



# MINUTES

## 9<sup>th</sup> Ordinary Council Meeting 12<sup>th</sup> Council of Litchfield **Monday 18<sup>th</sup> May 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](https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KIL89_2eg/live)

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

**Stephen Hoyne**  
**Chief Executive Officer**

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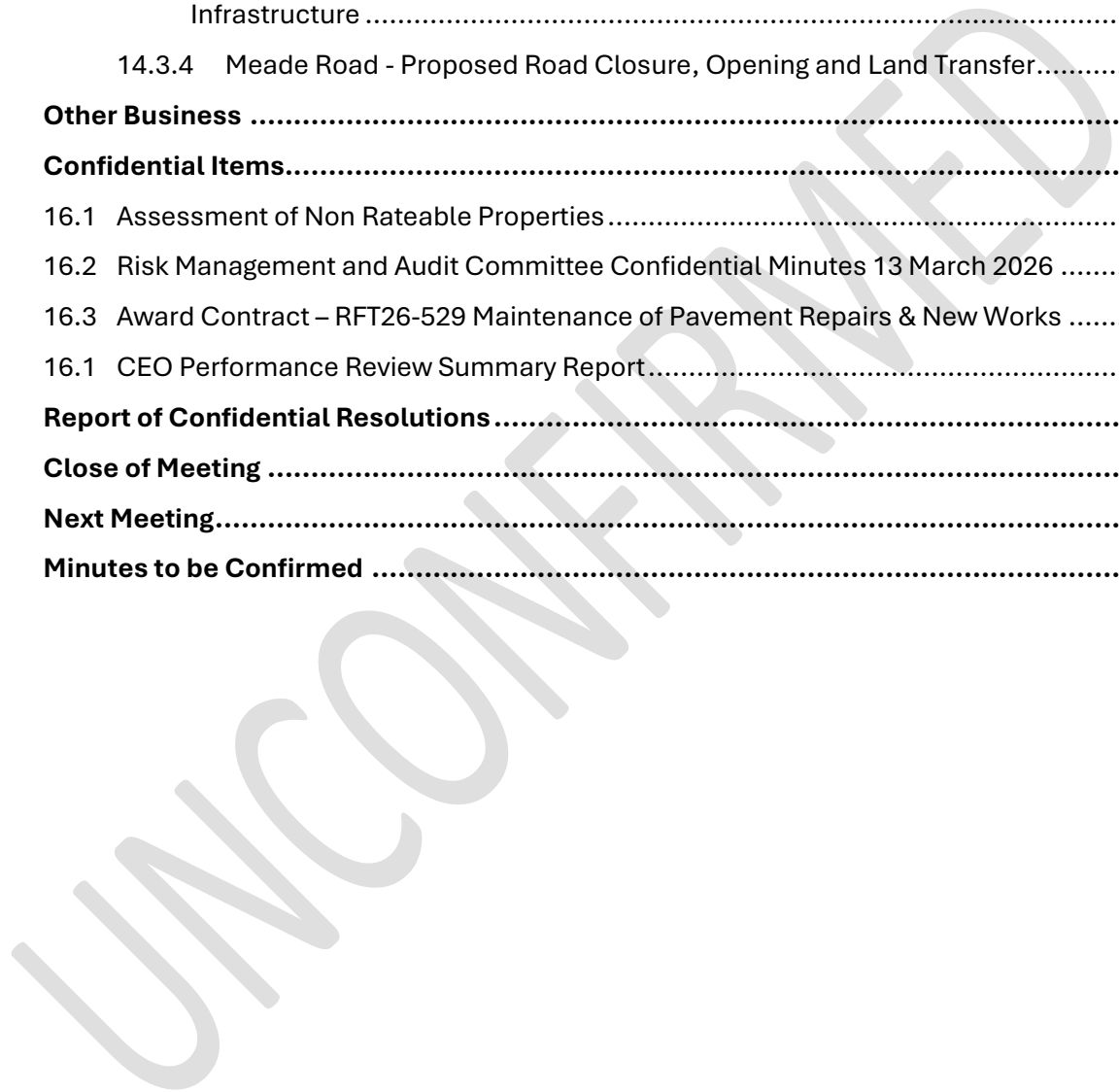


