MINUTES

11th Ordinary Council Meeting

12th Council of Litchfield

Monday 20th July 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

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

Stephen Hoyne

Chief Executive Officer

TABLE OF CONTENTS

Present	Kris Civitarese	Deputy Mayor/Councillor South Ward (Chair)
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Daisy Crawford	Councillor North Ward
Apology	Emma Sharp	Councillor South Ward
	Plaxy Purich	Councillor North Ward
Leave	Rachael Wright	Mayor
Staff	Stephen Hoyne	Chief Executive Officer
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Rebecca Taylor	Acting 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

Cr Emma Sharp

Cr Plaxy Purich

3.3 Leave of Absence previously granted

Mayor Rachael Wright

3.4 Leave of Absence Request

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

Christine Simpson:

Q: How will Council ensure all households on properties with multiple dwellings are informed of the new waste transfer station arrangements, and how will the service remain equitable for properties with different numbers of households and varying property sizes?
Changes will be communicated through its usual channels, including the website, social media, and signage at the waste transfer stations. The revised arrangement allows unlimited visits throughout the year, with disposal fees continuing to apply only to tyres.

The issue of equity between different landowners has been considered previously and there are no plans to review the current arrangements. The revised service is intended to replace the previous voucher system by providing year-round access for ratepayers.

Judy Fabbian:

Q: Would Council consider waiving the interest charges on my overdue rates, given that the rates notices were sent to an old work email address that I no longer had access to and I was unaware the account was registered for eBilling?
Question taken on notice.

Dave Evans:

Q: When will the bollards at the Freds Pass Reserve for the new switchboard and lights towers be installed? The current situation is legally noncompliant. I have checked with the Freds Pass staff and have been told it is a Litchfield Council issue.
Question taken on notice.

Q: Who is responsible for the insurance of buildings, light towers, scoreboards, etc. on the Freds Pass Reserve? The Litchfield Council or the Freds Pass Sports & Recreation Management Board Inc.?

If Litchfield Council pays the insurance, what does it cover for user groups?

Are User Groups required to pay insurance on infrastructure which would appear to be doubling up on insurance costs?

Assets at the reserves are covered by Council's insurance. Council are unable to provide advice on insurance to community groups. Council has public liability and anything beyond that is up to the user group. Each user group would generally have their own public liability insurance.

Q: Is there a reason why I have not received any replies to the public questions I submitted at the 10th Ordinary Council Meeting on 15 June 2026 and why they are not all listed in The Agenda for the 11th Ordinary Council Meeting, 12th Council of Litchfield on Monday 20th July 2026?

These were mostly administrative questions; we will get a response to you.

General questions submitted by Mr Dave Evans Ordinary Council Meeting Monday 15th June 2026 have been responded to by email.

Q: What is the expected completion date for finalising the lease with the Freds Pass Sport and Recreation Management Board (FPSRMB)? The draft lease was apparently sitting with the Freds Pass Sport and Recreation Management Board for action. Little progress seems to have occurred since 16 February 2026 when the question was first asked. Given the discussions at the end of the last Council meeting, does the Litchfield Council and staff need to meet in person with the Freds Pass Sport and Recreation Management Board (FPSRMB) to reach a resolution?

Lease has been signed.

Q: On the Litchfield Council website, a news item on 12 March 2026 stated, "Upgrade confirmed for Stuart Highway and Bees Creek Road intersection". The project is not listed on the NT Government's Department of Logistics and Infrastructure website. Does the Council have any information about the project timeline and construction works?

DLI's website shows the project status as 'Tenders closed' with update showing awarded.

Q: Metal compaction work is currently being completed at the Humpty Doo dump. Does this process generate revenue or is it an expense for the Council?

Yes, this does generate a revenue.

Q: Litchfield Council called on residents to have their say on the Draft Municipal Plan 2026– 2027 including the Long-Term Financial Plan 2026-2036. Consultation ran until 5pm Monday, 25 May 2026. I made a submission via the Feedback form on Monday, 25 May 2026 at around 4:15 PM. I have not received any acknowledgement or reply from Council. Can I expect a reply?

As a standard practice, Council does not provide individual responses to feedback received. All feedback is considered and presented to Council during the development of the Strategic Plan; however, individual submissions are not responded to separately.

Q: The Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan 2026-27 to 2035-36. Are they going to be corrected before the 30 June 2026 deadline?

We we're not aware of an error existing in those documents.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/26/123

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 15 June 2026, 18 pages be confirmed.

CARRIED 4/0
Youtube recording time: 20:03

RESOLUTION OCM/26/124

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

That the full minutes (including confidential minutes) of the Extraordinary Council Meeting held Wednesday 17 June 2026, 4 pages be confirmed.

CARRIED 4/0
Youtube recording time: 21:23

RESOLUTION OCM/26/125

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

That the full minutes (including confidential minutes) of the Extraordinary Council Meeting held Tuesday 7 July 2026, 4 pages be confirmed.

CARRIED 4/0
Youtube recording time: 22:07

7 BUSINESS ARISING FROM MINUTES

7.1 Business Arising

EXECUTIVE SUMMARY

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

RESOLUTION OCM/26/126

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

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

CARRIED 4/0
Youtube recording time: 22:37

8 PETITIONS

Nil

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

Nil

Procedural Motion

RESOLUTION OCM/26/127

Moved: Cr Pauline Cass

Seconded: Cr Daisy Crawford

That items 14.3.2 and 14.3.3 be brought forward for consideration following Item 10.

The meeting resumed consideration of the agenda in the published order.

CARRIED 4/0
Youtube recording time: 26:31

14.3.2 Humpty Doo Shared Paths

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with information regarding a proposed shared use pathway connection between the Lloyd Road Unit Complex residential area and the Humpty Doo Commercial Precinct and to facilitate discussion regarding a potential pathway forward.

RESOLUTION OCM/26/128

Moved: Cr Pauline Cass

Seconded: Cr Daisy Crawford

That Council:

1. Note the potential for improved amenity and reduced risk for residents of Lloyd Road Unit Complex and others accessing the Humpty Doo commercial precinct.
2. Approve undertaking required site investigations and detail design for the proposed shared path along parts of Lloyd Road and Vereker Street utilising the General Works Consultancy 26-27 FY Operational Budget.
3. Note that this will enable consideration by Council of inclusion of the associated construction path works in the 27-28 FY Capital Works Program.

CARRIED 3/1
Youtube recording time: 27:02

14.3.3 Subdivision and Development Guidelines Revision

EXECUTIVE SUMMARY

This report presents to the Elected Members the revised Litchfield Council Development Guidelines, formally the Litchfield Council Subdivision and Development Standards as well as the amended INF08 Subdivision and Development Policy.

RESOLUTION OCM/26/129

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

That Council:

1. Endorse the Litchfield Council Development Guidelines (attachment 1) and;
   a) Accept the adjusted Project Management percentage (10%) in the Value of Assets Spreadsheet (Attachment 2) and;
   b) Approve the Director Infrastructure and Operations to make adjustments to the Litchfield Council Development Guidelines as and when required by amendments to legislation, standards and guidelines.
2. Approve the updated INF08 Subdivision and Development policy (Attachment 3)

CARRIED 4/0
Youtube recording time: 36:30

11 NOTICES OF MOTIONS

11.1 Notice of Motion - Community Infrastructure Partnership Fund

I, Councillor Daisy Crawford give notice that at the next Ordinary Meeting of Council be held on 20 July 2026, I intend to move the following motion:

RESOLUTION OCM/26/130

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

THAT Council:

1. Acknowledge that there are a number of small-scale infrastructure projects across the municipality that are important to community safety, accessibility, connectivity, and wellbeing but may not currently be prioritised within existing capital works programs due to budget limitations.
2. Recognise that community members, local businesses, philanthropic organisations, and other stakeholders may be willing to contribute towards infrastructure projects that provide direct benefit to their communities.

3. Request the CEO investigate and report to Council on suitable models for the establishment of a Community Infrastructure Partnership Fund or similar initiative that would enable community, business, and philanthropic contributions towards priority local infrastructure projects.
4. Request that the investigation consider:
    a) crowdfunding and matched-funding models used by other local governments;
    b) governance, accountability, and financial management requirements;
    c) mechanisms for identifying, assessing, and prioritising eligible projects;
    d) opportunities for community contributions to support project planning, design, engineering, and approvals as a pathway to future Council funding;
    e) opportunities for community contributions to directly fund the delivery of small-scale infrastructure projects;
    f) potential partnerships with government, industry, philanthropic organisations, and community groups; and
    g) any legislative or policy implications associated with the establishment of such a fund.

