

Draft Minutes

**ORDINARY COUNCIL MEETING
COUNCIL CHAMBERS
LOT 64 WAGAIT TOWER ROAD**

20 October 2015

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

1.1 MEETING OPENING

- 1.2** President Peter Clee declared the meeting open at 7.00pm at the Council Conference Room and welcomed all Councillors and visitors to the meeting.

1.3 APOLOGIES: -

Resolution No. 2015/222 – That the apology of Cr Lisa-Marie Stones be accepted and approved.

Moved: President Peter Clee
Seconded: Cr Shenagh Gable
Vote: AIF

2.0 DECLARATION OF INTERESTS - NIL

3.0 CONFIRMATION OF MINUTES

Resolution No. 2015/223 - That the minutes of the Monthly Meeting of 15 September 2015 as tabled be confirmed.

Moved: Cr Shenagh Gamble
Seconded: Cr VJ Thorpe
Vote: AIF

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC - Nil

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – OCTOBER 2015 MEETING

- 5.1 Refer to the October 2015 Agenda to view the Inwards and Outwards Correspondence register for September 2015.
- 5.2 Cr J Thorpe questioned a quote from the “Incoming Report” from Norsign for \$3,582.48. CEO Deborah Allen advised the quote is for possible replacement of the 46 street name signs in the community as most of the existing signs are cracked and difficult to read. CEO Deborah Allen sort advice about funding the purchase via a grant through the Department of Infrastructure to see if this quote met the guidelines and she was advised to submit a grant application for a larger project.

Resolution No. 2015/224 - That the Inwards and Outwards correspondence for the month of September 2015 be noted.

Moved: Vice President Brad Irvine

Seconded: Cr VJ Thorpe

Vote: AIF

- 5.3 7.09pm - President Peter Clee welcomed Patrick McIntyre, Captain of the Cox Peninsula Bushfire Brigade and Chris Chaplin from the Wagait Beach Supermarket to the council meeting.

Resolution No. 2015/225 – That council moves to suspend the standing orders for a short time and welcomes Patrick McIntyre from the Bushfire Brigade and Chris Chaplin from the Wagait Beach Supermarket to the meeting.

Moved: Cr Shenagh Gamble

Seconded: Cr Alex Richmond

Vote: AIF

- 5.4 Patrick McIntyre, Captain of the Cox Peninsula Volunteer Bush Fire Brigade is here tonight to speak to councillors about the new “Firies Shed” that has been built on Council grounds, located between the CEO Residence and Works depot. Patrick explained that he was of the opinion that the matter had been finalised with the previous CEO – Michael Campaign who had informed the Firies that an agreement had been reached between council and the Bushfire Brigade for the parcel of land the shed has been built on. The Firies understood that they were getting the shed on a “Peppercorn Lease” for a period of 20 years (a legal lease for no or little money). The Bushfire Brigade is heavily involved in fundraising to have the shed completed (no power, sewerage, kitchen, toilet, lining, etc).

The Volunteer Bush Fire Volunteer Brigade has asked Council the following:

1. Pass a motion tonight for approval of the building of the shed on council land.
2. Council to provide a formal lease for the shed.
3. Would council consider lining a portion or all of the shed in a way that would make it some form of a cyclone shelter for pets. This would require more money, resulting in a grant application.
4. Provision of utilities.
5. Provision of power. Firies have asked for power to be connected to the Council power supply and would be happy to enter a pay as you go plan.
6. What services can council provide for the Firies.

President Peter Clee has asked that CEO Deborah Allen to engage Michael Vaughan (MJ Electrical) to provide a quote to link the shed to our power supply and include a report on the assumed consumption of power. Water will not be supplied although internet may be provided. CEO Deborah Allen to provide a realistic monthly figure with pricing for utilities.

Resolution No. 2015/226 – That council approve in principal the construction of a Fire Shed by the Fire Brigade on council land. A Peppercorn Lease for a 20 year term will be negotiated. A Service agreement for the use of utilities will be negotiated.

Moved: Cr Alex Richmond

Seconded: Vice-President Brad Irvine

Vote: AIF

5.6 President Peter Clee invites Chris Chaplin from the Wagait Beach Supermarket to raise his concerns over Waste Management Issue.

