

**WAGAIT SHIRE COUNCIL
AGENDA
COUNCIL CHAMBERS**

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

Tuesday 19 February 2019



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1.0 PRESENT

Councillors:

- President Peter Clee
- Vice-President Tom Dyer
- Cr Neil White
- Cr Michael Vaughan
- Cr Graham Drake

Staff: Chief Executive Offer Mark Sidey

1.1 OPENING OF MEETING: - Chaired by

The President advises that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

1.2 APOLOGIES AND LEAVE OF ABSENCE:

<p>Resolution No. 2019/..... That the apology of be accepted and approved. Moved: Seconded: Vote:</p>
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2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation minutes of Wednesday 23 January 2019 Council Meeting

WAGAIT SHIRE COUNCIL
MINUTES
COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD
7PM

Wednesday 23 January 2019



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1.0 PRESENT

Councillors:

President Peter Clee
Vice-President Tom Dyer
Cr Neil White
Cr Michael Vaughan
Cr Graham Drake

Staff: Chief Executive Offer Mark Sidey
Officer Manager Pamela Wanrooy

Guests: Lee Williams – Senior Director Legislation and Policy Lee Williams, Local Government and Community Development Division, Department of Housing and community Development
Jocelyn Nathanael-Walters, Manager Sustainability & Compliance, Local Government and Community Development Division, Department of Housing and community Development

1.1 OPENING OF MEETING: - President Peter Clee opened the meeting at 7.02pm and welcomes everyone to the meeting.

1.2 APOLOGIES AND LEAVE OF ABSENCE: - nil

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

Cr Graham Drake asked if councillors can have more time to review the draft minutes before they are put out to the public. President Clee said timeframes should be agreed upon and included in the Council Meeting Policy.

3.1 Confirmation minutes of Tuesday 20 November 2018 Council Meeting

<p>Resolution No. 2019/280 That the minutes of the Monthly Meeting of Tuesday 20 November 2018, be confirmed by council as a true and correct record. Moved: Cr Neil White Seconded: Cr Michael Vaughan Vote: AIF</p>

3.2 Matters arising from November 2018 Minutes

Nil

4.0 GUEST SPEAKER – 19.05pm

<p>Resolution No. 2019/281 That council suspend standing orders and welcomes Lee Williams, Senior Director Legislation and Policy to address councillor's on the draft Burial and Cremations Bill. Moved: President Peter Clee Seconded: Cr Graham Drake Vote: AIF</p>
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The President advises that the meeting is being recorded.

At 9.05pm Lee Williams, presented to councillors the draft Burial and Cremations Bill. The draft legislation is out for consultation to members of the public and council until 31 March 2019 can be found on the department's website.

At 7.25pm, the presentation by Lee Williams concluded.

Resolution No. 2019/282

That council resumes standing orders and thanks Lee Williams for her presentation on the draft Burial and Cremations Bill.

Moved: President Peter Clee

Seconded: Cr Graham Drake

Vote: AIF

5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

5.1 Questions on policy

Comments from a member of the public relating to policy issues and financial governance was tabled in the meeting agenda. CEO Mark Sidey took the comments on notice and will provide a response.

Cr Michael Vaughan would like to see an itemised list of grants that have been applied for by council detailing cost, when the application was put in, how much has been approved, council's contribution and when motions for that were passed, etc.

5.2 Emergency Arrangements Wagait Shire Council

The 2018/2019 Darwin Emergency Response Plan was provided last week to council. CEO Mark Sidey has asked for permission to have this Plan published on Council's website and is still awaiting a reply. President Peter Clee queried as to whether or not we need to develop our own local Emergency Response Plan for Wagait Beach.

6.0 INWARDS AND OUTWARDS CORRESPONDENCE - November 2018

The Inwards and Outwards correspondence for the month of November and December 2018 has been circulated to councillors prior to the January 2019 meeting.

Cr Michael Vaughan questioned the letter that was sent out on 10 December regarding the Core Lithium Grants project by council. Cr Michael Vaughan pointed out that last November council agreed to draft a letter and have an authorised position send this and queried as to whether a motion is needed for this. Cr Graham Drake was asked to draft the letter in the November meeting last year, ask for feedback and after feedback have this sent to President Peter Clee to be sent out on behalf of council. CEO explained that a letter was sent on an unauthorised basis because it did not reflect an official position of council. CEO further said that procedures or resolutions had to be improved so unauthorised correspondence is not sent out in the name of council. President Peter Clee said there was a general consensus on the content of the letter and when it was sent out it was duly authorised. Cr Michael Vaughan has reminded President Peter Clee that he should not be speaking on behalf of other communities. President Peter Clee has noted this.

Resolution No. 2019/283

That council receive and note the correspondence as detailed in the agenda for the month of January 2019.

Moved: Cr Neil White

Seconded: Cr Tom Dyer

Vote: AIF

7.0 COUNCILLORS REPORTS

7.1 President's Report

The President advised that there was no President's Report this month.

8.0 OFFICERS REPORTS

8.1 CEO and Works report

In addition to the CEO report:

Administration and other Business – 8 policies have been reviewed or developed since last council meeting and these have been circulated to councillors for initial comment. These will then go to the next Audit Committee Meeting.

Cloppenburg Park – Covered Picnic Area Project – CEO Mark Sidey has a meeting next week with an engineer and designer to finalise the design.

Dog Pound Project – the design is currently being finalised but the project cannot be moved forward until council agrees that they accept the wording of the Dog By-Law.

Youth Vibe Grant – the grant has been partially expended at the Disco evening, and additional activities have been planned for Corrugated Iron to attend for a workshop for the children and this has been incorporated with our Australia Day activities.

Road Upgrade – this has not been included in the January agenda however the report has been released to the community for public information. In relation to black spot funding the report did identify a small number of significant issues in relation to general concerns and maintenance, however the issues aren't significant. CEO Mark Sidey has asked council to discuss this report and report back to him. Cr Michael Vaughan has asked that council apply for the Black Spot funding for the drainage. The report is to be placed on the next meeting's agenda with clear recommendations for a way forward for council.

It was advertised in the NT Classified last Sunday that council received \$107,000 funding from Roads to Recovery for the next three years for the Roads to Recovery Funding.

Resolution No. 2019/284

That the Officer's reports for the month of November and December 2018 be received and accepted.

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

9.0 FINANCIAL REPORT

President Peter Clee questioned why the rates income has gone up 12% over budget. CEO advised the increase is because council has received a large sum of monies from an overdue rate payer. President

Peter Clee stated that monies received from rate payers in arrears should not be credited into the rates income, it should be applied to debtors. CEO to have a look at this and change things around if need be.

The total amount of \$5,495 in the Total Surplus/Deficiency column in the variance column in the Cash Income Expenditure report is incorrect. This is an error in the spreadsheet formula and will be corrected.

Vice-President Tom Dyer questioned how credit card transactions are being acquitted. CEO Mark Sidey explained that these transactions are not acquitted. These expenses are applied to a particular cost code relevant to the expense. Councillors to review the draft Credit Card Policy Vice-President Tom Dyer would like to see clarification on co-signatory for credit card transactions. This notice of motions is to be brought back to the February 2019 Ordinary Council Meeting.

10.0 BUSINESS ARISING FROM PREVIOUS MINUTES –ACTION SHEET

In addition to the Business arising from previous minutes (Action Sheet) in the January 2019 Agenda:

2019/2020 to 2023/2024 Strategic Plan – The Strategic Plan including the 2019/2020 Budget will be presented in the March Council Meeting.

Mandorah Jetty Maintenance – this has been noted and is to be removed from the action sheet.

Wagait Beach Progress Association – A response to the concerns regarding the management of Wagait shire was circulated prior to the last meeting. EO Mark Sidey to draft a formal response.

Hard Waste Collection – Dates for the hard waste collection for 2019 is yet to be set. CEO Mark Sidey to come up with suggested dates and circulate to councillors.

Expression of Interest for Auditor – two quotes have been received to date.

Resolution No. 2019/285

That Council receives and notes the Action Sheet for the month of November and December 2018

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

11.0 AGENDA ITEMS

11.1 Compliance Review

The Department of Housing and Community Development undertook a Compliance Review in September 2018. 15 issues were identified. Jocelyn Nathanael-Walters, Manager, Sustainability and Compliance from Department of Housing and Community Development is in attendance to present the report and questions Councillors may have.

Ms Nathanael-Walters advised council has been requested to consider the report and advise Sustainability and Compliance if it disagrees with any of the issues. The response is to be provided in writing within 10 days of the meeting.

Ms Nathanael-Walters advised the issues identified were similar to those identified in other councils and that there was no huge concerns on the behalf of the inspectors. The review is a tool and the department asked that council use the tool to address issues moving forward.

CEO Mark Sidey advised 8 of the 15 issues raised had now been addressed. Additional polices will be developed in the next few days and is to be included in the Audit Committee Agenda for consideration and

comment. The record management system was reviewed late last year and CEO Mark Sidey is awaiting the report to give us guidance forward.

Resolution No. 2019/286

1) That Council notes the 15 issues identified in the compliance audit and agrees to implement all recommendations.

Moved: Vice-President Tom Dyer

Seconded: Cr Graham Drake

Vote: AIF

11.2 Actions arising from Compliance Review

CEO has provided councillors with a written summary of actions to date.

11.2.1 Issue 2 – Asset (vehicle) disposed of without council authority

Further to the written report, the CEO provided clarifying remarks advising the amounts shown in the report were exclusive of GST.

Councillors have asked for the Trial Balance and the Profit and Loss Statements be presented to councillors as a handout at the next council meeting.

Resolution No. 2019/287

1) That Council notes the report compliance audit issue 2.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

11.2.2 Issue 3 - Councillor allowance paid in advance

The council President was paid his monthly member allowance for the period 1 December 2017 to 31 December 2017 in advance on 15 December 2017.

Resolution No. 2019/288

1) That Council confirms member allowances will not be paid in advance.

Moved: Cr Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

11.3 Disposal of vehicle report

Further to the written report, the CEO provided clarifying remarks advising the amounts shown in the report were exclusive of GST.

Resolution No. 2019/289

1) That Council notes the report titled Disposal of vehicle Report.

Moved: Cr Graham Drake

Seconded: Cr Neil White

Vote: AIF

11.4 Dog By-Laws

Vice-President Tom Dyer proposed that the Dog By-Laws be brought back to the next council meeting. CEO Mark Sidey advised there had been two periods of consultation already and the By-Laws should be moved forward with. President Peter Clee has asked that the Dog By Law be redistributed and in conjunction with a management plan on how it is proposed operations matters be run.

11.5 Dismantled Radio Communications Tower

The dismantled radio communications tower is to be disposed of. CEO Mark Sidey to see if he can obtain further quotes to further dismantle and remove it.

Resolution No. 2019/290

That Council authorise the dismantling and removal of the radio communications tower that currently lies in the vicinity of the fire shed and workshop compound at a maximum cost of \$2,000.

Moved: Vice-President Tom Dyer

Seconded: Cr Graham Drake

Vote: AIF

12.0 UPCOMING EVENTS

12.1 Australia Day - Saturday 26 January 2018

Australia Day Nominations closed December 14. There are three categories – Community Event of the Year, Young Citizen of the Year and Citizen of the Year. Councillors to review the nominations. This will be discussed in In-Camera Items.

13.0 LATE ITEMS AND GENERAL BUSINESS

13.1 **Green Waste** – Chipping of the green waste was scheduled for yesterday; however, it has now been rescheduled to next week as the contractor will need extra equipment, i.e. excavator for the work to be completed. The green waste will be wood chipped on site and given away as per the Green Waste Policy.

13.2 **Dirt road on southern side of the Supermarket** – Cr Michael Vaughan asked about the possibility of opening the dirt road on the southern side of the supermarket. President Peter Clee explained that this has been looked at previously and would be a very costly project however council can look at adding this to the Strategic Plan and have this open to the public for consultation.

13.3 Department of Infrastructure, Planning and Logistics meeting (DIPL)

Cr Graham Drake raised two issues that came out of the DIPL meeting last year.

1. DIPL said that now would be a good time to start lobbying to get funding for replacement jetty facilities.
2. Whether DIPL had provided any further advice on installation of a wheelchair ramp to the first set of steps on the jetty.

Cr Graham Drake has asked if council can look into these two issues. President Peter Clee to write to the relevant staff member dealing with this and to ask if this matter has been looked at.

13.4 January Ferry Timetable

It took some time before the information on the update to the January Ferry Timetable was released to the public. It turns out the update was incorrectly publicised to the Ferry committee members from the previous year.

13.5 Telstra Shed at the Mandorah Jetty

The Northern Territory Minister had written to the Commonwealth Department stating that they would like to have ownership of the land with the shed. Council should look at writing up a letter of support. CEO Mark Sidey to draft a letter of support.

14.0 IN-CAMERA ITEMS

14.1 Australia Day Nominations

Resolution No. 2019/291

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;

(c) information that would, if publicly disclosed, be likely to:

(iv) prejudice the interests of the council or some other person;

Moved: President Peter Clee

Seconded: Cr Graham Drake

Vote: AIF

The meeting was closed to the public at 9.45pm.

Resolution No. 2019/296

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

Moved: President Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

The meeting was re-opened to the public at 10.10pm.

15.0 MATTERS RESOLVED IN CAMERA

Resolution No. 2019/297

That Wagait Arts Group be awarded Wagait Shire Council's Community Event of the year award.

Moved: Cr Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

Resolution No. 2019/298

That Calum McKenzie be awarded Wagait Shire Council's Junior Citizen of the year award.

Moved: Cr Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

Resolution No. 2019/299
That Kevin Wyatt be awarded Wagait Shire Council's Citizen of the year award.
Moved: Cr Graham Drake
Seconded: Cr Tom Dyer
Vote: AIF

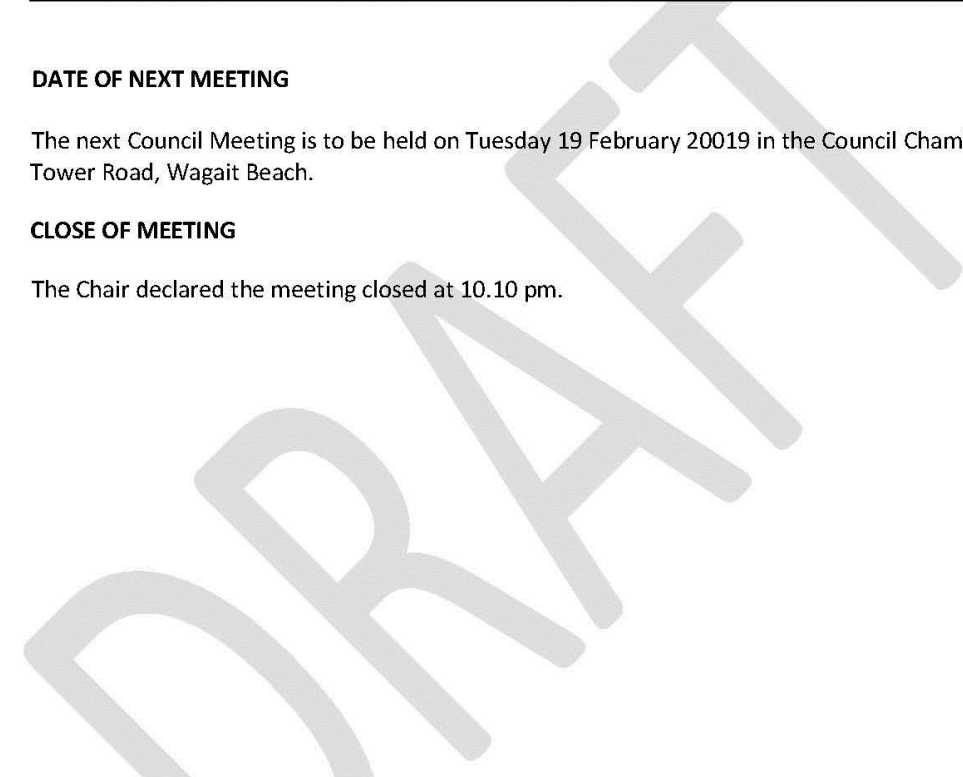
Resolution No. 2019/300
That all in camera resolutions be moved to section 15 - matters resolved in camera in the minutes of the January 2019 ordinary meeting after January 27th 2019.
Moved: Cr Graham Drake
Seconded: Cr Tom Dyer
Vote: AIF

16.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 19 February 2019 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

17.0 CLOSE OF MEETING

The Chair declared the meeting closed at 10.10 pm.



Resolution No. 2019/.....
That the minutes of the Monthly Meeting of Wednesday 23 January 2019, be confirmed by council as a true and correct record.
Moved:
Seconded:
Vote:

3.2 Matters arising from January 2019 Minutes

4.0 GUEST SPEAKERS - Nil

5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

5.1 Nil

6.0 INWARDS AND OUTWARDS CORRESPONDENCE - January 2019

The Inwards and Outwards correspondence for the month of January 2019 has been circulated to councillors prior to the February 2019 meeting.

Resolution No. 2019/.....

That council receive and note the correspondence as detailed in the agenda for the month of February 2019.

Moved:

Seconded:

Vote:

7.0 COUNCILLORS REPORTS

7.1 President's Report

Purpose of Report

To inform council and the community of my activities and to provide relevant information to the community at large.

What's been happening ...

I hope everyone had a great break over the Christmas and New year holiday period.

Australia Day was a good day for all who attended. Attendance was down due to the inclement weather, but those who braved the conditions enjoyed the day's activities. Congratulations to those who received the awards and to the council staff and volunteers who organised the event.

