

**WAGAIT SHIRE COUNCIL  
DRAFT MINUTES**

**ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD  
TUESDAY 17 MAY 2017**



## TABLE OF CONTENTS

1.0	PRESENT	Page 3
1.1	Opening of Meeting	Page 3
1.2	Apologies and Leave of Absence	Page 3
2.0	DECLARATION OF INTERESTS	Page 3
3.0	CONFIRMATION OF MINUTES	Page 3
3.1	Confirmation of 18 April 2017 Council Meeting	Page 3
3.2	Matters arising from April 2017 Minutes	Page 3
4.0	QUESTIONS AND FEEDBACK FROM THE PUBLIC	Page 3
4.1	Claim for Broken Window	Page 3
5.0	INWARDS AND OUTWARDS CORRESPONDENCE	Page 4
5.1	Inwards Correspondence	Page 4
5.2	Outwards Correspondence	Page 4
6.0	OFFICERS REPORTS	Page 4
6.1	President's Report	Page 4
7.0	OFFICERS REPORTS	Page 5
7.1	CEO Report	Page 5
7.2	Sports and Recreation Officer's Report	Page 8
8.0	FINANCIAL REPORTS	Page 9
8.1	Cash Income and Expenditure Report – 31 May 2017	Page 9
8.2	Financial Report for year ended 31 May 2017	Page 10
8.3	Rate Payers	Page 10
8.4	Supplier Payment History – May 2017	Page 11
9.0	BUSINESS ARISING FROM PREVIOUS MINUTES	Page 11
9.1	2013/14 to 2017/18 Strategic Plan	Page 11
9.2	Electoral Review and Election Preparations	Page 11
9.3	½ Yearly Community Meeting	Page 11
9.4	RUA at end of Wagait Tower Road	Page 11
9.5	Green Waste	Page 11
9.6	Draft 2017/2018 Shire Plan and Budget	Page 11
10.0	AGENDA ITEMS	Page 11
10.1	CEO Recruitment Report	Page 11
10.2	President – Press Release	Page 12
10.3	CEO Position Resolutions	Page 12
10.4	Purchase of Samsung Tablet	Page 13
10.5	Policies – Ongoing Review	Page 13
11.0	UPCOMING EVENTS	Page 14
11.1	Walk to School	Page 14
11.2	Territory Day	Page 14
11.3	Seniors Day	Page 14
12.0	LATE ITEMS AND GENERAL BUSINESS	Page 14
12.1	Tender for Water Facilities	Page 14
12.2	Compliance	Page 14
13.0	IN-CAMERA ITEMS	Page 14
14.0	DATE OF NEXT MEETING	Page 14
15.0	CLOSE OF MEETING	Page 14

## 1.0 PRESENT

President Peter Clee  
Vice-President Brad Irvine  
Cr Tom Dyer  
Cr Alex Richmond  
Cr Shenagh Gamble

CEO Deborah Allen

### 1.1 OPENING OF MEETING

President Peter Clee declared the meeting open at 7.02pm and welcomed everyone including Mark Sidey (our new CEO) to the meeting.

### 1.2 APOLOGIES AND LEAVE OF ABSENCE:

**Resolution No. 2017/40**  
**That the apology of Cr Kurt Noble be accepted and approved.**  
**Moved: Cr Alex Richmond**  
**Seconded: Vice-President Brad Irvine**  
**Vote: Carried**

### 2.0 DECLARATION OF INTERESTS

Nil

### 3.0 CONFIRMATION OF MINUTES

#### 3.1 Confirmation of 18 April 2017 Council Meeting

**Resolution No. 2017/41**  
**That the minutes of the Monthly Meeting of 18 April 2017 as amended be confirmed by council as a true and correct record.**  
**Moved: President Peter Clee**  
**Seconded: Cr Shenagh Gamble**  
**Vote: Carried**

#### 3.3 Matters arising from the 18 April 2017 Minutes – Nil

### 4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

#### 4.1 Claim for Broken Window

CEO Deborah Allen received an email from a resident stating that the window on his vehicle had been damaged by the Works crew at the Mandorah Jetty car park and how insurance can be claimed on this. CEO Deborah Allen questioned the staff and upon some investigation concluded that she had not been able to determine that the damage was caused by work activities undertaken by the Works crew.

