



**MINUTES**  
**ORDINARY COUNCIL MEETING**  
**19<sup>TH</sup> NOVEMBER 2024**

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## 1. NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Council was held on:

Date: 19<sup>th</sup> November 2024  
Time: 3.00 pm  
Location: Council Chambers  
22 Cameron Road, Batchelor NT 0845

Any member of Council and staff who may have a conflict of interest or perceived conflict of interest regarding any item of business to be discussed at a Council meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

The Ordinary Meeting of Council was open to the public and adhered to COVID Safety Plan requirements, including optional wearing a mask, appropriate physical distancing, and health, and hygiene requirements.

The meeting was recorded for minuting purposes only.



Chief Executive Officer

### RESOLUTION 2024/12/17/003

That the Minutes of the Ordinary General Meeting held on 19<sup>th</sup> November 2024 be confirmed by Council as a true and correct record of the meeting.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

# MINUTES

## ORDINARY GENERAL COUNCIL MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON 19<sup>TH</sup> NOVEMBER 2024

The Official Administrator of the Council, Mr. Mark Blackburn, declared the meeting open at 3:00 pm and welcomed all in attendance.

### 2. ACKNOWLEDGEMENT OF COUNTRY

*I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.*

### 3. PERSONS PRESENT

Official Manager

Mr. Mark Blackburn

#### STAFF PRESENT

Chief Executive Officer

Sharon Hillen

Corporate Services Manager

Shaun Hardy

Executive Services Coordinator

Stacey Shooter

#### VISITORS PRESENT

#### **4. APOLOGIES AND LEAVE OF ABSENCE**

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachments:</b>	Nil

#### **PURPOSE**

This report is to table for Council's record any apologies and requests for leave of absence received for the Ordinary General Meeting held on 19<sup>th</sup> November 2024.

<b>Nil</b>
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## **5. ELECTRONIC MEETING ATTENDANCE**

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachments:</b>	Nil

### **PURPOSE**

This report is to table, for Council's record, any requests, and permissions for Electronic Attendance.

<b>Nil</b>
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## 6. DECLARATION OF INTEREST

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachments:</b>	Nil

### PURPOSE

Members and Staff are required to disclose an interest in a matter under consideration by the Council at a meeting of the Council by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised. Under disclosure, the member or staff member must abide by the decision of Council on whether he/ she shall remain in the meeting and/ or take part in the issue. The Council may elect to allow the member or staff member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

### RESOLUTION 2024/11/19/00

That Council notes there are no declarations of interest for the Ordinary General Meeting held 19<sup>th</sup> November 2024.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

**7. MOVING AGENDA ITEMS FROM PUBLIC TO CONFIDENTIAL**

Nil

**8. MOVING AGENDA ITEMS FROM CONFIDENTIAL TO PUBLIC**

Nil

**9. PETITIONS, DEPUTATIONS AND QUESTIONS WITH NOTICE**

**RESOLUTION 2024/11/19/001**

That Council considers the list of questions/petitions put to the Council as per **1.12 Council Meetings Policy section 3.5.**

**NOTE:** CCTV and Streetlighting Petition has been moved to confidential for consideration.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 10. CONFIRMATION OF THE MINUTES OF PREVIOUS MEETINGS

### 10.1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS OGM MEETING

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachments:</b>	<a href="#">Unconfirmed Public Minutes 15<sup>th</sup> October 2024</a>

#### PURPOSE

Minutes of the Ordinary General Meeting held on 15<sup>th</sup> October 2024 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

#### RESOLUTION 2024/11/19/002

That the Minutes of the Ordinary General Meeting held on 15<sup>th</sup> October 2024 be confirmed by Council as a true and correct record of the meeting.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 11. OFFICIAL MANAGER'S REPORT

<b>Date:</b>	19 November 2024
<b>Author:</b>	Mark Blackburn, Official Manager
<b>Attachment:</b>	NIL

### PURPOSE

To update Council on the activities of the Official Manager since the last Ordinary General Meeting (OGM) for the period 11-31 October 2024.

### RESOLUTION 2024/11/19/003

That Council receives and notes the Official Manager's Report for the period of 11 – 31 October 2024.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 12. CHIEF EXECUTIVE OFFICER'S REPORT

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachment:</b>	Nil

### PURPOSE

To brief Council on the monthly activities of the Chief Executive Officer (CEO) and key operational information from the October and November 2024 period.

