



# MINUTES

## 5<sup>th</sup> Ordinary Council Meeting 12<sup>th</sup> Council of Litchfield **Monday 19<sup>th</sup> January 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](https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live)

Community Forum  
Will be held from 5:30pm-6:00pm

**Stephen Hoyne**  
**Chief Executive Officer**

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## COUNCIL MINUTES

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Unconfirmed

<b>Present</b>	Rachael Wright	Mayor (Chair)
	Emma Sharp	Deputy Mayor/Councillor South Ward
	Kris Civitarese	Councillor South Ward
	Kevin Harlan	Councillor Central Ward
	Pauline Cass	Councillor Central Ward
	Daisy Crawford	Councillor North Ward
	Plaxy QF Purich	Councillor North Ward

**Apology**

<b>Staff</b>	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
	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**

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**

Nil

### **6 CONFIRMATION OF MINUTES**

## 6.1 Confirmation of Minutes

### RECOMMENDATION

That the full minutes (including confidential minutes) of the Ordinary Council Meeting held Monday 8 December 2025, 14 pages be confirmed.

### RESOLUTION OCM/26/001

#### AMENDMENT Called By Deputy Mayor Sharp

Moved: Cr Daisy Crawford

Seconded: Cr Kris Civitarese

That council administration review the OCM full minutes held 8<sup>th</sup> December 2025 and represent at the next OCM in February.

**CARRIED 6/1**

**A Division was called by Councillor Harlan**

**Those voting in the affirmation: Mayor Rachael Wright, Deputy Mayor Emma Sharp, Cr Daisy Crawford, Cr Kris Civitarese, Cr Pauline Cass, and Cr Plaxy Purich**

**Against: Cr Kevin Harlan**

## 7 BUSINESS ARISING FROM MINUTES

### 7.1 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/26/002

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

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

**CARRIED 7/0**

## 8 PETITIONS

Nil

## 9 DEPUTATIONS AND PRESENTATIONS

Nil

**10 ACCEPTING OR DECLINING LATE ITEMS**

Nil

**11 NOTICES OF MOTIONS**

Nil

**12 MAYORS REPORT**

**12.1 Mayor's Monthly Report**

**RESOLUTION OCM/26/003**

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

13 December 2025 AGM Freds Pass Rural Show be removed from the mayor's report.

**CARRIED 7/0**

**13 REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES**

Nil

Unconfir

## 14 OFFICER REPORTS

### 14.1 Corporate and Community

#### 14.1.1 People, Performance and Governance Report – December 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/26/004

Moved: Cr Kevin Harlan

Seconded: Cr Pauline Cass

1. That Council note the People, Performance and Governance Report for December 2025.

**CARRIED 7/0**

#### 14.1.2 Litchfield Council Finance Report – December 2025

##### EXECUTIVE SUMMARY

This report presents the Litchfield Council Finance Report for 31 December 2025. 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/26/005

Moved: Cr Plaxy Purich

Seconded: Deputy Mayor Emma Sharp

1. That Council note the Litchfield Council Finance Report 31 December 2025.

**CARRIED 7/0**

### 14.1.3 Community Services and Development Monthly Report – December

#### 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/26/006

Moved: Cr Kevin Harlan

Seconded: Cr Kris Civitarese

1. That Council note the Community Services and Development Monthly Report for December 2025.

**CARRIED 7/0**

### 14.1.4 REG01 Disposal of Surrendered and Unclaimed Impounded Dogs

#### EXECUTIVE SUMMARY

This report presents to Council policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs and information in relation to extending the statutory pound holding period for impounded dogs.

#### RESOLUTION OCM/26/007

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

THAT Council

1. receive and note the information provided within this report.
2. adopts policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, as attachment 1, with the inclusion of the following.
  - a. extend the statutory pound holding period for impounded dogs from 72 hours to 96 hours.
3. authorises the Chief Executive Officer to make minor amendments.
4. That the report be laid on table until after the budget workshop

**LOST 3/4**

**Division was called by Councillor Harlan  
Those voting in the affirmation, Cr Kevin Harlan and Cr Pauline Cass  
Those voting in the negative Mayor Rachael Wright, Cr Daisy Crawford, Cr Kris Civitarese and Cr  
Plaxy Purich it will be noted that Deputy Mayor Emma Sharp revoked her vote for  
the affirmation and voted for the negative.**

**AMENDMENT****RESOLUTION OCM/26/008**

Moved: Cr Daisy Crawford

Seconded: Cr Plaxy Purich

THAT Council

1. receive and note the information provided within this report.
2. adopts policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs, as attachment 1, with the inclusion of the following.
3. authorises the Chief Executive Officer to make minor amendments.
4. review the policy after the budget workshop.

**CARRIED 5/2**

**Division was called by Councillor Harlan**

**Those voting in the affirmation Mayor Rachael Wright, Deputy Mayor Emma Sharp,  
Cr Daisy Crawford, Cr Kris Civitarese, and Cr Plaxy Purich**

**Those voting in the negative Cr Kevin Harlan and it will be noted that Cr Pauline Cass revoked her  
vote for the affirmation and voted for the negative**

**14.1.5 GOV16 Compliance and Enforcement Policy****EXECUTIVE SUMMARY**

This report presents to Council the GOV16 Compliance and Enforcement Policy.

