



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, 142 WAGAIT TOWER ROAD
7PM TUESDAY 19 SEPTEMBER 2023**

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

Date: **Tuesday 19 September**

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 18 September 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 15 August 2023

**Resolution No. 2023/
That the Minutes of the Ordinary Meeting of Tuesday 15 August 2023 be confirmed by Council as a true and correct record.
Moved:
Seconded:
Vote:**

3.2. Matters arising from Minutes of Council Meeting Tuesday 15 August 2023

4. GUESTS – Nil

5. INWARDS AND OUTWARDS CORRESPONDENCE

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

5.1 Inwards Correspondence

15/08/2023	NT Grants Commission	Financial Assistance Grant Allocations 2022-23	email
18/08/2023	Remuneration Tribunal	Review of Council Member allowances	email
25/08/2023	IRIS consulting	Proposal for Records Management Work and ICT Strategy	email
29/08/2023	Core Lithium	Core Presentation	email
30/08/2023	Nexia Edwards	Draft 2023 Wagait Shire Council 2023 Financial Statements	email
4/09/2023	DCMC-LG Unit	Vehicle Allowance for Council Members	email
5/09/2023	DCMC-LG Unit	Incorporation of Unincorporated Areas	email
8/09/2023	DCMC-TRG Unit	Advice of Executive staff change	email
8/09/2023	Palmerston City	TOPROC Minutes & Draft Minutes	email
13/09/2023	LGANT	Emergency Management Briefings	email
13/09/2023	DCMC-LG Unit	WSC - Local Government funding levels - 2023-24	email
13/09/2023	Regional Controller	Northern Region Emergency Committee Contact List	email
13/09/2023	DCMC-LG Unit	Animal Management Working Group ToR	email
14/09/2023	Grants NT - Youth Affairs	Funding Agreement - Youth Vibe Holiday Grant 2023-24	email
15/09/2023	NT Police Force	Darwin LEC Meeting 20 September	email
15/09/2023	LGANT	Call for Motions for LGANT General Meeting	email

5.2 Outwards Correspondence

15/08/2023	NT Grants Commission	Financial Assistance Grant Allocations	email
18/08/2023	Remuneration Tribunal	Review of Council Member allowances	email
25/08/2023	IRIS consulting	Proposal for Records Management Work and ICT Strategy	email
29/08/2023	Core Lithium	Core Presentation	email
30/08/2023	Nexia Edwards	Draft 2023 Wagait Shire Council 2023 Financial Statements	email
13/09/2023	LGANT	Emergency Management Briefings	email
13/09/2023	Regional Controller	Northern Region Emergency Committee Contact List	email
15/09/2023	NT Police Force	Darwin LEC Meeting 20 September	email
15/09/2023	Grants NT - Youth Affairs	Funding Agreement - Youth Vibe Holiday Grant 2023-24	email

Resolution No. 2023/

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

Moved:

Seconded:

Vote:

6. COUNCILLORS' REPORTS

6.1 President's Report

Please see President's report attached.

Resolution No. 2023/

That Council receives and notes President Neil White's report for the period 14 August to 15 September 2023.

Moved:

Seconded:

Vote:

7. OFFICERS' REPORTS

7.1. CEO Report for the period 14 August to 15 September 2023

Staff	<ul style="list-style-type: none"> • Leave: RG (PL 22-29 Aug; AL 04-11 Sep); PW (LSL 14 Aug > 14 Sep) • Recruitment: CEO interviews and panel coordination
WHS	<ul style="list-style-type: none"> • Staff Toolbox meetings x3 • Staff WIP meetings x2 (changed schedule of meetings due to staff)
Meetings and Correspondence	<p><u>Council Business</u></p> <ul style="list-style-type: none"> • President weekly catchups x3 • Correspondence with contractor re Road safety audit ; 1 Sept • Correspondence with Auditors responding to audit queries ; 25 Aug, 15 Sept • Meetings with contractor civil works ; 21 Aug, 1 Sept, 13 Sept • DCMC Top End Regional Coordination Committee; 28 Aug • Animal Management Working Group ; 14 Sept • Audit Committee meeting ; 12 Sept • Correspondence Crown Land Office CLO re Occupational Licenses • LGANT Emergency & Disaster panel ; • CEO position advertised, candidate and panel correspondence • Waste Collection 2023-2025 RFT emails to respondents
Projects	<p><u>Current Capital Projects & Procurement</u></p> <ul style="list-style-type: none"> • Skate-park & Pump-track design and construct stage 1 (\$50k) ; final design completed pending construction drawings, staging & final QS ; site cleared for stage 1 earthworks • Design & Construct for Re-Discovery Centre (\$125k) ; redesign and retender pending • Solar lights (\$50k) ; council carpark installation pending contractor availability • Ninja exercise equipment (\$145k) ; redesign and retender pending • Road Safety Audit & condition report (\$25k) ; completed • Road shoulder remediation (\$45k) ; in progress • Waste Collection 2023-2025 RFT (\$200k); in progress <p><u>Current Special Purpose Grant Applications Pending/New</u></p> <ul style="list-style-type: none"> • LCRI-PH4 (\$39k) ; road shoulders/verge maintenance, court fence • WaRM #4 (\$75k) ; council to endorse proposal at Oct meeting • Youth Affairs (\$2k) ; Sept/Oct school holiday program <p><u>Reporting</u></p> <ul style="list-style-type: none"> • LRCI all phases progress reports for Q4 completed • Remote Sport Program annual report (20k) completed • Seniors Healthy Lifestyle 2022-23 (20k) completed • Youth QRS School Holiday Program (2k) completed • Preparation of the draft Annual Report <p><u>Governance</u></p> <ul style="list-style-type: none"> • Preparation of minutes for WSC and Audit Committee meetings • Review of policies; WHS Management, Gifts & Benefits Elected Members and CEO • Review of financial procedures in line with auditor recommendations <p><u>Sport & Active Recreation Programs</u></p> <ul style="list-style-type: none"> • Youth Program: pop-ups continue with YDO coordinating activities including Balanced Choice and Buildup Skate sessions. The Sept/Oct school holiday program has been published and includes movie nights and the Halloween party. • Seniors Program: Weekly Yoga and Pilates are still both very well attended. • Men's Program: several meetings have now taken place and council is providing further assistance to facilitate a program of events.

	<ul style="list-style-type: none"> • Suicide Prevention Program events on Sunday 10 September (World Suicide Prevention Awareness Day) at Cox Club was well attended. Further events in this program TBA. <p><u>Residents/Local Business</u></p> <ul style="list-style-type: none"> • Resident enquiries regarding barking dogs <p><u>Public Communications</u></p> <ul style="list-style-type: none"> • Council e-newsletter, Facebook & poster communications re: <ul style="list-style-type: none"> – Sports Court Rules update – Strategic Planning surveys
Events	<p><u>Community Events</u></p> <ul style="list-style-type: none"> • Vietnam Veterans event at Milady site – Sat 19 Aug • Seniors Month – see item 14 upcoming events • Suicide Prevention Awareness Event #1 – Sunday 10 Sept, Cox Club dinner & talks • Darwin Legal Service consultations – 19-20 Sept, Community Centre • CEO BBQ – 20 October, Council Grounds

7.2. Works Manager’s Report for the period 14 August to 15 September 2023

Staff/HR, PD & Training, WHS	<ul style="list-style-type: none"> • Leave – R Roberts (PL) 26 Jul-8 Aug (LSL) 8-25 Aug • Leave – J Allcorn (PL) 12 Aug; (RDO) 12 Sep • Training – First aid, Chainsaw and Chemical Applications 8-9 Aug
WHS	<ul style="list-style-type: none"> • Accidents – NIL
Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x3
Contracts	<p><u>Power Water</u></p> <ul style="list-style-type: none"> • Bore Runs x15 • Water Samples x10 • Imaluk water compound maintenance (snip, spray & mow) x1 <p><u>Jetty Maintenance</u></p> <ul style="list-style-type: none"> • Jetty wash and rubbish collection x13 • Jetty stairs and landings barnacle blasting • Carpark weed-spray and snip
Actions	<p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Sprayed weed on verge of dirt section of Baluria Rd • Repair two pot holes on CEO driveway and three holes at intersection of Tower Rd and Forsyth Rd with bitumen cold mix. • Shoulder repair work, ongoing. • Use sweeper on mower and tidy up after the shoulder work. • Straighten knocked kerbs on Wagait Tower Rd <p><u>Vehicle & Plant Maintenance</u></p> <ul style="list-style-type: none"> • Set up and test new spray nozzle for ute spray tank • Replaced handle on knapsack • Picked up chainsaw from Mowerworld after repairs • Wash and detail ute and tractor • Repaired hose reel for jinker on ute • Replaced three broken hinges on gates of ute <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x3

	<p><u>Environmental Maintenance & Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 9 • Council bins in, out & cleaned weekly x 47 • Clean up at hard-waste compound ongoing • Changed out 2 skip bins at hard-waste compound • Council grounds need an irrigation system (even a basic one would do) • Remove two large trees from eastern end of Community Centre that had roots in relim drain and tidy up area • Sprayed weeds at sportsground and around council office <p><u>Community Activities Support</u></p> <ul style="list-style-type: none"> • Assist with the Harbour Clean Up • Clean and test BBQ for morning at Milady crash site. <p><u>Contractor Management & Support</u></p> <ul style="list-style-type: none"> • Water, gravel & sweeping for road-shoulder remediation • Solar light installation follow up with contractor
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**Resolution No. 2023/
That council receives and accepts the Officers' reports for 15 August to 15 September 2023.
Moved:
Seconded:
Vote:**

8. ACTION SHEET for the period 14 August to 15 September 2023

Item	Res No	Resolution	Date	Status	
1	None	Water Compound Masterplan	15/09/2023	No change.	
			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.	
			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.	
			10/11/2022	Council has contributed to the NTG consultation regarding economic regulatory reform for water and sewerage.	
			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.	
			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.	
			11/03/2022	Director Water Security, Penny Renc, attended the January council meeting via videoconference to present the NT Water discussion paper and respond to council enquiries regarding the public water supply in WB. Ms Renc advised that while there is plenty of artesian water in the peninsula, infrastructure costs to extract and reticulate are prohibitive due to the very low pressure. At the February council meeting a resident presented concepts for watertank subsidies (grants) as offered in other jurisdictions. Council to follow up with NTG/MLA.	
2	2020/101	Local Area Planning, Environment and Climate Change	11/09/2023	CEO and President met with NTG LG Unit on 18 August to discuss LAP and boundary reform as well as current projects. LG advised that no further action will be taken to amalgamate councils in the foreseeable future. Council will undertake a 5-10 year strategic planning process with the community and other stakeholders commencing September.	
			11/08/2023	Response received from Minister Paech; CEO and President will meet with LG Unit on 18 August to discuss LAP.	
			13/07/2023	Occupational licenses pending. Meetings with contractor to confirm scope of works.	
			15/06/2023	Funding through DCMC Community Places for People grant submission approved and project to remediate beach access roads and carparks will commence once Occupational Licenses are received.	
			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 for the work.	
			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.	
	2020/113			11/11/2022	Council has received approval for the quote to deliver monitoring and weed management services in the RUA.
				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.
				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.
				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.

			12/11/2021	CLE has confirmed 5-year occupational lease for the picnic table at Imaluk Beach access on Erickson Crescent. A follow up meeting with LCE and DEPWS to discuss other leases has been scheduled for end November.
			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.
			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.
			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.
			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.
			20/04/2021	Grant Application to NT CMC NT Risk Reduction Program unsuccessful.
			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.
			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.
			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.
			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 meeting2020/113.
			12/04/2020	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 2020/101.
3		Wagait Health Service and Clinic	11/09/2023	CEO emailed Dr Briceno with follow up notes from meeting 16 August.
			11/08/2023	CEO and President will meet with CE Health Dr Marco Briceno on 16 August.
			13/07/2023	Letter to new CEO Dept Health requesting a meeting to discuss issues and pathways for the strategy, pending response.
			15/06/2023	Development of a Health Strategy is included to the 2023-24 Shire Plan, which will need to be budgeted and outsourced. CEO will write to new CEO Dept Health requesting a meeting to discuss issues and pathways for the strategy.
			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 (19-20 April).
			21/02/2023	CEO to discuss with MLA prior to preparing letter to the Chief Minister/Minister for Health for President to sign.
			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
			16/09/2022	Raised at TERCC meeting 15/09/2022 as a priority issue affecting community wellbeing and safety.
			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.

