

**WAGAIT SHIRE COUNCIL
AGENDA
COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD
7PM**

Tuesday 15 January 2019



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1.0 PRESENT

Councillors:

- President Peter Clee
- Cr Neil White
- Cr Michael Vaughan
- Cr Tom Dyer
- Cr Graham Drake

Staff: Chief Executive Offer Mark Sidey
Officer Manager Pamela Wanrooy

1.1 OPENING OF MEETING: - Chaired by

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

1.2 APOLOGIES AND LEAVE OF ABSENCE:

<p>Resolution No. 2018/..... That the apology of be accepted and approved. Moved: Seconded: Vote:</p>
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2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

**WAGAIT SHIRE COUNCIL
DRAFT MINUTES
COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD
7PM**

Tuesday 20 November 2018



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1.0 PRESENT

Councillors:

President Peter Clee
Cr Neil White
Cr Michael Vaughan
Cr Graham Drake

Staff: Chief Executive Officer Mark Sidey
Officer Manager Pamela Wanrooy

1.1 OPENING OF MEETING: - President Peter Clee opened the meeting at 7.00pm and welcomes everyone to the meeting.

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

1.2 APOLOGIES AND LEAVE OF ABSENCE:

<p>Resolution No. 2018/273 That the apology of Vice-President Tom Dyer be accepted and approved. Moved: Cr Michael Vaughan Seconded: Cr Neil White Vote: AIF</p>

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation minutes of Tuesday 16 October 2018 Council Meeting

<p>Resolution No. 2018/274 That the minutes of the Monthly Meeting of Tuesday 16 October 2018, be confirmed by council as a true and correct record. Moved: Cr Graham Drake Seconded: Cr Neil White Vote: AIF</p>
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3.2 Matters arising from October 2018 Minutes

Feedback received from the Strategic Planning Workshop which was facilitated by True North on Saturday 10 November 2018 was discussed. One of the issues that came out of the workshop was that the community wanted more information from Council - more information and increased details in the minutes. It was noted that the detail provided in the minutes had been recently increased. Minutes are to be circulated to councillors for feedback prior to public release.

4.0 GUEST SPEAKERS

Nil

5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

5.1 Proposed Animal Control Dog By-Laws Feedback from Chris Tyzack

Chris Tyzack wrote an email to council members addressing anticipated costs in relation to the proposed animal control dog by-laws and how this will affect our rates in the future.

CEO Mark Sidey explained to councillors that the feedback from Chris Tyzack is not part of the agenda and that questions will not be addressed in this meeting as the matter is out for public consultation.

Asked if there is an allowance in the budget to cover costs, CEO Mark Sidey explained that there is a budget amount for actions that need to be undertaken. The allowance for the construction of the dog pound was outlined in the published Budget and Annual Plan. The workload of employees and resources required have also been taken into consideration and that there would be no direct effect on rates.

5.2 Roads Upgrade – LGANT has undertaken an inspection of our road system and a report was provided to CEO Mark Sidey yesterday. CEO Mark Sidey to circulate the roads report to councillors for consideration and comment. To summarise the report, no urgent issues were identified in relation to road maintenance.

6.0 INWARDS AND OUTWARDS CORRESPONDENCE - October 2018

The Inwards and Outwards correspondence for the month of October 2018 has been circulated to councillors prior to the November 2018 meeting.

One of the questions raised was in relation to the Darwin Duchess. A number of entities has been approached by CEO Mark Sidey for quotes to dispose of the Darwin Duchess. One quotation has been received and a second quotation is still to be sought. This discussion is to continue in Item 10.8 – “Business Arising from Previous Minutes”.

Resolution No. 2018/275

That council receive and note the correspondence as detailed in the agenda for the month of October 2018.

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

7.0 COUNCILLORS REPORTS

7.1 President's Report

Purpose of Report

To Inform Council and community of activities and to provide the community at large with information that is important and noteworthy.

What's been happening.....

The LGANT Annual General Meeting was held recently. Minister Gerry McCarthy recognised long service awards at that meeting. A big congratulations to Denise Arratta for the recognition of her 12 years of service to Local Government as a councillor and President of the Cox Peninsula Community Government Council.

I attended the NT Australian of the Year presentations recently representing Wagait Beach community.

Nominations for the Wagait Beach Australia Day awards opened on 6th November and will close on 14th December.

The council by-election for the 2 vacant council positions was held on 22 September. I congratulate and welcome the two new councillors Tom Dyer and Graham Drake. They have hit the ground running with Tom being elected as Council Vice President

This community was very pleased when an options paper was published on the proposed upgrade or replacement of the Mandorah Jetty structure. The Jetty has been subject to a patchwork of maintenance over the last few years but its days as a commercial jetty servicing the Mandorah / Darwin ferry service are limited. There is a major issue in so far as there is no disabled access to alight the ferry. Also, the jetty is open to the ocean making it dangerous for the offloading of passengers in bad weather. Option 2 of the options paper was promulgated as the preferred option and was embraced by the communities on the Peninsula.

We first asked the Department of Infrastructure for a briefing and update in relation to the Mandorah Jetty and Ferry Terminal, last January. The briefing was subsequently deferred and postponed several times.

I was recently advised that the Executive Director, Transport Planning DIPL would be providing a confidential briefing to councillors. This is a great opportunity to understand better "where things are at" and ask questions, but it should not be restricted to just 5 councillors only. The department needs to be seen to be open and transparent.

It is reassuring to see that the project is featured (page 60) in the 10 YEAR INFRASTRUCTURE PLAN 2018 – 2027 as being a project in the 2023/27 outlook

Much has happened since January and whilst a briefing earlier this year was appropriate, I now believe that a confidential briefing for councillors is no longer appropriate. The briefing needs to be open to the public generally. I have written to the Minister expressing those views.

The Wagait Shire Council, five-year Strategic Plan has now well and truly expired. A meeting was held in the community centre this month and was very well attended. A vision for the next five years will assist the council to develop the 2019 -24 Strategic Plan.

The Strategic Planning Workshop expresses much disquiet over the quality of the Council Minutes. I agree with the community demands for the minutes to be more informative. The argument that the Agenda should be read in conjunction with the minutes does not hold weight with me. The agenda is not an important document, whereas the minutes are the long-term record of the decisions of council and the reasons behind those decisions. Council is meant to be open and transparent, but the brevity of the current minutes over the last 6 months is unacceptable to me.

Where have I been

24 th Oct	ABC Grass Roots
26 th Oct	Meeting with local member
31 st Oct	Attend NT Parliament House
5 th Nov	Meeting with Employsure @ Wagait Beach
7 th Nov	Mayors and Presidents Forum
7 th Nov	NT Australian of the Year Awards Ceremony
8 th Nov	LGANT General meeting
8 th Nov	LGANT Networking Dinner
9 th Nov	LGANT Annual General meeting
10 th Nov	WSC Strategic Planning Workshop
11 th Nov	Remembrance Day commemoration
15 th Nov	TOPROC meeting at Palmerston

20th Nov DIPL Briefing on Mandorah jetty
20th Nov WSC Ordinary meeting
21st Nov ABC Grass Roots

I wish everyone all the best for the Christmas and New Year, be safe.

Resolution No. 2018/276

That the President's report for the month of October 2018 be received and accepted.

Moved: President Peter Clee

Seconded: Cr Graham Drake

Vote: AIF

8.0 OFFICERS REPORTS

In addition to the Officers Report provided in the Agenda paper:

3.2 Road Upgrade – the roads Report has now been received and is to be circulated to councillors for review and comment.

2.5 Meeting with Employsure – Employsure has offered to conduct an audit on Council's Human resources function and CEO Mark Sidey has written to them to get more information.

Resolution No. 2018/277

That the Officer's reports for the month of October 2018 be received and accepted.

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

9.0 FINANCIAL REPORT

	October 2018 Actual \$	October 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Forecast to 30 June 2019	Variance (Revised Budget and Actual) \$
INCOME								
RATES	33284	\$8,150	\$25,134	168133	\$153,750	\$14,383	\$233,847	
GRANTS	24182	\$20,500	\$3,682	129079	\$135,600	-\$6,521	\$243,700	
CONTRACTS	10601	\$9,150	\$1,451	45884	\$36,600	\$9,284	\$109,800	
RENTAL INCOME	660	\$690	-\$30	2400	\$2,760	-\$360	\$8,280	
MISCELLANEOUS	618	\$2,500	-\$1,882	2804	\$10,000	-\$7,196	\$30,000	
WASTE MANAGEMENT	16211	\$3,979	\$12,232	82807	\$76,343	\$6,464	\$117,360	
TOTAL OPERATING INCOME	85556	\$44,969	\$40,587	431107	\$415,053	\$16,054	\$742,987	
EXPENSES								
ADMINISTRATION EXPENSES	23483	\$9,540	-\$13,943	48634	\$52,160	\$3,526	\$82,350	
STRATEGIC PLAN GOALS		\$0			\$0		\$20,000	
EMPLOYMENT EXPENSES	27650	\$26,600	-\$1,050	94858	\$101,700	\$6,842	\$327,400	
ROADS	0	\$1,000	\$1,000	0	\$4,000	\$4,000	\$12,000	
CONTRACTS & MATERIALS	515	\$425	-\$90	3436	\$4,100	-\$664	\$7,500	
REPAIR & MAIN TOWN ASSETS	702	\$0	-\$702	8151	\$5,600	-\$2,551	\$22,400	
VEHICLE & PLANT	2652	\$3,375	\$723	8442	\$9,010	\$568	\$25,610	
GRANT EXPENSES	105	\$100	-\$5	4853	\$1,900	-\$2,953	\$4,700	
WASTE MANAGEMENT	10550	\$5,000	-\$5,550	22616	\$37,500	\$14,884	\$100,000	
SERVICES	613	\$2,100	\$1,487	2528	\$6,600	\$4,072	\$12,850	
CAPITAL ASSETS	34975			34975				
OTHER ASSETS	25181			32048				
TOTAL OPERATING EXPENSES	126426	\$48,140	-\$78,286	260541	\$222,570	-\$37,971	\$614,810	
TOTAL SURPLUS / DEFICIENCY	-\$40,870	-\$3,171	\$118,873	170566	\$192,483	\$54,025	\$128,177	

Excel Spreadsheet - There is an issue with the Excel spreadsheet "Item 9.1 - Cash Income and Expenditure report for October 2018". The Net Profit/(Loss) detailed is incorrect. The correct figure is shown under the heading "Operating Profit". The amended document to correct issues with the spreadsheet has been circulated to members and visitors at this council meeting. The profit and loss line item has been altered to surplus/deficiency.

Expression of Interest for Auditor – CEO Mark Sidey to advertise for expressions of interest for the provision of external audit services for Wagait Shire Council as the existing agreement is soon to expire.

Resolution No. 2018/278

That the financials for the month of October 2018 be received and accepted.

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

10.0 BUSINESS ARISING FROM PREVIOUS MINUTES – OCTOBER ACTION SHEET

Proposed Dog Management By-Laws – The By-Laws are out for the second round of public consultation and are published on the website for public feedback which closes on 14 December 2018. Once the feedback is received it will be collated and passed to councillors for consideration. Dog by-laws consultation to be advertised on the public noticeboard.

2018/2019 to 2022/2023 Strategic Plan – The heading is to be altered and renamed “2019/2020 to 2023/2024 Strategic Plan. CEO Mark Sidey to write a letter of thanks to Jan Munday from True North Strategic Communication for facilitating a fantastic workshop. The notes from the workshop have now been circulated to everyone who attended via email and can be found on council’s website.

10.4 Emergency Recovery Committee – CEO Mark Sidey has reviewed the information on Council’s website in relation to emergency management. The information on the website is sufficient and is consistent with the NTG Government advice.

10.5 Irrigation at Cloppenburg – questions form Progress Assoc

Cr Graham Drake pointed out some concerns raised by residents in regards to the irrigation project. There are concerns amongst residents that there is not enough water underground for such a large project. CEO Mark Sidey has received advice from contractors that there is enough water and that the watering system will be set up in sections so that it can be turned off and on. President Peter Clee questioned why construction of the irrigation project is taking place when the water licence has not been granted. CEO Mark Sidey informed council that he has received advice from the NT Government that it was fine to proceed with the construction. President Peter Clee would like to see the project postponed until we receive this advice in writing.

At 7.25pm, Cr Michael Vaughan declared this a conflict of interest and leaves the council chambers.

President Peter Clee does not want to see money spent on a project that does not have a water supply and has asked that the project be postponed until we receive the water licence or something in writing from the NT Government.

At 7.27pm Cr Michael Vaughan re-enters the council Chambers.

10.6 Health Group – CEO Mark Sidey has liaised with the resident that is campaigning the Phone Tree service, who has come up with a proposal. CEO Mark Sidey to work on this proposal.

10.7 Tree Planting on Verge – A draft policy is yet to be completed and circulated to councillors.

10.9 Mandorah Jetty Maintenance – Department of Infrastructure, Planning and Logistics held a meeting with council this morning. Below is an update on the Mandorah Jetty by the Department.

Works undertaken to date:

- *Marine data and field surveys have been completed*
- *Marine modelling to accommodate the facilities for short and long term needs has been completed.*

- *Additional analysis identified issues and opportunities with the original concept proposed.*
- *As a result, a number of additional breakwater layout configurations are being considered*

Next steps:

- *Present outcome of current study with updated breakwater concepts to stakeholders / the community for feedback - It is expected this will occur in the first quarter of 2019.*
- *Seek clearances like environmental, cultural and proceed to detail design (funding to be confirmed)*
- *Budget consideration of funding for construction*
- *Undertake construction works*

Management of existing jetty:

- *There have been a range of improvements this year to handrails, solar lighting, stairs, fenders and sections of the deck.*
- *Scoping is underway for future works and there will be a rolling program of repairs and upgrades to the existing jetty.*
- *The intent of the rolling program is to ensure the safe and continuous operation of the existing jetty.*

10.15 P15 Procedures for Council Meetings and Council Committee Meetings – This is to be circulated to councillors before the January 2019 Council meeting.

