

**WAGAIT SHIRE COUNCIL  
AGENDA  
COUNCIL CHAMBERS**

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

**Tuesday 16 April 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 Officer Russell Anderson  
Office Manager Pam Wanrooy

**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:**

**Resolution No. 2019/.....**  
**That the apology of ..... be accepted and approved.**  
**Moved:**  
**Seconded:**  
**Vote:**

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**3.1 Confirmation minutes of Tuesday 19 March 2019 Council Meeting**

**Resolution No. 2019/.....**  
**That the minutes of the Monthly Meeting of Tuesday 19 March 2019, be confirmed by council as a true and correct record / or with amendments.**  
**Moved:**  
**Seconded:**  
**Vote:**

**3.2 Matters arising from March 2019 Minutes**

**4.0 GUEST SPEAKERS - Nil**

## 5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

### 5.1 Wagait Arts Group

Jill Mumme will attend the meeting at 7pm to discuss WAG support from Council.

Dear Councillors

I would like to address the Councillors at the next Council monthly meeting on Tuesday 16th April regarding financial support for our local Art Group WAG.

At our most recent meeting it was decided that I should approach Council on behalf of the group to seek financial support from the Council for WAG activities.

Yours faithfully  
Jill Mumme  
Wagait Art Group  
Committee Member

### 5.2 Mosquito Investigation Report for Wagait Beach December 2019

A member of the community has recommended that the Mosquito Investigation for Wagait Beach on 18-19<sup>th</sup> December 2017 be put on Council's website.

### 5.3 Mosquito Investigation Report for Wagait Beach January 2015

A councillor has recommended that the Mosquito Investigation for Wagait Beach on January 2015 be put on Council's website as it has some paragraphs which should be referenced to in developing our verge policy.

**Resolution No. 2019/.....**

**That the Mosquito investigation report dated 14-15 January 2015 and 18-19 December 2019 written by the Health Department be put on Council's website.**

**Moved:**

**Seconded:**

**Vote:**

### 5.4 Cox Peninsula Economic Development Committee

A member of the community has asked a councillor if council can discuss the Cox Peninsula Economic Development Committee and to see if this can be put back onto the agenda. The third meeting which was scheduled for 24 July 2018 was deferred and never rescheduled.

## 6.0 INWARDS AND OUTWARDS CORRESPONDENCE - January 2019

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

**Resolution No. 2019/.....**

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

**Moved:**

**Seconded:**

**Vote:**

## 7.0 COUNCILLORS REPORTS

### 7.1 President's Report

#### Purpose of Report

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

#### What's been happening.....

Well our CEO finished up at the end of March and accordingly I would like to welcome Russell Anderson, the acting CEO who will look after council and community needs in the interim.

The previous CEO was to update his Position Description Statement so that we could utilise it to commence to advertise for a replacement, this was not done.

On his leaving we also discovered that the Annual Budget had not been commenced. Nor had the 5-year Strategic Plan been started (despite a year or longer of the CEO saying that the plan was started, had commenced, was nearly finished) ..... it was not. Nor had he started our 5-year financial outlook. The council asset register has not been updated in 2 years.

The acting CEO has hit the ground running and has commenced work on all of the aforementioned documents. He has already finalised a 5 Years Strategic Outlook and a draft document may well be available for public comment shortly, well done Russell.

A walk through the CEO residence revealed a property in poor repair. Basically, it would appear that the residence is uninhabitable. It is not the least bit ready for a CEO to move into at this point in time.

The acting CEO will obtain some quotes for repairs and maintenance which will need to be done before we start a new CEO.

The CEO and I will do a full asset audit over the next few weeks.

I recently attended a meeting of TOPROC. Several items were discussed including the need to identify a regional waste dump to replace the Shoal Bay site when it comes to end of life in the next few years. Toproc have been keen to identify an emergency waste site to be used in the event of another disastrous cyclone hits the top end council areas.

At this point in time, Council has not passed a finance report for 4 months. The reports have been inaccurate or incomplete and council did not have the confidence to accept the information that was tabled. The acting CEO has made it a priority to ensure that the data provided is accurate.

I will be holding a Community Forum on 1<sup>st</sup> May @ 7.00pm in the community centre. On the agenda will be many items of interest including the proposed Caravan Park and the council verge policy. Come along and make sure your feelings are aired to councillors.

#### Where have I been ....

19 <sup>th</sup> March	Ordinary Council Meeting
27 <sup>th</sup> March	ABC Radio – Grass Roots
28 <sup>th</sup> March	TOPROC Meeting @ Litchfield Council
29 <sup>th</sup> March	Commonwealth Bank to change bank signatories.
2 <sup>nd</sup> April	Weekly meeting with CEO
9 <sup>th</sup> April	Weekly meeting with CEO
10 <sup>th</sup> April	LGANT – Mayors and Presidents Forum - Katherine
11 <sup>th</sup> April	LGANT General Meeting – Katherine
16 <sup>th</sup> April	Weekly meeting with CEO
16 <sup>th</sup> April	Ordinary Council Meeting

**Resolution No. 2019/.....**

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

**Moved:**

**Seconded:**

**Vote:**

## 8.0 OFFICERS REPORTS

### 8.1 CEO and Works report

CEO Actions since Monday 1<sup>st</sup> April:

- Strategic Plan 2019 – 2024 (draft with Council)
- Draft Shire Plan (questions: status of Local Emergency Services is with President, water reticulation, expand shire boundaries)
- Budget Review, accountant employed (ongoing)
- Four-year Financial Plan, possible rate increase, FAGS, Roads and NT OPS (ongoing)
- Authorised Officer (dog removal)
- Fire break inspection
- Jetty works quote request from Department of Infrastructure Planning Logistics. (ongoing)
- Two-day meetings in Katherine (CEO and LGANT)
- Green waste issues
- Minor works (repair door locks, water leak, etc.

