



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 18 JANUARY 2022**

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

Date: **Tuesday, 18 January 2022**

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 18 January 2022** 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 (via teleconference)
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

**Resolution No. 2022/
That the apology of be accepted and approved.
Moved:
Seconded:
Vote:**

2. DECLARATION OF INTERESTS

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

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 16 November 2021

**Resolution No. 2022/
That the Minutes of the Ordinary Meeting of Tuesday 16 November 2021 be confirmed by Council as a true and correct record.
Moved:
Seconded:
Vote:**

3.2. Matters arising from Minutes of Council Meeting Tuesday 16 November 2021

4. GUESTS

4.1. Hon Chansey Paech MLA, Minister for Local Government

The Hon Chansey Paech MLA, Minister for Local Government is attending via video-link at the invitation of Council and to discuss matters concerning council business.

**Resolution No. 2022/
That Council thank the Hon Chansey Paech MLA for his brief on matters concerning Council and the Shire.**
Moved:
Seconded:
Vote:

4.2. Penny Renc, Director Office of Water Security

Penny Renc, Director of the Office of Water Security is attending via video-link to brief and discuss with Council Members the recently released NT Strategic Water Plan Directions Paper and any key water security issues from a Wagait Council perspective.

**Resolution No. 2022/
That Council thank Penny Renc for her brief on the recently released NT Strategic Water Plan Directions Paper and the opportunity to discuss local concerns.**
Moved:
Seconded:
Vote:

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 15 November 2021 to 14 January 2022.

5.1 Inwards Correspondence

16/11/2021	Sea Link	Track to Milady - comments from HeritageNT	email
16/11/2021	NT Grants	Letter of Offer - Round 1 - International Men's Day	email
17/11/2021	LGANT	Request for Feedback: LG 2030 Strategy	email
17/11/2021	Core Lithium	BP33 underground mine - public comment process	email
18/11/2021	NT Grants	FAA Roads - 2nd qtr payment - \$7538.00	email
18/11/2021	NT Grants	FAA General Purpose 2nd qtr payment - \$1,218.00	email
18/11/2021	Jill Mumme	Acquittal Community Fund grant 2021 - Tai chi	by hand
19/11/2021	Community Group	Acquittal Community Fund grant 2021 - Soundbox	email
19/11/2021	LGANT	Call for Nominations - Animal Welfare Advisory Committee - by Friday 28 January 2022	email
19/11/2021	Nexia Edwards	Signed Financial Report 2021	email
19/11/2021	Defence Force	ANZAC Day ceremonial support	email
19/11/2021	LCRIP Infrastructure	LRCI Phase 2 nominataions	email
19/11/2021	NT Grants	Youth Vibe holiday Grant Dec 2021/Jan 2022	email
22/11/2021	Defence Force	Requesting ANZAC Day 2022 support	email
23/11/2021	Tomasi Eaton	Thank you letter for sponsorship	email
24/11/2021	WAGS	Acquittal Community Fund grant 2021	email
26/11/2021	Water Security	Consultation with Wagait Council (ILUA)	email
30/11/2021	LGANT	Summary of Council Compliance with CHO Direction	email
30/11/2021	Grants NT	Remote Sports Program Annual funding	email

3/12/2021	Resident	Permit to undertake works on Council Road Verge	email
6/12/2021	LGANT/LGRD	Advice on attendance council functions	email
6/12/2021	DCMC	Elected members professional development dates	email
6/12/2021	CJD Equipment	Tipper Tender VP274398	email
8/12/2021	Office of Information Commissioner	End of Year update and training	email
9/12/2021	Australia Day Council	Australia Day Community Grant Application	email
10/12/2021	Mousellis	Saturday closure of Power-Water compound	email
13/12/2021	JLT insurance	Aus NT Council claims	email
13/12/2021	Sureline Mercantile	Application for NTCAT order	email
13/12/2021	Resident	Cats	email
13/12/2021	DCMC	LG 2030 Strategy feedback	email
14/12/2021	Bushfires NT	Fire Danger Meter Signs - Council Regulations	email
14/12/2021	Belyuen CEO	Waste Management Strategy	email
14/12/2021	DIPL Blackspot program	Program Invitation letter 2022-23	email
15/12/2021	KPMG	TOPROC Strategic Plan outcomes	email
15/12/2021	Bushfires NT	Gate-signs enquiry	email
15/12/2021	Wagait Walkers & Runners	Acquittal Community Fund grant 2021	email
16/12/2021	Dept Health	Funding Agreement - Youth Program (AOD)	email
16/12/2021	Office of Water Security	Consultation with Wagait Council (ILUA)	email
16/12/2021	Resident-artist	Acquittal Community Fund grant 2021 - Mosaic	email
17/12/2021	DCMC NTRRP	Program funding follow up enquiry	email
21/12/2021	Top End Health	Wagait Covid clinic	email
21/12/2021	NTEC	Election Report and financials	email
21/12/2021	Electorate Daly	Seniors lunch RSVP	email
23/12/2021	Chief Minister	Christmas Cards for Councillors	post
23/12/2021	The Hon Chansey Paech MLA	Christmas Cards for Councillors	post
4/01/2022	LGANT	Tyre Recycling in the NT	email
5/01/2022	Resident	Concerns about bamboo	email
6/01/2022	Top End Health	Wagait Covid clinic confirmation	email
7/01/2022	LGANT	Member Survey	email
10/01/2022	East by West	Wagait Beach Skate Park submission	email
11/01/2022	The Hon Chansey Paech MLA	Attendance at January meeting	email
11/01/2022	Dept Treasury & Finance	Consultation on Hydraulic Fracturing Report	email
13/01/2022	Dept Chief Minister & Cabinet	Immediate Priority Grant Unsuccessful	email
13/01/2022	DCMC NTRRP	NTEC attendance at Emergency Management mtg	email

5.2. Outwards Correspondence

15/11/2021	Wagait Arts Group	Community Grants Fund 2020-21 Acquittal	email
15/11/2021	Jill Mumme	Community Grants Fund 2020-21 Acquittal - Tai Chi	email
15/11/2021	Michelle Barton	Community Grants Fund 2020-21 Acquittal	email
15/11/2021	Aileen Blyth	Community Grants Fund 2020-21 Acquittal	email
15/11/2021	Alex Jennes	Community Grants Fund 2020-21 Acquittal	email
17/11/2021	LGANT	Call for Nominations - NT Water Safety Advisory	email
17/11/2021	LGANT	Call for Nomination - NT Heritage Council	email

17/11/2021	Darwin City Library	Young Territory Author Awards 2021 - Run sheet	email
18/11/2021	Krisco Contracting	Signed contract - Cloppenburg Park Civil Works	email
18/11/2021	Krisco Contracting	Signed contract - Cox Drive Floodway Remediation	email
19/11/2021	Residents of Sachse St	Sachse St drains and crossover works commencing	email
30/11/2021	Parap Vet	Australia Day celebrations - support and donations	email
30/11/2021	Dheran Young MLA	Invitation to attend Australia Day Ceremony	email
30/11/2021	Local Business's	Invitation to donate prize for Australia Day Activities	email
3/12/2021	Resident	Permit to undertake works on Council Road Verge	email
6/12/2021	LGANT/LGRD	Advice on attendance council functions	email
6/12/2021	DCMC	Elected members professional development dates	email
6/12/2021	CJD Equipment	Tipper Tender VP274398	email
9/12/2021	Australia Day Council	Australia Day Community Grant application	email
13/12/2021	JLT insurance	Aus NT Council claims	email
13/12/2021	Sureline Mercantile	Application for NTCAT order	email
13/12/2021	Resident	Cats	email
13/12/2021	DCMC	LG 2030 Strategy feedback	email
13/12/2021	Top End Health	Wagait Covid clinic request	email
14/12/2021	Bushfires NT	Fire Danger Meter Signs - Council Regulations	email
14/12/2021	Belyuen CEO	Waste Management Strategy	email
14/12/2021	Bushfires NT	Gate-signs enquiry	email
15/12/2021	Councillors	Mandorah Jetty tender	email
15/12/2021	CMC NTRRP	Program funding follow-up enquiry	email
16/12/2021	Office of Water Security	Consultation with Wagait Council (ILUA)	email
20/12/2021	Top End Health	Wagait Covid clinic request	email
22/12/2021	Belyuen CGC President	Invitation to Meet	email
6/01/2022	Top End Health	Wagait Covid clinic confirmation	email
7/01/2022	Wagait Beach Supermarket	Emergency Management Committee invitation	by hand
7/01/2022	Jodi Reye	Emergency Management Committee invitation	email
10/01/2022	Emergency Management	Meeting agenda	email
10/01/2022	Office of Water Security	Consultation with Wagait Shire Council	email

Resolution No. 2022/

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

Moved:

Seconded:

Vote:

6. COUNCILLORS REPORTS

6.1 President's Report

It is quite a while since the last Council meeting in November, with no meeting in December due to the Christmas and New Year break.

The ongoing development and spread of Omicron variant of Covid-19 during that period around Australia is certainly cause for concern for Wagait Beach residents, with hundreds of cases being reported in Darwin daily and the return of mask mandates and lock-outs for the greater Darwin area.

We have been fortunate to date here at Wagait Beach by virtue of our position across the harbour, however continued vigilance is required for our small community which has a high proportion of people considered vulnerable or at-risk. I urge all residents who have not yet to do so to get vaccinated twice, and consider a booster shot thereafter.

A vaccination unit will be at our community Health Centre this Thursday 20 January, and you can contact the council office for further details.

Meetings Attended

Date	Meeting
Tuesday 25 November	CEO Catch up
Thursday 2 December	CEO Catch up
Wednesday 8 December	CEO Catch up
Thursday 16 December	CEO Catch up
Tuesday 4 January	NT News interview
Thursday 6 January	CEO catch up

Neil White

President Wagait Shire Council

January 2022

Resolution No. 2022/

That Council receives and notes President Neil White's report for the period 15 November 2021 to 14 January 2022.

Moved:

Seconded:

Vote:

7. OFFICERS' REPORTS

7.1. CEO Report for the period 15 November 2021 to 14 January 2022

Staff, HR & Training	<ul style="list-style-type: none"> • Staff Leave Taken RG - 7; PW - 23 ; RT - WC ongoing; FC - 2 • Staff Leave Requested ; RG 7-25 Feb • WALGA+IR consultant assisting with staff issues + WC claim ongoing to Jan 2022 • Staff meeting & correspondence regarding CHO directions • Recruitment for Works casuals x 3 complete • Recruitment for Finance Officer position has progressed • Recruitment for Active-Recreation Officer and Youth Program Coordinator commenced
WHS	<ul style="list-style-type: none"> • No reportable WHS incidents • Staff Toolbox meetings x7 • Cyber-security issues ; contractor invoices <p><u>COVID-19 Council Compliance</u></p> <ul style="list-style-type: none"> • CHO Direction 55 actioned, all staff are currently compliant • Special cleaning of jetty handrails and bins ceased 4 Jan 22 • All Council facilities have current COVID Operation Plans • Cyclone shelter has been issued a QR code
Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President x7 weekly catchups • Tourism NT Darwin Destination Management Plan ; response to draft • LGANT CHO 55 & Covid updates ; daily • DCMC/NIAA/LG Regional meeting ; 29 Nov • WSC Cyclone Shelter team meeting ; 24 Dec • Civil contractors for roadworks Forsythe, Sasche, Cox ; 19 Nov, 10 Dec, 7 Jan • Animal Management issues & reporting of cats ; 5 Jan • DLGRD (CMC) LG 2030 Cross Government response to draft ; • NT WorkSafe/JLT/GIO insurance WC claims; 10 Dec, 15 Dec, 22 Dec, 24 Dec, 11 Jan • DIPL Crown Lands Office regarding RUA and occupational licences ; 6 Jan • Power Water & contractors Imaluk Spring Upgrades ; 19 Nov, 9-10 Dec, • Community Justice Centre 2021 Review survey response ; 10 Dec • Invitation to Belyuen CEO & President to attend WSC meeting ; 16 Dec • Build-up Skate Program planning for youth workshops 2022 ; 20 Dec, 10 Jan • Veolia waste collection issues & bin replacement ; 23 Dec, 6 Jan • WSC Procurement Panel meeting and follow up calls to suppliers ; 5 Jan • DCMC teleconference with Regional Director ; 11 Jan • NTEC videoconference re: election report and non-voters ; 12 Jan <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident crossover preparations Sachse, Brisbane, Massey ; 17 Nov, 3 Dec • Resident vending machine arrangements ; 18 Nov, 7 Jan • Resident concerns regarding easement drain s226 ; 29 Nov, 6 Dec • Resident concerns regarding weeds in Telstra drain ; 28 Dec, • Resident concerns regarding bamboo on boundary ; 4 Jan • Resident enquiries on managing cats ; 5 Jan • Resident requests for asset hire ; 4 Dec, 19 Dec, 4 Jan • Makers & Creators ; 4 Dec, 11 Jan • Residents' concerns regarding rubbish collection (10) ; 6 Jan • Runners & Walkers ; 11 Jan

<p>Actions</p>	<p><u>Grants/Tenders</u></p> <ul style="list-style-type: none"> • Alcohol & Drug program ; Wagait Youth Leadership Program (\$20k) successful • Australia Day 2022 event funding (\$2k) successful • Territory Day grant variation arrangements (\$1.2k) successful • International Men’s Day event funding application (\$0.5k) successful • International Women’s Day event funding application (\$1.5k) successful • DCMC Immediate Priority Grant application for tennis court (\$450k) unsuccessful • Wagait Community Grants Fund acquittals for 2021 and preparation for 2022 grants <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> • LCRI phases 2 & 3 - Signage, drainage & verge remediation, skate/pump track (\$70k) • DLGRD (CMC) WaRM #1 - Replace tip-truck and tractor (\$50k) • DLGRD (CMC) WaRM #2 - Design & Construct for Re-Discovery Centre (\$75k) <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Liaison with accountant for preparation monthly financial reporting • Territory Families Remote Sport Program annual reporting • Roads to Recovery (R2R) quarterly reporting • NT CMC Local Government Operational Funds 2020-21 annual reporting • NT FAA Roads and Operational 2020-21 annual reporting • ABS Local Government quarterly statistics report • TOPROC > preparation of council documents for strategic planning <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ongoing review of WSC policies and registers for LG Act alignment • Preparation of agenda and minutes for WSC Meeting in January • Preparation for WSC Emergency Management Committee Meetings in Dec/Jan • Preparation for WSC Audit Committee Meeting in Feb <p><u>Services, Programs & Projects</u></p> <ul style="list-style-type: none"> • School holiday program arrangements have been challenged due to no response from advertising for excursion leaders. • Youth Leadership/Internship program development, funding applications, meetings, and ongoing arrangements with multiple providers, including skate-park design. • Waste & Recycling Strategy development, meetings with consultant, Belyuen CEO. • Planning for Verge Audit and pedestrian access through the community, funding applications and meetings with NTG and LGANT. • Seniors Program activities (inc fitness) development, funding applications, meetings, and ongoing arrangements with multiple providers. <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletters (December, January) • Community updates : Council vacancies, Civil works, Christmas events <p><u>Meetings and Events</u></p> <ul style="list-style-type: none"> • Memorial tree planting ; 17 Dec • Build-up Skate session #1 ; 19 Dec, 13 Feb • Council Christmas events ; 17 Dec, 21 Dec, 23 Dec • Australia Day celebrations and activities ; 26 Jan • Kids Disco ; 28 Jan TBC
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7.2. Works Manager's Report for the period 15 November 2021 to 14 January 2022.

Staff/HR	<ul style="list-style-type: none"> • Leave - GZ (AL x3, RDO x1); RR (AL x4, PL x3) • Ongoing work planning for casual staff
Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x 7
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 28 • Water Samples x 20 • Imaluk water compound maintenance (weed control, mow and snip) <p><u>Jetty Maintenance + COVID-19 (contract works for DIPL)</u></p> <ul style="list-style-type: none"> • Jetty wash x 28 • Jetty handrails and bins sanitised (COVID) x 104 • Jetty carpark verge maintenance (weed control, mow and snip) • Jetty landing barnacle removal • Replanted NTG signs blown over in storm <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 10 + 2 burns • Council bins in, out & cleaned weekly x 46 • Hard-waste bins packing and changeover x 6 <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x3
	<p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Mowing and weed control program throughout estate • Cox Drive causeway support • Road audit digital documentation • Follow up drainage easements clearing on Erickson, Harney and Cox • Preparation for vehicular crossover repairs on Sasche and Brisbane • Pothole repairs on Cox, Baluria • Drop dead tree on Dalmeny <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none"> • Cloppenburg Park irrigation monitoring daily/monthly reporting • Plumbing of 2 x new water-tanks • Preparation for new drinking fountains at Community Centre & Cloppenburg Park • Glyphosate distribution to residents x 10 <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • CEO vehicle service • Mower spindles & blades replaced • Tractor brake switch, fuses and globes replaced • Registration checks completed for tractor

Resolution No. 2022/

That Council receives and accepts the Officers Reports for the period 15 November 2021 to 14 January 2022.

Moved:

Seconded:

Vote:

8. ACTION SHEET for the period 15 November 2021 to 14 January 2022.

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.
			12/11/2021	Update provided by PW on 11 Nov including drawings, no timeline on project commencement.
			14/01/2022	Project to upgrade and seal road and turn-around commenced mid-Dec and was completed before Christmas. Schedule for upgrades to tank and flow capacity are yet to be advised.
2	2020/101 2020/113	Local Area Planning, Environment and Climate Change	21/07/2020	Council noted submission from Kevin Hoult regarding maintenance of RUA beach access and requested follow up with Crown Land to consider options for further works in RUA.
			18/08/2020	Council noted information provided in the Climate Change Risk Assessment and Adaption Planning Report and requested a briefing and action plan proposal be presented at the September meeting.
			9/09/2020	Shire President and CEO met with Crown Lands Estate representatives on 5 August to discuss beach access on RUA's at Baluria, Erickson, WTR and Delissa.
			15/10/2020	Refer Agenda Items 10.5 and 10.6 : Climate Change Action Plan and Grant Application to NT CMC NT Risk Reduction Program
			12/02/2021	CEO and VP Dyer met with DIPL Planning Directors on 24 September to discuss process for Local Area Planning and related issues.
			12/03/2021	Further emails with photos have been sent to the DIPL Crown Land Estate (CLE) with request for intervention such as a boundary survey of beachfront properties. Nil response to date.
			20/04/2021	Grant Application to NT CMC NT Risk Reduction Program unsuccessful.
			14/05/2021	Next steps: Seek quotes for road remediation, surveying and signage to support funding applications.
			10/06/2021	CEO met with NTRRF Panel Chair on 10/06/21. Outcome advice is anticipated in July. CEO met with Kevin 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 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.
			15/10/2021	Meeting held with CLE & DEPWS on 15 October at WSC offices to discuss proposal for conservation and maintenance of the beach access points through the coastal reserve and RUA.
			12/11/2021	CLE has confirmed 5 yr occupational lease for Imaluk Beach access on Erickson Crescent. A follow up meeting with LCE and DEPWS to discuss other leases has been scheduled for end November.
			14/01/2022	Meeting with DIPL/CLE and DEPWS to continue discussion has been proposed for 20 January.
3	2020/140	Waste Management Strategy and Fees Modelling	15/09/2020	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 alternate 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 Gerard Rosse of Tropics Consulting has been contracted and start-up meetings are arranged for late October.
			14/01/2022	Consultant met with Councillors on 9 December to provide a progress update. Meetings with stakeholders including government agencies, community groups and individuals have continued through November & December. Further meetings are scheduled for January and February in Belyuen & Wagait Beach. Draft strategy document available late February 2022 for community

				consultation. Final strategy proposed March 2022 for discussion with NTG, Aus Gov and TOPROC. Council is also preparing tender for residential waste collection for service past June 2022.
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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; communicated to community through the newsletter and notices at the WB Supermarket.
		15/01/2021	Meeting 19 November with Top End Health RM, Belyuen Health Services staff, Council members and WB residents. Top End Health RM advise that Belyuen cannot provide additional services to WB and the outreach arrangements stand. A flyer has been received from Top End Health for distribution.
		12/02/2021	CEO has secured solution for 'Community 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. Local Aged Care client & WB resident raised concerns with COVID vaccine rollout, to be raised at Community meeting 24 April as awareness for overarching health issue.
		14/05/2021	Community Wifi network is operational, Belyuen Health Service has been informed.
		10/06/2021	Council letter to new CEO NT Health from Council requesting a meeting to discuss local issues. Eol call out for nominees to new Regional Community Engagement Group.
		16/09/2021	Propose to convene meeting with Aged Care to discuss & develop new approach for using health centre as a community care meeting place with medical facilities, in line with new NTG Seniors Strategy and WB increasing aged population. Carers NT event scheduled for 13 October 2021. DoH Remote Health Unit COVID-clinic at the community Health Centre on Tuesday 28 September.
		15/10/2021	DoH Remote Health Unit has been conducting regular weekly COVID-vax-clinic at the community Health Centre to continue as long as required. Successful carer's event 13 October.
		14/01/2022	DoH Remote Health Unit recommenced COVID-vax-clinic on 23 December and will reschedule monthly as long as there is demand. Next clinic is scheduled for 20 January.

**Resolution No. 2022/
That Council receives and notes the Action Sheet for the period 15 November 2021 to 14 January 2022.
Moved:
Seconded:
Vote:**

9. FINANCIAL REPORTS

9.1. November 2021 Reports Attached

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

9.2. November 2021 Supplier Payment History

Date	Transaction	NT	I'State/I'ntl
TRANSACTION ACCOUNT			
1/11/2021	Nexia Edwards Marshall NT - Professional services 30 June audit	\$2,200.00	
1/11/2021	Wagait Beach Supermarket - Newspapers to week ending 31/10/21	\$16.50	
1/11/2021	Wagait Beach Supermarket - tools	\$2.68	
1/11/2021	Wagait Beach Supermarket - CEO fuel		\$87.01
2/11/2021	CBA - Merchant fees	\$122.92	
2/11/2021	Rural Fire Protection - 6 monthly Fire Equipment service	\$1,219.90	
2/11/2021	Gary Zika Expense Claim - Working with Children Card	\$74.00	
3/11/2021	Wagait Beach Supermarket - milk for meetings	\$3.54	
4/11/2021	MJ Electrical - Repairs & maintenance	\$295.00	
4/11/2021	Wagait Beach Supermarket - Tractor fuel	\$43.61	
5/11/2021	Central Business Equipment - Copy charges	\$233.61	
10/11/2021	MJ Electrical - Power point relocation	\$350.00	
10/11/2021	Wigg Plumbing - Waste water treatment system service	\$199.99	
11/11/2021	Wagait Beach Supermarket - milk for meeting	\$3.54	
11/11/2021	Wagait Beach Supermarket - Ute fuel	\$86.43	
11/11/2021	Wagait Beach Supermarket - Machinery fuel	\$11.63	
12/11/2021	NT Electoral Commission - Costs to conduct the WSC Election	\$4,901.81	
12/11/2021	Wagait Beach Supermarket - Padlock for Sports Ground Container	\$32.96	
13/11/2021	Wagait Beach Supermarket - Milk for community meeting	\$8.19	
15/11/2021	Encore Pilates & Wellness - 6th Oct to 3rd Nov	\$940.50	
15/11/2021	CBA - Commbiz fees		\$11.70
15/11/2021	Wagait Beach Supermarket - Newspapers week ending 7/11/21	\$16.50	
15/11/2021	Wagait Beach Supermarket - Newspapers week ending 14/11/2021	\$16.50	
15/11/2021	Wagait Beach Supermarket - Mower fuel	\$27.81	
16/11/2021	L.G.A.N.T. - LGANT Conference held in Alice Springs 3-5 November 2021	\$520.00	
16/11/2021	MJ Electrical - Checked defibrillator and replace batteries	\$65.00	
16/11/2021	MJ Electrical - Installation of power point for vending machine	\$140.00	
16/11/2021	Harvey Distributors - Bags of rages	\$107.69	
16/11/2021	Harvey Distributors - Trolley hard bin liners for Jetty wash	\$166.89	
17/11/2021	Australia Day Council - Australia Day Council conference registration	\$200.00	
17/11/2021	Colleen Fergusson - Council Dinners for Tuesday 16 November 2021	\$108.00	
17/11/2021	Colleen Fergusson - Community meeting - Saturday 13 November 2021	\$200.00	
17/11/2021	Wagait Beach Supermarket - Works ute fuel	\$106.60	
17/11/2021	Wagait Beach Supermarket - CEO fuel	\$101.22	
17/11/2021	McMinns Pumping Systems removal of sewerage	\$1,712.50	
17/11/2021	Wagait Beach Supermarket - Food for International Men's Day	\$299.27	
18/11/2021	Wagait Beach Supermarket - Mower fuel	\$69.41	
18/11/2021	Stickers and Stuff - 5L dry bag - 117636 (International Men's Day)	\$228.00	
22/11/2021	Michele Hughes - Assistant with financials for month of October 2021	\$924.00	
22/11/2021	Wagait Beach Supermarket - Newspapers to week ending 21/11/21	\$16.50	
23/11/2021	Veolia Environmental Services - weekly wheelie bin collection	\$4,280.78	
23/11/2021	Veolia Environmental Services - Hard waste pickup	\$1,417.89	

24/11/2021	Wagait Beach Supermarket - Multi purpose wipes	\$3.99	
24/11/2021	R&M Newman - Repairs to Kubota mower	\$160.00	
25/11/2021	Optus - office phone/internet		\$140.55
25/11/2021	Optus - mobile charges		\$198.50
25/11/2021	Wagait Beach Supermarket - Ute fuel	\$101.00	
25/11/2021	Wagait Beach Supermarket - Machinery fuel	\$15.40	
26/11/2021	Central Business Equipment - Rental charges for Photocopy machine	\$174.41	
29/11/2021	Territory Surgical Supplies - Standard Wall AED Cabinet	\$486.73	
29/11/2021	Wagait Beach Supermarket - newspapers	\$16.50	
29/11/2021	Officeworks - stationery	\$39.70	
29/11/2021	Puma - CEO Fuel (drive to town to pickup up Australia Day goods)	\$72.57	
29/11/2021	Airpower - Tractor part	\$84.36	
29/11/2021	Motor Vehicle Registry - Registration - Green mower rego CC57OG	\$175.40	
29/11/2021	Motor Vehicle Registry - Registration - Green mower rego CC57OG	\$158.00	
29/11/2021	Power Water - water usage - swipe card	\$71.43	
29/11/2021	Curby's (NT) Pty Ltd - Australia Day Medallions	\$82.50	
29/11/2021	Curby's (NT) Pty Ltd - Australia Day perpetual update - cricket bat	\$25.00	
30/11/2021	Wagait Beach Supermarket - Mower fuel	\$56.46	
30/11/2021	Wagait Beach Supermarket - rebate	\$8.06	
30/11/2021	Fleetcare - CEO vehicle leasing	\$1,427.12	
30/11/2021	Ian Manahan - Water to CEO house	\$150.00	
CREDITCARD			
2/11/2021	Chemist Warehouse - surgical masks and wipe for cyclone shelter	\$55.91	
2/11/2021	Xero - monthly subscriptions		\$100.00
2/11/2021	Crowne Plaza Alice Springs - Accommodation - LGANT conference	\$660.00	
3/11/2021	HB Halkitis Brothers - 20t of 20/14mm blended aggregate	\$1,782.00	
3/11/2021	Cabfare - Cabfare - President Neil White LGANT conference Alice Springs	\$56.70	
4/11/2021	Cabfare - Taxi travel for President to attend LGANT meeting	\$15.33	
5/11/2021	Cabfare - CEO Cab fare	\$12.59	
5/11/2021	Cabfare - LGANT Conference - taxi fares	\$10.50	
5/11/2021	Bunnings - Paint for community Centre	\$386.75	
6/11/2021	Microsoft - monthly subscription charges		\$83.49
6/11/2021	Microsoft - Monthly subscriptions		\$94.60
8/11/2021	Crowne Plaza Alice Springs - Accommodation charges (N White)	\$755.00	
8/11/2021	Epilogue Lounge & Rooftop Lounge - Meeting expenses	\$25.78	
8/11/2021	Barnyard Trading - Loose tools for dog pound	\$70.07	
8/11/2021	BP Darwin Truckstop - Cyclone Shelter - fuel	\$692.49	
8/11/2021	BP Darwin Truckstop - Truck fuel	\$101.20	
9/11/2021	Cabfare - LGANT Conference	\$38.12	
10/11/2021	Sealink Ferries - Sealink Multi pass	\$102.90	
11/11/2021	Cabfare - Cabfare - President Neil White - Citizenship Ceremony	\$44.21	
11/11/2021	Cabfare - Cab Fare - President Neil White to Citizenship Ceremony	\$44.10	
12/11/2021	Copytime - Report binding	\$19.50	
15/11/2021	Our Community Pty Ltd - ICDA membership fees for Fiona Carter		\$65.00
17/11/2021	Adobe Systems Incorporated - Monthly subscription		\$29.99
17/11/2021	NT Police, Fire & Emergency Services - R Roberts - Working with Children	\$74.00	
17/11/2021	Bunnings - spray for garden and padlock	\$66.75	
17/11/2021	The Big Mower - oil for mower	\$45.50	
29/11/2021	Coles Supermarket - Australia Day 2022 - catering	\$90.37	
29/11/2021	K Mart - Australia Day activities	\$100.00	
29/11/2021	Big W - Australia Day 2022 - pinata	\$55.05	
29/11/2021	K Mart - Australia Day activities	\$49.00	

Resolution No. 2022/.....**That Council receives and accepts the Financial Reports for the month of November 2021.****Moved:****Seconded:****Vote:****9.3. December 2021 Reports Attached**

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

9.4. Supplier Payment History

Date	Transaction	NT	I'State/I'ntl
TRANSACTION ACCOUNT			
1/12/2021	Alloy & Stainless Products - Mower blades for slasher	\$596.62	
2/12/2021	Harvey Distributors - 1 carton 120 litre garbage bags (175025A)	\$44.68	
2/12/2021	Harvey Distributors - 1 carton 73 litre garbage bags (175020)	\$60.47	
2/12/2021	Harvey Distributors - Credit adjustment 567270	\$3.87	
2/12/2021	CBA - Merchant fees		\$115.28
7/12/2021	Totally Work Wear - Casual staff uniforms - Doug Chalmers and Ian Manahan	\$199.60	
8/12/2021	Central Business Equipment - Photocopy charges	\$166.47	
9/12/2021	Sureline Mercantile & Commercial Agency - Debt collection fees	\$440.00	
9/12/2021	TR Telecom - Satellite phone charges		\$314.52
14/12/2021	Stickers and Stuff - 50 x 1164-Ultimate Cooler Bags	\$1,268.00	
14/12/2021	Stickers and Stuff - Amend print file	\$41.00	
14/12/2021	R&M Newman - Tractor R&M	\$80.00	
15/12/2021	CBA - Commbiz fees		\$7.24
15/12/2021	The NT General Store - Steel capped work boots - no receipt/stat dec	\$112.50	
15/12/2021	Kevin's Mobile Disco - Kevin's Mobile Disco, Kids' Christmas Party	\$480.00	
16/12/2021	Krisco Contracting - Cox Drive causeway civil works progress payment	\$99,000.00	
16/12/2021	Krisco Contracting - Cloppenburg Park civil works progress payment	\$99,000.00	
17/12/2021	Trafficwerx NT - Sign Hire 29/11/21 - 5/12/21	\$220.00	
22/12/2021	Colleen Fergusson - Christmas Party catering x 35 people	\$1,500.00	
23/12/2021	Wagait Beach Supermarket - Christmas catering	\$506.79	
23/12/2021	Wagait Beach Supermarket - Newspapers	\$49.50	
23/12/2021	Wagait Beach Supermarket - Soy Milk	\$3.54	
23/12/2021	Wagait Beach Supermarket - Ute fuel	\$306.79	
23/12/2021	Wagait Beach Supermarket - Small engines fuel	\$56.87	
23/12/2021	Wagait Beach Supermarket - Tractor fuel	\$58.38	
23/12/2021	Wagait Beach Supermarket - Mower fuel	\$65.55	
23/12/2021	Wagait Beach Supermarket - CEO vehicle fuel	\$105.48	
23/12/2021	Wagait Beach Supermarket - Truck fuel	\$136.66	
23/12/2021	Wagait Beach Supermarket - Globe	\$2.59	
23/12/2021	Wagait Beach Supermarket - Jetty - bleach	\$6.56	
23/12/2021	Power Water - Water swipe usage	\$32.21	
23/12/2021	Power Water - Water swipe usage	\$18.15	
23/12/2021	Wagait Beach Supermarket - Youth Skateboard workshop	\$32.08	
23/12/2021	Wagait Beach Supermarket - Crushed Ice	\$30.00	
23/12/2021	Wagait Beach Supermarket - Youth Skateboard workshop catering	\$29.66	
23/12/2021	Wagait Beach Supermarket - Youth skateboard workshop catering	\$15.00	
23/12/2021	Renita Glencross Expense Claim - Sausages for Youth Barbecues	\$90.83	

23/12/2021	Renita Glencross Expense Claim - Materials for Youth Barbecues	\$27.15	
23/12/2021	Renita Glencross Expense Claim - Salad & Fruit for Youth Barbecues	\$14.89	
29/12/2021	Central Business Equipment - Rental charges for Photocopy machine	\$174.41	
CREDIT CARD			
2/12/2021	NT Police, Fire & Emergency Services - National Police Check - Andrew Donne	\$74.00	
2/12/2021	Xero - monthly subscription		\$100.00
6/12/2021	Vintage Cellars - drinks for staff and volunteer Christmas party	\$120.00	
7/12/2021	NT Keys - Office key for G Zikan	\$19.90	
8/12/2021	Woolworths - Drinks for Kids Disco Friday 17 December 2021	\$40.00	
8/12/2021	Big W - toys for Kids Disco	\$10.85	
8/12/2021	Dollars & Sense - Toys for kids disco	\$40.73	
8/12/2021	Officeworks - stationery	\$137.21	
8/12/2021	Woolworths - Drinks for Skateboard Workshop	\$38.00	
8/12/2021	Spotlight - Fabric for Bubble Art activity for Australia Day	\$7.00	
8/12/2021	Officeworks - paint for Australia Day activities	\$15.44	
8/12/2021	Microsoft - Subscription fees		\$94.60
8/12/2021	Microsoft - microsoft subscriptions		\$83.49
9/12/2021	Puma - CEO fuel - Pam (Town)	\$79.53	
10/12/2021	Harvey Norman Online Homebush WesNSW - Fridge - community centre	\$1,199.00	
14/12/2021	Supercheap Auto - Hand Cleaner	\$59.99	
14/12/2021	Bunnings - Makita cutting disc	\$29.80	
14/12/2021	Repco - Cable boost	\$33.00	
14/12/2021	Airpower - Deposit for Order So0004819	\$90.57	
14/12/2021	Outback Batteries - Battery for John Deere Mower 1570	\$149.00	
14/12/2021	Vanderfield Northwest Pty Ltd - John Deere Mower 1570 Parts	\$116.56	
17/12/2021	Adobe Systems Incorporated - Monthly subscription		\$29.99
21/12/2021	Sealink Ferries - Sealink Multi pass	\$102.90	
21/12/2021	PHARMACY 4 LESS PALMER YARRAWONGA - 20 x Covid 19 RA Test	\$299.80	
22/12/2021	Spotlight - Senior pensioner Christmas party	\$120.75	
22/12/2021	Berry Springs Hardware - desk fan	\$20.00	
22/12/2021	Norsign - Bolt cup head	\$24.75	
23/12/2021	Cox Country Club #49794402 - Seniors' Christmas lunch	\$1,665.00	
23/12/2021	DARWIN SHIPSTORES - Christmas puddings - seniors Christmas party	\$65.00	
30/12/2021	Coles Supermarket - Kids' disco prizes	\$22.00	

9.5. Councillor Allowances

The total payment to Councillors from 1 July 2021 to 31 December 2021 is \$

9.6. Mid-Year Business Snapshot

Please see attached Business Snapshot mid-year report for July to December 2021.

Resolution No. 2022/.....

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

Moved:

Seconded:

Vote:

10. AGENDA ITEMS

10.1. Acquittal – Installation of second 25,000 litre Water Tank

On 10 August 2021 the Department approved a partial variation to purchase a water tank for the Cloppenburg Park amenities, which was completed under budget.

On 17 September 2021 the Department approved an additional variation request to purchase another 25,000 litre water tank with the remaining funds which has now been completed, fully expending the grant. A financial report of the grant expenditure is attached.

CEO requests that council resolve to acquit the grant.

Resolution No. 2022/

That council acquit the amount of \$7,067 being the special Purpose Grant for a 25,000 litre water tank on Council premises.

Moved:

Seconded:

Vote:

10.2. Council Policy Review

The following policies have been reviewed in line with the Local Government Act 2019.

- P03 Casting Vote of President
- P07 Employee Assistance Program
- P13 Council Use of Firearms
- P14 Dog Management Policy
- P16 Cash Reserves Policy
- P24 Caretaker Policy

In line with the Audit Committee Resolution 2021/171, these policies do not require major content changes to be reviewed by the Audit Committee and therefore can be presented directly for council approval.

Resolution No. 2022/

That Council adopt the following policies that have been reviewed in line with the Local Government Act 2019:

- **P03 Casting Vote of President**
- **P07 Employee Assistance Program**
- **P13 Council Use of Firearms**
- **P14 Dog Management Policy**
- **P16 Cash Reserves Policy**
- **P24 Caretaker Policy**

Moved:

Seconded:

Vote:

10.3. Procurement of New Assets (Plant)

At the July 2021 meeting, council resolved by resolution 2021/109 to use Waste and Resource Management (WaRM) grant funds to replace aging assets. A public request for quotes was made through the Local-Buy portal and a Procurement Panel met on 5 January 2022 to review responses to the request.

For further discussion in-camera.

10.4. Ratification of Use of Common Seal

Council has been successful in securing \$20,000 from the NT Department of Health Alcohol and Other Drugs (AOD) program to support the 2022 Youth Leadership Program, the Common Seal was used by the CEO and President to execute the funding agreement on 6 January 2022.

In line with the Local Government Regulations (General) 2021, a council resolution is requested retrospectively to ratify use of the common seal for this purpose.

**Resolution No. 2022/
That Council endorse the use of the Wagait Shire Council common seal for the funding agreement with NT Department of Health.
Moved:
Seconded:
Vote:**

10.5. Nominations – Animal Welfare Advisory Committee

LGANT has called for nominations from elected members to the Animal Welfare Advisory Committee by Friday 28 January 2022.

**Resolution No. 2022/
That Council have no nominations to present to LGANT.
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. Australia Day – Wednesday 26 January 2022

The annual Australia Day activities will run from 7.00am to 1.00pm and will include the Jack Ellis Fun Run, Official Ceremony and a brunch barbecue and family activities.

14.2. Kids Disco and Family BBQ – Friday 28 January 2022 (TBC)

15. LATE ITEMS AND GENERAL BUSINESS

16. IN-CAMERA ITEMS

Resolution No. 2022/.....

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. 2022/.....

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 15 February 2022 Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

18. CLOSE OF MEETING

The Chair declared the meeting closed at pm.



WAGAIT SHIRE COUNCIL

DRAFT MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 16 NOVEMBER 2021**

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1. OPENING OF MEETING

Councillors: President Neil White
Cr Michael Vaughan
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

Vice President Tom Dyer
Cr Noeletta McKenzie

Resolution No. 2021/193

That the apology of Vice President Tom Dyer and Cr Noeletta McKenzie be accepted and approved.

Moved: Cr Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

2. DECLARATION OF INTERESTS

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

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 19 October 2021

Resolution No. 2021/194

That the Minutes of the Ordinary Meeting of Tuesday 19 October 2021 be confirmed by Council as a true and correct record.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

3.2. Matters arising from Minutes of Council Meeting Tuesday 19 October 2021

Professional Development dates for council members have been suggested as consecutive Thursdays in late January/early February. This will be held in Wagait Beach.

No issues arising.

4. GUEST – Rowan Riley, Office of Water Security - POSTPONED

Rowan Reilly, Director of the Office of Water Security postponed to the January meeting (tbc).

A community meeting with Rowan Reilly could be beneficial, so the Office can share their information more broadly. An information sheet, specific to Wagait Beach water security has been supplied by the Office – this could possibly be shared generally.

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 16 October to 12 November 2021.

5.1 Inwards Correspondence

Date	From	About	
18/10/2021	LGANT	First national mental health plan for emergency services workers: 2021-2025	email
18/10/2021	LGANT	Are elected members "workers" under CHO Direction?	email
18/10/2021	TR Telecom	3 x Sim Cards - Satellite phones for Cyclone season	email
20/10/2021	Nexia Edwards	2021 Audit Completion letter	email
20/10/2021	NatO Ceremonies	Australia Day 2022 - Citizenship ceremony on Australia Day	email
21/10/2021	Nexia Edwards	2021 R2R Audit Report	email
28/10/2021	LGANT	Call for Nominations - NT Water Safety Advisory Council	email
28/10/2021	Dept of I T R D & C	LRCI Program Phase 3 Grant Agreement	email
28/10/2021	Nexia Edwards	Wagait Shire Sports & Rec Audited Financials	email
29/10/2021	Office of Water Security - DEPWS	Consultation with Wagait Council to discuss the recently released NT Strategic Water Plan Directions Paper	email
1/11/2021	Nexia Edwards	Sports and Rec Audited Financials	email
1/11/2021	Nexia Edwards	Sports and Rec Grant acquittal audit report.	email
1/11/2021	Nexia Edwards	Remote Sports Program Reports	email
5/11/2021	Deputy Electoral Commissioner	Local Government Elections 2021 - non voter information	email
5/11/2021	Office of ICAC (NT)	Correspondence from Mr Michael Riches, ICAC - Draft mandatory reporting directions	email
8/11/2021	Office of Youth Affairs	Youth Vibe Holiday Grant - Funding Agreement - December 21/January 21	email
8/11/2021	Sealink	Maintenance to Milady track	email
8/11/2021	Heritage Branch	Milady track and site maintenance	email
8/11/2021	Litchfield Council	LG2020 Strategy Draft	email
8/11/2021	CMC-DLGRD	Letter – elected member allowances	email
8/11/2021	ICAC	Correspondence from Mr Michael Riches - ICAC Draft mandatory reporting directions	email
8/11/2021	Senator McCarthy	Electoral Legislation Amendment (Voter Integrity) Bill 2021	email
8/11/2021	LGANT	Vaccination Policy Questions for council members	email

8/11/2021	Power Water	Continuity of Power and Waters suppliers - COVID 19	email
12/11/2021	NT Dept of TF	COVID-19 vaccination of workers letter	email
12/11/2021	NT Dept of Health	COVID-19 vaccination of workers letter	email
11/11/2021	CMC-DLGRD	LG 2030 Strategy draft	email

5.2. Outwards Correspondence

Date	To	About	
18/10/2021	Australia Day Council NT	Australia Day Community Grant application form	email
18/10/2021	Niraj Gurung, DIPL	Request from community for installation of CCTV cameras at the Mandorah Jetty Carpark.	email
18/10/2021	Nexia Edwards	R2R Audited Annual Report for approval	email
19/10/2021	Carers NT	Carers Report - due 29 October 2021.	email
19/10/2021	Ratepayers of Sache Street	Sachse Street drains and Crossovers - update regarding drain remediation and property crossovers.	email
19/10/2021	Nexia Edwards	Management Representation letter	email
20/10/2021	Nexia Edwards	Signed letter ad Statement for the R2R report.	email
20/10/2021	Local Government and Regional Development	Professional Development Dates for Councillors	email
21/10/2021	Roads to Recovery	2021 R2R Grant acquittal audit report	email
21/10/2021	Ian Manahan - Contractor	CHO Directions regarding Mandatory Vaccination	email
21/10/2021	Council Staff	CHO Directions regarding Mandatory Vaccination	email
1/11/2021	LRCI Program	Signed Phase 3 LRCI Grant Agreement	email
3/11/2021	Heritage Branch	Milady track and site maintenance	email
5/11/2021	DIPL	Letter - COVID-19 Vaccination contractors	email
5/11/2021	Office of ICAC	Response to Draft mandatory reporting directions and guidelines for public officers.	email
8/11/2021	Power Water	Continuity of Power and Waters suppliers - COVID 19 confirmation provided by CEO	email
8/11/2021	ICAC	CEO response to ICAC - Draft mandatory reporting directions	email
10/11/2021	NT Grants Commission	Annual Return of Local Government Information completed and submitted to NT Grants	email
11/11/2021	Crown Land Estate	Occupation License No. 3953 over Section 240(A)	email
11/11/2021	Power Water	Imaluk Spring Station upgrades	email
12/11/2021	NT Dept of Territory Families	COVID-19 vaccination of workers – signed confirmation	email
12/11/2021	NT Dept of Health	COVID-19 vaccination of workers – signed confirmation	email

Office of ICAC - Mandatory reporting requirements for public officers are now clearer. Request for a copy of the draft mandatory reporting document to be sent out to councillors for information.

Correspondence to Dept of Heritage re: maintenance of track to Milady site. Heritage don't have jurisdiction over Milady site, they make recommendations to Government, usually to DIPL. Sealink are interested in the site as a tourist destination. Council may have had a contract in the past to maintain the track but this is now under the Kenbi land claim and may end up the responsibility of the NLC. Unclear as to who currently 'owns' the track.

Imaluk springs station upgrade - Main drainage issue means water pools where you stop to fill up from the community pipe.

No response from DIPL re: installation of security cameras at the Mandorah jetty.

Resolution No. 2021/195

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

Moved: Cr Michael Vaughan

Seconded: President Neil White

Vote: AIF

6. COUNCILLORS' REPORTS

6.1 President's Report

Hello and welcome to the November Wagait Council meeting. A great deal of activity in the past month including a meeting with the Crown Lands Unit and NRETAS regarding the RUA.

The CEO and I travelled to Alice Springs for 3 days to attend the LGANT AGM and conference which was interrupted by the Covid lockdowns in Katherine and Darwin, but nonetheless a great opportunity to meet with senior staff and mayors from other jurisdictions and discuss our common issues. We also had a very insightful excursion to the Alice Springs Rediscovery Centre, arranged by our own CEO and the CEO of Alice Springs and attended by Litchfield, Coomalie and Barkly CEOs and Mayors. It gave us all an appreciation of what a well-organised and well-run waste and recycling station can look like and is definitely something to aspire to here through our new strategy.

This week I also participated in another amazing experience as an official guest of the Palmerston Town Council for their Citizenship Ceremony at the Palmerston Sports Centre, where some 35 citizens officially became Australian.

Meetings Attended:

Date	Meeting
Tuesday 19 October	LGANT Zoom meeting re mandatory vaccination
	Wagait Shire Council meeting
Thursday 21 October	CEO Catch up
Friday 29 October	CEO Catch up
Tuesday - Friday 2- 5 November	Meetings and conference LGANT AGM (Alice Springs)
Tuesday 9 November	ABC Radio interview (Head Honcho Hoedown)
Wednesday 10 November	Attended Citizenship ceremony at Palmerston Town Council
Thursday 11 November	Remembrance Day Ceremony at Wagait Council Cenotaph
	CEO catch up
Saturday 13 November	Biannual Community Consultation

Neil White

President Wagait Shire Council

November 2021

Resolution No. 2021/196

That Council receives and notes President Neil White's report for the period 16 October to 12 November 2021.

Moved: Cr Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

7. OFFICERS' REPORTS

7.1. Chief Executive Officer's Report for the period 16 October to 12 November 2021.

Staff, HR & Training	<ul style="list-style-type: none"> • Staff Leave Taken RG - 0 ; PW - 0 ; RT - WC ongoing; FC - 0 • Staff Leave Requested ; PW (10 Dec-14 Jan) • Staff Leave Approved ; RG (20-28 Nov) • Staff Toolbox meetings x4 • CEO and Governance Officer attended data management workshop at RDANT ; 20 Oct • WALGA+IR consultant assisting with staff issues + WC claim ongoing to Dec/21 • Staff meeting & correspondence regarding CHO directions ; 21 Oct, 26 Oct, 28 Oct, 2 Nov, 9 Nov, 10 Nov, 11 Nov, 12 Nov • Recruitment for Finance Officer position ; applications closed 12 Nov
WHS	<p>No reportable WHS incidents</p> <p><u>COVID-19 Council Compliance</u></p> <ul style="list-style-type: none"> • CHO Direction 55 actioned, staff emailed 21 Oct advice to comply or risk disciplinary action including dismissal • Special cleaning of jetty handrails and bins was continued • All Council facilities have current COVID Operation Plans • Cyclone shelter has been issued a QR code
Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President x3 weekly catchups • Buildup Skate Program planning for youth workshops 2022 ; 19 Oct, • Tourism NT Darwin Destination Management Plan meetings ; 19 Oct, 9 Nov • LGANT CHO 55 meeting ; 19 Oct • Waste & Recycling Strategy start up meeting with consultant ; 21 Oct • CMC/NIAA/LG Regional meeting ; 25 Oct • TOPROC planning meeting ; 25 Oct • NT Cyclone Managers meeting ; 26 Oct • WSC Procurement Panel ; 26 Oct • WSC Cyclone Shelter team meeting ; 27 Oct • Veolia planning for pre-cyclone hard waste collection & bin replacement ; 9 Nov • Belyuen & Coomalie CEO catchup ; 27 Oct • Civil contractors for roadworks Forsythe, Sasche, Cox ; 1 Nov, 9 Nov • Animal Management issues & reporting ; Nil • DLGRD (CMC) LG 2030 Cross Government Workshop ; • DIPL Assets Management contract for Mandorah Jetty maintenance ; 1 Nov • LGANT AGM and Conference in Alice Springs ; 2-5 Nov • Seniors' fitness sessions with Encore Pilates ; 5 Nov, 9 Nov • NT WorkSafe/JLT/GIO insurance WC claims; 8 Nov • DIPL Crown Lands Office regarding occupational licences ; 11 Nov

	<ul style="list-style-type: none"> • Power Water Imaluk Spring Upgrades ; 11 Nov <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident crossover preparations Sachse, Brisbane, Massey ; CEO email 18 Oct • Resident interest in support for business development ; 29 Oct • Resident vending machine arrangements ; 8 Nov • Resident concerns over hole appearing on property ; 8-10 Nov • Support to Kids Halloweén disco ; 30 Oct
Actions	<p><u>Grants/Tenders</u></p> <ul style="list-style-type: none"> • Alcohol & Drug program ; Wagait Youth Leadership Program (\$20k) pending • Australia Day 2022 event funding (\$2k) pending • Territory Day grant variation arrangements (\$1.2k) • International Men’s Day event funding application submitted (\$0.5k) pending • International Women’s Day event funding application submitted (\$3k) pending • DCMC Waste and Resource Management (WaRM) #2 (\$75k) TBC • DCMC Immediate Priority Grants TBC • Wagait Community Grants Fund acquittals for 2021 and preparation for 2022 grants <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> • R2R – Cox Drive causeway (\$125k) – awarded to Krisco Contracting • DLGCD (CMC) PIF - Clop Park culverts, carparks & green-waste track upgrades (\$125k) - awarded to Krisco Contracting • LCRI phases 1,2 & 3 - Signage, drainage & verge remediation, pump track (\$100k) • DLGRD (CMC) WaRM - Strategic business plan for recycling/transfer station (\$25k) • DLGRD (CMC) WaRM - Asset renewal (\$50k) <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Liaison with accountant & auditors with preparation of EoFY financial reporting • Publishing of 2020-21 Annual Report and Audited Financial Statements • Territory Families Remote Sport Program 2020-21 reports finalised • Roads to Recovery (R2R) 2020-21 annual reports finalised • Local Road and Community Infrastructure (LCRI) 2020-21 annual reports finalised • NT CMC Local Government Operational Funds 2020-21 annual reports finalised • NT FAA Roads and Operational 2020-21 annual reports finalised <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ongoing maintenance and review of WSC policies and registers for LG Act alignment • Preparation of agenda and minutes for WSC Meetings in November • Preparation of minutes from WSC Audit Committee Meeting 12 Oct <p><u>Operational</u></p> <ul style="list-style-type: none"> • Youth Leadership/Internship Program development • Waste & Recycling Strategy development • Planning for Community Consultation meeting (13 Nov) • Communications strategy development • Planning for Community Centre veranda upgrades • Planning for Verge Audit <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletter (November) • Community Updates : Covid Lock-in, <p><u>Meetings and Events</u></p> <ul style="list-style-type: none"> • LGANT AGM, GM and forum Alice Springs ; 4-5 Nov

	<ul style="list-style-type: none"> • Remembrance Day ceremony ; 11 Nov • Council Family BBQ and Kids Christmas Disco ; 17 Dec • Council and Volunteers Christmas Party ; 21 Dec • Council Seniors Christmas Luncheon ; 22 Dec
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7.2. Works Managers Report for the period 16 October to 12 November 2021.

Staff/HR	<ul style="list-style-type: none"> • Leave - GZ (RDO x2, PL x5); RR (RDO x1, PL x1) • Ongoing work planning for casual staff
Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x 4 • Staff meeting regarding CHO directions ; 26 Oct, 9 Nov
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 12 • Water Samples x 23 • Imaluk water compound maintenance (weed control, mow and snip) <p><u>Jetty Maintenance + COVID-19 (contract works for DIPL)</u></p> <ul style="list-style-type: none"> • Jetty Wash x 11 • Jetty Handrails and bins sanitised (COVID) x 52 • Jetty Carpark verge maintenance (weed control, mow and snip) • Jetty landing barnacle removal • Boat ramp algae removal <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 6 + 1 burn • Council bins in, out & cleaned weekly x 40 • Hard-waste bins packing and changeover x 6 • Assistance with fridge gas recycling and steel bin <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x3
	<p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Verge mowing and weed control program throughout estate • Cox Drive causeway and crossover drain interim repairs • Road audit digital documentation • Follow up drainage easements on Erickson, Harney and Cox • Preparation for vehicular crossover repairs on Sasche and Brisbane <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none"> • Cloppenburg Park irrigation monitoring daily/monthly reporting • Preparation for plumbing of 2 x new water-tanks • Preparation for new drinking fountains at Community Centre & Cloppenburg Park • Preparation for Community Centre veranda upgrade (paint, vending machine install) <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • Registration checks pending for tractor, trailer and quad-bike

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

Highlights:

- Recruiting for Finance Officer – low standard of applications means call for EOI's has been extended to 30 November.
- Also recruiting for 2 casual positions. Current casuals are unable to attend work due to COVID restrictions (not vaccinated). Consequently, hard waste not open on weekend 13-14 November. Full-time works staff are currently working 7 days per week in order to cover the jetty contract, which is not ideal.
- Resident has had a hole appear on property. According to geologist, sink holes in Wagait Beach are unlikely, due to rock structure (coffee rock or laterite). Important that hole is plugged and capped as soon as possible to prevent surface water entering and causing greater damage. This information has been shared with the resident.
- Council has not initiated its cat campaign in response to some community concern. Residents are being loaned cat traps to deal with invasive cats on their properties.
- Signs of a dingo or wild dog in the community – dead wallaby and chickens. Dog cage to be placed at PAWA compound.
- Water tank grant has \$700 remaining which is being used to do the guttering and plumbing on the new dog compound.
- Defibrillator is locked in the clinic. There have been general community enquiries about a defibrillator. A cabinet is being made to place the defibrillator on the outside wall of the community centre.

Resolution No. 2021/197

That Council receives and accepts the Officers Reports for the period to 16 October to 12 November 2021.

Moved: President Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

8. ACTION SHEET for the period 16 October to 12 November 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.
			12/11/2021	Update provided by PW on 11 Nov including drawings, no timeline on project commencement.
2	2020/101 2020/113	Local Area Planning, Environment and Climate Change	21/07/2020	Council noted submission from Kevin Hoult regarding maintenance of RUA beach access and requested follow up with Crown Land to consider options for further works in RUA.
			18/08/2020	Council noted information provided in the Climate Change Risk Assessment and Adaption Planning Report and requested a briefing and action plan proposal be presented at the September meeting.
			9/09/2020	Shire President and CEO met with Crown Lands Estate representatives on 5 August to discuss beach access on RUA's at Baluria, Erickson, WTR and Delissa.
			15/10/2020	Refer Agenda Items 10.5 and 10.6 : Climate Change Action Plan and Grant Application to NT CMC NT Risk Reduction Program
			12/02/2021	CEO and VP Dyer met with DIPL Planning Directors on 24 September to discuss process for Local Area Planning and related issues.
			12/03/2021	Further emails with photos have been sent to the DIPL Crown Land Estate (CLE) with request for intervention such as a boundary survey of beachfront properties. Nil response to date.
			20/04/2021	Grant Application to NT CMC NT Risk Reduction Program unsuccessful.
			14/05/2021	Next steps: Seek quotes for road remediation, surveying and signage to support funding applications.
			10/06/2021	CEO met with NTRRF Panel Chair on 10/06/21. Outcome advice is anticipated in July. CEO met with Kevin 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.
			12/11/2021	CLE has confirmed 5 yr occupational lease for Imaluk Beach access on Erickson Crescent. A follow up meeting with LCE and DEPWS to discuss other leases has been scheduled for end November.
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.

- Beach access at end of Wagait Tower Rd currently crosses private land. Agreement to create this access was made with the property owner in past years, however no documents can be found to support this agreement. Property owner wishes to exchange the strip of land for the drain easement. This is not possible as council does not own the easement and would have to continue to maintain the drain. Negotiations continue re: access to the beach and historical site.

- The DoH Remote Vaccination Unit has been diverted to assist with vaccinations elsewhere and this service is on hold until further notice. There are local residents who will require their second vaccinations in coming weeks. Some may have difficulty travelling outside of Wagait Beach for this.

Resolution No. 2021/198

That Council receives and notes the Action Sheet for the period 16 October to 12

November 2021.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

9. FINANCIAL REPORTS

9.1. October 2021 Reports Attached

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

9.2. Supplier Payment History

Date	Supplier	Particulars	NT Supplier	Interstate/O'Seas
CHEQUE ACCOUNT				
07-Oct-21	Payment: Fleet care	Lease of vehicle		1,832.20
14-Oct-21	Payment: One Music Australia	Royalties	88.22	
14-Oct-21	Payment: Pritchard Francis Consulting Pty Ltd	Hard waste shelter	1,056.00	-
14-Oct-21	Payment: Michele Hughes	Accounting	924.00	
14-Oct-21	Payment: Central Business Equipment	Photocopier charges	180.49	-
14-Oct-21	Payment: Ian Manahan	Water CEO house	150.00	
14-Oct-21	Payment: Nexia Edwards Marshall NT	Audit fees	1,127.30	
14-Oct-21	Payment: Giggling Geckos	Childrens' activities 6th Oct	990.00	-
14-Oct-21	Payment: Paula Moggs	Bead workshop & materials	150.00	-
14-Oct-21	Payment: Wagait Beach Supermarket	Various	517.37	-
14-Oct-21	Payment: I.R. 2000	Consultancy Services		280.50
14-Oct-21	Payment: Encore Pilates & Wellness	Pilates & fitness classes	418.00	-
26-Oct-21	Central Business Equipment	Photocopier rental	174.41	-
27-Oct-21	Payment: Gary Zikan	Rugby donation	250.00	-
27-Oct-21	Payment: Colleen Fergusson	Catering counsellor meetings	90.00	-
27-Oct-21	Payment: HMEC	Service generator		2,676.44
27-Oct-21	Payment: L.G.A.N.T.	Elected members dinner	220.00	-
27-Oct-21	Payment: Northern Territory Rugby	Donation for Tomasi Eaton to attend QLD	250.00	-
28-Oct-21	Payment: Tropics Consultancy Group	Consultancy - Waste strategy	13,689.50	-
28-Oct-21	Payment: Wagait Beach Supermarket	Various	532.33	-
28-Oct-21	Payment: Optus	Phones		232.20
28-Oct-21	Payment: Jacana Energy	Electricity	1,213.95	-
28-Oct-21	Payment: Power Water	water card charges	82.14	-
28-Oct-21	Payment: Ian Manahan	Water CEO house	150.00	

28-Oct-21	Payment: Pamela Wanrooy Exp Claim	Australia Day balloons	3.25	
28-Oct-21	Payment: Veolia Environmental Services	Waste & rubbish collections	10,416.77	
28-Oct-21	Payment: APM Advanced Property Maintenance	Degas fridges & air cons in hard-waste	1,120.00	
CREDIT CARD ACCOUNT				
01-Oct-21	Sealink Ferries	ferry ticket	102.90	
04-Oct-21	Xero	XERO subscription		100.00
04-Oct-21	Woolworths	Youth Vibe	9.65	
04-Oct-21	NT Keys	keys	19.90	
04-Oct-21	Officeworks	stationery	237.74	
04-Oct-21	Berry Springs Home Hardware	poly elbow	10.35	
04-Oct-21	Berry Springs Home Hardware	poly pipe fittings	95.30	
05-Oct-21	Sealink Ferries	ferry ticket	27.30	
06-Oct-21	Qantas	Darwin ASP return LGANT Meeting		728.88
06-Oct-21	Qantas	Darwin ASP return LGANT Meeting		728.88
06-Oct-21	City of Darwin	Parking	20.00	
06-Oct-21	Sealink Ferries	ferry ticket	102.90	
06-Oct-21	Spot Trace	GPS Tracking Works Ute		257.24
06-Oct-21	Sealink Ferries	Neil Ferry ticket to attend meeting	27.30	
07-Oct-21	Double Tree Hilton	parking	7.50	
07-Oct-21	Double Tree Hilton	parking	7.50	
07-Oct-21	Microsoft	Software subscription		94.60
07-Oct-21	Cabfare	Neil Taxi to attend meeting	11.03	
08-Oct-21	Microsoft	Software subscription		83.49
08-Oct-21	Qantas	Seat upgrade for Neil		30.00
11-Oct-21	Officeworks	Notebook for Jetty Contract	587.00	
11-Oct-21	Coles Supermarkets	Food for Carers NT	82.30	
11-Oct-21	Coles Supermarkets	Carers NT food	43.13	
11-Oct-21	Cabfare	Neil Taxi to attend meeting	12.59	
14-Oct-21	Happy Gardens	Meeting meals	54.60	
15-Oct-21	United Petroleum	CEO fuel	87.51	
18-Oct-21	Adobe Systems Incorporated	Software subscription		29.99
20-Oct-21	City of Darwin	parking	20.00	
22-Oct-21	JB Hi Fi	Video conference camera	119.00	
27-Oct-21	NT News	advertising E Chin	334.00	
27-Oct-21	NT News	Advertising Shire Plan	322.00	
29-Oct-21	Bunnings	Cyclone shelter items	121.76	
29-Oct-21	Woolworths	Cyclone Shelter kit	44.30	

- CEO will query payment to NT News for Ernie Chin condolence message. This may not have been printed as the NT News required permission from the family to run the condolence message.
- Increased electricity cost due to council no longer being eligible for solar credits.
- Financial reports are currently provided in two different forms which are very similar. CEO asked councillors for preference between full budget vs actual and the minimum report required by NTG, which does not compare the monthly budget amount. CEO confirmed monthly budget is frequently not aligned, particularly with grant income, and so may not give a very accurate report. Councillors agreed the NTG version of the report is the preferred option.

9.3. Councillor Allowances

The total payment to Councillors from 1 July 2021 to 31 October 2021 is \$2,166.19.

Resolution No. 2021/199

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

Moved: President Neil White

Seconded: Cr Peter Clee

Vote: AIF

10. AGENDA ITEMS

10.1. December Council Meeting

It is proposed that the December 2021 Ordinary Council meeting scheduled for Tuesday 21 December 2021 is postponed. The next scheduled Ordinary Council meeting will be Tuesday 18 January 2022.

Resolution No. 2021/200

That the Ordinary Council meeting scheduled for Tuesday 21 December 2021 is postponed.

Moved: Cr Michael Vaughan

Seconded: President Neil White

Vote: AIF

10.2. Engagement of Auditors

In September 2019 Council engaged Nexia Edwards for the purpose of auditing and delivering financial statements for Wagait Shire Council for 3 financial years ending 2021.

Expression of Interests are to be sought from qualified and experienced audit firms to deliver auditing services for the next 3 financial years ending 30 June 2024.

Resolution No. 2021/201

That Council advertise for Expression of Interest from qualified and experienced audit forms to deliver audit services for the next 3 financial years ending 30 June 2024.

Moved: Cr Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

10.3. NT Water Safety Advisory Council – Call for Nominations

LGANT is calling for nominations to represent LGANT on the NT Water Safety Advisory Council (NTWSAC). Members of the council are ministerially appointed and comprise of stakeholders who hold an interest in water safety.

NTWSAC meets four times a year for two hours each time. All the meetings are 9.00am to 11.00am and are held at the Royal Life Saving NT Branch office, 77 Ross Smith Avenue, Parap.

No-one interested in nominating to represent.

10.4. NT Electoral Commission Non-Voter Information

The Northern Territory Election Commission have provided a report of the Local Government Council election held on 28 August 2021. A total of 49 electors failed to vote and can be fined \$25 each. Council's position must be provided to the NTEC by 19 November.

Council would recover around \$1,200 from fines, less the \$218 fee for collection. 49 electors represent a large percentage of eligible voters. Issuing fines would provide a strong message to the community about the importance of voting.

Resolution No. 2021/202

That Council note the information provided by the NT Electoral Commission and agree to impose fines on the 49 electors that failed to vote.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

10.5. Youth Leadership Program

Youth Leadership Program to commence in 2022, pending funding outcomes.

From January consultation with community young people and families, council developed a sport and rec program based on suggestions. Also had conversations with Dept of Territory Families as current funding doesn't suit Wagait Beach needs. Department is amenable to changes to funding agreement to align with community needs and will issue a new contract in 2022. Have looked to access additional funding from a range of sources, in order to create a Youth Leadership Program.

The program will include a range of activities including skate program, circus and arts workshops, camping out with Kenbi Rangers, cooking classes, local plant identification, star gazing, etc. These will be led by local and external specialists. Program will include facilitation by headspace on making positive life choices. Have applied for Alcohol and Other Drugs (AOD) Youth Program funding. Will hold a couple of activities a month and build relationships with repeat delivery from facilitators. Build Up Skateboard is one of the suppliers. First/introductory skateboard session will be held in December. Skate park design will be part of the outcome of these workshops. Council already has \$50,000 to put towards development of skate park.

Resolution No. 2021/203

That Council note the proposed Youth Leadership Program commencing 2022.

Moved: Cr Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF

10.6. Waste and Resource Management (WaRM) #2 – Project Endorsement

Please see Business Paper attached, with proposal for use of the funds provided by the second Waste and Resource Management fund offer from Department of Chief Minister and Cabinet.

Resolution No. 2021/204

That Council agree to endorse the project proposal as prepared by the CEO for funds provided by the second Waste and Resource Management fund.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

None

12. QUESTIONS FROM THE PUBLIC WITH NOTICE

None

13. PETITIONS/DEPUTATIONS

None

14. UPCOMING EVENTS

14.1. International Men's Day – Friday 19 November 2021

14.2. Australia Day Nominations – close 8 December 2021

Nominations for Citizen of the Year, Senior of the Year, Young person of the Year and Community Group/Activity of the Year opened on Monday **1 November 2021** and will close on Wednesday **8 December 2021**. A Special Council Meeting will be held on **Thursday 9 December 2021** to discuss the nominations for the Australia Day 2022 awards.

14.3. Kids Christmas Disco and Family BBQ – Friday 17 December 2021

The Kids Christmas Disco and Family BBQ will be on Friday 17 December 2021 at Cloppenburg Park from 6.00pm to 10.00pm. Council provides an early BBQ for families and has booked Kev's Disco and will arrange prizes and presents for the kids as well.

14.4. Council Christmas Party for Staff and Volunteers – Tuesday 21 December 2021

Elected members are included in this invitation.

14.5. Seniors Christmas Luncheon – Wednesday 22 December 2021

Most likely to be held at the Cox Club. Details are being finalised.

14.6. Office Closure

Council Office will be closed for the Christmas and New Year holiday period from Friday 24 December 2021 and reopen on Tuesday 4 January 2022.

15. LATE ITEMS AND GENERAL BUSINESS

15.1. LGANT NT Subdivision Development Guidelines Review

Tight turnaround on responses, needed by 26 November. President Neil White and CEO to look at this. Community may be interested in block sizes of any new subdivisions on Cox Peninsula. Minimum block sizes should be written into the plan for the Peninsula, taking into consideration rural lifestyle and water reticulation.

15.2. Biannual Community Consultation Meeting – Saturday 13 November 2021

The Biannual Community Consultation Meeting was held on Saturday 13 December 2021 in the Community Centre from 10am to 12pm.

Notes:

Solar lighting – some support for this at the community meeting. To be placed in some nominated locations – Community Centre/Council carpark lighting, Cloppenburg Park. Lighting recently installed at Cox Club are solar. These are efficient and cheap to run.

Email from Chris Chaplin re: water security. Chris sent a copy of an email sent to the CEO some time ago in response to the draft Shire Plan, which was included at *1.2 Maintenance of Public Buildings, Facilities and Fixed Assets* (p12 of the published Shire Plan) and identified as a priority for 2021-22 as follows: *In consultation with the community and Power Water, Council will seek funds to undertake strategic investigation into the capacity and potential for reticulated water infrastructure to the community.*

CEO estimates the cost of a consultant to be c. \$25,000 and will seek funding to support this project.

15.3. Local Government 2030

Consultancy to consider what local government will look like in the future. A copy of the consultancy will be sent to councillors to consider possible contributions.

1. IN-CAMERA ITEMS

Resolution No. 2021/205

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: President Neil White

Seconded: Cr Peter Clee

Vote: AIF

At 8.30 pm Council closed the meeting to the general public.

Resolution No. 2021/206

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

Moved: President Neil White

Seconded: Cr Peter Clee

Vote: AIF

At 9.00 pm Council opened the meeting to the general public.

2. DATE OF NEXT MEETING

The next Council Meeting is to be held on 18 January 2022, Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

3. CLOSE OF MEETING

The Chair declared the meeting closed at 9.05 pm.

DRAFT

WATER IN THE WAGAIT SHIRE

Wagait Shire is located 5km west of Darwin and is a 12-minute ferry ride or a 138 km drive from Darwin city. The Shire covers an area of 5.62 km². The township of Wagait Beach was established in the early 1960s and now has 388 rated property lots. The Council estimates the population to be 560 people. Most of the residents work in Darwin. A feature of the shire is the coast and bushland setting close to Darwin.

There is no reticulated public water supply in the Shire. Residents rely on stock and domestic bores, rainwater tanks and carting water from a Power and Water Bore on the Point Charles road for a water supply.

Water for the environment and culture are important to the community. There are local springs and rainforest patches that rely on access to groundwater. Local creeks and wetlands can be impacted by storm water runoff. Many of these water dependent ecosystems are also important for Aboriginal culture.

Water resources

Wagait Shire Council area has access to two Darwin Groundwater Resources:

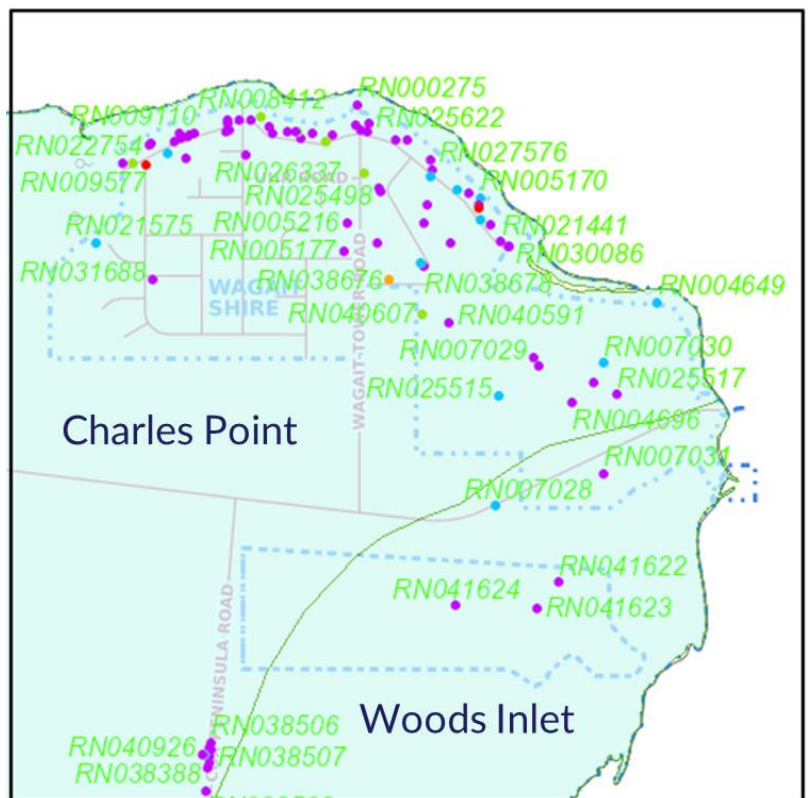
- Well Tree, Woods Inlet **aquifer**
- Well Tree, Charles Point **aquifer**

There are also surface water resources in the area, but these are not able to support significant extraction:

- Local springs (Imaluk)
- Wetlands

Surface and groundwater resources are supplemented by:

- Rain water
- Water carting from PWC bore on Charles Point Road outside the Wagait Shire Council area



Water management

Wagait Shire is in the Darwin Rural Water Control District; however there is not a water allocation plan for the area.

Current water use

There is one groundwater licence for 7 megalitres per year and one surface water licence for 36 megalitres per year. There are about 70 rural stock and domestic bores in the Shire.

In 2020 an assessment of groundwater resources in the Darwin Rural area was undertaken. This assessment estimated that 11% of the estimated sustainable yield of the Woods Inlet aquifer (1747 ML/year) was being used and 30% of the Charles Point aquifer (1081ML/year) was being used.

Future demand

Future demand for water will mostly come from further development in Wagait Beach and a desire for households to establish more secure water supplies. Further subdivisions in the Shire will also create demand for more water. Maintaining greenspace and recreation facilities will require water and this demand may increase in the future. Growth in tourism business may increase demand.

Water security issues

Water quality - There are two main water quality risks: safe drinking water from domestic bores and potential for increasing salinity from over extraction and/or sea level rise.

Water availability - Potential water security issue arising from reliance on rainwater and carting water from the PWC bore, and risks to future yield and water quality from domestic bores.

Office of Water Security: watersecurity.nt.gov.au P: 08 8999 4489 E: watersecurity.ntg@nt.gov.au

Wagait Shire Council

BALANCE SHEET as at 30 November 2021

Notes to the Balance Sheet

	30 Nov 2021	30 Nov 2020	Note
Assets			
Bank			
Bendigo Investment Acc	\$500,000.00	\$500,000.00	1 (a)
CBA Fixed Term Deposits	\$1,100,000.00	\$1,150,000.00	1 (b)
CBA Online Saver	\$220,242.26	\$19,733.75	
CBA Transaction Account	\$98,247.41	\$68,210.36	
Total Bank	\$1,918,489.67	\$1,737,944.11	
Current Assets			
Less Prov'n for Doubtful Debts	-\$12,115.00	-\$4,237.00	
Prepayments	\$0.00	\$7,397.00	
Rates Control Account	\$89,858.27	\$92,592.40	2
Rates in Advance	-\$510.99	-\$528.35	
Rates Payment Control Account	\$74.40	\$0.00	
Trade Debtors [11405]	\$780.00	\$5,642.50	3
Undeposited Funds working A/c	\$400.00	\$1,039.00	
Total Current Assets	\$78,486.68	\$101,905.55	
Non-current Assets			
Buildings Accum Dep	-\$13,839.18	-\$932,906.18	
Buildings at Cost	\$980,000.18	\$3,458,647.18	
Inf Roads & Paths at Cost	\$484,500.00	\$484,500.00	
Infr Roads & Path Accum Depn.	-\$472,929.00	-\$466,519.00	
Land at Cost	\$350,000.00	\$0.00	
Leased Vehicle Accum Depreciation	-\$13,573.00	\$0.00	
Motor Vehicles Accum Dep	-\$64,506.00	-\$52,660.00	
Motor Vehicles at Cost	\$73,398.55	\$74,097.55	
Office Equip & Furn at Cost	\$178,145.92	\$175,930.46	
Office Equip Furn Accum Depn.	-\$175,217.00	-\$175,037.00	
Plant & Equipment at Cost	\$606,428.39	\$562,361.67	
Plant & Equipment Accum Dep	-\$412,722.00	-\$350,219.00	
Right Use of Assets	\$54,294.00	\$0.00	
Sports Ground Accum Dep	-\$8,215.00	-\$339,980.00	
Sports Ground at Cost	\$310,000.00	\$379,958.00	
Total Non-current Assets	\$1,875,765.86	\$2,818,173.68	
Total Assets	\$3,872,742.21	\$4,658,023.34	
Liabilities			
Current Liabilities			
CBA CC - Gary Zikan new	\$406.69	\$0.00	
GST	\$766.14	-\$1,570.23	
Rounding	-\$0.02	-\$0.10	
Trade Creditors	\$32,847.34	\$59,096.17	4
Total Current Liabilities	\$34,020.15	\$57,525.84	
Non-Current Liabilities			
Lease Liabilities	\$45,984.00	\$0.00	
PAYG Withholding Payable	\$6,428.00	\$5,676.00	
Provision for Annual Leave	\$61,395.93	\$39,517.00	
Provision for Long Service Leave	\$42,464.29	\$30,252.00	
Provision for Non Current Long Service Leave	\$7,455.00	\$4,641.00	
Super Payable	\$0.00	\$2,911.09	
Super Payable control account	-\$136.59	\$0.00	
Unexpended Grant Liability	\$306,346.17	\$254,683.78	5
Total Non-Current Liabilities	\$469,936.80	\$337,680.87	
Total Liabilities	\$503,956.95	\$395,206.71	
Net Assets	\$3,368,785.26	\$4,262,816.63	
Equity			
Asset Replcmnt and Maint Res	\$500,000.00	\$500,000.00	
Asset Revaluation Reserve	\$991,467.27	\$1,870,024.27	
Current Year Earnings	\$164,807.03	\$243,209.32	
Prior Year's Surplus/Deficit	\$1,802,286.03	\$1,802,286.03	
Retained Earnings	-\$89,775.07	-\$152,702.99	
Total Equity	\$3,368,785.26	\$4,262,816.63	

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
1 (b) Total CBA Investments	\$ 1,100,000.00

Note 2. Details of Rates Control Account

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

Rates Prior years (pre 2021)	4,494.65
Rates 21/22 over due	18,803.42
<u>Rates 21/22 not over due yet</u>	<u>66,560.20</u>
Total Rates Arrears	89,858.27

Note 3. Details of Trade Debtors

Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Debtors	80.00	0.00	0.00	700.00

Note 4. Details of Trade Creditors

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Creditors	2,276.84	13,689.50	0.00	16,881.00

Note 5. Details of Unexpended Grants Liability

Unexpended Grants - Special Purpose	306,346.17
Total Unexpended Grants Liability	306,346.17

Statement of Cash Flows

WAGAIT SHIRE COUNCIL

For the month ended 30 November 2021

NOV 2021

Operating Activities

Receipts from customers	62,872.54
Payments to suppliers and employees	(83,428.90)
Cash receipts from other operating activities	13,231.00
Net Cash Flows from Operating Activities	(7,325.36)

Investing Activities

Other cash items from investing activities	32,595.01
Net Cash Flows from Investing Activities	32,595.01

Financing Activities

Other cash items from financing activities	9,481.72
Net Cash Flows from Financing Activities	9,481.72

Net Cash Flows	34,751.37
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	1,883,331.61
Net change in cash for period	34,751.37
Cash and cash equivalents at end of period	1,918,082.98

Wagait Shire Council
Income & Expenditure Statement Actual v Budget 1 November 2021 to 30 November 2021

	Nov Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget	NOTES
2021/22 Budget to be amended & approved						
Income						
Contracts, Fees & Charges	\$34,405.00	\$71,283.26	\$67,385.00	\$3,898.26	\$161,624.00	1 November & YTD higher than budget, mainly due to additional contract work awarded
Miscellaneous Income	\$600.50	\$1,293.59	\$24,165.00	-\$22,871.41	\$69,996.00	2 November & YTD lower than budget due to timing of maturities
Operating Grant Revenue	\$29,324.00	\$146,580.00	\$140,516.00	\$6,064.00	\$294,894.00	3 November & YTD higher due to June FAA grants in prior financial year
Rates Income	\$342.61	\$244,381.84	\$243,842.00	\$539.84	\$244,717.00	4 November & YTD almost on par with budget, see notes below on actuals received
Rental Income	\$363.64	\$2,455.02	\$3,835.00	-\$1,379.98	\$9,204.00	5 November & YTD slightly lower due to the CEO house being the main source of income
Waste Management Income	\$2,072.73	\$125,432.38	\$123,353.00	\$2,079.38	\$123,850.00	6 November higher than budget & YTD slightly below budget due to residents demand for extra bins
Total Income	\$67,108.48	\$591,426.09	\$603,096.00	-\$11,669.91	\$904,285.00	
Gross Profit	\$67,108.48	\$591,426.09	\$603,096.00	-\$11,669.91		
Less Operating Expenses						
Administration Expenses	\$20,227.11	\$127,196.03	\$74,077.00	\$53,119.03	\$115,900.00	7 November & YTD higher due to insurance & now including monthly depreciation costs
Contracts & Material Expenses	\$151.72	\$577.01	\$939.00	-\$361.99	\$2,250.00	8 November almost on par & YTD lower than budget mainly due to timing of payments
Elected Member Expenses	\$411.40	\$1,893.74	\$4,970.00	-\$3,076.26	\$11,932.00	9 November & YTD lower than budget due to timing of professional development expenses
Employment Expenses	\$43,452.69	\$203,812.29	\$181,125.00	\$22,687.29	\$435,864.00	10 November slightly higher than budget & YTD higher than budget, now also includes leave accruals
Projects & Activities - WSC Contributions	\$1,043.36	\$2,149.00	\$3,791.00	-\$1,642.00	\$9,000.00	11 November higher than budget due to increase in end of year activities, YTD lower due to timing of activities
Repairs & Maintenance	\$2,998.99	\$18,347.82	\$7,707.00	\$10,640.82	\$18,500.00	12 October lower, yet YTD higher due to R&M on roads, community centre & sports ground
Services	\$1,960.06	\$6,362.83	\$2,773.00	\$3,589.83	\$6,650.00	13 November & YTD higher due to increased water & sewerage & electricity costs
Vehicle & Plant Expenses	\$3,315.41	\$17,891.68	\$17,818.00	\$73.68	\$40,300.00	14 November slightly lower than budget, YTD on par
Waste Management Expenses	\$5,180.61	\$48,388.66	\$37,085.00	\$11,303.66	\$89,000.00	15 November & YTD higher due to costs R&M for hard waste compound expenses & timing of contract payments
Total Operating Expenses	\$78,741.35	\$426,619.06	\$330,285.00	\$96,334.06	\$729,396.00	
Operating Profit	-\$11,632.87	\$164,807.03	\$272,811.00	-\$108,003.97		
Non-operating Income						
Special Purpose Grants	\$865.39	\$159,651.51	\$0.00	\$159,651.51	\$0.00	18 Net portion of grants received & expended. Refer to unexpended grants sheet.
Total Non-operating Income	\$865.39	\$159,651.51	\$0.00	\$159,651.51	\$0.00	
Non-operating Expenses						
Special Purpose Grant Expenses	\$865.39	\$159,651.51	\$0.00	\$159,651.51	\$0.00	19 Net portion of grants received & expended. Refer to unexpended grants sheet.
Total Non-operating Expenses	\$865.39	\$159,651.51	\$0.00	\$159,651.51	\$0.00	
Net Profit	-\$11,632.87	\$164,807.03	\$272,811.00	-\$108,003.97	\$174,889.00	
Total Rates incl waste invoiced	355,020.00					
Less current year outstanding	85,363.62					
Total Rates in received in Cash	269,656.38					

WAGAIT SHIRE COUNCIL

Special Purpose Grants as at 31 November

Funding Body	Project Name	Grants Current	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	Cox Drive causeway
DLGHCD	Dog Pound		124.06	124.06	124.06	124.06	0.00	Acquitted
DLGHCD	Water Tank 5000 litre		4,038.82	4,038.82	3,118.18	3,118.18	920.64	
DCMC-LG	PIF Funding		99,702.90	99,702.90	0.00	0.00	99,702.90	Forsyth Rd culvert
Federal Gov	LCRI-1 final-payment	10,046.00		10,046.00	0.00	0.00	10,046.00	Verge remediation
DCMC-LG	WRM 21-22		75,000.00	75,000.00	24,890.00	24,890.00	50,110.00	Replace assets
DIPL	Black Spot	140,000.00		140,000.00	127,272.73	127,272.73	12,727.27	GST component
Australia Day Council	Australia Day			0.00	365.39	365.39	-365.39	Pending payment
Australia Day Council	Territory Day	3,000.00		3,000.00	1,855.99	1,855.99	1,144.01	Variation approved
DTF-S&R	Youth Vibe 2021		2,000.00	2,000.00	1,225.16	1,225.16	774.84	
FRRR	Wagait Youth Program	6,000.00		6,000.00		0.00	6,000.00	
Carers NT	Caeres event	300.00		300.00	300.00	300.00	0.00	Acquitted
Office Gender Equity	International Mens Day	500.00		500.00	500.00	500.00	0.00	Acquitted
Totals		159,846.00	306,151.68	465,997.68	159,651.51	159,651.51	306,346.17	
Total Special Purpose Grants			465,997.68	GRAND TOTAL			306,346.17	

WAGAIT SHIRE COUNCIL

Balance Sheet as at 31 December 2021

Notes to the Balance Sheet

	31 Dec 2021	31 Dec 2020	
Assets			
Bank			
11101 - CBA Transaction Account	\$253,937.22	\$1,186.33	
11102 - CBA Online Saver	\$70,244.07	\$4,734.34	
11103 - Bendigo Investment Acc	\$500,000.00	\$500,000.00	1 (a)
11105 - CBA Fixed Term Deposits	\$1,100,000.00	\$1,150,000.00	1 (b)
Total Bank	\$1,924,181.29	\$1,655,920.67	
Current Assets			
11185 - Undeposited Funds working A/c	\$0.00	\$1,115.00	
11405 - Trade Debtors [11405]	\$4,080.00	\$9,972.50	2
11410 - Less Prov'n for Doubtful Debts	-\$12,115.00	-\$4,237.00	
11451 - Prepayments	\$0.00	\$7,397.00	
131105 - Rates in Advance	-\$690.99	-\$628.09	
190 - Rates Control Account	\$77,430.95	\$80,470.77	3
192 - Rates Payment Control Account	-\$5.60	\$0.00	3
Total Current Assets	\$68,699.36	\$94,090.18	
Non-current Assets			
11500 - Right Use of Assets	\$54,294.00	\$0.00	
11501 - Leased Vehicle Accum Depreciation	-\$14,327.00	\$0.00	
13115 - Land at Cost	\$350,000.00	\$0.00	
13118 - Buildings at Cost	\$980,000.18	\$3,458,647.18	
13120 - Buildings Accum Dep	-\$15,465.18	-\$932,906.18	
13150 - Sports Ground at Cost	\$310,000.00	\$379,958.00	
13160 - Sports Ground Accum Dep	-\$8,723.00	-\$339,980.00	
13210 - Motor Vehicles at Cost	\$73,398.55	\$74,097.55	
13220 - Motor Vehicles Accum Dep	-\$65,372.00	-\$52,660.00	
13310 - Plant & Equipment at Cost	\$606,428.39	\$563,336.67	
13320 - Plant & Equipment Accum Dep	-\$416,194.00	-\$350,219.00	
13410 - Office Equip & Furn at Cost	\$179,235.92	\$175,930.46	
13420 - Office Equip Furn Accum Depn.	-\$175,227.00	-\$175,037.00	
13510 - Inf Roads & Paths at Cost	\$484,500.00	\$484,500.00	
13520 - Infr Roads & Path Accum Depn.	-\$473,285.00	-\$466,519.00	
Total Non-current Assets	\$1,869,263.86	\$2,819,148.68	
Total Assets	\$3,862,144.51	\$4,569,159.53	
Liabilities			
Current Liabilities			
21170 - CBA CC - Renita Glencross	\$22.00	\$0.00	
21200 - Trade Creditors	\$228,488.66	\$13,684.58	4
21310 - GST	-\$17,857.15	-\$1,369.02	
860 - Rounding	-\$0.02	\$0.00	
Total Current Liabilities	\$210,653.49	\$12,315.56	
Non-Current Liabilities			
21420 - PAYG Withholding Payable	\$7,068.00	\$6,050.00	
21430 - Super Payable	\$3,426.16	\$3,031.23	
21435 - Super Payable control account	-\$136.59	\$0.00	
21710 - Provision for Annual Leave	\$60,058.66	\$39,517.00	
21720 - Provision for Long Service Leave	\$43,135.91	\$30,252.00	
21721 - Provision for Non Current Long Service Le	\$7,455.00	\$4,641.00	
23060 - Unexpended Grant Liability	\$126,257.53	\$226,433.18	5
28000 - Lease Liabilities	\$45,984.00	\$0.00	
Total Non-Current Liabilities	\$293,248.67	\$309,924.41	
Total Liabilities	\$503,902.16	\$322,239.97	
Net Assets	\$3,358,242.35	\$4,246,919.56	
Equity			
31100 - Asset Revaluation Reserve	\$991,467.27	\$1,870,024.27	
31400 - Asset Replcmnt and Maint Res	\$500,000.00	\$500,000.00	
37000 - Prior Year's Surplus/Deficit	\$1,802,286.03	\$1,802,286.03	
38000 - Retained Earnings	-\$89,775.07	-\$152,702.99	
Current Year Earnings	\$154,264.12	\$227,312.25	
Total Equity	\$3,358,242.35	\$4,246,919.56	

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
1 (b) Total CBA Investments	\$ 1,100,000.00

Note 2. Details of Trade Debtors

Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Debtors	3,300.00	80.00	0.00	700.00

Note 3. Details of Rates Control Account

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

Rates Prior years (pre 2021)	3,096.21
Rates 21/22 over due	10,686.43
Rates 21/22 not over due yet	63,896.39
Total Rates Arrears	77,679.03

Note 4. Details of Trade Creditors

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Creditors	197,918.16	0.00	13,689.50	16,881.00

Note 5. Details of Unexpended Grants Liability

Unexpended Grants - Special Purpose	126,257.53
Total Unexpended Grants Liability	126,257.53

Statement of Cash Flows

WAGAIT SHIRE COUNCIL

For the month ended 31 December 2021

DEC 2021

Operating Activities

Receipts from customers	220,344.57
Payments to suppliers and employees	(58,294.45)
Cash receipts from other operating activities	1,125.00
Net Cash Flows from Operating Activities	163,175.12

Investing Activities

Other cash items from investing activities	19,589.32
Net Cash Flows from Investing Activities	19,589.32

Financing Activities

Other cash items from financing activities	(176,688.13)
Net Cash Flows from Financing Activities	(176,688.13)

Net Cash Flows	6,076.31
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	1,918,082.98
Net change in cash for period	6,076.31
Cash and cash equivalents at end of period	1,924,159.29

WAGAIT SHIRE COUNCIL

Income & Expenditure Statement Actual v Budget December 2021

	Dec Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget	NOTES
Income						
Contracts, Fees & Charges	\$9,809.09	\$81,092.35	\$81,562.00	\$3,898.26	\$161,624.00	1 December lower & YTD on par with budget, mainly due to timing of contracts
Insurance Payment	\$32,276.36	\$32,276.36	\$0.00	\$3,898.26	\$0.00	
Miscellaneous Income	\$322.32	\$1,615.91	\$24,998.00	-\$22,871.41	\$69,996.00	2 December & YTD lower than budget due to timing of maturities
Operating Grant Revenue	\$0.00	\$146,580.00	\$142,504.00	\$6,064.00	\$294,894.00	3 December NI & YTD slightly higher than budget due to higher revenue fof FAA
Rates Income	-\$207.29	\$244,174.55	\$243,967.00	\$539.84	\$244,717.00	4 December lower due to refund of fees & YTD almost on par with budget, see notes below on actuals received
Rental Income	\$363.64	\$2,818.66	\$4,602.00	-\$1,379.98	\$9,204.00	5 December& YTD slightly lower due to the CEO house being the main source of income
Waste Management Income	\$0.00	\$123,432.38	\$123,424.00	\$2,079.38	\$123,850.00	6 December NIL, YTD on par with budget
Total Income	\$42,564.12	\$631,990.21	\$621,057.00	-\$11,669.91	\$904,285.00	
Gross Profit	\$42,564.12	\$631,990.21	\$621,057.00	-\$11,669.91		
Less Operating Expenses						
Admistration Expenses	\$9,030.92	\$136,226.95	\$84,192.00	\$53,119.03	\$115,900.00	7 December & YTD higher due to insurance & now including monthly depreciation costs
Contracts & Material Expenses	\$28.46	\$605.47	\$1,125.00	-\$361.99	\$2,250.00	8 Dec & YTD slightly lower than budget mainly due to timing
Elected Member Expenses	\$411.40	\$2,305.14	\$5,965.00	-\$3,076.26	\$11,932.00	9 December & YTD lower than budget due to timing of Professional development
Employment Expenses	\$36,512.06	\$240,324.35	\$218,183.00	\$22,687.29	\$435,864.00	10 Dec on PAR with budget & YTD higher than budget, now also includes leave accruals
Projects & Activities - WSC Contributions	\$5,053.47	\$7,202.47	\$4,750.00	-\$1,642.00	\$9,000.00	11 December & YTD higher than budget due to increase in end of year activities including seniors christmas
Repairs & Maintenance	\$327.96	\$18,675.78	\$9,252.00	\$10,640.82	\$18,500.00	12 December lower & YTD higher due to R&M on roads, community centre & sports ground
Services	\$50.36	\$6,413.19	\$3,326.00	\$3,589.83	\$6,650.00	13 December lower & YTD higher due to increased water & sewerage & electricity costs
Vehicle & Plant Expenses	\$1,692.40	\$19,584.08	\$21,200.00	\$73.68	\$40,300.00	14 December & YTD slightly lower than budget
Waste Management Expenses	\$0.00	\$48,388.66	\$44,501.00	\$11,303.66	\$89,000.00	15 December NIL, no bill received at time of report & YTD slightly higher due to higher hard waste collection costs
Total Operating Expenses	\$53,107.03	\$479,726.09	\$392,494.00	\$96,334.06	\$729,396.00	
Operating Profit	-\$10,542.91	\$152,264.12	\$228,563.00	-\$108,003.97		
Non-operating Income						
Special Purpose Grants	\$182,088.64	\$343,740.15	\$0.00	\$159,651.51	\$0.00	18 Net portion of grants received & expended. Refer to unexpended grants sheet
Total Non-operating Income	\$182,088.64	\$343,740.15	\$0.00	\$159,651.51	\$0.00	
Non-operating Expenses						
Special Purpose Grant Expenses	\$182,088.64	\$341,740.15	\$0.00	\$159,651.51	\$0.00	19 Net portion of grants received & expended. Refer to unexpended grants sheet
Total Non-operating Expenses	\$182,088.64	\$341,740.15	\$0.00	\$159,651.51	\$0.00	
Net Profit	-\$10,542.91	\$154,264.12	\$228,563.00	-\$108,003.97	\$174,889.00	
Total Rates incl waste invoiced	355,020.00					
Less current year outstanding	74,582.82					

WAGAIT SHIRE COUNCIL

Special Purpose Grants (SPG) as at 31st December 2021

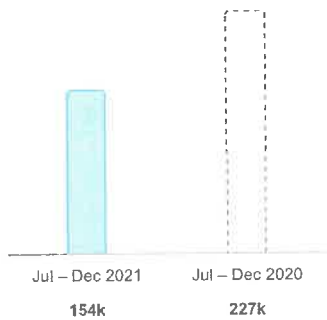
Funding Body	Project Name	Grants Current	Brought Fwd	Total Grants	Current Exp 2021	Total Exp	Balance	Notes
Federal Gov	R2R Roads Grant		125,285.90	125,285.90	90,200.00	90,200.00	35,085.90	Cox Drive causeway
DLGHCD	Dog Pound		124.06	124.06	124.06	124.06	0.00	Acquitted
DLGHCD	Water Tank 5000 litre		4,038.82	4,038.82	4,038.82	4,038.82	0.00	
DCMC-LG	PIF Funding		99,702.90	99,702.90	90,000.00	90,000.00	9,702.90	Forsyth Rd culvert
Federal Gov	LCRI-1 final-payment	10,046.00		10,046.00	200.00	200.00	9,846.00	Verge remediation
DCMC-LG	WRM 21-22		75,000.00	75,000.00	26,890.00	26,890.00	48,110.00	Replace assets
DIPL	Black Spot	140,000.00		140,000.00	127,272.73	127,272.73	12,727.27	GST component
Australia Day Council	Australia Day	2,000.00		2,000.00	385.79	385.79	1,614.21	Pending payment
Australia Day Council	Territory Day	3,000.00		3,000.00	1,890.54	1,890.54	1,109.46	Variation approved
DTF	Youth Vibe 2021		2,000.00	2,000.00	1,382.83	1,382.83	617.17	Variation approved
DTF	Youth 2022 School holidays	2,000.00		2,000.00	480.00	480.00	1,520.00	Variation approved
FRRR	Wagait Youth Program	6,000.00		6,000.00	75.38	75.38	5,924.62	
Carers NT	Carers event	300.00		300.00	300.00	300.00	0.00	Acquitted
Office Gender Equity	International Mens Day	500.00		500.00	500.00	500.00	0.00	Acquitted
Totals		163,846.00	306,151.68	469,997.68	343,740.15	343,740.15	126,257.53	
		Total Special Purpose Grants		469,997.68	GRAND TOTAL		126,257.53	

Profitability 1 Jul – 31 Dec 2021 ——— 1 Jul – 31 Dec 2020 - - - - -

Profit or loss

154,264

↓ 32.1% from 1 Jul – 31 Dec 2020

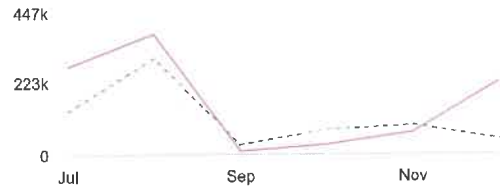


Profit is the amount of money made after paying expenses

Income

975,730

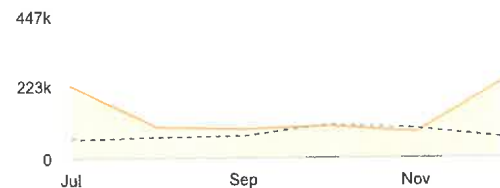
↑ 44.6% from 1 Jul – 31 Dec 2020



Expenses

821,466

↑ 83.6% from 1 Jul – 31 Dec 2020



Cost of goods sold: **0**

Operating expenses:

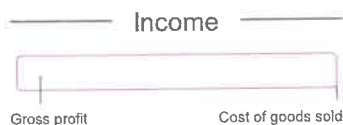
821,466

Efficiency

Gross profit margin

100%

— No change



This is the percentage of income that's left to cover operating costs (after paying for the 'cost of goods sold')

Largest expenses

	1 Jul – 31 Dec 2021	1 Jul – 31 Dec 2020
SP Project Contractors	217,272.73 ↑	0
Wages & Salaries	199,824.36 ↑	185,994.59
SP Projects Civil Works	90,000 ↑	0
Depreciation expense	53,144 ↑	0
Insurance	45,561.32 ↑	36,447.68

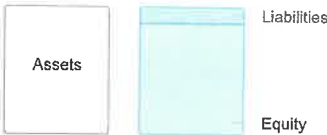
Financial position and cash On 31 Dec 2021

Balance sheet

Assets: **3,862,123**

Liabilities: **503,880**

Equity: **3,358,242**



Assets are equal to liabilities plus equity

Overall cash balance

1,924,159

CBA Fixed Term Deposits
1,100,000

Bendigo Investment Acc
500,000

CBA Transaction Account
253,937

Plus 53 more bank accounts

See your upcoming cashflow

Average time to get paid i

1 day

↓ 5 days from 1 Jul – 31 Dec 2020

Outstanding receivables: **-13,777**

Average time to pay suppliers i


-

Outstanding payables: **228,489**

Profit and Loss

WAGAIT SHIRE COUNCIL Water Tanks 1 July 2021 to 31 December 2021

	31 Dec 21
Gross Profit	-
Less Operating Expenses	
Employment Expenses	
Wages & Salaries [62030]	921
Total Employment Expenses	921
Total Operating Expenses	921
Operating Profit	(921)
Non-operating Income	
Special Purpose Grants	
Grants Brought Forward - Special Purpose	4,039
Total Special Purpose Grants	4,039
Total Non-operating Income	4,039
Non-operating Expenses	
Special Purpose Grant Expenses	
SP Project Equipment	3,118
Total Special Purpose Grant Expenses	3,118
Total Non-operating Expenses	3,118
Net Profit	-

	POLICY NUMBER:	P03
	CASTING VOTE OF CHAIR	
	CATEGORY:	COUNCIL POLICY
	CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Section 95 (6) (a), (b) & (c)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

This policy establishes the use of a casting vote by the chairperson of council meetings. The chairperson is the Council President, or Vice-President if the President is not in attendance.

2. SCOPE:

This policy applies to the chairperson of council meetings.

3. DEFINITIONS:

Casting vote is applied where there is an equal number of votes for and against a motion, the Chair is required to cast a second “casting vote” to break the tie.

4. POLICY:

- 4.1.1 Pursuant to Section 95(6) of the Local Government Act 2019, the chairperson of a council meeting must exercise a second or casting vote in the event of an equality of votes.
- 4.1.2 Pursuant to Section 95(6)(b) & (c) of the Local Government Act 2019, this policy cannot be altered or revoked during the term of the present council and lapses at the conclusion of the next general election.

5. ASSOCIATED DOCUMENTS

Nil.


6. REFERENCES AND LEGISLATION

Northern Territory Local Government Act 2019, Section 95.

7. REVIEW HISTORY

Date Approved 13/11/2008	Approved By Council Moved: Seconded: Vote: AIF	Resolution # 2008/	Date for review Next Council Election
Date Approved 17/03/2009	Approved By Council Moved: Seconded: Vote: AIF	Resolution # 2009/	Date for review Next Council Election

Date Approved 18/09/2017	Approved By Council Moved: Cr Peter Clee Seconded: Cr Trish McIntyre Vote: AIF	Resolution # 2017/084	Date for review: Next Council Election
Date Approved 18/01/2022	Approved By Council Moved: Seconded: Vote: AIF	Resolution # 2022/	Date for review: Next Council Election

	POLICY NUMBER:	P07
	EMPLOYEE ASSISTANCE PROGRAM POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	HR
	LG ACT 2019 REF:	Section 173
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

Wagait Shire Council recognises that an employee's performance can be affected by mental distress and illness resulting from issues in their work or personal life and is committed to assisting employees in dealing with these issues. The objective of this policy is to provide the means by which staff members can access counselling.

2. SCOPE

An Employee Assistance Program (EAP) is provided by Wagait Shire Council to provide confidential counselling and guidance for employees and their families, relating to issues that are affecting work performance such as:

- marriage and family problems;
- interpersonal relationships;
- grief and loss;
- stress and trauma;
- alcohol and drug dependency;
- financial and legal problems;
- other work related issues, such as injury, disciplinary action, re-deployment, or redundancy;
- gambling problems; or
- life threatening illness.

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

Term	Definition
Employee	Permanent, fulltime, part-time, casual and volunteer employees of Wagait Shire Council.

4. POLICY

Employee Assistance Services Australia (EASA) have been contracted to provide the Employee Assistance Program to all employees of Wagait Shire Council. Wagait Shire Council will meet the costs of up to 3 counselling sessions per year per employee.

The Employee Assistance Program emphasises a positive approach to and allows time for the employee to overcome their problems without adverse consequences to their status or employment or promotional opportunities.

A vital feature of this program is the high level of confidentiality and respect for the individual employee's privacy. EASA will not identify employees directly by name and any information shared with EASA will not be communicated unless expressly authorised by the employee.

Should an employee elect to attend EASA services during normal work time, their supervisor/manager will coordinate the appropriate time off work, leave or approach to be taken. The responsibility for following any course of action as an outcome of the EASA sessions, rests with the individual employee.

Employees can book counselling sessions directly with EASA on Freecall 1800 193 123.

5. ASSOCIATED DOCUMENTS


P05 Council Staff Code of Conduct
 P08 Human Resources Policy
 P31 Dispute Resolution, Counselling, Discipling and Dismissal
 P32 Discrimination, Harassment and Bullying Policy
 P33 Work Health and Safety Policy

6. REFERENCES AND LEGISLATION

Local Government Industry Award 2020
Local Government Act 2019 (NT)
Work Health and Safety (WHZS) Act 2011
Fair Work Act 2009
Disability Discrimination Act 1992 (Cth)
Australian Human Rights Commission Act 1986 (Cth)
Racial Discrimination Act 1975 (Cth)

7. REVIEW HISTORY

Date Approved 18/05/2021	Approved By Council Moved: President Neil White Seconded: Vice President Tom Dyer Vote: AIF	Resolution # 2021/072	Date for review 2022
Date Approved 18/01/2022	Approved By Council Moved: Seconded: Vote:	Resolution # 2022/	Date for review

	POLICY NUMBER:	P13
	COUNCIL USE OF FIREARMS	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2020 REF:	Part 277
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this policy is to prescribe standards and accountabilities for the safe use and compliant keeping of firearms.

2. SCOPE

This policy applies to all authorised officers of Wagait Shire Council who have as part of their responsibilities, the safe and proper use of firearms.

3. DEFINITIONS - Nil

4. POLICY

- 4.1. Council firearms are to be used in accordance with the conditions of Council's licence, that is for animal control and welfare.
- 4.2. Council will maintain the appropriate licensing for its firearms.
- 4.3. The storage, safe use and maintenance of firearms will comply with the requirements as set out in the *Firearms Act 1997* and the *Firearms Regulations 1997*.
- 4.4. Ammunition for the firearms must be stored in a locked container that is kept separate from the receptacle containing the firearm.
- 4.5. Only Authorised officers of Council can use firearms and must maintain an incident log that records:
 - 4.3.1. each occasion the firearm is removed from storage;
 - 4.3.2. the reason the firearm is taken;
 - 4.3.3. any ammunition taken from the safe;
 - 4.3.4. the purpose for the ammunition; and
 - 4.3.5. any incident involving the use of the firearm.
- 4.6. Any use of the firearms should also be verbally reported to the Chief Executive Officer as soon as possible after the event. An audit will be undertaken by the Chief Executive Officer each time a firearm is used, to account for what ammunition has been taken and used.

- 4.7. If firearms are carried in a vehicle it must be secured in an appropriate manner. Ammunition for the firearms must be stored in a separate compartment of the vehicle. If the vehicle is left unattended and a firearm is stored in the vehicle, the vehicle must be locked at all times and the firearm must be secured in the appropriate manner and obscured from view.
- 4.8. Authorised officers must clean the firearm and maintain it in a safe and functional condition at all times. Authorised Officers must report any faults or outside maintenance required immediately to the Chief Executive Officer. The Authorised Officer must ensure that the complaint is rectified within 7 days and must notify the Chief Executive Officer. Firearms will be sent to be professionally cleaned and sights checked bi-annually.

5. ASSOCIATED DOCUMENTS


P14 Dog Management Policy
P33 Work Health and Safety Policy

6. REFERENCES AND LEGISLATION

Animal Welfare Act 1999
NT Firearms Act 1997
NT Firearms Regulations 1997
NT Firearms Legislation Amendment Act 2020
Local Government Act 2008
Wagait Shire Council (Dog Management) By Laws 2019
Weapons Control Act 2001
Work Health and Safety (National Uniform legislation) Act 2011

7. REVIEW HISTORY

Date Approved 21/01/2007	Approved By Council Moved: Cr Clee Seconded: Cr Egan Vote: AIF	Resolution # 2007/07	Date for review Next Council Election
Date Approved 17/03/2009	Approved By Council Moved: Cr McIntyre Seconded: Cr Lamont Vote: AIF	Resolution # 2008/195	Date for review Next Council Election
Date Approved 15/09/2020	Approved By Council Moved: Cr P Clee Seconded: Cr G Drake Vote: AIF	Resolution # 2020/148	Date for review Next Council Election
Date Approved 18/01/2022	Approved By Council Moved: Seconded: Vote:	Resolution # 2022/	Date for review Next Council Election

	POLICY NUMBER:	P14
	DOG MANAGEMENT POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	SERVICES & INFRASTRUCTURE
	LG ACT 2019 REF:	Part 277, 285
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The Wagait Shire Council Dog Management By-laws 2019 have been implemented to improve the safety of our community and the amenity, accessibility and usability of our public spaces. This policy provides the framework to address:

- Safety
- Responsible pet ownership
- Registration, licensing and de-sexing
- Nuisance behaviors
- Dog attacks
- Dog holding and impounding operations

The purpose of this policy is to prescribe expectations, standards and accountabilities of dog-owners for the delivery of the Dog Management By-laws within the Shire.

2. SCOPE

Dog Management is an important function of Wagait Shire Council. Councils objective is to be responsive in its regulatory approach while supporting responsible dog ownership. Council has endorsed the Dog Management Strategy 2020 to establish clear guidelines for the Wagait Shire Council Dog Management By-laws 2019. This policy applies to all dog owners and keepers in the Wagait Shire.

3. DEFINITIONS

Dog Owner/ Keeper(s)	Any person that owns or looks after a dog for themselves or another person or holds responsibility for looking after a dog.
Responsible pet ownership	Ensuring animals under your care have adequate food, shelter and water; are provided regular exercise; are registered and microchipped; are not at large in the shire area; are in effective control and are not displaying nuisance behaviours.
Dog containment	A dog is contained if it is kept within a fenced or enclosed area from which it is unable to escape; or restrained by a suitable leash in or upon a vehicle in a manner where no part of the dog protrudes from the vehicle. Permanent tethering is not considered a suitable means of containing a dog.

Nuisance behaviours	Include: persistent barking; chasing vehicles, bikes, pedestrians, runners, etc; fence-rushing and fence-fighting; are generally at large or endangering the health of a person or another animal; repeatedly defecating in a public place that causes annoyance; or causing damage to anything outside of the premises where the dog is normally kept.
Dog attack	Means the dog bites or holds a person or animal in their mouth and may be accompanied by shaking, pulling or pushing and the person or animal suffers any injury, physical or otherwise; or the dog approaches, chases, menaces, harasses or rushes at a person or animal in a manner endangering or causing fear, alarm or distress to the person or animal.
Penalty units	Penalty units are regulated under the Penalty Unit Acts 2009 and the value of a penalty unit is reviewed for each financial year, with a value unit determined in line with the Darwin consumer Price Index.

