



MINUTES

3rd Ordinary Council Meeting 12th Council of Litchfield **Monday 17th November 2025**

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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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 6pm.

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

RESOLUTION OCM/25/039

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

THAT the following members attend the meeting electronically

- Deputy Mayor Emma Sharp

CARRIED 5/0

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

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/25/040

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

THAT the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 20 October 2025, 18 pages be confirmed.

CARRIED 5/0

RESOLUTION OCM/25/041

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

THAT the full minutes of the Extraordinary Council Meeting held Monday 10 November 2025, 4 pages be confirmed.

CARRIED 5/0

Deputy Mayor Emma Sharp entered the meeting at 6:04pm

6.2 Council Business Arising from Previous Meetings

RESOLUTION OCM/25/042

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

THAT the Business arising be received and noted

CARRIED 6/0

7 PETITIONS

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 ACCEPTING OR DECLINING LATE ITEMS

Nil

10 NOTICES OF MOTIONS

Nil

11 MAYORS REPORT

12.1 Mayor's Monthly Report

RESOLUTION OCM/25/043

Moved: Mayor Rachael Wright

Seconded: Cr Kevin Harlan

THAT the Mayors report be received and noted

CARRIED 6/0

12 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

13 OFFICER REPORTS

13.1 Corporate and Community

13.1.1 Litchfield Council Finance Report – October 2025

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 October 2025. Original Budget 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 October 2025. As instalment dates pass, the outstanding rates ratio will continue to decline.

RESOLUTION OCM/25/044

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

1. THAT Council note the Litchfield Council Finance Report 31 October 2025.

CARRIED 6/0

13.1.2 People, Performance and Governance Report – October 2025

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/25/045

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

1. THAT Council note the People, Performance and Governance Report for October 2025.

CARRIED 6/0

13.1.3 Community Services and Development Monthly Report – November

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/25/046

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

1. THAT Council note the Community Services and Development Monthly Report for November 2025.

CARRIED 6/0

13.1.4 Risk Management Audit Committee Open Minutes – 31 October 2025

EXECUTIVE SUMMARY

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

RESOLUTION OCM/25/047

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

1. THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 31 October 2025 meeting, as at Attachment 1.

CARRIED 6/0

13.2 Executive and Community Development

Nil

13.3 Infrastructure and Operations

13.3.1 Summary Planning and Development Report - October 2025

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 October to 31 October 2025. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	5
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	15
Works Permits	31

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

RESOLUTION OCM/25/048

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

THAT Council:

1. Receive the Summary Planning and Development Report for 1-31 October 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to E of this report.

CARRIED 6/0

14 OTHER BUSINESS

14.1 Floodway warning signage at McMinns Drive / Girraween Road Floodway.

Cr Kevin Harlan noted the new Floodway warning signage at McMinns Drive / Girraween Road Floodway.

14.2 Floodway warning signage across the municipality

Cr Emma Sharp noted the need for Floodway warning signage across the municipality in particular on Old Bynoe Road as there was an incident there with the sudden onset on heavy rains.

The Director of Infrastructure and Operations advised that staff are looking into these signs across the municipality.

15 CONFIDENTIAL ITEMS

RESOLUTION OCM/25/049

Moved: Cr Kris Civitarese

Seconded: Cr Daisy Crawford

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):

15.1 Risk Management and Audit Committee Confidential Minutes 31 October 2025

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.

15.2 Livingstone Reserve - Request for Funding

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.

15.3 2025-26 Annual Community Grants

This matter is considered to be confidential under Section 99(2) - ci and 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person and information that would, if publicly disclosed, be likely to subject to sub regulation (3) - prejudice the interest of the council or some other person.

15.4 Appointment of External Financial Auditor

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.

15.5 Road Opening and Closing Application - Meade Road

This matter is considered to be confidential under Section 99(2) - b 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 personal circumstances of a

resident or ratepayer;.

Council moved into the confidential section of the meeting at 6:47pm

CARRIED

RECOMMENDATION

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

16 REPORT OF CONFIDENTIAL RESOLUTIONS

15.2 Livingstone Reserve - Request for Funding

EXECUTIVE SUMMARY

This report presents to Council a request from the Livingstone Recreation Reserve Committee (LRR) for funding to upgrade and expand infrastructure at the Livingstone Recreation Reserve (LRR).

RESOLUTION OCM/25/001

Moved: Cr Kris Civitarese

Seconded: Deputy Emma Sharp

THAT Council:

1. Receive and note Livingstone Recreation Reserve Committee's proposal for future upgrades at Attachment 1;
2. Approve the funding request of \$35,625 (ex GST) for upgrades at the Livingstone Recreation Reserve, as outlined in the proposal, to support the Litchfield Rural Show; and

Option B

4. Approve the transfer of \$35,625 from the Asset Reserve to fund the request.
5. Make public this resolution.

CARRIED 6/0

15.3 2025-26 Annual Community Grants

EXECUTIVE SUMMARY

This report presents to Council recommendations from the Annual Community Grants Committee for awarding of the 2025-26 Annual Community Grants.

RESOLUTION OCM/25/001

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

THAT Council:

1. receive and note the unconfirmed Community Grants Committee Meeting Minutes of 4 November 2025, at Attachment A; and
2. approve the allocation of the 2025-26 Annual Community Grant funds totalling \$63,765 comprising the following:

RANKING	APPLICANTS		AMOUNT
1	Applicant 13	Virginia Bees Creek Volunteer Fire Brigade	2794
2	Applicant 15	Berry Springs Recreation Reserve Inc	5000
3	Applicant 2	St Johns Ambulance Australia	4721
4	Applicant 17	The Gathering Inc	4515
5	Applicant 16	Litchfield Football Club	5000
6	Applicant 9	Uniting Church in Australia	5000
7	Applicant 11	Swampdogs Rugby Union Club NT In	5000
8	Applicant 1	Veterans Australia	3312
9	Applicant 4	Fulfilling Dreams Inc	5000
10	Applicant 6	Howard Springs Primary School Council	5000
11	Applicant 10	Darwin & Rural Poultry Club	3666
12	Applicant 12	Level Up Gaming	5000
13	Applicant 18	Scouts NT	5000
14	Applicant 5	Top End Gun Club	4757
TOTAL			\$63,765.00

3. resolve to make the resolution public from 18 November 2025 to allow notification to applicants.

CARRIED 6/0

15.4 Appointment of External Financial Auditor

EXECUTIVE SUMMARY

The purpose of this report is to present to Council recommendations for the appointment of an external financial auditor.

RESOLUTION OCM/25/001

Moved: Cr Daisy Crawford

Seconded: Cr Pauline Cass

THAT Council:

1. Approve the appointment of PKF as Litchfield Council’s external auditor for a three-year term beginning in 2025-2026 financial year and ending in 2027-2028 financial year;
2. Approve the auditor remuneration of \$153,500 (excluding GST and out of pocket expenses) for the three-year term; and
3. Make public its resolutions on the matter.

CARRIED 6/0

RESOLUTION OCM/25/050

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

Resume in Open Session at 8:17pm

CARRIED 6/0

17 CLOSE OF MEETING

The Meeting closed at 8:17pm.

18 NEXT MEETING

Monday, 08 December 2025

19 MINUTES TO BE CONFIRMED

Monday, 08 December 2025

Mayor Wright



Chief Executive Officer

