

**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

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

3.2 Matters arising from November 2018 Minutes

Nil

4.0 GUEST SPEAKER – 19.05pm

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

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: Vice President 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 policies 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: Vice President 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: Vice President 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: Vice President 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: Vice President 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.