Chris explained that the local supermarket produces a significant amount of waste on a weekly basis. This consists of approximately three 240 litre wheelie bins for wet waste, cardboard and drums of waste cooking oil.

CEO Deborah advised Veolia was the successful tenderer for the household waste pickup. Veolia will provide a weekly kerbside pickup with the pickup day to be confirmed.

Chris Chaplin maintains a record of residents who collect their mail from the supermarket on a spreadsheet and he will inform council on approximately how many properties are occupied. This will give council a good idea of the number of habited blocks for waste pickup. Chris will provide this information to CEO Deborah Allen. Veolia will be visiting the Wagait Shire council next Tuesday and Chris has been asked to meet up with them and the CEO to see what they can do to assist.

Resolution No. 2015/227 That council moves to resume standing orders.

Moved: President Peter Clee

Seconded: Cr VJ Thorpe

Vote: AIF

6.0 COUNCILLORS REPORTS

Nil

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report – Deborah Allen – refer to the October 2015 Agenda for the Chief Executive Officers report.

7.1.1 Questions from councillors were raised regarding item 7.1.4 in the October 2015 Agenda– Overdue rates. CEO Deborah Allen has spoken to Sureline our Debt Collector. Sureline has explained that Council have a few options in regards to collection of overdue rates that have been forwarded to the small claims court.

- 7.1.2** Of all the letters send to all overdue rate payers for the 2015/16 rate year, approximately 15 people have paid and advised they inadvertently missed the overdue date.
- 7.1.3** CEO Deborah Allen has gone through the 2014/15 Annual Report which was prepared by the previous CEO Michael Campaign. This report is due November 15, 2015. This is now on councillor’s google drive for their reading and comments. CEO Deborah Allen would like all Councillors to go through this report to check to see if what has been written reflects what has been done. Pam to put this in word format on Google Drive for all Councillors to review.
- 7.1.4** CEO Deborah Allen informed Councillors that the 2011/12 Annual Report has not been published on the website and the Auditor has a finalised version on record. CEO Deborah Allen explained that Councils are only obliged to have 3 years of Annual reports on the website. Currently we have two but when the 2014/15 is uploaded, council will be in compliance again.
- 7.1.5** Cr VJ Thorpe enquired about the missing 2012/13 Regional Plan for compliance for the website. CEO Deborah Allen explained that there was a long term Strategic Plan within another year and that this needs to be extracted.
- 7.1.6** CEO Deborah received a quote for the Assessment Plan for the Valuation write-off’s of Council Assets. The quote received will be difficult to justify for such a small council with limited assests so CEO to obtain more quotes.
- 7.1.7** Shelter group checklist – CEO Deborah Allen has been asked for a plan on how council can manage this, along with the roster for staff.
- 7.2 A/Works Supervisors Report – Rowan Roberts** - refer to the October 2015 Agenda for the A/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. 2015/228 That the Officer’s reports’ for the month of September 2015 be received and accepted.
Moved: Cr Shenagh Gamble
Seconded: Cr Alex Richmond
Vote: AIF

8.0 FINANCIAL REPORTS

- 8.1** Refer to the October 2015 Agenda for a copy of the Financials presented to the council meeting.
- 8.2** Cr VJ Thorpe questioned the \$8,106 spend on R&M Town Assets. CEO Deborah Allen explained that this money was for the maintenance to all council buildings – guttering, lopping of trees, new council doors and other various building maintenance.

Resolution No. 2015/229 - That the financials for the month of September 2015 be received and accepted.

Moved: Cr VJ Thorpe

Seconded: Vice President Brad Irvine

Vote: AIF

9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 Emergency Services – This is on the website and completed.

9.2 Year to Date Budget – This is completed.

9.3 Unimproved Capital Value of Lands – this is completed and CEO Deborah Allen waiting from a reply for the Valuer General's Office.

9.4 Use of Regulatory Orders by Councils – 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 of Film Festival – this will now be held on Friday December 4, 2015 at 7.00pm in the Council Community Centre. This is a short Australian made film designed for hearing and visual impaired and the physically disabled. Everyone is invited to attend.

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 – this is ongoing.

