

WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD
7PM
Tuesday 17 November 2020



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

Date: Tuesday, 17 November 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 15 September 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

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 20 October 2020	3
3.1.1	Matters Arising from the 20 October 2020 Minutes	3
4.0	GUEST SPEAKERS	3
5.0	INWARDS AND OUTWARDS CORRESPONDENCE	4
6.0	COUNCILLORS REPORTS	6
6.1	President's Report	6
7.0	OFFICERS REPORT	7
7.1	Chief Executive Officer's Report	7
7.2	Works Report	9
7.3	Sport & Recreation Report	10
8.0	ACTION SHEET	1
9.0	FINANCIAL REPORT	17
9.1	Cash Income and Expenditure Report – October 2020	17
9.2	Notes on Cash Income and Expenditure Report	18
9.3	Accrual Income and Expenditure Report – October 2020	19
9.4	Notes on Accrual Income and Expenditure Report	20
9.5	Grants Report	21
9.6	Financial Report for October 2020	22
9.7	Rate Payers in Arrears – October 2020	23
9.8	Supplier Payment History – October 2020	23
9.9	Councillor Allowances	24
10.0	AGENDA ITEMS	24
10.1	West Arnhem Regional Council – Congratulation letter	25
10.2	Audit Committee – Report to Council November 2020	25
10.3	P12 Workplace Surveillance Policy	26
10.4	P40 Procurement Policy	26
10.5	P46 Council Verge Management Policy	26
10.6	Audit Committee Proposed Meeting Calendar	26
10.7	Sub-Division Development at Attachment C	27
11.0	AGENDA ITEMS FOR RECEIVING AND NOTING	28
12.0	QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE	28
13.0	QUESTIONS FROM THE PUBLIC WITH NOTICE	28
14.0	PETITIONS AND DEPUTATIONS	28
15.0	UPCOMING EVENTS	28
15.1	International Men's Day Thursday 19 th November	28
15.2	Parap Vet Saturday 5 December	28
15.3	Council Christmas Events 2020	28
15.4	Aust Day Ceremony & Celebrations	28
16.0	LATE ITEMS AND GENERAL BUSINESS	29
17.0	IN CAMERA ITEMS	29
18.0	DATE OF NEXT MEETING	29
19.0	CLOSE OF MEETING	29

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 20 October 2020 Council Meeting

**Resolution No. 2020/
That the Minutes of the Ordinary Meeting of Tuesday 20 October 2020 be confirmed
by Council as a true and correct record.
Moved:
Seconded:
Vote:**

3.2 Matters arising from 20 October 2020 Minutes

4.0 GUEST SPEAKERS

Nil

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – October/November 2020

Since Council's 20 October 2020 Council meeting, the following correspondence has been received and sent.

Inwards Correspondence

Date	From	About	
13/10/2020	R2R	Black Spot Program 2020-2021	email
14/10/2020	Australian Bureau of Statistics	Local Government Finance Statistics Quarterly Estimates - September quarter 2020	email
19/10/2020	Nexia Edwards	Signed R2R 2020 reports	email
23/10/2020	JLT	Certificate of Currency - Motor Vehicle	email
28/10/2020	Dept of the Chief Minister & Cabinet	Machinery of Government Changes	email
28/10/2020	Angel Conveyancing	Request for rate information	email
30/10/2020	LGANT	LGANT Grants Commission Report	email
30/10/2020	Nexia Edwards	Signed Financial Report 2020	email
30/10/2020	Veolia	Damaged Bins	email
5/11/2020	Ian Loganathan Electoral Commissioner	2021 Local Government Election - Estimated Costs and Service Level Agreements.	email
5/11/2020	LGANT	Rateable mineral Titles November 2020	email
8/11/2020	LGANT	Media Release - Kon Vatskalis New LGANT President	email
9/11/2020	Valuations Rools Administrator	October Reconciliation Wagait 2019	email
10/11/2020	Resident	Mandorah Marine Facility and complaints re signs, irrigation.	email
10/11/2020	LGANT	LGANT Elections - Congratulations of Your Election as the Vice-President regional of LGANT's Executive	email
11/11/2020	Pickles	Condition Report on Holden Trailblazer	email
11/11/2020	Bendigo	Bendigo Bank Confirmation - reinvestment of \$500,000 for term of 1 year	email
1/11/2020	MYOB	Confirmation of monthly subscription cancellation	email
12/11/2020	Country Solar	Authority to access building record - Cloppenburg Park (solar certification)	email
12/11/2020	Senator Don Farrell (SA Australia)	Thank you letter to Cr Peter Clee for contribution to the Joint Standing Committee on Electoral Matters inquiry	email

Outwards Correspondence

Date	To:	About:	
16/10/2020	ATO	Tax Declaration - Paula Moggs	email
16/10/2020	Australia Day Council	Australia Day Conference - Registration for Bec Taylor	email
19/10/2020	ABS	Local Government Finance Statistics Quarterly Estimates 2020-2021	email
20/10/2020	Australia Day Council	Community Grant Application	email
20/10/2020	Aust Govt - Dept of Infrastructure, Tpt, Regional Dlv & Communications	Signed LRCI Program - Declaration Quarterly Report - Signed	email
21/10/2020	NT Grants Commission	Annual Return - due for completion by 30 November 2020	email
30/10/2020	Country Solar NT	Signed Authority to Access building records form	email
5/10/2020	Pickles Auction	Signed Agency Agreement.	email
12/11/2020	Country Solar NT	Signed Authority to access building records - Sports ground	email
13/11/2020	The Hon Chansey Peach MLA	WSC Annual Report 2019-2020	email

Resolution No. 2020/

That Council receives and notes the Inwards and Outwards correspondence report for the period since 20 October 2020 Council meeting be accepted.

Moved:

Seconded:

Vote:

6.0 COUNCILLORS REPORTS

6.1 President's Report – October/November 2020

Presidents Report

Greetings to all with another busy month for Council, including construction of the dog pound and preparations for the coming wet season.

The Community was presented on Monday 9 November with the latest update from the Department of Infrastructure Planning and Lands (DIPL) representatives on the new Mandorah Marine Project (MMP) and CEO of DIPL, Andrew Kirkman and his team are to be congratulated on this \$50M project, which promises a new era of safe ferry travel as well as opening up Cox Peninsula for potential further development built upon this modern, stylish ferry terminal and protected boat ramp. Exciting times indeed for Wagait Beach, and critically allowing aged and disabled residents of both Wagait Beach and Belyuen better access to the improved facility, due to be in service by the dry season of 2024.

