



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 19 APRIL 2022**

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

Date: **Tuesday, 19 April 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 19 April 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: CEO, Renita Glencross

1.1. Address by Chair and President

The President makes an acknowledgment of country and 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

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 22 March 2022

<p>Resolution No. 2022/ That the Minutes of the Ordinary Meeting of Tuesday 22 March 2022 be confirmed by Council as a true and correct record. Moved: Seconded: Vote:</p>

3.2. Matters arising from Minutes of Council Meeting Tuesday 22 March 2022

4. GUESTS - Nil

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 14 March to 14 April 2022.

5.1 Inwards Correspondence

11/03/2022	NTG Compliance	SPG Water tank acquittal	email
17/03/2022	JLT Insurance	Motor Vehicle Claim - Works Ute	email
18/03/2022	Dept of Infrastructure - LRCIP	Annua Report LRCl - phase 1	email
23/03/2022	Tess Cooper	TOPROC-AMRG Meeting in Wagait	email
24/03/2022	CEO Belyuen	Invitation to Public Consultation on Amalgamation	email
28/03/2022	Mitchell Murphy	Letter of Offer - Youth Development Officer	email
30/03/2022	Resident	Wagait Beach participants for Citrus Pest Project	email
30/03/2022	Tess Cooper	TOPROC-AMRG Meeting in Wagait	email
30/03/2022	DEPWS - Rangelands Division	Follow up from Meeting	email
31/03/2022	Electorate Daly	Invitation to ANZAC service on 25 April	email
31/03/2022	Sports & Rec Grants Administration	Signed Agreement - RSVS00030 Agreement Remote Sport Voucher Scheme 2021-2022	email
4/04/2022	Belyuen Community Government Council	Incorporation of Unincorporated Areas	email
4/04/2022	NT Grants Commission	Completed 2022 Road Return and CEO certification for Wagait	email
4/04/2022	Makers & Creators	Community Grant - purchase of overlocker successful	email
4/04/2022	Department of Health	Healthy Lifestyle Grants 2021-22 - Signed Agreement	email
8/04/2020	JLT	Questionnaire - Cyber Liability and Liability Member renewal submitted	email
8/04/2020	ABS	Local Government Finance Statistics Quarterly estimates 21-22 for March quarter submitted	email
11/04/2022	Cathy Winsley, CEO Belyuen Community Government	Invitation to ANZAC service on 25 April	email
13/04/222	Sureline (Debt Collectors)	Letter to Debt collectors - 9 overdue ratepayers	email
14/04/2022	Australian Electoral Commission	Use of Premises - 2022 Federal Election	email
14/04/2022	JLT Insurance	Claim for broken windscreen from resident	email

5.2. Outwards Correspondence

11/03/2022	NTG Compliance	SPG Water tank acquittal	email
17/03/2022	JLT Insurance	Motor Vehicle Claim - Works Ute	email
18/03/2022	Dept of Infrastructure - LRCIP	Annua Report LRCl - phase 1	email
23/03/2022	Tess Cooper	TOPROC-AMRG Meeting in Wagait	email
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Resolution No. 2022/

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

Moved:

Seconded:

Vote:

6. COUNCILLORS REPORTS

6.1 President's Report

Purpose: As part of my responsibility, provide advice to Council and the community of information and activities that are important.

Update: Welcome to the April Wagait Shire Council meeting.

Interesting to note that the Federal election will finally take place on the 21st of May and eligible Wagait residents will be able to vote for the seat of Lingiari.

I was pleased to attend the bi-annual community meeting of the Wagait Shire to address the Shire Business Plan 2022-2023. There was a good turnout of residents, and we had an in-depth discussion of proposed boundary reform which would include various unincorporated areas on Cox Peninsula.

Other items discussed included water security, the future Mandorah Marine Facility (MMF) as well as animal management.

I note our new part-time Finance Office Ms Hanna Park has commenced work with the Council, Welcome on-board Hanna.

Meetings Attended

DATE	ITEM
22 nd March	Deferred Monthly Council Meeting (held one week later)
25 th March	CEO catch up
30 th March	Community Fund Panel to consider applications for Community funded grants
31 st March	I attended a meeting with Renita Glencross at Belyuen Council office to discuss the NTG's proposed rationalisation of unincorporated areas on Cox Peninsula. In attendance were representatives from Coomalie Shire (President and CEO) and the Belyuen President (Rex Edmonds) and CEO (Cathy Winsley)
1 st April	Audit Committee meeting
8 th April	CEO catch up
9 th April	Bi-annual Community consultation

Neil White

President Wagait Shire Council

Resolution No. 2022/

That Council receives and notes President Neil White's report for the period 14 March to 14 April 2022.

Moved:

Seconded:

Vote:

7. OFFICERS' REPORTS

7.1. CEO Report for the period 14 March to 14 April 2022

Staff, HR & Training	<ul style="list-style-type: none"> • Staff Leave Taken ; PW – AnnL (10) ; RT - WC ongoing; • Staff Leave Approved ; GZ (22-29/04 to 06/05) ; FC (3-4/05) ; RG (9-13/05) • Youth Program Coordinator commenced 29/03/2022 • Recruitment ongoing for Active Recreation Manager • CEO and Policy Officer have completed Mental Health First Aid training
WHS	<ul style="list-style-type: none"> • Staff Toolbox meetings x4 • Incident report ; mower flicking rock into car parked at jetty <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 ongoing to 04/07/2022 • Council is currently reviewing all COVID Operation Plans for its facilities
Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President x4 weekly catchups • Preparation of Shire Plan and Budget for 2022-23 • Youth Program planning mtgs • Civil contractors completion meetings for roadworks Forsythe, Cox • Meeting with President WSC, Presidents and CEO's from Belyuen and Coomalie to discuss planning for unincorporated areas • NT WorkSafe/JLT/WALGA/GIO insurance WC claims and return to work • DCMC/NIAA/LG Regional meeting • Remote Health Unit Covid Clinic (next clinic on 5 May) • Audit Committee meeting • LGANT General Meeting • Community Consultation Meeting • DEPWS arrangement for stakeholder meeting regarding boat access, dune protection and hazard burning at Imaluk (DIPL, CLE and Bushfires NT) <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident requests for asset hire • Resident concerns for feral animal control
Actions	<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 or casual SRO. • Youth Leadership program has commenced with Youth Development Officer coordinating twice-weekly pop-up events at the park and supporting special events such as the disco and the Balanced Choice session. Both events were attended by 10-15 young people. • Planning for Verge Audit and pedestrian access through the community, funding applications and meetings with NTG and LGANT. • Healthy Lifestyle Seniors Program development based on new budget, shared with community through newsletter. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ongoing review of WSC policies and registers for LG Act alignment • Preparation of minutes for WSC and Audit Committee Meetings (1 Apr) • Preparation of policies for Audit Committee meeting (7 Jun) • Assist Finance Officer with development of procedures for • Review of Asset Management policies and procedures

Actions	<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) + Waste strategy (\$25k) • DLGRD (CMC) WaRM #2 - Design & Construct for Re-Discovery Centre (\$75k) • Auditors 2022-24 - Advertised Eol (\$50k) <p><u>Current Grants</u></p> <ul style="list-style-type: none"> • Alcohol & Drug program ; Wagait Youth Leadership Program (\$20k) successful • Healthy Lifestyles ; Seniors Program (\$20) successful • Youth Week event funding (\$2k) successful • Remote Sport Program funding (\$5k) successful • LCRI-P3 (\$51,) approved for skate-park and pump-track • Wagait Community Grants Fund acquittals for 2021 • Wagait Community Grants Fund applications assessment for 2022 • International Women’s Day event funding acquitted <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Territory Families Youth Vibe and Youth Week 2021 acquittals • International Women’s Day acquittal • DCMC-LGRD Priority Infrastructure Fund acquittal (see 10.2) • TOPROC > preparation of council documents for strategic planning • LRCIP & R2R > Quarterly reporting x3 • NTGC Annual Road Report <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletters (April) • Community updates : Covid Mandate Update <p><u>Events – Current and Upcoming</u></p> <ul style="list-style-type: none"> • Build-up Skate session #3 ; 17 Apr (Easter) / Youth Week • ANZAC ; 25 April
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7.2. Works Manager’s Report for the period 14 March to 14 April 2022

Staff/HR	<ul style="list-style-type: none"> • Leave - GZ (RDO x1); RR (RDO x1, PL x2) • Ongoing work planning for casual staff • Firearms training for license renewal • Traffic Management training registration; 23-26 May
Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x 3 • <p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 12 • Water Samples x 29 • Imaluk water compound maintenance (weed control, mow and snip) x2 <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 56 • Jetty carpark verge maintenance (weed control, mow and snip) x2

<p>Actions</p>	<p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 5 • Council bins in, out & cleaned weekly x 26 • Hard-waste bins packing and changeover x 1 <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x3 <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 • Council firebreak slashed and mowed (Forsyth Rd) <p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Follow up drainage easements clearing • Dalmeny drain repair • Estate culvert headwalls repaired and painted (ongoing) • Delissa beach access & drain cleared (removal of 30 acacias) • Baluria beach access drain cleared <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 Community Centre • Glyphosate distribution to residents (program finished 6 Mar) • Defibrillator cabinet installed at Health Centre, pending unit check by Health staff • International Women’s Day preparations and pack-down <p><u>Repairs and Maintenance Plant/Vehicles</u></p> <ul style="list-style-type: none"> • John Deere Mower (blades, fuel-line) • Holden Colorado Utility (front passenger panel and wheel guard) • Arrangements for new tractor delivery
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**Resolution No. 2022/
That Council receives and accepts the Officers Reports for the period 14 March to 14 April 2022.
Moved:
Seconded:
Vote:**

8. ACTION SHEET for the period 14 March to 14 April 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.
			11/03/2022	Director Water Security, Penny Renc, attended the January council meeting via videoconference to present the NT Water discussion paper and respond to council enquiries regarding the public water supply in WB. Ms Renc advised that while there is plenty of artesian water in the peninsula, infrastructure costs to extract and reticulate are prohibitive due to the very low pressure. At the February council meeting a resident presented concepts for watertank subsidies (grants) as offered in other jurisdictions. Council to follow up with NTG/MLA.
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 access at Imaluk/Erickson. Public Access is subject to occupational license held by council. Further meetings pending advice from DEPWS.
			14/04/2022	DEPWS advise the boat access and carpark are a DIPL asset and is arranging for stakeholder meeting (DIPL, CLE, DEPWS, Bushfires NT and Council) to discuss access, protection and hazard burning for 2022. Date TBA.
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 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 Nov& Dec 2021.
			10/02/2022	Further meetings are scheduled for February in Belyuen & Wagait Beach. Draft strategy proposed end March 2022. Council is also preparing tender for residential waste collection for service past June 2022.
			11/03/2022	Consultation report will be presented to council at March meeting, inclusive of Belyuen, NTG, NLC, LDC and other major stakeholders. Meeting also to be attended by Belyuen CGC to discuss outlook.
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 20+ on 10 February.
			11/03/2022	DoH Remote Health Unit COVID-vax-clinic attended WB on Thursday 17 March, with 10+ residents attending. Belyuen Clinic upgrades are noted in NTG Infrastructure Plan for 2022-23, CEO to follow up and confirm if this might change the capacity to service WB as well.

