



# AGENDA

## 5<sup>th</sup> Ordinary Council Meeting 12<sup>th</sup> Council of Litchfield **Monday 19<sup>th</sup> January 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](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'.

**Stephen Hoyne**  
**Chief Executive Officer**



## COUNCIL AGENDA

# TABLE OF CONTENTS

<b>1</b>	<b>Acknowledgement of Traditional Custodians of the Land .....</b>	<b>4</b>
<b>2</b>	<b>Opening of Meeting .....</b>	<b>4</b>
<b>3</b>	<b>Electronic Attendance / Apologies and Leave of Absence.....</b>	<b>4</b>
	<b>3.1 Electronic Attendance.....</b>	<b>4</b>
	<b>3.2 Apologies .....</b>	<b>4</b>
	<b>3.3 Leave of Absence previously granted .....</b>	<b>4</b>
	<b>3.4 Leave of Absence Request.....</b>	<b>4</b>
<b>4</b>	<b>Disclosures of Interest .....</b>	<b>4</b>
	<b>4.1 Elected Members.....</b>	<b>4</b>
	<b>4.2 Staff.....</b>	<b>4</b>
<b>5</b>	<b>Public Questions.....</b>	<b>4</b>
<b>6</b>	<b>Confirmation of Minutes .....</b>	<b>4</b>
	<b>6.1 Confirmation of Minutes.....</b>	<b>4</b>
<b>7</b>	<b>Business Arising from Minutes .....</b>	<b>19</b>
	7.1 Business Arising from Previous Minutes.....	19
<b>8</b>	<b>Petitions .....</b>	<b>23</b>
<b>9</b>	<b>Deputations and Presentations .....</b>	<b>23</b>
	Nil	
<b>10</b>	<b>Accepting or Declining Late Items .....</b>	<b>23</b>
<b>11</b>	<b>Notices of Motions .....</b>	<b>23</b>
	Nil	
<b>12</b>	<b>Mayors Report.....</b>	<b>24</b>
	12.1 Mayor's Monthly Report .....	24
<b>13</b>	<b>Reports from Council Appointed Representatives .....</b>	<b>25</b>
<b>14</b>	<b>Officer Reports.....</b>	<b>26</b>
	<b>14.1 Corporate and Community .....</b>	<b>26</b>
	14.1.1 People, Performance and Governance Report – December 2025.....	26
	14.1.2 Litchfield Council Finance Report – December 2025.....	33
	14.1.3 Community Services and Development Monthly Report – December.....	67
	14.1.4 REG01 Disposal of Surrendered and Unclaimed Impounded Dogs .....	78
	14.1.5 GOV16 Compliance and Enforcement Policy.....	85

---

<b>14.2</b>	<b>Executive and Community Development .....</b>	<b>90</b>
14.2.1	Municipal Plan 2025-2026 Quarterly Performance Review – October to December 2025.....	90
<b>14.3</b>	<b>Infrastructure and Operations .....</b>	<b>120</b>
14.3.1	Planning Summary Report - December 2025 .....	120
<b>15</b>	<b>Other Business .....</b>	<b>166</b>
<b>16</b>	<b>Confidential Items.....</b>	<b>167</b>
16.1	Confidential Minutes of the Council Meeting held on 8 December 2025 .....	167
16.2	CEO Performance Review .....	167
<b>17</b>	<b>Report of Confidential Resolutions .....</b>	<b>168</b>
<b>18</b>	<b>Close of Meeting .....</b>	<b>168</b>

**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 8 December 2025, 14 pages be confirmed.



# MINUTES

## 4<sup>th</sup> Ordinary Council Meeting 12<sup>th</sup> Council of Litchfield **Monday 8/12/2025**

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](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'.

**Stephen Hoyne**  
**Chief Executive Officer**

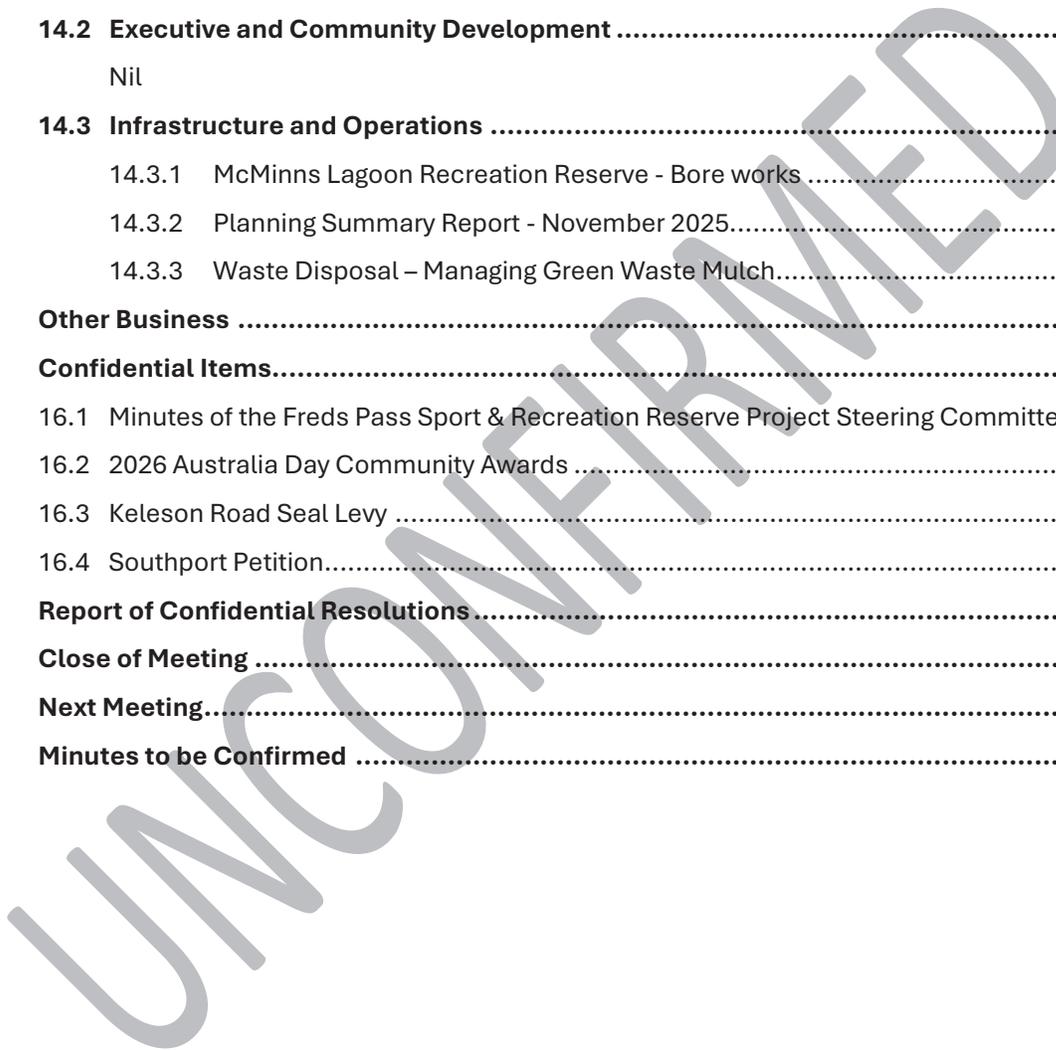


## COUNCIL MINUTES

# TABLE OF CONTENTS

<b>1</b>	<b>Acknowledgement of Traditional Custodians of the Land .....</b>	<b>4</b>
<b>2</b>	<b>Opening of Meeting .....</b>	<b>4</b>
<b>3</b>	<b>Electronic Attendance / Apologies and Leave of Absence.....</b>	<b>4</b>
	<b>3.1 Electronic Attendance.....</b>	<b>4</b>
	Nil	4
	<b>3.2 Apologies .....</b>	<b>4</b>
	<b>3.3 Leave of Absence previously granted .....</b>	<b>4</b>
	<b>3.4 Leave of Absence Request.....</b>	<b>5</b>
	Nil	5
<b>4</b>	<b>Disclosures of Interest .....</b>	<b>5</b>
	<b>4.1 Elected Members.....</b>	<b>5</b>
	Nil	5
	<b>4.2 Staff.....</b>	<b>5</b>
	Nil	5
<b>5</b>	<b>Public Questions.....</b>	<b>5</b>
<b>6</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
	<b>6.1 Confirmation of Minutes.....</b>	<b>5</b>
<b>7</b>	<b>Petitions .....</b>	<b>5</b>
	16.4 Southport Petition.....	5
<b>8</b>	<b>Deputations and Presentations .....</b>	<b>6</b>
	Nil	
<b>9</b>	<b>Business Arising from Minutes .....</b>	<b>6</b>
	9.1 Business Arising from Previous Minutes.....	6
<b>10</b>	<b>Accepting or Declining Late Items .....</b>	<b>6</b>
	Nil	
<b>11</b>	<b>Notices of Motions .....</b>	<b>6</b>
	Nil	
<b>12</b>	<b>Mayors Report.....</b>	<b>6</b>
	12.1 Mayor's Monthly Report .....	6
<b>13</b>	<b>Reports from Council Appointed Representatives .....</b>	<b>6</b>
<b>14</b>	<b>Officer Reports.....</b>	<b>7</b>

<b>14.1 Corporate and Community .....</b>	<b>7</b>
14.1.1 Litchfield Council Finance Report – November 2025 .....	7
14.1.2 People, Performance and Governance Report – November 2025.....	7
14.1.3 Reserves Management Committee Meeting Minutes .....	8
14.1.4 Community Services and Development Monthly Report – November.....	8
14.1.5 Review of Council Policies .....	9
14.1.6 Budget Review 1 .....	9
14.1.7 Advocacy and New Initiatives Committee.....	10
<b>14.2 Executive and Community Development .....</b>	<b>10</b>
Nil	
<b>14.3 Infrastructure and Operations .....</b>	<b>10</b>
14.3.1 McMinns Lagoon Recreation Reserve - Bore works .....	10
14.3.2 Planning Summary Report - November 2025.....	11
14.3.3 Waste Disposal – Managing Green Waste Mulch.....	12
<b>15 Other Business .....</b>	<b>12</b>
<b>16 Confidential Items.....</b>	<b>13</b>
16.1 Minutes of the Freds Pass Sport & Recreation Reserve Project Steering Committee .....	13
16.2 2026 Australia Day Community Awards .....	13
16.3 Keleson Road Seal Levy .....	13
16.4 Southport Petition.....	13
<b>17 Report of Confidential Resolutions .....</b>	<b>14</b>
<b>18 Close of Meeting .....</b>	<b>14</b>
<b>19 Next Meeting.....</b>	<b>14</b>
<b>20 Minutes to be Confirmed .....</b>	<b>14</b>



**Present**

Rachael Wright	Mayor (Chair)
Emma Sharp	Deputy Mayor, Councillor South Ward
Kris Civitarese	Councillor South Ward
Kevin Harlan	Councillor Central Ward
Pauline Cass	Councillor Central Ward
Daisy Crawford	Councillor North Ward – arrived at 6:21pm

**Apology** Nil

**Staff**

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

**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**

Nil

### **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

Barry Moriarty Q: Request that the Southport petition be taken out of Confidential agenda. If it was placed there due to the inclusion of personal details, we are happy for those details to be removed.

A: There are two reasons why the petition is in Confidential:

- Disclosure of personal information (privacy)
- Legal matters relating to the petition (legal)

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of Minutes

#### RESOLUTION OCM/25/046

Moved: Cr Kris Civitarese

Seconded: Deputy Mayor Emma Sharp

THAT the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 17 November 2025, 13 pages be confirmed.

**CARRIED 6/0**

## 7 PETITIONS

### Southport Petition

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

## 8 DEPUTATIONS AND PRESENTATIONS

Nil

## 9 BUSINESS ARISING FROM MINUTES

### 9.1 Business Arising from Previous Minutes

#### EXECUTIVE SUMMARY

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

#### RESOLUTION OCM/25/047

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

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

**CARRIED 6/0**

## 10 ACCEPTING OR DECLINING LATE ITEMS

Nil

## 11 NOTICES OF MOTIONS

Nil

## 12 MAYORS REPORT

### 12.1 Mayor's Monthly Report

#### RESOLUTION OCM/25/048

Moved: Mayor Rachael Wright

Seconded: Deputy Mayor Emma Sharp

THAT the Mayors report be received and noted

**CARRIED 6/0**

## 13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

## 14 OFFICER REPORTS

### 14.1 Corporate and Community

#### 14.1.1 Litchfield Council Finance Report – November 2025

##### EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 November 2025. Original Budget 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 November 2025. As instalment dates pass, the outstanding rates ratio will continue to decline.

##### RESOLUTION OCM/25/049

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

1. THAT Council note the Litchfield Council Finance Report as in attachment 1.

**CARRIED 6/0**

#### 14.1.2 People, Performance and Governance Report – November 2025

##### EXECUTIVE SUMMARY

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

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

##### RESOLUTION OCM/25/050

Moved: Cr Kris Civitarese

Seconded: Deputy Mayor Emma Sharp

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

**CARRIED 6/0**

### 14.1.3 Reserves Management Committee Meeting Minutes

#### EXECUTIVE SUMMARY

This report presents to Council the Committee Meeting Minutes for the months of August 2025 and November 2025 for the Howard Park Recreation Reserve Management Committee and the Knuckey Lagoon Recreation Reserve Management Committee meetings.

#### RESOLUTION OCM/25/051

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT Council:

1. receive and note the Howard Park Recreation Reserve Management Committee Minutes of August 2025, attachment 1, and November 2025, at attachment 2; and
2. receive and note the Knuckey Lagoon Recreation Reserve Management Committee Minutes of August 2025, at attachment 3, and November 2025, at attachment 4.

**CARRIED 6/0**

### 14.1.4 Community Services and Development Monthly Report – November

#### 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/25/052

Moved: Cr Pauline Cass

Seconded: Cr Kris Civitarese

1. THAT Council note the Community Services and Development Monthly Report for November 2025.

**CARRIED 6/0**

### 14.1.5 Review of Council Policies

#### EXECUTIVE SUMMARY

This report presents to Council, two policies due for review, being REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, and GOV16 Compliance and Enforcement Policy.

#### RESOLUTION OCM/25/053

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Daisy Crawford

THAT Council:

1. adopts policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, attachment 1; and
2. adopts policy GOV16 Compliance and Enforcement Policy, at attachment 2; and
3. authorises the Chief Executive Officer to make minor amendments.

**LOST 0/6**

For: Nil

Against: Crs Daisy Crawford, Emma Sharp, Kevin Harlan, Kris Civitarese, Pauline Cass, and Rachael Wright

### 14.1.6 Budget Review 1

#### EXECUTIVE SUMMARY

This Review One for 2025/2026 based on the end of September 2025 actuals and relevant council decisions made since the adoption of Budget 2025/2026.

#### RESOLUTION OCM/25/054

Moved: Cr Pauline Cass

Seconded: Cr Daisy Crawford

1. THAT Council approves the 2025-2026 budget amendments as per Budget Review 1 2025-2026

**CARRIED 6/0**

### 14.1.7 Advocacy and New Initiatives Committee

#### EXECUTIVE SUMMARY

This report presents to Council the amended terms of reference for the Advocacy and New Initiatives Committee and seeks Council's appointment of representatives.

#### RESOLUTION OCM/25/055

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

THAT Council:

1. adopt the amended Advocacy and New Initiatives Committee Terms of Reference, at attachment 1; and
2. appoints Mayor Wright (Chair) and all Elected Members to the committee.

**CARRIED 6/0**

### 14.2 Executive and Community Development

Nil

### 14.3 Infrastructure and Operations

#### 14.3.1 McMinns Lagoon Recreation Reserve - Bore works

#### EXECUTIVE SUMMARY

The purpose of this report is to provide Council Members with further information following the previous briefing report, which outlined the condition and operational status of the McMinns Lagoon Recreation Reserve bore. It details the proposed scope of works, cost estimates for the replacement of the bore to re-establish a sustainable water supply to the reserve.

#### RESOLUTION OCM/25/056

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

1. THAT Council endorses the drilling and equipping of a new bore to reinstate a reliable water supply and approves the allocation of up to \$140,000 from the asset reserve.

**CARRIED 6/0**

### 14.3.2 Planning Summary Report - November 2025

#### 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 November to 26 November 2025. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	1
Development Applications	5
Clearances for Development Permit Conditions	3
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	13
Works Permits	10

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

#### RESOLUTION OCM/25/057

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT Council:

1. Receive the Summary Planning and Development Report for 1-26 November 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to E of this report.

**CARRIED 6/0**

### 14.3.3 Waste Disposal – Managing Green Waste Mulch

#### EXECUTIVE SUMMARY

The purpose of this report is to present options to establish an ongoing management strategy to manage the variable amounts of green waste mulch stockpiles at Council's Waste Transfer Stations.

#### RESOLUTION OCM/25/058

Moved: Deput Mayor Emma Sharp

Seconded: Cr Kevin Harlan

THAT Council adopt:

#### **Ongoing Free Mulch**

Offer mulch free of charge to Litchfield residents on an ongoing basis.

**CARRIED 6/0**

## 15 OTHER BUSINESS

UNCONFIDENTIAL

## 16 CONFIDENTIAL ITEMS

### RESOLUTION OCM/25/059

Moved: Cr Pauline Cass

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 Minutes of the Freds Pass Sport & Recreation Reserve Project Steering Committee

This matter is considered to be confidential under Section 99(2) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to sub regulation (3) - information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

#### 16.2 2026 Australia Day Community Awards

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 Keleson Road Seal Levy

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

#### 16.4 Southport Petition

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

Council moved into the confidential section of the meeting at **7:14pm**.

**CARRIED 6/0**

### RECOMMENDATION

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

## 17 REPORT OF CONFIDENTIAL RESOLUTIONS

### 16.3 Keleson Road Seal Levy

#### EXECUTIVE SUMMARY

This report provides Council with information about the Special Rates Levy for Keleson Road, Noonamah. Further, it seeks Council’s approval to set the Road Seal Levy and commence the advertising and consultation process relating to the sealing of Keleson Road.

#### RESOLUTION [OCM/25/048]

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

1. That Council approves for consultation the charge of \$5,947.50 per property in Keleson Road, Road Seal Levy; and
2. approves the commencement of the advertising and twenty-one-day consultation process for this Road Seal Levy; and
3. make public its resolution of this matter.

[CARRIED 6/0]

#### RECOMMENDATION

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

CARRIED 6/0

Resume in Open Session **8:49pm**

## 18 CLOSE OF MEETING

The Meeting closed at **8:49pm**.

## 19 NEXT MEETING

Monday, 19 January 2026

## 20 MINUTES TO BE CONFIRMED

Monday, 19 January 2026

Mayor

Chief Executive Officer

Name

## **7 BUSINESS ARISING FROM MINUTES**

### **7.1 Business Arising from Previous Minutes**

**AUTHOR:** Stephen Hoyne, Chief Executive Officer

**AUTHORISER:** Stephen Hoyne, Chief Executive Officer

**ATTACHMENTS:** 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 1.

**Business Arising from the Minutes**

In Progress	Ongoing
Completed	Superseded

Resolution	Resolution	Meeting Date	Officer	Current Status
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**Road Opening Closing Meade Road, Darwin River**

THAT Council:

1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts;
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and
3. note that this is an administrative process only and there is no commitment by Council to construct the road.

ORD2022  
11-173

19/07/2022

DIO

**In Progress**  
Council is awaiting wording from Crown land which may be used to form a legally binding covenant on the land title binding current and future owners. I.e. making the arrangement permanent.

**Cost to maintain the eight owned Council Recreation Reserves**

THAT Council:

1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019;
2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and
3. receive the report prior to the first 2023-2024 Budget Review Meeting.

ORD2023  
11-093

20/06/2023

DIO

**In Progress**  
Update presented in report in December. Draft Report for first reserve presented.  
  
Updated consultant plans scheduled for early September 2025 release, including all council reserves, excluding Freds Pass.

**Noting**  
Refer ORD2023 11-241

Fred's Pass Reserve Expansion		
	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>adopt the Freds Pass Reserve land expansion concept to include:                             <ol style="list-style-type: none"> <li>Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and</li> <li>Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways;</li> </ol> </li> <li>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</li> <li>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.</li> </ol>	<p><b>Part 1a,1b Ongoing</b> Crown discussions postponed for development of proposed use plan for the new area.</p> <p><b>Part 2 Ongoing</b> DIP/L have progressed conceptual design for the shared path link adjacent the highway.</p> <p><b>Part 3 Ongoing</b> Development permit issued. Road closing is in final stages awaiting Gazzettal.</p>
ORD2023 11-142	15/08/2023	DIO

Cost to maintain the eight owned Council Recreation Reserves		
	<p>THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.</p>	<p><b>In Progress</b> Asset Management plans are progressing well. Draft Reserves Asset Management Plan expected September 2025.</p> <p>Updated consultant plans scheduled for early September 2025 release, including all council reserves, excluding Freds Pass.</p>
ORD2023 11-241	12/12/2023	DIO

ORD 2024 11-183	<p><b>Disposal of Contaminated Concrete Waste Stockpiles from Council's Waste Transfer Stations</b></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>	20/08/2024	DIO	<p><b>In Progress</b></p> <p>In principle support has been provided from EPA and Crown for the proposed processing of the contaminated material. Final agreements are in progress.</p>
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ORD 2024 11-265	<p><b>Private Roads – No Name Road</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents.</li> <li>2. Allocate No Name Road as the proposed road for the trial.</li> <li>3. Allocate \$100,000 of consultant budget to come from Financial Reserves.</li> <li>4. Renew the policy as it stands with no changes for a further 12 months.</li> </ol>	10/12/2024	DIO	<p><b>In Progress</b></p> <p>Works has commenced on drafting the relevant survey documentation and legal documents. Next step is consultation with residents.</p>
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**8 PETITIONS**

**9 DEPUTATIONS AND PRESENTATIONS**

Nil

**10 ACCEPTING OR DECLINING LATE ITEMS**

**11 NOTICES OF MOTIONS**

Nil

## 12 MAYORS REPORT

### 12.1 Mayor's 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 9 December 2025 to 19 January 2026.

Summary	
Date	Event / Meeting
9 December 2025	Meeting with Melissa Dyson Re: Freds Pass Undercover Price Increase
12 December 2025	DCA Meeting
13 December 2025	AGM Freds Pass Rural Show
19 January 2026	Community Forum
19 January 2026	Ordinary Council Meeting

#### Recommendation

THAT Council receive and note the mayor’s monthly report for the period of 9 December 2025 to 19 January 2026.

## **13    REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES**

## 14 OFFICER REPORTS

### 14.1 Corporate and Community

#### 14.1.1 People, Performance and Governance Report – December 2025

**AUTHOR:** Ankit Pansal, Acting Director Corporate Services

**AUTHORISER:** Stephen Hoyne, Chief Executive Officer

**ATTACHMENTS:** 1. People Performance and Governance Monthly Report December 2025 [↓](#)

#### EXECUTIVE SUMMARY

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

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

#### RECOMMENDATION

1. That Council note the People, Performance and Governance Report for December 2025.

#### BACKGROUND

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

#### LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

#### LEGISLATIVE AND POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

Risks *Health & Safety*

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

*Service Delivery*

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

**COMMUNITY ENGAGEMENT**

Nil

## PEOPLE AND PERFORMANCE MONTHLY REPORT December 2025

### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

### External Appointments

Position	Department	Start date	Permanent/Temporary
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Ground Person	Infrastructure & Operations	22 December	Permanent
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### Employment Separation Permanent

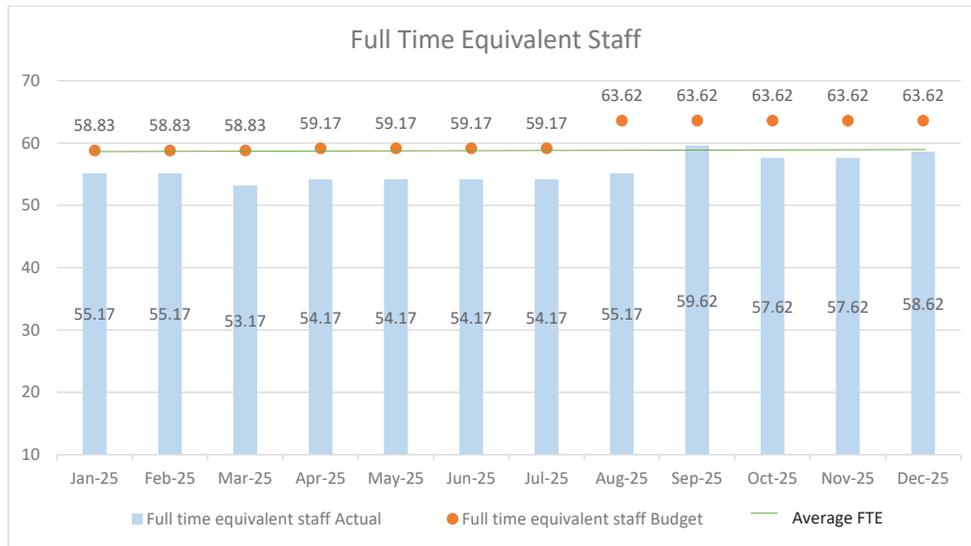
Position	Department	End date	Permanent/Temporary
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NA

	Allocated	Actual	Difference
Full Time Equivalent	50.00	46.00	-4
Part-time	4.52	4.52	0
Contract	5.00	4.00	-1
Casual	4.10	4.10	0
<b>Total</b>	<b>63.62</b>	<b>58.62</b>	<b>-5.00</b>

**Recruitment Overview:**

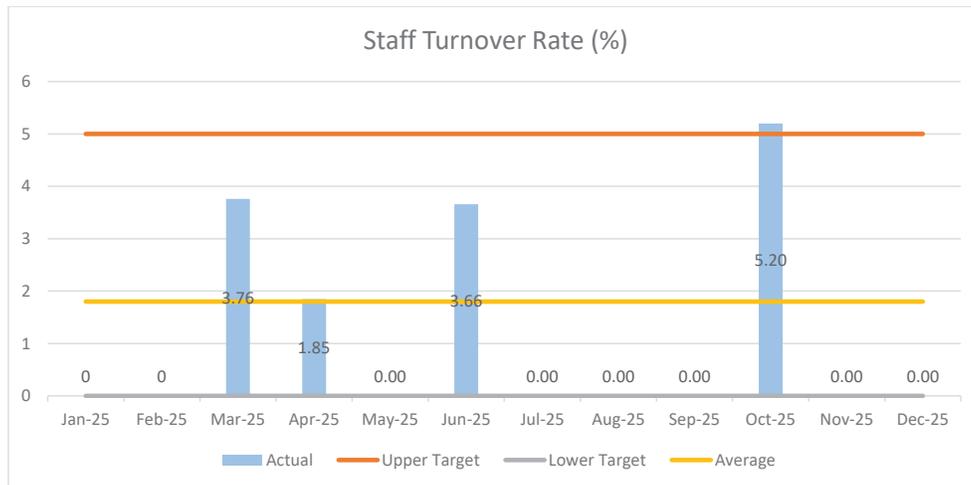
Role	In Progress	Completed
Plant Operator - WTS		
Communications Officer		



