

# **WAGAIT SHIRE COUNCIL**

## **AGENDA COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD  
7PM  
Tuesday 21 January 2020**



I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 21 January 2020

Time: 7.00pm

Location: Council Chambers, Lot 62,  
Wagait Tower Road, Wagait Beach NT 0822

Rebecca Taylor  
Interim Chief Executive Officer

## **TABLE OF CONTENTS**

<b>1.0</b>	<b>PRESENT</b>	
1.1	Opening of Meeting	4
1.2	Apologies and Leave of Absence	4
<b>2.0</b>	<b>DECLARATION OF INTERESTS</b>	<b>4</b>
<b>3.0</b>	<b>CONFIRMATION OF MINUTES</b>	<b>4</b>
3.1	Confirmation of Minutes Tuesday 19 November 2019	4
3.1.1	Matters Arising from the 19 November 2019 Minutes	4
<b>4.0</b>	<b>GUEST SPEAKERS</b>	<b>4</b>
<b>5.0</b>	<b>INWARDS AND OUTWARDS CORRESPONDENCE</b>	<b>5</b>
<b>6.0</b>	<b>COUNCILLORS REPORTS</b>	<b>7</b>
6.1	President's Report	7
<b>7.0</b>	<b>OFFICERS REPORTS</b>	<b>8</b>
7.1	Chief Executive Officer's Report	8
7.2	Works Report	9
7.3	Sport & Recreation Report	10
<b>8.0</b>	<b>ACTION SHEET</b>	<b>16</b>
<b>9.0</b>	<b>FINANCIAL REPORT</b>	<b>22</b>
<b>10.0</b>	<b>AGENDA ITEMS FOR ACTION</b>	<b>35</b>
10.1	Review of Constitutional Arrangements	35
10.2	Liquor Permits for Special Events	41
10.3	ALGA Notices of Motions for National General Assembly	44
10.4	Local Government Strategy 2030 – Nomination to the Steering Group	46
10.5	Northern Territory Subdivision Development Guidelines	54
10.6	Promoting the Boundless Possible of Our Region	57
10.7	P15 Procedures for Council and Council Committee Meetings - Discussion	58
10.8	P28 Media Policy – Protocols and Communication Strategy - Discussion	68
10.9	P50 Fraud & Corruption Protection - Discussion	72
<b>11.0</b>	<b>AGENDA ITEMS FOR RECEIVING AND NOTING</b>	<b>77</b>
11.1	August 2020 Legislative Assembly Election	77

<b>12.0</b>	<b>QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE</b>	<b>79</b>
<b>13.0</b>	<b>QUESTIONS FROM THE PUBLIC WITH NOTICE</b>	<b>79</b>
<b>14.0</b>	<b>PETITIONS AND DEPUTATIONS</b>	<b>79</b>
<b>15.0</b>	<b>UPCOMING EVENTS</b>	<b>79</b>
	<b>15.1</b> Australia Day Event	<b>79</b>
<b>16.0</b>	<b>LATE ITEMS AND GENERAL BUSINESS</b>	<b>79</b>
<b>17.0</b>	<b>IN CAMERA ITEMS</b>	<b>79</b>
<b>18.0</b>	<b>DATE OF NEXT MEETING</b>	<b>79</b>
<b>19.0</b>	<b>CLOSE OF MEETING</b>	<b>79</b>

**1.0 PRESENT**

Councillors:

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

Staff: Interim Chief Executive Officer, Rebecca Taylor  
Office Manager, Pamela Wanrooy

**1.1 OPENING OF MEETING: - Chaired by .....**

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

**1.2 APOLOGIES AND LEAVE OF ABSENCE:**

Nil

**2.0 DECLARATION OF INTERESTS**

**3.0 CONFIRMATION OF MINUTES**

**3.1 Confirmation of Minutes of Tuesday 19 November 2019 Council Meeting**

**Resolution No. 2020/  
That the Minutes of the Ordinary Meeting of Tuesday 19 November 2019 be confirmed by Council as a true and correct record.  
Moved:  
Seconded:  
Vote:**

**3.1.1 Matters arising from 19 November 2019 Minutes**

Several items were requested to be brought to the 21 January 2020 meeting for discussion, and these items are listed at agenda items;

- 10.6 Promoting the Boundless Possible of Our region
- 10.7 P15 Procedures for Council and Council Committee meetings
- 10.8 P28 Media Policy
- 10.9 P50 Fraud & Corruption Protection

**4.0 GUEST SPEAKERS**

Ms Clare Milikins, Chair of the Audit Committee Meeting will address Council regarding the future work of the Audit Committee.

## 5.0 INWARDS AND OUTWARDS CORRESPONDENCE

### November 2019 – December 2019 - Inwards Correspondence

Date:	From:	About:	
11/11/2019	Lee Williams - Local Govt and Community Dlvp Division	Discussion Paper - Uniform Companion Animal Legislation in the NT	email
15/11/2019	Power Water	Letter of Support for microgrid feasibility study grant application	email
19/11/2019	Pauline Williams - Dept of Local Govt, Housing & Dlvp	Update of CR Issues Closed Out ad Issue still Opened	email
21/11/2019	Greg Bond - Dept Local Govt Housing & Community Services	WSC (Dog Management) By-Laws 2019 - advising the By-Laws 2019 have now appeared in the NT Govt Gazette.	email
21/11/2019	NT Govt, Dept of Attorney-General and Justice	National Redress Scheme - nomination of Local Council Key Contact	email
21/11/2019	Dept of Attorney-General and Justice	Applications for Special Event Permits to allow consumption of alcohol in prohibited public places.	email
3/12/2019	K&L Gates	Change of Ownership notification	email
3/12/2019	LGANT	Procurement Services for LGANT Council Members	email
3/12/2019	Institute for Public Policy & Governance	Bechnmarking Exercise for Litchfield Council	email
4/12/2019	ALGA	Calls for Notices of Motions, National General Assembly 2020	mail
6/12/2019	Valuations Office	November Reconciliaion reports 2016 & 2019 (inc October 2019)	email
7/12/2019	BBC Studios	BBC Natural History Unit - Site Enquiry	email
10/12/2019	Territory Conveyancing Services	Rate Search	email
10/12/2019	NTCOSS	NTCOSS Service Directory	email
10/12/2019	NTEC	Initial Cost Estimate for 2021 Council Election	email
11/12/2019	Resident	Complaint re CPVBFB burning in drain	email
17/12/2019	Dept of Local Govt, Housing and Community Development	Local Government Strategy 2030 - Call for Nominations	email
23/12/2019	LGANT	Annual Report 2018-2019	mail
23/12/2019	Westpac Bank	Payment of Interest Owed	mail
6/01/2020	Council Wise	Services Agreement	email
6/01/2020	Council Wise	Property Wise End User Licence Agreement	email
7/01/2020	NT Government	Application for a water extraction licence on Sec. 110, Hundred of Bray (50 Forsythe Road, Wagait Beach	email

## November 2019 – December 2019 - Outwards Correspondence

Date:	To:	About:	
15/11/2019	Australia Day Council	Community Grant Application	email
15/11/2019	Power Water	Letter of Support - Microgrid feasibility study grant application	email
19/11/2019	Jardine Lloyd Thomson	Professional indemnity - No Claims Declaration (signed copy)	email
20/11/2019	Sports & Rec	Five Year Grant Funding Agreement and signed Common Seal	email
20/11/2019	Dept Local Govt Housing & Community Development	Update of CR issues Closed Out	email
21/11/2019	Barry Bamford	Wagait Shire Council Audit Committee Membership	email
21/11/2019	Maureen Newman	Wagait Shire Council Audit Committee Membership	email
21/11/2019	Clare Milikins	Letter of Appointment - Chair Audit Committee Membership	email
21/11/2019	Dept of Attorney-General and Justice	Contacts for National Redress Scheme - Anna Malgorzewicz and Pam Wanrooy	email
9/12/2019	Dept Infrastructure, Planning & Logistics	Emergency Contacts over Christmas Period	email
10/12/2019	Territory Conveyancing Services	Rates Search	email
11/12/2019	Tsoukalis Lawyers	Rates Search	email
11/12/2019	BBC Studios	Wagait Beach as venue for Natural History filming	email
11/12/2019	Resident	Re: Complaint re CPVBFB burning and smoke hazard	email
7/01/2020	Dept of Environment & Natural Resources	Water Extraction Licence notice of intention advertising cost	email
13/01/2020	Council Wise	Property Wise End User Licence Agreement	email
13/01/2020	Council Wise	Services Agreement	email

### **Resolution No. 2020/**

**That Council receives and notes the Inwards and Outwards Correspondence Report for the months of November and December 2019.**

**Moved:**

**Seconded:**

**Vote:**

**6.0 COUNCILLORS REPORTS**

**6.1 President's Report**

This is to be tabled at this Council meeting.

**Resolution No. 2020/  
That Council receives and notes President Peter Clee's report for the months of  
November and December 2019.  
Moved:  
Seconded:  
Vote:**

## 7.0 OFFICERS REPORTS

### 7.1 Chief Executive Officer's Report

Since Council's November 2019 meeting, the CEO participated in/or completed the following:

<b>Meetings</b>	<ul style="list-style-type: none"><li>• Weekly Staff Toolbox</li><li>• Wagait Shire Council Half Yearly Community Consultation</li><li>• Aboriginal Place Names Forum</li><li>• Project Manager, Population, Department of the Chief Ministers re Boundless Possible funding</li><li>• Arafura Regional Roads Committee and Top End Waste Management Group</li><li>• Darwin Emergency Management Committee – Briefing Session</li><li>• Shelter Managers Briefing and Planning Session</li><li>• Regional Development Australia</li><li>• PowerWater Representatives re Imaluk Spring Water Point and security</li><li>• CouncilBiz re forthcoming Budget Workshop</li><li>• Department of Local Government, Housing and Community Development re forthcoming Budget Workshop</li><li>• Top End Regional Organisation of Councils (TOPROC) Meeting</li><li>• Local Shelter Managers Meeting</li><li>• Preliminary meeting with new Audit Committee Chair and Members</li></ul>
<b>Actions</b>	<ul style="list-style-type: none"><li>• On-going liaison with CouncilWise regarding project planning and implementation timeframes</li><li>• Developed Council's monthly e-Newsletter</li><li>• Established Survey Monkey account to enable regular survey's to be conducted to gauge community need and areas of interest</li><li>• Established WebEOC access for Council with NTPFES</li><li>• Submitted Council's application to the Black Spot Program</li><li>• Assisted residents with drainage concerns and liaised with PowerWater regarding tree on verge impacting powerlines</li></ul>
<b>Incidents</b>	<ul style="list-style-type: none"><li>• None</li></ul>



## 7.2 Works Report for November and December 2019

Since Council's November 2019 meeting, the Works Team participated in/or completed the following actions:

<b>Planning</b>	<ul style="list-style-type: none"> <li>• Weekly Meeting with CEO</li> <li>• HR Meetings re: 2 x Casual Works Staff (Jetty Wash) Increase casual team to 4 for roster. Conduct interviews</li> <li>• Australia Day Preparations – cleaning of compound, CPVBFB shed</li> <li>• Power &amp; Water: Weed control, Tree clearing, fence repair</li> <li>• Estate: mowing, Vangemann roadside barriers, Tip Truck / Ute Paint and Logo Quote</li> <li>• Cenotaph Paint Refreshment</li> <li>• Attend regional cyclone shelter meeting</li> <li>• Meetings with contractor, Viola re skip bin changes</li> </ul>
<b>Reactive</b>	<ul style="list-style-type: none"> <li>• Remove dead animals from roads</li> <li>• Clear over-hang from residence driveway</li> <li>• Incident Reports:               <ul style="list-style-type: none"> <li>• 1)Hard waste – rubbish fall injuring employee.</li> <li>• 2)Jetty Wash Duties – cut finger on hose clamp.</li> </ul> </li> <li>• Hazard Reports:               <ul style="list-style-type: none"> <li>• 1) Water tank fill station, Jetty x 2</li> <li>• 2) Jetty x 3</li> </ul> </li> <li>• Sports ground water tank – hole repair</li> <li>• Trailer, Tractor, Mower registered</li> <li>• Hard waste shade cloth repair</li> <li>• Clear drain on Erickson</li> <li>• Repairs to damaged Goal Post completed</li> </ul>
<b>Programmed</b>	<ul style="list-style-type: none"> <li>• Weekly Toolbox Meetings</li> <li>• Inaugural whole of Staff Work, Health &amp; Safety Meeting</li> <li>• Staff Leave 1 x 1 week AL</li> <li>• Christmas Closure 25 – 2 January</li> <li>• Genset testing</li> <li>• Hard Waste Pick up Completed</li> <li>• Council grounds – remove pandanus as fire hazard around council water tank</li> <li>• Remove Barnacles from Jetty / Boat Ramp</li> <li>• Receive Glyphosate from NTG</li> <li>• Weed management, mowing</li> <li>• Pothole repair</li> <li>• Drain Clearing</li> </ul>
<b>Routine</b>	<ul style="list-style-type: none"> <li>• Bore Run x 26</li> <li>• Jetty Wash x 27</li> <li>• Water Samples x 33</li> <li>• Weekly Toolbox meetings</li> <li>• Weekly Bin Collection</li> <li>• Monitor Green Waste Site</li> <li>• Memorial grounds / garden care</li> <li>• Monitor all council water tank levels weekly</li> <li>• Power / Water Weed management &amp; mowing</li> </ul>

### 7.3 Sport & Recreation Report – November 2019

Meetings	<ul style="list-style-type: none"> <li>• 4 x Weekly Tool Box Meetings – Whole of permanent staff</li> <li>• Works Supervisor re: BMX track redesign and move due to bore cage placement</li> <li>• Aboriginal Place Names Forum – Darwin</li> <li>• Australia Day Council NT Conference – Alice Springs (Report attached)</li> </ul>
Administration / Planning / Action	<ul style="list-style-type: none"> <li>• Correspondence with Office Manager / Volunteer re Tidy Towns</li> <li>• Arrange top dressing for office grassed area for recreation play / library space / festivals / exhibitions etc.</li> <li>• Reference youth sport &amp; rec officer</li> <li>• Sport &amp; Rec Future Years Program development</li> <li>• Quick Response Grant Application for holiday activities (Christmas Disco, Bike Maintenance)</li> <li>• Australia Day Fun Run – research the background of run to check if naming the event after a local resident is warranted. Give the event a connection to community</li> <li>• Community Event Programming</li> <li>• Discussion with CEO re: Seniors Day to Seniors Month</li> <li>• Discussion with CEO re: Senior Pensioner Christmas Function</li> <li>• Planning for monthly community library events (Exchange days, My Gov support, Digital literacy support)</li> <li>• 2020 Celebrating 25 Years, Internal discussion on possible events</li> <li>• Australia Day Grant Submission and activity planning</li> <li>• Celebrating Aboriginal Culture Australia Day grant application</li> <li>• NT Youth Week (April 2020) Grant Application research</li> <li>• Research for future recreation programs: Meditation and Yoga</li> <li>• Facilitate staff Christmas function</li> <li>• Mapping and scanning maps for Runners / Walkers</li> <li>• Contact Cycle shops in Darwin for Bike Maintenance Presenter</li> <li>• Compile program and information for E-Newsletter</li> </ul>
Activity	<ul style="list-style-type: none"> <li>• Seniors Stretch</li> <li>• Boot Camp</li> <li>• Runners &amp; Walkers</li> <li>• After School Activity</li> </ul>

## Sports & Rec Report – December 2019

Meetings	<ul style="list-style-type: none"> <li>• 3 x Tool Box Meetings – Whole of Permanent Staff</li> <li>• 1 x Inaugural Work Health &amp; Safety Meeting – Whole of staff including casuals</li> <li>• Remote Sports Program Provider Meeting – NTG (Sharon Fielder)</li> <li>• 2 x Kenbi Rangers – Steve Brown Meetings re: Celebrating Aboriginal Culture, Australia Day program</li> </ul>
Administration / Planning / Action	<ul style="list-style-type: none"> <li>• Aus Day event registration</li> <li>• NT Young Achievers Award, compile nomination – Careers section</li> <li>• Pick up library books from local resident</li> <li>• January Calendar</li> <li>• Taste of Harmony planning (March 2020)</li> <li>• Remote Sports Program Provider Data Collection</li> <li>• Aus Day Grant Acceptance</li> <li>• Further Discussion on Aus Day Fun Run naming</li> <li>• Youth Week Final Grant adjustments and submit. Work with Timmy Duggan, Belyuen, Darwin Youth Suicide Prevention Group</li> <li>• Request for Works staff to replace tap at oval for water play activity and Aus Day water slide use</li> <li>• Contact local artist Amy Lewis re: Holiday Program (Tie Dye)</li> <li>• Order Fun Run Medals Aus Day</li> <li>• Planning – Youth engagement / consultation session</li> <li>• Draft Program Celebrating Aboriginal Culture Day</li> <li>• Staff Leave (Christmas Closure) 25 Dec – 1 January</li> </ul>
Activity	<ul style="list-style-type: none"> <li>• Holiday Program commences 16<sup>th</sup> Dec – collect stats at all events including cricket x2 , court sports, Christmas card making, Handball x 2, Crafts, Wii Games,</li> <li>• Santa Fun Run (Including marking of track, refreshments provided)</li> <li>• Runners / Walkers</li> <li>• Boot Camp</li> <li>• Seniors Stretch</li> </ul>

## Australia Day Council NT, Australia Day Regional Conference 2019

**Attendance:** Rebecca Taylor

**Date:** Thursday 31.10.19 - 1.11.19 (2 Days)

**Venue:** Alice Springs Convention Centre

**Report:**

Thursday 31.10.19

Attend NT Australian of the Year Awards

The Australian of the Year awards drew some pretty inspiring and amazing individuals to the podium. Winners in each category were all very humbled to be sharing the stage with equally amazing Australians across all categories including all the nominees in each division.

Winners are:

Australia's Local Hero: Shirleen Campbell. Family and Domestic Violence Activist.

Young Australian of the Year: Mitchell Ford. Mental Health Ambassador.

Senior Australian of the Year: Banduk Marika AO. Artist, Cultural Activist & Environmental Adviser

Australian of the Year: Dr Geoffrey Thompson. Sports Physician and Ex – RAAF Flying Doctor.



A photo with Dr Geoffrey Thompson, NT Australian of the Year 2019.

Dr Geoff Thompson and I have previously worked together on the Sports Medicine Australia (NT Branch) Board. I felt proud for Geoff and the deserving award.

Friday 1.11.19

Attend Regional Conference

Amy Heatherington facilitated / hosted the regional conference. Her humour, fun games and desire to have all members participate and fully engage is appreciated and made for a quality day.

Who's who in the Zoo:

It is always great to network and put faces to names. Around the room introduction of conference attendees and Australia Day Council staff had me connecting dots and provided short cuts for me to zoom in on neighbouring communities and helpful colleagues to chat with in the breaks.

How to run a successful event, Dale McIver Alice Event Management & Consultancy  
Dale shared information on running the Henley on Todd. The Henley has been running for over 50+ years.

A few of the take home messages and reminders for me:

- "What well run events do for our community". Increase morale, networking, profile of local business, community groups and locals.
- Event – Keep it relevant, exciting, retain volunteers, sponsors and engage with event attendees and encourage participation.
- Insurance – I just wouldn't have thought of flood insurance for a boating event. The time, effort and finances put into The Henley on Todd needed to be insured for flooding and recovering costs if due to flooding, the inability to host event. It does have me considering the events hosted by WSC and what we would need to be insured for.
- Community Benefit Fund – a welcome reminder to tap into a whole range of grants available for all the events including storage for post & pre event resources. This had me think about looking into the cost of a music license to cover many events hosted here in Wagait Beach.
- Growing your event. Accept that change needs to happen. Think outside the square, seek support, surround your event with specialists.

What sponsors look for in a partnership, Steve Shearer, Central Australian manager Thrifty Car Rental.

- Feedback and tips from Thrifty include: Visual Logo, Name dropping of company name through out the event via the MC, Look for support outside cash (in-kind) such as vehicles/transport, accommodation, labour, material goods.
- Always give plenty of notice – get yourself organised and prepared.
- Brief your photographer – capture photos of banners and logos so that the company is captured and shared in any post event media.
- Other ideas that come to mind within our own organisation are to add sponsors of events to all WSC email tags for an agreed term, Logo on other flyers of events hosted by WSC.
- Always thank your sponsor. – The no brainer that sometimes unintentionally does not happen. Often the foot is taken off the pedal post event and not all checks and balances are followed through.
- I went through a fake activity to be hosted here in Wagait Beach and brain-stormed many of the possibilities I could tap in to for sponsorship. Interesting and valuable experience.

Our Year as Local Hero, Kate Everett, 2019 National Recipient Australia's Local Hero.

- What a way to bring a truck load of emotion to the room. Despite the lump in the throat and the choking back of tears it was nice to hear about the resources made available to all, especially remote Australians through the Parent Hub on the Dolly's Dream web page. Kate and Tick have been extremely brave in sharing their story since the loss of their beautiful Dolly and to do their part ensuring fewer or no families lose their Dolly.

Managing Multiple Priorities, Emma Kraft, Professional Athlete.

- Emma shared a fascinating personal story of her life pre and now professional athlete. Her story resonated with my old life as a marathon runner / AFLNT running league umpire. It took me back through the need to be organised in your every move, thought and every step or action you took. Being disciplined in every area really does give results!
- A nice reminder on a system to help you get yourself organised. The 4 Dee's!! Do, Delete, Delegate, Delay. Another great tip for juggling a few hats in the workplace.

Celebrating Aboriginal Culture (Australia Day) Grants, Mischa Cartwright, Aboriginal Affairs Strategic Partnerships – Dept of the Chief Minister.

- The NT Government is committed to evolving Australia Day to ensure it meaningfully acknowledges, recognises and celebrates Aboriginal Culture and Aboriginal People's contribution to our NT identity.
- Mischa shared information and brochures on the new Celebrating Aboriginal Culture Grants.
- This excited me with thoughts of Wagait Shire Council and Belyuen Community Government Council working together on such significant celebrations.

The Do's and Don'ts of Protocol, Andrew Blakey, Director Protocol NT, Dept of Chief Minister.

- This was great. So many little things I didn't know on the list of NT and Commonwealth Table of Precedence or Flag Protocol. I have made a copy for the workplace activities folder for all to refer to when hosting events and conducting speeches needing to know this valuable information. I quite enjoyed learning many of these things I probably should have learned in school.

Boundless Possible Campaign, Edith Heiberg, Masterbrand and Population Strategy – Dept of Chief Minister.

- Discussion on the NT's big push to attract females from 20 – 39 years and older citizens at the end of career from age 59years.
- I wasn't totally excited by the early Boundless Possible advertising. The most recent vision that is shown down south is a little more appealing and relevant to NT lifestyle. – All of this my opinion of course 😊
- Discussion around applying for grants from Boundless Possible and the intention of showcasing the rest of Australia what "our patch of Australia looks like". I did think it may be possible to investigate an education / awareness type piece of footage showing "our patch" and how we would like fisho's to care for "our jetty" and the marine life in our patch of Australia.

**2019 Conference Participants**



Great networks and follow up emails with a few other conference participants have already begun.

Rebecca Taylor, Sport & Recreation, Wagait Shire Council  
Oct/Nov 2019

**Resolution No. 2020/**

**That Council receives and notes the Officers' Reports for the months of November and December 2019.**

**Moved:**

**Seconded:**

**Vote:**

**8.0 ACTION SHEET**

<b>Resolution No.</b>	<b>Resolution</b>	<b>Meeting Date</b>	<b>Status</b>
2018/272	Community Newsletter	16/10/2018	That we commence between now and the next meeting a newsletter from Council to ratepayers.
2019/508		15/10/2019	Six (6) month trial newsletter insert in the <i>Wagait Watch</i> to commence from November 2019. A subsequent report will be presented to Council after three (3) months.
2019/438	Wagait Shire Council (Dog Management) By Laws	16/07/2019	<p>CEO to develop implementation strategy for Council's consideration that includes resourcing as well as budget implications.</p> <p>CEO to investigate and report to Council in relation to the construction of a dog pound. The dog pound to come back to Council before any action is taken.</p> <p>Council allow the CEO to investigate and report to Council in relation to the construction of the dog pound.</p>



2019/474		17/09/2019	<p>CEO to develop an implementation strategy and present this to the November 2019 meeting for Council consideration.</p> <p>Report presented to Council regarding preliminary matters, such as policy and procedural decisions, that Council is required to make before an implementation strategy can be developed and endorsed. Council agreed to refer the matter to a future meeting. Matter is currently scheduled for February 2020 meeting</p>
2019/440	Draft 2020/2024 Budget	16/07/2019	<p>To be amended as per resolution 2019/440 and published on the website.</p> <p>The Long term Financial Plan was presented to the November 2019 meeting for Council consideration.</p> <p>Council resolved to hold a Budget Workshop in conjunction with the Audit Committee in February/March 2020 to discuss sustainability ratios and future financial planning. An external</p>
2019/474		17/09/2019	<p>Council resolved to hold a Budget Workshop in conjunction with the Audit Committee in February/March 2020 to discuss sustainability ratios and future financial planning. An external</p>

2019/444	Irrigation Project at Cloppenburg Park	16/07/2019	consultant such as Deloitte to be engaged.
2019/474		17/09/2019	That the CEO investigate and arrange to proceed on the existing contract to irrigate Cloppenburg Park.
		15/10/2019	Project nearing completion. Some matters to be resolved in confidential meetings session 17 September 2019.
		19/11/2019	CEO to advise Council of additional costs associated with construction and installation of secure cage to address safety concerns. A verbal update was provided at the October 2019 meeting.
		19/11/2019	CEO confirmed an additional \$650,000 was expended on the construction of the bore protective cage. Modification still required for the BMX track.
2019/539		19/11/2019	Council approved a budget variation of \$34,500 to address additional costs associated with the irrigation project.

2019/445	Audit Report	16/07/2019	Final acquittal report to be presented to Council at its February 2020 meeting.
2019/457	Water Access for Tourists	20/08/2019	<p>That Council note the Audit report by the Chair of the Wagait Shire Council Audit Committee. That the items recommending further attention be placed on Council's action list.</p> <p>Matters are being progressed and updates of new assets included. Final report will be presented to the Audit Committee's May 2020 meeting.</p>
			<p>CEO to investigate options for regulated water access for tourists and visitors to Wagait Beach at either Cloppenburg park or the PowerWater Compound area.</p> <p>Preliminary discussions held with PowerWater. Pending further research, stakeholder consultation and costings. A report to be provided to Council in early 2020.</p> <p>Further meeting held with PowerWater December 2019.</p>

				Pending further advice Senior technical Coordinator, operations, PowerWater.
No Resolution	Honour Roll		15/10/2019	President Peter Clee requested the Chief Executive Officer investigate the creation of an Honour Roll for Wagait Shire Council.
No Resolution.	Presidents Report		19/11/2019	Chief Executive Officer to write to President Clee requesting presidents report for October be circulated to Elected Members Out of Session.  Email sent 20 November 2019.
No Resolution.	Presidents Allowance		19/11/2019	Chief Executive Officer to write to President Clee advising him Council approved a budget of \$2,000 for Elected Member Allowances and Council cannot exceed this amount.  Email sent 20 November 2019.

**Resolution No. 2020/**

**That Council receives and notes the Action Sheet for the months of November and December 2019.**

**Moved:**

**Seconded:**

**Vote:**

**9.0 FINANCIAL REPORT**

**9.1 Cash Income and Expenditure Report – November 2019**

**EXECUTIVE SUMMARY**  
for the month of November 2019

	Nov 2019		Nov 2019		Year to date		Year to date		Actual		Forecast to June 2020	Notes
	Actual \$	Budget \$	Variance in \$	Variance as %	Actuals \$	Budget \$	Variance in \$	Variance as %	Approved Budget	June 2020		
<b>INCOME</b>												
RATES	\$21,759	\$28,949	-\$7,190	-24.8%	\$176,327	\$157,749	\$18,578	11.8%	\$233,297	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$10,531	\$0	\$10,531	0.0%	\$89,022	\$64,200	\$24,822	38.7%	\$117,800	\$117,800	\$117,800	2
GRANTS - Operational	\$7,804	\$14,739	-\$6,935	-47.1%	\$233,267	\$145,408	\$87,860	60.4%	\$294,931	\$294,931	\$294,931	3
GRANTS - Subject to approval	\$0	\$0	\$0	0.0%	\$0	\$52,200	-\$52,200	-100.0%	\$65,700	\$65,700	\$65,700	4
CONTRACTS	\$8,092	\$8,150	-\$58	-0.7%	\$41,381	\$40,750	\$631	1.5%	\$98,000	\$98,000	\$98,000	5
RENTAL INCOME	\$814	\$665	\$149	22.4%	\$4,741	\$3,335	\$1,406	42.2%	\$8,000	\$8,000	\$8,000	6
MISCELLANEOUS	\$6,826	\$5,671	\$1,155	20.4%	\$8,816	\$7,066	\$1,750	24.8%	\$14,000	\$14,000	\$14,000	7
TRANSFER FROM RESERVES	\$0	\$0	\$0		\$0	\$0	\$0		\$34,500	\$34,500	\$34,500	
<b>TOTAL INCOME</b>	<b>\$55,826</b>	<b>\$58,174</b>	<b>-\$2,348</b>	<b>-4.0%</b>	<b>\$553,553</b>	<b>\$470,708</b>	<b>\$82,846</b>	<b>17.6%</b>	<b>\$866,228</b>	<b>\$866,228</b>	<b>\$866,228</b>	
<b>EXPENSES</b>												
ADMINISTRATION EXPENSES	\$9,432	\$4,815	-\$4,617	-95.9%	\$65,540	\$66,240	\$700	1.1%	\$103,200	\$103,200	\$103,200	8
EMPLOYMENT EXPENSES	\$32,143	\$37,500	-\$5,357	14.3%	\$168,574	\$184,550	\$15,976	8.7%	\$441,300	\$441,300	\$441,300	9
ROADS	\$0	\$30,000	\$30,000	100.0%	\$967	\$37,000	\$36,033	97.4%	\$73,000	\$73,000	\$73,000	10
CONTRACTS & MATERIALS	\$0	\$0	\$0		\$1,860	\$0	-\$1,860		\$5,000	\$5,000	\$5,000	11
REPAIR & MAIN TOWN ASSETS	\$1,963	\$100	-\$1,863	-1862.9%	\$9,714	\$4,400	-\$5,314	-120.8%	\$17,400	\$17,400	\$17,400	12
VEHICLE & PLANT	\$2,348	\$1,508	-\$840	-55.7%	\$8,589	\$9,640	\$1,051	10.9%	\$22,600	\$22,600	\$22,600	13
GRANT EXPENSES	\$15	\$1,415	\$1,400	99.0%	\$64,428	\$34,275	-\$30,153	-88.0%	\$67,700	\$67,700	\$67,700	14
WASTE MANAGEMENT	\$6,307	\$5,000	-\$1,307	-26.1%	\$37,823	\$32,500	-\$5,323	-16.4%	\$90,000	\$90,000	\$90,000	15
SERVICES	\$315	\$750	-\$435	58.0%	\$4,936	\$6,450	\$1,514	23.5%	\$11,400	\$11,400	\$11,400	16
<b>TOTAL EXPENSES</b>	<b>\$52,523</b>	<b>\$81,088</b>	<b>\$28,565</b>	<b>-35.2%</b>	<b>\$362,433</b>	<b>\$375,055</b>	<b>\$12,622</b>	<b>-3.4%</b>	<b>\$831,600</b>	<b>\$831,600</b>	<b>\$831,600</b>	
<b>TOTAL OPERATIONAL SURPLUS / DEF</b>	<b>\$3,303</b>	<b>-\$22,914</b>	<b>\$26,218</b>	<b>-114.4%</b>	<b>\$191,121</b>	<b>\$95,653</b>	<b>\$95,468</b>	<b>99.8%</b>	<b>\$34,628</b>	<b>\$34,628</b>	<b>\$34,628</b>	

## 9.2 Notes on Cash Income and Expenditure Report for November 2019

1. November slightly lower than budgeted, however year to date overall higher due to more rate payers paying either in full or their instalments on time, plus includes the collection of some arrears.
2. November and Year to Date higher than budgeted due to more rate payers in full and/or their instalments on time.
3. Grants Year to Date higher mainly due to grants being carried forward and not included in budget, namely electronic records, management, dog pound, water tank and solar panels.
4. Grants received subject to approval are included in the above totals, namely Senior's week & dog pound. Grants yet to be received and/or approved include Australia Day, Youth Vibe & Cloppenburg Irrigation.
5. Variance minimal. Slightly under for November, yet slightly over for year to date.
6. November actual and year to date higher than budgeted due to additional rentals received from CEO house not included in original budget.
7. November and Year to Date slightly higher than budget mainly due to interest received being higher than expected.
8. November actual higher due to new insurance charges for councillors not budgeted. Overall year to date is slightly lower than budgeted however as stated in October report variance relates to the timing of expenses.
9. November and year to date lower than budgeted overall.
10. November and year to date lower due to budgeted road works not yet commenced.
11. No costs November. Year to date higher as mentioned in October report for additional expenses not included in budget for jetty and water compound fencing.
12. November and year to date higher due to timing of maintenance projects and budget being average on quarterly basis.
13. Slightly lower than budgeted overall.
14. November due to costs incurred for additional grant not in budget for records management system. Year to date costs higher due to expenditure for new grants and additional costs for irrigation project.
15. November and year to date higher than budgeted due to actual costs for hard and green waste being higher than expected. Overall year to date weekly collection costs on par with budget.
16. November and year to date lower due to savings being made using solar power.

9.3 Cash Income and Expenditure Report – December 2019

	Dec 2019		Dec 2019		Year to date		Year to date		Actual		Forecast to June 2020	Notes
	Actual \$	Budget \$	Variance in \$	Variance as %	Actuals \$	Budget \$	Variance in \$	Variance as %	Approved Budget			
<b>INCOME</b>												
RATES	\$8,896	\$8,800	\$96	1.1%	\$185,222	\$166,549	\$18,673	11.2%	\$233,297	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$4,361	\$26,700	-\$22,339	0.0%	\$93,384	\$90,900	\$2,484	2.7%	\$117,800	\$117,800	\$117,800	2
GRANTS - Operational	\$20,953	\$0	\$20,953	#DIV/0!	\$254,220	\$145,408	\$108,812	74.8%	\$294,931	\$294,931	\$294,931	3
GRANTS - Subject to approval	\$0	\$0	\$0	0.0%	\$0	\$52,200	-\$52,200	-100.0%	\$65,700	\$65,700	\$65,700	4
CONTRACTS	\$6,671	\$8,150	-\$1,479	-18.1%	\$48,052	\$48,900	-\$848	-1.7%	\$98,000	\$98,000	\$98,000	5
RENTAL INCOME	\$364	\$665	-\$301	-45.3%	\$5,105	\$4,000	\$1,105	27.6%	\$8,000	\$8,000	\$8,000	6
MISCELLANEOUS	\$264	\$0	\$264	#DIV/0!	\$9,080	\$7,066	\$2,014	28.5%	\$14,000	\$14,000	\$14,000	7
TRANSFER FROM RESERVES		\$34,500	-\$34,500			\$34,500	-\$34,500		\$34,500	\$34,500	\$34,500	
<b>TOTAL INCOME</b>	<b>\$41,509</b>	<b>\$78,815</b>	<b>-\$37,306</b>	<b>-47.3%</b>	<b>\$595,062</b>	<b>\$515,023</b>	<b>\$80,040</b>	<b>15.5%</b>	<b>\$866,228</b>	<b>\$866,228</b>	<b>\$866,228</b>	
<b>EXPENSES</b>												
ADMINISTRATION EXPENSES	\$4,313	\$3,895	-\$418	-10.7%	\$69,852	\$70,135	-\$283	0.4%	\$103,200	\$103,200	\$103,200	8
EMPLOYMENT EXPENSES	\$29,656	\$36,550	-\$6,894	18.9%	\$198,230	\$221,100	-\$22,870	10.3%	\$441,300	\$441,300	\$441,300	9
ROADS	\$1,426	\$2,000	-\$574	28.7%	\$2,393	\$39,000	\$36,607	93.9%	\$73,000	\$73,000	\$73,000	10
CONTRACTS & MATERIALS	\$0	\$0	\$0		\$1,860	\$0	-\$1,860		\$5,000	\$5,000	\$5,000	11
REPAIR & MAIN TOWN ASSETS	\$25	\$4,000	\$3,975	99.4%	\$9,740	\$8,400	-\$1,340	-15.9%	\$17,400	\$17,400	\$17,400	12
VEHICLE & PLANT	\$735	\$1,408	\$673	47.8%	\$9,324	\$11,048	\$1,724	15.6%	\$22,600	\$22,600	\$22,600	13
GRANT EXPENSES	\$23	\$34,915	\$34,892	99.9%	\$64,451	\$69,190	\$4,739	6.8%	\$67,700	\$67,700	\$67,700	14
WASTE MANAGEMENT	\$6,277	\$12,500	\$6,223	49.8%	\$44,100	\$45,000	\$900	2.0%	\$90,000	\$90,000	\$90,000	15
SERVICES	\$120	\$200	\$80	40.0%	\$5,056	\$6,650	\$1,594	24.0%	\$11,400	\$11,400	\$11,400	16
<b>TOTAL EXPENSES</b>	<b>\$42,575</b>	<b>\$95,468</b>	<b>\$52,893</b>	<b>-55.4%</b>	<b>\$405,007</b>	<b>\$470,523</b>	<b>\$65,516</b>	<b>-13.9%</b>	<b>\$831,600</b>	<b>\$831,600</b>	<b>\$831,600</b>	
<b>TOTAL OPERATIONAL SURPLUS / DEF</b>	<b>-\$1,065</b>	<b>-\$16,653</b>	<b>\$15,588</b>	<b>-93.6%</b>	<b>\$190,055</b>	<b>\$44,500</b>	<b>\$145,556</b>	<b>327.1%</b>	<b>\$34,628</b>	<b>\$34,628</b>	<b>\$34,628</b>	



