



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM Wednesday 16 MARCH 2021**

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1. OPENING OF MEETING

Councillors: President Neil White
Vice-President Tom Dyer
Cr Michael Vaughan
Cr Graham Drake
Cr Peter Clee

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

1.1. Address by Chair President Neil White

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

<p>Resolution No. 2021/ That the apology of be accepted approved. Moved: Seconded: Vote:</p>

2. DECLARATION OF INTERESTS

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Wednesday 17 February 2021

<p>Resolution No. 2021/ That the Minutes of the Ordinary Meeting of Wednesday 17 February 2021 be confirmed by Council as a true and correct record. Moved: Seconded: Vote:</p>
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3.2. Matters arising from Minutes of Council Meeting Wednesday 17 February 2021

4. GUEST SPEAKERS – NIL

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 15 February 2021 to 12 March 2021.

5.1 Inwards Correspondence

Date	From	About
22/02/2021	Australian Electoral Commission	AEC Polling place inspection request for Federal Election
22/02/2021	Parks and Wildlife Commission - P Richter	Herbicide usage for Gamba Grass
22/02/2021	Alyssa Clifford - Dept of Health	Healthy Lifestyle Grants outcome
25/02/2021	Cancer Screening Services	BreastScreenNT (BSNT) mobile screening dates - 28 April- start Belyuen then travel to Wagait. 29April - Wagait then travel to Dundee
1/03/2021	LGANT	Nomination to JLT Trust Insurance Advisory Committee - President Neil White
2/03/2021	Ombudsman NT	Nominated Complaints Contacts Review - due 8 Marc 2021
2/03/2021	Citizenship Department	2 x Citizenship certificates
2/03/2021	Defence Force	Defence will contact us before end of March with an update on ADF ceremonial support for ANZAC Day.
2/03/2021	Ian Sloan MLA	Letter of Support for Grant Funding - - \$2.5 for resurfacing of council estate road
2/03/2021	Agentur (engaged by NT Major Events)	2021 Community Territory Day Celebrations
4/03/2021	Dept of Health	Funding Agreement - Healthy Lifestyle Grants
4/03/2021	DIPL	Development permit DP21/00060 and copy of the notice of consent letter for Lot 12, 521 Delissa Drive
5/03/2021	RDA	Nominations for Committee Members
7/03/2021	P Williams - LG Compliance	Elected Members Allowances 2021-22 - plus information on Revenue Units applicable to Local Authorities.
9/03/2021	Valuations - DIPL	February Wagait Reconciliation 2019
10/03/2021	Lia Finocchiaro MLA	Congratulations - Tidy Town 2020 for 4 Gold Star Accreditation Award
11/03/2021	Indonesian Fellowship	Request for Hire of Cloppenburg Park
12/03/2021	Australian Defence Force	NT Ceremonial support – ANZAC Day and COVID 19 Guidelines for events.

5.2 Outwards Correspondence

Date:	To:	About:
12/02/2021	Sureline (Debt collectors)	8 x rate payers sent to debt collectors
19/02/2021	ICAC	Request for agency nominated recipient - response
22/02/2021	Australia Day	Australia Day Branding Grant submission (Acquittal)
23/02/2021	Parks and Wildlife Commission - P Richter	Gamba grass - participant count and request for more herbicide.
23/02/2021	Australian Electoral Commission	Polling place inspection request
4/03/2021	Clare Milikins	Community Grants Fund 2020-2021
8/03/2021	NT Ombudsman	Delegated Complaints Contacts
9/03/2021	Department of Health - Anshul Kaul	Signed Funding Agreement - Healthy Lifestyle Grants
10/03/2021	LG Compliance	Acquittal - Records Management System
11/03/2021	Indonesian Fellowship	Request for Hire of Cloppenburg Park

Resolution No. 2021/

That Council receives and notes the Inwards and Outwards correspondence report for the period since the February 2021 Council meeting be accepted.

Moved:

Seconded:

Vote:

6. COUNCILLORS REPORTS

6.1. Presidents Report for the period 15 February 2021 to 12 March 2021

Hello to all and welcome to the Council meeting for March. Not much to report this week with CEO Renita away for two weeks, but Council works and programmes continued in her absence. I was interviewed by ABC radio's Adam Steer last Wednesday, in which I gave updates on the MMP, community activities and the latest on the MUFF festival, an iconic festival for our community.

Where I have been:

- Wednesday 17 February: Council meeting for February deferred by a day to achieve the minimum quorum of 3 Councillors;
- Thursday 18 February: CEO catchup;
- Friday 19 February: attended City of Darwin 79th anniversary of the Bombing of Darwin with CEO;
- Saturday 20 February: attended Adelaide River BOD commemoration with my wife;
- Monday and Wednesday 22 & 24 February attended Council office.
- Tuesday 9 March: met with CEO and applicant for Australia citizenship details for proposed ceremony on 19 March;
- Wednesday 10 March: met with CEO and chair of Audit Committee to assess 5 Community Grant applications.
- Thursday 11 March: CEO catchup.

