

WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD
8PM
Tuesday 17 March 2020



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

Date: Tuesday, 17 March 2020
Time: 8.00pm
Location: Council Chambers, 142 Wagait Tower Road,
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, Renita Glencross
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 18 February 2020 Council Meeting

Resolution No. 2020/

That the Minutes of the Ordinary Meeting of Tuesday 18 February 2020 be confirmed by Council as a true and correct record.

Moved:

Seconded:

Vote:

3.1.1 Matters arising from 18 February 2020 Minutes

Nil

4.0 GUEST SPEAKERS

Lee Williams Senior Director Legislation and Policy, Local Government and Community Development Division for Department of Local Government Housing and Community Development (DLGHCD) will present an overview of the new Local Government Act 2019.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – February 2020

Inwards Correspondence

Date	From	About	
19/02/2020	Animals Australia	Water for Wildlife	email
20/02/2020	Agentur - Conferences and Events	Territory Day community Fireworks 2020	email
20/02/2020	NT Redress Coordination Team	NT Redress Coordination Team training	email
25/02/2020	Office of the Ombudsman	Administrative Law Training for Council Rangers	email
25/02/2020	LGANT	Airservices Draft Flight Path Design Principles Naional Consulation - 10 minute survey	email
26/02/2020	Nexia Edwards	2019 Auditors Completion letter	email
26/02/2020	Rosie King - Dept of Local Govt, Housing & Community Dlvp	Increase in Value - Revenue Units	email
27/02/2020	Anthony Burrige - Legislation and Policy	Review of Constitutional arrangements for Council Representation	email
27/02/2020	Rosie King - Dept of Local Govt, Housing & Community Dlvp	Q&A from the LGANT Workshop (6 February 2020)	email
27/02/2019	Solomon Gaturu	WSC Dog Management By-Laws 2019 - queries raised by the PAC and the OPC.	email
27/02/2020	Lee Williams	Elected member allowances	email
2/03/2020	LGANT	LGANT Call for Paper Reference Group	email
5/03/2020	Valuations	February Reconciliation reports with 2016/2019 values.	email
5/03/2020	Lands Planning, DIPL	Planing Proposals - Development Applications	email
9/03/2020	LGANT	Release of draft Northern territory Planning Scheme 2020 and draft Planning Amendment Regulations 2020.	email
10/03/2020	LGANT	Waste and Recycling Industry Summit - 1-2 April 2020 to be held Marara	email
11/03.2020	Eileen Blyth	Gamba Grass Roots function - assistance from WSC.	email
11/03.2020	ATO	Overdue tax debt	mail
12/03/2020	LGANT	Australian Institute of Company Directors course - (11&12 May Alice Springs, 14&15 May Darwin)	email

Outwards Correspondence

Date	To	About	
20/02/20	Agentur Conferences & Even	Territory Day Community Fireworks 2020	email
20/02/2020	NT Redress Coordination Team	NT Redress Coordination Team Training	email
24/02/2020	ATO	Change of Registration Details - Entity	email
5/03/2020	Councillors	Elected member allowances	email
9/03/2020	NT Grants Commission	NT Grants Commission Road return 2020 data	email

Resolution No. 2020/

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

Moved:

Seconded:

Vote:

6.0 COUNCILLORS REPORTS

6.1 President's Report

PRESIDENTS REPORT - March 2020

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 CEO has reported that change over to the new CouncilWise Information Technology system has commenced with Xero payroll and finance migration from MYOB being undertaken. Some information feeds are still pending which means finance reports will probably not be ready for this meeting. New reports from the Xero accounting package will be used for future meetings.

One great advantage of moving over to the new PropertyWise Planning system will be that the rates levying will now be a more automated process. The old system was manual and very labour intensive. The new system will free up staff for their usual duties. Interest on outstanding rates will be automatically calculated and applied to ratepayers. This has always been a manual task. It is also probably that ratepayers may well be able to access their own rates file online sometime over the next 12 months. This is a great leap forward.

The new IT system has many additional features which will be advantageous to the smooth operation of council into the future and will accommodate any proposal to expand our council borders into the unincorporated land on the Cox Peninsula.