**Resolution No. 2017/42**  
**That the recommendation provided by CEO Deborah Allen for the Claim for the Broken Window be accepted.**  
**Moved: Cr Tom Dyer**  
**Seconded: Vice-President Brad Irvine**  
**Vote: Carried**

## 5.0 INWARDS AND OUTWARDS CORRESPONDENCE

### 5.1 Inwards Correspondence

Date	From	About	To
19/04/2017	Georgina Hitch - ABC News	Health Clinic follow up	ceo
21/04/2017	Shaun Hardy	Electoral Representation Review	ceo
21/04/2017	Sarah Smith - Wagait Arts Group	Booking of room from 14 to 16 July	ceo
21/04/2017	Dept of Health	Pension Concession Unit Scheme due 31 May 2017	admin
28/04/2017	Power Water	Cancel Water Swipe card - stolen CD1507	admin
2/05/2017	CBA	Fixed Term Deposit statement	admin
8/05/2017	Valuations	Land Valuation Reconciliation report	admin

### 5.2 Outwards Correspondence

Date	To	About	
19/04/2017	Georgia Hitch - ABC News	Health Clinic Follow up	email
21/04/2017	Dept of Infrastructure	Contractor Score Card - Mandorah Jetty	email
21/04/2017	Wagait Arts Group	Letter of Support - license to sell alcohol	mail
21/04/2017	Angea Adams	Confidential letter	mail
2/05/2017	Robert Hughes	Complaint - shattered rear car window	mail
3/05/2017	Stuart Park Primary School	2017 National Walk to School	email
3/05/2017	Darwin Middle School	2017 National Walk to School	email
3/05/2017	Wagait Beach Supermarket	2017 National Walk to School	email
3/05/2017	Darwin High School	2017 National Walk to School	email
3/05/2017	Larrakeyah Primary School	2017 National Walk to School	email
3/05/2017	rate payers	overdue letters - 3rd quarterly	mail
3/05/2017	Pensioners Concession	2017.2018 property rates and garbage concessions	email
5/05/2017	NT News	Request for proof and quote - Draft 2017-18 Shire Plan and Budget	email
9/05/2017	Hon Gerald McCarthy MLA	Appointment of New CEO	mail
9/05/2017	Mark Hagger - LGANT	Asset Management and Long Term Financial Projections Planning	email
9/05/2017	Ben Mountcastle - Dept of Transport	Walk to School - change of transport timetable	email
10/05/2017	Danny Brown - Power Water	Questions about tender - water supply	email

#### 5.2.1 Pensioners on the NT Pensioner Scheme will receive a concession of \$200.00 towards their Property Rates for the 2017/2018 Rate Year.

#### **Resolution No. 2017/43**

**That council receive and note the correspondence as detailed in the agenda for the month of April 2017.**

**Moved: Cr Alex Richmond**

**Seconded: Cr Tom Dyer**

**Vote: Carried**

## 6.0 COUNCILLORS REPORTS

### 6.1 PRESIDENTS REPORT

#### 6.1.1 Purpose of Report

To Inform Council and community of the Presidents activities and to provide the community at large with information that the president sees as important and noteworthy.

#### 6.1.2 What's been happening.....

The current CEO Deborah Allen will complete her contract at the end of May. On Behalf of Council I wish Deborah and Leigh all the best back in South Australia.

Applications for the position of CEO closed at the end of March. We received a number of applications for the position and they are being assessed by the Local Government Association (LGANT) and the Selection panel. Final Interviews were conducted in early May and last week I announced to councillors the appointment of Mark Sidey as the new CEO for Wagait Shire Council. Mark will commence work on 22 May.