Neil White
President

**Resolution No. 2021/
That Council receives and notes President Neil White's report for the period 15 February 2021 to 12 March 2021.
Moved:
Seconded:
Vote:**

7. OFFICERS REPORTS

7.1. Chief Executive Officer's Report for the period 15 Feb 2021 to 12 March 2021

CEO Report for Period 15 February to 12 March 2021	
Staff/HR	<ul style="list-style-type: none"> • Staff Leave RG – AnnL x8; PW – RDO x1 • CEO approved leave to be amended (10 days to 8 days) • PowerWater accreditation in process for works staff (RR) • Casual works staff member re-induction after period of illness • Positions Vacant – Emergency Committee Chair, Audit Committee Member • Sport & Recreation Officer undertook PD training with WALGA for HR duties
WHS	<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 • All Council facilities have current COVID Operation Plans <p>Incidents Reported During the Period - Nil</p>
Meetings and Communications	<ul style="list-style-type: none"> • Staff Toolbox x2 • President x3 weekly catchups • MLA Ian Sloane - support letters provided for BBRF applications • Myatt Media - website upgrades ; 17 Feb, 10 Mar • QP Group - drainage contractors ; 22 Feb, 23 Feb, 9 Mar • Signcity - Wagait welcome signage ; • Veolia - information for waste strategy ; • Solar Futures NT - Solar Farm proposal ; 2 Mar • Urban Design - Cloppenburg Park Masterplan ; 3 Mar, 12 Mar • DLG (DCM&C) - Compliance site visit ; 8 Mar • Citizenship planning ; 9 Mar • LGANT Env/Transport/Infrastructure Ref Group ; 9 Mar • Community Grants Assessment Panel ; 10 Mar • NBN - Community Wifi kit for Health Clinic ; 10 Mar • DIPL Crown Land Management - Map for Bollards ; 10 Mar • Cox Pen Volunteer Bushfire Brigade ; 12 Mar
Actions	<p><u>Administration / Reporting</u></p> <ul style="list-style-type: none"> • Liaison with bookkeeper in preparation for annual audit & reporting • Liaison with DIPL Crown Lands Management and DENR regarding RUA • Ongoing review of WSC policy papers to meet compliance issues • DLGCD - Compliance Review <p><u>Grants</u></p> <ul style="list-style-type: none"> • Healthy Lifestyle 2021 – Public drinking fountains and seniors aqua program (successful) • DLGCD Priority Infrastructure Fund (PIF) – Clop Park culverts and carparking upgrades • Building Better Regions Fund (BBRF) – Estate Roads Re-sheeting • Be Connected – Seniors digital literacy <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> • R2R - Cox Dr floodway (\$125,000 - panel required), surveying completed • Blackspot - Road guards and barriers (\$140,000 - panel required) • DLGCD SCALE - Signage (inc Welcome to Wagait) <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletters (March) • Daily facebook posts with advice on contractor location within the estate <p><u>Events Attended / Planning</u></p> <ul style="list-style-type: none"> • Community Consultation (Cloppenburg Park) ; 18 Feb

	<ul style="list-style-type: none"> • Bombing of Darwin ; 19 Feb • Intentional Women's Day ; 8 Mar • Citizenship Ceremony ; 19 Mar • NT Travelling Film Festival ; TBC
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7.2. Works Managers Report for the period 15 Feb 2021 to 12 March 2021

Works Report for Period 15 February to 12 March 2021	
Staff/HR	<ul style="list-style-type: none"> • Leave – GZ (PL x1, RDO x1); RR (RDO x1) • Ongoing work planning for casual staff • PowerWater accreditation 11 -12 Feb (GZ,RR) • CPR Training 12 Feb (GZ, RR)
Meetings	<ul style="list-style-type: none"> • Staff Toolbox x2 • PowerWater • QP contractors ; 22 Feb, 23 Feb, 2 Mar, 5 Mar, 9 Mar • Cloppenburg Park Caretaker ; 10 Feb
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 11 • Water Samples x 22 • Imulak Spring compound clean-up and burn-off <p><u>Jetty Maintenance + COVID-19 (contract works for DIPL)</u></p> <ul style="list-style-type: none"> • Jetty Wash x 10 • Jetty Handrails and bins sanitised (COVID) x 48 • Boat ramp desilting • Jetty Carpark verge maintenance <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 3 • Council bins x 23 in, out & cleaned weekly • Purchase materials for permanent Hard Waste shelter • Casual workforce management assistance <p><u>Dog Management</u></p> <ul style="list-style-type: none"> • Follow up reports of wandering dogs on Massey and Sasche <p><u>Road Maintenance</u></p> <ul style="list-style-type: none"> • Estate drainage desilting, consultation with contractors and community members • Continued verge mowing and weed control program throughout estate • Charles Pt Rd intersection fencing • Clear dead trees on WTR verge <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none"> • Cloppenburg Park mowing and maintenance • Weeds NT program - distribution of Glyphosate to residents • Liaison with Cloppenburg Park users regarding mould on tennis court ; discussion with CEO on cleaning solutions • Assist with preparations for International Women's Day <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • Re-licensing certification for works plant and equipment <p><u>Planning for March/April</u></p> <ul style="list-style-type: none"> • Scope of works Cox Drive floodway • Scope of works Erickson and Baluria beach access

