



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, WAGAIT TOWER ROAD
7PM MONDAY 17 APRIL 2023**

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

Date: **Monday 17 April 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 17 April 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 XXX 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 21 March 2023

**Resolution No. 2023/
That the Minutes of the Ordinary Meeting of Tuesday 21 March 2023 be confirmed by Council as a true and correct record.
Moved:
Seconded:
Vote:**

3.2. Matters arising from Minutes of Council Meeting Tuesday 21 March 2023

- Ferry cancellations and responsibility/duty of care for school children on their way to school
- Incident at Cullen Bay (injured child)
- Concerns for the upcoming dry season visitor impact
- Potholes in Head Cr
- Powerbox on council verge in Delissa Dr

4. GUESTS – Nil

5. INWARDS AND OUTWARDS CORRESPONDENCE

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

5.1 Inwards Correspondence

Date	From	About	
19/03/2023	Howard & Sons Pyrotechnics	Application for fireworks for Territory Day 2023	email
24/03/2023	Minister for Local Govt	Funding applications - \$90,910 for new tipper truck and \$142,644 for outdoor fitness equipment	email
24/03/2023	Dept Chief Minister & Cabinet	Remuneration Tribunal Determination	email
27/03/2023	Cox Pen Vol Bushfire Brigade	Community Grants Round #2 application	email
27/03/2023	Wagait Beach Fishing Club	Community Grants Round #2 application	email
28/03/2023	Contractor Accreditation Limited	Accreditation certificate - expires 30 March 2024	email
28/03/2023	Dept Territory Families	Executed Grant agreement Youth Week	email
28/03/2023	Grants NT	Grant application for NT Men's Places Grants Program has been received	email
30/03/2023	NT Disaster Ready Fund	Cox Peninsula Natural Disaster Reduction Plan	email
4/04/2023	Dept of Infrastructure, P&L	Mandorah ferry operations - matters raised	email
4/04/2023	Minister Lawlers Office	Follow Up - Wagait Shire Council	email
4/04/2023	Resident	Hard Waste - request for opening hours on weekends to include mornings	email
5/04/2023	Resident	Notification of approval of Australian Citizenship - invitation to hold ceremony at Wagait Beach	email
5/04/2023	Crown Land	Thank you email to Crown Land regarding visit to Wagait Beach to discuss current drainage concerns	email
5/04/2023	Dept of Chief Minister & Cabinet	Feral Pig Management	email
5/04/2023	Crown Land Office	Wagait Shire issues update and OL requests	email
6/04/2023	Core Lithium	Core Lithium Community Grants Program	email
6/04/2023	Ironbark & Belyuen Council	NT Recycling Modernisation Fund - Partnership agreement for funding purposes	email
11/04/2023	Dept of Chief Minister & Cabinet Local Government	Draft guidelines for the management of human remains - consultation	email
12/04/2023	NT Health	Application - Healthy Lifestyle Grants 2022-2023	email
12/04/2023	LGANT	Chief Minister Round Table issues	
12/04/2023	Water Resources	Annual Announced Allocations - formal notice	email
13/04/2023	LGANT	Local Emergency Committees	email
13/04/2023	Dept Chief Minister & Cabinet Local Government	Community Places for People grant program	email

5.2. Outwards Correspondence

Date	To	About	
21/03/2023	Erynn Gould	Letter of support to assist with achieving sports goals	email
23/03/2023	Dept Territory Families	Signed Agreement - Wagait Beach Youth Week	email
23/03/2023	LG Grants	Roads Return Data	email
24/03/2023	Rate payers	2 x overdue reminder notices	email
24/03/2023	Sureline - Debt Collectors	2 x recovery for debt letters	email
29/03/2023	St John	Provide Cardiopulmonary Resuscitation course	email
2/04/2023	Dept of Infrastructure, P&L	Signed Agreement for phases 1,2 and 3 of the Local Roads and Community Infrastructure Program	email
3/04/2023	Howards Fireworks	Signed application for fireworks display at Wagait Beach	email

4/04/2023	Resident	Hard Waste open hours	email
4/04/2023	Residents	15 x Dog Renewal overdue notices	email
4/04/2023	Crown Land Office	Wagait Shire issues update and OL requests	email
5/04/2023	Resident	Australian Citizenship ceremonies in Wagait Beach	email
6/04/2023	Administrator of the NT	Attendance Briefing for the NT Administrator visit	email
12/04/2023	NT Health	Healthy Lifestyle Grants - 2022-2023 - Signed application	email
13/04/2023	Dept Environment, Parks	Response to Container Deposit Scheme discussion paper	email
13/04/2023	Residents	Invitations to Morning tea with NT Administrator	email
13/04/2023	LGANT	Chief Minister Round Table issues for LGANT conference	email

Resolution No. 2023/

That Council receives and notes the Inwards and Outwards correspondence reports for the period since the March 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 20 March 2023 to 14 April 2023.

Moved:

Seconded:

Vote:

7. OFFICERS' REPORTS

7.1. CEO/Acting CEO Report for the period 20 March 2023 to 14 April 2023

Staff, HR, PD & Training	<ul style="list-style-type: none"> • Staff Leave HP (AL 7 Apr > 19 May); RG (PL 26-30 Apr) PW (LSL 7 May > 2 June) • Records Management (FC, PW) ; 5 April • All staff attended CPR Refresher ; 12 April
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 x3 • Meeting with Crown Land Office (CLO) re S226 and RUA ; 23 Mar • DCMC Top End Regional Coordination Committee; 27 Mar • Correspondence with CLO re Occupational Licenses ; 28 Mar • TOPROC CEO's meeting on 2030 strategy ; 29 Mar • Darwin Legal Services community consultation ; 29 Mar • Budget preparation > council workshop ; 30 Mar

	<ul style="list-style-type: none"> • Belyuen CEO collaborative projects ; 23 Mar, 5 Apr • Development Assessment Meeting 2023; • Minister Infrastructure meeting ; 3 Apr • WALGA salary workforce meeting ; 4 Apr • Local Member meeting ; 5 Apr • LGANT Cybersecurity WG meeting ; 5 Apr • Ongoing email issues with Microsoft resolved ; 12 Apr • Response to Container Deposit Scheme discussion paper ; 12 Apr • JLT Insurance annual declaration ; 14 Apr • LGANT conference Alice Springs ; 19-20 Apr • ANZAC event preparations ; ongoing <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident enquiries regarding verge drainage on Erickson, Massey, WTR • Resident concerns regarding wandering dogs & wild-dog presence in community • Resident concerns about feral pigs at sportsground • Resident enquiries about street & tourism signage • Resident enquiries about citizenship ceremonies • Resident concerns regarding Cox Pen Rd hazards and safety
<p>Actions</p>	<p><u>Governance</u></p> <ul style="list-style-type: none"> • Preparation of minutes for WSC mtg • Review of Work Health & Safety Manual • Response to the DEPWS Container Deposit Scheme discussion paper • Review the draft Guidelines for the management of human remains • Funding submissions and acquittals <p><u>Sport & Active Recreation Programs</u></p> <ul style="list-style-type: none"> • Sport & Rec Manager coordinated and facilitated Ride 2 School, school holiday program activities and Auskick program development with Belyuen. • The making of 'Our Place' documentaries by local youth will be showcased on the new inflatable movie screen with projector and speakers at Cloppenburg Park on 14 April. • Youth Program: pop-ups continue with YDO coordinating activities including Balanced Choice and Buildup Skate sessions. Youth Pilates will commence Term 2. • Seniors Program: Weekly Yoga and Pilates have recommenced, and both are well attended. Planning for the 2023 program is currently underway, including healthy cooking workshops with Jenny Foley and excursions for Senior's month. <p><u>Current Procurement</u></p> <ul style="list-style-type: none"> • 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 dry season 2023. • Design & Construct for Re-Discovery Centre (\$125k) ; assessment of tender documents delayed due to procurement panel availability. • Resurface sport court (\$30k) and & solar lights (\$50k) ; services & assets to be installed in dry season 2023. • Tipper-truck (\$115k) under review • Condensed exercise equipment (\$145k) • Road Safety Audit & condition report (\$30k) <p><u>Current Special Purpose Grants Applications Pending/Current</u></p> <ul style="list-style-type: none"> • LCRI-PH4 (\$30k) ; roads/verge maintenance, court fence • WaRM #3 (\$75k) ; ReDiscovery centre, FOGO contribution • Alcohol & Drug program 2023; Wagait Youth Leadership Program (\$20k), successful • Tourism Town Asset program; solar lights (\$50k) & resurface court (\$30k), successful

	<ul style="list-style-type: none"> • Strong and Resilient Communities (SARC); Women’s program 2023-25 (\$360k), pending • DCMC IPG ; Tipper-truck (\$90k), Cloppenburg Park Exercise Station (\$142k), successful • TFHC ; Men’s Places (\$10k), pending • DITT CBF ; Skate Park Stage 2 (\$250k), pending • DITT ; Recycling Modernisation Fund (\$24k) ; pending • NTPFES ; Eol for Disaster Ready Fund (\$1.4M) ; unsuccessful, feedback requested <p><u>Reporting</u></p> <ul style="list-style-type: none"> • LRCI - all phases progress reports for Q3 completed • Tourism Town Asset (80k) interim report completed • NTGC Roads Report completed • International Women’s Day (\$3k), in progress • Youth Week 2023; Film Festival (\$2k), in progress • Youth-Vibe School Holiday program (\$4k), in progress <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • April Council e-newsletter • Community Update – Council Communications • Facebook & poster communications re: <ul style="list-style-type: none"> ○ Setting of dog traps ○ International Women’s Day event ○ Container Deposit Scheme
Events	<p><u>Community Events</u></p> <ul style="list-style-type: none"> • Rise 2 School ; Fri 24 March • Memorial Garden busy-bee ; 12 April • Wagait Youth Film Screening ; Fri 14 April • Administrator NT site visit ; 10-11am Tues 18 April • ANZAC Commemorations ; Tues 25 April • Community Consultation meeting ; 7pm Thur 4 May

7.2. Works Manager’s Report for the period 20 March 2023 to 14 April 2023

Staff/HR, PD & Training, WHS	<ul style="list-style-type: none"> • Leave ; Jim Allcorn (RDO-1, AL-5) • Leave ; Rowan Roberts (RDO-1, PL-1) • Traffic Management (ETAS) - JA • First Aid CPR refresher - RR
WHS	<ul style="list-style-type: none"> • Incidents > NIL
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 12 • Water Samples x 8 • Imaluk water compound maintenance (weed control, mow and snip) x 2
Actions	<p><u>Jetty Maintenance (contract works)</u></p> <ul style="list-style-type: none"> • Jetty wash x 12 • Jetty carpark verge maintenance (weed control, mow and snip) x 2 • Life Ring and Wheelie Bin Replaced back on jetty due to vandalism • Boat ramp algae removed • Jetty landing barnacles removed <p><u>Waste Management</u></p>