#### 9.4 Notes on Cash Income and Expenditure Report – December 2019

1. December on par with budget and year to date overall higher due to more rate payers paying either in full or their instalments on time.
2. December lower than budgeted due to more paying earlier & Year to Date slightly higher than budgeted as a result of more rate payers in full and/or their instalments on time.
3. Grants Year to date higher mainly due to grants being carried forward & not included in budget, namely Electronic Records Management, Water Tank & Solar Panels. Additional grants received December included money for Australia Day & from Dept of Sport & Rec.
4. Grants received subject to approval are included in the above totals, namely Senior's week, dog pound & Australia Day. Grants yet to be received as per budget include Youth Vibe & Cloppengurg Park Irrigation
5. Variance minimal. Slightly under for December, yet slightly over for year to date.
6. December actual lower than budget due to NT Police no longer renting & year to date higher than budgeted due to additional rentals received from CEO house.
7. December & Year to date slightly higher than budgeted mainly due to interest received being higher than expected
8. December slightly lower than budget. Overall year to date is slightly lower than budgeted however as stated in October report variance relates to the timing of expenses. Considering we are at the halfway mark, administration costs for cleaning supplies, travel, insurance & memberships are all fully expended, with travel costs being more than double the budget. Costs yet to be expensed include FBT, valuation costs and costs lower than budget include meeting & community expenses which gives us the current result.
9. December and year to date lower than budgeted overall. However to be noted Sport & Rec wages were closer to budget for December but year to date still remains above budget while all other wages & employment costs below budget.
10. December slightly lower than budget & year to date lower as stated previously due to budgeted road works not yet commenced
11. No costs December. Year to date higher as mentioned in October report for additional expenses not included in budget for jetty & water compound fencing. Costs here budgeted to be spent between January & June.
12. December lower than budget, however year to date still higher than budgeted overall due to timing of maintenance projects and budget being averaged on quarterly basis.
13. Slightly lower than budgeted overall.
14. December lower than budget, however, Year to date costs slightly lower overall than budget and due to timing of expenses
15. December lower, however year to date now on par with budget again possible timing of expenses. Overall in relation to budget year to date hard waste is under, regular & green waste marginally over.
16. December & year to date lower due to savings being made using solar power, however to be noted water & sewerage charges over budget to date

9.5 Financial Report for month ended November 2019

	TOTAL
Cash at Bank & on Hand	
Petty Cash	\$ 267.69
CBA - transaction account	\$ 15,419.68
CBA - Cash Saver	\$ 70,636.81
CBA - Fixed Term Deposit 1	\$ 400,000.00
CBA - Fixed Term Deposit 2	\$ 150,000.00
CBA - Fixed Term Deposit 3	\$ 100,000.00
Undeposited Funds	\$ 100,000.00
Bendigo Bank - Investment Q/C	\$ 500,000.00
<b>Total Cash at Bank &amp; on Hand</b>	<b>\$ 1,336,324.18</b>

Debtors	Current	> 30 days	> 60 days	> 90 days
Trade Debtors	7,439.50	65.00		350.00
Rates 19/20 financial year		38,417.05		
Rate Arrears				62,833.12
				\$ 109,104.67
less Rates paid in Advance				-\$ 355.65
<b>Total Debtors</b>				<b>\$ 108,749.02</b>

Creditors & Current Liabilities	Current	> 30 days	> 60 days	> 90 days
Trade	7,353.94			
Tax Liabilities (PAYG & GST)	8,222.77			
Sundry Creditors (Credit Cards)	0.00			
Unexpended Grants	142,341.10			
<b>Total Creditors &amp; other current Liabilities</b>				<b>\$ 157,917.81</b>
				<b>\$ 1,287,155.39</b>
				<b>Net Cash Position</b>

9.6 Financial Report for month ended December 2019

	TOTAL
Cash at Bank & on Hand	
Petty Cash	\$ 262.19
CBA - transaction account	\$ 34,837.81
CBA - Cash Saver	\$ 55,674.78
CBA - Fixed Term Deposit 1	\$ 400,000.00
CBA - Fixed Term Deposit 2	\$ 150,000.00
CBA - Fixed Term Deposit 3	\$ 100,000.00
Undeposited Funds	\$ 100,000.00
Bendigo Bank - Investment Q/C	\$ 500,000.00
<b>Total Cash at Bank &amp; on Hand</b>	<b>\$ 1,340,774.78</b>

	Current	> 30 days	> 60 days	> 90 days	
<b>Debtors</b>					
Trade Debtors	165.00	5,542.00	65.00	350.00	\$ 6,122.00
Rates 19/20 financial year		57,934.28			\$ 57,934.28
Rate Arrears				30,205.90	\$ 30,205.90
less Rates paid in Advance					\$ 94,262.18
<b>Total Debtors</b>					\$ 500.39
					\$ 93,761.79

	Current	> 30 days	> 60 days	> 90 days	
<b>Creditors &amp; Current Liabilities</b>					
Trade	13,138.22				\$ 13,138.22
Tax Liabilities (PAYG & GST)	9,942.35				\$ 9,942.35
Sundry Creditors (Credit Cards)	0.00				\$ -
Unexpended Grants	116,417.44				\$ 116,417.44
<b>Total Creditors &amp; other current Liabilities</b>					\$ 139,498.01
					\$ 1,295,038.56
					<b>Net Cash Position</b>

**9.7 Rate Payers in Arrears for November 2019**

2016-17	\$2,176.35
2017-18	\$4,721.59
2018-19	\$6,086.69
2019-20	\$49,848.49
	<u>\$62,833.12</u>

**9.8 Rate Payers in Arrears for December 2019**

2016-17	\$1,984.08
2017-18	\$4,663.86
2018-19	\$6,086.69
2019-20	\$17,471.27
	<u>\$30,205.90</u>

## 9.9

## Credit Card Transaction November 2019 to December 2019 Anna Malgorzewicz

01/11/2019	Novotel	Accommodation – R Taylor, S&R at Darwin Airport	\$125.61
01/11/2019	The Bookshop	Voucher – prize for Youth Author of the Year	\$50.00
01/11/2019	Sealink Ferries	Multi pass	\$98.00
06/11/2019	Motor Vehicle Registry	Registration – Kubota Ride on Mower	\$270.95
07/11/2019	Optus	Monthly phone charges for November 2019	\$256.55
12/11/2019	Microsoft	Subscription	\$119.64
12/11/2019	Motor Vehicle Registration	Kubota Tractor Registration	\$371.95
12/11/2019	Motor Vehicle Registration	Box Trailer Registration	\$127.90
19/11/2019	Australian Training	Training for S&R Officer – Implementing WHY Policies	\$62.90
21/11/2019	NT News	Advertising – 2018-2019 Amended Budget	\$275.00
22/11/2019	SAFE NT	National Police Check – Pam Wanrooy	\$72.00
22/11/2019	SAFE NT	National Police Check – Jan Notais	\$72.00
25/11/2019	Officeworks	Stationery	\$472.87
02/12/2019	Cabcharge	Cabcharge – staff to attend information session for Cyclone Preparedness	\$11.45
02/12/2019	The NT General Store	Works Supervisor – work boots	\$155.00
04/12/2019	SAFE NT	Working with Children – Pam Wanrooy	\$72.00
06/12/2019	Sealink	Ferry tickets – staff to attend Christmas lunch	\$197.96
06/12/2019	Microsoft	Monthly subscription	\$129.04
06/12/2019	Boatshed	Christ Mass Lunch for staff	\$100.40
06/12/2019	Microsoft	Monthly subscription	\$75.68
16/12/2019	TR Telecom	Satellite phones – prepaid charges	\$192.00

17/12/2019	K Mart	Sports & Rec – Santa Fund Run prize	\$104.15
17/12/2019	Curby Trophies	Plaque for cricket bat – Australia Day	\$25.00
19/12/2019	REING	Lease – CEO house	\$55.00
20/12/2019	Fulton Hogan	Asphalt to repair pot holes	\$1,560.00
21/12/2019	Bunnings	Keys for Workshop Gates and CEO residence	\$27.90

**President Peter Clee**

02/11/2019	MYOB	Monthly subscription	\$140.00
05/11/2019	Casa Nostra Pizza	Lunch – LGANT meeting in Alice Springs	\$25.00
05/11/2019	Double Tree Hilton	Lunch – LGANT meeting in Alice Springs	\$23.34
05/11/2019	Hanuman Restaurant	Dinner – LGANT meeting in Alice Springs	\$125.50
05/11/2019	Epilogue Enterprise	Morning Tea – LGANT meeting in Alice Springs	\$9.64
06/11/2019	Adobe	Monthly subscription	\$36.29
07/11/2019	Darwin International Airport	Parking – LGANT meeting	\$49.50
11/11/2019	Alice Springs Airport	Parking – LGANT meeting	\$5.00
11/11/2019	Mercure Alice Springs	Breakfast – LGANT meeting Alice Springs	\$81.04
11/11/2019	EG Fuel	Fuel – Hire vehicle LGANT meeting	\$8.59
13/11/2019	Hilton	Morning Tea for Disciplinary Committee Hearing	\$5.00
03/12/2019	MYOB	Monthly subscription	\$140.00

**Works Supervisor – Gary Zikan**

20/11/2019	Garrards Pty Ltd	Glyphosate 20Ltr for Cleaning for Jetty	\$318.93
22/11/2019	Australian Red Cross	First Aid – Gary Zikan	\$155.00
03/12/2019	Mower World	Blades for Mower	\$130.00
06/12/2019	Adobe	Monthly subscription	\$36.29

**9.10 Supplier Payment History – December 2019**

<b>Date</b>	<b>From</b>	<b>Particulars</b>	<b>Amount</b>
15/11/2019	Wagait Supermarket	Plant & Machinery – Fuel	\$11.55
15/11/2019	Wagait Supermarket	Milk – Office	\$7.42
15/11/2019	Wagait Supermarket	Weekly Newspapers	\$29.00
15/11/2019	Wagait Supermarket	Meeting expenses	\$29.64
15/11/2019	Wagait Supermarket	Weekly Newspapers	\$29.00
15/11/2019	Wagait Supermarket	Plant & Machinery – Fuel	\$9.63
15/11/2019	Wagait Supermarket	Truck – Fuel	\$124.80
15/11/2019	Wagait Supermarket	Works Ute – Fuel	\$110.00
15/11/2019	Veolia	Weekly bin collections	\$6,937.37
15/11/2019	Marks Rural Services	Water	\$132.00
15/11/2019	Harvey Distributors	Toilet seat – Sports Ground	\$9.45
15/11/2019	Central Business Equipment	Monthly copy charges	\$160.92
15/11/2019	Harvey Distributors	Cleaning supplies	\$205.23
15/11/2019	ABG Pty Ltd	Rego inspection checks – Tractor, Box Trailer, mower	\$330.00
15/11/2019	Alloy & Stainless Products	Kubota Slasher blades	\$965.02
15/11/2019	Nexia Edwards	Professional Services for Council financial statements	\$825.00
19/11/2019	Marks Rural Services	Supply deliver and spread top soil to Council Grounds	\$1,870.00
26/11/2019	Totally Work Wear	Uniforms for staff	\$72.00

26/11/2019	Power Water	Water swipe card charges	\$75.04
26/11/2019	Harvey Distributors	Cleaning supplies	\$39.83
26/11/2019	Michelle Hughes	Preparation of Financials	\$836.00
26/11/2019	LGANT	Conference charges and Registration charges for meeting in Alice Springs	\$340.00
26/11/2019	LGANT	Governance & HR registration	\$55.00
18/11/2019	MJ Electrical	Service of Air Conditioners	\$270.00
19/11/2019	The Big Mower	Blades for mower	\$451.10
26/11/2019	Marks Rural Services	Water	\$132.00
19/11/2019	Wagait Supermarket	Plant & Machinery – fuel	\$16.90
19/11/2019	Wagait Supermarket	Weekly newspapers	\$29.00
19/11/2019	Wagait Supermarket	Meetings expenses	\$7.42
19/11/2019	Wagait Supermarket	Padlock for Irrigation Project	\$15.99
19/11/2019	Wagait Supermarket	Brown chalk – Cenotaph	\$8.99
19/11/2019	Wagait Supermarket	Drill bit	\$10.19
19/11/2019	Wagait Supermarket	Weekly newspapers	\$29.00
19/11/2019	Wagait Supermarket	Plant & Machinery – Fuel	\$10.66
19/11/2019	Wagait Supermarket	Fuel – CEO Vehicle	\$79.02
19/11/2019	Wagait Supermarket	Fuel – Plant and Machinery	\$14.25
19/11/2019	Wagait Supermarket	Ute – Diesel	\$166.00
19/11/2019	Jardine Lloyd Thompson	Insurance – Councillors and Officers Liability	\$3745.06
25/11/2019	Optus	Phone charges	\$255.10
06/12/2019	Motor Vehicle Registration	John Deere mower registration	\$324.90
06/12/2019	Wagait Supermarket	Weekly newspapers	\$29.00
06/12/2019	Wagait Supermarket	Ripper fabric 100mm for road repairs	\$8.99
06/12/2019	Wagait Supermarket	CEO fuel	\$55.60
06/12/2019	Wagait Supermarket	Weekly newspapers	\$29.00
06/12/2019	Wagait Supermarket	Works Ute Fuel	\$101.40
06/12/2019	Wagait Supermarket	Fuel – Plant & Machinery	\$57.00
06/12/2019	Wagait Supermarket	CEO Fuel	\$37.08
06/12/2019	Wagait Supermarket	Works Ute Fuel	\$109.72
06/12/2019	Wagait Supermarket	Weekly newspapers	\$29.00
06/12/2019	Marks Rural	Water	\$132.00



06/12/2019	Veolia	Wheelie bin collections	\$6,904.38
06/12/2019	Jardine Lloyd Thompson	Insurance – Discretionary Trust	\$2,563.55

### 9.11 Grants Report

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
15/02/2018	Irrigation at Cloppenburg Park	Minister for Housing and Community Dvlp – Hon Gerry McCarthy MLA	\$83,074.09	\$131074.09	Nil	On or before 31 August 2018 or thereafter for a period of two years.
8/11/2018	Construct Dog Pound and Associate Septic Pit	Dept of Housing & Community Dvlp	\$30,537.00	\$2,680.00	\$27,857.00	Before 31 August 2019 or thereafter for a period of two years.
June 2019	5,000ltr Water Tank	NT Govt	\$7,607.00		\$7,607.00	30 June 2020
June 2019	Electronic Records Management System	NT Government	\$34,889.00	\$11,230.00	\$23,569.00	30 June 2020

## 9.12 Councillor Allowances

### PREVIOUS DECISION:

*Resolution No: 2019/443*

*In accordance with the Elected Members Allowance and Expenses Policy this council set the Elected Members Meeting Allowance as follows: (Section 71 of the Local Government Act).*

*Principal Member \$300*

*Ordinary member \$0*

*Ordinary member \$0*

*Ordinary member \$0*

*Moved: Vice President Tom Dyer*

*Seconded: Cr Michael Vaughan*

*Vote: AIF*

*16/07/2019*

Councillors payment for the month of July 2019 to December 2019

July 2019	\$300.00
August 2019	\$300.00
September 2019	\$300.00
October 2019	\$300.00
November 2019	\$300.00
December 2019	\$300.00
TOTAL:	\$1,800.00

Councillors payment for the month of November 2019 - \$300.00

Councillors payment for the month of December 2019 - \$300.00

President Peter Clee - \$1,800.00

**Resolution No. 2020/**

**That Council receives and accepts the Financial Report for the months of November and December 2019.**

**Moved:**

**Seconded:**

**Vote:**

## 10.0 AGENDA ITEMS

### 10.1 Review of Constitutional Arrangements

#### BACKGROUND

*Previous Decisions:*

*Resolution No. 2016/71*

*That this council notes report from Community Consultation held on 2 August 2016 and accepts the following.*

*That this community endorses the previous report dated July 2014 to the Northern Territory Government recommending the extension of the Wagait Shire located in the north of the Cox Peninsula.*

*That this council continue to work with Coomalie Local Government Council, Belyuen Community Government Council, consultants and other interested parties to look at options to form a Regional Council(s).*

*Moved: President Peter Clee*

*Seconded: Cr Alex Richmond*

*Vote: AIF*

*16/08/2016*

*Resolution No. 2016/70*

*That this Council notes the electoral review report included in the community consultation held on 2 August 2016 and accepts the consensus vote on the following:*

*That this community has expressed a desire to reduce the number of elected representative councillors from 7 to 5 at the next local government elections.*

*That the community has no wish or desire to partition the council area into wards.*

*That the community has no wish or desire to establish any local boards or authorities with the current Wagait Shire.*

*Moved: President Peter Clee*

*Seconded: Cr V J Thorpe*

*Vote: AIF*

*16/08/2016*

In accordance with Section 63(1) of the *Local Government (Electoral) Regulations 2008*, a council carries out an electoral review when it makes or revises an assessment under 23(2) of the *Local Government Act 2008*, of whether the constitutional arrangements presently in force provide the most effective possible representation for the local government area of the council. In carrying out its electoral review the council must consult with the Electoral Commissioner and the review should be completed at least twelve months before the next general election.

#### CURRENT SITUATION

In March 2019, the Executive Director, Department of Local Government, Housing and Community Development (DLGHCD) wrote to Council advising that as new legislation is anticipated to come into force during 2020, it is a matter for councils to determine how to approach this legislative requirement during this term. Under the new Act, reviews about the existence of and boundaries for wards will be made by a panel consisting of the Chief

Executive Officer of the Local Government Association of the Northern Territory (LGANT), the Electoral Commissioner and the Surveyor-General.

During this term, councils can elect to undertake a robust and in-depth assessment of the constitutional arrangements for electoral representation or choose to complete a simplified template, or Reporting Table, that addresses all matters described in the regulations 63(2) and 63(3). Either option requires councils to consult with the Electoral Commissioner.

Council considered this matter at its 19 November 2019 meeting and agreed to raise the matter at the Half Yearly Community Consultation meeting prior to finalising the matter at its January 2020 meeting. At the Half Yearly Community Consultation Meeting, Vice President Dyer explained the requirement for councils to undertake an electoral review during each term and referred to the consultation exercise that was undertaken by True North for the strategic planning exercise and the view at that time that the current system and arrangements were appropriate. There was comment at the meeting from members of the community regarding the adequacy of representation, however, the general view was that the current level of representation was sustainable and sufficient for present needs.

In preparing this report the Chief Executive Officer consulted the Electoral Commissioner regarding current enrolment numbers. As at 12 November 2019, there were 304 electors on the electoral roll for Wagait Beach. Given there has been very little change, if any, to the matters referred to in Section 63(2) and 63(3), it is recommended Council proceed with completing and submitting the Reporting Table. A copy of the Reporting Table is at Attachment A.

**Resolution No. 2020/**

That Council:

- a) receives and notes the report entitled Review of Constitutional Arrangements;
- b) resolves that present constitutional arrangements for Wagait Shire are adequate and the status quo should remain; and
- c) endorses the Reporting Table at Attachment A, noting that no changes are recommended to the constitutional arrangements for council electoral representation.

**Moved:**

**Seconded:**

**Vote:**

## Reporting Table

### Review of constitutional arrangements for council representation

In accordance with section 23(2) of the *Local Government Act 2008* (Act) councils are required to complete an electoral review during the council term and 12 months before the next general election. The mandatory review is to assess whether the present constitutional arrangements provide the best electoral representation for the local government area of the council.

However, given that this term of council is an unusual one, with new legislation anticipated in the near future, councils have been given the option to consider providing a short report that briefly addresses the matters outline in regulations 63(2) and (3) of the *Local Government (Electoral) Regulations 2008*.

Council still has the option to follow a more rigorous process if they wish in complying with their reporting obligations under the Act. If the intention is for a council to use the simplified process a council officer should follow the guideline steps below.

### Guideline steps

1. Only use this template where no major changes to electoral representation are required.
2. The council officer must read and consider the review of constitutional arrangements completed in the last term of council.
3. The council officer should contact the Northern Territory Electoral Commission to obtain electoral enrolment numbers for their local government area. Assistance with enrolment numbers can be obtained by emailing [ntec@ntec.gov.au](mailto:ntec@ntec.gov.au).
4. Any questions can be emailed to [Anthony.V.Burridge@nt.gov.au](mailto:Anthony.V.Burridge@nt.gov.au) or Anthony can be contacted on 8999 8841.

# Report of Chief Executive Officer to Wagait Shire Council in Relation to Constitutional Arrangements

## Reporting template for councils without wards

	Consideration in accordance with regulation 63(2) of the <i>Local Government (Electoral) Regulations 2008</i>	Assessment of the effectiveness of constitutional arrangement for electoral representation of the council area																				
1.	63(2)(a) – community interests in the local government area including economic, social and regional interests.	Council assessment: no significant change since last report (Report attached)																				
2.	63(2)(b) – types of communication and travel in the local government area with special reference to disabilities arising out of remoteness or distance.	Council assessment: no significant change since last report.																				
3.	63(2)(c) – the trend of population changes in the local government area.	<p>Council assessment: no significant change since last report.</p> <p>The ABS 2006 - 2016 Census of Population and Housing indicates a steady growth in the general population across the ten year period, however, very little variation exists in the median age.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>2016</th> <th>2011</th> <th>2006</th> </tr> </thead> <tbody> <tr> <td>Males</td> <td>237</td> <td>194</td> <td>143</td> </tr> <tr> <td>Females</td> <td>226</td> <td>175</td> <td>151</td> </tr> <tr> <td>Total Persons</td> <td>463</td> <td>369</td> <td>294</td> </tr> <tr> <td>Median Age</td> <td>48 years</td> <td>47 years</td> <td>48 years</td> </tr> </tbody> </table>	Description	2016	2011	2006	Males	237	194	143	Females	226	175	151	Total Persons	463	369	294	Median Age	48 years	47 years	48 years
Description	2016	2011	2006																			
Males	237	194	143																			
Females	226	175	151																			
Total Persons	463	369	294																			
Median Age	48 years	47 years	48 years																			
4.	63(2)(d) – the density of population in the local government area	Council assessment: no significant change since last report.																				
5.	(2)(e) – the physical features of the local government area	Council assessment: no significant change since last report.																				

Having duly considered all matters relevant to the current electoral representation arrangements under the *Local Government Act 2008* and *Local Government (Electoral) Regulations 2008* it is recommended that the current arrangements still provide effective representation of the council area with no changes to the constitutional arrangements for council representation proposed. This report has been compiled in consultation with the Northern Territory Electoral Commission.

---

Council Chief Executive Officer (sign)

Date: \_\_\_/\_\_\_/\_\_\_



The Hon Michael Gunner MLA  
Minister for Local Government and Community Services Parliament House  
GPO Box3146 DARWINNT0801

### **Wagait Shire Council Electoral Review**

Dear Minister Gunner

I wish to advise that on 2 August 2016, Wagait Shire Council carried out an electoral review IAW Part 6 of the Local Government (Electoral) Regulations.

During the electoral review consultation, the number of elected members was considered and the general consensus from the community is that the number be reduced from seven (7) to five (5). While seven councillors has previously been considered the best structure to deliver fairness and consistency of representation across the community, the cost of by-elections; a number of changes in President, Vice President and Councillors during the current term along with newly approved meeting attendance allowances were main drivers for the decision.

As council is accountable to their ratepayers, we believe we are obligated to deliver savings by reducing the likelihood of by-elections, while delivering a stronger and more stable organisational structure that is able to focus on delivering the municipal services expected by the community. Consequently, council supports the community mindset of reducing elected members from seven to five and respectfully asked for your consideration and approval of this request.

The Electoral Commission has been advised of the electoral review and its entire outcomes.

Should you have any queries regarding this matter, please do not hesitate to contact me. Yours faithfully

Peter Clee President  
Wagait Shire Council  
Email: [president@wagait.nt.gov.au](mailto:president@wagait.nt.gov.au) Mobile: 0418 894 404

Cc: The Department of Local Government and Community Services



## 10.2 Policy Review – Liquor Permits for Special Events

### BACKGROUND:

In November 2019 the Director of Liquor Licensing wrote to Council regarding applications for Special Event Permits to allow consumption of alcohol in prohibited public places. A copy of the correspondence is at Attachment A.

### CURRENT SITUATION:

Council receives very few applications for the service of alcohol for Special Events, such as weddings or social gatherings. Amendments to the Liquor Act 2019 now require councils as controller of land, to give permission for the consumption of alcohol by *Gazette* notice. The Director of Liquor Licensing has suggested councils give consideration of providing blanket approval via *Gazette* notice. Costs for public notification have not been borne by councils previously. As Wagait Shire Council has a very modest budget and this is a new responsibility that has been “transferred” to Council from the Northern Territory Government, it is recommended Council not proceed with a blanket *Gazette* notice at this stage and make a further determination following the receipt, if any, for Special Event Permits to consume, not sell, alcohol on Council controlled land.

#### **Resolution No. 2020/**

That Council:

- a) receives and notes the report entitled Liquor Permits for Special Events; and
- b) does not proceed with blanket *Gazette* notice for the consumption of liquor for Special Event permits at this time.

**Moved:**

**Seconded:**

**Vote:**

## ATTACHMENT A



Department of THE  
ATTORNEY-GENERAL AND  
JUSTICE

Level 3 NAB Building  
71 Smith Street Darwin NT

Postal address  
GPO Box 1154  
Darwin NT 0801

E [directorliquorlicensing.agd@nt.gov.au](mailto:directorliquorlicensing.agd@nt.gov.au)

26 November 2019

T 08 8999 1800

Anna Malgorzewicz  
Chief Executive Officer, Wagait Shire Council  
Email: [ceo@wagait.nt.gov.au](mailto:ceo@wagait.nt.gov.au)

File reference  
LNT2019/1480-0046

Dear Ms Malgorzewicz

### APPLICATIONS FOR SPECIAL EVENT PERMITS TO ALLOW CONSUMPTION OF ALCOHOL IN PROHIBITED PUBLIC PLACES

Previously, special event permits for public restricted areas were issued by Licensing NT, subject to the applicant having approval from the owner/controller of the location/venue. These permits were for the consumption of liquor, not the sale of liquor, in a public restricted area for events such as wedding ceremonies and other social gatherings.

