



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
on Tuesday 18 March 2025 at 6:00pm

Present	Doug Barden	Mayor (Chair)
	Mark Sidey	Deputy Mayor, Councillor South Ward
	Emma Sharp	Councillor South Ward
	Rachael Wright	Councillor North Ward
	Kevin Harlan	Councillor Central Ward
	Kris Civitarese	Councillor Central Ward
	Mathew Salter	Councillor North Ward
Staff	Stephen Hoyne	Chief Executive Officer
	Rebecca Taylor	Acting Director Corporate and Community
	Rodney Jessup	Director Infrastructure and Operations
	Ankit Pansal	HR and Records Management Program Leader
	Jill Enriquez	(Electronic in part)
	Deb Boyko	Communications Participation Officer
		Executive Support

Public

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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 THE MEETING

The Mayor opened the meeting at 6:05pm

The Mayor welcomed members of the public.

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

3.01 Electronic Attendance

Nil

3.02 Apologies

Nil

3.03 Leave of Absence Previously Granted

Nil

3.04 Leave of Absence Request

Nil.

4. DISCLOSURE 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

The Mayor declared a conflict of interest to confidential item 15.01.05 Award Contract - RFT24-482 Reseal Various Roads.

Cr Harlan declared a conflict of interest to confidential item 15.01.05 Award Contract - RFT24-482 Reseal Various Roads.

4.2 Staff

The Chief Executive Officer declared a conflict of interest to confidential item 15.01.04 Facilitator for Chief Executive Performance Review.

5. PUBLIC QUESTIONS

Nil

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Council Minutes

Moved: Cr Wright
Seconded: Deputy Mayor Sidey

THAT Council confirms the following minutes as a true and accurate record of those meetings:

- Ordinary Council Meeting held Tuesday 18 February 2025, 9 pages, and
- Ordinary Confidential Meeting held 18 February 2025, 2 pages.

ORD2025 11-305 CARRIED (6-1)

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Sharp
Seconded: Deputy Mayor Sidey

THAT Council receive and note Item 6.02 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

ORD2025 11-306 CARRIED (7-0)

7. PETITIONS

Nil

8. DEPUTATIONS AND PRESENTATIONS

Nil

9. ACCEPTING OR DECLINING LATE ITEMS

Nil

10. NOTICES OF MOTION

CHANGE TO ORDER OF BUSINESS

Moved: Deputy Mayor Sidey
Seconded: Cr Wright

Members voted to move item 10.1 Gravel to Seal Motion to be delt with item 13.03.02 Capital Works 2024-25.

ORD2025 11-307 CARRIED (7-0)

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Civitarese

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 19 February 2025 to 18 March 2025.

ORD2025 11-308 CARRIED (7-0)

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Nil

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – February 2025

Moved: Deputy Mayor Sidey
Seconded: Cr Wright

THAT Council note the Litchfield Council Finance Report for 28 February 2025.

ORD2025 11-309 CARRIED (7-0)

Ankit Pansal, HR and Records Management Program Leader, joined the meeting at 6:15pm.

13.01.02 People, Performance and Governance Report – February 2025

Moved: Cr Civitarese
Seconded: Cr Sharp

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

ORD2025 11-310 CARRIED (7-0)

Ankit Pansal, HR and Records Management Program Leader, left the meeting at 6:19pm

13.01.03 Risk Management Audit Committee Open Minutes

Moved: Cr Civitarese
Seconded: Cr Harlan

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 27 February 2025 meeting, as at Attachment A.

ORD2025 11-311 CARRIED (7-0)

13.01.04 Merit of Relocating the Library

Moved: Cr Sharp
Seconded: Cr Wright

Cr Sharp, left the meeting at 6:35pm

Cr Sharp, returned to the meeting at 6:36pm

THAT Council:

1. approve the relocation of the Taminmin Community Library to Coolalinga Central, subject to lease agreement;
2. approve the allocation of one off costs of \$337,000 to facilitate the relocation and complete the fit-out of the new space; and
3. approve the ongoing additional annual budget requirement of \$537,000.
4. To include the initiative for library outreach services to be added to municipal plan for consideration, public awareness and consultation.

