

**WAGAIT SHIRE COUNCIL
AGENDA
COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD
7PM**

Tuesday 16 January 2018



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1.0 PRESENT
Councillors:

Staff: Chief Executive Offer Mark Sidey
Officer Manager Pamela Wanrooy

1.1 OPENING OF MEETING: - Chaired by

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Resolution No. 2017/.....
That the apology ofbe accepted and approved.
Moved:
Seconded:
Vote:

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

WAGAIT SHIRE COUNCIL
DRAFT MINUTES OF MEETING
ORDINARY COUNCIL MEETING
COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD
7 PM

Tuesday 21 November 2017



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1.0 PRESENT

Councillors: President Peter Clee
Vice-President Trish McIntyre
Cr Shenagh Gamble- via telephone conference
Cr Michael Vaughan
Cr Neil White

Staff: Chief Executive Offer Mark Sidey
Officer Manager: Pamela Wanrooy

Visitors: Executive Director, Local Govt & Community Development – Lee Williams
Kate Wheen

1.1 OPENING OF MEETING: - President Peter Clee declared the meeting open at 7.00am and welcomes everyone to the meeting.

1.2 APOLOGIES AND LEAVE OF ABSENCE

Nil

2.0 DECLARATION OF INTERESTS

Nil

3.1 CONFIRMATION OF MINUTES

3.1 Confirmation minutes of 17 October 2017 Council Meeting

Resolution No. 2017/118

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

Moved: Vice-President Trish McIntyre

Seconded: Cr Shenagh Gamble

Vote: AIF

3.2 Matters arising from 17 October 2017 Minutes

Nil

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

Nil

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - October 2017

Resolution No. 2017/119

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

Moved: Vice-President Trish McIntyre

Seconded: Cr Neil White

Vote: AIF

6.0 COUNCILLORS REPORTS

6.1 President's Report

It is noted that President Peter Clee attended the LGANT General Meeting in Alice Springs on 2 November 2017. A copy of the LGANT Minutes of General Meeting has been circulated by email to all councillors. In the NT Government 10 Year Infrastructure Plan update, the proposed waste transfer station project is back up and funding of \$1,000,000 indicated for the 2018/2019 Financial Year. CEO Mark Sidey received a call from the Department in relation to the waste transfer station. They queried why Wagait Shire Council had declined their offer for a \$800,000 grant to establish a waste transfer station. An offer of the grant of \$800,000 was never offered to Wagait Shire Council and it was pointed out to the department that their information was incorrect.

Resolution No. 2017/120

That the President's report for the month of September 2017 be received and accepted.

Moved: President Peter Clee

Seconded: Vice-President Trish McIntyre

Vote: AIF

7.0 OFFICERS REPORTS

There have been a few updates since the report was written and the Agenda circulated. In relation to dog management, we now have a Draft Dog By-Law from the NT Government which has been circulated to councillors for their review and this will be put out for public consultation in due course. When the process for the consultation is clear, council will undertake whatever statutory is needed which will include publishing this on the website.

WSC has been successful in obtaining \$15,000 grant through the Stronger Communities Programme with the support from Warren Snowdon MP, Federal Member for Lingiari to go towards two new electrical BBQ's for Cloppenburg Park. The BBQ's have now been ordered and we are hoping to have these installed before Australia Day.

Resolution No. 2017/121

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

Moved: Cr Shenagh Gamble

Seconded: Cr Neil White

Vote: AIF

At 7.10pm President Peter Clee suspends standing orders and welcomes Lee Williams, Executive Director of Local Government and Community Development and Kate Wheen from the NT Government to talk about council amalgamation.

Resolution No. 2017/122

That the standing orders be suspended.

Moved: Vice-President Trish McIntyre

Seconded: Cr Neil White
Vote: AIF

Lee Williams informed councillors that at present both Coomalie Community Government Council and Belyuen Community Government Council are in discussions about amalgamating. Both Coomalie and Belyuen have formed a working group to look at how they can join together and whether they will actually go ahead with this. The department is assisting these councils.

Lee Williams confirmed to council that it is policy not to force amalgamations on councils.

President Peter Clee advised Ms Williams that a previous community meeting and a subsequent council resolution confirmed that Wagait Shire Council was willing to work with both councils on options. Indeed Council has been an active participant in the Tri-council meetings to date.

Wagait Shire Council has been actively encouraging shared services with Belyuen community Government Council. Lee Williams confirmed that Council's do not need to amalgamate to share services and the Government will be happy to help to identify where services can be shared if council wants to.

Councillor Trish McIntyre asked about misinformation being supplied to other councils by staff from the Department. President Peter Clee confirmed that he had spoken with Lee Williams on that matter.

President Peter Clee asked why the Department only offered this council a Special purpose Grant of \$150,000 to build a Waste transfer station on the Cox Peninsula. It has now come to light that the Government was prepared to fund the full amount of \$800,000. We note that funding for a waste transfer station is now on the government's 10 year infrastructure plan for 2018-19 financial year.

Council is scheduled to take part in an audit "Compliance Review" with the NT Government in February 2018.

Resolution No. 2017/123
That normal business recommences.
Moved: President Peter Clee
Seconded: Vice-President Trish McIntyre
Vote: AIF

8.0 FINANCIAL REPORT

Cr Shenagh Gamble questioned the transfer of funds from reserves to the CEO vehicle, Note 14 (Item 8.1.1 Finance Report Notes). To date, no transfers have been done. Council is currently working on an amended budget which is just about finalised and this is one of the items which will be mentioned in the amended budget. The purchase of a new vehicle was not budgeted for because council was looking at alternative means of financing the vehicle.

The outsourcing of the cleaning position from Wages to Contracts will also be accounted for in the amended budget.

Council had a \$500,000 term deposit with CBA which recently matured and this has now been moved over to Bendigo Bank for another 6 months for a substantially higher interest return. In the past there was an agreement between Wagait Shire Council and Bendigo Bank to invest with Bendigo Bank because of the funding of the Furies Shed.

Resolution No. 2017/124

That the financials for the month of October 2017 be received and accepted.

Moved: President Peter Clee

Seconded: Vice-President Trish McIntyre

Vote: AIF

9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 2017/2018 Budget

The review process for the 2017/2018 budget is almost finalised and should be ready for the January 2018 council meeting.

9.2 2013/2014 to 2017/2018 Strategic Plan

The existing Strategic Plan expires in 2018 and this agenda has been closed off. Drafting of the 2018/2019 to 2022/2023 Strategic Plan has commenced.

9.3 Water Facilities Tender

Council has submitted a tender for the water facilities at Wagait Beach. The successful tenderer is yet to be announced.

9.4 Health Group

The draft updated Belyuen Clinic/Emergency Contact protocol has been agreed and council is presently awaiting final signoff from the NT Government. In the meantime council is arranging updated signage.

9.5 Tree Planting on Verge

A policy is to be developed and public consultation undertaken.

9.6 Green Waste Management

The Northern Territory Government's 10 Year Infrastructure Plan is reviewed annually. In the latest update, a new waste transfer station for the Cox Peninsula is a proposed project. Such a project would provide Wagait Beach residents with a long term solution for the disposal of green waste.

10.0 AGENDA ITEMS

10.1 Local Government Shared Services Agreement

Wagait Shire Council is a formal party to the LG Shared Services Agreement. The agreement encourages a cooperative relationship between the parties and provides for cost effective access to expertise and skills.

Resolution No. 2017/125

That Council authorise the use of the Wagait Shire Council Common Seal on the Local Government Shared Services Agreement.