## COUNCIL MINUTES

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<b>Present</b>	Rachael Wright	Mayor (Chair)
	Emma Sharp	Councillor South Ward
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Daisy Crawford	Councillor North Ward
	Plaxy Purch	Councillor North Ward
<b>Apology</b>	Kris Civitarese	Deputy Mayor
	Rebecca Taylor	Acting Director Governance and Community
<b>Staff</b>	Stephen Hoyne	Chief Executive Officer
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Deb Boyko	Executive Assistant to Mayor and CEO
	Tash 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**

### **3.2 Apologies**

Deputy Mayor Kris Civitarese

Rebecca Taylor, Acting Director Governance and Community

### 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 Harlan Item 16.4 Award of PTF26-529

### 4.2 Staff

## 5 PUBLIC QUESTIONS

Question received via email (12/05/2026) from Ms Candice Mudford:

**Q:** What safety interventions does the council propose to implement at the Anglesey Rd/ Pioneer Dr intersection to prevent cars from missing the stop line and turn?

**A:** Several interim safety measures have been implemented, including the installation of a flashing stop sign, which is currently undergoing repairs and has been temporarily replaced with a larger stop sign. High-reflectivity line marking has also been installed to improve visibility of the intersection, and additional guideposts with increasing density will be installed to provide further warning to approaching motorists.

Questions submitted in person by Mr Dave Evans, were taken on notice and responses will be provided via 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.

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?
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?
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?

5. Why is the defects liability period for contractors for roads constructed within the Shire generally only 12 months? One wet season.

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of Minutes

#### RESOLUTION OCM/26/056

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 20<sup>th</sup> April 2026, 19 pages be confirmed.

**CARRIED6/0**

Youtube recording time: 9:46

## 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/26/057

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

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

**CARRIED6/0**

Youtube recording time: 11:19

## 8 PETITIONS

Nil

## 9 DEPUTATIONS AND PRESENTATIONS

Nil

## 10 ACCEPTING OR DECLINING LATE ITEMS

Nil

## 11 NOTICES OF MOTIONS

Cr Harlan submitted a late Notice of Motion.

This item will be presented in the Confidential section of the meeting.

Youtube recording time:14:47

## 12 MAYORS REPORT

### 12.1 Mayors Monthly Report

#### RESOLUTION OCM/26/058

Moved: Mayor Rachael Wright

Seconded: Cr Emma Sharp

**CARRIED6/0**

Youtube recording time: 2:59

## 13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

## 14 OFFICER REPORTS

### 14.1 Corporate and Community

#### 14.1.1 People, Performance and Governance Report – April 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/26/059

Moved: Cr Emma Sharp

Seconded: Cr Kevin Harlan

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

**CARRIED6/0**

Youtube recording time: 24:24

### 14.1.2 Litchfield Council Finance Report – April 2026

#### EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 30 April 2026. Budget Review 1 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/26/060

Moved: Cr Emma Sharp

Seconded: Cr Plaxy Purich

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

**CARRIED 6/0**

Youtube recording time: 31:06

### 14.1.3 Community Services and Development Monthly Report – April

#### 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/26/061

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

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

**CARRIED 6/0**

Youtube recording time: 56:37

### 14.1.4 Policy FIN14 Investment Policy

#### EXECUTIVE SUMMARY

The Investment Policy is a requirement under the Northern Territory Local Government Act, Section 194(3), which provides councils with the authority to invest money that is not immediately required.

The policy has been reviewed by the Litchfield Council finance staff and is consistent legislative requirements. More specific referencing has been included.

#### RESOLUTION OCM/26/062

Moved: Cr Emma Sharp

Seconded: Cr Plaxy Purich

1. That Council receives and notes the information provided within this report.
2. That Council adopts the reviews and updated policy FIN14 Investment Policy.
3. The Council authorises the Chief Executive Officer to make amendments.

**CARRIED 5/1**

Youtube recording time: 1:01:01

### 14.1.5 Budget Review Two

#### EXECUTIVE SUMMARY

This Discussion Paper provides elected members with the draft Budget Review Two for 2025/2026 based on the end of March 2026 actuals and relevant council decisions made since the adoption of Budget Review One 2025/2026.