Where I have been:

- Thursday 15 October: CEO catchup
- Thursday 22 October: CEO catchup
- Thursday 29 October: 8:00am Emergency Management Committee meeting, then CEO catchup that afternoon.
- Thursday 5 November: CEO catchup
- Monday 9 November: 5:45pm MMP Community meeting/debrief at Council Community centre.
- Tuesday 10 November: 9:30 Audit Committee meeting
- Thursday 12 November CEO catchup
- Saturday 14 November Community Consultation (bi-annual)

Neil White
President

**Resolution No. 2020/
That Council receives and notes President Neil White's report for the month of
October/November 2020.
Moved:
Seconded:
Vote:**

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report – October/November 2000

CEO Report October/November 2020	
Staff/HR	<ul style="list-style-type: none"> • Staff Leave RG - Nil ; PW - RDO x1, PersL x1 • CEO will be taking approved Rec Leave 20/11/20 to 04/12/20 (inclusive) • New contract discussed for Sports and Recreation Officer • Fair Work Act LG Industry Award wage increase of 1.75% effective 1 Nov • Accredited procurement training in process (PW, RG) • PowerWater accreditation in process for works staff (RR) • Positions Vacant - Cloppenburg Park Caretaker
WHS	<ul style="list-style-type: none"> • All of staff WHS meeting with focus on risk management ; 29 Oct <p><u>COVID-19 Council Compliance</u></p> <ul style="list-style-type: none"> • Jetty COVID washes recommenced 31 July ; DIPL contract continuing with approval for month-to-month service • Council facilities all have current COVID Operation Plans <p><u>Incidents reported during the month - Nil</u></p> <p><u>Actions Outstanding at 15/10/2020</u></p> <ul style="list-style-type: none"> • Power & Water Induction Works labourer • Evacuation Procedures and signage for Workshop, Community Centre, Administration Office, Cloppenburg Park to be finalised •
Meetings and Communications	<ul style="list-style-type: none"> • Staff Toolbox x4 • President x4 weekly catchups • Community Consultation - WSC Emergency Management; 17 Oct • MLA Daly - follow up issues ; 27 Oct, 5 Nov • WSC Emergency Management Committee ; 29 Oct • DENR - Gamba Program ; 27 Oct, 9 Nov • Veolia - residents bin complaints ; 28 Oct, 12 Nov • Myatt Media - website upgrades, design for reports and plans ; 3 Nov, 12 Nov • LGANT AGM and GM (RG, Cr PC, President NW) ; 4-6 Nov • Community Consultation - DIPL Mandorah Marine Facility ; 9 Nov • NT Sports & Playgrounds - Cloppenburg Park Masterplan ; 10 Nov • WSC Audit Committee ; 10 Nov • NT Police - respond to jetty use complaint ; 10 Nov • Aust Gov Infrastructure & Transport – RPMU (R2R) ; 11 Nov • Belyuen/Coomalie CEOs ; 11 Nov, 13 Nov • Youth Group - grant auspice meeting ; 12 Nov • Community Consultation - WSC Biannual meeting ; 14 Nov
Actions	<p><u>Administration and Reporting</u></p> <ul style="list-style-type: none"> • Liaison with bookkeeper and auditors in preparation for annual audit & reporting • Liaison with Crown Lands Office and DENR regarding RUA management & concerns • Ongoing review of WSC policy papers to meet compliance issues • Territory Families - Youth Week acquittal • NTG Operational – acquittal • Annual Report & Audited Financials emailed to Minister Local Government, Department of Chief Minister and Cabinet (Local Government) • Public Notice of Annual Report & Audited Financials advertised in NT News <p><u>Procurement</u></p>

	<ul style="list-style-type: none"> • LCRI - Scope and RFQ for green waste track, carpark & culvert; surveying completed (\$80,000 - panel required) • FAA - Scope and RFQ for drainage, pending quotes • R2R - Cox Dr floodway (\$125,000 - panel required), surveying completed • Blackspot - Road guards and barriers (\$140 000 - panel required) • SCALE - Playground soft-fall install completed 2 Nov ; \$37,550 • SCALE - Sportsground Masterplan • SCALE - Website development and maintenance • SCALE - Signage (inc Welcome to Wagait) <p><u>Grants</u></p> <ul style="list-style-type: none"> • Australia Day Council - submission for 2021 celebrations • Harmony Day 2021 - application underway • Youth Week 2021 - application underway • Territory Families Grass Roots (auspice for Makers and Creators) • Youth Health & Safer Communities (auspice for Youth Group) <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletter (November) • Notice of Community Consultation (Mandorah Marine Facility/DIPL) x2 <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • CEO vehicle handover to Pickles for auction • Re-licensing certification for works plant and equipment • New bucket for tractor • Replacement jets and tyres for high pressure pump
<p>Projects</p>	<p><u>Local Area Planning, Coast & Environment</u></p> <ul style="list-style-type: none"> • Presentation by Kevin Hault & Climate Change Report tabled at 21 July meeting • Email to Crown Lands Estate (DIPL) to follow up meeting discussion points regarding RUA abuse on beachfront and shared responsibility areas post Kenbi settlement • Briefing paper and action plan proposal for Climate Change and Disaster Risk Reduction prepared for Council ; Grant submission to NT Risk Reduction Program unsuccessful • Gamba grass and local weed plan in progress; request made to DENR for consideration of Area A zoning; DENR 2020-21 Gamba Action Program will commence Mon 30 Nov and finish on 30 April, with WSC as distribution point • Meeting with DIPL discussed consultation process for local area planning, mapping and concerns on zoning; will be further developed with LDC/Kenbi settlement <p><u>Dog Management Campaign and By-law Implementation</u></p> <ul style="list-style-type: none"> • PropertyWise database being updated as dogs are registered • Concrete slab and fencing for dog containment compound completed • Transportable cages under construction delayed ETC end Nov <p><u>Welcome to Wagait Beach & Road Signage</u></p> <ul style="list-style-type: none"> • Proposed site agreed by Council in 21 April meeting was not approved by DIPL; alternative sites are being considered pending information on WTR upgrade and survey (DIPL) • New 60 sign installed on WTR • Replacement road and directional signage to roll out in October/November including Cloppenburg Park and Hard Waste Compound • Replacement RUA signage requested (Crown Lands Office)

7.2 Works Report – October/November 2020

Works Report October/November 2020	
Staff/HR	Leave – GZ (RecLx5, RDO x1); RR (RDO x1, PersLx1) Ongoing work planning for casual staff
Meetings	Staff Toolbox x4 PowerWater x1 WHS all staff x 1
Actions	<p><u>Power Water</u></p> <ul style="list-style-type: none"> • Bore Runs x 14 • Water Samples x 10 • Imulak Spring compound clean-up and burn-off <p><u>Jetty Maintenance + COVID-19</u></p> <ul style="list-style-type: none"> • Jetty Wash x 12 • Jetty Handrails and bins sanitised (COVID) x 64 • Remove Jetty landing and stairway barnacles • Jetty Carpark verge maintenance <p><u>Waste Maintenance</u></p> <ul style="list-style-type: none"> • Green Waste push up x 3 (burn-off x 1) • Council bins x 8 in, out & cleaned weekly • Pre-Cyclone verge collection, sorting and crushing (7 tonne collected over 3 days) <p><u>Dog Management</u></p> <ul style="list-style-type: none"> • Follow up reports of wandering dogs on Erickson • Fencing and concrete slab for dog containment compound 80% complete • Confirmed prototype design for dog-cage with provider, ETC end Nov <p><u>Roads Maintenance</u></p> <ul style="list-style-type: none"> • Scope of works and quotes acquired for Green Waste track • Scope of works and quotes acquired Cloppenburg Park culvert/drain issues • Verge drainage audit consultation with community members • Assisted surveyors for scope and specification documents • Acquired quotes for desilting of all community drain-pipes/culverts • Commenced weed control program (all road verges have been treated) • Road speed and directional signage installed on WTR, Baluria, Dalmeny, Cox Dr <p><u>General Maintenance</u></p> <ul style="list-style-type: none"> • Council grounds garden maintenance, mowing • Workshop gutters replaced • CEO House, Community Centre block gutters cleared • New water-tank installed and connected at Cloppenburg Park <p><u>Emergency Preparations</u></p> <ul style="list-style-type: none"> • Assisted all DIPL contractors for pre-Cyclone season testing Wagait Shelter electrical, plumbing, mechanical and NTES equipment <p><u>Planning for November/December</u></p> <ul style="list-style-type: none"> • Scope of works Cox Drive floodway • Contract works for DIPL, Charles Pt Rd fencing, potholes, verge and signage • Continue emergency preparations

