public Officer
 - Karyn Russell, Committee Member
 - Karen Kuzsicska, Committee Member

Clause 4.3 of the draft Freds Pass Reserve Constitution I have states
The Board will be constituted by seven (7) Board Members as follows:
(i) Four (4) User Group Board Members (as defined in clause 4.5).
(ii) Three (3) Independent Board Members (as defined in clause 5); and
(iii) One (1) Non-Voting Observer that will be the Litchfield Council Chief Executive Officer or an operational representative thereof.

I asked FPSRMB which board members are occupying each of these positions or are there current vacancies and was only informed there are no vacant positions on the Board at present and not given the breakdown of the board member positions. Does Litchfield Council have this information regarding board member positions?

13. The FPSRMB Constitution was adopted at a Special General Meeting held on 23 November 2024. Only a draft Terms of Reference has been shared with the Member Organisations. Does Litchfield Council have a copy of the FPSRMB Constitution?
14. The Freds Pass Sport and Recreation Management Board issued a draft Terms of Reference (TOR) for Member Organisations on 13 February 2026, without a copy of the adopted FPSRMB Constitution, with feedback required by close of business Monday 16 March. The SDFC has provided feedback. Has Litchfield Council been issued a draft Terms of Reference (TOR) for review or requested to provide feedback?
15. The Freds Pass Sport and Recreation Management Board draft Terms of Reference (TOR) mentions no infrastructure works may commence unless approved in writing by the Board. Can Litchfield Council confirm that these approvals only relate to compliance, safety and alignment in regard to the Reserve Master Plan, which at this stage does not exist, or must these infrastructure works approvals be submitted directly to the Litchfield Council?
16. The SDFC committee was informed by Anthony Dent that the Litchfield Council had passed an earlier motion that a cricket pitch will be installed once there are lights on Nor built Stadium. Is this correct?
17. The SDFC has built a number of assets over the period of their lease at Freds Pass. Does the ownership of these assets become the Litchfield Council's on completion, and who is responsible for the ongoing maintenance?

C: Other

Item 14.2.1 of the previous minutes mentioned the Litchfield Council Municipal Plan. It does not appear on the Litchfield Council web site. Is it available?

Question received via email (12/03/2026) from Ms Jaymie John:

- Can the council please advise who is responsible for maintenance for drains alongside council roadways?

All questions taken on notice.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/26/020

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

That the full minutes of the Ordinary Council Meeting held Monday 16th February 2026, 17 pages be confirmed.

CARRIED 7/0

Youtube recording time: 18:20

Summary

Minutes from ordinary council meeting 8th December 2025 - a query was raised regarding inaccuracies in the December meeting minutes, noting that corrections have since been discussed with the CEO and EA and a draft reviewed. Clarification was sought on the process to formally update the minutes, including whether they need to be brought back to council for re-endorsement.

Action

Confirm process to update and re-adopt the corrected minutes (if required by Council).

7 BUSINESS ARISING FROM MINUTES

7.1 Business Arising

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

Geoff Thomas, Director Infrastructure & Operations gave a summary of current items listed on Business Arising.

Youtube recording time: 21:10

8 PETITIONS

Nil

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

Nil

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayors Monthly Report

RESOLUTION OCM/26/021

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Daisy Crawford

Items to be removed from mayor's report are Litchfield DCA Meeting, Meeting with St John and Elected Member Mandatory Professional Development Course.

CARRIED 7/0

Youtube recording time: 27:41

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 Litchfield Council Finance Report – February 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 28 FEBRUARY 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/26/022

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

1. That Council note the Litchfield Council Finance Report 28 FEBRUARY 2026.

CARRIED 7/0

Youtube recording time: 42:10

14.1.2 People, Performance and Governance Report - February 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/26/023

Moved: Cr Plaxy Purich

Seconded: Cr Kris Civitarese

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

CARRIED 7/0

Youtube recording time: 52:50

14.1.3 Community Services and Development Monthly Report – February

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/26/024

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

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

CARRIED 7/0

Youtube recording time: 57:22

Summary

Questions were raised regarding whether attendees of the pop-up sessions are surveyed for feedback, availability of front counter visitation statistics, visibility of the Mayor's media engagements, clarification of user statistics.

Action

Investigate whether attendees are being surveyed on satisfaction with the popup information sessions and Confirm whether "active users" includes "new users" or if they are separate figures.

14.1.4 Recreation Reserve Management Committee Minutes

RESOLUTION OCM/26/025

Moved: Cr Kris Civitarese

Seconded: Cr Plaxy Purich

THAT Council:

1. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of 14 January 2026 at Attachment 1.
2. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of 12 February 2026 at Attachment 2.

CARRIED 7/0

Youtube recording time: 1:01:57

Summary

Discussion included a request from Cr Crawford for all elected members to receive invitations to Howard River Park and Knuckey Lagoon committee meetings, concerns about accessibility at Howard Park due to vehicles blocking disabled access ramps (with suggestions for signage or markings), limited promotion of committee meetings to the public and consideration of alternative approaches such as community forums to increase engagement, along with clarification on responsibility and funding for minor accessibility improvements.

Action

Elected members to receive invitations/notifications for Howard Park and Knuckey Lagoon committee meetings and investigate and implement signage/line marking.

14.2 Executive and Community Development

14.2.1 NT Councils Discretionary Trust Advisory Committee - Vacancy

EXECUTIVE SUMMARY

This report seeks Council support to put forward a nomination to represent LGANT on the NT Councils Discretionary Trust Advisory Committee.

RESOLUTION OCM/26/026

Moved: Cr Plaxy Purich

Seconded: Cr Daisy Crawford

That Council note this report and support the nomination of Rebecca Taylor, Acting Director Governance and Community, to the NT Councils Discretionary Trust Advisory Committee.

CARRIED 7/0

Youtube recording time: 1:08:47

14.2.2 Review of Council Representatives Appointed to Committees

EXECUTIVE SUMMARY

This report presents to Council the current Council representatives appointed to committees for review.

RESOLUTION OCM/26/027

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

THAT Council consider the appointed Council representatives and decide to make changes or resolve to maintain existing memberships.

Cr Crawford relinquishes her position on the following committees and Council appointed Cr Purich to these committees: RMAC and Knuckey Lagoon Committee

Cr Purich will join the other elected members on: Litchfield Australia Day Awards Selection Panel, Community Grants Committee and Advocacy & New Initiatives Committee.

CARRIED 7/0

Youtube recording time: 1:10:36

14.3 Infrastructure and Operations

14.3.1 Minutes of the Advocacy and New initiatives Committee Meeting

EXECUTIVE SUMMARY

This report presents to Council the minutes of the 9 February 2026 meeting of the Advocacy and New initiatives Committee meeting minutes.

RESOLUTION OCM/26/028

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

1. That Council receive and note the unconfirmed Advocacy and New initiatives Committee meeting minutes of 9 February 2026, at Attachment 1

CARRIED 7/0

Youtube recording time: 1:24:42

Summary

Discussion focused on how a newly proposed initiative (water tanks) and broader advocacy items are captured in the minutes and action list.

14.3.2 Planning Summary Report - February 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 1-28 February 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	4
Clearances for Development Permit Conditions	7
Sale, Lease, or Occupation of Crown Land Applications	0
Development Permits Issued	6
Liquor Licence Applications	3
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	16
Works Permits	14

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

RESOLUTION OCM/26/029

Moved: Cr Daisy Crawford

Seconded: Cr Plaxy Purich

THAT Council:

1. Receive the Summary Planning and Development Report for 1 – 28 February 2026.
2. Note for information the responses provided to relevant agencies within Attachments A to D of this report.

CARRIED 7/0

Youtube recording time: 1:35:00

Summary

Clarification was provided that stormwater applications relate to Council's role in reviewing how stormwater is managed in building designs as part of development processes, with multiple assessments arising from single development applications covering multiple lots; it was also noted that broader impacts such as noise and pollution are addressed through the Development Consent Authority (DCA) process, not Council.

15 OTHER BUSINESS

Councillors acknowledged the widespread impact of recent flooding, thanking the community, businesses, and Council staff for their support and response efforts, while also raising concerns about the implications of future development—particularly in flood-prone areas like Elizabeth Valley and Lloyd Creek.

Cr Purich presented a comprehensive briefing on significant damage to Thorngate Road, Holtze resulting from prolonged heavy vehicle use, including the Abram tanks operating from Robertson Barracks for 15 years. The briefing detailed observed road impacts, supporting statistics, and the regulatory context and framework in which the NT Government authorises heavy vehicle use, while Litchfield Council retains maintenance and repair responsibility. Cr Purich recommended that Mayor Wright and CEO re-engage with the Government Departments, supported by this detailed evidence seeking funding for this repair. The briefing note is included below for reference:

Subject: Road Damage Caused by Heavy Military Vehicles – Request for Repair Responsibility

Introduction: I have lived along Wallaby Holtze Road since 1964. I have seen the changes the army has brought to our community. I have witnessed many times the movement of heavy armoured vehicles being moved on local council roads and seen the damage this has made to these roads over the years. I have aquaplanned along and then off Thorngate Road caused by two well-worn ruts filled with water. Thorngate and Campbell Roads weren't built to carry 110 tonne heavy armoured vehicles and were built to Australian design standards.

Discussion: Over the past 25 years, Thorngate Road has been used by the Australian Army to access Robertson Barracks, but it was the 15-year period when M1A1 Abrams tanks were based at the barracks that caused the most significant damage now revealing itself. These tanks, transported on multi-axle heavy equipment transporters, along with other armoured vehicles such as M113 APCs and Bushmaster PMVs, repeatedly traversed the road. While part of the Northern Territory's designated heavy vehicle network, Thorngate Road was never engineered for sustained loads over 110 tonnes, and even NT guidelines do not provide technical standards for vehicles of this mass. Each Abrams transporter trip can impose roughly 63 ESALs, equivalent to 157,500 car passes, dramatically exceeding the stress anticipated in the road's original design.

In practice, “band-aid” maintenance has been carried out, pothole filling, edge repairs, and rut topping, which do not restore structural integrity. As a result, the road continues to deteriorate rapidly and requires substantial rehabilitation, even though the Abrams tanks are no longer stationed at Robertson Barracks.

Under NT law, the Army likely operated under recognised Defence exemptions allowing them to exceed standard mass and dimension limits, meaning no NT single oversize or overmass permit was required. Consequently, while Litchfield Council is responsible for road maintenance, however, the NT Government authorised this use, permitted this exemption and therefore bears accountability for permitting vehicles that caused damage far beyond the road’s design limits.

Given the scale of impact (with 41 tanks that moved estimating 8 – 12 times per year), it is clear that the Northern Territory Government should share responsibility for funding ongoing major repairs. Thorngate Road’s designation as a heavy vehicle route does not mitigate the fact that it was never constructed to carry extreme loads, and repeated Abrams movements over 15 years have left lasting structural damage. Effective funding and planning are required to restore the road to safe and serviceable conditions.

Pavement impact comparison (ESALs (Equivalent Standard Axil Loads) per vehicle pass) for one movement on the road.

Vehicle	Typical use at Robertson Barracks	ESAL per pass	Car-equivalent passes
Car	Staff/personal vehicle	0.0008	1
Bushmaster PMV	Light protected mobility vehicle	0.28	~700
M113 APC	Armoured personnel carrier	0.7	~1,750
Bus	Transporting personnel	1.7	~4,250
Semi-trailer truck	Supply, fuel, equipment	4.55	~11,375
M1A1 Abrams	Main battle tank on transporter	63	157,500

These results demonstrate that if a tank moves 10 times per year that would equal 1,575,000 car passes per tank per year. With 41 tanks that would equal approximately 63,000,000 car passes per year. Now multiply this by 15 years. A domestic road can sustain up to 1 – 2 million car passes and last for up to 10-15 years in the NT before significant repair are needed.

Recommendation: To approach the NT Government Department of Defence and Department of Roads, brief them on the damage caused by the use of the Abrham tanks for 15 years and seek their support in funding of \$..... to reseal/significant repair to Thorngate Road. Alternatively notify the NT Government they can’t use Thorngate Road for heavy vehicles any longer and to redirect all defence heavy vehicle traffic to Millians Road and remove Thorngate Road from the Heavy Vehicle network. Unfortunately, the NT Government has control of permitting heavy vehicles on roads in the NT despite Litchfield Council being the road manager and responsible for all repairs. Therefore, if they can’t assume responsibility for their authority then we need to act responsibly within our budget.

References:

- NT Oversized/Over massed Permit Requirement: [Apply for an oversize or overmass permit | NT.GOV.AU](#)
- [Northern Territory Government S17](#)
- NHVR Guidelines: [Guidelines and rules | NHVR](#)

Action

A councillor requested that administration prepare a report outlining potential grants and funding sources for flood recovery and infrastructure repairs.

Youtube recording time: 1:41:02

16 CONFIDENTIAL ITEMS

RESOLUTION OCM/26/030

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

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

16.1 Confidential Minutes of the Council Meeting held on 16 February 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 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.

16.3 Proposed Closing of a Section of Paper Road (Meade) and Opening of a New Road Reserve

This matter is considered to be confidential under Section 99(2) - civ 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 subject to sub regulation (3) - prejudice the interest of the council or some other person.

Moved to confidential session at **8:01pm**
CARRIED 7/0

RESOLUTION OCM/26/031

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

Resume in Open Session at **8:58pm**.

CARRIED 7/0

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING

The Meeting closed at **9:01pm**.

19 NEXT MEETING

Monday, 20 April 2026

20 MINUTES TO BE CONFIRMED

Monday, 20 April 2026

Mayor

Chief Executive Officer

Name

Unconfirmed

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.

		In Progress	Business Arising from the Minutes	
		Completed	Ongoing	Superseded
Resolution	Resolution	Meeting Date	Officer	Current Status
ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River</p> <p>THAT Council:</p> <ol style="list-style-type: none"> proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	<p>In Progress</p> <p>A report has been prepared for this OCM for consideration by council</p>
ORD2023 11-093	<p>Cost to maintain the eight owned Council Recreation Reserves</p> <p>THAT Council:</p> <ol style="list-style-type: none"> engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council’s eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council’s eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and receive the report prior to the first 2023-2024 Budget Review Meeting. 	20/06/2023	DIO	<p>In Progress</p> <p>Concerns have been raised regarding recommendations and data in the draft AMP. Communications are ongoing with the consultant.</p> <p>Noting</p> <p>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 Ongoing Final survey and title papers have been lodged to complete the gazettal process.</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>In Progress Concerns have been raised regarding recommendations and data in the draft AMP. Communications are ongoing with the consultant.</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 A Pollution Abatement Notice has been formally served requiring Council to address the matter of disposing contaminated concrete. Design and documentation and various consultant engagements are being finalised for tender release later in the year.</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 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 17 March 2026 to 20 April 2026.

Summary	
Date	Event / Meeting
17 March 2026	Interview with Katie Woolf
18 March 2026	Interview with ABC
18 March 2026	Meeting with Minister Burgoyne
20 March 2026	Citizenship Ceremony
21 March 2026	2026 Litchfield Are Exhibition
26 March 2026	Visit by His Honour the Honourable David Connolly, Administrator of the Northern Territory
28 March 2026	Top End Native Plant Sale
29 March 2026	Meeting with Christin Simpson
1 April 2026	Interview with ABC
2 April 2026	Monthly meeting with Mayor of Palmerston
7 April 2026	Strategic Discussion and Briefing Session
14 & 15 April 2026	LGANT Symposium
20 April 2026	Community Forum
20 April 2026	Ordinary Council Meeting

RECOMMENDATION

THAT Council receive and note the mayor's monthly report for the period of 17 March 2026 to 20 April 2026.

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 Litchfield Council Finance Report – March 2026

AUTHOR: Xixi Li, Accountant

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS: 1. Litchfield Council Finance Report March 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 March 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.

RECOMMENDATION

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

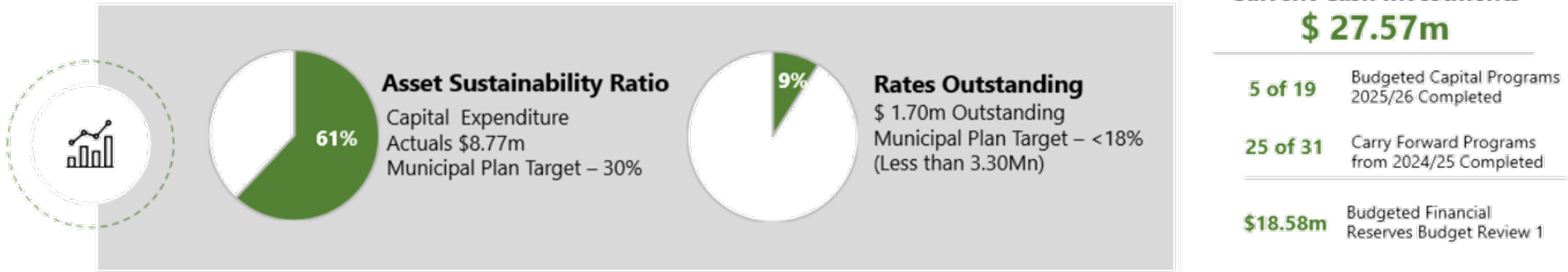
Nil



Finance Report

March 2026

March 2026 DASHBOARD REPORTING



\$ 23.58m

OPERATIONAL REVENUE

\$25.75m Budget – 91.58% Target Achieved

\$ 23.19m

OPERATIONAL EXPENSES

\$33.47m Budget – 69.31% Spent

\$ 386k

OPERATING SURPLUS

Budget Deficit (\$1.25m)

\$2.04m

CAPITAL REVENUE

\$ 2.16m Budget- 95% Achieved

\$ 8.77m

CAPITAL EXPENSES

\$ 24.63m Budget(Inc Budget Rollover) 36% Spent

\$ 6.72m

CAPITAL DEFICIT

Budget (\$ 22.46m)

RATIOS

- 61%** Asset Sustainability Target 30% and more ■ Achieved
- 9%** Rates Outstanding Target less than 18% ■ Achieved
- 72%** 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 sixth-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 1 \$
OPERATING INCOME				
Rates	18,104,322.40	18,118,861.00	14,538.60	18,118,861.00
Charges	173,899.50	131,250.00	(42,649.50)	175,000.00
Fees and Charges	1,714,501.05	1,582,116.00	(132,385.05)	2,109,488.00
Operating Grants and Subsidies	2,402,957.88	2,966,154.00	563,196.12	3,954,872.00
Interest / Investment Income	1,092,569.99	943,319.25	(149,250.74)	1,257,759.00
Other Income	98,538.89	105,000.00	6,461.11	140,000.00
TOTAL OPERATING INCOME	23,586,789.71	23,846,700.25	259,910.54	25,755,980.00
OPERATING EXPENDITURE				
Employee Expenses	5,857,662.16	6,140,814.75	283,152.59	8,187,753.00
Materials and Contracts	7,019,507.18	7,843,797.75	824,290.57	10,458,397.00
Elected Member Allowances	191,624.07	271,113.00	79,488.93	361,484.00
Elected Member Expenses	257,699.03	223,982.25	(33,716.78)	298,643.00
Council Committee & LA Allowances	4,457.00	7,500.00	3,043.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	3,930.73	-	(3,930.73)	-
Accumulated Depreciation	8,888,250.00	8,888,250.00	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	976,785.31	1,729,500.00	752,714.69	2,306,000.00
TOTAL OPERATING EXPENDITURE	23,199,915.48	25,104,957.75	1,905,042.27	33,473,277.00
OPERATING SURPLUS / DEFICIT	386,874.23	(1,258,257.50)	(1,645,131.73)	(7,717,297.00)

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 1 \$
BUDGETED OPERATING SURPLUS / DEFICIT	386,874.23	(1,258,257.50)	(1,645,131.73)	(7,717,297.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	8,892,180.73	8,888,250.00	(3,930.73)	11,851,000.00
TOTAL NON-CASH ITEMS	8,892,180.73	8,888,250.00	(3,930.73)	11,851,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(8,770,226.56)	(18,473,031.45)	(9,702,804.89)	(24,630,708.60)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(3,100,277.25)	(3,100,277.25)	(4,133,703.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(8,770,226.56)	(21,573,308.70)	(12,803,082.14)	(28,764,411.60)
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,000,000.00	1,420,119.00	(579,881.00)	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	16,638.50	3,100,277.25	3,083,638.75	4,133,703.00
Road Seal Levy	28,743.00	35,685.00	6,942.00	47,580.00
Transfers from Reserves	-	13,916,950.20	13,916,950.20	18,555,933.60
TOTAL ADDITIONAL INFLOWS	2,045,381.50	18,473,031.45	16,427,649.95	24,630,708.60
NET OPERATING POSITION	2,554,209.90		1,975,505.35	

Operating Position by Department

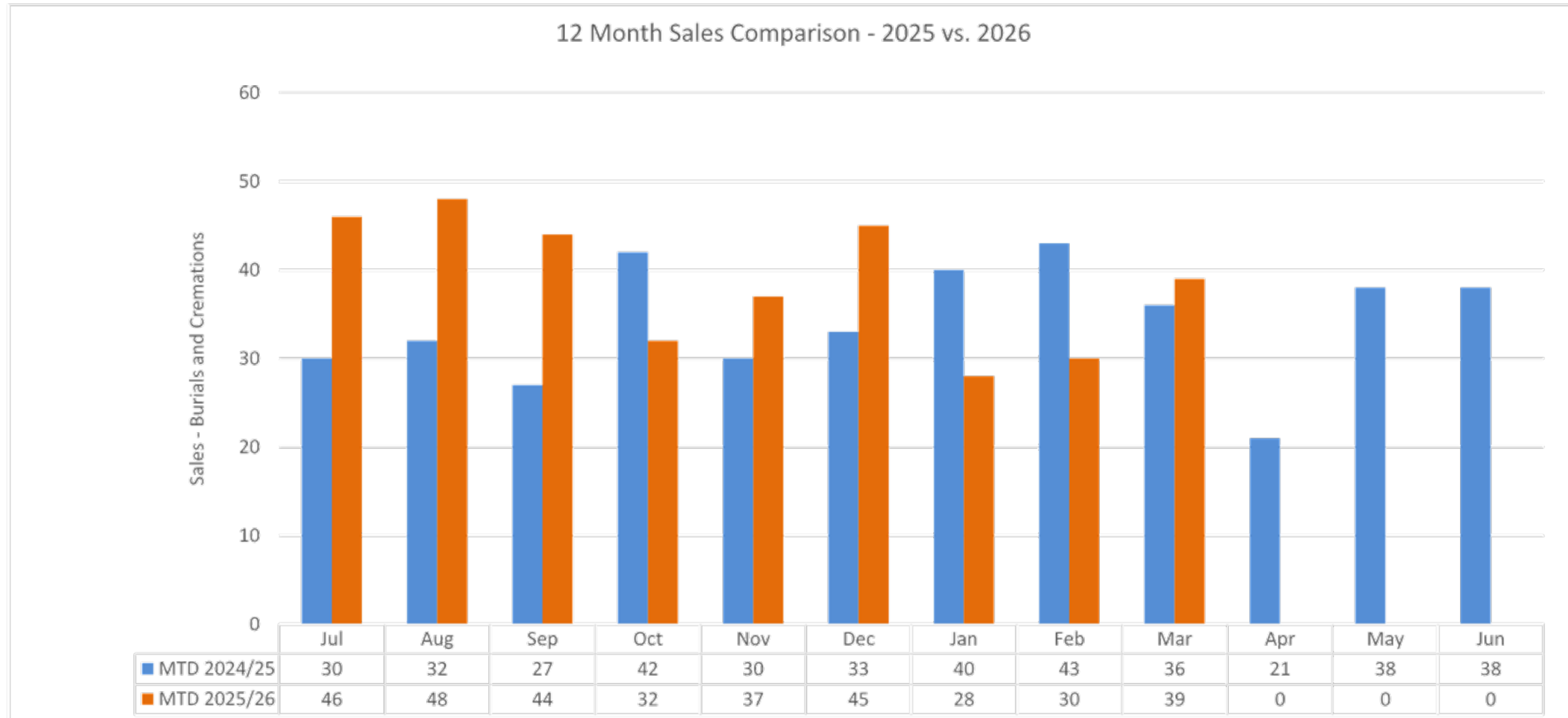
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2025.

	2025/26 YTD Actuals	2025/26 Budget Review 1	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	0.0%
Corporate	3,936.24	-	0.0%
Information Services	-	-	0.0%
Finance & Customer Service	15,858,999.68	16,553,245.00	95.8%
Infrastructure & Assets	2,223,956.82	3,335,468.00	66.7%
Waste Management	3,797,665.49	3,652,968.00	104.0%
Community	73,602.30	134,978.00	54.5%
Community - Library	10,779.02	308,722.00	3.5%
Mobile Workforce	-	-	0.0%
Regulatory Services	176,353.05	175,000.00	100.8%
Thorak Cemetery	1,441,497.11	1,595,599.00	90.3%
TOTAL REVENUE	23,586,789.71	25,755,980.00	91.58%
EXPENSES			
Council Leadership	948,814.30	1,627,208.00	58.3%
Corporate	576,368.40	933,894.00	61.7%
Information Services	560,756.26	671,122.00	83.6%
Finance & Customer Service	1,356,814.74	1,774,231.00	76.5%
Infrastructure & Assets	2,580,204.92	4,886,777.00	52.8%
Waste Management	3,277,065.72	5,148,725.00	63.6%
Community	1,922,673.33	2,128,908.00	90.3%
Community - Library	693,754.26	995,398.00	69.7%
Mobile Workforce	965,328.08	1,482,091.00	65.1%
Regulatory Services	508,240.96	725,607.00	70.0%
Thorak Cemetery	921,644.51	1,248,317.00	73.8%
TOTAL EXPENSES	14,311,665.48	21,622,278.00	66.19%
OPERATING RESULT	9,275,124.23	4,133,703.00	

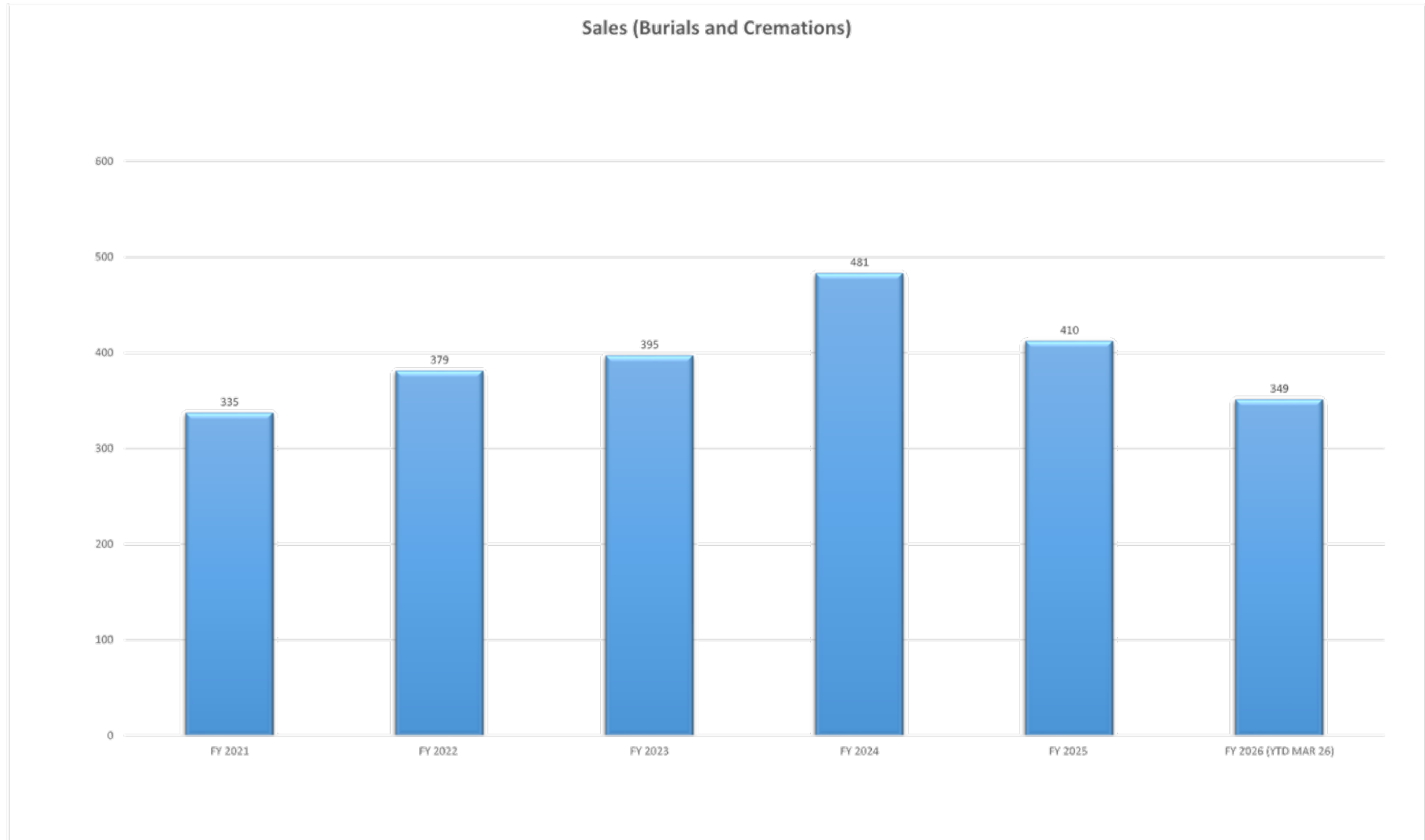
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 349 Interments and cremations, an increase of 36 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 392.



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 1 \$
Land and Buildings	260,760.41	7,727,882.95	7,467,122.54	10,303,843.93
Infrastructure (including roads, footpaths, park furniture)	8,120,607.97	10,074,864.48	1,954,256.51	13,433,152.64
Plant and Machinery		-	-	
Fleet	388,858.18	554,034.02	165,175.84	738,712.03
Other Assets (including furniture and office equipment)	-	-	-	
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	8,770,226.56	18,356,781.45	9,586,554.89	24,630,708.60
TOTAL CAPITAL EXPENDITURE FUNDED BY:	8,770,226.56			
Operating Income (amount allocated to fund capital items)	16,638.50	2,679,802.50	2,663,164.00	3,573,070.00
Capital Grants	2,000,000.00	1,420,119.00	(579,881.00)	1,893,492.00
Transfers from Cash Reserves	-	14,337,424.95	14,337,424.95	19,116,566.60
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-		
Special Road Seal Levy	28,743.00	35,685.00	6,942.00	47,580.00
TOTAL CAPITAL EXPENDITURE FUNDING	2,045,381.50	18,473,031.45	16,427,649.95	24,630,708.60

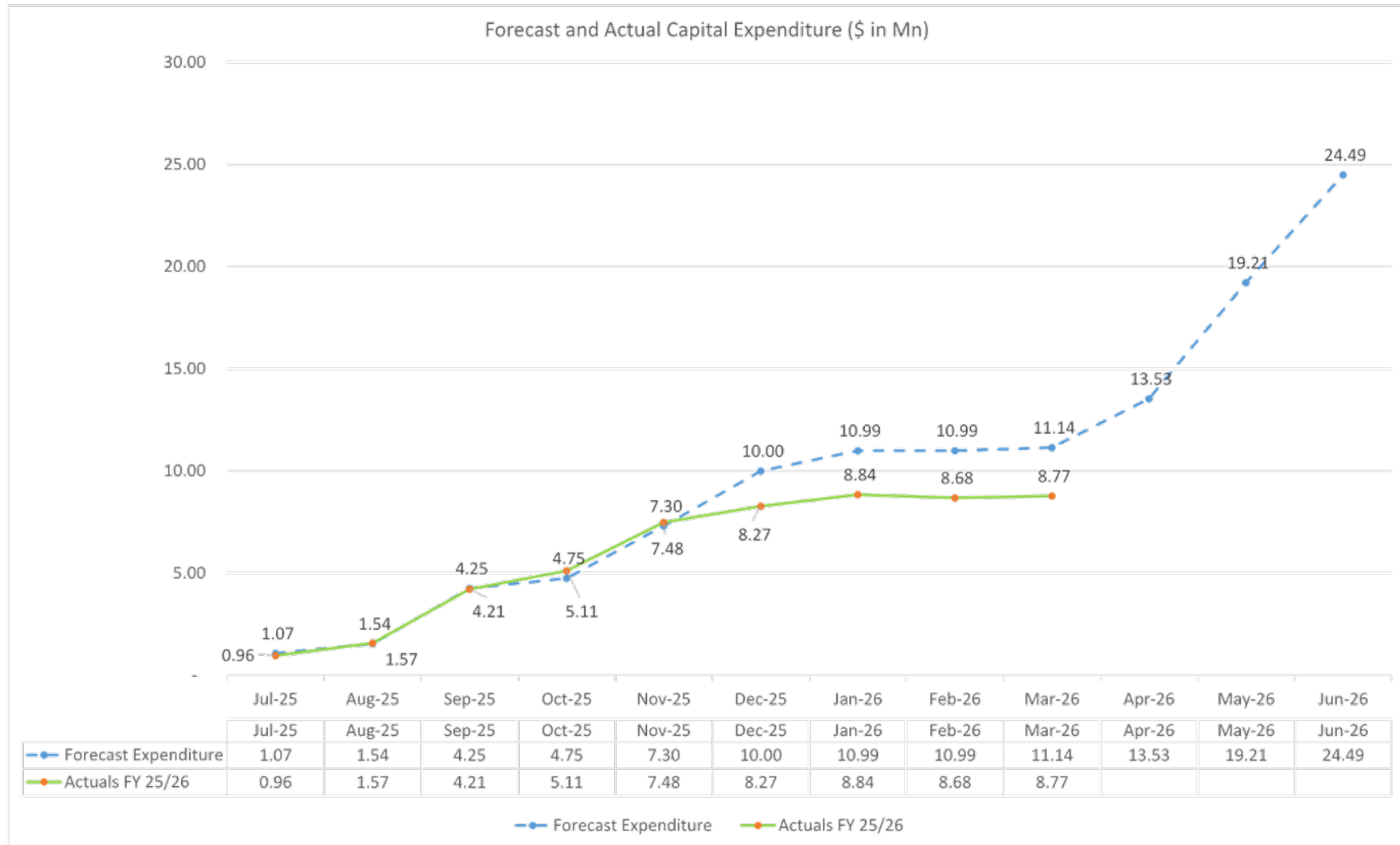


Table 2.2 Monthly Report on Planned Major Capital Works

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 1 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%	Jun-26	Yes	Yes	Procurement	Tender has been advertised and closes on 30 April 2026 with award planned for June 2026. Weather permitting anticipated construction start in August 2026. Project to be a carried forward into next FY
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 may be 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
2026-4	Roads	Unsealed to Sealed Road Keleson Road and Bees Creek Road	931,954.81	931,954.81	2,500,000.00	1,568,045.19	37.28%	Oct-26	Yes	Yes	Bees Creek Rd Delivery - Powerlines Planning - Road Works Keleson Rd Delivery	Bees Creek Rd: • MG Electrical has completed their works to install the stubs of the new power poles. Waiting on PWC to install remainder of the poles and re-string conductors • Civil works design to be amended prior to tendering Keleson Rd: Works 95% complete, drainage and accesses will be attended to when weather permits.

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 1 Inc Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
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	Works on hold, remaining budget may be 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 may be allocated to recovery works
2026-7	Buildings	Council Administration Building Upgrade effluent system and dog pound area	45,511.86	45,511.86	200,000.00	154,488.14	22.76%	Jun-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 May 2026 as the water table is currently too high for any deep excavations 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	Planning	Not Started
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%	Aug-26	Yes	Yes	Planning	Not Started

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 1 Inc Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-10	Reserves	Freds Pass Sports & Recreation Reserve Bore outlet manifold, Effluent systems upgrades.	-	-	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Delivery	Bore Outlet Manifold: Works are complete and bore recommissioned. Effluent System: 75% Design review complete waiting on the 100% design and then procurement will commence.. 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	Complete	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	Planning	Not Started

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 1 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 Solar Bore Procurement	Masterplan: Not Started Building Upgrades: Works complete Solar Bore: A contractor has been selected with whom Council is confirming specific details prior to award. Works are anticipated to commence as soon as ground water levels permit. 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%	Apr-26	Yes	Yes	Delivery	Fencing completed and signs on order
2026-16	Reserves	Livingstone Recreation Reserve Masterplan	-	-	46,285.00	46,285.00	0.00%	Nov-26	Yes	Yes	Planning	Not Started

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 Review 1 Inc Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-17	Reserves	Berry Springs Recreation Reserve Masterplan, Roof Painting and Disability access	-	-	120,000.00	120,000.00	0.00%	Nov-26	Yes	Yes	Roof Painting - Procurement	Roof Painting: Works have been awarded, waiting on the weather to improve to start the works.
2026-18	Fleet	Council Vehicle Replacement	200,650.96	200,650.96	530,000.00	329,349.04	37.86%	Jun-26	Yes	Yes	Delivery	Fleet: <ul style="list-style-type: none"> • Ranger's vehicle: Delivered • Waste vehicle: Delivered • Mayor's vehicle: Delivered • HDWTS Forklift: Awaiting Delivery • Thorak Cemetery commuter vehicle: Delivered
			1,858,655.77	1,858,655.77	7,178,777.00	5,320,121.23						

Carry forward projects

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Budget 25-26 Review 1 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	1,241,737.69	1,367,092.64	1,476,304.98	234,567.29	84.11%	Apr-26	Yes	Yes	Delivery	Contract awarded to AKSG, works ~90% complete in conjunction with Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd. Final completion pending drainage review.
7	Roads	Road Safety Upgrades - Intersections Pioneer Road / Anglesey Road	-	-	465,129.42	465,129.42	0.00%	Dec-26	Yes	Yes	Planning	Design is being reviewed, with further refinement required to support a staged approach that addresses immediate road safety priorities followed by longer-term intersection upgrade requirements. Timing of delivery is influenced by PWC power connection works.
9	Roads	Road Safety Upgrades - Lighting intersections Girraween Rd / Rogers Rd Whitewood Rd / Hicks Rd Whitewood Rd / Westall Rd	211,862.48	570,730.29	480,025.69	268,163.21	44.14%	Jun-26	Yes	Yes	Delivery	All works on intersections are now complete, waiting on final claim
23	Roads	Blackspot Girraween Road (Rogers Road to Mango Road)	-	19,800.00	280,200.00	280,200.00	0.00%	Jun-26	Yes	Yes	Delivery	Design complete, tender to be advertised pending blackspot funding variation approval. Variation has been approved verbally, anticipated construction start date May 2026 pending formal confirmation of funds.