A Division was called Cr Harlan

Those voting in the affirmation Cr Sharp, Cr Wright, Deputy Mayor Sidey, Cr Salter

Those voting in the negative Cr Harlan, Cr Civitarese and Mayor Barden

ORD2025 11-312 CARRIED (4/3)

13.02 Executive and Community Services

13.02.01 Community Services and Development Monthly Report – February 2025

Moved: Cr Salter
Seconded: Cr Sharp

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

ORD2025 11-313 CARRIED (7-0)

13.02.02 National General Assembly of Local Government 2025

Moved: Cr Wright
Seconded: Cr Sharp

THAT Council:

1. note the upcoming 2025 National General Assembly of Local Government in Canberra from 24 June to 27 June 2025;
2. approve the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra; and
3. further support other elected members attending and utilising their available professional development allowance.

ORD2025 11-314 CARRIED (6-1)

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – February 2025

Moved: Cr Wright
Seconded: Cr Salter

THAT Council:

1. receive the Summary Planning and Development Report February 2025; and
2. note for information the responses provided to relevant agencies within Attachment A to E of this report.

ORD2025 11-315 CARRIED (7-0)

NOTICES OF MOTION

10.1 Gravel to Seal

Moved: Mayor Barden
Seconded: Cr Civitarese

THAT council allocate \$1.94m to a shovel ready road project being from "gravel to seal" in the 2024/25 budget. The amount is calculated from \$938,000 & \$1m from the 2023/24 & 2024/25 totalling \$1.938m which have already been allocated to Brougham Rd & has not yet been used. If there are no other shovel ready "gravel to seal" projects, I propose that council allocate \$1.3m from the 2025/26 budget to complete Brougham Rd.

Some already shovel ready projects which have been submitted under the "Safer Roads Grant Program" Tranche 2 that could be delivered are

- 1) Lambells Lagoon Road Upgrade Gravel to seal
- 2) Perentie Road Upgrade Gravel to seal
- 3) Keleson Road Upgrade gravel to seal
- 4) Bees Creek Road Upgrade gravel to seal.
- 5) Other???

AMENDMENT

Moved: Cr Sidey
Seconded: Cr Wright

THAT Council reallocate \$2.95 million from the 2024/25 budget by redirecting funds originally allocated to Brougham Road (\$1.95m) and Thorngate Road (\$1.0m) to the following projects:

Proposed project funding details

FY 2024/25:

- **Whitewood Road –**
 - \$1.2m from substitution

- \$300 k from FY 24/25 Budget
- Total Budget \$1.5m
- **Thorngate Road** (Patching only) –
 - \$250k from substitution

FY 2025/26:

- **Bees Creek Road** – Gravel to seal
 - \$1.5m from substitution
 - \$500k from FY 25/26 budget
 - Total Budget \$2m
- **Keleson Road** – Gravel to seal
 - \$1.0m from FY25/26 Budget

ORD2025 11-316 CARRIED (5-2)

13.03.02 Capital Works 2024-25

THAT Council:

1. put Whitewood Road pavement project back on the program so the shared path project can progress utilising the LRCI funding. Allocate \$1,200,000 from the project budgets of Brougham Road and Thorngate Road that are on hold, to meet the \$1,500,000 project estimate.
2. support the resubmission of Brougham Road and Thorngate Road projects for Safer Local Roads grant funding.
3. support an interim repair on Thorngate Road to get it through until a grant can be obtained and allocate \$250,000 from asset reserves for this repair.

AMENDMENT

Moved: Deputy Mayor Sidey
 Seconded: Cr Harlan

THAT Council support the resubmission of Brougham Road and Thorngate Road projects for Safer Local Roads grant funding.

ORD2025 11-317 CARRIED (7-0)

13.03.03 Delegation of Authority to approve Stormwater Design Holtze

Moved: Deputy Mayor Sidey

Seconded: Cr Wright

That Council nominate the Director Infrastructure and Operations to approve external delegation of stormwater approval as required by the Building Act 1993 for the Holtze Land Development area, for Stage 1 with an option to extend.

