



MINUTES

4th Ordinary Council Meeting 12th Council of Litchfield **Monday 8/12/2025**

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

Stephen Hoyne
Chief Executive Officer



COUNCIL MINUTES

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| | | |
|----------------|---|--|
| Present | Rachael Wright Emma Sharp Kris Civitarese Kevin Harlan Pauline Cass Daisy Crawford | Mayor (Chair) Deputy Mayor, Councillor South Ward Councillor South Ward Councillor Central Ward Councillor Central Ward Councillor North Ward – arrived at 6:21pm |
|----------------|---|--|

Apology Nil

| | | |
|--------------|--|---|
| Staff | Stephen Hoyne Ankit Pansal Geoff Thomas Rebecca Taylor Deb Boyko | Chief Executive Officer A/Director Corporate Services Director Infrastructure and Operations A/Director Governance and Community 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

Barry Moriarty Q: Request that the Southport petition be taken out of Confidential agenda. If it was placed there due to the inclusion of personal details, we are happy for those details to be removed.

A: There are two reasons why the petition is in Confidential:

- Disclosure of personal information (privacy)
- Legal matters relating to the petition (legal)

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/25/046

Moved: Cr Kris Civitarese

Seconded: Deputy Mayor Emma Sharp

THAT the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 17 November 2025, 13 pages be confirmed.

CARRIED 6/0

7 PETITIONS

Southport Petition

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.

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 BUSINESS ARISING FROM MINUTES

9.1 Business Arising from Previous Minutes

EXECUTIVE SUMMARY

This report provides an update on actions arising from previous Council meetings and outlines progress made on outstanding items.

RESOLUTION OCM/25/047

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

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

CARRIED 6/0

10 ACCEPTING OR DECLINING LATE ITEMS

Nil

11 NOTICES OF MOTIONS

Nil

12 MAYORS REPORT

12.1 Mayor's Monthly Report

RESOLUTION OCM/25/048

Moved: Mayor Rachael Wright

Seconded: Deputy Mayor Emma Sharp

THAT the Mayors report be received and noted

CARRIED 6/0

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 Litchfield Council Finance Report – November 2025

EXECUTIVE SUMMARY

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

RESOLUTION OCM/25/049

Moved: Cr Daisy Crawford

Seconded: Cr Kevin Harlan

1. THAT Council note the Litchfield Council Finance Report as in attachment 1.

CARRIED 6/0

14.1.2 People, Performance and Governance Report – November 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/25/050

Moved: Cr Kris Civitarese

Seconded: Deputy Mayor Emma Sharp

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

CARRIED 6/0

14.1.3 Reserves Management Committee Meeting Minutes

EXECUTIVE SUMMARY

This report presents to Council the Committee Meeting Minutes for the months of August 2025 and November 2025 for the Howard Park Recreation Reserve Management Committee and the Knuckey Lagoon Recreation Reserve Management Committee meetings.

RESOLUTION OCM/25/051

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT Council:

1. receive and note the Howard Park Recreation Reserve Management Committee Minutes of August 2025, attachment 1, and November 2025, at attachment 2; and
2. receive and note the Knuckey Lagoon Recreation Reserve Management Committee Minutes of August 2025, at attachment 3, and November 2025, at attachment 4.

CARRIED 6/0

14.1.4 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/25/052

Moved: Cr Pauline Cass

Seconded: Cr Kris Civitarese

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

CARRIED 6/0

14.1.5 Review of Council Policies

EXECUTIVE SUMMARY

This report presents to Council, two policies due for review, being REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, and GOV16 Compliance and Enforcement Policy.

RESOLUTION OCM/25/053

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Daisy Crawford

THAT Council:

1. adopts policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, attachment 1; and
2. adopts policy GOV16 Compliance and Enforcement Policy, at attachment 2; and
3. authorises the Chief Executive Officer to make minor amendments.

LOST 0/6

For: Nil

Against: Crs Daisy Crawford, Emma Sharp, Kevin Harlan, Kris Civitarese, Pauline Cass and Rachael Wright

14.1.6 Budget Review 1

EXECUTIVE SUMMARY

This Review One for 2025/2026 based on the end of September 2025 actuals and relevant council decisions made since the adoption of Budget 2025/2026.

