

WAGAIT SHIRE COUNCIL MINUTES

**ORDINARY COUNCIL MEETING
COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
TUESDAY 18 APRIL 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 23 March 2017 Council Meeting	Page 3
3.2	Matters arising from March 2017 Minutes	Page 4
4.0	QUESTIONS AND FEEDBACK FROM THE PUBLIC	Page 4
5.0	INWARDS AND OUTWARDS CORRESPONDENCE	Page 4
5.1	Inwards Correspondence	Page 4
5.2	Outwards Correspondence	Page 4
6.0	COUNCILLORS REPORTS	Page 5
6.1	Presidents Report	Page 5
7.0	OFFICERS REPORTS	Page 6
7.1	Chief Executive Officers Report	Page 6
7.2	Sports & Recreation Officers Report	Page 7
8.0	FINANCIAL REPORTS	Page 8
8.1	Cash Income & Expenditure Report – March 2017	Page 9
8.2	Financial Report for year ended March 2017	Page 10
8.3	Rate Payers	Page 10
8.4	Supplier Payment History	Page 11
9.0	BUSINESS ARISING FROM PREVIOUS MINUTES	Page 11
9.1	Audit Committee – Unapproved Minutes	Page 11
9.2	2017-2018 Shire Plan	Page 12
9.3	2013/14 to 2017/18 Strategic Plan	Page 12
9.4	Electoral Review and Election Preparations	Page 12
9.5	Incoming CEO Conditions of Employment	Page 12
9.6	½ yearly Community Meeting	Page 12
10.0	AGENDA ITEMS	Page 12
10.1	2017/18 Rates – Refer to 9.1 Audit Committee Meeting	Page 12
10.2	Call for Nominations – Coastal & Marine Mngt Strategy	Page 12
10.3	Meeting with the Renewable Energy Expert Panel	Page 12
10.4	Resignation of Cr Kurt Noble	Page 12
10.5	Policies – ongoing review	Page 12
11.0	UPCOMING EVENTS	Page 13
11.1	ANZAC Day – April 25	Page 13
11.2	Walk to School – May 2017	Page 13
11.3	Territory Day – 1 July 2017	Page 13
12.0	LATE ITEMS AND GENERAL BUSINESS	Page 13
12.1	Commonwealth Bank of Australia	Page 13
12.2	Noise Complaint	Page 13
12.3	RUA at ten end of Wagait Tower Road	Page 13
13.0	IN-CAMERA ITEMS	Page 13
14.0	DATE OF NEXT MEETING	Page 13
15.0	CLOSE OF MEETING	Page 13

1.0 PRESENT

President Peter Clee
Vice-President Brad Irvine
Cr Kurt Noble
Cr Tom Dyer
Cr Alex Richmond
Cr Shenagh Gamble (via phone conference)

CEO Deborah Allen

1.1 OPENING OF MEETING

President Peter Clee declared the meeting open at 7.07pm and welcomed everyone to the meeting.

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Resolution No. 2017/28
That the apology of Cr Shenagh Gamble, who might join the meeting via phone conference be accepted and approved.
Moved: President Peter Clee
Seconded: Cr Alex Richmond
Vote: Carried

President Peter Clee has an item of importance to announce before we move on to the Declaration of Interest.

“It is with sadness that this council notes the death of past councillor Ken Pittman. Ken Pittman was a long-term resident of Wagait Beach. He was a member of the Local Progress Association and then elected as a member of the Cox Peninsula Community Government Council from 1995 to 2008. Ken was an active member of this council, the Cox Country Club and of the community in general. Ken will be missed by all. Ken is survived by his wife of 66 years, Elaine, their children Darrell, Karen, Pauline, Michael and Jan, 13 grandchildren and 6 great grandchildren.”

Resolution No. 2017/29
That this council notes the passing of Ken Pittman and moves a motion of condolence to his wife Elaine and the family of the late Ken Pittman. Rest in Peace.
Moved: President Peter Clee
Seconded: Cr Kurt Noble
Vote: Carried

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of 23 March 2017 Council Meeting

Resolution No. 2017/30
That the minutes of the Monthly Meeting of 23 March 2017 as amended be confirmed by council as a true and correct record.
Moved: Cr Kurt Noble
Seconded: Vice-President Brad Irvine
Vote: Carried

3.2 Cr Shenagh Gamble joined the meeting by teleconference at 7.10pm. President Peter Clee welcomes Cr Shenagh Gamble to the meeting.

