



## WAGAIT SHIRE COUNCIL

### PUBLIC AGENDA COUNCIL CHAMBERS

**LOT 62, 142 WAGAIT TOWER ROAD  
7:00PM MONDAY 17 FEBRUARY 2025**

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

Date: **Monday 17 February 2025**

Time: **7:00pm**

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

Conditions: Public are welcome to attend however are required to contact Council by **10am Friday 14 February 2025** 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 .....pm 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 Vaughan
Councillor	Peter Clee
Councillor	Sarah Smith

#### STAFF PRESENT

Chief Executive Officer	Virginya Boon
Finance Consultant	Matt Pettit

#### 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:

#### 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 .....

Moved:

Seconded:

**Vote:**

**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:**

**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:**

**STATUTORY OBLIGATIONS**

Section 114 and 119 *Local Government Act 2019*

**3. DEPUTATIONS AND PRESENTATIONS FROM EXTERNAL AGENCIES**

Nil

**4. PETITIONS AND QUESTIONS WITH NOTICE**

Nil

**5. CONFIRMATION OF MINUTES**

## 5.1. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

### PURPOSE

Minutes of the previous 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 confirms the Minutes of the Ordinary Meeting of Council held on Monday 20 January 2025 are a true and accurate record of that meeting.**

**Moved:**

**Seconded:**

**Vote:**

### STATUTORY OBLIGATIONS

Section 101 *Local Government Act 2019*

### Attachments

*A copy of the minutes is attached.*



# **WAGAIT SHIRE COUNCIL**

## **MINUTES OF ORDINARY MEETING OF COUNCIL**

### **HELD IN COUNCIL CHAMBERS**

**LOT 62, 142 WAGAIT TOWER ROAD  
7:00PM MONDAY 20 JANUARY 2025**

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Unconfirmed

## 1. OPENING OF MEETING

### 1.1. ADDRESS BY CHAIR AND PRESIDENT

The President:

1. Declares the meeting open at 7:06pm 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 Vaughan (arrived at 7:16pm)
Councillor	Peter Clee
Councillor	Sarah Smith

#### STAFF PRESENT

Chief Executive Officer	Virginya Boon
Finance Consultant	Matt Pettit

#### PUBLIC PRESENT

#### VISITORS PRESENT

### 1.3. ELECTRONIC MEETING ATTENDANCE

Nil

#### STATUTORY OBLIGATIONS

Section 95 *Local Government Act 2019*

### 1.4. APOLOGIES

Nil

#### STATUTORY OBLIGATIONS

Section 95 *Local Government Act 2019*

### 1.5. LEAVE OF ABSENCE

Nil

#### 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.

### **RESOLUTION No: 2025/001**

**That Council receives the declaration from Members that they have no conflict of interest with any item in the agenda.**

**Moved: Cr P Clee**

**Seconded: President N White**

**Vote: AIF**

## STATUTORY OBLIGATIONS

Section 114 and 119 *Local Government Act 2019*

### 3. DEPUTATIONS AND PRESENTATIONS FROM EXTERNAL AGENCIES

Nil

### 4. PETITIONS AND QUESTIONS WITH NOTICE

Nil

### 5. CONFIRMATION OF MINUTES

#### 5.1. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

## PURPOSE

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

### **RESOLUTION No: 2025/002**

**That Council confirms the Minutes of the:**

- a) **Ordinary Meeting of Council held on Monday 18 November 2024**
- b) **Special Meeting of Council held on Monday 10 December 2024**

**are a true and accurate record of those meetings.**

**Moved: Cr P Clee**

**Seconded: Vice President T Dyer**

**Vote: AIF**

## STATUTORY OBLIGATIONS

Section 101 *Local Government Act 2019*

### **Attachments**

*A copy of the minutes is attached.*

## 5.2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS COUNCIL MEETING

Nil

## 6. COUNCILLOR'S REPORTS

### 6.1 PRESIDENT'S REPORT

**Action:** For Receiving and Noting

**Author:** Neil White, Shire President

#### PURPOSE

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

**RESOLUTION No: 2025/003**

**That Council receives and notes President Neil White's report for the period 14 November 2024 to 14 January 2025.**

**Moved: President N White**

**Seconded: Cr P Clee**

**Vote: AIF**

## 7. OFFICERS' REPORTS

### 7.1 CEO REPORT FOR THE PERIOD

**Action:** For Receiving and Noting

**Author:** CEO

#### 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: 2025/004**

**That council receives and accepts the CEO's report for the period 14 November 2024 to 14 January 2025.**

**Moved: Cr S Smith**

**Seconded: Cr P Clee**

**Vote: AIF**

### 7.2 WORKS MANAGER'S REPORT FOR THE PERIOD

**Action:** For Receiving and Noting

**Author:** Work's Manager

#### 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: 2025/005**

**That Council receives and notes the Works Manager's report for the period 14 November 2024 to 14 January 2025.**

**Moved: Cr S Smith**

**Seconded: Vice President T Dyer**

**Vote: AIF**

## 8. FINANCE REPORTS

### 8.1 MONTHLY FINANCIAL REPORT

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To inform and update Council of the status of the financials to the end of December 2024.

**RESOLUTION No: 2025/006**

**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 to 31 December 2024.

**Moved: President N White**

**Seconded: Cr S Smith**

**Vote: AIF**

## 9. REPORTS REQUIRING DECISIONS OF COUNCIL

### 9.1 BUDGET WORKSHOP DATE

**Action:** For Decision

**Author:** CEO

**PURPOSE**

To set a date for a budget workshop with Councillors in February to workshop budget programs and plans to assist with informing a budget for the 2025-26 financial year.

**RESOLUTION No: 2025/007**

**That Council:**

- a) receives and notes the report on a proposed budget workshop; and
- b) sets a date for the budget workshop for 17 February 2025.

**Moved: Cr S Smith**

**Seconded: Vice President T Dyer**

**Vote: AIF**

## 9.2 WaRM FUNDING PROPOSAL

**Action:** For Decision

**Author:** CEO

### PURPOSE

To seek Council's approval for expenditure of the 2024-25 Waste and Resource Management (WaRM) funding.

**RESOLUTION No: 2025/008**

**That Council:**

- a) receives and notes the report on the proposal for the 2024-25 WaRM funding expenditure; and
- b) approves the WaRM funding expenditure for the upgrade of the Hard Waste Facility.

**Moved:** President N White

**Seconded:** Cr P Clee

**Vote:** AIF

## 9.3 COMMUNITY BENEFIT FUND MAJOR GRANT

**Action:** For Decision

**Author:** CEO

### PURPOSE

To seek Council's approval to apply for a Community Benefit Fund (CBF) grant to assist with the cost of installing a roof over the Sports Court at Cloppenburg Park.

**RESOLUTION No: 2025/009**

**That Council:**

- a) receives and notes the report on the Community Benefit Fund Major Grant;
- b) approves an application to apply for funding through this grant program for the installation of a roof over the sports court; and
- c) agrees to contribute \$25,000 of Council funds towards this project.

**Moved:** President N White

**Seconded:** Cr M Vaughan

**Vote:** AIF

## 10. REPORTS FOR RECEIVING AND NOTING

### 10.1 REVIEW OF ACTION ITEMS LIST TO 14 JANUARY 2024

**Action:** For Receiving and Noting

**Author:** CEO

### PURPOSE

To update Council on the status of the Actions List to 13 November 2024.

**RESOLUTION No: 2025/010**

**That Council:**

- a) receives and notes the updated Actions List to 13 November 2024; and
- b) approves the removal of the following items from the actions list:
  - i. Power and Water Outages

ii. Erickson Beach Access Survey  
Moved: Cr M Vaughan  
Seconded: Cr P Clee  
Vote: AIF

## 10.2 CORRESPONDENCE

**Action:** For Receiving and Noting

**Author:** CEO

### PURPOSE

To provide Council with a list of incoming and outgoing correspondence from 11 October 2024 to 13 November 2024.

#### RESOLUTION No: 2025/011

**That council receives and notes the incoming and outgoing correspondence from 14 November 2024 to 13 January 2025.**

Moved: Cr P Clee

Seconded: President N White

Vote: AIF

## 10.3 COMPLAINTS REGISTER

**Action:** For Receiving and Noting

**Author:** CEO

### PURPOSE

To update Council on complaints received from 14 November 2024 to 13 January 2025.

#### RESOLUTION No: 2025/012

**That Council receives and notes the Complaints Register to the 13 January 2025.**

Moved: Cr S Smith

Seconded: Cr P Clee

Vote: AIF

## 11. CURRENT / UPCOMING EVENTS

**Action:** For Receiving and Noting

**Author:** CEO

### PURPOSE

To update Council on upcoming events planned over the next month.

#### RESOLUTION No: 2025/013

**That Council receives and notes the report on current and upcoming events.**

Moved: President N White

Seconded: Vice President T Dyer

Vote: AIF

## 11.1 SUNDAY 26 JANUARY – AUSTRALIA DAY CELEBRATIONS

Australia Day fun run, breakfast, awards presentation and activities.

- 7am Fun Run
- 9am Breakfast
- 10am Awards presentation
- 11am Activities begin

## 11.2 WEDNESDAY 19 FEBRUARY – SENIORS FIRST MORNING TEA FOR 2025

Council's first morning tea for 2025 to be held in the Community Centre.

## 12. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

### 12.1 CONFLICT OF INTEREST REGISTER

Q: Cr Vaughan enquired as to the status of the conflict of interest register.

A: The CEO will look into this and update as necessary.

### 12.2 COUNCIL WEBSITE UPDATES

Q: Cr Vaughan enquired as to who is updating the Council website.

A: The CEO advised that the office manager usually undertakes this task but in the absence of this staff member, the CEO has done it once only since the beginning of November and will look into other updates as required.

### 12.3 SEALINK FERRY CANCELLATIONS

Q: Vice President Dyer recommended that the Council write to the Northern Territory Government's relevant Minister to address the ongoing issue of ferry cancellations. This letter will emphasise the urgent need to dredge Cullen Bay, as it is crucial in reducing these disruptions and ensuring a reliable ferry service for the Cox Peninsula communities .

#### **RESOLUTION No: 2025/014**

**That Council write to the NT Government Minister for Transport Services, addressing the urgency of the need to dredge Cullen Bay to reduce disruptions to the Ferry service for the Cox Peninsula communities.**

**Moved: Vice President T Dyer**

**Seconded: President N White**

**Vote: AIF**



### 13. IN-CAMERA ITEMS

**RESOLUTION No: 2025/015**

**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 P Clee**

**Seconded: Vice President T Dyer**

**Vote: AIF**

At 8:06pm Council closed the meeting to the general public.

#### 13.1 CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA

- Minutes of In-Camera meeting held 18 November 2024
- Minutes of In-Camera meeting held 10 December 2024

#### 13.2 RE-OPEN MEETING TO THE GENERAL PUBLIC

**RESOLUTION No: 2025/017**

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

**Moved: Vice President T Dyer**

**Seconded: Cr P Clee**

**Vote: AIF**

At 8:06pm Council opened the meeting to the general public.

### 14. CLOSE OF MEETING

The date of the next meeting is scheduled for Monday 17 February 2025.

The Chair declared the meeting closed at 8:06pm.

## 5.2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS COUNCIL MEETING

## 6. COUNCILLOR'S REPORTS

### 6.1 PRESIDENT'S REPORT

**Action:** For Receiving and Noting

**Author:** Neil White, Shire President

**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 January 2025 to 11 February 2025.

**Moved:**

**Seconded:**

**Vote:**

## PRESIDENT'S REPORT

## FEBRUARY 2025

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

**Update:**

Welcome to the February Council meeting.

Another successful Australia Day celebration was held at the Sports Oval, with our consultants in attendance to canvass options for Council's land parcel which includes the Council Office, Community Centre, Workshop & Hard Waste area.

Regrettably Councillor Vaughan announced to the Audit Committee that he is standing down from the Committee. I thank Michael for his valuable input to the Audit Committee, so we now seek another Councillor to replace him.

Lastly, it is sad to announce that long serving Office Manager Pam Wanrooy has resigned. Pam has been an integral team member for many years, and we wish her the very best for her future endeavours.

**Meetings Attended:**

Monday 20 January	Council meeting
Friday 24 January	Attended Belyuen "Groove" festival

Sunday 26 January	Australia Day ceremony at Cloppenburg Park
Wednesday 29 January	On-line forum for ALGA Federal Election Campaign
Friday 31 January	CEO catch-up
Wednesday 5 February	Attended office to sign letter to Minister Yan re Cullen Bay dredging/ferry cancellations
Friday 7 February	CEO catch-up
Tuesday 11 February	Audit Committee meeting
Tuesday 11 February	Met with consultant Fiona & Architect Lanson to discuss strategic plan for Councils Community Space/Block
Wednesday 12 February	On-line forum for LGANT Strategic Plan

Neil White  
 President – Wagait Shire Council  
 February 2025

**Attachments**

There are no attachments with this report.

**7. OFFICERS' REPORTS**

**7.1 CEO REPORT FOR THE PERIOD**

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

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

<p><b>RECOMMENDATION</b>  <b>That council receives and accepts the CEO's report for the period 14 November 2024 to 14 January 2025.</b>  <b>Moved:</b>  <b>Seconded:</b>  <b>Vote:</b></p>
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**COMMENTS**

Date	Meeting / Attendees	Purpose
Weekly	CEO / Works Staff	Weekly Toolbox Meeting

Weekly	CEO / WSC President	Catch up on issues and updates
Twice weekly	BoM Situational Awareness Briefing	To advise what the weather is doing
20/1/2025	Council Meeting	Ordinary Council meeting
26/1/2025	Australia Day	Follow up meeting from 23/10/2024
28/11/2025	Brian Corrigan – Dept Sport Recreation NTG	Update on Sport & Active Recreation program in Wagait
29/1/2025	LGANT / CEOs / Presidents / ALGA Reps	ALGA Federal Election Campaign
6/2/2025	LGANT / CEOs / Presidents / NTG	Briefing Subdivisional Development Process Improvements
6/2/2025	Ian Hinchcliffe / Barry Bamford	To discuss options and scope for footpath along WTR
7/2/2025	President Neil White / Fiona Eddleston	To discuss progress on Council Grounds Masterplan
11/2/2025	WSC Audit Committee	February Committee Meeting
11/2/2025	President Neil White / Fiona Eddleston / Lanson – Bennett Architecture	To discuss options for design on Council Grounds Masterplan
12/2/2025	LGANT Consultant – KPMG	To discuss LGANT services for their Strategic Planning consultation

## STAFFING

- Sport and Active Recreation Manager:
  - Position has been offered, and we are in discussions with Belyuen to investigate options on whether the two communities can work together on a program or if the preferred candidate should and can work in the two roles separately.
  - We are meeting with the Belyuen Council CEO on Friday 14 February.
- Office Manager:
  - Pam Wanrooy, Council's Office Manager has resigned from her position to take effect from COB Friday 14 February.
  - This position has been advertised, and applications close on Friday 21 February
  - On behalf of Council Pam was thanked for her valuable service to Wagait Shire Council and wished all the best in her future endeavours

## PROJECTS

### Current Capital Projects and Procurement

1. ReDiscovery Hub for Sports Ground:
  - Have been advised that the works should be finished by mid-February.
2. Council Grounds Masterplan:
  - Fiona – Bennett Architecture attend the Australia Day celebrations to consult with local attendees at the event
  - Had some feedback with a variety of ideas for the Council Grounds site:
    - Market Garden
    - 25m Swimming Pool
    - Social Space for gatherings
    - Air-conditioned hall for art showings etc

- Outdoor Cinema with a pie shop
  - Café
  - Stage/Soundshell for bands and performances
  - Incorporate a recycling and hardwaste depot
- Meetings with Bennett Architecture on two more occasions since Australia Day to discuss options:
- Investigate amalgamating septic tanks into one or two for the site
  - Designing the garden space
  - Having another larger building fit for purpose and dual use as a cyclone shelter to accommodate the growth in population
- The plan moving forward is to:
- 1) advertise for ideas and feedback – 2 weeks
  - 2) considering feedback received, have a concept plan to send out on 8/3/2025
  - 3) advertise concept plan for two weeks requesting feedback via survey monkey
  - 4) Finalise the plan at the beginning of April to present at the April Council meeting
  - 5) Project complete – end of April

## GRANTS

### Grant Reporting and Acquittals

Grant Name	Report Name	Due Date	Status
NTSPCG – Suicide Prevention Gatherings	Acquittal Form	31/7/2024	Overdue

### Grant Applications

Grant Name	Project Name	Due Date	Status
CBF – Major Community Grants	Covered Sports Court	28/2/2025	Application in progress
Tourism Town Asset Program	Council Grounds Master Plan	31/5/2025	Project commenced
International Women’s Day 2025	Women of Wagait	18/11/2024	Application Successful

## SPORT AND RECREATION PROGRAM

Date	Activity Description	Attendance Male	Attendance Female	Attendance Total
January 25	Yoga	3	5	8
January 25	Pilates – returns in February			
January 25	Seniors Morning Tea – returns in February			
January 25	Pop-Ups – returns in February			