9.13 Darwin Duchess – this is ongoing.

9.14 Asset Write-Off – this is ongoing.

9.15 Solar Panels - The report has been completed subject to CEO's recommendations to councillors. This is ongoing.

9.16 Special Purpose Grant 2015-16 – This is ongoing.

9.17 Wagait Clinic Service Agreement – CEO has sent email to Miriam Heath from Health. This is ongoing.

9.18 Media Policy -

Resolution No. 2015/230 That Council adopts the amended Media Policy from October 2015.

Moved: Cr VJ Thorpe

Seconded: Vice President Brad Irvine

Vote: AIF

10.0 AGENDA ITEMS

10.1 Salvation Army Donation - Over previous years Council has donated \$100 to the Salvation Army as a gratitude of thanks for providing a Chaplin to attend our ANZAC Day Services. CEO Deborah Allen would like to see this donation added to future budgets. The next Budget is to be amended to include this. Councillors have agreed to keep donating this money.

10.2 Common Service Agreement – This is being driven by Ben Dornier, A/Chief Executive Officer from the Litchfield Council. It is about smaller councils being able to utilise the service of bigger councils for a fare for service agreement. This is to be kept on the Agenda.

10.3 COD Record Disposal Schedule Request - Council does not have a records disposal schedule. Wagait Shire Council has been asked if they wish to be included in the list of councils who want to participate in accessing a generic records disposal schedule for local government by the City of Darwin at a cost of \$400. To be carried over to the next meeting.

10.4 Council Website – Council have met nearly all the compliance issues. President Peter Clee has been approached by Loraine Gardner to see if Council would like to have the History of Wagait Beach included in the website. Lorraine Gardner will contact Pam Wanrooy from the office to have this included into the website on the front page.

10.5 Westpac Approval – President Clee and CEO Allen have agreed on a suitable working arrangement.

10.6 State of Regional Australia 2015 – A report has been received by President Peter Clee. Councillor's to take note of this.

10.7 Financial Statement Audit – This has been assigned and paid for and received by the office. This is now ready to be incorporated into the Annual Report.

11.0 UPCOMING EVENTS

11.1 Halloween Day – Saturday 31 October 2015.

11.2 Australia Day Forum - Pam Wanrooy will be attending this on Thursday 22 and Friday 23 October 2015.

11.3 Australia Day – January 26, 2016 – Preparations have started.

12.0 LATE ITEMS AND GENERAL BUSINESS

12.1 Waste Transfer - Vice President Brad Irvine informed Councillors that he would like to see the NT Government subsidise our Waste Transfer kerbside pick-up now and into the future and asked Councillors to do their best to negotiate this on the basis that some communities with equity have significant funding for far less number people and it is only fair that council pushes to receive similar assistance. President Peter Clee agrees that Council should also be pushing for the NT Government to fund the waste transfer station. President Peter Clee reminded councillors that the contract for the Kenbi Remediation project has not yet been "Let". President Peter Clee has asked that councillors encourage the Government not to close the rubbish tip at the end of the month and have the closing date deferred until early next year. Councillors are unsure as to who will actually be closing the rubbish tip and how this will be done as no notification has been received from the NT Government except that the rubbish tip will be closed at the end of October. CEO Deborah Allen to speak to Hannah Fennelly from the NT Government and report on its progress to councillors.

12.2 Kerbside Rubbish Pickup – CEO Deborah Allen informed councillors that the manufacturer of the wheelie bins is on target to have the waste bins finished on time and ready for pickup by early next week. The transport company that have been requested to deliver the bins have also been notified. CEO Deborah Allen has asked that the office keep a list of all property owners' addresses on a register for collection. All bin pickups or delivery will require a signature. For those that are renting, written permission must be obtained from the owners or proof of Tenancy Lease Agreements will be accepted. The new wheelie bins will be stored in the council workshop. Residents will be given an option to have these bins delivered to their premises by council staff.

12.3 Solar Panels – Three quotes have been received and circulated to all councillors for their consideration. CEO Deborah Allen has also forwarded her recommendations report to councillors. As the purchase of the solar panels is not included in the 2014/2016 Budget an amendment will need to be made.

13.0 IN-CAMERA ITEMS

Nil

14.0 DATE OF NEXT MEETING

14.1 The next council meeting is to be held Tuesday 17 November 2015 in the Council Chambers at 7.00pm.

15.0 CLOSE OF MEETING

15.1 President Peter Clee declared the meeting closed at 8.45pm.