#### RESOLUTION OCM/26/063

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT COUNCIL

1. Receive and note the report entitled Budget Review 2 – 2025/2026
2. Adopt Budget Review 2 – 2025/2026, pursuant to Section 203 of the *Local Government Act 2019*, amending Total Operational Income to \$26,091,643 Total Operational Expenditure to \$21,657,904 and Total Capital Expenditure to \$24,993,678; and
3. Adopt the Financial Reserve movement of \$10,030,686
  - (i) Waste Management Reserve reduction of \$994,298
  - (ii) Unexpended Grants Reserve reduction \$2,118,246
  - (iii) Unexpended Capital Works reduction \$4,825,783
  - (iv) Asset Reserve reduction \$2,254,722
  - (v) Thorak Regional Cemetery increase \$162,363

**CARRIED 5/1**

Youtube recording time: 1:03:15

### 14.1.6 Draft EM03 Access to Meetings

#### EXECUTIVE SUMMARY

This report presents to Council the amended EM03 Access to Meetings for adoption.

#### RESOLUTION OCM/26/064

Moved: Cr Emma Sharp

Seconded: Cr Daisy Crawford

That Council adopts the amended policy EM03 Access to Meetings, as at Attachment 1, and authorises the Chief Executive Officer to make minor amendments.

**CARRIED 6/0**

Youtube recording time: 1:12:26

### 14.1.7 Risk Management Audit Committee Open Minutes - 13 March 2026

#### EXECUTIVE SUMMARY

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

#### RESOLUTION OCM/26/065

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

1. That Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 13 March 2026 meeting, as at Attachment 1.

**CARRIED 6/0**

Youtube recording time: 1:18:17

## 14.2 Executive and Community Development

### 14.2.1 HR16 Code of Conduct for CEO

#### EXECUTIVE SUMMARY

This report presents to Council the amended HR16 CEO Code of Conduct for adoption.

#### RESOLUTION OCM/26/066

That Council adopts the amended policy HR16 CEO Code of Conduct, as at Attachment 1, and authorises the Chief Executive Officer to make minor amendments.

Moved: Cr Emma Sharp

Seconded: Cr Pauline Cass

**Amendment:** The matter be layed on the table for further consideration at the next OCM

**CARRIED 6/0**

Youtube recording time: 1:20:39

## 14.3 Infrastructure and Operations

### 14.3.1 Planning Summary Report - April 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 April 2026. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	2
Development Applications	8
Clearances for Development Permit Conditions	4
Sale, Lease, or Occupation of Crown Land Applications	0
Development Permits Issued	1
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	14
Works Permits	19

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

#### RESOLUTION OCM/26/067

Moved: Cr Emma Sharp

Seconded: Cr Daisy Crawford

THAT Council:

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

**CARRIED 3/3**

**Mayor used their casting vote and carried the motion**

Youtube recording time: 1:27:22

## 14.3.2 Initiative for Acceptance of Non-Commercial Building Waste

### EXECUTIVE SUMMARY

This report recommends that Council accept small quantities of residential building waste at Council's Waste Transfer Stations at no additional charge, on an ongoing basis. The initiative will commence with a three-month trial period, during which Council may discontinue the acceptance of residential building materials if operational, financial, or compliance risks are found to be unacceptable.

The existing prohibition on commercial building waste, asbestos-containing materials, and certain concrete-based wastes will remain unchanged.

### RESOLUTION OCM/26/068

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

#### THAT COUNCIL:

1. Approve the implementation of the initiative commencing 1 July 2026, to accept small quantities of residential building waste at all Council Waste Transfer Stations at no charge, in accordance with the proposed scope and exclusions outlined in this report.
2. Authorise Council Waste Transfer Station staff to inspect and refuse any load where material composition cannot be confidently identified, or where prohibited materials are suspected.
3. Authorise the Director of Infrastructure and Operations to suspend the initiative at any time during the 3-month trial period should unacceptable health, safety, environmental, or operational risks be identified.
4. Note that:
  - a. the existing prohibition on commercial building waste, large scale demolition loads, asbestos-containing materials, and certain concrete-based wastes will remain unchanged.
  - b. all accepted materials will be directed to the general waste stream for transport and disposal at Shoal Bay Waste Management Facility and will not be stockpiled at Council Waste Transfer Stations.
  - c. that unless suspended during the trial period the initiative will continue under the recommended operational arrangements.
  - d. at the 21<sup>st</sup> September 2026 OCM Council will be briefed on the outcomes, risks, and operational impacts.