	<ul style="list-style-type: none"> • Green Waste push up x 10 and burn x 1 • Council bins in, out & cleaned weekly x 30 • Clean up at hard-waste compound ongoing <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x3 • Several wandering dogs reported and followed up on Cox & Milady • Dog Trap has been placed in southern end of Baluria to snare roaming wild-dogs and has been monitored every morning with no result • Feral pig incident reported at sportsground <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 x 2 • RUA weed removal planning <p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Weed poisoning and removal from verges/drains • Vehicle crossover rehabilitation for properties on Massey • Repaired potholes Wagait Tower Rd • Trimming trees on verges and in drains • Mahogany trees removal from Delissa beach access ongoing • Mowing estate verges on going • Drain & easement in Erickson was inspected as residents request <p><u>Vehicle and Plant</u></p> <ul style="list-style-type: none"> • Kubota mower re-registered • New deck for mower ordered • General maintenance of workshop equipment
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Resolution No. 2023/
That council receives and accepts the Officers' reports for 20 March to 14 April 2023.
Moved:
Seconded:
Vote:

8. ACTION SHEET for the period 20 March 2023 to 14 April 2023

Item	Res No	Resolution	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.
			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.
			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.
			04/04/2023	President White and CEO met with Minister for Infrastructure, Education and Territory Development to discuss a range of issues including water reticulation, waste transfer station, local transport & childcare services. The Minister will arrange to come out to Wagait to announce successful tender for MMF and discuss other issues in May.
2	2020/101 2020/113	Local Area Planning, Environment and Climate Change	21/07/2020	Council noted submission from Kevin Hoult regarding maintenance of RUA beach access and requested follow up with Crown Land to consider options for further works in RUA.
			18/08/2020	Council noted information provided in the Climate Change Risk Assessment and Adaption Planning Report and requested a briefing and action plan proposal be presented at the September meeting.
			9/09/2020	Shire President and CEO met with Crown Lands Estate representatives on 5 August to discuss beach access on RUA's at Baluria, Erickson, WTR and Delissa.
			15/10/2020	Refer Agenda Items 10.5 and 10.6 : Climate Change Action Plan and Grant Application to NT CMC NT Risk Reduction Program
			12/02/2021	CEO and VP Dyer met with DIPL Planning Directors on 24 September to discuss process for Local Area Planning and related issues.
			12/03/2021	Further emails with photos have been sent to the DIPL Crown Land Estate (CLE) with request for intervention such as a boundary survey of beachfront properties. Nil response to date.
			20/04/2021	Grant Application to NT CMC NT Risk Reduction Program unsuccessful.
			14/05/2021	Next steps: Seek quotes for road remediation, surveying and signage to support funding applications.

		10/06/2021	CEO met with NTRRF Panel Chair on 10/06/21. Outcome advice is anticipated in July. CEO met with Kevin Hoult and discussed action to date and he agreed that an overall plan for the beach access development and RUA management was required. He has offered to provide further drawings if needed.
		20/07/2021	NTRRF submission again unsuccessful however NTES have been advised to work with us to create an LEP. CEO met with Department Environment, Parks and Water Security (DEPWS) regarding RUA and a proposal for Council to assume responsibility has been suggested. Locks replaced at Imaluk Beach RUA access. Further meeting dates TBA.
		13/08/2021	Requests from Several requests from residents received to open the Erickson Beach vehicular access for sailing in July/August. Significant quad damage to dunes west of Imaluk reported after both long weekends. RUA access gate found open/unhinged (vandalised) and has been repaired.
		15/10/2021	Meeting held with CLE & DEPWS on 15 October at WSC offices to discuss proposal for conservation and maintenance of the beach access points through the coastal reserve and RUA.
		12/11/2021	CLE has confirmed 5 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.
		14/04/2023	Occupational licenses for Baluria and Erickson beach carparks have been submitted and costs for planning, carpark remediation and signage has commenced. A funding submission to CPP (DCMC-LG Unit) will be submitted.
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.
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. Eol 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 to 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
21/02/2023	Future action – write to the Chief Minister/Minister for Health
14/04/2023	Access to health services and medical centre staffing raised with Darwin Legal services, the Minister for Infrastructure & local member again. The issue has also been raised with LGANT for the Ministers round table at the GM & conference in Alice Springs (19-20 April). Pink bus will be stationed at Belyuen 2-5 May & a service for Wagait has been requested.

Resolution No. 2023/

That council receives and accepts the Officers reports for 20 March to 14 April 2023.

Moved:

Seconded:

Vote:

9. FINANCIAL REPORTS

9.1. March 2023 Reports

- 2023 Q3 Snapshot
- Special Purpose Grants
- Balance Sheet including Financial Report and Notes
- Accrual Income and Expenditure Report
- Capital Expenditure Report
- YTD Cash Flow Statement

9.2. March 2023 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/03/2023	WSB Distributors - Breather valve for tractor	\$31.90	
1/03/2023	East By West - sign work for the Wagait Beach Skate Park	\$5,005.00	
2/03/2023	Banyan Contracting - Rego inspection - Kubota Mower	\$60.00	
2/03/2023	NT Sports & Playground Surfacing Pty Ltd - Refurbishment of Sports Court	\$11,846.12	
2/03/2023	RDO Equipment - Air Filters for Tractor	\$684.54	
2/03/2023	Amy Lewis - Australia Day - Face painting	\$250.00	
2/03/2023	air power - 2 x air filter, oil filter and deck belt	\$333.97	
3/03/2023	Troppo - Work for ReDiscovery Centre at Cloppenburg Park	\$4,246.00	
3/03/2023	Harvey Distributors - Cleaning supplies	\$509.48	
3/03/2023	Central Business Equipment - copy and printing charges	\$188.78	
3/03/2023	CBA - Merchant fees		\$48.19
6/03/2023	Contractor Accreditation Limited - Contractors Accreditation fee	\$253.00	
6/03/2023	Power Water - Power water swipe card invoice	\$27.17	
6/03/2023	Severine Meunier - Yoga class for Feb 2023	\$200.00	
7/03/2023	Fleetcare - CEO vehicle leasing		\$1,427.12
7/03/2023	Totally Work Wear - staff uniforms	\$66.00	
7/03/2023	Totally Work Wear - staff uniforms	\$17.00	
7/03/2023	Totally Work Wear - staff uniforms	\$33.00	
7/03/2023	Totally Work Wear - staff uniforms	\$66.00	
7/03/2023	Totally Work Wear - staff uniforms	\$17.00	
7/03/2023	Totally Work Wear - staff uniforms	\$33.00	
7/03/2023	Pamela Wanrooy Exp Claim - Cleaning Items	\$18.90	
7/03/2023	Pamela Wanrooy Exp Claim - Chiller Bags	\$5.00	
7/03/2023	Pamela Wanrooy Exp Claim - Biscuits & Sistema Cannister	\$20.90	
7/03/2023	Pamela Wanrooy Exp Claim - Tea & Coffee	\$20.30	
7/03/2023	Pamela Wanrooy Exp Claim - Batteries	\$23.10	
7/03/2023	Pamela Wanrooy Exp Claim - Malone's Meats - IWD	\$251.26	
7/03/2023	Pamela Wanrooy Exp Claim - Woolworths - Paper Plates, serviettes and bags - IWD	\$4.20	
7/03/2023	Pamela Wanrooy Exp Claim - Woolworths - Food - IWD	\$70.90	
7/03/2023	Pamela Wanrooy Exp Claim - BigW - Raffle Tickets - IWD	\$6.00	
8/03/2023	Fiona Carter Exp. Claim - Uber to Symposium - F Carter	\$10.12	
8/03/2023	Fiona Carter Exp. Claim - Multi pass for Sealink travel	\$114.53	
9/03/2023	Fiona Carter Exp. Claim - Fee for Introduction Dance for IWD Event	\$350.00	
11/03/2023	Han Na Park - Return multi pass ferry ticket	\$114.53	
12/03/2023	Wagait Beach Handyman - poles for International Womens Day flags.	\$100.00	
13/03/2023	Fiona Carter Exp. Claim - Welcome to Country, International Women's Day event	\$100.00	
15/03/2023	Rowan Roberts Exp Claim - lid for irrigation at Sports Ground	\$20.22	
15/03/2023	CBA - Commbiz fees		\$0.92
15/03/2023	CBA - Commbiz fees		\$10.01
16/03/2023	MJ Electrical - AC repair for kitchen of community centre	\$60.00	

17/03/2023	Wigg Plumbing – waste water treatment system service at Cloppenburg Park	\$243.99	
17/03/2023	Colleen Fergusson - Council meeting meals	\$110.00	
20/03/2023	Optus - office charges		\$80.00
20/03/2023	Optus - mobile charges		\$260.20
21/03/2023	Karuna Yoga Wellness - Yoga classes 13/03/2023 and Ferry ride pass	\$213.40	
21/03/2023	Sandra Thibodeaux - Quiz MC services for International Women’s Day	\$100.00	
21/03/2023	Makers & Creators - Sewing tablecloths for International Women’s Day	\$100.00	
23/03/2023	Veolia Environmental Services - Credit note for tax invoice 2800280984		-\$1,492.98
23/03/2023	Veolia Environmental Services - Credit note for invoice 2800278750		-\$1,392.28
23/03/2023	Veolia Environmental Services - Credit note for invoice 2800277166		-\$1,149.72
23/03/2023	Cox Country Club - Community Grant - bowls activity equipment	\$1,000.00	
23/03/2023	WAGS - Wagait Arts Group - Community Grant - equipment for showcasing	\$627.00	
25/03/2023	Airpower - KOH Element Air Filter for Kubota Mower	\$60.31	
27/03/2023	Balanced Choice Program - Sports & Recreation	\$330.00	
28/03/2023	Veolia Environmental Services - Credit note for tax invoice 2800279825		-\$1,379.14
28/03/2023	Airpower - Part for Kubota mower as per your quote number Q29067	\$213.61	
28/03/2023	CBA - bank fees		\$2.50
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$10,234.40
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$5,247.00
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$629.20
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$169.40
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$227.70
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$2,475.00
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$1,234.20
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$4,611.20
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$6,336.00
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$5,438.40
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$4,827.90
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$2,420.00
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$1,019.70
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$1,257.30
29/03/2023	Leadsun Australia - AE3S90R1 - Solar lightling panel for Tourism Town Asset grant		\$3,328.60
30/03/2023	Fiona Carter Exp. Claim - Working with Children card	\$76.00	
CREDIT CARD - CEO			
1/03/2023	Xero - Monthly subscri9ption for March 2023	\$124.00	
1/03/2023	Motor Vehicle Registry - Kubota Tractor - registration CD15CQ	\$104.00	
1/03/2023	Motor Vehicle Registry - Kubota Tractor - registration CD15CQ	\$180.15	
3/03/2023	Encore Pilates & Wellness - online pilates class for seniors	\$79.00	
6/03/2023	Smart Digital - HTEXREME Handi Theatre Extreme Package		\$5,500.00
6/03/2023	Microsoft - monthly subscription - Online services		\$94.60
6/03/2023	Microsoft - Monthly subscription		\$108.24
7/03/2023	Woolworths - Food Bag - Operational	\$0.25	
7/03/2023	Woolworths - Food - Operational	\$2.18	
7/03/2023	Bunnings - Tools & Materials	\$41.40	
7/03/2023	Puma - Fuel - CEO	\$75.65	
7/03/2023	Brumby's - Bread Rolls - IWD	\$22.00	
7/03/2023	Woolworths - Food -IWD	\$6.00	
7/03/2023	Woolworths - Food - IWD	\$13.62	
7/03/2023	Spotlight - Tablecloths - IWD	\$55.00	
13/03/2023	Adobe Systems Incorporated - monthly subscription	\$18.69	
16/03/2023	Adobe Systems Incorporated - monthly subscription	\$29.99	
21/03/2023	L.G.A.N.T. - Booking fees	\$2.00	
21/03/2023	L.G.A.N.T. - Sustainable Councils - LGANT Conference reg for President Neil White	\$500.00	
21/03/2023	L.G.A.N.T. - Sustainable Councils - LGANT Conference reg for CEO Renita Glencross	\$500.00	
30/03/2023	Uber - CEO Uber trip	\$16.04	
30/03/2023	Uber - Uber travel for CEO	\$11.22	

