

Minutes

ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS  
LOT 64 WAGAIT TOWER ROAD

19 April 2016

- 1.0 PRESENT:** President Peter Clee  
Vice-President Brad Irvine  
Cr VJ Thorpe  
Cr Shenagh Gamble  
Deborah Allen - CEO

**1.1 MEETING OPENING**

- 1.2** President Peter Clee declared the meeting open at 7.01pm at the Council Conference Room and welcomed all Councillors to the meeting.

**1.3 APOLOGIES: -**

**Resolution No. 2016/27– That the apology of Cr Alex Richmond be accepted and approved.**

Moved: Cr Shenagh Gamble

Seconded: Vice-President Brad Irvine

Vote: AIF

**2.0 DECLARATION OF INTERESTS - NIL**

**3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**3.1 Confirmation of 15 March 2016 Monthly Meeting**

**Resolution No. 2016/028 - That the minutes of the Monthly Meeting of 15 March 2016 as amended be confirmed.**

Moved: President Peter Clee

Seconded: Cr VJ Richmond

Vote: AIF

**3.1.1 Matters arising from the March 2016 Minutes**

Nil

### 3.2 Report – 20 April 2016 – Community Consultation Feedback

All feedbacks received from the Community has been included in the Community Consultation Feedback Report. This report will assist and help Council with the next Strategic Plan.

#### Resolution No. 2016/029

**That Council receive and note the Community Consultation Feedback Report as prepared by CEO Deborah Allen.**

**Moved: Vice President Brad Irvine**

**Seconded: Cr Shenagh Gamble**

**Vote: AIF**

#### 3.2.1 Matters Arising from the Community Consultation Feedback

Nil

#### 4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

Nil

#### 5.0 INWARDS AND OUTWARDS CORRESPONDENCE – MARCH 2016

##### 5.1 Inwards Correspondence

17/03/2016	Topy Tapsell - LGANT	Remote Contracting Policy - Member query	CEO
17/03/2016	Area 9	Tax invoice	
17/03/2016	CBA	Merchant Statement	admin
17/03/2016	Westpac	Mastercard Statement	admin
17/03/2016	Aust Local Government Assoc	Copy of the Aust Local Govt Associations submission to the 2016 Federal Budget	CEO
22/03/2016	Network Innovations	Service Agreement for Satellite Airtime Services	CEO
29/03/2016	LGANT	USB which was given to delegates who attend the LGANT Environment, Tpt & Infr Group Mtg on 10th & 11 March	CEO
1/04/2016	Haylee Gillies - Community Dlvpr Manager Netball NT	Netball programmes	Sports & Rec
1/04/2016	MVR	Renewal notice for Hino Truck	CEO
1/04/2015	CAL	Certificate of Accreditation	CEO
1/04/2016			
1/04/2015	NT Government	Northern Territory Heritage Grant Program 2016/2017	

4/04/2016	Minister for Transport	Thank you letter - bus service at Cox Peninsula	President Peter Clee
4/04/2015	Dept of Lands, Planning & Environment	March 2016 Reconciliation	CEO
4/04/2015	Development Assessment Services	Development application - 103 Cox Drive	CEO
4/04/2015	Territory Animal Solutions	Dog Proposal	CEO
4/04/2016	City of Darwin	Young Territory Author Awards	CEO
5/04/2016	Networking		

## 5.2 Outwards Correspondence

17/03/2016	Lucia - Bendigo Bank	email with attached reports of investment account and photo's of Firies Shed	email
17/03/2016	Dept of Chief Minister	Seniors Month's Grant 2016	email
21/03/2016	Finn Bins	request to pickup full skip bins	email
22/03/2016	Barry Hansen	Auditor Appointment	email
22/03/2016	Compass Group	Auditor Appointment	email
22/03/2016	Lowry's Accountants	Auditor Appointment	email
22/03/2016	Merit Partners	Auditor Appointment	email
23/03/2016	Dept of Sports & Recreation	acquittal for Wagait remote Sport 15-16 Sports Program	email
23/03/2016	Russell Anderson	Finance Committee	email
23/03/2016	All councillors	Local Govt Council statutory requirements	email
25/03/2016	Resident	Audit Subcommittee	email
29/03/2016	Hazel Joven - Lowry Accountants	Engagement letter	email
29/03/2016	Area 9	new hard drive with Microsoft and protection alerts	email
1/04/2016	BOM	Rain gauge reading for month of March 2016	mail
7/04/2016	Ironbark	Signed Agreement between Ironbark and W.S.C.	email
7/04/2016	Country Solar	Clayton Utz - Embedded Generator User Agreement Formal Instrument of Agreement	mail
7/04/2016	CEO Debora Allen	Report - Dog management in Wagait Beach	All residents
7/04/2016	CEO Deborah Allen	Report - Report on behalf of Council	All residents

**5.2.1** The report on Dog Management in Wagait Beach and the report from CEO Deborah Allen on behalf of Council has been mistakenly included in the Inwards Correspondence. These should be noted in the Outwards Correspondence.