7.3 Sport & Recreation Report – October/November 2020

Sport & Recreation Report October/November 2020	
Staff	Leave -Nil ; PD-Nil
Meetings	4 x Staff Toolbox 1 x communications with CEO re S&R current / new contract 1 x Australia Day Conference Attendance 2 x R.Magnoli Survey Distribution & Pick up 4 x M.Newman Make and Create Community Group 1 x Coomalie Shire (January combined School Holiday Activity Initial Meeting) 1 x Australia Day Meeting (Internal) 1 x Phone Conference Australia Day Grants (Branding & Covid Safe) 1 x Staff WHS
Administration Grants Applied Grants awarded Grants Reported Planning Activities/Events Correspondence	<p>General Administration</p> <ul style="list-style-type: none"> • Pilates. Coordinate venue use, key exchange, communications. Ongoing. • Runners & Walkers. Logistics for final “structured” run event for 2020. Event held 31st Oct, 10km. • School Holiday Program administration. • Re-organise roster for food garden volunteer. • Invite children to submit ideas to WSC about sport & active recreation wants. • Order Water Slide for postponed Youth Week activity and combine with NAIDOC week activity. • Organise flag raising for NAIDOC week. • Continue to liaise and engage local artists programming workshops for Make & Create Community group. • Advertising Make & Create group • International Men’s Day BBQ. Preparation and invites to Wagait Beach Big Bash Cricket, Chess Club, Runners & Walkers, male Community members • Liaison and meeting with parent volunteer to share WSC program decorations for Parent hosted Halloween Disco. • Booking for kids Christmas Disco. • Advertising, logistics for Aged Pension Christmas function. • Collect photos and distribute for the NT Community Achievement Awards finalist panel. • Contribution to Christmas Function organisation (Sponsors, Service Providers, Volunteers) • Australia Day – acquittals of all travel receipts. • Mail out of electronic surveys to interested families. <p>Grants Administration</p> <ul style="list-style-type: none"> • Communications with Makers & Creators re: Grass Roots Development Program Grant. • Seniors Grant Acquittal finalisation. • Australia Day Programming and Staff arrangements. • Australia Day Covid Safe Additional Grant administration. Providers of Build in BBQ’s on trailers for community use. WSC did not apply.

Programs	<p><u>Runners & Walkers.</u> Completion of 10 in the 10th, 10km event. Program has been reduced from 3 x weekly sessions to 2 x weekly sessions. There is an emphasis on shorter distance options to ensure participant safety in the October / November conditions, FUN run/walk aiming to increase participation numbers.</p> <p><u>Stretch & Mobility.</u> 15yrs plus, mid-week, mid-morning program well attended. Participation numbers have grown in September. New equipment has been ordered. A request by adults and seniors to have a second session each week. Second session will have more emphasis on strength and will commence 16th November.</p> <p><u>Cricket:</u> Hosted Wednesday nights by the Wagait Beach Big Bash Cricket Group at Cloppenburg park. The WB BB Cricket has been invited to attend a WSC BBQ for International Men's Day, Thurs 19th November</p> <p><u>Pilates.</u> External Service Provider facilitated by WSC S&R staff. 1 x weekly available to All ages. Pilates instructor encourages children to attend. Pilates to finish Mid November for the year.</p> <p><u>Active After School Program -</u> 2 sessions per week at Cloppenburg Park. Female Youth biggest user group with activities such as Skate Boarding, Net hockey.</p> <p><u>Make and Create.</u> 15 Years plus. External providers. Adult art / creativity sessions.</p>
Community Events	<p>Postponed Youth Week Activity – Sat 14th Nov. With limited bookings for the excursion to Palmerston Water Slides during Youth Week the CEO advised to cancel the event. Water Play is now coming to Wagait Beach. Sat 14th Nov chosen so that children could be entertained while parents attended a community consultation session. It was also favourable to reschedule the event in line with NAIDOC week as the original grant for a specific event was to include neighbouring community Belyuen. WSC continues to support the two communities working together and providing opportunity for the children to share programs.</p> <p>Coming Event – International Men's Day BBQ, Thursday 19th November.</p>
NTG Performance Indicators	<p>I (Deliver at least 4 activities every month) Achieved.</p> <p>II (Maintain current attendance & participation numbers) Achieved.</p> <p>III (Maintain SafeNT Reg) Achieved.</p>
Thank you	<p><u>Christhol Swanson, Rick Barton, Michelle Barton</u> - ongoing support and volunteer work with Runners & Walkers group.</p> <p><u>NTG Territory Families</u> – Youth Week Grant – Supported Water Play Day 14th November.</p>

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

8.0 ACTION SHEET – October/November 2020

	Resolution No.	Resolution	Meeting Date	Status
1	2019/438	Wagait Shire Council (Dog Management) By-Laws	16/07/2019	<ul style="list-style-type: none"> • 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. • CEO to develop an implementation strategy and present this to the November 2019 meeting for Council consideration. • Refer Agenda Item 11.3 • 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. • Correspondence received from NTG-PAC with further recommendations for amendments to the By-Laws. • Dog Management Implementation Strategy being finalised and will be used for grant variation request once approved. • 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 planned for 29 August. • Funding variation approved and holding pen works progress. Advertising campaign for Dog Registration Day in place. Council acquitted \$2680 being a proportion of Special Project funds spent to date on Dog Pound. • Refer Agenda Item 10.3 • P14 Dog Management has been endorsed by the Audit Committee and has already been presented for public feedback with no further comments. • Litchfield Council have advised that they do not currently have capacity to support an MoU for dog impounding services to WSC but will review this decision in early 2021. CEO is seeking to confirm a similar MoU with City of Palmerston. • Dog containment compound construction underway. Slab and fencing completed, pending transportable cage ETC end October. <p>Dog containment compound construction 80% complete. Transportable cage delayed ETC end November.</p>
			17/09/2019	
	2019/474		19/11/2019	
			17/03/2020	
	2020/047		21/04/2020	
			19/05/2020	
			21/07/2020	
	2020/119		18/08/2020	
			09/09/2020	
	2020/120		15/10/2020	
		12/11/2020		