30/03/2023	Uber - Uber travel for CEO	\$12.22	
31/03/2023	TR Telecom - Satellite phone charges	\$201.00	
CREDIT CARD - WORKS			
2/03/2023	cabcharge #49794244 - Cab charge - Rowan Roberts to pick up works Ute	\$13.76	
2/03/2023	Berry Springs Hardware - screws for pump	\$6.33	
2/03/2023	Bunnings - extension lead for workshop	\$33.95	
2/03/2023	Beaurepairs - John Deere Mower Tyre	\$160.00	
2/03/2023	WSB Distributors - pump for quad bike	\$438.90	
2/03/2023	Kerry's Automotive Group - Repairs to Works Ute	\$650.26	
7/03/2023	Sealink Ferries - Sealink travel for Works crew to attend Waste Symposium		\$144.83
7/03/2023	Cabfare - Taxi To Works Symposium 7/3/23	\$13.75	
7/03/2023	Cabcharge - Taxi From Works Symposium	\$16.17	
8/03/2023	Fulton Hogan - 20kg of asphalt for roadworks	\$880.00	
9/03/2023	Bunnings - Cable Ties	\$38.39	
9/03/2023	Beaurepairs - Tyre for Tractor	\$280.00	
20/03/2023	Coles - Catering for Ride 2 School activity 24 March 2023	\$14.00	
20/03/2023	Coles - Catering for Ride 2 School activity 24 March 2023	\$11.98	
20/03/2023	K Mart - diaries and highlighters	\$15.00	
20/03/2023	Coles - Biscuits for Council meetings	\$9.00	
20/03/2023	Coles - Biscuits for Seniors morning tea	\$4.50	
28/03/2023	Barnyard Trading - Glyphosate - workshop weed control	\$287.10	
29/03/2023	Cabcharge - Cab charge for R Roberts - pick up work vehicle	\$13.13	
29/03/2023	Sealink Ferries - Ferry Ticket - R Roberts - travel to town to pick up vehicle		\$30.30

9.3. Councillor Allowances

The total year-to-date payment to Councillors from 1 July 2022 to 30 March 2023 is \$3,484.92

8.4. 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 March 2023.
Moved:
Seconded:
Vote:**

10. AGENDA ITEMS

10.1. Elected Member Allowances for 2023-24

In accordance with *Section 201(g) of the Local Government Act 2019*, the CEO seeks confirmation from the elected members to set the current annual allowances for elected members of the council for the purposes of finalising the draft budget for the next financial year.

In February 2023, Determination 2023/755 was passed through NT legislation after a tribunal enquiry and consultation in 2022. The **table below shows the maximum allowances** for elected members in community government councils as set by the Determination, and councillors are requested to set and advise the CEO of the allowances for 2023-24.

	Base Allowance	Additional Allowance	Extra Meeting or Activity	Professional Development	SUBTOTAL	TOTAL
Councillor (x3)	5000		1000	4000	10,000	30,000
Vice President	5000		1000	4000		10,000
President	5000	5000		4000		19,000
						59,000

Resolution No. 2023/

That Council receive and accept the following decisions for councillor allowances in 2023-24, per Determination 2023/755:

a)

Moved:

Seconded:

Vote:

10.2. Draft Guidelines for the Management of Human Remains

The Department of the Chief Minister and Cabinet is currently consulting with stakeholders on the draft Guideline for the management of human remains which is drafted under section 194 of the *Burial and Cremation Act 2022*.

The draft Guideline has been developed in response to recommendations and concerns that Elected Members have raised during various meetings with the Department, and at the Local Government Association of the Northern Territory (LGANT) Convention in November 2022,

All local government councils are being asked to participate in the development of the draft Guidelines is tabled at a Council meeting and feedback is provided by close of business on Friday, 28 April 2023. The CEO will prepare and submit a response based on the Councillors comments.

Resolution No. 2023/

That Council notes the draft Guidelines for the Management of Human Remains and endorses the CEO to provide a response based on the discussion.

Moved:

Seconded:

Vote:

10.3. 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.

Included in the motion for this item, there is also a request to release \$23,450 to support purchase of a new tipper-truck and replacement exercise equipment at Cloppenburg Park, being the difference between the total cost and the funding received. The cost increase is mainly due to a revised quote for the tipper-truck and will be offset by proceeds from the sale of the old tipper-truck, which can be returned to the council reserves.

Approved Council Project	Funding Program	Grant	WSC Contr	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	Acquitted
Australia Day Event	Australia Day Council	2,500	0	Acquitted
Youth Week 2023	DTHFC-Youth Week	1,980	1,000	In progress
Replace tipper-truck	DCMC-Priority Infra	90,910	21,090	New
Replace exercise stations	DCMC-Priority Infra	142,640	2,360	New

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

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	WSC inkind
Seniors' Program 2022-23	NTG	74,000	20,000	35,000	18,500
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
Waste Strategy projects	DITT WMF	46,000	23,000	11,500	11,500

The following grant applications require councils' endorsement to make the submission.

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	Other
Skate-park & Pump-track Stage 3	CMC-CPP	450,000	415,000	0	35,000
Beach Access upgrades	CMC-CPP	350,000		0	

Resolution No. 2023/

That council notes the grants update information provided and:

- a) Supports two new funding submissions to the Community Places for People program for 1. Skate-park Construction Stage 3 and 2. Beach Access upgrades; and**
- b) Supports the contributions of \$23,450 from the council asset replacement reserves towards the purchase of a new tipper-truck and the replacement of unsafe exercise equipment at Cloppenburg Park; and**
- c) Agrees that the funds from the sale of the old tipper-truck will be reserved.**

Moved:

Seconded:

Vote:

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

12. QUESTIONS FROM THE PUBLIC WITH NOTICE - Nil

13. PETITIONS/DEPUTATIONS - Nil

14. CURRENT/UPCOMING EVENTS

14.1. Site visit from Northern Territory Administrator – 10am Tuesday 18 April

His Honour Professor the Honourable Hugh Heggie PSM, Administrator of the Northern Territory will visit Wagait for a tour of the community hosted by the CEO. The whole community is invited to a morning tea at the community centre and councillors should consider attending if they are able.

14.2. LGANT GM and Conference – 19-20 April

President and CEO will be attending the LGANT conference and GM in Alice Springs.

14.3. ANZAC Day Service (time & full program TBA) – Tuesday 25 April

Preparations for the annual ANZAC service are completed, pending confirmation of flyover timing from DFA. The crew of the HMAS Coonawarra will be presenting a catafalque and the local member will be attending with Major Ian Dawson, CEO Belyuen and Principal Belyuen School. Local residents and children have been included in the service to recite and present wreaths.

The service will be followed by the march from Cnr Cox & Erickson to the Cox Club, who have applied for an early licence (pending).

14.4. Community Consultation Meeting – 7pm Thursday 4 May

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

15.1. Council Statutory Requirements 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 Meeting	NTG Due Date
2nd Financial Year Budget Review	-	Mar/April 2023	30 April 2023
2024 Budget workshop		Mar 2023	-
2024 Shire Plan & Budget – Draft*	May	May 2023	-
2024 Shire Plan & Budget - Final	-	June 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

* Per Section 35(3)(c) of *the Act*, a notice will be published on council’s website and in the NT News, inviting written submissions commenting on the draft Shire Plan and Budget for a period of 25 days from the council meeting in May.

Additional to this, the items raised at the community consultation meeting at the Wagait Beach Community Centre 7pm-9pm on Thursday 4 May 2023 will also contribute to the draft Shire Plan and Budget. Elected members should be in attendance to discuss issues, concerns and ideas with residents and ratepayers.

**Resolution No. 2023/
That Council note information provided.
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;**

- 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:
Seconded:
Vote:**

At pm Council closed the meeting to the general public.

Confidential Items to be raised In-Camera:

- Review draft Budget for 2023-24

**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 16 May 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

MINUTES COUNCIL CHAMBERS

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

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17. DATE OF NEXT MEETING18

18. CLOSE OF MEETING18

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. 2023/43

That the apologies of Cr Peter Clee and Tom Dyer be accepted by Council.

Moved: Cr Sarah Smith

Seconded: Cr Michael Vaughan

Vote: AIF

2. DECLARATION OF INTERESTS - NIL

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 21 February 2023

Resolution No. 2023/44

That the Minutes of the Ordinary Meeting of Tuesday 21 February 2023 be confirmed by Council as a true and correct record.

Moved: Cr Sarah Smith

Seconded: Cr Michael Vaughan

Vote: AIF

3.2. Matters arising from Minutes of Council Meeting Tuesday 21 February 2023

Removal of service pole on De Lissa Drive. CEO has met with the builder and will follow up with correspondence requesting the removal of the pole.

There are still several potholes on the estate that need attention.

4. GUESTS

Representatives from the Cox Country Club attending the meeting to discuss club business and provide an update on council support for community projects.

Currently recruiting a new Manager. New committee appointed last year.

Created a survey which highlighted 3 main elements: need to attract locals and community investment, need to address quality of food, need to apply for grants to upgrade club.

Sealink been notified that the club can no longer provide bus service from 1 March 2023 for tourists and visitors due to ageing bus and volunteer driver. Club bus is now focused on local transport only.

Club wishes to talk to council about an extended community bus service. Options include another grant application or purchasing a bus and recouping cost through pay for service. Sealink has communicated that they are looking at providing a bus service Fri – Sunday through peak season and is now looking for a driver. This removes a pressing/immediate need for council to support a bus service, however long-term there could still be benefits for a community-wide bus service.