**Turnover Rate:**

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

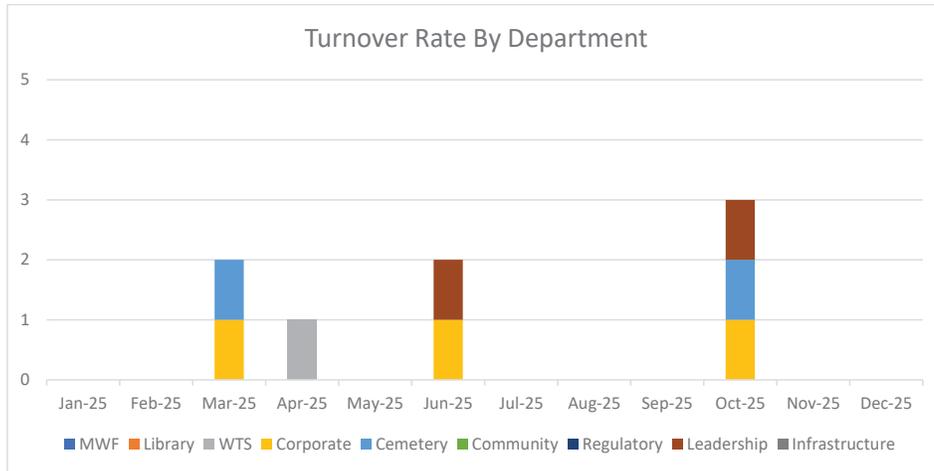
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Average
0.00%	0.00%	3.76%	1.85%	0%	3.66%	0.00	0.00	0.00	5.21%	0.00	0.00%	1.21%
0	0	2	1	0	2	0	0	0	3	0	0	0.67

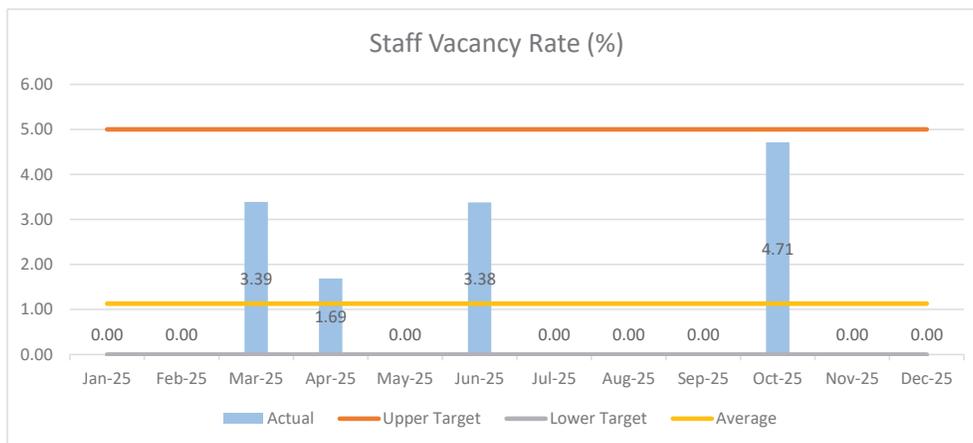
Target Average: Between 0% to 5%

**Turnover Rate by Department:**



**Staff Vacancy Rate:**

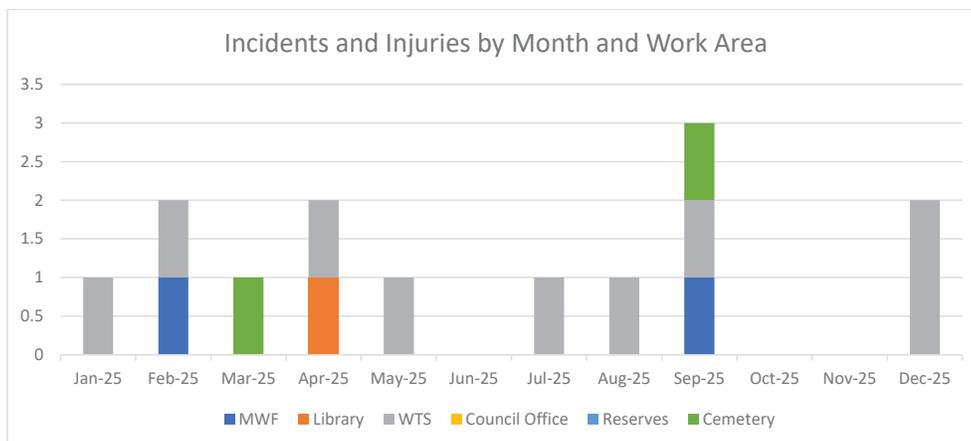
The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100).



Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Average
0.00 %	0.00 %	0.00 %	0.00%	3.39%	1.69%	0.00 %	3.38%	0.00%	0.00%	0.00%	4.71%	1.10%

Target: Between 0% to 5%

**Workplace Health and Safety:**



There were two workplace health and safety incident recorded in December 2025.

1. An employee sustained a minor injury while operating machinery in the normal course of work.
2. An employee sustained a minor injury while operating machinery in the normal course of work.

**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 2024/2025 period. These policies will be presented to Council in due course.

Policies	Review Date
INF04 Place Names	08/12/2024
GOV16 Compliance and Enforcement (Incorrect Review Date 11/02/2024)	11/02/2025
COM03 Sport and Recreation	15/06/2025

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

Policies	Review Date
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
REG01 Disposal of Surrendered and Unclaimed Impounded Dogs	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

### 14.1.2 Litchfield Council Finance Report – December 2025

**AUTHOR:** Ankit Pansal, Acting Director Corporate Services

**AUTHORISER:** Stephen Hoyne, Chief Executive Officer

**ATTACHMENTS:** 1. December 2025 Finance Report [↓](#)

#### EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 December 2025. 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 December 2025.

#### BACKGROUND

Detailed financial information is presented on the following pages.

#### LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

#### LEGISLATIVE AND POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

Nil

Risks *Financial*

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

#### COMMUNITY ENGAGEMENT

Nil



Finance Report  
December 2025

## December 2025 DASHBOARD REPORTING



**Asset Sustainability Ratio**  
Capital Expenditure  
Actuals \$8.26m  
Municipal Plan Target – 30%



**Rates Outstanding**  
\$ 1.96m Outstanding  
Municipal Plan Target – <18%  
(Less than 3.30Mln)



**Current Cash Investments**  
**\$ 27.07m**

**6 of 33** Budgeted Capital Programs  
2025/26 Completed

**\$18.58m** Budgeted Financial  
Reserves Original Budget

**\$ 22.18m**

**OPERATIONAL REVENUE**

\$25.75m Budget – 86.15% Target  
Achieved

**\$ 15.46m**

**OPERATIONAL EXPENSES**

\$33.47m Budget – 46.2% Spent

**\$ 6.72m**

**OPERATING SURPLUS**

Budget (\$ 5.2m)

**\$2.02m**

**CAPITAL REVENUE**

\$ 2.16m Budget- 94% Achieved

**\$ 8.26m**

**CAPITAL EXPENSES**

\$ 24.47m Budget(Inc Budget Rollover)  
34% Spent

**\$ 6.23m**

**CAPITAL DEFICIT**

Budget (\$ 22.31m)

**RATIOS**

**57%**

Asset Sustainability  
Target 30% and more

Achieved

**11%**

Rates Outstanding  
Target less than 18%

Achieved

**73%**

Own Source Revenue Ratio  
Target 60% and more

Achieved

**7.61**

Current Ratio  
Target 1 and more

Achieved

**0**

Debt Service Ratio  
Target less than 1

Achieved

**STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET<sup>1</sup>**

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 \$
<b>OPERATING INCOME</b>				
Rates	18,104,392.92	18,118,861.00	14,468.08	18,118,861.00
Charges	134,168.50	87,500.00	(46,668.50)	175,000.00
Fees and Charges	1,225,130.01	1,054,744.00	(170,386.01)	2,109,488.00
Operating Grants and Subsidies	1,860,427.00	1,977,436.00	117,009.00	3,954,872.00
Interest / Investment Income	779,942.39	628,879.50	(151,062.89)	1,257,759.00
Other Income	83,918.62	70,000.00	(13,918.62)	140,000.00
<b>TOTAL OPERATING INCOME</b>	<b>22,187,979.44</b>	<b>21,937,420.50</b>	<b>(250,558.94)</b>	<b>25,755,980.00</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	4,020,671.02	4,093,876.50	73,205.48	8,187,753.00
Materials and Contracts	4,735,220.04	5,229,198.50	493,978.46	10,458,397.00
Elected Member Allowances	121,095.24	180,742.00	59,646.76	361,484.00
Elected Member Expenses	39,963.14	149,321.50	109,358.36	298,643.00
Council Committee & LA Allowances	3,498.00	5,000.00	1,502.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	3,930.73	-	(3,930.73)	-
Accumulated Depreciation	5,925,500.00	5,925,500.00	-	11,851,000.00
Interest Expenses	-	-	-	-
Other Expenses	615,968.11	1,153,000.00	537,031.89	2,306,000.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>15,465,846.28</b>	<b>16,736,638.50</b>	<b>1,270,792.22</b>	<b>33,473,277.00</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>6,722,133.16</b>	<b>5,200,782.00</b>	<b>(1,521,351.16)</b>	<b>(7,717,297.00)</b>

<sup>1</sup> Numbers in statements December include minor rounding differences.

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	2025/26 Budget Review 1 \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>6,722,133.16</b>	<b>5,200,782.00</b>	<b>(1,521,351.16)</b>	<b>(7,717,297.00)</b>
<i>Remove NON-CASH ITEMS</i>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	5,929,430.73	5,925,500.00	(3,930.73)	11,851,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>5,929,430.73</b>	<b>5,925,500.00</b>	<b>(3,930.73)</b>	<b>11,851,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	(8,266,803.88)	(12,237,854.30)	(3,971,050.42)	(24,475,708.60)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(2,066,851.50)	(2,066,851.50)	(4,133,703.00)
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(8,266,803.88)</b>	<b>(14,304,705.80)</b>	<b>(6,037,901.92)</b>	<b>(28,609,411.60)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	2,000,000.00	946,746.00	(1,053,254.00)	1,893,492.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	6,415.76	2,066,851.50	2,060,435.74	4,133,703.00
Road Seal Levy	21,390.00	23,790.00	2,400.00	47,580.00
Transfers from Reserves	-	9,200,466.80	9,200,466.80	18,400,933.60
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>2,027,805.76</b>	<b>12,237,854.30</b>	<b>10,210,048.54</b>	<b>24,475,708.60</b>
<b>NET OPERATING POSITION</b>	<b>6,412,565.77</b>		<b>2,646,864.73</b>	

**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.

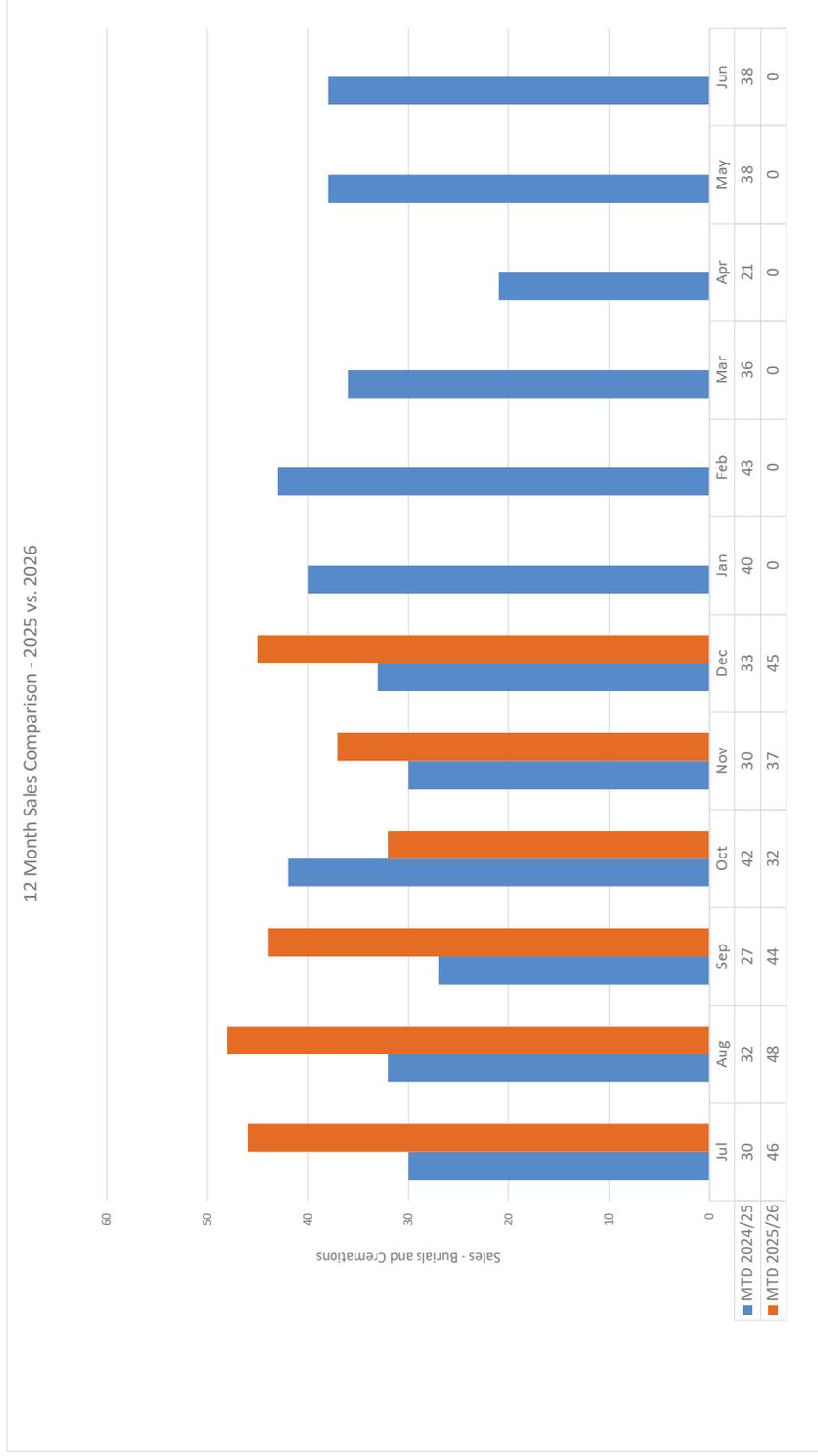
	2025/26 YTD Actuals \$	2025/26 Budget Review 1 \$	% of Budget
<b>REVENUE</b>			
Council Leadership	-	-	0.0%
Corporate	15,568.28	-	0.0%
Information Services	-	-	0.0%
Finance & Customer Service	15,472,139.16	16,553,245.00	93.5%
Infrastructure & Assets	1,737,145.92	3,335,468.00	52.1%
Waste Management	3,731,919.31	3,652,968.00	102.2%
Community	49,177.31	134,978.00	36.4%
Community - Library	7,236.10	308,722.00	2.3%
Mobile Workforce	-	-	0.0%
Regulatory Services	136,482.05	175,000.00	78.0%
Thorak Cemetery	1,038,311.31	1,595,599.00	65.1%
<b>TOTAL REVENUE</b>	<b>22,187,979.44</b>	<b>25,755,980.00</b>	<b>86.15%</b>

<b>EXPENSES</b>				
Council Leadership	500,361.57	1,627,208.00		30.7%
Corporate	426,739.53	933,894.00		45.7%
Information Services	418,722.90	671,122.00		62.4%
Finance & Customer Service	1,162,133.94	1,774,231.00		65.5%
Infrastructure & Assets	1,672,762.39	4,886,777.00		34.2%
Waste Management	2,053,679.75	5,148,725.00		39.9%
Community	1,307,773.28	2,128,908.00		61.4%
Community - Library	444,934.88	995,398.00		44.7%
Mobile Workforce	567,347.76	1,482,091.00		38.3%
Regulatory Services	339,702.31	725,607.00		46.8%
Thorak Cemetery	646,187.97	1,248,317.00		51.8%
<b>TOTAL EXPENSES</b>	<b>9,540,346.28</b>	<b>21,622,278.00</b>		<b>44.12%</b>
<b>OPERATING RESULT</b>	<b>12,647,633.16</b>	<b>4,133,703.00</b>		

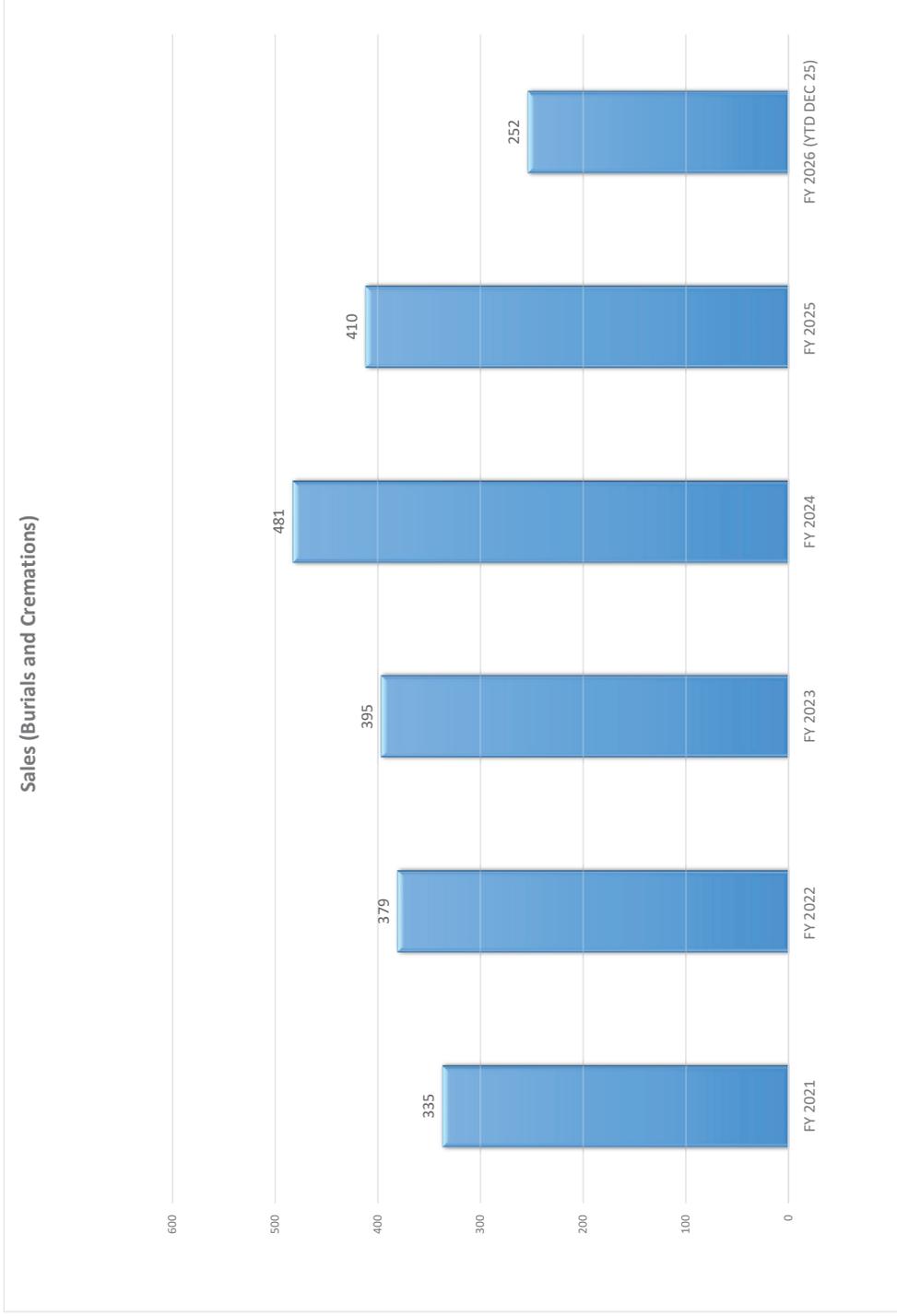
**Thorak Regional Cemetary Sales**

To date, Thorak Regional Cemetary has completed 252 Interments and cremations, an increase of 58 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 37.5.

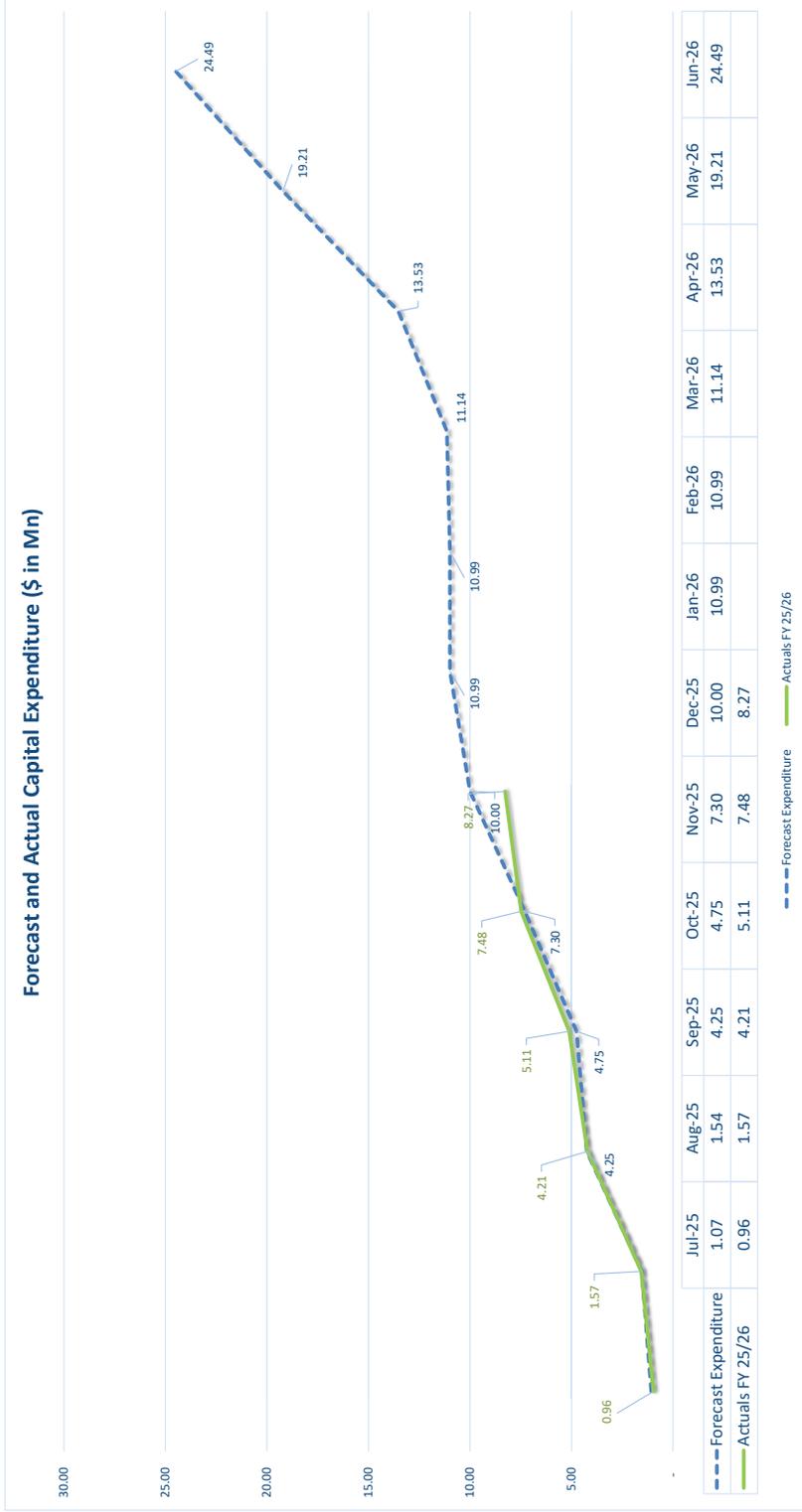


**STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING**

**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	260,197.91	5,151,921.97	4,891,724.06	10,303,843.93
Infrastructure (including roads, footpaths, park furniture)	7,617,747.79	6,716,576.32	(901,171.47)	13,433,152.64
Plant and Machinery				
Fleet	388,858.18	369,356.02	(19,502.17)	738,712.03
Other Assets (including furniture and office equipment)				
Leased Land and Buildings				
Other Leased Assets				
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>8,266,803.88</b>	<b>12,237,854.30</b>	<b>3,971,050.42</b>	<b>24,475,708.60</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	6,415.76	1,786,535.00	1,780,119.24	3,573,070.00
Capital Grants	2,000,000.00	946,746.00	(1,053,254.00)	1,893,492.00
Transfers from Cash Reserves		9,480,783.30	9,480,783.30	18,961,566.60
Borrowings				
Sale of Assets (including trade-ins)				
Other Funding				
Special Road Seal Levy	21,390.00	23,790.00	2,400.00	47,580.00
<b>TOTAL CAPITAL EXPENDITURE FUNDED</b>	<b>2,027,805.76</b>	<b>12,237,854.30</b>	<b>10,210,048.54</b>	<b>24,475,708.60</b>



**Table 2.2 Monthly Report on Planned Major Capital Works**

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Actuals \$	Total Actuals \$	Budget 25-26 \$	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	Planning	Construction commencement anticipated early 2026
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	Complete	<b>Kentish Road:</b> Complete <b>Horne Road:</b> Complete <b>Trippe Road:</b> Complete Remaining funds to be allocated to another priority heavy patching project.
2026 -4	Roads	Unsealed to Sealed Road and Bees Creek Road	773,801.37	773,801.37	2,500,000.00	1,726,198.63	30.95%	Jun-26	Yes	Yes	<b>Bees Creek Rd</b> Delivery Powerlines/Planning Road Works <b>Keleson Rd</b> Delivery	<b>Bees Creek Rd:</b> • Tender for powerline relocation awarded to MG Electrical • Civil works tender anticipated early 2026 <b>Keleson Rd:</b> Works ~90% complete
2026 -5	Roads	Road Safety Upgrades - Shoulder Widening Krichauff Road & Westall Road	-	-	420,000.00	420,000.00	0.00%	Jun-26	Yes	Yes	Planning	Works on hold, scope viability under review.
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	Complete	Works complete, remaining budget will be allocated to another drainage priority project
2026 -7	Buildings	Council Administration Building Upgrade effluent system and dog pound area	44,949.36	44,949.36	200,000.00	155,050.64	22.47%	Jun-26	Yes	Yes	<b>Effluent</b> Procurement <b>Dog Pound</b> Complete	<b>Effluent System Upgrade:</b> Tender currently being evaluated <b>Dog Pound Upgrade:</b> Works are complete