RESOLUTION OCM/25/054

Moved: Cr Pauline Cass

Seconded: Cr Daisy Crawford

1. THAT Council approves the 2025-2026 budget amendments as per Budget Review 1 2025-2026

CARRIED 6/0

14.1.7 Advocacy and New Initiatives Committee

EXECUTIVE SUMMARY

This report presents to Council the amended terms of reference for the Advocacy and New Initiatives Committee and seeks Council's appointment of representatives.

RESOLUTION OCM/25/055

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

THAT Council:

1. adopt the amended Advocacy and New Initiatives Committee Terms of Reference, at attachment 1; and
2. appoints Mayor Wright (Chair) and all Elected Members to the committee.

CARRIED 6/0

14.2 Executive and Community Development

Nil

14.3 Infrastructure and Operations

14.3.1 McMinns Lagoon Recreation Reserve - Bore works

EXECUTIVE SUMMARY

The purpose of this report is to provide Council Members with further information following the previous briefing report, which outlined the condition and operational status of the McMinns Lagoon Recreation Reserve bore. It details the proposed scope of works, cost estimates for the replacement of the bore to re-establish a sustainable water supply to the reserve.

RESOLUTION OCM/25/056

Moved: Cr Kris Civitarese

Seconded: Cr Pauline Cass

1. THAT Council endorses the drilling and equipping of a new bore to reinstate a reliable water supply and approves the allocation of up to \$140,000 from the asset reserve.

CARRIED 6/0

14.3.2 Planning Summary Report - November 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 November to 26 November 2025. 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 | 3 |
| Sale, Lease, or Occupation of Crown Land Applications | 0 |
| Liquor Licence Applications | 0 |
| Water Licence Applications | 0 |
| Mining Applications | 0 |
| Stormwater (Building Certification)/ Driveway Plan Reviews | 13 |
| Works Permits | 10 |

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

RESOLUTION OCM/25/057

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

THAT Council:

1. Receive the Summary Planning and Development Report for 1-26 November 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to E of this report.

CARRIED 6/0

14.3.3 Waste Disposal – Managing Green Waste Mulch

EXECUTIVE SUMMARY

The purpose of this report is to present options to establish an ongoing management strategy to manage the variable amounts of green waste mulch stockpiles at Council's Waste Transfer Stations.

RESOLUTION OCM/25/058

Moved: Deput Mayor Emma Sharp

Seconded: Cr Kevin Harlan

THAT Council adopt:

Ongoing Free Mulch

Offer mulch free of charge to Litchfield residents on an ongoing basis.

CARRIED 6/0

15 OTHER BUSINESS

16 CONFIDENTIAL ITEMS

RESOLUTION OCM/25/059

Moved: Cr Pauline Cass

Seconded: Cr Kevin Harlan

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 Minutes of the Freds Pass Sport & Recreation Reserve Project Steering Committee

This matter is considered to be confidential under Section 99(2) - e 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 subject to sub regulation (3) - information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

16.2 2026 Australia Day Community Awards

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 Keleson Road Seal Levy

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.

16.4 Southport Petition

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 **7:14pm**.

CARRIED 6/0

RECOMMENDATION

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

17 REPORT OF CONFIDENTIAL RESOLUTIONS

16.3 Keleson Road Seal Levy

EXECUTIVE SUMMARY

This report provides Council with information about the Special Rates Levy for Keleson Road, Noonamah. Further, it seeks Council's approval to set the Road Seal Levy and commence the advertising and consultation process relating to the sealing of Keleson Road.

RESOLUTION [OCM/25/048]

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

1. That Council approves for consultation the charge of \$5,947.50 per property in Keleson Road, Road Seal Levy; and
2. approves the commencement of the advertising and twenty-one-day consultation process for this Road Seal Levy; and
3. make public its resolution of this matter.

[CARRIED 6/0]

RECOMMENDATION

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

CARRIED 6/0

Resume in Open Session **8:49pm**

18 CLOSE OF MEETING

The Meeting closed at **8:49pm**.

19 NEXT MEETING

Monday, 19 January 2026

20 MINUTES TO BE CONFIRMED

Monday, 19 January 2026

Mayor

Name

Chief Executive Officer