



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 15 FEBRUARY 2022**

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

Date: **Tuesday, 15 February 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 15 February 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

CONTENTS

1. OPENING OF MEETING	3
2. DECLARATION OF INTERESTS.....	3
3. CONFIRMATION OF MINUTES	3
4. GUESTS.....	3
4.1. Belyuen Community Government Council, President and CEO.....	3
4.2. Rick Gosper – Water Security and Support for Residents.....	4
5. INWARDS AND OUTWARDS CORRESPONDENCE	4
5.1 Inwards Correspondence	4
5.2. Outwards Correspondence	5
6. COUNCILLORS REPORTS.....	5
6.1 President’s Report.....	5
7. OFFICERS’ REPORTS	6
7.1. CEO Report for the period to 17 January to 11 February 2022	6
7.2. Works Manager’s Report for the period 17 January to 11 February 2022.....	8
8. ACTION SHEET for the period 17 January to 11 February 2022.....	10
9. FINANCIAL REPORTS	13
9.1. January 2022 Reports Attached	13
9.2. January 2022 Supplier Payment History	13
9.3. Councillor Allowances	14
10. AGENDA ITEMS	14
10.1. Council Delegations Manual.....	14
10.2. Council Policy Review	14
11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE.....	15
12. QUESTIONS FROM THE PUBLIC WITH NOTICE	15
13. PETITIONS/DEPUTATIONS	15
14. UPCOMING EVENTS.....	15
14.1. Youth Program – BuildUp Skateboard Session #2 – Sunday 13 February	15
14.2. International Women’s Day Parade and BBQ – Saturday 5 March	15
15. LATE ITEMS AND GENERAL BUSINESS	16
15.1. Elected Members 2022-23 Shire Plan and Budget Workshop.....	16
15.2. 2021-22 Budget Review	16
16. IN-CAMERA ITEMS	16
17. DATE OF NEXT MEETING	16
18. CLOSE OF MEETING	16

1. OPENING OF MEETING

Councillors: President Neil White
Vice President Tom Dyer
Cr Michael Vaughan
Cr Noeletta McKenzie (via teleconference)
Cr Peter Clee

Staff: Policy Officer, Fiona Carter

1.1. Address by Chair and President

The President advises that the meeting will be audio taped for minute taking purposes only as authorised by the Chief Executive Officer.

1.2. Apologies and Leave of Absence

<p>Resolution No. 2022/ That the apology of CEO Renita Glencross be accepted and approved.</p> <p>Moved:</p> <p>Seconded:</p> <p>Vote:</p>
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2. DECLARATION OF INTERESTS

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

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 18 January 2022

<p>Resolution No. 2022/ That the Minutes of the Ordinary Meeting of Tuesday 18 January 2022 be confirmed by Council as a true and correct record.</p> <p>Moved:</p> <p>Seconded:</p> <p>Vote:</p>

3.2. Matters arising from Minutes of Council Meeting Tuesday 18 January 2022

4. GUESTS

4.1. Belyuen Community Government Council, President and CEO

President Rex Edmunds and CEO Cathy Winsley of Belyuen Community Government Council were invited to attend the Wagait Shire Council meeting by President Neil White, to discuss matters concerning both councils including the Waste Management Strategy, however this has been postponed to the March meeting.

4.2. Rick Gosper – Water Security and Support for Residents

Rick Gosper will present to council on ideas for a water security and support that might benefit Wagait residents (and beyond), using concepts and opportunities available in other jurisdictions, for consideration.

**Resolution No. 2022/
That Council thanks Rick Gosper for his presentation.**
Moved:
Seconded:
Vote:

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 17 January to 11 February 2022.

5.1 Inwards Correspondence

Date	From	About	
17/01/2022	NT Emergency Services	Briefing for Territory's emergency framework and support for emergency planning.	email
17/01/2022	Lord Mayor of Darwin	President invitation to "Bombing of Darwin Day"	email
20/01/2022	NT Government	NT Operations Subsidy instalment - \$108,500	email
21/01/2022	Resident	Concerns - people dumping rubbish on the beach	email
25/01/2022	Lawlab	Change of Ownership - 14 Josept Court	email
25/01/2022	Territory Families	Grant received - \$22,000 - Wagait youth Program 2022 - Alcohol & Drugs Youth Grant 21/22	email
27/01/2022	Department of Infrastructure, Planning and Logistics	Covid 19 - Extension of Cleaning of Handrails at Mandorah Jetty from 4/1/2022 to 5/4/2022.	email
27/01/2022	Lorraine Marsh Conveyancing	Request for rate information	email
2/02/2022	Sureline Security and Firearms Training	Certificate of Competency for G Zikan and R Roberts	email
2/02/2022	Dept of Chief Minister & Cabinet	Certificate of Completion Certificates for Elected member training	email
3/02/2022	Valuations Office	January Wagait Reconciliation 2019	email
4/02/2022	NT Government	NT ICAC Mandatory Reporting Directions and guidelines for Public Officers	email
7/02/2022	Nexia Edwards	Auditor report for LCRI Grant	email
10/02/2022	NT Grants	Executed 2022 NT Youth Week Agreement	email

5.2. Outwards Correspondence

Date:	To:	About:	
18.01.2022	NT Emergency Services	Briefing for Territory's emergency framework and support for emergency planning - Response from CEO	email
		International Womens Day Grant - Agreement signed	email
21/01/2022	Australia Bureau of Statistics	December quarter - ABS quarterly financial statistics	email
24/01/2021	LRCIP	WSC LRCIP quarterly reporting documents for the priod September - December 2021.	email
27/01/2022	LG Grants	Acquittal - 25,000 litre water tank	email
28/01/2022	CAL	Lodgement of Contractor Accreditation	email
2/02/2022	Nexia Edwards	Auditor Report for the Local Community Roads and Infrastructure Grants received	email
2/02/2022	Volunteers	Thank you letters to 15 volunteers - Australia Day	email
4/02/2022	Territory Families	Signed Agreement - Youth Week 2022	email

Resolution No. 2022/

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

Moved:

Seconded:

Vote:

6. COUNCILLORS REPORTS

6.1 President's Report

Purpose: As part of my responsibility, inform Council and the community of activities and information that is important.

Update:

Welcome to the February Wagait Shire Council meeting.

Our CEO, Renita, is away on annual leave in Western Australia and will return early next month. A Budget and Shire Business Plan workshop is proposed for Council on Thursday 3 March at the Council office.

The ongoing spread of the Omricron variant of Covid 19 around Australia is certainly cause for concern for Wagait Beach residents, with multiple cases being reported here in the last few days. I urge all residents who have yet to do so to get vaccinated twice, and consider a booster shot thereafter. I understand there will be a vaccine station available at the Community Centre in another three weeks, contact the Council office for details.

The second youth skateboard workshop was held last Sunday, with a good turnout of interested locals at the first workshop. On Saturday 5 March, a group of local women will be marching from the Baluria Road beach access to Cloppenburg Park from 5:00 pm to celebrate International Women's Day.

