

WAGAIT SHIRE COUNCIL MINUTES

**ORDINARY COUNCIL MEETING
COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
21 FEBRUARY 2017**



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1.0 PRESENT

President Peter Clee
Cr Shenagh Gamble
Cr Alex Richmond
Cr Kurt Noble
Cr Tom Dyer

CEO Deborah Allen

1.1 OPENING OF MEETING

President Peter Clee declared the meeting open at 7.00pm and welcomed everyone to the meeting.

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Resolution No. 2017/09

That the apology of Vice-President Brad Irvine be accepted and approved.

Moved: President Peter Clee

Seconded: Cr Tom Dyer

Vote: Carried

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of 17 January 2017 Council Meeting

Resolution No. 2017/10

That the minutes of the Monthly Meeting of 17 January 2017 as amended be confirmed by council as a true and correct record.

Moved: Cr Shenagh Gamble

Seconded: Cr Tom Dyer

Vote: Carried

3.2 Matters arising from the January 2017 Minutes - Nil

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Financial Adjustments

Council received a question from a resident asking if Council intends to record the value of roads and the land under roads in Council's annual financial statements. A response has been drafted and the letter will be mailed to the resident after the council meeting.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE

5.1 Inwards Correspondence

Date	From	About	To
20/01/2016	MVR	Registration certificate for Suzuki quad bike	admin
20/01/2017	Lowrys Accountants	Letter to confirm Engagement as auditor	admin
20/01/2017	Leigh Ashford - Coomalie Com Govt Council	reply to "Report on Local Govt Options" - put put to request at next meeting	admin
20/01/2017	Resident	Questions about Financials adjustment	admin
20/01/2017	Resident	Questions about Wild Dogs	admin
24/01/2017	Fins Bins - Stephen Pilcher	Skip Bin ready for pickup	email
31/01/2017	Valuation Rolls Administrator	Wagait Address list - Update	email
1/02/2017	Central Business Equipment	Quote for new printer/copier	email
7/02/2017	NT Govt	2016-2017 round two Special Purpose Grant and Family Safe Environment Fund Applications	mail
7/02/2017	CBA	Merchant Statement	mail
7/02/2017	Dept of Infrastructure	Update - Shelter Group contact list	email
9/02/2017	Paula Timson - NT Govt.	Nomination of a Council rep to participate in Dlvp of NT Infrastructure Strategy and 10 Yr Infr Plan.	email
14/02/2017	NT Police Firearm	Corporate licence nol. 1023568	mail
14/02/2017	NT Police Firearm	Registered Firearms - Gary Zikan	mail
14/02/2017	NT Police Firearm	Registered Firearms - Rowan Roberts	mail
14/02/2017	CBA	ALBERT - CBA Efptos device	mail
14/02/2017	Sureline - Debt Collectors	Notice of Demand for payment - 14 land owners	email
16/02/2017	Resident	Tree Branch - Charles Point Road	email
16/02/2017	Resident	Trees - Charles Point Road	email

5.2 Outwards Correspondence

Date	To	About	
20/01/2017	Cathy Winsley - Beluen Council	Report on Local Govt options - ask to put report out for public consultation.	email
19/01/2017	Sue Davy - LGANT	CEO requirment	email
19/01/2017	Antonios Mastoros	Removal of trees from Cox Peninsula Road	email
19/01/2017	LGANT	Call for Nominations - Administration and Legislation Advisory Committee	email
19/01/2017	LGANT	Call for Nominations to the NT Weeds Advisory Committee	
19/01/2016	Infrastructure Services	Shelter Group Contact List	email
23/01/2017	Meeta Ramkumar - NT Government	Advise on financial question from rate payer.	email
23/01/2017	Resident	Reply to question on wild dogs	email
31/01/2017	Donna Hadfield - NT Grants	NT Grants Commission 2017 Annual Road Return	email
31/01/2017	CBA	Albert Upgrade Request Form	email
2/01/2017	Central Business Equipment	Acceptance of quote for new printer device - \$6,702.48	email
1/02/2017	Dan Carrol - Sureline (debt collectors)	List of overdue rate payers - 14 rate payers	email
3/02/2017	Cox Country Club	Muff letter of support	email
6/02/2016	L Matarazzo - Industrial Relations Consultant	Industrial Relations Services	email
7/02/2017	Dept of Infrastructure	Shelter Group Contact List - response to email	email
7/02/2017	Central Business Equipment	Signed Finance Agreement for new Printer/scanner	email
9/02/2017	Lowry's Accountants	Signed confirmation of "Engagement of Auditor"	email
9/02/2017	Crown Land	Tax invoice - \$18,163.62 and reports	email
9/02/2017	Sports & Rec	Progress report - Remote Sports Program	email
10/02/2017	Paula Timson - NT Govt	P Clee has accepted to attend NT Infr. Strategy & NT 10 Yrs Infr Plan meeting	email
10/02/2017	Sue Davy - LGANT	CEO Recruitment	email
18/02/2017	Resident	Tree branches overhanging	email

Resolution No. 2017/11

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

Moved: Cr Tom Dyer

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.....

