



# WAGAIT SHIRE COUNCIL

## PUBLIC AGENDA COUNCIL CHAMBERS

**LOT 62, 142 WAGAIT TOWER ROAD  
7:00PM MONDAY 15 SEPTEMBER 2025**

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

Date: **Monday 15 September  
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 12 September 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

## CONTENTS

1.	OPENING OF MEETING .....	4
1.1.	ADDRESS BY CHAIR AND PRESIDENT .....	4
1.2.	ATTENDANCE .....	4
1.3.	ELECTRONIC MEETING ATTENDANCE .....	4
1.4.	APOLOGIES.....	4
1.5.	LEAVE OF ABSENCE .....	5
2.	DECLARATION OF INTERESTS.....	5
3.	DEPUTATIONS AND PRESENTATIONS FROM EXTERNAL AGENCIES .....	5
4.	PETITIONS AND QUESTIONS WITH NOTICE .....	5
5.	FIRST MEETING OF THE 10 <sup>TH</sup> COUNCIL OF WAGAIT SHIRE – INAUGURATION.....	6
5.1	COUNCILLOR DECLARATION OF OFFICE .....	6
5.2	COUNCILLOR CODE OF CONDUCT .....	6
5.3	TITLE OF PRINCIPAL MEMBER AND APPOINTMENT OF PRINCIPAL MEMBER AND DEPUTY PRINCIPAL MEMBER .....	8
5.3.1	TITLE OF PRINCIPAL MEMBER.....	8
5.3.2	PROCEDURE FOR APPOINTMENT OF PRINCIPAL AND DEPUTY PRINCIPAL MEMBER .....	8
5.3.3	ELECTION OR APPOINTMENT OF PRINCIPAL MEMBER .....	9
5.3.4	ELECTION OR APPOINTMENT OF DEPUTY PRINCIPAL MEMBER .....	10
5.4	NATURE AND TIMING OF COUNCIL MEETINGS FOR THE TERM OF COUNCIL.....	11
5.5	POLICY TO ALLOW CHAIRPERSON TO EXERCISE A CASTING VOTE.....	13
5.6	APPOINTMENT OF MEMBERS TO COUNCIL AUDIT COMMITTEE .....	14
5.7	APPOINTMENT OF MEMBERS TO THE EMERGENCY MANAGEMENT COMMITTEE .....	16
5.8	ELECTED MEMBER ALLOWANCES.....	18
5.9	SCHEDULE OF STATUTORY COMPLIANCE REQUIREMENTS.....	19
6.	CONFIRMATION OF MINUTES .....	23
6.1.	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING.....	23
6.2	BUSINESS ARISING FROM THE MINUTES OF PREVIOUS COUNCIL MEETING .....	23
7.	FINANCE REPORTS .....	23
7.1	MONTHLY FINANCIAL REPORT.....	23
8.	REPORTS REQUIRING DECISIONS OF COUNCIL .....	25
8.1	FUNDING ACQUITTAL – COMMUNITY PLACES FOR PEOPLE GRANT (CPP) .....	25
8.2	FUNDING ACQUITTAL – WASTE AND RESOURCE MANAGEMENT (WARM) 2024-25 .....	26
8.3	BUSHFIRES NT – CALL FOR REGIONAL COMMITTEE NOMINATIONS .....	28
8.4	LGANT – CALL FOR NOMINATIONS TO NT STRATEGIC TOBACCO ACTION COMMITTEE ....	29
8.5	LGANT – ANNUAL GENERAL MEETING CALL FOR MOTIONS.....	30
8.6	INQUIRY INTO LOCAL GOVERNMENT MEMBERS’ ALLOWANCES.....	31

9.	REPORTS FOR RECEIVING AND NOTING .....	31
9.1	LGANT – 27 AUGUST 2025 BOARD MEETING & ALGA – 23 JUNE 2025 BOARD MEETING COMMUNIQUE .....	31
9.2	REVIEW OF ACTION ITEMS LIST TO 9 SEPTEMBER 2025 .....	33
9.3	CORRESPONDENCE .....	40
9.3.1	OUTWARDS CORRESPONDENCE .....	40
9.3.2	INWARDS CORRESPONDENCE.....	40
9.4	COMPLAINTS, COMMENTS AND COMPLIMENTS REGISTER.....	40
10.	CURRENT / UPCOMING EVENTS .....	41
11.	QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE.....	42
12.	IN-CAMERA ITEMS .....	42
12.1	CONFIDENTIAL ITEMS TO BE RAISED IN-CAMERA.....	42
12.2	RE-OPEN MEETING TO THE GENERAL PUBLIC .....	42
12.3	DECISIONS ARISING FROM THE CONFIDENTIAL SECTION .....	43
13.	CLOSE OF MEETING .....	43

## 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	Sarah Manning
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. FIRST MEETING OF THE 10<sup>TH</sup> COUNCIL OF WAGAIT SHIRE – INAUGURATION

### 5.1 COUNCILLOR DECLARATION OF OFFICE

**Action:** For Decision

**Author:** CEO

#### PURPOSE

For each Elected Member to make a declaration of office.

#### RECOMMENDATION

**That all Elected Members will make and sign the Declaration of Office.**

**Moved:**

**Seconded:**

**Vote:**

#### Background

While there is no statutory requirement for Elected Members to make a formal declaration of office, it has been the established practice of this Council—consistent with the approach taken by many other councils—that Elected Members do make such a declaration at the first meeting following their election.

#### Comment

At the first meeting of Council, Elected Members make and sign the following declaration;

*I, (name of Elected Member), having been elected to the office of Councillor on the Wagait Shire Council, declare that I will conscientiously and to the best of my ability, fulfil the duties of the office and of such other office as the Council may, from time to time, resolve.*

#### STATUTORY OBLIGATIONS

Nil

#### Financial Implications

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

#### Attachments

*There are no attachments with this report.*

### 5.2 COUNCILLOR CODE OF CONDUCT

**Action:** For Decision

**Author:** CEO

#### PURPOSE

Council is required to adopt the Code of conduct as set out in Schedule 1 of the *Local Government Act 2019*.

#### RECOMMENDATION

**That Council:**

- a) adopts the Councillor Code of Conduct as provided in Schedule 1 of the *Local Government Act 2019***
- b) requires that each Elected member sign the Code of conduct; and**

**c) directs the Chief Executive Officer to publish the Code of Conduct on the Council Website, pursuant to Section 119 of the *Local Government Act 2019***

**Moved:**

**Seconded:**

**Vote:**

### **Background**

Schedule 1 of the Act outlines the Code of Conduct (the Code) that governs the behaviour of council members. Section 119 of the Act requires councils to publish the Code on their website. The first council meeting provides an opportunity to highlight the Code to council members, as well as the council's policy regarding any breaches of the Code.

### **Comment**

It is advised that Council pass a resolution encouraging members to sign an agreement affirming their commitment to uphold the values, culture and standards outlined in the Code, as well as those of the council and its community. This agreement would also emphasise the Council's responsibility to represent all residents of the council area, maintain professionalism and integrity throughout their term, and commit to participating in mediation or training should they breach the Code.

Elected Members should also familiarise themselves with Council Policy GOV Code of Conduct – Council Member

### **STATUTORY OBLIGATIONS**

Section 119 and Schedule 1 of the *Local Government Act 2019*

### **Financial Implications**

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

### **Attachments**

1. *Copy of the Code of Conduct*
2. *Copy of the GOV Code of Conduct – Council Member Policy*



## **Councillor Code of Conduct**

### **1. Honesty and integrity**

A member must act honestly and with integrity in performing official functions.

### **2. Care and diligence**

A member must act with reasonable care and diligence in performing official functions.

### **3. Courtesy**

A member must act with courtesy towards other members, council staff, constituents, and members of the public.

### **4. Prohibition on bullying**

A member must not bully another person in the course of performing official functions.

### **5. Conduct towards Council staff**

A member must not direct, reprimand, or interfere in the management of council staff.

### **6. Respect for cultural diversity**

A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the grounds of their cultural background.

A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

### **7. Conflict of interest**

A member must, avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

Where a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

### **8. Respect for confidences**

A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

**9. Gifts and benefits**

A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from council.

A member must not accept a gift from a person that is given in relation to the person’s interest in obtaining a benefit from the council.

**10. Accountability**

A member must be prepared at all times to account for the member’s performance as a member and the member’s use of council resources.

**11. Interests of municipality**

A member must act in what the member genuinely believes to be the best interests of the shire.

In particular, a member must seek to ensure that the member’s decisions and actions are based on an honest, reasonable, and properly informed judgment about what best advances the best interests of the shire.

**12. Training**

A member must undertake relevant training in good faith.

**Resolution No. 2025/**

That Councillors agree to adhere to the Wagait Shire Councillor Code of Conduct.

Moved: Cr

Seconded: Cr

Vote: AIF

.....  
President

.....  
Vice President

.....  
Cr

.....  
Cr

.....  
Cr

	<b>CODE OF CONDUCT – ELECTED &amp; COMMITTEE MEMBERS</b>	
	CATEGORY:	GOVERNANCE
	LG ACT 2019 REF:	Chapter 7, Part 7.4
	RESPONSIBILITY:	CHIEF EXECUTIVE OFFICER

## 1. PURPOSE

The purpose of this policy is to provide clear direction regarding the principles of ethical conduct and standards of behaviour expected from elected council members and council committee members.

## 2. SCOPE

Pursuant to Part 7.4 of the *Local Government Act 2019*, the code of conduct set out in Schedule 1 of the Act governs the conduct of members of an audit committee, a council, a council committee and a local authority.

## 3. POLICY

### 3.1. Code of Conduct - Schedule 1, Local Government Act 2019

The code of conduct as set out below will be signed by all Council members at the beginning of each term of office and displayed in the Council Chambers. It signifies to the community the commitment to abiding by the code of conduct

1. *Honesty and integrity* - A member must act honestly and with integrity in performing official functions.
2. *Care and diligence* - A member must act with reasonable care and diligence in performing official functions.
3. *Courtesy* - A member must act with courtesy towards other members, council staff, electors and members of the public.
4. *Prohibition on bullying* - A member must not bully another person in the course of performing official functions.
5. *Conduct towards council staff* - A member must not direct, reprimand, or interfere in the management of council staff.
6. *Respect for cultural diversity and culture*
  - i) A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.
  - ii) A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7. *Conflict of interest*
  - i) A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
  - ii) If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
  
8. *Respect for confidences*
  - i) A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
  - ii) A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
  
9. *Gifts*
  - i) A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
  - ii) A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.
  
10. *Accountability* - A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
  
11. *Interests of municipality, region or shire to be paramount*
  - i) A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
  - ii) In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgement about what best advances the best interests of the municipality, region or shire.
  
12. *Training* - A member must undertake relevant training in good faith.

### **3.2. Contravention of the Code of Conduct**

Failure to comply with any of these behaviours may result in either of the following:

- (i) A reprimand issued to the respondent;
- (ii) A recommendation that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

### **3.3. Complaints**

- 3.3.1. Any person may make a complaint against a council member or committee member under this Code.
- 3.3.2. Complaints about a council member or committee member's behaviour that is alleged to have breached this Code should be brought to the attention of the Chief Executive Officer.
- 3.3.3. Complaints should be lodged and processed in line with the Local Government Act 2019, Chapter 7, Part 7.4, Division 2, Subdivision 1.

#### 4. ASSOCIATED DOCUMENTS

P15 Procedures for Council and Council Committee Meetings  
P28 Media Policy  
P29 Audit Committee Terms of Reference  
P30 Privacy Policy  
P31 Dispute Resolution, Counselling, Disciplining and Dismissal  
P50 Fraud and Corruption Protection

#### 5. REFERENCES AND LEGISLATION

*Local Government Act 2019*

*Office of the Independent Commissioner Against Corruption, Mandatory Reporting Directions and Guidelines*

#### 6. REVIEW HISTORY

<b>Date Approved:</b> 19/10/21	<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> Next Term of Council
<b>Date Approved:</b>	<b>Approved By Council:</b> <b>Moved:</b> <b>Seconded:</b> <b>Vote:</b>	<b>Resolution No.</b>	<b>Date for review:</b>

## 5.3 TITLE OF PRINCIPAL MEMBER AND APPOINTMENT OF PRINCIPAL MEMBER AND DEPUTY PRINCIPAL MEMBER

### 5.3.1 TITLE OF PRINCIPAL MEMBER

**Action:** For Decision

**Author:** CEO

#### PURPOSE

Council must nominate the title of the Principal Member at the first meeting of Council.

#### RECOMMENDATION

That Council decides by resolution that the:

- a) Principal Member of Wagait Shire Council has the title of Mayor / President
- b) Deputy Principal Member of Wagait Shire Council has the title of .....

Moved:

Seconded:

Vote:

#### Background

Pursuant to the Section 58 of the *Local Government Act 2019*, Council needs to determine the title of the Principal Member. Council may decide by resolution the Principal Member has the title Mayor or President. Traditionally, the principal member of Wagait Shire council has held the title of President.

#### Comment

Nil

#### STATUTORY OBLIGATIONS

Section 58 of the *Local Government Act 2019*

#### Financial Implications

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

#### Attachments

*There are no attachments with this report.*

### 5.3.2 PROCEDURE FOR APPOINTMENT OF PRINCIPAL AND DEPUTY PRINCIPAL MEMBER

**Action:** For Decision

**Author:** CEO

#### PURPOSE

Council is required to determine the procedure by which it will appoint the Principal and Deputy Members.

#### RECOMMENDATION

That Council decides by resolution to conduct the appointment of the Principal Member and Deputy Principal Member by secret ballot / a show of hands.

Moved:

Seconded:

Vote:

#### Background

Pursuant to the Section 95(7) of the *Local Government Act 2019*, Council needs to determine the procedure by which it will appoint the Principal Member and Deputy Principal Member. This can be either by secret ballot or by a show of hands.

**Comment**

If there is only one nomination for the appointment then there will be no requirement to vote.

**STATUTORY OBLIGATIONS**

Section 95(7) of the *Local Government Act 2019*

**Financial Implications**

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

**Attachments**

*There are no attachments with this report.*

**5.3.3 ELECTION OR APPOINTMENT OF PRINCIPAL MEMBER**

**Action:** For Decision

**Author:** CEO

**PURPOSE**

Council is required to appoint the Principal Member at its first meeting of council.

Nominations:

1. \_\_\_\_\_ nominated by \_\_\_\_\_
2. \_\_\_\_\_ nominated by \_\_\_\_\_

**RECOMMENDATION**

**That Council appoints Cr ..... as President of Wagait Shire’s 10<sup>th</sup> Council.**

**Moved:**

**Seconded:**

**Vote:**

**Background**

Pursuant to the Section 61 of the *Local Government Act 2019*, Council must appoint its Principal Member at its first meeting. Section 62 of the *Local Government Act 2019* advises the term of the appointment of the Principal Member.

**61 Election or appointment of principal member and deputy principal member**

- (1) If election is the basis of filling the office of the principal member, the office is to be filled at each general election.
- (2) If appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting of a council after a general election, appoint one of its members to be the principal member.

**62 Term of office**

- (1) The principal member is elected or appointed for a term of office ending at the conclusion of the next general election.
- (2) The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.

**Comment**

The CEO will call for nominations for the principal member and the Elected Members will vote either by secret ballot or by a show of hands.

If there is only one nomination for the appointment then there will be no requirement to vote.

**STATUTORY OBLIGATIONS**

Section 61 and 62 of the *Local Government Act 2019*

**Financial Implications**

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

**Attachments**

*There are no attachments with this report.*

**5.3.4 ELECTION OR APPOINTMENT OF DEPUTY PRINCIPAL MEMBER**

**Action:** For Decision

**Author:** CEO

**PURPOSE**

Council is required to appoint the Deputy Principal Member at its first meeting of council.

Nominations:

- 1. \_\_\_\_\_ nominated by \_\_\_\_\_
- 2. \_\_\_\_\_ nominated by \_\_\_\_\_

**RECOMMENDATION**

**That Council appoints Cr ..... as Vice President of Wagait Shire’s 10<sup>th</sup> Council and that the appointment is for the ..... term of the Council.**

**Moved:**

**Seconded:**

**Vote:**

**Background**

Pursuant to the Section 61(3) of the *Local Government Act 2019*, Council may appoint its Deputy Principal Member at its first meeting. Section 62 of the *Local Government Act 2019* advises the term of the appointment of the Deputy Principal Member.

- 61 Election or appointment of principal member and deputy principal member**
- (1) If election is the basis of filling the office of the principal member, the office is to be filled at each general election.
  - (2) If appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting of a council after a general election, appoint one of its members to be the principal member.
  - (3) The council may appoint another one of its members to be the deputy principal member of the council.

