



MINUTES

6th Ordinary Council Meeting 12th Council of Litchfield **Monday 16th February 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

A handwritten signature in black ink, appearing to read 'S. Hoyne'.

Stephen Hoyne
Chief Executive Officer



COUNCIL MINUTES

TABLE OF CONTENTS

1	Acknowledgement of Traditional Custodians of the Land	4
2	Opening of Meeting	4
3	Electronic Attendance / Apologies and Leave of Absence	5
	3.1 Electronic Attendance	5
	3.2 Apologies	5
	3.3 Leave of Absence previously granted	5
	3.4 Leave of Absence Request	5
4	Disclosures of Interest	5
	4.1 Elected Members	5
	4.2 Staff	5
5	Public Questions	5
6	Confirmation of Minutes	6
	6.1 Confirmation of Minutes	6
7	Business Arising from Minutes	7
	7.1 Business Arising	7
8	Petitions	7
9	Deputations and Presentations	7
	Nil	
10	Accepting or Declining Late Items	7
	Agenda Item 14.2.2 Petition – Southport Road Seal Levy	
11	Notices of Motions	8
	11.1 Notice of Motion - Knuckey	8
12	Mayors Report	9
	12.1 Mayors Monthly Report	9
13	Reports from Council Appointed Representatives	10
14	Officer Reports	10
	14.1 Corporate and Community	10
	14.1.1 Minutes of Ordinary Council Meeting Held Monday 8 December	10
	14.1.2 People, Performance and Governance Report – January 2026	10
	14.1.3 Litchfield Council Finance Report – January 2026	11
	14.1.4 Community Services and Development Monthly Report – January	12

14.2	Executive and Community Development	12
14.2.1	Council Delegations to CEO	12
14.2.2	Petition - Southport Road Seal Levy.....	9
14.3	Infrastructure and Operations	14
14.3.1	Planning Summary Report - January 2026.....	14
15	Other Business	15
16	Confidential Items	16
16.1	Declared a dog restriction area - Asche	16
16.2	Proposed Transfer of Riverbank Paper Road Land - Berry Springs (Meade/Letchford Roads).....	16
16.3	Netball Facilities at Fred's Pass Recreation Reserve.....	16
16.4	Rates in Arrears - In Excess of Two Years	16
17	Report of Confidential Resolutions	17
18	Close of Meeting	17
19	Next Meeting	17
20	Minutes to be Confirmed	17

Present	Rachael Wright	Mayor (Chair)
	Emma Sharp	Councillor South Ward
	Kris Civitarese	Councillor South Ward
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Daisy Crawford	Councillor North Ward
	Plaxy Purick	Councillor North Ward

Apology

Staff	Stephen Hoyne	Chief Executive Officer
	Geoff Thomas	Director Infrastructure and Operations
	Ankit Pansal	Acting Director Corporate Services
	Rebecca Taylor	Acting Director Governance and Community
	Vanessa Wallis	Supervisor Regulatory Services
	Paula Strong	Communications Officer
	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 6:03pm.

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

Councillor Cass

3.2 Apologies

Nil

3.3 Leave of Absence previously granted

Nil

3.4 Leave of Absence Request

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 Tony Pritchard

- Can I get a refund on the rates I am paying towards my rubbish removal or the disposal of rubbish?
- Why does the council not facilitate to allow members, rate paying members to scavenge, repurpose, recycle?

Mr Dave Evans

Freds Pass Sport and Recreation Management Board (FPSRMB)

1. What is the current status of the lease with the Freds Pass Sport and Recreation Management Board (FPSRMB)?
2. Who is on the Freds Pass Sport and Recreation Management Board? Members and office bearers. Nothing on Litchfield Council or Freds Pass Reserve web sites.
3. Who is on the FPSRMB project steering committee? Nothing on Litchfield Council or Freds Pass Reserve web sites.