The Top End Regional Organisation of Councils (TOPROC) is a group of local government councils that surround Darwin harbour who meet on a regular basis to discuss issues of common interest. The group has been meeting since the mid 1990s and comprises Darwin City Council, Palmerston City Council, Coomalie Community Government Council, Litchfield Shire Council, Belyuen Council as well as Wagait Shire Council. The group promotes and supports projects that benefit the member councils. I have been elected chair of TOPROC for 2019. The next meeting of TOPROC will be held at Litchfield in March 2019.

The NT Government surprised us all recently with the announcement of the allocation of funding to fast track the Mandorah jetty project. This is very welcome and could provide the incentive for the Larrakeyah Development Corporation to commence work on the proposed development on land south/south-east of the old dump site.

I intend to put forward two projects to council for promoting to the major parties at the next federal election. These projects are outside our ability to finance or promote but will bring long term benefits to the community. They are: -

- Water distribution and reticulation project at Wagait Beach in conjunction with the LDC development;
- Road and bridge link via Channel Island to reduce commute time to Dundee, Bynoe and Cox Peninsula.

Community members who may have other ideas are encouraged to contact myself or any of your shire councillors to promote their ideas.

Where have I been

20 th Nov	WSC Ordinary meeting
21 st Nov	ABC Grass Roots
26 th Nov	Meeting with Strategic Plan facilitators
23 rd Jan	WSC Ordinary meeting
26 th Jan	Australia day at Wagait Beach
8 th Feb	DHLG Panel Assessment
12 th Feb	Opening of Parliament

Resolution No. 2019/.....

That President Peter Clee's report for the month of January 2019 be received and accepted.

Moved:

Seconded:

Vote:

7.2 Cr Graham Drake's Report

The highlight of this report for me is to express my thanks and appreciation to all individuals and organizations who played a part in the recent NTG decision to replace the jetty by 2022. The whole story may never be known but our community has cause for celebration at this time. It's my hope and prayer that all goes well with the project and that it will give our community the boost it deserves following the loss of the Pub some years ago.

On another note, it was my pleasure to attend the recent meeting of our Audit Committee as a 'fly on the wall'. I only recently discovered that the meetings are open to the public so it was helpful to gain first hand knowledge of how the Committee functions.

The terms of reference of the committee are covered by Council Policy 29 and are well worth a look. Much of it centres around compliance issues so it was no surprise that much of the meeting addressed those issues. The committee is an advisory committee to Council.

CEO Mark provided a number of policies for consideration following the recent compliance audit and wisely referred to the policies already in place by other councils to adapt for use by our Council.

The committee expressed concern for the future of WSC as a stand alone entity given our size and lack of support for the CEO in the areas of Finance and Governance. Larger councils employ staff to perform these functions. WSC finances cannot afford to do this and the suggestion was made to utilize local volunteers to reduce costs and enable WSC to remain viable.

Very interesting and glad that I attended.

Resolution No. 2019/.....

That the Cr Graham Drake's report for the month of January 2019 be received and accepted.

Moved:

Seconded:

Vote:

8.0 OFFICERS REPORTS

8.1 CEO and Works report

1. Meetings CEO Attended

23 rd Jan	WSC Ordinary meeting
24 th Jan	Meeting with HR consultant
26 th Jan	Australia Day
6 th Feb	Audit committee meeting
7 th Feb	Meeting with Warren Snowdon's office
12 th Feb	Animal management reference group meeting
13 th Feb	Meeting with Councilwise
15 th Feb	Meeting with resident re: Darwin Duchess
15 th Feb	Meeting with Maree DeLacy – DLGHCD

2. Details of meetings attended and other matters

Meeting with HR consultant

Discussed WSC's HR requirements in relation to policies, procedures, templates and position descriptions.

Meeting with Warren Snowdon's office

Met with staff from Warren Snowdon's office. Contemporary issues relevant to Wagait beach (new jetty etc) were discussed.

Animal reference group meeting

Meeting of TOPROC's Animal Reference Group., Dog By-Laws were discussed. Uniform registrations dates, coordinated education campaigns were discussed.

Meeting with Councilwise

Exploring options for Council's electronic records management system and other IT requirements including hardware.

Meeting with resident re: Darwin Duchess

A resident expressed interest in the Darwin Duchess. The resident was afforded to opportunity to inspect the Duchess. The resident is to advise council whether they are prepared to take ownership of the Duchess prior to council's February meeting.

Meeting with Maree DeLacey – Executive Director, Local Government and Community Development - Dept of Local Government, Housing and Community Development

Provided a tour of Wagait Shire & surrounds. Spoke about challenges facing the shire and opportunities moving forward.

CEO Key Objectives Endorsed By Council August 2016

3.1 Dog management:

Council has decided not to proceed any further with the proposed dog by-laws until they have reviewed operational procedures.

3.2 Roads upgrades:

The LGANT report relating to Wagait Shire's road network has been circulated to councillors and has been placed on the council website. **Refer S of this agenda for further details.** Discussions are ongoing with NTG about the upgrade of the shoulders to Charles Point Road.

3.3 Administration and other Business:

Administration staff participated in an audit of Council's record management systems. The audit report is yet to be received.

4 Project and Grant Updates

4.1 Cloppenburg Park Irrigation Project

Council has applied for a water extraction license and is awaiting a decision from NTG. The fencing around the tank is yet to be completed. Other works are on hold, pending the water extraction license approval.

4.2 Cloppenburg Park – Covered Picnic Area Project

Currently awaiting design drawings.

4.3 Cenotaph Project

The cenotaph has been repainted, as have the flag poles and nearby brickwork. The surrounding garden has been landscaped. The rejuvenation of existing signage is underway.

4.4 Dog Pound Project

This cannot proceed until Council agrees to implement the Dog By-Laws.

4.5 Youth Vibe Grant

This grant has been fully expended on a disco evening for shire children and the attendance of Corrugated Iron Youth Arts at Council's Australia Day festivities.

4.6 Hard Waste Pickup dates

The hard waste pickup dates for 2019 have now been finalised.

Residents are asked to place their hard waste on the verge:


- Saturday 30 & Sunday 31 March
- Saturday 22 and Sunday 23 June
- Saturday 7 and Sunday 8 September
- Saturday 23 and Sunday 24 November

Acceptable items will be picked up by council in the week immediately following the abovementioned dates.

Information reminding residents of types of waste that are acceptable for pickup will be distributed closer to the dates.

4.7 Green Waste Compound

On February 1st, WSC had contractors attend to chip the accumulated green waste for the first time. On the whole, residents have been doing the right thing, but certain contaminants were found including metal pickets and baskets. Please note the area is monitored by CCTV and those found to be doing the wrong thing will be held accountable. Council reserves its right to close the facility should illegal dumping continue. The Green Waste Facility Compound Usage Policy is available on the council website and is shown hereunder for ease of reference.

	POLICY TITLE:	POLICY FRAMEWORK
	POLICY NUMBER:	P38 GREEN WASTE COMPOUND USAGE POLICY
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide clear guidelines for the usage of the Green Waste Compound by Wagait Shire residents, ratepayers and local contractors.

External Contractors and excluded people are those are not permitted to use the facility.

2. SCOPE:

The Policy applies to all Wagait Shire residents, ratepayers, local contractors, external contractors and people located outside Wagait Shire boundaries.

3. DEFINITIONS:

Approved Access Driveway: Means the bitumen driveway located between the Community Centre and the boundary of 142 and 132 Wagait Tower Road.

CCTV: Closed Circuit Television

CEO: Means Chief Executive Officer

External Contractors: Means any contractors that do not have their primary place of business inside Wagait Shire Boundaries.

Excluded People: People that are not located within Wagait Shire boundaries or have been banned from using the facility by the CEO.

Green Waste: Means all green waste excluding tree stumps, leaves and grass clippings.

Green Waste Compound: Means the fenced compound located in front of the Council Workshop compound located at 142 (Lot 62), Wagait Tower Road.

Users: Means all Wagait Shire residents, ratepayers and local contractors.

4. POLICY:

- (1) The Green Waste Compound is to be monitored 24 hours a day by CCTV.
- (2) Access to the compound will only be by way of the approved driveway.
- (3) Users are not permitted to deviate from the approved driveway other than to enter the compound.
- (4) The compound opening hours will be:
 - a. Monday to Friday 8.00am to 3.00pm
 - b. Saturday 9.00am to 3.00pm.
 - c. Sunday – 10.00am to 3.00pm
 - d. Public holidays (Other than Good Friday and Christmas Day) – 10.00am to 3.00pm.
 - e. CLOSED Good Friday and Christmas Day.
- (5) The compound will be closed during wood-chipping activities.
- (6) The CEO may also close the compound if there is illegal dumping, damage caused to the compound or Work, Health & Safety violations.
- (7) Ad-hoc closures will be communicated by the CEO prior to the closure where viable.
- (8) During the opening hours users are authorised to drop off green waste and pick up woodchip from designated stockpiles.
- (9) There will be no charge to users for either dropping off green waste or picking up woodchips.
- (10) All signage is to be obeyed.
- (11) Council employees are not authorised to either unload green waste or load woodchip for users.
- (12) Access to the Council workshop compound by users is prohibited.
- (13) No machinery or plant is to be brought into the compound by a user.

Those that do not comply with the terms of this policy may be banned from using the facility.

Any queries in relation to this policy are to be to the Chief Executive Officer.

5. ASSOCIATED DOCUMENTS

P26 Delegations manual
P33 Work Health & Safety Policy

6. REFERENCES AND LEGISLATION

Local Government Act.
Local Government (Administration) Regulations
Work, Health & Safety Act 2011

7. REVIEW HISTORY

Date Approved: 18 September 2018		Approved By: Moved: Vice President Neil White Seconded: Cr Michael Vaughan	Councillors – resolution no. 2018/249	Date for review:	3 years from approval
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

5 Work, Health & Safety

Nil incidents reported.

6 Works Report

For the period January 10 2019 – February 13 2019:

The jetty and jetty carpark were cleaned on 17 occasions.

The jetty carpark was mowed and snipped on 1 occasion.

Sand was removed from the boat ramp on 5 occasions.

The boat ramp was water blasted on 1 occasion.

The bores were inspected on 15 occasions.

Water quality tests were undertaken on 5 occasions.

Leaf matter was removed from the Council carpark and memorial garden on 4 occasions.

The BBQs at Cloppenburg Park were cleaned on 4 occasions.

Verges and drains around the community were mown, snipped and poisoned.

The sportsground was mowed and snipped on 1 occasion.

The green waste stockpile was pushed up as required.

The chipping of the stockpiled green waste was facilitated.

Maintenance was undertaken on plant & equipment.

8.2 Sports Report – January 2019

Activity	Sessions	Comment
Children's Activities		
School Holiday Activities	22 Sessions offered over 3 weeks	Activities include Morning Fitness, Handball, Art, Wii Games, Cricket, Basketball, Netball, Court Sports, Cycling, Running.
Cross Country on Bike	Weekly	Touring the bush tracks on the outskirts of Wagait Beach residential area and the Mandorah Jetty.
Adults / Seniors		
Runners & Walkers	Weekly	The program has been held for 17 weeks with 33 different participants. A distance of 71.3km for those that have been committed to every session.
Cross Country on Bike	Weekly	Touring the bush tracks on the outskirts of Wagait Beach residential area and the Mandorah Jetty.
Family / Community Events		
Australia Day Celebrations	Day 1	<p><u>7am Fun Run</u> – Numbers down on last year. (possible reasons include weather, weekend, time of day on a weekend) Numbers were expected to increase after success to date with runners and walker's special events.</p> <p><u>9am Awards Ceremony</u> – Well presented on behalf of WSC. Award recipients were popular choices judging by community feedback.</p> <p><u>10am Ute and Bike Parade</u>. Ute run in its second year still proving to be a popular addition to the day. Bike Parade in its inaugural year was well supported by several creative young residents.</p> <p><u>11am – 3pm Family Fun day & BBQ</u>. Activities include: Giggling Geckos Water Slide, Thong throwing, Cake Decorating, Fishing Comp, Colouring Comp, Community Cricket, Face Painting, Tea/Coffee/Lamington/Scone stand, Tug of war, Jelly Bean Comp and the Corrugated Iron Youth Arts Circus Skills. All activities were fun, interactive and engaging. Corrugated Iron Youth Arts certainly a popular addition to the many that attended particularly the primary, preschool age groups. Many senior school and adults joining in with a few tricks here and there too.</p>

Administration

- Runners and Walkers - tracks mapped and in place for February.
- Planning – Corrugated Iron Youth Arts, Special children's addition to Australia Day Event
- Australia Day Planning and Preparation continued.
- Australia Day Council NT Communications (promotion of event)
- Finalise 2019 Macro Planning, micro planning for Term 1
- Regular after school and night activities to resume Monday 4th February.
- Grants Tracker Progress Report.
- February Calendar and Newsletter (Sport & Rec Info)

Resolution No. 2019/.....

That the Officer's reports for the month of January 2019 be received and accepted.

Moved:

Seconded:

Vote:

9.0 FINANCIAL REPORT

9.1 Cash Income and Expenditure Report –January 2019

	January 2019 Actual \$	January 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Forecast to 30 June 2019	Variance (Revised Budget and Actual) \$	Notes
<u>INCOME</u>									
RATES	16995	\$13,650	\$3,345	214951	\$189,275	\$25,676	\$233,847		1
GRANTS	95030	\$84,700	\$10,330	236376	\$228,100	\$8,276	\$243,700		
CONTRACTS	8146	\$9,150	-\$1,004	73446	\$64,050	\$9,396	\$109,800		2
RENTAL INCOME	300	\$690	-\$390	4080	\$4,830	-\$750	\$8,280		3
MISCELLANEOUS	524	\$2,500	-\$1,976	22952	\$17,500	\$5,452	\$30,000		4
WASTE MANAGEMENT	8081	\$6,715	\$1,366	104391	\$93,993	\$10,398	\$117,360		5
TOTAL OPERATING INCOME	129076	\$117,405	\$11,671	656196	\$597,748	\$58,448	\$742,987		
<u>EXPENSES</u>									
ADMINISTRATION EXPENSES	2817	\$3,770	\$953	67171	\$64,820	-\$2,351	\$82,350		
STRATEGIC PLAN GOALS		\$0			\$0		\$20,000		6
EMPLOYMENT EXPENSES	25598	\$26,600	\$1,002	167357	\$175,800	\$8,443	\$327,400		
ROADS	0	\$1,000	\$1,000	0	\$7,000	\$7,000	\$12,000		7
CONTRACTS & MATERIALS	104	\$425	\$321	3928	\$5,375	\$1,447	\$7,500		8
REPAIR & MAIN TOWN ASSETS	2090	\$0	-\$2,090	13003	\$11,200	-\$1,803	\$22,400		
VEHICLE & PLANT	2891	\$2,575	-\$316	15454	\$14,835	-\$619	\$25,610		
GRANT EXPENSES	795	\$100	-\$695	8511	\$4,200	-\$4,311	\$4,700		9
WASTE MANAGEMENT	60	\$5,000	\$4,940	41696	\$60,000	\$18,304	\$100,000		10
SERVICES	1419	\$1,850	\$431	6897	\$9,600	\$2,703	\$12,850		11
TOTAL OPERATING EXPENSES	35774	41320	5546	324017	352830	28813	\$614,810		
TOTAL SURPLUS / DEFICIENCY	\$93,302	\$76,085	-\$17,217	332179	\$244,918	-\$87,261	\$128,177		

9.2 Finance Report Notes January 2019

Income

Note 1 – Rate Income – 14% over budget - ↑ A ratepayer that was in arrears made a substantial payment in the previous quarter. A number of ratepayers paid more than the due instalment.

Note 2 – Contract income – 15% over budget - ↑ An overdue invoice was paid in July, resulting in contracts income being greater than budgeted.

Note 3 – Rental income 16% under budget ↓
Due to community centre no longer being utilised by Police.

Note 4 – Miscellaneous income 31% over budget ↑
Due to maturation of term deposit and sale of works ute.

Note 5 – Waste Management income 11% over budget ↑
A ratepayer that was in arrears made a substantial payment in the previous quarter. A number of ratepayers paid more than the due instalment.

Expenses

Note 6 – Strategic Plan Goals – 100% under budget ↓
Budgeted funds yet to be spent.

Note 7 – Roads 100% under budget ↓
No road repairs that necessitated expenditure were required.

Note 8 – Contracts and Materials 27% under budget ↓
Costs associated with contracts are well contained.

Note 9 – Grant expenses 103% over budget ↑
Grant expenses expected to have been incurred last financial year are now being incurred.

Note 10 – Waste Management 31% under budget ↓
Waste management costs are well contained. Disposal of Darwin Duchess has been budgeted for, but not yet incurred. Chipping of green waste has been allowed for, but not yet incurred.

Note 11 – Services 28% under budget ↓
Services costs are well contained.

