



WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 19 October 2021**

CONTENTS

1.	OPENING OF MEETING	3
2.	DECLARATION OF INTERESTS	3
3.	CONFIRMATION OF MINUTES	3
4.	GUESTS	4
5.	INWARDS AND OUTWARDS CORRESPONDENCE.....	4
5.1	Inwards Correspondence.....	4
5.2.	Outwards Correspondence.....	5
6.	COUNCILLORS REPORTS	7
6.1	President’s Report	7
7.	OFFICERS REPORTS	9
7.1.	Chief Executive Officer’s Report for the period 20 September to 15 October 2021.	9
7.2.	Works Managers Report for the period 20 September to 15 October 2021.	10
8.	ACTION SHEET for the period 20 September to 15 October 2021	12
9.	FINANCIAL REPORTS	16
9.1.	September 2021 Reports Attached	16
9.2.	Supplier Payment History	16
9.3.	Councillor Allowances	17
10.	AGENDA ITEMS	18
10.1.	Financial Report for 2020-2021	18
10.2.	Annual Report for 2020-2021	19
10.3.	Nomination for NT Heritage Council	19
10.4.	Council Policy Alignment with Local Government Act	20
10.5.	P46 Council Verge Management Policy and Permit Application.....	21
10.6.	P10 Sufficient Interest in the Record Policy	21
10.7.	Council Asset Sale	22
11.	QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE.....	22
12.	QUESTIONS FROM THE PUBLIC WITH NOTICE	22
13.	PETITIONS/DEPUTATIONS	22
14.	UPCOMING EVENTS.....	22
14.1.	2021 Australia Day Council Regional Conference, 28-29 October 2021	22
14.2.	LGANT AGM, GM and Conference, 3-5 November 2021	23
14.3.	Biannual Community Consultation, Saturday 13 November.....	23
15.	LATE ITEMS AND GENERAL BUSINESS	23
15.1.	Professional Development for Elected Members	23
15.2.	2022 Meetings Calendar.....	23
15.3.	Council Closure at Christmas 2021/New Year 2022	23

16. IN-CAMERA ITEMS	24
17. DATE OF NEXT MEETING	24
18. CLOSE OF MEETING	24

1. OPENING OF MEETING

Councillors: President Neil White
Vice President Tom Dyer
Cr Noeletta McKenzie
Cr Peter Clee

Staff: Chief Executive Officer, Renita Glencross
Policy Officer, Fiona Carter

1.1. Address by Chair and President

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

Cr Michael Vaughan

<p>Resolution No. 2021/176 That the apology of Michael Vaughan be accepted and approved. Moved: President Neil White Seconded: Cr Noeletta McKenzie Vote: AIF</p>
--

2. DECLARATION OF INTERESTS

The President asks councillors if they have read the agenda papers and wish to declare any conflicts and thanks councillors for the annual return of interests, or if they have not yet been returned to do so before this Friday 22 October 2021.

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 21 September 2021

<p>Resolution No. 2021/177 That the Minutes of the Ordinary Meeting of Tuesday 21 September 2021 be confirmed by Council as a true and correct record. Moved: Cr Peter Clee Seconded: Vice President Tom Dyer Vote: AIF</p>
--

3.2. Matters arising from Minutes of Council Meeting Tuesday 21 September 2021

Nil

4. GUESTS

- Chair WSC Audit Committee – Clare Milikins (via Zoom)
- Auditors Nexia Edwards – Noel Clifford (via Zoom)

The guests spoke to the 2020-21 Audited Financial Report at item 10.1 at 7:30pm.

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 20 September to 15 October 2021.

5.1 Inwards Correspondence

Date:	To:	About:	
17/09/2021	DCMC - DLGRD	Council appointment of principal members	email
17/09/2021	Resident	Runners and Walkers event request	email
20/09/2021	Top End Health	Covid vaccination visit	email
20/09/2021	DCMC - DLGRD	Variation for watertank approved	email
21/09/2021	DEPWS - Rangelands Div	Compliance program request - Confidential	email
21/09/2021	Larrakia Nation	Darwin Harbour Clean up	email
22/09/2021	Caps Assist NTG	T21-1040 contract advice - Mandorah Jetty contract for 36 months - 1 Oct 21 to 30 Sept 2024	email
22/09/2021	LGANT	NT Heritage Council - call for nominations	email
22/09/2021	Larrakia Nation	DHCU logistics	email
22/09/2021	Administrator of the NT	Invitation to catchup	email
22/09/2021	DIPL	Construction Snapshot: 2021	email
23/09/2021	Belyuen Aged Care	Aged care clients in Wagait - Emergecny info	email
24/09/2021	DIPL Crown Lands	Occupation Licence No. 3953 over Section 240(A) Hundred of Bray	email
24/09/2021	Resident	Damage to the dunes and walkway Wagait tower rd entry	email
24/09/2021	President Coomalie Council	Coomalie Council - Appointment of President and Vice President	email
27/09/2021	Resident	Easement drain at rear of Harney st blocks	email
28/09/2021	DCMC - DLGRD	Variation for PIF approved	email
28/09/2021	Australia Day Council	Citizen of the Year Registration form	email
28/09/2021	Administrator of the NT	Schedule of Events for 2022	email
29/09/2021	Shelters Liaison Officer	2021/22 Cyclone Emergency Shelters Contact list	email