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 Year to Date Actuals \$	Total Actuals \$	Budget 25-26 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2026-8	Thorak	Thorak Asset Renewal Concrete beams and irrigation	-	-	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	-	-	280,000.00	280,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
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	Planning	<b>Bore Outlet Manifold:</b> Waiting on revised quotes due to scope not matching original plans. <b>Effluent System:</b> Design has commenced
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	Delivery	Complete
2026-12	Reserves	Humpty Doo Village Green Masterplan	-	-	60,000.00	60,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-13	Reserves	Knuckey Lagoon Recreation Reserve Masterplan, BBQ upgrade and Disability access	-	-	120,000.00	120,000.00	0.00%	Jun-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 \$	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	39,000.00	19,310.91	50.48%	Jun-26	Yes	Yes	Masterplan Planning Building Upgrades Complete	Masterplan: Not Started Building Upgrades: Works complete
2026-15	Reserves	Howard Park Recreation Reserve Masterplan	19,850.00	19,850.00	50,000.00	30,150.00	39.70%	Jun-26	Yes	Yes	Delivery	Delivery
2026-16	Reserves	Livingstone Recreation Reserve Masterplan	-	-	40,000.00	40,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-17	Reserves	Berry Springs Recreation Reserve Masterplan, Roof Painting and Disability access	-	-	120,000.00	120,000.00	0.00%	Jun-26	Yes	Yes	Planning	Not Started
2026-18	Fleet	Council Vehicle Replacement	204,173.23	204,173.23	530,000.00	325,826.77	38.52%	Jun-26	Yes	Yes	Delivery	<b>Fleet:</b> <ul style="list-style-type: none"> <li>Ranger's vehicle: Delivered</li> <li>Waste vehicle: Delivered</li> <li>Mayor's vehicle: Delivered</li> <li>HDWTS Forklift: Awaiting Delivery</li> <li>Thorak Cemetery commuter vehicle: Delivered</li> </ul>
			<b>1,862,901.54</b>	<b>1,862,901.54</b>	<b>7,017,492.00</b>	<b>5,154,590.46</b>						

**Carry forward projects**

Task No.	Asset Type	Municipal Plan Program	FY 2025/26 YTD Actuals	Total Actuals \$	Total Approved Budget-Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
2	Roads	Pavement Renewal Whitewood Road	18,535.04	18,535.04	1,476,304.98	1,457,769.94	1.26%	Nov-25	Yes	Yes	Delivery	Contract awarded to AKSG, works ~90% complete in conjunction with Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd
7	Roads	Road Safety Upgrades - Intersections Pioneer Road / Anglesey Road	-	-	465,129.42	465,129.42	0.00%	Sep-25	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.
9	Roads	Road Safety Upgrades - Lighting intersections Girraween Rd / Rogers Rd Whitewood Rd / Hicks Rd Whitewood Rd / Westall Rd	171,589.73	171,589.73	480,025.69	308,435.96	35.75%	Feb-26	Yes	Yes	Delivery	PWC power connections confirmed all intersections January 2026 <b>Girraween Rd / Rogers Rd:</b> Hardware installed <b>Whitewood Rd / Hicks Rd:</b> Hardware installed <b>Whitewood Rd / Westall Rd:</b> Underground services installed
23	Roads	Blacksport Girraween Road (Rogers Road to Mango Road)	-	-	280,200.00	280,200.00	0.00%	Dec-25	Yes	Yes	Delivery	Design complete, tender to be advertised
27	Shared Path	Shared Path Upgrade Whitewood Road - Hillier Rd to Hicks Rd	523,289.16	523,289.16	949,009.50	425,720.34	55.14%	Nov-25	Yes	Yes	Delivery	Contract awarded to AKSG, works ~100% complete in conjunction with Pavement Renewal - Whitewood Road
29	Reserves	Freds Pass Sport and Recreation Reserve Upgrades	1,575,767.23	1,575,767.23	9,635,745.07	8,059,977.84	16.35%	Sep-25	Yes	Yes	Delivery	<b>Netball:</b> Detailed design 90% complete <b>AFL Lighting:</b> Towers installed, lights commissioned, pending handover package <b>Rugby and Soccer Lighting:</b> Scope under consideration
		<b>Total (including completed projects)</b>	<b>6,403,902.34</b>	<b>6,403,902.34</b>	<b>17,458,216.60</b>	<b>11,054,314.26</b>						
		<b>Total (including completed projects)</b>	<b>8,266,803.88</b>	<b>8,266,803.88</b>	<b>24,475,708.60</b>	<b>16,208,904.72</b>						

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

**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 DECEMBER 2025	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	27,070,808.41	
United Funds	4,033,302.59	
Accounts Receivable		
Trade Debtors	2,287,592.52	(2)
Rates & Charges Debtors	6,008,138.61	
Other Current Assets	400,206.27	
<b>TOTAL CURRENT ASSETS</b>	<b>39,800,048.40</b>	
Non-Current Financial Assets	10,912,949.32	
Property, Plant and Equipment	477,695,751.26	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>488,608,700.58</b>	
<b>TOTAL ASSETS</b>	<b>528,408,748.98</b>	
<b>LIABILITIES</b>		
Accounts Payable	1,533,856.57	(3)
ATO & Payroll Liabilities	348.48	(4)
Current Provisions	908,699.00	
Accruals	2,778,292.70	
Other Current Liabilities	10,368.97	
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,231,565.72</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	175,741.44	
Other Non-Current Liabilities	-	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>175,741.44</b>	
<b>TOTAL LIABILITIES</b>	<b>5,407,307.16</b>	
<b>NET ASSETS</b>	<b>523,001,441.82</b>	

<b>EQUITY</b>	
Asset Revaluation reserve	461,870,517.89
Reserves	29,736,594.49
Accumulated Surplus	31,394,329.44
<b>TOTAL EQUITY</b>	<b>523,001,441.82</b>

**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)	26/06/2025	1,000,000.00	4.15%	12/02/2026	231	4,500,000.00	16.62%	26,264.38
	8/07/2025	1,000,000.00	4.10%	10/03/2026	245			27,520.55
	14/10/2025	1,500,000.00	4.05%	14/07/2026	273			45,437.67
	23/12/2025	1,000,000.00	4.30%	29/09/2026	280			32,986.30
Defence Bank (S&P A2)	26/06/2025	1,000,000.00	4.10%	26/02/2026	245	2,000,000.00	7.12%	27,520.55
	20/11/2025	1,000,000.00	4.25%	11/08/2026	264			30,739.73
NAB (S&P A1+)	22/07/2025	1,000,000.00	4.10%	8/04/2026	259	9,000,000.00	32.06%	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
	18/06/2025	2,000,000.00	4.34%	18/01/2026	214			50,890.96
Westpac	18/06/2025	2,000,000.00	4.34%	28/01/2026	224	11,570,808.41	41.22%	53,269.04
	10/07/2025	1,500,000.00	4.25%	25/03/2026	249			43,489.73
	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
<b>TOTAL INVESTMENTS</b>		<b>27,070,808.41</b>			<b>280</b>	<b>27,070,808.41</b>	<b>100%</b>	<b>841,584.69</b>

% of Total Investment Portfolio	S&P Short term rating (max 100%)	41.22%	A1+ 32.06%
		A2 26.72%	

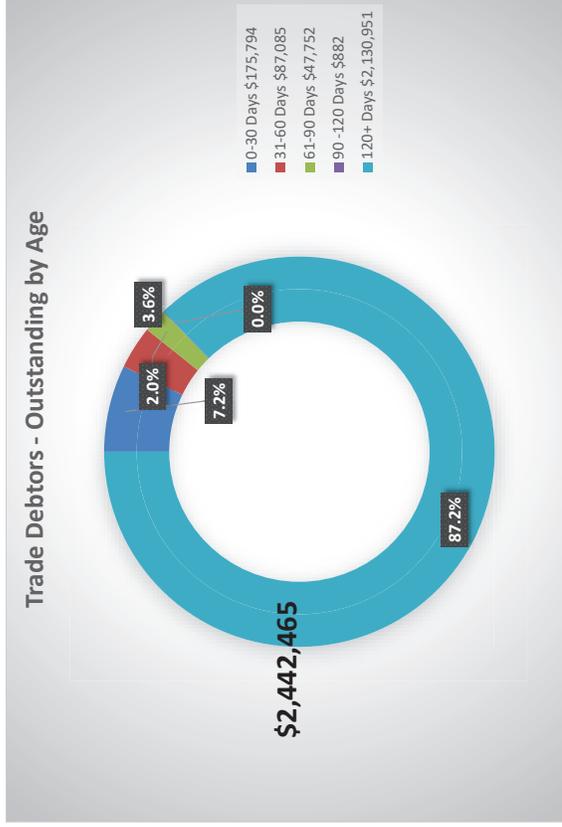
Total Investments/ Tied Funds	\$ 27,070,808.41	Total Year to date Investments Earnings	607,743.56
General Bank Funds	\$ 4,019,145.23		
Council Till and Petty Cash float	\$ 1,275.00		
<b>Total United Funds</b>	<b>\$ 4,020,420.23</b>		
<b>Total all funds</b>	<b>\$ 31,091,228.64</b>		

**Note 2: Statement of Trade Debtors**

Total Debtors as of 31 December 2025 is \$2,250,637; \$128,831 to invoices outstanding over 90 days. \$76,420 the 90+ days debtors relate to the charge of legal fees on regulatory service orders. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has two hundred and eighty three (293) infringements outstanding with a total balance of \$82,406 an increase of \$2,329 from October. Nine (9) Reminder notices produced, Two Hundred and Thirty-Seven (237) are with the Fines Recovery Unit (FRU), and Thirty Night (39) 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	-	(1,200.00)	(175.00)	-	2,051,979.37	2,050,604.37
Cemetery	-	89,173.32	19,825.30	-	-	108,998.62
Waste	-	184.00	(183.70)	-	495.38	495.68
Recreation Reserves	-	(2,331.00)	276.92	-	-	(2,054.08)
Planning	-	125.00	24,942.00	-	350.00	25,417.00
GST Receivable	175,794.40	-	-	-	-	175,794.40
Infringements	-	1,134.00	3,066.00	882.00	78,126.54	83,208.54
<b>Total</b>	<b>175,794.40</b>	<b>87,085.32</b>	<b>47,751.52</b>	<b>882.00</b>	<b>2,130,951.29</b>	<b>2,442,464.53</b>



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	-	-	-	-	-	(33,982.77)
Cemetery	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	<b>(33,982.77)</b>

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	7,373	-	-	-	-	7,373
Payroll	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-

**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 \$
<b>Externally Restricted</b>			
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
<b>Total Externally Restricted Reserves</b>	<b>1,955,353.00</b>	<b>4,389,721.00</b>	<b>6,345,074.00</b>
<b>Internally Restricted Reserves</b>			
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
<b>Total Internally Restricted Reserves</b>	<b>10,059,000.00</b>	<b>2,179,121.00</b>	<b>12,238,121.00</b>
<b>TOTAL RESERVES</b>	<b>12,014,353.00</b>	<b>6,568,842.00</b>	<b>18,583,196.00</b>

**Outstanding Rates**

*Prior Years Rates Outstanding<sup>2</sup>*

The below table illustrates the split of prior year outstanding rates, currently at \$1.96 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.

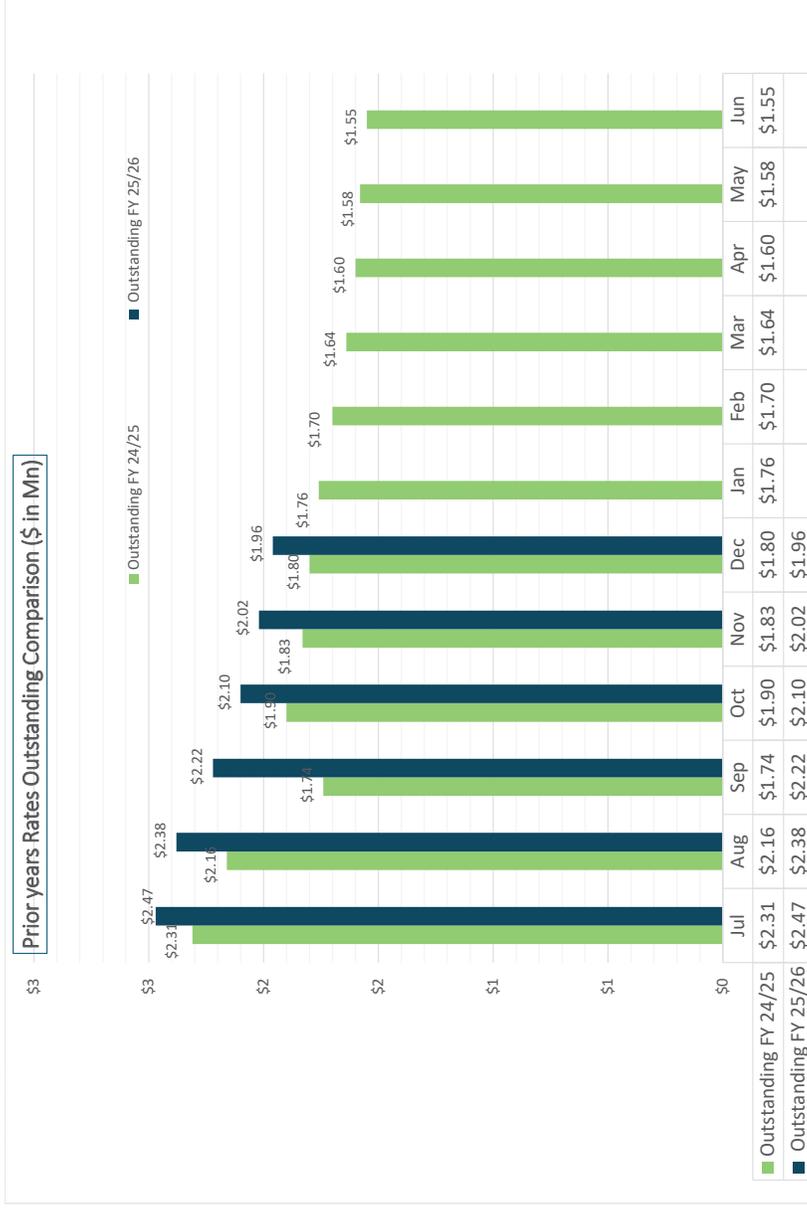
The table below shows the balance of the prior year's rates as at the beginning of the financial year, last month and the current month.

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (Nov 2025) (\$)	Current Month (Dec 2025) (\$)
CANCELLED ASSESSMENT	-	69,111.02	69,623.34
COMMERCIAL	28,378.18	26,646.31	26,685.95
GAS PLANT	-	-	-
MINING	165,673.14	175,881.86	177,608.30
HORTICULTURE AGRICULTURE	18,846.40	58,312.14	58,570.98
NON-RATEABLE GENERAL	20,028.76	22,004.53	22,121.43
NON-RATEABLE WASTE	40,496.86	42,007.08	41,882.26
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,453,262.64	1,403,892.61
URBAN RESIDENTIAL	135,647.13	178,164.45	162,241.90
<b>TOTAL</b>	<b>1,532,990.61</b>	<b>2,025,390.03</b>	<b>1,962,626.77</b>
<b>Arrears LESS Legal</b>	<b>1,422,397.62</b>	<b>1,900,204.58</b>	<b>1,842,155.21</b>

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

<sup>2</sup> Includes prior years outstanding rates (FY 2025 and prior)

Current Year Rates<sup>3</sup>

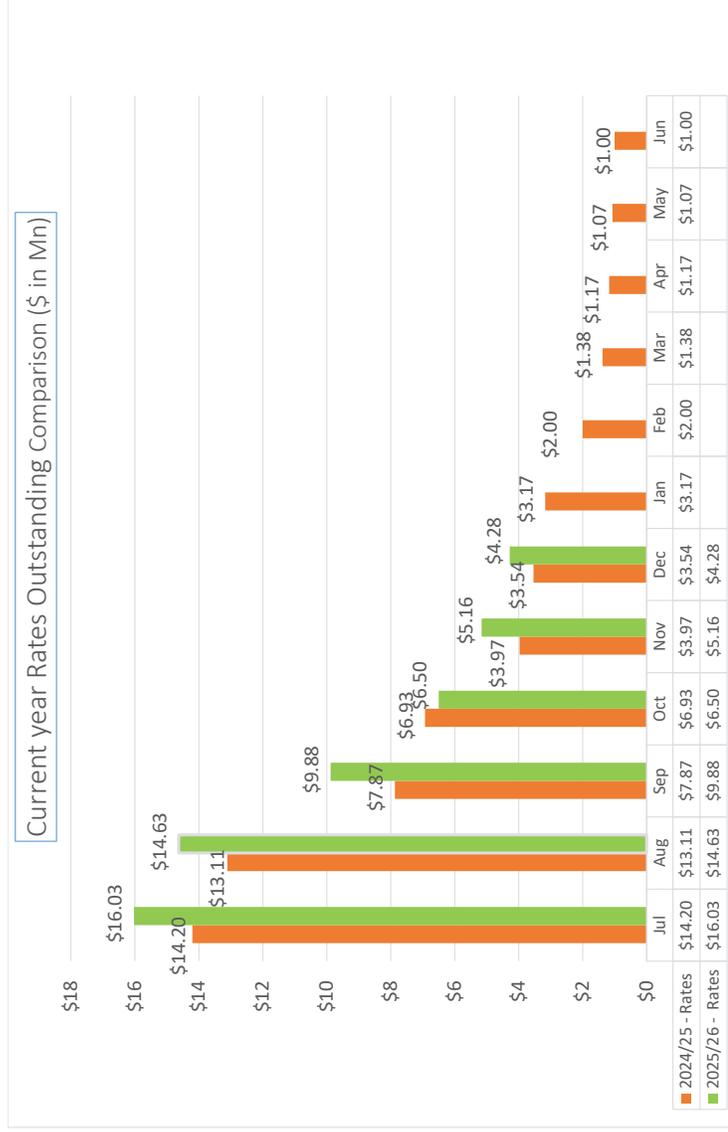


The table below shows the movement in current year rates compared to last month. The below table illustrates the split of current year outstanding rates. Current year rates levied total \$4.27m and the third instalment is due on 28 February 2026.

<sup>3</sup> Includes current year outstanding rates (FY 2026)

	Previous Month (Nov 2025) (\$)	Current Month (Dec 2025) (\$)	Variance (\$)	Due Dates
<b>Instalment 1</b>	540,736.43	450,295.64	90,440.79	30-Sep-25
<b>Instalment 2</b>	1,708,607.13	1,071,212.96	637,394.17	30-Nov-25
<b>Instalment 3</b>	2,915,467.65	2,754,980.15	160,487.50	28-Feb-26
<b>TOTAL</b>	<b>5,164,811.21</b>	<b>4,276,488.75</b>	<b>888,322.46</b>	

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



**Accounts Payable Report**

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1712.1137-01	ALLAN KING & SONS CONSTRUCTION PTY LTD	RFT25-510 - Road Upgrades - Gravel to Sealed - Various Locations - Litchfield Council Municipality	\$911,643.61
1712.60-01	FREDS PASS SPORT & RECREATION RESERVE	3rd Quarter Operational and R & M Payments	\$257,055.15
1710.1000-01	LAVERCOMBE GRADER SERVICES	RFW 20 Pavement Rehabilitation - Various Roads - Litchfield Council Municipality	\$212,934.54
1711.280-01	CITY OF DARWIN	Oct 2025 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$201,124.70
1710.874-01	VTG WASTE & RECYCLING	Nov 2025 - Transport General Waste and Oil, from HD, BS and HS Waste Stations and Jakirra Estate, Thorak Cemetery, HPRR to Shoal Bay Receiving Station and Purchase / Replacement Compactor for HDWTS	\$170,564.09
1712.1899-01	DEC INSTALLATIONS NT PTY LTD	RFT24-474 - Road Safety Upgrades - Intersection Lighting - Various Locations - Litchfield Council Municipality	\$143,330.00
1712.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 13 (25/26) - Cycle1 WE: 21 Dec 2025	\$57,814.00
1710.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 12 (25/26) - Cycle1 WE: 07 Dec 2025	\$57,558.00
1712.2750-01	TMH SERVICES	Excavation Works - Various Locations - Litchfield Council Municipality	\$57,457.40
1710.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Resealing - Various Locations - Litchfield Council Municipality	\$56,930.00
1710.2750-01	TMH SERVICES	Excavation Works - Various Locations - Litchfield Council Municipality	\$45,428.24
1712.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 13 2026-8 - WE: 21 Dec 2025	\$34,400.03
1710.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 12 2026-12 WE: 07 Dec 2025	\$34,081.87
1712.409-01	F & J BITUMEN SERVICES PTY LTD	RFT24-472 Sealed Pavement Maintenance - Various Locations - Litchfield Council Municipality	\$33,573.11
1709.2815-01	JLM CONTRACTING SERVICES PTY LTD	Driveway Installation - Including Traffic Management - Various Locations - Litchfield Council Municipality	\$32,086.67
1709.2672-01	TROPICAL TREE SERVICES	Tropical Cyclone FINA Emergency Response - Removal of Tree Debris - Various Locations - Litchfield Council Municipality	\$31,680.00
1712.2845-01	ART OUT - DCA RURAL - HDVG	3rd Quarter Operational and R & M Payments	\$30,493.65
1712.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Stage 2 Flooding Impact Assessment Konon	\$29,924.35
1710.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	RFT25-496: Litchfield Football Club Waste Water Treatment System	\$29,907.46
1710.1564-01	FOURIER TECHNOLOGIES PTY LTD	Replacement of Litchfield Council Servers	\$29,867.20
1709.2641-01	DAMN STRAIGHT FENCING	MIRA Square Community Building - Supply and Install 1.8m High Boundary Fencing	\$29,601.00
1711.1564-01	FOURIER TECHNOLOGIES PTY LTD	Nov 2025 - MyCISO Access Litchfield Council Users and Anti-Spam/Sophos/DRAaS, ICT Management/Support and ICT Security, CCTV	\$27,242.06
1711.2335-01	SAVILLS RETAIL MANAGEMENT PTY LTD	Dec 2025 - Rent - Coolalinga Central - Litchfield Community Library	\$24,625.27
1712.2335-01	SAVILLS RETAIL MANAGEMENT PTY LTD	Jan 2026 - Rent - Coolalinga Central - Litchfield Community Library	\$24,460.27
1712.16-01	BERRY SPRINGS RESERVE	3rd Quarter Operational and R & M Payments	\$24,204.68

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1710.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$23,448.66
1710.268-01	BYRNE CONSULTANTS	STAGE 2 The Parks (Holtze) Construction Surveillance	\$22,552.75
1712.72-01	LIVINGSTONE RECREATION RESERVE INC	3rd Quarter Operational and R & M Payments	\$21,124.13
1711.1899-01	DEC INSTALLATIONS NT PTY LTD	RFT24-474 Intersection Lighting - Various Locations Litchfield Council Municipality	\$20,100.33
1711.3202-01	INFOCOUNCIL PTY LTD	Implementation Customisations and Initial Set Up for Litchfield Council Portal for Reporting	\$17,244.17
1711.1000-01	LAVERCOMBE GRADER SERVICES	RFT 23 - 365 RWF 20 - Pavement Rehabilitation - Various Locations Litchfield Council Municipality	\$14,703.48
1712.849-01	WEX AUSTRALIA (PUMA CARD)	Nov 2025 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$13,713.85
1712.268-01	BYRNE CONSULTANTS	RFQ25-519 - VPR875508 Stage 4 - Design Review - Holtze Development	\$13,662.00
1711.2815-01	JLM CONTRACTING SERVICES PTY LTD	Drain Clear and Clean - Various Locations Litchfield Council Municipality	\$13,628.45
1712.2641-01	DAMN STRAIGHT FENCING	Supply/Install of Fencing - HPRR, Thorak Cemetery and Damaged Fence from Tropical Cyclone Fina	\$13,289.00
1711.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tropical Cyclone FINA Tree Clearing - Various Locations Litchfield Council Municipality	\$13,167.00
1709.2750-01	TMH SERVICES	Placement Concrete Blocks - Various Locations - Litchfield Council Municipality	\$12,612.60
1709.1564-01	FOURIER TECHNOLOGIES PTY LTD	Nov 2025 - Anti Spam/Sophos/Draas, ICT Management/Support and ICT Security, CCTV	\$12,111.85
1711.2750-01	TMH SERVICES	Road / Culvert Works - Various Locations Litchfield Council Municipality	\$12,053.80
1711.78-01	POWER & WATER CORPORATION	Freds Pass Electrical Upgrade Package	\$11,943.33
1710.577-01	ARJAYS SALE & SERVICE PTY LTD	Project: 25TCD60 - Flood Warning System	\$11,820.47
1711.810-01	UHY HAINES NORTON	Re-instatement - 3 years of Assets Management Database	\$11,742.50
1711.2983-01	FOURIER INFOSEC	Dec 2025 - Managed Security Services	\$10,930.85
1712.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$9,680.50
1711.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$9,519.59
1710.1193-01	NT SHADE & CANVAS	Reserve Playground Inspections - Various Locations - Litchfield Council Municipality	\$9,438.00
1712.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	3rd Quarter Operational and R & M Payments	\$9,254.30
1712.577-01	ARJAYS SALE & SERVICE PTY LTD	Guard Rail Repairs - Hillier & Girraween Roads	\$9,119.00
1710.2249-01	MS R A WRIGHT	Nov 2025 - Elected Members Allowances	\$8,997.70
1711.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Jet Blasting Service for Crossroad Culverts - Various Locations Litchfield Council Municipality	\$8,976.00
1709.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Jakira Estate, and Various Locations - Litchfield Council Municipality - Tropical Cyclone Fina Clean Up	\$8,591.00

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1711.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 29 Oct 2025	\$8,001.37
1712.1564-01	FOURIER TECHNOLOGIES PTY LTD	Implementation of New Software - Info Council	\$7,815.48
1710.896-01	E.E. MUJR & SONS PTY LTD	Bulk Purchase Cropsure Comrade MWF	\$6,655.00
1712.2815-01	JLM CONTRACTING SERVICES PTY LTD	Replace 2x Depth Markers - Various Locations - Litchfield Council Municipality	\$5,708.45
1712.926-01	JACANA ENERGY	Nov 2025 - HSWTS Electricity, Thorak Cemetary and HPRR	\$5,661.21
1710.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Tropical Cyclone FINA Emergency Response - Emergency Response Providing Traffic Control For Tree Debris Removal	\$5,627.60
1712.1742-01	ASHBURNER FRANCIS	AFL Oval Lighting Upgrade Design - Retaining Walls	\$5,280.00
1712.356-01	SOUTHPORT PROGRESS ASSOCIATION	3rd Quarter Operational and R & M Payments	\$5,189.25
1712.367-01	BUNNINGS GROUP LIMITED	Ground Protection Mats (20 ) Thorak Cemetary	\$5,164.16
1711.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	Vicor Bore Water Tank Connection	\$5,060.00
1709.2981-01	DARWIN ARGOS PAINTING	Painting - BSRR - Defect Liability Withheld 12 Months - No defects - Withheld Refunded	\$4,865.90
1711.926-01	JACANA ENERGY	Nov 2025 Electricity HPRR Lot2177 and Lot 199, Litchfield Council Office, HDWTS & MWF, HSWTS and BSWTS	\$4,589.68
1709.2701-01	TOP END GUN CLUB INC	Annual Community Grant Recipient	\$4,500.00
1711.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAMI INDUSTRIES)	Nov 2025 - RFQ24-424 Ground Maintenance for all Litchfield Council Parks and Reserves	\$4,180.00
1711.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Nov 2025 - Cleaning Litchfield Council Office and Thorak Cemetary	\$4,108.52
1709.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Nov 25 - Cleaning Litchfield Council Office, Thorak Cemetary	\$4,108.52
1712.2861-01	HCS CONSTRUCTIONS NT PTY LTD	RFQ24-458 BBQ Shelter at Mira Square	\$3,897.30
1711.454-01	TRAFFICWERX NT PTY LTD	Tropical Cyclone Fina - Cyclone Preparations - Traffic Guidance	\$3,804.63
1712.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE: 21 Dec 2025	\$3,526.52
1710.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE: 07 Dec 2025	\$3,526.52
1710.3028-01	MR K M CIVITARESE	Nov 2025 - Elected Members Allowances	\$3,422.30
1712.132-01	AIRPOWER NT PTY LTD	Cab Tractor CF64PF	\$3,396.00
1710.2252-01	MRS E SHARP	Nov 2025 - Elected Members Allowances	\$3,233.77
1710.3196-01	MRS D B CRAWFORD	Nov 2025 - Elected Members Allowances	\$3,222.30
1709.512-01	SELTER SHAW PLUMBING PTY LTD	Water Leak Detection and Repairs - KLRR	\$2,972.22
1709.1132-01	VIRGINIA BEES CREEK VOLUNTEER FIRE	Annual Community Grant Recipient	\$2,794.00
1710.1088-01	TALENT PROPELLER	Recruitment- Communications Officer	\$2,750.00

