

**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
- Graham Drake

Staff: Chief Executive Offer Mark Sidey  
Officer Manager Pamela Wanrooy

**1.1 OPENING OF MEETING:** - President Peter Clee declared the meeting opened at 7.00pm and welcomes everyone to the meeting.

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:**

Nil

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**3.1 Matters arising from February 2019 Minutes**

Vice-President Tom Dyer asks that item 11.9 – “MUFF – Mandorah Ukulele Folk Festival” in the February 2019 minutes be amended as council had agreed to provide support to MUFF whether it be in-kind or financial and as a council to work with management and provide strategic guidance and logistical support.

There is no closing time for the meeting in the February minutes. The February minutes are to be amended to include the closing time of 10.10pm.

**Resolution No. 2019/342**

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

**Moved: Vice-President Tom Dyer**

**Seconded: Cr Neil White**

**Vote: AIF**

**4.0 GUEST SPEAKERS**

Nil

## 5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

### 5.1 Wagait Beach Progress Association

The Wagait Beach Progress Association had written a letter to council in relation to the Road Assessment Report which was prepared by the Local Government Association of the NT addressing issues found during the road inspection.

#### **Resolution No. 2019/343**

**That council receive and note the correspondence from the Wagait Beach Progress Association. CEO to draft a reply for this council to provide.**

**Moved: Vice-President Tom Dyer**

**Seconded: Cr Graham Drake**

**Vote: AIF**

## 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.

Correspondence on the 10 Year Infrastructure Plan for an update to see if Wagait Shire would like add to the plan was received on 20 February 2019 and was circulated by President Peter Clee to councillor's mid March. Cr Michael Vaughan questioned why this was not circulated to councillors until just before the council meeting.

This is to be discussed in Agenda item 11.10.

#### **Resolution No. 2019/344**

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

**Moved: Cr Neil White**

**Seconded: Vice-President Tom Dyer**

**Vote: AIF**

## 7.0 COUNCILLORS REPORTS

### 7.1 President's Report

Cr Michael Vaughan questioned what positive feedback was received by President Peter Clee on the idea of the road and bridge link to Cox Peninsular from the Channel Island and asked if the feedback can be provided to council.

#### **Resolution No. 2019/345**

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

**Moved: President Peter Clee**

**Seconded: Vice-President Tom Dyer**

**Vote: AIF**

At 7.20pm, President Peter Clee passes the meeting over to Vice-President Tom Dyer to chair.

## 7.2 Cr Drakes Report

**Resolution No. 2019/346**

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

**Moved: Cr Graham Drake**

**Seconded: President Peter Clee**

**Vote: AIF**

## 8.0 OFFICERS REPORTS

**In addition to the CEO's report:**

**Meeting with Employsure** - Employsure had a review of council's documents and came up with suggested documents and templates for our HR Policies.

**Cloppenburg Park – Covered Picnic Area Project** – two quotations have been received which have exceeded the engineer's estimates.

**Resolution No. 2019/347**

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

**Moved: Cr Neil White**

**Seconded: Cr Michael Vaughan**

**Vote: AIF**

## 9.0 FINANCIAL REPORT

An amended Cash Income and Expenditure Reports for November 2018 and December 2018 was distributed to councillors at the meeting. The amendment relates to the variance total on both reports from which a manual error was made in the spreadsheet. This has now been rectified.

President Peter Clee questioned why the rates income was being applied to rates income and not to the debtors and if this issue has been resolved. CEO Mark Sidey suggested that applying rates income to a liability is not good accounting practice. This question is to be queried as an action item and to be raised with our auditors to give us their opinion. A date for the interim audit is to be arranged and confirmed with the auditors.

All credit card statements for the financial year have been looked at and signed off by the relevant staff members, bringing this in line with the policy. The last part of the process is for the President to sign off on his expenses and co-sign the authorisations.

The financial for November 2018, December 2018, January 2019 and February 2019 still have not been passed. Once the above issues have been passed, all the backdated financials will be passed at the next meeting. This resolution is to be held over to the April meeting for approval.

CEO Mark Sidey informed councillors that one of the solutions being investigated involved the implementation of a more appropriate accounting package. The records management program would cover the records, accounting, rates and other accounting issues. CEO Mark Sidey has obtained quotations as a

basis of putting the grant application together which was in line with council's resolution to implement the recommendations of the compliance review.

## **10.0 ACTION SHEET FOR FEBRUARY 2019**

In addition to the February Action Sheet:

**Item 10.3 - 2019/2020 to 2023/2024 Strategic Plan.** This has not been completed and will be handed over to the new CEO.

**Item 10.4 – Emergency Recovery Committee** – this is to be struck off the action list

**Item 10.5 – Irrigation of Cloppenburg Park** - This will be updated on a monthly basis to show current progress. The supplier has indicated that relocating the tank is not a viable move for cost reasons and the capture of the volume of water from the roof of the shed will not be enough to irrigate the sports ground.

**Item 10.6 – Health Group** – this has not progressed at this stage.

**Item 10.7 – Works on Council Verge** – 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 is scheduled for Wednesday 1 May 2019 at 6.00pm.

**10.8 Darwin Duchess** – We are still awaiting the final costing to remove the Darwin Duchess as we have not received the bill from the dump yet. The cost to dismantle and remove the Darwin Duchess from site was \$8,580.

**10.10 Councillor Member Allowance** – this is to be moved to the Financial Report.

**10.14 P15 Procedures for Council Meetings and Council Committee Meetings** – this is to be struck off the action list.

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

**10.17 Road & Drainage** – CEO Mark Sidey will discuss the quantum of the quote in in-camera.

**10.19 P39 Australia Day Awards Deliberations Policy** – this is to be struck off the action list.

**10.20 P41 Asset Disposal Policy** – this is to be struck off the action list.

**10.21 P42 Stocktake Policy** – this is to be struck off the action list.

**10.22 P43 Credit Card Policy** – this is to be struck off the action list.

**10.23 P 44 Travel & Accommodation Policy** – this is to be struck off the action list.

**10.24 P45 Vehicle Use Policy** – this is to be struck off the action list.

**10.25 P46 – Works on Council Verge Policy.** This has not been finalised as the draft has not been adopted by council. It was agreed that this will go out to public consultation.

**10.29 Financials Report** – this is to be struck off the action list.

**10.30 Human Resources** – CEO to liaise with Employsure administration to get the issues updated.

**10.31 Australia Day Acquittal** – this can be struck off the action list.

**10.33 Donation Drive St Vincents** – this can be struck off the action list.

**10.34 WAGS Art Proposal** – This can be struck off the action list.

**10.35 MUFF request re camping at Cloppenburg Park** – this can be struck off the action list.

**10.36 2019.2020 Budget** – this has not been completed.

**Resolution No. 2019/348**

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

**Moved: Cr Michael Vaughan**

**Seconded: Cr Neil White**

**Vote: AIF**

**11.0 AGENDA ITEMS**

**11.1 Appointment of Chief Executive Officer**

**Resolution No. 2019/349**

**That Council appoints Russell Anderson to the position of Chief Executive Officer commencing 29 March 2019, lasting until the recruitment process is finalised.**

**Moved: President Peter Clee**

**Seconded: Cr Neil White**

**Vote: AIF**

**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**

Emloysure 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 – Council will contribute 25% in cash costs plus in-kind contribution.

- Electric Gates for Workshop – Council will contribute 50% of the cash costs.
- 5000 litre water tank for council truck – Council will contribute 50% of the cash costs.

#### 11.6 Youth Vibe Grant Acquittal

**Resolution No. 2019/350**

**That council acquit the amount of \$1,953.14 for the Youth Vibe Grant.**

**Moved: Cr Neil White**

**Seconded: Vice-President Tom Dyer**

**Vote: AIF**

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

**Resolution No. 2019/351**

**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: Cr Neil White**

**Seconded: Vice-President Tom Dyer**

**Vote: AIF**

#### 11.8 Recruitment for CEO

President Peter Clee updated councillors with the recruitment process for the CEO position. Council is still waiting on a position description before the job can be advertised. This will be carried by LGANT and a summary will be provided to council when completed. A selection committee is to be selected along with a remuneration package and this will be done in the next council meeting. Employsure to be contacted to see if they can assist with this.

CR Michael Vaughan questioned President Peter Clee as to whether he has approached a resident to take on the role of CEO to which President Peter Clee has denied. CEO Mark Sidey pointed out to councillors that in relation to canvassing or actively canvassing for applicants, to be very cautious. CEO advised that he is aware of recruitment processes that have as a condition that if a prospective CEO canvasses a councillor this can lead to automatic disqualification. CEO Mark Sidey to provide written confirmation of this statement to councillors for their information.

**Resolution No. 2019/352**

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

**Moved: President Peter Clee**

**Seconded: Cr Michael Vaughan**

**Vote: AIF**



## 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.

CEO Mark Sidey suggested that council propose the following:

1. Extend the solar installation to cover the outgoings.
2. Installation of LED lighting at Cloppenburg Park.

### **Resolution No. 2019/353**

**That council applies for a grant for the purpose of installing solar arrays and associated equipment at the council premises.**

**Moved: President Peter Clee**

**Seconded: Cr Michael Vaughan**

**Vote: AIF**

## 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.

CEO Mark Sidey to action the update to include the reticulation of water around the estate and have this presented to President Peter Clee.

## 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. 2019/354**

**That council rescinds resolution 2019/290 and authorises the removal of the communications tower at a cost of \$4,700 ex gst.**

**Moved: Cr Neil White**

**Seconded: Vice-President Tom Dyer**

**Vote: AIF**

### **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.

CEO Mark Sidey to write to relevant the owners of the property concerned requesting that they address the issues and trim all bushes to a distance of 1.5 metres from the road edge. If a solution has not been reached, this is to be brought back to the next council meeting.

### **11.13 P35 Policy for Payment Authorisations**

Formatting has been altered as requested.

<p><b>Resolution No. 2019/355</b> <b>That council adopt draft policy P35 Policy for Payment Authorisations.</b> <b>Moved: Cr Neil White</b> <b>Seconded: Vice-President Tom Dyed</b> <b>Vote: AIF</b></p>
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### **11.13 Emergency Recovery Committee**

<p><b>Resolution No. 2019/353</b> <b>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 from the council website.</b> <b>Moved: President Peter Clee</b> <b>Seconded: Cr Neil White</b> <b>Vote: AIF</b></p>
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## **12.0 UPCOMING EVENTS**

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

HMAS Glenelg – Navy personnel 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**

#### **13.1 Disposal of Wood Chipper**

In November 2011 Council purchased a woodchipper for \$14,245. It has only been used on 1 occasion and is surplus to requirements.

President Peter Clee would like to see the disposal of assets by local tender as a first option.

**Resolution No. 2019/356**

**That council authorise the CEO to dispose of the wood chipper in accordance with the asset disposal policy.**

**Moved: Cr Neil White**

**Seconded: President Peter Clee**

**Vote: AIF**

#### **13.2 Disposal of Rotary Broom**

In May 2017 heavy duty rotary broom for \$11,880. It has only been used on 1 occasion, is not fit for purpose and is surplus to requirements.

**Resolution No. 2019/357**

**That council authorise the CEO to dispose of the heavy duty rotary broom in accordance with the asset disposal policy.**

**Moved: Cr Michael Vaughan**

**Seconded: Cr Neil White**

**Vote: AIF**

#### **13.3 Disposal of CB repeater equipment**

In January 2017 council completed the purchase of equipment associated with the UHF repeater project at a total cost of \$3,463.89. This equipment has never been used and technological advances have rendered it largely redundant. The equipment is surplus to requirements.

**Resolution No. 2019/358**

**That council authorise the CEO to dispose of the equipment associated with the UHF repeater project in accordance with the asset disposal policy.**

**Moved: Cr Michael Vaughan**

**Seconded: Vice-President Tom Dyer**

**Vote: AIF**

### 13.4 Petition to implement Dog By-Laws and a dog pound

Cr Michael Vaughan presented a printout from a petition written by a resident to councillors which was advertised on the “Wagait Community” facebook page supporting the dog by-laws.

President Peter Clee raised concerns about the operation of the laws (costs, etc.).

Cr Drake was concerned about whether a pound is needed.

#### **Resolution No. 2019/359**

- 1) That council has considered the submissions made on the proposed Wagait Shire Council (Dog Management) By-laws and no changes to the proposed By-laws are required.**
- 2) That council request the Office of Parliamentary Counsel to settle the By-laws and provide a certificate or the purpose of the Local Government Act.**

**Moved: Cr Michael Vaughan**

**Seconded: Cr Neil White**

**Vote: 3 in favour – Cr Michael Vaughan, Cr Neil White, Vice-President Tom Dyer  
2 against – Cr Graham Drake, President Peter Clee**

The draft Management Plan to be discussed in In-Camera session.

### 13.5 Minutes of Meeting Policy

Cr Graham Drake informed councillors that he would like to look at a separate policy in terms of the minutes and releasing them to the community as he believes that there are issues that need to be clarified and that there seems to be a lack of communication to the community as council needs greater community engagement.

Community Communication – this is to be added to the April agenda with options on how council can increase and strengthen our community engagement provided by management as it is important for the community to know what is going on.

Cr Graham Drake has asked that the minutes reflect all the discussions that have taken place in the meeting.

#### **Resolution No. 2019/360**

**That we develop a Minutes Policy.**

**Moved: Cr Graham Drake**

**Seconded: President Peter Clee**

**Vote: AIF**

### 13.6 Access to computer system

Cr Michael Vaughan raised two questions.

1. “CEO can you please advise who has administrative access to the office computer system”.

CEO Mark Sidey informed councillors that the President, the CEO and an IT consultant have administrative access to the office computer system. President Peter Clee does not think he has access as he lost access after the computer system crashed under the previous CEO. The conflict of Interest issue was once again raised. Cr Michael Vaughan questioned as to whether or not it is a conflict of interest for elected members to have access to the computer system as it would mean that elected members will have access to all council records and requested that this be looked at.

2. “ President Peter Clee have you expressed any views contrary to the council’s resolution to accept all the

department's recommendations from the compliance review, in particular in relation to the implementation of the records management system?"

Peter Clee does not recall expressing any such views.

**13.7 Wagait Arts Group - Mosaic at Cloppenburg Park on tabletop.**

Cr Graham Drake has been asked by the committee at the last meeting to ask council if they can put a mosaic on the concrete table at Cloppenburg Park.

**At 9.38pm meeting closes to public**

**14.0 IN-CAMERA ITEMS**

**14.1 Dog Management plan and costings**

**14.2 CEO Exit interview**

**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 at 10:48pm.