	<b>TOTALS</b>	<b>3</b>	<b>5</b>	<b>8</b>
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### Financial Implications

*There are no financial implications associated with the recommendation of this report.*

### Attachments

*Nil*

## 7.2 WORKS MANAGER'S REPORT FOR THE PERIOD

**Action:** For Receiving and Noting

**Author:** Work's Manager

### 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 notes the Works Manager's report for the period 15 January 2025 to 11 February 2025.**

**Moved:**

**Seconded:**

**Vote:**

### Works Manager's Report for the period 15 January 2025 to 11 February 2025.

<b>Staff/HR, PD &amp; Training, WHS</b>	<ul style="list-style-type: none"> <li>• Rowan Roberts RDO 16 January 2025</li> <li>• Mark Speechley RDO 07 February 2025</li> </ul>
<b>WHS</b>	<ul style="list-style-type: none"> <li>• Workshop Safety Audit Being Conducted</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Staff Toolbox and planning x 4</li> </ul>
<b>Actions</b>	<p><u>Power Water (contract works)</u></p> <ul style="list-style-type: none"> <li>• Bore Runs x 12</li> <li>• Water Samples x 10</li> <li>• Mow and Snip Water Compound x 1</li> </ul>
<b>Actions</b>	<p><u>Jetty Maintenance (contract works)</u></p> <ul style="list-style-type: none"> <li>• Jetty wash x 12</li> <li>• Barnacle Removeable from Jetty on going</li> <li>• Mowing of Car Park Snip and Poison x 2</li> </ul> <p><u>Waste Management</u></p> <ul style="list-style-type: none"> <li>• Green Waste push up x 8</li> <li>• Council bins in, out &amp; cleaned weekly x 40</li> <li>• Clean up at hard-waste compound ongoing</li> <li>• Green Waste Burnt x 1</li> </ul> <p><u>Animal Management</u></p> <ul style="list-style-type: none"> <li>• Cat-traps currently with residents x 2 ongoing</li> <li>• Dog Investigation on going</li> <li>• Contact Alan from Darwin City Council Ref Animal Biting Laws</li> </ul>

	<p><u>Environmental Management &amp; Maintenance</u></p> <ul style="list-style-type: none"> <li>• Clearing of trees Erickson Beach Access and Bulari Beach Access also around Council Grounds</li> <li>• Gamba Weed Control Chemical for Residents at Council to Participate in the program</li> </ul> <p><u>Road &amp; Verge Maintenance</u></p> <ul style="list-style-type: none"> <li>• Dillion Place and a section of Baluria Rd Graded along Verge for Drainage</li> <li>• Water over Road on Cox Drive water crossing - signs in place</li> <li>• Drains are being inspected as a few Residents have experienced flooding in their yards after a huge torrential downpour causing floodwater drainage issues</li> <li>• Mowing of verges and weed poisoning of Wagait estate ongoing</li> <li>• Drain on Cox Drive was blocked at the beach access causing the depth of water over causeway to stay at a higher level than usual, but this seems to have rectified itself with the flood waters pushing through at this time</li> </ul> <p><u>Vehicle and Plant</u></p> <ul style="list-style-type: none"> <li>• Zero Turn Mower issues occurring under Warranty</li> <li>• Fuso Truck went for service and picked up the Mower</li> <li>• Colorado Works ute dropped off at Berry Springs to complete final Service and repairs</li> <li>• Isuzu ute had some issues and was taken to town for inspection</li> <li>• Brush Cutters have been serviced</li> <li>• Honda Gerni had a few problems but have been repaired</li> </ul> <p><u>Sports Ground</u></p> <ul style="list-style-type: none"> <li>• Australia Day Celebrations were conducted and a good turnout from Residents considering the hot weather</li> <li>• Mowed Sports Ground Snipped and Poison x 1</li> <li>• Eyewash Station Completed at the Rediscovery Shed</li> <li>• Grassed Area on Sports Ground Damaged by Car Tracks onto oval second incident that has occurred on the Irrigated Area</li> <li>• Door closers installed on toilet doors</li> </ul>
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**Financial Implications**

*There are no financial implications associated with the recommendation of this report.*

**Attachments**

*Nil*

**8. FINANCE REPORTS**

**8.1 MONTHLY FINANCIAL REPORT**

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To inform and update Council of the status of the financials to the end of December 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 to 31 January 2025.

Moved:

Seconded:

Vote:

### Comments

As of the end of January 2025, we are reporting a deficit of \$6,643. However, considering we are now more than halfway through the financial year, our expenditure is tracking fairly well, coming in slightly under budget overall. While income remains under budget, we are actively working to secure contract income, and we expect the second half of our operational subsidy to be received by the end of February.

It's important to note, as highlighted in the January report, that certain annual expenses, including insurance and valuations, have contributed to overspending in specific areas. These costs are largely front-loaded but are already accounted for in the budget.

We are confident that, by the end of the financial year, we will be in a stable position. However, it is essential that we remain proactive in identifying and pursuing new revenue streams to ensure we meet our financial targets. We will continue to monitor both income and expenditure closely and adjust our approach as necessary to maintain a balanced outcome.

### Attachments

*A copy of the Financial Reports is attached.*





## Certification by the CEO to the Council

<b>Council Name:</b>	WAGAIT SHIRE COUNCIL
<b>Reporting Period:</b>	1 July 2024 to 31 January 2025

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

**CEO Signed**

**Date Signed**

13/02/2025

**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)

## **Monthly Financial Reports**

- 1.1 Report of Income and Expenditure
- 1.2 Income and Expenditure (Detailed)
- 1.3 Capital Expenditure and Funding Report
- 1.4 Special Purpose Grants
- 1.5 Balance Sheet
- 1.6 Member and CEO Council Credit Card Transactions
- 1.7 Statement of Cash Flows
- 1.8 Notes on Cash, Debtors & Creditors

## 1.1 Summary Income and Expenditure Report

Period: Year to Date January 2025

Account	Jul 24 - Jan 2025	Jul 24 - Jan 2025 Bdgt	Variance	Variance %	2025 Budget
<b>Income</b>					
<b>Contracts, Fees &amp; Charges</b>					
Total Contracts, Fees & Charges	54,540	121,044	-66,504	-54.94%	207,512
Interest/Investment Income					
Total Interest/Investment Income	12,373	43,750	-31,377	-71.72%	75,000
Operating Grant Revenue					
Total Operating Grant Revenue	195,640	200,728	-5,088	-2.53%	363,736
Other Income					
Total Other Income	1,392	1,400	-8	-0.55%	2,400
Rates Income					
Total Rates Income	285,318	274,811	10,507	3.82%	275,899
Rental Income					
Total Rental Income	4,027	3,906	121	3.10%	6,700
Waste Management Income					
Total Waste Management Income	150,945	143,374	7,571	5.28%	145,168
Grants - Special Purpose	192,018	181,272	10,746	5.93%	181,272
<b>Total Income</b>	<b>896,254</b>	<b>970,285</b>	<b>-74,031</b>	<b>-7.63%</b>	<b>1,257,687</b>
<b>Less Operating Expenses</b>					
<b>Administration - Bank Charges</b>					
Total Administration - Bank Charges	1,377	994	383	38.49%	1,700
Total Administration - Memberships & Subscriptions	2,271	3,575	-1,304	-36.48%	4,700
Total Administration - Office Expenses	181,441	183,069	-1,628	-0.89%	209,550
Total Administration - Telephones & Communication	2,834	3,500	-666	-19.03%	6,000
Total Contracts & Material Expenses	-3,122	2,924	-6,046	-206.78%	5,000
Total Depreciation Expense	205,104	119,581	85,523	71.52%	205,000
Total Elected Member Allowances	16,583	26,614	-10,031	-37.69%	45,625
Total Elected Member Expenses and Professional D	5,024	13,419	-8,395	-62.56%	23,000
Total Employment Expenses	321,565	354,080	-32,515	-9.18%	614,359
Total Projects & Activities - WSC Contributions	5,285	7,291	-2,006	-27.51%	12,500
Total Repairs & Maintenance	17,155	24,199	-7,044	-29.11%	41,500
Total Services	12,670	9,047	3,623	40.04%	15,500
Total Vehicle & Plant Expenses	41,754	16,587	25,167	151.73%	28,439
Total Waste Management Expenses	54,853	79,394	-24,541	-30.91%	136,100
Councillor Extra Meeting or Activity	0	23,331	-23,331	-100.00%	40,000
Total Non-operating Expenses	38,104	0	38,104	0.00%	0
<b>Total Expense</b>	<b>902,897</b>	<b>867,605</b>	<b>35,292</b>	<b>4.07%</b>	<b>1,388,973</b>
<b>Net Operating Surplus/Deficit</b>	<b>-6,643</b>	<b>102,680</b>	<b>-109,323</b>	<b>-106.47%</b>	<b>-131,286</b>

1.1 Operating Position	YTD Actuals	YTD Budget	YTD Var	YTD Var	2025 Budget
	\$	\$	\$	%	\$
Operating Surplus/Deficit	-6,643	102,680	-109,323	-1	-131,286
Remove Non-cash Items					
Less Non-cash Income					
Add Back non-cash Expenses	205,104	119,581	85,523	1	205,000
<b>Total Non-cash Items</b>	<b>205,104</b>	<b>119,581</b>	<b>85,523</b>	<b>71.52%</b>	<b>205,000</b>
Less Additional Outflows					
Capital Expenditure	-77,289	0	77,289		
Borrowing Repayments (Principal Only)					
Transfer to Reserves					
Other Outflows					
Total Additional Outflows	-77,289	0	77,289		
Add Additional Inflows					
Capital Grants Income	0	0	0		
Prior Carry Forward Tiered Funding	-21,841	0	-21,841		
Other Inflow of Funds					
Transfers from Reserves					
Total Additional Inflows	-21,841	0	-21,841	0.00%	
<b>Net Operating Position</b>	<b>-99,130</b>	<b>0</b>	<b>55,448</b>	<b>0.00%</b>	

## 1.2 Detailed Income and Expenditure Report

Period: Year to Date January 2025

Account	Jul 24-Jan 25	2025 Overall Budget	Variance	Variance %	2025 Overall Budget
<b>Income</b>					
<b>Contracts, Fees &amp; Charges</b>					
Contracts - Jetty Management	37,753.88	68,565.00	(30,811.12)	-44.94%	117,540.00
Contracts - Other (DIPL)	250.00	18,081.00	(17,831.00)	-98.62%	31,000.00
Contracts - Other (Power & Water)	0.00	581.00	(581.00)	-100.00%	1,000.00
Contracts - Water Management	16,536.34	32,767.00	(16,230.66)	-49.53%	56,172.00
Dog Registrations	0.00	1,050.00	(1,050.00)	-100.00%	1,800.00
<b>Total Contracts, Fees &amp; Charges</b>	<b>54,540.22</b>	<b>121,044.00</b>	<b>(66,503.78)</b>	<b>-54.94%</b>	<b>207,512.00</b>
<b>Interest/Investment Income</b>					
Bank Interest Income	12,373.22	43,750.00	(31,376.78)	-71.72%	75,000.00
<b>Total Interest/Investment Income</b>	<b>12,373.22</b>	<b>43,750.00</b>	<b>(31,376.78)</b>	<b>-71.72%</b>	<b>75,000.00</b>
<b>Operating Grant Revenue</b>					
Grants - FAA General Purpose	12,263.00	9,842.00	2,421.00	24.60%	16,866.00
Grants - FAA Roads	62,957.00	40,761.00	22,196.00	54.45%	69,870.00
Grants - NT Operational	106,500.00	129,500.00	(23,000.00)	-17.76%	222,000.00
Grants - Sport & Rec Operational	13,920.29	20,625.00	(6,704.71)	-32.51%	55,000.00
<b>Total Operating Grant Revenue</b>	<b>195,640.29</b>	<b>200,728.00</b>	<b>(5,087.71)</b>	<b>-2.53%</b>	<b>363,736.00</b>
<b>Other Income</b>					
Misc income	1,392.32	1,400.00	(7.68)	-0.55%	2,400.00
<b>Total Other Income</b>	<b>1,392.32</b>	<b>1,400.00</b>	<b>(7.68)</b>	<b>-0.55%</b>	<b>2,400.00</b>
<b>Rates Income</b>					
Rates - Income	273,299.40	273,299.00	0.40	0.00%	273,299.00
Rates - Interest Income	178.26	931.00	(752.74)	-80.85%	1,600.00
Rates - Pensioner Rebate	10,800.00	0.00	10,800.00	0.00%	0.00
Rates - Search income	1,040.03	581.00	459.03	79.01%	1,000.00
<b>Total Rates Income</b>	<b>285,317.69</b>	<b>274,811.00</b>	<b>10,506.69</b>	<b>3.82%</b>	<b>275,899.00</b>
<b>Rental Income</b>					
Rent - CEO House	3,163.64	3,031.00	132.64	4.38%	5,200.00
Rent - Community Centre Income	863.64	875.00	(11.36)	-1.30%	1,500.00
<b>Total Rental Income</b>	<b>4,027.28</b>	<b>3,906.00</b>	<b>121.28</b>	<b>3.10%</b>	<b>6,700.00</b>
<b>Waste Management Income</b>					
Waste Management - Additional Bin	1,054.54	1,050.00	4.54	0.43%	1,800.00
Waste Management - Hard Waste	922.76	1,456.00	(533.24)	-36.62%	2,500.00
Waste Management Levy	140,868.00	140,868.00	0.00	0.00%	140,868.00
Waste Management Pensioner Rebate	8,100.00	0.00	8,100.00	0.00%	0.00
<b>Total Waste Management Income</b>	<b>150,945.30</b>	<b>143,374.00</b>	<b>7,571.30</b>	<b>5.28%</b>	<b>145,168.00</b>
Grants - Special Purpose	192,017.96	181,272.00	10,745.96	5.93%	181,272.00
<b>Total Income</b>	<b>896,254.28</b>	<b>970,285.00</b>	<b>(74,030.72)</b>	<b>-7.63%</b>	<b>1,257,687.00</b>
<b>Less Operating Expenses</b>					
<b>Administration - Bank Charges</b>					
Bank Fees	400.98	294.00	106.98	36.39%	500.00
Merchant Fees	975.60	700.00	275.60	39.37%	1,200.00
<b>Total Administration - Bank Charges</b>	<b>1,376.58</b>	<b>994.00</b>	<b>382.58</b>	<b>38.49%</b>	<b>1,700.00</b>
<b>Administration - Memberships &amp; Subscriptions</b>					
LGANT/Membership	1,899.00	2,000.00	(101.00)	-5.05%	2,000.00
Subscriptions & Publications	371.89	1,575.00	(1,203.11)	-76.39%	2,700.00
<b>Total Administration - Memberships &amp; Subscrip</b>	<b>2,270.89</b>	<b>3,575.00</b>	<b>(1,304.11)</b>	<b>-36.48%</b>	<b>4,700.00</b>
<b>Administration - Office Expenses</b>					
Advertising	1,598.05	2,450.00	(851.95)	-34.77%	4,200.00
Auditing	3,982.64	8,000.00	(4,017.36)	-50.22%	8,000.00
Cleaning	770.34	1,169.00	(398.66)	-34.10%	2,000.00
Consultant fees	28,132.03	22,919.00	5,213.03	22.75%	25,000.00
Donations [61110]	0.00	500.00	(500.00)	-100.00%	500.00
Fees, Licences & Charges	1,593.05	875.00	718.05	82.06%	1,500.00
Insurance	100,365.07	100,500.00	(134.93)	-0.13%	100,500.00
Interest Expense	1,248.63	3,238.00	(1,989.37)	-61.44%	5,550.00
IT Equip, Maint & Support	2,608.78	4,550.00	(1,941.22)	-42.66%	7,800.00
IT Subscriptions & Licenses	14,102.39	10,500.00	3,602.39	34.31%	18,000.00
Meeting expenses	2,944.30	1,281.00	1,663.30	129.84%	2,200.00
Miscellaneous Expenses	521.51	0.00	521.51	0.00%	0.00
Postage	711.92	581.00	130.92	22.53%	1,000.00
Printing & Stationery	2,440.79	3,731.00	(1,290.21)	-34.58%	6,400.00
Safety Supplies & Equipment	397.00	1,981.00	(1,584.00)	-79.96%	3,400.00
Staff Amentities	1,237.98	875.00	362.98	41.48%	1,500.00
Travel & Accommodation	1,868.48	2,919.00	(1,050.52)	-35.99%	5,000.00
Valuation Costs	16,918.09	17,000.00	(81.91)	-0.48%	17,000.00
<b>Total Administration - Office Expenses</b>	<b>181,441.05</b>	<b>183,069.00</b>	<b>(1,627.95)</b>	<b>-0.89%</b>	<b>209,550.00</b>
<b>Administration - Telephones &amp; Communications</b>					
Mobiles	1,550.09	2,100.00	(549.91)	-26.19%	3,600.00
Office phone/fax/internet	552.97	819.00	(266.03)	-32.48%	1,400.00
Satellite	730.91	581.00	149.91	25.80%	1,000.00
<b>Total Administration - Telephones &amp; Communic</b>	<b>2,833.97</b>	<b>3,500.00</b>	<b>(666.03)</b>	<b>-19.03%</b>	<b>6,000.00</b>
<b>Contracts &amp; Material Expenses</b>					
Animal Management Charges [64600]	158.50	1,167.00	(1,008.50)	-86.42%	2,000.00
Contracts - Jetty Maintenance	13.65	1,169.00	(1,155.35)	-98.83%	2,000.00
Contracts - Water Management/Maintenance	(4,515.79)	294.00	(4,809.79)	-1635.98%	500.00
Contracts - Weeds & Fire Management	83.20	294.00	(210.80)	-71.70%	500.00
Other Contract expense	1,138.09	0.00	1,138.09	0.00%	0.00
<b>Total Contracts &amp; Material Expenses</b>	<b>(3,122.35)</b>	<b>2,924.00</b>	<b>(6,046.35)</b>	<b>-206.78%</b>	<b>5,000.00</b>
<b>Depreciation Expense</b>					
Depreciation expense	196,937.55	119,581.00	77,356.55	64.69%	205,000.00
Depreciation expense - ROU	8,166.69	0.00	8,166.69	0.00%	0.00