Moved: President Peter Clee

Seconded: Cr Neil White

Vote: AIF

Resolution No. 2017/126

That council nominate CEO Mark Sidey as the Wagait Shire Council Committee Member for the Local Government Shared Services Agreement.

Moved: President Peter Clee

Seconded: Vice-President Trish McIntyre

Vote: AIF

10.2 Christmas Closure

That Council office will be closed from Friday 22 December 2017 and will reopen on Monday 8 January 2018. The Works Depot will remain open at reduced staffing levels other than public holidays.

Resolution No. 2017/127

That the council administration be closed for business for period Friday 22 December 2017 to Monday 8 January 2018.

Moved: Cr Shenagh Gamble

Seconded: Cr Michael Vaughan

Vote: AIF

10.3 Darwin Duchess

Council has received a late item from a member of the community requesting that her option to preserve the Duchess as part of the Wagait history be tabled.

The majority of councillors are not in favour of having council funds spent on the Darwin Duchess as restoration could be very expensive. It would be preferred if funds be utilised on other needs for the community such as roads, bore for the sports ground. CEO Mark Sidey has contacted the National Maritime Museum to see if they can look at the Duchess and see what, if anything is viable to give us some ideas as to what to do with it. This is still a work in progress.

It was suggested that if certain aspects of the community want something done to restore the Darwin Duchess, council would expect that they come with a costed project plan stating exactly what they are proposing.

Council invites the community to put forward a fully costed project plan by January 31, 2018. If there is no interest by the due date, council will look at the costing for the removal the Duchess.

10.4 Policies for Review

Nil

11.0 UPCOMING EVENTS

Friday 24 November - TOPROC Meeting

Friday 26 January – Australia Day

12.0 LATE ITEMS AND GENERAL BUSINESS**12.1 Dog By-Laws**

This has been discussed in the CEO Report and council will ascertain their requirements for advertising and putting this out for public display as quickly as possible for interest and comment. This will then be taken to a community consultation meeting if necessary.

Resolution No. 2017/123

That we receive and note the Draft Dog By-Laws legislation and proceed to public consultation.

Moved: Cr Shenagh Gamble

Seconded: President Peter Clee

Vote: AIF

13.0 IN-CAMERA ITEMS

Nil

14.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 16 January 2018 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at 7.55 pm.

3.1 Confirmation minutes of 21 November 2017 Council Meeting

Resolution No. 2017/

That the minutes of the Monthly Meeting of 21 November 2017, be confirmed by council as a true and correct record.

Moved:

Seconded:

Vote:

3.2 Matters arising from 21 November 2017 Minutes

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Proposed Dog By-Laws

Letter received from Jack Ellis

January 8 2018

Box 11
Wagait Beach 0803

CEO
Wagait Shire Council
Wagait Beach

Proposed dog bylaw

Dear Mark,

Having read the available information about the proposed bylaw to come into affect later this year, I find there are a number of questions to which I would appreciate answers.

- a. The bylaw appears carefully crafted to only apply to premises and areas under council control. Many of the incidents involving animals occur on the beach or the adjacent restricted use area between the beach and the residential blocks. I understand it is possible to seek authority from the relevant NT Government department to have council employees or contractors enforce bylaws such as these in specific areas. Will the council seek such powers and, if not, how will rogue animals and their owners be controlled in these areas?
- b. The model bylaw is designed to "tick all the boxes", so it is complex and relies on an available workforce and/or contractor(s) to ensure compliance. The number of required registers is an example of the potential time that will be spent on administration alone. The "ranger" will need a vehicle and, even if on contract, be on hand regularly to enforce the controls. What is going to happen to animals taken into custody? The closest pound is at Litchfield, no doubt at a cost, or will this be another task for the ranger? Whatever, the impact of all this on the council budget is far from insignificant. What is the estimated cost, who will pay and how much?
- c. My understanding was that the bylaws would be applicable to all companion animals. I appreciate the draft document was developed specifically for dogs, but when this issue has been raised at community meetings, there was a strong feeling cats, pigs, horses, emus etc should be controlled in a similar fashion. Animals other than dogs have presented problems for the community in the past. I believe the bylaws should be renamed and redrafted to include all companion animals and birds.
- d. I note identification of animals includes owner-controlled collars with a council tag. Why? This should be restricted to a working microchip. Owners, particularly problem owners, always have an excuse why their dog(s) did not have a collar/tag. A microchip removes this possibility and ensures dogs or other animals can be identified at all times.
- e. Registration: *"A dog kept at premises other than residential or commercial within the council area for a period of three months or more may be registered"*. What is the purpose of this clause? Does it mean the sports ground caretaker or anyone in a caravan park who stays for more than three months has the option to register but does not have to no matter how long they stay? This would appear both inequitable and impractical.

- f. I see no mention of registration fees. Is the intention to pay for this scheme from general revenue or will there be a charge levied on dog owners through a registration fee/levy; or both?

While this is a general submission on the proposed bylaw, could the above questions also be included as a community inquiry at the next council meeting to give those interested a better idea of the ramifications of a dog bylaw.

Kind regards

Jack Ellis

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – November and December 2017

5.1 Inwards Correspondence – November 2017 and December 2017

Date	From	About	To
15/11/2017	NT Government	10 Year Infrastructure Plan	P. Clee
15/11/2017	Jack Schafer - Dept of Infrastructure	Planning for a Vibrant Future workshop -	
17/11/2017	Warren Snowden's office	Armistice3 Centenary Grants Program	CEO
17/11/2017	Warren Snowden's office	Stronger Communities Programme - grant for BBQ	CEO
17/11/2017	Kara Lilly	Health in all Communities online survey	P. Clee
21/11/2017	LGANT	Draft Minutes of General Meeting 2/11/2017	P. Clee
22/11/2017	Firearms Policy & Recording Unit	Firearms employees licence - application refused	ceo
27/11/2017	Nicole Manison Minister for Infrastructure, Planning & Logistics	Planning for the Vibrant Future	P. Clee
28/11/2017	TOPROC	Agenda - TOPROC meeting	P. Clee
28/11/2017	Phill Hall - NT Government	Mandorah Jetty - proposal to Recreational Fishing Advisory Committee	P. Clee
28/11/2017	Aust Govt - Dept of Infrastructure	R2R Recovery program - \$173,620 received	
1/12/2017	Power & Water Corporation	Request for Extension of Tender Validity Period to 15 Jan 18	ceo
8/12/2017	Glenda	Darwin Duchess - quesitons	admin
8/12/2017	Dept of Infrastructure	Planning Infrastructure for Future Ferry Services Study	everyone
11/12/2017	Territory Conveyancing	Notice of Sale or transfer of land	admin
13/12/2017	Compliance	NTGC Annual Return received and financials found to be order	admin
14/12/2017	Valuations	November Wagait Reconciliation 2016	admin
15/12/2017	Australian Army Cadets	Australia Day - unable to participate	admin'
21/12/2017	Resident	Dog attack at beach	admin
27/12/2017	Resident	Ridiculous situation at Mandorah - email from resident to Chief Minister	admin
29/12/2017	Resident	Vehicle crossovers	admin
2/01/2018	Transport Planning	Update on the Cullen Bay Car Parking Strategy	admin
3/01/2018	CAL	CAL renewal application for accreditation - due 29 January 2018	admin
8.01.2018	Tschirpig Conveyancing	Notice of Sale or Transfer of Land	email
08.01.2018	Resident	Animal Bylaws - Questions raised by Resident	email

