



MINUTES

2nd Ordinary Council Meeting 12th Council of Litchfield **Monday 20/10/2025**

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

Community Forum
Will be held from 5:30pm-6:00pm



COUNCIL MINUTES

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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 6.04pm.

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

RESOLUTION OCM/25/010

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

RESOLUTION

THAT pursuant to GOV02 Litchfield Council's Meeting Procedures Council accept an apology from Deputy Mayor Emma Sharp.

CARRIED (5/0)

3.3 Leave of Absence previously granted

Nil

3.4 Leave of Absence Request

Nil

4 DISCLOSURES OF INTEREST

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

4.1 Elected Members

Cr Kris Civitarese declared that a real conflict of interest in relation to 13.2.6 - Sponsorship Request: Berry Springs Market Association NT Inc - Annual Mango Festival pursuant to section 173 of the *Local Government Act 2009* on this matter, due to his wife being on the committee and left the meeting room, taking no part in the debate or decision of the meeting.

4.2 Staff

Nil

5 PUBLIC QUESTIONS

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/25/011

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

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

- Ordinary Council Meeting held Tuesday 19 August 2025, 8 pages; and
- Confidential Council Meeting held Tuesday 19 August 2025, 2 pages.
- Tuesday 23 September 2025, 5 pages.

CARRIED (4/1)

6.2 Council Business Arising from Previous Meetings

.

7 PETITIONS

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 ACCEPTING OR DECLINING LATE ITEMS

Nil

10 NOTICES OF MOTIONS

Nil

11 MAYORS REPORT

11.1 Mayor's Monthly Report

RESOLUTION OCM/25/012

Moved: Mayor Rachael Wright

Seconded: Cr Kris Civitarese

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 17 September 2025 to 20 October 2025.

CARRIED (5/0)

12 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

13 OFFICER REPORTS

13.1 Corporate and Community

13.1.1 Litchfield Council Finance Report – September 2025

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 30 September 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 unaudited financial statements and Financial Reserves has been updated with original budget figures 2026.

The annual rates and waste charges were levied in September 2025. As instalment dates pass, the outstanding rates ratio will continue to decline.

RESOLUTION OCM/25/013

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

1. THAT Council note the Litchfield Council Finance Report 30 September 2025.

CARRIED (5/0)

13.1.2 People, Performance and Governance Report – August and September 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/25/014

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

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

CARRIED (5/0)

13.1.3 Capital Works Rollover 2024/2025 to 2025/2026

EXECUTIVE SUMMARY

This report presents the proposed capital works rollover from 2024/2025 to 2025/2026 financial year. This report seeks Council approval to transfer specific unexpended capital projects from 2024/2025 budget into the 2025/2026 financial year.

RESOLUTION OCM/25/015

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council approves the transfer of 2024-2025 unexpended capital budget into the 2025-2026 capital budget.

CARRIED (5/0)

13.1.4 Financial Reserve Movement

EXECUTIVE SUMMARY

This report presents to Council for approval the audited Financial Reserve Movements for the period ending 30 June 2025.

RESOLUTION OCM/25/016

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

THAT Council:

- 1) Received and note this report titled Financial Reserve Movement; and
- 2) Authorise the Financial Reserve movement of \$2,440,369 for 2024/2025, consisting of:
 - a) Developer Contributions Reserve increase of \$62,166;
 - b) Waste Management Reserve increase of \$200,596;
 - c) Asset Reserve increase of \$185,803;
 - d) Unexpended Grant Reserve increase of \$2,118,246;
 - e) Thorak Regional Cemetery increase of \$879,842;
 - f) Unexpended Capital Works Reserve decrease of \$951,952; and
 - g) Cash for Cans Reserve decrease of \$54,332.

CARRIED (5/0)

13.1.5 Community Services and Development Monthly Report

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/25/017

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

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

CARRIED (5/0)

13.1.6 Litchfield Council 2025 Annual Community Survey

EXECUTIVE SUMMARY

This report presents to Council the results of the Litchfield Council 2025 Community Survey.

RESOLUTION OCM/25/018

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

THAT Council:

1. Thank the community members that provided feedback via the survey; and
2. Receive and note the Litchfield Council 2025 Community Survey Report, as at Attachment A

CARRIED (5/0)

13.2 Executive and Community Development

13.2.1 Risk Management Audit Committee Open Minutes – 14 August 2025

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to Council on the Risk Management Audit Committee (RMAC) meeting held on 14 August 2025 through the unconfirmed minutes.

RESOLUTION OCM/25/019

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 14 August 2025 meeting, as at Attachment A.

CARRIED (5/0)

13.2.2 Municipal Plan 2024-2025 Quarterly Performance Review – July to September 2025

EXECUTIVE SUMMARY

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

RESOLUTION OCM/25/020

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council receive the Municipal Plan 2025-2026 Quarterly Performance Report for the first quarter ending 30 September 2025.

