

# WAGAIT SHIRE COUNCIL

## AGENDA COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD  
7PM  
Tuesday 18 February 2020



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

Date: Tuesday, 18 February 2020  
Time: 7.00pm  
Location: Council Chambers, Lot 62,  
Wagait Tower Road, Wagait Beach NT 0822

Renita Glencross  
Chief Executive Officer

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**1.0 PRESENT**

Councillors:

- President Peter Clee
- 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: - Chaired by .....**

The President advises 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:**

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**3.1 Confirmation of Minutes of Tuesday 21 January 2020 Council Meeting**

<p><b>Resolution No. 2020/ That the Minutes of the Ordinary Meeting of Tuesday 21 January 2020 be confirmed by Council as a true and correct record. Moved: Seconded: Vote:</b></p>
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**3.1.1 Matters arising from 21 January 2020 Minutes**

Nil

**4.0 GUEST SPEAKERS**

Nil

## 5.0 INWARDS AND OUTWARDS CORRESPONDENCE – January 2020

### Inwards Correspondence

Date	From	About	
16/01/2020	Council Wise	Signed Agreement	email
20/01/2020	Valuations Office	Final 2019 Wagait Valuation Roll as January 2020	email
24/01/2020	DIPL	10 Year Infrastructure Plan Annual review	email
29/01/2020	DLGHCD Omor Robin	Acquital overdue (Irrigation Project)	email
29/01/2020	R2R	R2R Quarterly report due 13 Feb	email
3/02/2020	ABS	LG Finance Statistics Quarterly Estimates - overdue	email
3/02/2020	NT Grants Commission	Roads Return update report due 6 March	email
3/02/2020	Office of FM Lingiari	New Citizens Lingiari - request for information	email
3/02/2020	R2R	R2R Quarterly report due 13 Feb	email
4/02/2020	ADF	ANZAC Day Ceremonial request form	email
9/02/2020	Richard Creighton	Thankyou	email
10/02/2020	Litchfield Council	TOPROC AMRG - Next Meeting 25 Feb	email
10/02/2020	CBA	New CEO - Add/Remove Account Signatories	email
10/02/2020	CBA	New CEO - Corp card	email
12/02/2020	DLGHCD	LG Officers request to visit to Council	email
12/02/2020	DLGHCD	LG Officers request to attend Council Meeting on 17 March	email
13/02/2020	Litchfield Council	EOI Compliance Officer Training	email

### Outwards Correspondence

Date	To	About	
16/01/2020	CAL	Completed Contractor Accreditation Application	online
20/01/2020	Council Wise	Customer authority to disclose CBA information (Council wise)	email
4/02/2020	ADF	ANZAC Day Ceremonial Request form	email
4/02/2020	JLT	Claims for Broken windscreen - Works Ute	email
5/02/2020	Central Business Equipment	Signed Rental Agreement for new photocopy machine	email
7/02/2020	ABS	LG Finance Statistics Quarterly Estimates - uploaded	online
10/02/2020	CBA	New CEO - Add/Remove Account Signatories	email
10/02/2020	CBA	New CEO - Corp card	email
10/02/2020	Litchfield Council	TOPROC AMRG - Next Meeting 25 Feb - confirmation	email
10/02/2020	Skilled Tree Solutions	PO for services as quoted 23/01/20	email
11/02/2020	Office of FM Lingiari	New Citizens Lingiari - response	email
12/02/2020	R2R	Financial Report - completed and uploaded	online
12/02/2020	Richard Creighton	Thankyou - response	email
12/02/2020	DLGHCD	LG Officers request to attend Council Meeting on 17 March	email

**Resolution No. 2020/**

**That Council receives and notes the Inwards and Outwards correspondence report for the month of January 2020 be accepted.**

**Moved:**

**Seconded:**

**Vote:**

**6.0 COUNCILLORS REPORTS**

**6.1 President's Report**

**Purpose of Report**

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

**What's been happening.....**

The Australia Day event went very well with a big attendance at all the events that were held on the day. This was thanks to Becky Taylor, the acting CEO, Pam and the council workshop guys as well as the many volunteers that assisted on the day. Local Member Garry Higgins attended our Australia Day event in order to say goodbye as he will be retiring from politics at the time of the NT Elections in August this year.

Thanks to the office staff for their work during the time when Anna, our previous CEO left on January 10 and the start date for our new CEO. The acting CEO Becky Taylor did a great job holding the fort for us during that time. Well done team.

I warmly welcome Renita Glencross to the position of CEO at Wagait Shire Council. Renita started work on February 3<sup>rd</sup> and has taken up the position with energy and enthusiasm. Renita and John will be moving into the council house at the end of February.