With the introduction of the *Liquor Act 2019* (the Act) on 1 October 2019, there were legislative changes that resulted in Licensing NT no longer being able to issue special event permits.

Under section 171 of the Act, a person must not consume liquor in any public place in:

- Alice Springs;
- Darwin;
- Katherine;
- Palmerston;
- Tennant Creek;
- the Darwin Waterfront Precinct;
- any local government area that a council declares by *Gazette* notice to be subject to this prohibition;
- any place outside of the above areas but within 2 kilometres of licensed premises; and
- any place prescribed by regulation.

However, section 200 allows liquor to be consumed when the owner or occupier of the public place gives permission for consumption on or in all or part of that place.

The permission may be given generally to the public or to specific persons, bodies or groups, with or without conditions.

The permission of a local council must be given by *Gazette* notice. Please refer to sections 171 and 200 of the Act for more information.

The approval process appears to be straightforward (and remains largely the same as before the Act commenced), except that approval by local councils must now be given by Gazette notice.

While it is a matter for each council to decide, given the volume of applications received each year, consideration could be given to providing blanket approval via Gazette notice, rather than councils having to issue an individual Gazette notice for every application they wish to approve.

Should you have any queries concerning these matters, please contact Doug Bell, Senior Project Officer, on 8999 1903.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Timney', with a stylized flourish at the end.

**Philip Timney**  
Director of Liquor Licensing

### 10.3 ALGA Notices of Motions for National General Assembly

#### BACKGROUND

In December 2019, Adrian Beresford-Wylie, ALGA CEO, wrote to Council seeking Notices of Motions for the National General Assembly 2020. A copy of the correspondence is at Attachment A. A copy of the Discussion Paper will be circulated with this agenda.

#### CURRENT SITUATION

To inform the submission of motions a discussion paper was prepared and circulated with the agenda papers. There are specific criteria that need to be addressed for motions to be considered for inclusion in the national agenda. Motions need to be lodged no later than Friday 27 March 2020.

#### **Resolution No. 2020/**

That Council:

- a) receives and notes the report entitled ALGA Notices of Motions for National General Assembly; and
- b) resolves not to lodge a motion for the National General Assembly 2020;  
or
- c) resolves to lodge the following motion for the National General Assembly 2020.

#### **Motion:**

That ...

**Moved:**

**Seconded:**

**Vote:**



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

4 December 2019

Wagait Shire  
Council PMB 10  
WAGAIT BEACH NT 0801

Dear Mayor, Councillors and CEO (please distribute accordingly)

The Australian Local Government Association (ALGA) is now calling for Notices of Motions for National General Assembly 2020 (NGA).

The NGA provides a platform for Local Government to address national issues and advocate to the federal government on critical issues facing our sector.

The theme for the 2020 NGA is '*Working Together for our Communities*'. This theme acknowledges the need to come together and with other partners, including the Federal Government, to deliver for our communities.

ALGA received significant feedback on the motions process and topics from the 2018 and 2019 NGA. In response to the feedback received, ALGA has prepared a discussion paper that explores data that identifies critical areas local government needs to consider now and into the future.

To inform the submission of motions, please read the discussion paper (included with this letter) and ensure motions meet the identified criteria.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory local government association;
4. be from a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be lodged online at [alga.asn.au](http://alga.asn.au) no later than 11:59pm on Friday 27 March 2020.

Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.

Adrian Beresford-Wyllie  
ALGA CEO

#### 10.4 Local Government Strategy 2030 – Nomination to the Steering Group

##### BACKGROUND:

In December 2019, the CEO, LGANT and the Acting Deputy Chief Executive Officer of the Department of Local Government, Housing and Community Development wrote to the President Mr Peter Clee, regarding nominations to a Steering Group that is being formed jointly to consider a strategy to develop a sustainable local government sector. A copy of the correspondence is at Attachment A to this report.

##### CURRENT SITUATION:

The Local Government Steering Group 2030 will comprise the following:

- CEO LGANT
- Executive Director, Local Government and Community Development
- Municipal and regional (or Shire) council representatives
- Department of the Chief Minister

##### **Resolution No. 2020/**

That Council:

- a) receives and notes the report entitled Local Government Strategy 2030 – Nomination to the Steering Group; and
- b) nominates Cr ..... to the Local Government Strategy 2030 Steering Group.

**Moved:**

**Seconded:**

**Vote:**

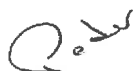


Department of  
**LOCAL GOVERNMENT, HOUSING  
AND COMMUNITY DEVELOPMENT**

Level 1, RCG Centre  
47 Mitchell Street  
GPO Box 4621  
Darwin NT 0801

17 December 2019

Mr Peter Clee  
President  
Wagait Shire Council  
PMB 10  
DARWIN NT 0801



Dear Mr Clee

Re: Local Government Strategy 2030

Over the next few months, the Local Government Association of the Northern Territory (LGANT) and the Department of Local Government, Housing and Community Development will be working together to develop a strategy that identifies what a strong, sustainable and responsive Northern Territory local government sector looks like and the actions we can collaborate on now and in the future, to move toward that goal over the next decade. The result will be the development of a ten year strategy, Local Government 2030.

The starting point for the strategy will be a clear vision of the role local government aspires to play in the Territory's future and the direction councils are seeking to take over the next ten years.

This project aims to detail the steps that will allow the sector:

- to best decide its own future;
- to strongly represent and provide reliable and efficient service to its constituents;
- to strongly promote its own role and strengths to the community and to government;
- to confidently advocate for its members and partner with governments; and
- to be financially stable and secure.

Where do our municipal, regional and shire councils, as providers of vital community services; the Northern Territory Government in its relationship with local government; and LGANT as an active peak body, need to be by 2030 to best serve the interests of the people of the Northern Territory?

To oversee the project, a Steering Group will be established, comprising of:

- Chief Executive Officer, LGANT;
- Executive Director of Local Government and Community Development, the Department;
- Municipal and regional (or shire) council representatives;
- Department of the Chief Minister representatives;

Local Government Strategy 2030

- Department of Treasury and Finance representatives;



- Department of Infrastructure, Planning and Logistics representatives; and
- Other NT Government agency representatives will be seconded to the Steering Group as required.

You are encouraged to nominate yourself, other elected members, local authority members, or your CEO as the municipal and regional council representatives.

The project facilitates collaboration between the Northern Territory Government and the local government sector. To begin, we are seeking your views on the vision; and the actions that will support the achievement of that vision. A paper outlining some possible issues for investigation is attached for your review. These are only thought starters and your councils' input now, and throughout the next few months, will be critical to the project's success.

The Department and LGANT are seeking council's views on the vision for local government in the Northern Territory; the actions that can be taken now or in the short term that will help to move toward that vision; any critical issues to be addressed; and inclusion of any research, data or other information, which may assist us in our analysis and our approach to resolving these issues.

Please forward your views and nominations for the Steering Group to Mr Peter Holt, Senior Manager, Local Government Strategy at [peter.holt@nt.gov.au](mailto:peter.holt@nt.gov.au) by Friday 24 January 2020. Please call Mr Holt on 0437 726 551 if you would like any further information or have any questions.

Yours sincerely

Maree De Lacey

Acting Deputy Chief Executive Officer  
Department of Local Government,  
Housing and Community Development



Sean Holden

Chief Executive Officer  
Local Government Association of the  
Northern Territory

CC.

Ms Anna Malgorzewicz, Chief Executive Officer

# Local Government 2030 Strategy

## Discussion Paper One - Overview

### Background

Strong, responsive, well-managed local governments have an essential role to play as the third sphere of government in building resilient, engaged, and sustainable communities. The existence of a peak local government body which is able to effectively engage in advocacy and policy debate can also lead to better, more community-responsive policy across the three spheres of government.

The development of the system of Local Government in the Northern Territory over the last 40 years has been characterised by well-intentioned but often incomplete reforms and an acknowledgement that local government in the Territory is both unique and still evolving.

The City of Darwin was only constituted in 1957 with other municipal councils following in the 1970's and 80's and Aboriginal community councils only established from the 1980's onwards. With complex community social issues and diverse constituency it has never been easy to find a single model of local government which delivered good governance, financial viability and an equitable distribution of resources and opportunity. Given this, it is essential to have a widely understood and agreed pathway to future development of the Territory's local government sector.

As a direct consequence of its stage of development, the Territory lags behind the other jurisdictions in providing adequate infrastructure to allow the delivery of core local government services, with poor roads and long distances, for example, making service delivery far more costly for a small and widely dispersed population. In addition, the Commonwealth Grants Commission's Financial Assistance Grants distribution does not account for the stage of development of local government in the NT.

Significant reforms in 2008 resulted in the regionalisation of community-based councils to cover 96% of the Territory's landmass and created a growing professionalism in local government for the 'bush'. However, the reforms also led to the centralisation of regional council administrations in regional centres and a sense of loss of control among many residents of remote communities.

While the ongoing viability and professionalism of the municipal councils mirrors that of councils across Australia, the emerging regional and shire councils still confront many issues in achieving their potential largely due to their high dependence on agency service contracts. Cost shifting, particularly by the Commonwealth, is reported by some councils as becoming a significant issue. Since the 2008 reforms, it has become apparent that some regional councils have become financially stable whilst others face financial challenges with minimal improvement in revenues or long term financial sustainability.

Critical environmental issues, such as the growing regulatory control of waste management and recycling processes and standards, and the need for greater resilience with regard to disaster relief and recovery will need to be addressed strategically and in collaboration with government. Similarly, the development of a skilled workforce and appropriate information and communications technology infrastructure to meet the challenges of digital transformation and cybersecurity will need a sectoral approach.

The peak body for local government in the Northern Territory, the Local Government Association of the Northern Territory (LGANT), has worked constructively behind the scenes with councils and the governments over the last 27 years to represent the interests of the sector.

However, it has been limited in its ability to promote the role that councils play in service delivery for other governments or the value and opportunity provided by their long-term stability.

The particular strengths of local government in the Territory, such as their role as the major employer of remote Aboriginal Territorians and their critical role in supporting local decision making, appear to have been undervalued. Under the new *Local Government Act*, when LGANT is re-incorporated as an independent peak body with a revised constitution, there may be an opportunity to more effectively engage in advocacy and policy debate.

This project, the development of a Local Government 2030 Strategy, seeks to outline the sector's aspirations for its own development over the next decade; detail the key strategic issues confronting local government in the Northern Territory; and, provide a clear pathway for the development of a strong, mutually respectful and productive relationship with governments in Darwin and Canberra.

## Project scope

The starting point for the Strategy will be a clear statement of the vision the local government sector has itself and the role it aspires to play in the developing Territory's future. The central questions the Strategy will seek to answer are:

- What would a strong, responsive, well-governed third sphere of government look like in the Northern Territory?
- What strategies should be put in place over the next ten years to best support local government in the Northern Territory to successfully move to that goal?

For this, the Strategy will need to answer the following questions:

- Where do the municipal, regional and shire councils, as providers of essential community services want to be by 2030?
- What skills will they require?
- What systems should they develop?
- What synergies do they share with other councils, in the NT or elsewhere in Australia?
- What relationship should they develop with the Northern Territory and Commonwealth governments?
- What relationship should they develop with the Land Councils and Land Trusts?
- What role should LGANT play as an active peak body representing the sector?
- What could the NTG and Commonwealth government do differently to facilitate a resilient independent local government sector?

It is anticipated that the following issues, policies and priorities may be within the scope of the Strategy:

- Community responsiveness and local decision making
- Financial sustainability
- Infrastructure development, including roads
- Asset management
- Disaster resilience and recovery
- Environmental protection and waste management

- Workforce development
- Digital transformation and cyber security
- Leasing and Aboriginal Land issues
- Collaboration and shared services
- Boundary realignment
- Role and future direction of the LGANT
- Relation with NT Government and its departments and agencies, including regional coordination
  - o NT Government programs, agency service contracts and funding
  - o Planning, urban and regional
- NT Grants Commission, funding and distribution
- Relation with Commonwealth, and its departments and agencies
  - o Commonwealth programs, agency service contracts and funding
- Commonwealth Grants Commission, funding and formulae.

The project will examine opportunities, and the perceived obstacles, to improving collaboration between councils in sharing of services, looking particularly the current and potential future role of CouncilBiz. It will also consider the status of strategic planning and asset management across the sector and the growing requirement for active and well-appreciated asset renewal programs.

The project will consider outstanding areas of NT Government local government reform and policy development with a view to optimising the role of local government in the Northern Territory. It will also examine opportunities, and the perceived obstacles, to improving alignment in the local decision making initiatives of councils and government to enhance mutual understanding.

Finally, the project will consider how the sector can best promote its strengths more broadly, both through LGANT and through other mechanisms. This will require better understanding of the sector's present capacity and potential capability and opportunities for collaboration, such as in meeting the ensuing challenges of climate change, waste management, digital transition and workforce development.

Rather than focus on deficits, the Strategy will aim to define a clear role for local government in the NT that will allow the sector to decide its own future. For this to occur, local government must be able to strongly represent and provide reliable and efficient service to its residents; to strongly promote its own role and strengths to the government and the broader community; to confidently advocate for its members and partner with governments; and, to be financially stable and secure.

## **Project management**

The CEO of the Local Government Association of the Northern Territory and the Executive Director, Local Government and Community Development of the Department of Local Government, Housing and Community Development will be the joint Project Sponsors. The Department of Local Government, Housing and Community Development will provide a project director for the development of the Local Government 2030 Strategy and undertake the day-to-day work to support the delivery of the Strategy.

To oversee the project a Steering Group will be established, initially comprised of:

- Chief Executive Officer LGANT;
- Executive Director Local Government and Community Development, the Department;
- Municipal and regional (or shire) council representatives;
- Department of the Chief Minister representatives;
- Department of Treasury and Finance representatives;
- Department of Infrastructure, Planning and Logistics representatives; and
- Other NT Government agency representatives will be seconded to the Steering Group as required.

The Steering Group, formed to oversee the project, will draw on appropriate expertise and local knowledge. It is possible, if the Steering Group requires, that a number of smaller reference groups may be brought together to consider strategies around specific issues from time to time.

## Next Steps

This draft Project Scope is provided to stakeholders, not as a definitive set of issues, but simply to open discussion. Your input will be provided to the Steering Group for their consideration and the decision on the most important priorities for further research and analysis.

The Steering Group will oversee the development of the Strategy, including finalising the project scope; advising on relevant stakeholders and research; reviewing documentation; and, will provide feedback to the Department project director as required. It is expected that a presentation on progress of the project will be provided to LGANT at their meeting in April 2020.

A final draft of the Strategy and its recommendations will be provided to the Steering Group for consideration before it is circulated to the local government sector for final comment in mid-2020 and then to the LGANT Executive for their approval. Once broad agreement is reached, and any significant issues addressed, Ministerial approval will be sought.

## 10.5 Northern Territory Subdivision Development Guidelines

### BACKGROUND

In December 2019, the Chief Executive, Department of Infrastructure, Planning and Logistics (DIPL) wrote to council regarding the Final draft of the Northern Territory Subdivision Guidelines. A copy of the correspondence is at Attachment A to this report.

### CURRENT SITUATION

DIPL has consulted widely over an extensive period of time regarding the Northern Territory Subdivision Guidelines. The guidelines coalesce asset owner and developer needs, to create an integrated document system. The Guidelines can be accessed at the following link:

[http://ftp-doi.nt.gov.au/main.html?sort=3&r=0?download&weblink=5531a93dad7c521dd6f1dd1b168456c4&realfilename=December\\$202019.zip](http://ftp-doi.nt.gov.au/main.html?sort=3&r=0?download&weblink=5531a93dad7c521dd6f1dd1b168456c4&realfilename=December$202019.zip)

The guidelines will effect Darwin, Palmerston, Litchfield and Alice Springs councils, that have developed specific guidelines for their jurisdictions. However, DIPL has approached all councils to ensure all jurisdictions are kept informed and to seek confirmation of council support.

#### **Resolution No. 2020/**

That Council:

- a) receives and notes the report entitled Northern Territory Subdivision Development Guidelines; and
- b) confirms Council's support of the Northern Territory Subdivision Development Guidelines.

**Moved:**

**Seconded:**

**Vote:**



Department of  
INFRASTRUCTURE PLANNING AND LOGISTICS

**Chief Executive**  
Level 5 Energy House  
18-20 Cavenagh Street  
DARWIN NT 0801

**Postal Address**  
GPO Box 1680  
DARWIN NT 0801

T 08 8924 7029  
E [andrew.kirkman@ntgov.au](mailto:andrew.kirkman@ntgov.au)

FileRef  
2019/0037

Mr Russell Anderson  
A/Chief Executive  
Wagait Shire Council  
PMB 10  
DARWIN NT 8081

Via E-Mail: [ceo@wagait.nt.gov.au](mailto:ceo@wagait.nt.gov.au)

Dear Mr Anderson

**Re: Northern Territory Subdivision Development Guidelines**

I am pleased to advise that the NT Subdivision Development Guidelines (SDG) is now in final draft form following a long period of technical work, consultation, document preparation and stakeholder review since 2015.

Consultation has been largely of a technical nature and has taken place with the significant number of relevant stakeholders in workshops, briefings and one-on-one meetings including LGANT, Local Government Councils, Urban Development Institute of Australia NT, Property Council of Australia, Civil Contractor Federation NT, Power and Water Corporation, NTG agencies, NBN and Telstra. Numerous complex issues have been worked through and resolved during this time.

A number of briefings of local Government councils and senior staff have been held at LGANT CEO Forums and at Local Government Environment Infrastructure and Transport Reference Group (EITRG) meetings in Darwin, Litchfield, Katherine and Alice Springs.

**The Guidelines**

The development of the Subdivision Development Guidelines (SDG) for the Northern Territory brings together the requirements of asset owners and developers to create an integrated document system that will streamline subdivision design and delivery, providing certainty and reducing costs to asset owners and developers, while retaining flexibility to respond to the Territory's diverse environments and communities.

The SDG consists of:

- Part 1 - Design Guidelines that establish the framework of key principles for the design of subdivision infrastructure;
- Part 2 - Reference Documents that incorporate approved policies from both Assets Owners and Regulatory Authorities that provide guidance on the design, construction and handover of subdivision infrastructure;
- Part 3 - Standard Drawings that provide specific design requirements to meet relevant technical standards; and
- Part 4 - Technical Specifications for subdivision works.

The Guidelines documentation can be accessed at the following link: -

[http://ftp-doi.nt.gov.au/main.html?sort=3&r=0?download&weblink=5531a93dad7c521dd6f1dd1b168456c4&realfilename=December\\$202019.zip](http://ftp-doi.nt.gov.au/main.html?sort=3&r=0?download&weblink=5531a93dad7c521dd6f1dd1b168456c4&realfilename=December$202019.zip)

In addition an operating platform has been developed where the documents will be accessible to read and download and can be accessed on computer, tablet or mobile phone. The platform includes links to the reference documents. The platform will go live when the SDG is implemented.

The SDG will be a living document and will be subject to ongoing review and updating to respond to changing Australian Standards, and stakeholder needs.

#### **Cost Impacts**

An analysis of capital construction cost impacts of the SDG against current Council guidelines was undertaken by civil engineers Byrne Consultants and Jacobs as an independent Quantity Surveyor, for major jurisdictions where current guidelines exist including Darwin, Palmerston, Litchfield and Alice Springs for residential/mixed-use, industrial and rural subdivisions.

The analysis demonstrates that application of the SDG will result in cost savings at all these locations with the exception of industrial subdivisions in Darwin where stormwater drainage cost is estimated to increase by some 3% to align with consensus performance standards supported by technical studies.

#### **Council Support**

I would appreciate your writing back to me to confirm your Council's support and willingness to adopt the NT Subdivision Guidelines.

Should you have any queries in relation to this matter please do not hesitate to contact the Independent Chair, Subdivision Development Guidelines Management Committee, Terry O'Neill on 8924 7276 or email [terry.o'neill@nt.gov.au](mailto:terry.o'neill@nt.gov.au) or James Li, on 8924 7553 or email [james.li@nt.gov.au](mailto:james.li@nt.gov.au)

Yours sincerely

Andrew Kirkman

Chief Executive

23 December

2019



## 10.6 Promoting the Boundless Possible of Our Region

### BACKGROUND

The Project Manager, Masterbrand Team, Department of the Chief Minister contacted the Chief Executive Officer regarding Council's interest in participating in the *Boundless Possible* program. The Program is associated with the Northern Territory Government's Population Growth Strategy that seeks to ensure a sustainable economic future for the Northern Territory. The matter was placed on the 19 November 2019 Council Meeting agenda and Council requested the matter be referred to the January 2020 meeting for discussion.

### CURRENT SITUATION

The Masterbrand Team invited the local government sector to partner with the Northern Territory Government through the provision of small funding grants to showcase 'Boundless Possible' stories that exist within their communities. The Masterbrand Team is seeking stories that positively reposition the Territory as a place to live and work with people from across Australia, while reminding the Territory's existing population of the special aspects of the NT. Projects need to have resonance for the local community. An amount of \$1,500 is available to Wagait Shire Council to promote the boundless possible of the Wagait Beach area.

In discussions with the Masterbrand Team the Chief Executive Officer suggested the design and installation of a welcome – destination sign to the entry of Wagait Beach as one option. The sign could be developed through a community engagement process and highlight the cultural, environmental, recreational and social aspects of the area. This was received with enthusiasm and approval from the Masterbrand Team. The Masterbrand team are also developing a Boundless Possible Ambassador Program and are seeking to recognise people that "live and breathe the value of the Boundless Possible brand" and celebrate the Territory in their daily lives. Councils are being asked to suggest individuals, organisations or businesses that may fit these criteria and nominate these.

It is suggested a Working Group with representatives from Council, the Wagait Arts Group and the business community be established to progress the design and development of the Welcome Sign.

#### **Resolution No. 2020/**

That Council:

- a) receives and notes the report entitled Promoting the Boundless Possible of Our Region;
- b) agrees to establish a Working Group, comprising Council, Wagait Arts Group and business and community representatives to progress the design and development of a Welcome Sign, as part of the Promoting Our Boundless Possible Program.

**Moved:**

**Seconded:**

**Vote:**

## 10.7 P15 – Procedures for Council and Council Committee Meetings - Discussion

### BACKGROUND

*Previous Decisions:*

*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*

*19/02/2019*

At Council's meeting of 19 November 2019, it was requested that P15 Procedures for Council and Council Committee meetings be placed on the January 2020 Agenda for discussion.

### CURRENT SITUATION

As President Clee was absent at the 19 November 2019 meeting, the President's Report was not tabled at the meeting. Council requested Policy No. 15, Procedures for Council and Council Committee meetings be discussed and reviewed at the January 2020 meeting. A copy of Policy 15 is at Attachment A.

#### **Resolution No. 2020/**


That Council receives and notes the report entitled Procedures for Council and Council Committee Meetings.

**Moved:**

**Seconded:**

**Vote:**

## ATTACHMENT A

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

**1. PURPOSE:**

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

**2. SCOPE:**

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

**3. DEFINITIONS:**

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

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

**CEO** - The Chief Executive Officer of Wagait Shire Council.

**Council** - Means the Council of Wagait Shire Council.

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

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

**Councilor** - Means an Elected Member of the Wagait Shire Council.

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

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

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

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

**Officer** - Means an employee of Council.

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

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

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

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

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

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

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

#### **4. POLICY:**

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

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

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

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

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

#### **4.3 Agenda papers for ordinary meetings.**

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

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

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

#### **4.5 Procedures for General Business at an ordinary meeting.**

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

#### **4.6 Petitions**

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

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

#### **4.7 Deputations**

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

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

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

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

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

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

#### **4.10 Motions not be withdrawn without consent**

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

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

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

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

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

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

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

#### **4.15 Dealing with further amendments to motions.**

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

#### **4.16 Limitation as to the number and duration of speeches**

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

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

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

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

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

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

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

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



#### **4.20 Rescinding or altering resolutions**

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

#### **4.21 Motions to improve the handling of matters at a meeting**

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

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

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

#### **4.23 Public Attendance and participation at meetings.**

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

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

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

#### **4.25 Procedures for Council Committees**

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

#### **4.26 Changing these procedures**

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

**5. ASSOCIATED DOCUMENTS**  
Nil.

**6. REFERENCES AND LEGISLATION**  
Local Government Act

**7. REVIEW HISTORY**

Date Approved:	20.10.2009	Approved By:	Resolution no.:	Date for review:	3 years
				17/02/2011	
Date Approved:	19/02/19	Approved By: Council	Resolution no.: 2019/326	Date for review:	19/02/22
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

## 10.8 P28 Media Policy – Protocols and Communication Strategy – Discussion

### BACKGROUND

*Previous Decisions:*

*Resolution No. 2019/546*

*That Council:*

- a) receives and notes the report entitled Policy Review 028 Media Policy; and*
- b) adopts the Revised P028 Media Policy at Attachment B.*

*Moved: Cr Neil White*

*Seconded: Cr Michael Vaughan*

*Vote: AIF*

*19/11/2019*

*Resolution No. 2015/195*

*That Council approves the Draft Media Policy as amended and directs the CEO to publish on the Website.*

*Moved: Cr Shenagh Gamble*

*Seconded: Cr Brad Irvine*

*Vote: AIF*

*16/06/2015*

At Council's meeting of 19 November 2019, it was requested that P28 Media Policy be placed on the January 2020 agenda for discussion.

### CURRENT SITUATION

At its 19 November 2019 meeting, Council requested Policy No. 28, Media Policy be discussed at the January 2020 meeting and that a short PowerPoint Presentation demonstrating how Councillors can apply this policy, be presented at the January 2020 meeting. A copy of P28 Media Policy is at Attachment A.

**Resolution No. 2020/**


That Council receives and notes the report entitled Media Policy – Protocols and Communication Strategy.

**Moved:**

**Seconded:**

**Vote:**

## ATTACHMENT A

	<b>POLICY TITLE:</b>	<b>MEDIA POLICY</b>
	<b>POLICY NUMBER:</b>	<b>P28</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

### 1. PURPOSE

This policy outlines a framework for guiding Elected Member and employee interactions with media agencies and the use of social media to ensure consistent messaging, brand and reputation management and the appropriate use of social media.

### 2. SCOPE

This Policy applies to current Elected Members and Council employees for any media interaction including social media use.

### 3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

<b>Term</b>	<b>Definition</b>
Media	Various means of communication through which news, entertainment, education, data or promotional messages are disseminated. These platforms can include television, radio, newspapers and magazines, but are distinct from social media.
Personal Social Media Communications	Exchange of user generated content on social media platforms held by individuals including employees for private purposes.
Social Media	Social media may include but is not limited to social networking sites, chatrooms, media sharing sites, blogs, forum and online collaboration.

### 4. POLICY

Media activities assist Council in delivering information to the public. This policy outlines procedures for Elected Members and Council employees who, acting as an appointed representative of Wagait Shire Council, make public comment or provide information to the media about Council activities.

#### 4.1 Council Media Protocol

4.1.1 The Chief Executive Officer will be, in so far as possible, the first point of contact for liaison with the media.

## 4.2 Staff Dealing with Media

- 4.2.1 No Wagait Shire Council employee is authorised to speak to the media on any Council issue without the prior approval of the Chief Executive Officer. This includes personal social media communications which directly relate to issues arising from operations.
- 4.2.2 Any personal use of social media should not imply the user is an authorised representative of Wagait Shire Council, contain use of a Wagait Shire Council email address, any Wagait Shire Council branding or disclose Council information that is confidential or private.
- 4.2.3 On occasions it is appropriate for staff to talk to the media instead of an Elected Members, the Chief Executive Officer will have the authority to designate Wagait Shire Council employees to become a spokesperson.
- 4.2.4 Wagait Shire Council employees must not engage in any media activity which is deemed by the Chief Executive Officer to be specifically for the personal advantage of any Elected Member.

## 4.3 Elected Members Dealing with Media

- 4.3.1 Pursuant to Section 43(1)(b) of the *Local Government Act*, the role of the President is to speak on behalf of Council as Council's principal member regarding Council's decisions, policies, agreed position on matters or Council endorsed events and activities.
- 4.3.2 Elected Members are entitled at any time to attract media attention for themselves. Elected Members should ensure that when they are seeking to gain media attention for themselves that they make it clear that they are speaking for themselves and not on behalf of Wagait Shire Council.
- 4.3.3 When Elected Members are approached directly by the media to comment on any issue to do with Wagait Shire Council operations, they are encouraged in the first instance to contact the Chief Executive Officer to ensure they are briefed with all relevant and accurate information before releasing any details to the media.
- 4.3.4 Elected Members are entitled to indicate that they are Elected Members of Wagait Shire Council and are encouraged to use social media to communicate with the community. To ensure distinction between personal and Council use, Elected Members are encouraged to establish pages that identify them as Elected Members separate from private accounts, however it should be clear that the opinions expressed are those of the Elected Member and not those of Council.
- 4.3.5 It is not suggested that Elected Members who post on personal pages should contact the Chief Executive Officer, however, if posts relate to operational matters or decisions of Council, it should be clear that the opinions expressed are those of the Elected Member and the comments are not being made on behalf of Council.

## 4.4 Media Releases

- 4.4.1 All Council media releases must only be released to the media from the Chief Executive Officer.
- 4.4.2 All media releases will be provided to Elected Members when being released to the media.
- 4.4.3 Elected Members are entitled to distribute their own media releases; however they must clearly indicate these releases are the opinions or beliefs of the individual Elected Member and are not being made on behalf of Council.

## 5. ASSOCIATED DOCUMENTS

Policy 024 – Caretaker Policy

## 6. REFERENCES AND LEGISLATION

*Local Government Act (NT)*

## 7. REVIEW HISTORY

<b>Date Approved:</b>	<b>20.06.2015</b>	<b>Approved By:</b> <b>Moved: Cr S Gamble</b> <b>Seconded: Cr B Irvine</b> <b>Vote: AIF</b>	<b>Councillors – Resolution No. 2015/195</b>	<b>Date for review:</b>	<b>Next Council Election</b>
<b>Date Approved:</b>	<b>19.11.2019</b>	<b>Approved By:</b> <b>Moved: Cr N White</b> <b>Seconded: Cr M Vaughan</b> <b>Vote: AIF</b>	<b>Councillors – Resolution No. 2019/546</b>	<b>Date for review:</b>	<b>Next Term of Council</b>

## 10.9 Fraud and Corruption Protection - Discussion

### BACKGROUND

#### *Previous Decisions:*

*Resolution No. 2019/548*

*That Council:*

- a) receives and notes the report entitled Policy Review Fraud and Corruption Protection; and*
- b) adopts the new fraud and Corruption Protection Policy at Attachment B.*

*Moved: Cr Michael Vaughan*

*Seconded: Cr Neil White*

*Vote: AIF*

*19/11/2019*

*Resolution No. 09/101*

*That Council having considered draft policies P09 and P12 and the Fraud Protection Plan adopts the said policies and plan as amended.*

*Moved: Cr Withnall*

*Seconded: Cr Lamont*

*Vote: Carried 6-0*

*16/12/2009*

At Council's meeting of 19 November 2019, it was requested that P50 Fraud and Corruption Protection be placed on the January 2020 agenda for discussion.

### CURRENT SITUATION

Council requested a discussion be held at its January 2020 meeting to raise awareness amongst elected members and staff regarding anti-fraud and corruption measures. A copy of the Fraud and Corruption Protection Policy is at Attachment A.

#### **Resolution No. 2020/**

That Council receives and notes the report entitled Fraud Protection and Corruption Protection.

**Moved:**

**Seconded:**

**Vote:**



**ATTACHMENT A**

**WAGAIT SHIRE COUNCIL - POLICY MANUAL**

**WAGAIT SHIRE COUNCIL**

**FRAUD PROTECTION PLAN**

The Wagait Shire Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, elected members or its own employees, to gain by deceit, financial or other benefits.

#### **Aims of Plan**

To protect public funds and other assets, protect the integrity, security and reputation of the Council and its employees and assist in maintaining high levels of services to the community.

To be committed to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud.

#### **Objectives of Plan**

##### **1. Definition of Fraud**

For the purpose of this Plan, fraud against Council is described as:

**"The willful misuse of Council's resources or using one's position and power for personal gain."**

A basic test for fraud could include the following questions:

- Was deceit used?
- Was the action unlawful?
- Did it result in money or other benefits being received to which the person was not entitled?
- Was an attempt made to do this?

##### **2. Council Expectations**

Council expects its elected members and staff to maintain a high standard of ethical conduct in all activities, in particular with respect to Council resources, information and authority. The community rightly expects Council to conduct its business in a fair and honest manner.

Council management is responsible for fostering an environment of responsibility which makes asset protection a responsibility of all staff, for issuing clear standards and developing and implanting procedures to minimise the potential for fraud.

All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels.

Measures to prevent fraud will be continually monitored, reviewed and developed.

Council expects all elected members and staff to be familiar with and act in accordance with Council's Code of Conduct. Unacceptable behaviors and guidelines for appropriate behaviour for staff are contained in the Code. Council expects similar standards from people, agencies or organizations that do business with Council.

Decision making processes are to be as open and public as possible.

Fraudulent conduct breeds in an environment where systems, standards and procedures are open to exploitation. It is in the best interest of asset protection for decision making to be visible and unambiguous to staff, elected members and the community as a whole. Visibility is the corner stone of public accountability.

Asset protection is concerned ultimately with the effective use of resources and minimising waste, mismanagement and fraud. Effective accountability for the use of Council resources helps strengthen the asset protection environment of the Council.

### 3. Ethics

Ethics is defined as:

**"A system of moral principles by which human actions and proposals may be judged good or bad or right or wrong."**

Council's Code of Conduct guides members and staff in what is accepted practice and behaviour and sets out ethical standards at a level above the law.

Asset protection goes beyond monitoring the effectiveness of financial controls. It also requires maintaining an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of acceptable standards.

Management must be mindful of their responsibility to foster and develop the high standards of ethical behaviour and commitment to a highly ethical workforce culture.

### 4. Fraud Prevention

Fraud flourishes in an administrative environment where opportunities exist for waste, abuse and mismanagement. Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of these opportunities.

The underlying thrust of Council's Plan on fraud prevention is to encourage the public and staff to understand that fraudulent acts against Council are unacceptable, may constitute a criminal offence and may be prosecuted.

Any effective asset protection strategy must recognize that prompt action needs to be taken when fraud is detected, both to bring the fraud to an end and to discourage others who may be inclined to commit similar conduct.

#### **5. Reporting Fraud**

Council supports and upholds the Whistleblower legislation and principles.

This provides protection to people reporting 'public interest information' to the appropriate authority in accordance with the *Public Interest Disclosure Act 2008*.

Adopted By Council:

16 December 2009

Revised by Council:

## **11.0 AGENDA ITEMS**

### **11.1 August 2020 Legislative Assembly Election**

#### **BACKGROUND**

In December 2019, the Acting Executive Director, Local Government and Community Development, wrote to President Clee regarding the forthcoming Legislative Assembly Election in August 2020. A copy of the correspondence is at Attachment A.

#### **CURRENT SITUATION**

The Northern Territory General Election for the Legislative Assembly will occur in August 2020. To date, some local council elected members have made public their intention to nominate and/or stand at the next NT General Election. All members of local councils are reminded that conflicts of interest can arise from a member's connection with the pre-selection or nomination process and that such members must not participate in any decisions where they may have a conflict of interest. All councils have been requested to draw the attached correspondence to the attention of all elected members.

#### **Resolution No. 2020/**

That Council receives and notes correspondence regarding the August 2020 Legislative Assembly Election from the Department of Local Government, Housing and Community Development.

**Moved:**

**Seconded:**

**Vote:**

## ATTACHMENT A

20 December 2019

Mr Peter Clee  
President Wagait Shire Council  
PMB 10  
DARWIN NT 0801

Dear Mr Clee

Re: August 2020 Legislative Assembly Election

As we approach the upcoming August 2020 Legislative Assembly election , it is important that all members are reminded of the legal requirement to disclose a personal or financial interest that gives rise to a conflict of interest in a question before the council, council committee or local authority. A member must not participate in any decision on a question where they have a conflict of interest. Members are to be aware that conflicts of interest can arise from a member's relevant interest in connection with the pre-selection or nomination of candidates for elections. Further detail of these requirements are contained in Part 7.2 of the *Local Government Act 2008*.

On 25 September 2019 , Ms Maree De Lacey, Executive Director of Local Government and Community Development, emailed all council chief executive officers with advice on the process to follow if members nominate as candidates and they wish to be reappointed to council or the local authority if they are unsuccessful.

On 30 October 2019, Mr Jamie Chalker, the former Chief Executive Officer of this Department, wrote to all chief executive officers with further advice and highlighted the importance of managing conflicts of interest.

As this is an important matter, I ask that you table this correspondence at your next council and local authority meetings so that all members are made aware of this advice. Please do not hesitate to contact me via [brett.beaton@nt.gov.au](mailto:brett.beaton@nt.gov.au) if you or your council require any clarification on this matter or if you would like more information.

Yours sincerely

Brett Beaton  
Acting Executive Director  
Local Government and Community Development  
(20/12/2019)

**12.0 QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE**

**13.0 QUESTIONS FROM THE PUBLIC – WITH NOTICE**

Nil

**14.0 PETITIONS/DEPUTATIONS**

Nil

**15.0 UPCOMING EVENTS**

**15.1 Australia Day Event – Sunday 26 January 2020**

**16.0 LATE ITEMS AND GENERAL BUSINESS**

**17.0 IN-CAMERA ITEMS**

**Resolution No. 2020/.....**

**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;**

(b) information about the personal circumstances of a residence or rate payer;

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

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

(e) information provided to the Council on condition it be kept confidential.

**Moved:**

**Seconded:**

**Vote:**

At ..... pm Council closed the meeting to the general public.

**17.1 Confirmation of In-Camera Minutes of Tuesday 19 November 2019.**

**17.2 Australia Day Nominations**

**Resolution No. 2020/  
That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.  
Moved:  
Seconded:  
Vote:**

At .....pm Council opened the meeting to the general public.

**18.0 DATE OF NEXT MEETING**

The next Council Meeting is to be held on Tuesday 18<sup>th</sup> February 2020 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach, NT 0822.

**19.0 CLOSE OF MEETING**

The Chair declared the meeting closed at \_\_\_\_\_pm.