<b>Total Depreciation Expense</b>	<b>205,104.24</b>	<b>119,581.00</b>	<b>85,523.24</b>	<b>71.52%</b>	<b>205,000.00</b>
<b>Elected Member Allowances</b>					
Councillor Allowances	16,583.23	26,614.00	(10,030.77)	-37.69%	45,625.00
<b>Total Elected Member Allowances</b>	<b>16,583.23</b>	<b>26,614.00</b>	<b>(10,030.77)</b>	<b>-37.69%</b>	<b>45,625.00</b>
<b>Elected Member Expenses and Professional Development</b>					
Councillor Professional Development	3,025.35	11,669.00	(8,643.65)	-74.07%	20,000.00
Councillor Expenses	1,998.27	1,750.00	248.27	14.19%	3,000.00
<b>Total Elected Member Expenses and Professor</b>	<b>5,023.62</b>	<b>13,419.00</b>	<b>(8,395.38)</b>	<b>-62.56%</b>	<b>23,000.00</b>
<b>Employment Expenses</b>					
HR Service Fee [61146]	631.00	0.00	631.00	0.00%	0.00
Staff Recruitment Expenses	0.00	500.00	(500.00)	-100.00%	500.00
Staff Relocation	0.00	3,000.00	(3,000.00)	-100.00%	3,000.00
Staff Training	3,959.67	2,919.00	1,040.67	35.65%	5,000.00
Staff Uniforms & Safety	1,022.27	500.00	522.27	104.45%	500.00
Superannuation	30,862.16	33,950.00	(3,089.84)	-9.10%	58,202.00
Wages - Allowances - First aid	586.56	1,976.00	(1,389.44)	-70.32%	1,976.00
Wages - Allowances - Travel	1,720.39	1,167.00	553.39	47.42%	2,000.00
Wages - Annual Leave expense	0.00	21,203.00	(21,203.00)	-100.00%	36,348.00
Wages - Long Service leave expense	0.00	4,312.00	(4,312.00)	-100.00%	7,389.00
Wages & Salaries	282,785.32	284,553.00	(1,767.68)	-0.62%	499,444.00
<b>Total Employment Expenses</b>	<b>321,565.37</b>	<b>354,080.00</b>	<b>(32,514.63)</b>	<b>-9.18%</b>	<b>614,359.00</b>
<b>Projects &amp; Activities - WSC Contributions</b>					
Activities - ANZAC Day WSC contribution	0.00	581.00	(581.00)	-100.00%	1,000.00
Activities - Community	3,382.87	2,625.00	757.87	28.87%	4,500.00
Activities - Community Fund	605.04	2,919.00	(2,313.96)	-79.27%	5,000.00
Activities - Seniors WSC contribution	681.71	581.00	100.71	17.33%	1,000.00
Activities - Sport & Rec WSC Contribution	615.52	585.00	30.52	5.22%	1,000.00
<b>Total Projects &amp; Activities - WSC Contributions</b>	<b>5,285.14</b>	<b>7,291.00</b>	<b>(2,005.86)</b>	<b>-27.51%</b>	<b>12,500.00</b>
<b>Repairs &amp; Maintenance</b>					
R&M CEO House	0.00	1,456.00	(1,456.00)	-100.00%	2,500.00
R&M Community Centre	142.43	1,750.00	(1,607.57)	-91.86%	3,000.00
R&M Garden & Ground	2,104.23	2,331.00	(226.77)	-9.73%	4,000.00
R&M Office	2,991.81	1,750.00	1,241.81	70.96%	3,000.00
R&M Office equipment	16.73	875.00	(858.27)	-98.09%	1,500.00
R&M Road Repair & Maintenance	8,098.02	7,000.00	1,098.02	15.69%	12,000.00
R&M Sports Ground	1,200.40	1,169.00	31.40	2.69%	2,000.00
R&M Townsite	721.50	4,081.00	(3,359.50)	-82.32%	7,000.00
R&M Workshop	72.73	1,750.00	(1,677.27)	-95.84%	3,000.00
Road Signage	0.00	581.00	(581.00)	-100.00%	1,000.00
Stores Materials & Loose Tools	1,807.02	1,456.00	351.02	24.11%	2,500.00
<b>Total Repairs &amp; Maintenance</b>	<b>17,154.87</b>	<b>24,199.00</b>	<b>(7,044.13)</b>	<b>-29.11%</b>	<b>41,500.00</b>
<b>Services</b>					
Services - Animal Management	15.27	294.00	(278.73)	-94.81%	500.00
Services - Electricity	6,388.04	3,794.00	2,594.04	68.37%	6,500.00
Services - Gas Supplies	38.18	290.00	(251.82)	-86.83%	500.00
Services - Pest Control	1,660.00	1,169.00	491.00	42.00%	2,000.00
Services - Water & Sewerage	4,568.18	3,500.00	1,068.18	30.52%	6,000.00
<b>Total Services</b>	<b>12,669.67</b>	<b>9,047.00</b>	<b>3,622.67</b>	<b>40.04%</b>	<b>15,500.00</b>
<b>Vehicle &amp; Plant Expenses</b>					
Fuel CEO	2,606.38	2,333.00	273.38	11.72%	4,000.00
Fuel Plant and Machinery	2,760.90	2,450.00	310.90	12.69%	4,200.00
Fuel Works Truck	816.27	1,050.00	(233.73)	-22.26%	1,800.00
Fuel Works Ute	2,574.19	2,333.00	241.19	10.34%	4,000.00
Assets < \$5000 P&E F&F	2,972.09	0.00	2,972.09	0.00%	0.00
R&M Plant & Machinery	7,840.49	4,200.00	3,640.49	86.68%	7,200.00
R&M Vehicles	2,677.70	2,331.00	346.70	14.87%	4,000.00
Registrations - Plant & Machinery	467.20	1,211.00	(743.80)	-61.42%	2,075.00
Registrations - Vehicles	3,477.30	679.00	2,798.30	412.12%	1,164.00
Vehicle Leasing Costs	15,561.13	0.00	15,561.13	0.00%	0.00
<b>Total Vehicle &amp; Plant Expenses</b>	<b>41,753.65</b>	<b>16,587.00</b>	<b>25,166.65</b>	<b>151.73%</b>	<b>28,439.00</b>
<b>Waste Management Expenses</b>					
Hard Waste Collection	13,698.30	23,100.00	(9,401.70)	-40.70%	39,600.00
R&M Green Waste Compound	0.00	2,919.00	(2,919.00)	-100.00%	5,000.00
R&M Hard Waste Compound	743.65	294.00	449.65	152.94%	500.00
Regular Bin Collection	40,411.46	53,081.00	(12,669.54)	-23.87%	91,000.00
<b>Total Waste Management Expenses</b>	<b>54,853.41</b>	<b>79,394.00</b>	<b>(24,540.59)</b>	<b>-30.91%</b>	<b>136,100.00</b>
Councillor Extra Meeting or Activity	0.00	23,331.00	(23,331.00)	-100.00%	40,000.00
<b>Total Less Operating Expenses</b>	<b>864,793.34</b>	<b>867,605.00</b>	<b>(2,811.66)</b>	<b>-0.32%</b>	<b>1,388,973.00</b>
<b>Non-operating Expenses</b>					
<b>Special Purpose Grant Expenses</b>					
SP Catering	3,620.16	0.00	3,620.16	0.00%	0.00
SP Consultants	700.00	0.00	700.00	0.00%	0.00
SP Contractors	25,985.53	0.00	25,985.53	0.00%	0.00
SP Entertainment	1,958.06	0.00	1,958.06	0.00%	0.00
SP Equipment	448.18	0.00	448.18	0.00%	0.00
SP Equipment Hire	795.31	0.00	795.31	0.00%	0.00
SP General Expenses	1,237.69	0.00	1,237.69	0.00%	0.00
SP Materials	3,088.99	0.00	3,088.99	0.00%	0.00
SP Prizes	270.16	0.00	270.16	0.00%	0.00
<b>Total Special Purpose Grant Expenses</b>	<b>38,104.08</b>	<b>0.00</b>	<b>38,104.08</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Non-operating Expenses</b>	<b>38,104.08</b>	<b>0.00</b>	<b>38,104.08</b>	<b>0.00%</b>	<b>0.00</b>
<b>Net Operating Surplus or Deficit</b>	<b>(6,643.14)</b>	<b>102,680.00</b>	<b>(109,323.14)</b>	<b>-106.47%</b>	<b>(131,286.00)</b>

### 1.3 Capital Expenditure and Funding Report to January 2025

CAPITAL EXPENDITURE		Actuals	
Class of Assets	Project Name / Description		WSC contribution
Buildings	Outdoor Court & Fitness Equipment Upgrades	142,640	0
Infrastructure	Driveway and Road Drainage Remediation Works	84,000	0
Infrastructure	Wagait Beach Access Upgrades	53,743	0
Infrastructure	Covered Sports Court	273	0
Infrastructure	Sports fencing, drainage wks	37,600	
Buildings	ReDiscovery Centre	75,000	
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>393,256</b>	<b>0</b>

Total capital expenditure funded by:		YTD Actuals	WSC contribution
	IPG-Sportsground	142,640	0
	IPG Driveway/road drainage	84,000	0
	CPP 2022-23	53,743	0
	CPP 2023-24	273	0
	LRCI Phase 4	37,600	
	WRM #2 21-22	75,000	
	WRM #3 22-23	393,256	<b>0</b>
	WRM #4 23-24	0	0
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>		<b>280,656</b>	<b>0</b>

## 1.4 Operational & Capital Grants Report to December 2024

### Capital Grants

Funding Body	Grant	Project Name	Due date	Previous Grant Funding \$	Amounts Spent Prior Years \$	Grants Brought forward from Prior Year \$	Grants received in FY25 \$	Total Grant Funding \$	Total Exp to Date \$	Balance Available	Further Funding Expected FY2025
<b>Capital Grants</b>											
DCMC	IPG-Sportsground	Outdoor Court & Fitness Equipment Upgrades	30/06/2025	142,640	140,377	2,263	0	142,640	142,640	0	0
DCMC	IPG Driveway/road drainage	Driveway and Road Drainage Remediation Wd	30/06/2025	84,000	0	84,000	0	84,000	84,000	0	0
DCMC - CPP	CPP 2022-23	Wagait Beach Access Upgrades	30/06/2025	53,400	37,458	15,942	0	53,400	53,743	-343	0
DCMC - CPP	CPP 2023-24	Covered Sports Court	30/06/2025	415,000	0	415,000	0	415,000	273	414,727	0
Federal Gov	LRCI Phase 4	Repairs to sports fencing, drainage wks	30/06/2025	23,762	27,600	6,067	0	23,762	37,600	-13,838	15,841
DCMG-LG	WRM #4 23-24	ReDiscovery Centre	30/06/2025	75,000	0	75,000	0	75,000	55,658	19,342	0
			<b>Sub-total</b>	<b>793,802</b>	<b>205,435</b>	<b>598,272</b>	<b>0</b>	<b>793,802</b>	<b>373,914</b>	<b>434,069</b>	<b>15,841</b>
<b>Operational Grants</b>											
Core Lithium Ltd	Core Lithium	Equipment	30/06/2025	2,000	0	0	0	2,000	1,636	364	0
DTF	NT Men's Places Grants 2023-25	Wagait Men's Program	30/06/2025	8,115	621	7,494	0	8,115	2,595	5,520	0
DoH	NT Suicide Prevention Grants 2024-25	Suicide Prevention Program 2023-24	30/06/2025	10,000	7,721	2,279	0	10,000	8,006	1,994	0
DTF	Wagait Seniors Excursion	Senior Grant Month 2024-25	30/06/2025	0	0	0	2,000	2,000	2,171	-171	0
SMC MARINA	SMC Community Funding	Electronic sign for events/activities	30/06/2025	22,000	0	0	22,000	22,000	0	22,000	0
DTF	Youth Vibe 2024-25	School holiday activities	30/06/2025	3,268	0	0	3,268	3,268	1,870	1,398	0
DTF	Sports and Recreation Grant	Sports Activities Program	30/06/2025	0	0	0	55,000	55,000	13,920	41,080	0
DTBI	Tourism Town Asset Program R4	Tourism Town Asset Program	30/06/2025	0	0	0	3,813	7,625	0	7,625	3,812
	Australia Day 2025	Australia Day	30/06/2025	0	0	0	2,350	2,350	2,483	-133	0
				<b>45,383</b>	<b>8,342</b>	<b>9,773</b>	<b>29,618</b>	<b>49,733</b>	<b>18,761</b>	<b>30,972</b>	<b>0</b>
			<b>TOTAL</b>	<b>839,185</b>	<b>213,777</b>	<b>608,045</b>	<b>29,618</b>	<b>843,535</b>	<b>392,675</b>	<b>465,041</b>	<b>15,841</b>

## 1.5 Balance Sheet as at 31st January 2025

Account	31-Jan-25	30 June 2024
<b>Assets</b>		
<b>Bank</b>		
Bendigo Investment Acc	525,250.00	525,250.00
CBA Cheque Account - Operational	88,113.56	116,007.62
CBA Cheque Account - SP Grants	446,443.10	194,292.81
CBA Credit Card Main	13,790.94	0.00
CBA Fixed Term Deposits	1,000,000.00	1,000,000.00
CBA Online Saver	0.00	0.01
CBA Online Saver - SP Grants	0.00	0.02
CBA Transaction Account	50,430.46	466,954.16
<b>Total Bank</b>	<b>2,124,028.06</b>	<b>2,302,504.62</b>
<b>Current Assets</b>		
Accrued interest	0.00	4,115.00
Councillor Payment control account	(1,718.75)	0.00
Less Prov'n for Doubtful Debts	(3,270.00)	(3,270.00)
Prepayments	9,278.70	0.00
Rates Debtors Account	308,836.67	8,835.32
Rates Payment Control Account	(235,844.37)	(75.00)
Trade Debtors [11405]	17,363.91	16,907.30
<b>Total Current Assets</b>	<b>94,646.16</b>	<b>26,512.62</b>
<b>Fixed Assets</b>		
Buildings Accum Dep	(62,091.42)	(0.23)
Buildings at Cost	1,735,951.18	1,735,951.18
Motor Vehicles Accum Dep	(23,982.67)	(0.04)
Motor Vehicles at Cost	324,156.19	269,537.21
Office Equip & Furn at Cost	27,869.74	27,869.74
Office Equip Furn Accum Depn.	(6,732.06)	0.04
Plant & Equipment at Cost	279,168.41	262,547.16
Plant & Equipment Accum Dep	(49,702.91)	(0.03)
Sports Ground Accum Dep	(28,762.06)	0.00
Sports Ground at Cost	364,631.77	339,598.68
<b>Total Fixed Assets</b>	<b>2,560,506.17</b>	<b>2,635,503.71</b>
<b>Non-current Assets</b>		
Asset Clearing Account	0.00	0.00
Expenses Recognised in Advance	11,234.37	0.00
Inf Roads & Paths at Cost	1,065,123.08	921,675.20
Infr Roads & Path Accum Depn.	(607,387.64)	(581,720.95)
Land at Cost	745,000.00	745,000.00
Leased Vehicle Accum Depreciation	(63,655.74)	(55,489.05)
Right Use of Assets	115,303.00	115,303.00
Work in Progress	180,725.72	161,194.93
<b>Total Non-current Assets</b>	<b>1,446,342.79</b>	<b>1,305,963.13</b>
<b>Total Assets</b>	<b>6,225,523.18</b>	<b>6,270,484.08</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accrued Expenses	0.00	24,050.00
CBA CC - Neil White	201.71	0.00
CBA CC - Rowan Roberts	6,864.79	19.70
CBA CC - Virginia Boon	12,595.06	507.00
CBA Credit Card Main	40,000.00	3,459.00
Creditors Retention Account	6,997.69	6,997.69
Current Lease Liabilities	15,742.00	15,742.00
Error Suspense	(18,900.00)	0.00
Grants in advance	417,866.00	415,000.00
GST	(47,597.27)	(14,077.28)
PAYG Withholding Payable	25,756.00	6,304.00
Provision for Annual Leave	55,804.25	55,804.25
Provision for Long Service Leave	30,129.73	30,129.73
Rounding	(0.03)	0.03
Super Payable	8,683.09	4,267.77
Trade Creditors	25,892.52	23,787.77
Unexpended Grant Liability	75,191.36	193,045.25
<b>Total Current Liabilities</b>	<b>663,901.89</b>	<b>773,711.90</b>
<b>Non-current Liabilities</b>		
Bank Loans	71,492.25	0.00
Non-current Lease Liabilities	45,283.00	45,283.00
<b>Total Non-current Liabilities</b>	<b>116,775.25</b>	<b>45,283.00</b>
<b>Total Liabilities</b>	<b>780,677.14</b>	<b>818,994.90</b>
<b>Net Assets</b>	<b>71,492.25</b>	<b>5,451,489.18</b>
<b>Equity</b>		
Asset Revaluation Reserve	2,508,769.27	2,508,769.27
Current Year Earnings	(6,643.14)	89,098.09
Other Asset Renewal Reserve	270,000.00	270,000.00
Prior Year's Surplus/Deficit	1,832,286.03	1,832,286.03
Retained Earnings	390,433.88	301,335.79
Roads Renewal Project Reserve	450,000.00	450,000.00
<b>Total Equity</b>	<b>5,444,846.04</b>	<b>5,451,489.18</b>



