



WAGAIT SHIRE COUNCIL

DRAFT MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 17 JANUARY 2023**

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1. OPENING OF MEETING

Councillors: President Neil White
Vice President Tom Dyer
Cr Michael Vaughan
Cr Peter Clee
Cr Sarah Smith

Staff: CEO, Renita Glencross

1.1. Address by Chair and President

The President makes an acknowledgment of country and 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

Resolution No. 2023/001
That the apologies of Vice President Tom Dyer be accepted.
Moved: Cr Peter Clee
Seconded: Cr Michael Vaughan
Vote: AIF/Carried

2. DECLARATION OF INTERESTS

The President asks councillors if they have read the agenda papers and wish to declare any conflicts.

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 15 November 2022

Resolution No. 2023/002
That the Minutes of the Ordinary Meeting of Tuesday 15 November 2022 be confirmed by Council as a true and correct record.
Moved: Cr Peter Clee
Seconded: Cr Sarah Smith
Vote: AIF/Carried

3.2. Matters arising from Minutes of Council Meeting Tuesday 15 November 2022

Minutes for the Special Meeting of Council held on 14 December 2022 will be reviewed at the in-camera session of this meeting.

4. GUESTS – James Sheridan JLT

In November 2022, James led a Risk Management workshop with Wagait Shire Council staff which reviewed key risks and the management structures that council has in place to reduce vulnerability and increase resilience. James presented an overview of the good governance and risk management relationship to council that included elements of the workshop and the councils approach to managing risk, as well as how to read risk information reports and ask informed questions.

After the presentation, CEO confirmed with council that Risk Management progress reports would be provided to both the Audit Committee and council every six months.

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 16 October to 11 November 2022.

5.1 Inwards Correspondence

Date	From	About	
18/11/2022	Resident	Complaint: Pothole WTR and Forsyth Road	email
14/11/2022	Various contractors	Superannuation contributions for contractors	email
22/11/2022	Grants NT	Alcohol and Other Drugs Youth Grants 2022/23 application for Youth Program 2023 has been successful for funding amount of \$20,000.00	email
22/11/2022	NT Grants	Notice of Payment related to application FARD2300016 Financial Assistance Grants - Roads - 2022-2023	email
18/11/2022	Foundation for Rural & Regional (FRRR) Grants	Acquittal letter - FRRR Program - Strengthening Rural Communities - Wagait Youth Program	email
29/11/2022	The Cities Power Partnership Team	Certificate of Membership - Joining the Cities Power Partnership	email
29/11/2022	Australia Day Council	Australia Day Community Grants programme approved for the amount of \$2,500.00.	email
5/12/2022	Office of the Hon Selena Uibo MLA	Letter regarding water supply services to the Wagait Community	email
5/12/2022	Grants NT	Grant Outcome - Tourism Town Asset Program Round Two (resurface outdoor court and solar lighting for council carpark and Cloppenburg Park)	email
5/12/2022	NT Government	T21-2063A - Addendum 2 - Darwin Region - Mandorah Design and Construct New Marine Facilities to Service Mandorah	email
5/12/2022	LGANT	Seeking Nominations - NT Grants Commission and Neighbourhood Watch NT - closes 22 December 2022	email
5/12/2022	LGANT	NT Youth Strategy 2023-2030	email
12/12/2022	Northern Territory Tourism NT	Tourism Town Asset grant agreement - extension of project to 31 May 2023.	email
13/12/2022	DIPL	Mandorah Jetty planned maintenance - December 2022	email
19/12/2022	Dept of Chief Minister and Cabinet	Procedural Fairness in Deciding Code of Conduct Complaints	email
19/12/2022	Grants NT	Letter Grant Agreement - International Women's Day	email
19/11/2022	Citizenship and Multicultural Affairs	Australia Day 2023 - Changes to the Australian Citizenship Ceremonies Code	email
3/01/2023	NT Electoral Commission	2022 Wagait Shire Council by-election report (draft)	email
3/01/2023	Grants Admin DoH	Executed Grant Funding Agreement	email
09/01/2023	Minister Moss	Notification of International Women's Day Grant 2023	email

5.2. Outwards Correspondence

Date	From	About	
14/11/2022	CEO Climate Change	Letter - joining the Cities Power Partnership	email
16/11/2022	3 x Residents	Overdue rates notice	mail/email
23/11/2022	33 invitations	Christmas Party 2022	email
23/11/2022	Request for quotes	Wagait Shire Council RFQ!2022-05 Repurpose Shed - 50 Forsyth Road	email
25/11/2022	Grants NT	Alcohol and Other Drugs Youth Grant 2022/23 registration.	email
29/11/2022	NT Grants	NTGC Annual Return of Local Government Information	email
29/11/2022	Australia Day Council	Australia Day Community Grant - acceptance of offer	email
13/12/2022	The Hon Eva Lawler MLA	Letter - Wagait Beach Roads, Water Reticulation and Local Area Planning	email
13/12/2022	4 x applicants	Request for Interview - WSC Admin Officer (Casual)	email
15/12/2022	LGANT	NT Grants Commission & Neighbourhood Watch NT - Peter Clee	email
16/12/2022	Megan Giles, Senior Commissioning Officer	Grant Agreement - Youth Program 2023	email
19/12/2022	Crown Land	Consent for works at 50 Forsyth Road (Section 110 Hundred of Bray)	email
9/01/2023	Kenbi Rangers	Abandoned vehicle on Harney Beach	email
09/01/2023	Minister Moss	Acceptance of International Women's Day Grant 2023	email
10/01/2022	DIPL - Emma Williams	Mandorah Jetty Project audit - tender currently open until 8 February 2023	email
10/01/2022	Valuations	December Wagait Reconciliations 2019 & 2022 and Wagait Valuation Roll 2022	email

Resolution No. 2023/003

That Council receives and notes the Inwards and Outwards correspondence reports for the period since the November 2022 Council meeting be accepted.