Speaking of which, the matter of amalgamations has not gone away and there is little doubt that we will see this raise its head in the next 12 months. The council has previously put a proposal (developed thanks to the hard work by past Councillor Alex Richmond) to the NTG to incorporate the area around the top of the peninsula and possibly as far west and south around the coast as Dundee Beach. It is evident that Belyuen wish to be part of Coomalie Shire.

TOPROC and LGANT are developing a wish list to be put to parties and candidates at the forthcoming NT election due to be held in August. Wagait needs to lobby to maintain the proposed development of the Mandorah Marine Facility. We should also foreshadow the need for a mains water delivery in conjunction with the development by LDC on the land situated between Wagait and Belyuen. We need to continue to lobby for the long-term construction of a Transfer Station to service the long term needs of the Cox Peninsula and a Regional Waste facility.

Where have I been

18 th February	Ordinary Council meeting
19 th February	Bombing of Darwin Commemoration
25 th February	Council Offices
26 th February	DHLG Disciplinary Committee
2 nd March	Weekly meeting with CEO
6 th March	TOPROC Meeting @ Litchfield
10 th March	Weekly meeting with CEO
10 th March	Budget Meeting with CEO
11 th March	DHLG Disciplinary Committee
11 th March	ABC Grass Roots
17 th March	Weekly meeting with CEO
17 th March	WSC Ordinary Meeting

Resolution No. 2020/

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

Moved:

Seconded:

Vote:

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report

Since Council's 18 February 2020 meeting, the Chief Executive Officer participated in/or completed the following:

CEO Report February/March 2020	
Staff	<p>Leave – Pam Wanrooy (RDO x2) ; Renita Glencross (LWOP x5) Training/PD – Pam Wanrooy (Xero)</p> <p>CEO has relocated to the CEO house and commenced paying rent of \$100/week on a fortnightly basis from 8 March 2020.</p>
Meetings	<ul style="list-style-type: none"> • Weekly Staff Toolbox x4 • LGANT-DLGHCD Workshop on new Local Government Act, Darwin, 6 Feb • LGANT-TOPROC Animal Management Reference Group, Litchfield, 25 Feb • DLGHCD Brief on review requirements of By-Laws, Darwin, 27 Feb • LGANT-TOPROC General Meeting, Litchfield Council, 6 Mar • Member for Daly, meet and greet, 6 Mar • LGANT-Finance Reference Group, Darwin, 11 Mar • Wagait Shire Council Staff Xero Payroll Training & Support Session • Editor/Publisher, Wagait Watch • CouncilWise, 11 Feb, 3 Mar • Parap Vet, Wagait Clinic 7 Mar • Project Manager, Population, Dept of Chief Minister, • WAG Committee, 8 Mar
Actions	<p><u>Administration and Reporting</u></p> <ul style="list-style-type: none"> • Completed and submitted R2R Financial Quarterly Report . • Completed and submitted DLGHCD Road Data Report. • Completed and submitted DLGHCD Constitution Report. • Liaised with NTG regarding outstanding grant acquittals and variations for Watertanks, Dog Pound, Irrigation, Picnic Area. • Liaised with Chair, Wagait Shire Council Audit Committee. • Liaised with DCM Population/Boundless Possible Campaign team and WAG committee members regarding design and funding submission for community welcome signage. Will seek quotes for delivery of standard signage infrastructure and establish funds available for artist-designed message. • Ongoing review and preparation of WSC Policy papers to be compliant with new Local Government Act 2019 and Regulations 2020. • On-going liaison with CouncilWise to progress implementation of Xero accounting and payroll systems and PropertyWise rates management system. • Ongoing preparation and research for Dog Management By-Law implementation and campaign proposal including liaison with CEO Litchfield and CEO Coomalie Councils. • Review of MoU with NAAJA for WSC local admin support. <p><u>Repairs and Maintenance</u></p> <ul style="list-style-type: none"> • Obtained quotes for installation of guttering, Works Shed • WSC logo stickers for all Works vehicles and machinery • Electrical works at CEO House (oven and TV aerial booster) • Minor repairs being undertaken on Works ute.