10.17 Cloppenburg Park – Grant money has been received for the Picnic Area at Cloppenburg Park. CEO Mark Sidey to provide actual costing to councillors for this project. The decision on the location and final design are yet to be made.

10.18 Wagait Beach Progress Association – CEO Mark Sidey has responded to issues outlined in the Wagait Beach Progress Association's letter of 16 October, circulating same to Councillors. Below is a summary of the Progress Associations questions, and Council's response.

- **Irrigation at Cloppenburg Park** – The association questioned the scope of the project, water availability and stated that the project should have gone to a public meeting for consideration. *The scope of the project is consistent with proven bore flows. The project is consistent with Councils Annual and Strategic plans. The project includes valving so that watering of specific area can be turned off and on to manage water consumption. The project is currently on hold, pending confirmation of water allocation.*
- **Caravan Park / Camping Area** – The association provided a summary of pro's and cons of this project and requested a public debate on the issue. *Council advises that public consultation will occur in due course and suggested this occur in conjunction with strategic plan feedback. This project was outlined in the previous strategic plan and has features in some annual plans. At this stage, Council is investigating the viability of such a project and until further work is undertaken there is not enough information for the consultation at this stage. Council recognises that a project such as this is significant – it follows that public consultation will occur.*
- **Strategic Planning** – The association suggested that Council has failed to meet its obligations under the Local Government Act in relation to a business plan, annual plan and strategic plan. *Council can assure all ratepayers and residents that Council's full statutory obligations have been met.*
- **Roads** – The association has asserted that our roads are in "seriously poor condition". *This is not the case. Council has had the Local Government Association of the Northern Territory inspect our complete road network recently. Apart from few small areas of concern, there are no significant issues with our roads. Arrangements are currently being made to make the full report available to the public.*
- **Dogs** – The association express concern about the length of time it has taken for the By-Law to be developed. Council shares this concern but notes the final draft of the By-Law is not out for a period of public consultation, concluding on 14 December.
- **Major Long-term issues.** The association raised issues including the Kenbi land claim, amalgamation, the application of Planning Act conditions to existing unincorporated landwater supply, a new ferry terminal,

the provision of a transfer station for rubbish and jetty carpark security. *Council does, and will continue to advocate on the behalf of residents / ratepayers in relation to long term issues that Council believe are appropriate priorities and that our in our sphere of influence.*

- 10.19 Council Newsletter** – The newsletter for the month of October will be released this week. This is to be circulated to Councillors prior to its release to the public.
- 10.20 Welcome Sign to Wagait Beach** – A quote for a Welcome to Wagait Beach sign for approx. \$600 has been received, however this quote does not include the logo or post costs. Cr Michael Vaughan would like to see the community be involved with the design of the sign. \$809.02 for a temporary speed sign for 1 week hire is excessive and council have decided not to proceed with this.

<p>Resolution No. 2018/279 That Council receives and notes the Action Sheet for the month of October 2018 Moved: Cr Neil White Seconded: Cr Michael Vaughan Vote: AIF</p>
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11.0 AGENDA ITEMS

11.1 Core Resources Lithium Project – Draft Environment Impact Statement

Councillor Graham Drake has requested that this topic be listed for discussion. It is noted the consultation period of the draft Environment Impact Statement closes on 14 December.

Cr Graham Drake to prepare a reply on behalf of council raising concerns on how the Core Resources Lithium Project will impact the environment and Wagait Residents and have this circulated to councillors for consideration / comment.

11.2 Section 50, Hundred of Bray

Section 50, Hundred of Bray has been listed for sale by tender. The tender closes on 17 December 2018. Council to work with the NT Government on a proposal to acquire this land for future purposes.

12.0 UPCOMING EVENTS

12.1 Hard Waste collection – Put rubbish out 24 and 25 November.

12.2 Australia Day - Saturday 26 January 2018. Nominations for the Australia Day Awards close 14 December 2018. Nominations will be discussed in-camera at the next council meeting.

13.0 LATE ITEMS AND GENERAL BUSINESS

Nil

14.0 IN-CAMERA ITEMS

Nil.

15.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 15 January 2019 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

16.0 CLOSE OF MEETING

The Chair declared the meeting closed at 8.30 pm.

3.1 Confirmation minutes of Tuesday 20 November 2018 Council Meeting

<p>Resolution No. 2018/..... That the minutes of the Monthly Meeting of Tuesday 20 November 2018, be confirmed by council as a true and correct record. Moved: Seconded: Vote:</p>

3.2 Matters arising from November 2018 Minutes

4.0 GUEST SPEAKER

Lee Williams, Director, Legislation and Policy, Department of Housing and Community Development is here today to do a presentation on the draft Burial and Cremations Bill.

5.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

5.1 Questions on policy

Policy Issue - financial governance - letter to the president.

1 message

Chris Tyzack <cjtyzack053@gmail.com> Tue, Nov 27, 2018 at 11:02 AM
To: President Peter Clee <president.clee@wagait.nt.gov.au>, neil.white@wagait.nt.gov.au, Tom Dyer <tom.dyer@wagait.nt.gov.au>, graham.drake@wagait.nt.gov.au
Cc: CEO Mark Wagait Shire <ceo@wagait.nt.gov.au>, Pam Wanrooy <council@wagait.nt.gov.au>, r3a21@hotmail.com

Dear President and Councillors,

The Councils Accounting and Policy manual (P09) approved in 2015, states the following reports will be provided at each council meeting:

Finance report (Trail Balance and Profit and Loss); Grants report; Supplier Payment report; a monthly financial summary (Budget to actual); credit card reports; and quarterly a detailed financial report – budget to actual for the quarter (September, December, March and June). Samples were provided in the policy.

In reviewing councils recent agendas only 3 of those reports are regularly provided at meetings. There was a request (councilor Drake) that the supplier payment summary have details of the purpose of the payment. This was rejected as being difficult as it would need to be done manually.

Trial Balance reports and Profit and Loss reports are standard MYOB reports that can be generated easily and therefore should urgently be added to the council agenda papers. MYOB features summary level reporting.

The October monthly financial summary provided at the last meeting of council is inaccurate. It indicated there was an operating profit of \$54,025 when in actual terms there was a \$21,917 budget surplus. It is a budget variance report so the net position should not be described as Profit or Loss it is simply over or under budget. If you want Profit and Loss then that report needs to be generated (standard MYOB report) and presented at your meetings.

To include Capital and Other assets in expense summary without the budget allocations that were listed on page 41 of the 2018/19 shire plan could be construed as misleading.

Lastly it is apparent the presented monthly financial summary - budget to actual has been incorrect since the April 2018 expenditure report.

I suggest this policy and the finance reports presented at meetings for the last 6 months be provided to the audit committee as a matter of urgency for review to ensure the quality of governance expected of public monies.

Regards
Chris Tyzack

5.2 Emergency Arrangements Wagait Shire

Dear President and Councillors,

Over several months I have corresponded with Council on a number of matters regarding emergency arrangements for the shire. With a cyclone forming in the gulf it is important to once again raise the issue.

Sound operations in an emergency occur when the community and all key players know what the emergency plan is. Do you know what our plan is? Who are the key players ? Who are the back ups if they are not available?

The CEO in the the November draft minutes advised that "the information on the council website is sufficient and is consistent with the NTG government advice".

In the Wagait Tower Times it was stated that in the event of a cyclone, council will act in accord with the Darwin Local Emergency Plan 2018/19. Do you know what that plan says?

I urge council to place a link to this plan on the council web page so that those interested community members can educate themselves about the arrangements in place and that you as elected representative know the plan.

I also note the resolution (2018/270-October council meeting) to thank members of the recovery committee. The action on this resolution is still outstanding.

Kind Regards
Chris Tyzack

6.0 INWARDS AND OUTWARDS CORRESPONDENCE - November 2018

The Inwards and Outwards correspondence for the month of November and December 2018 has been circulated to councillors prior to the January 2019 meeting.

Resolution No. 2018/.....

That council receive and note the correspondence as detailed in the agenda for the month of January 2019.

Moved:

Seconded:

Vote:

7.0 COUNCILLORS REPORTS

7.1 President's Report

The President advise that no presidents Report would be submitted this month.

8.0 OFFICERS REPORTS

8.1 CEO and Works report

1. Meetings CEO Attended

3 rd -4 th Dec	Joint Kimberley NT Local Government Forum
11 th Dec	Meeting with Paul McInerney (Coomalie CEO)
12 th Dec	Arafura Roads committee meeting
12 th Dec	Core Resources Lithium Briefing
18 th Dec	Meeting with resident re: phone tree
15 ^h Jan	WSC Ordinary meeting

2. Details of meetings attended and other matters

Joint Kimberley LT Local Government Forum

The challenges facing and opportunities available to councils in regional and remote areas were discussed. The importance of sustainable development and growing economies through tourism were a focus.

Paul McInerney

Attended at Batchelor to inspect, photograph and measure Coomalie Regional Council's dog pound.

Arafura Roads committee meeting

Meeting discussed roadwork priorities for roads controlled by councils also on NTG controlled roads. Results of LGANT's inspection of WSC's roads were tabled.

Core Resources lithium meeting

Representatives from Core Resources and True North provided a briefing on the Cox Peninsular Lithium mine project.

Meeting with resident re: phone tree

A resident is interested in setting up a phone tree service to check in on elderly or at-risk residents. A draft terms of reference document was developed and is currently being considered.

CEO Key Objectives Endorsed By Council August 2016

3.1 Dog management:

The consultation period closed on 14 December 2018. 8 submissions were received. Refer Section 11.3 for full details

3.2 Roads upgrades:

The LGANT report relating to Wagait Shire's road network has been circulated to councillors. The report will be placed on the council website. Discussions are ongoing with NTG about the upgrade of the shoulders to Charles Point Road.

3.3 Administration and other Business:

Administration staff participated in an audit of Council's record management systems. The audit report is yet to be received.

4 Project and Grant Updates

4.1 Cloppenburg Park Irrigation Project

Council has applied for a water extraction license and is awaiting a decision from NTG. The fencing around the tank is yet to be completed. Other works are on hold, pending the water extraction license approval.

4.2 Cloppenburg Park – Covered Picnic Area Project

Design options and locations are currently being identified.

4.4 Cloppenburg Park – Solar Electricity System Project

The solar hot water system on the ablution block has been replaced. The installation of the solar array was completed in December 2018. This project is now complete.

4.5 Cenotaph Project

The cenotaph has been repainted, as have the flag poles and nearby brickwork. The surrounding garden has been landscaped. The rejuvenation of existing signage is underway.

4.6 Dog Pound Project

The design of the dog pound is currently being finalised.

4.7 Youth Vibe Grant

This grant has been partially expended on a disco evening for shire children. Additional activities are being planned.

5 Work, Health & Safety

Nil incidents reported.

6 Works Report

For the period November 16 2018 – January 9 2019:

The jetty and jetty carpark were cleaned on 19 occasions.

The jetty carpark was mowed and snipped on 2 occasions.

The bores were inspected on 22 occasions.

Water quality tests were undertaken on 8 occasions.

The boatramp was water blasted on 2 occasions.

Leaf matter was removed from the Council carpark and memorial garden on 6 occasions.

Construction of a security fence around the new water tank at Cloppenburg Park continued.

The BBQs at Cloppenburg Park were cleaned on 8 occasions.

Verges and drains around the community were mown, snipped and poisoned.

The sportsground was mowed and snipped on 2 occasions.

The green waste stockpile was pushed up as required.

The backup generators to the community centre and council office were serviced.

Maintenance was undertaken on plant & equipment.

8.2.1 Sports report – November 2018

Activity	Sessions	Comment
Children's Activities		
Cricket	1 x weekly	Limited numbers due to regular participants commencing seasonal club sport training sessions in at Darwin.
Court Sports	1 x weekly	Variety of sports. Different sport each week to include hand eye coordination, foot skills, team work, strategic thinking and quick decision making in game sense situation.
Adults / Seniors		
Boot Camp	2 x Weekly	
Mobility (Stretch Class)	1 x weekly	The last exercise class on offer each week includes a full body stretch. Each muscle group is included in the program. A variety of stretches for each muscle group so that all can find the most effective stretch for them as an individual.
Runners & Walkers	1 x Weekly	The program has been running for 8 weeks. A core group of regulars plus those that are able to join pending work / study commitments that particular week.
Cross Country on Bikes	1 x Weekly	
Strength & Conditioning	1 x Weekly	

Administration

- **Runners and Walkers - tracks mapped and in place for the month.**
- **Continued Christmas Holiday planning.**
- **Special Event: Christmas Fun Run Planning / Advertising.**
- **Special Event: Kids Christmas Disco logistics / planning.**
- **Attend First Aid Re-Accreditation (on line plus 1 day in attendance)**
- **Renew Ochre Card**
- **New Program – 12 Days of Fitmas planning / advertising. Last 12 working days before Christmas – providing an extra exercise session each day to the public. Strength & Conditioning, Mobility, Cardio and Mind Fitness (Meditation) over 12 Days.**
- **Commence Australia Day Planning. In house meeting and job distribution list. Budget, Booking hire equipment, invite volunteer helpers , food orders, grant applications**

8.2.2 Sports Report – December 2018

Activity	Sessions	Comment
Children's Activities		
Special Event: Christmas Disco	1	Kids Christmas Disco with DJ Kev – ex Blue Light Disco DJ. Sausage Sizzle and Soft Drinks Supplied, prizes (toys) on offer for dances and games. DJ selling glow in dark accessories. Beautiful feedback from parents, children and other WSC staff on the night. The vibe of the night was one of joy, peace, entertainment, family, community, unity. The atmosphere was one of love and togetherness. Very relaxing and successful night. Parents interacted with their children. All genders and age group of children interacted well.
Special Event: Christmas Fun Run	1	Fun Run / Walk dressed in Christmas theme. Family event. Fruit and soft drink supplied. Participation Lucky Draw Sports Voucher. Held in Wagait Beach Supermarket Car Park to gather maximum exposure and advertising of the program. Successful night with participants completing either a 3 or 5km track. Enjoyable, good exposure for runners/walkers program. Wagait Beach Supermarket gave impromptu sponsorship with nibbles and other in kind support toward the event.
Court Sports	1 x weekly	Variety of sports. Different sport each week to include hand eye coordination, foot skills, team work, strategic thinking and quick decision making in game sense situation.
School Holiday Activities	10 sessions – 5 Days	Activities include Morning Fitness, Handball, Art, Wii Games, Cricket, Court Sports
Cross Country on Bike	1 x Weekly	Family Invitation
Adults / Seniors		
Boot Camp	2 x Weekly	
12 Days of Fitmas	1 x Daily, Last 12 working days prior to Christmas	A Christmas bonus with an additional daily opportunity to exercise. Strength and Conditioning, mobility / flexibility, boxing – cardio, core strength and Meditation for mind fitness. Most sessions held at the Community Centre due to weather. Boxing held at sports ground.
Runners & Walkers	1 x Weekly	Weekly run continues with a variety of distances from 3 – 5km on offer. The last Tuesday run prior to Christmas an open invitation to all residents to join the group dressed in Christmas theme. Participation Lucky Draw Voucher an incentive for all to join.