Moved: Cr Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

6. COUNCILLORS' REPORTS

6.1 President's Report

Please see Presidents Report attached.

Resolution No. 2023/004

That Council receives and notes President Neil White's report for the period 14 November 2022 to 13 January 2023.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF/Carried

7. OFFICERS' REPORTS

7.1. CEO Report for the period 14 November 2022 to 13 January 2023

Staff, HR, PD & Training	<ul style="list-style-type: none"> • Staff Leave Taken ; RG (AL x3); PW(AL x3, RDO x1); FC (AL x4); HP (nil); • Exit interview with GZ conducted by CEO • Recruitment for Works Manager, Works & Services Assistant ; completed • Recruitment for Admin Officer casual (Ron McCullough) ; completed • Recruitment for Sports & Active-Recreation Manager, Youth Dev Officer ; in progress • Records Management (FC, PW) ; 14 Feb • CEO APR in progress
WHS	<ul style="list-style-type: none"> • Staff Toolbox meetings x6 • Staff WIP meetings x8 • NT WorkSafe/Recouvre/GIO insurance WC claims and return to work • Nil staff incidents to report
Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President weekly catchups x6 • CMC Top End Regional Coordination committee ; Mon 28 Nov • TOPROC-AMRG ; 7 Dec • JLT Risk Management Workshop follow-up ; 8 Dec • Council > Australia Day nominations ; 13 Dec • TOPROC ; 16 Dec • Belyuen CEO ; Waste Strategy, Aged Care services and other possible collaborations & strategies for 2023 ; 9 Jan • Correspondence with DIPL-CLO regarding RUA contract & OL for beach accesses • Correspondence with DIPL-CLO regarding S226 remediation • Correspondence with DIPL and EPA re ReDiscovery Centre at Clop Park • Correspondence with Sealink re reference group meeting • Correspondence with JLT • Correspondence with Skate Park designer <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident concerns & enquiries regarding S226 drainage easement • Resident enquiries for group use of Community Centre for exercise classes
Actions	<p><u>Governance</u></p> <ul style="list-style-type: none"> • Preparation of agenda & minutes for WSC mtg • Preparation of agenda & minutes for Emergency Committee mtg • Review of asset management policies and procedures • Research for cat management community campaign, policy and bylaws • Follow up on actions for Audit Committee • Preparation of 2023 Community Fund documents (opened 1 Dec) • JSEA's for Jetty-Wash and Hard-Waste compound finalised • Research and development of NT Disability Action Plan contributions • Review of Work Health & Safety Manual <p><u>Active Recreation Programs</u></p> <ul style="list-style-type: none"> • Youth Program: pop-ups continued with Youth Program Officer through November and December. Christmas party was a huge success. School holiday program arrangements for January are in progress. Planning for 2023 Youth Program and Youth Week are underway.

	<ul style="list-style-type: none"> Seniors Program: Weekly Yoga and Pilates continued until just before Christmas and both are well attended. Sessions will recommence in late January. Cooking Class on 30 Nov and Christmas party at Cox Club on 22 Dec both well attended. Planning for the 2023 program is currently underway.
Actions	<p><u>Current Procurement</u></p> <ul style="list-style-type: none"> LCRI phase 3 - Skate-park & Pump-track design and construct stage 1 (\$50k) ; final design completed pending construction staging & final QS ; earthworks for pump-track to commence in Feb-March 2023. DLGRD (CMC) WaRM #2 - Design & Construct for Re-Discovery Centre (\$75k) preparation of tender documents ; tender closed Tourism Town Assets - refurbish sport court (\$30k) and & solar lights (\$50k) ; services & assets procured for delivery April-May 2023. <p><u>Current Special Purpose Grants Applications Pending/Current</u></p> <ul style="list-style-type: none"> Alcohol & Drug program 2023; Wagait Youth Leadership Program (\$20k), successful LCRI-P3 ext; TBC (\$30k) most likely roads/verge maintenance, court fence WaRM #3; TBA (\$75k) most likely ReDiscovery centre, glass crusher, equip Youth-Vibe School Holiday program (\$4k), successful Tourism Town Asset program; solar lights (\$50k), successful International Women's Day (\$3k), successful Australia Day (\$2.5k), successful Strong and Resilient Communities (SARC); Women's program 2023-25 (\$360k) Youth Week 2023; Film Festival (\$2k), pending PIF ; Tipper-truck (\$110k), Cloppenburg Park Exercise Station (\$150k), pending CBF ; Skate Park Stage 2 (\$200k) <p><u>Reporting</u></p> <ul style="list-style-type: none"> Remote Sport Program - mid-year report in progress & meeting end Jan LRCI - all phases progress reports/ variations in progress due end Jan AOD - 2022 Youth Program acquittal due end Jan WaRM #1; tractor procurement and waste strategy (75k) acquitted 28 Nov FRRR - skate-sessions (\$6k) acquitted 22 Nov Preparation of documents for CAL accreditation <p><u>Public Communications</u></p> <ul style="list-style-type: none"> Council e-newsletter (November, December, January) Community updates (Recruitment, Cyclone Watch) <p><u>Community Events</u></p> <ul style="list-style-type: none"> International Men's Day ; 23 Nov Seniors cooking class ; 30 Nov 6-9pm Kids Xmas party ; Fri 16 Dec 6-9pm Volunteers Xmas party ; Tues 20 Dec Seniors Xmas party ; Thurs 22 Dec Australia Day ; Wed 26 Jan NBN Cyber-safety morning tea ; Thurs 9 Feb