9.3 Financial Report for month ended January 2019

Cash at Bank & on hand					Total
Petty cash					\$ 401.35
CBA - transaction account					\$ 9,268.49
CBA Cash Saver					\$ 858,820.00
Undeposited Funds					\$ 449.20
Bendigo Bank- Investment a/c					\$ 500,000.00
Total Cash at Bank & on Hand					\$ 1,368,939.04
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 9,373.00				
Rates	\$ 25,688.00			\$ 24,189.00	
Total Debtors	\$ 35,061.00	\$ -	\$ -	\$ 24,189.00	\$ 59,250.00
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ 12,217.00				\$ 12,217.00
Total Creditors	\$ 12,217.00	\$ -	\$ -	\$ -	\$ 12,217.00

9.4 Rate Payers

2018/2019 rate year	\$25,688.00
2017/2018 rate year	\$1,698.96
2016/2017 rate year	\$3,835.89
2015/2016 rate year	\$4,435.69
2014/2015 plus	\$14,218.74
TOTAL:	\$49,877.28

9.5 Credit Card Transaction from 22 December 2018 to 30 January 2019

CEO Mark Sidey

22/12/2018	Wirib Store and Tourist Park	CEO Fuel	\$74.94
22/12/2018	United Petroleum	CEO Fuel	\$100.00
03/01/2019	MYOB	Monthly subscription	\$130.00
04/01/2019	Kerry's Automotive Group	Service to CEO Vehicle	\$596.00
04/01/2019	Cabcharge	CEO Vehicle service (Holden to Cullen Bay)	\$11.24
04/01/2019	Cab charge	CEO vehicle service (Cullen Bay to Holden)	\$11.34
18/01/2019	Jaycar	Thermometer for Power Water contract	\$23.96
22/01/2019	Motor Vehicle Registry	Quad Bike Registration	\$222.25

President Peter Clee

Nil

Works Supervisor – Gary Zikan

23/01/2019	Airpower	Belt for mower	\$112.95
24/01/2019	NTPFES	Working with Children – G Zikan	\$70.00

9.6 Supplier Payment History from 22 December 2018 to 30 January 2019

22/12/2018 To 31/01/2019

ABN: 65 843 778 569
Email: council@wagait.nt.gov.au

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Alloy & Stainless Products						
eft	31/01/2019	00014316	21/01/2019	3320	\$1,128.12	\$1,128.12
					Total for Payment eft:	\$1,128.12
Altbat Pty Ltd						
721	15/01/2019	00014383	14/01/2019	2009-04-68	\$1,320.00	\$1,320.00
					Total for Payment 721:	\$1,320.00
Anaconda Group Pty Ltd						
eft	24/01/2019	00014405	21/01/2019	eft	\$43.99	\$43.99
eft	24/01/2019	00014406	21/01/2019	eft	\$75.99	\$75.99
					Total for Payment eft:	\$119.98
Arno's Tyre Service						
eft	31/01/2019	00014388	16/01/2019	174116	\$136.40	\$136.40
					Total for Payment eft:	\$136.40
Big W						
eft	24/01/2019	00014420	18/01/2019		\$33.15	\$33.15
					Total for Payment eft:	\$33.15
Central Business Equipment						
722	31/01/2019	00014387	7/01/2019	607554	\$47.56	\$47.56
					Total for Payment 722:	\$47.56
eft	14/01/2019	00014355	8/01/2019		\$204.80	\$204.80
					Total for Payment eft:	\$204.80
Coles Supermarket						
eft	24/01/2019	00014416	21/01/2019	eft	\$12.50	\$12.50
					Total for Payment eft:	\$12.50
Country Solar NT Pty Ltd						
eft	15/01/2019	00014364	1/01/2019	1399	\$8,841.40	\$8,841.40
					Total for Payment eft:	\$8,841.40
Curby's (NT) Pty Ltd						
eft	31/01/2019	00014390	1/01/2019	15154	\$55.00	\$55.00
eft	31/01/2019	00014424	23/01/2019	16022	\$25.00	\$25.00
					Total for Payment eft:	\$80.00
Dollars & Sense						
eft	24/01/2019	00014408	21/01/2019	eft	\$22.95	\$22.95
					Total for Payment eft:	\$22.95
Harvey Distributors						

Supplier Payment History

22/12/2018 To 31/01/2019

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
eft	15/01/2019	00014366	9/01/2019	501762	\$122.62	\$122.62
eft	31/01/2019	00014422	22/01/2019	502577	\$43.78	\$43.78
Total for Payment eft:						\$166.40
House In Casuarina						
eft	24/01/2019	00014415	21/01/2019	eft	\$27.99	\$27.99
Total for Payment eft:						\$27.99
Humpty Doo Plumbing						
eft	31/01/2019	00014428	25/01/2019	5882	\$1,024.00	\$1,024.00
Total for Payment eft:						\$1,024.00
Jacana Energy						
eft	31/01/2019	00014421	18/01/2019	106328810	\$857.07	\$857.07
eft	31/01/2019	00014432	25/01/2019	2109313	\$511.57	\$511.57
Total for Payment eft:						\$1,368.64
K Mart						
eft	24/01/2019	00014412	21/01/2019	eft	\$19.15	\$19.15
Total for Payment eft:						\$19.15
MJ Electrical						
eft	31/01/2019	00014389	18/01/2019	23490	\$310.00	\$310.00
eft	31/01/2019	00014433	15/01/2019	23495	\$960.00	\$960.00
Total for Payment eft:						\$1,270.00
Officeworks						
eft	31/01/2019	00014409	21/01/2019	eft	\$9.20	\$9.20
eft	31/01/2019	00014411	21/01/2019	Q3 2018/19	\$199.22	\$199.22
Total for Payment eft:						\$208.42
Optus						
eft	15/01/2019	00014368	1/01/2019	35242320	\$212.95	\$212.95
eft	31/01/2019	00014429	25/01/2019		\$229.44	\$229.44
Total for Payment eft:						\$442.39
Power Water						
eft	15/01/2019	00014367	2/01/2019	71012945	\$23.16	\$23.16
Total for Payment eft:						\$23.16
Spotlight						
eft	24/01/2019	00014410	21/01/2019		\$86.46	\$86.46
Total for Payment eft:						\$86.46
Supercheap Auto						
eft	24/01/2019	00014413	21/01/2019	eft	\$32.85	\$32.85

Supplier Payment History

22/12/2018 To 31/01/2019

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Total for Payment eft:						\$32.85
Targets						
eft	24/01/2019	00014417	21/01/2019	eft	\$26.00	\$26.00
Total for Payment eft:						\$26.00
Thingz						
eft	24/01/2019	00014418	21/01/2019	eft	\$29.50	\$29.50
eft	24/01/2019	00014419	21/01/2019	eft	\$7.98	\$7.98
Total for Payment eft:						\$37.48
VTG Waste and Recycling						
eft	15/01/2019	00014365	1/01/2019	29987	\$66.31	\$66.31
Total for Payment eft:						\$66.31
Wagait Beach Supermarket						
eft	15/01/2019	00014369	22/12/2018	15423	\$11.62	\$11.62
eft	15/01/2019	00014370	22/12/2018	15426	\$106.08	\$106.08
eft	15/01/2019	00014371	22/12/2018	15431	\$45.89	\$45.89
eft	15/01/2019	00014372	22/12/2018	15432	\$9.60	\$9.60
eft	15/01/2019	00014373	22/12/2018	15439	\$63.00	\$63.00
eft	15/01/2019	00014374	22/12/2018	15440	\$13.84	\$13.84
eft	15/01/2019	00014375	22/12/2018	15443	\$11.23	\$11.23
eft	15/01/2019	00014376	22/12/2018	15444	\$105.13	\$105.13
eft	15/01/2019	00014377	22/12/2018	15445	\$44.23	\$44.23
eft	15/01/2019	00014378	22/12/2018	15449	\$9.65	\$9.65
eft	15/01/2019	00014379	22/12/2018	15451	\$23.07	\$23.07
eft	15/01/2019	00014380	22/12/2018	15456	\$51.00	\$51.00
eft	15/01/2019	00014381	22/12/2018	15459	\$27.70	\$27.70
eft	15/01/2019	00014382	29/12/2018	15484	\$11.00	\$11.00
eft	31/01/2019	00014391	2/01/2019	15491	\$109.79	\$109.79
eft	31/01/2019	00014392	3/01/2019	15496	\$47.25	\$47.25
eft	31/01/2019	00014393	3/01/2019	15500	\$15.50	\$15.50
eft	31/01/2019	00014394	4/01/2019	15504	\$106.72	\$106.72
eft	31/01/2019	00014395	5/01/2019	15505	\$25.50	\$25.50
eft	31/01/2019	00014396	7/01/2019	15514	\$105.00	\$105.00
eft	31/01/2019	00014397	7/01/2019	15516	\$5.37	\$5.37
eft	31/01/2019	00014398	7/01/2019		\$8.65	\$8.65
eft	31/01/2019	00014399	11/01/2019	15538	\$29.66	\$29.66
eft	31/01/2019	00014400	11/01/2019	15541	\$106.52	\$106.52
eft	31/01/2019	00014401	12/01/2019	15543	\$31.50	\$31.50
eft	31/01/2019	00014402	12/01/2019		\$116.00	\$116.00
eft	31/01/2019	00014403	15/01/2019	15556	\$22.06	\$22.06
Total for Payment eft:						\$1,262.56
Woolworths						
eft	24/01/2019	00014404	21/01/2019	eft	\$26.00	\$26.00
eft	24/01/2019	00014407	21/01/2019	eft	\$173.68	\$173.68
eft	24/01/2019	00014414	21/01/2019	eft	\$30.04	\$30.04

Resolution No. 2019/.....
That the financials from 22 December 2018 to 31 January 2019 be received and accepted.
Moved:
Seconded:
Vote:

10.0 ACTION SHEET – JANUARY 2019

10.1 Proposed Dog Management By-Laws

The second period of dog by-law consultation has now closed. The small number of submissions received made little reference to the actual content of the by-law, with some arguing against the need for a by-law at all. Others disputed the need for, and location of a small pound to house captured dogs temporarily. It was Council's intention to construct a small pound in the council workshop grounds and NTG provided a grant of \$30,000 toward the necessary infrastructure. Councillors have requested operations procedures and budgets be provided to them and they will then consider the by-law matter further.

10.2 Policy for Payment Authorisations

Refer Section 11.5.2.

10.3 2019/2020 to 2023/2024 Strategic Plan

Thank you to those that provided feedback on the notes from November's planning workshop. A draft plan is now being developed and will be released to the community for consultations and feedback in the coming months.

10.4 Emergency Recovery Committee Meeting

The emergency Recovery Committee has suspended its operations pending a review of Council's Emergency Management arrangements. Council's emergency preparedness is in line with requirements of the Darwin Local Emergency Plan as prepared by the Territory Emergency Management Council. Should an emergency occur, Council will take instructions from NTG.

10.5 Irrigation of Cloppenburg Park

CEO has put project put on hold until water allocation issues are clarified.

10.6 Health Group

The draft updated Belyuen Clinic/Emergency Contact protocol has been agreed and council is presently awaiting final signoff from the NT Government. A phone tree service for residents to be set up by a resident with the support of council. Resident and CEO are currently liaising in relation to the terms of reference for the phone tree.

10.7 Tree Planting on Verge

Refer Section 11.5.9.

10.8 Darwin Duchess

The Darwin Duchess is to be disposed of. One quote for disposal has been received and a second is being sought.

10.9 Mandorah Jetty

According to a Media Statement issued by the Chief Minister on 7 February:

"The Mandorah Jetty is aging and a new facility is required for improved safety and to unlock development and tourism in the area. The cost to construct the new facility has been estimated at \$50 million and will

result in approximately 80 direct jobs.”

The timeline proposed by NTG is

- Detail design tender: February—March 2019
- Award detail design: April 2019
- Release construction tender: May 2020
- Expected completion: May 2022

10.10 Councillor Member Allowance

Councillors payment for the month of January 2019.

President Peter Clee - \$300.00.

10.11 Cloppenburg Park Lease Conditions

The tenure of Cloppenburg Park is a crown lease perpetual, CEO to contact the Department of Lands and Planning to clarify what will be involved with altering the lease conditions so that a caravan park could be developed. CEO is presently liaising with the Department. They have requested a concept plan. The concept plan is complete and has been provided to the Department.

10.12 Asset Management Plan

A Management Plan is to be developed to inform future long term financial projections. - Under way - Preliminary discussions about the development of an Asset Management Plan have been held with LGANT. LGANT is prepared to assist on a fee for service basis.

10.13 2017.2018 Annual Budget

The 2017/2018 Budget is now subject to a Freedom of Information application. The application was refused. The decision is currently under appeal.

10.14 P15 Procedures for Council Meetings and Council Committee Meetings

Refer Section 11.5.1

10.15 Cloppenburg Park

Covered picnic area project – Currently awaiting design drawings.

10.16 Expression of Interest for Auditor

Refer Section 15.

10.17 Road & Drainage

The LGANT report noted that unprotected culverts were an issue. Quotations to install Armco style barriers around unprotected culvert heads are being obtained, with the intention being that these quotations will be used as a basis for a black spot funding application to the Federal Government.

10.18 – Policy Issue – S 5.1 from January Agenda

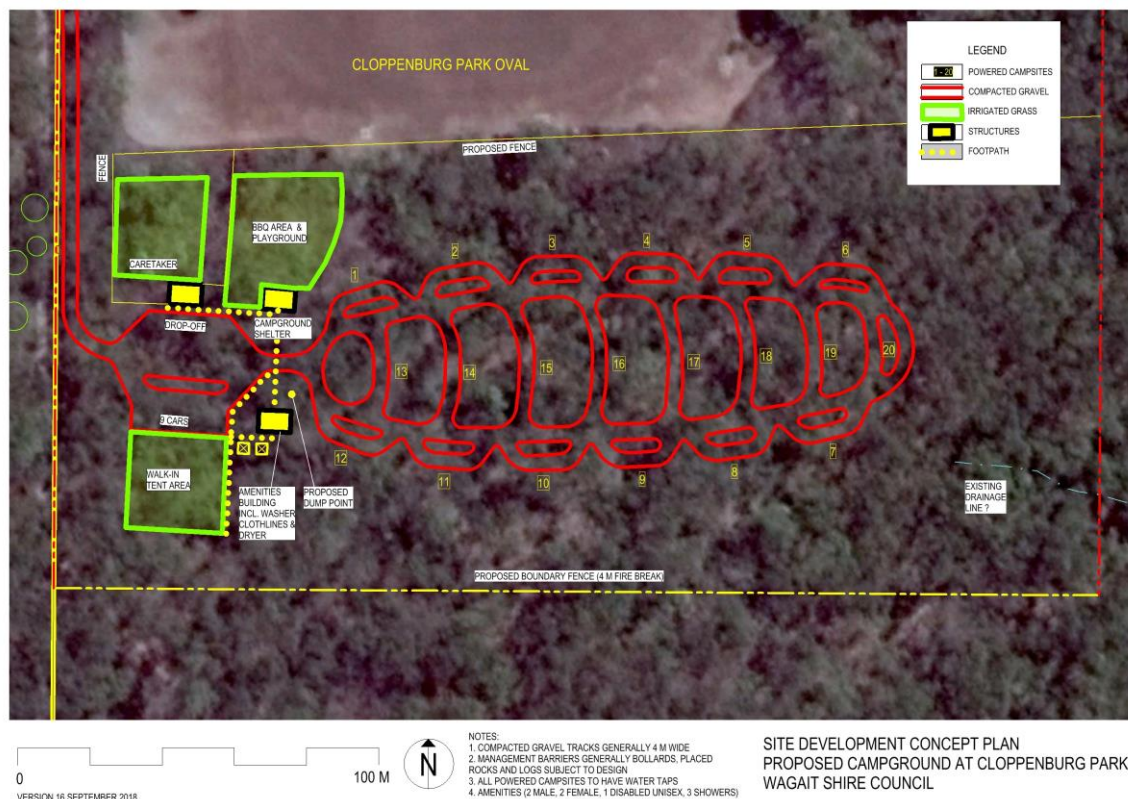
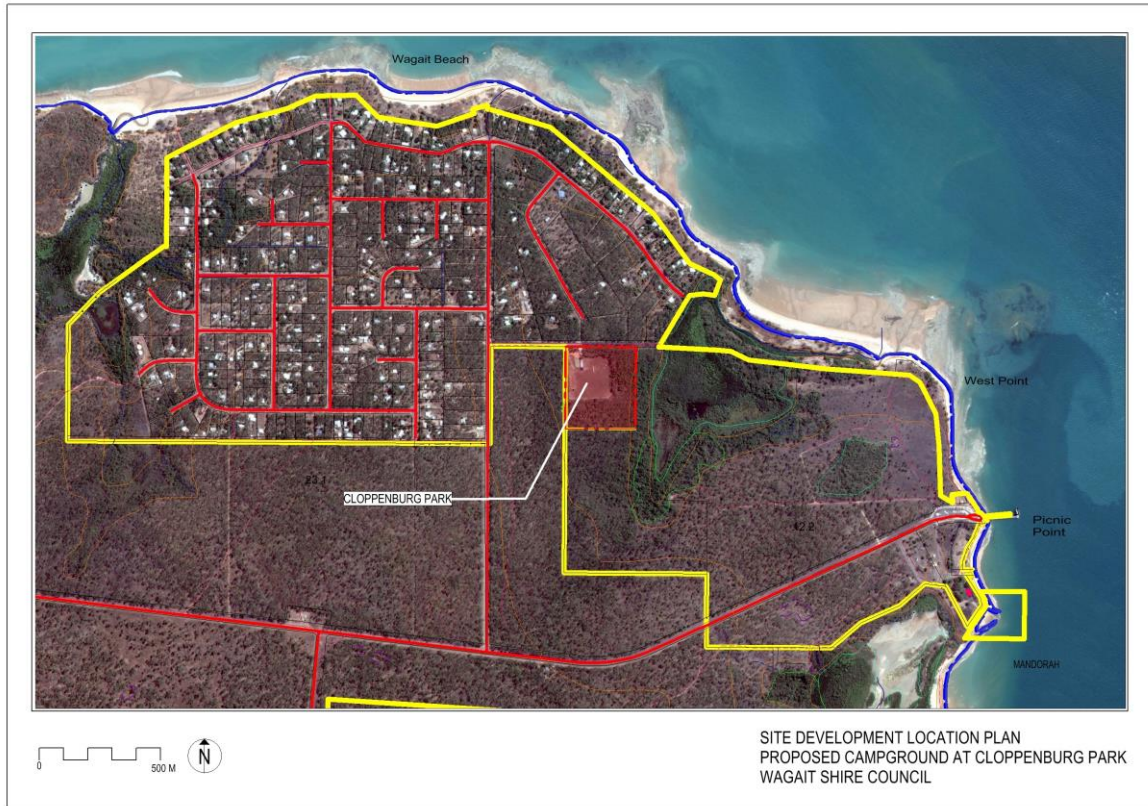
Still under investigation

<p>Resolution No. 2019/..... That Council receives and notes the Action Sheet for the month of January 2019. Moved: Seconded: Vote:</p>
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11.0 AGENDA ITEMS

11.1 Proposed Caravan Park

Council's Annual Plan for 2018/19 included an action "Completion of a design and feasibility plan for camping at Cloppenburg Park". The design concept has now been developed. Work in relation to the feasibility of the concept by way of business plan development is ongoing.