Council works Report:

- Slashing bore line and fire break
- Poison drains and verges
- Jetty wash x 14
- Bore Run X 13
- Mow estate, Jetty carpark, Bike Path, Water facilities and sports grounds X 2
- Pushup green waste x 4
- Scrub Community Centre verandah
- Attend poison course
- Truck to town for repair.
- BBQ clean
- Beach bins and Council bins
- Remove boat ramp sand
- Attended to the road side rubbish pickup
- Cleaned workshop tea room and toilets
- Repair of shade cloth on boundary fence

## 8.2 Sports Report – March 2019

Activity	Session Frequency / Day of Week	Comment
<b>Children's Activities</b>		
Basketball	Weekly Session Monday	Nil attendance
Cross Country on Bike	Weekly Session Wednesday & Thursday Mix	Touring the bush tracks on the outskirts of Wagait Beach residential area and the Mandorah Jetty. Rain hindered some participants. 5 Participants.
Runners & Walkers	Weekly Session Tuesday	An opportunity for kids and parents to share an activity. Children 12+ able to participate without a parent. Some families of children under 12 have met with sport and rec staff and it has been a mutual decision to allow the child to run without parent attending each week. Under 12's is a case by case basis. Nil attendance
School Term Sport has resumed therefore regular participants are back in Darwin based club sport. Competition Netball, Rugby, Soccer hosted in at Darwin – weekday training sessions therefore students on late ferry home.		
<b>Adults / Seniors</b>		
Runners & Walkers	Weekly Session Tuesday	Tuesday night attendance has been affected by rain, Mums attending netball training pick up, drop off with their daughters, holidays and illness of regular participants. 16 Participants in the March Program. 17.2km ran/walked In March
Cross Country on Bike	Weekly Session Wednesday & Thursday	Touring the bush tracks on the outskirts of Wagait Beach residential area and the Mandorah Jetty. 8 Participants for the month of March.
Boot Camp	Twice Weekly Monday PM Wednesday AM / PM	Boot Camp has been running with 2 sessions weekly performing as the highest participating activity over the last 12 months. An early morning session has replaced the second afternoon session on occasion during the months of Feb & March. Trials will likely go on for about a 3month period. Participants are notified of changes at the beginning of each month. 22 Participants in March.
Seniors Exercise Class	Twice Weekly Tuesday/Thursday AM / PM	Numbers are starting to increase again with our senior residents. Programs were flexible in delivery days / times this month. April will see a more regular routine back in place with the exception of days when the Community Centre will be occupied by a sporting/cycling school group. 12 Participants
Stretch	Once Weekly Friday AM	Open to all. 3 Participants. Stretch session on Fridays will be moved back to the more popular time slot on Thursday afternoon in April.

### Administration

- Runners and Walkers - tracks mapped and in place for April.
- Acquittal Youth Vibe Holiday Grant Administration
- Youth Vibe Application for July Holidays
- Inaugural City to Surf plans continued. Supermarket to Mandorah Jetty.
- April Planning Calendar (Sport & Rec Info)
- Walk to School Day – May 2019.
- Seniors Grant Application for August 2019.
- Consultation with Belyuen in regard to shared sporting days for the children from both communities to be hosted here in Wagait Beach.

**Resolution No. 2019/.....**

**That the Officers reports for the month of March 2019 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

9.0 FINANCIAL REPORT

9.1 Cash Income and Expenditure Report –March 2019

<b>WSC Budget variation report March 2019 and year to date</b>								
	March Budget	Actual	Variation	YTD Budget	Actual	Variation	Notes	Full Year budget
<b>Income</b>								
Rates	\$13,650	\$13,315	\$(335)	\$211,150	\$237,625	\$26,475		\$233,847
Grants	\$-	\$-	\$-	\$213,400	\$245,043	\$31,643		\$243,700
Contract	\$9,150	\$11,442	\$2,292	\$82,350	\$89,834	\$7,484		\$109,800
Rental	\$690	\$390	\$(300)	\$6,210	\$4,770	\$(1,440)		\$8,280
Misc	\$2,500	\$1,162	\$(1,338)	\$22,500	\$24,787	\$2,287		\$30,000
Waste levy	\$6,955	\$6,101	\$(854)	\$104,927	\$114,715	\$9,788		\$117,360
<b>Total</b>	<b>\$32,945</b>	<b>\$32,410</b>	<b>\$(535)</b>	<b>\$640,537</b>	<b>\$716,774</b>	<b>\$76,237</b>		<b>\$742,987</b>
<b>Expense</b>								
Admin	\$3,940	\$2,944	\$(996)	\$71,330	\$76,974	\$5,644		\$82,350
Strat plan goals								\$20,000
Employment	\$27,200	\$31,400	\$4,200	\$225,800	\$225,870	\$70		\$327,400
Roads	\$1,000	\$-	\$(1,000)	\$9,000	\$-	\$(9,000)		\$12,000
Contacts&material	\$425	\$9	\$(416)	\$6,225	\$4,085	\$(2,140)		\$7,500
R&M town assets	\$5,600	\$2,091	\$(3,509)	\$16,800	\$17,694	\$894		\$22,400
Vehicle and Plant	\$2,575	\$3,619	\$1,044	\$18,985	\$20,879	\$1,894		\$25,610
Grants	\$100	\$2,000	\$1,900	\$4,400	\$11,272	\$6,872		\$4,700
Waste	\$12,500	\$8,285	\$(4,215)	\$77,500	\$63,387	\$(14,113)		\$100,000
Services	\$100	\$1,123	\$1,023	\$9,800	\$8,052	\$(1,748)		\$12,850
<b>Total</b>	<b>\$53,440</b>	<b>\$51,471</b>	<b>\$(1,969)</b>	<b>\$439,840</b>	<b>\$428,213</b>	<b>\$(11,627)</b>		<b>\$614,810</b>
<b>Net (under)/over</b>	<b>\$(20,495)</b>	<b>\$(19,061)</b>	<b>\$1,434</b>	<b>\$200,697</b>	<b>\$288,561</b>	<b>\$87,864</b>		<b>\$128,177</b>