Cheque No.	Payee	Description	Amount
1710.2238-01	MR K R HARLAN	Nov 2025 - Elected Members Allowances	\$2,622.30
1712.78-01	POWER & WATER CORPORATION	Oct 2025 - HDWTS Fire Hydrant, MWF Water Cards, HD, HS and BSWTS Stations	\$2,615.16
1711.3204-01	ST MICHAELS WORKPLACE HEALTH PTY LTD	Annual Skin Checks - Litchfield Council Outdoor Workforce	\$2,475.00
1709.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 05 Nov 2025	\$2,329.90
1710.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE 25 Nov 2025	\$2,218.43
1709.3011-01	KOWALIK MECHANICAL & FABRICATION	New Jockey Wheels for KUBOTA Mower	\$2,178.00
1710.3198-01	MS P CASS	Nov 2025 - Elected Members Allowances	\$2,122.30
1710.616-01	PALMERSTON & RURAL PARTY HIRE	Hire of Table and Chairs Freds Pass Shed	\$2,120.00
1711.2795-01	ABSOLUTE SIGNAGE	Hazard Signage - Various Locations - Tropical Cyclone Fina	\$2,090.17
1709.384-01	MS C VERNON	Nov 2025 - Authority Consultancy Services	\$2,047.50
1710.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Bulk Purchase of Oil for MWF Machines	\$1,990.08
1710.1674-01	FRESH START - FOR CLEANING	Cleaning : HPRR, BSWTS, HSWTS, HDWTS and KLRR WE: 05 Dec 2025	\$1,980.00
1711.874-01	VTG WASTE & RECYCLING	Nov 2025 - HDWTS and HSWTS - Liquid Waste and Oil Disposal	\$1,978.24
1712.1674-01	FRESH START - FOR CLEANING	Cleaning Services - HPRR, KLRR, HDWTS, BWTS and MWF WE:19 Dec 2025	\$1,927.50
1709.132-01	AIRPOWER NT PTY LTD	Remove & Replace 8 Loader Pins	\$1,920.85
1710.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Nov 2025 - Open/Close Gates and Security - HPRR	\$1,892.00
1711.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 04 Dec 2025	\$1,884.37
1712.2089-01	ELGAS LTD	Gas Supply - Thorak Crematorium WE: 12 Dec 2025	\$1,830.02
1710.36-01	BRIDGE TOYOTA	Seat Covers for New Hilux CG24RH, and Servicing of CF27ZZ and CF27ZV	\$1,778.43
1710.436-01	DeltaNAE	Generator servicing at Litchfield Council Office	\$1,757.79
1711.1772-01	WATER DYNAMICS PTY LTD	Repairs to Bottom Bore Pump & Float	\$1,580.52
1710.3169-01	FMS (FIRE MAINTENANCE SERVICES (NT))	Annual - Fire Equipment Servicing HPRR and Thorak Cemetery	\$1,578.50
1709.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$1,560.00
1711.2527-01	NORTHCOST REFRIGERATION & AIR CONDITIONING	Nov 2025 - HDWTS Fridge and Aircon Degassing Ready for Recyclable Transportation	\$1,452.00
1709.3200-01	A&F WINDSCREENS	Komatsu Loader Replacement Windscreen HSWTS	\$1,450.00
1710.1253-01	CRAIG BURGENDORF	BSWTS Backhoe - Replacement Filters and Repairs to HSWTS Backhoe	\$1,446.50
1710.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Nov 2025 - Security Patrols HDWTS & Litchfield Council Office	\$1,444.63

Cheque No.	Payee	Description	Amount
1712.3243-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,424.91
1711.2009-01	ADG ENGINEERS (AUST) PTY LTD	Whitewood Road Shared Footpath	\$1,421.75
1711.3187-01	SAVE A PAW NT INC	Oct 2025 - Impounded/Surrendered Dog Transfers	\$1,400.00
1711.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Litchfield Community Library Content	\$1,369.98
1711.36-01	BRIDGE TOYOTA	Service of CF27ZV	\$1,351.04
1711.1152-01	LANE COMMUNICATIONS	1st QTR Overdue Rates - Reminder Letters	\$1,280.25
1711.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	\$1,215.00
1711.3064-01	NT AG SUPPLIES (SWAN HILL CHEMICALS)	Bulk Purchase -Drums of Outright 770	\$1,182.98
1709.2753-01	VISION IDZ (JENANDREW PTY LTD)	Replacement Ribbon for Printing Machine for ID Badges	\$1,147.30
1712.189-01	HD PUMPS & HUMPTY DOO HARDWARE	Top Bore Pump Switch Repairs / Replacement	\$1,141.25
1711.1471-01	RICOH AUSTRALIA PTY LTD	Nov 2025 - All Litchfield Council Photocopier Hire & Consumables	\$1,121.07
1711.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	\$1,051.60
1712.2375-01	NTIT (NT-IT PTY LTD)	Relocation of Phone Hardware to Litchfield Community Library	\$1,039.50
1709.2395-01	MAITAI SERVICES	Catering and Delivery for Council Meetings	\$1,034.00
1711.577-01	ARJAYS SALE & SERVICE PTY LTD	Surface Mount Steel-Flex Red/White Guideposts	\$1,024.54
1711.1316-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$1,000.00
1709.3047-01	AJ SECURITY DARWIN (TERRITORY NEXUS)	Oct 2025 - Security Service HPRR - Lock and Unlock Gates	\$997.70
1712.1878-01	ARBORGREEN LANDSCAPE PRODUCTS	ARS Turbocut Saw Heads	\$966.52
1712.3242-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$900.00
1712.2800-01	ARBORWORK TREE SERVICES PTY LTD	Tree Works - Various Locations Litchfield Council Municipality	\$880.00
1710.926-01	JACANA ENERGY	Oct 2025 - Electricity Lot1916 HPRR	\$863.80
1712.2686-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$855.32
1711.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Nov 2025 - Litchfield Council Archive Storage	\$790.13
1709.3117-01	MR S SMITH	Oct 2025 - Independent Member for RMAC	\$790.00
1712.2395-01	MAITAI SERVICES	Dec 2025 - Catering / Delivery - Council Meetings	\$754.00
1709.1211-01	MR G S MAYO	Nov 2025 - Pound Maintenance for Impounded or Surrendered Dogs - Held Over Weekend	\$700.00
1712.261-01	FINLAY'S STONE	Apr 2025 - Citizenship Ceremony & Australia Day	\$699.60

Cheque No.	Payee	Description	Amount
1712.3049-01	DREAMEDIA CREATIVE (DREAMEDIA PTY LTD)	Live Streaming and Recording - Thorak Cemetery Services	\$671.00
1709.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY TRUST)	Nov 2025 - Plant Hire & Maintenance - Community Library, Thorak Cemetery and Litchfield Council Office	\$670.95
1709.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$670.14
1710.2270-01	TYRECYCLE PTY LTD	Tyre Recycling HDWTS WE: 12 Nov 2025	\$669.55
1710.220-01	THE BIG MOWER	Replacement Starter Motor - Husler Ride-on	\$628.40
1711.2871-01	AKAJACKS LEATHERCRAFT	Leather Craft Workshop Livingston School	\$615.00
1710.790-01	BOBTOW TILT TRAY SERVICES	Transport Kubota Tractor from MWF Shed to Repairer	\$605.00
1711.3238-01	MS CATERING	Men's Christmas Dinner - Men's Health & Well Being Initiative	\$600.00
1709.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$600.00
1710.1600-01	TERRITORY FUNERALS	Transportation of Deceased to Thorak Cemetery	\$600.00
1712.941-01	EVERLON BRONZE	Memorial Plaques for Thorak Cemetery Customer Purchases	\$596.20
1712.2647-01	GOAL INDIGENOUS SERVICES NT PTY LTD	Labor Hire - Grounds Person	\$580.70
1709.2529-01	TOTAL SAFETY SOLUTIONS	PPE - MWF Shirts & Hard Hats	\$551.67
1711.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Cyclone Closure Signs	\$546.70
1711.3011-01	KOWALIK MECHANICAL & FABRICATION	MWF Repairs Kubota	\$542.41
1710.2378-01	PACK & SEND DARWIN	Oct 2025 - Courier Service for Litchfield Community Library	\$540.00
1711.205-01	SAFEWAY TEST & TAG	Test and Tag - Thorak Cemetery	\$528.00
1709.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical- New Litchfield Council Employee	\$525.80
1709.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Wear- Waste Station Employees	\$513.00
1711.220-01	THE BIG MOWER	Chainsaw Service and Repairs	\$499.00
1709.1431-01	TRANSFORM ELECTRICAL	Replacement of Led Lights for Litchfield Community Library	\$496.00
1709.454-01	TRAFFICWERX NT PTY LTD	Traffic Control for Anglesey / Pioneer Road Works	\$484.00
1711.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Wear- Waste Station Employees	\$482.00
1709.1237-01	THE BOOKSHOP DARWIN	Assorted Books - Litchfield Library Content	\$480.41
1710.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Nov 2025 - Garden Maintenance Humpty Doo Community Garden	\$460.00
1709.926-01	JACANA ENERGY	Oct 2025 Electricity HPRR Lot2177	\$449.02
1710.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Trousers	\$448.00

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1711.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repairs to Komatsu HDWTS	\$445.72
1712.1278-01	SEEK LIMITED	Advertising - Communications Officer	\$445.50
1709.1732-01	ROADSHOW FILMS PTY LTD	Movie Licence Renewal Jan - Dec 2026	\$440.00
1710.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Post Tropical Cyclone Fina - Assessment of Damaged Trees	\$440.00
1711.968-01	NIF CONSTRUCTION SUPPLY SPECIALISTS	Grinder and Masonry Bits, and Consumable Small Tools	\$438.95
1710.2529-01	TOTAL SAFETY SOLUTIONS	MMF - PPE, Work Boots for Outdoor Workers	\$411.50
1709.2795-01	ABSOLUTE SIGNAGE	Replacement Signage - Various Locations, Litchfield Council Municipality	\$398.37
1712.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS Komatsu Repairs	\$398.15
1709.25-01	LAND TILES OFFICE	Nov 2025 Rates Debt Recovery - Title Searches	\$368.50
1711.132-01	AIRPOWER NT PTY LTD	Draw Bar Pin for Buggy CE25AJ	\$361.90
1711.3222-01	NORTHERN TERRITORY TRAFFIC CONTROL	Tropical Cyclone Fina - Emergency Response Traffic Control	\$334.40
1710.1396-01	CSE CROSSCOM	Dec 2025 - Vehicle Tracking Access	\$330.00
1712.3220-01	MUFFIN BREAK	Catering - Community Library Book Launch	\$314.00
1710.3234-01	LITCHFIELD COUNCIL RESIDENT - DEPENDANT	Youth Development Grant - NT Representative for Track & Field	\$300.00
1709.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office WE: 23 Nov 2025	\$297.00
1712.85-01	TELSTRA CORPORATION LIMITED	Dec 2025 - Telstra Line Rental - Thorak Cemetery and Litchfield Community Library	\$275.41
1709.928-01	RSEA PTY LTD	PPE - Litchfield Council Employees	\$271.95
1712.508-01	EASA	Dec 2025 - EAP Counselling Sessions	\$270.73
1712.565-01	CURBY'S (NT) PTY LTD	Australia Day Awards- 3 Glass Awards	\$260.70
1709.78-01	POWER & WATER CORPORATION	Jun - Oct 2025 - MMF Water Charges - Swipe Cards	\$258.08
1711.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - Litchfield Council Office WE: 07 Dec 2025	\$247.50
1709.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Litchfield Community Library	\$246.72
1711.1431-01	TRANSFORM ELECTRICAL	KLRR Power Outage - Fault Find and Repair	\$244.00
1710.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Litchfield Council Sites - Christmas Closure Signs	\$228.80
1710.85-01	TELSTRA CORPORATION LIMITED	Oct 2025 - Thorak & Litchfield Council Internet, Data & Mobiles	\$222.41
1712.1181-01	ODD JOB BOB	HPRR Skatepark Security Camera Installation	\$220.00

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1711.2588-01	MRS M SMITH	Nov 2025 – Authority Handover Consulting	\$210.00
1711.287-01	HARVEY DISTRIBUTORS	Replacement Cleaning and Sanitary Perishables	\$198.00
1711.2421-01	RURAL GARDEN SUPPLIES	3 x Cube of Road Base for Various Driveways - Litchfield Council Municipality	\$195.00
1711.1566-01	WINC AUSTRALIA PTY LTD	Replenishment of Stationary at Thorak Cemetary	\$194.62
1710.855-01	TENDERLINK	RFT25-507 - Kelson Road Works	\$184.80
1712.2378-01	PACK & SEND DARWIN	Dec 2025 - Courier Service for Litchfield Community Library	\$180.00
1711.1878-01	ARBORGREEN LANDSCAPE PRODUCTS	ARS Turbocut Saw Heads	\$177.09
1710.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Dec 2025 - Monthly Membership	\$165.00
1711.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Annual Rental of Water Cooler Dec 2025 - Nov 2026	\$160.00
1710.1428-01	HANNA'S COOLING PTY LTD	HPRR - Hall - Air Conditioner Maintenance	\$154.00
1712.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$150.00
1712.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	\$150.00
1710.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$150.00
1711.2927-01	DURHAM DRAINAGE PRODUCTS	Replacement Concrete - Havelock Street	\$143.00
1712.2849-01	ARMAGUARD PTY LTD	Dec 2025 - Collect Council Banking	\$130.92
1711.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 05 Dec 2025	\$130.92
1711.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Laundry of Chambers Linen	\$121.00
1712.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Laundry of Chambers Linen	\$110.00
1711.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	\$110.00
1709.1697-01	RSPCA	Nov 2025 - Pound Transfers of Surrendered or Unclaimed Dogs	\$100.00
1710.1566-01	WINC AUSTRALIA PTY LTD	Replenishment of Stationary - Litchfield Council Library	\$98.52
1712.1471-01	RICOH AUSTRALIA PTY LTD	Nov 2025 - Waste and MWF Photocopier Hire & Consumables	\$98.42
1710.2434-01	BELLS PURE ICE	Bagged Ice delivery - MWF Shed HDWTS	\$88.55
1711.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Infrastructure	\$78.59
1712.940-01	ABG PTY LTD	Registration Inspection - Hustler Mower	\$66.00
1710.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE: 28 Nov 2025	\$65.46

Cheque No.	Payee	Description	Amount
1711.3236-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Key Bond after Venue Hire	\$64.00
1711.2434-01	BELLS PURE ICE	Ice Delivered to HDWTS for MWF Crews	\$60.21
1710.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Dec 2025 - Water for Cooler HSWTS	\$50.00
1712.1088-01	TALENT PROPELLER	Recruitment - Communications Officer	\$49.50
1710.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$49.26
1709.1772-01	WATER DYNAMICS PTY LTD	Irrigation Repairs - Thorak Cemetery	\$32.22
		<b>TOTAL</b>	<b>\$3,162,584.11</b>

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

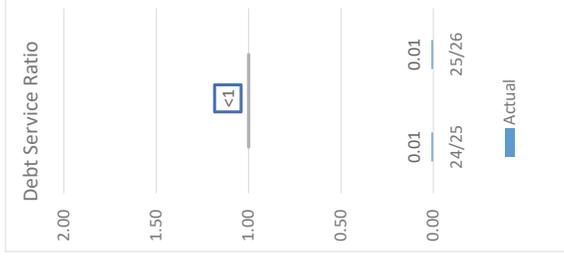
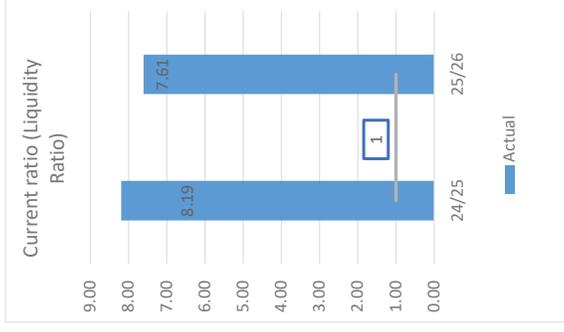
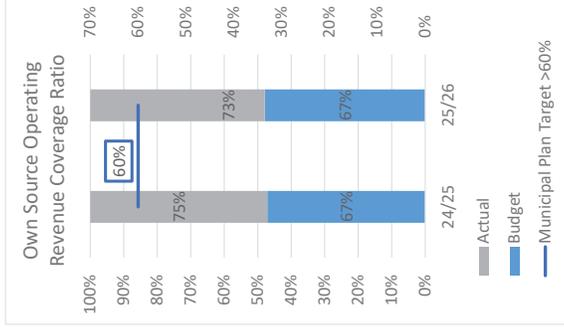
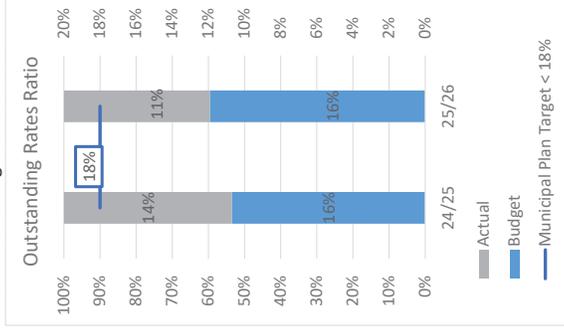
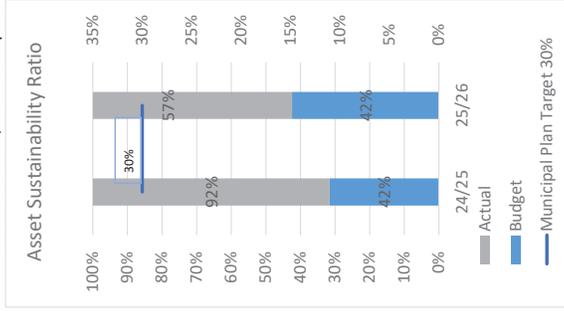
Cardholder Name: Stephen Hoyne		Supplier's Name	Details
Transaction Date	Amount \$		
20/11/2025	\$6.00	Westpac	Westpac Credit Card Fee
27/11/2025	\$5.00	DCC	Darwin Convention Centre Carpark Fee to attend conference
28/11/2025	\$5.00	DCC	Darwin Convention Centre Carpark Fee to attend conference
8/12/2025	\$16.00	NT News	News PTY Limited - NT News subscription
19/12/2025	\$15.00	NT Independent	NTIndependent.com.au Monthly subscription
<b>Total</b>	<b>\$2,215.39</b>		

**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
December 2025	\$8,997.70	MS R A WRIGHT	Nov 2025 - Elected Members Allowances
December 2025	\$3,422.30	MR K M CIVITARESE	Nov 2025 - Elected Members Allowances
December 2025	\$3,233.77	MRS E SHARP	Nov 2025 - Elected Members Allowances
December 2025	\$3,222.30	MRS D B CRAWFORD	Nov 2025 - Elected Members Allowances
December 2025	\$2,622.30	MR K R HARLAN	Nov 2025 - Elected Members Allowances
December 2025	\$2,122.30	MS P CASS	Nov 2025 - Elected Members Allowances
<b>Total</b>	<b>\$23,620.67</b>		

**FINANCE KEY PERFORMANCE INDICATORS (KPI)**

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



KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of December is 57% 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 11% less the Municipal Plan target of less than 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.

Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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Own Source Revenue Ratio	This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level. Council's Own Source Operating Revenue Coverage ratio of 73% is above the Municipal Plan target of greater than 60%.
Current Ratio (Liquidity Ratio)	A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments. Council's Current Ratio of 7.61 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

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

**CERTIFICATION BY THE CEO TO THE COUNCIL**

**Council Name:** Litchfield Council  
**Reporting Period:** 31.12.2025

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

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



**CEO Signed:**

**Date Signed:** 14/01/2026

### 14.1.3 Community Services and Development Monthly Report – December

**AUTHOR:** Rebecca Taylor, Acting Director Governance & Community

**AUTHORISER:** Rebecca Taylor, Acting Director Governance & Community

**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 December 2025.

#### BACKGROUND

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

#### Media and Communications

##### Facebook Reach/Viewers

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

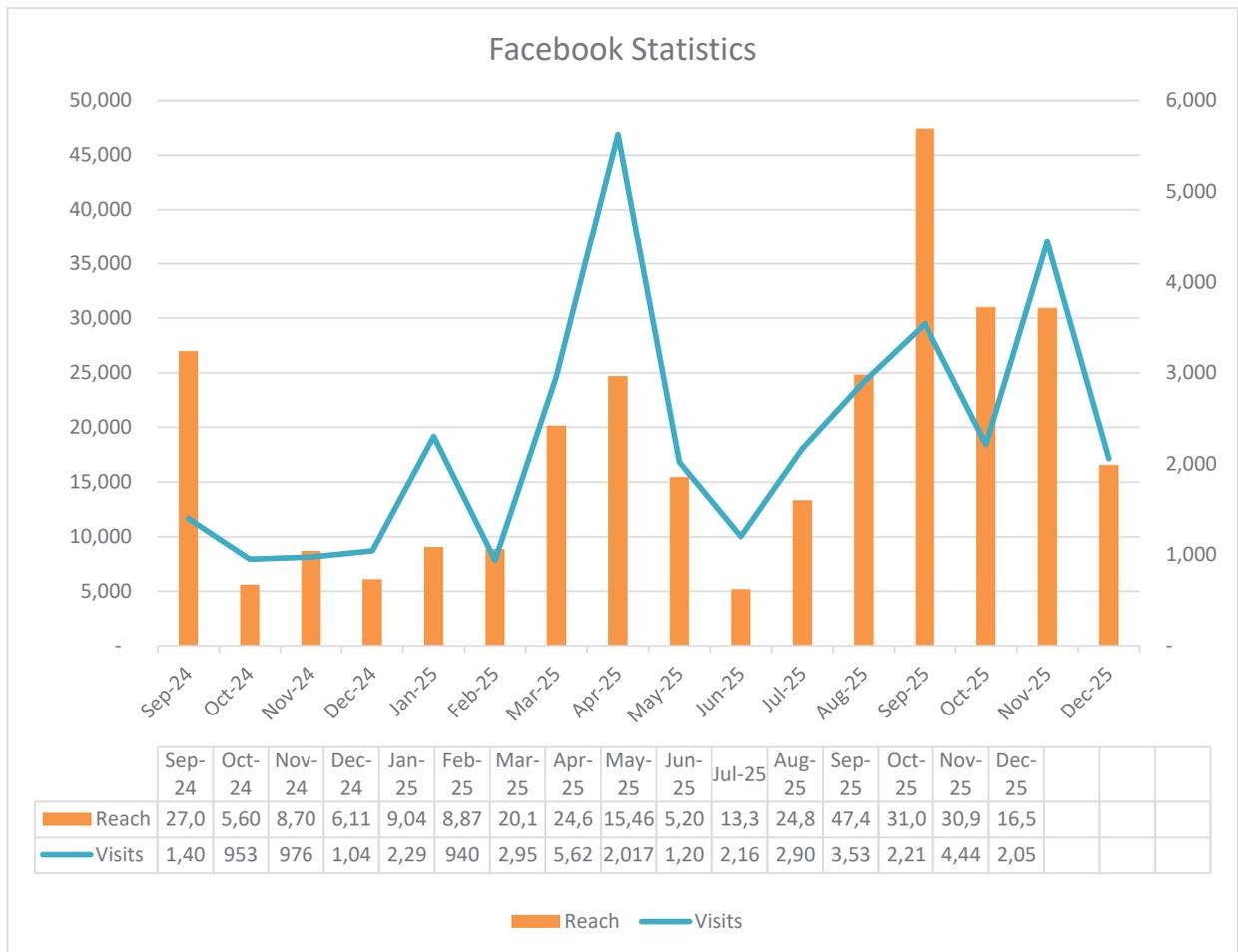
It is important to note that Meta (Facebook) has updated its reporting metrics, replacing 'Reach' with 'Viewers'. Reach previously measured the estimated number of unique people who saw content, including shared secondary content. Meanwhile, Viewers now measures unique accounts that directly viewed page content. While comparable, figures are not directly aligned with past reports due to this platform-wide change, which partly explains the visible drop in December's numbers.

##### Facebook Visits

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

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

There were 55 new Facebook follows (page 'likes') for the reporting period.



**Website Users**

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

**Website New Users**

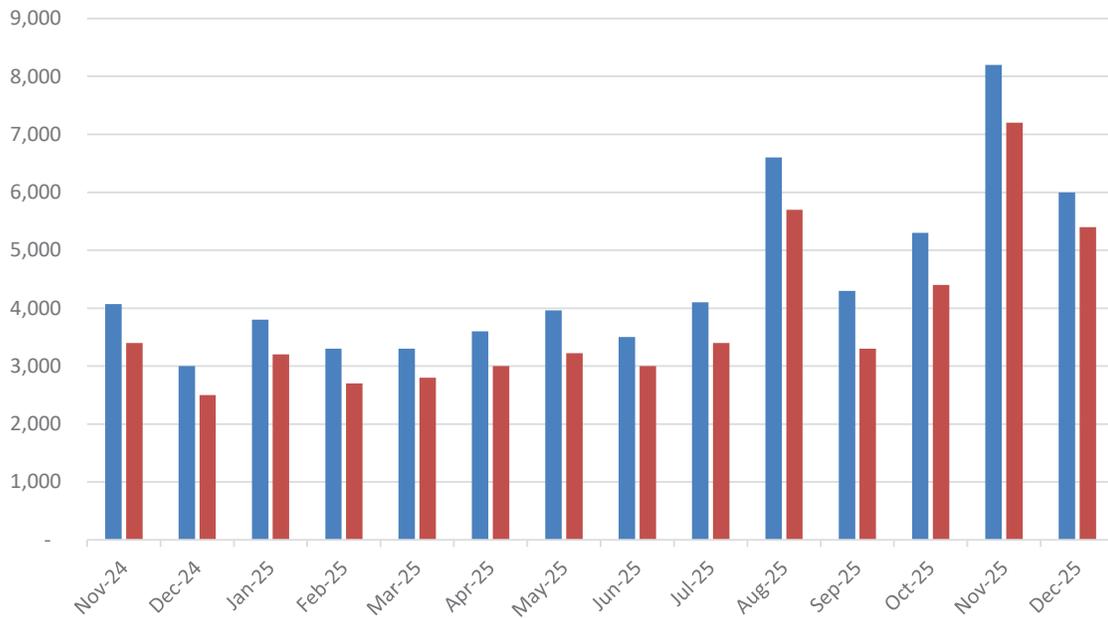
The number of first-time users during the selected date range.

