



WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

**LOT 62, 142 WAGAIT TOWER ROAD
7PM TUESDAY 17 OCTOBER 2023**

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

Date: **Tuesday 17 October**

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 16 September 2023** if attending. Arrangements for alternative participation options such as joining via videoconferencing on a personal device or telephone can be made if requested.

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 (outgoing)
CEO, Virginya Boon (incoming)

1.1. Address by Chair and President

The President welcomes the new CEO and guests to the council meeting and 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

<p>Resolution No. 2023/ That the apologies of Cr XXX be accepted by Council. Moved: Seconded: Vote:</p>
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2. DECLARATION OF INTERESTS

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

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 19 September 2023

<p>Resolution No. 2023/ That the Minutes of the Ordinary Meeting of Tuesday 19 September 2023 be confirmed by Council as a true and correct record. Moved: Seconded: Vote:</p>

3.2. Matters arising from Minutes of Council Meeting Tuesday 19 September 2023

4. GUESTS – Noel Clifford, Director Nexia Edwards (Auditor)

Mr Clifford will present the council's Financial Statement for the Financial Year ending 30 June 2023.

5. CHANGE TO STANDING ORDERS

Council President asks council to accept a change to Standing Orders to Agenda Item 10.1 and hear from Mr Clifford with regard to the council's Financial Statement for the Financial Year ending 30 June 2023.

**Resolution No. 2023/
That the council accept a change to Standing Orders and move to Agenda Item 10.1 to receive Mr Clifford's presentation on the council's Financial Statements for 2023.
Moved:
Seconded:
Vote:**

6. INWARDS AND OUTWARDS CORRESPONDENCE

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

6.1 Inwards Correspondence

6.2 Outwards Correspondence

**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:**

7. COUNCILLORS' REPORTS

7.1. 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 18 September to 13 October 2023.
Moved:
Seconded:
Vote:**

8. OFFICERS' REPORTS

8.1. CEO Report for the period 18 September to 13 October 2023

Staff	<ul style="list-style-type: none"> • Leave: RG (PL 18-21/09); RP (AL 13-20/10); FC (PL 10/10) • 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 • Belyuen CEO catchups ; 25 Sept • Correspondence with Auditors responding to audit queries ; 26 Sept, 4 Oct • Meetings/comms with civil works contractors ; 21 Sept, 4 Oct, 12 Oct • DCMC Top End Regional Coordination Committee; 25 Sept • Special council meeting ; 27 Sept • Cox Peninsula Transport & Tourism Committee meeting ; 2 Oct • Strategic Planning workshops ; staff 22 Sept ; councillors 5 Oct • Audit Committee meeting ; 10 Oct • Emergency Committee meeting ; 12 Oct • Discussions with MLA office, Belyuen, Dundee Progress Assoc & Berry Springs with regard to Regional Health working Group • Correspondence to CE DoH regarding Regional Health working group • Correspondence to Crown Land Office CLO re Occupational Licenses • Correspondence CEO position candidates and panel • Correspondence with respondents to Waste Collection 2023-2025 RFT
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 partially completed • Ninja exercise equipment (\$145k) ; redesign and requote in progress • Road Safety Audit & condition report (\$25k) ; completed, QS pending • 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) ; drainage and culverts, sport-court fence • WaRM #4 (\$75k) ; council to endorse proposal at Nov meeting <p><u>Reporting</u></p> <ul style="list-style-type: none"> • LRCI all phases progress reports for Q1 completed • Youth QRS School Holiday Program (2k) completed • Preparation of the Annual Report <p><u>Governance</u></p> <ul style="list-style-type: none"> • Preparation of minutes for WSC and Audit Committee meetings • Policy reviews ; Code of Conduct, HR Management, Rates & Charges <p><u>Sport, Active Recreation & Community Resilience Programs</u></p> <ul style="list-style-type: none"> • Youth Program: the Sept/Oct school holiday program was well attended and pop-ups continue with YDO coordinating activities including Balanced Choice and Buildup Skate sessions. Film night is rescheduled for Sat 21 Oct and Hallowe'en party 28 Oct. • Seniors Program: Weekly Yoga and Pilates are still both very well attended. • Men's Program: has come to a standstill, with no engagement from the community. • Suicide Prevention Program events continue with an 'Adult' session in the Community Centre on Monday 6 November at 6:30pm

	<u>Residents/Local Business</u> <ul style="list-style-type: none"> • Enquiries about road verge works and drainage <u>Public Communications</u> <ul style="list-style-type: none"> • Council monthly e-newsletter, Facebook & poster communications re: <ul style="list-style-type: none"> – Pre-Cyclone Preparations – Strategic Planning surveys – Introducing new CEO & community event updates – Beach Access upgrades
Events	<u>Community Events</u> <ul style="list-style-type: none"> • CEO Farewell BBQ – Friday 20 October, Council Grounds • Youth Film Night (rescheduled) – Sat 21 October, Cloppenburg Park • Youth Halloween Party – Sat 28 October, Cloppenburg Park • Suicide Prevention Program ‘Adult’ session – 6:30 Monday 6 November • Pre-Cyclone Workshop – 9am Sat 11 November, Community Centre • Community Consultation Meeting – 10am Sat 11 November, Community Centre

7.2. Works Manager’s Report for the period 18 September to 13 October 2023

Staff/HR, PD & Training, WHS	<ul style="list-style-type: none"> • Leave – R Roberts (PL) 6 Sept; (AL) • Leave – J Allcorn (AL) 4-6 Sept; • 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	<u>Power Water</u> <ul style="list-style-type: none"> • Bore Runs x15 • Water Samples x10 • Imaluk water compound maintenance (snip, spray & mow) x1 <u>Jetty Maintenance</u> <ul style="list-style-type: none"> • Jetty wash and rubbish collection x13 • Jetty stairs and landings barnacle blasting • Carpark weed-spray and snip
Actions	<u>Road & Verge Maintenance</u> <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 <u>Vehicle & Plant Maintenance</u> <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 <u>Animal Management</u> <ul style="list-style-type: none"> • Cat-traps currently with residents x3 <u>Environmental Maintenance & Waste Management</u> <ul style="list-style-type: none"> • Green Waste push up x 9

	<ul style="list-style-type: none"> • 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 in council carpark
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**Resolution No. 2023/
That council receives and accepts the Officers' reports for 18 September to 13 October 2023.**

Moved:
Seconded:
Vote:

8. ACTION SHEET for the period 18 September to 13 October 2023

Item	Res No	Resolution	Date	Status
1	None	Water Compound Masterplan	10/10/2023	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	10/10/2023	Letter received from NTG LG Unit confirming NFA on boundary reform. Belyuen, Coomalie and Wagait CEOs met to discuss opportunity for shared services and a response to letter. Crown Land advised the OL's for Baluria and Erickson beach access carparks are being considered. Remediation works on both sites commences 16 October.
			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 Local Area Planning and related issues.
		09/09/2020	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 meeting 2020/113.
		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	03/10/2023	Letter from council to CE Dept Health with request to convene working group as proposed.
		10/09/2023	CEO and President met with CE Dept Health Prof Marco Briceno on 16 August to discuss concerns, issues & options to progress health services in Wagait Beach. A regional approach to increase services overall is proposed through a dedicated working group which will also include Belyuen, Dundee and Berry Springs as well as other allied stakeholders such as PHN, NDIS, Top End Health and the Dept.
		13/07/2023	Letter to new CE 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 CE 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	10/10/2023	No change.
			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 provide 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 18 September to 13 October 2023.

