



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting  
held in the Council Chambers, Litchfield  
on Tuesday 20 May 2025 at 6:00pm

<b>Present</b>	Doug Barden	Mayor (Chair)
	Mark Sidey	Deputy Mayor, Councillor South Ward
	Emma Sharp	Councillor South Ward ( <i>electronically</i> )
	Rachael Wright	Councillor North Ward
	Kevin Harlan	Councillor Central Ward
	Kris Civitarese	Councillor Central Ward ( <i>electronically</i> )
	Mathew Salter	Councillor North Ward
<b>Staff</b>	Stephen Hoyne	Chief Executive Officer
	Maxie Smith	Director Corporate and Community
	Rodney Jessup	Director Infrastructure and Operations
	Jill Enriquez	Community Participation Officer
	Rebecca Taylor	Policy and Governance Program Leader

#### Public

#### 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 6:04pm

The Mayor welcomed members of the public.

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**

Moved: Cr Wright  
Seconded: Deputy Mayor Sidey

THAT Council approve Cr Civitarese and Cr Sharp to attend the meeting electronically.

**ORD2025 11-345 CARRIED (6-0)**

*Mayor Barden noted that Cr Harlan would be joining the meeting late.*

#### **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**

Nil

#### **4.2 Staff**

Nil

### **5. PUBLIC QUESTIONS**

Nil

## **6. CONFIRMATION OF MINUTES**

### **6.1 Confirmation of Council Minutes**

Moved: Cr Wright  
Seconded: Cr Salter

THAT Council confirms the following minutes as a true and accurate record of those meetings:

- Ordinary Council Meeting held Tuesday 15 April 2025, 9 pages, and
- Ordinary Confidential Meeting held 15 April 2025, 3 pages.

**ORD2025 11-346 CARRIED (6-0)**

### **6.2 Council Action Sheet / Business Arising from Previous Meetings**

Moved: Deputy Mayor Sidey  
Seconded: Cr Wright

THAT Council receive and note Item 6.02 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

**ORD2025 11-347 CARRIED (6-0)**

## **7. PETITIONS**

Nil

## **8. DEPUTATIONS AND PRESENTATIONS**

Nil

## **9. ACCEPTING OR DECLINING LATE ITEMS**

Moved: Deputy Mayor Sidey  
Seconded: Cr Salter

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

- 15.01.04 Award Contract - RFT245-497 - Freds Pass Reserve – Electrical and Lighting Upgrades Package 1 – AFL (Norbuilt Oval)
- 15.01.05 Draft Submission – Planning Scheme Amendment Lloyd Creek Area Plan PA2024.0093
- 15.01.06 Chief Executive Officer Employment Contract

**ORD2025 11-348 CARRIED (6-0)**

*Cr Harlan and Rodney Jessup joined the meeting at 6:12pm.*



## **10. NOTICES OF MOTION**

### **10.01 Motion Without Notice**

Moved: Deputy Mayor Sidey  
Seconded: Cr Salter

Acceptance of motion without notice from Cr Sidey regarding the eligibility of the Mayor to hold office.

**ORD2025 11-349 CARRIED (7-0)**

### **Motion – Eligibility of the Mayor to Hold Office**

Moved: Cr Salter  
Seconded: Cr Harlan

Notice of Motion 10.01 - Eligibility of the Mayor to Hold Office moved into confidential and removed from open meeting.

**ORD2025 11-350 CARRIED (7-0)**

## **11. MAYORS REPORT**

Moved: Mayor Barden  
Seconded: Cr Wright

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 15 April 2025 to 19 May 2025.

**ORD2025 11-351 CARRIED (7-0)**

## **12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

Nil

## **13. OFFICERS' REPORTS**

### **13.01 Corporate and Community**

#### **13.01.01 Litchfield Council Finance Report – April 2025**

Moved: Cr Wright  
Seconded: Cr Sharp

THAT Council note the Litchfield Council Finance Report for 30 April 2025 and approve the Chief Executive Officer signature to be applied to the report.

