MINUTES

12th Ordinary Council Meeting

12th Council of Litchfield

Monday 17th August 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	Rachael Wright	Mayor (Chair)
	Emma Sharp	Councillor South Ward
	Kris Civitarese	Councillor South Ward
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Daisy Crawford	Councillor North Ward
	Plaxy Purich	Councillor North Ward
Apology		
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
	Martin Loipersberger	Manager Infrastructure
	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

Nil

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

Nil

4.2 Staff

Nil

5 PUBLIC QUESTIONS

Question raised by Christine Simpson

1. In the Council Meeting Minutes, July 20, 2026. Page 11 of agenda, Council Meeting, 17th August 2026. "Are they going to be corrected before the 30 June 2026 deadline"?
   There are no apparent errors in the referred document.
2. Draft Municipal Plan, why is the Weed Management Report left off the list of reports available to the Public?
3. Councillor Harlan, why did you not give any reason for voting against the motion for information (investigation and costing) for a shared pathway from Challoner Circ. to Skewes St. at the meeting on July 20 2026, and again when I emailed on Wednesday July 22 (REF: Resolution OCM/26/128)?
4. Rating Policy, page 84 in the agenda on August 17 - Item 14.2.3 – Attachment 1 under Principles. Why has it been decided that fixed rate levied properties are considered as belonging to ratepayers who have equal capacity to pay and are not categorized with all other rated categories as being equitable i.e.; fair, just, and reasonable for everyone involved?

5. Also asked, Referencing Page 87 of the same agenda, under Service Charges, item 4.6.4 “Council will consider the application of the Waste Management Charge to other properties on request or where residential use can be identified”
6. What does this actually mean?
7. RR, Town Urban Residential and Horticulture/Agriculture are 3 widely differing potential users of the WTS and where properties have two or more dwellings on them, the potential difference in quantity, quality and content of waste is enormous.
8. Businesses such as freight companies, mechanical workshops, steel work suppliers, kennels and pet boarding, mango farms and other orchards, plant wholesalers and nurseries are examples of some of the ways a residential/agricultural/horticultural block is being used. A ‘business’ is Commercial use and should be rated as such, not considering capacity to pay.
9. Will staff be responsible for checking properties where there are more than one dwelling and/or where a business is being run from?
10. Referencing PQ2026/7001 re Humpty Doo Golf Club item 14.4.1 Attachment 1, page 139
11. The proposed use may or may not be ancillary to initial purpose. When will this information be available? There is already an ablution block on the proposed site as well as a dump point and I recall the DCA knocking back some years ago, a proposal to develop the site into a caravan Park.
12. If the land was to be a caravan park, would it be rated as commercial?
13. Is the Humpty Doo Golf Club currently rated as commercial?
14. When will Councillors engage with interested ratepayers to discuss Council’s financial sustainability and future?
15. Will Council consider using focus groups as a way of engaging with ratepayers to assist with problem-solving around financial sustainability?
16. Why can’t Council approach the compliance requirements by completing the report in segments over a specified period of time?
17. Could Council involve user groups, management staff and, where required, consultants in completing the asset assessment?
18. Could the assets be catalogued in groups over a five- or ten-year period, creating a starting point that can be progressively added to and maintained over time?
19. Could Council develop the asset management information progressively, including relevant data and dates, rather than attempting to complete the entire assessment at once?

Questions not answered were taken on notice.

Question raised by Dave Evans

1. The Freds Pass Reserve lights towers for Norbuilt Oval have some defects. As the works are still under the default liability period as part of the Reserve lighting project, can the installer be notified before the warranty expires?
2. All the lighting towers for all the ovals at Freds Pass are assets of the Litchfield Council. Can Litchfield Council confirm that the maintenance of the lighting towers is also the responsibility of the Litchfield Council?
3. Council is implementing a standard colour scheme for Freds Pass Reserve. Is that available to the Freds Pass Reserve User Groups? What happens to team colours on a club house when it is time to repaint them?

4. Will road works and tree management services on the reserve continue to be delivered by Litchfield Council and not the Freds Pass Reserve Board staff?
5. Why does every maintenance job by Freds Pass Reserve require a Litchfield Council approved Asset Workflow plan? Why can't a lower threshold limit, of say $2,000.00, be set so minor works are not delayed for months? The necessary documentation can be forwarded on completion.
6. Is Litchfield Council considering purchasing additional water tanks to allow the northern ovals on Freds Pass Reserve to receive adequate water as grass on the ovals is currently dying?
7. The bore is tripping the lights as if one circuit trips then they all do. Has Council confirmed a site meeting to discuss changing the Main Switch Board so that everything including the meters is independent and won't trip in circuit?

