

**WAGAIT SHIRE COUNCIL  
AGENDA  
ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS FROM 7PM  
LOT 62, WAGAIT TOWER ROAD  
16 JUNE 2015**

**PRESENT:**

**1.0** MEETING OPENING and shared by:.....

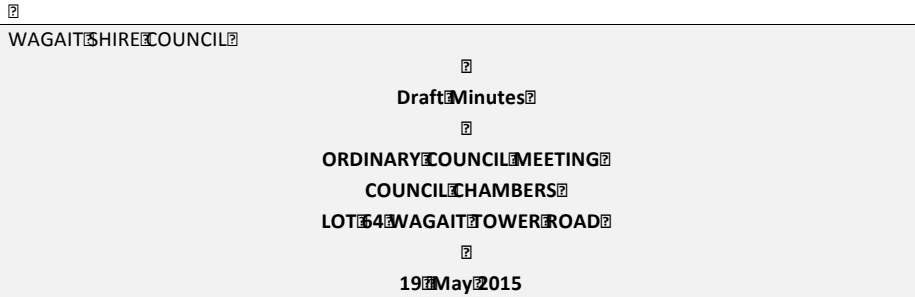
**1.1 APOLOGIES:**

<p><b>Resolution No. 2015/ .....</b> <b>That the apology of Cr</b> <b>Moved:</b> <b>Seconded:</b> <b>Vote:</b></p>	<p><b>be accepted and approved.</b></p>
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**2.0 DECLARATION OF INTERESTS**

### 3.0 MINUTES FROM PREVIOUS MEETING'S

### 3.1 MINUTES FROM PREVIOUS COUNCIL MEETING



**PRESENT:** President Peter Clee  
Vice President Lisa-Marie Stones  
Cr V.J. Thorpe  
Cr Ally Richmond  
Cr Kurt Noble

#### 1.0 MEETING OPENING

1.1 President Peter Clee declared the meeting open at 7.00pm at the Council Conference Room and welcomed all Councillors, and visitors to the meeting.

1.3 **APOLOGIES:** Cr Shenagh Gamble, Cr Brad Irvine

**Resolution No. 2015/179** That the apology Cr Shenagh Gamble and Cr Brad Irvine be accepted and approved.

Moved: Vice President Lisa-Marie Stones

Seconded: Cr Ally Richmond

Vote: AIF

1.4 President Peter Clee congratulates and welcomes Cr Kurt Noble to Council. As only one nomination was received at the last Council By-Election for the vacancy, Cr Kurt Noble was therefore declared duly elected as an ordinary Council member of Wagaitshire.

2.0 **DECLARATION OF INTERESTS** Nil

3.0 **CONFIRMATION OF MINUTES**

**Resolution No. 2015/180** That the minutes of the Monthly Meeting of 21 April 2015, as tabled be confirmed.

Moved: Cr V.J. Thorpe

Seconded: President Lisa-Marie Stones

Vote: AIF

3.1 **Matters Arising from the Minutes** Nil

#### **4.0 REQUESTS FOR INFORMATION FROM RATEPAYERS – Nil**

#### **5.0 REPORTS BY PRESIDENT AND COUNCILLORS**

- 5.1 President Peter Clee attended the LGANT General Meeting and a copy of the minutes has been circulated to councillors.

President Peter Clee met with the representatives of Department of Local Government and they indicated at the LGANT meeting that there was going to be money available for the dump. President Peter Clee also attended the Kenbi Land Claim meeting in town and at that meeting it was made quite clear that part of the \$31.5 million dollars allocated by the Commonwealth Government was to be utilised for the remediation of our dump however remediation will not be done until such time when we stopped using it. The only way we will stop using it is to have a transfer station built. NT Govt agreed to fund a transfer station with a time frame of 3-5 years.

- 5.2 Vice President Lisa-Marie Stones attended the TOPROC consultation workshop last Saturday along with Cr Shenagh Gamble, Cr VJ Thorpe, Cr Alex Richmond and Cr Kurt Noble.

- 5.3 President VJ Thorpe liaised with Belyuen Community and assisted with the preparation of ANZAC Day.

#### **6.0 INWARDS AND OUTWARDS CORRESPONDENCE**

- 6.1 Refer to the May agenda for Incoming and Outgoing correspondence for the Month of April 2015.
- 6.2 Cr Alex Richmond queried an email that was circulated to councillors regarding the Sacred sites involved with the Green Army application. CEO Russel Anderson explained that the Green Army application was not submitted on time however Council has received the Sacred Site Clearance.
- 6.2 "UCASH" - Council received a letter from a concerned resident re – "UCASH. This has been noted and a reply will be sent to this resident.

**Resolution No. 2015/181 - That the correspondence for the Month of April 2015 be confirmed.**

**Moved: Cr VJ Thorpe**

**Seconded: Cr Kurt Noble**

**Vote: AIF**

#### **7.0 Chief Executive Officer Report - Russell Anderson**

- 7.1 On appointment, the President requested I review the Wagait Accounting and Policy Manual, as there is a need to meet compliance. Included in the agenda is a draft for Council's consideration and further review.

Also attached to this financial policy the following documents that need to be reviewed:

- Fees and Charges
- Annual and ten year budgets
- Burrowing Policy
- Statement of significant accounting policies
- Surplus Funds
- Investment Policy
- Fraud Protection Plan
- Financial Reserves Policy
- Asset Disposal Policy

- 7.2** As these are governance issues within the Local Government Act it is essential that Council address these concerns. Without the current related policies there will continue to be issues within Council. I need to bring to Council's attention that there are other governance issues that have occurred and will continue to occur without updated policies and adequate resources to implement.
- 7.3** CEO Russell Anderson explained that the revenue has been exceeded this month in the budget, also councillors need a resolution to transfer money from the reserves to existing budget to cover other costs for the remainder of the year.

**Resolution No. 2015/182 - That Council moves \$8,000 from the reserve funds into the current year's budget to allow the CEO to get support to address outstanding governance , compliance, finances and strategic planning issues.**

**Moved: Cr Alex Richmond**

**Seconded: Vice-President Lisa-Marie Stones**

**Vote: AIF**

## **8.0 WORKS SUPERVISOR REPORT – GARY ZIKAN**

### **8.1 NEW FINISHING DECK**

On March 31<sup>st</sup>, our new Finishing Deck, after only 100m of use, suffered bearing damage due to the lack of grease to one spindle. The supplier (Airpower ) was notified, who arrived promptly that day and took it back to their service dept. for attention. After repairs, the deck was returned, however developed a noise from under the gearbox area after approx. 2.5 hours use. The deck was returned and picked up by council works. Airpower advised no problem could be found and use it and see what happens. This Deck was delivered to Council's Works Depot without a PTO shaft & Operators's Manual. After a few calls & a visit, Airpower are waiting on the supplier to deliver these items.

### **8.2 UHF COMMUNICATIONS**

A number of Councils in the greater Darwin area have UHF Radio communications. This can reduce the costs of phones usage and be crucial if the Telecommunication System fails.

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*Incoming CEO Deborah Allen to look into this in the short term.*

### **8.3 DOGS**

The matter of dog's unrestrained and causing injury remains a concern for many who live at Wagait Beach.

### **8.4 ANZAC DAY**

Preparations during the week proceeding Anzac Day by Council Works Staff were as follows: Mowing and Snipping of Roadside & Bike Track from the Jetty Carpark to the bottom of Wagait Tower Rd & along Cox Dr. to area of March start, snip Council carpark, remove leaves, branches & weeds. Set up chairs with help from Robyn, cold water, electrical leads etc. The Liberator Aircraft Wreck Site was also mown & snipped the chain fence was repaired. We consider no complaints a compliment.

### **8.5 POWERWATER**

Supply of safe, chlorinated Water to the Community is by far the most important aspect of our duties. Rarely does the Water Delivery System fail & when it does it is not long before water is available again. During April Works Dept. staff were called out on 1 occasion after hours to attend to a problem.

### **8.6 JETTY**

Council has been awarded the Jetty Maintenance Contract for a further 3 years. The Jetty's no drinking status has enabled us to fulfil our duties here in less time than previous.

### **8.7 TIP**

Unwanted items are still being left outside of the Household Items Only Hole. We are continually moving all sorts of rubbish from outside the hole, from children's toys to Gas Bottles, all sorts. This uses up valuable time which we need for other duties. Animals remove rubbish from the, adding to the mess.

### **8.8 ROADSIDE WIRE FENCE**

The fences at the intersections of Charles Pt., Wagait Tower & Cox Peninsula Rds have been replaced or repaired. This has generated extra welcomed revenue for the community.

### **8.9 WEEDS BRANCH**

A member of the Weeds Branch visited & along with the Works Supervisor drove around the Estate, taking photos & GPS locations of properties which contain substantial amounts of Mission Grass in particular. This was instigated by the Works Dept. following complaints from Community Members & our ongoing frustration in battling Weeds on public land which are being fed by the seeds from weed on Private Property. As reported, a record number of people have taken advantage of the Governments offer of free poison.

*It was raised in council meeting that the Weeds Branch have once again returned to the Shire. There was a claim for \$17,000 payment which was not submitted late last year. This has now been invoiced.*

8.10 Our obligations in regard to our ongoing Contracts are being fulfilled.

**9.0 SPORTS & RECREATION OFFICER – ROBYN PRESLEY**

- 9.1** As I was for a week, we were very quiet this month. Our choir for the ANZAC Day ceremony was put together on the morning; with thirteen children participating. It was a great effort even if they only just stood there for the hymn. Maybe next year we can rehearse for it!
- 9.2** The group of children learning how to play the ukulele from Dave Elliot are coming along in leaps and bounds. On May 24<sup>th</sup>, they will be having a little practice in front of an audience at the Cox Country Club's "Sunday Session". By the time the "MUFF" is here, they will be polished performers.
- 9.3** Our "Tiwi Trip" is on track and we have a "Mother's Day" raffle on at the moment to raise some more funds towards it. The next fundraiser will be a "Lawn Sale" at the Wagait Beach Supermarket very soon. It will be advertised.
- 9.4** As there is community interest in the children putting on another dance concert, we are in the early stages of planning it. The children will again be making costumes, props, etc. This year our lighting will be better so you can actually see them on stage!
- 9.5** There will not be any activities from Thursday May 7<sup>th</sup> until Thursday May 14<sup>th</sup> as my husband and I will be in Fiji for our son's wedding.