Administration

- **Runners and Walkers - tracks mapped and in place for January.**
 - **Continued Christmas Holiday planning. (January Component)**
 - **Special Event: Christmas Fun Run logistics.**
 - **Special Event: Kids Christmas Disco logistics.**
 - **New Program – 12 Days of Fitmas program structure**
 - **Australia Day Planning continued.**
-
- **Create 6 x weekly Beginners Exercise Program for Group Participation (aimed at those who traditional struggle with New Year Resolutions involving exercise). Group momentum used to inspire and create change for individuals in 2019.**

Resolution No. 2018/.....

That the Officer's reports for the month of November and December 2018 be received and accepted.

Moved:

Seconded:

Vote:

9.0 FINANCIAL REPORT

9.1 Cash Income and Expenditure Report –November 2018

	November 2018 Actual \$	November 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$		Forecast to 30 June 2019	Variance (Revised Budget and Actual) \$
INCOME									
RATES	21353	\$8,150	\$13,203	189486	\$153,750	\$35,736		\$233,847	
GRANTS	8767	\$20,500	-\$11,733	44228	\$135,600	-\$91,372		\$243,700	
CONTRACTS	8933	\$9,150	-\$217	54817	\$36,600	\$18,217		\$109,800	
RENTAL INCOME	810	\$690	\$120	3210	\$2,760	\$450		\$8,280	
MISCELLANEOUS	20605	\$2,500	\$18,105	21122	\$10,000	\$11,122		\$30,000	
WASTE MANAGEMENT	9773	\$3,979	\$5,794	92580	\$76,343	\$16,237		\$117,360	
TOTAL OPERATING INCOME	70241	\$44,969	\$25,272	405443	\$415,053	-\$9,610		\$742,987	
EXPENSES									
ADMINISTRATION EXPENSES	11358	\$9,540	-\$1,818	59991	\$52,160	-\$7,831		\$82,350	
STRATEGIC PLAN GOALS		\$0			\$0			\$20,000	
EMPLOYMENT EXPENSES	39290	\$26,600	-\$12,690	110545	\$101,700	-\$8,845		\$327,400	
ROADS	0	\$1,000	\$1,000	0	\$4,000	\$4,000		\$12,000	
CONTRACTS & MATERIALS	388	\$425	\$37	3825	\$4,100	\$275		\$7,500	
REPAIR & MAIN TOWN ASSETS	2307	\$0	-\$2,307	10458	\$5,600	-\$4,858		\$22,400	
VEHICLE & PLANT	2448	\$3,375	\$927	10890	\$9,010	-\$1,880		\$25,610	
GRANT EXPENSES	1450	\$100	-\$1,350	6303	\$1,900	-\$4,403		\$4,700	
WASTE MANAGEMENT	10582	\$5,000	-\$5,582	33198	\$37,500	\$4,302		\$100,000	
SERVICES	2707	\$2,100	-\$607	5235	\$6,600	\$1,365		\$12,850	
TOTAL OPERATING EXPENSES	70530	48140	-22390	240445	222570	-17875		\$614,810	
TOTAL SURPLUS / DEFICIENCY	-\$289	-\$3,171	\$47,662	164998	\$192,483	\$8,265		\$128,177	

9.2 Cash Income and Expenditure Report –ended 20 December 2018

	December 2018 Actual \$	December 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$		Forecast to 30 June 2019	Variance (Revised Budget and Actual) \$	Notes
<u>INCOME</u>										
RATES	7024	\$8,225	-\$1,201	196510	\$175,625	\$20,885		\$233,847		1
GRANTS	2000	\$0	\$2,000	139846	\$143,400	-\$3,554		\$243,700		
CONTRACTS	5628	\$9,150	-\$3,522	60445	\$54,900	\$5,545		\$109,800		2
RENTAL INCOME	150	\$690	-\$540	3360	\$4,140	-\$780		\$8,280		3
MISCELLANEOUS	449	\$2,500	-\$2,051	21570	\$15,000	\$6,570		\$30,000		4
WASTE MANAGEMENT	3337	\$4,219	-\$882	95917	\$87,278	\$8,639		\$117,360		5
TOTAL OPERATING INCOME	18588	\$24,784	-\$6,196	517648	\$480,343	\$37,305		\$742,987		
<u>EXPENSES</u>										
ADMINISTRATION EXPENSES	3738	\$3,370	-\$368	60741	\$61,050	\$309		\$82,350		
STRATEGIC PLAN GOALS		\$0			\$0			\$20,000		6
EMPLOYMENT EXPENSES	18118	\$27,200	\$9,082	128663	\$151,700	\$23,037		\$327,400		7
ROADS	0	\$1,000	\$1,000	0	\$6,000	\$6,000		\$12,000		8
CONTRACTS & MATERIALS	0	\$425	\$425	3825	\$4,950	\$1,125		\$7,500		9
REPAIR & MAIN TOWN ASSETS	455	\$5,600	\$5,145	10912	\$11,200	\$288		\$22,400		
VEHICLE & PLANT	1348	\$1,575	\$227	12238	\$12,260	\$22		\$25,610		
GRANT EXPENSES	1414	\$600	-\$814	7717	\$4,100	-\$3,617		\$4,700		10
WASTE MANAGEMENT	8438	\$12,500	\$4,062	41635	\$55,000	\$13,365		\$100,000		11
SERVICES	244	\$300	\$56	5479	\$7,750	\$2,271		\$12,850		12
TOTAL OPERATING EXPENSES	33755	52570	18815	271210	314010	42800		\$614,810		
TOTAL SURPLUS / DEFICIENCY	-\$15,167	-\$27,786	-\$25,011	246438	\$166,333	-\$5,495		\$128,177		

9.3 Finance Report Notes December 2018 – P & L Cash (Budget Analysis)

Income

Note 1 – Rate Income – 12% over budget - ↑ A ratepayer that was in arrears made a substantial payment. A number of ratepayers paid more than the due instalment.

Note 2 – Contract income – 10% over budget - ↑ An overdue invoice was paid in July, resulting in contracts income being greater than budgeted.

Note 3 – Rental income 19% under budget ↓
Due to community centre no longer being utilised by Police.

Note 4 – Miscellaneous income 44% over budget ↑
Due to maturation of term deposit and sale of works ute.

Note 5 – Waste Management income 10% over budget ↑
A ratepayer that was in arrears made a substantial payment. A number of ratepayers paid more than the due instalment.

Expenses

Note 6 – Strategic Plan Goals – 100% under budget ↓
Budgeted funds yet to be spent.

Note 7 – Employee expenses 15% under budget. ↓ Wages costs are well contained.

Note 8 – Roads 100% under budget ↓
No road repairs were required.

Note 9 – Contracts and Materials 23% under budget ↓
Costs associated with contracts are well contained.

Note 10 – Grant expenses 88% over budget ↑
Grant expenses expected to have been incurred last financial year are now being incurred.

Note 11 – Waste Management 24% under budget ↓
Waste management costs are well contained. Disposal of Darwin Duchess has been budgeted for, but not yet incurred. Chipping of green waste has been allowed for, but not yet incurred.

Note 12 – Services 29% under budget ↓
Services costs are well contained.

9.4 Financial Report for month ended November 2018

Cash at Bank & on hand					Total
Petty cash					\$ 405.35
CBA - transaction account					\$ 34,120.00
CBA Cash Saver					\$ 799,914.00
Undeposited Funds					\$ 1,922.00
Bendigo Bank- Investment a/c					\$ 500,000.00
Total Cash at Bank & on Hand					\$ 1,336,361.35
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 13,601.00				
Rates	\$ 75,155.00			\$ 28,066.00	
Total Debtors	\$ 88,756.00	\$ -	\$ -	\$ 28,066.00	\$ 116,822.00
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ 12,723.00				\$ 12,723.00
Total Creditors	\$ 12,723.00	\$ -	\$ -	\$ -	\$ 12,723.00

9.5 Rate Payers

2018/2019 Rate Year	\$75,155
2017/2018 Rate Year	\$1,673
2016/2017 Rate Year	\$4,296
2015/2016 Rate Year	\$4,368
2014/2015 Rate Year plus	\$17,729

9.6 Financial Report for month ended 20 December 2018

Cash at Bank & on hand					Total
Petty cash					\$ 401.35
CBA - transaction account					\$ 19,142.09
CBA Cash Saver					\$ 758,362.87
Undeposited Funds					\$ 808.50
Bendigo Bank- Investment a/c					\$ 500,000.00
Total Cash at Bank & on Hand					\$ 1,278,714.81
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 14,598.00				
Rates	\$ 67,120.43			\$ 26,818.00	
Total Debtors	\$ 81,718.43	\$ -	\$ -	\$ 26,818.00	\$ 108,536.43
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ -				\$ -
Total Creditors	\$ -	\$ -	\$ -	\$ -	\$ -

9.7 Rate Payers

2018/2019 Rate Year	\$67,120
2017/2018 Rate Year	\$1,673
2016/2017 Rate Year	\$4,096
2015/2016 Rate Year	\$4,368
2014/2015 Rate Year plus	\$16,729

9.8 Credit Card Transaction for November and up to 20 December 2018

CEO Mark Sidey

3/11/2018	MYOB	Monthly subscription	\$130.00
4/11/2018	Bunnings	Paint for Memorial Garden	\$312.90
7/11/2018	Darwin River Supermarket	CEO Fuel	\$85.59
8/11/2018	Cab Charge	Taxi fare	\$13.97
9/11/2018	United Petroleum	CEO Fuel	\$107.10
9/11/2018	NT News	Advertisement – Animal By-Laws	\$996.70
12/11/2018	Kerry's Automotive Group	Repairs to CEO vehicle	\$120.00
13/11/2018	Darwin River Supermarket	CEO Fuel	\$96.26
14/11/2018	MVR	Rego renewal – Kubota Tractor	\$364.35
17/11/2018	Darwin River Supermarket	CEO Fuel	\$110.60
21/11/2018	Darwin River Supermarket	CEO Fuel	\$96.26
22/11/2018	Top End Medical Centre	Employee matter	\$154.00
24/11/2018	Woolworths Petrol	CEO Fuel	\$106.95
27/11/2018	Woolworths	Longlife Milk for Cyclone shelter	\$13.00
27/11/2018	Think water	Repairs to office water pump	\$103.75
3/12/2018	MYOB	Monthly subscription	130.00
4/12/2018	City Radio Taxis	Cab for CEO – ferry to Esplanade to attend conference	10.40
6/12/2018	The Good Guys	Microwave for CEO House	220.50
6/12/2018	BCF	Plastic water cans for cyclone shelter	49.98
6/12/2018	Adobe	Monthly adobe subscription	36.29
12/12/2018	Caltex Berry Springs	CEO Fuel	105.31
12/12/2018	Kmart Coolalinga	Sports & Rec – presents for activities	90.00
12/12/2018	Coles Coolalinga	Soft drinks for S&R Disco	68.60
12/12/2018	Coles Coolalinga	Cleaning products and Christmas cards	29.65
12/12/2018	The Rugby Shop	Sports & Rec – prize for activities	50.00
17/12/2018	Motor Vehicle Reg	Trailer Registration	\$124.75

President Peter Clee

8/11/2018	H Hotel	President accommodation – LGANT meeting in Darwin	\$185.76
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Works Supervisor – Gary Zikan

13/11/2018	Berry Springs Hardware	Fittings for Water tank on works ute	\$5.00
13/11/2018	Top End Steel Supplies	Welding mesh for caging bore of irrigation project	\$148.51
13/11/2018	Bunnings	Hinge and padbolt for irrigation project	\$7.56
13/11/2018	Top End Steel Supplies	RHS Galvanise for skid for Ute	\$107.14
22/11/2018	Think Water	Nozzle for pressure cleaner	\$172.22