**Page Views**

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

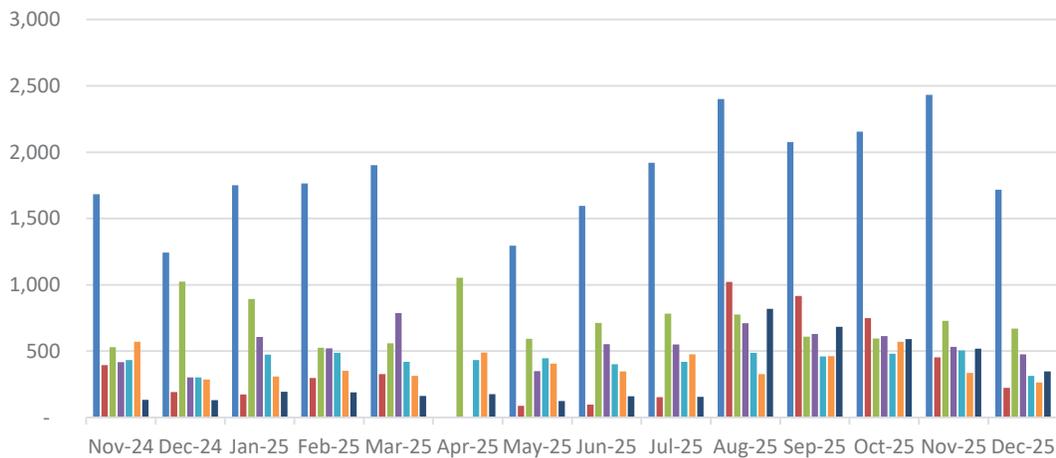
Website and Facebook engagement remained strong overall, with statistics continuing to sit higher than the same period last year. As expected, activity was lower than the previous month, reflecting a natural seasonal dip due to reduced programs during the holiday period and limited engagement throughout the office closure. Despite this, website and Facebook performance has remained consistently solid across the year, as reflected in the graphs, reinforcing their ongoing role as a key communication channel for the community.

### Users



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
■ Users	4,071	3,000	3,800	3,300	3,300	3,600	3,960	3,500	4,100	6,600	4,300	5,300	8,200	6,000
■ New User	3,400	2,500	3,200	2,700	2,800	3,000	3,221	3,000	3,400	5,700	3,300	4,400	7,200	5,400

### Page Views



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
■ Welcome to Litchfield	1,684	1,244	1,751	1,764	1,902		1,294	1,595	1,919	2,400	2,075	2,154	2,431	1,718
■ Pay Online	394	192	173	298	327		89	96	154	1,021	915	748	454	224
■ Waste Transfer Stations	531	1,025	894	525	560	1,054	594	712	783	775	610	595	729	671
■ Search	418	302	607	522	787		349	553	551	711	629	614	532	477
■ Contact Us	434	302	474	487	420	433	447	401	420	487	460	481	505	313
■ Current Vacancies	571	286	309	351	313	490	407	347	475	327	463	571	336	265
■ Library	134	132	193	190	162	176	125	161	156	819	683	590	519	347

## Community Engagement

### Youth and Community

December was a vibrant and meaningful month for youth and community engagement, demonstrating strong participation, connection and festive spirit across our programs and facilities.

The highlight of the month was a much-loved Christmas Storytime at the Library, which welcomed over 300 community members. Families gathered to celebrate the season together, with a special visit from Santa, courtesy of the Volunteer Fire Brigade, adding to the magic of the morning. It was a heart-warming opportunity to celebrate the festive season with families who have built strong bonds within the library space throughout the year, reinforcing the library's role as a welcoming and inclusive community hub especially for young families.

The festive atmosphere continued with a book launch from local creatives at the Library, alongside Thursday Christmas movie sessions, providing relaxed and accessible ways for residents to come together, unwind, and share in the end of year celebrations.

December also marked a significant milestone with the first event of the new men's wellbeing initiative, Litchfield Mates: Catch Up & Chill. The Christmas dinners for local men created a safe, welcoming space for those who may not have had a social circle during the holiday period. It was encouraging to see men from diverse backgrounds attend, connect, and get to know one another in a casual and supportive environment, setting a strong foundation for the program moving into the new year.

Youth engagement remained strong, with school holiday programs at the Library providing positive, engaging activities for children during the end-of-year break. The Christmas and New Year closure period then offered staff, volunteers, and the community a well-deserved opportunity to rest and recharge, ahead of a busy and exciting program of activities planned for January.

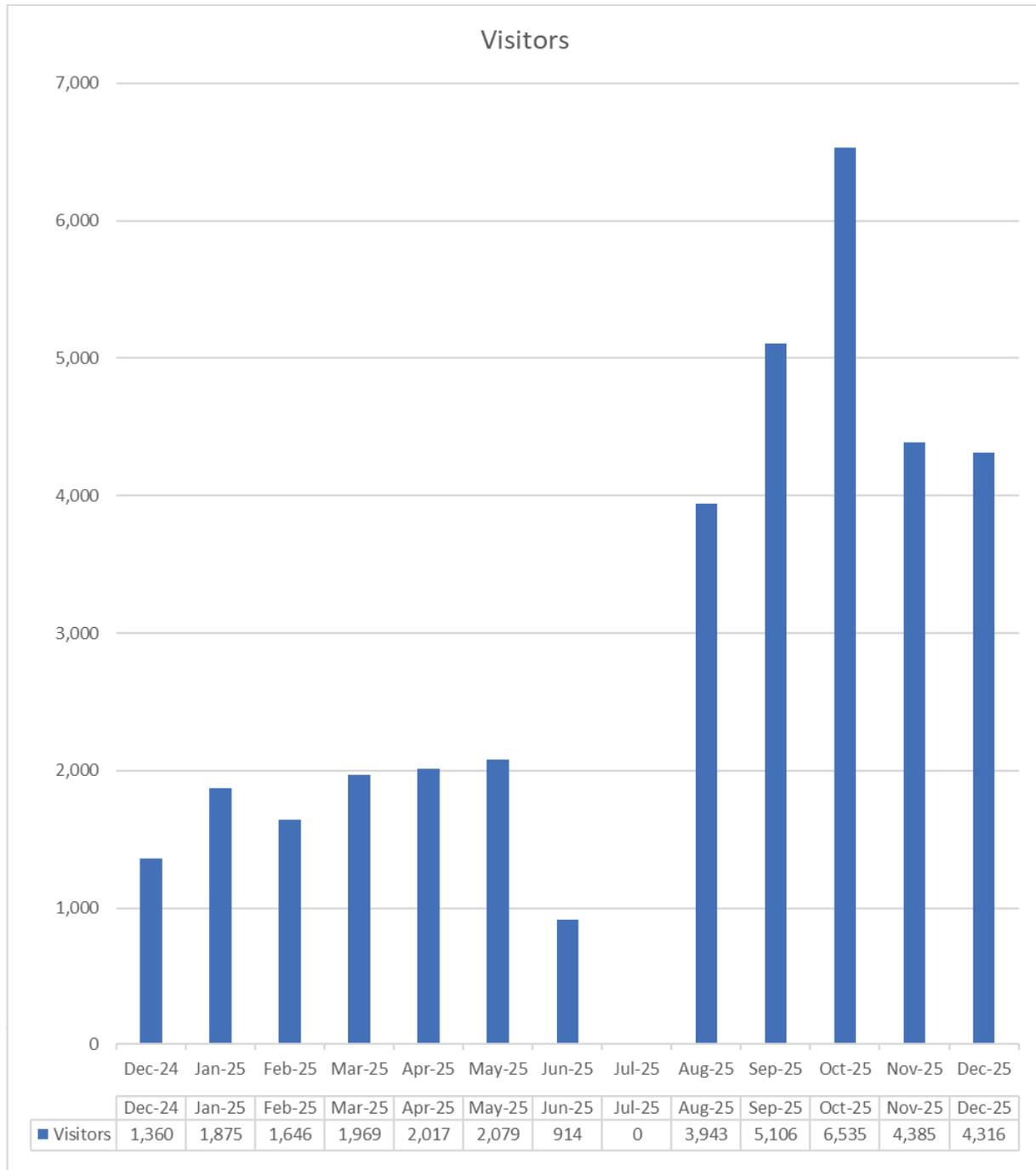
Overall, December reflected the strength of community connection across Litchfield, closing the year on a positive note of inclusion, wellbeing, and shared celebration.

## Litchfield Community Library

### Visitors to the Library

The library had 4,316 visitors in December 2025 and was open for 162 hours. In the previous year, December 2024 compared at 1,360 visitors and was open for 140 hours.

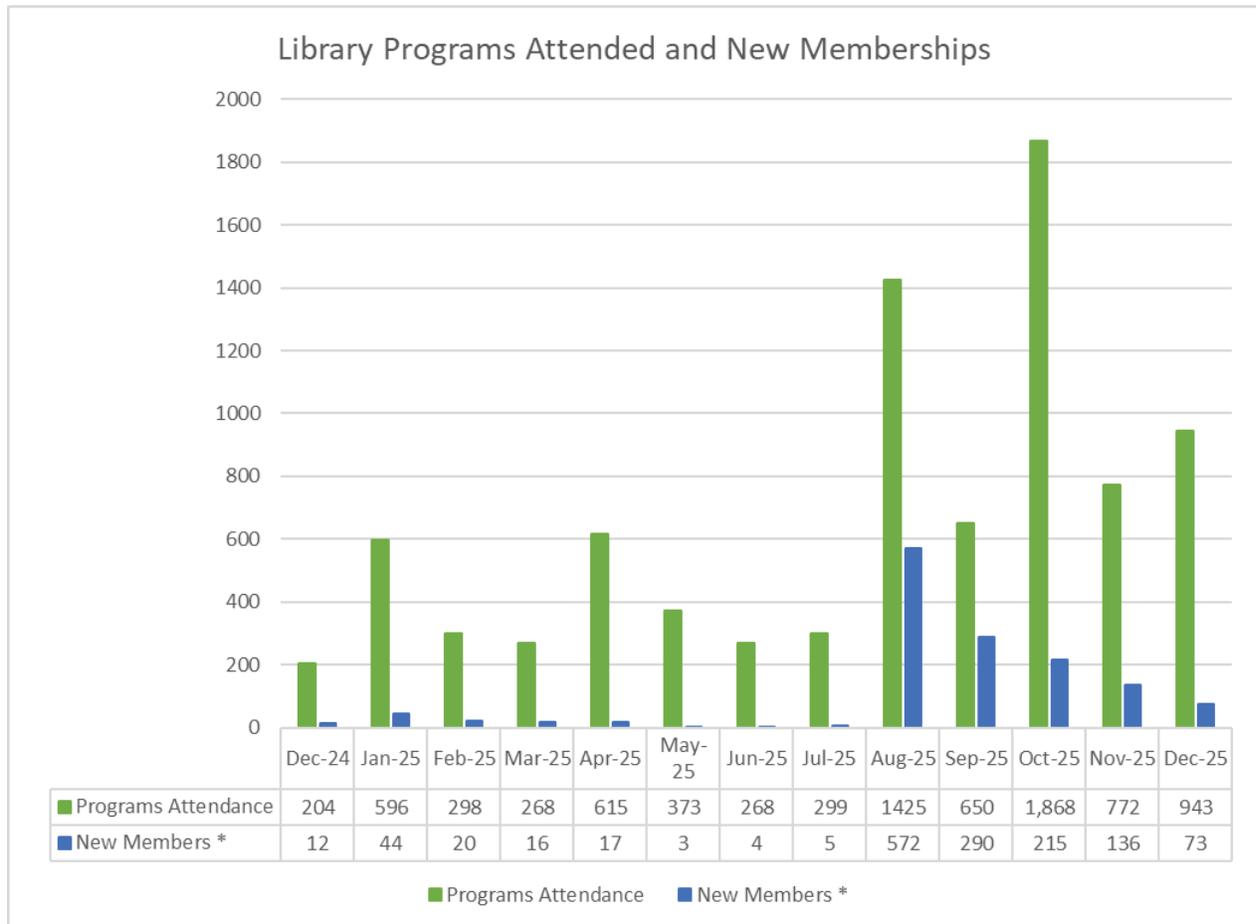
The following graph displays the data for the current month with a monthly comparison to the same time prior year.



Library Programs and Memberships

A total of 13 activities were delivered in December 2025 with a total attendance of 943 participants. In the same month last year, the library had 204 attendees across 6 activities.

The library team signed up 73 new library members during December 2025. This compared to 12 new members in December 2024.



Library Projects

- Christmas Storytime was a fantastic event for the community, offered in our larger library space. 319 community members enjoyed face painting, crafts, story time, and the much-anticipated visit from Santa (a big thank you to our Volunteer Rural Fire Brigade)
- The library was very active throughout December, providing anytime activities including a scavenger hunt, Christmas crafts, games, and colouring in. It was wonderful to see many families take some time out from the busy lead up to Christmas and enjoy connecting in the library through various activities.

- Our first Book Launch was held at the library on Saturday 13 December with a good community attendance. The youth fiction book was created by inspiring locals, Leonie Norrington and Marnie Jay.



### Library Service Disruptions

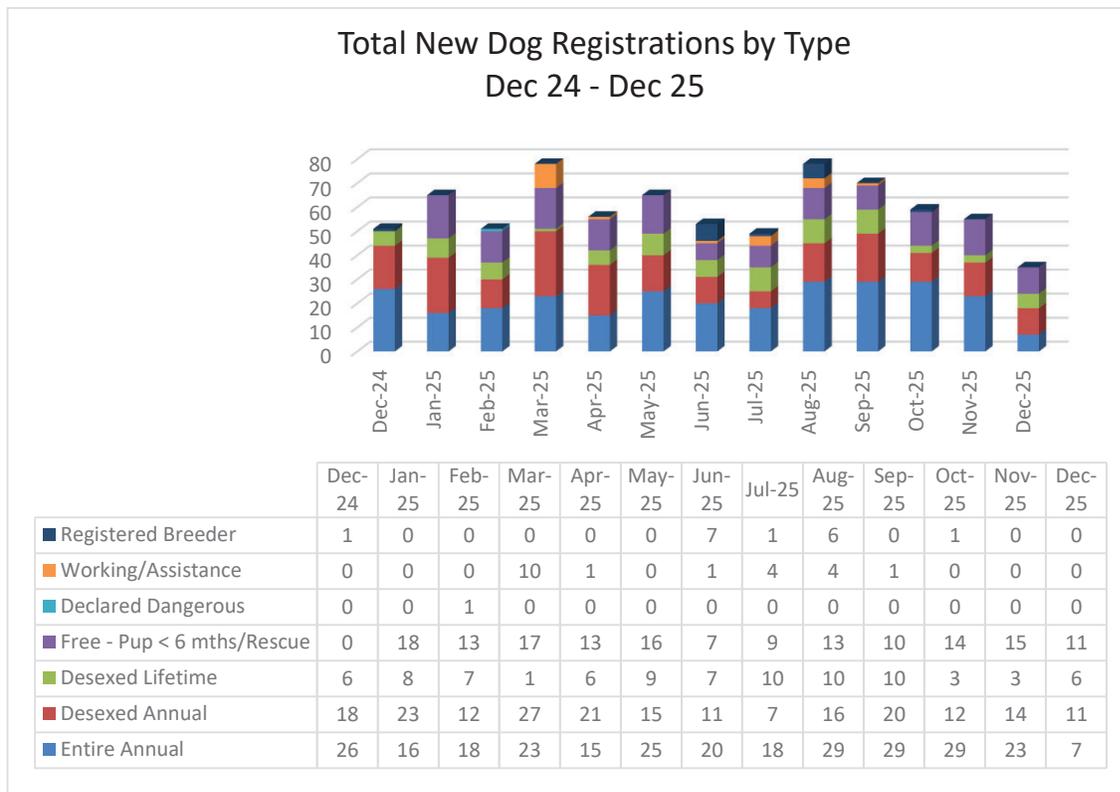
Due to a fire alarm at Coolalinga Central on Thursday 18 December, staff were required to evacuate the library premises from 8:50am to 9:10am. Staff reopened the library promptly on their return ensuring minimal disruption to patrons.

## **Regulatory Services**

### New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in December 2025 was 35, 20 less than for November (55), and 16 less than for December 2024 (51). 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 and update their registration renewal notices.

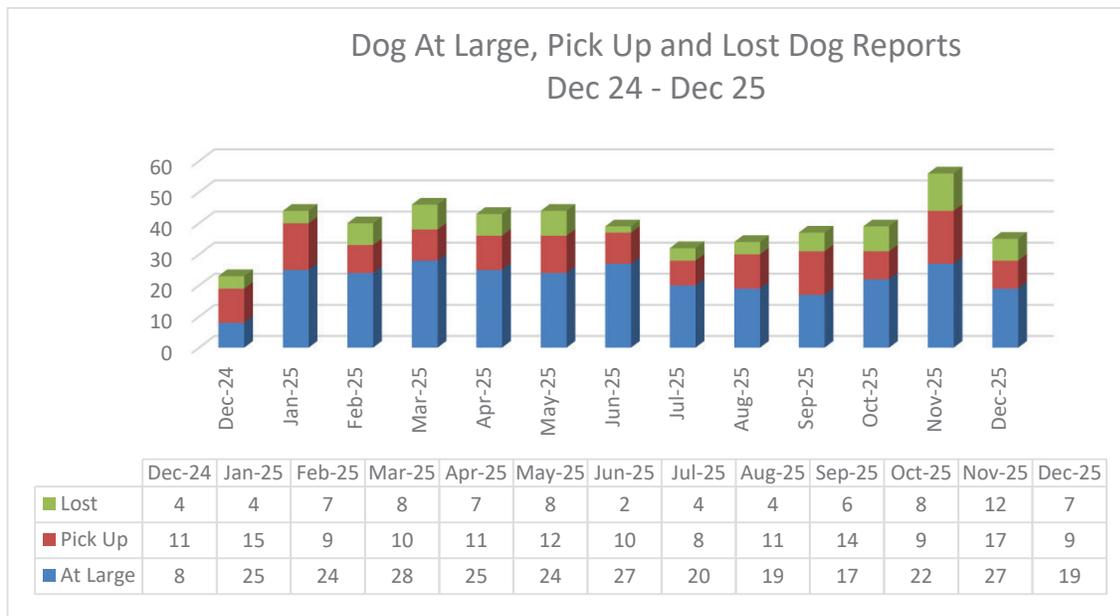
The following graph identifies the total number of new dog registrations and the registration types by month over the last 12 months.



### Dog At Large, Pick Ups and Lost Dogs

There were 35 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (19, nine and seven respectively) 14.4 below the average 39.4 over the preceding 12 months. December’s total is 21 less than for November (56), and 12 more than for December last year (23).

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**

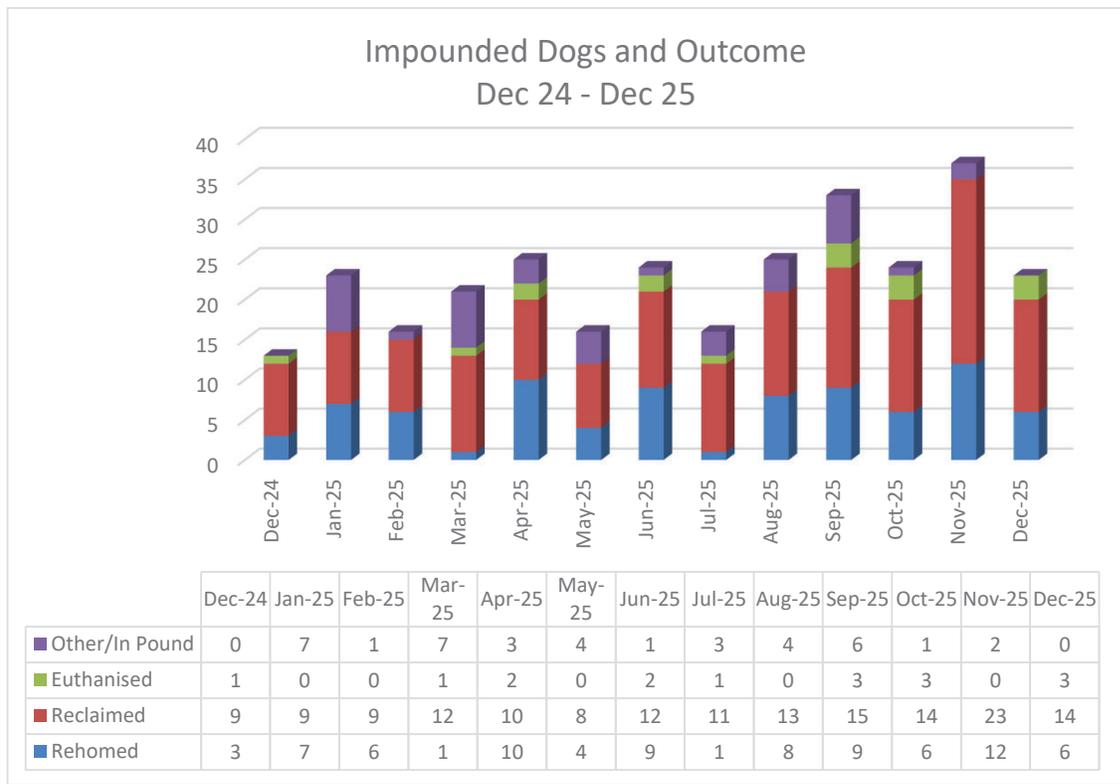
Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council’s By-laws.

At the start of December there were two dogs in the pound carried over from the end of November, 21 dogs were impounded during December, bringing the total number of dogs in the pound to 23. 14 dogs were reclaimed by their owner, six dogs were rehomed, and there were no dogs in the pound at the end of December. 16 less impounds than in November (37), and nine more than in December 2024 (12). Three dogs were euthanised during the month after testing positive for Parvovirus.

82.1% of dogs impounded since December 2024 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

72.6% of dogs impounded since December 2024 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council’s encouragement of desexing through reduced registration costs and the provision of \$150 desexing vouchers redeemable through all vet clinics in the Litchfield area.

The division of Male versus Female impounded dogs over the previous 12 months is 54% Male and 46% Female.

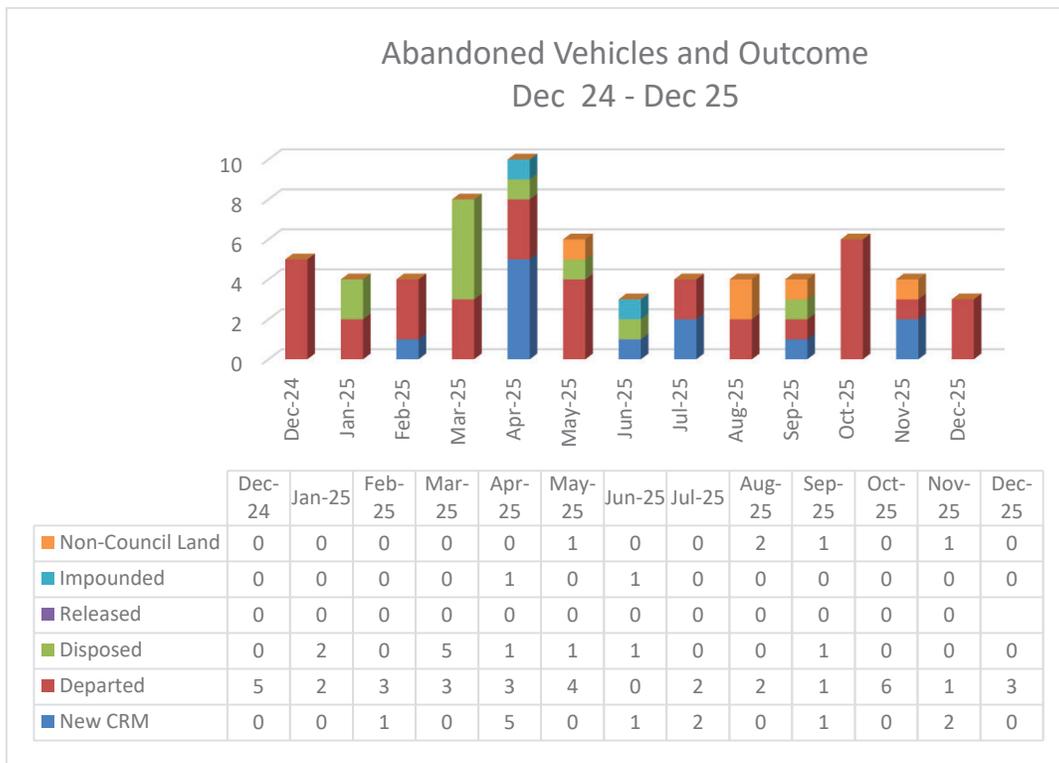


### Abandoned Vehicles

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 three abandoned vehicles reported to Council in December 2025, one less than received for November (4) and two less than for December last year (5) and two less than the average of 5.0 per month over the preceding 12 months.

Since December 2024, 53.8% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal.

7.7% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road where Council has no jurisdiction. 16.9% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.



**LINKS WITH STRATEGIC PLAN**

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

**LEGISLATIVE AND POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISKS**

Nil

**COMMUNITY ENGAGEMENT**

Nil

### 14.1.4 REG01 Disposal of Surrendered and Unclaimed Impounded Dogs

**AUTHOR:** Rebecca Taylor, Acting Director Governance & Community

**AUTHORISER:** Rebecca Taylor, Acting Director Governance & Community

**ATTACHMENTS:** 1. REG01 Disposal of Surrendered and Unclaimed Impounded Dogs.pdf [↓](#)

#### 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.

#### RECOMMENDATION

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.

#### BACKGROUND

REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, due for review in October, this was presented to Council at the December Ordinary Meeting where it was not approved. Council's main concern was around the statutory pound holding period for impounded dogs.

In accordance with Litchfield Council (Dog Management) By-Laws, impounded dogs are required to be held for a minimum of 72 hours to allow owners the opportunity to reclaim their animal. After this period, Council may rehome, transfer to a rescue organisation, or otherwise manage the animal in accordance with legislation and policy.

Council impound records indicate that the average time taken for a dog owner to reclaim an impounded dog is approximately one day from the time of impound.

This demonstrates that:

- Most owners who intend to reclaim their dog do so promptly.
- Reclamation generally occurs well within the existing 72 hour holding period.

Based on historical trends, dogs not reclaimed within the first 24 hours are typically:

- Unidentified or unregistered
- Owned by persons unwilling or unable to reclaim.
- Subject to abandonment or compliance issues

Council may choose to increase the holding period for impounded dogs, from 72 hours to 96 hours, in line with other neighbouring Councils. Below provides some key implications to consider.

### Capacity and Operational Impact

Council's pound facilities are more limited in scale and infrastructure when compared with those of similar municipal Councils who have invested in larger facilities with increased kennel capacity, enhanced security measures, and dedicated animal welfare features such as exercise and run yards.

Council's current dog holding facility has ten individual kennels, all designed for single-dog occupancy. As standard practice, dogs are not housed together, even where they are from the same household or litter, to reduce the risk of disease transmission. Co-housing also increases behavioural risks associated with stress, including aggression, fighting during feeding, and recognised issues such as littermate syndrome, which may result in injury to animals or staff.