Meetings Attended

DATE

ITEM

Tuesday 18 January 2022	January Council meeting
Wednesday 19 January '22	Toured Council workshop and met with new MLA for Daly, the Hon. Dheran Young with CEO
Friday 21 January '22	CEO Catch up
Wednesday 26 January '22	Attended Australia Day ceremony at Cloppenburg Park
Thursday 27 January '22	Mandatory training for all Councillors, run by Department of Chief Minister
Tuesday 1 February '22	Audit Committee meeting
Wednesday 2 February '22	LGANT Smart Council 2030 Information session (via Zoom)
Friday 4 February '22	CEO Catch up
Friday 11 February '22	CEO catchup by phone

Neil White
President Wagait Shire Council

Resolution No. 2022/
That Council receives and notes President Neil White's report for the period 17 January 2022 to 11 February 2022.
Moved:
Seconded:
Vote:

7. OFFICERS' REPORTS

7.1. CEO Report for the period to 17 January to 11 February 2022

Staff, HR & Training	<ul style="list-style-type: none"> • Staff Leave Taken RG - 5; PW – PL 1.1 ; RT - WC ongoing; FC - 0 • Staff Leave Approved ; RG 7-28 Feb • GIO assisting with WC claim ongoing to Jan 2022 • Finance Officer commenced 28 Jan • Recruitment for Active-Recreation Officer in progress • Recruitment for Youth Program Coordinator in progress
WHS	<ul style="list-style-type: none"> • No reportable WHS incidents • Staff Toolbox meetings x4 <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 recommenced 25 Jan • Council is currently reviewing all COVID Operation Plans for its facilities • Cyclone shelter has been issued a QR code

Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President x4 weekly catchups • LGANT Covid updates ; daily • Meeting with MLA Dheran Young ; 19 Jan • Civil contractors for roadworks Forsythe, Cox ; 19 Jan • DCMC/NIAA/LG Regional meeting ; 31 Jan • Animal Management issues & reporting of cats ; • DLGRD (CMC) LG 2030 Cross Government response to draft ; • NT WorkSafe/JLT/GIO insurance WC claims; 12 Jan, 25 Jan, 3 Feb • Belyuen CEO ; 28 Jan, 4 Feb • DCMC/NIAA monthly meeting ; 29 Jan <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident concerns regarding bamboo on boundary & stump on verge • Resident enquiries on managing cats • Resident requests for asset hire
Actions	<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 Women’s Day event funding application (\$1.5k) successful • Youth Week event funding (\$2k) successful • DCMC Immediate Priority Grant application for tennis court (\$450k) unsuccessful • Wagait Community Grants Fund acquittals for 2021 <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> • LCRI phases 2 - Signage, drainage & verge remediation (\$25k) • LCRI phases 3 – Skate-park & Pump-track design and construct stage 1 (\$50k) • DLGRD (CMC) WaRM #1 - Replace tractor (\$50k) • DLGRD (CMC) WaRM #2 - Design & Construct for Re-Discovery Centre (\$75k) <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Territory Families Remote Sport Program annual reporting • ABS Local Government quarterly statistics report • TOPROC > preparation of council documents for strategic planning • LRCIP > Annual reporting <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 15 Feb • Preparation of agenda and minutes for WSC Audit Committee Meeting 1 Feb • Delegations Manual review <p><u>Services, Programs & Projects</u></p> <ul style="list-style-type: none"> • School holiday program arrangements have been challenging 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. • Remote Covid-19 Vaccination Unit attended Wagait Health Centre on Jan & 10 Feb.

	<p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletters (February) • Community updates : <p><u>Events</u></p> <ul style="list-style-type: none"> • Build-up Skate session #2 ; 13 Feb • International Women’s Day ; 5 Mar • Harmony Day ; 15 Mar
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7.2. Works Manager’s Report for the period 17 January to 11 February 2022

Staff/HR	<ul style="list-style-type: none"> • Leave - GZ (AL x3, RDO x1); RR (RDO x1, PL x2) • Ongoing work planning for casual staff • Firearms training for license renewal
Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x 4
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 12 • Water Samples x 8 • 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 12 • Jetty handrails and bins sanitised (COVID) x 30 • 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 34 • Hard-waste bins packing and changeover x 6 • Replacement bins assembled and distributed x20 <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"> • Follow up drainage easements clearing on Erickson, Harney and Cox • Pothole repairs on Cox, Baluria • Drop dead tree on Dalmeny • Estate delineator placement • Pothole repairs on Baluria, Cox x5 • Estate verge/drain & crossover repairs on Erickson, Uhr <p><u>Environmental Management & Maintenance</u></p> <ul style="list-style-type: none"> • Estate mowing & poisoning • Weed program location map established for Snakeweed, Bellyache Bush <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 • Drinking Fountain installed at Cloppenburg Park • Preparation for new drinking fountain at Community Centre • Glyphosate distribution to residents x 2 • Defibrillator cabinet installed at Health Centre • Australia Day preparations <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • Mower
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**Resolution No. 2022/
That Council receives and accepts the Officers Reports for the period 17 January to 11 February 2022.
Moved:
Seconded:
Vote:**

8. ACTION SHEET for the period 17 January to 11 February 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 met with Department Environment, Parks and Water Security (DEPWS) regarding RUA and a proposal for Council to assume responsibility has been suggested. Locks replaced at Imaluk Beach RUA access. Further meeting dates TBA.
13/08/2021	Requests from Several requests from residents received to open the Erickson Beach vehicular access for sailing in July/August. Significant quad damage to dunes west of Imaluk reported after both long weekends. RUA access gate found open/unhinged (vandalised) and has been repaired.			

			15/10/2021	Meeting held with CLE & DEPWS on 15 October at WSC offices to discuss proposal for conservation and maintenance of the beach access points through the coastal reserve and RUA.
			12/11/2021	CLE has confirmed 5 yr occupational lease for Imaluk Beach access on Erickson Crescent. A follow up meeting with LCE and DEPWS to discuss other leases has been scheduled for end November.
			14/01/2022	Meeting with DIPL/CLE and DEPWS to continue discussion has been proposed for 20 January.
			11/02/2022	CLE advise DIPL have no record of boat ramp at Imaluk/Erickson. Public Access is subject to occupational license held by council. Further meetings pending advice from DEPWS.
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.
			10/02/2022	Further meetings are scheduled for 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.

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. EoI call out for nominees to new Regional Community Engagement Group.
		16/09/2021	Meeting with Aged Care to discuss using health centre as a community care meeting place with medical facilities, in line with new NTG Seniors Strategy and WB increasing aged population. Carers NT event scheduled for 13 October 2021. DoH Remote Health Unit COVID-clinic at the community Health Centre on 28 September.
		15/10/2021	DoH Remote Health Unit has been conducting regular weekly COVID-vax-clinic at the community Health Centre to continue as long as required. Successful carer's event 13 October.
		14/01/2022	DoH Remote Health Unit recommenced COVID-vax-clinic on 23 December and will reschedule monthly as long as there is demand.
		10/02/2022	DoH Remote Health Unit COVID-vax-clinic assisted over 50 residents on 20 January and xx on 10 February.

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. January 2022 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. January 2022 Supplier Payment History

Date	Transaction	NT	I'State/I'ntl
TRANSACTION ACCOUNT			
1/01/2022	One Music Australia - Music licence 1 January - 31 March 2022		\$86.31
1/01/2022	TR Telecom - Satellite phone charges		\$150.00
2/01/2022	CBA - Merchant fees		\$54.39
5/01/2022	Harvey Distributors - Tork soft convenient toilet roll (48 pack)	\$88.88	
5/01/2022	Central Business Equipment - Photocopy charges for December 2021	\$104.51	
5/01/2022	Optus - Phone		\$285.45
5/01/2022	Wagait Beach Supermarket - Works materials	\$26.69	
5/01/2022	Renita Glencross Expense Claim - air-filter cleaner for mower	\$23.45	
5/01/2022	Fleetcare - CEO vehicle leasing	\$1,427.12	
5/01/2022	Veolia Environmental Services - Weekly wheelie bin collection	\$8,445.12	
5/01/2022	Veolia Environmental Services - Hard waste pick up	\$2,364.53	
5/01/2022	Build Up Skateboarding - Skateboarding workshop facilitation	\$852.50	
5/01/2022	Veolia Environmental Services - 40 x 240l wheelie bins	\$2,200.00	
10/01/2022	R&M Newman - Repairs and maintenance to John Deere Mower	\$240.00	
12/01/2022	Banyan Contracting - Kubota Tractor registration	\$57.80	
17/01/2022	CBA - Commbiz fees		\$1.08
17/01/2022	CBA - Commbiz fees		\$13.40
17/01/2022	Central Business Equipment - Remote Support - reinstall printer	\$107.25	
18/01/2022	Power Water - Water usage - swipe card	\$46.60	
19/01/2022	Krisco Contracting - Drainage remediation and crossovers on Sachse St	\$13,200.00	
19/01/2022	Giggling Geckos - Australia Day activities - Jumping Castle	\$660.00	
20/01/2022	R&M Newman - Repairs to John Deere mower deck	\$80.00	
21/01/2022	Officeworks - office stationery	\$13.48	
21/01/2022	Optus - office phone charges		\$80.00
21/01/2022	Optus - mobile phone charges		\$205.80
21/01/2022	Sureline Mercantile & Commercial Agency - Gun license training	\$1,100.00	
21/01/2022	Paula Moggs - Australia Day activities - working with children	\$200.00	
24/01/2022	Renita Glencross Expense Claim - Food for youth school holiday program	\$45.41	
24/01/2022	Renita Glencross Expense Claim - food for Children X'mas disco nights		\$45.42
24/01/2022	Renita Glencross Expense Claim - food for skateboard activities	\$27.15	
24/01/2022	Renita Glencross Expense Claim - food for skateboard activities	\$14.89	
24/01/2022	Pamela Wanrooy Exp Claim - water guns for Australia day activities	\$60.00	
24/01/2022	Pamela Wanrooy Exp Claim - frisbies for Australia Day activities	\$6.00	
27/01/2022	Central Business Equipment - Rental charges for Photocopy machine	\$174.41	
31/01/2022	Michele Hughes - Financial assistance and preparation of financial reports	\$924.00	
31/01/2022	Veolia Environmental Services - monthly wheelie bin collection		\$7,122.97
31/01/2022	Veolia Environmental Services - Hard waste pickup		\$1,454.18
CREDIT CARD			
4/01/2022	Xero - Monthly subscription		\$100.00
6/01/2022	McAfee - Yearly subscription - Virus		\$84.95
6/01/2022	RDO Equipment - Repairs to machinery	\$483.05	

6/01/2022	RDO Equipment - Repairs to machinery	\$343.45	
10/01/2022	Microsoft - Microsoft 365 Business Standard monthly charges		\$94.60
10/01/2022	Microsoft - Microsoft 365 Business Basic		\$83.49
13/01/2022	Zoom Video Communication Inc. - Annual subscription - Zoom Conference		\$209.90
13/01/2022	The NT General Store - Steel capped work boots - no receipt/stat dec	\$120.00	
13/01/2022	Crowne Plaza Alice Springs - TRANSACTION REFUNDED	\$210.38	
17/01/2022	Adobe Systems Incorporated - Monthly subscription		\$29.99
17/01/2022	Adobe Systems Incorporated - Monthly subscription		\$18.69
17/01/2022	Coles Supermarket - markers	\$1.75	
17/01/2022	Coles Supermarket - Toilet paper	\$15.12	
18/01/2022	Motor Vehicle Registry - Registration for Tractor - 953266	\$206.00	
18/01/2022	Motor Vehicle Registry - Registration for Tractor - 953266	\$175.40	
19/01/2022	Tropical Scene - Flags for International Women's Day		\$368.24
21/01/2022	Woolworths - Australia Day	\$29.50	
21/01/2022	Woolworths - Australia Day	\$4.50	
21/01/2022	Officeworks - paint for Australia Day	\$27.42	
21/01/2022	Berry Springs Hardware - paint for road verges	\$237.39	
21/01/2022	Berry Springs Hardware - Cement for Cloppenburg Park	\$11.50	
31/01/2022	Contractor Accreditation Limited - Application fee for Accreditation	\$484.00	

9.3. Councillor Allowances

The total payment to Councillors from 1 July 2021 to 31 January 2022 is \$2,716.54

Resolution No. 2022/.....
That Council receives and accepts the Financial Reports for the month of January 2022.
Moved:
Seconded:
Vote:

10. AGENDA ITEMS

10.1. Council Delegations Manual

Please refer to business paper attached for discussion in-camera at 16.1.

Resolution No. 2022/
That council resolve to adopt the Delegations Manual and associated Financial Delegations.
Moved:
Seconded:
Vote:

10.2. Council Policy Review

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

- P01 – Policy Framework
- P02 – Election of a Principal Member
- P09 – Statement of Significant Accounting
- P12 – Workplace Surveillance
- P23 – Emergency Communications
- P25 – Emergency Management Committee Terms of Reference

- P28 – Media 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 and aligned with the Local Government Act 2019:

- P01 – Policy Framework
- P02 – Election of a Principal Member
- P09 – Statement of Significant Accounting
- P12 – Workplace Surveillance
- P23 – Emergency Communications
- P25 – Emergency Management Committee Terms of Reference
- P28 – Media Policy

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. Youth Program – BuildUp Skateboard Session #2 – Sunday 13 February

The youth program skate session facilitated by BuildUp Sakteboarding will assist participants to gain confidence and ability through the activity. This is a family activity directed at youth and a BBQ will be provided by council.

14.2. International Women’s Day Parade and BBQ – Saturday 5 March

International Women’s Day will be celebrated in Wagait Beach with a parade of decorated flags followed by a BBQ with guest speakers and fun activities. All genders are welcome to celebrate the contribution of the amazing women in our community.

The parade will commence at 5:40 from Baluria beach access to Cloppenburg Park via Baluria and Dalmeny streets (after the 5pm ferry traffic). Road traffic management signs will be in place and the CPVBB fire-truck and ute will also participate as leading and rear vehicles to ensure pedestrian and road safety. A map of the route will be made available to public and local stakeholders through council newsletter and noticeboards.

Council has received funds form the NTG Office of Gender Equity and Diversity for this event.

15. LATE ITEMS AND GENERAL BUSINESS

15.1. Elected Members 2022-23 Shire Plan and Budget Workshop

A date for the elected members to discuss and workshop the 2022-23 Shire Plan and Budget is proposed for 7pm Thursday 3 March 2022. The draft 2022-23 Shire Plan and Budget will then be prepared for the March meeting of council.

15.2. 2021-22 Budget Review

Following advice from the Department, a review of the 2021-22 Budget and proposed amendments will be prepared for the March meeting of council.

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 March 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

Special Purpose Grants (SPG) as at 31st January 2022

Funding Body	Project Name	Grants Current	Brought Fwd	Total Grants	Current Exp 2022	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	Acquitted
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	10,046.00		10,046.00	12,200.00	12,200.00	-2,154.00	Verge remediation, next payment instalment due
DCMC-LG	WRM #1 21-22		75,000.00	75,000.00	26,890.00	26,890.00	48,110.00	Replace assets
DCMG-LG	WRM #2 21-22	75,000.00		75,000.00	0.00	0.00	75,000.00	Re-Discovery Centre
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	1,289.78	1,289.78	710.22	
Australia Day Council	Territory Day	3,000.00		3,000.00	2,750.53	2,750.53	249.47	Variation approved
DTF	Youth Vibe 2021		2,000.00	2,000.00	1,374.06	1,374.06	625.94	Variation approved
DTF	Youth 2022 School holidays	2,000.00		2,000.00	570.54	570.54	1,429.46	Variation approved
FRRR	Wagait Youth Program	6,000.00		6,000.00	75.38	75.38	5,924.62	
DoH - AOD	Wagait Youth Program	20,000.00		20,000.00	0.00	0.00	20,000.00	
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
Office Gender Equity	International Women's Day	1,500.00		1,500.00	334.76	334.76	1,165.24	
Totals		260,346.00	306,151.68	566,497.68	357,920.66	357,920.66	208,577.02	
			Total Special Purpose Grants	566,497.68	GRAND TOTAL		208,577.02	

WAGAIT SHIRE COUNCIL

Income & Expenditure Statement Actual v Budget January 2022

	Jan Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget	NOTES
Income						
Contracts, Fees & Charges	\$23,166.36	\$104,258.71	\$94,489.00	\$9,769.71	\$161,624.00	1 January YTD higher, due to increased contract work from DIPL
Insurance Payment	\$0.00	\$32,276.36	\$0.00	\$32,276.36	\$0.00	2 YTD higher due to worker's comp payment, not budgeted
Miscellaneous Income	\$1.21	\$1,617.12	\$25,831.00	-\$24,213.88	\$69,996.00	3 January & YTD lower than budget due to timing of maturities & low interest rates
Operating Grant Revenue	\$108,500.00	\$255,080.00	\$246,514.00	\$8,566.00	\$294,894.00	4 January & YTD higher than budget due to timing of grants received
Rates Income	\$139.16	\$244,313.71	\$244,092.00	\$221.71	\$244,717.00	5 January & YTD almost on par with budget, see notes below on actuals received
Rental Income	\$181.82	\$3,000.48	\$5,369.00	-\$2,368.52	\$9,204.00	6 January & YTD lower due to the CEO house being the main source of income
Waste Management Income	\$72.73	\$123,505.11	\$123,495.00	\$10.11	\$123,850.00	7 January & YTD on par with budget
Total Income	\$132,061.28	\$764,051.49	\$739,790.00	\$24,261.49	\$904,285.00	
Gross Profit	\$132,061.28	\$764,051.49	\$739,790.00	\$24,261.49		
Less Operating Expenses						
Administration Expenses	\$10,924.09	\$147,151.04	\$89,058.00	\$58,093.04	\$115,900.00	8 January & YTD higher due to insurance & now including monthly depreciation costs
Contracts & Material Expenses	\$0.00	\$605.47	\$1,311.00	-\$705.53	\$2,250.00	9 January NIL & YTD lower than budget mainly due to timing of contract works
Elected Member Expenses	\$411.40	\$2,716.54	\$6,960.00	-\$4,243.46	\$11,932.00	10 January & YTD lower than budget due to timing of professional development
Employment Expenses	\$37,615.71	\$277,929.83	\$254,324.00	\$23,605.83	\$435,864.00	11 January & YTD higher than budget due to leave accruals now being included
Projects & Activities - WSC Contributions	\$0.00	\$7,166.11	\$5,709.00	\$1,457.11	\$9,000.00	12 January NIL as no payments for activities this month & YTD higher than budget due to increase in end of year activities
Repairs & Maintenance	\$250.52	\$18,926.30	\$10,797.00	\$8,129.30	\$18,500.00	13 January lower & YTD higher due to R&M on roads, community centre & sports ground
Services	\$46.60	\$6,459.79	\$3,879.00	\$2,580.79	\$6,650.00	14 January lower & YTD higher due to increased water & sewerage & electricity costs
Vehicle & Plant Expenses	\$2,808.07	\$22,392.15	\$24,384.00	-\$1,991.85	\$40,300.00	15 January & YTD lower than budget
Waste Management Expenses	\$17,624.36	\$66,013.02	\$51,917.00	\$14,096.02	\$89,000.00	16 Jan higher, includes Dec invoice (not received at time of last report) & YTD higher due to higher hard waste collection costs
Total Operating Expenses	\$69,680.75	\$549,360.25	\$448,339.00	\$101,021.25	\$729,396.00	17 Expense accruals are not made - immaterial
Operating Profit	\$62,380.53	\$214,691.24	\$291,451.00	-\$76,759.76		
Non-operating Income						
Special Purpose Grants	\$14,180.51	\$357,920.66	\$0.00	\$357,920.66	\$0.00	18 Net portion of grants received & expended. Refer to unexpended grants sheet
Total Non-operating Income	\$14,180.51	\$357,920.66	\$0.00	\$357,920.66	\$0.00	
Non-operating Expenses						
Special Purpose Grant Expenses	\$16,144.15	\$357,920.66	\$0.00	\$357,920.66	\$0.00	19 Net portion of grants received & expended. Refer to unexpended grants sheet
Total Non-operating Expenses	\$16,144.15	\$357,920.66	\$0.00	\$357,920.66	\$0.00	
Net Profit	\$60,416.89	\$214,691.24	\$291,451.00	-\$76,759.76	\$174,889.00	
Total Rates incl waste invoiced	355,020.00					
Less current year outstanding	58,580.53					
Total Rates in received in Cash	296,439.47					

WAGAIT SHIRE COUNCIL

Balance Sheet as at 31 January 2022

Notes to the Balance Sheet

Assets	31 Jan 2022	31 Jan 2021	Note
Bank			
Bendigo Investment Acc	\$ 500,000.00	\$ 500,000.00	
CBA Fixed Term Deposits	\$ 1,100,000.00	\$ 1,100,000.00	1 (a)
CBA Online Saver	\$ 145,245.28	\$ 100,234.38	1 (b)
CBA Transaction Account	\$ 165,157.58	\$ 19,915.85	
Total Bank	\$ 1,910,402.86	\$ 1,720,150.23	
Current Assets			
Less Prov'n for Doubtful Debts	-\$ 12,115.00	-\$ 4,237.00	
Prepayments	\$ -	\$ 7,397.00	
Rates Control Account	\$ 60,932.98	\$ 62,614.27	2
Rates in Advance	-\$ 879.64	-\$ 1,263.44	
Rates Payment Control Account	\$ 453.14	\$ -	2
Trade Debtors [11405]	\$ 11,710.00	\$ 16,977.50	3
Undeposited Funds working A/c	\$ 537.00	\$ 2,553.00	
Total Current Assets	\$ 60,638.48	\$ 84,041.33	
Non-current Assets			
Buildings Accum Dep	-\$ 17,091.18	-\$ 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.	-\$ 473,641.00	-\$ 466,519.00	
Land at Cost	\$ 350,000.00	\$ -	
Leased Vehicle Accum Depreciation	-\$ 15,081.00	\$ -	
Motor Vehicles Accum Dep	-\$ 66,238.00	-\$ 52,660.00	
Motor Vehicles at Cost	\$ 73,398.55	\$ 74,097.55	
Office Equip & Furn at Cost	\$ 179,235.92	\$ 175,930.46	
Office Equip Furn Accum Depn.	-\$ 175,237.00	-\$ 175,037.00	
Plant & Equipment at Cost	\$ 606,428.39	\$ 563,336.67	
Plant & Equipment Accum Dep	-\$ 419,666.00	-\$ 350,219.00	
Right Use of Assets	\$ 54,294.00	\$ -	
Sports Ground Accum Dep	-\$ 9,231.00	-\$ 339,980.00	
Sports Ground at Cost	\$ 310,000.00	\$ 379,958.00	
Total Non-current Assets	\$ 1,861,671.86	\$ 2,819,148.68	
Total Assets	\$ 3,832,713.20	\$ 4,623,340.24	
Liabilities			
Current Liabilities			
CBA CC - Renita Glencross	\$ 484.00	\$ -	
GST	\$ 464.86	-\$ 595.75	
Rounding	-\$ 0.02	\$ -	
Trade Creditors	\$ 40,398.46	\$ 2,885.65	4
Total Current Liabilities	\$ 41,347.30	\$ 2,289.90	
Non-Current Liabilities			
Lease Liabilities	\$ 45,984.00	\$ -	
PAYG Withholding Payable	\$ 7,318.00	\$ 6,036.00	
Provision for Annual Leave	\$ 58,066.56	\$ 39,517.00	
Provision for Long Service Leave	\$ 43,807.53	\$ 30,252.00	
Provision for Non Current Long Service Leave	\$ 7,455.00	\$ 4,641.00	
Super Payable	\$ 1,766.83	\$ 3,007.94	
Super Payable control account	-\$ 136.59	\$ -	
Unexpended Grant Liability	\$ 208,577.02	\$ 299,395.93	5
Total Non-Current Liabilities	\$ 372,838.35	\$ 382,849.87	
Total Liabilities	\$ 414,185.65	\$ 385,139.77	
Net Assets	\$ 3,418,527.55	\$ 4,238,200.47	
Equity			
Asset Replacement and Maintenance Res	\$ 500,000.00	\$ 500,000.00	
Asset Revaluation Reserve	\$ 991,467.27	\$ 1,870,024.27	
Current Year Earnings	\$ 214,549.32	\$ 218,593.16	
Prior Year's Surplus/Deficit	\$ 1,802,286.03	\$ 1,802,286.03	
Retained Earnings	-\$ 89,775.07	-\$ 152,702.99	
Total Equity	\$ 3,418,527.55	\$ 4,238,200.47	

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)	2,761.97
Rates 21/22 over due	26,485.34
Rates 21/22 not over due yet	32,095.19
Total Rates Arrears	61,342.50

Note 3. Details of Trade Debtors


Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Debtors	10,930.00	0.00	80.00	700.00

Note 4. Details of Trade Creditors

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Creditors	9,501.15	-81.84	0.00	30,570.50

Note 5. Details of Unexpended Grants Liability

Unexpended Grants - Special Purpose	208,577.02
Total Unexpended Grants Liability	208,577.02

	POLICY NUMBER:	P01
	POLICY FRAMEWORK	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	ADMINISTRATION
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide guidance for the development, classification and categorisation of policy documents for Wagait Shire Council.

To ensure Wagait Shire Council Policies are consistently formatted and written in a clear and concise manner.

2. SCOPE:

The Policy Framework applies to all Wagait Shire Council members, council committee members and workers.

3. DEFINITIONS:

Provides definitions (often sourced from relevant Acts, Regulations and guidelines) for terms relevant to the particular policy.

4. POLICY:

Policies are developed in order to provide boundaries, guidelines and consistency for the achievement of Wagait Shire Council's Council's strategic and operational goals. They take into consideration legal requirements, best practice and quality standards.

The Policy Framework aims to support the development of policy documents which are

- written in clear language
- have clearly defined objectives
- are consistent with legislative requirements
- are consistent with applicable standards and guidelines
- have a standardised layout

4.1. Policy Content:

The title block of the policy shall include:

- Policy Title
- Policy Number
- Policy Category

- Policy Classification
- Local Government Act Reference
- Details of responsible officer

The body of the policy shall include:

1. Purpose
2. Scope
3. Definitions
4. Policy
5. Associated documents
6. References and legislation
7. Review history

4.2. Policy Drafting

- Draft policies may be circulated to councillors and workers for comment.
- All Policies will be tabled at Audit Committee meetings for review and comment.
- The Audit Committee may choose to recommend to council that the policy be adopted (with or without amendments).

4.3. Policy Approval

- All new or updated policies must be presented to council for approval.
- Council may approve policies with or without amendments.

4.4. Policy Review

During the policy drafting stage, consideration will be given as appropriate timelines for review of the policy. A review schedule will be incorporated into the policy document, which will commence once implementation has occurred.

The default review term shall be every three years or as required by legislation.

Policies may be reviewed earlier for whatever reason including legislative, organisational or operational changes.

4.5. Responsible Officer

The Chief Executive Officer is the designated responsible officer for all Wagait Shire Council policies.

4.6. Policy Access

All Wagait Shire Council employees will have access to all policy documentation by either electronic to print means.

Council policies shall be made available on the Wagait Shire Council website www.wagait.nt.gov.au. External members of the community can access the policies

on the website or alternatively, printed copies of individual council policy documents will be made available on a cost recover basis.

4.7. Rescindment of Policies

Policies may be rescinded if they are no longer current or become unnecessary. The rescindment of a policy will be presented to council in a council meeting agenda. Council will consider the rescindment, and if it considers the rescindment warranted, it will rescind the policy via council resolution. The Audit Committee may also provide recommendations to council that particular policies be rescinded.

5. ASSOCIATED DOCUMENTS


All Wagait Shire Council Policies.

6. REFERENCES AND LEGISLATION

Local Government Act 2019.
Information Act.

7. REVIEW HISTORY

Date Approved 17/2/2009	Approved By Council	Resolution #	Date for review Next Council Election
Date Approved 26/6/2018	Approved By Council Moved: Cr Shenagh Gamble Seconded: Vice President Trish McIntyre Vote: AIF	Resolution # 2018/199	Date for review 26/6/2021
Date Approved 15/02/2022	Approved By: Moved: Seconded: Vote:	Resolution #	Date for review Next Council Election

	POLICY NUMBER:	P02
	APPOINTMENT OF PRINCIPAL MEMBER	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Section 60 & 61
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

This policy establishes the manner in which the Principal Member and Deputy Principal Member will be appointed.

2. SCOPE:

This policy applies to all Councillors.

3. DEFINITIONS:

Principal Member – the President or Mayor

Deputy Principal Member – the Deputy (Vice) President or Deputy Mayor

4. POLICY:

- 4.1 Pursuant to Section 61(1), (2) and (3) of the Local Government Act 2019, if election is the basis of filling the office of the principal member, the office is to be filled at each general election. The council, must, at the first meeting of a council after the general election, appoint one of its members to be the principal member, and another to be deputy principal member.

5. ASSOCIATED DOCUMENTS

Nil.


6. REFERENCES AND LEGISLATION

Local Government Act (NT) 2019

7. REVIEW HISTORY

Date Approved 20/05/2008	Approved By Council	Resolution #	Date for review Next Council Election
Date Approved 17/03/2009	Approved By Council Moved: Cr McIntyre Seconded: Cr Lamont	Resolution # 08/195	Date for review 20/08/2012
Date Approved 18/09/2017	Approved By Council Moved: Cr Michael Vaughan Seconded: Cr Neil White Vote: AIF	Resolution # 2017/86	Date for review Next Council Election

Date Approved 15/02/2022	Approved By Council Moved: Seconded: Vote:	Resolution #	Date for review Next Council Election
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	POLICY NUMBER:	P09
	STATEMENT OF SIGNIFICANT ACCOUNTING	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	FINANCIAL
	LG ACT 2019 REF:	Part 10.7
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This policy provides the framework for the preparation and presentation of Council's general purpose financial statements.

2. SCOPE

To provide a true and fair view of Wagait Shire Council's financial position and the basis upon which that assessment has been made for the guidance of ratepayers, electors, creditors, regulators, government in general and other stakeholders.

To achieve compliance with Australian equivalents to International Financial Reporting Standards (AIFRS) as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations (UIGs) and relevant Northern Territory legislation.

3. DEFINITIONS

Nil

4. POLICY

4.1. Basis of Accounting

The annual financial statements are to be prepared using generally accepted accounting principles and are to comply with the Australian Accounting Standards and any interpretations or pronouncements issued from the Australian Accounting Standards Board. They must also comply with the Local Government Act, the Local Government (General) Regulations and any ministerial guidelines issued. If there is a conflict between the Australian Accounting Standards and applicable legislation, the legislative requirements will take precedence.

4.2. Significant Accounting Policies

Council's accounting policies are to be governed by the Australian Accounting Standards and relevant legislation. These policies are to be disclosed in Note 1 in the general purpose financial statement section of Council's annual report. The Audit Committee shall review and comment on Council's accounting policies when changes are made to either the Australian Accounting Standards or to Council's accounting policies.

4.3. Asset Accounting

Council will only recognise assets with an economic life of greater than one year that are above a certain value in its financial asset register for financial reporting purposes.

Council will maintain a register for attractive and portable assets. Attractive and portable assets are identified as assets that have limited economic life and individually do not meet the capitalisation threshold. However, collectively they account for a reasonable investment of Council's resources. To ensure the security of these assets and compliance with Council policies, a stocktake will be undertaken annually on these assets.

5. ASSOCIATED DOCUMENTS


P29 Wagait Shire Council Audit Committee Terms of Reference
Wagait Shire Council Annual Report

6. REFERENCES AND LEGISLATION

Northern Territory Local Government Act 2019
Northern Territory Local Government (General) Regulations
Local Government General Instructions

7. REVIEW HISTORY

Date Approved 19/05/2015	Approved By Council Moved: V President L Stones Seconded: President P Cleo Vote: AIF	Resolution # 2015/186	Date for review Next Council Election
Date Approved 19/11/2019	Approved By Council Moved: Cr M Vaughan Seconded: Cr G Drake Vote: AIF	Resolution # 2019/541	Date for review Next Term of Council
Date Approved 15/02/2022	Approved By Council Moved: Seconded: Vote:	Resolution # 2022/	Date for review Next Term of Council

	POLICY NUMBER:	P12
	WORKPLACE SURVEILLANCE POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	NT LG ACT 2019 REF:	
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

INTRODUCTION

Surveillance systems are installed on the Wagait Shire Council assets including the Council Office, Community Centre, the Works Shed, Cloppenburg Park and Council vehicles.

1. PURPOSE OF POLICY

- 1.1. Surveillance devices may be deployed within the workplace in order to protect the assets and equipment of the Wagait Shire Council and improve community and employee safety. The Council is committed to:
 - 1.1.1. Providing a safe environment for its employees and the community in which unlawful, antisocial, and inappropriate activity is kept to a minimum while respecting individual rights to privacy.
 - 1.1.2. Complying with the requirements of the relevant legislation including the *NT Surveillance Devices Act 2007* (Surveillance Devices Act) and the *NT Information Act (2002)*.
 - 1.1.3. Explaining to employees, contractors, visitors and volunteers (collectively referred to as employees in this policy) the circumstances when workplace surveillance will be undertaken at the Local Government.

2. SCOPE

- 2.1. The scope of this policy is to regulate the use of any workplace surveillance devices and associated technology in the monitoring of both the internal and external environs of public and workplace facilities and assets owned or managed by Wagait Shire Council.
- 2.2. This policy relates directly to the location and use of the workplace surveillance and monitoring, recording and subsequent use of such recorded material.
- 2.3. This policy applies to the public and all employees engaged or appointed by the Shire Council while on the Local Government's premises or while engaged in Shire Council related activities.
- 2.4. This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment or engagement with the Local Government.

3. DEFINITIONS

Closed-Circuit Television (CCTV)	refers to the use of closed-circuit television cameras to capture and transmit a signal to a specific place using a limited number of monitors. These monitors may be fixed or may be mobile.
The Information Privacy Acts	confer rights on individuals as well as responsibilities on those persons handling, processing, managing and controlling personal data. Council staff must comply with the provisions of the Acts when collecting and storing personal information. This applies to personal information relating both to employees of the organisation and individuals who interact with the organisation
Data (processing, processor, controller, subject)	information in a form that can be processed. It includes automated or electronic data - any information on computer or information recorded with the intention of putting it on computer; and manual data - information that is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system.
Personal Data	relates to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.
Access Request	this is where a person makes a request to the organisation for the disclosure of their personal data under Section 3 and/or section 4 of the Data Protection Acts.

4. SURVEILLANCE DEVICES

4.1. Optical surveillance devices

- 4.1.1. The Shire Council may deploy fixed and mobile optical surveillance devices, including closed circuit TV cameras (**CCTV**) or video cameras, to monitor or record activities on Shire Council premises. Surveillance devices may be installed by the Shire Council in areas where assets or equipment are stored or commonly used, outside Shire Council buildings or in high-risk work areas.

- 4.1.2. Surveillance devices will be installed in a location where they are clearly visible and the Shire Council will erect signs to inform employees and community members that surveillance devices are in use. Surveillance devices will not be placed inside bathrooms, change rooms, residences, or in such a position as to view inside these premises.

4.2. Tracking devices

- 4.2.1. Global positioning systems (GPS) or tracking devices may be utilised in vehicles or equipment for the purpose of monitoring and recording geographical location or movement.
- 4.2.2. The Shire Council may install a GPS or tracking device where:
- the operator/driver of a vehicle or equipment is required to work alone
 - there are safety or other risks associated with the tasks being carried out by an employee, or
 - there is a need to monitor and protect specific assets or equipment.
- 4.2.3. Vehicles or equipment with GPS or tracking devices fitted will have a sticker stating that such a device has been fitted.

5. POLICY

5.1. General Principles

- 5.1.1. The Wagait Shire Council as the corporate body has a statutory responsibility for the protection of its property, equipment and other plant as well providing a sense of security to its employees, and invitees to its premises. The Wagait Shire Council has a duty of care under the provisions of Safety, Health and Welfare at Work Act and associated legislation such as the Privacy Act and utilises surveillance systems and their associated monitoring and recording equipment as an added mode of security and surveillance for the purpose of enhancing the quality of life of the Council and community by integrating the best practices governing the public and private surveillance of its premises.
- 5.1.2. The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.
- 5.1.3. Information obtained through the CCTV system may only be released when authorised by the CEO following consultation with the President of the Council. Any requests for CCTV recordings/images from the Police will be fully recorded and legal advice will be sought if any such request is made. (See "Access" below). If a law enforcement authority, is seeking a recording for a specific investigation, it may require a warrant and accordingly any such request made by Police should be requested in writing and the Council may seek legal advice.

- 5.1.4. CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the Council.
- 5.1.5. This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.
- 5.1.6. Video monitoring of public areas for security purposes within Council premises is limited to uses that do not violate the individual's reasonable expectation to privacy.
- 5.1.7. Information obtained in violation of this policy may not be used in a disciplinary proceeding against a workplace participant or a customer attending any of Councils facilities.
- 5.1.8. All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the Council. Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the Information Privacy Act.

6. JUSTIFICATION FOR USE OF CCTV

The Information Privacy Acts requires that data is adequate, relevant and not excessive for the purpose for which it is collected. This means that Council needs to be able to justify the obtaining and use of personal data by means of a CCTV system. The use of CCTV to control the perimeter of the buildings for security purposes has been deemed to be justified by the Council. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation.

7. LOCATION OF CAMERAS

The location of cameras is a key consideration. Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Council has endeavoured to select locations for the installation of CCTCV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

8. COVERT SURVEILLANCE

Wagait Shire Council will not engage in covert surveillance.

9. NOTIFICATION and SIGNAGE

The CEO will provide a copy of this Workplace Sureveillance Policy on request to staff, Councillors and visitors. Notification will include a contact number for those wishing to discuss CCTV monitoring and location of CCTV cameras. Adequate signage will be placed at each location in which CCTV camera(s) is sited to indicate that CCTV is in operation and at the entrance to Council property. Appropriate locations for signage will include at entrances to premises i.e. external doors, workshop gates.



10. RETENTION OF DATA

- 10.1. Images and data recordings that indicate unauthorised or inappropriate activity, either through a record of that activity or due to interference with the surveillance device, are to be referred to the Chief Executive Officer (CEO) and the President for investigation. The CEO will retain the images and/or data and any associated information in a secure and confidential location.
- 10.2. The images or data recordings captured by the surveillance system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue, in line with the requirements of the *Information Privacy Act*.
- 10.3. The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the surveillance System is the responsibility of the CEO. The CEO may delegate the administration or maintenance of the CCTV System to another staff member or an authorised contractor. In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above (such individuals may include the Police, the President/Vice President). When surveillance recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

- 10.4. Surveillance data will be stored in a secure environment with a log of access to tapes kept. Access will be restricted to authorised personnel. Similar measures will be employed when using disk storage, with automatic logs of access to the images created.

11. ACCESS

- 11.1. Surveillance data records and the surveillance equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to surveillance data records will be maintained.

- 11.2. Access to the surveillance equipment and surveillance data records will be restricted to authorised personnel only, and in relevant circumstances. Surveillance data records may only be accessed:

- 11.2.1. By Police where Wagait Shire Council are required by law to make a report regarding the commission of a suspected crime; or

- 11.2.2. Following a request by Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Council property; or

- 11.2.3. To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to Council; or

- 11.2.4. To individuals (or their legal representatives) subject to a court order; or

- 11.2.5. To Council's insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

11.3. Police Requests

- 11.3.1. Information obtained through video monitoring will only be released when authorised by the CEO following consultation with the President. If police request CCTV images for a specific investigation, Police may require a warrant and accordingly any such request made by Police should be made in writing and the school/ETB should immediately seek legal advice.

11.4. Access Requests

- 11.4.1. On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a data subject must make an application in writing to the CEO of the Council. The

Council may charge for responding to such a request and must respond within 40 days.

11.4.2. A person should provide all the necessary information to assist Council in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over.

11.4.3. In giving a person a copy of their data, the Council may provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

12. RESPONSIBILITIES

The Council Chief Executive Officer is responsible to:

- a) Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Wagait Shire Council.
- b) Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within Wagait Shire Council.
- c) Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- d) Ensure that the CCTV monitoring at Wagait Shire Council is consistent with the highest standards and protections.
- e) Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- f) Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system.
- g) Ensure that monitoring recorded tapes are not duplicated for release.
- h) Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- i) Will provide a list of the CCTV cameras locations and the associated monitoring equipment and the capabilities of such equipment to Council for formal approval.
- j) Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events.
- k) Give consideration to feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
- l) Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals and be mindful that no such infringement is likely to take place
- m) Advise the Council that adequate signage at appropriate and prominent locations is displayed as detailed above.
- n) Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy".
- o) Ensure that monitoring tapes are stored in a secure place with access by authorised personnel only.

- p) Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the by the CEO or president on behalf of the Council.
- q) Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy.
- r) Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- s) Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

13. ASSOCIATED DOCUMENTS

P05 Code of Conduct

P31 Dispute Resolution, Counselling, Disciplining and Dismissal

P33 Work Health and Safety

P50 Fraud and Corruption Protection


Wagait Shire Council Employees Handbook

14. REFERENCES AND LEGISLATION

- NT Information Act 2002
- NT Surveillance Devices Act 2007
- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines
- Information Standards IS40 – Recordkeeping
- Information Standards IS40 – Retention and Disposal of Public records

15. REVIEW HISTORY

Date Approved: 17 November 2020	Approved By Council: Moved: President Neil White Seconded: Vice-President Tom Dyer Vote: AIF	Resolution No. 2020/ 182	Date for review: November 2022
Date Approved:	Approved By Council: Moved: Seconded: Vote:	Resolution No.	Date for review:

	POLICY NUMBER:	P23
	EMERGENCY COMMUNICATIONS	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

To describe for the community the methods Council will employ to communicate with them during an emergency.

2. SCOPE

This policy relates to the platforms used by the Council to communicate with ratepayers and residents about critical issues. These platforms include:

- Notices placed on Council Web page www.wagait.nt.gov.au
- Notices placed on Council Facebook page
- Notices placed on the shop and Council notice boards
- Notices placed on the street side chalk board
- Notices sent by email to those registered for the newsletter service
- Notices sent by SMS message to those registered for the SMS service

3. POLICY

3.1. Principles

In an emergency it is critical that information is provided quickly and efficiently to the community and residents that will be impacted. The information needs to be:

- 3.1.1. Succinct - all the information required and presented in a manner easily read without extraneous material.
- 3.1.2. Timely - relevant and not too far in advance of the event.
- 3.1.3. Accurate - across all platforms.
- 3.1.4. Consistent - the same message across all platforms e.g. same date for event, same information about criteria etc.

3.2. Authorisation

To achieve the outcome described above a process for coordination and authorisation is required to ensure that the communication/media platform(s) used by council for an emergency event maintains integrity and confidentiality.

Authorisation can only be given by the CEO who will vet all proposed messaging prior to the notice or message broadcast and advise the communications platform(s) to be used.

Related Interest Groups

- Wagait Shire Council
- Wagait Shire Emergency Committee
- Cox Peninsula NTES
- Cox Peninsula Volunteer Bushfire Brigade


Related Legislation

- NT Emergency Management Act
- Territory Emergency plan 2021
- Darwin Local Area Emergency Plan 2020/21
- NT Privacy Act

Date Approved 14/12/2020	Approved By WSC EMC	Resolution # 2020/192	Date for review November 2021
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Date Approved 19/01/2021	Approved By Council Moved: President Neil White Seconded: Vice-President Tom Dyer AIF	Resolution # 2021/009	Date for review January 2022
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Date Approved	Approved By Council: Moved: Seconded: AIF	Resolution # 2022/	Date for review January 2023
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	POLICY NUMBER:	P25
	EMERGENCY MANAGEMENT COMMITTEE ToR	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. ESTABLISHMENT

This Policy sets out the Terms of Reference for the Emergency Management Committee (the Committee). The Committee is established as an advisory committee to the Council pursuant to Part 5.2 of the *Local Government Act 2008*.

Wagait Shire Council has a role under the Local Government Act 2018 , the NT Emergency Management Act 2013, and the NT Emergency Management Plan 2019, to ensure the well-being of the community during an emergency.

The Wagait Shire Council must also ensure the safety and well-being of its own staff to be able to conduct normal business as required. Wagait Shire Council and staff understand that during an emergency, other priorities may overtake normal activities.

2. SCOPE

The Aim of the Committee is to ensure the Wagait Shire, its population, environs, and facilities are prepared, can respond, and recover from an emergency.

The Committee is to provide independent advice and assistance to the Wagait Shire Council (the Council) and the Chief Executive Officer on:

2.1. All aspects of Emergency Management including:

- 2.1.1. **Prevention/Mitigation** - Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Prevention or mitigation includes the identification of hazards, the assessments of threats to life and property and the taking of measures to reduce potential loss of life and property damage.
- 2.1.2. **Preparedness** - Arrangements to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.
- 2.1.3. **Response** - Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support

2.1.4. **Recovery** - The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing

2.2. Compliance with relevant legislative and regulatory requirements.

3. AUTHORITY

With consideration of legal and confidentiality implications the Committee is authorised, within the capacity of its role and responsibilities, to:

- obtain any relevant information it requires from any employee and/or external party.
- discuss any relevant matters with other external parties.
- request, via the Chief Executive Officer, the attendance of any employee at Committee meetings; and
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities.

4. MEMBERS AND TENURE

The Committee will comprise:

- A minimum of five (5) Members.
- The Chair of the Committee will be an independent member;
- Two (2) Shire Councillors;
- Two (2) Community Members with emergency services experience, or significant business experience in the field of risk management; and
- A representative from the NTPFES

The CEO will attend meetings but will not be a member of the Committee.

Members of the Committee are appointed by the Council. Appointment to the Committee from among the Council shall be for a period of two years. Committee members cease being a member of the Committee if they are no longer an elected member of the Council.

The selection process for the independent member(s) should consider the following factors when assessing the applicants:

- level of understanding of local government and the environment in which they operate.
- level of knowledge and practical exposure on emergency management practices.
- capacity to dedicate adequate time on the Committee.
- depth of knowledge of regulatory and legislative requirements; and
- ability to maintain professional relationships with staff, council members and other stakeholders.

5. VOTING RIGHTS

Each Committee member will have an equal voting right. In the event of a tied vote, the Chairperson is entitled to a deciding vote.

The Chief Executive Officer will not be entitled to a vote.

6. KEY RESPONSIBILITIES

The Committee is an Advisory Committee only. It has no power or authority to override, amend or contradict Council decisions and policies.

The Committee will undertake the following functions:

- To exchange experience and information relevant to the effective coordination an emergency in the Wagait Shire.
- To develop collaborative partnerships within the Shire community, the locality, and NT government agencies to ensure resources are made available in a timely manner.
- To assess requirements to mitigate, respond and recover from an emergency including physical, psychological, economic and environmental activity in association with responsible agencies.
- To coordinate the development and implementation of an emergency management plan in the Wagait Shire including a facilities and community resource directory.
- To collaborate and coordinate with the local volunteer and commercial agencies.
- To make recommendations and assist in the preparation of Grant applications.
- To make recommendations on key and emerging issues relevant to emergency management in the Wagait Shire to the Wagait Shire Council.
- To make recommendations on key areas of expenditure that may be available for emergency preparedness, mitigation, response and recovery.
- Ensure adequate information is provided to the community in a timely and well-informed manner.

7. REPORTING

The Committee will regularly report on its operation and activities, including:

- a summary of the key issues arising from each meeting of the Committee.
- an overall annual assessment of the Council's control and compliance framework, together with a summary of the work the Committee performed in conducting its responsibilities during the preceding year; and
- information in the annual report regarding the activities of the Committee. The information will include, number of meetings, Committee Membership, principal activities including reviews and audits.

Information will be provided on Council's website which includes the Committee Members, Terms of Reference, and Draft Minutes of meetings in accordance with Section 67(4) of the Local Government Act.

8. WORK PLAN & ARRANGEMENTS

A Work Plan for the Committee will be prepared which sets out work to be carried out by the Committee in the short, medium and long term. The Work Plan will be reviewed annually by the Committee as part of the review of the Terms of Reference.

Arrangements for each emergency type will be prepared, which sets out the prevention/mitigation, preparedness, response and recovery actions for different emergency situations including (but not limited to) cyclone, fire, flood, pandemic and other emergency situations as deemed necessary.

9. MEETINGS

The Committee will meet up to 4 times per year and more frequently as required during emergency situations.

A forward meeting plan, including meeting dates and agenda items, will be agreed to by the Committee each year and will address items listed in the Work Plan.

A quorum will consist of three voting Committee Members and must include at least one Council representative and one Community representative.

10. SECRETARIAT

The Chief Executive Officer will ensure that adequate secretarial support is provided to the Committee. The Secretariat will prepare and distribute an Agenda and supporting documentation for each meeting. These should be provided at least 3 working days prior to the meeting.

Minutes of the meetings will be taken and provided to the Committee members within 3 working days of the meeting.

11. CONFLICT OF INTEREST

Pursuant to Section 74(1) of the *Local Government Act 2008*, Committee members must declare any conflict of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interest are to be minuted.

If members or observers at a Committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from Committee discussions on the issue where the conflict of interest exists.

12. CONFIDENTIAL AND IMPROPER USE OF INFORMATION

Committee members will from time to time deal with confidential reports. Section 75 of the *Local Government Act 2008* outlines the penalties applicable to individuals who disclose confidential information acquired as a member of a Council committee. Section 76 of the *Local*

Government Act 2008 states that a person who makes improper use of information acquired as a member of a Council committee is guilty of an offence.

13. DUE DILIGENCE AND INDUCTION

All proposed and new members of the Committee will be entitled to receive relevant information and briefings prior to their appointment.

14. ASSESSMENT OF COMMITTEE

The Chair of the Committee and the Chief Executive Officer will initiate a review of the performance of the Committee annually. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer, appropriate internal and external auditors, and any other relevant stakeholders.

15. REVIEW

These Terms of Reference and Work Plan will be reviewed every two years by the Committee. The Committee will recommend any substantive changes to the Council for consideration.

Date Approved: 21.04.2020	Approved By Council Moved: Vice-President Tom Dyer Seconded: Cr Michael Vaughan Vote:	Resolution No: 2020/063	Date for review: Next Council Election
Date Approved: 19.05.2020	Approved By Council Moved: Vice-President Tom Dyer Seconded: Cr Michael Vaughan Vote: AIF	Resolution No: 2020/081	Date for review: Next Council Election
Date Approved: 15.02.2022	Approved By Council Moved: Seconded: Vote: AIF	Resolution No: 2022/	Date for review: Next Council Election

WORK PLAN

WAGAIT SHIRE COUNCIL

EMERGENCY MANAGEMENT COMMITTEE

Wagait Shire Council has a role under the Local Government Act , the NT Emergency Management Act 2013, and the Territory Emergency Plan of April 2019, to ensure the well-being of the community during an emergency.

The Wagait Shire Council must also ensure the safety and well-being of its own staff to be able to conduct normal business as required. Wagait Shire Council and staff understand that during an emergency, other priorities may overtake normal activities.

Timing of Meetings

The Committee Members have agreed meetings will be held quarterly
The date and timing of each meeting will be determined to suit the majority of the members.

Program of Work

Short term (to be carried out annually):


- Respond to any emergency that puts at risk the Wagait Beach community or its residents.
- Review and update Emergency Management Arrangements for events including (but not limited to) cyclone, fire, flood, pandemic, and other emergency situations as deemed necessary.
- Review and update list of vulnerable persons in the community and a street map identifying where the most at risk residents are located.

Medium Term (to be carried out during the term of the Council):

- Review Emergency Management Committee Terms of Reference, Work Plan and Arrangements.

Long Term (to be raised and considered as required and taking into consideration Legislative requirements, critical incidents and unacceptable risk as identified by the Chief Executive Officer).

- Asset Plans
- Critical Risk Analysis

	POLICY NUMBER:	P28
	MEDIA POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This policy outlines a framework for guiding Elected Member and employee interactions with media agencies and the use of social media to ensure consistent messaging, brand and reputation management and the appropriate use of social media.

2. SCOPE

This Policy applies to current Elected Members and Council employees for any media interaction including social media use.

3. DEFINITIONS

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

Term	Definition
Media	Various means of communication through which news, entertainment, education, data or promotional messages are disseminated. These platforms can include television, radio, newspapers and magazines, but are distinct from social media.
Personal Social Media Communications	Exchange of user generated content on social media platforms held by individuals including employees for private purposes.
Social Media	Social media may include but is not limited to social networking sites, chatrooms, media sharing sites, blogs, forum and online collaboration.

4. POLICY

Media activities assist Council in delivering information to the public. This policy outlines procedures for Elected Members and Council employees who, acting as an appointed representative of Wagait Shire Council, make public comment or provide information to the media about Council activities.

4.1 Council Media Protocol

4.1.1 The Chief Executive Officer will be, in so far as possible, the first point of contact for liaison with the media.

4.2 Staff Dealing with Media

- 4.2.1 No Wagait Shire Council employee is authorised to speak to the media on any Council issue without the prior approval of the Chief Executive Officer. This includes personal social media communications which directly relate to issues arising from operations.
- 4.2.2 Any personal use of social media should not imply the user is an authorised representative of Wagait Shire Council, contain use of a Wagait Shire Council email address, any Wagait Shire Council branding or disclose Council information that is confidential or private.
- 4.2.3 On occasions it is appropriate for staff to talk to the media instead of an Elected Members, the Chief Executive Officer will have the authority to designate Wagait Shire Council employees to become a spokesperson.
- 4.2.4 Wagait Shire Council employees must not engage in any media activity which is deemed by the Chief Executive Officer to be specifically for the personal advantage of any Elected Member.

4.3 Elected Members Dealing with Media

- 4.3.1 Pursuant to Section 43(1)(b) of the *Local Government Act*, the role of the President is to speak on behalf of Council as Council's principal member regarding Council's decisions, policies, agreed position on matters or Council endorsed events and activities.
- 4.3.2 Elected Members are entitled at any time to attract media attention for themselves. Elected Members should ensure that when they are seeking to gain media attention for themselves that they make it clear that they are speaking for themselves and not on behalf of Wagait Shire Council.
- 4.3.3 When Elected Members are approached directly by the media to comment on any issue to do with Wagait Shire Council operations, they are encouraged in the first instance to contact the Chief Executive Officer to ensure they are briefed with all relevant and accurate information before releasing any details to the media.
- 4.3.4 Elected Members are entitled to indicate that they are Elected Members of Wagait Shire Council and are encouraged to use social media to communicate with the community. To ensure distinction between personal and Council use, Elected Members are encouraged to establish pages that identify them as Elected Members separate from private accounts, however it should be clear that the opinions expressed are those of the Elected Member and not those of Council.
- 4.3.5 It is not suggested that Elected Members who post on personal pages should contact the Chief Executive Officer, however, if posts relate to operational matters or decisions of Council, it should be clear that the opinions expressed are those of the Elected Member and the comments are not being made on behalf of Council.

4.4 Media Releases

- 4.4.1 All Council media releases must only be released to the media from the Chief Executive Officer.
- 4.4.2 All media releases will be provided to Elected Members when being released to the media.

4.4.3 Elected Members are entitled to distribute their own media releases; however they must clearly indicate these releases are the opinions or beliefs of the individual Elected Member and are not being made on behalf of Council.

5. ASSOCIATED DOCUMENTS

P24 Caretaker Policy

6. REFERENCES AND LEGISLATION

Local Government Act 2019 (NT)

7. REVIEW HISTORY

Date Approved: 20.06.2015	Approved By: Moved: Cr S Gamble Seconded: Cr B Irvine Vote: AIF	Resolution No. 2015/195	Date for review: Next Council Election
Date Approved: 19.11.2019	Approved By: Moved: Cr N White Seconded: Cr M Vaughan Vote: AIF	Resolution No. 2019/546	Date for review: Next Term of Council
Date Approved: 15.02.2022	Approved By: Moved: Seconded: Vote: AIF	Resolution No. 2022	Date for review: Next Term of Council