

WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM
Tuesday 21 July 2020**



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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

President Neil White declared the meeting open at 7.00pm and welcomes everyone.

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

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Nil

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes of Tuesday 16 June 2020 Council Meeting

Resolution No. 2020/100

That the Minutes of the Ordinary Meeting of Tuesday 16 June 2020 be confirmed by Council as a true and correct record.

Moved: Cr Michael Vaughan

Seconded: Vice-President Tom Dyer

Vote: AIF

3.1.1 Matters arising from 16 June 2020 Minutes

Nil

4.0 GUEST SPEAKERS – Kevin Hoult

At 7.05pm Council welcomed Kevin Hoult to the meeting. Kevin Hoult has prepared a submission to address the degraded conditions of Wagait Beach and Imaluk Beach access points and management of Section 104, Restricted Use Area (Erickson Crescent RUA).

Council to approach Crown Land Estate and the relevant NT Government Departments with the submission prepared by Mr Hoult, regarding the conditions of the Wagait Beach and Imaluk Beach access points and management of the Restricted Use Area to specifically address:

1. Vehicle access and protection of the dunes.
2. Beach access points for residents and visitors of all capacities and capabilities.
3. General beautification of the area.

Resolution No. 2020/101

Council thanks Kevin Hoult for his submission addressing the conditions of Wagait and Imaluk Beach access points and management of the Restricted Use Area.

Moved: Cr Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – June 2020

Resolution No. 2020/102

That Council receives and notes the Inwards and Outwards correspondence report for the period since 16 June 2020 Council meeting be accepted.

Moved: Cr Graham Drake

Seconded: Vice President Tom Dyer

Vote: AIF

6.0 COUNCILLORS REPORTS

6.1 President's Report

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

Update:

Hello and welcome, this is my first report as the incoming President. I would like to take this opportunity to thank previous President Peter Clee for his outstanding effort over many years representing our community.

Council has been accumulating reserves to enable a major road maintenance program to be undertaken. This is estimated to cost approximately \$2.5 million, as advised by Peter last month. 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. This shapes as a major issue for Council and we will be seeking Grant funding to supplement this project.

CEO Renita has sourced a remarkable document, commissioned some ten years ago, which takes an in-depth look at Climate Change specifically for the Wagait Beach locality. I urge Councillors to examine this document in depth as it details issues that are even more relevant now than it was ten years ago.

We also look at a well-researched proposal from a local resident in relation to the four beach access points within the subdivision, with the aim of improving and beautifying these beach access points. This is a worthwhile proposal that we should submit to both the Department of Environment and Natural Resources and the Crown Land Office with a view to securing a commitment and funding to improve this popular area of Wagait Beach for both locals and visitors.

Meetings Attended:

Saturday 4 July	Half Yearly Community Consultation Meeting
Monday 6 July	Attended Council chambers to sign banking forms as incoming President and do a handover with former President
Friday 10 July	Weekly catch up with CEO at Council Chambers
Friday 17 July	Weekly catch up with CEO at Council Chambers

Resolution No. 2020/103

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

Moved: Cr Peter Clee

Seconded: Cr Graham Drake

Vote: AIF

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report – June 2000

CEO Report June/July 2020	
Staff/HR	<ul style="list-style-type: none"> • Thank you to Casual team for flexibility during month of June • Change to 1 person per shift for COVID jetty wash (ceased 1 July) • Notification on shortage of Casual workforce in early to middle August • PowerWater works officer accreditation in process
Meetings	<ul style="list-style-type: none"> • Staff Toolbox x5 • President x5 – weekly catchups +2 additional for handover/induction • 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 • TOPROC Advocacy Forum NTG Candidates; 22 June • TOPROC Animal Management RG; 24 June hosted by WSC • Power Water; 25 June • Arafura Regional Road and Waste Committee; 26 June • NTLG-CEO via ZOOM; 26 June • Griffith University – Thriving Coasts CRC; 2 July, 8 July • Community Meeting; 4 July • Larrakia Development Corp/Keneally - Wagait Tip Remediation; 14 July • WSC Caretaker; 14 July • LGANT/DCM – My Darwin Platform; 14 July
Projects	<p><u>COVID-19 Council Compliance</u></p> <ul style="list-style-type: none"> • Jetty washes ceased 1 July • Council facilities have all been assessed and have COVID Operation Plans • Environmental Officers came to WSC offices 26 June to assess compliance <p><u>Emergency Management Committee</u></p> <ul style="list-style-type: none"> • No meetings held in June/July • ToR and meeting documents published to website • No response to Eol for Committee Chair, approaches to individuals non-productive <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"> • TOPROC aligned campaign TVC and banners underway • Consultation with Parap Vet and AMRRIC to develop community education and dog registration campaign and event on 29 August 2020 • Proposed Implementation Plan published for public comment • Variation request sent to DLGHCD, pending approval
Actions	<p><u>Administration and Reporting</u></p> <ul style="list-style-type: none"> • Preparation of Rates declarations for 2020-21 • Review of Budget 2020-21 and long-term financial plan 2020-2025 • Review of Business Plan 2020-21 • Liaison with DLGHCD regarding Special Purpose grant variations for Dog Pound