			16/09/2021	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.
			10/06/2021	Council letter to new CEO NT Health from Council requesting a meeting to discuss local issues.
			14/05/2021	Community Wi-Fi network is operational, Belyuen Health Service has been informed.
			20/04/2021	NBN satellite 'Community Wi-Fi' network was installed at the Community/Health Centre on 15 April, connection pending.
			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.
			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.
			15/09/2020	Council requested CEO to confirm opening hours for Wagait Clinic and seek potential opportunities for alternative regular service provider.
4	2023/073	Cat By-laws	14/09/2023	CMC-LG Animal Management Working Group meeting was held on 14 September and animal management legislation was discussed. LGANT and NTG Animal Welfare also attended and it is proposed further research be undertaken by CMC and LGANT to progress several actions including sensitive information sharing, consistent penalty systems and definitions, and animal legislation that captures relevant regulations in control orders that are not in the Development Planning Guidelines for rural, remote and unincorporated property. CMC-LG will be provided regular updates on progress of subordinate legislation to parliamentary council.
			11/08/2023	CMC-LG Animal Management Working Group meeting scheduled for 17 August.
			10/07/2023	Still waiting for WG meeting date to be set. A community meeting to discuss cat management is being proposed for September with invited guests RSPCA, AMRRIC and NTG Animal Welfare.
			14/06/2023	WSC hosted the TOPROC Animal Management Reference Group (AMRG) 24 June, with regulatory officers and rangers from 6 Top-End councils attending. Discussion included updates on the challenges from all councils on the drafting & processing of bylaws. On 2 June, CEO and President attended TOPROC meeting of CEO's and Principal Members of 6 Top-End councils which included a presentation from the NTG local government unit on the draft local government regulatory framework.. TOPROC members will nominate staff for new NTG Local Government WG (working group) to progress bylaws & discuss the Uniform Animal Management Legislation. The first meeting of the new WG will be in July.
			16/05/2023	Action initiated to investigate Cat By-laws and the delay in processing of by-laws through Parliamentary council.

Resolution No. 2023/

That council receives and accepts the Action Sheet for 17 July to 11 August 2023.

Moved:

Seconded:

Vote:

9. FINANCIAL REPORTS

9.1. August 2023 Reports

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

9.2. August 2023 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/08/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Workers Compensation	\$24,463.30	
1/08/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Brokers Fee	\$4,369.59	
1/08/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Personal Accident Cover	\$404.25	
1/08/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Stamp Duty	\$40.43	
1/08/2023	Sureline Mercantile & Commercial Agency	\$110.00	
2/08/2023	CBA - Merchant fees		\$31.70
2/08/2023	Pamela Wanrooy Exp Claim - Post it notes	\$29.98	
2/08/2023	Ian Manahan - Water delivery to sports ground	\$340.00	
2/08/2023	Pamela Wanrooy Exp Claim - Flipchart for Suicide Presentation	\$53.06	
4/08/2023	Paul Myatt Media - Ongoing web development and maintenance	\$385.00	
4/08/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Management Liability	\$497.29	
4/08/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Stamp Duty	\$49.73	
4/08/2023	Central Business Equipment - Photocopy charges and printing	\$362.91	
7/08/2023	Fleetcare - CEO Lease vehicle		\$1,427.12
8/08/2023	Phillip Eaton - Donation P Eaton	\$250.00	
8/08/2023	Wagait Beach Supermarket - Territory Day Food	\$29.90	
8/08/2023	Wagait Beach Supermarket - Territory Day Ice	\$5.00	
8/08/2023	Pamela Wanrooy Exp Claim - Oil and serviettes - VV50 event	\$4.90	
8/08/2023	Pamela Wanrooy Exp Claim - Sausages - VV50 event	\$12.00	
8/08/2023	Wagait Beach Supermarket - Coca Cola (for cleaning blackboard)	\$5.60	
8/08/2023	Wagait Beach Supermarket - Bleach	\$5.99	
8/08/2023	Wagait Beach Supermarket - Sugar Soap	\$8.60	
8/08/2023	Councilwise - Rates and Dog rego support		\$1,076.35
8/08/2023	Pamela Wanrooy Exp Claim - stamps - Rates	\$360.00	
8/08/2023	Wagait Beach Supermarket - Milk	\$4.65	
8/08/2023	Wagait Beach Supermarket - Milk	\$8.60	
8/08/2023	Wagait Beach Supermarket - Fuel - Ute	\$119.24	
8/08/2023	Wagait Beach Supermarket - Fuel - Ute	\$126.60	
8/08/2023	Wagait Beach Supermarket - Fuel - Ute	\$55.00	
8/08/2023	Wagait Beach Supermarket - Fuel - Ute	\$96.00	
8/08/2023	Wagait Beach Supermarket - Fuel Rebate - Ute	-\$6.17	
8/08/2023	Wagait Beach Supermarket - Fuel - Plant & Machinery	\$10.45	
8/08/2023	Wagait Beach Supermarket - Fuel - Mower	\$46.20	
8/08/2023	Wagait Beach Supermarket - Fuel - Tractor	\$85.79	
8/08/2023	Wagait Beach Supermarket - Fuel - small engines	\$10.08	
8/08/2023	Wagait Beach Supermarket - Fuel - Small Engine	\$10.00	
8/08/2023	Wagait Beach Supermarket - Fuel Rebate - Plant & Machinery	-\$0.46	
8/08/2023	Wagait Beach Supermarket - Fuel - small engines	\$24.55	
8/08/2023	Wagait Beach Supermarket - Fuel Rebate - CEO	-\$1.02	
8/08/2023	Wagait Beach Supermarket - Fuel - CEO	\$110.02	
8/08/2023	Wagait Beach Supermarket - Fuel - CEO	\$124.00	

10/08/2023	Ian Manahan - Water for CEO House	\$170.00	
11/08/2023	Fiona Carter Exp. Claim - Uber Journey	\$10.26	
11/08/2023	Fiona Carter Exp. Claim - Sealink Ticket	\$113.40	
11/08/2023	Fiona Carter Exp. Claim - Wristband for Suicide Prevention	\$42.00	
15/08/2023	CBA - Commbiz fees		\$0.92
15/08/2023	CBA - Commbiz fees		\$10.47
15/08/2023	Belyuen Commiunity Government Council - Catering	\$170.00	
15/08/2023	Netball NT - Ferry Ticket	\$17.47	
16/08/2023	Colleen Fergusson - Provide dinner for Council Meeting	\$132.00	
17/08/2023	Nexia Edwards Marshall NT - Professional Services - Audit	\$1,430.00	
17/08/2023	Renita Glencross Expense Claim - Tote Bag	\$2.50	
17/08/2023	Renita Glencross Expense Claim - Food for VV50 event	\$36.60	
17/08/2023	Renita Glencross Expense Claim - Coffee at Meeting	\$10.50	
18/08/2023	MJ Electrical - Replace Office Light	\$120.00	
20/08/2023	Optus - Office Phone & Data		\$112.25
20/08/2023	Optus - Mobile telephony & data		\$214.00
20/08/2023	STSNT - Chainsaw & Chemical Application Training	\$3,370.00	
20/08/2023	STSNT - Travel to WB & return	\$132.00	
20/08/2023	STSNT - Equipment for training (masks, gloves and respirator)	\$135.00	
21/08/2023	Michelle (Miki) Ensbey - Provide Snake Workshop	\$300.00	
21/08/2023	Michelle (Miki) Ensbey - Petrol	\$39.94	
21/08/2023	Michelle (Miki) Ensbey - Prize	\$14.98	
23/08/2023	Ian Manahan - Water supply to CEO house	\$170.00	
24/08/2023	Rowan Roberts Exp Claim - Mongrel Safety Boots	\$150.00	
25/08/2023	Smine Enterprises - Tree removal	\$396.00	
25/08/2023	MJ Electrical - Repair office electrical service	\$255.00	
27/08/2023	Ken's Plumbing Pty Ltd - Plumbing work Council Grounds	\$280.00	
27/08/2023	Ken's Plumbing Pty Ltd - Plumbing work CEO house	\$125.00	
27/08/2023	Build Up Skateboarding - Skateboard Youth Sessions	\$1,320.00	
30/08/2023	Bowman Advisory - Strategic Plan Development - 50%	\$15,290.00	
30/08/2023	Colleen Fergusson - TOPROC catering (12 pax @ \$22)	\$314.00	
31/08/2023	Nexia Edwards Marshall NT - Audit - third instalment	\$2,750.00	
31/08/2023	Local Government NSW - Careers @ Council Subscription		\$550.00
31/08/2023	J Blackwood & Sons - Full 3M respirator and spare filters	\$1,102.46	
31/08/2023	Veolia Environmental Services - Rearlift		\$5,796.14
31/08/2023	Veolia Environmental Services - Hooklift		\$4,760.49
31/08/2023	Veolia Environmental Services - Fuel		\$482.67
31/08/2023	Severine Meunier - Yog 14&28 Aug (\$200) + ferry pass	\$314.53	
CREDIT CARD - CEO			
1/08/2023	CBA - Annual Fee		\$40.00
5/08/2023	News Corp Australia - Advertisement for CEO position		\$900.60
6/08/2023	Microsoft - Microsoft monthly fees		\$126.28
6/08/2023	Microsoft - Monthly fees - 365 business standard		\$94.60
10/08/2023	Nationwide News - NT Division - Advertise waste	\$615.00	
11/08/2023	PayStay - PayStay Credit	\$20.00	
11/08/2023	Xero - Xero Monthly Subscription		\$124.00
11/08/2023	Nationwide News - NT Division - NT News Digital Subscription	\$14.00	
11/08/2023	EG Fuel - Fuel - CEO	\$99.48	
13/08/2023	Adobe Systems Incorporated - Acrobat Standard		\$18.69
14/08/2023	Darwin River Tavern - Drinks Seniors Lunch	\$6.50	
15/08/2023	Darwin River Tavern - Seniors Lunch Drinks	\$179.40	
16/08/2023	Adobe Systems Incorporated - Photoshop		\$29.99
16/08/2023	Encore Pilates & Wellness - On Line Pilates monthly fee	\$79.00	
17/08/2023	The Meeting Place - Meeting Expenses	\$10.50	
29/08/2023	Darwin River Tavern - Seniors Lunch	\$934.00	
CREDIT CARD - OTHER			

1/08/2023	CBA - CC Annual Fee		\$40.00
1/08/2023	CBA - CC Annual Fee		\$40.00
3/08/2023	Berry Springs Home Hardware - Dustpan brush set - workshop	\$25.14	
3/08/2023	Top Lock - Keys for Power water water box	\$15.40	
3/08/2023	The Big Mower - Spark plug for Honda Water Pump	\$13.20	
3/08/2023	Mower World - Chain saw parts	\$54.76	
3/08/2023	Territory Tyres - Parts for John Deere Mower	\$209.00	
24/08/2023	The Big Mower - Lever for poison tank	\$44.90	
24/08/2023	Mower World - Repair Husqvarna chainsaw	\$120.12	
29/08/2023	Think Water - Hose fittings	\$104.92	
29/08/2023	Triple M Tray Bodies - Hinge Kit	\$92.47	
1/08/2023	CBA - annual fee		\$40.00
16/08/2023	Cabcharge - Taxi from meeting	\$13.23	
16/08/2023	Cabcharge - Taxi to meeting	\$15.23	
29/08/2023	Roma Bar - Roma Bar meal	\$31.80	

9.3. Councillor Allowances

The total year-to-date payment to Councillors from 1 July 2023 to 30 August 2023 is **\$822**

9.4. CEO Declaration

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

- 9.4.1. The internal controls implemented by the council are appropriate; and
- 9.4.2. 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 August 2023.
Moved:
Seconded:
Vote:**

10. AGENDA ITEMS

10.1. Policy Review

The following policies were tabled at the Audit Committee meeting on 10 September 2023 with a recommendation by resolution 2023/132 that council adopt both policies.

10.1.1. Gifts and Benefits Council Members and CEO

This policy is a requirement under section 112-113 of the Local Government Act 2019 and 6(1)(g) of the Local Government Regulations 2021. It applies to the elected members and the CEO and establishes the responsibilities and obligations in relation to receiving, accepting and disclosure of gifts and benefits.

10.1.2. Work Health and Safety

This policy is a requirement under section 172 of the Local Government Act 2019 and applies to all workplace participants on Wagait Shire premises. The policy sets out the overall goals, objectives and responsibilities of the council in relation to work health and

safety matters and is a commitment to ensuring that the organisations operations do not place the local community at risk of illness or injury.

Resolution No. 2023/

That council adopts the following policies as recommended by the Audit Committee resolution 2023/132:

- **Gifts and Benefits Council Members and CEO**
- **Work Health and Safety policy**

Moved:

Seconded:

Vote:

10.2. Draft Annual Report for 2022-23

Please see attached draft the of the 2022-23 Annual Report as prepared by the CEO, for council consideration and recommendations. Please note that all financial figures in the report are still to be confirmed and aligned with the approved audited financial statement.

Resolution No. 2023/

That council notes the draft annual report and makes the following recommendations:

a)

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, submissions pending an outcome, unsuccessful and new funds granted.

The following are council’s current approved special purpose grants; *denotes in-kind contribution:

Approved Council Project	Funding Program	Grant	WSC Contr	Status
ReDiscovery Centre	WaRM #2 2021-22	75,000	0	In progress
ReDiscovery Centre + FOGO	WaRM #3 2022-23	75,000	0	In progress
Green-waste track & Signage	LRCI Phase 2	30,387	0	Completed
Skate-park & Stage 1	LRCI Phase 3	50,232	0	In progress
Youth Program 2022-23	Alcohol & Drugs (DoH)	20,000	0	In progress
Seniors Program 2023-24	Healthy Lifestyles (DoH)	20,000	18,500	In progress
Solar Lighting & Court upgrades	Town Asset (DITT)	82,483	12,346	In progress
Youth Week 2023	DTHFC-Youth Week	1,980	*1,000	Acquitted
Replace tipper-truck	DCMC-Priority Infra	90,910	1000	Acquitted
Replace exercise stations	DCMC-Priority Infra	142,640	2,360	In progress
Men’s Program activities	DTHFC-Men’s Program	8,115	*2,500	In Progress
Seniors Month activities	DTFHC-OFTA	2,000	*500	In Progress
Youth Vibe QRS	DTFHC	2,000	*500	In Progress
Beach Access upgrades	CMC-CPP	53,400	*14,000	In Progress
Suicide Prevention program	DoH	10,000	*500	In Progress

Road Verges & fencing	LCRI Phase 4	39,000	16,000	In Progress
TBC	WaRM #4 2023-24	75,000	0	TBA
Youth Vibe School Holiday	DTFHC	2,000		In Progress

Resolution No. 2023/

That council notes the grants update information provided.