   Thank you for raising those questions. They are more appropriately directed to the Freds Pass Board, as the Board is responsible for the day-to-day operations and management of the facility. Council would not want to speak on the Board's behalf or inadvertently step into its responsibilities. For any questions that require a collaborative response from both Council and the Board, Council will work with the Board to ensure those questions are appropriately addressed and answered.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/26/148

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Daisy Crawford

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 20 July 2026, 19 pages be confirmed.

CARRIED 7/0

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/26/149

Moved: Cr Pauline Cass

Seconded: Cr Emma Sharp

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

CARRIED 7/0

8 PETITIONS

Nil

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

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

- 14.3.5 Notice of LGANT Annual General Meeting and call for Motions

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

- 16.4 RFT25-500 - Howard Springs Waste transfer Station Asbestos Remediation and Containment Cell Construction
- 16.5 Livingstone Volunteer Fire Brigade Lease Agreement - Common Seal

RESOLUTION OCM/26/150

Moved: Cr Plaxy Purich

Seconded: Deputy Mayor Kris Civitarese

CARRIED 6/1

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayors Monthly Report June

RESOLUTION OCM/26/151

Moved: Mayor Rachael Wright

Seconded: Deputy Mayor Kris Civitarese

Enter text

CARRIED 7/0

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Council Leadership

Nil

14.2 Corporate Services

14.2.1 Litchfield Council Finance Report - July 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 July 2026. Annual Budget 2026/27 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 2025/26 unaudited financial statements and Financial Reserves has been updated with original budget figures 2026/27.

The annual rates and waste charges were levied in July 2026. As instalment dates pass, the outstanding rates ratio will continue to decline.

RESOLUTION OCM/26/152

Moved: Cr Kevin Harlan

Seconded: Cr Emma Sharp

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

CARRIED 7/0

14.2.2 People, Performance and Governance Report – July 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/26/153

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

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

CARRIED 7/0

14.2.3 Rating Policy - FIN02

EXECUTIVE SUMMARY

The purpose of the Rates Policy FIN02 is to set out Council's approach to rating in the Litchfield Municipality in accordance with the Local Government Act 2019 NT.

RESOLUTION OCM/26/154

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

1. That Council receives and notes the information provided within this report.
2. That Council adopts the reviewed and updated policy FIN02 Rates Policy.
3. That Council authorises the Chief Executive Officer to make the amendments.

CARRIED 6/1

14.3 Governance and Community

14.3.1 Community Services and Development Monthly Report - July

EXECUTIVE SUMMARY

This report provides a monthly update on key activities, programs and services delivered across Media and Communications, Library Services, Regulatory Services and Community Development.

RESOLUTION OCM/26/085

Moved: Cr Emma Sharp

Seconded: Cr Plaxy Purich

1. That Council receive and note the Community Services and Development Report for July 2026 as at attachment 1.

CARRIED 7/0

14.3.2 Sponsorship Request: The Christmas Party Darwin

EXECUTIVE SUMMARY

The purpose of this report is to seek approval of a Council Sponsorship for The Christmas Party Darwin's event. The applicant is seeking financial support to assist with delivering a free, invitation-only Christmas event for children with disabilities, complex needs and other circumstances that may limit their access to inclusive community activities.

Council is requested to determine whether sponsorship will be provided and the appropriate level of support. The Bronze sponsorship package valued at $3,000, has been identified for consideration due to the additional promotional and public recognition benefits offered at this level.

RESOLUTION OCM/26/156

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

1. That Council
   (a) authorise the provision of one-time sponsorship funding, with the amount to be determined by Council, to contribute towards the delivery of the 2026 Christmas Party;
   (b) endorse the utilisation of funds from the Sponsorship budget within the current 2026/27 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and The Christmas Party Darwin.

CARRIED 7/0

14.3.3 Sponsorship Request: Howard Springs Volunteer Fire Brigade Open Day

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration of a sponsorship request from the Howard Springs Volunteer Fire Brigade for the delivery of its 40th Birthday and Howard Park Open Day.

The applicant is seeking $3,632.40 in financial sponsorship towards the event, which will be held on Saturday 12 September 2026 from 10.00am to 3.00pm at Howard Park Recreation Reserve.

Council is requested to determine whether sponsorship will be provided and the appropriate level of financial support.

RECOMMENDATION

1. That Council
   (a) Authorise the provision of one-time sponsorship funding of $3632.40 to the Howard Springs Volunteer Fire Brigade to contribute towards the delivery of Howard Springs Volunteer Fire Brigade 40Th Birthday and Howard Park Open Day;
   (b) Endorse the utilisation of funds from Sponsorship budget within the 2026/27 financial year;

(c) Authorise the appointed Council delegate to enter into a sponsorship agreement with the Howard Springs Volunteer Fire Brigade outlining the approved expenditure, Council acknowledgement requirements, event delivery obligations and acquittal requirements;

(d) Note that Council staff will continue to work collaboratively with the Brigade and participation Howard Park user groups to coordinate the proposed activities, site layout, promotion and safe delivery of the event.

RESOLUTION OCM/26/157

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

AMENDMENT

a) That the amount of funding be amended from $3632.40 to $2932.40.

LOST 1/6

Summary: Councillor Cass proposed an amendment on the basis that regular community groups using the facility should not be paid to provide activities that promote their clubs. It was considered more appropriate for council to fund event-related costs such as food, drinks, children's activities and entertainment, while community groups provide their activities as part of their community involvement.

RESOLUTION OCM/26/158

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

RESOLUTION

a) Authorise the provision of one-time sponsorship funding of $3632.40 to the Howard Springs Volunteer Fire Brigade to contribute towards the delivery of Howard Springs Volunteer Fire Brigade 40Th Birthday and Howard Park Open Day;

(b) Endorse the utilisation of funds from Sponsorship budget within the 2026/27 financial year;

(c) Authorise the appointed Council delegate to enter into a sponsorship agreement with the Howard Springs Volunteer Fire Brigade outlining the approved expenditure, Council acknowledgement requirements, event delivery obligations and acquittal requirements;

(d) Note that Council staff will continue to work collaboratively with the Brigade and participation Howard Park user groups to coordinate the proposed activities, site layout, promotion and safe delivery of the event.

CARRIED 6/1

14.3.4 Sponsorship Request: Territory Logistics Shitboxers Rally

EXECUTIVE SUMMARY

Council's sponsorship program provides financial or in-kind support for initiatives that align with Council's strategic priorities, deliver identifiable community benefit and provide appropriate recognition of Council's contribution. Sponsorships may be considered throughout the year, enabling Council to respond to worthwhile opportunities that support community participation, social outcomes, local partnerships and positive promotion of the municipality.

The purpose of this report is to seek Council's consideration of a $1,000 sponsorship request from the Territory Logistics Shitboxers in support of their participation in the Autumn 2027 Shitbox Rally and associated fundraising for the Cancer Council.

RESOLUTION OCM/26/159

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

1. That Council
   (a) Authorise the provision of one-time sponsorship funding of up to $1,000 to support Territory Logistics Shitboxers attendance in the 2027 Rally;
   (b) Endorse the utilisation of funds from the Sponsorship budget withing the current 2026/27 financial year and authorise the appointed Council delegate to draft an agreement between Litchfield Council and the applicant.

LOST 2//5

14.3.5 Notice of LGANT Annual General Meeting and call for Motions

EXECUTIVE SUMMARY

The Local Government Association of the Northern Territory (LGANT) has provided notice of its 2026 Annual General Meeting (AGM) and called for motions from member councils for consideration at the AGM.

Councillor Purich has proposed a motion for Council's consideration in response to the LGANT call for motions. The proposed motion is presented to Council for consideration and, should Council resolve to support it, will subsequently be submitted to LGANT for consideration at the 2026 Annual General Meeting.

This report seeks Council's consideration of the proposed motion and a resolution as to whether it should be submitted to LGANT.

RESOLUTION OCM/26/160

Moved: Cr Plaxy Purich

Seconded: Cr Kevin Harlan

1. That Council receives and notes the Notice of the 2026 Local Government Association of the Northern Territory (LGANT) Annual General Meeting and call for motions; and
2. Considers the proposed motion outlined in this report and determines whether it is to be submitted to LGANT for consideration at the 2026 Annual General Meeting.

CARRIED 7/0

14.4 Infrastructure and Operations

14.4.1 Planning Summary Report - July 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 July 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	1
Development Applications	4
Clearances for Development Permit Conditions	7
Sale, Lease, or Occupation of Crown Land Applications	2
Development Permits Issued	3
Liquor Licence Applications	4
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	24
Works Permits	28

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

RESOLUTION OCM/26/161

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

THAT Council:

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

CARRIED 7/0

14.4.2 Cost to Maintain the Eight Owned Council Recreation Reserves

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an assessment of the historical costs incurred to operate and maintain Council's eight recreation reserves and to seek closure of the outstanding actions arising from Council resolutions ORD2023 11-093 and ORD2023 11-241.