		14/04/2022	DoH Remote Health Unit COVID-vax-clinic to attend WB on Thursday 5 May.
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Resolution No. 2022/

That Council receives and notes the Action Sheet for the period 14 March to 14 April 2022.

Moved:

Seconded:

Vote:

9. FINANCIAL REPORTS

9.1. March 2022 Reports Attached

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

9.2. March 2022 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/03/2022	Michele Hughes - Lodgement of BAS and assist with financials	\$264.00	
1/03/2022	Harvey Distributors - Cleaning supplies	\$289.50	
1/03/2022	Altbat Pty Ltd - web domain	\$1,320.00	
1/03/2022	Pritchard Francis Consulting Pty Ltd - engineering certificate	\$2,376.00	
2/03/2022	RDO Equipment - John Deere 4066R	\$50,000.00	
2/03/2022	RDO Equipment - John Deere 4066R	\$21,029.74	
2/03/2022	CBA - Merchant fees		\$53.20
2/03/2022	Carmel Ryan - Workshop for International Women's Day	\$150.00	
2/03/2022	Carmel Ryan - Workshop for International Women's Day	\$50.00	
3/03/2022	Gary Zika Expense Claim - Anti-bacterial wipes for workshop and ute	\$15.00	
7/03/2022	Central Business Equipment - Copy charges for March 2022	\$80.03	
7/03/2022	Fleetcare - ceo vehicle lease		\$1,427.12
9/03/2022	Shelley Hewitt Exp Claim - Reimbursement - Sealink Ferry Ticket	\$27.30	
9/03/2022	Dianne Quall - Welcome to Country, International Women's Day - 5 March 2022	\$100.00	
9/03/2022	Marie Mankara - Reading - International Women's Day	\$50.00	
10/03/2022	St John - (0031010) Refill Workplace Kit (First Aid) x 4	\$330.00	
11/03/2022	Krisco Contracting - Contract works - Cox Drive Floodway remediation	\$33,000.00	
11/03/2022	Krisco Contracting - Contract works - Cloppenburg Park	\$10,672.20	
11/03/2022	Krisco Contracting - Contract works - Cloppenburg Park	\$22,327.80	
11/03/2022	Sandra Thibodeaux - Reading for International Women's Day	\$50.00	
11/03/2022	Kim Jelley Exp Claim - Broom handles for Seniors Activities	\$74.25	
15/03/2022	CBA - Commbiz fees		\$12.93
16/03/2022	Pamela Wanrooy Exp Claim - Parking - LGANT Rates conference	\$12.00	
16/03/2022	Contractor Accreditation Limited - Accreditation fee	\$242.00	
16/03/2022	Pamela Wanrooy Exp Claim - Lead Patch for computer	\$22.95	
16/03/2022	Pamela Wanrooy Exp Claim - Batteries for office	\$9.90	
16/03/2022	Brandit NT - Ladies Argent Top - uniforms	\$174.35	
17/03/2022	Rowan Roberts Exp Claim - Mower parts	\$112.53	
17/03/2022	Power Water - Water swipe card usage	\$28.89	
18/03/2022	Alloy & Stainless Products - Blade J/Deere 72" step 2.18kg		\$426.02
20/03/2022	Optus - office phone/fax		\$129.60
20/03/2022	Optus - Mobile phone charges		\$157.15
25/03/2022	Colleen Fergusson - Council meeting dinner for March 2022 meeting	\$108.00	
27/03/2022	Wagait Beach Supermarket - batteries for cyclone shelter	\$9.99	
27/03/2022	Wagait Beach Supermarket - stamps for office	\$23.10	
27/03/2022	Wagait Beach Supermarket - milk for office	\$26.13	
27/03/2022	Wagait Beach Supermarket - milk for meeting	\$3.54	
27/03/2022	Wagait Beach Supermarket - biscuits for office	\$6.48	
27/03/2022	Wagait Beach Supermarket - milk for office meeting	\$8.19	
27/03/2022	Ken's Plumbing Pty Ltd - Connect drinking fountain	\$1,348.70	
27/03/2022	Wagait Beach Supermarket - Vinegar for Beach access	\$9.39	
27/03/2022	Wagait Beach Supermarket - Works Ute fuel	\$688.66	

27/03/2022	Wagait Beach Supermarket - Small engine fuel	\$75.77	
27/03/2022	Wagait Beach Supermarket - Diesel for mower	\$53.10	
27/03/2022	Wagait Beach Supermarket - mower fuel	\$498.45	
27/03/2022	Wagait Beach Supermarket - Tractor fuel	\$45.99	
27/03/2022	Wagait Beach Supermarket - CEO fuel	\$474.47	
27/03/2022	Wagait Beach Supermarket - Truck fuel	\$48.71	
27/03/2022	Wagait Beach Supermarket - Batteries and cleaning bleach for Jetty	\$20.51	
27/03/2022	Wagait Beach Supermarket - Gas for CEO house	\$210.00	
27/03/2022	Wagait Beach Supermarket - Crushed Ice for Australia Day	\$45.92	
27/03/2022	Wagait Beach Supermarket - Food for Skateboard session for 13 February 2022	\$23.99	
27/03/2022	Wagait Beach Supermarket - Food for Skateboard session for 13 February 2022	\$140.90	
27/03/2022	Wagait Beach Supermarket - Ice for Australia Day	\$10.00	
27/03/2022	Wagait Beach Supermarket - Food for Australia Day	\$22.09	
27/03/2022	Wagait Beach Supermarket - Ice for International Women's Day	\$20.00	
27/03/2022	Wagait Beach Supermarket - milk for Australia day	\$4.65	
27/03/2022	Ken's Plumbing Pty Ltd - Connect rainwater tank at Council House	\$486.80	
28/03/2022	Central Business Equipment - Rental charges for Photocopy machine	\$174.41	
31/03/2022	Recovre - Mental Health First Aid - 2 Day training		\$550.00
31/03/2022	Veolia Environmental Services - Wheelie bin collection for the month of March 2022		\$5,745.72
31/03/2022	Veolia Environmental Services - Hardwaste pickup for the month of March 2022		\$2,849.50
CREDIT CARD			
2/03/2022	Xero - monthly subscription		\$100.00
3/03/2022	Dollars & Sense - Community Activities plates, cups, cutlery	\$18.61	
3/03/2022	NT News - Advertisement - Shire Plan and Budget	\$510.00	
3/03/2022	RDO Equipment - Repairs to machinery	\$249.95	
3/03/2022	Woolworths - oil and raffle tickets	\$7.50	
3/03/2022	Encore Pilates & Wellness - Monthly fees for Pilates for Seniors activities	\$79.00	
3/03/2022	Bunnings - cable ties for international Women's Day	\$25.22	
3/03/2022	Mad Harrys - decorations for International Women's Day	\$49.75	
3/03/2022	Dollars & Sense - plates, cups, cutlery	\$44.29	
8/03/2022	Microsoft - monthly subscription		\$83.49
8/03/2022	Microsoft - monthly subscription - Business standard		\$94.60
14/03/2022	Adobe Systems Incorporated - Monthly Subscription		\$18.69
16/03/2022	NT News - NT News - 6 months subscription	\$171.50	
16/03/2022	TR Telecom - Satellite phone charges		\$150.00
17/03/2022	Adobe Systems Incorporated - Monthly subscription		\$29.99
21/03/2022	Officeworks - Office stationery	\$208.52	
21/03/2022	Officeworks - Stationery	\$66.00	
25/03/2022	NT News - Advertisement - Revised Budget	\$632.00	
25/03/2022	NT News - Advertisement - Draft Plan & Budget	\$676.00	
28/03/2022	The Good Guys - Mobiles	\$498.00	
28/03/2022	Officeworks - Office stationery	\$14.97	

9.3. Councillor Allowances

The total payment to Councillors from 1 July 2021 to 31 March 2022 is \$3,539.44

Resolution No. 2022/.....

That Council receives and accepts the Financial Reports for the month of March 2022.

Moved:

Seconded:

Vote:

10. AGENDA ITEMS

10.1. Rates Assessment Record

In accordance with Part 11.4 Section 230 of the *Local Government Act 2019* and Section 29 of the *Local Government Regulations (General) 2021*, the Chief Executive Officer must certify to Council that, to the best of her knowledge, information and belief, the **Council Rates Assessment Record for 2022-23** is a true and correct comprehensive record of all rate-able land within the Wagait Shire Council area.

The CEO has reviewed the rates assessment record for 2022-23 and found it to be true and correct and requests that council note the certification.

Resolution No. 2022/

That council accept the CEO's certification that the rates assessment record for 2022-23 is a true and correct comprehensive record of all rate-able land within the Wagait Shire Council area.

Moved:

Seconded:

Vote:

10.2. Grants Funding Acquittal

The civil works on Forsyth Road and at Cloppenburg Park are now completed, including:

- the widening and deepening of the park access culvert,
- a new concrete crossover-drain and remediation to the green-waste track facility, and
- the construction of a new gravel carpark behind the storage containers.

The project was supported by the NTG Priority Infrastructure Fund (\$100,000) and the Local Roads and Community Infrastructure (LRCI) fund (\$22,451); the total expense being \$122,451 (\$9 under budget of \$125,000).

Council is requested to approve acquittal of the PIF and LRCI grants.

Resolution No. 2022/

That council note the information provided of the grant expenditure and agree to acquit the amount of \$100,000 provided by the Priority Infrastructure Fund, and \$22,451 provided by the Local Roads and Community Infrastructure (LRCI) funds.

Moved:

Seconded:

Vote:

10.3. Community Consultation - Draft Shire Plan and Budget

Elements of the 2022-23 draft Shire Plan and Budget were presented and discussed at a community consultation meeting at the Wagait Beach Community Centre 10am-12pm on Saturday 9 April 2022, attended by 15 community members, elected members, the CEO and staff.

Major highlights of the discussion included:

- Overview of council's current consolidated position and achievements to date.
- A continued priority of developing strategic plans and securing funding for increased civil amenity, including:
 - ~ upgrades to roads, verges and public access pathways through the estate;
 - ~ upgrades to increase safety & serviceability of the civic spaces and buildings;
 - ~ recommendations from the Waste and Recycling Strategy; and
 - ~ priority elements of the Cloppenburg Masterplan, including a skate-park.
- Impacts of incorporation or boundary review in the next 12 months.

Comments and submissions to the 2022-23 draft Shire Plan and Budget closed on 14 April 2022 with no responses being received. CEO recommends that the public open period is extended for a further 3 weeks until Monday 10 May, prior to the May meeting of council on 17 May.

Resolution No. 2022/

That Council agree to extend the submissions period for the draft 2022-23 Shire Plan and Budget until Monday 10 May 2022.

Moved:

Seconded:

Vote:

10.4. Council Policy Review

The following policies have been reviewed in line with the Local Government Act 2019 and do not require major content changes to be reviewed by the Audit Committee. Changes to the policies listed below have been highlighted for reference.

- P38 – Waste Management Policy
- P39 – Australia Day Awards Policy
- P41 – Asset Disposal Policy
- P42 – Stocktake Policy
- P43 – Credit Card Policy
- P47 – Borrowing Policy

Resolution No. 2022/

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

- **P38 – Waste Management Policy**
- **P39 – Australia Day Awards Policy**
- **P41 – Asset Disposal Policy**
- **P42 – Stocktake Policy**
- **P43 – Credit Card Policy**
- **P47 – Borrowing Policy**

Moved:

Seconded:

Vote:

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

11.1. ALGA National General Assembly in June 2022

Cr Clee has requested this event be tabled for council consideration as a professional development possibility for the President and CEO, especially the one-day Regional Forum, in that it provides a good introduction to the national local government landscape with considerable opportunities to network and build relationships with key government officials.

The program and registration details are provided for review.

Resolution No. 2022/

That Council do not/support the CEO and President to attend the ALGA National General Assembly in June 2022.

Moved:

Seconded:

Vote:

12. QUESTIONS FROM THE PUBLIC WITH NOTICE – Nil

13. PETITIONS/DEPUTATIONS

14. UPCOMING EVENTS

14.4. Youth Week – Build-Up Skate Session #3 – Sunday 17 April

Continuing the program for Youth at Cloppenburg Park over the Easter weekend, which coincides with the school holidays and Youth Week. Pending confirmation of other funding availability, a design consultant for the skate-park will also be attending to discuss ideas with participating youth.

14.5. ANZAC Day – Wagait Cenotaph – Monday 25 April

The members of HMAS Coonawarra and Chaplain Major Ian Dawson will be attending. The full program and run sheet have been shared on council newsletter and website. Special guests will include MLA Dheran Young and Cathy Winsley, CEO Belyuen.

15. LATE ITEMS AND GENERAL BUSINESS

15.1. Additional Policies

- P44 – Travel and Accommodation Policy
- P50 – Fraud and Corruption Policy

Resolution No. 2022/

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

- **P44 – Travel and Accommodation Policy**
- **P50 – Fraud and Corruption Policy**

Moved:

Seconded:

Vote:

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 17 May 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

Balance Sheet as at 31 March 2022

Notes to the Balance Sheet

Assets	31 Mar 2022	31 Mar 2021	Note	Note 1. Details of Cash and Investments Held	
Bank				1 (a) Bendigo Bank Investment Account	\$500,000.00
Bendigo Investment Acc	\$500,000.00	\$500,000.00	1 (a)		
CBA Fixed Term Deposits	\$1,100,000.00	\$1,100,000.00	1 (b)	CBA - Fixed Term Deposit (12/04/22)	\$ 300,000.00
CBA Online Saver	\$85,247.21	\$15,235.29		CBA - Fixed Term Deposit (13/09/22)	\$ 300,000.00
CBA Transaction Account	\$18,534.21	\$28,498.52		CBA - Fixed Term Deposit (17/11/22)	\$ 500,000.00
Total Bank	\$1,703,781.42	\$1,643,733.81		1 (b) Total CBA Investments	\$ 1,100,000.00
Current Assets				Note 2. Details of Rates Control Account	
Less Prov'n for Doubtful Debts	-\$12,115.00	-\$4,237.00		Rates Control Account - Relates to Rates balance owing as per Councilwise	
Prepayments	\$0.00	\$7,397.00			
Rates Debtors Account	\$25,528.54	\$29,284.17	2	Rates Prior years (pre 2021)	2,507.42
Rates in Advance	-\$1,578.39	-\$1,651.90		Rates 21/22 over due	25,509.68
Rates Payment Control Account	-\$18.86	\$0.00	2	Rates 21/22 not over due yet	0.00
Sundry Debtors	\$0.00	\$2.95		Total Rates Arrears	28,017.10
Trade Debtors [11405]	\$1,030.00	\$9,662.50	3		
Undeposited Funds working A/c	\$0.00	\$1,638.87			
Total Current Assets	\$12,846.29	\$42,096.59		Note 3. Details of Trade Debtors	
Non-current Assets				Debtors	
Buildings Accum Dep	-\$20,343.18	-\$932,906.18		Current	
Buildings at Cost	\$980,000.18	\$3,458,647.18		> 30 days > 60 days + > 90 days	
Inf Roads & Paths at Cost	\$484,500.00	\$484,500.00		Trade Debtors	0.00 330.00 0.00 700.00
Infr Roads & Path Accum Depn.	-\$474,353.00	-\$466,519.00			
Land at Cost	\$350,000.00	\$0.00		Note 4. Details of Trade Creditors	
Leased Vehicle Accum Depreciation	-\$16,589.00	\$0.00		Creditors	
Motor Vehicles Accum Dep	-\$67,970.00	-\$52,660.00		Current	
Motor Vehicles at Cost	\$73,398.55	\$74,097.55		> 30 days > 60 days + > 90 days	
Office Equip & Furn at Cost	\$179,688.65	\$175,930.46		Trade Creditors	12,577.34 0.00 0.00 23,643.91
Office Equip Furn Accum Depn.	-\$175,257.00	-\$175,037.00			
Plant & Equipment at Cost	\$671,000.89	\$563,336.67		Note 5. Details of Unexpended Grants Liability	
Plant & Equipment Accum Dep	-\$426,610.00	-\$350,219.00		Unexpended Grants - Special Purpose	132,079.17
Right Use of Assets	\$54,294.00	\$0.00		Total Unexpended Grants Liability	132,079.17
Sports Ground Accum Dep	-\$10,247.00	-\$339,980.00			
Sports Ground at Cost	\$310,000.00	\$379,958.00			
Total Non-current Assets	\$1,911,513.09	\$2,819,148.68			
Total Assets	\$3,628,140.80	\$4,504,979.08			
Liabilities					
Current Liabilities					
CBA CC - Renita Glencross	\$512.97	\$0.00			
GST	-\$13,655.48	-\$4,932.04			
Rounding	\$0.08	\$0.00			
Sundry Creditors	\$0.00	\$5,100.00			
Trade Creditors	\$36,221.25	\$21,104.21	4		
Total Current Liabilities	\$23,078.82	\$21,272.17			
Non-Current Liabilities					
Lease Liabilities	\$45,984.00	\$0.00			
PAYG Withholding Payable	\$10,560.00	\$5,826.00			
Provision for Annual Leave	\$59,562.52	\$39,517.00			
Provision for Long Service Leave	\$45,386.78	\$30,252.00			
Provision for Non Current Long Service Leave	\$7,455.00	\$4,641.00			
Super Payable	\$5,063.38	\$1,406.64			
Super Payable control account	-\$136.59	\$0.00			
Unexpended Grant Liability	\$132,079.17	\$193,643.81	5		
Total Non-Current Liabilities	\$305,954.26	\$275,286.45			
Total Liabilities	\$329,033.08	\$296,558.62			
Net Assets	\$3,299,107.72	\$4,208,420.46			
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	\$95,129.49	\$188,813.15			
Prior Year's Surplus/Deficit	\$1,802,286.03	\$1,802,286.03			
Retained Earnings	-\$89,775.07	-\$152,702.99			
Total Equity	\$3,299,107.72	\$4,208,420.46			

WAGAIT SHIRE COUNCIL

Special Purpose Grants (SPG) as at 31st March 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	120,200.00	120,200.00	5,085.90	Cox Drive causeway, final inv due
DLGHCD	Dog Pound		122.06	122.06	124.06	124.06	-2.00	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	99,702.00	99,702.00	0.90	Forsyth Rd culvert, final inv due
Federal Gov	LRCI-1 final-payment	10,046.00	-198.00	9,848.00	10,046.00	10,046.00	-198.00	Verge remediation
Federal Gov	LRCI 2		0.00	0.00	22,452.00	22,452.00	-22,452.00	Verge remediation + signage, next instalment due
DCMC-LG	WRM #1 21-22		75,000.00	75,000.00	27,090.00	27,090.00	47,910.00	Replace assets
DCMG-LG	WRM #2 21-22	75,000.00		75,000.00	0.00	0.00	75,000.00	ReDiscovery Centre
DIPL	Black Spot	140,000.00		140,000.00	136,722.70	136,722.70	3,277.30	Transfer to ops
Australia Day Council	Australia Day	2,000.00		2,000.00	2,000.00	2,000.00	0.00	Acquitted
Australia Day Council	Territory Day	3,000.00		3,000.00	2,750.53	2,750.53	249.47	Variation approved
DoH - Healthy Lifestyle 20/21	Water for Wagait		2,200.00	2,200.00	2,267.36	2,267.36	-67.36	Acquitted, o/spend to ops
DoH - Healthy Lifestyle 20/21	Physical activity initiative			0.00	139.32	139.32	-139.32	
DTF	Youth 2022 School holidays	2,000.00		2,000.00	733.25	733.25	1,266.75	Variation approved
DTF	Youth Week	2,000.00		2,000.00	2,000.00	2,000.00	0.00	Finalise
FRRR	Wagait Youth Program	6,000.00		6,000.00	3,852.47	3,852.47	2,147.53	
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	1,500.00	1,500.00	0.00	Acquittal submitted
Totals		262,346.00	306,151.68	568,497.68	436,418.51	436,418.51	132,079.17	
		Total Special Purpose Grants		568,497.68	GRAND TOTAL		132,079.17	

WAGAIT SHIRE COUNCIL

Income & Expenditure Statement Actual v Budget March 2022

	Mar Actual	YTD Actual	YTD Budget	YTD Variance	Revised Annual Budget	NOTES
Income						
Contracts, Fees & Charges	\$9,686.36	\$122,366.33	\$126,369.00	-\$4,002.67	\$196,900.00	1 March & YTD lower, mainly due to timing of contract invoices
Insurance Payment	\$0.00	\$32,276.36	\$32,276.00	\$0.36	\$32,276.00	2 Mar NIL, YTD matches
Miscellaneous Income	\$272.59	\$1,890.53	\$22,500.00	-\$20,609.47	\$22,500.00	3 March higher & YTD lower than budget due to timing of sale of assets
Operating Grant Revenue	\$0.00	\$263,836.00	\$257,033.00	\$6,803.00	\$301,680.00	4 March lower & YTD higher than budget due to timing of grants received
Rates Income	\$255.18	\$245,130.70	\$245,351.00	-\$220.30	\$247,217.00	5 March lower & YTD slightly lower than budget, see notes below on actuals received
Rental Income	\$545.46	\$3,909.58	\$4,897.00	-\$987.42	\$6,200.00	6 March higher & YTD lower due to the CEO house being the main source of income
Waste Management Income	\$0.00	\$124,200.57	\$123,635.00	\$565.57	\$123,846.00	7 March lower & YTD slightly higher than budget due to sale of replacement wheelie bins
Total Income	\$10,759.59	\$793,610.07	\$812,061.00	-\$18,450.93	\$930,619.00	
Gross Profit	\$10,759.59	\$793,610.07	\$812,061.00	-\$18,450.93	\$930,619.00	
Less Operating Expenses						
Activities - Community Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	8 Annual community grants distributed in April
Administration Expenses	\$12,834.75	\$179,506.38	\$196,348.00	-\$16,841.62	\$259,065.00	9 March YTD lower due to insurance & now including monthly depreciation costs
Contracts & Material Expenses	\$18.65	\$624.12	\$1,336.00	-\$711.88	\$1,500.00	10 March & YTD lower than budget mainly due to timing
Elected Member Expenses	\$411.40	\$3,539.44	\$6,876.00	-\$3,336.56	\$7,500.00	11 March higher & YTD lower than budget due to timing of Professional development
Employment Expenses	\$56,423.29	\$376,033.77	\$349,087.00	\$26,946.77	\$462,378.00	12 March & YTD higher than budget, now also includes leave accruals
Projects & Activities - WSC Contributions	\$563.32	\$8,051.94	\$5,950.00	\$2,101.94	\$8,200.00	13 March lower & YTD higher than budget due to timing of activities with WSC contribution
Repairs & Maintenance	\$1,535.48	\$11,314.52	\$17,522.00	-\$6,207.48	\$25,030.00	14 March lower & YTD lower
Services	\$219.80	\$7,921.47	\$6,361.00	\$1,560.47	\$12,150.00	15 March lower & YTD higher due to increased water & sewerage & electricity costs
Vehicle & Plant Expenses	\$3,727.98	\$28,872.81	\$26,525.00	\$2,347.81	\$33,700.00	16 March & YTD higher than budget due to R&M and fuel cost increase
Waste Management Expenses	\$9,973.83	\$82,616.13	\$68,500.00	\$14,116.13	\$100,000.00	17 March lower & YTD higher due to higher hard waste collection costs
Total Operating Expenses	\$85,708.50	\$698,480.58	\$678,505.00	\$19,975.58	\$911,523.00	18 Expense accruals are not made - immaterial
Operating Profit	-\$74,948.91	\$95,129.49	\$133,556.00	-\$38,426.51	\$19,096.00	
Non-operating Income						
Special Purpose Grants	\$60,366.21	\$436,418.51	\$0.00	\$436,418.51	\$0.00	19 Net portion of grants received & expended. Refer to unexpended grants sheet
Total Non-operating Income	\$60,366.21	\$436,418.51	\$0.00	\$436,418.51	\$0.00	
Non-operating Expenses						
Special Purpose Grant Expenses	\$60,366.21	\$436,418.51	\$0.00	\$436,418.51	\$0.00	20 Net portion of grants received & expended. Refer to unexpended grants sheet
Total Non-operating Expenses	\$60,366.21	\$436,418.51	\$0.00	\$436,418.51	\$0.00	
Net Profit	-\$74,948.91	\$95,129.49	\$133,556.00	-\$38,426.51	\$19,096.00	
Total Rates incl waste invoiced	355,020.00					
Less current year outstanding	25,509.68					
Total Rates in received in Cash	329,510.32					

Statement of Cash Flows

WAGAIT SHIRE COUNCIL

For the month ended 31 March 2022

	MAR 2022	FEB 2022	JAN 2022	DEC 2021	NOV 2021	OCT 2021	SEP 2021	AUG 2021	JUL 2021	JUN 2021
Operating Activities										
Receipts from customers	73,964.19	44,448.90	46,643.48	220,485.88	60,872.54	19,864.05	31,351.71	234,805.71	252,603.01	24,640.64
Payments to suppliers and employees	(155,547.37)	(87,062.19)	(278,296.08)	(58,294.45)	(83,428.90)	(87,890.31)	(240,968.00)	(102,773.40)	(78,592.65)	(203,821.55)
Cash receipts from other operating activities	(4,458.51)	1,498.00	116,518.00	1,125.00	13,231.00	12,211.64	141,284.50	17,785.00	2,505.27	74,355.00
Net Cash Flows from Operating Activities	(86,041.69)	(41,115.29)	(115,134.60)	163,316.43	(9,325.36)	(55,814.62)	(68,331.79)	149,817.31	176,515.63	(104,825.91)
Investing Activities										
Other cash items from investing activities	(36,089.80)	23,360.76	23,282.88	19,589.32	32,595.01	54,042.03	131,646.02	(280,292.44)	16,800.74	926,415.27
Net Cash Flows from Investing Activities	(36,089.80)	23,360.76	23,282.88	19,589.32	32,595.01	54,042.03	131,646.02	(280,292.44)	16,800.74	926,415.27
Financing Activities										
Other cash items from financing activities	(56,030.83)	(10,760.98)	77,638.71	(176,829.44)	11,481.72	(20,216.43)	3,840.72	148,269.24	(141,751.38)	(739,055.53)
Net Cash Flows from Financing Activities	(56,030.83)	(10,760.98)	77,638.71	(176,829.44)	11,481.72	(20,216.43)	3,840.72	148,269.24	(141,751.38)	(739,055.53)
Net Cash Flows	(178,162.32)	(28,515.51)	(14,213.01)	6,076.31	34,751.37	(21,989.02)	67,154.95	17,794.11	51,564.99	82,533.83
Cash and Cash Equivalents										
Cash and cash equivalents at beginning of period	1,881,430.77	1,909,946.28	1,924,159.29	1,918,082.98	1,883,331.61	1,905,320.63	1,838,165.68	1,820,371.57	1,768,806.58	1,686,272.75
Net change in cash for period	(178,162.32)	(28,515.51)	(14,213.01)	6,076.31	34,751.37	(21,989.02)	67,154.95	17,794.11	51,564.99	82,533.83
Cash and cash equivalents at end of period	1,703,268.45	1,881,430.77	1,909,946.28	1,924,159.29	1,918,082.98	1,883,331.61	1,905,320.63	1,838,165.68	1,820,371.57	1,768,806.58

Statement of Cash Flows

WAGAIT SHIRE COUNCIL

For the 9 months ended 31 March 2022

JUL 2021-MAR 2022

Operating Activities

Receipts from customers	985,039.47
Payments to suppliers and employees	(1,172,853.35)
Cash receipts from other operating activities	301,699.90
Net Cash Flows from Operating Activities	113,886.02

Investing Activities

Other cash items from investing activities	(15,065.48)
Net Cash Flows from Investing Activities	(15,065.48)

Financing Activities

Other cash items from financing activities	(164,358.67)
Net Cash Flows from Financing Activities	(164,358.67)

Net Cash Flows	(65,538.13)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	1,768,806.58
Net change in cash for period	(65,538.13)
Cash and cash equivalents at end of period	1,703,268.45



Council Rates Assessment Record Certification 2022-23

In accordance with Part 11.4 Section 230 of the *Local Government Act 2019* and Section 29 of the *Local Government Regulations (General) 2021*, I, **Renita Gaye Glencross**, Chief Executive Officer Wagait Shire Council certifies to Council that, to the best of my knowledge, information and belief, the **Council Rates Assessment Record for 2022-23** is a true and correct comprehensive record of all rate-able land within the Wagait Shire Council area.

A handwritten signature in blue ink, appearing to read "Renita Glencross", is written over a horizontal line.

Renita Glencross
Chief Executive Officer

A handwritten date "14 APRIL 2022" in blue ink is written over a horizontal line.

Date

142 Wagait Tower Road
Wagait Beach NT 0822
Mobile: 0413 877 156
Email: ceo@wagait.nt.gov.au

SP Project Civil Works Transactions


WAGAIT SHIRE COUNCIL

For the period 1 January 2021 to 31 March 2022



Jobs is LRCI-Phase 2 and PIF Fund

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
SP Project Civil Works								
16 Jun 2021	Payable Invoice	Norsign - LRCI & NTG project sign		297.10	0.00	297.10	326.81	29.71
16 Dec 2021	Payable Invoice	Krisco Contracting - WSC 21-04 Cloppenburg Park civil works progress payment (Forsythe Road)	WSC INV1011	90,000.00	0.00	90,297.10	99,000.00	9,000.00
01 Feb 2022	Manual Journal	Move LRCI Phase 1 overspend to LRCI Phase 2 - Move LRCI Phase 1 overspend to LRCI Phase 2	15236	2,154.00	0.00	92,451.10	2,154.00	0.00
11 Mar 2022	Payable Invoice	Krisco Contracting - Contract works - Cloppenburg Park civil works (Forsythe Road)	10341	9,702.00	0.00	102,153.10	10,672.20	970.20
11 Mar 2022	Payable Invoice	Krisco Contracting - Contract works - Cloppenburg Park civil works (Forsythe Road)	10341	20,298.00	0.00	122,451.10	22,327.80	2,029.80
Total SP Project Civil Works				122,154.00	0.00	122,451.10	134,154.00	12,000.00

	POLICY NUMBER:	P38
	WASTE MANAGEMENT POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide clear guidelines for the domestic waste collection services provided by Council and the usage of the Hard Waste and Green Waste Compounds by Wagait Shire residents, ratepayers and local contractors. External Contractors and excluded people are not permitted to use the facility.

2. SCOPE:

The Policy applies to all Wagait Shire residents, ratepayers, local contractors, external contractors and people located outside Wagait Shire boundaries.

3. DEFINITIONS:

Users	Means all Wagait Shire residents, ratepayers, local businesses, and contractors.
External Contractors	Means any contractors that do not have their primary place of business inside Wagait Shire boundaries.
Excluded People	People that are not resident within Wagait Shire boundaries or have been banned from using the facility by the CEO.
Domestic Waste	Means all putrescible waste collected from the household that is generated as a result of the ordinary day-to-day use of a residential premise or property.
Accepted Hard Waste	Means all hard waste including whitegoods, furniture, timber, rags, sheet iron, bikes, mesh, poly-pipe, ceramics (excluding used toilets) and tiles (must be in boxes).
Unaccepted Hard Waste	Means organic waste, recyclable materials such as cardboard, glass and plastics; toilets, used plumbing pipes and materials, concrete, gravel, soil, liquids, oils, solvents, car batteries, syringes or sharps, gas cylinders, fire extinguishers, other toxic or noxious substances.
Hard Waste Access	Means the bitumen driveway located between the Community Centre and the boundary of 142 and 132 Wagait Tower Rd.
Hard Waste Compound	Means the fenced compound located in front of the Council Workshop compound located at 142 (Lot 62), Wagait Tower Rd.
Green Waste	Means all green waste excluding tree stumps, leaves and grass clippings.
Green Waste Access	Means the track leading off the end of Forsyth Rd on the North side of Cloppenburg Park.

Green Waste Compound	Means the open cleared area on the North-East side of Cloppenburg Park (Section 50) Forsythe Rd.
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4. POLICY:

Council provides the following waste services to the community through levies included in the annual rates notice.

4.1. GENERAL WASTE

- 4.1.1. Council provides a weekly general domestic waste collection service to the community via a third-party contractor.
- 4.1.2. On commencement of the service in 2015, Council provided to each property one 240 (two hundred and forty) litre wheelie bin which will be registered to each property-owner for record-keeping purposes.
- 4.1.3. Council will hold unclaimed bins for each property until collected.
- 4.1.4. Property owners are responsible for replacing damaged and broken bins.
- 4.1.5. Property owners can make a request to Council for weekly collection of an additional wheelie bin at a cost determined by Council on a quarterly basis (see Fees and Charges <http://wagait.nt.gov.au/publications-2/>).
- 4.1.6. Additional wheelie bins are not provided by Council.

4.2. HARD WASTE AREA

- 4.2.1. Access to the Hard Waste Area will only be by way of the Hard Waste access road on the southern boundary of council grounds.
- 4.2.2. Users are not permitted to deviate from the approved driveway.
- 4.2.3. Users must obey all signage.
- 4.2.4. There will be no charge to users for either dropping off hard waste or collecting recycled hard waste items during regular opening hours, other than as described at (4.2.9).
- 4.2.5. Users' vehicles must not remain in the compound longer than is required for unloading and loading of hard waste items.
- 4.2.6. The compound opening hours will be:
 - a) Saturday 3.00pm to 6:00pm
 - b) Sunday 3.00pm to 6:00pm
- 4.2.7. The compound will be CLOSED Good Friday and Christmas Day.
- 4.2.8. The compound will be CLOSED on weekdays unless arranged per item 4.2.9
- 4.2.9. Outside of the opening hours, users can arrange to deliver hard waste to the compound by appointment. Appointments must be made with notice to Council two (2) days in advance and this may incur a fee.
- 4.2.10. The CEO may also close the Compound if there is illegal dumping or damage caused to the Compound, or for Work, Health & Safety violations.
- 4.2.11. Ad-hoc closures will be communicated by the CEO prior to the closure where viable, with notices on the Council website, facebook page, and Council Office and Supermarket noticeboards.
- 4.2.12. Council employees will keep a record of users entering and leaving the Compound.
- 4.2.13. Council employees are not permitted to either unload hard waste or load recycled hard waste items for users unless by prior arrangement.
- 4.2.14. Council employees are not permitted to take recycled hard waste items from the Hard Waste Compound without prior notice to the CEO.
- 4.2.15. Access to the Council workshop compound by resident users is prohibited.

- 4.2.16. No machinery or plant is to be brought into the compound by a user.
- 4.2.17. The Hard Waste Compound will be monitored 24 hours a day by CCTV.

4.3. GREEN WASTE AREA

- 4.3.1. Access to the Green Waste Area will only be by way of the Green Waste access track at the end of Forsyth Road.
- 4.3.2. Users are not permitted to deviate from the approved access road.
- 4.3.3. The compound opening hours will be daylight hours.
- 4.3.4. The Compound will be closed during a burn-off.
- 4.3.5. The CEO may also close the compound if there is illegal dumping, damage caused to the compound, or for Work, Health & Safety violations.
- 4.3.6. Ad-hoc closures will be communicated by the CEO prior to the closure where viable, with notices on Council website, facebook page, and the Council Office and Supermarket noticeboards.
- 4.3.7. During the opening hours users are authorised to drop off green waste and collect woodchips (if available) from designated stockpiles.
- 4.3.8. There will be no charge to users for either dropping off green waste or collecting woodchips.
- 4.3.9. All signage must be obeyed.
- 4.3.10. Council employees are not authorised to either unload green waste or load woodchip for users.
- 4.3.11. No machinery or plant is to be brought into the compound by a user.

5. ASSOCIATED DOCUMENTS


P33 Work Health & Safety Policy
 P46 Council Verge Management Policy
 Wagait Shire Council Fees and Charges

6. REFERENCES AND LEGISLATION

Local Government Act 2019
 Work, Health & Safety Act 2011

7. REVIEW HISTORY

Date Approved: 18/09/2018	Approved By Council Moved: Vice President Neil White Seconded: Cr Michael Vaughan Vote: AIF	Resolution No. 2018/249	Date for review: 3 years from approval
Date Approved: 15/09/2020	Approved By Council Moved: Cr P Clee Seconded: Cr G Drake Vote: AIF	Resolution No. 2020/148	Date for review: Next Council election
Date Approved: 19/04/2022	Approved By Council Moved: Seconded: Vote:	Resolution No. 2022/	Date for review: Next Council election or before if required

	POLICY NUMBER:	P39
	AUSTRALIA DAY AWARDS DELIBERATIONS POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This policy outlines the procedure for choosing Wagait Shire Council's Australia Day Awards recipients.

2. SCOPE

This policy applies Councillors and the Chief Executive Officer.

3. DEFINITIONS

Conflict of interest	<p>For the purpose of this policy, a member has a conflict of interest if they:</p> <ul style="list-style-type: none"> • have a close family relationship with the nominee; or • is in a business relationship with the nominee; or • are the nominee.
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4. POLICY

- 4.1 Each year, Council will invite nominations for person(s) / group(s) who have made outstanding contributions to the community for:
 - Community event, organisation or group of the year;
 - Young citizen of the year (person must be under 30 years of age on 26 January of the relevant year);
 - Citizen of the year; and
 - Senior Citizen of the year.
- 4.2 Nominations should be submitted to council administration on a valid Australia Day Nomination Form by the nominated due date.
- 4.3 Nominations can be submitted by email, post or in person at the council office.
- 4.4 Following the closure of nominations, The Chief Executive Officer will collate and distribute nominations received prior to the cut-off date to councillors with pro-forma scoring tables.
- 4.5 Deliberations of nominations will occur in a closed session at Council's January meeting.
- 4.6 Should councillors require further information with respect to any of the nominations, questions are to be put to the Chief Executive Officer prior to the January meeting who will then make relevant enquiries and circulate response/s.
- 4.7 The successful nominee/s will be confirmed by way of a decision of council.

- 4.8 All nominees will be advised of their nomination prior to Australia Day and be invited to attend the Australia Day awards proceedings on 26 January.
- 4.9 During the proceedings, the names of the nominees for each category will be read out and the winner announced.

5. ASSOCIATED DOCUMENTS


None.

6. REFERENCES AND LEGISLATION

P04 Council Member Code of Conduct

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council: Moved: Vice President Tom Dyer Seconded: Cr Graham Drake Vote: AIF	Resolution No: 2019/327	Date for review: 19/02/2022
Date Approved: 19/04/2022	Approved By Council: Moved: Seconded: Vote: AIF	Resolution No:	Date for review:

	POLICY NUMBER:	P41
	ASSET DISPOSAL POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	OPERATIONS
	LG ACT 2019 General Regulations 2021	Sections 267(1) & 40 Part 2, Division 9
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide a framework consistent with legislative requirements that provides clear guidelines relating to the sale or disposal of assets or materials surplus to the operational needs of Wagait Shire Council.

2. SCOPE:

The Policy applies to

- all current and non-current assets and items surplus to council requirements; and
- all employees of council.

3. DEFINITIONS:

Asset:	An asset is a resource controlled by council as a result of past events and from which future economic benefits are expected to flow to the entity for more than 12 months. Assets include tangible items like property, plant and equipment and intangible assets like software.
Useful life:	The useful life of an asset is the period over which an asset is expected to be available for use by council.
Depreciable amount:	The depreciable amount is the cost of an asset, or fair value less its residual value.
Residual value:	The residual value is the estimated amount that council would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

4. POLICY:

Section 267(1) of the Local Government Act 2019 provides that, *Subject to the Minister's guidelines, a council may deal with or dispose of property of which the council is the owner.*

4.1. Reasons for Disposal

Any sale or disposal of assets should be consistent with the council's objectives set out in strategic plans. When considering options for the sale and disposal of assets, council will look for opportunities to advance the objectives of the council's strategic plan.

Council may dispose assets due to renewal programs in line with asset management plans, the long-term financial plan or annual budget.

4.2. Method of Disposal

The following practices of disposal are approved by council:

- Destruction / landfill – where items are of no value;
- Open tender;
- Selected tender;
- Quotation sought by officers for external party to sell on behalf of council;
- Trade in;
- Auction;
- Other means directed by council.

The following items should be considered selecting the method of disposal:

- Potential to obtain best price;
- Number of known potential purchasers;
- Current and possible preferred future use of the asset;
- Opportunity to promote local economic growth and development;
- Total estimated value of the sale;
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of the sale;
- Compliance with statutory and other obligations.

4.3. Approval for Disposal

Under Section 40 of the Local Government Act 2019, council has delegated authority for disposal of assets, except the sale of land to the Chief Executive Officer through the instrument of the Delegations Manual.

The Delegations Manual endorses the Chief Executive Officer to dispose of equipment, stores or other property of council including, but not limited to plant, machinery and vehicles which are obsolete, worn out or of no further use providing the estimated disposal value of the asset is less than \$2,000. Disposal of any asset with an estimated value of more than \$2,000 must be referred to council.

Advice to council regarding disposal of assets shall include:

- Identification of asset (linkage to financial asset register)
- Reason for disposal
- Method of disposal
- Application of proceeds

Property which has been purchased, or the purchase of which has been contributed to, by a funding source, may not be disposed of unless the terms of the funding agreement have been met. This includes any requirement to gain approval from the funding body to dispose of property.

4.4. Proceeds from Sale of Assets

Proceeds from the sale of assets should be applied to a particular purpose:

- Reduction of any debt associated with the asset acquisition or upgrade since the original purchase or construction;
- Offset of cost of replacement assets required for operations arising from the asset sale;
- Specific Reserve Fund or asset replacement reserve;
- Other specific purpose as determined by Council resolution.

4.5. Financial Recognition of Disposal

When an asset is sold and its selling price varies from the carrying amount in council's balance sheet, a gain or loss on disposal will be recognised directly to the Income Statement in accordance with AASB 140 or AASB 116 respectively.

If an asset is derecognised before it has been fully depreciated, the carrying amount represents a loss on disposal and will be expensed.

Where an asset disposed of has been subject to revaluation, the net increment in the asset revaluation reserve relating to the disposed asset will be transferred to accumulated surplus. The amount transferred must not exceed the balance of the asset revaluation.

Partial disposal of an asset is recognised if a partial renewal/replacement has taken place and the carrying value of that disposed part in regards to AASB 116 can be identified.

Alternatively, if the fair value of the replaced part cannot be identified, the cost of the replacement is added in the carrying amount of the asset and the fair value shall be reassessed at revaluation.

5. ASSOCIATED DOCUMENTS


P05 Council Staff Code of Conduct
P26 Delegations manual

6. REFERENCES AND LEGISLATION

Ministerial Guideline 4 - Assets, Section 9 – Authority to sell or dispose
Local Government Act 2019
Local Government (General) Regulations 2021
Australian Accounting Standards.

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council:	Resolution no: 2019/328	Date for review: 19/02/2022
Date Approved: 19/04/2022	Approved By Council:	Resolution no: 2022/	Date for review:

	POLICY NUMBER:	P42
	STOCKTAKE POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Section 167 (g)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The purpose of this policy is to provide for effective monitoring of council's property, plant and equipment.

2. SCOPE:

This Policy applies to all council property, plant and equipment listed as such in council's asset register.

This policy does not relate to large fixed items such as buildings, roads, playgrounds or other fixed assets.

3. DEFINITIONS:

Property, plant and equipment	Non-current assets listed in council's asset register.
Stock take sheet	A list of property, plant and equipment derived from council's asset register.
Major discrepancies	Occur when a non-current asset listed in council's asset register is not present at the time of stock take.

4. POLICY:

Section 25 of the Local Government (General) Regulations states a council must undertake a stocktake of its inventory once each year.

4.1 All purchases and disposals will be listed on the asset register. From the asset register, discreet stocktake sheets will be developed. Stocktake sheets will be maintained for:

- The council office
- The CEO house
- The community centre
- The council workshop
- The sportsground

- 4.2.** An annual stock take will be undertaken during the month of June each year.
All items on the stocktake sheets will be counted and their condition assessed.

Each stocktake will be undertaken by a staff member and an independent member of the community as appointed by council.

The Chief Executive Officer may direct that additional stocktakes be undertaken.
The Chief executive Officer will report major discrepancies and proposed write offs to the council.

- 4.3.** The results of the stocktakes shall be recorded electronically.

ASSOCIATED DOCUMENTS


P05 Code of Conduct – Workplace Participant
P41 Asset Disposal Policy

REFERENCES AND LEGISLATION

Local Government Act 2019
Local Government (General) Regulations 2021
Australian accounting standards

REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council	Resolution No: 2019/329	Date for review: 19/02/2022
Date Approved: 19/04/2022	Approved By Council Moved: Second: Vote: AIF	Resolution No: 2022/	Date for review: Next election

	POLICY NUMBER:	P43
	CREDIT CARD POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Section 192
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To control the use of corporate credit cards issued under the name of Wagait Shire Council. This purchasing option is designed to facilitate procurement arrangements for those issued with Wagait Shire Council corporate credit cards without exposing council to undue risk or liability.

2. SCOPE:

The Policy applies to all employees of council and the principal member.

3. DEFINITIONS:

Credit cards	Corporate credit cards issued in the name of Wagait Shire Council.
Cardholder	Wagait Shire Council employee that is the holder of a corporate credit card.

4. POLICY:

4.1 Issuing of Credit Cards

4.1.1 Credit Cards are only issued to officers that hold the positions with the required authority given to them by the Chief Executive Officer. Those positions are outlined in the P26 Delegations manual.

4.1.2 To be issued a credit card staff will be provided with a credit card request form from the Chief Executive Officer. The form is provided by Wagait Shire Council's banking service provider. Staff may be required to prove their identity with the bank issuing the credit card.

4.1.3 Council officers issued with credit cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All cardholders are to acknowledge receipt of the Credit Card Policy in form of a signed agreement.

4.2 Credit Limit

4.2.1 The monthly maximum credit limit for credit cards is set in the Delegations Manual. The Chief Executive Officer shall have the authority to determine, within this limit, to vary the credit card limits for individual cardholders. Credit limits can only be increased by amending the financial delegations as stated in the Delegations Manual by council resolution.

4.3 Cancellation of Credit Cards

4.3.1 Each issued credit card remains the sole property of Wagait Shire Council. The Chief Executive Officer may revoke the use of any credit card at any given time.

4.3.2 Cancellation of a credit card is necessary where the:

- Cardholder changes job function and no longer has appropriate authority;
- Cardholder's employment ceases;
- Cardholder has not adhered to set procedures and policies;
- Misuse of credit card; or
- Cardholder breaching any terms of this policy.

4.4 Use of Credit Cards

4.4.1 Credit cards must only be used for the carrying out of council authorised business and for the meeting of council liabilities where it is deemed to be inefficient or impractical to adhere to the purchase order system.

4.4.2 No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure. This includes the payment of parking fines or speeding offences even if incurred whilst on council business.

4.4.3 All purchases on the credit card require appropriate authorisation in line with the Procurement Policy and Delegations Manual.

4.4.4 Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder. Should there be an accidental transgression by a member of staff other than the Chief Executive Officer, the Chief Executive Officer is to be notified and the Council reimbursed immediately. Should there be an accidental transgression by the Chief Executive Officer, the President is to be notified and the Council reimbursed immediately.

4.5 Cardholder Responsibilities

4.5.1 The cardholder has to ensure that the credit card is maintained in a secure manner and guarded against improper use.

4.5.2 All documentation regarding a credit card transaction is to be retained by the cardholder and provided to the Office Manager as part of the reconciliation procedure.

4.5.3 All documentation regarding a credit card transaction is to be provided to the Office Manager on the first business day after the transaction occurs or within 24 hours of the cardholder returning to work.

4.5.4 The cardholder must follow responsibilities outlined by the card provider.

4.5.5 Credit cards are to be returned to the Chief Executive Office or Office Manager on or before the employee's termination date with a full acquittal of expenses.

4.6 Credit Card Reconciliation Procedures

- 4.6.1 Credit card statement accounts will be reconciled monthly by the Office Manager.
- 4.6.2 All transactions on the statement must be supported by a tax invoice/receipt stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable GST rebate to be applied.
- 4.6.3 If no supporting documentation is available, the cardholder will provide a statutory declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer for a decision. Should approval of the expenses be denied, recovery of the expense shall be met by the cardholder.
- 4.6.4 The cardholder shall sign and date the credit card statement with supporting documentation attached.
- 4.6.5 A monthly report of all credit card transactions will be authorised by the Principal Member and Chief Executive Officer as part of the monthly reporting to Council.
- 4.6.6 A report detailing each month's credit card transactions will be included in the monthly financial report to council.

4.7. Disputed Transactions

- 4.7.1 Wagait Shire Council is responsible for paying all accounts on the monthly credit card statement and the bank processes a direct debit from the operational bank account for such.
- 4.7.2 It is the Cardholder's responsibility to investigate with the supplier to determine the causes of the discrepancy. Only if this process does not resolve the dispute the cardholder needs to inform the Chief Executive Officer, who will initiate a formal dispute process with the bank.
- 4.7.3 A formal dispute process will require the cardholder to fill in a dispute form from the bank. The Chief Executive Officer will facilitate the process between the staff member and the bank.
- 4.7.4 Any amounts in dispute need to be highlighted on the credit card statement.

4.8 Procedures for Lost, Stolen and Damaged Cards

- 4.8.1 The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Chief Executive Officer on the next working day.
- 4.8.2 Advice of a damaged credit card is to be provided to the Chief Executive Officer who will arrange a replacement.

4.9 Council Administration Responsibilities

- 4.9.1 The Chief Executive Officer will ensure that the following responsibilities will be met by council administration:

- Arrange issues and cancellations of credit cards;
- Maintain register of all cardholders;
- Provide cardholders with the policy, and where required, any changes to the policy and their responsibilities and obligations as cardholders;
- Process payments of credit cards. This includes ensuring all required documentation is attached and relevant officers have signed the statements;
- Arrange for all cardholders to sign the Corporate Credit Cardholder agreement with application for the credit card; and
- Assist with formal dispute process.

5. ASSOCIATED DOCUMENTS

P04 Council Member Code of Conduct

P05 Council Staff Code of Conduct

P26 Delegations Manual

P31 Counselling, Disciplining and Dismissing Employees

Corporate Credit Cardholder agreement

6. REFERENCES AND LEGISLATION

Local Government Act 2019


Local Government (General) Regulations

Goods and Services Tax Act 1999

Australian Accounting Standards.

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council	Resolution No: 2019/330	Date for review: 19/02/2022
Date Approved: //2022	Approved By Council Moved: Seconded: Vote: AIF	Resolution No: 2022/	Date for review: Next election

	POLICY NUMBER:	P47
	BORROWING POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Part 10.3
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The purpose of this policy is to:

- Ensure the sound management of council's existing and future debt.
- Clearly state the set of circumstances and risks that should exist when council is considering the use of debt to fund projects and other capital purchases.
- Provide guidance as to the information that must be taken into consideration when council is considering the use of debt.
- Ensure funds are available as required to meet approved outlays.
- Ensure interest rates and other risks (e.g. liquidity risks and investment credit risks) are acknowledged and responsibly managed.
- Ensure the net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.
- Ensure outstanding debt is repaid as quickly as possible resulting in gross debt being minimised.

2. SCOPE:

This Policy applies to all employees and council members of Wagait Shire Council and extends to all borrowing activities of council and any controlled entities.

3. DEFINITIONS:

Borrowings	Any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement and the present value of future payments under a finance lease.
Minor transaction	A 'minor transaction' for the purposes of Section 197(2)(b) of the Local Government Act 2019 is an amount of \$50,000 or less for a council for a shire. This amount is a cumulative amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility.
The Act	NT Local Government Act 2019

4. POLICY:

Local Government Ministerial Guideline #3 issued under Section 342 of the Local Government Act 2019 requires a council to have a Borrowing Policy in accordance with Part 10.3 (Council Borrowing) of the Act before any borrowing takes place.

Wagait Shire Council will only consider to undertake borrowing if general principles are followed. Council shall monitor its capacity to pay, to ensure the community is not burdened with unnecessary risk and will review the interest rates, liquidity risks, and investment credit risks. The general principles to be abided by are:-

- all alternative options for undertaking the project without borrowing have been investigated and proved less advantageous to the council;
- the benefit received from undertaking the borrowing is greater, over the life of the borrowing, than the costs of borrowing;
- repayments will be met from project income or other untied income of council.

4.1 Borrowing purposes

Borrowing can be an appropriate source of funds for local government. However, the use of debt is only appropriate if certain circumstances apply and Wagait Shire Council has a responsibility to ratepayers to employ the funds raised from new borrowings in an efficient and productive manner.

Debt is a productive and equitable source of funds only to the extent that it provides leverage to:

- fund the acquisition, construction, expansion or refurbishment of a major capital asset or other expansion in capital works, or;
- to upgrade obsolete technology, fleet and plant; or to intensify the capital base of council so as to reduce the ongoing cost of operating programs.

Debt is not a productive or equitable use of Wagait Shire Council resources when used as a substitute for current revenue in maintaining or replacing the existing levels of asset infrastructure, or for covering, whether directly or indirectly, the cost of interest on debt. Debt should not be used for these purposes.

4.2 Debt term

Wagait Shire Council will borrow new loans for a period that maximizes efficiency. Wagait Shire Council will plan to repay borrowings over the physical life of the asset as determined by ATO depreciation guidelines, with a renewal period of every 5 years.

Maximum term for minor transactions (<\$50,000) will be for no more than five (5) years with consideration given to whether required funds can be sourced from existing cash reserves or through the imposition of rates, special rates or other charges.

4.3 Long -term financial viability

Wagait Shire Council will maintain a Long Term Strategic Financial Plan in order to demonstrate its long-term financial viability and ability to service loan repayments. This plan will forecast future revenue and expenditure levels including loan borrowings and servicing costs. The plan will be reviewed annually during the budget process to ensure that council remains financially viable in the long term and that the proposed budgets are consistent with the adopted strategy.

4.4 Type and source of borrowing

- Internal borrowing from reserves may be considered as part of any borrowing strategy.
- Borrowings will only be in Australia dollars.
- Council shall raise all external borrowings at the most competitive rates available and from sources available as defined by legislation with an appropriate financial credit rating.

4.5 Approval for borrowing

The Local Government Act prohibits the council delegating powers to officers for borrowing money. Therefore council must approve all borrowings by way of resolution. Council will assess each borrowing request as separate transactions. Those borrowing transactions approved by council are subject to ministerial approval depending on whether the transaction is defined unless otherwise exempted.

4.5.1 Overdraft

Under Section 197(2)(a) of the Local Government Act 2019, the Minister's approval is not required for an advance overdraft if:

- a) The term of the advance does not exceed two months; and
- b) The amount of the advance does not exceed 2% of the council's total revenue income for the last financial year for which the council has an audited financial statement.

4.5.2 Minor Transaction

Under Section 197(b) of the Local Government Act 2019, the Minister's approval is not required for a transaction classified as a minor transaction under guidelines issued by the Minister.

4.5.3 Minister's Approval

All borrowings, other than the above mentioned (4.5.1 and 4.5.2), require Minister's approval under Section 197 and 198 of the Local Government Act 2019. Minister's approval for borrowings is given only after consultation with the Treasurer. Wagait Shire Council may, with the Minister's approval, give security for a borrowing in the nature of a mortgage or charge over property. The Minister will consult with the

Treasurer and will not approve a security over a property, if in the Minister's opinion, it is essential that the property be retained in the ownership of the council.

4.5.4 Seeking Approval from Minister for Local Government:

As per Section 9 of Guideline 3, to seek approval for borrowings, Wagait Shire Council should forward a letter, requesting to borrow money, to the Minister with the responsibility for Local Government.

A request under clause 9.1 must include:

- a) a formal cover letter setting out the request; and
- b) a business case; and
- c) if applicable – a request for approval to give security for a borrowing in the nature of a mortgage or charge over property; and
- d) the status of all other borrowings, including the following details for each borrowing:
 - (i) amount borrowed;
 - (ii) drawn and undrawn amount;
 - (iii) intention with regards to any undrawn amount;
 - (iv) plan to repay the borrowing; and
- e) any other documents that are required or later requested by the Minister.

The letter needs to be accompanied with a detailed business case including, but not limited to:

- a) a statement that explains why the council needs to borrow the money;
- b) the financial options available to the council, the council's preferred option and the reasons why that option is preferred;
- c) the maximum amount intended to be borrowed and the transaction costs associated with the intended borrowing;
- d) the council's financial capacity to service the debt;
- e) the repayment schedule showing principal and interest repayments;
- f) quotes or financial proposals from ADIs in support of borrowing parameters used in the repayment schedule;
- g) any security that the council intends to give in order to secure the borrowing;
- h) forward cash estimates that include the repayments for the borrowing;
- i) details on how the council will manage risks;
- j) evidence that future ongoing operations costs of the borrowing have been considered and accounted for in the council's future plans;
- k) details on the types of reports the council will use to monitor and review the borrowing.

4.6. Reporting requirements

The CEO will provide council a monthly report detailing the following:

- total borrowings
- debt service ratio
- debt to revenue ratio and

- net financial liabilities to revenue ratio

And for each loan:

- the purpose for which the loan was received
- security provided for the loan
- the financial institution making the loan
- the type of loan
- the original loan amount
- payments made in the reporting period
- the current outstanding balance on the loan
- the current interest rate
- any default on the terms of the loan

5. ASSOCIATED DOCUMENTS


P04 Council Member Code of Conduct
P05 Council Staff Code of Conduct
P09 Accounting and Policy Manual
P29 Delegations Manual

6. REFERENCES AND LEGISLATION

Local Government Act 2019
Local Government (General) Regulations 2021
Australia Accounting Standards
Ministerial Guideline 3

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council	Resolution No: 2019/330	Date for review: 19/02/2022
Date Approved: 19/04/2022	Approved By Council Moved: Seconded: Vote:	Resolution No: 2022/	Date for review:

	POLICY NUMBER:	P44
	TRAVEL AND ACCOMMODATION POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	ADMINISTRATION
	LG ACT 2019 Ref:	Section 109(1) (a) & (b) & (2)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this policy is to outline a set of guiding principles for Wagait Shire Council employees and councillors when arranging and undertaking official work-related travel.

2. SCOPE

This Policy applies to all employees, elected members, audit committee members and council committee members of Wagait Shire Council.

3. DEFINITIONS

Term	Meaning
Approval officer	Means the Chief Executive Officer, or in the case of the Chief Executive Officer, the Principal Member.
Booking officer	Means the Office Manager or Chief Executive Officer.
Council stakeholders	Means Wagait Shire Council employees, elected members, audit committee members and council committee members.
Official business	Business conducted on behalf of, and approved by Wagait Shire Council, either to fulfil a legislative requirement or to achieve a benefit for Wagait Shire Council. This may include attendance at external courses, conferences, seminars or workshops.

4. POLICY

All travel for official business purpose must be approved in advance and travel allowance claim form should be completed.

A council stakeholder who is required to be absent overnight from their usual place of residence on official work travel will be paid an entitlement for incidentals and meal expenses (as per the travel allowance form) occurring during the period while undertaking official work travel. Overnight travel expenses are currently not subject to tax instalment deductions, and will not be unless required by taxation legislation.

While undertaking official travel, no council stakeholder will be out of pocket for reasonable expenses. However, no staff member or councillor shall gain a financial advantage through the travelling allowance arrangement. Where the allowance

determined by the Australian Taxation Office is not considered appropriate in respect of a particular travel situation, the Chief Executive Officer may substitute a greater or lesser amount to be paid depending on the particular travel situation.

4.1 Travel Allowance

Travel allowance is provided to council stakeholders conducting official business that requires overnight absence from normal place of work in a location where commercial accommodation is available. Travel allowance comprises meals and incidental expenses based on rates determined by the Australian Taxation Office.

4.2 Payment

Payments for allowance will be paid to council stakeholders into their bank account of their choice in the earliest pay run after the travel occurs and the travel allowance claim form is submitted to the office manager.

4.3 Travel

Travel relates to all modes of travel. It includes flights, taxis, public transport, rental car and council vehicle use. The mode of travel used for official travel should be approved prior to the travel by the Chief Executive Officer.

If a council stakeholder wishes to travel to a location early or extend their stay beyond business requirements, this will need to be permitted by the approval officer.

4.3.1 Air Travel

The cost of air travel to and from destinations is to be by economy class on the shortest possible route. Council will not pay the cost of air travel upgrades.

4.3.2 Ferry Travel

The cost of ferry travel between Mandorah and Darwin will be provided for council stakeholders travelling on official business.

4.3.3. Taxis

It will be the responsibility of the person travelling to organise their own taxi request. Receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting Reimbursement Claim Form to the office manager.

4.3.4. Rental Cars

Council stakeholders must seek appropriate approval from the approval officer prior to renting a vehicle. The Chief Executive Officer is the approval officer for employees and councillors and the principal member is the approval officer for the Chief Executive Officer. Consideration must be given as to whether the renting of a vehicle is cost effective and appropriate under the circumstances. All rental car bookings are to be made by the booking officer.

4.3.5. Private Vehicle Allowance

Where the Chief Executive Officer has authorised the use of a private vehicle, an approved mileage allowance will be paid through the submission of a travel allowance claim form.

4.4 Accommodation

Accommodation for council stakeholders when attending official business will be booked and paid for by Wagait Shire Council.

Accommodation for council stakeholders must be approved prior to travel by the relevant authorisation officer.

Additional expenses incurred in accommodation such as private telephone calls, room service or mini-bar supplies will be the council stakeholder's own responsibility.

Funds will not be paid in lieu of accommodation.

5. ASSOCIATED DOCUMENTS


P05 Council Staff Code of Conduct
P43 Credit Card Policy
P45 Vehicle use Policy

6. REFERENCES AND LEGISLATION

Local Government Act 2019
Local Government (General) Regulations 2021
Fair Work Act 2020
Income Tax Assessment Act 1997
Tax Determination 2019/11

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council	Resolution No. 2019/331	Date for review: 19/02/2022
Date Approved: 19/04/2022	Approved By Council Moved: Seconded: Vote	Resolution No. 2022/	Date for review: Next election

	POLICY NUMBER:	P50
	FRAUD AND CORRUPTION PROTECTION	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 Ref:	
	General Regulations 2021:	Section 6(d)(i)
RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER	

1. PURPOSE

Wagait Shire Council is committed to maintaining a culture which ensures effective fraud and corruption prevention is an integral part of all council's activities. The purpose of this policy is to provide guidance on action which is to be undertaken where fraud or corrupt conduct is suspected within the council or involves council's workplace participants or council members, and to provide assurance to the community that all suspected fraudulent or corrupt activity will be investigated.

2. SCOPE

This policy also applies to all employees, council members, contractors and volunteers of Wagait Shire Council.

3. DEFINITIONS

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

Term	Definition
Corruption	Dishonest activity in which a workplace participant or council member acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by council officers or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.
Workplace Participants	Includes all council members, council employees, contractors, consultants, committee members and any individual or group undertaking activity for or on behalf of the council.

4. POLICY

4.1. Fraud and Corruption Control Strategies

4.1.1. Fraud Protection Plan

Council's Fraud Protection Plan consists of controls, policies and procedures in place for the prevention, detection, management and reporting of fraud, which include:

- an external auditor undertaking an annual audit of council's financial statements;
- a Strategic Risk Framework with internal audit activities occurring according to the level of risk;
- oversight by the Audit Committee;
- procurement policies and procedures;
- human resources policies and procedures;
- information technology security protocols;
- a Privacy Policy;
- an Accounting and Policy Manual;
- Codes of Conduct for council members and workplace participants; and
- an effective internal control framework.

These require regular review to ensure that they respond to emerging threats and achieve best practice.

4.1.2. Internal Controls

4.1.2.1. That the Chief Executive Officer ensure that internal controls are in place across the organisation to reduce the likelihood and decrease the detection time of any potential fraud, theft or corrupt act. These controls will include but not be limited to:

- appropriate financial delegations and authority;
- appropriate physical security of council's assets including cash;
- dual authorisations on financial transactions;
- segregation of duties;
- trained and properly qualified staff;
- information technology controls;
- audit logs and records reviewed; and
- regular reconciliations of the bank account and balance sheet accounts.

4.1.2.2. The internal controls are to be based on a risk management approach, where risks to the organisation are identified and registered and then appropriate controls are implemented to reduce the likelihood and/or the severity of the risk occurring.

4.1.2.3. The internal controls are to be reviewed and tested to identify any deficiencies or to identify any potential improvements. The use of an internal auditor to provide specialist advice may also be considered. Any recommendations identified by an internal auditor are to be presented to the Audit Committee.

4.1.2.4. Council's external auditor will also test the control environment during their

preparation for the end of financial year audit. Any observations identified by the external auditor are raised in a management letter and presented to the Audit Committee.

4.1.3. Fraud and Corruption Awareness and Ethical Culture

Through a range of formal and informal means, including training, the council is committed to continually promoting an ethical culture and an awareness of fraud and corruption. Fraud and corruption awareness will ensure workplace participants and council members are aware of what constitutes fraud and corruption and their fraud and corruption control responsibilities.

4.2. Reporting Fraud and Corruption

- 4.2.1. Council's workplace participants and council members are required to raise suspicions or allegations of fraud and corruption. Workplace participants and council members must familiarise themselves with their obligations under council's policies, associated procedures and related legislation.
- 4.2.2. The Chief Executive Officer is responsible for receiving reports of suspected fraud and corruption and for arranging investigations and referring matters to relevant bodies such as the Independent Commissioner Against Corruption (ICAC), the Ombudsman or the Northern Territory Police.
- 4.2.3. If the suspected fraud or corruption involves the Chief Executive Officer or if a workplace participant deems it necessary, they are required to report the matter to the President or directly with the relevant body.
- 4.2.4. All allegations and suspicions of fraud and corruption will be investigated, and all substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the particular case.
- 4.2.5. Wherever possible all instances reported will be treated in the strictest confidence. It is the council's intention that any person reporting a concern or incident will as far as is possible, have their identity kept confidential. It should be understood however, that it is impossible to guarantee anonymity, especially where disciplinary action or prosecution arises.
- 4.2.6. No one will be penalised for making an allegation that is subsequently proved to be groundless, where the allegation has been made in good faith. Council will not, however, tolerate individuals making malicious, vexatious or unfounded allegations and disciplinary action may be taken against such persons.

5. ASSOCIATED DOCUMENTS

P04 Council Member Code of Conduct

P05 Council Staff Code of Conduct

P31 Dispute Resolution, Counselling, Disciplining and Dismissal

6. REFERENCES AND LEGISLATION

Australian Accounting Standard 8001-2008 Fraud and Corruption Control
Independent Commissioner Against Corruption Act (NT) 2017
Information Act (NT) 2002
Local Government Act 2019 (NT)
Local Government (General) Regulations (NT)
Public Interest Disclosure Act (Whistle-blowers Legislation) 2008

7. REVIEW HISTORY

Date Approved: 01/12/2009	Approved By Council Moved: Cr Withnall Seconded: Cr Lamont Vote: AIF	Resolution No. 2009/101	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 No. 2019/548	Date for review: Next term of council
Date Approved: 19/04/2022	Approved By Council Moved: Seconded: Vote:	Resolution No. 2022/	Date for review: Next term of council