End March, WSC had a net \$87,864 variation actual to budget.  
 More income was received than budgeted and less expenditure than budgeted



### 9.3 Financial Report for month ended March 2019

<b>WAGAIT SHIRE COUNCIL</b>					
<b>Financial Report for period ending 31 March 2019</b>					
<b>Cash at Bank &amp; on hand</b>					<b>Total</b>
Petty cash					\$ 228.75
CBA - transaction account					\$ 18,522.55
CBA Cash Saver					\$ 828,746.58
Undeposited Funds					\$ 1,168.90
Bendigo Bank- Investment a/c					\$ 500,000.00
<b>Total Cash at Bank &amp; on Hand</b>					<b>\$ 1,348,666.78</b>
<b>Debtors</b>	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>	
Trade	\$ 927.50				
Rates				\$ 27,782.00	
<b>Total Debtors</b>	<b>\$ 927.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,782.00</b>	<b>\$ 28,709.50</b>
<b>Creditors</b>	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>	
Trade	\$ 23,161.63				\$ 23,161.63
<b>Total Creditors</b>	<b>\$ 23,161.63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,161.63</b>

### 9.4 Rate Payers

2018/2019 Rate Year	\$9768.00
2017/2018 Rate Year	
216/2017 Rate Year	\$2,525.83
2015/2016 Rate Year	\$15,448.85

## 9.5 Credit Card Transaction to 30 March 2019

### CEO Mark Sidey

1/3/2019	Woolworths Petrol Humpty Doo	CEO Fuel	\$221.91
1/3/2019	Australia Post	Post box renewal	\$117.00
4/3/2019	Darwin River Supermarket	CEO Fuel	\$96.00
4/3/2019	MYOB Australia	Monthly Subscription	\$130.00
5/3/2019	BP Katherine	CEO Fuel	\$81.50
6/3/2019	Adobe	Monthly Subscription	\$36.29
7/3/2019	Darwin River Supermarket	CEO Fuel	\$96.00
8/3/2019	National Storage	Staff relocation	\$100.00
11/3/2019	National Storage	Staff relocation	\$40.00
21/3/2019	Darwin River Supermarket	CEO Fuel	\$93.80
29/3/2019	Darwin River Supermarket	CEO Fuel	\$110.50

### President Peter Clee

Nil

### Works Supervisor – Gary Zikan

1/3/2019	Bunnings	Esky for workshop staff	\$29.90
1/3/2019	Vanderfield	Repairs to mower	\$118.50
1/3/2019	Totally Workwear	Staff Uniform	\$238.00
7/3/2019	The Big Mower	Mower parts	\$50.60
22/3/2019	Totally workwear	Staff uniform	\$417.80

## 9.6 Supplier Payment History – 31 March 2019

### Supplier Payment History

March 2019

02 Wagait Lower Road  
Wagait Beach NT 0822  
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
<b>Airpower</b>						
eft	15/03/2019	00014509	4/03/2019	DKCS59966	\$366.80	\$366.80
					Total for Payment eft:	\$366.80
<b>Area 9</b>						
eft	28/03/2019	00014560	26/03/2019	SIN7685	\$192.50	\$192.50
					Total for Payment eft:	\$192.50
<b>cabcharge</b>						
p/cash	29/03/2019	00014563	29/03/2019	p/cash	\$26.10	\$26.10
p/cash	29/03/2019	00014564	29/03/2019	p/cash	\$31.50	\$31.50
					Total for Payment p/ca:	\$57.60
<b>Central Business Equipment</b>						
eft	13/03/2019	00014491	1/03/2019		\$204.80	\$204.80
eft	15/03/2019	00014519	8/03/2019		\$177.57	\$177.57
					Total for Payment eft:	\$382.37
<b>City of Darwin</b>						
p.cash	25/03/2019	00014557	25/03/2019	p/cash	\$1.00	\$1.00
p.cash	25/03/2019	00014558	25/03/2019	4.00	\$4.00	\$4.00
					Total for Payment p.ca:	\$5.00
<b>Contractor Accreditation Limited</b>						
eft	28/03/2019	00014535	19/03/2019	22891	\$679.80	\$679.80
					Total for Payment eft:	\$679.80
<b>Employsure Pty Ltd</b>						
eft	12/03/2019	00014562	12/03/2019		\$549.45	\$549.45
					Total for Payment eft:	\$549.45
<b>Grace Removals</b>						
eft	15/03/2019	00014522	14/03/2019		\$2,746.15	\$2,746.15
					Total for Payment eft:	\$2,746.15
<b>Harvey Distributors</b>						
eft	15/03/2019	00014490	28/02/2019	50517	\$348.80	\$348.80
eft	15/03/2019	00014492	28/02/2019	505038	\$67.45	\$67.45
eft	28/03/2019	00014559	20/03/2019	506375	\$25.62	\$25.62
					Total for Payment eft:	\$441.87
<b>Humpty Doo Trees</b>						
eft	15/03/2019	00014517	13/03/2019	396	\$4,180.00	\$4,180.00

