



WAGAIT SHIRE COUNCIL

MINUTES

COUNCIL CHAMBERS

LOT 62, 142 WAGAIT TOWER ROAD

7:00PM MONDAY 20 JULY 2026

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2. OPENING OF MEETING

2.1 ADDRESS BY CHAIR AND PRESIDENT

The President:

1. Declares the meeting open at 7.06 pm and welcomes all in attendance
2. Acknowledgement of country
3. Advises attendees that the meeting will be audio and video taped for minute-taking purposes as authorised by the Chief Executive Officer.

2.2 ADDRESS BY CHAIR AND PRESIDENT

ELECTED MEMBERS

Councillor	President Neil White (Chair)
Councillor	Deputy President Sarah Manning
Councillor	Peter Clee
Councillor	Sarah Smith
Councillor	Tom Dyer

STAFF PRESENT

Chief Executive Officer	Russell Anderson
Office Manager	Toni Stanley

PUBLIC PRESENT

Kate Williams
Jim Boland
Michael Vaughan
Keith Tanner
Shane Williamson
Frances Williamson
Jill Mumme
Alan Amezdroz
Lorna Manning
Carolyn Murphy
Amanda Stoker (online)

VISITORS PRESENT

Nil

2.3 ELECTRONIC MEETING ATTENDANCE

PURPOSE

RESOLUTION 2026/123

That Council acknowledges and approves Cr P Clee to attend the meeting electronically.

Moved: President N White

Seconded: Cr T Dyer

Vote: AIF

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

STATUTORY OBLIGATIONS

Section 95 Local Government Act

2.4 LEAVE OF ABSENCE

NIL

3. DECLARATION OF INTERESTS

NIL

4. DEPUTATIONS AND PRESENTATIONS FROM EXTERNAL AGENCIES

NIL

5. PETITIONS AND QUESTIONS WITH NOTICE

5.1 QUESTIONS WITH NOTICE

NIL

6. CONFIRMATION OF MINUTES

6.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

Action: For Decision

Author: CEO

PURPOSE

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

RESOLUTION 2026/124

That Council confirms the minutes of the Ordinary Meeting held on Monday 22 June, Special 29 June 2026 are true and accurate record of that meeting as amended

Moved: Cr P Clee

Seconded: Deputy President S Manning

Vote AIF

STATUTORY OBLIGATIONS

Section 101 *Local Government Act 2019*

Notes:

- The draft minutes for the Ordinary Council meeting (22 June 2026) attached to the agenda were not the correct minutes to be confirmed. A printed version of the correct minutes was provided at the meeting.
- The draft minutes for the Special Council meeting (29 June 2026) were not included with the agenda. A printed version was provided at the meeting.
- Amendments to be made to minutes for Ordinary Council meeting: Cr Clee to be removed from attendance at Ordinary Council meeting, as is listed as an apology, and a late paper (regarding funding) to be added to minutes.

Attachments

1. A copy of the draft Ordinary Council Meeting minutes for 22 June 2026 (as provided at meeting).

2. A copy of the draft Special Council Meeting minutes for 29 June 2026 (as provided at meeting).

6.2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS COUNCIL MEETING

- Follow up questions without notice from last Ordinary Council meeting 22 June
- Move to action sheet

7. COUNCILOR'S REPORTS

7.1 PRESIDENT'S REPORT

Action: For Receiving and Noting

Author: Neil White, Shire President

PURPOSE

To provide a report as part of my responsibility to keep Council and the community informed of matters, activities, and information of importance

RESOLUTION 2026/125

That Council receives and notes President White's report for the period 15 June – 14 July 2026.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

Purpose: As part of my responsibility inform Council and the community of activities and information that is important.

Notes:

- 'Tuesday 17 July' as in the report is a typo and should read 'Friday 17 July'.

7.2 DEPUTY PRESIDENT'S REPORT

Action: For Receiving and Noting

Author: Sarah Manning, Shire Deputy President

PURPOSE

To provide an update on the elected member activities and engagements since the last Council meeting.

RESOLUTION 2026/126

That Council receives and notes Deputy President Manning's report for the period 15 June – 12 July 2026.

Moved: Deputy President S Manning

Seconded: President N White

Vote: AIF

8. OFFICER'S REPORTS

8.1 CEO REPORT

Action: This report provides an update on key meetings, governance matters, operational issues and upcoming areas requiring Council awareness.

Author: Russell Anderson acting CEO

PURPOSE

Council is asked to note the matters outlined in this report, including ongoing governance discussions, government engagement, operational improvements and upcoming contract considerations.

RESOLUTION 2026/127

That Council receives and notes the CEO's report for the period 15 June – 14 July 2026

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

RESOLUTION 2026/128

a) That council requests two additional quotes; and

b) The CCTV project should not proceed if costing more than \$15,500.00.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

RESOLUTION 2026/129

Council sets the date for the next community consultation for Saturday 29 August.

Moved: Cr S Smith

Seconded: Deputy President S Manning

Vote: AIF

Financial Implications

There are financial implications associated with the recommendation of this report.