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. Darwin Legal Service – 19-20 September – Community Centre

Darwin Legal Service (DLS) will return to Wagait and be available for consultation with residents about legal advocacy matters including health & transport services.

14.2. Strategic Planning Consultations – Commencing 15 September

The strategic planning process will be facilitated by an external consultant, commence with surveys being distributed on 15 September, followed by meetings with community, elected members, and council staff.

14.3. School Holiday Program – 22 September to 8 October

Please see attached flyer, which has been posted to notice boards and social media. Council has received additional Youth Vibe funding to deliver the activities.

14.4. Community Meeting – TBC October (Sat am or Thurs pm) – Community Centre

The community meeting will include an update from Core Lithium and a presentation from Bowman Advisory regarding the outcomes of the community strategic planning survey.

14.5. CEO Farewell BBQ – Friday 20 October - Council Grounds

15. LATE ITEMS AND GENERAL BUSINESS - Nil

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.

- In Camera Minutes August 2023
- Draft Financial Statement from the auditors
- Councillor Professional Development
- Workers Compensation update

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 17 October 2023 Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822.

18. CLOSE OF MEETING

The Chair declared the meeting closed at pm.

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

Update:

Hello and welcome to the September Wagait Council meeting.

Work is progressing on the recruitment for the CEO vacancy, with the last interview today. We should have a recommendation for to fill the key position for next month's Council meeting.

A poignant ceremony was held at the crashed B24 site on Saturday 19 August, with a reasonable turnout followed by a BBQ. Well done to Renita and the team for organising this. Ditto for the Suicide Prevention Day held at the club on Sunday 10 September, again with a good Community turnout.

Meetings Attended:

Tuesday 15 August	Council meeting
Wednesday 16 August	Met new CEO of NT Health, <u>Dr Marco Briceno with CEO</u>
Friday 18 August	Met DCM representatives Susan Watson & Hugh King regarding long term Planning for Cox Peninsula
Saturday 19 August	Attended 50 yr anniversary of the end of the Vietnam War with community representatives + Chair of NT Heritage Alan McGill at B24 crashed bomber site
Friday 1 September	Hosted TOPROC meeting with representatives from 6 different Councils at Wagait Shire Council office
Wednesday 6 September	ABC radio interview Head Honcho Hotline with Adam Steer
Sunday 10 September	Attended Cox Country Club for Council-sponsored World Suicide Prevention Day
Tuesday 12 September	Audit Committee meeting
Thursday 14 September	Held online interview for CEO vacancy
Friday 15 September	CEO catchup
Tuesday 19 September	Held online interview for CEO vacancy

Neil White

September 2023

WAGAIT SHIRE COUNCIL

Balance Sheet as at 31 August 2023

Notes to the Balance Sheet

Assets	31 Aug 2023	31 Aug 2022	Note
Tied Funds			
Bendigo Investment Acc	\$500,000.00	\$500,000.00	1 (a)
CBA Fixed Term Deposits	\$1,000,000.00	\$1,000,000.00	1 (b)
CBA Online Saver - SP Grants	\$354,920.58	\$0.00	2
Total Tied Funds	\$1,854,920.58	\$1,500,000.00	
Untied Funds			
CBA Online Saver	\$386,246.46	\$160,316.15	
CBA Transaction Account	\$84,062.89	\$83,713.04	
Total Untied Funds	\$470,309.35	\$244,029.19	
Total Bank	\$2,325,229.93	\$1,744,029.19	
Current Assets			
Less Prov'n for Doubtful Debts	-\$5,838.00	-\$5,838.00	
Rates Debtors Account	\$278,354.26	\$317,001.76	3
Rates in Advance	-\$898.34	-\$64.10	
Rates Payment Control Account	\$1,544.16	\$0.00	
Trade Debtors [11405]	\$619.00	\$18,432.62	4
Trade Debtors Control Account	-\$75.00	-\$75.00	
Total Current Assets	\$273,706.08	\$329,457.28	
Non-current Assets			
Buildings Accum Dep	-\$110,134.56	-\$60,916.52	
Buildings at Cost	\$989,220.18	\$980,000.18	
Inf Roads & Paths at Cost	\$894,075.20	\$863,576.00	
Infr Roads & Path Accum Depn.	-\$535,417.62	-\$496,277.66	
Land at Cost	\$350,000.00	\$350,000.00	
Leased Vehicle Accum Depreciation	-\$38,459.38	-\$24,885.34	
Motor Vehicles Accum Dep	-\$70,127.38	-\$67,188.34	
Motor Vehicles at Cost	\$165,230.21	\$73,398.55	
Office Equip & Furn at Cost	\$193,787.74	\$185,087.74	
Office Equip Furn Accum Depn.	-\$179,980.12	-\$175,585.16	
Plant & Equipment at Cost	\$674,766.34	\$674,766.34	
Plant & Equipment Accum Dep	-\$494,070.88	-\$446,911.84	
Right Use of Assets	\$54,294.00	\$54,294.00	
Sports Ground Accum Dep	-\$72,060.00	-\$39,667.00	
Sports Ground at Cost	\$381,883.00	\$310,000.00	
Total Non-current Assets	\$2,203,006.73	\$2,179,690.95	
Total Assets	\$4,801,942.74	\$4,253,177.42	
Liabilities			
Current Liabilities			
CBA CC - Gary Zikan new	0.00	967.43	
CBA CC - Renita Glencross	\$0.00	\$396.00	
CBA CC - Rowan Roberts	\$167.39	\$0.00	
Current Lease Liabilities	\$13,678.00	\$13,678.00	
GST	-\$5,940.37	-\$3,820.20	
PAYG Withholding Payable	\$13,610.00	\$6,830.00	
Provision for Annual Leave	\$61,775.14	\$55,359.06	
Provision for Long Service Leave	\$39,182.07	\$52,595.90	
Rounding	\$0.20	\$0.00	
Super Payable	\$6,961.66	\$3,818.76	
Super Payable control account	\$0.00	-\$136.59	
Trade Creditors	\$74,243.56	\$35,239.99	5
Trade Creditors Original	-\$11,781.00	-\$11,781.00	
Unexpended Grant Liability	\$349,764.64	\$97,762.07	6
Wages Payable - Payroll	\$0.00	\$902.24	
Total Current Liabilities	\$541,661.29	\$251,811.66	
Non-Current Liabilities			
Non-current Lease Liabilities	\$19,367.00	\$19,367.00	
Provision for Non Current Long Service Leave	\$10,056.00	\$10,056.00	
Total Non-Current Liabilities	\$29,423.00	\$29,423.00	
Total Liabilities	\$571,084.29	\$281,234.66	
Net Assets	\$4,230,858.45	\$3,971,942.76	
Equity			
Asset Revaluation Reserve	\$991,467.27	\$991,467.27	
Current Year Earnings	\$377,819.76	\$416,750.32	
Prior Year's Surplus/Deficit	\$1,802,286.03	\$1,802,286.03	
Retained Earnings	\$329,021.79	\$261,439.14	
Asset Renewal Reserve			
Asset Renewal Reserves	\$0.00	\$500,000.00	
Other Asset Renewal Reserve	\$300,000.00	\$0.00	
Roads Renewal Project Reserve	\$430,233.60	\$0.00	7
Total Asset Renewal Reserve	\$730,233.60	\$500,000.00	
Total Equity	\$4,230,828.45	\$3,971,942.76	

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

August 23 movement of SP Grants occurred on 11/09/2023

Balance as of 14/08/2023	\$ 354,920.58
Transfer from CBA Transaction Account (+)	-\$ 5,559.96
Transfer interest earned to Trans Account (-)	\$ 404.02
Balance as of 12/09/2023	\$ 349,764.64

Note 3. Details of Rates Control Account

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

Rates 23/24 not over due yet	\$ 272,183.02
Rates 23/24 over due	\$ -
Rates Prior years (pre 2022)	\$ 6,171.24
Total Rates Arrears	\$ 278,354.26

Note 4. Details of Trade Debtors

Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Debtors	70.00	80.00	469.00	0.00

Note 5. Details of Trade Creditors

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Creditors	69,143.56	0.00	0.00	5,100.00

Note 6. Details of Unexpended Grants Liability

Unexpended Grants - Special Purpose	349,764.64
Total Unexpended Grants Liability	349,764.64

Note .7 Details of Retained Earning

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

16.4. Movements in Council Reserves and Priority Projects

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

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

Resolution No. 2022/156

That council receives and notes the information provided.

Moved: Cr Peter Cleo

Seconded: President Neil White

Vote: AIF

WAGAIT SHIRE COUNCIL

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

*YTD Actuals includes all expenses from FY23 and July 23

CAPITAL EXPENDITURE FOR THE PERIOD JULY 2023	YTD Actuals	YTD Budget	YTD Variance	Approved Annual Budget
Buildings (ReDiscovery Hub Stage 1)	9,220	75,000	(65,780)	75,000
Infrastructure (Skate-park & Pump-track Stage 1)	22,581	38,352	(15,771)	38,352
Infrastructure (Solar-lights & Sports-court upgrades)	84,218	82,483	1,735	82,483
Infrastructure (Condensed exercise station)	12,318	142,640	(130,322)	142,640
Motor Vehicles (Leased / Right of Use)	0	0	0	15,200
Motor Vehicles (Tipper-truck)	91,832	90,910	922	90,910
Office Equipment	10,200	6,000	4,200	6,000
TOTAL CAPITAL EXPENDITURE*	230,369	435,385	(205,016)	450,585
Total capital expenditure funded by:				
Capital Grants	0	0	0	409,028
Transfers from Reserves	0	0	0	20,326
Sale of Assets	0	0	0	0
Other (Operational)	0	0	0	6,000
OPERATING SURPLUS / DEFICIT	0	0	0	435,354

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)
PIF Fund & LRCI Phase 2 (Cloppenburg Park Access)	Infrastructure	122,155				130,000	122,155
Roads 2 Recovery (Cox Dr Floodway)	Infrastructure	125,286				125,286	125,286
LCRI Ph3 (Skate-park & Pump-track Stage 1)	Infrastructure	11,880	20,630				32,510
WaRM #2 & #3 (Rediscovery Hub)	Building	0	9,220				9,220
IPG (Condensed exercise station)	Infrastructure	0			0	142,640	0
TOTAL		259,321	29,850	0	0	397,926	289,171

WAGAIT SHIRE COUNCIL


Income & Expenditure Statement Actual v Budget August 2023

	Aug Actual	YTD Actual	YTD Budget	YTD Variance	WHOLE YEAR BUDGET	NOTES
2022/23 Budget to be amended & approved in October 2022 & review + update in April 2023						
Income						
Contracts, Fees & Charges	\$ 6,976.36	\$ 7,805.36	\$ -	\$ 7,805.36	\$ 181,600.00	1
Interest/Investment Income	\$ 754.44	\$ 1,117.71	\$ -	\$ 1,117.71	\$ 30,000.00	2
Operating Grant Revenue	\$ 111,753.00	\$ 196,230.00	\$ -	\$ 196,230.00	\$ 315,392.00	3
Other Income	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ -	4
Other Income - Disposal of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	5
Rates Income	\$ 249,634.45	\$ 260,615.53	\$ -	\$ 260,615.53	\$ 253,324.00	6
Rental Income	\$ 995.46	\$ 1,659.10	\$ -	\$ 1,659.10	\$ 5,200.00	7
Waste Management Income	\$ 119,286.64	\$ 127,591.19	\$ -	\$ 127,591.19	\$ 124,196.00	8
Total Income	\$ 489,600.35	\$ 595,218.89	\$ -	\$ 595,218.89	\$ 917,712.00	
Gross Profit	\$ 489,600.35	\$ 595,218.89	\$ -	\$ 595,218.89	\$ 917,712.00	
Less Operating Expenses						
Administration Expenses	\$ 23,491.13	\$ 29,461.64	\$ -	\$ 29,461.64	\$ 51,850.00	9
Contracts & Material Expenses	\$ -	\$ -	\$ -	\$ -	\$ 200.00	10
Depreciation Expenses	\$ 12,995.34	\$ 25,990.68	\$ -	\$ 25,990.68	\$ 155,944.00	11
Elected Member Allowances	\$ 411.40	\$ 822.80	\$ -	\$ 822.80	\$ 5,000.00	12
Elected Member Expenses & PD	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	13
Employment Expenses	\$ 72,713.45	\$ 99,205.77	\$ -	\$ 99,205.77	\$ 505,069.00	14
Insurance	\$ 27,620.96	\$ 27,540.19	\$ -	\$ 27,540.19	\$ 53,181.00	15
Other Expenses - Election	\$ -	\$ -	\$ -	\$ -	\$ 7,757.00	16
Projects & Activities	\$ 89.77	\$ 1,116.18	\$ -	\$ 1,116.18	\$ 13,500.00	17
Repairs & Maintenance	\$ 2,233.07	\$ 8,207.98	\$ -	\$ 8,207.98	\$ 17,900.00	18
Services	\$ 680.00	\$ 2,543.69	\$ -	\$ 2,543.69	\$ 9,600.00	19
Vehicle & Plant Expenses	\$ 2,580.79	\$ 5,491.18	\$ -	\$ 5,491.18	\$ 38,771.00	20
Waste Management Expenses	\$ 10,035.73	\$ 17,019.02	\$ -	\$ 17,019.02	\$ 81,800.00	21
Total Operating Expenses	\$ 152,851.64	\$ 217,399.13	\$ -	\$ 217,399.13	\$ 943,072.00	
Operating Profit	\$ 336,748.71	\$ 377,819.76	\$ -	\$ 377,819.76	-\$ 25,360.00	
Non-operating Income						
Special Purpose Grants	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	22
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
Total Non-operating Expenses	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	
Net Profit	\$ 336,748.71	\$ 377,819.76	\$ -	\$ 377,819.76	-\$ 25,360.00	
Total Rates incl waste invoiced	\$ 387,580.50					
Less current year outstanding	\$ 277,455.92		\$ 388,206.72	Total from difference above		
Total Rates in received in Cash 2023-24	\$ 110,124.58					