Activities for month

Monday Basketball	April 13 Sick	April 20 2	April 27 1
Tuesday Tennis	April 14 Sick	April 21 3	April 28 0
Wednesday Ukulele	April 15 Sick	April 22 5	April 29 3
Thursday Netball	April 16 Sick	April 23 2	April 30 2
Friday Cooking & Movie	April 17 Sick	April 24 5	May 1 13
Saturday "Littlies"	April 18 Sick	April 25 13 (choir)	May 02 0

**Resolution No. 2015/183 - That the officers' reports for the month of April 2015 be received and accepted.**

**Moved: President Peter Clee**

**Seconded: Vice President Lisa-Marie Stones**

**Vote: AIF**

# 10.0 FINANCIAL REPORT

Income and Expenditure Report for Month Ending 30 April 2015							
	Month to Date			Year to Date			Full Year
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	
INCOME							
Grants Roads to Recovery	\$ 2,500.00		-\$ 2,500.00	\$ 42,015.00	\$ 22,500.00	\$ 19,515.00	\$ 30,000.00
Grants for Others	\$ 6,250.00		-\$ 6,250.00	\$ 33,605.00	\$ 56,250.00	-\$ 22,645.00	\$ 75,000.00
Grant/C/Wealth/FAG	\$ 833.00		-\$ 833.00	\$ 7,497.00		-\$ 7,497.00	\$ 10,000.00
Grant NT Government	\$ 1,666.00		-\$ 1,666.00	\$ 14,994.00		-\$ 14,994.00	\$ 20,000.00
Grant/NT Operational Grant/Sports & Recreation	\$ 6,250.00		-\$ 6,250.00	\$ 143,551.00	\$ 56,250.00	\$ 87,301.00	\$ 75,000.00
Interest Received	\$ 1,666.00		-\$ 1,666.00	\$ 22,195.80	\$ 14,994.00	\$ 7,201.80	\$ 20,000.00
Penalties Received	\$ 1,666.00		-\$ 1,666.00	\$ 14,454.55	\$ 14,994.00	-\$ 539.45	\$ 20,000.00
Rates	\$ 60.00		-\$ 60.00	\$ 540.00		-\$ 540.00	\$ 721.00
Pensioner Rebates	\$ 1,000.00		-\$ 1,000.00	\$ 11,400.00	\$ 9,000.00	\$ 2,400.00	\$ 12,000.00
Other Income	\$ 166.00		-\$ 166.00	\$ 1,494.00		-\$ 1,494.00	\$ 2,000.00
General Rates Received	\$ 16,952.00		-\$ 16,952.00	\$ 195,528.16	\$ 152,568.00	\$ 42,960.16	\$ 203,425.00
Rental	\$ 792.00		-\$ 792.00	\$ 7,128.00		-\$ 7,128.00	\$ 9,500.00
Rental - Caravan Park	\$ 238.00		-\$ 238.00	\$ 2,120.00	\$ 2,142.00	-\$ 22.00	\$ 2,860.00
Hire Plant & Equipment	\$ 84.00		-\$ 84.00	\$ 640.91	\$ 756.00	-\$ 115.09	\$ 1,000.00
Other Income	\$ 429.70		-\$ 263.70	\$ 7,879.87	\$ 1,494.00	\$ 6,385.87	\$ 2,000.00
12/13 Surplus brought fwd	\$ 4,489.00		-\$ 4,489.00		\$ 40,401.00	-\$ 40,401.00	\$ 53,872.00
Heritage & Site maintenance	\$ 250.00		-\$ 250.00		\$ 2,250.00	-\$ 2,250.00	\$ 3,000.00
Jetty Income	\$ 6,255.34		-\$ 6,255.34	\$ 46,519.46	\$ 48,285.00	-\$ 1,765.54	\$ 64,379.00
Power & Water	\$ 3,865.73		-\$ 4,417.00	\$ 44,953.54	\$ 39,753.00	\$ 5,200.54	\$ 53,000.00
TOTAL INCOME	\$ 10,591.77	\$ 54,810.00	-\$ 44,258.23	\$ 564,863.29	\$ 493,290.00	\$ 71,573.29	\$ 707,757.00
Transfer from reserves	\$ 4,166.00		-\$ 4,166.00	\$ 105,000.00	\$ 20,830.00	\$ 84,170.00	\$ 50,000.00

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Income and Expenditure Report - For Month Ending 30 April 2015							
	Month to Date			Year to Date			Full Year
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	
Accountancy	\$ 1,184.00		-\$ 1,184.00	\$ 12,360.00	\$ 10,656.00	\$ 1,704.00	\$ 14,200.00
Audit Fees	\$ 687.00		-\$ 687.00	\$ 6,183.00		-\$ 6,183.00	\$ 8,240.00
Administration	\$ 125.00		-\$ 125.00	\$ 3,609.02	\$ 1,125.00	\$ 2,484.02	\$ 1,500.00
Advertising	\$ 84.00		-\$ 84.00	\$ 2,100.94	\$ 756.00	\$ 1,344.94	\$ 1,000.00
Animal Control	\$ 21.00		-\$ 21.00	\$ 189.00		-\$ 189.00	\$ 250.00
Bank Charges	\$ 135.00		-\$ 135.00	\$ 819.61	\$ 1,215.00	-\$ 395.39	\$ 1,600.00
Cleaning	\$ 258.28		-\$ 30.00	\$ 642.74	\$ 270.00	\$ 372.74	\$ 360.00
Community & Other Orgs	\$ 584.00		-\$ 584.00	\$ 1,772.91	\$ 5,256.00	-\$ 4,083.09	\$ 7,000.00
Entertainment	\$ 423.94		-\$ 141.00	\$ 1,899.37	\$ 1,269.00	\$ 730.37	\$ 1,700.00
Senior Xmas Party	\$ 42.00		-\$ 42.00	\$ 317.2	\$ 378.00	-\$ 326.28	\$ 500.00
Senior Week Function Exp	\$ 84.00		-\$ 84.00	\$ 1,388.38	\$ 756.00	\$ 632.30	\$ 1,000.00
Computer Maintenance	\$ 620.00		-\$ 333.00	\$ 287.00	\$ 620.00	-\$ 2,997.00	\$ 4,000.00
Consultant Fees	\$ 416.00		-\$ 416.00	\$ 5,606.56	\$ 3,744.00	\$ 1,862.56	\$ 5,000.00
Capital/Office Equipment	\$ 167.00		-\$ 167.00		\$ 1,503.00	-\$ 1,503.00	\$ 2,000.00
Election Expenses	\$ 416.46		-\$ 417.00	\$ 6,681.49	\$ 3,753.00	\$ 4,928.49	\$ 5,000.00
Environment	\$ 166.00		-\$ 166.00		\$ 1,494.00	-\$ 1,494.00	\$ 2,000.00
Community Recreation Act	\$ 354.55		-\$ 250.00	\$ 104.55	\$ 1,202.04	\$ 2,250.00	\$ 3,000.00
Electricity	\$ 3,217.04		-\$ 1,280.00	\$ 1,967.04	\$ 12,070.15	\$ 11,250.00	\$ 15,000.00
Gas supplies	\$ 8.00		-\$ 8.00	\$ 577.10	\$ 72.00	\$ 505.10	\$ 100.00
Freight	\$ 67.00		-\$ 67.00		\$ 603.00	-\$ 603.00	\$ 800.00
Insurance	\$ 1,333.00		-\$ 1,333.00	\$ 18,275.72	\$ 11,997.00	\$ 6,278.72	\$ 16,000.00
Hire of Plant & Equipment	\$ 792.00		-\$ 792.00		\$ 7,128.00	-\$ 7,128.00	\$ 9,500.00
LGANT Membership	\$ 200.00		-\$ 208.00	\$ 1,737.28	\$ 1,872.00	-\$ 134.72	\$ 2,500.00
Meeting Expenses	\$ 25.00		-\$ 125.00	\$ 91.61	\$ 1,125.00	-\$ 1,033.39	\$ 1,500.00
Members Payments				\$ 380.95		\$ 380.95	
Printing & Stationery	\$ 95.78		-\$ 250.00	\$ 1,966.30	\$ 2,250.00	-\$ 283.70	\$ 3,000.00
Postage	\$ 12.59		-\$ 42.00	\$ 29.41	\$ 561.87	\$ 378.00	\$ 500.00
Professional Development	\$ 84.00		-\$ 84.00	\$ 888.18	\$ 756.00	\$ 112.18	\$ 1,000.00
Pest Control	\$ 125.00		-\$ 125.00	\$ 1,400.00	\$ 1,125.00	\$ 275.00	\$ 1,500.00
Gdn and ground Maintenance	\$ 291.00		-\$ 291.00	\$ 1,315.86	\$ 2,619.00	-\$ 1,303.14	\$ 3,500.00

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Income and Expenditure Report - For Month Ending 30 April 2015							
	Month to Date			Year to Date			Full Year Budget \$
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	
55 Jetty/p&w Maint contract exp		\$ 866.00	-\$ 866.00	\$ 1,303.22	\$ 7,794.00	-\$ 6,490.78	\$ 10,400.00
56 Jetty /P&W Maint - materials		\$ 68.00	-\$ 68.00	\$ 547.28	\$ 612.00	-\$ 64.72	\$ 824.00
57 R&M Housing & Office		\$ 835.00	-\$ 835.00	\$ 2,337.31	\$ 7,515.00	-\$ 5,177.69	\$ 10,000.00
58 R&M Community Centre		\$ 584.00	-\$ 584.00	\$ 2,472.70	\$ 5,259.00	-\$ 2,786.30	\$ 7,000.00
59 R&M Reserves		\$ 167.00	-\$ 167.00	\$ 1,503.00	\$ 1,503.00	\$ -	\$ 2,000.00
60 R&M Town site		\$ 942.00	-\$ 942.00	\$ 1,203.45	\$ 8,478.00	-\$ 7,274.55	\$ 11,300.00
61 R&M Ablution Blocks		\$ 292.00	-\$ 292.00	\$ 209.09	\$ 2,628.00	-\$ 2,418.91	\$ 3,500.00
62 R&M Recreation		\$ 167.00	-\$ 167.00	\$ 1,503.00	\$ 1,503.00	\$ -	\$ 2,000.00
63 Sports & Rec wages & overheads	\$ 1,828.25	\$ 1,666.00	\$ 162.25	\$ 21,201.24	\$ 14,694.00	\$ 6,207.24	\$ 20,000.00
64 Sports Ground Grant 14/15				\$ 39,003.16	\$ -	\$ 39,003.16	
65 NTES Grant				\$ 33,168.64	\$ -	\$ 33,168.64	
66 Rubbish Dump Mtce Wagail	\$ 572.73	\$ 833.00	-\$ 260.27	\$ 2,863.93	\$ 7,497.00	-\$ 4,633.37	\$ 10,000.00
67 Stores, Materials & tools Tool		\$ 667.00	-\$ 667.00	\$ 4,104.21	\$ 6,003.00	-\$ 1,898.79	\$ 8,000.00
68 Safety Supplies & Equipment		\$ 250.00	-\$ 250.00	\$ 570.00	\$ 2,250.00	-\$ 1,680.00	\$ 3,000.00
69 Subscriptions & Publications		\$ 167.00	-\$ 167.00	\$ 348.00	\$ 1,503.00	-\$ 1,155.00	\$ 2,000.00
70 Superannuation	\$ 2,622.91	\$ 2,084.00	\$ 538.91	\$ 23,677.66	\$ 18,756.00	\$ 4,921.66	\$ 25,000.00
71 Telephone & Facsimile	\$ 606.52	\$ 808.00	-\$ 201.48	\$ 7,850.34	\$ 7,272.00	\$ 578.34	\$ 9,700.00
72 Training	\$ 669.09	\$ 250.00	\$ 419.09	\$ 2,369.09	\$ 2,250.00	\$ 119.09	\$ 3,000.00
73 Travel & Accommodation	\$ 1,602.11	\$ 900.00	\$ 702.11	\$ 4,837.08	\$ 4,500.00	\$ 337.08	\$ 6,000.00
74 Uniforms		\$ 167.00	-\$ 167.00	\$ 1,427.31	\$ 1,503.00	-\$ 75.69	\$ 2,000.00
75 Vehicle & Plant maintenance	\$ 964.73		\$ 964.73	\$ 11,496.67	\$ -	\$ 11,496.67	
76 Vehicle & Plant Fuel & Oil	\$ 1,518.68	\$ 834.00	\$ 684.68	\$ 10,870.96	\$ 7,506.00	\$ 3,364.96	\$ 10,000.00
77 Vehicle Rego		\$ 250.00	-\$ 250.00	\$ 1,703.91	\$ 2,250.00	-\$ 546.09	\$ 3,000.00
78 Workshop Maintenance	\$ 81.71	\$ 667.00	-\$ 585.29	\$ 5,974.68	\$ 6,003.00	-\$ 28.32	\$ 8,000.00
79 Water & Sewerage	\$ 373.85	\$ 250.00	\$ 123.85	\$ 6,574.37	\$ 2,250.00	\$ 4,324.37	\$ 3,000.00
80 Wages & Salaries	\$ 26,825.57	\$ 22,636.00	\$ 4,189.57	\$ 244,657.91	\$ 203,724.00	\$ 40,933.91	\$ 271,643.00
81 Workers Compensation		\$ 334.00	-\$ 334.00	\$ 851.20	\$ 3,006.00	-\$ 2,154.80	\$ 4,000.00
82 Road Works Upgrade		\$ 167.00	-\$ 167.00		\$ 1,503.00	-\$ 1,503.00	\$ 2,000.00

