

WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM
Tuesday 19 November 2019**



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1.0 PRESENT

Councillors:

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

Staff: Chief Executive Officer, Anna Malgorzewicz
Office Manager, Pamela Wanrooy

1.1 Opening of Meeting

Vice-President Tom Dyer declared the meeting open at 7.00pm and welcomed councillors to the meeting.

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

1.2 APOLOGIES AND LEAVE OF ABSENCE:

<p>Resolution No. 2019/532 That the apology of President Peter Clee be accepted and approved. Moved: Cr Neil White Seconded: Cr Graham Drake Vote: AIF</p>

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes of Tuesday 15 October 2019 Council Meeting

<p>Resolution No. 2019/533 That the Minutes of the Ordinary Meeting of Tuesday 15 October 2019 be confirmed by Council as a true and correct record. Moved: Cr Neil White Seconded: Cr Graham Drake Vote: AIF</p>
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3.1.1 Matters arising from 15 October 2019 Minutes

Nil

4.0 GUEST SPEAKERS

At 7.02pm Council suspended standing orders and welcomed Mr Barry Bamford, Chair of the Audit Committee to address Council regarding the Audit Committee recommendations.

Resolution No. 2019/534

That Council receive and note the presentation from the Audit Committee Chair, Mr Barry Bamford.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

At 7.35pm Council resumed standing orders.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - October 2019

Two errors are to be amended in the Inwards and Outwards Correspondence.

1. Incoming Correspondence – 18/10/2019, Employsure, email advising that Council does not wish to renew its contracts with Employsure to be moved to Outgoing Correspondence.
2. Incoming Correspondence – DIPL – Louise McCormack – correction in spelling error. Should read Jetty, not Jelly pole erosion.

Resolution No. 2019/535

That Council receives and notes the Inwards and Outwards correspondence report for the month of October 2019.

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

6.0 COUNCILLORS REPORTS

6.1 President's Report

As President Peter Clee was absent, the President's Report was not tabled at the meeting. Councillors to review P15 "Procedures for Council and Council Committee Meetings Policy" at the next meeting. President Peter Clee to provide a report to Councillors out of session.

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report

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

Meetings	<ul style="list-style-type: none">• Weekly Staff Toolbox 16th – 17th November 2019• LGANT Governance and HR Reference Group, Palmerston
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	<ul style="list-style-type: none"> • Member for Daly • Wagait Shire Council Staff O365 Training & Support Session • Editor/Publisher, Wagait Watch • Mandorah Ferry Reference Group, Cullen Bay • Audit Committee Chair • Project Manager, Population, Dept of Chief Minister <p>6th – 8th November 2019</p> <ul style="list-style-type: none"> • LGANT CEO Forum, Alice Springs • LGANT Conference and General Meeting, Alice Springs • LGANT Annual General Meeting, Alice Springs <ul style="list-style-type: none"> • North Australian Aboriginal Justice Agency • Wagait Shire Council Audit Committee • CouncilWise
Actions	<ul style="list-style-type: none"> • Completed Annual Report and forwarded to Dept of Local Government, Housing and Community Development • Liaised with auditors Nexia Edwards Marshall NT to complete certification of Audited Financial Statements • Preparation of Annual Return for the NT Grants Commission • In consultation with Albat Pty Ltd, coordinated migration of G Suite to O365 in preparation for the installation of CouncilWise software applications • Liaised with JLT Insurers regarding property claim • Liaised with Tiwi Islands Council regarding the repatriation of gates from the Tiwi Islands Police Cells • On-going liaison with CouncilWise regarding project planning and implementation timeframes • Co-ordinated eoi process for Audit Committee membership <p>Repairs and Maintenance</p> <ul style="list-style-type: none"> • Obtained quotes for free standing water tanks • Obtained quotes for installation of guttering, Cloppenburg Park • Obtained quotes road works
Incidents	<ul style="list-style-type: none"> • 5 Incident Reports were reported during the month, including: <ul style="list-style-type: none"> - WHS - Office Water Tank empty - Property Damage - AFL Point Post Vehicle Incident - Emergency – Fire adjacent to PowerWater Compound - Property Damage – Caretaker Carport fallen ceiling fan - WHS/Security – Staff Members verbally abused