2	2019/444 2019/474 2020/040	Irrigation at Cloppenburg Park	16/07/2019 17/09/2019 15/10/2019 18/02/2020 17/03/2020 16/06/2020 15/09/2020 15/10/2020 12/11/2020	<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. 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. CEO confirmed an additional \$650 was expended on the construction of the bore protective cage. Modification still required for the BMX track.</p> <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. <p>Refer Agenda Item 10.3 That Council acquit the project grant funds of \$83 694 as presented by the financial reports.</p> <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 upgrades to playground (softfall), court and exercise equipment have been included in budget for 2020-21 (SCALE). Masterplan for Cloppenburg Park is underway, including redesign of Pump track and upgrades to playground, courts, cricket run and exercise equipment is underway. Stage 1 playground compliance maintenance and softfall installation by 31 Oct. CEO and President White met with MLA Daly on 14 October and discussed local issues including Bore water licence for irrigating Cloppenburg Park. MLA to follow up and advise. <p>MLA Daly has advised that Controller has escalated WSC's application and will have an outcome by end November.</p>
3	2019/461 2019/503 2019/551 2020/078 2020/090 2020/115 2020/148	Audit Committee Endorsements	20/08/2019 15/10/2019 19/11/2019 19/05/2020 16/06/2020 21/07/2020 09/09/2020	<ul style="list-style-type: none"> 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. Council adopted the revised TOR, nominated Crs N White and G Drake and agreed to call for EO's for Chair and additional Community Member. Council noted Minutes of Audit Committee meeting on 13 November 2019. Council noted Minutes of Audit Committee meeting on 22 January 2019. Refer Agenda Item 10.1 - Council noted the Report of the May Audit Committee meeting on 18 May 2020. Refer Agenda Item 10.7 - Policies Endorsed by Audit Committee and recommended for approval by Council (P05, P08, P31, P32 adopted ; P21 Dispute Resolution rescinded) Refer Agenda Item 10.4 - Policies Endorsed by Audit Committee and recommended for approval by Council (P13, P14, P38 adopted ; P46 and P06 Vehicular Crossovers and Drainage for further review).

	2020/		12/11/2020	<p>Refer Agenda Item 10.2</p> <p>Refer Agenda Item 10.3 and 10.4 - Policies Endorsed by Audit Committee and recommended for approval by Council (P12 Surveillance Policy, P40 Procurement Policy)</p> <p>Refer Agenda Item 10.5 - P46 Verge Management Policy</p> <p>Refer Agenda Item 10.6 - 2021 Meetings Calendar</p>
4	2019/457	Water Access for Tourists	<p>20/08/2019</p> <p>19/05/2020</p> <p>16/06/2020</p> <p>15/09/2020</p> <p>15/10/2020</p>	<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.</p> <p>Power/Water decline to install a tap for visitor access. Other options might include meter installations at the Council Office or Community Centre.</p> <p>Council request CEO to lobby MLA Daly for PW solution and other local upgrades.</p> <p>CEO and President White met with MLA Daly on 14 October and discussed local issues including: PW compound upgrades including visitor's standpipe, ferry passenger terminal, RUA degradation, cyclone preparedness and shelter capacity, clinic services, sportsground upgrades.</p>
5	<p>2019/542</p> <p>2020/111</p> <p>2020/116</p>	P10 Council Records	<p>19/11/2019</p> <p>21/07/2020</p> <p>18/08/2020</p> <p>15/10/2020</p>	<p>CEO to report back to Councillors on process with staff training and compliance issues regarding records management.</p> <p>Refer Agenda Item 10.3 – Shire Business Plan p37</p> <ul style="list-style-type: none"> • Council acquitted \$30984.74 being a proportion of Special Project funds spent to date on Records Management. <p>Update to Council on Record Keeping:</p> <ul style="list-style-type: none"> • 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. • Council financial systems have been migrated to Xero cloud platform (from MYOB). • 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. • Final invoice has been requested from Council-Wise in order to acquit grant.
6	No Resolution	Welcome to Wagait Beach Project	<p>19/11/2019</p> <p>18/03/2020</p>	<p>Discussion noted at 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>

	2020/111 2020/114		19/05/2020 21/07/2020 18/08/2020 15/10/2020	<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</p> <p>Refer Agenda Item 10.6 – Project Brief Activate Wagait approved by Council</p> <p>Refer Agenda Item 7.1 – CEO reported site not approved by DIPL. Council requested CEO to bring alternate site options to next meeting.</p> <ul style="list-style-type: none"> Proposed new site closer to supermarket pending advice from DIPL regarding WTR road widening on Kenbi boundary. Replacement/new road and directional signage will be installed during Oct/Nov
7	No Resolution 2020/111 2020/143	Sport and Recreation Forward Years Program	19/11/2019 19/05/2020 21/07/2020 18/08/2020 15/09/2020 15/10/2020 12/11/2020	<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&R Officer to develop a more strategic approach to the S&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</p> <p>Refer Agenda Item 16.1 – Sports and Recreation Forward Years Program</p> <p>Refer Agenda Item 7.3 – Council requests youth survey be prepared to assess demand for after-school activities.</p> <p>Parents and youth info-session and discussion on Sports and Rec Program held 5 October at Community Centre. Survey prepared and distributed, pending return for data analysis.</p> <p>Surveys have been collected, pending analysis.</p>
8	No Resolution	Honour Board	15/10/2019 16/06/2020 12/11/2020	<p>President Peter Clee requested the CEO investigate the creation of an Honour Board for Wagait Shire Council. Additional Honour Board has been costed at \$1000+ and is included in the 2020-21 budget.</p> <p>ETC end November, suggest hold unveiling ceremony for past/present Councillors to coincide with end of year party for Councillors, volunteers and sponsors.</p>
9	2020/101 2020/113	Local Area Planning, Environment and Climate Change	21/07/2020 18/08/2020 09/09/2020 15/10/2020	<p>Council noted submission from Kevin Hoults regarding maintenance of RUA beach access and requested follow up with Crown Land to consider options for further works in 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> <ul style="list-style-type: none"> 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. Refer Agenda Items 10.5 and 10.6 : Climate Change Action Plan and Grant Application to NT CMC NT Risk Reduction Program CEO and VP Dyer met with DIPL Planning Directors on 24 September to discuss process for Local Area Planning and related issues.

				<ul style="list-style-type: none"> • Further emails with photos have been sent to the Crown Land Office with request for intervention such as a boundary survey. Nil response to date. • Grant Application to NT CMC NT Risk Reduction Program unsuccessful.
10	2020/140	Waste Management Fees Modelling	15/09/2020	<p>Council noted CEO presented a fee model for user-pays community waste management, following resident request to consider reducing fees for unoccupied properties. Council requested CEO to:</p> <ul style="list-style-type: none"> • Review and prepare a fee model for Council to consider prior to the 2021-22 FY that allows unoccupied properties to still access the hard waste and green waste compounds; and • Prepare a 'Where Does Your Waste Levy Go' info-sheet similar to the rates snapshot provided with the 2020-21 rates notice.
11		Wagait Health Service and Clinic	15/09/2020 15/10/2020	<p>Council requested CEO to confirm opening hours for Wagait Clinic and seek potential opportunities for alternative regular service provider.</p> <p>CEO has met with Top End Health REgional Manager and confirmed current outreach service arrangements for the immediate future with Belyuen Health and this has been communicated to the WB community. Another meeting is arranged for 19 November to discuss increases and capacity for arrangements in the future.</p>

Resolution No. 2020/

That Council receives and notes the Action Sheet for the month of October/November 2020.

Moved:

Seconded:

Vote:

9.0 FINANCIAL REPORT

9.1 Cash Income and Expenditure Report – October 2020

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %	NOTES
Income									
Contracts, Fees & Charges	\$12,296.36	\$9,183.00	\$3,113.36	33.9035%	\$56,597.80	\$36,732.00	\$19,865.80	54.0831%	1
Miscellaneous Income	\$419.13	\$1,250.00	-\$830.87	-66.4696%	\$2,750.49	\$5,000.00	-\$2,249.51	-44.9902%	2
Operating Grant Revenue	\$27,402.33	\$0.00	\$27,402.33		\$90,113.33	\$132,663.00	-\$42,549.67	-32.0735%	3
Rates Income	\$593.02	\$144.00	\$449.02	311.8194%	\$248,087.84	\$236,480.00	\$11,607.84	4.9086%	4
Rental Income	\$695.46	\$933.00	-\$237.54	-25.4598%	\$2,868.20	\$3,732.00	-\$863.80	-23.1458%	5
Waste Management Income	\$59.09	\$68.00	-\$8.91	-13.1029%	\$123,249.29	\$119,388.00	\$3,861.29	3.2342%	6
Total Income	\$41,465.39	\$11,578.00	\$29,887.39	258.1%	\$523,666.95	\$533,995.00	-\$10,328.05	-1.9%	
Gross Profit	\$41,465.39	\$11,578.00	\$29,887.39	258.1395%	\$523,666.95	\$533,995.00	-\$10,328.05	-1.9341%	
Less Operating Expenses									
Administration Expenses	\$4,440.01	\$4,452.00	-\$11.99	-0.2693%	\$55,931.34	\$59,433.00	-\$3,501.66	-5.8918%	7
Contracts & Material Expenses	\$164.28	\$209.00	-\$44.72	-21.3971%	\$178.90	\$836.00	-\$657.10	-78.6005%	8
Elected Member Expenses	\$356.98	\$786.00	-\$429.02	-54.5827%	\$1,070.94	\$3,144.00	-\$2,073.06	-65.937%	9
Employment Expenses	\$47,660.64	\$33,768.00	\$13,892.64	41.1414%	\$138,788.85	\$135,072.00	\$3,716.85	2.7518%	10
Projects & Activities - WSC Co	\$18.20	\$250.00	-\$231.80	-92.72%	\$790.63	\$2,000.00	-\$1,209.37	-60.4685%	11
Repairs & Maintenance	\$2,221.87	\$2,625.00	-\$403.13	-15.3573%	\$10,551.79	\$10,500.00	\$51.79	0.4932%	12
Services	\$516.52	\$1,063.00	-\$546.48	-51.4092%	\$2,582.12	\$4,252.00	-\$1,669.88	-39.2728%	13
Vehicle & Plant Expenses	\$3,072.65	\$3,463.00	-\$390.35	-11.272%	\$7,026.96	\$11,459.00	-\$4,432.04	-38.6774%	14
Waste Management Expenses	\$0.00	\$6,833.00	-\$6,833.00	-100.0%	\$11,573.67	\$27,332.00	-\$15,758.33	-57.6552%	15
Total Operating Expenses	\$58,451.15	\$53,449.00	\$5,002.15	9.4%	\$228,495.20	\$254,028.00	-\$25,532.80	-10.1%	
Operating Profit	-\$16,985.76	-\$41,871.00	\$24,885.24	59.4331%	\$295,171.75	\$279,967.00	\$15,204.75	5.4309%	
Non-operating Income									
Special Purpose Grants	\$28,474.23	\$0.00	\$28,474.23		\$42,303.89	\$272,370.00	-\$230,066.11	-84.4682%	
Total Non-operating Income	\$28,474.23	\$0.00	\$28,474.23		\$42,303.89	\$272,370.00	-\$230,066.11	-84.5%	
Non-operating Expenses									
Special Purpose Grant Expenses	\$29,400.23	\$52,073.00	-\$22,672.77	-43.5404%	\$48,795.06	\$73,446.00	-\$24,650.94	-33.5634%	
Total Non-operating Expense	\$29,400.23	\$52,073.00	-\$22,672.77	-43.5%	\$48,795.06	\$73,446.00	-\$24,650.94	-33.6%	
Net Profit	-\$17,911.76	-\$93,944.00	\$76,032.24	80.9336%	\$288,680.58	\$478,891.00	-\$190,210.42	-39.7189%	

9.2 Notes on Cash Income and Expenditure Report for October 2020

1. Oct & YTD higher than budget & YTD mainly due to revenue from Jetty Management, Also to note appears higher than accruals as it includes funds invoiced pre June yet received since.
2. Includes Oct & YTD Interest being lower than budget & debt recovery higher both for Oct & YTD.
3. Operating Grant revenue less unexpended. Figure shown is actual total revenue used. Refer to unexpended Grants report for more detail.
4. Rates income is the adjustment required to transfer balances from Xero debtors to Councilwise. Slightly higher than budget due to interest & search fees.
5. Oct & YTD, Slightly lower than budget due to reduced income from Cloppenburg Park rental.
6. As above, same with rates income, result of adjustment to transfer to Councilwise.
7. Oct & YTD on track with budget overall.
8. Oct & YTD lower than budget. Mainly due to timing of contract work.
9. Oct & YTD slightly lower than budget, mainly due to Prof Dev included in budget figures.
10. Oct higher than budget being a 3 pay month, YTD slightly higher due to averaging across the months.
11. Oct & YTD slightly lower, again to do with timing of costs.
12. Oct lower yet YTD on par with budget.
13. Oct & YTD less than budget mainly due to timing of costs & payments.
14. Oct & YTD lower than budget due to timing of costs & new leasing costs incl in Sept budget.
15. Oct NIL & YTD lower than budget due to timing of bills & payments. Also relates to delays in paying of these bills due to waiting on a credit for an over charge.

9.3 Accrual Income and Expenditure Report – October 2020

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %	NOTES
Income									
Contracts, Fees & Charges	\$18,036.36	\$9,183.00	\$8,853.36	96.4103%	\$45,196.44	\$36,732.00	\$8,464.44	23.0438%	1
Miscellaneous Income	\$419.13	\$1,250.00	-\$830.87	-66.4696%	\$891.01	\$5,000.00	-\$4,108.99	-82.1798%	2
Operating Grant Revenue	\$27,402.33	\$0.00	\$27,402.33		\$90,113.33	\$132,663.00	-\$42,549.67	-32.0735%	3
Rates Income	\$593.02	\$144.00	\$449.02	311.8194%	\$236,708.38	\$236,480.00	\$228.38	0.0966%	4
Rental Income	\$663.64	\$933.00	-\$269.36	-28.8703%	\$2,836.38	\$3,732.00	-\$895.62	-23.9984%	5
Waste Management Income	\$59.09	\$68.00	-\$8.91	-13.1029%	\$119,484.18	\$119,388.00	\$96.18	0.0806%	6
Total Income	\$47,173.57	\$11,578.00	\$35,595.57	307.4%	\$495,229.72	\$533,995.00	-\$38,765.28	-7.3%	
Gross Profit	\$47,173.57	\$11,578.00	\$35,595.57	307.4414%	\$495,229.72	\$533,995.00	-\$38,765.28	-7.2595%	
Less Operating Expenses									
Administration Expenses	\$4,414.51	\$4,452.00	-\$37.49	-0.8421%	\$56,001.98	\$59,433.00	-\$3,431.02	-5.7729%	7
Contracts & Material Expenses	\$164.28	\$209.00	-\$44.72	-21.3971%	\$178.90	\$836.00	-\$657.10	-78.6005%	8
Elected Member Expenses	\$356.98	\$786.00	-\$429.02	-54.5827%	\$1,070.94	\$3,144.00	-\$2,073.06	-65.937%	9
Employment Expenses	\$47,660.64	\$33,768.00	\$13,892.64	41.1414%	\$138,788.85	\$135,072.00	\$3,716.85	2.7518%	10
Projects & Activities - WSC Co	\$95.71	\$250.00	-\$154.29	-61.716%	\$872.69	\$2,000.00	-\$1,127.31	-56.3655%	11
Repairs & Maintenance	\$1,630.40	\$2,625.00	-\$994.60	-37.8895%	\$10,589.96	\$10,500.00	\$89.96	0.8568%	12
Services	\$631.81	\$1,063.00	-\$431.19	-40.5635%	\$2,763.93	\$4,252.00	-\$1,488.07	-34.9969%	13
Vehicle & Plant Expenses	\$2,389.29	\$3,463.00	-\$1,073.71	-31.0052%	\$7,621.33	\$11,459.00	-\$3,837.67	-33.4904%	14
Waste Management Expenses	\$18,022.65	\$6,833.00	\$11,189.65	163.759%	\$29,596.32	\$27,332.00	\$2,264.32	8.2845%	15
Total Operating Expenses	\$75,366.27	\$53,449.00	\$21,917.27	41.0%	\$247,484.90	\$254,028.00	-\$6,543.10	-2.6%	
Operating Profit	-\$28,192.70	-\$41,871.00	\$13,678.30	32.6677%	\$247,744.82	\$279,967.00	-\$32,222.18	-11.5093%	
Non-operating Income									
Special Purpose Grants	\$28,474.23	\$0.00	\$28,474.23		\$42,303.89	\$272,370.00	-\$230,066.11	-84.4682%	
Total Non-operating Income	\$28,474.23	\$0.00	\$28,474.23		\$42,303.89	\$272,370.00	-\$230,066.11	-84.5%	
Non-operating Expenses									
Special Purpose Grant Expenses	\$28,710.23	\$52,073.00	-\$23,362.77	-44.8654%	\$48,808.70	\$73,446.00	-\$24,637.30	-33.5448%	
Total Non-operating Expense	\$28,710.23	\$52,073.00	-\$23,362.77	-44.9%	\$48,808.70	\$73,446.00	-\$24,637.30	-33.5%	
Net Profit	-\$28,428.70	-\$93,944.00	\$65,515.30	69.7387%	\$241,240.01	\$478,891.00	-\$237,650.99	-49.6253%	

9.4 Notes on Accrual Income and Expenditure Report for October 2020

1. Oct & YTD higher than budget & YTD mainly due to revenue from Jetty Management.
2. Includes Oct & YTD Interest being lower than budget mainly due to timing of deposit maturities & debt recovery higher both for Oct & YTD.
3. Operating Grant revenue less unexpended. Figure shown is actual total revenue used. Refer to unexpended Grants report for more detail.
4. Rates income is the adjustment required to transfer balances from Xero debtors to Councilwise. Slightly higher than budget due to interest & search fees.
5. Oct & YTD, Slightly lower than budget due to reduced income from Cloppenburg Park rental.
6. Oct & YTD on par with budget.
7. Oct on par with budget & YTD Slightly lower than budget overall.
8. Oct & YTD lower than budget. Mainly due to timing of contract work.
9. Oct & YTD slightly lower than budget, mainly due to Prof Dev included in budget figures.
10. Oct higher than budget being a 3 pay month, YTD slightly higher due to averaging across the months.
11. Oct & YTD slightly lower, again to do with timing of costs.
12. Oct lower than budget & YTD on par with budget overall.
13. Oct & YTD less than budget mainly due to timing of costs.
14. Oct & YTD lower than budget due to timing of costs & new leasing costs incl in Sept budget.
15. Oct higher than budget includes Sept bill not yet paid due to credit owing & also Oct invoice. YTD slightly higher than budget overall.

9.5 Grants – as at 31 October 2020

SPECIAL PURPOSE GRANTS UNEXPENDED									
Funding Body	Project Name	Grants Current	Grants Brought	Total Grants	Current	Prior	Total	Balance	Notes
Federal Gov	R2R Roads Grant		125,583.00	125,583.00	0.00		0.00	125,583.00	
NT Gov	Scale 2019/20		100,000.00	100,000.00	26,869.02		26,869.02	73,130.98	
Dept of Housing & Community Dev	Dog Pound		27,857.00	27,857.00	10,539.99		10,539.99	17,317.01	
Dept of Housing & Community Dev	Electronic Records Management		3,906.00	3,906.00	0.00		0.00	3,906.00	
Dept of Housing & Community Dev	Water Tank 5000 litre		7,607.00	7,607.00	3,568.18		3,568.18	4,038.82	
Dept of Housing & Community Dev	Seniors Week	2,000.00		2,000.00	2,000.00		2,000.00	0.00	
Dept of Sport & Rec	RSP Stimulus Round 2		4,954.00	4,954.00	1,000.00	3,954.00	4,954.00	0.00	NOT in auditors financials
	Youth Vibe holiday		2,000.00	2,000.00	1,002.47	731.19	1,733.66	266.34	NOT in auditors financials
	Youth week		2,000.00	2,000.00	593.04		593.04	1,406.96	NOT in auditors financials
	Youth Vibe quick response		2,000.00	2,000.00	2,000.00		2,000.00	0.00	NOT in auditors financials
Totals		2,000.00	275,907.00	277,907.00	47,572.70		52,257.89	225,649.11	
OPERATIONAL GRANTS UNEXPENDED									
Funding Body	Project Name	Grants Current	Grants Brought forward	Total Grants	Current Expenditure 2020		Total Expenditure	Balance	Notes
Dept of Housing & Community Dev	FAA General Purpose	1,798.00	3,976.00	5,774.00	1,924.67		1,924.67	3,849.33	Grant divided by 12 x 4
Dept of Housing & Community Dev	FAA Roads	6,791.00	29,037.00	35,828.00	11,942.67		11,942.67	23,885.33	Grant divided by 12 x 4
Dept Sport & Rec	Sport & Rec	20,718.00		20,718.00	6,906.00		6,906.00	13,812.00	Grant divided by 12 x 4
Dept of Housing & Community Dev	NT Operational	104,010.00		104,010.00	69,340.00		69,340.00	34,670.00	Grant divided by 6mths x 4
Totals		133,317.00	33,013.00	166,330.00	90,113.33		90,113.33	76,216.67	
							GRAND TOTAL	301,865.78	

9.6 Financial Report for Month ended October 2020

Please note Rate Arrears are highlighted.

Financial Report for month ended 31 October 2020					
Wagait Shire Council					
Financial Report					
for the period ending 31 October 2020					
Cash at Bank & on Hand					TOTAL
Petty Cash					\$ -
Un-Deposited Funds					\$ 2,577.20
CBA - transaction account					\$ 10,828.91
CBA - Cash Saver					\$ 29,729.45
CBA - Fixed Term Deposits 1 (07/12/20)					\$ 500,000.00
CBA - Fixed Term Deposit 2 (25/01/21)					\$ 100,000.00
CBA - Fixed Term Deposit 3 (08/03/21)					\$ 250,000.00
CBA - Fixed Term Deposit 4 (13/04/21)					\$ 300,000.00
Bendigo Bank - Investment Q/C					\$ 500,000.00
Total Cash at Bank & on Hand					\$ 1,693,135.56
Debtors	Current	> 30 days	> 60 days	> 90 days	
Trade Debtors	12,085.00	165.00	65.00	700.00	\$ 13,015.00
Rates 20/21 (not overdue)	81,457.89	28,221.89			\$ 109,679.78
Rate Arrears (estimated due to Council wise reporting)				9,852.35	\$ 9,852.35
					\$ 132,547.13
less Rates paid in Advance					-\$ 373.29
Total Debtors					\$ 132,173.84
Creditors & Current Liabilities	Current	> 30 days	> 60 days	> 90 days	
Trade	20,492.54	417.00			\$ 20,909.54
Tax & Super Liabilities	6,945.04				\$ 6,945.04
Sundry Creditors	178.70				\$ 178.70
Unexpended Grants	301,865.78				\$ 301,865.78
Total Creditors & other current Liabilities					\$ 329,899.06
					Net Cash Position
					\$ 1,495,410.34

9.8 Supplier Payment History – October 2020

Date	Supplier	Particulars	Amount \$
CHEQUE ACCOUNT			
1/10/2020	Payment: Motor Vehicle Registry	Tractor Rego	\$272.30
1/10/2020	Payment: Parap Veterinary Hospital	microchipping Dog registration day	\$759.00
1/10/2020	Payment: Motor Vehicle Registry	Work Ute	\$766.55
6/10/2020	Super Choice	Staff SGC super	\$3,976.40
13/10/2020	Payment: Ian Manahan	Water CEO house	\$150.00
13/10/2020	Payment: Totally Work Wear	Staff uniforms	\$46.90
13/10/2020	Payment: Norsign	Road & safety signs	\$4,327.46
13/10/2020	Payment: MJ Electrical	R&M to office air-conditioners	\$100.00
14/10/2020	Payment: Rural Fire Protection	Service to fire extinguishers	\$609.40
14/10/2020	Payment: Officeworks	Office chair, kettle & stationary	\$745.06
14/10/2020	Payment: Nexia Edwards Marshall NT	Audit instalment	\$1,100.00
14/10/2020	Payment: Pamela Wanrooy Exp Claim	Ferry ticket to do banking	\$27.30
14/10/2020	Payment: Power Water	water usage swipe card	\$66.52
14/10/2020	Payment: PopUpGardens Australia	Workshop on garden bed construction, soil, fertilisers etc	\$972.40
15/10/2020	Payment: TKT Communication Solutions	Installation of CCTV in office	\$605.00
21/10/2020	Payment: Australian Taxation Office (ATO)	Sept BAS	\$3,261.00
21/10/2020	Payment: Pamela Wanrooy Exp Claim	tea, coffee, sugar for cyclone kit	\$27.15
21/10/2020	Payment: Renita Glencross Expense Claim	Pressure cleaner for cleaner & supplies	\$194.69
21/10/2020	Payment: Pamela Wanrooy Exp Claim	Taxi to attend rates workshop	\$24.57
21/10/2020	Payment: Pamela Wanrooy Exp Claim	Taxi to attend rates workshop	\$28.77
26/10/2020	Central Business Equipment	Photocopier rental	\$174.41
30/10/2020	Payment: Pamela Wanrooy Exp Claim	tidy bags for council bins	\$15.80
30/10/2020	Payment: Coolalinga Mowers	Push mower	\$545.00
30/10/2020	Payment: Michelle Hughes	Sept Accounting	\$968.00
30/10/2020	Payment: B&J Rural Services	cracker dust to form base pad at Cloppenburg Park	\$495.00
30/10/2020	Payment: Colleen Fergusson	Dinners for October monthly meeting	\$108.00
30/10/2020	Payment: MJ Electrical	R&M community centre	\$375.00
30/10/2020	Payment: NT Sports & Playground Surfacing Pty Ltd	new surface under existing playground	\$15,028.00
30/10/2020	Payment: Paula Moggs Exp Claim	School holiday program	\$23.00
30/10/2020	Payment: Ian Manahan	water to CEO house	\$150.00
30/10/2020	Payment: MJ Electrical	Replace residence TV antenna & splitter.	\$220.00
30/10/2020	Payment: Signcity	Banners	\$1,359.60
30/10/2020	Payment: Colleen Fergusson	Emergency Planning Meeting - fruit and cheese platters	\$255.00
30/10/2020	Payment: Optus	Phones	\$256.20
30/10/2020	Payment: Norsign	Male & Female toilet signs	\$478.50
30/10/2020	Payment: MJ Electrical	checked and replaced faulty aerator for sportsground septic.	\$540.00

30/10/2020	Payment: Wagait Beach Supermarket	Various - fuel for plant, cars, staff amenities etc	\$553.99
30/10/2020	Payment: Central Business Equipment	Photocopier usage	\$204.29
30/10/2020	Payment: Paula Moggs	School Holiday Programs	\$390.00
30/10/2020	Payment: Ian Manahan	Water to Sports Ground	\$150.00
30/10/2020	Payment: Floss Car Detailing	Detailing CEO car	\$440.00
30/10/2020	Payment: Demlok	Form and finish cover slab to old concrete under steel rack and council storage area.	\$7,150.00

CREDIT CARD			
1/10/2020	Cabcharge	Renita to attend LGANT	\$21.63
1/10/2020	Uber	Renita to attend LGANT	\$24.10
5/10/2020	Uber	Renita to attend LGANT	\$29.37
5/10/2020	Xero	Software subscription	\$90.00
5/10/2020	MYOB	Software subscription	
7/10/2020	Microsoft	Software subscription	\$83.49
7/10/2020	Spot Trace	Tracking software	\$259.37
7/10/2020	Spotlight	Youth Vibe - art supplies	\$185.00
7/10/2020	The Good Guys	Youth Vibe - bluetooth speakers	\$327.95
8/10/2020	Microsoft	Software subscription	\$75.68
15/10/2020	Qantas	Airfare Alice Springs for LGANT conference	\$363.44
16/10/2020	Cabcharge	Gary taxi to attend course	\$13.75
20/10/2020	Adobe Systems Incorporated	Software subscription	\$43.99
22/10/2020	Chevron	200 litre drum for fuel storage & pump	\$1,139.49
22/10/2020	BridgeStone	new mower tyre	\$120.00
23/10/2020	NT Police, Fire & Emergency Services	Working with Children card for volunteer librarian	\$14.00
23/10/2020	Bunnings	R&M materials for contracts & general maintenance	\$216.98
28/10/2020	Sealink Ferries	Sealink Multipass	\$102.90
29/10/2020	Motor Vehicle registry	CC81ND rego	\$75.80

9.9 Councillor Allowance – October 2020

The total payment to Councillors from 1 July 2020 to 31 October 2020 is \$1,680.32.

Resolution No. 2020/.....

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

Moved:

Seconded:

Vote:

10.0 AGENDA ITEMS

10.1 West Arnhem Regional Council – Congratulations Letter

West Arnhem Regional Council has written a letter to Cr Peter Clee congratulating him on his election as the Vice-President Regional of the Local Government Association of the NT (LGANT) Executive.

Resolution No. 2020/.....

Council note the achievement of Cr Peter Clee and congratulate him on being elected to the LGANT Executive as Vice President Regional.

Moved:

Seconded:

Vote:

10.2 Audit Committee – Report to Council November 2020

The Audit Committee met on 10 November 2020. The minutes of its previous meeting were ratified and are presented to Council at this meeting.

The primary items of business for the November meeting related to Consideration of new Policies, including the Verge Management Policy returned to Committee, and the financial reporting structure and clarity.

The following Policy recommendations were made by the Audit Committee at this meeting:

Policy	Action
P12 Workplace Surveillance Policy	Recommended to Councils for approval subject to inclusion of Privacy Act.
P40 Procurement Policy	Recommended to Council for approval subject to clarification from Government as to its adoption prior to operation of the new Act. The Committee also recommended Council conduct training and awareness sessions for everyone involved in procurement as the requirements are extensive.
P46 Council Verge Management Policy	Amendments to include a requirement to obtain Council prior approval prior to making changes to Vehicle crossovers and to consider the impact on drainage of any repairs and maintenance.

Financial Reporting remains an issue of Committee focus with some structured requirements requested for the Mid-Year Report.

Clare Milikins

Chair, Audit Committee

10.3 P12 Workplace Surveillance Policy

See P12 Workplace Surveillance Policy at Attachment A

Resolution No. 2020/.....

The Audit Committee recommends Council to adopt P12 Workplace Surveillance Policy.

Moved:

Seconded:

Vote:

10.4 P40 Procurement Policy

See P40 Procurement Policy at Attachment B

Resolution No. 2020/.....

Subject to Government approval, the Audit Committees recommends to council that:

a) The policy entitled P40 Procurement Policy be received and noted;

b) That Council adopts the revised P40 Procurement Policy.

Moved:

Seconded:

Vote:

10.5 P46 Council Verge Management Policy

The Department (Local Government Housing and Community Development) requested P06 Vehicular Crossovers & Drainage to be reviewed as a part of the Council Compliance review in 2019.

At its meeting of 15 September Council did not follow the Audit Committee's recommendation to adopt the policy and requested that further discussion and review take place on appropriate cost divisions between Council and property owners for vehicular crossovers.

At its meeting of 10 November, the Audit Committee recommended that P46 Council Verge Management Policy, item 4.2 be adjusted to state that in item 4.2.3 that prior written approval from council is required in the form of attachment A which dictates what is needed and that a new item 4.2.6 where property owners are maintaining their crossovers that they make an assessment if there is any risk whatsoever to the drainage network, that they consult with council. That the revised policy informed be circulated prior to going to council for Audit Committee's input and subject to comments and any issues raised that it could then go to Council for the January meeting.

10.6 Audit Committee Proposed Meeting Calendar

As set out in the P29 Audit Committee Terms of Reference, the Committee must meet up to 4 times a year and a forward meeting plan including meeting dates and agenda items will be agreed to by the Committee each year.

The Audit Committee recommends to Council that the Audit Committee meetings usually scheduled for September and November be replaced with meetings in August and October, to be more timely for review and endorsement of the draft financial statements (August meeting) and then the Audited Financial Statements be presented for final signoff at the October meeting.

The Committee has requested that Council note the forward meeting plan calendar below. Agenda items will be decided at the first meeting of the Committee in February 2021.

JANUARY	FEBRUARY	MARCH	APRIL
	Audit Committee 09 February 2021		
Council Meeting 19 January 2021	Council Meeting 16 February 2021	Council Meeting 16 March 2021	Council Meeting 20 April 2021
MAY	JUNE	JULY	AUGUST
Audit Committee 11 May 2021			Audit Committee 10 August 2021
Council Meeting 18 May 2021	Council Meeting 15 June 2021	Council Meeting 20 July 2021	Council Meeting 17 August 2021
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
	Audit Committee 12 October 2021		
Council Meeting 21 September 2021	Council Meeting 19 October 2021	Council Meeting 16 November 2021	Council Meeting Deferred TBC

Resolution No. 2020/.....

That Council note the Audit Committee forward meeting plan calendar dates.

Moved:

Seconded:

Vote: AIF

10.7 Sub-Division Development Guidelines

See Business Paper at Attachment C

Resolution No. 2020/.....

That Council adopt the *Subdivision Development Guidelines* as Council policy, and direct the CEO to write to the Chair of the Management Committee informing them of the Councils decision.

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 International Men’s Day Thursday 19th November 2020

15.2 Parap Vet Saturday 5th December 2020

15.3 Council Christmas Events 2020

- Staff Party – Fri 11 December
- Volunteers and Elected Members event – Tues 15 December
- Santa Fun Run – Thurs 17 December
- End of Year Disco – Fri 18 December
- Seniors Party @ Cox Club – Tues 22 December

15.4 Australia Day Ceremony and Celebrations – Tuesday 26 January 2021.

Nominations for Young Citizen of the Year, Citizen of the Year and Community Event of the Year is now open and will close on **9 December 2019**. A Special Council Meeting will be held **Thursday 10 December 2019** to discuss the nominations for the Australia Day 2021 awards.

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 19 January 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.