The new CEO and I attended the Local Government Workshop to familiarise us with the new Local Government Act which has been passed and comes into effect on 1 July. The act is very comprehensive and is not really what councils were looking for but it is what it is.

There will be an imposition on people nominating for council, but this is not really of concern until the Election for Council which will be held in August 2021.

I have been lobbying government for an update on the Mandorah Marine Precinct, but they have been silent in relation to this to date.

I also continue to lobby the NTG for the Territory transit bus located at Wagait Beach to have expanded timetables to include meeting morning and evening ferries. I am proposing a couple of runs to meet ferries and provide a bus service to both Wagait Beach and Belyuen communities. This will not impact on the school bus services but would be of immense benefit to residents of the Cox Peninsula.

**Where have I been ....**

21 <sup>st</sup> January	Ordinary Council meeting
26 <sup>th</sup> January	Australia Day event at Wagait Beach
3 <sup>rd</sup> February	Attend Council to Sign CEO Documentation including Contract
4 <sup>th</sup> February	Weekly Meeting with CEO

5 <sup>th</sup> February	ABC Local radio 105.7 Grass Roots interview
6 <sup>th</sup> February	Local Government Act Workshop
11 <sup>th</sup> February	Opening of Parliament
11 February	Weekly Meeting with CEO

**Resolution No. 2020/**

**That Council receives and notes President Peter Clee's report for the month of January 2020.**

**Moved:**

**Seconded:**

**Vote:**

## 7.0 OFFICERS REPORTS

### 7.1 A/Chief Executive Officer's Report

Since Council's January 2020 meeting, the A/CEO participated in/or completed the following:

	Interim CEO Report 13/1/20 – 31/1/20: Rebecca Taylor
Meetings	<p>3 x Toolbox</p> <p>1 x Stand Up – Australia Day</p> <p>4 x CEO / President (In Person – Phone Conference)</p> <p>1 x January Ordinary Council Meeting</p> <p>1 x Quarterly Audit Committee</p> <p>WALGA – Phone Conferences (HR Matters)</p> <p>Teleconference: National Redress</p>
HR	<p>1 x Casual Labourer Commenced</p> <p>1 x CEO Departing 10/1/20</p> <p>PD – 2 x Works Staff First Aid Accreditation</p> <p>Staff Leave</p> <ul style="list-style-type: none"> <li>• Works (1 x RDO, 1 x Personal Leave)</li> <li>• Administration (1 x AL, 1 x RDO, 4 x Personal, 3 x Part Day Personal)</li> </ul>
WHS	<p>3 x Incident Reports</p> <ul style="list-style-type: none"> <li>• 2 x Works Dept (Both vehicle related)</li> <li>• 1 x Administration Team (HR related)</li> </ul>
Action	<p>Half a metre of rain on the outgoing CEO's last day left a few clean up jobs on my first day. Drainage issues for both residential and council property / access. Great job by the Works team with short notice repairing Cloppenburg Park access in time for Australia Day amongst the drain and road shoulder work around the township.</p> <p>Fallen/ dead / dangerous trees/ limited route bus access requiring a tree survey and action to tidy up. Engagement with 2 x contractors for reports and quotes.</p> <p>Liaison with Power &amp; Water re trees over power lines.</p> <p>Animal management support for local resident.</p> <p>Local Government Finance Statistics Quarterly Estimates delayed due to issues highlighted with access to systems with staff away. Great learning curve for future procedures.</p> <p>Liaison with Neighbourhood Watch – Street Smart campaign on Drugs &amp; Community.</p> <p>Notify Australia Day winning nominations.</p> <p>Liaison with Australia Day Council NT re: accepted practices around anonymous nominations.</p>

	<p>Australia Day Award Ceremony and Community Celebrations were terrific. Thank you to council employees and elected members who all contributed to a successful day for our community.</p> <p>Thank you to sponsors Australia Day Council NT, Cox Peninsula Volunteer Bushfire Brigade, Marks Rural Services, Ray Nicholls, Rowan "Robbo" Roberts, Wagait Beach Supermarket. With your sponsorship and ongoing support WSC can deliver a fabulous day for the community, family and visitors.</p> <p>Congratulation Australia Day Award Winners: Citizen of the Year: Jack Ellis. Community Event of Year: Wagait Beach Big Bash.</p>
Appreciation	<p>Many thanks to the outgoing CEO and Elected Members for allowing me the opportunity to contribute to Wagait Shire Council in a different form. I thoroughly enjoyed the learning experience and support from members, and the general public. I trust I served you well and our organisation is richer for the experience. Thank you to staff who supported and played their part in allowing me to perform my role as a valued team member of Wagait Shire Council.</p>

## 7.2 Works Report

Since Council's January 2020 meeting, the Works Team participated in/or completed the following actions:

### PLANNING

- Estate verge policy review
- Digitised payroll training
- PowerWater boundary clearing & fence repair

### REACTIVE

- Jetty Wash Induction for Casual
- PowerWater Weed Control
- Replace Handicap Cistern
- Cyclone threat prepare
- Attend 1st Aid course
- Australia Day preparations inc. tidy of Firies Shed area & Council grounds Clearing drains of silt, Dalmeny & Forsyth Rebuild Sports ground access over culvert Estate mowing Estate Weed control (drains, verges & poles Earthworks to re-direct storm water-Sasche St Accompany Treeloppers re quotes

### PROGRAMMED & ROUTINE

- Ongoing Vangemann St. roadside barrier construction Drain & verge clearing of branches
- Jetty Wash x 13
- Bore Run x 14
- Water Samples x 10
- Greenwaste area maintenance
- Hardwaste area maintenance
- Jetty Carpark & Water Facility maintenance
- Water tank levels monitored
- Gensets run up monthly
- Bins out, in & washed weekly

### 7.3 Sport & Recreation Report – January 2020

	Sport & Recreation Report January 2020: Rebecca Taylor
Meetings	Toolbox Meetings x 3 Kenbi Rangers Re: Celebrate Aboriginal Culture Australia Day Program Kenbi Rangers: NAIDOC Week Planning (July 2020)
Administration / Planning	Australia Day administration, shopping, continued programming and planning. Australia Day catering logistics and orders. Research and naming of the Australia Day Fun Run. Order Australia Day Medals – specially struct medallions for Inaugural Run. February Planning Term 1 Sports. Sport and Recreation Youth Consultation Workshop. Staff leave – Nil Staff PD – Nil Taste of Harmony (community event for March) registration and organisation. Ride2School National Event. Enquire about the program. Design a custom program to suit unique school travel arrangements by Wagait Beach students (March). Quick Response grant follow up (NT Gov) Bike Maintenance, Back to School Disco.
Activity	Runners & Walkers recommenced for 2020 School Holiday Program delivered by WSC Sport & Rec <ul style="list-style-type: none"> <li>• Cricket, Chalk Art, Tabloid Sports, Court Sports, Runners &amp; Walkers, Pizza night, Handball, 8 Ball Comp.</li> <li>• Bike Maintenance program cancelled due to grant funding not yet announced (NT Gov dates provided)</li> <li>• Back to School Disco cancelled due to grant funds not yet announced. (NT Gov dates provided)</li> <li>• Celebrate Aboriginal Culture this Australia Day Program cancelled due to grant reliant and not being awarded to WSC.</li> </ul> Australia Day, Family fun day and community celebrations. <ul style="list-style-type: none"> <li>• Fishing Comp, Jellybean Comp, Thong Throwing Comp, Community Cricket Match, Bike Parade, Ute Run, Cake Decorating, Raffles – Australian Red Cross National Bush Fires Appeal, BBQ, Kids Activity Centre, Water Slide, 2 x Fairy Entertainment</li> </ul> Australia Day Fun Run (Now known as the Jack Ellis 4 Million Millimetre Australia Day Mini Marathon) External Service Providers facilitated by WSV Sport & Recreation <ul style="list-style-type: none"> <li>• Tie Dye art</li> <li>• Enchanted Fairy's</li> </ul>
Thank you	Jeremy Bull, Manager of Cox Peninsula Country Club and Committee. Our shared use of resources for the children's 8 Ball challenge as part of the school holiday program was greatly appreciated. The kids had a blast. Wagait Beach Supermarket for your continued support of Sport & Recreation Programs. Wagait Beach Supermarket contributed to the Youth Engagement and Pizza night session with additional food for our young thinkers during the school holiday program 😊

**Resolution No. 2020/**

**That Council receives and accepts the Officers Reports for the month of January 2020.**

**Moved:**

**Seconded:**

**Vote:**



## 8.0 ACTION SHEET

Author: Chief Executive Officer

Resolution No.	Resolution	Meeting Date	Status
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	CEO to develop an implementation strategy for Council's consideration that includes resourcing as well as budget implications.  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.
2019/474		17/09/2019	Council allow the CEO to investigate and report to Council in relation to the construction of a dog pound.  CEO to develop an implementation strategy and present this to the November 2019 meeting for Council consideration.  Refer Agenda Item 11.3
2019/440	Draft 2020/2024 Budget	16/07/2019	To be amended as per resolution 2019/440 and published on the website.
2019/474		17/09/2019	The Long Term Financial Plan to be presented to the November 2019 meeting for Council consideration.  Refer Agenda Item 10.2
2019/444	Irrigation at Cloppenburg Park	16/07/2019	That the CEO investigate and arrange to proceed on the existing contract to irrigate Cloppenburg Park.  Project nearing completion. Some matters to be resolved in confidential meeting session 17 September 2019.