- 62 Term of office**
- (1) The principal member is elected or appointed for a term of office ending at the conclusion of the next general election.
  - (2) The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.

**Comment**

The CEO will call for nominations for the Deputy Principal Member and the Elected Members will vote either by secret ballot or by a show of hands.

If there is only one nomination for the appointment then there will be no requirement to vote.

**STATUTORY OBLIGATIONS**

Section 61 and 62 of the *Local Government Act 2019*

**Financial Implications**

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

**Attachments**

*There are no attachments with this report.*

**Following the election of the Deputy Principal Member, the CEO will hand the meeting over to the elected Principal Member who will continue the chairing of the meeting.**

**5.4 NATURE AND TIMING OF COUNCIL MEETINGS FOR THE TERM OF COUNCIL**

**Action:** For Decision

**Author:** CEO

**PURPOSE**

Council must at its first meeting, set the schedule for the holding of Ordinary General Meetings for the term of Council.

<b>RECOMMENDATION</b> <b>That Council:</b>
---

- a) decides by resolution to set its schedule of Ordinary General Meetings as the third .....of each month commencing at 7:00pm; and
- b) requests the Chief Executive Officer reviews Council Policy – Procedures for Council and Committee Meetings for adoption at the October 2025 Ordinary General Meeting of Council.

Moved:

Seconded:

Vote:

### Background

Pursuant to the Section 90 of the *Local Government Act 2019*, Council must set its schedule of meetings for its term of Council.

### 90 Nature and timing of council meetings

- (1) A council must hold a meeting of its members (an **ordinary meeting**) at least once in each successive period of 2 months.
- (2) Subject to this Act, a council may deal with business of any kind at an ordinary meeting.
- (3) The first ordinary meeting of a council to be held after a general election must:
  - (a) be held within 21 days after the conclusion of that general election; and
  - (b) set the schedule for the holding of ordinary meetings for the term of the council.
- (4) The schedule for the holding of ordinary meetings may be altered at a subsequent meeting.
- (5) The council may hold a meeting to deal with a particular item of business (a **special meeting**) whenever circumstances require.

### Comment

Wagait Shire Council has been convening its Ordinary General Meetings on the third Monday of each month throughout the majority of 2025. Council may wish to consider whether this meeting schedule remains appropriate for the current term and, if necessary, propose an alternative arrangement.

The order of business for Ordinary General Meetings is outlined in Council Policy – Procedures for Council and Committee Meetings. It is recommended that Council resolve to direct the Chief Executive Officer to review this policy and present a revised version for consideration and adoption at the October 2025 Council Meeting.

### STATUTORY OBLIGATIONS

Section 90 of the *Local Government Act 2019*

### Financial Implications

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

### Attachments

*There are no attachments with this report.*

## 5.5 POLICY TO ALLOW CHAIRPERSON TO EXERCISE A CASTING VOTE

**Action:** For Decision

**Author:** CEO

### PURPOSE

Council must at its first meeting, establish by resolution a policy to allow the Chairperson to exercise a casting vote.

### RECOMMENDATION

**That Council:**

- a) decides by resolution that the Chairperson shall have / not have a casting vote; and
- b) requests the Chief Executive Officer re-establish Council Policy – Casting Vote of President for adoption at the October 2025 Ordinary General Meeting of Council.

**Moved:**

**Seconded:**

**Vote:**

### Background

Pursuant to the Section 95(6) of the *Local Government Act 2019*, Council may only establish a policy allowing the Chairperson to exercise a casting vote at its first meeting.

## 95 Procedure at meeting

- (1) The chairperson of a meeting of a council is:
  - (a) if the principal member is present – the principal member; or
  - (b) if the principal member is not present but the deputy principal member is present – the deputy principal member; or
  - (c) if neither the principal member nor the deputy principal member is present but an acting principal member is present – the acting principal member; or
  - (d) if neither the principal member nor the deputy principal member is present and there is no acting principal member or the acting principal member is not present – a member chosen, by resolution, by the members present at the meeting to chair the meeting.
  
- (6) A policy to allow the chairperson to exercise a casting vote:
  - (a) may only be established by resolution of the council passed at the first meeting of the council to be held after a general election; and
  - (b) cannot be altered or revoked during the term of the council; and
  - (c) lapses at the conclusion of the next general election.

### Comment

Under Council's Governance Policies a policy named Casting Vote of President allows for provision to be made for the Chairperson to exercise a casting vote in the event of an equality of votes on a matter before Council. In such circumstances, the casting vote will determine the outcome of the motion.

The Chairperson must exercise the casting vote either in favour of or against the motion; it cannot be used to abstain. Alternatively, Council may choose to adopt a policy position that the casting vote be used to maintain the status quo in the event of a tied vote.

It should be noted that if the votes are not equal—i.e., there is a clear majority—the Chairperson does not have the authority to exercise a casting vote.

## STATUTORY OBLIGATIONS

Section 95(6) of the *Local Government Act 2019*

### Financial Implications

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

### Attachments

*There are no attachments with this report.*

## 5.6 APPOINTMENT OF MEMBERS TO COUNCIL AUDIT COMMITTEE

**Action:** For Decision

**Author:** CEO

### PURPOSE

The Council must establish by resolution and maintain an Audit Committee and appoint its members in accordance with the Terms of Reference.

#### RECOMMENDATION

**That Council:**

- a) **in accordance with the current Terms of Reference appoints the following Councillors to the Audit Committee;**
  1. \_\_\_\_\_
  2. \_\_\_\_\_ and
- b) **requests the Chief Executive Officer to provide a further report to the October Ordinary General Meeting to enable Council to review the Terms of Reference and the role and structure of the Audit Committee.**

**Moved:**

**Seconded:**

**Vote:**

### Background

Pursuant to the Section 86 of the *Local Government Act 2019*, Council must establish and maintain an audit committee, made up of members appointed by resolution of Council.

## **86 Audit committee**

- (1) A council must, by resolution, establish and maintain an audit committee.
- (2) An audit committee consists of the persons appointed, by resolution, by the council to be members of the committee.
- (3) The members of an audit committee may consist of, or include, persons who are not members of the council.

### *Note for subsection (3)*

*A member of the council's staff is eligible for appointment as a member of an audit committee (even though staff members are disqualified from membership of the council itself).*

- (4) However, the chairperson of an audit committee must not be a member of the council or a member of the council's staff.
- (5) The terms and conditions on which a person holds office as a member of an audit committee are to be as determined by the council.
- (6) The council may, by resolution, abolish an audit committee.
- (7) The council must establish or abolish an audit committee in accordance with any guidelines that the Minister may make.

### **Comment**

As per the Audit Committee Terms of Reference, Members and Tenure are set out below:

#### **4. MEMBERS AND TENURE**

The Committee will comprise:

- five (5) Members;
- the Chair of the Committee must be an independent member;
- two (2) Community Members, who should have local government and/or accounting experience, or significant business experience in the field of risk management; and
- two (2) Councillors.

The CEO and Office Manager will attend meetings but will not be members of the Committee.

Independent member(s) of the Committee shall be appointed for the term of Council.

Members of the Committee are appointed by the Council. Appointment to the Committee from among the Council shall be for a period of one year. Committee members cease being a member of the Committee if they are no longer an elected member of the Council.

#### **STATUTORY OBLIGATIONS**

Section 86 of the *Local Government Act 2019*

#### **Financial Implications**

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

#### **Attachments**

1. Copy of the Audit Committee Terms of Reference

	<b>POLICY TITLE:</b>	<b>AUDIT COMMITTEE TERMS OF REFERENCE</b>
	<b>POLICY NUMBER:</b>	<b>P29</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

## 1. ESTABLISHMENT

This Policy sets out the Terms of Reference for the Audit Committee (the Committee). The Committee is established as an advisory committee to the Council pursuant to Part 5.2 of the *Local Government Act 2008*, and Section 10 (3) of the *Local Government (Accounting) Regulations*.

## 2. SCOPE

The Committee is to provide independent advice and assistance to the Wagait Shire Council (the Council) and the Chief Executive Officer on:

- The internal control processes on the effectiveness of the financial and corporate governance practices;
- Compliance with legislative and regulatory requirements.

## 3. AUTHORITY

With consideration of legal and confidentiality implications the Committee is authorised, within the capacity of its role and responsibilities, to:

- obtain any information it requires from any employee and/or external party;
- discuss any matters with the external auditor, or other external parties;
- request, via the Chief Executive Officer, the attendance of any employee at Committee meetings; and
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities.

## 4. MEMBERS AND TENURE

The Committee will comprise:

- five (5) Members;
- the Chair of the Committee must be an independent member;
- two (2) Community Members, who should have local government and/or accounting experience, or significant business experience in the field of risk management; and
- two (2) Councillors.

The CEO and Office Manager will attend meetings but will not be members of the Committee.

Independent member(s) of the Committee shall be appointed for the term of Council.

Members of the Committee are appointed by the Council. Appointment to the Committee from among the Council shall be for a period of one year. Committee members cease being a member of the Committee if they are no longer an elected member of the Council.

The selection process for the independent member(s) should consider the following factors when assessing the applicants:

- level of understanding of local government and the environment in which they operate;
- level of knowledge and practical exposure on governance and financial management practices;
- capacity to dedicate adequate time on the Committee;
- depth of knowledge of regulatory and legislative requirements; and
- ability to maintain professional relationships with staff, council members and other stakeholders.

## **5. VOTING RIGHTS**

Each Committee member will have an equal voting right. In the event of a tied vote, the Chairperson is entitled to a deciding vote.

The Chief Executive Officer and Office Manager will not be entitled to a vote.

## **6. KEY RESPONSIBILITIES**

The Audit Committee is an Advisory Committee only. It has no power or authority to override, amend or contradict Council decisions and policies.

The Committee will undertake the following functions:

- oversee the internal audit function, including development of audit programs with reference to the conduct of internal audits by appropriately qualified personnel, the monitoring of audit outcomes and the implementation of recommendations;
- review quality of annual financial statements and other public accountability documents prior to their adoption by Council;
- review the effectiveness of the Fraud Protection Plan established by the Chief Executive Officer pursuant to Section 10 (2) of the *Local Government (Accounting) Regulations*;
- review management's responses to external audit recommendations and monitor implementation of the agreed recommendations;
- meet with the external and internal auditors at least once each year to receive direct feedback about any key compliance issues, and to provide feedback about the auditor's performance;
- review and provide advice on Council's finance, governance and employment policies;
- advise the Council about the appointment of external auditors; and
- assess the adequacy of audit scope and coverage.

## **7. REPORTING**

The Committee will regularly report on its operation and activities, including:

- a summary of the key issues arising from each meeting of the Committee;
- an overall annual assessment of the Council's control and compliance framework, together with a summary of the work the Committee performed in conducting its responsibilities during the preceding year; and
- information in the annual report regarding the activities of the Audit Committee. The information will include, number of meetings, Committee Membership, principal activities including reviews and audits.

Information will be provided on Council's website which includes Members, Terms of Reference, and Draft Minutes of meetings in accordance with Section 67(4) of the Local Government Act.

## **8. WORK PLAN**

A Work Plan for the Audit Committee will be prepared which sets out work to be carried out by the Committee in the short, medium and long term. The Work Plan will be reviewed annually by the Committee as part of the review of the Terms of Reference.

## **9. MEETINGS**

The Committee will meet up to 4 times per year and a special meeting may be held to review the Council's Annual Report including financial statements.

A forward meeting plan, including meeting dates and agenda items, will be agreed to by the Committee each year and will address items listed in the Work Plan.

A quorum will consist of a majority (three) of Committee Members.

## **10. SECRETARIAT**

The Chief Executive Officer will ensure that adequate secretarial support is provided to the Committee. The Secretariat will prepare and distribute an Agenda and supporting documentation for each meeting. These should be provided at least 3 working days prior to the meeting.

Minutes of the meetings will be taken and provided to the Committee members within 3 working days of the meeting.

## **11. CONFLICT OF INTEREST**

Pursuant to Section 74(1) of the *Local Government Act 2008*, Committee members must declare any conflict of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interest are to be minuted.

If members or observers at a Committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from Committee discussions on the issue where the conflict of interest exists.

## 11. CONFIDENTIAL AND IMPROPER USE OF INFORMATION

Committee members will from time to time deal with confidential reports. Section 75 of the *Local Government Act 2008* outlines the penalties applicable to individuals who disclose confidential information acquired as a member of a Council committee. Section 76 of the *Local Government Act 2008* states that a person who makes improper use of information acquired as a member of a Council committee is guilty of an offence.

## 13. DUE DILIGENCE AND INDUCTION

All proposed and new members of the Committee will be entitled to receive relevant information and briefings prior to their appointment.

## 14. ASSESSMENT OF COMMITTEE

The Chair of the Committee and the Chief Executive Officer will initiate a review of the performance of the Committee at least once every two years. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer, internal and external auditors, and any other relevant stakeholders.

## 15. REVIEW

These Terms of Reference and Work Plan will be reviewed every three years by the Committee. The Committee will recommend any substantive changes to the Council for consideration.

Date Approved:	19.5.2015	Approved By: Moved: Pres P Clee Seconded: Cr A Richmond Vote: AIF	Councillors – Resolution No. 2015/185	Date for review:	Next Council Election
Date Approved:	26.6.2018	Approved By: Moved: Cr S Gamble Seconded: Vice President T McIntyre Vote: AIF	Councillors – Resolution No. 2018/198	Date for review:	26.6.2019
Date Approved:	15.10.2019	Approved By: Moved: Pres P Clee Seconded: Cr N White Vote: Carried	Councillors – Resolution No. 2019/503	Date for review:	October 2022
Date Approved:		Approved By:		Date for review:	

# **WORK PLAN**

## **WAGAIT SHIRE COUNCIL**

### **AUDIT COMMITTEE**

#### **Timing of Meetings.**

The Committee Members have agreed meetings will be held quarterly. The date and timing of each meeting will be determined to suit the majority of the members.

#### **Program of Work.**

Short term (to be carried out annually):

- Review of Strategic Plan and Annual Plan Financial Statements;
- Review of quarterly budget position;
- Review draft Annual Report and Financial Statements;
- Meet with Council auditors and review and assess annual audit and auditor's opinion; and

Medium Term (to be carried out during the term of the Council):

- Review finance, governance and employment policies.
- Recommendations on new policies
- Review Audit Committee Terms of Reference and Work Plan.

Long Term (To be raised and considered as required and taking into consideration Legislative requirements, critical incidents and unacceptable risk as identified by the Chief Executive Officer).

- Asset Plans
- Critical Risk Analysis

## 5.7 APPOINTMENT OF MEMBERS TO THE EMERGENCY MANAGEMENT COMMITTEE

**Action:** For Decision

**Author:** CEO

### PURPOSE

In accordance with the Section 82 of the *Local Government Act 2019*, Council is required to appoint members to its committees by resolution. This report seeks Council's endorsement to appoint Council Members to the Emergency Management Committee.

### RECOMMENDATION

**That Council:**

**b) appoints the following Councillors to the Emergency Management Committee;**

**3. \_\_\_\_\_**

**4. \_\_\_\_\_ and**

**c) requests the Chief Executive Officer to provide a further report to the October Ordinary Meeting of Council to enable Council to review the Terms of Reference and the role and structure of the Emergency Management Committee.**

**Moved:**

**Seconded:**

**Vote:**

### Background

Pursuant to the Section 82 of the *Local Government Act 2019*, Council can establish one or more council committees, made up of members appointed by resolution of Council.

## 82 Council committees

- (1) A council may, by resolution, establish one or more council committees.
- (2) A council committee consists of the persons appointed, by resolution, by the council to be members of the committee.
- (3) The members of a council committee may consist of, or include, persons who are not members of the council.

*Note for subsection (3)*

*A member of the council's staff is eligible for appointment as a member of a council committee (even though staff members are disqualified from membership of the council itself).*

- (4) The terms and conditions on which a person holds office as a member of a council committee are to be as determined by the council.
- (5) The council may, by resolution, abolish a council committee.
- (6) The council must establish or abolish a council committee in accordance with any guidelines that the Minister may make.

### Comment

As per the Emergency Management Committee Terms of Reference, Membership for the committee is in the excerpt as set out below:

## Membership

- Volunteer community members from the Wagait Shire.
- The president and a proxy from the Wagait Shire elected members.
- Representative of Cox Peninsula Northern Territory Emergency Service.
- Cox Peninsula Volunteer Bushfire Brigade.
- Others with specific expertise on invitation or by request.
- The Wagait Shire CEO (ex-officio).

The CEO is the secretariat for the group and responsible for arranging a venue and preparation of the meeting agenda.

Members of the Committee are appointed by the Council.