ORD2025 11-318 CARRIED (5-2)

13.03.04 Application of Common Seal – Subdivision and Consolidation DP2024/0029

Moved: Cr Sharp

Seconded: Cr Wright

That Council approve the application of the Common Seal for the Land Titles Office, General Consent Forms relating to Lot 6257, Hundred of Strangways and Lot 5987, Hundred of Strangways.

ORD2025 11-319 CARRIED (7-0)

14. OTHER BUSINESS

14.1 Questions

Question 1:

Cr Sidey queried what time the Berry Springs Waste Transfer Station ordinarily open as he has had reports that it has opened late on numerous times. Additionally, what are the mitigation strategies to prevent this issue from reoccurring.

Rodney Jessup, Director Infrastructure and Operations advised that the issue is being internally reviewed and that there is a solution to ensure that someone is there when required.

Question 2:

Cr Harlan requested an update on the mulch stockpiles and the free mulch program.

Rodney Jessup, Director Infrastructure and Operations provided an update on the stockpile and the success of the program.

Question 3:

Cr Harlan queried the damage to Meade Road and if the repairs are covered under the defects or are council paying to repair the damages.

Rodney Jessup, Director Infrastructure and Operations advised that staff are working with the contractor per issues as to what is a defect and what is another issue and will be fixed and costed accordingly.

Question 4:

Cr Sharp queried Bees Creek Road residential driveways wash out issue adding a request to have some attention from staff to resolve the issue or contact residents.

Noted by Rodney Jessup, Director Infrastructure and Operations.

Question 5:

Cr Harlan has had contact with residents regarding No Name Road consultation works and that residents were concerned that works were beginning and they were not made aware.

Rodney Jessup, Director Infrastructure and Operations advised that relevant documentation is been collated and will determine internally what consultation will occur with each resident further to that each resident will then be individually contacted.

14.2 Community Appreciations

Cr Salter would like to pass on the appreciation of the Humpty Doo Bowls Club for their grant awarded by council. It has seen much needed updates of amenities around the club.

Further Cr Salter would like to congratulate the premier winners, Southern Districts Football club on their recent grand final win.

CONFIDENTIAL ITEMS

Moved: Cr Sharp
Seconded: Cr Civitarese

THAT Council Pursuant to Section 99 (2) of the *Local Government Act* and Regulation 51(1) of the *Local Government (General) Regulations 2019* the meeting be closed to the public to consider the following Confidential Items:

15.01.01 Confirmation of Confidential Minutes

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.01.02 RMAC Confidential Minutes – 27 February 2025

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.01.03 Freds Pass Reserve \$10mil Grant Project Steering Committee Meeting Minute

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.01.04 Facilitator for CEO Performance Review

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(a) 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.

15.01.05 Award Contract - RFT24-482 Reseal Various Roads

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

ORD2025 11-320 CARRIED (7-0)

The meeting moved to Confidential Session at 8:07pm.

Moved: Mayor Barden
Seconded: Deputy Mayor Sidey

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations 2021* the meeting be re-opened to the public.

Cr Harlan declared a conflict of interest in the matter of 15.01.05 and left the meeting at 8:20pm and did not return.

ORD2025 11-325 CARRIED (6-0)

The meeting moved to Open Session of the meeting at 8:27pm.

Items moved from Confidential:

15.01.05 Award Contract - RFT24-482 Reseal Various Roads

Moved: Cr Harlan
Seconded: Cr Civitarese

THAT Council:

1. receive and note the Tender Evaluation Report for RFT24-482;
2. note that the report contains commercial in-confidence information;
3. award the contract for RFT24-482 Reseal Various Roads Package 1 and 2 to Downer Edi Works Pty Ltd to the value of \$1,340,783.81 (GST Exclusive) which includes 10% contingency;
4. make public this resolution.

ORD2025 11-324 CARRIED (5-0)

15. CLOSE OF MEETING

The Chair closed the meeting at 8:28pm.

17. NEXT MEETING

Tuesday 15 April 2025

MINUTES TO BE CONFIRMED

Tuesday 15 April 2025

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

UNCONFIRMED