I hope everyone had a great break over the Christmas and new Year period.

The LGANT General meeting and AGM was held in Alice Springs
The ordinary council meeting of WSC in December was not held.

I have heard there is some excitement about proposed Dog By-Laws. It is good that we have such enthusiasm within the community and I have been receiving good feedback from both sides of the divide. There is no doubt there is overwhelming support for the introduction of these by laws and especially for limitations on numbers and types of dogs that can be housed within the community. No doubt there will be a good meeting to discuss the proposed by-laws which are still being drafted. Any by laws are unlikely to be implemented until the second half of this year.

A more imminent issue is the future of the Wagait Beach Health Clinic. The Health Department tried unsuccessfully to close down the clinic late last year. But ministerial interventions restored the service. A public meeting was held on February 7th to discuss the health needs of the community and the future of the clinic. The meeting was well attended and the NT Government representatives went away knowing that the maintaining this service is a high priority for the community.

Where have I been

15 th November 2016	Ordinary Council meeting
16 th November	ABC Radio Grass Roots Program
17 th November	ABC TV interview on Clinic Closure
18 th November	TOPROC Meeting at Darwin City Council
18 th November	Meeting with Minister Gerry McCarthy @ Parliament House
21 st November	Meeting with Dept. of Health re future of the Wagait Beach Clinic
22 nd November	Weekly Meeting with CEO
29 th November	Weekly Meeting with CEO
30 November	Mayors and President Forum
1 and 2 December	LGANT General Meeting
6 th December	Weekly Meeting with CEO
6 th December	Darwin Festival Committee – Wagait as a Venue
7 th December	Wagait Shire Recovery Committee
8 th December	Meeting Darwin festival Committee re Venue at Wagait
13 th December	Weekly Meeting with CEO
20 th December	Phone meeting with CEO

17 th January 2017	Weekly Meeting with CEO
24 th January	Weekly Meeting with CEO
26 th January	Australia Day Celebrations
28 th January	Weekly Meeting with CEO
7 th February	Community Meeting – Dept of Health
20 th February	Tri Council Meeting at Batchelor
21 st February	Ordinary Council Meeting

Upcoming Meetings and Events

Meeting with **Local EMERGENCY SERVICES** TBA
Hearing of Local Government Disciplinary Committee 22nd February
10 year NT Infrastructure Strategy Planning – 16 Feb
ABC Radio – Grass Roots 1st March
AUDIT COMMITTEE meeting in on 29th March

7.0 OFFICERS REPORTS

7.1 CEO Report

Important Dates

03 - 05 March: residents deposit hard waste on roadside for collection
25 April: ANZAC Day
02 – 04 June: residents deposit hard waste on roadside for collection
08 – 10 September: residents deposit hard waste on roadside for collection
17 - 19 November: residents deposit hard waste on roadside for collection
Council meeting every third Tuesday of the month

Meetings CEO Attended

Weekly meetings with President

CEO Key Objectives Endorsed By Council August 2016

3.1 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 that dog by-laws be drafted; drafting instructions were forwarded to the Department of Housing and Community Development on 24 November 2016. Waiting for Parliamentary Counsel to forward draft by-law.

3.2 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.

3.3 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.

Waste Management

Residents will be asked to place their hard waste out for collection over the days 03 – 05 March with the pickup starting on Monday 06 March. Streets will be cleared one at a time and in the following order:

Wagait Tower Road, Cox Drive, Erickson Crescent, Baluria Road, Uhr Road, Dalmeny Road, Brisbane Street, Massey Street, Sachse Street, Joseph Court, Vangemann Street, Winnal Court, Milady Street, De Lissa Drive, Mungalo Road, Bray Place, Pak Place, Boom Place, Harney Street, Dillon Place, Head Court, Kathleen Court and Forsyth Road.