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March 2019

**Supplier Payment History**

March 2019

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Total for Payment eft:						\$4,180.00
<b>Jacana Energy</b>						
b/pay	15/03/2019	00014524	14/03/2019		\$772.12	\$772.12
Total for Payment b/pa						\$772.12
<b>MJ Electrical</b>						
eft	28/03/2019	00014536	19/03/2019	23546	\$2,300.00	\$2,300.00
Total for Payment eft:						\$2,300.00
<b>Nightcliff Bakery</b>						
p/cash	29/03/2019	00014565	29/03/2019		\$5.00	\$5.00
Total for Payment p/ca:						\$5.00
<b>Officeworks</b>						
eft	15/03/2019	00014511	6/03/2019	Q3 2018/19	\$73.32	\$73.32
Total for Payment eft:						\$73.32
<b>Optus</b>						
eft	28/03/2019	00014556	25/03/2019	47444784	\$218.29	\$218.29
Total for Payment eft:						\$218.29
<b>Power Water</b>						
b/pay	15/03/2019	00014520	13/03/2019	71445806	\$19.21	\$19.21
Total for Payment b/pa						\$19.21
<b>R &amp; B Mobile Auto Electrics</b>						
eft	15/03/2019	00014521	14/03/2019	2111	\$1,390.00	\$1,390.00
Total for Payment eft:						\$1,390.00
<b>Royal Engineering Pty Ltd</b>						
eft	15/03/2019	00014426	1/03/2019	185-2018-19-1	\$2,200.00	\$2,200.00
eft	28/03/2019	00014561	26/03/2019	226-2018-19	\$1,265.00	\$1,265.00
Total for Payment eft:						\$3,465.00
<b>Sealink Ferries</b>						
p/cash	7/03/2019	00213329	7/03/2019	p.cash	\$98.00	\$98.00
Total for Payment p/ca						\$98.00
<b>VTG Waste and Recycling</b>						
eft	15/03/2019	00014508	28/02/2019	38100	\$4,933.63	\$4,933.63
Total for Payment eft:						\$4,933.63
<b>Wagait Beach Supermarket</b>						
724	15/03/2019	00014501	16/02/2019	15700	\$31.50	\$31.50
724	15/03/2019	00014502	18/02/2019	15707	\$105.24	\$105.24

Created: 8/04/2019 8:58 AM

**Wagait Shire Council**

62 Wagait Tower Road  
Wagait Beach NT 0822

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

**Supplier Payment History**

March 2019

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
724	15/03/2019	00014503	18/02/2019	15716	\$62.50	\$62.50
724	15/03/2019	00014504	23/02/2019	15734	\$31.50	\$31.50
724	15/03/2019	00014505	25/02/2019	15745	\$135.40	\$135.40
724	15/03/2019	00014506	26/02/2019		\$60.75	\$60.75
724	15/03/2019	00014507	26/02/2019		\$85.88	\$85.88
<b>Total for Payment 724:</b>						<b>\$512.77</b>
eft	28/03/2019	00014526	1/03/2019	15256	\$31.50	\$31.50
eft	28/03/2019	00014527	1/03/2019	15266	\$73.02	\$73.02
eft	28/03/2019	00014528	1/03/2019	15352	\$21.85	\$21.85
eft	28/03/2019	00014529	1/03/2019	15276	\$106.08	\$106.08
eft	28/03/2019	00014530	1/03/2019	15277	\$30.92	\$30.92
eft	28/03/2019	00014531	1/03/2019	15278	\$62.35	\$62.35
eft	28/03/2019	00014532	1/03/2019	15288	\$31.50	\$31.50
eft	28/03/2019	00014533	1/03/2019	153000	\$106.00	\$106.00
eft	28/03/2019	00014534	1/03/2019	15387	\$16.31	\$16.31
eft	28/03/2019	00014538	1/03/2019	15757	\$42.93	\$42.93
eft	28/03/2019	00014539	1/03/2019	15758	\$17.42	\$17.42
eft	28/03/2019	00014540	1/03/2019	15761	\$50.00	\$50.00
eft	28/03/2019	00014541	3/03/2019	15769	\$31.50	\$31.50
eft	28/03/2019	00014542	6/03/2019	15783	\$3.50	\$3.50
eft	28/03/2019	00014543	7/03/2019	15787	\$111.91	\$111.91
eft	28/03/2019	00014544	8/03/2019	15795	\$66.47	\$66.47
eft	28/03/2019	00014545	9/03/2019	15799	\$31.50	\$31.50
eft	28/03/2019	00014546	7/03/2019	15789	\$25.40	\$25.40
eft	28/03/2019	00014547	7/03/2019	15802	\$101.00	\$101.00
eft	28/03/2019	00014548	11/03/2019	15808	\$83.71	\$83.71
eft	28/03/2019	00014549	12/03/2019	15812	\$9.99	\$9.99
eft	28/03/2019	00014550	13/03/2019	15817	\$107.30	\$107.30
eft	28/03/2019	00014551	13/03/2019	15818	\$29.60	\$29.60
eft	28/03/2019	00014552	13/03/2019	15819	\$69.95	\$69.65
eft	28/03/2019	00014553	13/03/2019	15820	\$57.50	\$57.50
eft	28/03/2019	00014554	14/03/2019	15824	\$10.40	\$10.40
eft	28/03/2019	00014555	15/03/2019	15828	\$106.56	\$106.56
<b>Total for Payment eft:</b>						<b>\$1,435.87</b>