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Income and Expenditure Report - For Month Ending 30 April 2015							
	Month to Date			Year to Date			Full Year Budget \$
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	
83 Signage		\$ 167.00	-\$ 167.00	\$ 380.16	\$ 1,503.00	-\$ 1,122.84	\$ 2,000.00
84 Capital Vehicles		\$ 5,000.00	-\$ 5,000.00	\$ 53,177.70	\$ 45,000.00	\$ 8,177.70	\$ 60,000.00
85 Library		\$ 6,250.00	-\$ 6,250.00		\$ 56,250.00	-\$ 56,250.00	\$ 75,000.00
86					\$ -		
87					\$ -		
88 Office Upgrade		\$ 553.00	-\$ 553.00	\$ 871.88	\$ 4,977.00	-\$ 4,305.12	\$ 6,640.00
91 Residence	\$ 40.82	\$ 834.00	-\$ 793.18	\$ 18,188.78	\$ 7,506.00	\$ 10,682.78	\$ 10,000.00
94 Memorial Garden		\$ 125.00	-\$ 125.00	\$ 310.17	\$ 1,125.00	-\$ 814.83	\$ 1,500.00
95 Other	\$ 10,588.18	\$ 166.00	\$ 10,422.18	\$ 17,843.97	\$ 1,494.00	\$ 16,349.97	\$ 2,000.00
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$ 54,068.79</b>	<b>\$ 58,987.00</b>	<b>-\$ 4,918.21</b>	<b>\$ 601,694.39</b>	<b>\$ 530,883.00</b>	<b>\$ 70,811.39</b>	<b>\$ 707,757.00</b>
Investment a/c				\$ 837,365.20			\$ 900,000.00

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WAGAIT SHIRE COUNCIL  
Financial Report for period ending 30 April  
2015

<b>Cash at Bank &amp; on hand</b>					<b>Total</b>
Petty cash					\$ 400.00
Westpac Operational Account					\$ 19,317.04
Westpac Cash Management Account					\$ 838,671.97
<b>Total Cash at Bank &amp; on Hand</b>					<b>\$ 858,389.01</b>
<b>Debtors</b>	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>	
Trade	\$ 21,520.58				
Rates	\$ 16,539.17			\$ 16,539.17	
<b>Total Debtors</b>	<b>\$ 38,059.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,539.17</b>	<b>\$ 38,059.75</b>
<b>Creditors</b>	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>	
Trade	\$ 833.25				
<b>Total Creditors</b>	<b>\$ 833.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 833.25</b>

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- 10.1 Cr VJ Thorpe questioned payments made on the purchase card statement. CEO Russell Anderson has explained that the way the purchase card reconciliation has been presented to this council meeting, is not transparent and in future Pam will be preparing names of the person who has the card and that person will be certifying all payments on it. When Council gets their next agenda the finance report should also have the name of the person, the items that have been purchased on the card plus what they were used for.

**Resolution No.184/2015 - That the financials for the month of May 2015 be received and accepted.**  
**Moved: President Peter Clee**  
**Seconded: Cr Alex Richmond**  
**Vote: AIF**

#### 11.0 OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

- 11.1 **Media Policy** – CEO Russell Anderson to prepare the Media Policy.
- 11.2 **Roads to Recovery** – Peter McLinden report. This report has not been received yet. To be carried over to the next meeting.
- 11.3 **Overdue Rates – with debt collectors.** Four rate payers have been issued a “Statement of Claim for Debt” in the Small Claims Court at Darwin. Pam Wanrooy to keep councillors updated with any information she received from the Debt Collectors.

CEO Russell Anderson reminded councillors that rather than using Debt Collectors, Under The Local Govt Act council can place a Statutory Charge on the land therefore not allowing the land owner to borrow money on the land. Once this Statutory Charge has been on the land for 6 months Council can then resolve to sell the land by public auction to recover outstanding rates.

- 11.4 **Policies 7 to 9** – Accounting and Policy Manual, Audit Committee and the Privacy have been included in the April Agenda. Refer to 10.2.
- 11.5 **ARC Grant Report** – This has been completed and submitted on time to the Department of Sports & Recreation.

#### 12.0 AGENDA ITEMS

- 12.1 **Audit Committee Terms of Reference** –The Audit Committee Terms of Reference was included in the April Agenda. CEO noted that the Government has just issued guidelines for the Audit Committee and this policy has been updated to meet these guidelines.

**Resolution No.185/2015 – That Council approve the draft Audit Committee Terms of Reference Program and direct the CEO to include in the 2015/2016 Budget with the aim of implementing it prior to the 31 of December 2015.**  
**Moved: President Peter Clee**  
**Seconded: Cr Alex Richmond**  
**Vote: AIF**

**12.2 Accounting and Policy Manual** – This policy was included in the April Agenda.

**Resolution No. 186/2015 – That Council adopts the Accounting and Policy Manual.**  
**Moved:** Vice President Lisa-Marie Stones  
**Seconded:** President Peter Clee  
**Vote:** AIF

**12.3 Privacy Policy** – This was issued to councillors as a Late Item and attached for public information.

**Resolution No. 187/2015 – That council adopts the Wagait Shire Privacy Policy.**  
**Moved:** Vice President Lisa-Marie Stones  
**Seconded:** Cr Kurt Noble  
**Vote:** AIF

**12.4 Public Access to all Councillors** – President Peter Clee explained that councillors need to make sure that they are available from time to time to talk to the public.

A public forum will be held prior to the June meeting on 16 June from 6-7pm. All members of the public are encouraged to attend this to discuss future issues and to meet the new CEO – Deborah Allen.

**12.5. Grants – Sports and Recreation Acquittal** – The Sports and Recreation Acquittal for Goal Posts and shade was due at the end of April. As council has only expended \$43,000 of the grant with \$7,000 outstanding, Council wrote to Sports and Recreation seeking an extension of time to 30 June 2015 to fully expand the remaining money approval has been extended to 30 June 2015 and this money will be used to acquire a new shade cloth for the sandpit area.

#### **13.0 UPCOMING EVENTS**

**13.1 Walk to School** – Friday 22 May – preparations are under way.

**13.2 Territory Day** – July 1<sup>st</sup>. Approvals have been signed and submitted.

#### **14.0 LATE ITEMS AND GENERAL BUSINESS**

**14.1** Council received an email from a local resident to see if repairs to Mungalo Road can be included in the “Roads to Recovery” funding. CEO Russell Anderson inspected this road and found that there is some bare patches, however due to lack of traffic and age, there is some loose stones on the surface. CEO to write a letter of reply to this resident.

**14.2 Mandorah Ferry Survey** – Cr Brad Irvine to speak on this at the next meeting.

**14.3 Public Intoxication Issues Forum** – Councillors have been invited to attend this forum on Monday 22 June at the Darwin Entertainment Centre. Cr Kurt Noble will represent Council at the forum.

**14.4 Strategic Planning Workshop** – A Strategic Planning workshop is to be held on Saturday morning on 13 June from 9-12am for Councillors.

**14.5** Councillors received a letter to draw their attention to the “Tourist Attraction” sign at the termination of the “Dump road” on Charles Point Road. CEO to write a letter of reply to resident acknowledging his letter. CEO to followup the replacement of this sign with Department of Transport.

**15.0 IN-CAMERA ITEMS**

Nil

**16.0 Date of Next Meeting**

The next Council Meeting is to be held on Tuesday 16 June in the Council Chambers at 7.00pm.

**17.0 MEETING CLOSE**

President Peter Clee hereby declares the meeting closed 8.20pm

**Resolution No.**

**That the Minutes for the monthly meeting of May 2015, as amended be confirmed.**

**Moved:**

**Seconded:**

**Vote:**

### 3.2 SPECIAL MEETING – DELEGATED AUTHORITY TO CHIEF EXECUTIVE OFFICER

<b>DELEGATED AUTHORITY TO CHIEF EXECUTIVE OFFICER</b>	
<b>MEETING DATE:</b>	Tuesday 5 June, 4.30pm in the Council Chambers
<b>PRESENT:</b>	President Peter Clee, Vice President Lisa-Marie Stones, Cr VJ Thorpe, Cr Alex Richmond, Cr Brad Irvine, CEO Deborah Allen, Russell Anderson
<b>APOLOGIES:</b>	Cr Shenagh Gamble, Cr Kurt Noble,
<b>MEETING TYPE:</b>	Special
<b>FILE REF:</b>	
<b>ATTACHMENTS:</b>	Yes
<b>BACKGROUND:</b> Parliament has given its authority for certain acts and undertakings to the Council. In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business the Council is required to delegate some of its authority to the CEO.	
<b>CURRENT SITUATION:</b> Pursuant to Section 32 of the Local Government Act the exercise of Council’s powers, functions, duties and authorities contained in legislation subject to the limitations specified in section 32 (3) are delegated to the CEO. This delegation shall remain in force until specifically altered or revoked in writing.	
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC PLAN IMPLICATIONS:</b>	Effective governance
<b>LEGAL IMPLICATIONS:</b>	Nil
<b>ENVIRONMENTAL IMPLICATIONS:</b>	Nil
<b>Public relations implications:</b>	Nil
<b>COMMUNITY SAFETY IMPLICATIONS:</b>	Nil
<b>COMMUNITY SAFETY IMPLICATIONS:</b>	Nil
<b>RECOMMENDATION:</b>	
<p>That Council endorse the Delegations as indicated in the attached manual and Resolved that Council approve that any two of the following positions be required to sign cheques and process electronic disbursements:</p> <ul style="list-style-type: none"> <li>a) the council principal member; or</li> <li>b) the deputy principal member and</li> <li>c) any one of the following, Chief Executive Officer and Office Manager (being members of the Council’s staff).</li> </ul> <p>MOVED: Vice-President Lisa-Marie Stones  Seconded: Cr Brad Irvine  Vote: AIF</p>	

President Peter Clee expressed the thanks of council to Russell Anderson for his role as acting CEO over the past weeks. Russell’s knowledge, experience and assistance to council and staff have been invaluable.