3.3 **Matters arising from the 23 March 2017 Minutes – Nil**

4.0 **QUESTIONS AND FEEDBACK FROM THE PUBLIC**

4.1 Nil

5.0 **INWARDS AND OUTWARDS CORRESPONDENCE**

5.1 **Inwards Correspondence**

Date	From	About	To
13/03/2017	LG Compliance	No. 154 request for copy of Borrowing Policy and Fraud Protection Policy	CEO
22/03/2017	Darwin Harbour - Lyn Lambeth	Darwin Harbour Clean-Up 2017.	admin
22/03/2017	Chief Ministers Office	Territory Economic Summits series	Peter Clee
23/03/2017	ALGA	ALGA President seeking assistance to unfreeze indexation on FAGS grants	P. Clee
24/03/2017	LGANT	Call for Nominations - Partnership Group - Coastal & Marine Management Strategy	admin
28/03/2017	NT Electoral Commission	Agreement for hire of premises	admin
29/03/2017	Peter Clee	Meeting with Mayor Maree Bredhauer	all councillors
4/04/2017	LGANT	Draft Minutes FRG Meeting 16/3/17	P. Clee
6/04/2017	NT Government	Territory Day application	admin
6/04/2017	MJ Electrical	Firies Shed - electrical cables	Ceo

5.2 **Outwards Correspondence**

Date	To	About	
24/03/2017	NT Electoral Commission	Election Update - whole day of voting	email
24/03/2017	Fin Bins	Tally Sheet - costing for kerbside recyclables & Green Waste	email
24/03/2017	Trident	Quote request for 240L Wheelie Bins	email
28/03/2017	NT Electoral Commission	Signed Electoral Service Agreement	email
28/03/2017	NT Government	Meeting with the Renewable Energy Expert Panel	email
28/03/2017	LGANT	Nomination to Disciplinary Committee - P. Clee	email
29/03/2017	NT Electoral Commission	Agreement for hire of premises and tax invoice	email
29/03/2017	Antonios - Dept of Infrastructure	Report - lights out at the Mandorah Jetty	email
10/03/2017	MJ Electrical	Firies Shed - electrical cable	email
3/04/2017	Sureline	Gun Licensing Course for Workstaff	email
13/04/2017	Chief Ministers Office	2017 Territory Day registration form	email

Resolution No. 2017/31

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

Moved: Vice President Brad Irvine

Seconded: Cr Alex Richmond

Vote: Carried

6.0 COUNCILLORS REPORTS

6.1 PRESIDENTS REPORT

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.

What's been happening.....

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. We expect to have our telephone interviews completed by the end of April, with a n appointment shortly thereafter.

The Local Government Association NT held its General Meeting in early April. The meeting was addressed by the Deputy Chief Minister and Treasurer, Nicole Manison. The meeting received assurances that the government would actively persue a regional waste solution in line with TOPROC policies.

Residents have asked about a green waste solution locally and the CEO has been looking at options.

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.

Where have I been

21 st March	Ordinary Council Meeting (postponed – no quorum)
23 rd March	Rescheduled Ordianry Council Meeting
28 th March	Weekly Meeting with CEO
28 th March	Meeting with Council Bankers – CBA
29 th March	NT Economic summit
29 th March	ABC Radio – Grass Roots
29 th March	Wagait Shire Council – Audit Committee
5 th April	Weekly meeting with CEO
5 th April	NT Mayors and Presidents Forum
6 th April	LGANT General meeting, Palmerston
7 th April	LGANT GM and Shires Forum
10 th April	Weekly Meeting with CEO
18 th April	Weekly meeting with CEO
18 th April	Ordinary Council Meeting

Upcoming Meetings and Events

Meeting with **Local EMERGENCY SERVICES** TBA
TOPROC Meeting 19 April
Anzac Day 25 April
Audit Committee Meeting 14 June