5.2 Outwards Correspondence – November 2017 and December 2017

Date	To	About	
15/11/2017	Dept of Infrastructure	Mandorah Jetty - missing light/damaged light pole/lights not working	email
15/11/2017	Jack Schafer - Dept of Infrastructure	Planning for a vibrant future community consultation	email
2/11/2017	NT Aust Day Council	Community Grant application	email
22/11/2017	Naval Cadets	Invitation - Australia Day	email
22/11/2017	Army Reserve Cadets	Invitation - Australia Day	email
22/11/2017	Cox Country Club	Invitation - Australia Day	email
22/11/2017	Cox Peninsula Bushfire Brigade	Invitation - Australia Day	email
22/11/2017	Cox Country Club	Invitation - Australia Day	email
22/11/2017	NTES	Invitation - Australia Day	email
22/11/2017	Michael Vaughan, Wagait Supermarket, Marks Rural	Invitation - Australia Day - donated prize	email
25/11/2017	Minister Vowles - Min Primary Industries &	Mandorah Jetty - CTV (More fishing projects - deliveries on our pr	email
27/11/2017	Jill Mumme	Thank you letter - Darwin Duchess	email
28/11/2017	Hon Warren Snowdon MP	Stronger Community Programme - thank you	mail/email
28/11/2017	Paul Wood - PFES	Wagait/Mandorah Issues - anti social behaviour on crown land near jetty	email
28/11/2017	Greg Woodroffe - NT Govt	Section 112 Hundred of Bray at end Wagait Tower Road - access issue, drain, access to heritage site issue	email
30/11/2017	Compliance	NTGC Annual Report submitted	email
1/12/2017	Greg Woodroffe - NT Govt	L122 - Drain Clear-out	
4/12/2017	Dept Infrastructure	10 Year Infrastructure Plan	email
7/12/2017	Councillors	CCTVs Mandorah Jetty	email from P. Clee
8/12/2017	Sureline (Debt Collectors)	Overdue rate payers	email
8/12/2017	Andrew Kirkman - NT Government	Damage to Mandorah Jetty	email
12/12/2017	MacDonnell Regional Council	Keyword for Council Licensing Agreement	email
14/12/2017	C		
14/12/2017	Glenda	Response to her questions - Darwin Duchess	email
14/12/2017	Bendigo Bank	Settlement instructions	email
15/12/2017	Glenda	Darwin Duchess - more question	email
15/12/2017	Darwin Museum	Darwin Duchess - to see if Museum interested	email
26/12/2017	Dept of Infrastructure - Andrew Kirkman	Mandorah Jetty Issues	email
8/01/2018	Louise McCormack - NT Govt from P. Clee	Mandorah Jetty Issues	email

Resolution No. 2017/.....

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

Moved:

Seconded:

Vote:

6.0 COUNCILLORS REPORTS

6.1 President's Report

Purpose of Report

To Inform Council and community of activities and to provide the community at large with information that is important and noteworthy.

What's been happening.....

In early November the work at the jetty needed to be redone after three of the new grates were dislodged preventing commuters from disembarking / boarding the ferry. Luckily it was a Sunday but several RPT ferry runs needed to be cancelled. Council immediately wrote to the Chief Executive of the Department of Infrastructure requesting an urgent review of the materials and the workmanship associated with the jetty work.

Unfortunately, it happened again on Christmas morning. Another couple of the non-metallic grates were again dislodged preventing the use of the walkway. This situation was most inconvenient for everyone as there were already reduced services for Christmas day and celebrations scheduled for both sides of the harbour were impacted. This affected many residents and intended visitors to Cox peninsula. We again immediately wrote to the Chief Executive of the Department of Infrastructure. We are still awaiting a reply.

There has been not a lot of response to the publication of the proposed dog by-laws. Council will hold a public meeting to discuss the proposals in more detail. Specific matters regarding the numbers of dogs will be one of the key issues.

I recently met with NTES and they have recommended that the Recovery Committee's project to establish the UHF CB Repeater at Wagait Beach should be nominated for a Community Resilience Award during 2018. This nomination will highlight the benefits to the community in both Emergency situations and during non-emergency times. They hope that the project might be an inspiration and maybe copied by other local governments at other locations throughout the NT.

Where have I been

21 st November	Ordinary Council meeting
22 nd November	Wagait Shire Recovery Committee
24 th November	TOPROC Meeting
29 th November	LGANT Executive meeting
6 th December	ABC Radio Interview – Grass Roots
9 th December	NTES Briefing
11 th December	LGANT – CEO probation review
13 th December	LGANT Executive meeting

Upcoming Meetings and Events

16 th January	Ordinary Council Meeting
26 th January	Australia Day
7 th February	LGANT Strategic Planning Workshop
20 th February	AICD – Training workshop
20 th February	Ordinary Council meeting
21 st February	Emergency recovery committee
23 rd February	TOPROC Meeting

Peter Clee
Wagait Shire Council

Resolution No. 2017/.....

That the President's report for the month of November and December 2017 be received and accepted.

Moved:

Seconded:

Vote:

7.0 OFFICERS REPORTS

7.1 CEO's Report

1. Meetings CEO Attended

21 November	Ordinary Council Meeting
22 November	Meeting with DIPL
22 November	Wagait Shire Recovery Committee
24 November	TOPROC Meeting
11 December	LGANT – CEO probation review

2. CEO Key Objectives Endorsed By Council August 2016

2.1 Dog management:

The draft Dog Bylaw was received from NTG on 20 November 2017. There is a requirement for a 21 day public consultation period. The consultation period was advertised in the NT news on 28 November 2017. Consultation closed on December 21 and no submissions were received. A late submission was received on 8 January and this submission has been accepted by Council.

2.2 Roads upgrades:

Council has commenced clearing drains of obstructions (predominantly trees and shrubs) that impede water flow.

Quotations to complete the shoulder remediation project within Council boundaries have been received. The outstanding works will be undertaken after the wet season.

Discussions are ongoing with NTG about the upgrade of the shoulders to Charles Point Road.

1. Administration and other Business:

The electric BBQ's for Cloppenburg Park have been ordered. They are expected to arrive in late January.

Council is awaiting the outcome of the grant applications lodged under the Strategic Local Government Infrastructure Fund requesting grants for:

- The irrigation of the Cloppenburg Park sporting fields; and
- A feasibility study relating to the replacement of the remaining sections of open drain along Wagait Tower Road with underground pipes.

Council lodged applications for local Government Special Purpose grants for:

- A replacement zero turn lawnmower;
- CCTV cameras for Cloppenburg park and the Council offices / workshop; and
- The construction of a green waste facility.

Council received a grant from the National Australia Day Council to assist with the cost of our Australia Day celebrations. Council thanks The National Australia Day Council for the continued support.

2. Works Report

For the period November 17 – 8 January 2018:

The hard waste pickup was completed. 6.72 tonnes of hard waste was collected and removed.

The jetty and jetty carpark were cleaned on 24 occasions.

The bores were inspected on 33 occasions.

Water quality tests were undertaken on 7 occasions.

The boat ramp was water blasted on 2 occasions.

The jetty carpark was mowed and snipped on 2 occasions.

Trees on the council grounds were trimmed and relocated.

Leaf matter was removed from the memorial garden and surrounds on seven occasions.

Trees on and / or overhanging verges were trimmed.

The interpretive sign on the RUA at the end of Wagait Tower Road was refurbished.

Trees in the drain along the Baluria Road beach access were trimmed / removed. Works to clear drains and verges of trees and/or overhanging branches will continue.

7.2 Sports and Recreation Officer's Report - Rebecca Taylor

Sport & Recreation Report – Rebecca Taylor November / December 2017

NOVEMBER 2017

Activity	Sessions	Comment
Children's Programs		
Netball	6 – 1 x weekly split in age groups	Mix of boys and girls, Boys only in senior age group
Basketball	6 – 1 x weekly split in age groups	Mostly Boys, good numbers in each age group
AFL	6 – 1 x weekly split in age groups	Mix of Boys / Girls. All 13 and Under
*Supervised Free Play	3 – 1 x weekly	Night Activity, not well supported
Adults		
Netball	3 – 1 x weekly	14-17Yrs Boys well attended
Group Fitness	9 – 3 x weekly	2 afternoon sessions, 1 morning session weekly
Seniors		
Mobility & Fitness	3 – 1 x weekly	
*Crafts	3 – 1 x weekly	Crochet, led by community member Jill Mumme, supported by Ruth Phinn

Sessions are generally 1 hour. *2hr session

Administration

- Visitors: Smile a Mile Fun Bus
- Relocated admin area to library several times due to shared use office area, nil computer access if public on library computer. Nil access to server from library facility.
- Completed Webinar series on social media, sporting clubs (series of 4)
- Programming group fitness
- Meetings with seniors / planning future programs
- Australia Day Planning
- December Planning
- Support, Infrastructure Fund Application

DECEMBER 2017

Activity	Sessions	Comment
Children's Programs		
Netball	3 – 1 x weekly	Good mix of boys and girls, mostly Under 13
Basketball	3 - 1 x weekly	Mostly Boys, mix of Under 13 / Over 13
AFL	3 – 1 x weekly	All 13 and Under, mixed boys / girls
*Supervised free play	3 – 1 x weekly	Night and day alternatives
*Holiday Program Commenced	3	Movie & Board Games, Connect 4 Championships, Christmas Party (Cancelled)
Adults		
Group Fitness	9 – 3 x weekly	2 afternoon sessions, 1 morning session
Seniors		
Mobility & Fitness	3 – 1 x weekly	
*Crafts	3 – 1 x weekly	Crochet, led by community member Jill Mumme, supported by Ruth Phinn

Sessions are generally 1 hour. *2hr session

Administration

- Australia Day planning and preparation
- Research fitness equipment & costs (wish list 2018)
- Events; Staff Christmas Lunch, Planning and Prep Children's Christmas Party (Cancelled due to lack of numbers)
- Call to Community Members for Board Game Donations – well supported
- School Holiday Program Planning – associated admin / logistics
- Night Patrol Blue Light Disco Advertising and Support
- End of year clean up (Shared space Sport n Rec, Works, Council Members, Work Experience, General Desk/Office area.)

Resolution No. 2017/.....

That the Officer's reports for the month of November and December 2017 be received and accepted.

Moved:

Seconded:

Vote:

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report –November 2017

	November 2017 Actual \$	November 2017 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at November 2017 \$	Forecast to 30 June 2018	Variance (Revised Budget and Actual) \$
INCOME									
RATES	6712	\$50,541	-\$43,829	167482	\$121,281	\$46,201		\$223,175	
GRANTS	67889	\$7,500	\$60,389	170628	\$196,300	-\$25,672		\$302,300	
CONTRACTS	5856	\$10,150	-\$4,294	37982	\$50,750	-\$12,768		\$121,800	
RENTAL INCOME	300	\$220	\$80	975	\$1,100	-\$125		\$2,640	
MISC INCOME	1089	\$800	\$289	25835	\$29,000	-\$3,165		\$34,600	
WASTE MANAGEMENT	3257	\$0	\$3,257	87485	\$45,600	\$41,885		\$116,400	
TOTAL OPERATING INCOME	85103	\$69,211	\$15,892	490387	\$444,031	\$46,356		\$800,915	
EXPENSES									
ADMINISTRATION EXPENSES	5269	\$6,650	\$1,381	57152	\$53,415	-\$3,737		\$95,815	
EMPLOYMENT EXPENSES	34260	\$30,875	-\$3,385	127787	\$152,775	\$24,988		\$364,300	
ROADS	0	\$122,100	\$122,100	22245	\$122,100	\$99,855		\$122,100	
CONTRACTS & MATERIALS	3138	\$425	-\$2,713	11795	\$2,125	-\$9,670		\$5,100	
REPAIR & MAIN TOWN ASSETS	464	\$300	-\$164	9810	\$25,300	\$15,490		\$57,770	
VEHICLE & PLANT	3589	\$1,100	-\$2,489	9420	\$7,730	-\$1,690		\$18,430	
GRANT EXPENSES	32	\$300	\$268	1407	\$2,200	\$793		\$3,000	
WASTE MANAGEMENT	5754	\$6,050	\$296	43622	\$43,150	-\$472		\$120,500	
SERVICES	1018	\$100	-\$918	8099	\$7,650	-\$449		\$13,900	
TOTAL OPERATING EXPENSES	53524	\$167,900	\$114,376	291337	\$416,445	\$125,108		\$800,915	
OPERATING PROFIT	31579	-98689	130268	199050	\$27,586	\$171,464		\$0	
OTHER INCOME	0		\$0	0	\$0	\$0		\$0	
OTHER EXPENSES	778	\$0	\$778	51269	\$0	-\$51,269		\$0	
NET PROFIT/(LOSS)	30801	-\$98,689	\$129,490	147781	\$27,586	\$120,195		\$0	

8.2 Cash Income and Expenditure Report – December 2017

	December 2017 Actual \$	December 2017 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at October 2017 \$	Forecast to 30 June 2018	Variance (Revised Budget and Actual) \$	Notes
<u>INCOME</u>										
RATES	10383	\$0	\$10,383	177865	\$121,281	\$56,584		\$223,175		Note 1
GRANTS	0	\$21,000	-\$21,000	170628	\$217,300	-\$46,672		\$302,300		Note 2
CONTRACTS	6287	\$10,150	-\$3,863	44270	\$60,900	-\$16,630		\$121,800		Note 3
RENTAL INCOME	300	\$220	\$80	1275	\$1,320	-\$45		\$2,640		
MISC INCOME	436	\$800	-\$364	26271	\$29,800	-\$3,529		\$34,600		Note 4
WASTE MANAGEMENT	5440	\$0	\$5,440	92925	\$45,600	\$47,325		\$116,400		Note 5
TOTAL OPERATING INCOME	22846	\$32,170	-\$9,324	513234	\$476,201	\$37,033		\$800,915		
<u>EXPENSES</u>										
ADMINISTRATION EXPENSES	2121	\$5,750	\$3,629	59183	\$59,165	-\$18		\$95,815		
EMPLOYMENT EXPENSES	23780	\$29,675	\$5,895	151567	\$182,450	\$30,883		\$364,300		Note 6
ROADS	0	\$0	\$0	22245	\$122,100	\$99,855		\$122,100		Note 7
CONTRACTS & MATERIALS	2422	\$425	-\$1,997	14217	\$2,550	-\$11,667		\$5,100		Note 8
REPAIR & MAIN TOWN ASSETS	206	\$200	-\$6	10016	\$25,500	\$15,484		\$57,770		Note 9
VEHICLE & PLANT	2164	\$1,200	-\$964	11583	\$8,930	-\$2,653		\$18,430		Note 10
GRANT EXPENSES	411	\$200	-\$211	1818	\$2,400	\$582		\$3,000		Note 11
WASTE MANAGEMENT	4160	\$17,150	\$12,990	47781	\$60,300	\$12,519		\$120,500		Note 12
SERVICES	484	\$200	-\$284	8583	\$7,850	-\$733		\$13,900		
TOTAL OPERATING EXPENSES	35748	\$54,800	\$19,052	326993	\$471,245	\$144,252		\$800,915		
OPERATING PROFIT	-12902	-22630	9728	186241	\$4,956	\$181,285		\$0		
OTHER INCOME	0		\$0	0	\$0	\$0		\$0		
OTHER EXPENSES		\$0	\$0	51269	\$0	-\$51,269		\$0		Note 13
NET PROFIT/(LOSS)	-12902	-\$22,630	\$9,728	134972	\$4,956	\$130,016		\$0		

8.3 Finance Report Notes December 2017 - P & L Cash (Budget Analysis)

Income

Note 1 - Rates Income 47% over budget ↑

Actual Rates received is presently 47% over the budgeted amount. This because the monthly budgeted amount doesn't reflect the propensity of residents to pay their rates in full, rather than by instalments. Rates income will likely fall back into line with the budget as the year progresses.

Note 2 – Grants Income 21% under budget ↓

FAA Roads and FAA General purpose grants due 1st quarter 2017/2018 FY were received in the 4th quarter for the 2016/2017 FY.

Note 3 – Contracts Income 27% under budget ↓

Due to initial late payments from Power & Water and CDEP actual income lags the budgeted amount by 1 month.

Note 4 – Miscellaneous 12% under budget ↓

Trade in of CEO Vehicle was budgeted at \$25,000 but actual trade in amount was only \$19,000.00. Our term deposit matured on 16 October and interest received is now running ahead of budget.

Note 5 - Waste Management Income 104% over budget ↑

Actual waste management income is presently 104% over the budgeted amount. This because the monthly budgeted amount doesn't reflect the propensity of residents to pay their waste management levy in full, rather than by instalments. Waste management income will likely fall back into line with the budget as the year progresses.

Expenses

Note 6 - Employment Expenses -17% under budget ↓

Keeping the use of casual employees to a minimum has brought Employment Expenses under budget by reducing superannuation and wages costs. The cleaning position was budgeted for, but is no longer an employment expense.

Note 7 – Roads - 72% under budget ↓

Expenses of \$22,245 have been incurred year to date and the annual budget of \$122,100 is shown in the month of November. Significant road works are scheduled for after the wet season.

Note 8 – Contracts & Materials 558% over budget ↑

Costs associated with the cleaning contract were not budgeted for.

Note 9 – Repair & Main Town Assets 61% under budget ↓

Necessary repairs and maintenance to town assets are running well below budget.

Note 10 – Vehicle & Plant 30% over budget ↑

The tractor finishing deck required refurbishment – this was not budgeted for.

Note 11 - Grant Expenses 24% under budget ↓

Grant expenses were substantially less than budgeted over the quarter. This is a small budget line and minor variation have a major impact percentage wise.

Note 12 – Waste Management 21% under budget ↓

Costs associated with waste management are well contained.

Note 13 – Other Expenses (Current Assets)

A replacement CEO vehicle was purchased out of cash reserves. This was not budgeted for as it was envisaged the vehicle would be financed.

8.5 Financial Report for month ended 30 November 2017

Financial Report for period ending 30 November 2017					
Cash at Bank & on hand					Total
Petty cash					\$ 399.70
CBA - transaction account					\$ 16,001.00
CBA Cash Saver					\$ 661,541.00
Undeposited Funds					\$ 435.60
Bendigo Bank- Investment a/c					\$ 500,000.00
Total Cash at Bank & onHand					\$ 1,178,377.30
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 15,197.00				\$ 15,197.00
Rates			\$ 13,623.00	\$ 23,217.00	\$ 36,840.00
Total Debtors	\$ 15,197.00	\$ -	\$ 13,623.00	\$ 23,217.00	\$ 52,037.00
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ 2,796.00				\$ 2,796.00
Total Creditors	\$ 2,796.00	\$ -	\$ -	\$ -	\$ 2,796.00

8.6 Rate Payers

2017/2018 rate year – 15 rate payers	\$13,623
2016/2017 rate year to date – 3 rate payers	\$1,472
2015/2016 rate year – 3 rate payers	\$4,553
2014/2015 rate year plus – 4 rate payers	\$17,192
TOTAL:	\$36,840

8.7 Financial report for month ended 30 December 2017

Financial Report for period ending 31 December 2017					
Cash at Bank & on hand					Total
Petty cash					
CBA - transaction account					
CBA Cash Saver					
Undeposited Funds					
Bendigo Bank- Investment a/c					\$ 500,000.00
Total Cash at Bank & onHand					\$ 500,000.00
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 10,444.60	\$ 4,253.39			\$ 14,697.99
Rates				\$ 34,819.00	\$ 34,819.00
Total Debtors	\$ 10,444.60	\$ 4,253.39	\$ -	\$ 34,819.00	\$ 49,516.99
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ 7,840.05				\$ 7,840.05
Total Creditors	\$ 7,840.05	\$ -	\$ -	\$ -	\$ 7,840.05

8.8 Rate Payers

2017/2018 Rate Year	13,068.00
2016/2017 rate year – 3 rate payers	1,347.55
2015/2016 rate year – 3 rate payers	4,237.07
2014/2015 rate year plus – 4 rate payers	16,166.48
TOTAL:	\$34,819.10

8.9 Supplier Payment History – October 2017

The Supplier Payment History for the month of November and December 2017 was circulated to all councillors prior to the council meeting.

Resolution No. 2017/.....

That the financials for the month of November and December 2017 be received and accepted.

Moved:

Seconded:

Vote:

9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 Proposed Dog Management By-Laws

Council is required to undertake a public consultation over a period of not less than 21 days. Public consultation commenced on 28 November 2017 and closed on 21 December 2017. The consultation period was outlined in an advertisement in the NT News 28 November 2017 and was also published on council's website and noticeboard.

9.2 Council Amalgamation

Council acknowledges that Belyuen Community Government Council and Commalie Community Government Council are in discussions regarding possible amalgamation.

9.3 2017/2018 Budget

Ongoing

9.4 2018/2019 to 2022/2023 Strategic Plan

Ongoing

9.5 Water Facilities Tender

Council has submitted a tender for the water facilities at Wagait Beach. The successful tenderer is yet to be announced.

9.6 Health Group

The draft updated Belyuen Clinic/Emergency Contact protocol has been agreed and council is presently awaiting final signoff from the NT Government.

9.7 Tree Planting on Verge

A policy is to be developed and public consultation undertaken.

9.8 Green Waste Management

Council has submitted a grant application for the purpose of building a Green Waste Recycling facility.

9.9 Darwin Duchess

The community has been invited to put forward a fully costed project plan by January 31, 2018. Council has received a number of enquiries regarding the Darwin Duchess and is liaising with the relevant parties. To date no formal proposals have been received.

10.0 AGENDA ITEMS

10.1 UHF Communications Tower

Councillor Michael Vaughan requested the project plan be put on the Agenda for discussion.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT

BACKGROUND

The small community of Wagait Beach is located on the western side of Darwin Harbour. The council was established under the Local Government Act 2008. The act Part 2.3 (12) (2) provides that council may [establish or support programs that benefit the council area](#).

This community has had a privately-owned UHF CB Repeater in operation since January 2016 subsequent to the approval of a repeater licence number 1986226 by the Australian Communications and Media Authority (ACMA).

The Citizen Band Radio Service (CBRS) is a two-way, short distance, voice communications service that provides a cheap, reliable means of communication.

The specific service that has been established at Wagait Beach operates in the UHF frequency band and has 80 channels - (476.4125 – 477.4125 MHz). Specifically, this repeater will operate permanently on channel 2. No licence is required by an individual or organisation to operate a radio in this band as the operation of CB radio is authorised under the Radiocommunications (Citizen Band Radio Stations) Class Licence 2002. Class licences do not have to be applied for and no licence fees are payable.

Devices which operate in the UHF band are generally considered to be a line of site communications medium. This means that for any two people to communicate using this service they should generally be able to see each other. The range can be extended by the use of a UHF CB repeater.

Devices operating under the CBRS class licence must comply with the relevant mandatory technical standards specified in the licence.

CB radios must only be operated on the channels that are detailed in the CBRS class licence. Operation on a channel that is not specified in the class licence is a breach of the licence conditions.

There are specific conditions regarding personal conduct during operation of a CB radio station, and penalties apply for improper conduct. Details of the operation of the CBRS service are available on the Australian Communications and Media Authority web site.

A repeater is a station established at a fixed location that receives radio signals from one CB station and automatically retransmits the signal to another station using the corresponding output channel. UHF CBRS repeaters can be found in all states and enable the range of communications to be significantly increased.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT

CB repeaters are not authorised under the CBRS class licence. The repeater stations are specifically licenced and require specific frequency assignments and the issue of an individual apparatus licence for approved equipment.

The UHF CB repeater at Wagait Beach is the only such repeater accessible to and available for public use in the greater area of the Northern Territory. There are a few other UHF CB repeaters that are licenced by ACMA in the NT but they are located on private pastoral properties and in reality, only for use wholly within those cattle stations and therefore not available to the general public.

The current UHF CB repeater at Wagait Beach is available to the public at large for communications on a day to day basis.

The Wagait Shire Emergency Management Recovery Committee is formed under the provisions of the Disasters Act 2008 and the Local Government Act 2008. They assess and prepare the community of Wagait Beach for a disaster and to prepare and execute a recovery plan for the aftermath of such an event. The committee has developed such a plan which has been approved by the NT Government and is published on the council website.

The committee has identified a weakness in the existing communications infrastructure that is likely to impact on disaster and disaster recovery.

Each emergency organisation / provider involved in disaster and recovery has its own internal communication system. These emergency providers include, but are not limited to, the following NT Police, NT Emergency Services, Bush Fire Brigades, Power Water, Wireless Institute Civil Emergency Network, Telstra, St John Ambulance and the Wagait Shire Council. All of these services and providers have different and separate methods of communications. These are generally reliable within their own service and are considered disaster resistant. Unfortunately, all of these services remain separate and there is generally no direct interconnect available between most of these services.

Communications between services is usually provided by way of a message relay service through a Darwin based communications centre(s). In the case of a disaster situation most likely through the communications centre at the Peter MacAulay Police Communications Centre in Berrimah. However, delays and congestion means that most of these emergency providers rely on inter communications between the various services by way of Mobile Phone. During any disaster scenario the traffic through these communications centres will no doubt be heavy and urgent traffic will have priority whilst non-urgent traffic may experience long delays.

In time of an emergency it imperative for emergency service providers to communicate with each other at a local level, especially when operating in a remote location such as on the Cox Peninsula. It is possible that radio links including repeaters and base stations utilised by emergency providers to relay communications back to Darwin operations centres may become damaged, overloaded or otherwise inoperable because of the circumstances at the time.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT

On the Cox Peninsula the existing commercial mobile phone communications infrastructure is provided only by telco's Telstra and Optus. There is no Vodaphone or other mobile phone telco's who have any installations or provide reliable service to this area at this time. These mobile phone communications towers only have limited battery backup power, and often fail after about 4 - 6 hours. This leaves the majority of the community without landlines, mobile phones and internet services.

The mobile phone services have proven to be unreliable in times of emergency. It has been common to experience extended periods without power in the community and that lack of power leads to the communications tower failure.

Emergency providers can and do use satellite phones but these are expensive to acquire and maintain on a year in year out basis. Accordingly, they are not commonplace within the community nor within all of the emergency providers

PROJECT PLANS

The Disaster Recovery Management Committee has identified the need for a backup communications facility to enable local communication within the Cox Peninsula and the communities of Wagait, Belyuen and the North Cox peninsula Areas. This can be best provided by an easily accessible general usage and low cost UHF CB Repeater. The service needs to be located in an area where there is a reliable and resilient power supply, not reliant on reticulated domestic power supplies.

A UHF CB repeater located at council premises during times of emergency would be powered by the council's solar panel array which is supplemented by the backup generators. This infrastructure supplies electricity to all of the council's buildings including the cyclone shelter/community centre, council office, workshop and residence and will provide a resilient and reliable power supply. This will enable ongoing emergency voice communications through the UHF CB Repeater during any emergency event.

Whilst the UHF repeater is available to the general public on a day to day basis. The system can be placed into an "Emergency" mode where it can limit access by the general public through the use of CTCSS tones to access the repeater.

The owner of the existing UHF CB Repeater has indicated that it will be gifted to the Wagait Shire Council and the Wagait Shire Emergency Recovery Committee for use in the proposed UHF Communications project.

It is proposed to acquire up to 20 handheld radios to be preconfigured with the correct CTCSS tones to allow them access to the repeater at all times. Radios installed in emergency provider vehicles will also have the necessary CTCSS configuration to enable repeater access.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT

The use of a single antenna means is possible through the use of a UHF CB REPEATER DUPLEXER to negate de-sensing issues between two antennas and is used in conjunction with a single high gain antenna. This high gain antenna can be significantly elevated to give far better coverage footprint.

The range of the UHF repeater is also very dependent on the height of the antenna. UHF is basically a line of sight communications medium. Therefore, the higher the antenna, the further the range and subsequent coverage footprint of the repeater service area. To this end the final stage of the project is to acquire and install a standalone communications tower to further increase the height and subsequent coverage area of the repeater.

Unfortunately, the existing private UHF CB repeater installation has had little use because of technical limitations on range. The footprint of coverage of the repeater is extremely restricted due to the limited height of the antenna.

Recently a loan tower has been made available to the council to enable the antenna to have some elevation. The Repeater unit can then be relocated from the initial test location to the council premises.

LONG TERM PLANS

The Australian Communications and Media Authority (ACMA) and Ventia Services recently decommissioned the ACMA site on the Cox Peninsula. ACMA and VENTIA graciously donated a small 10 metre radio tower to Wagait Shire Council for this project.

An additional 35 metre tower was also subsequently gifted to the council. It is difficult to estimate the costs involved in re-erecting these towers and may well be beyond the resources of council.

When the tower at the council depot is erected it is anticipated that the coverage will extend south past the community of Belyuen and west across the still undeveloped Kenbi freehold lands of the Cox Peninsula towards the old Radio Australia site and out onto the harbour and gulf area.

The repeater service is expected to be of additional benefit to external community groups such as fisherman, bush walkers, campers, rangers and 4WD enthusiasts in addition to its primary task of emergency communications.

It is anticipated that the smaller tower is best suited to the council compound at Wagait Beach.

The larger tower has some significant long-term advantages and uses but is probably best located elsewhere on the cox peninsula, probably at the Kenbi Ranger headquarters on the western side of the Cox Peninsula or some other location yet to be determined.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT

Initial interest has been expressed by Police, St John Ambulance, NT Fire Services, Australian Maritime Authorities and Border Force if and when the tower is to be reinstated on the Cox Peninsula. If the project can secure interest then funding will be able to be outsourced and there should be minimal impact for council.

Once a tower is in place there would be interest generated by commercial operators and the tower will then produce income. Interest has been expressed by a Television broadcaster, a telco and by the NBN.

TIMELINE

The project has been ongoing since its inception in early 2015. The radios and associated electronic equipment were acquired, tested and commissioned in mid-2015 as a private UHF CB Repeater. A licence to operate a UHF CB REPEATER was granted by the Australian Communications and Media Authority in May 2015. This was stage 1 of the project.

The UHF Repeater has been operational for periods in test mode since January 2016. This was stage 2 of the project.

Stage 3 of the project is the gifting of the repeater to the council and installation of the UHF CB Repeater and single antenna on site at the council compound. This will represent a major milestone in the project. The repeater will utilise a temporary loan wind-up tower at this point in time.

The final stage, Stage 4 of the project is to install the standalone communications tower to further increase the height and subsequent coverage of the repeater. This stage will require another application for funding for the tower's engineering and installation process and is expected to be undertaken during 2018.

This final stage will incorporate the construction of an air-conditioned communications hut (Container or similar) to house the radio and control equipment.

We are especially grateful to the Australian Government and the Australian Communications and Media Authority (ACMA) and Ventia Utility Services who have agreed to donate the radio towers to Wagait Shire Council for this project. Ventia Utility Services have also donated 15 handheld UHF CB radios to the Wagait Shire Council, which had been used in the Cox Peninsula Remediation Project, in support of this project.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT

Partnerships the project will create or strengthen.

The Kenbi Ranger Group has indicated it has difficulty maintaining communications with work groups when they are out around the areas of the Cox Peninsula. The rangers have indicated that this project may well decrease the need for satellite telephones for non-urgent communications. The ranger group currently utilise a UHF CB radio network for communications but coverage is very limited.

NT Emergency Services has confirmed that it has a radio system that is able to communicate with their own operational centres in Darwin, but there is no facility to interconnect with other emergency providers that would be involved in emergency and recovery operations in Wagait Beach other than through the Emergency Communications Centre specifically set up for that task.

Similarly, NT police are satisfied that their communications infrastructure will work in times of emergency but any police vehicles are unable to communicate with other emergency providers on the Cox Peninsula once the telephone system becomes inoperable.

Additional Short term and Long term benefits.

The installation of the permanent tower at the council Chambers has additional long term uses which would otherwise not have been considered.

The Harbourmaster has indicated that they are reliant on video feeds to monitor the movement of shipping on the harbour, they have indicated they would be keen to install a video camera system on the tower to augment their existing video facilities around the harbour.

The Wireless Institute Civil Emergency Network has a repeater based in the northern suburbs and do not have any radio repeaters in the city. They have numerous black spots in and around the city which could be covered by an installation on this tower.

The Local Government councils of Belyuen and Wagait are likely to amalgamate into a new Regional council in the next few years. Currently Belyuen are reliant on Satellite Internet services, but the two councils could have an interconnected wide area network utilising the additional ACMA / Ventia Utility Services towers.

Belyuen has little to no mobile telephone coverage. A larger tower located on the Cox Peninsula could support a Telco with mobile coverage down as far as Belyuen.

There is also an opportunity for Emergency Providers to install their own radio repeaters onto this tower to firm up the reliability of communications on and beyond the Cox Peninsula.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT



PROJECT BUDGET

Motorola UHF Transceivers (2)	\$2200
Program and Commission Motorola Radios	\$1666
Repeater Controller	\$608
Repeater Licencing Application	\$384
Cables and Connectors	\$600
Power Supplies	\$400
UHF CB Repeater Duplexer	\$3600
UHF CB Antenna	\$400
Standalone tower (Engineering and re-installation)	\$35,000

The group has secured the services of Darwin IT Technical Services to maintain the equipment for the next 3 years on a pro bono basis.

The annual licence fee for the UHF repeater and power costs will be met by Wagait Shire Council.



WAGAIT SHIRE COUNCIL UHF REPEATER and COMMUNICATIONS PROJECT



Valued Sponsors

We are extremely grateful to the following donors: -

\	The Commonwealth of Australia and Australian Communications and Media Authority	Towers
	Ventia Utility Services	Towers and Radio Equipment
	Darwin IT Technical Services	Radios and Technical Services
	The Northern Territory Government	Grant for Radio Equipment
	Wagait Shire Emergency Recovery Committee	Project concept
	Wagait Shire Council	Project implementation

We are currently seeking interest in the provision of the following towards this project: -

- Climate control (Insulation and Airconditioning)
- Container for Radio Equipment
- Engineering and Drafting Services for tower re-erection
- Crane for tower re-erection

10.2 Health in all Councils

In 2016, Council staff and elected members were asked to complete an online survey “Health in all Councils”. There was a great response to the survey. Kara Lily (postgraduate student) would like to thank all that gave their time to share their thoughts and experience.

10.3 Mandorah Jetty Maintenance

Council notes the failure of the new jetty grid fastenings that occurred on 3 December and 25 December. Council has written to NT Government on a number of occasions expressing their concern over the failures.

10.4 CCTVs Mandorah Jetty

President Peter Clee presented a proposal to the Recreational Fishing Advisory Committee (RFAC) for the installation of CCTV at Mandorah Jetty. The presentation was well received.

10.5 Planning for a Vibrant Future – Cox Peninsula

NTG has requested council facilitate a community consultation session in relation to their “Planning for a Vibrant Future” discussion paper. The community consultation will be occur prior to February 9 and once confirmed, the date will be advertised on Council’s facebook page and notice boards. For further information please refer to <https://haveyoursay.nt.gov.au/vibrantfuture>. There is an online survey that council encourages the community to complete.

10.6 Draft Audit Committee Minutes

WAGAIT SHIRE COUNCIL

UNAPPROVED DRAFT MINUTES of
AUDIT COMMITTEE MEETING

COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD

Tuesday 17 October 2017



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1.0 Present:

Mr Russell Anderson
President Peter Clee
Vice-President Trish McIntyre

Staff and Others Present

Mark Sidey – Chief Executive Officer
Pam Wanrooy – Office Manager
Colin James - Auditor

2.0 Opening of the meeting:

- 2.1** The Chairperson Russell Anderson declared the meeting open at 3.40pm and welcomed all in attendance.

With the permission of the Audit Committee, Chairperson Russell Anderson welcomes the Auditor Colin James from Lowrys Accounts to the meeting and invites him to highlight the Audit and statement and answer all questions raised by members during the meeting.

3.0 Apologies and Leave of Absence

Mr Barry Bamford

4.0 Confirmation of previous Minutes for the Audit Committee Meeting:

Chairperson Russell Anderson recommends that it should be taken to the Council meeting that all Councillors must read what is before them and that it is the CEO's responsibility to highlight to the councillors the consequences of their decision making and to inform them that they are responsible for their own decision making.

Resolution No. 2018/07

That the minutes of the Audit Committee Meeting of 29 March 2017, be confirmed by committee members as a true and correct record.

Moved: President Peter Clee

Seconded: Vice-President Trish McIntyre

5.0 Business arising from the previous Minutes:

Nil - With no business arising, Chairperson Russell Anderson by-passes all other business to look at the Final Audit statement subject to discussions and to discuss AASB124 Related Party Disclosure which came into effect on 1st July 2016.

6.0 General Business

Related Party Disclosure – Some councils have a policy and a document that all senior staff and council members sign a document stating what disclosures they wish, i.e installing a CB Tower on council property by using a council contractors, this is a

disclosure that council has to make in the document and this becomes part of the audited document.

Colin James – Lowry's Accountant's

Asset Register - It is recommended that Council re-evaluate their asset register (buildings). The appropriate timeframe is to do the re-evaluation at least once every 3 years to keep this up to date.

Grants and contributions – There were some unexpected grants (grants received in advance) in the balance sheet which was received in late June 2017 for 2018 financial year. The grant in advance received in late 2017 is to be expended during the 2018 financial year. The unexpected grant in the balance sheet should be accounted for in 2018 and entered as grants in advance rather than grants received.

Balance Sheet – There is \$190,000 (\$180,000 in the Roads Reserve and \$10,000 in the Motor Vehicle Reserve) sitting in the reserves which has been there for many years. If this reserve is topped up by \$310,000 by taking this amount out of its own profits and putting it into the reserves this will bring the balance to \$500,000 which will match the term deposit in the bank which also matches the resolution of Council. Moving the \$190,000 requires the resolution of Council explaining what the issues are and how this can be resolved. Council to inform Lowry's Accountants once this has been done.

Resolution No. 2018/08

That the Audit Committee recommend Council note the audited 2016/2017 General Purpose Financial Report for the year ended 30 June 2017 with amendments.

Moved: President Peter Clee

Seconded: Vice-President Trish McIntyre

7.0 2017/2018 Shire Plan

The Shire Plan is due to expire in 2018.

8.0 2013/14 to 2017/18 Strategic Plan

The Strategic Plan expires at the end of 2017/2018 Financial Year. Council will need to look at developing another 4 year strategic Plan and come up with a strategic vision and a long term plan with defined goals for the Council. The Long Term Financial Plan should be workshopped with the new Council before they start looking into the Strategic Plan which will also form the Shire Plan for next year.

Resolution No. 2018/09

That it is recommended to Council that they should hold a workshop to look at the Long Term Financial Plan.

Moved: Vice-President Trish McIntyre

Seconded: President Peter Clee

9.0 Other Business

Risk Assessment – The Audit Committee recommends council have a Risk Assessment and Evaluation plan in place. A risk plan is to be developed by council and this is to come back to this committee at the next meeting for discussion, especially in relation to Work Health and Safety. There are a number of risks that Council need to be made aware of, and this committee needs to flag these risks.

Resolution No. 2018/10

That it is recommended we look at drafting a risk register for the next Audit Committee Meeting.

Moved: Vice-President Trish McIntyre

Seconded: President Peter Clee

The resolution in the Agenda for the Audit Committee Meeting dated Tuesday 17 October 2017 “That the Audit Committee recommend Council note the audited General Purpose Financial Report for the year ended 30 June 2017 and submit to the Department of Housing and Community Development, Local Government Division and the NT Grants Commission” should be a resolution that is brought to the Council after they accept the 2016/2017 financials.

10.0 Confidential Items

Nil

11.0 Close of Meeting

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Office and is planned tentatively for 13 March 2018 depending on availability of members.

The Chair declared the meeting closed at 4.40pm.

Resolution No. 2017/.....

That the draft Audit Committee Minutes dated Tuesday 17 October 2017 be received and noted.

Moved:

Seconded:

Vote:

10.6 Draft Wagait shire Emergency Management Recovery Committee Minutes

Wagait Shire Emergency Management Recovery Committee

Draft Minutes

Meeting Date

22 November 2017 at 6.30pm

Venue

Wagait Shire Community Centre

Attendance

Chris Tyzack, Peter Clee, Fred Gillis, Lorna Manning, Mark Sidey,

Apologies

Nic Barclay, Kym Dye, Barry Demasson, Ian Hinchliffe

Previous Draft Minutes

Minutes of meeting 21 June approved

Minutes of meeting 20 September approved with amendment

Business Arising/Action arising from previous minutes

- Recovery Issues identified with Qld Cyclone Debbie - Mark has provided information. Chris to review and provide to meeting

Chris tabled a paper (copy attached) and several documents based on reviews undertaken in Queensland after disaster events. (Thanks to Mark for providing the links). One, a review of Cyclone Debbie response and recovery lessons, and the other 4 case studies undertaken by Regional Australia Institute. Both of these documents will be circulated to members by email. The points raised in these documents were discussed. One issue, that of managing volunteers who may come to the region, was discussed and it was agreed any volunteers would need to be well managed as they can be well intentioned but do need direction. NTES successfully manages volunteers and are a great resource.

It was agreed the CEO would be point of contact and this issue will be added into our recovery plan.

Action: Chris to add (Volunteer management) to recovery plan

Within the briefing paper there were two links, one to national the other international resources and publications the committee members may like to follow up.

- Disaster resilience grant applications – Peter to progress

Peter indicated that no applications had been made for funds under this program.

- Discussion with Bushfires, NTES and CEO regarding communications systems-Mark/Peter

Discussion still to occur. And may be in conjunction with a visit by Allison Heath (NTES).

Peter gave an update to the committee regarding the loan tower that has been acquired to establish CB and UHF repeater. Under this project, and a small grant will allow for programming of all equipment and its readiness by Christmas. Ventia have also gifted 15 CB/UHF handhelds to Council and these will be widely distributed for use during an emergency event where they are required and then provide for recovery activity once transitioned. Once established this communications arrangement will allow Wagait Shire to be able to operate even if the main

Wagait Shire Emergency Management Recovery Committee

telecommunications systems fail thus proving independent resilience. The project for an alternate communication systems for our area was supported by this committee to ensure we could recovery in timely and organised manner. Peter also advised he will be having discussions with NBN regarding satellite internet as some emergency systems now require internet eg (WEB EOC). He also talked briefly about the possible long term location of the large tower currently on council land suggesting this may be moved to a location between Wagait and Belyuen so that greater coverage of the area could be achieved.

Mark also let committee know that the three council satellite phones (acquired through Disaster Recovery grant in 2016) are operational for the cyclone season.

- Update resource list Bushfires and NTES to provide info - Chris
In progress

General Business

Committee availability over December and January was discussed each member advised Chris. A list will be provided to CEO for information.

A brief discussion on anyone in our community that may need assistance in the case of an emergency was raised. Two older residents were identified. Several other known older persons are now not in the community.

New Business

The updating of the Wagait Shire Recovery Plan was discussed. Chris indicated there is some valuable information from the Queensland documents but it is acknowledged they operate under different legislation to ours. There is also new information from the 2016 census, and the NT Emergency Management Plan (2016) that can be incorporated. The concept of broadening the plan to include overall emergency management eg response activity was discussed and not agreed.

Action: Chris will review the plan and update

Mark advised that Pam Wanrooy had attended a meeting of Shelter Managers in preparation for the cyclone season. Mark reiterated the shelter would be for short term only and have restrictions on what persons can bring in. Chris advised Mark that at this time of the year Council in conjunction with NTES have put a public notice out about the shelter. Chris will send a copy of previous notice to Mark.

Action: Chris to send Mark copy of previous years public notice.

Business arising from this meeting

- Discussion with Bushfires, NTES and CEO regarding communications systems-Mark/Peter
- Add (Volunteer management) to recovery plan - Chris
- Rewrite the Wagait Shire Recovery plan to incorporate 2016 census data and other relevant information- Chris
- Update resources list Bushfires and NTES to provide info – Chris
- Provide CEO with previous years public notices - Chris

Next meeting

The next meeting - Wednesday 21 February 2018 at 6.30.

Resolution No. 2017/.....

That the draft Emergency Management Recovery Committee minutes dated 22 November 2017 be received and noted.

Moved:

Seconded:

Vote:

11.0 UPCOMING EVENTS

11.1 Friday 26 January 2018 – Australia Day

12.0 LATE ITEMS AND GENERAL BUSINESS

13.0 IN-CAMERA ITEMS

Resolution No. 2017/.....

That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulation 8;

(a) Information about the employment of a particular individual as a member of the staff or possible member of the staff of the Council that could, if publicly disclosed, cause prejudice to the individual;

(b) Information about the personal circumstances of a resident or ratepayer;

Moved:

Seconded:

Vote:

Resolution No. 2017/.....

That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.

Moved:

Seconded:

Vote:

14.0 DATE OF NEXT MEETING

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

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at pm.