# Delegations Manual

**Approved by Council on Tuesday 5 June 2015**

**Resolution:**

**Review after next election in 2017**

**Pursuant to Section 102 of the Act (Delegation by CEO) the CEO has delegated Financial and other delegations to Managers as listed from page 8 onwards of this Manual**

**Russell Anderson  
Chief Executive Officer**

## **EXERCISE OF DELEGATED AUTHORITY**

Parliament has given its authority for certain acts and undertakings to the Council. In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business the Council has delegated some of its authority to the CEO.

The CEO in turn may further delegate some of these roles and responsibilities.

The following protocols govern the use of delegated authority.

1. Any exercise of delegated authority is subject to compliance with
  - any relevant provisions of the Local Government Act and Regulations
  - any other legislative requirements
  - any applicable Council policy
  - the relevant provisions of any Council By-law

It is the responsibility of the officer exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with the restrictions.

2. Delegated authority should not be exercised where a conflict of interest exists or where it may be perceived to exist.
3. Delegation by the Council to the CEO does not prevent Council itself either from acting itself or revoking or varying the delegation at any time.
4. Delegation by the CEO likewise does not preclude the CEO from acting or revoking or varying the delegation at anytime.
5. Delegation requires judgment. It is not appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.
6. At all times officers exercising delegated authority are required to act reasonably.



## **DELEGATIONS**

### **DELEGATIONS OF AUTHORITY**

#### **SECTION 32 OF THE LOCAL GOVERNMENT ACT**

##### **CHIEF EXECUTIVE OFFICER**

Pursuant to authority delegated to the CEO in accord with Section 32 of the Local Government Act which expressly includes the power to make a further delegation the following powers and functions are delegated subject to compliance with:

- the provisions of the Local Government Act and Regulations as amended and any other legislation relevant to the delegation;
- all and every policy of Council adopted by resolution and current at the time of the exercise of the function herein delegated;
- the provision contained in the any Council By-laws.

The Wagait Council in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities hereby delegates to the person appointed as Chief Executive Officer pursuant to Section 32 of the Local Government Act the exercise of Council's powers, functions, duties and authorities contained in legislation subject to the limitations specified in section 32 (3).

This delegation shall remain in force until specifically altered or revoked in writing.

#### **PART 1**

(a) The functions of the Council as specified in:

- (i) the Local Government Act, as amended, and Regulations; and
- (ii) any other Acts under which Council has powers, authorities, duties and functions; and
- (iii) Council By-laws.

(b) The following specific delegations shall be read as additional to, and not in diminution of delegations pursuant to (a) above:

##### **Responsibility & Authority**

- i) The Chief Executive Officer is appointed pursuant to Section 100 of the Local Government Act and has the functions, responsibilities and powers provided in that Act and other relevant legislation.
- ii) All Council Officers, either directly or indirectly, are responsible to the Chief Executive Officer for the whole of their duties.
- iii) The following delegations are additional to the functions and responsibilities of the Chief Executive Officer specified in the Local Government Act.

##### **Expenditure**

To commit the Council to expenditure on goods and services including plant and equipment provided that that expenditure and those purchases have been provided for in the budget; and to pay accounts for goods and services including plant and equipment purchased on behalf of the Council.

##### **Rates and Charges Pursuant to Chapter 11 of the Local Government Act**

Maintain the Assessment Record in accord with Section 152 of the Local Government Act.

Make an apportionment of Rates on behalf of Council pursuant to Section 146 of the Local Government Act.

Take action against a person for the recovery of unpaid rates and charges including tracing charges pursuant to Section 170 and 171 of the Local Government Act.

Sign Certificate of Liabilities pursuant to Section 256 of the Local Government Act.

### **Debtors**

To write off any fees or charges other than rates and charges raised pursuant to Chapter 11 of the Local Government Act to a maximum value of \$400 (subject to compliance with the requirements of Regulation 27 of the Local Government (Accounting) Regulations (this requires a specific resolution of Council to write off unpaid rates or some other debt owed to the Council);

To approve an extension of time to pay any debtor account due to Council including rates and charges raised pursuant to Chapter 11.

### **Investigation**

To investigate the officers of the Council or of any Department or division of the Council when directed or when he deems this to be expedient, and report to Council.

### **Ombudsman**

To make the initial response to enquiries received from the Ombudsman in relation to complaints made to him concerning decisions or conduct of the Council and/or Officers or employees of the Council.

### **Industrial Relations**

To represent the Council in industrial matters.

### **Training Courses, Seminars & Conferences**

To approve attendance by Members of Council at Conferences, Workshops, Seminars and relevant training courses where there are no travel costs or overnight accommodation expenses; and to approve attendance including travel and accommodation by Council delegates to LGANT Meetings held in the Northern Territory and the ALGA National Assembly.

To approve training expenditure for Council staff including attendance at conferences, seminars and workshops.

### **Discretion**

In consultation with the President, to exercise discretion in any matters affecting Policies and Practices of the Council in the interest of practical working arrangements or in special extenuating circumstances. Details of the exercise of this delegation, other than in minor matters, must be included in a report to Council.

### **Issue of Permits or Notices**

To issue dispensations, permits, licences or notices in accordance with any Act, Regulation or By-law subject to compliance with any particular Council policy, and to fix any fees including expiation fees.

**Cash Advances**

To vary the number and amount of cash advances within any limits prescribed by Council.

**Additions and Deductions to Contract**

To approve total variations to contracts during the progress of works to a limit of 10% of the total contract sum in aggregate. (excluding period contracts)

**Reserve Funds**

To transfer funds from the general fund to Reserve or Investment accounts or vice versa (pursuant to section 121) generally in accordance with the Council's budget or any other decision of the Council relating to the use of funds and to exercise discretion in the appropriation of surplus funds to reserves.

**Property Owned by the Council**

To manage property owned by the Wagait Council including any commercial properties.

**Execution of Documents**

In conjunction with the President to:

- execute any contracts or other documents requiring the Common Seal;
- execute Instruments of Encumbrance and Applications for a variation of the order of priority to existing documents;
- execute documents relating to easements, leases, licences and permits and affix the Common Seal if required;
- affix the Common Seal to instruments granting consent to Unit Plan Applications where Council has an interest in the subject land.

**Annual Report**

To prepare the Annual Report.

**Information Act**

To exercise the Council's powers and undertake its responsibilities pursuant to the Information Act. (Part 14.2)

**Signatories – Bank Accounts**

To nominate signatories to Bank Accounts.

**Disbursement from Authorised Accounts:**

**Resolved** that Council approve that any two of the following positions be required to sign cheques and process electronic disbursements:

- a) the council principal member; or
- b) the deputy principal member; and
- c) any one of the following, Chief Executive Officer and Office Manager (being members of the council's staff).

**Acting Chief Executive Officer**

To appoint an Acting Chief Executive Officer for periods of leave or absence.

**Contracts**

To execute and sign contracts including employment contracts on behalf of Council.

**Professional Advice**

To seek professional and legal advice.

**Office Hours**

The Chief Executive Officer is delegated authority to make minor changes to office business hours.

**Authorised Persons**

The Chief Executive Officer is delegated authority to appoint authorised persons for the purpose of enforcing the Local Government Act, the regulations or bylaws, any other Act, regulation or by-law of which powers are vested in the Council.

**Sub-delegation**

(a) Pursuant to Section 102 Council expressly permits further delegation by the Chief Executive Officer to another officer or employee whether by name or by reference to an office, designation or position.

(b) Council may by resolution direct the Chief Executive Officer in the exercise of any function herein delegated.

(c) The Chief Executive Officer shall exercise the function herein delegated in accordance with and subject to:

(i) the provisions of the Local Government Act, as amended, and Regulations as amended and any other legislation relevant to the delegations;

(ii) all and every policy of the Council adopted by Resolution and current at the time of the exercise of the functions herein delegated;

(iii) the provisions contained in the Wagait Council By-laws. (if and when they occur)

## **PART 2**

Subject to:

(1) **the following specific activities not being delegated:**

The power to:

- (a) levy, make or fix rates, valuations, charges, fees, fares, dues or rents;
- (b) borrow money;
- (c) approve an expenditure or money on the works, services or operations of the council not set out in a budget approved by the council;
- (d) determine allowances;
- (e) make an application, under this Act, to the Administrator or Minister; or
- (f) do other prescribed things;
- (g) the appointment of a Chief Executive Officer;
- (h) the appointment of an Auditor and determination of the Auditor's fee;
- (i) the appointment of a Deputy President;
- (j) the determination of when the Council office is normally open to the public other than minor changes;
- (k) the determination of a periodic review of electoral representation by Council;
- (l) the determination of where Council/Committee meetings are held;
- (m) the establishment of any Council Committee and approval of an appointment to the position of Chairman of any Council Committee;
- (n) the giving of directions or imposing of restrictions in respect to the calling and conduct of a Special meeting of a Committee of Council;
- (o) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property;
- (p) the adoption of a financial statement included in an annual financial report;
- (k) the review requested by a dissatisfied applicant under Part 11.8 (waiver or default of rates - financial hardship);
- (l) rating concessions under Section 167 (concessions relating to public benefit);
- (m) the acceptance of tenders which are required under the Act or Regulations to be invited by the Council;
- (n) the calling of a meeting of electors to consider a matter in relation to the management of the Council (Part 6.4);
- (o) the power to make By-laws;
- (p) any function under this or any other Act, Regulation or By-law, that is expressly required to be exercised by a resolution of the Council.

### **Acting Chief Executive Officer**

The Acting Chief Executive Officer shall have the authority to act on behalf of the Chief Executive Officer in his absence, to make the necessary decisions and issue the necessary instructions that would otherwise be the responsibility of the Chief Executive Officer while acting for that officer; in discharging the responsibility the Acting Chief Executive Officer will at all time act reasonably.

### **PART 3 Financial Delegations (Effective from 1<sup>st</sup> July 2013)**

The following financial delegations are made from Council through the CEO to specific officers pursuant to Section 32 of the Local Government Act subject to compliance with all legislative requirements and Council policies and procedures:

<b><u>Purchase Card Holder</u></b>		<b><u>Limit</u></b>
<b>President</b>	Authorise Council transactions as provided in Council budget or voted by Council	<b>\$3,000</b>
<b>Chief Executive Officer</b>	Authorise Council transactions as provided in Council budget or voted by Council	<b>\$10,000</b>
<b>Office Manager</b>	Authorise Council transactions as provided in Council budget or voted by Council	<b>\$5,000</b>
<b>Maintenance Manager</b>	Authorise Council transactions as provided in Council budget or voted by Council	<b>\$5,000</b>
<b><u>Officer Approving Orders</u></b>		<b><u>Limit</u></b>
<b>Chief Executive Officer</b>	Authorise any transactions as provided in Council budget or voted by Council	<b>\$100,000</b>
<b>Office Manager</b>	Authorise any transactions as provided in Council budget or voted by Council	<b>\$20,000</b>
<b>Maintenance Manager</b>	Authorise any transactions as provided in Council budget or voted by Council	<b>\$20,000</b>
It is the responsibility of each Officer individually to ensure availability of funds and compliance with legislative and policy requirements prior to delegation.		
Note: It is the responsibility of each Officer approving payment of an invoice to ensure that the goods or services have been received		

## **OFFICE MANAGER**

In addition to the general delegation to the Office Manager and any member of staff appointed by the CEO from time to time to act in that position is delegated the following authority:

### **Expenditure**

To commit the Council to expenditure on goods and services including plant and equipment provided that expenditure and those purchases have been provided for in the budget. This delegation is limited to a maximum of the dollar value set forth in the instrument of financial delegation from the CEO and in force at the time funds are committed.