**ORD2025 11-352 CARRIED (7-0)**

### **13.01.02 People, Performance and Governance Report – April 2025**

Moved: Cr Harlan  
Seconded: Cr Salter

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

**ORD2025 11-353 CARRIED (7-0)**

### **13.01.03 Budget Review Two – 2024/2025**

Moved: Cr Harlan  
Seconded: Deputy Mayor Sidey

THAT Council:

1. receive and note the report entitled Budget Review 2 – 2024/2025;
2. adopt Budget Review 2 – 2024/2025, pursuant to Section 203 of the Local Government Act 2019, amending Total Operational Income to \$23,058,060 Total Operational Expenditure to \$20,277,812 and Total Capital Expenditure to \$26,276,943; and
3. adopt the Financial Reserve movement of \$8,727,469 for 2024/2025 consisting of:
  - a. Waste Management Reserve reduction of \$3,023,075;
  - b. Unexpended Capital Works 2024 reduction of \$5,777,735;
  - c. Asset Reserve increase of \$688,196; and
  - d. Thorak Regional Cemetery reduction of \$614,855.

**ORD2025 11-354 CARRIED (7-0)**

### **13.01.04 Draft COM01 Youth Policy**

Moved: Cr Harlan  
Seconded: Deputy Mayor Sidey

THAT Council lay the following motion on the table;

adopt the draft COM01 Youth Policy, as at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

**ORD2025 11-355 CARRIED (6-1)**

## **13.02 Executive and Community Services**

### **13.02.01 Community Services and Development Monthly Report – April 2025**

Moved: Cr Harlan  
Seconded: Cr Wright

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

**ORD2025 11-356 CARRIED (7-0)**

### **13.02.02 Sponsorship Request: Flametree Yoga Coolalinga – Subsidised Memberships for Men and Veterans**

Moved: Deputy Mayor Sidey  
Seconded: Cr Harlan

THAT Council:

1. authorise the provision of one-time funding, with the amount of up to \$2000, to contribute towards covering a portion of the cost of yoga classes for men and veterans who reside in Litchfield Municipality.
2. endorse the utilisation of funds from the Sponsorship budget within the current 2024/25 financial year for this purpose.
3. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and Flametree Yoga Coolalinga, ensuring the inclusion of the Litchfield Council logo on promotional items and social media content.

**ORD2025 11-357 LOST (3-4)**

**A Division was called by Cr Harlan  
Those voting in the affirmation Cr Harlan, Cr Sidey, Cr Civitarese and  
Those voting in the negative Mayor Barden, Cr Wright, Cr Sharp, Cr Salter  
LOST (3-4)**

*Cr Salter disclosed a conflict of interest in Item 13.02.03 Sponsorship Request: Taminmin College Musical Production and left the room at 7:06pm.*

### **13.02.03 Sponsorship Request: Taminmin College Musical Production**

Moved: Deputy Mayor Sidey  
Seconded: Cr Wright

THAT Council:

1. authorise the provision of one-time funding, with the amount of \$1,510, to contribute towards production costs of the musical production.
2. endorse the utilisation of funds from the Sponsorship budget within the current 2024/25 financial year for this purpose.



3. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and Taminmin College, ensuring the inclusion of the Litchfield Council logo on promotional items and social media content.

**ORD2025 11-358 CARRIED (6-0)**

*Cr Salter returned to the meeting at 7:12pm*

### **13.03 Infrastructure and Operations**

#### **13.03.01 Summary Planning and Development Report – April 2025**

Moved: Cr Harlan  
Seconded: Deputy Mayor Sidey

THAT Council:

1. receive the Summary Planning and Development Report April 2025; and
2. note for information the responses provided to relevant agencies within Attachment A to F of this report.