Club also looking at how to support locals through fundraisers, etc more regularly.

CEO will write to the club re: creating a business case for a community bus service.

5. INWARDS AND OUTWARDS CORRESPONDENCE

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

5.1 Inwards Correspondence

Date	From	About	
21/02/2023	Infrastructure Commissioner	Infrastructure Plan & Pipeline Review	email
2/03/2023	Central Business Equipment	year Rental Agreement for photo copy machine @ \$150/month exclusive	email
2/03/2023	LGANT	Rateable Mineral Titles - March 2023	email
2/03/2023	Government House	The Administrator visiting Wagait Beach on 18 April	email
2/02/2023	Pickles Auctions	Sale of Kubota tractor – Sales Account. Sold for \$8,000.	email
3/03/2023	Ray Laurence Constructions	RFQ-2022-05 Re Discovery Centre tender response/quote	email
3/03/2023	Estimator/Co-Ordinator Quality Constructions	RFQ-2022-05 Re Discovery Centre tender response/quota	email
3/03/2023	Simeon Latham	RFQ-2022-05 Re Discovery Centre tender response quote	email
6/03/2023	Cox Country Club	Community Grant Funding Agreement - Bowling equipment	email
6/03/2023	Wagait Arts Group	Community Grant Funding Agreement - Essential equipment for showcasing	email
6/03/2023	Contractor Accreditation Limited	Renewed accreditation for Grounds Maintenance and Pest and Weed Control	letter
10/03/2023	Dept of Planning, Infrastructure and Logistics	Request for consent for works at 50 Forsyth Road CLP2077 - (Crown Land Estate has no objection to proposed Rediscovery Ctr Dlv)	email
13/03/2023	Bryson Kelly Barristers	Rate Search	email

13/03/2023	Territory Conveyancing	Rate Search	email
15/03/2023	LGANT	Prescribed corporation panel name change, now called the local government code of conduct panel	email
16/03/2023	DITT, Executive Director Industry Development	Top Tourism Town Awards – invitation to enter	letter

5.2. Outwards Correspondence

Date	To	About	
24/02/2023	Cox Country Club	Cox Country Club Funding agreement - purchase of bowling equipment	email
24/02/2023	Wagait Arts Group	Wagait Arts Group Funding agreement - purchase of panel feet for Exhibition panels	email
6/03/2023	Central Business Equipment	Signed rental agreement for photocopy machine @ \$150/month plus gst.	email
7/03/2023	Government House	Confirming council is happy to host the Administrator's visit on 18 April	email
13/03/2023	Bryson Kelly Barristers	Rates Search	email
14/03/2023	Territory Conveyancing	Rates Search	email
15/03/2023	Parks and Wildlife	replacement of 2 signs - Box Jellyfish and warning at end of Erickson Crescent.	email

New grant available – Community Place for People (CPP). Open to local government for up to \$415,000 each application. Funding to establish more liveable spaces in their communities, making spaces more attractive, accessible, peaceful and family friendly. Application due by 14 April. CEO will work with the policy officer on ideas for this grant.

Resolution No. 2023/45

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

Moved: Cr Michael Vaughan

Seconded: Cr Sarah Smith

Vote: AIF

3. COUNCILLORS' REPORTS

6.1 President's Report

Please see Presidents Report attached.

Council owns 3 dog traps. Current issue with a large, brown roaming dog.

Radio interview topics included – potholes on Cox Peninsula Rd, IWD event, mini MUFF.

Resolution No. 2023/46

That Council receives and notes President Neil White's report for the period 18 February to 17 March 2023.

Moved: Cr Sarah Smith

Seconded: President Neil White

Vote: AIF

7. OFFICERS' REPORTS

7.1 CEO/Acting CEO Report for the period 18 February to 17 March 2023

Staff, HR, PD & Training	<ul style="list-style-type: none"> • Staff Leave FC (AL 21 Feb); RG (AL 2 > 17 Mar); HP (AL 7 Apr > 19 May); PW (LSL 7 May > 2 June) • Records Management (FC, PW) ; April • Works staff attended LGANT Waste Management Training Forum; 7 Mar
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 x3 • Acting CEO handover • Tourism 2030 Conference; Thur 23 Feb • Top End Regional Coordination Committee; Mon 27 Feb • Development Assessment Forum 2023; Tue 28 Feb • LGANT Waste Management Forum ; 8 Mar • Emergency Management Committee mtg ; 15 Mar • Correspondence with Crown Lands re ReDiscovery Centre development at Clop Park • Correspondence with NT Grants Commission Portal Data 2021-2022 re: requested financial update <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident enquiries regarding verge drainage on Erickson • Resident concerns regarding wild dog presence in community and attack
Actions	<p><u>Governance</u></p> <ul style="list-style-type: none"> • Preparation of agenda & minutes for WSC mtg • Review of Work Health & Safety Manual <p><u>Sport & Active Recreation Programs</u></p> <ul style="list-style-type: none"> • Sport & Rec Manager completed and submitted Healthy Lifestyles grant application for 2022-23 Seniors' program. • Youth Program: pop-ups continue with new Youth Program Officer and 2023 youth program planning is underway, including the April school holiday program arrangements and Youth Week film project. • Seniors Program: Weekly Yoga and Pilates have recommenced, and both are well attended. Planning for the 2023 program is currently underway. • Purchase of a new inflatable movie screen with projector and speakers. <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 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

	<ul style="list-style-type: none"> • 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), successful • PIF ; Tipper-truck (\$110k), Cloppenburg Park Exercise Station (\$150k), pending • CBF ; Skate Park Stage 2 (\$250k), pending • DITT ; Recycling Modernisation Fund (\$150k) ; pending • NTPFES ; Eol for Disaster Ready Fund (\$1.4M) pending <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"> • March Council e-newsletter delayed due to compromised email system • Facebook & poster communications re: <ul style="list-style-type: none"> ○ setting of dog trap at southern end of community ○ International Women’s Day event ○ Community Grants Round #2
Actions	<p><u>Community Events</u></p> <ul style="list-style-type: none"> • International Women’s Day march & event ; Sat 11 Mar • Walk to School ; Fri 24 Mar • Wagait Youth Film Screening ; Fri 14 April • Community Consultation meeting ; Thur 27 April (to be rescheduled)

5.3. Works Manager’s Report for the period 18 February to 17 March 2023

Staff/HR, PD & Training, WHS	<ul style="list-style-type: none"> • Leave -Jim Allcorn Sick leave 03/03 2023 • Leave -Jim Allcorn RDO 20/02/23 • Leave- Rowan Roberts RDO 14/03/2023 • Training Waste Management Course for Work Shop Staff and 2 Casuals 07/03/23
WHS	<ul style="list-style-type: none"> • Incidents > NIL
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 12 • Water Samples x 8 • Imaluk water compound maintenance (weed control, mow and snip) x 2
Actions	<p><u>Jetty Maintenance (contract works)</u></p> <ul style="list-style-type: none"> • Jetty wash x 12 • Jetty carpark verge maintenance (weed control, mow and snip) x 2 • Life Ring and Wheelie Bin Replaced back on jetty due to vandalism • Boat ramp algae removed • Jetty landing barnacles removed <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 10 and burn x 1 • Council bins in, out & cleaned weekly x 30 • Clean up at hard-waste compound ongoing

	<p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x3 • Several wandering dogs reported and followed up • Wild dogs roaming estate causing death to residents' pets • Dog Trap has been placed in southern end of Bularia and has been monitored every morning with no result <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 x 2 <p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Weed poisoning and removal from verges/drains x 1 • Vehicle crossover rehabilitation for properties on Massey St • Repaired pot holes Wagait Tower Rd x 1 • Trimming Trees on Verges for mowing purposes • Mahogany Trees removal from Dellisa Drive beach access on going • Mowing Estate verges on going • Drain in End of Erickson Cresnet was inspected and checked out <p><u>Vehicle and Plant</u></p> <ul style="list-style-type: none"> • Kubota mower Regerstired • Works ute picked up from Kerrys Holden 3 weeks to fix • Spare Parts for Tractor and Mowers picked up from Town • General Maintance of workshop equipment <p><u>Council Grounds/Sports Ground</u> <u>Mowing ongoing</u> <u>Set up Sports Ground for International Women's Day</u></p>
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Community consultation meeting to be moved to 4 May. Meeting will include draft Shire Plan.

Solar lights are in transit to Wagait Beach.

Life ring has been replaced and is taped to hold it in place. DIPL didn't supply a cover for the ring.

CEO will follow up on cover.

RUA weed survey and erradication – have been waiting for the rain to stop to get vehicles into the area and take action.

Resolution No. 2023/47

That council receives and accepts the Officers' reports for 18 February to 17 March 2023.

Moved: Cr Sarah Smith

Seconded: Cr Michael Vaughan

Vote: AIF

8. ACTION SHEET for the period 18 February to 17 March 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	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
21/02/2023	Future action – write to the Chief Minister/Minister for Health

Resolution No. 2023/48

That council receives and accepts the Action Sheet for 18 February to 17 March 2023.

