# WAGAIT SHIRE COUNCIL DRAFT MINUTES

**COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD 7PM**

**Tuesday 19 February 2019**



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**1.0 PRESENT**

Councillors:

President Peter Clee

Vice-President Tom Dyer

Cr Neil White

Cr Michael Vaughan Cr Graham Drake

Staff: Chief Executive Offer Mark Sidey

# 1.1 OPENING OF MEETING: - Chaired by President Peter Clee at 7.00pm.

The President advises that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

# 1.2 APOLOGIES AND LEAVE OF ABSENCE:

#  Nil

**2.0 DECLARATION OF INTERESTS**

Nil

# CONFIRMATION OF MINUTES

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| **Resolution No. 2019/317****That the minutes of the Monthly Meeting of Wednesday 23 January 2019, be confirmed by council as a true and correct record.****Moved: Vice-President Tom Dyer****Seconded: Cr Neil White****Vote: AIF** |

* 1. **Matters arising from January 2019 Minutes**

**Nil**

**4.0 GUEST SPEAKERS**

Nil

# QUESTIONS AND FEEDBACK FROM THE PUBLIC

#  Nil

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**6.0 INWARDS AND OUTWARDS CORRESPONDENCE - January 2019**

The Inwards and Outwards correspondence for the month of January 2019 has been circulated to councillors prior to the February 2019 meeting.

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| **Resolution No. 2019/318****That council receive and note the correspondence as detailed in the agenda for the month of February 2019.****Moved: Cr Neil White****Seconded: Cr Graham Drake****Vote: AIF** |

**7.0 COUNCILLORS REPORTS**

7.1 President’s Report

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| **Resolution No. 2019/319****That President Peter Clee’s report the month of January 2019 be received and accepted.****Moved: President Peter Clee****Seconded: Cr Graham Drake****Vote: AIF** |

7.2 Cr Graham Drake’s Report

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| **Resolution No. 2019/320****That Cr Graham Drake’s report for the month of January 2019 be received and accepted.****Moved: Cr Graham Drake****Seconded: Cr Neil white****Vote: AIF** |

**8.0 OFFICER’S REPORTS**

8.1 CEO AND Works Report

 In addition to the Officer’s Reports:

 Vice-President Tom Dyer would like to see participation numbers included in the Sports and Recreation Report.

 In addition to the Green Waste Compound, the first chipping was recently completed. Overall this went well, however there were a few items such a steel pickets and crates which should not have been dumped there. It was suggested that it would be a good idea to advertise the facility and usage policy again.

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| **Resolution No. 2019/321****That the Officer’s reports for the month of January 2019 be received and accepted.****Moved: Cr Neil White****Seconded: Vice-President Tom Dyer****Vote: AIF** |

**9.0 FINANCIAL REPORT**

 Council did not approve the Financial Report for the January 23 Council Meeting on the issue that a credit card acquittal process was needed. The process will be written up once the Credit Card Policy has been approved.

 President Peter Clee brought up the issue in the February 23 Council Meeting that rate payers paying an arrears should not be credited into the rates income, it should be applied to debtors. CEO Mark Sidey to liaise with the auditor on how rates are to be processed. The Trail Balance is to be circulated to councillors with future Agenda’s, as this could be a way to have this clarified.

 The financial report is to be held over until the Trial Balance is circulated and the January 2019 and February 2019 financials can be approved at the same time.

 Cr Graham Drake has asked that more details be included in the financial reports. The Profit and Loss and Trial balance for the last three months (November 2018, December 2018 and January 2019) is to be circulated to councillors. The possibility of rescheduling the chart of accounts so that the budget, the trial balance and the profit and loss match up is to be investigated.

 The Financial Report is to be held over until the March 2019 meeting.

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| **Resolution No. 2019/322****That the CEO provide a copy of the Trial Balance and the Profit and Loss Statements for the year to date to councillors as part of the financial report for each month of the meeting.****Moved: President Peter Clee****Seconded: Cr Graham drake****Vote: AIF** |

**10.0 ACTION SHEET – JANUARY 2019**

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| **Resolution No. 2019/323****That Council receives and notes the Action Sheet for the month of January 2019.****Moved: Vice President Tom Dyer****Seconded: Cr Michael Vaughan****Vote: AIF** |

**11.0 AGENDA ITEMS**

**11.1 Proposed Caravan Park**

 This will be a matter for a community consultation.