30/09/2021	Australia Day Council	Australia Day Community Grants Program	email
30/09/2021	DIPL Crown Lands	Wagait Beach Access Points - response	email
4/10/2021	DCMC - DLGRD	Letter of offer - Wagait WaRM 2021-2022	email
4/10/2021	Resident	Dog in Pound - Information on dog	email
5/10/2021	Crowne Plaza Alice Springs	Confirmation for accommodation for CEO and President to ASP	email
5/10/2021	Qantas	Confirmation for flight bookings CEO and President to ASP	email
5/10/2021	NT Carers	Confirmation of application - National Carers Week - Wednesday 13 October 2021	email
5/10/2021	DCMC - Regional Network	School holiday program information for brief	email
6/10/2021	Resident	Driveway access issues Sasche St on 2 October 2021	email
6/10/2021	Territory Families	Remote Sports Program reporting catchup	email
6/10/2021	DIPL Crown Lands	Wagait Beach Access Points - invitation for meeting	email
7/10/2021	Administrator of the NT	Courtesy call with Her Honour	email
7/10/2021	DCMC - Regional Network	School Holidays Program - brief	email
8/10/2021	Minister Paech Office	Request for interview with Cr McKenzie	email
9/10/2021	Dept of Industry, Science, Energy and Resources	Notification Building Better Regions Fund - Infrastructure Projects Stream - Round 5 application	email
10/10/2021	Hoops 4 Health	Support letter for programs in Wagait	email
11/10/2021	Larrakia Rangers	DHCU logistics	email
11/10/2021	DCMC - Regional Network	School holiday program information for brief - response	email
11/10/2021	DoE - Cyclone Shelter Team	2021Pre-season cyclone shelter inspections	email
11/10/2021	Larrakia Nation	Darwin Harbor Cleanup - 2021 sites and participants list	email
11/10/2021	DoE - Cyclone Shelter Team	Cyclone Shelter Managers Information Pack 2021-22 - Emergency Shelter Sub Plan, COVID Safety Plan and QR Code	email
11/10/2021	LGANT	Invitation - Australian Local Governments Accelerating Action at COP26 Virtual Forum, 21 October 2021	email
11/10/2021	Bookkeeper	Resignation	email
11/10/2021	Iridium Satellite Service	Prepaid SIM Card set up for Satellite phone	email
12/10/2021	Valuations	September Wagait Reconciliation 2019	email
12/10/2021	Minister Peach Office	Request for Minister to attend WSC meeting	email
12/10/2021	DCMC - ED Top End Region	Immediate Priority Grants - Top End Region - Wagait	email
13/10/2021	NT Chief Health Officer	Mandating Covid-19 Vaccinations	email
15/10/2021	Resident	Potholes and damaged edges on roads at Wagait Beach	email
15/10/2021	Peter Darlington - Commander of Army Cadets	Thank you for invitation to attend Australia Day - will forward to Cadet Planning Team.	email
15/10/2021	Grants NT	2021 NT Annual Grants Return - due 31 November 2021	email
15/10/2021	Dept of Chief Minister & Cabinet	Professional Development for Elected Members	email

5.2. Outwards Correspondence

Date:	To:	About:	
17/09/2021	Resident	Runners and Walkers event request	email
17/09/2021	Bureau of Meteorology	Rainfall holding report for Wagait Beach - 1989 to 2020	email
20/09/2021	DCMC-LGRD	Variation to 2018-19 Special Purpose Grant - water tank	email
20/09/2021	DCMC-LGRD	Advice of Council appointment of President and VP	email
21/09/2021	Larrakia Nation	Darwin Harbour Clean Up logistics	email
21/09/2021	Belyuen Aged Care	Carers NT morning tea invitation	email
22/09/2021	LGANT	Advice of President	email
23/09/2021	Belyuen Aged Care	Aged care clients in Wagait - Emergency info	email
23/09/2021	DEPWS - Rangelands Div	Compliance program request - Confidential	email
24/09/2021	DIPL Crown Lands	Occupation Licence No. 3953 over Section 240(A)	email
24/09/2021	Administrator of the NT	Invitation to catchup - response	email
28/09/2021	DCMC-LGRD	Variation for PIF approved - thankyou	email
28/09/2021	Resident	Council verge treatment	email
28/09/2021	Resident	Easement drain at rear of Harney st blocks	email
28/09/2021	Australia Day Council	Citizen of the Year Registration form - completed	email
28/09/2021	MLA Daly	Invitation to discuss local issues and plans	email
29/09/2021	DCMC-LGRD	Letter of Offer - 2021-2022 Waste Resource Management Grant Program	email
30/09/2021	DIPL Crown Lands	Wagait Beach Access Points	email
6/10/2021	Territory Families	Remote Sports Program reporting catchup - response	email
7/10/2021	DIPL Crown Lands	Wagait Beach Access Points - invitation response	email
7/10/2021	Administrator of the NT	Courtesy call with Her Honour - response	email
8/10/2021	ABS	Local Government Financial Statistics for Sept quarter	email
8/10/2021	Resident	Driveway access issues Sasche St on 2 October 2021 - response	email
8/10/2021	Minister Paech Office	Request for Minister to attend WSC meeting	email
11/10/2021	DCMC - Regional Network	School holiday program information for brief - response	email
12/10/2021	Minister Paech Office	Request for interview with Cr McKenzie	email
12/10/2021	Hoops 4 Health	Support letter for programs in Wagait	email
13/10/2021	DEPWS - Rangelands Div	Compliance program request - Confidential	email
13/10/2021	DCMC - ED Top End Region	Immediate Priority Grants - Request for meeting	email
13/10/2021	LGANT - CHO	Mandating Covid-19 Vaccinations	email
15/10/2021	Peter Darlington - Commander Army Cadets	Invitation to attend our 2022 Australia Day Ceremony and activities	email
15/10/2021	SBTL Erica Espagne - Navy Cadets	Invitation to attend our 2022 Australia Day Ceremony and activities	email
15/10/2021	Rate payers	48 letters to overdue rate payers	email

Resolution No. 2021/178

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

Moved: President Neil White

Seconded: Cr Noeletta McKenzie

Vote: AIF

6. COUNCILLORS REPORTS

6.1 President's Report

Welcome to the October Council meeting. Another busy month for Council, with a video conference/briefing about Annual Preparedness for Emergency Management for Northern Australia, including briefings by the Bureau of Meteorology and the Federal Government.

