



# **WAGAIT SHIRE COUNCIL**

## **MINUTES OF ORDINARY MEETING OF COUNCIL**

**HELD IN COUNCIL CHAMBERS**

**LOT 62, 142 WAGAIT TOWER ROAD  
7:00PM MONDAY 18 NOVEMBER 2024**

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## 1. OPENING OF MEETING

### 1.1. ADDRESS BY CHAIR AND PRESIDENT

The President:

1. Declares the meeting open at 7:02pm and welcomes all in attendance
2. Makes an acknowledgment of country
3. Advises that the meeting will be audio taped for minute taking purposes only as authorised by the Chief Executive Officer.

### 1.2. ATTENDANCE

#### ELECTED MEMBERS

Councillor	President Neil White (Chair)
Councillor	Michael Vaughan
Councillor	Peter Clee
Councillor	Sarah Smith

#### STAFF PRESENT

Chief Executive Officer	Virginya Boon
Finance Consultant	Dale Campbell
Finance Coordinator	Matt Pettit

#### PUBLIC PRESENT

#### VISITORS PRESENT

### 1.3. ELECTRONIC MEETING ATTENDANCE

#### PURPOSE

This report is to consider any Councillors attendance at this meeting via electronic means.

**RESOLUTION No: 2024/254**

That Council acknowledges and approves Cr Michael Vaughan and Cr Peter Clee to attend the meeting electronically.

Moved: Cr S Smith

Seconded: President N White

Vote: AIF

#### STATUTORY OBLIGATIONS

Section 95 *Local Government Act 2019*

### 1.4. APOLOGIES

#### PURPOSE

This report is to record and consider any apologies from Councillors.

**RESOLUTION No: 2024/255**

That Council approve the apologies of Vice President Tom Dyer.

Moved: Cr S Smith  
Seconded: President N White  
Vote: AIF

## STATUTORY OBLIGATIONS

Section 95 *Local Government Act 2019*

### 1.5. LEAVE OF ABSENCE

Nil

#### RESOLUTION No: 2024/256

That Council change standing orders and moves to Item 8 – Finance Reports.

Moved: Cr S Smith  
Seconded: President N White  
Vote: AIF

## 2. DECLARATION OF INTERESTS

### PURPOSE

This report is to ask the Councillors if they:

1. Have read the agenda papers; and
2. Wish to declare any conflicts of interest regarding any item in the agenda for this Council meeting.

Nil

## 2. DEPUTATIONS AND PRESENTATIONS FROM EXTERNAL AGENCIES

Nil

## 4. PETITIONS AND QUESTIONS WITH NOTICE

Nil

## 5. CONFIRMATION OF MINUTES

### 5.1. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

#### PURPOSE

Minutes of the previous meeting of Council are to be submitted to Council for confirmation to approve them as a true and accurate record of the meeting.

#### RESOLUTION No: 2024/257

That Council confirms the Minutes of the Ordinary Meeting of Council held on Monday 21 October 2024 are a true and accurate record.

Moved: Cr S Smith

Seconded: President N White  
Vote: AIF

## STATUTORY OBLIGATIONS

Section 101 *Local Government Act 2019*

### 5.2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS COUNCIL MEETING

Nil

## 6. COUNCILLOR'S REPORTS

### 6.1 PRESIDENT'S REPORT

**Action:** For Receiving and Noting

**Author:** Neil White, Shire President

#### PURPOSE

To update the Council on the activities undertaken by the President since the last Council meeting.

#### RESOLUTION No: 2024/258

That Council receives and notes President Neil White's report for the period 11 October to 13 November 2024.

Moved: Cr S Smith

Seconded: Cr M Vaughan

Vote: AIF

## 7. OFFICERS' REPORTS

### 7.1 CEO REPORT FOR THE PERIOD

**Action:** For Receiving and Noting

**Author:** CEO

#### PURPOSE

To update the Council on the activities of the Chief Executive Officer (CEO) and other significant operational information since the last Council meeting.

#### RESOLUTION No: 2024/259

That council receives and accepts the CEO's report for the period 11 October to 13 November 2024.

Moved: Cr S Smith

Seconded: President N White

Vote: AIF

### 7.2 WORKS MANAGER'S REPORT FOR THE PERIOD

**Action:** For Receiving and Noting

**Author:** Work's Manager

## **PURPOSE**

To update the Council on the activities carried out by the Works and Services Team and other significant relevant information since the last Council meeting.

### **RESOLUTION No: 2024/260**

That Council receives and notes the Works Manager's report for the period 11 October to 13 November 2024.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

## **8. FINANCE REPORTS**

### **8.1 MONTHLY FINANCIAL REPORT**

**Action:** For Receiving and Noting

**Author:** Finance Consultant – Dale Campbell

## **PURPOSE**

To inform and update Council of the status of the financials to the end of October 2024.