7.3. Sports and Recreation Officers Report for the period 15 Feb 2021 to 12 March 2021

Sport & Recreation Report for Period 15 February to 12 March 2021	
Staff	PersL x 4 ; PD - Nil
Meetings	1 x Administration Staff Office Communications 3 x Toolbox and CEO Meetings 1 x Artist: Makers & Creators Opportunity 1 x Volunteer Support Group: International Women's Day Event
Administration Grants Applied Grants Awarded Grants Reported Planning Activities/Events Correspondence	General Administration <ul style="list-style-type: none"> • Runners & Walkers weekly admin, mapping. • Collection of Sport & Rec Annual Stats. • Citizenship Administration. Follow up with customer enquiry. • Masterplan for Sports Ground. Continue notes. • Follow up delivery Basketball Goal Post Padding • Term 1 holiday program planning for Ice Skating and Flip Out; bus booking, venue booking, casual staff, meal options. • 2020 Youth Week Acquittal. • Community Grant Information support to community user groups. • Continue with office changes and manual filing. • International Women's Day planning and implementation: Tai Chi and aromatherapy oils workshop, sponsorship and catering, coordinate garden clean up • Ride2School Planning: advertise request for volunteer, seek casual S&R staff member. • Create Venue Use agreement for Community Centre & Sports Ground. • Closure of Tennis Courts due to WHS issue with surface mould and slippery conditions in the wet, liaise with Works to find cleaning solutions. • Support with garden / tap fittings and sorting for various programs.
Programs	<u>Runners & Walkers</u> : Twice Weekly. Several new participants in 2021. <u>Stretch & Mobility</u> : 1 x Weekly <u>Strength</u> 1 x Weekly <u>Core / Gut Buster</u> : 1 x Weekly (2 sessions cancelled due to staff training in another department. <u>Cricket</u> : Hosted Wednesday nights by the Wagait Beach Big Bash Cricket Group at Cloppenburg park. Ceased late Feb due to Court Closure. <u>Active After School Program</u> - 2 x Weekly at Cloppenburg Park. Basketball, Cricket. Recommenced in Week 2, Term 1 – Ceased late Feb due to court closure. <u>Make and Create</u> . 15 Years plus. External providers. Adult art / creativity sessions. Twice Weekly <u>Pilates</u> External Service Provider 6 Week program commenced.
Community Events	<u>International Women's Day</u> : Run by WSC staff and volunteers (including 2 x staff volunteers), Tai Chi Session (external service provider), plus aromatherapy oils workshop (volunteers). Wagait Beach Supermarket sponsored the catering and prizes, prizes also donated by Naomi Irvine & Trish McIntyre, Chris Tyzack, Paula Moggs, WSC.
2020/21 NTG Performance Indicators	I (Deliver at least 4 activities every month) Achieved. II (Maintain current attendance & participation numbers) Achieved. III (Maintain SafeNT Reg) Achieved.
Thank you	<u>Wagait Beach Supermarket</u> – Sponsorship International Women's Day catering and prizes <u>Naomi Irvine & Trish McIntyre</u> – Gold Sponsors – International Women's Day prizes <u>Chris Tyzack</u> – International Women's Day prizes <u>Paula Moggs</u> – International Women's Day prizes <u>Colleen Ferguson & Maureen Newman</u> – coordinators International Women's Day event. <u>Renita Glencross & Beckie Taylor</u> – Volunteers International Women's Day aromatherapy workshop.

Resolution No. 2021/

That Council receives and accepts the Officers Reports for the period 15 February to 12 March 2021.