7.2. Works Manager's Report for the period 14 November 2022 to 13 January 2023

Staff/HR, PD & Training, WHS	<ul style="list-style-type: none"> Leave - GZ (AL x6, RDO x2); RR (RDO x2) Recruitment for Works team – Rowan Roberts and Jim Allcorn Ongoing work plans for casual staff inc. Youth Dev Officer Incidents > NIL
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Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x 6
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 27 • Water Samples x 5 • Imaluk water compound maintenance (weed control, mow and snip) <p><u>Jetty Maintenance (contract works)</u></p> <ul style="list-style-type: none"> • Jetty wash x 27 • Jetty carpark verge maintenance (weed control, mow and snip) x 3 • Boat ramp algae removed x 1 • Jetty landing barnacles removed • Jetty grates wired down <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 16 and burn x 2 • Council bins in, out & cleaned weekly x 48 • Clean up at hard-waste compound ongoing <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x 3 • Several wandering dogs reported and followed up <p><u>Environmental Management & Maintenance</u></p> <ul style="list-style-type: none"> • Cloppenburg Park daily monitoring & monthly bore reporting • Mowing at Council Grounds, Cloppenburg Park, WTR beach access • Glyphosate distribution to residents and Belyuen CGC • RUA weed map and plan finalised • Road & verge clean up after storm damage (7 truckloads) <p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Weed poisoning and removal from verges & drains throughout the estate • Vehicle crossover rehabilitation for properties on Massey St • Repaired potholes WTR, Forsyth & council access road <p><u>Vehicle and Plant</u></p> <ul style="list-style-type: none"> • Box Trailer and Kubota mower rego checks and licenses • ATV Quad replaced carburettor and battery, collected from mechanic • High pressure hose and pump maintenance <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none"> • Assisted with set up for council Christmas events • Planning for Australia Day event

Resolution No. 2023/005
That council receives and accepts the Officers reports for 14 November 2022 to 13 January 2023.
Moved: President Neil White
Seconded: Cr Sarah Smith
Vote: AIF/Carried

8. ACTION SHEET for the period 14 November 2022 to 13 January 2023

Item	Res No	Resolution	Meeting Date	Status
1	None	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.
			12/11/2021	Update provided by PW on 11 Nov including drawings, no timeline on project commencement.
			14/01/2022	Project to upgrade and seal road and turn-around commenced mid-Dec and was completed before Christmas. Schedule for upgrades to tank and flow capacity are yet to be advised.
			11/03/2022	Director Water Security, Penny Renc, attended the January council meeting via videoconference to present the NT Water discussion paper and respond to council enquiries regarding the public water supply in WB. Ms Renc advised that while there is plenty of artesian water in the peninsula, infrastructure costs to extract and reticulate are prohibitive due to the very low pressure. At the February council meeting a resident presented concepts for watertank subsidies (grants) as offered in other jurisdictions. Council to follow up with NTG/MLA.
			13/05/2022	Power-Water tank-cleaning activity at the facility on 5 May ; further upgrades to UV filter flow to tank and increased header tank capacity discussed with PW. CEO has discussed watertank subsidies (grants) with DCMC.
			16/09/2022	No further update from PW regarding upgrades to compound.
			10/11/2022	Council has contributed to the NTG consultation regarding economic regulatory reform for water and sewerage. See agenda item 10.2
			13/01/2023	Letter received from Minister Uibo regarding PW intentions for future development; and written to Minister Lawler on same.
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 DIPL Crown Land Estate (CLE) 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 Hault 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 again unsuccessful however NTES have been advised to work with us to create an LEP. CEO met with Department Environment, Parks and Water Security (DEPWS) regarding RUA and a proposal for Council to assume responsibility has been suggested. Locks replaced at 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.	
		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.	
		12/11/2021	CLE has confirmed 5 yr occupational lease for Imaluk Beach access on Erickson Crescent. A follow up meeting with LCE and DEPWS to discuss other leases has been scheduled for end November.	
		14/01/2022	Meeting with DIPL/CLE and DEPWS to continue discussion has been proposed for 20 January.	
		11/02/2022	CLE advise DIPL have no record of boat access at Imaluk/Erickson. Public Access is subject to occupational license held by council. Further meetings pending advice from DEPWS.	
		14/04/2022	DEPWS advise the boat access and carpark are a DIPL asset and is arranging for stakeholder meeting (DIPL, CLE, DEPWS, Bushfires NT and Council) to discuss access, protection and hazard burning for 2022. Date TBA.	
		12/08/2022	Correspondence to DEPWS and DIPL-CLO to request meeting regarding RUA access gate & maintenance has had no response. CEO has approached DCMC for support to find Department contacts and progress issues. Also raised at TERCC meeting 03/08/22.	
		16/09/2022	Further correspondence with DCMC and DIPL-CLO and raised again at TERCC meeting 13/09/2022; resulted in CLO visit & tour of beach access and RUA disturbance on 16/09/22. Further meetings with DEPWS & CLO planned.	
		14/10/2022	DIPL-CLO have requested management services for RUA to be quoted. Occupational licenses for Erickson and Baluria access carparks are being considered, with other safety and vehicle control measures.	
		11/11/2022	Council has received approval for the quote to deliver monitoring and weed management services in the RUA.	
		13/01/2023	RUA weed map and plan completed. Action to remove mission & gamba grasses commencing January and neem trees in March-April prior to flowering. Preparation of documents required for occupational licenses on Baluria and Erickson beach carparks has commenced.	
3		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; communicated to community through the newsletter and notices at the WB Supermarket.
			15/01/2021	Meeting 19 November with Top End Health RM, Belyuen Health Services staff, Council members and WB residents. Top End Health RM advise that Belyuen cannot provide additional services to WB and the outreach arrangements stand. A flyer has been received from Top End Health for distribution.

12/02/2021	CEO has secured solution for 'Community Wi-Fi' 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 Wi-Fi' network was installed at the Community/Health Centre on 15 April, connection pending. Local Aged Care client & WB resident raised concerns with COVID vaccine rollout, to be raised at Community meeting 24 April as awareness for overarching health issue.
14/05/2021	Community Wi-Fi 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. EoI call out for nominees to new Regional Community Engagement Group.
16/09/2021	Meeting with Aged Care to discuss 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 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.
14/01/2022	DoH Remote Health Unit recommenced COVID-vax-clinic on 23 December and will reschedule monthly as long as there is demand.
10/02/2022	DoH Remote Health Unit COVID-vax-clinic assisted over 50 residents on 20 January and 20+ on 10 February.
11/03/2022	DoH Remote Health Unit COVID-vax-clinic attended WB on Thursday 17 March, with 10+ residents attending. Belyuen Clinic upgrades are noted in NTG Infrastructure Plan for 2022-23, CEO to follow up and confirm if this might change the capacity to service WB as well.
05/05/2022	DoH Remote Health Unit COVID-vax-clinic attended WB on Thursday 5 May, with 15+ residents attending.
12/08/2022	CEO raised WB Health Centre support & staff issue with DoH and Territory Families at TERCC meeting 03/08/2022. DoH advised it is a (legacy) services planning issue and Belyuen clinic upgrades are for triage/emergency and will not increase capacity for outreach services.
16/09/2022	Raised at TERCC meeting 15/09/2022 as a priority issue affecting community wellbeing and safety.
08/11/2022	Raised in correspondence with CMC and in the NT Disability Strategy Action Plan as a priority issue affecting community safety. See agenda item 10.3
13/01/2023	NFR

Resolution No. 2023/006

That council receives and accepts the Officers reports for 14 November 2022 to 13 January 2023.

Moved: Cr Michael Vaughan

Seconded: Cr Peter Clee

Vote: AIF/Carried

9. FINANCIAL REPORTS

9.1. November 2022 Reports

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

9.2. November 2022 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/11/2022	Nexia Edwards Marshall NT - Audit of Wagait Shire Council's financial statements for FY22	\$4,648.70	
1/11/2022	Water to CEO house	\$150.00	
1/11/2022	Wagait Beach Supermarket - Tissues for office	\$2.89	
1/11/2022	Wagait Beach Supermarket - Council meetings - milk	\$24.37	
1/11/2022	Wagait Beach Supermarket - Council meetings - biscuits	\$8.88	
1/11/2022	Wagait Beach Supermarket - Battery for Community Centre - Defib	\$6.90	
1/11/2022	Wagait Beach Supermarket - Small engine - unleaded fuel	\$36.34	
1/11/2022	Wagait Beach Supermarket - Small engines - unleaded fuel	\$17.75	
1/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$12.45	
1/11/2022	Wagait Beach Supermarket - CEO fuel	\$130.35	
1/11/2022	Wagait Beach Supermarket - Seniors Dinner - ice	\$15.00	
1/11/2022	Wagait Beach Supermarket - Cards - Senior's program	\$5.50	
1/11/2022	Wagait Beach Supermarket - Ice - Darwin Harbour Clean-up	\$10.00	
1/11/2022	Wagait Beach Supermarket - Drinks for Councillor Meeting Cr Sarah Smith induction	\$71.98	
1/11/2022	Wagait Beach Supermarket - Biscuits - Senior Games - Meetings	\$8.88	
1/11/2022	Wagait Beach Supermarket - Milk - Seniors Games - meetings	\$7.99	
1/11/2022	Wagait Beach Supermarket - Council meeting - milk	\$4.65	
1/11/2022	Wagait Beach Supermarket - Insect repellent - workshop	\$10.89	
1/11/2022	Wagait Beach Supermarket - Ute - fuel	\$159.87	
1/11/2022	Wagait Beach Supermarket - Works Ute - fuel	\$275.90	
1/11/2022	Wagait Beach Supermarket - Small engines - fuel	\$44.12	
1/11/2022	Wagait Beach Supermarket - Fuel for generator - Diesel	\$591.01	
1/11/2022	Wagait Beach Supermarket - Tractor - Fuel	\$97.00	
1/11/2022	Wagait Beach Supermarket - Mower - fuel	\$16.40	
1/11/2022	Wagait Beach Supermarket - Small engine fuel	\$15.83	
1/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$17.80	
1/11/2022	Wagait Beach Supermarket - CEO - fuel	\$375.42	
1/11/2022	Wagait Beach Supermarket - CEO fuel	\$116.45	
1/11/2022	Wagait Beach Supermarket - Ice for Youth Cooking class and movie night	\$15.00	
1/11/2022	Wagait Beach Supermarket - Ice - Halloween Party	\$20.00	
1/11/2022	Wagait Beach Supermarket - Council Meetings - milk	\$20.84	
1/11/2022	Wagait Beach Supermarket - Workshop - spray bottle	\$4.85	
1/11/2022	Wagait Beach Supermarket - Works Ute - fuel	\$264.70	
1/11/2022	Wagait Beach Supermarket - Small engines - fuel	\$57.03	
1/11/2022	Wagait Beach Supermarket - Blower - fuel	\$8.99	
1/11/2022	Wagait Beach Supermarket - Small engines - unleaded fuel	\$28.90	
1/11/2022	Wagait Beach Supermarket - Tractor - fuel	\$98.90	
1/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$22.35	
1/11/2022	Wagait Beach Supermarket - CEO - fuel	\$225.98	
1/11/2022	Wagait Beach Supermarket - Skateboard session - bread	\$12.48	

1/11/2022	Wagait Beach Supermarket - Skateboard session - ice	\$10.00	
1/11/2022	Wagait Beach Supermarket - Skateboard session - food	\$23.43	
2/11/2022	Central Business Equipment - Copy and printing charges	\$322.48	
2/11/2022	CBA - Merchant fees		\$61.06
2/11/2022	CBA - Merchant fees		\$122.13
3/11/2022	Yoga classes for seniors	\$408.00	
4/11/2022	RDO Equipment - Replace of door to John Deere Tractor	\$1,402.95	
7/11/2022	Fleetcare - CEO vehicle leasing		\$1,427.12
8/11/2022	Harvey Distributors - 2 carton Livi (Harvey) 2 ply toilet roll (400 x 48)	\$88.88	
8/11/2022	Harvey Distributors - 2 carton SCA Roll Towel 90M (2187951) ctn 16 (02000)	\$77.20	
8/11/2022	Harvey Distributors - 1 x EC4 Glass Cleaner 5 litre	\$30.09	
8/11/2022	Harvey Distributors - Harvey Spice Disinfectant 5L	\$59.86	
8/11/2022	Harvey Distributors - 1 x Durawipes roll 45M/90M Yellow HW030Y	\$29.65	
8/11/2022	Power Water - Water swipe card	\$25.29	
9/11/2022	Norsign - Credit for \$81.84 CN99463803	\$81.84	
9/11/2022	Norsign - Community Centre and Health Care Clinic sign	\$157.41	
10/11/2022	Belyuen Community Government Council Store - Risk Management Meeting	\$42.50	
11/11/2022	Veolia Environmental Services - Credit note for Veolia invoice no. 2800274194		-\$702.37
14/11/2022	Yoga classes for Seniors	\$508.00	
14/11/2022	Wagait Beach Supermarket - Territory Day - fireworks	\$10.00	
14/11/2022	Wagait Beach Supermarket - Newspapers - 25/1/22 to 17/3/22)	\$131.00	
14/11/2022	Wagait Beach Supermarket - Council Meetings - milk	\$13.85	
14/11/2022	Wagait Beach Supermarket - Spray	\$6.75	
14/11/2022	Wagait Beach Supermarket - Works Ute - Diesel	\$289.83	
14/11/2022	Wagait Beach Supermarket - Works Ute - fuel	\$162.00	
14/11/2022	Wagait Beach Supermarket - Tractor - fuel	\$64.75	
14/11/2022	Wagait Beach Supermarket - small machinery - unleaded fuel	\$17.93	
14/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$55.92	
14/11/2022	Wagait Beach Supermarket - Small engines - fuel	\$14.05	
14/11/2022	Wagait Beach Supermarket - CEO - Fuel	\$212.56	
14/11/2022	Cleaning products	\$27.05	
15/11/2022	Design of 2 x cat posters and Digital design workshop facilitator	\$400.00	
15/11/2022	CBA - Commbiz fees		\$7.55
15/11/2022	CBA - Commbiz fees		\$0.31
18/11/2022	Ferry Ticket	\$108.00	
21/11/2022	Optus - phone, internet		\$125.00
21/11/2022	Optus - mobile phone charges		\$215.20
21/11/2022	Repairs to Kubota mower	\$100.00	
25/11/2022	Council meals - 25 November 2022 Council Meeting	\$108.00	
28/11/2022	Curby's (NT) Pty Ltd - Medallion, Ribbon, Engraved plate - Australia Day Fun Run 2023	\$82.50	
28/11/2022	Motor Vehicle Registry - Registration renewal - CC57OG - Green mower	\$161.00	
28/11/2022	Motor Vehicle Registry - Registration renewal - CC57OG - Green mower	\$180.15	
28/11/2022	Central Business Equipment - Rental charges for Photocopy Machine	\$174.41	
30/11/2022	L.G.A.N.T. - Registration for LGANT Convention November 2022	\$1,400.00	
30/11/2022	GIO Workers Compensation Claims	-\$374.55	
30/11/2022	Santa bags for Children's Christmas party	\$24.00	
30/11/2022	Senior's Yoga classes	\$200.00	
CREDIT CARD - CEO			
1/11/2022	Xero - monthly subscription		\$124.00
3/11/2022	Encore Pilates & Wellness - Seniors Pilates classes - online	\$79.00	
6/11/2022	Microsoft - Monthly subscription		\$94.60
6/11/2022	Microsoft - Monthly subscription		\$108.24
8/11/2022	Officeworks - Engraved name badges	\$44.00	
9/11/2022	Palmerston Lions Club - Christmas cakes for Christmas activities	\$85.00	
11/11/2022	Copytime - Books wire bound	\$69.00	
11/11/2022	Woolworths - Fruit for Community Meeting	\$12.00	

11/11/2022	Woolworths - Chiller bag	\$2.49	
14/11/2022	City of Darwin - CEO parking - city of Darwin	\$20.00	
14/11/2022	Adobe Systems Incorporated - Monthly Subscription		\$18.69
15/11/2022	Australia Post - Postage envelopes (post-paid) x3	\$32.97	
16/11/2022	NT News - 2021-2022 Annual Financial Report - Advertisement	\$745.00	
16/11/2022	Officeworks - Office stationery	\$32.84	
17/11/2022	Uber - Uber fees - CEO and President to attend LGANT Meeting	\$14.68	
17/11/2022	NT Police, Fire & Emergency Services - Working with Children- Alan Jones	\$7.00	
18/11/2022	Vintage Cellars - Drinks for Xmas party	\$120.00	
18/11/2022	Adobe Systems Incorporated - Monthly subscription		\$29.99
23/11/2022	Coles - Food for International Men's Day	\$111.80	
23/11/2022	Beta Coolalinga Butchers - Meat for International Men's Day	\$71.67	
23/11/2022	Puma - CEO fuel	\$134.84	
CREDIT CARD			
3/11/2022	RDO Equipment - Isolator for tractor	\$182.03	
4/11/2022	Supercheap Auto - Grease gun 450g trigger type		\$93.99
4/11/2022	Airpower - Belts for Kubota mower x4	\$575.46	
8/11/2022	Belyuen Community Government Council - Cyclone preparation - diesel	\$399.00	

9.3. December 2022 Reports

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

9.4. December 2022 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/12/2022	Power Water - Water swipe card usage	\$18.86	
1/12/2022	EASA Inc - EAP Counselling Session from 16th to 30th November 2022	\$235.00	
1/12/2022	GIO Workers Compensation Claims - John Notais Medical reimbursement	-\$252.00	
2/12/2022	Central Business Equipment - Copy charges - photocopy machine	\$207.99	
2/12/2022	CBA - Merchant fees		\$95.91
2/12/2022	CBA - Merchant fees		\$29.50
5/12/2022	Alloy & Stainless Products - 5 sets of Kubota Blade mower blades		\$486.66
5/12/2022	GIO Workers Compensation Claims - John Notais Medical reimbursement	-\$146.00	
7/12/2022	Seniors cooking class - food and Sea Link	\$166.20	
7/12/2022	Seniors cooking class	\$400.00	
7/12/2022	Power Water - Water swipe card	\$53.16	
7/12/2022	Fleetcare - CEO vehicle lease	\$1,427.12	
8/12/2022	Rego inspection for box trailer	\$110.00	
9/12/2022	NT Electoral Commission - 2022 Wagait Shire By-Election	\$8,533.47	
13/12/2022	Councilwise - Licencing - CouncilWise Property and Rating annual licence	\$10,395.00	
13/12/2022	Raffle Tickets - Seniors Xmas party	\$5.49	
13/12/2022	Presents - Children's Xmas party	\$24.90	
14/12/2022	Pumps and Pressure Cleaner Repairs NT - Pressure pump - supply and fit	\$860.20	
15/12/2022	Curby's (NT) Pty Ltd - Australia Day - Cricket bat engraving	\$25.00	
15/12/2022	CBA - Commbiz fees		\$1.08
15/12/2022	CBA - Commbiz fees		\$10.32
16/12/2022	Volunteer Christmas Party - 20 December 2022	\$990.00	
16/12/2022	Wigg Plumbing - Waste Water Treatment - Forsyth Road (Sports Ground)	\$242.42	
20/12/2022	Optus - Optus phone/fax/internet	\$149.20	
20/12/2022	Optus - Optus mobile charges	\$191.00	

21/12/2022	Balanced Choice Program - Balance Choice 2 hours session 28/11 and 7/12 2022	\$660.00	
21/12/2022	Donald Cant Watts Corke (DCWC) - Supply a QS for the concept design (WRM#2)	\$1,650.00	
28/12/2022	Central Business Equipment - Rental charges for Photocopy Machine	\$174.41	
CREDIT CARD - CEO			
1/12/2022	Coles - Xmas festive crackers for Seniors Xmas party	\$75.00	
1/12/2022	Bunnings - PPE supplies	\$82.88	
1/12/2022	TR Telecom - Satellite phone charges	\$295.00	
2/12/2022	Xero - Monthly subscription		\$124.00
2/12/2022	WSB Distributors - Hose clamp and spot jet spray gun	\$83.82	
5/12/2022	Encore Pilates & Wellness - Online Pilates	\$79.00	
6/12/2022	Microsoft - Monthly subscriptions		\$94.60
6/12/2022	McAfee - Secure VPN and Virus protection and security		\$204.95
6/12/2022	Microsoft - Computer services subscription		\$108.24
7/12/2022	Mister Minit - Engraving on tools (gift for G Zikan)	\$30.00	
7/12/2022	Alfreds Pty Ltd - Tools (gift for G Zikan)	\$259.00	
8/12/2022	Coles - Food for meetings (G Zikan morning tea)	\$101.94	
9/12/2022	City of Darwin - Parking - City of Darwin	\$20.00	
9/12/2022	Motor Vehicle Registry - Trailer Registration - TF8536	\$75.80	
9/12/2022	Motor Vehicle Registry - Trailer Registration - TF8536	\$58.00	
13/12/2022	Woolworths - Seniors Xmas Party - Icecream and custard	\$21.80	
13/12/2022	Woolworths - Seniors Xmas Party - Custard	\$19.50	
13/12/2022	Woolworths - Hand wash - cleaning	\$9.00	
13/12/2022	Adobe Systems Incorporated - adobe subscription		\$18.69
13/12/2022	Officeworks - Stationery - office	\$237.22	
13/12/2022	Woolworths - Biscuits for council meetings	\$13.00	
13/12/2022	Woolworths - Food for Children's Xmas Party	\$101.22	
13/12/2022	Kmart - Children's gifts for Christmas party	\$367.50	
16/12/2022	Adobe Systems Incorporated - Adobe monthly subscription - photoshop		\$29.99
19/12/2022	EG Fuel - CEO fuel	\$133.62	
21/12/2022	TR Telecom - Satellite phone subscription	\$150.00	
21/12/2022	Sushi Izu - Food for Staff Christmas party	\$115.00	
22/12/2022	Cox Country Club #49794402 - Seniors Xmas lunch	\$1,471.50	
CREDIT CARD			
5/12/2022	Fulton Hogan - 10 x buckets of cold asphalt mix	\$880.00	
5/12/2022	Puma - Adaptor pin plug for trailer	\$12.95	
5/12/2022	Belyuen Community Government Council - Works Ute fuel	\$120.00	
5/12/2022	Cadillac Transport Repairs - Repairs to tipper-truck	\$264.35	

9.5. Councillor Allowances

The total year-to-date payment to Councillors from 1 July 2022 to 13 January 2023 is \$2250.72

9.4. CEO Declaration

That, to the best of the CEO's knowledge, information, and belief:

- i) The internal controls implemented by the council are appropriate; and
- ii) The council's financial reports best reflect the financial affairs of the council.

Resolution No. 2023/007

That Council receives and accepts the Financial Reports for the month of November and December 2022.

Moved: Cr Sarah Smith

Seconded: President Neil White

Vote: AIF/Carried

10. AGENDA ITEMS

10.1. Guideline 7 – Procedural Fairness in Deciding Code of Conduct Complaints

A new local government guideline has been endorsed by the Minister for Local Government and provided to all NT councils, which provides guidance to help councils and the public ensure that the Code of Conduct complaints are handled in accordance with the principals of procedural fairness (natural justice). The Guideline can be provided to complainant and respondent on commencement of the complaint process, to enhance understanding of all parties.

Resolution No. 2023/008

That Council receive and note the Local Government Act 2019 Guideline 7 – Procedural Fairness in Deciding Code of Conduct Complaints.

Moved: President Neil White

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

10.2. Policy Development

The following policies have been reviewed according to regular council procedure and updated for your review and consideration:

- Employee Assistance Program

Resolution No. 2023/009

That Council receive and accept the following updated council policies:

- Employee Assistance Program

Moved: President Neil White

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

10.3. Disposal of Council Assets

At the ordinary meeting in October 2021, council resolved by resolution 2021/189 to sell a list of council assets by silent auction, that were surplus to council needs. However, the tender process did not take place due to Covid disruptions. In the interim, several other items have been added to list which is provided as an attachment for consideration.

Resolution No. 2023/010

That Council authorises the CEO to dispose of the council assets on the attached list in accordance with the Council Asset Disposal Policy.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF/Carried

10.4. Grant Updates & Approvals

The CEO requests that council note the table below showing current grant progress updates; including acquittals for completed and fully expended grants, variation requests, pending submissions and new funds granted, and new grant application proposals for approval.

The council cash contribution amount identified for the project highlighted will require a transfer from the Asset Renewal Reserve as agreed by resolution 2022/125 at the ordinary meeting on 16 August 2022. A total breakdown of the grant expenses is attached.

Approved Council Project	Funding Program	Grant	Contribution	Status
Replace Tractor & Waste Strategy	WaRM #1 2020-21	75,000		Acquitted
ReDiscovery Centre	WaRM #2 2021-22	75,000		In progress
TBC	WaRM #3 2022-23	75,000	TBC	Pending
Youth Program 2022	FRRR	6,000		Acquitted
Green-waste track & Signage	LRCI Phase 2	30,387	0	Completed
Skate-park & Pump-track Stage 1	LRCI Phase 3	50,232	0	In progress
Youth Program 2022	Alcohol & Drugs (DoH)	20,000	0	Completed
Youth Program 2023	Alcohol & Drugs (DoH)	20,000	0	In progress
Solar Lighting & Court upgrades	Town Asset (DITT)	82,483	12,346	In progress
International Women's Day	Territory Families	3,000	0	In progress
Australia Day Event	Australia Day Council	2,500	0	In progress

The following grant applications have been submitted and are still pending confirmation of outcome.

