



## WAGAIT SHIRE COUNCIL

### AGENDA COUNCIL CHAMBERS

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

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: **Tuesday, 19 October 2021**

Time: **7.00pm**

Location: Council Chambers, 142 Wagait Tower Road, Wagait Beach

Conditions: Public are welcome to attend however are required to contact Council by **10am Tuesday 19 October 2021** if attending so that arrangements for alternative participation options such as joining via videoconferencing on a personal device or telephone can be made if required.

Renita Glencross  
Chief Executive Officer

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## 1. OPENING OF MEETING

Councillors: President Neil White  
Vice President Tom Dyer  
Cr Michael Vaughan  
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

<p><b>Resolution No. 2021/ That the apology of ..... be accepted and approved. Moved: Seconded: Vote:</b></p>
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## 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><b>Resolution No. 2021/ That the Minutes of the Ordinary Meeting of Tuesday 21 September 2021 be confirmed by Council as a true and correct record. Moved: Seconded: Vote:</b></p>
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### 3.2. Matters arising from Minutes of Council Meeting Tuesday 21 September 2021

#### 4. GUESTS

- Chair WSC Audit Committee – Clare Milikins (in person)
- Auditors Nexia Edwards – Vikram Sandhu and Noel Clifford (via Zoom)

The guests will speak to the 2020-21 Financial Report at item 10.1 which is scheduled for 7:30pm to allow for guests arriving from the ferry. If required, the council meeting order will be rearranged to accommodate.

#### 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 - Emergencny 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 Communit Grants Programme	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 Paech 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/**

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

**Moved:**

**Seconded:**

**Vote:**

## 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/**

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

**Moved:**

**Seconded:**

**Vote:**

## 7. OFFICERS REPORTS

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

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



<b>Actions (cont)</b>	<ul style="list-style-type: none"> <li>LCRI phases 1,2 &amp; 3 - Signage, drainage &amp; verge remediation, pump track (\$100k)</li> <li>DLGRD (CMC) WaRM - Strategic business plan for recycling/transfer station (\$25k)</li> <li>DLGRD (CMC) WaRM - Asset renewal (\$50k)</li> </ul> <p><u>Administration / Reporting</u></p> <ul style="list-style-type: none"> <li>Liaison with accountant &amp; auditors with preparation of EoFY financial reporting</li> <li>Liaison with Larrakia Nation and Kenbi Rangers for Darwin Harbour Clean up event</li> <li>Ongoing review of WSC policies and registers for LG Act 2019 alignment</li> <li>Communications strategy development – Business support grant application</li> <li>Youth Internship Program development – AOD grant application</li> <li>Seniors’ fitness sessions confirmed ongoing 2 x weekly with Encore Pilates</li> <li>Preparation of agenda and minutes for WSC Meetings in October</li> <li>Preparation of agenda and minutes for WSC Audit Committee Meeting 12 Oct</li> <li>Preparation of Annual Report for 2020-21</li> <li>Territory Families Remote Sport Program acquittal &amp; overdue reporting issues</li> <li>Territory Families Youth Vibe grant variation arrangements</li> <li>Planning for October school holiday events and activities</li> <li>Roads to Recovery (R2R) annual report to Auditors</li> <li>Local Road and Community Infrastructure (LCRI) annual report</li> <li>Wagait Community Grants Fund acquittals for 2020-21 and planning for 2021-22</li> <li>Planning for Community Centre veranda upgrades</li> <li>Planning for Verge Audit</li> </ul> <p><u>Public Communications</u></p> <ul style="list-style-type: none"> <li>Council e-newsletter (October)</li> <li>Community Updates : Pre-Cyclone Hard Waste Collection,</li> </ul> <p><u>Meetings and Events During the Period and Planned</u></p> <ul style="list-style-type: none"> <li>LGANT Elected Members Symposium ; 5-6 Oct</li> <li>Kids School holiday program water play day ; 6 Oct</li> <li>Carers Morning Tea ; 13 Oct</li> <li>Harbour Cleanup Day with Kenbi Rangers ; 13 Oct</li> <li>Kids Halloweén disco ; 30 Oct</li> <li>LGANT AGM, GM and forum Alice Springs ; 4-5 Nov</li> </ul>
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## 7.2. Works Managers Report for the period 20 September to 15 October 2021.

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

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

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

**Resolution No. 2021/  
That Council receives and accepts the Officers Reports for the period to 20 September to 15 October 2021.  
Moved:  
Seconded:  
Vote:**

## 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. EoI 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.

**Resolution No. 2021/**

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

**Moved:**

**Seconded:**

**Vote:**

## 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

### 9.2. Supplier Payment History

Date	Supplier	Particulars	NT Supplier	Interstate/ O'seas
<b>CHEQUE ACCOUNT</b>				
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 usgag	\$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	-

<b>CREDIT CARD ACCOUNT</b>				
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/.....**

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

**Moved:**

**Seconded:**

**Vote:**

## 10. AGENDA ITEMS

### Guests will join the meeting for Item 10.1

#### 10.1. Financial 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 Financial Report for the year ending 30 June 2021 prepared by auditors, Nexia Marshall, has been updated as requested by the CEO.

At the Audit Committee meeting on 12 October, the Financial Report was reviewed, and by Resolution 2021/170 a recommendation made for council to adopt it.

Chair of the Audit Committee Clare Milikins, and accountants Vikram Sandhu and Noel Clifford from Auditors Nexia Edwards, are guests at the meeting to present the Financial Report.

The Financial Report, together with the Annual Report, is due to the Department by 31 October and the Minister by 15 November.

**Resolution No. 2021/  
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:  
Seconded:  
Vote:**

### **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/  
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:  
Seconded:  
Vote:**

### **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.

**Resolution No. 2021/  
That Council resolve to accept the nomination of Cr Peter Clee to the NT Heritage Council.  
Moved:  
Seconded:  
Vote:**



#### **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/**

**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:**

**Seconded:**

**Vote:**

### **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.

**Resolution No. 2021/**

**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:**

**Seconded:**

**Vote:**

### **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 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 copy of the new policy P10 Sufficient Interest in the Record is attached for consideration and approval.

**Resolution No. 2021/**

**That the Council adopt policy P51 Sufficient Interest in the Record.**

**Moved:**

**Seconded:**

**Vote:**

### **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.

**Resolution No. 2021/**

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

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

**Moved:**

**Seconded:**

**Vote:**

**11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE**

**12. QUESTIONS FROM THE PUBLIC WITH NOTICE**

**13. PETITIONS/DEPUTATIONS**

**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.

**14.3. Biannual Community Consultation, Saturday 13 November**

In Council resolved to have biannual open forums to consult with community on a range of current issues. An email was sent to Councillors on 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, operational 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?

**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.

**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/**

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

**Moved:**

**Seconded:**

**Vote:**

**16. IN-CAMERA ITEMS**

**Resolution No. 2021/.....**

**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:**

**Seconded:**

**Vote:**

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

**Resolution No. 2021/.....**

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

**Moved:**

**Seconded:**

**Vote:**

At ..... 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 ..... pm.

# Statement of Cash Flows

WAGAIT SHIRE COUNCIL

For the month ended 30 September 2021

SEP 2021

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## Operating Activities

Receipts from customers	31,351.71
Payments to suppliers and employees	(240,968.00)
Cash receipts from other operating activities	141,284.50
<b>Net Cash Flows from Operating Activities</b>	<b>(68,331.79)</b>

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## Investing Activities

Other cash items from investing activities	131,646.02
<b>Net Cash Flows from Investing Activities</b>	<b>131,646.02</b>

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## Financing Activities

Other cash items from financing activities	3,840.72
<b>Net Cash Flows from Financing Activities</b>	<b>3,840.72</b>

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## Net Cash Flows

**67,154.95**

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## Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	1,838,165.68
Net change in cash for period	67,154.95
Cash and cash equivalents at end of period	1,905,320.63

**WAGAIT SHIRE COUNCIL**  
**SPECIAL PURPOSE GRANTS UNEXPENDED as at 30th September 2021**

Funding Body	Project Name	Grants Current	Grants Brought Fwd	Total Grants	Current Exp 2021	Total Exp	Balance	Notes
Federal Gov	R2R Roads Grant		125,285.90	125,285.90	0.00	0.00	125,285.90	
Dept of Housing & Community Dev	Dog Pound		124.06	124.06	124.06	124.06	0.00	
Dept of Housing & Community Dev	Water Tanks		4,038.82	4,038.82	3,118.18	3,118.18	920.64	
Dept of the Chief Minister & Cabinet	PIF Funding		99,702.90	99,702.90	0.00	0.00	99,702.90	
Dept of the Chief Minister & Cabinet	WRM 21-22		75,000.00	75,000.00		0.00	75,000.00	
Dept of the Chief Minister & Cabinet	Black Spot	140,000.00		140,000.00	127,272.73	127,272.73	12,727.27	
Australia Day Council	Territory Day	3,000.00		3,000.00	1,855.99	1,855.99	1,144.01	
Dept of Territory Families Sport & Rec	Youth Vibe 2021		2,000.00	2,000.00	208.18	208.18	1,791.82	
<b>Totals</b>		<b>\$ 143,000.00</b>	<b>\$ 306,151.68</b>	<b>\$ 449,151.68</b>	<b>\$ 132,579.14</b>	<b>\$ 132,579.14</b>	<b>\$ 316,572.54</b>	