We also had the LGANT Elected Member Symposium over two days.

The hard waste collection occurred last week, and on Friday the CEO and I met with Department of Environment, Parks and Water Security (DEPWS) and the Crown Land Office representatives to discuss drainage, beach access points and RUA compliance issues.

Councillor Noeletta McKenzie was interviewed by the Minister for Local Government, the Hon Chansey Paech, in recognition of Council's first Indigenous female Councillor.

Many thanks to the volunteers who assisted with the Darwin Harbour Clean-Up day held on 13 October and the carers who do such a great job of looking after people in our community.

Where I have been in the last month:

- Tuesday 21 September - Council meeting.
- Wednesday 23 September - Video conference re Preparedness for Emergency Management
- Thursday 30 September - CEO catchup.
- Tuesday & Wednesday 5 & 6 October - LGANT Elected Member Symposium, with Councillors Michael Vaughan & Noeletta McKenzie, as well as CEO Renita Glencross.
- Thursday 7 October - CEO catchup.
- Friday 8 October - Catch up morning tea with her Honour the Administrator, the Hon Vicki O'Halloran and CEO Renita Glencross.
- Tuesday 12 October - Audit Committee meeting.
- Wednesday 13 October - Carers morning tea.
- Friday 15 October - CEO catchup and Meeting with NRETAS and Crown Land Office representatives regarding the RUA.

Neil White
President

Resolution No. 2021/179

That Council receives and notes President Neil White's report for the period 20 September to 15 October 2021.

Moved: Vice President Tom Dyer

Seconded: Cr Peter Clee

Vote: AIF

7. OFFICERS REPORTS

7.1. Chief Executive Officer's Report for the period 20 September to 15 October 2021.

Staff/HR	<ul style="list-style-type: none"> • Staff Leave Taken RG - 0 ; PW - 0 ; RT - WC ongoing; FC - 0 • Staff Leave Requested ; PW (10 Dec-14 Jan) • Staff Leave Approved ; RG (20-28 Nov) • Staff Toolbox meetings x4 • Staff training for DIPL Asset Management & reporting on Konect ; 14 Oct • WALGA+IR consultant assisting with staff issues + WC claim ongoing to Dec/21
WHS	<u>COVID-19 Council Compliance</u> <ul style="list-style-type: none"> • Special cleaning of jetty handrails and bins was continued • All Council facilities have current COVID Operation Plans • Cyclone shelter has been issued a QR code
Meetings and Correspondence	<u>Council Business</u> <ul style="list-style-type: none"> • President x3 weekly catchups • Veolia planning for pre-cyclone hard waste collection ; 23 Sept, 5 Oct • Belyuen CEO catchup ; 30 Sept • Kenbi Rangers meeting for Youth Program ; 30 Sept • Civil contractors for roadworks Forsythe, Sasche, Cox ; 13 Oct • Animal Management issues & reporting ; 4-5 Oct • LGANT Elected Members Symposium ; 5-6 Oct • Weeds Management Branch compliance ; 5 Oct, 14 Oct • DIPL Jetty maintenance contract follow up ; 7 Oct, 14 Oct • DLGRD (CMC) LG 2030 Cross Government Workshop ; 7 Oct • President and CEO meeting with Her Honour Administrator ; 8 Oct • Buildup Skate Program planning for 2022 ; 11 Oct • Tourism NT Darwin Destination Management Plan meetings ; 11 Oct • DIPL Assets Management contract for Mandorah Jetty planning ; 11 Oct, 14 Oct • NT WorkSafe/JLT/GIO insurance WC claims; 12 Oct, 15 Oct • Territory Families Remote Sport Program reporting ; 11 Oct • Hoops 4 Health support letter ; 12 Oct • DIPL Crown Lands Office and DEPWS regarding RUA compliance ; 7 Oct, 15 Oct • DCMC Regional Network ; Immediate Priority grant discussions ; 13 Oct • Waste & Recycling Strategy dev discussions with consultant ; 15 Oct <u>Residents/Local Business</u> <ul style="list-style-type: none"> • Resident vending machine arrangements ; 27 Sept, 5 Oct, 15 Oct • Resident crossover issues Sachse, Brisbane, Massey • Resident drainage issues Erickson and Harney
Actions	<u>Grants/Tenders</u> <ul style="list-style-type: none"> • Building Better Regions Fund (BBRF) – Estate Roads Re-sheeting (\$2.8M) unsuccessful • Alcohol & Drug program – Wagait Youth Leadership Program (\$20k) pending • Australia Day event funding (\$2k) • International Men's Day event funding (\$2k) • International Women's Day event funding (\$1k) • DCMC Waste and Resource Management (WaRM) #2 (\$75k) TBC • DCMC Immediate Priority Grants TBC <u>Current Procurement</u> <ul style="list-style-type: none"> • R2R – Cox Drive causeway (125k) - pending assessment • DLGCD (CMC) PIF - Clop Park culverts, carparks & green-waste track upgrades (\$125k) • DLGCD (CMC) Watertank - variation to purchase more tanks (\$4k)