7.2 Works Report

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

Actions	<p>PLANNING</p> <ul style="list-style-type: none"> • Contributed to weekly staff Toolbox Meetings • Help Plan concrete slab construction with local Contractor
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- Follow up correspondence re RUA Overhanging Dangerous Tree
- Pothole repair program compiled
- Plant Registration inspections organised
- Cenotaph refurbishment
- Jetty Carpark trip hazard job quoted
- Bore cage & BMX track segregation
- Vangemann St bush access track fencing work quote accepted

REACTIVE

- Sportsground Bore Slab constructed by Works Staff, security cage fabricated & fitted by local Contractor. padlocks purchased, secured
- Council's Trailer, Tractor & John Deere mower passed registration inspection
- RUA dangerous tree removed
- Jetty Carpark trip hazards removed
- Damaged Goalpost removed
- Boat ramp algae removal
- Jetty barnacle removal
- Jetty life ring line replaced
- Vangemann St roadside barrier construction ongoing
- Cenotaph prepped, painted & new plaque in place
- Fuel filter change both Gensets

PROGRAMMED

- Jetty barnacle removal ongoing
- Estate Pothole repair
- Vangemann St Bush access track closure
- Vangemann St Roadside Barrier construction ongoing
- Estate drain & Council Grounds tidy/clearing
- Hard waste pick-up
- Pre-Cyclone Season meeting
- Pre-Cyclone tidy at Workshop

ROUTINE

- Complete regular Bore Run
- Weekly Water Sampling
- Regular Jetty maintenance
- Weekly Bin placement, collection & wash
- Green waste site maintenance
- Memorial Garden
- Gensets weekly start-up

7.3 Sport & Recreation Report – October 2019

Sport & Recreation Report October 2019: Rebecca Taylor

<p>Meetings</p>	<ul style="list-style-type: none"> • Attendance 4 x Weekly “All Staff” Toolbox Meetings • Meet with CEO Re plans for implementing casual employment opportunities and upskilling residents aged 16 – 19 years. Keeping youth engage in productive activity while gaining life skills and contributing to “their” community. A sense of ownership and belonging creating future community leaders. • 3 x Weekly Meetings Junior Sport & Recreation Staff (Mentor local juniors) • Attend & Represent Wagait Shire Council @ Darwin City Council Young Territory Author Awards, Darwin Entertainment Centre • Attend Australian of the Year NT Awards, Alice Springs • Casual Sport & Recreation staff induction
<p>Planning</p>	<ul style="list-style-type: none"> • December / January School Holiday Program • Final Quarter Calendar – Special Events Planning with S&R / Community based programs such as Santa Fun Run, Seniors Christmas Luncheon, Kids Christmas Disco • Australia Day Awards and Family Day of Celebration • Forward Years Program Sport & Recreation
<p>Action</p>	<ul style="list-style-type: none"> • Library Book sorting • Mentor, 2 x Youth Sport & Recreation School Holiday Staff Members • Session Planning, November Runners & Walkers Program • Continue research on local resident for nomination in the NT Career Achievement Award Section of the NT Young Australian Awards. <p>2019 – 2020 Shire Plan Performance Indicator 1) Deliver at least four different types of activity every month</p> <ul style="list-style-type: none"> • Runners & Walkers. Weekly sessions open to all ages. Evening activity. • Bootcamp. Weekly, 15 Years plus, evening activity. • School Holiday Activity Program – 10 Days, 2 x 2hr sessions per day. Sessions varied from morning, afternoon, evening. • Seniors Mobility / Flexibility, Afternoon activity. Weekly.
<p>2019 – 2020 Shire Plan Performance Indicators</p>	<ol style="list-style-type: none"> 1) Please see Action section above 2) Maintain current attendance and participation numbers. <ul style="list-style-type: none"> • Activity logs utilised for all school holiday activity sessions. The young employees responsible for the completion and accuracy of these logs have done a wonderful job of data collection for WSC. 3) Maintain SafeNT registration. <ul style="list-style-type: none"> • Casual staff were mentored and supervised through the School Holiday Program. Safe NT Ochre cards not required at this time. Future programs will likely require casuals to obtain Safe NT, Working with children clearance status.