The only exception to this practice is very young puppies under eight weeks of age, who may be temporarily housed together for welfare reasons, however, the pound environment is not suitable for puppies of this age and, where possible, they are transferred to an approved rehoming or rescue group as soon as practicable after the statutory 72 hour holding period.

This approach supports Council's obligations under animal welfare and Work Health and Safety legislation while ensuring safe and effective kennel management.

Extending the holding period will directly increase the average length of stay for impounded dogs, resulting in:

- Reduced kennel turnover.
- Increased likelihood of kennels reaching capacity (In the previous 6 months, kennels have been at full capacity for 32 days)
- Reduced operational flexibility during peak demand periods.

During periods of increased impound activity (e.g. roaming dog complaints, enforcement operations, seasonal fluctuations), this may result in:

- Delays in the ability to impound additional dogs.
- Increased pressure on available staff and resources
- Increased community dissatisfaction where dogs cannot be immediately accommodated.
- Increased euthanasia outcomes due to insufficient capacity to safely hold dogs pending transfer to rehoming groups.

### Animal Welfare Implications

Pound environments are inherently stressful for dogs due to confinement, noise, unfamiliar routines, and separation from owners. Extending the holding period by an additional 24 hours increases:

- Stress-related behaviours and anxiety.
- Risk of kennel stress and behavioural deterioration

Longer stays may also reduce the likelihood of positive rehoming outcomes.

### Disease Control and Biosecurity Risk

Increasing the average length of stay increases the risk of exposure to contagious diseases and environmental contamination within the facility, making facility-wide disease management control exceedingly difficult.

Over the past six months, Council has experienced two incidents with confirmed cases of canine parvovirus within the pound. These incidents resulted in significant additional costs, including veterinary expenses such as the euthanasia of five dogs, parvovirus testing for all dogs housed at the facility, and extensive deep cleaning of the pound. The cleaning process required specialised disinfectants, personal protective equipment (PPE), and additional staff hours to safely undertake the work.

#### Legal and Governance Considerations

While extending the holding period may provide additional time for owners to reclaim dogs, it also increases Council's:

- Duty of care obligations
- Exposure to welfare-related complaints
- Risk of adverse outcomes due to prolonged confinement

#### Community and Reputational Considerations

Potential community impacts include:

- Positive perception of increased opportunity for owner reclamation
- Negative perception if kennel capacity is reduced or animal welfare concerns arise.
- Adverse incidents during extended holding periods may attract increased community scrutiny.

In summary, the current pound is not equipped to hold dogs for extended periods. Prolonged holding would negatively impact the animal's welfare and increase risks to staff safety. Available data shows that most owners who intend to reclaim their dogs do so within the first 24 hours, indicating that extending the holding period is unlikely to lead to higher reclaim rates.

### **LINKS WITH STRATEGIC PLAN**

Performance - An Effective and Efficient Organisation

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

Progress - Continuity of Services and Facilities

### **LEGISLATIVE AND POLICY IMPLICATIONS**

Policy has been reviewed in accordance with Litchfield Council (Dog Management) By-Laws. As indicated above there are implications to relevant animal welfare legislation and work, health, and safety best practice.

### **FINANCIAL IMPLICATIONS**

Extending the holding period will increase direct and indirect costs, including:

- Additional staff time
- Increased contractor costs for weekend pound maintenance and servicing
- Increased expenditure on food, cleaning products, and disinfectants
- Higher veterinary and treatment costs related to prolonged confinement.
- Increased euthanasia-related veterinary costs due to reduced holding capacity.

These costs are not offset by increased revenue and may require budget adjustments or reprioritisation of existing resources.

The current pound facility would benefit from upgrades to support improved holding capacity, enhance ease of cleaning and biosecurity outcomes, and provide dedicated, separate areas for puppies. The existing water supply to the pound is also limited in its ability to support effective cleaning and disinfection and would benefit from improvement. It is recommended that Council consider a planned, staged approach to investment in pound facility upgrades to support safe, compliant, and sustainable operations.

**Risks**

As identified as above.

**COMMUNITY ENGAGEMENT**

Not applicable.

Disposal of Surrendered and Unclaimed Impounded Dogs **REG01**



Name	REG01 Disposal of Surrendered and Unclaimed Impounded Dogs
Policy Type	Council
Responsible Officer	Regulatory Services Program Leader
Approval Date	<a href="#">19/10/2024</a> <a href="#">19/01/2026</a>
Review Date	<a href="#">17/10/2025</a> <a href="#">18/01/2030</a>

**1. Purpose**

This policy provides guidelines for the disposal of surrendered and unclaimed impounded dogs.

**2. Scope**

This policy applies to surrendered and unclaimed impounded dogs and is implemented by Regulatory Services staff.

**3. Definitions**

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

Re-homing organisation	An incorporated body that provides services relating to animal welfare.
Prescribed period	Pursuant to By-law 37(1) dogs must be impounded for a minimum of <del>72 hours</del> <a href="#">72 hrs</a> prior to disposal.

**4. Policy Statement**

- 4.1. Council is committed to minimising euthanasia rates and reducing the number of impounded dogs within the Litchfield municipality.
- 4.2. Where possible, Council will return a seized registered dog directly to its owner rather than impounding the dog. All non-registered and unidentified dogs that are seized by Council will be taken to the Council pound facility and every effort will be made to identify the owner of the dog.
- 4.3. Surrendered and unclaimed dogs may be disposed of by Council after being impounded for the prescribed period, either by transfer of the dog to a re-homing organisation or by euthanasia.
- 4.4. Transfer of dogs to a re-homing organisation
  - 4.4.1. Re-homing organisations must enter into an agreement with Council and comply with the conditions of the agreement. All dogs that are transferred to a re-homing organisation will be:
    - microchipped (or a microchip provided) by Council prior to handover if the dog is not already microchipped;

Disposal of Surrendered and Unclaimed Impounded Dogs **REG01**

- de-sexed and vaccinated at the re-homing organisation’s expense prior to adoption; and
- provided with free registration to the end of the current annual registration period if adopted by a Litchfield resident.

4.5. Euthanasia

4.5.1. Circumstances where euthanasia may be considered acceptable include, but are not limited to the following:

- Dogs that are surrendered to Council for the purposes of euthanasia;
- Dogs that are vicious, dangerous, feral, unmanageable or likely to cause harm due to their behaviour or temperament;
- ~~Dogs that are diseased as determined by a veterinary surgeon. Dogs that are seized by or surrendered to Council that are suffering from disease or injury to such an extent that humane destruction is the only option, may be destroyed prior to the prescribed period laps upon authorisation by the Chief Executive Officer or delegate; or Diseased dogs that are seized by or surrendered to Council are able to be destroyed prior to the prescribed period has lapsed upon authorisation by the Chief Executive Officer or delegate; or~~
- Dogs that are unable to be taken by any re-homing organisation after being impounded for the prescribed period.

4.5.2. In cases where euthanasia is required, it will be carried out by a registered veterinarian.

**5. Associated Documents**

Surrender form

Pound transfer form

[Regulatory Services Standard Operating Procedure - Surrendered/unclaimed impounded dog procedure](#)

Euthanasia authorisation form

Transfer of impounded and unclaimed dog’s agreement

**6. References and Legislation**

Litchfield Council (Dog Management) By-law 37 - 2017

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/10/2017	This policy rescinds REGPOLICY/DID/2011/V001 Destruction of Impounded Dogs

Disposal of Surrendered and Unclaimed Impounded Dogs **REG01**

19/10/2021	Addition of the requirement of rehoming organisations to enter into an agreement with Council and comply with the conditions of the agreement.
<a href="#">19/01/2026</a>	<a href="#">Minor amendments to formatting and document titles.</a>

### **14.1.5 GOV16 Compliance and Enforcement Policy**

**AUTHOR:** Rebecca Taylor, Acting Director Governance & Community

**AUTHORISER:** Rebecca Taylor, Acting Director Governance & Community

**ATTACHMENTS:** 1. GOV16 Compliance and Enforcement Policy .pdf [↓](#)

#### **EXECUTIVE SUMMARY**

This report presents to Council the GOV16 Compliance and Enforcement Policy.

#### **RECOMMENDATION**

THAT Council adopts policy GOV16 Compliance and Enforcement Policy, at attachment 1, and authorises the Chief Executive Officer to make minor amendments.

#### **BACKGROUND**

GOV16 Compliance and Enforcement Policy summarises Litchfield Council's general approach to compliance and enforcement. It provides the framework for the investigation and enforcement of regulated activities and how Council responds and achieves compliance. The policy was due for review and has now been reviewed with minor changes, as can be seen in attachment 1.

#### **LINKS WITH STRATEGIC PLAN**

Performance - An Effective and Efficient Organisation

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

#### **LEGISLATIVE AND POLICY IMPLICATIONS**

Policy is compliant with the Litchfield Council (Dog Management) By-Laws.

#### **FINANCIAL IMPLICATIONS**

Not applicable.

#### **RISKS**

None identified.

#### **COMMUNITY ENGAGEMENT**

Not applicable.

Compliance and Enforcement **POLICY GOV16**



Name	GOV16 Compliance and Enforcement
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	<del>17/02/2021</del> 19/01/2026
Review Date	<del>11/02/2024</del> 18/01/2030

**1. Purpose**

This policy summarises Litchfield Council’s general approach to compliance and enforcement. It provides the framework for the investigation and enforcement of regulated activities and Council’s response to unlawful activities and explains how Litchfield Council manages activities to achieve compliance.

The policy also provides a level of confidence that Council’s compliance and enforcement practices demonstrate:

- That Council values those who voluntarily comply with the law.
- Proportionality in decision making.
- Transparency in the process of investigation and enforcement.

**2. Scope**

This policy applies to Litchfield Council’s obligation under Chapter 13 of the Local Government Act to ensure the exercise of its regulatory power is carried out with consistency and without bias. This policy relates to the activities undertaken in accordance with legislation or Council policy and includes activities related to the control of animals, abandoned vehicles and other regulatory activities.

Council has established operational enforcement guidelines for the management of Council’s regulatory activities and implementation of enforcement actions.

Compliance and Enforcement **POLICY GOV16**

**3. Definitions**

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

Authorised Person	means a person who is authorised by an Act, Regulation or By-Law to exercise prescribed powers.
Compliance	refers to an agency, corporation, or person meeting or taking steps to comply with relevant laws and regulations or is penalised for non-compliance.
Council	means the Litchfield Council.
Enforcement	means a range of procedures and actions taken by Council to ensure that a person or organisation complies with their statutory obligations.
Proportionality	means Council will be considerate of cost, ensuring that any enforcement action is proportionate to the risk. As far as the law allows, Council will take into consideration the circumstances of the concern, behaviours and risk when deciding an on an enforcement action.
Prosecution	means conduct of legal proceedings against a person, organisation or corporation, for alleged unlawful activity.
Statutory Obligation	means an obligation that is created under a law.
Unlawful Activity	means any activity or work that has been or is being carried out: <ul style="list-style-type: none"> <li>- contrary to the terms or conditions or in the absence of a licence, permit, registration, approval, permission or other written authorisation from Council</li> <li>- contrary to a legislative provision regulating a particular activity or work.</li> </ul>
Voluntary Compliance	generally means a person or business that manages their activity within the law and/or condition of approval, licence or permit.

Compliance and Enforcement **POLICY GOV16****4. Policy Statement**

## 4.1. Objectives

4.1.1. The objectives of this policy are to provide the framework so that Council will:

- 4.1.1.1. Provide consistency in enforcement action.
- 4.1.1.2. Ensure transparency, procedural fairness and natural justice principles are applied.
- 4.1.1.3. Ensure that enforcement action is proportionate to the alleged offence.
- 4.1.1.4. Council's enforcement practices are lawful, safe, fair, practical, and consistent and that Council discharges its statutory obligations in the investigation and enforcement of unlawful activities.

## 4.2. Principles

4.2.1. Enforcement actions are taken within the context of both a legal and policy framework. Council staff will carry out their enforcement related work with due regard to the operational enforcement guidelines and the following principles –

- Proportionality
- Consistency
- Transparency
- Evidence based decision making

## 4.3. Working with other regulators

4.3.1. Council will liaise with other external agencies, for example Northern Territory Police Service, to minimise duplication, avoid inconsistencies and to ensure that any proceedings instituted are for the most appropriate offence.

## 4.4. Works in default

- 4.4.1. Under some legislation Council may execute works in default instead of, or as well as, taking legal action. In such cases the expenses of default work may be recovered by Council and can be charged against the land, or in the case of a negotiated cost, met by the defaulter on completion of the works.
- 4.4.2. Where Council takes such action it will take all reasonable steps to notify the interested parties.
- 4.4.3. Council may consider exercising its work in default power where it is legally possible, reasonably practicably and/or there is a will on behalf of the defaulter. For example, in the interest of community health, safety, amenity or environmental harm, Council may consider an immediate remedy by agreement, or by seeking compliance without prosecution.

Compliance and Enforcement **POLICY GOV16**

4.4.4. Where Council takes such action it will notify the interested parties, seek agreement where possible and carry out the works.

4.5. Injunctions

4.5.1. An injunction may be sought where there are sufficient grounds and in particular where the circumstances present a potential and/or immediate threat to community health, safety, amenity, environmental harm or are causing extreme distress. Consideration at this time will be given to the possibility that Council may face a damages claim in the event that the eventual prosecution is not proven.

4.6. Authorised Persons

- 4.6.1. Council will appoint staff and maintain a register of authorised persons to regulate in accordance with By-Laws, Council Policy, and Enforcement Guidelines. Authorised persons will be provided with the appropriate training and attain qualifications required to perform their role.
- 4.6.2. The role of the authorised person is to mitigate, guide, educate and enforce in order to uphold community standards and reflect the values and culture of Council.
- 4.6.3. For serious offences (where the nature of the offence points towards prosecution or seizure), decisions about enforcement action are collaborative.

**5. Associated Documents**

[Operational enforcement guidelines-Regulatory Services Standard Operating Procedures](#)

**6. References and Legislation**

- Northern Territory Local Government Act 2019
- Litchfield Council (Dog Management) By-laws 2017
- Northern Territory Traffic Act 1987 and Traffic Regulations 1999

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
<del>17 February 2021</del> <a href="#">17/02/2021</a>	Adoption of Policy.
<a href="#">19/01/2026</a>	<a href="#">Minor formatting and changes to reference of internal associated documents.</a>

## **14.2 Executive and Community Development**

### **14.2.1 Municipal Plan 2025-2026 Quarterly Performance Review – October to December 2025**

**AUTHOR:** Stephen Hoyne, Chief Executive Officer

**AUTHORISER:** Stephen Hoyne, Chief Executive Officer

**ATTACHMENTS:**

1. Quarterly Performance Report [↓](#)
2. 2025.2026 Key Performance Indicators [↓](#)

#### **EXECUTIVE SUMMARY**

The Municipal Plan 2025-2026 Quarterly Performance Report October to December 2025 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 second quarter ending 31 December 2025.

#### **BACKGROUND**

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

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: October to December 2025

Quarterly Performance Report: October to December 2025



**Quarter 2 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 second quarter of 2025-2026.

Reflecting on this period, Council acknowledges the progress achieved and the challenges addressed, all of which have contributed to continued organisational performance and demonstrate Council's ongoing commitment to delivering the priorities outlined in the Municipal Plan 2025-26.

During the quarter, Litchfield Council continued to progress key governance, operational and community initiatives in line with the Municipal Plan. Council maintained strong service delivery across core functions while advancing budgetary, infrastructure and community wellbeing priorities for the benefit of the municipality.

Corporate Services delivered key governance and financial milestones during the quarter, meeting statutory reporting requirements and progressing budget planning to support the development of the 2026-2027 Municipal Plan.

Litchfield Community Library continued to perform strongly at its Coolalinga Central location, delivering high levels of community engagement through programs, events and collaborative initiatives. The library reinforced its role as a key community hub while expanding digital engagement to support broader access to information and services.

Regulatory Services maintained strong delivery of animal management, compliance and community safety functions during the quarter, supported by proactive education initiatives and effective management of customer requests. These activities continue to promote responsible pet ownership, animal welfare and community safety across the municipality.

The MWF and Planning teams maintained strong operational and regulatory performance during the quarter, supporting wet season preparedness, post-cyclone recovery and ongoing service delivery across the municipality. Despite challenging conditions, essential maintenance, infrastructure support and statutory planning functions continued to be delivered, ensuring regulatory compliance, informed decision-making and continuity of services.

Council launched the Litchfield Mates men's wellbeing program during the quarter, supported by the Northern Territory Government, to address gaps in social connection and support positive mental wellbeing outcomes for men across the municipality. The program provides accessible, low-pressure opportunities for social engagement and will continue through to June 2026.

Council also delivered Children's Week in partnership with Smile a Mile, strengthening social connection and inclusion for families while supporting early childhood wellbeing. Strong community participation reinforced the ongoing demand for inclusive, family-focused initiatives that connect residents with local services and each other.

Following a supplementary election, Councillor Plaxy QF Purich, North Ward, commenced their term of office, with induction and onboarding to be undertaken in accordance with Council's governance framework to support effective and accountable representation.

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 a successful year with a Murder Mystery Christmas Party, which was a fun afternoon where the staff could unwind and interact with each other from all departments.

We also held our end of year celebrations where we acknowledged all staff and thanked them for their hard work and dedication. We also awarded multiple awards for 10 Years of Service, 5 Years of Service, Employee of the Year, WH&S Excellence Award, Engagement Excellence Award and the Wellbeing Excellence Award.



This quarter has seen Council staff ‘White Ribbon Day’ where we held a breakfast for the staff to come together and acknowledge the importance of White Ribbon Day and violence against Women.



**Governance and Risk**

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in October 2025. The following key issues were discussed:

- Council’s Internal Audit Plan.
- 2026 Meetings Schedule and Workplan
- Management of Hazards Procedure
- Appointment of External Financial Auditor
- Annual Financial Statements and Closing Audit Report 2024-2025
- Key Performance Indicators

**Community Engagement**

This quarter delivered two key initiatives for social connection, wellbeing and inclusion across the municipality. In October, Council delivered Children’s Week in partnership with Smile a Mile, attracting over 200 attendees for the morning. The event celebrated the rights of the child while providing a welcoming space for families to connect with each other and with local services. Strong attendance reflected continued community demand for inclusive, family-focused initiatives that support early childhood wellbeing.

In December, Council launched the Litchfield Mates: Catch Up & Chill men’s wellbeing program, supported by the Northern Territory Government Department of Health. Developed in response to identified gaps in social connection for men, the program launched with four Christmas dinners across the municipality, providing safe, low-pressure spaces for men to gather during the holiday period, particularly for those without family or social supports. The program will continue through to June 2026, delivering fortnightly activities aimed at building sustained relationships, reducing social isolation, and supporting positive mental wellbeing outcomes for men across Litchfield.

**Corporate Services**

The quarter saw the council's Annual Financial Statements 2025 adopted and provided to NTG as per legislation. The team also successfully completed Budget Review One 2025-2026, which was adopted by the Council in December. A lot of work had been done before these events, resulting in a quick and smooth turnaround.

The work on the Council's Budget 2026-2027 has commenced in this quarter and will culminate in Council’s 2026-2027 Municipal Plan.

**Litchfield Community Library**

The second quarter of being located at Coolalinga Central has continued to be very busy. Although it was expected that stats would stabilise, all figures have remained high. The library received 15,236 visitors for the second quarter 2025-2026.

Membership uptake has continued strong with 424 new memberships; this includes 91 new Funky Chicken (Children’s) memberships. The library also recorded 8,272 loans (excluding renewals) and welcomed 3,583 attendees across 54 programs and activities.

The library hosted three events for the second quarter

- The collaborative project to deliver the first COTA Rural Seniors Expo in the library on Fri 10 & Sat 11 October was a major success, with a total of 1,014 visitors over the two days.
- Christmas Storytime was extremely popular in the large, air-conditioned library space, with 319 people in attendance.
- On Saturday 13 December, the library hosted our first Book Launch. The book was a collaboration between local creatives Leonie Norrington and Marnie Jay.

The library’s online presence continues to grow, with 1,725 Facebook followers engaging with regular updates and events.



Litchfield | Howard Springs | Humpty Doo | Berry Springs | Noonamah | Coolalinga

DARWIN RURAL

# SENIORS EXPO

Litchfield Community Library, Central Shopping Centre, Shop T52-55  
425 Stuart Highway, Coolalinga NT

**FRIDAY 10 OCTOBER, 9AM - 3PM**  
30 Stallholders | 8 Presentations

**SATURDAY 11 OCTOBER, 9AM - 1PM**  
29 Stallholders | 7 Presentations

Friday Presentations	Saturday Presentations
Asthma Foundation 10am	Arthritis Foundation 10am
nbn 10.30am	Top End Vision and Mobility 10.30am
Aged Care Navigator 11am	Australian Ears and Hearing 11am
NT Seniors Card 11.30am	Jacana Energy 11.30am
Bendigo Bank 12pm	Dementia Australia 12pm
Litchfield Council 12.30pm	
Ageing With Grace 1pm	
NT Consumer Affairs 1.30pm	
Department of Health, Disability and Ageing 2pm	

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**Regulatory Services**

At the end of the second quarter 2025-2026, there were 4,146 dogs registered in Litchfield compared to 4,169 in Q1 2025-2026, 3,097 dogs or 74.70% of those registered are desexed.

There were 84 dogs impounded in the second quarter 2025-2026, ten more than for Q1 2025-2026 (74), 54 or 72% of impounded dogs were not desexed. 51 (60.71%) dogs were reclaimed by their owners. Of the unclaimed impounded dogs 24 were transferred to the rehoming organisations RSPCA, PAWS, DACS and Save a Paw (nine, zero, zero and 15 respectively).

Six dogs were euthanised in the second 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 184 Customer Action Requests in the second quarter 2025-2026, eleven more (173) than Q1 2025-2026. This represents 64.11% of the total received (287) for Council in Q2. Of these requests 130 (70.65%) related to dogs at large, contained dogs for pick up and lost dogs. There were four investigations conducted for dog attacks against people and eight on other animals, two investigations of dogs menacing people and one investigation of dogs menacing other animals.

35 desexing vouchers were issued during the second quarter 2025-2026 compared to 54 in Q1 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 to date in 2025-2026, 63 (70.79%) have been redeemed by the end of the second quarter.

Thirteen reports of abandoned vehicles were received by Council for investigation and action in the second quarter 2025-2026. This is in comparison to twelve reports for Q1 2025-2026. Of the 13 reports, two CRMs were in progress, 10 vehicles removed by their owners, no vehicles were impounded this quarter and one vehicle reported was on non-council land.

The team have facilitated six double class Dog Awareness Programs at local schools in the second quarter, 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**

At the start of the 2025/26 financial year, the Cemeteries Plant and Operations Shed was completed, providing essential vehicle storage and enabling ongoing cemetery development.

The Cemetery took delivery of a six-seater DMC commuter vehicle to transport patrons around the cemetery to view potential plot purchases.

In November Cemetery released the final headstone plot beam within the B section. This section has the highest number of purchases and pre-purchases within the cemetery. Cemetery management are already developing plans for Cemeteries H section.

Cemetery Chronical mapping continues to be maintained and updated. The mapping of cemetery and interment information has been well received by the community and cemetery patrons.

Additional section signage has been installed throughout the cemetery. Twenty-nine posts were installed for the forty-one new signs. The new signs along with the recent Chronicle Cemetery mapping will assist the public to find locations of memorial plots throughout the cemetery.

Cyclone Fina caused minor damage throughout the cemetery with the loss of several mature trees and the spreading of debris throughout the cemetery. Cemetery staff continue to work to clean up damage and fallen trees are scheduled for removal and replacement within the upcoming month.

Cemetery disposed of excess plant at Thorak including a generator, a storage shipping container, and the old Parsons Tabo cremator.

**Mobile Work Force**

October saw the MWF Team complete an extensive list of roadside signage repairs/replacements and litter collection then transitioned to our intensive wet season roadside vegetation maintenance program. Three new casual operators were onboarded and participated in hands on training and familiarisation of the machinery/plant and procedures as well as the municipality geographical area. Early rain in September/October saw November and December busy with the MWF team undertaking the 1<sup>st</sup> round of roadside furniture spraying as well as some target areas. The slashers and mowers started mid-November. Many extra tasks were undertaken by MWF in this past quarter including the ongoing post cyclone



clean-up of council road reserves as well as tending to other tasks from other departments such as Infrastructure, Community, Cemetery, Regulation Services and Waste that needed casual fill-in staff.

SLASHING: Slashing team commenced their first round early November and have completed the following areas before Christmas: Darwin River, Blackmore Estate, Berry Springs, Mala Plains, Herbert, Lambells Lagoon, Middle Point and most Cat 2 and Arterial Roads. Extensive rainfall and favourable growing conditions have accelerated vegetation growth challenging the team to logistically work areas of demand keeping verge vegetation to an acceptable level.

- *This quarter saw 475.75 actual slashing Hours completed.*

MOWING: Mowing of urban verges and other suitable rural roads commenced in mid-November, following roadside furniture spraying two-week buffer. Areas of

first round mowing completed so far include: Bronzewing, Howard Springs, Herbert, Knuckeys



Lagoon, Holtze, Girraween as well as scheduled areas such as Coolalinga, Council Yard and Waste Transfer Stations.

- *Total Mowing Hours for this quarter = 289.75*

WEED SPRAYING: Ongoing roadside furniture spraying has been undertaken over the past quarter completing over 70% of round 1 of our vast rural and urban road network. Improved results from last year were evident with better training and practices of the spraying crew. Two 4WD utes with 600L spray units and two 4WD Buggy's with 400L spray units have been working full time to achieve this outcome. Complex daily logistical decisions are necessary to manage in the ever-changing weather conditions to ensure the best result from our spraying operations.

- *This quarter saw a total of 544.5hrs of hands-on spraying completed with a total of 133,650 litres of herbicide mix used.*

LITTER COLLECTION: Roadside litter collection this quarter was conducted as regularly as possible considering most staff and vehicles are utilised for spraying and mowing operations at this time of the year. Litter related CRMs were acted on immediately or as soon as possible within our resource capacity, many illegal dumping incidents were attended to on rural roads and reserves.

- *Collection Hrs: 304.5*
- *Bags of Litter: 474*
- *5T loads general waste: 3*
- *5T loads green waste: 15*
- *Mattresses: 4*
- *Tyres: 76*

ROADSIDE SIGN INSTALLATION AND REPAIRS: Sign replacement and repairs have been ongoing this quarter with above average incidents of destroyed and

stolen signage despite our preventative measures such as anti-theft bolts and concrete footings, other tasks such as traffic count installations, cleaning signs of graffiti, driveway repairs and drain cleaning were also undertaken in this period. A full missing guidepost replacement program will commence at the end of the wet season.

*Total sign replacements this quarter:*

- *Labour hours: 143.25*
- *Guide signs: 48*
- *Regulatory and warning signs: 53*
- *Traffic count installs: 5*
- *Guideposts: 101*

**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. This included formal input into planning scheme amendments, development applications, and regulatory approvals, ensuring alignment with legislative requirements and Council standards.