	<ul style="list-style-type: none"> • Liaison with DLGHCD regarding SCALE funding eligibility requirements Liaison with bookkeeper and auditors in preparation for annual reporting • Liaison with Police regarding speed on WTR • 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 • Ongoing review and preparation of WSC Policy papers to be compliant with new Local Government Act 2019 and Regulations 2020 • Liaison with CouncilWise to progress implementation PropertyWise rates management system • Secretariat duties for TOPROC Animal Management RG meeting at WSC • 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 • Preparation and planning for Wagait Dog Day 29 August 2020 • Liaison with Wagait Runners and Walkers Group regarding support for Belyuen to Beach Fun Run • CEO Sleepout raised \$1000 for St Vincent de Paul programs <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletter (July) published • Draft Shire and Budgets published for comment 19/06/2020 • Community Consultation Notice of event • Dog Management Implementation Plan published for comment <p><u>Repairs and Maintenance</u></p> <ul style="list-style-type: none"> • CEO vehicle key barrel replaced (warranty)
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Work/Occupational Health & Safety Report May/June 2020	
Meetings	5 x Weekly WHS Toolbox meetings 2 x WHS consultant meetings
Incidents	One incident reported during the month: <ul style="list-style-type: none"> • 07/06/2020 – Sport/Rec phone dropped and smashed screen, replaced.
Actions	Prevention, Mitigation and Awareness: <ul style="list-style-type: none"> • Request Works Supervisor to complete JSA for use of knife during Jetty role, including safe handling and storage • Review of correct footwear for Jetty Wash • Continue work on labels of decanted substances in workshop • Discussion safety signage for whole of organisation daily work and special events Actions Outstanding at 17/7/2020: <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 – June 2020

Works Report June/July 2020	
Staff/HR	Leave – GZ (Recl x4, RDO x1); RR (RDO x1)
Meetings	Staff Toolbox x5 PowerWater x2 TOPROC Animal Management RG
Actions	<p><u>Power Water</u></p> <ul style="list-style-type: none"> • Bore Runs x 9 • Water Samples x 10 • Imulak Spring fence replaced & tree removed <p><u>Jetty Maintenance – COVID-19</u></p> <ul style="list-style-type: none"> • Jetty Wash x 30 • Jetty Carpark turf watering daily • Gate lock replaced <p><u>Waste Maintenance</u></p> <ul style="list-style-type: none"> • Green Waste push up x 5 • Green waste entry track repaired, stumps removed and dirt compacted • Hardwaste compound reviewed, new gates installed with padlocks • Council bins x 8 in, out & cleaned weekly <p><u>Roads Maintenance</u></p> <ul style="list-style-type: none"> • Remove silt Cox Dr Causeway • Snipping Drains Baluria, Erickson, Sasche, Cox, WTR, Delissa • Mow Winal Ct • Shrub removal Sasche, Erickson • Re-position Roadside Barriers x 8 • Construct Barrier x 1 • Barrier shoring Vangemann • Drain clearing Baluria <p><u>Dog Management – Nil</u></p> <p><u>General Maintenance</u></p> <ul style="list-style-type: none"> • Playground equipment checked and sand cleaned • Council grounds turf watering daily • Ongoing work planning for Casuals • General Plant maintenance • OHS & WHS Compliance work • Assisted with preparation of fire-pit for Culture Day, Kids Holiday Program

7.3 Sport & Recreation Report – June 2020

Sport & Recreation Officer Report June/July 2020	
Staff	Leave - Nil ; PD- Nil
Meetings	5 x Staff Toolbox 5 x Beach to Belyuen Committee (Walkers and Runners Group) 1 x Staff Communication 1 x CEO Beach to Belyuen 2 x Belyuen Community Government Council 3 x Darwin Runners & Walkers. 3 x Wagait Beach Supermarket (2 Disco, 1 Runners Breakfast)
Administration Grants Applied Grants awarded Grants Reported Planning Activities/Events Correspondence	<ul style="list-style-type: none"> • Pilates. Coordinate venue use, key exchange, communications. • Youth Vibe Grant – Modify Dates. • Running program and calendars. • Call for community volunteer – additional running program for children. • School Holiday Programming and Logistics. • Logistics (ongoing) around hosting a City to Surf event (Belyuen to Beach) • Prepare equipment and cleaning materials inline with Covid 19 guidelines from NTG. • Grants received: Stimulus Package, Seniors, Youth Vibe • Continue administration updating Sports Ground Facility Design. • Program Design 2021 • Modify activities and dates for grants received from NTG. • Seniors Month Planning
Community Events	<p><u>Stretch Education Session:</u> Invite Community down to a professional development session, stretch education. Weekend opportunity to capture larger audience.</p> <p><u>Movie Night:</u> Support Parent Volunteer with access to data projector, screen, keys to facility. Coordinate pick up, drop off and accountability procedures for council assets.</p> <p><u>Disco:</u> Kids Disco last night of Term 2. Well attended. Thank you Territory Families, Youth Vibe Program.</p>
Programs	<p><u>Runners & Walkers.</u> All ages. A community event based at the jetty to include local produce and stalls for a fun community morning will compliment the premier Wagait Beach Runners & Walkers distance event of the year.</p> <p><u>Stretch & Mobility.</u> Aimed at members of the community who remain within the township during a regular business day.</p> <p><u>Junior sport.</u> Resumed from the 5th June once Covid 19 restrictions were lifted.</p> <p><u>Pilates.</u> All fees attached are directly paid to Encore Pilates.</p> <p><u>After School Program</u></p> <ul style="list-style-type: none"> • Off Road Cycling • Basketball • Functional Movement
2019/20 Shire Performance Indicators	<ol style="list-style-type: none"> 1. Deliver at least 4 activities every month - Achieved 2. Maintain current attendance & participation numbers - Achieved 3. Maintain SafeNT Reg – Achieved
Thank you	<ul style="list-style-type: none"> • Christhol Swanson, Rick Barton Volunteer time on the planning of the Belyuen to Beach Fun Run. • Wagait Beach Supermarket – Donation of lollies, chips toward the Kids End of Term Disco. • S&R Staff Volunteer Hours • NTG Territory Families Youth Vibe, NTG Territory Families Quick Response

Resolution No. 2020/104

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

Moved: Cr Peter Clee

Seconded: Cr Graham Drake

Vote: AIF

8.0 ACTION SHEET – June 2020

In addition to the Action Sheet:

- Item No. 7 – Boundless Possible Project Welcome to Wagait can be amended to remove ‘Boundless Possible’ and continue updates for the Welcome to Wagait Beach and other signage as approved at Item 10.7
- Item No. 8 – A Strategic Plan for Sports and Recreation 2020-2021 is to be developed and presented to Council at the August Council Meeting. If the plan is unable to be presented, a review is to be carried out by either the CEO or someone independent.

Resolution No. 2020/105

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

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

9.0 FINANCIAL REPORT

In addition to the Financial Report:

- Item 9.2 Notes on Cash Income and Expenditure Report. Item No. 1 – Prior year rates received must not be included in the Cash Income and Expenditure Report, but presented separately in the Balance Sheet.
- The CEO to apply to the NT Government for a variation to the grant received for a 5000-litre water tank, for the purchase of a large free-standing water tank with fittings to be located at Cloppenburg Park.

Resolution No. 2020/106

That Council request the Chief Executive Office to seek a variation to the 5000 litre Water Tank Grant to install a fixed water tank to the Sports Ground.

Moved: Cr Michael Vaughan

Seconded: Cr Peter Clee

Vote: AIF

Resolution No. 2020/107

That Council receives and accepts the Financial Reports for the month of June 2020 with the CEO to investigate the variations and prepayments as discussed.

Moved: Cr Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

10.0 AGENDA ITEMS

10.1 Declaration of Rates and Charges 2020-2021

Copies of the Declaration of Rates and Charges 2020-2021 can be accessed on Council's website.

Resolution No. 2020/108

That Council note the Declaration of Rates and Charges 2020-2021 made by the CEO, as required by Section 155(1) of the Act, declaring rates to be set at \$608.00 per annum; and that council fees, levies and charges as detailed in the Shire Plan and Annual Budget for 2020-2021 be adopted.

Moved: Cr Peter Clee

Seconded: Cr Graham Drake

Vote: AIF

10.2 Fleetcare – Master Facility Agreement – Corporate Leasing \$70,000

A replacement vehicle for the CEO has been sought that caters for both passenger transport and goods and materials transportation.

The CEO confirmed that the proposed Fleetcare operating lease includes all on road costs and servicing with the exception of fuel and insurance. The current CEO vehicle will be sold at commercial auction after receipt of the new vehicle.

Resolution No. 2020/109

That Council approve the CEO to proceed with the Corporate Leasing Master Facility Agreement from Fleetcare to receive a vehicle under operating lease payment of \$1297.38 per month.

Moved: Cr Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

10.3 Shire Business Plan 2020-2021

The CEO confirmed four submissions were received via email from community members (3) and the Department of Local Government Housing and Community Development. A summary of each submission was provided. Councillors requested for submissions to be circulated and published on the website.

Resolution No. 2020/110

That Council endorse and adopt the 2020-2021 Shire Business Plan as amended as required by Section 24(1) of the Act.

Moved: President Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

10.4 Annual Budget 2020/2021 and Long-Term Financial Plan 2020-25

Resolution No. 2020/111

That Council adopt the Annual Budget for the Financial Year 2020-2021 and the Long Term Financial Plan 2020-2025 as required by Section 128(1) of the Act.

Moved: President Neil White

Seconded: Cr Peter Clee

Vote: 4:1 Cr Peter Clee against on the basis that the full depreciation amount should be reserved.

10.5 Thank you – Barry Bamford

Barry Bamford resigned as a member of the Audit Committee on Tuesday 16th June 2020.

Resolution No. 2020/112

Council thanks Barry Bamford for his commitment and contributions to the works of the Wagait Shire Council Audit Committee and wishes him every success in his future endeavors.

Moved: Cr Peter Clee

Seconded: Cr Neil White

Vote: AIF

10.6 Climate Change Risk Assessment and Adaption Planning

A report titled 'Climate Change Risk Assessment and Adaption Planning' was tabled for discussion. The report was prepared in 2010 in consultation with the Wagait Beach community and proposes a range of mitigation strategies and adaptation options for consideration in strategic planning. Council noted the report and requested time be given for Councillors to review the information and provide comment at the September meeting of Council.

Resolution No. 2020/113

That Council note the report Climate Change Risk Assessment and Adaption Planning and requested comments regarding the report be tabled at the September meeting.

Moved: Vice President Tom Dyer

Seconded: President Neil White

Vote: AIF

10.7 Projects Brief – Allocation of Stimulus Grants and Activate Wagait

The CEO tabled the project brief proposal to allocate the SCALE stimulus funds for discussion and approval to progress. The proposal includes a range of community activities, forums, celebration events and the Welcome to Wagait Beach signage, as well as upgrades to the Green Waste Area road access and Cloppenburg Park playground, court surface and exercise equipment.

Council approved the proposal with the exception of a \$5000 Local Business Stimulus Package. Council requested the CEO to provide a proposal for setting up a grants package to distribute the funds to local not-for-profit community groups.

Resolution No. 2020/114

That Council approve the proposed budget for allocation of stimulus grants and direct the CEO to proceed with projects as proposed with the exception of the funds for a local business stimulus package, which will be instead redirected to support local not-for-profit community groups.