**Total Special Purpose Grants \$ 449,151.68 GRAND TOTAL \$ 316,572.54**

**WAGAIT SHIRE COUNCIL**  
Balance Sheet  
As at 30 September 2021

**Notes to the Balance Sheet**

	30 Sept 2021	30 Sept 2020	Note
<b>Assets</b>			
<b>Bank</b>			
11101 - CBA Transaction Account	\$ 86,021.00	\$ 34,229.73	1 (a)
11102 - CBA Online Saver	\$ 220,238.91	\$ 129,724.68	1 (b)
11103 - Bendigo Investment Acc	\$ 500,000.00	\$ 500,000.00	
11105 - CBA Fixed Term Deposits	\$ 1,100,000.00	\$ 1,050,000.00	
<b>Total Bank</b>	<b>\$ 1,906,259.91</b>	<b>\$ 1,713,954.41</b>	
<b>Current Assets</b>			
11185 - Undeposited Funds working A/c	\$ 708.00	\$ -	
11405 - Trade Debtors [11405]	\$ 775.00	\$ 6,736.00	2
11410 - Less Prov'n for Doubtful Debts	-\$ 12,115.00	-\$ 4,237.00	
11451 - Prepayments	\$ -	\$ 7,397.00	
131105 - Rates in Advance	-\$ 262.84	\$ -	
190 - Rates Control Account	\$ 162,143.20	\$ 168,931.70	3
192 - Rates Payment Control Account	\$ 20.00	\$ -	
<b>Total Current Assets</b>	<b>\$ 151,268.36</b>	<b>\$ 178,827.70</b>	
<b>Non-current Assets</b>			
11500 - Right Use of Assets	\$ 54,294.00	\$ -	
11501 - Leased Vehicle Accum Depreciation	-\$ 12,065.00	\$ -	
13115 - Land at Cost	\$ 350,000.00	\$ -	
13118 - Buildings at Cost	\$ 980,000.18	\$ 3,458,647.18	
13120 - Buildings Accum Dep	-\$ 10,587.18	-\$ 932,906.18	
13150 - Sports Ground at Cost	\$ 310,000.00	\$ 379,958.00	
13160 - Sports Ground Accum Dep	-\$ 7,199.00	-\$ 339,980.00	
13210 - Motor Vehicles at Cost	\$ 73,398.55	\$ 118,732.55	
13220 - Motor Vehicles Accum Dep	-\$ 62,774.00	-\$ 78,683.00	
13310 - Plant & Equipment at Cost	\$ 606,428.39	\$ 561,866.22	
13320 - Plant & Equipment Accum Dep	-\$ 405,778.00	-\$ 350,219.00	
13410 - Office Equip & Furn at Cost	\$ 176,812.28	\$ 175,930.46	
13420 - Office Equip Furn Accum Depn.	-\$ 175,197.00	-\$ 175,037.00	
13510 - Inf Roads & Paths at Cost	\$ 484,500.00	\$ 484,500.00	
13520 - Infr Roads & Path Accum Depn.	-\$ 472,217.00	-\$ 466,519.00	
<b>Total Non-current Assets</b>	<b>\$ 1,889,616.22</b>	<b>\$ 2,836,290.23</b>	
<b>Total Assets</b>	<b>\$ 3,947,144.49</b>	<b>\$ 4,729,072.34</b>	
<b>Liabilities</b>			
<b>Current Liabilities</b>			
21180 - CBA CC - Gary Zikan new	\$ 939.28	\$ 405.71	
21200 - Trade Creditors	\$ 19,091.65	\$ 3,026.43	4
21310 - GST	-\$ 1,888.08	-\$ 3,400.40	
860 - Rounding	\$ -	-\$ 0.10	
<b>Total Current Liabilities</b>	<b>\$ 18,142.85</b>	<b>\$ 31.64</b>	
<b>Non-Current Liabilities</b>			
21420 - PAYG Withholding Payable	\$ 9,854.00	\$ 5,874.00	
21430 - Super Payable	\$ 3,586.73	\$ 2,738.34	
21710 - Provision for Annual Leave	\$ 54,157.23	\$ 39,517.00	
21720 - Provision for Long Service Leave	\$ 41,003.67	\$ 30,252.00	
21721 - Provision for Non Current Long Service Lr	\$ 7,455.00	\$ 4,641.00	
23060 - Unexpended Grant Liability	\$ 316,572.54	\$ 356,742.34	5
23400 - Accrued Expenses	\$ 2,000.00	\$ -	
28000 - Lease Liabilities	\$ 45,984.00	\$ -	
804 - Wages Payable - Payroll	\$ 58.32	\$ -	
<b>Total Non-Current Liabilities</b>	<b>\$ 480,671.49</b>	<b>\$ 439,764.68</b>	
<b>Total Liabilities</b>	<b>\$ 498,814.34</b>	<b>\$ 439,796.32</b>	
<b>Net Assets</b>	<b>\$ 3,448,330.15</b>	<b>\$ 4,289,276.02</b>	
<b>Equity</b>			
31100 - Asset Revaluation Reserve	\$ 991,467.27	\$ 1,870,024.27	
31400 - Asset Replcmnt and Maint Res	\$ 500,000.00	\$ 500,000.00	
38000 - Retained Earnings	\$ 1,712,510.96	\$ 1,649,583.04	
Current Year Earnings	\$ 244,351.92	\$ 269,668.71	
<b>Total Equity</b>	<b>\$ 3,448,330.15</b>	<b>\$ 4,289,276.02</b>	

**Note 1. Details of Cash and Investments Held**

1 (a) Bendigo Bank Investment Account	\$ 500,000.00
CBA - Fixed Term Deposits (at call)	\$ 450,000.00
CBA - Fixed Term Deposit 2 (27/04/21)	\$ 100,000.00
CBA - Fixed Term Deposit 3 (08/03/21)	\$ 250,000.00
CBA - Fixed Term Deposit 4 (13/04/21)	\$ 300,000.00
<b>1 (b) Total CBA Investments</b>	<b>\$ 1,100,000.00</b>

**Note 2. Details of Rates Control Account**

Rates Control Account - Relates to Rates balance owing as per Councilwise

Rates Prior years (pre 2021)	5,374.35
Rates 21/22 over due	26,443.90
Rates 21/22 not over due yet	130,324.95
<b>Total Rates Arrears</b>	<b>162,143.20</b>

**Note 3. Details of Trade Debtors**

Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Deb	0.00	0.00	0.00	775.00

**Note 4. Details of Trade Creditors**

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Crec	2,210.65	0.00	11,781.00	5,100.00

**Note 5. Details of Unexpended Grants Liability**

Unexpended Grants - Special Purpose	0.00
<b>Total Unexpended Grants Liability</b>	<b>0.00</b>



**WAGAIT SHIRE COUNCIL**  
**Income & Expenditure Statement (Accruals)**  
**September 2021 and Year to Date (YTD) Report**

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>								
Contracts, Fees & Charges	\$ 5,823.63	\$ 14,677.00	-\$ 8,853.37	-60.3214%	\$ 34,330.88	\$ 41,031.00	-\$ 6,700.12	-16.3294%
Miscellaneous Income	\$ 325.13	\$ 833.00	-\$ 507.87	-60.9688%	\$ 333.58	\$ 2,499.00	-\$ 2,165.42	-86.6515%
Operating Grant Revenue	\$ -	\$ 1,987.00	-\$ 1,987.00	-100.0%	\$ 117,256.00	\$ 133,681.00	-\$ 16,425.00	-12.2867%
Rates Income	\$ 132.82	\$ 125.00	\$ 7.82	6.256%	\$ 243,760.07	\$ 243,592.00	\$ 168.07	0.069%
Rental Income	\$ 545.46	\$ 767.00	-\$ 221.54	-28.884%	\$ 1,727.74	\$ 2,301.00	-\$ 573.26	-24.9135%
Waste Management Income	\$ -	\$ 71.00	-\$ 71.00	-100.0%	\$ 123,286.92	\$ 123,211.00	\$ 75.92	0.0616%
<b>Total Income</b>	<b>\$ 6,827.04</b>	<b>\$ 18,460.00</b>	<b>-\$ 11,632.96</b>	<b>-63.0%</b>	<b>\$ 520,695.19</b>	<b>\$ 546,315.00</b>	<b>-\$ 25,619.81</b>	<b>-4.7%</b>
<b>Gross Profit</b>	<b>\$ 6,827.04</b>	<b>\$ 18,460.00</b>	<b>-\$ 11,632.96</b>	<b>-63.0171%</b>	<b>\$ 520,695.19</b>	<b>\$ 546,315.00</b>	<b>-\$ 25,619.81</b>	<b>-4.6896%</b>
<b>Less Operating Expenses</b>								
Administration Expenses	\$ 14,088.12	\$ 27,366.00	-\$ 13,277.88	-48.5196%	\$ 92,733.02	\$ 59,348.00	\$ 33,385.02	56.253%
Contracts & Material Expenses	\$ 414.93	\$ 188.00	\$ 226.93	120.7074%	\$ 414.93	\$ 564.00	-\$ 149.07	-26.4309%
Elected Member Expenses	\$ 356.98	\$ 994.00	-\$ 637.02	-64.0865%	\$ 1,070.94	\$ 2,982.00	-\$ 1,911.06	-64.0865%
Employment Expenses	\$ 59,290.23	\$ 36,560.00	\$ 22,730.23	62.1724%	\$ 121,617.33	\$ 108,842.00	\$ 12,775.33	11.7375%
Projects & Activities - WSC Contrib	\$ 710.49	\$ 958.00	-\$ 247.51	-25.8361%	\$ 710.49	\$ 2,874.00	-\$ 2,163.51	-75.2787%
Repairs & Maintenance	-\$ 238.28	\$ 1,540.00	-\$ 1,778.28	-115.4727%	\$ 15,313.16	\$ 4,620.00	\$ 10,693.16	231.4537%
Services	\$ 394.83	\$ 555.00	-\$ 160.17	-28.8595%	\$ 3,067.04	\$ 1,665.00	\$ 1,402.04	84.2066%
Vehicle & Plant Expenses	\$ 4,436.81	\$ 3,984.00	\$ 452.81	11.3657%	\$ 9,758.10	\$ 10,352.00	-\$ 593.90	-5.7371%
Waste Management Expenses	\$ 6,253.41	\$ 7,417.00	-\$ 1,163.59	-15.6881%	\$ 31,658.26	\$ 22,251.00	\$ 9,407.26	42.2779%
<b>Total Operating Expenses</b>	<b>\$ 85,707.52</b>	<b>\$ 79,562.00</b>	<b>\$ 6,145.52</b>	<b>7.7%</b>	<b>\$ 276,343.27</b>	<b>\$ 213,498.00</b>	<b>\$ 62,845.27</b>	<b>29.4%</b>
<b>Operating Profit</b>	<b>-\$ 78,880.48</b>	<b>-\$ 61,102.00</b>	<b>-\$ 17,778.48</b>	<b>-29.0964%</b>	<b>\$ 244,351.92</b>	<b>\$ 332,817.00</b>	<b>-\$ 88,465.08</b>	<b>-26.5807%</b>
<b>Non-operating Income</b>								
Special Purpose Grants	\$ 3,280.94	\$ -	\$ 3,280.94		\$ 132,579.14	\$ -	\$ 132,579.14	
<b>Total Non-operating Income</b>	<b>\$ 3,280.94</b>	<b>\$ -</b>	<b>\$ 3,280.94</b>		<b>\$ 132,579.14</b>	<b>\$ -</b>	<b>\$ 132,579.14</b>	
<b>Non-operating Expenses</b>								
Special Purpose Grant Expenses	\$ 3,280.94	\$ -	\$ 3,280.94		\$ 132,579.14	\$ -	\$ 132,579.14	
<b>Total Non-operating Expenses</b>	<b>\$ 3,280.94</b>	<b>\$ -</b>	<b>\$ 3,280.94</b>		<b>\$ 132,579.14</b>	<b>\$ -</b>	<b>\$ 132,579.14</b>	
<b>Net Profit</b>	<b>-\$ 78,880.48</b>	<b>-\$ 61,102.00</b>	<b>-\$ 17,778.48</b>	<b>-29.0964%</b>	<b>\$ 244,351.92</b>	<b>\$ 332,817.00</b>	<b>-\$ 88,465.08</b>	<b>-26.5807%</b>

NOTES 2021/22 Budget to be amended & approved by Council in November 2021

- 1 Sept & YTD lower than budget, mainly due to timing of contracts
- 2 Sept & YTD lower than budget due to timing of maturities
- 3 Sept NIL, YTD lower due to June FAA grants being included in prior financial year
- 4 Sept & YTD on par with budget, see notes below on actuals received
- 5 Sept & YTD slightly lower due to only CEO house receiving income
- 6 Sept NIL & YTD on par with budget
- 7 Sept lower, yet YTD higher due to now including monthly depreciation costs
- 8 Sept higher than budget, yet YTD slightly lower due to timing
- 9 Sept & YTD lower than budget due to timing of Professional development
- 10 Sept & YTD higher than budget, mainly due to Sept being a 3 pay month & now including leave accruals
- 11 Sept almost on par with budget, YTD lower due to timing of activities
- 12 Sept lower, yet YTD higher due to R&M on roads covered by FAA & sports ground R&M
- 13 Sept lower than budget, yet YTD higher due to increased water management & electricity costs
- 14 Sept & YTD almost on par with budget
- 15 Sept lower than budget, yet YTD higher due to costs for green waste compound

16 Net portion of grants received & expended. Refer to unexpended grants sheet

17 Net portion of grants received & expended. Refer to unexpended grants sheet

**NOTE**

**Actual Rates Income received (incl Waste Levy)**

Total Rates incl waste invoiced	355,020.00
Less current year outstanding	162,143.20

**Total Rates in received in Cash 192,876.80**



*Wagait Shire Council*

**ANNUAL REPORT**

**2020-2021**

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## Introduction

Wagait Shire Council is pleased to present its Annual Report for the 2020-2021 reporting period. This report describes the Wagait Shire Council's deliverables throughout the year against the objectives and performance indicators, as contained in the Wagait Shire Council Shire Plan 2020-2021.

The Annual Report is Council's primary tool for reporting to its community and stakeholders on service delivery and financial performance and is a vital part of the overall governance framework and commitment to transparency and accountability.

In accordance with the Local Government Act (*the Act*) Part 14.1, all councils must present an annual report to the Minister by 15 November each year.

The annual report must include a copy of the council's audited financial statements for the relevant financial year and it must contain an assessment of the council's performance against the objectives stated in the relevant municipal plan, including indicators of performance.

This Annual Report also includes the President's and Chief Executive Officer's reports and accounts of performance, activities and challenges faced during the reporting period, 2020-2021. Council's audited financial statements for the year ending 30 June 2021 form an essential element of this report.

## Our Vision

The vision of the Wagait Shire Council is to sustain and nurture the lifestyle of residents and visitors. This will be achieved through sustainable improvements to economic, cultural and environmental opportunities that lead to creating an involved and supportive community, promoting investment, ensuring accessibility and encouraging respect for our natural assets.

## Our Mission

Delivering improved social, economic, environmental and cultural life of residents in the Wagait Shire Council area through emphasis on an involved community, in alternate energy, maintaining and developing our infrastructure, providing core services, promoting investment, ensuring accessibility and capitalising on our natural advantages with an emphasis on long term stability and sustainability.

[photo]

# President's Message

**Neil White**  
**President, August 2021**  
**Wagait Shire Council**

[photo]

DRAFT

# Chief Executive Officer's Report

The 2020-21 financial year has again been one of many challenges and changes for Wagait Shire Council living in the face of a new Covid-reality with significantly increased population and visitation to our beautiful (and not so secret anymore) part of the planet.

Throughout the year, the ongoing Covid-led restrictions continued to disrupt Council activities and projects and test our quiet community lifestyle; yet we grew in strength, capacity and resilience adapting to our new normal and remained safe and without incident. Encouragingly, government infrastructure stimulus funding has continued to flow and we look forward to achieving more through these grants into 2021-22.

The highlights for the year include many What we did against both our immediate and long-term strategic goals, including:

- Stronger governance and more confident leadership, through legislative compliance, administrative order, and financial accountability.
- Improved transparency and community engagement through regular communications to the community in newsletters, discussion forums and documents available on the new website.
- Strategic council infrastructure maintenance and planning for roads and verges, waste management, coast-care responsibilities, and recreational amenities.
- Increased income through contracts and grants, providing both security and opportunity to establish new projects and programs.
- Enhanced community participation and well-being through more public events and celebrations.

## Council Governance

In 2020-21 Council completed the actions listed in the 2018 council Compliance Review and recommendation report, which included improvements to ensure our governance and risk exposure met legislative requirements. This strengthened our policies in preparation for implementation of the Local Government Act (2019) on 1 July 2021 and will further work towards this will continue throughout 2021-22.

Much of 2020-21 saw council working closely with Department of Chief Minister and Cabinet, Local Government and Regional Development to develop strategic and tangible tools for more robust local decision-making. Another significant body of work will be undertaken by Council throughout 2021-22 to meet new regulatory and guideline statutory requirements, including a review of all council policies, registers and procedures, to comply with *the Act*. In June 2021, Council commenced recruitment for a dedicated Policy Officer, to assist with the anticipated workload.

During 2020-21 council also reviewed workplace HR and WHS manuals and commenced documenting administrative processes and procedures with a view to establishing a full suite of these records by December 2021.

## Council Staff Team

2020-21 saw no significant changes to the staffing structure of Council however recruitment for a Policy Officer to meet new governance requirements commenced in June 2021. This will further increase our capacity and improve the integrity of our daily business and overall approach.

The Council staff team have shown commitment to attending regular meetings and undertaking training as required for strengthening the general safety of our workplace environment. Their dedication to both council and community will continue to improve efficiencies and service delivery going forward. Continued investment to improving the overall workplace culture of council will ensure accountability and strengthen our capacity to meet the future responsibilities of a growing community.

### Council Finance

At the beginning of 2020-21 council had commenced transferring its rates and property-record-keeping processes to CouncilWise, an innovative online system which, when integrated with Xero cloud-based accounting, is able to generate all councils regulatory documents and consolidate council's financial accounts, banking and reporting.

In 2020-21 Council's operational income was \$897,869. Council increased rates from \$596.90 to \$608 per annum and the waste management charge also increased by 1.8% per allotment, bringing a rates revenue total of \$355,020. Council received operational grants of \$332,822 and generated other income through contract, fees and charges of \$204,306. The Council's financial position for the Financial Year ending 30 June 2021 included a depreciation expense of \$156,078 and still saw an operating surplus of \$62,873.

While council took a bit hit due to an infrastructure revaluation loss of \$878,557 consequently reducing council's equity to \$3,203,977 (from \$4,019,661 at 30 June 2020), the capital ratio remained at 4 and council maintains good operational viability.

New project funds of \$472,096 were received in 2020-21 for initiatives consistent with Council's Shire Plan and long-term Strategic Plan. Project funds of \$306,152 are carried forward to 2021-22, including grants for stimulus funds and road upgrades received in late June 2021 and grants from previous projects with completion variation approvals (highlighted in the table below).

<b>Project</b>	<b>Value</b>	<b>Current Status</b>
Australia Day	2,000	Completed and acquitted in 2020-21
NTG Water tank (2018-19)	7,607	Partially completed and c/f to 2021-22
NTG Dog Pound (2018-19)	30,537	Completed and acquitted in 2020-21
NTG Electronic Records System (2018-19)	34,889	Completed and acquitted in 2020-21
NTG Local Government Stimulus Funds	100,000	Completed and acquitted in 2020-21
Blackspot Road Funds (Guardrails)	140,000	Completed and acquitted in 2020-21
Local Community Roads and Infrastructure P1	25,116	Partially completed and c/f to 2021-22
Local Community Roads and Infrastructure P2	25,116	Partially completed and c/f to 2021-22
Roads 2 Recovery (Cox Dr floodway)	125,000	Carried forward to 2021-22
Youth Vibe Holiday Program, QRS Grants	4,000	Completed and acquitted in 2020-21

### Roads & Verges

Extensive drainage remediation was undertaken throughout the estate during the reporting period and total expenditure for road and verge maintenance and repairs was \$55,532 for the 2020-21 financial year. As a result of the drainage remediation, further work has been identified for property crossovers and culverts on Sasche Street, Massey St and Forsyth Road, which will be undertaken in 2021-22.

Roads to Recovery (R2R) funding for Cox Drive floodway resurfacing received in Q1 of 2020-21 will be carried forward and works will be undertaken as a priority in Q2 of 2021-22.

Council received \$140,000 of Blackspot Road Funds for installation of guardrails at key locations, which was mostly completed in June 2021 and carried over to Q1 of 2021-22.

NTG Priority Infrastructure Funding (PIF) for development of the Green-waste track, culverts and carparking at Cloppenburg Park was received in Q4 of 2020-21 and will be delivered in Q2 of 2021-22.

Throughout 2020-21 council considered policies associated with road-verge management and crossovers, with a view to consolidating all aspects of road-verge management under one policy. An audit of all verge infrastructure commenced in Q4 of 2020-21 and

### **Waste Management**

Household waste continues to be collected locally and transported to the Shoal Bay Waste Management Facility for disposal. In Q4 of 2021, a review of the waste charges and options for increased recycling services and a tiered waste charges structure was shared with the community for feedback. Respondents generally supported a tiered charges structure which would reduce costs to undeveloped blocks, however as the responding percentage was low, Council resolved to seek further responses in 2021-22 and review the options again prior to budget development for 2022-23.

The Hard-waste facility was well used by the community during 2020-21 with a total of 342 site visits and 22.3 tonnes of waste from local properties disposed of. Hard-waste terms and conditions were reviewed during the reporting period and as much as possible, hard waste is now upcycled or recycled and then separated for transport to Shoal Bay. Further recycling of cardboard, glass and plastics will commence in 2021-22.

A pre-cyclone kerbside collection was also provided by council in early October 2020, with an additional 7.71 tonnes of waste collected and transferred to Shoal Bay. This usually coincides with the annual Darwin Harbour Clean up coordinated by Larrakia Nation, and council participate and contribute in-kind to this activity by providing staff to assist and access to hook-bins for waste transport.

The Green-waste facility on the eastern side of the sportsground at Cloppenburg Park is being well used and funding was secured to rebuild the access track which will be completed in Q2 of 2021-22. Residents are able to dispose of green-waste at the facility and as there is no local appetite for woodchips, the waste is regularly pushed up and burned with the assistance of the Cox Peninsula Volunteer Bushfire Brigade (CPVBB).

### **Community Engagement**

The table below highlights council efforts to increase community engagement in activities during the reporting period and attendance trends indicate that traditional methods of community consultations such as meetings and forums may be declining in favour of more regular events and communications through social media, newsletters and the website as an information resource.

Activities coordinated by local groups such as Wagait Arts Group, Runners & Walkers, and newcomers Makers & Creators, received in-kind support such as printing, facility hire, and administration assistance from council.



<b><i>Council-led Community Activities</i></b>	<b><i>Cost</i></b>	<b><i>Engagements</i></b>
Celebrating volunteers and 25 years of local decision-making	\$ 3000	200
Darwin Harbour Cleanup 2020	\$ 600	13
Seniors' month activities and workshops 2020	\$ 2000	120
Community Consultation Forums	\$ 500	50
Communications, newsletters and updates (46)	\$ 10,000	6023
Community Grant Fund projects and events	\$ 5000	1360
ANZAC Day 2021	\$ 1000	250
Australia Day 2021	\$ 2000	180
Citizenship ceremonies 2021	\$ 1000	150
TOTAL	\$ 25,100	8346

During 2020-21 Council also launched the inaugural Community Grants Fund, with resources redirected from NTG stimulus grants. The grants supported local community groups and individuals to deliver projects, programs and events that encouraged community participation and well-being. The success of this new initiative has ensured a budget for its continuation in 2021-22.

<b><i>Community Group</i></b>	<b><i>Activity</i></b>	<b><i>Amount</i></b>	<b><i>Attendances</i></b>
Family Movie nights	Purchase of sound system	\$ 540	600+
Runners & Walkers	Health/nutrition forum & local event	\$ 1000	20+
Makers & Creators	Materials storage and PR for workshops	\$ 834	20+
Wagait Arts Group	Festival, markets and exhibition	\$ 1000	450+
Individual	Tai Chi sessions weekly over 6 months	\$ 1000	250+
Individual	Mosaic picnic table project	\$ 600	20+
TOTAL		\$ 5000	1360+

### **Acknowledgement**

I would like to thank all Councillors for their support and guidance through the year, as well as the staff for their hard work and dedication to Council and community. That they are able to operate effectively within resource constraints demonstrates an exceptional level of professionalism and adaptability.










And most importantly, I am so very grateful for the dedicated and professional altruism of many residents and volunteers who have ensured that the community is safe, the gardens are watered, the kids enjoy regular movie-nights, and the business of serving the community continues unaffected during this time of great change.

**Renita Glencross**  
**Chief Executive Officer**

[photos]

# Our Community

## Wagait (S) ( ) (74560)

		Year	Wagait (S)	Australia
 <b>Population &amp; People</b>	Estimated Resident Population - persons (no.)	2018	508	24,992,860
	Working Age Population (aged 15-64 years) (%)	2018	65.4	65.5
 <b>Aboriginal &amp; Torres Strait Islander Peoples</b>	Estimated Resident Aboriginal and Torres Strait Islander Population - persons (no.)		No Data Available	798,365
	Speaks an Aboriginal or Torres Strait Islander language at home (%)		No Data Available	10.3
 <b>Economy &amp; Industry</b>	Total number of businesses (no.)	2019	35	2,375,753
	Main employing industry:			
 <b>Income</b>	Median equivalised total household income (weekly) (\$)	2016	1,010	877
	Median total income (excl. Government pensions and allowance) (\$)	2017	61,366	48,360
 <b>Education &amp; Employment</b>	Proportion completed Year 12 or equivalent - total population aged 15 years and over (%)	2016	46.7	51.9
	Unemployment rate (%)	2016	7.7	6.9
 <b>Health &amp; Disability</b>	Persons who have need for assistance with core activities (%)	2016	4.5	5.1
 <b>Family &amp; Community</b>	Average household size (no. of persons)	2016	2.2	2.6
	Average monthly household rental payment (\$)	2016	1,010	1,524
	Average monthly household mortgage payment (\$)	2016	1,883	1,958
 <b>Persons Born Overseas</b>	Total Population (no.)	2016	82	6,149,388
	Proficient in English (%)	2016	92.7	88.7
 <b>Land &amp; Environment</b>	Land area (ha)	2018	563.8	768,812,631.9
	Small-scale solar panel system installations (no.)	2018	9	2,039,894

## Our Councillors

The Wagait Shire Council consists of 5 elected members. Elected Members are elected through local government elections, by elections or may be co-opted.

Pursuant to Section 71(3) of the *Local Government Act 2008*, Council resolved for the 2020-21 Elected Member allowances to be 14% of the base allowance set for a Category 4 council by the Minister under Ministerial Guideline 2, being a total of \$6932.26 for the year. A professional development allowance of \$500 was set for each member.

Four of five Elected Members nominated to donate their allowances back to Council, consistent with the provisions of *the Guideline*.

There were no changes to elected members during the 2020-21 Financial year. As at 30 June 2021, members of Council were (left to right):

*Cr Graham Drake, Cr Michael Vaughan, President Neil White, Vice-President Tom Dyer, Cr Peter Clee.*



Councillor Attendance at Ordinary Meetings of Council in 2020-21 (from total of 11 Meetings held).

- President Neil White - 10
- Vice President Tom Dyer - 11
- Councillor Graham Drake - 5
- Councillor Michael Vaughan - 11
- Councillor Peter Clee - 8

## Our Council Committees

### Audit Committee

The Audit Committee is an advisory committee to Council and is established pursuant to Part 5.2 of the *Local Government Act 2008* Part 5.2, and Section 10 (3) of the *Local Government (Accounting) Regulations*.

The Audit Committee provides independent advice and assistance regarding internal control processes on the effectiveness of the financial and corporate governance practices of Council to ensure compliance with legislative and regulatory requirements. The Audit Committee also takes an active role in reviewing and advising Council on its policies and risk management matters. Key activities during the reporting period included:

- Review of policies relating to governance, operations, financial and human resource management matters
- Review of the Draft Annual Shire Plan and Budget
- Annual review of the audited financial statements

In 2020-21 the Audit Committee comprised five members: Chair Claire Milikins, community representatives Barry Bamford and Maureen Newman, and Councillors Neil White and Graham Drake. Barry Bamford resigned in June 2020 and in May 2021, Council adopted a resolution to induct Shelley Hewitt to the committee as his replacement.

The Audit Committee met on five occasions in the 2020-21 Financial Year.

- 08 September 2020
- 10 November 2020
- 09 February 2021
- 11 May 2021
- 22 June 2021

### Emergency Management Committee

The Emergency Management Committee was reconvened in 2020, responding to the National Emergency declared by the Chief Medical Officer due to the Covid-global pandemic.

In 2020-21 the Audit Committee comprised five members: NTES representative Jason Murphy; community representatives Chris Tyzack, Kim Dye and Chris Chaplin; and Councillor Neil White. Additional members specifically included for Covid-related measures included Cathy Winsley (CEO Belyuen), Belyuen Health Services Manager Nick Barclay and Kelly Murphy (Belyuen Aged Care). Representatives from the Cox Peninsula Volunteer BushFire Brigade (CPVBB) also participated in meetings as appropriate to contribute relevant seasonal information.

During the year, the Committee reviewed the local emergency arrangements for viral-pandemic, flood, fire and cyclone. The Committee also met with Top End Health to establish arrangements for staff to operate the clinic on a regular basis as well as providing services for emergency response and recovery.

The Emergency Management Committee met regularly between 1 July 2020 and 30 June 2021.

- 29 October 2020
- 03 March 2021
- 14 December 2020
- 02 June 2021

## Our Organisational Structure

The staff structure established in 2020-21 supports ongoing flexible workplace arrangements under the Local Government Industry Award 2020. Further updates to the Award were received regarding casual employment and additional measures for Covid related leave and stand-down arrangements.

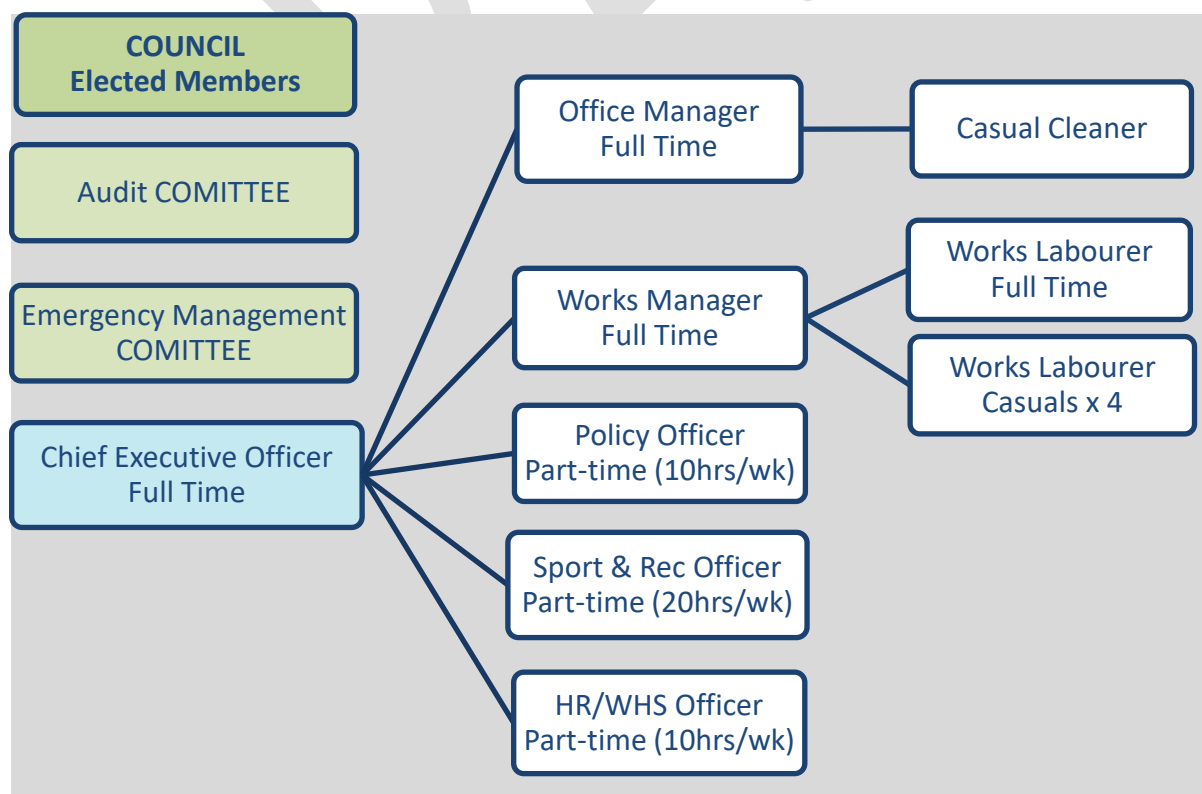
During 2020-21, Council employed a CEO fulltime to manage the business of council and four permanent staff to support the CEO in the daily delivery of council operations. Recruitment for an additional short-term part-time staff member commenced in June 2021.

The employment of casual staff has been critical to servicing commercial contracts held by Council, and transitions to permanent placement of casuals was considered. Due to casual employment being related to specific council contracts, council found that the work was not consistent and therefore transmissions to permanent employment were not offered.

Dedicated funding for the permanent part-time Sports and Recreation Officer supports 14 hours/week contact-time, with an additional 6 hours for the Sports and Recreation program planning and coordination funded by Council rates. Resources for special activities and school holiday programs are also delivered by the Council Sports and Recreation Program, with additional funds provided by one-off project grants for each activity.

Additional administrative support of 10 hours per week to provide assistance to the CEO in Work Health Safety (WHS) and HR matters was reviewed in 2020-21 as the requirements for Council business have increased significantly with implementation of the new Local Government Act 2019, and Regulations and Guidelines in 2021.

Further consideration will be given in 2021-22 to developing capacity within our organisational structure to meet the future needs of Council.



# Shire Report Card

## 1. Local Infrastructure & Assets

<b>1.1 Maintenance and Upgrades of Parks, Reserves and Open Space</b>	
DEVELOP AND MAINTAIN COUNCIL'S PARKS, GARDENS AND OPEN SPACE FACILITIES.	
Total Budget: \$ 4,000	Council Funds Used: \$ 4,000
Total Expenditure: \$ 46,970	Grant Funding Expended: \$ 42,970
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Regular mowing &amp; snipping</li> <li>• Weed control</li> <li>• Waste management</li> <li>• Planning for new facilities</li> <li>• Irrigation monitoring and bore maintenance</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Replaced the playground sand with rubberised surface</li> <li>✓ Regular mowing, weed control and rubbish collected; daily, weekly and seasonal actions</li> <li>✓ Operational costs met within budget</li> <li>✓ Created a Masterplan for Cloppenburg Park facilities</li> <li>✓ Monthly reporting to the water controller</li> </ul>
<b>1.2 Maintenance and Upgrades of Public Buildings, Facilities and Fixed Assets</b>	
MANAGE AND MAINTAIN COUNCIL'S PUBLIC BUILDINGS, FACILITIES AND FIXED ASSETS.	
Total Budget: \$ 11,000	Council Funds Used: \$ 11,000
Total Expenditure: \$ 11,000	Income Secured: \$ 6,393
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Attend to cleaning and maintenance needs to keep Council buildings safe and accessible for public use</li> <li>• Undertake regular inspections of Council buildings, facilities and fixed assets</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ No cleaning complaints</li> <li>✓ Maintenance achieved on time and within budget</li> <li>✓ All air conditioning units serviced</li> <li>✓ All septic facilities inspected and serviced quarterly</li> <li>✓ New signage on public amenities</li> </ul>
<b>1.3 Local Roads Upgrades and Construction</b>	
CONSTRUCTION OF NEW AND UPGRADING OF EXISTING SEALED AND UNSEALED ROADS.	
Total Budget: \$ 250,000	Council Funds Used: \$ 5,000
Total Expenditure: \$ 5,000	Grant Funding Secured: \$ 250,000
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Consider roads requiring major upgrades or construction</li> <li>• Prepare funding submissions for construction costs</li> <li>• Engage contractors to deliver road upgrades</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Funds allocated for major repairs to Cox Drive floodway</li> <li>✓ Funding applications prepared for estate roads resealing in 2021-22 at a cost of \$2.8M</li> <li>✓ Funds allocated to Forsyth Rd culvert upgrades and causeway access to green waste track</li> </ul>

<b>1.4 Local Roads Maintenance</b>	
MAINTENANCE OF SEALED AND UNSEALED ROADS INCLUDING DRAINAGE, FOOTPATHS AND VERGES.	
Total Budget: \$ 5,000	Council Funds Used: \$ 5,000
Total Expenditure: \$ 50,000	Grant Funding Expended: \$ 45,000
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Repair potholes when evident</li> <li>• Repair or replace damaged barriers</li> <li>• Clear silt and weeds from drains and road shoulders</li> <li>• Monitor road surface conditions</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Repair all potholes greater than 20mm in depth</li> <li>✓ Repair/replaced all damaged barriers</li> <li>✓ Drainage network remediation commenced following 1/100 year flood from storms in January 2020 and 2021</li> <li>✓ Green waste track maintained and funding secured for upgrades in 2021-22</li> </ul>
<b>1.5 Traffic Management on Local Roads</b>	
PROVISION OF ADEQUATE STREET SIGNAGE AND TRAFFIC CONTROL DEVICES TO INCREASE SAFETY.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$155,000	Grant Funding Secured: \$155,000
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Regular inspection of condition of street name plates and where necessary arrange replacement.</li> <li>• Ensure that traffic control devices are operated effectively</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Signs displayed the same day when notification of a road hazard is received</li> <li>✓ New traffic speed signs and directional signage installed on WTR and Forsyth</li> <li>✓ Street signs replaced on Cnr Baluria and Cox</li> <li>✓ New road guardrails installed through Blackspot funding</li> </ul>
<b>1.6 Fleet, Plant and Equipment Maintenance</b>	
PROVISION OF ROUTINE MAINTENANCE ON COUNCIL'S PLANT and FLEET.	
Total Budget: \$ 39,125	Council Funds Used: \$ 29,132
Total Expenditure: \$ 29,132	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Regular inspection of plant and equipment</li> <li>• Regular routine maintenance undertaken</li> <li>• Log books updated each time plant is used</li> <li>• Major maintenance to be undertaken by authorised dealer</li> <li>• Regular running of generators</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Planned servicing completed no more than one month after due date</li> <li>✓ Down time of fleet, plant and equipment less than 5% of operational requirements</li> <li>✓ Planned procurement for changeover of CEO vehicle undertaken and operational lease in place</li> <li>✓ All generators tested monthly and serviced annually</li> </ul>

## 2. Local Environment Health

<b>2.1 Waste Management and Litter Reduction</b>	
MANAGEMENT AND MAINTENANCE OF DOMESTIC COLLECTION CONTRACT, HARDWASTE AND GREENWASTE FACILITIES, AND GENERAL LITTER REDUCTION WITHIN WAGAIT BEACH.	
Total Budget: \$ 82,000	Council Funds Used: \$ 81,653
Total Expenditure: \$ 81,653	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Manage waste in public areas</li> <li>• Manage putrescible waste contract</li> <li>• Manage Hard-waste facility</li> <li>• Manage Green-waste facility</li> <li>• Community education and awareness of new trends in recycling and toxic waste management</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Action to issues regarding bin-damage &amp; replacements</li> <li>✓ Public spaces cleaned after community events</li> <li>✓ Public roadsides litter free</li> <li>✓ Hard-waste facility open every weekend and new shelter for staff constructed</li> <li>✓ Pre-cyclone kerbside collection provided</li> <li>✓ Green-waste burned-down regularly assisted by CPVBB</li> <li>✓ Strategic planning for increased recycling</li> <li>✓ Strategic planning for future waste transfer station</li> </ul>
<b>2.2 Weed control and Fire Hazard Reduction</b>	
REDUCE FIRE HAZARDS AND INCREASE AMENITY OF THE AREA THROUGH THE CONTROL OF WEEDS.	
Total Budget: \$ 1,000	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Spray weeds on a seasonal basis</li> <li>• Slash grassed areas to reduce fire hazard</li> <li>• Fulfil jetty maintenance contract</li> <li>• Community education</li> <li>• Work with government programs &amp; other stakeholders</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Less than FIVE complaints about weeds annually</li> <li>✓ Weed outbreaks identified and managed including provision of glyphosate to residents for Gamba control</li> <li>✓ Community awareness campaign delivery &amp; planning with NT Weeds Branch</li> <li>✓ Working with CPVBB to ensure delivery of community awareness &amp; estate fire-safety management plans</li> </ul>
<b>2.3 Animal Welfare and Control</b>	
THE ADMINISTRATION OF LOCAL BY-LAWS IN RELATION TO THE CARE, CUSTODY AND CONTROL OF DOMESTIC AND FERAL ANIMALS TO PROTECT HEALTH, SAFETY, AMENITY AND ENVIRONMENT OF THE COMMUNITY; AND PROMOTE RESPONSIBLE OWNERSHIP OF ANIMALS.	
Total Budget: \$ 5,000	Council Funds Used: \$ 143
Total Expenditure: \$ 28,000	Grant Funding Secured: \$ 27,857
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Maintain annual renewal of firearms license &amp; equipment</li> <li>• Maintain and promote dog management by-laws &amp; policy</li> <li>• Maintain dog register</li> <li>• Work with TOPROC councils towards agreed standards</li> <li>• Community education campaign</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Maintain firearms, licenses and ammunition registers</li> <li>✓ Support coordinated and reciprocal dog registration with other Top End councils</li> <li>✓ Completed construction of council dog enclosure</li> <li>✓ Implement community education campaign on responsible pet ownership with AMRIC</li> <li>✓ Implement dog registration campaign with over 120 dogs registered and microchipped</li> <li>✓ Dog complaints actioned within 24 hrs</li> </ul>



### 3. Local Civic Services

<b>3.1 Library, Culture and Heritage</b>	
PROVISION OF ACCESS TO LIBRARY PROGRAMS AND MATERIALS DESIGNED TO MEET THE DIVERSE NEEDS OF ALL AGES AND GROUPS WITHIN THE COMMUNITY.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Encourage more users and ascertain future needs</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Library to be open for public use &gt;200 days</li> <li>✓ Campaign for volunteers undertaken</li> </ul>
<b>3.2 Civic Events</b>	
CONDUCT AND MANAGE AGREED COMMUNITY EVENTS SUCH AS THE SENIORS EVENTS, ANZAC DAY, AUSTRALIA DAY AND TERRITORY DAY CELEBRATIONS.	
Total Budget: \$ 7,000	Council Funds Used: \$ 6,057
Total Expenditure: \$ 12,911	Grant Funding Secured: \$ 6,854
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Conduct Australia Day activities and celebrations</li> <li>Conduct ANZAC Day celebrations</li> <li>Conduct Seniors' Month activities</li> <li>Conduct Territory Day celebrations</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Deliver at least four community events</li> </ul>
<b>3.3 Local Emergency Services</b>	
PREPARATION AND PLANNING FOR LOCAL EMERGENCIES THROUGH PARTICIPATION IN RELEVANT COMMITTEES AND FACILITATION OF PREVENTATIVE MEASURES.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Operate cyclone shelter when cyclone is present</li> <li>Attend regional cyclone shelter briefings</li> <li>Liaise with police and emergency services during disasters</li> <li>Provide support to local brigade and emergency services units</li> <li>Encourage community to have annual clean-up</li> <li>Endorse and support local disaster recovery plans</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ CEO and Office Manager attended all local and regional cyclone shelter meetings and briefings</li> <li>✓ Wagait Shire Emergency Management Committee met regularly to consider emergency priorities and arrangements</li> <li>✓ Council Covid-19 plans in place for all public spaces</li> <li>✓ Community compliance with Covid-19 lockdown directions mostly supported</li> <li>✓ Disaster management arrangements for fire, flood and cyclone reviewed and action plans considered</li> </ul>

## 4 Community Engagement

<b>4.1 Administration of Local Laws</b>	
MONITORING AND ENFORCEMENT OF COUNCIL LOCAL LAWS.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Continue to monitor community expectations and behavior</li> <li>Enact Dog Management By-laws</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Dog Management By-laws enacted and campaign for dog registration implemented</li> <li>✓ Petitions and complaints presented to Council are noted to identify changes in community attitude or expectations</li> <li>✓ Non-compliance with RUA raised with relevant authorities, additional signage in place and planning for further regulatory measures underway</li> </ul>
<b>4.2 Customer Relationship Management</b>	
THE PROVISION OF HIGH STANDARDS OF SERVICE AND ASSISTANCE TO THE COMMUNITY AND OTHER CUSTOMERS; EFFECTIVE SERVICE DELIVERY; AND THE ACHIEVEMENT OF CORPORATE AND COMMUNITY OBJECTIVES.	
Total Budget: \$ 406,207	Council Funds Used: \$ 229,918
Total Expenditure: \$ 433,992	Grant Funding Secured: \$ 204,074
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Continue to utilise notice boards</li> <li>Maintain and upgrade the Council web site</li> <li>Conduct community meetings to seek community feedback on major issues</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ No more than four complaints annually regarding Council staff performance; two complaints regarding staff conduct lodged with CEO, and one to President</li> <li>✓ Council newsletters and updates delivered regularly with more than 6000 engagements</li> <li>✓ Council website redesigned and updated regularly</li> <li>✓ Two general community meetings held and two other community forums and info-sessions held</li> </ul>
<b>4.3 Governance</b>	
COSTS OF GOVERNANCE TO THE COUNCIL INCLUDING ELECTED MEMBERS EXPENSES, ELECTIONS, CIVIC AND CEREMONIAL FUNCTIONS, MEMBERSHIP OF REPRESENTATIVE ORGANISATIONS AND ELECTED MEMBERS AND CEO SUPPORT COSTS.	
Total Budget: \$ 9,433	Council Funds Used: \$ 3,926
Total Expenditure: \$ 3,926	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Conduct monthly Council meetings</li> <li>Produce and publish agendas and minutes</li> <li>Provide ongoing Councilor training</li> <li>Induction training given to all new Councilors</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Elected members attendance at meetings (see p10)</li> <li>✓ Governance procedures are reviewed and continue to be updated in line with new Local Government Act 2020</li> <li>✓ No new Councilors were inducted in 2020-21 however President Clee resigned effective 30 June 2020 and Cr Neil White was nominated for President commencing 1 July 2020.</li> </ul>

<b>4.4 Advocacy and Representation on Local and Regional Issues</b>	
PARTICIPATE ON REGIONAL BOARDS OR COMMITTEES TO REPRESENT THE COUNCIL'S VIEWS ON RELEVANT LOCAL AND REGIONAL ISSUES.	
Total Budget: \$ 3,500	Council Funds Used: \$ 4,287
Total Expenditure: \$ 4,287	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Continue participation at all functions that may be regionally significant to the Cox Peninsula</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ CEO and President attended all LGANT, TOPROC and NTG Agency meetings as requested</li> <li>✓ Reports and updates on work under-taken with LGANT, NTG agencies and other stakeholders provided to Council and community via monthly Council meeting minutes</li> <li>✓ Community volunteers engaged to assist with National Recovery and Resilience agency forums &amp; feedback</li> <li>✓ Mandorah Marine Facility progress updates provided to council and community by DIPL</li> </ul>

## 5 Commercial Services & Contracts

<b>5.1 Commercial Contracts</b>	
UNDERTAKE ONGOING MAINTENANCE OF ASSETS AS PER CONTRACTUAL ARRANGEMENTS.	
Total Budget: \$ 2,500	Council Funds Used: \$ 0
Total Expenditure: \$ 1,360	Income Secured: \$ 169,253
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Wash and clean jetty</li> <li>Remove waste from jetty</li> <li>Maintain jetty parking area</li> <li>Undertake maintenance to jetty as required</li> <li>Undertake water sampling at predetermined intervals</li> <li>Monitor bores at predetermine intervals</li> <li>Attend water supply faults</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ DIPL contract for Jetty Maintenance completed to satisfactory standard noting significant visitor increases and cleaning required</li> <li>✓ Additional contract undertaken for COVID-19 safety cleaning of the jetty handrails</li> <li>✓ Additional road maintenance on Cox Peninsular Rd undertaken as required including removal of roadkill</li> <li>✓ PowerWater contract for compound maintenance and bore testing completed to satisfactory levels</li> <li>✓ Attended PowerWater faults and issues x 5</li> </ul>

## 6 Agency Services

<b>6.1 Sports and Recreation</b>	
PROVISION OF SPORT AND RECREATION ACTIVITIES TO THE COMMUNITY.	
Total Budget: \$ 61,700	Council Funds Used: \$ 32,821
Total Expenditure: \$ 61,669	Funding Secured: \$ 28,848
<p><b>What we said we would do</b></p> <ul style="list-style-type: none"> <li>• Conduct sporting and recreational activities for the whole of the community</li> <li>• Continue to lobby for additional funds &amp; program delivery</li> <li>• Provide support to community groups in staging regular and one-off activities and events</li> </ul>	<p><b>What we did</b></p> <ul style="list-style-type: none"> <li>✓ Deliver at least four different types of activities every month across Seniors, Youth, children, and adults</li> <li>✓ Attendance and participation numbers increased for all ages Runners &amp; Walkers participation and included multiple fun-run events; 5 in the 5<sup>th</sup> / 10 in the 10<sup>th</sup></li> <li>✓ Runners &amp; Walkers awarded a community group award</li> <li>✓ New user-pay programs run by local professionals were introduced (Pilates)</li> <li>✓ Assistance given to coordinate Australia Day activities</li> <li>✓ Additional \$8000 in activity funds secured for School Holiday Programs, Seniors Month and Youth Week</li> <li>✓ Walk/Ride to School postponed due to COVID-19</li> <li>✓ Support given to community-initiated activities such as Big Bash Cricket,</li> <li>✓ Community consultation under-taken to identify and forward planning objectives</li> <li>✓ Staff maintained Safe NT registration and other qualifications required for the position</li> <li>✓ Strategic planning commenced for youth program</li> <li>✓ Makers and Creators group initiated by the community and supported by council held 40+ activities through the year including markets and craft workshops</li> </ul>

## 7 Community services

<b>7.1 Local Welfare and Social Services</b>	
PROVISION OF MISCELLANEOUS COMMUNITY SERVICES THAT ENHANCE PARTICIPATION OR AMENITY, INCLUDING SENIORS' PROGRAMS, ACCESS TO THE WAGAIT BEACH MEDICAL CLINIC AND OTHER WELFARE AND SOCIAL SERVICES IDENTIFIED BY THE COUNCIL FROM TIME TO TIME.	
Total Budget: \$ 3,000	Council Funds Used: \$ 1,000
Total Expenditure: \$ 3,000	Funding Secured: \$ 2,000
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Encourage serviceability of health centre and consider plan to engage locum medical staff</li> <li>• Continue to support Seniors' programs</li> <li>• Establish and maintain relationships with service providers</li> <li>• Monitor funding opportunities for new services</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Attendance numbers at events and services have increased (see table p6)</li> <li>✓ Darwin Harbor Clean-up with Larrakia Nation</li> <li>✓ Regular outreach medical services from Belyuen Health remain restricted to triage and post-op care; several meetings with Top End Health were unproductive</li> <li>✓ MoU with NAAJA for outreach legal services support</li> <li>✓ Council is informed with suggestions and feedback about events and services at monthly meetings</li> <li>✓ Council has developed relationships with NDIS and Carers NT to increase service awareness in the community</li> <li>✓ Youth Group initiated by the community and supported by council held 4 activities through the year</li> </ul>
<b>7.2 Visitor Accommodation and Tourism</b>	
PROMOTION AND ENCOURAGEMENT OF ECONOMIC DEVELOPMENT AND LOCAL BUSINESSES THROUGH PROMOTING AND IMPROVING TOURIST ATTRACTIONS.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 5,000	Funding Secured: \$ 5,000
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Encourage community groups in promoting the cultural significance of the area</li> <li>• Lobby Government for a regional tourism plan</li> <li>• Work closely with any persons or group wishing to undertake tourism activities</li> <li>• Participate in the Cox Peninsular Economic Develop Committee</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Investigation of local camping and caravan issues with a view to establishing regulated visitor accommodation</li> <li>✓ Liaison with Larrakia Nation and Development Corp to establish future planning progress</li> <li>✓ Engagement to assist Tourism NT with Darwin Destination Management Planning</li> <li>✓ Wagait Arts Group Festival &amp; Exhibition supported with in-kind council resources</li> <li>✓ 'Welcome to Wagait Beach' signage design underway</li> <li>✓ Directional signage project underway</li> </ul>

## 8 Council Administration

<b>8.1 Asset Management</b>	
PLANNING AND SUPPORT SERVICES FOR COUNCIL ASSETS LAND, BUILDINGS, PLANT, EQUIPMENT FIXTURES AND FITTINGS, AND ANY OTHER ASSET.	
Total Budget: \$ 100,795	Council Funds Used: \$ 116,542
Total Expenditure: \$ 116,542	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Prepare plant and equipment replacement schedule</li> <li>• Prepare maintenance schedules for plant and equipment.</li> <li>• Prepare maintenance schedules for Council buildings.</li> <li>• Develop strategy to increase standard of roads</li> <li>• Develop asset management plans and policies</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Review and maintain asset management register that includes current valuations and depreciation</li> <li>✓ Insurances maintained for all assets at value</li> <li>✓ Valuation of capital assets undertaken for financial reporting purposes</li> <li>✓ Funding sought for major road projects</li> <li>✓ Cloppenburg Park Masterplan developed through community consultation</li> <li>✓ CEO vehicle replaced with fleet-lease (right-of-use asset)</li> </ul>
<b>8.2 Council Planning and Reporting</b>	
DEVELOPMENT OF STRATEGIC PLANS, INCLUDING BUSINESS AND SERVICE DELIVERY PLANS, TO ENSURE THE COUNCIL'S LONG-TERM SUSTAINABILITY TO DELIVER SERVICES TO THE COMMUNITY.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 6,000	Grant Funding Secured: \$ 6,000
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Continue to meet legislated deadline for the completion of annual plans and reports</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Shire Plan for 2020-21 prepared and adopted</li> <li>✓ Annual Report for 2019-20 prepared and adopted</li> <li>✓ A draft 5-year strategic plan 2020-2025 adopted</li> <li>✓ Masterplan for Cloppenburg Park adopted</li> <li>✓ Planning for Waste &amp; Recycling Strategy commenced</li> </ul>
<b>8.3 Financial Management</b>	
ACCOUNTING, FINANCIAL RECORDING AND REPORTING AND OTHER SUPPORT SERVICES ASSOCIATED WITH MANAGING THE COUNCIL'S FINANCIAL RESOURCES.	
Total Budget: \$ 39,500	Council Funds Used: \$ 29,387
Total Expenditure: \$ 40,972	Income Secured: \$ 11,858
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Ensure financial data is up to date to produce accurate reporting</li> <li>• Regular reports to Council meetings</li> <li>• Maintain accurate property and rate records</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Increase bank investment returns by &gt;4% - not achieved due to reduced interest rates</li> <li>✓ Xero cloud-based accounting systems are working with rates &amp; property management system Council Wise to produce accurate reports and reconciliations</li> <li>✓ Monthly financial reports provided to council</li> <li>✓ Financial Reports were submitted to acquit grants</li> <li>✓ Rates Assessment Record was reviewed</li> </ul>

<b>8.4 Human Resources</b>	
SERVICES AND SUPPORT FOR HUMAN RESOURCES ADMINISTRATION INCLUDING RECRUITMENT, INDUCTION, TRAINING AND DEVELOPMENT.	
Total Budget: \$ 406,207	Council Funds Used: \$ 229,918
Total Expenditure: \$ 433,992	Grant Funding Secured: \$ 204,074
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Conduct annual performance reviews</li> <li>• Prepare annual training plans for all employees</li> <li>• Develop HR policy</li> <li>• Maintain</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ HR policies and procedures finalised and in place</li> <li>✓ Staff annual performance reviews were undertaken</li> <li>✓ Professional Development planning undertaken with all permanent staff</li> <li>✓ One industrial relations complaint requiring investigation with professional services &amp; EASA contracted to assist</li> <li>✓ WHS workplace training session delivered to all staff</li> <li>✓ Professional development opportunities for staff including attendance at Australia Day conference, attendance at waste management symposium, and training in procurement processes</li> </ul>
<b>8.5 Information Technology and Communications</b>	
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES AND ADVICE ASSOCIATED WITH THE OPERATION AND MANAGEMENT OF COUNCIL'S HARDWARE, SOFTWARE AND INTERNET SYSTEMS	
Total Budget: \$ 12,000	Council Funds Used: \$ 13,784
Total Expenditure: \$ 13,784	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Review IT and recordkeeping policies &amp; procedures</li> <li>• Implement best practice IT and digital record-keeping systems</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Met all compliance issues regarding record-keeping; policy and procedures are in place and being reviewed in 2021-22 against new LG Act 2019</li> </ul>
<b>8.6 Public and Corporate Relations</b>	
COMMUNICATION WITH THE GENERAL PUBLIC THROUGH PERSONAL CONTACT, PUBLIC MEETINGS AND MEDIA INFORMATION.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 1,450	Grant Funding Secured: \$ 1,450
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>• Council meetings are open to the public with community attendance</li> <li>• Identify issues for public meetings</li> <li>• Regular maintenance and updating of the Council website</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Community members attendance at public meetings and monthly Council meetings</li> <li>✓ Website redesign completed and regularly maintained to keep information current</li> <li>✓ Social media used as a forum for discussion</li> <li>✓ Website and social media analytics captured for reporting purposes</li> </ul>

<b>8.7 Records Management</b>	
PROCESSING OF COUNCIL'S INCOMING AND OUTGOING CORRESPONDENCE AND THE AVAILABILITY AND SAFEKEEPING OF COUNCIL RECORDS IN ACCORDANCE WITH STATUTORY REQUIREMENTS.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Records filed on a regular basis</li> <li>Meet all requests for information consistent with the <i>Information Act</i> 2002</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Met all compliance issues regarding record-keeping; policy and procedures are in place and being reviewed in 2021-22 against new LG Act 2019.</li> <li>✓ Information required is readily available, consistent with the <i>Information Act</i> 2002.</li> <li>✓ No Fol's were received</li> </ul>
<b>8.8 Revenue Growth</b>	
FUNDING OF COUNCIL'S OPERATIONS THROUGH APPROPRIATE RATING POLICIES AND THE MAXIMISATION OF GRANTS, FEES AND CHARGES AND OTHER AVAILABLE INCOME SOURCES.	
Total Budget: \$ 818,862	Council Funds Used: \$ 707,540
Total Expenditure: \$ 707,540	Income Secured: \$ 859,489
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Pursue opportunities for grant funding and new service contracts</li> <li>Implement job costing measures to avoid over expenditure</li> <li>Preparation of realistic budgets</li> <li>Avoid non-budgeted expenditure</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Budget balanced without shortfall once depreciation was included to expenses</li> <li>✓ \$248,948 in new grant funding for community projects, programs and activities expended</li> <li>✓ Contract income increased by &gt;5% on previous year</li> <li>✓ New contracts secured</li> <li>✓ \$313,141 funding secured for civil maintenance and waste management projects in 2021-22</li> </ul>
<b>8.9 Risk Management</b>	
PROVISION OF INTERNAL RISK MANAGEMENT SYSTEMS	
Total Budget: \$ 42,195	Council Funds Used: \$ 37,949
Total Expenditure: \$ 37,949	Grant Funding Secured: \$ 0
<b>What we said we would do</b> <ul style="list-style-type: none"> <li>Conduct annual audit</li> <li>Maintain asset register</li> <li>Ensure assets have sufficient insurance coverage</li> <li>Update fraud protection plan</li> </ul>	<b>What we did</b> <ul style="list-style-type: none"> <li>✓ Satisfactory update of the asset register completed</li> <li>✓ Insurances maintained for all assets at value</li> <li>✓ Valuation of capital assets undertaken for financial reporting purposes</li> <li>✓ Fraud protection policies updated</li> <li>✓ Risk management planning undertaken in consultation with Audit Committee</li> </ul>



### 8.10 Work, Health and Safety

PROVISION OF A FRAMEWORK TO PROTECT THE HEALTH, SAFETY AND WELFARE OF ALL WORKPLACE STAKEHOLDERS WHO MIGHT BE AFFECTED BY THE WORK OF COUNCIL.

Total Budget: \$ 0

Council Funds Used: \$ 0

Total Expenditure: \$ 0

Grant Funding Secured: \$ 0

#### What we said we would do

- Maintain a work environment without risks to health and safety
- Maintain plant and structures to keep them in a safe operating state
- Provide and maintain safe systems of work
- Ensure the safe use, handling, storage and transport of plant, structures and substances
- Provide adequate facilities for the welfare of workers at work when carrying out work for the Council
- Provide information, training, instruction or supervision to protect all persons from risks in their work while conducting Council business
- Monitor the health of workers and workplace conditions to prevent illness or injury of workers arising from the conduct of Council business

#### What we did

- ✓ Conduct more than 40 weekly Toolbox meetings with permanent staff and 2 half-yearly WHS meetings with all staff
- ✓ All workplace incidents documented
- ✓ All staff provided with appropriate PPE
- ✓ All staff attended info-session on COVID-safe operations of Council facilities and workplace environments
- ✓ A total of 2 incidents reported:
  - Major - 0
  - Minor - 2

**Audited Financial Report Year Ended 30 June 2021**

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN  
TERRITORY

NOMINATION FORM

*NT HERITAGE COUNCIL*



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**COUNCIL NAME:**    **WAGAIT SHIRE COUNCIL**

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**1.    Agreement to be nominated**

I, PETER CLEE agree to be nominated as a member of the ***NT HERITAGE COUNCIL***.

Signature: \_\_\_\_\_ Date: 19 October 2021

**2.    Council Confirmation of Nomination**

I, RENITA GLENCROSS the Chief Executive Officer

hereby confirm that PETER CLEE

was approved by resolution of Council to be nominated as a member of the ***NT HERITAGE COUNCIL*** at a meeting held on 19 October 2021

Signature: \_\_\_\_\_ Date: 19 October 2021

**3.    Nominee's Contact Details**

Email address: [ceo@wagait.nt.gov.au](mailto:ceo@wagait.nt.gov.au)

Phone No:        0413 877156

#### **4. Nominee Information**

The following information is required to enable the Executive to make an informed decision. If you want to submit further information please attach it to this form.

4.1 What is your current council position? COUNCILLOR

4.2 How long have you held your current council position? 23 YRS (6 terms)

4.3 Please list your educational qualifications:

- Charles Darwin University NT – Dip Business
  - Australian Institute of Conveyancers
- 

4.4 What experience do you have that is relevant to this committee?

Extensive experience as an Elected Member and as President / Vice President of council - representing the community

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4.6 Apart from your current position what other experience have you had in local government?

- President Wagait Shire Council 2008-2020 (10 years)
  - Vice President of Council (8 years)
  - Member NSW and NT Emergency Services (15 Years)
  - Member Local Government Ministerial Advisory Committee
  - Member Local Government Disciplinary Committee
  - Vice-President Local Government Association of NT
  - Co-Chair Wagait Shire Emergency Recovery Committee
- 

5. **You agree to supply the Executive with a report on the committee meetings you attend?** I agree  I Disagree

6. **Have you read and agree to the Outside Committee procedures**  
Yes



## 2022 WAGAIT SHIRE COUNCIL, COUNCIL COMMITTEE & COMMUNITY CONSULTATION MEETING DATES

- Ordinary Council Meetings are held on the third Tuesday of every month at 7:00 pm
- Audit Committee Meetings and Emergency Management Meetings are held in alternate months a week before ordinary council meetings
- Community Consultations are held biannually in March and November to discuss council plans and any raise any concerns

JANUARY	FEBRUARY	MARCH	APRIL
Emergency Committee 12 January 2022 (Wed 8:30am)	Audit Committee 08 February 2022 (Tues 9:30am)	Emergency Committee 09 March 2022 (Wed 8:30am)	Community Consultation 09 April 2022 (Sat 10am)
Ordinary Council Meeting 18 January 2022 (Tues 7pm)	Ordinary Council Meeting 15 February 2022 (Tues 7pm)	Ordinary Council Meeting 15 March 2022 (Tues 7pm)	Ordinary Council Meeting 19 April 2022 (Tues 7pm)
		Special Council Meeting Shire Plan & Budget Workshop	
MAY	JUNE	JULY	AUGUST
Audit Committee 10 May 2022 (Tues 9:30am)	Emergency Committee 08 June 2022 (Wed 8:30am)		Audit Committee 09 August 2022 (Tues 9:30am)
Ordinary Council Meeting 17 May 2022 (Tues 7pm)	Council Meeting 21 June 2022 (Tues 7pm)	Ordinary Council Meeting 19 July 2022 (Tues 7pm)	Ordinary Council Meeting 16 August 2022 (Tues 7pm)
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Emergency Committee 13 September 2022 (Wed 8:30am)	Audit Committee 11 October 2022 (Tues 9:30am)	Community Consultation 12 November 2022 (Sat 10am)	Emergency Committee 13 December 2022 (Wed 8:30am)
Ordinary Council Meeting 20 September 2022 (Tues 7pm)	Ordinary Council Meeting 18 October 2022 (Tues 7pm)	Ordinary Council Meeting 15 November 2022 (Tues 7pm)	Ordinary Council Meeting 20 December 2022 (Deferred TBC)