**11.2 Cloppenburg Park Irrigation System**

 This has been discussed in the Action list.

**11.3 Australia Day Acquittal**

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| **Resolution No. 2019/324****That council acquit $1,500 for the 2019 Australia Day Regional activities.****Moved: Cr Neil White****Seconded: Cr Graham Drake****Vote: AIF** |

**11.4 Resignation of CEO Mark Sidey**

 CEO Mark Sidey has submitted his resignation from Wagait Shire Council. His last day at council be 27 Marach 2019.

**11.5 Audit Committee Meeting held Wednesday 6 February 2019**

 **Item 7.6 – Human Resources**

 CEO Mark Sidey to bring to the next council meeting an action item recommending how council can move forward on issues such as records management procurement, HR policy renewal and finance and compliance, etc; and provide recommendations on how these functions be resolved.

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| **Resolution No. 2019/325****That Council note the Draft Audit Committee Minutes dataed 6 February 2019.****Moved: Vice-President Tom Dyer****Seconded: Cr Neil White****Vote: AIF** |

**11.6 POLICIES FOR REVIEW**

**11.6.1 P15 – Procedures for Council and Council Committee Meetings Policy**

 Item 4.4 (2) remove the word signed. The sentence to read “The notice must be in writing by the member who wished the matter to be considered and the notice may include a petition.”

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| **Resolution No. 2019/326****That Council adopt the draft updated P15 – Procedures for Council and Council Committee Meetings Policy, as amended, recommended by the Audit Committee.****Moved: Cr Michael Vaughan****Seconded: Vice-President Tom Dyer****Vote: AIF** |

**11.6.2 P35 – Authorisation of Payments Policy**

 This policy is to be held over and brought back to the March Council Meeting as formatting changes have been requested.

**11.6.3 P39 – Australia Day Awards Deliberations Policy**

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| **Resolution No. 2019/327****That Council adopt the draft P39 – Australia Day Awards Deliberations Policy, as recommended by the Audit Committee.****Moved: Vice-President Tom Dyer****Seconded: Cr Graham Drake****Vote: AIF** |

**11.6.4 P41 – Asset Disposal Policy**

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| **Resolution No. 2019/328****That Council adopt the draft P41 – Asset Disposal Policy, as recommended by the Audit Committee.****Moved: Vice-President Tom Dyer****Seconded: Cr Neil White****Vote: AIF** |

**11.6.5 P42 – Stocktake Policy**

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| **Resolution No. 2019/329****That Council adopt the draft P42 – Stocktake Policy, as recommended by the Audit Committee.****Moved: Cr Neil White****Seconded: Cr Michael Vaughan****Vote: AIF** |

**11.6.6 P43 – Credit Card Policy**

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| **Resolution No. 2019/330****That Council adopt the draft P43 – Credit Card Policy, as recommended by the Audit Committee.****Moved: Cr Neil White****Seconded: Cr Michael Vaughan****Vote: AIF** |

**11.6.7 P44 – Travel and Accommodation Policy**

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| **Resolution No. 2019/331****That Council adopt the draft P44 – Travel and Accommodation Policy, as recommended the Audit Committee.****Moved: Vice-President Tom Dyer****Seconded: Ce Neil White****Vote: AIF** |

**11.6.8 P45 – Vehicle Use Policy**

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| **Resolution No. 2019/332****That Council adopt the draft P45 – Vehicle Use Policy, as recommended by the Audit Committee.****Moved: Cr Graham Drake****Seconded: Vice-President Tom Dyer****Vote: AIF** |

**11.6.9 P46 – Works on Council Verge Policy**

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| **Resolution No. 2019/333****That the draft P46 – Works on Council Verge Policy, be released for community consultation, as recommended by the Audit Committee.****Moved: Cr Graham Drake****Seconded: Vice-President Tom Dyer****Vote: AIF** |

**11.6.10 P47 – Borrowing Policy**

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| **Resolution No. 2019/334****That Council adopt draft P47 – Borrowing Policy, as recommended by the Audit Committee.****Moved: Vice-President Tom Dyer****Seconded: Cr Neil White****Vote: AIF** |

**11.6.11 P48 – Investment Policy**

 The previous CEO Deborah Allen did a bit of work on sustainability to work out if it were viable and what council needed as a cash reserve. She was asked to investigate to see how long council accounts can run without revenue. Vice President Tom Dyer has asked if this is still active with our consideration for the Investment Policy. CEO Mark Sidey to investigate and bring this to the next Council Meeting in March.

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| **Resolution No. 2019/335****That the Council adopt the draft P48 – Investment Policy, as recommended by the Audit Committee.****Moved: Cr Michael Vaughan****Seconded: Cr Graham Drake****Vote: AIF** |

**11.7 Donation Drive**

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| **Resolution No. 2019/336****That council support St Vincent’s request for a donation drive for Wagait Beach.****Moved: Vice-President Tom Dyer****Seconded: Cr Neil White****Vote: AIF** |

**11.8 WAG’s (Wagait Arts Group)**

 WAG’s are seeking an agreement in principal to provide public art installations around the community.

 Cr Graham Drake declares a conflict and leave the meeting room at 8.55pm so that discussions can take place as he is the Chair of the WAG’s group.

 Council supports in principal an offer for WAG’s to produce public art for the community however this needs to be considered with the Works on Council Verge Policy, which is to go out to public consultation.

 Cr Graham Drake re-enters the meeting room at 9.00pm.

**11.9 MUFF (Mandorah Ukulele Folk Festival)**

 A letter from Jenny Hilyard has been submitted to council requesting the use of Cloppenburg Park for accommodation by campers during the Madorah Ukulele Fold Festival. Council agrees to provide support to MUFF whether it be in-kind or financial and as a council to work with management and provide strategic guidance and logistical support. Some of the concern’s council need to consider would be security, insurance and toilets. Council to write to MUFF to see how they will address these concerns.

**12.0 UPCOMING EVENTS**

**12.1 ANZAC DAY – 25 April 2019**

 A letter has been written to RAAF Tindal to include Wagait Beach in the ANZAC Day flyover. Major Ian Dawson, Chaplin has been booked for the ceremony.

**12.2 2019 National Walk to School – Friday 17 May 2019**

**13.0 LATE ITEMS AND GENERAL BUSINESS**

**14.0 IN-CAMERA ITEMS**

**14.1 Appointment of Auditor**

**14.2 Appointment of Human Resources Consultation**

 The meeting was closed to the public at 9.17pm.

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| **Resolution No. 2019/337****That Council close the meeting to the general public in accordance with section 65 (2) of the Local Government Act to enable Council to discuss in a Confidential session an item decribed under Local Government (Administration) regulation 8;**1. **Information that would, if publicly disclosed, be likely to:**
2. **Cause commercial prejudice to, or confer an unfair commercial advantage on, any person.**

**Moved: President Peter Clee****Seconded: Vice-President Tom Dyer****Vote: AIF** |

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| **Resolution No. 2019/341****That Council re-open the meeting to the general public in accordance with Section (65)(1) of the Local Government Act.****Moved: President Peter Clee****Seconded: Cr Neil White****Vote: AIF** |

 The meeting reopened to the public at 10.00pm.

**15.0 MATTERS RESOLVED IN CAMERA**

 **14.1 Appointment of Auditor**

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| **Resolution No. 2019/338****That Council agree to engage Nexia Marshall Edwards for the purpose of auditing and delivering financial statements for WSC for 3 financial years ending 2021.****Moved: Vice-President Tom Dyer****Seconded: Cr Graham Drake****Vote: AIF** |

 **14.2 Appointment of Human Resources Consultant**

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| **Resolution No. 2019/339**1. **That Council agree to engage Employsure to review and update its Human Resources policies, procedures, templates and job descriptions.**

**Moved: Vice-President Tom Dyer****Seconded: Cr Neil White****Vote: AIF** |

**16.0 DATE OF NEXT MEETING**

 The next Council Meeting is to be held on Tuesday 19 March 2019 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

**17.0 CLOSE OF MEETING**

 The chair closed the meeting at 10.10pm