



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

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

Present	Rachael Wright Kris Civitarese Emma Sharp Kevin Harlan Pauline Cass Daisy Crawford	Mayor (Chair) Councillor South Ward Councillor South Ward Councillor Central Ward Councillor Central Ward Councillor North Ward
Apology		
Staff	Stephen Hoyne Maxie Smith Geoff Thomas Deb Boyko	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations 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 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 Chris 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 Good Friday and Christmas 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

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Mayor
Rachael Wright

.....
Chief Executive Officer
Stephen Hoyne

UNCONFIRMED