2019/474		17/09/2019  15/10/2019  18/02/2020	<p>CEO to advise Council of additional costs associated with construction and installation of secure cage to address safety concerns. A verbal update will be provided at the October 2019 meeting.</p> <p>CEO confirmed an additional \$650.00 was expended on the construction of the bore protective cage. Modification still required for the BMX track.</p> <p>Update to Council:</p> <ul style="list-style-type: none"> <li>• notice of Water Extraction License advertised in the NT News on 7 February 2020;</li> <li>• dirt from BMX track is being used by Council Works to deal with verge and track issues resulting from storm damage, pending BMX modifications plan being advised.</li> </ul> <p>Further updates will be provided until project closure.</p>
2019/445	Audit Report	16/07/2019	<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 the Council's action list.</p> <p>There are items on the list that belong to the NTG and the asset list requires amendment as appropriate. Matters being addressed and a final report will be presented to the Audit Committee.</p>
2019/457	Water Access for Tourists	20/08/2019	<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>
2019/461	Audit Committee Meeting	20/08/2019	<p>Audit Committee TOR requires review and endorsement by Council. In addition, the matter of the Chair and two Council representatives requires resolution. Audit Committee</p>

2019/503		15/10/2019	<p>meeting scheduled 26 September 2019 at which the TOR will be endorsed for Council approval, following which other actions will be implemented.</p> <p>Council adopted the revised TOR, nominated Crs N White and G Drake and agreed to call for EOI's for Chair and additional Community Member.</p> <p>Refer Confidential Agenda 19 November 2019.</p>
2019/476	Implement a marketing campaign to highlight the hard waste facility for residents.	2019/476	<p>Council resolved to suspend kerbside quarterly hard waste collection from 2020 to be replaced with annual pre-cyclone collection.</p> <p>The provision of 24/7 hard waste area to be promoted as part of the information campaign leading up to the final kerbside hard waste collection service scheduled for 23 and 24 November 2019.</p>
2019/509	2019 Tidy Towns Sustainable Community Self-Assessment	15/10/2019	<p>Council resolved to participate in the Tidy Town Self-Assessment process and nominated Jill Mumme to assist Council.</p> <p>Jill Mumme assisted Council staff members in the self-assessment process and the completed proforma was submitted 8 November 2019.</p>
No Resolution	Honour Roll	15/10/2019	<p>President Peter Clee requested the Chief Executive Officer investigate the creation of an Honour Roll for Wagait Shire Council.</p>