CARRIED (5/0)

13.2.3 Local Government Association of the Northern Territory Executive Board Nominations

EXECUTIVE SUMMARY

This report provides Council the correspondence received from the Local Government Association of the Northern Territory (LGANT) inviting nomination to the LGANT Executive Board.

RESOLUTION OCM/25/021

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

1. THAT Council nominates Mayor Rachael Wright to the Local Government Association of the Northern Territory Executive Board for the position of President or Board Director – Municipal.

CARRIED (5/0)

13.2.4 Council Representatives Appointed to Committees

EXECUTIVE SUMMARY

This report seeks Council's appointment of representatives to Council Committees, internal committees and panels.

RESOLUTION OCM/25/022

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

THAT Council:

1. Adopt the amended Howard Park Reserve Committee Terms of Reference and appoints Councillor Crawford to the Howard Park Recreation Reserve Advisory Committee;
2. Adopt the amended Knuckey Lagoon Reserve Committee Terms of Reference and appoints Councillor Crawford to the Knuckey Lagoon Recreation Reserve Committee;
3. Note policy FIN09 Risk Management and Audit Committee policy and appoints Councillor Harlan, Councillor Crawford and Councillor Civitarese to the Risk Management and Audit Committee;
4. Adopt the existing CEO Performance Appraisal and Remuneration Review Committee Terms of Reference CEO performance and appoints the Mayor as Chair and appoints Councillor Sharp, Councillor Civitarese and Councillor Cass;
5. Adopt the amended Administrative Review Committee Terms of Reference and appoints Mayor Wright and Councillor Harlan, Councillor Cass and Councillor Crawford;
6. Adopt the amended Litchfield Australia Day Awards Selection Panel Terms of Reference and include all of council and appoints the Mayor as Chair and appoints Councillor Sharp, Councillor Civitarese, Councillor Crawford and Councillor Cass to the Litchfield Australia Day

Awards Selection Panel;

7. Adopt the amended FIN07 Grants Donations and Sponsorship policy and amend to include all elected members, and appoints all Councillor's to the Community Grants Committee;
8. Note the Advocacy and new initiatives committees term of reference and appoint all councillors with Mayor as chair and instruct the CEO to bring the terms of reference to a briefing.
9. Adopt the existing Project Steering Committee Terms of Reference and appoints Councillor Sharp, Councillor Harlen and Councillor Cass to the Project Steering Committee for the Freds Pass Recreational Reserve \$10m Grant Project.

CARRIED (5/0)

13.2.5 Sponsorship Request: Darwin Rural Carols by Candlelight

EXECUTIVE SUMMARY

Council's sponsorship program provides financial or in-kind support to community organisations and commercial entities delivering projects or initiatives that align with Litchfield Council's strategic priorities and deliver tangible community benefits. Unlike the annual Community Grants program, sponsorships are available throughout the year, allowing Council to respond to time-sensitive opportunities that advance community and economic outcomes. As sponsorships involve the allocation of public funds, each proposal requires a Council resolution to ensure alignment with strategic direction and to maintain transparency as well as accountability in decision-making.

The purpose of this report is to seek approval of a Council Sponsorship for Darwin Rural Carols by Candlelight Committee's Rural Carols event. The Committee is requesting funding for sound and production costs to ensure the delivery of a well-coordinated, high-quality event showcasing local musical talent and community participation.

RESOLUTION OCM/25/023

Moved: Cr Pauline Cass

Seconded: Cr Kris Civitarese

THAT Council:

1. Authorise the provision of one-time funding, with the requested amount of \$4,000 to contribute towards the annual Rural Carols by Candlelight event.
2. Endorse the utilisation of funds from the Sponsorship budget within the current 2025/26 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and Darwin Rural Carols by Candlelight Committee.

CARRIED (5/0)

At 7:52 pm, Cr Kris Civitarese left the meeting.

13.2.6 Sponsorship Request: Berry Springs Market Association NT Inc - Annual Mango Festival

EXECUTIVE SUMMARY

Council's sponsorship program provides financial or in-kind support to community organisations and commercial entities delivering projects or initiatives that align with Litchfield Council's strategic priorities and deliver tangible community benefits. Unlike the annual Community Grants program, sponsorships are available throughout the year, allowing Council to respond to time-sensitive opportunities that advance community and economic outcomes. As sponsorships involve the allocation of public funds, each proposal requires a Council resolution to ensure alignment with strategic direction and to maintain transparency as well as accountability in decision-making.

The purpose of this report is to seek approval of a Council Sponsorship for Berry Springs Market Association NT Inc's Annual Mango Festival. The Association is requesting funding for children's entertainment at their inaugural Mango Festival, which is the event's second-most popular attraction, and for a PA system which is essential for an event of this size.