We had a great turnout for Anzac Day celebrations including some ladies from Belyuen community who were unable to make it last year.

With the Local Government elections due in August, LGANT will encourage new councillors to undertake the AICD governance course. The Minister has advised us that approval to reduce the number of councillors from 7 to 5 has been approved. We had some interest shown in an information night which was held in April.

A community meeting will be held before the May meeting.

### **6.1.3 Where have I been.....**

18 <sup>th</sup> April	Ordinary Council Meeting
19 <sup>th</sup> April	TOPROC Meeting
2 <sup>nd</sup> May	Weekly meeting with CEO
2 <sup>nd</sup> May	ABC Radio – Grass Roots Interview
9 <sup>th</sup> May	Weekly meeting with CEO
14 <sup>th</sup> May	Farwell Function – CEO
16 <sup>th</sup> May	Weekly meeting with CEO
16 <sup>th</sup> May	Community Meeting
16 <sup>th</sup> May	Ordinary Council Meeting

### **6.1.4 Upcoming Meetings and Events**

Meeting with Local Emergency Services TBA  
Health Services Committee Meeting – 18 May  
Audit Committee Meeting – 14 June  
Ordinary Council Meeting – 20 June  
Emergency Recovery Committee Meeting – 21 June  
TOPROC Meeting – 30 June

## **7.0 OFFICERS REPORTS**

### **7.1 CEO Report**

#### **7.1.1 Important Dates**

Council meeting every third Tuesday of the month  
TBA – Green waste collection from Cloppenburg Park – expected before end of May  
02 – 04 June: residents deposit hard waste on roadside for collection  
26 August: local government elections  
08 – 10 September: residents deposit hard waste on roadside for collection  
17 - 19 November: residents deposit hard waste on roadside for collection

#### **7.1.2 Meetings CEO Attended**

Weekly meetings with President – Wagait  
Council meeting every third Tuesday of the month  
05 April – CEO Forum – Palmerston  
11 April – Jetty contract review – Palmerston  
18 April – Becoming a councillor information session – Wagait Beach

### 7.1.3 CEO Key Objectives Endorsed by Council August 2016

1. **Dog management:** Wagait Shire Council to have by-laws by June 2017: CEO to report on progress at every meeting.
  - Council resolved on 15 November 2016 that dog by-laws be drafted
  - Drafting instructions were forwarded to the Department of Housing and Community Development (DHCD) on 24 November 2016
  - An update on the status of the by-law was requested on 2 March and DHCD advised the Office of the Parliamentary Counsel will assign a drafter soon – no change.
2. **Road Upgraded:** Road upgrade plan and budget presented to Council: CEO to report on progress at every meeting – no works were undertaken during the wet.

Temporary repairs to large pot holes in the flood way over Cox Drive have been carried out as they were creating a hazard for the school bus. The small storm water drain located at the entrance of Cloppenburg Park has been removed with a temporary access reinstated. Flooding around the drain created wash outs and undermined the bitumen which has previous been a problem for the ambulance when it was transporting patients to the oval for air evacuation.

3. **Electoral review and election preparation:** Electoral review completed August 2016.

Darwin City Council have provided an Election and By-Election procedure along with a timeline for the lead up to an election. Caretaker period comes into effect for 43 days and starts Friday 14 July. Cost for the NTEC to run the election is expected to be \$7500.

CEO is met with the Deputy Electoral Commissioner on 14 March to discuss the upcoming election and how it will be run.

LGANT delivered an information session on 18 April about what is required for members of the public who may considering standing for election to council.

### 7.1.4 Administration

A Private Courts Bailiff was engaged and he forwarded 14 notices of demand to ratepayers who have been in arrears for more than 120 days. The cost of debt recovery action has been applied to the outstanding amount of those ratepayers who are in arrears. Of the 14 ratepayers who have been served notices of demand, four have now brought their accounts back into current terms and seven are making payments to reduce their outstanding debts. Three have not made any payments at this point in time. Council will be able to impose a Statutory Charge against those properties in the new financial year with the assistance of the Bailiff.