Incidents	<ul style="list-style-type: none"> • No new incidents were reported during the month. <ul style="list-style-type: none"> - Ongoing staff issue (2020/01/22) pending WALGA assessment.
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Since Council's 18 February 2020 meeting, the Works Team participated in/or completed the following actions:

7.2 Works Report

Staff	Leave – GZ (RDO x 1.5) ; RR (RDO x 1) Training/PD – Compliance Officer Workshop, Litchfield, 10-11 Mar
Meetings	<ul style="list-style-type: none"> • Contributed to 4 x weekly staff Toolbox Meetings • WHS meeting with Works and Casual Jetty staff, WSC office, 17 Feb • LGANT-TOPROC Animal Management Reference Group, Litchfield, 25 Feb
Actions	<p><u>PLANNING</u></p> <ul style="list-style-type: none"> • Vangemann roadside barrier painting • Vangemann roadside barrier concrete shoring • Drain & Verge clearing of shrubs, branches etc • PowerWater fence repair & foliage clearing <p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Vangemann Roadside Barrier construction • CEO Residence mow, snip, general tidy • Repair Sportsground culvert entrance • Boatramp sand removed • Stormwater diversion earthworks Sasche St & Joseph Ct • Greenwaste access track repair • PowerWater weed control (Gamba & Neam) • Quad bike rego inspection • Liaison with Tree Loppers • Dispose mauled kangaroo 11 Bray Place and investigate dog complaint • Replenish Chlorine Holding Tank volume <p><u>ROUTINE</u></p> <ul style="list-style-type: none"> • Complete regular Bore Run x 12 • Weekly Water Sampling x 8 • Regular Jetty maintenance x 12 • Weekly Bin placement, collection & wash • Green waste site maintenance • Estate verge mowing • Estate verge/drain weed control • Sports ground mow, snip & weed control • Water Facility now, snip, poison • Gensets weekly start-up

7.3 Sport & Recreation Report – February 2020

Sport & Recreation Report February 2020: Rebecca Taylor	
Staff	<ul style="list-style-type: none"> • Leave – Nil • Training/ PD – Nil
Meetings	<ul style="list-style-type: none"> • 4 x Staff Toolbox • Golden Sands (Rick and Michelle Barton re Golden Sands start/finish running point during month of March. Bring a friend month with BBQ held after each event)
Administration	<p><u>Grants Awarded:</u></p> <ul style="list-style-type: none"> • Youth Week: April 2020 3 on 3 basketball Tournament and Youth Disco 12-25Yrs \$2000 (Alcohol and Drug Free Entertainment) • Quick Response Grant: Disco and Bike Maintenance Program \$2000 <p><u>Grants Reporting:</u></p> <ul style="list-style-type: none"> • Collating 6 monthly data for NTG reporting. • Australia Day Acquittal provided for Council approval. <p><u>Planning for Upcoming Activities and Events :</u></p> <ul style="list-style-type: none"> • March Program preparation • Ride2School (Friday 13 March): seek sponsors, invite Belyuen to afternoon tea and basketball on ride home from school / jetty • Youth Week 3/3 basketball tournament & disco – 18th April TBC. • Advertise Indigenous Marathon Project • Advertising all programs and events on Facebook, Shop and Shire Noticeboards plus provide information for Council Web. • Pilates – facilitate an external service provider to run program for Wagait Beach residents here in Wagait Beach. Local business approached. • Measure running tracks. • Taste of Harmony event (Friday 20 March): WSC won the Early Bird registration Competition awarding Wagait Shire Council Taste of Harmony event and extra \$750 Visa plus \$250 Restaurant of Choice Voucher which will be used as prizes for activities on the day. <p><u>Correspondence:</u></p> <ul style="list-style-type: none"> • Respond to parent letter re suggestions and offer of volunteer support. • Refresh mail distribution list. • NT Young Achievers Award Nomination. James Arratta was nominated by S&R staff for the NT Career Achievement Award. Acknowledgement of correspondence from NT Young Achievers – James Arratta highly commended, unfortunately not a finalist this year. (This was WSC effort to have young community members recognised for their successes and achievements. Building role models in our community.
Community Events	<p><u>Seniors Community Engagement Consultation: 18 February 2020</u> Attendees total = 22: M = 9, F = 13 What a refreshing afternoon learning about the skill set and enthusiasm we have amongst our senior community. Volunteers: Jill Mumme, Di Drake: cooking for the Seniors Sport & Recreation Community Consultation Day. Dave Elliott, contributing to ingredients for the cooks. <i>Also see Consultation Notes attached.</i></p> <p><u>Australia Day Fundraiser.</u> The Wagait Community Raised \$450.90 through the WSC Australia Day Activity. Money has been deposited in the Australian Red Cross Disaster Relief Account.</p>

<p>Regular Programs</p>	<p>With the School Holiday program done and dusted the adult Programs fire up again in February.</p> <p><u>Bootcamp</u>: 15+years. Monday's. Combination of body weight and equipment used for an outdoor strength and conditioning program.</p> <p><u>Runners & Walkers</u>: All ages. Thursday's. Plenty of new enthusiast have joined the group in the New Year and to date pleasing to see they have continued. It is so pleasing to see the transformation in many of the participants who have moved from walking to running. Great to see those that continue to work hard within their own goals each week. March will be bring a friend month as we go for social times and record participation numbers with a long term boost. Kids are continuing to ride the loop twice while the adults run/walk the track. The comrade on the way around has lifted and is creating an intergenerational and encouraging community of runners/walkers.</p> <p><u>Stretch & Mobility</u>: Thursday's. Designed as a gentle whole body stretch to increase mobility.</p> <p><u>Youth Basketball</u>: Monday's. Afterschool basketball designed to encourage teams forms and youth working together toward the 3 on 3 tournament to be held in April for Youth Week and the completion of term 1. Officials encouraged to be part of the afterschool program and hopefully reach a level able to assist with the tournament officiating pathway.</p> <p><u>Youth Cycling</u>: Tuesday's. Designed to get some mileage in the legs as Wagait beach Community participate for the first time in the National Ride to School event hosted on Friday 13th March.</p>
<p>2019 – 2020 Shire Plan Performance Indicators</p>	<p>1) Deliver at least four different types of activity every month</p> <ol style="list-style-type: none"> a. Bootcamp – 25 b. Runners & Walkers – 46 c. Seniors Mobility / Flexibility – 7 d. Youth Basketball – 9 e. Youth Cycling – 10 <p>2) Maintain current attendance and participation numbers. Activity logs utilised for all activity sessions. See updated data above.</p> <p>3) Maintain SafeNT registration. No causal staff currently used for Sport and Rec Program. Future programs including School Holidays will likely require casuals to obtain Safe NT, Working with children clearance status.</p>

Seniors Community Engagement Consultation Notes (Sport & Recreation) 18th February 2020

Physical Activity (Green Sheets)	Social Activity / Connection (Pink Sheets)	Services (Yellow Sheets)	Men's / Women's Shed (Blue Sheets)	Key Message to take back to Elected members (White Sheets)	Open Floor (To be continued with next engagement session)
Painting – Art Photography Tai Chi Croquet Cards (Playing Cards) Bocce x 2 Morning Sessions x1 request Afternoon Sessions x 5 requests Boxing Dancing Exercise Stations at the Sportsground Swimming x 2 Water Aerobics Golf Rebound Wall (Tennis/ Basketball etc) Art/Craft – Make textile mural Garden Swap Men's Shed – Hydroponic Gardening System, Information on starting own vegetable hydroponic system) Parap Pool / Wave Pool x 2 Art / Craft Activities	Cards x Rummy, Bridge/ Scrabble Crafts Darts Community Landscaping, Road Verges Ukulele – help keep Muff alive. Progressive Dinners Choir Group Hair and Make Up Classes Chat Groups Book Club Swap Meet / Sales Stitch Concerts – performances Darwin's history and attractions Mudbrick Shed (make our own) Better Library Services	Health Services. ALL wanting answers on clinic and no access to clinic here in Wagait Beach. Other health services such as hearing, optometrist, podiatrist, dentist monthly etc. More hours from the health clinic. Sometimes weeks without coming to Wagait and not notified. Reactivate the medical service. Provide medical phone number at jetty and end of the jetty building. Men's Shed / Women's Shed Transport Handyman Service Basic IT advice and support. Printing / Copying.	Men's shed – needed more for the talking from shoulder to shoulder. Help with mental/ emotional support. Most already have tools, skills, knowledge of repair and building. Health – mental, physical, support. Somewhere to meet socially. Women's Shed – more for learning how to use tools, complete "handy man" jobs Discussion around shared resource. Discussion around developing programs and the facility will follow. ALL requested more time needed for this topic. Very engaging topic – TO BE CONTNUED ASAP. Strong support from	Strong call for health clinic to be back to 2 days per week and council to lobby this on behalf of residents. Phone Tree (Can we hook into to Red Cross / Telecross or create our own) Feeling listened to with today's discussion/forum.	Seniors Month – Out of time for discussion (To be continued) Interesting afternoon with lots of good ideas and great support from the 22 people that turned up. An excellent initiative. University for the elderly. This section really did not have an opportunity to happen as every other session so engaging, we ran out of time before the next program for kids was to commence. It was explained that the information would be gathered and sent to all plus presented for elected members. Working groups and follow up to happen.

Computers Gyrocopter Lessons Shed Growing Plants / Food Plants		Shopping Service, delivery drivers, trips to Berry Springs for medical, shopping, pharmacy. Hairdresser	members to lead groups and advance further.		
Physical Activity (Green Sheets)	Social Activity / Connection (Pink Sheets)	Services (Yellow Sheets)	Men's / Women's Shed (Blue Sheets)	Key Message to take back to Elected members (White Sheets)	Open Floor (To be continued with next engagement session)

23 Recorded Attendees: 9 Males, 13 Females, 1 x Facilitator: Rebecca Taylor (Sport & Recreation Wagait Shire Council)

Thank you: Jill Mumme and Di Drake for food preparation. Jill Mumme table displays. Dave Elliott for contribution to ingredients.

Youth Engagement Session – January 2020

12 Years & Over: 6

11 Years & Under: 10

8 Males, 8 Females

Facilitator: Rebecca Taylor, Sport & Recreation, Wagait Shire Council.

A Youth Engagement evening held at the Wagait Beach Supermarket Alfresco area. The participants enjoyed Pizza and an open forum chat session with a few specific questions to answer.

The session was advertised and aimed at 12 -25 Years of age. The age group was well advertised and targeted for a specific reason. Those under 12 were to have a consultation session with parents involved. Reason being Mum and Dad do most of the organising and transport for the 6-12 age group.

In true Wagait form, parents sent their very young kids along to the youth session. 10 Participants all under the age of 12 scoring a bonus free pizza night and a few hours for parents.

Many of the activities suggested were compiled by those Under 12 years of age. Older siblings would then change their point of view to be inclusive of the younger siblings or community member. What a lovely bunch they are and a reason they were to be held separately.

One of the conversations was to generate some thought around programs that did not require materials or financial expenses from participants or WSC. How creative can we get without using money? The younger age group did not understand the concept of budgets and what activities fit around what running costs. Given the WSC does not have an allocated budget for program materials or resources it was an interesting evening to experience where kids think materials manifest from. They certainly all volunteered their parent's money and time. 😊

The next topic of conversation based around – if we had the money, what would you like to do, had very much the same responses. The under 12's wanted to do what they wanted to do with or without money.

After School Ideas	Holiday Activity Ideas
Basketball	Cooking
Rugby Union	Movie Nights & Meal
Soccer	Evening Sports
Cricket	Bike Riding – Food, picnics
Tennis	Beach Sports (morning / Evening)
Volleyball	Water Play – slide, balloons
Touch	Fishing
Night sports – all the above – at night	Bush Craft
Bike Riding – Bush	Art Workshops
Bike Riding - BMX	Creative Photo Taking
Evening Beach Sports	Round Robin Handball Comp
Monthly Movie Nights & Meal	Star gazing – constellations
Art Workshops – every couple of weeks	Orienteering
Dancing Workshops	Fun Games with clues / riddles – working in teams
Cooking sweets	Games afternoon
	Origami
	Talent Shows/ Drama
	Pool / 8 Ball
	Disco

Outside the sport and physical recreation activity very little aligns with the S&R contracted Remote Sport Program grant with the Dept Sport, Tourism and Culture. (2020 – 2025)

Thank you – Wagait Beach Supermarket, Food Sponsor.

Resolution No. 2020/

That Council receives and accepts the Officers Reports for the month of February 2020 and notes the reports provided for Engagement meetings with Seniors and Youth.

Moved:

Seconded:

Vote:

8.0 ACTION SHEET

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.
		17/03/2020	WSC January e-newsletter published 08/01/2020 WSC February e-newsletter published 28/02/2020 WSC CEO continues to contribute to the <i>Wagait Watch</i> on a monthly basis following each Council meeting.
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. Council allow the CEO to investigate and report to Council in relation to the construction of a dog pound.
2019/474		17/09/2019	CEO to develop an implementation strategy and present this to the November 2019 meeting for Council consideration.
		19/11/2019	Refer Agenda Item 11.3 Council to give guidance on Implementation Strategy before a draft be developed.
		18/03/2020	For discussion. Council to give guidance on Strategy development and CEO to provide update on options for implementation.
2019/440	Draft 2020/2024 Budget and Long-Term Financial Plan	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.
		19/11/2019	Refer Agenda Item 10.2 Added as an action item for the February 2020 meeting, deferred to March 2020.
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	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.
		15/10/2019	CEO confirmed an additional \$650.00 was expended on the construction of the bore protective cage. Modification still required for the BMX track.
		18/02/2020	Update to Council: <ul style="list-style-type: none"> • notice of Water Extraction License advertised in the NT News on 7 February 2020; • dirt from BMX track is being used by Council Works to deal with verge and track issues resulting from storm damage, noting BMX modifications plan still to be advised.
		17/03/2020	Refer Agenda Item 10.3 That Council acquit the project grant funds of \$83 694 as presented by the financial reports.
2019/461	Audit Committee	20/08/2019	Audit Committee TOR requires review and endorsement by Council. In addition, the matter of the Chair and two Council representatives requires resolution. Audit Committee meeting scheduled 26 September 2019 at which the TOR will be endorsed for Council approval, following which other actions will be implemented.

2019/503		15/10/2019	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.
2019/551		19/11/2019	Council noted Minutes of Audit Committee meeting on 13 November 2019.
2019/445	Audit Committee Report	16/07/2019	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. There are items on the list that belong to the NTG and the asset list requires amendment as appropriate. Matters are being addressed and a final report will be presented to the Audit Committee.
		17/03/2019	Refer to Agenda Item 10.1 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.
2019/457	Water Access for Tourists	20/08/2019	CEO to investigate options for regulated water access for tourists and visitors to Wagait Beach at either Cloppenburg Park or the PowerWater Compound area. Preliminary discussions held with PowerWater. Pending further research, stakeholder consultation and costings. A report to be provided to Council in April 2020.
2019/476	Implement a marketing campaign to highlight the hard waste facility for residents.	15/10/2019	Council resolved to suspend kerbside quarterly hard waste collection from 2020 to be replaced with annual pre-cyclone collection. 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.
2019/509	2019 Tidy Towns Sustainable Community Self-Assessment	15/10/2019	Council resolved to participate in the Tidy Town Self-Assessment process and nominated Jill Mumme to assist Council.

			Jill Mumme assisted Council staff members in the self-assessment process and the completed proforma was submitted 8 November 2019.
2019/542	P10 Council Records	19/11/2019	CEO to report back to Councillors on process with staff training and compliance issues regarding records management.
2019/545	Rates in Arrears	19/11/2019	CEO to provide update for Council in 2020/21 Budget deliberations.
2019/549	CEO Vehicle	19/11/2019	CEO Vehicle Report noted and to commence action for disposal through commercial auction following delivery and replacement in 2020/21 FY.
No Resolution	P28 Media Policy	19/11/2019	CEO to provide presentation to Councillors on implementation of Media Policy.
No Resolution	Review of constitutional Arrangements	19/11/2019 18/03/2020	For discussion in early 2020 and the Community Consultation session on Thursday 21 November 2019. For discussion and resolution. Notes from the Community consultation session support no significant changes; however recent numbers could indicate a trend.
No Resolution	Boundless Possible Project	19/11/2019 18/03/2020	For discussion in early 2020 and the Community Consultation session on Thursday 21 November 2019. Was not raised at November CC session. CEO to provide update.
No Resolution	Sport and Recreation Forward Years Program	19/11/2019 18/03/2020	For discussion in early 2020 with a report on community engagement and expectations. Reports to note.
No Resolution	Honour Roll	15/10/2019	President Peter Clee requested the CEO investigate the creation of an Honour Roll for Wagait Shire Council.

Resolution No. 2020/

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

Moved:

Seconded:

Vote:

9.0 FINANCIAL REPORT

Due to reconciliation issues during migration of new finance and accounting systems, the February reports are not available at the time of the meeting. The Financial reports for the month of February will be tabled at the April 2020 Council meeting.

Resolution No. 2020/

That Council notes the Financial Report for the month of February 2020 will be tabled in the April 2020 Ordinary Council Meeting.

Moved:

Seconded:

Vote:

10.0 AGENDA ITEMS

10.1 Audit Committee Minutes and Report Requests

Previous Decisions:

Resolution No. 2019/445

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.

Moved: Cr Michael Vaughan

Seconded: Vice-President Tom Dyer

Vote: AIF

16/07/2019

Resolution No. 2019/551

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

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

19/11/2019

The November Audit Committee Report noted 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.

In line with the request from the Audit Committee Report, the table below provides alternative dates for Councils consideration.

<i>AC Meetings Current</i>	<i>WSC Meeting Current</i>	<i>AC Meetings Reviewed</i>
26 May 2020	19 May 2020	12 May 2020
22 September 2020	15 September 2020	8 September
30 November 2020	17 November 2020	10 November

Resolution No. 2020/

That Council requests the CEO to confirm the reviewed dates with the Audit Committee.

Moved:

Seconded:

Vote:

10.2 Long Term Financial Plan

The Long Term Financial Plan was added as an Action Item. Council is to hold a workshop with the Audit Committee and engage a consultant with financial expertise to guide Councillors through the process.

10.3 Irrigation at Cloppenburg Park

Financial Report of income and expenses for the Special Purpose Grant to be tabled.

Resolution No. 2020/

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:

10.4 Australia Day

Financial Report of income and expenses for the SPG to be tabled.

Resolution No. 2020/

That Council acquit the amount of \$2,000.00 for the 2020 Australia Day Regional activities.

Moved:

Seconded:

Vote:

10.5 Review of Constitutional Arrangements

BACKGROUND

Previous Decisions:

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:

- a) 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.*
- b) That the community has no wish or desire to partition the council area into wards.*
- c) 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

Resolution No. 2016/71

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

- a) 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.*
- b) 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

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 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.

In November 2019 this review was presented at a Community Consultation session by Councillors, with support for no significant changes.

In preparing this report the Chief Executive Officer has consulted the Electoral Commissioner regarding current enrolment numbers. As at 13 March 2020, there were 296 electors on the electoral roll for Wagait Beach. The table below shows changes to enrolment numbers in Wagait Beach. The Electoral Commissioner has suggested this consistent decline might be interpreted as moderate in a small population, however the remote location of the community poses some barriers to accurate data collection at federal level which makes the information unreliable. The Electoral Commissioner has suggested that a community 'Enrol to Vote' campaign might help to enable more accurate data.

September 2019	November 2019	March 2020
308	304	296

Given this information, it is recommended Council proceed with completing the Reporting Table noting there has been no significant changes to the matters referred to in Section 63(2) and 63(3).

Resolution No. 2020/

That Council:

- a) resolves to proceed with completing the Reporting Table to satisfy its requirements under 23(2) of the *Local Government Act 2008* noting no significant changes; and
- b) requests the CEO submit the completed Reporting Table to the relevant authority.

Moved:

Seconded:

Vote:

10.6 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 15 Procedures for Council and Council Committee meetings be discussed and reviewed at the March 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:**

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

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.

Councillor - 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
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:	

10.7 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 that a short presentation demonstrating how Councillors can apply this policy, be presented February 2020 meeting. As CEO was not able to attend the February 2020 meeting, this was deferred to the March 2020 meeting.

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:

	POLICY TITLE:	MEDIA POLICY
	POLICY NUMBER:	P28
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

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:

Term	Definition
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

P24 Caretaker Policy

6. REFERENCES AND LEGISLATION

Local Government Act (NT)

7. REVIEW HISTORY

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

10.8 P50 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 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:

	POLICY TITLE:	FRAUD AND CORRUPTION PROTECTION POLICY
	POLICY NUMBER:	P50
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

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:

Term	Definition
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

10.9 Australian Institute of Company Directors (AICD)

LGANT is calling for registrations from elected members to attend one of the two complimentary Governance Essentials for Local Government courses:

- Alice Springs on Monday 11th and Tuesday 12th May 2020
- Darwin on Thursday 14th and 15th May 2020.

Resolution No. 2020/

That Council nominate to attend the Governance Essentials for Local Government Course on May 2020.

Moved:

Seconded:

Vote:

10.10 Community Library – Resignation of Co-Founder and Volunteer

Dave Barry was founder of the Wagait Community Library in 2008 and has resigned as he (in his own words) “is getting too old to do this anymore”. A formal thankyou from Council to Dave for his 12 years of service as the volunteer librarian is in order.

Resolution No. 2020/

Council request CEO to draft a thankyou letter on behalf of Council to thank Dave Barry for his 12 years of service to the community as volunteer Librarian from 2008 to 2020.

Moved:

Seconded:

Vote:

10.11 Dog Management By-Law Implementation

BACKGROUND

Previous Decisions:

Resolution No. 2019/438

That Council allow the Chief Executive Officer to investigate and report to Council in relation to the construction of a dog pound.

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

16/07/2019

Resolution No. 2019/474

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

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

17/09/2019

CURRENT SITUATION

At Council's meeting of 19 November 2019, it was requested that Council give guidance on Implementation Strategy before a draft be developed.

Resolution No. 2020/

Council request CEO to develop a Dog Management Implementation Strategy taking Council guidance into consideration.

Moved:

Seconded:

Vote:

10.12 Water for Wildlife



14th February 2020

Ms Anna Malgorzewicz
PMB 10
WAGAIT BEACH NT 0801

Dear Ms Malgorzewicz,

I write to inform you of a new national community initiative called 'Water for Wildlife' and to offer Wagait Shire Council, free of charge, specially designed water stations for placement in parks.

As you are aware, Australia's unique wildlife has been significantly impacted by bushfires, drought and heat events. Even in suburban areas on days of extreme heat, native animals can be seen struggling to cope and often do not have ready access to water.

As such, Animals Australia and DoSomething are seeking the participation of Councils around Australia in the 'Water for Wildlife' initiative. We would welcome your consideration of placing wildlife water stations in public places and parks. Some Councils have already been proactively doing so, with local community members then enthusiastically embracing the responsibility of keeping the water stations filled.

With the provision of water becoming critical to sustaining our unique wildlife, 'Water for Wildlife' is a positive initiative that will encourage community awareness, involvement and support for Australia's native animals.

Participating Councils will be thanked and listed on our websites, which will be promoted to the media and general public by Animals Australia and DoSomething. Participants will also receive stickers for placement on water stations and will be able to use the 'Water for Wildlife' logo on council collateral.

Due to the importance of this initiative, Animals Australia and DoSomething would be happy to supply specially constructed wildlife water stations free of charge to Councils. These water stations have also been distributed free of charge to wildlife groups across Australia, and the uptake has been strong.

However, we understand that the Wagait Shire Council may wish to create your own water stations for placement in public areas. The commitment to place any of your own water stations will see your Council publicly recognised as a participant in the 'Water for Wildlife' national initiative.

RECEIVED
19/2/20

Animals Australia Locked Bag 1236, North Melbourne, VIC 3051 Ph (03) 9329 6333 Fax (03) 9329 6441
enquiries@animalsaustralia.org • www.AnimalsAustralia.org • ABN 65 016 845 767 • ACN 617 080 387

We are very confident that your Council's participation in this national initiative will be positively embraced by residents in your area, and in the broader Australian community.

Given our short production time frame and the strong uptake of this project by wildlife groups so far, if you would like to take advantage of our offer, please let us know as soon as possible. The key co-ordinator of this project is Kerrie Allen, who can be reached via the email address waterforwildlife@animalsaustralia.org, or by phone on 03 9329 6333.

We look forward to hearing from you and do hope that you will be able to be involved:

Sincerely,



Lyn White AM
Director of Strategy
Animals Australia



Jon Dee
Managing Director
DoSomething

Resolution No. 2020/

That Council support/not support the "Water for Wildlife" scheme by placing wildlife water stations in public places and parks.

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. 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 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. 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 21 April 2020 in the Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822

19.0 CLOSE OF MEETING

The Chair declared the meeting closed at _____ pm.