WAGAIT SHIRE COUNCIL

Special Purpose Grants (SPG) as at 31 August 2023

Funding Body	Project Name	Grants Current	Brought Fwd	Total Grants	Current Exp 2023	Total Exp	Balance	Notes
DITT - CBF	Makers & Creators 2022	76.00		76.00		0.00	76.00	CBF Community Organisation Grants Program
DCMC - CPP	Community Place for People 2023	53,400.00		53,400.00		0.00	53,400.00	NTG Community Place for People Grants
DoH - Healthy Lifestyle 20/21	Seniors	0.00		0.00		0.00	0.00	Acquitted
DoH - Healthy Lifestyle	Seniors 2023	20,000.00		20,000.00	3,127.32	3,127.32	16,872.68	Healthy Lifestyle Seniors for 2023 Grants
DCMC	IPG-Sportsground	142,640.00		142,640.00		0.00	142,640.00	New capital grant for sportsground infrastructure
DCMC	IPG-Tipper	-921.66		-921.66		0.00	-921.66	New capital grant for tipper truck - Pending to offset the overspend (to be approved by council)
Federal Gov	LRCI 2	-3,039.00		-3,039.00		0.00	-3,039.00	Verge remediation + signage, next instalment due
Federal Gov	LRCI 3	10,764.80		10,764.80		0.00	10,764.80	Skatepark & Pumptrack design & construct Stage 1
DTF	MPG - 2023	8,115.00		8,115.00	142.26	142.26	7,972.74	NT Men's Places Grant
DTF	Senior Month 2023-24		2,200.00	2,200.00	1,018.09	1,018.09	1,181.91	Wagait Seniors trip to Crab Claw Island Resort 2023-24
DTF	Quick Response Youth 2023	1,964.90		1,964.90	1,366.67	1,366.67	598.23	Youth Quick Response Grants
DoH - Suicide Prevention	Suicide Prevention Program 2023-24		10,000.00	10,000.00	3,086.42	3,086.42	6,913.58	Youth Quick Response Grants
DITT	Tourism Town Asset 2022	-18,020.92		-18,020.92		0.00	-18,020.92	Program running into 2023 - Pending to bring the reserve (to be approved by council)
DoH - AOD	Wagait Youth Program 2023	10,769.26		10,769.26	3,560.48	3,560.48	7,208.78	Program running throughout year
DCMG-LG	WRM #2 21-22	49,117.50		49,117.50		0.00	49,117.50	ReDiscovery Centre
DCMG-LG	WRM #3 22-23	75,000.00		75,000.00		0.00	75,000.00	ReDiscovery Centre
DTF	Youth Vibe School Holiday 2022-23	16.81		16.81	16.81	16.81	0.00	Acquitted
Totals		349,882.69	12,200.00	362,082.69	12,318.05	12,318.05	349,764.64	
		Total Special Purpose Grants		362,082.69	GRAND TOTAL		349,764.64	

	GOV – Gifts & Benefits Policy – Council Members & CEO	
	CATEGORY:	GOVERNANCE
	LG ACT 2019 REF:	Part 7.2 sections 112-113 & Reg 6(1)(g)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

This policy establishes the requirements for council members, committee members and the Chief Executive Officer (CEO) receiving gifts or benefits and disclosing relevant gifts or benefits.

2. SCOPE:

This policy applies to all elected members, committee members and the CEO.

3. DEFINITIONS:

Associate	As defined by section 8 of the Local Government Act (2019)
Campaign donation return	As defined by Part 8.6, section 148 of the Local Government Act (2019)
Gift	A thing given willingly to someone without payment; a present.
Nominal value	Means gifts or benefits totalling less than \$50 from the same donor or an associate of the donor in a single financial year
Protocol gift	Means a gift or benefit given to a council member for diplomatic, ceremonial or symbolic purposes that will not be sold or transferred (unless in diplomatic, ceremonial or symbolic circumstances).

4. POLICY:

4.1. Policy Principles

4.1.1. Council members, committee members and CEO must discharge their duties, responsibilities, and obligations impartially and with integrity including in relation to receiving, accepting and disclosing gifts or benefits.

4.1.2. Council members, committee members and CEO must not accept a gift or benefit of any value that may be perceived by a reasonable person to improperly influence the performance or decisions of the elected members and/or committee members or the council.

4.2. Relevant gifts or benefits

4.2.1. A relevant gift or benefit is a gift or benefit that exceeds the nominal value of \$50 and includes:

- a) a gift or benefit received and accepted by the CEO and/or council member and/or committee member; or

- b) a gift or benefit received and accepted by the CEO and/or council member and/or committee member for the CEO and/or council member and/or committee member or another person.

4.3. Rejecting gifts or benefits

- 4.3.1. If the CEO or council member or committee member has received any gift or benefit that breaches the principles at clause 4.1 above, the CEO or council member or committee member must reject the gift or benefit by returning it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

4.4. Disclosure of relevant gifts or benefits

- 4.4.1. If a council member/committee member has received a relevant gift or benefit, the council member/committee member must inform the CEO as soon as practicable after receipt and provide the following information in writing:

- (a) name of the council member/committee member that received the relevant gift or benefit;
- (b) name of the donor (person or organisation) giving the gift or benefit;
- (c) date the gift or benefit was received;
- (d) description of the gift or benefit;
- (e) whether the gift or benefit is for the council, the council member/committee member or another person (including the full name and relationship of the person to the council member/committee member, if applicable);
- (f) value (or estimated value) of the gift or benefit;
- (g) reason for the gift or benefit;
- (h) any other relevant details.

- 4.4.2. If the CEO has received a relevant gift or benefit, the CEO must inform the President as soon as practicable after receipt and provide the following information in writing:

- (a) name of the donor (person or organisation) giving the gift or benefit;
- (b) date the gift or benefit was received;
- (c) description of the gift or benefit;
- (d) whether the gift or benefit is for the council, the council member/committee member or another person (including the full name and relationship of the person to the council member/committee member, if applicable);
- (e) value (or estimated value) of the gift or benefit;
- (f) reason for the gift or benefit;
- (g) any other relevant details.

- 4.4.3. The CEO is responsible for recording the details in the register of declared gifts and benefits.

4.5. Exemptions from disclosure

- 4.5.1. The principles in 4.1 still apply to gifts or benefits that are exempted from disclosure in the list below. The following gifts or benefits are exempted from disclosure under this policy:

- (a) a gift or benefit given to the CEO or council member/committee member by the council
- (b) a protocol gift given to the CEO or council member/committee member for the council

- (c) a gift or benefit given to the council in relation to its status as a body corporate where no individual council member/committee member or the CEO are considered to have accepted the gift or benefit;
- (d) food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the council or that are required in accordance with performance of the CEO or council member/committee member’s official duties;
- (e) a donation disclosed (or to be disclosed) by the council member/committee member in a campaign donation return;
- (f) a private and personal gift (such as a birthday present from a family member).

5. ASSOCIATED DOCUMENTS


GOV Code of Conduct – Council Members
 FIN CEO Allowances & Other Benefits
 HR Code of Conduct - Workplace Participants

6. REFERENCES AND LEGISLATION

Local Government Act 2019 Part 7.2
 Local Government (General) Regulations 2021

7. REVIEW HISTORY

Date Approved:	Approved By: Moved: Seconded: Vote:	Resolution No:	Date for review:
Date Approved:	Approved By: Moved: Seconded: Vote:	Resolution No:	Date for review:

	WORK HEALTH AND SAFETY	
	CATEGORY:	HUMAN RESOURCES
	LG ACT 2019 REF:	Section 172
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

Wagait Shire Council is committed to providing a healthy and safe workplace for all employees, visitors, volunteers and contractors.

2. SCOPE:

This policy applies to all workplace participants on Wagait Shire Council premises and any other locations where activities are undertaken by Wagait Shire Council representatives or on behalf of Wagait Shire Council.

3. DEFINITIONS:

Term	Definition
Workplace Participants	Includes all elected members, council employees, contractors, consultants, committee members and any individual or group undertaking activity for or on behalf of the council.
Employees	Means all those employed by council including full-time, part-time, contract and casual employees.
Volunteers	Means all volunteers appointed or contracted to the council, including council committee members.
Workplace	A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.
Injury/Injuries	Includes physical and psychological injuries

4. POLICY

Wagait Shire Council recognises its moral responsibilities and legal obligations requirements of the *Work Health and Safety (WHS) Act 2011*, to create a safe work environment and safe culture to value the health and safety of all workplace participants, customers and visitors. This commitment extends to ensuring the organisation's operations do not place the local community at risk of injury or illness.

4.1 Goals and objectives:

To achieve a Safe and Healthy workplace, Wagait Shire Council will:

- Provide safe equipment and systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide current information, instruction, training and supervision to workers to ensure their safety

4.2 Responsibilities

Management responsibilities encompass:

- Providing and maintaining the workplace and equipment in a safe condition
- Ensuring all WHS policies and procedures are implemented
- Actively promoting and being involved in those policies and procedures
- Providing the resources to meet their WHS commitment
- Reporting all serious and dangerous incidents to council, as defined by the Work Health and Safety (National Uniform Legislation) Act 2011, Part 3 Incident Notification.

Workers will ensure that they:

- Follow all policies and procedures
- Report all serious and dangerous incidents to their supervisor, as defined by the Work Health and Safety (National Uniform Legislation) Act 2011, Part 3 Incident Notification.
- Actively contribute to the establishment and maintenance of sound policies and practice.

Wagait Shire Council expects that all workplace participants and visitors will accept their joint duty of care and adhere to all council policies and relevant legislation including, but not limited to the *Work Health & Safety (National Uniform Legislation) Act 2011*.

4.3 Communication and Consultation

We recognise that employee consultation and participation in our safety system is vital and improves decision-making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.

Employees shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to the CEO and managers.

A 'toolbox meeting' to consult and inform employees on safety issues shall be held as an agenda item through weekly operational staff meetings, and on a biannual basis with all staff combined.

Employees shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed and will include toolbox meetings, email transmissions, and workplace training.

We expect our employees to be committed to working with management in order to effectively manage health and safety on the job. Employees are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with the CEO and managers, and at staff meetings.

4.4 Workplace Injuries – Rehabilitation and Return to Work

Wagait Shire Council is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

We are committed to:

- Prompt injury notification;
- Communication and consultation with all parties to develop an appropriate return to work program;
- Accountability and responsibility for injury management being clearly understood;
- Provision of suitable meaningful activities during the return-to-work process; and
- Dispute resolution as required.

We will ensure the following positive approach in meeting these objectives, including:

- Early reporting of injuries;
- Appropriate and timely medical intervention and return to work planning;
- Provision of suitable resources and productive duties for the injured worker;
- Positive support and encouragement during the rehabilitation process; and
- Review of incidents and accidents to seek preventive measures and continuous improvement.

5. ASSOCIATED DOCUMENTS

GOV Code of Conduct - Council Member

HR Code of Conduct - Workplace Participants

HR Employee Assistance Program Policy

HR Human Resources Management

HR Discrimination, Harassment & Bullying Policy

WSC Work Health and Safety (WHS) Manual

WSC Employee Manual

6. REFERENCES AND LEGISLATION

Work Health & Safety (National Uniform Legislation) Act 2011

Return to Work Act (NT) and Return to Work Regulations 1986

Return to Work Legislation Amendment Act (NT) 2020

NT Workers Compensation Scheme 2020

NT Local Government Act (2019)

7. REVIEW HISTORY

Date Approved: 26/6/2018	Approved By Council Moved: Cr Neil White Seconded: Vice President Trish McIntyre Vote: AIF	Resolution No: 2018/202	Date for review: 26/6/2021
Date Approved: 16/08/2022	Approved By Council Moved: Cr Peter Clee Seconded: President Neil White Vote: AIF	Resolution No: 2022/126	Date for review: 16/08/2023
Date Approved: 19/09/2023	Approved By Council Moved: Seconded: Vote: AIF	Resolution No: 2023/	Date for review:



ANNUAL REPORT 2022-2023

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Contact Details

Postal address: PMB 10, Darwin NT 0801

Website: www.wagait.nt.gov.au

Shire Council CEO: Renita Glencross Email: ceo@wagait.nt.gov.au

Telephone: 08 8978 5185 Mobile: 0413 877 156

Introduction

Wagait Shire Council is pleased to present its Annual Report for the 2022-23 reporting period. This report describes the Wagait Shire Council's deliverables throughout the year against the objectives and performance indicators, as contained in the Wagait Shire Council Shire Plan 2022-23.