4. POLICY

This policy relates to the activities undertaken in accordance with legislation or Council policy and relates to the enforcement of the Wagait Shire Council Dog Management By-laws 2019. The policy ensures that Councils Dog Management operations and approach to enforcement practices are lawful, safe, fair, practical, educational and consistent.

4.1. Registration and Licensing

- 4.1.1. All dogs over the age of 6 months must be registered by their owner/keeper.
- 4.1.2. Registration will be annual and due on 1 September each year, in line with all Top End Councils. Registration fees are payable at the time of registration (see Council website for current fees).
- 4.1.3. Registered dogs will be provided a Council identification tag, however dogs must also have contact identification on them such as a tag with a contact number or by an implanted microchip.
- 4.1.4. Removal of an identification device is an offence and will incur a penalty.
- 4.1.5. The maximum number of dogs kept on premises without a license in the Shire Council area is two (2).
- 4.1.6. Residents with more than two dogs are required to apply to Council to have their premises to be licensed for more than two (2) dogs and additional fees may apply. Licenses will only be granted following a thorough assessment that includes:
 - An inspection of the property to ensure suitability such as adequate fencing;
 - Consultation with adjoining neighbors and surrounding properties;
 - Complaint history including previous breaches or substantiated

- complaints against the owner(s); and
 - Consideration of the animal species, breed and temperament.
- 4.1.7. Properties with more than two dogs on commencement of implementing the By-laws will need to confirm to Council if they will seek a license or agree to reduce the number of dogs on the property to two (2) by natural attrition.
- 4.1.8. Dogs must be contained on the premises they are registered to, at all times unless accompanied by the owner/keeper. Dogs found or reported on premises or property other than that they are registered to, will be considered dogs at large and treated accordingly.

4.2. Wandering Dogs, Dogs at Large and Repeated Offences

- 4.2.1. Lost or wandering dogs reported and brought to Council will be entered into the lost dog register.
- 4.2.2. Dogs collected by Council staff that are registered and tagged appropriately will be returned to their owner as soon as possible. There is no charge if the dog is returned or collected by the owner by 4:30 pm on the same day, otherwise local overnight holding and release fees will apply.
- 4.2.3. If an owner cannot be identified or contacted, the dog will be held by Council and further attempts will be made to locate the dog's owner for a period of no more than 24 hours.
- 4.2.4. Dogs held by Council that have no microchip or other form of identification will be photographed and placed on the Council website Dog Gallery and on the Council Facebook page for 24 HRs only and both holding fees, release fees and penalty fees will apply before the dog can be returned.
- 4.2.5. Dogs can be collected Monday to Friday between 8.30am and 4.30pm. Proof of ownership is required to collect a dog. If the dog is not registered, owners will be required to register it and pay the registration fee before collection. If owners cannot attend Council within these hours, alternative arrangements must be made with Council to avoid penalties and charges being incurred.
- 4.2.6. For repeat offences of a dog at large, penalties may be issued and release fees will apply, whether the dog is registered with Council or not.
- 4.2.7. When the owner of a dog is identified and they fail to collect their dog from the pound, they may be issued with a penalty for abandoning a dog in accordance with Dog Management By-law 37(1).
- 4.2.8. Declared or dangerous dogs seized or captured will be transferred IMMEDIATELY to Litchfield or Palmerston Council Pound and owners will be responsible for any costs imposed by that Council and Wagait Shire Council prior to release.

4.3. Nuisance Behaviors

- 4.3.1. Dogs reported to Council as displaying nuisance behaviors as described the Definitions of this document will be investigated by Council and appropriate action taken, as set out in *Wagait Shire Council Dog Management By-laws (2019)*.
- 4.3.2. If through carrying out an investigation, no nuisance behavior is substantiated, a further investigation for that property will not be undertaken unless there is a significant change in circumstances.

4.4. Dangerous or Threatening Behaviors or Dog Attacks

- 4.4.1. Dogs reported to Council as displaying dangerous or threatening behaviors including dog attacks as described in the Definitions of this document will be immediately investigated by Council and seized by Council pending the outcome of the investigation.
- 4.4.2. An authorised person of Council may declare a dog dangerous after establishing the behaviors of a dog meet the description of dangerous and threatening behavior as outlined in the Definitions of this document and the owner/keeper(s) will be notified in writing. The declaration is in effect from the date the Council notifies the owner/keeper(s) of the declaration.
- 4.4.3. Owner/keeper(s) of declared or dangerous dogs will have to meet additional requirements, as set out in the *Wagait Shire Council Dog Management By-laws (2019)*.
- 4.4.4. Owner/keeper(s) of declared or dangerous dogs may apply to Council to revoke the declaration and an assessment will be made by Council to determine if the dog is still dangerous and notify the owner/keeper(s) of the decision.
- 4.4.5. If Council refuses an application to revoke a declaration, it is not required to consider any further application in relation to the same dog within 6 (six) months of the refusal.

4.5. Penalty Units and Infringement Charges

- 4.5.1. Penalty units are regulated under the Penalty Unit Acts 2009 and the value of a penalty unit is reviewed for each financial year, with a value unit determined in line with the Darwin consumer Price Index. Pursuant to Regulation 2 of the of the Penalty Units Regulations 2010, the current value of a penalty unit is \$158.00 (August 2020).
- 4.5.2. The penalties for the most common offences under the *Wagait Shire Council Dog Management By-laws (2019)* are listed in the table below showing by-law reference, maximum penalty unit and prescribed infringement charges (per

2020 penalty units rates) for each offence. The maximum penalty for all offences is 20 units. Depending on the severity of the offence, Wagait Shire Council may increase the infringement charges noted here.

<i>Offence</i>	<i>By-law Clause</i>	<i>Prescribed Penalty Units</i>
Unregistered dog	11	1
Failure to comply with condition of registration	12	1
Change of ownership notification	13	1
Change of address notification	14	1
Failure to comply with condition of license	17	2
Failure to properly contain a dog	27	2
Removal of identification device	28	1
Dog at large and not under effective control	31	1
Menacing dog	33	3
Dog attack	34	6
Dog chasing vehicles	35	2
Dog causing nuisance (including persistent barking)	36	2
Abandoning a dog	37	2

5. ASSOCIATED DOCUMENTS


P13 Use of Council Firearms
P33 Work Health and Safety Policy
Wagait Shire Council Fees and Charges

6. REFERENCES AND LEGISLATION

Animal Welfare Act 1999
NT Firearms Act 1997
NT Firearms Regulations 1997
NT Firearms Legislation Amendment Act 2020
Local Government Act 2019
Wagait Shire Council (Dog Management) By Laws 2019
Work Health and Safety (National Uniform legislation) Act 2011

7. REVIEW HISTORY

Date Approved 15/09/2020	Approved By Council Moved: Cr Peter Clee Seconded: Cr Graham Drake Vote: AIF	Resolution # 2020/148	Date for review Next Term of Council
Date Approved	Approved By Council Moved: Seconded: Vote: AIF	Resolution #2022/	Date for review Next Term of Council

	POLICY NUMBER:	P16
	CASH RESERVES POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	FINANCE
	LG ACT 2019 REF:	General Regulations, Part 11
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This Policy ensures sustainable and responsible financial management of Wagait Shire Council's Cash Reserves, through consistent identification, administration and usage of these reserves.

2. SCOPE

Council has limited cash investments of which a portion of those funds are to be set aside for future purposes. Over the term of Council's Long Term Financial Plan, cash backed Reserves are used to fund and secure additional external funding required for major capital projects. In addition, Reserves also include externally restricted funds.

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

Term	Definition
Internally Restricted Reserves	Are reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.
Externally Restricted Reserves	Are reserves that are subject to external restrictions in their purpose. These reserves are cash backed.
Internal Borrowing	The transfer of reserve funds from one reserve to another, as an alternative to external borrowing, to be repaid at a future date as determined by council.

4. POLICY

4.1. Classification of Financial Reserves

4.1.1. Externally Restricted Reserves

The following criteria apply to externally restricted reserves:

- the reserve is subject to legal requirements that govern the use of the funds; or
- the reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.

The following Council reserve is an externally restricted reserve:

Unexpended Grants and Contributions

This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding conditions. External restrictions apply in line with the individual funding agreements.

4.1.2. Internally Restricted Reserves

The following criteria apply to internally restricted reserves:

- the reserve is not subject to legal requirements governing the use of the funds or;
- the reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes.

The following Council reserves are internally restricted reserves:

Asset Renewal Reserve - holds funding for renewal, replacement or upgrading of existing assets, including infrastructure, property and fleet. Specific renewals must be identified, and funds are to be allocated to those.

Election Expense Reserve - holds funds for any upcoming Council election, or to help fund a by-election.

Major Initiatives Reserve - holds funds for the future development of Wagait Shire in line with identified major capital works, the Shire Plan and the Long-Term Financial Plan. Specific initiatives must be identified, and funds are to be allocated to those.

Unexpended Capital Works Reserve - holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.

Disaster Recovery Reserve - holds funds for expenses incurred due to storms, cyclones, floods or any other natural disaster. The fund will enable Wagait Shire to recover from these disasters and return to normal operations.

4.2. Establishment of Financial Reserves

- 4.2.1. Asset Revaluation Reserves - Establishment of reserves follows the Australian Accounting Standards.
- 4.2.2. Externally Restricted Reserves - A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.
- 4.2.3. Internally Restricted Reserves - An establishment of a new reserve must be authorised by Council and generally, shall not be established for an amount less than \$100,000. Where possible, values less than this should be accommodated within the annual budget.

4.3. Transfer of Funds In/Out of Financial Reserves

Subject to a review of the adequacy of reserves, transfers should be limited to the funding of those projects for which the reserve was specifically created.

All transfers must be authorised by Council resolution.

For financial management purposes, all reserves transferred in and out must be detailed separately with any specific constrained funds for projects identified within each reserve. Appropriate records and sufficient detail must accompany any reserve transfer. All transfers of reserves shall be assessed during the preparation of the annual budget and the annual financial statements. Budgeted reserve movements will also be reviewed during the budget review process.

4.4. Reporting on Finance Reserves

In line with the *Local Government (Accounting) Regulations*, Council is required to disclose all reserves set aside for a specific purpose in its annual financial statements. In addition, these reserves are reported on as follows:

- A detailed statement with expected movements as part of the annual budget.
- A detailed statement with expected performance compared to current approved annual budget as part of the budget review reports.
- A statement of approved budgeted balances as part of the monthly finance report.

5. ASSOCIATED DOCUMENTS

Wagait Shire Council Audited Financial Statements
Wagait Shire Council Long Term Financial Plan
Wagait Shire Council Shire Plan


6. REFERENCES AND LEGISLATION

Local Government Act 2019 (NT)

Local Government (General) Regulations 2021

7. REVIEW HISTORY

Date Approved 19/5/2015	Approved By Council Moved: Cr T Dyer Seconded: Cr S Gamble Vote: Carried	Resolution # 2017/34	Date for review 2020
Date Approved 19/11/2019	Approved By Council Moved: Cr N White Seconded: Cr G Drake Vote: AIF	Resolution # 2019/543	Date for review Next Term of Council
Date Approved 18/01/2022	Approved By Council Moved: Seconded: Vote: AIF	Resolution # 2022/	Date for review Next Term of Council

	POLICY NUMBER:	P24
	CARETAKER POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Section 161(1)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

Section 161 of the *Local Government Act* requires Council to maintain a Caretaker Policy governing the conduct of Council and its employees during local government general elections.

2. SCOPE

Council is committed to act in an economically efficient and transparent manner, to be socially and environmentally responsible and to provide a high standard of service delivery through its term. During a general election caretaker period, the normal operations and programs of the Council are to continue.

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

Term	Definition
Campaigning	Includes campaigning activity, wearing or displaying campaign material
Caretaker Period	Means the period that commences on the nomination day for a council general election and ends when the results of the general election are declared in accordance with the Local Government (Electoral) Regulations 2021.
Council Resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: a) materials published by Council; b) facilities and goods owned by the Council; c) attendance and participation at functions and events; d) access to Council information; and e) media services. Council employees and contractors engaged by a Council are also Council resources.
Advantage	An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilised resources, information or support that is not available to a candidate in an election who is not an existing Elected Member.

4. POLICY

The Caretaker Policy ensures that the conduct of Council, Elected Members and Council employees during a Caretaker Period is responsible, transparent and legally compliant with **Section 161 of the *Local Government Act***.

4.1. Role of the CEO

The CEO will give written notice to all council members and staff prior to the commencement of the caretaker period and that the caretaker principles in this policy will apply.

The CEO will continue to prepare reports and provide information in order for council members to carry out their roles in relation to the day-to-day business of the Council.

4.2. Designated Decisions

During the Caretaker Period, Council will not make any major decisions. The following designated decisions are prohibited from being made directly by Council or indirectly through the Chief Executive Officer:

- 4.2.1. A decision relating to the employment or remuneration of the Chief Executive Officer, other than to appoint an acting Chief Executive Officer or suspend the Chief Executive Officer for serious or wilful misconduct, except where carried out pursuant to **Section 225 of the *Local Government Act***.
- 4.2.2. A decision to terminate the appointment of the Chief Executive Officer, except where carried out pursuant to **Section 225 of the *Local Government Act***.
- 4.2.3. A decision to enter into a contract, arrangement or understanding, the total value of which exceeds \$100,000.
- 4.2.4. A decision to spend unbudgeted monies, to conduct public consultation previously unannounced, to endorse a new policy, to dispose of Council land, to approve financial or in-kind community support, and to progress a matter that is contentious or has been identified as an election issue.
- 4.2.5. A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).

4.3. Allowable Decisions

During the Caretaker Period, the following allowable are permitted during the Caretaker Period.

- 4.3.1. A decision relating to the carrying out of works in response to an emergency or disaster.
- 4.3.2. A decision relating to expenditure or other decision required to be taken under an existing agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for Council to be eligible for funding from the Commonwealth or Territory Governments.

4.4. Elected Member Activities during an Election

- 4.4.1. Council branding, letterhead, media or related facilities should not be used for a candidate's campaign.

- 4.4.2. Council employees are not to be asked to undertake tasks connected directly or indirectly to an election campaign.
- 4.4.3. Council resources provided for the use of Elected Members are not to be used for campaign purposes.
- 4.4.4. Expenses incurred during the Caretaker Period will only be reimbursed according to Council policy where the Elected Member can provide evidence that it was not related to a campaign.

4.5. Council Employee Activities during an Election

- 4.5.1. Public consultation activities during the Caretaker Period may only take place where there is a statutory requirement to do so.
- 4.5.2. Council employees should not undertake any activity that may influence the outcome of the election, except where that activity relates to election process and is authorised by the Chief Executive Officer.
- 4.5.3. Where the use of Council resources can be construed as being related to a candidate's election campaign, the incident must be reported to the Chief Executive Officer.
- 4.5.4. Council employees must not assist a candidate with an election campaign at any time, including outside working hours, except where the assistance is for the equal benefit of all candidates.

5. ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct

6. REFERENCES AND LEGISLATION

Local Government Act 2019 (NT)

Local Government (Electoral) Regulations 2021 (NT)

7. REVIEW HISTORY

Date Approved 18/10/2016	Approved By Council Moved: V Pres B Irvine Seconded: Cr A Richmond Vote: AIF	Resolution # 2016/091	Date for review Next Council Election
Date Approved 19/11/2019	Approved By Council Moved: Cr M Vaughan Seconded: Cr N White Vote: AIF	Resolution # 2019/544	Date for review Next Term of Council
Date Approved 17/02/2021	Approved By Council Moved: Cr Michael Vaughan Seconded: Vice-President Tom Dyer Vote: AIF	Resolution # 2021/37	Date for review Next Term of Council
Date Approved 18/01/2022	Approved By Council Moved: Seconded: Vote: AIF	Resolution # 2022/	Date for review Next Term of Council