Moved: Cr Michael Vaughan

Seconded: Cr Sarah Smith

Vote: AIF

9. FINANCIAL REPORTS

9.1. February 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. February 2023 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/02/2023	Wagait Beach Supermarket - Ice for International Mens day	\$10.00	
1/02/2023	The BelRose Group - Review case file notes from Council	\$970.20	
1/02/2023	Wagait Beach Supermarket - Food for Risk Management meeting	\$8.88	
1/02/2023	Wagait Beach Supermarket - Food for Risk Management meeting	\$4.60	
1/02/2023	Wagait Beach Supermarket - Milk for Council meetings	\$4.60	
1/02/2023	Wagait Beach Supermarket - Milk for office meetings	\$4.60	
1/02/2023	Wagait Beach Supermarket - Works Ute fuel	\$305.00	
1/02/2023	Wagait Beach Supermarket - Small engines fuel	\$171.61	
1/02/2023	Wagait Beach Supermarket - Fuel for tractor	\$98.90	
1/02/2023	Wagait Beach Supermarket - Mower fuel	\$82.44	
1/02/2023	Wagait Beach Supermarket - CEO fuel	\$138.17	
2/02/2023	CBA - Merchant fees		\$73.23
2/02/2023	Totally Work Wear -staff uniform	\$395.00	
2/02/2023	Totally Work Wear -staff uniform	\$147.00	
2/02/2023	Totally Work Wear -staff uniform	\$158.00	
2/02/2023	Totally Work Wear -staff uniform	\$33.00	
2/02/2023	Totally Work Wear -staff uniform	\$16.50	
2/02/2023	Totally Work Wear -staff uniform	\$55.00	
2/02/2023	Totally Work Wear -staff uniform	\$33.00	
2/02/2023	Totally Work Wear -staff uniform	\$225.00	
3/02/2023	Rowan Roberts Exp Claim - Repairs to work mobile phone	\$270.00	
3/02/2023	Jacana Energy - Electricity for 142 Wagait Tower Road	\$1,898.71	
6/02/2023	Central Business Equipment - Printing Charges	\$187.92	
7/02/2023	Totally Work Wear -staff uniform	\$75.00	
7/02/2023	Totally Work Wear -staff uniform	\$33.00	
7/02/2023	Totally Work Wear -staff uniform	\$98.00	
7/02/2023	Fleetcare - CEO Vehicle Hire		\$1,427.12
8/02/2023	RDO Equipment - Canopy bracket & air filters for tractor.	\$304.58	
9/02/2023	Wagait Beach Supermarket - Ice Kids Xmas Party	\$10.00	
9/02/2023	Wagait Beach Supermarket - Council Xmas Party - Drinks	\$280.83	
9/02/2023	Wagait Beach Supermarket - Council Xmas Party - Ice	\$20.00	
9/02/2023	Wagait Beach Supermarket - Kids Xmas Party - drinks	\$30.80	
9/02/2023	Wagait Beach Supermarket - Ice	\$5.00	
9/02/2023	Pamela Wanrooy Exp Claim - Galaxy A12 phone case	\$9.95	
9/02/2023	Wagait Beach Supermarket - Milk for meeting	\$5.99	
9/02/2023	Wagait Beach Supermarket - Diesel for Ute	\$279.45	
9/02/2023	Wagait Beach Supermarket - Diesel for tractor	\$92.15	
9/02/2023	Wagait Beach Supermarket - Petrol for small machinery	\$35.04	
9/02/2023	Wagait Beach Supermarket - Diese for Mower	\$68.30	
9/02/2023	Wagait Beach Supermarket - Diesel CEO Ute	\$249.65	
14/02/2023	Brandit NT - staff uniform	\$44.00	

15/02/2023	CBA - Commbiz fees		\$0.15
15/02/2023	CBA - Commbiz fees		\$6.01
15/02/2023	CBA - Commbiz fees		\$10.50
20/02/2023	Optus - office phone/internet/fax		\$80.35
20/02/2023	Optus - mobile phones		\$260.20
23/02/2023	Ken's Plumbing Pty Ltd - Install new pump and fittings	\$275.00	
23/02/2023	Ken's Plumbing Pty Ltd - Supply New Pump	\$449.00	
24/02/2023	Sealink travel expenses	\$108.00	
27/02/2023	Central Business Equipment - Rental charges for Photocopy Machine	\$174.41	
27/02/2023	Power Water - January 2023 water swipe card	\$26.50	
28/02/2023	Colleen Fergusson - Council meals for Feb meeting	\$54.00	
28/02/2023	Veolia Environmental Services - General wheelie bin collection Feb 2023		\$4,482.08
CREDIT CARD - CEO			
1/02/2023	Sealink Ferries - CEO Multi pass for ferry	\$109.08	
1/02/2023	Boatshed Coffee House Darwin - Meeting expenses	\$17.88	
2/02/2023	Xero - Monthly subscription		\$124.00
6/02/2023	NT Police, Fire & Emergency Services - National Police Check	\$76.00	
6/02/2023	NT Police, Fire & Emergency Services - Working with Children	\$76.00	
6/02/2023	Microsoft - Online services		\$108.24
6/02/2023	Microsoft - monthly subscription		\$94.60
9/02/2023	Department of Industry Tourism and Trade - Darwin Conference	\$25.00	
11/02/2023	Officeworks - Laptop and case	\$806.00	
13/02/2023	Qantas - R Glencross flights, Alice Springs for LGANT Meeting		\$873.58
13/02/2023	Qantas - President flights - Alice Springs for LGANT Meeting		\$873.58
13/02/2023	Adobe Systems Incorporated - monthly subscription		\$18.69
16/02/2023	Sealink Ferries - CEO - Ferry multipass	\$109.08	
16/02/2023	Adobe Systems Incorporated - Monthly photoshop subscription		\$29.99
16/02/2023	Copytime - Copy charges	\$61.00	
22/02/2023	Malwarebytes - Yearly subscription - computer virus		\$87.99
27/02/2023	BGHotels - TRG Meeting on 27th Feb	\$8.00	
28/02/2023	TR Telecom - Satellite phone charges		\$201.00
CREDIT CARD			
14/02/2023	Sealink Ferries – Ferry ticket	\$28.99	
20/02/2023	Rays By Day - Meeting breakfast for Council Meetings	\$44.19	

9.3. Councillor Allowances

The total year-to-date payment to Councillors from 1 July 2022 to 17 March 2023 is \$3,073.52

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. 2023/49

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

Moved: President Neil White

Seconded: Cr Sarah Smith

Vote: AIF

10. AGENDA ITEMS

10.1. Policy Development

The Investment Policy has been reviewed by the Audit Committee and recommended to council.

Resolution No. 2023/50

That Council receive and accept the updated Investment Policy.

Moved: Cr Michael Vaughan

Seconded: President Neil White

Vote: AIF

10.2. Waste Management Strategy Progress

Following the February council meeting recommendations, the CEO has reworked the budget to progress some of the recommendations from the Waste Management Strategy, which includes seeking funding from the NT Department of Industry, Tourism and Trade Waste Modernisation Fund (WMF). This budget now focuses on the FOGO only.

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.

Cr Sarah Smith has provided further information on the expansion of the container deposit scheme. The NT Government Container Deposit Scheme Discussion Paper is attached.

The proposal is that all glass bottles, 2 litre plastic milk bottles and milk cartons are all included. The rules are to be simplified and more inclusive. Legislation needs to be changed in order to include these additional items. CEO will make a submission on behalf of council, supporting the proposal for increased inclusion.

Bio bin – comes in different sizes. Shared with Belyuen, we will endeavour to buy the largest bin. The bin creates compost from food, organic, green and paper waste. The bio bin would be housed at the Belyuen market garden. The compost could either be used for council purposes or sold. Waste would be collected through the hard waste compound and transported to Belyuen.

Resolution No. 2023/51

That Council notes the focus on the FOGO only and the updated budget for the application to the Waste Modernisation Fund.

Moved: President Neil White

Seconded: Cr Sarah Smith

Vote: AIF

10.3. 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
Youth Week 2023	DTHFC – Youth Week	1,980	1,000	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
Seniors' Program 2022-23	NTG	74,000	20,000	35,000	18,500
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

Proposed Council Project	Funding	Total Cost	Funding	WSC cash	Belyuen CGC
Waste Strategy projects	DITT WMF	46,000	23,000	11,500	11,500
Eol Shelter & Emergency Services	NTPFES	360,000	360,000	0	0

Resolution No. 2023/52

That council notes the grants update information provided.

Moved: Cr Michael Vaughan

Seconded: Cr Sarah Smith

Vote: AIF

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE - Nil

Cr Michael Vaughan – Tourism season concerns. How will council manage the issues that continue to arise at Cloppenburg Park, particularly without a caretaker in future? Is there need for a gate on the culvert crossing as a deterrence?

Also, there has been a problem with online camping apps and illegal accommodation provision (business) in the community.

Cloppenburg Park – are we meeting required bore usage? Yes, this has been calculated per sprinkler. We could also be fined if we go over the required usage.

Cr Sarah Smith – supervision of school children between the school bus and the ferry on the town side? Whose jurisdiction is this? A local boy tripped and injured himself on the ramp on 17/03/23 and neither the ferry staff or bus driver were able to provide ongoing assistance. Residents of

Wagait Beach who were travelling on the ferry provided assistance until the ambulance arrived. CEO will write to DIPL and Sealink in regards to supervision.

12. QUESTIONS FROM THE PUBLIC WITH NOTICE - Nil

13. PETITIONS/DEPUTATIONS - Nil

14. CURRENT/UPCOMING EVENTS

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

Council received funds from the NT Office of Diversity to run an International Women's Day event on Saturday 11 March. Following last year's success, the 2023 event began with a street march culminating in a BBQ and activities at Cloppenburg Park, which included Dancing by the Women of the Kenbi Dancers, a quiz hosted by Sandra Thibodeaux, and the unveiling of the Women of Wagait mural design. Prizes for the event were donated by Trish McIntyre, Territory Conveyancing.

A new mural celebrating the women of Wagait Beach was designed by Lisa Buchanan in collaboration with local women and Mili Eaton. An electronic rendering of the mural was unveiled on the night as a projection.

17.2. Seniors' Games Lunch – Thursday 23 March 2023

This is the first seniors' gathering planned by the new Sport & Rec Manager. It's an opportunity for the S&R Manager to meet and chat with the seniors about this year's program. Belyuen seniors and carers will also be invited.

17.3. Ride to School – Friday 24 March 2023

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

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

Council has received funding to run a youth week film project. Local residents Peta Khan and Leigh Bramall will run film-making workshops with local young people. The participants will use phones and ipads to make short movies about life in Wagait Beach. The films will be shared with the community at a movie night on Friday 14 April, 7-9pm.

Council will also run general school holiday activities as part of the youth program.

18.5. 18 April 2023 – Site visit from Northern Territory Administrator

His Honour Professor the Honourable Hugh Heggie PSM, Administrator of the Northern Territory will visit Wagait Beach for morning tea. The morning tea will be open to members of the community.

18.6. Community Consultation Meeting – Thursday 27 April 2023

The bi-annual community meeting date was rescheduled at the February meeting for Thursday 27 April, however the CEO will be on personal leave that day. Meeting rescheduled to Thursday 4 May.

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.

18.7. LGANT General Meeting, Alice Springs – 19-20 April

CEO and President will attend the LGANT General Meeting.

15. LATE ITEMS AND GENERAL BUSINESS

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:

- Council 2023-24 Budget planning meeting – rescheduled to Thursday 30 March
- Community consultation meeting – rescheduled to Thursday 4 May

Resolution No. 2023/53

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

- Community consultation meeting on Thursday 4 May 2023
- Budget planning meeting on Thursday 30 March
- April council meeting on Monday 17 April

Moved: Cr Sarah Smith

Seconded: President Neil White

Vote: AIF

16. IN-CAMERA ITEMS

Resolution No. 2023/54

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 Michael Vaughan

Seconded: President Neil White

Vote: AIF

At 8.39 pm Council closed the meeting to the general public.

Confidential Items to be raised In-Camera:

- Minutes from the in-camera February 2023

Resolution No. 2023/56

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

Moved: President Neil White

Seconded: Cr Sarah Smith

Vote: AIF

At 8.45 pm Council opened the meeting to the general public.

17. DATE OF NEXT MEETING

The next Council Meeting is to be held on Monday
17 April 2023 Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

18. CLOSE OF MEETING

The Chair declared the meeting closed at 8.46 pm.