All landowners should be aware that Council will strictly enforce the provisions of the Local Government Act which allows Council to request the Lands Title Office register a charge over land unless suitable repayment arrangements are entered into. All properties with an outstanding balance at the end of June 2017 will have a Statutory Charge imposed. This is a legal process that results in a property not being able to be sold or used as collateral for a loan. The additional charges associated with the imposition of a statutory charge are added to the current outstanding amount.

The handover from outgoing CEO Deborah Allen to incoming CEO Mark Sidey will begin on 22 May and Mark will assume the role of CEO on 01 June. The removals uplift for the outgoing CEO will occur on 31 May and the council house will be vacated on 01 June. The incoming CEO intends on relocating into the council house from his residence in Darwin River.

# Monthly Employee Activity Log

Date: 10/04/17 - 28/04/17 - 24ohrs

	Estate Mow	Plant Maintenance	Estate weed spray	Pipeline check	Dispenser fail callout	Water test	Jetty / carpark clean	Ramp clean	Barnacle clean	Carpark mow	Meals	RDO	Leave	Admin	Other	Daily, weekly and combined totals
10/04/2017	2	0	0	1.5	0	0	4.5	0	0	0	1	0	8	0	0	17
11/04/2017	0	0	0	1	0	0	0	0	0	0	1	0	8	1	5	16
12/04/2017	2	3	0	0	0	0	0	0	0	0	1	0	8	0	2	16
13/04/2017	2.5	1.5	0	1.5	0	0	1	0	0	0	1	0	8	0	0.5	16
14/04/2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>upervisor Weekly</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0.5</b>	<b>32.5</b>
<b>Assistant Weekly</b>	<b>6.5</b>	<b>4.5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>5.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>32.5</b>
<b>Totals</b>	<b>6.5</b>	<b>4.5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>5.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>32</b>	<b>1</b>	<b>7.5</b>	<b>65</b>
17/04/2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18/04/2017	4.5	3.5	0	1	0	0	3.5	0	0	0	2	0	0	0	1.5	16
19/04/2017	0	2	0	0	0	2	0	0	0	0	2	0	2.5	0	7.5	16
20/04/2017	3	3.5	0	1	0	0	0	0	0	0	2	0	0	0	6.5	16
21/04/2017	1.5	0	0	0	0	0	1	0	0	0	1	8	0	1	5.5	18
<b>upervisor Weekly</b>	<b>4</b>	<b>2.5</b>		<b>2</b>		<b>2</b>	<b>2.5</b>				<b>4</b>		<b>2.5</b>	<b>1</b>	<b>13.5</b>	<b>34</b>
<b>Assistant Weekly</b>	<b>5</b>	<b>6.5</b>					<b>2</b>				<b>3</b>	<b>8</b>			<b>7.5</b>	<b>32</b>
<b>Totals</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>8</b>	<b>2.5</b>	<b>1</b>	<b>21</b>	<b>66</b>
24/04/2017	1	0	0	1	0	0	0	0	0	0	2	0	0	0	13	17
25/04/2017	0	0	0	0	0	0	0	0	0	0	0	16	0	0		16
26/04/2017	7	1	0	1	0	2	0	0	0	0	2	0	0	0	3	16
27/04/2017	5	1	1	0	0	0	0	0	0	0	1	0	0	0	0	8
28/04/2017	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	8
<b>upervisor Weekly</b>	<b>3</b>	<b>1</b>				<b>2</b>					<b>2</b>	<b>16</b>			<b>8</b>	<b>32</b>
<b>Assistant Weekly</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>2</b>							<b>3</b>	<b>8</b>			<b>8</b>	<b>33</b>
<b>Totals</b>	<b>13</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>65</b>
<b>Supervisor Hours</b>	<b>7</b>	<b>3.5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>2.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>16</b>	<b>34.5</b>	<b>1</b>	<b>22</b>	<b>98.5</b>
<b>Assistant Hours</b>	<b>21.5</b>	<b>12</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>7.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>22.5</b>	<b>97.5</b>
<b>Total Hours</b>	<b>28.5</b>	<b>15.5</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>32</b>	<b>34.5</b>	<b>2</b>	<b>44.5</b>	<b>196</b>