4. What were the FPSRMB project milestones mentioned under the January 2026 Minutes Item 15 Other Business? Nothing on Litchfield Council or Freds Pass Reserve web sites.
5. Item 12.1 of the Mayors Monthly Report mentions the Freds Pass Reserve Meet & Greet – Elected Members and Board on 10 February 2026. This has been clarified that it was referring to the Litchfield Council Elected Members and not FPSRMB Elected Members.
6. Task 29 – Reserves. Was the budget figure of \$9,635,745.07 all covered by the \$10M Federal government grant?
7. Freds Pass Master Plan. Expected issue date? User group and stakeholder consultation? Current Freds Pass Master Plan? Nothing on Freds Pass Reserve web site.
8. FPSRMB Chairman has exceeded two terms in office. Has the FPSRMB constitution been changed to allow an indefinite term in office?
9. Minutes of FPSRMB meetings? Nothing on Freds Pass Reserve web site.
10. Cheque 1712.60-01 to Freds Pass Sport & Recreation Reserve for 3rd quarter of \$257,055.15 implies an annual funding of \$1,028,220. Is this correct and is the amount audited?

Roads – General Observations

1. Road repairs
 - Why do Litchfield Council fill potholes that have water in them?
2. Road widening
 - Why were narrow bitumen strips added to either side of the road, and was this executed appropriately?
Have the verges been properly cambered in accordance with the required standards?
3. Road upgrades
 - Who is looking after the road widening for the northern access to Norbuilt and Gerry Wood ovals?

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

RESOLUTION OCM/26/014

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 19 January 2026, 16 pages be confirmed.

CARRIED 7/0

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 1.

8 PETITIONS

Southport Agenda Item 14.2.2 Petition – Southport Road Seal Levy

Barry Mariotti from Southport.

Council failed to formally acknowledge the petition or provide progress updates; aside from a phone call in December advising the matter would be moved to January—which did not occur—I have received no formal correspondence confirming its acceptance. The road project was fully funded through approximately \$2.6 million under the Local Roads and Community Infrastructure (LRCI) Program, a post-COVID stimulus grant intended to support local employment and with a stated condition that no resident be financially worse off as a result of the works. At no stage prior to completion of the road or acquittal of the grant was a road levy discussed, despite residents seeking clarification, and this should have been transparently addressed before works commenced. Charging residents for works already funded raises serious concerns regarding compliance with the grant conditions. If the matter is not resolved today, with invoices withdrawn and residents refunded or credited, we will escalate the complaint to the Federal Government for investigation into Council’s handling of the grant, compliance obligations and the charges imposed on residents.

9 DEPUTATIONS AND PRESENTATIONS

Nil

10 ACCEPTING OR DECLINING LATE ITEMS

10.1 Report Minutes of the Freds Pass Sport and Recreation Reserve Project Steering Committee - December 2025 and January 2026

Accepting Late Item, which is Included in the Confidential section of the meeting.

RESOLUTION OCM/26/015

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Pauline Cass

CARRIED 5/2

11 NOTICES OF MOTIONS

11.1 Notice of Motion - Knuckey

I, Councillor Daisy Crawford give notice that at the next Ordinary Meeting of Council be held on 16 February 2026, I intend to move the following motion:

Comments: Councillors sought clarification on how between-meeting communication would operate through Council and raised concerns that moving to six-monthly meetings does not align with the goal of increasing reserve use, particularly given Council's annual contribution. Several suggested quarterly meetings instead, noting past promotion efforts and attendance challenges, and acknowledging potential new users such as Top End Native Plants, with a proposal to hold four meetings per year rather than two.

Communication will continue via attendance at key events and email, with matters requiring approval reported to Council; however, committee meetings are struggling to achieve quorum, are brief and repetitive, making frequent meetings inefficient. With limited interest in new members. is proposed future direction be guided by a report to Council and progressed through alternative approaches rather than regular meetings.

MOTION

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

1. That the meeting frequency in the terms of reference for the Knuckey Lagoon Reserve Committee be amended from bi-monthly to bi-annually.
2. Request the Chief Executive Officer or delegate to present a paper to Council with options to increase user groups and re-engagement in the Knuckey Lagoon Reserve.

RESOLUTION OCM/26/016

AMENDMENT

Moved: Cr Plaxy Purich

Seconded: Cr Pauline Cass

1. THAT the meeting frequency in the terms of reference for the Knuckey Lagoon Reserve Committee be amended from bi-monthly to every 3 months.
2. Request the Chief Executive Officer or delegate to present a paper to Council with options to increase user groups and re-engagement in the Knuckey Lagoon Reserve.

