

**WAGAIT SHIRE COUNCIL
MINUTES
COUNCIL CHAMBERS**

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

Tuesday 19 March 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

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

WAGAIT SHIRE COUNCIL
DRAFT MINUTES
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

OPENING OF MEETING: - Chaired by 7.00pm – President Peter Clee

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

1.1 APOLOGIES AND LEAVE OF ABSENCE:

Nil

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

Resolution No. 2019/317

That the minutes of the Monthly Meeting of Wednesday 23 January 2019, be confirmed by council as a true and correct record.

Moved: Vice President Tom Dyer

Seconded: Cr Neil White

Vote: AIF

3.2 Matters arising from January 2019 Minutes

Nil

4.0 GUEST SPEAKERS

Nil

5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

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. 2019/318

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

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

7.0 COUNCILLORS REPORTS

7.1 President's Report

Resolution No. 2019/319
That President Peter Clee's report for the month of January 2019 be received and accepted.
Moved: President Peter Clee
Seconded: Cr Graham Drake
Vote: AIF

7.2 Cr Graham Drake's Report

Resolution No. 2019/320
That the Cr Graham Drake's report for the month of January 2019 be received and accepted.
Moved: Cr Graham Drake
Seconded: Cr Neil White
Vote: AIF

8.0 OFFICERS REPORTS

8.1 CEO and Works report

In addition to the Officers Reports:

Vice-President Tom Dyer would like to see participation numbers included in the Sports and Recreation Report.

In addition to the Green Waste Compound, the first chipping was recently completed. Overall this went well, however there were a few items such as steel pickets and crates which should not have been dumped there. It was suggested that it would be a good idea to advertise the facility and usage policy again.

Resolution No. 2019/321
That the Officer's reports for the month of January 2019 be received and accepted.
Moved: Cr Neil White
Seconded: Vice-President Tom Dyer
Vote: AIF

9.0 FINANCIAL REPORT

Council did not approve the Financial Report for the January 23 Council Meeting on the issue that a credit card acquittal process was needed. The process will be written up once the Credit Card Policy has been approved.

President Peter Clee brought up the issue in the January Council Meeting that rate payers paying an arrears should not be credited into the rates income, it should be applied to debtors. CEO Mark Sidey to liaise with the Auditor on how rates are to be processed. The Trial Balance is to be circulated to councillors with future Agenda's, as this could be a way to have this clarified.

The financial report is to be held over until the Trial Balance is circulated and the January 2019 and February 2019 can be approved at the same time.

Cr Graham Drake has asked that more details be included in the financial reports. The Profit and Loss and Trial balance for the last three months (November 2018, December 2018 and January 2019) is to be circulated to councillors. The possibility of rescheduling the chart of accounts so that the budget, the trial balance and the profit and loss match up is to be investigated.

The Financial Report is to be held over until the March 2019 meeting.

Resolution No. 2019/322
That CEO provide a copy of the Trial Balance and the Profit and Loss Statements for the year to date to councillors as part of the financial report for each month of the meeting.
Moved: President Peter Clee
Seconded: Cr Graham Drake
Vote: AIF

10.0 ACTION SHEET – JANUARY 2019

Resolution No. 2019/323
That Council receives and notes the Action Sheet for the month of January 2019.
Moved: Vice-President Tom Dyer
Seconded: Cr Michael Vaughan
Vote: AIF

11.0 AGENDA ITEMS

11.1 Proposed Caravan Park

This will be a matter for a community consultation.

11.2 Cloppenburg Park Irrigation System

This has been discussed in the Action list.

11.3 Australia Day Acquittal

Resolution No. 2019/324
That council acquit \$1,500 for the 2018 Australia Day Regional activities.
Moved: Cr Neil White
Seconded: Cr Graham Drake
Vote: AIF

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

Item 7.6 – Human Resources

CEO Mark Sidey to bring to the next council meeting an action item recommending how council can move forward on issues such as records management procurement, HR policy renewal and finance and compliance etc and provide recommendations on how these functions can be resolved.

Resolution No. 2019/325
That Council note the Draft Audit Committee Minutes dated 6 February.
Moved: Vice-President Tom Dyer
Seconded: Cr Neil White
Vote: AIF

11.6 POLICIES FOR REVIEW

11.6.1 P15 – Procedures for Council and Council Committee Meetings Policy

Item 4.4 (2) remove the word signed. The sentence to read “The notice must be in writing by the member who wished the matter to be considered and the notice may include a petition.”

Resolution No. 2019/326
That Council adopt the draft updated P15 – Procedures for Council and Council Committee Meetings Policy, as amended, recommended by the Audit Committee.
Moved: Cr Michael Vaughan
Seconded: Vice-President Tom Dyer
Vote: AIF

11.6.2 P35 – Authorisation of Payments Policy

This policy is to be held over and brought back to the March Council Meeting as formatting changes have been requested.

11.6.3 P39 – Australia Day Awards Deliberations Policy

Resolution No. 2019/327
That Council adopt the draft P39 – Australia Day Awards Deliberations Policy, as recommended by the Audit Committee.
Moved: Vice-President Tom Dyer
Seconded: Cr Graham Drake
Vote: AIF

11.6.4 P41 Asset Disposal Policy

Resolution No. 2019/328
That Council adopt the draft P41 – Asset Disposal Policy, as recommended by the Audit Committee.
Moved: Vice-President Tom Dyer
Seconded: Cr Neil White
Vote: AIF

11.6.5 P42 – Stocktake Policy

Resolution No. 2019/329
That Council adopt the draft P42 – Stocktake Policy, as recommended by the Audit Committee.
Moved: Cr Neil White
Seconded: Cr Michael Vaughan
Vote: AIF

11.6.6 P43 Credit Card Policy

Resolution No. 2019/330

That Council adopt the draft P43 – Credit Card Policy, as recommended by the Audit Committee.

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

11.6.7 P44 – Travel and Accommodation Policy

Resolution No. 2019/331

That Council adopt the draft P44 – Travel and Accommodation Policy, as recommended by the Audit Committee.

Moved: Vice-President Tom Dyer

Seconded: Cr Neil White

Vote: AIF

11.6.8 P 45 – Vehicle Use Policy

Resolution No. 2019/332

That Council adopt the draft P45 – Vehicle Use Policy, as recommended by the Audit Committee.

Moved: Cr Graham Drake

Seconded: Vice-President Tom Dyer

Vote: AIF

11.6.9 P46 – Works on Council Verge Policy

Resolution No. 2019/333

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

Moved: Cr Graham Drake

Seconded: Vice-President Tom Dyer

Vote: AIF

11.6.10 P47 – Borrowing Policy

Resolution No. 2019/334

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

Moved: Vice-President Tom Dyer

Seconded: Cr Neil White

Vote: AIF

11.6.11 P48 – Investment Policy

The previous CEO Deborah Allen did a bit of work on sustainability to work out if were viable and what council needed as a cash reserve. She was asked to investigate to see how long council accounts can run without revenue. Vice-President Tom Dyer has asked if this is still active with our consideration for the Investment Policy. CEO Mark Sidey to investigate and bring this to the next Council Meeting in March.

Resolution No. 2019/335

That the Council adopt the draft P48 – Investment Policy, as recommended by the Audit Committee.

Moved: Cr Michael Vaughan

Seconded: Cr Graham Drake

Vote: AIF

11.7 Donation Drive

Resolution No. 2019/336
That council support St Vincent request for a donation drive for Wagait Beach.
Moved: Vice-President Tom Dyer
Seconded: Cr Neil White
Vote: AIF

11.8 WAG (Wagait Arts Group)

WAG's are seeking an agreement in principal to provide public art installations around the community.

Cr Graham Drake declares a conflict leaves the meeting room at 8.55pm so that Discussions can take place as he is the Chair of the WAGS group.

Council supports in principal an offer for WAGS to produce public art for the community however this needs to be considered with the Works on Council Verge Policy, which is go out to public consultation.

Cr Graham Drake re-enters the meeting room at 9.00pm.

11.9 MUFF (Mandorah Ukulele Folk Festival)

A letter from the Jenny Hilyard has been submitted to council requesting the use of Cloppenburg Park for accommodation by campers during the Mandorah Ukulele Folk Festival. Council wants to work in the best way it can to support MUFF and to give the best support it can to make the festival happen. Some of the concerns council need to consider would be security, placement, insurance and toilets. Council to write to MUFF to see how they will address these concerns.

12.0 UPCOMING EVENTS

12.1 ANZAC DAY – 25 April 2019

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

The meeting was closed to public 9.17pm.

Resolution No. 2019/336
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: President Peter Clee
Seconded: Vice-President Tom Dyer
Vote: AIF

Resolution No. 2019/340

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 Neil white
Vote: AIF

The meeting reopened to the public at 10.00pm.

15.0 MATTERS RESOLVED IN CAMERA

14.1 Appointment of Auditor

Resolution No. 2019/337

THAT Council agree to engage Nexia Marshall Edwards for the purpose of auditing and delivering financial statements for WSC for 3 financial years ending 2021.

Moved: Vice President Tom Dyer
Seconded: Cr Graham Drake
Vote: AIF

14.2 Appointment of Human Resources Consultant

Resolution No. 2019/338

1) THAT Council agree to engage Employsure to review and update its Human Resources policies, procedures, templates and job descriptions.

Moved: Vice President Tom Dyer
Seconded: Cr Neil White
Vote: AIF

16.0 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.

17.0 CLOSE OF MEETING

The Chair declared the meeting closed at pm.

3.1 Confirmation minutes of Wednesday 19 February 2019 Council Meeting

Resolution No. 2019/.....

That the minutes of the Monthly Meeting of Tuesday 19 February 2019, be confirmed by council as a true and correct record.

Moved:
Seconded:
Vote:

3.2 Matters arising from February 2019 Minutes

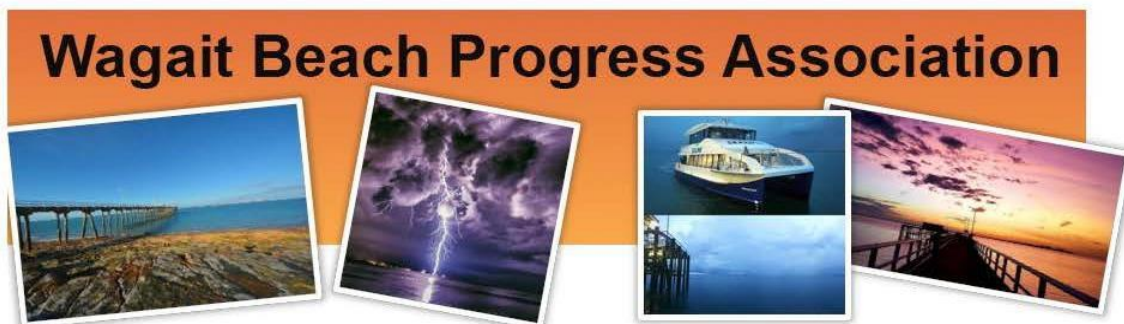
4.0 GUEST SPEAKERS

Nil

5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

Nil

5.1 Wagait Beach Progress Association



President and councillors
Wagait Shire Council
Wagait Beach NT
via email

March 6 2019

Road report assessment and action

Introduction:

In late 2018, the Wagait Shire Council requested the NT Local Government Association carry out a “desktop and visual inspection” of the shire’s road network.

A 120-page report was submitted to the shire on November 13. It identified numerous issues that, while in most cases did not require immediate action, warned that ignoring the problem was not an option.

At the November shire council meeting, CEO Mark Sidey reported: “Council has had the Local Government Association of the Northern Territory inspect our complete road network recently. Apart from few small areas of concern, there are no significant issues with our roads.” Even a cursory reading of the LGANT report indicates this is not correct and to heed such advice could put the council in a future position of trying to find an enormous amount of money to rectify these problems as they become significant.

Issues

Table 3 (page 5) of the report summarises the issues found during the inspection. They include but are not limited to: (brackets indicate local assessment)

- 3680 metres of edge drop, including areas upgraded during 2018; (ongoing)
- 2630 m of edge breakdown; (ongoing)
- 6750 m of pavement cracking; (urgent)
- 8750 sq m of raveling; (bitumen hardening leading to breakdown - priority 1)
- 2 areas of localised creek flooding requiring drainage upgrade;
- 2 potholes where resheeting recommended to solve the problems; (Cox Drive)
- Numerous culvert and drain problems. (priority 2)

The report goes on to note that the council has the opportunity to reinvestigate the roads during the 2019 dry season using the report as a baseline to assess any deterioration and allow the council to prioritise necessary works.

Cox Drive creek crossing, cracking of Erickson Cres between Massey and Brisbane Streets, and ravelling of Mungalo Road and Forsythe Crescent were listed for priority maintenance in the LGANT report. Again, hardly recommendations that support an assessment of “no significant issues” with our roads.

Possible actions

The Wagait Beach Progress Association urges the council to use this report and LGANT’s services to establish a long-term program of road upgrades and repairs that will allow for ongoing grant applications and necessary budget allocations. To ignore these problems risks major and costly repairs in the future as the road network breaks down - not an acceptable solution for the council or its ratepayers.

There are people in the community with broad experience in these matters who may be willing to provide their expertise to reduce the financial impact of these repairs. This could include developing a 5- or 10-year plan that maps out what needs doing, when, the likely costs, and the consequences of failing to do so.

Yours sincerely,

Darryl Withnall, Maureen Newman, Rick Gosper, Rebecca James, Jack Ellis for WBPA

Resolution No. 2019/.....
That council receive and note the correspondence from the Wagait Beach Progress Association.
Moved:
Seconded:
Vote:

6.0 INWARDS AND OUTWARDS CORRESPONDENCE - February 2019

The Inwards and Outwards correspondence for the month of February 2019 has been circulated to councillors prior to the March 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 community of activities and to provide the community at large with information that is important and noteworthy.

What's been happening.....

The NT Government surprised us all recently with the announcement of the allocation of funding to fast track the Mandora Jetty Project. The design work will commence this year and construction will commence in 2020.

I have had some positive feedback on my intention to put forward two projects to council for consideration by the 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 in conjunction with the LDC development
- Road and bridge link at the Channel Island to reduce commute time to Dundee, Bynoe and Cox Peninsula.

Community members who have other ideas are encouraged to contact myself or any of the WSC councillors to promote their ideas.

The CEO has advised that he will finish with WSC at the end of march. Russell Anderson has agreed to step in as the acting CEO until a permanent replacement is appointed.

Where have I been

6 th Feb	WSC Audit Committee meeting
8 th Feb	DHLG Tender Panel Assessment
12 th Feb	Opening of NT Parliament
19 th Feb	Bombing of Darwin commemoration
19 th March	Ordinary Council Meeting

Resolution No. 2019/.....

That the President's report for the month of February 2019 be received and accepted.

Moved:

Seconded:

Vote:

7.2 Cr Drakes Report

Once again it is my pleasure to report on some issues and some of my activities as a Councillor.

Communication

For those who have read my previous reports you will be aware that this was the first major issue I wanted to address as a Councillor (one which was affirmed by last November's Strategic Plan Workshop). Whilst I can report that progress has been made, there is still some distance to go from my perspective. The **Procedures for Council Meetings and Council Committee Meetings Policy** was one of a number reviewed at last month's Council Meeting but it unfortunately doesn't address the Council Minutes Issues such as content, release/publication dates etc. It is my hope that a Policy on these issues can be developed in the near future.

Financial Management

The second major issue of concern for myself as a councillor is the responsibility to ensure that finances are managed properly. Minutes from last month's meeting indicate that I requested more financial information. Whilst this is correct, I have specific concerns regarding financial classifications and the difficulty council has ensuring proper financial management given the data made available each month. Steps are being made to address this issue.

Dog Laws

This is another issue which has been a concern for years. Now is not the time to go into detail but the introduction of Dog Laws has been 'work in progress' dating back to at least 2015. The process of adopting them has been long and arduous for a variety of reasons. Hopefully it will finally be resolved in the very near future.

Progress Association Meeting

I attended the second meeting held on Saturday 2 March. Although it was not as well attended as the first meeting, there were a range of issues discussed. The presence and support of our Local Member (Gary Higgins) was appreciated. Gary encouraged the association to communicate issues of concern to the appropriate organisations and raise questions for them to answer.

Graham Drake
March 2019

Resolution No. 2019/.....

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

Moved:

Seconded:

Vote:

8.0 OFFICERS REPORTS

8.1 CEO and Works report

1. Meetings CEO Attended

19 th Feb	WSC Ordinary meeting
22 nd Feb	Arafura Regional Roads Committee meeting
26 th Feb	Meeting with Employsure
28 th Feb	Meeting with Jade from Mckillop Catholic
28 th Feb	Meeting with Arjay's Sales & Services

2. Details of meetings attended and other matters

Arafura Regional Roads Committee Meeting

Discussed flooding of Cox Peninsular Road as it prevents road access to Darwin.

Meeting with Employsure

Review of HR documents was undertaken.

Meeting with Jade from Mckillop Catholic

Possibility of using Wagait Shire as a school camp destination was discussed.

Meeting with Arjay's Sales & Services

Areas for installation of Armco barriers was identified and a quotation requested.

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:

A quotation from Arjay's Sales and Services to install Armco barriers at unprotected culverts has been obtained. This quote will form the basis of a black spot funding application when the next round opens in late 2019. Discussions are ongoing with NTG about the upgrade of the shoulders to Charles Point Road but it is unlikely any progress in the respect will be made in the near future.

3.3 Administration and other Business:

Nil.

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

Design drawings received. Quotations are currently being obtained.

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.

5 Work, Health & Safety

Nil incidents reported.

6 Works Report

For the period February 14 2019 – March 13 2019:

The jetty and jetty carpark were cleaned on 14 occasions.

The jetty carpark was mowed and snipped on 1 occasion.

Sand was removed from the boat ramp on 2 occasions.

The bores were inspected on 14 occasions.

Water quality tests were undertaken on 4 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 2 occasions.

The green waste stockpile was pushed up as required.

A dead tree overhanging the Erickson Crescent beach access was removed.

Maintenance was undertaken on plant & equipment.

8.2 Sports Report – February 2019

Activity	Sessions	Comment
Children's Activities		
Basketball	Weekly Session Monday	Three families have expressed apologies due to children attending Darwin based training programs for their weekend club sport. A fourth family apologising due to their own busy recreational activities. Nil attendance in February.
Cross Country on Bike	Weekly Session Wednesday	Touring the bush tracks on the outskirts of Wagait Beach residential area and the Mandorah Jetty. Nil attendance in February.
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. 2 Attendees – numbers of children participating decreased after holidays and Aus Day Run.
School Term Sport has resumed therefore regular participants are back in Darwin based club sport.		
Adults / Seniors		
Runners & Walkers	Weekly Session Tuesday	23 Participants in the February Program.
Cross Country on Bike	Weekly Session Thursday	Touring the bush tracks on the outskirts of Wagait Beach residential area and the Mandorah Jetty. 4 Participants for the month of February.
Boot Camp	Twice Weekly Monday /Wednesday	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 month of Feb. Trials will likely go on for about a 3month period. Participants are notified of changes at the beginning of each month. 33 Participants in February.
Seniors Exercise Class	Twice Weekly Tuesday/Thursday	Its holiday month for our regular seniors!! Notification was given that the majority of the regular group would be away for much of the month. Classes continued to keep a regular routine for those not on holidays. Those staying sent in apologies for non-attendance for various reasons. Happy to continue this program as there is open communication and generally good attendance rates. Nil attendance in February.
Stretch	Once Weekly Friday	Open to all. Nil attendance for month of February. Generally, a minimum of 6 per session. This program will continue as discussion has taken place with regular participants and its just been a busy month for all.

Administration

- Runners and Walkers - tracks mapped and in place for March.
- Acquittal Youth Vibe Holiday Grant Administration
- Australia Day Follow up administration, evaluation and acquittal
- Looking into creating Wagait Beach Inaugural City to Surf event in June (Shop to Jetty – varying routes)
- March Planning Calendar and Newsletter (Sport & Rec Info)
- Walk to School Day – May 2019. Initial planning stages

Resolution No. 2019/.....

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

Moved:

Seconded:

Vote:

9.0 FINANCIAL REPORT

9.1 Cash Income and Expenditure Reports November 2018, December 2018, January 2019

	November 2018 Actual \$	November 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$		Forecast to 30 June 2019	Variance (Revised Budget and Actual) \$
INCOME									
RATES	21353	\$8,150	\$13,203	189486	\$153,750	\$35,736		\$233,847	
GRANTS	8767	\$20,500	-\$11,733	137846	\$135,600	\$2,246		\$243,700	
CONTRACTS	8933	\$9,150	-\$217	54817	\$36,600	\$18,217		\$109,800	
RENTAL INCOME	810	\$690	\$120	3210	\$2,760	\$450		\$8,280	
MISCELLANEOUS	20605	\$2,500	\$18,105	21122	\$10,000	\$11,122		\$30,000	
WASTE MANAGEMENT	9773	\$3,979	\$5,794	92580	\$76,343	\$16,237		\$117,360	
TOTAL OPERATING INCOME	70241	\$44,969	\$25,272	499061	\$415,053	\$84,008		\$742,987	
EXPENSES									
ADMINISTRATION EXPENSES	11358	\$9,540	-\$1,818	63773	\$52,160	-\$11,613		\$82,350	
STRATEGIC PLAN GOALS		\$0			\$0			\$20,000	
EMPLOYMENT EXPENSES	39290	\$26,600	-\$12,690	110545	\$101,700	-\$8,845		\$327,400	
ROADS	0	\$1,000	\$1,000	0	\$4,000	\$4,000		\$12,000	
CONTRACTS & MATERIALS	388	\$425	\$37	3825	\$4,100	\$275		\$7,500	
REPAIR & MAIN TOWN ASSETS	2307	\$0	-\$2,307	10458	\$5,600	-\$4,858		\$22,400	
VEHICLE & PLANT	2448	\$3,375	\$927	10890	\$9,010	-\$1,880		\$25,610	
GRANT EXPENSES	1450	\$100	-\$1,350	6303	\$1,900	-\$4,403		\$4,700	
WASTE MANAGEMENT	10582	\$5,000	-\$5,582	33198	\$37,500	\$4,302		\$100,000	
SERVICES	2707	\$2,100	-\$607	5235	\$6,600	\$1,365		\$12,850	
CAPITAL ASSETS	0								
OTHER ASSETS									
TOTAL OPERATING EXPENSES	70530	\$48,140	-\$22,390	244227	\$222,570	-\$21,657		\$614,810	
TOTAL SURPLUS / DEFICIENCY	-\$289	-\$3,171	-\$2,882	254834	\$192,483	-\$62,351		\$128,177	

	December 2018 Actual \$	December 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$		Forecast to 30 June 2019	Variance (Revised Budget and Actual) \$
INCOME									
RATES	8470	\$8,225	\$245	196510	\$175,625	\$20,885		\$233,847	
GRANTS	3500	\$0	\$3,500	141346	\$143,400	-\$2,054		\$243,700	
CONTRACTS	10483	\$9,150	\$1,333	65299	\$54,900	\$10,399		\$109,800	
RENTAL INCOME	570	\$690	-\$120	3780	\$4,140	-\$360		\$8,280	
MISCELLANEOUS	449	\$2,500	-\$2,051	21570	\$15,000	\$6,570		\$30,000	
WASTE MANAGEMENT	3730	\$4,219	-\$489	96309	\$87,278	\$9,031		\$117,360	
TOTAL OPERATING INCOME	27202	\$24,784	\$2,418	524814	\$480,343	\$44,471		\$742,987	
EXPENSES									
ADMINISTRATION EXPENSES	4363	\$3,370	-\$993	68551	\$61,050	-\$7,501		\$82,350	
STRATEGIC PLAN GOALS		\$0			\$0			\$20,000	
EMPLOYMENT EXPENSES	31214	\$27,200	-\$4,014	141759	\$151,700	\$9,941		\$327,400	
ROADS	0	\$1,000	\$1,000	0	\$6,000	\$6,000		\$12,000	
CONTRACTS & MATERIALS	0	\$425	\$425	3825	\$4,950	\$1,125		\$7,500	
REPAIR & MAIN TOWN ASSETS	455	\$5,600	\$5,145	10912	\$11,200	\$288		\$22,400	
VEHICLE & PLANT	1673	\$1,575	-\$98	12238	\$12,260	\$22		\$25,610	
GRANT EXPENSES	1414	\$600	-\$814	7717	\$4,100	-\$3,617		\$4,700	
WASTE MANAGEMENT	8438	\$12,500	\$4,062	41635	\$55,000	\$13,365		\$100,000	
SERVICES	244	\$300	\$56	5479	\$7,750	\$2,271		\$12,850	
CAPITAL ASSETS									
OTHER ASSETS									
TOTAL OPERATING EXPENSES	47801	\$52,570	\$4,769	292116	\$314,010	\$21,894		\$614,810	
TOTAL SURPLUS / DEFICIENCY	-\$20,599	-\$27,786	\$7,187	232698	\$166,333	-\$66,365		\$128,177	

	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) \$
<u>INCOME</u>									
RATES	16995	\$13,650	\$3,345	214951	\$189,275	\$25,676		\$233,847	
GRANTS	94971	\$84,700	\$10,271	236276	\$228,100	\$8,176		\$243,700	
CONTRACTS	8146	\$9,150	-\$1,004	73446	\$64,050	\$9,396		\$109,800	
RENTAL INCOME	300	\$690	-\$390	4080	\$4,830	-\$750		\$8,280	
MISCELLANEOUS	584	\$2,500	-\$1,916	22153	\$17,500	\$4,653		\$30,000	
WASTE MANAGEMENT	8081	\$6,715	\$1,366	104391	\$93,993	\$10,398		\$117,360	
TOTAL OPERATING INCOME	129077	\$117,405	\$11,672	655297	\$597,748	\$57,549		\$742,987	
<u>EXPENSES</u>									
ADMINISTRATION EXPENSES	2817	\$3,770	\$953	70951	\$64,820	-\$6,131		\$82,350	
STRATEGIC PLAN GOALS		\$0			\$0			\$20,000	
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	
CONTRACTS & MATERIALS	104	\$425	\$321	3928	\$5,375	\$1,447		\$7,500	
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	
WASTE MANAGEMENT	60	\$5,000	\$4,940	41696	\$60,000	\$18,304		\$100,000	
SERVICES	1419	\$1,850	\$431	6897	\$9,600	\$2,703		\$12,850	
TOTAL OPERATING EXPENSES	35774	41320	5546	327797	352830	25033		\$614,810	
TOTAL SURPLUS / DEFICIENCY	\$93,303	\$76,085	-\$17,218	327500	\$244,918	-\$82,582		\$128,177	

9.2 Cash Income and Expenditure Report –February 2019

	February 2019 Actual \$	February 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$		Forecast to 30 June 2019	Variance (Revised Budget and Actual) \$
<u>INCOME</u>									
RATES	9359	\$13,650	-\$4,291	224311	\$189,275	\$35,036		\$233,847	
GRANTS	8794	\$84,700	-\$75,906	245043	\$228,100	\$16,943		\$243,700	
CONTRACTS	4946	\$9,150	-\$4,204	78392	\$64,050	\$14,342		\$109,800	
RENTAL INCOME	300	\$690	-\$390	4380	\$4,830	-\$450		\$8,280	
MISCELLANEOUS	1153	\$2,500	-\$1,347	23307	\$17,500	\$5,807		\$30,000	
WASTE MANAGEMENT	4223	\$6,715	-\$2,492	108614	\$93,993	\$14,621		\$117,360	
TOTAL OPERATING INCOME	28775	\$117,405	-\$88,630	684047	\$597,748	\$86,299		\$742,987	
<u>EXPENSES</u>									
ADMINISTRATION EXPENSES	3081	\$3,770	\$689	74030	\$64,820	-\$9,210		\$82,350	
STRATEGIC PLAN GOALS		\$0			\$0			\$20,000	
EMPLOYMENT EXPENSES	27113	\$26,600	-\$513	194470	\$175,800	-\$18,670		\$327,400	
ROADS	0	\$1,000	\$1,000	0	\$7,000	\$7,000		\$12,000	
CONTRACTS & MATERIALS	148	\$425	\$277	4076	\$5,375	\$1,299		\$7,500	
REPAIR & MAIN TOWN ASSETS	2600	\$0	-\$2,600	15603	\$11,200	-\$4,403		\$22,400	
VEHICLE & PLANT	1806	\$2,575	\$769	17260	\$14,835	-\$2,425		\$25,610	
GRANT EXPENSES	761	\$100	-\$661	9272	\$4,200	-\$5,072		\$4,700	
WASTE MANAGEMENT	13406	\$5,000	-\$8,406	55102	\$60,000	\$4,898		\$100,000	
SERVICES	31	\$1,850	\$1,819	6929	\$9,600	\$2,671		\$12,850	
TOTAL OPERATING EXPENSES	48946	41320	-7626	376742	352830	-23912		\$614,810	
TOTAL SURPLUS / DEFICIENCY	-\$20,171	\$76,085	\$96,256	307305	\$244,918	-\$62,387		\$128,177	

9.3 Finance Report Notes February 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 – Grant income – 36% under budget - ↓ NT operational grant budgeted for this financial year was received last financial year.

Note 3 – Rental income 21% under budget ↓
Due to community centre no longer being utilised by Police.

Note 4 – Miscellaneous income 16% 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 – Administration Expenses – 10% over budget ↑
Budgeted funds yet to be spent.

Note 7 – Strategic Plan Goals – 100% under budget ↓
Budgeted funds yet to be spent.

Note 8 – Roads 100% under budget ↓
No road repairs that necessitated expenditure were required.

Note 9 – Contracts and Materials 30% under budget ↓
Costs associated with contracts are well contained.

Note 10 – Repair & Maintain Town Assets 39% over budget ↑
Unforeseen tree lopping expenses incurred as a number of trees were deemed unsafe.

Note 11 – Grant expenses 116% over budget ↑
Grant expenses expected to have been incurred last financial year are now being incurred.

Note 11 – Waste Management 15% under budget ↓
Waste management costs are well contained. Chipping of green waste has been allowed for, but not yet incurred.

Note 11 – Services 29% under budget ↓
Services costs are well contained.

9.4 Financial Report for month ended February 2019

Cash at Bank & on hand					Total
Petty cash					\$ 394.35
CBA - transaction account					\$ 5,356.00
CBA Cash Saver					\$ 839,289.00
Undeposited Funds					\$ 809.40
Bendigo Bank- Investment a/c					\$ 500,000.00
Total Cash at Bank & on Hand					\$ 1,345,848.75
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 9,608.00				
Rates	\$ 30,001.00	\$ 1,891.00		\$ 20,782.00	
Total Debtors	\$ 39,609.00	\$ 1,891.00	\$ -	\$ 20,782.00	\$ 62,282.00
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ 23,000.00				\$ 23,000.00
Total Creditors	\$ 23,000.00	\$ -	\$ -	\$ -	\$ 23,000.00

9.5 Rate Payers

2018/2019 Rate Year	\$31,893.00
2017/2018 Rate Year	\$3,077.00
2016/2017 Rate Year	\$1,967.00
2015/2016 Rate Year	\$4,436.00
2014/2015 Rate Year	\$11,301.00

9.6 Credit Card Transaction for February 2019

CEO Mark Sidey

1/2/2019	Dept of Attorney General & Justice	Title search – copy of common seal register	\$34.00
2/2/2019	MYOB	Monthly subscription	\$130.00
5/2/2019	Adobe	Monthly subscription	\$36.29
5/2/2019	Sports Medicine	Re-accreditation for sports trainer	\$199.99
11/02/2019	Sealink	Multi pas	\$98.98
13/2/2019	Arno's tyres	Repairs to tractor tyre	\$95.00
28/2/2019	Australia Post	PO Box Renewal	\$117.00
28/02/2019	Bunnings	Drink esky for workshop	\$29.90

President Peter Clee

Nil

Works Supervisor – Gary Zikan

28/02/2019	Puma	Works Ute fuel	\$96.00
28/02/2019	Totally Workwear	Staff uniforms	\$238.00
28/02/2019	Vanderfield	Repairs to mower	\$118.50

9.7 Supplier Payment History February 2019

Area 9						
eft	28/02/2019	00014475	20/02/2019	SIN57016	\$500.50	\$500.50
					Total for Payment eft:	\$500.50
Central Business Equipment						
eft	13/02/2019	00014436	1/02/2019		\$204.80	\$204.80
eft	15/02/2019	00014442	5/02/2019	608667	\$148.88	\$148.88
					Total for Payment eft:	\$353.68
Coles Express						
eft	15/02/2019	00014470	12/02/2019	eft	\$114.20	\$114.20
					Total for Payment eft:	\$114.20
corrugated Iron Youths						
eft	15/02/2019	00014465	11/02/2019	7537	\$342.00	\$342.00
					Total for Payment eft:	\$342.00
Garrards Pty Ltd						
eft	15/02/2019	00014468	1/02/2019	1026401	\$16.50	\$16.50
					Total for Payment eft:	\$16.50
Harvey Distributors						
eft	15/02/2019	00014467	1/02/2019	500410	\$99.00	\$99.00
					Total for Payment eft:	\$99.00
Humpty Doo Trees						
eft	15/02/2019	00014430	4/02/2019	380	\$2,860.00	\$2,860.00
					Total for Payment eft:	\$2,860.00
Land Clearing and Mulching Contractors						
eft	28/02/2019	00014489	15/02/2019		\$8,580.00	\$8,580.00
					Total for Payment eft:	\$8,580.00
Optus						
b/pay	28/02/2019	00014291	22/02/2019	43311042	\$218.55	\$218.55
					Total for Payment b/pa	\$218.55
Power Water						
eft	15/02/2019	00014473	5/02/2019	71256050	\$28.56	\$28.56
					Total for Payment eft:	\$28.56
R.W. Anderson						
eft	15/02/2019	00014441	6/02/2019	2019003	\$995.00	\$995.00
					Total for Payment eft:	\$995.00

Sureline Mercantile & Commercial Agency

eft	15/02/2019	00014471	12/02/2019	1392/19	\$660.00	\$660.00
Total for Payment eft:						\$660.00

Vanderfield Northwest Pty Ltd

723	15/02/2019	00014437	9/01/2019	DAP1052672	\$306.57	\$306.57
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Wagait Beach Supermarket

eft	15/02/2019	00014443	16/01/2019	15559	\$20.88	\$20.88
eft	15/02/2019	00014444	16/01/2019	15561	\$78.70	\$78.70
eft	15/02/2019	00014445	17/01/2019	7201	\$16.99	\$16.99
eft	15/02/2019	00014446	17/01/2019	15566	\$52.00	\$52.00
eft	15/02/2019	00014447	18/01/2019	15569	\$11.58	\$11.58
eft	15/02/2019	00014448	18/01/2019	15570	\$66.00	\$66.00
eft	15/02/2019	00014449	21/01/2019	15578	\$92.00	\$92.00
eft	15/02/2019	00014450	21/01/2019	15579	\$31.50	\$31.50
eft	15/02/2019	00014451	21/01/2019	15584	\$36.00	\$36.00
eft	15/02/2019	00014452	22/01/2019	15586	\$20.58	\$20.58
eft	15/02/2019	00014453	23/01/2019	15593	\$62.50	\$62.50
eft	15/02/2019	00014454	24/01/2019	15595	\$103.52	\$103.52
eft	15/02/2019	00014455	24/01/2019	15596	\$10.80	\$10.80
eft	15/02/2019	00014456	26/01/2019	15606	\$31.50	\$31.50
eft	15/02/2019	00014457	26/01/2019	15609	\$459.15	\$459.15
eft	15/02/2019	00014458	28/01/2019	15613	\$78.72	\$78.72
eft	15/02/2019	00014459	30/01/2019	15621	\$5.99	\$5.99
eft	28/02/2019	00014477	1/02/2019	15628	\$88.00	\$88.00
eft	28/02/2019	00014478	2/02/2019	15631	\$31.50	\$31.50
eft	28/02/2019	00014479	4/02/2019	15638	\$108.01	\$108.01
eft	28/02/2019	00014480	7/02/2019	15647	\$9.87	\$9.87
eft	28/02/2019	00014481	7/02/2019	15649	\$120.89	\$120.89
eft	28/02/2019	00014482	8/02/2019	15658	\$71.09	\$71.09
eft	28/02/2019	00014483	9/02/2019	15661	\$31.50	\$31.50
eft	28/02/2019	00014484	11/02/2019	15672	\$36.61	\$36.61
eft	28/02/2019	00014485	12/02/2019	15678	\$22.59	\$22.59
eft	28/02/2019	00014486	14/02/2019	15689	\$59.42	\$59.42
eft	28/02/2019	00014487	15/02/2019	15694	\$97.81	\$97.81
eft	28/02/2019	00014488	15/02/2019		\$107.27	\$107.27
Total for Payment eft:						\$1,962.97

Woolworths

p/cash	4/02/2019	00014438	4/02/2019	p/cash	\$7.00	\$7.00
Total for Payment p/ca						\$7.00

9.8 Grant 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	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.

16/11/2018	Youth Vibe Holiday Grant	Territory Families	\$2,000	\$1,162.24 Plus wages \$500.00	\$337.76	
20/04/2018	Provision of Undercover Picnic Area	Dept of Housing & Community Dlv	\$14,666 (council contribution \$5,388.64, in kind \$500.00)	Nil	\$14,666	Before 30 June 2019
20/04/2018	Installation of Solar Panels and Solar Hot Water System	Dept of housing & Community Dlv	\$16,258.00	\$19,746.73	Nil	Before 30 June 2019
8/11/2018	Construct Dog Pound and associate septic pit	Dept of Housing & Community Dlv	\$30,537.00	Nil	\$30,537.00	Before 31 August 2019 or thereafter for a period of two years

Resolution No. 2019/.....

That the financials for November 2018, December 2018 and January and February 2019 be received and accepted.

Moved:

Seconded:

Vote:

10.0 ACTION SHEET FOR FEBRUARY 2019

10.1 Proposed Dog Management By-Laws

The Dog Management Plan is still under development and should be completed within the next two weeks. Costing and staffing plan has been completed. Manual is being developed.

10.2 Policy for Payment Authorisations

Held over pending format changes. Format changes completed – refer S13.3.

10.3 2019/2020 to 2023/2024 Strategic Plan

The draft plan is scheduled for the March Council Meeting. Ongoing.

10.4 Emergency Recovery Committee

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. CEO Mark Sidey to get quotes to move the water tank closer to the shed to allow water to be harvested from its roof as it has been suggested this will make the project more feasible. The second progress payment of \$16,500 to the contractor to cover his costs is to be paid asap. Progress payment of \$16,500 has been made.

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. Emailed resident asking if they want to pursue this. Response was yes – ongoing.

10.7 Tree Planting on Verge

Draft Policy P46 – Works on Council Verge is to be release for public consultation. Put up on website and facebook on 28/02/2019. Consultation ends March 31st.

10.8 Darwin Duchess

The Darwin Duchess is to be disposed of. Two quotations have been obtained an the most economical authorised. Darwin Duchess disposed of on 21st February. Completed.

10.9 Mandorah Jetty

The expected completion date is May 2022.

10.10 Councillor Member Allowance

Councillors payment for the month of February 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. Department has advised they will consider once water license issue is resolved.

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

Draft has been adopted by Council. Amend as requested, finalise document and put on website. Completed.

10.15 Cloppenburg Park Undercover Picnic Area

We now have the design drawings and are requesting quotes. 1 quote obtained. Further discussions required with engineer.

10.16 Expression of Interest for Auditor

Letters to be written to those that provided quotations, advising the outcome. Completed.

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. Quotation obtained. Next blackspot funding round opens late 2019.

10.18 Policy Issue – S 5.1 from January Agenda

Comments have been taken into account and adjustments moving forward have been made where necessary. Completed.

10.19 P39 Australia Day Awards Deliberations Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.20 P41 Asset Disposal Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.21 P42 Stocktake Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.22 P43 Credit Card Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.23 P44 Travel & Accommodation Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.24 P45 Vehicle use Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.25 P46 Works on Council Verge Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.26 P47 Borrowing Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.27 P48 Investment Policy

Draft has been adopted by Council. Finalise document and put on website. Completed.

10.28 HR Consultant

Appoint successful entity and advise the unsuccessful one. Completed.

10.29 Financial Report

Provide Trial Balances & Profit & Loss Statement for past 3 month to councillors. Completed.

10.30 Human Resources

Provide a report on how to address the various ongoing staffing, finance and compliance Issues. Ongoing.

10.31 Australia Day Acquittal

Acquit Australia Day Grant. Completed.

10.32 Council sustainability

Try and locate work done in this space by former CEO Deb Allen.

Looked in emails, computer folders and filing cabinets – council not locate anything. Completed.

10.33 Donation Drive St Vincents

Write to St Vincents advising council's in principle support. Completed.

10.34 WAGS art proposal

Write to WAGS and advise their idea needs to be considered in conjunction with the Works on Council Verge Policy, which will be put out for public consultation. Completed.

10.35 MUFF request re: camping at Cloppenburg Park

CEO to write to MUFF and have them address concerns raised about this activity. Completed.

10.36 2019/20 Budget

Draft to be developed prior to March meeting. Completed.

Resolution No. 2019/.....

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

Moved:

Seconded:

Vote:

11.0 AGENDA ITEMS

11.1 Appointment of Chief Executive Officer

Resolution No. 2019/.....

That Council appoints Russell Anderson to the position of Chief Executive Officer for a period of

Moved:

Seconded:

Vote:

11.2 Cloppenburg Park – Crown Lease

Karen White, Senior Manager Land Transactions has come back to us - Until ground water licence is approved no further action will occur by Land transactions.

11.3 Appointment of Auditor

Nexia Marshall Edwards has been appointed to deliver financial statements for WSC for 3 financial years ending 2021.

11.4 Appointment of Human Resources Consultant

Employsure has been appointed to review and update its Human Resources policies, procedures, templates and job descriptions.

11.5 Local Government Special Purpose Grant Applications

- Electronic records management system and associated It infrastructure and software
- Electric Gates for Workshop
- 5000litre water tank for council truck

11.6 Youth Vibe Grant Acquittal

Resolution No. 2019/.....

That council acquit the amount of \$ for the Youth Vibe Grant.

Moved:

Seconded:

Vote:

11.7 Installation of solar panels and replacement of solar hot water system acquittal

Resolution No. 2019/.....

That council acquit the amount of \$16,258 for the installation of solar panels and replacement of solar hot water system at Cloppenburg Park.

Moved:

Seconded:

Vote:

11.8 Recruitment for CEO

President Peter Clee to provide update.

CEO recruitment should be consistent with Ministerial Guideline 3 – Appointing a CEO (copy below)

3. Appointing a CEO

1. Objectives

- (1) To guide the council in appointing a high quality and appropriately skilled CEO;
- (2) To ensure the ongoing viability of the Council by appointing a CEO with financial management experience; and
- (3) To maintain the integrity of the Council by ensuring that the council is aware of any conflicts of interest that the CEO might have.

2. Background to Guidelines

- (1) Section 100(4) of the *Local Government Act 2008* provides that, "Appointments to the office of CEO are to be made, as occasion requires, by the council in accordance with the relevant Ministerial guidelines."
- (2) The CEO is responsible, among other things, for: the implementation of council policy; the day-to-day management of the Council, which includes the appointment and management of Council staff; providing advice and information to the council to facilitate council decision-making; communication between the council and its constituency; management and maintenance of council assets and resources and ensuring the proper financial management of the council. (See s101 of the *Local Government Act 2008* for the full outline of these responsibilities).
- (3) Selecting and appointing a CEO is one of the most important tasks elected members may undertake during their term of office. In light of this, it is essential that the recruitment process ensures that only appropriately qualified and suitable persons are appointed to the position of CEO as this will facilitate the smooth and efficient running of council. Choosing the right CEO is paramount in ensuring that the council is both functional and progressive.

3. Recruitment Agency

- (1) Councils are strongly encouraged to seek advice on current best practice in relation to recruitment processes from both LGANT and Local Government Managers Australia (LGMA) before starting the process of recruitment of a CEO.
- (2) Having considered such advice, councils are strongly encouraged to use a professional recruitment agency when appointing a CEO.

4. Considerations

(1) When appointing a CEO, as well as following the requirements of the *Local Government Act 2008* in relation to human resource management and any council employment policies, the council or recruitment agency must also consider the following:

(a) CEO Skills and Attributes. The CEO must have:

- (i) A tertiary qualification in a related field, such as: law, management, human resources, business or finance, community development, or commensurate work experience which demonstrates both capacity at an equivalent level and capability of recognised prior learning by an educational institution;
- (ii) Proven high level leadership and management capabilities;
- (iii) High level financial governance experience.

(b) Any relevant criminal history

- (i) The council must take into account the criminal history of the applicant to avoid the recruitment of an inappropriate person. However, councils must not discriminate on the basis of an irrelevant criminal record (*Anti-Discrimination Act 2007 (NT)*).
- (ii) The definition of 'relevant criminal history' may be based on council policy but should at least include offences of dishonesty and fraud and/or forgery related offences.

5. Conflicts of Interest

All conflicts of interest, whether perceived, potential or actual, must be identified and given due consideration.

6. Advertisement

Advertisements for the CEO position should contain, amongst other relevant information, the following advice:

- (1) Applicants must disclose any foreseeable conflicts of interest.
- (2) Applicants must consent to a criminal history check.

Resolution No. 2019/.....

That council notes the content of Ministerial Guideline 3 – Appointing a CEO.

Moved:

Seconded:

Vote:

11.9 Grants to Boost Energy Efficiency in NT

The Territory Labor Government has put \$2 million on the table to help drive the NT's Roadmap to Renewables agenda with grants now open to Local Government Councils.

Lighting upgrades, shade structures, renewable energy power systems, pool covers to reduce evaporation, solar hot water systems and energy efficient pumps are some of the initiatives councils could implement to help to reduce energy use and greenhouse emissions costs.

Local Government Councils throughout the Territory have until 5 April to apply for a one-off Energy Efficiency and Sustainability Grant funding.

Resolution No. 2019/.....
That council applies for a grant for the purpose of
Moved:
Seconded:
Vote:

11.10 Council input to the 10 Year Infrastructure Plan – 2019 Update

Infrastructure Plan NTG are seeking the Wagait Shire Council's assistance in the 10 Year Infrastructure Plan – 2019 Annual Review, to coordinate and provide updates.

11.11 Removal of Communications tower

On 23 January 2019, council resolved to remove the communications tower at a cost of no more than \$2,000.00 (2019-290). The contractor that provided this quote is no longer able to do the work. 2 further quotations were obtained in the amounts of \$4,700 and \$9,592 for the tower removal.

Resolution No. 2019/.....
That council rescinds resolution 2019-290 and authorises the removal of the communications tower at a cost of \$4,700 ex gst.
Moved:
Seconded:
Vote:

11.12 Removal of bushes encroaching on road on Mungalo Road.

A complaint has been received in relation to bushes encroaching on Mungalo Road. Area was subsequently inspected (refer photo). Overgrown bushes are a safety issue for pedestrians and road users. Some bushes have been planted very close to the roadway which may result in road damage. It is recommended that all bushes with 1.5m of the roadway be removed.



Resolution No. 2019/.....

That council approves the removal and / or trimming of all bushes along Mungalo Road to a distance of 1.5 metres from the road edge.


Moved:

Seconded:

Vote:

11.13 P35 Policy for Payment Authorisations

Formatting has been altered as requested.

	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 Chief 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 Legislative Requirements

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 Wagait Shire Council Payment Procedure

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

4.2.1 Timing of Payments

- 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.

4.2.2 Authorisation of Payments

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.

4.2.3 Exceptional Circumstances Payment Arrangements

Unless exceptional circumstances as defined in Section 3 of this policy 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: Council	Resolution no.	Date for review:	3 years
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Resolution No. 2019/.....
That council adopt draft policy P35 Policy for Payment Authorisations.
Moved:
Seconded:
Vote:

11.13 Emergency Recovery Committee

Resolution No. 2019/.....
That council rescind all previous resolutions in relation to the establishment of the Emergency recover committee and remove all documents relating to the operations of the Emergency Recovery Committee for the council website.
Moved:
Seconded:
Vote:

12.0 UPCOMING EVENTS

12.1 ANZAC DAY – Thursday 25 April 2019

HMAS Glenelg – Navy personal to attend ceremony
Flyover – letter written to RAAF Tindal
Captain Ian Dawson invited to attend ceremony

12.2 Hard Waste Pickup Dates

Put Rubbish Out	30 and 31 March 2019
	22 and 23 June 2019
	7 and 8 September 2019
	23 and 24 November 2019

13.0 LATE ITEMS AND GENERAL BUSINESS

14.0 IN-CAMERA ITEMS

14.1 Dog Management plan and costings

14.2 CEO Exit interview

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;
- (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 16 April 2019 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

16.0 CLOSE OF MEETING

The Chair declared the meeting closed atpm.