**1.5 Member and CEO Council Credit Card Transactions**  
For the period 1 January 2025 to 31 January 2025

Date	Description	Debit	Credit	Running Balance	Supplier Location
<b>CBA CC - Rowan Roberts</b>					
06 Jan 2025	Microsoft	0.00	1.43	(1.43)	Interstate/Overseas
06 Jan 2025	Payment: Think Water	0.00	1,251.90	(1,253.33)	NT
07 Jan 2025	Payment: Microsoft	0.00	123.42	(1,376.75)	Interstate/Overseas
08 Jan 2025	Microsoft	0.00	138.60	(1,515.35)	Interstate/Overseas
09 Jan 2025	Payment: Nutrien AG Solutions	0.00	135.41	(1,650.76)	NT
10 Jan 2025	Payment: Burson Auto Parts	0.00	83.99	(1,734.75)	NT
10 Jan 2025	Payment: Berry Springs Home Hardware	0.00	75.95	(1,810.70)	NT
14 Jan 2025	Payment: Adobe Systems Incorporated	0.00	18.69	(1,829.39)	Interstate/Overseas
17 Jan 2025	Payment: Adobe Systems Incorporated	0.00	29.99	(1,859.38)	Interstate/Overseas
22 Jan 2025	Payment: Sealink Ferries	0.00	18.18	(1,877.56)	NT
23 Jan 2025	Payment: Bunnings	0.00	336.70	(2,214.26)	NT
23 Jan 2025	Payment: Woolworths	0.00	91.75	(2,306.01)	NT
28 Jan 2025	Payment: Mailchimp	0.00	20.82	(2,326.83)	Interstate/Overseas
29 Jan 2025	Payment: Nutrien AG Solutions	0.00	325.55	(2,652.38)	Multiple Categories
30 Jan 2025	Payment: Reece Australia	0.00	24.67	(2,677.05)	NT
30 Jan 2025	Payment: EG Fuel	0.00	100.97	(2,778.02)	NT
30 Jan 2025	Payment: Bunnings	0.00	201.22	(2,979.24)	NT
<b>Total CBA CC - Rowan Roberts</b>		<b>0.00</b>	<b>2,979.24</b>	<b>(2,979.24)</b>	
<b>CBA CC - Virginia Boon</b>					
02 Jan 2025	Payment: Bunnings	0.00	104.00	(104.00)	NT
06 Jan 2025	Payment: Kmart	0.00	22.15	(126.15)	NT
06 Jan 2025	Payment: Officeworks	0.00	66.66	(192.81)	NT
06 Jan 2025	Payment: News PTY LTD	0.00	20.00	(212.81)	NT
07 Jan 2025	Caltex Berry Springs	0.00	120.50	(333.31)	NT
09 Jan 2025	Payment: Officeworks	0.00	33.94	(367.25)	NT
09 Jan 2025	Payment: Sealink	0.00	114.53	(481.78)	NT
09 Jan 2025	Payment: Blackwoods	0.00	411.41	(893.19)	NT
13 Jan 2025	Payment: Kmart	0.00	48.25	(941.44)	NT
15 Jan 2025	Payment: Woolworths	0.00	53.00	(994.44)	NT
15 Jan 2025	Payment: Woolworths	0.00	98.60	(1,093.04)	NT
16 Jan 2025	Payment: TR Telecom	0.00	201.00	(1,294.04)	NT
20 Jan 2025	Rhonda Solien	10.00	0.00	(1,284.04)	NT
20 Jan 2025	Payment: Woolworths	0.00	248.45	(1,532.49)	NT
21 Jan 2025	Payment: Dollars & Sense	0.00	49.31	(1,581.80)	NT
21 Jan 2025	Payment: Kurt's Cakes	0.00	210.00	(1,791.80)	NT
21 Jan 2025	Payment: BCF	0.00	217.98	(2,009.78)	NT
21 Jan 2025	Payment: Dollars & Sense	0.00	127.96	(2,137.74)	NT
23 Jan 2025	Payment: Cookie & Cone Ice-cream	0.00	48.58	(2,186.32)	NT
23 Jan 2025	Payment: Darwin Radio Taxis	0.00	13.44	(2,199.76)	NT
23 Jan 2025	Payment: Darwin Radio Taxis	0.00	10.82	(2,210.58)	NT
23 Jan 2025	Payment: Garden's Park Golf Links	0.00	63.84	(2,274.42)	Multiple Categories
23 Jan 2025	Payment: Garden's Park Golf Links	0.00	87.42	(2,361.84)	Multiple Categories
29 Jan 2025	Payment: Contractor Accreditation Limited	0.00	594.00	(2,955.84)	NT

## 1.7 Statement of Cash Flows

For the 7 months ended 31 January 2025

<b>Account</b>	<b>Jul 2024-Jan 2025</b>
<b>Operating Activities</b>	
Receipts from customers	906,073.41
Payments to suppliers and employees	(810,201.11)
Cash receipts from other operating activities	(9,145.18)
<b>Net Cash Flows from Operating Activities</b>	<b>0.00</b>
<b>Investing Activities</b>	
Proceeds from sale of property, plant and equipment	36,750.00
Payment for property, plant and equipment	(96,273.32)
Other cash items from investing activities	(198,777.84)
<b>Net Cash Flows from Investing Activities</b>	<b>0.00</b>
<b>Financing Activities</b>	
Other cash items from financing activities	(62,578.38)
<b>Net Cash Flows from Financing Activities</b>	<b>0.00</b>
<b>Net Cash Flows</b>	<b>0.00</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	2,298,518.92
Net change in cash for period	(234,152.42)
Cash and cash equivalents at end of period	2,064,366.50

## 1.8 Notes on Cash, Debtors & Creditors as at 31st January 2025

### Note 1. Details of Cash and Investments Held

Financial Institution	Date Invested	Invested Amount \$	Interest Rate	Maturity Date
1 (a) Bendigo	11/06/2023	525,250	5.01%	7/03/2025
1 (b) CBA	11/06/2023	1,000,000	4.89%	11/03/2025
<b>Total Investments</b>		<b>1,525,250</b>		

	Current Asset Ratio
Current Assets	\$ 2,218,674
Current Liabilities	\$ 663,902
Current Assets Ratio	<b>\$ 3.34</b>

### Note 2. Statement of Trade Debtors

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Belyuen Community Government Council		3,593.91	0.00	0.00	0.00	0.00	3,593.91
Cooper Conveyancing		0.00	80.00	0.00	0.00	0.00	80.00
Cox Country Club		0.00	0.00	0.00	270.00	270.00	80.00
Department of Logistics and Infrastructure		7,465.00	275.00	0.00	0.00	0.00	540.00
Member for Daly - Dheran young		0.00	500.00	0.00	0.00	0.00	7,740.00
Power Water		0.00	0.00	4,070.00	760.00	0.00	500.00
ST Thibodeaux		0.00	0.00	0.00	0.00	0.00	4,830.00
Tschirpig Conveyancing		80.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>11,138.91</b>	<b>855.00</b>	<b>4,070.00</b>	<b>1,030.00</b>	<b>270.00</b>	<b>17,363.91</b>

\$ 17,363.91
Check

### Note 3. Statement of Trade Creditors

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Amy's Hearings	0.00	375.31	0.00	0.00	0.00	0.00	375.31
Berry Springs Hardware	0.00	0.00	0.00	0.00	0.00	4.95	4.95
Colleen Fergusson	0.00	125.00	0.00	0.00	0.00	0.00	125.00
Darwin Movement Centre Pty Ltd	0.00	2,168.10	0.00	0.00	0.00	0.00	2,168.10
Jacana Energy	3,291.17	0.00	0.00	0.00	0.00	0.00	3,291.17
Marnie Jay	0.00	0.00	0.00	0.00	0.00	5,100.00	5,100.00
Microsoft	0.00	138.60	0.00	0.00	0.00	0.00	138.60



## 9. REPORTS REQUIRING DECISIONS OF COUNCIL

### 9.1 Q2 2024-25 BUDGET REVIEW AND REVISED BUDGET

**Action:** For Decision

**Author:** CEO

#### PURPOSE

To provide the Council with an update and review of the 2024-25 budget following the first quarter of the financial year and considerations for adopting a revised budget for 2024-25.

#### RECOMMENDATION

That Council:

- a) receives and notes the report on the 2024-25 second quarter budget review; and
- b) approves the proposal to defer any amendments to the budget until the next budget review at Council's April meeting.

**Moved:**

**Seconded:**

**Vote:**

#### BACKGROUND

##### Operating Budget

Council's Q1 Budget Review and amendment saw an increase to income of \$184,452 and an increase to expenses of \$57,010 leaving an operating deficit of -\$134,798, reduced to a profit of \$70,202 when depreciation (\$205,000) is added back.

Changes identified for increases in the Q2 budget review include \$3,012 in expenses, which covers the interest payments for the new vehicle purchase. There were no changes identified for the budgeted income.

##### Capital Expenditure Budget

Changes identified to the capex are the removal of projects that have been completed and the following:

Removed items:

- ReDiscovery Hub - \$18,000
- Tennis Court Fencing - \$12,775
- Loader attachment for the Tractor - \$16,650
- CEO Lease Vehicle - \$10,000

Additional items:

- CEO vehicle purchase - \$7,023 (2024-25), \$58,000 (total)
- WSC Contribution to the Cover over the sports court - \$25,000

The 2<sup>nd</sup> Quarter Budget Review with amendments was presented to the Audit Committee at their meeting on Tuesday 11 February and the committee recommended that Council approved the review with amendments.

#### PROPOSAL

That Council receives and notes the 2<sup>nd</sup> quarter budget review but does not amend the budget until the 3<sup>rd</sup> quarter review to reflect the changes required.

#### Financial Implications

Financial implications identified as a result of this report are as advised.

#### Attachments



# **2024 - 2025**

## **Qtr2**

# **BUDGET REVIEW**

The following tables are as per Department of Local Government's  
Guideline 5: Budgets

## Statement 1. Annual Budget

### Table 1.1 Annual Budget Income and Expenditure

<b>Statement 1. Annual Budget</b>					
<b>Table 1.1 Annual Budget Income and Expenditure</b>					
	2024-25	2024-25	2024-25	2024-25	2024-25
	Actual Year to Date	Approved Q1 Budget	Revised Q2 Budget	Annual Budget \$	Variance - Approved Budget Q1 & Proposed Budget Q2
<b>OPERATING INCOME</b>					
Rates	274,517	275,899	275,899	275,899	0
Charges	142,845	145,168	145,168	145,168	-
Rent	4,027	6,700	6,700	6,700	-
Operating Grants and Subsidies	362,992	547,008	547,008	362,736	-
Interest / Investment Income	12,373	75,000	75,000	75,000	-
Commercial Income	54,540	209,912	209,912	209,912	-
<b>TOTAL OPERATING INCOME</b>	<b>851,294</b>	<b>1,259,687</b>	<b>1,259,687</b>	<b>1,075,415</b>	0
<b>OPERATING EXPENDITURE</b>					
Employment Expenses	254,570	614,359	614,359	629,459	- 0
Materials and Contracts	306,939	466,489	466,489	394,379	-
Elected Member Allowances	14,042	45,625	45,625	45,625	-
Elected Member Expenses	5,023	60,000	60,000	60,000	-
Depreciation, Amortisation and Impairment	171,488	205,000	205,000	205,000	-
Interest Expenses			3,012	-	- 3,012
Other Expenses				-	-
<b>TOTAL OPERATING EXPENDITURE</b>	<b>752,062</b>	<b>1,391,473</b>	<b>1,394,485</b>	<b>1,334,463</b>	- 3,012
<b>BUDGETED OPERATING SURPLUS / DEFECIT</b>	<b>99,232</b>	<b>- 131,785</b>	<b>- 134,798</b>	<b>- 259,047</b>	<b>3,013</b>

**Table 1.2 Annual Budget Operating Position**

<b>Table 1.2 Annual Budget Operating Position</b>					
	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>Variance</b>
	<b>Actual Year to Date</b>	<b>Approved Q1 Budget</b>	<b>Revised Q2 Budget</b>	<b>Annual Budget \$</b>	<b>Approved Budget Q1 &amp; Proposed Budget Q2</b>
<b>BUDGETING OPERATING SURPLUS / DEFICIT</b>	<b>85,738</b>	<b>- 131,785</b>	<b>- 134,798</b>	<b>- 259,047</b>	<b>3,013</b>
<b>Remove NON-CASH ITEMS</b>					<b>-</b>
Less Non-Cash Income				-	-
Add Back Non-Cash Expenses - Depreciation +	171,488	205,000	205,000	205,000	-
<b>TOTAL NON-CASH ITEMS</b>	<b>171,488</b>	<b>205,000</b>	<b>205,000</b>	<b>205,000</b>	<b>-</b>
					<b>-</b>
<b>Less ADDITIONAL OUTFLOWS</b>					<b>-</b>
Capital Expenditure	\$ 180,032.00	\$ 1,675,978	\$ 1,421,054	1,421,054	<b>254,924</b>
Borrowing Repayments (Prinicpal Only)	1,541	\$ -	\$ 7,023	-	<b>- 7,023</b>
Transfers to Reserves				-	-
Other Outflows				-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>181,573</b>	<b>1,675,978</b>	<b>1,428,077</b>	<b>1,421,054</b>	<b>247,901</b>
					<b>-</b>
<b>Add ADDITIONAL INFLOWS</b>					<b>-</b>
Capital Grants Income	-	\$ 923,000	\$ 908,000	908,000	<b>15,000</b>
Prior Year Carry Forward Tied Funding	415,000	\$ 534,859	\$ 415,000	415,000	<b>119,859</b>
Other Inflow of Funds				-	-
Transfers from Reserves			47,077	152,102	<b>- 47,077</b>
<b>TOATL ADDITIONAL INFLOWS</b>	<b>415,000</b>	<b>1,457,859</b>	<b>1,370,077</b>	<b>1,475,102</b>	<b>87,782</b>
<b>NET BUDGETED OPERATING POSITION</b>	<b>490,653</b>	<b>- 144,904</b>	<b>12,202</b>	<b>-</b>	<b>- 157,106</b>
				<b>Annual Budget \$</b>	



**Statement 2. Capital Expenditure and Funding**

**Table 2.1 By class of infrastructure, property, plant and equipment.**

<b>Statement 2. Capital Expenditure and Funding</b>					
<b>Table 2.1 By class of infrastructure, property, plant and equipment.</b>					
	<b>2024-25 Financial Year (Annual) Budget \$</b>	<b>Outer Financial Year 1 Budget \$</b>	<b>OFY2 Budget \$</b>	<b>OFY3 Budget \$</b>	<b>&gt; OFY3 Budget \$</b>
<b>CAPITAL EXPENDITURE **</b>					
Land and Buildings	648,000	0			
Infrastructure (including roads, footpaths, park furniture)	660,000				
Plant and Machinery	25,000				
Fleet	7,023				
Orther Assets (including furniture and office equipment)	15,000				
Leased Land and Buildings					
Other Leased Assets	15,054				
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,370,077</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY: **</b>					
Operting Income (amount allocated to fund capital items)					
Capital Grants Carried forward from prior year	415,000				
Capital Grants	908,000				
Transfers from Cash Reserves	40,054				
Borrowings	7,023				
Sale of Assets (including trade-ins)	-				
Other Funding					
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>1,370,077</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Statement 3. Planned Major Capital Works and projected costing**