The Dog Proposal Report from Territory Animal Solution dated 4 April is a report which shows proposed action plan, the time frame and the budget. Will Kemp from Territory Animal Solutions will be at Wagait Beach on 30 April 2016 to hold a microchipping and information session. The information session will be advertised on Facebook and notice boards around the community as well as on the Mandorah ferry service.

As council does not have Dog By-Laws, Cr Shenagh Gamble raised a concern that impounding captured dogs and charging for their release could require a By-Law. She has requested that CEO Deborah Allen do some further research.

**Resolution No. 2016/030 - That the Inwards and Outwards correspondence for the month of March 2016 be noted.**

**Moved: Vice-President Brad Irvine**

**Seconded: Cr VJ Thorpe**

**Vote: AIF**

## **6.0 COUNCILLORS REPORTS**

- 6.1** Vice-President Brad Irvine attended the TOPROC meeting in Darwin with CEO Deborah Allen. The TOPROC meeting provides an opportunity for all NT Local Government representatives to articulate what projects they are undertaking and what issues their communities are experiencing. Most discussion revolved around each respective council's involvement with land development plans. The workshop went through the key issues with Council and one of the topics discussed was the Kenbi Land Claim.
- 6.2** President Peter Clee and CEO Deborah Allen attended the LGANT meeting in Jabiru last Thursday. President Peter Clee will have a report written up and presented for our next Council meeting.

## **7.0 OFFICERS REPORTS**

### **7.1 Chief Executive Officer's Report – Deborah Allen**

#### **7.1.1 Meetings CEO Attended:**

08 March – President Clee and Deputy President Irvine – Wagait Beach  
08 March – Phone conference Andrew Sells from Currie and Brown – Wagait Beach  
09 March – NLC – NLC Charles Point Road Office  
14 March – Wagait Arts Group (WAG) – Wagait Beach  
15 March – President Clee – Wagait Beach  
15 March – Larrakia Traditional Owners – NLC Charles Point Road Office  
15 March – Council Meeting - Wagait Beach  
16 March – Alderbaran Contracting – Coolalinga  
16 March – Bendigo Bank – Coolalinga  
22 March – TOPROC – Darwin  
23 March – President Peter Clee phone conference – Wagait Beach  
23 March – Belyuen Health Clinic Staff – Wagait Beach

*Cr Shenagh Gamble questioned the Belyuen Health Clinic meeting. CEO Deborah met up with Miriam Heath from the Health Department and Nick Barclay from the Belyuen Clinic to discuss the rental agreement for the Health Clinic at Wagait. A lease agreement still needs to be established but the ongoing service seems to be running well and both parties are pleased with the way the current agreement is working.*

- 7.1.2** Information about the new dog management plan has been posted electronically on Council's website and Facebook page and in hardcopy on local notice boards and at the supermarket. One of the objectives of the plan is to provide opportunities for people to microchip their pets and the first opportunity for this will be on 30 April at the council office. A \$30 microchip fee will apply for the supply and implantation of each microchip and the service will be delivered by Territory Animal Solutions. A period of weekday patrols to catch dogs wandering within the community will commence following a pre-agreed "cooling off" period.

- 7.1.3** The trial of utilising skip bins to collect hard waste was carried out over two weeks. The only costs incurred for this service were the hire of four bins at \$400 each, the disposal cost of depositing the hard waste into Shoal Bay Waste Management Facility at \$166 and about two hours from the works team when they loaded heavy items into the bins. This is a simple and low cost hard waste management solution that will impact a waste management levy by \$20 annually per rateable property if it is delivered on a quarterly basis.
- 7.1.4** CEO had planned on having the entrances and exits of a number of storm water drains that are very silted up cleaned out but soon after the works commenced, it became apparent that the base of the culverts are much deeper than first anticipated. Consequently, this activity will require significant earthworks to rectify the problem along with a large cost impost that is likely to require funding via a grant. This activity is now on hold until a funding solution can be secured.
- 7.1.5** All 46 street name signs have been replaced with new blades. A roads contractor has been selected and remediation works on road shoulders are expected to start this month. When this work is completed it will see council meeting their minimum spend requirement by the Roads to Recovery (R2R) program for this FY.
- 7.1.6** The flexible hose between the water tank and water pump on the CEO's house and the community centre failed within a couple of days of each other resulting in the loss of almost all water from three tanks. Annual inspections of all flexible hoses on water pumps have now been programmed and the plumber will resolve an issue he identified with the community centre water tanks.
- 7.1.7** Preparation of a draft budget for next FY was well underway at the time of writing this report with the intention to present the completed draft for this meeting. An annual review of the shire plan is required with council required to adopt the plan between 01 April and 31 July after a community consultation period of not less than 21 days so this document will now be a priority for me.

