

**WAGAIT SHIRE COUNCIL  
AGENDA  
ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD  
7PM  
20 October 2015**



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## **1.0 PRESENT**

### **1.1 OPENING OF MEETING and chaired by:.....**

### **1.2. APOLOGIES AND LEAVE OF ABSENCE:**

**Resolution No. 2015/.....**

**That the apology of Cr**  
**approved.**

**be accepted and**

**Moved:**

**Seconded:**

**Vote:**

## **2.0 DECLARATION OF INTERESTS**

### 3.0 CONFIRMATION OF MINUTES

WAGAIT SHIRE COUNCIL

Draft Minutes

ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS  
LOT 64 WAGAIT TOWER ROAD

15 September 2015

- 1.0 PRESENT:** Vice President Brad Irvine  
Cr Kurt Noble  
Cr VJ Thorpe  
Cr Lisa-Marie Stones  
Cr Shenagh Gamble  
Deborah Allen - CEO

#### 1.1 MEETING OPENING

- 1.2** Vice President Brad Irvine declared the meeting open at 7.01pm at the Council Conference Room and welcomed all Councillors and visitors to the meeting.

#### 1.3 APOLOGIES: -

**Resolution No. 2015/214 – That the apology of President Peter Clee and Cr Alex Richmond be accepted and approved.**

Moved: Cr VJ Thorpe

Seconded: Cr Lisa-Marie Stones

Vote: AIF

#### 2.0 DECLARATION OF INTERESTS - NIL

#### 3.0 CONFIRMATION OF MINUTES

- 3.1** Cr Shenagh Gamble would like Council to discuss the matter concerning “Multiple Dwellings on single blocks. This is to be discussed in “Business arising”.
- 3.2** Cr Shenagh Gamble noted that the August 2015 minutes, page 10, item 9.5.1 states that money was put aside to progress the “Animal Management” issue and that this was reversed at the Council special meeting on July 30, 2015”. This has not been entirely reversed as the \$5,000 was to be held aside for a Animal Management Consultant for By-Laws to be drafted.

**Resolution No. 2015/215 - That the minutes of the Monthly Meeting of 18 August 2015 as tabled be confirmed.**

Moved: Cr J Thorpe

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<b>Seconded:</b>	<b>Cr Lisa-Marie Stones</b>
<b>Vote:</b>	<b>AIF</b>

#### **4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC - Nil**

#### **5.0 INWARDS AND OUTWARDS CORRESPONDENCE – SEPTEMBER MEETING 2015**

- 5.1** Refer to the September 2015 Agenda for a copy of the Inwards and Outwards Correspondence for the August 2015 Council Meeting.

<b>Resolution No. 2015/216 - That the Inwards and Outwards correspondence for the month of September 2015 be noted.</b>
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<b>Moved:</b>	<b>Cr Shenagh Gamble</b>
<b>Seconded:</b>	<b>Cr Lisa-Marie Stones</b>
<b>Vote:</b>	<b>AIF</b>

#### **6.0 COUNCILLORS REPORTS**

- 6.1** Cr Shenagh Gamble – On Friday morning ALGWA (Australian Local Government Women’s Association) will be having a breakfast for prospective elective members for the upcoming Darwin, Palmerston and Alice Springs By-Election. An email to be circulated to councillors to forward to anyone who will be interested in becoming a member.
- 6.2** Cr Kurt Noble, who was to attend the “Emergency Management Recovery Meeting” as a proxy for CEO Deborah Allen on Wednesday 26 August 2015 noted that this meeting did not go ahead, however it was reconvened to Wednesday 9 September 2015 and attended by CEO Deborah Allen and Cr Lisa-Marie Stones. One of councils tasks is to put information on the Council website about preparation for Cyclones. This is on the website, however it is difficult to find as the information is stored in the “Events” section of the website. The Council website is to be revamped so that the emergency Management plan is on the front page with its own heading.
- 6.3** Vice President Brad Irvine and CEO Deborah Allen attended a meeting with the Department of Local Government on 08 September 2015 regarding the closure of the Wagait landfill.

#### **7.0 OFFICERS REPORTS**

- 7.1 Chief Executive Officer’s Report – Deborah Allen** – refer to the September 2015 Agenda for the Chief Executive Officers report.
- 7.1.1** The closure of the Wagait Shire office from 21 December 2015 to 11 January 2016 was questioned in the council meeting. During the closure, CEO Deborah Allen will make sure there that there is a staff member available to take calls or assist if required. The office phone will be diverted to CEO Deborah Allen’s mobile for all enquiries or council matters.

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7.1.2 Vice President Brad Irvine queried the completion of the Mandorah Jetty shelter area. Council office has not received any further information other than that the shelter will be completed on 28 August 2015.

**7.2 Works Supervisors Report – Gary Zikan** - refer to the September 2015 Agenda for the Works Supervisor's report.

**7.3 Sports & Recreation Officers Report** – Robyn Presley – Refer to the September 2015 Agenda for the Sports and Recreation Officer's report.

**Resolution No. 2015/217 - That the Officer's reports' for the month of August 2015 be received and accepted.**

**Moved: Cr Kurt Noble**

**Seconded: Cr Lisa-Marie Stones**

**Vote: AIF**

## **8.0 FINANCIAL REPORTS**

**8.1** Refer to the September 2015 Agenda for a copy of the Financials presented to the council meeting.

**8.2** The "Year to Date budget" in the Income and Expenditure report for August 2015 has an incorrect formula. The figures in this column show the budget for 1 month only, not 2 months, therefore showing incorrect figures. Pam Wanrooy to amend.

**8.3** CEO Deborah Allen would like to see the Income and Expenditure Report reflect the 2015/2016 Budget showing the actual, budget and variance. Pam Wanrooy along with help from Marian (MYOB consultant) to amend.

**Resolution No. 2015/218 - That the financials for the month of August 2015 be received and accepted.**

**Moved: Cr Lisa-Marie Stones**

**Seconded: Cr VJ Thorpe**

**Vote: AIF**

**8.4** Cr VJ Thorpe questioned the \$1, 069.20 paid to the NT News. This money was paid to NT news for compulsory advertisement for "Rates Notice".

**8.5** Vice President Brad Irvine questioned the \$2,681.89 paid to NT Lands and Planning. This money was paid to NT Lands and Planning for the Unimproved Capital Values of lands. A report from Lands and Planning is emailed to council office on a monthly basis. The valuation report shows that there is 387 rateable block at Wagait Beach, our records show that we have 388 rateable blocks.

## **9.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

**9.1 Rates Workshop** – CEO Deborah Allen will be attending this meeting on Wednesday 16<sup>th</sup> September.

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**9.2 Use of regulatory orders by councils – CEO to send response to response to resident – This is ongoing.**

**9.3 Roads 2 Recovery** – At the August 2015 meeting, CEO Deborah Allen asked that councillors endorse recommendations of her report “Maintenance of Wagait’s Road Network” and note recommendation 5. This resolution was not passed in the August 2015 meeting.

**Resolution No. 2015/219 - Councillors to endorse recommendations 1-3 of CEO Report “Maintenance of Wagait’s Road Network” and note recommendation 5 which was presented in the August 2015 meeting.**

**Recommendations:**

- 1. THAT council receive and note LGANT’s road network report.**
- 2. THAT Council approve the aggregation of five years Roads to Recovery (R2R) funding with the total amount being \$173,620 for use on Wagait’s road network this FY.**
- 3. THAT council endorse recommendations 1-4 of the report and note recommendation 5.**

**Moved: Cr Shenagh Gamble**

**Seconded: Cr Lisa-Marie Stones**

**Vote: AIF**

CEO Deborah Allen will meet with Peter McLinden from LGANT on Friday 18 September to go through the R2R report.

**9.4 Overdue Rates** – there are 4 properties who are more than 2 years overdue. These 4 properties are owned by 2 rate payers. 2 of the properties have been served with a notice, however the other owner of the other 2 blocks has not yet been served with a notice by the Debt Collector. This owner has agreed to a repayment plan. To date, this owner has not abided by the agreement. A statement of claim for the repayment of the full amount will be brought against them in the Small Claims Court.

**9.5 Mandorah Ferry Service** – Vice President Brad Irvine and CEO Deborah Allen attended the Mandorah Ferry Service meeting last Tuesday 8 September. Sealink will be increasing the ferry fare which is the first in 3.5 years. Also discussed were improvements to the ferry terminal, car parking at the Cullen Bay Carpark and passenger numbers. Councillors would like to acknowledge and thank Sealink for providing a very reliable and safe service and thank staff for handling their duties in a professional manner.

**9.6 Access to all areas to film festival** – This is ongoing.

**9.7 Animal Management** – This is ongoing.

**9.8 Boundary Reform** – This is ongoing.

**9.9 Remediation Project** – This is ongoing and will be covered in the Agenda Items.

**9.10 Request from Rate Payer** – copy of Dog Management Plan (refer July 2015 minutes) – Council does not have a plan as of yet, will be provided once we have this. This is ongoing.

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**9.11 Darwin Duchess** – This is ongoing.

**9.12 Asset Write-Off** – The Asset register held in the Council office is not accurate, correct or up to date. The asset list itemises assets which are either missing, aged, hold too little value to be on the register or are unidentifiable. Our auditor has recommended that Council engage a valuer to come and value council assets. CEO Deborah Allen would like to see the money that has been allocated for hiring a compliance officer in the 2015/2016 budget be set aside for hiring an asset valuer. Councillors would like to see a costing for the engagement of an asset valuer. CEO Deborah Allen to get information from our Auditors, seek information and write up a report for the next meeting. Cr Kurt Noble would like to see the Asset Write-Off delayed as this action requires a resolution. This is ongoing.

**Resolution No. 2015/220 - That council note the Asset report to date.**

**Moved:** Cr Shenagh Gamble

**Seconded:** Cr Kurt Noble

**Vote:** AIF

**9.13 Solar Panels** – Three quotes have been received to install Solar Panels on the Council grounds. CEO Deborah Allen to do a comparison with these 3 quotes and have a report presented at the next council meeting. CEO Deborah Allen has asked for two councillors to assist with the selection panel. Vice President Brad Irvine and Cr Shenagh Gamble have been nominated to be on this panel.

CEO Deborah Allen has also asked for 2 councillors to be on the selection panel for the Waste Management. Cr Shenagh Gamble and Vice President Brad Irvine have been nominated for this.

**9.14 Green Army Round 4 Grant Application** – closes 16 September 2015 – This has been noted.

**9.15 Special Purpose Grants 2015/2016** – CEO Deborah Allen would like to see the money from the Special Purpose Grants be used for Waste Management programme. All councillors have supported her on this decision.

**9.16 Wagait Clinic Service Agreement** – Miraim Heath, District Manager for Department of Health has explained that the Health Department is not obliged to provide services at Wagait Beach as they are fully self-sufficient at Belyuen Community Council.

Miriam would like council to propose a more cost effective solution in relation to consulting hours – consisting of one weekly session from 14:00 to 17:00 hrs per week or two weekly sessions from 15:00hrs to 17:00hrs. This would allow the community who require management of their conditions, i.e. EPG Blood tests, complex dressings, etc to continue but within the employee's employment hours. They are also more than happy to contribute towards power usage. The original agreement in 2007 was \$250 quarterly (\$1000 p.a.) and this would be a reasonable offer to Health. As council is looking to installing solar panels, the cost to the community would be limited.

CEO Deborah Allen to circulate a copy of Miriam's letter to all councillors.

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The clinic statistics show that on average there are 4 patients per session, but generally only 1 person attends after hours. This is ongoing.

- 9.17 Media Policy** - Cr VJ Thorpe would like to have the existing policy amended stating that the president must first inform the CEO then go to other councillors before a decision is made to go on media. The president's role is to represent council as the spokesperson and consulting with other councillors will make sure that checks and balances are in place. An amendment to the existing policy to be circulated to all councillors for their comments and presented to the next Council Meeting by Cr VJ Thorpe. This is ongoing.

A draft Media Release on the Belyuen, Coomalie and Wagait Local Government Advisory Group has been circulated to councillors by Shaun Hardy from the NT Government for their comment and response by Wednesday 16 September. President Peter Clee has asked that a press release be prepared asap. CEO Deborah to reply to President Peter Clee noting that this has been discussed in the council meeting and that council does not feel that we need a media release for this.

## **10.0 AGENDA ITEMS**

### **10.1 Financial Assistance Grants to Local Government**

Council received a letter from Mayor Troy Pickard and Mayor Damien Ryan from the Australian Local Government Association of the NT asking for councils to acknowledge the FAGs grants in facilitating the delivery of essential services for their communities.

#### **Resolution No. 2015/ - That the Council:**

- 1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of councils services and infrastructure;**
- 2. Acknowledges that the council will receive \$9,352 in the 2014/15;**
- 3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as a Commonwealth grant funding in council publications, including annual reports.**

**Moved:** Cr Shenagh Gamble

**Seconded:** Cr VJ Thorpe

**Vote:** AIF

- 10.2 Furies Shed** - CEO Deborah Allen informed councillors that no resolution has been passed by councillors for a Furies shed to be built on council land. It was noted that discussion has been held in previous meetings about the best location and a identifying a suitable spot for the Furies shed however no action has been taken. As the Bushfire Volunteer Captain Captain Pat McIntyre is on holidays for a month and President Peter Clee is absent from this meeting, this will be carried over to the next meeting. Pat McIntyre has provided approved plans for the building to council office for their files. CEO would like to hold a meeting with members from the

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Bushfire Volunteers Brigade and councillors to note that discussions have been held over to have this matter resolved.

### **10.3 Waste Management**

CEO Deborah Allen submitted a Section 19 – which is a document that goes to Northern Land Council requesting a lease between Wagait Shire Council and the Traditional Owners for the agreed upon proposed land behind the water tanks. This has not been completed as it is an extensive document that needs business plans, drawings, etc which should be able to be congregated from the information received from waste consultants. CEO Deborah Allen has asked for 4 lots of tenders from Waste Consultants Specialists and 3 tenders have been received showing various costs for designing and planning the Waste Transfer Station.

CEO Deborah Allen has also received quotes for the provision of 2 skip bins to be placed in town (one for household waste and one for general). A second quote has also been obtained for a kerb side collection with the use of wheelie bins. This is an interim solution only to ensure Wagait has a waste management system in place. Council encourages all residents to dispose of their hard waste before the end of October as this is when our local tip closes. CEO to also seek an interim lease from the Traditional Owners for green waste to be disposed off at the site behind the Water tanks while we are waiting for the transfer to be built. This is to be carried over to the In-Camera item for discussion.

### **11.0 UPCOMING EVENTS**

- 11.1 Australia Day Forum – 22 & 23 October 2015 – Pam Wanrooy will be attending this along with Robyn from Sports & Rec. A grant has been applied for.
- 11.2 Australia Day – January 26, 2016 – Preparations have started.

### **12.0 LATE ITEMS AND GENERAL BUSINESS**

- 12.1 **Multiple Dwellings on single blocks** – Cr Shenagh Gamble noted that it was reflected in the August 2015 minutes that the President explained that council had no jurisdiction over this matter. When somebody applies for a development to have a second dwelling put on their block, Department of Lands and Planning will notify council that a development application has been lodged. This will give council an opportunity to submit a comment. There are many things to consider when building two dwellings on a single block; there would be increase to traffic in that area, increase in waste management, pressure on our water resources, etc. In future councillors must be notified if an application is received for multiple dwellings on a single block. This will give council and opportunity to submit any comments or objections.

### **13.0 IN-CAMERA ITEMS**

Council reviewed quotes received for the supply of skip bins and the provision of a kerbside putrescible waste pickup service. Council agreed that a kerbside pickup is the most effective interim waste management service that can be provided to the community while a transfer station is being designed and constructed along with meeting licencing and approval requirements. To ensure compliance with Regulation 7 of the *Local Government (Accounting) Regulations*, the CEO was instructed to obtain two more quotes for a kerbside

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pickup service and deliver a report at the next council meeting with a recommendation for a preferred provider. Council agreed that pending the appointment of a provider, the selection process and decision is to be moved into open.

The CEO was also instructed to investigate possible recycling services.

#### **14.0 DATE OF NEXT MEETING**

14.1 The next council meeting is to be held Tuesday 20 October 2015 in the Council Chambers at 7.00pm.

#### **15.0 CLOSE OF MEETING**

15.1 Vice President Brad Irvine declared the meeting closed at 9.05 pm.

**Resolution No. 2015/.....**

**That the minutes of the Monthly Meeting of 15 September 2015, as amended by confirmed.**

**Moved:**

**Seconded:**

**Vote:**

### **3.1 Matters arising from September 2015 Minutes**

### **4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC**

4.1 Nil

### **5.0 INWARDS AND OUTWARDS CORRESPONDENCE – OCTOBER MEETING 2015**

#### **5.1 Inwards Correspondence for October 2015 meeting**

9/09/15	Westpac	Westpac Business Cash Reserve	admin	mail
9/09/15	CBA	Merchant Fees Summary	admin	mail
9/09/15	Westpac	Westpac Community Solutions Cheque a/c	admin	mail
9/09/15	Dept of Local Government	Office of Women's Policy Grant Programs	admin	mail
10/09/15	Cartridge World	Tax invoice - colour toner cartridges	admin	email
10/09/15	Australia Day	Australia Day support application	admin	email
11/09/15	CBA	Merchant Statement	admin	mail
11/09/15	Top End Health Service Board	Establishment of regional community advisory Groups	Peter Clee	mail
11/09/15	Litchfield Council	Recommendation for Participation in Common Services Agreements	Deborah Allen	mail
14/09/15	Territory Conveyancing	Notice of sale or transfer of land	admin	mail
15/09/15	Westpac	Business Choice Mastercard statement	admin	mail
15/09/15	Shaun Hardy - LocalGovt	Draft Media Release - Local Govt Advisory Group	ceo	email

