

# ORDINARY COUNCIL MEETING 31<sup>st</sup> JANUARY 2022



## NOTICE OF MEETING

The Ordinary Meeting of the Belyuen Community Government Council will be held in the Council Offices, Belyuen community commencing at 5:00 pm.

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Cathy Winsley - CEO

# AGENDA

## ORDINARY COUNCIL MEETING

### 31<sup>st</sup> JANUARY 2022

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## 1 OPEN MEETING

The meeting will be declared open at 5:00 pm.

## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Report Number</b>	<b>2.1.01.31</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>Nil</b>

### Summary

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for this or future Ordinary General Meetings.

### Background

Not applicable.

### Comment

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

The acceptance of elected members apologies or the approval for an elected member to be absent from a meeting is a decision of the council. The decision must meet all the legislative requirements of any decision of council, including the need for the decision to be clearly recorded in the public minutes of a council meeting.

Even if an elected member has permission to be absent, they must participate in a meeting if they are available to attend.

### Statutory Environment

As per the Local Government Act s.39 A person ceases to hold office as a member of a Council if the person is absent, without permission of the Council, from 2 consecutive ordinary meetings of the Council.

### Financial Implications

Not applicable.

## Recommendation

*That Council accepts the apology of Cr \_\_\_\_\_ for the Ordinary Council Meeting 31st January 2022. The Council notes the absence without apology of Cr \_\_\_\_\_.*

**Moved:**

**Seconded:**

## 3 DECLARATION OF INTEREST

<b>Report Number</b>	<b>3.1.01.31</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>NIL</b>

### Summary

Elected members and staff are required to declare any conflicts of interest arising from the matters contained in this agenda.

### Background

**Elected Members** are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

**Staff Members** of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

### Comment

NIL

## Statutory Environment

- *Local Government Act s73 & s74 (Elected Members).*
- *Local Government Act (2008) s107 Conflict of interest (Staff Members)*

## Policy Implications

EM04 - Conflict of Interest – Code of Conduct.

## Financial Implications

Not applicable.

## Recommendation

***That Council receives and notes the declarations of interest for this Ordinary General Meeting.***

***Moved:***

***Seconded:***

## 4 DEPUTATIONS AND PRESENTATIONS

NIL

## 5 CONFIRMATION OF PREVIOUS MINUTES

<b>Report Number</b>	<b>5.1.01.31</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>Unconfirmed Minutes of the Ordinary Council Meeting held 29<sup>th</sup> November 2021</b> <b>Unconfirmed Minutes of Special Council Meeting held 15<sup>th</sup> December 2021</b> <b>Unconfirmed Minutes of Special Council Meeting held 24<sup>th</sup> January 2022</b>

### Summary

Unconfirmed Minutes of the Ordinary General Meeting and Confidential session held on 29<sup>th</sup> November 2021 and Special Meetings held 15<sup>th</sup> December 2021 and 24<sup>th</sup> January 2022 are submitted to Council for confirmation that those Minutes are a true and correct record of the meetings.

## Statutory Environment

The Minutes as submitted must comply with part section 67(2) *Local Government Act 2008* and that confirmation of Minutes is compliant with section 67(3) of the *Local Government Act 2008*.

**Policy Implications**

Not applicable

**Financial Implications**

Not applicable.

**Recommendation**

*That the Minutes of the Ordinary General Meeting and Confidential meeting held on 29<sup>th</sup> November 2021, Special Meetings held on 15<sup>th</sup> December 2021 and 24<sup>th</sup> January 2022, be confirmed by Council as a true and correct record of the meeting.*

**Moved:**

**Seconded:**

# MINUTES OF THE ORDINARY MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL MEETING HELD 29 NOVEMBER 2021

## 1 OPEN MEETING

PRESENT AT MEETING:

**Elected Members:**

- Cr Rex Edmunds - President
- Cr Teresa Timber - Deputy President (via Teleconference)
- Cr John Moreen
- Cr Claude Holtze
- Cr Lenard Sing

**Staff:**

- Cathy Winsley - CEO
- Jasmine Brar - Administration/Finance

**Visitors:**

- Cathryn Hutton - Consultant

## 2 APOLOGIES AND LEAVE OF ABSENCE

NIL

## 3 DECLARATION OF CONFLICT OF INTEREST

<3.1.11.21>That Council receives and notes the conflict of interest of the CEO in item 12.2 of the Confidential Agenda 29 November 2021.

