



WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM
Wednesday 17 FEBRUARY 2021**

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1. OPENING OF MEETING

Councillors: President Neil White
Vice-President Tom Dyer
Cr Michael Vaughan

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. 2021/022 That the apology of Cr Graham Drake and Cr Peter Clee be accepted approved. Moved: Vice-President Tom Dyer Seconded: Cr Michael Vaughan Vote: AIF</p>

2. DECLARATION OF INTERESTS

Nil

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 19 January 2021

<p>Resolution No. 2021/023 That the Minutes of the Ordinary Meeting of Tuesday 19 January 2021 be confirmed by Council as a true and correct record. Moved: Vice-President Tom Dyer Seconded: Cr Michael Vaughan Vote: AIF</p>

3.2. Matters arising from Minutes of Council Meeting Tuesday 19 January 2021

Nil

4. GUEST SPEAKERS – NIL

5. INWARDS AND OUTWARDS CORRESPONDENCE

Resolution No. 2021/024

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

Moved: Vice-President Tom Dyer

Seconded: President Neil White

Vote: AIF

6. COUNCILLORS REPORTS

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

Greetings to all and welcome to the Council Meeting for the Month of February. We have an exciting week coming up, with the Community Grants workshop last night, tonight's Council Meeting, and the finalisation of the Cloppenberg Park Masterplan on Thursday evening. On Friday CEO Renita and I will attend the DCC Bombing of Darwin commemoration, and on Saturday we will attend the Adelaide River commemoration at the invitation of Coomalie Shire.

The Cloppenberg Masterplan will give Council a template to secure future grant funding for this important Community asset.

Where I have been in the last month:

- Thursday 14 January: weekly CEO catchup
- Tuesday 19 January: Council Meeting
- Thursdays 21 & 28 January: weekly CEO catchup
- Tuesday 2 February: met Peter James of NT Solar with CEO Renita regarding a proposed 2 Megawatt Solar farm on private land near Wagait Beach.
- Thursday 4 February: weekly CEO catchup.
- Tuesday 9 February: Audit Committee Meeting.
- Thursday 11 February: weekly CEO catchup.

Resolution No. 2021/025

That Council receives and notes President Neil White's report for the period 15 January 2021 to 15 February 2021.

Moved: Cr Michael Vaughan

Seconded: Vice-President Tom Dyer

Vote: AIF

7. OFFICERS REPORTS

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

Staff/HR	<ul style="list-style-type: none"> • Staff Leave RG – Nil; PW – RDO x1; PL x1 • CEO has approved leave from 22 Feb to 5 Mar (10 days) • PowerWater accreditation in process for works staff (GZ,RR) • Casual works staff member re-induction after period of illness • Positions Vacant – Emergency Committee Chair, Audit Committee Member • All staff undertook CPR training on 12 Feb
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><u>Incidents Reported During the Period</u></p> <ul style="list-style-type: none"> • Casual works staff, cut finger
Meetings and Communications	<ul style="list-style-type: none"> • Staff Toolbox x4 • President x4 weekly catchups • MLA Ian Sloane - current issues and requests ; 28 Jan • Artist Marnie Jay & Sue Chaplin - Wagait welcome sign ; 2 Feb • Solar Futures NT - Solar Farm proposal ; 2 Feb • DIPL Crown Land Management - Erickson beach access closure ; 3 Feb • Myatt Media - website upgrades ; 3 Feb, 10 Feb • QP Group - drainage contractors ; 3 Feb, 5 Feb, 10 Feb • Signcity - Wagait welcome signage ; 5 Feb • Urban Design - Cloppenburg Park Masterplan ; 8 Feb • Audit Committee ; 9 Feb • Sealink - tour bus storage ; 9 Feb • NBN - Community Wifi kit for Health Clinic ; 9 Feb • Veolia - broken bins issue ; 11 Feb
Actions	<p><u>Administration and 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 • Territory Families - Youth Week and Youth Vibe funding acquittals • Australian Gov - LCRI Phase 1 and R2R quarterly reports • DLGCD - SPG acquittals for Dog Pound, Recordkeeping, • DLGCD - Compliance Review (Jan 2021, ongoing) • Australia Day funding acquittals <p><u>Grants</u></p> <ul style="list-style-type: none"> • Healthy Lifestyle 2021 – Public drinking fountains and seniors aqua program (pending) • DLGCD Priority Infrastructure Fund (PIF) – Clop Park culverts and carparking upgrades <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> • R2R - Cox Dr floodway (\$125,000 - panel required), surveying completed