Notes:

Dates missing for Assistant: 14/04/17, 17/04/17, 28/04/17

Dates missing for Supervisor: 14/04/17, 17/04/17, 27/04/17

8 hours per day or 120 hours to be accounted for over a three week period. Three time sheets for each employee missing or 24 hours not accounted for leaving 96 hours of timesheets.

98.5 hours and 97.5 hours respectively recorded for Supervisor and Assistant. Accountability for all days required along with improved accuracy of recording of daily duties.

## 7.2 Sports and Recreation Officer's Report

Term 2 is up and running with a copy of the program with this report. Our school holiday program had to be changed every day except for the Easter craft and Easter egg hunt on Good Friday due to the cyclone warning and wet weather. The veggie patch became 'drowned' and will have to be re-planted very soon.

There are plans to visit the Territory Wildlife Park on Tuesday May 23 with the Smile-A-Mile 'Fun Bus'. Everyone is very welcome.

Planning for the middle school holiday program is under way and any ideas will be most welcome.

### ATTENDENCES

		Apr-03	Apr-10	Apr-17	Apr-24	
MONDAY		Ukulele-3 N/ball-4	Craft 8	N/A	N/A	
TUESDAY		Craft 5	Board games-5	Funbus- 8 Tennis-6	ANZAC DAY	
WEDNESDAY		B/ball 4	Cooking 5	Sewing 5	Sewing 4	
THURSDAY		Soccer/ AFL-2	Sports 13	Craft-6 B/ball-4	Cycling 0 (wet)	
FRIDAY		Cooking 7	Easter craft &	Cooking 7	Cooking 8	
SATURDAY April 1	Movie 3		Easter Egg hunt-18			

#### Resolution No. 2017/44

**That the Councillor's reports and the Officer's reports for the month of May 2017 be received and accepted.**

**Moved: Vice-President Brad Irvine**

**Seconded: Cr Alex Richmond**

**Vote: Carried**

*Cr Alex Richmond would like to see better communication between residents and council on Hard Waste Management as it seems that some hard waste collected during our kerbside pickup has been recycled by some and then dumped in the bushland. A notice on Hard Waste Management management is to be included in the next Council Wrap Up and also sent out with the next rates notice to remind rates payers of the services they are paying for. The dates for the quarterly hard waste pickup has been planned out. CEO Deborah Allen and incoming CEO Mark Sidey to look into pricing of fridge magnets that show the waste collection pickup dates.*

*We are in the process of applying for another grant for the Sports & Recreation Officer for another financial year.*



## 8.0 FINANCIAL REPORT

### 8.1 Cash Income and Expenditure Report – 31 May 2017

	Apr 2017 Actual \$	Apr 2017 Budget \$	Variance \$	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at Apr 2017 \$	Forecast to 30 June 2017 \$	Variance (Revised Budget & Actual) \$	Reason
<b>INCOME</b>										
RATES	5,085	0	5,085	200,240	159,960	40,280		218,980		Note 1 - Rates Income ↑
GRANTS	118	0	118	255,237	258,678	-3,441		267,775		
CONTRACTS	10,359	9,550	809	118,519	113,600	4,919		132,700		
RENTAL INCOME	200	220	-20	2,200	2,200	0		2,640		
MISC INCOME	409	1,000	-591	2,559	35,000	-32,441		37,000		Note 2 - Misc Income ↓
WASTE MANAGEMENT	2,505	0	2,505	104,841	87,300	17,541		116,400		Note 3 - Waste Management Income ↑
<b>TOTAL OPERATING INCOME</b>	<b>18,676</b>	<b>10,770</b>	<b>7,906</b>	<b>683,596</b>	<b>656,738</b>	<b>26,858</b>		<b>775,495</b>		
<b>EXPENSES</b>										
ADMINISTRATION EXPENSES	2,493	3,350	857	76,010	68,165	-7,845		78,190		Note 4 - Administration Expenses ↑
EMPLOYMENT EXPENSES	33,633	29,750	-3,883	268,142	323,000	54,858		391,200		Note 5 - Employment Expenses ↓
ROADS	0	0	0	22,920	60,000	37,080		60,000		Note 6 - Roads ↓
CONTRACTS & MATERIALS	145	300	155	2,921	2,250	-671		2,850		Note 7 - Contracts & Materials ↑
REPAIR & MAIN TOWN ASSETS	3,413	1,200	-2,213	22,070	19,100	-2,970		19,100		Note 8 - Repair & Main Town Assets ↑
VEHICLE & PLANT	873	2,150	1,277	15,456	64,490	49,034		66,090		Note 9 - Vehicle & Plant ↓
GRANT EXPENSES	93	20	-73	3,707	200	-3,507		25,740		Note 10 - Grant Expenses ↑
WASTE MANAGEMENT	9,307	9,700	393	69,890	97,000	27,110		116,400		Note 11 - Waste Management ↓
SERVICES	1,592	1,900	308	9,921	13,760	3,839		15,300		Note 12 - Services ↓
<b>TOTAL OPERATING EXPENSES</b>	<b>51,549</b>	<b>48,370</b>	<b>-3,179</b>	<b>491,038</b>	<b>647,965</b>	<b>156,927</b>		<b>774,870</b>		
<b>OPERATING PROFIT</b>	<b>-32,873</b>	<b>-37,600</b>	<b>4,727</b>	<b>192,559</b>	<b>8,773</b>	<b>183,786</b>		<b>625</b>		
<b>OTHER INCOME (Interest)</b>	<b>682</b>	<b>0</b>	<b>682</b>	<b>5,815</b>	<b>0</b>	<b>5,815</b>		<b>0</b>		
<b>OTHER EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71</b>	<b>0</b>	<b>-71</b>		<b>0</b>		
<b>NET PROFIT/(LOSS)</b>	<b>-32,191</b>	<b>-37,600</b>	<b>5,409</b>	<b>198,303</b>	<b>8,773</b>	<b>189,530</b>		<b>625</b>		

## 8.2 Financial Report for year ended 31 May 2017

<b>Cash at Bank &amp; on hand</b>					<b>Total</b>
Petty cash					\$ 247.50
Westpac Operational Account					\$ 1,067.25
Westpac Cash Management Account					\$ -
CBA - transaction account					\$ 30,192.77
CBA Cash Saver					\$ 499,318.30
CBA - Investment a/c					\$ 500,000.00
<b>Total Cash at Bank &amp; onHand</b>					<b>\$ 1,030,825.82</b>
<b>Debtors</b>	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>	
Trade	\$ 10,026.61				\$ 10,026.61
Rates				\$ 26,678.31	\$ 26,678.31
<b>Total Debtors</b>	<b>\$ 10,026.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,678.31</b>	<b>\$ 36,704.92</b>
<b>Creditors</b>	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>	
Trade	\$ 352.81				\$ 352.81
<b>Total Creditors</b>	<b>\$ 352.81</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 352.81</b>

## 8.3 Rate Payers

### Rate Payers

2016/2017 rate year -13 rate payers	\$6,334
2015/2016 rate year - 4 rate payers	\$5,532.33
2014/2015 rate year plus - 4 rate payers	\$14,786.23
<b>Total:</b>	<b>\$26,652</b>

#### **8.4 Supplier Payment History – May 2017**

This was circulated to all councillors at the May 2017 meeting.

**Resolution No. 2017/45**

**That the Councillor's reports and Officer's reports for the month of May 2017 be received and accepted.**

**Moved: Cr Tom Dyer**

**Seconded: Vice-President Brad Irvine**

**Vote: Carried**

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

##### **9.1 2013/14 to 2017/18 Strategic Plan**

This is to be updated and due in 2018.

##### **9.2 Electoral Review and Election Preparations**

We are still waiting on written confirmation from the NT Government to reduce the numbers of councillors from 7 to 5.

##### **9.3 ½ Yearly Community Meeting**

The half yearly community meeting was held tonight at 6.00pm in the Community Centre and was attended by 6 members from the community as well as the incoming CEO, Mark Sidey. Topics discussed were green waste, rates, levy, maintenance of the Milady Bomber site, senior's day and the RUA.

##### **9.4 RUA at end of Wagait Tower Road**

The beach access at the end of Wagait Tower which consists primarily of Mision grass has been mowed by a resident.

Council's contract to maintain the RUA expired in November of 2016 and the Weeds Management Branch from the Department of Lands, Planning and Environment has not given us the opportunity to have this contract renewed. CEO to contact the department to see if they will reconsider their decision before the weeds problem grows out of control.

##### **9.5 Green Waste**

The first trial for the Green Waste collection will be held at Cloppenburg Park in the coming weeks.

##### **9.6 Draft 2017-2018 Shire Plan and Budget**

The Draft 2017-2018 Shire Plan and Budget is on the council website and has been advertised in the NT Classifieds for public comment. Comments are due 1 June 2017. The documents must be provided to the Department by July 31.

#### **10.0 AGENDA ITEMS**

##### **10.1 CEO Recruitment Report**

A report "Recruitment of the Chief Executive Officer" was presented to council. The report was produced by LGANT and the committee and had 6 recommendations that facilitate requirements to meet the Local Government Act for resolutions that will see the finalisation of the current CEO's contract and the

confirmation of employment for the incoming CEO, Mark Sidey. The report's wording for recommendation, no. 5 has been edited and reflected below.

**Resolution No. 2017/46**

**That Council:**

- 1. Note the completion of the current CEO recruitment campaign and process;**
- 2. Receive and note the CEO Recruitment Report dated 8 May 2017;**
- 3. Note the appointment of Mark Sidey to the position of the CEO for the Council effective 1 June 2017;**
- 4. Note that while Mark Sidey will not take up the responsibilities of CEO until 01 June 2017, his employment will start on 22 May 2017 in order to facilitate a hand over from the outgoing CEO;**
- 5. Note that although the CEO's probation appraisal will take place six months from the employment commencement date, any performance issues during the six month period will be raised in camera at a council meeting and then communicated promptly to the CEO with mentoring support provided if required.**
- 6. Authorise the use of the Wagait Shire Council Common Seal on the Contract of Employment for the new CEO Mark Sidey.**

**Moved: Cr Alex Richmond**

**Seconded: Shenagh Gamble**

**Vote: AIF**

**10.2 President – Press Release**

The Press Release is to be amended before it is distributed to the public.

**10.3 CEO Position Resolutions**

**Resolution No. 2017/47**

**That Wagait Shire Council revoke all delegations previously assigned to outgoing Chief Executive Officer Deborah Allen effective 1 June 2017.**

**Moved: Cr Tom Dyer**

**Seconded: Vice President Brad Irvine**

**Vote: AIF**

**Resolution No. 2017/48**

**The Wagait Shire Council in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities delegates Mark Sidey as Chief Executive Officer pursuant to Section 32 of the Local Government Act to exercise Council's powers, functions, duties and authorities contained in legislation subject to the limitations specified in section 32 (3) effective 01 June 2017. This delegation shall remain in force until specifically altered or revoked in writing.**