8.2 WORKS MANAGER'S REPORT

Action: To receive and note

Author: Mark Speechley, Work's Manager

PURPOSE

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

RESOLUTION 2026/130

That Council receives and notes the Works Manager's report for the period 15 June – 14 July 2026.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

9. FINANCE REPORT

9.1 MONTHLY FINANCIAL REPORT

Action: To receive and note.

Author: Russel Anderson, Acting CEO / Matt Pettit, Finance Coordinator

PURPOSE

To inform and update Council of the status of the financials to the end of June 2026

RESOLUTION 2026/131

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 to 30 June 2026

Moved: President N White

Seconded: Cr T Dyer

Vote: AIF

Notes:

Still waiting for response relating to CPP grant regarding use for bike path.

It has been found that council was not compliant with the LRACI grant. Finance Officer is investigating if the funds can be reallocated to spend that satisfies the grant requirements. If not, the grant may need to be refunded in part or full. Update to be provided at next meeting.

10. REPORTS REQUIRING DECISIONS BY COUNCIL

10.1 CASUAL CLEANING EMPLOYMENT

Action: For Decision

Author: Acting CEO

PURPOSE

Employing two casual cleaners

RESOLUTION 2026/132**That Council:**

- a) Receives and notes the attached “Casual Cleaning Employee Analysis”; and
- b) approves to proceed to employ two Casuals for Cleaning.

Moved: President N White**Seconded: Cr T Dyer****Vote: AIF****Financial Implications**

There are financial implications associated with the recommendation of this report.

10.2 REQUEST FOR FINANCIAL SUPPORT – THOMAS GOULD - FOOTBALL

Action: Council has previously provided financial support to inspiring young athletes. **Thomas Gould** has been successfully selected to participate in this football tournament and is seeking financial support.

Author: CEO

PURPOSE: Azzurri Primavera Academia team will be participating in Australia’s premier football competition, the Premier Invitational Tournament, to be held on the Gold Coast from 25 September to 4 October 2026. The tournament levy is \$2949.84 GST inc, this covers return airfares, accommodation, meals (breakfast, lunch and dinner), player registration fee, ground transportation & associated costs.

RESOLUTION 2026/133**That:**

- a) Council receives and notes the funding request attached; and
- b) that the recipient be asked to provide Council with a report on their participation in the activity; and
- c) approves to provide a donation of \$500 to support Thomas Gould.

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

- Add to action item list: guidelines and forms to be developed to help facilitate applications to Council for funding of this nature.

10.3 COMPLIANCE REVIEW REPORT 2024/25

Action: For Council members to formally acknowledge and comply by providing implementation in the times requested

Author: Acting CEO

PURPOSE

Compliance review is regularly conducted by Local Government Inspectors under section 298 of the Local Government Act 2019. Inspectors visited the Council Office on 24 March 2026 and consulted with staff to examine documents provided by the CEO. The results of the Compliance Review Report is attached.

RESOLUTION 2026/134**That Council:**

- a) formally acknowledges and will comply by providing implementation at the times requested; and
- b) requests the CEO seeks an extension to address Issue 2.
- c) wishes to proceed with formal acknowledgement.

Moved: President N White**Seconded: CR T Dyer****Vote: AIF****Notes:**

- The due date for Issue 2 is listed at 31 August 2026. This is not enough time for the new CEO (once appointed) to address; hence an extension should be requested.

10.4 COUNCIL DELEGATION MANUAL**Action:** For Decision**Author:** Acting CEO**PURPOSE**

Updated Delegations Manual.

RESOLUTION 2026/135**That Council:**

- a) receives and notes the attached “Delegations Manual”; and
- b) approves this Delegations Manual for 2026.
- c) add to action item list for future review.

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

- Delegation Manual to be approved as is to achieve compliance, with a more thorough review to be conducted soon.

11. REPORTS FOR RECEIVING AND NOTING**11.1 ACTION LIST****Action:** Council to receive and note**Author:** Acting CEO**PURPOSE**

To update Council on the status of the Actions List to 15 June 2026.

RESOLUTION 2026/136

- a) That Council receives and notes the updated Action List to 14 July 2026.
- b) Add to action item list: items from business arising, and Quotes required for drainage works on Winnal, Baluria, Erickson, Joseph, De lissa, Boom, Dalmeny, Forsyth, Mungalo, roads.
- c) Portal for Roads to Recovery is required.
- d) Items 4 and 5 have been completed and are to be removed from the action list.

Moved: Deputy President S Manning

Seconded: Cr S Smith

Vote: AIF

12. CORRESPONDENCE

12.1.1 OUTGOING CORRESPONDENCE

Author: Acting CEO

PURPOSE

To update Council on outgoing mail.

RESOLUTION 2026/137

That Council receives and notes the outgoing mail (attached).

Moved: President N White

Seconded: Deputy President S Manning

Vote: AIF

12.1.2 INCOMING CORRESPONDENCE

Action: For Decision

Author: Acting CEO

PURPOSE

To update Council on incoming mail received.