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Budget 25-26 Review 1 Inc Rollover \$	Total yet To Spend \$	Budget Rollover Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
27	Shared Path	Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd	301,604.25	301,604.25	949,009.50	647,405.25	31.78%	Apr-26	Yes	Yes	Delivery	Contract awarded to AKSC, works ~100% complete in conjunction with Pavement Renewal - Whitewood Road. Final completion pending drainage review.
29	Reserves	Freds Pass Sport and Recreation Reserve Upgrades	1,609,697.23	1,973,952.16	9,635,745.07	8,026,047.84	16.71%	Jan-27	Yes	Yes	Delivery	AFL Lighting: Towers installed, lights commissioned, pending final lighting adjustments in the dry season Rugby and Soccer Lighting: Scope reduction submissions under review for award at April OCM Netball: Tender to be released in early April 2026
			6,911,593.08	16,044,617.46	17,451,931.60	10,540,338.52						
			8,770,248.85	17,903,273.23	24,630,708.60	15,860,459.75						

Budget Rollover (\$17,458,216.6) is approved by Council in October 2025. Council resolution OCM/25/026 transfer \$15k to Project2026-15A. Council resolution OCM/25/056 approved \$140k to Project 2026-14.

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

Notes:

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 March 2026	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	27,570,808.41	
Untied Funds	4,416,818.53	
Accounts Receivable		
Trade Debtors	2,166,635.53	(2)
Rates & Charges Debtors	2,425,410.70	
Other Current Assets	430,409.00	
TOTAL CURRENT ASSETS	37,010,082.17	
Non-Current Financial Assets	10,897,881.99	
Property, Plant and Equipment	518,802,930.03	
TOTAL NON-CURRENT ASSETS	529,700,812.02	
TOTAL ASSETS	566,710,894.19	
LIABILITIES		
Accounts Payable	2,148,471.68	(3)
ATO & Payroll Liabilities	3,074.73	(4)
Current Provisions	908,699.00	
Accruals	2,778,292.70	
Other Current Liabilities	10,368.97	
TOTAL CURRENT LIABILITIES	5,848,907.08	
Non-Current Liabilities		
Non-Current Provisions	175,741.44	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	175,741.44	
TOTAL LIABILITIES	6,024,648.52	
NET ASSETS	560,686,245.67	
EQUITY		
Asset Revaluation reserve	503,703,571.52	
Reserves	29,736,594.49	
Accumulated Surplus	27,246,079.66	
TOTAL EQUITY	560,686,245.67	

Note 1: Details of Cash and Investments Held

Investment Schedule

Council invests cash from its operational and business maxi accounts to ensure Council is receiving the best return on its cash holdings. Councils Investment Policy – FIN14 instates controls regarding the credit quality on the entire portfolio.

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	14/10/2025	1,500,000.00	4.05%	14/07/2026	273	3,500,000.00	12.69%	45,437.67
	23/12/2025	1,000,000.00	4.30%	29/09/2026	280			32,986.30
	12/02/2026	1,000,000.00	4.60%	27/10/2026	257			32,389.04
Defence Bank (S&P A2)	20/11/2025	1,000,000.00	4.25%	11/08/2026	264	1,000,000.00	3.63%	30,739.73
NAB (S&P A1+)	22/07/2025	1,000,000.00	4.10%	8/04/2026	259	11,500,000.00	41.71%	29,093.15
	7/08/2025	2,000,000.00	4.15%	21/04/2026	257			58,441.10
	16/09/2025	1,000,000.00	4.15%	2/06/2026	259			29,447.95
	16/09/2025	1,000,000.00	4.15%	16/06/2026	273			31,039.73
	30/09/2025	2,000,000.00	4.20%	23/06/2026	266			61,216.44
	30/09/2025	1,000,000.00	4.22%	7/07/2026	280			32,372.60
	28/10/2025	1,000,000.00	4.15%	28/07/2026	273			31,039.73
	12/02/2026	1,500,000.00	4.65%	10/11/2026	271			51,786.99
Westpac	10/03/2026	1,000,000.00	4.95%	22/12/2026	287	11,570,808.41	41.97%	38,921.92
	5/08/2025	1,500,000.00	4.33%	5/05/2026	273			48,579.04
	19/08/2025	1,000,000.00	4.23%	19/05/2026	273			31,638.08
	28/05/2025	70,808.41	3.50%	27/05/2027	730			4,956.59
	19/11/2025	1,500,000.00	4.50%	25/08/2026	279			51,595.89
	9/12/2025	2,000,000.00	4.60%	15/09/2026	280			70,575.34
	19/01/2026	2,000,000.00	4.59%	13/10/2026	267			67,152.33
	27/02/2026	1,000,000.00	4.97%	27/11/2026	273			37,172.88
	27/02/2026	1,000,000.00	4.97%	8/12/2026	283			38,534.52
25/03/2026	1,500,000.00	5.31%	05/012027	286	62,410.68			
TOTAL INVESTMENTS		27,570,808.41				27,570,808.41	100%	917,527.70

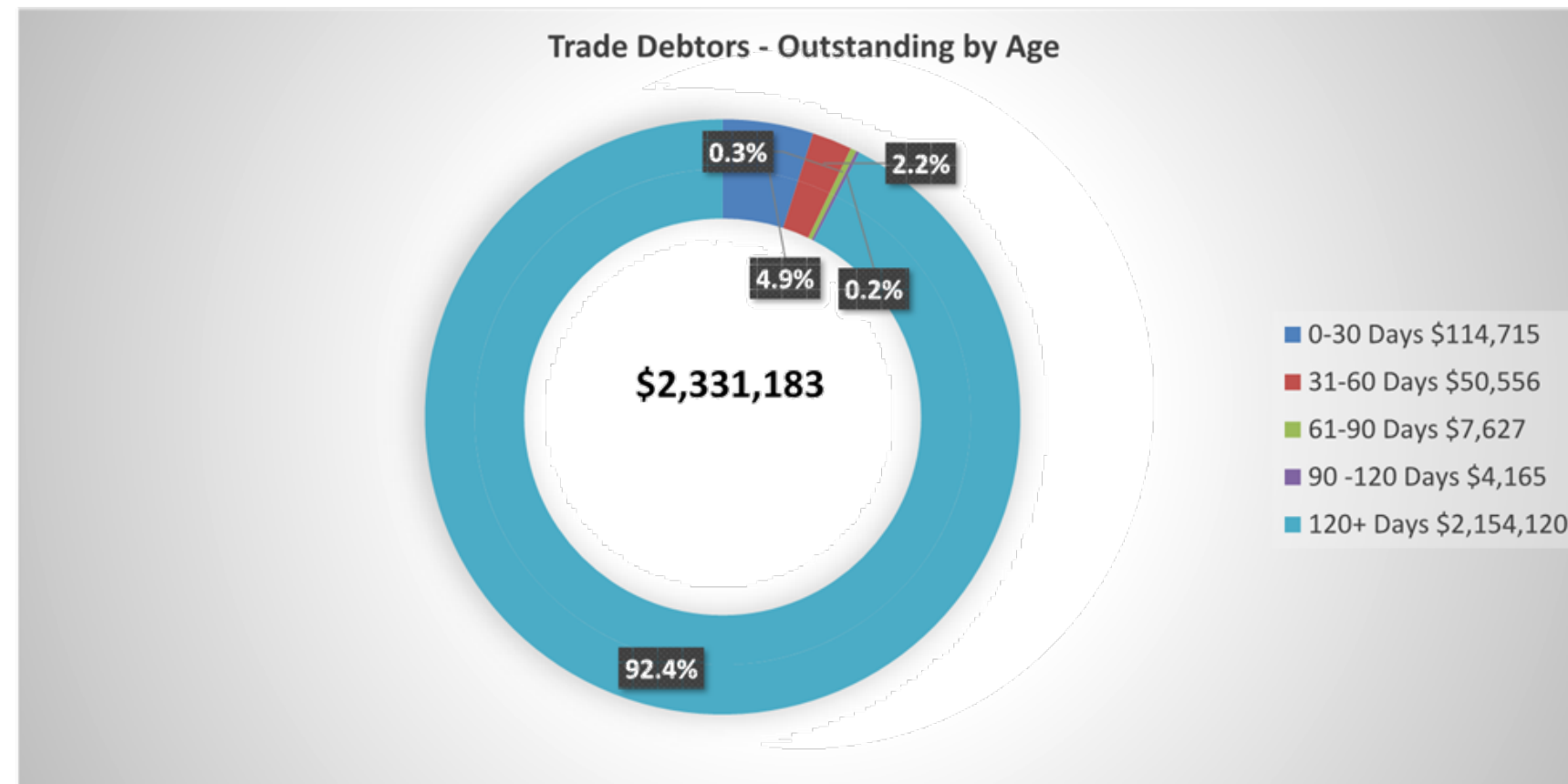
% of Total Investment Portfolio	S&P Short term rating (max 100%)	41.97%	A1+ 41.71%	A2 16.32%	
Total Investments/ Tied Funds	\$	27,570,808.41	Total Year to date Investments Earnings	\$830,699.31	
General Bank Funds	\$	6,496,944.05			
Council Till and Petty Cash float	\$	1,275.00			
Total Untied Funds	\$	6,498,219.05			
Total all funds	\$	34,069,027.46			

Note 2: Statement of Trade Debtors

Total Debtors as of 31 March 2026 is \$2,331,183; \$2,154,119 to invoices outstanding over 90 days. \$2m related to commonwealth grants, \$80,619 the 90+ days debtors relate to the charge of legal fees on regulatory service orders. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has Three Hundred and Sixty-Three (363) infringements outstanding with a total balance of \$98,175 an increase of \$7,892 from February. Forty-Six (46) issued, Sixteen (16) Reminder notices produced, Two Hundred and Thirty-Nine (239) are with the Fines Recovery Unit (FRU), and Sixty Two (62) Part Payment Arrangement.

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	-	5,483.02	-	-	2,050,979.37	2,056,462.39
Cemetery	-	32,724.10	3,884.70	8.92	-	36,617.72
Waste	-	115.00	227.12	-	495.38	837.50
Recreation Reserves	-	1,798.84	218.00	82.52	-	2,099.36
Planning	-	250.00	-	-	22,025.00	22,275.00
GST Receivable	114,715.49	-	-	-	-	114,715.49
Infringements	-	10,185.00	3,297.00	4,074.00	80,619.96	98,175.96
Total	114,715.49	50,555.96	7,626.82	4,165.44	2,154,119.71	2,331,183.42



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	659,445.89	-				659,445.89
Cemetery	1,540.00					1540.00
Total	660,985.89	-	-	-	-	660,985.89

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	9,059.87	-	-	-	-	9,059.87
Payroll	-	-	-	-	-	-
Total	-	-	-	-	-	9,059.87

Financial Reserves

The Financial Reserves has been updated with 2025-26 Budget Review 1 figures.

	2025-2026 Original Budget	2025/26 Net Movement	2025-2026 Budget Review 1
	\$	\$	
Externally Restricted			
Developer Contribution Reserve	1,008,353.00	62,166.00	1,070,519.00
Waste Management Reserve	947,000.00	4,327,555.00	5,274,555.00
Total Externally Restricted Reserves	1,955,353.00	4,389,721.00	6,345,074.00
Internally Restricted Reserves			
Asset Reserve	6,142,000.00	1,126,629.00	7,268,629.00
Thorak Regional Cemetary Reserve	2,716,000.00	1,083,047.00	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	201,000.00	(30,555.00)	170,445.00
Total Internally Restricted Reserves	10,059,000.00	2,179,121.00	12,238,121.00
TOTAL RESERVES	12,014,353.00	6,568,842.00	18,583,196.00

Outstanding Rates

Prior Years Rates Outstanding²

The below table illustrates the split of prior year outstanding rates, currently at \$1.7 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.

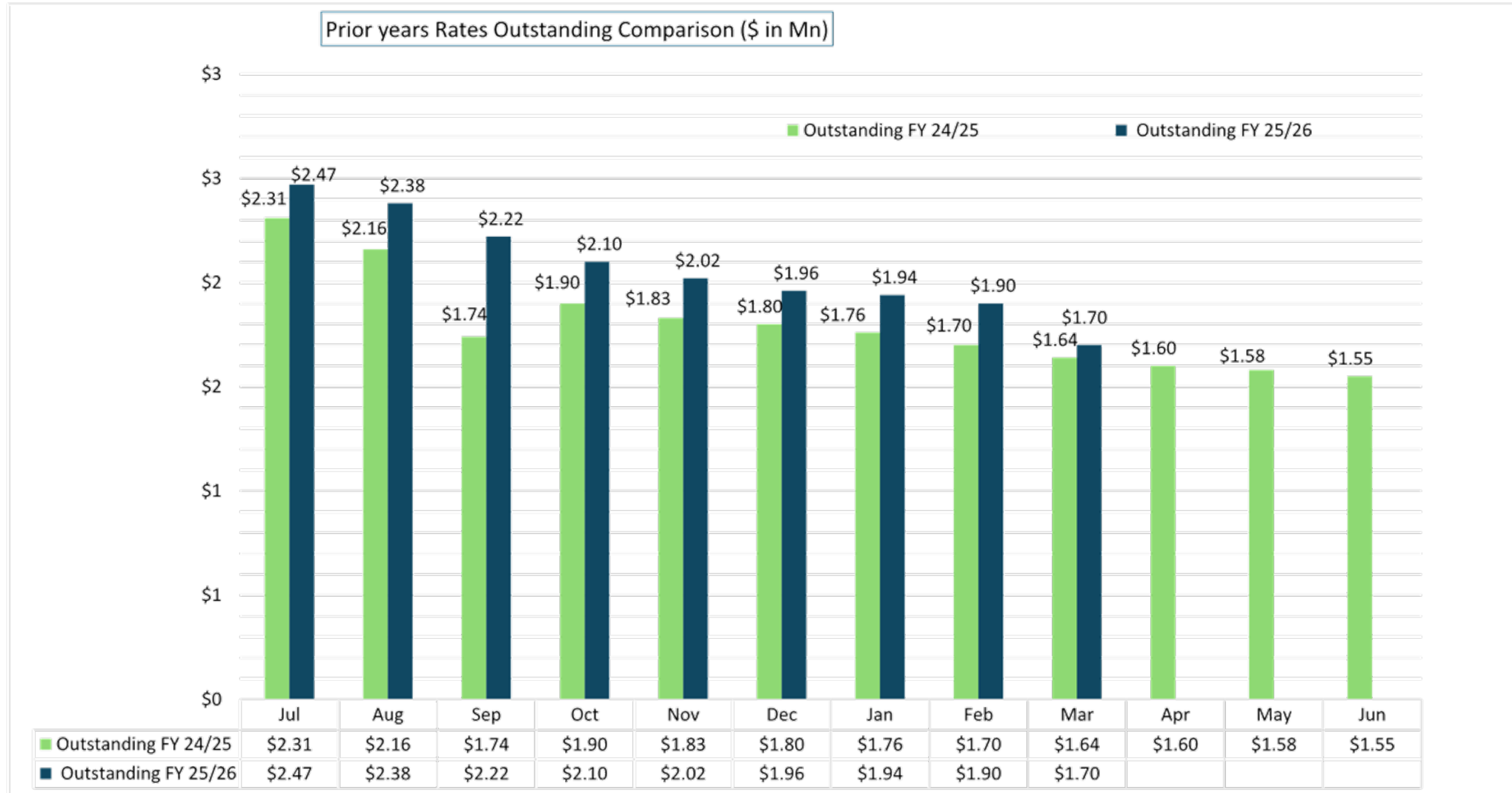
The table below shows the balance of the prior year’s rates as at the beginning of the financial year, last month and the current month.

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (Feb 2026) (\$)	Current Month (Mar 2026) (\$)
CANCELLED ASSESSMENT	-	99,437.59	100,131.75
COMMERCIAL	28,378.18	27,567.59	27,914.66
GAS PLANT	-	-	-
MINING	165,673.14	152,184.09	153,617.98
HORTICULTURE AGRICULTURE	18,846.40	58,909.52	56,633.64
NON-RATEABLE GENERAL	20,028.76	22,351.41	22,464.51
NON-RATEABLE WASTE	40,496.86	42,141.51	42,296.26
PASTORAL	-	-	-
TOWN URBAN RESIDENTIAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,335,326.38	1,292,074.58
URBAN RESIDENTIAL	135,647.13	165,393.59	9,298.82
TOTAL	1,532,990.61	1,903,311.68	1,704,432.20
Arrears LESS Legal	1,422,397.62	1,787,967.17	1,598,467.25

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

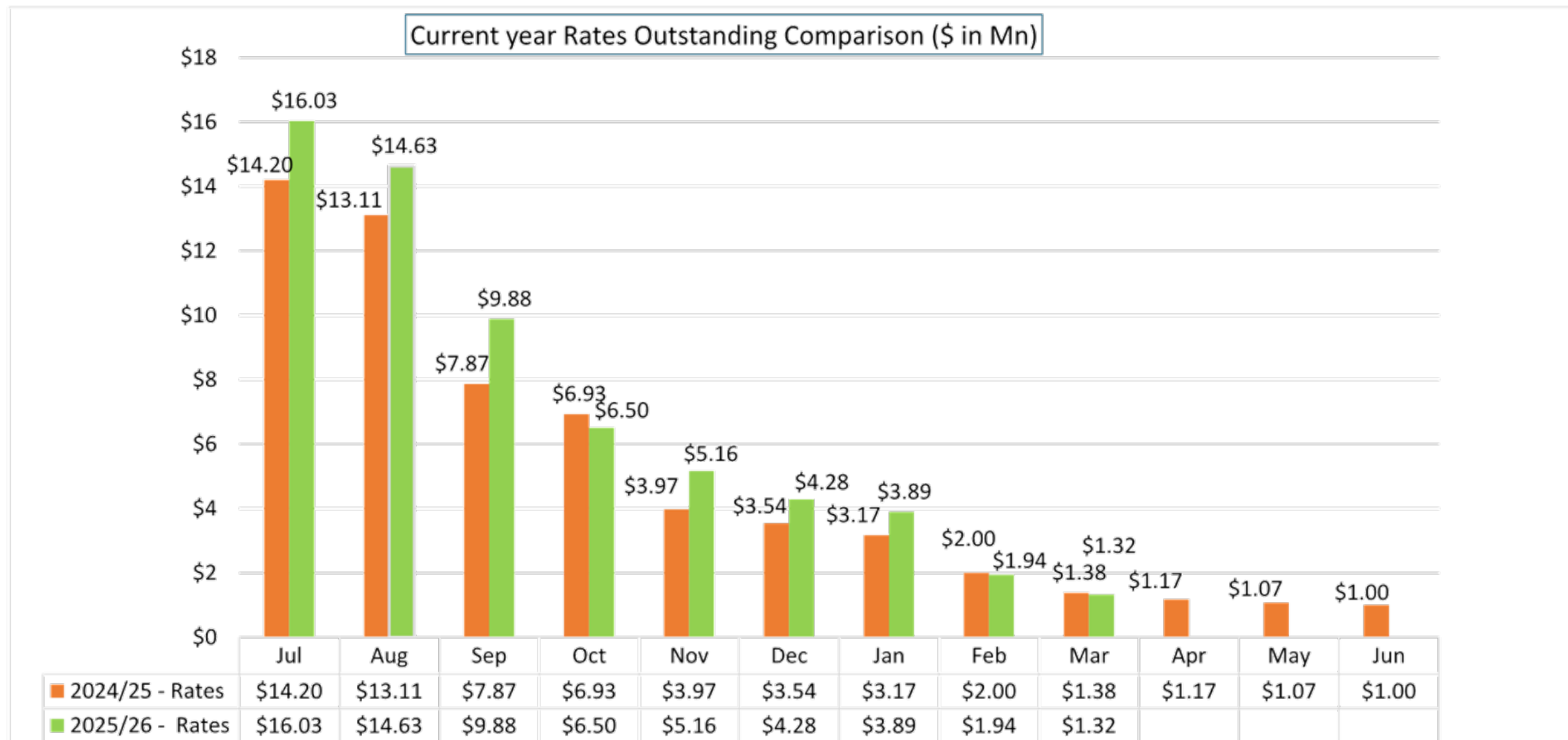


³ Includes current year outstanding rates (FY 2026)

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 \$1.32m and the final instalment was due on 28 February 2026.

	Previous Month (Feb 2026) (\$)	Current Month (Mar 2026) (\$)	Variance (\$)	Due Dates
Instalment 1	353,422.44	309,610.80	43,811.64	30-Sep-25
Instalment 2	482,932.50	410,354.10	72,578.40	30-Nov-25
Instalment 3	1,100,594.82	602,019.85	498,574.97	28-Feb-26
TOTAL	1,936,949.76	1,321,984.75	614,965.01	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount
1724.114-01	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date: 22 Dec 2026	\$1,000,000.00
Mar 26#2	WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date: 27 Nov 2026	\$1,000,000.00
Mar26 #1	WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date: 08 Dec 2026	\$1,000,000.00
1727.280-01	CITY OF DARWIN	Feb 2026 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station - Weighbridge Charges for Disposal	\$100,556.00
1726.409-01	F & J BITUMEN SERVICES PTY LTD	RFT24-472: Sealed Pavement Maintenance - Various Locations Litchfield Council Municipality	\$89,588.97
1726.874-01	VTG WASTE & RECYCLING	Feb 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations, Australia Day Event & Jakirra Estate to Shoal Bay Receiving Station	\$61,017.00
1723.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 18 (25/26) - Cyc 1 WE: 01 March 2026	\$59,362.00
1726.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 19 (25/26) - Cyc 1 WE: 15 March 2026	\$59,058.00
1726.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Resealing - Various Locations Litchfield Council Municipality	\$50,662.60
1727.2335-01	SAVILLS RETAIL MANAGEMENT PTY LTD	Feb and Mar 2026 - Rent - Coolalinga Central - Litchfield Community Library	\$49,778.01
1727.1899-01	DEC INSTALLATIONS NT PTY LTD	RFT24-474 Intersection Lighting Upgrades: Girraween Road	\$44,300.00
1723.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 18 2026-12 WE 01 March 2026	\$34,774.00
1726.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 19 2026-13 WE: 15 March 2026	\$34,261.35
1723.2750-01	TMH SERVICES	Excavation Works - Various Location - Litchfield Council Municipality	\$29,155.50
1727.577-01	ARJAYS SALE & SERVICE PTY LTD	Hicks Road Floodway Barrier Repairs	\$20,394.00
CC DEC25	WESTPAC CARDS & DIRECT DEBITS	Mar 2026 - Credit Card Purchases Litchfield Council Officers	\$19,876.75
1727.1564-01	FOURIER TECHNOLOGIES PTY LTD	Feb 2026 - IT Onsite Support and ICT Managed Service and Support	\$18,742.33
1725.874-01	VTG WASTE & RECYCLING	Feb 2026 - Transport Oil from HD, HS and Transport General Waste & Recycling from HD, HS & BS Wastes Stations, Jakirra Estate, Thorak Cemetery, HPRR to Shoal Bay Receiving Station	\$17,896.09
1726.849-01	WEX AUSTRALIA (PUMA CARD)	Feb 2026 - Litchfield Council / Thorak Fuel for Heavy Machinery and All Vehicles	\$17,042.85
1727.1741-01	DARWIN COMMUNITY ARTS	2026 Litchfield Art Exhibition Funding	\$16,500.00
1725.810-01	UHY HAINES NORTON	Financial Consultants - NT Grants Commission Returns	\$13,598.75
1726.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$11,385.00
1723.3199-01	MODELVE PTY LTD	Prepare Report for Indexation	\$10,873.50
1727.1742-01	ASHBURNER FRANCIS	Freds Pass Recreation Reserve Soccer Field and Netball Courts Consultancy	\$10,725.00

1726.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Handrails BSWTS, Loader Bucket Repairs and Welding Repairs as Required for Equipment and Services	\$9,707.50
1723.993-01	ARAFURA TREE SERVICES & CONSULTING	Clear Away Tree Debris - Post Tropical Cyclone Fina	\$9,383.00
1727.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Mitigation Concept Feasibility Assessment	\$9,347.36
1727.2672-01	TROPICAL TREE SERVICES	Tree Maintenance - Post Tropical Cyclone Fina - Various Locations Litchfield Council Municipality	\$8,893.38
1723.1564-01	FOURIER TECHNOLOGIES PTY LTD	Feb 2026 - WeFixIT Onsite Support	\$8,617.65
1725.192-01	MAGIQ SOFTWARE (X INFOXPRT)	Magiq documents- Managed Services- Remote Services	\$8,503.57
1727.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$8,417.51
1725.2249-01	MS R A WRIGHT	Feb 2026 - Elected Members Allowances	\$8,397.86
1723.926-01	JACANA ENERGY	Dec - Jan 2026 - Electricity - Litchfield Community Library	\$7,861.62
BPAY 221	KAON SECURITY LIMITED	Essentials Subscription Annual Fee 2026 / 2027	\$7,560.00
1727.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$7,552.53
1725.454-01	TRAFFICWERX NT PTY LTD	Traffic Management Signs - Water Over Road, and Traffic Management for Road Works for MWF Crews, and for Flooded Roads	\$6,990.50
1725.2672-01	TROPICAL TREE SERVICES	Tropical Cyclone Fina - Cyclone Clean Up - Various Locations - Litchfield Council Municipality	\$6,057.48
1727.2983-01	FOURIER INFOSEC	Mar 2026 - Managed Security Services Agreement	\$5,518.19
1725.132-01	AIRPOWER NT PTY LTD	Replace Wheel Bearings in MWF Buggy's and Major Servicing of 3 Mowers (CF73TT, CF51YS and CF51YT)	\$5,358.92
1726.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	HDWTS Site investigation - Septic System	\$5,055.11
1727.2314-01	NORTHERN TERRITORY POLOCROSSE	2026 Sponsorship - Silver Sponsor for National Polocrosse Championships	\$5,000.00
1725.506-01	TURBO'S TYRES	Replacement Mower Tyres and Tubes for MWF Machines, and Full Replacement Set for Regulatory Services Vehicle (CF58RR)	\$4,543.00
1726.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Feb 2026 - RFQ24-424 Ground Maintenance - All Litchfield Council Parks and Reserves	\$4,180.00
1726.454-01	TRAFFICWERX NT PTY LTD	Traffic Management - Floodway's - Various Locations Litchfield Council Municipality	\$4,114.00
1725.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Feb 2026 - Cleaning Litchfield Council Office, Thorak Cemetery Chapel and Office and Litchfield Community Library	\$4,108.52
1726.1428-01	HANNA'S COOLING PTY LTD	Air Conditioner Maintenance Service at Litchfield Council Office	\$4,026.00
1727.454-01	TRAFFICWERX NT PTY LTD	Traffic Control - Post Tropical Cyclone Fina - Damaged Roads	\$4,015.69
1725.3196-01	MRS D B CRAWFORD	Feb 2026 - Elected Members Allowances	\$3,894.14
1727.268-01	BYRNE CONSULTANTS	STAGE 2 The Parks (Holtze) Construction	\$3,778.50
1723.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 01 March 2026	\$3,526.52

1726.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE:15 March 2026	\$3,526.52
1727.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 19 Feb 2026	\$3,498.81
1726.129-01	RDO EQUIPMENT PTY LTD	John Deet Tractor 6000hr Service - SV4594	\$3,419.39
1727.926-01	JACANA ENERGY	Feb 2026 - Electricity - Litchfield Council Community Library	\$3,350.16
1723.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to BSWTS Hand Rails	\$3,300.00
1725.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Garden Maintenance - HDVG Bowls Club	\$3,080.00
1725.2252-01	MRS E SHARP	Feb 2026 - Elected Members Allowances	\$3,018.19
1726.3285-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpaid Rates	\$3,000.00
1725.2238-01	MR K R HARLAN	Feb 2026 - Elected Members Allowances	\$2,994.14
1723.2672-01	TROPICAL TREE SERVICES	Tropical Cyclone Clean Up - Various Location - Litchfield Council Municipality	\$2,993.66
1723.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Feb 2026 - Grave Preparation at Thorak Cemetery	\$2,640.00
1725.577-01	ARJAYS SALE & SERVICE PTY LTD	School Zone - Schedule Speed Sign	\$2,634.50
1726.2672-01	TROPICAL TREE SERVICES	Tree Works - Smyth Road Pedestrian Crossing	\$2,551.32
1726.78-01	POWER & WATER CORPORATION	Jan 2026 - Water - HDWTS, HSWTS, HPRR and Litchfield Council Office	\$2,503.49
1725.1961-01	HUMPTY DOO WELDING AND FABRICATION	Rim Repairs for Tractor SV5494, and Loader Bucket Repairs at HDWTS	\$2,453.00
1723.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 05 Feb 2026	\$2,324.01
1726.1789-01	GREAT NORTHERN AIR CONDITIONING & REFRIDGERATON	Annual Airconditioning Servicing - Office and Chapel - Thorak Cemetery	\$2,285.76
1727.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 11 Mar 2026	\$2,269.66
1726.2527-01	NORTHCOAST REFRIGERATION &	Feb and Mar 2026 - HDWTS Fridge and Airconditioning Degassing - Make Safe for Disposal	\$2,227.50
1723.577-01	ARJAYS SALE & SERVICE PTY LTD	Thorak Road Boundary Barrier Repairs	\$2,182.40
1726.1542-01	CAM INTERIORS	Ergonomic - Replacement Office Chairs for Litchfield Council Employees	\$2,108.70
1726.812-01	BENDESIGNS	Signage for Howard Park Recreation Reserve	\$2,010.80
1725.1253-01	CRAIG BURGENDORF	Maintenance of BSWTS Loader	\$2,007.74
1727.1374-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpaid Rates	\$2,000.00
1726.1674-01	FRESH START - FOR CLEANING	Cleaning Services - HD, HS and BS Waste Stations, MWF Shed and KLRR and HPRR	\$1,837.50
1726.1152-01	LANE COMMUNICATIONS	Reminder Letter for 3rd Qtr. Instalment Notices 2025/2026	\$1,836.29
1725.3279-01	ALL THINGS MENTAL HEALTH	Mental Health First Aid	\$1,800.00
1725.3028-01	MR K M CIVITARESE	Feb 2026 - Elected Members Allowances	\$1,794.14

1725.3198-01	MS P CASS	Feb 2026 - Elected Members Allowances	\$1,794.14
1725.3251-01	MISS P Q F PURICH	Feb 2026 - Elected Members Allowances	\$1,794.14
1723.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$1,693.93
1725.3256-01	OUTBACK PEST CO	Weed Spray "F" section at Thorak Cemetery	\$1,650.00
1725.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Feb 2026 - Security Patrols HDWTS & Litchfield Council Office	\$1,609.63
1723.3208-01	HEXICOR (TELEFONIX TECH GROUP PTY LTD)	Uninstall and Reinstall Install Telematic Navman Kit to Waste Team Leader Vehicle	\$1,595.00
1723.130-01	MOBILE LOCKSMITHS	Replacement - Padlocks & Keys MWF	\$1,584.00
1727.2316-01	KYAM ELECTRICAL PTY LTD	Repair Faulty Circuit/ Weathersfield - Chapel Thorak Cemetery	\$1,574.50
1723.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR, all Waste Stations and HPRR WE 25 Feb 2026	\$1,564.00
1726.2270-01	TYRECYCLE PTY LTD	HDWTS Tyre Recycling WE: 30 Jan 2026	\$1,443.00
1727.874-01	VTG WASTE & RECYCLING	Mar 2026 - HD and HS WTS - Waste Oil Recycling	\$1,408.00
1725.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 12 Feb 2026	\$1,321.30
1725.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$1,305.73
1726.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 26 Feb 2026	\$1,298.58
1725.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$1,292.98
1725.993-01	ARAFURA TREE SERVICES & CONSULTING	Tropical Cyclone Fina - Cyclone Clean Up - Various Locations - Litchfield Council Municipality	\$1,265.00
1725.3246-01	S SHAH	Consultation for Information Management	\$1,232.00
1725.25-01	LAND TITLES OFFICE	Title Searches - Rates Debt Recovery and Planning Applications	\$1,225.50
1723.1023-01	AUSLINE ENGINEERING	Repair Jockey Wheel Mounts on Slasher	\$1,182.50
1726.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Snap Frames with Posters	\$1,163.25
1726.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Replacement Crew Truck Compressor	\$1,127.91
1727.1961-01	HUMPTY DOO WELDING AND FABRICATION	Replacement Roller For Flail on Tractor	\$1,078.00
1726.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$1,040.00
1726.1566-01	WINC AUSTRALIA PTY LTD	Replenishment of Stationary - Litchfield Council Office	\$1,038.73
1723.3280-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpayment	\$1,033.28
1723.3130-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpayment	\$1,032.64
1725.2092-01	GOLD MEDAL SERVICES (MACENTEE SERVICES)	Investigation Septic / Unblock Ablution	\$1,031.25
1725.1542-01	CAM INTERIORS	Tambour Door Cabinet Desk Screen Assembly & Delivery	\$1,009.80

1725.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Northstar Road - Traffic Management WE: 27 Feb 2026	\$1,003.20
1723.3269-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpayment	\$1,000.00
1723.220-01	THE BIG MOWER	Hustler Service - Labour/Parts/Collection and Delivery Back to Site	\$990.60
1725.790-01	BOBTOW TILT TRAY SERVICES	Transport Broken Mower - Schirmer Rd to HDWTS	\$979.00
1726.1318-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpaid Rates	\$976.03
1727.2671-01	MR G ARNOTT	Independent Chair - Audit Committee - 13 Mar 2026	\$959.00
1723.3169-01	FMS (FIRE MAINTENANCE SERVICES NT)	PFAS 65L Fire Extinguisher Disposal	\$948.20
1727.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Annual Pest Control - Chapel, Rental House and Office at Thorak Cemetery	\$918.01
1725.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Feb 2026 - Open/Close Gates and Secure - HPRR	\$915.20
1723.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Feb 2026 - Open/Close Gates and Security Patrols at Thorak Cemetery	\$915.20
1725.2812-01	MOLLY UPSTILL MC	Master of Ceremonies - Australia Day Event	\$900.00
1727.1471-01	RICOH AUSTRALIA PTY LTD	Feb 2026 - All Site Printers - Consumables and Hire Charges	\$893.74
1726.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Library Content	\$879.80
1727.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Mar 2026 - Archive Storage for Litchfield Council Documents	\$848.63
1723.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$800.00
1725.3053-01	FULL MOBILE MECHANICS	Iseki 400 hrs Service	\$784.58
1727.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	Septic Repairs - MWF Shed HDWTS	\$783.20
1727.2965-01	FIRSTAIDPRO AUSTRALIA PTY LTD	CPR Renewal - Litchfield Council Employees	\$780.00
1726.3260-01	AV INDUSTRY SERVICES PTY LTD	Compactor Service - 3 Month Servicing	\$737.00
1727.815-01	JEFFRESS ADVERTISING	Public Notice NT News - Declaration Dog - Proposed Dog Restriction - New Suburb of Asche	\$734.27
1723.454-01	TRAFFICWERX NT PTY LTD	Traffic Control - Various Locations Litchfield Council Municipality	\$693.00
1727.3049-01	DREAMEDIA CREATIVE (DREAMEDIA PTY LTD)	Live Streaming - Thorak Services	\$671.00
1725.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY TRUST)	Feb 2026 - Plant Hire and Maintenance - Litchfield Council Office, Thorak Cemetery and Litchfield Community Library	\$670.65
1726.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$664.27
1725.851-01	OFFICEWORKS	Ergonomic Chairs for Litchfield Council Officers	\$663.10
1727.1379-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpaid Rates	\$650.00
1727.132-01	AIRPOWER NT PTY LTD	600Hr Mower Service. CF73TT	\$630.00
1727.130-01	MOBILE LOCKSMITHS	Replace Gas Strut- Rear Entrance Door Litchfield Council Office	\$616.00