Resolution No. 2019/536

That Council receives and accepts the Officers Reports for the month of October 2019.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

8.0 ACTION SHEET

Resolution No. 2019/537

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

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

9.3 Financial Report for month ended October 2019

Councillor Allowances: Councillors were reminded that there is insufficient budget for Elected Members Allowances. The amount of \$2,000 is the amount in the budget that has been approved by Council. The Act states that with regard to budget amendments, the council can amend any part of its budget but the Act disallows Council to amend the budget for Elected Members Allowances. This that Council's Principal Member will soon be unremunerated when the total amount is allocated.

CEO Anna Malgorzewicz to write to President Peter Clee informing him that we have a budget of \$2,000 claimable for the year and council cannot go beyond that.

Resolution No. 2019/538

That Council receives and accepts the Financial Report for the month of October 2019.

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

10.0 AGENDA ITEMS

10.1 Budget Variation

Resolution No. 2019/539

That Council:

- a) receives and notes the report entitled Budget Variation 2019-2020;
- b) pursuant to Section 128(2) of the *Local Government Act* amends the Wagait Shire Council Budget 2019-2020 as detailed in Attachment A, being

Total Income increase \$34,500

Total Expenditure increase \$34,500

and;

- c) adopts the amended Budget 2019-2020.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

10.2 Long Term Financial Plan

The Long Term Financial Plan is to be added as an Action item for the month of February 2020. Council to hold a workshop with the Audit Committee and engage a consultant with financial expertise to guide Councillors through the process.

10.3 Policy Review – P04 Signing of Cheques and Expenditure Certifications

Resolution No. 2019/540

That Council:

- a) receives and notes the report entitled Policy Review 04 – Signing of Cheques and Expenditure Certifications; and
- b) rescinds Policy No 04 Signing of Cheques and Expenditure Certifications.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

10.4 Policy Review – P09 Accounting Policy Manual

Resolution No. 2019/541

That Council:

- a) receives and notes the report entitled Policy Review 09 Accounting and Policy Manual;
- b) adopts the Revised P09 Statement of Significant Accounting Policy at Attachment B.

Moved: Cr Michael Vaughan

Seconded: Cr Graham Drake

Vote: AIF

10.5 Policy Review – P10 Council Records

The Policy Review – P10 Council Records is to be added as an Action item for the month of February 2020. CEO Anna Malgorzewicz to report back to Councillors on the process with regards to training of staff and having procedures in place for the February meeting. CEO Anna Malgorzewicz to also report back to Councillors on how she has dealt with the Compliance issues with regards to record management.

Resolution No. 2019/542

That Council:

- a) receives and notes the report entitled Policy Review 010 – Council Records; and
- b) rescinds Policy No 010 Council Records.

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

10.6 Policy Review – P16 Cash Reserves

Resolution No. 2019/543

That Council:

- a) receives and notes the report entitled Policy Review 016 Cash Reserves Policy;
- b) adopts the Revised P16 Cash Reserves Policy at Attachment B.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

10.7 Policy Review – P24 Caretaker Policy

Resolution No. 2019/544

That Council:

- a) receives and notes the report entitled Policy Review 024 Caretaker Policy;
- b) adopts the Revised P024 Caretaker Policy at Attachment B.

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

10.8 Policy Review – P27 Rates and Charges Policy

Rates in arrears is to be reviewed and added as an Action Item for the month of February 2020 for Council deliberation.