RESOLUTION 2026/138

That Council receives and notes the incoming mail (attached).

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

12.2 COUNCIL RECEIVES AND NOTES COMPLAINTS AND COMPLIMENTS

Action: For Decision

Author: Acting CEO

PURPOSE

To update Council on any complaints, comments and compliments received from 14 May to 15 June 2026.

RESOLUTION 2026/139

That Council receives and notes the complaints, comments and compliments register from 14 May to 15 June 2026. NIL to report

Moved: President N White

Seconded: Deputy President S Manning

Vote: AIF

Notes:

- Deputy President S Manning passed on that she has received several compliments from community about the Women's Wellness Day.

13. CURRENT / UPCOMING EVENTS

Action: For Receiving and Noting

Author: Acting CEO

PURPOSE

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

RESOLUTION 2026/140

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

Moved: Deputy President S Manning

Seconded: Cr S Smith

Vote: AIF

Notes:

- Elected members are welcome to attend the Senior's Months activities during August.

13A. CONSIDERATION OF LATE PAPER

RESOLUTION 2026/141

That Council receives the incoming correspondence titled " as a late paper, to be considered in the open section of the Council meetings.

Moved: Cr S Smith

Seconded: Deputy President S Manning

Vote: AIF

Action: For Decision

Author: Acting CEO

PURPOSE

To consider the incoming correspondence from the Department of Lands, Planning and Environment, dated 15 July 2026, entitled 'Complaint regarding Lot 110 (50) Forsyth Road, Wagait Beach- Hundred of Bray - s79(3) Intention to investigate'.

RESOLUTION 2026/142

That Council:

- a) receives and notes the incoming mail (attached); and
- b) requests the President and CEO meet with Department of Lands, Planning and Environment regarding complaint regarding Lot 110 (50) Forsyth Road;
- c) may consider closure of the green waste facility, subject to advice provided by the Department; and
- d) wishes to proceed with formal acknowledgement.

Moved: President N White

Seconded: Cr S Smith

Vote: AIF

Attachments

1. Correspondence from Department of Lands, Planning and Environment, dated 15 July 2026, entitled 'Complaint regarding Lot 110 (50) Forsyth Road, Wagait Beach- Hundred of Bray - s79(3) Intention to investigate'.
2. Document entitled 'Fact Sheet: Intention to investigate'.
3. Document entitled 'Schedule 2: Definitions'.
4. Extract from Planning Scheme 2020 entitled '4.7 Zone RL – Rural Living'.

14. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

14.1. Deputy President S Manning asked about the insurance implications for council staff, now that council is offering services (such as water deliveries and yard maintenance) that means staff will be working on private property.

Taken on notice – Finance Officer to investigate.

14.2. Deputy President S Manning asked about Council's awareness of the nation-wide AusAlert test to be conducted at 1.30pm NT time on 27 July 2026.

Council will promote the event to the community to raise awareness.

14.3. Deputy President S Manning has had enquiries from the community about the installation of the replacement shade cloth over the play equipment at Cloppenburg Park.

Taken on notice – council is waiting for an update from the insurer.

14.4. Deputy President S Manning asked about when the draft minutes for Audit Committee meeting (held 20 May 2026) will be presented to Council.

CEO responded that the draft minutes are almost ready for release and shall be presented at the next Ordinary Council meeting.

14.5. President N White reminded everyone about the Australian Bureau of Statistics census being held Tuesday 11 August 2026.

Council will promote the event to the community to raise awareness.

15. IN-CAMERA ITEMS

RESOLUTION 2026/143

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;

51 (1) (a) information about the employment of a particular individual as a member of staff or possible member of the staff of the Council that could, if publicly disclosed, cause prejudice to the individual;

51 (1) (b) information about the personal circumstances of a resident or ratepayer;

51 (1) (c) information that would, if publicly disclosed, be likely to:

- (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
- (ii) prejudice the maintenance or administration of the law; or
- (iii) prejudice the security of the council, its members, or staff; or
- (iv) subject to sub regulation (3) – prejudice the interests of the council or some other person;

51 (1) (d) information subject to an obligation of confidentiality at law, or in equity;

51 (1) (e) 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;

51 (1) (f) subject to sub regulation (2) – information in relation to a complaint of a contravention of the code of conduct.

Moved: Cr T Dyer

Seconded: Cr S Smith

Vote: AIF

At 8:46pm Council closed the meeting to the general public.

15.1 CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA

15.1.1 Confirmation of Previous IN-CAMERA Minutes

15.2 RE-OPEN MEETING TO THE GENERAL PUBLIC

RESOLUTION No: 2026/-

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

Moved: Cr T Dyer

Seconded: President N White

Vote: AIF

15.3 DECISIONS ARISING FROM THE CONFIDENTIAL SECTION

Nil

16. CLOSE OF MEETING

The date of the next meeting is scheduled for 17 August 2026.

The Chair declared the meeting closed at 8.58pm.