*CEO Deborah Allen has given a date and timeline for the Rates Declaration to Councilors. CEO Deborah Allen will have the Draft Annual Plan which will include the Budget presented to Councilors for pre-reading before the May Council Meeting so that this can be discussed before it goes out to the public for comments.*

## **7.2 Works Supervisors Report – Gary Zikan**

- 7.2.1** There has been a notable decrease in our dealings with wild dogs within the Wagait Beach estate during the past month. None have been trapped and sightings are at a minimum.
- 7.2.2** Our weeds control programs for both the RUA and the estate will start to wind down over the next month but at the moment are in full swing as the Mission Grass in particular is beginning to seed. The slack wet season has certainly helped however the same (and new) infested areas still have to be attended to; only the overall amount of general weeds has decreased with the lack of rain.
- 7.2.3** Following are tasks completed during March

Council memorial garden cleared and replanted. Mowing of verges, beach access points, water facility, jetty carpark, sportsground, council grounds and heritage plane wreck site. Poisoning on the RUA, jetty carpark, bicycle path edge, drains, electrical poles and the mowed areas previously named. New street signs have been fitted. 13 extra water samples taken on request by Power and Water. Dog traps are baited and set on a weekly basis. A considerable amount of graffiti was made to the jetty and pylons and this required different types of removal process dependant on the service that had been painted. Wheelie bins were assembled for collection, poison distributed to residents upon request, archives that were no longer required to be kept were destroyed and overhanging branches at roadside intersections have been removed. Enquiries are being made about replacing the faded neighbourhood watch signs.

*Cr VJ Thorpe made a comment that the community is starting to look much tidier and neater now that the roadside has been cleared and the verges mowed. CEO Deborah Allen has asked the works depot staff to have the community cleaned and tidied for the Kenbi Land Claim Ceremony which will be held on 30 May 2016.*

### 7.3 Sport & Recreation Officer's Report – Robyn Presley

**7.3.1** I have put a notice on the board at the shop asking for any interested netball players for a Sunday morning game with a few adults and children putting their names down. A representative from Netball NT has been in contact with me and we are arranging a visit from her this school holidays. Hopefully this will generate a bit of interest. An old bath tub has been donated so we can get our veggie patch started as soon as possible; this week (hopefully!)

### 7.3.2 Attendances - March 2106

Monday		7 March Ukulele – 3	14 March Ukulele – 6	21 March Ukulele – 3	
Tuesday	1 March Mosiacs – 7	8 March Sewing			
Wednesday	2 March T/tennis & AFL – 4	9 March Cricket, AFL & handball – 6	16 March Basketball & netball – 9	22 March Cricket – 5	29 March Basketball – 6
Thursday	3 March Handball – 4	10 March Basketball – 6	17 March Basketball – 10	23 March Netball – 10	30 March Netball – 5
Friday	4 March Cooking – 15	11 March Cooking – 9	18 March Cooking – 11	24 March Easter Craft – 38	
Saturday	5 March Movie – 7	12 March Playgroup – 0			
Sunday	-	-	-	-	-

**Resolution No. 2016/031 - That the Councillors and Officer's reports' for the month of March 2016 be received and accepted.**