Ongoing stakeholder engagement remained a priority, with officers participating in multiple technical working group meetings and maintaining active liaison on key projects, including the Holtze Land Development. Representation at external forums and hearings, such as the NT Planning Commission and Development Consent Authority (DCA) meetings, supported Council’s interests and ensured informed decision-making at a regional level.

LETTERS OF COMMENT PROVIDED:

- *3 Planning Scheme amendments*
- *31 planning applications*
- *5 Crown Land related applications*
- *6 liquor licence requests*

OTHER PLANNING STATISTICS

- *67 stormwater and driveway applications reviewed and approved*
- *12 Development Permits cleared*
- *95 external works permits issued*
- *Attendance at multiple technical working group meetings*
- *Attendance at NT Planning Commission hearing for the Lloyd Creek Area Plan*
- *Attendance at Development Consent Authority (DCA) meetings*

**Infrastructure & Assets**

This quarter, Council has continued to deliver important infrastructure projects across the municipality, with a strong focus on road safety, drainage, flood resilience, and essential community assets. Despite challenging weather conditions and site constraints in some locations, works have progressed well, supported by contractor management and strong coordination by Council staff.

**FREDS PASS RESERVE – WASTEWATER TREATMENT UPGRADE**

As part of Council’s 2024/25 Capital Works Program, the wastewater treatment system servicing the soccer club at Freds Pass Reserve was successfully upgraded. The project included the installation of a new TYLEX Water Treatment System and construction of new absorption trenches to improve system capacity and long-term reliability.

Early delays were encountered due to significant rock during excavation; however, the contractor responded promptly and professionally, ensuring the project remained on track. The upgrade was completed in early October, with the formal handover meeting held this quarter.



**OLD BYNOE ROAD – FLOODWAY MARGINS ROCK DRAINAGE WORKS**

Rock drainage works to the floodway margins on Old Bynoe Road have been completed. These works improve erosion protection and flood resilience at the

site, reducing future maintenance requirements and improving safety during wet weather events.



**KENTISH ROAD, HORNE ROAD AND TRIPPE ROAD – PAVEMENT WORKS**

Pavement rehabilitation works across Kentish Road, Horne Road and Trippe Road have been completed. These works addressed surface defects and structural issues, improving ride quality, safety, and overall road performance for local residents and road users.



*Picture above: Kentish Road*

**MINOR CIVIL WORKS ACROSS THE MUNICIPALITY**

Council has continued to deliver minor civil works across the municipality, including driveway maintenance, drainage clearing, and small-scale infrastructure improvements. These works contribute to improved access, drainage performance, and road safety across both urban and rural areas.



**PIONEER DRIVE / ANGLESEY ROAD – INTERSECTION SAFETY IMPROVEMENTS**

Council has responded to ongoing safety concerns at the Pioneer Drive and Anglesey Road intersection, where multiple accidents have occurred over time, including vehicles leaving the roadway and impacting an adjoining residential property. Recent safety improvements completed include:

Installation of new regulatory signage compliant with current standards

Installation of a solar-powered flashing STOP sign to improve visibility, particularly at night and during adverse weather

These measures aim to improve driver awareness and reduce the likelihood of further incidents at this location. Council is further investigating additional safety upgrades to this intersection.



**MCMINNS DRIVE / GIRRAWEE ROAD – AUTOMATED FLOOD WARNING SYSTEM**

A new automated flood warning system has been installed at McMinns Drive / Girraween Road. The system provides real-time flood level monitoring and warning capability, improving public safety and supporting informed road closure decisions during heavy rainfall events.



**Capital Works and Major Projects**

**KELESON ROAD UPGRADE – GRAVEL TO SEAL (RFT25-510)**

Upgrade road works are effectively complete for the sealing of Keleson Road, previously gravel. This project has delivered significant improvements to safety, access, and long-term maintenance outcomes.

**WHITEWOOD ROAD RECONSTRUCTION – HILLIER ROAD TO HICKS ROAD (RFT25-493)**

The reconstruction of the eastern end of Whitewood Road, including the construction of a new footpath, and associated drainage infrastructure has been completed. This project has significantly improved road conditions, drainage, and pedestrian safety along this important transport corridor.



**CYCLONE FINA – PREPAREDNESS AND RESPONSE**

In preparation for Cyclone Fina, Council staff undertook extensive readiness activities across all sites. Following the cyclone, significant damage was experienced across the municipality, including fallen trees, localised flooding, and damage to sections of the road network.

Infrastructure staff coordinated signage installation, tree clearing, and regular road inspections to maintain safety and access where possible. While emergency response actions were completed promptly, the extent of damage to the road network will require ongoing

assessment and longer-term rehabilitation works, many of which are not quick fixes.



**LOOKING AHEAD**

Preparation is currently underway for upcoming capital works projects, with planning, procurement, and design activities progressing to ensure timely delivery in the coming quarters. Council remains committed to improving road safety, infrastructure resilience, and community assets across the region.

Council thanks its staff, contractors, and the community for their cooperation and support during this busy and challenging period.

**Waste Services**

**WASTE VOUCHER PROGRAM**

The Waste Voucher Program, launched on 4 April 2025, continues to be well received by the community. Voucher redemptions are progressing steadily, with 11.46% of all vouchers used. Positive feedback from residents highlights the program’s success in supporting responsible waste disposal.



**FREE MULCH INITIATIVE**

The free mulch program has commenced with mulch available to be collected by residents at all waste transfer stations:

Community response has been strong, with a steady stream of mulch being collected by residents and local commercial businesses.

**POST CYCLONE GREEN WASTE MULCHING CONTRACT (RFQ25-524)**

The contract for the mulching of green waste and timber at Waste Transfer Stations was awarded as emergency works. Mulching has taken place at Humpty Doo Waste Transfer Station and Howard Springs Waste Transfer Station with the mulching program to be completed by the middle of January.

**WASTE COMPACTOR REPLACEMENT (RFT24-481)**

The successful replacement of the waste compactor was completed in early November. The new machine is operating smoothly and has been a valuable addition to the waste transfer station infrastructure. The project was delivered on time and on budget, contributing to improved operational efficiency.



**E-WASTE RECYCLING:**

Council has received figures for the amount of e-waste recycled during the 24-25 financial year. Residents made a great effort, successfully diverting 38.6 tonnes of e-waste from landfill.

From a sustainability perspective, this translates to 114,179 kg of CO<sub>2</sub> emissions prevented from entering the atmosphere, equivalent to planting 1,887 trees.



**2025/2026 Key Performance Indicators**

**Waste**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
<b>PEOPLE</b>							
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 \$8,252 through cash for cans. We have also raised \$3,616.76 this quarter through recycling batteries and copper.
<b>PROGRESS</b>							
Recycled materials	Green waste processed for resale	Once per year	Yes	Yes	Yes	Yes	A post-cyclone mulching program has been completed this week. Mulch has been made free in accordance with council resolution, and uptake has been positive among residents.
	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Yes	Yes	No	No	1,484.16 tonnes have been transferred to Shoal Bay Landfill. SBWMF rates increase.
	Commercial waste tonnage transferred to Shoal Bay	<500 tonnes	Yes	Yes	No	No	30,46 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 \$8,252 through cash for cans, successfully diverting 7.3 tonnes of recyclables from landfill.
Maximise diversion 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 no shipment has been sent.



**2025/2026 Key Performance Indicators**

**Waste**

	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. 6 tonnes of batteries have been recycled this quarter.
	Scrap metal processed collected and recycled	Once Per Year	Yes	Yes	Yes	Yes	644.85 tonnes of scrap metal has been processed this year to date, with a new bailing program commencing in February.
<b>PROSPERITY</b>							
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.
<b>PERFORMANCE</b>							
Maximise diversion from landfill	Amount of total waste diverted from Landfill	>30%	Yes	Yes	No	No	This quarter, Council achieved a 8.2% diversion rate, The diversion rate will increase next quarter after scrap metal bailing occurs in February. 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 7% of all waste at the transfer stations this quarter. Paper and Cardboard accounted for 92% of all processed recyclables this quarter. Disposal rates have increased.

**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
<b>PEOPLE</b>							
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
<b>PEOPLE</b>							
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
<b>PROSPERITY</b>							
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.
<b>PERFORMANCE</b>							
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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**2025/2026 Key Performance Indicators**

**Governance**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
<b>PERFORMANCE</b>							
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 12 policies currently overdue.
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 and October 2025.
Records Management	Number of refresher courses conducted	>1	Yes	Yes	Yes	Yes	One session held this quarter.



**2025/2026 Key Performance Indicators**

**Human Resources**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
<b>PERFORMANCE</b>							
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 5.21 %.
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
<b>PERFORMANCE</b>							
Information and Communications Technology (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



2025/2026 Key Performance Indicators

Infrastructure

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
<b>PROGRESS</b>							
Renewable energy initiatives	Review options for renewable energy initiatives for council	Completed	Yes	Yes	Yes	Yes	As part of Council's renewable energy and smart infrastructure initiatives, a new solar-powered automated flood warning system has been installed at McMinns Drive / Girraween Road. The system provides real time water over road level monitoring and warning capability, improving public safety by alerting road users during heavy rainfall events.
<b>PROSPERITY</b>							
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 the required timeframe. Due to the impacts of Tropical Cyclone Fina and the resulting backlog of works, initial responses were provided to advise customers of extended investigation and response timeframes. Customers were kept informed through formal acknowledgements and updates, in line with Council's customer service standards.
Capital Works Program and Maintenance Program	Maintain a minimum local content in tenders	15%	Yes	Yes	Yes	Yes	15% local content weighting applied to all infrastructure tenders released this quarter.
<b>PLACES</b>							

**Infrastructure**

**2025/2026 Key Performance Indicators**



Road Maintenance Program	Gravel Roads Graded	Twice per Year	Yes	Yes	Yes	Yes	As part of the scheduled road maintenance program, Council anticipates conducting the first round of gravel road grading in January.
Streetlights	Percentage of operational streetlights within the municipality	>80%	Yes	Yes	Yes	Yes	Council remotely monitors streetlighting assets, enabling the timely identification of faults. Once a fault is detected, Council engages a contractor to undertake repairs, ensuring operational performance remains above target.
<b>PERFORMANCE</b>							
Streetlights	Time taken to address reported faults	<4 days	Yes	Yes	Yes	Yes	Streetlight faults are rectified within four days of detection or reporting, achieving the KPI target of less than four days.
Capital Works Program	Program works completed on time	>75% planned works committed	Yes	Yes	Yes	Yes	The 2025/26 Capital Works Program is progressing, with planning underway to support capital works procurement and delivery.
Road Maintenance Program	Repond to customer requests. Contact the customer and provide an outcome within 10 business days.	>90%	Yes	Yes	Yes	Yes	Greater than 90% of customer requests under the Road Maintenance Program were responded to within 10 business days. All requests were acknowledged, with customers contacted and advised of outcomes or investigation timeframes. Response times were impacted in some cases by the effects of Tropical Cyclone Fina; however, customers were kept informed in accordance with Council procedures.

**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
<b>PEOPLE</b>							
Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	15,236 people attended Litchfield Community Library in second quarter
Promotion of service	Followers of the Library Facebook page	>1,150	Yes	Yes	Yes	Yes	1,725 Followers on Facebook
Lifelong learning/engagement	New members joined the 'Funky Chickens' Children's reading club each year	>60pa or >15 Qtrly	Yes	Yes	Yes	Yes	91 new Funky Chickens Members 424 new Memberships (this includes the 91 Funky Chicken Members)
<b>PROGRESS</b>							
Library Collection	Number of annual loans	>14,000 pa or 3,500 QRTLTY	Yes	Yes	Yes	Yes	8,272 loans (excluding renewals)
Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees or 45 QRT > 180 activities pa	Yes	Yes	Yes	Yes	3,583 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. Book Launch
<b>PERFORMANCE</b>							
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
<b>PEOPLE</b>							
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.
<b>PROGRESS</b>							
Implement Interactive System on our website and facebook pages	Monthly schedule during the Weed Control and Roadside management program programs	Completed	YES	YES	YES	YES	Current planning underway between MWPL and ELT to implement accessible and transparent program of roadside maintenance schedule with the help of the upcoming newly appointed Communications officer.
<b>PROSPERITY</b>							
Support local businesses through procurement processes (eg. Consumables, oil, herbicides, and service technicians)	Purchase orders 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.
<b>PLACES</b>							
Roadside maintenance	Vegetation slashed and Council roads/verges mowed	Twice Per Year	YES	YES	YES	YES	Round 1 Mowing, Slashing and Spraying operations are ongoing with Approx 70% complete with extra works from post cyclone clean up also near completion.

**Mobile Work Force**

**2025/2026 Key Performance Indicators**



Bushfire management	Council Land firebreak maintenance sprayed and slashed in compliance with Council Fire Management Plan	Completed	YES	YES	YES	YES	Negotiations are currently underway with a local consultant to revise/renew the LC Bushfire Management Plan for the next 5yrs and extra funds recently allocated to the MWF Budget in this space will help insure improvement in our management outcomes.
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.
<b>PERFORMANCE</b>							
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
<b>PEOPLE</b>							
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 5,670.
<b>PROSPERITY</b>							
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Yes	Yes	N/A	N/A	Meeting with the Office of Minister Marion Scrymgour to discuss Freds Pass \$10 grant project.
Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	
<b>PERFORMANCE</b>							
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 acquitred within agreed timeframes	95%	Yes	Yes	N/A	N/A	All required Acquittals complete
Media monitoring and management	Media response time	<48 hours	Yes	Yes	N/A	N/A	All media queries responded to.
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	All requirements met.



**2025/2026 Key Performance Indicators**

**Planning and Development**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
<b>PEOPLE</b>							
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	One social media post from Planning, shared the invitation to provide input to the Infill Development and Subdivision in Zone LR
<b>PROGRESS</b>							
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 31 submissions in relation to general planning applications. 5 submissions in relation to Crown Land Licences and 3 submissions in relation to Planning Scheme Amendments.
<b>PLACES</b>							
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 council did provide input to Infill Development and Subdivisions in Zone LR
<b>PERFORMANCE</b>							
Approval of Plans and Permits	Work Permits issued within five days	>90%	Yes	Yes	N/A	N/A	95 Works Permits issued during the October - December 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
<b>PEOPLE</b>							
Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%	Yes	Yes	Yes	Yes	Q2 2025-2026 The total number of registered dogs which are desexed is 3,097 or 74.70%.
	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 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.
	Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events	Yes	Yes	Yes	Yes	In Q2 2025-2026 two Community Information Sessions on Canine Behaviour were facilitated by professional dog trainers at the Community Library.
	Short-term investigations completed within 30 working days	>60%	Yes	Yes	Yes	Yes	During the second quarter 2025-2026 81.87% of short-term investigations were completed within the 30 working days.

**Regulatory Services**

**2025/2026 Key Performance Indicators**



Regulatory Services Investigations	Long-term investigations completed within 60 working days	>60%	Yes	Yes	Yes	Yes	During the second 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 second 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 second quarter 2025-2026 95% 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
<b>PEOPLE</b>							
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.
<b>PROGRESS</b>							
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.
<b>PROSPERITY</b>							
Ensure Water Extraction Licence is kept within limits by managing water use efficiency	Maintain within allocated water allowance extraction licence while maintaining green spaces	Complete	Yes	Yes	Yes	Yes	Water usage managed to within license limits. Green spaces maintained to expected service levels.
<b>PLACES</b>							

**Thorak Cemetary**

**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	All scheduled maintenance completed. Cremator annual service carried out. Solar generation feeding back into the mains grid and rebate generated. Generator serviced and operational.
<b>PERFORMANCE</b>						
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	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.

## 14.3 Infrastructure and Operations

### 14.3.1 Planning Summary Report - December 2025

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

**AUTHORISER:** Geoff Thomas, Director Infrastructure and Operations

**ATTACHMENTS:** 1. Planning Summary Report December Attachments A-H.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 27 -30 November and 1 – 31 December 2025. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	8
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	1
Development Permits Issued	6
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	8
Works Permits	14

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 27 – 30 November and 1 – 31 December 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to H 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.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Planning applications supported, subject to normal Council conditions	6
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
<p><b>PA2021/0087</b>  <b>Hun: 325 P: 01773 1105 Anzac Parade Middle Point, Hundred of Guy</b>  <b>Attachment A</b></p>	<p><b>Variation to condition 3 of DP21/0141 for the purpose of additions to an existing intensive animal husbandry compromising additional ice shed building.</b></p> <p>Council supports granting of a Development Permit as the proposed variation is for an additional ice shed, which aligns with the current use of the facility and appears to have no negative impacts on Council infrastructure or surrounding amenity to neighbouring properties.</p>
<p><b>PA2025/0429</b>  <b>Hun: 160 P: 02918 6/199 Doris Road BERRY SPRINGS, Hundred of Cavenagh</b>  <b>Attachment B</b></p>	<p><b>Dwelling- group (1 x 3 bedroom) addition to existing dwelling group in a single storey building</b></p> <p>Council supports granting of a Development Permit as the application aligns with the previously approved dwellings within this unit title subdivision and complements the statements within the Litchfield subregional Land Use Plan to provide rural living options.</p>
<p><b>PA2025/0454</b>  <b>Hun: 695 P: 06099 111 Power Road MCMINNS LAGOON, Hundred of Strangways</b>  <b>Attachment C</b></p>	<p><b>Subdivision to create 2 lots</b></p> <p>Council does not object to granting a Development Permit as the application complies with the necessary requirements of the NT planning Scheme in relation to Land Suitability and Preliminary Stormwater assessment.</p>
<p><b>PA2025/0415</b>  <b>Hun: 325 P: 01610 380 Lambells Lagoon Road LAMBELLS LAGOON, Hundred of Guy</b>  <b>Attachment D</b></p>	<p><b>Clearing of 17.12 hectares of native vegetation for pivot irrigation and selective clearing for improved grazing</b></p> <p>Council does not object to the granting of a Development Permit as the proposed development aligns with horticultural zoning of the area and is of a scale similar to neighbouring properties. The proposed reduced buffer is also proportional to neighbouring properties. There appears to be no unsustainable demands on surface and groundwater, noting the proposed irrigation method.</p>
<p><b>PA2025/0421</b></p>	<p><b>Subdivision to create 30 lots and new public road</b></p>

<p><b>Hun: 695 P: 03425 940 Stuart Highway BEES CREEK, Hundred of Strangways</b> <b>Attachment E</b></p>	<p>Council does not object to granting a Development Permit as the proposal aligns with the recently updated Coolalinga and Freds Pass Activity Centre Plan providing housing choices that cater for different lifestyle stages. The proposal also does provide consideration for future local road network connections. The land suitability assessment and preliminary Stormwater Assessment support the proposed subdivision.</p>
<p><b>PA2025/0462</b> <b>Hun: 055 P: 04201 465 Stuart Highway COOLALINGA, Hundred of Bagot</b> <b>Attachment F</b></p>	<p><b>Additions of two office floor levels over an existing single-storey commercial development building.</b> Council does not object to the granting of a Development Permit as the proposed addition of two office floor levels within the existing commercial area will extend the nature and range of services provided for the local community within the Litchfield. Council provided comments regarding insufficient car parking, insufficient waste storage, insufficient loading bays, insufficient vehicle circulations, and insufficient footpath linking to existing footpath network, that will need to be addressed.</p>

**Development Applications supported, subject to specific issues being adequately addressed**

The table below describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed.

<p><b>Application Number, Address, and Attachment Reference</b></p>	<p><b>Purpose and Summary</b></p>	<p><b>Specific Issues to be Addressed</b></p>
<p><b>PA2025/0452</b> <b>Hun: 695 P: 04010 310 Freds Pass Road HUMPTY DOO, Hundred of Strangways</b> <b>Attachment G</b></p>	<p><b>Subdivision to create 2 lots.</b> Council does not object to granting a Development Permit as the proposed subdivision provides sufficient Land Suitability Assessment and Preliminary Stormwater assessment. The subdivision aligns with the planning principles of the Litchfield Subregional Land Use Plan.</p>	<p>A compliance check should be carried out for the property noting that the structure toward the front of the property has a reduced side set-back without prior approval (to the best of Council’s knowledge) and there appears to be a second home-based business operating from the rear of the property with in-excess of 3 vehicles associated with the use. This contravenes the NT Planning Scheme in relation to Table D to Clause 5.4.3 and sub-clause 5 of 5.4.10 Home Based Business.</p>

**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>PA2025/0411                      Hun: 055 P: 07824 17 Kerr Court                      KNUCKEY LAGOON, Hundred of                      Bagot                      Attachment H</p>	<p>Home based business (storage of material and vehicles) exceeding a usage area of 200sqm and the keeping of more than three (3) vehicles</p>	<p>Council has lodged a submission under Section 49(3) of the NT Planning Act, objecting to granting a Development Permit for the following reasons:                      The home-based business is industrial in scale and function and is incompatible with the intent of the Rural Living zone for the Home Base Business.                      The proposal fails to meet the development requirements under Clauses 5.4.10(4) and 5.4.10(5) of the NTPS. It also does not demonstrate consistency with the purpose of clause 5.4.10, the zone purpose and outcomes and site suitability, having regard to location, nature, scale and impacts on amenity. The ongoing use poses significant impacts on residential amenity, traffic conditions, and environmental management on-site.                      Council recommends that the application be refused, and that the business seek relocation to a site appropriately zoned for industrial activities.</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
<p>NIL</p>		

**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
<p><b>PQ2025/7011</b>  <b>3940 Gunn Point Road Koolpinyah</b></p>	<p>Harvesting pine trees (Callitris Intertropical) for production of essential oils and extraction of pharmaceutical precursors and active pharmaceutical ingredients including deoxy podophyllotoxin.</p>	<p>Council does not object to the granting of a Crown Land Licence for the purpose of harvesting essential oil from pine trees.</p>

**DEVELOPMENT PERMITS ISSUED**

Application Number and Address	Permit Number, Purpose and Summary	Comments Provided
<p><b>PA2025/0380</b>  <b>Unit 02915</b>  <b>Hundred of Cavenagh</b>  <b>APT 3 199 DORIS RD, BERRY</b>  <b>SPRINGS</b></p>	<p><b>DP2025/0380</b>                      To use and develop the land for the purpose of dwelling-single, in accordance with the attached schedule of conditions and the endorsed plans.</p>	
<p><b>PA2025/0314</b>  <b>Section 05026</b>  <b>Hundred of Strangways</b>  <b>78 MILLAR RD, HUMPTY DOO</b></p>	<p><b>DP2025/0314</b>                      To use and develop the land for the purpose of a home-based business exceeding 30m<sup>2</sup> floor area (67.5m2), in accordance with the attached schedule of conditions and the endorsed plans.</p>	<p><b>DCA meeting 19 November 2025</b></p>
<p><b>PA2025/0322</b>  <b>Section 06493</b>  <b>Hundred of Bagot</b>  <b>425 STUART HWY, COOLALINGA</b></p>	<p><b>DP2025/0322</b>                      To use and develop the land for the purpose of alterations and additions to existing shopping centre comprising showroom sales, food premises-fast food outlet, basement, and ground</p>	<p><b>DCA meeting 19 November 2025</b></p>

	level car parking, in accordance with the attached schedule of conditions and the endorsed plans.	
<b>PA2025/0403</b> <b>Section 00618</b> <b>Hundred of Cavenagh</b> <b>160 MIRA ROAD SOUTH, DARWIN RIVER</b>	<b>DP24/0115B</b> Consent is granted to vary Condition 2 of Development Permit DP24/0115 for the purpose of reducing number of lots from six to five, in accordance with the drawing/s numbered 2025/0403/01, endorsed as forming part of this permit.	
<b>PA2025/0104</b> <b>Lot 00010, LTO Plan 69011</b> <b>Hundred of Strangways</b> <b>130 WELLS CREEK RD, VIRGINIA</b>	<b>DP2025/0104A</b> Consent is granted to vary Condition 4 of Development Permit DP2025/0104 for the purpose of alter the lot layout (reduction in the length of axe handle), in accordance with the drawing/s, endorsed as forming part of this permit.  In all other respects Development Permit DP2025/0104 remains unchanged.	
<b>PA2025/0454</b> <b>Section 06099</b> <b>Hundred of Strangways</b> <b>111 POWER RD, MCMINNS LAGOON</b>	<b>DP2025/0454</b> To use and develop the land for the purpose of subdivision, to create two lots, 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.

<b>Application Number</b>	<b>Purpose and Summary</b>	<b>Comments Provided</b>
<b>PQ2025/9019</b>	Michelle Barton/Betty Vintage Van and Bar 13/12/2025	Council supports this special liquor licence.

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

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

<b>No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions</b>
2

**STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION**

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

<b>No. Building Certification Applications</b>
8

**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.

<b>No. Works Permit Applications</b>
14

WORKS FROM	WORKS TO	Document Precip	Address	Suburb
		Conducting switching and earthing for vegetation clearing works. Only for 2 hours in the morning	58 Gulgare Road BEES CREEK NT 0822	BEES CREEK
	18/12/2025	Install earths on pole	160 Virginia Road VIRGINIA NT 0834	VIRGINIA
08/01/2026	08/01/2026	Installation of poles and transformers along the verge on No Name Road, Humpty Doo.	730 Strangways Road HUMPTY DOO NT 0836	HUMPTY DOO
	15/12/2025	Tree on house – removal with crane.	3 Donington Place HOWARD SPRINGS NT 0835	HOWARD SPRINGS
16/12/2025	16/12/2025	Watermain Repairs	295 Colton Road ACACIA HILLS NT 0822	ACACIA HILLS
	12/12/2025	Conducting LV service replacement works	345 Elizabeth Valley Road NOONAMAH NT 0837	NOONAMAH
16/12/2025	16/12/2025	Leaking water service within the verge	60 Beasley Road VIRGINIA NT 0834	VIRGINIA
16/12/2025	16/12/2025	Leaking water service within the verge	7 Slcombe Road HOLTZE NT 0829	HOLTZE
16/12/2025	16/12/2025	Leaking water service within the verge	25 London Road VIRGINIA NT 0834	VIRGINIA
08/12/2025	08/12/2025	Civil and cable haul	835 Goode Road HUMPTY DOO NT 0836	HUMPTY DOO
	04/12/2025	Temporary isolation of supply to Howards Springs Caravan Park to facilitate repair work.	1165 Whitewood Road HOWARD SPRINGS NT 0835	HOWARD SPRINGS
24/11/2025	24/11/2025	EMERGENCY WORKS - Leaking water service within the verge with low water pressure	35 Watling Road GIRRAWEEEN NT 0836	GIRRAWEEEN
25/11/2025	25/11/2025	EMERGENCY WORKS - Leaking Service	126 Currawong Drive HOWARD SPRINGS NT 0835	HOWARD SPRINGS
01/12/2025	01/12/2025	Leaking water services located within the verge.	323 Bronzewing Avenue HOWARD SPRINGS NT 0835	HOWARD SPRINGS

**LINKS WITH STRATEGIC PLAN**

Prosperity - Our Economy and Growth

**LEGISLATIVE AND POLICY IMPLICATIONS**

NIL.

**FINANCIAL IMPLICATIONS**

NIL.

Risks NIL.

**COMMUNITY ENGAGEMENT**

NIL.



