

# WAGAIT SHIRE COUNCIL

## AGENDA COUNCIL CHAMBERS

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



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

Date: Tuesday, 18 August 2020  
Time: 7.00pm

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

Conditions: Current COVID-19 restrictions allow for only 10 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 Neil White
- Vice-President Tom Dyer
- Cr Graham Drake
- Cr Michael Vaughan
- Cr Peter Clee

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:**

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

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

**Resolution No. 2020/  
That the Minutes of the Ordinary Meeting of Tuesday 21 July 2020 be confirmed by  
Council as a true and correct record.  
Moved:  
Seconded:  
Vote:**

**3.1.1 Matters arising from 21 July 2020 Minutes**

#### 4.0 GUEST SPEAKERS

Nil

#### 5.0 INWARDS AND OUTWARDS CORRESPONDENCE – July 2020

Since Council's 21 July 2020 Council meeting, the following correspondence has been received and sent.

##### Inwards Correspondence

Date	From	About	
23/07/2020	Hon Eva Lawler MLA	Mandorah Marine Precinct - update	email
28/07/2020	DIPL	Occupational Licence over Section 240(A) Hundred of Bray	email
30/07/2020	Fleetcare	Vehicle Order Confirmation - Lease of Hilux	email
30/07/2020	Jardine Lloyd Thompson (JLT)	Certificate of Currencies - Industrial Special Risks, Liability Certificate, Motor Vehicle, Workers Compensation and Councillors and Officers Liability	email
7/08/2020	DIPL	Occupation Licence No. 3953 - Section 240(A)	email
7/08/2020	Hannah Feneley - DIPL	Cox Peninsula Subdivision - Kenbi Query	email
7/08/2020	Emma Williams - DIPL	Invite to contribute to the 10 Year Infrastructure Plan 2020-2029	email
7/08/2020		Interview by Cr Clee on 105.7 on Friday 7th August at approx. 9.40am	email
7/08/2020	Valuation Rolls Administrator	July Wagait Reconciliation 2016 and 2019	email
10/08/2020	LGANT	Nominations to the LGANT Executive 202-2022	email
10/08/2020	Grants NT	Variation - Local Govt Special Purpose Grant - 25000 litre water tank at Cloppenburg Park	email
11/08/2020	Dept Infrastructure, Tpt, Regional Dlv and Communications, Canberra	Federal Road Safety Black Spot projects - Wagait Tower Road - Guard Rails at intersections \$140,000	email
12/08/2020	Dept Infrastructure, Tpt, Regional Dlv and Communications, Canberra	Roads to Recovery circular 2020/3- Local Road and Community Infrastructure	email
14/08/2020	NT Grants Commission	Funding Advice Letter - FAA 2020-2021	email

## Outwards Correspondence

Date	To	About	
23/07/2020	Fleetcare	Signed Master Facility Agreement - Corporate Leasing \$70000	email
27/07/2020	Nexia Edwards	Fraud letter	email
27/07/2020	Nexia Edwards	Signed Audit of Financial report for year ending 30 June 2020	email
28/07/2020	The Hon Michael McCormack MP - Federal Govt	Signed agreement - Local Roads and Ocommunity Infrastructure Program	email
29/07/2020	Compliance	Partial Acquittal - Records Management System	email
29/07/2020	Compliance	Partial acquittal - Dog Management Strategy	email
4/08/2020	DIPL	Signed Occupation Licence over Section 240(A) Hundred of Bray (Picnic Table) agreement	email
6/08/2020	Resident	Community concern about industrial noise and pollution	email
9/08/2020	ATO	Tax Declaration Forms x 3 (Casuals)	email
12/08/2020	Resident	Complaint of noise and toxic fumes pollution letter	email
12/08/2020	Residents	388 x Rates Notices	mail

### **Resolution No. 2020/**

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

**Moved:**

**Seconded:**

**Vote:**

## 6.0 COUNCILLORS REPORTS

### 6.1 President's Report – July 2020

**Purpose:** As part of my responsibility inform Council and the community of activities and information that is important.

**Update:**

CEO and I met with the Crown Land area of DIPL on 5 August (see below) to discuss several Crown Land Issues with a view to securing a commitment and funding to improve these popular areas of Wagait Beach for both locals and visitors. Improved signage at all 4 Beach accesses and a further Occupational Licence at the carpark near the "Bunker" block access to formalise Council's control of this area.

**Meetings Attended:**

Thursday 23 July	Weekly catch up with CEO at Council Chambers
Monday 27 July	Attended Council office to sign CEO vehicle lease document
Friday 31 July	Weekly catch up with CEO at Council Chambers 1:30-2:30 Zoom conference with Blair Duncan of Core Lithium project 2:30-3:30
Wednesday 5 August	10:00am meeting at Council Chambers with Crown Lands Management leader Greg Woodford. Followed by weekly catch up with CEO. Email to Office Mgr confirming my postal address & advising my TFN.
Friday 7 August	Attended Seniors lunch with CEO and Sport & Rec Officer at the Boatshed in Cullen Bay, with 35 Seniors in attendance.
Thursday 13 August	Weekly catch up with CEO at Council Chambers

**Resolution No. 2020/**

**That Council receives and notes President Neil White's report for the month of July 2020.**

**Moved:**

**Seconded:**

**Vote:**

## 7.0 OFFICERS REPORTS

### 7.1 Chief Executive Officer's Report – July 2000

CEO Report July/August 2020	
Staff/HR	<ul style="list-style-type: none"> <li>• Three new casuals team recruited to recommence COVID jetty wash (inc advertising, interviews, selection process, induction, uniforms etc)</li> <li>• Full-time staff JD reviewed in line with Local Government Award 2020, to be implemented in August/September and PDP commenced simultaneously</li> <li>• Induction for new Library volunteer</li> <li>• PowerWater accreditation in process for works staff</li> </ul>
WHS	<p><u>Prevention, Mitigation and Awareness</u></p> <ul style="list-style-type: none"> <li>• Continue work on labels of decanted substances in workshop</li> <li>• Worksite Inspection Reports</li> <li>• COVID-19 restrictions and modifications ongoing</li> </ul> <p><u>Incidents reported during the month</u></p> <ul style="list-style-type: none"> <li>• 05/08/2020 – Works phone lost (off jetty); yet to be replaced.</li> <li>• XX/08/2020 – Sports/Rec participant bitten by a dog (minor)</li> </ul> <p><u>Actions Outstanding at 13/08/2020</u></p> <ul style="list-style-type: none"> <li>• Power &amp; Water Induction Works labourer.</li> <li>• Evacuation Procedures for Workshop, Community Centre, Administration Office, Cloppenburg Park to be finalised</li> <li>• Repairs to exercise equipment at Cloppenburg Park (materials order pending)</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Staff Toolbox x5</li> <li>• President x5 – weekly catchups</li> <li>• Core Lithium via ZOOM ; 31 July</li> <li>• Crown Lands Estate (DIPL) ; 5 Aug</li> <li>• LGANT Finance RG via ZOOM ; 31 July</li> <li>• LGANT Community Services RG via ZOOM ; 7 Aug</li> <li>• LGANT Transport/Infrastructure RG via ZOOM ; 14 Aug</li> <li>• TOPROC; 14 Aug</li> <li>• NTLG-CEO via ZOOM ; 31 July</li> <li>• Belyuen CEO ; 6 Aug</li> <li>• Community Meeting – Gamba Grass ; 1 Aug</li> <li>• Residents complaints ; 24 July, 10 Aug, 13 Aug, 17 Aug</li> </ul>
Projects	<p><u>COVID-19 Council Compliance</u></p> <ul style="list-style-type: none"> <li>• Jetty washes recommenced 31 July; 3 additional casual recruited</li> <li>• Council facilities have all been assessed and have COVID Operation Plans</li> </ul> <p><u>Emergency Management Committee</u></p> <ul style="list-style-type: none"> <li>• No meetings held in July/August</li> <li>• No response to Eol for Committee Chair, approaches to individuals non-productive</li> </ul> <p><u>Welcome to Wagait Beach</u></p> <ul style="list-style-type: none"> <li>• Proposed site agreed by Council in 21 April meeting</li> <li>• DIPL have not approved permit for site; alternative sites being considered</li> <li>• Development of ToR and Eol for new Place-Making Committee underway</li> </ul> <p><u>Dog Management Campaign and Implementation</u></p> <ul style="list-style-type: none"> <li>• TOPROC aligned campaign TVC and banners completed</li> </ul>

	<ul style="list-style-type: none"> <li>• Parap Vet and AMRRIC confirmed for community education and dog registration campaign and event on 29 August 2020; Palmerston &amp; Darwin rangers will also assist on the day</li> </ul> <p><u>Local Area &amp; Environmental Planning</u></p> <ul style="list-style-type: none"> <li>• Presentation by Kevin Hoult &amp; Climate Change Report tabled at 21 July meeting</li> <li>• Briefing paper and action plan proposal for September Council meeting in progress; research includes grants available for developing the plan</li> <li>• Community Meeting to discuss Gamba grass and local weed plan, DENR attending to discuss the 2020-2030 NT Weeds Strategy</li> <li>• Meeting with Crown Lands Estate (DIPL) to discuss RUA on beachfront and shared responsibility areas post Kenbi settlement + other estate roads related issues</li> <li>• Meeting with LDC arranged for 17 Aug</li> <li>• Meeting with DIPL proposed for end Aug to discuss consultation process for local area planning and mapping</li> </ul>
<b>Actions</b>	<p><u>Administration and Reporting</u></p> <ul style="list-style-type: none"> <li>• Preparation for 2019-20 Annual Report</li> <li>• Liaison with bookkeeper and auditors in preparation for annual reporting</li> <li>• Review of Special Purpose grant variations for Dog Pound and Water-tank; both approved by DLGHCD and in progress</li> <li>• Liaison with CCVBB Warden, Crown Lands Office and DENR regarding fire-breaks around estate, particularly access to the RUA and costs recovery</li> <li>• Liaison with DENR Weeds Branch regarding planning for 2020-30</li> <li>• Ongoing review and preparation of WSC policy papers to meet compliance issues</li> <li>• Liaison with Audit Committee in preparation for meeting 8 September</li> <li>• Liaison with CouncilWise to progress implementation of PropertyWise rates management system</li> <li>• Liaison with DIPL and Wagait Runners and Walkers Group regarding Belyuen to Beach Fun Run</li> <li>• Preparation of 2020-21 Rates notices and financial snapshot mailout</li> <li>• Preparation and research for Dog Management By-law implementation, policy and registration campaign</li> <li>• Preparation and planning for Wagait Dog Day 29 August 2020</li> <li>• Liaison with Coastcare Group to prepare briefing papers and action plan for Climate Change report to Council Sept meeting</li> <li>• Assistance with Sport &amp; Rec planning and program development</li> <li>• Review Community Library open hours</li> </ul> <p><u>Public Communications</u></p> <ul style="list-style-type: none"> <li>• Council e-newsletter (August)</li> <li>• Approved Shire and Budget</li> <li>• Notice of Senior's events</li> <li>• Notice of Community Gamba meeting</li> <li>• Notice of Dog Registration open day</li> <li>• Rates notices with Snapshot insert (mailed)</li> </ul> <p><u>Repairs and Maintenance</u></p> <ul style="list-style-type: none"> <li>• Tractor tyre punctured at green waste area, temporary repairs as new tyres not available for two months</li> <li>• CEO vehicle key barrel replaced (warranty)</li> <li>• CEO tyres need replacing</li> </ul>



## 7.2 Works Report – July 2020

Works Report July/August 2020	
<b>Staff/HR</b>	Leave – GZ (PLx3, RDO x1); RR (RDO x1) Assisted with induction of new casual staff
<b>Meetings</b>	Staff Toolbox x5 PowerWater x2 Crown Lands Estate Office ; Dog Management Implementation meeting ; 13 Aug
<b>Actions</b>	<p><u>Power Water</u></p> <ul style="list-style-type: none"> <li>• Bore Runs x 12</li> <li>• Water Samples x 8</li> <li>• Imulak Spring fence repairs and weds cleared</li> </ul> <p><u>Jetty Maintenance + COVID-19</u></p> <ul style="list-style-type: none"> <li>• Jetty Wash x 13</li> <li>• Jetty Handrails and bins sanitised x 46</li> <li>• Jetty Carpark turf watering weekly</li> </ul> <p><u>Waste Maintenance</u></p> <ul style="list-style-type: none"> <li>• Green Waste push up x 5</li> <li>• Council bins x 8 in, out &amp; cleaned weekly</li> </ul> <p><u>Dog Management Issues – Nil to Report</u></p> <p><u>Roads Maintenance</u></p> <ul style="list-style-type: none"> <li>• Preparation for scope of works Cox Drive floodway</li> <li>• Preparation for scope of works for pedestrian bridge on WTR</li> </ul> <p><u>General Maintenance</u></p> <ul style="list-style-type: none"> <li>• Fit new paper towel dispensers in Cloppenburg Park amenities</li> <li>• Playground equipment checked and sand cleaned</li> <li>• Collect rocks &amp; construct fire-pit on Council grounds</li> <li>• Council grounds turf watering daily</li> <li>• Ongoing work planning for casuals</li> <li>• General plant maintenance</li> <li>• OHS &amp; WHS compliance work</li> <li>• Work's Ute scheduled service</li> </ul> <p><u>Planning for August/September</u></p> <ul style="list-style-type: none"> <li>• Jetty - remove boat ramp algae and barnacles</li> <li>• Repairs to exercise equipment at Cloppenburg</li> <li>• Remove rubbish/tidy Council easement on Erickson</li> <li>• Reposition roadside barriers on Vangemann</li> <li>• Construct 2 new concrete picnic tables in Council grounds</li> <li>• Painting of concrete picnic tables in Council ground and playground</li> <li>• Construct Dog Containment area</li> <li>• Assist construction of pedestrian bridge on WTR</li> </ul>

### 7.3 Sport & Recreation Report – July 2020

Sport & Recreation Officer Report July/August 2020	
Staff	Leave -Nil ; PD-Nil
Meetings	5 x Staff Toolbox 2 x Beach to Belyuen Committee (Walkers and Runners Group) 3 x School holiday Program activities (Kenbi Rangers, NLC) 1 x Belyuen TO's 3 x Darwin Runners & Walkers. 3 x Wagait Beach Supermarket (2 Disco, 1 Runners Breakfast) 10 x Seniors Month activities (COTA, Yots, Helen Montgomery, Chinese Society, Wild Poppy Art, Hoops for Health, Wagait Beach Supermarket)
Administration Grants Applied Grants awarded Grants Reported Planning Activities/Events Correspondence	<ul style="list-style-type: none"> <li>• Pilates – coordinate venue use, key exchange, communications.</li> <li>• Running program – maps and calendars ongoing; 10 in the 10<sup>th</sup> planning.</li> <li>• School Holiday Program – 19 sessions in 3 weeks (83 hrs) including admin and meetings for activities development and increase in co-creative partnerships.</li> <li>• Seniors Month Planning – 5 events, increased administration time due to increased programs through August including horticulture, writing and storytelling, art and lunch.</li> <li>• Logistics (ongoing) for hosting a City to Surf event (Belyuen to Beach)</li> <li>• Ensure equipment &amp; materials are cleaned according to Covid-19 measures.</li> <li>• Sport &amp; Rec a major contributor to Council Facebook advertising and updates. Statistics show reach Increased 88%, post engagements increased 53%, page likes increased 160%.</li> <li>• Continue administration updating Sports Ground Facility Design.</li> <li>• Asset audit notes 15 new chairs and 1 table missing from Community Centre.</li> <li>• Program planning 2020-21 in progress – final stages</li> <li>• New equipment ordered from Sports stimulus grant (pilates mats and trolley).</li> </ul>
Community Events	<p><u>Aboriginal Culture Day:</u> All day event at the Community Centre Fire-Pit, cooking damper, kangaroo tails, weaving, stories and traditional music (Knuckey Women's Centre).</p> <p><u>Junior Ranger Day with Kenbi Rangers and Norther Land Council:</u> Families were invited to spend a day and night with Kenbi Rangers out at Charles Point, however preference was for an all day event, great attendance.</p> <p><u>Movie Night:</u> Parent Volunteer activity supported by Council with data projector, screen, keys to facility. Coordinate pick up, drop off and accountability procedures for council assets.</p> <p><u>Disco:</u> Kids Holiday Disco. Second week of holidays, many families away. Several young – kinder, early childhood children and parents in attendance.</p>
Programs	<p><u>Runners &amp; Walkers:</u> All ages. One of the strongest Wellness / Recreation groups in Wagait Beach. Quality program and attendance.</p> <p><u>Stretch &amp; Mobility.</u> 15yrs plus, mid-week, mid-morning program well attended.</p> <p><u>Junior Sport &amp; Rec:</u> 19 holiday activities in 3 weeks – supported by families. Activities included disco's x 2, movie night, art, handball, cricket, basketball, tabloid sport, Wii games, board games, bike maintenance, cycle tour, drama and dress-up's, Aboriginal culture day, Junior Ranger Day. Well done Wagait Beach!!</p> <p><u>Pilates:</u> External service provider facilitated by WSC S&amp;R staff weekly on Thursdays</p> <p><u>Playgroup:</u> Parent Volunteers supported by Council at Cloppenburg Park playground, new weekly program commenced Tuesday 11 August.</p> <p><u>Make and Create:</u> New program in planning with local Volunteer artists to deliver a subsidised user pays regular art/craft evening at the Community Centre.</p>
2019/20 Shire Performance Indicators	<ol style="list-style-type: none"> <li>1. Deliver at least 4 activities every month - Achieved</li> <li>2. Maintain current attendance &amp; participation numbers - Achieved</li> <li>3. Maintain SafeNT Reg – Achieved</li> </ol>

<p>Thank you to Volunteers and Helpers</p>	<ul style="list-style-type: none"> <li>• Kenbi Rangers – Steve Brown. Invitation and co-creation of holiday program.</li> <li>• Lorraine Williams, Lorraine Lane and Patsy Ann – Belyuen ladies hosting an Aboriginal Culture day for families during the school holidays.</li> <li>• Rocky Magnoli and Glen Murray Territory Transit. Donation of bus and driver for the July School holiday program activities.</li> <li>• Christhol Swanson, Rick Barton Volunteer time on the planning of the Belyuen to Beach Fun Run. Continued</li> <li>• Wagait Beach Supermarket – Donation of food toward the Holiday Program Disco.</li> <li>• Brad Cook ‘Cookie’ – support with cooking of the BBQ for the July Holiday Disco for kids and repair of the soccer goal nets / cricket nets “Janette and Annette”</li> <li>• NTG Territory Families Youth Vibe, NTG Territory Families Quick Response</li> <li>• WSC Works Department – ongoing support of Recreation Programs. Help with Aboriginal Culture Day creating fire for cooking, firewood gathering.</li> <li>• S&amp;R Staff Volunteer Hours</li> </ul>
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**Resolution No. 2020/**  
**That Council receives and accepts the Officers Reports for the month of July 2020.**  
**Moved:**  
**Seconded:**  
**Vote:**

## 8.0 ACTION SHEET – July 2020

	Resolution No.	Resolution	Meeting Date	Status
1	2019/438  2019/474  2020/047    2020/119  2020/120	Wagait Shire Council (Dog Management) By-Laws	16/07/2019  17/09/2019  19/11/2019 17/03/2020  21/04/2020  19/05/2020  21/07/2020   18/08/2020	<ul style="list-style-type: none"> <li>• CEO to develop an implementation strategy for Council’s consideration that includes resourcing as well as budget implications.</li> <li>• 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.</li> <li>• Council allow the CEO to investigate and report to Council in relation to the construction of a dog pound.</li> <li>• CEO to develop an implementation strategy and present this to the November 2019 meeting for Council consideration.</li> <li>• Refer Agenda Item 11.3</li> <li>• 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.</li> <li>• Correspondence received from NTG-PAC with further recommendations for amendments to the By-Laws.</li> <li>• Dog Management Implementation Strategy being finalised and will be used for grant variation request once approved.</li> <li>• Dog Management Implementation Strategy provided to public at the community consultation on 04/07/20 and open online for 2 weeks, no feedback received. Noted by Council. Dog Registration Day 29 August included to events in Activate Wagait Program.</li> <li>• Council acquitted \$2680 being a proportion of Special Project funds spent to date on Dog Pound.</li> <li>• Funding variation approved and holding pen works progress. Advertising campaign for Dog Registration Day in place.</li> </ul>
2	2019/444  2019/474	Irrigation at Cloppenburg Park	16/07/2019  17/09/2019	<p>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.</p> <p>CEO to advise Council of additional costs associated with construction and installation of secure cage to address safety concerns. A verbal update will be provided at the October 2019 meeting.</p>

	2020/040		15/10/2019 18/02/2020  17/03/2020  16/06/2020	<p>CEO confirmed an additional \$650 was expended on the construction of the bore protective cage. Modification still required for the BMX track.</p> <p>Update to Council:</p> <ul style="list-style-type: none"> <li>notice of Water Extraction License advertised in the NT News on 7 February 2020;</li> <li>dirt from BMX track is being used by Council Works to deal with verge and track issues resulting from storm damage, noting BMX modifications plan still to be advised.</li> </ul> <p>Refer Agenda Item 10.3</p> <p>That Council acquit the project grant funds of \$83 694 as presented by the financial reports.</p> <p>Update to Council:</p> <ul style="list-style-type: none"> <li>request for further information received regarding Careflight helicopter landings on the oval/ requested from Careflight and provided to DENR;</li> <li>redesign of BMX track and upgrades to playground (softfall), court and exercise equipment have been included in budget for 2020-21 (SCALE).</li> </ul>
3	2019/461  2019/503  2019/551 2020/078 2020/090  2020/115	Audit Committee Endorsements	20/08/2019  15/10/2019  19/11/2019 19/05/2020 16/06/2020  21/07/2020	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Council noted Minutes of Audit Committee meeting on 13 November 2019.</li> <li>Council noted Minutes of Audit Committee meeting on 22 January 2019.</li> </ul> <p>Refer Agenda Item 10.1</p> <p>Council noted the Report of the May Audit Committee meeting on 18 May 2020.</p> <p>Refer Agenda Item 10.7</p> <p>Policies Endorsed by Audit Committee for Adoption approved by Council</p> <ul style="list-style-type: none"> <li>P05, P08, P31, P32 and P34 adopted</li> <li>P21 Dispute Resolution rescinded</li> </ul>

4	2019/457	Water Access for Tourists	20/08/2019  19/05/2020 16/06/2020	CEO to investigate options for regulated water access for tourists and visitors to Wagait Beach at either Cloppenburg Park or the PowerWater Compound area. Preliminary discussions held with PowerWater. Pending further research, stakeholder consultation and costings. 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.
5	2019/476  2020/111	Implement a marketing campaign to highlight the hard waste facility for residents.	15/10/2019  21/04/2020 19/05/2020 16/06/2020 21/07/2020	Council resolved to suspend kerbside quarterly hard waste collection from 2020 to be replaced with annual pre-cyclone collection. The provision of 24/7 hard waste area to be promoted as part of the information campaign leading up to the final kerbside hard waste collection service scheduled for 23 and 24 November 2019. CEO reported hard waste being well-used by community with no major issues. Further permanent signage and open/close hours should be considered. Pending 2020-21 budget approval, CEO will finalise campaign.  Refer CEO Report. Refer Agenda Item 10.3 – Shire Business Plan p17 Refer Agenda Item 10.7 – Project Brief Allocation of Stimulus Grants
6	2019/542  2020/111 2020/116	P10 Council Records	19/11/2019  21/07/2020  18/08/2020	CEO to report back to Councillors on process with staff training and compliance issues regarding records management.  Refer Agenda Item 10.3 – Shire Business Plan p37 <ul style="list-style-type: none"> <li>• Council acquitted \$30984.74 being a proportion of Special Project funds spent to date on Records Management.</li> </ul> <p><b>Update to Council on Record Keeping:</b></p> <ul style="list-style-type: none"> <li>• Councils record keeping system is currently a mix of digital in cloud-based storage and hard copy in metal filing cabinets. A records framework is in place, to be finalised once migration to digital is completed (anticipated by March 2021). All staff receive ongoing training and advice in systems management and records classification practices.</li> <li>• Council financial systems have been migrated to Xero cloud platform (from MYOB).</li> </ul>

				<ul style="list-style-type: none"> <li>Councils rates have been migrated to Property-Wise platform, with further training to be undertaken in August. Final account from Council-Wise may create overspend grant funds allocated by approx. \$13,000 which will need to be considered by Council.</li> </ul>
7	No Resolution  2020/111 2020/114	Welcome to Wagait Beach Project	19/11/2019  18/03/2020  19/05/2020  21/07/2020  18/08/2020	<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> <p>Refer Agenda Item 10.3 – Shire Business Plan p21 Refer Agenda Item 10.6 – Project Brief Activate Wagait approved by Council</p> <p>Refer Agenda Item 7.1 – CEO report</p>
8	No Resolution  2020/111	Sport and Recreation Forward Years Program	19/11/2019  19/05/2020  21/07/20  18/08/2020	<p>For discussion in early 2020 with a report on community engagement and expectations. Reports to note. Council have requested CEO to support the S&amp;R Officer to develop a more strategic approach to the S&amp;R Program for Forward Years.</p> <p>Pending budget outcomes for 2020-21 a consultant will be engaged to develop a Strategic Plan for Wagait Sports and Recreation 2021-2025, incorporating community feedback.</p> <p>Refer Agenda Item 10.3 – Shire Business Plan p22 Council requested</p> <p>Refer Agenda Item 16.1 – Sports and Recreation Forward Years Program</p>
9	No Resolution	Honour Board	15/10/2019  16/06/2020	<p>President Peter Clee requested the CEO investigate the creation of an Honour Board for Wagait Shire Council.</p> <p>Additional Honour Board has been costed at \$1000+ and is included in the 2020-21 budget.</p>

10	2020/101 2020/113	Local Area Planning, Environment and Climate Change	21/07/2020	<p>Council noted submission from Kevin Hoult regarding maintenance of RUA beach access and requested follow up with Crown Land to consider options for further works in the RUA.</p> <p>Council noted information provided in the Climate Change Risk Assessment and Adaption Planning Report and requested a briefing and action plan proposal be presented at the September meeting.</p>
			18/08/2020	<p><b>Update to Council:</b></p> <ul style="list-style-type: none"> <li>Shire President and CEO met with Crown Lands Estate representatives on 5 August to discuss beach access on RUA's at Baluria, Erickson, WTR and Delissa.</li> </ul>

**Resolution No. 2020/  
That Council receives and notes the Action Sheet for the month of July 2020.  
Moved:  
Seconded:  
Vote:**



## 9.0 FINANCIAL REPORT

### 9.1 Cash Income and Expenditure Report – July 2020

	July 2020 Actual \$	July 2020 Budget \$	Variance in \$	Variance as %	Year to date Actuals \$	Year to date Budget \$	Variance in \$	Variance as %	Actual Approved Budget	Forecast to June 2021
<b>INCOME</b>										
RATES	\$2,850	\$144	\$2,706	1880.0%	\$2,850	\$144	\$2,706	1878.8%	\$237,631	\$237,631
WASTE MANAGEMENT	\$1,250	\$68	\$1,182	1741.1%	\$1,250	\$68	\$1,182	1738.8%	\$119,931	\$119,931
GRANTS - Operational	\$104,010	\$104,011	-\$1	0.0%	\$104,010	\$104,011	-\$1	0.0%	\$294,895	\$294,895
CONTRACTS	\$22,088	\$9,184	\$12,904	140.5%	\$22,088	\$9,184	\$12,904	140.5%	\$110,205	\$110,205
RENTAL INCOME	\$814	\$933	-\$120	-12.8%	\$814	\$933	-\$119	-12.8%	\$11,200	\$11,200
MISCELLANEOUS	\$128	\$1,250	-\$1,122	-89.77%	\$128	\$1,250	-\$1,122	-89.8%	\$45,000	\$45,000
<b>TOTAL INCOME</b>	<b>\$131,139</b>	<b>\$115,589</b>	<b>\$15,550</b>	<b>13.5%</b>	<b>\$131,139</b>	<b>\$115,590</b>	<b>\$15,549</b>	<b>13.5%</b>	<b>\$818,862</b>	<b>\$818,862</b>
<b>EXPENSES</b>										
EMPLOYMENT EXPENSES	\$31,731	\$33,767	\$2,036	6.0%	\$31,731	\$33,767	\$2,036	6.0%	\$406,207	\$406,207
ADMINISTRATION EXPENSES	\$21,423	\$22,447	\$1,024	4.6%	\$21,423	\$22,447	\$1,024	4.6%	\$105,755	\$105,755
CONTRACTS & MATERIALS	\$0	\$208	\$208	100.0%	\$0	\$208	\$208	100.0%	\$2,500	\$2,500
PROJECT/ACTIVITY EXPENSES	\$485	\$250	-\$235	-94.0%	\$485	\$250	-\$235	-94.0%	\$7,000	\$7,000
WASTE MANAGEMENT	\$5,212	\$6,833	\$1,621	23.7%	\$5,212	\$6,833	\$1,621	23.7%	\$82,000	\$82,000
SERVICES	\$451	\$1,063	\$611	57.5%	\$451	\$1,063	\$612	57.6%	\$12,750	\$12,750
ELECTED MEMBERS	\$0	\$786	\$786	100.0%	\$0	\$786	\$786	100.0%	\$9,433	\$9,433
REPAIR & MAINTENANCE	\$2,646	\$2,625	-\$21	-0.8%	\$2,646	\$2,625	-\$21	-0.8%	\$31,500	\$31,500
VEHICLE & PLANT	\$1,149	\$2,158	\$1,010	46.8%	\$1,149	\$2,158	\$1,009	46.8%	\$39,125	\$39,125
<b>TOTAL EXPENSES</b>	<b>\$63,097</b>	<b>\$70,138</b>	<b>\$5,004</b>	<b>-10.0%</b>	<b>\$63,097</b>	<b>\$70,137</b>	<b>\$5,004</b>	<b>-10.0%</b>	<b>\$696,270</b>	<b>\$696,270</b>
<b>TOTAL OPERATIONAL SURPLUS / DEFICIT</b>	<b>\$68,042</b>	<b>\$45,452</b>	<b>\$22,590</b>	<b>49.7%</b>	<b>\$68,042</b>	<b>\$45,453</b>	<b>\$22,589</b>	<b>49.7%</b>	<b>\$122,592</b>	<b>\$122,592</b>
<b>SPECIAL PURPOSE GRANTS</b>										
Special Purpose Grant Income	\$2,000	\$6,000	-\$4,000	-66.7%	\$2,000	\$6,000	-\$4,000	-66.7%	\$321,492	\$321,492
Special Purpose Grant Expenses	\$2,443	\$4,000	-\$1,557	-38.9%	\$2,443	\$4,000	-\$1,557	-38.9%	\$271,270	\$271,270
<b>NET SPECIAL PURPOSE GRANT SURPLUS/DEFICIT</b>	<b>-\$443</b>	<b>\$2,000</b>	<b>-\$2,443</b>		<b>-\$443</b>	<b>\$2,000</b>	<b>-\$2,443</b>		<b>\$50,222</b>	<b>\$50,222</b>

## 9.2 Financial Report for Month ended July 2020

<b>Wagait Shire Council</b>					
<b>Financial Report</b>					
<b>for the period ending 31 July 2020</b>					
					<b>TOTAL</b>
<b>Cash at Bank &amp; on Hand</b>					
Petty Cash					\$ -
Un-Deposited Funds					\$ -
CBA - transaction account					\$ 22,970.86
CBA - Cash Saver					\$ 75,161.88
CBA - Fixed Term Deposits x 1					\$ 400,000.00
CBA - Fixed Term Deposit 2					\$ 200,000.00
CBA - Fixed Term Deposit 3					\$ 100,000.00
CBA - Fixed Term Deposit 4					\$ 300,000.00
Bendigo Bank - Investment Q/C					\$ 500,000.00
<b>Total Cash at Bank &amp; on Hand</b>					<b>\$ 1,598,132.74</b>
<b>Debtors</b>	<b>Current</b>	<b>&gt; 30 days</b>	<b>&gt; 60 days</b>	<b>&gt; 90 days</b>	
Trade Debtors	27,421.00	165.00	200.00	0.00	\$ 27,786.00
Rates 19/20 financial year (not overdue)					\$ -
Rate Arrears				13,223.91	\$ 13,223.91
					<b>\$ 41,009.91</b>
less Rates paid in Advance					-\$ 4,680.64
<b>Total Debtors</b>					<b>\$ 36,329.27</b>
<b>Creditors &amp; Current Liabilities</b>	<b>Current</b>	<b>&gt; 30 days</b>	<b>&gt; 60 days</b>	<b>&gt; 90 days</b>	
Trade	1,418.97				\$ 1,418.97
Tax & Super Liabilities	5,756.64				\$ 5,756.64
Sundry Creditors	249.88				\$ 249.88
Unexpended Grants	449,018.22				\$ 449,018.22
<b>Total Creditors &amp; other current Liabilities</b>					<b>\$ 456,443.71</b>
					<b>Net Cash Position</b>
					<b>\$ 1,178,018.30</b>

## 9.3 Rate Payers in Arrears for the Month of July 2020

<b>Rate Payers in Arrears</b>	
2016-17	\$0.00
2017-18	\$2,047.73
2018-19	\$3,671.01
2019-20	\$7,505.17
	<u>\$13,223.91</u>

## 9.4 Supplier Payment History – July 2020

Date	Supplier	Particulars	Amount \$
<b>CHEQUE ACCOUNT</b>			
2/07/2020	Super Choice	June Super	\$2,814.07
15/07/2020	Wigg Plumbing	Service water waste Cloppenburg Park	\$168.85
15/07/2020	Shantelle Christie Exp Claim	reimburse for cleaning products at Coles	\$16.20
15/07/2020	Colleen Fergusson	Platters for community consultation	\$255.00
15/07/2020	Sholto Brown	Bike maintenance work shop	\$350.00
15/07/2020	Wagait Beach Supermarket	Juice community consultation day	\$12.60
15/07/2020	Central Business Equipment	Printing costs	\$114.58
15/07/2020	TKT Communication Solutions	Installation of wireless cameras at Workshop & Hard wast	\$6,687.60
15/07/2020	Ian Manahan	Water to Sports Ground	\$150.00
15/07/2020	Marks Rural Services	W&ater to Sports Ground & CEO house	\$264.00
15/07/2020	MJ Electrical	Install new pressure pump to sports ground	\$310.00
15/07/2020	MJ Electrical	Replace existing UPS with 800VA unit	\$1,160.00
15/07/2020	TKT Communication Solutions	3TB hard drive - installation & labour to sports ground	\$671.00
15/07/2020	Kevin's Mobile Disco	Mobile Disco for kids Quick response grant	\$480.00
16/07/2020	Motor Vehicle Registry	CEO car registration 3 months	\$201.40
22/07/2020	Jardine Llodj Thompson Pty Ltd	Workers Comp 1st quarter	\$1,651.65
22/07/2020	Jardine Llodj Thompson Pty Ltd	Fee for preparing insurance	\$4,118.85
22/07/2020	Australian Taxation Office (ATO)	June BAS	\$5,066.00
22/07/2020	Jardine Llodj Thompson Pty Ltd	Counsellors Liability insurance	\$6,056.05
22/07/2020	Lorraine Williams	Cook up for cultural day Youth Vibe	\$420.00
22/07/2020	Charles Darwin University	Certificate IV Human Resources - Rebecca Taylor	\$320.00
22/07/2020	Jardine Llodj Thompson Pty Ltd	Motor vehicle insurance	\$4,343.81
22/07/2020	Jardine Llodj Thompson Pty Ltd	Workers Comp	\$1,019.36
27/07/2020	Central Business Equipment	Photocopier rental	\$174.41
30/07/2020	Wagait Beach Supermarket	Vehicle & equipment fuel, newspapers, joiner hose, sugar	\$506.63
30/07/2020	JTAGZ	Dog tags for registration day	\$154.00
30/07/2020	Rowan Roberts Exp Claim		\$27.30
30/07/2020	Veolia Environmental Services	Weekly rubbish collections	\$5,733.09
30/07/2020	Power Water	Water Swipe card	\$49.24
30/07/2020	Optus	Phone charges	\$256.90
30/07/2020	Sitecraft Material Handling	Clax clever folding cart. Sport & Rec activities	\$533.50
30/07/2020	Copytime		\$30.00
30/07/2020	Nexia Edwards Marshall NT	Initial payment to Auditors	\$1,100.00
30/07/2020	Michele Hughes	Accounting June reports, June BAS & assistance with aud	\$1,716.00
<b>CREDIT CARD</b>			
2/07/2020	Bikes to Fit	Bike parts - Quick response Youth Vibe Grant	\$389.60
2/07/2020	Xero	Accounting subscription	\$90.00
3/07/2020	K Mart	Toys for disco. Youth Vide Quick response Grant	\$162.30
6/07/2020	LogMeIn	Monthly Subscription for meetings	\$41.25
6/07/2020	Think Water	New water pump for sports ground	\$595.00
6/07/2020	Microsoft	Software subscription	\$75.68
6/07/2020	Microsoft	Software subscription	\$83.49
6/07/2020	MYOB	Accounting subscription	\$140.00
13/07/2020	Spot Trace	GPS tracking for works ute	\$51.96
13/07/2020	Bunnings	2 x gazebos for council activities	\$398.00
16/07/2020	Beta Butchers	Meat Sport & Rec activities	\$92.61
21/07/2020	Adobe	Adobe subscription	\$43.99
23/07/2020	Kerry's Automotive	Works ute service & new battery	\$773.94
24/07/2020	Wash N Go	CEO car wash	\$13.40
25/07/2020	NewsCorp Australia	Advertisement. Declaration of rates	\$1,770.00
31/07/2020	Camping World	Equipment Youth Vibe Quick response	\$249.88

## 9.5 Grants Report – July 2020

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 (Partially acquitted 22 July 2020)	Before 31 August 2019 or thereafter for a period of two years.
June 2019	25,000ltr Water Tank	DLGHCD SPG	\$7,607		\$7,607	30 June 2020
June 2019	Electronic Records Management System	NTG	\$34,889	\$30,984.74	\$3,904.26 (Partially acquitted 22 July 2020)	30 June 2020 (request for extension submitted)
14 April 2020	Youth Engagement Grants Program Youth Week	Territory Families	\$2,000	\$0	\$2,000	Deferred to Oct 2020 due to COVID-19
May 2020	SCALE – COVID-19	DLGHCD	\$100,000	\$0	\$100,000	
May 2020	R2R	Comm DRT	\$125,000	\$0	\$125,000	
May 2020	GP advance	FAA	\$3,976	\$0	\$3,976	
May 2020	Roads advance	FAA	\$29,037	\$0	\$29,037	
June 2020	Remote Sports Program Stimulus Package Round 2 (Grant period 20 June to 31 July)	Dept Tourism, Sport & Culture	\$4,954	\$0	\$4,954	31 August 2020
June 2020	Quick Response – Youth Engagement Grant	Territory Families	\$2,000	\$1,697.78	302.00	TBA
June 2020	Youth vibe – School Holiday Program	Territory Families	\$2,000	\$1,336.40	663.60	24 August 2020
July 2020	Seniors Month Grant	Territory Families	\$2,000	\$0	\$2,000	28 September 2020

## 9.6 Councillor Allowance – July 2020

The total payment to Councillors from 1 July 2020 to 31 July 2020 is \$357.07.

**Resolution No. 2020/.....**

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

**Moved:**

**Seconded:**

**Vote:**

## **10.0 AGENDA ITEMS**

Nil

## **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 Campfire Storytelling – 21 August**

As a part of the Council Seniors month program, the community is invited to share stories around the new fire-pit on Council Grounds, near the community Centre at 6:30pm on 21 August. Local entertainment and stories from our senior residents will be accompanied by light refreshments.

### **15.2 Community Open Day – 22 August**

Council is hosting a BBQ and market-style Community Open Day on 22 August between 10am and 2pm at Cloppenburg Park Pavilion to celebrate the diversity of our community. Local interest groups and residents in other service industries who have something to offer the community have been invited to participate.

### **15.3 Dog Registration Day – 29 August**

The dog registration and community information day is scheduled to be held on Saturday 29 August 2020 from 9am to 1pm.

## **16.0 LATE ITEMS AND GENERAL BUSINESS**

### **16.1 Sports and Recreation Forward Years Program**

Report will be provided at the meeting.

**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 15 September 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.