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	WSC in-kind
Replace truck	PIF CMC	90,000	90,000	0	0
Replace exercise stations	PIF CMC	125,000	125,000	0	0
Families Program 2023-25	SARC (DSS)	360,000	360,000	0	0

The following proposed grant applications require council endorsement for the CEO to proceed.

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	WSC in-kind
Skate-park & Pump-track Stage 2	DITT CBF	250,000	250,000	0	0

Resolution No. 2023/011

That council notes the grants update information provided and endorses the CEO to:

- a) Transfer the council contribution amount of \$12,346 from the Asset Renewal Reserve to the Special Purpose Grants account for the solar lighting and court resurfacing project; and**
- b) Make a submission to the NT Community Benefit Fund for Stage 2 construction of the skate-park and pump-track at Cloppenburg Park.**

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF/Carried

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE - Nil

Councillors Vaughan and White queried the remediation of potholes within the estate, noting that several have been not attended and getting worse with wet season rains. CEO responded that cold-mix asphalt had been purchased for this purpose and several estate projects have been delayed with the works-team second member only commenced this week. CEO anticipates progress on all projects will be made within the next couple of weeks.

12. QUESTIONS FROM THE PUBLIC WITH NOTICE - Nil

13. PETITIONS/DEPUTATIONS - Nil

14. CURRENT/UPCOMING EVENTS

14.1. Seniors Program Activities

- Morning tea 09 February 11:30am-1:30pm at the Community Centre

14.2. School Holiday & Youth Program Activities

- Youth Program Balance Choice program ; 4-6pm Wed 4, 11 & 18 Jan at Cloppenburg Park
- Makers & Creators sewing workshops ; 2-4pm Tues 10 Jan at Community Centre
- Giggling Geckoes waterslide & bouncy obstacle course ; 10am-1pm Sat 14 January

14.3. Australia Day – Thursday 26 January

Council has received funds from the Australia Day Council to host this annual community event. Dheran Young MLA has been invited to raise the inaugural council Aboriginal flag and has yet to confirm. The outgoing Administrator of the NT has also been invited, however has declined.

The CEO and council staff will be in attendance as well as previous award receivers and councillors to present the 2023 awards. This year, recognition awards will be given to all nominees.

The procedure for day will follow past events:

- 7am – Jack Ellis Fun Run
- 9am – Awards Ceremony
- 10am – BBQ and games

14.4. Cyber-Safety Morning Tea – Thursday 9 February

Council will be co-hosting this morning tea with NBN, who installed the free community wi-fi system at the Community Centre. The focus of the workshop is online safety, identifying scams and an introduction to myGov services. All welcome!

14.5. International Women’s Day (IWD) – Saturday 11 March

Council has received funds from the NT Office of Diversity for an event on Saturday 11 March, from 5.45pm to 9pm. The Minister for Gender Equality and Diversity, Lauren Moss MLA has been invited and has yet to confirm. Following last year’s success, the 2023 event will begin with a street march culminating in the unveiling of the Women of Wagait mural design and a community barbecue. The march will include flags decorated by local women, representing their passions, dreams and backgrounds, which were created as part of the 2022 International Women’s Day event.

15. LATE ITEMS AND GENERAL BUSINESS – Nil

15.1. Cox Peninsular Transport and Tourism Committee

Further to correspondence from Sealink received and noted in , the original Terms of Reference for the Committee have been forwarded confirming that there are several opportunities for Wagait Beach residents to participate.

The CEO proposes an Eol be shared to the community calling for representation per the ToR attached.

15.2. Request for Support – Erynn Gould

Young resident Erynn Gould has written to council requesting support to attend a training year with Malaga FC in Madrid. Erynn is currently supported by her local club and the Australian Institute of Sport and has been working hard to position herself for this opportunity.

The CEO notes that Erynn's planned travel dates are in September and proposes this be treated similarly to other requests from individuals to sports events and development opportunities; awarded from the Council Community Grant funds, due to be reviewed after advertised applications closing date of Monday 6 February 2023.

16. IN-CAMERA ITEMS

Resolution No. 2023/012

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 ratepayer.
- 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: Cr Sarah Smith

Vote: AIF/Carried

At 9:27 pm Council closed the meeting to the general public.

Confidential Items raised In-Camera:

- Minutes from the Special meeting in December 2022
- CEO Annual Performance Review

Resolution No. 2023/015

That council resolves to move the following items to general business in accordance with section 293(1) of the Local Government Act:

a) that the in-camera minutes of the special meeting Wednesday 14 December 2023 be confirmed by council as a true and correct record; and

b) that council accept the completed report of the sub-committee for the Annual Performance Review (APR) of the CEO.

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF/Carried

Resolution No. 2023/016

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: Cr Sarah Smith

Vote: AIF/Carried

At 9:36 pm Council opened the meeting to the general public.

17. DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 21 February 2023 Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

18. CLOSE OF MEETING

The Chair declared the meeting closed at 9:37 pm.