Attachment A

3 December 2025

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

**RE: Letter of Comment Development Application****PA2021/0087**

**Hun: 325 P: 01773 1105 Anzac Parade MIDDLE POINT, Hundred of Guy  
Variation to condition 3 of DP21/0141 for the purpose of additions to an existing intensive  
animal husbandry comprising additional ice shed building.**

Thank you for the Development Application referred to this office on 18/11/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed variation for the purpose of additional ice shed aligns with the current use of the facility and appears to have no negative impacts on Council infrastructure or surrounding amenity to neighbouring properties.

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

- a) Council requests all other conditions previously included in the permit remain in place and that record is made of conditions that have been cleared.

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

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Jaimie O'Connor'.

Jaimie O'Connor  
Planning and Development Program Leader

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

**1105 ANZAC PDE, MIDDLE POINT**  
Section 01773 Hundred of Guy plan(s) LTO2016/051

**NT Planning Scheme Information**

**Land Area:** 585 ha

**Planning Scheme Zone:** H (Horticulture)

**Overlays:**

- CNV - Clearing of Native Vegetation

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

- Darwin Regional Land Use Plan
- Sub Regional Plans
- Litchfield Subregional Land Use Plan
- Area Plans
- (none found)

**Interim Development Control Orders:** (none found)

1 2

The image shows a map of a land parcel with a white information overlay on the left. The map includes labels for 'Koolpinyah' and 'Middle Point'. A blue location pin is visible on the map. The information overlay contains details about the land area, planning scheme zone, overlays, strategic frameworks, and interim development control orders.



Attachment B

3 December 2025

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

**RE: Letter of Comment Development Application****PA2025/0429**

**Hun: 160 P: 02918 6/199 Doris Road BERRY SPRINGS, Hundred of Cavenagh  
Dwelling- group (1 x 3 bedroom) addition to existing dwelling group in a single storey  
building**

---

Thank you for the Development Application referred to this office on 18/11/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) It is noted that the email advice issued to Council refers to the application for a Dwelling-Group however the purpose appears to have been updated to reflect Dwelling-Single which aligns more with the intended structure and use.
- b) The application aligns with the previously approved dwellings within this unit title subdivision and compliments the statements within the Litchfield Subregional Land Use Plan to provide rural living options.

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

- a) The provided drawings show 'Doris Road' adjoining the property, however it should be noted that this proposed dwelling (unit title area) adjoins an internal road which is not under the care, control and management of 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 owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

**APT 6, 199 DORIS RD, BERRY SPRINGS**  
Lot 02918 Hundred of Cavenagh plan(s) UTS2020/003

**NT Planning Scheme Information**

Land Area: 1,230 m<sup>2</sup>

Planning Scheme Zone: TC (Tourist Commercial)

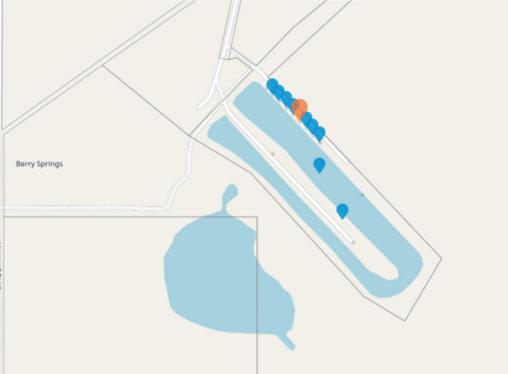
Overlays: (none found)

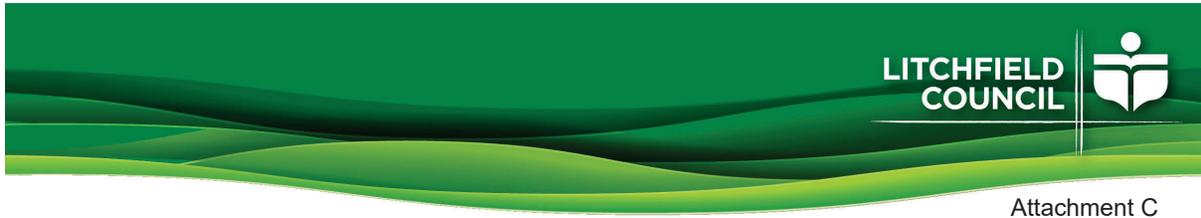
Strategic Frameworks: The following [Strategic Frameworks](#) may apply to your land

- Regional Plans
  - Darwin Regional Land Use Plan
- Sub Regional Plans
  - Litchfield Subregional Land Use Plan
- Area Plans
  - (none found)

Interim Development Control Orders: (none found)

1 2





16 December 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0454**  
**Hun: 695 P: 06099 111 Power Road MCMINNS LAGOON, Hundred of Strangways**  
**Subdivision to create 2 lots**

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Thank you for the Development Application referred to this office on 01/12/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application for a subdivision to create 2 lots complies with the necessary requirements of the NT Planning Scheme in relation to Land Suitability and Preliminary Stormwater assessment.

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

- a) While this parcel of land does sit just outside of the Humpty Doo Activity Centre Plan it is highlighted in the plan as a potential 1Ha transition area, though Council notes that without sufficient reticulated water it would likely be too challenging to subdivide it in this manner.
- b) The parcel is notably close to the McMinns Lagoon wetland and areas of severe water logging however, this appears to have no effect on the parcel to be subdivided.
- c) The existing driveway crossover will need to be removed and/or reconstructed to allow for dual access or single lot access per proposed lot.

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

- a) The crossover and driveway shall be designed in accordance with the NT Subdivision and Development Guidelines to the 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.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

**Note:** Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

**111 POWER RD, MCMINNS LAGOON**  
Section 06099 Hundred of Strangways plan(s) LTO2018/017

**NT Planning Scheme Information**

Land Area: 4.75 ha

Planning Scheme Zone: RL (Rural Living)

Overlays:

- CNV - Clearing of Native Vegetation

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

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Litchfield Subregional Land Use Plan

Area Plans

- (none found)

Interim Development Control Orders: (none found)





5 December 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0411**

**Hun: 055 P: 07824 17 Kerr Court KNUCKEY LAGOON, Hundred of Bagot  
Home based business (storage of material and vehicles) exceeding a usage area of 200sqm  
and the keeping of more than three (3) vehicles**

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Thank you for the Development Application referred to this office on 17/11/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council wishes to lodge the following submission under Section 49(3) of the NT *Planning Act*, in which Council objects to the granting of a Development Permit for the following reasons:**

Council considers that the proposed use as a *home-based business* does not comply with the strategic framework as required in Part 1 of the *NT Planning Scheme 2020* (NTPS) for Impact Assessable applications. In particular, the proposal conflicts with the zone purpose and relevant development requirements. The scale and intensity of the business adversely affect surrounding properties and infrastructure and therefore cannot be supported by Litchfield Council.

**Zoning and Development Assessment**

Zone 4.7 – Rural Living (RL)

The stated outcome for this zone requires that *home-based businesses are of a scale, intensity, and nature compatible with the character and amenity of the surrounding locality.*

Council notes that:

- The proposed business exceeds the size permitted for a home-based business under Part 5 of the NTPS.
- The number of vehicles operating from the site exceeds what is permitted for a home-based business.

- While the Statement of Effect (SoE) refers to other similar operations in the area, those uses have either:
  - Been approved through proper development consent processes; or
  - Are located within suitably zoned areas (e.g. Industry or Service Commercial zones).
  - It is also noted that only the immediate surrounding properties are zoned Rural Living (RL). Properties approximately 600 metres to the south-east are zoned R – Rural and are of a larger scale and lot size, while land on the opposite side of Vanderlin Drive is zoned for industrial and commercial uses. There are no sheds within the immediate Rural Living area that are of comparable size or scale to the one on this site.

The scale and nature of the proposed operations appear more consistent with an Industry – General use rather than a home-based business.

#### Clause 5.4.10 – Home-Based Business Purpose

The purpose of this clause is to support *small-scale business activities ancillary to a dwelling*.

Council considers that the current use does not meet this intent because:

- The size and use of the shed (claimed at 237sqm) appear predominantly commercial, with limited distinction between personal and business storage.
- Surrounding open areas are used for storage of materials and equipment of an industrial nature, inconsistent with residential use.
- The business activity is not clearly ancillary to the dwelling.

#### Clauses 5.4.10 (4) and (5) – Development Requirements

The NTPS requires that a home-based business:

- Must not unreasonably impact the amenity of adjoining residential properties.
- Must not create unsustainable demand on surface water or groundwater.
- Must ensure the road network can safely accommodate additional vehicle movements.
- Must not involve materials or equipment causing nuisance, noise, dust, or emissions that adversely impact amenity.

Council's observations are that:

- The SoE does not provide adequate justification addressing these requirements.
- The size of the water tank on site suggests potential reliance on groundwater via a bore rather than reticulated supply.
- Vehicles are reportedly washed down on gravel areas rather than on a compliant, contained washdown bay that prevents sediment or contaminants entering the ground.
- There appears to be concrete waste dumped on site.
- The road network (constructed in 2019 to a rural residential standard) was not designed for industrial vehicles operating 6 days per week with an estimated 16 heavy vehicle movements per day (including concrete boom trucks of approximately 10–14 tonnes).
- Dust and noise from unsealed driveways and heavy vehicle movements present a nuisance to neighbours. Noting, that the current driveway crossover has been constructed without Council approval.
- The site drawing shows a 4,000L fuel tank, implying regular refuelling by tanker, which further supports the non-residential nature of the use.

**Council Position**

Given the above, Council considers that:

- The business is industrial in scale and function and is therefore incompatible with the intent of the Rural Living zone for a Home Based Business.
- The proposal fails to meet the development requirements under Clauses 5.4.10(4) and 5.4.10(5) of the NTPS. It also does not sufficiently demonstrate consistency with:
  - The purpose of Clause 5.4.10;
  - The zone purpose and outcomes; and
  - Site suitability, having regard to location, nature, scale, and impacts on amenity.
- The ongoing use poses significant impacts on residential amenity, traffic conditions, and environmental management on-site.

**Recommendation:**

While it is acknowledged that the applicant intends to operate from the site for only a further two years, this indicates a likely intensification of business activities that have already occurred without prior approval. The existing use is already having a demonstrable impact on the surrounding amenity and should not be permitted to continue in its current form.

Council recommends that the application be refused, and that the business seek relocation to a site appropriately zoned for industrial activities.

**Should the application be approved, the Council requires 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 in accordance with the NT Subdivision and Development Guidelines.
- 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 Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development in accordance with 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](http://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

**17 KERR CT, KNUCKEY LAGOON**  
Section 07824 Hundred of Bagot plan(s) LTO2018/020

**NT Planning Scheme Information**

**Land Area:** 2 ha

**Planning Scheme Zone:** RL (Rural Living)

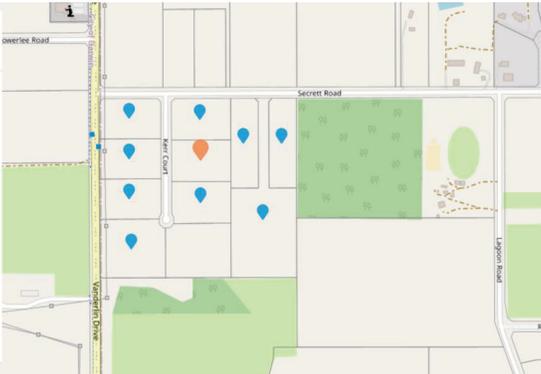
**Overlays:**

- CNV - Clearing of Native Vegetation
- LPA - Land in Proximity to Airports

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

- Regional Plans
  - Darwin Regional Land Use Plan
- Sub Regional Plans
  - Litchfield Subregional Land Use Plan
- Area Plans
  - (none found)

**Interim Development Control Orders:** (none found)





17 December 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0415**

**Hun: 325 P: 01610 380 Lambells Lagoon Road LAMBELLS LAGOON, Hundred of Guy  
Clearing of 17.12 hectares of native vegetation for pivot irrigation and selective clearing for  
improved grazing**

---

Thank you for the Development Application referred to this office on 20/11/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed development aligns with the horticultural zoning of the area and is of a scale similar to neighbouring properties.
- b) The proposed reduced recommended buffer is also proportional to neighbouring properties, noting that the parcel to the West of the property is zoned C-Conservation. There appears to be no unsustainable demands on surface and groundwater, noting the proposed irrigation method.

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

- a) It is noted that there is no specific or standard driveway crossover to the property – the driveway appears as an extension to Lambells Lagoon Road. Council does not require any upgrade to this crossover at this point in time, however any future upgrades may be at the cost to the developer.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

**380 LAMBELLS LAGOON RD, LAMBELLS LAGOON**  
Section 01610 Hundred of Guy plan(s) S 95/155

**NT Planning Scheme Information**

Land Area: 62.01 ha

Planning Scheme Zone: H (Horticulture)

Overlays: 

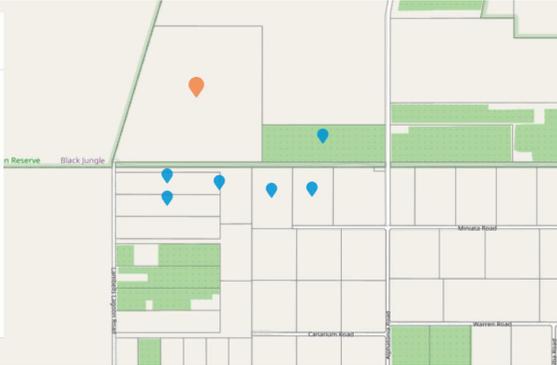
- CNV - Clearing of Native Vegetation

Strategic Frameworks: The following Strategic Frameworks may apply to your land

- Darwin Regional Land Use Plan
- Darwin Regional Land Use Plan Sub Regional Plans
- Litchfield Sub regional Land Use Plan Area Plans
- (none found)

Interim Development Control Orders: (none found)

1 2



The map displays a grid of land parcels. A large parcel in the upper left is highlighted with an orange location pin. Several other parcels are marked with blue location pins. Green shaded areas indicate the presence of the 'Clearing of Native Vegetation' (CNV) overlay. Labels on the map include 'Black Jungle' and 'Minerals Reserve' along the left edge, and 'Minerals Road', 'Carnarvon Road', and 'Warren Road' along the bottom edge.



18 December 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0421**

**Hun: 695 P: 03425 940 Stuart Highway BEES CREEK, Hundred of Strangways  
Subdivision to create 30 lots and new public road**

---

Thank you for the Development Application referred to this office on 18/11/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal aligns with the recently updated Coolalinga and Freds Pass Activity Centre Plan providing housing choices that cater for different lifestyle stages. The proposal also does provide consideration for future local road network connections.
- b) The Land Suitability assessment and Preliminary Stormwater assessment support the proposed subdivision.

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

- a) Whilst the proposal makes provision for a future interconnected local road network through a well-positioned cul-de-sac that could facilitate future connections, this would require the development of a coordinated road network strategy between the relevant road authorities. In the interim, appropriate fencing should be installed at the cul-de-sac to prevent unauthorised or recreational use of the open, unlined drains and unofficial connections through to Lowther Road.
- b) A detailed stormwater management plan will be required as per the NT Subdivision and Development guidelines additionally addressing ownership of stormwater drainage infrastructure.

- c) Noise attenuation – In accordance with section 4.4 of the NT Subdivision and Development Guidelines, any subdivision adjoining an arterial road should provide a noise assessment outlining the requirements for noise attenuation barriers. This is consistent with DLI policy relating to road traffic noise on NT Government-controlled roads. Where noise mitigation is required, Litchfield Council's preference is for a vegetated buffer that complements Litchfield's rural aesthetic.
- d) TIA should be supported by the DLI Road Safety Audit Technical Directive and Guideline for land use developments and road safety audits, noting that a Stage 3 Detailed Design Review Audit should be undertaken. Additionally, Council's view is that the proposed inbound turning lane on the Stuart Highway should be designed to the longer length option, given the nature and volume of traffic on this section of road. Although this is not a Council road, there remain concerns regarding inbound traffic movements from the Arnhem Highway. The timing of the Arnhem Highway duplication project is not yet known, but design improvements may be realised upon its completion.
- e) Subdivision infrastructure should comply with the NT Subdivision Development Guidelines, Category A, with specific requirements to be addressed at the detailed design stage.

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

- a) Prior to the endorsement of plans and prior to commencement of works, a Part 2 Stormwater Management Plan must be prepared in accordance with the NT Subdivision Development Guidelines, and be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority.
- b) Prior to commencement of works (including site preparation), a Construction Waste Management Plan shall be submitted to and approved by Litchfield Council.
- c) Prior to the commencement of works, a Construction Traffic Management Plan (CTMP) must be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority.
- d) Prior to the endorsement of plans and prior to commencement of works, a Traffic Impact Assessment (TIA) must be prepared in accordance with the NT Subdivision Development Guidelines, and be submitted to and approved by Litchfield Council for the proposed subdivision, to the satisfaction of the consent authority. The TIA must be developed in accordance with *Austrroads Guide to Traffic Management Part 12: Traffic Impacts of 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) Prior to the issue of Part 5 clearance, the owner must, in accordance with Part 6 of the Planning Act 1999, make any contribution required in accordance with (Litchfield Council's Contribution Plan) to the satisfaction of the consent authority.
- b) All proposed and affected roads, street lighting, stormwater drainage, site earthworks, vehicular access, pedestrian/ cycle corridors, public open space and streetscaping/ landscaping must be designed and constructed at the owner's expense in accordance with the requirements of the NT Subdivision Development Guidelines and to the technical requirements of Litchfield Council, to the satisfaction of the consent authority.

**Note:** Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, prepared by a suitability certified traffic auditor, shall be approved by Litchfield Council.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

**940 STUART HWY, BEES CREEK**  
Section 03425 Hundred of Strangways plan(s) S 92/265B

**NT Planning Scheme Information**

**Land Area:** 15.1 ha

**Planning Scheme Zone:** RR (Rural Residential)

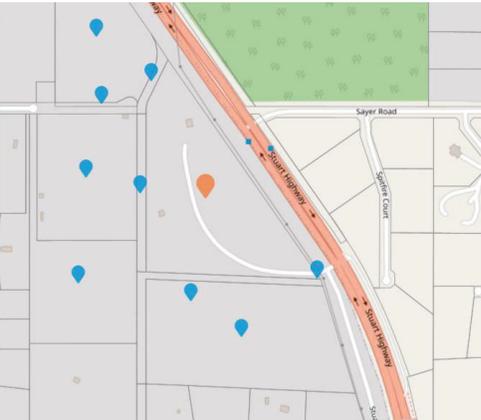
**Overlays:**

- CNV - Clearing of Native Vegetation

**Strategic Frameworks:** The following **Strategic Frameworks** may apply to your land

- Regional Plans
  - Darwin Regional Land Use Plan
- Sub Regional Plans
  - Litchfield Subregional Land Use Plan
- Area Plans
  - Coolalinga Freds Pass Area Plan

**Interim Development Control Orders:** (none found)





19 December 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0462**

**Hun: 055 P: 04201 465 Stuart Highway COOLALINGA, Hundred of Bagot  
Additions of two office floor levels over an existing single-storey commercial development  
building.**

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Thank you for the Development Application referred to this office on 01/12/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed addition of two office floor levels within the existing commercial area will extend the nature and range of services provided for the local community within the Litchfield Subregion.

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

- a) In relation to the NT Planning Scheme 5.5.4 Expansion of Existing Use or Development in Zones CB, C, SC and TC, Council believes the developer needs to address the requirements (5.5.4 3(f)) more diligently, noting that the car parking calculations do not reflect the actual available car parking as well the existing loading bays are constrained and further, the waste bins are not located within a designated area.
- b) The provided architectural plans fail to identify satisfactory waste bin locations.
- c) Council has previously provided feedback on development applications for this property in relation to;
  - a. Insufficient car parking (calculation & provision)
  - b. Insufficient waste storage (bins located out in the open, not in the designated area)

- c. Insufficient loading bays (cannot be fully accessible)
  - d. Insufficient vehicle circulation
  - e. Insufficient footpaths linking to the existing footpath network (and joining the bus stop)
- d) Council notes that the service road that adjoins the development is Not under the Care, Control and Management of Litchfield Council and therefore Council is limited in it's controls of the area. However, it is recommended that the developer undertake a Traffic Impact Assessment inclusive of the car parking areas to ensure that the development does not provide further constraints in relation to vehicle movements.  
Particularly concerning would be for emergency vehicle access.

Attached are several photographs of the area for information purposes.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.
- c) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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



Photo 1 Entry & Exit to service road



Photo 2 Looking inward from entrance toward loading bay (where truck is)



Photo 3 Side view of loading bay once truck reversed into it



Photo 4 View of carparking at Outback Batteries noting actual conflicts with design



Photo 5 Parking at Outback Batteries



Photo 6 Skip bins located out the end of the buildings (not designated)



Photo 7 Car parks roped off advising No Parking



Photo 8 Further messaging of No Parking



*Photo 9 Located in previously designated entry to waste bin storage area*



*Photo 10 Shipping container and other structures in designated parking area*



Photo 11 Single vehicle entry/exit to front - rear of shops (western entrance)



Photo 12 Looking along through service station



*Photo 13 Bus stop with limited footpath connectivity*

Photo 14 View along back of building showing bins and no landscaping or screening

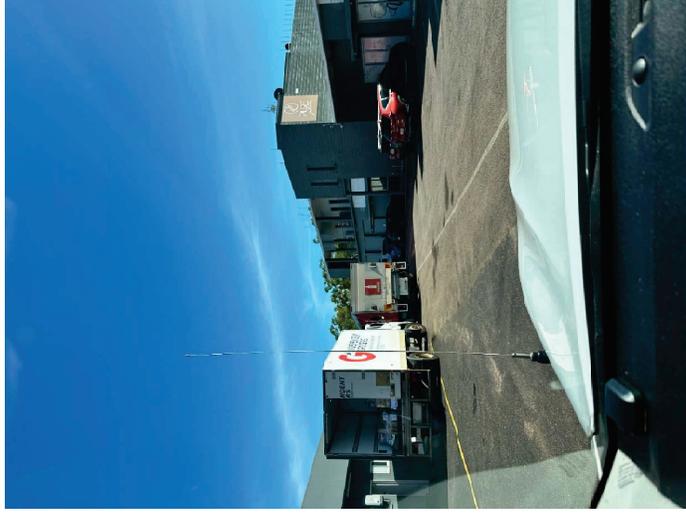


Photo 15 View of two delivery trucks blocking driveway



Photo 16 Aerial view

**465 STUART HWY, COOLALINGA**  
Section 04201 Hundred of Bagot plan(s) S 86/214

**NT Planning Scheme Information**

Land Area: 4.01 ha

Planning Scheme Zone: MZ (Multi Zone)

Overlays: 

- CNV - Clearing of Native Vegetation

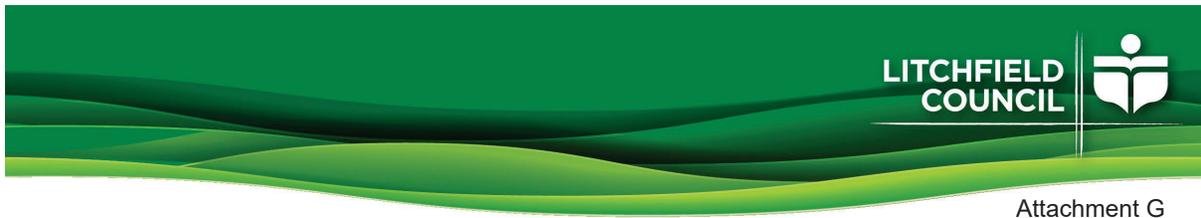
Strategic Frameworks: The following [Strategic Frameworks](#) may apply to your land 

- Darwin Regional Land Use Plan
- Sub Regional Plans
- Litchfield Subregional Land Use Plan
- Area Plans
- Coolalinga Freds Pass Area Plan

Interim Development Control Orders: (none found)



The map shows the location of 465 Stuart Hwy, Coolalinga, highlighted in orange. The surrounding area includes Stuart Highway, Stuart Highway Service Road, and other roads like Conant Street, Fawcett Street, and Girtaween Road. The map also shows various planning scheme overlays and strategic frameworks applicable to the land.



19 December 2025

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

**RE: Letter of Comment Development Application**

**PA2025/0452**  
**Hun: 695 P: 04010 310 Freds Pass Road HUMPTY DOO, Hundred of Strangways**  
**Subdivision to create 2 lots.**

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Thank you for the Development Application referred to this office on 01/12/2025, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed subdivision provides sufficient Land Suitability Assessment and Preliminary Stormwater assessment.
- b) The subdivision aligns with the planning principles of the Litchfield Subregional Land Use Plan.

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

- a) A compliance check should be carried out for the property noting that the structure toward the front of the property has a reduced side set-back without prior approval (to the best of Council's knowledge) and there appears to be a second home-based business operating from the rear of the property with in-excess of 3 vehicles associated with the use. This contravenes the NT Planning Scheme in relation to Table D to Clause 5.4.3 and sub-clause 5 of 5.4.10 Home Based Business.

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

- a) Approval was provided to the property owner for an additional driveway in September 2023 however as of today, the crossover has not been completed. As such, this approval is now expired and a new approval will need to be sought.

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

- a) The crossover and driveway shall be designed in accordance with the NT Subdivision and Development Guidelines to the satisfaction of Litchfield Council.
- b) Prior to the endorsement of plans and prior to commencement of works, a Part 2 Stormwater Management Plan must be prepared in accordance with the NT Subdivision Development Guidelines, and be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority.

**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) Prior to the issue of Part 5 clearance, the owner must, in accordance with Part 6 of the Planning Act 1999, make any contribution required in accordance with Litchfield Council's Contribution Plan to the satisfaction of the consent authority.
- b) All proposed and affected roads, stormwater drainage, vehicular access must be designed and constructed at the owner's expense in accordance with the requirements of the NT Subdivision Development Guidelines and to the technical requirements of Litchfield Council, to the satisfaction of the consent authority.  
  
**Note:** Design drawings shall be approved by Litchfield Council prior to construction of the works.
- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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



Photo 1 Aerial view (capture date 13/09/2025)

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

**310 FREDS PASS RD, HUMPTY DOO**  
Section 04010 Hundred of Strangways plan(s) LTO96/102

[NT Planning Scheme Information](#)

**Land Area:** 4 ha

**Planning Scheme Zone:** RL (Rural Living)

**Overlays:**

- CNV - Clearing of Native Vegetation

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

**Regional Plans**

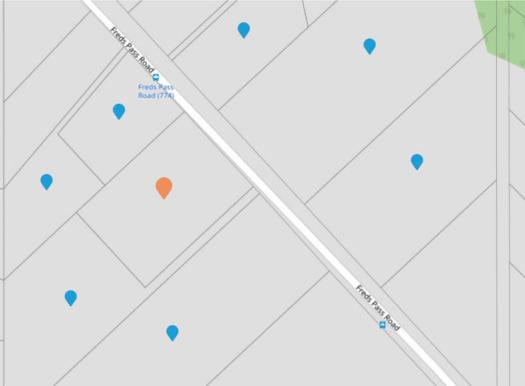
- Darwin Regional Land Use Plan
- Sub Regional Plans
- Litchfield Subregional Land Use Plan

**Area Plans**

- (none found)

**Interim Development Control Orders:** (none found)

1 2



**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 8 December 2025**

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

#### **16.2 CEO Performance Review**

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

**17 REPORT OF CONFIDENTIAL RESOLUTIONS**

**18 CLOSE OF MEETING**