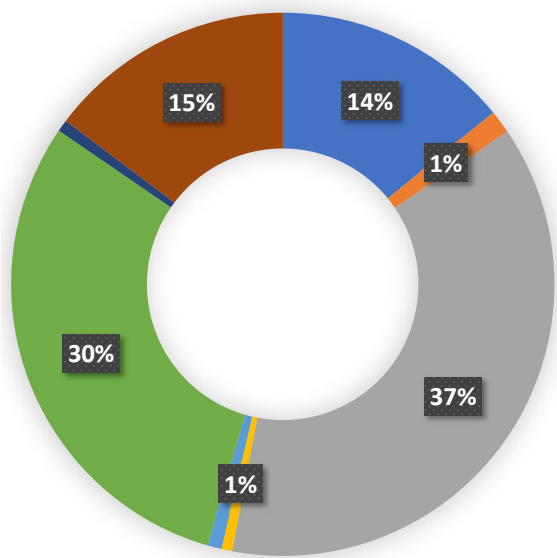
Wagait Shire Council

For the period 1 July 2022 to 31 Mar 2023

Income

2022/23 YTD Income: \$ 840,789

2022/23 BUDGET: \$ 901,955



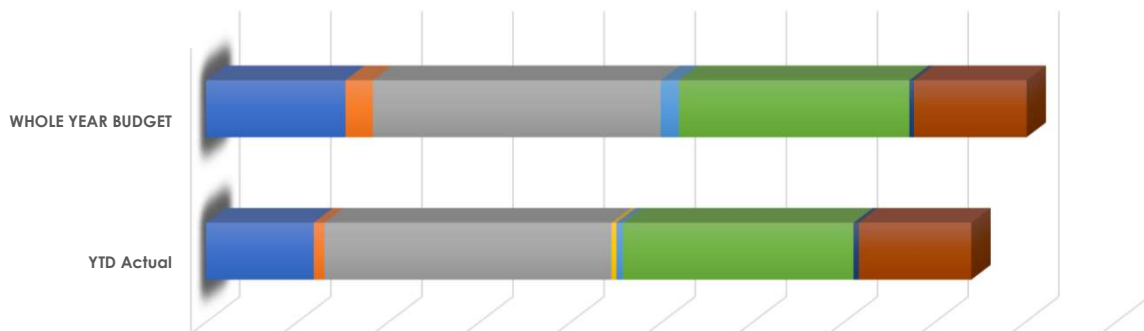
Income Category

Contracts, Fees & Charges	\$	118,643
Interest/Investment Income	\$	11,652
Operating Grant Revenue	\$	315,190
Other Income	\$	5,455
Other Income - Disposal of Fixed Assets	\$	6,986
Rates Income	\$	253,194 **
Rental Income	\$	5,800
Waste Management Income	\$	123,869 **

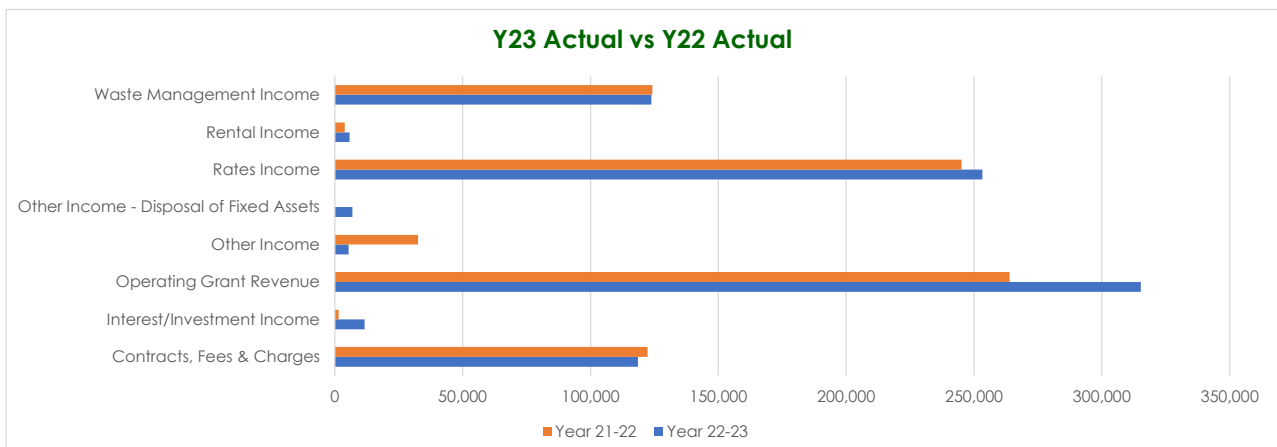
Total Income \$ **840,789**

** Rates including interest & search. Refer to 'Rates' for Y23 & outstanding info.

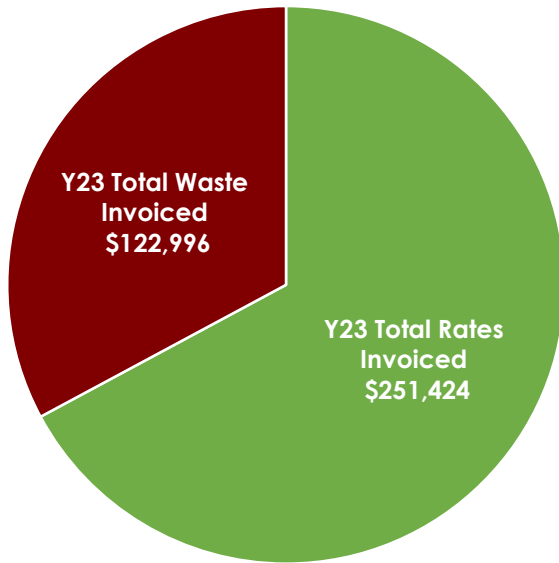
Y23 Actual Budget Attainment



Y23 Actual vs Y22 Actual

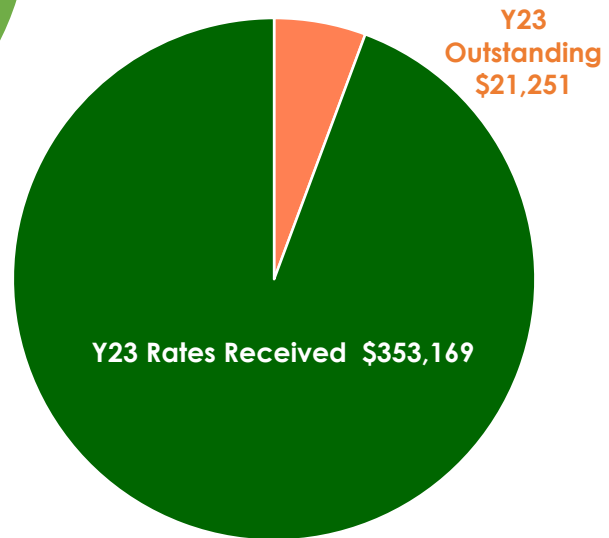


Rates



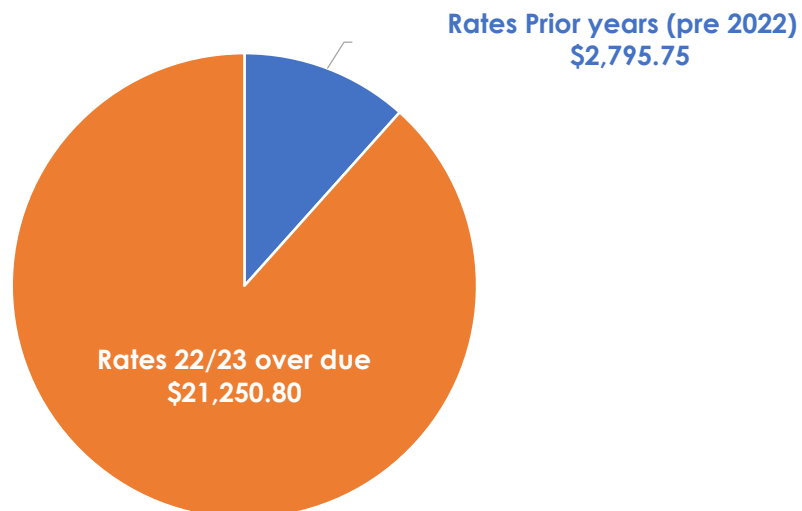
2022/23 Total Rates & Waste Invoiced:

\$ 374,420



Total Rates Overdue (including prior year):

\$ 24,046.55



Expense

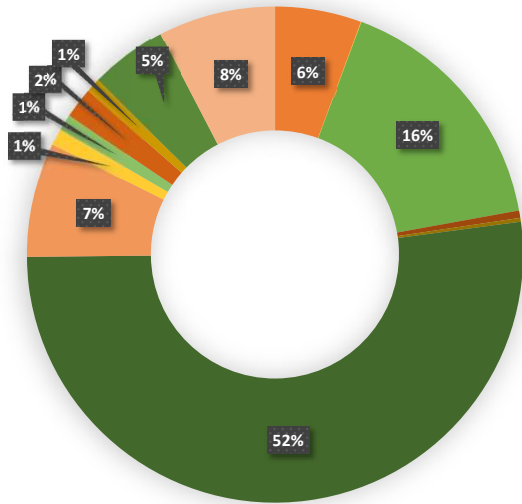
2022/23 YTD Expenses:

\$ 709,539

2022/23 BUDGET:

\$ 906,866

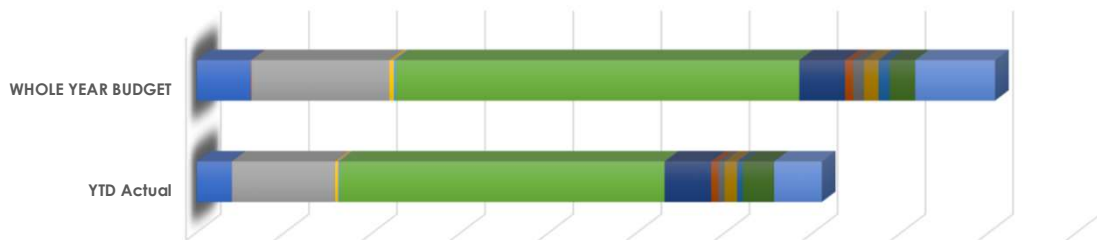
Expense Category



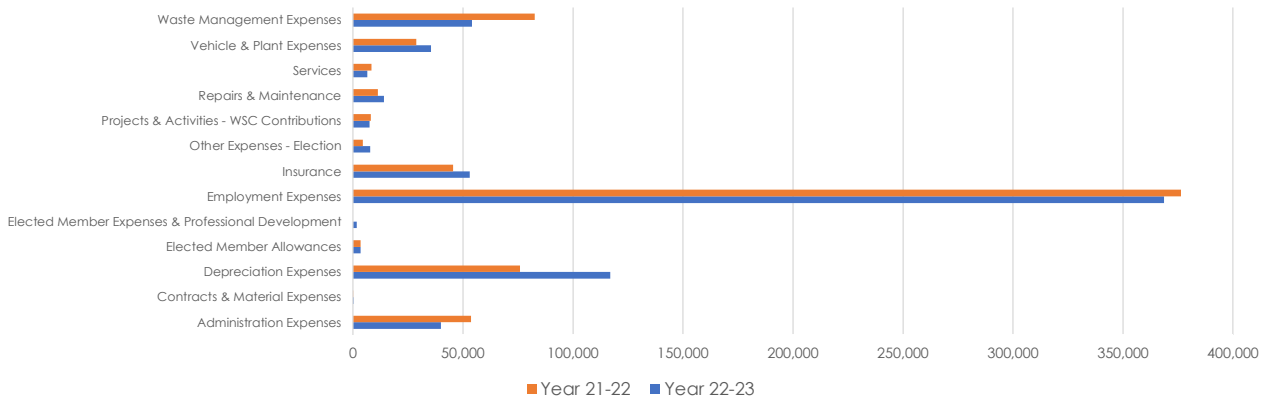
Administration Expenses	\$ 40,008
Contracts & Material Expenses	\$ 261
Depreciation Expenses	\$ 116,958
Elected Member Allowances	\$ 3,485
Elected Member Expenses & PD	\$ 1,727
Employment Expenses	\$ 368,639
Insurance	\$ 53,013
Other Expenses - Election	\$ 7,758
Projects & Activities	\$ 7,460
Repairs & Maintenance	\$ 14,123
Services	\$ 6,554
Vehicle & Plant Expenses	\$ 35,455
Waste Management Expenses	\$ 54,099

Total Expenses \$ 709,539

Y23 Actual Budget Attainment



Y23 Actual vs Y22 Actual



WAGAIT SHIRE COUNCIL

Balance Sheet as at 31 March 2023

Notes to the Balance Sheet

Assets	31 Mar 2023	31 Mar 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	\$188,656.27	\$0.00	2
Total Tied Funds	\$1,688,656.27	\$1,600,000.00	
Untied Funds			
CBA Online Saver	\$116,220.93	\$85,247.21	
CBA Transaction Account	\$42,353.39	\$18,459.21	
Total Untied Funds	\$158,574.32	\$103,706.42	
Total Bank	\$1,847,230.59	\$1,703,706.42	
Current Assets			
Less Prov'n for Doubtful Debts	-\$5,838.00	-\$12,115.00	
Rates Debtors Account	\$24,046.55	\$25,528.54	3
Rates in Advance	-\$6,326.27	-\$1,578.39	
Rates Payment Control Account	\$0.00	-\$18.86	
Trade Debtors [11405]	\$5,691.37	\$1,105.00	4
Undeposited Funds working A/c	\$8,334.18	\$0.00	5
Total Current Assets	\$25,907.83	\$12,921.29	
Non-current Assets			
Buildings Accum Dep	-\$88,333.21	-\$20,343.18	
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.	-\$509,019.97	-\$474,353.00	
Land at Cost	\$350,000.00	\$350,000.00	
Leased Vehicle Accum Depreciation	-\$32,803.53	-\$16,589.00	
Motor Vehicles Accum Dep	-\$70,105.03	-\$67,970.00	
Motor Vehicles at Cost	\$73,398.55	\$73,398.55	
Office Equip & Furn at Cost	\$193,787.74	\$179,688.65	
Office Equip Furn Accum Depn.	-\$175,799.22	-\$175,257.00	
Plant & Equipment at Cost	\$674,766.34	\$606,428.39	
Plant & Equipment Accum Dep	-\$474,421.28	-\$426,610.00	
Right Use of Assets	\$54,294.00	\$54,294.00	
Sports Ground Accum Dep	-\$51,917.00	-\$10,247.00	
Sports Ground at Cost	\$310,000.00	\$310,000.00	
Total Non-current Assets	\$2,097,423.57	\$1,846,940.59	
Total Assets	\$3,970,561.99	\$3,563,568.30	
Liabilities			
Current Liabilities			
CBA CC - Gary Zikan new	\$330.53	\$0.00	
CBA CC - Renita Glencross	\$28.26	\$512.97	
Current Lease Liabilities	\$13,678.00	\$0.00	
GST	-\$5,354.48	-\$13,655.48	
PAYG Withholding Payable	\$13,054.00	\$10,560.00	
Provision for Annual Leave	\$57,408.36	\$59,562.52	
Provision for Long Service Leave	\$42,847.86	\$45,386.78	
Rounding	\$0.04	\$0.08	
Super Payable	\$6,616.73	\$5,361.94	
Super Payable control account	\$0.00	-\$136.59	
Trade Creditors	\$5,312.22	\$36,221.25	6
Unexpended Grant Liability	\$121,845.90	\$67,506.67	7
Total Current Liabilities	\$255,767.42	\$211,320.14	
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	\$285,190.42	\$264,759.14	
Net Assets	\$3,685,371.57	\$3,298,809.16	
Equity			
Asset Revaluation Reserve	\$991,467.27	\$991,467.27	
Current Year Earnings	\$130,331.57	\$94,830.93	
Prior Year's Surplus/Deficit	\$1,802,286.03	\$1,802,286.03	
Retained Earnings	\$10,368.14	-\$89,775.07	
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	\$3,684,453.01	\$3,298,809.16	

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

Mar 23 movement of SP Grants occurred on 14/04/23

Balance as of 14/04/23	\$ 188,851.18
Transfer from CBA Transaction Account (+)	-\$ 66,810.37
Transfer interest earned to Trans Account (-)	\$ 194.91
Balance as of 14/04/23	\$ 121,845.90

Note 3. Details of Rates Control Account

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

Rates Prior years (pre 2022)	\$ 2,795.75
Rates 22/23 over due	\$ 21,250.80
Rates 22/23 not over due yet	
Total Rates Arrears	\$ 24,046.55

Note 4. Details of Trade Debtors

Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Debtors	5,671.37	20.00	0.00	0.00

Note 5. Details of Undeposited Funds

Accrued Feb and Mar workers comp payments that are to be reimbursed in April month

Note 6. Details of Trade Creditors

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Creditors	201.00	11.22	0.00	5,100.00

Note 7. Details of Unexpended Grants Liability

Unexpended Grants - Special Purpose	121,845.90
Total Unexpended Grants Liability	121,845.90

Note 8. 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 March 2023

CAPITAL EXPENDITURE FOR THE PERIOD March 2023	YTD Actuals	YTD Budget	YTD Variance	Approved Annual Budget
Buildings (ReDiscovery Hub Stage 1)	0	25,000	(25,000)	75,000
Infrastructure (Skatepark & Pumptrack Design & Construct Stage 1)	18,530	28,764	(10,234)	38,352
Infrastructure (Solar Lights & Sports Court)	55,729			82,483
Motor Vehicles (Leased / Right of Use)	0	0	0	0
Office Equipment	10,200	6,000	4,200	6,000
Plant and Machinery	0	0	0	0
Sports Ground	0	0	0	0
TOTAL CAPITAL EXPENDITURE*	84,459	59,764	(31,034)	201,835
Total capital expenditure funded by:				
Capital Grants	0	0	0	113,352
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	119,352

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

WAGAIT SHIRE COUNCIL

Special Purpose Grants (SPG) as at 31 March 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	2,500.00	2,500.00	0.00	Acquitted
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	11,454.33	11,454.33	6,764.51	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	18,530.00	18,530.00	7,264.00	Skatepark & Pumptrack design & construct Stage 1
DTF	NT Youth Week 2023	2,000.00		2,000.00		0.00	2,000.00	Program running into 2023
DITT	Tourism Town Asset 2022	31,063.13		31,063.13	55,729.20	55,729.20	-24,666.07	Program running into 2023
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	3,738.98	3,738.98	16,261.02	Program running throughout year
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	9,220.00	9,220.00	49,117.50	ReDiscovery Centre
DCMG-LG	WRM #3 21-22	75,000.00		75,000.00		0.00	75,000.00	ReDiscovery Centre
DTF	International Women's Day	3,000.00		3,000.00	3,000.00	3,000.00	0.00	Acquitted
DTF	Youth Vibe School Holiday 2022-23	4,000.00		4,000.00	1,803.59	1,803.59	2,196.41	Program running throughout year and c/f
Totals		137,863.13	122,269.92	260,133.05	138,287.15	138,287.15	121,845.90	
		Total Special Purpose Grants		260,133.05	GRAND TOTAL		121,845.90	

