



# **WAGAIT SHIRE COUNCIL**

## **MINUTES COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD  
7PM Tuesday 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

President Neil White declared the meeting open at 7.00pm 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

<p><b>Resolution No. 2021/039</b> <b>That the apology of Cr Graham Drake be accepted and approved.</b> <b>Moved: Vice-President Tom Dyer</b> <b>Seconded: Cr Michael Vaughan</b> <b>Vote: AIF</b></p>
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## 2. DECLARATION OF INTERESTS

Nil

## 3. CONFIRMATION OF MINUTES

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

<p><b>Resolution No. 2021/040</b> <b>That the Minutes of the Ordinary Meeting of Wednesday 17 February 2021 be confirmed by Council as a true and correct record.</b> <b>Moved: Vice-President Tom Dyer</b> <b>Seconded: Cr Michael Vaughan</b> <b>Vote: AIF</b></p>
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### 3.2. Matters arising from Minutes of Council Meeting Wednesday 17 February 2021

Nil

## 4. GUEST SPEAKERS

Nil

## 5. INWARDS AND OUTWARDS CORRESPONDENCE

**Resolution No. 2021/041**

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

**Moved: Vice-President Tom Dyer**

**Seconded: Cr Peter Clee**

**Vote: AIF**

## 6. COUNCILLORS REPORTS

### 6.1. Presidents Report for the period 15 Feb 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. 2021/042**

**That Council receives and notes President Neil White's report for the period 15 February 2021 to 12 March 2021.**

**Moved: Cr Peter Clee**

**Seconded: Vice President Tom Dyer**

**Vote: AIF**

## 7. OFFICERS REPORTS for the period 15 Feb 2021 to 12 March 2021

### 7.1. Chief Executive Officer's Report

CEO Report for Period 15 February to 12 March 2021	
Staff/HR	<ul style="list-style-type: none"> <li>• Staff Leave RG – AnnL x8; PW – RDO x1</li> <li>• CEO approved leave to be amended (10 days to 8 days)</li> <li>• PowerWater accreditation in process for works staff (RR)</li> <li>• Casual works staff member re-induction after period of illness</li> <li>• Positions Vacant – Emergency Committee Chair, Audit Committee Member</li> <li>• Sport &amp; Recreation Officer undertook PD training with WALGA for HR duties</li> </ul>
WHS	<p><u>COVID-19 Council Compliance</u></p> <ul style="list-style-type: none"> <li>• Jetty COVID washes recommenced 31 July ; DIPL contract continuing with approval for month-to-month service</li> <li>• All Council facilities have current COVID Operation Plans</li> </ul> <p>Incidents Reported During the Period - Nil</p>
Meetings and Communications	<ul style="list-style-type: none"> <li>• Staff Toolbox x2</li> <li>• President x3 weekly catchups</li> <li>• MLA Ian Sloane - support letters provided for BBRF applications</li> <li>• Myatt Media - website upgrades ; 17 Feb, 10 Mar</li> <li>• QP Group - drainage contractors ; 22 Feb, 23 Feb, 9 Mar</li> <li>• Signcity - Wagait welcome signage ;</li> <li>• Veolia - information for waste strategy ;</li> <li>• Solar Futures NT - Solar Farm proposal ; 2 Mar</li> <li>• Urban Design - Cloppenburg Park Masterplan ; 3 Mar, 12 Mar</li> <li>• DLG (DCM&amp;C) - Compliance site visit ; 8 Mar</li> <li>• Citizenship planning ; 9 Mar</li> <li>• LGANT Env/Transport/Infrastructure Ref Group ; 9 Mar</li> <li>• Community Grants Assessment Panel ; 10 Mar</li> <li>• NBN - Community Wifi kit for Health Clinic ; 10 Mar</li> <li>• DIPL Crown Land Management - Map for Bollards ; 10 Mar</li> <li>• Cox Pen Volunteer Bushfire Brigade ; 12 Mar</li> </ul>
Actions	<p><u>Administration / Reporting</u></p> <ul style="list-style-type: none"> <li>• Liaison with bookkeeper in preparation for annual audit &amp; reporting</li> <li>• Liaison with DIPL Crown Lands Management and DENR regarding RUA</li> <li>• Ongoing review of WSC policy papers to meet compliance issues</li> <li>• DLGCD - Compliance Review</li> </ul> <p><u>Grants</u></p> <ul style="list-style-type: none"> <li>• Healthy Lifestyle 2021 – Public drinking fountains and seniors aqua program (successful)</li> <li>• DLGCD Priority Infrastructure Fund (PIF) – Clop Park culverts and carparking upgrades</li> <li>• Building Better Regions Fund (BBRF) – Estate Roads Re-sheeting</li> <li>• Be Connected – Seniors digital literacy</li> </ul> <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> <li>• R2R - Cox Dr floodway (\$125,000 - panel required), surveying completed</li> <li>• Blackspot - Road guards and barriers (\$140,000 - panel required)</li> <li>• DLGCD SCALE - Signage (inc Welcome to Wagait)</li> </ul> <p><u>Public Communications</u></p> <ul style="list-style-type: none"> <li>• Council e-newsletters (March)</li> <li>• Daily facebook posts with advice on contractor location within the estate</li> </ul> <p><u>Events Attended / Planning</u></p> <ul style="list-style-type: none"> <li>• Community Consultation (Cloppenburg Park) ; 18 Feb</li> </ul>

	<ul style="list-style-type: none"> <li>• Bombing of Darwin ; 19 Feb</li> <li>• Intentional Women's Day ; 8 Mar</li> <li>• Citizenship Ceremony ; 19 Mar</li> <li>• NT Travelling Film Festival ; TBC</li> </ul>
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## 7.2. Works Managers Report

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

### 7.3. Sports and Recreation Officers Report

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"> <li>• Runners &amp; Walkers weekly admin, mapping.</li> <li>• Collection of Sport &amp; Rec Annual Stats.</li> <li>• Citizenship Administration. Follow up with customer enquiry.</li> <li>• Masterplan for Sports Ground. Continue notes.</li> <li>• Follow up delivery Basketball Goal Post Padding</li> <li>• Term 1 holiday program planning for Ice Skating and Flip Out; bus booking, venue booking, casual staff, meal options.</li> <li>• 2020 Youth Week Acquittal.</li> <li>• Community Grant Information support to community user groups.</li> <li>• Continue with office changes and manual filing.</li> <li>• International Women's Day planning and implementation: Tai Chi and aromatherapy oils workshop, sponsorship and catering, coordinate garden clean up</li> <li>• Ride2School Planning: advertise request for volunteer, seek casual S&amp;R staff member.</li> <li>• Create Venue Use agreement for Community Centre &amp; Sports Ground.</li> <li>• Closure of Tennis Courts due to WHS issue with surface mould and slippery conditions in the wet, liaise with Works to find cleaning solutions.</li> <li>• Support with garden / tap fittings and sorting for various programs.</li> </ul>
Programs	<u>Runners &amp; Walkers</u> : Twice Weekly. Several new participants in 2021. <u>Stretch &amp; 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. Recommended 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 &amp; 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 &amp; Maureen Newman</u> – coordinators International Women's Day event. <u>Renita Glencross &amp; Beckie Taylor</u> – Volunteers International Women's Day aromatherapy workshop.

**In addition to the CEO's Report:**

- The vacant position for the Council Audit Committee Member has now been filled by Ms Shelley Hewitt.
- Drain works are progressing however some works may need to be held over until the wet season finishes and completed in the dry season.
- Department Local Government Compliance Review (2018) is now complete.
- Cloppenburg Masterplan design is now finalised and is with the Quantity Surveyor.
- NT Travelling Film Festival remote screening opportunities are being investigated.
- Cloppenburg Park Tennis Courts are now open and operable.
- After School Programs have nil attendance, despite being advertised in the newsletter as a regular weekly program. S&R is working with Katie Crane from the Wagait Youth Group to develop a program for the children.
- Ride to School is being organised by the Wagait Youth Group with support from Council.

**Resolution No. 2021/043**

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

**Moved: Cr Michael Vaughan**

**Seconded: Cr Peter Cleo**

**Vote: AIF**

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

**In addition to the Action List:**

- Item No. 1 – Audit Committee Endorsement, CEO to come back with recommendations on how to deal with it at the next meeting before it is closed off.
- Item No. 3 – Council Records is complete and can be struck off the Action List.
- Vice-President Tom Dyer has asked if the Action List can be condensed.
- Item No. 5 – Sports & Recreation Forward Year program planning for 2021-2022 has commenced and a calendar for all Sports and Recreation Programs is being developed.

**Resolution No. 2021/044**

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

**Moved: Vice-President Tom Dyer**

**Seconded: President Neil White**

**Vote: AIF**

**9. FINANCIAL REPORTS**

**Resolution No. 2021/045**

**That Council receives and accepts the Financial Reports for the February 2021.**

**Moved: Vice-President Tom Dyer**

**Seconded: President Neil White**

**Vote: AIF**



## 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. 2021/046**

**That Council authorise the use of the Wagait Shire Council Common Seal for the Healthy Lifestyles Grant funding agreement.**

**Moved: Cr Peter Clee**

**Seconded: Vice-President Tom dyer**

**Vote: AIF**

### 10.2. Building Better Regions Fund (BBRF) Submission Ratification

On 1 March the CEO made an out-of-session request to Councillors to approve an application to the Building Better Regions Fund (BBRF) due on 5 March 2021, 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. 2021/047**

**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: Cr Peter Clee**

**Seconded: Vice-President Tom Dyer**

**Vote: AIF**

### 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. 2021/048**

**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: Cr Peter Clee**

**Seconded: Vice President Tom Dyer**

**Vote: AIF**

#### **10.4. Draft Waste Management Strategy Business Paper**

The draft Waste Management Strategy Council Meeting Business Paper outlining the content of the Waste Management Strategy was circulated to Councillors at the meeting for discussion.

##### **Resolution No. 2021/049**

**That this Council:**

- 1. Develop a Waste Management Discussion Paper/Proposal for 2021-22 Waste Management Strategy to be discussed at Community Meeting on 24 April, published 2 weeks prior.**
- 2. Develop info-graphics to present current and proposed waste management fees distribution, as well as recycling options.**
- 3. Identify sources of funding the recycling as a pilot project.**

**Moved:** Cr Peter Clee

**Seconded:** President Neil White

**Vote:** AIF

#### **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 were to note that there was 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.

#### **12. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE**

Nil

#### **13. QUESTIONS FROM THE PUBLIC WITH NOTICE**

Nil

#### **14. PETITIONS/DEPUTATIONS**

Nil

#### **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 and General Meeting which include CEO and President/Mayor Forums, is scheduled for 21-22 April 2021 in Darwin; President Neil White and CEO Renita Glencross will be attending.

### **15.3. Community Consultation, Saturday 24 April 2021**

The first of the biannual Community Consultations is scheduled to be held Saturday 24 April from 10.00am to 12.00pm in the Community Centre. The community has been invited to submit agenda items and the agenda will be prepared and circulated to Councillors out of session for comment prior to being published on Monday 12 April 2021.

### **15.4. ANZAC Day, Sunday 25 April 2021**

It has been confirmed that HMAS Coonawarra will be supporting our ANZAC Day ceremony on ANZAC Day and Chaplain Ian Dawson will perform the ceremony. We have requested a flypast for the morning to take place along Wagait Tower Road from north to south. Belyuen CEO, members of the Knuckey Women's Centre, Gary Higgins and his wife Rhonda will also be invited to the Wagait Beach 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. Councillors are invited to attend and put forward items for discussion.

### **15.6. Territory Day, Thursday 1 July 2021**

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

## **16. LATE ITEMS AND GENERAL BUSINESS**

### **16.1 Wagait Shire Council Website**

The new website is now live with essential information. There are still pages in progress, which will be completed over the next few months.

### **16.1. Tender for Guard Rails**

A tender for fabrication and installation of guard rails was published on the Local Buy portal on 18 February 2021, which closed Friday 12 March 2021. As no responses were received and there is a requirement to spend funding by 30 June 2021, a request for

exemption from procurement regulations has been made to the Department of Chief Minister Local Government Compliance unit. If the request is endorsed by the Department, Council approval will be required to progress the engagement of a contractor without seeking further tenders. Council has requested the CEO make the application and that this be brought back to the April meeting.

## 17. IN-CAMERA ITEMS

### **Resolution No. 2021/050**

**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: Cr Peter Clee**  
**Seconded: Vice-President Tom Dyer**  
**Vote: AIF**

At 8.04 pm Council closed the meeting to the general public.

### 17.1 Community Grant Fund Allocations

The panel members met on 10 March 2021 to assess applications to the Community Grants fund, with the outcomes as declared by the CEO (attached).

The total grant funding allocations is \$5,000 and the requests funded are \$4,332 leaving an amount of \$668 remaining.

The panel's recommendation to Council is to hold an additional round prior to 30 June 2021 to expend the remaining funds.

The successful applicants will be announced on Wednesday 17 March and the additional round announced at the same time.

### **Resolution No. 2021/051**

**That Council receives and notes the CEO Declaration for the successful applicants of the Community Grants Fund and that an additional round will be held to fully expend the allocation.**

**Moved: Cr Peter Clee**  
**Seconded: Cr Michael Vaughan**  
**Vote: AIF**

**17.2 Confidential**

**17.3 Councillor Disqualification due to Absence – Clarification**

Including this meeting, Cr Drake has now been absent from 2 consecutive ordinary council meetings, with apologies being accepted by Council. Cr Drake recently contacted the CEO concerned that he would now cease to hold office, however this is incorrect.

According to the *Local Government Act 2008 Section 39 Casual Vacancies 1(d)* A person ceases to hold office as a member of Council if the person is absent, without permission of the council, from 2 consecutive ordinary meetings of the council.

Cr Drake has always had permission from Council to absent from meetings and is therefore not disqualified.

**17.4 Confidential**

<p><b>Resolution No. 2021/052</b> <b>That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.</b> <b>Moved: Cr Peter Clee</b> <b>Seconded: Vice President Tom Dyer</b> <b>Vote: AIF</b></p>
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At 8:40 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 at 7:30pm in the Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

**19. CLOSE OF MEETING**

The Chair declared the meeting closed at 8:41 pm.