9.9 Supplier Payment History for November and up to 20 December 2018

Supplier Payment History

1/11/2018 To 19/12/2018

02 Wagait Lower Road
Wagait Beach NT 0822

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Australia Day Council NT						
eft	30/11/2018	00014251	16/11/2018	101	\$200.00	\$200.00
eft	1/11/2018	00014264	19/10/2018	000097	\$200.00	\$200.00
					Total for Payment eft:	\$400.00
Barnyard Trading						
eft	15/11/2018	00014288	13/11/2018	305417	\$1,586.33	\$1,586.33
					Total for Payment eft:	\$1,586.33
Belyuen Community Government Council						
eft	18/12/2018	00014329	13/12/2018	C56	\$319.00	\$319.00
					Total for Payment eft:	\$319.00
Bunnings						
eft	1/11/2018	00014251	28/10/2018	Reimburse M Sidey	\$340.74	\$340.74
					Total for Payment eft:	\$340.74
Central Business Equipment						
eft	13/11/2018	00014248	1/11/2018		\$204.80	\$204.80
eft	15/11/2018	00014267	29/10/2018		\$73.47	\$73.47
eft	13/12/2018	00014300	3/12/2018		\$204.80	\$204.80
eft	10/12/2018	00014318	7/12/2018	606965	\$198.50	\$198.50
					Total for Payment eft:	\$681.57
City of Darwin						
p/cash	19/12/2018	00014354	12/12/2018	p/cash	\$4.00	\$4.00
					Total for Payment p/ca:	\$4.00
Coles Supermarket						
c/c	11/12/2018	00014324	11/12/2018	c/c	\$29.65	\$29.65
c/c	11/12/2018	00014327	11/12/2018	c/c	\$68.60	\$68.60
					Total for Payment c/c:	\$98.25
p/cash	23/11/2018	00014269	23/11/2018	p/cash	\$15.50	\$15.50
					Total for Payment p/ca:	\$15.50
Curby's (NT) Pty Ltd						
eft	18/12/2018	00014328	13/12/2018		\$55.00	\$55.00
					Total for Payment eft:	\$55.00
Fantastic Florals & Gifts						
eft	1/11/2018	00014245	22/10/2018	79	\$300.00	\$300.00
					Total for Payment eft:	\$300.00

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Wagait Shire Council

62 Wagait Tower Road
Wagait Beach NT 0822

Supplier Payment History

1/11/2018 To 19/12/2018

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Fin Bins						
eft	15/11/2018	00014261	31/10/2018	25979	\$6,167.04	\$6,167.04
eft	30/11/2018	00014297	29/11/2018	27162	\$4,933.63	\$4,933.63
eft	19/12/2018	00014353	19/12/2018	28671	\$4,933.63	\$4,933.63
					Total for Payment eft:	\$16,034.30
Gigline Geckos						
eft	18/12/2018	00014333	17/12/2018	1756GG	\$550.00	\$550.00
					Total for Payment eft:	\$550.00
Harvey Distributors						
718	1/11/2018	00014245	18/10/2018	496834	\$748.46	\$748.46
					Total for Payment 718:	\$748.46
eft	15/11/2018	00014287	2/11/2018	497878	\$20.88	\$20.88
					Total for Payment eft:	\$20.88
Humpty Doo Plumbing						
eft	1/11/2018	00014243	22/10/2018	5766	\$990.00	\$990.00
					Total for Payment eft:	\$990.00
HWL Ebsworth Lawyers						
eft	10/12/2018	00014302	28/11/2018	RGG900622	\$2,857.66	\$2,857.66
					Total for Payment eft:	\$2,857.66
Ian Manahan						
eft	1/11/2018	00014244	22/10/2018	45	\$300.00	\$300.00
eft	15/11/2018	00014254	30/10/2018	52	\$150.00	\$150.00
eft	30/11/2018	00014294	21/11/2018	66	\$150.00	\$150.00
					Total for Payment eft:	\$600.00
Jacana Energy						
157	1/11/2018	00014256	13/10/2018	106472010	\$475.24	\$475.24
					Total for Payment 157:	\$475.24
eft	1/11/2018	00014241	18/10/2018	1972035	\$478.87	\$478.87
					Total for Payment eft:	\$478.87
Jardine Llody Thompson Pty Ltd						
161	30/11/2018	00014296	23/11/2018	048-030865	\$205.07	\$205.07
					Total for Payment 161:	\$205.07
eft	19/12/2018	00014332	12/12/2018	048-030976	\$2,550.04	\$2,550.04
					Total for Payment eft:	\$2,550.04
Kevin's Mobile Disco						
eft	18/12/2018	00014320	10/12/2018	069/2018	\$500.00	\$500.00
					Total for Payment eft:	\$500.00

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Wagait Shire Council
 62 Wagait Tower Road
 Wagait Beach NT 0822

Supplier Payment History

1/11/2018 To 19/12/2018

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
L.G.A.N.T.						
eft	10/12/2018	00014311	4/12/2018	3969	\$340.00	\$340.00
					Total for Payment eft:	\$340.00
Lowrys Accountants						
717	1/11/2018	00014261	1/10/2018	524051	\$825.00	\$825.00
					Total for Payment 717:	\$825.00
eft	1/11/2018	00014260	22/10/2018		\$3,850.00	\$3,850.00
eft	1/11/2018	00014262	1/10/2018	524050	\$1,732.50	\$1,732.50
eft	1/11/2018	00014263	1/10/2018	524049	\$2,227.50	\$2,227.50
					Total for Payment eft:	\$7,810.00
Military Shop						
eft	1/11/2018	00014250	1/11/2018	279001	\$86.71	\$86.71
					Total for Payment eft:	\$86.71
MJ Electrical						
eft	10/12/2018	00014237	30/11/2018	23431	\$445.50	\$445.50
					Total for Payment eft:	\$445.50
Motor Vehicle Registry						
163	19/12/2018	00014321	10/12/2018	CC570G	\$318.25	\$318.25
					Total for Payment 163:	\$318.25
Officeworks						
eft	15/11/2018	00014284	9/11/2018	Q22018.19	\$104.32	\$104.32
eft	10/12/2018	00014313	6/12/2018	Q2 2018/19	\$200.00	\$200.00
eft	18/12/2018	00014331	16/12/2018	Q2 2018/19	\$36.92	\$36.92
					Total for Payment eft:	\$341.24
Optus						
160	30/11/2018	00014252	22/11/2018	31542394	\$221.75	\$221.75
					Total for Payment 160:	\$221.75
eft	1/11/2018	00014246	22/10/2018	28229453	\$217.31	\$217.31
					Total for Payment eft:	\$217.31
Palmer Steel Trading						
eft	10/12/2018	00014295	13/11/2018	64548	\$187.94	\$187.94
					Total for Payment eft:	\$187.94
Parap Bakers						
p/cash	12/11/2018	00014283	12/11/2018		\$7.90	\$7.90

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Wagait Shire Council

62 Wagait Tower Road
Wagait Beach NT 0822

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

Supplier Payment History

1/11/2018 To 19/12/2018

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Total for Payment p/ca:						\$7.90
Power Water						
eft	1/11/2018	00014242	18/10/2018	70407984	\$67.52	\$67.52
eft	15/11/2018	00014290	6/11/2018	70622408	\$93.66	\$93.66
eft	19/12/2018	00014352	19/12/2018	70855435	\$38.38	\$38.38
Total for Payment eft:						\$199.56
Rural Fire Protection						
eft	19/12/2018	00014350	19/12/2018		\$279.50	\$279.50
Total for Payment eft:						\$279.50
Sage Constructions						
eft	1/11/2018	00014247	24/10/2018	21934	\$1,200.00	\$1,200.00
eft	15/11/2018	00014249	1/11/2018	00267	\$1,200.00	\$1,200.00
Total for Payment eft:						\$2,400.00
Totally Work Wear						
eft	15/11/2018	00014250	13/11/2018	100038967	\$150.00	\$150.00
eft	15/11/2018	00014265	17/10/2018	100037408	\$100.00	\$100.00
eft	15/11/2018	00014266	29/10/2018	100038157	\$67.60	\$67.60
Total for Payment eft:						\$317.60
True North Strategic Communications						
eft	10/12/2018	00014298	30/11/2018	0392	\$2,750.00	\$2,750.00
Total for Payment eft:						\$2,750.00
VTG Waste and Recycling						
eft	10/12/2018	00014303	30/11/2018	28442	\$4,347.62	\$4,347.62
Total for Payment eft:						\$4,347.62
Wagait Beach Supermarket						
eft	1/11/2018	00014247	1/10/2018	15080	\$116.00	\$116.00
eft	1/11/2018	00014248	6/10/2018	15098	\$31.50	\$31.50
eft	1/11/2018	00014249	9/10/2018	15104	\$23.08	\$23.08
eft	1/11/2018	00014250	9/10/2018		\$106.66	\$106.66
eft	1/11/2018	00014251	11/10/2018	15115	\$129.73	\$129.73
eft	1/11/2018	00014252	9/10/2018	15107	\$24.47	\$24.47
eft	30/11/2018	00014253	1/11/2018	15191	\$132.00	\$132.00
eft	1/11/2018	00014253	11/10/2018		\$11.40	\$11.40
eft	30/11/2018	00014254	1/11/2018		\$49.99	\$49.99
eft	1/11/2018	00014254	12/10/2018	15120	\$15.12	\$15.12
eft	30/11/2018	00014255	2/11/2018	15196	\$19.99	\$19.99
eft	1/11/2018	00014255	13/10/2018	15123	\$31.50	\$31.50
eft	30/11/2018	00014256	5/11/2018	15203	\$26.98	\$26.98
eft	30/11/2018	00014257	5/11/2018	15204	\$3.58	\$3.58
eft	30/11/2018	00014258	5/11/2018		\$127.30	\$127.30
eft	30/11/2018	00014259	7/11/2018	15222	\$6.29	\$6.29

Supplier Payment History

1/11/2018 To 19/12/2018

62 Wagait Tower Road
Wagait Beach NT 0822

ABN: 65 843 778 569
Email: council@wagait.nt.gov.au

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
eft	30/11/2018	00014260	7/11/2018	15229	\$31.50	\$31.50
eft	30/11/2018	00014261	8/11/2018	15232	\$20.95	\$20.95
eft	30/11/2018	00014262	8/11/2018	15233	\$121.85	\$121.85
eft	30/11/2018	00014263	9/11/2018	15236	\$14.00	\$14.00
eft	30/11/2018	00014264	9/11/2018	15239	\$31.50	\$31.50
eft	30/11/2018	00014265	9/11/2018	15244	\$46.46	\$46.46
eft	30/11/2018	00014266	13/11/2018	15246	\$120.00	\$120.00
eft	30/11/2018	00014267	14/11/2018	15247	\$7.89	\$7.89
eft	30/11/2018	00014268	14/11/2018	15248	\$78.80	\$78.80
eft	15/11/2018	00014273	16/10/2018	15134	\$52.87	\$52.87
eft	15/11/2018	00014274	20/10/2018	15149	\$31.50	\$31.50
eft	15/11/2018	00014275	22/10/2018	15154	\$129.63	\$129.63
eft	15/11/2018	00014276	24/10/2018	15160	\$123.40	\$123.40
eft	15/11/2018	00014277	25/10/2018	15166	\$88.70	\$88.70
eft	15/11/2018	00014278	27/10/2018	15175	\$31.50	\$31.50
eft	15/11/2018	00014279	29/10/2018	15179	\$136.00	\$136.00
eft	15/11/2018	00014280	29/10/2018	15181	\$1.29	\$1.29
eft	18/12/2018	00014334	1/12/2018	15318	\$31.50	\$31.50
eft	18/12/2018	00014335	3/12/2018	15326	\$108.01	\$108.01
eft	18/12/2018	00014336	3/12/2018	15328	\$116.15	\$116.15
eft	18/12/2018	00014337	4/12/2018	15331	\$44.31	\$44.31
eft	18/12/2018	00014338	5/12/2018	15370	\$13.71	\$13.71
eft	18/12/2018	00014339	7/12/2018	15373	\$174.98	\$174.98
eft	18/12/2018	00014340	7/12/2018	15376	\$50.00	\$50.00
eft	18/12/2018	00014341	8/12/2018	15380	\$31.50	\$31.50
eft	18/12/2018	00014342	11/12/2018	15390	\$52.84	\$52.84
eft	18/12/2018	00014343	11/12/2018	15393	\$21.00	\$21.00
eft	18/12/2018	00014344	13/12/2018	15401	\$59.25	\$59.25
eft	18/12/2018	00014345	14/12/2018	15406	\$70.00	\$70.00
eft	18/12/2018	00014346	14/12/2018	15407	\$43.02	\$43.02
eft	18/12/2018	00014347	14/12/2018	15411	\$8.40	\$8.40
eft	18/12/2018	00014348	14/12/2018	15414	\$90.00	\$90.00
eft	18/12/2018	00014349	15/12/2018	15418	\$27.70	\$27.70
Total for Payment eft:						\$2,865.80
Wigg Plumbing						
eft	19/12/2018	00014351	19/12/2018	4092	\$212.37	\$212.37
Total for Payment eft:						\$212.37
Woolworths						
p/cash	12/11/2018	00014285	12/11/2018	p/cash	\$90.95	\$90.95
Total for Payment p/ca:						\$90.95

Resolution No. 2018/.....

That the financials for the month of November and December 2018 be received and accepted.

Moved:

Seconded:

Vote:

10.0 BUSINESS ARISING FROM PREVIOUS MINUTES –ACTION SHEET

10.1 Proposed Dog Management By-Laws

Feedback from the public has been considered by councillors – refer section 11.3 for full details.

10.2 Policy for Payment Authorisations

Policy has been provided to councillors for comment and will be re-presented at the February 6 Audit Committee meeting.

10.3 2019/2020 to 2023/2024 Strategic Plan

Consultation session moderated by True North occurred on Saturday November 10. Approximately 25 people were in attendance. The notes from the meeting have been circulated to those present and other interested members of the community for feedback. Feedback has been received and this will help inform the development of the plan. CEO has written to Jane Munday to thank her for facilitating the workshop.

10.4 Emergency Recovery Committee Meeting

The emergency Recovery Committee has suspended its operations pending a review of Council's Emergency Management arrangements. Council's emergency preparedness is in line with requirements of the Darwin Local Emergency Plan as prepared by the Territory Emergency Management Council. Should an emergency occur, Council will take instructions from NTG.

10.5 Irrigation of Cloppenburg Park

CEO has put project put on hold until water allocation issues are clarified.