CARRIED 5/2

PROCEDURAL MOTION

Moved: Cr Kris Civitarese

Seconded: Cr Plaxy Purich

That item 14.2.2 Petition – Southport Road Seal Levy be moved to the next item.

Carried 7/0

14.2.2 Petition - Southport Road Seal Levy

EXECUTIVE SUMMARY

This report presents to Council a petition received from Southport residents regarding the road sealing work undertaken under the Local Roads and Community Infrastructure Program.

RESOLUTION OCM/26/017

Moved: Cr Kevin Harlan

Seconded: Deputy Mayor Emma Sharp

That Council:

1. thank the petition signatories for their time, effort, and community commitment in raising this matter;
2. notes the information in the report and instructs the Chief Executive Officer to review communication frameworks in relation to Road Seal Levies; and
3. Confirms that their position on the road seal levy applied to Southport properties remains unchanged.

CARRIED 4/3

Division was called by Councillor Harlan

Those voting in the affirmation, Mayor Wright, Deputy Mayor Sharp, Cr Daisy Crawford and Cr Plaxy Purich.

Those voting in the negative Cr Harlan, Cr Kris Civitarese and Cr Cass.

Comments: Councillors expressed support for continuing road sealing and acknowledged the purpose of the road seal levy, as well as legal advice confirming Council met its obligations; however, concerns were raised about communication with Southport residents and sought to improve communication in the future.

12 MAYORS REPORT

12.1 Mayors Monthly Report

RESOLUTION OCM/26/018

Moved: Mayor Rachael Wright

Seconded: Cr Kris Civitarese

Additional meetings:

Neville Drive – Palmerston Litchfield Seniors Association

Palmerston and Regional Business Development Meeting

CARRIED 7/0

13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

14 OFFICER REPORTS

14.1 Corporate and Community

14.1.1 Minutes of Ordinary Council Meeting Held Monday 8 December

EXECUTIVE SUMMARY

At the January Ordinary Council meeting the December meetings minutes were not confirmed due to discrepancies in the minutes. These issues have now been amended.

RESOLUTION OCM/26/019

Moved: Cr Kevin Harlan

Seconded: Cr Daisy Crawford

1. That the full minutes of the Ordinary Council Meeting held Monday 8 December 2025, 14 pages be confirmed.

Comments: A Councillor raised concerns that the recorded outcome of Item 14.1.5 was inaccurate and proper voting procedure was not followed.

CARRIED 5/2

Division was called by Cr Harlan

**Those voting in the affirmation, Mayor Wright, Deputy Mayor Sharp ,
Cr Crawford and Cr Purich.**

Those voting in the negative, Cr Harlan, Cr Kris Civitarese and Cr Cass.

it will be noted that Cr Cass revoked her vote for the affirmation and voted for the negative.

14.1.2 People, Performance and Governance Report – January 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/26/020

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Daisy Crawford

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

CARRIED 7/0

14.1.3 Litchfield Council Finance Report – January 2026

EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 JANUARY 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/26/021

Moved: Cr Kevin Harlan

Seconded: Cr Plaxy Purich

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

CARRIED 7/0

14.1.4 Community Services and Development Monthly Report – January

EXECUTIVE SUMMARY

This report provides Council with a monthly review of the Community Services and Development areas including key achievements, highlights, and progress.

Councillor Harlan: page 99, what does star next to new members mean?

This will be taken on **notice**.

RESOLUTION OCM/26/022

Moved: Cr Kris Civitarese

Seconded: Cr Daisy Crawford

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

CARRIED 7/0

14.2 Executive and Community Development

14.2.1 Council Delegations to CEO

EXECUTIVE SUMMARY

This report presents to Council for their endorsement, the below proposed delegations to the Chief Executive Officer (CEO).

RESOLUTION OCM/26/023

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

That Council:

1. delegates to the Chief Executive Officer:
 - a. Pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer its powers and functions under the Local Government Act and Local Government Regulations and any other Acts under which Council has powers, duties, authorities, and functions.

With the exception of the following:

 - i. Those matters referred to in Section 40(3) of the Local Government Act.
 - ii. Section 35 regarding the adoption of the Municipal Plan including the Annual Budget.
 - iii. Section 38(2) use of Common Seal.
 - iv. Section 54 appointment to fill casual vacancy on Council.
 - v. Section 82 establishment of Council Committees.
 - vi. The powers, functions and duties under Section Part 6.4, meetings of electors.

Conditions

- i. As per Section 40(4)(b), the power to waive a fee for service is only delegated to the CEO if the waiver provides a community benefit. Limited to \$5,000.
 - ii. Where Council has adopted a Council Policy, delegations are limited as set out in the Policy.
 - b. Pursuant to Section 183 of the Local Government Act, Council appoints the Chief Executive Officer as an Authorised person for the purpose of implementing Council's responsibilities under:
 - The Local Government Act.
 - Litchfield Council (Dog Management) By-laws.
 - Northern Territory Traffic Act and associated regulations; and
 - Northern Territory Control of Roads Act.
 - c. Pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under the Litchfield Council (Dog Management) By-Laws.
 - d. Pursuant to Section 40 of the Local Government Act, Council limits the power of the Chief Executive Officer to incur financial liabilities on behalf of Council to \$500,000, where provided for in the adopted budget.
 - e. Pursuant to Section 40 of the Local Government Act, Council limits the power of the Chief Executive Officer to enter into a contract on behalf of Council to \$500,000 were provided for in the adopted budget."
2. Delegates to the Chief Executive Officer, Executive Director Infrastructure and Operations, Director Corporate Services and Finance Program Leader.
 - a. Pursuant to Regulation 22(1) authorises these delegates to sign cheques on behalf of Council; and
 - b. Pursuant to Regulation 22(2) authorises these delegates to process electronic disbursements on behalf of Council.

CARRIED 7/0

14.3 Infrastructure and Operations

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

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	3
Clearances for Development Permit Conditions	0
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	7
Works Permits	19

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

ACTION: Letter to be sent to the Minister requesting a meeting with council.

RESOLUTION OCM/26/024

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Daisy Crawford

THAT Council:

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

CARRIED 7/0

15 OTHER BUSINESS

A councillor sought an update on the timeframe for minor remediation works at the unofficial Humpty doo primary school car park. Clarification was also requested regarding council's policy on accepting tyres at the Humpty doo facility after a constituent was turned away for presenting tyres that had been cut from rims, and whether clearer communication to residents is required. Follow-up was requested on previous correspondence regarding flooding concerns on Trippe Road North and Hana Street, as well as additional drainage matters, with emails to be forwarded where required.

A contractor has been engaged to provide a quote and council is awaiting pricing; once received and evaluated, an update will be provided. It was also agreed that the relevant emails be resent so they can be reviewed.

Taken on notice:

A councillor requested follow-up on previous correspondence regarding flooding on Trippe Road North and concerns raised about flooding on Hana Street, noting no response has yet been received. Clarification is also sought as to whether Hana Street falls within council's jurisdiction. The councillor will forward relevant emails to assist with investigation and response.

16 CONFIDENTIAL ITEMS

RESOLUTION OCM/26/025

Moved: Deputy Mayor Emma Sharp

Seconded: Cr 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 Declared a dog restriction area - Asche

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 sub regulation (3) - prejudice the interest of the council or some other person.

16.2 Proposed Transfer of Riverbank Paper Road Land - Berry Springs (Meade/Letchford Roads)

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 sub regulation (3) - prejudice the interest of the council or some other person.

16.3 Netball Facilities at Fred's Pass Recreation Reserve

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.

16.4 Rates in Arrears - In Excess of Two Years

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;

Late Report Minutes of the Freds Pass Sport and Recreation Reserve Project Steering Committee - December 2025 and January 2026

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.

CARRIED 7/0

Moved to confidential session at 7:40pm

RESOLUTION OCM/26/026

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

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

CARRIED 7/0

17 REPORT OF CONFIDENTIAL RESOLUTIONS

18 CLOSE OF MEETING

The Meeting closed at **9:58pm**.

19 NEXT MEETING

Monday, 16 March 2026

20 MINUTES TO BE CONFIRMED

Monday, 16 March 2026



Mayor

Name



Chief Executive Officer