**Moved: Cr Tom Dyer**

**Seconded: Vice President Brad Irvine**

**Vote: AIF**

**Resolution No. 2017/49**

**In accordance with Wagait Shire Council Policy 26 – Delegations Manual, the Wagait Shire Council delegates the following financial expenditure on goods and services including plant and equipment provided that expenditure and those purchases have been provided for in the budget; and to pay accounts for goods and services including plant and equipment purchased on behalf of the Council: Credit Card \$10,000; Approving Orders \$100,000 and Purchasing Orders \$30,000.**

**Moved:** Cr Tom Dyer  
**Seconded:** Vice President Brad Irvine  
**Vote:** AIF

**Resolution No. 2017/50**

In accordance with Wagait Shire Council Policy 26 – Delegations Manual, the Wagait Shire Council delegates Chief Executive Officer Mark Sidey to write off any fees or charges other than rates and charges raised pursuant to Chapter 11 of the Local Government Act to a maximum value of \$400 (subject to compliance with the requirements of Regulation 27 of the Local Government (Accounting) Regulations (this requires a specific resolution of Council to write off unpaid rates or some other debt owed to the Council); and to approve an extension of time to pay any debtor account due to Council including rates and charges raised pursuant to Chapter 11.

**Moved:** Cr Tom Dyer  
**Seconded:** Cr Alex Richmond  
**Vote:** AIF

**Resolution No. 2017/51**

Update signatories for all Wagait Shire Council accounts held at the Commonwealth Bank to include President Peter Clee, Deputy President Brad Irvine, CEO Mark Sidey, Administration Officer Pamela Wanrooy and remove out going CEO Deborah Allen effective 01 June 2017.

**Moved:** Cr Tom Dyer  
**Seconded:** Cr Alex Richmond  
**Vote:** AIF

**Resolution No. 2017/53**

That Council close all Wagait Shire Council accounts (including credit cards) held at Westpac Bank.

**Moved:** Cr Tom Dyer  
**Seconded:** Cr Alex Richmond  
**Vote:** AIF

**10.4 Purchase of Samsung Tablet**

CEO Deborah Allen would like to purchase the Samsung Table that council provided to her when she started. This request was agreed to by council. Council requires a letter with a residual value be placed on file and the asset register amended.

**10.5 Policies – ongoing review**

- P01 – Policy Framework
- P02 - Election of President
- P03 – Casting Vote of President
- P04 – Signing of Cheques and Expenditure Certifications
- P06 – Vehicular Crossovers and Drainage
- P07 - Internal Audit Committee
- P08 – Human Resource Management
- P10 – Council Records
- P11 – Complaints against Council, Employees and Work Practices
- P12 – Asset Management
- P13 – Use of Council Firearms
- P14 – Use of Sportsground
- P15 – Meeting Procedure – guidelines
- P17 – Borrowing Policy

P18 – Wage and Salary increase  
P19 – Donations and Contributions Policy  
P20 – Fraud Protection

## **11.0 UPCOMING EVENTS**

**11.1 Walk to School** – Friday 19 May 2017 – Preparations are underway. All foods for the breakfast has been donated by the local Wagait Beach Supermarket.

**11.2 Territory Day – 1 July 2017**

**11.3 Seniors Day** – this is to be included in the next agenda and will be held in August. The grant application has been submitted and at this stage we are looking at Crab Claw Island.

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

### **12.1 Water Facilities Tender**

The tender for the Water facilities is due 31 May 2017. CEO Deborah Allen is in the process of having this completed.

### **12.2 Compliance**

Compliance has contacted the office to make sure we are on time for adopting the 2017-2018 Shire Plan and Budget.

## **13.0 IN-CAMERA ITEMS**

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

The next Council Meeting is to be held on Tuesday 20 June 2017 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

### **15.0 CLOSE OF MEETING**

The Chair declared the meeting closed at 8.04pm.