Moved:

Seconded:

Vote:

9. FINANCIAL REPORTS

9.1. September 2023 Reports

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

9.2. Q1 Snapshot & Budget Review

9.3. September 2023 Supplier Payment History

Date	Transaction	NT	I'state/I'ntl
TRANSACTION ACCOUNT			
1/09/2023	Nexia Edwards Marshall NT - Audit - third instalment	\$2,750.00	
1/09/2023	Han Na Park Expense Claim - H. Park Sealink Claim	\$113.40	
2/09/2023	Fiona Carter Exp. Claim - Pens coloured	\$22.73	
2/09/2023	Fiona Carter Exp. Claim - Coloured pencils and bubbles	\$43.65	
2/09/2023	CBA - Merchant fees		\$202.69
4/09/2023	Balanced Choice Program - Session for Wagait Youth 31/8	\$330.00	
4/09/2023	CBA - bank fees		\$2.50
5/09/2023	Shauna Upton (Karuna Yoga Wellness) - Senior's Yoga Aug-Sep + Ferry pass	\$413.40	
5/09/2023	PBI Haulage - Supply & deliver type 2 gravel to WSC	\$2,385.90	
6/09/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Management Liability Renewal	\$5,783.12	
6/09/2023	Jardine Lloyd Thompson (JLT) Pty Ltd - Stamp Duty	\$578.31	
6/09/2023	Central Business Equipment - Photocopier Rental & printing charges	\$624.30	
7/09/2023	Power Water - Water Swipe card - water	\$95.05	
7/09/2023	Wagait Beach Supermarket - Inv 22906 Biscuits	\$26.64	
7/09/2023	Wagait Beach Supermarket - Inv 22956 Biscuits	\$8.88	
7/09/2023	Wagait Beach Supermarket - Inv 22956 Groceries and Milk	\$19.65	
7/09/2023	Wagait Beach Supermarket - Inv 22964 Biscuits	\$8.88	
7/09/2023	Wagait Beach Supermarket - Inv 22964 Soy Milk	\$3.75	
7/09/2023	Wagait Beach Supermarket - Inv 22906 Milk	\$5.99	
7/09/2023	Wagait Beach Supermarket - Inv 22920 Unleaded Petrol	\$14.53	
7/09/2023	Wagait Beach Supermarket - Inv 22934 30 10c stamps	\$3.00	
7/09/2023	Wagait Beach Supermarket - Inv 22928 Diesel for Seniors Outing	\$59.60	
7/09/2023	Wagait Beach Supermarket - Inv 22929 Biscuits	\$8.88	
7/09/2023	Wagait Beach Supermarket - Inv 22929 Milk	\$4.65	
7/09/2023	Wagait Beach Supermarket - Inv 22921 Wooden Forks	\$14.95	
7/09/2023	Wagait Beach Supermarket - Inv 22940 Ice	\$10.00	
7/09/2023	Wagait Beach Supermarket - Inv 22941 Confectionary	\$16.50	
7/09/2023	Wagait Beach Supermarket - Inv 22920 Coca Cola for blackboard cleaning	\$2.80	
7/09/2023	Wagait Beach Supermarket - Inv 22925 Coca Cola for blackboard cleaning	\$2.80	
7/09/2023	Wagait Beach Supermarket - Inv 22950 Coca Cola for blackboard cleaning	\$2.80	
7/09/2023	Wagait Beach Supermarket - Inv 22931 Diesel	\$145.00	
7/09/2023	Wagait Beach Supermarket - Inv 22969 Diesel	\$138.87	
7/09/2023	Wagait Beach Supermarket - Inv 22893 Diesel	\$108.83	
7/09/2023	Wagait Beach Supermarket - Inv 22920 Diesel	\$140.00	
7/09/2023	Fleetcare - Car Lease CEO vehicle		\$1,427.12
9/09/2023	RBK Contracting - road repair June to August 23	\$45,595.00	
11/09/2023	Top Notch Mobile Detailing - Detail CEO vehicle	\$880.00	

11/09/2023	Ken's Plumbing Pty Ltd - Repair plumbing Office Sink	\$341.00	
11/09/2023	Balanced Choice Program - Balanced Choice session 10/9	\$330.00	
12/09/2023	Neil White Expense Claim - Personal use of WSC CC in emergency	-\$35.96	
13/09/2023	Trojon Fencing - 15 Vehicle Movement Barriers	\$3,450.00	
13/09/2023	Trojon Fencing - 3 access gates	\$1,050.00	
13/09/2023	Harvey Distributors - Credit Ref for Overpayment	-\$684.74	
14/09/2023	Ian Manahan - Water supply to CEO house	\$170.00	
15/09/2023	CBA - Commbiz fees		\$0.31
15/09/2023	CBA - Commbiz fees		\$10.01
15/09/2023	Ian Manahan - Load water to Sports Ground amenities	\$170.00	
18/09/2023	Cox Country Club - Suicide Prevention Community Event	\$2,000.00	
18/09/2023	CBA - bank fees		\$2.50
18/09/2023	Motor Vehicle Registry - Works Ute registration - CD33GS	\$607.25	
18/09/2023	Motor Vehicle Registry - Works Ute registration - CD33GS	\$224.00	
21/09/2023	Renee Pollard Exp Claim - Food for School Holiday program for Sports and Rec	\$310.20	
21/09/2023	Renee Pollard Exp Claim - Food for School Holiday program for Sports and Rec	\$48.70	
21/09/2023	Renee Pollard Exp Claim - Food for Seniors Health Lifestyle morning	\$16.40	
22/09/2023	Ferry ticket consultant of Useful Projects to attend Suicide Prevention Program	\$114.53	
25/09/2023	Ian Manahan - 13,000 litre water	\$170.00	
26/09/2023	Kokoda Industries - SP Equipment	\$1,514.00	
26/09/2023	Colleen Fergusson - Councillor meals for September Council meeting	\$132.00	
27/09/2023	Basketball NT - School Holiday Program and ferry costs	\$180.00	
27/09/2023	MJ Electrical - Traced fault and replaced faulty fan at Sports Ground	\$185.00	
28/09/2023	Wigg Plumbing - waste water treatment system service at Cloppenburg Park	\$210.99	
29/09/2023	Colleen Fergusson - Morning tee for Seniors on 21st September 2023	\$150.00	
29/09/2023	Nexia Edwards Marshall NT - Audit - fourth instalment	\$1,650.00	
30/09/2023	Veolia Environmental Services - Wheelie bin collections for September 2023	\$5,103.77	
CREDIT CARD - CEO			
1/09/2023	NT News - NT news subscription	\$14.00	
1/09/2023	Xero - Monthly Xero Subscription		\$124.00
4/09/2023	Encore Pilates & Wellness - Online Pilates	\$79.00	
4/09/2023	Apple Itunes - Cloud Storage		\$1.49
6/09/2023	Microsoft - MS Services 6/8-5/9		\$126.28
6/09/2023	Microsoft - MS Online Services 6/8-5/9		\$94.60
13/09/2023	Adobe Systems Incorporated - Monthly subscription fees		\$18.69
14/09/2023	Sealink Ferries - Ferry travel pass	\$114.53	
16/09/2023	Adobe Systems Incorporated - monthly subscription fees		\$29.99
25/09/2023	Australian Institute of Company Directors - Cr Sarah Smith		\$8,480.00
26/09/2023	Mailchimp - Essential Plan - 500 contacts		\$20.31
27/09/2023	CBA - Bank fees		\$0.51
28/09/2023	NT Police, Fire & Emergency Services - Working with Children - Pam Wanrooy	\$81.00	
29/09/2023	NT News - Monthly subscription	\$14.00	
CREDIT CARD			
5/09/2023	Neil White Expense Claim - not related to WSC cost(to be reimbursed)	\$35.96	
14/09/2023	CBA - Refund of annual fee	-\$40.00	
26/09/2023	Craig's Fishing Warehouse - Staff Uniform - Fishing boots to clean Jetty (x2)	\$199.90	
26/09/2023	Dimet Tools - Silicon spray, tape duct, gloves	\$40.30	
26/09/2023	Dimet Tools - Trolley Jack 2600kg Low Profile	\$635.00	
26/09/2023	EG Fuel - Fuel for Works Truck	\$186.40	

9.4. Councillor Allowances

The total year-to-date payment to Councillors from 1 July 2023 to 30 August 2023 is **\$2,255.25**
The total year-to-date payment for professional development expenses is **\$7,709.09**

Resolution No. 2023/**That Council receives and accepts the Financial Reports for the month of September 2023.****Moved:****Seconded:****Vote:****10. AGENDA ITEMS****10.1. Financial Statements for the Year Ending 30 June 2023**

On 10 October, the Financial Statements for the Year Ending 30 June 2023 were presented to the Audit Committee by council's auditor, Noel Clifford of Nexia Edwards, with no significant comments.

Pursuant to section 291 of *the Local Government Act 2019*, Regulation 13(a), sections 12-15 of the *Local Government General Regulations 2021*, General Instruction 2 and Guideline 6, the Audit Committee recommends for council to adopt the statements for submission to the Minister of Local Government.

Resolution No. 2023/**That, council accepts the recommendation from the Audit Committee to adopt the audited financial statements for the year ending 30 June 2023, and notes the statements will be attached to the Annual Report for submission to the Minister of Local Government.****Moved:****Seconded:****Vote:****10.2. Annual Report for 2022-23**

Pursuant to section 291 of *the Local Government Act 2019*, Regulation 13(a), sections 12-15 of the *Local Government General Regulations 2021*, General Instruction 2 and Guideline 6, the CEO presents the final 2022-23 Annual Report to be accepted by council, noting that the audited financial statements will be attached to the report for submission to the Minister of Local Government by 15 November, 2023.

Resolution No. 2023/**That council accepts the annual report for year ending 30 June 2023.****Moved:****Seconded:****Vote:****10.3. Policy Review**

The following policies have been reviewed in line with annual schedules and some minor changes (highlighted) have been made that were not required to be reviewed first by the Audit Committee.

- Rates & Charges
- Human Resource Management

The following policy was reviewed by the Audit Committee at the meeting on 10 October and recommended to council for adoption by resolution 2023/166:

- Code of Conduct

Resolution No. 2023/

That council adopts the following policies as recommended by the Audit Committee resolution 2023/166:

- **Code of Conduct – Workplace Participants (HR)**

And the following policies with minor changes not required to be reviewed by the Audit Committee.

- **Rates & Charges (GOV)**
- **Human Resource Management (HR)**

Moved:

Seconded:

Vote:

10.4. Grant Updates & Approvals

The CEO requests that council note the table below showing current grant progress updates; including acquittals for completed and fully expended grants, variation requests, submissions pending an outcome, unsuccessful and new funds granted. Those highlighted are new or have new information.

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
Road Verges & fencing	LCRI Phase 4	39,000	TBC	Pending
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
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	Acquitted
Beach Access upgrades	CMC-CPP	53,400	*14,000	In Progress
Suicide Prevention program	DoH	10,000	*500	In Progress
TBC	WaRM #4 2023-24	75,000	0	TBA
Youth Vibe School Holiday	DTFHC	2,000		Completed

Resolution No. 2023/

That council notes the special purpose 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. Youth Hallowe'en – various events 13 October and 28 October

Costume making Friday 13 October and decoration making TBC ready for the big party on Hallowe'en, Saturday 28 October.

14.2. Carer's Morning Tea – 10am Wednesday 18 October – Community Centre

Council has received a small amount of funding support from Carers'NT to provide a morning tea for local carers' and their clients. Council has also invited Belyuen Aged Care and the local member.

14.3. Community BBQ – from 5:30pm Friday 20 October – Council Grounds

Councillors and staff are encouraged to attend to farewell the CEO.

14.4. Pre-Cyclone Workshop – 9am Saturday 11 November – Community Centre

As recommended by the Emergency Management Committee, this workshop for residents was well attended last year and provides relevant info and access to resources as well as a meet & greet with volunteer group representatives in the community.

14.5. Community Meeting – 10am Saturday 11 November – 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.

15. LATE ITEMS AND GENERAL BUSINESS

15.1. Strategic Planning Update

Bowman Advisory workshopped with councillors on 10 October to hear survey results and develop elements of the strategic plan. It is proposed that a drafting committee consisting of a councillor, the CEO and one or two community members be convened to work further with the consultants in preparing the full strategy. Bowman Advisory will be presenting at the community meeting and have already provided drafts of the survey results, key statements and project plan.

15.2. Welcome to Wagait Sign Update

Council has contracted NT artist Marnie-Jay to prepare the 'Welcome to Wagait' sign that will go on the tri-fold notice board on the WTR verge outside council. The sign is based on competition winner Sue Chaplin's design of a stylised place-making map that highlights the cultural and heritage sites, and wonderful flora and fauna of the Cox Peninsula.

Detailed draft drawings have been provided to council and we anticipate the final artwork to be ready for printing onto aluminium boards early next year. The boards will be welded to the existing panels and a motion-activated solar light will be placed to illuminate the map.

The funding for the panels was received from the Local Government SCALE grant in 2020.

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 September 2023

Resolution No. 2023/

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

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

18. CLOSE OF MEETING

The Chair declared the meeting closed at pm.



WAGAIT SHIRE COUNCIL

DRAFT MINUTES COUNCIL CHAMBERS

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

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1. OPENING OF MEETING

Councillors: President Neil White
Vice President Tom Dyer – late arrival at 19:24
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. 2023/140

That the apologies of CEO Renita Glencross be accepted by Council and that Fiona Carter (Policy Officer) be accepted by council as proxy for the CEO.

Moved: President Neil White

Seconded: Cr Sarah Smith

Vote: AIF 4/4 - Carried

2. DECLARATION OF INTERESTS - NIL

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

3. CONFIRMATION OF MINUTES

3.1. Confirmation of Minutes of Council Meeting Tuesday 15 August 2023

Resolution No. 2023/141

That the Minutes of the Ordinary Meeting of Tuesday 15 August 2023 be confirmed by Council as a true and correct record.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF 4/4 - Carried

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

4. GUESTS – Nil

5. INWARDS AND OUTWARDS CORRESPONDENCE

The following correspondence has been received and sent in the period since the August 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. 2023/142

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

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF 4/4 - Carried

6. COUNCILLORS' REPORTS

6.1 President's Report

Please see President's report attached.

All councils were present for the TOPROC meeting at Wagait Beach.

Meeting with the CEO of Health was positive. He suggested Wagait Council establish a working group with NT Health with the view to establishing a limited medical service for the Cox Peninsula.

Resolution No. 2023/143

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

Moved: President Neil White

Seconded: Cr Peter Cleo

Vote: AIF 4/4 - Carried

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. • 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

Animal Management

- Cat-traps currently with residents x3

Environmental Maintenance & Waste Management

- 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

Community Activities Support

- Assist with the Harbour Clean Up
- Clean and test BBQ for morning at Milady crash site.

Contractor Management & Support

- Water, gravel & sweeping for road-shoulder remediation
- Solar light installation follow up with contractor

Resolution No. 2023/144

That council receives and accepts the Officers' reports for 15 August to 15 September 2023.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF 4/4 - Carried

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
	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.

Local Government Unit have given the verbal assurance that there are no current plans withing the Dept of Chief Minister to amalgamate Wagait Shire. They also noted that Wagait Council is financially stable.

Resolution No. 2023/145

That council receives and accepts the Action Sheet for 14 August to 15 September 2023.

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF 4/4 - Carried

DRAFT

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	Fleecare - 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.

Until the 2022-23 audited Financial Statement is finalised, the balance sheet does not reflect an accurate starting figure for the 2023-24 year.

Some special grants may show deficits in the current year as they have been carried across from the previous year. This is due to the AASB that states grant income must be shown in the year it has been received, unless the grant agreement specifically states the grant is to be carried over into the following year. The result is that some SP grants are showing to be in surplus in the previous year and in deficit in the current year.

Resolution No. 2023/146

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

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF 4/4 - Carried

Cr Tom Dyer arrives at 19:24

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.

The policy will be scheduled for review in 12 months in order to align the policy with the new WHS Manual.

Resolution No. 2023/147

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: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF 5/5 - Carried

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. 2023/148

That council notes the draft annual report.

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF 5/5 - Carried

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. 2023/149

That council notes the grants update information provided.

Moved: Cr Peter Cleo

Seconded: President Neil White

Vote: AIF 5/5 - Carried

11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE - Nil

12. QUESTIONS FROM THE PUBLIC WITH NOTICE – Nil

13. PETITIONS/DEPUTATIONS - Nil

14. CURRENT/UPCOMING EVENTS

14.1. 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. Strategic Plan Workshop for Council Members – Thursday 5 October, 7-9pm

14.5. 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.

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

14.7. Suicide Prevention & Awareness Program, Adults’ Session – TBC October

15. LATE ITEMS AND GENERAL BUSINESS - Nil

16. IN-CAMERA ITEMS

Resolution No. 2023/150

That Council close the meeting to the general public in accordance with section 99(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (General) regulation Division 2;

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

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF 5/5 - Carried

At 7:38 pm Council closed the meeting to the general public.

16.1.	In Camera Minutes August 2023	2023/151
16.2.	Draft Financial Statement from the auditors	2023/152
16.3.	Council CEO recruitment update	2023/153
16.4.	Councillor Professional Development	2023/154
16.5.	Workers Compensation update	2023/155

Resolution No. 2023/158

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

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF 5/5 - Carried

At 7.52 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 7.52 pm.

DRAFT

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

Update:

Tonight, we welcome our new CEO Ms Virginia Boon to lead the Wagait Shire Council team. The Elected Members of Wagait Shire Council look forward to working with Virginia in completing the many great council projects already underway.

Thanks to outgoing CEO Renita, who has provided strong leadership for Council and the Community following a recovery period of consolidation and growth, post COVID and is leaving the role to take a well-earned break.

Ms Boon will commence her new role on Tuesday 17th October 2023.