	<ul style="list-style-type: none"> • 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 (February) • Notice of Community Consultation (Cloppenburg Park) ; 10 Feb • Notice of Grants Program Workshop ; 11 Feb • Daily facebook posts with advice on contractor location within the estate <p><u>Events</u></p> <ul style="list-style-type: none"> • Australia Day ; 26 Jan • Community Grants Fund Q&A workshop ; 15 Feb Community Centre • Community Consultation (Cloppenburg Park) ; 18 Feb Community Centre
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7.2. Works Managers Report for the period 15 Jan 2021 to 12 Feb 2021

Staff/HR	<ul style="list-style-type: none"> • Leave – GZ (AnnLeave x2, 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 x4 • PowerWater • QP contractors ; • Sealink ; 9 Feb • Cloppenburg Park Caretaker ; 10 Feb • AMRG-TOPROC ; 11 Feb
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 11 • Water Samples x 10 • 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 14 • Jetty Handrails and bins sanitised (COVID) x 52 • Boat ramp desilting • Jetty Carpark verge maintenance <p><u>Beach Access</u></p> <ul style="list-style-type: none"> • Erickson vehicle access closed and exposed concrete and pipe removed, with approval from Crown and Management (DIPL) <p><u>Waste Maintenance</u></p> <ul style="list-style-type: none"> • Green Waste push up x 3 • Council bins x 28 in, out & cleaned weekly • Clean up and pack down of Hard Waste compound pre-Christmas <p><u>Dog Management</u></p> <ul style="list-style-type: none"> • Follow up reports of wandering dogs on Erickson

	<ul style="list-style-type: none"> • Follow up Dangerous Dog containment compliance on Bray <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 <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none"> • Council grounds mowing and memorial garden maintenance • Weeds NT program - distribution of Glyphosate to residents • Liaison with Cloppenburg Park Caretaker regarding watertank and other issues • Hang honour board in Council Chambers • Assist with preparations for Australia Day, flag spigots, chairs and tables <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • Re-licensing certification for works plant and equipment • New bucket for tractor collected • Poison pump maintenance <p><u>Planning for February/March</u></p> <ul style="list-style-type: none"> • Scope of works Cox Drive floodway • Scope of works Erickson beach access – bollards
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7.3. Sports and Recreation Officers Report for the period 15 Jan 2021 to 12 Feb 2021

Staff	Annual Leave - Nil , PD – Nil,
Meetings	4 x Staff Toolbox CEO Meetings 2 x Australia Day Meeting (Internal) 1 x Fun Bus / Toy Library 1 x Corrugated Iron Youth Arts, Term 1 Activity 1 x Travelling artist – Make & Create program offerings. 3 x External Service Provider meetings for School Holiday program changes. 1 x Volunteer Aus Day – Face painting activity & photo exchange.
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. • Australia Day activities & Citizenship Administration. Recruit volunteers for activity and support of running the day and events. • Masterplan for Sports Ground. Continue notes. • Follow up Goal Post Padding from Youth Week Grant. • Term 1 holiday program planning. (Ice Skating and Flip Out) • 2020 Youth Week Acquittal • Commence First Aid Box Audit for S&R • Community Grant Information Sheet input. • Report to CEO on Australia Day winners, activity, support, numbers, catering.

	<ul style="list-style-type: none"> • Sort S&R laptop for online meetings. • Continue with office changes and manual filing. • International Women’s Day Initial Planning • Ride2School Initial Planning • Follow up accounts with service providers Re Aus Day expenses. • Downloading of Aus Day photos into digital filing system.
Programs	<p><u>Runners & Walkers</u>: Back to twice weekly for the wet season. <u>Stretch & Mobility</u>: 1 x Weekly <u>Strength</u> 1 x Weekly <u>Core / Gut Buster</u>: 1 x Weekly <u>Cricket</u>: Hosted Wednesday nights by the Wagait Beach Big Bash Cricket Group at Cloppenburg park. <u>Active After School Program</u> - 2 x Weekly at Cloppenburg Park. Basketball, Cricket. Recommended in Week 2, Term 1 <u>Make and Create</u>. 15 Years plus. External providers. Adult art / creativity sessions. Welcome back to 2021. Calendar of events session. <u>School Holiday Program</u>: Disco, Acrylic Pouring Art, Beading Art, Tie Dye Art, basketball, Cricket, Court Sports, Bike Rides, Runners & Walkers for Kids, Cinema Excursion, Palmerston Water Slides, Afternoon Tea, Story Telling, Poetry Reading & Dress Up afternoon, Australia Day Community Celebrations including bike parade, tug-o-war, thong throwing, fishing comp, colour in comp, cake decorating, cricket. CPR for emerging leaders.</p>
Community Events	<p><u>Makers & Creators</u> : Welcome to 2021 Information Session. <u>Wagait Shire Australia Day Community Celebrations</u>: Annual Australia Day Event held at Cloppenburg Park incorporating the Jack Ellis Fun Run, Australia Day Awards Ceremony, Ute Run, Bike Parade, Community Cricket and Community Fun Day & BBQ Lunch with a range of activity and games.</p>
2019/20: NTG Performance Indicators	<p>I (Deliver at least 4 activities every month) Achieved. II (Maintain current attendance & participation numbers) Achieved. III (Maintain SafeNT Reg) Achieved.</p>
Thank you	<p><u>Wagait Beach Supermarket</u> – Donation Australia Day Raffle <u>Volunteers</u>: Wagait Beach Australia Day Celebration and Awards Ceremony Paula Moggs, Joanna James, Zoey James, Mandy Westman, Gary Zikan, and all of those who chose to help with games and pack up on Australia Day. Thanks for sharing the LOVE.</p>