## 9.8 Grants Report

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
11/11/2017	Armistice Centenary Grants Program	Department of Veterans' Affairs	\$3,182.00	\$1,595.79	\$1,586.21 Peter Clee to action.	26 April 2019
15/02/218	Irrigation at Cloppenburg Park	Minister for Housing and Community Dlvp – Hon Gerry McCarthy MLA	\$83,694.00	30/7/2019 - Partial acquittal \$22,730 (resolution 2018/220 held 23 July 2019) Expended to date: \$64,449.23	\$19,244.77	On or before 31 Aug 2018 or thereafter for a period of two years.
20/04/2018	Provision of Undercover Picnic Area	Dept of Housing & Community Dlvp	\$14,666 (council contribution \$5,388.64, in kind \$500.00)	\$2,000	\$12,666	Before 30 June 2019
8/11/2018	Construct Dog Pound and associate septic pit	Dept of Housing & Community Dlvp	\$30,537.00	\$1,150	\$29,387	Before 31 August 2019 or thereafter for a period of two years

## 9.9. Councillor Allowances

Councillors payment for the month of March 2019  
President Peter Clee - \$300

**Resolution No. 2019/.....**

**That the financials for March 2019 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

## 10.0 ACTION SHEET – March 2019

### 10.0 ACTION SHEET – MARCH 2019

10.1 Matters arising from February 2019 Minutes

### 10.2 Audit

The interim audit has been booked for 24 and 26 June 2019. The Final Audit has been booked for 29-31 July 2019.

### 10.3 Proposed Dog Management By-Laws

The Dog By-Laws are with the Department of Local Government to arrange final assent. The dog Standard Operating Procedures are to be developed.

10.4 **P35 – Policy for Payment Authorisations** – format changes are now completed and this is now on council's website.

10.5 **Irrigation of Cloppenburg Park** – The project is on hold until water allocation issues are clarified. The second payment of \$16,500 to the contractor to cover his costs has been paid.

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.

10.8 **Darwin Duchess** – We are still awaiting the final costing to remove the Darwin Duchess.

10.10 **Cloppenburg Park Caravan Park**: The concept plan is complete. A business plan is now required.

10.11 **Asset Management Plan** - A Management Plan is to be developed to inform future long term financial projections. - 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

10.12 **2017.2018 Annual Budget** – the 2017/2018 Budget is now subject to Freedom of Information application. The application was refused. The decision is currently under appeal.

10.13 **Cloppenburg Park Undercover Picnic Area** – Previous CEO Mark Sidey had requested several quotes and received two responses with one written quote. Mark Sidey to discuss further with the Engineer as he was adamant his design is within our budget. Mark Side to clarify with the engineer before heaves.

10.15 **Road and 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 **2019/20 Budget** – The draft budget is being developed.

10.19 Removal of bushes encroaching on road on Mungalo Road – CEO has written to the land owner requesting that they address the issues and trim all bushes to a distance of 1.5mtrs from the road edge.

**Resolution No. 2019/.....**

**That Council receives and notes the Action Sheet for the month of March 2019.**

**Moved:**

**Seconded:**

**Vote:**

**11.0 AGENDA ITEMS**

**11.1 Recruitment of CEO to be updated by the President.**

**11.2 Audio Tape Recording for council meetings.**

A councillor has asked for the audio recordings of Council minutes be circulated to all Councillors for their information.

**Resolution No. 2019/.....**

**That access be given to councillors to the audio tape recording for each council meeting.**

**Moved:**

**Seconded:**

**Vote:**

**11.3 Short Term Strategic Priorities for Council**

Cr Tom Dyer has asked for council to look at 6-10 key issues to focus on over the short term – next three months.



11.4 **Memorandum of Understanding between the North Australian Aboriginal Justice Agency and Wagait Shire Council**

Priscilla Atkins CEO of North Australian Aboriginal Justice Agency (NAAJA) had developed a Memorandum of Understanding (MOU) between NAAJA and Wagait Shire Council. Council to advise if they still support this MOU?



**North Australian Aboriginal Justice Agency**

**Memorandum of Understanding**

between the

**North Australian Aboriginal Justice Agency**

and

**Wagait Shire Council**

## 1. Purpose

This agreement sets out the way in which Wagait Shire Council and the North Australian Aboriginal Justice Agency (NAAJA) will work together in the community of Wagait.

## 2. Background

The Wagait Shire Council provides the following services in their region:

- Advocacy and Representation on Local & Regional Issues
- Local Roads Maintenance
- Local Roads Upgrade
- Asset Management
- Maintenance & Upgrade Council Buildings
- Civic Cultural & Sporting Events
- Maintenance & Upgrade Parks & Reserves
- Companion Animal Welfare & Control
- Public & Corporate Relations
- Records Management
- Council Planning & Reporting
- Revenue Growth
- Financial Management
- Risk Management
- Governance
- Traffic Management
- Human Resource Management
- Training & Employment
- Information Technology
- Waste Management
- Library & Cultural Heritage
- Weed Control & Fire Hazard Reduction
- Local Emergency Management
- Memorial Garden

NAAJA provides the following services in the Wagait Shire Council region:

- Criminal Law Services for Bush Courts
- Civil Law Services
- Community Legal Education
- Indigenous Prisoner Throughcare

## 3. Details

It is agreed that the Wagait Shire Council will provide the following assistance to NAAJA:

- Vehicle hire (or alternatively assistance with transport into and out of community).
- Reduced accommodation rate.
- Use of Community offices and Community IT equipment i.e. photocopiers.
- Assistance of community staff in contacting and locating NAAJA's clients, family or other relevant persons connected to court proceedings during their working hours.
- Assist with notification of the community regarding NAAJA's upcoming visits including display of NAAJA posters with contact details and visit days and court lists if required.
- Assist with notification of individuals regarding their appearance on upcoming Court lists.
- The assistance of Community staff in organizing workshops and other activities during their working hours.
- Use of community notice boards.

