



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 21 FEBRUARY 2023**

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

Date: **Tuesday, 21 February 2023**

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 Monday 20 February 2023** 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 Peter Clee
Cr Sarah Smith

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

**Resolution No. 2023/
That the apologies of Cr Peter Clee be accepted by Council.
Moved:
Seconded:
Vote:**

2. DECLARATION OF INTERESTS

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

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 17 January 2023

**Resolution No. 2023/
That the Minutes of the Ordinary Meeting of Tuesday 17 January 2023 be confirmed
by Council as a true and correct record.
Moved:
Seconded:
Vote:**

3.2. Matters arising from Minutes of Council Meeting Tuesday 17 January 2023

4. GUESTS – Nil

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period since the January meeting.

5.1 Inwards Correspondence

Date	From	About	
13/01/2023	Office of Chief Minister	Seeking information on Wagait Shire for new residents.	email
20/01/2023	Jardine Lloyd Thompson	Risk Management Presentation	email
23/01/2023	Grants NT	IWD Grant agreement/offer letter for International Women's Day Event, Reference No. IWD230022 for \$3,000.00	email
25/01/2023	Office of the Hon Eva Lawler MLA	Reply to President Neil White - concerns in the Wagait Community area - Wagait Beach Roads and Water Reticulation and Local Area Planning	email
30/01/2023	Cox Country Club	Community Grants Fund Application	email
30/01/2023	Development Assessment Services	Exceptional Development Permit for a Motor body works at Lot 87, Head Court.	email
31/01/2023	WAGS	Community Grants Fund Application	email
6/02/2023	Roads to Recovery (RTR) Team	New R2R program commences 1 July 2024 and council eligible for funding at the time.	email
10/02/2023	NT Government	Addendum - T21-2063A - Mandorah Design and Construct New Marine Facilities to Service Cox Pen.	email
16/02/2023	Northern Territory Electoral Commission	2022 Wagait Shire Council By-election.	email
15/02/2023	NT Remuneration Tribunal	Determination of Allowances for Local Authorities	email

5.2. Outwards Correspondence

Date	To	About	
16/01/2023	Office of Chief Minister	Answers to questions raised re living in Wagait Beach for Territory Australia	email
16/01/2023	3 x applications for Casual Administration position	Letter advising Casual Administration position	email
16/01/2023	ATO	Tax File Declaration forms for new staff	mail
18/01/2023	Nexia Edwards Marshall	2022 audit completion letter	email
18/01/2023	Lord Mayor of Darwin	Invite to Bombing of Darwin 19/02/2023	email
20/01/2023	CAL - Accreditation	Contractor Accreditation submitted - due 31 January 2023	email
23/01/2023	Territory Families	Signed International Women's Day agreement 2023	email
23/01/2023	Department of Infrastructure, Planning and Logistics	Mandorah Jetty T22-1840 project awarded to Quality Construction and Maintenance	email
23/01/2023	Department of Territory Families	International Women's Day Calendar 2023	email
1/02/2023	Sports & Recreation Officer	Letter advising Sports and Recreation position	email
10/02/2023	ATO	Tax File Declaration forms for new staff	email
16/02/2023	Australia Day Council	2023 Australia Day Acquittal.	email
16/02/2023	6 x Rate payers	Overdue rate notices	email
17/02/2023	Contractors	Information relating to WSC RFQ-2022-05 Re Discovery Centre	email

Resolution No. 2023/

That Council receives and notes the Inwards and Outwards correspondence reports for the period since the January 2023 Council meeting be accepted.

Moved:

Seconded:

Vote:

6. COUNCILLORS' REPORTS

6.1 President's Report

Please see Presidents Report attached.

Resolution No. 2023/

That Council receives and notes President Neil White's report for the period 16 January 2023 to 17 February 2023.

Moved:

Seconded:

Vote:

7. OFFICERS' REPORTS

7.1. CEO Report for the period 16 January to 17 February 2023

Staff, HR, PD & Training	<ul style="list-style-type: none"> • Staff Leave RG (AL 2 > 17 Mar); HP (AL 7 Apr > 19 May); PW (LSL 7 May > 2 June) • Recruitment for Sports & Active-Recreation Manager ; commenced 6 Feb • Recruitment for Youth Dev Officer ; commenced 6 Feb • Exit interview with MM conducted by CEO ; 9 Feb • Records Management (FC, PW) ; 14 Feb • CEO APR completed
WHS	<ul style="list-style-type: none"> • Staff Toolbox meetings x4 • Staff WIP meetings x4 • NT WorkSafe/Recouvre/GIO insurance for WC claims and return-to-work meetings • Nil staff incidents to report
Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President weekly catchups x4 • DCMC Top End Regional Coordination committee ; Mon 30 Jan • DCMC site visit > Tues 31 Jan • DHTF > Heritage for WW2 trail proposal mtg ; Wed 1 Feb • DHTF > Remote Sport Program annual mtg ; Thurs 2 Feb • Belyuen CEO progressing collaborative projects including Waste Strategy, Emergency Services, Aged Care services ; Wed 8 Feb • DIPL > Emergency waste management planning mtg ; Fri 3 Feb • Cox Peninsular Tourism & Transport Committee ; 13 Feb • Audit Committee ; 14 Feb • Community Fund Panel ; 17 Feb • Correspondence with DIPL-CLO regarding S226 remediation • Correspondence with DoH regarding mosquito monitoring and JE risk from pigs • Correspondence with DIPL and EPA re ReDiscovery Centre at Clop Park • Correspondence with Tourism NT re coastal walking/bike trail proposal • Correspondence with Skate Park designer

	<ul style="list-style-type: none"> • Correspondence with police regarding nuisance behaviour on Sat 4 Feb <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident concerns & enquiries regarding S226 drainage easement • Resident enquiries regarding verge drainage on Erickson • Caretaker reports from weekend nuisance behaviour
<p>Actions</p>	<p><u>Governance</u></p> <ul style="list-style-type: none"> • Preparation of agenda & minutes for WSC mtg • Preparation of agenda & minutes for Audit Committee mtg • Review of risk management policies and procedures • Preparation of 2023 Community Fund panel documents (closed) • Review of Work Health & Safety Manual <p><u>Sport & Active Recreation Programs</u></p> <ul style="list-style-type: none"> • New Manager commenced on 10 Feb and is settling in. • Youth Program: pop-ups continue with new Youth Program Officer and 2023 youth program planning is underway, including the April school holiday program arrangements, pending outcome of Youth Week funding application. • Seniors Program: Weekly Yoga and Pilates have recommenced, and both are well attended. Planning for the 2023 program is currently underway. <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> • LCRI phase 3 - Skate-park & Pump-track design and construct stage 1 (\$50k) ; final design completed pending construction staging & final QS ; earthworks for pump-track to commence in Feb-March 2023. • DLGRD (CMC) WaRM #2 - Design & Construct for Re-Discovery Centre (\$75 + \$25k) preparation of tender documents ; tender addendum issued Feb 2023. • Tourism Town Assets - refurbish sport court (\$30k) and & solar lights (\$50k) ; services & assets procured for delivery April-May 2023. <p><u>Current Special Purpose Grants Applications Pending/Current</u></p> <ul style="list-style-type: none"> • Alcohol & Drug program 2023; Wagait Youth Leadership Program (\$20k), successful • LCRI-P3 ext; TBC (\$30k) most likely roads/verge maintenance, court fence • WaRM #3; TBA (\$75k) most likely ReDiscovery centre, glass crusher, equipt • Youth-Vibe School Holiday program (\$4k), successful • Tourism Town Asset program; solar lights (\$50k), successful • International Women’s Day (\$3k), successful • Strong and Resilient Communities (SARC); Women’s program 2023-25 (\$360k), pending • Youth Week 2023; Film Festival (\$2k), pending • PIF ; Tipper-truck (\$110k), Cloppenburg Park Exercise Station (\$150k), pending • CBF ; Skate Park Stage 2 (\$250k), due 28 Feb • DITT ; Recycling Modernisation Fund (\$150k) ; due 28 Feb • NTPFES ; Eol for Disaster Ready Fund (\$1.4M) ; due 23 Feb <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Remote Sport Program - mid-year report & meeting completed • LRCI - all phases progress reports/ variations completed • AOD - 2022 Youth Program acquittal completed • Australia Day acquittal completed • Preparation of documents for CAL accreditation <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletter (February)

Actions	<u>Community Events</u> <ul style="list-style-type: none"> • Australia Day ; Wed 26 Jan • NBN Cyber-safety morning tea ; Thurs 9 Feb • International Women’s Day workshops ; Sat/Sun 18-19 Mar • International Women’s Day march & event ; Sat 11 Mar • Walk to School ; Fri 24 Mar • Community Consultation meeting ; Sat 15 April
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7.2. Works Manager’s Report for the period 16 January to 17 February 2023

Staff/HR, PD & Training, WHS	<ul style="list-style-type: none"> • Leave - RR (RDO x1) ; JA (7-14 Apr) • Induction of Works Services Assistant • Ongoing work plans for casual staff inc. Youth Dev Officer
WHS	<ul style="list-style-type: none"> • Incidents > NIL
Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x4 • TOPROC-AMRG ; 8 Feb
Actions	<u>Power Water (contract works)</u> <ul style="list-style-type: none"> • Bore Runs x 15 • Water Samples x 5 • Imaluk water compound maintenance (weed control, mow and snip) x2
Actions	<u>Jetty Maintenance (contract works)</u> <ul style="list-style-type: none"> • Jetty wash x 27 • Jetty carpark verge maintenance (weed control, mow and snip) x 2 • Boat ramp algae removed • Jetty landing barnacles removed <u>Waste Management</u> <ul style="list-style-type: none"> • Green Waste push up x 10 and burn x 1 • Council bins in, out & cleaned weekly x 48 • Clean up at hard-waste compound ongoing <u>Animal Management</u> <ul style="list-style-type: none"> • Cat-traps currently with residents x 3 • Several wandering dogs reported and followed up <u>Environmental Management & Maintenance</u> <ul style="list-style-type: none"> • Cloppenburg Park daily monitoring & monthly bore reporting • Mowing at Council Grounds, Cloppenburg Park, WTR beach access x 2 • Glyphosate distribution to WB residents • RUA weed plan actions commenced (remove Neem + Gamba from section 4) <u>Road & Verge Maintenance</u> <ul style="list-style-type: none"> • Weed poisoning and removal from verges & drains throughout the estate • Vehicle crossover rehabilitation for properties on Massey St • Repaired potholes WTR & Cox Drive x 5 • Tree trimming for mowing purposes • Complete mowing of estate (3 weeks) • Cleanup of public disturbance in Winall Crt <u>Vehicle and Plant</u> <ul style="list-style-type: none"> • Box Trailer and Kubota mower rego checks and licenses • ATV Quad replaced carburettor and battery, collected from mechanic

	<ul style="list-style-type: none">• Works ute service issues (out of action for 3 days + weeknd)• High pressure hose and pump maintenance <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none">• Assisted with set up for Australia Day event, including new flag-pole spigots x 6 and relocation of flag-poles at council grounds
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Resolution No. 2023/

That council receives and accepts the Officers reports for 16 January to 17 February 2023.

Moved:

Seconded:

Vote:

8. ACTION SHEET for the period 16 January to 17 February 2023

Item	Res No	Resolution	Meeting Date	Status
1	None	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.
			13/05/2022	Power-Water tank-cleaning activity at the facility on 5 May ; further upgrades to UV filter flow to tank and increased header tank capacity discussed with PW. CEO has discussed watertank subsidies (grants) with DCMC.
			16/09/2022	No further update from PW regarding upgrades to compound.
			10/11/2022	Council has contributed to the NTG consultation regarding economic regulatory reform for water and sewerage. See agenda item 10.2
			13/02/2023	Letters received from Minister Uibo and Lawler in response to letters written in January were tabled at the January meeting of council. A meeting date has been set for April to further discuss issues with Minister Lawler.
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 Hault 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 year 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.
		12/08/2022	Correspondence to DEPWS and DIPL-CLO to request meeting regarding RUA access gate & maintenance has had no response. CEO has approached DCMC for support to find Department contacts and progress issues. Also raised at TERCC meeting 03/08/22.
		16/09/2022	Further correspondence with DCMC and DIPL-CLO and raised again at TERCC meeting 13/09/2022; resulted in CLO visit & tour of beach access and RUA disturbance on 16/09/22. Further meetings with DEPWS & CLO planned.
		14/10/2022	DIPL-CLO have requested management services for RUA to be quoted. Occupational licenses for Erickson and Baluria access carparks are being considered, with other safety and vehicle control measures.
		11/11/2022	Council has received approval for the quote to deliver monitoring and weed management services in the RUA.
		13/02/2023	RUA weed map and plan completed. Action to remove mission & gamba grasses commencing January and neem trees in March-April prior to flowering. Preparation of documents required for occupational licenses on Baluria and Erickson beach carparks has commenced.
3		15/09/2020	Wagait Health Service and Clinic 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 Wi-Fi' 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 Wi-Fi' 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 Wi-Fi 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.
05/05/2022	DoH Remote Health Unit COVID-vax-clinic attended WB on Thursday 5 May, with 15+ residents attending.
12/08/2022	CEO raised WB Health Centre support & staff issue with DoH and Territory Families at TERCC meeting 03/08/2022. DoH advised it is a (legacy) services planning issue and Belyuen clinic upgrades are for triage/emergency and will not increase capacity for outreach services.
16/09/2022	Raised at TERCC meeting 15/09/2022 as a priority issue affecting community wellbeing and safety.
08/11/2022	Raised in correspondence with CMC and in the NT Disability Strategy Action Plan as a priority issue affecting community safety. See agenda item 10.3
13/02/2023	NFR

Resolution No. 2023/

That council receives and accepts the Officers reports for 16 January to 17 February 2023.

Moved:

Seconded:

Vote:

9. FINANCIAL REPORTS

9.1. January 2023 Reports

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

9.2. January 2023 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/01/2023	Veolia Environmental Services - Hardwaste collection for November 2022	\$2,482.35	
1/01/2023	Veolia Environmental Services - Wheelie bin collections for November 2022	\$7,045.18	
1/01/2023	Veolia Environmental Services - Hardwaste collections	\$1,364.13	
1/01/2023	Veolia Environmental Services - wheelie bin collections for December 2022		\$5,637.04
2/01/2023	CBA - Merchant fees		\$54.89
3/01/2023	Fleetcare - CEO vehicle leasing charges		\$1,427.12
5/01/2023	Balanced Choice Program - School Holiday Youth Program - Workshop	\$330.00	
5/01/2023	Pamela Wanrooy Exp Claim - Australia Day prizes for children	\$30.00	
6/01/2023	Central Business Equipment - Copy Charges	\$122.64	
6/01/2023	Power Water - Power Water swipe card	\$23.48	
6/01/2023	Han Na Park - Ferry travels - Hanna Park	\$108.00	
9/01/2023	Giggling Geckos - Giggling Geckos Jumping Castle Hire for Saturday 14 January 2023	\$660.00	
9/01/2023	Harvey Distributors - Bin Liners	\$200.28	
9/01/2023	Rowan Roberts Exp Claim - Gas Bottles	\$14.00	
10/01/2023	City Wreckers - Pickup orange Kubota Tractor	\$165.00	
10/01/2023	Makers & Creators - Kids Holiday Workshop	\$400.00	
10/01/2023	Makers & Creators - Kids Holiday Workshop	\$100.00	
12/01/2023	Balanced Choice Program - Balance Choice Session 11/1/23 -	\$330.00	
13/01/2023	National Flags - 1 x Territory Flag	\$143.00	
13/01/2023	National Flags - 4 x spigots	\$286.00	
16/01/2023	CBA - Commbiz fees		\$0.77
16/01/2023	CBA - Commbiz fees		\$7.55
18/01/2023	Officeworks - Office Stationery	\$107.73	
20/01/2023	Optus - Landline Internet Fax		\$122.00
20/01/2023	Optus - Mobile telephones		\$218.55
23/01/2023	Balanced Choice Program - Balance Choice session 18/1/23	\$330.00	
24/01/2023	Pamela Wanrooy Exp Claim - Face paint for Australia Day (Spotlight)	\$24.00	
24/01/2023	Pamela Wanrooy Exp Claim - Food for Australia Day (Brumbies)	\$29.00	
24/01/2023	Pamela Wanrooy Exp Claim - Food for Australia Day (Malone Butchers)	\$32.78	
24/01/2023	Pamela Wanrooy Exp Claim - Food for Australia Day (Malones)	\$288.83	
24/01/2023	Pamela Wanrooy Exp Claim - Food for Australia Day (Woolworths)	\$70.25	
24/01/2023	Pamela Wanrooy Exp Claim - Food scraper for BBQ (Woolworths)	\$12.00	
26/01/2023	Giggling Geckos - Australia Day - Water slide for activities	\$880.00	
27/01/2023	Colleen Fergusson - Food for Council Meetings	\$108.00	
27/01/2023	Central Business Equipment - Rental charges for Photocopy Machine	\$174.41	
30/01/2023	Officeworks - Stationery	\$55.90	
31/01/2023	Veolia Environmental Services - Garbage Collection		\$5,636.13
31/01/2023	Veolia Environmental Services - Hard Waste Collection		\$1,368.79

CREDIT CARD - CEO			
1/01/2023	Xero - Monthly subscription for January 2023.		\$124.00
3/01/2023	Encore Pilates & Wellness - Pilates Lounge Monthly access	\$79.00	
4/01/2023	Catch - Sport equipment for young children		\$1,284.79
5/01/2023	Officeworks - Office Stationery	\$158.93	
6/01/2023	McAfee - McAfee Computer Security	\$159.95	
6/01/2023	Microsoft - Monthly Subscription		\$108.24
6/01/2023	Microsoft - Monthly Subscription		\$94.60
6/01/2023	NT motorcycle Centre - Repairs to Suzuki quad bike	\$1,242.76	
17/01/2023	Zoom Video Communication Inc. - Zoom subscription		\$209.90
18/01/2023	Adobe Systems Incorporated - monthly subscription		\$29.99
24/01/2023	Rebel Sport Pty Ltd - Equipment		\$9.94
24/01/2023	Rebel Sport Pty Ltd - Sports equipment		\$936.74
24/01/2023	TR Telecom - Satellite phone services	\$150.00	
CREDIT CARD			
13/01/2023	Jacksons Darwin Supplies - Supplies Youth Vibes SHP	\$69.20	
13/01/2023	Spotlight - Materials	\$40.00	
16/01/2023	NT Police, Fire & Emergency Services - National Police Check - Jim Allcorn	\$76.00	
17/01/2023	Adobe Systems Incorporated - monthly subscription		\$18.69
20/01/2023	Big W - prizes and games for Australia Day	\$116.70	
20/01/2023	Big W - Prizes for Australia Day	\$68.00	
20/01/2023	Contractor Accreditation Limited - CAL Fees	\$506.00	
20/01/2023	House In Casuarina - Prizes for Australia Day	\$46.99	
20/01/2023	Woolworths - Australia day food	\$41.55	
20/01/2023	Woolworths - Australia Day food	\$149.07	
20/01/2023	Woolworths - garbage bags for cleaning	\$10.70	

9.3. Councillor Allowances

The total year-to-date payment to Councillors from 1 July 2022 to 17 February 2023 is \$2662.12

9.4. CEO Declaration

That, to the best of the CEO's knowledge, information, and belief:

- i) The internal controls implemented by the council are appropriate; and
- ii) The council's financial reports best reflect the financial affairs of the council.

Resolution No. 2023/

That Council receives and accepts the Financial Reports for the month of January 2023.

Moved:

Seconded:

Vote:

10. AGENDA ITEMS

10.1. Report from the Audit Committee

The Audit Committee met on the 14 February 2023 and the Chair provides the report attached for council's information and review.

Resolution No. 2023/**That Council receive and note the Audit Committee meeting report from 14 February 2023.****Moved:****Seconded:****Vote:****10.2. Policy Development**

The following policies have been reviewed by the Audit Committee and recommended to council:

- Covid-19 and Infectious Diseases Policy
- Risk Management Policy
- Working from Home Arrangements Policy

Resolution No. 2023/**That Council receive and accept the following updated council policies:**

- **Covid-19 and Infectious Diseases Policy**
- **Risk Management Policy**
- **Working from Home Arrangements Policy**

Moved:**Seconded:****Vote:****10.3. Wagait Shire Council By-Election Report**

The NT Electoral Commission has provided a final report for the Wagait Shire Council By-Election held on 17 September 2022. Council is requested to accept the report.

Resolution No. 2023/**That Council accept the report provided by the NT Electoral Commission on the outcomes of the Wagait Shire Council By-Election held in September 2022.****Moved:****Seconded:****Vote:****10.4. Council Remuneration Tribunal Determination**

In 2022, an independent inquiry into Local Government Council Members Allowances was commissioned by the NT Administrator and consultation was undertaken with all local government councils and LGANT. Wagait Shire Council President and CEO met with the tribunal on 18 October 2022.

The report and recommendations from the tribunal's investigations were presented to Northern Territory Legislative Assembly Sittings on 14 February 2023 and Determinations 775 and 776 were made on Council Members Allowances. The two Determinations are attached for your review. CEO notes that this will impact on the budget forecast for 2023-24 and council are requested to note accept the Determinations.

**Resolution No. 2023/
That Council note and accept NT Legislative Assembly Determinations 775 and 776 on Council Members Allowances.**

Moved:

Seconded:

Vote:

10.5. Waste Management Strategy Progress

The CEO has prepared a project brief for council's review, which includes seeking funding from the NT Department of Industry, Tourism and Trade Waste Modernisation Fund (WMF) to progress some of the recommendations from the Waste Management Strategy completed in October 2022.

The WMF requires a 50% of total cost contribution from councils, which would be shared equally from Wagait Shire Council and Belyuen Community Government Council using an allocation of the 2023 Waste & Resource Management (WaRM) grant funds.

**Resolution No. 2023/
That Council note information provided in the project brief and agree to progress an application to the Waste Modernisation Fund.**

Moved:

Seconded:

Vote:

10.6. Grant Updates & Approvals

The CEO requests that council note the table below showing current grant progress updates; including acquittals for completed and fully expended grants, variation requests, pending submissions and new funds granted, and new grant application proposals for approval.

The council cash contribution amount identified for the project highlighted will require a transfer from the Asset Renewal Reserve as agreed by resolution 2022/125 at the ordinary meeting on 16 August 2022. A total breakdown of the grant expenses is attached.

Approved Council Project	Funding Program	Grant	Contribution	Status
Replace Tractor & Waste Strategy	WaRM #1 2020-21	75,000	8,000	Acquitted
ReDiscovery Centre	WaRM #2 2021-22	75,000		In progress
Waste Strategy projects	WaRM #3 2022-23	75,000	TBC	Pending
Green-waste track & Signage	LRCI Phase 2	30,387	0	Completed
Skate-park & Pump-track Stage 1	LRCI Phase 3	50,232	0	In progress
Youth Program 2022	Alcohol & Drugs (DoH)	20,000	0	Acquitted
Youth Program 2023	Alcohol & Drugs (DoH)	20,000	0	In progress
Solar Lighting & Court upgrades	Town Asset (DITT)	82,483	12,346	In progress
International Women's Day	Territory Families	3,000	0	In progress
Australia Day Event	Australia Day Council	2,500	0	In progress

The following grant applications have been submitted and are still pending confirmation of outcome.

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	WSC in-kind
Replace truck	PIF CMC	90,000	90,000	0	0
Replace exercise stations	PIF CMC	125,000	125,000	0	0
Youth Week 2023	DTHFC	3,000	3,000	2,000	1,000
Families Program 2023-25	SARC (DSS)	360,000	360,000	0	0
Skate-park & Pump-track Stage 2	DITT CBF	250,000	250,000	0	0

The following proposed grant applications require council endorsement for the CEO to proceed.

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	Belyuen CGC
Waste Strategy projects	DITT WMF	200,000	100,000	50,000	50,000
Eol Shelter & Emergency Services	NTPFES	1.5M	1.5M	0	0

Resolution No. 2023/

That council notes the grants update information provided and endorses the CEO to:

- a) Make a submission to the NT Waste Modernisation Fund to progress collaborative projects from the shared Waste Management Strategy with Belyuen CGC, and**
- b) Submit an Eol to NTPFES to consider for the NT submission to the federal Disaster Ready Fund.**

Moved:

Seconded:

Vote:

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE - Nil

12. QUESTIONS FROM THE PUBLIC WITH NOTICE - Nil

13. PETITIONS/DEPUTATIONS - Nil

14. CURRENT/UPCOMING EVENTS

14.1. Bombing of Darwin Anniversary – Sunday 19 February

President White will be attending the memorial at the Darwin Cenotaph at the invitation of the Lord Mayor. An invitation from the Chief Minister to attend the reception at Parliament House was declined. The CEO was also invited however declined both invitations.

14.2. International Women’s Day (IWD) – Saturday 11 March

Council has received funds from the NT Office of Diversity for an event on Saturday 11 March, from 5.45pm to 9pm. The Minister for Gender Equality and Diversity, Lauren Moss MLA has been invited and has yet to confirm. Following last year’s success, the 2023 event will begin with a street march culminating in the unveiling of the Women of Wagait mural design and a community barbecue.

The march will include flags decorated by local women, representing their passions, dreams and backgrounds, which were created as part of the 2022 International Women’s Day event.

A collaborative workshop to design the mural is being led by Lisa Buchanan on the 18 & 19 February in the Community Centre.

14.3. Ride to School – Friday 24 March 2023

The new Sport & Active Recreation Manager will be working with the Youth Program Officer to coordinate this favourite annual early morning event for school-age children.

14.4. School Holiday Program & Youth Week – 6-16 April 2023

Pending notification of successful funding submission.

14.5. Community Consultation Meeting – Saturday 29 April 2023

The bi-annual community meeting date was proposed for Saturday 15 April, however with Easter and school holidays the CEO suggests to reschedule for Saturday 22 April. Polls and surveys will be sent out prior to identify priorities for discussion. The outcomes from the meeting will contribute to the development of the Shire Plan for 2023-24.

15. LATE ITEMS AND GENERAL BUSINESS – Nil

15.1. Council Meeting Calendar for 2023

The statutory requirements for council to meet its planning and reporting obligations depend on timely meetings to discuss and agree on matters of importance to and with the community.

The table below shows dates for council to meet NT Government compliance responsibilities (submitting statutory documents). and a copy of the current council meeting & events calendar is attached for reference.

Item	Audit Committee	Council Date	NTG Due Date
2nd Financial Year Budget Review	-	Mar/April 2023	30 April 2023
2024 Shire Plan & Budget - Draft	May	April 2023	-
2024 Shire Plan & Budget - Final	May	May 2023	30 June 2023
2023 Financial Audit - Draft	August	September	-
2023 Annual Report - Draft	September	September	-
Adopt 2023 Financial Audit	October	October	15 November
Adopt 2023 Annual Report	October	October	15 November
Q1 Budget Review	-	October	31 December

The council meeting calendar for 2023 needs to be reviewed to manage conflicting holidays and maximise participation. The proposed changes are:

- Emergency Committee meeting – rescheduled from 15 March to 28 March
- Council 2023-24 Budget planning meeting – date to be decided between 20 to 29 March
- Community consultation meeting – rescheduled from 15 April to 1 or 22 April

Resolution No. 2023/

That Council note information provided and agree to reset the following meeting dates:

- **Council Budget planning meeting on XX March 2023**
- **Community consultation meeting on Saturday XX April 2023**

Moved:

Seconded:

Vote:

16. IN-CAMERA ITEMS

Resolution No. 2023/

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;

- information about the personal circumstances of a residence or ratepayer.
- information that would, if publicly disclosed, be likely to: (iv) prejudice the interests of the council or some other person;
- information provided to the Council on condition it be kept confidential.

Moved:

Seconded:

Vote:

At pm Council closed the meeting to the general public.

Confidential Items to be raised In-Camera:

- Minutes from the in-camera January 2023
- Worker Compensation update
- Walking & Bike Trail Proposal
- Community Fund panel recommendations
- Community requests for support

Resolution No. 2023/

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 Tuesday 21 March 2023 Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

18. CLOSE OF MEETING

The Chair declared the meeting closed at pm.



WAGAIT SHIRE COUNCIL

DRAFT MINUTES COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM TUESDAY 17 JANUARY 2023**

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1. OPENING OF MEETING

Councillors: President Neil White
Vice President Tom Dyer
Cr Michael Vaughan
Cr Peter Clee
Cr Sarah Smith

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

Resolution No. 2023/001
That the apologies of Vice President Tom Dyer be accepted.
Moved: Cr Peter Clee
Seconded: Cr Michael Vaughan
Vote: AIF/Carried

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 15 November 2022

Resolution No. 2023/002
That the Minutes of the Ordinary Meeting of Tuesday 15 November 2022 be confirmed by Council as a true and correct record.
Moved: Cr Peter Clee
Seconded: Cr Sarah Smith
Vote: AIF/Carried

3.2. Matters arising from Minutes of Council Meeting Tuesday 15 November 2022

Minutes for the Special Meeting of Council held on 14 December 2022 will be reviewed at the in-camera session of this meeting.

4. GUESTS – James Sheridan JLT

In November 2022, James led a Risk Management workshop with Wagait Shire Council staff which reviewed key risks and the management structures that council has in place to reduce vulnerability and increase resilience. James presented an overview of the good governance and risk management relationship to council that included elements of the workshop and the councils approach to managing risk, as well as how to read risk information reports and ask informed questions.

After the presentation, CEO confirmed with council that Risk Management progress reports would be provided to both the Audit Committee and council every six months.

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period 16 October to 11 November 2022.

5.1 Inwards Correspondence

Date	From	About	
18/11/2022	Resident	Complaint: Pothole WTR and Forsyth Road	email
14/11/2022	Various contractors	Superannuation contributions for contractors	email
22/11/2022	Grants NT	Alcohol and Other Drugs Youth Grants 2022/23 application for Youth Program 2023 has been successful for funding amount of \$20,000.00	email
22/11/2022	NT Grants	Notice of Payment related to application FARD2300016 Financial Assistance Grants - Roads - 2022-2023	email
18/11/2022	Foundation for Rural & Regional (FRRR) Grants	Acquittal letter - FRRR Program - Strengthening Rural Communities - Wagait Youth Program	email
29/11/2022	The Cities Power Partnership Team	Certificate of Membership - Joining the Cities Power Partnership	email
29/11/2022	Australia Day Council	Australia Day Community Grants programme approved for the amount of \$2,500.00.	email
5/12/2022	Office of the Hon Selena Uibo MLA	Letter regarding water supply services to the Wagait Community	email
5/12/2022	Grants NT	Grant Outcome - Tourism Town Asset Program Round Two (resurface outdoor court and solar lighting for council carpark and Cloppenburg Park)	email
5/12/2022	NT Government	T21-2063A - Addendum 2 - Darwin Region - Mandorah Design and Construct New Marine Facilities to Service Mandorah	email
5/12/2022	LGANT	Seeking Nominations - NT Grants Commission and Neighbourhood Watch NT - closes 22 December 2022	email
5/12/2022	LGANT	NT Youth Strategy 2023-2030	email
12/12/2022	Northern Territory Tourism NT	Tourism Town Asset grant agreement - extension of project to 31 May 2023.	email
13/12/2022	DIPL	Mandorah Jetty planned maintenance - December 2022	email
19/12/2022	Dept of Chief Minister and Cabinet	Procedural Fairness in Deciding Code of Conduct Complaints	email
19/12/2022	Grants NT	Letter Grant Agreement - International Women's Day	email
19/11/2022	Citizenship and Multicultural Affairs	Australia Day 2023 - Changes to the Australian Citizenship Ceremonies Code	email
3/01/2023	NT Electoral Commission	2022 Wagait Shire Council by-election report (draft)	email
3/01/2023	Grants Admin DoH	Executed Grant Funding Agreement	email
09/01/2023	Minister Moss	Notification of International Women's Day Grant 2023	email

5.2. Outwards Correspondence

Date	From	About	
14/11/2022	CEO Climate Change	Letter - joining the Cities Power Partnership	email
16/11/2022	3 x Residents	Overdue rates notice	mail/email
23/11/2022	33 invitations	Christmas Party 2022	email
23/11/2022	Request for quotes	Wagait Shire Council RFQ!2022-05 Repurpose Shed - 50 Forsyth Road	email
25/11/2022	Grants NT	Alcohol and Other Drugs Youth Grant 2022/23 registration.	email
29/11/2022	NT Grants	NTGC Annual Return of Local Government Information	email
29/11/2022	Australia Day Council	Australia Day Community Grant - acceptance of offer	email
13/12/2022	The Hon Eva Lawler MLA	Letter - Wagait Beach Roads, Water Reticulation and Local Area Planning	email
13/12/2022	4 x applicants	Request for Interview - WSC Admin Officer (Casual)	email
15/12/2022	LGANT	NT Grants Commission & Neighbourhood Watch NT - Peter Clee	email
16/12/2022	Megan Giles, Senior Commissioning Officer	Grant Agreement - Youth Program 2023	email
19/12/2022	Crown Land	Consent for works at 50 Forsyth Road (Section 110 Hundred of Bray)	email
9/01/2023	Kenbi Rangers	Abandoned vehicle on Harney Beach	email
09/01/2023	Minister Moss	Acceptance of International Women's Day Grant 2023	email
10/01/2022	DIPL - Emma Williams	Mandorah Jetty Project audit - tender currently open until 8 February 2023	email
10/01/2022	Valuations	December Wagait Reconciliations 2019 & 2022 and Wagait Valuation Roll 2022	email

Resolution No. 2023/003

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

Moved: Cr Peter Clee

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

6. COUNCILLORS' REPORTS

6.1 President's Report

Please see Presidents Report attached.

Resolution No. 2023/004

That Council receives and notes President Neil White's report for the period 14 November 2022 to 13 January 2023.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF/Carried

7. OFFICERS' REPORTS

7.1. CEO Report for the period 14 November 2022 to 13 January 2023

Staff, HR, PD & Training	<ul style="list-style-type: none"> • Staff Leave Taken ; RG (AL x3); PW(AL x3, RDO x1); FC (AL x4); HP (nil); • Exit interview with GZ conducted by CEO • Recruitment for Works Manager, Works & Services Assistant ; completed • Recruitment for Admin Officer casual (Ron McCullough) ; completed • Recruitment for Sports & Active-Recreation Manager, Youth Dev Officer ; in progress • Records Management (FC, PW) ; 14 Feb • CEO APR in progress
WHS	<ul style="list-style-type: none"> • Staff Toolbox meetings x6 • Staff WIP meetings x8 • NT WorkSafe/Recouvre/GIO insurance WC claims and return to work • Nil staff incidents to report
Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President weekly catchups x6 • CMC Top End Regional Coordination committee ; Mon 28 Nov • TOPROC-AMRG ; 7 Dec • JLT Risk Management Workshop follow-up ; 8 Dec • Council > Australia Day nominations ; 13 Dec • TOPROC ; 16 Dec • Belyuen CEO ; Waste Strategy, Aged Care services and other possible collaborations & strategies for 2023 ; 9 Jan • Correspondence with DIPL-CLO regarding RUA contract & OL for beach accesses • Correspondence with DIPL-CLO regarding S226 remediation • Correspondence with DIPL and EPA re ReDiscovery Centre at Clop Park • Correspondence with Sealink re reference group meeting • Correspondence with JLT • Correspondence with Skate Park designer <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident concerns & enquiries regarding S226 drainage easement • Resident enquiries for group use of Community Centre for exercise classes
Actions	<p><u>Governance</u></p> <ul style="list-style-type: none"> • Preparation of agenda & minutes for WSC mtg • Preparation of agenda & minutes for Emergency Committee mtg • Review of asset management policies and procedures • Research for cat management community campaign, policy and bylaws • Follow up on actions for Audit Committee • Preparation of 2023 Community Fund documents (opened 1 Dec) • JSEA's for Jetty-Wash and Hard-Waste compound finalised • Research and development of NT Disability Action Plan contributions • Review of Work Health & Safety Manual <p><u>Active Recreation Programs</u></p> <ul style="list-style-type: none"> • Youth Program: pop-ups continued with Youth Program Officer through November and December. Christmas party was a huge success. School holiday program arrangements for January are in progress. Planning for 2023 Youth Program and Youth Week are underway.

	<ul style="list-style-type: none"> Seniors Program: Weekly Yoga and Pilates continued until just before Christmas and both are well attended. Sessions will recommence in late January. Cooking Class on 30 Nov and Christmas party at Cox Club on 22 Dec both well attended. Planning for the 2023 program is currently underway.
Actions	<p><u>Current Procurement</u></p> <ul style="list-style-type: none"> LCRI phase 3 - Skate-park & Pump-track design and construct stage 1 (\$50k) ; final design completed pending construction staging & final QS ; earthworks for pump-track to commence in Feb-March 2023. DLGRD (CMC) WaRM #2 - Design & Construct for Re-Discovery Centre (\$75k) preparation of tender documents ; tender closed Tourism Town Assets - refurbish sport court (\$30k) and & solar lights (\$50k) ; services & assets procured for delivery April-May 2023. <p><u>Current Special Purpose Grants Applications Pending/Current</u></p> <ul style="list-style-type: none"> Alcohol & Drug program 2023; Wagait Youth Leadership Program (\$20k), successful LCRI-P3 ext; TBC (\$30k) most likely roads/verge maintenance, court fence WaRM #3; TBA (\$75k) most likely ReDiscovery centre, glass crusher, equip Youth-Vibe School Holiday program (\$4k), successful Tourism Town Asset program; solar lights (\$50k), successful International Women's Day (\$3k), successful Australia Day (\$2.5k), successful Strong and Resilient Communities (SARC); Women's program 2023-25 (\$360k) Youth Week 2023; Film Festival (\$2k), pending PIF ; Tipper-truck (\$110k), Cloppenburg Park Exercise Station (\$150k), pending CBF ; Skate Park Stage 2 (\$200k) <p><u>Reporting</u></p> <ul style="list-style-type: none"> Remote Sport Program - mid-year report in progress & meeting end Jan LRCI - all phases progress reports/ variations in progress due end Jan AOD - 2022 Youth Program acquittal due end Jan WaRM #1; tractor procurement and waste strategy (75k) acquitted 28 Nov FRRR - skate-sessions (\$6k) acquitted 22 Nov Preparation of documents for CAL accreditation <p><u>Public Communications</u></p> <ul style="list-style-type: none"> Council e-newsletter (November, December, January) Community updates (Recruitment, Cyclone Watch) <p><u>Community Events</u></p> <ul style="list-style-type: none"> International Men's Day ; 23 Nov Seniors cooking class ; 30 Nov 6-9pm Kids Xmas party ; Fri 16 Dec 6-9pm Volunteers Xmas party ; Tues 20 Dec Seniors Xmas party ; Thurs 22 Dec Australia Day ; Wed 26 Jan NBN Cyber-safety morning tea ; Thurs 9 Feb

7.2. Works Manager's Report for the period 14 November 2022 to 13 January 2023

Staff/HR, PD & Training, WHS	<ul style="list-style-type: none"> Leave - GZ (AL x6, RDO x2); RR (RDO x2) Recruitment for Works team – Rowan Roberts and Jim Allcorn Ongoing work plans for casual staff inc. Youth Dev Officer Incidents > NIL
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Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x 6
Actions	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> • Bore Runs x 27 • Water Samples x 5 • Imaluk water compound maintenance (weed control, mow and snip) <p><u>Jetty Maintenance (contract works)</u></p> <ul style="list-style-type: none"> • Jetty wash x 27 • Jetty carpark verge maintenance (weed control, mow and snip) x 3 • Boat ramp algae removed x 1 • Jetty landing barnacles removed • Jetty grates wired down <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 16 and burn x 2 • Council bins in, out & cleaned weekly x 48 • Clean up at hard-waste compound ongoing <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x 3 • Several wandering dogs reported and followed up <p><u>Environmental Management & Maintenance</u></p> <ul style="list-style-type: none"> • Cloppenburg Park daily monitoring & monthly bore reporting • Mowing at Council Grounds, Cloppenburg Park, WTR beach access • Glyphosate distribution to residents and Belyuen CGC • RUA weed map and plan finalised • Road & verge clean up after storm damage (7 truckloads) <p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Weed poisoning and removal from verges & drains throughout the estate • Vehicle crossover rehabilitation for properties on Massey St • Repaired potholes WTR, Forsyth & council access road <p><u>Vehicle and Plant</u></p> <ul style="list-style-type: none"> • Box Trailer and Kubota mower rego checks and licenses • ATV Quad replaced carburettor and battery, collected from mechanic • High pressure hose and pump maintenance <p><u>General Maintenance and Support</u></p> <ul style="list-style-type: none"> • Assisted with set up for council Christmas events • Planning for Australia Day event

Resolution No. 2023/005
That council receives and accepts the Officers reports for 14 November 2022 to 13 January 2023.
Moved: President Neil White
Seconded: Cr Sarah Smith
Vote: AIF/Carried

8. ACTION SHEET for the period 14 November 2022 to 13 January 2023

Item	Res No	Resolution	Meeting Date	Status
1	None	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.
			13/05/2022	Power-Water tank-cleaning activity at the facility on 5 May ; further upgrades to UV filter flow to tank and increased header tank capacity discussed with PW. CEO has discussed watertank subsidies (grants) with DCMC.
			16/09/2022	No further update from PW regarding upgrades to compound.
			10/11/2022	Council has contributed to the NTG consultation regarding economic regulatory reform for water and sewerage. See agenda item 10.2
			13/01/2023	Letter received from Minister Uibo regarding PW intentions for future development; and written to Minister Lawler on same.
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 Hault 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.
		12/08/2022	Correspondence to DEPWS and DIPL-CLO to request meeting regarding RUA access gate & maintenance has had no response. CEO has approached DCMC for support to find Department contacts and progress issues. Also raised at TERCC meeting 03/08/22.
		16/09/2022	Further correspondence with DCMC and DIPL-CLO and raised again at TERCC meeting 13/09/2022; resulted in CLO visit & tour of beach access and RUA disturbance on 16/09/22. Further meetings with DEPWS & CLO planned.
		14/10/2022	DIPL-CLO have requested management services for RUA to be quoted. Occupational licenses for Erickson and Baluria access carparks are being considered, with other safety and vehicle control measures.
		11/11/2022	Council has received approval for the quote to deliver monitoring and weed management services in the RUA.
		13/01/2023	RUA weed map and plan completed. Action to remove mission & gamba grasses commencing January and neem trees in March-April prior to flowering. Preparation of documents required for occupational licenses on Baluria and Erickson beach carparks has commenced.
3	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 Wi-Fi' 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 Wi-Fi' 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 Wi-Fi 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.
05/05/2022	DoH Remote Health Unit COVID-vax-clinic attended WB on Thursday 5 May, with 15+ residents attending.
12/08/2022	CEO raised WB Health Centre support & staff issue with DoH and Territory Families at TERCC meeting 03/08/2022. DoH advised it is a (legacy) services planning issue and Belyuen clinic upgrades are for triage/emergency and will not increase capacity for outreach services.
16/09/2022	Raised at TERCC meeting 15/09/2022 as a priority issue affecting community wellbeing and safety.
08/11/2022	Raised in correspondence with CMC and in the NT Disability Strategy Action Plan as a priority issue affecting community safety. See agenda item 10.3
13/01/2023	NFR

Resolution No. 2023/006

That council receives and accepts the Officers reports for 14 November 2022 to 13 January 2023.

Moved: Cr Michael Vaughan

Seconded: Cr Peter Clee

Vote: AIF/Carried

9. FINANCIAL REPORTS

9.1. November 2022 Reports

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

9.2. November 2022 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/11/2022	Nexia Edwards Marshall NT - Audit of Wagait Shire Council's financial statements for FY22	\$4,648.70	
1/11/2022	Water to CEO house	\$150.00	
1/11/2022	Wagait Beach Supermarket - Tissues for office	\$2.89	
1/11/2022	Wagait Beach Supermarket - Council meetings - milk	\$24.37	
1/11/2022	Wagait Beach Supermarket - Council meetings - biscuits	\$8.88	
1/11/2022	Wagait Beach Supermarket - Battery for Community Centre - Defib	\$6.90	
1/11/2022	Wagait Beach Supermarket - Small engine - unleaded fuel	\$36.34	
1/11/2022	Wagait Beach Supermarket - Small engines - unleaded fuel	\$17.75	
1/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$12.45	
1/11/2022	Wagait Beach Supermarket - CEO fuel	\$130.35	
1/11/2022	Wagait Beach Supermarket - Seniors Dinner - ice	\$15.00	
1/11/2022	Wagait Beach Supermarket - Cards - Senior's program	\$5.50	
1/11/2022	Wagait Beach Supermarket - Ice - Darwin Harbour Clean-up	\$10.00	
1/11/2022	Wagait Beach Supermarket - Drinks for Councillor Meeting Cr Sarah Smith induction	\$71.98	
1/11/2022	Wagait Beach Supermarket - Biscuits - Senior Games - Meetings	\$8.88	
1/11/2022	Wagait Beach Supermarket - Milk - Seniors Games - meetings	\$7.99	
1/11/2022	Wagait Beach Supermarket - Council meeting - milk	\$4.65	
1/11/2022	Wagait Beach Supermarket - Insect repellent - workshop	\$10.89	
1/11/2022	Wagait Beach Supermarket - Ute - fuel	\$159.87	
1/11/2022	Wagait Beach Supermarket - Works Ute - fuel	\$275.90	
1/11/2022	Wagait Beach Supermarket - Small engines - fuel	\$44.12	
1/11/2022	Wagait Beach Supermarket - Fuel for generator - Diesel	\$591.01	
1/11/2022	Wagait Beach Supermarket - Tractor - Fuel	\$97.00	
1/11/2022	Wagait Beach Supermarket - Mower - fuel	\$16.40	
1/11/2022	Wagait Beach Supermarket - Small engine fuel	\$15.83	
1/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$17.80	
1/11/2022	Wagait Beach Supermarket - CEO - fuel	\$375.42	
1/11/2022	Wagait Beach Supermarket - CEO fuel	\$116.45	
1/11/2022	Wagait Beach Supermarket - Ice for Youth Cooking class and movie night	\$15.00	
1/11/2022	Wagait Beach Supermarket - Ice - Halloween Party	\$20.00	
1/11/2022	Wagait Beach Supermarket - Council Meetings - milk	\$20.84	
1/11/2022	Wagait Beach Supermarket - Workshop - spray bottle	\$4.85	
1/11/2022	Wagait Beach Supermarket - Works Ute - fuel	\$264.70	
1/11/2022	Wagait Beach Supermarket - Small engines - fuel	\$57.03	
1/11/2022	Wagait Beach Supermarket - Blower - fuel	\$8.99	
1/11/2022	Wagait Beach Supermarket - Small engines - unleaded fuel	\$28.90	
1/11/2022	Wagait Beach Supermarket - Tractor - fuel	\$98.90	
1/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$22.35	
1/11/2022	Wagait Beach Supermarket - CEO - fuel	\$225.98	
1/11/2022	Wagait Beach Supermarket - Skateboard session - bread	\$12.48	

1/11/2022	Wagait Beach Supermarket - Skateboard session - ice	\$10.00	
1/11/2022	Wagait Beach Supermarket - Skateboard session - food	\$23.43	
2/11/2022	Central Business Equipment - Copy and printing charges	\$322.48	
2/11/2022	CBA - Merchant fees		\$61.06
2/11/2022	CBA - Merchant fees		\$122.13
3/11/2022	Yoga classes for seniors	\$408.00	
4/11/2022	RDO Equipment - Replace of door to John Deere Tractor	\$1,402.95	
7/11/2022	Fleetcare - CEO vehicle leasing		\$1,427.12
8/11/2022	Harvey Distributors - 2 carton Livi (Harvey) 2 ply toilet roll (400 x 48)	\$88.88	
8/11/2022	Harvey Distributors - 2 carton SCA Roll Towel 90M (2187951) ctn 16 (02000)	\$77.20	
8/11/2022	Harvey Distributors - 1 x EC4 Glass Cleaner 5 litre	\$30.09	
8/11/2022	Harvey Distributors - Harvey Spice Disinfectant 5L	\$59.86	
8/11/2022	Harvey Distributors - 1 x Durawipes roll 45M/90M Yellow HW030Y	\$29.65	
8/11/2022	Power Water - Water swipe card	\$25.29	
9/11/2022	Norsign - Credit for \$81.84 CN99463803	\$81.84	
9/11/2022	Norsign - Community Centre and Health Care Clinic sign	\$157.41	
10/11/2022	Belyuen Community Government Council Store - Risk Management Meeting	\$42.50	
11/11/2022	Veolia Environmental Services - Credit note for Veolia invoice no. 2800274194		-\$702.37
14/11/2022	Yoga classes for Seniors	\$508.00	
14/11/2022	Wagait Beach Supermarket - Territory Day - fireworks	\$10.00	
14/11/2022	Wagait Beach Supermarket - Newspapers - 25/1/22 to 17/3/22)	\$131.00	
14/11/2022	Wagait Beach Supermarket - Council Meetings - milk	\$13.85	
14/11/2022	Wagait Beach Supermarket - Spray	\$6.75	
14/11/2022	Wagait Beach Supermarket - Works Ute - Diesel	\$289.83	
14/11/2022	Wagait Beach Supermarket - Works Ute - fuel	\$162.00	
14/11/2022	Wagait Beach Supermarket - Tractor - fuel	\$64.75	
14/11/2022	Wagait Beach Supermarket - small machinery - unleaded fuel	\$17.93	
14/11/2022	Wagait Beach Supermarket - Small engine - fuel	\$55.92	
14/11/2022	Wagait Beach Supermarket - Small engines - fuel	\$14.05	
14/11/2022	Wagait Beach Supermarket - CEO - Fuel	\$212.56	
14/11/2022	Cleaning products	\$27.05	
15/11/2022	Design of 2 x cat posters and Digital design workshop facilitator	\$400.00	
15/11/2022	CBA - Commbiz fees		\$7.55
15/11/2022	CBA - Commbiz fees		\$0.31
18/11/2022	Ferry Ticket	\$108.00	
21/11/2022	Optus - phone, internet		\$125.00
21/11/2022	Optus - mobile phone charges		\$215.20
21/11/2022	Repairs to Kubota mower	\$100.00	
25/11/2022	Council meals - 25 November 2022 Council Meeting	\$108.00	
28/11/2022	Curby's (NT) Pty Ltd - Medallion, Ribbon, Engraved plate - Australia Day Fun Run 2023	\$82.50	
28/11/2022	Motor Vehicle Registry - Registration renewal - CC57OG - Green mower	\$161.00	
28/11/2022	Motor Vehicle Registry - Registration renewal - CC57OG - Green mower	\$180.15	
28/11/2022	Central Business Equipment - Rental charges for Photocopy Machine	\$174.41	
30/11/2022	L.G.A.N.T. - Registration for LGANT Convention November 2022	\$1,400.00	
30/11/2022	GIO Workers Compensation Claims	-\$374.55	
30/11/2022	Santa bags for Children's Christmas party	\$24.00	
30/11/2022	Senior's Yoga classes	\$200.00	
CREDIT CARD - CEO			
1/11/2022	Xero - monthly subscription		\$124.00
3/11/2022	Encore Pilates & Wellness - Seniors Pilates classes - online	\$79.00	
6/11/2022	Microsoft - Monthly subscription		\$94.60
6/11/2022	Microsoft - Monthly subscription		\$108.24
8/11/2022	Officeworks - Engraved name badges	\$44.00	
9/11/2022	Palmerston Lions Club - Christmas cakes for Christmas activities	\$85.00	
11/11/2022	Copytime - Books wire bound	\$69.00	
11/11/2022	Woolworths - Fruit for Community Meeting	\$12.00	

11/11/2022	Woolworths - Chiller bag	\$2.49	
14/11/2022	City of Darwin - CEO parking - city of Darwin	\$20.00	
14/11/2022	Adobe Systems Incorporated - Monthly Subscription		\$18.69
15/11/2022	Australia Post - Postage envelopes (post-paid) x3	\$32.97	
16/11/2022	NT News - 2021-2022 Annual Financial Report - Advertisement	\$745.00	
16/11/2022	Officeworks - Office stationery	\$32.84	
17/11/2022	Uber - Uber fees - CEO and President to attend LGANT Meeting	\$14.68	
17/11/2022	NT Police, Fire & Emergency Services - Working with Children- Alan Jones	\$7.00	
18/11/2022	Vintage Cellars - Drinks for Xmas party	\$120.00	
18/11/2022	Adobe Systems Incorporated - Monthly subscription		\$29.99
23/11/2022	Coles - Food for International Men's Day	\$111.80	
23/11/2022	Beta Coolalinga Butchers - Meat for International Men's Day	\$71.67	
23/11/2022	Puma - CEO fuel	\$134.84	
CREDIT CARD			
3/11/2022	RDO Equipment - Isolator for tractor	\$182.03	
4/11/2022	Supercheap Auto - Grease gun 450g trigger type		\$93.99
4/11/2022	Airpower - Belts for Kubota mower x4	\$575.46	
8/11/2022	Belyuen Community Government Council - Cyclone preparation - diesel	\$399.00	

9.3. December 2022 Reports

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

9.4. December 2022 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/12/2022	Power Water - Water swipe card usage	\$18.86	
1/12/2022	EASA Inc - EAP Counselling Session from 16th to 30th November 2022	\$235.00	
1/12/2022	GIO Workers Compensation Claims - John Notais Medical reimbursement	-\$252.00	
2/12/2022	Central Business Equipment - Copy charges - photocopy machine	\$207.99	
2/12/2022	CBA - Merchant fees		\$95.91
2/12/2022	CBA - Merchant fees		\$29.50
5/12/2022	Alloy & Stainless Products - 5 sets of Kubota Blade mower blades		\$486.66
5/12/2022	GIO Workers Compensation Claims - John Notais Medical reimbursement	-\$146.00	
7/12/2022	Seniors cooking class - food and Sea Link	\$166.20	
7/12/2022	Seniors cooking class	\$400.00	
7/12/2022	Power Water - Water swipe card	\$53.16	
7/12/2022	Fleetcare - CEO vehicle lease	\$1,427.12	
8/12/2022	Rego inspection for box trailer	\$110.00	
9/12/2022	NT Electoral Commission - 2022 Wagait Shire By-Election	\$8,533.47	
13/12/2022	Councilwise - Licencing - CouncilWise Property and Rating annual licence	\$10,395.00	
13/12/2022	Raffle Tickets - Seniors Xmas party	\$5.49	
13/12/2022	Presents - Children's Xmas party	\$24.90	
14/12/2022	Pumps and Pressure Cleaner Repairs NT - Pressure pump - supply and fit	\$860.20	
15/12/2022	Curby's (NT) Pty Ltd - Australia Day - Cricket bat engraving	\$25.00	
15/12/2022	CBA - Commbiz fees		\$1.08
15/12/2022	CBA - Commbiz fees		\$10.32
16/12/2022	Volunteer Christmas Party - 20 December 2022	\$990.00	
16/12/2022	Wigg Plumbing - Waste Water Treatment - Forsyth Road (Sports Ground)	\$242.42	
20/12/2022	Optus - Optus phone/fax/internet	\$149.20	
20/12/2022	Optus - Optus mobile charges	\$191.00	

21/12/2022	Balanced Choice Program - Balance Choice 2 hours session 28/11 and 7/12 2022	\$660.00	
21/12/2022	Donald Cant Watts Corke (DCWC) - Supply a QS for the concept design (WRM#2)	\$1,650.00	
28/12/2022	Central Business Equipment - Rental charges for Photocopy Machine	\$174.41	
CREDIT CARD - CEO			
1/12/2022	Coles - Xmas festive crackers for Seniors Xmas party	\$75.00	
1/12/2022	Bunnings - PPE supplies	\$82.88	
1/12/2022	TR Telecom - Satellite phone charges	\$295.00	
2/12/2022	Xero - Monthly subscription		\$124.00
2/12/2022	WSB Distributors - Hose clamp and spot jet spray gun	\$83.82	
5/12/2022	Encore Pilates & Wellness - Online Pilates	\$79.00	
6/12/2022	Microsoft - Monthly subscriptions		\$94.60
6/12/2022	McAfee - Secure VPN and Virus protection and security		\$204.95
6/12/2022	Microsoft - Computer services subscription		\$108.24
7/12/2022	Mister Minit - Engraving on tools (gift for G Zikan)	\$30.00	
7/12/2022	Alfreds Pty Ltd - Tools (gift for G Zikan)	\$259.00	
8/12/2022	Coles - Food for meetings (G Zikan morning tea)	\$101.94	
9/12/2022	City of Darwin - Parking - City of Darwin	\$20.00	
9/12/2022	Motor Vehicle Registry - Trailer Registration - TF8536	\$75.80	
9/12/2022	Motor Vehicle Registry - Trailer Registration - TF8536	\$58.00	
13/12/2022	Woolworths - Seniors Xmas Party - Icecream and custard	\$21.80	
13/12/2022	Woolworths - Seniors Xmas Party - Custard	\$19.50	
13/12/2022	Woolworths - Hand wash - cleaning	\$9.00	
13/12/2022	Adobe Systems Incorporated - adobe subscription		\$18.69
13/12/2022	Officeworks - Stationery - office	\$237.22	
13/12/2022	Woolworths - Biscuits for council meetings	\$13.00	
13/12/2022	Woolworths - Food for Children's Xmas Party	\$101.22	
13/12/2022	Kmart - Children's gifts for Christmas party	\$367.50	
16/12/2022	Adobe Systems Incorporated - Adobe monthly subscription - photoshop		\$29.99
19/12/2022	EG Fuel - CEO fuel	\$133.62	
21/12/2022	TR Telecom - Satellite phone subscription	\$150.00	
21/12/2022	Sushi Izu - Food for Staff Christmas party	\$115.00	
22/12/2022	Cox Country Club #49794402 - Seniors Xmas lunch	\$1,471.50	
CREDIT CARD			
5/12/2022	Fulton Hogan - 10 x buckets of cold asphalt mix	\$880.00	
5/12/2022	Puma - Adaptor pin plug for trailer	\$12.95	
5/12/2022	Belyuen Community Government Council - Works Ute fuel	\$120.00	
5/12/2022	Cadillac Transport Repairs - Repairs to tipper-truck	\$264.35	

9.5. Councillor Allowances

The total year-to-date payment to Councillors from 1 July 2022 to 13 January 2023 is \$2250.72

9.4. CEO Declaration

That, to the best of the CEO's knowledge, information, and belief:

- i) The internal controls implemented by the council are appropriate; and
- ii) The council's financial reports best reflect the financial affairs of the council.

Resolution No. 2023/007

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

Moved: Cr Sarah Smith

Seconded: President Neil White

Vote: AIF/Carried

10. AGENDA ITEMS

10.1. Guideline 7 – Procedural Fairness in Deciding Code of Conduct Complaints

A new local government guideline has been endorsed by the Minister for Local Government and provided to all NT councils, which provides guidance to help councils and the public ensure that the Code of Conduct complaints are handled in accordance with the principals of procedural fairness (natural justice). The Guideline can be provided to complainant and respondent on commencement of the complaint process, to enhance understanding of all parties.

Resolution No. 2023/008

That Council receive and note the Local Government Act 2019 Guideline 7 – Procedural Fairness in Deciding Code of Conduct Complaints.

Moved: President Neil White

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

10.2. Policy Development

The following policies have been reviewed according to regular council procedure and updated for your review and consideration:

- Employee Assistance Program

Resolution No. 2023/009

That Council receive and accept the following updated council policies:

- Employee Assistance Program

Moved: President Neil White

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

10.3. Disposal of Council Assets

At the ordinary meeting in October 2021, council resolved by resolution 2021/189 to sell a list of council assets by silent auction, that were surplus to council needs. However, the tender process did not take place due to Covid disruptions. In the interim, several other items have been added to list which is provided as an attachment for consideration.

Resolution No. 2023/010

That Council authorises the CEO to dispose of the council assets on the attached list in accordance with the Council Asset Disposal Policy.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF/Carried

10.4. Grant Updates & Approvals

The CEO requests that council note the table below showing current grant progress updates; including acquittals for completed and fully expended grants, variation requests, pending submissions and new funds granted, and new grant application proposals for approval.

The council cash contribution amount identified for the project highlighted will require a transfer from the Asset Renewal Reserve as agreed by resolution 2022/125 at the ordinary meeting on 16 August 2022. A total breakdown of the grant expenses is attached.

Approved Council Project	Funding Program	Grant	Contribution	Status
Replace Tractor & Waste Strategy	WaRM #1 2020-21	75,000		Acquitted
ReDiscovery Centre	WaRM #2 2021-22	75,000		In progress
TBC	WaRM #3 2022-23	75,000	TBC	Pending
Youth Program 2022	FRRR	6,000		Acquitted
Green-waste track & Signage	LRCI Phase 2	30,387	0	Completed
Skate-park & Pump-track Stage 1	LRCI Phase 3	50,232	0	In progress
Youth Program 2022	Alcohol & Drugs (DoH)	20,000	0	Completed
Youth Program 2023	Alcohol & Drugs (DoH)	20,000	0	In progress
Solar Lighting & Court upgrades	Town Asset (DITT)	82,483	12,346	In progress
International Women's Day	Territory Families	3,000	0	In progress
Australia Day Event	Australia Day Council	2,500	0	In progress

The following grant applications have been submitted and are still pending confirmation of outcome.

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	WSC in-kind
Replace truck	PIF CMC	90,000	90,000	0	0
Replace exercise stations	PIF CMC	125,000	125,000	0	0
Families Program 2023-25	SARC (DSS)	360,000	360,000	0	0

The following proposed grant applications require council endorsement for the CEO to proceed.

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	WSC in-kind
Skate-park & Pump-track Stage 2	DITT CBF	250,000	250,000	0	0

Resolution No. 2023/011

That council notes the grants update information provided and endorses the CEO to:

- a) Transfer the council contribution amount of \$12,346 from the Asset Renewal Reserve to the Special Purpose Grants account for the solar lighting and court resurfacing project; and**
- b) Make a submission to the NT Community Benefit Fund for Stage 2 construction of the skate-park and pump-track at Cloppenburg Park.**

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF/Carried

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE - Nil

Councillors Vaughan and White queried the remediation of potholes within the estate, noting that several have been not attended and getting worse with wet season rains. CEO responded that cold-mix asphalt had been purchased for this purpose and several estate projects have been delayed with the works-team second member only commenced this week. CEO anticipates progress on all projects will be made within the next couple of weeks.

12. QUESTIONS FROM THE PUBLIC WITH NOTICE - Nil

13. PETITIONS/DEPUTATIONS - Nil

14. CURRENT/UPCOMING EVENTS

14.1. Seniors Program Activities

- Morning tea 09 February 11:30am-1:30pm at the Community Centre

14.2. School Holiday & Youth Program Activities

- Youth Program Balance Choice program ; 4-6pm Wed 4, 11 & 18 Jan at Cloppenburg Park
- Makers & Creators sewing workshops ; 2-4pm Tues 10 Jan at Community Centre
- Giggling Geckoes waterslide & bouncy obstacle course ; 10am-1pm Sat 14 January

14.3. Australia Day – Thursday 26 January

Council has received funds from the Australia Day Council to host this annual community event. Dheran Young MLA has been invited to raise the inaugural council Aboriginal flag and has yet to confirm. The outgoing Administrator of the NT has also been invited, however has declined.

The CEO and council staff will be in attendance as well as previous award receivers and councillors to present the 2023 awards. This year, recognition awards will be given to all nominees.

The procedure for day will follow past events:

- 7am – Jack Ellis Fun Run
- 9am – Awards Ceremony
- 10am – BBQ and games

14.4. Cyber-Safety Morning Tea – Thursday 9 February

Council will be co-hosting this morning tea with NBN, who installed the free community wi-fi system at the Community Centre. The focus of the workshop is online safety, identifying scams and an introduction to myGov services. All welcome!

14.5. International Women's Day (IWD) – Saturday 11 March

Council has received funds from the NT Office of Diversity for an event on Saturday 11 March, from 5.45pm to 9pm. The Minister for Gender Equality and Diversity, Lauren Moss MLA has been invited and has yet to confirm. Following last year's success, the 2023 event will begin with a street march culminating in the unveiling of the Women of Wagait mural design and a community barbecue. The march will include flags decorated by local women, representing their passions, dreams and backgrounds, which were created as part of the 2022 International Women's Day event.

15. LATE ITEMS AND GENERAL BUSINESS – Nil

15.1. Cox Peninsular Transport and Tourism Committee

Further to correspondence from Sealink received and noted in , the original Terms of Reference for the Committee have been forwarded confirming that there are several opportunities for Wagait Beach residents to participate.

The CEO proposes an Eol be shared to the community calling for representation per the ToR attached.

15.2. Request for Support – Erynn Gould

Young resident Erynn Gould has written to council requesting support to attend a training year with Malaga FC in Madrid. Erynn is currently supported by her local club and the Australian Institute of Sport and has been working hard to position herself for this opportunity.

The CEO notes that Erynn's planned travel dates are in September and proposes this be treated similarly to other requests from individuals to sports events and development opportunities; awarded from the Council Community Grant funds, due to be reviewed after advertised applications closing date of Monday 6 February 2023.

16. IN-CAMERA ITEMS

Resolution No. 2023/012

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 ratepayer.
- 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: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF/Carried

At 9:27 pm Council closed the meeting to the general public.

Confidential Items raised In-Camera:

- Minutes from the Special meeting in December 2022
- CEO Annual Performance Review

Resolution No. 2023/015

That council resolves to move the following items to general business in accordance with section 293(1) of the Local Government Act:

- a) that the in-camera minutes of the special meeting Wednesday 14 December 2023 be confirmed by council as a true and correct record; and**
- b) that council accept the completed report of the sub-committee for the Annual Performance Review (APR) of the CEO.**

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF/Carried

Resolution No. 2023/016

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

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF/Carried

At 9:36 pm Council opened the meeting to the general public.

17. DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 21 February 2023 Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

18. CLOSE OF MEETING

The Chair declared the meeting closed at 9:37 pm.

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

Update:

Welcome to the February Wagait Shire Council meeting.

Another successful Australia Day ceremony was held this year with good attendance from the general community. This year was the first time the Aboriginal flag was raised in Wagait Beach, in recognition of some 60,000 years of occupation of our continent by first Nations people.

We farewell our previous Youth Activities Officer in Mitch Murphy, who was highly effective in his role and now will be attending Queensland University for Engineering studies. We now welcome our new Youth Activities Officer Molly Dye and wish her well in her role.

We also welcome our new Sports and Recreation Officer in Renee Gardener, who fills the position that has been vacant for some time.

Meetings Attended

DATE	ITEM
Tuesday 17 January	January Council meeting
Friday 20 January	CEO catch up
Wednesday 25 January	Signed Australia Day certificates & CEO catch up
Thursday 26 January	Attended Australia Day ceremony at Cloppenburg Park
Friday 3 February	CEO catch up
Friday 10 February	CEO catch up
Tuesday 14 February	Audit Committee meeting
Friday 17 February	CEO Catch up + Community Benefit meeting
Sunday 19 February	Attend Bombing of Darwin Ceremony

Neil White
February 2023

WAGAIT SHIRE COUNCIL
Balance Sheet as at 31 January 2023

Notes to the Balance Sheet

Assets	31 Jan 2023	31 Jan 2022	Note
Tied Funds			
Bendigo Investment Acc	\$500,000.00	\$500,000.00	1 (a)
CBA Fixed Term Deposits	\$1,000,000.00	\$1,100,000.00	1 (b)
CBA Online Saver - SP Grants	\$105,275.29	\$0.00	2
Total Tied Funds	\$1,605,275.29	\$1,600,000.00	
Untied Funds			
CBA Online Saver	\$120,869.20	\$145,245.28	
CBA Transaction Account	\$211,614.51	\$165,082.58	
Total Untied Funds	\$332,483.71	\$310,327.86	
Total Bank	\$1,937,759.00	\$1,910,327.86	
Current Assets			
Less Prov'n for Doubtful Debts	-\$5,838.00	-\$12,115.00	
Rates Debtors Account	\$51,548.57	\$61,404.98	3
Rates in Advance	-\$3,679.37	-\$879.64	
Rates Payment Control Account	\$0.00	-\$18.86	
Trade Debtors [11405]	\$10,992.75	\$11,785.00	4
Undeposited Funds working A/c	\$973.00	\$537.00	
Total Current Assets	\$53,996.95	\$60,713.48	
Non-current Assets			
Buildings Accum Dep	-\$80,499.87	-\$17,091.18	
Buildings at Cost	\$980,000.18	\$980,000.18	
Inf Roads & Paths at Cost	\$863,576.00	\$484,500.00	
Infr Roads & Path Accum Depn.	-\$505,379.31	-\$473,641.00	
Land at Cost	\$350,000.00	\$350,000.00	
Leased Vehicle Accum Depreciation	-\$30,541.19	-\$15,081.00	
Motor Vehicles Accum Dep	-\$69,271.69	-\$66,238.00	
Motor Vehicles at Cost	\$73,398.55	\$73,398.55	
Office Equip & Furn at Cost	\$188,787.74	\$179,235.92	
Office Equip Furn Accum Depn.	-\$175,738.06	-\$175,237.00	
Plant & Equipment at Cost	\$674,766.34	\$606,428.39	
Plant & Equipment Accum Dep	-\$466,561.44	-\$419,666.00	
Right Use of Assets	\$54,294.00	\$54,294.00	
Sports Ground Accum Dep	-\$48,417.00	-\$9,231.00	
Sports Ground at Cost	\$310,000.00	\$310,000.00	
Total Non-current Assets	\$2,118,414.25	\$1,861,671.86	
Total Assets	\$4,110,170.20	\$3,832,713.20	
Liabilities			
Current Liabilities			
CBA CC - Gary Zikan new	\$0.00	\$0.00	
CBA CC - Neil White	\$0.00	\$210.38	
CBA CC - Renita Glencross	\$0.00	\$456.58	
CBA Credit Card Main	\$0.00	-\$210.38	
Current Lease Liabilities	\$13,678.00	\$0.00	
GST	\$468.24	\$502.72	
PAYG Withholding Payable	\$6,282.00	\$7,318.00	
Provision for Annual Leave	\$55,762.03	\$58,066.56	
Provision for Long Service Leave	\$41,652.20	\$43,807.53	
Rounding	\$0.04	-\$0.02	
Super Payable	\$3,695.43	\$1,766.83	
Super Payable control account	\$0.00	-\$136.59	
Trade Creditors	\$40,631.79	\$39,989.81	5
Unexpended Grant Liability	\$117,684.19	\$208,484.74	6
Total Current Liabilities	\$279,853.92	\$360,256.16	
Non-Current Liabilities			
Non-current Lease Liabilities	\$19,367.00	\$45,984.00	
Provision for Non Current Long Service Leave	\$10,056.00	\$7,455.00	
Total Non-Current Liabilities	\$29,423.00	\$53,439.00	
Total Liabilities	\$309,276.92	\$413,695.16	
Net Assets	\$3,800,893.28	\$3,419,018.04	
Equity			
Asset Revaluation Reserve	\$991,467.27	\$991,467.27	
Current Year Earnings	\$246,771.84	\$215,039.81	
Prior Year's Surplus/Deficit	\$1,802,286.03	\$1,802,286.03	
Retained Earnings	\$10,368.14	-\$89,775.07	7
Asset Renewal Reserve			
Asset Renewal Reserves	\$0.00	\$500,000.00	
Other Asset Renewal Reserve	\$300,000.00	\$0.00	
Roads Renewal Project Reserve	\$450,000.00	\$0.00	
Total Asset Renewal Reserve	\$750,000.00	\$500,000.00	
Total Equity	\$3,800,893.28	\$3,419,018.04	

Note 1. Details of Cash and Investments Held

1 (a) Bendigo Bank Investment Account	\$500,000.00
CBA - Fixed Term Deposit (13/09/22)	\$ 300,000.00
CBA - Fixed Term Deposit (10/10/22)	\$ 200,000.00
CBA - Fixed Term Deposit (17/11/22)	\$ 500,000.00
1 (b) Total CBA Investments	\$ 1,000,000.00

Note 2. CBA Online Saver - Special Purpose Grants
Jan 23 movement of SP Grants occurred on 06/02/23

Balance as of 11/01/23	\$ 105,361.15
Transfer from CBA Transaction Account (+)	\$ 12,363.45
Transfer interest earned to Trans Account (-)	\$ 85.86
Balance as of 06/02/23	\$ 117,638.74

Note 3. Details of Rates Control Account

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

Rates Prior years (pre 2022)	\$ 3,163.09
Rates 22/23 over due	\$ 18,439.73
Rates 22/23 not over due yet	\$ 29,945.75
Total Rates Arrears	\$ 51,548.57

Note 4. Details of Trade Debtors

Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Debtors	6,669.75	220.00	0.00	4,103.00

Note 5. Details of Trade Creditors

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Creditors	14,520.12	9,527.53	11,484.14	5,100.00

*Veolia Oct22 - Jan23 invoices on disputes - waiting for credit notes

Note 6. Details of Unexpended Grants Liability

Unexpended Grants - Special Purpose	117,638.74
Total Unexpended Grants Liability	117,638.74

Note 7. Details of Retained Earning

Resolution 2022/156 from September meeting to move \$250,000 from surplus to increase reserves.

16.4. Movements in Council Reserves and Priority Projects

Council considered the meeting paper attached and resolved to note the information provided in the brief and agree to recommendations from the CEO, being to:

- Transfer an amount of \$250,000 from the 2021-22 surplus to increase the overall reserve levels to \$1.75M;
- Allocate an amount of \$450,000 of the Asset Renewal reserve be allocated to the Road Renewal Project; and
- Draw an amount of \$30,000 from the Asset Renewal Reserve for a Road Safety Audit and Road Condition Report, building on the 2018 LGANT Report for use in grant funding submissions to upgrade the estate roads.

Resolution No. 2022/156
That council receives and notes the information provided.
Moved: Cr Peter Clee
Seconded: President Neil White
Vote: AIF

WAGAIT SHIRE COUNCIL

Table 2&3: Capital Expenditure Actual v Budget as at 31 January 2023

CAPITAL EXPENDITURE FOR THE PERIOD October 2022	YTD Actuals	YTD Budget	YTD Variance	Approved Annual Budget
Buildings (ReDiscovery Hub Stage 1)	0	17,659	(17,659)	52,978
Infrastructure (Skatepark & Pumptrack Design & Construct Stage 1)	13,980	12,784	1,196	38,352
Motor Vehicles (Leased / Right of Use)	0	0	0	0
Office Equipment	5,200	6,000	(800)	6,000
Plant and Machinery	0	0	0	0
Sports Ground	0	0	0	0
TOTAL CAPITAL EXPENDITURE*	19,180	36,443	(17,263)	97,330
Total capital expenditure funded by:				
Capital Grants	0	0	0	91,330
Transfers from Reserves	0	0	0	0
Sale of Assets	0	0	0	0
Other (Operational)	0	0	0	6,000
OPERATING SURPLUS / DEFICIT	0	0	0	97,330

By Project / Asset Item* over \$100,000	Class of Assets	Prior Year Actuals	YTD Actuals	YTD Budget	YTD Variance	Total Approved Budget	Total Cost to Date
		\$ (A)	\$ (B)	\$ (C)	\$ (D = B-C)	\$ (E)	\$ (F = A+B)
					0		0
PIF Fund & LRCI Phase 2 (Cloppenburg Park Access)	Infrastructure	133,141					133,141
Roads 2 Recovery (Cox Dr Floodway)	Infrastructure	125,286					125,286
Skatepark & Pumptrack Design & Construct	Infrastructure						0
	Building				0		0
Tractor replacement	Plant/ Machinery				0		0
Truck replacement	Plant/ Machinery				0		0
TOTAL		258,427	0	0	0	0	258,427

**Items listed are examples only.*


WAGAIT SHIRE COUNCIL
Income & Expenditure Statement Actual v Budget Jan 2023

	Nov Actual	YTD Actual	YTD Budget	YTD Variance	WHOLE YEAR BUDGET	NOTES
Income						
Contracts, Fees & Charges	\$ 14,603.05	\$ 99,809.90	\$ 90,375.00	\$ 9,434.90	\$ 153,500.00	1 January YTD higher due to timing of invoices
Interest/Investment Income	\$ 250.36	\$ 11,118.11	\$ -	\$ 11,118.11	\$ 30,000.00	2 Accrued term deposit interest due Sep/Oct/Nov in Jun 23
Operating Grant Revenue	\$ 113,500.00	\$ 308,909.00	\$ 307,216.00	\$ 1,693.00	\$ 315,990.00	3 2nd instalment of Operational grants received in Jan 23 (FAA c/f = \$ 53,980)
Other Income	\$ 4,388.78	\$ 30,005.26	\$ -	\$ 30,005.26	\$ -	4 January YTD higher due to workers comp reimbursement
Other Income - Disposal of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	6 January & YTD Nil due to timing of disposal of fixed assets
Rates Income	\$ 26.63	\$ 252,582.16	\$ 252,292.00	\$ 290.16	\$ 252,924.00	5 Includes rates, rates interest, and rates search income (FY23 rates = \$251,424 for 387 properties)
Rental Income	\$ 663.64	\$ 3,595.48	\$ 2,646.00	\$ 949.48	\$ 5,045.00	6 January YTD slightly higher due to caretakers rental at Cloppenburg Park
Waste Management Income	\$ 356.38	\$ 123,796.03	\$ 123,871.00	\$ -74.97	\$ 124,496.00	7 Includes waste management levy and additional bins income (FY23 waste mgmt levy = \$122,996 for 387 properties)
Total Income	\$ 133,788.84	\$ 829,815.94	\$ 776,400.00	\$ 53,415.94	\$ 901,955.00	
Gross Profit	\$ 133,788.84	\$ 829,815.94	\$ 776,400.00	\$ 53,415.94	\$ 901,955.00	
Less Operating Expenses						
Administration Expenses	\$ 2,731.29	\$ 32,025.28	\$ 34,377.00	-\$ 2,351.72	\$ 61,950.00	8 YTD lower
Contracts & Material Expenses	\$ -	\$ -	\$ 567.00	-\$ 567.00	\$ 1,000.00	9 January & YTD NIL mainly due to timing
Depreciation Expenses	\$ 12,995.34	\$ 90,967.38	\$ 90,968.00	-\$ 0.62	\$ 155,944.00	10 Estimated monthly depreciation \$12995.34/month
Elected Member Allowances	\$ 411.40	\$ 2,662.12	\$ 2,919.00	-\$ 256.88	\$ 5,000.00	11 YTD lower due to members not claiming allowances
Elected Member Expenses & PD	\$ -	\$ 1,272.73	\$ 1,456.00	-\$ 183.27	\$ 2,500.00	12 YTD lower
Employment Expenses	\$ 32,916.09	\$ 289,112.10	\$ 264,229.00	\$ 24,883.10	\$ 457,572.00	13 YTD higher due to 2 new staff started, additional pay-cycle (July), and workers comp wages (YTD=\$27,274)
Insurance	-\$ 50.35	\$ 53,212.54	\$ 52,000.00	\$ 1,212.54	\$ 52,000.00	14 Insurance payments due July/August (\$53,403)
Other Expenses - Election	\$ -	\$ 7,757.70	\$ 9,100.00	-\$ 1,342.30	\$ 9,100.00	15 YTD lower
Projects & Activities	\$ 399.04	\$ 5,858.39	\$ 7,287.00	-\$ 1,428.61	\$ 12,500.00	16 YTD lower pending community grants program in Q2
Repairs & Maintenance	\$ 33.64	\$ 12,461.86	\$ 9,604.00	\$ 2,857.86	\$ 16,500.00	17 YTD higher due to annual maintenance and road reserve expenses
Services	\$ 50.76	\$ 4,552.15	\$ 6,899.00	-\$ 2,346.85	\$ 12,700.00	18 January & YTD lower
Vehicle & Plant Expenses	\$ 2,577.16	\$ 28,215.54	\$ 16,968.00	\$ 11,247.54	\$ 29,100.00	19 YTD higher due to annual services and licencing in Q1
Waste Management Expenses	\$ 21,394.19	\$ 54,946.31	\$ 53,081.00	\$ 1,865.31	\$ 91,000.00	20 January & YTD higher due to invoice dispute (Overcharged Oct 22 to Jan 23 services - waiting for credit notes)
Total Operating Expenses	\$ 73,458.56	\$ 583,044.10	\$ 549,455.00	\$ 33,589.10	\$ 906,866.00	
Operating Profit	\$ 60,330.28	\$ 246,771.84	\$ 226,945.00	\$ 19,826.84	-\$ 4,911.00	
Non-operating Income						
Special Purpose Grants	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	21 Grants brought forward = unexpended at June 30 (\$122,269.92)
Total Non-operating Income	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	
Non-operating Expenses						
Special Purpose Grant Expenses	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	22 Special Purpose Grants, refer to unexpended Grants Sheet for more detail
Total Non-operating Expenses	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	
Net Profit	\$ 60,330.28	\$ 246,771.84	\$ 226,945.00	\$ 19,826.84	-\$ 4,911.00	
Total Rates incl waste invoiced	\$ 374,420.00					
Less current year outstanding	\$ 48,385.48		\$ 215.19	Total from difference above		
Total Rates in received in Cash 2022-23	\$ 326,034.52					

WAGAIT SHIRE COUNCIL

Special Purpose Grants (SPG) as at 31 January 2023

Funding Body	Project Name	Grants Current	Brought Fwd	Total Grants	Current Exp 2023	Total Exp	Balance	Notes
Australia Day Council	Australia Day	2,500.00		2,500.00	1,940.13	1,940.13	559.87	Program running until Feb 2023 and c/f
Carers NT	Carers event	300.00		300.00	300.00	300.00	0.00	Acquitted
DITT - CBF	Makers & Creators 2022		2,121.00	2,121.00	2,045.00	2,045.00	76.00	CBF Community Organisation Grants Program
DoH - Healthy Lifestyle 20/21	Seniors		18,218.84	18,218.84	9,347.01	9,347.01	8,871.83	Program running throughout year and c/f
Federal Gov	LRCI 2		-1,181.00	-1,181.00	10,986.47	10,986.47	-12,167.47	Verge remediation + signage, next instalment due
Federal Gov	LRCI 3		25,794.00	25,794.00	13,980.00	13,980.00	11,814.00	Skatepark & Pumptrack design & construct Stage 1
DITT	Tourism Town Asset 2022	31,063.13		31,063.13		0.00	31,063.13	Program running until Feb 2023 and c/f
DoH - AOD	Wagait Youth Program 2022		17,900.23	17,900.23	17,900.23	17,900.23	0.00	Acquitted
DoH - AOD	Wagait Youth Program 2023	20,000.00		20,000.00	1,252.53	1,252.53	18,747.47	Program running throughout year and c/f
FRRR	Wagait Youth Program		1,079.35	1,079.35	1,079.35	1,079.35	0.00	Acquitted
DCMG-LG	WRM #2 21-22		58,337.50	58,337.50	5,360.00	5,360.00	52,977.50	ReDiscovery Centre
DTF	International Women's Day	3,000.00		3,000.00	0.00	0.00	3,000.00	
DTF	Youth Vibe School Holiday 2022-23	4,000.00		4,000.00	1,303.59	1,303.59	2,696.41	Program running throughout year and c/f
Totals		60,863.13	122,269.92	183,133.05	65,494.31	65,494.31	117,638.74	
		Total Special Purpose Grants 183,133.05			GRAND TOTAL		117,638.74	

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

1. PURPOSE

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

2. SCOPE

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

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

3. POLICY

3.1. Principles

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

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

3.2. Authorisation

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

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

Related Interest Groups

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

Related Legislation


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

Date Approved 14/12/2020	Approved By WSC EMC	Resolution # 2020/192	Date for review November 2021
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Date Approved 19/01/2021	Approved By Council Moved: President Neil White Seconded: Vice-President Tom Dyer AIF	Resolution # 2021/009	Date for review January 2022
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Date Approved 15/02/2022	Approved By Council: Moved: Vice President Tom Dyer Seconded: Cr Michael Vaughan AIF	Resolution # 2022/034	Date for review January 2023
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Date Approved 21/02/2023	Approved By Council: Moved: Seconded: AIF	Resolution # 2023/	Date for review Next council election
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	COVID-19 & INFECTIOUS DISEASES RISK MANAGEMENT	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Section 172 (e)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The 2020-22 Coronavirus (COVID-19) pandemic created unique challenges for all workplaces, particularly with respect to workplace health and safety. The purpose of this policy is to ensure that all steps are taken, as are reasonably practicable, to reduce the risk of COVID-19 and other highly infectious diseases within the workplace.

2. SCOPE

This policy applies to all workplace participants of Wagait Shire Council in providing clear direction and a safe working environment during their employment.

3. DEFINITIONS

Term	Definition
Workplace participants	Includes the Chief Executive Officer, full-time and part-time staff members, casual employees, volunteers and contractors.
The Act	Means the NT Work Health and Safety Act 2011
Reasonably practicable	Means what could reasonably be done at a particular time to ensure health and safety measures are in place (as defined by The Act)

4. POLICY

The COVID-19 pandemic has created unprecedented and exceptional circumstances and the public service workplace is now acknowledged as a high-risk environment for infectious diseases in these circumstances. Wagait Shire Council understands the need to exercise flexibility and reasonableness in all decision-making processes with regards to mitigating risks due to highly infectious diseases and pandemics.

Council will ensure it meets its statutory and governance obligations in accordance with the requirements of the *NT Work Health and Safety Act 2011*.

Council will also ensure its actions in response to infectious diseases do not contravene anti-discrimination or privacy legislation.

Given the rapidly changing nature of infectious diseases, this policy will enable Council to rapidly introduce preventative safety measures to help protect the health and safety of its workplace participants.

As new information regarding infectious diseases becomes available, Council will carefully review the effectiveness of the controls it has in place to ensure they comply with the most up-to-date health advice.

4.1. Work Health & Safety Obligations

Wagait Shire Council recognises its duty to provide and maintain a safe workplace environment, which limits so far as is reasonably practicable, the risk to health and safety at work associated with infectious diseases. This includes the risk of contracting highly infectious diseases in the workplace or while carrying out duties.

Council will actively take steps to:

- Identify and monitor risks to health and safety resulting from infectious diseases in the workplace
- Provide adequate equipment and facilities to workplace participants to ensure they can carry out their duties safely
- Provide information, training and supervision that is necessary to protect workplace participants from the risks of infectious diseases in the workplace
- Monitor the health and conditions of all workplace participants and undertake risk assessments where required; and
- Inform workplace participants of their obligation in taking reasonable care of their own health and safety.

4.2. Risk Mitigation

Safe Work Australia has recognised that employers will not be able to completely eliminate the risk of workers contracting highly infectious diseases while carrying out work.

However, in accordance with The Act, employers must do all that is reasonably practicable to introduce appropriate control measures, implement the control measures and clearly communicate them to all workers.

What is 'reasonably practicable' requires a number of considerations, including the likelihood of the risk occurring, the degree of harm that might result, and the availability and sustainability of a control measure.

Wagait Shire Council will, where possible and practical to do so, implement the following measures and flexible arrangements to help minimise the risk of coronavirus in the workplace:

- Directing and/or allowing some workplace employees to work from home
- Providing flexible leave arrangements
- Implementing controls to reduce direct contact with clients, including, enforcing social distancing of at least 1.5 metres (where practicable)
- Reinforcing hand washing/hand hygiene and infection control procedures
- Providing workplace participants with adequate equipment and personal protective equipment (PPE) such as face masks
- Providing workplace participants with access to Rapid Antigen Tests (RATs) or other appropriate self-testing tools

- Implementing controls to reduce environmental exposure, including cleaning and disinfection of high traffic areas or shared surfaces
- Providing sufficient cleaning products and instructions for cleaning
- Providing instruction and amenities for personal hygiene and infection control
- Providing workplace participants with information and additional training in infection prevention and control and use of personal protective equipment; and
- Providing workplace participants with access to counselling through the Employee Assistance Services (EAP) scheme.

5. ASSOCIATED DOCUMENTS


- P05 Council Staff Code of Conduct
- P07 Employee Assistance Services
- P33 Work Health and Safety Policy
- WSC Employee Manual 2021

6. REFERENCES AND LEGISLATION

Local Government Act (NT) 2019
Work Health and Safety Act (NT) 2011
Anti-Discrimination Act (NT) 1992
Information Act (NT) 2002
Fair Work Act

7. REVIEW HISTORY

Date Approved: ??/??/2023	Approved By Council Moved: Seconded: Vote:	Resolution No. 2023/	Date for review: January 2023
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	RISK MANAGEMENT POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	FINANCE
	Local Government Regulations:	Section 6, (1)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

Risk Management is an important part of Wagait Shire Council's corporate governance and covers areas such as strategic management, internal controls, business development, project management and finance. It comprises procedures to mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded, legislation and council policies are complied with and financial reporting is accurate and reliable. Effective risk management in council operations is critical in achieving its goals and objectives.

2. SCOPE

This policy applies to all workplace participants.

3. DEFINITIONS

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

Term	Definition
Risk	The effect of uncertainty on objectives.
Risk Management	A coordinated set of activities and methods that are used to direct an organisation and to control the many risks that can affect its ability to achieve objectives.
Workplace Participants	Includes all elected members, council employees, contractors, consultants, committee members and any individual or group undertaking activity for or on behalf of the Council.

4. POLICY

Council is committed to maintaining an effective risk management environment. This policy is based on the following principles:

- Managing risks relating to the stewardship of public resources requires effective internal controls.
- Council requires a framework for an effective risk management system which ensures that risks are identified, and controls are established, documented, maintained and adhered to across the council.

- Council must ensure the propriety of transactions, information integrity, compliance with regulations and achievement of council objectives through operational efficiency

4.1. The Risk Management Process

The process followed by council in developing the framework shall be based on Australian/New Zealand Standard AS/NZS ISO 31000:2018.

- 4.1.1. Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of council to assist in establishing the assessment criteria for risk management.
- 4.1.2. Identify Risks – Identify the risks most likely to impact on the achievement of council's objectives and refer to the risk matrix.
- 4.1.3. Analyse Risks – Assess risks in terms of likelihood and consequence to identify the current risk level.
- 4.1.4. Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.
- 4.1.5. Treat Risks – Treat risks by one of the following methods - discontinuing activity that generates it, reducing likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.
- 4.1.6. Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.
- 4.1.7. Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to the Chief Executive Officer (CEO) on progress with controls. The CEO monitors the effectiveness of risk treatments and reports progress to the Audit Committee at regular intervals.

4.2. Risk Management Approach

- 4.2.1. Council will maintain an internal control framework, which will be based upon a proactive risk management culture.
- 4.2.2. The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximising its opportunities.
- 4.2.3. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.
- 4.2.4. Council will develop a culture that emphasises integrity, ethical values and competence.

4.3. Roles and Responsibilities

- 4.3.1. Council members are responsible for setting Wagait Shire Council's risk appetite, which forms the foundation of, and consideration of risk.
- 4.3.2. The CEO is responsible for establishing internal controls and associated framework, which ensures council objectives are achieved efficiently and effectively as required by Section 6(1) of the Local Government (General) Regulations. Updates on changes to the framework will be presented to the audit & risk committee before being presented to council for adoption.
- 4.3.3. The CEO must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of internal controls and is responsible for ensuring council employees conduct their duties in accordance with internal control policies, procedures and practices of council.

4.4. Elements of the Internal Control Framework

The essential elements of an effective internal control framework are:

- Structure and culture of council;
- Delegations of authority;
- Policies and procedures;
- Trained and properly qualified staff;
- Information Technology controls;
- Review process e.g. internal audit;
- Liaison with auditors and legal advisors;
- Senior management compliance assurance;
- Risk identification and assessment.

4.5. Accounting Policies and Procedures

The Local Government (General) Regulations prescribes at Section 6 (c) that a council must maintain internal accounting policies and procedures.

Wagait Shire Council's accounting policies and procedures include the following:

- a) an organisation chart showing the functions of the council, its committees and responsible officers;
- b) a statement of the duties and responsibilities of the CEO and responsible officers;
- c) the principal accounting policies of the council;
- d) information about the timing and content of financial management reports to the council and the CEO;
- e) procedures the council considers necessary to facilitate the timely preparation of the council's annual financial statement;
- f) the information necessary to ensure the proper operation of any computer-based accounting system in use;
- g) details of all administrative and accounting procedures and delegations of authority, including:
 - i) details of internal control procedures; and risk management
 - ii) details of personnel and financial delegations; and
 - iii) a chart of accounts divided into assets, liabilities, income, expenses and

council equity accounts; and
 iv) procedures relating to the receipt and banking of money, the payment of salaries and wages, the allocation of machinery operating costs to council functions, the purchase of goods and services and the granting of credit to council debtors.

4.6. Review of Internal Controls Framework

4.6.1. Council will establish an internal audit plan to review and manage internal controls (the Risk Assessment and Acceptance Criteria document)

4.6.2. The annual audit of financial statements provides review of internal controls.

5. ASSOCIATED DOCUMENTS


Wagait Shire Council Policies
 Wagait Shire Council Risk Assessment and Acceptance Criteria document
 Wagait Shire Council Shire Plan

6. REFERENCES AND LEGISLATION

Local Government Act 2019 (NT) and associated regulations
 Australian/New Zealand Standard AS/NZS ISO 31000:2018

7. REVIEW HISTORY

Date Approved:	Approved By Council Moved: Seconded: Vote:	Resolution No.	Date for review: February 2024
Date Approved:	Approved By Council Moved: Seconded: Vote:	Resolution No.	Date for review:

	WORKING FROM HOME	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	HUMAN RESOURCES
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

Wagait Shire Council is committed to providing flexible and family friendly working arrangements for employees. This policy outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

2. SCOPE

This policy applies to permanent employees of Wagait Shire Council seeking to enter into a regular arrangement to carry out part of their duties from home, for a specified period of time or in exceptional circumstances, permanently.

3. DEFINITIONS

Term	Definition
Working from home	means working away from an employee's ordinary contracted place of employment
Home office	office' means a designated space for an employee to work while away from the workplace

4. POLICY

4.1 Working from home arrangement

In order to ensure the safety and wellbeing of our employees, and to ensure the arrangement is consistent with Wagait Shire Council's requirements, an interested employee must apply for a Working from Home Arrangement (WFHA). All applications are considered on a case-by-case basis for approval by the Chief Executive Officer. The employee is responsible for demonstrating that the requirements of this policy have been satisfied before an application for a WFHA is approved. Wagait Shire Council may refuse an application for a WFHA where it is not suitable or it does not meet operational requirements.

4.2 Eligibility criteria

Wagait Shire Council's responsibility to consider flexible working arrangements is in accordance with the Local Government Industry Award 2020 and the National Employment Standards in the Fair Work Act 2009.

Applications to work from home will be assessed according to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA
- The reasons for the employee wanting to work from home
- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract and Local Government Industry Award 2020
- The presence of the skills, ability and knowledge to work autonomously
- The impact the arrangement may have on the productivity of co-workers
- The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home

4.3 Line manager responsibilities

Where a WFHA has been approved, it is the responsibility of an employee's line manager to:

- ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures
- ensure the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom, kitchen and facilitate Wagait Shire Council to conduct safety inspections
- review and sign off on records of hours worked (timesheets) as required
- monitor and review the WFHA on a regular basis to ensure it is meeting the needs of Wagait Shire Council and the employee
- communicate regularly and ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- where practicable, ensure equipment and tools required to perform the tasks are provided to the employee, and
- accurately document the ownership and usage arrangements of the equipment and assets.

4.4 Employee responsibilities

Where an employee's application to work from home has been approved, it is the employee's responsibility to ensure they:

- adhere to Wagait Shire Council's policies and procedures
- maintain regular contact with their respective line manager and colleagues, and be contactable during their agreed hours of work
- meet fitness for work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave
- take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- complete and sign the Working From Home WHS checklist document
- maintain accurate and up to date records of hours worked at home within the normal span of hours

- allow a person, appointed by Wagait Shire Council, to access their home office and related areas to allow a safety inspection as required, and
- take all reasonable precautions necessary to secure Wagait Shire Council's equipment.

4.5 Working from home arrangement agreement

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interests of Wagait Shire Council. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure they are operating effectively and meeting the requirements of Wagait Shire Council. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

4.6 Consequences of breaching this policy

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

4.7 Variation to this policy

This policy may be cancelled or varied from time to time. Wagait Shire Council's employees will be notified of any variation to this policy by the normal correspondence method.

5. ASSOCIATED DOCUMENTS

- Council Staff Code of Conduct
- WSC Employee Manual 2021
- Work Health and Safety Policy

6. REFERENCES AND LEGISLATION

Local Government Industry Award 2020
Fair Work Act 2009
Work Health and Safety Act (NT) 2011

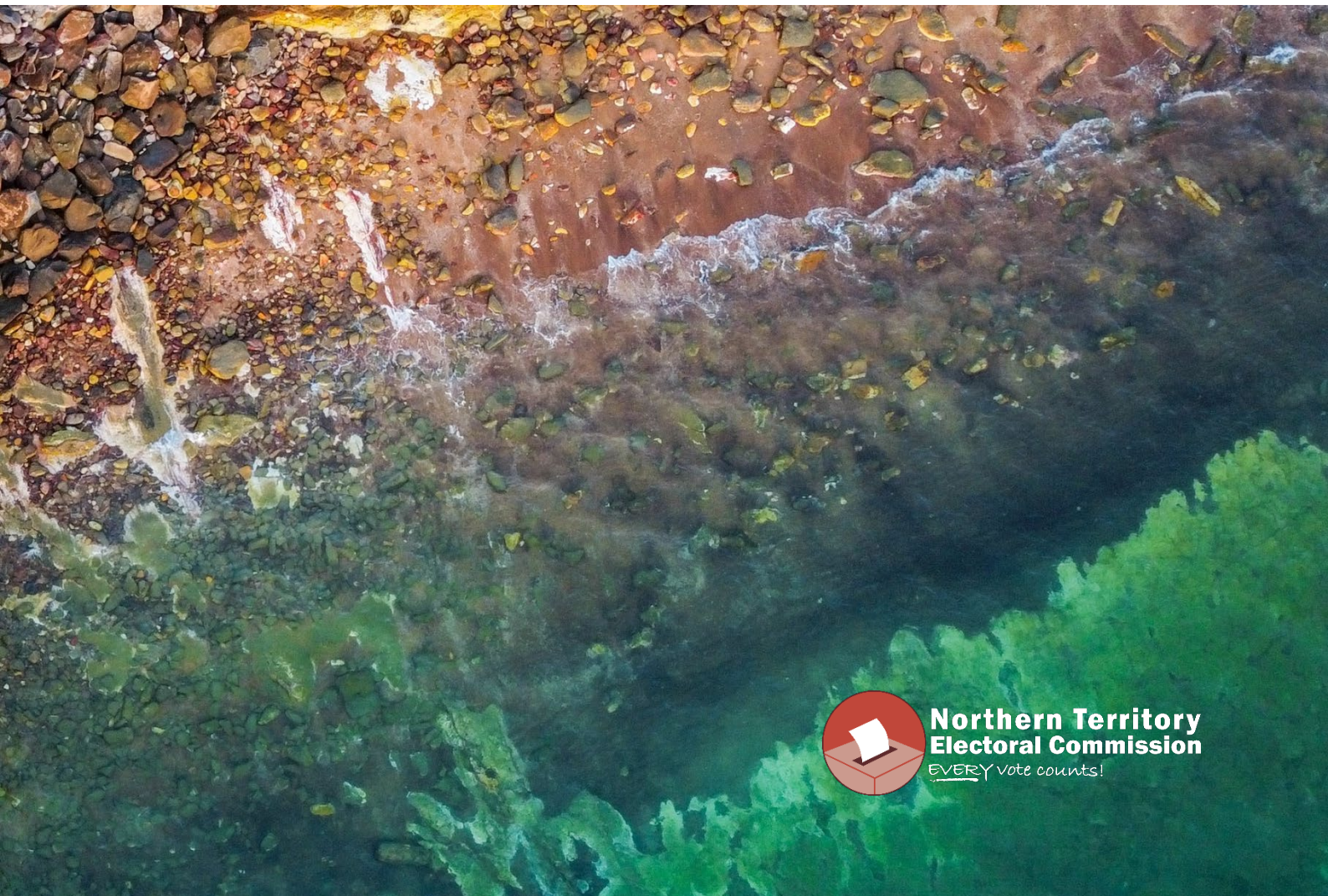
7. REVIEW HISTORY

Date Approved: ??/??/2023	Approved By Council Moved: Seconded: Vote:	Resolution No. 2023/	Date for review: February 2024
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Wagait Shire Council

2022 By-election report



NTEC version control

2022 Wagait Shire Council by-election – report

Version Number	Purpose/change	Author	Date
1.0	DRAFT report	K. Parker	16.12.2022
1.1	FINAL report – updated non-voter information added and minor edits	K. Parker	10.02.2023

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The latest version is accessible via the NT Electoral Commission website at ntec.nt.gov.au.



2022 Wagait Shire by-election

17 September 2022

Date	Time	
Friday 19 August		Nominations open
Tuesday 23 August	5:00 pm	Electoral roll closes
Thursday 1 September	12:00 noon	Nominations close
	1:00 pm	Declaration of nominations, draw for position on ballot papers
Friday 2 September		Postal vote mail-out commences
Monday 5 September	8:00 am	Early voting commences Mobile voting commences
Tuesday 13 September	6:00 pm	Overseas postal voting despatches cease
Thursday 15 September	6:00 pm	All postal voting despatches cease
Friday 16 September	6:00 pm	Early voting ceases
Saturday 17 September		Election day
	8:00 am	Election day voting commences
	6:00 pm	Election day voting ceases Mobile voting ceases Primary counts of ordinary, postal and early votes commence
Monday 19 September	9:00 am	Declaration vote verification checks, commence recheck of all counts
Thursday 22 September	9:00 am	Primary counts of accepted declaration votes, further postal counts
Friday 30 September	12:00 noon	Deadline for receipt of postal votes Final counts of postal votes commence Distribution of preferences
Monday 3 October	10:00 am	Declaration of the election result

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For more information go to www.ntec.nt.gov.au

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BACKGROUND

Election

The by-election for the Wagait Shire Council was caused by the resignation of Councillor Noeletta McKenzie. The NT Electoral Commission (NTEC) was advised of the vacancy on 25 May 2022 and were requested to run the by-election on behalf of the council.

Election day for the by-election was held on Saturday 17 September with the final count conducted on Friday 30 September.

Legislation

Section 54(2)(c) of the *Local Government Act 2019* (the Act) requires a by-election to be held where a casual vacancy occurs 18 months or more before the next general election. The by-election must be held within four months from notification of the vacancy (s136(4) of the Act).

Section 136(7) of the Act allows a council to appoint their CEO or another person (other than the Electoral Commissioner) to be the returning officer for the by-election. The process to be followed including passing the resolution and notifying the Electoral Commissioner is set out in section 136 of the Act. If a person is not appointed, the by-election is to be conducted as decided by the Electoral Commissioner.

Recent legislative changes

The 2021 Local Government Elections were the first elections conducted under the new *Local Government Act 2019* and consequently updated *Local Government (Electoral) Regulations 2021*, both of which commenced 1 July 2021.

The relevant electoral legislative changes from the new Act and updated regulations were reported in the Wagait Shire Council report for the 2021 Local Government Elections.

New financial disclosure requirements for local government elections, although part of the new Act, did not come into effect until 1 July 2022. This means the requirements did not apply to the 2021 general elections, but did apply to this by-election. More details on financial disclosure can be found on page 9.

Service level agreement

The service level agreement (SLA) between the Wagait Shire Council and the NTEC was signed by both parties on 14 June 2022 and established the costing program for the preparation and conduct of the by-election.

The SLA stated that the NTEC will apply the requirements of the Act and regulations, and provided details of the voting services. The SLA also detailed any services provided or facilitated by the council that would offset the final costs.

For this by-election, Wagait Shire Council opted to provide or facilitate the following:

- a candidate information session
- early and election day voting premises free of charge
- a staff member to provide early voting services from 5 September until 16 September
- placement of banners and posters around the council area, in particular the council office and ferry terminal.

BOUNDARY CHANGES

There were no boundary or representative structure reviews to the Wagait Shire Council area conducted prior to the election.

ENROLMENT

At the close of the electoral roll on Tuesday 23 August at 5:00pm, there were a total of 315 electors enrolled in Wagait Shire Council area. This is a slight increase in enrolment (5.3%) from the previous local government general elections held in August 2021.

CANDIDATES

Candidate information sessions

The Wagait Shire Council facilitated an information session for potential candidates. This was held at the council office on Wednesday 17 August at 5:00pm. One potential candidate attended, as did a current councillor and council staff to provide information and answer questions about what being a councillor entails. The NTEC also attended to provide information about the nomination process, campaigning rules, financial disclosure, information about the count process and scrutineering.

Nominations

Nominations opened Friday 19 August and closed on Thursday 1 September at 12:00 noon. There was a total of three accepted nominations for the vacancy, with no rejected or withdrawn nominations.

The declaration of nominations and the draw for ballot position order took place at the NTEC office soon after the nominations closed. The ballot paper position for each candidate was selected by a random number generator and results were uploaded onto the NTEC's website and Facebook page once the draw was completed.

Summary of accepted nominations/candidates

Position	Candidates in ballot paper order
Councillor (One vacancy)	Kate CRANE
	Sarah SMITH
	Alan AMEZDROZ

Communication with candidates

In addition to the election newsletter, candidates were directly emailed by the NTEC with information about:

- Invitation to attend, and the results of, the declaration of nominations
- Authorisation of campaign material and display of material at voting centres and on the NTEC's website
- Information about the various counts and scrutineering opportunities
- Declaration of the election result
- Financial disclosure information

VOTING SERVICES

Postal voting

All electors have the option to postal vote and all registered general postal voters enrolled in the Wagait Shire Council area were automatically issued a postal vote and did not have to apply for one. Applications for postal votes officially opened with nominations on Friday 19 August, although any applications received before this date are not rejected, but held until they can be accepted.

No postal votes were sent to overseas addresses for the 2021 Local Government Elections, due to advice from Australia Post that the delivery and return of postal votes going overseas were not likely to meet the legislated timeframes due to the continued impact of COVID-19. However, postal votes were issued to overseas addresses for the by-election, as they were for other by-elections in 2022.

One postal vote was issued and sent to an overseas address, although it was not returned (before or after the cut-off date to receive postal votes).

Postal voting statistics

Description	Number
Number of postal vote applications received	36
Number of postal votes issued	23
Number of postal vote applications rejected	13
Number of postal votes returned	19
Number of postal votes admitted to the count	14
Number of postal votes rejected	5

The reasons for rejecting postal vote applications were:

- no election (enrolled in different council area, or different ward) (6)
- cancelled by elector (4)
- multiple applications received from same elector (2)
- application received too late (1)

The reasons for rejecting returned postal votes were:

- vote received too late (2)
- returned to sender (2)
- vote dated too late (1)

Early voting

Early voting ran for a 2 week period from Monday 5 September to Friday 16 September at 2 early voting centres; one at the Wagait Shire Council office during council office opening hours, and one at the NTEC office in Darwin during office opening hours. The early voting service at the council office was provided by a council staff member, who is also a very experienced casual electoral officer for the NTEC.

Early voting statistics

Early voting centre	No. of votes issued*
Darwin	8
Wagait Beach	101
TOTAL	109

* Note the number of votes issued does not always equate to the number of votes counted.

Election day voting

Election day was Saturday 17 September. For the by-election, there was one election day voting centre, deemed a remote mobile voting centre, open from 8:00am to 6:00pm.

Election day voting statistics

Voting centre	Location	No. of votes issued*
Wagait Beach	Wagait Shire Council – Community Room 142 Wagait Tower Rd, Wagait Beach	97

* Note the number of votes issued does not always equate to the number of votes counted.

Declaration voting

A person who cannot be found on the electoral roll but is entitled to vote, can be issued with a declaration vote after completing and signing a declaration envelope. Their ballot paper is placed in the envelope and a scrutiny of all declaration envelopes commences the day after election day.

Legislative amendments passed in May 2021 created a savings provision for local government elections that allows eligible electors who are unenrolled at the close of roll date, a chance for their vote to be admitted to the count. During the declaration vote scrutiny process, all declaration envelopes are forwarded to the Australian Electoral Commission (AEC) and eligible electors are added to the roll using the envelope as an enrolment form. Where the entitlement to vote is confirmed, the vote will be admitted to the count. Where voters are unable to be enrolled, or are found to be already enrolled in a different council area in the NT, their declaration vote is rejected.

There were no declaration votes issued for the by-election.

Turnout and participation

Turnout for the Wagait Shire Council by-election was 69.8% based on the number of votes counted, with 220 ballot papers counted from a total enrolment figure of 315. The turnout for the by-election was lower compared with the previous general elections for the council in 2021 (78.6%) and 2017 (75.9%).

The following table details the total number of votes by vote type for those ballot papers admitted to the count.

Number of votes counted by vote type

Vote type	2022 by-election		2021 general elections	
	No. of votes counted	% of total votes	Number of votes counted	% of total votes
Mobile voting team	198	90.0%	183	77.9%
Early voting centres	8	3.6%	23	9.8%
Postal voting	14	6.3%	13	5.5%
Declaration voting	0	0%	2	0.8%
Absent voting*	-	-	14	6.0%
TOTAL	220	99.9%	235	100%
Formal votes	218	99.1%	225	95.7%
Informal votes	2	0.9%	10	4.3

*Absent votes were issued via early voting centres, urban mobile voting teams and election day voting centres located outside the Wagait Shire Council area. There are no absent votes in by-elections.

Turnout and participation statistics

Turnout	Number or percentage
Enrolment at close of roll	315
Total votes counted	220
Turnout rate – by number of votes counted	69.8%

Turnout and participation statistics (Cont.)

Participation	Number or percentage
Postal vote applications rejected (voter eligible)	5
Postal votes not returned	4
Postal votes returned but rejected	5
Excuses lodged during election period*	6
Total additional participation	20
TOTAL	240
Participation rate	76.2%

*Prior to the commencement of non-voter actions

Informality

Of the 220 ballot papers counted, two (or 0.9%) were deemed to be informal and therefore not counted. Both of the informal ballot papers were assumed to be intentionally informal.

ELECTION OUTCOMES**Voting system**

The voting system for local government by-elections where there is just one vacancy to fill is the preferential system. This means:

- electors must number all the boxes on their ballot paper sequentially starting with the number one for their first choice for their vote to be formal.
- for a candidate to be elected they must receive more than 50% of the formal votes.
- first preference votes for each candidate on the formal ballot papers are counted. If no candidate receives more than 50% of the formal votes, a distribution of preferences is conducted until a candidate does.

Vote counting – election day

Vote counting began immediately after the close of voting at 6:00pm on election day. A count of first preference votes was undertaken at the Wagait Beach election day voting centre, for those ballot papers issued there, and phoned through to the NTEC Darwin office which was the main scrutiny centre for this by-election.

Post-election day counts

- An initial count of the early votes cast at the Darwin early voting centre and the postal votes received up to election day were counted at the scrutiny centre on the Monday morning following election day (19 September). This was immediately followed by a fresh scrutiny of both counts.
- A fresh scrutiny of the early and election day votes cast at the Wagait Shire Council office was conducted on the Monday morning after election day at the scrutiny centre.
- Following the deadline for the receipt of postal votes at 12 noon on Friday 30 September, an initial count of the second and final intake of postal votes was conducted at scrutiny centre. This was immediately followed by a fresh scrutiny of the count.

Results from all counts, on and after election day, were published on the NTEC website at the conclusion of the count.

Final result

After the count of the final intake of postal votes for the by-election was conducted after 12:00 noon on Friday 30 September, the total first preference count for each candidate was as follows:

Candidate	First preference votes
Kate CRANE	62
Sarah SMITH	124
Alan AMEZDROZ	32
TOTAL	220

The number of votes required to be elected as per the preferential voting system (more than 50% of the formal votes) was 111. One candidate received more than 50% of the first preference votes. **Sarah SMITH** was therefore deemed the successful candidate and a distribution of preferences was not required.

Declaration of the election results

A letter to the CEO of the Wagait Shire Council certifying the result of the by-election, and a letter to the Minister for Local Government advising of the result, was sent 20 September 2022. This was prior to the final count conducted on the 30 September, as the number of outstanding postal votes was not enough to change the result of the election.

Non-voters

After an election, all enrolled electors not marked off as having voted are compiled into a list of non-voters. This list is then cleansed to remove people who did make an effort to participate in the election, for example; those who had postal vote applications rejected, electors who updated their enrolment to indicate they are overseas, electors who updated their enrolment to a different council area after the close of roll date and electors who provided a valid excuse for not voting during the election period, among others. The NTEC also removes electors aged over 70 and those in special category enrolment (like itinerant voters) who are likely to have a valid excuse for not voting but may be unable to communicate this easily.

The final list saw 71 initial infringement notices sent to non-voters on 20 October. 47 follow up letters for those non-voters who did not reply was sent on 24 November, with Thursday 22 December the final day for non-voters to respond.

Non-voter statistics

Non-voter action	Number	%
First notices mailed	71	
Second notices mailed	47	
Replied – penalty paid	13	8.3%
Replied – valid and sufficient reason provided	24	33.8%
Replied – reason not valid, penalty not paid	1	1.4%
Returned unclaimed and endorsed RTS	16	22.5%
No reply and no RTS mail	17	23.9%

PUBLIC AWARENESS

Campaign overview

The NTEC developed a communications plan for the Wagait Shire Council by-election which was shared with the council. The campaign covered various phases of the election including promoting awareness and enrolment, nominations, postal voting, early voting, election day voting and results.

The NTEC had a website, targeted social media campaign, direct messaging to electors, media engagement, statutory advertising, banners and posters, a stakeholder newsletter and other community activities.

The Wagait Shire Council also promoted the election through their own community newsletter, via their website, by putting up the NTEC's election banners and posters in the Wagait area and through word of mouth.

Website

The website for the by-election was launched in August and provided comprehensive information for candidates and electors. The site was designed to be the primary source of information for voters about enrolment and voting options, times and locations of voting centres, as well as results.

For candidates, the site also provided information about nominating, campaigning, voting and scrutineering processes.

Social media campaign

The NTEC posted a series of paid and non-paid Facebook and Instagram posts which included engaging videos and images.

Type	Reach*	Engagement#	Timing
Paid image post – nominations now open	2,000	181	17 August
Newsletter link	133	9	2 September

*Reach is defined as the measurement of how many people were exposed to the post

Engagement is defined as the measurement of how many people have taken any type of action on the post

Direct messaging to voters

Any elector who has provided either their mobile phone number or email address (or both) are able to be contacted directly by the NTEC to provide election information. Eligible electors in the Wagait Shire Council area received three direct messages during the election period.

The three rounds of messaging provided information about:

- **Enrolment** – electors who were, at the time, enrolled in the Wagait Shire Council area were advised of the by-election, the important dates and their requirement to vote. Electors were encouraged to update their enrolment if it was no longer current. This round of messaging often removes more electors from the council area as they update their address, than add to it.
- **Voting has started** – electors were provided the dates, location, and opening hours of the early voting centres, as well as a link to the list of candidates.
- **Last day to vote** – those electors who had not early voted or applied for a postal vote were sent further messaging remind them to vote, and information about election day voting centres.

Both the 'enrolment' and 'voting has started' emails also provided information and a link to apply for a postal vote, and reminded voters that voting, even in council by-elections, is compulsory.

Direct messaging statistics

Message	No. of emails sent	Date sent	No. of SMS sent	Date sent
Enrolment	175	16 August	206	16 August
Voting has started (early voting)	157	5 September	191	5 September
Last day/s to vote*	8	16 September	188	16 September
TOTALS	340		585	

*Sent only to electors who had not voted. Email only sent if no mobile phone number provided.

Statutory advertising

The NTEC is required to place statutory advertisements throughout an election cycle within the relevant newspaper for the election area. Statutory advertising for the Wagait Shire Council by-election was placed in the NT News.

Type	Timing
Statutory advertisement 1 – call for nominations	19 August
Statutory advertisement 2 – list of candidates and early voting centres	6 September
Statutory advertisement 3 – list of election day voting centres	17 September

Banners and posters

The NTEC provided four metre banners and developed an A3 sized poster to the council, whose staff put them up at the ferry terminal, the shop and around the council office area.

Newsletter

The NTEC sent one newsletter specific to the Wagait Shire Council which provided an overview of all relevant topics of the by-election. This newsletter was sent to NTEC's email database of approximately 900 email addresses with the following reach:

Type	Opens %	Clicks %	Timing
Newsletter 1	42.9%	9.1%	2 September

Other public awareness activities

The NTEC hosted a stall at the Seniors' Expo on Saturday 30 July which is coordinated by COTA and promoted awareness of the Wagait Shire Council by-election, as well as enrolment. The week before, the NTEC also had signage and handouts promoting the by-election at the Australian Electoral Commission's stall at the Darwin Show.

FINANCIAL DISCLOSURE

Part 8.6 of the new *Local Government Act 2019* introduced new requirements for all candidates in local government elections, including by-elections, to submit to the NTEC campaign donation returns covering a prescribed disclosure period. Disclosure and publication of such returns aims to provide greater transparency of candidate funding during election campaigns.

Donation disclosure at the local government level in the Northern Territory requires candidates to submit information about any donations or loans (whether cash or non-cash) they receive for use in a local government election campaign. This information must be submitted to the NTEC within a legislated timeframe. The NTEC must then make this information available for public viewing by publishing the returns on its website, and having a hardcopy available in its office.

The campaign donation disclosure requirements for local government elections are much smaller and less complicated than those required for Legislative Assembly elections for example:

- only candidates are required to submit a campaign donation return
- only one campaign donation return is required (post-election)
- the return only needs to disclose donations/loans received over one disclosure period
- no return is required if donations/loans received do not meet the threshold.

These new financial disclosure requirements came into effect from 1 July 2022, and were therefore applied to the Wagait Shire Council by-election.

The key dates of financial disclosure obligations for the by-election were:

Election day	17 September 2022
Disclosure period	1 July – 17 October 2022
Return due date	26 November 2022

No campaign donation returns were received for the Wagait Shire Council by-election.

CORPORATE MANAGEMENT

Information and Communications Technology (ICT) support

Due to the small numbers of electors, and associated cost, no electronic mark-off of electors was used for the by-election.

The Department of Corporate and Digital Development (DCDD) still provided its standard support to the NTEC for this by-election, in the form of ICT incident monitoring, response and escalation, elevated support for the commission's election management system and website, particularly with the publishing of count results.

Premises

The NTEC Darwin office was used as the Darwin early voting centre and the scrutiny centre for the conduct of counts. The use of the NTEC's office is at no cost to the council.

As part of the SLA for the by-election, the Wagait Shire Council provided space at the council office for early voting services and the community room as an election day voting centre and scrutiny centre. The council office was also provided as a venue for the candidate information session and training of election staff.

Staffing

The day-to-day operations of the by-election were managed internally by the NTEC's permanent staff and was supplemented by casual staff identified from the commission's casual election staff database.

The main casual staff member employed to issue votes is also a council staff member, and is experienced in providing voting services in the Wagait Beach area.

Positions	No. of casual positions
Early voting centre staff	1
Election day voting centre staff	2
Urban mobile voting teams	0
Count staff	0
Other operations staff*	2

* e.g. postal voting, materials

All casual staff, with the exception of the additional operations staff, are provided a face-to-face training as well as manuals for their positions.

Election costs

The table below shows the final actual costs for the Wagait Shire Council by-election. These election costs do not include the processing of non-voters. These provided in a separate table over the page.

Expense category	NTEC Operations	Postal voting	Remote voting team	Total
Advertising	\$1,663			\$1,663
Materials	\$640			\$640
Postage		\$77		\$77
Staff wages	\$1,375		\$2,846	\$4,221
Vehicle hire	\$145			\$145
Sub-total	\$3,823	\$77	\$2,846	\$6,746
Corporate overhead 15%				\$1,012
Sub-total				\$7,758
GST 10%				\$776
			TOTAL	\$8,534

Non-voter costs

Expense	Number	Cost
Cost of first notice – printing, postage and envelopes	71	\$307
Cost of second notice – printing, postage and envelopes	47	\$270
Cost of returned mail	16	\$48
Event staff – casual	1	\$45
Bank fees for transactions paid through NAB		\$10
Corporate overhead (15%)		\$102
SUB TOTAL		\$782
GST		\$78
TOTAL		\$861
Revenue	13	-\$325
TOTAL INVOICED COST		\$536





**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL COUNCILS**

REPORT ON DETERMINATION NO. 1 OF 2023

1. INTRODUCTION

As a result of amendments to the *Local Government Act 2006* and the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), on 29 June 2022, the Administrator of the Northern Territory, Her Honour the Honourable Vicki O'Halloran AO CVO, issued a request to the Remuneration Tribunal to inquire into and determine the allowance or allowances payable to a member of a local council pursuant to section 7B(1) of the AMSORE Act.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7B(7) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

Emails were sent to all Local Councils in July 2022 advising them of the Inquiry. The Remuneration Tribunal then emailed each Council on Friday, 16 September 2022 and invited submissions and offered to hold a discussion with each Council either in person or through a video link. The Remuneration Tribunal received six submissions and met with all Councils, with the exception of two Councils.

2. EQUITY

The Remuneration Tribunal considers that equity should be the major principle applied in establishing levels of remuneration for elected Councillors throughout the Territory. The Remuneration Tribunal found the existing allowance covering base, electoral allowance and extra meeting fees does not meet this principle as there is a disparity of what is paid to Councillors across the Northern Territory. This disparity has been addressed in this Inquiry and consequent Determination.

3. CATEGORISATION

The Remuneration Tribunal has recognised three categories of Councils being Municipal, Regional and Community Councils.

Municipal Councils are defined as the following:

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

Regional Councils are defined as the following:

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

Community Councils are defined as the following:

- Belyuen;
- Coomalie; and
- Wagait.

4. ELECTORAL ALLOWANCE

Presently there is a differential electoral allowance paid to Councillors where the larger electorates, in a geographical sense, are paid less than the three major Municipal Councils in Darwin, Alice Springs and Palmerston. It is unclear among Councillors with whom the Remuneration Tribunal met, as to the purpose of the Electoral Allowance and the Remuneration Tribunal has been advised that in some cases Councillors see this as part of their remuneration to attend statutory meetings. There is one Council that appears not to pay this allowance to its Councillors.

The Remuneration Tribunal believes the Electoral Allowance should be included with the current base amount to establish a Councillor's Allowance.

5. COUNCILLOR'S ALLOWANCE

The Remuneration Tribunal believes there should be a base Councillor Allowance established. The Remuneration Tribunal considers that this allowance should be lower for Community Councils based on population and geographical size.

In addition to this Allowance, a Professional Development Allowance will be maintained. However, this will now be more flexible to allow Councillors to either bring forward the allowance into a future year or roll it over from a past year.

Finally, the Remuneration Tribunal is concerned that the extra meeting allowance has been restricted and this will now be restructured and more readily accessed by Councillors and Deputy Principal Members.

6. BUILDING ON THE COUNCILLOR'S ALLOWANCE

The base Councillor's Allowance will be \$20,000 per year, but this will be increased based on factors including population, electors, number of wards and geographical size. The Remuneration Tribunal, taking into account these factors, has determined the following allowances:

- | | |
|--|--------------|
| • Darwin | \$31,000 |
| • Alice Springs | \$22,000 |
| • Litchfield | \$22,000 |
| • Palmerston | \$22,000 |
| • All other Municipal and Regional Councillors | \$20,000 |
| • Coomalie | \$7000 |
| • Belyuen | up to \$5000 |
| • Wagait | up to \$5000 |

7. COVERAGE OF COUNCILLOR ALLOWANCE

The Remuneration Tribunal acknowledges that it is important to clearly state what is covered by the Councillor Allowance as there is confusion among Councillors as to the purposes of Allowances.

As such, the Councillor's Allowance is to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies;
- allowance towards costs incurred in servicing constituents in Ward or Council Area;
 - including, but not limited to:
 - donations;
 - organisation sponsorship;
 - membership fees;
 - patron expenses; and
 - constituent support.

8. VEHICLE ALLOWANCE FOR USE OF PRIVATE VEHICLE

Councillors are entitled, in some circumstances, to Vehicle Allowance when attending statutory meetings of Councils and Council approved activities with a cap of \$5000 in a financial year.

This Vehicle Allowance recognises that there are significant travel requirements for some Regional Councillors to attend statutory meetings and it was noted that, at least one Councillor, has a 1500km round trip to attend their meetings.

The Remuneration Tribunal believes that a capped amount should be set aside, and Councillors will be eligible to apply for a vehicle allowance each time they travel to statutory meetings, local authority meetings and approved Council business up to this capped amount. It is recommended that Council staff calculate the distance of travel for Councillors to attend these meetings and use this amount for the provision of each vehicle allowance.

Councillors will be eligible for a vehicle allowance if the Councillor must travel more than 50kms from their home to attend a meeting/activity for a minimum round trip of 100kms, and travel does not occur in a Council supplied and maintained vehicle.

Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Tax Office each year. The current rate for 2022-23 is 78 cents per kilometre.

Vehicle Allowance will be paid in the following circumstances:

- travel to and from statutory council meetings;
- travel to and from official council approved meetings;
- travel to and from approved function representing a Principal Member;
- travel to and from Local Authority meetings;
- travel to and from all meetings of the Council or their sub-committees; and
- travel to and from any additional activity where extra meeting/activity allowance has been approved.

9. EXTRA MEETING / ACTIVITY ALLOWANCE

The Remuneration Tribunal is also concerned that some Councillors do not have access to funds that properly reimburse their travel time when attending extra meetings or activities of the Council.

Presently, there are three differential amounts for extra meeting allowance and the Remuneration Tribunal cannot find justification as to why one Council receives up to 50% more for this allowance than others. The Remuneration Tribunal has determined an Extra Meeting / Activity Allowance of up to \$10,000 for all Deputy Principal Members and Councillors throughout the Territory. This allowance may be accessed by Deputy Principal Members and Councillors as follows:

- additional meetings of a full Council or established sub-committees of council;
- attendance at Local Authority Meetings within the Ward that Councillors represent;
- attendance at any functions representing the Principal Member on official council duties;
- attendance at functions as an invited representative of Council and with Council's approval;
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meeting;

Allowances to be paid to eligible members (excluding Principal Members) are:

1. Fee if activity takes place during normal business hours as follows:

- | | |
|-------------------------|-------|
| ○ Up to 2 hours | \$200 |
| ○ Between 2 and 4 hours | \$300 |
| ○ More than 4 hours | \$500 |

The Remuneration Tribunal has determined an Extra Meeting / Activity allowance for Councillors of Community Councils of up to \$1000 a year, if the extra meeting / activity is approved by Council.

10. PROFESSIONAL DEVELOPMENT ALLOWANCE

The Professional Development Allowance is increased to \$4000 in a financial year, and will now be more flexible. The total amount claimable in a year, is the total of two years being based on the annual allowance, plus one year drawn in advance or one years remaining balance from a previous year. The maximum amount claimable by any Councillor, is the sum total of one year for each year of the elected term.

The Professional Development Activity must be specifically related to the role of a Councillor and approved by the Council. Courses to be encouraged are:

- AICD Company's Director Course; and
- Professional Activity conducted by Local Government Association Northern Territory.

Proof of completion for each stage of the course / activity is required before further payments can be claimed.

11. DEPUTY PRINCIPAL MEMBERS ALLOWANCE

Currently, Deputy Principal Members are paid Base and Electorate Allowance in three groups:

- Darwin;
- Alice Springs and Palmerston; and
- Others.

If the same methodology is also applied to a Deputy Principal Member's Allowance and a Councillor's Allowance is maintained, this allowance will be:

Council	Deputy Principal Member Allowance	Councillor Allowance	Total Allowances
Darwin	\$23,800	\$31,000	\$54,800
Palmerston	\$17,200	\$22,000	\$39,200
Alice Springs	\$16,500	\$22,000	\$38,500
Litchfield	\$16,000	\$22,000	\$38,000
Other Municipal and Regional	\$16,000	\$20,000	\$36,000

There is no additional Allowance for Deputy Principal Members of Community Councils.

12. PRINCIPAL MEMBERS ALLOWANCE

Currently, Principal Members are paid Mayoral and Electorate Allowance in three groups:

- Darwin;
- Alice Springs and Palmerston; and
- Others.

Applying the same methodology for Councillor Allowance, and building on the Councillor Allowance, the Principal Member Allowance has been calculated as follows:

Council	Principal Member Allowance	Councillor Allowance	Total Allowance
Darwin	\$127,200	\$31,000	\$158,200
Palmerston	\$92,000	\$22,000	\$114,000
Alice Springs	\$89,000	\$22,000	\$111,000
Litchfield	\$83,000	\$22,000	\$105,000
Others Town and Regional	\$82,000	\$20,000	\$102,000
Coomalie	\$18,000	\$7,000	\$25,000
Belyuen	\$20,000	\$5,000	\$25,000
Wagait	\$5,000	\$5,000	\$10,000

13. VEHICLES FOR PRINCIPAL MEMBERS OF TOWN AND REGIONAL COUNCILS

In discussions with Councils, the Remuneration Tribunal was advised that some Principal Members are provided with a Council maintained vehicle. It is considered that this allowance should be included in the Determination.

The Remuneration Tribunal has determined that if the Principal Members has not been given a vehicle by the council, they are entitled to an allowance. The Remuneration Tribunal has determined the vehicle allowance of \$25,000 per financial year.

Principal Members of Regional Councils are to be offered a Council maintained vehicle or a vehicle allowance of \$40,000 per financial year. This recognises the high cost of maintaining vehicles in the Regional areas.

The Vehicle Allowance will be paid each fortnight or monthly.

14. TRAVEL ALLOWANCE

Councillors who are required to stay away from home overnight on Council approved business will be entitled to Travel Allowance.

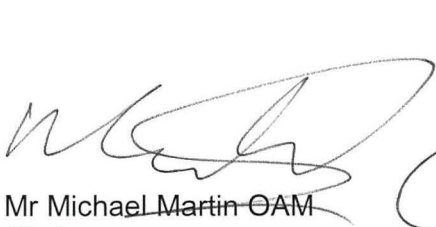
The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2021/6 or any subsequent Taxation Determination made in substitution of that Determination.

15. FUTURE INQUIRIES

This is the first inquiry into Members of Local Government Council Allowances by an independent body and it would be enhanced if a follow up inquiry by the Remuneration Tribunal can be conducted in 2023, to review the impact of the allowances that have been established. Such an Inquiry will also allow Councils and Councillors to raise any issues that have resulted from the implementation of this Determination.

16. APPENDIX A

Appendix A provides a comparison between existing and new allowances.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 24 January 2023

APPENDIX A to the Report on Allowances for Members of Local Councils

Comparison of Existing Allowances with New Allowances

Municipal and Regional Councils

ALLOWANCE COUNCIL	CURRENT	NEW
Councillors Katherine & Regional	\$18,454	\$20,000
Alice Springs	\$21,430	\$22,000
Palmerston	\$21,430	\$22,000
Litchfield	\$21,430	\$22,000
Darwin	\$30,706	\$31,000

Mayor Total Allowance

Katherine & Regional	\$94,888	\$102,000
Litchfield	\$94,888	\$105,000
Alice Springs	\$110,704	\$111,000
Palmerston	\$110,704	\$114,000
Darwin	\$158,144	\$158,200

Deputy Mayor Total allowance

Katherine & Regional	\$32,720	\$36,000
Litchfield	\$32,720	\$38,000
Alice Springs	\$38,173	\$38,500
Palmerston	\$38,173	\$39,200
Darwin	\$54,531	\$54,800

Community Councils

Councillors Belyuen	\$4,503	\$5,000
Coomalie	\$4,000	\$7,000
Wagait	\$653	\$5,000
Mayor Belyuen	\$25,039	\$25,000
Coomalie	\$27,848	\$30,000
Wagait	\$3,631	\$10,000



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL GOVERNMENT COUNCILS**

DETERMINATION NO. 1 OF 2023

Under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Municipal Councils are the following:

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

Regional Councils are the following:

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

Community Councils are the following:

- Belyuen.
- Coomalie; and
- Wagait.

Financial Year is the period from 1 July to the 30 June.

Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
 - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
 - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is defined in the *Local Government Act 2019* as an elected member of a Local Council:

2. ALLOWANCES

The following allowances will be paid annually.

COUNCILLORS' ALLOWANCE

Darwin	\$31,000
Palmerston	\$22,000
Alice Springs	\$22,000
Litchfield	\$22,000
Other Municipal and Regional	\$20,000

Community Councils

Coomalie	\$7000
Belyuen	up to \$5000 as approved by Council
Wagait	up to \$5000 as approved by Council

DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$127,200
Palmerston	\$92,000
Alice Springs	\$89,000
Litchfield	\$83,000
Other Municipal and Regional	\$82,000

Community Councils

Coomalie	\$23,000
Belyuen	up to \$20,000 as approved by Council
Wagait	up to \$5000 as approved by Council

3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies;
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
 - Including, but not limited to:
 - donations;
 - organization sponsorship;
 - membership fees;
 - patron expenses; and
 - constituent support.

4. EXTRA MEETING / ACTIVITY ALLOWANCE

4.1. An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Municipal and Regional Councillors and Deputy Principal Members of those Councils. The allowance may be accessed as follows:

- additional meetings of full Council or established sub-committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;
- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions as an invited representative of Council and with Council's approval; and
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

4.2. Allowances to be paid to eligible members (not including Principal Members) are:

- Fee if activity takes place during normal business hours as follows:
 - up to 2 hours \$200
 - between 2 and 4 hours \$300
 - more than 4 hours \$500
- An Extra Meeting / Activity Allowance of up to \$1000 per financial year, can be paid to Councillors of the Community Councils, when attending an extra meeting / activity approved by the Council.

5. PROFESSIONAL DEVELOPMENT ALLOWANCE \$4000 PER YEAR

- 5.1. Professional Development Allowance is \$4000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members, Councillors of Municipal and Regional Councils.
- 5.2. Professional Development Allowance up to \$1000 per financial year, may be claimed by all Principal Members and Councillors of Community Councils if approved by the Council.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The AICD Company's Director Course should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory (LGANT).
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

6. VEHICLE ALLOWANCE

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel involves 50kms from home base, and is capped at \$5000 per financial year, travel does not occur in a Council supplied and maintained vehicle, and the Councillor is not in receipt of a motor vehicle provisions in Clause 7 below.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office each year and is 78 cents a kilometre in 2022-23.
- 6.3. Vehicle Allowance will be available in the following circumstances:
 - travel to and from statutory Council meetings;
 - travel to and from official Council approved meeting;
 - travel to and from approved function representing the Principal Member;
 - travel to and from Local Authority Meetings;
 - travel to and from all meetings of Council or their sub-committees; and
 - travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.

7. PROVISION OF MOTOR VEHICLE

- 7.1. If Principal Members of Municipal and Regional Councils are not given a Council maintained vehicle they can receive a Vehicle Allowance.
- 7.2. The Vehicle Allowance, which will be paid fortnightly or monthly, will be:
 - \$25,000 per year for Municipal Principal Members; or
 - \$40,000 per year for Regional Principal Members.

8. TRAVEL ALLOWANCE

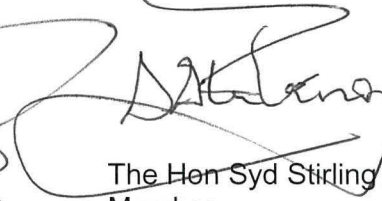

Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2021/6 or any subsequent Taxation Determination made in substitution of that Determination.

9. GENERAL

9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal

The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 24 January 2023



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL AUTHORITIES**

REPORT ON DETERMINATION NO. 1 OF 2023

1. INTRODUCTION

As a result of amendments to the *Local Government Act 2006* and the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), on 29 June 2022, the Administrator of the Northern Territory, Her Honour the Honourable Vicki O'Halloran AO CVO, issued a request to the Remuneration Tribunal to inquire into and determine the allowance or allowances payable to a member of a local authority pursuant to section 7E(1) of the AMSORE Act.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7E(9) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

Emails were sent to all Local Government Councils in July 2022 advising them of the Inquiry. The Remuneration Tribunal discussed this Inquiry during meetings with Local Government Councils.

2. CURRENT SITUATION

There are Local Authorities within nine Regional Councils and the number of Local Authorities in these Councils range from three to thirteen. The current allowance for members to attend meetings is just over \$100 and \$140 for the Chair of a Local Authority. Many Regional Councils advised that the Local Authorities are under resourced.

The Department of the Chief Minister and Cabinet's Local Government Division is currently conducting a review of Local Authorities and confirmed that they would remain an important aspect of Local Government in Regional Councils.

3. IMPORTANCE OF AN ADEQUATE ALLOWANCE

It is important that Local Authorities are viewed as a critical function of Councils by the residents of Regional Councils and that the allowances paid are commensurate with payments for attending similar meetings within the community. Therefore, the Remuneration Tribunal believes that the current level of allowance is inadequate and has established the following allowances.

The Chair of a Local Authority will be paid as follows:

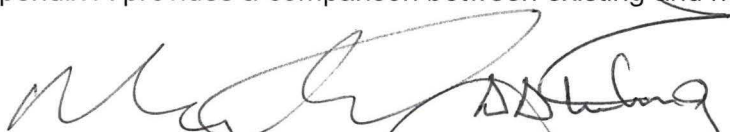
- If the meeting is held up to 2 hours \$300
- If the meeting is held between 2 to 4 hours \$450
- If the meeting is held for more than 4 hours \$600

A Member of a Local Authority will be paid as follows:

- If the meeting is held up to 2 hours \$200
- If the meeting is held between 2 to 4 hours \$300
- If the meeting is held for more than 4 hours \$400

4. APPENDIX A

Appendix A provides a comparison between existing and new allowances.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal

The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 24 January 2023

APPENDIX A to the Report on Allowances for Members of Local Authorities

Comparison of Existing Allowances with New Allowances

Local Government Authorities

POSITION	Period	CURRENT	NEW
Chair	Up to 2 hours	\$140	\$300
	2 to 4 hours	\$140	\$450
	More than 4 hours	\$140	\$600
Member	Up to 2 hours	\$110	\$200
	2 to 4 hours	\$110	\$300
	More than 4 hours	\$110	\$400



NORTHERN TERRITORY OF AUSTRALIA REMUNERATION TRIBUNAL

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL AUTHORITIES

DETERMINATION NO. 1 OF 2023

Under section 7E of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Local Authority is defined in the *Local Government Act 2019* as established by a Council under section 76.

The Chair of a Local Authority is defined in the *Local Government Act 2019* as in section 98.

A Member of a Local Authority is defined in the *Local Government Act 2019* as a member of an audit committee, a council, a council committee of a local authority.

Financial Year is the period from 1 July to the 30 June.

2. ALLOWANCES

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$300
If the meeting is held between 2 to 4 hours	\$450
If the meeting is held for more than 4 hours	\$600

A Member of a Local Authority will be paid as follows:


If the meeting is held up to 2 hours	\$200
If the meeting is held between 2 to 4 hours	\$300
If the meeting is held for more than 4 hours	\$400

3. GENERAL

- a. Pursuant to section 7E(9) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:
- the next financial year if the report is made on or before 1 February; or
 - from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 24 January 2023

2023 WAGAIT SHIRE CALENDAR



January	
Tue 17	Ordinary Council Meeting (7.00pm)
Thur 26	Australia Day Event & activities (7:00am – 1:00pm)
February	
Tues 14	Audit Committee Meeting (9.30am)
Tue 21	Ordinary Council Meeting (7:00pm)
March	
Fri 3	TOPROC Meeting
Sat 11	International Women’s Day march and BBQ event (4:30-7:30pm)
Wed 15	Emergency Committee Meeting (6:30pm)
Tue 21	Ordinary Council Meeting (7:00pm)
TBC	Council Budget workshop
April	
Mon 10 - Fri 14	Youth Week Event – Youth Festival / School Holiday program
Sat 15	Community Consultation (10:00am)
Tue 18	Ordinary Council Meeting (7:00pm)
Wed 19 - Thur 20	LGANT GM and conference Alice Springs
Wed 26	ANZAC Day (9:00am)
May	
Tue 9	Audit Committee Meeting (9.30am)
Tue 16	Ordinary Council Meeting
Fri 19	National Walk to School Day (7:00-8:00am)
Mon 29	Reconciliation Day event (4:00-7:00pm)
June	
Wed 7	Emergency Committee Meeting (6:30pm)
Tue 20	Ordinary Council Meeting (7:00pm)
Mon 26 - Fri 30	School Holiday Program
July	
Sat 1	Territory Day (6:00-9:00pm)
Sat 15 - Sun 16	Wagait Arts Festival & Exhibition
Tue 18	Ordinary Council Meeting (7:00pm)
August	
Tue 8	Audit Committee Meeting (9.30am)
Tue 15	Ordinary Council Meeting (7:00pm)
TBC	Seniors Month events
September	
Wed 13	Emergency Committee Meeting (6:30pm)
Tue 19	Ordinary Council Meeting (7:00pm)
October	
Mon 2 - Fri 6	School Holiday Program
Tue 10	Audit Committee Meeting (9:30am)
Tue 17	Ordinary Council Meeting (7:00pm)
November	
Sat 11	Community Consultation (10:00am)
Wed 15	International Men’s Day BBQ event & activities (6:00-9:00pm)
Tue 21	Ordinary Council Meeting (7:00pm)
December	
Wed 13	Emergency Committee Meeting (6:30pm)
Tue 19	Council Christmas Party (6:00-9:00pm)