7.0 OFFICERS REPORTS

7.1 CEO Report

7.1.1 Important Dates

Council meeting every third Tuesday of the month

18 April: LGANT community information session about becoming an elected member

25 April: ANZAC Day

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

05 Mar – Region 1 Emergency Committee Debrief – Phone conference

07 Mar – Belyuen and Coomalie CEO's – Coomalie

09 – 10 Mar – Waste Management and Resource Recovery Conference

14 Mar – Deputy Electoral Commissioner – Darwin

14 Mar – Neighbourhood Watch 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 02 March and DHCD advised the Office of the Parliamentary Counsel will assign a drafter soon

2. **Roads upgrades:** Road upgrade plan and budget presented to Council: CEO to report on progress at every meeting – ongoing, no major works planned during the wet. Road maintenance is unlikely to start this FY due to the extended wet season. The \$40,000 allocated from Roads to Recovery funding in this FY budget has been rolled over into the 2017/18 budget.

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

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

7.1.4 Administration

A Private Courts Bailiff was engaged and 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, all but four have either paid their debt in full or have made some attempt to reduce the outstanding amount.

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.

Applications for a new CEO were accepted up until March 31. The selection panel have reviewed and assessed all submissions against the selection criteria and referee checks are being carried out.

The new printer has been installed into the office.

7.2 Sports and Recreation Officer's Report

A few wet afternoons put a dampener on our netball and basketball games but we improvised and did craft or skills under the veranda.

The School Holiday program has been set and included in the report. Next terms program will be finalised very soon and sent around.

The seeds have been planted ready for our next veggie garden at the back of the Community Centre. We have been given some hard hats which we will turn into planters for our herbs. The children will be painting them prior to planting.

Attendances:

Monday		Mar 06 Uke 4 N/ball game – 11	Mar 13 Uke 1 N/ball game 7	Mar 20 Uke – 4 N/ball game – 8	Mar 27 Uke – 3 N/ball game – 6
Tuesday	Mar -01	Craft 6	Sewing 3	Craft 3	Sewing 7
Wednesday	Yoga/Message 8 B/ball game 9	B/ball 3	Craft 3 (wet)	B/ball Skills – 3 B/ball game – 8	Yoga/Massage 2 B/ball game 5
Thursday	Craft 8	Soccer/AFL 4	Craft 3	Soccer/AFL 9	Craft 7
Friday	Cooking 9	Cooking 11	Cooking 11	Cooking 10	Cooking 10
Saturday	Movie 13				

School Holiday Program

Monday 10 th	Craft – from 10am at CP. Finish off craft etc and paint hard hats for planting in the veggie garden. CAMP OUT & Movie – from 6pm onwards at CP. Bring food and drinks, tent, swag, repellent, etc.
Tuesday 11 th	VEGGIE GARDEN – from 11am at CC. Prepare garden beds and hard hats for planting seeds and seedlings. Bring water, hats, gloves, garden tools, etc.
Wednesday 12 th	NETBALL CLINIC – from 9.30am at CP. Netball NT rep is coming over to take the clinic involving netball skills and umpiring.
Thursday 13 th	BUSH TUCKER TOUR – with Roque Lee. Time and place still to be arranged. Will let you know.
Friday 14 th	Easter CRAFT & EASTER EGG HUNT – from 10am at CP.