Moved: Cr Claude Holtze

Seconded: President Rex Edmunds

## 4 DEPUTATIONS AND PRESENTATIONS

NIL

## 5 CONFIRMATION OF PREVIOUS MINUTES

<5.1.11.21>That the Minutes of the Ordinary General Meeting held on 25 October 2021 and the Confidential section of the meeting be confirmed by Council as a true and correct record of the meeting.

Moved: President Rex Edmunds  
Seconded: Cr Claude Holtze

## 6 PRESIDENT'S REPORT

The President discussed things in the community, this included:

- Training on the Roles and Responsibilities, Code of Conduct and Conflict of Interest was good and the other councillors are encouraged to attend – maybe in Darwin
- Signs that have been damaged need to be repaired and the potential to use Ironbark CDP staff. Council discussed the need to ensure that the speed bumps are repaired as well.
- Too many people speeding – maybe need a community meeting to discuss and invite the police.

<6.1.11.21> That Council receives and notes the President's Report.

Moved: Cr Lenard Sing  
Seconded: Cr Claude Holtze

## 7 CEO REPORTS

### 7.1 Incoming and Outgoing Correspondence

<7.2.11.21> That Council receives and notes the Incoming and Outgoing Correspondence Report tabled at the Council meeting 29 November 2021.

Councillor Sing left the meeting 6:03PM

Moved: Cr John Moreen  
Seconded: Cr Claude Holtze

Councillor Sing returned to the meeting at 6:06PM

### 7.2 CEO Report

<7.2.11.21> That Council

1. Receives and notes the report from the CEO as tabled.
2. Approves the use of the combined 2020/21 and 2021/22 WaRM grants to purchase 3 items being a tip truck, trailer and ute pak weed sprayer

Moved: Cr Lenard Sing  
Seconded: President Rex Edmunds

### 7.3 Annual Report and Audited Financial Statements

<7.3.11.21> That Council:

1. Express their thanks the CEO for all the hard work that she has put into the Council and the Community and acknowledges that it was only through her and the other Council staff's assistance that the Council was able to operate so well and achieve what it was able to achieve.
2. Adopts Part A of the Annual Report 2020-21 excluding the Audited Financial Statement.

Minutes – 29 November 2021

Moved: President Rex Edmunds  
Seconded: John

## 8 OFFICER REPORTS

### 8.1 Amended Budget

<8.1.11.21> That Council accepts the 2021/22 amended budget as tabled in this report and requests that tied and untied funding be clearly identified in future financial reports.

Moved: President Rex Edmunds  
Seconded: Cr Lenard Sing

## 9 FINANCIAL REPORTS

### 9.1 Financial Reports

<9.1.11.21> That Council accept the financial reports for the period October 2021 as tabled in this report.

Moved: President Rex Edmunds  
Seconded: John

### 9.2 Grant Matters

<9.2.11.21> That the Council receive and accept the acquital for the Solar, Air-cooler and LED Upgrade: Local Government Priority Infrastructure Fund 2020/21 (LGR2015/00033).

Moved: President Rex Edmunds  
Seconded: Cr Claude Holtze

## 10 QUESTIONS BY MEMBERS

NIL

## 11 GENERAL BUSINESS

NIL

## 12 CONFIDENTIAL ITEMS

<12.1.11.21> That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the agenda.

Moved: President Rex Edmunds  
Seconded: Deputy President Teresa Timber

## 13 NEXT COUNCIL MEETING

The meeting closed at 8.15PM

The next Ordinary Meeting of Council be held on 31<sup>st</sup> January 2022 at the Belyuen Council Offices, Belyuen commencing at 5:00PM.

Minutes – Special Meeting 15<sup>th</sup> December 2021

# MINUTES OF THE SPECIAL MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL MEETING HELD 15 DECEMBER 2021

## 1 OPEN MEETING

PRESENT AT MEETING:

**Elected Members:**

- Cr Rex Edmunds - President
- Cr John Moreen
- Cr Lenard Sing

**Staff:**

- Cathy Winsley CEO

The Ordinary Meeting of Council Meeting opened at 7:55AM

## 2 APOLOGIES AND LEAVE OF ABSENCE

<2.1.12.21>The Council notes the absence, without apology, of Cr Timber and Cr Holtze.

Moved: Cr Moreen

Seconded: Cr Edmunds

## 3 DECLARATIONS OF INTEREST

NIL

## 4 CEO REPORTS

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### 4.1 2020-21 Annual Audited Financial Statements

<4.1.12.21>That Council accepts the Annual Audited Financial Statements for 2020-21 for inclusion in the Council Annual Report 2020-21.

Moved: Cr Lenard Singh

Seconded: Cr John Moreen

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### 4.2 Waste and Resource Management (WaRM) Grant

That Council:

Minutes – Special Meeting 15<sup>th</sup> December 2021

1. Identify the following projects for application of the WaRM grant funding:
  - a. Purchase of ISUZU FRR 107-230 AMT Tipper (total value \$109,018 ex GST)
  - b. Purchase of UTEPAK 500LAR30-5H Hose reel (total value \$4,970 ex GST)
  - c. Purchase of PROMOTER Trailers (total value \$18,091 ex GST)
  - d. Contribution to Regional Waste Management Strategy being undertaken by Gerard Ross from Tropics Consultancy Group (to value of \$17,921 ex GST)

Moved: Cr Rex Edmunds

Seconded: Cr Lenard Singh

**Action Item:** Council requested the CEO to invite Gerard Rosse from Tropics Consultancy group to talk with Council about the Waste Strategy.

## 5 NEXT COUNCIL MEETING

The next Ordinary Meeting of Council be held on 31 January 2021 at the Belyuen Council Offices, Belyuen commencing at 5:00PM.

# MINUTES OF THE SPECIAL MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL HELD 24<sup>th</sup> JANUARY 2022

## 1. OPEN MEETING

The Special Council Meeting opened at 4:15 pm

### PRESENT AT MEETING

- President Rex Edmunds
- Cr Claude Holtze
- Cr John Moreen

### Staff:

- Cathy Winsley – Chief Executive Officer

## 2. APOLOGIES AND LEAVE OF ABSENCE

- The Council accepts the apology of *Cr Lenard Sing* and *Vice-President Teresa Timber* for the Special Council Meeting held 24<sup>th</sup> January 2022.

Moved: President Rex Edmunds

Seconded: Cr. Claude Holtze

## 3. GENERAL BUSINESS

3.1 The Council notes the following COVID-19 Procedures put forward by the CEO. These procedures apply to Belyuen Community and Belyuen Council Workplaces. The following was discussed:

### 3.1.1 Sealink Ferry:

The CEO will write to Sealink requesting a copy of COVID-19 procedures for people using the ferry between Cullen Bay and Mandorah

### 3.1.2 Wagait Supermarket:

The CEO will write to the Wagait Supermarket requesting a copy of their COVID-19 procedures for the people entering the store

3.1.3 Belyuen Clinic:

CEO to discuss along with Clinic Manager the possibility of putting together a list of names of people (including where they come from), who are in the community, but are not Belyuen residents. These people's vaccination status be checked. List to include children as well

3.1.4 Family coming into Belyuen:

Council discussed the problem of family members coming in and out of Belyuen. Council and other community residents have expressed concern about their vaccination status and also where they have been in Darwin

3.1.5 Funerals in Community:

Council discussed procedures for when there are funerals held in the community

- i. People coming from outside of Belyuen must be fully vaccinated
- ii. Police to be at the main Belyuen entrance and Cullen Bay to check proof of vaccinations

Family for whom the funeral is to be helped by the Council and Council staff in letting family members know they must be vaccinated to come into the community for the funeral

3.1.6 Belyuen School:

Council supports the 'Keeping schools safe and kids learning' information flyer that the School Principal has forwarded.

Council and Council staff will encourage community members to get their eligible children vaccinated and encourage them to wear face masks at school.

Council staff will work closely with Belyuen School staff to help keep the children safe and help keep them in school.

3.1.7 Service Providers:

Council will follow the school's procedures and not allow service providers into the community over the next 4 weeks to help children settle at school without having other disruptions to deal with.

CEO to send notices around advising service providers that only essential workers can come into the community on the understanding they are fully vaccinated and they follow the QR procedures at school or council workplaces.

Council to review last week in February 2022 and will let Service Providers know the outcome of the review.

3.1.8 **Council Workplaces:**

Council discussed that the following procedures will continue to be in force:

i. **Store**

- Customers to do temperature check, QR code (if possible), wash hands and be masked up before entering the store
- 3 customers at any time inside the store
- Social distancing to be followed at Point of Sale (POS) counter

ii. **Workshop**

- Customers to do temperature check, QR code (if possible), wash hands and be masked up before entering workshop outside area
- 2 staff members at any time in the office
- 1 staff person and 1 customer at any time in the office when payment for work being made
- Customers must show proof of vaccination before going into the office

iii. **Aged Care Centre**

- Non-residential clients to be masked up, wash hands, temperature check, QR code (if possible), as soon as they enter the Centre
- 3 staff people at any time inside the office
- Clients who are being transported in Council Aged Care Vehicles must be fully vaccinated and masked up at all times
- Aged Care staff have their own sets of specific guidelines when undertaking their jobs

iv. **Council Office**

- Customers to do temp check, QR code (if possible), wash hands, and be masked at all times before entering the Council Office
- 2 customers at any time in the front office area using Centrelink phones
- 1 customer at any time in main office area, using a Centrelink computer, photocopier or fax machine

3.1.9 **Security Staff:**

Council requested that the CEO investigate the possibility of getting some funds to employ one person to stay outside the store and another outside the council office to make sure people follow the procedures for entering these workplaces

3.2 **The Council notes that new owners of the Wagait Beach Supermarket are selling alcohol to the Community people**

Council discussed that there is a large amount of alcohol including spirits being purchased at the Wagait Supermarket and coming into Belyuen Community.

Council is aware that there are new owners running the supermarket now and they may not know the rules about not selling spirits and alcohol in glass containers to residents of Belyuen.

Minutes: Special Council Meeting 24<sup>th</sup> January 2022

The CEO explained that the rule applied to the following groups of people also

- a. Family that has moved out of Belyuen but come and visit
- b. Family members visiting from other communities and staying in the community

The CEO explained that the previous Supermarket owners had a list of people who were in categories a and b and they would follow this list.

The CEO explained that the previous owners had been running the supermarket for 20 + years and knew Belyuen people and knew a lot of the regular visitors.

The CEO had been in contact with the Liquor Commission prior to the meeting to discuss how the Liquor Commission, Police, Council members and the new owners have a meeting and go through what the arrangements are for selling alcohol to people at Belyuen.

The CEO shared a list of updated 2018 'non residents' for Council members to discuss and add to/delete as needed. (list of names not to be included in the minutes)

The list to be confirmed at the monthly meeting on 31<sup>st</sup> January 2022.

The CEO to organise a meeting with the Liquor Commission, Police, Council and the new supermarket owners to go through the procedures and set up lines of communication for the future.

#### 4. MEETING CLOSED

The Special Council meeting was closed at 5:40 pm.