Moved:

Seconded:

Vote:

8. ACTION SHEET for the period 15 February 2021 to 15 March 2021.

Item	Res No	Resolution	Meeting Date	Status	
1	2019/461	Audit Committee Endorsements	20/08/2019	<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. 	
	2019/503		15/10/2019	<ul style="list-style-type: none"> Council adopted the revised TOR, nominated Crs N White and G Drake and agreed to call for EOI's for Chair and additional Community Member. 	
	2019/551		19/11/2019	<ul style="list-style-type: none"> Council noted Minutes of Audit Committee meeting on 13 November 2019. 	
	2020/078		19/05/2020	<ul style="list-style-type: none"> Council noted Minutes of Audit Committee meeting on 22 January 2019. 	
	2020/090		16/06/2020	<ul style="list-style-type: none"> Refer Agenda Item 10.1 - Council noted the Report of the May Audit Committee meeting on 18 May 2020. 	
	2020/115		21/07/2020	<ul style="list-style-type: none"> 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) 	
	2020/148		9/09/2020	<ul style="list-style-type: none"> 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). 	
	2020/182		12/11/2020	<ul style="list-style-type: none"> Refer Agenda Item 10.2, 10.3 and 10.4 - Policies Endorsed by Audit Committee and recommended for approval by Council (P12 Surveillance Policy, P40 Procurement Policy) 	
	2020/183		2021/035	12/02/2021	<ul style="list-style-type: none"> Refer Agenda Item 10.5 - P46 Verge Management Policy Refer Agenda Item 10.6 - 2021 Meetings Calendar Refer Agenda Item 10.7 - Audit Committee Report to Council
	2021/035			12/03/2021	Refer Agenda Item 11.1 - Community Grants Fund

2	2019/457	Water Access for Tourists	20/08/2019	CEO to investigate options for regulated water access for tourists and visitors to Wagait Beach at either Cloppenburg Park or the PowerWater Compound area.
			19/05/2020	Preliminary discussions held with PowerWater. Pending further research, stakeholder consultation and costings.
			16/06/2020	CEO to provide a report to Council in July 2020 for consideration. Power/Water decline to install a tap for visitor access. Other options might include meter installations at the Council Office or Community Centre.
			15/09/2020	Council request CEO to lobby MLA Daly for PW solution and other local upgrades.
			15/10/2020	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.
			12/03/2021	Refer Agenda Item 10.1 - Healthy Lifestyles Grant
3	2019/542	P10 Council Records	19/11/2019	CEO to report back to Councillors on process with staff training and compliance issues regarding records management.
	2020/111		21/07/2020	Refer Agenda Item 10.3 – Shire Business Plan p37
	2020/116		18/08/2020	· Council acquitted \$30984.74 being a proportion of Special Project funds spent to date on Records Management.
			15/10/2020	Update to Council on Record Keeping: · 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.
			15/01/2021	· Final invoice has been requested from Council-Wise in order to acquit grant. · Grant acquittal and report will be prepared for February Meeting of Council.

	2021/030		12/02/2021	<ul style="list-style-type: none"> Refer Agenda Item 10.2 February Meeting – SPG Electronic Records Management acquitted.
			12/03/2021	<p>Council CEO and Office Manager worked with representative from DLG Compliance on 9 March to finalise the issues regarding records management. THIS ACTION ITEM IS NOW COMPLETE.</p>
4	No Resolution	Welcome to Wagait Beach Project	19/11/2019	Discussion noted at the Community Consultation session on Thursday 21 November 2019.
			18/03/2020	Was not raised at November CC session. CEO provided update of meeting with WAG and proposed position of a community entry statement/welcome sign.
			19/05/2020	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.
	2020/111		21/07/2020	Refer Agenda Item 10.3 – Shire Business Plan p21
	2020/114		18/08/2020	Refer Agenda Item 10.6 – Project Brief Activate Wagait approved by Council
			15/10/2020	Refer Agenda Item 7.1 – CEO reported site not approved by DIPL. Council requested CEO to bring alternate site options to next meeting.
				<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
			15/01/2021	Quotes have been received for signage frame and artwork, to be progressed in consultation with the designers.
			12/02/2021	Progressing, pending further quotes from artists and sign specialists.
			12/03/2021	Quotes from SignCity and Marnie-Jay have been received and secured to progress.

5	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 15/01/2021 12/03/2021	<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> <p>Total of 11 responses received from 50 surveys distributed, 3 of which attended the info-session on 5 October 2020. Report provided as attachment.</p> <p>Planning has commenced for the 2021-2022 Forward Years Program, which will include a calendar of regular events.</p>
6	2020/101 2020/113	Local Area Planning, Environment and Climate Change	21/07/2020 18/08/2020 9/09/2020 15/10/2020	<p>Council noted submission from Kevin Hoult regarding maintenance of RUA beach access and requested follow up with Crown Land to consider options for further works in 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> <p>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.</p> <p>Refer Agenda Items 10.5 and 10.6 : Climate Change Action Plan and Grant Application to NT CMC NT Risk Reduction Program</p> <ul style="list-style-type: none"> · CEO and VP Dyer met with DIPL Planning Directors on 24 September to discuss process for Local Area Planning and related issues.