RESOLUTION OCM/25/024

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

THAT Council:

1. Authorise the provision of one-time funding, with the amount to be \$5000.00 by Council, to contribute towards the inaugural Mango Festival by Berry Springs Market Association NT.
2. Endorse the utilisation of funds from the Sponsorship budget within the current 2025/26 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and Berry Springs Market Association NT Inc.

CARRIED (4/0)

At 7:58 pm, Cr Kris Civitarese returned to the meeting.

13.2.7 Sponsorship Request: NT Polocrosse Association – Australian Polocrosse Nationals

EXECUTIVE SUMMARY

The purpose of this report is to seek approval of a Council Sponsorship with NT Polocrosse Association. The Association is requesting a combination of in-kind support and funding to assist with costs associated with the 2026 Australian Polocrosse Nationals.

RESOLUTION OCM/25/025

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

THAT Council:

1. Authorise the provision of one-time funding, with the amount to be \$5000.00, this does not include in kind support, to contribute towards the 2026 Australian Polocrosse Nationals by NT Polocrosse Association; and
2. Endorse the utilisation of funds from the Sponsorship budget within the current 2025/26 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and NT Polocrosse Association.

CARRIED (5/0)

13.3 Infrastructure and Operations

13.3.1 Howard Park Recreation Reserve Safety Audit

EXECUTIVE SUMMARY

The purpose of this report is to present Council Members with information regarding a request from Gerard Maley MLA to conduct a review of Howard Park Recreation Reserve with the view of upgrading the fencing/barriers and signage.

This report will detail the actions taken by Council since the request was received and will outline the available options.

RESOLUTION OCM/25/026

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

1. THAT Council proceed with implementing the recommendations from the Safety Audit of Howard Park Recreation Reserve and fund the project from the asset reserves

CARRIED (5/0)

13.3.2 Development Consent Authority Nominations October 2025

EXECUTIVE SUMMARY

The Minister for Lands, Planning and Environment has written to the Chief Executive Officer to inform that the term of the three current community members (local government council nominated members) on the Litchfield Division of the Development Consent Authority expires on 3 December 2025 additionally noting the 2025 Local Government Election.

The Minister has requested that Council nominate representatives to the Litchfield Division of the Development Consent Authority to fill the three available positions on the Development Consent Authority. The three members consist of three members and one alternate who is to act on behalf of a full-time member when a full-time member is absent or unable. The number of persons to be nominated must be at least one greater than the number of vacancies to be filled. Council is therefore required to nominate four persons for the Minister's consideration in accordance with section 91(2) of the Planning Act 1999.

RESOLUTION OCM/25/027

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

1. THAT Council nominate the following persons to the Litchfield Division of the Development Consent Authority:

First Nomination: Mayor Wright

Second Nomination: Deputy Mayor Sharp

Third Nomination: Councillor Crawford

Fourth Nomination (alternate): Councillor Cass

CARRIED (5/0)

13.3.3 Urban Residential Asche – Rates and Waste Charge Determination

EXECUTIVE SUMMARY

This report presents Council with options with respect to the establishment or otherwise of a new Waste Management Charge to fund kerbside rubbish collection services for future residents of the new residential land development in Holtze, known as 'The Parks' in the new suburb of Asche, Litchfield.

It also presents Council with options on the rates to charge, from the date of title issue, for the new properties being established over the life of the development.

RESOLUTION OCM/25/028

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT Council:

1. Establish a new Waste Management Charge (\$765.00 per Annum) for the residential urban properties in Asche to pay for future kerbside rubbish collection services. Enabling the developer to advise purchasers of land what the applicable council charges will be at the time of settlement.
2. Determine that rates and waste management charges are to be charged on a pro-rata basis from the time of title issue to the end of the given financial year for each property over the life of the development. Enabling the developer to advise purchasers of land what rates will be applicable at the time of settlement.

CARRIED (5/0)

13.3.4 Summary Planning and Development Report – August and September 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 August 2025 to 30 September 2025.

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

RESOLUTION OCM/25/029

Moved: Cr Kris Civitarese

Seconded: Cr Daisy Crawford

THAT Council:

1. Receive the Summary Planning and Development Report for August and September 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to O of this report

CARRIED (5/0)

14 OTHER BUSINESS

Nil

15 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):

15.1 Place Names Holtze - Stage 1, Tranche 2 (Additions)

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

15.2 Risk Management and Audit Committee Confidential Minutes 14 August 2025

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

RESOLUTION OCM/25/030

The meeting moved to Confidential Session at 8:26pm

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

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..

CARRIED (5/0)

RESOLUTION OCM/25/034

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

Resume in Open Session.

CARRIED (5/0)

16 REPORT OF CONFIDENTIAL RESOLUTIONS

17 CLOSE OF MEETING

The Meeting closed at 8:40pm.

18 NEXT MEETING

Monday, 17 November 2025

19 MINUTES TO BE CONFIRMED

Monday, 17 November 2025

Rachael Wright

Mayor

Stephen Hoyne

Chief Executive Officer

Unconfirmed