Resolution No. 2021/026
That Council receives and accepts the Officers Reports for the period 15 January to 12 February 2021.
Moved: Vice-President Tom Dyer
Seconded: Cr Michael Vaughan
Vote: AIF

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

Resolution No. 2021/027

That Council receives and notes the Action Sheet for the period 15 January 2021 to 15 February 2021.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

9. FINANCIAL REPORTS

Resolution No. 2021/028

That Council receives and accepts the Financial Reports for January 2021.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10. AGENDA ITEMS

10.1. Special Purpose Grant Acquittal – Dog Pound

- On 7 July 2021, Council requested a variation to the scope of the 2018-19 special purpose grant totalling \$30,537, provided to the Wagait Shire Council to construct a dog pound and associated pit. Council requested to vary the scope of works to design and construct aluminium cages that can also serve as holding pens for dogs waiting to be claimed and deliver a community education program in dog management to promote responsible dog ownership.
- The Variation was approved 20 July 2020 and the grant has now been fully expended in line with the funding purpose.

Resolution No. 2021/029

That Council acquit the amount of \$30,537.00 to implement the Wagait Shire Council Dog Management Bylaws including design and construct holding pens for dogs waiting to be claimed and deliver a community education program in dog management to promote responsible dog ownership.

Moved: Cr Michael Vaughan

Seconded: Vice-President Tom Dyer

Vote: AIF

10.2. Special Purpose Grant Acquittal – Electronic Records Management System

- Grant was partially acquitted on 28 July 2020 by Council resolution 2020/116.
- CEO has verified that the grant has been fully expended in line with the funding purpose and that an overspend of \$11,736.00 will need to be contributed from the 2020/2021 Budget.

Resolution No. 2021/030

That Council:

- a) acquit the amount of \$34,889.00 towards the commissioning and installation of an electronic records management system (Council Wise), including migration and renewal of Council’s IT infrastructure being 2 laptops, 3 desktops and 8 monitors; and**
- b) approve the overspend of \$11,736.00 to be drawn from the 2020/2021 Budget.**

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.3. Acquittal – Australia Day 2021

The CEO has verified that the grant has been fully expended in line with the funding purpose.

Resolution No. 2021/031

That Council acquit the amount of \$2,000 for the 2021 Australia Day Regional activities.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.4. Acquittal – Australia Day 2021 Branding

The CEO has verified that the grant has been fully expended in line with the funding purpose.

Resolution No. 2021/032

That Council acquit the amount of \$1,000 to update our Australia Day signage to reflect the new branding and key messaging of “Respect/Celebrate, We’re all part of the Story” for Australia Day.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.5. Acquittal – Youth Vibe Holiday Program Grant

The CEO has verified that the grant has been fully expended in line with the funding purpose.

Resolution No. 2021/033

That Council acquit the amount of \$2,000.00 towards the Youth Vibe Holiday Program Grant for December 2020 and January 2021.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.6. Acquittal – Youth Week Grant

The CEO has verified that the grant has been fully expended in line with the funding purpose.

Resolution No. 2021/034

That Council acquit the amount of \$2,000.00 towards the 2020 Youth Week Grant.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

10.7. Audit Committee Report to Council February 2021

The Audit Committee met on 9 February 2021. The minutes of its previous meeting were ratified and are presented to Council at this meeting. The primary items of business for the February meeting related to financial reporting structure and clarity. The following recommendations were made by the Audit Committee at this meeting:

Issue	Action
Updated Council Reporting Guidelines	Noted the Updates Guidelines and the associated increase in financial reporting requirements. To prepare the Committee has asked Council management to prepare a trial report under the guidelines for its review at the May meeting.
Community Grants	The community grants initiative was reviewed and supported by the Audit Committee.
Mid -Year Financial Report	The significant work that had been undertaken to provide clarity of reporting was recognised with the only real clarification required around the Grants reporting.
P46 Council Verge Management Policy	The Committee notes that this matter had been deferred to enable Council to address current works.