**Table 3.1 Budget by Planned Major Capital Works**

<b>Statement 3. Planned Major Capital Works and projected costing</b>						
<b>Table 3.1 Budget by Planned Major Capital Works</b>						
<b>Class of Assets</b>	<b>By Major Capital Project *</b>	<b>Total Prior Year(s) Actuals \$ (A)</b>	<b>Current Financial Year Budget \$ (B)</b>	<b>Outer Financial Year 1 Budget \$ (C)</b>	<b>Total Planned Budget \$ (A+B+C+D+E+F)</b>	<b>Expected Project Completion Date</b>
Land and Buildings	Roof over Sports Court	-	630,000		630,000	30/06/2026
Infrastructure	Roads Reseal			660,000	660,000	30/06/2027
					-	
	<b>TOTAL</b>	<b>-</b>	<b>630,000</b>	<b>660,000</b>	<b>1,290,000</b>	

**CAPITAL WORKS 2024-25**

		Funded by					
	Project Cost	Grant		WSC		Total Funding	Comments
		Confirmed Funding	Unconfirmed Funding	Confirmed Funding	Unconfirmed Funding		
<b>Buildings</b>							
Guttering to be replaced on Council Buildings	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	Not funded
Roof over Sports Court	\$ 630,000.00	\$ 415,000.00	\$ 190,000.00	\$25,000.00		\$ 440,000.00	\$415k funded by CPP
Sink & Plumbing at Sports Ground	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	Not funded
	<b>\$ 648,000.00</b>	<b>\$ 415,000.00</b>	<b>\$ 208,000.00</b>	<b>\$25,000.00</b>	<b>\$ -</b>	<b>\$ 440,000.00</b>	
<b>Infrastructure</b>							
Road Reseal	\$ 660,000.00	\$ -	\$ 660,000.00	\$ -	\$ -	\$ -	Not funded
	<b>\$ 660,000.00</b>	<b>\$ -</b>	<b>\$ 660,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fleet/Plant &amp; Machinery</b>							
RTV Side by Side Vehicle	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	Not funded
CEO Vehicle	\$ 58,000.00			\$ 7,023.00		\$ 7,023.00	
	<b>\$ 83,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ 7,023.00</b>	<b>\$ -</b>	<b>\$ 7,023.00</b>	
<b>Other Assets</b>							
IT Upgrade	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	Computers - \$10k / IT Hardware - \$5k
	\$ -						
	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	
<b>Other Leased Assets</b>							
Works Vehilce	\$ 15,054.24			\$15,054.24		\$ 15,054.24	\$1254.52 x 12
	<b>\$ 15,054.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$15,054.24</b>	<b>\$ -</b>	<b>15054.24</b>	
<b>Grand Total</b>	<b>\$ 1,421,054.24</b>	<b>\$ 415,000.00</b>	<b>\$ 908,000.00</b>	<b>\$47,077.24</b>	<b>\$ -</b>	<b>\$ 462,077.24</b>	

## 9.2 POLICIES

### PURPOSE

To request Council's approval for the updated policies listed below.

### 9.2.1 GOV – RISK MANAGEMENT POLICY

#### RECOMMENDATION

**That Council approves the updated GOV-RISK MANAGEMENT policy.**

**Moved:**


**Seconded:**

**Vote:**

#### Comments:

There are no changes to the structure of the policy.

The policy was reviewed by the Audit Committee and the recommendation was for Council to approve the policy.

	<b>RISK MANAGEMENT POLICY</b>	
	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:

<b>Term</b>	<b>Definition</b>
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**

<b>Date Approved:</b> 21/02/2023	<b>Approved By Council</b> Moved: Cr Sarah Smith Seconded: President Neil White Vote: AIF	<b>Resolution No.</b> 2023/29	<b>Date for review:</b> February 2024
<b>Date Approved:</b> 19/03/2024	<b>Approved By Council</b> Moved: Cr P Clee Seconded: President N White Vote: AIF	<b>Resolution No.</b> 2024/056	<b>Date for review:</b> February 2025



## 9.2.2 ADMIN – WORKPLACE SURVEILLANCE POLICY

**RECOMMENDATION**

That Council approves the updated ADMIN-WORKPLACE SURVEILLANCE policy.

Moved:


Seconded:

Vote:

**Comments:**

There are no changes to the structure of the policy.

The policy was reviewed by the Audit Committee and the recommendation was for Council to approve the policy.

	<b>WORKPLACE SURVEILLANCE POLICY</b>	
	CATEGORY:	ADMINISTRATION
	NT LG ACT 2019 REF:	
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

## INTRODUCTION

Surveillance systems are installed on the Wagait Shire Council assets including the Council Office, Community Centre, the Works Shed, Cloppenburg Park and Council vehicles.

### 1. PURPOSE OF POLICY

- 1.1. Surveillance devices may be deployed within the workplace in order to protect the assets and equipment of the Wagait Shire Council and improve community and employee safety. The Council is committed to:
  - 1.1.1. Providing a safe environment for its employees and the community in which unlawful, antisocial, and inappropriate activity is kept to a minimum while respecting individual rights to privacy.
  - 1.1.2. Complying with the requirements of the relevant legislation including the *NT Surveillance Devices Act 2007* (Surveillance Devices Act) and the *NT Information Act (2002)*.
  - 1.1.3. Explaining to employees, contractors, visitors and volunteers (collectively referred to as employees in this policy) the circumstances when workplace surveillance will be undertaken at the Local Government.

### 2. SCOPE

- 2.1. The scope of this policy is to regulate the use of any workplace surveillance devices and associated technology in the monitoring of both the internal and external environs of public and workplace facilities and assets owned or managed by Wagait Shire Council.
- 2.2. This policy relates directly to the location and use of the workplace surveillance and monitoring, recording and subsequent use of such recorded material.
- 2.3. This policy applies to the public and all employees engaged or appointed by the Shire Council while on the Local Government's premises or while engaged in Shire Council related activities.
- 2.4. 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 or engagement with the Local Government.

### 3. DEFINITIONS

<b>Closed-Circuit Television (CCTV)</b>	refers to the use of closed-circuit television cameras to capture and transmit a signal to a specific place using a limited number of monitors. These monitors may be fixed or may be mobile.
<b>The Information Privacy Acts</b>	confer rights on individuals as well as responsibilities on those persons handling, processing, managing and controlling personal data. Council staff must comply with the provisions of the Acts when collecting and storing personal information. This applies to personal information relating both to employees of the organisation and individuals who interact with the organisation
<b>Data (processing, processor, controller, subject)</b>	information in a form that can be processed. It includes automated or electronic data - any information on computer or information recorded with the intention of putting it on computer; and manual data - information that is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system.
<b>Personal Data</b>	relates to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.
<b>Access Request</b>	this is where a person makes a request to the organisation for the disclosure of their personal data under Section 3 and/or section 4 of the Data Protection Acts.

### 4. SURVEILLANCE DEVICES

#### 4.1. Optical surveillance devices

- 4.1.1. The Shire Council may deploy fixed and mobile optical surveillance devices, including closed circuit TV cameras (**CCTV**) or video cameras, to monitor or record activities on Shire Council premises. Surveillance devices may be installed by the Shire Council in areas where assets or equipment are stored or commonly used, outside Shire Council buildings or in high-risk work areas.

4.1.2. Surveillance devices will be installed in a location where they are clearly visible and the Shire Council will erect signs to inform employees and community members that surveillance devices are in use. Surveillance devices will not be placed inside bathrooms, change rooms, residences, or in such a position as to view inside these premises.

#### 4.2. Tracking devices

4.2.1. Global positioning systems (GPS) or tracking devices may be utilised in vehicles or equipment for the purpose of monitoring and recording geographical location or movement.

4.2.2. The Shire Council may install a GPS or tracking device where:

- the operator/driver of a vehicle or equipment is required to work alone
- there are safety or other risks associated with the tasks being carried out by an employee, or
- there is a need to monitor and protect specific assets or equipment.

4.2.3. Vehicles or equipment with GPS or tracking devices fitted will have a sticker stating that such a device has been fitted.

### 5. POLICY

#### 5.1. General Principles

5.1.1. The Wagait Shire Council as the corporate body has a statutory responsibility for the protection of its property, equipment and other plant as well providing a sense of security to its employees, and invitees to its premises. The Wagait Shire Council has a duty of care under the provisions of Safety, Health and Welfare at Work Act and associated legislation such as the Privacy Act and utilises surveillance systems and their associated monitoring and recording equipment as an added mode of security and surveillance for the purpose of enhancing the quality of life of the Council and community by integrating the best practices governing the public and private surveillance of its premises.

5.1.2. The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.

5.1.3. Information obtained through the CCTV system may only be released when authorised by the CEO following consultation with the President of the Council. Any requests for CCTV recordings/images from the Police will be fully recorded and legal advice will be sought if any such request is made. (See "Access" below). If a law enforcement authority, is seeking a recording for a specific investigation, it may require a warrant and accordingly any such request made by Police should be requested in writing and the Council may seek legal advice.

- 5.1.4. CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the Council.
- 5.1.5. This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.
- 5.1.6. Video monitoring of public areas for security purposes within Council premises is limited to uses that do not violate the individual's reasonable expectation to privacy.
- 5.1.7. Information obtained in violation of this policy may not be used in a disciplinary proceeding against a workplace participant or a customer attending any of Councils facilities.
- 5.1.8. All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the Council. Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the Information Privacy Act.

## **6. JUSTIFICATION FOR USE OF CCTV**

The Information Privacy Acts requires that data is adequate, relevant and not excessive for the purpose for which it is collected. This means that Council needs to be able to justify the obtaining and use of personal data by means of a CCTV system. The use of CCTV to control the perimeter of the buildings for security purposes has been deemed to be justified by the Council. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation.

## **7. LOCATION OF CAMERAS**

The location of cameras is a key consideration. Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Council has endeavoured to select locations for the installation of CCTCV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

## **8. COVERT SURVEILLANCE**

Wagait Shire Council will not engage in covert surveillance.

## **9. NOTIFICATION and SIGNAGE**

The CEO will provide a copy of this Workplace Sureveillance Policy on request to staff, Councillors and visitors. Notification will include a contact number for those wishing to discuss CCTV monitoring and location of CCTV cameras. Adequate signage will be placed at each location in which CCTV camera(s) is sited to indicate that CCTV is in operation and at the entrance to Council property. Appropriate locations for signage will include at entrances to premises i.e. external doors, workshop gates.



## 10. RETENTION OF DATA

- 10.1. Images and data recordings that indicate unauthorised or inappropriate activity, either through a record of that activity or due to interference with the surveillance device, are to be referred to the Chief Executive Officer (CEO) and the President for investigation. The CEO will retain the images and/or data and any associated information in a secure and confidential location.
- 10.2. The images or data recordings captured by the surveillance system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue, in line with the requirements of the *Information Privacy Act*.
- 10.3. The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the surveillance System is the responsibility of the CEO. The CEO may delegate the administration or maintenance of the CCTV System to another staff member or an authorised contractor. In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above (such individuals may include the Police, the President/Vice President). When surveillance recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

10.4. Surveillance data will be stored in a secure environment with a log of access to tapes kept. Access will be restricted to authorised personnel. Similar measures will be employed when using disk storage, with automatic logs of access to the images created.

## **11. ACCESS**

11.1. Surveillance data records and the surveillance equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to surveillance data records will be maintained.

11.2. Access to the surveillance equipment and surveillance data records will be restricted to authorised personnel only, and in relevant circumstances. Surveillance data records may only be accessed:

11.2.1. By Police where Wagait Shire Council are required by law to make a report regarding the commission of a suspected crime; or

11.2.2. Following a request by Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Council property; or

11.2.3. To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to Council; or

11.2.4. To individuals (or their legal representatives) subject to a court order; or

11.2.5. To Council's insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

### **11.3. Police Requests**

11.3.1. Information obtained through video monitoring will only be released when authorised by the CEO following consultation with the President. If police request CCTV images for a specific investigation, Police may be required to produce a warrant and accordingly any such request made by Police should be made in writing and the ~~school/ETB~~Council should immediately seek legal advice.

### **11.4. Access Requests**

11.4.1. On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a data

subject must make an application in writing to the CEO of the Council. The Council may charge for responding to such a request and must respond within 40 days.

11.4.2. A person should provide all the necessary information to assist Council in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over.

11.4.3. In giving a person a copy of their data, the Council may provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

## 12. RESPONSIBILITIES

The Council Chief Executive Officer is responsible to:

- a) Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Wagait Shire Council.
- b) Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within Wagait Shire Council.
- c) Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- d) Ensure that the CCTV monitoring at Wagait Shire Council is consistent with the highest standards and protections.
- e) Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- f) Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system.
- g) Ensure that monitoring recorded tapes are not duplicated for release.
- h) Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- i) Will provide a list of the CCTV cameras locations and the associated monitoring equipment and the capabilities of such equipment to Council for formal approval.
- j) Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events.
- k) Give consideration to feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
- l) Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals and be mindful that no such infringement is likely to take place
- m) Advise the Council that adequate signage at appropriate and prominent locations is displayed as detailed above.
- n) Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy".



- o) Ensure that monitoring tapes are stored in a secure place with access by authorised personnel only.
- p) Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved ~~by the~~ by the CEO or president on behalf of the Council.
- q) Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy.
- r) Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- s) Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

### 13. ASSOCIATED DOCUMENTS

- P05 Code of Conduct
- P31 Dispute Resolution, Counselling, Disciplining and Dismissal
- P33 Work Health and Safety
- P50 Fraud and Corruption Protection
- Wagait Shire Council Employees Handbook

### 14. REFERENCES AND LEGISLATION

- NT Information Act 2002
- NT Surveillance Devices Act 2007
- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines
- Information Standards IS40 – Recordkeeping
- Information Standards IS40 – Retention and Disposal of Public records

### 15. REVIEW HISTORY

<b>Date Approved:</b> 17 November 2020	<b>Approved By Council:</b> Moved: President Neil White Seconded: Vice-President Tom Dyer Vote: AIF	<b>Resolution No.</b> 2020/ 182	<b>Date for review:</b> November 2022
<b>Date Approved:</b> 15/02/2022	<b>Approved By Council:</b> Moved: Vice President Tom Dyer Seconded: Cr Michael Vaughan Vote:	<b>Resolution No.</b> 2022/034	<b>Date for review:</b> February 2024

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<u>Date Approved:</u>	<u>Approved By Council:</u> <u>Moved:</u> <u>Seconded:</u> <u>Vote:</u>	<u>Resolution</u> <u>No.</u>	<u>Date for review:</u> <u>February 2026</u>
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### 9.2.3 FIN – INVESTMENT POLICY

**RECOMMENDATION**

That Council approves the updated FIN-INVESTMENT policy.

Moved:


Seconded:

Vote:

**Comments:**

The only changes made to the policy were grammatical; no changes were made to its structure.

The policy was reviewed by the Audit Committee and the recommendation was for Council to approve the policy.

	<b>INVESTMENT POLICY</b>	
	CATEGORY:	FINANCE
	LG ACT 2019 REF:	Chapter 10, Part 2, Section 194
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

**1. PURPOSE:**

The purpose of this policy is to outline the mandatory requirements for the management of council’s cash and investment portfolio under legislative restrictions. The policy is designed to safeguard council’s cash and investment portfolio, achieve appropriate earnings and ensure sufficient liquidity to meet council’s business objectives over the long, medium, and short term.

**2. SCOPE:**

This Policy applies to all employees and councillors of Wagait Shire Council and extends to all investing activities of council and any controlled entities.

**3. DEFINITIONS:**

Credit risk	The risk of default by a counterparty and subsequent loss of capital or interest due from that counterparty.
Liquidity risk	The risk that investments cannot be readily sold for “fair value” due to a lack of buyers. This could result in Council receiving less than full face value for an investment if needed to sell any investment prior to maturity.
Market risk	The risk that the price of investments varies with market conditions such that the “fair value” is less than the amount paid for the investment by Council and Council may need to accept a loss should Council wish to sell the investment either prior to or at maturity. Market risk can also result in trading profits for Council should the market conditions move favourably resulting in a price increase for the investments held.

**4. POLICY:**

Wagait Shire Council is committed to maximising appropriate investment returns under the constraints of legislation, whilst maintaining a conservative risk/return portfolio. All activities in regards to council’s investments and cash are exercised with the care, diligence and skill of a prudent person, and not for speculative purposes.

Investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio, whilst ensuring cash flow requirements are met as and when they fall due, and council’s risk tolerance is taken into account.

## 4.1 Risk management

The risk of all assets included in the investment portfolio must be known, measurable and acceptable to council.

### 4.1.1 Risk Management Guidelines

Council has to be aware and manage the market risk, credit risk and liquidity risk of the investment portfolio. To cover for risk the following frameworks have been established and decisions to invest are to comply with those. If any of council's investments are downgraded such that they no longer fall within the investment policy requirements, they will be divested as soon as practicable but in a manner that does not give rise to an unnecessary loss to Council.

#### 4.1.2.1 Portfolio Credit Framework

The Portfolio Credit Framework limits overall credit exposure of the investment portfolio. The limits on the percentage of the portfolio exposed to any particular credit rating category must be complied with as outlined in the following credit framework table.

Rating Table								
	Short Term < 12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit as % of total Investment Portfolio	100%	80%	50%	10%	100%	80%	30%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

#### 4.1.2.2 Counterparty Credit Framework

The Portfolio Credit Framework limits exposure to individual counterparties/ institutions by its credit rating so that single entity exposure is limited, as detailed below.

Rating Table								
	Short Term <12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit as % of total Investment Portfolio	Unlimited	60%	40%	5%	Unlimited	50%	25%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

#### 4.1.2.3 Term to Maturity Framework

The Term to Maturity Framework limits based upon maturity of securities. All investments have to be invested within the maturity constraints identified in the table below.

% of Total Investment Portfolio		
Duration	Minimum	Maximum
< = 12 months	50%	100%
>1 year < = 3 years	0%	50%
>3 years < = 5 years	0%	25%
>5 years	0%	10%

#### 4.1.3 Risk determination Property Investment Portfolio

In respect to investment return decision, council will apply the following table in determining the appropriateness of property investment and development activities.

Level of Risk	Benchmark above 90day BBSW
Low	<2%
Medium	2% to 5%
High	5% to 10%
Speculative	>10%

*Note – BBSW – Bank Bill Swap Rate*

In determining the level of risk council is to consider the following, as a minimum:

- Council experience in the proposed type of development;
- Nature of tenancies;
- Funding sources;
- Term asset is to be held;
- Recent precedence.

#### 4.2 Delegated Authorities

Under Section 167 (g) of the Local Government Act the Chief Executive Officer is responsible to ensure that council's assets and resources are properly managed and maintained. Delegated signatories for investments that do not require council approval under this policy are the Chief Executive Officer and President.

Investment recommendations require at least two competitive quotations that are in line with council's policies. Quotations are obtained by the Chief Executive Officer. The responsible officer must be capable of understanding and explaining how an investment product works and must be able to interpret existing council policies. Investment recommendations are approved by both of the delegated signatories. The release of funds will require approval in line with the Delegations Manual before funds are released to the counterparty.

### **4.3 Prudent Person Rule**

The investments of council will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard it in accordance with the spirit of this policy and not for speculative purposes.

### **4.4 Ethics and Conflict of Interest**

All employees and councillors involved in the investment process must refrain from activities, personal or otherwise, that would conflict with the proper execution and management of council's investment portfolio. This policy requires all employees and councillors involved in the investment process to:

- Disclose in writing any actual, apparent or potential conflict of interest to the Chief Executive Officer;
- Avoid any actual, apparent or potential conflict of interest; and
- Control any actual, apparent or potential conflict of interest.

An independent advisor, where appointed, is also required to declare that they have no actual or perceived conflicts of interest.

### **4.5 Prohibited Investments**

This policy prohibits any investments carried out for speculative purposes including:

- Derivative based instruments;
- Principle only investments or securities that provide potentially nil or negative cash flow;
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Share in an unlisted company, or contribute capital to an unlisted trust, unless the Minister in consultation with the Treasurer, approves the acquisition of such share;
- The use of leveraging (borrow to invest) of an investment other than a property investment;
- Complex financial instruments that are not in line with the conservative risk appetite of council;
- Any kind of investments with counterparties without a credit rating.

Investments must not be made unless in accordance with council's policies and/or council resolution.

### **4.6 Approved Investments**

#### **4.6.1 Legal Name of Investments**

All investment must be in the name of Wagait Shire Council. Additionally, Wagait Shire Council must be the beneficial owner of all investments.

#### **4.6.2 Denomination**

All investments must be denominated in Australian Dollars.

#### 4.6.3 Documentary Evidence

Documentary evidence must be held for each investment and details thereof must be maintained in an investment register. The Chief Executive Officer is responsible for the accurate, complete and timely maintenance of the investment register.

#### 4.6.4 Authorised Investments

Authorised investment will be limited to:

- Any public funds or securities issued by or guaranteed by, the Commonwealth, any State or Territory of the Commonwealth;
- Interest bearing deposits with, or debentures or bonds issued by, an Authorised Deposit-taking Institution (ADI), as defined under the Banking Act 1959 (Commonwealth), but excluding debt obligations;
- Bank accepted/endorsed bank bills;
- Managed funds with a minimum long-term Standard and Poor rating of A and short term rating of A2;
- Property development and investments.

Any authorised investments for greater than 12 months are to be approved by council resolution.

#### 4.7 Property Development and Investment

The overall mix and nature of investment properties will provide a balanced source of income that complement existing financial holdings. All future investment and development activities will provide a return on investment over the planned investment period. If a decision is made to accept a property investment with no return on investment, then the reasons for that decision must be outlined in the resolution relating to that investment and development activity. All property investment activities will be undertaken in accordance with council's long-term plan and will reflect council's ongoing commitment to financial sustainability. Borrowing for income generating property investments may be considered in line with relevant policy.

#### 4.8 Benchmarking

Performance benchmarks must be established for all investments held or intended to be held. The benchmarks included in the following table are to be complied with for the relevant instruments.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified	CPI + appropriate margin over rolling 3year periods (depending upon composition of funds)
Property Investment Portfolio	Review of performance, assess property's value and usefulness, compare to current cash rates

Aus bond bank bill index [www.bloomberg.com](http://www.bloomberg.com)



## 4.9 Reporting

All investments are to be appropriately recorded in council's financial records and reconciled at least on a monthly basis. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the council's behalf as at 30 June each year and reconciled to the investment register.

A monthly report will be provided to the elected council as part of the monthly financial report. The report will detail the investment portfolio in terms of performance, percentage exposure of total investment portfolio, maturity date and current market value as well as other indicators. Additionally, the report will include details of limits to ensure that the investment portfolio is being managed within policy limits and in accordance with the approved strategy.

## 5 ASSOCIATED DOCUMENTS

P04 Council Member Code of Conduct  
P05 Code of Conduct – Workplace Participant  
P09 Statement of Significant Accounting  
P26 Delegations Manual  
Investment register

## 6 REFERENCES AND LEGISLATION

Local Government Act 2019  
Local Government (General) Regulations 2021  
Australia Accounting Standards  
Ministerial Guidelines  
Local Government General Instructions

## 7 REVIEW HISTORY

<b>Date Approved</b> 19/02/2019	<b>Approved By Council</b> Moved: Cr Michael Vaughan Second: Cr Graham Drake Vote: AIF / Carried	<b>Resolution No</b> 2019/335	<b>Date for review</b> 19/02/2022
<b>Date Approved</b> 21/03/2023	<b>Approved By Council</b> Moved: Cr Michael Vaughan Second: President Neil White Vote: AIF / Carried	<b>Resolution No</b> 2023/050	<b>Date for review</b> February 2025
<u>Date Approved</u>	<u>Approved By Council</u> <u>Moved:</u> <u>Second:</u> <u>Vote:</u>	<u>Resolution No</u>	<u>Date for review</u> <u>February 2027</u>

#### 9.2.4 HR – CODE OF CONDUCT – WORKPLACE PARTICIPANTS POLICY

**RECOMMENDATION**

That Council approves the updated HR-CODE OF CONDUCT-WORKPLACE PARTICIPANTS policy.

Moved:


Seconded:

Vote:

**Comments:**

There are no changes to the structure of the policy.

The policy was reviewed by the Audit Committee and the recommendation was for Council to approve the policy.

	<b>CODE OF CONDUCT – WORKPLACE PARTICIPANT</b>	
	CATEGORY:	HUMAN RESOURCES
	LG ACT 2019 REF:	Chapter 9, Part 9.3, Section 175
	RESPONSIBLE OFFICER/S:	CHIEF EXECUTIVE OFFICER/PRINCIPAL MEMBER

## 1. PURPOSE

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

## 2. SCOPE

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

## 3. DEFINITIONS

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

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

## 4. POLICY

### 4.1 Principles

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

## **4.2 Conduct**

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

Workplace participants will:

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

## **4.3 Responsibilities**

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

## **4.4 Relationships with Council**

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

## **4.5 Gifts and Benefits (including entertainment and hospitality)**

- 4.5.1 Workplace participants must not seek gifts or benefits (including entertainment and hospitality) of any kind.

- 4.5.2 Workplace participants must not accept any gift or benefit (including entertainment and hospitality) that has a value or estimated value of greater than \$25, and/or that may reasonably create a sense of obligation on their part, or may be reasonably perceived to be intended to or would be reasonably likely to influence them in carrying out their public duty.
- 4.5.3 Exemptions for gifts and benefits under this policy include:
- (a) a gift or benefit given to the workplace participant by the council
  - (b) food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the council or that are required in accordance with performance of the workplace participant's professional duties;
  - (c) a private and personal gift (such as a birthday present from a family member).

#### **4.6 Use of Council Resources**

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

#### **4.7 Chief Executive Officer**

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

#### **4.8 Complaints**

- 4.8.1 Any person may make a complaint against a workplace participant under this Code.
- 4.8.2 Complaints about a workplace participant's behaviour that is alleged to have breached this Code should be brought to the attention of the Chief Executive Officer.
- 4.8.3 Complaints about the Chief Executive Officer's behaviour that is alleged to have breached this Code should be brought to the attention of the council's Principal Member.
- 4.8.4 In considering the lodgement of a complaint against a workplace participant for a breach of this Code, individuals should be mindful of the obligations outlined in the ICAC Mandatory directions and guidelines.
- 4.8.5 Nothing in this Code in anyway derogates from the rights of a workplace participant or duties of an employer under the *Fair Work Act 2009*, the *Local Government Industry Award*, or a contract of employment.

### **5. ASSOCIATED DOCUMENTS**

GOV Media Policy  
ADMIN Privacy Policy  
HR Dispute Resolution, Counselling, Disciplining and Dismissal  
ADMIN Vehicle Use Policy  
GOV Fraud and Corruption Protection

## 6. REFERENCES AND LEGISLATION

*Fair Work Act 2009*

*Local Government Act 2019*

*Local Government Industry Award*

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

*Work Health and Safety (National Uniform Legislation) Act 2011*

*Work Health and Safety (National Uniform Legislation) Regulations 2011*

## 7. REVIEW HISTORY

<b>Date Approved:</b> 21/04/2009	<b>Approved By Council:</b> Moved: Cr Withnall Seconded: Cr Lamont Vote: AIF	<b>Resolution No.</b> 2008/214	<b>Date for review:</b> Next Council Election
<b>Date Approved:</b> 17/01/2017	<b>Approved By Council:</b> Moved: Co-Op T Dyer Seconded: Cr K Noble Vote: AIF	<b>Resolution No.</b> 2017/08	<b>Date for review:</b>
<b>Date Approved:</b> 19/05/2020	<b>Approved By Council:</b> Moved: President Peter Clee Seconded: Vice President Tom Dyer Vote: AIF	<b>Resolution No.</b> 2020/079	<b>Date for review:</b> 2022
<b>Date Approved:</b> 21/07/2020	<b>Approved By Council:</b> Moved: Cr Michael Vaughan Seconded: Vice President Tom Dyer Vote: AIF	<b>Resolution No.</b> 2020/115	<b>Date for review:</b> 2022
<b>Date Approved:</b> 19/10/2021	<b>Approved By Council:</b> Moved: Vice President Tom Dyer Seconded: Cr Noeletta McKenzie Vote: AIF	<b>Resolution No.</b> 2021/186	<b>Date for review:</b> 2023
<b>Date Approved:</b> 17/10/2023	<b>Approved By Council:</b> Moved: Vice President Tom Dyer Seconded: Cr Sarah Smith Vote: AIF	<b>Resolution No.</b> 2023/175	<b>Date for review:</b> 2025
<b><u>Date Approved:</u></b>	<b><u>Approved By Council:</u></b> <b><u>Moved:</u></b> <b><u>Seconded:</u></b> <b><u>Vote:</u></b>	<b><u>Resolution No.</u></b>	<b><u>Date for review:</u></b> <b><u>2027</u></b>

### 9.3 KEEP AUSTRALIA BEAUTIFUL COUNCIL NT

**Action:** For Decision

**Author:** CEO

#### **PURPOSE**

To inform Council of Keep Australia Beautiful Council NT (KABCNT) request for a letter of support and seek guidance as to whether or not Council will support the request.

#### **RECOMMENDATION**

**That Council:**

- a) receives and notes the report entitled Keep Australia Beautiful Council NT; and
- b) approves / does not approve a letter of support to the Minister for ongoing operational funding for KABCNT.

**Moved:**

**Seconded:**

**Vote:**

#### **BACKGROUND**

On 22 January Council received correspondence from Heimo Schober, CEO Keep Australia Beautiful Council NT advising of their current financial status being at a critically low level and that their accountant had advised that they could be trading insolvent around Feb/Mar 2025.

In this correspondence the KABCNT CEO also advised that it was the opinion of the Northern Territory Government that the KABCNT program and services should be conducted and delivered by NT Councils.

In summary: KABC(NT) believes the approach mentioned is overly simplistic and doesn't fully capture the scope of their contributions. As KABC have indicated in their correspondence, they are an independent third-party charity, KABC(NT) provides free services across the Northern Territory, focusing on community-wide impact. They offer free programs such as dot-point plans for key stakeholders (including Homelands and Stores), school education on UNSDGs, global green sustainability accreditation for schools, and the Litter Rating Index (LRI) with Gold Star ratings for communities. Additionally, KABC(NT) accesses NFP charity grants to provide materials like rubbish pick-up tongs and bin stands. These services complement the shared objectives of Regional Councils.

KABCNT are requesting Council's support in writing to the Minister for ongoing funding for KABCNT in the Northern Territory.

#### **Financial Implications**

There are no financial implications associated with this report.

#### **Attachments**

A copy of the email correspondence is attached.

**From:** [Heimo Schober](#)  
**To:** [Virginya Boon](#)  
**Subject:** RE: KABC(NT) Support Request  
**Date:** Wednesday, 22 January 2025 6:10:10 PM  
**Attachments:** [Letterhead Edgington Burgovne 012025.pdf](#)

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Dear Tidy Towns participants,

RE: KABC(NT) - Operational Support Letter/email Request

I have attached a copy letter sent to our NT Government Minister Edgington and Minister Burgoyne for your information only - it gives a good brief on where things are at with Keep Australia Beautiful Council Northern Territory (KABCNT).

At our recent AGM, held on Monday 20<sup>th</sup> January 2025, we discussed our current financial status which is critically low and our accountant has indicated that we could be trading insolvent around Feb/Mar 2025. We are doing everything within our power to keep the KAB brand and free community program services available and ongoing in Northern Territory for 2025 and onwards.

At the Northern Territory Government Department CEO level it is their opinion that KABC(NT) program and services should be conducted and delivered by NT Councils.

We at KABC(NT) think that this is a little simplistic and naïve, as KABC(NT) acts as an independent third party, providing free services to the whole Northern Territory, with program services that are provided to the whole community with whole community focus, with provision of free dot-point-plans to the whole community 'Key Stakeholders' including Homelands and Stores, free school UNSDG education and resources, plus free global green sustainability accreditation for schools, as well as LRI (Litter Rating Index) Index trending and 4 Gold Star rating for our Territory communities.

KABC(NT) also accesses NFP registered charity grants for materials such as rubbish pick-up tongs and rubbish bin stands.

These are things that a NFP independent third party registered charity can provide to Regional Council to complement shared objectives.

I have included some additional dot-points-plans below for your consideration and hope that you may write a letter of support for the continuation funding of KABC(NT) bush program services within Northern Territory.

Below are some dot-points about KABC(NT) :

- KABC(NT) is a NFP Community Based Organisation and registered charity,
- KABC(NT) acts as an independent third party when assessing communities under our programs
- KABC(NT) is apolitical and has no political party affiliations
- KABC(NT) is not a lobbyist group



- We are an Indigenous controlled organisation with over 50 years operational experience in NT
- KABC(NT) provides free services Territory wide (predominately remote isolated Communities , Homelands, and Outstations)
- KABC(NT) has a whole community approach with community key stakeholder collaboration to achieve shared goals and outcomes
- Our Northern Territory flagship programs are Sustainable Communities Tidy Towns, Eco-School, and Eco-Tots (Keeping Country Beautiful)
- NT Sustainable Communities Tidy Towns Overall Winner and representative is linked to and participates in the KAB National Annual Awards event
- Eco-School and Eco-Tots have both free National and Global Accreditation (Community School Sustainability Education and Resources) attached to it.
- KABC(NT) Eco-School program is UNSDG linked and also linked to community goals within the KABC(NT) program
- Our programs engage the whole community through 'Key Stakeholder' shared goal engagement, ownership, and responsibility
- KABC(NT) provide Community specific 3-5 years 'Dot-Point-Plans' for each individual Community 'Key Stakeholder' (Council, School, Store, Rangers, TO's, other Community organisations) with regular follow-up, mentor, and support
- Our programs focus on community Social Development, Sustainability, Health, Liveability, wellbeing, UNSDG's and 'quality of life', Keeping Country Beautiful
- KABC(NT) programs (if requested) include increased food security, mainly through Eco-Schools (UNSDG #2, plus garden to plate education) Community and Homelands program work (veggie gardens, chickens, bee hives, fruit trees, bush tucker, bush medicine)
- Our programs cycle annually, culminating with an annual end-of-year Awards Forum event and gala Awards Dinner event (free events for approx 160 engaged community participants – networking opportunities, sharing commendable project works and experiences, independent KAB giving bush community recognition and acknowledgement for community and individual efforts)
- Our programs introduce 'new norms' into communities and utilise 'continuous improvement' strategies – we also good-naturedly pit communities and regional councils against each other to challenge and raise NT Benchmark across a number of categories (continually advancing the Northern Territory) – this also occurs when competing nationally against the other Australian State's Councils.
- KABC(NT) provides '4 Gold Stars' to communities that maintain a Litter Rating Index (LRI) of 95 or greater for four consecutive years (encourage Indigenous Tourism opportunities if desired, plus potential community capital investment opportunities by external investors)
- KABC(NT) uses the LRI (litter rating index) to monitor community trends and to identify and prioritise communities in need of KABC(NT) services
- KABC(NT) also works in partnership with Northern Territory Corrections (Alice Springs, Darwin) to help provide and manufacture remote community required infrastructure, bulk bins, public place bins, Bin stands, public seating and tables, as well as propagate trees, bushes, shrubs, fruit tress, and vegetable seedlings (prisoners obtain certificate qualifications in manufacturing, welding, and

agriculture)

- KABC(NT) also provides Regional Councils with Community specific UNSDG shared planning support – sharing network for community UNSDG’s
- KABC(NT) is not aware of any other similar community program within our Territory bush that creates community pride and wellbeing with improved quality of life
- KABC(NT) operates efficiently and effectively in remote isolated communities and Homelands without provision or penalties such as remote allowances, meal allowances, travel allowance rates, overtime, laundry allowance, etc.

As a community based organisation we are open to other community suggestions, ideas, and initiatives in partnership with ‘Key Stakeholders’ that have shared goals.

I hope that this list refreshes some insight to KABC(NT) current services and also to the potential possibilities for your communities moving forward.

I believe that KABC(NT) has always operated to the best of our ability and within the budget constraints that we face.

I also believe that if KABC(NT) was to cease operations in Northern Territory the bush communities would be further disadvantaged.

Your support, in writing to the minister for KABC ongoing funding in Northern Territory, would be greatly appreciated and thank you for your valuable time,

Very Kind Regards,

Heimo Schober  
CEO

**Keep Australia Beautiful Council NT**

Keep Northern Territory Beautiful

Mb: 0407 186 461

Ph: 08 8981 5535

Email: [ceo@kabcnt.org.au](mailto:ceo@kabcnt.org.au)

Web: [www.kabcnt.org.au](http://www.kabcnt.org.au)

Facebook: <https://www.facebook.com/KeepAustraliaBeautifulNT/>

GPO Box 368, Darwin NT 0801



Keep Australia Beautiful Council Northern Territory acknowledges the traditional custodians throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to their elders, both past and present. Please tread lightly on Mother Earth, act forward, and regularly exercise your environmental memory muscle. If not you, then who? And if not now, then when?

## 9.4 WSC AUDIT COMMITTEE MEETING

**Action:** For Decision

**Author:** CEO

### **PURPOSE**

To update the Council on the Audit Committee meeting held Tuesday 11 February 2025 and to seek a decision on a new member for the Audit Committee.

### **RECOMMENDATION**

**That Council:**

- a) receives and notes the update on the Audit Committee meeting held Tuesday 11 February;
- b) accepts the resignation of Cr Michael Vaughan from the Audit Committee and thanks Cr Vaughan for his commitment to the committee;
- c) and approves the appointment of Cr..... to the Audit Committee

**Moved:**

**Seconded:**

**Vote:**

### **BACKGROUND**

The Audit Committee met on Tuesday 11 February 2025 with 4/5 members present. Highlights from the meeting were:

- Removal of two completed items from the Actions List
- Recommendation to keep all financial statements as is in the monthly reporting to Council with no extra reports identified for inclusion
- Resignation of Cr Vaughan from the committee
- Nexia's Audit Completion Report was reviewed and is in confidential business to be discussed

### **Financial Implications**

There are no financial implications associated with this report.

### **Attachments**

A copy of the Audit Committee meeting minutes is attached.



**WAGAIT SHIRE COUNCIL**

**MINUTES**

**AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD 9.30AM**

**Tuesday 11 February 2025**

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## 1. PRESENT

### Committee members:

Committee Member (Chair)	Ian Swan (via teams meeting)
Community Member	Maureen Newman
Council President	Neil White
Councillor	Michael Vaughan

### Council staff:

Chief Executive Officer	Virginya Boon
Finance Officer	Matt Pettit

## 2. OPENING OF MEETING

The Chair Ian Swan declares the meeting open at 9:33am and welcomes all to the meeting.

The Chair advises that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

### 2.1. APOLOGIES

#### PURPOSE

This report is to table for Council's record any apologies received from Members of the Audit Committee for this meeting.

**RESOLUTION No: 2025/018**

**That the Audit Committee receives and notes the apologies from Shelley Hewitt.**

**Moved: M Newman**

**Seconded: President N White**

**Vote: AIF**

## 3. ELECTRONIC MEETING ATTENDANCE

#### PURPOSE

This report is to table, for the Committee's record, any requests and permissions for Electronic Attendance.

**RESOLUTION No: 2025/019**

**That the Audit Committee acknowledges and accepts Ian Swan's attendance to the meeting of 11 February 2025 via electronic means.**

**Moved: President N White**

**Seconded: Cr M Vaughan**

**Vote: AIF**

## 4. CONFLICT OF INTEREST

### PURPOSE

This report is to ask the Audit Committee members 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 Audit Committee meeting.
3. If any item of business does come up throughout the meeting that any member may have a conflict with, the Chairperson asks that they declare it in the meeting.

**No declarations of interest were received.**

## 5. MOVEMENT OF CONFIDENTIAL ITEMS

### PURPOSE

This report is to ask the Audit Committee members if there are:

1. Items on the Agenda that they feel should be moved into Confidential Business; and
2. Items in Confidential Business that they feel should be moved to the general Agenda?

**No items of business were moved in the agenda.**

## 6. CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE

### PURPOSE

The draft Minutes of the previous Audit Committee Meeting held Monday 14 October 2024 are submitted to the committee for confirmation to approve them as a true and accurate record of the meeting.

**RESOLUTION No: 2025/020**

**That the Minutes of the Audit Committee Meeting held on Monday 14 October 2024 are confirmed by Committee Members as a true and correct record.**

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

### 6.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

## 7. ACTION SHEET & WORKPLAN

### 7.1 ACTION SHEET

#### PURPOSE

This report is to update the Audit Committee on the status of the Actions List.

**RESOLUTION NO: 2025/021**

**That the Audit Committee:**

- a) accept the Action Sheet; and
- b) approve the removal of the following completed items:
  - Recruitment of Chairperson
  - Recruitment of Finance Coordinator position

**Moved: M Newman**

**Seconded: President N White**

**Vote: AIF**

## 7.2 WORKPLAN

### PURPOSE

This report is to inform the Audit Committee of the schedule and workplan for the February meeting.

**RESOLUTION NO: 2025/022**

**That the Audit Committee receive and note the report on the Workplan for the February meeting and request an update of the Risk Reporting Tool at the next meeting, to be held in May 2025.**

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

## 8. AGENDA ITEMS

### 8.1 POLICIES

#### PURPOSE

To request the Audit Committee to review the updated policies and advise of any amendments required prior to being presented to Council.

#### 8.1.1 GOV – RISK MANAGEMENT POLICY

**RESOLUTION No: 2025/023**

**That the Audit Committee:**

- a) receives and notes the updated Risk Management Policy; and
- b) recommends that Council approves the updated policy.

**Moved: Cr M Vaughan**

**Seconded: M Newman**

**Vote: AIF**

#### 8.1.1 ADMIN – WORKPLACE SURVEILLANCE POLICY



**RESOLUTION No: 2025/024**

**That the Audit Committee:**

- a) receives and notes the updated Workplace Surveillance Policy; and**
- b) recommends that Council approves the updated policy.**

**Moved: President N White**

**Seconded: Cr M Vaughan**

**Vote: AIF**

**8.1.1 FIN – INVESTMENT POLICY**

**RESOLUTION No: 2025/025**

**That the Audit Committee:**

- a) receives and notes the updated Investment Policy; and**
- b) recommends that Council approves the updated policy.**

**Moved: M Newman**

**Seconded: Cr M Vaughan**

**Vote: AIF**

**8.1.1 HR – CODE OF CONDUCT – WORKPLACE PARTICIPANTS POLICY**

**RESOLUTION No: 2025/026**

**That the Audit Committee:**

- a) receives and notes the updated Code of Conduct for Workplace Participants Policy; and**
- and**
- b) recommends that Council approves the updated policy.**

**Moved: President N White**

**Seconded: Cr M Vaughan**

**Vote: AIF**

**9. FINANCE REPORTS**

**9.1. FINANCE REPORT TO 31 JANUARY 2025**

**PURPOSE**

To provide the Audit Committee with a review of Council's financial position to the 31 December 2024 and to review the monthly reports presented to Council and seek recommendations.

**RESOLUTION No: 2025/027**

**That the Audit Committee:**

- a) receives and notes the Financial Reports provided to 31 December 2024; and**
- b) and makes recommendation to Council that no other reports are required in the monthly financial reporting to Council.**

**Moved: M Newman**

**Seconded: Cr M Vaughan**

**Vote: AIF**

## 9.2 Q2 BUDGET REVIEW

### PURPOSE

To provide the Audit Committee with a review of the budget vs actuals up to the 31 December 2024 and any amendments required for the remainder of the financial year and to seek recommendation from the committee for Council to approve the 2<sup>nd</sup> quarter budget review.

#### **RESOLUTION No: 2025/028**

**That the Audit Committee:**

- a) receives and notes the report on Council's Q2 Budget Review; and
- b) recommends that Council approves the Q2 Budget Review with amendments as advised.

**Moved: President N White**

**Seconded: M Newman**

**Vote: AIF**

## 10. GENERAL BUSINESS

### 10.1 SCHEDULE OF FINANCIAL STATUTORY RESPONSIBILITIES

#### PURPOSE

To keep the Audit Committee informed of Council's schedule of Local Government compliance responsibilities for the 2024 calendar year and to seek the Audit Committee's approval for the meeting schedule for the 2024 calendar year.

The 2024-25 schedule of Local Government compliance responsibilities is provided below.

Item	Audit Committee Date	Council Date	NTG Due Date
2nd Financial Year Budget Review	-	April 2024	30 April 2024
2025 Shire Plan & Budget - Draft	May	April 2024	-
2025 Shire Plan & Budget - Final	May	May 2024	30 June 2024
2024 Financial Audit - Draft	August	September	-
2024 Annual Report - Draft	September	September	-
Adopt 2024 Financial Audit	October	October	15 November
Adopt 2024 Annual Report	October	October	15 November
Q1 Budget Review	-	October	31 December

## 11. CLOSURE OF MEETING

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Chambers at 9.30am, Tuesday 13 May 2025.

The Chair declared the meeting closed at 10:52am.

## Virginia Boon

---

**From:** Michael Vaughan  
**Sent:** Tuesday, 11 February 2025 11:08 AM  
**To:** Virginia Boon  
**Cc:** Neil White  
**Subject:** Resignation from Audit committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Virginia

As discussed at the audit committee this morning I hereby resign from my position on the audit committee effective today .

Regards  
Michael

## 9.5 LGANT – NOMINATIONS FOR MINISTERS ADVISORY COUNCIL FOR SENIOR TERRITORIANS

**Action:** For Decision

**Author:** CEO

### PURPOSE

This report has been provided to advise Council that LGANT has called for nominations for a representative to the NT Minister’s Advisory Council for Senior Territorians (MACST) and to seek a decision from Council as to whether or not they wish to nominate a Wagait Shire Council elected member for this role.

### RECOMMENDATION

**That Council:**

- a) receives and notes the report entitled **LGANT – Nominations for Ministers Advisory Council for Senior Territorians; and**
- b) **and does / does not wish to nominate Cr ..... as a candidate for this role.**

**Moved:**

**Seconded:**

**Vote:**

### BACKGROUND

Council received an email from LGANT on 30 January 2025 seeking nominations from member Councils to represent LGANT on the NT Minister’s Advisory Council for Senior Territorians (MACST).

#### Background

The Minister’s Advisory Council for Senior Territorians (MACST) provides a voice for Northern Territory (NT) seniors' community on issues of interest and importance through high level and strategic advice to the Minister for Seniors.

The council provides effective links between government and seniors' community to improve policy outcomes.

#### Membership

Membership on the council is voluntary. Members are selected based on skills, knowledge, experience and broader community participation or representation. They reflect the regional and indigenous populations of the NT. Members may also participate in council sub-committees and working groups.

#### Nominees

The nominee may be an elected member or a council staff member.

They should have the knowledge, skills, and experience to contribute on issues relevant to the seniors’ social, economic and civic life.

The nominee is expected to represent the local government sector on the MACST, not their individual council, and regularly report to LGANT.

The LGANT Board will put forward one nominee to the Minister for their approval before the appointment commences.

#### Meetings

The committee meets 3 times a year.

The Office of Senior Territorians will provide secretariat support for the Chair, including organising meetings and recording and distribution of minutes and relevant information.

Communiqués of previous meetings can be found online at <https://nt.gov.au/community/seniors/advisory-council-for-senior-territorians>

Sitting fees are not applicable.

**Financial Implications**

There are no financial implications associated with this report.

**Attachments**

A copy of the MACST Terms of Reference is attached.

# Minister's Advisory Council for Senior Territorians

Terms of Reference

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## 1. Role

The Minister's Advisory Council for Senior Territorians (MACST) is an independent voice for Territory seniors on issues of interest and importance.

The Council provides high level and strategic advice to the Minister responsible for seniors on issues relevant to the social, economic and civic life of Territory seniors. The Council also provides an effective mechanism, linking the government and seniors community in order to improve policy and service outcomes.

Members participate on a voluntary basis.

## 2. Authority

The Council is a non-statutory advisory group established by the Minister responsible for seniors. It holds no delegated power to act on behalf of the Minister, or to commit the Minister or government to any actions.

The Terms of Reference align to the [Northern Territory Government Handbook for Board Members](#).

## 3. Objectives

The objective of the Council is to:

- Provide advice to the Minister responsible for seniors on matters of importance to senior Territorians and in turn, receive feedback from the Minister.
- Explore the needs of the Territory seniors community and offer solutions on how these may be more effectively addressed by the Northern Territory Government and service providers.
- Discuss and promote ideas leading to greater awareness of the positive aspects of ageing to the wider community and increase the active participation of older people in all aspects of life in the Northern Territory.
- Receive advice and provide feedback out of session including:
  - Communicating with the Minister and/or the Department of Territory Families, Housing and Communities (the Department) on items under consideration or proposed initiatives across government that may impact seniors;
  - Reporting on wider community concerns that require further consideration of the needs of senior Territorians prior to implementation; and
  - Reporting on national and local issues that can be interpreted as being discriminatory on the basis of age.
- Investigate issues that the Minister responsible for seniors may refer to the Council for advice.
- Direct specific tasks to relevant working groups which may be formed to address issues such as economic security, community safety or age-friendly communities.

## 4. Secretariat

The Office of Senior Territorians will provide secretariat support for the Council. Functions include:

- administrative tasks associated with the appointment of members;
- organising of meetings, including members' travel, where applicable;



- recording and distribution of minutes; and
- dissemination of other relevant information.

## 5. Membership

Membership will comprise of community members and peak body representatives.

Up to 10 community members will be selected by the Minister for their skills, knowledge, experience, and broader community representation. Community membership will aim to be inclusive of people living in, or with strong connections, to remote and urban communities, culturally and linguistically diverse people, Aboriginal and Torres Strait Islander people, LGBTQIA+ people and people with disability.

Peak body representation will consist of one representative from each of the following:

- The Council on the Ageing (COTA) NT;
- National Seniors Australia;
- The Association of Independent Retirees;
- The Local Government Association of NT;
- The Palmerston and Litchfield Seniors Association; and
- A peak Aboriginal organisation.

Other peak body organisations may be invited to participate on the Council by the Minister.

Additionally there will be two (2) observers from the Australian Government, Department of Health and Aged Care.

Upon appointment, members are required to sign and adhere to the Code of Conduct.

### 5.1. Community member selection and nomination

Community membership is for two years, with the option for re-appointment .

Community members are appointed by the Minister. Processes to fill vacant positions will commence one month prior to expected vacancy dates. Options to fill vacancies include:

- re-appointment of current sitting members for a subsequent term;
- acceptance of nominations through a public expression of interest (EOI) process; or
- direct appointment by the Minister.

### 5.2. Peak body representation and nomination

Peak body representatives are ongoing appointments and individuals will be selected by their organisation. The organisation will notify the Secretariat of any changes to their representative.

### 5.3. Chair and Deputy Chair positions

The Chair and Deputy Chair will be appointed by the Minister from the pool of Community members. The Chair and Deputy Chair will be selected by the Minister for their skills, knowledge, experience and broader community representation.