The report also provides context regarding the limitations of using historical expenditure to determine the total cost required to maintain, renew and upgrade the recreation reserve network.

RESOLUTION OCM/26/162

Moved: Cr Kevin Harlan

Seconded: Cr Emma Sharp

That Council:

1. Note the historical expenditure incurred by Council in operating and maintaining its eight recreation reserves, as detailed in this report.
2. Note that historical expenditure provides the most reliable available indication of the actual annual costs incurred by Council to operate and maintain the recreation reserves, having regard to the significant variability associated with user group contributions, in-kind support, seasonal conditions, grant funding, and other factors.
3. Note that historical expenditure should not be interpreted as representing the total lifecycle cost or total funding requirement to maintain, renew or upgrade all recreation reserve assets to current standards, including all potential compliance and asset renewal requirements.
4. Note that the historical expenditure has supported the continued operation of Council's recreation reserves and enabled them to remain open and generally maintained in a satisfactory operational condition.
5. Note that the determination of a definitive annual cost to maintain all eight recreation reserves through a standalone consultant assessment would require significant assumptions regarding asset condition, renewal requirements, future standards, service levels and maintenance activities and would therefore be less reflective of actual expenditure than the historical expenditure approach.
6. Resolve that the actions arising from resolution ORD2023 11-093, "Cost to maintain the eight owned Council Recreation Reserves", have been addressed and are complete.
7. Resolve that the action arising from resolution ORD2023 11-241 relating to the provision of individual Asset Management Plans for Council reserves is complete, noting that Council's future recreation reserve planning and infrastructure priorities will be progressed through the Recreation Reserve Planning and Prioritisation Framework and other relevant asset management processes.
8. Approve the removal of the above actions from the Business Arising register

CARRIED 7/0

15 OTHER BUSINESS

Correspondence was received from the Litchfield Show requesting a letter of support for its NT Government grant application. Council discussed the financial implications and expressed a preference to consider the matter at a briefing before making a decision. It was clarified that August was not a formal deadline; however, the Litchfield Show would like the letter of support to provide the NT Government with an indication of Council's proposed contribution. Council supported providing a letter of support but did not wish to commit to a specific dollar amount at this stage.

An update was provided on the progress of the Kiss and Go project. Approved traffic management plans were noted, with the status of contractor engagement and works to be taken on notice.

Clarification was sought regarding the timing of Council taking over the playgrounds and recreational areas associated with the Holze development and responsibility for their ongoing maintenance. It was advised that parks will be progressively handed over, with one playground expected to be transferred shortly.

Concerns were raised regarding the use of groundwater for dust suppression and irrigation, including the environmental impacts and the source and cost of water for maintaining the parks. It was advised that water for the development is to be sourced from the Zuccoli water tank and that no groundwater is to be extracted. The matter was taken on notice, with a briefing to be provided on the proposed irrigation arrangements and water source.

It was noted that an Environmental Impact Assessment applies to the development and that concerns regarding groundwater extraction should be raised with the relevant parties.

Discussion was also held regarding the proposed redrawing of Council boundaries, including whether submissions would be sought from Councils and whether NT Government representatives would provide a briefing to Elected Members.

An update was sought on the implementation of superannuation arrangements for Elected Members, noting that the Remuneration Tribunal had approved superannuation. The matter was taken on notice, with further information to be provided on when the arrangements will commence.

Would consideration be given to increasing the permitted vehicle length on Morgan Road to 19.5 metres?

An update was sought regarding the Hamilton Road shared path, including the proposed works to address protruding rock. It was noted that Council would undertake the required works, with no timeline currently available. An update will be provided.

Reminder: Vietnam Veterans Day is tomorrow, with the service commencing at 5:30pm. Elected Members are encouraged to attend.

16 CONFIDENTIAL ITEMS

RESOLUTION OCM/26/086

Moved: Cr Emma Sharp

Seconded: Deputy Mayor Kris Civitarese

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 20 July 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 RFT25-500 - Howard Springs Waste transfer Station Asbestos Remediation and Containment Cell Construction

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 Livingstone Volunteer Fire Brigade Lease Agreement - Common Seal

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 CEO Renumeration Review

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.

16.5 CEO Performance Review Summary Report

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.

CARRIED 7/0

RESOLUTION OCM/26/087

Moved: Cr Emma Sharp

Seconded: Cr Daisy Crawford

Resume in Open Session .

CARRIED 7/0

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING

The Meeting closed at 10:57pm.

19 NEXT MEETING

Monday, 21 September 2026

20 MINUTES TO BE CONFIRMED

Monday, 21 September 2026

Mayor	Chief Executive Officer
Name	