Clare Milikins

Chair, Audit Committee

Shelley Hewitt, FCPA, GAICD, Head of Corporate Business/CFO has applied to become a member of the Wagait Shire Council Audit Committee and a copy of her CV was included as an attachment to the Agenda for Council's reference.

Resolution No. 2021/035

That Council note the Audit Committee February 2021 Report to Council by Chair Clare Milikins and accept the nomination from Shelley Hewitt to be a member of the Audit Committee.

Moved: President Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

10.8. LGANT Call for Nominations

In January 2021, LGANT called for nominations to the Neighbourhood Watch NT Board and the NT Local Government Insurance Discretionary Trust Advisory Committee.

Council was requested to endorse the following nominations:

- President Neil White – nominee for NT Local Government Insurance Discretionary Trust Advisory Committee.
- CEO Renita Glencross – nominee for Neighbourhood Watch NT Board.

Resolution No. 2021/036

That Council approve the nominations:

- a) President Neil White for NT Local Government Insurance Discretionary Trust Advisory Committee.**
- b) CEO Renita Glencross Neighbourhood Watch NT Board.**

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

11. AGENDA ITEMS FOR RECEIVING AND NOTING

12. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

12.1. Power Pole on Delissa Drive

The power pole on Delissa Drive is still on Council Verge and should have been installed on the landowners property. CEO Renita Glencross to investigate with Power Water.

12.2. Contractors (QP Group)

The powerline along Erickson Crescent was damaged last week when the Contractors clearing the drains delivered silt to a residential property. Council has received numerous requests from residents for the excavated silt to be delivered to their homes. Council has not made any arrangements with the Contractor to deliver silt to private residences. The Contractor has been instructed to deliver all the silt to Cloppenburg Park where it is made available for residents to pickup. Council and contractor staff have been instructed not to load or deliver the silt for residents.

13. QUESTIONS FROM THE PUBLIC WITH NOTICE

Nil

14. PETITIONS/DEPUTATIONS

Nil

15. UPCOMING EVENTS

15.1. Community Info-Session for 2021 Community Grants Fund

Council held a community Q&A workshop for the grants fund from 6.00-7.00pm on **Monday 15 February 2021** at the Community Centre.

15.2. Community Consultation for Cloppenburg Master Plan

The Community Consultation to discuss the Cloppenburg Master Plan will be held in the Community Centre on **Thursday 18 February 2021** from 6.00-7.00pm. Urban Place Design consultants will be presenting the final landscape plan and respond to any queries from the community.

15.3. Bombing of Darwin Commemorations

The President and CEO will attend the City of Darwin Bombing of Darwin Commemoration on Friday 19 February at the Esplanade and the Coomalie Community Government Council Commemoration in Adelaide River on Saturday 20 February 2021.

15.4. ANZAC Day

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.

16. LATE ITEMS AND GENERAL BUSINESS

16.1. P24 Caretaker Policy

Council re-adopted P24 Caretaker Policy on 19/11/2019 at its ordinary council meeting. The sustainability and Compliance Unit in the NTG Department of Chief Minister and Cabinet wrote to Council on 09/02/2021 to advise that under section 96A of the current legislation and upcoming new legislation section 161, a caretaker period only applies to a general election and any reference to a 'by-election' must be removed from the policy. The amended P24 Caretaker Policy is attached for your consideration.

Resolution No. 2021/37

That Council adopt the revised P24 Caretaker Policy.

Moved: Cr Michael Vaughan

Seconded: Vice-President Tom Dyer

Vote: AIF

16.2. P11 Complaints Against Employees

P31 Dispute Resolution, Counselling, Disciplining and Dismissal was adopted at the July 2020 Council Meeting by Resolution 2020/115, replacing P11 Complaints Against Employees and Work Practices. The resolution neglected to include that Council formally rescind P11 Complaints Against Employees and Work Practices and approval is now requested to rescind the policy.

Resolution No. 2021/38

That Council rescind P11 Complaints Against Employees and Work Practices and replace with P31 Dispute Resolution, Counselling, Disciplining and Dismissal, as adopted by Resolution 2020/115.

Moved: Vice-President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

17. IN-CAMERA ITEMS

Nil

18. DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 16 March 2021 in the Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

19. CLOSE OF MEETING

The Chair declared the meeting closed at 7.48 pm.