**Moved: Cr Shenagh Gamble**

**Seconded: Vice President Brad Irvine**

**Vote: AIF**

## 8.0 FINANCIAL REPORTS

### 8.1

#### WAGAIT SHIRE COUNCIL - Income & Expenditure Cash Report -31 March 2016

	Month to Date			Year to Date			Full Year
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	Budget \$
<b>INCOME</b>							
Rates and charges	\$4,466	\$16,985	-\$12,519	\$191,184	\$152,862.30	\$38,322	\$203,816
Outstanding Rates	\$0	\$950	-\$950	\$2,630	\$8,550.00	-\$5,920	\$11,400
Grants		\$23,194	-\$23,194	\$230,055	\$208,743.75	\$21,311	\$278,325
Grant - Sports & Recreation		\$2,000	-\$2,000	\$21,000	\$18,000.00	\$3,000	\$24,000
Grant - Sports Ground - Carried Over		\$1,000	-\$1,000	\$12,000	\$9,000.00	\$3,000	\$12,000
Contract Income	\$4,947	\$10,786	-\$5,839	\$124,178	\$97,074.00	\$27,104	\$129,433
Rental	\$200	\$834	-\$634	\$2,700	\$7,507.35	-\$4,807	\$10,010
Interest Received	\$1,024	\$1,000	\$24	\$8,714	\$9,000.00	-\$286	\$12,000
Professional Assistance for CEO		\$667	-\$667		\$5,999.94	-\$6,000	\$8,000
Other Income	\$430		\$430	\$530	\$0.00	\$530	
<b>TOTAL INCOME</b>	<b>\$11,067</b>	<b>\$57,415</b>	<b>-\$46,349</b>	<b>\$592,991</b>	<b>\$516,737</b>	<b>\$76,253</b>	<b>\$688,984</b>
<b>OPERATING EXPENDITURE</b>							
Administration	\$4,459	\$5,338	-\$879	\$71,510	\$48,037.50	\$23,472	\$64,050
Employment	\$25,411	\$32,800	-\$7,389	\$252,472	\$295,200.00	-\$42,728	\$393,600
Roads	\$3,404	\$9,444	-\$6,040	\$6,509	\$84,991.50	-\$78,483	\$113,322
Contracts & materials	\$641	\$1,125	-\$484	\$3,749	\$10,125.00	-\$6,376	\$13,500
R&M Town Assets	\$436	\$1,809	-\$1,374	\$20,842	\$16,284.30	\$4,558	\$21,712
Veh & Plant Exp	\$803	\$1,750	-\$947	\$30,232	\$15,750.00	\$14,482	\$21,000
Grant Exp	\$6,484	\$1,258	\$5,226	\$69,965	\$11,325.00	\$58,640	\$15,100
Other Operational Exp	\$0	\$1,133	-\$1,133	\$2,369	\$10,200.00	-\$7,831	\$13,600
Services	\$306	\$1,592	-\$1,285	\$37,530	\$14,325.00	\$23,205	\$19,100
Capital Purchases				\$20,756	\$0.00		
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$41,943</b>	<b>\$56,249</b>	<b>-\$14,306</b>	<b>\$515,933</b>	<b>\$506,238</b>	<b>-\$11,062</b>	<b>\$674,984</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>-\$30,876</b>	<b>\$1,167</b>	<b>-\$32,043</b>	<b>\$77,058</b>	<b>\$10,499</b>	<b>\$87,315</b>	<b>\$14,000</b>

## 8.2 WAGAIT SHIRE COUNCIL

### Financial Report for period ending 31 March 2016

<b>Cash at Bank &amp; on hand</b>					<b>Total</b>
Petty cash					\$ 138.45
Westpac Operational Account					\$ 32,042.31
Westpac Cash Management Account					\$ 919,538.00
<b>Total Cash at Bank &amp; on Hand</b>					<b>\$ 951,718.76</b>
<b>Debtors</b>	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>	
Trade	\$ 17,769.00				
Rates				\$ 16656	
<b>Total Debtors</b>	<b>\$ 17,769.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16656</b>	<b>34425</b>
<b>Creditors</b>	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>	
Trade	\$ 3,808.52				
<b>Total Creditors</b>	<b>\$ 3,808.52</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,808.52</b>

### 8.3 Rate Payers

55 Ratepayers on quarterly instalments.

Overdue rate payers – 10 (of these \$9,773.76 is for rates more than 2 years overdue and \$6883 for overdue rates up to 2 years.

1 Rate payer in the Small Claims Court

#### Asset List

July – CEO Samsung Tablet	\$399.00
December 2015 – Drinking water fountain for workshop	\$539.70
December 2015 – Office Blinds	\$3,152.00

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December 2015 – Deposit for Solar Panels  
January – Solar Panels

\$9,653.12  
\$10,164.43

**Resolution No. 2016/032 - That the financials for the month of March 2016 be received and accepted.**

**Moved: Vice-President Brad Irvine**

**Seconded: Cr VJ Thorpe**

**Vote: AIF**

CEO Deborah Allen distributed a copy of the 2016/2017 Budget to Councillors for comment at the council meeting. This budget has been pulled out of the new MYOB Accounting system.