Resolution No. 2019/545

That Council:

- a) receives and notes the report entitled Policy Review 027 Rates and Charges Policy;
- b) adopts the Revised P027 Rates and Charges Policy as amended at Attachment B; and
- c) reviews the interest rate charged on overdue rates as part of the 2020/2021 budget deliberations.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

10.9 Policy Review – P28 Media Policy

P28 Media Policy is to be added to the Action list for the month of January 2020. CEO Anna Malgorzewicz to bring back to the January Council meeting a simple power point presentation demonstrating how Councillors can apply this policy.

Resolution No. 2019/546

That Council:

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

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

10.10 Policy Review – P30 Privacy Policy

Resolution No. 2019/547

That Council:

- a) receives and notes the report entitled Policy Review 030 Privacy Policy;
- b) adopts the Revised P030 Privacy Policy at Attachment B.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

10.11 Policy Review – Fraud and Corruption Protection

A discussion regarding fraud awareness for elected members and Council staff is to be discussed in the 2020 Agenda.

Resolution No. 2019/548

That Council:

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

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

10.12 CEO Vehicle Replacement

The Asset Management Plans be developed for Council's vehicles, plant, machinery and equipment, including an assessment of vehicles and plant based on age and suitability.

Resolution No. 2019/549

That Council receives and notes the report entitled Chief Executive Officer Vehicle Replacement;

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

10.13 Review of Constitutional Arrangements

The Review of Constitutional Arrangements be added to the Action list for discussion in the January 2020 Council Meeting and to the agenda for the Community Consultation Session on Thursday 21 November 2019.

10.14 Promoting the Boundless Possible of Our Region

Promoting the Boundless Possible of Our Region to be added to the Action list for discussion in the January 2020 meeting and to the agenda for the Community Consultation Session on Thursday 21 November 2019.

10.15 Five Year Grant Funding Agreement – Remote Sport Program – Affixing the Common Seal**Resolution No. 2019/550**

That Council:

- a) agrees to enter into a Five Year Grant Funding Agreement – Remote Sport Program with the Northern Territory of Australia;
- b) gives its approval to affix the Common Seal to the Five Year Grant Funding Agreement – Remote Sport Program; and
- c) requests the Chief Executive Officer updates the Common Seal Register accordingly.

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

11.0 AGENDA ITEMS FOR RECEIVING AND NOTING**11.1 Minutes of the Audit Committee****Resolution No. 2019/551**

That Council receives and notes the Minutes of the Audit Committee held on Wednesday 13th November 2019.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

11.2 Sport and Recreation Program – Forward Years Program

The Sport and Recreation Program – Forward Years Program is to be added to the Action list for discussion in the February 2020 meeting with a report on community engagement and expectations.

11.3 Dog By-law Implementation Strategy

Councillors to give guidance on the Dog By-Law Implementation Strategy before a draft be developed.

12.0 QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE

Nil

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

15.2 Kerbside Hard Waste Collection – 23 – 24 November 2019

15.3 Half Yearly Community Consultation Session – Agenda Items

The Half Yearly Community Consultation Session will be held on Thursday 21 November 2019 at 6.30pm.

15.4 Office Operations over the Christmas Period

The Office will be closed between Christmas and News Years Day.

16.0 LATE ITEMS AND GENERAL BUSINESS

Nil

17.0 IN-CAMERA ITEMS

Resolution No. 2019/552

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

Moved: Cr Neil White
Seconded: Cr Michael Vaughan
Vote: AIF

At 9.35 pm Council closed the meeting to the general public.

Resolution No. 2019/555
That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.
Moved: Cr Neil White
Seconded: Cr Michael Vaughan
Vote: AIF

At 9.43 pm Council opened the meeting to the general public.

17.1 Confirmation of In-Camera Minutes of Tuesday 15 October 2019

17.2 Appointment of Chair and Community Member - Wagait Shire Council Audit Committee

18.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 21 January 2020 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

Resolution No. 2019/556
That Council not hold an Ordinary Council meeting in the Month of December 2019. The next Council meeting is to be held on 21 January 2020.
Moved: Cr Graham Drake
Seconded: Cr Michael Vaughan
Vote: AIF

19.0 CLOSE OF MEETING

The Chair declared the meeting closed at 9.44 pm.