LITCHFIELD COUNCIL

MINUTES

13th Ordinary Council Meeting
12th Council of Litchfield
Monday 21st September 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

LITCHFIELD COUNCIL

COUNCIL MINUTES

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Present	Rachael Wright	Mayor (Chair)
	Kris Civitarese	Councillor South Ward
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Plaxy Purich	Councillor North Ward
Apology	Daisy Crawford	Councillor North Ward
	Stephen Hoyne	Chief Executive Officer
	Geoff Thomas	Director Infrastructure and Operations
	Emma Sharp	Councillor South Ward
Staff	Martin Loipersberger	Manager Infrastructure
	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

3.2 Apologies

APOLOGY

RESOLUTION OCM/26/175

Moved: Cr Kevin Harlan

Seconded: Deputy Mayor Kris Civitarese

That the apologies received from Cr Daisy Crawford, Cr Emma Sharp, Mr Stephen Hoyne and Mr Geoff Thomas be accepted and leave of absence be granted.

CARRIED 5/0

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

Mr Doug Barden General Questions

1. When will the potholes on Doris Road be fixed?
2. Am I able to get a copy of the Reseal Program?

Mr Dave Evans General Questions

1. When I questioned Freds Pass Reserve regarding the Litchfield Council's "2025 Asset on Reserves Workflow" document, I was told there was a typographic error regarding section 8. When I received the document back it had several changes made including adding a new clause, yet it was still called the same document. Why was the document not renamed?

2. The Litchfield Council's "2025 Asset on Reserves Workflow" document does not address grant funding applications. It requires evidence of grant funding before an application has been made for funding. Council is also requiring details on the ongoing maintenance, servicing, and upkeep of the system including estimated costs which the document states are only required for project completion. Will the document be corrected and made workable for volunteer user groups? Why can't a lower limit be set for minor works?

3. Is Litchfield Council considering developing additional oval space as there is currently not enough ovals for teams to train?

4. Who designed the retaining wall and rail around Tower 6 at Norbuilt oval? The rail had to be cut to allow the side cabinet to open. The lack of a southern side to the retaining wall will allow all the dirt and water runoff to build up on the inside of the wall. There is only a narrow gap of 0.3 metres between the side cabinet and the retaining wall to get through to be able to open the cabinet for turning on the lights. Has the work been signed off as completed?

Ordinary Council Meeting Agenda on 20 April 2026

Business Arising from the Minutes

5. ORD 2024 11-265 Private Roads – No Name Road Page 29
How much money has the Council spent to date since 10/12/2024 given it plans to spend another $100,000?

6. ORD2023 11-142 Freds Pass Reserve Expansion Page 30

Why have the crown discussions been postponed as they could proceed while the proposed use plan is being developed and finalised?

All questions were taken on notice and will be responded to via email.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

That the full minutes of the Ordinary Council Meeting held Monday 17th August 2026, 18 pages be confirmed.

RESOLUTION OCM/26/088

Moved: Cr Kevin Harlan

Seconded: Deputy Mayor Kris Civitarese

That the full minutes of the Extraordinary Council Meeting held Tuesday 1st September 2026, 5 pages be confirmed.

CARRIED 5/0

MOTION

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

That when an Elected Member asks a question in other business, their names are recorded.

CARRIED 5/0

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.

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/26/177

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Pauline Cass

Late attachment to 14.1.1 Nominations for LGANT Board.

CARRIED 5/0

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayors Monthly Report August

RESOLUTION OCM/26/178

Moved: Mayor Rachael Wright

Seconded: Deputy Mayor Kris Civitarese

Also to be included in the report is Bendigo Bank 20th Year Anniversary.

CARRIED 5/0

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Council Leadership

14.1.1 Nominations for LGANT Board

EXECUTIVE SUMMARY

This report provides Council the correspondence received from the Local Government Association of the Northern Territory (LGANT) inviting nomination to the LGANT Executive Board.

RECOMMENDATION

1. That Council nominates Cr Daisy Crawford and Cr Plaxy Purich to the Local Government Association of the Northern Territory Executive Board for the position of Board Director – Municipal and/or Vice-President - Municipal.

5/0

RESOLUTION OCM/26/179

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

CARRIED 5/0

14.2 Corporate Services

14.2.1 Litchfield Council Finance Report - August 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 August 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/26/180089

Moved: Cr Plaxy Purich

Seconded: Deputy Mayor Kris Civitarese

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

CARRIED 5/0

14.2.2 People and Performance Report – August 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/26/181090

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

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

CARRIED 5/0

14.2.3 Borrowing Policy FIN13

EXECUTIVE SUMMARY

The purpose of the Borrowing Policy FIN13 sets out the circumstances under which Council might use debt as a source of funds and principles to be applied in relation to borrowing.

RESOLUTION OCM/26/182091

Moved: Cr Kevin Harlan

Seconded: Deputy Mayor Kris Civitarese

That Council

1. receives and notes the information provided within this report.
2. il adopts the reviewed and updated policy FIN13 Borrowing Policy.
3. authorises the Chief Executive Officer to make the amendments.