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

- 9.1 Dog Control – microchipping and dog management** - refer to item no. 5.2.1 and CEO report.
- 9.2 Cox Peninsula Bushfire Brigade Shed** – CEO Deborah Allen has emailed all of Council’s financials to the Coolalinga Bendigo Bank and visited their branch the day after last month’s meeting. Bendigo Bank have confirmed that they have received this information however Council is still waiting for a reply from the Branch.
- 9.3 Road Repair Works – Quotes for fixing edges of road** - CEO Deborah Allen would like to see the road shoulders repaired before the end of May.
- 9.4 Power Point Presentation – Financial Reporting System** – this is ongoing.
- 9.5 Overdue Rates** – CEO Deborah Allen, has asked the Bailiff to help her fill in the forms for the Small Claims Court for overdue rates. This will be the first time this office has ever had to submit forms to the Small Claims Court to force people to give up their financial documents or to sell their properties. This is ongoing.
- 9.6 Asset Write-Off** – The works depot will be the first area that will be looked at. All assets from the workshop will be moved from the spreadsheet into the MYOB accounting system so that it can be managed easily.
- 9.7 Roads to Recovery** – All the projects CEO Deborah Allen submitted for the repairs to the road shoulders and repaint of the white lines has been approved by the Canberra Roads to Recovery office. The office is still waiting for a quote to have the white lines on Wagait Tower Road, Cox Drive and Erickson Crescent painted. This is ongoing.
- 9.8 Mandorah Ferry Survey** – This survey will be held over the coming weeks by Vice-President Brad Irvine.
- 9.9 Darwin Duchess** – no further action.
- 9.10 Waste Management** – The next skip bin collection will be in two months’ time. The current contract for the Bin Kerbside collection finishes at the end of this Financial Year.
- 9.11 Audit Committee Terms of Reference** – This policy was approved back in June last year. Council to decide if they want to make a payment for the committee members, this will be included in the next budget. The

positions of a Chair for the Audit Committee to be advertised, pending a decision on the budget. CEO Deborah Allen to write a report for the next council meeting recommending Council advertise for a Chair person.

## 10.0 AGENDA ITEMS

**10.1 Community Benefit Fund** – Vice- President Brad Irvine to submit an application for the Darwin Duchess.

**10.2 Street Signs – old street signs for auction** – All the old street signs have been replaced with new street signs. Council will conduct a “Silent Auction” to have the old signs sold and proceeds split between the Children, Seniors and the Darwin Duchess. A Certificate of Authenticity for the Sale of the old street signs to be issued with each sale.

**Resolution No. 2016/033 - That the CEO conducts a “Silent Auction” for the sale of the old street signs with the proceeds to be split between the Children activities, Seniors and the Darwin Duchess.**

**Moved: Cr Shenagh Gamble**

**Seconded: Vice- President Brad Irvine**

**Vote: AIF**

**10.3 Bi-Annual Community Forum** – Council previously passed a resolution to hold a Bi-Annual Community Forum twice a year. The next Bi-Annual Community Forum will be held on Tuesday 17 May from 6.00pm to 7.00pm. The auction of the old street signs will be announced in this meeting.

**10.4 Belyuen, Coomalie and Wagait Local Government Advisory Group (BCWLGAG) – update.** CEO Deborah Allen has made contact with the Traditional Owners and they have invited Wagait Shire Council to meet with them. At this stage it is a bit difficult to arrange a meeting with the Traditional Owners as the Kenbi Land Claim Ceremony is about a month away. The next meeting for the BCWLGAG is scheduled for 11 May at Coomalie.

**10.5 Draft Budget 2016/2017** – this is underway.

## 11.0 UPCOMING EVENTS

**11.1 ANZAC Day – 25 April 2016** – Preparations are underway and a copy of the programme has been circulated to councillors. The event will take place at 10.15 at the Council office. Everyone is invited to attend. A flyer will be placed on each car at the Mandorah carpark on Friday.

**11.2 National Walk to School Day – Friday 20 May 2016**

**11.3 Territory Day – 1 July 2016**

**11.4 Seniors Day – August 2016** – looking at alternatives.

## 12.0 LATE ITEMS AND GENERAL BUSINESS

**12.1 50KM/hr speed bin stickers** – A resident has provided Cr Shenagh Gamble with some 50km/hr speeding awareness stickers to stick on our rubbish bins.

**12.2 Clearing of Native plants** – concerns have been raised that a number of native plants, particularly the Turkey Bush has been removed along Wagait Tower Road. CEO Deborah Allen explained that from a safety point of view, the area has been cleaned to give drivers a clearer view of the road. CEO Deborah Allen has asked the work's depot staff to remove all dead trees and to tidy up the side of the road.

### **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 May 2016 in the Council Chambers, 64 Wagait Tower Road, Wagait Beach.

### **15.0 CLOSE OF MEETING**

The Chair declared the meeting closed at 8.28pm.