### **RESOLUTION No: 2024/261**

That Council:

- a) notes the Chief Executive Officer certifies to the best of their knowledge, information, and belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and
- b) receives and notes the monthly financial report for October 2024.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

### **8.2 Q1 2024-25 BUDGET REVIEW and REVISED BUDGET**

**Action:** For Decision

**Author:** CEO

## **PURPOSE**

To provide the Council with an update and review of the 2024-25 budget following the first quarter of the financial year and considerations for adopting a revised budget for 2024-25.

### **RESOLUTION No: 2024/262**

That Council:

- a) receives and notes the report for the 2024-25 first quarter budget review
- b) agrees to adopt the recommended revised budget for the 2024-25; and
- c) publishes the amended 2024-25 Budget pursuant to Section 203 of the *Local Government Act 2019*.

Moved: President N White  
Seconded: Cr M Vaughan  
Vote: AIF

**RESOLUTION No: 2024/263**

That Council resumes standing orders.

Moved: Cr S Smith  
Seconded: President N White  
Vote: AIF

## 9. REPORTS FOR RECEIVING AND NOTING

### 9.1 REVIEW OF ACTION ITEMS LIST TO 13 NOVEMBER 2024

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To update Council on the status of the Actions List to 13 November 2024.

**RESOLUTION No: 2024/264**

That Council receives and notes the updated Actions List to 13 November 2024

Moved: Cr S Smith  
Seconded: Cr M Vaughan  
Vote: AIF

### 9.4 CORRESPONDENCE

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To provide Council with a list of incoming and outgoing correspondence from 11 October 2024 to 13 November 2024.

**RESOLUTION No: 2024/265**

That council receives and notes the incoming and outgoing correspondence from 11 October to 13 November 2024.

Moved: Cr M Vaughan  
Seconded: Cr P Clee  
Vote: AIF

### 9.5 COMPLAINTS REGISTER

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To update Council on complaints received from 11 October 2024 to 13 November 2024.

**RESOLUTION No: 2024/266**

That Council receives and notes the Complaints Register to the 13 November 2024.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

**10. CURRENT / UPCOMING EVENTS**

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To update Council on upcoming events planned over the next month.

**RESOLUTION No: 2024/267**

That Council receives and notes the report on current and upcoming events.

Moved: Cr S Smith

Seconded: President N White

Vote: AIF

**10.2. WEDNESDAY 4 DECEMBER – AUSTRALIA DAY NOMINATIONS CLOSE**

Nominations for Citizen of the Year, Senior of the Year, Young Person of the Year and Community Group/Activity of the Year opened in September and will close on Wednesday 4 December 2024. A Special Council Meeting will be held on Wednesday 4 December 2024 to discuss the nominations for the Australia Day 2024 awards.

**10.3 THURSDAY 12 DECEMBER – SENIORS CHRISTMAS LUNCH**

A proposed date has been set for Thursday 12 December. Venue is to be determined.

**10.4 SATURDAY 21 DECEMBER – CHILDREN'S CHRISTMAS PARTY**

The Children's Christmas party will be held on Saturday 21 December from 12pm to 2pm in the Community Centre. A Secret Santa will be organised by the Sports and Recreation Officer.

**10.5 WAGAIT SHIRE COUNCIL STAFF/COUNCILLORS CHRISTMAS PARTY**

The proposed date for Council's Christmas Party is Friday 20 December 2024.

**10.6 WEDNESDAY 25 DECEMBER TO THURSDAY 2 JANUARY – OFFICE CLOSURE**

Council office will be closed for the Christmas and New Year holiday period from 12noon Tuesday 24 December and will reopen on Thursday 2 January 2025.

**11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE**

Nil



## 12. IN-CAMERA ITEMS

### **RESOLUTION No: 2024/268**

That Council close the meeting to the general public in accordance with section 99(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (General) regulation Division 2;

- a) information about the personal circumstances of a residence or rate payer;
- b) information that would, if publicly disclosed, be likely to: (iv) prejudice the interests of the council or some other person;
- c) information provided to the Council on condition it be kept confidential.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

At 8:00pm Council closed the meeting to the general public.

### 12.1 CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA

1. Minutes of previous In-Camera meeting held Monday 21 October 2024

### 12.2 RE-OPEN MEETING TO THE GENERAL PUBLIC

#### **RESOLUTION No: 2024/270**

That Council re-open the meeting to the general public in accordance with section 99(1) of the Local Government Act.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

At 8:01pm Council opened the meeting to the general public.

## 13. CLOSE OF MEETING

The date of the next meeting is scheduled for Monday 20 January 2025.

Next meeting: Special Meeting to be held 6:30pm Tuesday 10 December 2024.

The Chair declared the meeting closed at 8:02pm.