The terms of appointment for the Chair and Deputy Chair will be a maximum of two (2) years. The Chair and Deputy Chair can be re-appointed by the Minister for a subsequent term following the expiry of their term.

The positions of Chair and Deputy Chair will become vacant in the case of the resignation of a member holding one of these positions or the expiry of their appointment.

## 6. Meetings

The Council will meet four times a year, with one meeting being held online only. Meetings will be held in two parts:

- **Closed session** (approximately 2 hours duration): This session will only be attended by Council members. The agenda will include items related to Working Groups. The Secretariat will be responsible for the preparation of Minutes.
- **Open session** (approximately 3 hours duration): This session will consist of general agenda items. The Secretariat and relevant Department employees will also be in attendance.

The location of meetings will include a visit to one regional centre per calendar year, noting that arrangements to visit a regional centre will be made within resourcing and budget parameters.

Agenda papers will be circulated to members at least one week prior to the meeting.

A draft copy of the Minutes will be provided to the Chair within 10 days of the meeting. The Secretariat will provide Minutes to the Minister and members once endorsed by the Chair.

A Communiqué summarising the meeting content will be composed following each meeting, and supplied to the Chair with the draft minutes.

Meetings are to be facilitated by the Chair, or in their absence, the Deputy Chair. Where the Deputy Chair is also not present, a member nominated by the Chair will temporarily act as the Chair.

Whenever possible, decisions of the Council are to be made by consensus. If consensus cannot be reached, decisions will be made by a majority vote of those members present. The advice provided to the Minister will include the diverse range of opinions of members.

### 6.1. Proxies

Peak body representatives can appoint a proxy if unable to attend. All proxies will be coordinated by the peak body member unable to attend.

A community member must seek agreement in advance from the Chair, through the Secretariat, to nominate a proxy.

### 6.2. Apologies

If a member is unable to attend a meeting, they must submit an apology to the Secretariat. Apologies will be noted in the minutes. If a member fails to attend three consecutive meetings without notifying the Secretariat, their term may be cancelled by the Minister.

### 6.3. Quorum

A quorum is half the total attending members plus one. A proxy is counted in the quorum and has the authority to vote. Observers or any visiting experts are not included in the count for a quorum and cannot vote.

## 6.4. Regional participation

Regional participation is encouraged and the Secretariat will arrange flights and accommodation for the travel of members outside of Darwin.

## 7. Working Groups

All members are to participate in one of the following established working groups:

- Elder Abuse and Community Safety
- Aged Care Workforce
- Concessions
- Housing.

Each working group will have an allocated Chair, who is responsible for the coordination of the group and the Minute taking. A report summarising each group's activities will be presented by the Chair to all members during the closed session of each meeting. The reports will then be provided to the Minister during the open session or out of session. The reports will also be provided to the Secretariat for record keeping.

Each working group will have a Terms of Reference.

## 8. Confidentiality

Unless otherwise indicated, all papers and minutes are confidential. The Council will determine what papers are marked for release at the end of each meeting, or in subsequent meetings.

Members may be provided with other confidential material, which they should treat with care and discretion and cannot disclose to anyone outside the Council.

## 9. Declaring conflicts of interest

A conflict of interest may occur where a member has a financial or other interest in issues under consideration by the Council. Declaring conflicts of interest will be a standing agenda item for each meeting.

A member must disclose to the Chair, any situation or agenda item that may lead to a real, perceived, or potential conflict of interest. The Chair will assess the risk and decide if the member be excluded from any discussions.

## 10. Leave of absence

Members may apply to the Chair, through the Secretariat, for a leave of absence from their Council responsibilities for up to four (4) months. For a period of absence of longer than four (4) months, the request requires consideration by the Minister.

## 11. Resignation

Members may resign from the Council at any time. All resignations must be provided in writing to the Minister with a copy provided to the Chair. Appointment of replacement members is at the discretion of the Minister.

## 12. Review of the Terms of Reference

The Terms of Reference will be reviewed biennially in consultation with the Minister, members and Office of Senior Territorians.

## 10. REPORTS FOR RECEIVING AND NOTING

### 10.1 REVIEW OF ACTION ITEMS LIST TO 12 FEBRUARY 2025

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To update Council on the status of the Actions List to 12 February 2025.

**RECOMMENDATION**

**That Council receives and notes the updated Actions List to 12 February 2024**

**Moved:**

**Seconded:**

**Vote:**

Item	Res No	Resolution	Date	Status
1	2020/101	Local Area Planning, Environment and Climate Change	12/02/2025	No further updates.
			15/1/2025	Crown Land Management provided a scope of works for the Council to quote on, and this quote was submitted to them prior to the Christmas break. An email received on 15 January 2025 indicated that, due to the costs associated with RUA maintenance, the project will need to be tendered under a tier two process. They have requested that we provide an estimate for a 36-month period. Additionally, Crown Land Estate aims to incorporate the RUA into a formal maintenance plan.
			4/10/2024	Had another meeting with Crown Land Management and discussed a works schedule for the RUA. CLM are writing it up for Council to quote on.
			14/8/2024	Discussed and reviewed a scope of works for the maintenance of all DIPL sites in Wagait Beach.
			10/04/2024	Discussion with DIPL regarding issues raised: <ul style="list-style-type: none"> <li>▪ Still working on a plan to maintain sites.</li> <li>▪ DIPL would need more discussion on the closure of the Erickson/Imaluk Beach Access as this would require approval from higher up.</li> <li>▪ No further news on Occupation Licence at this stage – Crown Land Management are following this up.</li> </ul>
			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: <ul style="list-style-type: none"> <li>▪ The status of the Occupation Licence over the two Beach Accesses</li> <li>▪ Maintenance of the RUA and pedestrian Beach Accesses</li> <li>▪ Maintenance of all NTG easements in Wagait Beach including the drains</li> <li>▪ How DIPL will conduct community consultation regarding the installation and closure of a locked gate at the Imaluk Beach Access</li> </ul>
			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 Hault and discussed action to date, and he agreed that an overall plan for the beach access development and RUA management was required. He has offered to provide further drawings if needed.
		20/04/2021	Grant Application to NT CMC NT Risk Reduction Program unsuccessful.
		12/03/2021	Further emails with photos have been sent to the DIPL Crown Land Estate (CLE) with request for intervention such as a boundary survey of beachfront properties. Nil response to date.
		12/02/2021	CEO and VP Dyer met with DIPL Planning Directors on 24 September to discuss Local Area Planning and related issues.
		09/09/2020	Shire President and CEO met with Crown Lands Estate representatives on 5 August to discuss beach access on RUA's at Baluria, Erickson, WTR and Delissa.
		18/08/2020	Council noted information provided in the Climate Change Risk Assessment and Adaption Planning Report and requested a briefing and action plan proposal be presented at the September meeting 2020/113.
		12/04/2020	Council noted submission from Kevin Hault regarding maintenance of RUA beach access and requested follow up with Crown Land to consider options for further works in RUA 2020/101.

2	Wagait Health Service and Clinic	12/02/2025	No further updates on visits from RTHC. Have emailed them to ask when they are going to commence visits again this year and was advised that they are in the process of onboarding 3 more staff so will let us know when they have their plans in place.
		10/9/2024	RTHC are currently visiting weekly to build up the clientele as they have secured a doctor for approx. 4 weeks and want to make sure they get full use of them while they are available.
		12/8/2024	RTHC have commenced their fortnightly visits with the next one on to take place on Thursday 22/8/2024 and will continue fortnightly until further notice.
			The visit from RTHC did not go ahead on 26/6 as planned. There is a visit planned for 25 <sup>th</sup> July and going forward it will be the second and last Thursday of the month. Have planned to do a morning tea on the 25/7 and will ask RTHC to have a chat to the residents so they know what to expect.
		23/5/2024	Visited RTHC Clinic and discussed a plan moving forward. RTHC will visit Wagait Beach on Wednesday 26 June and hold a clinic. There is a seniors morning tea on this day so it will be a good opportunity for the residents who attend the morning tea to have a chat with the clinic staff if they wish. RTHC intend to visit monthly from this date.
		16/5/2024	Email from RTHC on 9/5/24 to advise that they were planning on coming out for their first visit in a few weeks to do a type of reconnaissance to make sure everything is in order and take stock of what items they will need for a full clinic day. They will combine this visit with a flu and covid injection drive.
		14/04/2024	Emailed Remote Territory Health Clinic who advised they are ready to come out for a clinic as soon as we want them to. Emailed NT Primary Health Network who advised that there have been internal meetings and have agreed in principle to support the delivery of outreach services to Wagait Beach community, and they are currently finalising details to allow RTHC to commence as soon as possible.
		14/03/2024	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.
		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.
3	2023/073	Cat By-laws	12/02/2025	No further updates
			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.

4	2024/034	Re-Discovery Hub	12/02/2025	Plumbing works should be complete by mid February.
			14/01/2025	Plumbing works is being carried out at the Sports Ground for the installation of an outdoor sink and eye wash station at this site. Works are almost complete.
			10/9/2024	Building complete. Currently investigating options for plumbing and a sink outside and fencing.
			14/8/2024	Works are almost complete. Floor to be painted, fence to be pulled down and we are yet to receive a quote to replace some fencing.
			13/6/2024	Works are moving forward as per the plan. No issues to date.
			16/5/2024	Concrete is poured and steel works will commence this week. The project is coming along nicely with a completion date of early August.
			11/4/2024	Contract signed, PO issued, Tenant advised of planned works start date, schedule of works supplied. Planned site set up for 1-3 May.
			14/3/2024	Updated quote from Simeon Latham accepted. Contract drafted and sent on for review.
5	16/4/2024	Power Water Outages	12/02/2025	No further updates
			14/8/2024	No further action to date. Online feedback/complaints form page is still down due to maintenance. There has been no response to the issue that was reported through the online "Chat" system.
			11/7/2024	Have been onto their website multiple times but they keep saying that the website is undergoing maintenance so have sent a very long message on their chat line.
				Council requested the CEO to write to Power Water via online feedback to request that they consider these outages to be conducted during cooler weather times and ensure the community is fully aware of them happening.
6	16/4/2024	Request for Roads Funding	12/02/2025	No further action to date.
			14/8/2024	A response to the letter sent to Eva Lawler's office has been received and is tabled in correspondence. The letter states that as this stage there is no funding available for the roads upgrades and that the NTG have invested a significant amount into the new jetty for the area.
			11/7/2024	Letter has been sent to the Chief Minister Eva Lawler and we received notification that this has been sent on to Office of Joel Bowden who is the minister for Infrastructure, Planning and Logistics.
			14/6/2024	Waiting on quote to carry out a full reconstruction of road shoulders. This will provide indicative costs so we will have a better idea of how much money we need to ask for.
			16/5/2024	The letter is drafted and we are waiting on a second quote to ensure we have the correct costing for the reseal program.
				Council requested the CEO draft a letter to the Chief Minister, the NT Leader of the Opposition and the Federal Government to request funding assistance for a roads reseal program.
7	16/7/2024	Marnie Jay Mural	12/02/2025	Marnie emailed on 10/2/25 to advise that she was back and working on the project. She hopes to be finished the panels in May and be installing them in June
			14/01/2025	Emailed Marnie Jay on 14/1/2025 for an update and received a response to say that she was on leave and back in February and that the WSC project would be the main job she would be working on until complete.
			4/9/2024	Received an email from Marnie Jay advising that she was on track to have the project complete by May/June 2025

		14/8/2024	No further action to date.
		7/6/2024	Met with Marnie Jay to discuss where she was at with the mural for the sign out the front of Council. Marnie was struggling with getting all of the norther coast of Charles Point into the mural, so we discussed going from the Jetty to Imaluk Creek. She was okay with this and said she could work with that area. Timeframe was to get it done in the 2024-25 FTY.

## 10.2 CORRESPONDENCE

**Action:** For Receiving and Noting

**Author:** CEO

### PURPOSE

To provide Council with a list of incoming and outgoing correspondence from 13 January 2025 to 12 February 2025.

### RECOMMENDATION

**That council receives and notes the incoming and outgoing correspondence from 13 January 2025 to 12 February 2025.**

**Moved:**

**Seconded:**

**Vote:**

### Background

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

### 10.2.1 INWARDS CORRESPONDENCE

30/01/2025	LGANT	Call for nominations - Minister's Advisory Council for Senior Territorians	email
12/02/2025	Tschirpig Conveyancing	Notice of Sale or Transfer of Ownership - 111 Erickson	email
12/02/2025	Daly Electorate Office	Donation to International Women's Day	email
12/02/2025	Cyber Security Projects - NTG	Local Governemtn Cyber Security Review - Declaration of Interest & Confidentiality	email
11/02/2025	Cr Michael Vaughan	Resignation from Audit Committee	email
10/02/2025	Tschirpig Conveyancing	Rates Search Request - 111 Erickson Cres	email
5/02/2025	City of Darwin	Invitation to Bomoing of Darwin Service	emil
3/02/2025	Senior Tourism Planning Officer	Set meeting date for next Greater Darwin Destination Management Plan group	email
30/01/2025	LGANT	Call for Nomiminatinos to the Minister's Advisory Council for Senior Territorians	email
29/01/2025	LGANT	Submission to the Inquiry into Energy, Food And Water Security	email
29/01/2025	Dept of Home Affairs	Possibel Citizenship Ceremony - Wagait Shire Council	email
22/01/2025	Keep Australia Beautiful Council NT	Request for letter of support	email
20/01/2025	LGANT	LGANT Board - Casual Vacancy Filled	email
17/01/2025	LGANT	Territory Coordinator - Consultation	email
15/01/2025	Dept of Logistics & Infrastructure	Black Spot Funding agreement	email
13/01/2025	Money Spider	Rates Search Request - 6 Erickson	email
13/01/2025	ICAC	Nominated Recipient Forum - Date Change	email
13/01/2025	LGANT	LGANT Strategic Plan Consultation	email

### 10.2.2 OUTWARDS CORRESPONDENCE

15/01/2025	Development Assessment Services	Query on responsibilities for drainage easements	email
28/01/2025	Tschirpig Conveyancing	Rates Search - 12 Head Crt	email
3/02/2025	Dept of Logistics & Infrastructure	Acceptance of Invitations to Extend Jetty Maintenance Contract	email
3/02/2025	Thompson & Associates	Rates Search info - 111 Erickson	email
3/02/2024	NT Electoral Commission	Follow up on visit regarding NT Local Government Elections	email
4/02/2025	Councilwise	Request for training	email
4/02/2025	Tourism Top End	Update on grants project	email
5/02/2025	RTHC	Requesting dates of next visit	email
7/02/2025	Minister Yan	Cullen Bay Dredging	email
10/02/2025	Tschirpig Conveyancing	Rates Search info - 111 Erickson	email
10/02/2025	Dept Lands and Planning & Environment	Drainage Easements	email
11/02/2025	Sign City	Request for update on electronic sign	email
12/02/2025	Daly Elcorate	International Women's Day Celebrations	email
12/02/2025	Nexia	Request for Xero Training	email

### 10.3 COMPLAINTS REGISTER

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To update Council on complaints received from 14 November 2024 to 13 January 2025.

**RECOMMENDATION**

**That Council receives and notes the Complaints Register to the 12 February 2025.**

**Moved:**

**Seconded:**

**Vote:**

**Background**

Council has received 2 complaints in the reporting period from local residents.

COMPLAINTS TO 13 January 2025 to 12 February 2025			
DATE	COMPLAINT TYPE	SOURCE	STATUS
20/1/2025	Dog Bite	In person	Council investigating
6/2/2025	Flood Water drainage issue	In person	Council working towards a solution
6/2/2025	Water flooding issue from drainage easement	In person	Council meeting with NTG to find a solution
31/1/2025	Dog Issue	In person	Council have discussed issue with owner
11/2/2025	Flood Water drainage issue	In person	Council investigation possible solutions to issue

### 11. CURRENT / UPCOMING EVENTS

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To update Council on upcoming events planned over the next month.

**RECOMMENDATION**

**That Council receives and notes the report on current and upcoming events.**

**Moved:**

**Seconded:**

**Vote:**

### **11.1 WEDNESDAY 19 FEBRUARY – SENIORS FIRST MORNING TEA FOR 2025**

### **11.2 SATURDAY 8 MARCH - INTERNATIONAL WOMEN'S DAY CELEBRATIONS**

## **12. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE**

## **13. IN-CAMERA ITEMS**

### **RECOMMENDATION**

**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.

### **13.1 CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA**

- Minutes of In-Camera meeting held 20 January 2025
- Audit Completion Report

### **13.2 RE-OPEN MEETING TO THE GENERAL PUBLIC**

### **RECOMMENDATION**

**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.

### 13.3 DECISIONS ARISING FROM THE CONFIDENTIAL SECTION

**RECOMMENDATION**

**That Council move the following items into the Open Meeting:**

**Moved:**

**Seconded:**

**Vote:**

### 14. CLOSE OF MEETING

The date of the next meeting is scheduled for Monday 17 February 2025.

The Chair declared the meeting closed at \_\_\_\_\_ pm.