15/09/15	Shaun Hardy - Local Govt	COD Records Disposal Schedule Request	CEO	email
15/09/15	Litchfield Council	Common Services Agreement Recommendation	CEO	email
15/09/15	ATO	BAS for month of August 2015	ATO	business portal
17/09/15	Crown Land Management	Occupation Licence No. 3760 - maintenance of picnic table and associated infrastructure - due 6 Oct 15	admin	email
17/9/23015	JLT	Tax invoice	admin	email
17/09/15	Minister for Transport	Dept of Tpt Reg. Economic Infrast Fund and Improving Strategic Local Road Infr grant programs	CEO	mail
17/09/15	JLT	Certificate of Currency - Public Liability - Professional Indemnity	admin	email
17/9/20165	JLT	Certificate of Currency - Workers Compensation	admin	email
21/09/15	Top End Signs	Tax invoice - 1722.60	admin	email
21/09/15	Development Assessment Services	PA2015/0697 - new application for carport & shed	admin	email
21/09/15	Dept of Local Govt	Compliance Desktop Review Questionnaire - due Monday 28 Sept	admin	email
21/09/15	Chief Minister Office	Thank you letter for attending meeting with Mayors and Council Presidents on 17 Aug	P. Clee	email
23/09/15	TOPROC	Regional Development Plan	P. Clee	email
23/09/15	Chief Minister	Have your say - Strong Society, Confident Culture Strategy	CEO	email
25/09/15	Rate Payer	Questions on rates notice	ceo	email
29/09/15	Northern Land Council	Expression of Interest for a section 19 lease - licence on aboriginal land	ceo	mail
30/09/15	Dept of Lands, Planning & Environment	Occupation Licence No. 3760 - maintenance of picnic table and associated infrastructure	ceo	email
1/10/15	Norsign	Quote for request of road signs - \$3,582.48	CEO	email
5/10/15	MVR	Certificate of Registration - Ride On Mower	Admin	mail
6/10/15	MVR	Rego Renewal - Kubota Tractor - \$324.75	admin	mail
6/10/15	Wagait Beach Supermarket	Account Statement	admin	mail
8/10/15	Local Government	Local Government Awards	admin	admin
8/10/15	CBA	Merchant Statement	admin	
8/10/15	Westpac	Audit Certificate for Wagait Council	admin	
9/10/15	Barry Hansen	Wagait Shire Financial Statements	ceo	ceo
9/10/15	Dept of Lands Planning & Environment	September reconciliation - land valuation	ceo	

## 5.2 Outwards Correspondence for October 2015 meeting

21/08/15	ALGWA	Corporate membership fee	email
21/08/15	Jack Ellis	Response to his question on animal management	email
31/08/15	Bureau of Meteorology	Rainfall reading for month of August 2015	mail
1/09/15	R. David - Merit Partners	Audit - Confirmation request - General Purpose/Roads	email
1/09/15	Michael Campaign	Letter to Apple confirming that M Campaign purchased iphone/ipad from Council.	email
7/09/15	LGANT	Rates Workshop 16 Sept for P Clee and D Allen	email
8/9/20145	Angel Conveyancing	Rate Search request information	email
10/09/15	Australia Day	completed Australia Day Regional Support Application	email
11/09/15	Northern Land Council	Expression of Interest Application	email
15/09/15	Shaun Hardy - Dept of Local Govt	COD Records Disposal Schedule Request	email
17/09/15	ATO	BAD Monthly statement	lodged online
18/09/15	Crown Land	Occupation Licence No. 3760 - letter and certificate of currency supporting licence	email to Helen Slee
22/09/15	Dept of Local Government	Compliance Desktop Reviews - questionnaire	email to lg.compliance@nt.gov.au
23/09/15	Westpac	Audit request - bank confirmation	email to emcmanus@westpac.com.au
23/09/15	JLT Insurance	Motor Vehicle Claim Form	email to jlt
23/09/15	Miriam Heath - Dept of Health	Wagait Health Clinin - Service Agreement	email from CEO to Miriam Health
25/09/15	General Manager Regional Economic Policy	State of Regional Australia 2015 Report	mail
25/09/15	Rate Payer	answer to her questions re Rates Notice	email
28/09/15	Cardno	Letter thanking for submitting a quote re Waste Transfer Station	email
28/09/15	Jack Foster - Tonkin	Letter thanking for submitting a quote re Waste Transfer Station	email
28/09/15	Geoff Metcalfe - GHD	Letter thanking for submitting a quote re Waste Transfer Station	email
1/10/15	Bureau of Meteorology	Rainfall reading for month of September 2015	mail
5/10/15	Dept of Infrastructure	Monthly repetitive maintenance invoice - Jetty	email
8/10/15	Trident Australia	Purchase Order for 400 wheelie bins	email
8/10/15	All property owners	Notice - Wagait Tip is closing	mail
12/10/15	Australia Day Council	Registration form for Australian Day Awards	email
12/10/15	Tuff Stuff	Order for new tractor tyres	email

**Resolution No. 2015/.....**

**That the correspondence for the month of 15 September 2015 be noted.**

**Moved:**

**Seconded:**

**Vote:**

## **6.0 COUNCILLORS REPORTS**

## **7.0 OFFICERS REPORTS**

### **7.1 Chief Executive Officers Report – Deborah Allen**

#### **7.1.1 MEETINGS CEO ATTENDED:**

16 September – LGANT Rates Workshop, Darwin  
17 September – LGANT Finance Reference Group, Darwin  
02 October – Area 9 for assessment and report of council IT, Wagait  
05 October – NLC for transfer site, Wagait  
07 October – GHD for transfer site, Wagait  
09 October – Darwin HR & Computer Academy HR training session, Darwin

#### **7.1.2 COMMUNITY:**

The pre-cyclone community clean-up was carried out on Tuesday 29 September. One truck load of hard waste was relocated from the roadside to the landfill. Residents are still being encouraged to take as much waste as they can to the landfill before it is closed at the end of this month.

400 wheelie bins have been ordered from an approved Local Government supplier for the kerbside pickup that is going to be provided for the community when the landfill closes. It is expected about 300 bins will be put into service leaving 100 as replacements or for spare parts. Each rateable property will receive a free bin; any additional or replacement bins will be at a cost to the purchaser. Quotes for the kerbside pickup have been received from waste management businesses and a selection panel consisting of two councillors and the CEO will select the preferred supplier.

GHD was selected as the preferred supplier to design and cost a transfer station for Wagait. They consider the proposed site to be excellent and expect to have the plans completed in 4 weeks as per their quote.

Negotiations with the Northern Land Council (NLC) to gain the required approvals to utilise the proposed site for the transfer station are progressing well. The NLC expect to start consultation with the Traditional Owners in early November; this will line up with the delivery of the transfer station plan.

#### **7.1.3 GRANT APPLICATIONS SUBMITTED:**

Department of Local Government and Community Services (DLGCS) - wheelie bins  
DLGCS - design and costing of transfer station  
Department of Infrastructure - upgrade of B-24 Liberator Bomber 'Milady' crash site  
NT Government – Computers for Community

#### **7.1.4 OTHER:**

The person who offered to enter into a repayment plan for two lots has failed to make regular payments as agreed so the owner's details have been sent back to the NT Bailiff. The Bailiff has been able to communicate with the owner and serve a document of claim. The properties have \$6318.99 of rates and fines owing in total.

- 7.1.5 A rate payer whose debt for two lots is now in the hands of the small claims court did not enter a defence for one of the two properties. \$600 has been paid to the court for outstanding arrears on one property; there is \$3533.19 remaining in total for the two properties.

Approximately 50 ratepayers failed to pay their rates by the due date of September 31. Those who are now in arrears have been sent letters advising them of their overdue rates.

#### **7.1.6 OFFICE/STAFF:**

The Works Supervisor is on long service leave 29 September – 23 October and his offside has stepped up into the role; he is receiving higher duties allowance to reflect the increased level of responsibility and supervisory requirements. Two casual workers are being engaged when work is undertaken that requires two people such as removal of Neem trees from the restricted use area. CEO will on leave 21 - 26 October.

#### **7.1.7 COMPLIANCE:**

Barry Hansen Chartered Accountants have carried out the 2014 - 2015 FY report. All seven issues identified in the 2014 Compliance Review of WSC are now rectified.

Policies in the WSC Policy Manual and their current status:

- *Policy Framework*: Revision date 17/02/2011
- *Election of President*: Revision date 20/05/2012
- *Casting Vote of President*: Revision date 13/11/2012
- *Signing of Cheques and Expenditure*: Revision Date 17/06/2010 – *Delegations Manual* approved 16/06/2015 and is conflicting
- *Code of Conduct*: Revision date 21/04/2011
- *Vehicular Crossovers/Drainage*: Revision date 20/01/2011
- *Internal Audit Committee*: Revision date 20/01/2011 – Does not comply with General Instruction No.3, Audit Committees
- *Human Resource Management*: Adopted 21/10/2009, Revision date??
- *Accounting Policy*: Adopted 15/12/2009, Revision Date?? An Accounting and Policy Manual was adopted 19/05/2015 and is conflicting
- *Council Records*: Adopted 20/10/2009, requires updating
- *Complaints Against Council, Employees and Work*: Revision Date 17/03/2009
- *Meeting Procedure – Operational*: Adopted 15/12/2009
- *Use of Council Firearms*: Revision Date 17/03/2009
- *Use of Sports Ground*: Revision Date 17/03/2011
- *Meeting Procedure – Guidelines*: Adopted 20/10/09
- *Investment Policy* – Revision Date 21/04/2011
- *Borrowing Policy* – Revision Date 21/04/2011
- *Wage and Salary Increases* – Revision Date 21/04/2011
- *Donations and Contributions Policy* – Adopted 20/10/2009
- *Fraud Protection Plan* – Adopted 16/12/2009 New Fraud Protection Plan adopted

- No environmental plan – required for weeds contract
- No waste management plan - new

#### **7.1.8 ONGOING WORK:**

- 2014 – 2015 WSC Annual Report
- Solar system quotes selection
- Asset management plan and write offs – valuation proposal report
- Recycling solution
- Section 19
- R2R annual report
- R2R projects
- Shelter group check list
- Authority Certificate
- Weeds contract – due to expire 19 November 2015
- IT assessment and report – Area 9
- Kerbside pickup quotes selection

#### **7.2 A/Works Supervisors Report – Rowan Roberts**

- 7.2.1** Barnacle work recommenced on the jetty however Wagait Shire Council (WSC) was asked to cease because the Department of Government Infrastructure (DFI) advised the CEO that they intended on carrying out works to extend the lifecycle of the wharf. Cobwebs were removed from jetty. The new jetty shelter has been replaced however we have concern about the location of one of the new bait boards. Its placement may impede vehicle access however this is being addressed with the DFI.
- 7.2.2** Work associated with the Restricted Use Area (RUA) weed control contract has commenced with the removal of Neem trees. Approximately 350 have been removed so far with sizes ranging from 10cm to 9m. Neem trees have been recognised as a major pest in the NT Weed Management Plan information booklet. The presence of Neem trees on private properties hampers WSC efforts in controlling these weeds. If anyone is unsure in regard to identifying weeds, council's works staff will be happy to assist. Neem trees are declared as a Class B (growth and spread to be controlled) and Class C (not to be introduced to the Northern Territory) in accordance with the [Weeds Management Act](#).
- 7.2.3** Works staff have cleared the storm water drain; adjacent to the De Lissa beach access, of scrub and small trees that will impede water flow during the wet season. Trees and foliage that are growing along the edge of the drain have been left to reduce the effects of erosion. The new sea container at the sports ground has been secured in preparation for the wet season.
- 7.2.4** The tip still has issues with people leaving rubbish outside the household waste hole. The tip is expected to close at the end of the month but in the interim, residents are requested to dump responsibly. Every Monday and Friday works staff find bins at the jetty filled with Wagait residents' household rubbish. It will be appreciated if those responsible cease to dump their rubbish at the jetty as this discourages use of the bins by visitors when the bins are full.
- 7.2.5** Most weeks see at least one callout for works staff, mainly on weekends, to attend the water dispenser to refit the delivery pipe when it has been pulled of the dispenser by a departing vehicle or resetting of the electronic system.
- 7.2.6** Most of our time will soon be taken up with mowing and the control of weeds within the estate, RUA and WWII sites along with maintaining the tip and meeting contractual requirement for the jetty area. Wandering dogs are still a major concern for residents.



### 7.3 Sports & Recreation Officer – Robyn Presley

- 7.3.1** The children were getting very tired towards the end of the school term. Our School Holiday program was great with fishing, playgroup and shopping, cooking, a trip to the Leanyer Water Park, tie-dyeing and a movie night to finish off.
- 7.3.2** There are plans to attend the water park again during the Christmas/New Year holiday break.
- 7.3.3** There will be a 'Halloween Disco' on Saturday 31st October at Cloppenburg Park from 7-10 pm. All welcome!
- 7.3.4** The term 4 program will have a few changes as there are children who will attend regular training sessions in town for their chosen sport.
- 7.3.5** It has been decided by the children that they will perform their 'dance concert' at the Christmas party at the Club in early December.
- 7.3.6** I will be having leave from Monday November 9<sup>th</sup> until Friday November 20<sup>th</sup>.

#### 7.3.7 ATTENDANCES

MONDAY	Dance-7/9 2	Dance-14/9 2	Sewing-21/9 2	Fishing-28/9 5	
TUESDAY	Darts & Tennis 2	Fun bus-12 Tennis-10	Tennis 10	p/group-13 Shopping-7	
WEDNESDAY	Ukulele 4	Ukulele 4	Ukulele Cancelled	cooking 14	
THURSDAY	Sewing 3	Sewing 5	Games 3	Water Park 15	
FRIDAY	Cooking 15	Cooking 6	Cooking 3	Tie-dye 11	
SATURDAY	Littlies 2	Littlies 2	Littlies 2	Movie 17	
SUNDAY					

**Resolution No. 2015/.....**

**That the Officer's reports' for the month of September 2015 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

## 8.0 FINANCIAL REPORT

<b>WAGAIT SHIRE COUNCIL -Cash Income &amp; Expenditure Report - 30 September 2015</b>							
	Month to Date			Year to Date			Full Year
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	Budget \$
<b>INCOME</b>							
Rates and charges	\$62,484	\$16,985	\$45,499	\$132,680	\$50,954	\$81,726	\$203,816
Outstanding Rates	\$400	\$950	-\$550	\$2,630	\$2,850	-\$220	\$11,400
Grants		\$23,194	-\$23,194	\$111,293	\$69,581	\$41,712	\$278,325
Grant - Sports & Recreation		\$2,000	-\$2,000		\$6,000	-\$6,000	\$24,000
Grant - Sports Ground - Carried Over		\$1,000	-\$1,000		\$3,000	-\$3,000	\$12,000
Contract Income	\$13,260	\$10,786	\$2,474	\$36,701	\$32,358	\$4,343	\$129,433
Rental		\$834	-\$834	\$1,100	\$2,502	-\$1,402	\$10,010
Interest Received	\$926	\$1,000	-\$74	\$2,748	\$3,000	-\$252	\$12,000
Professional Assistance for CEO		\$667	-\$667		\$2,000	-\$2,000	\$8,000
Other Income	\$430		\$430	\$530	\$0	\$530	
<b>TOTAL INCOME</b>	<b>\$77,500</b>	<b>\$57,415</b>	<b>\$20,084</b>	<b>\$287,682</b>	<b>\$172,246</b>	<b>\$115,436</b>	<b>\$688,984</b>
<b>OPERATING EXPENDITURE</b>							
Administration	\$6,330	\$5,338	\$993	\$43,356	\$16,013	\$27,344	\$64,050
Employment	\$24,444	\$32,800	-\$8,356	\$86,332	\$98,400	-\$12,068	\$393,600
Roads	\$1,189	\$9,444	-\$8,254	\$2,988	\$28,331	-\$25,342	\$113,322
Contracts & materials	\$185	\$1,125	-\$940	\$1,050	\$3,375	-\$2,325	\$13,500
R&M Town Assets	\$8,106	\$1,809	\$6,297	\$9,787	\$5,428	\$4,359	\$21,712
Veh & Plant Exp	\$622	\$1,750	-\$1,128	\$3,872	\$5,250	-\$1,378	\$21,000
Grant Exp	\$127	\$1,258	-\$1,131	\$13,094	\$3,775	\$9,319	\$15,100
Other Operational Exp	\$0	\$1,133	-\$1,133	\$2,191	\$3,400	-\$1,209	\$13,600
Services	\$804	\$1,592	-\$788	\$4,778	\$4,775	\$3	\$19,100
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$41,807</b>	<b>\$56,249</b>	<b>-\$14,442</b>	<b>\$167,448</b>	<b>\$168,746</b>	<b>-\$1,298</b>	<b>\$674,984</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>\$35,693</b>	<b>\$1,167</b>	<b>\$34,526</b>	<b>\$120,234</b>	<b>\$3,500</b>	<b>\$116,734</b>	<b>\$14,000</b>
<b>CAPITAL EXPENDITURE</b>							
July - CEO Samsung Tablet	\$399	\$1,167	-\$767	\$399	\$3,500	-\$3,101	\$14,000
<b>TOTAL CAPITAL EXPENDITURE TO DATE</b>	<b>\$399</b>	<b>\$1,167</b>	<b>-\$767</b>	<b>\$399</b>	<b>\$3,500</b>	<b>-\$3,101</b>	<b>\$14,000</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$35,293</b>	<b>\$0</b>	<b>\$35,293</b>	<b>\$119,835</b>	<b>\$0</b>	<b>\$119,835</b>	<b>\$0</b>

**WAGAIT SHIRE COUNCIL**

**Financial Report for period ending 30 September 2015**

<b>Cash at Bank &amp; on hand</b>					<b>Total</b>
Petty cash					\$197.00
Westpac Operational Account					\$144,387.53
Westpac Cash Management Account					\$814,667.95
<b>Total Cash at Bank &amp; on Hand</b>					<b>\$959,252.48</b>
<b>Debtors</b>	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>	
Trade	\$12,498.86				
Rates	\$53,620.89			\$10,772.16	
<b>Total Debtors</b>	<b>\$66,119.75</b>	<b>\$-</b>	<b>\$-</b>	<b>\$10,772.16</b>	<b>\$76,891.91</b>
<b>Creditors</b>	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>	
Trade	\$234.50				\$234.50
<b>Total Creditors</b>	<b>\$234.50</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$234.50</b>

## 8.3 Supplier Payment History

**Wagait Shire Council**  
PMB 10  
Darwin NT 0801

### Supplier Payment History

**1/09/2015 To 30/09/2015**

9/10/2015  
11:19:04 AM  
Cheque #

Page 1

Cheque #	Chq Date	PO #	Date	Supplier's Inv.#	Purchase Total Amt	Amount Applied
<b>Airpower</b>						
eft	7/09/2015	00000650	19/08/2015		\$385.92	\$385.92
					Total for Payment eft:	\$385.92
<b>AIGWA</b>						
eft	30/09/2015	00000674	29/09/2015	51	\$120.00	\$120.00
					Total for Payment eft:	\$120.00
<b>Barry Demasson</b>						
eft	15/09/2015	660, 659	10/09/2015	77	\$3,400.00	\$3,400.00
eft	15/09/2015	00000659	10/09/2015	76	\$2,280.00	\$2,280.00
eft	30/09/2015	00000676	25/09/2015	78	\$1,900.00	\$1,900.00
					Total for Payment eft:	\$7,580.00
<b>Big W</b>						
cash	13/09/2015	Presley	13/09/2015	39.00	\$39.00	\$39.00
					Total for Payment cash:	\$39.00
<b>Bowtown Pty Ltd</b>						
eft	7/09/2015	00000662	28/08/2015	22443	\$767.25	\$767.25
					Total for Payment eft:	\$767.25
<b>Caltex Berry Springs</b>						
G Zikan	21/09/2015	G Zikan	17/09/2015	c/c	\$68.72	\$68.72
					Total for Payment G Zikan:	\$68.72
<b>Cartridge World</b>						
12362	10/09/2015	00009211	10/09/2015	19847	\$471.00	\$471.00
					Total for Payment 12362:	\$471.00
<b>Comuni'co</b>						
b/pay	15/09/2015	00009210	31/08/2015	21571344	\$112.20	\$112.20
					Total for Payment b/pay:	\$112.20
<b>Cox Peninsula Tours &amp; Transport</b>						
eft	7/09/2015	00000663	27/08/2015		\$650.00	\$650.00
					Total for Payment eft:	\$650.00
<b>Crichton's Craft</b>						
cash	28/09/2015	00000666	18/09/2015	19904	\$49.50	\$49.50
					Total for Payment cash:	\$49.50
<b>Darwin Fibreglass</b>						
12364	30/09/2015	eft	17/09/2015	9907	\$175.00	\$175.00
					Total for Payment 12364:	\$175.00
<b>Dollars &amp; Sense</b>						
cash	3/09/2015	00000662	3/09/2015		\$20.70	\$20.70

# Wagait Shire Council

## Supplier Payment History

1/09/2015 To 30/09/2015

9/10/2015  
11:19:05 AM

Page 2

Cheque #	Chq Date	PO #	Date	Supplier's Inv.#	Purchase Total Amt	Amount Applied
<b>Dollars &amp; Sense</b>						
					Total for Payment cash:	\$20.70
<b>Harvey Distributors</b>						
eft	30/09/2015	00000665	15/09/2015	416407	\$250.99	\$250.99
					Total for Payment eft:	\$250.99
<b>Jardine Lloyd Thompson</b>						
eft	7/09/2015	00000651	21/08/2015	048017465	\$1,518.12	\$1,518.12
eft	30/09/2015	00000665	14/09/2015	015849,17136,17465	\$4,844.17	\$4,844.17
					Total for Payment eft:	\$6,362.29
<b>Marks Rural Services</b>						
eft	7/09/2015	00000080	30/08/2015	240	\$240.00	\$240.00
eft	15/09/2015	00000663	14/09/2015	91	\$440.00	\$440.00
eft	30/09/2015	00000675	30/09/2015	93	\$500.00	\$500.00
					Total for Payment eft:	\$1,180.00
<b>Motor Vehicle Registry</b>						
b/pay	30/09/2015	00000664	23/09/2015	28727690	\$244.75	\$244.75
					Total for Payment b/pay:	\$244.75
<b>Nickie06</b>						
cash	15/09/2015	00000664	15/09/2015	Aust Day	\$12.00	\$12.00
					Total for Payment cash:	\$12.00
<b>Officeworks</b>						
eft	7/09/2015	00000669	19/08/2015	801319335	\$70.00	\$70.00
eft	15/09/2015	00000660	12/09/2015	801326732	\$9.90	\$9.90
					Total for Payment eft:	\$79.90
<b>Power Water</b>						
b/pay	15/09/2015	00009209	25/08/2015	63096988	\$28.45	\$28.45
					Total for Payment b/pay:	\$28.45
<b>Sealink</b>						
D Allen	26/09/2015	c/c	26/09/2015		\$96.43	\$96.43
					Total for Payment D Allen:	\$96.43
<b>Telstra Corporation</b>						
b/pay	15/09/2015	00000661	3/09/2015	P937962970-4	\$425.27	\$425.27
					Total for Payment b/pay:	\$425.27
<b>The Big Mower</b>						
eft	30/09/2015	00241711	17/09/2015	171797	\$45.90	\$45.90
					Total for Payment eft:	\$45.90
<b>The Wagaitear</b>						
eft	30/09/2015	00000665	22/09/2015	101379	\$150.00	\$150.00
					Total for Payment eft:	\$150.00
<b>Top End Signs</b>						

# Wagait Shire Council

## Supplier Payment History

1/09/2015 To 30/09/2015

9/10/2015  
11:19:05 AM

Page 3

Cheque #	Chq Date	PO #	Date	Supplier's Inv.#	Purchase Total Amt	Amount Applied
<b>Top End Signs</b>						
eft	30/09/2015	00000663	18/09/2015	SS15-082	\$1,722.60	\$1,722.60
Total for Payment eft:						\$1,722.60
<b>Totally Work Wear</b>						
eft	30/09/2015	00000672	25/09/2015	100026053	\$140.00	\$140.00
Total for Payment eft:						\$140.00
<b>Tradelink</b>						
G. Zikan	21/09/2015	c/c	17/09/2015	RI64866894	\$64.69	\$64.69
Total for Payment G. Zikan:						\$64.69
<b>Wagait Beach Supermarket</b>						
EFT	4/09/2015	00232375	3/08/2015	9054	\$10.10	\$10.10
EFT	4/09/2015	00159897	4/08/2015	9058	\$84.10	\$84.10
EFT	4/09/2015	00160061	6/08/2015	9071	\$3.60	\$3.60
EFT	4/09/2015	00009079	8/08/2015	233390	\$10.10	\$10.10
EFT	4/09/2015	00233395	8/08/2015	9081	\$67.50	\$67.50
EFT	4/09/2015	00234281	11/08/2015	9108	\$52.41	\$52.41
EFT	4/09/2015	00234344	12/08/2015	9111	\$7.70	\$7.70
EFT	4/09/2015	00234933	15/08/2015	9125	\$10.10	\$10.10
EFT	4/09/2015	00235412	17/08/2015	9135	\$97.40	\$97.40
EFT	4/09/2015	00161072	18/08/2015	9143	\$74.01	\$74.01
EFT	4/09/2015	00235570	18/08/2015	9140	\$17.19	\$17.19
EFT	4/09/2015	00161103	19/08/2015	9146	\$72.76	\$72.76
EFT	4/09/2015	00161632	26/08/2015	9179	\$26.65	\$26.65
EFT	4/09/2015	00161807	28/08/2015	9189	\$111.94	\$111.94
EFT	4/09/2015	00238246	29/08/2015	9198	\$10.10	\$10.10
EFT	4/09/2015	00238247	29/08/2015	9199	\$10.10	\$10.10
EFT	4/09/2015	00009208	31/08/2015	9208	\$76.78	\$76.78
Total for Payment EFT:						\$742.54
eft	30/09/2015	00239536	4/09/2015	9229	\$66.58	\$66.58
eft	30/09/2015	00239926	6/09/2015	9237	\$10.10	\$10.10
eft	30/09/2015	00162942	9/09/2015	9257	\$22.95	\$22.95
eft	30/09/2015	00005299	10/09/2015	9259	\$11.99	\$11.99
eft	30/09/2015	00163120	11/09/2015	9270	\$104.07	\$104.07
eft	30/09/2015	00163291	12/09/2015	9276	\$10.10	\$10.10
eft	30/09/2015	00241697	14/09/2015	9287	\$10.75	\$10.75
eft	30/09/2015	00241709	14/09/2015	9288	\$7.89	\$7.89
Total for Payment eft:						\$244.43
<b>Wigg Plumbing</b>						
eft	7/09/2015	00000664	31/08/2015	50962	\$238.77	\$238.77
Total for Payment eft:						\$238.77
<b>Yacca Gold</b>						
eft	30/09/2015	00241710	17/09/2015	39.30	\$39.30	\$39.30
Total for Payment eft:						\$39.30

Resolution No. 2015/.....

That the financials for the month of August 2015 be received and accepted.

Moved:

Seconded:

Vote:

## **9.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

- 9.1 Emergency Services** – To be put on front page of Council Website.
- 9.2 Year to Date Budget** – Formula to be amended.
- 9.3 Unimproved Capital Values of Lands** – CEO Deborah Allen to write to Lands & Planning re no. of blocks
- 9.4 Use of Regulatory Orders by Councils** – CEO to send response letter to resident – this is ongoing.
- 9.5 Roads 2 Recovery** – This is ongoing.
- 9.6 Overdue Rates** – this is ongoing.
- 9.7 Mandorah Ferry Service** – This is ongoing.
- 9.8 Access to all areas to film festival** – Wednesday 9 December 2015 in community hall
- 9.9 Animal Management** – This is ongoing.
- 9.10 Boundary Reform** – This is ongoing.
- 9.11 Remediation Project – (Waste Management)** - This is ongoing.
- 9.12 Request from Rate Payer – copy of Dog Management plan (refer July 2015 minutes)** – This is ongoing.
- 9.13 Darwin Duchess** – This is ongoing.
- 9.14 Asset Write-off** – This is ongoing.
- 9.15 Solar Panels** – selection outcome.
- 9.16 Special Purpose Grant 2015-2016** – Waste Management.
- 9.17 Wagait Clinic Service Agreement** – Miriam Heath correspondent circulated to councillors. This is ongoing.
- 9.18 Media Policy** – amended policy.
- 9.19 Firies Shed** – this is ongoing.
- 10.0 AGENDA ITEMS**
- 10.1 Salvation Army** – donations to be added to budget.
- 10.2 Common Service Agreement** – CEO Deborah Allen to discuss.
- 10.3 COD Records Disposal Schedule Request** – Wagait Shire Council to be included in the list of councils who want to participate in accessing a generic records disposal schedule for local government.
- 10.4 Council Website** – request to update by LG Compliance.

**10.5 Westpac Approval**

**10.6 State of Regional Australia 2015 – President Peter Clee.**

**10.7 Financial Statement Audit**

**11.0 UPCOMING EVENTS**

**11.1 Halloween Day – Saturday 31 October 2015**

**11.2 Australia Day Forum – 22 & 23 October 2015**

**11.3 Australia Day – January 20 2015**

**12.0 LATE ITEMS AND GENERAL BUSINESS**

**13.0 IN-CAMERA ITEMS**

**13.1 Nil**

**14.0 DATE OF NEXT MEETING**

The next Council Meeting is to be held on Tuesday 17 November 2015 in the Council Chambers, 64 Wagait Tower Road, Wagait Beach.

**15.0 CLOSE OF MEETING**

The Chair declared the meeting closed at ..... pm.