1727.3246-01	S SHAH	Consultation for Information Management	\$616.00
1723.3082-01	CTA CRATE TRAIN AND ACHIEVE	TMI1 TMI2 Transition for Existing Training for Thorak Employees	\$600.00
1723.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B260116A-1 Thorak Customer Purchase	\$598.40
1726.3283-01	LITCHFIELD COUNCIL RATEPAYER	Extra Depth Fees Refunded - Ground Water Issues, Unable to Facilitate Request	\$570.00
1726.220-01	THE BIG MOWER	Replacement Brush Cutter	\$569.00
1723.506-01	TURBO'S TYRES	CF58RR Servicing	\$565.90
1723.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 18 Feb 2026	\$560.52
1723.1211-01	MR G S MAYO	Feb 01 Mar 2026 - Pound Maintenance of Impounded/Surrendered Dogs	\$560.00
1723.1449-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund - Overpayment	\$521.34
1727.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B260210A-2 - Thorak Customer Purchase	\$517.00
1726.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Northstar- Road Traffic Management	\$501.60
1723.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Council Office	\$497.59
1723.13-01	LITCHFIELD RURAL SHOW INC	Litchfield Rural Show Site Hire Payment	\$470.00
1725.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Feb 2026 - Garden Maintenance Humpty Doo Community Garden	\$460.00
1725.1564-01	FOURIER TECHNOLOGIES PTY LTD	Feb 2026 - Deep Freeze Cloud Licence	\$434.59
1723.3220-01	MUFFIN BREAK	Catering Students V's Seniors 27 Feb 2026 at Litchfield Community Library	\$426.00
1727.1181-01	ODD JOB BOB	Trap and Materials for Possum and Tap Repairs at KLRR	\$423.50
1727.928-01	RSEA PTY LTD	PPE - Gloves and Safety Boots	\$418.48
1727.3064-01	NT AG SUPPLIES (SWAN HILL CHEMICALS)	Bulk Purchase of Grease Cartridges	\$394.02
1727.810-01	UHY HAINES NORTON	Assistance with LTFP (Rates) and Grants	\$385.00
1723.411-01	KENNARDS HIRE PTY LTD	Fan Hie - Clean & Collection for Australia Day Event	\$376.00
1726.1253-01	CRAIG BURGDORF	Diagnose Start Fault and Repair on Site	\$363.00
1727.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Replace Coffin Hydraulic Lifting Aid	\$359.88
1726.512-01	SELTER SHAW PLUMBING PTY LTD	Tap Repair HDWTS	\$349.25
1723.1396-01	CSE CROSSCOM	Feb 2026 - Radio Communications Tracking	\$330.00
1727.78-01	POWER & WATER CORPORATION	Feb 2026 - HSWTS Water	\$283.96
1727.948-01	ARAFURA MEDICAL CLINICS - FREDS PASS	Medical Appointment- Workers Compensation Consultation	\$250.00
1727.508-01	EASA	EAP Counselling Session from 1st-15th March 2026	\$246.12

1726.2378-01	PACK & SEND DARWIN	Feb 2026 - Courier Service for Community	\$240.00
1723.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Pest Inspection - Slab - KLRR	\$228.00
1725.205-01	SAFWAY TEST & TAG (DAVID MILNER)	MWF - Test and Tag all Electrical Equipment	\$204.60
1725.1697-01	RSPCA	Feb 26 - Pound Transfers for Impounded/Surrendered Dogs	\$200.00
1723.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Payment Bounce Back, incorrect Bank Details supplied - Re-entered for Payment	\$198.00
1725.411-01	KENNARDS HIRE PTY LTD	Fan Hire - Clean & Collection for Australia Day Event	\$196.00
1726.3140-01	CHILDREN'S DISCOVERY MUSEUM LIMITED	Book/s for Litchfield Community Library Content	\$195.00
1727.2395-01	MAITAI SERVICES	Cupcakes for International Women's Day	\$192.00
1725.14-01	AUSTRALIA POST	2026 - 2027 - PO Box 446 Annual Renewal Fee for Litchfield Council	\$189.00
ACMA2 26	ACMA - AUSTRALIAN COMMUNICATIONS & DATA	License Number: 1041657/1 - Fixed/Point to Point Servicing	\$188.00
1726.287-01	HARVEY DISTRIBUTORS	Replacement Perishables for Cleaning - Thorak Cemetery	\$171.60
1725.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Mar 2026 - ASSA Monthly Membership	\$165.00
1727.1911-01	KERRY'S BODY THERAPY	Health/Wellbeing Massages Litchfield Council Employees	\$156.75
1723.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Clutch Repairs MWF Slasher	\$155.45
1723.3170-01	UNIQUE GIFTS AND NEWSAGENTS PTY LTD	Feb 2026 - Daily Newspapers - Litchfield Community Library	\$150.90
1726.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase Hex Screws, Nuts and Bolts for MWF Machines	\$123.85
1725.2875-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Cat Trap - After Hire Period	\$120.00
1725.3268-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Dog Trap - After Hire Period	\$120.00
1727.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	\$110.00
1727.220-01	THE BIG MOWER	Kubota H5B Spool	\$107.00
1725.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Thorak Cemetery	\$101.54
1723.2434-01	BELLS PURE ICE	Feb 2026 - Ice Delivered to MWF Shed	\$85.01
1723.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response Call-Outs - Litchfield Council Office: 18 Feb 2026	\$82.50
1727.2434-01	BELLS PURE ICE	Mar 2026 - Ice Delivered to MWF Shed	\$77.92
1723.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	\$70.22
1726.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check - New Litchfield Council Employees	\$66.00
1725.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 27 Feb 26	\$65.46

1723.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 20 Feb 2026	\$65.46
1726.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 06 Mar 2026	\$65.46
1727.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 13 Mar 2026	\$65.46
1723.3236-01	LITCHFIELD COUNCIL RATEPAYER	Refund of FOB Deposit, after Event Hire	\$64.00
1723.3281-01	LITCHFIELD COUNCIL RATEPAYER	Paid Litchfield Council In Error - NIL Debts Owed to Council	\$50.00
1725.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$48.12
1723.3278-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Extra Depth on Plot - Customer Overpaid	\$37.00
1725.598-01	WE FIX IT	128 GB USB	\$34.38
1723.660-01	CENTRAL ANIMAL RECORDS (AUST) PTY LTD	Microchip Subscriptions	\$19.90
1725.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	\$12.30
		TOTAL	\$4,083,065.43

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

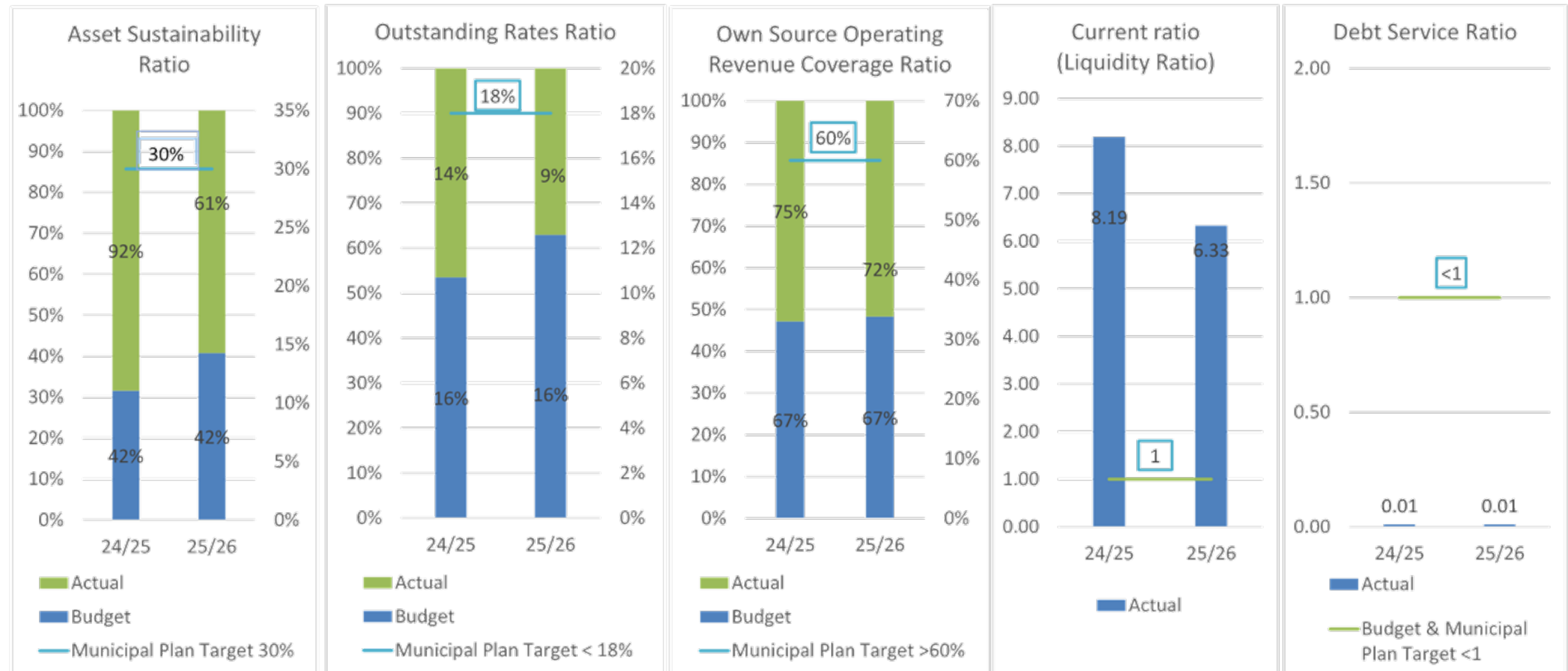
Card Holder Name:	Stephen Hoyne		
Transaction Date	Amount	Supplier's Name	Details
2/03/2026	\$ 16.00	News Pty Ltd	News Pty Limited Monthly Subscription
4/03/2026	\$ 404.67	SP Biz Display Elite	SP Biz Display Elite - bollards & rope for chambers
4/03/2026	\$ 13.18	Coolalinga Café	Coolalinga Café offsite meeting
17/03/2026	\$ 25.35	Coolalinga Café	Coolalinga Café offsite meeting
19/03/2026	\$ 15.00	NT Independent	NT Independent Monthly Subscription
19/03/2026	\$ 4.00	Darwin City Parking	Darwin State Square Parking Fee
22/03/2026	\$ 6.00	Westpac	Westpac Credit Card Fee
	\$ 484.20		

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
March2026	\$8,397.86	MS R A WRIGHT	Feb 2026 - Elected Members Allowances
March2026	\$1,794.14	MISS P Q F PURICH	Feb 2026 - Elected Members Allowances
March2026	\$3,018.19	MRS E SHARP	Feb 2026 - Elected Members Allowances
March2026	\$2,994.14	MR K R HARLAN	Feb 2026 - Elected Members Allowances
March2026	\$1,794.14	MR K M CIVITARESE	Feb 2026 - Elected Members Allowances
March2026	\$3,894.14	MRS D B CRAWFORD	Feb 2026 - Elected Members Allowances
March2026	\$1,794.14	MS P CASS	Feb 2026 - Elected Members Allowances
Total	\$23,686.75		

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>
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of March is 61% 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 72% 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 6.3 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: 31.03.2026

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: 15/04/2026

14.1.2 People, Performance and Governance Report – March 2026

AUTHOR: Ankit Pansal, Acting Director Corporate Services

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. People Performance and Governance Monthly Report March

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 March 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 March 2026

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA			

External Appointments



Position	Department	Start date	Permanent/Temporary
Grounds Person- Thorak	Infrastructure & Operations	2 March	Permanent
Manager Infrastructure & Assets	Infrastructure & Operations	16 March	Permanent

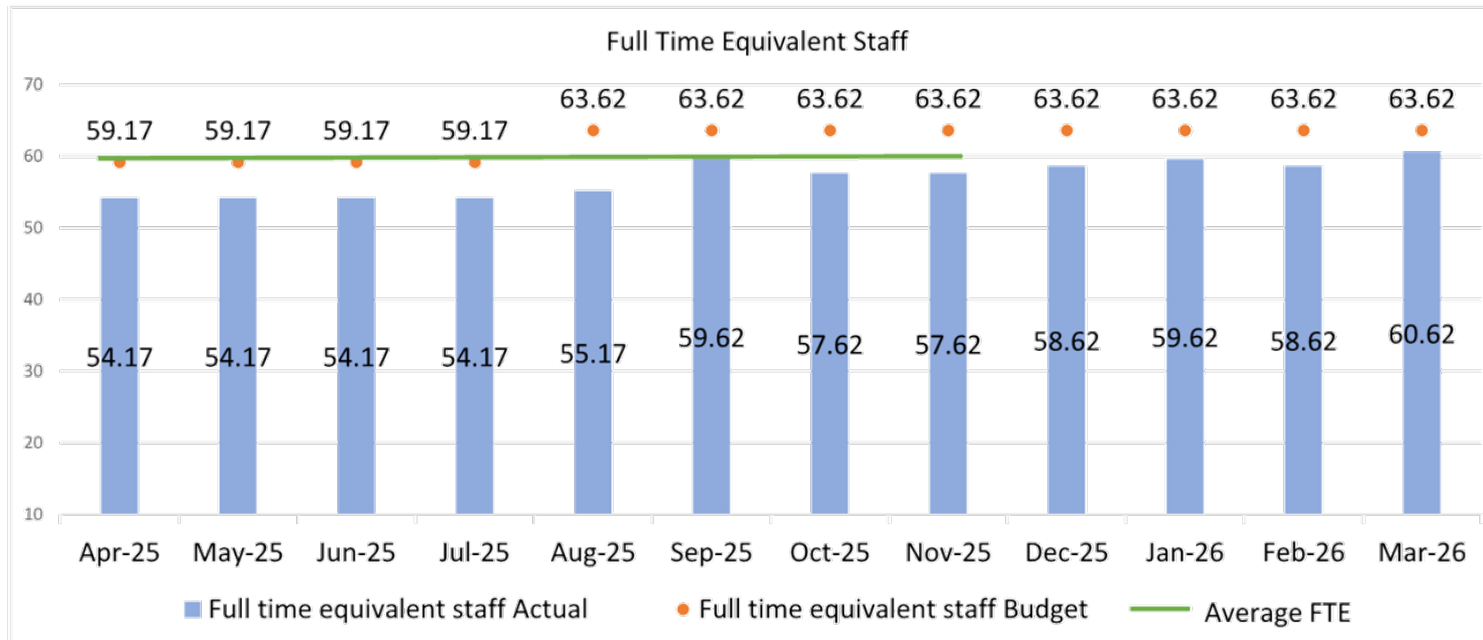
Employment Separation Permanent

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:

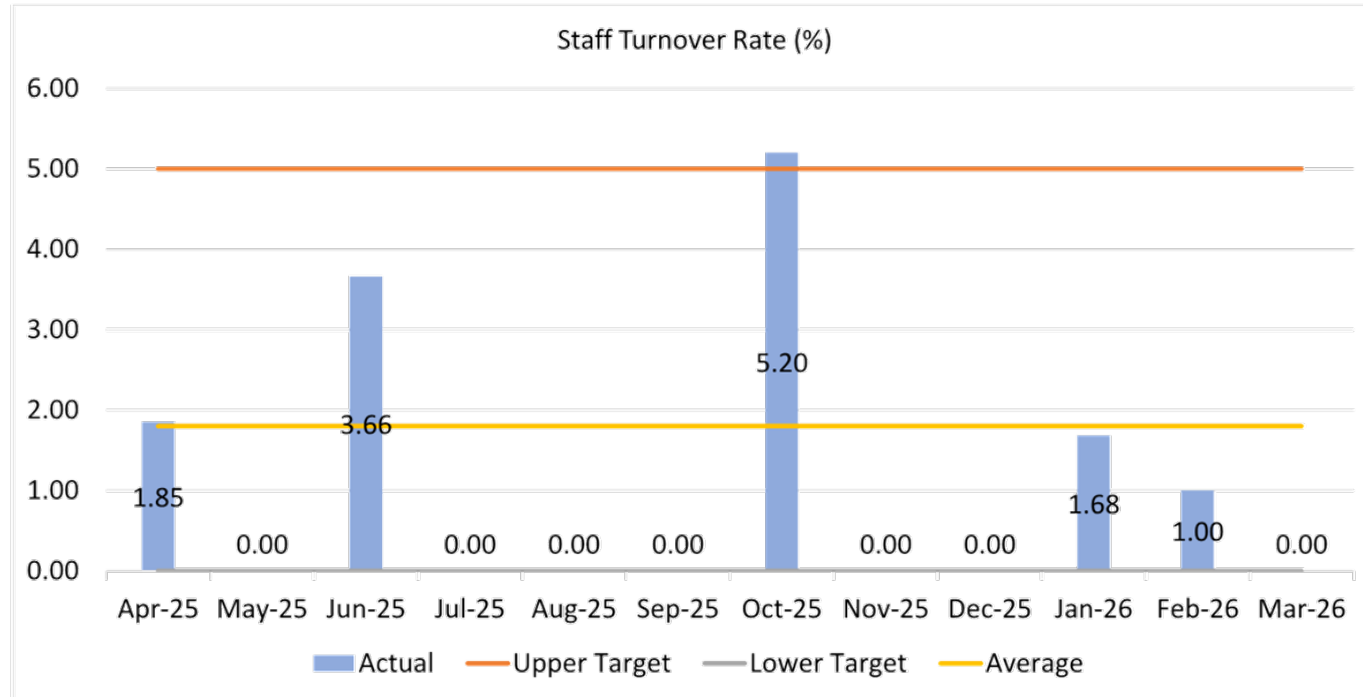
Role	In Progress	Completed
EA to Directors		
Recreation Reserve Liaison Officer		



Turnover Rate:

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

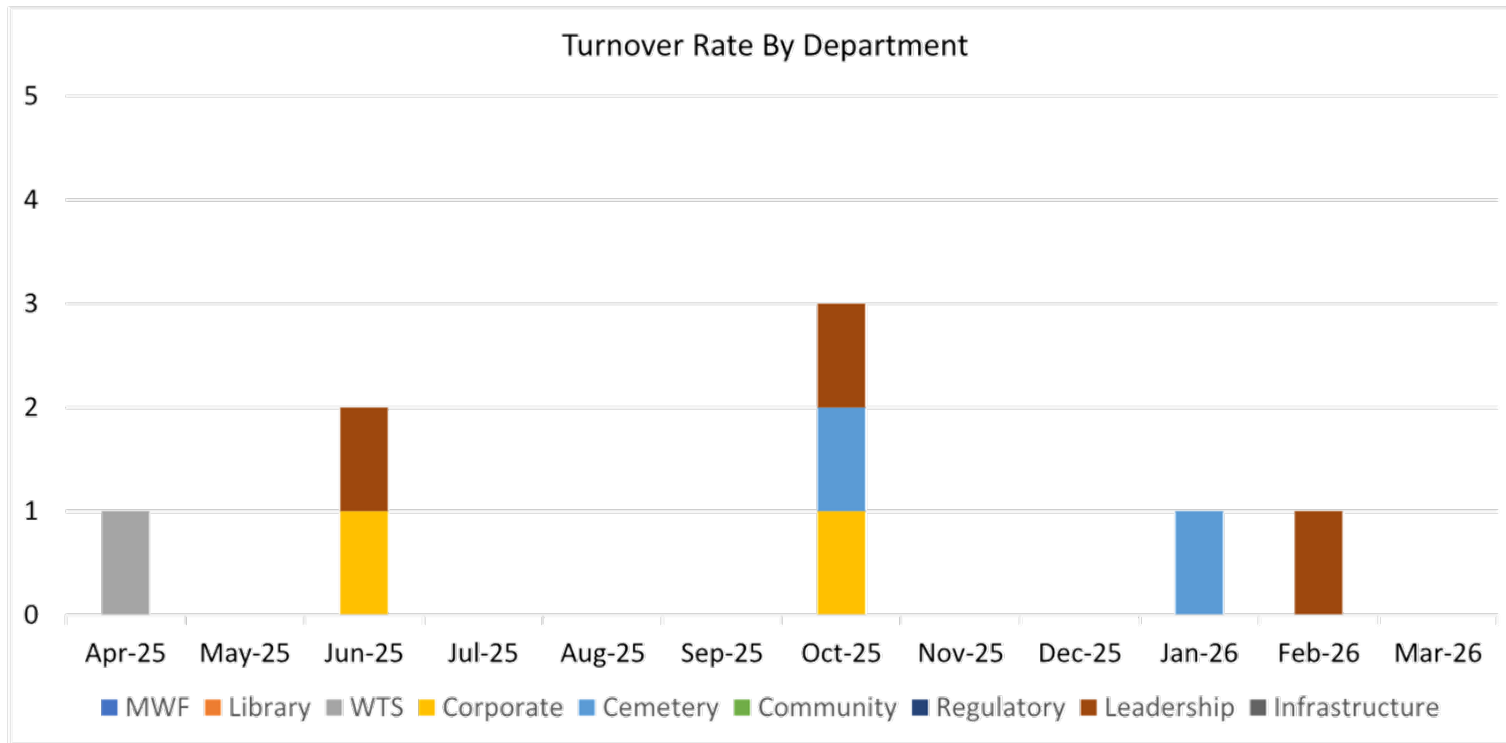
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Average
1.85%	0%	3.66%	0.00	0.00	0.00	5.21%	0.00	0.00%	1.68%	1.71%	0.00	1.18%
1	0	2	0	0	0	3	0	0	1	1	0	0.67

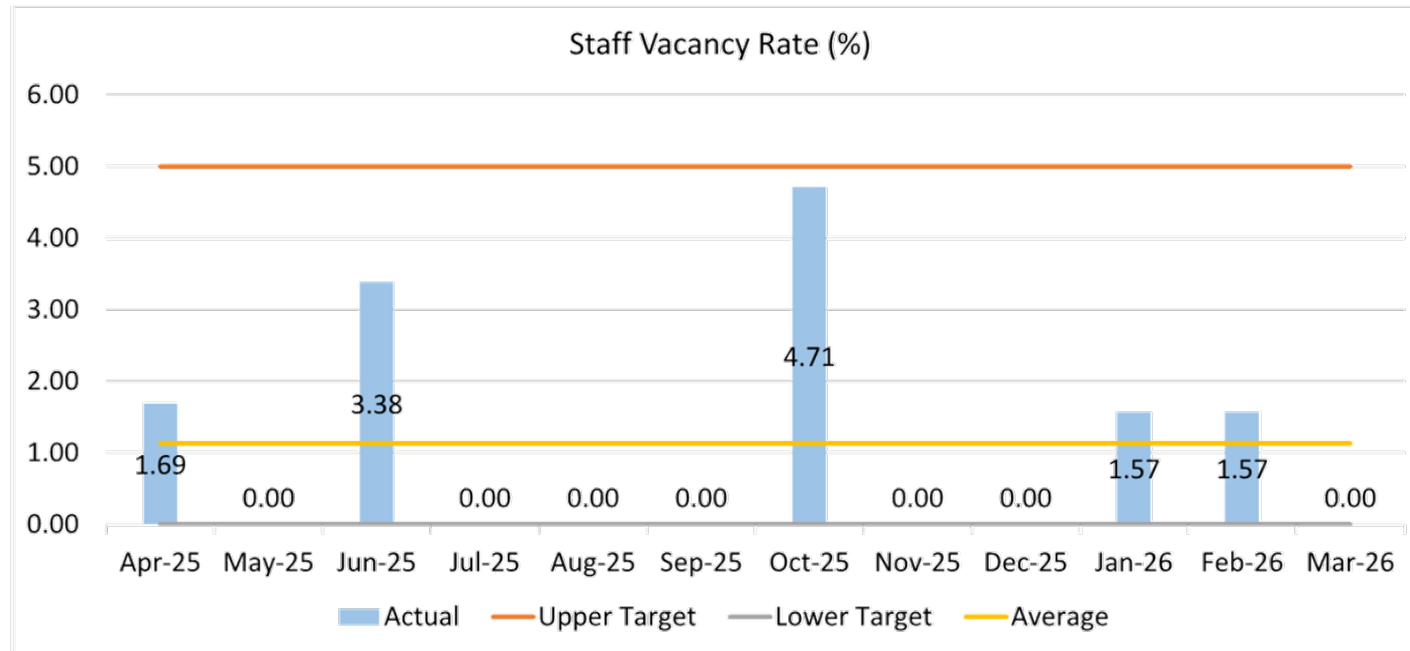
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

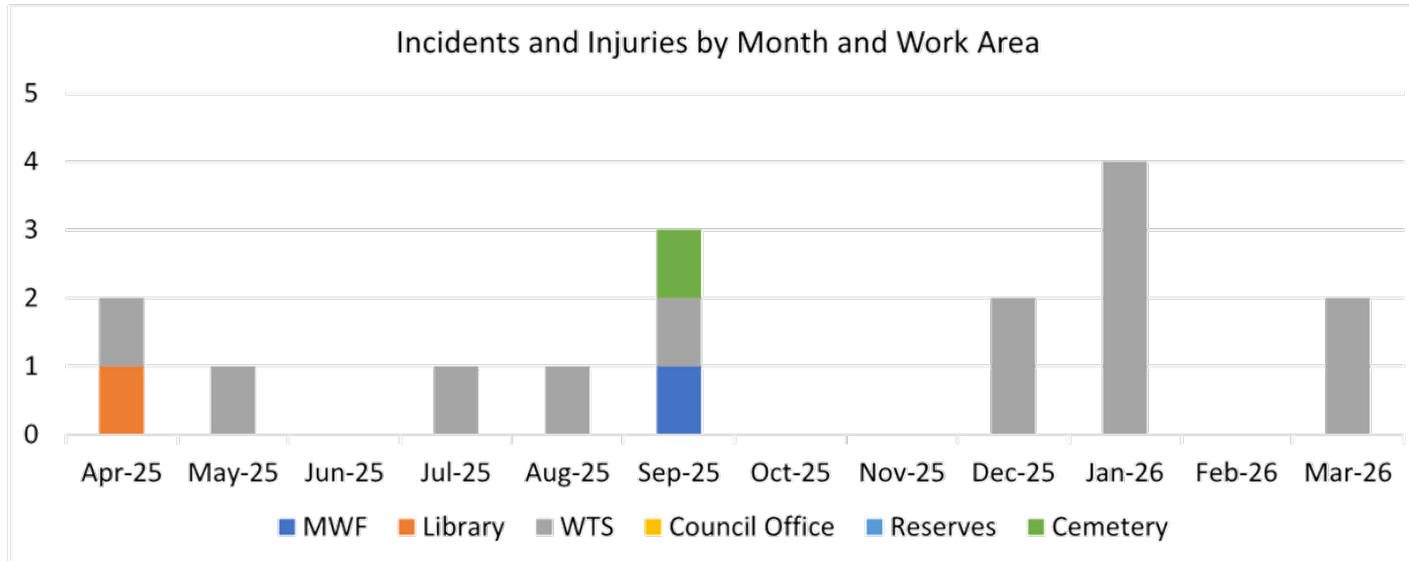
The number of vacant positions during the reporting period.
 (Vacant positions, divided by total FTE, multiplied by 100).



April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	Average
1.69%	0.00 %	3.38%	0.00%	0.00%	0.00%	4.71%	0.00 %	0.00 %	1.57 %	1.57%	0/00	1.08%

Target: Between 0% to 5%

Workplace Health and Safety:



There were two work health and safety injuries recorded for March.

- 1) A staff member was verbally abused in course of duties.
- 2) An insect bite to an employee that resulted in medical attention.

Governance

The *Local Government Act 2019* (Act) commenced on 1 March 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 2024/2026 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 2026/2026 period. These policies will be presented to Council in due course.

Policies	Review Date
FIN17 Accountable Forms - Members and CEO	20/07/2025
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
COR02 Community Engagement	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 FIN14 Investment Policy

AUTHOR: Paul Stephson, Finance Manager
AUTHORISER: Ankit Pansal, Acting Director Corporate Services
ATTACHMENTS: 1. Investment Policy FIN14

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 legislative requirements. More specific referencing has been included.

RECOMMENDATION

1. That Council receives and notes the information provided within this report.

BACKGROUND

The UBSWA Bank Bill rate has been superseded by the Australian Stock Exchange Bank Bill Swap Rate. ASX-BBSR.

In addition, more specific referencing of legislation was included.

Definitions for Investment Adviser and Qualified Staff included.

4.3 Approved Investments

Interest-bearing deposits, such as term deposits, are limited to administration by qualified staff.

4.6 Investment Advisor

The role of the Investment Advisor has been clarified.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Policy has been reviewed in accordance with the Northern Territory Local Government Act 2019 S194 - Investment

FINANCIAL IMPLICATIONS

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

Risks The policy mitigates liquidity risk and limits exposure to market volatility.

COMMUNITY ENGAGEMENT

Not applicable

Investment Policy **FIN14**



Name	FIN14 Investment Policy
Policy Type	Council
Responsible Officer	General Manager Business Excellence_ Director Corporate and Community
Approval Date	7/12/2021 20/04/2026
Review Date	8/12/2026_ 19/04/2030

1. Purpose

This Investment Policy establishes Litchfield Council’s approach to investing funds that are not required to meet immediate liquidity needs.

2. Scope

This policy applies to all investment decisions relating to Council’s surplus funds.

3. Definitions

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

ADI	Authorised Deposit-Taking Institution. Since the Banking Act of 1959, a bank or financial institution must be an ADI if it is to accept deposits from members of the public. That means that banks need an ADI license to offer any of the following: Term deposits
<u>Investment Adviser</u>	<u>Investment advisers are professional persons or organisations that provide advice on investments and other financial products for a disclosed fee or consideration. They must operate under a valid Australian Financial Services license (AFSL) or as an authorised representative of an AFSL holder and are regulated by the Australian Securities and Investment Commission (ASIC). Investment advisers are required to act in the best interests of their clients.</u>
<u>Qualified Staff</u>	<u>Qualified staff means Council employee who possess appropriate formal qualifications and experience in finance including a bachelor degree in finance, accounting, economics or related discipline or who are members of a recognised professional accounting or finance body such as the CPA Australia or Chartered Accountants.</u>

4. Policy Statement

Council is required to ensure that there are proper policies and procedures in place to safeguard its assets in accordance with the local government legislation. An Investment Policy is essential to these requirements.

In exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and

Investment Policy **FIN14**

the return of investment:

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio must ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council must also consider the risk limitation and prudent investment principles.

4.1. Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Staff are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

4.2. Ethics and Conflicts of Interest

Staff shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires staff to disclose any conflict of interest to the CEO.

4.3. Approved Investments

Without approval by resolution of Council, investments are limited to:

- Interest-bearing deposits such as bank accounts and term deposits administered by qualified Council officers;

4.4. Prohibited Investments

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments.
- Principal only investments or securities that provide potentially nil or negative cash flow; and;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind. This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Investment Policy **FIN14**

4.5. Risk Management Guidelines

Investments obtained must comply with key criteria as indicated below relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio.
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions.
- c) Term to Maturity Framework: limits based upon maturity of securities.
- d) Protection of Principal: investments entered into must be structured to minimise risk of loss of principal.
- e) Grant Funding Conditions: conditions related to grant funding available to invest must be complied with.

4.5.1. To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Fund Maximum %
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

4.5.2. Counterparty Credit Framework: exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Fund Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

If any of the Council’s approved investments are downgraded such that they no longer fall within approved credit rating category documented within the Investment Policy, they must be divested as soon as practicable. Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

Investment Policy **FIN14**

4.5.3. The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max; 40% Min
Portfolio % > 1 year	60%
Portfolio % > 3 year	35%
Portfolio % > 5 year	25%
Individual Investment Maturity Limits	
ADI	5 years
Non ADI	3 years

4.6. Investment Adviser

The Council’s investment adviser must hold an Australian Financial Securities Licence (AFSL) issued by the Australian Securities and Investment Commission (ASIC) and their appointment as adviser must be approved by resolution of Council. ~~The advisor approved by council resolution. The investment advisers are required to act in the best interests of their client and provide advice that is appropriate, independent and consistent with applicable Australian legislation and regulatory standards. must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy. The advisor must be representative of a recognised reputable firm of investment advisers.~~

4.7. Measurement

The investment return for the portfolio is to be annually reviewed by Council’s auditors as part of Council’s annual financial statement year-end audit. The market value is to be assessed by Council at least once a month to coincide with monthly reporting.

4.8. Benchmarking

Performance benchmarks (must be established here in this policy).

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced / Direct Investments	UBSWA Bank Bill Australian Stock Exchange Bank Bill Swap Rate ASX-BBSR
Diversified	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

Investment Policy **FIN14****4.9. Reporting and Review**

A monthly report must be provided to Council in support of the monthly statement of activity. The report must detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

An Investment Strategy must run in conjunction with the Investment Policy. (The Investment Policy and Strategy may be presented as one document). The Investment Strategy must be reviewed by Council's auditors as part of Council's annual financial statement year-end audit. The Strategy must outline:

- Council's cash flow expectations.
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
- Appropriateness of overall investment types for Council's portfolio.

4.9.1 This Investment Policy will be reviewed before next review date or as required in the event of legislative changes. Documentary evidence must be held for each investment and details thereof maintained in an investment Register. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

5. Associated Documents

Accounting Policy Manual

6. References and Legislation

Northern Territory Local Government Act [2019](#)

[S194 – Investment](#)

Northern Territory Local Government Regulations [2021](#)

Australian Accounting Standards [AASB 7,9](#)

[,13,101,107 \(and related AASB Standards\)](#)

Ministerial Guidelines [4 – Assets \(Including Investments\)](#)

Local Government General Instructions [GI 1 - Procurement; GI 2 – Annual Financial Statements](#)

Investment Policy **FIN14**

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
10/04/2012	Approved
11/10/2012	Amendments made.
13/12/2017	Policy in new template, rescind LC10
07/12/2021	Policy reviewed
07/04/2026	Policy Reviewed

14.1.4 Policy FIN17 Accountable Forms - Members and Chief Executive Officer

AUTHOR: Paul Stephson, Finance Manager

AUTHORISER: Ankit Pansal, Acting Director Corporate Services

ATTACHMENTS: 1. FIN17 Accountable Forms Policy Members and CEO

EXECUTIVE SUMMARY

The Accountable Forms policy is requirement under the Local Government (General) Regulations 2021 Section 6(1)(d)(iii). It is to ensure the proper use and management of accountable forms issues to Members and the Chief Executive Officer for conducting council business.

RECOMMENDATION

1. That Council receives and notes the information provided within this report.
2. That Council adopts the reviews and updated policy FIN17 Accountable Forms Policy – Members and CEO.
3. The Council authorises the Chief Executive to make amendments.

BACKGROUND

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

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Policy has been reviewed in accordance with the Local Government (General) Regulations 2021 Section 6(1)(d)(iii).

FINANCIAL IMPLICATIONS

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

Risks NIL

COMMUNITY ENGAGEMENT

NIL

Accountable Forms – Members and Chief Executive Officer **POLICY FIN17**



Name	FIN17 Accountable Forms – Members and Chief Executive Officer
Policy Type	Council
Responsible Officer	Manager Corporate Services Director Corporate and Community
Approval Date	21/07/2021 7/04/2026
Review Date	20/07/2025 6/04/2030

1. Purpose

To ensure the proper use and management of accountable forms issued to Members and the Chief Executive Officer (CEO) for the purposes of conducting council business.

2. Scope

This policy applies to all accountable forms, in printed or electronic form.

3. Definitions

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

Accountable Forms	Readily negotiable financial instruments, other than cash, that can be used as a method of payment for expenditure (e.g., cheques, taxi vouchers, travel vouchers, sport vouchers or meal vouchers).
Members	Elected Council Members, <u>and</u> Committee Members, and Local Authority Members
Authorised Delegate	Manager Corporate Services Director Corporate and Community

4. Policy Statement

4.1. Principles

- 4.1.1 Council is committed to the safe custody, provision and proper use of accountable forms by members and the CEO whilst conducting Council business.
- 4.1.2 Members and the CEO are required to apply good judgement for all expenditure incurred whilst conducting council business.

4.2. Application of Policy

- 4.2.1. All accountable forms need to be carefully monitored and safeguarded due to their inherent risk of theft, fraud, loss or misuse.

