

**WAGAIT SHIRE COUNCIL**  
**MINUTES**  
**ORDINARY COUNCIL MEETING**  
**17 AUGUST 2010**

**Present:** Peter Clee- President  
Karen Duncan  
Trisha McIntyre  
Rocky Magnoli  
John Keenan - CEO  
Darryl Withnall  
Vera Lamont  
Matt Prouse

**1. MEETING OPENING** The meeting was opened by President Peter Clee at 7.00pm

**1.1 APOLOGIES Nil**



**2. DECLARATION OF INTERESTS Nil**

**3. CONFIRMATION OF MINUTES**

**Resolution No. 2010/40**  
That the minutes of the Monthly Meeting of 20<sup>th</sup> July 2010 be confirmed.  
**Moved: Cr Rocky Magnoli**  
**Seconded: Cr Darryl Withnall**  
**Vote: Carried**

**3.1 Matters Arising from the Minutes:**

**4. INWARDS CORRESPONDENCE**

Refer to Attached List (Inward Correspondence July 2010.)

**5. OUTWARDS CORRESPONDENCE**

Refer to Attached List ( Outwards Correspondence July 2010.)

More detailed information on inwards and outwards correspondence will be provided at the Council meeting.

**Resolution No. 2010/41**  
That the incoming and outgoing correspondence be accepted as information.  
**Moved: Cr Vera Lamont**  
**Seconded: Cr Karen Duncan**  
**Vote: Carried**

**6. CHIEF EXECUTIVE OFFICER'S REPORT (Incorporating Work Supervisors and Sports Recreation Officers Reports)**

7.

**A. CHIEF EXECUTIVE OFFICERS REPORT – MONTH OF JULY 2010**

**1. ERROR IN ANNUAL FINANCIAL STATEMENTS 2008/2009**

(Refer to 20<sup>th</sup> July council meeting minutes – general business)

An error in the reporting of the grants from the grants commission to council in the year to 30<sup>th</sup> June 2009, (as shown in the grants commission return and annual audited statements), was reported to council in January of this year by Donna Hadfield, Local Government Business Support Advisor. The error concerned both the Roads and general purpose components of the grants in this year. The correct grants should have been shown as:

Roads	\$ 60, 660
General Purpose	\$ 15, 201

This matter was discussed by the councils' auditors, Barry Hansen, and council CEO at the time. At that time, it was agreed not to change the financial statement at the net effect on the financial results was nil. This matter has been discussed with Barry Hansen since I commenced with the council. It was considered that given the time of our discussion May 2010 that the adjustment of the statements was not necessary. As requested, I have followed up on the matter, and discussed it with both the auditor and Merit and Partners, who prepared the annual financial statements. The latter has replied that they prepared the statements from a trial balance presented to them by the auditors. This matter has been thoroughly checked with our records and council has asked the auditors to check their own records for compiling the details of the grants for the audited accounts.

At this time I am awaiting a response from the auditors. From our records, the error is that the grants recorded in council records for the 2008/2009, excluded the grants made in advance (\$12,182 Roads \$ 3,029 General purpose) which were included in the 2009/10 year. I have asked the auditors to confirm this, and have advised Donna Hadfield of my assessment of the errors. At the time of this report, I am awaiting a response from both parties.

**2. FITNESS EQUIPMENT**

The Fitness Equipment for the fun and fitness trail at the sportsground has arrived. This equipment will be installed by council in six nominated locations around the sports ground. Jack Ellis is coordinating the installation of this equipment.

The cost of the equipment was \$24,915.

A grant of \$30,000 has been received for this project, which is expected to be sufficient to complete the installation, which will be carried out by council staff and casual staff.

### **3. REPLY TO SUBMISSION ON SHIRE PLAN**

A copy of the reply to the submission lodged by Chris Tyzack and Jack Ellis was tabled at the meeting. This letter outlined councils action on the issues contained in the submission, and acknowledged Chris and Jack's contribution to the development of the shire plan over the past two years..

### **4. WAGAIT TOWER ROAD UPGRADE PROJECT**

Upon the last meeting on this project, held on 9<sup>th</sup> August at Wagait Shire office, the current situation was discussed. This meeting was attended by Neville Jones and Mark Moodie (BTO PTY LTD, Mark Boulder ( RMS Engineering)and John Keenan. It was reported that the completion of the project has been delayed due to the need to reconstruct the culvert built near the entrance to the service station. It is now expected that the project will be completed within 2 -3 weeks from the date of this meeting. (ie. 23 – 31 August).

In the meantime, the contractor will be completing upgrading of road shoulders in the shire as highlighted by council. A preliminary plan of the areas required work, has been supplied to BTO PTY LTD and will be approximately 3.5 km in total length and it is expected to be completed by 16<sup>th</sup> August.

The next meeting regarding this project is to be held on 23<sup>rd</sup> August.

### **5. SENIORS MONTH**

The Seniors Dance/Ball will be held at the sports ground covered area on 21<sup>st</sup> August 2010. This function is in celebration of senior's month (August 2010), and will be held on a similar basis to that held in 2009. Invitations have been sent to all seniors in the shire, councillors and Rob Knight MLA

Becky Forrest has been instrumental in organising most of the requirements for the night with Sue and Chris Chaplin supplying most refreshments. This year it will be a Hawaiian themed night, with decorations, music, dress up and much more. We have received a variety of support from local Businesses such as the Mandorah Beach hotel, Wagait Beach Supermarket, and also the Market Door. This will be a BYO event. The function will begin at 6:30pm till late.

### **6. RATES**

The notices for the rates for 2010/2011 were forwarded out on 30<sup>th</sup> July. In all, there were 388 assessments to the rate value of \$166,840 less pensioner and early payment rebates. Thanks must go to the council staff concerned for a superb effort in producing the rate notices. Included with the notices were circulars on councils recycling operation and the survey on the potential use of the sports ground.

## **7. GRANT APPLICATION FROM DEPARTMENT HOUSING, LOCAL GOVERNMENT AND REGIONAL SERVICES**

A special purpose program funding for 2010/11 has been announced to the value of \$3.0m. This grant is designed to support council in the delivery of services in the shire, which are outside the current funding programs and own source of revenue. Recommendations for this grant are requested, with the applications due to close by 17<sup>th</sup> September 2010. In the past, funding has been utilised for Training and housing staff, road plant/equipment/social infrastructure and recreational facilities and consultancies. This grant program permits councils and community organisations to obtain one-off grants from NT government to meet high priority needs as identified by the council or organisation. (Letter from Dept. tabled at meeting)

## **8. TOP ROC MEETING AT WAGAIT**

A meeting of TOPROC representatives from Darwin City Council, Palmerston City Council, Litchfield Council, the Minister for Local Government, Hon Malarndirri McCarthy, the shadow Minister for Local Government, Willem Van Holthe MLA, as well as personnel from the Department of Local Government with Peter Clee and John Keenan also attending, was held at the Wagait community centre on 22<sup>nd</sup> July 2010. There were a number of issues discussed at this meeting on various issues concerning councils in the region(see agenda tabled at meeting) and will be reported in detail when the minutes of the meeting is provided to council.

## **9. APPLICATION FOR INFRASTRUCTURE GRANT**

An application for a grant of \$30,000 was lodged with the Regional and Local Community Infrastructure program round tree - \$100 million. This application was for the construction of a bike and walk path from opposite the Wagait Beach supermarket to Forsyth road. Based on estimates received from contractors this bike and walk pathway will cost approx \$40,000 or less. There was a number of suggestions for the use of this grant, but in view of the details required for this application and the limited time available to complete and lodge the application by 30<sup>th</sup> July, the construction of the bike/walk pathway, as suggested by Peter Clee was the most suitable use for the application of this grant., with the ability to take advantage of the preparation work that already been carried out in the area of the pathway with the current road upgrade project.

## **10. ADMINISTRATION STAFF**

New administration staff have commenced at the council over the past month following the resignation of previous staff. They are Becky Forrest and Shelley Gray. Both are living in Wagait Beach and have good computer and customer service skills and will be a considerable asset to the shire. Departing administration officer, Bronwyn Miller has stayed at the council office for a short while to assist in training of the new staff.

## **11. SHIRE PLAN**

The Wagait Council Shire Plan 2010/11 was lodged with the Dept. of Local Government on 27<sup>th</sup> July 2010 after being adopted at the monthly council meeting on 20<sup>th</sup> July 2010. This plan, which is a review of the shire plan 2009/12, can be seen on the council's website and at the council offices.

## **12. LIGHTS AT THE SPORTS GROUND**

The lights at the sports ground are currently operated by the intending user of the sports centre turning the lights on and off when required.

The alternative options available to council for controlling the turning off and on the lights, are keys to turn the lights on when required, and on when finished or a timing switch, are not operationally feasible due to the need for staff to be involved. The coin box method for accessing these lights has not operated at the sports ground for some time due to vandalism. There is no indication that the use of these lights have been abused.

## **13. THE PUBLIC TOILETS IN COMMUNITY**

The position regarding the availability of toilets for the public in the shire is that there currently in no public toilets. There is only the toilets at the sports ground and the Mandorah hotel. The toilets at the sports ground have locks with keys held by Josh Chaplin (S & R Officer), Angela Adams (cleaner) Gary Zikan (works supervisor) and Rob Millar (caretaker) at the sportsground. The toilets are currently maintained in good order and cleanliness. The lock on the disabled toilets has been removed and is in the process of being replaced. The caretaker at the sports ground is advising of any problems incurring at the toilets.

## **14. JETTY PRECINCT UPGRADE**

There is no current correspondence on file on this matter, with the proposal being wider discussed in 2009. Inquiries have been made with the Dept. of Planning and Infrastructure on the current situation on the proposed jetty upgrade. This is still to be confirmed. A separate report will be made to council

## **15. ADDITIONAL BIKE RACKS**

The issue of placing extra bike racks in the community was investigated. DPI (Department of Planning and Infrastructure) was approached on this matter and will be

followed up before the council meeting and a separate report made to this council meeting..

## **16. FOREIGN CURRENCY CHEQUE RECEIVED BY COUNCIL IN 2009**

A bank cheque for \$400 drawn from Bank of America was received by council in October 2009, in payment of rates on a property in the shire. This cheque was banked by council on 21<sup>st</sup> October and rejected by the bank on the same day. This cheque has been included in council's bank reconciliation since this time. Inquiries with the bank on the 9<sup>th</sup> August have failed to disclose the reason for the rejection of cheque. Investigation into this matter is continuing, and we will be following up the bank on this matter..

## **17. EXCEPTIONAL DEVELOPMENT PERMIT**

A copy of the exceptional development permit for the purpose of redeveloping an existing tourist resort on section 42 (45) Charles point road, has been provided to the council by Dept. of Lands and planning. This involves the proposed redevelopment of the Mandorah Beach Hotel. A copy of this permit and plans of proposed development are available at council .

## **18. MEETING WITH DARWIN CITY COUNCIL AND BELYUEN COUNCIL.**

A meeting was held on 20<sup>th</sup> July between Darwin City Council, Belyuen Shire Council and Wagait Shire Council. In attendance was Bill Stuchbery and Kathy Winsley from Belyuen, Brendan Dowd, CEO Darwin and The Mayor of Darwin City Council, and Peter Clee and John Keenan from Wagait Shire Council.

This meeting followed a meeting between Darwin and Belyuen Councils earlier in the month. Bill Stuchbery provided the meeting with a summary of what had happened to date, with the discussions of Belyuen with Darwin, and summarised the advantages of Belyuen Council being amalgamated with Darwin Council. A number of issues relating to the current situation with Belyuen and Wagait Councils , as well as a wide of topics on the current situation of the Councils concerned were discussed.. The Mayor of Darwin City Council,also discussed the advantages that the amalgamation of the councils could bring to the people of all councils

A discussion was held on the state of waste facilities in the region, and what was necessary to upgrade such facilities., and the costs concerned.

It was agreed to have future meetings of all councils on this matter.

## **B. WORKS SUPERVISOR REPORT**

In addition to completing the Power Water and Jetty contract obligations and carrying out the weed spraying and removal and mowing and slashing in the shire during the month, additional work was done;

1. Removal of road side white concrete barriers in front of supermarket in Wagait Tower road
2. Fitting new lock to Jetty gate
3. Identifying road edges in shire that require repair and marking and measuring these areas for contractors
4. Measuring distances and area for projected bike and walk path in Wagait Tower road.
5. Blocking off track between Brisbane street and Wagait Tower road to prevent vehicles driving between both roads (a number of vehicles had been sighted driving on this track often overloaded and at excessive speeds)
6. Recycling facilities at the dump were increased with a number of new additional 200L drums.

## **C. SPORTS AND RECREATION OFFICER REPORT**

A good number of kids continue to turn up to activity sessions at the sportsground during the month with a variety of activities and games played. The program of S&R activities carried out will be reviewed over the month, with Josh Chaplin, who is expected to be able to complete increased time from September, after completion of the football season at the end of August. It is intended to increase the amount of time undertaken at the sports ground on the sports and recreation program after this meeting with Josh. It is necessary to finalise a program, not only for the remaining of 2010, but 2011. It is intended to seek other persons that would be interested in being involved in the program, and advertisement will be placed locally and in Darwin during Aug/Sept 2010 for suitably qualified persons. Interests will be sought from volunteers in the community to assist Josh in these activities.

### **Comments on Reports:**

#### **1. Error in annual financial statements 2008/9.**

On advice of CEO, it was concluded that this matter as reported, was under control, with the CEO to keep council informed on this matter.

#### **2. Fun and Fitness Equipment.**

CEO advised that the equipment was expected to be installed by 30<sup>th</sup> September.

#### **3. Wagait Tower Road Upgrade Project.**

CEO upgraded his report on the progress of the project, with the completion date now early to mid September., as a result of the reconstruction of the culvert at the

front of the Wagait Supermarket, being delayed as a result of difficulty of the contractors getting the concreting contractors back to complete the work.

#### **4. Seniors Month.**

CEO reported that initial response to invitations to Seniors ball/dinner on 21<sup>st</sup> August, with over 40 acceptances to invitations forwarded out to date. Also that a grant of \$800.00 had being obtained for the month.

#### **5. Rates.**

The payment of rates was reported as proceeding well , with ratepayers taking advantage of the \$50.00 prompt payment incentive. Council has been made aware of the fact that the rate notice did not have details of council bank account, with an attachment to the rate notice forwarded out in 2009, not being done in the current year, due to lack of knowledge of such an attachment being available.

#### **6. Grant-Dept. of Housing, Local Government and Regional Services.**

Application of grant available was discussed at length. It was decided that the grant be used to:

- a. Upgrade the recycling facilities including additional bins for glass bottles at rubbish tip and crushing facilities at workshop.
- b. Construction of a gas operated BBQ at the sportsground .

#### **7. Infrastructure Grant.**

CEO detailed the basis for the application that was lodged on 30<sup>th</sup> July, and the alternatives that were available to council. The decision to seek a grant for the bike /walk pathway was taken mainly to take advantage of groundwork carried out by the Wagait Tower road upgrade project, and the current dry weather conditions. It was agreed that the federal elections may delay the finalisation of the grant.

#### **8. Lights at Sportsground.**

It was agreed that the current situation for operation of the lights be continued.

#### **9. Public Toilets.**

The position regarding public toilets in the community, and the current availability of toilets at the sportsground was discussed. It was concluded that there was not any viable alternative for public access to toilets in the community as currently available at the moment.