- The assistance of Community staff putting up posters and promotional materials in communities on behalf of NAAJA.
- Advice on culturally-affective conduct in the community.

NAAJA undertakes to:

- Notify the Coordinator and Team Leaders in each community in advance of their visit.
- Provide court lists to local offices in advance of their visit.
- Subject to capacity and NAAJA's budgetary constraints, provide training and workshops for community staff members around NAAJA's services, the legal system, Australian law, police powers, client rights and other topics related to the Australian justice system.
- Invite staff of Wagait Shire Council to participate in other relevant training and education activities being undertaken by NAAJA in Darwin and communities falling within the region serviced by Wagait Shire Council.
- Provide information and resources relating to NAAJA's services and the justice system to Community Offices.
- Pay the standard amount in each community for airport pickups and accommodation.

Where NAAJA's needs in terms of local facilitation and client pickups exceeds the capacity of local Community staff to provide, or where local staff are not working at the time NAAJA requires assistance, the Council will endeavor to assist NAAJA to find suitable people for NAAJA to employ on a casual basis.

NAAJA and the Council will keep each other up to date with staff names and contact details.

#### 4. Limitations

NAAJA understands that offices, vehicles and staff use in the Council's communities is subject to availability.

#### 5. Period

This agreement will be in force from 1 August 2016 to 1 August 2018, when it will be reviewed.

**EXECUTED** as an Agreement on [DATE]

Deborah Allen  
Chief Executive Officer  
Wagait Shire Council

Priscilla Collins  
CEO  
North Australian Aboriginal Justice Agency

**Resolution No. 2019/.....**  
**That council support/not support the NAAJA (North Australian Aboriginal Justice Agency) memorandum of understanding.**  
**Moved:**  
**Seconded:**  
**Vote:**

### 11.5 LGANT – Nomination of Office Bearers

Following advice from the Tiwi Islands Regional Council CEO, Marion Scrymgour, of the formal resignation of Mayor Gawin Tipiloura, a vacancy exists for the position of Vice President – Regional and Shires on the LGANT Executive. Regional and shire councils are therefore asked to nominate one elected member for the position. LGANT requires nominations to be received by **Thursday, 9 May 2019** in readiness for the Executive meeting that is to be held on 20 May 2019. As you know, casual vacancies on the LGANT Executive are decided by the LGANT Executive. The person appointed will hold office until November 2020.

**Resolution No. 2019/.....**

That President Peter Clee or another member be nominated for the positions of Vice President - Regional and Shires, Executive Member - Regional and Shire and Executive Member - All councils of the LGANT Executive.

**Moved:**

**Seconded:**

**Vote:**

### 11.6 Audit Committee

**Resolution No. 2019/.....**

It is recommended that Barry Bamford be appointed Acting Chair of the Audit committee while the chair is vacated and that a member of the public be seconded to backfill his position.

**Moved:**

**Seconded:**

**Vote:**

### 11.7 Council Assets

There is various Council assets less than \$2000 in value that are beyond the economic life, including old cupboards etc. These need to be tendered if of value or written off the asset register.

**Resolution No. 2019/.....**

That a delegation to be given to the Chief Executive Officer to dispose all surplus assets less than the value of \$2,000.00.

**Moved:**

**Seconded:**

**Vote:**

### 11.8 Road Verge

Draft P46 – Works on Council Verge is to be released for public consultation. Feedback from the community closed 31 March 2019. Two submissions were received from members of the community, one with a draft policy. (see attached) A community meeting to discuss issues such as the Dog By-Laws, Works on Council Verge Policy, future of caravan park and all other issues was decided by Council at the March meeting. It is scheduled for Wednesday 1 May 2019 at 6.00pm.

**Resolution No. 2019/.....**

That Council seeks further input from the planed public meeting on the 1<sup>st</sup> May 2019.

**Moved:**

**Seconded:**

**Vote:**

## 11.9 Identification of opportunities for dual naming of geographic features in the Wagait Shire



### PLACE NAMES COMMITTEE for the Northern Territory



Ref: PNEP (DN)

Mr Mark Sidey  
Chief Executive Officer  
Wagait Shire Council  
PMB 10  
WAGAIT BEACH NT 0801

via email: [ceo@wagait.nt.gov.au](mailto:ceo@wagait.nt.gov.au), and [council@wagait.nt.gov.au](mailto:council@wagait.nt.gov.au)

Dear Mr Sidey

**Re: Identification of opportunities for dual naming of geographic features and places in the Wagait Shire**

As you may be aware the Northern Territory Government is committed to elevating Aboriginal language and history into the everyday. An important way of doing this is through the formal recognition of Aboriginal place names and languages that formed, and continue to form, an integral part of Aboriginal culture and history.

The Place Names Committee (the Committee) is therefore progressing a body of work to enhance Aboriginal place naming practices across the Northern Territory which includes consideration of dual naming opportunities.

I am writing to you to seek feedback from the Wagait Shire Council in relation to opportunities to dual name geographic features and places within the Wagait Shire.

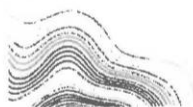
Dual naming is where a geographic feature or place is officially given a name which includes both an Aboriginal (or Torres Strait Islander) name or word and a non-Aboriginal name. Official documents and publications must use the official dual name, however unofficial documents and other publications can use either the Aboriginal or non-Aboriginal name.

Dual naming cannot be applied to the naming of roads, suburbs (localities) etc. due to them forming a part of the address for properties which are required by national policies and standards to be unique and unambiguous to ensure integrity of emergency, postal and other services.

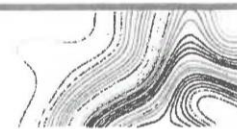
The Place Names Committee (the Committee) has identified a range of geographic features and places that have either:

- official 'registered' names given under the *Place Names Act*; or
- 'recorded' names that have not been officially given under the *Place Names Act* but have been included in the Place Names Register as a result of them having been used in documents from a variety of sources, e.g. historic topographic maps.

In the case of Wagait Shire two places have been identified and both are 'recorded' names. A copy of the list of names is at Attachment A.



(08) 8995 5333 | [place.names@nt.gov.au](mailto:place.names@nt.gov.au) | [www.placenames.nt.gov.au](http://www.placenames.nt.gov.au)  
Level 1 Energy House, Darwin NT 0800 | GPO Box 1680, Darwin NT 0801



Geographic features and places identified in the list with 'registered' names may be appropriate for dual naming while those with 'recorded' names may be appropriate for either dual naming or alternatively official naming using only their Aboriginal name.

Your advice on whether the Wagait Shire Council would be interested in seeing the progression of dual or Aboriginal naming of one or more of these places would be appreciated, and if so your advice on which particular place names it would wish to see prioritised is also sought.

The Committee has forwarded similar correspondence to the Northern Land Council to seek its input on places that it would wish to see dual or Aboriginal named as a priority.

In order to provide sufficient time for Council to consider this request your advice would be appreciated by Friday 3 May 2019.

Once advice has been received from all stakeholders, the Committee will be in a position to determine a priority list and the specific detailed consultation to identify an appropriate Aboriginal name for each will be able to be progressed.

The *Place Names Act* requires that the Committee seek the views of interested parties before making any recommendation that the Minister for Infrastructure, Planning and Logistics officially name, or alter the name, of a place.

Any proposal to officially name a particular geographic feature or place with a dual name or using an Aboriginal name will therefore require extensive consultation with the local Aboriginal community to ensure that the name appropriately reflects the local Aboriginal language and culture. The views of the broader community will also need to be sought, along with the views of the Wagait Shire Council.

If you would like to discuss this project, please contact me on 0448 622 617. If you have further queries or require additional information to assist AAPA in giving consideration to this request please contact Mr Richard Smith, Senior Director Land Information on telephone 8999 6711 or email [richard.smith@nt.gov.au](mailto:richard.smith@nt.gov.au) or Ms Kirrily Chambers, Land Services Reform Program Manager on telephone 8924 7232 or email [kirrily.chambers@nt.gov.au](mailto:kirrily.chambers@nt.gov.au).

Yours sincerely



Dr Samantha Wells

Chairperson

14 March 2019

FEATURE_NAME	FEATURE	LONGITUDE	LATITUDE	NT_FEATURE	DATUM
17605 Picnic Point	POINT	130.7664	-12.443	POINT	GDA2020
20558 Imaluk Spring	SPRING	130.7339	-12.437	SPRING	GDA2020

**Resolution No. 2019/.....**

That Council is interested in seeing/not seeing the progression of dual or Aboriginal naming.

**Moved:**

**Seconded:**

**Vote:**



# STRATEGIC PLAN

Wagait Shire Council

2019 – 2024

### **Our Vision:**

The **Vision** of the Wagait Shire Council is to sustain and nurture the lifestyle of residents and visitors. This will be achieved through improvements to economic, cultural and ecological opportunities and will work on creating an involved and supportive community, promoting investment, ensuring accessibility and capitalising on our natural advantages with an emphasis on sustainability.

### **Our Mission:**

Delivering improved social, economic, environmental and cultural life of residents in the Wagait Council area through emphasis on an involved community, in alternate energy, maintaining and developing our infrastructure, providing core services, promoting investment, ensuring accessibility and capitalising on our natural advantages with an emphasis on long term stability and sustainability.

### **Key Messages**

#### **As a responsible, effective and engaged Council it is our business to:**

- Provide strong, transparent and accountable governance
- Advocate responsibly and vigorously for the interests and wellbeing of our community
- Communicate effectively and honestly with community stakeholders
- Implement comprehensive and innovative planning for sustainable service delivery across the social, economic, environmental and cultural spheres
- Demonstrate strong support for community
- Support and attract business and industry development
- Provide community safety, reliable roads, infrastructure and parks
- Recruit, retain and support quality staff and volunteers
- Provide, participate in and support civic and community events