10.6 Health Group

The draft updated Belyuen Clinic/Emergency Contact protocol has been agreed and council is presently awaiting final signoff from the NT Government. A phone tree service for residents to be set up by a resident with the support of council. Resident and CEO are currently liaising in relation to the terms of reference for the phone tree.

10.7 Tree Planting on Verge

A policy is to be developed and public consultation undertaken. Policy is to be presented to Councillors prior to January 2019 meeting.

10.8 Darwin Duchess

The Darwin Duchess is to be disposed of. One quote for disposal has been received and a second is being sought.

10.9 Mandorah Jetty Maintenance

Scheduled Mandorah Jetty maintenance was completed in December 2018. There was a brief period when vehicle access was prohibited. This condition was lifted on 19 December after inspections by engineers. The Department will keep council advised of further maintenance works.

10.10 Councillor Member Allowance

Councillors payment for the month of November 2018.

President Peter Clee - \$300.00.

Councillors payment for the month of Decembr 2018.

President Peter Clee - \$300.00.

10.11 Cloppenburg Park Lease Conditions

The tenure of Cloppenburg Park is a crown lease perpetual, CEO to contact the Department of Lands and Planning to clarify what will be involved with altering the lease conditions so that a caravan park could be developed. CEO is presently liaising with the Department. They have requested a concept plan. The concept plan is complete.

10.12 Asset Management Plan

A Management Plan is to be developed to inform future long term financial projections. - Under way - Preliminary discussions about the development of an Asset Management Plan have been held with LGANT. Options are currently being considered.

10.13 2017.2018 Annual Budget

The 2017/2018 Budget is now subject to a Freedom of Information application. The application was refused. The decision is currently under appeal.

10.14 P15 Procedures for Council Meetings and Council Committee Meetings

Feedback from Councillors is currently being considered. CEO to circulate the proposed document to councillors in either November or December 2018. This policy is still under development.

10.15 Cloppenburg Park

Covered picnic area project – The location and final design are currently being investigated.

10.16 Wagait Beach Progress Association

The Wagait Beach Progress Association presented a letter raising their concerns regarding the management of Wagait shire. CEO has circulated a response to the concerns raised.

10.17 Council Newsletter

A monthly newsletter is to be developed by council staff. Council issued its newsletter “The Wagait Tower Times” in November 2018. There was no December edition. Editions will generally be distributed after each council meeting. Interested parties are invited to email council@wagait.nt.gov.au to get on the email distribution list.

10.18 Expression of Interest for Auditor

It was decided that rather than engage in an expression of interest process, quotations would be sought. Quotations were requested from 5 auditing firms in December 2017. The close date for the submission of quotations is 31 January 2019.

Resolution No. 2018/.....

That Council receives and notes the Action Sheet for the month of November and December 2018

Moved:

Seconded:

Vote:

11.0 AGENDA ITEMS

11.1 Compliance Review

The Department of Housing and Community Development undertook a Compliance Review in September 2018. 15 issues were identified. Meeta Ramkumar, Senior Director Sustainability and Compliance, Department of Housing and Community Development is in attendance to present the report and answer questions Councillors may have.

Local Government and Community Development Division
2nd Floor, RCG House
83-85 Smith Street
DARWIN NT 0800

Postal address
GPO Box 4621
Darwin NT 0801
Tel: 8999 8868

File Ref: HCD2017/02022-5

Mr Peter Clee
President
Wagait Shire Council
PMB 10
DARWIN NT 0801

Email: president.clee@wagait.nt.gov.au

Dear President

2018 Compliance Review – Wagait Shire Council

In September this year the Local Government Inspectors conducted a compliance review on the Wagait Shire Council which included a site visit to the council's office at 62 Wagait Tower Road, Wagait Beach, NT 0822 from 19 to 21 September 2018.

The inspectors have now prepared a report on the results of the review which is enclosed for your consideration. The report identifies fifteen issues which the inspectors consider should be brought to council's attention. To assist council, each issue includes recommended remedial action which provides guidance on how to rectify each specific issue. In some instances the recommendation may include a specific timeframe within which council must complete certain action.

Council is requested to consider the report at its next council meeting and advise the inspectors if it disagrees with any of the issues. Please provide this response in writing and include documentation to support council's position within 10 days of the council meeting. If the issues in the report are accepted then a response is not required and inspectors will assume council will commence addressing the issues in the report. Inspectors will continue to monitor council's progress until satisfied all the issues identified in the report have been addressed.

Due to the limited scope of this review the report should not be solely relied upon by council in forming an opinion on the existence and adequacy of its governance, operational and financial systems. Under the provisions of the *Local Government Act*, it is the responsibility of elected members and the Chief Executive Officer to ensure that council is conducting its business lawfully.

I take this opportunity to thank the council and its staff for the cooperation and assistance provided to the inspectors during the course of this review.

If you require any further information in regards to the compliance review, please do not hesitate to contact Mr Abdus Sattar, Manager Compliance, on 8999 8348 or email lg.compliance@nt.gov.au.

Yours sincerely,



Meeta Ramkumar
Senior Director Sustainability and Compliance

4 December 2018

CC: Mr Mark Sidey, Chief Executive Officer

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

**Compliance Review Report
Wagait Shire Council
2018**

nt.gov.au



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1. Executive summary

This report has been prepared by inspectors of local government who have undertaken a review of the Wagait Shire Council (WSC or Council) in accordance with Section 205 of the *Local Government Act* (the Act). The compliance review primarily covered the period 1 July 2017 to 31 August 2018, however, where necessary, the inspectors have also considered information from outside this period in order to assist with the review process.

The purpose of the report is to furnish Council members and management with objective analysis, recommendations, and information relating to the activities reviewed by local government inspectors.

In reaching the conclusions made in this report, inspectors have relied on the information provided by WSC, information on Council's website and information held by the Department of Housing and Community Development (the department).

2. Background

Section 205 of the Act mandates the establishment of a program of compliance reviews for local government bodies to ensure they conduct their business lawfully. Compliance reviews are to be undertaken by inspectors of local government. After conducting a compliance review, section 207 of the Act requires inspectors to report the results of the review to the Council.

The inspectors consider the results of the review reported back to Council includes (but is not limited to) any identified, perceived or suspected failures to comply with legislated requirements, as well as other general observations and assessments which should be brought to Council's attention and will assist with improving internal processes or practices in the areas of: internal controls; human resource management; Council's governance arrangements; communication protocols; strength of controls over the management and use of public assets; and expenditure of public monies.

3. Scope of work

The compliance review considered the following legislation and regulatory requirements:

- Local Government Act (the Act)
- Local Government (Accounting) Regulations (Accounting Regulations)
- Local Government (Administration) Regulations (Administration Regulations)
- Ministerial Guidelines and General Instructions
- Council's internal policies and procedures
- Other Federal and/or Territory legislative requirements (as considered appropriate).

4. Basis of testing

The compliance review utilised a variety of testing and assessment methods including, but not limited to:

- Site visits at WSC office at 62 Wagait Tower Road, Wagait Beach, NT 0822 from 19 to 21 September 2018
- Consultation and discussions with relevant Council staff
- Examination and review of a sample number of files and source documents
- Assessment of implementation and adherence to Council policies and decisions
- Strength of document management and workflow management
- Review of source and supporting documentation and information.

5. Summary of Findings

Based on the inspectors' interpretation of legislative and policy requirements, the issues below require Council's attention. Details of individual findings are disclosed in Attachment A.

1	Council's procurement process for transactions valued between \$10 000 and \$100 000 did not comply with the requirements of Regulation 28 of the Accounting Regulations in all instances.
2	The CEO has disposed of a vehicle without approval from the Council or without delegated authority.
3	On one occasion the monthly member allowance paid to the president was made in advance.
4	The Council does not have a travel policy.
5	There is no formal documentation issued by the Council which stipulates the travelling allowance rates to be paid for official travel.
6	A number of Council's policies are overdue for review.
7	The Council does not have an Investment Policy.
8	The Council does not have a Borrowing Policy.
9	The Council does not have a Credit Card Policy.
10	The Council does not have a Stocktake Policy nor has it conducted stocktakes of its property on a regular basis.
11	The Council's policies relating to employment and human resource management requires review and updating.
12	There is a lack of documentation to demonstrate the recruitment process for the Sport and Recreation Officer was based on merit and was fair and equitable.
13	The CEO has not implemented adequate procedures for the proper custody of the Council's records or ensured Council's records are properly filed and indexed.
14	Instances noted of poor documentation processes on Council expenditure.
15	Council's Common Seal Register is not kept on a computer and is incomplete.

Disclaimer

In some instances, the inspectors have had to exercise judgment and assumptions as can be necessary to complete a review of this kind. The inspectors have done so based on their experience, interpretation, and analysis of the information provided. The inspectors do, however, acknowledge that there may be other information that may exist within the Council that was not provided or sought that may have the effect of negating individual findings and conclusions in this report.

Although due professional care in the performance of the review was exercised, this should not be construed to mean that unreported non-compliance or irregularities do not exist within Council. The deterrence and detection of fraud are the responsibility of management. The review alone, even when carried out with professional care, does not guarantee that fraud or other irregularities will be detected.

Issue 1

Council's procurement process for transactions valued between \$10 000 and \$100 000 did not comply with the requirements of Regulation 28 of the Accounting Regulations in all instances.

Background:

Section 101 of the Act provides that the CEO is responsible to the council to ensure that proper standards of financial management are maintained, in particular, proper controls over expenditure and, that financial and other records are properly made and maintained.

Regulation 28 of the Accounting Regulations states:

(2) If a council proposes to obtain supplies at a cost of more than \$10 000 but not more than \$100 000, the council must obtain written quotations from at least three possible suppliers and the council must choose a supplier from amongst those submitting written quotations.

(3) If it is not practicable to obtain quotations from three possible suppliers under sub regulation (2), the council must obtain as many as practicable and must record in writing its reasons for not obtaining the three quotations.

Finding:

In 2017-18 there were a total of 6 transactions valued at between \$10 000 and \$100 000. Each transaction was assessed for compliance with the Accounting Regulations as detailed in the table below. The table also provides commentary from the inspectors regarding the nature of the transactions and the approval process:

Date	Name of supplier and goods or services supplied	Amount	Accounting Regulations met	Inspector's conclusion / comment
7/11/2017	Melbourne Barbecue Centre Pty Ltd - 2x RG23 Electric Barbecues	\$14 824.70	YES	Purchase was for x2 units which were separate assets and individually priced below \$10 000.
30/7/2017	Kerry's Automotive Group	\$48 883.95	YES Three quotes obtained	It appears from the information provided, the purchase of the vehicle was made in conjunction with the trade in of existing council vehicle. Although the requirements of the Accounting Regulations have been met, the disposal appears to not have been actioned with proper authority and is further detailed in issue 2 of this report.

Date	Name of supplier and goods or services supplied	Amount	Accounting Regulations met	Inspector's conclusion / comment
24/4/2018	Custom Built Kitchens NT	\$16 215.10	YES Three quotes obtained	As the replacement kitchen was for the CEO's residence, it is not good internal control practice for the CEO to be approving works for his own council supplied residence. There should be a separation of duties of works authorised by the council prior to commencement of any works.
3/05/18	Bores NT Pty Ltd - Drill Production Hole and other associated costs	\$10 813.00	NO One quote obtained	Only one quote obtained and no written reasons provided why three quotes were not obtained.
3/5/2018	Total Excavations - Road repairs (Repair shoulders)	\$47 980.68	YES Two quotes obtained	A Quotation Exemption Form was used, but was signed by the Chief Executive officer as the responsible officer and approving officer. It is not good internal control practise for the responsible officer and approving officer to be the same person. There should be a separation of duties between the requesting and approving officer.
16/5/2018	Darwin River Diggers Pty Ltd - Removal of dump material, clean up and access track to dump site	\$29 400	YES Two quotes obtained	A Quotation Exemption Form was used, but was signed by the Chief Executive officer as the responsible officer and approving officer. It is not good internal control practise for the responsible officer and approving officer to be the same person. There should be a separation of duties between the requesting and approving officer.

Conclusion:

Council has not complied with the requirements of regulation 28 of the Accounting Regulations for all its procurement activities. The Council did not obtain three written quotations or record in writing the reasons for not obtaining three quotes for the purchase of supplies between \$10 000 and \$100 000.

Recommended Remedial Action:

The CEO must review Council's internal procurement processes and by 31 December 2018, put in place formal procedures to ensure the requirements of regulation 28 of the Accounting Regulations are complied with at all times.

Issue 2

The CEO has disposed of a vehicle without approval from the Council or without delegated authority.

Background:

Section 101 of the Act provides that the CEO is responsible to ensure that the council's policies, plans and lawful decisions are implemented and proper standards of financial management are maintained and, in particular, proper control over expenditure.

Ministerial Guideline 7 "Disposal of Property" provides that decisions for sale of disposal of real property must be made by council resolution unless council has delegated this authority. Where council delegates such authority the delegation should be limited.

Finding:

On 3 August 2017, the CEO disposed of a Council vehicle when it was traded in as part of the purchase of a new vehicle for the Council CEO. The disposal and subsequent purchase of new vehicle was done at Kerry's Automotive in Darwin. The trade in of the Mitsubishi Challenger vehicle constitutes the disposal of an asset.

The inspectors could not find a Council resolution which authorised this trade in. Furthermore, it was noted that Council does not have an asset disposal policy.

Upon review of the delegations manual, it was noted that Council has not issued a delegation to the CEO to dispose of Council assets.

Conclusion:

CEO has failed to ensure that the Council's policies, plans and lawful decisions are implemented and proper standards of financial management are maintained and, in particular, proper control over expenditure.