### RESOLUTION 2024/11/19/004

That Council receives and notes the Chief Executive Officer Report for the October and November 2024 period.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### 13. MONTHLY FINANCE REPORT

#### 13.1 MONTHLY FINANCIAL REPORT

<b>Date:</b>	19 November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	Nil

#### PURPOSE

To provide a summary of the financial position of Council for the period ending 31<sup>st</sup> October 2024. In accordance with the *Local Government (General) Regulations 2021 – Part 2 Division 7*, the preceding month's financial report must be presented to Council. Regulation 17(1) of the *Local Government (General) Regulations 2021* requires a monthly report from the Chief Executive Officer to provide council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

#### RESOLUTION 2024/11/19/005

That Council;

- a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the 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:** Official Manager

**Seconded:** Official Manager

**Carried**

## 14. REPORTS REQUIRING DECISIONS OF COUNCIL

### 14.1 RESCINDING OF CERTAIN FINANCE-RELATED POLICIES

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	NIL

#### PURPOSE

To seek that Council rescinds 17 Governance and Administration and Finance policies, which are being replaced by a new set of contemporary practice and compliant policies.

#### RESOLUTION 2024/11/19/006

That Council:

- a) receives and notes the report titled Rescinding of Certain Finance-Related Policies; and
- b) rescinds the current policies 1.4 Credit Cards (Staff), 1.6 Annual Community Grants Program, 1.10 Procurement Policy, 1.11 Rating, 1.19 Asset Management, 1.20 Delegations 2.1 Investment, 2.2 Fees and Charges, 2.3 Annual and Ten Year Budgets, 2.4 Borrowing, 2.5 Statement of Significant Accounting Policies, 2.6 Surplus Funds, 2.7 Fraud Protection Policy, 2.8 Financial Reserves, 2.9 Stock Take, 2.10 Asset Disposal Policy and 2.11 Accountable Forms.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.2 DRAFT ACCOUNTABLE FORMS POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Accountable Forms Policy</a>

#### PURPOSE

To seek that Council adopts the attached Accountable Forms Policy.

#### RESOLUTION 2024/11/19/007

That Council:

- a) receives and notes the report titled Draft Accountable Forms Policy; and
- b) adopts the attached Accountable Forms Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### 14.3 DRAFT ASSET MANAGEMENT POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<b>DRAFT Asset Management Policy</b>

#### PURPOSE

To seek that Council adopts the attached Asset Management Policy.

#### RESOLUTION 2024/11/19/008

That Council;

- a) receives and notes the report titled DRAFT Asset Management Policy; and
- b) adopts the attached Asset Management Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.4 DRAFT BORROWINGS POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Borrowings Policy</a>

#### PURPOSE

To seek that Council adopts the attached DRAFT Borrowings Policy.

#### RESOLUTION 2024/11/19/009

That Council;

- a) receives and notes the report titled Draft Borrowings Policy; and
- b) adopts the attached Borrowings Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.5 DRAFT CREDIT CARDS POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Credit Cards Policy</a>

#### PURPOSE

To seek that Council adopts the attached DRAFT Credit Cards Policy.

#### RESOLUTION 2024/11/19/010

That Council;

- a) receives and notes the report titled DRAFT Credit Cards Policy; and
- b) adopts the attached Credit Cards Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.6 DRAFT DELEGATIONS POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Delegations Policy</a>

#### PURPOSE

To seek that Council adopts the attached DRAFT Delegations Policy.

#### RESOLUTION 2024/11/19/011

That Council;

- a) receives and notes the report titled DRAFT Delegations Policy; and
- b) adopts the attached Delegations Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.7 DRAFT FRAUD AND CORRUPTION PROTECTION POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Fraud and Corruption Protection Policy</a>

#### PURPOSE

To seek that Council adopts the attached DRAFT Fraud and Corruption Protection Policy.

#### RESOLUTION 2024/11/19/012

That Council;

- a) receives and notes the report titled DRAFT Fraud and Corruption Protection Policy; and
- b) adopts the attached Fraud and Corruption Protection Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.8 DRAFT INVESTMENTS POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Investments Policy</a>

#### PURPOSE

To seek that Council adopts the attached DRAFT Investments Policy.