Resolution No. 2017/32

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

Moved: Cr Shenagh Gamble

Seconded: Cr Tom Dyer

Vote: Carried

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report – 31 March 2017

EXECUTIVE SUMMARY											
for the month ended 31 March 2017											
	Mar 2017 Actual \$	Mar 2017 Budget \$	Variance \$	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at Mar 2017 \$	Forecast to 30 June 2017 \$	Variance (Revised Budget & Actual) \$	Reason	
INCOME											
RATES	14,025	57,320	-43,295	195,155	159,960	35,195		218,980		Note 1 - Rates Income	22.00%
GRANTS	177	0	177	255,118	258,678	-3,560		267,775			-1.38%
CONTRACTS	26,462	9,550	16,912	108,160	104,050	4,110		132,700			3.95%
RENTAL INCOME	200	220	-20	2,000	1,980	20		2,640			1.01%
MISC INCOME	225	1,000	-775	2,150	34,000	-31,850		37,000		Note 2 - Misc Income	-93.68%
WASTE MANAGEMENT	7,176	29,100	-21,924	102,336	87,300	15,036		116,400		Note 3 - Waste Management Income	17.22%
TOTAL OPERATING INCOME	48,265	97,190	-48,925	664,919	645,968	18,951		775,495			
EXPENSES											
ADMINISTRATION EXPENSES	2,158	2,370	212	77,367	64,815	-12,552		78,190		Note 4 - Administration Expenses	-19.37%
EMPLOYMENT EXPENSES	24,037	32,450	8,413	230,659	293,250	62,591		391,200		Note 5 - Employment Expenses	21.34%
ROADS	0	0	0	22,920	60,000	37,080		60,000		Note 6 - Roads	61.80%
CONTRACTS & MATERIALS	28	50	22	2,777	1,950	-827		2,850		Note 7 - Contracts & Materials	-42.41%
REPAIR & MAIN TOWN ASSETS	6,470	100	-6,370	23,356	17,900	-5,456		19,100		Note 8 - Repair & Main Town Assets	-30.48%
VEHICLE & PLANT	1,038	1,540	502	14,583	62,340	47,757		66,090		Note 9 - Vehicle & Plant	76.61%
GRANT EXPENSES	0	20	20	3,614	180	-3,434		25,740		Note 10 - Grant Expenses	-1907.78%
WASTE MANAGEMENT	4,728	9,700	4,972	55,882	87,300	31,418		116,400		Note 11 - Waste Management	35.99%
SERVICES	14	1,040	1,026	8,329	11,860	3,531		15,300		Note 12 - Services	29.77%
TOTAL OPERATING EXPENSES	38,473	47,270	8,797	439,487	599,595	-160,108		774,870			-26.70%
OPERATING PROFIT	9,792	49,920	-40,128	225,432	46,373	179,059		625			386.13%
OTHER INCOME (Interest)	607	0	607	5,133	0	5,133		0			
OTHER EXPENSES	0	0	0	71	0	-71		0			
NET PROFIT/(LOSS)	10,399	49,920	-39,521	230,494	46,373	184,121		625			397.04%

8.2 Financial Report for year ended 28 February 2017

Cash at Bank & on hand					Total
Petty cash					\$ 178.55
Westpac Operational Account					\$ 1,067.25
Westpac Cash Management Account					\$ -
CBA - transaction account					\$ 58,483.95
CBA - Investment					\$ 1,003,268.23
Total Cash at Bank & onHand					\$ 1,062,997.98
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 10,024.61				\$ 10,024.61
Rates				\$ 25,973.00	\$ 25,973.00
Total Debtors	\$ 10,024.61	\$ -	\$ -	\$ 25,973.00	\$ 35,997.61
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ 12,245.59				\$ 12,245.59
Total Creditors	\$ 12,245.59	\$ -	\$ -	\$ -	\$ 12,245.59

8.3 Rate Payers

2016/2017 rate year – 5 rate payers	\$4,853.00
2015/2016 rate year – 4 rate payers	\$6,203.33
2014/2015 rate year plus – 4 rate payers	\$14,916.23
Total:	\$25,973

8.4 Supplier Payment History – February 2017

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

Resolution No. 2017/33

That the Councillor's reports and Officer's reports for the month of March 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 Audit Committee Minutes – Unapproved Minutes

A copy of the Unapproved Draft Minutes of the Audit Committee meeting held Wednesday 29 March 2017 was circulated to councillors.

Resolution No. 2017/34

That council adopts the Cash Reserve Policy – P16 as tabled.

Moved: Cr Tom Dyer

Seconded: Cr Shenagh Gamble

Vote: Carried

Resolution No. 2017/35

That council establish a Reserve Fund of \$500,000.00 for unforeseen situations.