Moved: President Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

10.8 Policies Endorsed by Audit Committee for Adoption by Council

Resolution No. 2020/115

That Council:

- a) adopt P31 Dispute Resolution, Counselling, Disciplining and Dismissal and P32 Discrimination, Harassment and Bullying Policy and rescind P21 Dispute Resolution with amendments;
- b) adopt the updated P05 Staff Code of Conduct and P08 Human Resources Management; and
- c) adopt the updated P34 Elected Members Allowances 2020-21.

Moved: Cr Michael Vaughan

Seconded: Vice President Tom Dyer

Vote: AIF

10.9 Records Management System – Partial Acquittal

The Department has requested Council to provide a partial acquittal for the Records Management System. The Special Purpose Grant agreement stipulates the fund must be acquitted as at 30 June 2020, however the full amount has not yet been expended and a full acquittal will be provided when funds are fully expended.

Resolution No. 2020/116

That Council acquit the amount of \$30,984.74, this being a proportion of the overall grant monies, towards the commissioning and installation of an Electronic Records Management System (Council Wise) including migration and renewal of Councils IT infrastructure.

Moved: Cr Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

10.10 Insurance Valuation Report

An insurance valuation report on Council buildings was completed by Integrated Valuation Services on 14 May 2020 to assist Councils preparation of the 2020-2021 Budget and insurance reports.

CEO to circulate the Insurance Valuation Report electronically to Councillors and published on Council's website.

Resolution No. 2020/117

That Council notes the information in the Insurance Valuation Report.

Moved: President Neil White

Seconded: Vice President Tom Dyer

Vote: AIF

10.11 Community Consultation – Saturday 4 July 2020

The Half Yearly Community Consultation Meeting was held on 4 July 2020. This was attended by Council staff, the CEO and 20 Community Members.

Resolution No. 2020/118

That Council notes the Community Consultation Meeting notes from Saturday 4 July 2020.

Moved: Cr Peter Clee

Seconded: Vice-President Tom Dyer

Vote: AIF

11.0 AGENDA ITEMS FOR RECEIVING AND NOTING

Nil

12.0 QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE

12.1 Health of Community

There is concern that the Health service to the community has been reduced as Council's clinic is no longer operating on a weekly basis and will open by appointment only. Council requested the CEO to seek clarification of service provision with the Belyuen Clinic. Cr Drake noted that a Wagait Beach Health Services Committee met with key stakeholders to discuss this some time ago and while the Committee is no longer active, there may be value in reviewing some of the information from those meetings.

12.2 Toilets at Cloppenburg Park

There have been issues with cleanliness of the toilets over the weekends, most likely due to increase in visitors to Wagait Beach over the school holidays. Council cleaning staff hours will be increased to accommodate the additional workload as necessary.

12.3 Compliance Audit

Councillors requested an email update on the outstanding compliance issues to be provided out of session.

13.0 QUESTIONS FROM THE PUBLIC – WITH NOTICE

Nil

14.0 PETITIONS/DEPUTATIONS

Nil

15.0 UPCOMING EVENTS

15.1 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.

15.2 Senior Month

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

15.3 Dog Day

The dog registration information session is scheduled to be held on 29 August 2020, at the Community Centre and Council Grounds.

16.0 LATE ITEMS AND GENERAL BUSINESS

16.1 Proposed Dog Management Strategy

Resolution No. 2020/119

That Council notes the information provided in the Proposed Dog Management Strategy for the Implementation of Council By-Laws and the community feedback provided.

Moved: President Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

16.2 Construction of Dog Pound – Variation and Acquittal

Vice President Tom Dyer has asked that more information be given in the resolutions with partial acquittals.

Resolution No. 2020/119

That Council acquit the amount of \$2,680 being a proportion of the overall grant expended to 30 June 2020 and note the remaining funds of \$27,857 will be used as described in the approved variation for the implementation of the Dog Management Strategy.

Moved: Cr Peter Clee

Seconded: Cr Graham Drake

Vote: AIF

17.0 IN-CAMERA ITEMS

Nil

18.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 18 August 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 9.38 pm.