## STATUTORY OBLIGATIONS

Section 82 of the *Local Government Act 2019*

## Financial Implications

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

## Attachments

1. Copy of the Emergency Management Committee Terms of Reference



## **Wagait Shire Council Emergency Management Committee - Terms of Reference**

**Aim – To ensure the Wagait Shire, its population, environs, and facilities are prepared , can respond and recover from an emergency.**

### **Terms of Reference**

- To exchange experience and information relevant to the effective coordination an emergency in the Wagait Shire.
- To develop collaborative partnerships within the shire community, the locality, and NT government agencies to ensure resources are made available in a timely manner.
- To assess requirements to mitigate, respond and recovery including physical, psychological, economic and environmental activity in association with responsible agencies.
- To coordinate the development and implementation of an emergency management plan in the Wagait Shire including a facilities and community resource directory.
- To collaborate and coordinate with the local volunteer and commercial agencies.
- To make recommendations and assist in the preparation of Grant applications.
- To make recommendations on key and/or emerging issues relevant to emergency management in the Wagait Shire to the Shire Council.
- To make recommendations on key areas of expenditure that may be available for preparedness, mitigation, response and recovery.
- Ensure adequate information is provided to the community in a timely and well-informed manner.

### **Operating Principles**

- Members of the committee will maintain confidentiality of information and issues discussed at the meeting.
- Information and issues to be communicated to the greater community will be done through either the Chair, their proxy or CEO
- Decisions regarding recommendations will normally be reached by consensus.
- Conflicts of interest arising during deliberations will be declared by members and dealt with at the discretion of the meeting.
- Terms of Reference will be reviewed biennially.
- The Committee operates as a Committee of Council.

- The Committee may establish special interest subgroups as required eg restoration and reconstruction, and community and personal support.
- A meeting quorum will be 4 but includes the council president and CEO or their proxies.

### Membership

- Volunteer community members from the Wagait Shire.
- The president and a proxy from the Wagait Shire elected members.
- Representative of Cox Peninsula Northern Territory Emergency Service.
- Cox Peninsula Volunteer Bushfire Brigade.
- Others with specific expertise on invitation or by request.
- The Wagait Shire CEO (ex-officio).

### Number of meetings per year

Four meetings per year or as required during a period of response and recovery activity.

### Agenda, minutes and reports

- The CEO is Secretariat for the group, responsible for arranging the venue and preparation of the meeting agenda.
- Meeting minutes will be marked draft until ratified and agreed at the following meeting (or out of session). Once ratified they will be amended and distributed as final minutes.
- Reports from the meeting on specific items or issues of concern will be detailed in action items in the minutes.
- A written report will be prepared for the Wagait Shire Council elected members if deemed required by the meeting and the issues are important to communicate.
- Minute and papers from the meetings will be held at council office and are available for public view and on the council website.

### Issue, Review and Amendment

Version	Date	Origin	Description	Check	Approval
Draft 1	25/03/2020	C Tyzack	First draft	WSEMC	
Draft 2	30/03/2020	R Glencross	Second draft	WSEMC	
Final		WSEMC	Final draft	WSC	
Revised					

### References

<http://www.securent.nt.gov.au/>

<https://coronavirus.nt.gov.au/>

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

## 5.8 ELECTED MEMBER ALLOWANCES

**Action:** For Receiving & Noting

**Author:** CEO

### PURPOSE

In accordance with the Section 106 of the *Local Government Act 2019*, Elected Members are entitled to be paid allowances. This report is to advise Councillors of the allowances payable, and the process required if you do not wish to receive an allowance.

### RECOMMENDATION

**That Council Receives and notes the report entitled Elected Member Allowances.**

**Moved:**

**Seconded:**

**Vote:**

### Background

Pursuant to the Section 106 of the *Local Government Act 2019*, Elected Members are entitled to be paid the allowances determined by the Remuneration Tribunal. The Tribunal have set the amount of allowances to be paid during the 2025-26 financial year, as set out below. These amounts have been budgeted for in council's 2025-26 budget.

	Base allowance	Additional allowance	Extra meeting or activity	Professional development	SUBTOTAL per member	TOTAL CLAIM
<b>President</b>	\$ 7,462	\$ 23,000	\$	\$ 5,000	\$ 35,462	\$ 35,462
<b>Vice President</b>	\$ 7,462	\$	\$ 10,000	\$ 5,000	\$ 22,462	\$ 22,462
<b>Councillors</b>	\$ 7,462	\$	\$ 10,000	\$ 5,000	\$ 22,462	\$ 67,386
						\$125,310

### Comment

In the previous council some members elected to forgo their allowance and were not paid. If you wish to do so then advice from the Department of Local Government is this:

*It is recommended you record the waiver of your entitlement to the allowance by writing to the council CEO in a document that:*

- Acknowledges you are aware of the entitlement under section 106(1) of the Local Government Act 2019 to receive an allowance or allowances as determined by the Remuneration Tribunal;*
- States that, with that knowledge, you have chosen to irrevocably waive your entitlement to the allowance or allowances during a specified financial year (or some other identified period);*
- Is signed and dated by you; and*
- Is retained in council's records.*

### STATUTORY OBLIGATIONS

Section 106 of the *Local Government Act 2019*

### Financial Implications

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

## Attachments

There are no attachments with this report.

### 5.9 SCHEDULE OF STATUTORY COMPLIANCE REQUIREMENTS

**Action:** For Receiving & Noting

**Author:** CEO

#### PURPOSE

This report is to inform Councillors of the scheduled local government compliance obligations required to be met by Council over the course of the calendar year.

#### RECOMMENDATION

**That Council Receives and notes the report entitled Schedule of Statutory Compliance Requirements.**

**Moved:**

**Seconded:**

**Vote:**

#### Background

The table below contains a guide of the due dates for council plans, reports and other prescribed information, as per the *Local Government Act 2019, Local Government (General) Regulations 2021 (Regulations)*, Ministerial Guidelines and General Instructions.

Timeframe	Activity	Reference
<b>JANUARY</b>		
Between 1 January and 30 April	Council is required to undertake its 2 <sup>nd</sup> budget review.* * A review of the budget may not always result in an amendment to the budget.	s203(2) LGA – Amended Budget r9(1)(b) Regulations – Minimum Number of Reviews
<b>FEBRUARY</b>		
<b>MARCH</b>		
By 31 March	Complete the NT Grants Commission (NTGC) Road Data Return (actual due date to be advised in writing).	r16(1)(b) Regulations
<b>APRIL</b>		
By 30 April	Promptly after the Conditionally Rateable Land <i>Gazette</i> notice is made by the Minister the Council must published the notice on its website.	S219(2) and (5) LGA – Conditional Rates Notice
<b>MAY</b>		
By 31 May	[Regional Councils] Local Authority meeting agenda must include a review of the upcoming Council Regional Plan including Council's budget, proposed projects and priorities.	s34(1)(c) LGA - Content s81 LGA - LA Advice <i>Guideline 1: Local Authorities</i> clause 11.2
<b>JUNE</b>		
By 3 June	Draft Municipal / Regional / Shire Plan including Annual Budget and Long-Term Financial Plan (LTFP) to be provided to the members of Council <i>at least 6 business days</i> before the	s35(4) LGA s34 LGA – Plan Content

Timeframe	Activity	Reference
	meeting to approve a draft of the Plan before public consultation.	s200 LGA – LTFF Content s201LGA - Budget Content s109(3) LGA - Council, Council Committee, Audit Committee or LA Budgeted Expenses and Benefits r8 Regulations - Budget and LTFF Content
By 9 June	By Council resolution approve a draft Municipal / Regional / Shire Plan including Annual Budget and LTFF before public consultation.	S38(3)(a) LGA – Before Adopting Plan
By 9 June	Make available to the public the draft Municipal / Regional / Shire Plan including Annual Budget and LTFF and invite submissions for <i>at least 21 days</i> .	s35(3) LGA – Public Consultation Before Adopting Plan
By 9 June	If proposing a Special Rate, publish a notice on Council's website and in a local newspaper inviting submissions for <i>at least 21 days</i> .	s238(2) LGA – Before Declaring Special Rates
By 30 June	The CEO must, <i>at least once in a financial year</i> , report to Council on rates in arrears.	r20 Regulations – Content of Report
By 30 June	Set Elected Member Allowances* by Council resolution <small>* For 2023-24 to be determined by the Remuneration Tribunal.</small>	s106 LGA – Fix Member Allowances s109 LGA - Member Expenses and Benefits <i>Guideline 2A: Council Member Allowances</i>
By 30 June	[Regional Councils] Update Local Authority Member Allowances* <small>* For 2023-24 to be determined by the Remuneration Tribunal.</small>	s109 LGA - Member Expenses and Benefits
By 30 June	The CEO is to ensure all rateable land is recorded in the Council's assessment records and then the CEO is to provide a certification of the assessment records* to Council prior to the adoption of the budget. <small>* The CEO's certification must be in writing and laid before Council. It is recommended the Council acknowledge receipt of the CEO's certification in the Council minutes.</small>	r29 Regulations – Check and CEO Certify the Assessment Record is Up-To-Date
By 30 June	Declare Rates* and Charges by Council resolution <small>* Special Rates are to be declared by special resolution</small>	S220 LGA – Rate all Rateable and Conditionally Rateable Land s237 LGA – Declare General Rates s238 LGA – Declare Special Rates s239 LGA – Imposing Charges

Timeframe	Activity	Reference
By 30 June	Adopt the Annual Budget and LTFP including all prescribed contents by Council resolution.	s200 LGA – LTFP Content s201 LGA - Budget Content s203 LGA – Budget Adoption Date r8 Regulations - Budget and LTFP Content
By 30 June* * Adopt Plan between 1 March and 30 June	Adopt the Municipal / Regional / Shire Plan including all prescribed content by Council resolution.	s34 LGA – Plan Content s35(1) LGA – Plan Adoption Date
<b>JULY</b>		
Between 1 July and 31 December	Council is required to undertake its 1 <sup>st</sup> budget review.* * A review of the budget may not always result in an amendment to the budget.	s203(2) LGA - Amended Budget r9(1)(a) Regulations – Minimum Number of Reviews
By 21 July* * Date depends on when the Council declared its rates	After declaring rates the Council must <i>within 21 days</i> publish a notice of the rates on Council's website and in a newspaper circulating in the Council's area.	s241 LGA – Public Notice Content
<b>AUGUST</b>		
<b>SEPTEMBER</b>		
By 30 September	The Council's CEO and senior staff must submit their Annual Return of Interests each year.* * Subject to provisions in s178 LGA	s178 LGA – Staff Annual Return of Interest Obligations r107 Regulations – Staff Annual Return of Interest Content
By 30 September	A Council Member must submit an annual return to the Council's CEO within 60 days of Member's election and by no later than 30 September each year for the duration of the Council Member's membership.	s110 LGA – Council Member Annual Return of Interest Obligations r108 Regulations – Prescribed Form for Annual Return of Interest for Members Schedule 5 Regulations – Copy of Prescribed Form
<b>OCTOBER</b>		

Timeframe	Activity	Reference
<b>NOVEMBER</b>		
By 15 November	<p>When the Annual Financial Statement has been prepared the CEO must certify the Statement and the Council must accept the Annual Financial Statement and the CEO's certification by Council resolution.</p> <p>* The CEO's certification must be in writing and laid before Council promptly after the annual financial statement has been audited.</p>	<p>s290 LGA – Due Date r15 Regulations – CEO Certification Content</p> <p><i>General Instruction 2: Annual Financial Statement – Reporting Related Party Disclosures Including CEO Remuneration in the Council's Annual Financial Statement</i></p>
By 15 November	Council's audited Annual Financial Statement is to be provided to the NTGC ( <a href="mailto:LG.Grants@nt.gov.au">LG.Grants@nt.gov.au</a> )	r16(1)(a) Regulations – Due Date for Copy to NTGC
By 15 November	Council's Annual Report including the audited Annual Financial Statement is to be provided to the Minister for Local Government, then promptly published on Council's website and a notice published in a newspaper circulating in Council's area to inform where a copy can be obtained.	<p>s290 LGA – Due Date of Annual Report and Public Availability</p> <p>s291 LGA – Annual Report Content</p> <p>s70(2) LGA – Annual Report to Include a Report on LG Subsidiary</p> <p>r12 Regulations – Annual Report to Include Budget Comparison Information</p> <p><i>Guideline 6: Annual Report – Additional Reporting Requirements</i></p>
<b>DECEMBER</b>		
By mid-December	Complete the NTGC Annual Return (actual due date to be advised in writing).	r16(1)(b) Regulations
By 31 December	Council may make a submission to the Minister for Local Government before the immediate next financial year on Conditionally Rateable Land.	<p>s219 LGA – Conditionally Rateable Land</p> <p>r111 Regulations – Submission Content</p>

#### Comment

*Nil*

#### STATUTORY OBLIGATIONS

*Local Government Act 2019, Local Government (General) Regulations 2021 (Regulations), Ministerial Guidelines and General Instructions.*

#### Financial Implications

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

#### Attachments

*There are no attachments with this report.*

## 6. CONFIRMATION OF MINUTES

### 6.1. 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 18 August 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 circulated with the agenda.*

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

## 7. FINANCE REPORTS

### 7.1 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 July 2025.

#### 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 August 2025.

**Moved:**

**Seconded:**

**Vote:**

### Financial Report - Comments

#### Income:

- Total Rates income was included in August figures but budgeted for invoicing for September

- Operational Grant revenue has been accrued at budget level as we do not yet have the actual grant amount confirmed by the NTG
- Interest income includes accrued interest from the term deposit renewal in March.
- FAA General Purpose grant was received in advance in June 2025 for \$7,466 – 2/6<sup>th</sup> of this amount has been allocated for August 2025.
- FAA Roads grant was received in advance in June 2025 for \$37,388 – 2/6<sup>th</sup> of this amount has been allocated for August 2025.

**Expenses:**

- Sundry and Prior Year Adjustment include an accrual of prior year expenses for wages paid on 3<sup>rd</sup> July that relate to the June 30, 2025 financial year.

**Financial Implications**

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

**Attachments**

A copy of the Financial Report is attached.



### Certification by the CEO to the Council

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

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

**CEO Signed**

**Date Signed**

9/09/2025

**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 August 2025

Account	July 25 - Aug 2025	July 25 - Aug 2025 Budget	Variance	Variance %	2026 Budget
<b>Income</b>					
<b>Contracts, Fees &amp; Charges</b>					
Total Contracts, Fees & Charges	38,730	37,315	1,415	3.79%	225,701
<b>Interest/Investment Income</b>					
Total Interest/Investment Income	15,691	13,334	2,357	17.67%	80,000
<b>Operating Grant Revenue</b>					
Total Operating Grant Revenue	61,117	60,622	495	0.82%	363,736
<b>Other Income</b>					
Total Other Income	835	400	435	108.87%	2,400
<b>Rates Income</b>					
Total Rates Income	300,118	166	299,952	180694.17%	288,081
<b>Rental Income</b>					
Total Rental Income	909	1,116	-207	-18.54%	6,700
<b>Waste Management Income</b>					
Total Waste Management Income	157,566	716	156,850	21906.49%	152,521
Grants - Special Purpose	19,637	0	19,637	0.00%	0
<b>Total Income</b>	<b>594,604</b>	<b>113,669</b>	<b>480,935</b>	<b>423.10%</b>	<b>1,119,139</b>
<b>Less Operating Expenses</b>					
<b>Administration - Bank Charges</b>					
Sundry & Prior year adjustment	18,500	0	18,500	0.00%	0
Total Administration - Bank Charges	287	300	-13	-4.50%	1,800
Total Administration - Memberships & Subscriptio	2,496	784	1,712	218.35%	4,700
Total Administration - Office Expenses	93,401	31,223	62,178	199.14%	203,300
Total Administration - Telephones & Communicati	762	800	-38	-4.74%	5,900
Total Contracts & Material Expenses	9,643	836	8,807	1053.48%	5,000
Total Depreciation Expense	63,504	66,000	-2,496	-3.78%	396,000
Total Elected Member Allowances	4,229	10,052	-5,823	-57.93%	60,310
Total Elected Member Expenses and Professional I	0	4,666	-4,666	-100.00%	28,000
Total Employment Expenses	93,047	104,176	-11,129	-10.68%	675,201
Total Projects & Activities - WSC Contributions	432	2,084	-1,652	-79.26%	14,500
Total Repairs & Maintenance	935	6,914	-5,979	-86.48%	41,500
Total Services	495	2,552	-2,057	-80.61%	15,900
Total Vehicle & Plant Expenses	7,206	7,717	-511	-6.62%	46,304
Total Waste Management Expenses	31,458	23,418	8,040	34.33%	140,500
Total Extra Expenses	0	26,000	-26,000	0.00%	54,000
<b>Total Less Operating Expenses</b>	<b>326,395</b>	<b>287,522</b>	<b>38,873</b>	<b>13.52%</b>	<b>1,692,915</b>
<b>Operating Surplus/Deficit</b>	<b>268,209</b>	<b>-173,853</b>	<b>442,062</b>	<b>254.27%</b>	<b>-573,776</b>
<b>Non-operating Expenses</b>					
<b>Special Purpose Grant Expenses</b>					
SP Catering	1,079.9		1,079.9	0.00%	0.00
SP Consultants	0.0		0.0	0.00%	0.00
SP Contractors	9,904.7		9,904.7	0.00%	0.00
SP Entertainment	317.3		317.3	0.00%	0.00
SP Equipment	0.0		0.0	0.00%	0.00
SP Equipment Hire	0.0		0.0	0.00%	0.00
SP General Expenses	0.0		0.0	0.00%	0.00
SP Materials	0.0		0.0	0.00%	0.00
SP Prizes	0.0		0.0	0.00%	0.00
SP Wages	0.0		0.0	0.00%	0.00
<b>Total Special Purpose Grant Expenses</b>	<b>11,301.8</b>		<b>11,301.8</b>	<b>0.00%</b>	<b>0</b>
Total Non-operating Expenses					
<b>Total Expense</b>					
<b>Net Operating Surplus/Deficit</b>	<b>256,907</b>	<b>-173,853</b>	<b>430,760</b>	<b>247.77%</b>	<b>-573,776</b>

1.1 Operating Position	YTD Actuals	YTD Budget	YTD Var	YTD Var	2025 Budget
	\$	\$	\$	%	\$
Operating Surplus/Deficit	256,907	-173,853	430,760	247.77%	-573,776
Remove Non-cash Items					
Less Non-cash Income	350,367	16,267	334,100		
Add Back non-cash Expenses	63,504	66,000	-2,496	-3.78%	396,000
<b>Total Non-cash Items</b>	<b>413,871</b>	<b>82,267</b>	<b>331,605</b>	<b>-3.78%</b>	<b>396,000</b>
Less Additional Outflows					
Capital Expenditure	0	0	0		
Borrowing Repayments (Principal Only)	-5,287	0	5,287		
Transfer to Reserves					
Other Outflows					
Total Additional Outflows	-5,287	0	5,287		
Add Additional Inflows					
Capital Grants Income	0	0	0		
Prior Carry Forward Tiered Funding	0	0	0		
Other Inflow of Funds					
Transfers from Reserves					
Total Additional Inflows	0	0	0	0.00%	
<b>Net Operating Position</b>	<b>-151,677</b>	<b>0</b>	<b>93,869</b>	<b>0.00%</b>	

**1.2 Detailed Income and Expenditure Report**

Period: Year to Date August 2025

For the 2 months ended 31 August 2025

Account	Jul-Aug 2025	Jul-Aug 2025 Budget	Variance	Variance %	2026 Overall Budget
<b>Income</b>					
<b>Contracts, Fees &amp; Charges</b>					
Contracts - Jetty Management	29,936.74	22,038.00	7,898.74	35.84%	132,233.00
Contracts - Other (DIPL)	0.00	5,375.00	(5,375.00)	-100.00%	32,250.00
Contracts - Other (Power & Water)	0.00	166.00	(166.00)	-100.00%	1,000.00
Contracts - Water Management	7,180.00	9,736.00	(2,556.00)	-26.25%	58,418.00
Dog Registrations	1,613.58	0.00	1,613.58	0.00%	1,800.00
<b>Total Contracts, Fees &amp; Charges</b>	<b>38,730.32</b>	<b>37,315.00</b>	<b>1,415.32</b>	<b>3.79%</b>	<b>225,701.00</b>
<b>Interest/Investment Income</b>					
Bank Interest Income	15,690.51	13,334.00	2,356.51	17.67%	80,000.00
<b>Total Interest/Investment Income</b>	<b>15,690.51</b>	<b>13,334.00</b>	<b>2,356.51</b>	<b>17.67%</b>	<b>80,000.00</b>
<b>Operating Grant Revenue</b>					
Grants - FAA General Purpose	2,488.66	2,811.00	(322.34)	-11.47%	16,866.00
Grants - FAA Roads	12,462.66	11,645.00	817.66	7.02%	69,870.00
Grants - NT Operational	37,000.00	37,000.00	0.00	0.00%	222,000.00
Grants - Sport & Rec Operational	9,166.00	9,166.00	0.00	0.00%	55,000.00
<b>Total Operating Grant Revenue</b>	<b>61,117.32</b>	<b>60,622.00</b>	<b>495.32</b>	<b>0.82%</b>	<b>363,736.00</b>
<b>Other Income</b>					
Misc income	835.48	400.00	435.48	108.87%	2,400.00
<b>Total Other Income</b>	<b>835.48</b>	<b>400.00</b>	<b>435.48</b>	<b>108.87%</b>	<b>2,400.00</b>
<b>Rates Income</b>					
Rates - Income	286,964.37	0.00	286,964.37	0.00%	285,481.00
Rates - Interest Income	1,865.95	0.00	1,865.95	0.00%	1,600.00
Rates - Pensioner Rebate	11,200.00	0.00	11,200.00	0.00%	0.00
Rates - Search income	88.00	166.00	(78.00)	-46.99%	1,000.00
<b>Total Rates Income</b>	<b>300,118.32</b>	<b>166.00</b>	<b>299,952.32</b>	<b>180694.17%</b>	<b>288,081.00</b>
<b>Rental Income</b>					
Rent - CEO House	909.09	866.00	43.09	4.98%	5,200.00
Rent - Community Centre Income	0.00	250.00	(250.00)	-100.00%	1,500.00
<b>Total Rental Income</b>	<b>909.09</b>	<b>1,116.00</b>	<b>(206.91)</b>	<b>-18.54%</b>	<b>6,700.00</b>
<b>Waste Management Income</b>					
Waste Management - Additional Bin	818.18	300.00	518.18	172.73%	1,800.00
Waste Management - Hard Waste	127.28	416.00	(288.72)	-69.40%	2,500.00
Waste Management Levy	148,221.00	0.00	148,221.00	0.00%	148,221.00
Waste Management Pensioner Rebate	8,400.00	0.00	8,400.00	0.00%	0.00
<b>Total Waste Management Income</b>	<b>157,566.46</b>	<b>716.00</b>	<b>156,850.46</b>	<b>21906.49%</b>	<b>152,521.00</b>
Dog Impound Fees	507.27	0.00	507.27	0.00%	0.00
Grants - Special Purpose	19,129.38	0.00	19,129.38	0.00%	0.00
<b>Total Income</b>	<b>594,604.15</b>	<b>113,669.00</b>	<b>480,935.15</b>	<b>423.10%</b>	<b>1,119,139.00</b>
<b>Gross Profit</b>	<b>594,604.15</b>	<b>113,669.00</b>	<b>480,935.15</b>	<b>423.10%</b>	<b>1,119,139.00</b>
<b>Less Operating Expenses</b>					
Sundry & prior year adjustment	18,500.00	0.00	18,500.00	0.00%	0.00
<b>Administration - Bank Charges</b>					
Bank Fees	175.70	100.00	75.70	75.70%	600.00
Merchant Fees	110.81	200.00	(89.19)	-44.60%	1,200.00
<b>Total Administration - Bank Charges</b>	<b>286.51</b>	<b>300.00</b>	<b>(13.49)</b>	<b>-4.50%</b>	<b>1,800.00</b>
<b>Administration - Memberships &amp; Subscriptions</b>					
LGANT/Membership	2,088.90	334.00	1,754.90	525.42%	2,000.00
Subscriptions & Publications	406.94	450.00	(43.06)	-9.57%	2,700.00
<b>Total Administration - Memberships &amp; Subscriptions</b>	<b>2,495.84</b>	<b>784.00</b>	<b>1,711.84</b>	<b>218.35%</b>	<b>4,700.00</b>
<b>Administration - Office Expenses</b>					
Advertising	0.00	700.00	(700.00)	-100.00%	4,200.00
Auditing	6,458.57	0.00	6,458.57	0.00%	10,000.00
Bad Debt expense	171.87	0.00	171.87	0.00%	0.00
Cleaning	49.99	334.00	(284.01)	-85.03%	2,000.00
Consultant fees	0.00	2,500.00	(2,500.00)	-100.00%	15,000.00
Donations [61110]	500.00	0.00	500.00	0.00%	500.00
Fees, Licences & Charges	0.00	250.00	(250.00)	-100.00%	1,500.00
Insurance	80,314.59	18,334.00	61,980.59	338.06%	110,000.00
Interest Expense	688.99	834.00	(145.01)	-17.39%	5,000.00
IT Equipmt, Maint & Support	2,236.13	2,500.00	(263.87)	-10.55%	15,000.00
IT Subscriptions & Licenses	944.26	3,000.00	(2,055.74)	-68.52%	18,000.00
Meeting expenses	213.95	366.00	(152.05)	-41.54%	2,200.00
Postage	673.74	0.00	673.74	0.00%	1,000.00
Printing & Stationery	527.32	1,500.00	(972.68)	-64.85%	9,000.00
Safety Supplies & Equipment	40.85	566.00	(525.15)	-92.78%	3,400.00
Staff Amenities	120.14	250.00	(129.86)	-51.94%	1,500.00
Travel & Accommodation	461.02	89.00	372.02	418.00%	5,000.00
<b>Total Administration - Office Expenses</b>	<b>93,401.42</b>	<b>31,223.00</b>	<b>62,178.42</b>	<b>199.14%</b>	<b>203,300.00</b>
<b>Administration - Telephones &amp; Communications</b>					
Mobiles	523.43	600.00	(76.57)	-12.76%	3,600.00
Office phone/fax/internet	238.67	200.00	38.67	19.34%	1,200.00
Satellite	0.00	0.00	0.00	0.00%	1,100.00
<b>Total Administration - Telephones &amp; Communications</b>	<b>762.10</b>	<b>800.00</b>	<b>(37.90)</b>	<b>-4.74%</b>	<b>5,900.00</b>
<b>Contracts &amp; Material Expenses</b>					
Animal Management Charges [64600]	0.00	334.00	(334.00)	-100.00%	2,000.00
Contracts - Jetty Maintenance	9,643.12	334.00	9,309.12	2787.16%	2,000.00
Contracts - Water Management/Maintenance	0.00	84.00	(84.00)	-100.00%	500.00
Contracts - Weeds & Fire Management	0.00	84.00	(84.00)	-100.00%	500.00
<b>Total Contracts &amp; Material Expenses</b>	<b>9,643.12</b>	<b>836.00</b>	<b>8,807.12</b>	<b>1053.48%</b>	<b>5,000.00</b>
<b>Depreciation Expense</b>					

Depreciation expense	61,171.13	66,000.00	(4,828.87)	-7.32%	396,000.00
Depreciation expense - ROU	2,333.34	0.00	2,333.34	0.00%	0.00
<b>Total Depreciation Expense</b>	<b>63,504.47</b>	<b>66,000.00</b>	<b>(2,495.53)</b>	<b>-3.78%</b>	<b>396,000.00</b>
<b>Elected Member Allowances</b>					
Councillor Allowances	4,229.14	10,052.00	(5,822.86)	-57.93%	60,310.00
<b>Total Elected Member Allowances</b>	<b>4,229.14</b>	<b>10,052.00</b>	<b>(5,822.86)</b>	<b>-57.93%</b>	<b>60,310.00</b>
<b>Elected Member Expenses and Professional Development</b>					
Councillor Professional Development	0.00	4,166.00	(4,166.00)	-100.00%	25,000.00
Councillor Expenses	0.00	500.00	(500.00)	-100.00%	3,000.00
<b>Total Elected Member Expenses and Professional Development</b>	<b>0.00</b>	<b>4,666.00</b>	<b>(4,666.00)</b>	<b>-100.00%</b>	<b>28,000.00</b>
<b>Employment Expenses</b>					
Staff Recruitment Expenses	0.00	192.00	(192.00)	-100.00%	1,150.00
Staff Relocation	0.00	500.00	(500.00)	-100.00%	3,000.00
Staff Training	79.09	834.00	(754.91)	-90.52%	5,000.00
Staff Uniforms & Safety	400.91	84.00	316.91	377.27%	500.00
Superannuation	9,103.96	9,577.00	(473.04)	-4.94%	62,251.00
Wages - Allowances - First aid	0.00	304.00	(304.00)	-100.00%	1,976.00
Wages - Allowances - Travel	85.75	334.00	(248.25)	-74.33%	2,000.00
Wages - Annual Leave expense	0.00	4,782.00	(4,782.00)	-100.00%	31,088.00
Wages - Long Service leave expense	0.00	1,968.00	(1,968.00)	-100.00%	11,809.00
Wages - Sports & Rec	6,017.83	7,693.00	(1,675.17)	-21.78%	50,000.00
Wages & Salaries	77,359.50	77,908.00	(548.50)	-0.70%	506,427.00
<b>Total Employment Expenses</b>	<b>93,047.04</b>	<b>104,176.00</b>	<b>(11,128.96)</b>	<b>-10.68%</b>	<b>675,201.00</b>
<b>Other Expenses - Election</b>					
Election Expenses	0.00	20,000.00	(20,000.00)	-100.00%	20,000.00
<b>Total Other Expenses - Election</b>	<b>0.00</b>	<b>20,000.00</b>	<b>(20,000.00)</b>	<b>-100.00%</b>	<b>20,000.00</b>
<b>Projects &amp; Activities - WSC Contributions</b>					
Activities - ANZAC Day WSC contribution	0.00	0.00	0.00	0.00%	1,000.00
Activities - Aust Day WSC contribution	0.00	0.00	0.00	0.00%	1,000.00
Activities - Community	10.00	750.00	(740.00)	-98.67%	4,500.00
Activities - Community Fund	0.00	834.00	(834.00)	-100.00%	5,000.00
Activities - Seniors WSC contribution	422.31	334.00	88.31	26.44%	2,000.00
Activities - Sport & Rec WSC Contribution	0.00	166.00	(166.00)	-100.00%	1,000.00
<b>Total Projects &amp; Activities - WSC Contributions</b>	<b>432.31</b>	<b>2,084.00</b>	<b>(1,651.69)</b>	<b>-79.26%</b>	<b>14,500.00</b>
<b>Repairs &amp; Maintenance</b>					
R&M CEO House	50.00	416.00	(366.00)	-87.98%	2,500.00
R&M Community Centre	0.00	500.00	(500.00)	-100.00%	3,000.00
R&M Garden & Ground	0.00	666.00	(666.00)	-100.00%	4,000.00
R&M Office	0.00	500.00	(500.00)	-100.00%	3,000.00
R&M Office equipment	0.00	250.00	(250.00)	-100.00%	1,500.00
R&M Road Repair & Maintenance	0.00	2,000.00	(2,000.00)	-100.00%	12,000.00
R&M Sports Ground	716.91	334.00	382.91	114.64%	2,000.00
R&M Townsite	153.41	1,166.00	(1,012.59)	-86.84%	7,000.00
R&M Workshop	0.00	500.00	(500.00)	-100.00%	3,000.00
Road Signage	0.00	166.00	(166.00)	-100.00%	1,000.00
Stores Materials & Loose Tools	14.50	416.00	(401.50)	-96.51%	2,500.00
<b>Total Repairs &amp; Maintenance</b>	<b>934.82</b>	<b>6,914.00</b>	<b>(5,979.18)</b>	<b>-86.48%</b>	<b>41,500.00</b>
<b>Services</b>					
Services - Animal Management	0.00	84.00	(84.00)	-100.00%	500.00
Services - Electricity	(420.73)	984.00	(1,404.73)	-142.76%	6,500.00
Services - Gas Supplies	0.00	84.00	(84.00)	-100.00%	500.00
Services - Pest Control	0.00	400.00	(400.00)	-100.00%	2,400.00
Services - Water & Sewerage	915.45	1,000.00	(84.55)	-8.46%	6,000.00
<b>Total Services</b>	<b>494.72</b>	<b>2,552.00</b>	<b>(2,057.28)</b>	<b>-80.61%</b>	<b>15,900.00</b>
<b>Vehicle &amp; Plant Expenses</b>					
Fuel CEO	530.57	750.00	(219.43)	-29.26%	4,500.00
Fuel Plant and Machinery	558.26	750.00	(191.74)	-25.57%	4,500.00
Fuel Works Truck	372.75	334.00	38.75	11.60%	2,000.00
Fuel Works Ute	1,121.93	750.00	371.93	49.59%	4,500.00
R&M Plant & Machinery	1,348.45	1,200.00	148.45	12.37%	7,200.00
R&M Vehicles	0.00	833.00	(833.00)	-100.00%	5,000.00
Registrations - Plant & Machinery	764.77	366.00	398.77	108.95%	2,200.00
Registrations - Vehicles	0.00	225.00	(225.00)	-100.00%	1,350.00
Vehicle Leasing Costs	2,509.04	2,509.00	0.04	0.00%	15,054.00
<b>Total Vehicle &amp; Plant Expenses</b>	<b>7,205.77</b>	<b>7,717.00</b>	<b>(511.23)</b>	<b>-6.62%</b>	<b>46,304.00</b>
<b>Waste Management Expenses</b>					
Hard Waste Collection	7,672.64	7,334.00	338.64	4.62%	44,000.00
R&M Green Waste Compound	1,360.00	834.00	526.00	63.07%	5,000.00
R&M Hard Waste Compound	21.60	84.00	(62.40)	-74.29%	500.00
Regular Bin Collection	22,403.38	15,166.00	7,237.38	47.72%	91,000.00
<b>Total Waste Management Expenses</b>	<b>31,457.62</b>	<b>23,418.00</b>	<b>8,039.62</b>	<b>34.33%</b>	<b>140,500.00</b>
Audit Committee Expenses	0.00	1,000.00	(1,000.00)	-100.00%	4,000.00
Councillor Extra Meeting or Activity	0.00	5,000.00	(5,000.00)	-100.00%	30,000.00
<b>Total Less Operating Expenses</b>	<b>326,394.88</b>	<b>287,522.00</b>	<b>38,872.88</b>	<b>13.52%</b>	<b>1,692,915.00</b>
<b>Operating Profit</b>	<b>268,209.27</b>	<b>(173,853.00)</b>	<b>442,062.27</b>	<b>254.27%</b>	<b>(573,776.00)</b>
<b>Non-operating Expenses</b>					
<b>Special Purpose Grant Expenses</b>					
SP Catering	1,079.88	0.00	1,079.88	0.00%	0.00
SP Contractors	9,904.67	0.00	9,904.67	0.00%	0.00
SP Equipment	317.27	0.00	317.27	0.00%	0.00
<b>Total Special Purpose Grant Expenses</b>	<b>11,301.82</b>	<b>0.00</b>	<b>11,301.82</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Non-operating Expenses</b>	<b>11,301.82</b>	<b>0.00</b>	<b>11,301.82</b>	<b>0.00%</b>	<b>0.00</b>
<b>Net Profit</b>	<b>256,907.45</b>	<b>(173,853.00)</b>	<b>430,760.45</b>	<b>247.77%</b>	<b>(573,776.00)</b>

### 1.3 Capital Expenditure and Funding Report to August 2026

CAPITAL EXPENDITURE		Actuals	
Class of Assets	Project Name / Description		WSC contribution
Buildings	ReDiscovery Centre	0	
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>0</b>	<b>0</b>

Total capital expenditure funded by:		YTD Actuals	WSC contribution
Buildings	WRM #5 24-25	6,980	0
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>		<b>6,980</b>	<b>0</b>

1.4 Operational & Capital Grants Report to August 2025

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 FY26 \$	Total Grant Funding \$	Total Exp to Date \$	Balance Available	Further Funding Expected FY2026
<b>Capital Grants</b>											
DCMC - CPP	CPP 2023-24	Covered Sports Court	30/06/2025	415,000	273	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 #2 21-22	ReDiscovery Centre	30/06/2025	75,000	0	75,000	0	75,000	75,000	0	0
DCMG-LG	WRM #3 22-23	ReDiscovery Centre	30/06/2025	75,000	0	75,000	0	75,000	48,736	26,264	0
DCMG-LG	WRM #4 23-24	ReDiscovery Centre	30/06/2025	75,000	69,167	75,000	0	75,000	69,167	5,833	0
DITT	Tourism Town Asset Program	Solar Light and other Upgrades to Public Spaces	30/06/2024			53,800	0	53,800	71,883	-18,083	0
DCMG-LG	WRM #5 24-25	Hard Waste Facility Upgrade	30/06/2026	75,000	22,950	52,050		75,000	6,980	68,020	0
		<b>Sub-total</b>		<b>588,762</b>	<b>119,990</b>	<b>519,017</b>	<b>0</b>	<b>588,762</b>	<b>114,020</b>	<b>474,742</b>	<b>15,841</b>
<b>Operational Grants</b>											
Funding Body	Operational Grants	Project Name	Due date	Total Grant Funding \$	Amounts Spent Prior Years \$	Grants Brought forward from Prior Year \$	Grants received in FY26 \$	Total Grant Funding \$	Total Exp to Date \$	Balance Available	Further Funding Expected FY2026
Core Lithium Ltd	Core Lithium	Equipment	30/06/2025	2,000	1,636	364	0	2,000	1,636	364	0
DoH	Healthy Lifestyle Grants 2024-2025	Wagait Healthy Lifestyle Program 2023	30/06/2025			0	0	0			0
DTF	International Women's Day	International Women's Day 2024 Wagait Beach	30/06/2025			0	0	0	0	0	0
DTF	NT Men's Places Grants 2023-25	Wagait Men's Program	30/06/2025	8,115	2,595	5,520	0	8,115	2,595	5,520	0
DTF	Youth Vibe 2024-25	School holiday activities	31/07/2025	3,268	2,325	943	0	3,268	4,096	-828	0
DTF	Sports and Recreation Grant	Sports Activities Program	30/06/2025	55,000	31,208	23,792	0	55,000	40,215	14,785	0
DTF	Seniors Grant 2025	Seniors Grant 2025	31/08/2025	2,200	0	0	2,200	2,200	1,052	1,148	0
				<b>68,383</b>	<b>37,764</b>	<b>30,619</b>	<b>0</b>	<b>68,383</b>	<b>48,542</b>	<b>19,841</b>	<b>0</b>
		<b>TOTAL</b>		<b>657,145</b>	<b>157,754</b>	<b>549,636</b>	<b>0</b>	<b>657,145</b>	<b>162,562</b>	<b>494,583</b>	<b>15,841</b>

## 1.5 Balance Sheet as at 31st August 2025

Account	31-Aug-25	30 June 2025
<b>Assets</b>		
<b>Bank</b>		
Bendigo Investment Acc	500,000.00	500,000.00
CBA CC - Virginia Boon	0.00	421.51
CBA Cheque Account - Operational	245.83	14,811.36
CBA Cheque Account - SP Grants	532,192.48	528,921.81
CBA Fixed Term Deposits	1,000,000.00	1,000,000.00
CBA Transaction Account	100,031.39	148,697.13
<b>Total Bank</b>	<b>2,132,469.70</b>	<b>2,192,851.81</b>
<b>Current Assets</b>		
Accrued interest	32,775.21	18,000.00
Councillor Payment control account	(4,291.66)	(3,437.50)
Dog Resitrations Control Account	(442.72)	0.00
Less Prov'n for Doubtful Debts	(3,270.00)	(3,270.00)
Prepayments	11,336.28	9,278.70
Rates Debtors Account	350,366.76	16,266.56
Rates Payment Control Account	2,346.36	5,648.87
Sundry Debtors	50,641.00	0.00
Trade Debtors [11405]	44,612.37	25,438.89
<b>Total Current Assets</b>	<b>484,073.60</b>	<b>67,925.52</b>
<b>Fixed Assets</b>		
Buildings Accum Dep	(139,664.28)	(117,174.45)
Buildings at Cost	1,735,951.18	1,735,951.18
Motor Vehicles Accum Dep	(48,022.01)	(41,303.17)
Motor Vehicles at Cost	324,156.19	324,156.19
Office Equip & Furn at Cost	27,869.74	27,869.74
Office Equip Furn Accum Depn.	(10,939.51)	(9,863.29)
Plant & Equipment at Cost	282,076.59	282,076.59
Plant & Equipment Accum Dep	(103,196.82)	(89,662.19)
Sports Ground Accum Dep	(64,320.51)	(54,302.24)
Sports Ground at Cost	364,631.77	364,631.77
<b>Total Fixed Assets</b>	<b>2,368,542.34</b>	<b>2,422,380.13</b>
<b>Non-current Assets</b>		
Expenses Recognised in Advance	8,782.65	9,471.63
Inf Roads & Paths at Cost	1,065,123.08	1,065,123.08
Infr Roads & Path Accum Depn.	(633,054.33)	(625,720.99)
Land at Cost	745,000.00	745,000.00
Leased Vehicle Accum Depreciation	(71,822.43)	(69,489.09)
Right Use of Assets	115,303.00	115,303.00
Work in Progress	188,403.72	180,725.72
<b>Total Non-current Assets</b>	<b>1,417,735.69</b>	<b>1,420,413.35</b>
<b>Total Assets</b>	<b>6,402,821.33</b>	<b>6,103,570.81</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accrued Expenses	0.00	0.00
CBA CC- Rowan Roberts	233.77	0.00
CBA CC- Virginia Boon	1,165.91	0.00
CBA Credit Card Main	3,459.00	3,459.00
CBA Transaction Account	0.00	0.00
Creditors Retention Account	0.00	6,997.69
Current Lease Liabilities	15,742.00	15,742.00
Error Suspense - Pensioner Rebates	(17,500.00)	0.00
Grants in advance	444,902.68	459,854.00
GST	(49,102.82)	(39,493.64)
PAYG Withholding Payable	16,132.00	16,270.00
Provision for Annual Leave	91,804.25	91,804.25
Provision for Long Service Leave	36,729.73	36,729.73
Rates in Advance	8,674.99	8,674.99
Rounding	(0.10)	0.01
Super Payable	12,603.96	14,799.10
Trade Creditors	122,826.59	24,563.77
Unexpended Grant Liability	77,065.11	93,994.49
Wages Payable - Payroll	1,687.49	1,687.49
<b>Total Current Liabilities</b>	<b>766,424.56</b>	<b>735,082.88</b>
<b>Non-current Liabilities</b>		
Bank Loans	62,712.50	65,221.00
Non-current Lease Liabilities	45,283.00	45,283.00
<b>Total Non-current Liabilities</b>	<b>107,995.50</b>	<b>110,504.00</b>
<b>Total Liabilities</b>	<b>874,420.06</b>	<b>845,586.88</b>
<b>Net Assets</b>	<b>5,528,401.27</b>	<b>5,257,983.93</b>
<b>Equity</b>		
Asset Revaluation Reserve	2,508,769.27	2,508,769.27
Current Year Earnings	256,907.45	(193,505.25)
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	210,438.94	390,433.88
Roads Renewal Project Reserve	450,000.00	450,000.00
<b>Total Equity</b>	<b>5,528,401.69</b>	<b>5,257,983.93</b>

**1.5 Member and CEO Council Credit Card Transactions**

For the period 1 August 2025 to 31 August 2025

Date	Description	Debit	Credit	Running Balance	Supplier Location
<b>CBA CC - Neil White</b>					
01 Aug 2025	CBA - Account Fees	0.00	40.00	(40.00)	NT
27 Aug 2025	Bank Transfer from CBA Credit Card Main to CBA CC - Neil White	40.00	0.00	0.00	
<b>Total CBA CC - Neil White</b>		<b>40.00</b>	<b>40.00</b>	<b>0.00</b>	
<b>CBA CC - Rowan Roberts</b>					
01 Aug 2025	CBA	0.00	40.00	(40.00)	Interstate/Overseas
18 Aug 2025	Payment: Bunnings	0.00	318.52	(356.52)	NT
20 Aug 2025	Payment: Bunnings	0.00	108.63	(465.15)	NT
21 Aug 2025	Payment: Roadside	0.00	15.95	(481.10)	NT
27 Aug 2025	Bank Transfer from CBA Credit Card Main to CBA CC - Rowan Roberts	481.10	0.00	0.00	
27 Aug 2025	Payment: Top End Steel Supplies	0.00	23.76	(23.76)	NT
28 Aug 2025	Payment: Caltex Berry Springs	0.00	210.01	(233.77)	NT
<b>Total CBA CC - Rowan Roberts</b>		<b>481.10</b>	<b>714.87</b>	<b>(233.77)</b>	
<b>CBA CC - Virginia Boon</b>					
01 Aug 2025	+ANNUAL FEE	0.00	40.00	(40.00)	
01 Aug 2025	Payment: MHA Verdex	0.00	2,263.34	(2,303.34)	Interstate/Overseas
04 Aug 2025	Payment: Caltex Berry Springs	0.00	120.00	(2,423.34)	NT
06 Aug 2025	Payment: Australia Post	0.00	319.00	(2,742.34)	NT
07 Aug 2025	Payment: Office Nationals	0.00	138.39	(2,880.73)	NT
07 Aug 2025	Payment: Microsoft	0.00	143.99	(3,024.72)	Interstate/Overseas
08 Aug 2025	Payment: Microsoft	0.00	138.60	(3,163.32)	Interstate/Overseas
11 Aug 2025	Payment: Officeworks	0.00	199.50	(3,362.82)	NT
12 Aug 2025	Payment: Solo Stuart Park	0.00	112.89	(3,475.71)	NT
13 Aug 2025	Payment: Telstra	0.00	20.00	(3,495.71)	NT
13 Aug 2025	Payment: Australia Post	0.00	397.80	(3,893.51)	NT
14 Aug 2025	Payment: Adobe Systems Incorporated	0.00	18.69	(3,912.20)	Interstate/Overseas
18 Aug 2025	Payment: Sealink Ferries	0.00	118.17	(4,030.37)	NT
18 Aug 2025	Payment: DLK	0.00	88.00	(4,118.37)	NT
18 Aug 2025	Payment: Adobe Systems Incorporated	0.00	35.99	(4,154.36)	NT
18 Aug 2025	Payment: News PTY LTD	0.00	20.00	(4,174.36)	NT
20 Aug 2025	Payment: Woolworths	0.00	4.03	(4,178.39)	NT
20 Aug 2025	Payment: Woolworths	0.00	127.77	(4,306.16)	NT
22 Aug 2025	Payment: JB Hi Fi	0.00	349.00	(4,655.16)	NT
25 Aug 2025	Payment: Bunnings	0.00	55.00	(4,710.16)	NT
27 Aug 2025	Bank Transfer from CBA Credit Card Main to CBA CC - Virginia Boon	4,710.16	0.00	(0.00)	
27 Aug 2025	Payment: Mailchimp	0.00	20.20	(20.20)	Interstate/Overseas
27 Aug 2025	Payment: Woolworths	0.00	186.29	(206.49)	NT

## 1.7 Statement of Cash Flows

For the 2 months ended 31 August 2025

<b>Account</b>	<b>Jul-Aug 2025</b>
<b>Operating Activities</b>	
Receipts from customers	580,109.18
Payments to suppliers and employees	(220,615.52)
Cash receipts from other operating activities	189.88
<b>Net Cash Flows from Operating Activities</b>	<b>359,683.54</b>
<b>Investing Activities</b>	
Proceeds from sale of property, plant and equipment	24,500.00
Other cash items from investing activities	(396,071.51)
<b>Net Cash Flows from Investing Activities</b>	<b>(371,571.51)</b>
<b>Financing Activities</b>	
Other cash items from financing activities	(61,220.14)
<b>Net Cash Flows from Financing Activities</b>	<b>(61,220.14)</b>
<b>Net Cash Flows</b>	<b>(73,108.11)</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	2,200,719.13
Net change in cash for period	(73,108.11)
Cash and cash equivalents at end of period	2,127,611.02

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

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

Financial Institution	Date Invested	Invested Amount \$	Interest Rate	Maturity Date
1 (a) Bendigo	11/03/2025	500,000	4.65%	11/09/2025
1 (b) CBA	8/03/2025	1,000,000	4.59%	8/09/2025
<b>Total Investments</b>		<b>1,500,000</b>		

	Aug-25	Jul-25
Current Assets	\$ 2,616,543	\$ 2,260,777
Current Liabilities	\$ 766,425	\$ 735,083
Current Assets Ratio	<b>\$ 3.41</b>	<b>\$ 3.08</b>

### Note 2. Statement of Trade Debtors

Contact	Current	1 Month	2 Months	3 Months	Older	Total
Belyuen Community Government Council	5,322.97	0.00	0.00	0.00	0.00	5,322.97
Cox Country Club	0.00	270.00	0.00	270.00	540.00	1,080.00
Department of Logistics and Infrastructure	32,930.40	0.00	0.00	0.00	0.00	32,930.40
JK Crane Investments	90.00	0.00	0.00	0.00	0.00	90.00
Kate and James Crane	90.00	0.00	0.00	0.00	0.00	90.00
Power Water	3,949.00	0.00	880.00	0.00	0.00	4,829.00
Wagait Beach Supermarket	0.00	270.00	0.00	0.00	0.00	270.00
<b>Total</b>	<b>42,382.37</b>	<b>540.00</b>	<b>880.00</b>	<b>270.00</b>	<b>540.00</b>	<b>44,612.37</b>
	95.0%	1.2%	2.0%	0.6%	1.2%	44,612.37
						Check

### Note 3. Statement of Trade Creditors

Contact	Current	1 Month	2 Months	3 Months	Older	Total
Alloy & Stainless Products	488.52	0.00	0.00	0.00	0.00	488.52
Central Business Equipment	619.83	0.00	0.00	0.00	0.00	619.83
Chiplee Pty Ltd	1,496.00	0.00	0.00	0.00	0.00	1,496.00
Fleetcare	1,379.97	0.00	0.00	0.00	0.00	1,379.97
GROW Services	1,386.00	0.00	0.00	0.00	0.00	1,386.00
Ian Manahan - 13600ltr	380.00	0.00	0.00	0.00	0.00	380.00
Ian Manahan - 6000ltr	3,200.00	0.00	0.00	0.00	0.00	3,200.00
Jacana Energy	4,460.16	0.00	0.00	0.00	0.00	4,460.16
JLT Risk Solutions Pty Ltd	83,755.25	4,590.80	0.00	0.00	0.00	88,346.05
Marnie Jay	0.00	0.00	0.00	0.00	5,100.00	5,100.00
Nexia Edwards Marshall NT	2,264.43	0.00	0.00	0.00	0.00	2,264.43
Officeworks	16.68	0.00	0.00	0.00	0.00	16.68

RapidClean N.T	50.93	0.00	0.00	0.00	0.00	50.93
St John	0.00	0.00	0.00	0.00	(190.00)	(190.00)
Telstra	20.00	0.00	0.00	0.00	0.00	20.00
totally work wear palmerston	441.00	0.00	0.00	0.00	0.00	441.00
Veolia Environmental Services	12,450.06	0.00	0.00	0.00	0.00	12,450.06
Wagait Beach Supermarket	916.96	0.00	0.00	0.00	0.00	916.96
<b>Total</b>	<b>113,325.79</b>	<b>4,590.80</b>	<b>0.00</b>	<b>0.00</b>	<b>4,910.00</b>	<b>122,826.59</b>
	92.3%	3.7%	0.0%	0.0%	4.0%	\$ 122,826.59 Check

## Financial Report - Comments

### Income:

- Total Rates income was included in August figures but budgeted for invoicing for September
- Operational Grant revenue has been accrued at budget level as we do not yet have the actual grant amount confirmed by the NTG
- Interest income includes accrued interest from the term deposit renewal in March.
- FAA General Purpose grant was received in advance in June 2025 for \$7,466 – 2/6<sup>th</sup> of this amount has been allocated for August 2025.
- FAA Roads grant was received in advance in June 2025 for \$37,388 – 2/6<sup>th</sup> of this amount has been allocated for August 2025.

### Expenses:

- Sundry and Prior Year Adjustment include an accrual of prior year expenses for wages paid on 3<sup>rd</sup> July that relate to the June 30, 2025 financial year.
- Auditing Expenses were budgeted for September (\$4000) and December (\$4000)
- Unexpected replacement of control circuit card for irrigation system at Cloppenburg park.
- Electricity includes a \$4475 credit from the Forsyth Rd Account
- Cleared the Green Waste Site early as a SMC Marine Bulldozer was available.
- Includes Veolia Collection services from June billed late by client

## 8. REPORTS REQUIRING DECISIONS OF COUNCIL

### 8.1 FUNDING ACQUITTAL – COMMUNITY PLACES FOR PEOPLE GRANT (CPP)

**Action:** For Decision

**Author:** CEO

#### PURPOSE

For Council to approve the funding acquittal for the Community Places for People (CPP) Grant expenditure to 30<sup>th</sup> June 2025.

#### RECOMMENDATION

**That Council:**

- a) receives and notes the report entitled **Funding Acquittal – Community Places for People grant; and**
- b) approves the funding acquittal for **\$0.00 expenditure to 30<sup>th</sup> June 2025.**

**Moved:**

**Seconded:**

**Vote:**

#### Background

In March 2024, Council was successful in securing the majority of the funding required to supply and install a roof over the sports court at Cloppenburg Park. A total of \$415,000 was received through this initial funding round.

To complete the project, an additional \$200,000 to \$230,000 is required. Council has submitted two separate applications to the Community Benefit Fund (CBF) Major Grants Program to secure the remaining funds; however, both applications were unsuccessful.

#### Comment

As at 30 June 2025, no expenditure has been made from the CPP grant, leaving the full acquittal balance of \$415,000 intact. Council has until 30 June 2026 to fully expend the grant funding.

A third application to the Community Benefit Fund (CBF) Major Grants Program was submitted on 31 August 2025, with an outcome expected in late October.

Should this latest application also be unsuccessful, Council will need to consider submitting a request to the CPP to repurpose the existing grant funds.

#### STATUTORY OBLIGATIONS

NT Grant Agreement

#### Financial Implications

\$415,000 received through the 2023-24 Community Places for People Grant program with no financial co-contribution from Council.

#### Attachments

1. Grant Acquittal
2. Income & Expenditure Report

# 4-PL !- -~ Z, fi> Zfi`!- , Lfi`!, " fiVfi| !" P. " £`L

## Community Places for People Grant Program

Council Name: **Wagait Shire Council**

Grant Program Year: **25 June 2024 to 30 June 2025**

Grant Application Number: **CPP2400014**

Purpose of Grant: **Covered Sports Court**

Purchases were in accordance with the Northern Territory Buy Local Plan:  Yes  No

<b>INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING</b>	<b>30 June 2025</b>
<b>Local Government Community Places for People Grant</b>	<u><b>\$415,000</b></u>
<b>Other income</b>	<u><b>\$0.00</b></u>
<b>Total income</b>	<u><b>\$415,000</b></u>
<b>Total Expenditure</b> (Specify accounts and attach copies of ledger entries) <i>An 'administration fee' is not to be apportioned to the grant for acquittal purposes</i>	<u><b>\$0.00</b></u>
<b>Surplus/(Deficit)</b>	<u><b>\$415,000</b></u>

IS THE PROJECT COMPLETE:  Yes  No

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER:  Yes  No (If no, please explain why)

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: **Virginia Boon** **15 / 09 / 2025**

Laid before the Council at a meeting held on **15 / 09 / 2025** Copy of minutes attached.

CEO or CFO: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

### DEPARTMENTAL USE ONLY

File Number: \_\_\_\_\_

Grant amount correct:  Yes  No

Expenditure conforms to approved purpose:  Yes  No

Procurement – Bought from Territory Enterprise:  Yes  No

Minutes checked:  Yes  No

Balance of funds to be acquitted: \_\_\_\_\_

Date next acquittal due: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACQUITTAL ACCEPTED:  Yes  No

Acquittal checked by: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

MANAGER GRANTS PROGRAM: \_\_\_\_\_ \_\_\_\_/\_\_\_\_

## 8.2 FUNDING ACQUITTAL – WASTE AND RESOURCE MANAGEMENT (WaRM) 2024-25

**Action:** For Decision

**Author:** CEO

### PURPOSE

For Council to approve the funding acquittal for the Waste and Resource Management (WaRM) Grant expenditure to 30<sup>th</sup> June 2025.

### RECOMMENDATION

**That Council:**

- a) receives and notes the report entitled **Funding Acquittal – Waste and Resource Management 2024-25; and**
- b) approves the funding acquittal for **\$25,245.00 expenditure to 30<sup>th</sup> June 2025.**

**Moved:**

**Seconded:**

**Vote:**

### Background

In December 2024, Council received \$75,000 in funding to support initiatives in Waste and Resource Management.

In January 2025, Council resolved to allocate the funding towards an upgrade of the Hard Waste Facility, with the aim of improving operational efficiency and service delivery.

## 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

### Comment

Council has commenced the facility upgrade and spent \$0.00 to the 30<sup>th</sup> June 2025. Council has until the 30 June 2026 to use the remaining funds to complete the project.

### STATUTORY OBLIGATIONS

NT Grant Agreement

### Financial Implications

\$75,000 received through the 2024-25 Waste and Resource Management Grant (phase 5) program with no additional co-contribution from Council .

**Attachments**

1. Grant Acquittal
2. Income & Expenditure Report

## Acquittal of Waste and Resource Management (WaRM) Grant 2024-25

File Number:

Purpose of Grant: Hard Waste Facility Upgrade

Waste Management Strategy attached:

N/A  Yes  No

Purchases were in accordance with the Northern Territory Buy Local Plan:

Yes  No

(If no please provide an explanation with this acquittal)

### INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2025

Waste and Resource Management grant 2024-25	<u>\$ 75 000.00</u> (ex GST)
Other income	<u>                    </u>
Total income	<u>\$ 75 000.00</u>
Expenditure (Specify accounts and attach copies of ledger entries, invoices, photos, Waste Management Strategy if applicable ) <i>An 'administration fee' is not to be apportioned to the grant for acquittal purposes.</i>	<u>                    </u>
Total Expenditure	<u>\$ 25 245.00</u>
Surplus/(Deficit)	<u>\$ 49 755.00</u>

IS THE PROJECT COMPLETE:  Yes  No

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Virginya Boon 28 / 8 / 2025

Laid before the Council at a meeting held on 15 / 09 / 2025 Copy of minutes attached.

CEO or CFO: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

### DEPARTMENTAL USE ONLY

Grant amount correct:  Yes  No

Expenditure conforms to purpose:  Yes  No

Waste Management Strategy - copy supplied:  N/A  Yes  No

Goods/Services - Bought from Territory Enterprise:  Yes  No

Minutes checked:  Yes  No

Balance of funds to be acquitted: \_\_\_\_\_

Date next acquittal due: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACQUITTAL ACCEPTED:  Yes  No

Acquittal checked by: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Grants Management \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

# Revenue and Expense Summary

WAGAIT SHIRE COUNCIL

For the period 1 July 2002 to 31 August 2025

Grants is WRM #5 24-25.

<b>Date</b>	<b>Source</b>	<b>Description</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>
<b>CBA Transaction Account</b>					
13 May 2025	Payable Payment	Payment: RBK Contracting	1044	0.00	25,245.00
22 May 2025	Receive Money	Department of the Chief Minister & Cabinet	WaRM 24-25 - GNT0000000047675	75,000.00	0.00
<b>Net movement</b>				<b>667.73</b>	<b>0.00</b>
<b>Total</b>				<b>75,000.00</b>	<b>25,245.00</b>

### 8.3 BUSHFIRES NT – CALL FOR REGIONAL COMMITTEE NOMINATIONS

**Action:** For Decision

**Author:** CEO

#### **PURPOSE**

This report has been provided to determine whether Council would like to nominate one of its members for the Bushfires NT regional committee that represents the Wagait Shire Council area.

#### **RECOMMENDATION**

**That Council:**

- a) receives and notes the report entitled **Bushfires NT – Call for regional committee nominations; and**
- b) **does / does not wish to nominate a Council member for this committee.**

**Moved:**

**Seconded:**

**Vote:**

#### **Background**

Council received an email from LGANT on 7<sup>th</sup> August advising that Bushfires NT were calling for nominations to the Regional Bushfire Committees. The regional committees are:

- Arnhem
- Barkly
- Savanna
- Vernon / Arafura

The nominee should have an understanding of the role that council plays in land and fire management in the region. When appointed, the nominee will provide to and from the committee to help build an accurate picture of bushfire risk for the region and from that, Bushfires NT will help the Committee update the Regional Bushfires Management Plan for the relevant Fire Management Zone. This information is also fed through to the Bushfires Council who communicates identified bushfire risk to the relevant Minister. These processes are set out and governed by the *Bushfires Management Act 2016*.

#### **Comment**

In a discussion with Acting Senior Risk Planner for Bushfires NT, Adrian McKenzie, it was expressed that they are keen to collaborate with Councils, as we are the ones on the ground with the local resources and knowledge of the bushfire protection measures already implemented within our areas.

#### **STATUTORY OBLIGATIONS**

Nil

#### **Financial Implications**

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

#### **Attachments**

1. Fact Sheet – Bushfire Regional Committees and Council
2. Map – Fire Management Zone Boundaries

# Bushfire Regional Committees and Council

Are you passionate about protecting your community from bushfire risks? Do you have the skills, experience, or ideas to make a difference in fire management? The Bushfires Council and Regional Bushfire Committees are seeking dedicated individuals to help shape and implement effective strategies to manage bushfire risks across the Northern Territory.

## Bushfires NT Overview

Bushfires NT provides fire management support in the fire protection zones across the Northern Territory (NT) and is administered by the *Bushfires Management Act 2016* and are responsible for:

- supporting landholders in managing and mitigating bushfires
- providing support and training to volunteer bushfire brigades across the Territory
- coordination and management of aerial firefighting capability across the Top End.

## Purpose of Regional Bushfire Committees and Council

The Bushfires Council and Regional Bushfires Committees are statutory boards established under the *Bushfires Management Act 2016*. There are five Regional Bushfires Committees representing each of the fire management zones (FMZs) in the NT including Arnhem, Alice Springs, Barkly, Savanna and Vernon Arafura.

Regional Bushfires Committees are established to offer recommendations to the Bushfires Council on measures to be taken to mitigate, manage and suppress bushfires in their FMZ. The role of the Bushfires Council is to advise the Minister on measures to be taken to mitigate, manage and suppress bushfires across the NT.

A key outcome of the committees is to establish and endorse a regional bushfire management plan, prepared by Bushfires NT, for the committee's fire management zone. The plans aim to assess what kind of danger exists in different area and help decide how to use resources and make decisions to keep Territorians safe. The regional bushfire management plans outline land use and fire management objectives within the region and identify and categorise risks at a regional level. The risk registers clarify the owners of the risks and potential and existing measures and treatments. Once the plans are endorsed by the Committee, they are released to the public.

There is a regional bushfire committee established for each fire management zone:

- Alice Springs
- Arnhem
- Barkly (Tennant Creek)
- Savanna (Katherine)
- Vernon Arafura (Greater Darwin region)

## Why get involved?

- By joining the Bushfires Council or a Regional Bushfire Committee, you'll be part of an influential group working to protect communities, natural environments, and infrastructure from the effects of bushfires
- Provide advice and contribute to the development of regional bushfire management plans, risk mitigation strategies, and community preparedness.
- Whether you're an expert in fire management, environmental science, land conservation, or community outreach, your skills are invaluable. Your insights will help ensure the region is better prepared for future bushfire challenges.
- Work alongside fire management experts, government representatives, local community leaders, and emergency services to create robust, comprehensive bushfire strategies.

## Member responsibilities

- To be strategic – adopt a long-term perspective, anticipate and respond to changes in the external environment, and integrate various corporate functions.
- To be stakeholder focused – be aware of community and stakeholder views and needs, balance the demands of different stakeholders.
- To ensure the highest standards of accountability and ethical behaviour.

## Appointment Term

The minister appoints members of the council and the committees to support bushfire prevention and control in the NT. Members are appointed for a term of up to 3 years and are eligible for reappointment after the term.

The members are appointed for their knowledge and experience in land and fire management and their ability to represent the interests of land use sectors. Each member represents a broad cross section of regional land use interests. The chair of each Regional Bushfires Committee is also appointed as a member of the Bushfires Council.

## How often do they meet?

While there is no prescribed schedule of committee or council meetings, it is usual for committees to meet twice each year. Extra meetings can be held at the chair's discretion.

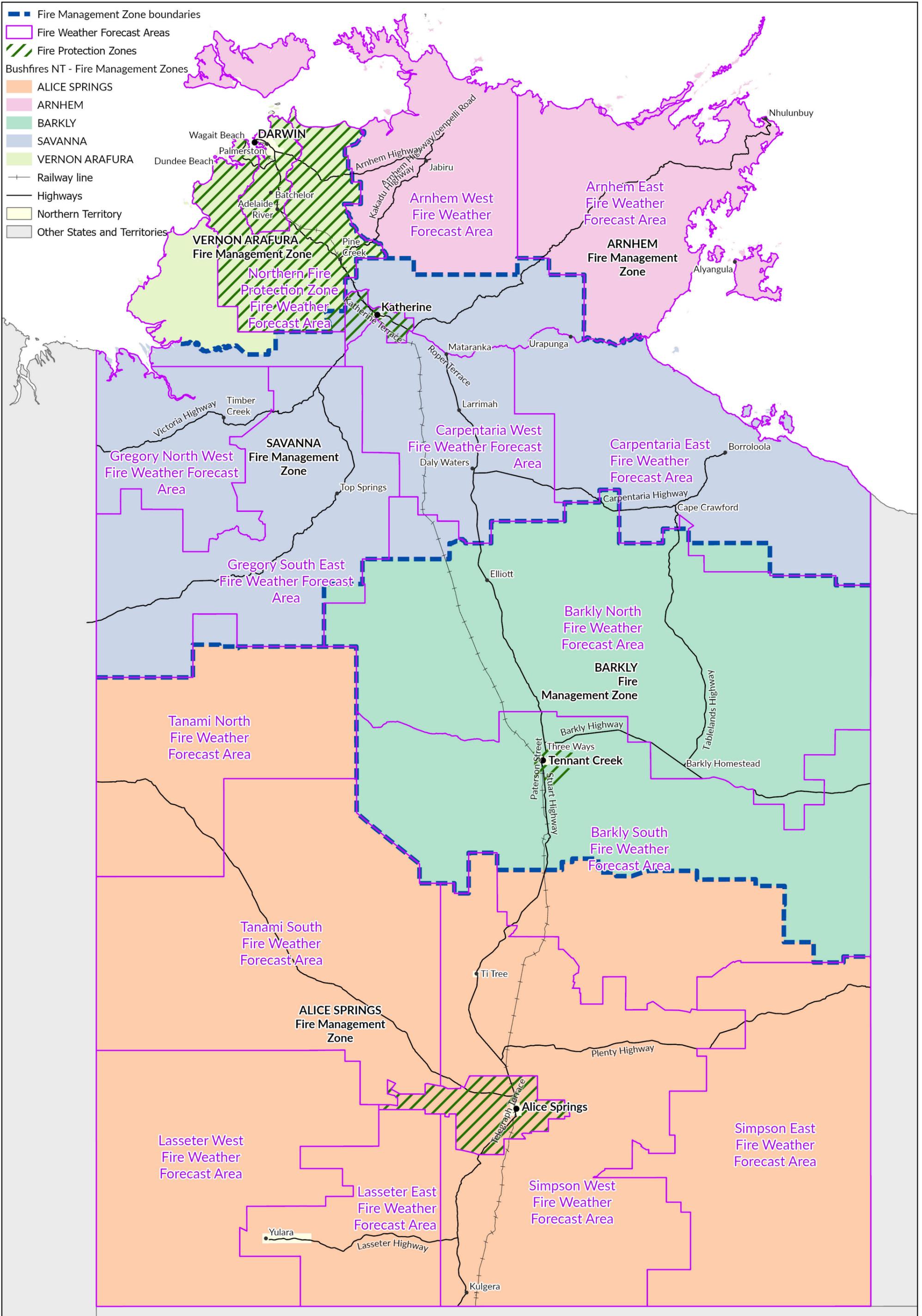
## Remuneration

Appointed members are eligible for a sitting fee of \$228 per day or \$304 for the chairperson and paid on a pro rata basis depending on the length of meeting.

Public sector employees are not entitled to remuneration for their time spent on statutory boards whilst they are receiving their usual NTPS salary, unless they are on any form of unpaid leave.

## More Information

Please contact Bushfires NT Board Administrator on 8922 0837 or [BushfiresNT.Secretariat@nt.gov.au](mailto:BushfiresNT.Secretariat@nt.gov.au)



## 8.4 LGANT – CALL FOR NOMINATIONS TO NT STRATEGIC TOBACCO ACTION COMMITTEE

**Action:** For Decision

**Author:** CEO

### PURPOSE

This report has been provided to determine whether Council would like to nominate one of its members for the Board of the Northern Territory Strategic Tobacco Action Committee (NTSTAC).

### RECOMMENDATION

That Council:

- a) receives and notes the report entitled LGANT – Call for nominations to NT Strategic Tobacco Action Committee; and
- b) does / does not wish to nominate a Council member for this committee.

Moved:

Seconded:

Vote:

### Background

Council received an email from LGANT on 1<sup>st</sup> August advising that NT Health is seeking one nomination from LGANT to join the Board of the NTSTAC.

The NTSTAC (the Committee) is a revised committee that replaces the Northern Territory Tobacco Control Action Committee which was last reviewed in September 2018.

### Role and purpose

The Committee is tasked with overseeing and guiding the implementation of the Smoke Free Future – NT Tobacco and Related Products Action Framework 2025 - 2030 (the Framework) and provide other relevant direction on reducing smoking and vaping related harms for Territorians.

The Committee will commence in 2025-26 and will operate for five years initially, with further arrangements subject to discussion.

### Nominees

The LGANT representative should have adequate experience, ability to contribute to strategic policy decisions, and be committed to working together to reduce smoking and vaping harms across our communities.

### Meetings

The Committee will meet four times per calendar year, or as determined by members.

Meetings will be held virtually or in hybrid mode with a face-to-face node in Darwin. Work will be progressed out-of-session where possible.

### Comment

Nominations to LGANT are to be received by CoB 8 October 2025. The LGANT Board will consider the nominations at its 22 October 2025 meeting.

### STATUTORY OBLIGATIONS

Nil

### Financial Implications

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

### Attachments

1. NTSTAC Terms of Reference

# NORTHERN TERRITORY STRATEGIC TOBACCO ACTION COMMITTEE

## Terms of Reference



### VISION

The NT Strategic Tobacco Action Committee seek to align all stakeholders in working together to build a supported environment where people do not take up smoking (or other forms of nicotine addiction) and where help is provided for people to quit. A smoke free NT helps people to have healthy lives.

# Northern Territory Strategic Tobacco Action Committee

## Terms of Reference

### Purpose

The Northern Territory Strategic Tobacco Action Committee (NTSTAC) is tasked with overseeing and guiding the implementation of the Smoke Free Future – NT Tobacco and Related Products Action Framework 2025 - 2030 (the Framework) and provide other relevant direction on reducing smoking and vaping related harms for Territorians. This includes:

- Overseeing and reporting on the implementation of the Framework;
- Assisting in the evaluation of the Framework by analysing stakeholder tobacco control activities against priority areas;
- Identifying, prioritising and reviewing national tobacco control issues and reforms that require local action;
- Promoting the optimisation and even distribution of tobacco control resources across the NT; and
- Supporting the ongoing development of the NT Tobacco Control Community of Practice.

### Governance

The NTSTAC (the Committee) is a revised committee that replaces the Northern Territory Tobacco Control Action Committee which was last reviewed in September 2018.

The Committee will commence in 2025-26 and will operate for five years initially, with further arrangements subject to discussion. The Terms of Reference will be reviewed biennially to ensure the Committee remains current and relevant.

The Committee is responsible for overseeing and reporting on the implementation of the Framework and providing advice to, and seeking endorsement from, the following groups as required:

- **NT Aboriginal Health Forum** - The NT Aboriginal Health Forum (NTAHF) is the principal NT jurisdictional Aboriginal health planning partnership that provides strategic guidance and makes decisions about key policy issues to improve Aboriginal health and wellbeing. It supports health organisations across the NT to plan, share information and coordinate their programs and activities.
- **NT Health Leadership Board** – supports the Chief Executive meeting key decision-making and legislative delegations and sets the vision and strategic direction of the agency and provides leadership and direction to ensure performance outcomes are achieved. It works to ensure strategic and reform priorities and policies are delivering fiscally responsible, sustainable, safe, accessible and contemporary health services that meet the current and emerging needs of the NT community.
- **NT Health Advisory Committee** - is a community representative committee that supports the high-level decision-making processes of NT Health through provision of advice, information to, consultation with, and advocacy on behalf of the people and communities served by NT Health.

### Role and Functions

The role of the Committee is to provide a mechanism for stakeholders to work together and providing a collaborative approach to tobacco (and related products) control that is culturally safe and responsive to changing needs, while ensuring that gaps and inequities are addressed. This includes working together to further develop and implement the Framework, promoting a coordinated effort by all governments, industry, and sectors to address systemic smoking and vaping issues.

# Northern Territory Strategic Tobacco Action Committee Terms of Reference

The Committee’s functions are to:

- Produce a concise Annual Progress Report outlining achievements against the Framework;
- Report as needed on the monitoring and evaluation of the Framework to the NTAHF and NT Health Leadership Board;
- Identify priority smoking, vaping and other nicotine product issues and generate solutions to be progressed by the most appropriate organisation(s);
- Refer specific smoking, vaping and other nicotine product related matters to other committees with a wider remit, where relevant, to enhance collaboration and reduce duplication of effort;
- Endorse any changing priorities, develop corresponding work plans and monitor progress against them;
- Support the NT Tobacco Control Community of Practice (NTTCCOP) where primary health care and alcohol and other drug staff with interests in tobacco control provide a multidisciplinary and system-wide approach to smoking and vaping control. This includes training and development of staff; and
- Support activities that complement existing smoking and vaping reforms including the *National Tobacco Strategy 2023-30*, *National Preventive Health Strategy 2021-2030* and the *Healthy, Well and Thriving Framework 2024-2040*

## Priority Areas

1. Prevent Territorians from taking up smoking
2. Support Territorians who smoke to quit for good
3. Offer priority support for Territorians with greatest need and risk
4. Create supportive environments that protect Territorians from the harms of smoking
5. Marketing and messaging
6. Strengthen and effectively use available evidence

Member organizations will provide a written or verbal progress report against the priority areas at Committee meetings as agreed. A draft standard agenda is outlined in Appendix A.

The meeting structure will be based on the calendar year. A major review of progress and adjustment of strategy will take place in the final meeting of each year.

Each meeting will focus most significantly on 3 agenda items (based around priority area 1, 2 and 6) with the other key action areas considered as part of both priorities 1 and 2 as indicated below:

Agenda No.	Item
x	<i>Prevent Territorians from taking up smoking</i> <ul style="list-style-type: none"> <li>• Offer priority support for Territorians with greatest need and risk</li> <li>• Create supportive environments that help Territorians avoid the harms of smoking</li> <li>• Marketing and messaging</li> </ul>
x	<i>Support Territorians who smoke to quit for good</i> <ul style="list-style-type: none"> <li>• Offer priority support for Territorians with greatest need and risk</li> <li>• Create supportive environments that protect Territorians from the harms of smoking</li> <li>• Marketing and messaging</li> </ul>
x	<i>Strengthen and effectively use available evidence</i>

# Northern Territory Strategic Tobacco Action Committee

## Terms of Reference

--

### Membership

The Committee consists of representatives at the Executive Director level (or equivalent) from key Northern Territory Government Agencies and community organisations. The Committee will have substantial First Nations representation, acknowledging the prevailing high rate of smoking in remote areas.

Representatives from other national and Northern Territory agencies with responsibilities relating to the smoking and vaping control may be invited to inform the Committee or participate in specific meetings as required depending on the issues being considered.

Organization
Aboriginal Medical Services Alliance Northern Territory (AMSANT)
Anyinginyi Health Aboriginal Corporation
Arnhem Land Progress Association (ALPA)
Local Government Association of the NT (LGANT)
Cancer Council NT
Central Australian Aboriginal Congress Aboriginal Corporation
Danila Dilba Health Service
Department of Attorney General and Justice (NT Correctional Services)
Department of Business, Trade and Asian Relations (Tobacco Licensing)
Department of Education
Flinders University – School of Public Health
Katherine West Health Board
Menzies School of Health Research
Miwatj Health
NT Health
NT Heart Foundation (primary Good Health Alliance of the NT representative)
NT Primary Health Network (NT PHN)
NT Tobacco Control Community of Practice representative
Outback Stores
Wurli-Wurlinjang Health Service

### Observers

Members may request to bring an observer for specific issues as needed. This should be discussed with the Secretariat prior to the meeting.

### Meeting Operation

#### Frequency and format

The Committee will meet four times per calendar year, or as determined by members. Meetings will be held virtually or in hybrid mode with a face-to-face node in Darwin. Work will be progressed out-of-session where possible.

#### Quorum

Meetings may only be held when a quorum of members are present. A quorum consists of a simple majority of members including the Chair. Care will be taken when scheduling meetings to maximise attendance of the Committee.

# Northern Territory Strategic Tobacco Action Committee

## Terms of Reference

### Decision Making

Decision-making will ideally be by consensus.

For complex issues decisions should be principles-based and allow individual organisations to determine the best way to achieve agreed outcomes

### Chair

A chair will be chosen annually by the Committee.

### Secretariat

The NT Department of Health will provide secretariat services.

The Secretariat will distribute the meeting agenda and papers at least one week before a meeting where possible. All members may contribute to meeting agendas and papers with appropriate notice. Meeting outcome minutes including decisions and action items will be recorded by the Secretariat and distributed to members.

### Out of session

The Chair may authorise certain matters to be considered by the Committee out of session. When authorised, the Secretariat will manage the distribution of items and the coordination of responses.

### Terms of Reference Review

The Terms of Reference were endorsed by the Committee on < > and will be reviewed biennially to ensure they remain contemporary and relevant.

# Northern Territory Strategic Tobacco Action Committee Terms of Reference

## APPENDIX A      STANDARD AGENDA TEMPLATE

<b>Number</b>	<b>Agenda Item</b>	<b>Lead</b>
	Acknowledgement of Country	
1	<b>Welcome and apologies</b>	
2	<b>Minutes of Previous meeting</b>	
3	<b>Priority Areas</b>	
3(a)	<i>Prevent Territorians from taking up smoking</i> <ul style="list-style-type: none"> <li>• Offer priority support for Territorians with greatest need and risk</li> <li>• Create supportive environments that help Territorians avoid the harms of smoking</li> <li>• Marketing and messaging</li> </ul>	
3(b)	<i>Support Territorians who smoke to quit for good</i> <ul style="list-style-type: none"> <li>• Offer priority support for Territorians with greatest need and risk</li> <li>• Create supportive environments that protect Territorians from the harms of smoking</li> <li>• Marketing and messaging</li> </ul>	
3(c)	<i>Strengthen and effectively use available evidence</i>	
4	<b>Legislation, regulation and compliance</b>	
5	<b>Community of Practice</b> <ul style="list-style-type: none"> <li>• Strategic Opportunities and Challenges</li> <li>• Planned activities</li> </ul>	
6	<b>New Business</b>	
7	<b>Other Matters</b>	
8	<b>Next meeting</b>	

## 8.5 LGANT – ANNUAL GENERAL MEETING CALL FOR MOTIONS

**Action:** For Decision

**Author:** CEO

### PURPOSE

To seek a decision from Council on whether they wish to submit a motion for consideration by LGANT, for inclusion in the agenda of their general meeting.

### RECOMMENDATION

**That Council:**

- a) receives and notes the report entitled LGANT – Annual General Meeting Call for motions; and
- b) does / does not wish to submit any motions for consideration to the GM agenda.

**Moved:**

**Seconded:**

**Vote:**

### Background

Council received an email from LGANT on 19<sup>th</sup> August providing notice of the LGANT general meeting to be held in Darwin on 19 November 2025 and to call for motions to be considered for business at this meeting. Other important information regarding motions includes:

- Only one issue per motion (to be discussed with LGANT prior to submission)
- Motions are to be approved by resolution of the Local Government Council prior to submission to LGANT
- If there is not enough information LGANT has the discretion to not accept the motion

### Comment

Motions for consideration at the LGANT General Meeting:

- Drafts to be received by 10 October 2025
- Resolution details to be received by CoB 31 October 2025.

### STATUTORY OBLIGATIONS

Nil

### Financial Implications

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

### Attachments

1. Form – LGANT Call for Motions (provided to give Elected Members an idea of the information required for submitting a motion).



# LGANT CALL FOR MOTIONS

## CALL FOR MOTIONS

### About this document

LGANT's purpose, as per the Strategic Plan 2025-2028, is to support and represent member councils to drive sustainable economic and social development of the Northern Territory community.

The purpose of *this* document is to provide a template for member councils to submit motions to LGANT on issues for consideration, such as governance, policy positions and advocacy efforts, at either the April or November General Meetings.

Policy positions are a statement or declaration of an organisation's stance on a particular topic(s). Further, LGANT seeks to influence public policy which is laws, guidelines and actions decided and taken by governments. Motions from councils help LGANT form its policy positions and statements that in turn, assist with advocacy efforts. LGANT's current policy statements can be found [here](#).

Advocacy is a broad term encompassing endeavours to achieve change. For LGANT, advocacy is activity undertaken to promote and influence issues that collectively effect local government.

### Timeframes

This 'call for motion' template will usually accompany LGANT's notice of a General Meeting, but motions can be submitted at any time.

To make the agenda of a General Meeting, motions must be submitted in advance. Late motions will not be accepted (unless urgent) and will instead be referred to the next General Meeting.

If the motion is urgent, councils may consider calling a Special General Meeting or request the LGANT Board address through their meetings.

### Other important information

There must only be ONE issue per motion. It is suggested that the council submitting the motion first discuss it with LGANT so they can outline existing activity or policies positions, if any, in the topic area and assist with developing the business case.

Motions need to be approved by resolution of the local government council prior to submission to LGANT.

LGANT will assess the motion for completeness and appropriateness and if necessary, discuss it with the submitting member council and request more information or redrafting before including in the General Meeting agenda. This process may require the council to re-endorse its motion. If there is not enough information, LGANT has the discretion to not accept the motion.

LGANT will draft a cover business paper for each motion and may present the final motions to the LGANT Board for review, before distribution to members via the final General Meeting agenda.

By submitting a motion, your council can move and speak to the motion at the General Meeting it is going to.

The better your council's argument or case, the more likely it is to be resolved by members. Resolved motions are minuted following the General Meeting, allocated to LGANT staff for action, and reported on at LGANT Board and General meetings.

## TEMPLATE

### CALL FOR MOTIONS

*Member councils are invited to submit motions for debate to be included at General Meetings using this template.*

**Name of Council:**

Click or tap here to enter council name.

---

**Contact person and title:**

Click or tap here to enter your full name and position.

---

**Phone:**

Click or tap here to enter text.

**Email:**

Click or tap here to enter text.

---

**Motion title:**

Click or tap here to enter text.

---

**Resolution sought (Motion):**

Motions should be clear and concise and must be limited to one subject matter/ issue.

Consider the action your council wants LGANT to do for the local government sector e.g.,

- “Council calls on LGANT to...”
- “Council calls on the NT Government to...”
- “Council calls on the Australian Government to...”
- “Council calls on LGANT to assist with...”
- “Council calls on LGANT to develop a policy position on...”
- “Council calls on LGANT to review its policy position on...”
- “Council calls on LGANT to review the Constitution to...”

Click or tap here to enter council name. **calls on** ..... to Click or tap here to enter text.

### Supporting information:

Questions for consideration in drafting this section:

- What is the issue/opportunity the motion is addressing?
- How it came to light?
- If/how your council has tried to deal with it to date?
- If a legislative issue, what is the relevant Act?
- Does LGANT have an existing policy statement on the subject/issue? If yes, what is it?
- Is the motion relevant to the sector across the NT? If yes, how? If not, can the issue be dealt with through a different forum?
- What other councils have you spoken to about this motion?

Provide attachment/s if required.

Click or tap here to enter text.

### Council confirmation:

I, [Click or tap here to enter your full name.](#), the Chief Executive Officer, hereby confirm that this motion was approved by resolution of council on [Click or tap to enter a date.](#) for presentation at the next LGANT General Meeting.

In submitting this motion, I confirm that the council has (please tick):

- consulted with other NT councils to confirm the motion is relevant to the sector more broadly;
- reviewed LGANT's [Constitution](#), [Governance Charter](#), [Policy Statements](#), and [Strategic Plan](#) in preparing this motion; and
- provided enough information to enable members to make a considered decision on whether to support or otherwise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8.6 INQUIRY INTO LOCAL GOVERNMENT MEMBERS' ALLOWANCES

**Action:** For Decision

**Author:** CEO

### PURPOSE

This report seeks a decision from Council on whether to make a submission to the NT Remuneration Tribunal as part of its inquiry into local government members' allowances.

### RECOMMENDATION

**That Council:**

- a) receives and notes the report entitled **Inquiry into Local Government Members' Allowances**; and
- b) does / does not wish to make a submission to the NT Remuneration Tribunal.

**Moved:**

**Secoded:**

**Vote:**

### Background

Council received an email from the Department of Housing, Local Government and Community Development on 19<sup>th</sup> August advising that The Tribunal proposes to commence and inquiry into local government and local authority members' allowances on 8 September 2025, with submissions closing on 10 October 2025. In addition, the Tribunal intends to conduct stakeholder meetings, where requested, between 20 October and 14 November 2025.

As per normal protocols, the Tribunal's Chair will officially write to local government councils and local authorities personally inviting submission.

### Comment

Nil

### STATUTORY OBLIGATIONS

Nil

### Financial Implications

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

### Attachments

*There are no attachments with this report.*

## 9. REPORTS FOR RECEIVING AND NOTING

### 9.1 LGANT – 27 AUGUST 2025 BOARD MEETING & ALGA – 23 JUNE 2025 BOARD MEETING COMMUNIQUE

**Action:** For Receiving and Noting

**Author:** CEO

### PURPOSE

To update Council on the LGANT Board meeting held on 27 August 2025 and the Australian Local Government Association (ALGA) Board Meeting held on 23 June 2025.

### RECOMMENDATION

**That Council receives and notes the communique update on the LGANT and ALGA Board meetings 2025**

**Moved:**

**Seconded:**

**Vote:**

### **Background**

Council received an email from LGANT on 28<sup>th</sup> August providing a communique from the LGANT and Australian Local Government Association from the following meetings:

- LGANT Boarding Meeting – 27/8/2025
- ALGA Board Meeting – 23/6/2023

### **Comment**

Nil

### **STATUTORY OBLIGATIONS**

Nil

### **Financial Implications**

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

### **Attachments**

1. Communique – ALGA Board meeting
2. Communique – LGANT Board meeting

## 23 June 2025 ALGA Board meeting Communique

The ALGA Board met on Monday 23 June at the ALGA offices in Deakin ACT, ahead of the 2025 National General Assembly of Local Government.

The Board received a comprehensive briefing on how the NGA would be delivered over the week including their roles.

The Board received an update on the key speakers and the intersection with ALGA's policy priorities particularly financial sustainability, Emergency Management and Safer Roads.

These speakers include, the Minister for Emergency Management and Local Government, Shadow Minister for Local Government Dr Anne Webster, Bernard Salt, Dr Varrall. The Board were also updated on the process for the debate on motions.

The adaptation research will be launched at the National General Assembly.

The Board agreed to establish a Campaign sub-committee comprised of the ALGA CEO and State and Territory Association CEOs to workshop a plan of approach for a financial sustainability campaign to the Federal Government to bring back to the ALGA Board for approval.

The Board will next meet online Thursday 31 July 2025 online.

## 27 AUGUST 2025 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its fourth meeting of 2025 on Wednesday 27 August at the LGANT office in Darwin and online.

Daniel Shane from Central Desert Regional Council provided an update on the Neighbourhood Watch NT Board in his capacity as the LGANT representative.

The Board approved and adopted the second tranche of LGANT's updated organisational policies. The Board also approved consultant to conduct the current CEO's first annual performance and remuneration review.

The Board agreed to the LGANT team continuing discussions with ALGWA on their proposal to re-establish an NT Branch.

The Board endorsed MacDonnell Regional Council's nomination (Sheree Sherry) to represent LGANT on the NT Councils Discretionary Trust Advisory Committee and discussed the development and implementation of LGANT's candidate nomination campaign in the lead up to the local government elections. LGANT, as part of the Local Government Election Working Group with NTEC and DHLGCD, will participate in a debrief in September on the elections more broadly and discuss lessons learnt and recommendations for the next election.

The LGANT President provided an update on the ALGA Board and talked to the 23 June and 31 July 2025 ALGA Board meetings (refer attached 23 June 2025 communique).

The LGANT CEO confirmed that there will be at least one casual vacancy on the LGANT Board due to Mayor Lis Clark's retirement, and that LGANT will determine next steps after the declaration of results of the election after 8 September 2025. The CEO also provided an update on LGANT's request for a sector briefing on the government's proposal to 'empower the bush' (de-amalgamations) and the latest discussions with DHLGCD on the Tranche 2 amendments to the *Local Government Act 2019*. Regarding the Strategic Plan, the CEO confirmed that the three advocacy areas for 2025/26 will be a review of the policy statements, and an analysis of road and financial sustainability data.

The Board will next meet on 22 October 2025.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Hon Kon Vatskalis	City of Darwin	<a href="mailto:lord.mayor@darwin.nt.gov.au">lord.mayor@darwin.nt.gov.au</a>	0499 384 233
Vice President (municipal): Allison Bitar	Alice Springs Town Council	<a href="mailto:abitar@alicesprings.nt.gov.au">abitar@alicesprings.nt.gov.au</a>	0491 055 224

Vice President (regional and shire): Brian Pedwell	Victoria Daly Regional Council	<a href="mailto:brian.pedwell@vicdaly.nt.gov.au">brian.pedwell@vicdaly.nt.gov.au</a>	0429 341 336
Peter Pangquee	City of Darwin	<a href="mailto:peter.pangquee@darwin.nt.gov.au">peter.pangquee@darwin.nt.gov.au</a>	0419 858 636
Doug Barden	Litchfield Council	<a href="mailto:doug.barden@litchfield.nt.gov.au">doug.barden@litchfield.nt.gov.au</a>	0429 875 390
Lis Clark	Katherine Town Council	<a href="mailto:elisabeth.clark@ktc.nt.gov.au">elisabeth.clark@ktc.nt.gov.au</a>	0439 501 348
Peter Clee	Wagait Shire Council	<a href="mailto:peter.clee@wagait.nt.gov.au">peter.clee@wagait.nt.gov.au</a>	0418 894 404
Lynette De Santis	Tiwi Islands Regional Council	<a href="mailto:lynettejane.desantis@tiwiislands.nt.gov.au">lynettejane.desantis@tiwiislands.nt.gov.au</a>	0419 033 821
James Woods	West Arnhem Regional Council	<a href="mailto:james.woods@westarnhem.nt.gov.au">james.woods@westarnhem.nt.gov.au</a>	0497 919 225

## **9.2 REVIEW OF ACTION ITEMS LIST TO 9 SEPTEMBER 2025**

**Action:** For Receiving and Noting

**Author:** CEO

### **PURPOSE**

To update Council on the status of the Actions List to 9 September 2025.

### **RECOMMENDATION**

**That Council receives and notes the updated Actions List to 9 September 2025**

**Moved:**

**Seconded:**

**Vote:**

Item	Res No	Resolution	Date	Status
1	2020/101	Local Area Planning, Environment and Climate Change	9/09/2025	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		9/9/2025	No further updates

Wagait Health Service and Clinic	12/0/2025	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	9/09/2025	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	9/9/2025	No further updates
			16/6/2025	All affordable works are complete to date. Council now needs to work on funding to install a fence around the area.
			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	9/09/2025	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	9/9/2025	Have forwarded on to Member for Daly the letter sent to Federal Election candidate, Marion Scrymgour
			16/6/2025	Response received from Minister Bill Yan advising that the NTG were not in a position to support Wagait Council's roads Upgrade at this stage.
			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	9/9/2025	Panels are being printed and will be transported to Wagait when done, for installation and opening/unveiling – date to be determined once we have confirmation from the printer
			17/7/2025	Last Day of painting was today, photo shoot is tomorrow 18/7/25.
			16/6/2025	Marnie emailed on 13/6 to advise she has a photographer booked in for the first week of July. So she should be finished the mural by then.
			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.
8	23/6/2025	Rates Review	9/9/2025	Commenced work on rates database – has been held up due to information required for the annual audit
9	23/6/2025	Commercial Income Review	9/9/2025	No further action to date due to the annual audit
			12/8/2025	Investigating the acquisition of land that could be used for commercial purposes. Re-investigating Aged Care Services for commercial purposes.
10	23/6/2025	Employee Expenses Review	9/9/2025	No further action to date due to the annual audit
			12/8/2025	Commenced work on collating information required for report. Reviewing actual hours worked to budget by employee.
11	23/6/2025	Table Tennis Petition	9/9/2025	Meeting scheduled for Thursday 11 September 2025
			12/8/2025	Sent request for meeting with complainant

### 9.3 CORRESPONDENCE

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To provide Council with a list of incoming and outgoing correspondence from 13 August to 9 September 2025.

**RECOMMENDATION**

**That council receives and notes the incoming and outgoing correspondence from 13<sup>th</sup> August to 9<sup>th</sup> September 2025**

**Moved:**

**Seconded:**

**Vote:**

**Background**

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

#### 9.3.1 OUTWARDS CORRESPONDENCE

Date	From	About	
18/08/2025	Dept Local Government	Request for New Councillor Training	email
19/08/2025	Dept of Crown Lands	Winnal Crt Drainage	email
22/08/25	Keith Tanner	Winnal Drainage	
22/08/25	Margaret Baston	Missed appointment	email
22/08/2025	Jill Mumme	Winnal Drainage	email
29/08/25	Sam/CCC/Josh	CCC unsuitable state	email

#### 9.3.2 INWARDS CORRESPONDENCE

Date	From	About	
14/08/2025	Dept of Logistics and Infrastructure	Stakeholder Notice - Mandaroah Marine Facilities opening	email
15/08/2025	Land Titles Office	Road Corridor Query	email
19/08/25	Jill Mumme	Complaint - Drainage - Winnal. Verbal with email follow up	Verbal
21/08/2025	Rory Mackay	15 Erickson Crescent, Wagait Beach - Proposed Caravan Park (Glamping Tents)	email
22/08/25	Margaret Baston	Missed meeting	email
22/08/25	Keith Tanner	Complaint - Email not responded to	email
25/08/25	Sarah Manning	Seeking information relating to matters raised - 15 Erickson	email
25/08/2025	Chris Gray	Road Reserve opening	email
27/08/25	Rory Mackay	15 Erickson - Glamping	email
29/08/25	National Local Roads	Invitation	email
29/08/25	Charlotte Ratza	Dog permit for 6 dogs	email
8/09/2025	Veolia	New Bins	email
9/09/2025	NT Remuneration Tribunal	Inquiry on Local Government Councils member Allowances	email

### 9.4 COMPLAINTS, COMMENTS AND COMPLIMENTS REGISTER

**Action:** For Receiving and Noting

**Author:** CEO

**PURPOSE**

To update Council on complaints received from 13 August to 9 September 2025

**RECOMMENDATION**

**That Council receives and notes the Complaints Register from 13 August to 9 September 2025**

**Moved:**

**Seconded:**

**Vote:**

**Background**

Council has received 1 complaints, comments and/or compliments in the reporting period.

DATE	ISSUE	TYPE	SOURCE	STATUS
19/8/2025	Drainage Works on Winnal Crt property	Complaint	Verbal & email	Actioned / Ongoing
22/08/25	Emails not being replied to	Complaint	Verbal & Email	Closed

**10. 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:**

Date	Time	Where	Activity
10/09/25	9.30-11.00am	Community Center	<b>Mahjong</b> All welcome
22/09/25-26/09/25		Various	<b>Week one school holiday program</b>
29/09/25-03/10/25		Various	<b>Week two school holiday program</b>
17/09/25	10.30-12.00PM	Cox Country Club	<b>Seniors Morning Tea</b> Guest speaker from Jacana
Thursdays - fortnightly	10am	Community Centre	Fortnightly <b>Health Clinic Visit</b> – Next visit – September 18th, 2025 – All Welcome
Thursdays	10:30am	Community Centre	Fortnightly <b>TAI CHI</b> – for All Abilities Next session – 18 September 2025 – All Welcome
Thursdays	12:30pm	Community Centre	Fortnightly <b>Leather Work sessions</b> – Next session – 18 September 2025 – All Welcome
Sundays, Tuesdays & Fridays	5:15pm	Sportsground - Cloppenburg Park	<b>Social Tennis</b> – All Welcome

Wednesdays	7pm	Sportsground - Cloppenburg Park	<b><u>Social Cricket</u></b> – All welcome
Sundays	10am	Sportsground - Cloppenburg Park	<b><u>Pickle Ball</u></b> – All Welcome
Mondays	9:30am	Community Centre	<b><u>Yoga</u></b> – All Welcome
Tuesdays	9:30am	Check the sign – Sports Ground / Community Centre	<b><u>Pilates</u></b> – All Welcome
Wednesdays	7:00pm	Community Centre	<b><u>Craft and sewing</u></b> – All welcome
Wednesdays	5:45pm	Community Centre	<b><u>Ladies Qigong</u></b> – All Ladies Welcome
Wednesday-Fortnightly	9.30 - 11.00am	Community Centre	<b><u>Mahjong</u></b> All Welcome
Every Friday	11.30 - 12.30	Community Centre	<b><u>Line Dancing</u></b> All welcome

## 11. QUESTIONS FROM MEMBERS WITH OR WITHOUT NOTICE

## 12. 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.

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

- Confirmation of previous minutes of Confidential Business
- CEO Review

### 12.2 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.

### 12.3 DECISIONS ARISING FROM THE CONFIDENTIAL SECTION

**RECOMMENDATION**

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

**Moved:**

**Seconded:**

**Vote:**

### 13. CLOSE OF MEETING

The date of the next meeting is scheduled for 20 October 2025

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