Accountable Forms – Members and Chief Executive Officer **POLICY FIN17**

4.3. Responsibilities of Members and the CEO

- 4.3.1. All members and the CEO are responsible for ensuring that accountable forms are only used in the course of conducting official Council business. Accountable forms must not be used for private purposes.
- 4.3.2. In the event an accountable form is inadvertently used for private purposes, the authorised delegate must be informed, and the full value of the transaction must be reimbursed to Council within twenty-four (24) hours.
- 4.3.3. Penalties for misuse will apply as per FIN10 Fraud Protection Plan
- 4.3.4. Accountable forms may only be used by the individual member or CEO who has been issued with the accountable form. A member or the CEO must not pass the accountable form to any other individual for use.
- 4.3.5. Once an accountable form has been used, the member or CEO must submit the receipt/invoice to the authorised delegate or email to council@litchfield.nt.gov.au along with details of the nature of Council business, date and time of use of the accountable form, within three (3) business day.

4.4. Safeguarding of Accountable Forms

- 4.4.1. It is the responsibility of individual members and the CEO to ensure all accountable forms issued by Council for conducting Council business are kept in a safe and secure place to minimise the risk of theft or unauthorised transactions.
- 4.4.2. Unused or expired accountable forms must not be destroyed by a member or the CEO.
- 4.4.3. Unused or expired accountable forms must be returned to the authorised delegate.

4 Associated Documents

FIN10 Fraud Protection Plan
[FIN15 Purchasing Card Policy – Council Members and CEO](#)

5 References and Legislation

Local Government (General) Regulations 2021 Section 6(1)(d)(iii)

6 Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
21/07/2021	Policy Adopted
7/04/2026	Policy reviewed and minor amendment to associated documents

14.1.5 Keleson Road - Road Seal Levy Consultation Feedback

AUTHOR: Ankit Pansal, Acting Director Corporate Services
AUTHORISER: Stephen Hoyne, Chief Executive Officer
ATTACHMENTS: 1. Attachment A - Keleson Rd Feedback

EXECUTIVE SUMMARY

Council will review feedback received from the Keleson Road seal levy consultation.

RECOMMENDATION

1. That Council note the submission received for the Keleson, Road Seal Levy Consultation and thank the resident for their input.
2. That Council approves the Road Seal Levy of \$5,947.50 per property in Keleson, Road Seal Levy; and
3. That Council approves the inclusion of the Keleson, Road Seal Levy of \$71,370 into Budget 2026-2027.

BACKGROUND

The Council recently conducted a consultation regarding the road seal levy for Keleson Road. We received couple of feedback, which are attached as Attachment A.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

FIN02 Rating Policy

FINANCIAL IMPLICATIONS

Northern Territory Local Government Act 2019

Risks Financial Implications

COMMUNITY ENGAGEMENT

[Type here](#)

Feedback :1

Good Morning,

Reference the letter received 4 March 2026.

The letter states that the road is now practically Completed. This is not the case. As per emails from Litchfield council and phone calls since December, I still have no access to the entry of my property off Keleson Rd.

I currently use an access at the end of Keleson rd that goes through another private property. As I discussed with Council staff, I still need to have access to my property from the axe handle entry point off Keleson rd. This entry did have an invert prior to the upgrades, but this was removed and armour rock installed (please see attached photos). Even if an invert was to be installed again, I still couldn't access this as the positioning of the Culvert will not allow me to turn any type of vehicle into this gateway. I run a commercial Passionfruit farm at this property and need access by both small vehicles and medium trucks. If in the future I can no longer use the private property access that I am currently using under a private agreement, then I will need to utilise the axe handle driveway that is now blocked.

I spoke to Litchfield council again 2 weeks ago and they said they would meet me on site to come up with a plan to fix this, I still haven't seen or heard back from anyone about this.

Also, there was no consultation with me or any of the other landowners on Keleson Rd prior to receiving a letter on 6 August 2025. For myself I wasn't interested in a bitumen road. I have lived here for over 21 years and had no problem with a dirt road. In my current financial position I do not have the capacity to pay a \$6000 bill for something that I didn't ask for, didn't want and wasn't even consulted on.

In closing, I hope to hear from someone in the very near future to discuss how the Litchfield Council is proposing to give me access to my property.



Feedback: 2

Dear Sir or Madam

We are pleased that Litchfield Council has upgraded Keleson Road.

As property owners and residents of 66 Keleson Road for almost 20 years, the proposed improvement of accessibility and improved drainage is not what we are experiencing. It is baffling why we weren't consulted prior to the commencement, however we appreciate the council for giving us the opportunity for feedback.

If consultation was undertaken, we would have said no to the culvert access. I drive road trains and use large earth moving machinery and now, I cannot access my property with said vehicles. We are also required to remove the tailgate of our Landcruiser when we exit or enter our property with a gooseneck horse trailer and are required to navigate with caution in our 2 wd car, as it now bottoms out.

Without said consultation, we received a letter stating works to be done and special rate, and how much we owe.

Having withstood years dangerous conditions specifically in the wet season, the road, apart from the obvious dust hazard, was at times dangerous in wet conditions. Last wet season I spun out, losing control of my 4 wd while driving at low speed (this has happened to many on our street on more than one occasion).

I had previously emailed council regarding the road conditions, and potential improvements including suitable gravel or bitumen surfacing. My CRM customer request and maintenance had been created on my behalf and sent to response to suitable officer 2022 reference to my crm 26548/2022. Upgrade was not just an increase or enhancing our property value, this was a safety concern.

We have no problem with the contractor (who was good to come back well after completion to lift our gates so we could close our front gates,) but would like to question why the contract didn't go to the lowest tender and would then negate such a high fee, or any fee to property owners.

I would like council to reconsider your 'special rate' for 66 Keleson Road or re-engineer our entrance and implement.

14.1.6 Community Services and Development Monthly Report – March

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 March 2026.

Media and Communications

A very busy month in the media and communications area.

Requests for interview

- Mix FM, Katie Woolf 17/03/26 – interview with Mayor Rachael Wright. Discussion on recent flood event and general news
- ABC Darwin Breakfast Program 18/03/26 – interview with Mayor Rachael Wright. Discussion on recent flood event and general news.

Media Releases/News

- Launch of annual Litchfield Art Exhibition
- Council welcomed 15 new Australian citizens
- Support for flood-affected residents
- Upgrade confirmed for Stuart Highway and Bees Creek Road intersection
- Special offers on dog registration, microchipping and desexing vouchers.

Consultation

- Proposed Dog Restriction Area, Asche – closed on 23 March 2026. Consultation report developed and included in a Council Report with recommendations
- Keleson Road, Road Seal Levy Consultation – closed on 25 March 2026.

Social media

Council launched an Instagram page on Monday, 9 March 2026, which is slowly gathering followers.

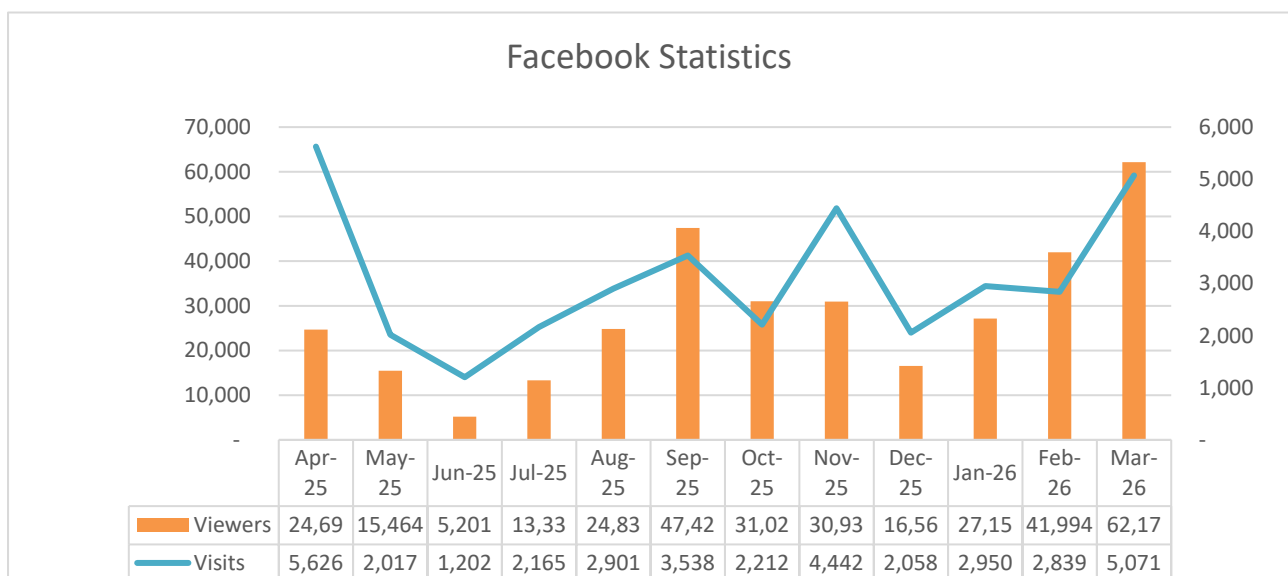
- In the first month of the launch, the page received 1.4k in views, with the majority coming from non-followers 78.9%
- Total viewers reached 2.5k
- Content interactions were 44
- The page currently has 22 followers.

Council’s Facebook performance showed increasingly strong growth across key metrics this month.

- Views more than doubled to 333.5K (↑ 79.5%), with the majority coming from non-followers (70.1%), indicating continued reach beyond our existing audience
- Total viewers reached 62,170 (↑ 55%), reflecting strong content visibility
- Content interactions dropped slightly to 1.7K (↓8.7%)
- Page visits increased to 5.1K (↑ 34.2%)
- Follows increased significantly to 232 for the month (↑ 91.7%) with 19 people who unfollowed the page. The Facebook Page has a total of 6,062 followers.

Overall, Facebook results continue to indicate improved engagement, with increased content and performance, and a significant growth in audience reach beyond our existing follower base.

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

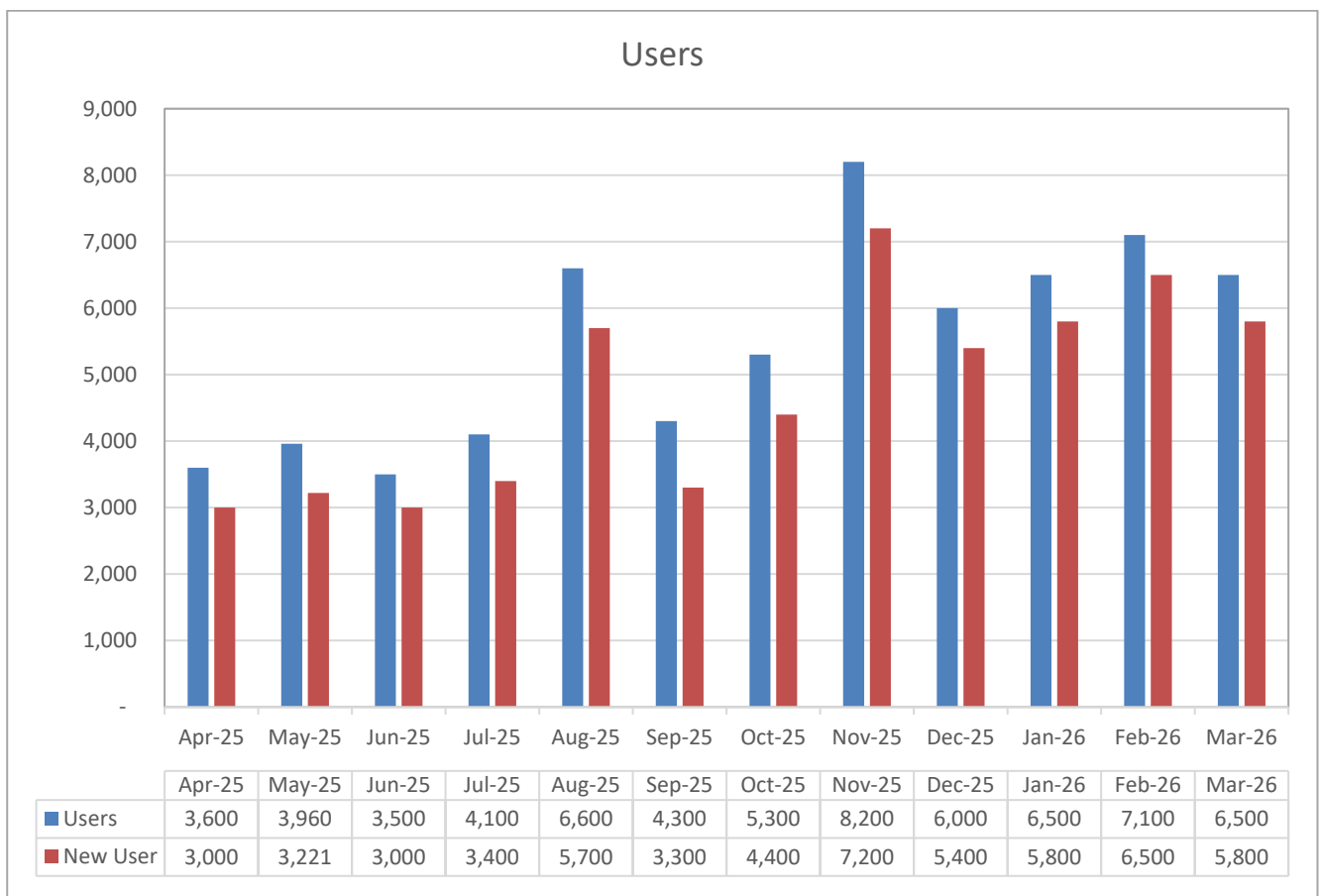
Website performance decreased slightly this month.

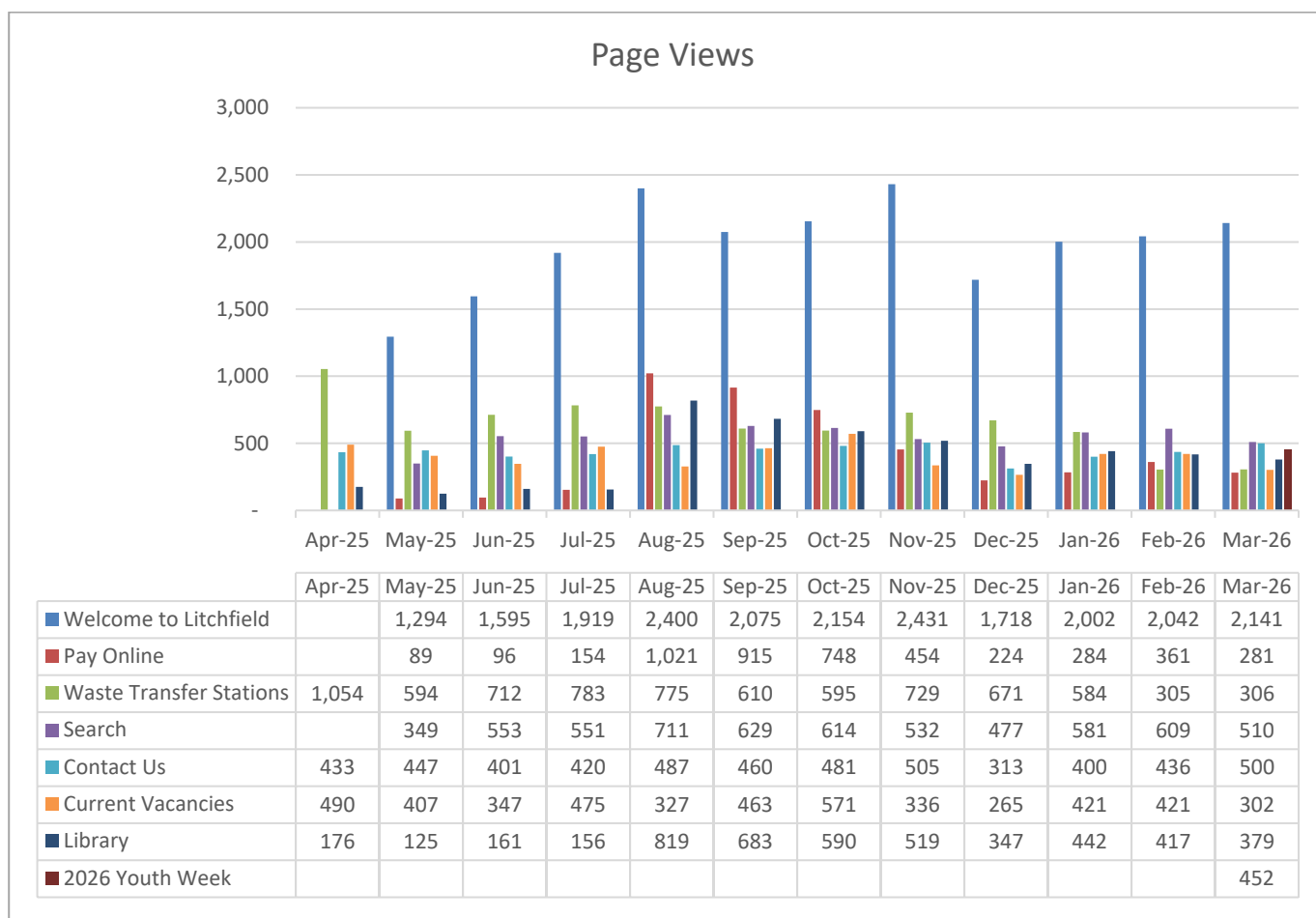
- Active users: 6.5K
- New users: 5.8K, indicating strong acquisition of first-time visitors
- Average engagement time: 38 seconds per active user.

The top five visited pages were:

- Welcome page – 2,141 views
- Search – 510 views
- Contact us – 500 views
- 2026 Youth Week – 452 views
- Litchfield Community Library – 379 views.

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.





Community Engagement

March was a strong month of community connection and cultural celebration across the municipality, highlighted by the successful delivery of the annual Litchfield Art Exhibition and continued momentum across Council programs.

The Litchfield Art Exhibition returned for its ninth year, with the 2026 theme WILD bringing together an impressive 96 entries across a diverse range of mediums including painting, photography, textiles, sculpture and more. Delivered by Darwin Community Arts on behalf of Council, the exhibition continues to grow as a key cultural event for the rural area. The opening night reflected strong community support, with artists, sponsors, elected members, MLAs and residents coming together to celebrate local creativity. The exhibition not only showcased artistic talent but reinforced the importance of ongoing investment in arts and culture as a means of strengthening community identity and connection across Litchfield.

The Men’s Wellbeing & Connection Program continued to build on its success, with two well-attended activities delivered throughout the month. The Men’s Bowls session, hosted by the Humpty Doo Bowls Club, provided a relaxed and social environment for participants to connect while engaging in a familiar community pastime. This was complemented by a Men’s Yoga session, which attracted men from a variety of backgrounds interested in improving mobility, flexibility and overall wellbeing. The session demonstrated the value of offering inclusive, low-pressure activities that cater to different comfort levels and interests, supporting both physical and mental health outcomes while fostering social connection.

Council also proudly hosted a Citizenship Ceremony, welcoming 15 new Australian citizens from nine different countries. The ceremony marked an important milestone for participants and highlighted the cultural diversity that continues to strengthen the Litchfield community. With attendance from distinguished dignitaries, the event reinforced Council's commitment to fostering an inclusive and welcoming municipality. The presentation of native trees to new citizens symbolised both belonging and long-term connection to the region.

At the Litchfield Community Library, regular programming continued to provide consistent opportunities for engagement across all age groups. Storytime, Nursery Time, and LEGO League maintained strong participation, while a special Harmony Week Storytime offered a meaningful addition to the program. During this session, council staff shared their own languages and cultural backgrounds with attendees, creating an interactive and educational experience for children and families. This initiative highlighted the strength of diversity within the Litchfield community and reinforced the Library's role as an inclusive and welcoming space for cultural exchange and learning.

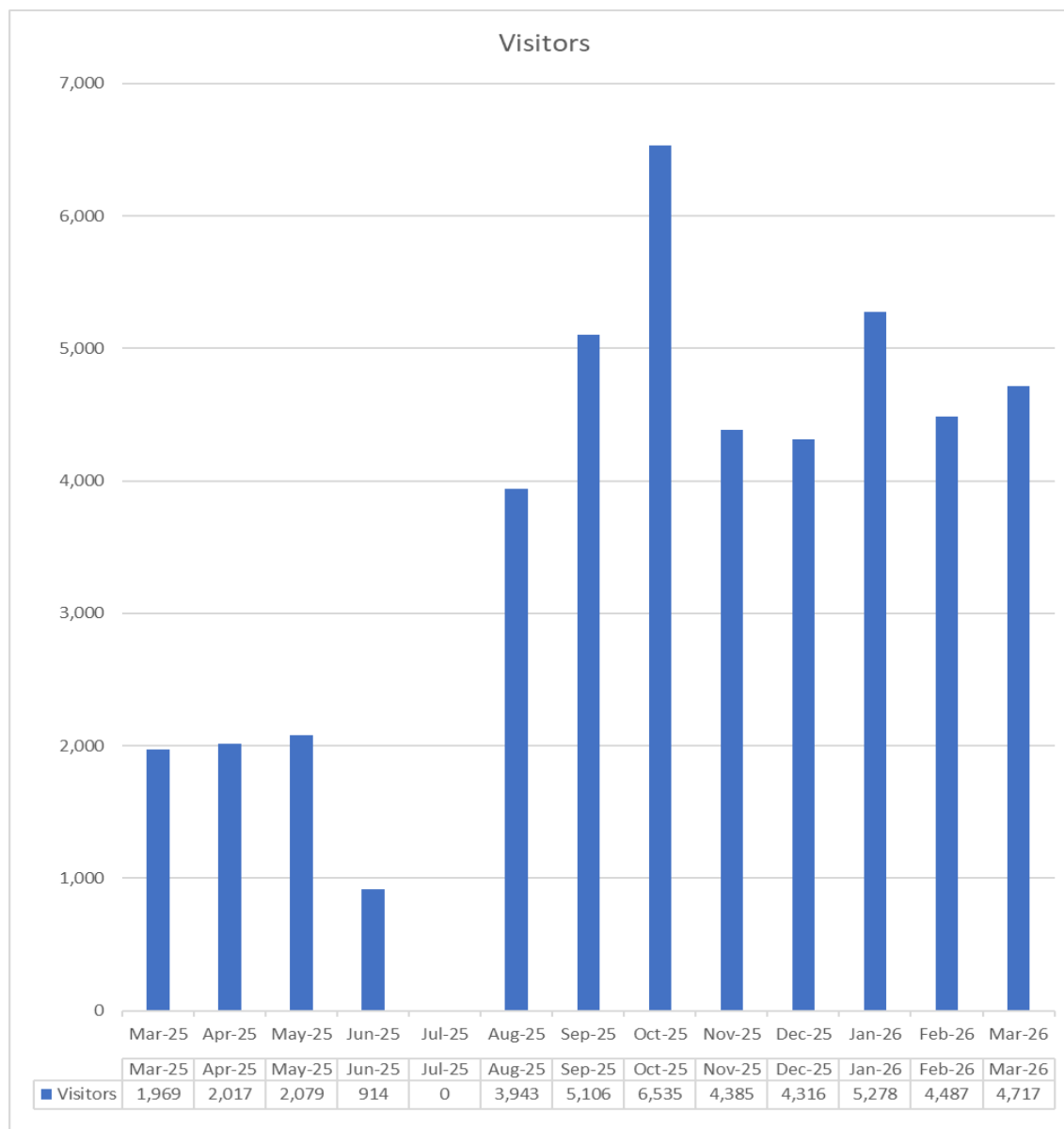
Litchfield Community Library

Visitors to the Library

The library had 4,717 visitors in March 2026 and was open for 200 hours. In the previous year, March 2025 compared at 1,969 visitors and was open for 193.5 hours.

Thursday 5th March was the library's largest visitation day of the month with 300 visitors, which included *International Women's Day* Storytime, general library users, IT/tech usage and evening VR sessions targeted at youth engagement.

The following graph displays the data for the current month with a monthly comparison to the same time prior year, reporting around two and a half times more visits at the new site.

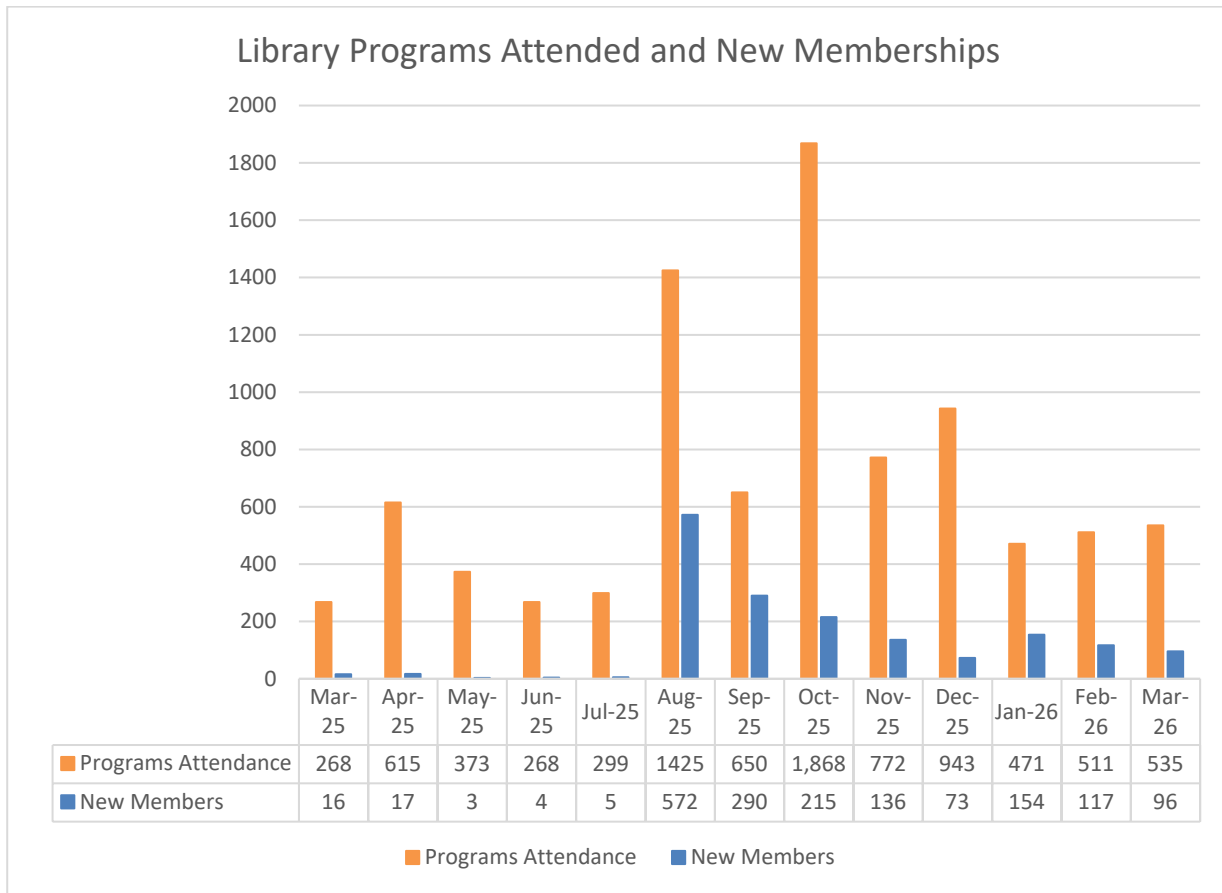


Library Programs and Memberships

A total of 15 activities were delivered in March 2026 with a total attendance of 535 participants. In the same month last year, the library had 268 attendees across 16 activities.

The library team signed up 96 new library members during March 2026.

Although this may indicate that new membership is starting to stabilize, it is still an enormous increase on 16 new members in March 2025. It is noted that only 17 of the month’s new members were for the children’s Funky Chicken reading club, demonstrating strong engagement with the library by adult community members and reportedly a lot of males. At the end of the next quarter, data analysis will be undertaken to review the increase in male membership since change of location.



Library Projects

- Acquisition project to prioritise expending our book purchasing budget (\$11,500) as allocated by Library and Archives NT via their allocated contractor PeterPal. Project has been completed, with allowance for known delays and standing author orders.
- Library Services Program Leader attended a two-day workshop, delivered to the NT library sector by a representative from International Federation of Libraries Association (IFLA). Topics covered included community profiling, performance indicators and evaluation of outcome/s.

Library Service Disruptions

Nil disruptions

Regulatory Services

New Dog Registrations

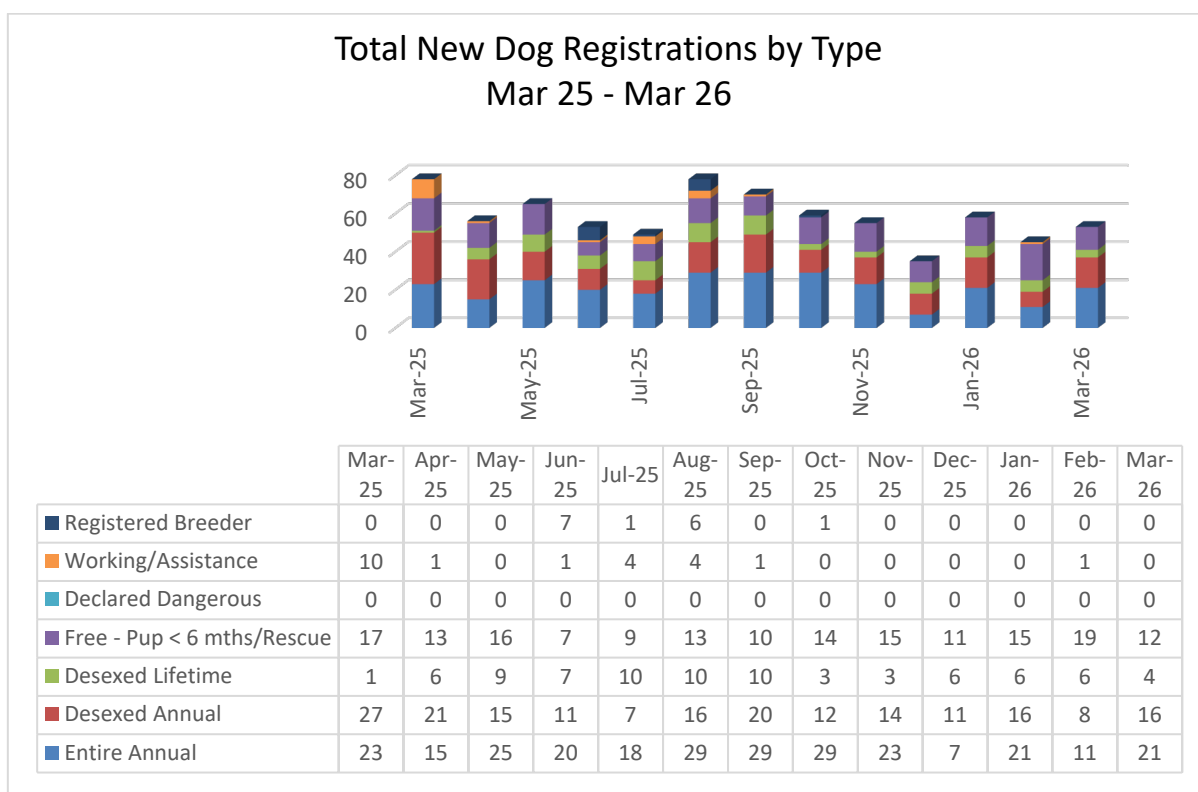
The number of new dogs registered either voluntarily or as a condition of release from the pound in March 2026 was 53.

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 - March 2026

	Current Mar 26	Last Month Feb 26	Last Year Mar 25
New Registrations	53	45	78

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



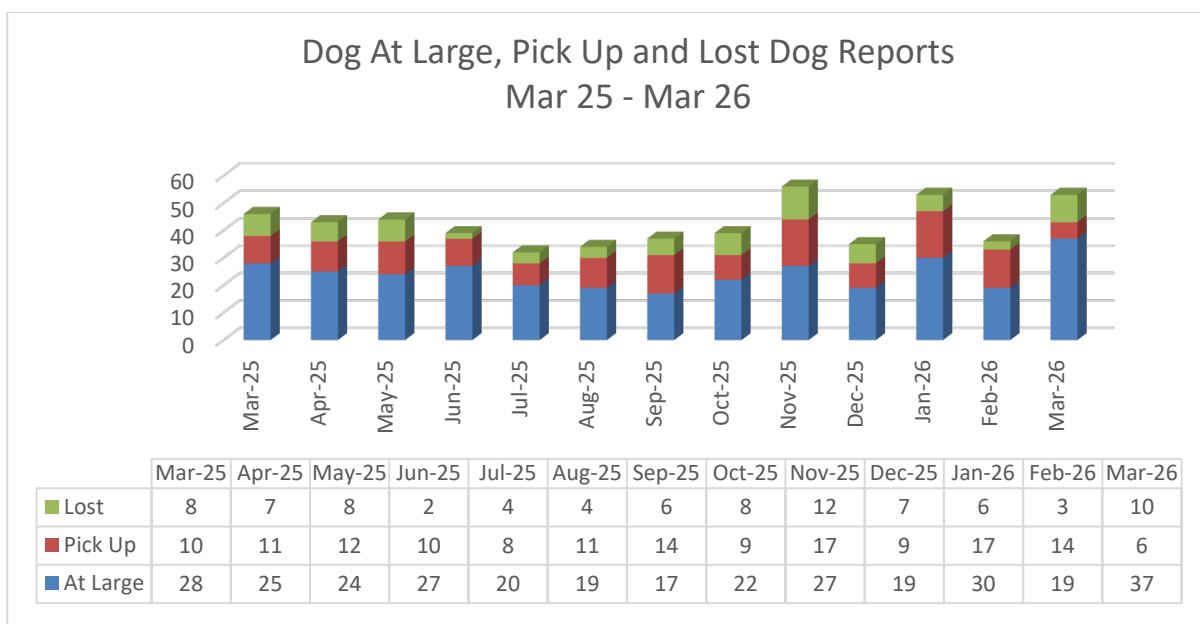
Dog At Large, Pick Ups and Lost Dogs

There were 53 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners.

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

	Current (Mar 26)	Last Month (Feb 26)	Last Year (Mar 25)
Dog at Large	37	1	28
Dog Pickup	6	14	10
Lost Dog	10	3	8
Total	53	36	46
Average (Dog at Large, Pickup & Lost) per month < 12 months			41.7

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 March 2026 there were three dogs in the pound carried over from the end of February 2026, 14 dogs were impounded during March. One dog was euthanised in March 2026 as it was not suitable for rehoming due to aggression observed with other dogs. Three dogs remained in the pound at the end of March.

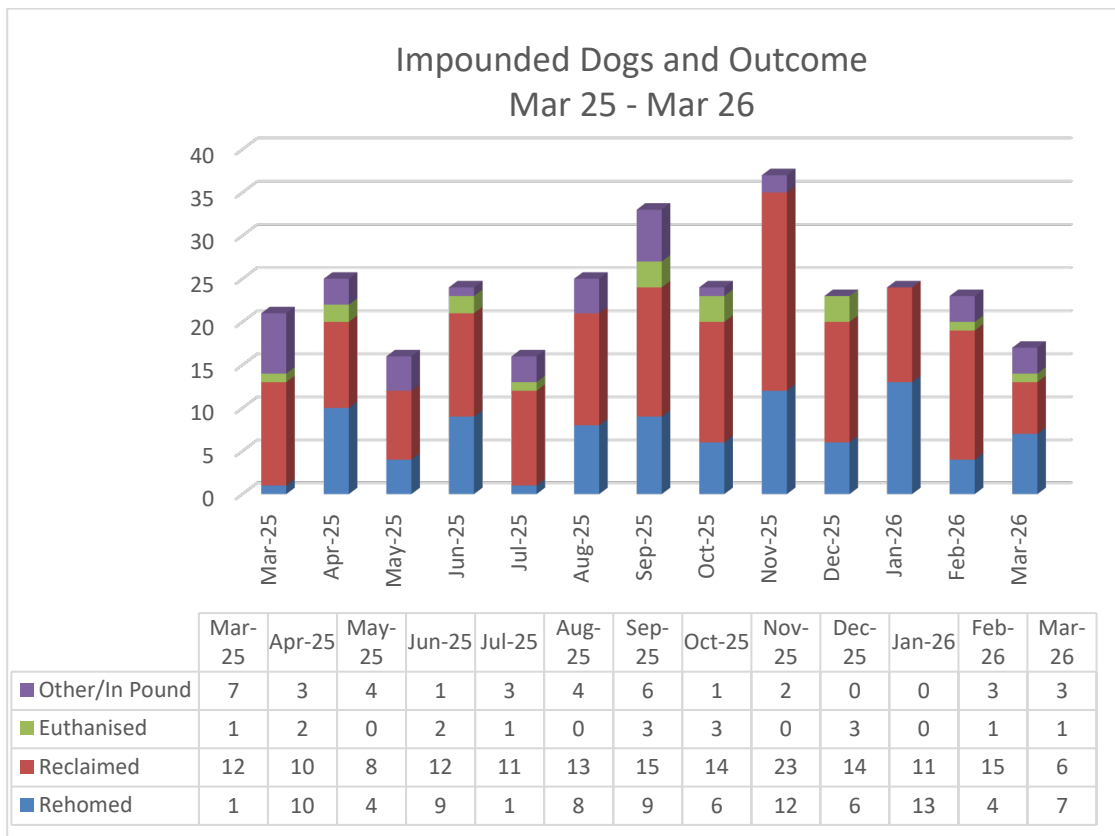
Impounding Summary for March 2026

	Current (Mar 26)	Last Month (Feb 26)	Last Year (Mar 25)
Rehomed	7 (inc 3 from Feb)	4	1
Reclaimed	6	15	12
Euthanised	1	1	1
Other/In Pound	3	3	7
Total	17	23	21

Impounding Dog Statistics for March 2026

	Percentage < 12 months	Current (Mar 26)	Last Month (Feb 26)	Last Year (Mar 25)
Registered	15.6%	2	2	0
Unregistered	84.4%	12	21	20
Desexed	28.7%	7	6	8
Entire	71.3%	7	17	12
Male	58.2%	9	17	12
Female	41.8%	5	6	8

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 seven abandoned vehicles reported to Council in March 2026.

