

WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD
7PM
Tuesday 16 June 2020



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

Date: Tuesday, 16 June 2020

Time: 7.00pm

Location: Council Chambers, 142 Wagait Tower Road, Wagait Beach

Conditions: Current COVID-19 restrictions allow for only 8 persons in the Council Chamber. Council and secretariat are 7 people. Public are welcome to participate however are required to contact Council by 10am Tuesday 16 June 2020 if attending so that arrangements for alternative participation options such as joining via videoconferencing on a personal device or telephone can be made.

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:

**Resolution No. 2020/
That the apology of..... be accepted approved.
Moved:
Seconded:
Vote:**

1.3 APPOINTMENT OF PRESIDENT

**Resolution No. 2020/
That Be appointed to the position of President for the term of
months.
Moved:
Seconded:
Vote:**

1.4 APPOINTMENT OF VICE-PRESIDENT

**Resolution No. 2020/
That be appointed to the position of Vice-President for the
term of months.
Moved:
Seconded:
Vote:**

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes of Tuesday 19 May 2020 Council Meeting

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

3.1.1 Matters arising from 19 May 2020 Minutes

4.0 GUEST SPEAKERS – Nil

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – May 2020

Since Council's 19 May 2020 Council meeting, the following correspondence has been received and sent.

Inwards Correspondence

Date	From	About	
20/05/2020	Dept of environment & Natural Resources	Gamba Action Program 2019/20	mail
27/05/2020	Aust Govt, Dept of Infrastructure, Transport, Regional Dlv & Comm	For infor - Upcoming Transition to the Reporting and Program Management Portal	email
27/05/2020	Rosie King, Local Govt & Community Dlv	Training needs of NT Councils	email
27/05/2020	Bill Greer, Water Licensing Officer	Groundwater extraction licence application - currently assessing application.	email
27/05/2020	Aust Govt - Dept of Infrastructure, Transport, Regional Dlv & Communications	Local Roads and Community Infrastructure Program - Funding Allocation	email
27/05/2020	Nt Archives Centre	Records Disposal Schedule for Local Authorities in the Northern Territory	email
28/05/2020	R2R - Dept of Infrastructure, Transport, Regional Dlv & Communications	May 2020 Roads to Recovery Payment - \$125,578.00	email
28/05/2020	LGANT	FYI only - Land Use Planning Communique and the COVID-19 Pandemic	email
29/05/2020	Resident	Firebreak and tree removal - boudary of RUA	email
29/05/2020	NT Grants Commission	Early payment - 2020-2021 NT Financial Assistance, \$3,976 FAA General Purpose, \$29037 FAA Roads	email
1/06/2020	Territory Families	Annual Property and Garbage Rates concessions for 2020-2021.	email

Outwards Correspondence

Date	To:	About:	
19/05/2020	North Australian Aboriginal Justice Agency	Memorandum of Understanding - North Australian Aboriginal Justice Agency & WSC - signed agreement	email
20/05/2020	Rosie King - Local Govt, Housing & Community Dlvp	Amended advice - no increase in revenue units this year	email
19/05/2020	NAAJA	Memorandum of Understanding - North Australian Aboriginal Justice Agency & WSC - signed agreement	email
21/05/2020	5 x participants	Wagait Beach Welcome - design competition results	email
26/05/2020	Local Govt & Community Dlvp, Dept Local Govt, Housing & Community Dlvp	SCALE - letter of offer and policy	email
27/05/2020	NT Archives Centre	Signed Authority - Approved Records Disposal Schedule 2018-3	email
29/05/2020	Water Licencing & Regulation	Groundwater extration licence application - response to email received 27/05/2020	email
5/06/2020	One Music	One Music copyright music licence for LGA's	email
10/06/2020	NT Govt	Youth Vige Holiday Grant June-July Agreement	email

Resolution No. 2020/

That Council receives and notes the Inwards and Outwards correspondence report for the period since 19 May 2020 Council meeting be accepted.

Moved:

Seconded:

Vote:

6.0 COUNCILLORS REPORTS

6.1 President's Report

Purpose of Report

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

What's been happening.....

We need to be aware that 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 needs to continue to promote a proposal 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. I strongly subscribe to the boundary expansion proposals developed by councillor Richmond a few years ago. We need to start a discussion with the residents of the unincorporated land and with the Larrakeyah Development Corporation who are most likely to develop the first residential estate on the old Kenbi land located near the previous Radio Australia link site.

Our council has been accumulating reserves to enable a major road maintenance program to be undertaken. This is estimated to cost approximately \$2.5 million. Unfortunately, we are still well short of the amount required for this project and it is not practical to do the maintenance in two stages. Depending on when the roadworks needs to be done council will be to consider borrowings to enable the project to be completed.

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 23rd April. 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 carried on supplying this community with mains water.

The Commonwealth Government have asked 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-surface all the road surfaces at Wagait Beach. 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.

This year is my 22nd year as an elected member on council. I foreshadow that I will be stepping down as the Council President on 30 June. This will be the last council meeting that I chair. I thank council staff, both past and present as well as Councillors both past and present for making my time as Council President such an enjoyable and productive time. Much has been achieved and this community is a very comfortable and safe place to live. The community is well placed as we move forward.

There is still much that needs to be done and I will stay on as an ordinary councillor and will be encouraging council to continue to lobby for a Community Bus Service, The Mandorah Jetty project, Settlement of the Kenbi Land Claim, additional Health Services, a development on the old Mandorah Hotel site and a long-term solution to waste disposal on the Cox Peninsula.

Where have I been

18 th May	Meeting with Local Member Gary Higgins
19 th May	Ordinary Council Meeting
21 st May	TOPROC Meeting video conference
21 st May	Meeting with CoD CEO
26 th May	Weekly meeting with CEO (by telephone)
29 th May	Local Government Disciplinary Committee meeting
1 st June	Weekly meeting with CEO
4 th June	LGANT Meeting for Mayors and Presidents

4 th June	meet with LSK re KLRR
12 th June	LGANT General Meeting
16 th June	Weekly meeting with CEO
16 th June	WSC Ordinary Meeting
23 rd June	Weekly meeting with CEO
24 th June	ABC Grass Roots
30 th June	Weekly meeting with CEO

Resolution No. 2020/

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

Moved:

Seconded:

Vote:

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer’s Report – May 2000

Since Council’s 19 May 2020 meeting, the Chief Executive Officer participated in/or completed the following:

CEO Report May/June 2020	
Staff/HR	Leave – Pam Wanrooy (RDO x1)
Meetings	<ul style="list-style-type: none"> • Staff Toolbox x5 • President x5 – weekly catchups by phone • WHS Review consultant; x4 • DIPL - Wagait Tip Remediation; 13 May • EASA/HR consultants; 20 May • NTLG-CEO via ZOOM; 22 May • LGANT-CEO Forum via ZOOM; 21 Apr, 28 Apr, 12 May • LGANT Governance & HR RG via ZOOM; 20 May • LGANT Transport/Infrastructure RG via ZOOM ; 27 May • Belyuen CEO fortnightly catchups; 28 May, 11 June • TOPROC GM; 21 May • CEO Coomalie; 22 May • TOPROC Animal Management RG; 28 May • Cox Country Club; 4 June • Larrakia Development Corp - Wagait Tip Remediation; 8 June • Ironbark CDP; 9 June
Projects	<p><u>COVID-19 Council Services</u></p> <ul style="list-style-type: none"> • Council facilities have all been assessed and have COVID Operation Plans • Regular updates provided via newsletter, social media and notice-boards <p><u>Emergency Management Committee</u></p> <ul style="list-style-type: none"> • No meetings held in May/June • ToR and meeting documents published to website • Eol for Committee Chair advertised (closing 22 June) <p><u>Welcome to Wagait Beach - Community Place-Making</u></p> <ul style="list-style-type: none"> • Proposed site agreed by Council in 21 April meeting • Consultation with DIPL for road verge usage permit in progress • Design competition winner announced in May/June newsletter - \$200 prize • Development of ToR and Eol for new Place-Making Committee underway <p><u>Dog Management Campaign and Implementation</u></p> <ul style="list-style-type: none"> • 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. <p><u>Waste Issues and Compound Development</u></p> <ul style="list-style-type: none"> • Veolia advised that the hard waste collected from the Shire since July 2019 has exceeded contracted amount by more than 150% and wish to vary the contract. • Hardwaste compound was closed on 31 May after prohibited goods (concrete) were found in the bins and notices posted on the noticeboards and social media

	<ul style="list-style-type: none"> • Waste policy (P25) has been reviewed and amended to include hard waste and green waste terms and conditions for residents and Council employees, pending outcome of community meeting. • Hardwaste compound has been redeveloped with marked bays for offloading items that can be reused and recycled, to reduce mass heading to landfill. • Hardwaste compound reopened on 6 June (long weekend) with casual staff and volunteers in attendance; facility was utilised by total of 4 residents over the period. Additional open hours can made by special arrangement and will be further discussed at the community meeting.
Actions	<p><u>Administration and Reporting</u></p> <ul style="list-style-type: none"> • Preparation of draft Rates declarations for 2020-21 • Preparation of draft Budget 2020-21 and draft long-term Budget 2020-2024 • Preparation of draft Business Plan 2020-21 • Provided WSC workforce information to LGANT for COVID-19 advocacy actions • Liaison with DLGHCD regarding outstanding Special Purpose grant variations for Watertank and Dog Pound • Liaison with Chair, Wagait Shire Council Audit Committee regarding draft budget and plans for 2020-21 • Liaison with Belyuen CEO and Health service regarding ongoing regular use of Wagait Medical Centre and options for increasing the service • Liaison with hairdresser in Berry Springs interested in using the WSC facilities • Liaison with Police regarding training operation in Wagait Beach • Liaison with CCVBB Warden, Crown Lands Office and DENR regarding fire-breaks around estate, particularly RUA access and costs recovery • Liaison with DENR Weeds Branch regarding planning for 2020-24 • Liaison with DLGHCD regarding SCALE funding eligibility requirements • 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 • Preparation and research for Dog Management By-law implementation and alignment of registration and campaign proposal • Preparation and planning for Community Meeting 4 July 2020 • Petty Cash has been cancelled and the balance transferred back to the transaction account <p><u>Grant Applications & Payments</u></p> <ul style="list-style-type: none"> • Youth QRS – Territory Families; \$2000 (Successful) • Youth Week – Territory Families; \$2000 (Successful) • Youth Vibe Holiday Grants – Territory Families; \$2000 (Successful) • Sports Stimulus – Tourism, Sport & Culture; \$4954 (Successful) • Seniors Activities – Territory Families; \$2000 (Pending) • R2R (2016-2020); \$125,000 (Paid) • SCALE – DLGHCD; \$100,000 (Paid) • ICLR – FAA; \$25,111 (Paid) • FAA (Roads and Community advance for 2021); \$33,013 (Paid) <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • 1 x Council e-newsletters (April-May) published • 1 x Hard Waste information published to Council website and social media • 1 x Notice Eol for Chairperson Emergency Management Committee

	<p><u>Repairs and Maintenance</u></p> <ul style="list-style-type: none"> • CEO vehicle brake pads replaced • CEO vehicle key barrel ordered
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Work/Occupational Health & Safety Report May/June 2020	
Meetings	<p>4 x Weekly WHS Toolbox meetings 4 x Weekly WHS Review meetings with consultant 1 x All staff meeting on WHS & OHS obligations 21/05/2020</p>
Incidents	<p>Three incidents reported during the month:</p> <ul style="list-style-type: none"> • 02/05/2020; Public vehicles driving on Cloppenburg Park. • 02/05/2020; Motor-cycle use on the closed BMX track. • /05/2020 ; Whipper Snipper damaged after falling from moving WSC vehicle. • 07/06/2020 ; Boom Place barrier damaged by vehicle on long weekend. • Staff workplace issue (2020/01/22) is resolved. EASA consultants provided conflict training and mediation.
Actions	<p>Prevention, Mitigation and Awareness:</p> <ul style="list-style-type: none"> • E-newsletter reminder that no vehicles permitted on Cloppenburg Park. • National Walk Safely to School Day cancelled due to Covid-19. • Labels and SDS information for poisons and corrosives used in workshop, jetty and cleaning finalised. • Signage Investigation Report at Cloppenburg Park completed. • Signage investigation report completed for WSC Office and Works Shed. • Suitable non-slip footwear provided to staff for work on boat ramp. • Safer tools provided to staff for jetty wash tasks. • Initial planning of evacuation procedures for cyclone/fire/chemical spill in workshop commenced. <p>Professional Development:</p> <ul style="list-style-type: none"> • All staff attended training workshop in Legislative Requirements and Obligations of the employer/employee in the workplace 21/05/2020, including workplace risk and hazard identification. • White Card opportunities through CDU stimulus initiatives were investigated for staff during Covid-19. <p>Corrective Actions Outstanding at 10/6/2020:</p> <ul style="list-style-type: none"> • Power & Water Induction Works labourer. • Covid 19 Restrictions and modifications ongoing. • Evacuation Procedures for Workshop, Community Centre, Administration Office, Cloppenburg Park to be finalised.

7.2 Works Report – May 2020

Works Report April/May 2020	
Staff/HR	Leave – GZ (RDO x1); RR (RDO x1; Recl x5)
Meetings	Staff Toolbox x4 WHS meeting and workshop
Projects	<p><u>Power Water</u></p> <ul style="list-style-type: none"> • Bore Runs x 14 • Water Samples x 8 • Water Facility Mow & Snip x 2 • Boundary firebreaks completed including bore-line • Weed control contract obligations completed <p><u>Jetty Maintenance – COVID-19</u></p> <ul style="list-style-type: none"> • Jetty Wash x 12 • Jetty Carpark turf watering daily • Boat ramp algae removed • DIPL approved additional cleaning measures for jetty stair handrails during COVID-19 emergency ongoing, undertaken by Works staff during the week and Casual staff on the weekends. <p><u>Waste Maintenance</u></p> <ul style="list-style-type: none"> • Green Waste push up x 5 (weekly) • Hardwaste compound reviewed, maintenance and remodelling undertaken • Council bins x 8 in, out & cleaned weekly <p><u>Roads Maintenance</u></p> <ul style="list-style-type: none"> • Boom Place barrier removed and replaced after vehicle damage on long weekend • Pothole repair x 5 <p><u>Dog Management</u></p> <ul style="list-style-type: none"> • Follow up quotes for construction of dog cages for vehicle and other equipment required to implement By-Laws • Liaison with residents regarding dog incidents x 3 <p><u>General Maintenance</u></p> <ul style="list-style-type: none"> • Sportsground mow & snip x 1 • Playground equipment checked and sand cleaned • Council grounds turf watering daily • Ongoing work planning for Casuals • General Plant maintenance • Caretaker’s compound maintenance • OHS & WHS Compliance work • Workshop Spring clean

7.3 Sport & Recreation Report – May 2020

Sport & Recreation Report May 2020	
Staff/HR	Rebecca Taylor (Leave -Nil; PD-Nil)
Meetings	4 x Staff Toolbox 1 x WSC Emergency Management Committee President, Darwin Runner & Walkers: Set up relationship with other run groups, share timing devices. Training for use of timing devices for Wagait Beach events. Athletics NT: What options are available for Wagait Beach to join specific events as a club.
Administration Grants Applied Grants awarded Grants Reported Planning Activities/Events Correspondence	Medallion order – Curby’s trophies. 5 in the 5 th (5km race) T-Shirt order – The Cricket & Football Shop. 5 in the 5 th (5km event) Tour around Cloppenburg Park as a tourist and investigate what signage needs to be installed to keep order and protect the Wagait Shire facilities. Running program and calendars. Logistics (ongoing) around hosting a City to Surf event (Belyuen to Beach) Set up lock up procedures for users of Community Centre. First Aid notifications and signs for Community Centre user groups. Prepare equipment and cleaning materials inline with Covid 19 guidelines from NTG. Petty Cash administration – Fruit for running event. Report and photo share on Facebook with 5km event results. Work with CEO, apply for Covid 19 Stimulus Package grant (Additional Wages / Materials) Work on strategic plan for Sport & Rec within the Wagait Shire Plan. Work on 12month Sport & Rec budget. Modify activities and dates for grants received from NTG.
Community Events	<u>5 in the 5th - 5km’s in the 5th Month:</u> A new program born from Covid restrictions. The Covid environment has been a blessing for staff and participants to nut out some well added programs. The event was won by local high school student and running champion Nyah Brown. Many thanks to Matt & Christhol Swanson, directors of IT company SEMVAC for sponsoring of the event. A hearty breakfast was enjoyed by all post event. Thank you Sholto Brown for the early start setting up drink stations and keeping the runners well hydrated. <u>National Walk Safely to School Day:</u> The National event has been postponed due to COVID-19 restrictions.
Programs	<u>Bootcamp:</u> 15+years. Early May WSC provided programs and equipment for home sessions. Now on hold while the Pilates, Runners & Walkers program takes precedence. Bootcamp is a highly desirable program and will be back once Pilates has settled into a routine. <u>Runners & Walkers:</u> All ages. This has been such a successful program during the Covid 19 restrictions. The big event on the 17 th may was a huge success with new plans for a City to Surf – Belyuen to Mandorah event on the 26 th July. A 10-week training program commence on 18 th May. Training plans have been created for the novice and intermediate runner along with walkers over a 13, 8, 4km distance. <u>Stretch & Mobility:</u> Resumed on the 11 th May. Aimed at members of the community who remain within the township during a regular business day. <u>Junior Sport:</u> Updated information on the Covid restrictions will see the return of junior contact sport from June 5 th , 2020. <u>Pilates:</u> Commenced late May. Local Resident and owner / operator Encore Pilates working with Wagait Shire Council to deliver 6-week blocks of Pilates to interested community members. All fees attached are directly paid to Encore Pilates. <u>Off Road Cycling:</u> Off road cycling took the group out on visits to various interesting sites and locations with an hour turn around cycle around Wagait Beach. Plenty of long grass to tackle and new tracks to explore.

2019/20 Shire Performance Indicators	<ol style="list-style-type: none"> 1. Deliver at least 4 activities every month: In constant communications with Department of Tourism, Sport and Culture about the changing face of recreation due to the Corona Virus, Covid-19. Shires and Communities on the Remote Sport Program sharing of suggestions and information to ensure residents were still able to access some form of active recreation in each area. 2. Maintain current attendance & participation numbers: total participants 3. Maintain SafeNT Regulations: Volunteers not needed to produce Safe NT, Working with children clearance in May as the tasks completed by volunteers were not working directly with customers / participants. 4.
Thank you	<ul style="list-style-type: none"> • Matt and Christhol Swanson – SEMVAC Pty Ltd, sponsors of the Inaugural 5 in the 5th - 5km event for Runners & Walkers. • Sholto Brown, parent helper setting up and manning drink stations for 5km run event.

**Resolution No. 2020/
That Council receives and accepts the Officers Reports for the month of May 2020.
Moved:
Seconded:
Vote:**

8.0 ACTION SHEET – May 2020

	Resolution No.	Resolution	Meeting Date	Status
2	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.
	2020/047		17/03/2020	For discussion. Council to give guidance on Strategy development and CEO to provide update on options for implementation. Council request CEO to continue to develop a Dog Management Implementation Strategy taking Council guidance into consideration.
			21/04/2020	Correspondence received from NTG-PAC with further recommendations for amendments to the By-Laws.
			19/05/2020	Dog Management Implementation Strategy being finalised and will be used for grant variation request once approved.
4	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.

	2020/040		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.
			16/06/2020	Update to Council: <ul style="list-style-type: none"> request for further information received regarding Careflight helicopter landings on the oval/ requested from Careflight and provided to DENR; redesign of BMX track and playground upgrade (softfall) has been included in budget for 2020-21
5	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.
	2020/078		19/05/2020	Council noted Minutes of Audit Committee meeting on 22 January 2019.
	2020/		16/06/2020	Refer Agenda Item 10.1 Council noted the Report of the May Audit Committee meeting on 18 May 2020.

7	2019/457	Water Access for Tourists	20/08/2019 19/05/2020 16/06/2020	<p>CEO to investigate options for regulated water access for tourists and visitors to Wagait Beach at either Cloppenburg Park or the PowerWater Compound area.</p> <p>Preliminary discussions held with PowerWater. Pending further research, stakeholder consultation and costings.</p> <p>CEO to provide a report to Council in July 2020 for consideration. Power/Water decline to install a tap for visitor access. Other options might include meter installations at the Council Office or Community Centre.</p>
8	2019/476	Implement a marketing campaign to highlight the hard waste facility for residents.	15/10/2019 21/04/2020 19/05/2020 16/06/2020	<p>Council resolved to suspend kerbside quarterly hard waste collection from 2020 to be replaced with annual pre-cyclone collection.</p> <p>The provision of 24/7 hard waste area to be promoted as part of the information campaign leading up to the final kerbside hard waste collection service scheduled for 23 and 24 November 2019.</p> <p>CEO reported hard waste being well-used by community with no major issues. Further permanent signage and open/close hours should be considered.</p> <p>Pending 2020-21 budget approval, CEO will finalise campaign.</p> <p>Refer CEO Report.</p>
9	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.
14	No Resolution	Boundless Possible Project Welcome to Wagait	19/11/2019 18/03/2020 19/05/2020	<p>For discussion in early 2020 and the Community Consultation session on Thursday 21 November 2019.</p> <p>Was not raised at November CC session. CEO provided update of meeting with WAG and proposed position of a community entry statement/welcome sign.</p> <p>Welcome to Wagait design competition closed on 11 May, panel will meet to assess entries and winner will be announced 22 May 2020. Further design development will be undertaken, pending budget outcomes for 2020-21.</p>

15	No Resolution	Sport and Recreation Forward Years Program	19/11/2019	For discussion in early 2020 with a report on community engagement and expectations. Reports to note. Council have requested CEO to support the S&R Officer to develop a more strategic approach to the S&R Program for Forward Years.
			19/05/2020	Pending budget outcomes for 2020-21 a consultant will be engaged to develop a Strategic Plan for Wagait Sports and Recreation 2021-2025.
16	No Resolution	Honour Board	15/10/2019	President Peter Clee requested the CEO investigate the creation of an Honour Board for Wagait Shire Council.
			16/06/2020	Additional Honour Board has been costed at \$1000 and is included in the 2020-21 budget.

Resolution No. 2020/

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

Moved:

Seconded:

Vote:

9.0 FINANCIAL REPORT

9.1 Cash Income and Expenditure Report – May 2020

	May 2020 Actual \$	May 2020 Budget \$	Variance in \$	Variance as %	Year to date Actuals \$	Year to date Budget \$	Variance in \$	Variance as %	Actual Approved Budget	Forecast to June 2020	Notes
INCOME											
RATES	\$3,363	\$50	\$3,313	6625.1%	\$231,197	\$233,297	-\$2,100	-0.9%	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$1,650	\$0	\$1,650	0.0%	\$115,923	\$117,600	-\$1,677	-1.4%	\$117,800	\$117,800	2
GRANTS - Operational	\$266,398	\$14,739	\$251,659	0.0%	\$376,682	\$269,815	\$106,867	39.6%	\$294,931	\$294,931	3
GRANTS - Special Purpose Grants	\$0	\$0	\$0	0.0%	\$259,645	\$53,700	\$205,945	383.5%	\$65,700	\$65,700	4
CONTRACTS	\$14,201	\$8,150	\$6,051	74.2%	\$94,132	\$89,650	\$4,482	5.0%	\$98,000	\$98,000	5
RENTAL INCOME	\$514	\$665	-\$151	-22.8%	\$6,436	\$7,325	-\$889	-12.1%	\$8,000	\$8,000	6
MISCELLANEOUS	\$572	\$3,267	-\$2,695	-82.50%	\$15,258	\$14,000	\$1,258	9.0%	\$14,000	\$14,000	7
TRANSFER FROM RESERVES		\$0	-\$0	-100.0%	\$0	\$34,500	-\$34,500	-100.0%	\$34,500	\$34,500	8
TOTAL INCOME	\$286,697	\$26,871	\$259,826	966.9%	\$1,099,273	\$785,387	\$313,886	40.0%	\$866,228	\$866,228	
EXPENSES											
ADMINISTRATION EXPENSES	\$3,989	\$3,390	-\$599	-17.7%	\$91,121	\$99,050	\$7,929	8.0%	\$103,200	\$103,200	9
EMPLOYMENT EXPENSES	\$36,470	\$37,500	\$1,030	2.7%	\$378,800	\$404,700	\$25,900	6.4%	\$441,300	\$441,300	10
ROADS	\$2,208	\$3,000	\$792	0.0%	\$4,605	\$71,000	\$66,395	93.5%	\$73,000	\$73,000	11
CONTRACTS & MATERIALS	\$728	\$900	\$172	0.0%	\$2,610	\$4,100	\$1,490	36.3%	\$5,000	\$5,000	12
REPAIR & MAIN TOWN ASSETS	\$2,147	\$100	-\$2,047	-2046.7%	\$17,537	\$13,100	-\$4,437	-33.9%	\$17,400	\$17,400	13
VEHICLE & PLANT	\$1,401	\$1,658	\$257	15.5%	\$23,984	\$21,038	-\$2,946	-14.0%	\$22,600	\$22,600	14
GRANT EXPENSES	\$0	\$15,175	\$15,175	100.0%	\$83,778	\$85,025	\$1,247	1.5%	\$67,700	\$67,700	15
WASTE MANAGEMENT	\$6,256	\$5,000	-\$1,256	-25.1%	\$79,152	\$77,500	-\$1,652	-2.1%	\$90,000	\$90,000	16
SERVICES	\$0	\$750	\$750	100.0%	\$5,655	\$10,650	\$4,995	46.9%	\$11,400	\$11,400	17
TOTAL EXPENSES	\$53,198	\$67,473	\$14,275	-21.2%	\$687,242	\$786,163	\$98,921	-12.6%	\$831,600	\$831,600	
TOTAL OPERATIONAL SURPLUS / DEF	\$233,499	-\$40,602	\$274,101	-675.1%	\$412,031	-\$776	\$412,807	-53196.7%	\$34,628	\$34,628	

9.2 Notes on Cash Income and Expenditure Report for May 2020

1. May higher due to more paying later than predicted, however Year to date lower than expected & as per debtors quite a high number of current year rates still unpaid.
2. May higher than expected, however lower overall for the year, due to timing of receiving payments from rate payers.
3. Grants Year to date higher mainly due to grants being carried forward & not included in budget, as previously advised. Additional Grants for FAA roads & general purpose received during May.
4. Additional Special Purpose Grants received may include Scale 2020 & R2R roads grants. Other grants as advised previously include Senior's Week, Dog Pound, Australia Day & NT Youth Vibe.
5. May higher than budget & YTD slightly higher than budget overall.
6. May & YTD marginally lower than budgeted, due to no rentals during February.
7. May & Year to Date slightly higher than budgeted as stated previously mainly due to interest received being higher than expected.
8. Transfer from reserves as budgeted not done to date.
9. May slightly over budget however as stated previously year to date is slightly lower than budgeted partly due to the timing of expenses, savings continue in the area of telephone, advertising, meeting & community expenses. Costs still yet to be expensed include FBT, valuation costs.
10. May slightly lower than budget and overall also Year to Date lower than budget.
11. May & Year to Date lower as stated previously due to budgeted road works not yet commenced.
12. May & Year to Date lower than budget, mainly due to timing of repairs.
13. May higher than budgeted due to repairs to grounds, & Year to Date also higher than budgeted overall due to timing of maintenance projects and budget being averaged on quarterly basis.
14. May lower than budget however Year to Date slightly higher, mainly due to repairs & maintenance on plant & vehicles & timing of repairs.
15. No costs May & Year to Date slightly lower than budgeted due to timing of spending of grant funds.
16. May & YTD higher than budget mainly due to regular weekly collections and timing of receiving/paying bills. Overall in relation to budget year to date hard & green waste is still under.
17. May & Year to Date continue to be lower due to savings being made using solar power, however to be noted water & sewerage charges continue to be over budget to date.

9.5 Supplier Payment History for the month of May 2020

Date	Supplier	Particulars	Amount \$
CHEQUE ACCOUNT			
2/05/2020	CBA	Merchant fees	\$67.32
7/05/2020	Super Clearing	Staff Superannuation	\$4,299.33
14/05/2020	Central Business Equipment	printing & copy charges	\$141.57
14/05/2020	Coles Supermarket	Cleaning supplies	\$4.80
14/05/2020	L.G.A.N.T.	Sanitiser bottles	\$150.00
14/05/2020	Motor Vehicle Registry	Vehicle registrations	\$1,106.10
14/05/2020	Ideal Engraving	keys cut for Cloppenburg Park	\$81.00
14/05/2020	Bunnings	Cleaning supplies	\$38.25
14/05/2020	Turf NT	Carpet Grass trench re-fill jetty	\$280.00
14/05/2020	Central Business Equipment	printing & copy charges	\$425.41
14/05/2020	Finlay's Stonemasonry	Top soil for jetty	\$90.00
14/05/2020	Bunnings	Lawn seed Jetty	\$21.80
14/05/2020	Harvey Distributors	Cleaning supplies	\$27.59
14/05/2020	Veolia Environmental Services	Waste management. Rubbish Collections	\$6,881.05
26/05/2020	Central Business Equipment	Photocopier rental	\$174.41
28/05/2020	Sealink Ferries	Travel costs to drop off CEO car for service	\$16.30
28/05/2020	Sealink Ferries	travel costs to pick up CEO car for service	\$16.30
28/05/2020	cabcharge	travel costs to pick up CEO car for service	\$12.39
29/05/2020	Australian Taxation Office (ATO)	April BAS	\$6,779.00
31/05/2020	Wagait Beach Supermarket	Various, fuel, cleaning supplies etc	\$427.00
31/05/2020	Bunnings	safety kit	\$42.69
31/05/2020	Skilled Tree Solutions	Attendance to large tree on erickson st	\$2,145.00
31/05/2020	The Big Mower	part for whipper snipper	\$9.75
31/05/2020	Permanent Pothole Solutions	High performance asphalt	\$2,428.80
31/05/2020	CORP Workplace Solutions	Mediation & conflict coaching	\$2,255.60
CREDIT CARD ACCOUNT			
1/05/2020	Trojon Fencing	Fencing Imaluk Springs	\$299.00
4/05/2020	MYOB Australia Pty Ltd	Accounting Subscription	\$140.00
6/05/2020	NT Police, Fire & Emergency Services	Working with Children card for	\$72.00
6/05/2020	LogMeIn	Online meeting expense	\$41.25
6/05/2020	Adobe Systems Incorporated	Adobe Subscription	\$36.29
7/05/2020	Microsoft	Microsoft Subscription	\$161.41
7/05/2020	Microsoft	Microsoft Subscription	\$148.84
8/05/2020	Xero	Accounting Subscription	\$23.23
9/05/2020	Officeworks	Office supplies	\$35.22
11/05/2020	Microsoft	Microsoft Subscription	\$89.06
11/05/2020	Microsoft	Microsoft Subscription	\$78.20
26/05/2020	Thingz	Diffuser for office	\$78.97
26/05/2020	Fishing & Outdoor World	Knives for jetty clean	\$110.00
26/05/2020	Copytime	Maps	\$15.00
26/05/2020	Bunnings	Lawn seed & fertilizer	\$119.36

9.6 Grants Report

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
8/11/2018	Construct Dog Pound and Associated Septic Pit	DLGHCD SPG	\$30,537	\$2,680	\$27,857	Before 31 August 2019 or thereafter for a period of two years.
June 2019	5,000ltr Water Tank	DLGHCD SPG	\$7,607		\$7,607	30 June 2020
June 2019	Electronic Records Management System	NTG	\$34,889	\$11,230	\$23,569	30 June 2020
14 April 2020	Youth Week	Territory Families	\$2,000		\$2,000	30 June 2021
May 2020	SCALE – COVID-19	DLGHCD	\$100,000	\$0	\$100,000	
May 2020	R2R	Comm DRT	\$125,000	\$0	\$125,000	
May 2020	ICLR	Comm DRT	\$25,111	\$0	\$25,111	
May 2020	GP advance	FAA	\$3,976	\$0	\$3,976	
May 2020	Roads advance	FAA	\$29,037	\$0	\$29,037	

9.7 Councillor Payments – May 2020

Payments to Councillors have been suspended from April 2020 due to the 2019-20 Budget allocation agreed by Councillors in Resolution No: 2019/441, which supersedes the previous allocation made to Elected Member Allowances in Resolution No. 2019/405.

The total payment to Councillors from 1 July to 31 May 2020 is \$2700.00
In Resolution No: 2020/075 Councillors noted that overpaid allowances are an administration error and will be corrected.

Petty Cash has been cancelled and the balance transferred back to the transaction account.

Resolution No. 2020/.....

That Council receives and accepts the Financial Reports for the month of May 2020.

Moved:

Seconded:

Vote:

10.0 AGENDA ITEMS

10.1 Audit Committee Report to Council

The Audit Committee met on 18 May 2020. The minutes of its previous Meeting were ratified and are presented to Council at this meeting. The Committee determined that a more timely reporting mechanism was required and agreed to provide a Report from the Chair following each Committee meeting, which would be ratified session.

This is the first of these reports.

At its previous meeting, the Audit Committee had returned a number of revised policies to Management asking for changes and consideration of policy inter-relationships. As a direct impact of the Covid-19 response the Audit Committee recognised that Management had a significant additional workload and that many of these Policies would not be available until September.

The following Policies and determinations were made by the Audit Committee at this meeting:

Policy	Action
P06 – Vehicular Crossovers/Drainage	Deferred to September meeting
P13 - Use of Council Firearms	Deferred to September meeting with compliance review of Register and audit of a ammunition to be performed by CEO
P31 Counselling, Disciplining and Dismissing Employees and P21 Dispute Resolution	Revised Policy was accepted subject to expansion of actions where a complaint is raised against the CEO , specific avenues for external investigation where there is a perceived conflict of interest, alignment with Fair Work laws and processes be checked and the requirement that all instances of fraud must be reported to the Police
Policy Review: P32 Discrimination, Harassment and Bullying	Draft Policy to be simplified to stating the fundamentals and providing refence and links to Fair Work practices in relation to Discrimination, Harassment and Bullying. Revised Policy to be circulated t Committee members for endorsement out of session before proceeding to Council.

The Audit Committee has also requested greater clarity in financial reporting from council management, particularly with regard to the separation of Operational Activities from Special Purpose Grants funding so that it is clear what Councils true financial position is.

Clare Milikins
Chair, Audit Committee

Resolution No. 2020/.....

That Council receives and accepts the Audit Committee Report for the meeting 18 May 2020.

Moved:

Seconded:

Vote:

10.2 Certification of the Rates Assessment Record

In accordance with Regulation 24 of the *Local Government (Accounting) Regulations*, the CEO Wagait Shire Council certifies that the Rates Assessment Record for 2020-21 is true and correct.



Council Rates Assessment Record Certification 2020-21

In accordance with Regulation 24 of the *Local Government (Accounting) Regulations*, I, **Renita Gaye Glencross**, Chief Executive Officer Wagait Shire Council certifies to Council that, to the best of my knowledge information and belief, the **Council Rates Assessment Record for 2020-21** is a true and correct comprehensive record of all rateable land within the Wagait Shire Council area.



Renita Glencross
Chief Executive Officer

12 JUNE 2020

Date

142 Wagait Tower Road
Wagait Beach NT 0822
Mobile: 0413 877 156
Email: ceo@wagait.nt.gov.au

Resolution No. 2020/.....

That Council notes and accepts the CEO certification of the Rates Assessment Record for 2020-2021.

Moved:

Seconded:

Vote:

10.3 Annual Member Allowances

In accordance with *Section 71(2) of the Local Government Act* the proposed annual allowances for Elected Members of the Council is 14.5% of the base allowance as set by the Minister and a set professional development allowance of \$500 per elected member, calculated to a total of \$ 9,432.26 and allocated as follows:

Council Elected Member Allowances for 2020-21	Principal Member	Deputy Principal Member	Ordinary Member
Base Allowance	\$3,630.69	\$1,342.63	\$652.98
Electoral Allowance	-	-	-
Professional Development Allowance	\$500	\$500	\$500
Max Extra Meeting Allowance	- Not applicable	- Not applicable	-

Resolution No. 2020/.....
In accordance with *Section 71(2) of the Local Government Act* and the Elected Member Allowances and Expenses Policy, Council notes and accepts the Elected Members Allowances for 2020-21 as follows:

Principal Member	\$ 4130.69
Deputy Principal Member	\$ 1842.63
Ordinary Member	\$ 1152.98

Moved:
Seconded:
Vote:

10.4 Wagait Shire Council Draft 2020-2021 Shire Business Plan and Budget

The Wagait Shire Council proposes to adopt its Shire Plan for the 2020-21 financial year in accordance with the requirements of Section 24 of the *Local Government Act (2019)*.

The Wagait Shire Council proposes to adopt its Budget for the 2020-21 financial year in accordance with the requirements of Section 128(1) of the *Local Government Act (2019)*.

The Wagait Shire Council Draft 2020-2021 Shire Business Plan will be included as a separate attachment to the Agenda and published and available for public comment for 21 days after being adopted by Council.

Resolution No. 2020/.....
That Council adopt the Draft Shire Business Plan for 2020-2021 and Draft Annual Budget for 2020-2021; to be published and available for public comment for 21 days from/2020

Moved:
Seconded:

Vote:

10.5 Wagait Shire Council Draft 2020-2025 Strategic Plan

The Wagait Shire Council Draft 2020-2025 Strategic Plan will be included as a separate attachment to the Agenda and published and available for public comment for 21 days after being adopted by Council.

Resolution No. 2020/.....

That Council adopt the Draft Strategic Plan for 2020-2025; to be published and available for public comment for 21 days from/2020

Moved:

Seconded:

Vote:

10.6 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 was postponed to a future date, pending COVID-19 restrictions.

With COVID-19 restrictions eased for gatherings, the Community Forum is proposed for **Saturday 4 July 2020** at the Community Centre.

Council, supported by CEO, will be able to present the draft 2020-21 Shire Business Plan and Budget for discussion, as well as other planning and strategic topics submitted by the community.

Resolution No. 2020/.....

That Council notes the date set for the next Community Forum as 4 July 2020.

Moved:

Seconded:

Vote:

10.7 Fees and Charges 2020-2021



FEES AND CHARGES 2020-21

(GST inclusive)

Cloppenburg Park Pavilion

Caretaker Rent	\$ 165.00/fortnight
Hire rate	\$ 100.00/night – community group, NFP or Government \$ 250.00/day/night – non community groups

Community Centre

Hire Rate	\$ 100.00/day/night – community group, NFP or Government \$ 250.00/day/night – non community groups
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Waste Management

Residential rubbish collection	\$ 307.00/quarter
Additional rubbish bin	\$ 67.00/quarter
Hard Waste after hours open fee	\$ 80.00/request

Rate Search

Rate Information Search	\$75.00/search
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Consideration to waive fees and charges may be given to local Not for Profit Organisations or other Government services requiring use of Council facilities, services or infrastructure on application to CEO – ceo@wagait.nt.gov.au

Date Approved:	Approved by Council: Moved: Seconded: Vote:	Resolution No:	Date for Review: 21/06/2021
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Resolution No.
That Council adopt the Fees and Charges for 2020-2021.
Moved:
Seconded:
Vote:

10.8 Call for Nominations to the LGANT Executive

**LOCAL GOVERNMENT ASSOCIATION OF
THE NORTHERN TERRITORY**



NOMINATION OF OFFICE BEARERS

In accordance with clause 14.9 of the LGANT Constitution, I hereby call for nominations to the nine (9) positions on the LGANT Executive Board (one of which will include the appointed member nomination from the City of Darwin). Election for the remaining eight (8) positions on the LGANT Executive Board will be held on Friday 6 November 2020 at the LGANT Annual General Meeting in Alice Springs.

Sean Holden
Chief Executive Officer
10 June 2020

Nominating Council: _____

The Council resolved at a meeting held on _____ 2020 to nominate the following elected member(s) to the LGANT Executive:

Name of Elected Member	Executive Member
	President
	Vice President – Regional and Shire
	Vice President – Municipal
	Board Member – Municipal
	Board Member – Regional and Shire
	Appointed Member – City of Darwin

Signed _____ / / 2020
CEO

Please forward completed nomination form and a short biography on each nominee by Friday 7 August 2020 to:

Elaine McLeod
Executive Assistant to the CEO
Email: elaine.mcleod@lgant.asn.au

Resolution No.
That be nominated for the position of Vice-President – Regional Shires, and Executive member – Regional and Shire and Executive Member – All councils of the LGANT Executive.
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 Territory Day

The 2020 Territory Day Fireworks display has been cancelled due to COVID-19 restrictions.

15.2 Youth Vibe Holiday Program

Council will offer two free activities during the June/July school holidays with healthy catering provided for each event. Notices will be posted to confirm dates.

Activity 1 - CELEBRATION DISCO event will include games and competitions with prizes.

Activity 2 - CULTURAL CRAFT activities and bush walk to collect materials locally. This activity will be delivered across two sessions with the second session as an intergenerational activity including parents/grandparents.

15.3 Wagait Arts Group (WAG) Festival

The WAG event initially planned for late July has had to be postponed due to COVID-19 to a date yet to be arranged. The WAG committee is meeting in July to consider plans going forward.

15.4 Senior Month

Scheduled for August 2020, grants are confirmed to deliver a range of new experiences and workshops for healthy, social, and creative elders.

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;

- a) information about the personal circumstances of a residence or rate payer;
- b) information that would, if publicly disclosed, be likely to: (iv) prejudice the interests of the council or some other person;
- c) 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 July 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.