### **Rates and Charges Pursuant to Chapter 11 of the Local Government Act**

Maintain the Assessment Record in accord with Section 152 of the Local Government Act.

Make an apportionment of Rates on behalf of Council pursuant to Section 146 of the Local Government Act.

Remit all or part of any penalty for late payment pursuant to Section 163 of the Local Government Act (where satisfied that there is a satisfactory reason for the late payment or that the payment of the penalty could cause hardship) along with any associated expenses and legal fees.

Take action against a person for the recovery of unpaid rates and charges including tracing charges pursuant to Section 170 and 171 of the Local Government Act.

### **Investments**

Invest surplus funds on behalf of Council pursuant to Section 121 of the Local Government Act.

### **Commercial Property**

To manage Council's commercial property folio including entering into leases and setting rentals.

### **Records**

To determine disposal and archiving schedules for Council records in accord with any legislative requirements and dispose of records in accordance with those schedules.

### **Cash Advances**

To vary the number and amount of cash advances within any limits prescribed by the Council.

### **Lost or Damaged Property**

The decision of disposal of Assets shall be made by the CEO or his delegates in consideration of Council's best interest.

### **Information Act**

To make decisions under Part 3 (Access and Correction Rights) in relation to inquiries about access to information and correcting personal information.

## **MAINTENANCE MANAGER**

The Maintenance Manager and any member of staff appointed by the CEO to act in that position from time to time is delegated the following authority:

### **Expenditure**

To commit the Council to expenditure on goods and services including plant and equipment provided that expenditure and those purchases have been provided for in the budget. This delegation is limited to a maximum of the dollar value set forth in the instrument of financial delegation from the CEO and in force at the time funds are committed.

### **AUTHORISED PERSONS**

The following persons are authorised pursuant to section 112 of the Local Government Act:  
Generally in accordance with the Act:-

**Chief Executive Officer** – (also delegated authority to add to, or vary, the limitations and conditions of appointment or revoke the appointment of authorised persons pursuant to this and other relevant Acts, regulations and by-laws)

**Maintenance Manager**

**Works Services Officer**

**Resolution No.**

**That Council endorse the delegation of the CEO as per special meeting held Friday 5 June 2015 in the Council Chambers.**

**Moved:**

**Seconded:**

**Vote:**



## 4.0 REQUESTS FOR INFORMATION FROM RATEPAYERS

## 5.0 REPORTS BY PRESIDENT AND COUNCILLORS

## 6.0 INWARDS AND OUTWARDS CORRESPONDENCE

### Incoming Mail - June meeting 2015

Date	From	About	To		Action
1/05/15	ATO	BAS due 20 May 2015	admin	mail	
1/05/15	NT Environment Protection Authority	Draft Guideline for Pollution Avoidance on Commercial and Residential Building Sites	CEO	email	circulated to councillors
1/05/15	Peter McLinden - LGANT	Roads to Recovery -	CEO/Pam	email	
1/05/15	Dept of Infrastructure	Fence Repairs - RFQ	admin	email	
5/05/15	Dept of Infrastructure	Service Order No. SD5437/15 for period contract T15/1156	CEO	email	
5/05/15	LGANT	Tax invoice Recruitment - CEO - \$5,108.36	admin	email	
5/05/15	Wagait Beach Supermarket	Tax invoice - \$664.14	admin	email	
5/05/15	Yacca Gold	Tax invoice - \$32.48 - copy & printing	admin	email	
5/05/15	AJ Couriers & Haulage	Tax invoice - \$176.00 - pick up slasher and deliver to Airpower	admin	email	
5/05/15	Howard & Sons - Protechnics	Application for upcoming Territory Day Fireworks	admin	email	
6/05/15	Dept of Local Govt & Community Services	Special Purpose Grants (round 2) 2014/15 - bike path and sports rebound wall not successful	admin	mail	
6/05/15	Westpac	Mastercard is ready for pickup	P. Clee	mail	
6/05/15	Steve Verity - JRA	ALGA National State of Assets	CEO	email	
6/05/15	Lyn Lambeth - Darwin Harbour Cleanup	Darwin Harour Clean up - 26 June	admin	email	
7/05/15	LGANT	Copy of minutes of meeting	ceo	email	circulatead to councillors
7/05/15	Dept Local Govt & Community Serv	Compliance Review Framework Documents	CEO	email	
7/05/15	Resident	concerns re "UCASH" computer virus on CEO computer	Councillors	hand delivered	circulated to councillors
8/05/15	Bronte Philips Event Assistant, NT Govt	Territory Day Fireworks - confirmation re site contact	admin	email	
12/05/15	Comunico	Tax invoice - \$149.60 satellite phones	admin	email	
12/05/15	Westpac	Amendments to Westpac Accounts	admin/peter	mail	
12/05/15	Telstra	Message bank phone account	admin	mail	
<a href="#">12-May</a>	westpac	Credit card for Peter Clee	admin	mail	
12/05/15	City of Darwin	2015 Public Intoxication Issues forum - Monday 22 June - 4pm	P Clee and CEO	mail	
12/05/15	westpac	cancellation of Michael Campaign credit card	admin	mail	
12/05/15	GM Holden	Safety Recall Campaign for RG Colorado - works ute	admin	mail	

12/05/15	Walk to School Campaign	Friday 22 May - Safely Walk to School	admin	mail	
12/05/15	Mel Ha - Aboriginal Areas Protection Authority	Authority Certificate C2015/061 for Green Army Project - sec 116,24,104, 242	ceo	email	
14/05/15	Charmaine Woods - Grants Coordinator	Sports facilities grant acquittal extended to 30 June 2015	admin, ceo	email	
14/05/15	Telstra	Phone bill for April - \$788.18	admin	mail	
14/05/15	Chief Minister	Thank you letter for 20 Feb letter - petroleum exploration permit application	peter clee	mail	
14/05/15	CBA	Merchant Fees Summary	admin	mail	
14/05/15	Westpac	mastercard statement	admin	mail	
15/05/15	LGANT	Agenda for Meeting 19 May 2015	ceo	email	circulated to councillors
18/05/15		FW: Minister's Subscription Service Warren Truss Media Release FAGs for Local Government	ceo	email	circulated to councillors
18/05/15	LGANT	ALGA News 15 May 2015	ceo	email	circulated to councillors
18/05/15	Aboriginal Areas Protection Authority	Issue of Authority Certificate for Green Army Project - Wagait Beach	CEO	mail	
19/05/15	Brad Irvine	Cullen Bay Survey	ceo	email	
19/05/15	Margaret Marr	Mungalo Road - poor conditions of road	ceo	email	
26/05/15	ALGA	2015 National General Assembly of Local Government	Peter Clee	mail	
1/06/15	ATO	Business Activity Statement for May 2015	admin	mail	
2/06/15	Dept of Health	Temporary rates and garbage reports 2015/2016	admin	email	due 16 June
3/06/15	QUT	participating in Aust wide research project looking at how social media is positioned, managed and used in emergency mngt and local govt.	admin	mail	
6/6/2015	Dept of Transport	Draft Darwin Regional Transport Plan	admin	mail	

### Outgoing Mail for May meeting 2015

Date	TO:	About	
1/05/15	Charmaine Woods - Grant Co-ordinator	extension of time to spend remainder \$7,000 for Sport Facilities Grant monies	email
6/05/15	Bureau of Meteorology	rain guage reading for April 2015	mail
6/05/15	Jack Ellis	Notification that the Special Grants (round 2) 2014-15 for bikepath and sports rebound wall is unsuccessful	email
6/05/15	Lyn Lambert	Thank you email, community Centre booked for event.	email
7/05/15	ATO	Tax File Number Declaration	mail
7/05/15	Councillors	Draft Guideline for Pollution Avoidance on Commercial and Residential Building Sites	email
7/05/15	Councillors	Letter of complaint - "UCASH"	email
12/05/15	Bronte Phillips Event Asistant, NT Govt	Confirmation of our site contact for Howard & Sons	email
18/05/15	Howard & Sons Protechnics	Signed application for Territory Day	email
18/05/15	Weeds Management	Tax invoice for \$17,150.00 -	email
18/05/15	Goodline	Tax invoice - \$3,703.40 monthly operations	email
19/05/15	Dept of Infrastructure	Tax invoiced - \$4,396.46 - repairs to fence	email
25/05/15	Margie Marr	Response to her email re repairs to Mungalo Road	email
27/05/15	Dept of Chief Minister	ANZAC Day Acquittal - Cox Peninsula WWII history project	email
27/05/15	Dept of Chief Minister	ANZAC Day acquittal - Protetion & Preservation of WWII Liberator Crash site	email
2/06/15	Maureen Newman	Response letter re computer virus	email
5/06/16	Hon Bess Price, c/c Gary Higgins	Letter re new CEO to shire	mail
5/06/15	Dept of Health	Temporary Rates & Garbage reports - seniors	email

Resolution No.  
That the Correspondence for the Month of May be noted.  
Moved:  
Seconded:  
Vote:

## 7.0 CHIEF EXECUTIVE OFFICER'S REPORT – DEBORAH ALLEN

### 7.1 STAFFING/ OFFICE:

- New CEO started work on 01 June; Acting CEO stayed on until 05 June to conduct a hand over
- Works Supervisor attended a traffic management course 09 June - 11 June
- Report received from the Works Supervisor advising that the works team had been subject to verbal abuse at the rubbish tip by an agitated resident; CEO will follow

up with a letter for The Wagaitear informing residents that all complaints/concerns/issues are to be directed to the CEO and not council staff

## **7.2 MEETINGS CEO ATTENDED:**

- Met David Willing and Shaun Hardy from the Department of Local Government and Regions 04 June
- TOPROC Planning Workshop 05 June
- Westpac bank for account access and credit card application 05 June
- Council Special Meeting for CEO Delegation 05 June
- Meet and greet with key community members 05 June
- Met with President Clee on several occasions throughout the first week

## **7.3 COMMUNITY ISSUES:**

- Report with photos of a dog attack by 2 other dogs received from a resident; CEO will discuss the matter with NT Police to ascertain if they are able to assist with local dog management issues
- Report of 3 missing white concrete barriers at De Lissa Drive received, works team will replace them prior to start of wet season

## **8.0 WORKS SUPERVISOR'S REPORT – GARY ZIKAN**

### **8.1 RESTRICTED USE AREA**

We had a visit by a representative from the Dept. of Lands and Planning, who was happy with the progress of Weed Control on the RUA. It was explained the presence of Mission Grass is mainly due to the fact that it grows on properties adjacent to the RUA and the seed is blown onto the RUA by the South-East winds. The absence of Gamba Grass was much appreciated.

### **8.2 GUN TURRETS**

We had been asked to provide a quote to clear, once again the area in and around the Gun Turrets.

### **8.3 WALK TO SCHOOL DAY**

The lack of a strong Dry Season wind made this year's event even more enjoyable by all concerned.

## 8.5 SIGN REPLACEMENT – CHARLES POINT ROAD

No word has been received after a couple of inquiries were sent to the Dept. of Infrastructure in regard to the replacement of the old Mandorah Hotel Sign at the end of Cox Peninsula Road. Another email and phone call will be sent during the week preceding June's Council Meeting. I will advise our CEO of the outcome.

## 8.6 JOBS PERFORMED FOR THE MONTH

- Powerwater – one call out during May due to Water delivery system malfunction.
- Truck inspected, registered
- Boreline slashed
- Sportsground Mission Grass poisoned
- Liberator Wreck site job invoiced, submitted
- Sportsground mowed.
- Estate Verge Mowing
- Waterblast verandah (council residence)
- Dismantle beds, clear rooms (council residence)
- Receive quote for Sportsground shade cloth replacement
- Deliver Dog Trap to resident – no luck
- Confirm attendance for Traffic Management Course on June 9,10,11
- All contract obligations met – Power water, RUA and Jetty.

## 9.0 SPORTS & RECREATION'S OFFICER REPORT – ROBYN PRESLEY

Things are in process for our day trip to the Tiwi Islands which will be on Thursday July 16<sup>th</sup>. It will be a long day but I think well worth it. We had a "Lawn Sale" at the shop on Saturday June 6<sup>th</sup> and raised \$159.00 towards the trip. There is another planned for Saturday June 20<sup>th</sup> again at the shop. President Clee is lobbying on my behalf for some sort of discount for the trip and will hear in the near future. Thank you Peter. CEO Deb's partner has kindly offered us a watch to raffle for more funds. Thank you Leigh.

The long school holidays are just around the corner and I have attached a program with everything planned on it. Not quite set in concrete; things may change but basically will go with what's there.

We are also in the planning stages of another community concert which will be performed at the Cox Country Club when the children are ready.

Exciting major sporting events are happening in Darwin during the holidays and I plan to take those interested to see the AFL footy and Dais Cut tennis tie.

Monday Basketball/dance	May 4 9 attend	Away	May 18 3 attend	May 25 2 attend	June 1 11 attend
Tuesday Tennis	May 5 2 attend	Away	May 19 2 attend	May 26 5 attend	June 2 2 attend
Wednesday Ukulele	May 6 4 attend	away	May 20 4 attend	May 27 4 attend	June 3 4 attend
Thursday Netball/Dance	Away	May 14 2 attend	May 21 4 attend	May 28 3 attend	June 4 4 attend

Friday Cooking	Away	May 15 5 attend	May 22 7 attend	May 29 11 attend	June 5
Saturday "Littlies"	Away	May 16 0 attend	May 23 2 attend		June 6 lawnsale
Saturday Movie					June 6 4 attend

**Resolution No.**

**That the Officer's reports for the month of May 2015 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

## 10.0 FINANCIAL REPORT

<b>WAGAIT SHIRE COUNCIL</b> <b>Income and Expenditure Report for Month Ending 30 May 2015</b>							
		Month to Date			Year to Date		
		Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Full Year Budget \$
	<b>INCOME</b>						
1	Grants Roads to Recovery	\$ 14,005.00	\$ 2,500.00	\$ 11,505.00	\$ 56,020.00	\$ 27,500.00	\$ 28,520.00
2	Grants for Others	\$ 2,338.00	\$ 6,250.00	-\$ 3,912.00	\$ 35,943.00	\$ 68,750.00	-\$ 32,807.00
3	Grant/C'wealth/FAG		\$ 833.00	-\$ 833.00		\$ 9,163.00	-\$ 9,163.00
4	Grant NT Government		\$ 1,666.00	-\$ 1,666.00		\$ 18,326.00	-\$ 18,326.00
5	Grant/NT Operational		\$ 6,250.00	-\$ 6,250.00	\$ 143,551.00	\$ 68,750.00	\$ 74,801.00
8	Grant/Sports & Recreation		\$ 1,666.00	-\$ 1,666.00	\$ 22,195.80	\$ 18,326.00	\$ 3,869.80
9	Interest Received	\$ 1,009.37	\$ 1,666.00	-\$ 656.63	\$ 16,635.76	\$ 18,326.00	-\$ 1,690.24
11	Penalties Received Rates		\$ 60.00	-\$ 60.00		\$ 660.00	-\$ 660.00
12	Pensioner Rebates		\$ 1,000.00	-\$ 1,000.00	\$ 11,400.00	\$ 11,000.00	\$ 400.00
13	Other Income		\$ 166.00	-\$ 166.00		\$ 1,826.00	-\$ 1,826.00
14	General Rates Received	\$ 63.34	\$ 16,952.00	-\$ 16,888.66	\$ 195,528.16	\$ 186,472.00	\$ 9,056.16
15	Rental		\$ 792.00	-\$ 792.00		\$ 8,712.00	-\$ 8,712.00
16	Rental - Caravan Park		\$ 238.00	-\$ 238.00	\$ 2,120.00	\$ 2,618.00	-\$ 498.00
17	Hire Plant & Equipment		\$ 84.00	-\$ 84.00	\$ 640.91	\$ 924.00	-\$ 283.09
18	Other Income	\$ 20,002.23	\$ 166.00	\$ 19,836.23	\$ 27,882.10	\$ 1,826.00	\$ 26,056.10
19	12/13 Surplus brought fwd		\$ 4,489.00	-\$ 4,489.00		\$ 49,379.00	-\$ 49,379.00
20	Heritage & Site maintenance		\$ 250.00	-\$ 250.00		\$ 2,750.00	-\$ 2,750.00
21	Jetty Income	\$ 4,293.64	\$ 5,365.00	-\$ 1,071.36	\$ 50,813.10	\$ 59,015.00	-\$ 8,201.90
22	Power & Water	\$ 9,013.68	\$ 4,417.00	\$ 4,596.68	\$ 53,967.22	\$ 48,587.00	\$ 5,380.22
	<b>TOTAL INCOME</b>	<b>\$ 50,725.26</b>	<b>\$ 54,810.00</b>	<b>-\$ 4,084.74</b>	<b>\$ 616,697.05</b>	<b>\$602,910.00</b>	<b>\$ 13,787.05</b>
23	Transfer from reserves	\$ 30,000.00	\$ 4,166.00	\$ 25,834.00	\$ 135,000.00	\$ 45,826.00	\$ 89,174.00
							<b>\$ 50,000.00</b>

# WAGAIT SHIRE COUNCIL

## Income and Expenditure Report - For Month Ending 30 May 2015

		Month to Date			Year to Date			Full Year
		Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	Budget \$
25	Accountancy		\$ 1,184.00	-\$ 1,184.00	\$ 12,360.00	\$ 13,024.00	-\$ 664.00	\$ 14,200.00
26	Audit Fees		\$ 687.00	-\$ 687.00		\$ 7,557.00	-\$ 7,557.00	\$ 8,240.00
27	Administration	\$ 140.00	\$ 125.00	\$ 15.00	\$ 3,749.02	\$ 1,375.00	\$ 2,374.02	\$ 1,500.00
28	Advertising	\$ 150.00	\$ 84.00	\$ 66.00	\$ 2,250.94	\$ 924.00	\$ 1,326.94	\$ 1,000.00
29	Animal Control		\$ 21.00	-\$ 21.00		\$ 231.00	-\$ 231.00	\$ 250.00
30	Bank Charges	\$ 423.79	\$ 135.00	\$ 288.79	\$ 1,243.40	\$ 1,485.00	-\$ 241.60	\$ 1,600.00
31	Cleaning	\$ 11.02	\$ 30.00	-\$ 18.98	\$ 653.76	\$ 330.00	\$ 323.76	\$ 360.00
32	Community & Other Orgs Support		\$ 584.00	-\$ 584.00	\$ 1,172.91	\$ 6,424.00	-\$ 5,251.09	\$ 7,000.00
33	Entertainment	\$ 8.50	\$ 141.00	-\$ 132.50	\$ 2,007.87	\$ 1,551.00	\$ 456.87	\$ 1,700.00
34	Senior Xmas Party Expenditure		\$ 42.00	-\$ 42.00	\$ 51.72	\$ 462.00	-\$ 410.28	\$ 500.00
35	Senior Week Function Exp		\$ 84.00	-\$ 84.00	\$ 1,388.30	\$ 924.00	\$ 464.30	\$ 1,000.00
36	Computer Maintenance		\$ 333.00	-\$ 333.00	\$ 620.00	\$ 3,663.00	-\$ 3,043.00	\$ 4,000.00
37	Consultant Fees		\$ 416.00	-\$ 416.00	\$ 5,606.36	\$ 4,576.00	\$ 1,030.36	\$ 5,000.00
38	Capital/Office Equipment		\$ 167.00	-\$ 167.00		\$ 1,837.00	-\$ 1,837.00	\$ 2,000.00
39	Election Expenses		\$ 417.00	-\$ 417.00	\$ 8,681.49	\$ 4,587.00	\$ 4,094.49	\$ 5,000.00
40	Environment		\$ 166.00	-\$ 166.00		\$ 1,826.00	-\$ 1,826.00	\$ 2,000.00
41	Community Recreation Act	\$ 1,449.29	\$ 250.00	\$ 1,199.29	\$ 2,651.33	\$ 2,750.00	-\$ 98.67	\$ 3,000.00
42	Electricity		\$ 1,250.00	-\$ 1,250.00	\$ 12,070.15	\$ 13,750.00	-\$ 1,679.85	\$ 15,000.00
43	Gas supplies	\$ 44.55	\$ 8.00	\$ 36.55	\$ 621.65	\$ 88.00	\$ 533.65	\$ 100.00
44	Freight	\$ 160.00	\$ 67.00	\$ 93.00	\$ 160.00	\$ 737.00	-\$ 577.00	\$ 800.00
45	Insurance	-\$ 750.00	\$ 1,333.00	-\$ 2,083.00	\$ 17,525.72	\$ 14,663.00	\$ 2,862.72	\$ 16,000.00
46	Hire of Plant & Equipment		\$ 792.00	-\$ 792.00		\$ 8,712.00	-\$ 8,712.00	\$ 9,500.00
47	LGANT Membership		\$ 208.00	-\$ 208.00	\$ 1,737.28	\$ 2,288.00	-\$ 550.72	\$ 2,500.00
48	Meeting Expenses	\$ 77.06	\$ 125.00	-\$ 47.94	\$ 168.67	\$ 1,375.00	-\$ 1,206.33	\$ 1,500.00
49	Members Payments				\$ 380.95	\$ -	\$ 380.95	
50	Printing & Stationery	\$ 222.96	\$ 250.00	-\$ 27.04	\$ 2,189.26	\$ 2,750.00	-\$ 560.74	\$ 3,000.00
51	Postage		\$ 42.00	-\$ 42.00	\$ 561.87	\$ 462.00	\$ 99.87	\$ 500.00
52	Professional Development		\$ 84.00	-\$ 84.00	\$ 868.18	\$ 924.00	-\$ 55.82	\$ 1,000.00
53	Pest Control		\$ 125.00	-\$ 125.00	\$ 1,400.00	\$ 1,375.00	\$ 25.00	\$ 1,500.00
54	Gdn and ground Maintenance		\$ 291.00	-\$ 291.00	\$ 1,315.86	\$ 3,201.00	-\$ 1,885.14	\$ 3,500.00