Moved: Cr Tom Dyer

Seconded: Cr Alex Richmond

Vote: Carried

The revised 2017/2018 Budget has been adjusted and updated with a 2% increase for rates. There has not been any adjustment made to the waste management levy in the new budget. The green waste solution will be an additional service provided to the community without any extra charges. A green waste trail will begin within the next few weeks and this will take course over a weekend. CEO Deborah would like to see the bins for the green waste placed at Cloppenburg Park in the drain that runs adjacent to Forsythe Road where the bins can be placed half way into the ground, allowing easy access for vehicles to off load their waste into the bins.

Vice-President Brad Irvine questions the Strategic Plan Goals in the 2017/2018 Budget. – these are items that are identified in the Strategic Plan.

Resolution No. 2017/36

That a 2% increase for rates as reflected in the 2017/2018 Budget be approved.

Moved: PC

Seconded: Cr Tom Dyer

Vote: Carried

Resolution No. 2017/37

That the 2017/2018 Budget as tabled be adopted.

Moved: Cr Tom Dyer

Seconded: Vice President Brad Irvine

Vote: Carried

Resolution No. 2017/38

That the Long Term Financial Plan projections for 2015-2020 as tabled be adopted.

Moved: Cr Tom Dyer

Seconded: Cr Kurt Noble

Vote: Carried

- 9.2 2017-2018 Shire Plan.** The has to be at the Department by 31 July 2017 and due to expire in 2018.

Resolution No. 2017/39

That the 2017-2018 Shire Plan as tabled be adopted.

Moved: President Peter Clee

Seconded: Vice President Brad Irvine

Vote: Carried

- 9.3 2013/14 to 2017/18 Strategic Plan**

This is due in 2018. The community consultation session was held last year to discuss the Strategic Plan.

- 9.4 Electoral Review and Election Preparations**

Council is still awaiting confirmation in writing from the Chief Minister's office to reduce the numbers of councillors from 7 to 5.

- 9.5 Incoming CEO Conditions of Employment**

The selection panel is currently reviewing the applications. There will be a conference between the selection panel and Sue Davey from LGANT tomorrow (Wednesday). This is ongoing.

- 9.6 ½ Yearly Community Meeting**

The meeting held tonight was advertised as an Information Session for residents who are interested in nominating to become a Councillor. The next ½ Yearly Community Meeting will be held on Tuesday 16 May from 6.00pm.

- 10.0 AGENDA ITEMS**

- 10.1 2017/2018 Rates – Refer to 9.1 Audit Committee Meeting**

- 10.2 Call for Nominations – Partnership Group – Coastal & Marine Management Strategy – this has been noted.**

- 10.3 Meeting with the Renewable Energy Expert Panel**

Submissions are due 30 April 2017.

- 10.4 Resignation of Cr Kurt Noble**

Cr Kurt Noble has withdrawn his resignation and will now sit out his term with council until the next election to be held August 2017.

- 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 ANZAC Day – Tuesday 25 April 2017

Preparations are underway.

11.2 Walk to School – Friday 19 May 2017

11.3 Territory Day – 1 July 2017

12.0 LATE ITEMS AND GENERAL BUSINESS

12.1 Commonwealth Bank of Australia

CEO Deborah would like to see half of the cash reserves deposited into an investment account. Councillors have agreed to transfer \$500,000.00 from the Business Savers account to a long term deposit for a period of 6 months at 2.39%. CBA have advised council that they have approved a leasing limit of up to \$100,000, should council decide to purchase new vehicles.

12.2 Noise Complaint

It has been drawn to councillor's attention that there is excessive noise generated by a generator on Brisbane Street. This generator runs all day and Cr Shenagh Gamble would like to know how council can approach this. Unfortunately, Council has no By-Laws on Noise Complaints and matters have to be referred to the police.

12.3 RUA at the end of Wagait Tower Road

A significant amount of Mission Grass on public land on the beach access road at the end of Wagait Tower Road has been mowed resulting in seeds being spread over a vast area of the sand dunes. CEO to investigate and to have this reported back to the May Council Meeting.

13.0 IN-CAMERA ITEMS

14.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 16 May 2017 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at 8.20pm.