**Resolution No. 2020/**

**That Council receives and notes the Action Sheet for the month of January 2020.**

**Moved:**

**Seconded:**

**Vote:**

## 9.0 FINANCIAL REPORT

### 9.1 Cash Income and Expenditure Report – January 2020.

	Jan 2020 Actual \$	Jan 2020 Budget \$	Variance in \$	Variance as %	Year to date Actuals \$	Year to date Budget \$	Variance in \$	Variance as %	Actual Approved Budget	Forecast to June 2020	Notes
<b>INCOME</b>											
RATES	\$15,954	\$28,949	-\$12,995	-44.9%	\$201,176	\$195,498	\$5,678	2.9%	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$7,573	\$0	\$7,573	0.0%	\$100,956	\$90,900	\$10,056	11.1%	\$117,800	\$117,800	2
GRANTS - Operational	\$104,010	\$94,930	\$9,080	9.6%	\$358,230	\$240,338	\$117,892	49.1%	\$294,931	\$294,931	3
GRANTS - Subject to approval	\$0	\$1,500	-\$1,500	0.0%	\$0	\$53,700	-\$53,700	-100.0%	\$65,700	\$65,700	4
CONTRACTS	\$4,946	\$8,150	-\$3,204	-39.3%	\$52,998	\$57,050	-\$4,052	-7.1%	\$98,000	\$98,000	5
RENTAL INCOME	\$91	\$665	-\$574	-86.3%	\$5,195	\$4,665	\$530	11.4%	\$8,000	\$8,000	6
MISCELLANEOUS	\$4,228	\$3,667	\$561	15.3%	\$13,308	\$10,733	\$2,575	24.0%	\$14,000	\$14,000	7
TRANSFER FROM RESERVES			\$0			\$34,500	-\$34,500		\$34,500	\$34,500	
<b>TOTAL INCOME</b>	<b>\$136,801</b>	<b>\$137,861</b>	<b>-\$1,060</b>	<b>-0.8%</b>	<b>\$731,863</b>	<b>\$652,884</b>	<b>\$78,980</b>	<b>12.1%</b>	<b>\$866,228</b>	<b>\$866,228</b>	
<b>EXPENSES</b>											
ADMINISTRATION EXPENSES	\$4,318	\$5,445	\$1,127	20.7%	\$74,171	\$75,580	\$1,409	1.9%	\$103,200	\$103,200	8
EMPLOYMENT EXPENSES	\$34,013	\$33,000	-\$1,013	-3.1%	\$232,243	\$257,100	\$24,857	9.7%	\$441,300	\$441,300	9
ROADS	\$0	\$0	\$0	0.0%	\$2,393	\$39,000	\$36,607	93.9%	\$73,000	\$73,000	10
CONTRACTS & MATERIALS	\$0	\$500	\$500		\$1,860	\$500	-\$1,360		\$5,000	\$5,000	11
REPAIR & MAIN TOWN ASSETS	\$214	\$100	-\$114	-113.8%	\$9,954	\$8,500	-\$1,454	-17.1%	\$17,400	\$17,400	12
VEHICLE & PLANT	\$5,331	\$1,508	-\$3,823	-253.5%	\$14,655	\$12,556	-\$2,099	-16.7%	\$22,600	\$22,600	13
GRANT EXPENSES	\$1,844	\$165	-\$1,679	-1017.6%	\$66,295	\$71,355	\$5,060	7.1%	\$67,700	\$67,700	14
WASTE MANAGEMENT	\$9,681	\$5,000	-\$4,681	-93.6%	\$53,781	\$50,000	-\$3,781	-7.6%	\$90,000	\$90,000	15
SERVICES	\$279	\$1,875	\$1,596	85.1%	\$5,335	\$8,525	\$3,190	37.4%	\$11,400	\$11,400	16
<b>TOTAL EXPENSES</b>	<b>\$55,679</b>	<b>\$47,593</b>	<b>-\$8,086</b>	<b>17.0%</b>	<b>\$460,686</b>	<b>\$523,116</b>	<b>\$62,430</b>	<b>-11.9%</b>	<b>\$0</b>	<b>\$831,600</b>	<b>\$831,600</b>
<b>TOTAL OPERATIONAL SURPLUS / DEF</b>	<b>\$81,122</b>	<b>\$90,268</b>	<b>-\$9,146</b>	<b>-10.1%</b>	<b>\$271,177</b>	<b>\$129,768</b>	<b>\$141,410</b>	<b>109.0%</b>	<b>\$34,628</b>	<b>\$34,628</b>	

## 9.2 Notes on Cash Income and Expenditure Report

1. January lower due to less rate payers paying 3rd instalment by due date, however slightly higher overall.
2. January higher than expected, and higher overall for the year, due to timing of receiving payments from rate payers.
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 January included 2nd instalment for the Operational Grant.
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 & Cloppenburg Park Irrigation.
5. January lower than budgeted and lower overall due to late invoicing of December Power & Water contract and not paid as at 31st January.
6. January actual lower than budget only 1 weeks rent for CEO being received. Year to date slightly higher than budgeted due to additional rentals received from CEO house prior.
7. January & Year to date slightly higher than budgeted mainly due to interest received being higher than expected.
8. As stated in December report, January & year to date are slightly lower than budgeted however partly due to the timing of expenses and in consideration of being now 7 months into the financial year, administration costs for cleaning supplies, travel, insurance & memberships are all fully expended, with travel costs being more than double the budget. Costs still yet to be expensed include FBT, valuation costs and costs lower than budget include telephone, meeting & community expenses which gives us the current result.
9. January slightly higher than budget possibly due to timing of leave loadings being paid, however and year to date lower than budgeted.
10. No costs January as budgeted. Year to date lower as stated previously due to budgeted road works not yet commenced.
11. No costs January. 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. January 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. January & year to date lower than budgeted due to timing of spending of grant funds.
15. January higher & year to date higher than budget mainly due to regular weekly collections and timing of receiving/paying bills. Overall in relation to budget year to date hard waste is under, regular & green waste marginally over.
16. January & 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 Credit Card Transaction to 30 January 2020.

### Anna Malgorzewicz

08/01/2020	Dept of Environment	Advertisement – extraction licence	\$901.15
08/01/2020	Microsoft	Monthly subscription – business essential	\$87.29
08/01/2020	Microsoft	Monthly subscription – Office 365 Business Premium	\$75.68
13/01/2020	Apple	Apple music for Australia Day	\$9.88
16/01/2020	TR Telecom	Satellite phone – monthly subscription	\$96.00

### President Peter Clee

02/01/2020	MYOB	Monthly subscription	\$140.00
07/01/2020	Adobe	Monthly subscription	\$36.29

### Works Supervisor – Gary Zikan

06/01/2020	Bunnings	Stores materials	\$23.08
06/01/2020	Bunnings	Cistern – Ablution block	\$79.00
07/01/2020	Airpower	Mower belt	\$116.36
07/01/2020	Vanderfield	Tractor belt	\$264.45
09/01/2020	Australian Red Cross	First Aid – works labourer	\$155.00
14/01/2020	Kingpin Bowling	Australia Day activities	\$40.00
14/01/2020	Spotlight	Australia Day activities	\$105.25
28/01/2020	Bunnings	Australia Day activities	\$21.95
28/01/2020	Puma	CEO vehicle fuel	\$78.28

## 9.6 Supplier Payment History – January 2020

Date of invoice	From	Particulars	Amount
23/Dec/19	Optus	Phone charges	\$156.20
6/Dec/19	Power Water	Water Charges December	\$61.82
29/Dec/19	Veolia	Hard & weekly rubbish collections	\$10,648.96
7/Jan/20	Give Your Ride Some Pride	Deposit R&M of Works truck	\$880.00
02-Dec-19	Wagait Beach Supermarket	unleaded fuel for mower	\$13.07
07-Dec-19	Wagait Beach Supermarket	newspapers	\$29.00
09-Dec-19	Wagait Beach Supermarket	unleaded fuel for generator on works ute	\$12.60
11-Dec-19	Wagait Beach Supermarket	CEO fuel	\$87.01
12-Dec-19	Wagait Beach Supermarket	net clippings	\$9.95
12-Dec-19	Wagait Beach Supermarket	unleaded fuel for pump for boat ramp	\$5.35
12-Dec-19	Wagait Beach Supermarket	Water for sport & rec activities	\$2.49
14-Dec-19	Wagait Beach Supermarket	newspapers	\$29.00
18-Dec-19	Wagait Beach Supermarket	Works Ute Fuel	\$119.17
18-Dec-19	Wagait Beach Supermarket	bolts for wheel barrow	\$1.24
18-Dec-19	Wagait Beach Supermarket	CEO fuel	\$83.00
19-Dec-19	Wagait Beach Supermarket	Food for Sport & Rec Christmas run	\$91.80
23-Dec-19	Wagait Beach Supermarket	newspapers	\$29.00
31-Dec-19	Wagait Beach Supermarket	newspapers	\$24.10
23/Dec/19	Altbatt	Annual fee - hosting, support & domain	\$1,320.00
23/Dec/19	Ian Manahan	Water for Cloppenburg Park	\$150.00
30/Dec/19	MJ Electrical	R&M to abultion block toilets	\$100.00
13/Nov/19	Totally Workwear	Hats x 2	\$48.00
7/Jan/20	Australia Day Council	Sports Medallions	\$50.00
8/Jan/20	Shire of Broome	Joint NT/Kimberley forum registration	\$385.00
11/Dec/19	Central Business Equipment	Photocopier charges November	\$147.47
8/Jan/20	R&M Newman	Repairs to Kubota mower	\$240.00
6/Jan/20	Central Business Equipment	Photocopier charges December	\$67.11
2/Jan/20	Central Business Equipment	rental of photocopier	\$204.80
22/Jan/20	Optus	Phone charges	\$256.55
22/Jan/20	Majestic Orchids	Flowers for outgoing CEO	\$95.50
16/Jan/20	Michele Hughes	Preparation of Nov/Dec financials	\$924.00
20/Jan/20	Harvey Distributors	Cleaning Products & toilet paper	\$193.56
9/Jan/20	Leading Edge Computers	R&M to office computers	\$274.00
10/Jan/20	Gigging Geckos	water slide for Australia Day	\$330.00
1/Jan/20	Rural Fire Protection	Service & maintenance of fire equipment	\$343.20
1/Jan/20	Curby's Trophy's	Australia Day trophies for fun run	\$147.50
13/Jan/20	Give Your Ride Some Pride	Balance for R&M on Works truck	\$3,520.00
22/Jan/20	Marks Rural Services	Water to Sports Ground	\$66.00
6/Dec/19	Power Water	Payment of shortfall on Dec invoice	\$6.83

## 9.7 Petty Cash Transactions

31/01/2020	Supercheap Auto	Australia Day Expenses	\$53.95
31/01/2020	BCF	Prizes for Australia Day	\$104.95
21/01/2020	Bunnings	Australia Day Expenses	\$76.70
31/01/2020	Woolworths	Australia Day Expenses	\$38.35
31/01/2020	Spotlight	Australia Day Expenses	\$22.50
31/01/2020	Flowers by Elise	Australia Day Expenses	\$70.00



## 9.8 Grants Report

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
15/02/2018	Irrigation at Cloppenburg Park (Ready for acquittal)	Minister for Housing and Community Dlvp – 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 Dlvp	\$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
3 December 2019	Australia Day	Australia Day Council	\$2,000.00	\$3,899.13		27 March 2020

**9.9 Councillor Allowances**

Councillors payment for the month of January 2020 - \$300

Total payment to councillors from 1 July 2019 to 30 January 2020 - \$2,100.00

**Resolution No. 2020/ .....**  
**That Council receives and accepts the Financial Report for the month of January 2020.**

**Moved:**  
**Seconded:**  
**Vote:**

**10.0 AGENDA ITEMS**

**10.1 Irrigation at Cloppenburg Park**

**That Council acquit the amount of \$83,694.00 towards the Irrigation of Cloppenburg Park which includes the bore drilling, tank and associated pumps, electrical services, underground irrigation and installation of security fencing.**

**Moved:**  
**Seconded:**  
**Vote:**

**10.2 Australia Day**

**Resolution No. 2020/**  
**That Council acquit the amount of \$2,000.00 for the 2020 Australia Day Regional activities.**

**Moved:**  
**Seconded:**  
**Vote:**

### 10.3 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 Agenda for discussion.

#### CURRENT SITUATION

As President Clee was absent at the 19 November 2019 meeting, the Council requested Policy No. 15, Procedures for Council and Council Committee meetings be discussed and reviewed at the February 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:	

## 10.4 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. As new CEO Renita Glencross was to begin her employment in February 2020, it was requested at the January 2020 meeting that this be discussed in the February meeting, and that a short PowerPoint Presentation demonstrating how Councillors can apply this policy, be presented.

### CURRENT SITUATION

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



## 10.5 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. As CEO Renita Glencross was to begin her employment in February 2020, it was requested in the January Meeting 2020 that this be discussed in the February meeting 2020.

### CURRENT SITUATION

Council requested a discussion be held at its Council 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:**

	<b>POLICY TITLE:</b>	<b>FRAUD AND CORRUPTION PROTECTION POLICY</b>
	<b>POLICY NUMBER:</b>	<b>P50</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

### 1. PURPOSE

Wagait Shire Council is committed to maintaining a culture which ensures effective fraud and corruption prevention is an integral part of all Council's activities. The purpose of this policy is to provide guidance on action which is to be undertaken where fraud or corrupt conduct is suspected within the Council or involves Council's workplace participants or Elected Members, and to provide assurance to the community that all suspected fraudulent or corrupt activity will be investigated.

### 2. SCOPE

This policy also applies to all employees, Elected Members, contractors and volunteers of Wagait Shire Council.

### 3. DEFINITIONS

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

<b>Term</b>	<b>Definition</b>
Corruption	Dishonest activity in which a workplace participant or Elected Member acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by Council officers or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.
Workplace Participants	Includes all Elected Members, Council employees, contractors, consultants, committee members and any individual or group undertaking activity for or on behalf of the Council.

## **4. POLICY**

### **4.1 Fraud and Corruption Control Strategies**

#### **4.1.1 Fraud Protection Plan**

Council's Fraud Protection Plan consists of controls, policies and procedures in place for the prevention, detection, management and reporting of fraud, which include:

- an external auditor undertaking an annual audit of Council's financial statements;
- a Strategic Risk Framework with internal audit activities occurring according to the level of risk;
- oversight by the Audit Committee;
- procurement policies and procedures;
- human resources policies and procedures;
- information technology security protocols;
- a Privacy Policy;
- an Accounting and Policy Manual;
- Codes of Conduct for Elected Members, employees and contractors; and
- an effective internal control framework.

These require regular review to ensure that they respond to emerging threats and achieve best practice.

#### **4.1.2 Internal Controls**

4.1.2.1 That the Chief Executive Officer ensure that Internal Controls are in place across the organisation to reduce the likelihood and decrease the detection time of any potential fraud, theft or corrupt act. These controls will include but not be limited to:

- appropriate financial delegations and authority;
- appropriate physical security of Council's assets including cash;
- dual authorisations on financial transactions;
- segregation of duties;
- trained and properly qualified staff;
- information technology controls;
- audit logs and records reviewed; and
- regular reconciliations of the bank account and balance sheet accounts.

4.1.2.2 The internal controls are to be based on a risk management approach, where risks to the organisation are identified and registered and then appropriate controls are implemented to reduce the likelihood and/or the severity of the risk occurring.

4.1.2.3 The internal controls are to be reviewed and tested to identify any deficiencies or to identify any potential improvements. The use of an internal auditor to provide specialist advice may also be considered. Any recommendations identified by an internal auditor are to be presented to the Audit Committee.

4.1.2.4 Council's external auditor will also test the control environment during their preparation for the end of financial year audit. Any observations identified by the external auditor are raised in a management letter and presented to the Audit Committee.

#### **4.1.3 Fraud and Corruption Awareness and Ethical Culture**

Through a range of formal and informal means, including training, the Council is committed to continually promoting an ethical culture and an awareness of fraud and corruption. Fraud and corruption awareness will ensure workplace participants and Elected Members are

aware of what constitutes fraud and corruption and their fraud and corruption control responsibilities.

4.2 Reporting Fraud and Corruption

- 4.2.1 Council’s workplace participants and Elected Members are required to raise suspicions or allegations of fraud and corruption. Workplace participants and Elected Members must familiarise themselves with their obligations under Council’s policies, associated procedures and related legislation.
- 4.2.2 The Chief Executive Officer is responsible for receiving reports of suspected fraud and corruption and for arranging investigations and referring matters to relevant bodies such as the Independent Commissioner Against Corruption (ICAC), the Ombudsman or the Northern Territory Police.
- 4.2.3 If the suspected fraud or corruption involves the Chief Executive Officer or if a workplace participant deems it necessary, they are required to report the matter to the President or directly with the relevant body.
- 4.2.4 All allegations and suspicions of fraud and corruption will be investigated, and all substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the particular case.
- 4.2.5 Wherever possible all instances reported will be treated in the strictest confidence. It is the Council’s intention that any person reporting a concern or incident will as far as is possible, have their identity kept confidential. It should be understood however, that it is impossible to guarantee anonymity, especially where disciplinary action or prosecution arises.
- 4.2.6 No one will be penalised for making an allegation that is subsequently proved to be groundless, where the allegation has been made in good faith. Council will not, however, tolerate individuals making malicious, vexatious or unfounded allegations and disciplinary action may be taken against such persons.

**5. ASSOCIATED DOCUMENTS**

Policy 005 – Council Staff Code of Conduct

**6. REFERENCES AND LEGISLATION**

- Australian Standard 8001-2008 Fraud and Corruption Control*
- Independent Commissioner Against Corruption Act (NT)*
- Information Act (NT)*
- Local Government Act 2008 (NT)*
- Local Government (Accounting) Regulations (NT)*
- Public Interest Disclosure Act (Whistle-blowers Legislation)*

**7. REVIEW HISTORY**

Date Approved:	16.12.2009	Approved By: Moved: Cr Withnall Seconded: Cr Lamont Vote: AIF	Councillors – Resolution No. 2009/101	Date for review:	Next Council Election
Date Approved:	19.11.2019	Approved By: Moved: Cr M Vaughan Seconded: Cr N White Vote: AIF	Councillors – Resolution No. 2019/548	Date for review:	Next Term of Council

## **10.6 Audit Committee Meeting Minutes**

A short briefing for Council from Clare Milikins, Chair of the Audit Committee will be tabled at the meeting.

Audit Committee requests and recommendations to Council include:

- a) review the dates for 2020 Audit Committee Meetings so that wherever feasible, Audit Committee Meetings are held prior to Council Meetings; and
- b) invite the Anti-Corruption Commissioner to attend a Council Meeting.

## 10.7 NT Grants Commission Chairman's Road Return Letter



To: Mayors and Council Presidents

The Northern Territory Grants Commission is a statutory body formed under the *Local Government Grants Commission Act 1986*. The Commission is responsible for the annual distribution of the Commonwealth local government financial assistance grants and the local road funds to all eligible local governing bodies within the Northern Territory.

To ensure the equitable distribution of these grants, the Commission collects a variety of data relating to a council's relative cost of service provision and revenue raising capacity, along with detailed road information.

The annual Road Return 2020 is now available for completion. The road return enables the Commission to determine the 2020-21 road allocations therefore it is essential that the return be completed by the due date **06 March 2020**.

If you have any problems with the road return please do not hesitate to contact Donna Hadfield on telephone 8999 8820 or e-mail [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au).

Regulation 17 of the *Local Government (Accounting) Regulations 2008* makes the provision of the information requested in the return compulsory. The regulation also provides for heavy penalties for failing to lodge the return or for providing false or misleading information.

Yours sincerely

Dr David Ritchie  
CHAIRMAN

31 January 2019

**Resolution No. 2020/  
That the NT Grants Commission Chairman's Road Return Letter be received and noted.  
Moved:  
Seconded:  
Vote:**

**11.0 AGENDA ITEMS FOR RECEIVING AND NOTING**

Nil

**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 ANZAC DAY – 25 April 2020**

Preparations have begun.

**16.0 LATE ITEMS AND GENERAL BUSINESS**

**17.0 IN-CAMERA ITEMS**

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

**That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulation 8;**

(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:**

**Seconded:**

**Vote:**

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

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

**That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.**

**Moved:**

**Seconded:**

**Vote:**

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

**18.0 DATE OF NEXT MEETING**

**19.0 CLOSE OF MEETING**

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