			15/01/2021	<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 of beachfront properties. Nil response to date. Grant Application to NT CMC NT Risk Reduction Program unsuccessful. <p>Next steps: Seek quotes for road remediation, surveying and signage to support funding applications.</p>
			12/02/2021	<p>On 3 February Council closed the Erickson Beach vehicular access and removed exposed concrete footings in the interest of public safety, on receiving approval from Crown Land Management DIPL. Crown Land Manager has also requested that Council prepare a map/drawing of where to place/replace steel bollards on the beach access points where the RUA is being damaged.</p>
			12/03/2021	<p>Map of beach access areas with proposed steel bollards has been prepared and sent to Crown Land Manager.</p>
7	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.
			15/01/2021	<p>CEO has met with Veolia on to discuss consistent damage to bins as reported by residents. An offer to supply 240 litre bins at cost has been made for consideration by Council. A waste management and recycling strategy is being prepared which will include options for cost-sharing with Belyuen ACC.</p>
			12/02/2021	<p>CEO met with Veolia on 11 February to further discuss research into replacement bins issue and solutions for improved recycling. Attempts to meet with Belyuen have not eventuated.</p>
			12/03/2021	<p>Refer Agenda Item 10.2 - Draft Waste Management Strategy</p>

8	Wagait Health Service and Clinic	15/09/2020	· Council requested CEO to confirm opening hours for Wagait Clinic and seek potential opportunities for alternative regular service provider.
		15/10/2020	· CEO has met with Top End Health Regional Manager to confirm current outreach service arrangements for the immediate future with Belyuen Health and this has been communicated to the WB community through the newsletter and notices at the WB Supermarket. Another meeting is arranged for 19 November to discuss increases and capacity for arrangements in the future.
		15/01/2021	Meeting 19 November with Top End Health RM, Belyuen Health Services staff, Council members and WB residents. Top End Health RM advised that Belyuen cannot provide additional services to WB and the outreach arrangements stand. Approach to alternative providers will be made in Feb.
		12/02/2021	A flyer has been received from Top End Health for printing and distribution. CEO has secured solution for 'Community Wifi' internet provision with NBN to support tele-health arrangements with local patients.
		12/03/2021	NT BreastScreen will be providing services to the community on 27 & 28 April.

**Resolution No. 2021/
That Council receives and notes the Action Sheet for the period 15 February 2021 to 15 March 2021.
Moved:
Seconded:
Vote:**

9.3. Supplier Payment History

Date	Supplier	Particulars	Amount \$
CHEQUE ACCOUNT			
01 Feb 2021	Super Choice	January Super	3,007.94
01 Feb 2021	Paul Myatt Media	Website design & build	660.00
05 Feb 2021	Fleetcare	Vehicle Lease	1,427.12
15 Feb 2021	Wagait Beach Supermarket	Fuel, newspapers, catering Aust Day, Youth Vibe	703.65
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
15 Feb 2021	The Cricket and Football Shop	Basketball Post padding	950.00
15 Feb 2021	Michele Hughes	January Accounting	1,232.00
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
15 Feb 2021	Central Business Equipment	Photocopier printing charges	167.17
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
15 Feb 2021	Sureline Mercantile & Commercial Agency	Debt Collection fees	253.00
25 Feb 2021	Territory Plumbing Supplies	Sports ground R&M materials	83.78
25 Feb 2021	Wagait Beach Supermarket	Fuel, newspapers, biscuits, milk for meetings etc	418.36
25 Feb 2021	Veolia Environmental Services	Rubbish collections	7,014.27
25 Feb 2021	Michele Hughes	February Accounting	1,188.00
25 Feb 2021	Rebecca Taylor	reimbursement for office desk	50.00
25 Feb 2021	Territory Transit Pty Ltd	Hire of driver for Youth Vibe program	318.04
25 Feb 2021	MJ Electrical	Replace 5 existing light fittings in toilets at Clopp	970.00
25 Feb 2021	Paul Myatt Media	website ongoing maintenance	275.00
25 Feb 2021	Airpower	GP bucket/Hitch - Plant R&M	2,640.00
25 Feb 2021	Councilwise	Software fees	7,869.40
26 Feb 2021	Central Business Equipment	Photocopier rental charges	174.41
28 Feb 2021	Optus	Phones	256.20
CREDIT CARD			
02 Feb 2021	Xero	Software Subscription	90.00
08 Feb 2021	Officeworks	stationery	139.00
09 Feb 2021	Microsoft	Software Subscription	75.68
09 Feb 2021	Microsoft	Software Subscription	83.49
15 Feb 2021	Department of Attorney-General & Justice	Title search	35.00
16 Feb 2021	TR Telecom	Sat Phone	150.00
17 Feb 2021	Top End Steel Supplies	Steel for Dog Pound	2,161.03
18 Feb 2021	Adobe Systems Incorporated	Software Subscription	29.99
19 Feb 2021	Vanderfield Northwest Pty Ltd	Oil Filter	55.81
19 Feb 2021	Bunnings	Drill drivers kit & extension lead	129.00
19 Feb 2021	City of Darwin	Parking (Bombing of Darwin)	8.00
21 Feb 2021	Sealink Ferries	Ferry Multi pass	102.90
22 Feb 2021	Supercheap Auto	Degreaser	65.98
22 Feb 2021	Alfonsino's	Council meeting	27.00
28 Feb 2021	The Big Mower	Oil for lawn mower	147.80