<b>Goal 1</b>	<b>Stability</b>
<b>Focus:</b>	Strong, transparent and accountable local governance to achieve quality service delivery
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>• Comply with statutory and regulatory requirements</li> <li>• Develop and implement long term strategic, financial and operational plans</li> <li>• Communicate effectively and honestly with community stakeholders</li> <li>• Recruit, retain and support quality staff and volunteers</li> <li>• Support provision of training for elected members</li> </ul>
<b>Operational Targets (KPI's):</b>	<ul style="list-style-type: none"> <li>• Pass compliance audits from Departments and auditors</li> <li>• Annual Shire Plan and Strategic and Operational Plans are prepared for adoption by Council and approved by Department</li> <li>• Regular newsletter (pickup and email), website and social media posts are increased and response times to appropriate social media posts are 72 hours</li> <li>• Align the distribution methods of Council news and information into a Communications Plan to be reviewed annually that explores and suggests new or expanded forms of communication for stakeholders</li> <li>• Develop a Council Workforce Plan that provides for and reflects proactive recruitment, staff development and retention approach with annual budget recommendations</li> <li>• Develop an annual Councillors Training Plan for Elected Members</li> <li>• Develop a calendar of annual review actions that reflects individual plans identified within this Strategic Plan</li> <li>• Recognise and support community volunteers through the development of a Volunteer Strategy</li> </ul>

<b>Goal 2</b>	<b>Advocacy</b>
<b>Focus:</b>	Advocate responsibly and vigorously for the interests and wellbeing of our community
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>• Ensure community can voice opinions and ideas to Council</li> <li>• Provide, participate in and support civic and community events</li> <li>• Utilise technology to maximise responsible information gathering and communication to inform Council, residents and visitors</li> <li>• Lobby government to seek engagement and support for identified social and community issues and needs</li> <li>• Seek and promote partnerships to achieve infrastructure goals</li> </ul>
<b>Operational Targets (KPI's):</b>	<ul style="list-style-type: none"> <li>• Evaluate the number and category of community engagements and report on outcomes</li> <li>• Record number of civic and community events held and participation by Councillors and staff</li> <li>• Conduct and audit/review current technology used within Council communications (internal and external) and deliver a report annually to Council with recommendations and budget requirements</li> <li>• Records kept of partnerships created/maintained or lobbies undertaken in regard to social and community needs</li> </ul>

<b>Goal 3</b>	<b>Sustainability</b>
<b>Focus:</b>	Implement comprehensive and innovative planning for sustainable service delivery across the social, economic, environmental and cultural spheres
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>• Asset and infrastructure management planning to reflect social, economic, environmental and cultural aspects of council</li> <li>• Improve the asset base needed to deliver sustainable council assets and services in each sphere (social, economic, environmental and cultural)</li> <li>• Engage with the community in order to identify, assess and prioritise delivery in each sphere</li> <li>• Ensure Council incorporates efficient and effective means to achieve managed growth and resilience</li> </ul>
<b>Operational Targets (KPI's):</b>	<ul style="list-style-type: none"> <li>• Asset management plans have been reviewed and allocated associated spheres reflecting social, economic, environmental and cultural assets</li> <li>• Record number of partnerships, support arrangements and grant applications and/or funding partnerships made with summaries of success, non-success and ongoing development</li> <li>• Number of consultations held with groups/individuals across the social, economic, environmental and cultural spheres of Council in ongoing review/discussion on asset management plans</li> <li>• Number of facilities/and/or service function areas of Council reviewed to measure efficiency and effectiveness in achieving growth and resilience</li> </ul>

<b>Goal 4</b>	<b>Community Wellbeing</b>
<b>Focus:</b>	Demonstrate strong support for community wellbeing
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>• Support and attract business and industry development in the area</li> <li>• Provide safe and attractive parks, gardens, and open areas</li> <li>• Promote local employment options to improve individual, family and community wellbeing</li> <li>• Ensure community safety, reliable roads, footpaths and street lighting</li> <li>• Support and develop social and community activities and services</li> <li>• Respect culture and diversity</li> </ul>
<b>Operational Targets (KPI's):</b>	<ul style="list-style-type: none"> <li>• Develop an Industry and Business Development Support Model/Plan that identifies opportunities and issues that will assist with advocacy and formal/informal partnership development</li> <li>• Report achievement made in regard to current maintenance standards in annual operational plans (eg roads, parks and gardens, sport and recreation etc)</li> <li>• Record number of contact/engagements held with business/peak agencies to quantify current employment options and projections; that identifies barriers to employment growth at the community level</li> <li>• Report activity in relation to community safety, incidents, accidents, vandalism and animal control so that community safety can be measured and improved annually for trend analysis</li> <li>• Develop a Community Services Plan that records the type and number of activities/services provided across identified demographics in the community (ie youth through to aged) and review annually to reflect changing community needs and opportunities</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop a Council Culture and Diversity Plan in conjunction with the community and review/update annually</li> </ul>

**Resolution No. 2019/.....**

That council advertise the draft 2019-2024 Strategic Plan on the council website and local press to seek written submissions from the community by 30 April.

**Moved:**

**Seconded:**

**Vote:**

**12.0 UPCOMING EVENTS**

**12.1 ANZAC DAY – Thursday 25 April 2019**

HMAS Glenelg – Navy personal to attend ceremony  
Flyover – by RAAF Tindal  
Chaplin – Captain Ian Dawson is attending.

**12.2 Community Consultation – Wednesday 1 May 2019**

**12.3 2019 National Walk to School – Friday 17 May**

**12.4 Hard Waste Pickup Dates**

Put Rubbish Out	22 and 23 June 2019
	7 and 8 September 2019
	23 and 24 November 2019

**12.5 Seniors Outing – August 2019**

**13.0 LATE ITEMS AND GENERAL BUSINESS**

**14.0 IN-CAMERA ITEMS**

**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:

(iv) prejudice the interests of the council or some other 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 21 May 2019 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

**16.0 CLOSE OF MEETING**

The Chair declared the meeting closed at ..... pm.