**PROPOSED CAMPING AREA AT CLOPPENBURG PARK
FOR THE WAGAIT SHIRE**

SITE DEVELOPMENT CONCEPT PLAN – DESIGN NOTES (VERSION 19TH SEPTEMBER 18

The camping area has been designed to accommodate towing vehicles such as with boat trailers and/or caravans/camper trailers and to provide power, water, a waste dumping facility and amenities.

The site is densely vegetated and care will be taken to retain vegetation where possible in order to maintain sought after shade and the visual amenity normally associated with remote bush environments.

Camping sites have been spaced apart to provide sufficient privacy and ease of use. The layouts of camping sites are as pull-through sites to be used as a one way system. This system allows track widths to be reduced as compared to a two way system. Turning radius as shown are a minimum of 6 m for pull-through sites and 15 meter for the main campground loop and access road. The latter will allow large vehicles such as large buses and trucks with semi-trailers to enter and leave the site with ease. All sites will be clearly numbered by markers to facilitate orientation. Each of the powered camping sites shown will include a small hardened pad adjacent to the passenger side of the vehicle, camper trailer or caravan to suggest a place for camping furniture such as tables and chairs and shades. The pad will be separated from the track by bollards to allow free access but keep vehicles out.

I recommend at least one of the powered sites to be designed as a group camping area to potentially cater for touring buses (ie. Tourist buses, sport teams, school groups etc). Group camping sites (site 1) would include a grassed open area to allow for tent clusters.

The design also shows a separate tent camping area to cater for single smaller vehicles and campers that do not require a powered site.

The plan indicates the presence of a natural drainage line at the south-east corner of the site as interpreted from the airphoto. This would probably pick up run-off from the development site and is subject to further investigation and design development.

The amenities block would include showers and toilets and a washing facility with washer and dryer as well as two cloth-line installations. I recommend the addition of a uni-sex wheelchair enabled toilet/shower unit. The technical type of facility (ie. sealed versus septic) will need to be considered in relation to proximity to the bore north of the development. Septic trenches and other waste effluent areas need to be at a minimum 100 m or more distance from bores and open water bodies. Design development and documentation will need to adhere to the “Code of practice for small on-site sewage

and sullage treatment systems and disposal of sewage treatment and effluent”, which is published by the NT Department of Health. Make reference to page 45 table 6 of the code which refers to the proximity of septic tank and disposal area to site features. The size of the ablution block will need to take into account the maximum population of the campground. A minimum outfit would include 2 cubicles for each sex, a unisex disabled cubicle, three showers and a male urinal.

Management barriers can be a substantial financial and maintenance component of campground developments and need to be carefully designed. Given the dense tree cover of the site we have the opportunity to retain and utilize existing trees as natural barriers and supplement with bollards and placed rock where appropriate. Barriers are essential to protect power and water outlets from being run over and damaged and also to avoid long term degradation of natural vegetation (trampling) and soils (compaction). I propose power outlets roughly to be located where the campground site number labels are shown on the map, that is on the passenger side of the vehicle. Most recreational vehicles and camper vans have their doors on the passenger side. Shared waste bins and/or recycling bins should be provided at selected location along the main campground loop.

A campground open shelter with kitchen and cooking facilities is recommended. This shelter would open out to a proposed irrigated grassed BBQ and playground area adjacent to it.

The caretaker area is located at the entry of the campground to allow control of movement in and out of the site and could also accommodate a shed for maintenance equipment. I recommend the area to be fenced with a pet-proof fence to accommodate the caretaker having the option to keep a watchdog.

Clearing of trees is to be restricted to compacted gravel tracks and along fence lines but would also include damaged and hazardous trees within camping areas.

All powered camping sites are located at least 30 m within the boundary of the development area. This provides sufficient visual buffer by existing vegetation, hence there will be little or no visual impact of the development to adjoining properties and land-uses. Even so it is recommended to install fencing for clear visual separation and demarcation of the public community oval and the camping area. Other fencing should include the southern and eastern boundary of the property to contain the camping population to the property and to keep out unwanted wildlife such as wandering stock and wild dogs. The eastern boundary is subject to assessment as it borders the mangrove/swamp area and may not require a fence.

The following table contains estimated quantities for the construction of the campground including compacted gravel areas, irrigated areas, fencing, structures and suggested management barriers other than fencing.

ESTIMATED QUANTITIES			
ITEM	DESCRIPTION	UNIT	QUANTITY
1	Campground access road along western boundary (4 m wide compacted gravel)	SQM	1100
2	Campground internal roads and parking areas (compacted gravel)	SQM	4135
3	Campground pads (compacted gravel)	SQM	360
4	Irrigated grassed surface	SQM	917
5	Southern and western boundary fence (suggest ringlock stock fence)	LM	290
6	Caretaker fence (suggest low mesh fence, higher if for dog enclosure?)	LM	105
7	Oval boundary fence (suggest 1.8 m high mesh fence with shade cloth cover)	LM	275
8	Bollards (three per camping pad and 2 per parking bay/drop off zone)	NO	80 +
9	Place tree logs (depending on existing trees)	NO	30 +
10	Placed large rock (one per campsite, incorporate number of site)	NO	20 +,

Other capital items to be included in a bill of quantities would include structures such as the amenities building, the campground shelter and the care taker facility as well as water and power services all subject to design development.

11.2 Cloppenburg Park Irrigation System

11.3 Australia Day Acquittal

Resolution No. 2019/.....

That council acquit \$1,500 for the 2018 Australia Day Regional activities.

Moved:

Seconded:

Vote:

11.4 Resignation of CEO Mark Sidey

CEO Mark Sidey has submitted his resignation from Wagait Shire Council. His last day at council will be 27 March 2019.

11.5 Audit Committee Meeting held Wednesday 6 February 2019

WAGAIT SHIRE COUNCIL

**DRAFT MINUTES
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
Time 9:05AM**

Wednesday 6 February 2019



DRAFT

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1.0 Present:

Committee members:

Chair Russell Anderson
President Peter Clee
Cr Neil White
Barry Bamford

Council staff:

CEO Mark Sidey
Office Manager Pam Wanrooy

2.0 Opening of Meeting:

The Chair Russell Anderson declared the meeting open at 9.05am and welcomes all to the meeting.

The Chair advises that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

3.0 Apologies: Nil

4.0 Confirmation of previous Minutes for the Audit Committee held Tuesday 11 September 2019

<p>Resolution No. 2019/301 That the minutes of the Audit Committee Meeting of Tuesday 11 September 2018 be confirmed by committee members as a true and correct record. Moved: Cr Neil White Seconded: President Peter Clee</p>

5.0 Matters arising from the previous minutes:

Budget Review – This is to be noted and will be an ongoing Agenda item. At this stage there are no variations to the budget. This will be further discussed in item 7.3 in this agenda.

External Valuation – CEO Mark Sidey informed committee members that a consultant from Adelaide will be doing an external valuation for a number of councils before the end of the financial year and he is currently in discussion with them to do an external valuation at Wagait on their visit. President Peter Clee requested further quotes from local valuers.

6.0 Declaration of interests of committee members or staff:

Nil

7.0 Agenda Items:

7.1 2019/2020 to 2023/2024 Strategic Plan

Consultation session moderated by True North occurred on Saturday November 10. Approximately 25 people were in attendance. The notes from the meeting were circulated to those present and other interested members of the community for feedback. All feedback was to be received by 31 December. Only 1 submission was received. Development of Strategic plan has commenced.

The Strategic Plan should be released for public consultation in March.

7.2 CEO Vehicle logbook

The Chief Executive Officer had his vehicle log book on hand at the Audit Committee meeting as requested by the President.

It was requested that Log book register be prepared for both CEO and Works Ute.

CEO advised this was onerous given the works ute was GPS tracked. CEO suggested log books should only be kept as per ATO requirements.

It was also noted the CEO has unlimited private use of his vehicle as per his contract.

It was noted this condition is consistent with management level local government positions.

Barry Bamford suggested to council that all assets that have private use must have a log book.

7.3 Budget Review

At this juncture there have not been any revisions or amendments to the 2018/2019 budget.

The minutes will include a statement on where if there are any variations to the budget and also if there is no variation.

7.4 Compliance Review

The Department of Housing and Community Development undertook a Compliance Review in September 2018. 15 issues were identified.

Resolution No. 2019/302

That the Audit Committee note the Compliance Review Report.

Moved: President Peter Clee

Seconded: Cr Neil White

7.5 Policy Review

7.5.1 P15 – Procedures for Council and Council Committee Meetings Policy

The committee have suggested the following amendments.

Item 4.2 (1) (c) The word “one agenda” be removed and the sentence be amended to read “Members who wish to declare that they have a conflict of interest with any item at the meeting”.

Item 4.22 Include a provision about member non-attendance at meetings and reference to the Local Government Act.

Resolution No. 2019/303

That the Audit Committee recommend that the draft updated P15 Procedures for Council and Council Committee Meetings Policy, as amended be adopted by council.

Moved: President Peter Clee

Seconded: Barry Bamford

7.5.2 P35 – Authorisation of Payments Policy

The committee have suggested the following amendments.

Item 4.3 In the third sentence the word “Sports and Recreation Officer” to be deleted and replaced with “Acting Chief Executive Officer” to read “Should the Chief Executive Officer not be in a position to authorise the relevant payment/s on the authorisation date, the acting Chief Executive Officer shall authorise the payments in conjunction with either the principal member or their appointed delegate.

Resolution No. 2019/304

That the Audit Committee recommend that the updated draft of P35 Authorisation of Payments Policy, as amended be adopted by council.

Moved: Barry Bamford

Seconded: Cr Neil White

7.5.3 P39 – Australia Day Awards Deliberations Policy

The committee have suggested the following amendments:

Item 4.4 – The word “eligible” be removed and the sentence to read “Following the closure of nominations, the Chief Executive Officer will collate and distribute nominations to councillors with pro-forma scoring tables. Nominations to be received by the cut-off date.

Item 4.1 – The first dot point “Community event of the year” to be changed to read “Community Event, Organisation or Group of the Year”

Resolution No. 2018/305

That the Audit Committee recommend that the draft P39 Australia Day Awards Deliberations Policy, as amended be adopted by council.

Moved: Cr Neil White

Seconded: Barry Bamford

7.5.4 P41 – Asset Disposal Policy

President Peter Clee asked that the “Method of Disposal” include an offer for sale locally. Chair Russell Anderson explained that council can resolve when selling a vehicle that there be an open tender called locally and advertised locally.

CEO Mark Sidey advised the suggested wording allowed for local disposal.

The following amendment has been suggested:

Item 4.3 Include words to the effect that all disposals above \$2,000 must be referred to council.

Resolution No. 2019/306

That the Audit Committee recommend that the draft P41 Asset Disposal Policy, as amended be adopted by council.

Moved: President Peter Clee

Seconded: Barry Bamford

7.5.5 P42 – Stocktake Policy

The following amendment has been suggested:

Item 4.2 – “Each stock take will be undertaken by 2 staff members” to be deleted and changed to read “Each stock take be undertaken by a staff member and an independent member of the community as appointed by council.

Resolution No. 2019/307

That the Audit Committee recommend that the draft P42 Stocktake Policy, as amended be adopted by council.

Moved: Barry Bamford

Seconded: President Peter Clee

7.5.6 P43 – Credit Card Policy

The following amendments have been suggested:

Item 4.6.5 to be changed to read “A monthly report of all credit card transactions will be authorised by the Principal Member and Chief Executive Officer as part of the monthly reporting to Council.”

Item 3 Definitions, the definition to be changed to read “Cardholder: Wagait Shire Council employees and Principal Member that are the holder of a corporate credit card.”

Resolution No. 2019/308

That the Audit Committee recommend that the draft P43 Credit Card Policy, as amended be adopted by council.

Moved: Cr Neil White

Seconded: President Peter Clee

7.5.7 P44 – Travel and Accommodation Policy

The following amendment has been suggested:

Item 4.3.2 – Rental Cars – The first sentence to be amended to read “Employees and councillors must seek appropriate approval from the CEO prior to renting a vehicle. The definition “Approval Officer” to be repeated and also included in this sentence.

Resolution No. 2019/309

That the Audit Committee recommend that the draft P44 Travel and Accommodation Policy, as amended be adopted by council.

Moved: Cr Neil White

Seconded: President Peter Clee

7.5.8 P45 – Vehicle Use Policy

The following amendment has been suggested:

Item 4.2 (h) to be amended to read “Log books are to be completed correctly on a daily basis and returned, summarised on a monthly basis with private and work use and a report provided on a monthly basis detailing private and business use. “

Resolution No. 2019/310
That the Audit Committee recommend that the draft P45 Vehicle Policy, as amended be adopted by council.
Moved: Barry Bamford
Seconded: President Peter Clee

7.5.9 P46 – Works on Council Verge Policy

Resolution No. 2019/311
That the Audit Committee recommend that council seeks community input prior to consideration by the Audit Committee.
Moved: Barry Bamford
Seconded: President Peter Clee

Resolution No. 2019/312
That the Audit Committee recommend that the draft P46 Works on Council Verge Policy, be released for community consultation.
Moved: Barry Bamford
Seconded: President Peter Clee

7.5.10 P47 – Borrowing Policy

Resolution No. 2019/313
That the Audit Committee recommend that the draft P47 Borrowing Policy, be adopted by council.
Moved: President Peter Clee
Seconded: Cr Neil White

7.5.11 P48 – Investment Policy

Resolution No. 2019/314
That the Audit Committee recommend that the draft P48 Investment Policy, be adopted by council.
Moved: President Peter Clee
Seconded: Barry Bamford

7.6 Human Resources

Chair Russell Anderson suggested that Council should review its employee structure and consideration should be given to adding specialist finance and governance positions.

The compliance review recommended that a full suite of Human Resources policies be developed. Two quotations to undertake this task have been obtained. This issue will be brought to council's February 19 meeting with a recommendation that council proceed to engage a contractor.

It was suggested that council seek local expressions of interest from suitably qualified persons to undertake this task on a no fee basis.

Resolution No. 2019/315

That this Audit Committee Recommend to Council that we investigate someone in the community that can assist the council in reviewing other councils HR Policies to see if it can be amended to the needs of this council.

Moved: President Peter Clee

Seconded: Barry Bamford

7.7 Records Management

The compliance review recommended council install an appropriate records management system. A quotation to install and configure an electronic document management system was obtained in January 2018. Council chose not to proceed with this at that stage. An updated quotation has been requested, as has a second quote. A quotation to update council's IT system has also been received. Council received a Record Management Review Report and associated documents January 25. Documents included a Records Management Framework, a Records Management Policy, introductory training presentation, a guideline for managing emails as records and a guideline for records naming conventions.

Barry Bamford has asked that Council obtain new quotes and take these to the next Council meeting.

7.8 Risk Management

In its meeting of October 17, 2017 the Audit Committee recommended that council have a risk assessment and evaluation plan in place. A quotation to development a Risk Management Framework was received in January 2018 however council chose not to proceed with this at that stage.

Resolution No. 2019/316

That the Audit Committee recommend to council that they develop a risk management framework as originally recommended in October 2017 by this committee.

Moved: President Peter Clee

Seconded: Barry Bamford

7.0 Other Business

Auditor – 5 quotations were sought by CEO Mark Sidey. The due dates for the quotes was 31 January 2019. This will be brought to council at the next council meeting with a recommendation.

8.0 Confidential Items:

Nil.

11.0 Closure 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 Tuesday 12 March at 9.00am depending on availability of members.

The Chair declared the meeting closed at 11.05am.

Resolution No. 2019/.....

That Council note the Draft Audit Committee Minutes dated 6 February.


Moved:

Seconded:

Vote:

11.6 POLICIES FOR REVIEW

11.6.1 P15 – Procedures for Council and Council Committee Meetings Policy

	POLICY TITLE:	PROCEDURES FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS POLICY
	POLICY NUMBER:	P15
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

This policy has been developed to provide a structure for the orderly and efficient proceedings of meetings.

2. SCOPE:

This policy applies to all Council meetings and meetings of committees of Council.

3. DEFINITIONS:

Agenda - Means a list of items for consideration at the meeting together with reports and other attachments relating to those items.

Amendment - Means a motion moved as an alternative to the original motion.

CEO – The Chief Executive Officer of Wagait Shire Council.

Council – Means the Council of Wagait Shire Council.

Committee - Means a Committee established by the Council in accordance with Section 54 of the Local Government Act.

Confidential session - Is a session during a meeting of Council or a Committee from which the media and the public has been excluded by a resolution carried in accordance with Regulation 8 of the Local Government (Administration) Regulations.

Councillor - Means an Elected Member of the Wagait Shire Council.

Deputation - Individuals and groups may request presentation time on the agenda of a Council meeting to make a formal address to the Council.

Deputations provide an opportunity for members of the public to address Council on a specific issue.

Minutes – Means the record of proceedings at any meeting of the Council or its committees.

Motion - is a proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the Council.