WAGAIT SHIRE COUNCIL

Income & Expenditure Statement Actual v Budget Mar 2023

	Mar Actual	YTD Actual	YTD Budget	YTD Variance	WHOLE YEAR BUDGET	NOTES
2022/23 Budget to be amended & approved in October 2022						
Income						
Contracts, Fees & Charges	\$ 12,046.69	\$ 118,642.95	\$ 115,625.00	\$ 3,017.95	\$ 153,500.00	1 March YTD higher due to timing of invoices
Interest/Investment Income	\$ 314.78	\$ 11,651.85	\$ -	\$ 11,651.85	\$ 30,000.00	2 Accrued term deposit interest due Sep/Oct/Nov in Jun 23
Operating Grant Revenue	\$ -	\$ 315,190.00	\$ 311,603.00	\$ 3,587.00	\$ 315,990.00	3 2nd instalment of Operational grants received in Jan 23 (FAA c/f = \$ 53,980)
Other Income	\$ -	\$ 5,455.22	\$ -	\$ 5,455.22	\$ -	4 March Nil
Other Income - Disposal of Fixed Assets	\$ 6,986.18	\$ 6,986.18	\$ -	\$ 6,986.18	\$ 20,000.00	5 A sale of Kubota Tractor in March
Rates Income	\$ 167.68	\$ 253,194.27	\$ 252,540.00	\$ 654.27	\$ 252,924.00	6 Includes rates, rates interest, and rates search income (FY23 rates = \$251,424 for 387 properties)
Rental Income	\$ 995.46	\$ 5,800.03	\$ 3,402.00	\$ 2,398.03	\$ 5,045.00	7 March YTD slightly higher due to caretakers rental at Cloppenburg Park
Waste Management Income	\$ -	\$ 123,868.76	\$ 124,121.00	-\$ 252.24	\$ 124,496.00	8 Includes waste management levy and additional bins income (FY23 waste mgmt levy = \$122,996 for 387 properties)
Total Income	\$ 20,510.79	\$ 840,789.26	\$ 807,291.00	\$ 33,498.26	\$ 901,955.00	
Gross Profit	\$ 20,510.79	\$ 840,789.26	\$ 807,291.00	\$ 33,498.26	\$ 901,955.00	
Less Operating Expenses						
Administration Expenses	\$ 2,492.40	\$ 40,008.13	\$ 44,199.00	-\$ 4,190.87	\$ 61,950.00	9 YTD lower
Contracts & Material Expenses	\$ 261.00	\$ 261.00	\$ 729.00	-\$ 468.00	\$ 1,000.00	10 March & YTD lower mainly due to timing
Depreciation Expenses	\$ 12,995.34	\$ 116,958.06	\$ 116,959.00	-\$ 0.94	\$ 155,944.00	11 Estimated monthly depreciation \$12995.34/month
Elected Member Allowances	\$ 411.40	\$ 3,484.92	\$ 3,753.00	-\$ 268.08	\$ 5,000.00	12 YTD lower due to members not claiming allowances
Elected Member Expenses & PD	\$ 454.55	\$ 1,727.28	\$ 1,872.00	-\$ 144.72	\$ 2,500.00	13 YTD lower
Employment Expenses	\$ 61,322.29	\$ 368,638.51	\$ 339,723.00	\$ 28,915.51	\$ 457,572.00	14 YTD higher due to new starters and additional pay-cycle (July)
Insurance	-\$ 168.23	\$ 53,013.34	\$ 52,000.00	\$ 1,013.34	\$ 52,000.00	15 Insurance payments due July/August (\$53,403)
Other Expenses - Election	\$ -	\$ 7,757.70	\$ 9,100.00	-\$ 1,342.30	\$ 9,100.00	16 YTD lower
Projects & Activities	\$ 1,276.92	\$ 7,459.52	\$ 9,369.00	-\$ 1,909.48	\$ 12,500.00	17 YTD lower pending community grants program in Q2
Repairs & Maintenance	\$ 1,003.08	\$ 14,123.12	\$ 12,348.00	\$ 1,775.12	\$ 16,500.00	18 YTD higher due to annual maintenance and road reserve expenses
Services	\$ 248.98	\$ 6,553.73	\$ 9,513.00	-\$ 2,959.27	\$ 12,700.00	19 March & YTD lower
Vehicle & Plant Expenses	\$ 4,282.56	\$ 35,454.81	\$ 21,816.00	\$ 13,638.81	\$ 29,100.00	20 YTD higher due to annual services and licencing in Q1
Waste Management Expenses	-\$ 4,921.92	\$ 54,099.01	\$ 68,247.00	-\$ 14,147.99	\$ 91,000.00	21 March & YTD lower, Veolia invoices dispute are all resolved
Total Operating Expenses	\$ 79,658.37	\$ 709,539.13	\$ 689,628.00	\$ 19,911.13	\$ 906,866.00	
Operating Profit	-\$ 59,147.58	\$ 131,250.13	\$ 117,663.00	\$ 13,587.13	-\$ 4,911.00	
Non-operating Income						
Special Purpose Grants	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	22 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	\$ -	23 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	-\$ 59,147.58	\$ 131,250.13	\$ 117,663.00	\$ 13,587.13	-\$ 4,911.00	
Total Rates incl waste invoiced	\$ 374,420.00					
Less current year outstanding	\$ 21,250.80		\$ 402.03	Total from difference above		
Total Rates in received in Cash 2022-23	\$ 353,169.20					



**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.

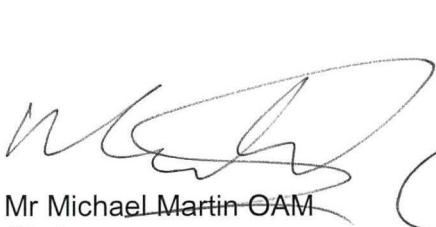
The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2021/6 or any subsequent Taxation Determination made in substitution of that Determination.

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

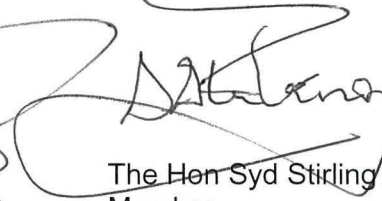

Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

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

Guideline for the management of human remains

Department of the Chief Minister and Cabinet



Document title	<i>Guideline for the management of human remains</i>
Contact details	Department of the Chief Minister and Cabinet
Approved by	
Date approved	
Document review	
TRM number	

Burial and Cremation Act 2022

Making of Guideline

I, Frank Frederick Stewart Daly, Chief Executive Officer of the Department of the Chief Minister and Cabinet, under section 192(2) and section 194(1) of the *Burial and Cremation Act 2022*, hereby make this Guideline.

.....

Chief Executive Officer

Department of the Chief Minister and Cabinet

/ / 2023

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DRAFT ONLY

1 Title

1.1 This Guideline is titled *Guideline for the management of human remains*.

2 Commencement

2.1 This Guideline commences on the day after the day it is made.

3 Definitions

For the purposes of this Guideline:

Act means the *Burial and Cremation Act 2022*.

CEO means the Chief Executive Officer of the Agency administering the Act.

CHO means the Chief Health Officer.

declared infectious disease, see clause 7.

exhumation means the removal of human remains from a burial site, including the temporary removal of human remains for reburial at the same burial site.

exhumed remains means human remains that have been exhumed from a burial site and have not yet been buried, disposed of, or otherwise relocated.

identifier:

- (a) for human remains – means information that is attached to the deceased person for the purposes of identifying the human remains; or
- (b) for a funerary box – means information that is attached to, or marked on, the funerary box for the purposes of identifying the human remains that are in the funerary box.

vehicle includes the following:

- (a) an aircraft;
- (b) a motor vehicle;
- (c) a vessel as defined in the *Marine Act 1981*.

Note for clause 3

The Act also contains definitions that are relevant to this Guideline.

4 Relevance to Act

4.1 Section 192(2) of the Act provides that the CEO may, after consulting with the CHO, make guidelines in relation to any declared infectious disease for the purposes of burials, disposals or exhumations under this Act.

4.2 Section 194(1) of the Act provides that the CEO may make guidelines relating to any matter under this Act.

5 Purpose

5.1 This Guideline provides guidance and rules for the following matters relating to the management of human remains:

- (a) identification of human remains;
- (b) exhumations and declared infectious diseases;

- (c) exhumation of human remains inside cemeteries;
- (d) decision making with regard to human remains;
- (e) protocols in relation to communicating with next of kin;
- (f) transportation of human remains; and
- (g) storage of human remains.

6 Identification

6.1 As soon as practicable after the death of a deceased person, the following are to be identified by the funeral director managing the human remains through the use of an identifier:

- (a) the human remains;
- (b) the funerary box for the human remains, if applicable.

Example for clause 6.1(a)

An identifier used for human remains may be a wrist or ankle band.

6.2 A funeral director is to establish and maintain electronic records relating to identifiers.

7 Declared infectious diseases

7.1 In accordance with section 192(1) of the Act, in relation to exhumations, a declared infectious disease is one of the following diseases:

- (a) diphtheria;
- (b) human coronavirus with pandemic potential;
- (c) human influenza with pandemic potential;
- (d) Middle East respiratory syndrome;
- (e) plague;
- (f) severe acute respiratory syndrome;
- (g) smallpox;
- (h) tuberculosis;
- (i) viral haemorrhagic fevers.

8 Exhumation inside cemetery

8.1 In accordance with section 87(5)(c) of the Act, an application for approval to exhume human remains of a deceased person in a cemetery will require consultation with the CHO if:

- (a) the deceased person suffered from a declared infectious disease at the time of the person's death; and
- (b) the burial occurred less than 6 months prior to the date of the proposed exhumation.

Note for clause 8.1

Consultation with the CHO is also required in relation to an exhumation of human remains outside a cemetery if the circumstances set out in paragraphs (a) and (b) apply. See section 94(3)(b) of the Act.

- 8.2 In accordance with section 87(6) of the Act, in relation to giving an exhumation approval for an exhumation inside a cemetery, the CEO may impose conditions that the CEO considers appropriate that are consistent with, or otherwise in addition to, this Guideline.
- 8.3 For section 90 of the Act, in relation to an exception for an exhumation approval, human remains are still considered to have been immediately returned to the burial site despite:
- (a) the exhumed remains being transported for temporary storage; or
 - (b) the exhumed remains being placed in funerary box, receptacle, container or wrapping.

9 Decision making

- 9.1 Subject to any other legislative requirements, decision making for the transportation and storage of human remains of a deceased person is to be done in accordance with:
- (a) the wishes of the decision maker for the deceased person; and
 - (b) this Guideline.

Note for clause 9.1

A decision maker, for a deceased person, is defined in section 9 of the Act as:

- (a) the executor or administrator of the estate of the deceased person; or
- (b) if there is no executor or administrator of the estate of the deceased person – the senior next of kin; or
- (c) in any other case – the Public Trustee.

10 Communication protocols

- 10.1 Next of kin of a deceased person should be provided with timely, adequate and accurate information, for the purpose of making decisions related to a deceased person's remains.

Note for clause 10.1

Consideration should be given to the next of kin's preferred method of communication and reasonable requests such as:

- (a) having a support person present; and/or
- (b) having an interpreter present; and/or
- (c) receiving information in written and/or verbal form.

- 10.2 If applicable, interpreters who are accredited or recognised by the National Accreditation Authority for Translators and Interpreters should be used when discussing matters related to decisions about human remains.

Note for clause 10.2

A suitable interpreter may be identified by contacting the Interpreting and Translating Service NT, or the Aboriginal Interpreter Service.

- 10.3 Where a dispute has arisen in relation to determining the decision maker or senior next of kin for a deceased person, it is recommended that disputing parties:
- (a) in the first instance, participate in mediation in accordance with provisions in section 12 of the Act; and
 - (b) if the dispute remains unresolved, make an application with the Northern Territory Civil Administration Tribunal for a determination of the decision maker or senior next of kin for the deceased person.

11 Transportation and storage

- 11.1** Human remains that are being transported in a vehicle are to be covered and placed in a part of the vehicle that:
- (a) is physically separate from the part of the vehicle designed for the carriage of the driver and passengers;
 - (b) allows for the secure placement of the human remains or the human remains are otherwise restrained during transport; and
 - (c) is capable of being easily cleaned and disinfected.
- 11.2** Human remains are not to be transported in a vehicle for more than 8 hours while unrefrigerated.
- 11.3** A vehicle is not to be used for the storage of human remains.
- 11.4** Human remains that are being transported in a vehicle are to be contained in a funerary box, receptacle, container or wrapping that does not allow any bodily discharge, contaminants or infectious substances to escape.
- 11.5** A funerary box, receptacle, container or wrapping is to be an appropriate size to accommodate the human remains lying flat and straight.
- 11.6** When not being transported, human remains must be stored in a location that:
- (a) has adequate temperature controls to manage the condition of the human remains; and
 - (b) is solely reserved for the storage of human remains or is otherwise physically separated from other areas of the location that are used for other purposes.
- 11.7** If human remains are to be exhumed within 12 months after burial, the storage of the exhumed remains must be:
- (a) in a freezer facility; and
 - (b) arranged and confirmed prior to the exhumation taking place.
- 11.8** Clauses 11.4, 11.5, 11.6 and 11.7 do not apply if the containment or storage of the human remains relates to the exercise of rights and interests mentioned in section 5 of the Act.

Example for clause 11.8

Human remains kept in a traditional keeping place as an exercise of traditional rights to use Aboriginal land in accordance with the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth).