



MINUTES

10th Ordinary Council Meeting 12th Council of Litchfield **Monday 15th June 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

A handwritten signature in black ink, appearing to read 'S. Hoyne'.

Stephen Hoyne
Chief Executive Officer



COUNCIL MINUTES

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Present	Rachael Wright	Mayor (Chair)
	Emma Sharp	Councillor South Ward
	Kris Civitarese	Councillor South Ward
	Daisy Crawford	Councillor North Ward
Online	Plaxy Purich	Councillor North Ward
Apology	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
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
	Natasha Clancy	Executive Assistant to Directors
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

Cr Plaxy Purich

3.2 Apologies

Cr Pauline Cass

3.3 Leave of Absence previously granted

Cr Kevin Harlan

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 Sharp advised she personally knows one of the Litchfield Women's Collective, and will step out of the meeting if necessary.

4.2 Staff

Nil

5 PUBLIC QUESTIONS

General questions submitted by Mr Dave Evans Ordinary Council Meeting Monday 18th May 2026 have been responded to by email.

1. Why does it take so long for the "UNCONFIRMED Ordinary Council Meeting Minutes" to be posted on the Litchfield Council website?
The 20 April Minutes took 22 days. Previous minutes have taken a similar time.
Draft minutes are provided as soon as practicable after meetings. The period is subject to administrative staff availability.
2. Other than the Litchfield Council website, where has the draft Municipal Plan 2026-2027 been advertised, as being available for public consideration as public submissions close on the 25 May 2026?
Newspaper, Community Notice Boards, Stand at the Litchfield Rural Show and Social Media.
3. The Ordinary Council Meeting Agenda is meant to be posted a minimum of three business days prior to the meeting. Why is this not happening?
Agenda are normally posted on the Thursday preceding the OCM.
4. 12.1 Mayors Monthly Report Page 34
It was mentioned at the last meeting about more detail being provided in the report. This does not appear to have occurred?
The current Mayor's report format is consistent with previous Council Mayoral reports.
5. Why is the defects liability period for contractors for roads constructed within the Shire generally only 12 months? One wet season.
The defects duration has been determined by a cost benefit assessment of alternative defect periods.

Mr Dave Evans submitted a further 44 questions by email, the following were asked during the meeting, all questions taken on notice and will be responded to by email:

1. 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?
2. 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?
3. 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?
4. 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?
5. 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?

Question raised by Ms Christine Simpson:

Will Council investigate and prioritise the provision of a footpath connecting the Lloyd Road/Verica Road area to the village centre, including undertaking any necessary assessments and reporting on the feasibility, costs, and potential timeframe for delivery?
Question taken on notice.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/26/07395

Moved: Cr Emma Sharp

Seconded: Cr Daisy Crawford

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 18 May 2026, 17 pages be confirmed.

CARRIED 5/0

Youtube recording time: 14:15

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.

RECOMMENDATION

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

8 PETITIONS

Nil

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

RESOLUTION OCM/26/07496

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

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

- 0.0 Award Contract - RFT26-518 Reseal Various Roads 2025-2026

CARRIED 5/0

Youtube recording time: 19:35

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayors Monthly Report

RESOLUTION OCM/26/07597

Moved: Mayor Rachael Wright

Seconded: Deputy Mayor Kris Civitarese

CARRIED 5/0

Youtube recording time: 20:52

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 LITCHFIELD COUNCIL FINANCE REPORT - MAY 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 May 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/26/098

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Daisy Crawford

1. That Council note the Litchfield Council Finance Report 31 May 2026.

CARRIED 5/0

Youtube recording time: 24:23

14.1.2 People, Performance and Governance Report – May 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/26/07699

Moved: Cr Emma Sharp

Seconded: Cr Plaxy Purich

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

CARRIED 5/0

Youtube recording time: 29:12

14.1.3 Policy FIN04 Financial Reserves

EXECUTIVE SUMMARY

The Financial Reserves Policy is a requirement under the Northern Territory Local Government Act 2019, Part 2, Division 6 section (13) (c)

RESOLUTION OCM/26/077100

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

1. That Council receives and notes the information provided within this report
2. That Council adopts the reviewed and updated policy FIN04 Financial Reserves Policy.
3. That Council authorises the Chief Executive Officer to make amendments.

CARRIED 5/0

Youtube recording time: 32:00

14.1.4 Policy FIN06 Rates Concession Policy

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/26/078101

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

1. 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 5/0

Youtube recording time: 33:44

14.1.5 Rates Declaration 2026-2027

EXECUTIVE SUMMARY

This report presents to Council, for consideration to adopt, the proposed Declaration of Rates and Charges for the financial year 2026/2027 and the certification of the Assessment Record by the Chief Executive Officer.

The Declaration of Rates and Charges 2026/2027 reflects an increase of 4% for rateable properties and a 4% increase in Waste Charges. The declaration further includes special rates for twelve properties on Keleson Road.

RESOLUTION OCM/26/102079

Moved: Cr Daisy Crawford

Seconded: Cr Plaxy Purich

That Council by special resolution:

in accordance with Section 238 of the *Local Government Act 2019 (NT)*, a special rate of \$5,947.50 per property, as detailed in Attachment B, is declared for the financial year ending 30 June 2027. This rate will be payable over a two-year period, as indicated in the Declaration of Rates and Charges 2026/2027, which is attached to this report at Attachment B.

THAT Council:

1. receive and note the Chief Executive Officer's certification of the Assessment Record in line with Section 29 *Local Government (General) Regulations 2021* as at Attachment A to this report; and
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2027 as noted in the Declaration of Rates and Charges 2026/2027 as at Attachment B to this report.
3. pursuant to Section 241 of the *Local Government Act 2019*, publish the Declaration of Rates and Charges for 2026-2027 on Council's website and in the newspaper circulating generally, in the area.

CARRIED 5/0

Youtube recording time: 43:44

14.1.6 Proposed Fees and Charges 2026-2027

EXECUTIVE SUMMARY

This report presents to Council, for consideration to adopt, the proposed Fees and Charges schedules for Litchfield Council and Thorak Regional Cemetery for the financial year 2026/2027.

RESOLUTION OCM/26/103

Moved: Cr Plaxy Purich

Seconded: Cr Daisy Crawford

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2026/2027 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2026/2027 as at Attachment B to this report; and
3. approve the CEO to make minor editorial changes.

CARRIED 5/0

Youtube recording time: 48:54

14.1.7 Community Services and Development Monthly Report – May

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/26/104

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Emma Sharp

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

CARRIED 5/0

Youtube recording time: 51:58

14.1.8 Risk Management Audit Committee Open Minutes - 28 May 2026

EXECUTIVE SUMMARY

This report presents to Council the unconfirmed minutes of the Risk Management Audit Committee (RMAC).

RESOLUTION OCM/26/105

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Plaxy Purich

1. That Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 28 May 2026 meeting, as at Attachment 1.

CARRIED 5/0

Youtube recording time: 55:09

14.1.9 Execution of Agreement - Fines Recovery Unit Services Agreement

EXECUTIVE SUMMARY

The Department of Corporate and Digital Development's Fines Recovery Unit (FRU) has undertaken a review and update of its standard Services Agreement with enforcement agencies across the Northern Territory.

The revised Agreement has been refreshed to improve clarity, consistency and governance arrangements. The Fines Recovery Unit has advised that the update does not alter the intent of the Agreement, existing roles and responsibilities, or the current operational processes between the parties.

As the Agreement requires execution under Council's Common Seal, Council approval is required.

RESOLUTION OCM/26/106

Moved: Cr Daisy Crawford

Seconded: Cr Plaxy Purich

That Council

1. Receive and note the Services Agreement between the Northern Territory of Australia, represented by the Department of Corporate and Digital Development through the Fines Recovery Unit, and Litchfield Council; and
2. Authorises the Mayor and Chief Executive Officer to affix the Common Seal of Council and execute all associated documentation required to give effect to the Agreement.

CARRIED 5/0

Youtube recording time: 56:02

14.1.10 Territory Day 2026 - Berry Springs

EXECUTIVE SUMMARY

This report seeks Council's support for the Territory Day 2026 event held at Berry Springs Recreation Reserve.

RESOLUTION OCM/26/107

Moved: Cr Daisy Crawford

Seconded: Deputy Mayor Kris Civitarese

That Council:

1. receive and note the information in this report;
2. authorise the provision of one-time funding to Berry Springs Recreation Reserve, with the amount of \$13,000, to contribute towards covering a portion of the cost of the Territory Day Event.
3. endorse the utilisation of funds from operational funding within the current 2025-2026 financial year for this purpose.
4. payment to be made on provision of receipts and invoices to support purchase.

CARRIED 5/0

Youtube recording time: 57:11

14.2 Executive and Community Development

14.2.1 Sponsorship Request - Litchfield Women's Collective

EXECUTIVE SUMMARY

Council's sponsorship program provides year-round financial or in-kind support for community organisations and commercial entities with initiatives that align with strategic priorities and deliver clear community or economic benefits.

The purpose of this report is to seek approval of a Council Sponsorship for Litchfield Women's Collective for their inaugural Women's Networking event.

RESOLUTION OCM/26/108

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Plaxy Purich

That Council:

1. authorise the provision of one-time funding to Litchfield Women's Collective, with the amount decided by council, to contribute towards covering a portion of the cost of their event; and
2. endorse the utilisation of funds from the Sponsorship budget within the current 2025-2026 financial year for this purpose.

CARRIED 5/0

Youtube recording time: 1:01:34

14.2.2 Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan and 2026-2027 to 2035-2036

EXECUTIVE SUMMARY

This report presents to Council the Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036 for Council's adoption following the public consultation period.

RESOLUTION OCM/26/109

Moved: Cr Plaxy Purich

Seconded: Cr Daisy Crawford

That Council:

1. note submissions received for the Draft Municipal Plan 2026-2027 and Draft Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036 and thank the community for their submissions;
2. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2026-2027 and Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036 if required;
3. adopt the 2026-2027 budget as per Section 203 of the Local Government Act 2019;
4. adopt the Municipal Plan 2026-2027, as at Attachment 1, as per Section 35(1) of the Local Government Act 2019 and Financial Management Strategy and Long-Term Financial Plan 2026-2027 to 2035-2036, as at Attachment 2; and
5. set aside any surplus/deficit from the 2025-2026 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

CARRIED 5/0

Youtube recording time: 1:04:20

14.3 Infrastructure and Operations

14.3.1 Planning Summary Report - May 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 1-31 May 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	1
Development Applications	5
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	0
Development Permits Issued	3
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	19
Works Permits	20

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

RESOLUTION OCM/26/110

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

THAT Council:

1. Receive the Summary Planning and Development Report for 1-31 May 2026.
2. Note for information the responses provided to relevant agencies within Attachments A to F of this report.

CARRIED 5/0

Youtube recording time: 1:08:16

15 OTHER BUSINESS

Cr Sharp raised the following:

- Request for an update on the timing and status of the Humpty Doo Kiss 'n' Go project.
- Query regarding the CR Parks Reserve project photo opportunity held on Friday and the notification process for Councillors and Steering Committee members.
- Can Council explore mechanisms for establishing a formal community reference group or advisory body for the Lloyd Creek Rural Village development to ensure local residents have an ongoing opportunity to provide collective feedback and contribute to future planning and development decisions?

Cr Crawford raised the following:

- Requested consideration of a centralised system or calendar to coordinate Councillor attendance at community events, improve Council's visibility within the community, and ensure awareness of upcoming events. The Councillor suggested this could potentially be incorporated into existing reporting mechanisms or Councillor bulletins and requested a report on possible approaches.
- Can Council's Media Team develop and promote simple communication materials outlining the various ways community members can engage with Council, including submitting questions, requests, and feedback?

Deputy Mayor Civitarese raised the following:

- Can Council provide an update on the planned repair and upgrade works for Wheewall Road, including whether the more substantial works remain on track for commencement in July?

Cr Purich raised the following:

- Can Council provide an update on the handling of donation requests and the processes in place to ensure applicants receive timely responses to their correspondence?
- What avenues are available to address community concerns regarding groundwater extraction associated with the Holtze development, and which authority is responsible for investigating potential impacts on local bore water supplies?
- The comment notes that many people at the Lichfield Rural Show observed the absence of the mayor and CEO. While not intended as criticism of their other commitments, it was said the absence created an impression that the council was disconnected. Cr Purich emphasised that public trust is built through visibility, engagement, and professionalism, and suggested that when leaders are unable to attend events, there should be a clear directive or approach in place.

16 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):

16.1 Confidential Minutes of the Council Meeting held on 18 May 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.

0.0 Award Contract - RFT26-518 Reseal Various Roads 2025-2026

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 RFT26-531 - Freds Pass Recreation Reserve Construction of Netball Courts and Change Rooms

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 Minutes of the Freds Pass Reserve \$10mil Grant Project Steering Committee

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.

16.4 Risk Management and Audit Committee Confidential Minutes 28 May 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.

16.5 Chief Executive Officer Contract

This matter is considered to be confidential under Section 99(2) - a 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 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.

RESOLUTION OCM/26/118

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

Resume in Open Session and note the Mayor's report on Confidential Resolutions.

CARRIED 5/0

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING

The Meeting closed at 8:26pm.

19 NEXT MEETING

Monday, 20 July 2026

20 MINUTES TO BE CONFIRMED

Monday, 20 July 2026

Mayor

Chief Executive Officer

Name