**CARRIED 6/0**

Youtube recording time: 1:34:40

### 14.3.3 Recovery Works Program - Wet Season Impacts on Roads and Drainage Infrastructure

#### EXECUTIVE SUMMARY

The 2025/26 wet season, including the impacts of Tropical Cyclone Fina and prolonged rainfall events, has caused significant damage to Council-managed roads and drainage infrastructure throughout the Litchfield Council municipality.

Widespread impacts include pavement failures, erosion, drainage scouring, culvert damage, washouts, and accelerated deterioration of sealed and unsealed roads resulting from prolonged saturation and flooding. The extent of damage now exceeds routine maintenance requirements and requires a coordinated recovery response.

To address these impacts, it is proposed that Council establish a dedicated Recovery Works Program to deliver prioritised rehabilitation and restoration works across the affected network.

#### RESOLUTION OCM/26/069

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

THAT Council:

1. Notes the impacts of the 2025/26 wet season, including Tropical Cyclone Fina, on Council-managed roads and drainage infrastructure.
2. Endorses the establishment of a Recovery Works Program to undertake priority restoration and rehabilitation works.
3. Approves the substitution of funding from identified capital works programs to the Recovery Works Program.
4. Authorises the Chief Executive Officer to:
  - (a) implement approved budget substitutions as outlined in table within report;
  - (b) prioritise and deliver recovery works based on safety, asset condition, and network criticality; and
  - (c) seek external disaster recovery funding where available.

**CARRIED 6/0**

Youtube recording time: 1:55:41

### 14.3.4 Meade Road - Proposed Road Closure, Opening and Land Transfer

#### EXECUTIVE SUMMARY

This report provides a consolidated overview of matters previously considered by Council relating to the proposed closure of a paper section of Meade Road and the opening of a new section of Meade Road to the north of its current alignment.

The February 2026 report presented a proposal involving the transfer of riverbank land currently designated as a paper road reserve to an adjoining private landowner, with a replacement road alignment to be provided within Crown land. The report outlined the strategic, community, planning, governance and risk considerations associated with the proposal.

The February 2026 report was tabled and not progressed, with concerns raised regarding public benefit, continued public access, governance implications and long-term land management considerations.

The March 2026 report provided additional information regarding the proposal to close the existing paper road reserve and establish a replacement road alignment within Crown land. That report recommended that both the February and March 2026 reports be brought forward to a future Ordinary Council Meeting with a consolidated covering report for Council consideration.

This report identifies the need for targeted community and stakeholder consultation to inform any future Council consideration of:

- potential impacts to the Blackmore River and adjacent crown land for recreational use by the public;
- the proposed closure of the existing paper road reserve;
- the opening of a replacement road reserve; and
- any associated land transfer actions.

The report also identifies several site, servicing, environmental, cultural heritage and infrastructure matters requiring further investigation prior to Council determining the suitability of the proposed replacement road alignment.

#### RESOLUTION OCM/26/070

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

That Council:

1. Authorises the Chief Executive Officer to undertake stakeholder and community consultation regarding the proposed closure and opening of sections of Meade Road, including potential impacts to public access to the Blackmore River and adjacent crown land;
2. Requests the Chief Executive Officer provide a further report to Council following completion of the consultation process, including the outcomes of consultation and any recommendations arising from the process;
3. Notes that any future proposal relating to road closure, road opening or associated land transfer actions will remain subject to:
  - a. a future Council resolution supporting the proposed land transfer to Crown ownership in accordance with Council Policy FIN01 Asset Disposal Policy;

