

WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM
Tuesday 19 May 2020**



TABLE OF CONTENTS

1.0	PRESENT	3
1.1	Opening of Meeting	3
1.2	Apologies and Leave of Absence	3
2.0	DECLARATION OF INTERESTS	3
3.0	CONFIRMATION OF MINUTES	3
3.1	Confirmation of Minutes Tuesday 21 April 2020	3
3.1.1	Matters Arising from the 21 April 2020 Minutes	3
4.0	GUEST SPEAKERS	3
5.0	INWARDS AND OUTWARDS CORRESPONDENCE	4
6.0	COUNCILLORS REPORTS	5
6.1	President's Report	5
7.0	OFFICERS REPORT	6
7.1	Chief Executive Officer's Report	6
7.2	Works Report	8
7.3	Sport & Recreation Report	9
8.0	ACTION SHEET	10
9.0	FINANCIAL REPORT	11
10.0	AGENDA ITEMS	11
10.1	Policy Reviews	11
10.1.1	P17 Video Conferencing	11
10.1.2	Public Benefit Concessions Policy & Special Community Assistance And Local Employment Grant Offer 2019-2020	11
10.2	Audit Committee Meeting – 18 May 2020	12
10.3	2020-2021 Budget ad Business Plan Schedule	12
10.4	RV Tourism/Dump Point	12
11.0	AGENDA ITEMS FOR RECEIVING AND NOTING	12
12.0	QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE	12
13.0	QUESTIONS FROM THE PUBLIC WITH NOTICE	13
14.0	PETITIONS AND DEPUTATIONS	13
15.0	UPCOMING EVENTS	13
15.1	Walk Safely to School	13
15.2	Territory Day	13
15.3	Wagait Arts Group	13
15.4	Seniors Month	13
16.0	LATE ITEMS AND GENERAL BUSINESS	13
16.1	P05 – Council Employees Code of Conduct	13
16.2	P08 – Human Resource Management	14
16.3	Terms of Reference – Emergency Management Committee	14
17.0	IN CAMERA ITEMS	14
18.0	DATE OF NEXT MEETING	14
19.0	CLOSE OF MEETING	14

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 7.00 and welcomes everyone.

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

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Nil

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes of Tuesday 21 April 2020 Council Meeting

Resolution No. 2020/071

That the Minutes of the Ordinary Meeting of Tuesday 21 April 2020 be confirmed by Council as a true and correct record.

Moved: Cr Michael Vaughan

Seconded: Cr Graham Drake

Vote: AIF

3.1.1 Matters arising from 21 April 2020 Minutes

Nil

4.0 GUEST SPEAKERS

Nil

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – April 2020

Resolution No. 2020/072

That Council receives and notes the Inwards and Outwards correspondence report for the period since 21 April 2020 Council meeting be accepted.

Moved: Cr Neil White

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 still taking up all the headlines so I am sure your as over it as I am. It is good to be able to get back to eating out again.

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

Council has been operating keeping in mind the social distancing as much as possible. Ratepayers wishing to pay rates should do so by EFT, Credit card or by telephoning the council. Cash is not a preferred option.

The council has reconstituted the Emergency Committee and they have been meeting as required discuss the COVID-19 issues within the community. It is pleasing to note that no issues have arisen. It is good to see some easing of the business closure restrictions. I urge residents to take particular care, especially around the senior and vulnerable members of the community. At this stage this community is still free of COVID-19.

The NTG have allocated \$7.1m to local government to ease COVID-19 issues and to assist the local community get back into the "new norm". The Wagait Shire Council has been provided a Special Purpose Grant of \$100,000 out of that allocation.

This year is my 22nd year as an elected member on council. I recently received a 20-year service award from the Minister for Local Government and I was the recipient of the 2017 Wagait Shire - Citizen of the Year Award. I have also been the Council President or Vice President for at least 17 years. It is time for a change!

Accordingly, I foreshadow that I will be stepping down as the Council President on 30 June. I will remain on Council at this stage as I do not wish to impose the cost of a by-election on the council. Estimated costs are around \$10,000 for a by-election for this council. I will work with the new Council President to ensure a smooth transition and that is why I am giving adequate notice.

The Allowances paid to Councillors will remain the same in the 2020/21 financial year as this current financial year. However, further consideration needs to be given to paying Councillors for their time attending the many meetings representing the community and lobbying government as well as dealing with members of the community.

There are many issues on the horizon that need closer attention by Councillors.

Where have I been

21 st April	Ordinary Council meeting
28 th April	Weekly Meeting with CEO
7 th April	Weekly Meeting with CEO
12 th April	Weekly Meeting with CEO
13 th May	Wagait Shire Emergency Management Committee
14 th May	WSC Budget Workshop
19 th May	Weekly Meeting with CEO
19 th May	Ordinary Council meeting

Resolution No. 2020/073

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

Moved: President Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report – April 2000

Since Council's 21 April 2020 meeting, the Chief Executive Officer participated in/or completed the following:

CEO Report March/April 2020	
Staff/HR	<p>Leave – Pam Wanrooy (RDO x2) ; Renita Glencross (PL x1)</p> <p>New Staff – Shantelle Christie (Cleaner, 6hrs/wk), commenced 27 Apr</p> <p>New Caretaker – Sara Sailor, commenced 11 May</p>
Meetings	<ul style="list-style-type: none"> • Staff Toolbox x4 • President x4 – weekly catchups by phone • Council Budget Workshops; 30 Apr, 14 May • Council Emergency Management; 27 Apr, 13 May • WHS Review consultant; 7 May, 14 May • EASA/HR consultants; 8 May, 12 May • NTLG-CEO via ZOOM; 24 Apr • LGANT-CEO Forum via ZOOM; 21 Apr, 28 Apr, 12 May • LGANT Finance RG via ZOOM; 6 May • LGANT Community Service RG; 13 May • Belyuen CEO fortnightly catchups; 1 May, 14 May
Projects	<p><u>COVID-19 Council Services</u></p> <ul style="list-style-type: none"> • Community book exchange project on Community Centre veranda is being well utilised with no issues. • Regular updates provided via newsletter, social media and notice-board. <p><u>Welcome to Wagait - Community Place-Making</u></p> <ul style="list-style-type: none"> • Design competition announced in March/April newsletter - \$200 prize. • Proposed site agreed by Council in 21 April meeting. • Six entries have been received on closing date 11 May. • Panel will meet prior to 22 May to discuss entries. • Development of ToR and EoI for new Place-Making Committee underway. <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"> • Preparation of Insurance declarations for 2020-21. • 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 WS workforce information to LGANT for COVID-19 advocacy actions. • Convened WS Emergency Management Committee meetings and provided all secretariat functions. • Induction for new Cleaner. • Induction for new Care-taker at Sportsground.

	<ul style="list-style-type: none"> • Liaised with DLGHCD regarding outstanding Special Purpose grant variations for Watertank and Dog Pound • Liaised with Chair, Wagait Shire Council Audit Committee regarding alternative meeting dates as requested by Council and upcoming meeting arrangements via videoconference. • Liaison 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. • Liaison with Police regarding dog incident and serving of notices. • 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. • Liaison with DLGHCD regarding Policy compliance. • 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. • ANZAC Day flag raising observed. <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • 1 x Community Coronavirus e-updates • 1 x Community Fire Prevention e-update • 1 x Council e-newsletters (April-May) published <p><u>Repairs and Maintenance</u></p> <ul style="list-style-type: none"> • CEO vehicle brake pads will need to be replaced.
<p>WHS Incidents</p>	<p>Two new incidents reported during the month:</p> <ul style="list-style-type: none"> • 5/4/2020 Jetty Wash Cut to thumb using Stanley knife to cut line from walkway • 27/4/20 Whipper Snipper burn on hand from exhaust (repaired on 28/4/20) • Ongoing staff workplace issue (2020/01/22) progressed, plan in place with monthly reviews. EASA consultants providing conflict training and mediation.

7.2 Works Report – April 2020

Works Report April/May 2020	
Staff/HR	Leave – GZ (RDO x1); RR (RDO x1)
Meetings	Staff Toolbox x4
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 • Bore Compound leaves cleared & snipped x 3 <p><u>Jetty Maintenance – COVID-19</u></p> <ul style="list-style-type: none"> • Jetty Wash x 13 • Jetty Carpark Mow & Snip x 2 • 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. • Jetty Carpark gravel removed, topsoil & turf laid (watering ongoing) <p><u>Green Waste</u></p> <ul style="list-style-type: none"> • Green Waste push up x 4 • Establish fire break <p><u>Fire Prevention</u></p> <ul style="list-style-type: none"> • Brisbane St to Vangemann St & Forsyth Rd firebreaks surrounding the estate were slashed. Advice pending from Crown Lands Estate office regarding firebreak in RUA <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 Police and residents regarding dog incident. • Traps set at 12 Head Court. <p><u>General Maintenance</u></p> <ul style="list-style-type: none"> • Sportsground closure & opening conducted • Sportsground Mow & Snip x 2 • Bins in, out & cleaned weekly • Council grounds turf watering • Vangemann St barriers laid, painted • Hardwaste compound regular maintenance • Ongoing work planning for Casuals • Truck Rego inspection • General Plant maintenance • Caretaker's compound maintenance • Anzac Day preparation at Cenotaph & surrounding area

7.3 Sport & Recreation Report – April 2020

	Sport & Recreation Report April 2020: Rebecca Taylor
Staff	Leave -Nil PD-Nil
Meetings	4 x Staff Toolbox Bootcamp participants – What the program looks like during Covid 19 adaptations Encore Pilates – Weekly telephone meeting to discuss changing circumstances S. Fielder (SR Dept) – Ongoing telephone meetings with changes and adaptations to programs due to Corona Virus. Helen Montgomery – Food Gardening, Seniors Month activity. Charles Darwin University – Tai Chi, Seniors Month activity. Christhol Swanson – SEMVAC PTY LTD – Sponsorship 5 in the 5 th running program
Administration Grants Applied Grants awarded Grants Reported Planning Activities/Events Correspondence	<u>Seniors Grant.</u> Design a program a little different to previous years due to unknown factors around restrictions on travel and gathering numbers. 4 programs (1 x weekly) planned for the senior’s month in August. All programs will be within the Wagait Shire, not requiring travel. This will ensure program preparation and ability to deliver keeping the seniors active, engaged and celebrated. Program includes Tai Chi, Art, IT, Food gardening, Writing workshop. <u>July Holiday program.</u> Linking in with community specialists to run workshops on weaving, bicycle maintenance and a Disco as highlights to compliment the regular sporting events and indoor programs. Measure running tracks. NT Young Achievers Award Nomination awards night postponed until September. Australia Day Acquittal. Discuss acquittal and budget with CEO for council approval. Staff leave – Nil Staff PD - Resistance Training and Urinary Incontinence for females. Sports Medicine Australia, Darwin Youth Vibe Grant– Submit grant application for \$2000 school holiday funding.
Community Events	<u>5 in the 5th.</u> A 6-week program open to the community. Program designed to have all participants run a full 5km at the end of 6 weeks (in the 5 th month). Beginners through to regular runners enrolled in the program.
Programs	<u>Bootcamp</u> for 15+years. A home program was developed for the month of April. Personal programs for those that had been participating in the face to face program on a regular basis. A new program sent out via email weekly. Participants were all given a sports bag with equipment that would be utilised during the sessions over the month of April. Monday’s. Shire equipment was listed and signed out to individuals with conditions of use and return attached. <u>Runners & Walkers.</u> All ages. The regular runners and walkers became a focal point in the month of April as it was one of the best activities to keep people moving and adhere to all social distancing rules. A 6-week program changed runners and walkers from 1 night per week to 2 x nights and 1 x weekend activity for participants. The program has been popular with regulars very committed. The program was set over a 6-week period to have all runners / walker be able to run 5km consistently and with a good timing. Program on track to be completed by 17 th May. <u>Stretch & Mobility.</u> Cancelled due to Covid 19 conditions and not able to use the indoor facility or equipment. <u>Junior sport.</u> Cloppenburg Park closed. Afterschool cancelled due to direction from NT Government around Covid 19 restrictions. <u>Pilates.</u> Postponed due to Covid 19 restrictions <u>Tennis.</u> Planning, advertising then cancellation due to Covid 19 restrictions.

2019/20 Shire Performance Indicators	I (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. II (Maintain current attendance & participation numbers) Yes. III (Maintain SafeNT Reg) Yes. Nil volunteers to report again.
Thank you	Wagait Beach Community and Visitors. With the closure of the public amenities it would have frustrated a few, however, everyone was respectful and understanding of the circumstances.

In addition to the Officer's Reports:

- CEO Renita Glencross omitted the Wagait Shire Emergency Committee update in her report and advised Council that two meetings were held in the month and amendments to the Terms of Reference have been made for Council to note (Agenda Item 16.3)
- Councillors are concerned that there is a lack of engagement with Youth and Children's activities in the Sports and Recreation Program. CEO to support the Sports and Recreation Officer to develop a strategic plan to include more activities for these age groups.
- CEO reported that the dog incident involving liaison with Police and the serving of papers has not progressed as statements requested from both the complainant and the dog owner have not been provided. The owner has advised that the dog is under control and the complainant has confirmed they have not seen the dog in the past week, however follow up with both parties may be required to close the issue.

Resolution No. 2020/074
That Council receives and accepts the Officers Reports for the month of April 2020.
Moved: Cr Neil White
Seconded: Vice-President Tom Dyer
Vote: AIF

8.0 ACTION SHEET – April 2020

In addition to the Action List:

Item No. 7 – Water Access for Tourists – Workshop staff to check the tap at the water tanks to see if it is operational.

Item No. 16 – Honour Roll – Council administration to investigate and bring costs back to the next meeting.

Resolution No. 2020/075
That Council receives and notes the Action Sheet for the month of May 2020 and that Items No. 2, 3, 6, 10, 11, 12, 13, 17 and 18 be closed.
Moved: Cr Graham Drake
Seconded: Cr Michael Vaughan
Vote: AIF

9.0 FINANCIAL REPORT

In addition to the Financial Report:

Petty Cash – the Petty Cash account to be cancelled and the balance transferred back to the transaction account.

Councillor Allowance – an administration error has occurred and this will be corrected.

Resolution No. 2020/076

That Council receives and accepts the Financial Reports for the months of February 2020, March 2020 and April 2020, noting that overpayments to Councillors are an administrative error which will be corrected.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.0 AGENDA ITEMS

10.1 POLICY REVIEWS

10.1.1 P17 Videoconferencing

Resolution No. 2020/077

That Council adopts P17 Teleconferencing and Videoconferencing.

Moved: Cr Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

10.1.2 Public Benefit Concessions Policy and Special Community Assistance and Local Employment (SCALE) Grant Offer 2019-2020

The DLGHCD has reviewed all remaining funding sources allocated for Local Government and repackaged it into a Special Community Assistance and Local Employment (SCALE) program to assist with community delivery of COVID-19 measures. To comply with the eligibility requirements for SCALE funding, Council is required to urgently consider a time-limited policy to incorporate special rates concessions to commercial businesses and ratepayers to assist with the recovery period of COVID-19 from June 2020 to June 2021.

The proposed Public Benefit Concessions Policy attached, has been provided by the DLGHCD and requires that Council adopt and apply the policy in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.

The policy must be returned to the Department enacted and with the signed Acceptance of Offer by 29 May 2020.

Resolution No. 2020/78

That Council receives and notes the Offer of SCALE funding and adopts the Public Benefit Concessions Policy in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.

Moved: Cr Graham Drake

Seconded: Cr Michael Vaughan

Vote: AIF

10.2 Audit Committee Meeting – 18 May 2020

Resolution No. 2020/79

That Council receives and notes the Offer of SCALE funding and adopts the Public Benefit Concessions Policy in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21. Moved:

Cr Neil White

Seconded: Cr Graham Drake

Vote: AIF

10.3 2020-2021 Budget and Business Plan Schedule

A schedule has been set for the Council to consider the 2020-21 Rates, Fees and Charges and review the draft Budget for 2020-21 as follows:

<i>Timeline</i>	<i>Action</i>
16 June 2020	Ordinary Council Meeting to adopt Draft 2020-21 Council Plans and Budget Rates, Fees and Charges, Members Allowances.
19 June 2020	Council to publish notices of the Draft 2020-21 Council Plans, Budget and Rates; minimum 21 days for submissions (closes Friday 10 July 2020)
21 July 2020	Ordinary Council Meeting to review submissions and adopt Final 2020-21 Plans, Budget and make Declaration of Rates
31 July 2020	<ul style="list-style-type: none"> • Deadline for 2020-21 Rates to be Declared • Deadline for Council to adopt 2020-21 Council Plan • Deadline for Council to adopt 2020-21 Budget and long-term Financial Plan

10.4 RV Tourism / Dump Points

CEO Renita Glencross to investigate and confirm funds available from Campervan and Motorhome Club of Australia towards the RV Dump Point.

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 WALK SAFELY TO SCHOOL DAY – postponed

The Pedestrian Council of Australia (PCA) wishes to advise that the Walk Safely to School Day scheduled for 15 May 2020 has been postponed, due to Federal Government directives regarding COVID-19.

15.2 TERRITORY DAY

The 2020 Territory Day Fireworks display has been cancelled.

15.3 WAGAIT ART'S GROUP (WAG) FESTIVAL

The Community Centre has been tentatively booked for the weekend 24-26 July for the 2020 WAG Art Exhibition and Festival.

15.4 SENIORS MONTH

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

16.0 LATE ITEMS AND GENERAL BUSINESS

16.1 P05 – Council Employees Code of Conduct

Item 4.2.3 – the word respectful to be moved from the policy.
Item 4.4, 4.6 and 4.7 needs to be bold.

Resolution No. 2020/080

That Council adopt P05 – Council Employees Code of Conduct.

Moved: President Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

16.2 P08 – Human Resources Management

Resolution No. 2020/081

That Council adopt P08 – Human Resources Management.

Moved: President Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

16.03 Terms of Reference – Emergency Management Committee

Resolution No. 2020/082

That Council adopt the amendments to P25 Emergency Management Committee Terms of Reference.

Moved: President Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

17.0 IN-CAMERA ITEMS

Nil

18.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 16 June 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 8.00 pm.