CARRIED 4/1

14.3 Governance and Community

14.3.1 Governance and Community Monthly Report - August 2026

EXECUTIVE SUMMARY

This report provides a monthly update on key activities and services across the Governance and Community for August 2026.

RESOLUTION OCM/26/183092

Moved: Cr Plaxy Purich

Seconded: Cr Pauline Cass

1. That Council receive and note the Governance and Community Monthly Report for August 2026 as at attachment 1 and 2.

CARRIED 5/0

14.3.2 Annual Community Survey Results

EXECUTIVE SUMMARY

This report presents to Council the results of the 2026 Litchfield Council Community Survey.

RESOLUTION OCM/26/184093

Moved: Cr Pauline Cass

Seconded: Cr Plaxy Purich

That Council

1. thank the community members that provided feedback via the survey; and
2. receive and note the Litchfield Council 2026 Community Survey Report, as at Attachment A.

Item to be laid on table awaiting further information.

CARRIED 5/0

14.3.3 Draft Animal Management Strategy 2027-2030

EXECUTIVE SUMMARY

This report presents the Draft Animal Management Strategy and Action Plan 2027-2030.

RESOLUTION OCM/26/185094

Moved: Cr Pauline Cass

Seconded: Deputy Mayor Kris Civitarese

1. That Council endorses the Draft Animal Management Strategy and Action Plan 2027–2030 for the purpose of public consultation from 28 September to 25 October 2026; and
2. receives a further report following the public consultation period outlining the feedback received and presenting the final Animal Management Strategy and Action Plan 2027–2030 for consideration.

CARRIED 4/1

14.3.4 HR14 Human Resource Management Policy

EXECUTIVE SUMMARY

This report presents draft policy HR14 Human Resource Management.

RESOLUTION OCM/26/186095

Moved: Cr Kevin Harlan

Seconded: Deputy Mayor Kris Civitarese

1. That Council adopts Policy HR14 Human Resource Management, at attachment 1, and approves the Chief Executive Officer to make minor amendments.

CARRIED 5/0

14.3.5 EM06 Conflict of Interest Policy

EXECUTIVE SUMMARY

This report presents draft policy EM06 Conflict of Interest.

RESOLUTION OCM/26/187096

Moved: Cr Plaxy Purich

Seconded: Cr Kevin Harlan

1. That Council adopts Policy EM06 Conflict of Interest, at attachment 1, and approves the Chief Executive Officer to make minor amendments.
2. Reinstate Elected Member and add Committee Member.

. **CARRIED 5/0**

14.3.6 Recreation Reserve Management Committee Minutes

EXECUTIVE SUMMARY

This report presents the minutes from recent meetings of the Knuckey Lagoon Recreation Reserve Management Committee and Howard Park Recreation Reserve Management Committee for Council to receive and note.

RESOLUTION OCM/26/097

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

That Council receive and note:

1. the Knuckey Lagoon Recreation Reserve Management Committee meeting minutes 07 May 2026, as attachment 1.
2. the Howard Park Recreation Reserve Management Committee meeting minutes 11 March 2026, as attachment 2.
3. the Howard Park Recreation Reserve Management Committee meeting minutes 13 May 2026, as attachment 3.
4. the Howard Park Recreation Reserve Management Committee meeting minutes 09 July 2026, at Attachment 4.

CARRIED 4/1

14.3.7 Risk Management Audit Committee Open Minutes - 27 August 2026

EXECUTIVE SUMMARY

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

RESOLUTION OCM/26/098

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

1. That Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 27 August 2026 meeting, as at Attachment 1.

CARRIED 4/1

14.4 Infrastructure and Operations

14.4.1 Planning Summary Report - August 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 August 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	4
Sale, Lease, or Occupation of Crown Land Applications	1
Development Permits Issued	1
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	34
Works Permits	29

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

RESOLUTION OCM/26/190099

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

THAT Council:

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

CARRIED 5/0

14.4.2 Application of Common Seal - Transfer of Sections 8643 & 8654 Hundred of Bagot to Litchfield Council

EXECUTIVE SUMMARY

Due to a processing error, the following sections of land within Stage 1 of "The Parks" were incorrectly titled to the Holtze Land Development Company instead of being titled to Litchfield Council.

Section 8643 and 8654 Hundred of Bagot are the entry parks to "The Parks" subdivision in Asche.

This report is administrative, seeking Council resolution to apply the Common Seal to the transfer of titles for the land title forms.

RESOLUTION OCM/26/100

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

That Council:

1. Approve the application of the Common Seal for the Land Titles Office General Consent forms relating to the transfer of title from Holtze Land Development to Litchfield Council for Section 8643, Hundred of Bagot and Section 8654, Hundred of Bagot.

CARRIED 5/0

14.4.3 Council Submission to the Legislative Scrutiny Committee in relation to the Lands and Planning Legislation Amendment (Red Tape Reduction) Bill 2026 (Serial 77).