Meetings Attended:

Tuesday 19 September	Council meeting
Friday 22 September	CEO catchup
Thursday 28 September	Attended local resident's funeral at Thorak crematorium and then Cox Country Club, gave 2 speeches in memoriam.
Friday 29 September	CEO catchup
Thursday 5 October	Strategic Planning meeting for Councillors held by Bowman & Associates.
Friday 6 October	CEO catchup
Tuesday 10 October	Audit Committee meeting with Auditor
Thursday 12 October	Emergency Management Committee meeting
Friday 13 October	CEO catchup

Neil White

President

October 2023

WAGAIT SHIRE COUNCIL

Balance Sheet as at 30 September 2023

Notes to the Balance Sheet

Assets	30 Sep 2023	30 Sep 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	\$349,764.64	\$0.00	2
Total Tied Funds	\$1,849,764.64	\$1,500,000.00	
Untied Funds			
CBA Online Saver	\$356,632.51	\$160,383.34	
CBA Transaction Account	\$75,398.88	\$164,351.98	
Total Untied Funds	\$432,031.39	\$324,735.32	
Total Bank	\$2,281,796.03	\$1,824,735.32	
Current Assets			
Less Prov'n for Doubtful Debts	(5,510.00)	(5,838.00)	
Rates Debtors Account	163,330.24	170,925.92	3
Rates in Advance	(1,176.11)	(754.78)	
Rates Payment Control Account	0.00	0.00	
Trade Debtors [11405]	11,616.96	7,608.75	4
Trade Debtors Control Account	(6,361.43)	(75.00)	
Undeposited Funds working A/c	0.00	7,541.72	
Total Current Assets	\$161,899.66	\$179,408.61	
Non-current Assets			
Buildings Accum Dep	(114,051.23)	(64,833.19)	
Buildings at Cost	989,220.18	980,000.18	
Inf Roads & Paths at Cost	894,075.20	863,576.00	
Inf Roads & Path Accum Depn.	(541,881.95)	(498,097.99)	
Land at Cost	350,000.00	350,000.00	
Leased Vehicle Accum Depreciation	(39,589.55)	(26,016.51)	
Motor Vehicles Accum Dep	(76,179.05)	(67,605.01)	
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.	(177,824.70)	(175,615.74)	
Plant & Equipment at Cost	674,766.34	674,766.34	
Plant & Equipment Accum Dep	(505,518.80)	(450,841.76)	
Right Use of Assets	54,294.00	54,294.00	
Sports Ground Accum Dep	(73,810.00)	(41,417.00)	
Sports Ground at Cost	381,883.00	310,000.00	
Total Non-current Assets	\$2,174,401.39	\$2,166,695.61	
Total Assets	\$4,618,097.08	\$4,170,839.54	
Liabilities			
Current Liabilities			
CBA CC - Gary Zikan new	0.00	0.00	
CBA CC - Renita Glencross	\$115.82	\$0.00	
CBA CC - Rowan Roberts	\$1,061.60	\$0.00	
Current Lease Liabilities	\$14,459.00	\$13,678.00	
GST	-\$6,692.21	-\$225.14	
PAYG Withholding Payable	\$9,118.00	\$10,508.00	
Provision for Annual Leave	\$64,654.78	\$59,318.47	
Provision for Long Service Leave	\$35,145.86	\$53,463.27	
Rounding	\$0.20	\$0.00	
Super Payable	\$4,446.59	\$5,926.28	
Super Payable control account	\$0.00	-\$136.59	
Trade Creditors	\$11,169.03	\$13,311.04	5
Trade Creditors Original	-\$11,781.00	-\$11,781.00	
Unexpended Grant Liability	\$357,433.85	\$93,992.48	6
Wages Payable - Payroll	\$0.00	\$0.00	
Total Current Liabilities	\$479,131.52	\$238,054.81	
Non-Current Liabilities			
Non-current Lease Liabilities	\$4,908.00	\$19,367.00	
Provision for Non Current Long Service Leave	\$4,037.00	\$10,056.00	
Total Non-Current Liabilities	\$8,945.00	\$29,423.00	
Total Liabilities	\$488,076.52	\$267,477.81	
Net Assets	\$4,130,020.56	\$3,903,361.73	
Equity			
Asset Revaluation Reserve	\$991,467.27	\$991,467.27	
Current Year Earnings	\$304,697.87	\$348,169.29	
Prior Year's Surplus/Deficit	\$1,832,286.03	\$1,802,286.03	
Retained Earnings	\$301,335.79	\$261,439.14	
Asset Renewal Reserve			
Asset Renewal Reserves	\$0.00	\$500,000.00	
Other Asset Renewal Reserve	\$270,000.00	\$0.00	
Roads Renewal Project Reserve	\$430,233.60	\$0.00	7
Total Asset Renewal Reserve	\$700,233.60	\$500,000.00	
Total Equity	\$4,130,020.56	\$3,903,361.73	

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

September 23 movement of SP Grants occurred on 13/10/2023

Balance as of 12/09/2023	\$ 349,764.64
Transfer from CBA Transaction Account (+)	\$ 7,278.82
Transfer interest earned to Trans Account (-)	\$ 390.97
Balance as of 13/10/2023	\$ 357,434.43

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	\$ 113,467.32
Rates 23/24 over due	\$ 44,781.50
Rates Prior years (pre 2022)	\$ 5,081.42
Total Rates Arrears	\$ 163,330.24

Note 4. Details of Trade Debtors

Debtors	Current	> 30 days	> 60 days +	> 90 days
Trade Debtors	\$ 11,466.96	\$ 70.00	\$ 80.00	\$ -

Note 5. Details of Trade Creditors

Creditors	Current	> 30 days	> 60 days +	> 90 days
Trade Creditors	\$ 6,069.03	\$ -	\$ -	\$ 5,100.00

Note 6. Details of Unexpended Grants Liability

Unexpended Grants - Special Purpose	\$ 357,434.43
Total Unexpended Grants Liability	\$ 357,434.43

Note .7 Details of Retained Earning

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

16.4. Movements in Council Reserves and Priority Projects

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

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

Resolution No. 2022/156

That council receives and notes the information provided.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

WAGAIT SHIRE COUNCIL

Table 2&3: Capital Expenditure Actual v Budget as at 30 September 2023

*YTD Actuals includes all expenses from FY23 and July to Sept 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)	24,733	38,352	(13,619)	38,352
Infrastructure (Solar-lights & Sports-court upgrades)	71,883	82,483	(10,600)	82,483
Infrastructure (Condensed exercise station)		142,640	(142,640)	142,640
Motor Vehicles (Leased / Right of Use)	3,892	15,200	(11,308)	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*	211,760	450,585	(238,825)	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	22,564	2,169				24,733
WaRM #2 & #3 (Rediscovery Hub)	Building	9,220	0	115,000	(115,000)	125,000	9,220
IPG (Condensed exercise station)	Infrastructure	0	0	142,640	(142,640)	142,640	0
TOTAL		279,225	2,169	257,640	(257,640)	522,926	281,394



Certification by the CEO to the Council

Council Name:	WAGAIT SHIRE COUNCIL
Reporting Period:	SEPTEMBER 2023

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

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed

Date Signed

13/10/2023

Note: *The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the General Regulations)*