***A general reminder that the Ordinary Council Meeting will be held at Belyuen Council Office on 31<sup>st</sup> January 2022 at 5:00 pm***

## 6 PRESIDENT'S REPORT

<b>Report Number</b>	<b>6.1.01.31</b>
<b>Author</b>	<b>President Rex Edmunds</b>
<b>Attachments</b>	<b>Nil</b>

### Summary

The President reports to Council on his activity and any items of importance that have arisen since the last ordinary Council meeting.

### Comment

The President gives a verbal report of her activities since the last council meeting.

### Financial Implications

Not applicable.

### Recommendation

*That Council receives and notes the President's Report.*

**Moved:**

**Seconded:**

## 7 CEO REPORTS

### 7.1 Incoming and Outgoing Correspondence

<b>Report Number</b>	<b>7.1.01.31</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>NIL</b>

#### Background

Council is provided with items of correspondence both received and sent since the last Council meeting.

Hard copies are available to Council on the day of each Ordinary Council meeting for perusal, with additional copies available on request to individual Elected Members.

The correspondence inwards and outwards will be tabled at every meeting or included in agenda items as part of the background information for that particular issue.

**Comment**

The following correspondence has been received or sent during the preceding period.

**Correspondence In**

Ref	Date	From	Regarding
		Minister – Local Government	Approval to upgrade the Oval

**Correspondence Out**

	Date	To	Regarding
		Department of Local Government	Acceptance of Letter of Reference regarding the Oval

**Consultation**

Not applicable.

**Statutory Environment**

Not applicable.

**Policy Implications**

Not applicable.

**Financial Implications**

Nil

**Recommendation**

***That Council receives and notes the Incoming and Outgoing Correspondence Report tabled at the Council meeting 31<sup>st</sup> January 2022.***

***Moved:***

***Seconded:***

## 7.2 Report from the CEO

Report Number	7.2.01.31
Author	Cathy Winsley - CEO
Attachments	NIL

### Summary

Each meeting the CEO provides an update on activities and issues facing the Council.

### Comment

#### Pigs in the Community

Digging up around pipes

#### News sign boards and Road Works

Workshop staff engaging in Roadworks and Road Safety

#### Sale of Alcohol at Wagait supermarket

Alcohol being sold to Belyuen residents and people visiting Belyuen

### Statutory Environment

Not applicable.

### Financial Implications

Not applicable.

### Recommendation

#### *That Council:*

- 1. Receives and notes the report from the CEO for the period of November 2021 and December 2021*

*Moved:*

*Seconded:*

## 8 OFFICER REPORTS

NIL

## 9 FINANCIAL REPORTS

### 9.1 Monthly Financial Report

<b>Report Number</b>	<b>9.1.01.31</b>
<b>Author</b>	<b>Cathy Winsley - CEO</b>
<b>Attachments</b>	<b>Nil</b>

#### Summary

The Financial reports for November and December will be presented before the January Ordinary Council Meeting

#### Background

Not applicable.

#### Comment

None

#### Statutory Environment

Section 31 of the Local Government Accounting Regulations 2008 refers.

Financial reports to Council –

- 1) The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council, setting out:
  - a) the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and
  - b) the forecast income and expenditure for the whole of the financial year.
- 2) The report must include:
  - a) details of all cash and investments held by the Council (including money held in trust); and
  - b) a statement on the debts owed to the Council including the aggregate amount owed under each category with a general indication of the age of the debts; and
  - c) other information required by the Council.

#### Policy Implications

Not applicable

#### Financial Implications

See the body of this report.

**Recommendation**

***That Council accepts the November and December 2021 Financial Reports.***

***Moved:***

***Seconded:***

## 10 QUESTIONS BY MEMBERS

Members are invited to raise any questions.

## 11 GENERAL BUSINESS

Call for any other general business.

## 12 CONFIDENTIAL ITEMS

NIL

## 13 NEXT COUNCIL MEETING

***The next Ordinary Meeting of Council be held on 28<sup>th</sup> February 2022 at the Belyuen Council Offices, Belyuen commencing at 5:00PM.***

