



WAGAIT SHIRE COUNCIL

PUBLIC AGENDA COUNCIL CHAMBERS

**LOT 62, 142 WAGAIT TOWER ROAD
6:30PM TUESDAY 19 MARCH 2024**

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

Date: **Tuesday 19 March 2024**

Time: **6:30pm**

Location: Council Chambers, 142 Wagait Tower Road, Wagait Beach

Conditions: Public are welcome to attend however are required to contact Council by **[insert time and date]** if attending. Arrangements for alternative participation options such as joining via videoconferencing on a personal device or telephone can be made if requested.

Any member of Council who may have a conflict of interest, or perceived conflict of interest regarding any item to be discussed at a Council meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

Virginia Boon
Chief Executive Officer

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1. OPENING OF MEETING

1.1. ADDRESS BY CHAIR AND PRESIDENT

The President:

1. Declares the meeting open at 7:00pm and welcomes all in attendance
2. Makes an acknowledgment of country
3. Advises that the meeting will be audio taped for minute taking purposes only as authorised by the Chief Executive Officer.

1.2. ATTENDANCE

ELECTED MEMBERS

Councillor	President Neil White (Chair)
Councillor	Vice President Tom Dyer
Councillor	Michael Vaughn
Councillor	Peter Clee
Councillor	Sarah Smith

STAFF PRESENT

Chief Executive Officer	Virginya Boon
Finance Manager	Hanna Park

PUBLIC PRESENT

VISITORS PRESENT

1.3. ELECTRONIC MEETING ATTENDANCE

PURPOSE

This report is to consider any Councillors attendance at this meeting via Electronic means.

RECOMMENDATION

That Council acknowledges and approves Cr To attend the meeting electronically

Moved:

Seconded:

Vote:

Resolution No. 2024/

STATUTORY OBLIGATIONS

Section 95 *Local Government Act 2019*

1.4. APOLOGIES

PURPOSE

This report is to record and consider any apologies from Councillors.

RECOMMENDATION

That Council approve the apologies of Cr

Moved:

Seconded:

Vote:

Resolution No. 2024/

STATUTORY OBLIGATIONS

Section 95 *Local Government Act 2019*

1.5. LEAVE OF ABSENCE

PURPOSE

This report is to consider any notification of leave requests from Elected Members.

RECOMMENDATION

That Council:

- a) receive and note the notice of leave from Cr ; and
- b) approve the notice of leave from Cr

Moved:

Seconded:

Vote:

Resolution No. 2024/

STATUTORY OBLIGATIONS

Section 95 *Local Government Act 2019*

2. DECLARATION OF INTERESTS

PURPOSE

This report is to ask the Councillors if they:

1. Have read the agenda papers; and
2. Wish to declare any conflicts of interest regarding any item in the agenda for this Council meeting.

RECOMMENDATION

That Council receives the declarations of interest as listed below:

Moved:

Seconded:

Vote:

Resolution No. 2024/

STATUTORY OBLIGATIONS

Section 114 and 119 *Local Government Act 2019*

3. DEPUTATIONS AND PRESENTATIONS FROM EXTERNAL AGENCIES

4. PETITIONS AND QUESTIONS WITH NOTICE

5. CONFIRMATION OF MINUTES

5.1. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

PURPOSE

Minutes of the previous Ordinary Meeting of Council are to be submitted to Council for confirmation to approve them as a true and accurate record of the meeting.

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Meeting of Council held on 20 February 2024 are a true and accurate record of that meeting.

Moved:

Seconded:

Vote:

Resolution No. 2024/

STATUTORY OBLIGATIONS

Section 101 *Local Government Act 2019*



WAGAIT SHIRE COUNCIL

MINUTES COUNCIL CHAMBERS

LOT 62, 142 WAGAIT TOWER ROAD
6:30PM TUESDAY 20 FEBRUARY 2024

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

Date: **Tuesday 20 February 2024**

Time: **6:30pm**

Location: **Council Chambers, 142 Wagait Tower Road, Wagait Beach**

Conditions: **Public are welcome to attend however are required to contact Council by [insert time and date] if attending. Arrangements for alternative participation options such as joining via videoconferencing on a personal device or telephone can be made if requested.**

Any member of Council who may have a conflict of interest, or perceived conflict of interest regarding any item to be discussed at a Council meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

Virginia Boon
Chief Executive Officer

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1. OPENING OF MEETING

1.1. OPENING OF MEETING

The President declared the meeting open at 7.00am and welcomed everyone to the meeting and made acknowledgment of country and advised that the meeting would be audio taped for minute taking purposes only, as authorised by the Chief Executive Officer.

1.2 ATTENDANCE

ELECTED MEMBERS

Councillor	President Neil White (Chair)
Councillor	Vice President Tom Dyer
Councillor	Michael Vaughn
Councillor	Peter Clee
Councillor	Sarah Smith

STAFF PRESENT

Chief Executive Officer	Virginya Boon
Finance Manager	Hanna Park

PUBLIC PRESENT

Nil

VISITORS PRESENT

Nil

1.3. ELECTRONIC MEETING ATTENDANCE

Nil

1.4. APOLOGIES

Nil

1.5. LEAVE OF ABSENCE

Nil

2. DECLARATION OF INTERESTS

Nil

3. PRESENTATIONS FROM EXTERNAL AGENCIES

NIL

4. CONFIRMATION OF MINUTES

4.1. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

PURPOSE

Minutes of the previous meeting/s are to be submitted to Council for confirmation to approve them as a true and accurate record of the meeting.

RESOLUTION No. 2024/017

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 16 January 2024 are a true and accurate record.

Moved: Cr Sarah Smith

Seconded: Cr Michael Vaughn

Vote: AIF

5. REPORTS REQUIRING DECISIONS OF COUNCIL

5.1. DISPOSAL OF COUNCIL ASSETS

PURPOSE

This report is to seek Council's approval to dispose of assets and to determine the means of disposal.

RESOLUTION No. 2024/018

That Council:

- a) receives and notes the report on the disposal of Council's assets
- b) approves the disposal of the Holden Colorado 4WD Utility and the Suzuki All Terrain Quad Bike via expression of interest and if a fair offer is not received then send to auction, in line with Council's Asset Disposal Policy
- c) requests a report from the CEO at the next Council meeting presenting justification to purchase a side by side RTV

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF

5.2 MANDORAH UKULELE FOLK FESTIVAL

PURPOSE

To inform Council of the correspondence received from the Cox Country Club regarding the Mandorah Ukulele Folk Festival (MUFF) and to address their requests for support.

RESOLUTION No. 2024/019

That Council:

- a) receives and notes the report on the Mandorah Ukulele Folk Festival; and
- b) approves the Cox Country Club's request for support for the following items:
 - 1. Stackable Chairs – as many as possible
 - 2. Fold-up tables – as many as possible

3. 240ltr Rubbish Bins – both red lids and recycle bins
 4. Children’s Gym Play Equipment
 5. Request to advertise the event on Council’s website and notice board/s
- c) Does not approve camping at Cloppenburg Park

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF

5.3 PROPOSAL FOR STRATEGIC PLAN INTEGRATION

PURPOSE

This report is to seek Council’s approval to engage Bowman Advisory to develop the framework to integrate the Strategic Plan with the Annual Plan and the Annual Report.

RESOLUTION No. 2024/020

That Council:

- d) receives and notes the report on the proposal from Bowman Advisory to integrate the Strategic Plan with the Annual Plan and the Annual Report developing templates for both; and
- e) approves the proposal for the amount of \$5,400ex GST

Moved: President Neil White

Seconded: Cr Peter Clee

Vote: AIF

6. REPORTS FOR RECEIVING AND NOTING

6.1 PRESIDENT’S REPORT FOR THE PERIOD

PURPOSE

To update the Council on the activities of the President since the last Council meeting.

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

RESOLUTION No. 2024/023

That Council receives and notes President Neil White’s report for the period 15 January 2024 to 14 February 2024.

Moved: President Neil White

Seconded: Cr Peter Clee

Vote: AIF

6.2 CEO’S REPORT FOR THE PERIOD

PURPOSE

To update the Council on the activities of the Chief Executive Officer (CEO) and other significant operational information since the last Council meeting.

RESOLUTION No. 2024/024

That Council:

- a) receives and notes the CEO's report for the period 15 January 2024 to 14 February 2024.
- b) applies for funding through the Community Places for People (CPP) to advance Cloppenburg Park as per the approved master plan
- c) applies for funding through the Community Benefit Fund (CBF) to advance the Skate Park

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF

6.3 WORKS MANAGER'S REPORT FOR THE PERIOD

PURPOSE

To update the Council on the activities carried out by the Works and Services Team and other significant relevant information since the last Council meeting.

RESOLUTION No. 2024/025

That Council receives and notes the Works report for the period 15 January 2024 to 14 February 2024.

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF

6.4 HEALTH CLINIC SERVICE IN WAGAIT BEACH

Action: For Receiving and Noting

Author: CEO

PURPOSE

This report is to update Council of current actions undertaken, working towards the provision of Health Service in Wagait Beach.

RESOLUTION No. 2024/026

That Council receives and notes the report on the work towards a Health Clinic Service in Wagait Beach.

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF

6.5 AUSTRALIA DAY 2024

PURPOSE

To inform Council of the 2024 Australia Day celebrations in Wagait Beach.

RESOLUTION No. 2024/027

That Council receive and note the Australia Day 2024 report.

Moved: Vice President Tom Dyer

Seconded: President Neil White

Vote: AIF

6.6 SALE OF TIP TRUCK

PURPOSE

This report is to update Council of the sale of the Hino Tip Truck.

RESOLUTION No. 2024/028

That Council receives and notes the report on the sale of the Hino Tip Truck at the Pickles Auction.

Moved: Vice President Tom Dyer

Seconded: Cr Michael Vaughn

Vote: AIF

6.7 TOURIST TOWN ASSET PROGRAM

PURPOSE

This report is to provide an update of the income and expenditure to date in regard to the project funding from the Tourism Town Asset Program.

RESOLUTION No. 2024/029

That Council receives and notes the report on the income and expenditure for projects funded under the Tourism Town Asset Program.

Moved: President Neil White

Seconded: Vice President Tom Dyer

Vote: AIF

7. MONTHLY FINANCE REPORTS

7.1 FINANCIAL STATEMENTS

PURPOSE

To provide Council with a summary of the financial position of Council for the period ending 31 January 2024.

RESOLUTION No. 2024/030

That Council:

- a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information and the belief, that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council;
- b) receives and notes the monthly financial report for January 2024; and
- c) accepts the monthly financial report for January 2024.

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF

8. CORRESPONDENCE AND INFORMATION

RESOLUTION No. 2024/031

That Council receives and notes the Inwards and Outwards correspondence reports for the period since the January 2024 Council meeting.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

8.1 ACTION LIST

RESOLUTION No. 2024/032

That Council receives and notes the action list for the period since the January 2024 Council meeting.

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith

Vote: AIF

8.2 COMPLAINTS REGISTER

NIL

8.3 CURRENT / UPCOMING EVENTS

RESOLUTION No. 2024/033

That Council receives and notes the information regarding the current and upcoming events for Wagait Shire Council.

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

9. GENERAL BUSINESS

9.1 CHANGE TO STANDING ORDERS

Cr Sarah Smith asked the Council to accept a change to Standing Orders to add in an agenda item to include Questions without notice due to the following items not being reported on in the agenda:

1. Re-Discovery Hub – update presented to the Council. To be added to the action list:
 - Was waiting on costings with amended scope, received late last week
 - Will go through the cost with the amended scope asap
2. Restricted Use Area (RUA) – update presented to Council:
 - Investigated the weed control contract
 - Seems to have expired
 - Vacant Crown Land staff to visit Wagait Beach in early March to discuss
3. Cullen Bay dredging – update provided to Council:
 - Emails sent and phone calls made to no avail so far
 - Will continue to follow up

RESOLUTION No. 2024/034

That Council:

- a) Accepts the changes to Standing Orders and adds “Questions without Notice “ to the agenda; and
- b) receives and notes the questions and responses for the “Questions without Notice”

Moved: Cr Sarah Smith

Seconded: Cr Michael Vaughn

Vote: AIF

10. IN-CAMERA ITEMS

PURPOSE

To discuss and consider any items of business that Council deems necessary to be done in private.

10.1 IN-CAMERA ITEMS

RESOLUTION No. 2024/035

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

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

Moved: Cr Peter Clee

Seconded: Cr Sarah Smith
Vote: AIF

At 8:50pm Council closed the meeting to the general public.

10.1.1 Confidential items to be raised In-Camera:

- 2023-24 Budget – Q2 Review
- Rates Assessment
- Determination of Allowances for Members of Local Councils

RESOLUTION No. 2024/039

That Council resolved to move the following item to general business in accordance with section 293 (1) of the Local Government Act:

- a) 10.2 2023-24 Budget – Q2 Review and revised resolution 2024/

Moved: Cr Peter Clee

Seconded: President Neil White

Vote: AIF

RESOLUTION No. 2024/037

That Council:

- a) receives and notes the report provided for a second quarter review of the 2023-24 budget;
- b) agrees to adopt the recommended amended budget as tabled for the 2023-24 financial year with the reduction of \$57,000 in "Employee Expenses" as this is seen as a savings already made this financial year; and
- c) Publishes the amended 2023-24 Budget pursuant to Section 203 of the *Local Government Act 2019*.

Moved: President Neil White

Seconded: Vice President Tom Dyer

Vote: 4/5 – Cr Peter Clee not in favor of amending the budget - Carried

10.2 RE-OPENING OF MEETING

PURPOSE

To resolve to close the In-Camera session of the meeting and re-open the ordinary meeting to the general public.

RESOLUTION No. 2024/040

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

Moved: Cr Michael Vaughn

Seconded: President Neil White

Vote: AIF

At 9:54pm Council opened the meeting to the general public.

11. CLOSE OF MEETING

The Chair declared the meeting closed at 9:55pm.

5.2. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS COUNCIL MEETING

6. COUNCILLORS' REPORTS

6.1. PRESIDENT'S REPORT

PURPOSE

To update the Council on the activities undertaken by the President since the last Council meeting.

RECOMMENDATION

That Council receives and notes President Neil White's report for the period 15 February to 14 March 2024.

Moved:

Seconded:

Vote:

Resolution No. 2024/

PRESIDENT'S REPORT

MARCH 2024

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

Update:

Welcome to the March Council meeting. We are currently experiencing monsoonal weather with two active lows in the Northwest of the WA region and the Top End of the Northern Territory. This will bring heavy rain and strong winds to our region and residents are urged to take care and secure their properties.

Council welcomes Neil Speechley to the Works team. Neil has previously worked with our Works team, and we look forward to him contributing his wealth of knowledge.

Council regretfully farewells our outgoing Chair of the Audit Committee Claire Milikins. Claire leaves us after five years of sterling work to this Committee and we sincerely thank her for her valuable contribution as Chair and we wish her well with her new endeavours.

Meetings Attended:

Mon 19 th Feb	Bombing of Darwin ceremony at the Darwin Convention Centre
Tues 20 th	Council Meeting
Fri 23 rd	CEO catch up
Mon 4 th Mar	CEO catch up
Tue 5 th	Audit Committee meeting
Mon 11 th	CEO catch up
Fri 15 th	CEO catch up

7. OFFICERS' REPORTS

7.1 CEO'S REPORT

PURPOSE

To update the Council on the activities of the Chief Executive Officer (CEO) and other significant operational information since the last Council meeting.

RECOMMENDATION

That Council receives and notes CEO's report for the period 15 February to 14 March 2024.

Moved:

Seconded:

Vote:

Resolution No. 2024/

Date	Meeting / Attendees	PURPOSE
Weekly	CEO / Works Staff	Weekly Toolbox Meeting
Weekly	CEO / WSC President	Catch up on issues and updates
22-23/2/2024	LGANT – Rates & Finance Symposium	Discussion on rates, Cost Index, reporting, insurances
26/2/2024	Top End Regional Coordination Committee	Issues from Councils/Agencies/Departments; presentations from NIAA – RJEDP; Treaty Truth Telling;
1/3/2024	TOPROC Meeting	To discuss issues raised by Councils of the Top End – TIRC, CoD, CoP, LC, BCGC, CCGC, WSC
5/4/2024	Audit Committee Meeting	To discuss and recommend agenda items for Council and review policies and finances etc.
7/3/2024	Local Government Cemeteries Working Group	A forum for collaboration and sharing information to support Local Government Councils to be compliant with the requirements of the Burial and Cremation Act 2022
8/3/2024	Nexia	To discuss processes and dates for the 2023-24 Financial Audit
8/3/2024	DIPL – Land Management	To discuss the maintenance of the RUA and other DIPL land/easements in the WSC area

Projects

Current Capital Projects and Procurement

Supply and Install Fitness Station and Shade Structure – Immediate Priority Grant (IPG)

- Steel ordered (update from contractor 14/3/2024)

- Colours for shadecloth to be selected

Re-Discovery Hub Upgrade – Waste and Resource Management (WaRM) Funding

- Amended quote accepted from Simeon Latham
- Draft contract has been sent off for review

Beach Access Upgrades – Community Places for People (CPP) Grant

- Bollards and gates to be installed when access to these specific areas allows (is a bit too wet at the moment)
- Signs to be ordered and installed

Grants

Grant Reporting and Acquittals

Grant Reporting due / overdue

Grant Name	Report Name	Due Date	Status
Healthy Lifestyle Grant 2021-22	Final Performance report	31/7/2023	Overdue

Grant Acquittals due / overdue

Grant Name	Report Name	Due Date	Status
There are currently no outstanding grant acquittals.			

Grant Applications

Community Places for People (CPP)

This grant is currently open and closes on 22 March 2024.

Council will be applying for funds to assist with the construction of the Skatepark.

Community Benefit Fund (CBF)

Submitted grant application for \$250,000 to fund works towards construction of the Skatepark.

Staffing

Mark Speechley commenced work in the Works Officer position on Monday 4 March.

7.2. WORKS MANAGER'S REPORT FOR THE PERIOD

PURPOSE

To update the Council on the activities carried out by the Works and Services Team and other significant relevant information since the last Council meeting.

RECOMMENDATION

That council receives and accepts the Works Manager's report for the period 14 February to 14 March 2024.

Moved:

Seconded:

Vote:

Resolution No. 2024/

Works Manager's Report for the period 14 Feb 2024 14March 24

Staff/HR, PD & Training, WHS	<p>Leave Rowan Roberts 13 March 2024 Mark Speechley started 04 March 2024</p>
WHS	<ul style="list-style-type: none"> • Incidents > NIL
Meetings	<ul style="list-style-type: none"> • Staff Toolbox and planning x 4
Actions	<p><u>Power Water (contract works)14</u></p> <ul style="list-style-type: none"> • Bore Runs x 12 • Water Samples x 8 • Mow and Snip Water Compound x 2
Actions	<p><u>Jetty Maintenance (contract works)</u></p> <ul style="list-style-type: none"> • Jetty wash x 16 • Boat Ramp Removal of Sand x 3 • Reported walking platform still wired on • Mowing Snipping and poison Carpark Area x 2 • Power Box front of jetty door hinge broken and Reported <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • Green Waste push up x 9 • Council bins in, out & cleaned weekly x 28 • Clean up at hard-waste compound ongoing • Steel Bin change over 5th March 2024 • Green Waste Burnt x 1 <p><u>Animal Management</u></p> <ul style="list-style-type: none"> • Cat-traps currently with residents x 2 ongoing • Wandering Dogs due to Thunderstorms reunited with owners <p><u>Environmental Management & Maintenance</u></p> <ul style="list-style-type: none"> • Continuation of poisoning drains and verges around the community • Council still offering Herbicide to local Residents for Gamba Grass Control <p><u>Road & Verge Maintenance</u></p> <ul style="list-style-type: none"> • Shoulder repair work, ongoing. • Potholes repaired Council Driveway • Removed broken Guideposts around estate <p><u>Vehicle and Plant</u></p> <ul style="list-style-type: none"> • Cleaned up Quad Bike and Colorado Ute for Tender Inspections • Picked up Mower From RDO all covered by warranty • Zero Turn Mower and Front deck mowers both serviced <p><u>Council Grounds/Sports Ground</u></p> <ul style="list-style-type: none"> • Mowed and Snipped • Shade Sale over Playground needs repairing and looking at ways to bring it down for Repairs <p>Comments: Had a visit from DIPL Land Management regarding RUA and Drainage Easements around Council Estate. Discussed maintenance of these areas.</p>

8. REPORTS REQUIRING DECISIONS OF COUNCIL

8.1 POLICY REVIEW

Action: For Decision

Author: CEO

PURPOSE

This report is to seek approval of the following revised policies.

1. COVID-19 & Infectious Diseases Risk Management Policy
2. Risk Management Policy
3. Working From Home Policy

RECOMMENDATION

That council:

- a) receives and notes the report on the following policies; and
- b) adopts the following policies as recommended by the Audit Committee.
 - COVID-19 & Infectious Diseases Risk Management Policy
 - Risk Management Policy
 - Working From Home Policy


Moved:

Seconded:

Vote:

Resolution No. 2024/

8.1.1 COVID-19 & INFECTIOUS DISEASES RISK MANAGEMENT POLICY

	COVID-19 & INFECTIOUS DISEASES RISK MANAGEMENT	
	CATEGORY:	GOVERNANCE
	LG ACT 2019 REF:	Section 172 (e)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

Term	Definition
------	------------

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

4. POLICY

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

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

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

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

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

4.1 Work Health & Safety Obligations

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

Council will actively take steps to:

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

4.2 Risk Mitigation

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

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

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

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

- Directing and/or allowing some workplace employees to work from home
- Providing flexible leave arrangements
- Implementing controls to reduce direct contact with clients, including, enforcing social distancing of at least 1.5 metres (where practicable)
- Reinforcing hand washing/hand hygiene and infection control procedures
- Providing workplace participants with adequate equipment and personal protective equipment (PPE) such as face masks
- Providing workplace participants with access to Rapid Antigen Tests (RATs) or other appropriate self-testing tools
- Implementing controls to reduce environmental exposure, including cleaning and disinfection of high traffic areas or shared surfaces
- Providing sufficient cleaning products and instructions for cleaning
- Providing instruction and amenities for personal hygiene and infection control
- Providing workplace participants with information and additional training in infection prevention and control and use of personal protective equipment; and
- Providing workplace participants with access to counselling through the Employee Assistance Services (EAP) scheme.

5. ASSOCIATED DOCUMENTS


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

6. REFERENCES AND LEGISLATION

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

7. REVIEW HISTORY

Date Approved: 21/02/2023	Approved By Council Moved: Cr Sarah Smith Seconded: President Neil White Vote: AIF	Resolution No. 2023/29	Date for review: January 2024 or as required
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	RISK MANAGEMENT POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	FINANCE
	Local Government Regulations:	Section 6, (1)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

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

2. SCOPE

This policy applies to all workplace participants.

3. DEFINITIONS

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

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

4. POLICY

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

- Managing risks relating to the stewardship of public resources requires effective internal controls.
- Council requires a framework for an effective risk management system which ensures that risks are identified, and controls are established, documented, maintained and adhered to across the council.
 - Council must ensure the propriety of transactions, information integrity, compliance with regulations and achievement of council objectives through operational efficiency

4.1. The Risk Management Process

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

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

4.2 Risk Management Approach

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

4.3 Roles and Responsibilities

- 4.3.1 Council members are responsible for setting Wagait Shire Council’s risk appetite, which forms the foundation of, and consideration of risk.
- 4.3.2 The CEO is responsible for establishing internal controls and associated framework, which ensures council objectives are achieved efficiently and effectively as required by Section 6(1) of the Local Government (General) Regulations. Updates on changes to the

framework will be presented to the audit & risk committee before being presented to council for adoption.

- 4.3.3 The CEO must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of internal controls and is responsible for ensuring council employees conduct their duties in accordance with internal control policies, procedures and practices of council.

4.4 Elements of the Internal Control Framework

The essential elements of an effective internal control framework are:

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

4.5 Accounting Policies and Procedures

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

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

- a) an organisation chart showing the functions of the council, its committees and responsible officers;
- b) a statement of the duties and responsibilities of the CEO and responsible officers;
- c) the principal accounting policies of the council;
- d) information about the timing and content of financial management reports to the council and the CEO;
- e) procedures the council considers necessary to facilitate the timely preparation of the council's annual financial statement;
- f) the information necessary to ensure the proper operation of any computer-based accounting system in use;
- g) details of all administrative and accounting procedures and delegations of authority, including:
 - i) details of internal control procedures; and risk management
 - ii) details of personnel and financial delegations; and
 - iii) a chart of accounts divided into assets, liabilities, income, expenses and council equity accounts; and
 - iv) procedures relating to the receipt and banking of money, the payment of salaries and wages, the allocation of machinery operating costs to council functions, the purchase of goods and services and the granting of credit to council debtors.

4.6 Review of Internal Controls Framework

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

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

5. ASSOCIATED DOCUMENTS

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


6. REFERENCES AND LEGISLATION

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

7. REVIEW HISTORY

Date Approved: 21/02/2023	Approved By Council Moved: Cr Sarah Smith Seconded: President Neil White Vote: AIF	Resolution No. 2023/29	Date for review: February 2024
Date Approved :	Approved By Council Moved: Seconded: Vote:	Resolution No.	Date for review:

8.1.3 WORKING FROM HOME POLICY

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

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

Term	Definition
Working from home	means working away from an employee's ordinary contracted place of employment

Home office	office' means a designated space for an employee to work while away from the workplace
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4. POLICY

4.1 Working from home arrangement

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

4.2 Eligibility criteria

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

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

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

4.3 Line manager responsibilities

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

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

4.4 Employee responsibilities

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

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

4.5 Working from home arrangement agreement

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

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

4.6 Consequences of breaching this policy

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

4.7 Variation to this policy

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

5. ASSOCIATED DOCUMENTS

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

7. REFERENCES AND LEGISLATION

Local Government Industry Award 2020

Fair Work Act 2009

Work Health and Safety Act (NT) 2011

8. REVIEW HISTORY

Date Approved: 21/02/2023	Approved By Council Moved: Cr Sarah Smith Seconded: President Neil White Vote: AIF	Resolution No. 2023/29	Date for review: February 2024
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BACKGROUND

COVID-19 & Infectious Diseases Risk Management Policy

This policy was developed to reduce the risk of any infectious diseases within the workplace. The policy was approved by Council resolution on 21/2/2023 and is now due for review. There are no changes to this policy for this review. The Wagait Shire Council Audit Committee have reviewed the policy and recommend at the next review of this policy to change the policy name to 'Infectious Diseases Risk Management Policy'. The Audit Committee have recommended this unchanged policy to Council for approval.

Risk Management Policy

This policy was developed to guide Council in the development and implementation of procedures to cover areas such as strategic management, internal controls, business development, project management and financial management. The policy was approved by Council resolution on 21/2/2023 and is now due for review. There are no changes to this policy for this review. The Wagait Shire Council Audit Committee have reviewed this policy and recommended this unchanged policy to Council for approval.

Working From Home Policy

This policy was developed to guide Council to develop and implement a process to allow staff to enter in an arrangement with Council to work from home. This policy was approved by Council resolution on 21/2/2023 and is now due for review. There are no changes to this policy for this review. The Wagait Shire Council Audit Committee have reviewed this policy and recommended this unchanged policy to Council for approval.

8.2 TEAM HEALTH REQUEST FOR WAIVER OF FEES

Action: For Decision

Author: CEO

PURPOSE

For Council to consider the request from Team Health to waive the fees associated with the use of the Community Centre for community engagement in a Psychosocial Support Program.

RECOMMENDATION

That council:

- a) receives and notes the report on Team Health's request to waive fees for the use of the Community Centre; and
- b) approves/not approves the request from Team Health to waive the fees for the use of the Community Centre for community engagement in a Psychosocial Support Program for Wagait Beach Residents.

Moved:
Seconded:
Vote:

Resolution No. 2024/

Cost and Risk assessment

Council’s fees for the hire of the Community Centre is \$50 per half day or eve as per the fees and charges.

BACKGROUND

Team Health have a program running that allows them to travel by road and provide Mental Health support in remote areas of the top end. Their plan is to visit Wagait Beach weekly from 12pm to 2pm on Thursdays.

As their service is run by a not-for-profit organisation, their funding is limited and they have requested that Council waive the fees associated with the use of the Community Centre for two hours each week.

Attachments

Email from Taylorae Bailey – Team Health, Mental Health Recovery Worker

8.3 LGANT – CONSTITUTION CHANGES AND CALL FOR MOTIONS

Action: For Decision

Author: CEO

PURPOSE

This report is for Council to receive and note the correspondence from LGANT regarding their Notice of General Meeting, Constitution changes and the call for motions for the meeting, and to decide if Council would like to put forward any motions.

RECOMMENDATION

That council:

- a) receives and notes the correspondence from LGANT; and
- b)

Moved:
Seconded:
Vote:

Resolution No. 2024/

Cost and Risk assessment

Nil

BACKGROUND

Correspondence from LGANTs A/CEO, Mary Watson, received on 4 March 2024 to advise of three issues which included:

1. The upcoming General Meeting on 19 April 2024
2. LGANT’s proposed amendments to LGANT’s Constitution. These proposed changes include the following:

- to enable an allowance for LGANT Board members
 - remove reference to LGANT being a charity
 - providing clarity on the winding up of the company
 - adding a section on the order of voting of Board positions
3. LGANT’s call for motions for the General Meeting. Closing date for submissions is 28 March 2024.

Attachments

Email from LGANT A/CEO

8.4 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION CONFERENCE - CANBERRA

Action: For Decision

Author: CEO

PURPOSE

This report is for Council to consider any requests from members to attend the National General Assembly in Canberra in July 2024.

RECOMMENDATION

That council:

- a) receives and notes the report on the 2024 National General Assembly
- b)

Moved:

Seconded:

Vote:

Resolution No. 2024/

Cost and Risk assessment

The cost of the NGA is estimated to be \$4,400 per delegate comprising of the following:

▪ Early Bird Registration	\$ 900
▪ Regional Development Forum	\$ 225
▪ General Assembly Dinner	\$ 175
▪ Accommodation (5 nights)	\$1,250
▪ Flights	\$1,200
▪ Incidentals (taxi fares etc.)	\$ 150
▪ Meals	\$ 500
Total	\$4,400

BACKGROUND

The Australian Local Government Association holds a National General Assembly (NGA) each year in Canberra. This year it will be held from 2 – 5 July 2021.

The purpose of the NGA is to bring together delegates from Local Government to debate issues of national significance to Local Government. This can provide an opportunity for local Councils to develop and express a united voice on core issues affecting their communities, with access to influential Federal Government decision makes at both the political and departmental level.

Attachments

NGA Program

8.5 COMMUNITY CONSULTATION MEETING

Action: For Decision

Author: CEO

PURPOSE

This report is for Council to confirm a date for the next community consultation.

RECOMMENDATION

That council confirms the date of for the next community consultation meeting.

Moved:

Seconded:

Vote:

Resolution No. 2024/

Cost and Risk assessment

Staff attendance to help set up for the meeting.

BACKGROUND

Council holds two Community Consultation meetings each year to engage with local residents and inform the community of Councils plans and direction for the next six months. It is also an opportunity to address any issues and/or concerns of the community and determine if Council can work towards a positive outcome for these matters. Furthermore, this platform can be used for external presentations from various organisations who would like to address the Wagait Beach Community.

Attachments

Nil

9. MONTHLY FINANCE REPORTS

9.1. MONTHLY FINANCIAL REPORT

Action: For Receiving and Noting

Author: CEO

PURPOSE

This report is to provide a summary of the financial position of Council for the period ending 29 February 2024.

RECOMMENDATION

That council:

- a) Notes the Chief Executive Officer certifies to the best of their knowledge, information, and belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and

b) Receives and notes the monthly financial report for February 2024.

Moved:

Seconded:

Vote:

Resolution No. 2024/

9.1.1. FEBRUARY 2024 REPORTS

- 1.1 Monthly Income and Expenditure Report
- 1.2 Monthly Operating Position
- Profit and Loss (Detailed)
- 2.1 Monthly Capital Expenditure and Funding Report
- 2.2 Quarterly Report on Expenditure of Major Capital Projects
- 3 Monthly Balance Sheet Report with Notes
- 4 Member and CEO Council Credit Card Transactions Supplier Payments for February 2024
- Statement of Cash Flows

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	ANNUAL BUDGET 2023-2024 (ORIGINAL BUDGET)	Budget variance	NOTES
Annual budget updated with 2023-2024 Q2 reviewed budget							
OPERATING INCOME							
Contracts, Fees & Charges	79,685	103,164	(23,479)	113,700	201,600	(87,900)	1 Feb YTD lower due to timing of invoices, invoice Crown Land Management \$13.5K for provisions of RUA in March
Interest/Investment Income	27,886	26,000	1,886	76,000	30,000	46,000	2 Interest earned from two \$500K term deposits in Dec 23, 3 term deposits maturity due in Jun 24
Operating Grant Revenue	328,833	322,164	6,669	322,164	322,164	0	3 All Operatinoal grants received for 2024 except Q4 FAA grants
Other Income	2,623	0	2,623	0	0	0	4 YTD higher due to monthly bus storage charges to Sealink, admin fees to Belyeun
Other Income - Disposal of Fixed Assets	9,860	10,000	(140)	20,000	45,000	(25,000)	5 Sale of Truck
Rates Income	262,445	261,215	1,230	261,723	261,723	0	6 Includes rates, interest, and search income (FY24 rates = \$260,257.50 for 387 properties)
Rental Income	6,564	4,792	1,772	7,200	7,200	0	7 Feb YTD higher due to caretakers rental at Cloppenburg Park
Waste Management Income	128,528	127,980	548	128,300	128,300	0	8 Includes waste management levy and additional bins income (FY24 waste mgmt levy = \$127,323 for 387 properties)
Total OPERATING INCOME	846,424	855,315	(8,891)	929,087	995,987	(66,900)	
OPERATING EXPENSES							
Administration Expenses	63,433	67,126	(3,693)	100,500	61,350	39,150	9 YTD lower - Strategic plan consultant fees & CW license fee
Contracts & Material Expenses	1,925	1,486	439	2,250	1,500	750	10 YTD higher due to replacement of fire hose for Jetty Cleaning
Depreciation Expense	136,667	136,664	3	205,000	170,000	35,000	11 Estimated monthly depreciation \$17083/month (will vary depending on asset addition/disposal at the end of FY)
Elected Member Allowances	9,745	16,000	(6,255)	24,000	24,000	0	12 YTD lower
Elected Member Expenses and Professional Development	9,526	7,328	2,198	10,000	8,000	2,000	13 YTD higher
Employment Expenses	337,349	342,044	(4,695)	513,070	570,070	(57,000)	14 YTD lower due to changes of staff and less FTEs
Insurance	68,673	70,000	(1,327)	70,000	60,000	10,000	15 YTD higher due to annual insurance payment
Other Expenditure (By-Election)	0	0	0	0	0	0	16 Feb Nil due to timing
Projects & Activities - WSC Contributions	1,712	8,320	(6,608)	12,500	12,500	0	17 YTD lower pending community grants program
Repairs & Maintenance	66,244	62,974	3,270	94,500	19,500	75,000	18 YTD higher due to road verge repair for Jun to Aug invoiced in Sep23
Services	8,642	6,752	1,890	10,150	10,150	0	19 YTD higher - annual pest control done in Oct23
Vehicle & Plant Expenses	27,757	13,076	14,681	18,900	17,400	1,500	20 YTD higher due to leased vehicle costs that will move to BS at the end of FY24
Waste Management Expenses	60,939	71,656	(10,717)	107,500	107,500	0	21 YTD lower
Total OPERATING EXPENSES	792,611	803,426	(10,815)	1,168,370	1,061,970	106,400	
OPERATING SURPLUS / DEFICIT	53,813	51,889	1,924	(239,283)	(65,983)	(173,300)	

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS/DEFICIT	53,813	51,889	1,924	(239,283)
Remove NON-CASH ITEMS				
Less Non- Cash Income				
Add Back Non-Cash Expenses	136,667	136,664	3	205,000
TOTAL NON-CASH ITEMS	136,667	136,664	3	205,000
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(76,195)	(687,149)	610,954	(687,149)
Borrowing Repayments (Principal Only)				
Transfer to Reserves				
Other Outflows				
TOTAL ADDITIONAL OUTFLOWS	(76,195)	(687,149)	610,954	(687,149)
Add ADDITIONAL INFLOWS				
Capital Grants Income	75,000	75,000	0	198,603
Prior Year Carry Forward Tied Funding	330,922	330,922	0	330,922
Other Inflow of Funds				
Transfers from Reserves				191,907
TOTAL ADDITIONAL INFLOWS	405,922	405,922	0	721,432
NET OPERATING POSITION	520,206	(92,674)	612,880	0

Profit & Loss Statement - Detailed

Period: July 2023 - February 2024

Account	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Var %	Annual Budget \$
Income					
Contracts, Fees & Charges					
Contracts - Jetty Management	51,505	80,000	(28,495)	-36%	80,000
Contracts - Other (DIPL)	310	1,000	(690)	-69%	1,000
Contracts - Other (Power & Water)	480	1,000	(520)	-52%	1,000
Contracts - Water Management	25,654	20,000	5,654	28%	30,000
Dog Registrations	1,736	1,164	572	49%	1,700
Total Contracts, Fees & Charges	79,685	103,164	(23,479)	-23%	113,700
Interest/Investment Income					
Bank Interest Income	27,886	26,000	1,886	7%	76,000
Total Interest/Investment Income	27,886	26,000	1,886	7%	76,000
Operating Grant Revenue					
Grants - FAA General Purpose	16,866	15,090	1,776	12%	15,090
Grants - FAA Roads	69,870	59,524	10,346	17%	59,524
Grants - NT Operational	222,000	226,982	(4,982)	-2%	226,982
Grants - Sport & Rec Operational	20,097	20,568	(471)	-2%	20,568
Total Operating Grant Revenue	328,833	322,164	6,669	2%	322,164
Other Income					
Misc income	2,623	0	2,623	0%	0
Total Other Income	2,623	0	2,623	0%	0
Other Income - Disposal of Fixed Assets					
Disposal of Fixed Assets	9,860	10,000	(140)	-1%	20,000
Total Other Income - Disposal of Fixed Assets	9,860	10,000	(140)	-1%	20,000
Rates Income					
Rates - Income	260,258	260,223	35	0%	260,223
Rates - Interest Income	1,453	328	1,125	343%	500
Rates - Less Pensioner Concession	(10,800)	0	(10,800)	0%	0
Rates - Pensioner Rebate	10,800	0	10,800	0%	0
Rates - Search income	735	664	71	11%	1,000
Total Rates Income	262,445	261,215	1,230	0%	261,723
Rental Income					
Rent - CEO House	3,091	3,464	(373)	-11%	5,200
Rent - Cloppenburg Park	2,700	0	2,700	0%	0
Rent - Community Centre Income	773	1,328	(555)	-42%	2,000
Total Rental Income	6,564	4,792	1,772	37%	7,200
Waste Management Income					
Waste Management - Additional Bin	786	680	106	16%	1,000
Waste Management - Hard Waste	418	0	418	0%	0
Waste Management - Less Pensioner Concession	(8,100)	0	(8,100)	0%	0
Waste Management Levy	127,323	127,300	23	0%	127,300
Waste Management Pensioner Rebate	8,100	0	8,100	0%	0
Total Waste Management Income	128,528	127,980	548	0%	128,300
Total Income	846,424	855,315	(8,891)	-1%	929,087
Less Operating Expenses					
Administration - Bank Charges					
Bank Fees	254	400	(146)	-36%	600
Merchant Fees	881	1,000	(119)	-12%	1,500
Total Administration - Bank Charges	1,135	1,400	(265)	-19%	2,100

Administration - Memberships & Subscriptions

LGANT/Membership	1,710	1,328	382	29%	2,000
Subscriptions & Publications	180	664	(484)	-73%	1,000
Total Administration - Memberships & Subscriptions	1,890	1,992	(102)	-5%	3,000

Administration - Office Expenses

Advertising	2,486	2,333	153	7%	3,500
Auditing	(2,360)	6,664	(9,024)	-135%	10,000
Cleaning	1,230	1,332	(102)	-8%	2,000
Consultant fees	27,800	23,332	4,468	19%	35,000
Donations [61110]	500	500	0	0%	500
Fees, Licences & Charges	1,346	1,328	18	1%	2,000
Insurance	68,673	70,000	(1,327)	-2%	70,000
IT Equipt, Maint & Support	2,678	2,000	678	34%	3,000
IT Subscriptions & Licenses	13,813	10,333	3,480	34%	15,500
Meeting expenses	1,423	1,464	(41)	-3%	2,200
Postage	683	664	19	3%	1,000
Printing & Stationery	3,718	3,328	390	12%	5,000
Rate Recovery cost	130	0	130	0%	0
Safety Supplies & Equipment	923	664	259	39%	1,000
Staff Amentities	786	1,000	(214)	-21%	1,500
Travel & Accommodation	2,117	3,328	(1,211)	-36%	5,000
Valuation Costs	0	2,000	(2,000)	-100%	3,000
Total Administration - Office Expenses	125,946	130,270	(4,324)	-3%	160,200

Administration - Telephones & Communications

Mobiles	1,786	2,000	(214)	-11%	3,000
Office phone/fax/internet	617	800	(183)	-23%	1,200
Satellite	731	664	67	10%	1,000
Total Administration - Telephones & Communications	3,134	3,464	(330)	-10%	5,200

Contracts & Material Expenses

Animal Management Charges [64600]	299	328	(29)	-9%	500
Contracts - Jetty Maintenance	1,144	665	479	72%	1,000
Contracts - Water Management/Maintenance	22	160	(138)	-86%	250
Contracts - Weeds & Fire Management	460	333	127	38%	500
Total Contracts & Material Expenses	1,925	1,486	439	30%	2,250

Depreciation Expense

Depreciation expense	127,333	136,664	(9,331)	-7%	205,000
Depreciation expense - ROU	9,333	0	9,333	0%	0
Total Depreciation Expense	136,667	136,664	3	0%	205,000

Elected Member Allowances

Councillor Allowances	9,745	16,000	(6,255)	-39%	24,000
Total Elected Member Allowances	9,745	16,000	(6,255)	-39%	24,000

Elected Member Expenses and Professional Development

Councillor Professional Development	7,753	5,328	2,425	46%	8,000
Councillor Expenses	1,773	2,000	(227)	-11%	2,000
Total Elected Member Expenses and Professional Development	9,526	7,328	2,198	30%	10,000

Employment Expenses

Staff Training	4,430	2,000	2,430	122%	3,000
Staff Uniforms & Safety	402	332	70	21%	500
Superannuation	32,684	33,960	(1,276)	-4%	50,941
Wages - Allowances - First aid	924	448	476	106%	675
Wages - Allowances - Travel	642	664	(22)	-3%	1,000
Wages - Annual Leave expense	(13,388)	0	(13,388)	0%	0
Wages - Long Service leave expense	(23,270)	0	(23,270)	0%	0
Wages - Paid on Work cover	(11,150)	0	(11,150)	0%	0
Wages & Salaries	346,075	304,640	41,435	14%	456,954
Total Employment Expenses	337,349	342,044	(4,695)	-1%	513,070

Projects & Activities - WSC Contributions

Activities - ANZAC Day WSC contribution	0	664	(664)	-100%	1,000
Activities - Community	1,712	3,000	(1,288)	-43%	4,500
Activities - Community Fund	0	3,328	(3,328)	-100%	5,000
Activities - Seniors WSC contribution	0	664	(664)	-100%	1,000
Activities - Sport & Rec WSC Contribution	0	664	(664)	-100%	1,000
Total Projects & Activities - WSC Contributions	1,712	8,320	(6,608)	-79%	12,500

Repairs & Maintenance

R&M Ablution Block	0	4,665	(4,665)	-100%	7,000
R&M CEO House	1,335	1,664	(329)	-20%	2,500
R&M Community Centre	2,359	2,333	26	1%	3,500
R&M Garden & Ground	6,230	664	5,566	838%	1,000
R&M Office	1,894	1,664	230	14%	2,500
R&M Office equipment	0	664	(664)	-100%	1,000
R&M Road Repair & Maintenance	51,200	46,664	4,536	10%	70,000
R&M Sports Ground	392	664	(272)	-41%	1,000
R&M Townsite	0	328	(328)	-100%	500
R&M Workshop	1,864	2,000	(136)	-7%	3,000
Stores Materials & Loose Tools	970	1,664	(694)	-42%	2,500
Total Repairs & Maintenance	66,244	62,974	3,270	5%	94,500

Services

Services - Electricity	4,091	4,328	(237)	-5%	6,500
Services - Gas Supplies	0	96	(96)	-100%	150
Services - Pest Control	1,490	328	1,162	354%	500
Services - Water & Sewerage	3,061	2,000	1,061	53%	3,000
Total Services	8,642	6,752	1,890	28%	10,150

Vehicle & Plant Expenses

Fuel CEO	1,537	1,664	(127)	-8%	2,500
Fuel Plant and Machinery	2,114	1,864	250	13%	2,700
Fuel Works Truck	834	464	370	80%	700
Fuel Works Ute	2,162	1,664	498	30%	2,500
R&M Plant & Machinery	3,018	3,328	(310)	-9%	5,000
R&M Vehicles	3,365	1,664	1,701	102%	2,500
Registrations - Plant & Machinery	2,357	328	2,029	619%	500
Registrations - Vehicles	381	2,100	(1,719)	-82%	2,500
Vehicle Leasing Costs	11,990	0	11,990	0%	0
Total Vehicle & Plant Expenses	27,757	13,076	14,681	112%	18,900

Waste Management Expenses

Hard Waste Collection	21,779	13,328	8,451	63%	20,000
R&M Green Waste Compound	0	336	(336)	-100%	500
R&M Hard Waste Compound	3,174	1,328	1,846	139%	2,000
Regular Bin Collection	35,987	56,664	(20,677)	-36%	85,000
Total Waste Management Expenses	60,939	71,656	(10,717)	-15%	107,500

Total Less Operating Expenses	792,611	803,426	(10,815)	-1%	1,168,370
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Operating Profit	53,813	51,889	1,924	4%	(239,283)
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Table 2.1 Monthly Capital Expenditure and Funding Report

CAPITAL EXPENDITURE for the period February 2024		YTD Actuals	YTD Budget*	YTD Variance	Approved Annual Budget	YTD Budget*	
Class of Assets	Project Name / Description					Funding Body	WSC contribution
Buildings	ReDiscovery Centre	0	199,118	(199,118)	199,118	199,118	
Infrastructure	Skate Park/pump track upgrade	4,698	15,797	(11,099)	15,797	10,765	5,032
Infrastructure	Outdoor Court & Fitness Equipment Upgrades	423	142,640	(142,217)	142,640	142,640	
Infrastructure	Beach Access Upgrades	12,903	70,000	(57,097)	70,000	53,400	16,600
Infrastructure	Driveway & Road Drainage Remediation		93,530	(93,530)	93,530	84,000	9,530
Infrastructure	Solar Lighting & Cloppenburg Park Upgrade	3,500	3,500	0	3,500		3,500
Infrastructure	Continugency of repairs to sports court fencing and drainage works		42,564	(42,564)	42,564	39,603	2,961
Motor Vehicles	Leased (Right of Use)	11,990	30,000	(18,010)	30,000		30,000
Plant & Equipment	Slasher & Mower	42,682	90,000	(47,318)	90,000		90,000
TOTAL CAPITAL EXPENDITURE		76,195	687,149	(610,954)	687,149	529,526	157,623

Total capital expenditure funded by:		YTD Actuals	YTD Budget*	YTD Variance	Approved Annual Budget	Funding Body	WSC contribution
2023/24 Capital Grants	LRCI Phase 4		39,603	(39,603)	39,603	39,603	
	WarM #4	75,000	75,000	0	75,000	75,000	
	IPG - Drive way remediation		84,000	(84,000)	84,000	84,000	
Prior Year Carry Forward Tied Capital Grants	IPG - Sportsground		142,640	(142,640)	142,640	142,640	
	CPP		53,400	(53,400)	53,400	53,400	
	LRCI		10,765	(10,765)	10,765	10,765	
	WaRM #2-#3		124,118	(124,118)	124,118	124,118	
Operating Income/Deficit		53,813	(34,283)	88,096	(34,283)		(34,283)
Transfer from Cash Reserve			191,906	(191,906)	191,906		191,906
TOTAL CAPITAL EXPENDITURE FUNDING		128,813	687,148	(558,336)	687,148	529,525	157,623

Table 2.2. Quarterly Report on Expenditure of Major Capital Projects

Class of Assets	Project Name / Description	Prior Year Actuals \$ (A)	YTD Actuals \$ (B)	Total Cost to Date \$ (C = A+B)	Total Approved Budget \$ (D)	Total Yet to Spend \$ (E = D-C)
Building	WaRM #2 & #3 & #4 (Rediscovery Hub)	25,883	0	25,883	225,000	199,118

Special Purpose Grants at February 2024

Capital Grants - WIP

Class of Asset	Funding Body	Grant	Project Name	Due date	Grants received in FY24 \$	Grants Brought forward from Prior Year \$	Total Grants \$	Total Exp \$	Balance	Total Prior Year Actuals \$	Current Year Actual \$	Total Actuals \$	Approved Budget		Total Approved Budget	Total yet to Spend \$
													Funding Body	WSC		
Infrastructure	DCMC	IPG-Sportsground	Outdoor Court & Fitness Equipment Upgrades	30/04/2024		142,640.00	142,640.00	422.73	142,217.27		422.73	422.73	142,640.00		142,640.00	142,217.27
Infrastructure	DCMC - CPP	CPP 2023	Beach Access Upgrades	30/06/2024		53,400.00	53,400.00	12,902.70	40,497.30		12,902.70	12,902.70	53,400.00	16,600.00	70,000.00	57,097.30
Infrastructure	Federal Gov	LRCI Phase 3	Skate Park/pump track upgrade			10,764.80	10,764.80	4,698.28	6,066.52	39,467.20	4,698.28	44,165.48	45,200.00	5,032.00	50,232.00	6,066.52
Building	DCMG-LG	WRM #2 21-22	ReDiscovery Centre			49,117.50	49,117.50		49,117.50	25,882.50		25,882.50	75,000.00		75,000.00	49,117.50
Building	DCMG-LG	WRM #3 22-23	ReDiscovery Centre			75,000.00	75,000.00		75,000.00			-	75,000.00		75,000.00	75,000.00
Building	DCMG-LG	WRM #4 23-24	ReDiscovery Centre		75,000.00		75,000.00		75,000.00			-	75,000.00		75,000.00	75,000.00
Infrastructure	DITT	Tourism Town Asset Program	Solar Light and other Upgrades to Public Spaces				-		-	71,883.00	3,500.00	75,383.00	53,862.08	21,520.92	75,383.00	-
Capital Grants - WIP TOTAL					75,000.00	330,922.30	405,922.30	18,023.71	387,898.59	137,232.70	21,523.71	158,756.41	520,102.08	43,152.92	563,255.00	404,498.59

Program Grants - Current

Class	Funding Body	Grant	Project Name	Due date	Grants received in FY24 \$	Grants Brought forward from Prior Year \$	Total Grants \$	Total Exp \$	Balance
	JoH	Healthy Lifestyle Grants 2022-2023	Wagait Healthy Lifestyle Program 2023	30/06/2024		20,000.00	20,000.00	17,189.22	2,810.78
	JTF	International Women's Day	International Women's Day 2024 Wagait Beach	30/06/2024	3,000.00		3,000.00	1,192.61	1,807.39
	JTF	NT Men's Places Grants 2022-23	Wagait Men's Program	30/06/2024		8,115.00	8,115.00	142.26	7,972.74
	JoH	NT Suicide Prevention Grants 2023/24	Suicide Prevention Program 2023-24	30/06/2024	10,000.00		10,000.00	6,589.41	3,410.59
	JTF	Youth Vibe Holiday Grant program	Youth Vibe School Holiday 2023-24	30/04/2024	2,000.00		2,000.00		2,000.00
Program Grants - Current TOTAL					15,000.00	28,115.00	43,115.00	25,113.50	18,001.50

Program Grants - Acquitted

Class	Funding Body	Grant	Project Name	Due date	Grants received in FY24 \$	Grants Brought forward from Prior Year \$	Total Grants \$	Total Exp \$	Balance
	Australia Day	Australia Day	Australia Day		2,250.00		2,250.00	2,250.00	-
	Carers NT	Carers NT 2023	Carers NT		300.00		300.00	300.00	-
	DITT - CBF	Community Benefit Fund	Makers & Creators 2022			76.00	76.00		76.00
	JTF	Quick Response Grants	Quick Response Youth 2023			1,964.90	1,964.90	1,964.90	-
	JTF	Wagait Seniors excursion	Senior Month 2023-24		2,000.00		2,000.00	2,000.00	-
	JoH - AOD	Alcohol and Other Drugs Youth Grants	Wagait Youth Program 2023			10,769.26	10,769.26	10,769.26	-
	JTF	Youth Vibe Holiday Grant program	Youth Vibe School Holiday 2022-23			16.81	16.81	16.81	(0.00)
Program Grants - Acquitted TOTAL					4,550.00	12,826.97	17,376.97	17,300.97	76.00

GRAND TOTAL					94,550.00	371,864.27	466,414.27	60,438.18	405,976.09
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Table 3. Monthly Balance Sheet Report

As at 29 February 2024

Assets	29 Feb 2024	28 Feb 2023	Note
Current Assets			
Cash at Bank			
Tied Funds			
Bendigo Investment Acc	500,000	500,000	1 (a)
CBA Fixed Term Deposits	1,000,000	1,000,000	1 (b)
CBA Online Saver - SP Grants	406,337	117,639	
Total Tied Bunds	1,906,337	1,617,639	
Untied Funds	301,998	379,629	
Total Cash at Bank	2,208,335	1,997,268	
Accounts Receivable			
Trade Debtors	16,768	368	2
Rates & Charges Debtors	40,244	36,174	5
Total Accounts Receivable	57,011	36,541	
Other Current Assets			
Less Prov'n for Doubtful Debts	- 5,510	- 5,838	
Total Other Current Assets	- 5,510	- 5,838	
Total Current Assets	2,259,837	2,027,971	
Non-Current Assets			
Property, Plant and Equipment	2,122,903	2,105,419	
Total Non-Current Assets	2,122,903	2,105,419	
Total Assets	4,382,739	4,133,390	
Liabilities			
Current Liabilities			
Accounts Payable	- 5,365	33,270	3
ATO & Payroll Liabilities	17,717	10,839	4
Current Provisions	66,446	101,175	
Other Current Liabilities	420,803	202,382	
Total Current Liabilities	499,601	347,666	
Non-Current Liabilities			
Non-Current Provisions	4,037	10,056	
Other Non-Current Liabilities	4,908	19,367	
Total Non-Current Liabilities	8,945	29,423	
Total Liabilities	508,546	377,089	
Net Assets	3,874,194	3,756,300	
Equity			
Current Year Earnings	53,813	201,108	
Prior Year's Surplus/Deficit	1,807,578	1,802,286	
Retained Earnings	301,336	11,439	
Asset Revaluation Reserve	991,467	991,467	
Asset Renewal Reserve			
Other Asset Renewal Reserve	270,000	300,000	
Roads Renewal Project Reserve	450,000	450,000	
Total Asset Renewal Reserve	720,000	750,000	
Total Equity	3,874,194	3,756,300	

Note 1. Details of Cash and Investments Held

Financial Institution	Date Invested	Invested Amount \$	Interest Rate	Maturity Date
1 (a) Bendigo	8/06/2023	500,000	5.05%	7/06/2024
1 (b) CBA	14/12/2023	1,000,000	4.88%	11/06/2024
Total INVESTMENTS		1,500,000		

Note 2. Statement of Trade Debtors

	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due +90 Days	Total
<i>Belyuen Commiunity Government Council</i>	3,558	2,555	0	0	0	6,113
<i>Department of Infrastructure, Planning & Logistics</i>	7,465	0	0	0	0	7,465
<i>Power Water</i>	3,190	0	0	0	0	3,190
<i>ST Thibodeaux</i>	0	0	0	0	0	
Total	14,213	2,555	0	0	0	16,768

Note 3. Statement of Trade Creditors

	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due +90 Days	Total
<i>Marnie Jay</i>	0	0	0	0	5,100	5,100
<i>St John</i>	0	0	0	0	(190)	(190)
<i>Veolia Environmental Services</i>	1,506	0	0	0	0	1,506
Total	1,506	0	0	0	4,910	6,416

Note 4. Statement of Australian Tax Office (ATO) and Payroll Obligations

Council has paid all Pay as You Go (PAYG withholdings) to ATO since 1 July 2023 to 29 February 2024

Council has lodged all Business Activity Business Statements each month and paid by the due date.

Council has made monthly superannuation contributions to employees' super funds within the first week of each month.

The February Business Activity Statement (BAS) will be submitted by 21st March 2024,

to pay the outstanding Goods and Services Tax (GST) and Pay as You Go (PAYG) obligations related to activities in February

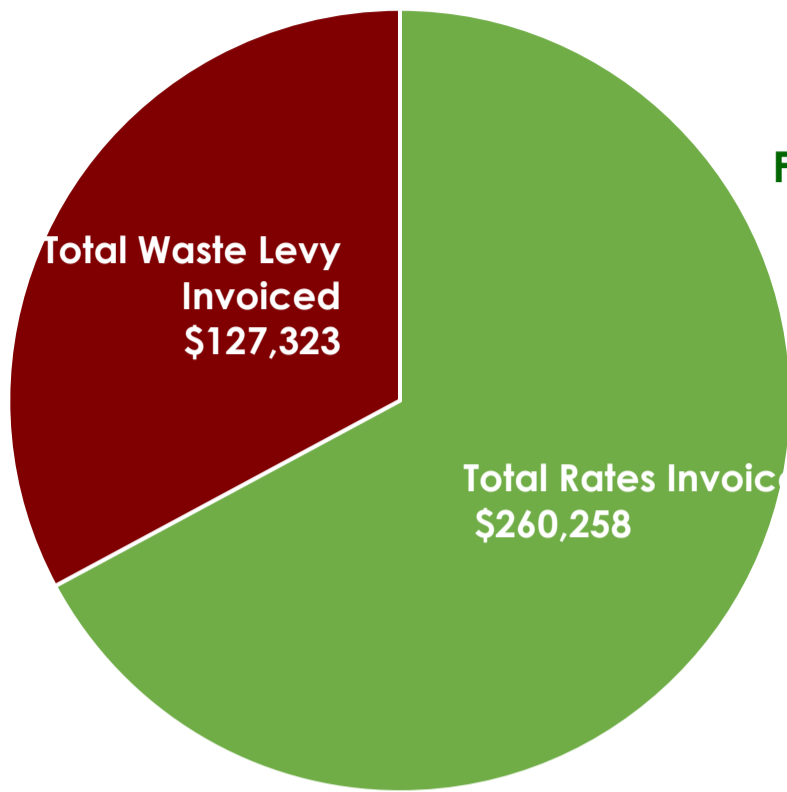
	Amount due
<i>GST Payable</i>	1,294
<i>PAYG Payable</i>	10,875
<i>Super Payable</i>	0
Total	12,169

Note 5. Details of Rates Control Account

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

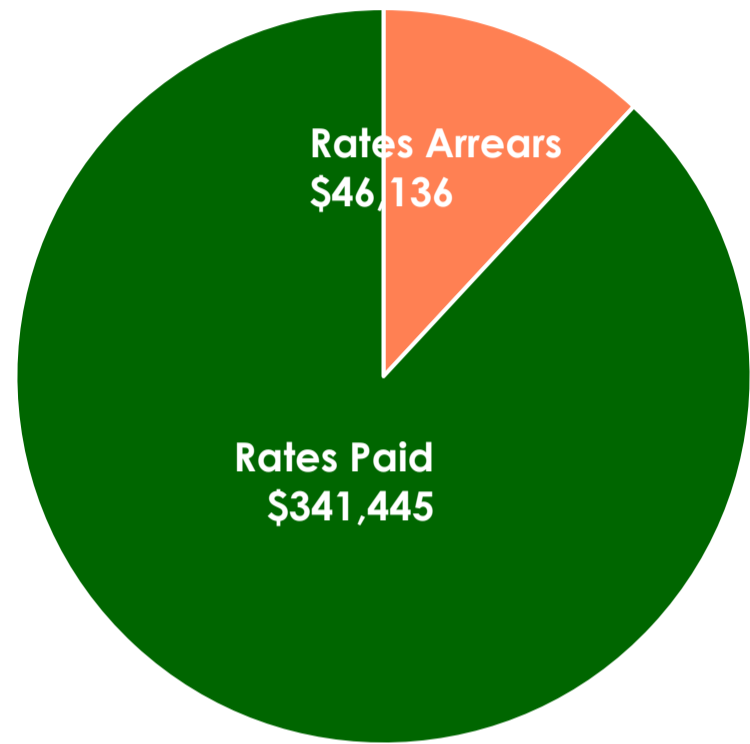
Rates 23/24 not over due yet	\$ 34,472.96
Rates 23/24 over due	\$ 7,515.00
Rates Prior years (pre 2023)	\$ 4,147.59
Total Rates Arrears	\$ 46,135.55

Rates



FY24 Total Rates & Waste Levy

\$ 387,581



Rates Arrears

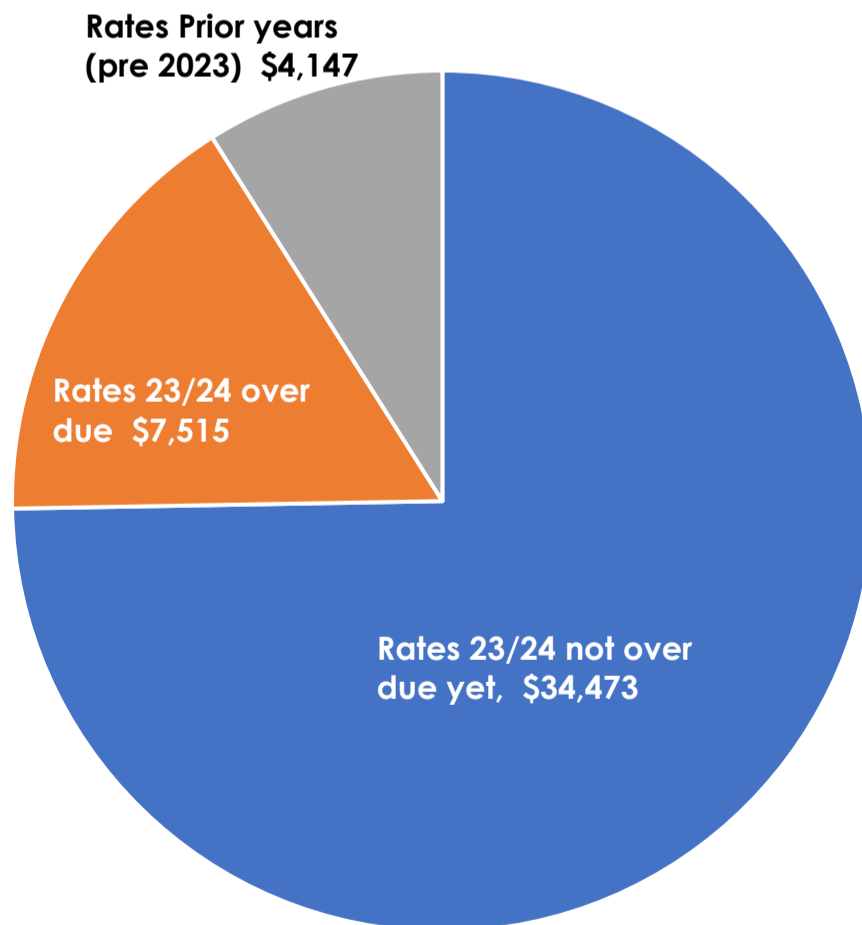


Table 4. Member and CEO Council Credit Card Transactions for the Month

Date	Transaction	NT	I'state/I'ntl
CREDIT CARD - CEO			
5/02/2024	Coles - Food for Seniors morning tea - 7 & 8 February 2024	\$38.50	
5/02/2024	Coles - Food for Seniors morning tea - 7 & 8 February 2024	\$177.38	
8/02/2024	Heath Motor Group - Seat covers for Isuzu works ute	\$667.50	
9/02/2024	Northern Territory of Australia - Rates Search - 42 Uhr Road	\$32.50	
9/02/2024	L.G.A.N.T. - Rates and Finance Symposium	\$311.00	
16/02/2024	TR Telecom - Satellite phone charges		\$201.00
21/02/2024	Cabfare - Cab Fare for V Boon and P Wanrooy - CSE Croscom (GPS vehicle installation)	\$23.10	
21/02/2024	CSE Crosscom - re install GPS tracking to new works ute - Isuzu	\$517.00	
22/02/2024	Dollars & Sense - Curtains for Workshop office	\$50.00	
27/02/2024	Sealink - Sealink Multi pass	\$114.53	
27/02/2024	Malwarebytes - Yearly subscription		\$87.99
28/02/2024	Australia Post - Australia Post Community Mail Bag rental - 1 year		\$146.00
CREDIT CARD - STAFF			
6/02/2024	Microsoft - monthly subscriptions - Online services		\$138.60
6/02/2024	Microsoft - Monthly subscriptions		\$102.85
14/02/2024	Adobe Systems Incorporated - Acrobat Standard subscription		\$18.69
19/02/2024	Adobe Systems Incorporated - Photoshop Subscription		\$29.99
20/02/2024	Cafe 21 - Bombing of Darwin - morning tea	\$19.11	
23/02/2024	Woolworths - Cleaning Products - White King and Sugar Soap	\$21.15	
23/02/2024	Dollars & Sense - Cleaning products - wipes	\$14.96	
23/02/2024	City Car Detailing - Works Ute - Holden Colarado detail	\$500.00	
23/02/2024	Haymes Paint Shop - Internations Womens Day paint for Mural	\$1,311.87	
27/02/2024	Mailchimp - Essentials Plan - subscription		\$19.95
TRANSACTION ACCOUNT			
1/02/2024	Xero - Monthly subscription fees		\$140.00
2/02/2024	CBA - Merchant fees		\$81.12
5/02/2024	Power Water - Water swipe card usage for month of January 2024	\$36.20	
7/02/2024	Fleetcare - Leasing Charges for CEO Vehicle and Works Ute		\$3,940.00
9/02/2024	Central Business Equipment - Photocopy charges for the month of January 2024	\$383.98	
15/02/2024	CBA - Commbiz fees		\$6.62
20/02/2024	Optus - phone/internet		\$80.00
20/02/2024	Optus - mobile phone charges		\$244.20
21/02/2024	harvey distribution - flip top cap lids for herbicide	\$56.65	
21/02/2024	Han Na Park Expense Claim - Reimbursement for 1 x Sealink Multi pass ticket	\$114.53	
21/02/2024	Harvey Distributors - 2 x rolls bin liners black for Wheelie Bins 240LTR - Jetty Contract	\$160.62	
21/02/2024	Harvey Distributors - 50 x 1 litre plastic bottles suit black trigger and flip top cap/lid	\$112.13	
21/02/2024	Lara Bronwen Grady - Planning for events in Sep and adults talking circle in nov 2023	\$260.00	
21/02/2024	Lara Bronwen Grady - Cofacilitation and mental health supports for Adult Talking Circle	\$390.00	
22/02/2024	Contractor Accreditation Limited - Accreditation fee	\$263.00	
26/02/2024	Severine Meunier - Senior Yoga classes and reimbursement for travel fees	\$414.53	
29/02/2024	Veolia Environmental Services - General wheelie bin collections for Feb	\$1,505.68	

Statement of Cash Flows

WAGAIT SHIRE COUNCIL

For the 8 months ended 29 February 2024

Account	Jul 2023-Feb 2024
Operating Activities	
Receipts from customers	829,806.51
Payments to suppliers and employees	(909,645.92)
Cash receipts from other operating activities	122,895.82
Net Cash Flows from Operating Activities	43,056.41
Investing Activities	
Other cash items from investing activities	51,501.97
Net Cash Flows from Investing Activities	51,501.97
Financing Activities	
Other cash items from financing activities	(133,101.23)
Net Cash Flows from Financing Activities	(133,101.23)
Net Cash Flows	(38,542.85)

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	2,246,509.69
Net change in cash for period	(38,542.85)
Cash and cash equivalents at end of period	2,207,966.84

9.1.2. CEO DECLARATION



Certification by the CEO to the Council

Council Name:	WAGAIT SHIRE COUNCIL
Reporting Period:	October 2023 & December 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

15/03/2024

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)

9.2. PROPOSAL FOR NEW ACCOUNT WITH COMMONWEALTH BANK OF AUSTRALIA (CBA)

Action: For Receiving and Noting

Author: CEO

PURPOSE

This report is to seek Council's approval to establish a new Grants account with CBA.

RECOMMENDATION

That council:

- a) receives and notes the report on the proposal to open a new account with CBA for Grants tied funding;
- b) approves the opening and establishment of a new account to hold tied grants funding; and
- c) authorises funds from the current CBA account to be transferred to the new CBA account once it is activated.

Moved:

Seconded:

Vote:

Resolution No. 2024/

Background

In the quest to maximise investment income, the council has pursued opportunities to leverage interest rates for the Special Purpose Grants account. CBA has offered Council a new rate approved for RBA TCR less 0.15%. Considering the current RBA TCR at 4.35%, the resulting all-up rate would be 4.20%.

To achieve this Council needs to accept this offer, open two new grants accounts and transfer funds from the old accounts to earn better interest.

Current Setup:

- Account ending 3263: Main operations account (this will remain as the main operations account but the interest rate will be changed to the new rate)
- Account ending 3271: Current online saver (operational funds), linked to the main operations account.
- Account ending 4608: Special Project Grants account.

Proposal:

Establishment of New Grants Accounts:

- New Account #1 (Operational funds): Open with the new interest rate at RBA TCR less 0.15%. Transfer funds from the existing online saver (account ending 3271) for enhanced credit interest.
- New Account #2 (Special Purpose Grants): Open with the same new interest rate terms. Transfer funds from the current Special Purpose Grants (account ending 4608) for increased interest income.

Confirmed terms and conditions remain the same as existing accounts. No additional fees will incur after opening these accounts, and they can remain open for future fund transfers if and when new specials are comparable.

10. REPORTS FOR RECEIVING AND NOTING

10.1. REVIEW OF ACTION ITEMS LIST TO 14 MARCH 2024

Action: For Receiving and Noting

Author: CEO

PURPOSE

To update Council on the status of the Actions List to 14 March 2024.

RECOMMENDATION

That council received and notes the Action Items List to 14 March 2024.

Moved:

Seconded:

Vote:

Resolution No. 2024/

Item	Res No	Resolution	Date	Status
1	None	Water Compound Masterplan	14/03/2024	No further action taken to date.
			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,	14/03/2024	DIPL's Land Management staff attended Wagait Beach and met with WSC staff on Friday 8 March 2024. Items to be further investigated by the Land Management staff were:

		Environment and Climate Change	<ul style="list-style-type: none"> ▪ The status of the Occupation Licence over the two Beach Accesses ▪ Maintenance of the RUA and pedestrian Beach Accesses ▪ Maintenance of all NTG easements in Wagait Beach including the drains ▪ How DIPL will conduct community consultation regarding the installation and closure of a locked gate at the Imaluk Beach Access
			17/11/2023 No further action to date for shared services with Belyuen. Beach access sites – work still ongoing
			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 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	14/03/2024	<ul style="list-style-type: none"> ▪ Emailed Executive Manager of NTPHN for an update on the status of our request to find funding for Remote Territory Health Clinic (from Berry Springs) to service Wagait Beach residents. ▪ Received notification 15/3/24 that there is movement in this area. NTPHN has been contacted by the Minister in regard to this matter and the Executive Manager is contacting the Berry Springs Clinic Managers on Friday 15/3/24 to organise a meeting with them. WSC will be updated on the outcome of this meeting accordingly.
			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	14/03/2024	This item is on the agenda to be discussed again at the Animal Management Working Group on Thursday 21/3/2024
			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.
5	2024/034	Re-Discovery Hub	14/3/2024	Updated quote from Simeon Latham accepted. Contract drafted and sent on for review.

10.2. CORRESPONDENCE

Action: For Receiving and Noting

Author: CEO

PURPOSE

To inform Council of the incoming and outgoing correspondence from 15 February to 14 March 2024.

RECOMMENDATION

That council received and notes the incoming and outgoing correspondence from 15 February to 14 March 2024.

Moved:

Seconded:

Vote:

Resolution No. 2024/

Background

The correspondence inwards and outwards will be tabled at Council meetings for review by Elected Members.

The list of items received for this report are as follows:

10.2.1 INWARDS CORRESPONDENCE

Date	From	Subject	Mail Form
18/2/2024	NT Primary Health Network	Wagait Beach Health Service	email
19/2/2024	LGANT	Pathways to Politics Program for Women	email
20/2/2024	Grants NT	Notice of FAA Roads payment	email
20/2/2024	Stantec – Ryan Prescott	Quote for Stormwater Drainage Infrastructure Audit	email
21/2/2024	DIPL – Transport Planning	Cullen Bay Dredging	email
22/02/2024	Contractor Accreditation Limited	Approval advice letter for accreditation	email
22/2/2024	LRCI Program	LRCI Phase 4 Works Schedule – Approved	email
27/02/2024	Sunshine Coast Council	Survey on festive services and programmes	email
27/2/2024	Regional Tech Hub	NBN Connection	email
29/02/2024	Territory Families	YVHG0800043 - Youth Vibe Holiday Grant for October 23 School holidays, request for variation to use money in April 2024 School Holidays	email
5/03/2024	LGANT	Call for Motions for 19 April General Meeting - Closing date for the submission of motions is 28 March 2024.	email
5/03/2024	Territory Families	Reply to CEO email: Variation as per CEO request dated 5 March 24 has been approved.	email
5/03/2024	LGANT	LGANT Convention Working Group - seeking nominations to its Conference Working Group. LGANT to be informed by COB Friday 8 March	email
6/03/2024	NT Electoral Commission	Agreement for hire of premises - Territory Election scheduled for Saturday 24 August 2024	email
6/03/2024	Contractor Accreditation Limited	Certificate of Accreditation	email

8/03/2024	JLT Insurance	Insurance renewal - Liability, Property and Workers Comp.	email
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10.2.2 OUTWARDS CORRESPONDENCE

Date	To	Subject	Mail Form
26/2/2024	Member for Daly – Dheran Young	Cullen Bay Dredging	email
27/2/2024	Member for Daly – Dheran Young	Request for letter of support for CBF application	email
28/2/2024	Sunshine Coast Council	Survey on festive services and programs	email
28/2/2024	Lyndal Carbury	Update for drain clearing	email
28/2/2024	CBF NTG	CBF Major Application	email
29/2/2024	Territory Families	YVHG0800043 – request for variation to grant	email
5/3/2024	Territory Families	IWD2400005 - International Women’s Day program - request for a variation for the event.	
5/3/2024	Grants NT	Wagait Men’s Program - requesting extension until 30/6/24 to continue on with activities funded under this grant program.	email
6/3/2024	NT Electoral Commission	Signed Agreement for hire of premises	email
6/3/2023	NT News	Advertisement for 2nd Qtr Budget Review and Amendment - NT Classifieds Saturday 9 March 2023	email
12/3/2024	Wagait Community and others	WSC assets for sale	Website / Social Media

10.3 COMPLAINTS REGISTER

Action: For Receiving and Noting

Author: CEO

PURPOSE

To update Council on complaints received from 15 February to 14 March 2024.

COMPLAINTS FEBRUARY/MARCH 2024			
DATE	COMPLAINT TYPE	SOURCE	STATUS
22/2/2024	Drainage Easement Issues on private block	Email	In progress
1/3/2024	Sand on Boat Ramp	Email	Ongoing
1/3/2024	Sand on Boat Ramp	Email	Ongoing

Background

Council has received three complaints in the reporting period from local residents. Two of these complaints have been addressed but will be ongoing issues. The other complaint has been sent on to the relevant department in NTG requesting a response.

11. CURRENT / UPCOMING EVENTS

11.1 INTERNATIONAL WOMEN'S DAY

Please see poster notice below which shows dates and times for the activities and the picture is the design of what will be painted on the western wall of the amenities block at Cloppenburg Park.



INTERNATIONAL WOMEN'S DAY WORKSHOPS 2024

MURAL PAINTING

**JOIN ARTIST LISA BUCHANAN IN A SERIES OF WORKSHOPS
PAINTING THE MURAL ON THE SPORTS GROUND WALL AT
CLOPPENBURG PARK**

**Saturday, March 9th - Morning Workshop 0830am-1030am
- Evening Workshop 6pm-0730pm**

Sunday, March 10th - Morning Workshop 8am-10am

**Saturday, March 16th - Morning Workshop 8am-10am
- Evening Workshop 6pm-0730pm**

Sunday, 17th March - Morning Workshop 8am-10am

**Saturday, 23rd March - Morning Workshop 8am-10am
- Evening IWD Celebration 6pm-9pm- BBQ dinner,
Welcome to country, motivational speech and showcase of mural to the com-
munity.**

11.2 HARMONY DAY SENIORS COOKING CLASS

Please see poster below of what our Sport and Recreation program is doing for this event.



**JOIN US TO CELEBRATE THE MULTICULTURALISM OF OUR
COMMUNITIES BY SHARING A COOKING CLASS AT THE
COMMUNITY CENTRE ON THE 21ST OF MARCH
2024**

WHEN: 10AM– 13PM

THEME: MEDITERRANEAN TASTE

12. IN-CAMERA ITEMS

**Resolution No. 2024/
That Council close the meeting to the general public in accordance with section 99(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (General) regulation Division 2;**

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

**Moved:
Seconded:
Vote:**

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

Confidential items to be raised In-Camera:

- Audit Committee Meeting Minutes

**Resolution No. 2024/
That Council re-open the meeting to the general public in accordance with section 99(1) of the Local Government Act.**

**Moved:
Seconded:
Vote:**

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

13. CLOSE OF MEETING

The Chair declared the meeting closed at _____ pm.