**ORD2025 11-359 CARRIED (7-0)**

*Jill Enriquez left the meeting at 7:13pm and did not return.*

#### **13.03.02 Application to Permanently Close Road – Northern Section of Kundook Place**

Moved: Cr Wright  
Seconded: Cr Sharp

THAT Council:

1. accept the application to close part of Kundook Place made by Good Shepherd Lutheran College;
2. approve all necessary actions be undertaken as per the road closure procedures including advertising the proposed closure in accordance with the Local Government Act 2019;
3. approve the application of the Common Seal on all Land Title documents associated with the transfer of land to Crown Land estate for consolidation purposes; and
4. approve Gazettal of the following restrictions required for the shortened section of Kundook Place;

Vehicle Lenth 8.8m	Vehicle Mass <10T
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**ORD2025 11-360 CARRIED (7-0)**

#### 14. OTHER BUSINESS

Cr Harlan asked about drainage on Gallacher Road following questions received from residents. Rodney Jessup, Director Infrastructure and Operations took the question on notice.

Cr Harlan had a resident raise concerns around Swamp Road, which is similar situation to Private Road and No Name Road, and advised that the resident would be submitting something in writing so the elected members and executive team could progress the request.

Cr Harlan asked about cat traps and if they were available. Maxie Smith, Director Corporate and Community confirmed that they were.

Cr Harlan requested information in relation to the spoon drain on Kentish Road. Rodney Jessup, Director Infrastructure and Operations took the question on notice.

#### 15. CONFIDENTIAL ITEMS

Moved: Cr Harlan  
Seconded: Cr Wright

THAT Council Pursuant to Section 99 (2) of the *Local Government Act* and Regulation 51(1) of the *Local Government (General) Regulations 2019* the meeting be closed to the public to consider the following Confidential Items:

##### 15.01.01 Confirmation of Confidential Minutes

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

##### 15.01.02 Award Contract – RFT24-481 Humpty Doo Waste Transfer Station

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

##### 15.01.03 Stage 2 Tranche Place Naming Proposal for Greater Holtze

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.



**15.01.04 Award Contract - RFT245-497 -Fred's Pass Reserve – Electrical and Lighting Upgrades Package 1 – AFL (Norbuilt Oval)**

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

**15.01.05 Draft Submission – Planning Scheme Amendment Lloyd Creek Area Plan PA2024.0093**

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interests of the council or some other person.

**15.01.06 Chief Executive Officer Employment Contract**

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(a) 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.

**10.01 Eligibility of the Mayor to Hold Office**

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interests of the council or some other person.

**ORD2025 11-361 CARRIED (7-0)**

**The meeting moved to Confidential Session at 7:23pm.**

Moved: Mayor Barden  
Seconded: Deputy Mayor Sidey

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations 2021* the meeting be re-opened to the public.

**ORD2025 11-362 CARRIED (7-0)**

**The meeting moved to Open Session of the meeting at 9:09pm.**

***Items moved from Confidential:***

**15.01.01 Stage 2, Tranche 1 Place Naming Proposal for Greater Holtze**

Moved: Cr Wright

Seconded: Cr Harlan

THAT Council:

1. Support the proposed place names as listed below and detailed in Attachment A;

**Territory Reserve Parcel**

1	Beyer Peacock	4	Rollingstock	7	Fettlers
2	Sulzer	5	Tank Wagon	8	Leyland
3	Sentinel	6	Short Tom	9	Gauge

**Structuring Roads**

1	Trevor Horman*	6	Blackfoot	11	Kwong Sue Duk*
2	Sandfly	7	Claystone	12	Lum Loy*
3	Glyde Point	8	Dolostone	13	Mihail Halkitis*
4	Partridge	9	Vidar	14	Typhonium
5	Brushtail	10	Yatala	15	Mertens

\* Denotes commemorative name

*The use of commemorative names will be subject to the support of relatives.*

**Extension of Existing Roads**

Where existing roads are extended the intent will be to use an existing road name on the extended section of that road.

2. Provide a letter of support to Place Names NT and Department of Lands Planning and Environment, endorsing the proposed names; and
3. Make public this resolution.

**ORD2025 11-363 CARRIED (7-0)**

**16. CLOSE OF MEETING**

The Chair closed the meeting at 9:09pm.


**17. NEXT MEETING**

Tuesday 17 June 2025

18. MINUTES TO BE CONFIRMED

Tuesday 17 June 2025

  
.....  
Mayor  
Doug Barden

  
.....  
Chief Executive Officer  
Stephen Hoyne