Request that a paper be presented to a future Council Strategic Discussion and Briefing Meeting outlining options, benefits, risks, resource implications, and a proposition for Council's consideration.

CARRIED 3/1
Youtube recording time: 40:27

12 MAYORS REPORT

12.1 Mayors Monthly Report June

RESOLUTION OCM/26/131

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

CARRIED 3/1
Youtube recording time: 59:38

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

13.1 Councillor Report - Howard Park Committee Meeting

EXECUTIVE SUMMARY

To provide Council with an update following the recent Howard Park Committee meeting and seek feedback and direction on several infrastructure, safety, asset management and community-led funding matters raised by the Committee.

RESOLUTION OCM/26/132

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

THAT Council

1. Notes the update from the Howard Park Committee meeting
2. Note the New Rec Reserve Liaison Office Appointment
3. Requests an officer update regarding the Hamilton Road pathway proposals.
4. Requests an assessment of oval damage, irrigation infrastructure, water leaks and identified safety concerns.
5. Requests a review of existing bollards, fencing and access-control arrangements at Howard Park.
6. Supports continued coordination with NT Police regarding unauthorised motorbike activity and school holiday patrols.
7. Requests clarification regarding the status of the Howard Park Master Plan and future community consultation.
8. Notes the proposed Howard Park Open Day on Saturday, 19 September 2026.

CARRIED 4/0

Youtube recording time: 1:04:59

14 OFFICER REPORTS

14.1 Council Leadership

Nil

14.2 Corporate Services

14.2.1 Litchfield Council Finance Report - June 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 30 June 2026. Budget Review 2 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.

RESOLUTION OCM/26/133

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

1. That Council note the Litchfield Council Finance Report 30 June 2026.

CARRIED 4/0
Youtube recording time: 1:14:44

14.2.2 People, Performance and Governance Report – June 2026

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/26/134

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

1. That Council note the People, Performance and Governance Report for June 2026.

CARRIED 4/0
Youtube recording time: 1:27:55

14.2.3 Rates Concession Policy FIN06

EXECUTIVE SUMMARY

The Rates Concession Policy is committed to transparent and accountable decision making. As per the Local Government Act, Council has the ability to provide a concession for rates and/or remission of interest accrued on overdue rates.

The policy outlines the process for application and consideration of rate concessions other than rate concession stipulated by the Northern Territory Government.

RESOLUTION OCM/26/135

Moved: Cr Pauline Cass

Seconded: Cr Daisy Crawford

1. That Council That Council receives and notes the information provided within this report.
2. That Council adopts the reviewed and updated policy FIN06 Rates Concession Policy.
3. That Council authorises the Chief Executive Officer to make the amendments.

CARRIED 4/0

Youtube recording time: 1:29:30

14.2.4 Municipal Plan 2025-2026 Quarterly Performance Review - April to June 2026

EXECUTIVE SUMMARY

The Municipal Plan 2025-2026 Quarterly Performance Report April to June 2026 is presented to Council to highlight the organisation’s progress towards implementing the Municipal Plan.

RESOLUTION OCM/26/136

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

1. That Council receive the Municipal Plan 2025-2026 Quarterly Performance Report for the fourth quarter ending 30 June 2026

CARRIED 4/0

Youtube recording time: 1:31:00

14.3 Governance and Community

14.3.1 Community Services and Development Monthly Report - June

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/26/137

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

1. That Council note the Community Services and Development Monthly Report for June 2026.

CARRIED 4/0

Youtube recording time: 1:35:41

14.3.2 HR16 Code of Conduct CEO

EXECUTIVE SUMMARY

This report presents the amended HR16 CEO Code of Conduct for discussion at Attachment A.

RECOMMENDATION

That Council adopts the amended HR16 Code of Conduct CEO and authorises the Chief Executive Officer to make minor amendments.

Youtube recording time: 1:37:34

Cr Cass requested an amendment to the motion.

AMENDMENT

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

That Council adopts the amended HR16 Code of Conduct CEO to include suggestions made in the briefing held 7 July 2026.

Lost 1/3

RESOLUTION OCM/26/138

RECOMMENDATION

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

That Council adopts the amended HR16 Code of Conduct CEO and authorises the Chief Executive Officer to make minor amendments. **CARRIED 3/1**

14.4 Infrastructure and Operations

14.4.1 Planning Summary Report - June 2026

EXECUTIVE SUMMARY

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1-30 June 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	3
Clearances for Development Permit Conditions	3
Sale, Lease, or Occupation of Crown Land Applications	0
Development Permits Issued	3
Liquor Licence Applications	6
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	12
Works Permits	19

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

RESOLUTION OCM/26/139

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

THAT Council:

1. Receive the Summary Planning and Development Report for 1-30 June 2026.
2. Note for information the responses provided to relevant agencies within Attachments A to C of this report.

CARRIED 4/0

Youtube recording time: 1:46:11

14.4.4 26-27 Waste Moratorium

EXECUTIVE SUMMARY

This report seeks Council approval to implement a disposal fee moratorium for selected residential waste streams during the 2026/2027 rateable year.

The moratorium will provide Litchfield residents with free disposal of up to two eligible items per visit at the Humpty Doo Waste Transfer Station (HDWTS), limited to mattresses and gas-containing appliances (refrigerators, freezers and air conditioners). The initiative is intended to encourage responsible waste disposal, improve cyclone preparedness by reducing potential hazards on residential properties, and provide an alternative service following the cessation of Council's Waste Voucher Program on 31 March 2026.

Tyres are not recommended for inclusion due to significant financial costs, existing regulatory compliance issues, environmental risks and the potential for disposal of privately held historical, commercial, and agricultural tyre stockpiles at Council's expense.

Implementation of the moratorium will require Council to subsidise disposal and processing costs; however, the program provides a practical and equitable year-round alternative to short-term cyclone clean-up programs operated by neighbouring councils.

RESOLUTION OCM/26/140

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

That Council:

1. Approves the implementation of a Residential Waste Disposal Fee Moratorium for the 2026/2027 rateable year.
2. Approves the moratorium applying only to residential customers using the Humpty Doo Waste Transfer Station.
3. Approves free disposal of the first two eligible items per visit, limited to:
   - mattresses; and
   - gas-containing appliances, including refrigerators, freezers and air conditioners.
4. Notes that all other waste streams, including tyres, and commercial waste remain subject to Council's adopted Fees and Charges Schedule.
5. Notes that the costs associated with the moratorium will be funded from the approved 2026/2027 operational budget.

CARRIED 4/0

Youtube recording time: 1:47:57

15 OTHER BUSINESS

Cr Crawford: Has there been an email circulated regarding Council having a regular presence at Fred's Pass Market?

This was taken on notice.

Cr Cass: had two parts for Other business that she wanted to raise, have potential legal implications and would be best discussed in the Confidential section of this meeting.

Cr Harlan: suggested to consider reviewing the order of business for future agendas, with consideration given to the staff and reports scheduled to attend to improve efficiency and minimise the need to alter the agenda during meetings.

Feedback was provided on the recent show. It was noted that additional feedback forms were required at the Council stall, as several residents were unable to provide feedback due to forms being unavailable. Other than that, well done.

16 CONFIDENTIAL ITEMS

RESOLUTION OCM/26/141

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

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 15 June 2026

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.

16.2 Confidential Minutes of the Extraordinary Council Meeting held on 17 June 2026

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 Confidential Minutes of the Extraordinary Council Meeting held on 7 July 2026

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.

16.4 Deed of Variation - Thorak Regional Cemetery

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.

16.5 Mobile Work Force Fleet Update - Asset Failure & Future Budget Implications

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.

CARRIED 4/0

Youtube recording time: 1:57:12

Close Open Meeting at 7:57pm

17 REPORT OF CONFIDENTIAL RESOLUTIONS

Nil

18 CLOSE OF MEETING

The Meeting closed at 8:45pm.

19 NEXT MEETING

Monday, 17 August 2026

20 MINUTES TO BE CONFIRMED

Monday, 17 August 2026

Mayor	Chief Executive Officer
Rachael Wright	Stephen Hoyne