

WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD
7PM
Tuesday 21 April 2020



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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:** - President Peter Clee declared the meeting open at 7.00pm and welcomes Councillors to the meeting.

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:**

Nil

- 1.2 **TELECONFERENCE MEETING**

Resolution No. 2020/053

This meeting will be attended by video conference due to COVID-19 restrictions on gatherings. Elected Members and Local Authority Members and senior staff are to participate by way of teleconferencing subject to conditions in accordance with Chapter 6, Part 6.1 (4) (a), (b) & (c) of the Local Government Act 2008.

Moved: President Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

- 2.0 **DECLARATION OF INTERESTS**

Nil

- 3.0 **CONFIRMATION OF MINUTES**

- 3.1 **Confirmation of Minutes of Tuesday 17 March 2020 Council Meeting**

Resolution No. 2020/054

That the Minutes of the Ordinary Meeting of Tuesday 17 March 2020 be confirmed by Council as a true and correct record.

Moved: Cr Michael Vaughan

Seconded: Cr Graeme Drake

Vote: AIF

3.1.1 Matters arising from 17 March 2020 Minutes

Nil

4.0 GUEST SPEAKERS

Nil

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – March 2020

Since Council's 17 March 2020 Council meeting, the following correspondence has been received and sent.

Resolution No. 2020/055

That Council receives and notes the Inwards and Outwards correspondence report for the period since 17 March 2020 Council meeting be accepted.

Moved: Cr Michael Vaughan

Seconded: Cr Graham Drake

Vote: AIF

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.....

Well COVID-19 is taking up all the headlines so I'll avoid it as much as possible.

I will just emphasise that any ratepayer that has been impacted financially by the pandemic and may have issues with rates payments should contact our CEO Renita to discuss alternative arrangements. The council will consider this on a case by case basis.

At this stage this community is free of COVID-19. We need to ensure that community members ensure good hygiene practices and keep a suitable social distance. There is no doubt we will be affected in due course. So, we need to keep an eye on our fellow community members, especially the aged. The council has reconstituted the Emergency Committee and they have been meeting on a weekly basis.

TOPROC has been proactive in lobbying the political parties involved in the NT Elections that will be held in August. A list of priorities has been developed and will be discussed in open forum with the parties and candidates on later this month. A priority for this council is assurance of continuity of the proposed Marina Precinct. The community is also keen to see KENBI settled, although this is not really an election issue.

The NTG needs to be lobbied to ensure that the water supply for proposed LDC development located between Belyuen and Wagait Beach is expanded and carried on to supply this community with mains water.

The Commonwealth Government sought applications for key infrastructure projects that can be started and completed this year. Our council have sought a grant of \$2m, with a contribution by WSC of \$1m to re-sheet all of the road surfaces at Wagait Beach estimated to cost approximately \$3million . If we are successful in getting this grant it will represent a significant savings to the residents of Wagait Beach, as we would be up for the full cost at some time in the next few years.

Where have I been

17 th March	Weekly meeting with CEO
17 th March	WSC Ordinary meeting
24 th March	Weekly meeting with CEO
30 th March	Emergency Committee meeting
31 st March	Weekly meeting with CEO
6 th April	Emergency Committee meeting by teleconference
7 th April	Weekly meeting with CEO
9 th April	LGANT meeting by video conference.
14 th April	Emergency Committee meeting by Teleconference
14 th April	Weekly meeting with CEO
16 th April	LGANT General Meeting
16 th April	LGANT Mayors and Presidents Meeting
20 th April	Emergency Committee meeting by teleconference
21 st April	Weekly meeting with CEO
21 st April	Ordinary Council meeting by teleconference

Resolution No. 2020/056

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

Moved: President Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report

Since Council's 17 March 2020 meeting, the Chief Executive Officer participated in/or completed the following:

CEO Report March/April 2020	
Staff	Leave – Pam Wanrooy (PL x6) ; Renita Glencross - Nil
Meetings	<ul style="list-style-type: none"> • Staff Toolbox x8 – increased to 3x weekly from 30 March to support staff during COVID-19 preparedness, planning and response • President x4 – weekly catch-up to • Darwin Harbour Reporting Forum with Larakia Nation & CDU; 18-19 Mar • DLGHCD Council staff workshop on new Local Government Act; 24 Mar • LGANT-CEO Forum via ZOOM; 26 Mar, 2 Apr, 9 Apr • Wagait Beach Emergency Management; 30 Mar, 6 Apr, 14 Apr, 20 Apr • LGANT-Planning Reform Briefing via ZOOM; 14 Apr • LGANT-GM via ZOOM; 16 Apr
Projects	<p><u>Jetty Maintenance – COVID-19</u></p> <ul style="list-style-type: none"> • DIPL approved additional cleaning measures for jetty stair handrails during COVID-19 emergency. Income to WSC = \$1470/week. Increased work for WS casuals = aprox 28hrs/week. • WHS measures were implemented and WS casual staff provided chemicals and PPE gear for the project. <p><u>Council Services – COVID-19</u></p> <ul style="list-style-type: none"> • Community Centre and Library services were closed 27 March however community demand for books and internet access has increased due to residents self-isolating and home from work, school etc. • Council has set up tables, power and book exchange on Community Centre verandah for residents to use at their own risk. • Handwashing station provided and social distancing protocols must be observed. Any failure to do so and the access will be dismantled. <p><u>Welcome to Wagait - Community Place-Making</u></p> <ul style="list-style-type: none"> • DCM Population/Boundless Possible Campaign will provide funds up to \$2000 for entry sign/statement. • WAG committee members consulted regarding design. • Design competition announced in March/April newsletter - \$200 prize. • Quotes received for delivery of various signage infrastructure. • Proposed site to be discussed. <p><u>Dog Management Campaign and Implementation</u></p> <ul style="list-style-type: none"> • Consultation with DLGHCD regarding additional requirements of NTG-PAC. • Consultation with CEO Litchfield and Parap vet for associated service costs. • Consultation with AMRIC to develop community campaign. • Follow up quotes for construction of dog cages for vehicle and other equipment required to implement By-Laws.
Actions	<p><u>Administration and Reporting</u></p> <ul style="list-style-type: none"> • Prepared and submitted ABS Local Govt Financial Quarterly Report. • Prepared and submitted DLGHCD Road Data Quarterly Report.

	<ul style="list-style-type: none"> • Prepared and submitted DLGHCD Constitution Report. • Prepared and submitted Irrigation Project Acquittal to DLGHCD. • Prepared and submitted Australia Day Acquittal to ADC. • Provided additional information to DIPL for Black Spot grant proposal. • Provided WS workforce information to LGANT for COVID-19 advocacy actions. • Convened WS Emergency Management group and prepared documents including ToR, COVID-19 arrangements, community Action Plan, community Mapping of vulnerable people and all secretariat functions for meetings. • Liaised with DLGHCD regarding outstanding Special Purpose grant variations for Watertanks, Dog Pound, Picnic Area. • Liaised with Chair, Wagait Shire Council Audit Committee regarding alternative meeting dates as requested by Council. • Liaised with Belyuen CEO, Health service and Aged Care services for information on ways to best support Wagait residents during COVID-19. • Liaison with Police and Emergency Services to follow up enquiries regarding self-isolating residents. • 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. <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • 4 x Community Coronavirus e-updates • 1 x Council e-newsletters (March-April) <p><u>Repairs and Maintenance</u></p> <ul style="list-style-type: none"> • CEO 104,000km vehicle service completed. Brake pads will need to be replaced within the next month. Plans to replace off-road tyres with regular. • Works ute tyres replaced • Works ute minor body works • Works truck wing mirror replaced • Whipper-snipper head replaced • Mower tyre replaced
Incidents	<ul style="list-style-type: none"> • Two new incidents reported during the month: <ul style="list-style-type: none"> - Works Casual minor incident; cut from water hose nozzle, first-aid provided and gloves provided for future use. - PowerWater (PW) electrical issues at the compound; commercial pipe not operational and public card access to water was not working on 2 Apr. Some residents accessed free water. PowerWater were called out and resolved the issue on 3 Apr. - Ongoing staff workplace issue (2020/01/22) progressed, plan in place with monthly reviews.

7.2 Works Report

Since Council's 17 March 2020 meeting, the Works Team participated in/or completed the following actions:

Works Report March/April 2020	
Staff	Leave – GZ (PL x1, RL x4, RDO x1) ; RR (RDO x1) Training/PD – Nil
Meetings	<ul style="list-style-type: none"> • Contributed to weekly staff Toolbox Meetings x8 • WHS meeting with Works Casual staff, WSC work shed, Apr 8-9
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"> • Mowing – Sportsground x2 • Mowing – Jetty entry and carpark area x2 • Mowing – PowerWater compound x2 • Stormwater diversion earthworks Sasche St & Joseph Ct • Greenwaste – regular maintenance x6 • PowerWater weed control (Gamba & Neem) • Replenish Chlorine Holding Tank volume <p><u>ROUTINE</u></p> <ul style="list-style-type: none"> • Complete regular Bore Run x14 • Weekly Water Sampling x13 • Over-see Casual workforce • Regular Jetty maintenance x14 • Additional COVID-19 Jetty maintenance x20 • 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 <p><u>SPECIAL PROJECTS</u></p> <ul style="list-style-type: none"> • Ride to School Day – assisted with setup and pack-down, bike security • Council lawns – dirt and lawn installed • Larrakia Nation Darwin Harbour Forum – assisted with setup and pack-down of tables and chairs at Cloppenburg Park 17 Mar

7.3 Sport & Recreation Report – March 2020

Staff	<ul style="list-style-type: none"> • Staff leave – Nil • Staff PD - Resistance Training, Sports Medicine Australia, Darwin
Meetings	<ul style="list-style-type: none"> • 5 x Staff Toolbox • 24/3 Local Government Regulations • 30/3 Wagait Shire Emergency Management Committee • Encore Pilates – Weekly telephone meeting to discuss changing circumstances • Dept Tourism Culture Sport & Arts – Ongoing telephone meetings with changes and adaptations to programs due to Corona Virus
Administration	<ul style="list-style-type: none"> • Ride2School – very successful day with 44 participants between the morning and afternoon session. • School Holiday Program – Treasure Hunts, Sports events, Disco, Bike maintenance all cancelled. • Taste of Harmony – Finalise YOTS gift vouchers as prizes. Postponed until further notice on morning of event due to Corona Virus self-isolation rules. • April planning – Programs changing daily due to Corona Virus. • Youth Week Basketball tournament & disco planning postponed until further notice. • Quick Response Grant Disco initially postponed. Bike Maintenance postponed. • Advertising – Facebook, Shop and Shire Noticeboards plus provide information for Council Web. • Pilates – Touch base with service provider weekly with conditions changing. • Measure running tracks. • NT Young Achievers Award Nomination awards night postponed until September.
Community Events	<ul style="list-style-type: none"> • <u>Ride2School Day</u>. Nationally in its 12th year Wagait Shire Council hosted the event for the first time this March. What a great success. Kids and parents (Mums) up early to meet at 6.30am for a ride to school with friends. The kids returned from jetty to the sportsground for afternoon tea and a basketball game after school. Great success and will become an annual event. Thank you to Wagait Beach Supermarket for donation of healthy food for the event. • <u>Taste of Harmony</u>. The room was set up and cancelled on the morning of the event due to concerns around the Corona Virus and self-isolation coming into action.
Regular Programs	<ul style="list-style-type: none"> • <u>Bootcamp</u> for 15+years. Monday's. Combination of body weight and equipment used for an outdoor strength and conditioning program. Permitted through month of March with a maximum of 10. • <u>Runners & Walkers – Thursday's</u>. Each Thursday in March we met at Golden Sands for running and beach activity followed by a series of BBQ's where family, friends and new participants were welcomed in good food and good company. • <u>Stretch & Mobility – Thursday's</u>. Designed as a gentle whole body stretch to increase mobility. Cancelled last 2 sessions in March due to being hosted as an indoor activity. • <u>Youth Basketball – Monday's</u>. 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. Basketball program was changed to outdoor cycling for the last 2 weeks in March due to contact sport rules and the Corona Virus. • <u>Youth Cycling - Tuesday's</u>. 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.
Thank you	<p>Volunteers:</p> <ul style="list-style-type: none"> • Michelle and Rick Barton from Golden Sands. Hosting a month of BBQ's and Runners & Walkers post run gatherings. • Alex Jennes – Ride2School parent helper. (Morning and Afternoon Session) • Wagait Beach Supermarket – Sponsors of Ride2School Day.

Resolution No. 2020/057

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

Moved: Vice-President Tom Dyer

Seconded: Cr Graeme Drake

Vote: AIF

8.0 ACTION SHEET

Resolution No. 2020/058

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

Moved: Cr Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

9.0 FINANCIAL REPORT

CEO noted that in the Cash Income and Expenditure Report for February 2020, the total Year to Date Actual Income of \$366,024 for Grants Operations includes all grants received to date. The bookkeeper will be asked to split this into operational and other grants.

The Profit and Loss Statement and the Trial Balance report to be circulated to Councillors at their request.

Councillor Allowances – Vice-President Tom Dyer questioned why the President continues to receive allowances when there is insufficient money in the budget for Elected Members Allowances. The Action Item from the January 2020 Agenda to be brought back to the April 2020 meeting.

The Financials for the month of February 2020 and March 2020 is to be brought back to the May 2020 Council meeting.

10.0 AGENDA ITEMS

10.1 RV Tourism / Dump Points

This is to be carried over to the May 2020 meeting.

10.2 Occupational Licence 3760 over Section 240A, Hundred of Bray

The Occupational Licence (OL3760), has been issued for the sole purpose of care and maintenance of picnic table and association infrastructure on Section 240(A) Hundred of Bray, being the unsealed carpark at the Erickson Crescent beach access point.

This Licence expired on 6 October 2019. As OL3760 has reached its five (5) year term allowed under the *Crown Lands Act 1992*, should Wagait Shire Council wish to hold an OL beyond this date, a new application will be required.

All conditions of OL3760 will remain the same.

Resolution No. 2020/059

That Council authorise the use of the Wagait Shire Council Common Seal for Occupational Licence 3760 over Section 240(A), Hundred of Bray.

Moved: President Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

10.3 North Australian Aboriginal Justice Agency (NAAJA) Memorandum of Understanding

An MoU between WSC and NAAJA for service delivery in the Wagait Shire area expired in 2018. A new agreement has been prepared that will take effect on 1 May 2020 for two years, until 31 April 2022.

The agreement sets out the way in which Wagait Shire Council and the North Australian Aboriginal Justice Agency (NAAJA) will work together in the community of Wagait Beach.

Resolution No. 2020/060

That Council note the North Australian Aboriginal Justice Agency Memorandum of Understanding between the North Australian Aboriginal Justice Agency and Wagait Shire Council.

Moved: Vice-President Tom Dyer

Seconded: Cr Neil White

Vote: AIF

10.4 Rates during COVID-19

In response to the Australian Government and the NT Government COVID-19 health measures and movement restrictions that directly affect the 'non-essential' workforce, Wagait Shire Council has considered its capacity to provide rates concessions to alleviate financial hardship under Parts 11.7 and 11.8 of the Local Government Act 2008. Concessions can include remissions of interest, waivers and deferments.

Wagait Shire Ratepayers impacted by the COVID-19 restrictions and experiencing financial hardship may apply directly to Wagait Shire Council CEO for rates concessions and alternative payment options for rates due 31 March 2020. The requests will be considered on a case-by-case basis. Any concessions granted will be reviewed after 30 June 2020 in line with COVID-19 measures in place at that time.

Resolution No. 2020/061

That Council note and endorse the CEO to offer rates concessions and alternative payment options to ratepayers experiencing financial hardship as a direct result of COVID-19 measures and restrictions.

Moved: Cr Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

10.5 Report of Ministerial Correspondence on Subordinate Legislation

On 9 March 2020, The Hon Gerry McCarthy MLA Minister for Local Government Housing and Community Development wrote to Chair of Public Accounts Committee (PAC), Mrs Kate Worden MLA, in response to the PAC's queries regarding the Wagait Shire By-Laws dated 11 February 2020.

On 24 March 2020, another letter from PAC was sent to the Minister noting PAC still has concerns about specific By-Laws that may create defences. In response, the Department

have advised PAC that Council could consider their suggestions if Council makes amendments to the By-Laws in the future.

Council is not obliged to make the suggested amendments.

Resolution No. 2020/062

That Council notes the Report of Ministerial Correspondence on Subordinate Legislation (July 2019- March 2020) regarding the Wagait Shire Council Dog Management By-Laws.

Moved: Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

10.6 Bi-Annual Community Forum

Council resolved to hold Bi-Annual Community Forums twice a year in the Months of August and April. Due to the COVID-19 Pandemic the Bi-Annual Community Forum for April is postponed to a future date, pending COVID-19 restrictions.

10.7 Emergency Management Committee

The Wagait Shire Emergency Management (WSEM) Committee has been reconvened to consider specific COVID-19 preparation and response measures and provide timely advice to Council on the impact of the pandemic in the community.

To properly establish the WSEM Committee under Part 5.2 of the Local Government Act 2008, Council is required to resolve to establish a Council Committee, assign its functions, appoint the persons to be members of the committee and determine the terms and conditions on which a person holds office as a member of the Council Committee.

The inaugural meeting of the WSEM team took place on Monday 30 March 2020 and will continue weekly until further notice. Documents prepared and provided for consideration by Members, include:

- WSEM Committee Terms of Reference (ToR)
- WSEM Committee COVID-19 Arrangements
- WSEM Committee Action Plan (Draft)

A summary of each Emergency Management Committee is to be included in the CEO reports for each meeting.

Resolution No. 2020/063

That under Part 5.2 Council Committees of the Local Government Act 2008, Council:

- a) resolves to establish the Wagait Shire Emergency Management Committee as a Council committee; and**
- b) notes and accepts the Terms of Reference and Arrangements by which the Committee will function.**

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.8 Green Waste Facility at Cloppenburg Park

There is great concern that the current pile of green waste at the green waste facility at Cloppenburg Park is a high risk factor. Ideas and options are to be investigated and brought back to the next meeting for May 2020.

10.9 Place-Making Initiative – Welcome To Wagait

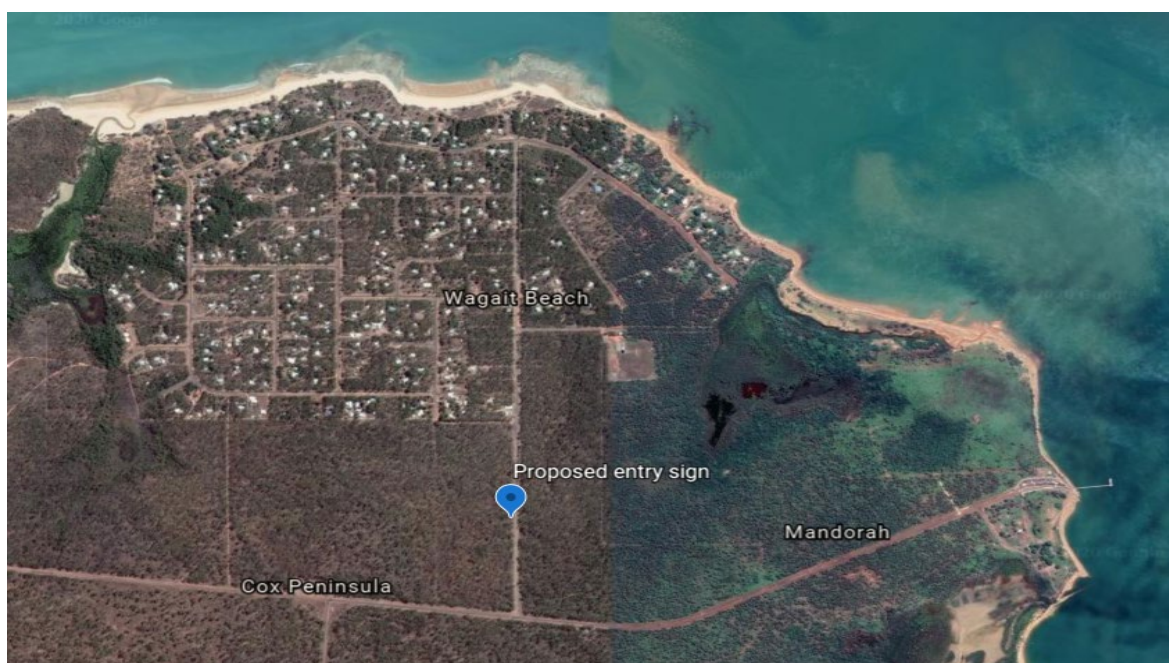
Place-making capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces and activities that promote people's health, happiness, and well-being. It is political due to the nature of place identity.

Place-making is both a process and a philosophy that makes use of urban design principles. It can be government-led or community driven grass roots tactical urbanism.

Current Place-making activities in Wagait Beach such as the 'Welcome to Wagait' collaboration with the Wagait Arts Group to create an entry statement/sign for the community, have the potential to develop into a range of community place-making activities and infrastructure that align to our Strategic Planning goals.

The establishment of a volunteer Place-Making Committee to assist with delivery of these goals is a consideration of Council. There is great local experience and knowledge amongst the residents that could contribute to strengthening community identity and well-being through place-based planning and action.

The proposed 'Welcome to Wagait' entry statement site is on Wagait Tower Rd and will require formal approvals from NT Government to be constructed at this location (see map). Currently, the design process is underway with a local competition that closes on 11 May 2020.





Resolution No. 2020/064

That Council approve CEO to:

- a) develop the Terms of Reference and structure to establish the Wagait Place-Making committee as a Council committee; and**
- b) progress the concept development for design and construction of the entry statement sign at the proposed site.**

Moved: Vice-President Tom Dyer

Seconded: Cr Graham Drake

Vote: AIF

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

The ANZAC Order of Service at Wagait Shire Council Cenotaph is cancelled in 2020 due to COVID-19 restrictions, however Council will still lower and raise the flag on Saturday 25 April at 6:30am and 10:00am respectively. Residents have been invited to lay a wreath at the Cenotaph by appointment, between these hours. Council will recommend that residents walk to the end of their driveway while the flags are being raised at 10am to commemorate. The raising of the Flags will be live streamed on social media.

16.0 LATE ITEMS AND GENERAL BUSINESS

16.2 Hardwaste Skip Bins - Concerns have been raised that the hard waste bins are full and overflowing. Veolia have confirmed that they will be coming later in the week to exchange with new bins

17.0 IN-CAMERA ITEMS

Nil

18.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 19 May 2020 in the Council Chambers or by Video Conference at 7.00pm, 142 Wagait Tower Road, Wagait Beach NT 0822

19.0 CLOSE OF MEETING

The Chair declared the meeting closed at 8.15 pm.