Actions (cont)	<ul style="list-style-type: none"> LCRI phases 1,2 & 3 - Signage, drainage & verge remediation, pump track (\$100k) DLGRD (CMC) WaRM - Strategic business plan for recycling/transfer station (\$25k) DLGRD (CMC) WaRM - Asset renewal (\$50k) <p><u>Administration / Reporting</u></p> <ul style="list-style-type: none"> Liaison with accountant & auditors with preparation of EoFY financial reporting Liaison with Larrakia Nation and Kenbi Rangers for Darwin Harbour Clean up event Ongoing review of WSC policies and registers for LG Act 2019 alignment Communications strategy development – Business support grant application Youth Internship Program development – AOD grant application Seniors’ fitness sessions confirmed ongoing 2 x weekly with Encore Pilates Preparation of agenda and minutes for WSC Meetings in October Preparation of agenda and minutes for WSC Audit Committee Meeting 12 Oct Preparation of Annual Report for 2020-21 Territory Families Remote Sport Program acquittal & overdue reporting issues Territory Families Youth Vibe grant variation arrangements Planning for October school holiday events and activities Roads to Recovery (R2R) annual report to Auditors Local Road and Community Infrastructure (LCRI) annual report Wagait Community Grants Fund acquittals for 2020-21 and planning for 2021-22 Planning for Community Centre veranda upgrades Planning for Verge Audit <p><u>Public Communications</u></p> <ul style="list-style-type: none"> Council e-newsletter (October) Community Updates : Pre-Cyclone Hard Waste Collection, <p><u>Meetings and Events During the Period and Planned</u></p> <ul style="list-style-type: none"> LGANT Elected Members Symposium ; 5-6 Oct Kids School holiday program water play day ; 6 Oct Carers’ Morning Tea ; 13 Oct Harbour Cleanup Day with Kenbi Rangers ; 13 Oct Kids Halloweén disco ; 30 Oct LGANT AGM, GM and forum Alice Springs ; 4-5 Nov
-----------------------	---

7.2. Works Managers Report for the period 20 September to 15 October 2021.

Staff/HR	<ul style="list-style-type: none"> Leave - GZ (RDO x2, AnL x1); RR (RDO x1) Ongoing work planning for casual staff
Meetings	<ul style="list-style-type: none"> Staff Toolbox and planning x 3 DIPL jetty contract report training ; 14 Oct DIPL Crown Land Office and Dept Environment, Parks (RUA) ; 15 Oct
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> Bore Runs x 12 Water Samples x 23 Imaluk water compound maintenance (weed control, mow and snip) <p><u>Jetty Maintenance + COVID-19 (contract works for DIPL)</u></p> <ul style="list-style-type: none"> Jetty Wash x 11 Jetty Handrails and bins sanitised (COVID) x 52 Jetty Carpark verge maintenance (weed control, mow and snip) Jetty landing re-secure with new brackets Jetty landing barnacle removal

	<ul style="list-style-type: none"> • Boat ramp algae removal <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 6 + 1 burn • Council bins in, out & cleaned weekly x 40 • Hard-waste bins packing and changeover x 4 • Hard-waste kerbside collection ; 3 days 11-13 Oct (11 truckloads) • Preparation for fridge gas recycling and steel bin <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps delivered to residents x3 • Dangerous dog ; 5 Oct
	<p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Verge mowing and weed control program throughout estate • Cox Drive causeway and crossover drain interim repairs • Road audit digital documentation • Clear scrub & silt from council drainage easements on Erickson, Harney and Cox • Vehicular crossover repairs on Sasche and Brisbane <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none"> • Cloppenburg Park irrigation monitoring daily/monthly reporting • Set-up support to Kenbi Rangers and Larrakia Nation for Darwin Harbour Clean-up • Gutters cleaned on all council facilities & CEO house • Solar panels cleaned • Council office and Community Centre gensets serviced + starter motor replaced • Tanks pads x2 prepared and take delivery of 2 x water-tanks • Preparation for new drinking fountains at Community Centre & Cloppenburg Park • Preparation for Community Centre veranda upgrade (paint, vending machine install) <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • Maintenance for Works ute

Council Sports and Recreation Officer is on a period of extended workplace leave and any relevant information will be provided through the CEO.

Roads infrastructure. Would be good to look at possible partners to help us leverage funds. Also take advantage of works happening in the region or nearby. This would reduce costs as equipment and infrastructure will be in the vicinity. Looks like we will need to match grants with funds greater than the \$500,000 allocated in reserves.

Resolution No. 2021/180
That Council receives and accepts the Officers Reports for the period to 20 September to 15 October 2021.
Moved: Cr Noeletta McKenzie
Seconded: President Neil White
Vote: AIF

At 7:30pm the council meeting order was rearranged to accommodate guest speakers regarding Agenda Item 10.1. 2020-21 Financial Report (please refer to 10.1 on p17). The meeting resumed to continue to Item 8. Action sheet at 8:30pm.