#### RESOLUTION 2024/11/19/013

That Council;

- a) receives and notes the report titled DRAFT Investments Policy; and
- b) adopts the attached Investments Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.9 DRAFT PROCUREMENT POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Procurement Policy</a>

#### PURPOSE

To seek that Council adopts the attached DRAFT Procurement Policy.

#### RESOLUTION 2024/11/19/014

That Council;

- a) receives and notes the report titled DRAFT Procurement Policy; and
- b) adopts the attached Procurement Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.10 DRAFT RATES CONCESSION POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<a href="#">DRAFT Rates Concession Policy</a>

#### PURPOSE

To seek that Council adopts the attached DRAFT Rates Concession Policy.

#### RESOLUTION 2024/11/19/015

That Council;

- a) receives and notes the report titled DRAFT Rates Concession Policy; and
- b) adopts the attached Rates Concession Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.11 DRAFT RATING POLICY

<b>Date:</b>	19 November 2024
<b>Author:</b>	Shaun Hardy, Corporate Services Manager
<b>Attachment:</b>	<b>DRAFT Rating Policy</b>

#### PURPOSE

To seek that Council adopts the attached DRAFT Rating Policy.

#### RESOLUTION 2024/11/19/016

That Council;

- a) receives and notes the report titled DRAFT Rating Policy; and
- b) adopts the attached Rating Policy.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.12 COOMALIE COMMUNITY GRANTS POLICY

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachment:</b>	<a href="#">1. Coomalie Community Grants Policy</a> <a href="#">2. Coomalie Community Grants Guidelines and Forms</a>

#### PURPOSE

To seek Council's endorsement of the reviewed Council Policy – Coomalie Community Grants and associated forms and guidelines.

#### RESOLUTION 2024/11/19/017

That Council;

- a) adopts the revised Coomalie Community Grants Policy and Guidelines; and
- b) releases the first round of Coomalie Community Grants for 2024-25

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 14.13 FEES & CHARGES FOR ABANDONED VEHICLES

<b>Date:</b>	19 <sup>TH</sup> November 2024
<b>Author:</b>	Emma Dunne, Council and Community Services Manager
<b>Attachment:</b>	NIL

#### PURPOSE

To adopt fees and charges regarding abandoned vehicles.

<b>RESOLUTION 2024/11/19/018</b>		
That Council adopts the new fees & charges in regards to abandoned vehicles.		
<b>Moved:</b>	Official Manager	
<b>Seconded:</b>	Official Manager	<b>Carried</b>

#### 14.14 REQUEST FOR ASSISTANCE – BATCHELOR AREA SCHOOL

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Andrew Roberts, Community Services Coordinator
<b>Attachment:</b>	<a href="#">Correspondence from Batchelor Area School</a>

#### PURPOSE

To seek Council's approval to contribute to the Batchelor Area School (BAS) end of year Christmas Raffle.

#### RESOLUTION 2024/11/19/019

That Council agrees to support the Batchelor Area School Christmas Raffle through the provision of vouchers to the value of \$200.00 (4 x \$50 vouchers).

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

**14.15 REQUEST TO WAIVE HIRE FEES – BRUCE JONES COMMUNITY CENTRE –  
ST FRANCIS' ANGLICAN CHURCH**

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachment:</b>	<a href="#">Correspondence from St Francis' Anglican Church</a>

**PURPOSE**

To seek Council's support/approval to waive the hire fees for the Bruce Jones Community Centre for end of year Christmas Carols.

**RESOLUTION 2024/11/19/020**

That Council;

- a) receive and note the report titled Request to waive hire fees for the Bruce Jones Community Centre – St Francis' Anglican Church; and
- b) approves the request to waive hire fees for the Bruce Jones Community Centre for the 2024 Christmas Carols event.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 15. REPORTS FOR RECEIVING AND NOTING

### 15.1 REVIEW OF ACTION ITEMS LIST TO NOVEMBER 2024

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachments:</b>	<a href="#">Action Items List to November 2024</a>

#### RESOLUTION 2024/11/19/021

That Council receives and notes the Action Items List to November 2024.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 15.2 COMPLAINTS AND COMPLIMENTS REGISTER

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachments:</b>	Nil

### PURPOSE

To update Council on complaints and compliments received during October and November period.

