

WAGAIT SHIRE COUNCIL MINUTES

**ORDINARY COUNCIL MEETING
COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
THURSDAY 23 MARCH 2017**



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1.0 PRESENT

President Peter Clee
Cr Shenagh Gamble
Vice-President Brad Irvine
Cr Kurt Noble
Cr Tom Dyer

CEO Deborah Allen

1.1 OPENING OF MEETING

President Peter Clee was unable to open the meeting on Tuesday 21st March due to a lack of Quorum. The meeting was subsequently held on Thursday 23 March 2017 and was declared open at 7.08pm. President Peter Clee welcomed everyone to the meeting.

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Resolution No. 2017/20
That the apology of Cr Alex Richmond be accepted and approved.
Moved: President Peter Clee
Seconded: Cr Brad Irvine
Vote: Carried

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of 21 February 2017 Council Meeting

Resolution No. 2017/21
That the minutes of the Monthly Meeting of 21 February 2017 as amended be confirmed by council as a true and correct record.
Moved: Cr Tom Dyer
Seconded: Cr Shenagh Gamble
Vote: Carried

3.2 Matters arising from the 21 February 2017 Minutes - Nil

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Health Clinic

Council received a few questions from a resident about issues which were raised from the recent community meeting held in February 2017 as he would like to have these included in the community consultation about health services for Wagait Beach in the survey. A Wagait Working Health party has now been formed consisting of three local residents and one councillor. The Wagait Working Health party will determine what questions will be used in the survey to go to the community for feedback.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE

5.1 Inwards Correspondence

Date	From	About	To
20/02/2017	Gary Higgins MLA	Letter from Gary Higgins - congratulations for Aust Day Award	R Presley
20/02/2017	Gary Higgins MLA	Letter from Gary Higgins - congratulations for Aust Day Award	P. Clee
21/02/2017	ALGA	2017 National General Assembly of Local Government - Call for motions	P. Clee
21/02/2017	Local Govt	Notice of payment of Grant - \$2,172.00 Third Qtr Release 2016/2017 FAA General Purpose	admin
21/02/2017	Local Govt	Notice of payment of Grant - \$13,280.00 third qtr 2016/2017 FAA Roads	admin
23/02/2017	Nexia Edwards	Quote - provision for accounting services	admin
23/02/2017	Sue Davy - LGANT	Selection panel member for new CEO	ceo
24/02/2017	Sarena Ruediger	Follow up from Wagait Beach Community Consultation	ceo
24/02/2017	Graham Drake, Lorraine Gardner and Ruth Phini	Wagait Health Group	ceo
27/02/2017	Gerry McCarthy - Minister for Housing & Community Dlvp	Congratulations on Local Govt Accos of the NT Elected Member Service Award	admin
2/03/2017	Solomon Gaturu - NT Govt	Drafting instructions for dog by-laws	ceo
2/03/2017	Mark Cunnington - PFES	contact list excise 2016 GDR and R1	ceo
3/03/2017	LGANT	Agenda - Finance Reference Group Meeting	P. Clee
6/03/2017	Belinda Townsend - Weed Mngt Planner	Review of Weed Mngt Plan for Gamba Grass	admin
6/03/2017	Resident	Community awareness of Criminal Activity	admin
6/03/2017	Sealink NT	March 5 - Ferry cancellations	P. Clee
7/03/2017	Tracy-Dale Middleton - PFES	Neighbourhood Watch Community Safety Information evening - Tue 14 March 17	ceo
7/03/2017	LGANT	LGDC Nomination form - Local Government Disciplinary Committee	ceo
7/03/2017	Health Services	Wagait Beach Health Services Working Group members	admin
8/03/2017	Angela Pattison LGANT	Wagait CEO position - advertised on LGANT website	ceo
8/03/2017	Valuation Rolls Administrator	February Reconciliation reports for Wagait 2017 with 2013 and 2016 values	admin
10/03/2017	CAL	Accreditation certificate	admin

5.2 Outwards Correspondence

Date	To	About	
21-Feb-17	Resident	Change of Ownership letter	email
21/02/2017	Resident	Rates Recovery letter	email
22/02/2017	Aust Day Council NT	2017 Australia Day Regional Support Acquittal Report	email
22/02/2017	LGANT	Member registration - Aust Institute of Company Directors for S Gamble	email
22/02/2017	Resident	Value of roads and the land under roads in Council's annual financial statements	mail
27/02/2017	NT Sterling	Purchase order - removal of dead trees on council grounds - \$5,170.00	email
2/03/2017	Solomon Gaturu - NT Gov	Drafting instructions for dog by-laws	email
2/03/2017	Mark Cunnington PFES	no changes - to cotact list 2016 GDR and R1	email
5/03/2017	President Peter Clee	March 5 - Ferry Cancellations	email
8/03/2017	LGANT	Nomination of Office Bearers - P Clee	email
11/03/2017	NT News Classifieds	CEO Vacant Position	
14/03/2017	Wagait Arts Group	Signed letter of understanding	hand delivered
14/03/2017	9 Rate Payers	Overdue Rates for quarterly payers	mail/email
15/03/2017	NT Government	Grant Application Form - 2017 Seniors Month	email
16/03/2017	Wayne Harlock - for Electoral Commissioner	Wagait Shire General Election - 26 Aug 2017 - Supply of Roll Extract to a Regional Council	email

Resolution No. 2017/22

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

Moved: President Peter Clee

Seconded: Cr Tom Dyer

Vote: Carried

6.0 COUNCILLORS REPORTS

6.1 PRESIDENTS 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.....

February and March have been very quiet as everyone gets back to work and recovers from the Christmas holidays.

A committee has been established to formulate a questionnaire on health requirements of the Wagait Beach community into the foreseeable future. This will assist the NTG establish the ongoing needs of this community.

Advertising for the position of CEO has commenced and we hope we will have a CEO to replace Deborah Allen by about April.

Where have I been

21 st Feb	Ordinary Council meeting
23 rd feb	Meeting Dept of Infrastructure – 10 year planning workshop
28 th Feb	Weekly Meeting with CEO
1 st March	ABC local Radio - Grass Roots Program
7 th March	Weekly Meeting with CEO
15 th March	Weekly Meeting with CEO
21 st March	Weekly Meeting with CEO
21 st March	Ordinary Council Meeting

Upcoming Meetings and Events

Meeting with **Local EMERGENCY SERVICES** TBA
AUDIT COMMITTEE meeting in on 29th March
Mayors and Presidents Forum 5 April
LGANT General Meeting 6 and 7 April
Easter 14 – 17 April
Anzac Day 25 April

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
7 Feb – Community Healthcare Needs Consultation – Wagait Beach
12 Feb – Region 1 Emergency Committee Weather Brief – Phone conference
24 Feb – ALGWA Networking Breakfast - Darwin

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

The NT Electoral Commission have promulgated a timeline for the lead up to an election and it is available on their website. 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. Waste Management

The budget for waste management this FY is \$116k with expenditure at the end of February sitting at \$51k. Services delivered over the eight months include 6773 kerbside collections and two hard waste collections in September and December 2016. The costs of the September and December hard waste collections totalled \$3600 and \$6900 respectively. It is expected that the March and June hard waste collections are likely to be invoiced at approximately \$4000 each. Extrapolating these figures to the EOFY suggests that council is well placed to offer the additional service of providing skip bins for residents to deposit their green waste into. A trial will be run at the end of March or early April.

Australia's national waste paint and packaging solution, Paintback, is now available in Darwin. *Paintback* is a cost-effective solution for households and trade painters to remove unwanted paint and packaging. Paintback is establishing collection points Australia-wide, starting in major population areas and aiming to have 70 permanent sites over the next three years. It gives do-

it-yourself and commercial painters a pathway for unwanted architectural and decorative paint and packaging. It is funded through a 15 cents plus GST per litre levy on eligible products*, between 1 litre and 20 litres inclusive. The monies collected go to Paintback Ltd, which is an independent, not-for-profit organisation. If anyone has old or leftover paint, the following businesses will accept paint tins at no cost to the person disposing of the paint:

NT Recycling Solutions
19 Pruen Road
Berrimah NT 0828

Holtze Cleanaway NT
875 Stuart Highway
Holtze NT 0829

7.1.5. Administration

A Private Courts Bailiff has been engaged to forward 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.

Recruitment for a new CEO is underway with the position advertised in the NT News on Saturday 11 March. The job description and selection criteria are available on the WSC and LGANT websites or by calling Sue Davy. Acceptance of applications will close on 31 March. The new council notice board has been placed at the front of council property, adjacent to Wagait Tower Road and is being utilised to improve the communication of important information to residents.

7.1.6 Works Report

Work activity log sheets have been provided to the works team to:

- record and report their activities to council
- collect time and expenses for contractor invoicing
- view employee activities at a glance
- compare task estimates with actual hours from timesheet
- improve task estimates
- make sure time is allocated to high priority projects, and not to secondary projects
- record time off
- accurately report on contractual requirements
- identify if council is making or losing money with its commercial contracts
- identify if council needs to raise the billing rates

The first set of data was collected over a three week period and as there were some errors in the recording of activities, only data for the supervisor will be utilised for the word picture of this report. Out of a possible 120 hours, 118.5 hours were accounted for and included the following activities:

Estate mow	11 hours	9.16%
Plant maintenance	5.5 hours	4.58%
Estate weed spray	10.5 hours	8.75%
Pipeline check	10.5 hours	8.75%
Dispenser fail callout	0.5 hours	0.41%
Water test	2.5 hours	2.08%
Jetty / carpark clean	7.5 hours	6.25%

Ramp clean	4 hours	3.33%
Barnacle clean	0 hours	0%
Carpark mow	0 hours	0%
Meal breaks	13 hours	10.83%
Rostered Day Off (RDO)	0 hours	0%
Leave	12 hours	10%
Administration	9 hours	7.5%
Other	32.5 hours	27.08%

'Other' activities consisted of removing a dead tree from Cox Drive, clearing council grounds of fallen branches, repairing pot holes on Cox Drive, removal of green waste and cleaning bins at the memorial garden, burning green waste, ordering and replacing u/s battery in works ute, replacing the chevrons on Dalmeny, Baluria and DeLissa, repair dog trap and set, archiving, and office and community centre genset service checks. Time sheets for a full month and both employees are required in order to confirm if council is meeting their contractual requirements with external contractors.

Monthly Employee Activity Log

Date: 6/2/17 - 24/2/17

	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
6/02/2017				1.5			2				2				7.5
7/02/2017	1	0.5		1.5							2			5.5	3
8/02/2017				1.5	0.5	1					2			4	4
9/02/2017	5	1		1							1		8		
10/02/2017		1.5		1			1				1		8		1
Supervisor	5	1	0	3.5	0.5	0.5	1.5	0	0	0	4	0	8	9	8.5
Assistant	1	2		3		0.5	1.5				4		8	0.5	7
13/02/2017		1.5		1.5			2				2				4
14/02/2017				1							1	8			6
15/02/2017	1.5	2	3.5	0.5		1.5					2				1
16/02/2017	2.5	1.5	1.5	0.5							2				5
17/02/2017	1.5			1.5			2.5			0.5	1.5		4		0.5
Spervisor	4	3.5	3.5	3		1	3				4.5		4		13
Assistant	1.5	1.5	1.5	2			1.5			0.5	4	8			3.5
20/02/2017			2	1.5			2				2				4
21/02/2017	0.5		4	0.5				4			2				0.5
22/02/2017		0.5	0.5	1		1					2				7
23/02/2017	1	0.5	3	1.5							1.5				2.5
24/02/2017	2.5	1		1.5			2				2				3
Supervisor	2	1	7	4		1	3	4			4.5				11
Assistant	2	1	2	2			1				5				6
Supervisor Total	11	5.5	10.5	10.5	0.5	2.5	7.5	4	0	0	13	0	12	9	32.5
Assistant Total	4.5	4.5	3.5	7	0	0.5	4	0	0	0.5	13	8	8	0.5	16.5
Total Hours	15.5	10	14	17.5	0.5	3	11.5	4	0	0.5	26	8	20	9.5	49

7.2 Sports and Recreation Officer's Report

Due to all of the rain over this wet season, the court and surrounds had become very mouldy. After three weeks of tackling the court piece by piece it has been completely pressure washed. It had become dangerous as the mould was very slippery.

The children are enjoying a variety of activities with yoga and massage being introduced this term. We have a netball game on Mondays and a basketball game on Wednesdays. These games are inclusive for all standards and ages.

		Feb 06	Feb 13	Feb 20	Feb 27
MON		Uke – 0 N/Ball game – 5	Uke 0 N/Ball game – 9	Uke – 1 N/Ball game 12	Uke – 0 N/Ball game – 10
TUE	Feb 01	Craft – 5	Sewing – 10	Craft – 10	Sewing – 8
WED	Yoga & Message Message – 13 B/Ball – 12	Scrabble – 4	Yoga & Message – 9	B/Ball Skills – 6 B/Ball game – 6	
THU	Craft – 7	Soccer/AFL - 4	Craft – 2	Soccer/AFL 4	
FRI	Cooking – 11	Cooking – 8	Went to junior footy	Cooking – 11	
SAT	Movie – 12				

Resolution No. 2017/23

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

Moved: Vice-President Brad Irvine

Seconded: Cr Shenagh Gamble

Vote: Carried

7.3 *The NT Electoral commission has asked Council if they would like to run the election as an "Open Poll" (full day) or "Part Poll" (part day)*

"Open Poll" is a full day of voting from 8.00am to 6.00pm

"Part Poll" is voting for part of the day where the part hours can be determined by Council.

Postal voting and early voting will also be made available to residents. It was noted that council elected to have the full period of time on election day for voting.

7.4 *It was noted that there is a demand for green waste collection in the community. CEO Deborah Allen to investigate options for green waste (i.e. yellow lid waste bins and large skip bins). This is to be discussed at the next council meeting. CEO Deborah Allen to also contact Fin Fins to provide costings for a kerbside recyclables collection service*

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report – 28 February 2017

EXECUTIVE SUMMARY										
for the month ended 28 February 2017										
	Feb 2017 Actual \$	Feb 2017 Budget \$	Variance \$	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at Feb 2017 \$	Forecast to 30 June 2017 \$	Variance (Revised Budget & Actual) \$	
INCOME										
RATES	2,500	0	2,500	181,130	102,640	78,490		218,980		
GRANTS	15,511	7,594	7,917	254,941	258,678	-3,737		267,775		
CONTRACTS	15,001	27,650	-12,649	81,698	94,500	-12,802		132,700		
RENTAL INCOME	400	220	180	1,800	1,760	40		2,640		
MISC INCOME	223	1,000	-777	1,925	1,760	165		37,000		
WASTE MANAGEMENT	1,329	0	1,329	95,160	58,200	36,960		116,400		
TOTAL OPERATING INCOME	34,964	36,464	-1,500	616,654	517,538	99,116		775,495		
EXPENSES										
ADMINISTRATION EXPENSES	6,190	3,865	-2,325	75,209	62,445	-12,764		78,190		
EMPLOYMENT EXPENSES	24,799	38,450	13,651	206,622	260,800	54,178		391,200		
ROADS	0	0	0	22,920	60,000	37,080		60,000		
CONTRACTS & MATERIALS	237	50	-187	2,749	1,900	-849		2,850		
REPAIR & MAIN TOWN ASSETS	756	1,100	344	16,886	17,800	914		19,100		
VEHICLE & PLANT	3,562	1,010	-2,552	13,545	60,800	47,255		66,090		
GRANT EXPENSES	475	20	-455	3,614	160	-3,454		25,740		
WASTE MANAGEMENT	6,301	9,700	3,399	51,154	77,600	26,446		116,400		
SERVICES	697	1,600	903	8,315	10,820	2,505		15,300		
TOTAL OPERATING EXPENSES	43,017	55,795	12,778	401,014	552,325	-151,311		774,870		
OPERATING PROFIT	-8,053	-19,331	11,278	215,640	-34,787	250,427		625		
OTHER INCOME (Interest)	596	0	596	4,526	0	4,526		0		
OTHER EXPENSES	0	0	0	71	0	-71		0		
NET PROFIT/(LOSS)	-7,457	-19,331	11,874	220,095	-34,787	254,882		625		

8.2 Financial Report for year ended 28 February 2017

Cash at Bank & on hand					Total
Petty cash					\$ 223.65
Westpac Operational Account					\$ 1,134.20
Westpac Cash Management Account					\$ -
CBA - transaction account					\$ 46,447.22
CBA - Investment					\$ 1,002,661.14
Total Cash at Bank & onHand					\$ 1,050,466.21
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 22,666.93				\$ 22,666.93
Rates				\$ 27,031.30	\$ 27,031.30
Total Debtors	\$ 22,666.93	\$ -	\$ -	\$ 27,031.30	\$ 49,698.23
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ 5,309.52				\$ 5,309.52
Total Creditors	\$ 5,309.52	\$ -	\$ -	\$ -	\$ 5,309.52

8.3 Rate Payers

2016/2017 rate year – 5 rate payers	\$4,462.00	1 late rate payers is paying by instalments
2015/2016 rate year – 4 rate payers	\$7,053.33	14 rate payers sent to Debt Collectors, 2 have since paid
2014/2015 rate year plus – 4 rate payers	\$15,516.23	1 rate payer paying by instalments

8.4 Supplier Payment History – February 2017

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

Resolution No. 2017/24

That the Councillor's reports and Officer's reports for the month of February 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 Electoral Review and Election Preparations – decrease numbers of councillors from 7 to 5.

To be carried over to the next meeting.

9.2 CPVBB Shed – power connection

The Cox Peninsula Volunteer Bushfire Brigade have asked if they can connect power to the shed by tapping into the Shire Council power supply.

Resolution No. 2017/25

That approval be given to the Cox Peninsula Volunteer Bushfire Brigade to have power to their shed tapped into the Wagait Shire Council power supply.

Moved: Vice President Brad Irvine

Seconded: President Peter Clee

Vote: Carried

9.3 Sealink NT – Draft letter from Vice-President Brad Irvine to NT Government

The letter to be drafted by Vice-President Brad Irvine to the NT Government was to address the monthly ferry ticketing system and the dredging of the Harbour. The contract for the dredging has now been awarded and the issues with the monthly ferry ticketing system has been fixed by Sealink. This item has now been discontinued.

9.4 Cash Reserve Policy

The Budget and Cash Reserve Policy will be addressed to the Audit Committee Meeting for recommendations. A Contingency Reserve with a minimum of \$200,00.00 to be added to the Cash Reserve Policy. This is to be carried over to the next meeting.

9.5 Review Draft 2017-18 Annual Plan and Budget

To be carried over to the next meeting.

9.6 Incoming CEO Conditions of Employment – selection panel

To be carried over to the next meeting.

9.7 Darwin Harbour Advisory Committee Expressions of Interest

Resolution No. 2017/26

That this council endorse Vice-President Brad Irvine to join the new Darwin Harbour Advisory Committee (DHAC).

Moved: Cr Tom Dyer
Seconded: President Peter Clee
Vote: Carried

10.0 AGENDA ITEMS

10.1 LGDC Nomination Form – Local Government Disciplinary Committee

Resolution No. 2017/27

That President Peter Clee be approved to be nominated as part of a pool of members that could be called upon to form part of the Local Government Disciplinary Committees.

Moved: Vice-President Brad Irvine
Seconded: Cr Tom Dyer
Vote: Carried

10.2 Wagait Council Election – 26 August 2017 – Agenda.

This has been noted.

10.3 ½ Yearly Community Meeting – as per council resolution 2014/109 council hold by-annual community forums in the months of August and April.

The next ½ Yearly Community Meeting will be held 6.00pm to 7.00pm on Tuesday 18 April 2017.

10.4 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 – 25 April 2017

Preparations are underway.

11.2 Walk to School – May 2017

11.3 Territory Day – 1 July 2017

12.0 LATE ITEMS AND GENERAL BUSINESS

12.1 Nil

13.0 IN-CAMERA ITEMS

14.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 18 April 2017 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at 7.50pm.