#### **10. Jetty precinct upgrade.**

It was agreed that little progress had been made on the proposed redevelopment of the jetty area, since the release of the proposed development plans in 2008/9, and the subsequent community consultation. CEO advised that he was unable to obtain further information on the project from the sources that he approached.

#### **11. Bike Rakes.**

The lack of current availability of bike racks was reported by CEO, who stated that he would continue to follow up on the matter, including constructing the rakes ourselves , although this was considered to be not viable at this stage.

#### **12. Foreign currency cheque received by Council.**

CEO advised that the ratepayer in this matter had been identified, and corresponded with, advising that the rate payment for 2009/10 had not been applied as the cheque in payment of the rates had been rejected by the councils bank, and another payment required to be made of the rates concerned.

#### **13. Meeting with Darwin City Council and Belyuen Shire Council.**

The main matters discussed at this meeting were highlighted by Councillor Peter Clee. As the agenda for the meeting contained several issues that may be considered

confidential as far as the parties involved, the full content of the matters discussed at the meeting are not reported in these minutes.

**Resolution No.2010/43**  
**That the Officers' reports be received and accepted.**  
**Moved: Cr Darryl Withnall**  
**Seconded: Cr Vera Lamont**  
**Vote: Carried**

## 7. FINANCIAL REPORTS

**Resolution No 2010/42**  
**That the July Monthly Financial Reports be accepted.**  
**Moved: Cr Trish McIntrye**  
**Seconded: Cr Matt Prouse**  
**Vote: Carried**

## 8. AGENDA ITEMS.

### 8.1 Resignation of Deputy President.

President Peter Clee announced the receipt of a notice of resignation of Cnr. Karen Duncan from the position of Deputy President of Wagait Shire Council

### 8.2 Election of new Deputy President.

Nominations for the position of Deputy President of Wagait Shire Council was called by President Peter Clee.

Nominated by Cnr. Trish McIntyre, seconded Cnr. Karen Duncan  
Cnr. Darryl Withnall for the position of Deputy President.

No other nominations were received.

**President Peter Clee declared that Cnr. Darryl Withnall was elected unopposed as Deputy President of Wagait Shire Council.**

## 9. GENERAL BUSINESS.

### 1. Memorial Garden.

CEO was given authority to proceed with the construction of the Memorial Garden including obtaining the appropriate construction permits and authorities.

### 2. Bore Construction.

CEO was requested to report to Council on the situation with the proposed construction of the bore at the Sports ground.

### 3. Blockage of vehicular accesses at end of Brisbane Street.

Councillor Karen Duncan raised the issue of blockages constructed on the fire access roads at the end of Brisbane Street, as well as the blockage to the vehicular track from Brisbane Street to Charles Point Road

CEO advised that the latter blockage was carried out to prevent vehicles driving on this track which was not suitable for driving on. This was initiated principally to prevent an alleged unregistered vehicle from driving on this track at excessive speeds.

CEO agreed to report back to council on the closure of the firebreak access roads, which had to his knowledge, had been carried out in conjunction with emergency services

**4. Blockage to drains on properties.**

Councillor Vera Lamont referred to blockages that had incurred to drains to properties in the areas of Massey Street, and nearby streets, and the resulting covering of vehicular accesses of these properties, and whose responsibility it was to correct these blockages.

It was determined that it was not a council responsibility, and that the correction of this problem was the responsibility of the property owners. The owners concerned should consult council if the correction may require a permit.

**10. LATE ITEMS. Nil**

**11. IN-CAMERA ITEMS Nil**

**12. MEETING CLOSE AND DATE OF NEXT MEETING**

President Clee closed the meeting at 8.30PM. .

The next monthly Council Meeting is to be held on 21<sup>st</sup> September 2010 at 7.00pm.

**Signed by.....date:.....**

**President of Wagait Shire Council**

**.....date:.....:**

**Chief Executive Officer**