- b. in-principal agreement from the Chief Executive Officer of the Department of Lands, Planning and Environment;
- c. consideration and approval by the Minister for Lands, Planning and Environment;
- d. any land valuation requirements as may be required by Council and / or determined by the Northern Territory Government.
- e. further investigations required to assess the suitability and feasibility of the proposed replacement road alignment, including environmental, cultural heritage, infrastructure, servicing and engineering considerations; and
- f. That all investigations, assessments, approvals, engineering reviews, servicing relocations, valuations and associated costs required to demonstrate the suitability of the proposed alignment are to be undertaken at the cost of the proponent to the satisfaction of Council and relevant statutory authorities;

**CARRIED 3/3**

**Mayor used their casting vote and carried the motion**

Youtube recording time: 2:11:42

### **RESOLUTION OCM/26/071**

Moved: Cr Daisy Crawford

Seconded: Cr Emma Sharp

### **NOTICE OF RESCISSION – RESOLUTION NO. ORD202211-173**

Cr Crawford moved a motion without notice:

That Council rescind Resolution No. ORD202211-173 relating to the road opening/closing Meade Road Darwin River, adopted at the Ordinary Council Meeting held on 11 November 2022.

**CARRIED 4/2**

**Summary:** the rescission motion was proposed on the basis that the original resolution adopted in 2022 no longer accurately reflects council's current position, operational requirements, and circumstances. Since the original motion was passed, additional information and changing priorities have resulted in the need for council to reconsider the matter and adopt an updated resolution that better aligns with current expectations, processes, and objectives.

**A Division was called by Cr Harlan**

**Those voting in the affirmative Mayor Wright, Cr Crawford, Cr Sharp and Cr Cass  
and**

**Those voting in the negative Cr Harlan and Cr Purich**

## **15 OTHER BUSINESS**

Cr Sharp advised concerns have been raised by residents regarding significant road damage on the sweeping bend near the intersection of Trippe Road and Woodland Drive, with clarification sought as to whether the section has been included in the immediate road repair works currently funded by Council.

Cr Cass requested Council to write to Crown Lands Estate and relevant Northern Territory Government departments seeking improved weed management on Crown land to reduce fire risks and weed spread impacting adjacent residents and properties.

It was noted that the matter should first be discussed at a Council briefing, following which a formal motion outlining the proposed contents of the letter would be presented to Council for consideration and vote prior to any correspondence being issued.

Cr Sharp raised a query as to whether a similar process to that applied in the previous agenda item would also be followed for developments such as the proposed solar farm, particularly where fencing may restrict resident access to areas that have been used by the community for more than 20 years.

This item was taken on notice.

Cr Crawford provided an update from the Freds Pass User Group meeting, noting completed repairs, discussing the need for clearer communication regarding user group approval and lease processes, and advising that Freds Pass representatives had requested a meeting with Council regarding lease concerns. A request was also raised for the irrigation system at Howard Park to be inspected.

Cr Crawford also requested for Council to consider implementing a more structured process for Councillor attendance at key community events, such as the Litchfield Show and community barbecues, including the potential development of a roster system to help ensure consistent Councillor representation at events.

Cr Harlan advise the user group raised questions regarding future parking arrangements associated with the proposed development of the sports precinct and netball courts, particularly in relation to vehicle parking capacity and access. Cr Harlan also noted upcoming community events, in particular the Litchfield Show and the Darwin River Chilli Festival.

## 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 Assessment of Non-Rateable Properties

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.

#### 16.2 Risk Management and Audit Committee Confidential Minutes 13 March 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.

#### 16.3 Award Contract – RFT26-529 Maintenance of Pavement Repairs & New Works

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.

#### 16.1 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.

### RECOMMENDATION

Resumed in Open Session at 10:27pm.

**17 REPORT OF CONFIDENTIAL RESOLUTIONS**

Nil

**18 CLOSE OF MEETING**

The Meeting closed at 10:27pm.

**19 NEXT MEETING**

Monday, 15<sup>th</sup> June 2026

**20 MINUTES TO BE CONFIRMED**

Monday, 15<sup>th</sup> June 2026

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Mayor

Name: Rachael Wright

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Chief Executive Officer

Name: Stephen Hoyne

UNCONFIRMED