Recommended Remedial Action:

1. At the next council meeting the CEO must inform the council that a vehicle has been disposed of without proper authority. Details of the cost of the new vehicle and trade-in value must form part of the report to council.
2. The Council must develop a policy relating to disposal of assets which is compliant with the requirements of the Act and Ministerial Guideline 7.
3. Until an asset disposal policy and the appropriate delegations for exercise of that policy are developed and approved, the CEO must ensure that Council approves all decisions relating to the disposal of property.

Issue 3

On one occasion the monthly member allowance paid to the president was made in advance.

Background:

Section 71(5) of the Act provides that allowances are to be paid as determined by the Council or by the local government guidelines but are not to be paid in advance.

Section 101 of the Act provides that the CEO is responsible to ensure that the Council's policies, plans and lawful decisions are implemented and proper standards of financial management are maintained and, in particular, proper control over expenditure.

Finding:

Council typically pays elected members in arrears on the last day of the month for which the allowance is payable.

The Council president was paid his monthly member allowance of \$500 for the period 1 December 2017 to 31 December 2017 on 15 December 2017.

Conclusion:

The Council has breached the requirements of the Act as the president has been paid his allowance in advance which is strictly prohibited under section 71(5).

Recommended Remedial Action:

By 31 January 2019, the Council must confirm in writing to the inspectors that elected member allowances will not be paid in advance.

Issue 4

The Council does not have a travel policy.

Background:

Section 101 of the Act requires the CEO to ensure the council's policies, plans and lawful decisions are implemented and that proper standards of financial management are maintained, in particular, proper controls over expenditure and those financial and other records are properly made and maintained.

Regulation 10 of the Accounting Regulations requires the CEO must establish and maintain internal controls to:

- (a) safeguard the assets of the council; and
- (b) ensure the accuracy, completeness and reliability of the accounting data.

Finding 1:

The Council does not have a travel policy for councillors or employees which details:

- travel approval requirements;
- travel allowance limits and claims;
- any conditions over air travel bookings, accommodation, taxi use, hire cars; private vehicle allowance and use; and
- acquittal requirements.

Finding 2:

Council does not have any specific requirements relating to the approval requirements for the president or the CEO's travel. A review of travel documentation revealed there was no separation of duties between the President and CEO booking trips and approving their own travel, allowances and other related expenses.

Finding 3:

From a review of travel expenditure it appears that both the president and the CEO have travelled for official purposes, however the purpose of each trip has not been clearly documented. The allowances paid on each trip were not formally recorded on forms where prior approval for payment of those allowances was obtained.

Finding 4:

Council does not have a procedure or requirement for staff and president to acquit official travel to ensure the travel was undertaken as planned. As travelling officers are entitled to be paid travelling allowance, variations in travel dates may have the effect on the travelling officer being over / under paid this allowance and potentially additional charges for travel and accommodation being incurred by the Council.

Conclusion:

Travel is being undertaken by council staff and elected members without a formal policy. The lack of an appropriate travel policy does not promote the highest degree of accountability or control over public money and increases the risk of unauthorised travel going undetected.

Recommended Remedial Action:

By 31 March 2019 the Council must have a travel policy encompassing all aspects of Council's travel activities.

A copy of the travel policy must be provided to the inspectors once finalised.

Issue 5

There is no formal documentation issued by the Council which stipulates the travelling allowance rates to be paid for official travel.

Background:

Section 101 of the Act provides that the CEO is responsible to the Council to ensure the council's policies, plans and lawful decisions are implemented and that proper standards of financial management are maintained, in particular, proper controls over expenditure and that financial and other records are properly made and maintained.

Section 72 of the Act requires a council member or member of a local authority is (subject to conditions and limitations determined by the council) entitled to payment or reimbursement of reasonable expenses for travel and accommodation necessary for:

- (a) attending a meeting of the council, local authority, local board or a council committee; or
- (b) attending to business of the council in accordance with a prior resolution of the council.

Finding:

The Council's Office Manager advised that travel allowance comprised of meals and incidental expenses based on rates determined annually by the Australian Taxation Office (ATO). There was no specific policy or other documentation provided to inspectors to substantiate this or verify the travel allowance rates being paid were duly authorised.

The inspectors noted that the rate of allowances paid to Council staff and the president in the 2017-18 financial year were based on the ATO Tax Determination rates for 2016-17 as follows:

ATO Travel Allowance Rate for 2016-17 (Employee's annual salary \$117,450 and below)				
Breakfast	Lunch	Dinner	Incidental	Total
\$26.45	\$29.75	\$50.70	\$19.05	\$125.95

As the ATO issues revised travel allowance rates for each financial year, the inspectors were unable to ascertain whether the 2016-17 travel allowance rates used by council were the official rates approved by Council to be used in 2017-18 or if the rates should have been increased per the 2017-18 rates issued by the ATO.

Conclusion:

The lack of an appropriate travel policy detailing the rates of travel allowances does not promote the highest degree of accountability or control over public money.

Recommended Remedial Action:

The Council's new Travel Policy must clearly state on what basis travelling allowance rates are to be set against.

Issue 6

A number of Council's policies are overdue for review.

Background:

Section 101 of the Act requires the CEO:

- (f) to ensure that proper standards of financial management are maintained and, in particular, proper controls over expenditure; and
- (g) to ensure that financial and other records are properly made and maintained.

Regulation 10(b) of the Accounting Regulations states that the CEO must establish and maintain internal controls to ensure the accuracy, completeness and reliability of the accounting data.

Finding:

There are several sections of the Act, Accounting Regulations and Administrative Regulations which requires ensuring council's operating activities are conducted within the boundaries of legislative requirements. The use of policies is a key internal control tool that ensures council business is being conducted in a consistent and legal manner. Failure to review policies as and when they fall due is reflective of poor internal controls and exposing the council to a higher level of business risk.

The inspectors observed that there were a number of policies which were either overdue for review or where a review date is not stipulated in the policy.

Policy No.	Policy Name	Adopted by Council	Review Date
P05	Council Staff Code of Conduct	17/01/2017	01/01/2018
P06	Vehicular Crossover / Drainage	16/09/2008	20/01/2011
P08	Human Resource Management	15/12/2009	Policy does not state when it must be reviewed
P09	Accounting and Policy Manual - adopted in 2015	19/05/2015	Policy does not state when it must be reviewed
P10	Council Records - adopted	20/10/2009	Policy does not state when it must be reviewed
P11	Complaints against Council, Employees & Work Practices	19/02/2008	20/01/2011
P13	Use of Council Firearms	21/01/2007	Policy does not state when it must be reviewed
P15	Procedures for Council Meetings and Council Committee Meetings	20/10/2009	17/02/2009 Noted as <u>Under Review</u> by the CEO's listing
P20	Fraud Protection Plan	16/12/2009	Policy does not state when it must be reviewed
P21	Dispute Resolution Policy	21/06/2016	Policy does not state when it must be reviewed
P24	Caretaker Policy	18/10/2016	Once during the term of council
P26	Delegation Manual	16/06/2015	Next Council election (i.e. 2017)
P27	Rates and Charges	16/06/2015	Next Council election (i.e. 2017)
P28	Media	20/06/2015	Next Council election (i.e. 2017)
P30	Privacy	19/05/2015	Next Council election (i.e. 2017)
P31	Counselling, Disciplining & Dismissing Employees	21/02/2017	January 2018

Conclusion:

Proper standards of internal controls have not been maintained as a number of Council policies have not been reviewed in a timely manner and are outdated. The delegations manual is a key internal control document and provides a foundation of which other internal policies are formed.

Recommended Remedial Action:

The delegation manual must be reviewed and updated by 31 March 2019.

The Council CEO must prepare a schedule for when policies will be updated and provide a copy of this schedule to the inspectors by 31 March 2019.

Thereafter policies are to be reviewed as per the individual policy review dates.

Issue 7

The Council does not have an Investment Policy.

Background:

Section 121(3) of the Act, requires that council investments must be consistent with Ministerial Guideline 4 (Local Government Investment Guidelines).

Ministerial Guideline 4, requires a council to have an investment policy which sets out the objectives of council for the allocation of its investment resources. For the policy to take effect, and for staff to act under the policy, it must be passed by a resolution of council. Council members will be held accountable for investments made under the policy.

Finding:

Council does not have an Investment Policy as required by Ministerial Guideline 4. This policy is a mandatory requirement as the council has a fixed term deposit.

Conclusion:

The Council has invested public money without an investment policy as required under the Act and Ministerial Guideline 4.

Recommended Remedial Action:

By 31 March 2019, the Council must develop and approve an Investment Policy in accordance with the requirements of the Act and Ministerial Guideline 4.

A copy of the Investment Policy must be provided to the inspectors once approved.

Issue 8

The Council does not have a Borrowing Policy.

Background:

Section 122 of the Act states a council borrows money if the council obtains any form of financial accommodation.

Section 123 of the Act states a council may borrow money but only with the Minister's approval (to be given only after consultation with the Treasurer). However, section 123(2) states the Minister's approval is not required for a transaction classified as a minor transaction under guidelines issued by the Minister.

Ministerial Guideline 5 (Local Government Borrowing Guidelines) issued under the Act states a "minor transaction" includes all credit card transactions.

Finding:

As at 30 June 2018, council staff and the president were issued with a credit card which is a form of financial accommodation. The council is therefore required to have a borrowing policy per Ministerial Guideline 5.

A Borrowing Policy is a mandatory requirement as the council has taken a form of financial accommodation.

Conclusion:

Council has failed to comply with Ministerial Guideline 5.

Recommended Remedial Action:

By 31 March 2019, the Council must develop and approve a Borrowing Policy in accordance with the requirements of the Act and Ministerial Guideline 5.

A copy of the Borrowing Policy must be provided to the inspectors once approved.

Issue 9

The Council does not have a Credit Card Policy.

Background:

Section 101 of the Act requires the CEO to ensure the council's policies, plans and lawful decisions are implemented and that proper standards of financial management are maintained, in particular, proper controls over expenditure and those financial and other records are properly made and maintained.

Finding 1:

There are three credit cards issued to council officers. The Council does not have a credit card policy for elected members or employees which sets the framework for the grounds of when a credit card will be issued; credit limits; conditions of use; cardholder's responsibilities; credit card reconciliation procedures; cancellation of credit cards; or procedures for replacing lost, stolen or damaged cards.

It was noted during the review that credit card statements are reviewed monthly and all expenditure items are approved for payment by the delegated officer. However, in the opinion of the inspectors, a formal policy document with respect to credit cards is required to ensure adequate controls are in place.

Finding 2:

The President's credit card limit is \$10 000 which is in excess of the delegated limit of \$3 000 as prescribed in Council's delegations manual.

Conclusion:

The lack of a credit card policy increases the risk of unauthorised credit card use going undetected within Council. It reflects poor controls over expenditure and represents a lack of accountability over the use of public funds. It is also required to give clear guidance to any new personnel in the Council.

Recommended Remedial Action:

By 31 March 2019 the Council must have a credit card policy relating to Council's credit card activities and adherence to that policy must be monitored. The policy must also ensure it places internal controls on the limits of spending in accordance with delegated limits specified in the council delegations manual. A copy of the adopted policy must be provided to inspectors once finalised.

Issue 10

The Council does not have a Stocktake Policy nor has it conducted stocktakes of its property on a regular basis.

Background:

Regulation 10(1) of the Accounting Regulations provides the CEO must establish and maintain internal controls to:

- a) safeguard the assets of the council; and
- b) ensure the accuracy, completeness, and reliability of the accounting data.

Regulation 22 of the Accounting Regulations states:

1. The CEO is responsible for the safekeeping of all council property (including stores, materials, and tools).
2. The CEO must ensure that adequate records are kept of council property.
3. The CEO must ensure that stocktakes of council property are carried out regularly in accordance with the Accounting Standards and any applicable council policies.

Finding:

During the compliance review, the inspectors were advised no stocktakes have been conducted over all Council's property. The Council also does not have a policy for the conduct of regular stocktakes.

The lack of a formal policy to conduct regular stocktakes increases the risk of accounting records not being accurate and theft or unauthorised purchases being undetected. A lack of stocktake procedures may also result in errors occurring during stocktakes due to a lack of understanding by Council staff of the process and /or information needed to be recorded.

Conclusion:

The CEO has not followed the requirements of the Accounting Regulation 10 to establish and maintain internal controls to safeguard Council assets and has also not ensured stocktakes of Council property are carried out regularly in accordance Regulation 22.

Recommended Remedial Action:

By 31 March 2019 a stocktake policy must be issued as required under regulation 22 of the Accounting Regulations. The CEO must ensure all future stocktakes are conducted in accordance with the Council's policy.

A copy of the Stocktake Policy must be provided to the inspectors once approved.

Issue 11

The Council's policies relating to employment and human resource management requires review and updating.

Background:

Section 104 of the Act states a council must ensure that its policies on human resource management give effect to the following principles:

- (a) Selection processes for appointment or promotion:
 - (i) must be based on merit; and
 - (ii) must be fair and equitable;
- (b) Staff must have reasonable access to training and development and opportunities for advancement and promotion;
- (c) Staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions;
- (d) There must be suitable processes for dealing with employment-related grievances;
- (e) Working conditions must be safe and healthy;
- (f) There must be:
 - (i) no unlawful discrimination against a member, or potential member of staff on the ground of sex, sexuality, marital status, pregnancy, race physical or intellectual impairment, age or any other ground; and
 - (ii) no other form of unreasonable or otherwise unjustifiable discrimination against a member or potential member of staff.

Section 105 of the Act states:

- 1) The CEO must maintain an up-to-date statement of council's employment policies.
- 2) The statement of employment polices:
 - (a) must cover:
 - i. recruitment; and
 - ii. probation and performance assessment; and
 - iii. promotion; and
 - iv. access to employment-related benefits; and
 - v. resolution of employment-related grievances; and
 - (b) may cover other employment-related subjects.
- 3) The statement of employment policies must be consistent with the principles of human resource management.

Finding:

The CEO has not maintained a statement of council's employment policies covering the areas required under section 105. The two page human resource management policy (P08) approved on 12 December 2009, outlines certain human resources principles but the policy fails to provide any procedural guidance to staff on how to implement the principles of human resource management.