**WAGAIT SHIRE COUNCIL**  
**Income and Expenditure Report - For Month Ending 30 May 2015**

		Month to Date			Year to Date			Full Year
		Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	Budget \$
55	Jetty/p&W Maint contract exp	\$ 337.99	\$ 866.00	-\$ 528.01	\$ 1,641.21	\$ 9,526.00	-\$ 7,884.79	\$ 10,400.00
56	Jetty /P&W Maintenance - materials		\$ 68.00	-\$ 68.00	\$ 547.28	\$ 748.00	-\$ 200.72	\$ 824.00
57	R&M Housing & Office		\$ 835.00	-\$ 835.00	\$ 2,337.31	\$ 9,185.00	-\$ 6,847.69	\$ 10,000.00
58	R&M Community Centre	\$ 836.57	\$ 584.00	\$ 252.57	\$ 3,309.27	\$ 6,424.00	-\$ 3,114.73	\$ 7,000.00
59	R&M Reserves		\$ 167.00	-\$ 167.00		\$ 1,837.00	-\$ 1,837.00	\$ 2,000.00
60	R&M Town site		\$ 942.00	-\$ 942.00	\$ 1,203.45	\$ 10,362.00	-\$ 9,158.55	\$ 11,300.00
61	R&M Ablution Blocks	\$ 3,527.27	\$ 292.00	\$ 3,235.27	\$ 3,736.36	\$ 3,212.00	\$ 524.36	\$ 3,500.00
62	R&M Recreation		\$ 167.00	-\$ 167.00		\$ 1,837.00	-\$ 1,837.00	\$ 2,000.00
63	Sports & Rec wages & overheads	\$ 1,915.62	\$ 1,666.00	\$ 249.62	\$ 23,116.86	\$ 18,326.00	\$ 4,790.86	\$ 20,000.00
64	Sports Ground Grant 14/15				\$ 39,003.16	\$ -	\$ 39,003.16	
65	NTES Grant				\$ 33,168.64	\$ -	\$ 33,168.64	
66	Rubbish Dump Mtce Wagait	\$ 318.18	\$ 833.00	-\$ 514.82	\$ 3,181.81	\$ 9,163.00	-\$ 5,981.19	\$ 10,000.00
67	Stores, Materials & Loose Tool		\$ 667.00	-\$ 667.00	\$ 4,104.21	\$ 7,337.00	-\$ 3,232.79	\$ 8,000.00
68	Safety Supplies & Equipment		\$ 250.00	-\$ 250.00	\$ 570.00	\$ 2,750.00	-\$ 2,180.00	\$ 3,000.00
69	Subscriptions & Publications		\$ 167.00	-\$ 167.00	\$ 348.00	\$ 1,837.00	-\$ 1,489.00	\$ 2,000.00
70	Superannuation	\$ 2,412.24	\$ 2,084.00	\$ 328.24	\$ 26,089.90	\$ 22,924.00	\$ 3,165.90	\$ 25,000.00
71	Telephone & Facsimile	\$ 1,002.13	\$ 808.00	\$ 194.13	\$ 8,852.47	\$ 8,888.00	-\$ 35.53	\$ 9,700.00
72	Training	\$ 5,348.36	\$ 250.00	\$ 5,098.36	\$ 7,957.36	\$ 2,750.00	\$ 5,207.36	\$ 3,000.00
73	Travel & Accommodation	\$ 1,221.83	\$ 500.00	\$ 721.83	\$ 6,508.91	\$ 5,500.00	\$ 1,008.91	\$ 6,000.00
74	Uniforms	\$ 181.82	\$ 167.00	\$ 14.82	\$ 1,608.82	\$ 1,837.00	-\$ 228.18	\$ 2,000.00
75	Vehicle & Plant maintenance			\$ -	\$ 11,496.67	\$ -	\$ 11,496.67	
76	Vehicle & Plant Fuel & Oil	\$ 1,313.15	\$ 834.00	\$ 479.15	\$ 12,184.11	\$ 9,174.00	\$ 3,010.11	\$ 10,000.00
77	Vehicle Rego	\$ 997.64	\$ 250.00	\$ 747.64	\$ 2,701.55	\$ 2,750.00	-\$ 48.45	\$ 3,000.00
78	Workshop Maintenance		\$ 667.00	-\$ 667.00	\$ 5,974.68	\$ 7,337.00	-\$ 1,362.32	\$ 8,000.00
79	Water & Sewerage	\$ 595.12	\$ 250.00	\$ 345.12	\$ 7,169.49	\$ 2,750.00	\$ 4,419.49	\$ 3,000.00
80	Wages & Salaries	\$ 24,890.34	\$ 22,636.00	\$ 2,254.34	\$ 269,548.25	\$ 248,996.00	\$ 20,552.25	\$ 271,643.00
81	Workers Compensation		\$ 334.00	-\$ 334.00	\$ 851.20	\$ 3,674.00	-\$ 2,822.80	\$ 4,000.00
82	Road Works Upgrade		\$ 167.00	-\$ 167.00		\$ 1,837.00	-\$ 1,837.00	\$ 2,000.00

**WAGAIT SHIRE COUNCIL**  
**Income and Expenditure Report - For Month Ending 30 May 2015**

	Month to Date			Year to Date			Full Year
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$	Budget \$
83 Signage		\$ 167.00	-\$ 167.00	\$ 380.16	\$ 1,837.00	-\$ 1,456.84	\$ 2,000.00
84 Capital Vehicles		\$ 5,000.00	-\$ 5,000.00	\$ 53,177.70	\$ 55,000.00	-\$ 1,822.30	\$ 60,000.00
85 Library		\$ 6,250.00	-\$ 6,250.00		\$ 68,750.00	-\$ 68,750.00	\$ 75,000.00
86					\$ -		
87					\$ -		
88 Office Upgrade		\$ 553.00	-\$ 553.00	\$ 671.88	\$ 6,083.00	-\$ 5,411.12	\$ 6,640.00
91 Residence		\$ 834.00	-\$ 834.00	\$ 18,188.78	\$ 9,174.00	\$ 9,014.78	\$ 10,000.00
94 Memorial Garden		\$ 125.00	-\$ 125.00	\$ 310.17	\$ 1,375.00	-\$ 1,064.83	\$ 1,500.00
95 Other	\$ 124.22	\$ 166.00	-\$ 41.78	\$ 17,967.29	\$ 1,826.00	\$ 16,141.29	\$ 2,000.00
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$ 46,959.65</b>	<b>\$ 58,987.00</b>	<b>-\$ 12,027.35</b>	<b>\$ 649,343.64</b>	<b>\$648,857.00</b>	<b>\$ 486.64</b>	<b>\$ 707,757.00</b>
<b>Investment a/c</b>				\$ 810,856.36			\$ 900,000.00

## Purchase Card Statement for June Council Meeting

<b>President Peter Clee</b>			
Date	From	Particular	Amount
4.6.2015	Woolworths	Softdrinks for CEO welcome	\$38.98
4.6.2015	Woolworths	Wine and refreshments for CEO welcome	\$427.80
5.6.2015	BWS	Wine	\$167.40
5.6.2015	Coles	Bread for CEO welcome/dishwashing liquid com ctr	\$8.01
		Total;	\$642.19

<b>Works Supervisor - Gary Zikan</b>			
No purchases			

**Resolution No.**

**That the financials for the month of May 2015 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

## **11.0 OUTSTANDING ITEMS FROM PREVIOUS MEETINGS**

- 11.1 Roads to Recovery – Peter McLinden visited – is preparing report - ongoing
- 11.2 Overdue Rates – ongoing and with debt collectors
- 11.3 Mandorah Ferry Survey – refer Cr Brad Irvine to speak on this.
- 11.4 Email from resident – Mungalo Road. Reply letter has been sent and matter resolved.
- 11.5 Strategic Planing Workshop
- 11.6 UCASH – Response letter has been mailed to resident and matter resolved.
- 11.7 ARC Report – Acquittal for the \$50,000 received for goal posts and shade cloth is due 30 June 2015.

**Resolution No.**  
**That Council acquits the \$50,000 received for goal posts and shade cloth due 30 June 2015.**  
**Moved:**  
**Seconded:**  
**Vote:**

- 11.8 UHF Communications – With CEO – ongoing
- 11.9 Report on Community regarding Dog Control back in March – Cr Shenagh Gamble – ongoing.
- 11.20 Copies of “Audit Committee Terms of Reference, Accounting and Policy Manual, and the Privacy Policy to be forwarded to Compliance Officer. Matter is resolved.

## 12.0 AGENDA ITEMS

<b>12.1 MEDIA POLICY</b>	
<b>ATTACHMENTS:</b>	Yes
<b>BACKGROUND:</b>	
<b>CURRENT SITUATION:</b> A draft policy has been prepared for Council review.	
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC PLAN IMPLICATIONS:</b>	Effective governance
<b>LEGAL IMPLICATIONS:</b>	Nil
<b>ENVIRONMENTAL IMPLICATIONS:</b>	Nil
<b>Public relations implications:</b>	Nil
<b>COMMUNITY SAFETY IMPLICATIONS:</b>	Nil
<b>COMMUNITY SAFETY IMPLICATIONS:</b>	Nil
<b>RECOMMENDATION:</b>	
a) Approve the draft Media Policy program; and b) Direct the CEO to action.	

<b>POLICY TITLE:</b>	<b>WAGAIT SHIRE COUNCIL'S PRIVACY POLICY</b>
<b>POLICY NUMBER:</b>	
<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
<b>CLASSIFICATION:</b>	<b>GOVERNANCE</b>
<b>STRATEGIC PLAN REFERENCE:</b>	<b>Effective leadership and governance</b>
<small>CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient</small>	
<b>STATUS: Approved</b>	<b>Council Resolution</b>

<b>Date Approved:</b>	<b>19.5.2015</b>	<b>Approved By:</b>	<b>Councillors – resolution no. 187/2015</b>	<b>Date for review:</b>	<b>Next Council Election</b>
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	

## 2. PURPOSE:

In line with the Northern Territory Information Act, the Wagait Shire Council considers the privacy of all personal information to be an integral part of its commitment towards information accountability

To meet the information privacy principles (IPPs) set out in the Information Act, in relation to the management and handling of personal information within the public sector.

## 3. ORGANISATIONAL SCOPE:

This policy applies to all employees, elected members, contractors and volunteers of Wagait Shire Council.

This policy covers all personal information held by Wagait Shire Council, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected in any format including correspondence, in person, over the phone, and over the Internet. The policy also covers personal information that we have sourced from third parties.

## 4. POLICY STATEMENT:

**4.1** A general statement outlining Council's position on the handling of personal information will be used at all points of collection and all outgoing correspondence that may request personal or health information. This will include Wagait Shire Council's web site, advertising material, standard forms and correspondence requesting personal or health information

**4.2** Forms collecting information that is to be used for a specific purpose will include a privacy statement on the form including the purpose of collection

4.3 Council's privacy statements will be published in the relevant publications (e.g. forms, websites), confirming Council's commitment to the information and health privacy principles.

## 5. DEFINITIONS:

**Personal Information** – means information or an opinion (including information or an opinion forming part of a database), whether true or not about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include information about an individual who has been dead for more than 30 years

**IPPs** – Information Privacy Principles. Set of principles that regulate the handling of personal information

**Sensitive Information** - personal information or an opinion about an individual's

Race or ethnic origin; or  
Political opinions; or  
Membership of a political association; or  
Religious beliefs or affiliations; or  
Philosophical beliefs; or  
Membership of a professional trade association; or  
Membership of a trade union; or  
Sexual preferences or practice; or  
Criminal record

## 6. PRINCIPLES:

The Wagait Shire Council will manage personal information as outlined in the following principles

### 6.1 Collection

**6.1.1** The Wagait Shire Council will only collect personal information that is necessary for specific and legitimate functions of Council. Information will be collected by fair and lawful means

**6.1.2** Council will advise individuals, where possible, of the purposes for which their personal information is being collected, and of those third parties to whom the information is usually disclosed

**6.1.3** Sensitive information will only be collected where the individual has consented or collection is required or permitted by law.

**6.1.4** Sensitive information (as defined in this policy) will be treated with the upmost security and confidentiality and only used for the purpose for which it was collected.

## **6.2 Use and Disclosure of Information**

**6.2.1** The Wagait Shire Council will not use or disclose information about an individual other than for the primary purpose for which it was collected unless one of the following applies:

- It's for a related purpose that the individual would reasonably expect;
- Where Council have the consent of the individual to do so;
- As required or permitted by the Information Act or any other legislation.

## **6.3 Data Quality**

Council will take reasonable steps to ensure that all personal information collected, used or disclosed is accurate, complete and up to date.

## **6.4 Data Security and Retention**

**6.4.1** Council will take all reasonable measures to prevent misuse or loss or unauthorised access, modification or disclosure of personal and health information

**6.4.2** Personal information will be managed confidentially and securely and destroyed or archived in accordance with the General Disposal Schedule

**6.4.3** Council will monitor and implement reasonable and appropriate technical advances or management processes, to provide an up to date ongoing safeguard for personal information

## **6.5 Openness**

**6.5.1** The Wagait Shire Council's Privacy Policy will be available on its website or on request at Customer Service Centres.

## **6.6 Access and Correction to Information**

**6.6.1** Individuals have a right to request access to any personal information held about them, and may request any incorrect information be corrected

**6.6.2** Council may decide not to allow access to personal information in accordance with the exemptions contained within Information Act

**6.6.3** The process for requesting access to recorded personal information, i.e. documents, is through a Freedom of Information application

## **6.7 Unique Identifiers**

**6.7.1** Council will not assign, adopt, use, disclose or require unique other identifiers from individuals except for the course of conducting normal business or if allowed or required by law

## **6.8 Anonymity**

**6.8.1** Council will, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with council



**6.8.2** Council will ensure that individuals are aware of all, if any, limitations to services if the information required is not provided.

#### **6.9. Transborder Data Flows**

**6.9.1** The Wagait Shire Council will only transfer personal information outside of the NT in accordance with the provisions outlined in the Information Act.

#### **6.10 Sensitive Information**

**6.10.1** The Wagait Shire Council will not collect sensitive information unless an individual has consented or collection is required or permitted by law, or when necessary for research or statistical purposes as permitted under the Information Act

### **7. The Role of the Information Privacy Officer and Committee**

**7.1** The Council's Chief Executive Officer is responsible for appointment of the Wagait Shire Council's Privacy Officer and Committee

**7.2** The Privacy Officer is required to inform all Council officers of their obligations under the Information Act and to handle difficult enquiries, complaints or adjustments concerning personal or health information

**7.3** The Privacy Officer is required to maintain all documentation relating to the management and implementation of the Information for the Wagait Shire Council

**7.4** The Privacy Officer has discretion to apply normal photocopying or administrative charges for information requested

**7.5** Requests for personal information will be dealt with by Council Officers in accordance with Council's customer service standards and Information Privacy Policy

**7.6** Complaints are to be addressed to Council's Privacy Officer in the first instance. Upon receipt of a complaint the Privacy Committee will be notified and Council's Complaints Manager will review the case. If the complainant is not satisfied with Council's response they may approach the Northern Territory's Privacy Commissioner for resolution.

**7.7** Requests for information must be managed by the Privacy Officer in accordance with the Freedom of Information Act

**7.8** The Privacy Committee is responsible for the annual review of the Privacy Policy and for the approval of privacy statements

### **8. PERIOD COVERED BY THE POLICY**

This Policy is adopted and applies for the term of the council, unless amended by resolution.

**REFERENCES:**

Policy Number:	
Policy Owner:	<b>Council</b>
Endorsed by:	<b>Council</b>
Final Approval:	<b>19/05/2015</b>
Date Approved:	
Revision Date:	<b>Next council election</b>
Amendments:	
Related Policies:	
Related Publications:	

**CONTACT PERSON:**

<b>Contact Person</b>	<b>Russell Anderson</b>
<b>Position</b>	<b>Chief Executive Officer</b>

<p><b>Resolution No.</b></p> <p><b>That Council approves the Draft Media Policy and directs the CEO to action.</b></p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> <p><b>Vote:</b></p>
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<b>12.2 RATES AND CHARGES POLICY</b>	
<b>ATTACHMENTS:</b>	Yes
<b>BACKGROUND:</b>	
At previous meeting Council asked CEO to develop a Rates and Charges Policy	
<b>CURRENT SITUATION:</b>	
The Rates and Charges Policy is attached.	
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC PLAN IMPLICATIONS:</b>	Effective governance
<b>LEGAL IMPLICATIONS:</b>	Nil
<b>ENVIRONMENTAL IMPLICATIONS:</b>	Nil
<b>Public relations implications:</b>	Nil
<b>COMMUNITY SAFETY IMPLICATIONS:</b>	Nil
<b>COMMUNITY SAFETY IMPLICATIONS:</b>	Nil
<b>RECOMMENDATION:</b>	
a) That Council adopts the attached Rates and Charges Policy	



## **RATES AND CHARGES POLICY**

### **INTRODUCTION**

This document sets out Wagait Council's policy for rates revenue, managing annual property rates and charges and the recovery of monies owing to it in a timely and efficient manner in order to finance its operations and ensure effective cash flow management.

All Council rates and charges must be carried out in compliance with the Local Government Act (the "Act") and the Local Government Accounting Regulations (the "Regulations").

### **OBJECTIVES**

- 1.To set out Council's position in relation to appropriate actions in administering rates and charges and the collection of overdue rates and charges;
- 2.Ensure a fair, consistent and accountable approach to Council's rate and debt management and collection decisions and practices;
- 3.Outline the actions that will be pursued;
- 4.Establish measures which provide equitable support to ratepayers experiencing financial difficulty;
- 5.Ensure the processes used to recover outstanding rates and charges are clear, simple to administer and cost effective;
- 6.Quantify a maximum acceptable level of rate arrears.

### **PRINCIPLES**

In general Council will be guided by the principle of user pays in the making of rates and charges so as to minimize the impact of rating on the efficiency of the local economy. Council will also have regard to the principles of transparency in the making of rates and charges, having in place a rating regime that is simple and inexpensive to administer, equity by taking account of the different levels of capacity to pay within the local community and flexibility to take account of changes in the local economy.

### **Principles used for the levying of rates**

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

### **Principles used for the recovery of rates and charges**

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

### **Chief Executive Officer Delegation**

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

## **RATES AND CHARGES**

### **Rates Notice**

Council will send rates notices for each allotment at least 28 days before the payment of the rates (or the first instalment of the rates) falls due which is the last week in August with payment due the last week in September.

Ratepayers may pay the current year's rates by four installments for the current financial year. Arrears from previous years must be paid in full before a ratepayer is eligible to commence paying by installments. Installments are due at 30th September, 31st December, 31st March and 31st June.

### **Pensioner and Carers Concession**

Under the NT Pensioner and Carer's Concession Scheme eligible rate payers may receive a rebate on their annual rates and charges if they reside on the property subject of the claim. Concessions on Council rates and charges for persons eligible for a concession under the NT Pensioner and Carers Concession Scheme will be applied in accordance with the conditions set by the NT Department of Health.

Where a person eligible for a concession has not received a rebate on their rates and charges, due to the NT Department of Health not advising Council of their eligibility for the concession, the rate payer should contact the NT Department of Health.

### **Interest on Unpaid Rates**

If rates are not paid by the due date, interest accrues daily on the amount of the unpaid rates at the relevant interest rate; currently 17% per annum until the date payment is made in full.

### **Reduction of Interest**

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

### **Initial Recovery Action**

Ratepayers are expected to take responsibility for their Council debt obligations and to organise their affairs in such a way as to be able to discharge these obligations when required. If a ratepayer or debtor cannot meet their obligations on the due dates, it is in the interests of the ratepayer and Council for the ratepayer to contact Council at the earliest opportunity to make appropriate arrangements to address the outstanding rates or debt. Where this does not occur, the *Local Government Act (NT) Part 11.9* provides Councils with powers to recover rates which are levied and unpaid. Remedies available to Council include recovery by court action and the sale of the land.

Council will forward a reminder letter, thirty (30) days after the close of the twenty eight (28) day period after rates and charges are due and payable, to all property owners with overdue rates, except property owners where arrangements have already been negotiated and are not in default. The reminder letter will give the ratepayer fourteen (14) days to either pay the outstanding amount (including any interest which has accrued prior to the payment date) in full or to negotiate an instalment arrangement to pay the amount.

For those rates debts which remain unpaid for greater than thirty (30) days after the first reminder letter is issued, a second reminder letter will be issued requiring payment of all outstanding balances or legal action may commence.

### **Legal Action**

For accounts where the amount remains outstanding for thirty (30) days after the second reminder letter has been sent, the debt will be referred to the Chief Executive Officer to authorise recovery action.

The method of recovery action taken will be that which is considered by the CEO to be most beneficial to Council. Such actions may include referral to a Debt Collection Agency, recovery through Small Claims or Magistrates Court proceedings. The size

and nature of the debt will be taken into account in selecting the most appropriate means of recovery.

Once legal action has commenced, payment of the debt in full is deemed to include, in addition to the original debt, all interest charges payable plus any legal costs incurred to date by Council in pursuing the debt.

After rates have been in arrears for at least 6 months Council may apply to the appropriate registration authority (Land Titles Office) for registration of the charge over the land for which the charge relates Sec 171(1) Local Government Act.

### **Alternative Arrangements**

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

### **Sale of Land for Rate Arrears**

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

<b>Resolution No.</b> <b>That Council adopts the Rates and Charges Policy.</b> <b>Moved:</b> <b>Seconded:</b> <b>Vote:</b>
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**12.3 ACCESS ALL AREAS TO FILM FESTIVAL – Peter Clee**

Film festival to promote awareness of cinema for people with and without disabilities and promoted by NSW Government. To be held November and December, no cost involved.

**12.4 JUNIOR RANGER PROGRAM TEACHING KIDS TO BE TERRITORY TOUGH – Deborah Allen**

**12.5 THREAT OF FORCED AMALGAMATION - Cr Alex Richmond**

**12.6 ADEQUATE LEVELS OF BUILDING COVER – In particular CEO House and Office**

**13.0 UPCOMING EVENTS**

**13.1 Territory Day – July 1 2015**

**14.0 LATE ITEMS AND GENERAL BUSINESS**

**15.0 IN-CAMERA ITEMS**

**16.0 DATE OF NEXT MEETING**

The next Council Meeting is to be held on Tuesday 21 July 2015 in the Council Chambers.

**17.0 MEETING CLOSE**

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