Administration

Preparation for the recruitment of a new CEO is underway with the job description and an application form for applicants completed. They have been forwarded to LGANT

The works team are now recording their various work activities on employee activity log sheets on a daily basis. This will assist with reporting back to Council about how staff are being utilised around the estate, the amount of time particular activities take and will also provide data about the contracts Council holds with NT Government agencies. Log books have also been provided for Council's work vehicles so mileage and hour readings can be reported back to council. Information from the work and vehicle logs will be available in my report next month.

To improve community engagement and awareness about council matters, a 1200mm x 1200mm sandwich board with a blackboard finish has been ordered. It will be placed alongside Wagait Tower Road in front of the council property and will be used to inform residents about council events and meetings. A weather proof document holder will be attached to the sandwich board and another one will be placed at the entrance to the jetty for the purpose of disseminating council information.

In order to meet a compliance item from the Local Government Councils – Summary of Statutory Requirements:

I certify to the council that, to the best of my knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area'.

7.2 Sports and Recreation Officer's Report

After a month on leave, it was great to be back to it on Monday 16. We had some cricket practice, collecting shells and stones for craft, cooking scones and making lamingtons for Australia Day. Our netball clinic was washed out and the basketball clinic didn't eventuate. Both have been rescheduled for the next school holiday break. The children were fantastic getting in and weeding the playground and helping clean out the gutters at Cloppenburg Park in preparation for Australia Day. It was another great Australia Day in Wagait Beach; thanks to the team effort of staff and community. Already planning next year! As the children are now back at school, the first term's program has begun.

ATTENDENCES:

	Jan 16	Jan 23	Jan 30
Monday	Cricket – 12	Cricket – 13	Netball – 10
Tuesday	Craft – 3	Lamingtons – 21	Sewing – 11
Wednesday	Cooking & Movie – 16	Scones & Setup – 23	
Thursday	No activities	Australia Day	
Friday	Weeding – 13	Clean up – 8	
Saturday	Movie – 11		

FIRST TERM PROGRAM:

	Week 1	Week 2
Monday	Uke Netball game	Uke Netball game
Tuesday	Sewing	Craft
Wednesday	Yoga & Message Basketball game	Basketball skills Basketball game
Thursday	Craft	Soccer/AFL skills
Friday	Cooking	Cooking
Saturday	Movie night on 1 st Saturday of the month	

President Peter Clee has had a discussion with Gymnastics NT, who run an outreach programme and they are very keen to come over in one of the school holidays and run a one weeks gymnastics session at Wagait Beach. President Peter Clee will discuss this with our Sports and Recreation Officer – Robyn.

Resolution No. 2017/12

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

Moved: Cr Alex Richmond

Seconded: Cr Shenagh Gamble

Vote: Carried

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report – 31 January 2017

	Jan 2017 Actual \$	Jan 2017 Budget \$	Variance \$	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at Jan 2017 \$	Forecast to 30 June 2017 \$
<u>INCOME</u>								
RATES	3,430	0	3,430	178,630	102,640	75,990		218,980
GRANTS	78,829	71,197	7,632	239,430	251,084	-11,654		267,775
CONTRACTS	2,983	9,550	-6,567	66,697	66,850	-153		132,700
RENTAL INCOME	0	220	-220	1,400	1,540	-140		2,640
MISC INCOME	808	1,000	-192	1,702	32,000	-30,298		37,000
WASTE MANAGEMENT	1,880	0	1,880	93,831	58,200	35,631		116,400
TOTAL OPERATING INCOME	87,930	81,967	5,963	581,690	512,314	69,376		775,495
<u>EXPENSES</u>								
ADMINISTRATION EXPENSES	7,326	3,515	-3,811	69,019	58,580	-10,439		78,190
EMPLOYMENT EXPENSES	23,516	32,750	9,234	181,823	222,350	40,527		391,200
ROADS	0	0	0	22,920	60,000	37,080		60,000
CONTRACTS & MATERIALS	155	50	-105	2,512	1,850	-662		2,850
REPAIR & MAIN TOWN ASSETS	1,502	700	-802	16,131	16,700	569		19,100
VEHICLE & PLANT	1,835	1,650	-185	9,983	59,790	49,807		66,090
GRANT EXPENSES	1,095	20	-1,075	3,139	140	-2,999		25,740
WASTE MANAGEMENT	14,618	9,700	-4,918	44,853	67,900	23,047		116,400
SERVICES	1,555	1,300	-255	7,618	9,220	1,602		15,300
TOTAL OPERATING EXPENSES	51,602	49,685	-1,917	357,998	496,530	-138,532		774,870
OPERATING PROFIT	36,328	32,282	4,046	223,692	15,784	207,908		625
OTHER INCOME (Interest)	0	0	0	3,930	0	3,930		0
OTHER EXPENSES	0	0	0	71	0	-71		0
NET PROFIT/(LOSS)	36,328	32,282	4,046	227,551	15,784	211,767		625