Policy (P08) is deficient in the following areas:

- (a) The policy states that appointment and promotion must be based on merit and must be fair and equitable, however there are no procedural steps to ensure that a recruitment process is conducted according to those principles;
- (b) the policy does not cover information about probation periods, how performance assessments are to be conducted or how council will consider promotions; and
- (c) the policy does not cover access to employment-related benefits such as portability of long service leave rights as required by the Act; and
- (d) the policy makes no reference to the local government industry award under which the council manages its employment conditions.

Conclusion:

Council does not have a statement of employment policies, as required under section 105 of the Act and lacks specific policies in other areas of human resource management.

Recommended Remedial Action:

By 31 May 2019, Council must develop a suite of employment and human resource management policies that meets all the requirements of the Act and covers other areas of human resource management.

A copy of the policies must be provided to the inspectors once finalised.

Issue 12

There is a lack of documentation to demonstrate the recruitment process for the Sport and Recreation Officer was based on merit and was fair and equitable.

Background:

Section 101 of the Act, provides that the CEO is responsible to the council to ensure that financial and other records are properly made and maintained.

Section 104 of the Act requires a council to ensure that its policies on human resource management give effect to an appointment or promotion selection process which is fair and equitable and based on merit and staff are treated fairly and consistently and are not subjected to arbitrary or capricious decisions.

Council's Human Resource Management Policy (P08) states the selection process for appointment or promotion must be based on merit and must be fair and equitable.

Finding:

Council's Human Resource Management Policy (P08) lacks procedural detail on how recruitment action is to be undertaken to ensure the process for appointment or promotion of staff is based on merit, is conducted in a fair and equitable manner, and is properly recorded in council's record management system.

In 2017-18 a Sport and Recreation Officer was recruited by the CEO. The only documentation provided to the inspectors relating to the recruitment process were two applications and a hand written interview note for one of the two applicants. A formal recruitment file was not created which recorded details of the assessment and shortlisting process and on what grounds the successful applicant was selected for appointment. The panel for this recruitment action comprised only of the CEO.

In the inspector's opinion, for the CEO to undertake an entire recruitment process is not best practice as this lacks transparency and accountability in the decision making process and can be perceived as an unfair and inequitable process. The lack of full and complete documentation to substantiate on what grounds a recruitment action decision was taken also reflects poor record keeping practices.

Conclusion:

The recruitment process and record keeping practice relating to the appointment of the Sport and Recreation Officer did not meet the highest standards of accountability.

Recommended Remedial Action:

The CEO must confirm to the inspectors in writing that all future recruitment action will be undertaken in a more transparent and accountable manner.

Issue 13

The CEO has not implemented adequate procedures for the proper custody of the Council's records or ensured Council's records are properly filed and indexed.

Background:

Section 101 of the Act requires the CEO to ensure that financial and other records are properly made and maintained.

Regulation 14 of the Administration Regulations states the CEO is responsible for ensuring the proper custody of the council's records and that council's records are properly filed and indexed to facilitate access.

Section 134 of the *Information Act* requires a public sector organisation (being a local government council) to keep full and accurate records of its activities and operations and implement the practices and procedures for managing its records necessary for compliance with the standards applicable to the organisation.

Finding:

The current management of Council's records is primarily through a paper-based filing system with copies otherwise held on the Council's server in a hierarchy of labelled folders and on the Council's email system.

The current system lacks any formal registration controls, and there is no formal classification, naming convention or indexing system used to facilitate document retrieval over time.

During the compliance review site visit the inspectors found that some but not all filing cabinets had a listing of their contents.

Although inactive records were stored in labelled boxes, there is no controlled list of all the inactive records. The current storage arrangement (in the council workshop) does not adequately protect inactive records from unauthorised access, loss or destruction, either intentionally or otherwise.

The Council's records policy (P10) approved in October 2009 is deficient as it only contains the list of primary records as described in the Administration Regulations. It does not encompass the whole regulatory environment for the creation, capture, usage and preservation of records/information. There are no related procedures for records management.

The council does however have a Privacy Policy (P30) that seeks to prevent unauthorised access to records.

The inspectors acknowledge the council has considered investing in a local government records disposal schedule and agreed to make a financial contribution via the Local Government Association of the Northern Territory (LGANT) for copyright permission to use the Keywords for Councils, provided by the State Records Authority of New South Wales (NSW), this also gives permission for the Council to use the Local Authority Disposal Schedule 2018/3.

However, the Council does not have proper procedures for the custody of the Council's records or ensured Council's records are properly filed and indexed.

Conclusion:

The CEO has not ensured financial and other records are properly made and maintained.

Recommended Remedial Action:

By 31 March 2019, the Council must report to the inspectors on its progress with implementing an appropriate records management system to ensure compliance with legislative requirements.

Issue 14

Instances noted of poor documentation processes on Council expenditure.

Background:

Section 101 of the Act provides that the CEO is responsible to the Council to ensure that proper standards of financial management are maintained and, in particular, proper controls over expenditure and that financial and other records are properly made and maintained.

Finding:

As part of sampling undertaken in the compliance review, on three occasions documentation of expenditure was lacking.

On one occasion an amount of \$122 paid to Fork and Dagger Bar on 5 October 2017, did not have any documentation to substantiate the expense was for official council business. Although it was noted that the expense was for a meal related to a meeting, no further details were provided on who the attendees were at that meeting or the purpose of the meeting.

There were also two instances noted where the invoices relating to fuel for the CEO's car had been misplaced. One expense was a payment to Alleron Store of \$115.40 on 4 November 2017 and another was a payment to Highway Inn of \$218.06 on 17 December 2017. For both instances, there was a brief signed statement from the CEO sighting the nature of the expense and the amount.

Conclusion:

When Council expenditure is not correctly documented it reflects a lack of accountability over the use of public funds and increases the risk of funds being used for non-official purposes.

Recommended Remedial Action:

The CEO must confirm in writing to the inspectors that all supporting documentation of Council expenditure will be kept properly; where supporting documentation is misplaced, then a statutory declaration will need to be completed and filed in the Council's record management system.

Issue 15

Council's Common Seal Register is not kept on a computer and is incomplete.

Background:

Regulation 11(1) of the Administration Regulations states that a council must keep a register containing copies of all documents executed under the council's common seal. Regulation 11(4) requires council to keep the register by computer

Finding:

The Council does not have a computerised common seal register containing copies of all documents executed under the Council's common seal.

During the site visit the inspectors requested and sighted a hardcopy, hand-written register listing occasions when documents have been executed under the common seal.

The register is incomplete for the following reasons:

- i. it does not contain copies of all documents executed under the common seal;
- ii. it only records the use of the common seal from the 11 April 2014 to the time of the site visit; and
- iii. it only records the date and reason for the use of the common seal on each occasion.

Documents listed in the register are generally kept in manila folders in a filing cabinet. The common seal register does not have any cross referencing to indicate the physical location of documents recorded in the register.

Conclusion:

Council has not maintained a register containing copies of all documents executed under the Council's common seal. The register does not contain copies of all documents executed since the Administration Regulations were introduced in 2008 as it only contains a list of documents executed under the common seal since 2014. The Council also does not maintain an electronic common seal register as required by Administration Regulations.

Recommended Remedial Action:

By 31 March 2019 the Council must establish a computerised common seal register containing copies (or references to copies) of all documents executed under the Council's common seal as required by the Administration Regulations.

Resolution No. 2018/.....

1) That Council notes the 15 issues identified in the compliance audit and agrees to implement all recommendations.

Moved:

Seconded:

Vote:

11.2 Actions arising from Audit Report

11.2.1 Issue 2 – Asset (vehicle) disposed of without council authority



MEETING DATE: 7PM 15 January 2019
MEETING TYPE: ORDINARY
FILE REF: \\Server\data\Council Meetings\2019\1January2019meeting
ATTACHMENTS: Nil.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of a Committee 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 and its policies regarding the same.

Agenda Item No: 11.2.1
Report Title: Compliance audit issue 2
Attachments: Nil.

Summary:

This report has been provided to advise that an asset (motor vehicle) was disposed of without council's authority.

Background:

Wagait Shire Council does not have an Asset Disposal Policy. As a result, the Chief Executive Officer does not have authority to dispose of assets. As an asset has been disposed of without council's authority, the Chief Executive Officer must formally advise council this has occurred.

Details:

A 2015 Mitsubishi Challenger was disposed of by way of a trade in to Kerry's Holden in August 2017 for the amount of \$16,363.64. A Holden Trailblazer was purchased from Kerry's Holden in August 2017 for an amount of \$44,439.95 to replace the traded vehicle.

Recommendations:

THAT Council note the disposal of the 2015 Mitsubishi Challenger.

Recommending Officer: MARK SIDEY – CHIEF EXECUTIVE OFFICER

Resolution No. 2018/.....
1) That Council notes the report titled Compliance audit issue 2.
Moved:
Seconded:
Vote:

11.2.2 Issue 3 - Councillor allowance paid in advance

The council President was paid his monthly member allowance for the period 1 December 2017 to 31 December 2017 in advance on 15 December 2017.

Resolution No. 2018/.....

1) That Council confirms member allowances will not be paid in advance.

Moved:

Seconded:

Vote:

11.2 Disposal of vehicle report



MEETING DATE: 7PM 15 January 2019
MEETING TYPE: ORDINARY
FILE REF: \\Server\data\Council Meetings\2019\1January2019meeting
ATTACHMENTS: Nil.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of a Committee 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 and its policies regarding the same.

Agenda Item No: 11.2
Report Title: Disposal of vehicle report
Attachments: Nil.

Summary:
This report has been provided to advise that an asset (motor vehicle) was disposed of without council's authority.

Background:
Wagait Shire Council does not have an Asset Disposal Policy. As a result, the Chief Executive Officer does not have authority to dispose of assets. As an asset has been disposed of without council's authority, the Chief Executive Officer must formally advise council this has occurred.

Details:

A 2014 Holden Colorado was disposed of by way of auction by Pickles Auctions in November 2018 for the amount of \$12,804. A Holden Colorado was purchased from Kerry's Holden in September 2018 for an amount of \$35,243.23 to replace the auctioned vehicle.

Recommendations:

THAT Council note the disposal of the 2014 Holden Colorado.

Recommending Officer: MARK SIDEY – CHIEF EXECUTIVE OFFICER

<p>Resolution No. 2018/..... 1) That Council notes the report titled Disposal of vehicle report. Moved: Seconded: Vote:</p>
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11.3 Dog By-Laws



MEETING DATE: 7PM 15 January 2019
MEETING TYPE: ORDINARY
FILE REF: \\Server\data\Council Meetings\2019\1January2019meeting
ATTACHMENTS: Nil.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of a Committee 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 and its policies regarding the same.

Agenda Item No: 11.3
Report Title: Dog By Law feedback
Attachments: Nil.

Summary:

This report has been provided to provide advice to council in relation to feedback in relation to the proposed dog by law.

Background:

The need for a By Law was identified during a public consultation in August 2016. The purpose of the proposed By Law is to allow council to effectively manage and control dogs in Wagait Shire through:

- Registration of dogs
- Provision for council to declare certain areas as dog exercise areas and/or dog restriction areas.
- A regime for the declaration of dangerous dogs
- Seizure of dogs
- Provision for council to determine a maximum number of dogs permitted to be kept without a license
- The release or disposal of impounded dogs

Public consultation on the proposed By Law was undertaken between November 2017 and February 2018. Based on feedback received, a number of significant changes were made necessitating a further round of consultation. This occurred in November and December of 2018.

Outcome:

8 feedback submissions were received and these have been circulated to councillors for consideration.

Recommendation:

THAT Council resolve to gazette the draft dog By Laws.

Recommending Officer: MARK SIDEY – CHIEF EXECUTIVE OFFICER

December 12, 2018

Box 11
Wagait Beach

The President
Wagait Shire Council

NT 0803

Via email

Proposed dog bylaws – Wagait Shire Council

Having read the draft bylaws, my first comment is that they appear unnecessarily complex and legalistic for a community of less than 500 people. I mistakenly believed the purpose of the bylaws was to get dogs off the streets, reduce the barking, provide very short-term accommodation for strays and set some limits for the number of pets at each property. I doubt these bylaws will achieve that but will be happy to be proved wrong.

It also is impossible to comment on the overall impact of introducing the bylaws when we have only two budget figures on the costings – \$25 000 for a pound which I understood included some grant money, and \$2400 operational costs.

The November council minutes then revealed a government grant of \$30 537 to design and construct a dog pound, estimated to be 75% of the project cost ie; a further \$10 000 from council funds. Now that must be an amazing dog pound and I believe councillors and the community need to see the implementation plan and itemised costs before our council approves the bylaws and any project expenditure.

It is also noted that Coomalie, with a population roughly three times that of Wagait Beach, has an operational budget of \$31 486 for dog control. Could we have a breakdown of our \$2400 projected operational expenses that appear to be very light-on. It is disappointing that we were not presented with this information before being asked to comment.

Similarly, there is no indication how the bylaws will be policed, who will do it, and what training may be required so they can do this safely. Several people have suggested it would be possible to have a local contractor take on the role but there appears to be no interest in the suggestion. As this could save the council a lot of time, effort and money, is there an explanation such a solution has not been investigated?

The idea of having the pound on the council block raises the issue of whining and barking after hours. Who will control this and how? As one of the near neighbours of the council I, and I am sure many others, will be most unhappy if woken regularly by noisy dogs.

Keeping the area clean and hygienic is another issue not addressed – again, no information. Dog droppings attract flies, smell and are a health risk. Who will be tasked with keeping the area clean (and quiet) and how will they do so?

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jack Ellis', with a stylized flourish at the end.