9.4. Councillor Allowances

The total payment to Councillors from 1 July 2020 to 28 February 2021 is \$2855.84.

Resolution No. 2021/.....
That Council receives and accepts the Financial Reports for the February 2021.
Moved:
Seconded:
Vote:

10. AGENDA ITEMS

10.1. Healthy Lifestyles Grant

On 9 March 2021 President Neil White and CEO Renita Glencross signed the Healthy Lifestyle Grant Agreement, which also required the Common Seal to be used. In line with NT Local Government Financial Regulations a Council resolution is requested to ratify the use of the Common Seal after the fact.

Resolution No. 2021/.....
That Council authorise the use of the Wagait Shire Council Common Seal for the Healthy Lifestyles Grant funding agreement.
Moved:
Seconded:
Vote:

10.2. BBRF Rectification

On 1 March the CEO made an out-of-session request to Councillors to approve an application to the Building Better Regions Fund, in line with the Council Financial Delegations requirement for funding submissions and commitments over \$100,000. The total estimated cost for re-sheeting the estate road network is \$2,706,000 and a 25% contribution is required from Council for this project should the funding application be successful (being \$676,500).

Resolution No. 2021/.....
That Council endorse the application to Building Better Regions Fund for upgrading the estate road network, at a total estimated project cost of \$2,706,000. Council acknowledges that a 25% contribution from Council is required should the funding application be successful.
Moved:
Seconded:
Vote:

10.3. April 2020 Meeting Time Change

President Neil White and CEO Renita Glencross are invited to a Government House Reception for Local Government CEOs and Mayors/Presidents on Tuesday 20 April 2020 from 5.30pm to 6.30pm which coincides with the April 2021 Ordinary Council Meeting. President Neil White and CEO Renita Glencross request to Council that the April 2020 meeting commence at 7:30pm to allow them time to return from Darwin on the ferry.

Resolution No. 2021/.....
That Council reschedule the April 2020 meeting to commence at 7.30pm so that President Neil White and CEO Renita Glencross can attend the Government House Reception.
Moved:
Seconded:
Vote:

10.4. Draft Waste Management Strategy Business Paper

Please see attached Business Paper outlining the content of the Waste Management Strategy for discussion.

11. AGENDA ITEMS FOR RECEIVING AND NOTING

11.1. Elected Member Allowances

Correspondence was received from the Department of Chief Minister and Cabinet providing advice on the updated Elected Members Table of Allowances for 2021-2022.

Councillors are to note that there is no change to allowance amounts.

11.2. NT Local Government Elections

Correspondence was received from the NT Electoral Commission regarding estimate of costs for 2021 election in Wagait Beach; being \$6,776.

Council staff have been consulted in the planning and delivery arrangement for the 2021 election and a new service agreement will be prepared in due course, advising the date of the election and date for candidates to commence campaigning.

Resolution No. 2021/.....
That Council authorise the use of the Wagait Shire Council Common Seal for the Healthy Lifestyles Grant funding agreement.
Moved:
Seconded:
Vote:

12. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

13. QUESTIONS FROM THE PUBLIC WITH NOTICE

14. PETITIONS/DEPUTATIONS

15. UPCOMING EVENTS

15.1. Citizenship Ceremony 19 March 2021

The Citizenship ceremony is to take place on Friday 19 March 2021 the Community Centre. President Neil White will be the Officiator at the Ceremony.

15.2. LGANT Conference and General Meeting, 21-22 April 2021

The LGANT Conference is scheduled for June 2020.

15.3. Community Consultation, Saturday 24 April 2021

The Community Consultation is scheduled to be held Saturday 24 April from 10.00am to 12.00pm in the Community Centre.

15.4. ANZAC Day, Sunday 25 April 2021

Council has registered for Ceremonial Support from the Australian Defence Force for our ANZAC Day 2021 ceremony on 25 April 2021. We have also request for a flypast for the morning to take place along Wagait Tower Road from north to south. The Chaplain Ian Dawson has been invited to perform the ceremony.

15.5. LGANT CEO and President Site Visit, Wednesday 10 June 2021

LGANT CEO and President will be visiting Wagait Shire Council on 10 June 2021 at 1:30pm. All Councillors are invited to attend and put forward items for an agenda.