WAGAIT SHIRE COUNCIL

Income & Expenditure Statement Actual v Budget September 2023

	Sep 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	\$ 10,078.17	\$ 17,883.53	\$ 45,396.00	-\$ 27,512.47	\$ 181,600.00	1 Sept YTD lower due to timing of invoices
Interest/Investment Income	\$ 790.07	-\$ 298.22	\$ -	-\$ 298.22	\$ 30,000.00	2 Accrued term deposit interest due Sep/Oct/Nov in Jun 23
Operating Grant Revenue	\$ 20,097.14	\$ 216,327.14	\$ 182,824.00	\$ 33,503.14	\$ 320,191.00	3 Two Operational Grants received in August and September 2023
Other Income	\$ 618.18	\$ 1,068.18	\$ -	\$ 1,068.18	\$ -	4 YTD higher
Other Income - Disposal of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	5 Sept Nil
Rates Income	\$ 157.08	\$ 260,772.61	\$ 260,595.00	\$ 177.61	\$ 261,723.00	6 Includes rates, rates interest, and rates search income (FY23 rates = \$260,257.50 for 387 properties)
Rental Income	\$ 1,300.00	\$ 2,959.10	\$ 1,797.00	\$ 1,162.10	\$ 7,200.00	7 Sept YTD higher due to caretakers rental at Cloppenburg Park
Waste Management Income	\$ 168.19	\$ 127,823.02	\$ 127,600.00	\$ 223.02	\$ 128,500.00	8 Includes waste management levy and additional bins income (FY24 waste mgmt levy = \$127,323 for 387 properties)
Total Income	\$ 33,208.83	\$ 626,535.36	\$ 618,212.00	\$ 8,323.36	\$ 974,214.00	
Gross Profit	\$ 33,208.83	\$ 626,535.36	\$ 618,212.00	\$ 8,323.36	\$ 974,214.00	
Less Operating Expenses						
Administration Expenses	\$ 5,006.40	\$ 22,508.04	\$ 15,321.00	\$ 7,187.04	\$ 61,350.00	9 YTD higher
Contracts & Material Expenses	\$ -	\$ -	\$ 306.00	-\$ 306.00	\$ 1,250.00	10 Sept Nil due to timing
Depreciation Expenses	\$ 12,995.34	\$ 38,986.02	\$ -	\$ 38,986.02	\$ -	11 Estimated monthly depreciation \$12995.34/month (to be reviewed when FY23 audit finalised)
Elected Member Allowances	\$ 2,255.25	\$ 3,078.05	\$ 6,000.00	-\$ 2,921.95	\$ 24,000.00	12 YTD higher due to new allowance rates commenced in August 23
Elected Member Expenses & PD	\$ 7,709.09	\$ 7,709.09	\$ 1,998.00	\$ 5,711.09	\$ 8,000.00	13 YTD higher
Employment Expenses	\$ 31,185.90	\$ 130,391.67	\$ 141,398.00	-\$ 11,006.33	\$ 564,609.00	14 YTD lower
Insurance	\$ 5,710.90	\$ 33,251.09	\$ 15,000.00	\$ 18,251.09	\$ 60,000.00	15 YTD higher due to annual insurance payment
Other Expenses - Election	\$ -	\$ -	\$ -	\$ -	\$ -	16 Sept Nil due to timing
Projects & Activities	\$ -	\$ 1,116.18	\$ 3,120.00	-\$ 2,003.82	\$ 12,500.00	17 YTD lower pending community grants program
Repairs & Maintenance	\$ 42,549.74	\$ 50,757.72	\$ 4,866.00	\$ 45,891.72	\$ 19,500.00	18 YTD higher due to road repair done in June to August invoiced in September
Services	\$ 796.86	\$ 3,340.55	\$ 2,592.00	\$ 748.55	\$ 10,400.00	19 YTD higher
Vehicle & Plant Expenses	\$ 3,549.09	\$ 9,040.27	\$ 11,841.00	-\$ 2,800.73	\$ 47,400.00	20 YTD lower
Waste Management Expenses	\$ 4,639.79	\$ 21,658.81	\$ 26,868.00	-\$ 5,209.19	\$ 107,500.00	21 YTD lower
Total Operating Expenses	\$ 116,398.36	\$ 321,837.49	\$ 229,310.00	\$ 92,527.49	\$ 916,509.00	
Operating Profit	-\$ 83,189.53	\$ 304,697.87	\$ 388,902.00	-\$ 84,204.13	\$ 57,705.00	
Non-operating Income						
Special Purpose Grants	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	22 Grants carrying forward to FY24 - \$371,864.27
Total Non-operating Income	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	
Non-operating Expenses						
Special Purpose Grant Expenses	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	23 Special Purpose Grants, refer to unexpended Grants Sheet for more detail
Total Non-operating Expenses	\$ 10,636.55	\$ 65,494.31	\$ -	\$ 65,494.31	\$ -	
Net Profit	-\$ 83,189.53	\$ 304,697.87	\$ 388,902.00	-\$ 84,204.13	\$ 57,705.00	
Total Rates incl waste invoiced	\$ 387,580.50					
Less current year outstanding	\$ 163,330.24		\$ 400.63	Total from difference above		
Total Rates in received in Cash 2023-24	\$ 224,250.26					

WAGAIT SHIRE COUNCIL

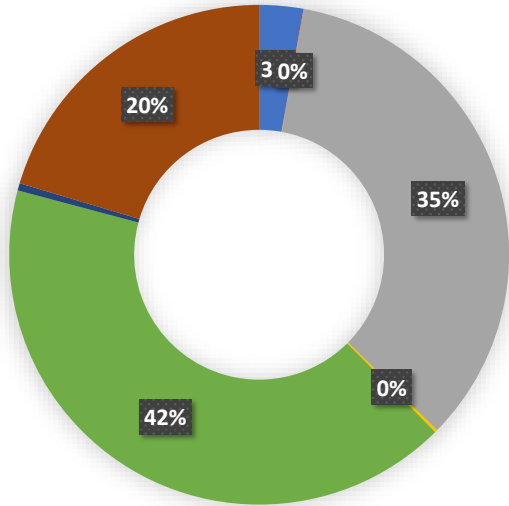
Special Purpose Grants (SPG) as at 30 September 2023

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	5,467.27	5,467.27	47,932.73	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	4,918.09	4,918.09	15,081.91	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			0.00		0.00	0.00	Expended capital grant pending sale of tipper truck to offset the overspend (as approved by council)
Federal Gov	LRCI 2			0.00		0.00	0.00	Verge remediation + signage, next instalment due
Federal Gov	LRCI 3		10,764.80	10,764.80	2,169.00	2,169.00	8,595.80	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	1,085.86	1,085.86	1,114.14	Wagait Seniors excursion
DTF	Quick Response Youth 2023		1,964.90	1,964.90	1,884.78	1,884.78	80.12	School holiday program Sept/Oct
DoH - Suicide Prevention	Suicide Prevention Program 2023-24	10,000.00		10,000.00	5,839.83	5,839.83	4,160.17	Suicide Prevention Program events
DITT	Tourism Town Asset 2022			0.00		0.00	0.00	Expended capital grant (reserves approved by council)
DoH - AOD	Wagait Youth Program 2023		10,769.26	10,769.26	5,105.94	5,105.94	5,663.32	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 (overspend allocated to council contribution)
Totals		12,200.00	371,864.27	384,064.27	26,629.84	26,629.84	357,434.43	
		Total Special Purpose Grants		384,064.27	GRAND TOTAL		357,434.43	

Income

2023/24 YTD Income: \$ **626,535**

2023/24 YTD Budget: \$ **974,214**



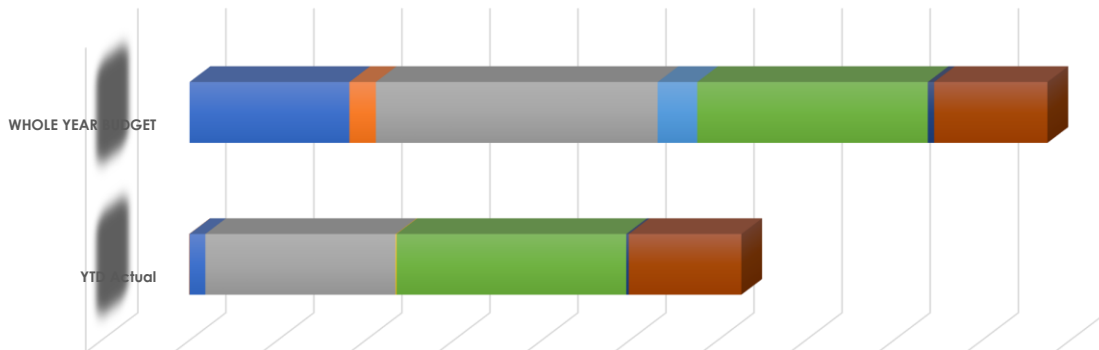
Income Category

Contracts, Fees & Charges	\$	17,884
Interest/Investment Income	-\$	298
Operating Grant Revenue	\$	216,327
Other Income	\$	1,068
Other Income - Disposal of Fixed Assets	\$	-
Rates Income	\$	260,773 **
Rental Income	\$	2,959
Waste Management Income	\$	127,823 **

Total Income \$ **626,535**

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

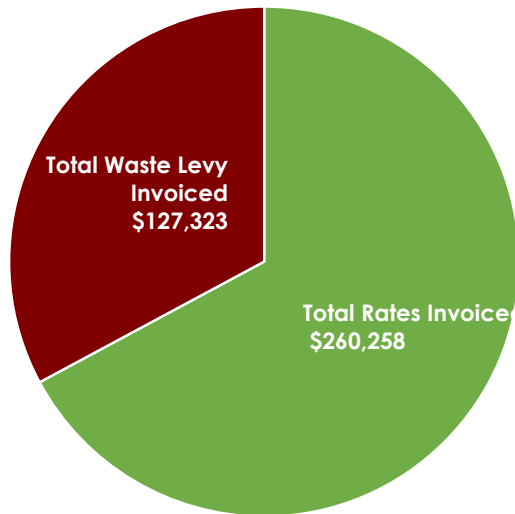
FY2024 Actual Budget Attainment



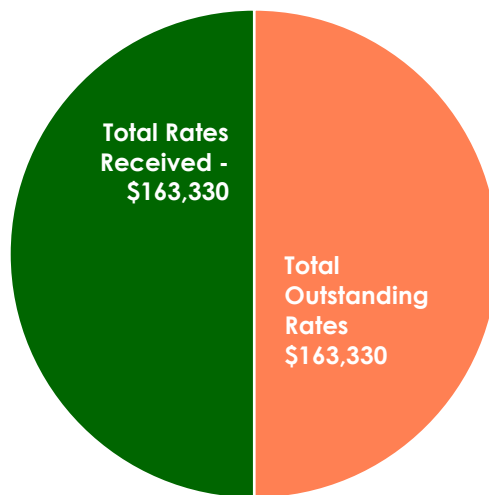
FY2023 vs FY2024 Actual Expenses



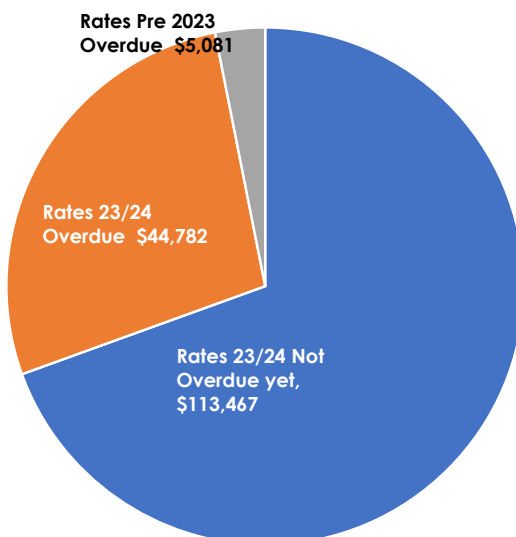
Rates



FY2024 Total Rates & Waste Levy = \$387,581



Total Outstanding Rates (including prior year) = 163,330



Wagait Shire Council

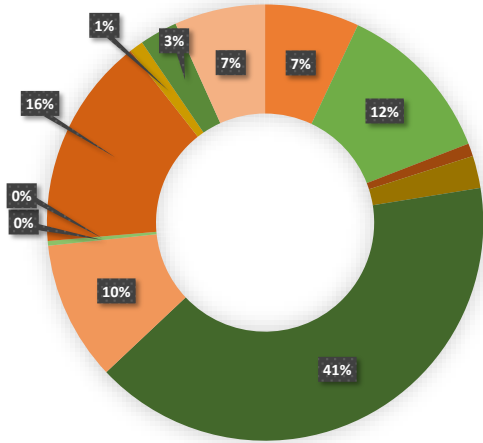
For the period 1 July 2023 - 30 Sep 2023



Expenses

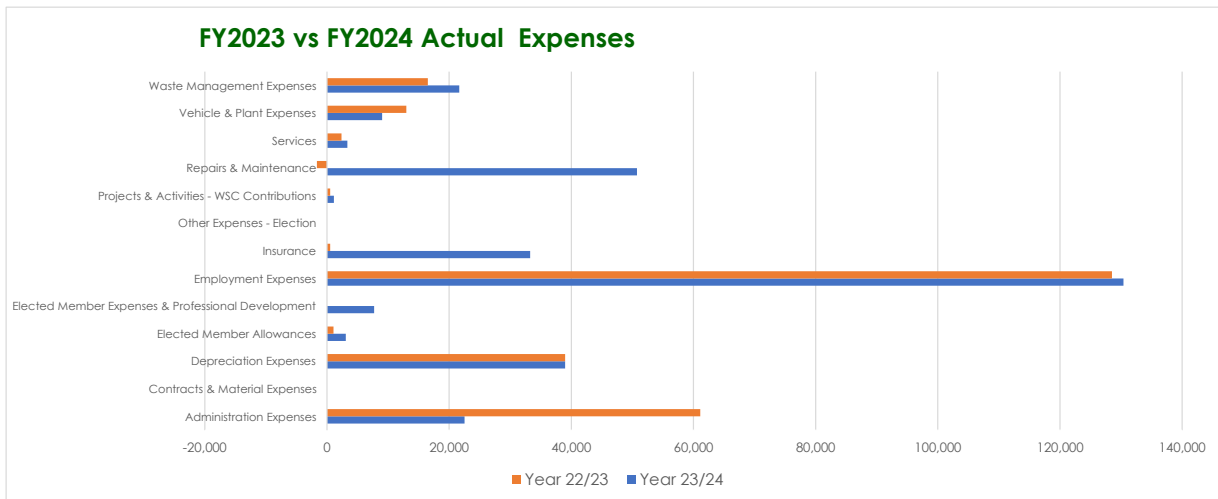
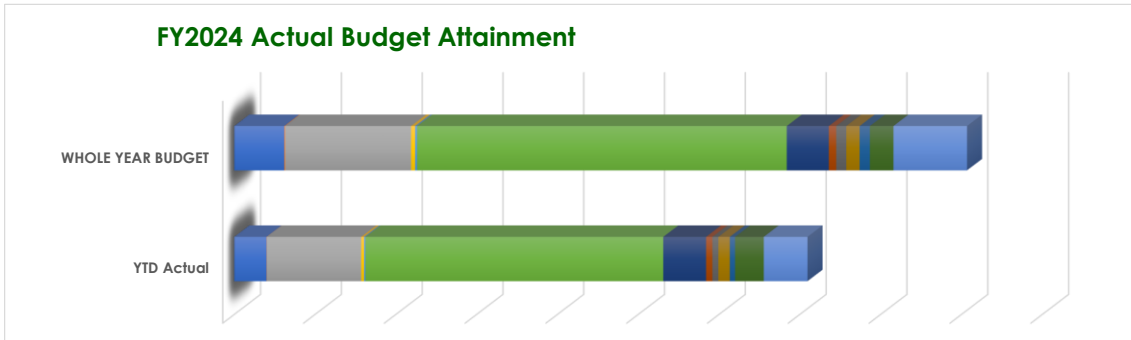
2023/24 YTD Expenses \$ **321,837**
2023/24 Overall Budget \$ **916,509**

Expense Category



Administration Expenses	\$	22,508
Contracts & Material Expenses	\$	-
Depreciation Expenses	\$	38,986
Elected Member Allowances	\$	3,078
Elected Member Expenses & PD	\$	7,709
Employment Expenses	\$	130,392
Insurance	\$	33,251
Other Expenses - Election	\$	-
Projects & Activities	\$	1,116
Repairs & Maintenance	\$	50,758
Services	\$	3,341
Vehicle & Plant Expenses	\$	9,040
Waste Management Expenses	\$	21,659

Total Expenses \$ **321,837**




Statement of Cash Flows

WAGAIT SHIRE COUNCIL

For the 3 months ended 30 September 2023

	JUL-SEP 2023	JUL-SEP 2022
Operating Activities		
Receipts from customers	650,293.18	635,295.40
Payments to suppliers and employees	(377,138.07)	(317,538.78)
Cash receipts from other operating activities	22,541.00	8,509.00
Net Cash Flows from Operating Activities	295,696.11	326,265.62
Investing Activities		
Other cash items from investing activities	(115,545.75)	(138,750.28)
Net Cash Flows from Investing Activities	(115,545.75)	(138,750.28)
Financing Activities		
Other cash items from financing activities	(146,041.44)	(91,029.29)
Net Cash Flows from Financing Activities	(146,041.44)	(91,029.29)
Net Cash Flows	34,108.92	96,486.05
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	2,246,509.69	1,728,249.27
Net change in cash for period	34,108.92	96,486.05
Cash and cash equivalents at end of period	2,280,618.61	1,824,735.32

	RATES AND CHARGES POLICY	
	CATEGORY:	GOVERNANCE
	LG ACT 2019 REF:	Chapter 11
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this Policy is to set out Council's approach to rating and the application of charges, and the recovery of monies owing to it in a timely and efficient manner.

2. SCOPE

This Policy applies to all rateable properties within the Wagait Shire.

3. DEFINITIONS

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

Term	Definition
The Act	<i>Local Government Act 2019 (NT)</i>
The Regulations	<i>Local Government (General) Regulations (NT)</i>

4. POLICY

4.1 Rating Principles

Rates are a system of taxation and are not reflective of the services, infrastructure or facilities used by any property owner or resident. In general, Council will be guided by the principle of user pays in the making of rates and charges to minimize the impact of rating on the efficiency of the local economy.

Council will also have regard to the principles of transparency in the making of rates and charges, having in place a rating regime that is simple and inexpensive to administer, equity by taking account of the different levels of capacity to pay within the local community, and flexibility to take account of changes in the local economy.

4.1.2 Levying Rates

In levying rates Council will make clear what is the Council's responsibility in implementing the rating system, making the levying system simple and inexpensive to administer and allow flexible payment arrangements for ratepayers with a lower capacity to pay.

4.1.3 Recovery of Rates

Council will exercise its rate recovery powers in order to reduce the overall rate burden on all ratepayers and it will be guided by the principles of transparency by making clear the obligations of individual ratepayers and the processes used by Council in assisting them to meet their financial obligations.

4.1.4 Chief Executive Officer Delegation

The Council delegates to the Chief Executive Officer (CEO) the ability to negotiate longer payment terms (up to 2 years) with ratepayers, if in the CEO's estimation, payment would cause undue hardship.

4.2 Rates and Charges

4.2.1 Rates Notice

Council will send rates notices for each allotment at least 28 days before the payment of the rates (or the first instalment of the rates) falls due which is the last week in August with payment due the last week in September. Ratepayers may pay the current year's rates by four instalments for the current financial year. Arrears from previous years must be paid in full before a ratepayer is eligible to commence paying by instalments. Instalments are due at 30th September, 30th November, 31st January and 31st March.

4.2.2 Pensioner and Carers Concession

Under the NT Pensioner and Carer's Concession Scheme, eligible rate payers may receive a rebate on their annual rates and charges if they reside on the property subject of the claim. Concessions on Council rates and charges for persons eligible for a concession under the NT Pensioner and Carers Concession Scheme will be applied in accordance with the conditions set by the NT Department of Health. Where a person eligible for a concession has not received a rebate on their rates and charges, due to the NT Department of Health not advising Council of their eligibility for the concession, the ratepayer should contact the NT Department of Health.

4.2.3 Interest on Unpaid Rates

If rates are not paid by the due date, interest accrues daily on the amount of the unpaid rates at the relevant interest rate.

4.2.4 Reduction of Interest

In cases where a rates notice was not received by the ratepayer due to no fault of their own any interest raised during that period may be reduced.

4.2.5 Initial Recovery Action

Ratepayers are expected to take responsibility for their Council debt obligations and to organise their affairs in such a way as to be able to discharge these obligations when required. If a ratepayer or debtor cannot meet their obligations on the due dates, it is in the interests of the ratepayer and Council, for the ratepayer to contact Council at the earliest opportunity to make appropriate arrangements to address the outstanding rates or debt.

Where this does not occur, Part 11.9 of the *Local Government Act (NT)* provides Council with powers to recover rates which are levied and unpaid. Remedies available to Council include recovery by court action and the sale of the land. Council will forward a reminder letter, thirty (30) days after the close of the twenty-eight (28) day period after rates and charges are due and payable, to all property owners with overdue rates, except property owners where arrangements have already been negotiated and are not in default. The reminder letter will give the ratepayer fourteen (14) days to either pay the outstanding amount (including any interest which has accrued prior to the payment date) in full or to negotiate an instalment arrangement to pay the amount. For those rates debts which remain unpaid for greater than thirty (30) days after the first reminder letter is issued, a second reminder letter will be issued requiring payment of all outstanding balances or legal action may commence.

4.2.6 Legal Action

For accounts where the amount remains outstanding for thirty (30) days after the second reminder letter has been sent, the debt will be referred to the Chief Executive Officer to authorise recovery action. The method of recovery action taken will be that which is considered by the CEO to be most beneficial to Council. Such actions may include referral to a Debt Collection Agency or recovery through Small Claims or Magistrates Court proceedings. The size and nature of the debt will be taken into account in selecting the most appropriate means of recovery. Once legal action has commenced, payment of the debt in full is deemed to include, in addition to the original debt, all interest charges payable plus any legal costs incurred to date by Council in pursuing the debt. After rates have been in arrears for at least 6 months Council may apply to the appropriate registration authority (Land Titles Office), pursuant to Section 171(1) of the *Local Government Act*, for registration of the charge over the land for which the charge relates.

4.2.7 Alternative Arrangements

Council at the discretion of the CEO may accept a composition of other arrangements for unpaid rates on a case by case basis.

- 4.2.7.1 The CEO may accept applications for payment of rates by instalments from property owners based on their merits. Payment instalment plans should have the effect of liquidating the debt by no later than the end of the current financial year. Interest will continue to be charged on overdue rates which are subject to an instalment payment plan. No premium will be charged for the payment of rates by instalments under such arrangements.

4.2.8 Sale of Land for Rate Arrears

Where a rate remains unpaid for three years or more and an overriding statutory charge securing liability for the rates has been registered for at least the last 6 months and no arrangements to pay exist (or exist and are in default), Council may commence proceedings to sell the property subject to and by virtue of its powers under Section 173 of the *Local Government Act* following the tabling of a report to Council for a resolution to initiate sale proceedings.

5. ASSOCIATED DOCUMENTS

Wagait Shire Council Long Term Financial Plan
Wagait Shire Council Shire Business Plan

6. REFERENCES AND LEGISLATION


Local Government (General) Regulations (NT)
Local Government Act 2019 (NT)

7. REVIEW HISTORY

Date Approved: 16/06/2015	Approved By Council Moved: V Pres L Stones Seconded: Cr A Richmond Vote: AIF	Resolution No. 2015/196	Date for review: Next Council Election
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Date Approved: 19/11/2019	Approved By Council Moved: Cr N White Seconded: Cr G Drake Vote: AIF	Resolution No. 2019/545	Date for review: Next Term of Council
Date Approved: 19/10/2021	Approved By Council Moved: Vice President Tom Dyer Seconded: Cr Noeletta McKenzie Vote: AIF	Resolution No. 2021/186	Date for review: Next Term of Council
Date Approved: //2023	Approved By Council Moved: Seconded: Vote: AIF	Resolution No. 2023/	Date for review: Next Term of Council

DRAFT

	CODE OF CONDUCT – WORKPLACE PARTICIPANT	
	CATEGORY:	HUMAN RESOURCES
	LG ACT 2019 REF:	
	RESPONSIBLE OFFICER/S:	CHIEF EXECUTIVE OFFICER/PRINCIPAL MEMBER

1. PURPOSE

The purpose of this policy is to provide clear direction regarding the principles of ethical conduct and standards of behaviour expected from **workplace participants**.

2. SCOPE

Pursuant to Section 175 of the *Local Government Act 2019*, the CEO and council's staff must maintain proper standards of integrity, diligence and concern for the public interest. This policy also relates to council contractors whilst undertaking works on the council's behalf.

3. DEFINITIONS

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

Term	Definition
Workplace Participants	Includes the Chief Executive Officer, full-time and part-time staff members, casual employees, volunteers and contractors of Wagait Shire Council.
The Award	Means the Local Government Industry Award.

4. POLICY

4.1 Principles

- 4.1.1 Workplace participants have a commitment to deliver professional and committed service to the community and elected members of council and to discharge their duties conscientiously and to the best of their ability.
- 4.1.2 Workplace participants will act honestly in every aspect of their work and be open and transparent when making decisions or providing advice.
- 4.1.3 Workplace participants will perform their official duties in such a manner as to ensure that public confidence and trust in the integrity and impartiality of council is strong.
- 4.1.4 Workplace participants will respect the law and the resolutions made by the elected member body of the council.
- 4.1.5 The Chief Executive Officer will make reasonable endeavours to ensure workplace participants have current knowledge of both statutory requirements and best practices relevant to their position.

4.2 Conduct

The following behaviour is considered essential to upholding the principles of good

governance at Wagait Shire Council. Failure to comply with any of these behaviours can constitute grounds for disciplinary action against the workplace participant, including dismissal in accordance with Council's HR Dispute Resolution, Counselling, Disciplining and Dismissal policy. Workplace participants must also comply with all relevant statutory requirements within the *Local Government Act 2019* the *Work Health and Safety (National Uniform Legislation) Act and Regulations*. A failure to comply can also constitute grounds for disciplinary action against the workplace participant.

Workplace participants will:

- 4.2.1 Act with reasonable care, diligence and professionalism in the performance and discharge of official duties.
- 4.2.2 Act in a just, and non-discriminatory way when dealing with all people.
- 4.2.3 Ensure that personal interest, including financial interests, do not influence or interfere with the performance of their role, pursuant to Section 73 Offences for conflict of interest, of the *Local Government Act 2019*.

4.3 Responsibilities

- 4.3.1 Pursuant to Section 118 Improper use of information, of the *Local Government Act 2019*, workplace participants will not disclose confidential information obtained in the course of their duties.
- 4.3.2 Workplace participants will always endeavour to provide accurate information to the Council and to the public.
- 4.3.3 Workplace participants will take all reasonable steps to ensure that the information upon which they make decisions or actions is factually correct and that all relevant information has been obtained and considered.
- 4.3.4 Workplace participants will ensure that relationships with external parties do not amount to interference by improper influence, affecting judgement, decisions or actions.
- 4.3.5 Workplace participants will not make public comment in relation to their duties except when specifically authorised to do so.

4.4 Relationships with Council

- 4.4.1 Workplace participants will not make any public criticism of fellow workplace participants or elected members.
- 4.4.2 Workplace participants will direct any allegations of breaches of the Code of Conduct for Council Members to the Chief Executive Officer or nominated delegate.

4.5 Gifts and Benefits (including entertainment and hospitality)

- 4.5.1 Workplace participants must not seek gifts or benefits (including entertainment and hospitality) of any kind.
- 4.5.2 Workplace participants must not accept any gift or benefit (including entertainment and hospitality) that has a value or estimated value of greater than \$25, and/or that may reasonably create a sense of obligation on their part, or may be reasonably perceived to be intended to or would be reasonably likely to influence them in carrying out their public duty.

4.5.3 Exemptions for gifts and benefits under this policy include:

- (a) a gift or benefit given to the workplace participant by the council
- (b) 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 workplace participant's professional duties;
- (c) a private and personal gift (such as a birthday present from a family member).

4.6 Use of Council Resources

4.6.1 Workplace participants must not use council resources, including the services of council staff, for private purposes, unless legally or properly authorised to do so.

4.7 Chief Executive Officer

4.7.1 The Chief Executive Officer must act in accordance with the provisions specific to their position within the *Local Government Act 2019* at all times.

4.8 Complaints

4.8.1 Any person may make a complaint against a workplace participant under this Code.

4.8.2 Complaints about a workplace participant's behaviour that is alleged to have breached this Code should be brought to the attention of the Chief Executive Officer.

4.8.3 Complaints about the Chief Executive Officer's behaviour that is alleged to have breached this Code should be brought to the attention of the council's Principal Member.

4.8.4 In considering the lodgement of a complaint against a workplace participant for a breach of this Code, individuals should be mindful of the obligations outlined in the ICAC Mandatory directions and guidelines.

4.8.5 Nothing in this Code in anyway derogates from the rights of a workplace participant or duties of an employer under the *Fair Work Act 2009*, the *Local Government Industry Award*, or a contract of employment.

5. ASSOCIATED DOCUMENTS

GOV Media Policy

ADMIN Privacy Policy

HR Dispute Resolution, Counselling, Disciplining and Dismissal

ADMIN Vehicle Use Policy

GOV Fraud and Corruption Protection

6. REFERENCES AND LEGISLATION

Fair Work Act 2009

Local Government Act 2019

Local Government Industry Award

Office of the Independent Commissioner Against Corruption – Mandatory reporting directions and guidelines


Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

7. REVIEW HISTORY

WSC HR Code of Conduct – Workplace Participant

Date Approved: 21/04/2009	Approved By Council: Moved: Cr Withnall Seconded: Cr Lamont Vote: AIF	Resolution No. 2008/214	Date for review: Next Council Election
Date Approved: 17/01/2017	Approved By Council: Moved: Co-Op T Dyer Seconded: Cr K Noble Vote: AIF	Resolution No. 2017/08	Date for review:
Date Approved: 19/05/2020	Approved By Council: Moved: President Peter Clee Seconded: Vice President Tom Dyer Vote: AIF	Resolution No. 2020/079	Date for review: 2022
Date Approved: 21/07/2020	Approved By Council: Moved: Cr Michael Vaughan Seconded: Vice President Tom Dyer Vote: AIF	Resolution No. 2020/115	Date for review: 2022
Date Approved: 19/10/2021	Approved By Council: Moved: Vice President Tom Dyer Seconded: Cr Noeletta McKenzie Vote: AIF	Resolution No. 2021/186	Date for review: 2023
Date Approved: //2023	Approved By Council: Moved: Seconded: Vote:	Resolution No. 2023/	Date for review: 2025

	HUMAN RESOURCE MANAGEMENT	
	CATEGORY:	HUMAN RESOURCES
	LG ACT 2019 REF:	Section 172
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this policy is to ensure that overarching human resource management policies are in place and complied with by the CEO when determining employment policies.

These human resource management policies, as well as the statutory principles of human resource management, are to be reflected appropriately in all policies, procedures and processes of the council.

2. SCOPE

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

3. DEFINITIONS

Term	Definition
Workplace participants	Includes the Chief Executive Officer, full-time and part-time staff members, casual employees, volunteers and contractors.
The Award	Means the Local Government Industry Award 2020.
The Act	Means the NT Local Government Act 2019.

4. POLICY

Council will ensure it meets its statutory and governance obligations in the recruitment, management and development of its employees in accordance with the requirements of the *Local Government Industry Award 2020* and the *Local Government Act (NT) 2019*.

For each employment policy determined by the CEO, the CEO must ensure that the policy is consistent with the principles of human resource management specified in section 172 of the *Local Government Act 2019* and the council's human resource management policies and procedures as outlined in this document.

The CEO will update the council at least once a year in relation to employment policies that have been introduced, materially changed or removed.

Council is committed to ensuring it attracts the most suitable individuals, who through a progressive management approach, can make a difference and experience high levels of job satisfaction, whilst working in a safe, healthy and supportive work environment.

4.1. Term of Engagement

The Council favours the granting of two-year contracts with an option to extend in the engagement of its employees.

4.2. Recruitment and Selection Process

Council will have a robust recruitment system for the appointment or promotion of all employees which will be based on merit and equity principles and protocols to ensure the most suitable candidate is selected for the role, in accordance with requirements of the Award and the Act.

Council directs the CEO to ensure that:

- a) every permanent vacancy is to be publicly advertised and existing council staff members may apply;
- b) there is a documented and transparent process based on merit for temporary appointments and existing council staff members will be given the opportunity to apply internally;
- c) all new employees will receive appropriate workplace induction and be provided with the equipment for the appointment; and
- d) a fair and reasonable probation period will apply to all new permanent employees, being 3 months.

4.3. Benefits and Performance Appraisals

Council will ensure that benefits available to council staff members will be as provided in the Award and as contained in any employment policies determined by the CEO.

Council directs the CEO to ensure that council staff members are to have:

- a) fair and equitable access to employment-related benefits according to their role;
- b) appropriate training and professional development opportunities according to their role and abilities; and
- c) an annual documented performance discussion with their supervisor, which will precede the renewal of a contract.

4.4. Employee Entitlements and Payments

Council will ensure that the employee terms and conditions of employment, and the classification and remuneration for each position will be in accordance with the terms and conditions, classification levels and pay schedules as contained in the Award.

4.5. Work Health and Safety

Council will ensure a safe and healthy working environment for all staff and provide appropriate training to ensure safety at work.

4.6. Workplace Culture

Council promotes a positive and family friendly organisational culture and ensures a flexible work environment for council staff members.

Council will ensure there is no discrimination in the workplace. Council is an equal opportunity employer. The Council will not tolerate any form of discrimination or harassment toward a staff member, or potential member of staff on the grounds of gender, sexuality, marital status, pregnancy, ethnicity, physical or intellectual challenge, age or any other ground.

All grievances or disputes raised by an employee will be treated with due respect, efficiency, and confidentiality as per the approved policy and procedure.

5. ASSOCIATED DOCUMENTS

- HR Code of Conduct – Workplace Participant
- HR Employee Assistance Program Policy
- HR Dispute Resolution, Counselling, Disciplining and Dismissal
- HR Discrimination, Harassment and Bullying
- HR Work Health and Safety Policy
- WSC Procedures – Recruitment and Selection
- WSC Procedures – Induction
- WSC Employee Manual

6. REFERENCES AND LEGISLATION

Local Government Act (NT) 2019

Local Government Industry Award 2020 (Cth)

7. REVIEW HISTORY

Date Approved: 19/05/2008	Approved By Council Moved: Cr McIntyre Seconded: Cr Lamont Vote: 6 - 0	Resolution No. 2008/228	Date for review: Next Council Election
Date Approved: 21/07/2020	Approved By Council: Moved: Cr Michael Vaughan Seconded: Vice President Tom Dyer Vote: AIF	Resolution No. 2020/115	Date for review: 2022
Date Approved: 18/05/2021	Approved By Council: Moved: Cr Peter Clee Seconded: Vice President Tom Dyer Vote: AIF	Resolution No. 2021/073	Date for review: 2023
Date Approved: //2023	Approved By Council: Moved: Seconded: Vote: AIF	Resolution No. 2023/	Date for review: 2025