8. ACTION SHEET for the period 20 September to 15 October 2021

Item	Res No	Resolution	Meeting Date	Status
1		Water Compound Masterplan	14/05/2021	CEO met with Danny Browne, PW Safety Officers and Civil Engineers on 7 and 12 May to discuss site upgrades and options for public and visitor access. A master plan will be drawn up to include: safer traffic access/egress, boundary bollards and fencing, spoon drains and road resurfacing, concrete pad for commercial standpipe, and increased flow rate to and capacity of holding tanks. Reticulation was also discussed and provision for this transition will be made in the planning documents.
			10/06/2021	PW Civil engineers have been on site measuring for upgrades.
2	2020/101 2020/113	Local Area Planning, Environment and Climate Change	21/07/2020	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.
			18/08/2020	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.
			9/09/2020	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.
			15/10/2020	Refer Agenda Items 10.5 and 10.6 : Climate Change Action Plan and Grant Application to NT CMC NT Risk Reduction Program
			12/02/2021	CEO and VP Dyer met with DIPL Planning Directors on 24 September to discuss process for Local Area Planning and related issues.
			12/03/2021	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.
			20/04/2021	Grant Application to NT CMC NT Risk Reduction Program unsuccessful.
			14/05/2021	Next steps: Seek quotes for road remediation, surveying and signage to support funding applications.
			10/06/2021	CEO met with NTRRF Panel Chair on 10/06/21. Outcome advice is anticipated in July. CEO met with Kevin Hoult and discussed action to date and he agreed that an overall plan for the beach access development and RUA management was required. He has offered to provide further drawings if needed.
			20/07/2021	NTRRF submission was again unsuccessful however NTES have been advised to work with us to create an LEP. CEO to follow up meeting with NTES and Emergency Management Committee meeting in September. CEO met with Department Environment, Parks and Water Security (DEPWS) regarding RUA and a proposal for Council to assume responsibility has been suggested. New locks put onto Imaluk Beach RUA access. Further meeting dates TBA.

			13/08/2021	Requests from Several requests from residents received to open the Erickson Beach vehicular access for sailing in July/August. Significant quad damage to dunes west of Imaluk reported after both long weekends. RUA access gate found open/unhinged (vandalised) and has been repaired with new chain and padlock. CEO to work with President on approach and discuss with CLE & DEPWS after elections.
			15/10/2021	Meeting held with CLE & DEPWS on 15 October at WSC offices to discuss proposal for conservation and maintenance of the beach access points through the coastal reserve and RUA.
3	2020/140	Waste Management Strategy and Fees Modelling	15/09/2020	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 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 per rates snapshot for 2020-21 rates notice.
			15/01/2021	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 underway which will include options for cost-sharing with Belyuen ACC.
			12/02/2021	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.
			12/03/2021	Refer Agenda Item 10.2 - Draft Waste Management Strategy
			20/04/2021	Refer Agenda Item 10.3 - Community Meeting Forward Planning Discussion Paper presented at the Community Meeting on 24 April and available on website for comment and feedback until Friday 7 May. Additional funding in 2021-22 proposed by DLGCD to facilitate strategic waste initiatives that align with the national waste strategy.
			14/05/2021	Refer Agenda Item 10.3 - Proposed Fees and Charges for 2021-22 Council requested CEO to publish for community feedback and bring back to next meeting.
			10/06/2021	Refer Agenda Item 10.1 - Proposed Fees and Charges for 2021-22. Council resolved to not adopt new modelling this year and be reviewed again in 2022 budget considerations.
			20/07/2021	CEO to hold final consultation on strategies for 2021-22 waste management & recycling with operational staff on Tues 27 July. A progress update will be provided to council at October meeting.
			16/08/2021	Procurement for consultant to develop long term waste management and recycling business case commences in late September.
			15/10/2021	Consultant has been contracted and start-up meetings to take place in late October. Meetings with stakeholders including government agencies, community groups and individuals will commence in November. Final strategy document available Jan 2022 for discussion as tri-partite project with NTG, Aus Gov and Councils.

4	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	Meeting 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. A flyer has been received from Top End Health for printing and distribution.
		12/02/2021	CEO has secured solution for 'Community Wifi' internet provision with NBN to support tele-health arrangements with local patients.
		12/03/2021	NT Breast-screen will be providing services to the community on 27 & 28 April.
		20/04/2021	NBN satellite 'Community Wifi' network was installed at the Community/Health Centre on 15 April, connection pending (an approach to independent medical service providers can be made on activation). Local Aged Care client & WB resident raised concerns with 1B COVID vaccine rollout, to be raised at Community meeting 24 April as awareness for overarching health issue.
		14/05/2021	Community Wifi network is operational, Belyuen Health Service has been informed.
		10/06/2021	Council letter to new CEO NT Health from Council requesting a meeting to discuss local issues. Eol call out for nominees to new Regional Community Engagement Group.
		16/09/2021	Propose to convene meeting with Aged Care to discuss & develop new approach for using health centre as a community care meeting place with medical facilities, in line with new NTG Seniors Strategy and WB increasing aged population. Carers NT event scheduled for 13 October 2021. DoH Remote Health Unit COVID-clinic at the community Health Centre on Tuesday 28 September.
		15/10/2021	DoH Remote Health Unit has been conducting regular weekly COVID-vax-clinic at the community Health Centre to continue as long as required. Successful carer's event 13 October.

Erickson beach access is still gazetted as a boat ramp. This may change how the access is dealt with.

If council wants to manage the RUA, Wagait Shire Council needs to create new by-laws in order to have the regulatory powers.

Tropic Consulting will recommend several parcels of land for the Waste Transfer Station (tbc model). Should have consultant's document by January. Will be funding available around February.

NTG granted Wagait Shire Council \$400,000 several years ago to create a transfer station to the west of the PowerWater tanks.

Arafura Medical Clinic – can't currently justify a service in Wagait Beach but happy to consider in the future.

Tri-Star – looking to expand in the NT

Resolution No. 2021/182

That Council receives and notes the Action Sheet for the period 20 September to 15 October 2021.

Moved: President Neil White

Seconded: Cr Noeletta McKenzie

Vote: AIF

9. FINANCIAL REPORTS

9.1. September 2021 Reports Attached

- Cash Flow Statement
- Special Purpose Grants Report
- Balance Sheet including Financial Report and Notes
- Accrual Income and Expenditure Report

The CEO spoke to the financial reports and advised that their meeting last week, the Audit Committee picked up a discrepancy in the September reports between the budget and actuals. This is due to the timing of the receipt of some of the income, which means this income doesn't appear in the report at the time it has been predicted in the budget.

Cr McKenzie queried 2 different Microsoft subscriptions. The CEO explained that the subscriptions are different access levels; 1 for councillors (basic office 365) and 1 for office staff (Business 365, a higher level of subscription with access to more software).

9.2. Supplier Payment History

Date	Supplier	Particulars	NT Supplier	Interstate/O'seas
CHEQUE ACCOUNT				
7/09/2021	Payment: Fleetcare	Vehicle Lease		1,427.12
9/09/2021	Payment: I.R. 2000		\$1,500.00	
9/09/2021	Central Business Equipment	Photocopier usage	\$228.05	-
9/09/2021	Payment: Ian Manahan	Water CEO house	\$150.00	
9/09/2021	Wagait Beach Supermarket	Various, milk, fuel, catering seniors etc	\$384.54	-
9/09/2021	Payment: L.G.A.N.T.	Annual subscription	\$1,554.49	
9/09/2021	Payment: Ullrich Aluminium	Trestle & heavy duty plank	\$3,476.59	
9/09/2021	Payment: Harvey Distributors	Garbage bags & toilet paper	\$94.67	-
13/09/2021	Payment: Arjays	Road safety guard rails & barriers	\$150,394.97	-
15/09/2021	Payment: Pest Off	Pest control to council grounds & buildings	\$1,490.00	-
23/09/2021	Payment: Terracorp	Water tanks x 2	\$5,030.00	
27/09/2021	Central Business Equipment	Copy rental	\$174.41	-
27/09/2021	Payment: TIO	excess for building cladding damage	\$1,000.00	-
29/09/2021	Motor Vehicle Registry	Ute rego	\$781.75	-
29/09/2021	Payment: Power Water	Water card charges	\$94.83	-
29/09/2021	Payment: Colleen Fergusson	Catering Council meeting	\$150.00	-
29/09/2021	Payment: Colleen Fergusson	Catering Council induction	\$108.00	-
29/09/2021	Wagait Beach Supermarket	Various, milk, fuel, catering seniors etc	\$644.81	-
29/09/2021	Belyuen Community Government Council	R&M to works ute	\$303.60	-
29/09/2021	Payment: Encore Pilates & Wellness	Seniors Pilates & fitness classes	\$418.00	-

29/09/2021	Payment: Optus	Phones & internet		257.95
29/09/2021	Payment: Michele Hughes	August Accounting	\$1,672.00	-
29/09/2021	Pamela Wanrooy Exp Claim	Working with children	\$74.00	-
29/09/2021	Veolia Environmental Services	Rubbish Collections	\$6,878.75	
30/09/2021	Motor Vehicle Registry	Tractor rego	\$277.40	-

CREDIT CARD ACCOUNT				
2/09/2021	Payment: Xero	Software Subscription		\$92.00
7/09/2021	Payment: Microsoft	Software Subscription		\$94.60
8/09/2021	Microsoft	Software Subscription		\$83.49
9/09/2021	Payment: Harvey Distributors	trolley Bin Liners	\$82.04	
9/09/2021	Payment: Perforge	PCA clip grating clamps	\$21.00	
9/09/2021	Payment: Finlay's Stone	20-40 Hayes Creek Loud	\$220.00	
13/09/2021	Payment: Officeworks	Phone & accessories	\$576.04	
13/09/2021	City of Darwin	Dwn City parking	\$20.00	
13/09/2021	Payment: Uber	CEO travel	\$9.86	
13/09/2021	Payment: Officeworks	Copy paper etc	\$92.30	
16/09/2021	Lenovo	Computer accessories		269.01
17/09/2021	Adobe Systems Incorporated	Software Subscription		29.99
20/09/2021	Survey Monkey	Software Subscription		349.09
22/09/2021	Spot Trace	Ute GPS tracing		49.35
27/09/2021	Wash N Go	CEO Car wash	\$15.40	
30/09/2021	Payment: Garrards Pty Ltd	Cat Traps	\$325.67	
30/09/2021	Territory Plumbing Supplies	Plumbing supplies for water tanks	\$313.33	
30/09/2021	Payment: Bunnings	R&M for road repair & paint for Com Centre	\$300.28	

9.3. Councillor Allowances

The total payment to Councillors from 1 July 2021 to 30 September 2021 is \$1,482.34.

Resolution No. 2021/183

That Council receives and accepts the Financial Reports for the month of September 2021.

Moved: President Neil White

Seconded: Cr Noeletta McKenzie

Vote: AIF

10. AGENDA ITEMS

10.1. Financial Report for 2020-2021

Chair of the Audit Committee Clare Milikins, and accountant Noel Clifford from Auditors Nexia Edwards, attended the meeting by Zoom to present the 2020-21 Audited Financial Report.

Mr Clifford's presentation referred to the 2020/21 Audited Financial Report and Audit Completion Report. He generally described the council finances as healthy with an operating surplus in 2021 of \$62,873, mostly attributable to rates and charges. Previous years have been break-even so this is a positive development.

- The biggest cost factor is employee costs, consistent with past years.
- Due to significant time elapsed since assets had been valued, a large reduction in asset value was noted.
- Cash flow is showing a significant improvement with \$233,000 additional income
- Working capital ratio of 4; benchmark test of solvency is 1, therefore Wagait Shire Council is far from insolvent.

Mr Clifford advised that nothing came up during the audit that caused the auditors to revise their audit strategy or change their materiality in assessment scoping from the start of the audit process. Mr Clifford believes controls are appropriate and effective for an organisation of Wagait Shire Council's size, however made the following suggestions:

- Leave entitlement calculations currently don't include superannuation and should do.
- Recommend a quarterly tidy of the assets register.
- Further revaluation of infrastructure should be more regular (every 3 years) so that sudden major shifts in infrastructure asset values can be avoided.
- Create a new register for major transactions so they are adequately reported.
- A checklist for year-end processes would assist management going forward.

Mr Clifford thanked management for their help and support to audited staff.

Questions from Councillors:

- Note 6 under Receivables, significant increase in provision for impairment of receivables? *Response: Debtors much greater than 120 days, took up a provision against those as a conservative approach.*
- Every rate debt is recoverable as council can sell the land to recover costs, therefore is this worth noting as a liability? *Response: Time lapsed and other costs can still mean a loss to council. The Australian Accounting Standards mean debtors over 120 days must be stated.*

Ms Milikins noted the improvement in management's reporting and financial controls has been exponential. We now have clarity through reporting. Council is now taking out employee liabilities on a monthly basis, which will bring even more clarity. This significant improvement should be recognised by council.

Asset revaluation has not changed the underlying value of the asset; as they are unlikely to be sold, council should focus on maintaining the assets so that they maintain their use and value.

The depreciation of roads is a liability for council even though council doesn't own the roads. Council won't presently be able to cover the cost of roads without specific grants.

Roads are booked in the 2020/21 Audited Financial Report under Note 7 as 'Infrastructure at Cost' and are currently valued at \$13,707.

Council has done some work on being able to see the sustainability and viability looking at operational expenses, grants expenses, and liabilities (particularly in regards to roads). The Audit Committee can pull some additional ratios into the reports to bring more information to the council. This could work well with the planned work in the next period on risk mitigation.

Resolution No. 2021/181

That the Council resolve to adopt the Wagait Shire Council Financial Report for the year ended 30 June 2021, as required by Parts 14.1 and 14.2 of the Local Government Act 2019.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

10.2. Annual Report for 2020-2021

Pursuant to Parts 14.1 and 14.2 of the Local Government Act 2019 (the Act), Council must, on or before 15 November in each year, report to the Minister on its work during the financial year ending on the preceding 30 June. The attached Report outlines Council's performance against the 2020-2021 Wagait Shire Plan objectives and performance indicators. Images documenting Council's activities are currently being compiled and will be inserted to illustrate Council's programs and service provision during the reporting period.

Resolution No. 2021/184

That the Council resolve to adopt the 2020-2021 Annual Report for Wagait Shire Council, as required by Parts 14.1 and 14.2 of the Local Government Act 2019.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

10.3. Nomination for NT Heritage Council

LGANT is calling for nominees to the NT Heritage Council and this information was circulated to elected members on 22 September 2021 for consideration. This position is by Ministerial appointment and the term of the appointment will be up to 31 January 2023. The nominee will be endorsed at the LGANT Executive meeting in December 2021.

Council has received one nomination from Cr Peter Clee which is required to be endorsed by Council and CEO. As Cr Clee has a conflict of interest, he abstained from the voting.

Resolution No. 2021/185

That Council resolve to accept the nomination of Cr Peter Clee to the NT Heritage Council.

Moved: President Neil White

Seconded: Cr Noeletta McKenzie

Vote: AIF

10.4. Council Policy Alignment with Local Government Act

The implementation of the Local Government Act 2019 9 (*the Act*) and Regulations 2021 from 1 July 2021 requires Council to update policies in line with *the Act*, as referred to on the attached 'Cheat-sheet' provided by the Department Chief Minister and Cabinet.

At the Audit Committee meeting on 12 October, policies requiring additional new information to be added per *the Act*, as listed below, were reviewed, and a recommendation by Resolution 2021/171 was made for council to adopt them.

The Resolution 2021/171 also allowed for the remaining council policies not requiring content changes to be reviewed and updated with legislative references only and be presented directly for council approval.

- P04 Code of conduct – Elected Members (new)
- P05 Code of Conduct – Council Employees
- P08 Human Resource Policy
- P15 Council Meetings and Council Committee Meetings
- P17 Teleconferencing and Videoconferencing
- P22 Casual Vacancy on Council
- P27 Rates and Charges Policy
- P30 Privacy Policy
- P34 Elected Member Allowances
- P40 Procurement Policy

Resolution No. 2021/186

That Council adopt the following policies that have been updated to align with the Local Government Act 2019 and Regulation 2021:

- **P04 Code of Conduct – Elected Members**
- **P05 Code of Conduct – Council Employees**
- **P08 Human Resource Policy**
- **P15 Council Meetings and Council Committee Meetings**
- **P17 Teleconferencing and Videoconferencing**
- **P22 Casual Vacancy on Council**
- **P27 Rates and Charges Policy**
- **P30 Privacy Policy**
- **P34 Elected Member Allowances**
- **P40 Procurement Policy**

Moved: Vice President Tom Dyer

Seconded: Cr Noeletta McKenzie

Vote: AIF

10.5. P46 Council Verge Management Policy and Permit Application

P46 Council Verge Management Policy and the associated Permit Application was tabled at the August meeting of Council, with Council resolving to include a grandfather clause and refer back to the Audit Committee for further comment.

The policy was reviewed by the Audit Committee at their meeting on 12 October meeting and Resolution 2021/173 was made for council to adopt the policy with clarifications to the grandfather clause relating to specific applications. On review, CEO has found that a grandfather clause is not applicable to the ongoing management requirements for existing vehicular crossovers, drainage and other verge treatments under the new policy and has therefore been removed.

P06 Vehicular Crossovers and Drainage will be rescinded as the content of this policy is now included to P46 Council Verge Management Policy.

The Grandfather clause would have meant that any items existing prior to the new Verge Policy would not have to comply with the new policy. This would mean council would have no jurisdiction over these items. Grandfather clause was replaced in the policy with 4.5.5 re: items existing prior to 1 November 2021.

Resolution No. 2021/187

That Council note the recommendations by the Audit Committee and adopt the updated P46 Council Verge Management Policy without a grandfather clause and rescind P06 Vehicular Crossovers & Drainage Policy.

Moved: President Neil White

Seconded: Cr Peter Clee

Vote: AIF

10.6. P10 Sufficient Interest in the Record Policy

Under s230(a) Local Government Act 2019 and s48 Local Government (General) Regulations 2021, there is provision for requests for information held by council, known as sufficient interest in the record.

A draft of the new policy P10 Sufficient Interest in the Record was tabled at the Audit Committee meeting on 12 October and Resolution 2021/166 recommends that council adopt the policy for enabling access to council records where it is deemed appropriate by the CEO, with accommodation for a conflict of interest of the CEO.

A paragraph on this has been included in the In Camera section of this meeting. The new policy is the result of a request for council records.

Resolution No. 2021/188

That the Council adopt policy P10 Sufficient Interest in the Record.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

10.7. Council Asset Sale

Council has surplus office furniture and other aged assets that have been identified for replacement. CEO requests Council to authorise the disposal of the assets per the attached list, in accordance with P41 Asset Disposal Policy. An information sheet is attached with further details of the assets.

Due to current international trade issues, the vehicles may be worth more than originally thought. Vehicles listed below will not be sold until replacement vehicles have been purchased. The box trailer has not been used at all. The truck and utes cover all council's needs.

The office equipment has been written off through depreciation. A silent auction will be held for the sale of these items.

All funds from the sale of the below items will go into council's asset replacement reserve.

Resolution No. 2021/189

That Council authorises the CEO to dispose of the following items owned by council in accordance with P41 Asset Disposal Policy:

- | | |
|---|---|
| i) Hino Trip Truck (Rego 974016) | iv) Office desk and cabinet |
| ii) Kubota Tractor (Rego 953266) | v) Office credenza and bookshelves |
| iii) Box Trailer (unregistered) | vi) Stereo and cabinet |

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

Nil

12. QUESTIONS FROM THE PUBLIC WITH NOTICE

Nil

13. PETITIONS/DEPUTATIONS

Nil

14. UPCOMING EVENTS

14.1. 2021 Australia Day Council Regional Conference, 28-29 October 2021

The Office Manager, Pam Wanrooy, will be attending the Australia Day Regional Conference at Darwin Waterfront in preparation for Australia Day event. A community campaign to nominate locals for the awards will commence in late October and close in early November. Nominations will be reviewed and decided by Council at the November meeting.

14.2. LGANT AGM, GM and Conference, 3-5 November 2021

LGANT is holding the 2021 AGM and conference in Alice Springs. Council President and CEO will attend. PC also attending virtually.

14.3. Biannual Community Consultation, Saturday 13 November

Council resolved to have biannual open forums to consult with community on a range of current issues. An email was sent to councillors to 'save the date' for the next Community Consultation on Saturday 13 November 2021. The consultation should focus on a review of the 2021-22 Shire Plan and develop ideas for the 2022-23 Shire Plan.

CEO suggests a social media poll may be a good way to identify the topics that community may wish to discuss at the consultation and might include:

- Waste management strategy – bins, recycling, transfer station, pre-cyclone safety
- Local Area Planning – future needs of the community
- Coastal conservation – RUA, maintenance and use of access, occupational licenses
- Visitor management – what can be put in place for tourists?
- Roads and Verges – upgrades update and implementation of verge permits policy
- Water security – do we need to investigate reticulation again?

A poll or a blog would need to be administered. This is resource heavy.

Council needs to access different media to run polls as not everyone uses a single form of media (facebook, blog, direct email, etc).

15. LATE ITEMS AND GENERAL BUSINESS

15.1. Professional Development for Elected Members

Council has received correspondence from the Department Chief Minister and Cabinet (DCMC) regarding the mandatory training for elected members. Dates for the training must be provided to the DCMC by 29 October 2021. There are two essential courses and they will be delivered face-to-face by the DCMC. Both courses must be completed by August 2022.

Availability of council members – Thursday evenings are good. Weekends should be avoided.

15.2. 2022 Meetings Calendar

The Council, Committee and Community meeting calendar for 2022 has been finalised and is attached. Councillors and Committee members will be sent email calendar invitations to the meetings as relevant, and a copy of the 2022 Meetings Calendar will be made available on the council website.

15.3. Council Closure at Christmas 2021/New Year 2022

The CEO notifies council that the Council office will be closed for the Christmas and New Year holiday period from Friday 24 December 2021 and reopening on Tuesday 4 January 2022.

The CEO will not be in the community for this period and arrangements for an appropriate emergency contact during this period will be advised at the November meeting.

Resolution No. 2021/190

Council notes the closure of the Council office from Friday 24 December 2021 to Tuesday 4 January 2022, and that arrangements for an appropriate emergency contact for this period will be confirmed at the November meeting.

Moved: President Neil White

Seconded: Cr Noeletta McKenzie

Vote: AIF

16. IN-CAMERA ITEMS

Resolution No. 2021/191

That Council close the meeting to the general public in accordance with section 99(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (General) regulation Division 2;

- 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: Vice President Tom Dyer

Seconded: Cr Peter Clee

Vote: AIF

At 9.31pm Council closed the meeting to the general public.

Resolution No. 2021/192

That Council re-open the meeting to the general public in accordance with section 99(1) of the Local Government Act.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

At 9:57 pm Council opened the meeting to the general public.

17. DATE OF NEXT MEETING

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

18. CLOSE OF MEETING

The Chair declared the meeting closed at 9.57 pm.