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an opportunity to consider the *Lands and Planning Legislation Amendment (Red Tape Reduction) Bill 2026 (Serial 77)* (the Bill) and determine Council's position.

An officer-level submission was provided to the Legislative Scrutiny Committee within the Committee's submission timeframe. The submission was not made pursuant to a resolution of Council and does not represent a previously resolved Council position.

RESOLUTION OCM/26/101

Moved: Cr Kevin Harlan

Seconded: Deputy Mayor Kris Civitarese

That Council

1. notes the officer-level submission provided to the Legislative Scrutiny Committee regarding the *Lands and Planning Legislation Amendment (Red Tape Reduction) Bill 2026 (Serial 77)*;
2. determines Council's position on the Bill having regard to the officer submission at Attachment A; and
3. authorises the Chief Executive Officer to communicate Council's resolution to the Legislative Scrutiny Committee.

CARRIED 5/0

14.4.4 Lloyd Road Shared Path - Active Transport Fund

EXECUTIVE SUMMARY

Council previously considered community feedback regarding improved pedestrian and cyclist connectivity between the Lloyd Road Unit Complex and the Humpty Doo Commercial Precinct at the Strategic Discussion and Briefing session on 7 July 2026.

An opportunity has subsequently been identified to seek funding under Tranche 2 of the Australian Government's Active Transport Fund (ATF) for the proposed shared use pathway.

The preliminary project cost is estimated at **$360,000 excluding GST**, including site investigations, design, construction and a 10% contingency. The ATF may provide funding of up to 50% of eligible project costs, requiring an estimated Council contribution of **$180,000**.

The project is not currently included in Council's adopted capital works program. Accordingly, Council approval is required to allocate the estimated $180,000 contribution from Council reserves to enable the funding application to be submitted.

The ATF application closes at **5:00 pm on 30 September 2026**. Subject to Council's resolution, officers have capacity to prepare and submit the application within the required timeframe.

RESOLUTION OCM/26/10293

Moved: Cr Pauline Cass

Seconded: Cr Plaxy Purich

That Council:

1. approve a Council contribution of up to $180,000 from Council reserves towards the proposed Lloyd Road shared use pathway, representing the estimated 50% Council contribution required for the project;
2. authorise Council officers to submit an application to Tranche 2 of the Australian Government Active Transport Fund for the design and construction of the proposed shared use pathway between the Lloyd Road Unit Complex and the Humpty Doo Commercial Precinct;
3. note that the current preliminary project cost is estimated at $360,000 excluding GST, and that the final project cost will be subject to further site investigations, design development and procurement;
4. note that the Council contribution may be required to increase if the final eligible project cost exceeds the current estimate, with any increase subject to further Council consideration; and

(a) 5. note that the proposed pathway would create an estimated ongoing maintenance and future renewal obligation of approximately $7,000 per annum, which is not eligible for ATF funding.

CARRIED 4/1

A Division was called by Cr Harlan
Those voting in the affirmative Mayor Wright, D/Mayor Kris Civitarese, Cr Purich and Cr Cass and
Those voting in the negative Cr Harlan

15 OTHER BUSINESS

Cr Civitarese – Swamp Dogs – is everything on track with the lightening. Can an update with the timeline be provided?

Cr Purich – Roads are talked about throughout the agenda, would be useful if there was a topic on roads which gives a summary on what has happened and what is happening.

Cr Purich – requested an update on the new suburb of Asche.

Cr Harlan – Stockwell/Lawton Road – due to the condition of the roads fire trucks were unable to drive down them during a fire last week and residents were told to evacuate. Can this be raised as a matter of urgency.

Cr Harlan – Thorak Cemetery – provided positive feedback regarding cemetery staff, noting their respectful conduct during a recent funeral service. Staff ceased operations and moved equipment aside while attendees departed, demonstrating consideration and professionalism. Also acknowledged that staff often receive negative feedback and wanted their positive efforts recognised.

Cr Harlan – would like to see the Asche welcome pack.

Cr Cass - continues to receive community concerns regarding the condition of roads, including potholes, road repairs and drainage, with particular concern about completing necessary works before the upcoming wet season.

16 CONFIDENTIAL ITEMS

RESOLUTION OCM/26/103

Moved: Cr Kevin Harlan

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 17 August 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 1 September 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 Risk Management and Audit Committee Confidential Minutes 27 August 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 Litchfield Community Library Operations

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 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.

16.6 Road Seal Levy - Mango Road

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.

16.7 Girraween Lagoon Subdivision

This matter is considered to be confidential under Section 99(2) - civ 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 subject to subregulation (3) - prejudice the interest of the council or some other person.

CARRIED 5/0

RESOLUTION OCM/26/104

Moved: Deputy Mayor Kris Civitarese

Seconded: Cr Pauline Cass

Resume in Open Session.

CARRIED 5/0

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING

The Meeting closed at 8:37pm.

19 NEXT MEETING

Monday, 19 October 2026

20 MINUTES TO BE CONFIRMED

Monday, 19 October 2026

Mayor	Chief Executive Officer
Rachael Wright	Stephen Hoyne