Officer – Means an employee of Council.

Ordinary meeting – Means a meeting of the Council that is usually the monthly meeting of the Council and not a special meeting of the council.

Petition - A petition is a formal request used to lobby a law-making body such as local government. It may request an amendment to general law or the review of

an administrative decision. The petition is placed before the law-making body with the object of implementing the particular action or amendment. Petitioning is one of the traditional forms by which people can make requests direct to Council.

Principal Member – Means the President or Mayor of Wagait Shire Council or in their absence the appointed deputy.

Quorum - means the minimum number of members needing to be present to constitute a valid meeting.

Resolution - is a motion that has been passed by a majority of councillors at the meeting.

Special meeting – means a meeting of the Council that has been called in accordance with sections 58 and 59 of the Local Government Act.

4. POLICY:

4.1 Setting the dates, place and times for ordinary meetings.

- (1) The Council shall pass a resolution which sets the day, the time and the place each month, or every two months, for each ordinary meeting of the Council. The Council may set the same day each month for its ordinary meeting (e.g. the second Tuesday of every month).
- (2) The resolution for the setting of dates is normally confirmed at the first meeting following an election of the Council although it may be changed by resolution thereafter.

4.2 The order in which agenda is to be dealt with at an ordinary meeting.

- (1) The order in which agenda is to be prepared shall include:
 - (a) A list of the names of the members present at the meeting
 - (b) Apologies from members who have given reasons why that they will not be present at the meeting
 - (c) Members who wish to declare that they have a conflict of interest with any agenda item at the meeting
 - (d) A model resolution for council to confirm whether or not the minutes of the previous meeting are a true and correct record of that meeting
 - (e) Inward correspondence requiring a decision of council
 - (f) Councillor's reports
 - (g) Officer's reports
 - (h) Finance report
 - (i) Agenda items of which previous notification has been given
 - (j) Questions from members – with or without notice
 - (k) Questions from the public – with notice
 - (l) Petitions/deputations
 - (m) Confidential business
 - (n) Confirmation of the date and time of the next meeting.
 - (o) Closure of the meeting

The order of business at an ordinary meeting may be altered for a particular meeting if the members present at that meeting pass a motion to that effect.

4.3 Agenda papers for ordinary meetings.

- (1) The CEO must prepare and distribute to members, at least three business days before each ordinary meeting and at least four hours before each special meeting, an agenda which complies with the Local Government Act and include the unconfirmed minutes of the previous meeting.
- (2) Copies of the agenda must be made available to the public at the council office.

4.4 Notice to be given of agenda items for an ordinary meeting.

- (1) Members shall give notice to the CEO, at least five days before the meeting, of important agenda items for a meeting.
- (2) The notice must be in writing and signed by the member who wished the matter to be considered and the notice may include a petition.

4.5 Procedures for General Business at an ordinary meeting.

- (1) The CEO or a member may give notice at the beginning of a meeting requesting that matters to be considered during the part of the meeting be set aside and take place during general business.
- (2) Before giving notice, members or the CEO, must have regard to the nature of the matter and whether it requires a decision or is for information only.
- (3) Members must only give notice of matters for decision by Council in the event of the matter not requiring much deliberation.
- (4) Where a matter requires reasonable consideration or analysis the Council shall consider deferring it to the next meeting.

4.6 Petitions

- (1) A petition may be presented to a meeting of the Council by a member.
- (2) Before presenting the petition, the member must, as far as practicable, become acquainted with the subject matter of the petition.
- (3) The member must state the nature of the petition and then read the petition.
- (4) The petition must be worded in a respectful language.
- (5) Each page of the petition must restate the whole of the petition.
- (6) The signature on a page not complying with subclause (5) must not be taken into account by the council when considering the petition.
- (7) A person must not attach to a petition –
 - (a) A signature purporting to be that of another person; or
 - (b) The name of another person.
- (8) If a petition is presented at a meeting of the Council and was not included in the agenda for the meeting –
 - (a) A person present at the meeting and associated with the petition, may make a statement, explanation, submission or comment regarding the petition only if first invited to do so by the Principal Member; and

- (b) No debate on or in relation to the petition must be allowed and the only motion that may be moved is that:
 - (i) The petition be received and noted; or
 - (ii) To be referred to a committee or officer for consideration and a report to the Council.

4.7 Deputations

- (1) A deputation wishing to attend and be heard at a meeting must apply in writing to the CEO not less than 5 business days before the meeting.
- (2) The application must state why the deputation wishes to attend and be heard.
- (3) The CEO, on receiving the application, must notify the Principal Member of the application.
- (4) The Principal Member must determine whether the deputation may be heard and notify the CEO accordingly.
- (5) The CEO must –
 - (a) Inform the deputation of the Principal Member’s determination; and
 - (b) If the Principal Member has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a meeting of the Council.
- (6) Only 2 persons in the deputation may address the meeting unless the members determine otherwise by resolution.
- (7) A person in the deputation who is addressing the meeting must be temperate in speech and matter and must not use insulting or offensive language.
- (8) The deputation must be given adequate opportunity and facility to explain the purpose of the deputation.
- (9) The Principal Member may halt an address by a person in a deputation if –
 - (a) The Principal Member is satisfied that the purpose of the deputation has been sufficiently explained to the members; or
 - (b) The person is severe in speech or manner or uses insulting or offensive language.

4.8 Motions to be dealt with in the order they appear in the agenda papers unless otherwise determined.

- (1) That Principal Member shall ask members present at the meeting to move motions in the order that agenda items appear in the agenda papers (as well as any other motions that arise during consideration of those items) unless otherwise determined by resolution by Council at the meeting.

4.9 Motions to have a mover and a seconder for debate to commence and members must speak about the agenda item.

- (1) A member who moves a motion may speak in support of the motion before it is seconded.
- (2) The Principal Member shall only allow debate on a motion if it is seconded, requesting initially for a member that may wish to speak against the motion and thereafter with members wanting to speak either for or against the motion.
- (3) A motion that is not seconded must be recorded in the minutes as having lapsed.

- (4) A member speaking about a motion must confine his or her remarks to the matter being considered.
- (5) In the event there are no motions to amend the original motion the Principal Member shall put the motion to the vote.

4.10 Motions not be withdrawn without consent

- (1) When a motion has been moved and seconded, it becomes subject to the control of the ordinary meeting and may not be withdrawn without the consent of members.

4.11 A member may move an amendment to a motion so long as it still relates to that motion.

- (1) When a motion has been moved and seconded, a member may move an amendment to it.
- (2) A member who moves or seconds a motion must not move or second an amendment to a motion.
- (3) Any amendment so moved, must not negate the intent of the original motion.
- (4) The principal member shall reject any proposed amendment that attempts to negate a motion, or replace an amended motion with the original motion.

4.13 Council may only deal with one amendment to a motion at a time.

- (1) Once an amendment has been moved, no further amendment can be considered until that amendment is disposed of, either because it lapses, or is seconded and put to the vote.

4.14 The amendment, if voted on and carried, becomes the motion.

- (1) Once an amendment is put to the vote and carried, the motion as amended, then becomes the motion before the ordinary meeting.
- (2) Following the carriage of an amended motion (and subsequent debate if any), the Principal Member shall put the amended motion to the vote of members present at the meeting.

4.15 Dealing with further amendments to motions.

- (1) If an amendment to a motion is lost, then further amendments may be considered until a motion is carried (be it the original motion or some variation of it) or all motions are exhausted.

4.16 Limitation as to the number and duration of speeches

- (1) Except with the consent of members present at the meeting, the mover of an original motion, in his or her opening speech, must not speak for more than ten minutes.

- (2) Except with the consent of members present at the meeting, a member, other than the mover of the original motion, must not speak for more than five minutes at any one time.
- (3) A member, who is the mover of an original motion, has a right of general reply (and may speak for up to five minutes once all debate is completed) to all observations which have been made in reference to the motion and every amendment involved in respect of it.
- (4) A member, other than the mover of an original motion, has a right to speak once to the motion and any amendment proposed to it.

4.17 Principal Member to maintain order, to decide who can speak first and to have priority when speaking.

- (1) The Principal Member must maintain order, and may, without the intervention of any other members, call any member to order whenever, in his or her opinion, it is necessary to do so.
- (2) If two or more members attempt to speak at the same time, the Principal Member must decide which of the members may speak first.
- (3) The Principal Member may, at any time during the debate on the matter, indicate an intention to speak.
- (4) If the Principal Member indicates an intention to speak, a member speaking or proposing to speak to the debate must be silent until the Principal Member has been heard.

4.18 Members must address other members and council officers properly at meetings, and may request the Principal Member to bring order to the meeting.

- (1) Members must comply with the adopted Code of Conduct at meetings.
- (2) A member who considers that another member is out of order may call upon the Principal Member to maintain order.
- (3) The call for order must be dealt with immediately, without further discussion, in accordance with a council's code of conduct.

4.19 How the Principal Member shall deal with calls for order from members.

- (1) Where a member calls for order, the Principal Member must rule on the call by determining whether the comments made by a member are out of order.
- (2) Where the Principal Member rules that a member is out of order on more than three occasions at a meeting the Principal Member may request the member to leave the meeting.
- (3) If the Principal Member decides that any motion, amendment or other matter (including a matter he or she considers is objectionable) is out of order, it must be rejected and not be considered further.

4.20 Rescinding or altering resolutions

- (1) A resolution of the Council may be altered or rescinded if a notice of motion is carried at a meeting to have the matter dealt with at another meeting, and this is done within three months of the original notice of resolution being passed.
- (2) The CEO shall ensure that any notices of motion, once carried, are included in the agenda for future meetings of the Council.

4.21 Motions to improve the handling of matters at a meeting

- (1) A member may move a motion to have a matter put to the vote only after the Principal Member has –
 - (a) First queried whether members wish to speak for, or against, the particular motion to do with the matter, and
 - (b) At least two members have had the opportunity to do so.
- (2) If the motion to put a matter to have the vote is lost, debate on the matter must be allowed to continue for at least ten minutes before the presiding member can allow a similar motion for the matter to be put to the vote.
- (3) If the motion to put the matter to the vote is carried, the Principal Member must immediately put the motion to do with the matter to the vote.
- (4) A member may move a motion to have debate on a matter put off to the next Council Meeting and have the Meeting move to the next item of business, and
 - (a) If the motion is carried, the CEO must ensure the matter is included in the agenda for the next meeting; or
 - (b) If the motion is lost, the Principal Member must continue to allow debate on the matter until it is put to the vote.
- (5) A member may move a motion to have a meeting put off for a short period and
 - (a) If the motion is carried, the meeting must continue with the matter before the meeting at the point where it was delayed, and
 - (b) If the motion is lost, the presiding member must not accept a similar motion within 30 minutes after the motion was lost.

4.22 Member absences from, and attendances at, ordinary and special meetings

- (1) If a quorum of members is not present at a meeting in accordance with clause 64 of the Local Government Act, the Principal Member must postpone the meeting to a date, time and place as the Principal Member thinks fit.
- (2) Members may attend ordinary, special or committee meetings by technological means so long as there are no members of the public in attendance when confidential matters are discussed and undue influence is not exercised over members by members of the public during the meeting.
- (3) If a member is absent from 2 consecutive ordinary meetings of council without the permission of council the member shall cease to hold office as outlined in Section 39(d) of the Local Government Act

4.23 Public Attendance and participation at meetings.

- (1) Members of the public, including journalists, shall be allowed to attend ordinary, special or committee meetings unless Council chooses to close them for confidential reasons.
- (2) A member of the public must not take part, or attempt to take part, in the proceedings of a meeting without notice as outlined in either Section 7 or Section 4.23(4).
- (3) No members of the public shall ask questions of invited guests under any circumstances.
- (4) A member of the public who wishes to ask a question must do so in writing to the CEO at least 7 business days prior to the meeting.
- (5) A question on notice from a member of the public must be included in the agenda for the next meeting of the Council or otherwise answered administratively.

4.24 The Principal Member is to maintain order when the public is participating in Ordinary, Special or Committee Meetings.

- (1) Members of the public that submit questions The Principal Member may invite questions, submissions or comments from members of the public at a meeting of the council but is not obliged to do so.
- (2) If the Principal Member considers a question comment, or statement of a member of the public at a meeting of the council is offensive, irrelevant, unduly long or deals with a confidential matter, the Principal Member may rule the matter out of order and proceed to deal with it or the next item of business.
- (3) On receiving a comment or submission from a member of the public, the council must:
 - (a) Refer it to a committee
 - (b) Request it be included in the agenda for the next council meeting
 - (c) Deal with it under general business at the Meeting of the Council, or
 - (d) Note it and take no further action.

4.25 Procedures for Council Committees

- (1) Committees of Council shall follow the same procedures as provided for Council Meetings unless the committee resolves otherwise.
- (2) Minutes of committee meetings shall be included in the agenda of Council Meetings as recommendations and Council may adopt them in whole, or part, or be simply noted with no further action required.
- (3) When conferring a power or function on a committee the Council shall have regard to its annual budget and plans it has adopted as a basis for providing direction for its committees.

4.26 Changing these procedures

- (1) The Council may change these procedures by resolution at a Meeting.

5. ASSOCIATED DOCUMENTS

Nil.

6. REFERENCES AND LEGISLATION

Local Government Act

7. REVIEW HISTORY

Date Approved: 20.10.2009		Approved By:	Councillors – resolution no.	Date for review: 17/02/2011	3 years
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

Resolution No. 2019/.....


That Council adopt the draft updated P15 – Procedures for Council and Council Committee Meetings Policy, as recommended by the Audit Committee.

Moved:

Seconded:

Vote:

11.6.2 P35 – Authorisation of Payments Policy

	POLICY TITLE:	AUTHORISATION OF PAYMENTYS POLICY
	POLICY NUMBER:	P35
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide clear guidelines for the payment of creditors, employees and councillors.

2. SCOPE:

The Policy applies to all Wagait Shire Council payment transactions.

3. DEFINITIONS:

The Act: Means the Local Government Act.

Business day: Means any day except a Saturday, Sunday or public holiday.

Exceptional Circumstances: Means the principal member or hief Executive Officer are not in a position to authorise payment/s when required or are not contactable when authorisation is required.

4. POLICY:

- 4.1 Pursuant to S119(2) of the Act all money received by a council must be paid into an authorised deposit account, and all expenditure made by a council must be made from an authorised deposit account.

Section 20 of the Local Government (Accounting) Regulations provides:

- (1) A cheque issued on behalf of a council must be signed by at least 2 persons authorised by resolution of the council to sign cheques on its behalf.
- (2) An electronic disbursement from an authorised account must be processed by at least 2 persons authorised by resolution of the council to process electronic disbursements on its behalf.
- (3) An authorisation under subregulation (1) or (2):
 - (a) may only be given to 1 or more of the following:
 - (i) the council's principal member;
 - (ii) the CEO;

- (iii) a member of the council's staff; and
- (b) may be given subject to limitations and conditions determined by the council and specified in its resolution.

Section 43 of the Local Government Act provides:

- (2) The deputy principal member is able to carry out any of the principal member's functions when the principal member:
 - (a) delegates the functions to the deputy; or
 - (b) is absent from official duties because of illness or for some other pressing reason; or
 - (c) is on leave.
- (3) If the principal member is absent from official duties on leave or for some other reason, and there is no deputy principal member or the deputy is not available to act in the principal member's position, the council may, by resolution, appoint some other member of the council to act in the principal member's position for a specified period or until the principal member resumes official duties.

4.2

Council does not make any payments by cheque. Payments other than those minor incidentals made from Petty Cash will be via EFT.

- 1) Payments to creditors will generally occur on the 1st day of each month and the 15th day of each month.
- 2) Payments to staff will generally occur every second Friday for the fortnight prior.
- 3) Payment of Councillor allowances will generally occur on the first day of each month for the month prior. Councillor allowances will not be pre-paid.

Authorisation of payments will generally be required on the day prior to the payment date.

Should any of the nominated authorisation days not fall on a business day, payments will generally be authorised on the last business day prior to said day.

The office manager shall ensure all payments requiring authorisation have been entered ready for authorisation by the day before the relevant payment date.

Should any payments be required outside of the scheduled days, the date of payment will be authorised by the Chief Executive Officer.

- 4.3 Unless exceptional circumstances apply, all payments are required to be approved by the principal member and Chief Executive Officer.

Should the principal member not be in a position to authorise the relevant payment/s on the authorisation date, the principal member shall ensure an appropriate delegation is in place as per section 43 of the Local Government Act.

Should the Chief Executive Officer not be in a position to authorise the relevant payment/s on the authorisation date, the acting Chief Executive Officer shall authorise the payments in conjunction with either the principal member or their appointed delegate.

5. ASSOCIATED DOCUMENTS

Councillor Code of Conduct
P05 Council Staff Code of Conduct
P26 Delegations manual

6. REFERENCES AND LEGISLATION


Local Government Act.
Local Government (Accounting) Regulations.

7. REVIEW HISTORY

Date Approved:	Approved By:	Councillors - resolution no.	Date for review:	3 years from approval
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

Resolution No. 2019/.....
That Council adopt the draft P35 – Authorisation of Payments Policy, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:

11.6.3 P39 – Australia Day Awards Deliberations Policy

	POLICY TITLE:	AUSTRALIA DAY AWARDS DELIBERATIONS POLICY
	POLICY NUMBER:	P39
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

This policy outlines the procedure for choosing Wagait Shire Council's Australia Day Awards recipients.

2. SCOPE:

This policy applies Councillors and the Chief Executive Officer.

3. DEFINITIONS:

Conflict of interest – For the purpose of this policy, a member has a conflict of interest if they:

- have a close family relationship with the nominee; or
- have some involvement in the management of financial or personal matters of the nominee; or
- is in a business relationship with the nominee; or
- are the nominee.