Abandoned Vehicle Summary for March 2026

	Percentage <12 months	Current (Mar 26)	Last Month (Feb 26)	Last Year (Mar 25)
New Reports	N/A	7	10	8
New CRM (open)	20.8%	2	1	0
Departed	50.6%	3	8	3
Disposed	11.7%	0	0	5
Released	0%	0	0	0
Impounded	3.9%	0	1	0
Non-Council Land	13%	2	0	0
Average AV Reports per month < 12 months			5.0	

New CRM – Action has commenced but not yet finalised.

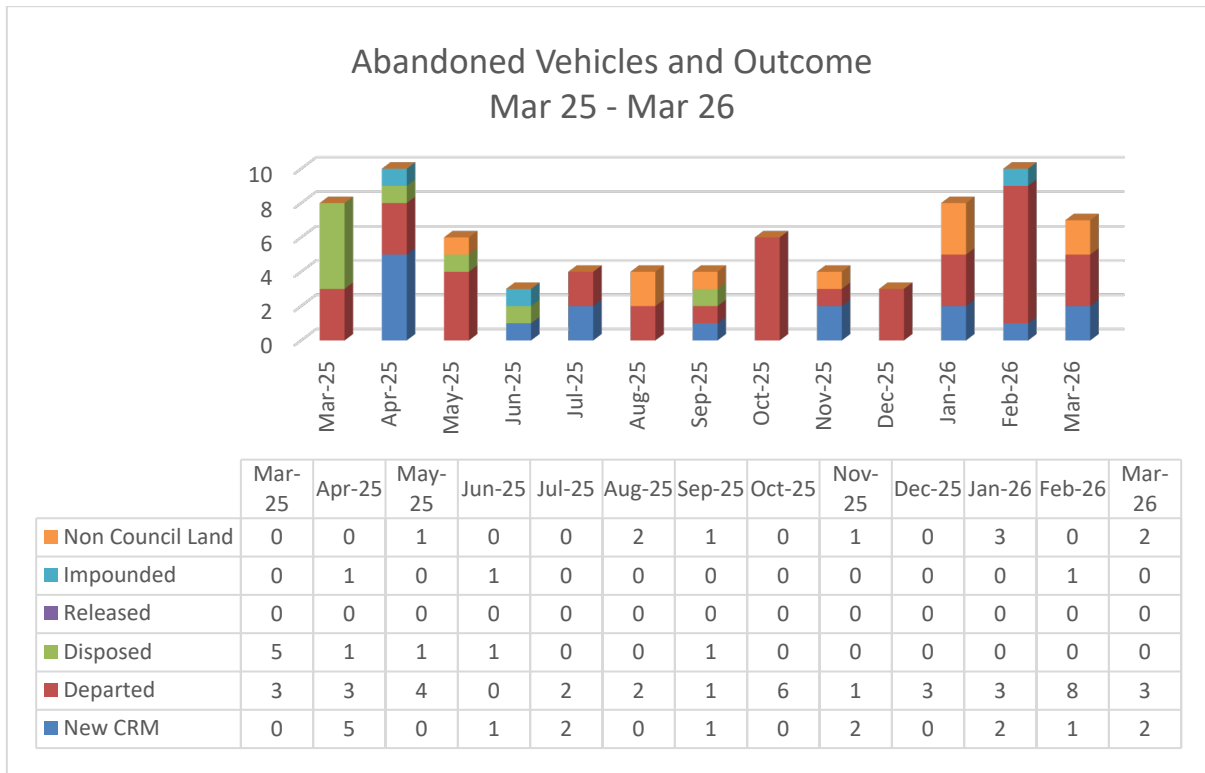
Departed – The vehicle was removed either before Rangers arrived or through owner compliance in accordance with the Official Abandoned Vehicle Notice.

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

14.1.7 COR02 Communications and Engagement Policy

AUTHOR: Paula Strong, Communications & Media Officer

AUTHORISER: Rebecca Taylor, Acting Director Governance & Community

ATTACHMENTS:

1. Current COR02 Communications and Engagement with Tracked Changes
2. Proposed COR02 Communications and Engagement Policy
3. Current COR02 Community Engagement Policy

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement on the proposed major amendments to the COR02 Community Engagement Policy, that has been renamed to the Communications and Engagement Policy. These amendments modernise the policy to reflect contemporary communications and engagement practice, enhanced digital engagement expectations, current legislative requirements, and transparent, inclusive and accessible engagement with the Litchfield community.

The report provides an overview of key drivers for the changes and outlines significant updates to the policy.

RECOMMENDATION

That Council adopts the amended COR02 Communications and Engagement Policy, as at Attachment 2, and authorises the Chief Executive Officer to make minor amendments.

BACKGROUND

Council's Community Engagement Policy (COR02) was first adopted in 2017 and was last reviewed in 2021. Since that time, significant changes have occurred in:

- Community expectations for timely, accurate, transparent communication
- Use of digital and social media platforms for engagement
- Best-practice community engagement frameworks
- Legislative requirements, including alignment with NT Local Government Act governance expectations
- Council's own strategic direction for community engagement.

A comprehensive review has identified that the policy no longer adequately reflects contemporary communications and engagement practice, does not sufficiently address digital engagement, and lacks clarity around roles, responsibilities and minimum standards across the organisation.

Key amendments include:

1. Updated definitions and scope

The revised policy introduces modern definitions for 'communications', 'engagement', 'digital engagement', 'stakeholders' and 'community', ensuring consistency across Council and alignment with professional standards such as the Engagement Institute (IAP2) frameworks.

2. Contemporary communications framework

The updated policy strengthens the communications component by:

- Affirming Council's commitment to clear, accessible and transparent information
- Identifying digital platforms as essential communication tools (website, social media, online tools, email)
- Establishing minimum expectations for accuracy, accessibility and timeliness.

3. Enhanced engagement framework

Modernised engagement requirements reflect:

- The need for inclusive and respectful engagement practices
- Application of IAP2 principles and public participation spectrum
- Scaled engagement based on impact, interest and legislative requirements.

4. Strengthened digital engagement provisions

The policy now formally recognises digital engagement as a core method for broadening community participation and improving accessibility.

5. Clear roles and responsibilities

Roles have been refined to ensure whole-of-organisation accountability:

- **Councillors** advocate for community participation and consider community input in decision-making
- **CEO and ELT** resource and integrate communications and engagement into organisational planning
- **SLT and staff** identify engagement needs early and contribute information required for best-practice engagement
- **Communications Officer** leads the development of communications and engagement plans, provide professional advice and coordinates activities.

6. Transparency and reporting requirements

The revised policy includes:

- Recording of engagement feedback
- Integration of insights into decision-making
- Closing-the-loop reporting to the community.

7. Alignment with risks and governance

The updated policy incorporates stronger governance around:

- Information accuracy
- Accessibility standards
- Record keeping
- Data and privacy protections
- Reputational risk management.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Council is asked to consider the proposed amendments to the COR02 Communications and Engagement Policy and determine whether the updated version should be accepted.

The changes primarily relate to strengthening governance around Council communications and community engagement, modernising digital and online engagement practices, clarifying organisational roles and responsibilities, embedding contemporary engagement standards, and improving transparency, reporting and accountability in how community feedback is managed and communicated.

These amendments are intended to align the Policy with current communications and engagement practices, legislative requirements and Council's operational needs, while responding to evolving community expectations for timely, accessible and meaningful participation.

FINANCIAL IMPLICATIONS

Implementation of the updated policy may require:

- Staff training in communications and Engagement Institute (IAP2) engagement methods
- Further investment in digital engagement platforms or website improvements
- Strengthened internal processes for monitoring, reporting and record management.

These impacts can be managed within existing operational budgets, noting that enhanced engagement capability may deliver long-term efficiencies and stronger community trust.

Risks Risks have been mitigated through updating the policy with:

- Improved clarity of roles and governance
- Consistency and accuracy of information
- Stronger transparency and inclusive engagement
- Better alignment with community expectations and legislative requirements.

COMMUNITY ENGAGEMENT

NIL

~~Community Engagement~~ **Communications and Engagement POLICY**
COR02



Name	COR02 Community Engagement Communications and Engagement
Policy Type	Council
Responsible Officer	Chief Executive Officer Director Community and Corporate Services
Approval Date	22/11/2017 19/04/2026
Review Date	14/11/2021 18/04/2030

1. Purpose

~~This Policy establishes the principles and minimum standards for communications and engagement at Litchfield Council.~~

~~It outlines Council's commitment to providing clear, accessible and transparent communications while ensuring meaningful opportunities for residents, stakeholders and community members to participate in decisions that may affect them.~~

~~The Policy supports Council's commitment to good governance, accountability and informed decision-making.~~

~~This Policy outlines the principles and minimum standards of community engagement at Litchfield Council. It demonstrates Council's commitment to providing genuine and effective community engagement processes.~~

2. Scope

~~This policy applies to Councillors, staff, consultants and contractors, and any other parties undertaking communications and/or engagement activities responsible for undertaking community engagement for or on behalf of Litchfield Council.~~

3. Definitions

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

4AP2 Engagement Institute	Engagement Institute, formerly the International Association of Public Participation (IAP2), is a leading organisation providing engagement training to professionals and provides the principles of public participation in Australia that most engagement practitioners follow.
Executive Leadership Team (ELT)	Chief Executive Officer (CEO), Director General Manager Infrastructure and Operations, Director Governance and Community, Director Corporate Services, and Business Excellence

~~Community Engagement~~ **Communications and Engagement POLICY**
COR02

Senior Leadership Team	Managers and Advisors
Media	Media refers to all forms of media including traditional, social and digital media.
Traditional media	Traditional forms of media are those that currently exist and existed before the internet. Key examples include television, radio, newspapers, magazines, billboards, notice boards and direct mail,
Social media	Online communication platforms used to create, share and exchange information or content with the public. This includes but is not limited to Facebook, Instagram, LinkedIn, YouTube, online forums and emerging digital platforms.
Digital media	Digital media is an umbrella term for any content or communication delivered via digital devices (websites, e-books, video, audio, podcasts, vlogs, etc.)
Communications	The provision of timely, accurate and accessible information to residents, stakeholders and the broader community regarding Council decisions, services, projects and activities
Engagement	The process of seeking feedback, participation or collaboration from the community and stakeholders in relation to Council initiatives, projects or decisions
Stakeholders	Individuals, Northern Territory Government (NTG), organisations or groups who have an interest in, or may be affected by, Council decisions, projects or services
Community	The residents, ratepayers, businesses, community groups, organisations and visitors who live in, work in, conduct business in or have an interest in the Litchfield Council Municipality and may be affected by Council initiatives, projects or decisions

4. Policy Statement

4.1. This policy provides the framework for Litchfield Council’s communi~~cations and~~**ty** engagement.

4.1.1. Litchfield Council is committed to effective communi~~cation~~**sty and** engagement ~~with residents, stkeholders and the broader community, embracing ongoing~~
~~—communications with our community.~~

~~Community Engagement~~ **Communications and Engagement POLICY**

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~~Community Engagement~~ **Communications and Engagement POLICY**
COR02

~~4.1.2.~~ Council recognises that ~~clear communication and meaningful engagement:~~

- ~~• Builds trust and transparency~~
- ~~• Supports informed decision-making~~
- ~~• Strengthens relationships with the community~~
- ~~• Enables Council to better understand community needs, priorities and aspirations.~~

~~4.1.2.4.1.3.~~ Council will provide opportunities for the community to receive information, contribute feedback and participate in decision-making processes, where appropriate. ~~effective community engagement is vital to good governance and enables good decision making. Council is dedicated to working with our community to ensure the essence and beauty of Litchfield is retained whilst allowing provision for growth:~~

~~4.1.3.4.1.4.~~ ~~Communications and~~ty engagement may be:

~~can be both p~~**Proactive** – informing or seeking input before decisions are made and ~~r~~**Responsive** – responding to community enquiries, concerns or emerging issues. ~~Proactive community engagement can include but is not limited to; how Litchfield Council seeks and uses community input when making a decision, regulatory processes and major projects. Responsive community engagement can occur with Council undertaking services and activities to build and maintain relationships with community members and stakeholders:~~

~~4.1.5.~~ Council will ensure ~~communications and~~ ~~Community~~engagement activities are:

- ~~• Clear and accessible~~
- ~~• Inclusive and respectful~~
- ~~• Transparent and accountable.~~
- ~~• Appropriate to the level of community interest or impact. allows community members to provide feedback and in turn have influence in Council decisions, and see their influence on, the decisions and actions that impact their lives and our community's future:~~

~~4.2.~~ ~~Communications and~~ty engagement approach~~process~~

~~4.2.1.~~ ~~Litchfield~~ Council will ~~determine the appropriate level of communications and consider undertaking community and engagement based on~~engagement in the following ~~situations:~~

~~Community Engagement~~ **Communications and Engagement POLICY**
COR02

- ~~The scale of the project or decision~~ **enhance a decision or action using the community's input**
- ~~The potential impact on the community~~ **To assist with the identification of community needs and aspirations**
- ~~Legislative requirements~~ **Where the community could be impacted by a project, initiative, service or decision**
- ~~Community interest or sensitivity~~ **When required by resolution or legislation**

~~4.2.2. Council will use a range of communication and engagement methods, these may include:~~

- ~~Council website~~
- ~~Digital platforms~~
- ~~Social media~~
- ~~Media releases~~
- ~~Community meetings and forums~~
- ~~In-person meetings~~
- ~~Stalls at markets and stands in shopping centres and/or prominent locations~~
- ~~Public noticeboards~~
- ~~Surveys and online feedback tools~~
- ~~Inviting written feedback either by mail or email~~
- ~~Stakeholder briefings~~
- ~~Public notices and consultation processes.~~

~~4.2.2-4.2.3. Community e~~ **Where engagement is required, the approach taken will be processes undertaken by Litchfield Council are guided by the — public participation principles and standards developed by the Engagement Institute, including the IAP2 Public Participation Spectrum** ~~IAP2. Council's Communications Officer is a certified IAP2 practitioner.~~

~~Training through the Engagement Institute is available for Councillors and Council Officers who participate in engagement activities and who wish to develop their skills in this area.~~

~~4.2.3. Council staff responsible for planning and delivering community engagement will determine the most appropriate level of community participation required;~~

~~Community Engagement~~ Communications and Engagement **POLICY**
COR02

~~depending on the nature, sensitivity and complexity of the project/initiative being delivered. Community engagement is also dependent on the level of community impact or interest and additional external requirements. Flexibility is required when making decisions regarding the level of community engagement to provide for individual and unique activities.~~

~~4.2.4. Community engagement processes initiated by Litchfield Council will be accessible, inclusive, transparent, accountable and appropriate for the scope of the project. The selection of community engagement tools will be guided by the IAP2 best practice standards and specific advice from staff who are qualified in community engagement.~~

~~4.2.5. All community engagement activities will be available on Council’s website. Other communication channels will be considered and will be selected according to the unique requirements of each project.~~

~~4.2.6. The feedback from community engagement will be provided to the decision makers in a fair, balanced and appropriate way in accordance with privacy and record management requirements.~~

~~4.2.7.4.2.4. In the interest of the whole community, Council will also have the responsibility to consider, where necessary, other sources of information in conjunction with community input, such as legislative requirements, specialist or expert reports and local or national research studies, in the decision-making process.~~

4.3. Digital engagement

4.3.1. Council recognises digital platforms as a key channel for communicating and engaging with the community.

Digital channels may include:

- Council website
- Social media platforms
- Online engagement tools
- Email communications
- Digital surveys.

Digital engagement will be used to improve accessibility, reach broader audiences and enable more convenient participation.

~~Community Engagement~~ **Communications and Engagement POLICY**
COR02

4.4. Transparency and reporting

4.4.1. Where engagement activities are undertaken, Council will ensure that:

- Feedback is recorded and considered
- Outcomes are reported to Elected Members and other decision makers, where applicable
- The community is informed of how their feedback influenced the decision, where appropriate.

All engagement activities will comply with privacy, record keeping and legislative requirements.

~~4.3.~~4.5. Roles and responsibilities

4.5.1. Councillors

- Play a vital role in reflecting community sentiment by engaging with residents, businesses and stakeholders, and bringing forward local ideas, concerns and emerging issues for Council’s consideration. This input helps inform decision-making and ensures Council’s priorities and actions remain responsive to the needs and expectations of the community
- Represent and ~~will~~ advocate for the interests of the local community to governments, act as a ~~responsible partner in government by considering the needs of the community and~~ fostering community cohesion and
- eEncourage active community participation in ~~Council the~~ community engagement activities;
- Consider community feedback as part of the decision-making process.

4.5.2. ~~The~~ Chief Executive Officer

- Promotes a culture of effective communications and engagement across ~~will~~ lead the organisation to further embed a culture that ~~strives for and supports community engagement processes and outcomes, encourage a~~ positive, proactive attitude towards community engagement and
- eEnsure appropriate resources and governance frameworks are in place. Council is ~~providing adequate ability to implement the Community Engagement Policy.~~

4.5.3. Executive Leadership Team

~~Community Engagement~~ Communications and Engagement **POLICY**
COR02

- ~~Ensure communications and engagement considerations are integrated into project planning and service delivery, and Senior Leadership Team together will; lead each division — to create a strong community engagement culture that supports success, foster a positive — attitude towards community engagement and appropriately resource community — engagement projects.~~

4.5.4. Senior Leadership Team

- ~~Identify when communications or engagement activities are required~~
- ~~Work with the Communications Officer to plan appropriate activities, will; assess projects for community engagement requirements — and opportunities in the planning stage, liaise with staff qualified in community — engagement as early as possible, provide information to the Manager Communications — and Engagement about the purpose and objective of any community engagement activity — and the opportunity for the community to influence the outcome and ensure feedback is — captured; recorded and considered appropriately.~~

4.5.5. Communications Officer

- ~~Provides advice and support to staff~~
- ~~Develops and delivers communications and engagement plans, where required~~
- ~~Coordinates communications and engagement activities~~
- ~~Undertakes monitoring, analysis and reporting.~~

~~4.4. Promote best practice communications and engagement methods. Staff qualified in community engagement will; build capacity within Council to further — embed community engagement practices, provide advice and guidance regarding good — practice in community engagement, work with teams to plan, develop and evaluate — engagement programs and champion, develop and implement engagement tools and — platforms that are diverse and inclusive across a variety of demographics.~~

4.5.4.6. Risk implications

4.6.1. Failure to ~~implement appropriate undertake community~~ communications and engagement processes may result in:

- ~~Reduced community trust and confidence in Council~~
- ~~poses a risk to Council's r~~ Reputational risk
- ~~Increased complaints or community dissatisfaction~~

~~Community Engagement~~ **Communications and Engagement POLICY**
COR02

- ~~Decisions that do not reflect community needs or expectations.~~

~~Council will manage these risks through clear communication, appropriate engagement planning and adherence to this Policy, and may cause a level of mistrust amongst members of the community which could result in unsuccessful activities or project outcomes.~~

~~Decisions that are not made with the appropriate community input could result in the perception of Council not being transparent and having made a decision regardless of the community's thoughts.~~

5. Associated Documents

~~Community Engagement Strategy and Action Plans 2022-2025~~

~~Community Engagement Action Plan COR01 Media Policy~~

6. References and Legislation

~~Engagement Institute - IAP2 Framework~~

7. Review History

Date Reviewed	Description of changes
22/11/2017	New Policy
16/11/2021	Policy reviewed, minor amendments made.
17/02/2026	Policy reviewed, major amendments made.

Communications and Engagement **POLICY COR02**



Name	COR02 Communications and Engagement
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	20/04/2026
Review Date	19/04/2030

1. Purpose

This Policy establishes the principles and minimum standards for communications and engagement at Litchfield Council.

It outlines Council’s commitment to providing clear, accessible and transparent communications while ensuring meaningful opportunities for residents, stakeholders and community members to participate in decisions that may affect them.

The Policy supports Council’s commitment to good governance, accountability and informed decision-making.

2. Scope

This policy applies to Councillors, staff, consultants and contractors, and any other parties undertaking communications and/or engagement activities on behalf of Litchfield Council.

3. Definitions

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

Engagement Institute	Engagement Institute, formerly the International Association of Public Participation (IAP2), is a leading organisation providing engagement training to professionals and provides the principles of public participation in Australia that most engagement practitioners follow.
Executive Leadership Team (ELT)	Chief Executive Officer (CEO), Director Infrastructure and Operations, Director Governance and Community, Director Corporate Services.
Senior Leadership Team	Managers and Advisors
Media	Media refers to all forms of media including traditional, social and digital media.
Traditional media	Traditional forms of media are those that currently exist and existed before the internet. Key examples include television, radio, newspapers, magazines, billboards, notice boards and direct mail,

Communications and Engagement **POLICY COR02**

Social media	Online communication platforms used to create, share and exchange information or content with the public. This includes but is not limited to Facebook, Instagram, LinkedIn, YouTube, online forums and emerging digital platforms.
Digital media	Digital media is an umbrella term for any content or communication delivered via digital devices (websites, e-books, video, audio, podcasts, vlogs, etc.)
Communications	The provision of timely, accurate and accessible information to residents, stakeholders and the broader community regarding Council decisions, services, projects and activities
Engagement	The process of seeking feedback, participation or collaboration from the community and stakeholders in relation to Council initiatives, projects or decisions
Stakeholders	Individuals, Northern Territory Government (NTG), organisations or groups who have an interest in, or may be affected by, Council decisions, projects or services
Community	The residents, ratepayers, businesses, community groups, organisations and visitors who live in, work in, conduct business in or have an interest in the Litchfield Council Municipality and may be affected by Council initiatives, projects or decisions

4. Policy Statement

- 4.1. This policy provides the framework for Litchfield Council’s communications and engagement.
 - 4.1.1. Litchfield Council is committed to effective communications and engagement with residents, stakeholders and the broader community.
 - 4.1.2. Council recognises that clear communication and meaningful engagement:
 - Builds trust and transparency
 - Supports informed decision-making
 - Strengthens relationships with the community
 - Enables Council to better understand community needs, priorities and aspirations.

Communications and Engagement **POLICY COR02**

- 4.1.3. Council will provide opportunities for the community to receive information, contribute feedback and participate in decision-making processes, where appropriate.
- 4.1.4. Communications and engagement may be:
Proactive – informing or seeking input before decisions are made
Responsive – responding to community enquiries, concerns or emerging issues.
- 4.1.5. Council will ensure communications and engagement activities are:
- Clear and accessible
 - Inclusive and respectful
 - Transparent and accountable.
 - Appropriate to the level of community interest or impact.
- 4.2. Communications and engagement approach
- 4.2.1. Council will determine the appropriate level of communications and engagement based on:
- The scale of the project or decision
 - The potential impact on the community
 - Legislative requirements
 - Community interest or sensitivity.
- 4.2.2. Council will use a range of communication and engagement methods, these may include:
- Council website
 - Digital platforms
 - Social media
 - Media releases
 - Community meetings and forums
 - In-person meetings
 - Stalls at markets and stands in shopping centres and/or prominent locations
 - Public noticeboards
 - Surveys and online feedback tools
 - Inviting written feedback either by mail or email
 - Stakeholder briefings

Communications and Engagement **POLICY COR02**

- Public notices and consultation processes.

4.2.3. Where engagement is required, the approach taken will be guided by the public participation principles and standards developed by the Engagement Institute, including the IAP2 Public Participation Spectrum. Council's Communications Officer is a certified IAP2 practitioner. Training through the Engagement Institute is available for Councillors and Council Officers who participate in engagement activities and who wish to develop their skills in this area.

4.2.4. Council will also consider, where necessary, other sources of information in conjunction with community input, such as legislative requirements, specialist or expert reports and local or national research studies, in the decision-making process.

4.3. Digital engagement

4.3.1. Council recognises digital platforms as a key channel for communicating and engaging with the community.

Digital channels may include:

- Council website
- Social media platforms
- Online engagement tools
- Email communications
- Digital surveys.

Digital engagement will be used to improve accessibility, reach broader audiences and enable more convenient participation.

4.4. Transparency and reporting

4.4.1. Where engagement activities are undertaken, Council will ensure that:

- Feedback is recorded and considered
- Outcomes are reported to Elected Members and other decision makers, where applicable
- The community is informed of how their feedback influenced the decision, where appropriate.

All engagement activities will comply with privacy, record keeping and legislative requirements.

4.5. Roles and responsibilities

4.5.1. Councillors

Communications and Engagement **POLICY COR02**

- Play a vital role in reflecting community sentiment by engaging with residents, businesses and stakeholders, and bringing forward local ideas, concerns and emerging issues for Council's consideration. This input helps inform decision-making and ensures Council's priorities and actions remain responsive to the needs and expectations of the community
 - Represent and advocate for the interests of the community
 - Encourage community participation in Council engagement activities
 - Consider community feedback as part of the decision-making process.
- 4.5.2. Chief Executive Officer
- Promotes a culture of effective communications and engagement across the organisation
 - Ensure appropriate resources and governance frameworks are in place..
- 4.5.3. Executive Leadership Team
- Ensure communications and engagement considerations are integrated into project planning and service delivery.
- 4.5.4. Senior Leadership Team
- Identify when communications or engagement activities are required
 - Work with the Communications Officer to plan appropriate activities.
- 4.5.5. Communications Officer
- Provides advice and support to Councillors and staff
 - Develops and delivers communications and engagement plans, where required
 - Coordinates communications and engagement activities
 - Undertakes monitoring, analysis and reporting
 - Promotes best practice communications and engagement methods.
- 4.6. Risk implications
- 4.6.1 Failure to implement appropriate communications and engagement processes may result in:
- Reduced community trust and confidence in Council
 - Reputational risk
 - Increased complaints or community dissatisfaction
 - Decisions that do not reflect community needs or expectations.

Communications and Engagement **POLICY COR02**

Council will manage these risks through clear communication, appropriate engagement planning and adherence to this Policy.

1. Associated Documents

Community Engagement Strategy and Action Plans 2022-2025

COR01 Media Policy

2. References and Legislation

Engagement Institute - IAP2 Framework

3. Review History

Date Reviewed	Description of changes
22/11/2017	New Policy
16/11/2021	Policy reviewed, minor amendments made.
08/04/2026	Policy reviewed, major amendments made.

Community Engagement **POLICY COR02**



Name	COR02 Community Engagement
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	16/11/2021
Review Date	15/11/2025

1. Purpose

This Policy outlines the principles and minimum standards of community engagement at Litchfield Council. It demonstrates Council’s commitment to providing genuine and effective community engagement processes.

2. Scope

This policy applies to Councillors, staff, consultants and contractors responsible for undertaking community engagement for or on behalf of Litchfield Council.

3. Definitions

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

‘IAP2’	International Association of Public Participation
Executive Leadership Team	General Manager Infrastructure and Operations and Business Excellence
Senior Leadership Team	Managers and Advisors

4. Policy Statement

- 4.1. This policy provides the framework for Litchfield Council’s community engagement.
 - 4.1.1. Litchfield Council is committed to effective community engagement, embracing ongoing communications with our community.
 - 4.1.2. Council recognises that effective community engagement is vital to good governance and enables good decision making. Council is dedicated to working with our community to ensure the essence and beauty of Litchfield is retained whilst allowing provision for growth.
 - 4.1.3. Community engagement can be both proactive and responsive. Proactive community engagement can include but is not limited to; how Litchfield Council seeks and uses community input when making a decision, regulatory processes and major projects.

Community Engagement **POLICY COR02**

Responsive community engagement can occur with Council undertaking services and activities to build and maintain relationships with community members and stakeholders.

- 4.1.4. Community engagement allows community members to provide feedback and in turn have influence in Council decisions, and see their influence on, the decisions and actions that impact their lives and our community's future.

4.2. Community engagement process

- 4.2.1. Litchfield Council will consider undertaking community engagement in the following situations:

- To enhance a decision or action using the community's input
- To assist with the identification of community needs and aspirations
- Where the community could be impacted by a project, initiative, service or decision
- When required by resolution or legislation

- 4.2.2. Community engagement processes undertaken by Litchfield Council are guided by the standards developed by the IAP2.

- 4.2.3. Council staff responsible for planning and delivering community engagement will determine the most appropriate level of community participation required, depending on the nature, sensitivity and complexity of the project/initiative being delivered. Community engagement is also dependent on the level of community impact or interest and additional external requirements. Flexibility is required when making decisions regarding the level of community engagement to provide for individual and unique activities.

- 4.2.4. Community engagement processes initiated by Litchfield Council will be accessible, inclusive, transparent, accountable and appropriate for the scope of the project. The selection of community engagement tools will be guided by the IAP2 best practice standards and specific advice from staff who are qualified in community engagement.

- 4.2.5. All community engagement activities will be available on Council's website. Other communication channels will be considered and will be selected according to the unique requirements of each project.

- 4.2.6. The feedback from community engagement will be provided to the decision makers in a fair, balanced and appropriate way in accordance with privacy and record management requirements.

- 4.2.7. In the interest of the whole community, Council has the responsibility to consider, where necessary, other sources of information in conjunction with community input, such as legislative requirements, specialist or expert reports and local or national research studies, in the decision-making process.

Community Engagement **POLICY COR02**

4.3. Roles and responsibilities

- 4.3.1. Councillors will; advocate the interests of the local community to governments, act as a responsible partner in government by considering the needs of the community and fostering community cohesion and encouraging active community participation in the community engagement activities.
- 4.3.2. The Chief Executive Officer will; lead the organisation to further embed a culture that strives for and supports community engagement processes and outcomes, encourage a positive, proactive attitude towards community engagement and ensure Council is providing adequate ability to implement the Community Engagement Policy.
- 4.3.3. Executive Leadership Team and Senior Leadership Team together will; lead each division to create a strong community engagement culture that supports success, foster a positive attitude towards community engagement and appropriately resource community engagement projects.
- 4.3.4. Senior Leadership Team will; assess projects for community engagement requirements and opportunities in the planning stage, liaise with staff qualified in community engagement as early as possible, provide information to the Manager Communications and Engagement about the purpose and objective of any community engagement activity and the opportunity for the community to influence the outcome and ensure feedback is captured, recorded and considered appropriately.
- 4.3.5. Staff qualified in community engagement will; build capacity within Council to further embed community engagement practices, provide advice and guidance regarding good practice in community engagement, work with teams to plan, develop and evaluate engagement programs and champion, develop and implement engagement tools and platforms that are diverse and inclusive across a variety of demographics.

4.4. Risk implementations

- 4.4.1. Failure to undertake community engagement poses a risk to Council’s reputation and may cause a level of mistrust amongst members of the community which could result in unsuccessful activities or project outcomes.
- 4.4.2. Decisions that are not made with the appropriate community input could result in the perception of Council not being transparent and having made a decision regardless of the community’s thoughts.

5. Associated Documents

Community Engagement Strategy
 Community Engagement Action Plan

6. References and Legislation

IAP2 Framework

Community Engagement **POLICY COR02**

7. Review History

Date Reviewed	Description of changes
22/11/2017	New Policy
16/11/2021	Policy reviewed, minor amendments made.

14.1.8 COR01 Media Policy

AUTHOR: Paula Strong, Communications & Media Officer

AUTHORISER: Rebecca Taylor, Acting Director Governance & Community

ATTACHMENTS: 1. COR01 Media Policy with TC
2. COR01 Media Policy

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement on the proposed amendments to the COR01 Media Policy. The revised Policy aims to strengthen media governance, clarify spokesperson roles, improve organisational readiness for emerging digital communication platforms, and ensure consistency with current legislation, contemporary communications practice, and Council's strategic objectives.

RECOMMENDATION

That Council adopts the amended COR01 Media Policy, as at Attachment 2, and authorises the Chief Executive Officer to make minor amendments.

BACKGROUND

Council's Media Policy (COR01) was last reviewed in November 2021 and scheduled for review in 2025. A review by the Communications Officer identified several gaps relating to digital media governance, contemporary communications risks, staff responsibilities and the evolving expectations of the community for transparent and timely information. The review also aligns the policy with the *Northern Territory Local Government Act 2019*, Council's Code of Conduct frameworks and current communication strategies.

Key amendments proposed

1. Clarification of media roles and responsibilities

- Reinforces the Communications Officer as the primary contact for all media enquiries and social media activities
- Clarifies when the Mayor, CEO, Elected Members or delegated staff act as spokespersons
- Introduces clearer delegation provisions for operational, crisis and subject-matter communications and social media.

2. Strengthened social media governance

- Updated definitions to reflect emerging platforms and multi-channel communication
- Enhanced guidance for staff and Elected Members regarding personal social media use
- Explicit prohibitions on unauthorised comment, releasing confidential information and engaging in conduct that may damage Council's reputation.

3. Strengthened crisis and emergency communications provisions

- Provides more explicit steps for activating emergency communications
- Aligns Council messaging with lead emergency management agencies
- Highlights the role of digital channels during critical incidents (e.g. cyclone updates).

4. Updated media monitoring and reporting processes

- Introduces improved governance procedures for documenting media enquiries and responses
- Aligns internal reporting with Council communication needs.

5. Digital channels and website responsibilities

- Outlines the role of social media as a broadcast, engagement and marketing tool
- Reinforces expectations that all official content must be accurate, consistent and authorised.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Council is asked to consider the proposed amendments to the COR01 Media Policy and determine whether the updated provisions should be accepted. The changes primarily relate to strengthening governance around media engagement, clarifying spokesperson responsibilities, updating social media expectations for staff and Elected Members, refining crisis and emergency communication procedures, and improving processes for media monitoring and response.

These amendments are intended to align the Policy with current communication practices, legislative requirements and Council's operational needs.

FINANCIAL IMPLICATIONS

The proposed Policy amendments may have limited direct financial implications:

- Training and capability building for staff and Elected Members in media and digital communications
- Potential software upgrades for media monitoring, digital asset management or social media scheduling tools
- Additional resourcing considerations, especially during emergencies or high-profile issues, to maintain timely response standards.

Any financial implications can be managed within existing operational budgets.

RISKS

The proposed amendments help address several practical risks that may arise in Council's day-to-day media and social media activities. Without these updates, there is a risk that unauthorised or inconsistent responses to media enquiries could lead to misinformation or reputational harm.

The revised Policy mitigates this by clarifying spokesperson roles and requiring all enquiries to be coordinated through the Communications Officer and/or CEO.

There is also a risk of inappropriate or unclear use of personal social media accounts by staff or Elected Members, which could breach Codes of Conduct or release sensitive information. The updated policy provides clearer expectations and limits on online behaviour to reduce this likelihood.

During emergencies, outdated communication processes may delay timely public messaging; the strengthened crisis communication procedures ensure faster activation and alignment with emergency authorities.

Finally, without improved media monitoring and documentation processes, important information may be missed or inaccurately recorded. The amended Policy formalises these processes to support accountability and consistent reporting.

COMMUNITY ENGAGEMENT

NIL



Media **POLICY COR01**

Name	COR01 Media
Policy Type	Council
Responsible Officer	Chief Executive Officer/Director Community and Corporate Services
Approval Date	16/11/2021 20/04/2026
Review Date	11/11/2025 19/04/2030

1. Purpose

This policy establishes clear protocols for Litchfield Council’s engagement with media and use of social media platforms to ensure accurate, timely and consistent communication with the community.

The policy supports transparency, protects Council’s reputation and ensures authorised spokespersons represent Council in accordance with legislative and governance requirements.

This policy outlines a framework for guiding Litchfield Council Elected Members and staff’s interactions with the media and use of social media; to ensure consistent messaging, brand and reputation management.

2. Scope

This policy applies to Litchfield Council Elected Members and staff for any media interaction and social media use.

3. Definitions

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

Media	Media refers to all forms of media including traditional, social and digital media.
Traditional media	Traditional forms of media are those that currently exist and existed before the internet. Key examples include television, radio, newspapers, magazines, billboards, notice boards and direct mail.
Social mMedia	Online communication platforms used to create, share and exchange information or content with the public. This includes but is not limited to Facebook, Instagram, LinkedIn, YouTube, online forums and emerging digital platforms. All online media forums, for example, Facebook, Twitter, Instagram etc.
Digital media	Digital media is an umbrella term for any content or communication delivered via digital devices (websites, e-books, video, audio, podcasts, vlogs, etc.)

Media **POLICY COR01**

Written Approval	Can be in the form of email or text messages. The preferred method, in the first instance, is email. However, in the event the urgent approval is required, a text message will suffice and, when required, be confirmed via email after.
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4. Media and Social Media Coordination

The Communications Officer's function is responsible for coordinating Council's overall media engagement including:

- [Managing media enquiries](#)
- [Preparing media statements and releases](#)
- [Coordinating interviews](#)
- [Providing briefing notes to the Mayor, Elected Members, Chief Executive Officer \(CEO\) and approved Council Officer spokespersons](#)
- [Monitoring media coverage and social media commentary](#)
- [Managing Council's official social media and digital media channels.](#)

4.5. Policy Statement

~~4-1-5.1.~~ Media activities assist Council in delivering information to the public. Media activities may be generated proactively by [Elected Members, the CEO and Council Officers](#) or may be produced in response to an enquiry or request from a media organisation or stakeholder.

~~4-2-5.2.~~ Public comment includes public speaking engagements; speaking on radio or television, views expressed to newspapers, magazines, websites, social media, books, journals, notices or other such forum where it might be expected that the publication of the comment will be accessible to part or all of the Litchfield or Local Government community.

~~4-3-5.3.~~ ~~Where possible, the Chief Executive Officer (CEO) or delegate will be the first point of contact to liaise with media, provide information and arrange for the preparation of media releases and briefings prior to interviews.~~ The Communications Officer serves as the primary contact for media engagement, managing enquiries, providing information, and coordinating the preparation of media releases and interview briefings.

~~4-4-~~ In the Communications Officer their absence the CEO or a delegated Council Officer will be the alternate should be the first point of contact.

~~4-5-~~

~~4-6-5.4.~~ Media Representation

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Media POLICY COR01

~~4.6.1.5.4.1.~~ The Mayor is the primary spokesperson for Litchfield Council when addressing strategic —and Council policy matters. ~~The Deputy Mayor can be nominated by the Mayor if they are not available.~~

~~4.6.2.5.4.2.~~ A decision on whether ~~other matters~~ ~~the issue should be~~ ~~are~~ addressed by the Mayor, an Elected Member or ~~member of staff~~ ~~will~~ ~~outd~~ be made ~~in the first instance~~ by the CEO ~~in consultation with the Communications Officer~~ ~~in conjunction with the Mayor.~~

~~4.6.3.5.4.3.~~ The CEO is the principal spokesperson for Litchfield Council when addressing —operational matters.

~~4.6.4.5.4.4.~~ The Mayor and CEO and Mayor may delegate this authority to make public comment to the —media on specific matters relating to administration or Council activities ~~to a Council Officer~~ — on a case-by-— case —basis.

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~~4.7.5.5.~~ Council staff and Media

~~5.5.1.~~ Litchfield Council employees are not authorised to speak to the media on any Council —issue unless specifically authorised to do so by the CEO.

~~4.8.5.6.~~ Media Enquiries

~~5.6.1.~~ All media enquiries must be immediately referred Litchfield Council employees must refer media enquiries directly to the Communications Officer or CEO in the Communications Officers absence.

~~5.6.2.~~ Council Officers must not provide comments, background information or “off the record” statements to the media without authorisation.

Where possible, media responses should:

- Acknowledge the enquiry promptly
- Provide an agreed response timeframe
- Be coordinated through the Communications Officer.

Manager — Communications and Engagement.

~~4.8.1.5.6.3.~~ When responding to media enquiries it is important to respond in a timely manner to meet media deadlines and where there may be no deadline, within 48 hours. Where —practical, a response by the close of business on the day of the enquiry is required. If not —practical, the owner of the media request should be contacted and advised of the delay.

~~5.6.4.~~ Media responses will be forwarded to the Elected Members and Executive Team along —with the details of the media enquiry for their information.

~~5.7.~~ Media Releases

Media **POLICY COR01**

5.7.1. Media releases must be approved by the CEO or delegated authority, i.e. an Executive Director.

5.7.2. Media releases will only be distributed to media outlets by the Communications Officer or CEO.

~~4-8-2-5.7.3.~~ All media releases will be placed on Council's website and provided to Elected Members as soon as practicable.

~~4-9-5.8.~~ Elected Members and Media

5.8.1. Elected Members are to inform the CEO and/or Communications Officer, prior to making comment, if they are –approached by any media to comment on Council business.

5.8.2. Elected members may maintain personal social media accounts. However, they should:

- Clearly distinguish personal views from official Council positions
- Ensure comments comply with the Code of Conduct for Elected Members.

Elected Members do not need to contact Council when posting on their personal pages – however, if the comments or posts are regarding operational matters or decisions of Council, it should be clear that they are speaking for themselves and not on behalf of Council.

Where any issue may attract social media attention, Elected Members are encouraged to notify the CEO and Communications Officer prior to posting.

5.9. Crisis/Emergency Communications

5.10. During emergencies or significant incidents, Council may activate emergency communication procedures to provide timely information to the public.

Official updates may be issued through:

- Council website
- Social media channels – Facebook and Instagram
- Media releases
- Media interviews
- Emergency management coordination groups
- Messaging will align with advice from relevant emergency authorities.

5.11. Media Monitoring and Reporting

5.11.1. Council may monitor media coverage and social media commentary relating to Council activities.

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Media POLICY COR01

5.11.2. Media enquiries and responses may be recorded for governance and reporting purposes.

4.10-5.12. Social Media

5.12.1. Social media is an immediate method of communicating with stakeholders, media and the general public.

5.12.2. Social media use should fall into the following categories:

- A channel for broadcasting time-sensitive information as quickly as possible (e.g. cyclone preparedness and emergency situations)
- A medium to engage with the community
- A form of marketing to increase Council's ability to distribute messages to the widest possible audience.

5.12.3. The Communications Officer is responsible for posting information to Council's social media channels, ensuring information is regular, correct and consistent, and monitoring and responding to public comments, where necessary and appropriate is paramount when posting on social media sites.

5.12.4. Staff using personal social media accounts must ensure their conduct does not undermine public confidence in Council or breach the Code of Conduct.

5.12.5. Litchfield Council's Staff must not engage in social media as a representative of Council unless prior authorisation has been sought from the CEO or Council Officer delegated authority. However, they can express their views as a member of the community.

5.12.6. Litchfield Council's Staff must not post or comment on any material that might otherwise cause damage to Litchfield Council's reputation or bring it into disrepute.

4.11-5.13. Website

5.13.1. Litchfield Council's website is the primary internet presence for the dissemination of information to stakeholders and the community.

4.11.1.1.1. Social media use should fall into the following categories:

4.11.2.1.1.1. A channel for broadcasting time-sensitive information as quickly as possible (e.g. cyclone preparedness and emergency situations)

4.11.3. A medium to engage with the community

4.11.4. A form of marketing to increase Council's ability to distribute messages to the widest possible audience:

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Media **POLICY COR01**

- 4.11.5. Elected Members do not need to contact Council when posting on their personal pages; however, if the comments or posts are regarding operational matters or decisions of Council, it should be clear that they are speaking for themselves and not on behalf of Litchfield Council.
- 4.11.6.1.1.1. Litchfield Council staff must not engage in social media as a representative of Council unless prior authorisation has been sought from the CEO, however, they can express their views as a member of the community.
- 4.11.7.1.1.1. Litchfield Council staff must not post or comment on any material that might otherwise cause damage to Litchfield Council's reputation or bring it into disrepute.
- 4.12. Media Releases
 - 4.12.1. All Council media releases must be signed off by the CEO.
 - 4.12.2. Media releases will only be distributed to media outlets by the CEO or delegate.
 - All media releases will be placed on the Council website and provided to Elected Members as soon as practicable.

5.6. Associated Documents

- HR01 Code of Conduct
- EM01 Code of Conduct for Elected Members
- COR 02 Community Engagement Policy
- Cyclone Preparedness & Response Plan
- Community and Engagement Strategy and Action Plan 2022-2025

6.7. References and Legislation

- Northern Territory Local Government Act 2019 (NT)

7.8. Review History

Date Reviewed	Description of changes
17/05/2017	New policy
16/11/2021	Policy reviewed, minor amendments made.
17/03/2026	Policy reviewed, major amendments made.

Media **POLICY COR01**



Name	COR01 Media
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	20/04/2026
Review Date	19/04/2030

1. Purpose

This policy establishes clear protocols for Litchfield Council’s engagement with media and use of social media platforms to ensure accurate, timely and consistent communication with the community.

The policy supports transparency, protects Council’s reputation and ensures authorised spokespersons represent Council in accordance with legislative and governance requirements.

2. Scope

This policy applies to Litchfield Council Elected Members and staff for any media interaction and social media use.

3. Definitions

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Digital media	Digital media is an umbrella term for any content or communication delivered via digital devices (websites, e-books, video, audio, podcasts, vlogs, etc.)
Written approval	Can be in the form of email or text messages. The preferred method, in the first instance, is email. However, in the event the urgent approval is

Media **POLICY COR01**

	required, a text message will suffice and, when required, be confirmed via email after.
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4. Media and Social Media Coordination

The Communications Officer’s function is responsible for coordinating Council’s overall media engagement including:

- Managing media enquiries
- Preparing media statements and releases
- Coordinating interviews
- Providing briefing notes to the Mayor, Elected Members, Chief Executive Officer (CEO) and approved Council Officer spokespersons
- Monitoring media coverage and social media commentary
- Managing Council’s official social media and digital media channels.

5. Policy Statement

- 5.1. Media activities assist Council in delivering information to the public. Media activities may be generated proactively by Elected Members, the CEO and Council Officers or may be produced in response to an enquiry or request from a media organisation or stakeholder.
- 5.2. Public comment includes public speaking engagements; speaking on radio or television, views expressed to newspapers, magazines, websites, social media, books, journals, notices or other such forum where it might be expected that the publication of the comment will be accessible to part or all of the Litchfield or Local Government community.
- 5.3. The Communications Officer serves as the primary contact for media engagement, managing enquiries, providing information, and coordinating the preparation of media releases and interview briefings.
- 5.4. In the Communications Officer absence, the CEO or a delegated Council Officer will be the alternate point of contact.
- 5.5. Media Representation
 - 5.5.1. The Mayor is the primary spokesperson for Council when addressing strategic and Council policy matters. The Deputy Mayor can be nominated by the Mayor if they are unavailable.
 - 5.5.2. A decision on whether other matters are addressed by the Mayor, an Elected Member or member of staff will be made by the CEO in consultation with the Communications Officer.

Media **POLICY COR01**

- 5.5.3. The CEO is the principal spokesperson for Council when addressing operational matters.
- 5.5.4. The Mayor and CEO may delegate this authority to make public comment to the media on specific matters relating to administration or Council activities to a Council Officer on a case-by-case basis.
- 5.6. Council staff and Media
- 5.6.1. Council employees are not authorised to speak to the media on any Council issue unless specifically authorised to do so by the CEO.
- 5.7. Media Enquiries
- 5.7.1. All media enquiries must be immediately referred to the Communications Officer or CEO in the Communications Officers absence.
- 5.7.2. Council Officers must not provide comments, background information or “off the record” statements to the media without authorisation.
- 5.7.3. Where possible, media responses should:
- Acknowledge the enquiry promptly
 - Provide an agreed response timeframe
 - Be coordinated through the Communications Officer.
- 5.7.4. When responding to media enquiries it is important to respond in a timely manner to meet media deadlines and where there may be no deadline, within 48 hours. If not practical, the owner of the media request should be contacted and advised of the delay.
- 5.7.5. Media responses will be forwarded to the Elected Members and Executive Team along with the details of the media enquiry for their information.
- 5.8. Media Releases
- 5.8.1. Media releases must be approved by the CEO or delegated authority, i.e. an Executive Director.
- 5.8.2. Media releases will only be distributed to media outlets by the Communications Officer or CEO.
- 5.8.3. All media releases will be placed on Council’s website and provided to Elected Members as soon as practicable.
- 5.9. Elected Members and Media
- 5.9.1. Elected Members are to inform the CEO and/or Communications Officer, prior to making comment, if they are approached by any media to comment on Council business.

Media **POLICY COR01**

- 5.9.2. Elected members may maintain personal social media accounts. However, they should:
- Clearly distinguish personal views from official Council positions
 - Ensure comments comply with the Code of Conduct for Elected Members.
- 5.9.3. Elected Members do not need to contact Council when posting on their personal pages however, if the comments or posts are regarding operational matters or decisions of Council, it should be clear that they are speaking for themselves and not on behalf of Council.

Where any issue may attract social media attention, Elected Members are encouraged to notify the CEO and Communications Officer prior to posting.

5.10. Crisis/Emergency Communications

- 5.10.1. During emergencies or significant incidents, Council may activate emergency communication procedures to provide timely information to the public.

Official updates may be issued through:

- Council website
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- Media interviews
- Emergency management coordination groups
- Messaging will align with advice from relevant emergency authorities.

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- 5.11.1. Council may monitor media coverage and social media commentary relating to Council activities.
- 5.11.2. Media enquiries and responses may be recorded for governance and reporting purposes.

5.12. Social Media

- 5.12.1. Social media is an immediate method of communicating with stakeholders, media and the public.
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- A channel for broadcasting time-sensitive information as quickly as possible (e.g. cyclone preparedness and emergency situations)
 - A medium to engage with the community

Media **POLICY COR01**

- A form of marketing to increase Council’s ability to distribute messages to the widest possible audience.
- 5.12.3. The Communications Officer is responsible for posting information to Council’s social media channels, ensuring information is regular, correct and consistent, and monitoring and responding to public comments, where necessary and appropriate.
- 5.12.4. Staff using personal social media accounts must ensure their conduct does not undermine public confidence in Council or breach the Code of Conduct.
- 5.12.5. Staff must not engage in social media as a representative of Council unless prior authorisation has been sought from the CEO or Council Officer delegated authority. However, they can express their views as a member of the community.
- 5.12.6. Staff must not post or comment on any material that might otherwise cause damage to Litchfield Council’s reputation or bring it into disrepute.
- 5.13. Website
 - 5.13.1. Council’s website is the primary internet presence for the dissemination of information to stakeholders and the community.

6. Associated Documents

- HR01 Code of Conduct
- EM01 Code of Conduct for Elected Members
- COR 02 Community Engagement Policy
- Cyclone Preparedness & Response Plan
- Community and Engagement Strategy and Action Plan 2022-2025

7. References and Legislation

Northern Territory Local Government Act 2019 (NT)

8. Review History

Date Reviewed	Description of changes
17/05/2017	New policy
16/11/2021	Policy reviewed, minor amendments made.
08/04/2026	Policy reviewed, major amendments made.

14.1.9 Municipal Plan 2025-2026 Quarterly Performance Review - January to March 2026

- AUTHOR:** Stephen Hoyne, Chief Executive Officer
- AUTHORISER:** Stephen Hoyne, Chief Executive Officer
- ATTACHMENTS:**
1. Municipal Plan 2025-26 Quarterly Performance Report
 2. 2025.2026 Key Performance Indicators

EXECUTIVE SUMMARY

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

RECOMMENDATION

1. That Council receive the Municipal Plan 2025-2026 Quarterly Performance Report for the third quarter ending 31 March 2026

BACKGROUND

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

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

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

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

NT Local Government Act 2019

FINANCIAL IMPLICATIONS

Nil

Risks Nil

COMMUNITY ENGAGEMENT

Nil



Quarterly Performance Report: January to March 2026

Quarterly Performance Report: January to March 2026



Quarter 3 Performance Report 2025-2026

The Best Place to Live in the Top End

Chief Executive Officer Overview

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

Council operations in Q3 2025–2026 continued to deliver strong outcomes across community services, regulatory functions, infrastructure, and environmental initiatives, despite significant challenges associated with record wet season conditions.

Library services maintained strong engagement, recording 14,482 visitors, continued growth in membership, and high participation across programs and events, alongside increasing online engagement.

Regulatory Services experienced increased demand, responding to 244 customer requests, primarily relating to animal management, while maintaining strong outcomes in impoundments, rehoming, and responsible pet ownership initiatives. Community education programs also continued, engaging local students and promoting safe behaviours.

Cemetery operations progressed with consultation on future development and planning, while maintaining service delivery during adverse weather conditions. Similarly, MWF operations demonstrated flexibility and resilience, adapting work programs to maintain essential verge maintenance, including slashing, mowing, and spraying, while responding to additional tasks such as drainage works and storm-related clean-up.

MWF operations during the quarter were significantly impacted by record wet season conditions, requiring crews to adapt work programs and prioritise areas less affected by rainfall. Despite these challenges, the team maintained essential verge maintenance activities, including slashing, mowing, and weed spraying, while also supporting additional tasks such as drain cleanouts, cyclone-related debris removal, and customer requests.

Planning activities progressed with key developments completed or underway, including the Holtze subdivision, road closures and upgrades, and new subdivision approvals, with ongoing provision of technical advice across development matters.

Infrastructure planning remained a priority, with progress on key projects such as the Freds Pass Recreation Reserve upgrades and the 2025–2026 reseal program, positioning works for delivery in the next quarter. Forward planning has also been undertaken to address wet season impacts and maintenance backlogs.

Waste and resource recovery initiatives delivered positive community outcomes, with strong uptake of the Waste Voucher Program, continued success of the Free Mulch Initiative, and targeted support for flood-affected residents. Procurement for the Compactor Bin Replacement Program also progressed to improve operational efficiency.

Community engagement remained a focus, with local schools recognised for their participation in Clean Up Australia Day, reinforcing environmental awareness. Support measures, including the flood waste fee waiver, continue to assist affected residents with recovery efforts.

Planning and development activities advanced key projects, including subdivision developments, road upgrades, and infrastructure improvements, with ongoing technical support provided across statutory processes.

Overall, Council has maintained service delivery and progressed strategic initiatives, demonstrating adaptability and a continued commitment to community outcomes, infrastructure resilience, and operational efficiency.

I continue to look forward to working with staff and Council members to progress the priorities agreed to by the Litchfield community in the 2025-26 Municipal Plan.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

People and Performance and Workplace Health and Safety

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

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



Governance and Risk

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

- Update on internal audits
- Management of Hazards Procedure
- Management Responses to 2024-2025 financial Audit
- Risk Register

Community Engagement

The Men’s Wellbeing & Connection Program continued to build on its success, with the following well-attended activities delivered this quarter;

- The Men’s Bowls session, hosted by the Humpty Doo Bowls Club.
- Men’s Yoga session.
- BBQ Bike Ride hosted in partnership with Bike You.
- Leather Workshop
- 3D Printing Workshop

These activities have been well received, with positive community feedback and growing interest in future opportunities.

Similarly, Council’s School Holiday Program delivered in January, through the Litchfield Community Library and Livingstone Reserve provided a packed schedule of

activities focused on skill development, self-improvement and entertainment. Over 300 young people participating in the program.

The 2026 Litchfield Council Australia Day Celebration at the Freds Pass Market Shed was a wonderful success, with an estimated 400 attendees throughout the day. The day included a meaningful Welcome to Country and Smoking Ceremony, fun run, Citizenship Ceremony and Community Awards.

The Litchfield Art Exhibition returned for its ninth year, with the 2026 theme WILD bringing together an impressive 96 entries across a diverse range of mediums including painting, photography, textiles, sculpture and more. Delivered by Darwin Community Arts on behalf of Council, the exhibition continues to grow as a key cultural event for the rural area.

Council also proudly hosted a second Citizenship Ceremony, welcoming 15 new Australian citizens from nine different countries. The ceremony marked an important milestone for participants and highlighted the cultural diversity that continues to strengthen the Litchfield community.

Corporate Services

This quarter, we conducted two budget workshops and finalised the operating capital budget for the 2026-2027 financial year. The rates debt recovery process was initiated this quarter.

The team is currently working on the draft municipal plan and aims to finalise it by next quarter.

Litchfield Community Library

The library received 14,482 visitors during the third quarter of 2025-2026, showing only minor evidence of stabilisation anticipated with saturation of new community engagement with Coolalinga Central location (15,236 visitors in Q2).

Membership uptake continues with 367 new memberships, including 86 new Funky Chickens. The library also recorded an increase on previous quarterly loans to 9,088 (excluding renewals) and welcomed 1,517 attendees across 54 activities.

In addition to the January holiday program, the library hosted 3 large, themed events for families over the third quarter:

- International Women’s Day Storytime
- Harmony Day Storytime

- Easter Storytime

The library’s online presence continues to grow, with 1,793 Facebook followers engaging with regular updates and events.



Regulatory Services

At the end of the third quarter 2025-2026, there were 4,015 dogs registered in Litchfield compared to 4,146 in Q2 2025-2026, 2,858 dogs or 71.18% of those registered are desexed. The reduction in overall dogs registered has reduced due to the recently completed dog registration audit.

There were 61 dogs impounded in the third quarter 2025-2026, 23 less than for Q2 2025-2026 (84), 42 or 68.85% of impounded dogs were not desexed. 31 (50.81%) dogs were reclaimed by their owners. Of the unclaimed impounded dogs 24 were transferred to the rehoming organisations RSPCA and Save a Paw (nine and 15 respectively).

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

Regulatory Services attended to 244 Customer Action Requests in the third quarter 2025-2026, 60 more (184) than Q2 2025-2026. This represents 35.51% of the total received (687) for Council in Q3. Of these requests 142 (52.19%) related to dogs at large,

contained dogs for pick up and lost dogs. There were four investigations conducted for dog attacks against people and 16 on other animals, one investigation of dogs menacing people and five investigations of dogs menacing other animals.

36 desexing vouchers were issued during the third quarter 2025-2026 compared to 35 in Q2 2025-2026, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$150 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. Of the total vouchers issued in the 2025-2026 year (124), 77 (62.09%) have been redeemed by the end of the second quarter.

25 reports of abandoned vehicles were received by Council for investigation and action in the third quarter 2025-2026. This is in comparison to 13 reports for Q2 2025-2026. Of the 25 reports, five CRMs were in progress, 14 vehicles removed by their owners, one vehicle was impounded & released this quarter and five vehicles reported were on non-council land.

The team have facilitated six double class Dog Awareness Programs have been conducted in the 2nd quarter 2025-2026 at local schools in the second quarter 2025-2026, reaching a total of 241 students. These sessions educate children on how to be safe around dogs and include fun activities to embed the lessons learned during the session. These sessions are a great component of the Regulatory Services role and are well received by the students and teachers.

Thorak Regional Cemetery

Prior to the development of the Cemeteries Plant and Operations Shed, Thorak Regional Cemetery were required to consult with the Office of Australian War Graves/ Department of Veterans’ Affairs to advise of the development. In January onsite discussions were undertaken regarding future development within the Cemetery in line with the proposed Cemeteries master plan review. Additionally, this was a good opportunity for Cemetery and the Office of Australian War Graves to review the Litchfield Council/Thorak Regional Cemetery Garden of Remembrance Deed of License. The Draft agreement is a review of the existing gardens boundaries and recognition of the Cemeteries future development.

The wet season of 2025/26 has seen the Cemetery experience lengthy periods of heavy rain, flooding and

wet slippery conditions. Staff have had to ensure services continue safely and with minimal disruption.

The purchase and utilisation of 20 new ‘bog mats’ has allowed trucks and backhoes to access lawn areas for the digging and backfilling of graves without getting bogged or damaging soft grounds.

Some respite in the weather saw staff busy undertaking mowing and garden maintenance prior to the Easter period. Easter and the following weekends Greek Easter are predominantly the busiest for visitors attending the cemetery.

The upcoming change to the season will see the cemetery looking its best. Staff are busy pruning, mulching and checking irrigation throughout the cemetery.



Mobile Work Force

The MWF continued this quarter with emphasis on the slashing, mowing and spraying operations which has proved logistically challenging during record rainfall for the Top End. The team had completed a full round of verge maintenance on LC Road network over the previous quarter and now has seen the crew adapt from their normal routine and work areas to least affected by continuous rain which has resulted in leaving multiple drains and floodway areas for follow up maintenance when ground conditions prevail. The wet weather also presented the opportunity to free up a couple of casual MWF employees to fill in on shifts at the Waste Transfer Stations whilst they were going through their recruitment processes. The team also took on many extra tasks such as drain cleanouts and Ex Cyclone tree rubbish and weed related CRMs.



SLASHING: The slashing team comprising of 3-4 tractors has persevered this quarter in boggy conditions, strategically slashing roadsides for a second cut with some arterial Roads already having a 3rd cut based on localised vegetation growth and necessity.

- *This quarter saw 965.5 actual slashing Hours completed.*

MOWING: The mowing crew comprising of 3-4 front deck mowers battled through wet conditions this quarter. They completed the first round and continued into the second round of verge mowing, which includes most urban roadsides as well as other mower suitable Roads, Council Yard and Waste Transfer Stations on demand.

- *Total Mowing Hours for this quarter = 911*



WEED SPRAYING: Ongoing roadside furniture spraying continues from round 1 into round 2. Flooding conditions this quarter has made spraying of weeds in drains, easements and reserves very difficult but the next couple of months hopefully will present better conditions and accessibility to complete these tasks.

- *This quarter saw a total of 543hrs of hands-on spraying completed with a total of 133,350 litres of herbicide mix used.*

LITTER COLLECTION: Roadside litter collection this quarter was undertaken on a need basis when required

in front of slashing and mowing operations as well as responding to CRMs and other illegal dumping finds by staff.

- *Collection Hrs: 52.75*
- *Bags of Litter: 106 (80L Bags)*
- *5T loads general waste: 3*
- *5T loads green waste: 5*
- *Tyres: 8*

ROADSIDE SIGN INSTALLATION AND REPAIRS: Signage repairs and installations this quarter was limited due to MWF staff prioritising Slashing/Mowing and spraying operations. Warning sign repairs or replacements were conducted for safety reasons and as well as Traffic Counter installs and removals on request from Infrastructure Works. Many temporary signs were also attended to by MWF staff after weather and road damage events.

Total sign replacements this quarter:

- *Labour hours: 60*
- *Temp Traffic Hazard signs: 40+*
- *Regulatory and warning signs: 20*
- *Traffic counter installs: 4*
- *Guideposts: 8*

Planning

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

In February 2026, Stage 2 of the Holtze Land Development in Asche, “The Parks”, construction was finalised and handed over to Litchfield Council. The development continues to move ahead with Stage 3 and Stage 4 now under construction.

The proposal to close the Northern Section of Thorngate Road (north of Campbell Road) received approval from the Minister in January and the team are moving through the next steps in the process.

Works on Kundook Place in Howard Springs are being finalised with some rectification works still underway by Good Shepherd Lutheran College with the new road stub now having a turnaround section that compliments the school upgrades.

Approval was granted for a 30-lot subdivision at 940 Stuart Highway and Council is now working with the developers team for the design of roads and stormwater infrastructure.

Design was approved for the upgrades for the Humpty Doo Primary School Kiss & Go affecting Challenor Circuit and Freds Pass Road.

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

Infrastructure & Assets

This quarter has been heavily influenced by a prolonged and intense wet season, which has significantly impacted road conditions and access across the municipality. Despite these challenges, Council’s Infrastructure & Assets team has continued to focus on keeping the road network safe, maintaining essential services, and responding to emerging issues as they arise.

With ongoing rainfall and saturated ground conditions, customer requests have increased, particularly in relation to road damage, drainage issues, and access concerns. While priority safety matters have been addressed where possible, many repair works have had to be delayed until conditions improve to ensure they are completed safely and to a lasting standard.



Wet Weather Operations Update

This quarter was significantly impacted by widespread and persistent rainfall across the municipality, resulting in flooding and waterlogged ground conditions in several areas. Council crews actively monitored known flood-prone locations, carried out regular inspections, and managed risks to maintain public safety.

Despite these challenging conditions, the Infrastructure Team continued to deliver essential maintenance works whenever safe access was available. Works completed during the quarter included:

- Driveway repairs and reinstatements
- Batter repairs and stabilisation works
- Drain reformations to improve stormwater flow
- Ongoing pothole patching across the road network

Each site was carefully assessed prior to commencing works to minimise rework and ensure repairs were completed to an appropriate standard. Pothole patching remained a key priority throughout the quarter.

However, due to saturated ground conditions, many areas remained inaccessible for effective repair works. These constraints, combined with ongoing rainfall and already saturated catchments, contributed to further deterioration of the road network and increased flood risks.

As a result, a backlog of maintenance and repair works has been identified and will be progressed once conditions improve and sites become accessible.

Council appreciated the community’s patience during this period, recognising that many works could not be completed effectively until conditions allowed for safe and durable outcomes.



Works Completed

Stockwell Road / Walker Road – Culvert Repairs

Repair works were completed on the culvert at the intersection of Stockwell Road and Walker Road. These works restored drainage functionality and improved access reliability for road users.



Notta Road – Emergency Repairs
 Emergency works were undertaken on Notta Road (unsealed) following significant deterioration caused by wet weather. These works restored safe access for residents and ensured continued connectivity.



Barrier Maintenance and Safety
 Barrier inspections, repairs, and maintenance works were undertaken across the municipality during the quarter, particularly at floodway’s and other high-risk locations.

These activities ensured that safety infrastructure remained compliant, functional, and capable of performing effectively under wet season conditions.



Pothole Repairs and Road Patching
 Council’s contractor, F&J Bitumen Services, carried out pothole repairs and patching works across the municipality where conditions permitted.

These works were prioritised to address damage caused by wet weather events and to maintain safe road conditions for residents.

Contract Awards

The following contracts were awarded during the quarter:

- **RFT25-515 – Litchfield Council Office Wastewater Treatment System**
 Value: \$119,563.63 (ex GST) - Awarded: 11 February 2026 - Approved by: CEO
- **RFQ25-525 – Maintenance Grading of Unsealed Roads**
 Value: \$285,328.34 (ex GST) - Awarded: 13 February 2026 - Approved by: CEO

CAPITAL WORKS AND MAJOR PROJECTS

Freds Pass Recreation Reserve – Netball Courts (RFT26-531)

During the quarter, Council progressed the planning and design phase for the construction of new netball courts at Freds Pass Recreation Reserve. This included the preparation of detailed design documentation, drawings, and tender documentation.

These works ensured the project was well prepared for tender release in the following quarter.

Freds Pass Recreation Reserve – Electrical & Lighting Upgrade (RFT25-507, Package 2)

During the quarter, this project progressed through a scope refinement process to align the works with available budget.

Following the initial tender phase, a reduced scope of works was developed, and tenderers were requested to provide revised pricing based on the updated scope. This approach ensured the project remained financially viable while still delivering key outcomes.

The project will proceed based on the revised scope, with a focus on achieving improved lighting outcomes for the rugby field within the available budget.



Litchfield Council Reseal Program 2025–2026 (RFT26-518)

During the quarter, Council progressed the preparation of the RFT26-518 Litchfield Council Reseal Various Roads 2025–2026 tender. This included finalising the scope of works, schedule of rates, specifications, and supporting documentation.

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

The tender documentation was completed during the quarter and scheduled for advertisement in early April.

Looking Ahead

As the wet season progressed through the quarter, planning was undertaken to address the backlog of maintenance and repair works across the road network once conditions improve.

Projects that were in the design and documentation phase during the quarter are expected to progress into procurement and delivery in the upcoming period.

Council remains committed to improving road safety, strengthening infrastructure resilience, and delivering quality community assets, and acknowledges the continued efforts of staff, contractors, and the community during a challenging wet season.

WASTE SERVICES

WASTE VOUCHER PROGRAM

The Waste Voucher Program concluded on 31 March 2026, with over \$76,000 in waste vouchers redeemed throughout the 12-month period. The program received positive feedback from residents and demonstrated strong community uptake, supporting responsible waste disposal and improved access to waste management services. The initiative contributed to encouraging correct disposal practices and reducing the risk of illegal dumping across the municipality.



FREE MULCH INITIATIVE

The Free Mulch Initiative has been underway for

several months. Community response has been strong, with consistent uptake from both residents and local commercial businesses. The initiative supports sustainable waste practices by promoting the reuse of green waste and providing a valuable resource to the community.



CLEAN UP AUSTRALIA DAY

Council’s Resource Recovery Program Leader attended Humpty Doo Primary School, Sattler Christian College, and Girraween Primary School in March to present participation awards recognising their involvement in Council’s Clean Up Australia initiative. The presentations acknowledged the schools’ positive contribution to environmental stewardship and community engagement, highlighting the importance of promoting sustainable practices and environmental awareness among young residents.

FEE WAIVER FOR FLOOD AFFECTED RESIDENTS

The flood waste fee waiver program for mattresses and degassed appliances at Humpty Doo and Berry Springs Waste Transfer Stations continues to be well received by flood-affected residents, providing practical support to assist with recovery and clean-up efforts.

COMPACTOR BIN REPLACEMENT RFQ

The RFQ process for the Compactor Bin Replacement Program is currently underway, with interested suppliers invited to submit quotations for the manufacture and supply of replacement of 1 or 2 compactor bins. Site inspections have been offered to allow suppliers to take photos and measurements of existing infrastructure, as no current drawings are available. This project aims to ensure compactor bins continue to meet operational requirements, improve safety and reliability, and support the ongoing efficiency of waste transfer station operations.

Community Development

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Council partnership and support grants	Number of partnerships supported	8	Yes	Yes	Yes	Yes	Grants and partnerships levels are on track for the financial year.
Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established and signed	Yes	Yes	Yes	Yes	Proceeding as usual.
Annual Community Grants Program Initiatives	Number of community events and programs supports	>8	Yes	Yes	Yes	Yes	14 grants awarded
Australia Day Event	Community participation	Maintain attendance levels	Yes	Yes	Yes	Yes	Grant funding applied to maintain service and attendance levels. Preparations underway.
Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	This is confirmed to be organised by DCA in March 2026.

Finance and Customer Service

2025/2026 Key Performance Indicators



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

Finance and Customer Service

2025/2026 Key Performance Indicators



Rates and accounts receivable collection	Rates and accounts receivable collection	<18%	Yes	Yes	Yes	Yes	The collection percentage is well below the required 18%
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Governance

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Policy Framework	Council policies reviewed before due date	>90%	No	No	N/A	No	Two policies not reviewed within the required timeframe for this quarter. Overall there are 10 policies currently overdue, with four policies being presented to Council for adoption this month.
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year	Yes	Yes	Yes	Yes	RMAC Meeting held in August 2025, October 2025 and March 2026.
Records Management	Number of refresher courses conducted	>1	Yes	Yes	Yes	Yes	One session held this quarter.

Human Resources

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter	Yes	Yes	Yes	Yes	1 activity completed this quarter
An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)	Yes	Yes	Yes	Yes	Staff turnover rate for the second quarter is 3.39 %.
Number of workplace safety incidents	Number of notifiable incidents	0	Yes	Yes	Yes	Yes	None reportable incidents

Information Services

2025/2026 Key Performance Indicators



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

Infrastructure

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PROGRESS							
Renewable energy initiatives	Review options for renewable energy initiatives for council	Completed	Yes	Yes	Yes	Yes	This initiative was completed in the previous quarter. The solar-powered automated flood warning system at McMinns Drive / Girraween Road remained operational during the quarter, supporting real-time monitoring and improving public safety during wet weather events.
PROSPERITY							
CRM Management	Aim to resolve all complaints, providing reasons for the outcome, within 10 business days.	Completed	Yes	Yes	Yes	Yes	All CRM requests were acknowledged and customers contacted within required timeframes. Due to wet season impacts and Cyclone Fina, some resolutions were delayed; however, customers were kept informed through regular updates.
Capital Works Program and Maintenance Program	Maintain a minimum local content in tenders	15%	Yes	Yes	Yes	Yes	A minimum 15% local content weighting was applied to all relevant infrastructure tenders and procurement activities undertaken during the quarter.
PLACES							

Infrastructure

2025/2026 Key Performance Indicators



Road Maintenance Program	Gravel Roads Graded	Twice per Year	No	No	Yes	Yes	Grading activities were unable to be undertaken during the quarter due to prolonged wet season conditions and saturated ground. The first grading round has only recently commenced. Road conditions have deteriorated in many areas, with potholes, erosion channels, and material loss observed, and additional rehabilitation works are expected as part of the program.
Streetlights	Percentage of operational streetlights within the municipality	>80%	Yes	Yes	Yes	Yes	Streetlighting assets were remotely monitored, allowing timely identification of faults. Repairs were undertaken where access permitted, maintaining operational performance above target despite wet conditions.
PERFORMANCE							
Streetlights	Time taken to address reported faults	<4 days	Yes	Yes	Yes	Yes	Faults were generally rectified within target timeframes. Some delays occurred due to access constraints during wet weather; however, priority faults were addressed as soon as practicable.
Capital Works Program	Program works completed on time	>75% planned works committed	Yes	Yes	Yes	Yes	The Capital Works Program progressed with a focus on planning, design, and tender preparation. Several projects advanced to procurement stages, positioning them for delivery in the dry season.

Infrastructure

2025/2026 Key Performance Indicators



Road Maintenance Program	Respond to customer requests. Contact the customer and provide an outcome within 10 business days.	>90%	Yes	Yes	Yes	Yes	Over 90% of customer requests were responded to within required timeframes. While wet weather delayed works, all requests were acknowledged and customers were kept informed of progress and expected timeframes.
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Library

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	14,482 people attended Litchfield Community Library in third quarter (average of approx 1,200 per week)
Promotion of service	Followers of the Library Facebook page	>1,150	Yes	Yes	Yes	Yes	1,793 Followers on Facebook
Lifelong learning/engagement	New members joined the 'Funky Chickens' Children's reading club each year	>60pa or >15 Qrtly	Yes	Yes	Yes	Yes	86 new Funky Chickens Members 367 total new Memberships (inc the Funky Chicken Members)
PROGRESS							
Library Collection	Number of annual loans	>14,000 pa or 3,500 QRTLY	Yes	Yes	Yes	Yes	9,088 loans (excludes renewals and online resources)
Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees or 45 QRT > 180 activities pa	Yes	Yes	Yes	Yes	1,517 attendees at library programs over 54 activities for the quarter
Library Events	Events Delivered	>3 per year	Yes	Yes	Yes	Yes	3 - COTA Rural Seniors Expo. Christmas Storytime. LNorrington & MJay Book Launch. Note: Does not inc special Storytime events eg Easter & IWD
PERFORMANCE							
Funding agreement	Development of new Library Agreement	100%	Yes	Yes	Yes	Yes	Funding agreement executed 2023-2028

Mobile Work Force

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Improve Community Satisfaction in Roadside Maintenance (Mowing, Slashing, Road Signs)	Community Survey Satisfaction Survey	>60%	YES	YES	YES	YES	There has been positive feedback from multiple LC Rate Payers as the MWF Team endeavours to tend to CRM and public requests as soon as operations and circumstances allow.
PROGRESS							
Implement Interactive System on our website and facebook pages	Monthly schedule during the MWF Roadside management program Schedule	Completed	YES	YES	YES	YES	MWFPL and newly appointed LC Communications Officer currently implementing program scheduling drafts to be presented monthly on LC information avenues such as Website and FB
PROSPERITY							
Support local businesses through procurement processes (eg. Consumables, oil, herbicides, and service technicians)	Purchase orders and credit card purchases issued to local Suppliers	>60%	YES	YES	YES	YES	Over 80% of purchase orders were issued to local suppliers for a vast range of goods and services.
PLACES							
Roadside maintenance	Vegetation slashed/mowed and sprayed on Council roads and verges	Minimum Twice Per Year	YES	YES	YES	YES	Round 1 Mowing/Slashing and Spraying operations completed. Currently approx 50% round 2 completed. Follow up works needed due to Seasonal Wet season extremes where ground conditions limited access.

Mobile Work Force

2025/2026 Key Performance Indicators



Bushfire management	Council Land firebreak maintenance sprayed and slashed in compliance with Council Fire Management Plan	NA	YES	YES	YES	YES	Firebreak maintenance on all LC Reserves and applicable corridors will be slashed and sprayed as soon as ground conditions allow access for machinery over the next couple of months to comply as best as possible with the NT Fire regulations, taking into consideration the well above average
Signage and guidepost Maintenance	Replacement complete within recommended timeframes	>90%	YES	YES	YES	YES	Signage replacement and repairs in this quarter takes a back seat to other roadside maintenance due to Staff wet season obligations but any important or prioritised sign jobs are attended to ASAP.
PERFORMANCE							
Customer Request Responses	Respond to customer requests. Contact the customer and provide an outcome within 10 Business days.	>90%	YES	YES	YES	YES	Over 90% of CRM's were completed with a positive outcome within 10 days.

Office of Chief Executive

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year four Complete	Yes	Yes	Yes	Yes	Annual Community Survey results showed 64% of respondents rated Council Community Engagement performance at adequate or good.
Social Media Management	Maintain interaction on Council's Facebook page - page followers	4,500	Yes	Yes	Yes	Yes	At end of quarter, follower count at 6,100.
PROSPERITY							
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Yes	Yes	N/A	N/A	Meetings with the Office of Minister Marion Scrymgour and Minister Burgoyne where held this quarter, discussions included Freds Pass \$10m project and Road upgrades
Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	
PERFORMANCE							
Elected Members training and development	Min 1 per quarter	1	Yes	Yes	Yes	Yes	Professional Development attended by new council elected members
Annual Survey	Overall satisfaction	>60%	Yes	Yes	N/A	N/A	Council's overall performance was rated by 65% of respondents as being very good, good or adequate.
Grant application	Grants received by Council acquitted within agreed timeframes	95%	Yes	Yes	N/A	N/A	All required Acquittals complete
Media monitoring and management	Media response time	<48 hours	Yes	Yes	N/A	N/A	All media queries responded to.

Office of Chief Executive

2025/2026 Key Performance Indicators



Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	All requirements met.
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Planning and Development

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Provide information to the Community about the NT Planning & Development space	Minimum 1 Social Media Post per quarter (4 per year)	4 per year	Yes	Yes	N/A	N/A	Update in February regarding the finalisation of Stage 1 of The Parks in Asche and owners commencing their builds.
PROGRESS							
Submissions to the Northern Territory Government (Development Assessment Services)	Comments submitted on planning applications within required timeframe	>90%	Yes	Yes	N/A	N/A	There were 10 submissions in relation to general planning applications.
PLACES							
Submissions to the Northern Territory Government on 'Have Your Say' proposals	Letters of comment submitted within the required timeframe	>90%	Yes	Yes	N/A	N/A	There was no 'Have Your Say' submission during this period, however there was 1 submission made for the NTEPA Referral for Wak Wak Solar Farm.
PERFORMANCE							
Approval of Plans and Permits	Work Permits issued within five days	>90%	Yes	Yes	N/A	N/A	51 Works Permits have been issued for the January to March period.

Regulatory Services

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%	Yes	Yes	Yes	Yes	Q3 2025-2026 The total number of registered dogs which are desexed is 2,858 or 71.18%.
	Number of registered dogs increased	>10%	No	Yes	Yes	Yes	Registration audits are ongoing which accounts for the fluctuation of registrations as owners advise changes to their dog's details (deceased and relocated dogs). Total Registrations for Q3 2025-2026 is 4,015 a decrease of 131 from Q2 2025-2026 (4,146) or -3.15%. Total Registrations for Q2 2025-2026 is 4,146 a decrease of 23 from Q1 or -0.55% from Q1 2025-2026 (4,169).
Responsible Dog Awareness and Education	Animal Management in Litchfield - Flyer direct to residents	1 flyer	Yes	Yes	Yes	Yes	During Q1 2025-2026 the annual Regulatory Services Newsletter was distributed to all dog owners with their Dog Registration Renewal Notice on 24 July 2025.
	Dog Awareness Program delivered at schools	6+ visits	Yes	Yes	Yes	Yes	There were six double sessions facilitated during Q2 2025-2026 in October 2025 at Howard Springs Primary School.

Regulatory Services

2025/2026 Key Performance Indicators



	Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events	Yes	Yes	Yes	Yes	In Q3 2025-2026 Regulatory Services attended the Freds Pass Markets on 07 & 14 March offering out of hours registration & microchipping as well as public consultation for the proposed Dog Restriction area for Asche. Rangers also attended the Berry Springs Community Market on 29 March offering the out of hours registration & microchip service.
Regulatory Services Investigations	Short-term investigations completed within 30 working days	>60%	Yes	Yes	Yes	Yes	During the third quarter 2025-2026 90.91% of short-term investigations were completed within the 30 working days.
	Long-term investigations completed within 60 working days	>60%	Yes	Yes	Yes	Yes	During the third quarter 2025-2026 100% of long-term investigations were completed within the 60 working days.
	Abandoned vehicle investigations completed within 60 working days	>90%	Yes	Yes	Yes	Yes	During the third quarter 2025-2026 100% of Abandoned Vehicle Investigations were completed within the 60 working days.
	Customer requests actioned in less than two working days	>90%	Yes	Yes	Yes	Yes	During the third quarter 2025-2026 93% of Customer Requests were actioned within the two working days.

Thorak Cemetery

2025/2026 Key Performance Indicators



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

Thorak Cemetery

2025/2026 Key Performance Indicators



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

Waste

2025/2026 Key Performance Indicators



Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000.00	Yes	Yes	Yes	Yes	Yes we are on target for the year, This quarter we raised \$9,757 through cash for cans. We have also raised \$11,100 this quarter through recycling batteries and air conditioners.
PROGRESS							
Recycled materials	Green waste processed for resale	Once per year	Yes	Yes	Yes	Yes	The free mulch program continues to be well received by residents, with the mulch stockpiles at all sites continuing to be steadily reduced.
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Yes	Yes	No	No	1,871 tonnes have been transferred to Shoal Bay Landfill. SBWMF rates increase.
	Commercial waste tonnage transferred to Shoal Bay	<500 tonnes	Yes	Yes	No	No	26.11 tonnes have been transferred to Shoal Bay Landfill this quarter. SBWMF rates increase.
	Quantity of cash for containers collected and recycled	>30 tonnes	Yes	Yes	Yes	Yes	This quarter we raised \$9,757 through cash for cans, successfully diverting 8.6 tonnes of recyclables from landfill.
	Electronics collected for TechCollect	>50 tonnes	N/A	N/A	N/A	N/A	The total amount of e-waste recycled last financial year was 38.6 tonnes. Data for this quarter is not available as the next shipment will not be ready to be sent until the end of this month.

Waste

2025/2026 Key Performance Indicators



	Tyres, batteries and oil collected for recycling	Once Per Year	Yes	Yes	No	No	Tyre and oil recycling costs are expected to exceed budget estimates due to higher recycling volumes as a result of the waste voucher system. 19.8 tonnes of batteries and air conditioners have been recycled this quarter.
	Scrap metal processed collected and recycled	Once Per Year	Yes	Yes	Yes	Yes	664.65 tonnes of scrap metal has been processed this year to date. A new scrap metal bailing program will be commencing shortly, but has been delayed by the severe weather events.
PROSPERITY							
Develop Waste Strategy	Completion of strategy document, including stakeholder consultation and council approval	Completed	N/A	N/A	N/A	N/A	Waiting on the release of the new Council Strategic Plan before developing a new Waste Strategy.
PERFORMANCE							
Maximise diversion from landfill	Amount of total waste diverted from Landfill	>30%	Yes	Yes	No	No	This quarter, Council achieved a 7.4% diversion rate, The diversion rate will increase next quarter after scrap metal bailing occurs in the coming weeks. SBWMF rates increased.
	Amount of total waste that is dry recyclables i.e cardboard and plastic	>14%	Yes	Yes	No	No	Dry recyclables account for 6% of all waste at the transfer stations this quarter. Paper and Cardboard accounted for 81% of all processed recyclables this quarter. Disposal rates have increased.

14.2 Executive and Community Development

14.2.1 Draft Municipal Plan 2026-2027 & Draft Long Term Financial Plan 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 2026-27
2. Litchfield Council FMS and LTFP 2026-27

EXECUTIVE SUMMARY

This report presents for Council endorsement the Draft Litchfield Council Municipal Plan 2026-2027 and Draft Financial Management Strategy & Long-Term Financial Plan 2026-2027 to 2035-2036 to be placed on public exhibition inviting comments.

RECOMMENDATION

That Council:

1. adopt a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2026-2027 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) Local Government (General) Regulations 2021.
2. endorse the draft Municipal Plan 2026-2027 as at Attachment 1 for the purposes of public exhibition and consultation;
3. advertise the draft Municipal Plan 2026-2027, as being available for public consideration, and invite public submissions during a period of 29 days from 27 April 2026 to 25 May 2026;
4. endorse the draft Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036 as at Attachment 2 and include in the consultation for the draft Municipal Plan 2026-2027.
5. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

BACKGROUND

The Draft Municipal Plan includes Council's Annual Budget 2026-2027 and Annual Service Delivery Plan that address priorities for action specified in the Litchfield Council Strategic Plan 2022-2025. Council is forecasting a balanced budget that keeps operating expenses constrained in line with the Financial Management Strategy & Long-Term Financial Plan (LTFP).

2026-2027 Budget Highlights:

- 20% increase in revenue;
- Rates increase of 4% and Waste increase of 4%;
- 12.2% increase in operating expenses due increased cost of contractors and materials, insurance and recreational reserve funding;
- \$8.5 million in capital budget; and
- \$3.4 million deficit.

Financial Management Strategy and Long-Term Financial Plan

Litchfield Council's LTFP is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Under Part 3.3 Section 33 of the *Local Government Act 2019 (Act)* the Municipal Plan is to contain the following:

- a service delivery plan for the period to which the municipal plan relates;
- Council's budget and any amended budget;
- any long-term, community or strategic plan adopted by the Council to which it relates;
- Council's Long Term Financial Plan; and
- indicators for judging the standard of Council's performance.

Council's Annual Budget must contain the following:

- the Council's objectives for the relevant financial year; and the measures the council proposes to take, during the financial year, towards achieving those objectives; and the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives;
- contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure;
- list the council's fees for services and the estimates of revenue from each of those fees;
- state the amount to be allocated to the development and maintenance of infrastructure for the financial year;
- state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year;
- include an assessment of the social and economic effects of its rating policies;

- state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances;
- include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and
- be in a form required by any guidelines that the Minister may make or as prescribed by regulation.

Before Council adopts the Municipal Plan 2026-2027, a draft must be prepared and made accessible on the website and at the Council's office. Council must publish a notice on its website inviting submissions for a period of 21 days. Council must then consider any submissions made and make changes if appropriate.

FINANCIAL IMPLICATIONS

The associated cost and resources with the development of the Municipal Plan are within the current 2025-2026 budget.

RISKS

There is a moderate risk to Council's reputation if the engagement with the community is not managed appropriately for the consultation on the Municipal Plan and Annual Budget 2026-2027. Council will have a consultation program to ensure the municipality has an opportunity to understand the information, ask questions of elected members and, that the risk of misinformation is managed to the best we can.

There is a governance risk that Council will be in breach of the Local Government Act 2019, if the Municipal Plan and Annual Budget are not adopted by 30 June 2026.

COMMUNITY ENGAGEMENT

Public consultation for the draft Municipal Plan 2026-2027 and LTFP will start on Monday, 27 April 2026 and close on Monday, 25 May 2026 (29 Days). Consultation will include advertisement on the website, across social media platforms and community notice boards. The consultation will incorporate the Litchfield Show where Council has a stall.



Draft
**LITCHFIELD
COUNCIL**

**Municipal
Plan**

2026-2027



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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. This year we have maintained the level of rates increase to 4%, the same as 2025-2026, 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	7
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)

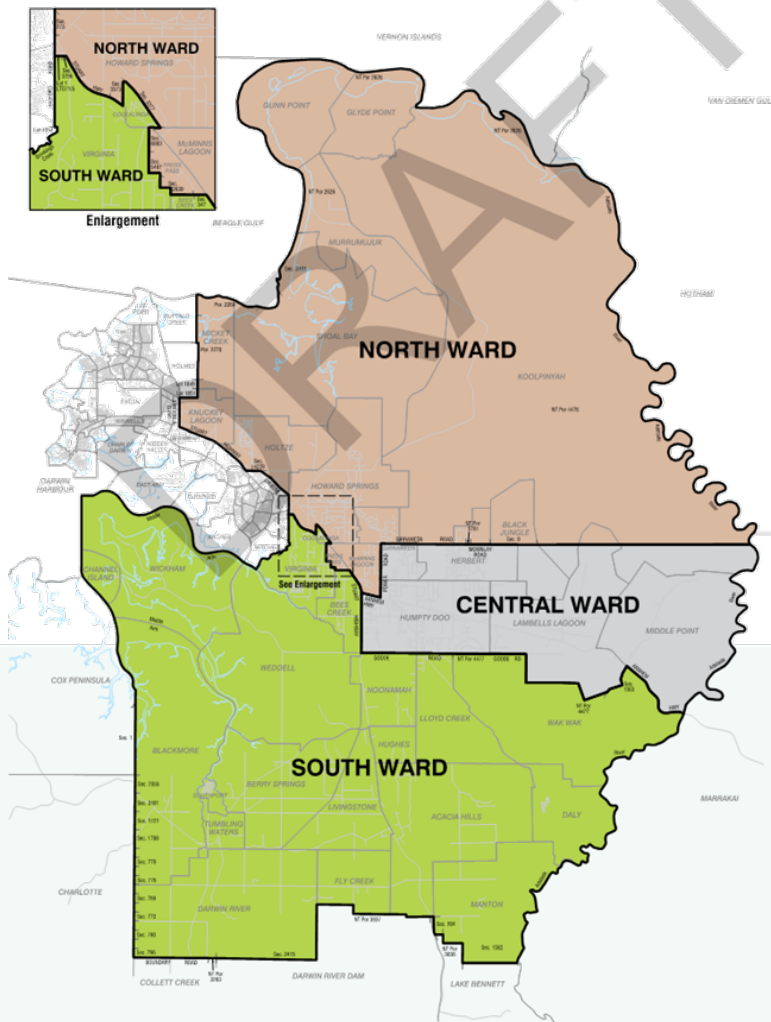
Expenditure

	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

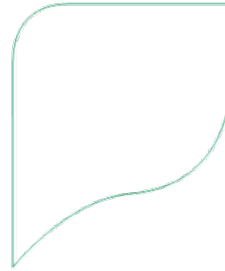


Your Council

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
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North Ward Councillor
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Central Ward Councillor
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Central Ward Councillor
Kevin Harlan
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kevin.harlan@litchfield.nt.gov.au



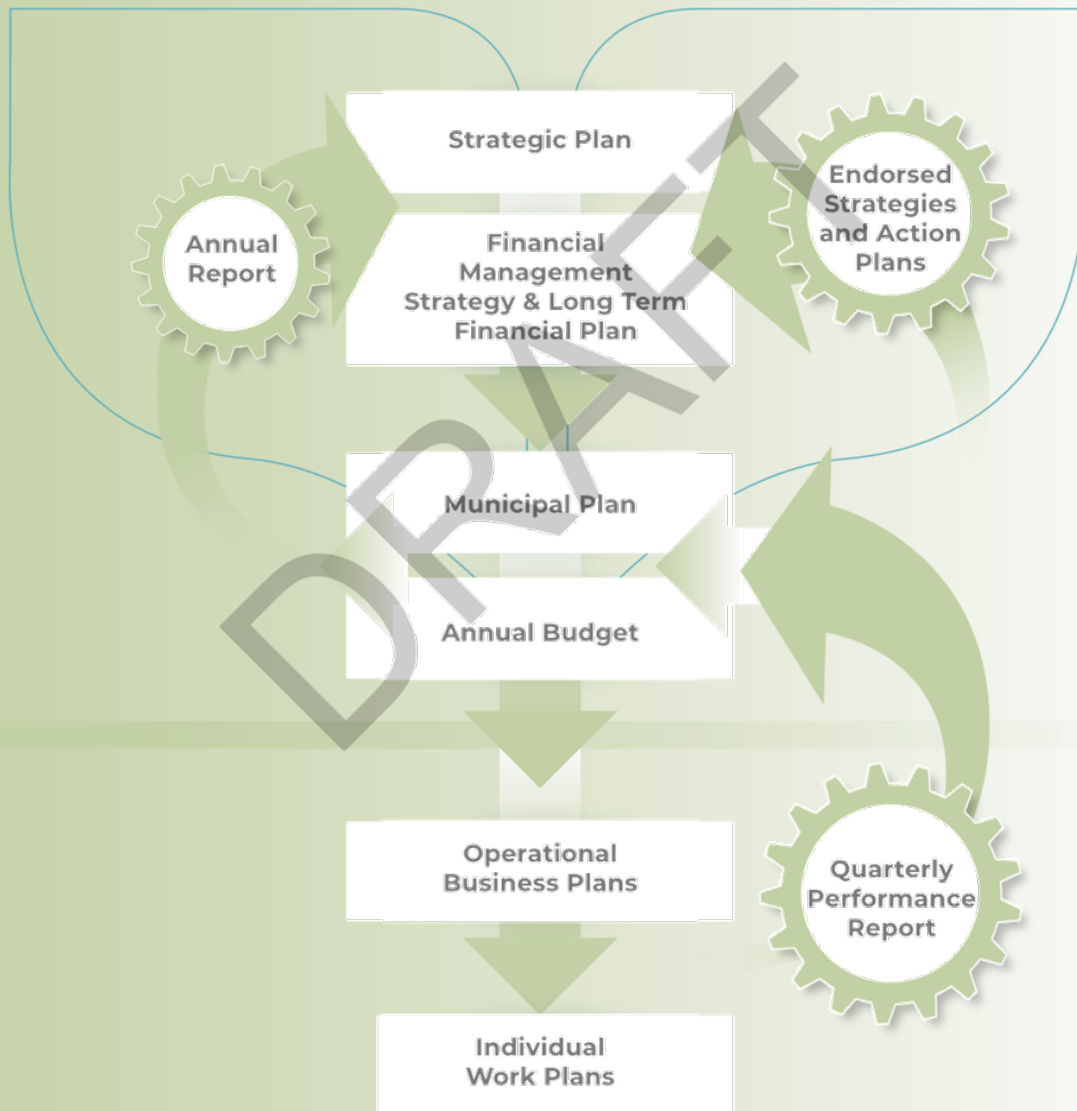
South Ward Councillor
Emma Sharp
0429 270 227
emma.sharp@litchfield.nt.gov.au



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:

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.

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.

In some cases, road sealing may be 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.

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.

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.



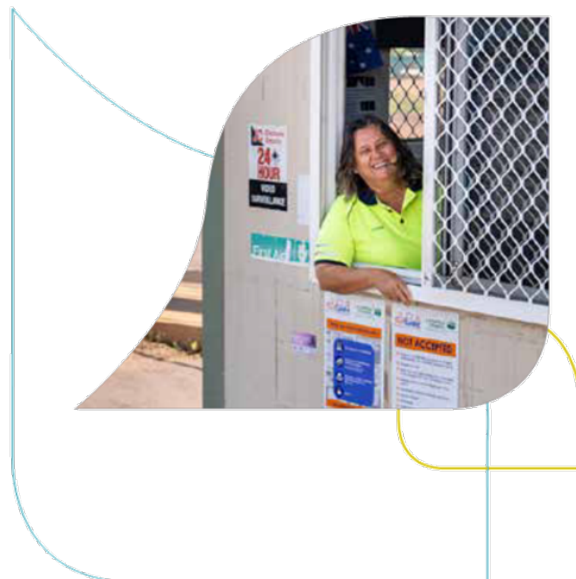
PROGRAM	Operational Revenue \$	Operational Expense \$	Operational Surplus \$	Capital Income \$	Capital Expense \$	Capital Deficit \$
Council Leadership	-	1,511,672	(1,511,672)	-	-	-
Corporate	-	1,043,146	(1,043,146)	-	-	-
Information Services	-	751,122	(751,122)	-	-	-
Finance and Customer Service	17,402,390	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.

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	0.8960% Min Charge \$2,297.21
Pastoral Lease	As set by the Minister	4	0.0789% Min Charge \$970.61	0.0789% Min Charge \$970.61
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.

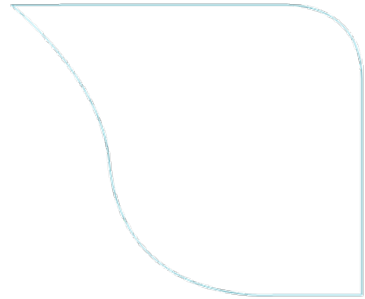
Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term. In the long term, however, Council faces several challenges, including:

- 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 policies	≥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 acquitterd 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

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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.

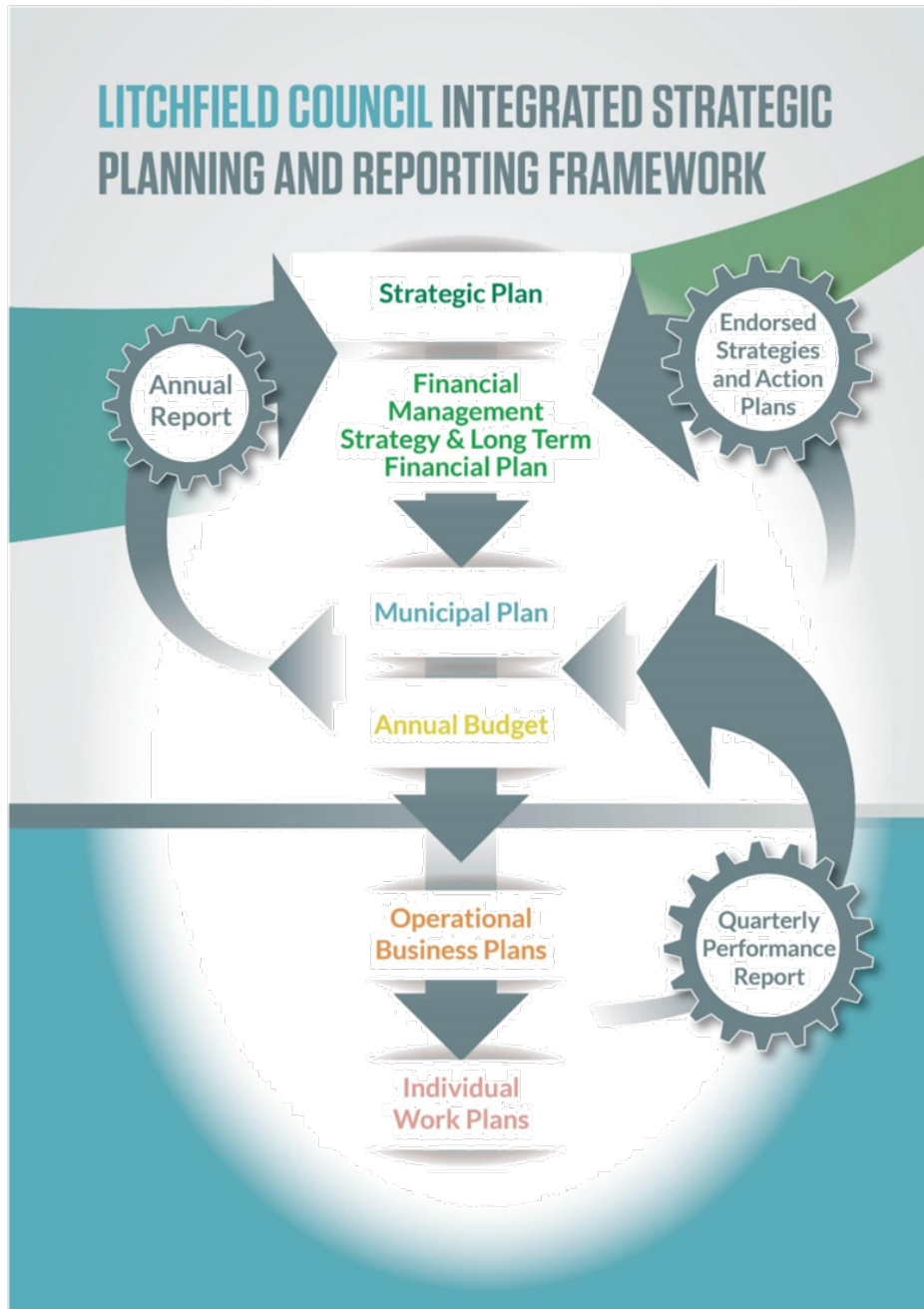
Council will measure its performance through community engagement and an annual community survey.

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

Period start		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
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
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	\$'000											
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)

14.2.2 Consultation Report - Proposed Declaration of Dog Restriction Area in Asche

AUTHOR: Paula Strong, Communications & Media Officer

AUTHORISER: Rebecca Taylor, Acting Director Governance & Community

ATTACHMENTS:

1. Consultation Report - Proposed Declaration of Dog Restriction Area in Asche FINAL
2. Proposed Dog Restriction Area in Asche - Feedback Form Results Names Removed.pdf
3. ASCHE Feedback Log

EXECUTIVE SUMMARY

The purpose of this report is to present the outcomes of community consultation on the proposed declaration of Asche as a Dog Restriction Area.

The paper summarises consultation activities, key themes raised by respondents and considerations arising from the feedback to inform Council's decision-making.

RECOMMENDATION

That Council

1. Receive and note the Consultation Report, at attachment A, and thank all community members for their input; and
2. Declare the suburb of Asche as a Dog Restriction Area in accordance with section 23 of the Litchfield Council (Dog Management) By-Laws 2017, limiting properties to a maximum of two dogs, unless otherwise approved with a permit or licence.

BACKGROUND

Litchfield Council undertook public consultation on a proposal to declare the new suburb of Asche a Dog Restriction Area, limiting properties to a maximum of two dogs unless otherwise approved through a licence process. The proposal was developed in response to the high-density residential design of the suburb and the potential amenity impacts associated with higher dog numbers.

The consultation aimed to inform affected landowners and the wider community, gather feedback and assess community sentiment regarding dog ownership limits in Asche.

Consultation was undertaken over a four-week period from 23 February to 23 March 2026 using a multi-channel approach, including direct landowner notification, public notice, Council website information, social media, an online feedback form, written submissions and in-person engagement at Freds Pass Markets.

Consultation outcomes

A total of nine submissions were received:

- 3 online feedback forms
- 6 written submissions.

Online feedback showed support for the proposal. Written submissions reflected more diverse views, with a majority opposing the strict two-dog limit while generally supporting stronger animal management controls.

Key points raised included:

- Support for managing noise, waste, dog overcrowding and overall community amenity
- Concerns about fairness for landowners who purchased prior to the proposed restriction
- Preference for a flexible or permit-based system rather than a blanket cap
- Requests for transitional arrangements for existing dog owners
- Suggestions to clarify exemptions for assistance animals and guidance for home-based pet sitting.

Overall, feedback indicates broad support for the intent of the proposal, with mixed views on the most appropriate regulatory mechanism.

Key themes identified

- **Community amenity:** Strong support for managing barking, odour, waste and dog welfare in a high-density suburb.
- **Responsible ownership:** Concern that a strict numerical limit may penalise responsible dog owners.
- **Fairness and expectations:** Issues raised regarding changes to ownership expectations after land purchase.
- **Regulatory flexibility:** Repeated calls for a licence-based or case-by-case approval system.
- **Transitional arrangements:** Desire for provisions to accommodate existing multi-dog households.

It is proposed that Council considers the outcomes of the community consultation on the proposed declaration of Asche as a Dog Restriction Area taking into account the following:

- The consultation received a small number of submissions relative to the overall Litchfield population and the number of potential landowners in Asche
- While the responses provided useful insight, the low response rate suggests limited community concern
- Among those who did participate, feedback demonstrated support for the introduction of the restriction.

Based on the results and the low level of community concern, it is recommended that Council proceeds with declaring Asche as a Dog Restriction Area, limiting properties to a maximum of two dogs, unless otherwise approved with a permit/licence.

LINKS WITH STRATEGIC PLAN

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

LEGISLATIVE AND POLICY IMPLICATIONS

Officers will include processes for the Declaration of Dog Restrictions in Asche in the Regulatory Services Standard Operating Procedures.

FINANCIAL IMPLICATIONS

The proposed Dog Restriction Area is expected to have minimal direct financial implications at this time. Potential resource considerations include:

- Administration and assessment of licence or permit applications
- Compliance and animal management enforcement
- Ongoing community education and communication.

These activities are anticipated to be managed within existing operational resources. However, as Asche is further developed and becomes more populated, there will be a larger financial impact and an impact on Council resources.

RISKS

If no action is taken, there is a risk that increasing dog numbers in a high-density suburb may lead to amenity issues, increased complaints and enforcement challenges.

COMMUNITY ENGAGEMENT

Consultation was undertaken over a four-week period from 23 February to 23 March 2026 using a multi-channel approach, including direct landowner notification, public notice, Council website information, social media, an online feedback form, written submissions and in-person engagement at Freds Pass Markets.



Consultation Report

Proposed Declaration of Dog Restriction Area in Asche

Prepared by: Paula Strong
Title: Communications Officer

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6. Key themes identified6

7. Conclusion6

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Executive Summary

Litchfield Council undertook community consultation on the proposal to establish Asche as a Dog Restriction Area, limiting properties within the suburb to a maximum of 2 dogs unless a licence is granted. The purpose of the consultation was to assess community sentiment, understand potential impacts and determine whether the proposed restriction is appropriate for a high-density residential area.

A total of nine submissions were received.

- 3 online feedback forms
- 6 written submissions.

Online respondents supported the proposal, highlighting benefits such as reduced noise, better waste management, prevention of overcrowding and clear expectations for incoming residents.

Written submissions showed more diverse views, with four opposing and two supporting the proposal. Key concerns included fairness for landowners who purchased under previous regulations, preference for a more flexible or permit-based system and the belief that responsible ownership, not dog numbers, should guide regulation. Supporters emphasised amenity impacts in high-density subdivisions, the need to establish standards early and lessons from other new suburbs.

Several respondents suggested refinements, such as transitional provisions for existing dog owners, clearer recognition of assistance animals and regulatory guidance for home-based pet sitting.

Overall, the findings indicate broad support for stronger animal management in Asche but mixed views on the strict 2-dog cap, with many preferring a flexible, performance-based approach.

1. INTRODUCTION

Litchfield Council undertook public consultation on a proposal to declare the new suburb of Asche a Dog Restriction Area, limiting properties to a maximum of 2 dogs, unless otherwise approved via licence. The consultation aimed to inform affected landowners and the community, gather feedback and understand community sentiment regarding dog ownership in a high-density area.

2. CONSULTATION ACTIVITIES

Consultation was undertaken during a 4-week period, from Monday, 23 February to Monday 23 March 2026.

A multi-channel engagement approach was used to ensure local landowners, residents, stakeholders and the wider community were informed. Activities included:

- Direct letters to landowners through the developers
- Public notice in NT News – Monday, 23 February
- Information published on Council's website
- Social media posts
- Online feedback form
- Opportunity for written submissions
- Two in-person engagement sessions at Freds Pass Market
 - Saturday, 7 March
 - Saturday, 14 March.

This ensured broad accessibility and opportunities for participation.

3. OVERVIEW OF PARTICIPATION

A total of nine submissions were received:

- 3 online feedback forms
- 6 written submissions.

From these:

- **Supportive:** 5 submissions (3 online, 2 written)
- **Not supportive:** 4 submissions (all written).

Online results showed 100% support for the restrictions and written submissions showed a majority of opposition, 4 opposed and 2 supportive.

4. SUMMARY OF ONLINE FEEDBACK FORM RESULTS

4.1 Awareness of the Consultation

Respondents heard about the proposal through:

4

- Word of mouth – 3 responses
- Social media – 2
- Council website – 1
- Freds Pass Markets – 1 (Other).

4.2 Support for the proposal

All online respondents supported the proposed Dog Restriction Area (3 out of 3, 100%).

4.3 Reasons for support

Respondents indicated the restriction would:

- Reduce noise/excessive barking (3)
- Manage odour and waste issues (3)
- Prevent dog overcrowding (3)
- Set clear expectations for residents (3)
- Support community wellbeing (2).

4.4 Suggestions and additional comments

One of the respondents provided detailed support along with recommendations on:

- Assistance animal exemptions
- Home-based pet sitting
- Consistency with cat management.

5. SUMMARY OF WRITTEN SUBMISSIONS

Six written submissions were received (one of the submissions was written feedback from completing the online feedback form).

5.1 Submissions not supporting the proposal

Key reasons for opposition included:

- Landowners felt dog restrictions introduced after purchasing land were unfair
- Submitters argued responsible ownership, not the number of dogs, determines impacts
- Examples of well-managed multi-dog homes were provided from Johnston and other suburbs
- One submitter owns four Mini Bull Terriers used for dog showing
- Suggestions included exemptions for lots over 600 square metres
- Some felt it is over-regulation and sets a precedent for restrictions on personal rights.

5.2 Submissions supporting the proposal

Supportive submissions highlighted:

- Lot sizes of around 450 square metres seen as unsuitable for more than two dogs
- Concerns about barking, odour, aggression, stray dogs, etc
- Easier to establish rules before the suburb is occupied
- Support paired with calls for exemptions and clearer regulatory controls.

6. KEY THEMES IDENTIFIED

- **Community amenity** – support for managing noise, odour, waste, welfare and dog overcrowding
- Responsible ownership - concerns that blanket limits penalise responsible dog owners
- Expectation and fairness - strong commentary on maintaining rights assumed at purchase
- Regulatory flexibility - a recurring call for permit-based or case-by-case approvals
- Transitional arrangements - concerns for residents with existing multi-dog households.

7. CONCLUSION

The consultation received a small number of submissions relative to the overall Litchfield population and the number of potential landowners in Asche. While the 9 responses provided useful insight, the low response rate suggests limited community concern, with non-responding landowners likely to be either supportive, accepting or indifferent to the proposal.

Among those who did participate, feedback demonstrated clear support for the purpose and intent of the restriction - improving amenity, reducing nuisance and providing clarity for a high-density suburb. Although written submissions showed mixed views regarding the strict two-dog limit, the absence of strong community opposition overall, combined with support from online respondents, indicates that the proposal is broadly acceptable to the community.

Given the high-density design of Asche, the amenity risks associated with higher dog numbers, and the small number of objections, the consultation findings support proceeding with the Dog Restriction Area.

8. RECOMMENDATIONS

Based on the consultation results and the low level of community concern, it is recommended that Council:

- Proceed with declaring Asche a Dog Restriction Area, limiting properties to a maximum of two dogs unless otherwise approved
- Implement a clear and practical licence/permit framework for households seeking approval for more than two dogs, with assessment criteria
- Continue to communicate with Asche landowners to ensure they understand the new requirements, available exemptions and the process for applying for additional dogs
- Monitor the implementation of the restriction during the early stage of suburb occupation and adjust operational processes if recurring issues emerge.

Proposed Dog Restriction Area in Asche - Feedback Form

Q1 What is your name? - optional

Answered: 3 Skipped: 0

#	RESPONSES	DATE
1	[REDACTED]	3/23/2026 2:08 PM
2	[REDACTED]	3/14/2026 8:56 AM
3	[REDACTED]	3/13/2026 1:33 PM

Q2 What is your residential address? - optional

Answered: 3 Skipped: 0



Q3 What is your personal email address? - optional

Answered: 2 Skipped: 1



Q4 What is your phone number? - optional

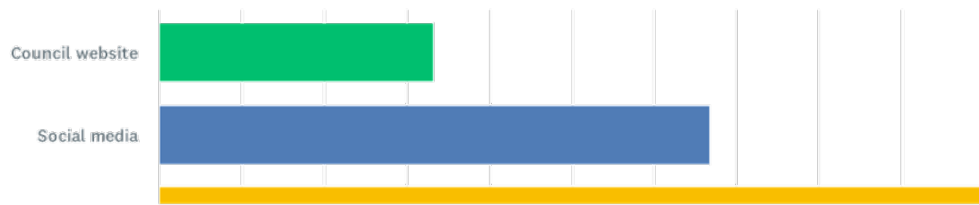
Answered: 2 Skipped: 1



Q5 How did you hear about this consultation? Tick all that apply:

Answered: 3 Skipped: 0

Proposed Dog Restriction Area in Asche - Feedback Form



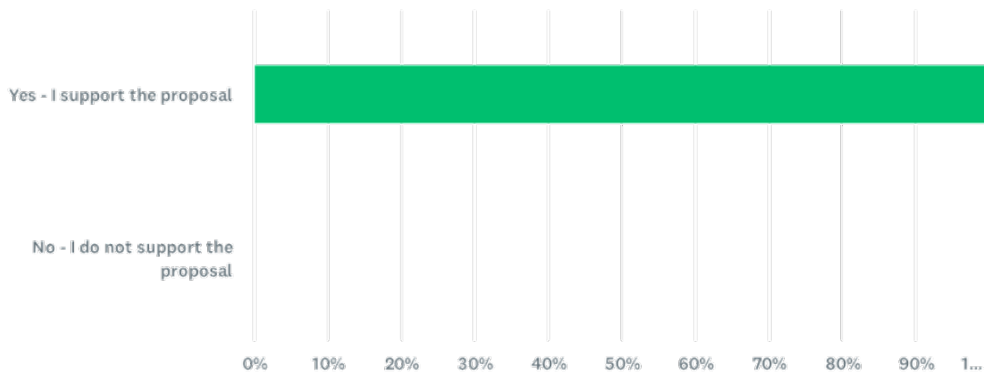
Answer Choices	Percentage	Responses
● Council website	33.33%	1
● Social media	66.67%	2
● Word of mouth	100.00%	3
● Local media	0%	0
Show comments		
Total		6

Proposed Dog Restriction Area in Asche - Feedback Form

#	OTHER (PLEASE SPECIFY)	DATE
1	At Fred pass markets	3/14/2026 8:56 AM
2	Work	3/13/2026 1:33 PM

Q6 Do you support the proposed Dog Restriction Area in Asche?(As proposed, the restriction would limit all properties in Asche to a maximum of two dogs, unless a licence is granted by Council)

Answered: 3 Skipped: 0



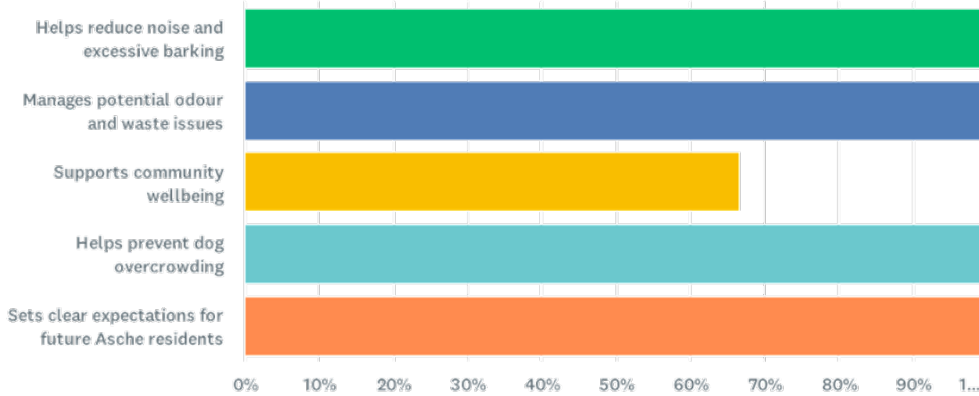
Answer Choices	Percentage	Responses
● Yes - I support the proposal	100.00%	3
● No - I do not support the proposal	0%	0
Show comments		
Total		3

Proposed Dog Restriction Area in Asche - Feedback Form

#	UNSURE (PLEASE SPECIFY)	DATE
1	[Redacted] has submitted a detailed formal submission via email, outlining our support for the proposal along with detailed recommendations	3/23/2026 2:08 PM

Q7 If you support the proposal - what do you like about it? Tick all that apply:

Answered: 3 Skipped: 0



Answer Choices	Percentage	Responses
● Helps reduce noise and excessive barking	100.00%	3
● Manages potential odour and waste issues	100.00%	3
● Supports community wellbeing	66.67%	2
● Helps prevent dog overcrowding	100.00%	3
● Sets clear expectations for future Asche residents	100.00%	3
Show comments		
Total		14

Proposed Dog Restriction Area in Asche - Feedback Form

#	OTHER (PLEASE SPECIFY)	DATE
1	[REDACTED] has submitted a detailed formal submission via email, outlining our support for the proposal along with detailed recommendations	3/23/2026 2:08 PM

Q8 If you do not support the proposal, what are your concerns? Tick all that apply:

Answered: 0 Skipped: 3

 No matching responses.

Proposed Dog Restriction Area in Asche - Feedback Form

#	OTHER (PLEASE SPECIFY)	DATE
1	[Redacted] has submitted a detailed formal submission via email, outlining our support for the proposal along with detailed recommendations	3/23/2026 2:08 PM

Q9 Do you have any suggestions for improving this proposal?

Answered: 2 Skipped: 1

#	RESPONSES	DATE
1	[Redacted] has submitted a detailed formal submission via email, outlining our support for the proposal along with detailed recommendations	3/23/2026 2:08 PM
2	No I think it is a good idea	3/14/2026 8:56 AM

Q10 Would you like to share an experience of advice related to dog management in residential areas?

Answered: 1 Skipped: 2

#	RESPONSES	DATE
1	[Redacted] has submitted a detailed formal submission via email, outlining our support for the proposal along with detailed recommendations	3/23/2026 2:08 PM

Q11 Further comments





Answered: 1 Skipped: 2

#	RESPONSES	DATE
1	[Redacted] has submitted a detailed formal submission via email, outlining our support for the proposal along with detailed recommendations	3/23/2026 2:08 PM

Q12 How would you like Council to contact you about this feedback?

Answered: 3 Skipped: 0

Proposed Dog Restriction Area in Asche - Feedback Form

Answer Choices	Percentage	Responses
 Email	66.67%	2
 Phone	0%	0
 Mail	0%	0
 None of the above	33.33%	1
Total		3

Date	Feedback saved in Folder	Feedback acknowledgement sent on & saved in Folder	Feedback - Supported / Not supported	Submission
23/02/2026	Yes	24/02/2026 - YES	Not Supported	<p>Position: Support flexibility for more than two dogs</p> <p>I purchased land in Asche with the understanding that it falls under Litchfield Council, where residents have historically been able to keep more than two dogs (subject to responsible ownership and compliance). Introducing a blanket two-dog restriction after land sales have occurred changes the expectations under which I made a financial and lifestyle decision.</p> <p>While I understand Council’s concerns regarding density, I respectfully submit that:</p> <p>1. Responsible ownership matters more than numbers</p> <p>The number of dogs alone does not determine noise, nuisance, or welfare outcomes. Well-trained, properly contained, desexed (where necessary), and exercised dogs are unlikely to create issues — even if there are three or four. Conversely, two poorly managed dogs can create significant problems.</p> <p>A behaviour-based or compliance-based approach should focus on substantiated and repeated breaches, not the mere existence of complaints.</p> <p>In any residential area, complaints can occur for many reasons, including neighbour disputes or subjective perceptions of noise. Therefore, the presence of a complaint alone should not automatically remove the opportunity for responsible multi-dog ownership.</p> <p>Where genuine nuisance issues are verified — such as repeated excessive barking, proven failure to manage waste, welfare concerns or escaping fences — Council should have the authority to impose conditions, require corrective action, or revoke approvals for additional dogs.</p> <p>However, responsible owners with no substantiated complaints should not be subject to blanket restrictions simply due to isolated or unverified concerns.</p> <p>This ensures that enforcement is fair, evidence-based, and proportionate to actual impacts on community amenity.</p> <p>The primary issues Council is seeking to prevent — excessive barking, odour, waste management concerns, and animal welfare risks — are not caused by the number of dogs alone, but by how those dogs are managed.</p> <p>A property with three or four well-trained, desexed, properly exercised dogs may generate fewer</p>

24/02/2026	Yes	24/02/2026 - YES	Not Supported	<p>Came to lodge my opinion re more than 2 dogs in any new property in ashce (holtze). I don't believe imposing restrictions to what one does within their own property is within the remit of land council and causes precedence for restrictions in other areas which impose restrictions on a person's rights. Especially if one purchased the land or property already and the council laws change after the fact.</p> <p>A better strategy would be to increase rules or criteria for a permit to have a third dog which would include size, age, breed etc.</p> <p>Also think if a property is more than 600m2 than those should be exempt from the rule.</p> <p>My neighbour in Johnston (600m2) has 3 large lovely dogs who don't cause any problems as they are walked daily so very well behaved and I presume do a bit of their unhygienic business whilst on the walks which are thoughtfully disposed of.</p>
24/02/2026	Yes	24/02/2026 - YES	Not Supported	<p>I had seen an article recently about unable to own more than 2 dogs at Asche Holtze and I was wanting to have an obligation against this as I currently have 4 dogs which are trained and are frequently dog shown. These dogs are Mini Bull terriers and they are my loves of my life and never make noise or have issues.</p> <p>What do I need to sign or do for me to be able to have these dogs in my new property that will commence to build in 5 months time.</p>
6/03/2026	Yes	6/3/26 - Yes	Supported	<p>I wish to tender my submission in support of the dog restriction in Asche as below:</p> <ul style="list-style-type: none"> •High density housing area not suited to potentially upwards of 2 dogs within close proximity. •Odour and waste issues are more pronounced in a high density area. •Average lot size of 450sqm with upwards of 2 dogs is not acceptable for animal welfare. •As a new suburb the standard must be set early, it is much more difficult to restrict when this becomes an issue later on. •We must learn from the mistakes of other newly established suburbs i.e. Zuccoli, Johnston, Durack Heights where there is ongoing conflict regarding pets. This is evident on Facebook community pages where complaints of stray, noisy, neglected, aggressive and excess dogs are posted almost daily.
11/03/2026	Yes	11/3/26 - Yes	Not Supported	<p>We're the ones who bought the lot [REDACTED] in the new Asche Suburb. We're not happy about the idea of it being dog-restricted area we have tiny dogs that are kept in house and doesn't affect to the neighbours. Conversely our current neighbour has a single big dog that lives outside and barks all night.</p> <p>It is not the quantity of dogs, it is about training and ensure neighbours are responsible owners.</p>

	Yes	24/3/26 - Yes	Supported	<p>Evie's Bark supports the intent of the proposed Dog Restriction Area for the new suburb of Asche. A structured approach to animal management can help reduce impacts such as noise, waste and overcrowding, while also supporting responsible pet guardianship and clearer expectations for residents.</p> <p>Evie's Bark Proposed Dog Restriction Area in Asche – Page 4</p> <p>However, there are important issues that need to be considered to ensure the approach is fair, practical and does not create unintended impacts.</p> <p>Making sure assistance animals are properly recognised and exempt, so people living with disability are not unfairly impacted</p> <p>Regulatory gaps in home-based pet sitting, including those using online platforms, where there is no oversight, and the need for a fair and practical framework that applies across all types of animal care</p> <p>Consideration of cats - while this proposal focuses on dogs, cats are also companion animals and part of many households. Any approach should be consistent and practical across both, while recognising the differences in how they are managed.</p>
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14.2.3 Amendment to Ordinary Council Meeting Confidential Minutes Monday 19th January 2026

AUTHOR: Stephen Hoyne, Chief Executive Officer
AUTHORISER: Stephen Hoyne, Chief Executive Officer
ATTACHMENTS: Nil

EXECUTIVE SUMMARY

Councillor Sharp has requested an update to the confirmed confidential council meeting minutes from Monday 16th January 2026, which have already been endorsed by Council.

RECOMMENDATION

1. That Council approve the requested amendments to the confirmed confidential council meeting minutes from Monday 16th January 2026.

BACKGROUND

The minutes of the Ordinary Council Meeting held on 16 January 2026 were previously confirmed and adopted by Council as a true and accurate record of proceedings. Councillor Sharp has subsequently requested that amendments be made to the confirmed minutes. As the minutes have already been adopted, any proposed changes must be formally considered and approved by Council to ensure the official record remains accurate and transparent.

[Minutes of Ordinary Council Meeting - Monday, 19 January 2026](#)

Page 9

According to the video on ~~youtube~~, from 1:34.00 the minutes should be updated as below tracked changes, and I am happy to move this as a motion if I need to;

|

14.1.4 REG01 Disposal of Surrendered and Unclaimed Impounded Dogs

EXECUTIVE SUMMARY

This report presents to Council policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs and information in relation to extending the statutory pound holding period for impounded dogs.

RESOLUTION OCM/26/007

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan |

THAT Council

1. receive and note the information provided within this report.
2. adopts policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, as attachment 1, with the inclusion of the following.
 - a. extend the statutory pound holding period for impounded dogs from 72 hours to 96 hours.
3. authorises the Chief Executive Officer to make minor amendments.
4. ~~That the report be laid on table until after the budget workshop~~

AMENDMENT

RESOLUTION OCM/26/008

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

THAT Council

1. ~~Lay the report on the table until after the budget workshops.~~

AMENDMENT LOST 3/4

Division was called by Councillor Harlan

Those voting in the affirmation, Cr Kevin Harlan and Cr Pauline Cass

Those voting in the negative Mayor Rachael Wright, Cr Daisy Crawford, Cr Kris Civitarese and Cr Plaxy Purich and it will be noted that Deputy Mayor Emma Sharp revoked her vote for the affirmation and voted for the negative.

AMENDMENT

RESOLUTION OCM/26/0098

Moved: Cr Daisy Crawford

Seconded: Cr Plaxy Purich

THAT Council

1. receive and note the information provided within this report.
2. adopts policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, as attachment 1, with the inclusion of the following.
3. authorises the Chief Executive Officer to make minor amendments.
4. review the policy after the budget workshop.

CARRIED 5/2

Division was called by Councillor Harlan

Those voting in the affirmation Mayor Rachael Wright, Deputy Mayor Emma Sharp, Cr Daisy Crawford, Cr Kris Civitarese, and Cr Plaxy Purich

Those voting in the negative Cr Kevin Harlan and it will be noted that Cr Pauline Cass revoked her vote for the affirmation and voted for the negative

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Failure to appropriately amend the minutes may result in an inaccurate official record, which could impact governance, decision-making, and audit requirements.

FINANCIAL IMPLICATIONS

Nil

Risks If the requested amendments are not approved, there is a risk that the official record remains inaccurate, which may lead to confusion, misinterpretation of Council decisions, and potential governance or compliance issues.

COMMUNITY ENGAGEMENT

Nil

14.2.4 Appointment of Deputy Mayor

AUTHOR: Rebecca Taylor, Acting Director Governance & Community

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

This report refers to policy EM01 Elected Members and the requirement for the Council to appoint a Deputy Mayor.

RECOMMENDATION

- (a) THAT Council appoint Councillor _____ as Deputy Mayor an 8-month period ending at the first ordinary council meeting held in December 2026.

BACKGROUND

In September 2021 Council amended EM01 Elected Member Policy so that the duration of the Deputy Mayor appointment period was reduced from twelve months to eight months to potentially allow for each elected member to be appointed equally, on a rotational basis.

The following Deputy Mayor appointments have been made since the Council was elected in 2025:

Ordinary Council Meeting 23 September 2025 Cr Emma Sharp

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

This decision is consistent with the Local Government Act.

FINANCIAL IMPLICATIONS

Nil

Risks None identified.

COMMUNITY ENGAGEMENT

Not applicable.

14.2.5 Correspondence - 25 March 2026 LGANT Board meeting communique

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

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. 25 February 2026 LGANT Board meeting communique
2. 25 March 2026 LGANT Board meeting communique

EXECUTIVE SUMMARY

LGANT has provided Communiqués from the Board Meetings held on 25 February 2026 (amended) and 25 March 2026, outlining recent activities, key discussions, and outcomes relevant to the local government sector. Tabling these Communiqués at Council supports transparency and ensures Elected Members remain informed of LGANT's ongoing advocacy, strategic priorities, and sector-wide initiatives.

RECOMMENDATION

1. That Council receive and note the LGANT Board Meeting Communiqués dated 25 February 2026 (amended) and 25 March 2026.

BACKGROUND

LGANT is the peak body representing local government in the Northern Territory, providing advocacy and sector updates. Board Meeting Communiqués are issued to keep member councils informed of key matters, decisions, and priorities affecting the sector.

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



25 FEBRUARY 2026 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its first meeting of 2026 on Wednesday 25 February at the Vibe Hotel Darwin Waterfront.

The Board endorsed minutes from an out-of-session meeting on 15 December 2025 which was held to endorse a number of time critical committee appointments: NT Councils Discretionary Trust Advisory Committee, NT Planning Commission, NT Water Safety Advisory Council, and NT Place Names Committee.

The Board approved the fourth tranche of LGANT’s updated organisational policies, the CEOs new KPIs and position description, and the financial report. The Board also endorsed the updated Board meeting dates for 2026, and LGANT’s new Reflect Reconciliation Action Plan.

The LGANT President provided an update on his activities since the last Board Meeting including his and the Vice President Regional and Shires’ attendance at the ALGA Strategic Planning days held on 11 and 12 February 2025.

The Board noted the CEOs report (including a summary of her meetings and a marketing analytics report), the WALGA IR/HR service quarterly report, the forward Board calendar, activity on General Business motions, submissions, and incoming and outgoing correspondence.

The Board will next meet on 25 March 2026.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at mary.watson@lgant.asn.au or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Cr Peter Pangquee	City of Darwin	peter.pangquee@darwin.nt.gov.au	0419 858 636
Vice President Municipal: Cr Allison Bitar	Alice Springs Town Council	abitar@alicesprings.nt.gov.au	0491 055 224
Vice President Regional and Shires: Mayor Brian Pedwell	Victoria Daly Regional Council	brian.pedwell@vicdaly.nt.gov.au	0429 341 336
Municipal Director - City of Darwin nominated representative: Cr Sam Weston	City of Darwin	sam.weston@darwin.nt.gov.au	0499 389 462

P (08) 8944 9697 **A** 21 Parap Rd, Parap NT 0820
E info@lgant.asn.au PO Box 2075, Parap NT 0804
W lgant.asn.au ABN: 35 662 805 503

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Municipal Director: Mayor Joanna Holden	Katherine Town Council	joanna.holden@ktc.nt.gov.au	0428 717 044
Municipal Director: Cr Mark Fraser	City of Palmerston	councillor.fraser@palmerston.nt.gov.au	0411 224 670
Regional and Shires Director: Cr Peter Clee	Wagait Shire Council	peter.clee@wagait.nt.gov.au	0418 894 404
Regional and Shires Director Mayor Lynette De Santis	Tiwi Islands Regional Council	lynettejane.desantis@tiwiislands.nt.gov.au	0419 033 821
Regional and Shire Director: Mayor James Woods	West Arnhem Regional Council	james.woods@westarnhem.nt.gov.au	0497 919 225



25 MARCH 2026 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its second meeting of 2026 on Wednesday 25 March at the LGANT office and online.

The Board heard from Alice Percy from the City of Darwin who provided an update on the NT Subdivision Development Guidelines (SDG) Management Committee in her capacity as the LGANT representative.

The Board endorsed the proposed 2026/2027 annual budget, the 2026/2027 membership subscription fees, and the recommendations for the Constitution review in advance of being presented to members at the General Meeting on 15 April 2026.

The Board also approved: the updated LGANT Risk Appetite Statement as reviewed during the 25 February 2026 Strategic Planning Workshop; not to renew the DriveAbout agreement; motions from members to the April General Meeting; and a new representative for the NT Councils Discretionary Trust Advisory Committee.

The LGANT President provided an update on his activities since the last Board Meeting including meeting with the office of the Leader of the Opposition to discuss the tranche two legislative amendments, meeting with the Aboriginal Peak Organisations Northern Territory (APONT), visiting the Tiwi Islands Regional Council as part of the annual council visits program, and attending the March ALGA Board meeting.

The Board noted the CEOs report (including a summary of her meetings, an update on LGANT’s NTG election and budget asks, and the actions from the 4 March 2026 CEO Forum and 5 March 2026 Mayors/President Forum), the forward Board calendar, activity on General Meeting and Board business, submissions, and incoming and outgoing correspondence.

The Board will next meet on 1 July 2026.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at ceo@lgant.asn.au or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Cr Peter Pangquee	City of Darwin	peter.pangquee@darwin.nt.gov.au	0419 858 636
Vice President Municipal: Cr Allison Bitar	Alice Springs Town Council	abitar@alicesprings.nt.gov.au	0491 055 224
Vice President Regional and Shires: Mayor Brian Pedwell	Victoria Daly Regional Council	brian.pedwell@vicdaly.nt.gov.au	0429 341 336

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W lgant.asn.au ABN: 35 662 805 503

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Municipal Director - City of Darwin nominated representative: Cr Sam Weston	City of Darwin	sam.weston@darwin.nt.gov.au	0499 389 462
Municipal Director: Mayor Joanna Holden	Katherine Town Council	joanna.holden@kctc.nt.gov.au	0428 717 044
Municipal Director: Cr Mark Fraser	City of Palmerston	councillor.fraser@palmerston.nt.gov.au	0411 224 670
Regional and Shires Director: Cr Peter Clee	Wagait Shire Council	peter.clee@wagait.nt.gov.au	0418 894 404
Regional and Shires Director Mayor Lynette De Santis	Tiwi Islands Regional Council	lynettejane.desantis@tiwiislands.nt.gov.au	0419 033 821
Regional and Shire Director: Mayor James Woods	West Arnhem Regional Council	james.woods@westarnhem.nt.gov.au	0497 919 225

14.3 Infrastructure and Operations

14.3.1 Planning Summary Report - March 2026

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

AUTHORISER: Geoff Thomas, Director Infrastructure and Operations

ATTACHMENTS: 1. Planning summary report Attachments A-B.pdf

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 March 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	2
Clearances for Development Permit Conditions	4
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	4
Works Permits	28

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 March 2026.
2. Note for information the responses provided to relevant agencies within Attachments A to B of this report.

BACKGROUND

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	0
Planning applications supported, subject to specific issues being adequately addressed	1
Planning applications not supported/objected to for reasons related to Council issues	1
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

For all development applications, should the applications be approved by the consent authority, the applications may be subject to Council’s normal Development Permit conditions regarding areas of Council authority, including, but not necessarily limited to, access and stormwater drainage.

To find out more about upcoming planning applications, meetings of the development consent authority (DCA) and previous determinations on applications at a meeting visit:

Current Planning Notices: <https://www.ntlis.nt.gov.au/planning-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
NIL	

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>PA2026/0066 Hun: 055 P: 07864 142 Thorngate Road HOLTZE, Hundred of Bagot</p>	<p>Transport Terminal with ancillary office in a single storey building</p> <p>Council does not object to granting a Development Permit as the development aligns with the land use plans and in accordance with zoning.</p>	<ul style="list-style-type: none"> a) The subdivision is still under construction and will rely on final as-constructed drawings of the subdivision. For Council, this will impact stormwater and driveway crossover approvals. b) The development should be in accordance with standard drawings in the NT Subdivision and Development Guidelines. c) Identification of tree species will need to be approved by Council to ensure no impact to Council assets. d) Should there be intent to clean and wash-down vehicle on site -adequate drainage systems should be designs in accordance with the applicable standards to the satisfaction of the Department of Lands Planning Environment. e) Civil Contractor should not allow any storage materials, such as gravel, fill material or waste materials. f) Council notes Land Development Corporations comment in the Landowner Authorisation requesting that the development be designed and constructed in accordance

with the *Holtze Industrial Estate - Development Covenants*.

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
<p>PA2026/0070</p> <p>Hun: 055 P: 04962 25 Cornelius Circuit HOWARD SPRINGS, Hundred of Bagot</p>	<p>Home based business (storage of materials and vehicles) occupying a site area exceeding 200m2 and including storage of more than three vehicles</p>	<p>Council does not support the granting of the Development Permit as the proposal does not conform to the NT Planning Scheme requirement for a home-based business. The area used exceeds the allowable floor area by 500m², intensifying the use of and increasing adverse impacts on the surround road network and neighbour amenity.</p> <p>It is unclear the impacts on groundwater arising from hydro-vac trucks, with the filling of, care and maintenance of these vehicles. Not clear if fuel is stored on site, and if any of the hydro-vac trucks are storing or discarding waste materials.</p>

Development Applications objected to for reasons not directly related to Council issues

The table below describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these are reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
NIL		

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

The table below describes the new applications for Sale of Crown Land to which Council has responded during the noted period.

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

NIL		
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DEVELOPMENT PERMITS ISSUED

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
PA2022/0418 Section 05122 HUNDRED of BAGOT 845 STUART HWY, HOTLZE	EDP2022/0418 To use and develop the land for the purpose of a showroom sales (landscaping supplies) in a single storey building, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2026/0036 Section 06533 Hundred of Bagot 1 HAVELOCK ST, COOLALINGA	DP2026/0036 To use and develop the land for the purpose of dwelling-group (4 x 3 bedroom) in a single storey building, in accordance with the attached schedule of conditions and the endorsed plans.	
PA2025/0462 Section 04201 Hundred of Bagot 465 STUART HWY, COOLALINGA	DP2025/0462 To use and develop the land for the purpose of alterations and additions of office space to an existing single storey commercial building, 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
PQ2026/9004	Casa De Bilske Mother's Day Luncheon	Council supports the granting of a special event liquor licence for this event.

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
4

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
4

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
28

Works From	Works To	Document Precis	Address
		Installation of Cross over	23 Beaumont Road HUMPTY DOO NT 0836
		Installation of cross over	27 Beaumont Road HUMPTY DOO NT 0836
07/04/2026	07/04/2026	Renewal of water service from main to metre including the road crossing which an underbore will be used	110 Bronzewing Avenue HOWARD SPRINGS NT 0835
07/04/2026	07/04/2026	Powerwater Water Main extension along Macleod Road to Lot Lot 30. 2 x Under bores for water supply	20 Macleod Road HOWARD SPRINGS NT 0835
30/03/2026	30/03/2026	Leaking water main on the verge	105 Stow Road HOWARD SPRINGS NT 0835
30/03/2026	30/03/2026	Construct secondary property access culvert & crossover	5 Silver Wattle Road BEES CREEK NT 0822
30/03/2026	30/03/2026	Construction of new shed	105 Woodlands Road HUMPTY DOO NT 0836
19/03/2026	19/03/2026	Repair to fault at pillar area reinstated	6 Patsalou Road COOLALINGA NT 0835
25/03/2026	25/03/2026	Leaking water service within the verge	89 Watling Road GIRRAWEEEN NT 0836
25/03/2026	25/03/2026	Leaking Water service within the verge	175 Stow Road HOWARD SPRINGS NT 0835
25/03/2026	25/03/2026	Verge works repair excavator	155 Taylor Road ASCHE NT 0829
08/05/2026	08/05/2026	Redundant pole removal and new pole install	530 Hopewell Road BERRY SPRINGS NT 0838
21/03/2026	21/03/2026	LV service replacement and power supply upgrade works for new power poles.	470 Hicks Road HOWARD SPRINGS NT 0835
19/03/2026	27/03/2026	Traffic control, service locating, excavation and concrete footing for speed check sign	16 Smyth Road HOWARD SPRINGS NT 0835
19/03/2026	19/03/2026	Renewal of water service from main to metre including a bore under the road way up to the water supply	153 Doxas Road HUMPTY DOO NT 0836
17/03/2026	17/03/2026	Leaking Water service on the verge - EMERGENCY WORKS. There is a critical water customer on the verge	10 Leslie Court HOWARD SPRINGS NT 0835
11/03/2026	11/03/2026	Urgent works - Leaking water service within the verge.	45 Yates Road HOWARD SPRINGS NT 0835
10/03/2026	10/03/2026	Urgent works - broken water main on the verge.	130 Sittella Road HOWARD SPRINGS NT 0835
16/03/2026	16/03/2026	3 proposed new concrete crossover/driveways	20 Macleod Road HOWARD SPRINGS NT 0835
10/03/2026	10/03/2026	Leaking water service within the verge	35 Goodenia Drive VIRGINIA NT 0834
	09/03/2026	Replacement of LV lighting arrestors.	50 Walter Road ACACIA HILLS NT 0822
02/04/2026	02/04/2026	Installation of new fuse savers and a new electrical pole	330 Spencer Road DARWIN RIVER NT 0841
26/03/2026	26/03/2026	Installing stand new pole	10 Marian Road HUMPTY DOO NT 0836
25/03/2026	25/03/2026	Replace Earth wire on poles, jackhammer at base remove existing concrete and reinstate run earth	20 Henning Road COOLALINGA NT 0835
25/03/2026	25/03/2026	Replace Earth wire on poles, jackhammer at base remove existing concrete and reinstate run earth	180 Pioneer Drive HUMPTY DOO NT 0836
04/03/2026	04/03/2026	Renewal of water service from main to the metres including road crossing. Underbore will be used	52 Goodenia Drive VIRGINIA NT 0834
04/03/2026	04/03/2026	Renewal of water service from the main to the metres	94 Goodenia Drive VIRGINIA NT 0834
04/03/2026	04/03/2026	Leaking service on the verge	217 Lowther Road VIRGINIA NT 0834

LINKS WITH STRATEGIC PLAN

Prosperity - Our Economy and Growth

LEGISLATIVE AND POLICY IMPLICATIONS

NIL.

FINANCIAL IMPLICATIONS

NIL.

Risks NIL.

COMMUNITY ENGAGEMENT

NIL.



11 March 2026

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

RE: Letter of Comment Development Application

PA2026/0066

**Hun: 055 P: 07864 142 Thorngate Road HOLTZE, Hundred of Bagot
Transport Terminal with ancillary office in a single storey building**

Thank you for the Development Application referred to this office on 27/02/2026, 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 development aligns with the purposes stated in the various land use plans and is in accordance with the zoning.
- b) The proposed use largely speaks to the intent of the Land Development Corporation subdivision as approved by DP2025/0134 establishing a light industrial area known as Holtze Industrial Estate.
- c) The reasoning for the reduction in car-parking is adequate noting the future development of the site and its use as a Transport Terminal.

The noted support is only given provided the following issues are adequately addressed:

- a) Whilst Council does not object to the development it is noted that the subdivision itself is still under construction and therefore any works to construct the proposed transport terminal will heavily rely on the final as-constructed drawings of the subdivision. For Council, this will impact stormwater and driveway crossover approvals.

- b) The development should be in accordance with the standard drawings in the NT Subdivision and Development Guidelines particularly in respect to the driveway crossovers and stormwater lot connections.
- c) The landscaping plan refers to 'native trees'. Understanding that the Landscaping Plan should be approved by the Consent Authority and whilst the location of these trees are within the property boundary, identification of the tree species will need to be provided to and approved by Council to ensure there is no impact to Council assets.
- d) Should there be any intent to clean and wash-down vehicles on the site, adequate drainage systems should be designed in accordance with the applicable standards to the satisfaction of the Department of Lands, Planning and Environment.
- e) Permission for the use as a Transport Terminal in respect to the business as a civil contractor should not allow any storage of materials such as gravel, fill material or waste materials.
- f) Council notes Land Development Corporations comment in the Landowner Authorisation requesting that the development be designed and constructed in accordance with the *Holtze Industrial Estate - Development Covenants*.

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 satisfaction 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.
- c) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.
- d) 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.

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 kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all 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 security boom, barrier or similar device controlling vehicular access to the premises must be located a minimum of six metres inside the property to allow vehicles to stand clear of Mathew Hopkins Road.
- d) 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

142 THORNGATE RD, HOLTZE
Section 08730 Hundred of Bagot plan(s) LTO2025/021

NT Planning Scheme Information

Land Area: 49.12 ha

Planning Scheme Zone: DV (Development)

Overlays: (none found)

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

- Regional Plans
 - Darwin Regional Land Use Plan
- Sub Regional Plans
 - Holtze to Elizabeth River Subregional Land Use Plan
- Area Plans
 - Greater Holtze Area Plan

Interim Development Control Orders: (none found)



Attachment B

26 March 2026

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

RE: Letter of Comment Development Application**PA2026/0070**

**Hun: 055 P: 04962 25 Cornelius Circuit HOWARD SPRINGS, Hundred of Bagot
Home based business (storage of materials and vehicles) occupying a site area exceeding
200m2 and including storage of more than three vehicles**

Thank you for the Development Application referred to this office on 20/03/2026, 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 support the granting of a Development Permit for the following reasons:

- a) The proposal does not conform with the Northern Territory Planning Scheme requirements for a home based business. The area used for the business exceeds the allowable floor-area limit by approximately 500m², intensifying the use and increasing the likelihood of adverse impacts on the surrounding road network and neighbourhood amenity.
- b) It is also unclear whether the operation will have additional impacts on groundwater, including potential effects arising from the filling of hydro-vac truck vehicles and from the care and maintenance of these vehicles, such as sediment and waste runoff. Further, it is unclear whether any fuel is stored on site and, if so, in what form or quantity, or whether any of the hydro-vac trucks are storing or discarding waste materials (including soil, slurry, or liquid waste) on the site.

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

- a) Council acknowledges that a number of home based businesses already operate in the rural area in a manner comparable to this proposal. However, Council's ongoing strategic intent is to support and facilitate the development of appropriately zoned

industrial and commercial areas that are better suited to these types of operations, and that can more effectively manage amenity impacts through the application of town planning best practice.

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 meet Litchfield Council's requirements, and be designed in accordance with the NT Subdivision and Development Guidelines (in consideration of a commercial operation).
- 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.
- c) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.
- d) A Traffic Impact Assessment, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments. The Traffic Impact Assessment should include swept paths for vehicles 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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all 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.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 33.

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

Kind Regards,

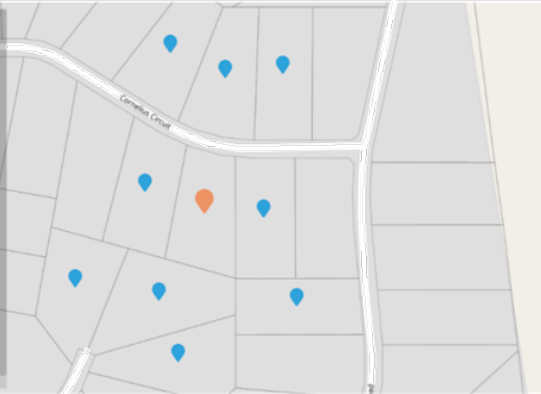


Jaimie O'Connor
Planning and Development Program Leader

25 CORNELIUS CCT, GIRRAWEEEN
Section 04962 Hundred of Bagot plan(s) LTO97/098B

NT Planning Scheme Information

Land Area :	2.02 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)



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 16 March 2026

This matter is considered to be confidential under Section 99(2) - cii 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 prejudice the maintenance or administration of the law.

16.2 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.

16.3 RFT25-507 Freds Pass Recreation Reserve: Electrical and Lighting Upgrades Package 2 – Soccer and Ruby Fields

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

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING