

WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

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



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1.0 PRESENT

Councillors:

President Neil White
Vice-President Tom Dyer
Cr Graham Drake
Cr Michael Vaughan

Staff: Chief Executive Officer, Renita Glencross
Office Manager, Pamela Wanrooy

1.1 OPENING OF MEETING:

President Neil White declared the meeting open at 7.05pm and welcomes everyone to the meeting. The President advised that the meeting will be audio taped for minute taking purposes only as authorised by the Chief Executive Officer.

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Resolution No. 2020/174
That the apology of Cr Peter Clee be accepted and approved.
Moved: Vice-President Tom Dyer
Seconded: President Neil White
Vote: AIF

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. 2020/175
That the Minutes of the Ordinary Meeting of Tuesday 20 October 2020 be confirmed by Council as a true and correct record.
Moved: President Neil White
Seconded: Cr Michael Vaughan
Vote: AIF

3.2 Matters arising from 20 October 2020 Minutes

President Neil White thanks Cr Graham Drake for organising the Mandorah Jetty Program debrief which was held last week in the Community Centre.

4.0 GUEST SPEAKERS

Nil

5.0 INWARDS AND OUTWARDS CORRESPONDENCE – October/November 2020

Resolution No. 2020/176

That Council receives and notes the Inwards and Outwards correspondence report for the period since 20 October 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 – 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. 2020/177

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

Moved: President Tom Dyer

Seconded: Cr Graham Drake

Vote: AIF

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 Hoult & 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	<p>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</p>
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. 2020/178
That Council receives and accepts the Officers Reports for the month of October/November 2020.
Moved: Vice-President Tom Dyer
Seconded: Cr Graham Drake
Vote: AIF

8.0 ACTION SHEET – October/November 2020

Resolution No. 2020/179

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

Moved: Vice-President Tom dyer

Seconded: Cr Michael Vaughan

Vote: AIF

9.0 FINANCIAL REPORT

Resolution No. 2020/180

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

Moved: Vice-President Tom Dyer

Seconded: Cr Graham Drake

Vote: AIF

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. 2020/181

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

Moved: Vice-President Tom Dyer

Seconded: President Neil White

Vote: AIF

10.2 Audit Committee – Report to Council November 2020

The Audit Committee November 2020 Report to Council by Chair Clare Milikins was presented to Councillors at the meeting.

10.3 P12 Workplace Surveillance Policy

Resolution No. 2020/182

That Council adopt P12 Workplace Surveillance Policy as recommended by the Audit Committee.

Moved: President Neil White

Seconded: Vice-President Tom Dyer

Vote: AIF

10.4 P40 Procurement Policy

Resolution No. 2020/183

That Council adopt the revised P40 Procurement Policy, Policy as recommended by the Audit Committee.

Moved: President Neil White

Seconded: Cr Graham Drake

Vote: AIF

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

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. 2020/184

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

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.7 Sub-Division Development Guidelines

Resolution No. 2020/185

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: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

11.0 AGENDA ITEMS FOR RECEIVING AND NOTING

Nil

12.0 QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE

Bus stop at Cullen Bay – queries have been raised by residents that the current road works and traffic management are disrupting public transport.

Resolution No. 2020/186

That Council write to the Department of Infrastructure, Planning and Logistics that the current road works and traffic management have disrupted public transport, and to ensure that there is no changes to drop off and pick up points in the future.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

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 2020**. A Special Council Meeting will be held **Thursday 10 December 2020** to discuss the nominations for the Australia Day 2021 awards.

16.0 LATE ITEMS AND GENERAL BUSINESS

Nil

17.0 IN-CAMERA ITEMS

Nil

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 8.03 pm.