4. POLICY:

4.1 Each year, Council will invite nominations for person(s) / groups who have made outstanding contributions to the community for:

- Community event, organisation or group of the year;
- Young citizen of the year (person must be under 30 years of age on 26th January of the relevant year); and
- Citizen of the year

4.2 Nominations should be submitted to council administration on a valid Australia Day Nomination Form by the nominated due date.

4.3 Nominations can be submitted by email, post or in person at the council office.

4.4 Following the closure of nominations, The Chief Executive Officer will collate and distribute nominations received prior to the cut-off date to councillors with pro-forma scoring tables.

4.5 Deliberations of nominations will occur in a closed session at Council's January meeting.

4.6 Should councillors require further information with respect to any of the nominations, questions are to be put to the Chief Executive Officer prior to the

January meeting who will then make relevant enquiries and circulate response/s.

- 4.7 The successful nominee/s will be confirmed by way of a decision of council.
- 4.8 All nominees will be advised of their nomination prior to Australia Day and be invited to attend the Australia Day awards proceedings on 26th January.
- 4.9 During the proceedings, the names of the nominees for each category will be read out and the winner announced.

5. ASSOCIATED DOCUMENTS

Australia Day Council scoring tables.

6. REFERENCES AND LEGISLATION

Local Government Act.

7. REVIEW HISTORY

Date Approved:		Approved By:	Councillors – resolution no.	Date for review:	
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Resolution No. 2019/.....


That Council adopt the draft P39 – Australia Day Awards Deliberations Policy, as recommended by the Audit Committee.

Moved:

Seconded:

Vote:

11.6.4 P41 Asset Disposal Policy

	POLICY TITLE:	ASSET DISPOSAL POLICY
	POLICY NUMBER:	P41
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide a framework consistent with legislative requirements that provides clear guidelines relating to the sale or disposal of assets or materials surplus to the operational needs of Wagait Shire Council.

2. SCOPE:

The Policy applies to

- all current and non-current assets and items surplus to council requirements; and
- all employees of council.

3. DEFINITIONS:

Asset: An asset is a resource controlled by council as a result of past events and from which future economic benefits are expected to flow to the entity for more than 12 months. Assets include tangible items like property, plant and equipment and intangible assets like software.

Useful life: The useful life of an asset is the period over which an asset is expected to be available for use by council.

Depreciable amount: The depreciable amount is the cost of an asset, or fair value less its residual value.

Residual value: The residual value is the estimated amount that council would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

4. POLICY:

Section 182(1) of the *Local Government Act 2008* provides that, "Subject to the Minister's guidelines, a council may deal with or dispose of property of which the council is the owner."

4.1. Reasons for Disposal

Any sale or disposal of assets should be consistent with the council's objectives set out in strategic plans. When considering options for the sale and disposal of assets, council will look for opportunities to advance the objectives of the council's strategic plan.

Council may dispose assets due to renewal programs in line with asset management plans, the long term financial plan or annual budget.

4.2. Method of Disposal

The following practices of disposal are approved by council:

- Destruction / landfill – where items are of no value;
- Open tender;
- Selected tender;
- Quotation sought by officers for external party to sell on behalf of council;
- Trade in;
- Auction;
- Other means directed by council.

The following items should be considered selecting the method of disposal:

- Potential to obtain best price;
- Number of known potential purchasers;
- Current and possible preferred future use of the asset;
- Opportunity to promote local economic growth and development;
- Total estimated value of the sale;
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of the sale;
- Compliance with statutory and other obligations.

4.3. Approval for Disposal

Council has delegated authority for disposal of assets, except the sale of land, under section 32 of the Local Government Act to the Chief Executive Officer as documented in the delegation manual.

The Chief Executive Officer has delegated authority to dispose of equipment, stores or other property of council including, but not limited to plant, machinery and vehicles which are obsolete, worn out or of no further use providing the estimated disposal value of the asset is less than \$2,000. Disposal of any asset with an estimated value of more than \$2,000 must be referred to council.

Advice to council regarding disposal of assets shall include:

- Identification of asset (linkage to financial asset register)
- Reason for disposal
- Method of disposal
- Application of proceeds

Property which has been purchased, or the purchase of which has been contributed to, by a funding source, may not be disposed of unless the terms of the funding agreement have been met. This includes any requirement to gain approval from the funding body to dispose of property.

4.4. Proceeds from Sale of Assets

Proceeds from the sale of assets should be applied to a particular purpose:

- Reduction of any debt associated with the asset acquisition or upgrade since the original purchase or construction;
- Offset of cost of replacement assets required for operations arising from the asset sale;
- Specific Reserve Fund or asset replacement reserve;
- Other specific purpose as determined by Council resolution.

4.5. Financial Recognition of Disposal

When an asset is sold and its selling price varies from the carrying amount in council's balance sheet, a gain or loss on disposal will be recognised directly to the Income Statement in accordance with AASB 140 or AASB 116 respectively.

If an asset is derecognised before it has been fully depreciated, the carrying amount represents a loss on disposal and will be expensed.

Where an asset disposed of has been subject to revaluation, the net increment in the asset revaluation reserve relating to the disposed asset will be transferred to accumulated surplus. The amount transferred must not exceed the balance of the asset revaluation.

Partial disposal of an asset is recognised if a partial renewal/replacement has taken place and the carrying value of that disposed part in regards to AASB 116 can be identified.

Alternatively, if the fair value of the replaced part cannot be identified, the cost of the replacement is added in the carrying amount of the asset and the fair value shall be reassessed at revaluation.

5. ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct
P26 Delegations manual

6. REFERENCES AND LEGISLATION


Ministerial Guideline 7 – Disposal of Property
Local Government Act
Local Government (Accounting) Regulations
Australian accounting standards.

7. REVIEW HISTORY

Date Approved:		Approved By:	Councillors – resolution no.	Date for review:	3 years from approval
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Resolution No. 2019/.....
That Council adopt the draft P41 – Asset Disposal Policy, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:

11.6.5 P42 – Stocktake Policy

	POLICY TITLE:	STOCKTAKE POLICY
	POLICY NUMBER:	P42
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The purpose of this policy is to provide for effective monitoring of council's property, plant and equipment.

2. SCOPE:

This Policy applies to all council property, plant and equipment listed as such in council's asset register.

This policy does not relate to large fixed items such as buildings, roads, playgrounds or other fixed assets.

3. DEFINITIONS:

Property, plant and equipment: Non-current assets listed in council's asset register.

Stock take sheet: A list of property, plant and equipment derived from council's asset register.

Major discrepancies: Occur when a non-current asset listed in council's asset register is not present at the time of stock take.

4. POLICY:

Section 22(3) of the Local Government (Accounting) regulations states the CEO must ensure that stock takes of council's property are carried out in accordance with the Accounting Standards.

4.1 All purchases and disposals will be listed on the asset register. From the asset register, discreet stock take sheets will be developed. Stock take sheets will be maintained for:

- The council office
- The CEO house
- The community centre
- The council workshop
- The sportsground

The Chief Executive Officer may require further stock take sheets to be developed.

- 4.2** An annual stock take will be undertaken during the month of June each year. All items on the stock take sheets will be counted and their condition assessed.

Each stock take will be undertaken a staff member and an independent member of the community as appointed by council.

The Chief Executive Officer may direct that additional stock takes be undertaken.

- 4.3** The results of the stock takes shall be recorded electronically.

The Chief executive Officer will report major discrepancies and proposed write offs to the council.

5. ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct
P41 Asset Disposal Policy
Stocktake sheet

6. REFERENCES AND LEGISLATION


Local Government Act
Local Government (Accounting) Regulations
Australian accounting standards

7. REVIEW HISTORY

Date Approved:	Approved By:	Councillors - resolution no.	Date for review:	3 years from approval
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

Resolution No. 2019/.....
That Council adopt the draft P42 – Stocktake Policy, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:

11.6.6 P43 Credit Card Policy

	POLICY TITLE:	CREDIT CARD POLICY
	POLICY NUMBER:	P43
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To control the use of corporate credit cards issued under the name of Wagait Shire Council. This purchasing option is designed to facilitate procurement arrangements for those issued with Wagait Shire Council corporate credit cards without exposing council to undue risk or liability.

2. SCOPE:

The Policy applies to

- all employees of council and the principal member.

3. DEFINITIONS:

Credit cards: Corporate credit cards issued in the name of Wagait Shire Council.

Cardholder: Wagait Shire Council employee that is the holder of a corporate credit card.

4. POLICY:

4.1 Issuing of Credit Cards

4.1.1 Credit Cards are only issued to officers that hold the positions with the required authority given to them by the Chief Executive Officer. Those positions are outlined in the Delegations manual.

4.1.2 To be issued a credit card staff will be provided with a credit card request form from the Chief Executive Officer. The form is provided by Wagait Shire Council's banking service provider. Staff may be required to prove their identity with the bank issuing the credit card.

4.1.3 Council officers issued with credit cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All cardholders are to acknowledge receipt of the Credit Card Policy in form of a signed agreement.

4.2 Credit Limit

4.2.1 The monthly maximum credit limit for credit cards is set in the Delegations manual. The Chief Executive Officer shall have the authority to determine,

within this limit, to vary the credit card limits for individual cardholders. Credit limits can only be increased by amending the Financial Delegations manual by council resolution.

4.3 Cancellation of Credit Cards

- 4.3.1 Each issued credit card remains the sole property of Wagait Shire Council. The Chief Executive Officer may revoke the use of any credit card at any given time.
- 4.3.2 Cancellation of a credit card is necessary where the:
- Cardholder changes job function that has not got appropriate authority;
 - Employment with cardholder ceases;
 - Cardholder has not adhered to set procedures and policies;
 - Misuse of credit card; or
 - Cardholder breaching any terms of this policy.

4.4 Use of Credit Cards

- 4.4.1 Credit cards must only be used for the carrying out of council authorised business and for the meeting of council liabilities where it is deemed to be inefficient or impractical to adhere to the purchase order system.
- 4.4.2 No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure. This includes the payment of parking fines or speeding offences even if incurred whilst on council business.
- 4.4.3 All purchases on the credit card require appropriate authorisation in line with the Procurement Policy and Delegations Manual.
- 4.4.4 Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder. Should there be an accidental transgression by a member of staff other than the Chief Executive Officer, the Chief Executive Officer is to be notified and the Council reimbursed immediately. Should there be an accidental transgression by the Chief Executive Officer, the President is to be notified and the Council reimbursed immediately.

4.5 Cardholder Responsibilities

- 4.5.1 The cardholder has to ensure that the credit card is maintained in a secure manner and guarded against improper use.
- 4.5.2 All documentation regarding a credit card transaction is to be retained by the cardholder and provided to the office manager as part of the reconciliation procedure.
- 4.5.3 All documentation regarding a credit card transaction is to be provided to the office manager the business day after the transaction occurs or within 24 hours of the cardholder returning to work.
- 4.5.4 The cardholder must follow responsibilities outlined by the card provider.
- 4.5.5 Credit cards are to be returned to the Chief Executive Office or office manager on or before the employee's termination date with a full acquittal of expenses.

4.6 Credit Card Reconciliation Procedures

- 4.6.1 Credit card statement accounts will be reconciled by the office manager monthly.
- 4.6.2 All transactions on the statement must be supported by tax invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable GST rebate to be applied.
- 4.6.3 If no supporting documentation is available the cardholder will provide a statutory declaration detailing the nature of the expense and must state on that declaration all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer for a decision. Should approval of the expenses be denied, recovery of the expense shall be met by the cardholder.
- 4.6.4 The cardholder shall sign and date the credit card statement with supporting documentation attached.
- 4.6.5 A monthly report of all credit card transactions will be authorised by the Principal Member and Chief Executive Officer as part of the monthly reporting to Council.
- 4.6.6 A report detailing each month's credit card transactions will be included in the monthly financial report to council.

4.7 Disputed Transactions

- 4.7.1 Wagait Shire Council is responsible for paying all accounts on the monthly credit card statement and the bank processes a direct debit from the operational bank account for such.
- 4.7.2 It is the Cardholder's responsibility to investigate with the supplier to determine the causes of the discrepancy. Only if this process does not resolve the dispute the cardholder needs to inform Chief Executive Officer, who will initiate a formal dispute process with the bank.
- 4.7.3 A formal dispute process will require the cardholder to fill in a dispute form from the bank. The Chief Executive Officer will facilitate the process between the staff member and the bank.
- 4.7.4 Any amounts in dispute need to be highlighted on the credit card statement.

4.8 Procedures for Lost, Stolen and Damaged Cards

- 4.8.1 The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Chief Executive Officer on the next working day.
- 4.8.2 Advice of a damaged credit card is to be provided to the Chief Executive Officer who will arrange a replacement.

4.9 Council Administration Responsibilities

- 4.9.1 The Chief Executive Officer will ensure that the following responsibilities will be met by council administration:
 - Arrange issues and cancellations of credit cards;

- Maintain register of all cardholders;
- Provide cardholders with the policy, and where required any changes to the policy and their responsibilities and obligations as cardholders;
- Process payments of credit cards. This includes ensuring all required documentation is attached and relevant officers have signed the statements;
- Arrange for all cardholders to sign the Corporate Credit Cardholder Agreement with application for the credit card; and
- Assist with formal dispute process.

5. ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct
 P26 Delegations Manual
 P31 Counselling, Disciplining and Dismissing Employees
 Corporate Credit Card agreement

6. REFERENCES AND LEGISLATION


Local Government Act
 Local Government (Accounting) Regulations
 Local Government (Administration) Regulations
 Goods and Services Tax Act 1999
 Australian accounting standards.

7. REVIEW HISTORY

Date Approved:	Approved By:	Councillors - resolution no.	Date for review:	3 years from approval

Resolution No. 2019/.....
That Council adopt the draft P43 – Credit Card Policy, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:

11.6.7 P44 – Travel and Accommodation Policy

	POLICY TITLE:	TRAVEL AND ACCOMODATION POLICY
	POLICY NUMBER:	P44
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The purpose of this policy is to outline a set of guiding principles for Wagait Shire Council employees and councillors when arranging and undertaking official work related travel.

2. SCOPE:

This Policy applies to all employees and councillors of Wagait Shire Council.

3. DEFINITIONS:

Approval officer: means the Chief Executive Officer for any employee or councillor travel, or in the case of the Chief Executive Officer, the Principal Member.

Booking officer: means the officer manager or Chief Executive officer.

Official Business: Business conducted on behalf of, and approved by Wagait Shire Council, either to fulfil a legislative requirements or to achieve a benefit for Wagait Shire Council. This may include an employee's or councillor's attendance at external courses, conferences, seminars or workshops.

4. POLICY:

All travel made by employees or councillors of Wagait Shire Council for official business purpose must be approved in advance and Travel Allowance Claim Form should be completed.

An employee or councillor who is required to be absent overnight from their usual place of residence on official work travel will be paid an entitlement for incidentals and meal expenses (as per the travel allowance form) occurring during the period while undertaking official work travel. Overnight travel expenses are currently not subject to tax instalment deductions, and will not be unless required by taxation legislation.

While undertaking official travel, no employee or councillor will be out of pocket for reasonable expenses. However, no staff member or councillor shall gain a financial advantage through the travelling allowance arrangement. Where the allowance determined by the Australian Taxation Office is not considered

appropriate in respect of a particular travel situation, the Chief Executive Officer may substitute a greater or lesser amount to be paid depending on the particular travel situation.

4.1 Travel Allowance

Travel allowance is provided to employees and Councillors conducting official business that requires overnight absence from normal place of work in a location where commercial accommodation is available. Travel allowance comprises meals and incidental expenses based on rates determined by the Australian Taxation Office.

4.2 Payment

Payments for allowance will be paid to employees and councillors into their bank account of their choice in the earliest pay run after the travel occurs and the Travel allowance claim form is submitted to the office manager.

4.3 Travel

Travel relates to all modes of travel. It includes flights, taxis, public transport, rental car and council vehicle use. The mode of travel used for official travel should be approved prior to the travel by the Chief Executive Officer.

If an employee of councillor wishes to travel to a location early or extend their stay beyond business requirements, this will need to be permitted by the approval officer.

4.3.1 Air Travel

The cost of air travel to and from destinations is to be by economy class on the shortest possible route. Council will not pay the cost of air travel upgrades.

4.3.2 Vehicle Travel

Taxis

It will be the responsibility of the person travelling to organise their own taxi request. Receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting Reimbursement Claim Form to the office manager.

Rental Cars

Employees and councillors must seek appropriate approval from the approval officer prior to renting a vehicle. The Chief Executive Officer is the approval officer for employees and councillors and the principal member is the approval officer for the Chief Executive Officer. Consideration must be given as to whether the renting of a vehicle is cost effective and appropriate under the circumstances. All rental car bookings are to be made by the booking officer.

Private Vehicle Allowance

Where the Chief Executive Officer has authorised the use of a private vehicle, a mileage allowance per km as approved by in Travel Allowance Claim Form will be paid.

4.4 ACCOMMODATION

Accommodation for employees and councillors when attending official Wagait Shire Council business will be booked and paid for by Wagait Shire Council.

Accommodation for employees and councillors must be approved prior by the relevant authorisation officer.

Additional expenses incurred in accommodation such as private telephone calls, room service or mini-bar supplies will be the staff member’s/elected member’s own responsibility.

Funds will not be paid in lieu of accommodation.