15.6. Territory Day, Thursday 1 July 2021

Territory Day will be held Thursday 1 July 2021, hosted by Council at Cloppenburg Park and supported by NTG.

16. LATE ITEMS AND GENERAL BUSINESS

17. IN-CAMERA ITEMS

Resolution No. 2021/.....

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. 2021/.....

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. DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 20 April 2021 in the Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

19. CLOSE OF MEETING

The Chair declared the meeting closed at pm.

Profit and Loss
WAGAIT SHIRE COUNCIL
1 Feb 2021 to 28 Feb 2021
ACCRUALS

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Contracts, Fees & Charges	\$19,055.99	\$9,189.00	\$9,866.99	107.3783%	\$106,045.15	\$73,470.00	\$32,575.15	44.338%
Miscellaneous Income	\$0.14	\$1,251.00	-\$1,250.86	-99.9888%	\$25,620.84	\$25,001.00	\$619.84	2.4793%
Operating Grant Revenue	\$8,589.00	\$7,804.00	\$785.00	10.0589%	\$287,519.00	\$252,281.00	\$35,238.00	13.9678%
<i>Less Unexpended</i>	\$20,381.16	\$0.00	\$20,381.16		-\$95,839.67	\$0.00	-\$95,839.67	
Rates Income	\$2,368.18	\$144.00	\$2,224.18	1544.5694%	\$239,763.25	\$237,056.00	\$2,707.25	1.142%
Rental Income	\$363.64	\$934.00	-\$570.36	-61.0664%	\$4,665.94	\$7,465.00	-\$2,799.06	-37.4958%
Waste Management Income	\$177.27	\$67.00	\$110.27	164.5821%	\$119,897.81	\$119,659.00	\$238.81	0.1996%
Total Income	\$50,935.38	\$19,389.00	\$31,546.38	57.6%	\$687,672.32	\$714,932.00	-\$27,259.68	-3.8129%
Gross Profit	\$50,935.38	\$19,389.00	\$31,546.38	162.7025%	\$687,672.32	\$714,932.00	-\$27,259.68	-3.8129%
Less Operating Expenses								
Administration Expenses	\$12,054.79	\$4,447.00	\$7,607.79	171.0769%	\$94,432.89	\$87,471.00	\$6,961.89	7.9591%
Contracts & Material Expenses	\$0.00	\$207.00	-\$207.00	-100.0%	\$697.75	\$1,670.00	-\$972.25	-58.2186%
Elected Member Expenses	\$356.98	\$787.00	-\$430.02	-54.6404%	\$2,498.86	\$6,289.00	-\$3,790.14	-60.2662%
Employment Expenses	\$34,002.05	\$33,767.00	\$235.05	0.6961%	\$275,937.96	\$270,638.00	\$5,299.96	1.9583%
Projects & Activities - WSC Contributio	\$0.00	\$250.00	-\$250.00	-100.0%	\$3,985.60	\$5,000.00	-\$1,014.40	-20.288%
Repairs & Maintenance	\$6,156.58	\$2,624.00	\$3,532.58	134.6258%	\$20,316.13	\$20,999.00	-\$682.87	-3.2519%
Services	\$67.93	\$1,061.00	-\$993.07	-93.5975%	\$3,617.45	\$8,502.00	-\$4,884.55	-57.4518%
Vehicle & Plant Expenses	\$5,754.92	\$3,172.00	\$2,582.92	81.4288%	\$21,211.03	\$25,638.00	-\$4,426.97	-17.2672%
Waste Management Expenses	\$12,121.61	\$6,834.00	\$5,287.61	77.3721%	\$59,692.16	\$54,665.00	\$5,027.16	9.1963%
Total Operating Expenses	\$70,514.86	\$53,149.00	\$17,365.86	32.7%	\$482,389.83	\$480,872.00	\$1,517.83	0.3%
Operating Profit	-\$19,579.48	-\$33,760.00	\$14,180.52	42.0039%	\$205,282.49	\$234,060.00	-\$28,777.51	-12.2949%
Non-operating Income								
Special Purpose Grants	\$0.00	\$2,000.00	\$0.00	-100.0%	\$273,953.00	\$274,370.00	-\$417.00	-0.152%
<i>Less Unexpended</i>	\$2,520.04	\$0.00	\$2,520.04		-\$180,655.06	-\$180,655.06		
Total Non-operating Income	\$2,520.04	\$2,000.00	\$520.04	26.0%	\$93,297.94	\$274,370.00	-\$181,072.06	-66.0%
Non-operating Expenses								
Special Purpose Grant Expenses	\$7,762.79	\$1,250.00	\$6,512.79	521.0232%	\$104,809.50	\$180,020.00	-\$75,210.50	-41.779%
Total Non-operating Expenses	\$7,762.79	\$1,250.00	\$6,512.79	521.0%	\$104,809.50	\$180,020.00	-\$75,210.50	-41.8%
Net Profit	-\$24,822.23	-\$33,010.00	\$8,187.77	24.8039%	\$193,770.93	\$328,410.00	-\$134,639.07	-40.9973%

NOTES

- 1** Feb & YTD higher mainly due to higher revenue for Jetty Management than budget. Water Management still slightly lower than budget.
 - 2** Feb lower than budget and YTD slightly higher than budget mainly due to timing of investments maturing & interest received.
 - 3** Feb Close to being on par with budget, YTD slightly higher due to higher revenue received for FAA roads & general purpose. Less unexpended grants deducted includes amount yet to be expended. YTD matches unexpended Grants worksheet.
 - 4** Feb & YTD slightly higher due to debt collection fees being charged out & YTD Refer to note below for actual Rates received to date.
 - 5** Feb & YTD lower than budget due to no rent for Cloppenburg park or community centre.
 - 6** Feb & YTD close to being on par with budget
 - 7** Feb & YTD higher than budget mainly due to costs computer support (Councilwise), however other higher costs include mobile phones, travel, valuation costs & LGANT membership. Other admin costs lower due to timing of expenses including insurance, fees & permits etc.
 - 8** Feb NIL & YTD lower than budget. Mainly due to timing of contract work.
 - 9** Feb & YTD slightly lower than budget, mainly due to Prof Dev included in budget figures.
 - 10** Feb & YTD slightly higher than budget mainly due to averaging across the months and timing of costs.
 - 11** Feb NIL & YTD slightly lower than budget, again to do with timing of costs.
 - 12** Feb higher than budget & YTD lower than budget, however R&M to sports ground, abulution block, office equipment, community centre & road repair higher overall.
 - 13** Feb virtually nil, YTD less than budget mainly due to timing of costs, particularly for animal management. Water & Sewerage now almost on par with budget.
 - 14** Feb higher than budget, yet YTD lower than budget overall due to timing of costs & new leasing costs incl in Sept budget going forward.
 - 15** Feb & YTD higher than budget mainly due to costs for green waste compound.
- Special Purpose Grant Revenue in grants carried forward from 2020 Fin yr. (refer to unexpended worksheet for details of all grants. Less unexpended grants deducted includes amount yet to be expended. YTD matches unexpended Grants worksheet.
- Special Purpose Grant Costs. Refer to unexpended Grants Sheet for more detail.

NOTE to actual Rates Income received including Waste Levy

Total Rates incl waste invoiced	355,020.00
Less current year outstanding	49,694.72
Total Rates in received in Cash	305,325.28

Wagait Shire Council
AS AT 28th February 2021

SPECIAL PURPOSE GRANTS UNEXPENDED

Funding Body	Project Name	Grants Current	Grants Brought forward	Total Grants	Current Expenditure 2020	Prior expenditure	Total Expenditure	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	58,587.96		58,587.96	41,412.04	
Dept of Housing & Community Dev	Dog Pound		27,857.00	27,857.00	21,026.07		21,026.07	6,830.93	
Dept of Housing & Community Dev	Electronic Records Management		3,906.00	3,906.00	3,906.00		3,906.00	0.00	
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	
Asutralia Day Council	Australia Day	3,000.00		3,000.00	3,000.00		3,000.00	0.00	
Dept of Sport & Rec	2021 Youth week	2,000.00		2,000.00			0.00	2,000.00	
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	4,000.00	2,533.46	731.19	3,264.65	735.35	Grant BFWD NOT in auditors financials
	Youth week		2,000.00	2,000.00	1,945.08		1,945.08	54.92	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		9,000.00	275,907.00	284,907.00	99,566.75		104,251.94	180,655.06	

Less not incl in Auditors financials 10,954.00

Total Special Purpose Grants 273,953.00

Wagait Shire Council
AS AT 28th February 2021

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	5,394.00	3,976.00	9,370.00	6,246.67	6,246.67	3,123.33	Grant divided by 12 x 8
Dept of Housing & Community Dev	FAA Roads	20,373.00	29,037.00	49,410.00	32,940.00	32,940.00	16,470.00	Grant divided by 12 x 8
Dept Sport & Rec	Sport & Rec	20,718.00		20,718.00	13,812.00	13,812.00	6,906.00	Grant divided by 12 x 8
Dept of Housing & Community Dev	NT Operational	208,021.00		208,021.00	138,680.67	138,680.67	69,340.33	Grant divided by 12 x 8
Totals		254,506.00	33,013.00	287,519.00	191,679.33	191,679.33	95,839.67	

GRAND TOTAL 276,494.73