



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

**Minutes of Ordinary Meeting**  
**held in the Council Chambers, Litchfield**  
**on Tuesday 23 September 2025 at 6:00pm**

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|                |                                                                                                   |                                                                                                                                                |
|----------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present</b> | Rachael Wright<br>Kris Civitarese<br>Emma Sharp<br>Kevin Harlan<br>Pauline Cass<br>Daisy Crawford | Mayor (Chair)<br>Councillor South Ward<br>Councillor South Ward<br>Councillor Central Ward<br>Councillor Central Ward<br>Councillor North Ward |
|----------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

#### Apology

|              |                                                           |                                                                                                                                               |
|--------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff</b> | Stephen Hoyne<br>Maxie Smith<br>Geoff Thomas<br>Deb Boyko | Chief Executive Officer<br>Director Corporate and Community<br>Director Infrastructure and Operations<br>Executive Assistant to Mayor and CEO |
|--------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

**Public Gallery** As per Attendance Register  
**Streamed Online via YouTube:** <https://www.youtube.com/watch?v=sSy2T5m4ArM>

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#### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

#### 2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:00pm

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**

#### **3.01 Electronic Attendance**

Nil

#### **3.02 Apologies**

Nil

#### **3.03 Leave of Absence Previously Granted**

Nil

#### **3.04 Leave of Absence Request**

Nil

### **4. DISCLOSURE OF INTEREST**

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

#### **4.1 Elected Members**

Moved: Cr Sharp  
Seconded: Cr Civitarese

**ORD2025 12-001 CARRIED (6-0)**

#### **4.2 Staff**

Nil

### **5. GENERAL ELECTION RESULTS**

The Chief Executive Office reads the results of the general election for the Litchfield Council that was held on Saturday 23 August 2025 as follows:

Litchfield Council Mayor – Elected Candidate Rachael Wright  
Litchfield Council Central Ward – Elected Candidate Kevin Harlan  
Litchfield Council Central Ward – Elected Candidate Pauline Cass  
Litchfield Council South Ward – Elected Candidate Emma Sharp  
Litchfield Council South Ward – Elected Candidate Kris Civitarese  
Litchfield Council North Ward – Elected Candidate Daisy Crawford  
Litchfield Council North Ward – Vacant, subject to supplementary election

## **6. OFFICERS' REPORTS**

### **6.01 EM01 Elected Member Policy, Title of Mayor and Appointment of Deputy Mayor**

Moved: Cr Harlan  
Seconded: Cr Civitarese

THAT Council:

1. resolve that the principal member is to have the title, Mayor; and

**ORD2025 12-002 CARRIED (6-0)**

2. adopt Council policy EM01 Elected Members.
3. appoint Councillor Sharp as Deputy Mayor for an 8-month period ending at the first ordinary council meeting held in April 2026.

**ORD2025 12-003 CARRIED (6-0)**

### **6.02 EM04 Casting Vote Policy**

Moved: Cr Civitarese  
Seconded: Cr Sharp

THAT Council adopt EM04 Casting Vote Policy, requiring the Chair of Council Meetings to exercise a casting vote during the event of an equality of votes.

**ORD2025 12-004 CARRIED (6-0)**

### **6.03 Nature and Timing of Council Meetings**

Moved: Cr Civitarese  
Seconded: Cr Harlan

THAT Council:

1. pursuant to Section 90(3)(b) of the *Local Government Act 2019*, commencing in October 2025 will hold its ordinary monthly meeting on the third Monday each month, commencing at 6.00pm; and
2. brings forward the December meeting to the second Monday, to avoid holding a meeting in the week leading up to Christmas, for the full term of council.

**ORD2025 12-005 CARRIED (6-0)**

#### **6.04 Council Office and Opening Times**

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council

1. designates 7 Bees Creek Road, as Litchfield Council's public office, in accordance with section 47 of the Local Government Act;
2. determines that its "public office" be open to the public from 8:15am to 4:30pm from Monday to Friday, public holidays excluded; and
3. close its public office and library for the three business days between Christmas and New Year, each year.
4. Waste transfer stations will continue to operate throughout the year, except for Christmas Day and New Year's Day.

**ORD2025 12-006 CARRIED (6-0)**

#### **6.05 Code of Conduct for Council Members**

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council adopt EM02 Code of Conduct for Council Members, as presented at Attachment A.

**ORD2025 12-007 CARRIED (6-0)**

#### **6.06 Order of Business at Council Meetings**

Moved: Cr Civitarese  
Seconded: Cr Sharp

THAT Council adopts the agenda format, outlined in this report, as the format for all agendas produced for ordinary Council meetings.

**ORD2025 12-008 CARRIED (6-0)**

#### **6.07 Litchfield Council Finance Report – August 2025**

Moved: Cr Harlan  
Seconded: Cr Civitarese

THAT Council note the Litchfield Council Finance Report 31 August 2025.

**ORD2025 12-009 CARRIED (6-0)**

### **7. CLOSE OF MEETING**

The Chair closed the meeting at 7:07pm.

**8. NEXT MEETING**

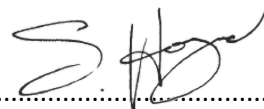
Monday 20 October 2025

**9. MINUTES TO BE CONFIRMED**

Monday 20 October 2025



Mayor  
Rachael Wright



Chief Executive Officer  
Stephen Hoyne