5 ASSOCIATED DOCUMENTS

- P05 Council Staff Code of Conduct
- P43 Credit Card Policy
- P45 Vehicle use Policy
- Travel Allowance Claim Form
- Expense Reimbursement Form
- Accommodation Booking Form

6 REFERENCES AND LEGISLATION


- Local Government Act
- Local Government (Accounting) Regulations
- Fair Work Act 2009
- Income Tax Assessment Act 1997

7 REVIEW HISTORY

Date Approved:		Approved By:	Councillors - resolution no.	Date for review:	3 years from approval
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

Resolution No. 2019/.....
That Council adopt the draft P44 – Travel and Accommodation Policy, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:

11.6.8 P 45 – Vehicle Use Policy

	POLICY TITLE:	VEHICLE USE POLICY
	POLICY NUMBER:	P45
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The purpose of this policy is to set conditions and guidelines for the use of council vehicles.

2. SCOPE:

This Policy applies to any driver of any vehicle owned, leased or under the control of Wagait Shire Council.

3. DEFINITIONS:

Authorised persons: means employees of Wagait Shire Council and those provided for in the Chief Executive Officer's contract of employment.

Authorised use: means unrestricted private use, restricted private use and business use as provided for in this policy.

Business use: use required for council officers to necessarily fulfil their employment duties.

Direct Route: means the shortest route (in terms of distance or travel time) between destinations and waypoints necessarily being attended at as part of an employee's duties.

Principal Member: means President or Mayor.

Restricted private use: means the use of a fully maintained Wagait Shire Council vehicle for the purpose of commuting between the officer's place of employment and residence.

Unrestricted private use: Means conditions outlined in the Chief Executive Officer's employment contract.

4. POLICY:

- 4.1** The Chief Executive Officer shall be provided with a fully maintained vehicle as per their employment contract or equivalent agreement.

The works supervisor shall be provided with a fully maintained vehicle for restricted private use.

Should the works supervisor be on leave, the vehicle allocated to the works supervisor shall be re-allocated to the works labourer.

At the discretion of the Chief Executive Officer, restricted private use of council vehicles by employees may be granted on a case by case basis.

At the discretion of the Principal Member, conditions relating to vehicle usage as outlined in the Chief Executive Officer's employment contract may be varied on a case by case basis.

- 4.2** The following matters are the responsibility of those employees who are allocated or provided a council vehicle:

- (a) Washing and cleaning (inside and out) of the vehicle on a regular and as needed basis
- (b) Ensuring that the vehicle is available for council operations on each work day, including ensuring that the vehicle is presented for council use on rostered days off and during periods of annual leave, long service leave and sick leave
- (c) Ensuring that normal operational items such as fuel, oil, battery, radiator, tyres etc are checked at regular intervals and in accordance with manufacturer's recommendations
- (d) Ensuring that overnight garaging (where applicable) is secure, and off road and under cover if possible
- (e) Ensuring that all defects in the operational aspects of the vehicle, or damage to the vehicle, are reported immediately
- (f) Ensuring that the vehicle is regularly serviced as required to meet warranty and manufacturer's specifications, and also that the vehicle is made available for such servicing when required
- (g) That a current and appropriate class of licence is held for the operation of the vehicle (where a licence is held, however due to demerit points / loss of licence it is no longer current, this needs to be reported immediately otherwise the vehicle is being operated without the appropriate current licence)
- (h) That log books are completed correctly on a daily basis and that a report detailing private and business use is provided to council on a monthly basis.
- (i) If there is any doubt as to its roadworthiness, a vehicle should not be used. Such roadworthiness issues and any faults that may occur during the life of the vehicle, should be immediately reported to the Chief Executive Officer

- (j) Employees shall be responsible for ensuring that an allocated vehicle is used appropriately at all times. Vehicles other than those specifically designed for such use, should not be taken off road. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately
- (k) Employees are to ensure that passengers and load limits are not exceeded at any time
- (l) Only authorised persons may drive a council vehicle

In an emergency any person holding an Australian Driver's Licence may drive the vehicle provided the passenger in the vehicle at the time the vehicle is being driven is an employee. An employee whose licence has been suspended shall immediately advise the Chief Executive Officer and arrange for the vehicle to be returned to the Council Depot.

4.3 Smoking in council vehicle's is strictly prohibited

4.4 Liability for All Vehicle Users

Employees utilising Council vehicles are liable for:

- ALL traffic offence notices incurred, including but not limited to fines and loss of points from parking fines, speeding fines, red light camera offences and general traffic offences
- Costs associated with an accident whilst the employee is utilising the vehicle in contravention of approved uses. In particular, employees or their nominated person, if found to be driving a council vehicle under the influence of drugs or alcohol may be held personally responsible for any repairs or legal action resulting from any accident in which they are involved

Similar conditions shall apply to damage occurring as a result of inappropriate behaviour, or use which contravenes this policy.

Employees would not be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use

4.5 Approval

Consent to utilise a Council vehicle for restricted private use rests with Chief Executive Officer.

Approval for use shall only be approved where there is an advantage to Wagait Shire Council.

4.6 Withdrawal of Access Rights

Council reserves the right to suspend access to a council vehicle (including private and unrestricted private use) at any time at the discretion of the CEO, if the officer:

- Is convicted of a serious driving offence

- Judged to have incurred excessive insurance claims
- Has not maintained the vehicle in a suitable manner
- Has breached any of the agreed vehicle policy conditions

If an employee has had their access council's fleet withdrawn for any circumstance and is unable to be reallocated within council's structure, then the employee's employment contract may be terminated.

4.7 Share Riding

Where restricted private use is available to an employee, and if agreed to by the employee and solely at their discretion, restricted private use may be extended to include the collection of other council employees, subject to such an activity not requiring a major deviation from the commuter route of the employee with commuter privileges.

4.8 Prohibited

The following uses are not considered to be within the terms of **restricted private use** and are strictly forbidden:

- Private use of vehicles
- Transportation of non-Council persons or members of the public other than for official Council purposes (this includes the transportation of the employee's spouse or children at any time)
- Visits to non-work related locations (with the exception of the Wagait Beach Supermarket or a brief stop at a shop or similar on the direct route for minor, ad hoc and infrequent purposes)

4.9 Liability for restricted private use

All employees shall sign an acknowledgement form attesting to the fact that they are aware of the rules associated with use of Council vehicles, and in particular are aware of the ramifications and liability issues related to usage outside the policy. In particular, the fact that insurances do not apply to use of the vehicle, and any damages caused to both the council vehicle, other vehicles and property generally, and that the employee will be personally liable for such costs.

4.10 Insurance

It should be noted that insurances for council vehicles only apply during approved use. Any usage which contravenes this policy, or is outside approval, may render the council insurance coverage null and void, in which case the employee in charge of the vehicle would be fully responsible for all damage caused during any accident or similar.

4.11 Accident or Damage

In the event of an **accident or damage** to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to the incident, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle;
- Report any accident in a motor vehicle to the Northern Territory Police Service where required by law;
- Not accept or acknowledge any liability on behalf of council arising from an accident;
- Complete as soon as practical after the accident, in consultation with the Chief Executive Officer, complete the appropriate claim form and incident report form).

5. ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct
 P31 Counselling, Disciplining & Dismissing Employees
 P33 Work Health & Safety
 Insurance claim form
 Incident report form

6. REFERENCES AND LEGISLATION


Work Health & Safety (National Uniform Legislation) Act
 Traffic Act
 Traffic Regulations
 Liquor act
 Local Government Act

7. REVIEW HISTORY

Date Approved:		Approved By:	Councillors - resolution no.	Date for review:	3 years from approval
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

Resolution No. 2019/.....
That Council adopt the draft P45 – Vehicle Use Policy, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:

11.6.9 P46 – Works on Council Verge Policy

	POLICY TITLE:	WORKS ON COUNCIL VERGE POLICY
	POLICY NUMBER:	P46
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To ensure any works on verges are approved by council and subject to clear guidelines.

2. SCOPE:

The Policy Framework applies to all Wagait Shire property owners.

3. DEFINITIONS:

Tree: a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

Verge: means that area of public land between the property boundary and the edge of the road.

4. POLICY:

4.1 Council maintains the verges throughout Wagait Shire by mowing, snipping, herbicide application, tree and bush pruning and/or removal.

4.2 Verge Treatment Options

4.2.1 Grassed Verge

Grassed verges remain the most common and preferred form of nature strip treatment within Wagait Shire.

- The use of tropical grasses provides a low maintenance treatment which requires periodic mowing and weeding
- Grassed verges must allow for pedestrian traffic and ensure clear site lines for pedestrians and motorists
- No permit is required to establish a grassed verge

4.2.2 Alternative Plantings

If an owner proposes anything other than grassing on the verge, an application to council is required. Owners are advised that all maintenance activities for a landscaped verge are to be undertaken by the owner at no cost to council.

The following information is to be contained in the application:

- A Works with a council road reserve permit application
- A sketch of the landscape proposal on for the verge. This need not be to scale however all relevant dimensions are to be included
- A list of the plant species to be used
- Confirmation that the applicant is the owner of the property

The application should also contain a signed letter from the owner indicating:

- They will irrigate the landscaped area from a supply within the property
- They accept all physical and fiscal responsibility for any required maintenance of the landscaped area
- They accept that should the need arise Council may request the removal of the landscaped area

Completed applications can be sent to Wagait Shire Council, PMB 10, Darwin NT 0800 or emailed to council@wagait.nt.gov.au for council's consideration.

The submission will then be reviewed and the owner will be notified in writing of the outcome. Should the submission obtain approval from council the owner will then submit a 'Works within a road reserve permit' prior to the commencement of any works.

4.2.3 Non-Approved Plants

Plants that must not be planted on the verge or on the property boundary include, but are not limited to:

- Prickly or thorny plants, e.g. Bougainvillea
- Plants with spiked leaves or fronds, e.g. Agave, yucca, cycads
- Poisonous plants
- Plants carrying large, heavy fruit, e.g. coconuts
- Declared weed species – see www.nt.gov.au/environment/weeds/declared-weeds for more information
- Trees unless otherwise allowed for in this policy

4.2.4 Prohibited

No trees shall be planted in a position such that it is probable they will interfere overhead power lines at maturity.

None of the following items are to be placed on a verge in such a manner that the items for a barrier to either vehicular or pedestrian traffic.

- Rocks
- Timber posts/poles/sleepers
- Retaining walls
- Hard surfaces such as concrete, pavers, asphalt or stepping stones

Please note: In the event that the landscaped verge is not consistent with the original submission and does cause risk to the public, the treatment may be removed by council and council may seek to recover removal costs

4.3 GUIDELINES FOR DEVELOPMENT AND MAINTENANCE OF A VERGE

4.3.1 Excavation and Cultivation of the Verge

Excavation and cultivation must be by carried out by hand. Mechanical excavation is not permitted other than for the purpose of installing an approved culvert or driveway.

The owner is responsible for repairing any damage to infrastructure caused by any works.

4.3.2 Installation of Driveways and Culverts on Verge

Each property is entitled to a single access. Accesses may be bare earth, concrete or bitumen spoon drain, a culvert or a combination thereof.

The following information is to be contained in the application:

- A works within a council road reserve permit application
- A sketch showing the proposed location of the property access
- Engineering drawings for the proposed access treatment

Council will consider applications for multiple property accesses on a case by case basis.

Completed applications can be sent to Wagait Shire Council, PMB 10, Darwin NT 0800 or emailed to council@wagait.nt.gov.au for council's consideration.

4.3.3 Clearways

Clearways are to be established and maintained on the verge:

- A minimum clear pedestrian width of 1.5 metres is to be retained on the verge.
- The buffer zone **MUST** be grassed to ensure sight lines are maintained.
- Vegetation should not encroach onto road ways or impede the vision of motorists.
- Approved plantings are to be maintained preferably below a height of 300 millimetres with a maximum unpruned height of 1.5 metres.
- No trees are to be planted within 4 metres of the roadway.

4.4 WORKS ON VERGES BY COUNCIL AND OTHER AGENCIES

Regardless of any development of the verge area, council reserves the right to construct or maintain infrastructure on any part of the verge at its discretion.

If necessary, in doing so, Council may remove any existing plants, shrubs, groundcover, irrigation systems or decorative features without compensation to the owner or resident for such removal or alteration. Remedial work will be undertaken to reinstate the verge however the treatment will be grass only.

Utility companies may require access to the verge to perform maintenance work from time to time.

- The companies are required to make good the verge following maintenance work, but are not required to re-instate residential verges that have been landscaped other than with grass
- Council will not be responsible for replacing plants or landscaping as a result of such works by others

4.5 RISK MANAGEMENT AND SAFETY

Wagait Shire Council is dedicated to providing a safe environment within the municipality.

Any feature placed by an owner that is deemed by council to be a risk to the public as a tripping hazard, obstruction or other hazard, or for which a permit has not been issued or does not comply with the requirements of the permit, may be removed from the verge without consultation or warning.

Where it deems appropriate, council will act to rectify problems in relation to tripping hazards or safety issues.

Council will write to the relevant owner requiring that they attend to the identified problem.

Failure to take action following a request by council may result in legal action.

Council may also undertake the required works at the expense of the property owner.

5. ASSOCIATED DOCUMENTS

Works within a road reserve permit application

6. REFERENCES AND LEGISLATION

Local Government Act.

7. REVIEW HISTORY

Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

Resolution No. 2019/.....


That the draft P46 – Works on Council Verge Policy, be released for community consultation, as recommended by the Audit Committee.

Moved:

Seconded:

Vote:

11.6.10 P47 – Borrowing Policy

	POLICY TITLE:	BORROWING POLICY
	POLICY NUMBER:	P47
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The purpose of this policy is to:

- Ensure the sound management of council's existing and future debt.
- Clearly state the set of circumstances and risks that should exist when council is considering the use of debt to fund projects and other capital purchases.
- Provide guidance as to the information that must be taken into consideration when council is considering the use of debt.
- Ensure funds are available as required to meet approved outlays.
- Ensure interest rates and other risks (e.g. liquidity risks and investment credit risks) are acknowledged and responsibly managed.
- Ensure the net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.
- Ensure outstanding debt is repaid as quickly as possible resulting in gross debt being minimised.

2. SCOPE:

This Policy applies to all employees and councillors of Wagait Shire Council and extends to all borrowing activities of council and any controlled entities.

3. DEFINITIONS:

Borrowings: means any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement and the present value of future payments under a finance lease.

Minor transaction: a 'minor transaction' for the purposes of Section 123(2) of the Local Government Act is an amount of \$ \$50,000 or less for a schedule 1 local government. This amount is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility.

4. POLICY:

Local Government Ministerial Guideline #5 issued under Section 258 of the Local Government Act requires a council to have a Borrowing Policy in accordance with part 10.3 (Council Borrowing) of the act before any borrowing takes place.

Wagait Shire Council will only consider to undertake borrowing if general principles are followed. Council shall monitor its capacity to pay, to ensure the community is not burdened with unnecessary risk and will review the interest rates, liquidity risks, and investment credit risks. The general principles to be abided by are:-

- all alternative options for undertaking the project without borrowing have been investigated and proved less advantageous to the Council;
- the benefit received from undertaking the borrowing is greater, over the life of the borrowing, than the costs of borrowing;
- repayments will be met from project income or other untied income of council.

4.1 Borrowing purposes

Borrowing can be an appropriate source of funds for local government. However, the use of debt is only appropriate if certain circumstances apply and Wagait Shire Council has a responsibility to ratepayers to employ the funds raised from new borrowings in an efficient and productive manner.

Debt is a productive and equitable source of funds only to the extent that it provides leverage to:

- fund the acquisition, construction, expansion or refurbishment of a major capital asset or other expansion in capital works, or;
- to upgrade obsolete technology, fleet and plant; or to intensify the capital base of council so as to reduce the ongoing cost of operating programs.

Debt is not a productive or equitable use of Wagait Shire Council resources when used as a substitute for current revenue in maintaining or replacing the existing levels of asset infrastructure, or for covering, whether directly or indirectly, the cost of interest on debt. Debt should not be used for these purposes.

4.2 Debt term

Wagait Shire Council will borrow new loans for a period that maximizes efficiency. Wagait Shire Council will plan to repay borrowings over the physical life of the asset as determined by ATO depreciation guidelines, with a renewal period of every 5 years.

Maximum term for minor transactions (<\$50,000) will be for no more than five (5) years with consideration given to whether required funds can be sourced from existing cash reserves or through the imposition of rates, special rates or other charges.

4.3 Long term financial viability

Wagait Shire Council will maintain a Long Term Strategic Financial Plan in order to demonstrate its long term financial viability and ability to service loan repayments. This plan will forecast future revenue and expenditure levels including loan borrowings and servicing costs. The plan will be reviewed annually during the budget process to ensure that council remains financially viable in the long term and that the proposed budgets are consistent with the adopted strategy.

4.4 Type and source of borrowing

- Internal borrowing from reserves may be considered as part of any borrowing strategy.
- Borrowings will only be in Australia dollars.
- Council shall raise all external borrowings at the most competitive rates available and from sources available as defined by legislation with an appropriate financial credit rating.

4.5 Approval for borrowing

The Local Government Act prohibits the council delegating powers to officers for borrowing money. Therefore council must approve all borrowings by way of resolution. Council will assess each borrowing request as separate transactions. Those borrowing transactions approved by council are subject to ministerial approval depending on whether the transaction is defined unless otherwise exempted.

4.5.1 Overdraft:

Under Section 123 Local Government Act the Minister's approval is not required for an advance overdraft if:

- a) The term of the advance does not exceed two months; and
- b) The amount of the advance does not exceed 2% of the Council's total revenue income for the last financial year for which the Council has an audited financial statement.

4.5.2 Minor Transaction:

Under Section 123 Local Government Act the Minister's approval is not required for a transaction classified as a minor transaction under guidelines issued by the Minister. Under the guideline Wagait Shire Council is a Schedule 2 council and a minor transaction therefore is an amount of \$50,000 or less. This is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility (including all credit card transactions).

4.5.3 Minister's Approval:

All borrowings, other than the above mentioned (4.4.1 and 4.4.2), require Minister's approval under Section 122, 123, 124 and 124 of the Local Government Act. Minister's approval for borrowings is given only after consultation with the

Treasurer. Wagait Shire Council may, with the Minister's approval, give security for a borrowing in the nature of a mortgage or charge over property. The Minister will consult with the Treasurer and will not approve a security over a property, if in the Minister's opinion, it is essential that the property be retained in the ownership of the council.

4.5.4 Seeking Approval from Minister for Local Government:

To seek approval for borrowings, Wagait Shire Council should forward a letter requesting to borrow money, including a business case, to the Minister with the responsibility for Local Government. The letter needs to be accompanied with a details business case including, but not limited to:

- Details of the procurement including the assessment of its various options to fund the procurement.
- Forward cash estimates for at least three years and detailing the capacity and ability to service borrowing.
- A report on the current financial position and financial performance against its revenue and expenditure budget.
- Council minutes approving the procurement, approving the intention to borrow and approving the CEO to secure a loan.
- Planned financial agreements indicating the intended term of the borrowing, type of the principal and interest repayments, total cost of borrowing and conditions attaching to any securitisation. This information needs to be supported by a finance proposal from a lending institution.

4.6 Reporting requirements

The Chief Executive Officer will provide council on a monthly basis a report detailing the following:

- total borrowings
- debt service ratio
- debt to revenue ratio and
- net financial liabilities to revenue ratio

And for each loan:

- the purpose for which the loan was received
- security provided for the loan
- the financial institution making the loan
- the type of loan
- the original loan amount
- payments made in the reporting period
- the current outstanding balance on the loan
- the current interest rate
- any default on the terms of the loan

5 ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct
P09 Accounting and Policy Manual
P29 Delegations Manual
P43 Councillor code of conduct

6 REFERENCES AND LEGISLATION

Local Government Act
Local Government (Accounting) Regulations
Local Government (Administration) Regulations
Australia Accounting Standards
Ministerial Guideline 5

7 REVIEW HISTORY

Date Approved:		Approved By:	Councillors - resolution no.	Date for review:	3 years from approval
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

Resolution No. 2019/.....


That the Council adopt draft P47 – Borrowing Policy, as recommended by the Audit Committee.

Moved:

Seconded:

Vote:

11.6.11 P48 – Investment Policy

	POLICY TITLE:	INVESTMENT POLICY
	POLICY NUMBER:	P48
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The purpose of this policy is to outline the mandatory requirements for the management of council's cash and investment portfolio under legislative restrictions. The policy is designed to safeguard council's cash and investment portfolio, achieve appropriate earnings and ensure sufficient liquidity to meet council's business objectives over the long, medium, and short term.

2. SCOPE:

This Policy applies to all employees and councillors of Wagait Shire Council and extends to all investing activities of council and any controlled entities.

3. DEFINITIONS:

Credit risk: means the risk of default by a counterparty and subsequent loss of capital or interest due from that counterparty.

Liquidity risk: means the risk that investments cannot be readily sold for "fair value" due to a lack of buyers. This could result in Council receiving less than full face value for an investment if needed to sell any investment prior to maturity.

Market risk: means the risk that the price of investments varies with market conditions such that the "fair value" is less than the amount paid for the investment by Council and Council may need to accept a loss should Council wish to sell the investment either prior to or at maturity. Market risk can also result in trading profits for Council should the market conditions move favourably resulting in a price increase for the investments held.

4. POLICY:

Wagait Shire Council is committed to maximising appropriate investment returns under the constraints of legislation, whilst maintaining a conservative risk/return portfolio. All activities in regards to council's investments and cash are exercised with the care, diligence and skill of a prudent person, and not for speculative purposes.

Investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio, whilst ensuring cash flow requirements are met as and when they fall due, and council's risk tolerance is taken into account.

4.1 Risk management

The risk of all assets included in the investment portfolio must be known, measurable and acceptable to council.

4.1.1 Risk appetite is the amount and type of risk council is prepared to pursue to take. It is based on council's objectives and describes the 'comfort zone' council wants to operate in. Risk appetite draws a line between acceptable and unacceptable risk. Risk appetite has to be within the risk capacity of an organisation. Risk capacity is the amount of risk council can afford to take, bear or sustain.

Council has little or no appetite for risks that foreseeably may:

- Have a significant negative impact on council's long term financial sustainability or assets
- Compromise the safety and welfare of staff, contractors and/or members of the community
- Constitute major legal noncompliance, or result in significant successful litigation against council
- Significantly disrupt delivery of essential services
- Cause significant and irreparable damage to the environment
- Result in widespread and sustained damage to council's reputation

Council has some appetite for risks that maintain and improve levels of service to the community, or that improve efficiency, reduce costs and/or generate additional income sources, so long as the tangible benefits from treating the risks are higher than the most cost-effective treatment costs, and there are no higher net benefit opportunities within council's risk capacity.

4.1.2 Risk Management Guidelines

Council has to be aware and manage the market risk, credit risk and liquidity risk of the investment portfolio. To cover for risk the following frameworks have been established and decisions to invest are to comply with those. If any of council's investments are downgraded such that they no longer fall within the investment policy requirements, they will be divested as soon as practicable but in a manner that does not give rise to an unnecessary loss to Council.

4.1.2.1 Portfolio Credit Framework

The Portfolio Credit Framework limits overall credit exposure of the investment portfolio. The limits on the percentage of the portfolio exposed to any particular credit rating category must be complied with as outlined in the following credit framework table.

Rating Table								
	Short Term <= 12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit – as % of total Investment Portfolio	100%	80%	50%	10%	100%	80%	30%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

4.1.2.2 Counterparty Credit Framework

The Portfolio Credit Framework limits exposure to individual counterparties/institutions by its credit rating so that single entity exposure is limited, as detailed below.

Rating Table								
	Short Term <= 12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit – as % of total Investment Portfolio	Unlimited	60%	40%	5%	Unlimited	50%	25%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

4.1.2.3 Term to Maturity Framework

The Term to Maturity Framework limits based upon maturity of securities. All investments have to be invested within the maturity constraints identified in the table below.

% of Total Investment Portfolio		
Duration	Minimum	Maximum
<= 12 months	50%	100%
>1 year <= 3 years	0%	50%
>3 years <= 5 years	0%	25%
>5 years	0%	10%

4.1.3 Risk determination Property Investment Portfolio

In respect to investment return decision, council will apply the following table in determining the appropriateness of property investment and development activities.

Level of Risk	Benchmark above 90day BBSW
Low	<2%
Medium	2% to 5%
High	5% to 10%
Speculative	>10%

Note – BBSW – Bank Bill Swap Rate

In determining the level of risk council is to consider the following, as a minimum:

- Council experience in the proposed type of development;
- Nature of tenancies;
- Funding sources;
- Term asset is to be held;
- Recent precedence.

4.2 Delegated Authorities

Under Section 101 of the Local Government Act the Chief Executive Officer is responsible to ensure that council's assets and resources are properly managed and maintained. Delegated signatories for investments that do not require council approval under this policy are the Chief Executive Officer and President.

Investment recommendations require at least two competitive quotations that are in line with council's policies. Quotations are obtained by the Chief Executive Officer. The responsible officer must be capable of understanding and explaining how an investment product works and must be able to interpret existing council policies. Investment recommendations are approved by both of the delegated signatories. The release of funds will require approval in line with the Financial Delegation Policy before funds are released to the counterparty.

4.3 Prudent Person Rule

The investments of council will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard it in accordance with the spirit of this policy and not for speculative purposes.

4.4 Ethics and Conflict of Interest

All employees and councillors involved in the investment process must refrain from activities, personal or otherwise, that would conflict with the proper execution and management of council's investment portfolio. This policy requires all employees and councillors involved in the investment process to:

- Disclose in writing any actual, apparent or potential conflict of interest to the Chief Executive Officer;
- Avoid any actual, apparent or potential conflict of interest; and
- Control any actual, apparent or potential conflict of interest.

An independent advisor, where appointed, is also required to declare that they have no actual or perceived conflicts of interest.

4.5 Prohibited Investments

This policy prohibits any investments carried out for speculative purposes including:

- Derivative based instruments;
- Principle only investments or securities that provide potentially nil or negative cash flow;
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Share in an unlisted company, or contribute capital to an unlisted trust, unless the Minister in consultation with the Treasurer, approves the acquisition of such share;
- The use of leveraging (borrow to invest) of an investment other than a property investment;
- Complex financial instruments that are not in line with the conservative risk appetite of Council;
- Any kind of investments with counterparties without a credit rating.

Investments must not be made unless in accordance with council's policies and/or council resolution.

4.6 Approved Investments

4.6.1 Legal Name of Investments

All investment must be in the name of Wagait Shire Council. Additionally, Wagait Shire Council must be the beneficial owner of all investments.

4.6.2 Denomination

All investments must be denominated in Australian Dollars.

4.6.3 Documentary Evidence

Documentary evidence must be held for each investment and details thereof must be maintained in an investment register. The Chief Executive Officer is responsible for the accurate, complete and timely maintenance of the investment register.

4.6.4 Authorised Investments

Authorised investment will be limited to:

- Any public funds or securities issued by or guaranteed by, the Commonwealth, any State or Territory of the Commonwealth;
- Interest bearing deposits with, or debentures or bonds issued by, an Authorised Deposit-taking Institution (ADI), as defined under the Banking Act 1959 (Commonwealth), but excluding debt obligations;
- Bank accepted/endorsed bank bills;
- Managed funds with a minimum long-term Standard and Poor rating of A and short term rating of A2;
- Property development and investments.

Any authorised investments for greater than 12 months are to be approved by council resolution.

4.7 Property Development and Investment

The overall mix and nature of investment properties will provide a balanced source of income that complement existing financial holdings. All future investment and development activities will provide a return on investment over the planned investment period. If a decision is made to accept a property investment with no return on investment, then the reasons for that decision must be outlined in the resolution relating to that investment and development activity. All property investment activities will be undertaken in accordance with council's long-term plan and will reflect council's ongoing commitment to financial sustainability. Borrowing for income generating property investments may be considered in line with relevant policy.

4.8 Benchmarking

Performance benchmarks must be established for all investments held or intended to be held. The benchmarks included in the following table are to be complied with for the relevant instruments.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified	CPI + appropriate margin over rolling 3year periods (depending upon composition of funds)
Property Investment Portfolio	Review of performance, assess property's value and usefulness, compare to current cash rates

Aus bond bank bill index

www.bloomberg.com

4.9 Reporting

All investments are to be appropriately recorded in council's financial records and reconciled at least on a monthly basis. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the council's behalf as at 30 June each year and reconciled to the investment register.

A monthly report will be provided to the elected council as part of the monthly financial report. The report will detail the investment portfolio in terms of performance, percentage exposure of total investment portfolio, maturity date and current market value as well as other indicators. Additionally, the report will include details of limits to ensure that the investment portfolio is being managed within policy limits and in accordance with the approved strategy.

5 ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct
 P09 Accounting and Policy Manual
 P29 Delegations Manual
 P43 Councillor code of conduct
 Investment register

6 REFERENCES AND LEGISLATION

Local Government Act
 Local Government (Accounting) Regulations
 Local Government (Administration) Regulations
 Australia Accounting Standards
 Ministerial Guidelines
 Local Government General Instructions

7 REVIEW HISTORY

Date Approved:		Approved By:	Councillors - resolution no.	Date for review:	3 years from approval
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

Resolution No. 2019/.....
That the Council adopt the draft P48 – Investment Policy, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:

11.7 Donation Drive



St Vincent de Paul Society
(NT) Inc.
good works

St Vincent de Paul Society (NT) Inc.
ABN: 11 300 386 527

Secretariat
3 Bradshaw Terrace
Casuarina NT 0810
PO Box 40345
Casuarina NT 0810

P: 08 8948 8100
F: 08 8948 2844
E: admin@svdpnt.org.au
W: www.vinnies.org.au

Mr. Mark Sidey

CEO Wagait Beach Community NT 0822

11/02/19

Dear Mark,

I am writing to you to hopefully obtain the assistance of Wagait Beach Community Council in a call to arms donation drive for Wagait and surrounds.

Due to your unique location we would like to offer all your residents the opportunity to drop off their unwanted/excess possessions and clothing etc. over a two week period and have these goods stored in a dry secure area until such time we can drive over and retrieve them.

This, if proven successful, could be optioned a couple of times a year depending on the response.

Ideally, the assistance I am requesting from you is a safe, secure, dry storage area for your residents to drop off items at the least inconvenience to them.

We would like to action this in March and we would commence with a flyer drop to PO boxes and notices at the supermarket and social media exposure. These flyers and posts would indicate the timeframes we are working to and the type of products/items we are seeking.

Ultimately, if agreed to, your chambers (or recommended facility) would be holding these items for two weeks until we picked them up.

Looking forward to hearing from you.

Colin Bird

Retail Operations Manager

St. Vincent de Paul NT

0417 960 483



Attention: Councillors and CEO
Wagait Shire Council
Wagait Tower Rd
Wagait Beach NT 0803

Dear Councillors and CEO

At the November 2018 Council meeting mention was briefly made re the desire of the Wagait Arts Group (WAG) to assist with the beautification of the Wagait Community by providing public art installations around the community.

Wagait Arts Group now would like to make a formal offer to produce public art for the community at a variety of locations to be agreed upon by negotiation between WAG Committee and the Shire Council. Approval and support for the project is hereby sought.

It is envisaged that WAG would make approaches to Council re location and the type of artwork to be produced with Council giving approval for the work to proceed.

I look forward to council's response.

11.9 MUFF

For tabling at Wagait Council Meeting - Tuesday 19 February 2019

1 message

MUFF 2019 <MUFF2019@hotmail.com>

Fri, Feb 15, 2019 at 1:31 PM

To: "ceo@wagait.nt.gov.au" <ceo@wagait.nt.gov.au>

Cc: "president.clee@wagait.nt.gov.au" <president.clee@wagait.nt.gov.au>, "council@wagait.nt.gov.au"

<council@wagait.nt.gov.au>, MUFF 2019 <MUFF2019@hotmail.com>, Cox Country Club

<coxcountryclubinc@hotmail.com>

Dear CEO and Councillors

On behalf of the Mandorah Ukulele Folk Festival (MUFF) organising team, we would like to have the following request considered at the next Council Meeting on Tuesday 19 February 2019.

As you may be aware, this will be the seventh year of the very successful MUFF. This free family event has grown in leaps and bounds, over the last 6 years. MUFF is the biggest festival on the Cox Peninsula, it has become a jam-packed weekend of fun and outstanding entertainment which is valued highly by both the Wagait community, the Darwin and broader region, and the many people who travel across the country to experience what MUFF has to offer. Not forgetting every uke player in the Top End!!!! (up to 2000 expected over the weekend).

The Cox Country Club Incorporated, who owns the event, and its Committee, have always done a tremendous job in overseeing the weekend with the support of MANY incredible volunteers.

The Club is very pleased to have finally gained a Full Licence in November 2018 from the NT Liquor Commission. The club committee are very happy to share a quote from the Decision Notice handed down by the NT Liquor Commission:

'Anyone who has been fortunate enough to attend one of the Club's music nights and hear a top class performance from a stage nestled into the side of a majestic Banyan tree will attest to this being one of the best experiences the Top End can provide.'

WOW. We sure are excited by this statement.

This year we would like to approach the Council to discuss the possibility of utilising Cloppenberg Park for the weekend of 29 and 30 June 2019, to assist with providing camping facilities for some of the visitors to the community.

In 2018 campers were 'billeted' out to some lovely locals, who opened their blocks of land, free of charge, for campers to stay the night. We will be utilising the generosity of the local community to do the same this year also.

Cloppenberg Park's availability would mean that many more visitors would take the opportunity to stay the night, refresh, and be close by to the Club for the second day of the Festival.

We understand that;

- we have limited water and the campers would be advised to bring their own.
- there are limited toilet facilities and would look at providing a couple of portaloos.
- there is no alcohol consumption due to close proximity to shop, and would be advising campers of this regulation
- that there are no powered sites for campers.

<https://mail.google.com/mail/u/0?ik=2b31160168&view=pt&search=all&permthid=thread-f%3A1625505955277370578%7Cmsg-f%3A1625505955...> 1/2

We would be asking for a donation to our local emergency services as a 'payment' to camp.

More visitors to Wagait Beach directly equates to more money from outside of the community coming into the region benefiting the whole community. It enables the locals to mingle with professional artists and creates a meeting place for tourists and locals to share the weekend.

The Council has always been in full support of this event and we have always received support from the Council when applying for grants to assist in funding this event.

Many thanks for your time in considering our request and look forward to hearing from you at your earliest convenience.

Please phone me if you require any further information.

Many thanks

Jenny Hilyard
MUFF 2019
 0499 995851

12.0 UPCOMING EVENTS

12.1 ANZAC DAY – 26 April 2019

A letter has been written to RAAF Tindal to include Wagait Beach in the ANZAC Day flyover. Major Ian Dawson, Chaplin has been booked for the ceremony.

12.2 2019 National Walk to School – Friday 17 May

13.0 LATE ITEMS AND GENERAL BUSINESS

14.0 IN-CAMERA ITEMS

14.1 Appointment of Auditor

14.2 Appointment of Human Resources Consultant

Resolution No. 2019/.....

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;

(c) information that would, if publicly disclosed, be likely to:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Moved:

Seconded:

Vote:

Resolution No. 2019/.....

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

Moved:

Seconded:

Vote:

15.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 19 March 2019 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

16.0 CLOSE OF MEETING

The Chair declared the meeting closed at pm.