Jack Ellis
0417 089 528



CEO WAGAIT SHIRE <ceo@wagait.nt.gov.au>

Proposed Animal Control(Dog) By laws-feedback from public Chris Tyzack

1 message

Chris Tyzack <cjtyzack053@gmail.com>

18 November 2018 at 13:45

To: CEO Mark Wagait Shire <ceo@wagait.nt.gov.au>, Pam Wanrooy <council@wagait.nt.gov.au>, President Peter Clee <president.clee@wagait.nt.gov.au>, michael.vaughan@wagait.nt.gov.au, neil.white@wagait.nt.gov.au, Graham Drake <elderdrake@bigpond.com>, Tom Dyer <dyer_tom@yahoo.com.au>

Dear Council,

I notice 2 items in the November meeting agenda on this issue. The first being the grant for 75% of the cost of the dog pound the second the advice on the consultation for the by laws. In June 2018 I wrote to council (see below) asking for anticipated costs one off and recurrent and if these costs had been budgeted.

To date I have not received a reply to those questions.

Again I urge councillors to clearly advise the community of the anticipated costs of the implementation of these by laws and what impact it will have on our rates. Clearly, there will be approximately \$10,000 (25%) coming from the budget for the dog pound but what are the other costs now and in the future.

Could council also advise what mitigation will be in place to ensure there is no noise (barking) from the pound. What is the environmental impact of dog poo and the clean up required (where will it be disposed), who will do this and how often. I am assuming the pound is to be sited in the council grounds. Are neighbors being consulted about these impacts? Is a licence required to run and operate a dog pound?

I await a reply

Regards Chris Tyzack

On 14 June 2018 I wrote:

Dear Councillors, this month I would expect that you may be discussing the budget for the coming year and thus setting our rates. I therefore request information as to the impact on our rates of the proposed introduction of any new animal control by-laws.

Can you please advise:

What is the implementation plan next year and in coming years;

What is the anticipated capital cost next year and in coming years;

What is the anticipated recurrent cost this year and in coming years; and

What are the performance indicators that will be used to measure success.

I am sure the community would expect open and honest disclosure and transparency on this major issue that will impact our budget and rates

Mark Replied Dear Chris,

Thank you for your enquiry. Council's draft budget will be published in the draft annual plan. The plan will go to Council for consideration at their next meeting - scheduled for Monday 25 June and will then be put out for public consultation for no less than 21 days. Your query will be outlined in the council agenda for the next council meeting and your points addressed.

Thanks you for your correspondence.

NB The content of the item was included in the June agenda as a rate payer inquiry item 4 - questions and feedback from the public. The minutes of the June meeting simply state "a community member has asked councillors some questions in relation to rates" No discussion is in the minutes nor have the points been addressed.

File 6rs

21 November 2018

CEO & COUNCILLORS

WAGAIT SHIRE COUNCIL

In response to Draft Dog Management By-Laws

Firstly, it states in Introduction that the By-Laws are anticipated to commence 1 September 2018, should this be 2019?

My personal opinion is that this is a complete waste of ratepayers monies for what – a few dogs that are a nuisance. Make the owners responsible, if they want a dog they have to have a fenced property. If they wander or cause a problem 2 warnings, then the dog is removed.

The costs involved in having a pound are prohibitive - dog catchers, vehicle for same, ongoing costs of feeding said dogs in pound and yet you propose a one off registration cost. There is also costs involved in the registration process itself and of keeping the register up to date.

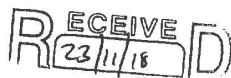
It was mentioned at council meeting that it costs Coomalie \$29,000 per year for this program.

I suggest more community discussion/consultation about whether our community wants or needs a dog pound. In my opinion it is a total waste of money in a community of approx. 400 people.

REGARDS



MAUREEN NEWMAN



83 Erickson Crescent, Wagait Beach

File 607

83 Erickson Crescent
Wagait Beach NT 0803

22 November 2018

To CEO and Councillors

I am writing to you to confirm my disagreement with proposed dog By-Laws. I don't think there is any need for these. By-Laws as it will cost a huge sum of money which could be better spent on other projects or simply save the monies.

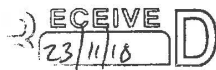
1. Registration- there is already an ID system in place – you could simply expand that.
2. Building a Dog Pound – very costly.
3. Two people required to pick up stray dog, very costly in wages etc.
4. Another vehicle required with hydraulic lift due to health and safety – possibly \$60,000.
5. Vet fees to put down stray dogs.
6. This is a huge cost for very little gain. Not even a good business plan.

As I have said previously, the owners HAVE to fence their property to contain their dog/s. Solves all problems and no cost to council.

Regards



Robert Newman



11/22/2018

Wagait Shire Council Mail - Dog bylaws

File Log



Pam Wanrooy <council@wagait.nt.gov.au>

Dog bylaws

1 message

chrisie nichols <c_nichols59@hotmail.com>

Wed, Nov 21, 2018 at 9:51 PM

To: "council@wagait.nt.gov.au" <council@wagait.nt.gov.au>

I object to proposed new dog bylaws in Wagait Beach.

I have a very small friendly dog that is neutered but he does go out of the yard sometimes if someone going past as he can go through the fence ,it is not my property so I can't fence the 5 acres with chicken wire.

My reasons for objection to dog bylaws.

1. Because of the cost of dog registration

2. Cost to Council and ratepayers to employ a dog catcher ,training , a Vehicle and to build impound yard. I know from experience that Dog bylaws are very difficult to enforce and not popular (only to the minority of non dog people)

3. If my dog got impounded I don't get home until 5.30pm from work (like many other dog owners)he would be locked up until next day (council closes at4.30)when I would have to take time off work the next day to rescue him and pay impound fee.

He would be traumatised as I would be.

4. I don't want Restricted dog areas on the beaches .I moved to Wagait to live in a community that respects the freedom of all beach goers

5. While I agree that there are a few problem dogs I believe most Wagait Beach dog owners are responsible and do there best to keep their dogs in the yard ,so all dog owners should not be penalised. Dogs do get out , but Community minded people let the owner know and assist to get them safely home to their worried owners.

6. Someone commented that dogs kill the wildlife (not any dog that I know)I think cars,cats, people and dingos are more of a problem for wildlife.

Christine Nichols

Sent from my iPhone

RECEIVED
23/11/18

<https://mail.google.com/mail/u/0/?ik=2b31160168&view=pt&search=all&permthid=thread-f%3A1617746062878012681%7Cmsg-f%3A1617746062...> 1/1

11/23/2018

Wagait Shire Council Mail - Letter to the council for consideration

File copy



Pam Wanrooy <council@wagait.nt.gov.au>

Letter to the council for consideration

1 message

Carolyn <tcgargan@bigpond.com>
To: council@wagait.nt.gov.au

Thu, Nov 22, 2018 at 4:00 PM

Dog pound -

I have maintained the view that a pound is a HUGE waste of money,
And fairly ineffectual from what I've seen at similar sized shires.

Just identify the dog and fine the owner.

Simple and effective.

The dog watch FB page is successful, and nearly everyone in this community knows who owns what dog.

Photo proof and a fine!

If it hits the back pocket it will get people's attention.

Cheers Carolyn Gargan

Sent from my iPhone

RECEIVED
23/11/18

<https://mail.google.com/mail/u/0?ik=2b31160168&view=pt&search=all&permthid=thread-f%3A1617814619881432594%7Cmsg-f%3A1617814619...> 1/1

WAGAIT SHIRE COUNCIL (DOG MANAGEMENT) BY-LAWS 2018

Feedback

1. Desexing

I can see no mention in the proposed dog management by-laws about dogs being desexed. I would like to see a clause that specifies that a dog must be desexed in order to be registered by Wagait Shire Council. Of course, an owner may apply in writing to have this condition waived and the Council may waive this condition.

I think it is an important control measure to minimise negative dog-to-dog interactions and wandering dogs if all dogs are desexed. Most responsible dog owners would already comply with this measure. I am sure there is evidence to support this view e.g.:

Aside from preventing accidental litters, there are many health and behavioural benefits to desexing.

- Desexed animals are generally less likely to get diseases and certain illnesses such as mammary cancer and uterine infections in females and prostate problems in males.
- Desexing commonly reduces behaviour problems such as roaming, aggression and urine marking in males.
- In females it prevents mating behaviour and false pregnancy. Reducing the desire to roam also reduces the risk of being in a traumatic accident such as being hit by a car.

RSPCA 2018 Desexing accessed 12/12/2018 at <https://www.rspca.org.au/campaigns/responsible-pet-ownership/desexing>

So, if a dog is to be registered it must be desexed or else the cost of registration is increased. It could be doubled or there could be a deposit (say \$100) that is returned when the dog is desexed. This will encourage desexing pets in line with current policy of RSPCA.

2. Dog Identification

It should be a requirement of registration that dogs are microchipped. The collar with identification provided by council may be an interim provision until the dog is microchipped. Collars and tags are removable. The council should purchase a microchip reader to identify dogs when needed.

3. Registration records management

If registration was to be renewed annually then the dog register is kept updated. If registration is not annual then dogs that leave the council area may remain on the dog register. This could cause confusion as to the number of dogs at particular premises or whether a dog is involved in an incident. It would also be a reminder for new pets to be registered if there was an annual or (twice yearly) reminder or event.

I hope you will consider these suggestions in good faith.

Thanks

Helen Prichard

27 Harney St Wagait Beach NT

File Copy

Rose Russell
119 Erickson Crescent
Wagait Beach NT

23/11/2018

Attention: CEO Wagait Beach Council

RE: Proposed new Dog Control Laws

I have been made aware that new dog control laws are currently being discussed by the council.

I would like to put forward the following;

1. That the construction of a community pound and employment of permanent staff the facility would be very costly for such a small community.
2. Funds could be used to microchip all dogs in the council with the onus then being placed on the owners if there dogs are found to be roaming the community.
3. Photo evidence used of roaming dogs for potential fines to community members.
4. A smaller compound could be built to facilitate short term holding of roaming dogs but as all dogs would be microchipped their owners would be easily found and then a fine imposed on the owner.
5. Money could also be used to eradicate feral dogs/dingos which may potentially be the main source of roaming dogs, rather than the well cared for dogs of the permanent residents.

Monies for the construction of a community pound should be diverted to better security at the jetty – security is a more pressing issue among residents than the small number of roaming dogs.

Anti-social behavior in our small community needs to be addressed.

CCTV cameras should be installed so residents are able to leave their cars securely there during the day and at night if travelling to Darwin by ferry.

CCTV footage can then be used to catch offenders responsible for anti-social behavior and damages/theft to residents' cars.

Kinds regards



Rose Russell

0447 975 519

rentra

rentareptile 2 @ Yahoo . com . .

RECEIVED
23/11/18

Resolution No. 2018/.....

1) That Council has considered the submissions made on the proposed Wagait Shire Council (Dog Management) By-laws and no changes to the proposed By-laws are required.

(2) That Council request the Office of Parliamentary Counsel to settle the By-laws and provide a certificate for the purposes of the *Local Government Act*.

Moved:

Seconded:

Vote:

11.4 Dismantled radio communications tower



MEETING DATE: 7PM 15 January 2019
MEETING TYPE: ORDINARY
FILE REF: \\Server\data\Council Meetings\2019\1January2019meeting
ATTACHMENTS: Nil.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of a Committee 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 and its policies regarding the same.

Agenda Item No: 11.4
Report Title: Disposal of communications tower report
Attachments: Nil.

Summary:

This report has been provided to advise on the disposal of the dismantled radio communications tower that is presently sitting in the vicinity of the fire shed and workshop compound.

Background:

The dismantled tower was gifted to Wagait Shire Council a number of years ago by Ventia Services, who decommissioned redundant Radio Australia sites in the vicinity of Wagait Shire. The 35m tower was to form part of a UHF Repeater and Communications project, which has been suspended by council.

The tower is currently lying on its side in 3 sections, having been cut off at ground level and dismantled.

Engineers Irwinconsult have advised:

1. The tower will now need to comply to current Wind Code standards which are different from the standards at the time of the original construction
2. The tower will need to be site measured because we assume copies of the original drawings are no longer available
3. Site measuring & preparing structural computations of the tower is a time consuming exercise – allow \$20K + GST for this exercise
4. You would need to check with Town Planning to see if there are any height restrictions in your area (RAAF restrictions?)
5. A large structural foundation will be required to prevent overturning during Cyclonic winds
6. Large mobile cranes will be needed to erect the structure

Comments:

1. It will cost in the order of \$20,000 just to determine whether it is feasible to re-erect the tower.
2. Emergency services are moving to digital communications which are not compatible with UHF radios, hence the original premise of the project is now redundant.
3. There is no land within Wagait Shire that the tower could be erected upon.
4. Darwin Recycling has provided a quote in the amount of \$2,000 to dismantle and remove the tower.

Recommendations:

THAT Council authorise an amount of \$2,000 for the removal of the communications tower.

Recommending Officer: MARK SIDEY – CHIEF EXECUTIVE OFFICER

Resolution No. 2018/.....

That Council authorise the dismantling and removal of the radio communications tower that currently lies in the vicinity of the fire shed and workshop compound at a cost of \$2,000.

Moved:

Seconded:

Vote:

12.0 UPCOMING EVENTS

12.1 Australia Day - Saturday 26 January 2018

Australia Day Nominations closed December 14. There are three categories – Community Event of the Year, Young Citizen of the Year and Citizen of the Year. Councillors to review the nominations.

13.0 LATE ITEMS AND GENERAL BUSINESS

14.0 IN-CAMERA ITEMS

14.1 Australia Day Nominations

Resolution No. 2018/.....
That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulation 8;
(c) information that would, if publicly disclosed, be likely to:

(iv) prejudice the interests of the council or some other person;

Moved:
Seconded:
Vote:

Resolution No. 2018/.....
That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.
Moved:
Seconded:
Vote:

15.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 19 February 2009i in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

16.0 CLOSE OF MEETING

The Chair declared the meeting closed at pm.