### RESOLUTION 2024/11/19/022

That Council receives and notes the Complaints and Compliments Register during October and November 2024.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### 15.3 AUCTION OF COUNCIL FLEET

<b>Date:</b>	19th November 2024
<b>Author:</b>	Emma Dunne, Council and Community Services Manager
<b>Attachment:</b>	NIL

#### PURPOSE

To inform Council of the outcome of the Auction.

<b>RESOLUTION 2024/11/19/023</b>	
That Council receive and notes the report titled Auction of Council Fleet.	
<b>Moved:</b>	Official Manager
<b>Seconded:</b>	Official Manager <b>Carried</b>

## 16. CORRESPONDENCE AND INFORMATION

### 16.1 INCOMING AND OUTGOING MAIL

<b>Date:</b>	19 <sup>th</sup> November 2024
<b>Author:</b>	Sharon Hillen, Chief Executive Officer
<b>Attachment:</b>	<a href="#">Correspondence in and out tables</a>

#### PURPOSE

Council is provided with items of correspondence both received and sent during the months of October and November 2024.

#### RESOLUTION 2024/11/19/024

That Council receives and notes the items of incoming and outgoing correspondence as tabled for the October and November 2024 period.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

**17. COUNCILLOR REPORTS**

Nil

**18. USE OF THE COMMON SEAL**

Nil

**19. LATE ITEMS AND URGENT BUSINESS**

Nil

**20. GENERAL BUSINESS**

Nil

## 21. CONFIDENTIAL ITEMS

### RESOLUTION 2024/11/19/025

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*;

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### Procedural Note:

The meeting was closed to the public at 4:16 pm.

#### 21.1 CONFIRMATION OF THE CONFIDENTIAL MINUTES OF THE OCTOBER OGM

**Confidential:** Regulations 51(1)(e) 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.

#### 21.2 CONFIRMATION OF THE MINUTES FROM THE SPECIAL CONFIDENTIAL MEETING 30<sup>TH</sup> OCTOBER

**Confidential:** Regulations 51(1)(e) 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.

#### 21.3 REVIEW OF CONFIDENTIAL ACTION ITEMS LIST TO NOVEMBER 2024

**Confidential:** Regulations 51(1)(e) 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.

#### 21.4 TREE SAFETY AUDIT AND WORKS PROGRAM

**Confidential:** Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

##### RESOLUTION CONF2024/11/19/029

That Council;

- a) receives and notes the report titled Tree Safety Audit and Works Program; and
- b) gives the CEO delegation to enter contractual arrangements with Remote Area Tree Services up to \$135,000.00 for tree audit and management treatment; and
- c) moves the confidential item Tree Safety Audit and Works Program resolution into open minutes once Remote Area Tree Services have executed contractual agreements.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 21.5 COOMALIE FOOTPATH STRATEGY 2024

**Confidential:** Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

##### RESOLUTION CONF2024/11/19/030

That Council;

- a) notes this item has been withdrawn by the CEO and a further report will be presented to the December OGM 2024; and
- b) moves this notation into open business.

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

#### 21.6 HAYNES ROAD – STABILISATION WORKS

**Confidential:** Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

#### 21.7 STRICKLAND ROAD – STABILISATION WORKS

**Confidential:** Regulations 51(1)(c)(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person

## 21.8 CONFIDENTIAL - REQUEST TO AMEND RATES ASSESSMENT RECORD

**Confidential:** Regulations 51(1)(d) Information about the personal circumstances of a resident or ratepayer.

## 21.9 PETITION CCTV AND STREET LIGHTING

**Confidential:** Regulations 51(1)(d) Information about the personal circumstances of a resident or ratepayer.

## 22. RE-OPEN MEETING TO THE GENERAL PUBLIC

### RESOLUTION CONF2024/11/19/035

That Council re-opens the meeting to the general public in accordance with Regulation 51 of *the Local Government (General) Regulations 2021*

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

### Procedural Note:

The meeting was reopened to the public at 4:50 pm

## 23. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL

### RESOLUTION 2024/11/19/036

That Council move the following items into Open:

- 21.5 COOMALIE FOOTPATH STRATEGY 2024

**Moved:** Official Manager

**Seconded:** Official Manager

**Carried**

## 24. NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on **Tuesday 17<sup>th</sup> December 2024 at 3:00pm.**

## 25. CLOSURE OF MEETING

The meeting closed at 4:51 pm