**RESOLUTION OCM/26/009**

Moved: Cr Kris Civitarese

Seconded: Cr Kevin Harlan

THAT Council adopts policy GOV16 Compliance and Enforcement Policy, at attachment 1, and authorises the Chief Executive Officer to make minor amendments.

**CARRIED 7/0**

Vanessa Wallis left the meeting at 7:43pm and did not return

## **14.2 Executive and Community Development**

### **14.2.1 Municipal Plan 2025-2026 Quarterly Performance Review – October to December 2025**

#### **EXECUTIVE SUMMARY**

The Municipal Plan 2025-2026 Quarterly Performance Report October to December 2025 is presented to Council to highlight the organisation's progress towards implementing the Municipal Plan.

#### **RESOLUTION OCM/26/010**

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Pauline Cass

1. That Council receive the Municipal Plan 2025-2026 Quarterly Performance Report for the second quarter ending 31 December 2025.

**CARRIED5/2**

Unconfirmed

### 14.3 Infrastructure and Operations

#### 14.3.1 Planning Summary Report - December 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 27 -30 November and 1 – 31 December 2025. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	8
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	1
Development Permits Issued	6
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Stormwater (Building Certification)/ Driveway Plan Reviews	8
Works Permits	14

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

##### RESOLUTION OCM/26/011

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Pauline Cass

THAT Council:

1. Receive the Summary Planning and Development Report for 27 – 30 November and 1 – 31 December 2025; and
2. Note for information the responses provided to relevant agencies within Attachments A to H of this report.

**CARRIED 7/0**

## 15 OTHER BUSINESS

### **DM Sharp raised the following points:**

- Old Bynoe Road Floodway: Consider installing warning lights or monitoring systems (similar to Girraween Road) to reduce incidents, particularly during the wet season, and minimise the need for repeated staff callouts. This could be discussed at the Budget Workshop or a committee meeting.
- Advocacy and New Initiatives Committee: Confirm whether a meeting has now been scheduled following the appointment of the full Council.
- Elizabeth Valley Floodway: Follow up on ongoing erosion and undermining of the floodway, which was previously raised during the last wet season.
- Freds Pass Reserve Project Committee: Confirm whether a meeting has been scheduled, noting that several important project milestones are approaching.
- Question to Mayor Wright: A briefing paper circulated before Christmas regarding the Lloyd Creek Rural Village Estate noted an unproductive meeting between Council and DLPE. Clarification was sought on whether this matter would be raised directly with Minister Joshua.
- Response: The Mayor and CEO have already discussed this matter and will be arranging a meeting with Minister Joshua.

### **Cr Daisy Crawford raised the following points:**

- Knuckey Lagoon Reserve Committee: The Chair advised that discussions have taken place with staff about reducing committee meetings to a biannual schedule due to stable reserve use and limited user groups. It was proposed that this be brought forward as a motion at a future Ordinary Council Meeting, along with discussion on ways to increase reserve usage.
- Acknowledgement: The Chair also took the opportunity to congratulate Councillor Purich.

### **Cr Plaxy Purich raised the following points:**

- Electoral Commission: Concerns were raised about the low voter turnout of approximately 20%, which was attributed to poor communication and over-reliance on electronic and social media advertising. It was noted that many residents were unaware the election was taking place and only became aware by passing the polling location. Improved on-ground promotion, such as roadside signage and banners, was suggested for future elections.
- DCA Committee: Information was requested on how to apply to join the DCA Committee.
- Outcome: The matter was taken on notice.

**Cr Pauline Cass raised the following points:**

- Compulsory Voting: It was noted that there is community confusion regarding compulsory voting, with NTEC confirming that \$25 infringement notices are being issued to individuals who did not vote, highlighting the need for clearer election messaging.
- Waste Station: Concerns were raised regarding fruit bats becoming entangled in barbed wire at the waste station.

**Cr Kevin Harlan raised the following points:**

- Morgan Road: Potholes were reported near the Caribbean area and close to the intersection, with clarification required on responsibility and no CRM currently raised.
- Council Meeting Location: It was suggested that a future Ordinary Council Meeting be held at an alternative location.
- Staff Acknowledgement: Thanks were extended to Council staff for their prompt response to a resident enquiry.

Unconfirmed

## 16 CONFIDENTIAL ITEMS

### RESOLUTION OCM/26/012

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Pauline Cass

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 8 December 2025

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.

#### 16.2 CEO Performance Review

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.

### RECOMMENDATION

Council to move to confidential session.

**.CARRIED 7/0**

Moved to confidential session at 8:30pm

### RESOLUTION OCM/26/013

Moved: Deputy Mayor Emma Sharp

Seconded: Cr Kevin Harlan

Resume in Open Session 9:17pm.

**CARRIED 7/0**

## 17 REPORT OF CONFIDENTIAL RESOLUTIONS

## 18 CLOSE OF MEETING

The Meeting closed at 9.17pm.

## 19 NEXT MEETING

Monday, 16 February 2026

**20 MINUTES TO BE CONFIRMED**

Monday, 16 February 2026

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Mayor

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Chief Executive Officer

Name

Unconfirmed