The Annual Report is Council's primary tool for reporting to its community and stakeholders on service delivery and financial performance and is a vital part of the overall governance framework and commitment to transparency and accountability.

In accordance with the Local Government Act (*the Act*) Part 14.1, all councils must present an annual report to the Minister by 15 November each year.

The annual report must include a copy of the council's audited financial statements for the relevant financial year and it must contain an assessment of the council's performance against the objectives stated in the relevant municipal plan, including indicators of performance.

This Annual Report also includes the President's and Chief Executive Officer's reports and accounts of performance, activities and challenges faced during the reporting period, 2022-23. Council's audited financial statements for the year ending 30 June 2023 form an essential element of this report.

Our Vision

The vision of the Wagait Shire Council is to protect and nurture the lifestyle of residents; achieved through sustainable improvements to economic, cultural and environmental opportunities that creates an involved and supportive community, promotes investment, ensures accessibility and encourages respect for our natural assets.

Our Mission

To deliver improved social, economic, environmental and cultural life of residents in the Wagait Shire Council area through an involved community, maintaining and developing our infrastructure, providing core services and promoting investment, ensuring accessibility and capitalising on our natural advantages with a commitment to long term stability and sustainability.

President's Message

Neil White
Wagait Shire Council President

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Chief Executive Officer's Report

The 2022-23 financial year has again been one of many challenges and changes for Wagait Shire Council, which has seen an increase of residents and tourism visitation to our beautiful (and not so secret anymore) part of the planet, and further testing our capacity and resilience in dealing with 'progress' (or lack of it in some major infrastructure projects).

Throughout the earlier part of the reporting period, post-Covid impacts continued to be felt in Council activities and programs however most were back up and running to pre-Covid numbers within a few months.

The changes introduced in 2021-22 through the Local Government Act 2019 and its associated Regulations and Guidelines were further embedded into council policies and business, and the NT Government undertook further consultation to create a stronger & more supportive, action-based approach in its relationship with local government.

Representation at regular Regional Committee meetings led by the Department of Chief Minister and Cabinet and the TOP End Regional Organisation of Councils (TOPROC), have ensured that our community is recognised as an active contributor to the local government action-plans and policy-making environment. We look forward to using this to achieve our future planning goals and

The highlights for the year include actions towards both our immediate and long-term strategic goals, including:

- Employment of additional administrative support for the Office Manager, Policy Officer and Finance Officer; further enabling strong and confident leadership, increased legislative compliance, administrative order, and financial accountability.
- Recruitment of a Sports and Active Recreation Manager and Youth Development Officer to deliver the Youth Leadership Program and the Seniors' Healthy Lifestyle Program.
- Improved transparency and community engagement through maintaining regular communications to residents in newsletters, discussion forums and the council website.
- Strategic planning and development for council infrastructure, maintenance and services including roads and verges, waste management, coast-care responsibilities, and recreational amenities.
- Securing additional grants income to establish new projects, replace core plant machinery and provide ongoing services and programs.
- Enhanced community participation and well-being through public events and celebrations while supporting local community groups and sustainable businesses to grow.

Council Governance

During 2022-2023 Council continued improvements to ensure our policies and risk exposure met new legislative requirements of the Local Government Act (2019) and mandatory training across governance, decision-making, finance and reporting was undertaken by all elected members.

In September 2022, council held a by-election to replace Cr Noeletta McKenzie who resigned in June 2021. Three nominations were received with Dr Sarah Smith duly elected as councillor.

During 2022-23 council also reviewed and updated workplace HR and WHS manuals, administrative

and financial policies, processes and procedures to strengthen and consolidate our daily operations, business and administration.

Council Staff Team

In 2022-23 the council staffing structure was dynamic & reactivated through employment of a part-time Administrative Officer to assist with daily council business and a Sports and Active Recreation Manager to coordinate the Sports and Active Rec program as well as supervise the Youth Development Officer. This has further increased our agility, improved the integrity of our daily business and service delivery to the community, and the general well-being of our young people.

During the reporting period council also fare-welled the Works Manager who has provided services to the community for 20 years. A new Works Manager was appointed from within the team, and a new Works and Services Officer position was created and recruited to support the civil works & asset maintenance program.

Again, the council staff team have shown extraordinary commitment to their roles and responsibilities and risen to the challenge of increased program and service delivery, as well as undertaken training as required to develop their professional capacity and strengthen general safety of our workplace environment. Their dedication to both council and community will continue to improve efficiencies and quality of service going forward. Continued investment to improving the overall workplace culture of council will also ensure accountability and strengthen our capacity to meet future responsibilities of a growing community.

Council Finance

In 2022-23 council's total income was \$1.36 million, which was a slight decrease from the 2021-22 total of \$1.4 million. Council rates were increased by 3.5% from \$627 to \$659 per annum and the waste management charge remained the same at \$317 per allotment, bringing a rates revenue total of \$373,256. Additional 2022-23 revenue included operational grants of \$502,010 and other income generated through contract, fees and charges of \$178,176. Council's financial position for the financial year ending 30 June 2022 included a depreciation expense of \$204,428 and still achieved an operating surplus of \$289,897.

The infrastructure revaluation loss in 2021-22 which significantly reduced council's equity to \$3.203 million has regained another substantial lift in 2022-23 to \$3.845 million through capitalisation of new assets, maintaining council's good operational viability with a working capital ratio of 4.

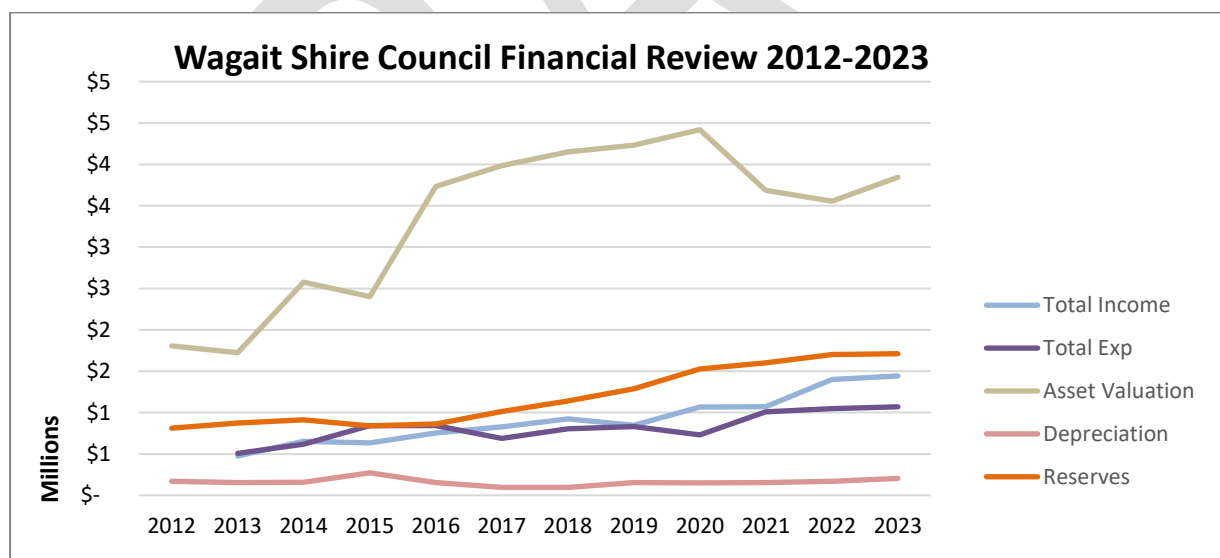
New project & program grants of \$480,076 were received in 2022-23 and together with funds carried forward from 2021-22 delivered project initiatives consistent with Council's Shire Plan and long-term Strategic Plan. Remaining project funds are carried forward to 2023-24, including stimulus funds for waste management and recycling, and program grants for seniors and youth which are funded on a calendar year basis.

Council was successful in securing contractors to deliver several road infrastructure projects that had been delayed since the previous year, including the Cloppenburg carpark culvert remediation and Green-Waste track grading, as well as verge maintenance for a large part of the estate.

Other significant projects both commenced and completed in 2022-23 include:

Project	Value	Current Status
Australia Day & Territory Day	5,000	Completed in 2022-23
Youth Vibe Holiday Program Grants	8,000	Completed in 2022-23
Local Community Roads and Infrastructure P2	30,587	Completed in 2022-23
Local Community Roads and Infrastructure P3	50,358	Partially completed in 2022-23
Local Community Roads and Infrastructure P4	39,603	Carried fwd to 2023-24
NTG Immediate Priority Grant - Tipper	90,100	Completed in 2022-23
NTG Immediate Priority Grant – Sports Equip	142,640	Carried fwd to 2023-24
NTG Waste & Resource Management #2	75,000	Partially completed in 2022-23
NTG Waste & Resource Management #3	75,000	Carried fwd to 2023-24
NT Health Alcohol & Drugs (Youth Program) 22	20,000	Completed 2022-23
NT Alcohol & Other Drugs (Youth Program) 23	20,000	Carried fwd to 2023-24
Healthy Lifestyles (Seniors Program) 2022	20,000	Completed in 2022-23
Healthy Lifestyles (Seniors Program) 2023	20,000	Carried fwd to 2023-24
NTG Tourism Town Grant – Solar lighting	52,000	Partially completed in 2022-23
NTG Community, People, Places 2023 – Beach access	53,400	Carried fwd to 2023-24

A review of council finances over a 10+ year period indicate that council is tracking well to stay ahead of inflation as well as its service delivery without unreasonable impost to residents and ratepayers. Council does however have aging infrastructure which will require an injection of significant funding in addition to supplementary reserves, within the next 5 years.



Community Roads & Verges

In 2022-23 council engaged accredited engineers to undertake a Road Safety Audit and Condition report for the purposes of establishing a prioritised road infrastructure replacement strategy, and to identify linkages between key public spaces and high-use areas for the purpose of designing pedestrian and other safe access pathways through the community. This report will be used to secure significant funding needed to keep our roads and verges in a safe condition.

The Verge Management policy and permit framework established in 2021-22 was further developed

in 2022-23 with a verge audit and a public campaign was delivered to promote awareness of verge management.

Works to repair council road edges and shoulders were commenced in Q4 2022-23 which will be completed in 2023-24 Q1, and council considered funding options for new major works following the outcome of the Road Safety Audit and Condition report.

Capital Investment to Parks & Recreation Infrastructure

The Cloppenburg Masterplan continued to roll out with further project elements being funded and commenced, including:

- Resurfacing of the sports court, completed at a cost of \$28,600;
- Site clearing and preparations for the Skate-park and Pump-track at a cost of \$20,000; and
- Funds received for installation of a condensed ninja-exercise-station with shade sails at a cost of \$145,000, which is anticipated to commence in Q1 2023-24.
- Funds of \$54,000 received for upgrades to beach access & carparks at Imaluk and Baluria, likely to commence in Q1 2023-24.

Waste Management

During Q1 2022-23 council worked with Belyuen Community Council and Tropics Consulting to finalise the Waste Management and Recycling Strategy for our region.

The document provides a framework for the next 10-years towards a more sustainable circular economy with both short-term and long-term goals, including a waste transfer station, recycling and recovery hub as well as community education and awareness. Council has shared the strategy with community at a public consultation and other key stakeholders including NTG Departments for investment consideration as pipeline infrastructure projects in 2023-24.

Council will continue to manage household waste collection, hard-waste and green waste locally with transport to the Shoal Bay Waste Management Facility for disposal until a local waste transfer station & recycling hub is built.

The community use of the Hard-Waste facility decreased slightly during 2022-23 with a total of 664 site visits (down from 743 in 2021-22) however an increase of waste was reported with 49.54 tonnes being taken to landfill (compared to 47.7 in 2021-22). Hard-Waste terms & conditions were reviewed during the reporting period and as much as possible, hard waste is now upcycled or recycled and then separated for transport to Shoal Bay.

The pre-cyclone kerbside collection was also provided by council in early October 2022, with an additional 3.88 tonnes of waste collected and transferred to Shoal Bay. This coincides with the annual Darwin Harbour Clean up coordinated by Larrakia Nation, and council participate and contribute in-kind to this activity by providing staff to assist, coordinating volunteers, and access to hook-bins for waste transport.

The Green-waste facility on the eastern side of the sportsground at Cloppenburg Park continues to be well used by residents. The facility is monitored by council and the waste regularly pushed up and burned with the assistance of the Cox Peninsula Volunteer Bushfire Brigade (CPVBB).

The total cost of community waste services during 2022-23 was \$164,278 and council is anticipating

significant increases to this in 2023-24. Council has confirmed that new user-pay fees will be introduced in 2023-24 for disposal of specific items such as whitegoods.

Community Engagement

The Council Community Grants (CCG) opportunities continued in 2022-23 with uptake slightly improved from previous years. The CCG supported three local community groups to deliver projects, programs and events that encouraged community participation and well-being and a portion of the remaining funds were used to assist other donations and special requests from residents and organisations.

Community Group	Activity	Funding \$	Attendances
Cox Country Club	Lawn Bowls purchase of equipment	\$ 1000	TBA
Wagait Arts Group	Festival, markets and exhibition	\$ 1000	350+
Wagait Fishing Group	Junior fishing workshops and comp	\$ 1000	20+
TOTAL		\$ 2000	500+

Activities coordinated by local groups such as the Wagait Arts Group, Makers & Creators, Runners and Walkers, also receive in-kind support such as printing, facility & equipment hire and if required, administration assistance from council.

The tables below highlight council efforts to increase community engagement in council business and activities during the reporting period through notices and information sharing. A total of 25 e-newsletters and e-bulletins were published to an audience of 270+ subscribers, with a unique open rate range of 39-63%, well above industry average. Public meeting attendance was again moderate during 2022-23 and trends continue to indicate that traditional methods of community consultations such as meetings and forums may be declining in favour of more regular events, activities and communications through social media, newsletters, and the website as an information resource.

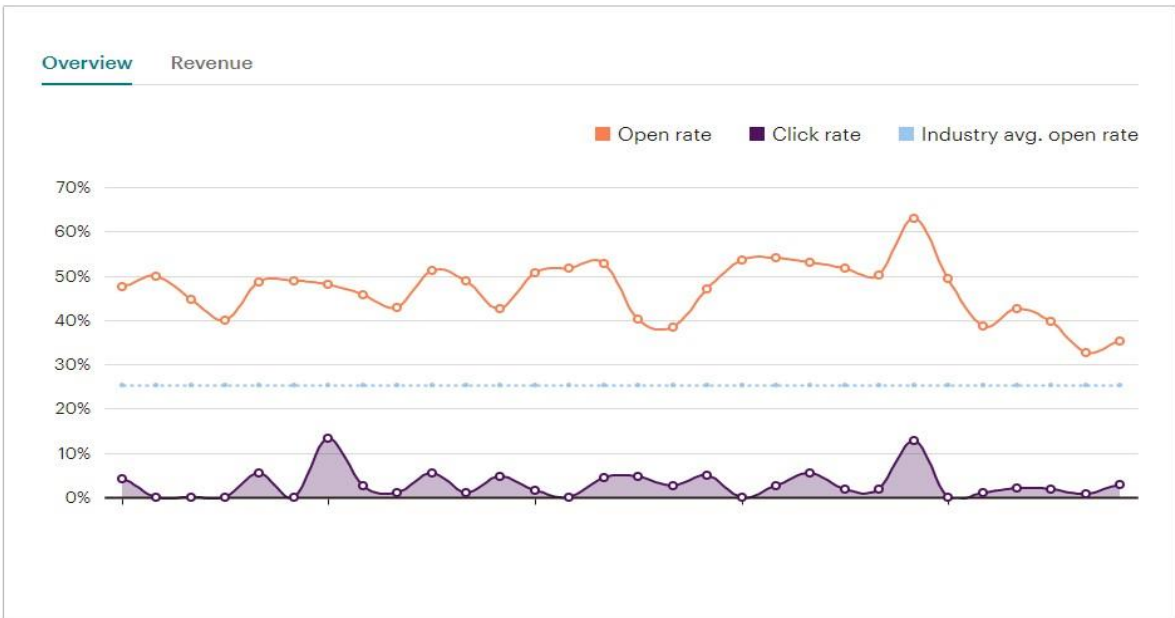


Fig 1. Council newsletters published in 2022-23 (Mailchimp analytics)

Council Community Activities & Programs	Cost	Engagements
Christmas celebrations for seniors & volunteers	\$ 3000	200
Darwin Harbour Cleanup 2022	\$ 600	26
Territory Day 2022	\$ 1000	150
Seniors' Month activities and workshops 2022	\$ 2000	120
Seniors Program activities and workshops	\$ 20,000	TBA
Youth Program activities and school holiday workshops	\$ 26,000	TBA
Community Consultation Forums (2)	\$ 500	54
Communications, newsletters and updates (25)	\$ 8000	6911
Community Grant Fund projects, events & requests	\$ 4500	503
ANZAC Day 2023	\$ 1000	80
Australia Day 2023	\$ 3000	180
TOTAL	\$ 69,600	XXXXX

Acknowledgement

I would like to thank the elected members for their support and guidance through another big year, as well as the staff employed at council for their hard work and dedication to council and community. That the team is able to operate cheerfully and effectively within resource constraints demonstrates an exceptional level of professionalism and agility.

And most importantly, I am so very grateful for the dedicated, professional and altruistic support of many residents and volunteers who, despite our differences, have given their time and energy to ensure that the community is safe, the gardens are watered, the kids are active, and the business of serving the community continues efficiently for another year.

Renita Glencross
Chief Executive Officer

Our Community – Key Statistics

* ABS source data

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Our Councillors

On commencement of the 2022-23 FY, council were preparing to go to a By-Election after the resignation of Cr Noletta McKenzie. President Neil White, Vice-President Tom Dyer, Cr Michael Vaughan and Cr Peter Clee welcomed Dr Sarah Smith to council in September 2022.

Pursuant to Section 71(3) of the *Local Government Act 2008*, Council resolved for the 2022-23 Elected Member allowances to be 14% of the base allowance set for a Category 4 council by the Minister under Ministerial Guideline 2, being a total of \$6,764.12 for the year. Three of five Elected Members nominated to donate their allowances back to Council, consistent with the provisions of the *Local Government Guidelines*.

At 30 June 2023, members of Council were (left to right):

Cr Michael Vaughan, President Neil White, Vice-President Tom Dyer, Cr Peter Clee and Cr Sarah Smith.

[Pic]

Councillor Attendance at Ordinary Meetings of Council in 2022-23 (from total of 11 Meetings held).

- President Neil White - 11
- Vice President Tom Dyer - 6
- Councillor Peter Clee - 9
- Councillor Michael Vaughan - 11
- Councillor Sarah Smith - 9 (elected October 2022)

A special meeting of council was held in December 2022 to discuss Australia Day Awards, with 4 out of 5 councillors attending.

Our Council Committees

Audit Committee

The Audit Committee is an advisory committee to Council and is established pursuant to Part 5.2 of the *Local Government Act 2008* Part 5.2, and Section 10 (3) of the *Local Government (Accounting) Regulations*.

The Audit Committee provides independent advice and assistance regarding internal control processes on the effectiveness of the financial and corporate governance practices of Council to ensure compliance with legislative and regulatory requirements. The Audit Committee also takes an active role in reviewing and advising Council on its policies and risk management matters. Key activities during the reporting period included:

- Review of policies relating to governance, operations, financial and human resource management matters
- Review of risk management processes and mitigation strategies
- Review of the Draft Annual Shire Plan and Budget

- Annual review of the audited financial statements

In 2022-23 the Audit Committee comprised five members: Independent Chair Claire Milikins, independent professional Shelley Hewitt, community representative Maureen Newman, and Councillors Neil White and Michael Vaughan.

The Audit Committee met on four occasions in the 2022-23 Financial Year.

- 30 August 2022
- 01 November 2022
- 14 February 2023
- 09 May 2023

Emergency Management Committee

The Emergency Management Committee was reconvened in 2020, responding to the National Emergency declared by the Chief Medical Officer due to the Covid-global pandemic.

In 2021-22 the Emergency Management Committee comprised eight members: Cox Peninsula Volunteer Bushfire Brigade (CPVBB) Captain Doug Chalmers, NTES representative Jason Murphy; community representatives Chris Tyzack and Kim Dye, Belyuen CEO Dave Ferguson, Belyuen Health Services Manager Nick Barclay, Kelly Murphy from Belyuen Aged Care and Councillor Neil White.

During the year, the Committee reviewed the local emergency arrangements for pandemic, flood, fire and cyclone. The Committee also met with Top End Regional Emergency Committee to progress a dedicated Local Emergency Plan for Wagait Shire, and establish arrangements under the current Darwin Emergency Plan for emergency response and recovery services to our community.

In 2022-23 the Emergency Management Committee scheduled three meetings on:

- 13 September 2022
- 13 December 2022
- 15 March 2022

Our Organisational Structure

The staff structure overall supports ongoing flexible workplace arrangements under the Local Government Industry Award 2020. Further updates to the Award were received during 2022-23 regarding casual employment, family and domestic violence leave, and increases to the minimum wage.

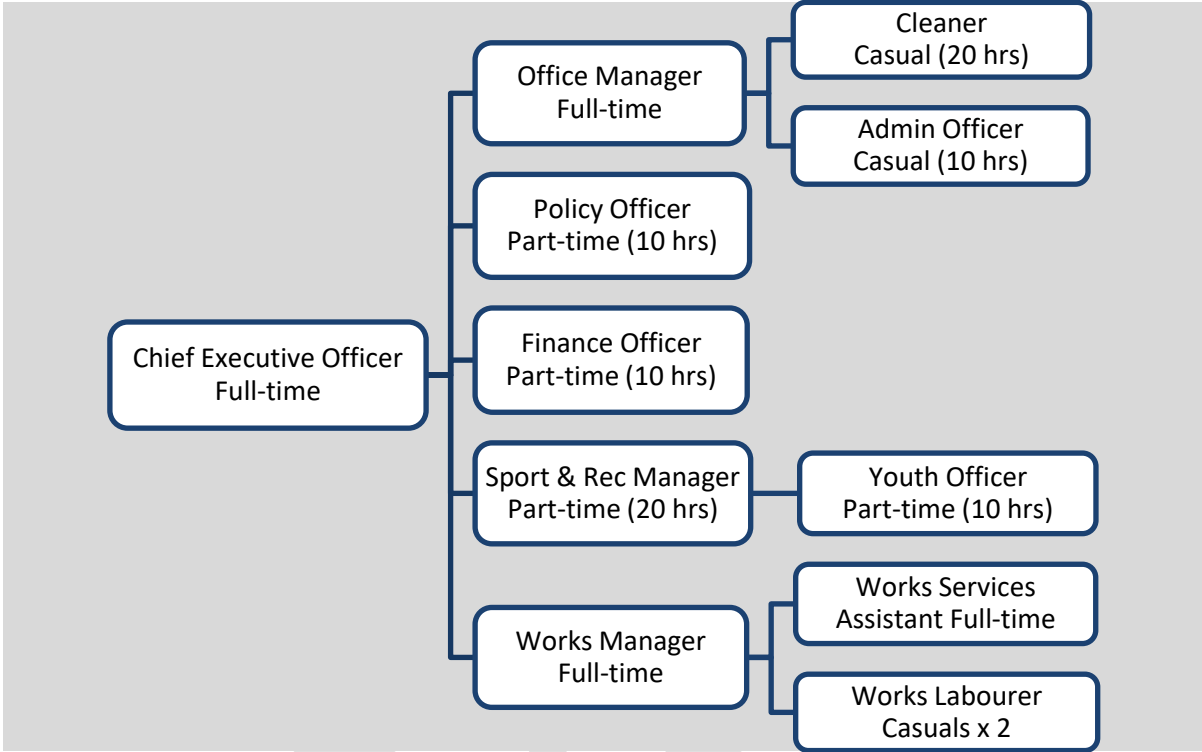
During 2022-23, Council employed a fulltime CEO to manage the business of council and five permanent staff to support the CEO in the daily delivery of council operations. The successful recruitment of a Sports and Recreation Manager enabled further development and delivery of both the seniors and youth programs to the community.

The employment of casual staff has been critical to servicing commercial contracts held by Council, and transitions to permanent placement of casuals was considered. Due to casual employment being related to specific council contracts, council found that the work was not consistent and therefore transmissions to permanent employment were not offered.

Dedicated funding for the permanent part-time Sports and Recreation Officer supports 14 hours/week contact-time, with an additional 6 hours for the Sports and Recreation program planning and coordination funded by council's operational budget. During 2021-22, additional funds were secured to deliver the Youth Leadership Program, Seniors Healthy Lifestyle Program & school holiday programs which are also delivered under the Council Sports and Recreation Program. In July 2021, the incumbent to this position took an extended period of leave and council was unable to recruit someone to the position. The service continued through agility and

flexibility of other staff and local contractors to deliver the program with the support of a casual Youth Development Officer.

Further consideration will be given in 2023-24 to developing capacity within our organisational structure to ensure it is relevant to meet the future needs of our community and council.



Shire Report Card

1. Local Infrastructure & Assets

1.1 Maintenance and Upgrades of Parks, Reserves and Open Space	
DEVELOP AND MAINTAIN COUNCIL'S PARKS, GARDENS AND OPEN SPACE FACILITIES.	
Total Budget: \$ 175,100	Council Funds Used: \$ 2,100
Total Expenditure: \$ 52,664	Grant Funding Secured: \$ 173,000
What we said we would do <ul style="list-style-type: none"> • Regular mowing & snipping • Weed control • Waste management • Planning for new facilities • Irrigation monitoring and bore maintenance 	What we did <ul style="list-style-type: none"> ✓ Regular mowing, weed control and rubbish collected; daily, weekly and seasonal actions ✓ Operational costs met within budget ✓ Monthly reporting to the water controller ✓ Completed Stage 1 of the skate-park and pump-track ✓ Seek funding for Stages 2 & 3 of the skate-park and pump-track ✓ Funding secured for new exercise station and shade-area ✓ Funding secured for new sports-court resurfacing
1.2 Maintenance and Upgrades of Public Buildings, Facilities and Fixed Assets	
MANAGE AND MAINTAIN COUNCIL'S PUBLIC BUILDINGS, FACILITIES AND FIXED ASSETS.	
Total Budget: \$ 18,400	Council Funds Used: \$ 21,889
Total Expenditure: \$ 21,889	Income Secured: \$ 7,881
What we said we would do <ul style="list-style-type: none"> • Attend to routine cleaning and maintenance needs to keep Council buildings safe and accessible for public use • Undertake regular inspections of Council buildings, facilities and fixed assets 	What we did <ul style="list-style-type: none"> ✓ No cleaning complaints ✓ Maintenance achieved on time and within budget ✓ All air conditioning units serviced ✓ All septic facilities inspected and serviced quarterly ✓ New relim drains for council office and community centre
1.3 Local Roads Upgrades and Construction	
CONSTRUCTION OF NEW AND UPGRADING OF EXISTING SEALED AND UNSEALED ROADS.	
Total Budget: \$ 88,409	Council Funds Used: \$ 24,950
Total Expenditure: \$ 88,409	Grant Funding Secured: \$ 63,459
What we said we would do <ul style="list-style-type: none"> • Consider roads requiring major upgrades or construction • Prepare funding submissions for construction costs • Engage contractors to deliver road upgrades 	What we did <ul style="list-style-type: none"> ✓ Consult with LGANT and NTG, seeking funding for road report critical to future major roadworks and drainage ✓ Contractors engaged to deliver a Road Safety Audit and Road Condition report (draft completed June 2023)

1.4 Local Roads Maintenance	
MAINTENANCE OF SEALED AND UNSEALED ROADS INCLUDING DRAINAGE, FOOTPATHS AND VERGES.	
Total Budget: \$ 5,000	Council Funds Used: \$ 5,000
Total Expenditure: \$ 5,000	Grant Funding Expended: \$ 58,459
What we said we would do <ul style="list-style-type: none"> • Repair potholes when evident • Repair damaged barriers • Clear silt and weeds from drains and road shoulders • Monitor road surface conditions 	What we did <ul style="list-style-type: none"> ✓ Verge management policy and permit reviewed & updated ✓ Regular weed control and rubbish collection ✓ Silt clearing from paths and drains as required ✓ Repair all potholes greater than 20mm in depth ✓ Repair/replaced all damaged barriers ✓ Contractors engaged for road edge and shoulder works ✓ Green waste track graded and maintained
1.5 Traffic Management on Local Roads	
PROVISION OF ADEQUATE STREET SIGNAGE AND TRAFFIC CONTROL DEVICES TO INCREASE SAFETY.	
Total Budget: \$ 0	Council Reserve Funds Used: \$ 24,950
Total Expenditure: \$ 24,950	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Regular inspection of condition of street name plates and where necessary arrange replacement. • Ensure that traffic control devices are operated effectively • Consider other safety measures within the road audit report 	What we did <ul style="list-style-type: none"> ✓ Signs displayed the same day when notification of a road hazard is received ✓ Street signs replaced as required ✓ Contractors engaged to deliver a Road Safety Audit and Road Condition report (draft completed June 2023)
1.6 Fleet, Plant and Equipment Maintenance	
PROVISION OF ROUTINE MAINTENANCE ON COUNCIL'S PLANT and FLEET.	
Total Maintenance Budget: \$ 18,100	Council Reserve Funds Used: \$ 14,862
Total Expenditure: \$ 123,872	Capital Grant Funding Secured: \$ 90,910
What we said we would do <ul style="list-style-type: none"> • Regular inspection of plant and equipment • Regular routine maintenance undertaken • Log books updated each time plant is used • Major maintenance to be undertaken by authorised dealer • Regular running of generators 	What we did <ul style="list-style-type: none"> ✓ Planned servicing completed no more than one month after due date ✓ Down time of fleet, plant and equipment less than 5% of operational requirements ✓ All generators tested monthly and serviced annually ✓ Replaced tractor and tipper-truck ✓ Replaced water and poison pumps and hoses

2. Local Environment Health

2.1 Waste Management and Litter Reduction	
MANAGEMENT AND MAINTENANCE OF DOMESTIC COLLECTION CONTRACT, HARDWASTE AND GREENWASTE FACILITIES, AND GENERAL LITTER REDUCTION WITHIN WAGAIT BEACH.	
Total Budget: \$ 122,996 + \$ 24,450	Council Funds Used: \$ 182,007
Total Expenditure: \$ 182,007	Grant Funding Secured: \$ 75,000
What we said we would do <ul style="list-style-type: none"> • Manage waste in public areas • Manage domestic putrescible waste collection contract • Manage Hard-waste facility • Manage Green-waste facility • Community education and awareness of recycling and toxic waste management • Develop new Waste Strategy • Investigate EPA approvals required for existing facilities 	What we did <ul style="list-style-type: none"> ✓ Action to issues regarding bin-damage & replacements ✓ Public spaces cleaned after community events ✓ Local estate roadsides litter free ✓ Weekly kerb-side collection delivered by contractors ✓ Quotes received for 2yr extension for weekly service ✓ Hard-waste facility open 50 weekends ✓ Pre-cyclone kerb-side collection provided ✓ Green-waste burned-down regularly assisted by CPVBB ✓ Strategic planning for increased recycling and future waste transfer station ✓ Design and tender for repurposing the caretaker's compound as a recycling hub
2.2 Weed control and Fire Hazard Reduction	
REDUCE FIRE HAZARDS AND INCREASE AMENITY OF THE AREA THROUGH THE CONTROL OF WEEDS.	
Total Budget: \$ 15,000	Council Funds Used: \$ 0
Total Expenditure: \$ 15,000	Contract Funding Secured: \$ 15,000
What we said we would do <ul style="list-style-type: none"> • Spray weeds on a seasonal basis • Slash grassed areas to reduce fire hazard • Community education • Work with government programs & other stakeholders 	What we did <ul style="list-style-type: none"> ✓ Less than FIVE complaints about weeds annually ✓ Weed outbreaks identified and managed including provision of glyphosate to residents for Gamba control ✓ Working with CPVBB to ensure delivery of community awareness & estate fire-safety management plans ✓ Working with Crown Land Office to manage weeds in the coastal Restricted Use Area (RUA)
2.3 Animal Welfare and Control	
THE ADMINISTRATION OF LOCAL BY-LAWS IN RELATION TO THE CARE, CUSTODY AND CONTROL OF DOMESTIC AND FERAL ANIMALS TO PROTECT HEALTH, SAFETY, AMENITY AND ENVIRONMENT OF THE COMMUNITY; AND PROMOTE RESPONSIBLE OWNERSHIP OF ANIMALS.	
Total Budget: \$ 500	Council Funds Used: \$ 0
Total Expenditure: \$ 145	Income Secured: \$ 1,863
What we said we would do <ul style="list-style-type: none"> • Maintain annual renewal of firearms license & equipment • Maintain and promote dog management by-laws & policy • Maintain dog register • Work with TOPROC councils towards agreed standards • Community education campaign 	What we did <ul style="list-style-type: none"> ✓ Maintain firearms, licenses and ammunition registers ✓ Support coordinated and reciprocal dog registration with other Top End councils ✓ Maintain council dog enclosure ✓ Implement dog registration campaign >100 dogs ✓ Dog complaints actioned within 24 hrs ✓ Commenced planning for feral cat community education campaign, policies and by-laws

3. Civic Services

3.1 Civic Events	
PROVIDE OPPORTUNITIES FOR, & MANAGE COMMUNITY EVENTS INCLUDING, ANZAC DAY, AUSTRALIA DAY, TERRITORY DAY AND OTHER ANNUAL CELEBRATIONS.	
Total Budget: \$ 18,500	Council Funds Used: \$ 11,242
Total Expenditure: \$ 17,242	Grant Funding Secured: \$ 6,000
What we said we would do <ul style="list-style-type: none"> • Conduct Australia Day activities • Conduct ANZAC Day celebrations • Conduct Seniors' Month activities • Conduct Territory Day celebrations • Facilitate citizenship ceremonies • Provide an events calendar • Support local arts & craft groups and engage local artists 	What we did <ul style="list-style-type: none"> ✓ Deliver the agreed community events ✓ Celebrate council volunteers and elected members at an end-of-year event ✓ Deliver International Women's Day and International Men's Day events ✓ Provided opportunity for residents to celebrate and share experiences using the council facilities for many other public events including markets, festivals, youth discos, activities and creative workshops ✓ Engaged local artists to deliver a range of workshops
3.2 Library Services	
PROVISION OF ACCESS TO LIBRARY PROGRAMS AND SERVICES DESIGNED TO MEET THE DIVERSE NEEDS OF ALL AGES AND GROUPS WITHIN THE COMMUNITY.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Provide public access to library • Encourage more users and ascertain future needs 	What we did <ul style="list-style-type: none"> ✓ Library to be open for public use >200 days ✓ Campaign for volunteers undertaken ✓ Maintain 24hr book-cupboard at Com Centre
3.3 Arts, Culture and Heritage	
PROVIDE SUPPORT AND DEVELOPMENT ADVICE TO LOCAL ARTS AND CULTURAL GROUPS AND EVENTS, LOCAL HISTORY RESEARCH AND HERITAGE PROJECTS TO CREATE A VIBRANT COMMUNITY THAT CELEBRATES & SHARES LOCAL KNOWLEDGE AND VALUES.	
Total Budget: \$ 0	Council Funds Used: \$ 2,000
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Work with local arts and culture groups to develop a calendar of arts and cultural events • Support local arts & craft groups with in-kind support for events • Engage local artists for creative supply wherever possible • Work with Sealink, Darwin Festival and others to encourage cultural tourism in the region 	What we did <ul style="list-style-type: none"> ✓ Provided opportunity for residents to celebrate and share experiences using the council facilities for many other public events including markets, festivals, youth discos, activities and creative workshops ✓ Engaged local artists to deliver a range of workshops for the youth program; and supply various art & design projects for council including mosaic picnic tables, youth program branding and posters

3.4 Sports and Recreation	
PROVISION OF SPORT AND RECREATION ACTIVITIES TO THE COMMUNITY.	
Total Budget: \$ 61,700	Council Funds Used: \$ 4,821
Total Expenditure: \$ 61,669	Funding Secured: \$ 56,848
What we said we would do <ul style="list-style-type: none"> • Conduct sporting and recreational activities for the whole of the community • Continue to lobby for additional funds & program delivery • Provide support to community groups in staging regular and one-off activities and events 	What we did <ul style="list-style-type: none"> ✓ Deliver at least four different types of activities every month across Seniors, Youth, children, and adults ✓ Additional \$6000 in activity funds secured for School Holiday Programs and Youth Week ✓ Youth Program funded to continue all year ✓ Pop-up after school sessions at the Park twice per week ✓ School Holiday Program attendance increased with more active recreation including, waterslides, movie-nights ✓ Balanced Choice Leadership Program sessions x6 ✓ Build-up skate sessions x6 ✓ Seniors Pilates and yoga sessions run 2-3 days per week ✓ Assistance given to coordinate Australia Day activities ✓ Walk/Ride to School ✓ Support given to community-initiated activities such as Big Bash Cricket, Makers and Creators ✓ Community consultation undertaken to assist with forward planning objectives ✓ Planning undertaken for new skate-park ✓ Funding secured for Seniors Program ✓ Staff maintained Safe NT registration and other qualifications required for the position
3.5 Tourism and Destination Management	
PROMOTION AND ENCOURAGEMENT OF ECONOMIC DEVELOPMENT AND LOCAL BUSINESSES THROUGH PROMOTING AND IMPROVING TOURIST ATTRACTIONS.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Encourage community groups in promoting the cultural significance of the area • Lobby Government for a regional tourism plan • Work closely with any persons or group wishing to undertake tourism activities • Participate in the Cox Peninsular Economic Develop Committee • Work with Sealink & Heritage NT to encourage cultural tourism 	What we did <ul style="list-style-type: none"> ✓ Support local camping and caravan proposals with a view to establishing regulated visitor accommodation ✓ Liaison with Larrakia Nation and Larrakia Development Corp to establish future planning ✓ Worked with Tourism NT to contribute to the Darwin Destination Management Plan ✓ Worked with Sealink NT to encourage local cultural tourism ✓ Support local groups and businesses ✓ Destination signage replacement project underway

4 Community Engagement

4.1 Administration of Local Laws	
MONITORING AND ENFORCEMENT OF COUNCIL LOCAL LAWS.	
Total Budget: \$ 0	Council Funds Used: \$ 99,015
Total Expenditure: \$ 99,015	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Continue to monitor community expectations and behavior • Enact Dog Management By-laws • Consider Cat Management By-laws and policies • Monitor RUA compliance • Employ a Policy Officer to assist with policy development & review 	What we did <ul style="list-style-type: none"> ✓ Petitions and complaints presented to Council noted ✓ Dog Management By-laws enacted ✓ Research undertaken for Cat Management By-laws and policies, awareness campaign delivered ✓ All council policies reviewed ✓ Policy Officer employed ✓ Non-compliance with RUA regulations raised with relevant authorities and planning for further regulatory and protection measures underway
4.2 Governance	
COSTS OF GOVERNANCE TO THE COUNCIL INCLUDING ELECTED MEMBERS EXPENSES, ELECTIONS, CIVIC AND CEREMONIAL FUNCTIONS, MEMBERSHIP OF REPRESENTATIVE ORGANISATIONS AND ELECTED MEMBERS, POLICY OFFICER AND CEO SUPPORT COSTS.	
Total Budget: \$ 65,000	Council Funds Used: \$ 64,550
Total Expenditure: \$ 64,550	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Council Elections • Conduct monthly Council meetings • Produce and publish agendas and minutes • Provide ongoing Councilor training and development • Elected members to undertake mandatory training 	What we did <ul style="list-style-type: none"> ✓ Council By-election was held on 17 September 2022 with Cr Sarah Smith duly elected ✓ Elected members attendance at meetings (see p10) ✓ Elected members undertook mandatory training ✓ Meeting agendas and minutes published according to local government regulations
4.3 Customer Service, Public and Corporate Relations	
THE PROVISION OF HIGH STANDARDS OF SERVICE AND ASSISTANCE TO THE COMMUNITY AND OTHER CUSTOMERS; EFFECTIVE SERVICE DELIVERY; CLEAR COMMUNICATIONS OF COUNCIL ACTIVITIES AND THE ACHIEVEMENT OF CORPORATE AND COMMUNITY OBJECTIVES.	
Total Budget: \$ 145,000	Council Funds Used: \$ 142,276
Total Expenditure: \$ 142,276	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Ensure staff are well-informed and trained for public service • Provide information through regular newsletters and notices • Maintain Council web site • Conduct biannual community meetings to seek community feedback on major issues 	What we did <ul style="list-style-type: none"> ✓ No more than five complaints annually regarding Council staff performance; one complaint regarding staff conduct referred to CEO ✓ Council newsletters and updates delivered regularly with more than 9,286 total engagements ✓ Council website updated regularly ✓ Two general community meetings held and two other community forums and info-sessions held

4.4 Advocacy and Representation on Local and Regional Issues

PARTICIPATE ON REGIONAL BOARDS OR COMMITTEES TO REPRESENT THE COUNCIL'S VIEWS ON RELEVANT LOCAL AND REGIONAL ISSUES.

Total Budget: \$ 2,100

Council Funds Used: \$ 2,616

Total Expenditure: \$ 2,616

Grant Funding Secured: \$ 0

What we said we would do

- Continue participation at all functions that may be significant to community and the greater Cox Peninsula area

What we did

- ✓ CEO and President attended all LGANT, TOPROC and NTG Agency meetings
- ✓ Reports and updates on work under-taken with LGANT, NTG agencies and other stakeholders provided to Council and community via monthly Council meeting minutes
- ✓ CEO attended all Darwin Local Emergency Committee (LEC) meetings
- ✓ Mandorah Marine Facility progress updates provided to council and community by DIPL
- ✓ Elected members representation on other boards and committees including LGANT Executive and ALGA
- ✓ Provide council responses to NTG surveys and 'have-your-say' discussion papers for Boundary Reform, Greater Darwin Destination Management Plan, Darwin Water Catchment & Container Deposit Scheme
- ✓ Provide council responses to NTG regarding development submissions from local residents

5 Commercial Services & Contracts

5.1 Commercial Contracts

UNDERTAKE ONGOING MAINTENANCE OF ASSETS AS PER CONTRACTUAL ARRANGEMENTS.

Total Budget: \$ 2,000

Council Funds Used: \$ 0

Total Expenditure: \$ 1,187

Income Secured: \$ 164,543

What we said we would do

- Wash and clean jetty
- Remove waste from jetty
- Maintain jetty parking area
- Undertake maintenance to jetty as required
- Undertake water sampling at predetermined intervals
- Monitor bores at predetermine intervals
- Attend water supply faults
- Maintain water compound area
- Monitor and maintain RUA

What we did

- ✓ Maintained DIPL contract for Jetty Maintenance and completed to satisfactory standard
- ✓ PowerWater contract for compound maintenance and bore testing completed to satisfactory levels
- ✓ Attended PowerWater faults and issues x 7
- ✓ Secured DIPL Crown Land contract for weed maintenance & monitoring of the RUA

6. Community Services

6.1 Welfare and Social Services	
PROVISION OF MISCELLANEOUS COMMUNITY SERVICES THAT ENHANCE PARTICIPATION OR AMENITY, INCLUDING SENIORS' PROGRAMS, ACCESS TO THE WAGAIT BEACH MEDICAL CLINIC AND OTHER WELFARE AND SOCIAL SERVICES IDENTIFIED BY THE COUNCIL FROM TIME TO TIME.	
Total Budget: \$ 23,000	Council Funds Used: \$ 3,000
Total Expenditure: \$ 23,000	Funding Secured: \$ 20,000
What we said we would do <ul style="list-style-type: none"> • Encourage serviceability of health centre and consider plan to engage locum medical staff • Continue to support Seniors' programs • Establish and maintain relationships with service providers • Monitor funding opportunities for new services 	What we did <ul style="list-style-type: none"> ✓ Attendance numbers at community events and services have increased (see table p6) ✓ Regular outreach medical services from Belyuen Health remain restricted to triage and post-op care ✓ Council is informed with suggestions and feedback about events and services at monthly meetings ✓ Council hosted morning tea with Carers NT to increase service awareness in the community ✓ Hosted workshops and private consults with Darwin Community Legal Service ✓ Seniors activity program maintained with funding from NTG Department of Health ✓ Darwin Harbor Clean-up with Belyuen School, Larrakia Nation and Kenbi Rangers ✓ Submissions made to establish childcare services unsuccessful (federal)
6.2 Emergency Services	
PREPARATION AND PLANNING FOR LOCAL EMERGENCIES THROUGH PARTICIPATION IN RELEVANT COMMITTEES AND FACILITATION OF PREVENTATIVE MEASURES.	
Total Budget: \$ 0	Council Funds Used: \$ 0
Total Expenditure: \$ 0	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Operate cyclone shelter when cyclone is present • Attend regional cyclone shelter briefings • Liaise with police and emergency services during disasters • Provide support to local brigade and emergency services units • Encourage community to have annual clean-up • Endorse and support local disaster recovery plans 	What we did <ul style="list-style-type: none"> ✓ CEO attended all Darwin and Regional Local Emergency Control and cyclone shelter meetings and briefings ✓ Wagait Shire Emergency Management Committee met regularly to consider emergency priorities and update emergency arrangements ✓ Council Covid-19 plans in place for all public spaces ✓ Disaster management arrangements for fire, flood and cyclone reviewed and action plans considered

7. Council Administration

7.1 Asset Management	
PLANNING AND SUPPORT SERVICES FOR COUNCIL ASSETS LAND, BUILDINGS, PLANT, EQUIPMENT FIXTURES AND FITTINGS, AND ANY OTHER ASSET.	
Total Budget: \$ 189,690	Council Reserve Funds Used: \$ 24,950
Total Expenditure: \$ 189,690	Grant Funding Secured: \$ 293,190
What we said we would do <ul style="list-style-type: none"> • Prepare plant and equipment replacement schedule • Prepare maintenance schedules for plant and equipment. • Prepare maintenance schedules for Council buildings. • Develop strategy to increase standard of roads • Develop asset management plans and policies 	What we did <ul style="list-style-type: none"> ✓ Review and maintain asset management register that includes current valuations and depreciation ✓ Insurances maintained for all assets at value ✓ Road condition & safety report in progress ✓ Waste Management Strategy delivered (funded) ✓ CEO vehicle fleet-lease (right-of-use asset) ✓ Planned procurement for changeover of tractor and tipper completed (funded) ✓ Sport-court surface upgrades completed (funded) ✓ Skate-park design completed (funded) ✓ Condensed exercise station design in progress (funded)
7.2 Council Planning and Reporting	
DEVELOPMENT OF STRATEGIC PLANS, INCLUDING BUSINESS AND SERVICE DELIVERY PLANS, TO ENSURE THE COUNCIL'S LONG-TERM SUSTAINABILITY TO DELIVER SERVICES TO THE COMMUNITY.	
Total Budget: \$ 24,500	Council Funds Used: \$ 0
Total Expenditure: \$ 19,500	Grant Funding Secured: \$ 24,500
What we said we would do <ul style="list-style-type: none"> • Continue to meet legislated deadline for the completion of annual plans and reports • Undertake strategic planning for future services & critical assets 	What we did <ul style="list-style-type: none"> ✓ Shire Plan for 2022-23 prepared and adopted ✓ Annual Report for 2021-22 prepared and adopted ✓ Updated 5-year strategic plan 2020-2025 adopted ✓ Waste & Recycling Strategy delivered & adopted ✓ Darwin Destination Management Plan completed with Cox Peninsula new infrastructure included ✓ Road Safety and condition report in progress
7.3 Financial Management	
ACCOUNTING, FINANCIAL RECORDING AND REPORTING AND OTHER SUPPORT SERVICES ASSOCIATED WITH MANAGING THE COUNCIL'S FINANCIAL RESOURCES.	
Total Budget: \$ 60,000	Council Funds Used: \$ 60,000
Total Expenditure: \$ 60,000	Income Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Ensure financial data is up to date to produce accurate reporting, provided monthly at Council meetings • Maintain accurate property and rates records • Increase contract income • Ensure all grants and liabilities are managed within budget 	What we did <ul style="list-style-type: none"> ✓ Employ a Finance Officer ✓ Secured Auditor (contracted for 3 years) ✓ Xero cloud-based accounting systems implemented and used to produce accurate reports and reconciliations ✓ Monthly financial reports provided to council ✓ Financial Reports were submitted to acquit grants ✓ Rates Assessment Record was reviewed

7.4 Human Resources	
SERVICES AND SUPPORT FOR HUMAN RESOURCES ADMINISTRATION INCLUDING RECRUITMENT, INDUCTION, TRAINING AND DEVELOPMENT.	
Total Budget: \$ 6,000	Council Funds Used: \$ 6,174
Total Expenditure: \$ 6,174	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Develop and implement best-practice recruitment and induction procedures • Conduct annual performance reviews and prepare annual training plans for employees • Review HR policies, procedures, and the Employee Manual • Maintain professional approach to team development • Ensure support for mental health & well-being in the workplace 	What we did <ul style="list-style-type: none"> ✓ HR policies and procedures reviewed and updated ✓ Staff annual performance reviews undertaken ✓ Staff training undertaken as requested ✓ Professional development planning undertaken with all permanent staff ✓ Professional development opportunities for staff offered including attendance at Australia Day Council conference, attendance at the LGANT waste management symposium ✓ Employee Assistance Program available ✓ WHS workplace training session delivered to all staff
7.5 Information Technology and Record Keeping	
INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES AND ADVICE ASSOCIATED WITH THE OPERATION AND MANAGEMENT OF COUNCIL'S HARDWARE, SOFTWARE AND INTERNET SYSTEMS	
Total Budget: \$ 16,000	Council Funds Used: \$ 18,252
Total Expenditure: \$ 18,252	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Review IT and recordkeeping policies & procedures • Implement best practice IT and digital record-keeping systems 	What we did <ul style="list-style-type: none"> ✓ Met all compliance issues regarding record-keeping; policy and procedures are in place with completion of review in-line with new LG Act 2019 ✓ Initiated ICT policy & procedures review
7.6 Revenue Growth	
FUNDING OF COUNCIL'S OPERATIONS THROUGH APPROPRIATE RATING POLICIES AND THE MAXIMISATION OF GRANTS, FEES AND CHARGES AND OTHER AVAILABLE INCOME SOURCES.	
Total Budget: \$	Council Funds Used: \$
Total Expenditure: \$	Income Secured: \$
What we said we would do <ul style="list-style-type: none"> • Pursue opportunities for grant funding and new service contracts • Implement job costing measures to avoid over expenditure • Preparation of realistic budgets • Avoid non-budgeted expenditure 	What we did <ul style="list-style-type: none"> ✓ Budget balanced without shortfall once depreciation was included to expenses ✓ \$248,948 in new grant funding for community projects, programs and activities expended

7.7 Risk Management	
PROVISION OF INTERNAL RISK MANAGEMENT SYSTEMS	
Total Budget: \$ 53,181 (insurance)	Council Funds Used: \$ 52,716
Total Expenditure: \$ 52,716	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Conduct annual audit • Maintain asset register • Ensure assets have sufficient insurance coverage • Update fraud protection plan 	What we did <ul style="list-style-type: none"> ✓ Satisfactory update of the asset register completed ✓ Insurances maintained for all assets at value ✓ Valuation of capital assets undertaken for financial reporting purposes ✓ Fraud protection policies updated ✓ Risk management training undertaken with JLT Risk management reporting biannually to council & the Audit Committee
7.8 Work, Health, and Safety	
PROVISION OF A FRAMEWORK TO PROTECT THE HEALTH, SAFETY AND WELFARE OF ALL WORKPLACE STAKEHOLDERS WHO MIGHT BE AFFECTED BY THE WORK OF COUNCIL.	
Total Budget: \$ 1000	Council Funds Used: \$ 1182
Total Expenditure: \$ 1182	Grant Funding Secured: \$ 0
What we said we would do <ul style="list-style-type: none"> • Maintain a work environment without risks to health and safety • Maintain plant and structures to keep them in a safe operating state • Provide and maintain safe systems of work • Ensure the safe use, handling, storage and transport of plant, structures and substances • Provide adequate facility for the wellbeing and welfare of workers at work when carrying out their work while at Council • Provide information, training, instruction or supervision to protect all persons from risks in their work while conducting Council business • Monitor the health of workers and workplace conditions to prevent illness or injury of workers arising from the conduct of Council business 	What we did <ul style="list-style-type: none"> ✓ All policies, procedures, SOPs and JSA's reviewed and updated ✓ Toolbox meetings held weekly with permanent staff and 2 half-yearly WHS meetings with all staff ✓ All workplace incidents documented ✓ All staff provided with appropriate PPE ✓ All staff attended info-session on COVID-safe operations of Council facilities and workplace environments ✓ A total of 2 incidents reported: <ul style="list-style-type: none"> • Major - 0 • Minor - 2