8.2 Financial Report for year ended 31 January 2017

WAGAIT SHIRE COUNCIL					
Financial Report for period ending 31 January 2017					
Cash at Bank & on hand					Total
Petty cash					\$ 304.80
Westpac Operational Account					\$ 1,167.62
Westpac Cash Management Account					\$ -
CBA - transaction account					\$ 55,119.68
CBA - Investment					\$ 1,002,065.39
Total Cash at Bank & onHand					\$ 1,058,657.49
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 10,680.31				\$ 10,680.31
Rates				\$ 27,850.00	\$ 27,850.00
Total Debtors	\$ 10,680.31	\$ -	\$ -	\$ 27,850.00	\$ 38,530.31
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ -				\$ -
Total Creditors	\$ -	\$ -	\$ -	\$ -	\$ -

8.3 Rate Payers

2016/2017 rate year – 15 rate payers	\$6,390.00
2015/2016 rate year – 4 rate payers	\$6,239.33
2014/2015 rate year plus – 4 rate payers	\$15,220.23
Total:	\$27,850.00

14 overdue rate payers have been sent to the debt collectors for recovery of monies.
1 overdue rate payer is on an agreement to make fortnightly repayments.

8.4 Supplier Payment History – February 2017

This was circulated to all councillors at the meeting.

Resolution No. 2017/13 That the Councillor’s reports and Officer’s reports for the month of January 2017 as amended be received and accepted. Moved: President Peter Clee Seconded: Cr Tom Dyer Vote: Carried
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9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 Counselling, Disciplining and Dismissing Employees Policy

POLICY TITLE:	COUNSELLING, DISCIPLINING AND DISMISSING EMPLOYEES
POLICY NUMBER:	P31
CATEGORY:	HUMAN RESOURCES
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	1.1 ADMINISTRATION AND SERVICE FACILITIES
CORPORATE GOVERNANCE AND PERFORMANCE: Performance and work plans	
STATUS: APPROVED	Council Resolution: 2017/14
Date Approved: 21/02/2017	Date for review: January 2018

SUMMARY

The Wagait Shire Council may consider issues of staff misconduct and unacceptable performance levels that require disciplinary action. Disciplinary procedure shall be applied in a consistent, fair and objective manner.

OBJECTIVE

To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant Territory and Federal laws and the Local Government Industry Award. To ensure that the principles of natural justice apply to the process.

POLICY

It is recommended to seek legal advice from an accredited entity such as WALGA before disciplinary action is taken.

Problem Resolution/Mediation

The following problem resolution framework has been implemented for those employees with a desire to resolve matters as responsible employees:

All employees will be invited to discuss matters with their respective supervisor or co-worker openly and positively. If matters cannot be resolved efficiently and professionally, the employee wishing to resolve the matter may contact the Chief Executive Officer (CEO) for assistance. The CEO may see the parties individually, or as a group, to mediate and resolve any outstanding matters. Where a resolution fails to evolve, the services of counselling and mediation consultants will be used.

During the course of the resolution, both parties may seek guidance and support from a peer or union representative. These people have no influencing or implementation power other than to assist the process through its natural course.

All stages must be documented and file notes provided to all parties involved and accessible by those concerned by contacting the CEO.

Employee Misconduct and Consequences

Employees are expected to act in a suitable manner at all times. Certain rules of conduct and behaviour are set out in the Code of Conduct.

Failure to follow these rules may result in disciplinary action, from a written warning to termination, depending on the severity of the offence. Any disciplinary action will be recorded in employees personnel file, and will be taken into consideration when conducting performance reviews.

Below is a list of some violations or events that can result in disciplinary action, but it should not be considered all-inclusive. The CEO has the discretion to review this list or its interpretation:

- removing or misplacing Council property or equipment, client records or Council documentation without prior approval
- destroying or damaging any Council property
- any violation of any Council policy or procedure as outlined in any policy or guideline
- falsification or misrepresentation of qualifications or experience whilst employed
- failure to follow the rules and responsibilities as outlined by management or immediate supervisor
- inappropriate consumption of alcohol or any controlled substance during work hours
- misrepresentation of the prime directive as outlined in the Council documents and plans
- consistent absence from work without proper cause and documentation
- consistent lateness without proper cause or documentation

Disciplinary Procedures

Breach of Discipline

An employee is guilty of a breach of discipline if they:

- behave in a manner that is liable to bring the Council into disrepute
- disobey or disregard a lawful instruction
- are negligent, careless, inefficient or incompetent in the discharge of their duties
- are absent from duty except
 - on authorised leave; or
 - with reasonable cause
- commit any other act of misconduct, or conduct him/herself in a manner inconsistent with the duties and responsibilities of the position held by the employee

Complaint Procedure

Any complaint received that an employee has committed a breach of discipline will be forwarded to the Chief Executive Officer, who will ensure that the employee is notified of the complaint within 24 hours.

The Chief Executive Officer may suspend an employee where a complaint has been made, with pay.

Resolution Process

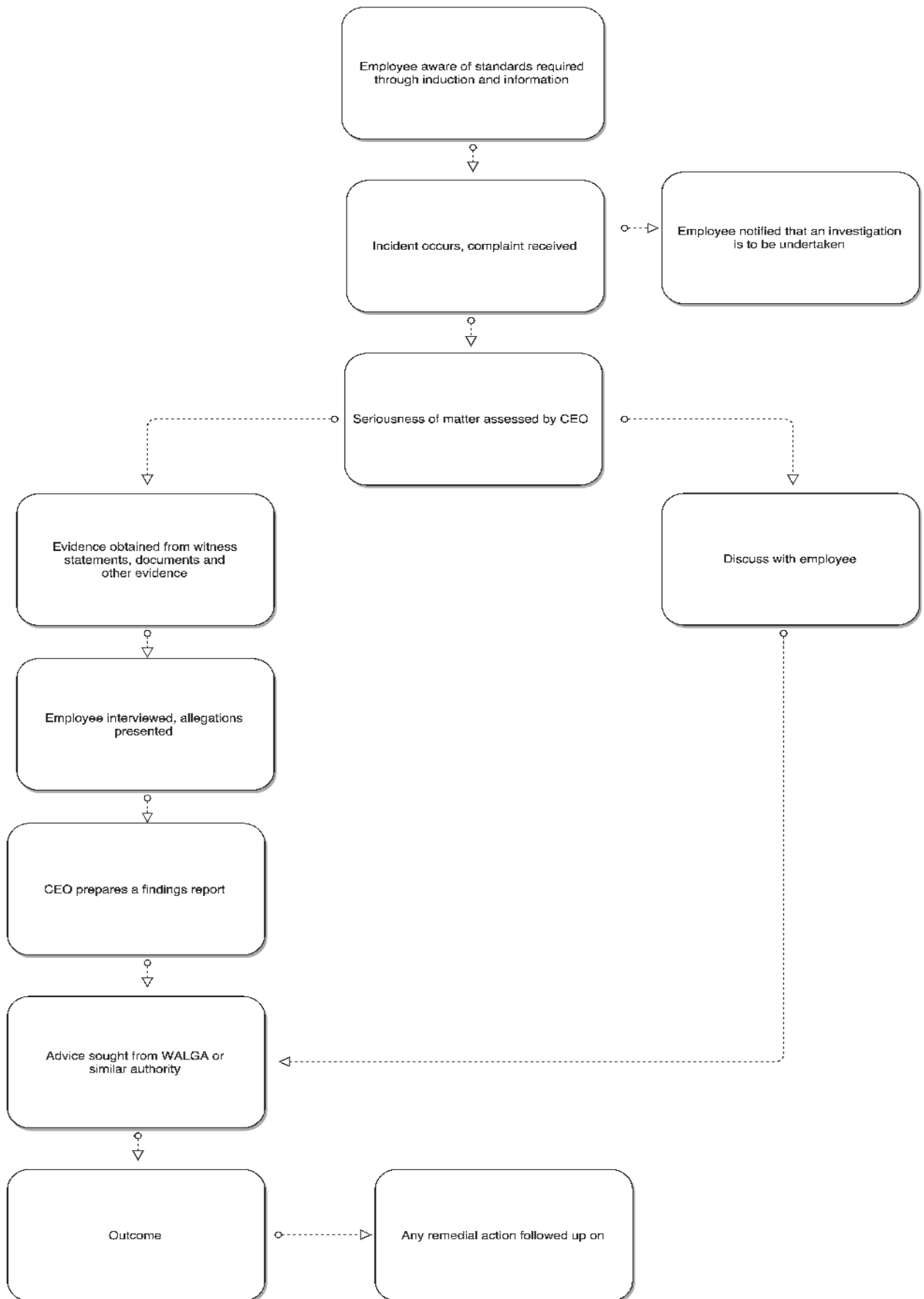
- A review shall be started within 2 working days of receiving a complaint.
- Relevant information shall be collected in relation to the complaint, such as interviewing witnesses and other documentation and finalised within 7 working days of the start date.
- The employee shall be given a written copy of the complaint and/or allegation(s) against him/her together with any other material necessary to enable the employee to respond to the complaint/allegation.
- The employee shall be given the opportunity to make written representations or, if approved, oral representations with respect to the matter within 7 working days of receiving a written copy of the complaint.

- Employees may be accompanied during any interview by a representative.
- A report containing the findings will be prepared by the Chief Executive Officer within 7 working days of receiving the employee's representation.

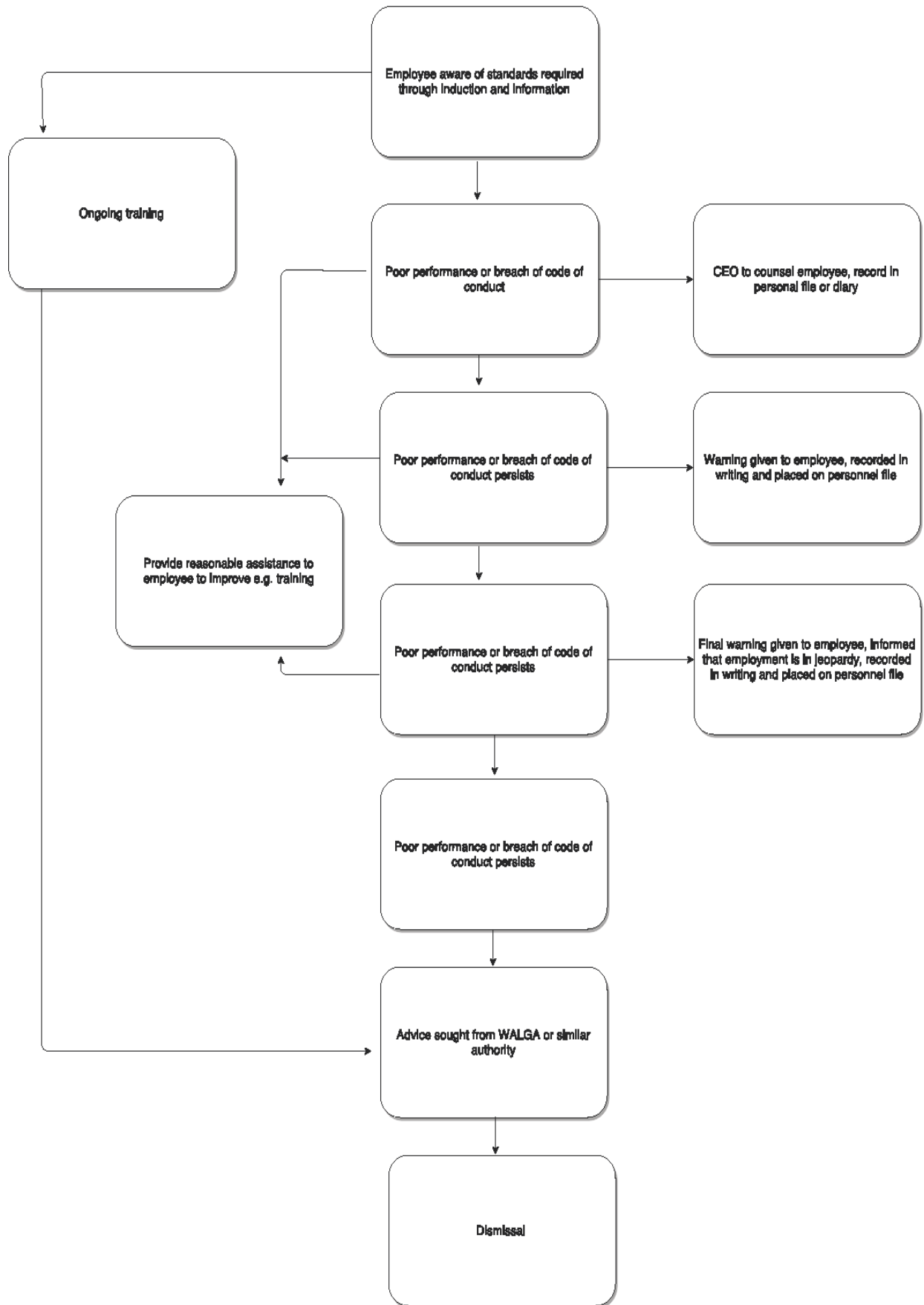
Report Outcome

- The Chief Executive Officer shall offer the employee an opportunity to attend an interview to discuss the report findings before the outcome is decided.
- The Chief Executive Officer will consider the findings of the report and decide on the appropriate outcome.
- The outcome may include, but is not limited to the following;
 - dismissal of the complaint
 - placing a written warning on the employee's personal file
 - reducing the employee's classification or position
 - limiting the areas the employee is permitted to work
 - terminating the employee's employment

Incident Discipline Process



Performance Discipline Process



REFERENCES:

Local Government Act
Fair Work Ombudsman

- 9.1.1** *This Counselling, Disciplining and Dismissing Policy was presented to Councillors at the January 2017 Council meeting. At that meeting councillors asked that the time frame be added to the policy before a resolution is reached.*

The following time frames have been added: -

*“A review shall be started within 2 working days of receiving a complaint”
“Relevant information shall be collected in relation to the complaint, such as interviewing witnesses and other documentation and finalised within 7 working days of the start date”*

The following amendments to be made: - The second paragraph under the title “Problem Resolution/Mediation” is to be changed from “If matters cannot be resolved efficiently and professionally, the employee demonstrating positive intentions to solve the Matter may contact the Chief Executive Officer (CEO) for assistance” to “If matters cannot be resolved efficiently and professionally, the employee wishing to resolve the matter may contact the Chief Executive Officer (CEO) for assistance”.

Resolution No. 2017/14
With amendments, Council adopts the “Counselling, Disciplining and Dismissing Employees” Policy.
Moved: President Peter Clee
Seconded: Cr Alex Richmond
Vote: Carried

9.2 Health Care Clinic Community Consultation – 7 February 2017

The Health Care Clinic Community Consultation with Top End Health Services and The Primary Health Network was held on 7 February 2017 in the Community Centre. 56 residents attended this session. One of the major topics discussed was to see how Wagait can invite a doctor to our area.

9.3 Electoral Review and Election Preparations – Council is still waiting for approval from the NT Electoral Commission and the Minister to decrease the numbers of Councillors from 7 to 5.

Advice from the NT Electoral Commission is that Council will be invoiced \$7,222 for the delivery of the Wagait Shire Council election program. The election is scheduled for August 2017.

9.4 Cox Peninsula Volunteer Bushfire Brigade Shed – ongoing

9.5 Belyuen, Coomalie, Wagait Local Government Advisory Group (BCWLGAG) Consultations Report.

President Peter Clee attended a BCWLGAG meeting in Batchelor on Monday 20 February to discuss the acquitting of the Government grant.

Resolution No. 2017/15

That council receive and note the report on the meeting held by the three councils at Batchelor on 20 February held for the purpose of acquitting funds for the consultant's report "WORKING TOGETHER – A WAY FORWARD".

That Council supports the following:

- a. **The WORKING TOGETHER – A WAY FORWARD report does not reflect the views of the three Councils combined, or any one of the three councils individually.**
- b. **The WORKING TOGETHER – A WAY FORWARD report does not discuss the preferred options of the three councils.**
- c. **The issues relating to the unincorporated lands discussed in the report remains with the Northern Territory Government and the land owners.**
- d. **The three councils investigate opportunities to undertake planned sharing of services.**
- e. **The three councils continue to work with the Northern Territory Government on constructive options to address the development of Local Government in the top end.**

Moved: President Peter Clee

Seconded: Cr Alex Richmond

Vote: Carried

9.6 Review Draft 2017-18 Annual Plan and Budget

This is ongoing. Councillors are awaiting the "Cash Reserve Policy" to be approved before amendments can be made in the 2017-18 Annual Plan and Budget. This is to be carried over to the next meeting.

9.7 Sealink NT

Vice-President Brad Irvine has successfully lobbied for the monthly ticketing system to be changed from a 30 day ticket to a monthly ticketing system and for the 5 chains on the bollard fenders at the wharf to be replaced. Vice-President Brad Irvine to also draft a letter to the NT Government raising the concerns residents are facing with reduced services due to the king tides and to see if he can find out when the dredging is likely to start.

10.0 AGENDA ITEMS

10.1 2017 Local Government General Election costs

Refer to item 9.3

10.2 Local Government Council's – Summary of Statutory Requirements

The Summary of Statutory Requirements was passed last year and will go to the Audit Committee next month. Compliance states that prior to council adopting its budget the CEO must:

- Check all available records to ensure that all rateable land is recorded in the assessment record; and
- Certify to the council that, to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area.
- The CEO confirmed that checks have been completed and the results of those checks is that all rateable property is being rated.

10.3 Australian Institute of Company Directors Course

The Australian Institute of Company Directors Course will be held on Thursday 27 February and Friday 28 April 2017 in Darwin. The invitation is open to all councillors.

10.4 Purchase of new Konica Minolta Printer

Resolution No. 2017/16

That council pass a resolution to affix the common seal in accordance with the Local Government Act, Section 26 for the purchase of a new Konica Minolta printer device C287.

Moved: Cr Kurt Noble

Seconded: Cr Shenagh Gamble

Vote: Carried

Council has purchased a new Konica Minolta Printer for the office which can scan and do faxes. The contract cost is \$146 per month for three years and this cost includes servicing, maintenance and toner. The old printer is now over 7 years old and the service contract is due to expire in March. CEO would like to see the old printers donated to the Cox Peninsula Volunteer Bushfire Brigade.

10.5 Council Donations

A total of \$343.50 was raised at the Australia Day events. This has been donated to the Cox Peninsula Volunteer Bushfire Brigade.

A total of \$394.85 was raised from raffle tickets, and this amount has been split between the Cox Peninsula Volunteer Bushfire Brigade and Local NT Emergency Services. The office donation jar raised \$531.30 in the last year. This amount has been split between the Cox Peninsula Volunteer Bushfire Brigade and the NT Emergency Services.

10.6 Cash Reserves Policy

This is to be carried over to the next meeting.

10.7 Australia Day Acquittal

Resolution No. 2017/17

That council agrees to acquit \$1,500 for the 2017 Australia Day Regional activities.

Moved: President Peter Clee

Seconded: Cr Tom Dyer

Vote: Carried

10.8 Incoming CEO Conditions of Employment

A copy of the Conditions of Employment for the position of CEO was circulated to councillors for discussion. Council proposed that a selection panel consisting of President Peter Clee, Vice-President Brad Irvine and Cr Shenagh Gamble be established but as the Vice-President was absent from the meeting, the CEO would ask if he will be available. This is to be carried over to the next meeting.

10.9 Call for Nominations – NT Planning Commission

The NT Planning Commission is seeking potential candidates to represent the Local Government Association on the Commission.

10.10 Darwin Harbour Advisory Committee Expressions of Interest (closes 7 April 2017)

Expressions of Interest are open to community members. Council has ordered a new waterproof noticeboard which should be available next week and this will be used to advertise the Expression of Interests and other Council information.

10.11 Senate Inquiry on the relocation of government bodies to regional areas

The Hon. Barnaby Joyce MP has written to councils to encourage them to make a submission to the inquiry to 10 Marcy 2016.

10.11 Policies – Ongoing Revision

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 – Us of Sportsground
P15 – Meeting Procedure – Guidelines
P17 – Borrowing Policy
P18 – Wage and Salary Increases
P19 – Donations and Contributions Policy
P20 – Fraud Protection

11.0 UPCOMING EVENTS

11.1 ANZAC Day – 25 April 2017

11.2 Walk to School – May 2017

12.0 LATE ITEMS AND GENERAL BUSINESS

12.1 Belyuen, Coomalie and Wagait Meeting – refer to item 9.5

12.2 LGANT – Call for nominations to the position of Executive member – Regional and Shires

Nominations are now open for the position of Vice-President - Regional and Shire Councils on the LGANT Executive and possibly also for a position of Executive member should the election result in an existing officer bearer being elected.

Resolution No. 2017/18

That President Peter Clee be nominated for the position of Executive member – Regional and Shire on the LGANT Executive Board.

Moved: Cr Alex Richmond

Seconded: Cr Tom Dyer

Vote: Carried

13.0 IN CAMERA ITEMS

14.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 21 March 2017 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach at 7.00pm.

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at 7.58pm.