

WAGAIT SHIRE COUNCIL

AGENDA COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD
7PM
Tuesday 19 November 2019



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

Date: Tuesday, 19 November 2019
Time: 7.00pm
Location: Council Chambers, Lot 62,
Wagait Tower Road, Wagait Beach NT 0822

Anna Malgorzewicz
Chief Executive Officer

TABLE OF CONTENTS

1.0	PRESENT	
1.1	Opening of Meeting	4
1.2	Apologies and Leave of Absence	4
2.0	DECLARATION OF INTERESTS	4
3.0	CONFIRMATION OF MINUTES	4
3.1	Confirmation of Minutes Tuesday 15 October 2019	4
3.1.1	Matters Arising from the October 2019 Minutes	4
4.0	GUEST SPEAKERS	4
5.0	INWARDS AND OUTWARDS CORRESPONDENCE	5
6.0	COUNCILLORS REPORTS	6
6.1	President's Report	6
7.0	OFFICERS REPORTS	7
7.1	Chief Executive Officer's Report	7
7.2	Works Report	8
7.3	Sport & Recreation Report	9
8.0	ACTION SHEET	10
9.0	FINANCIAL REPORT	14
10.0	AGENDA ITEMS FOR ACTION	20
10.1	Budget Variation	20
10.2	Long Term Financial Plan	27
10.3	Policy Review – P04 Signing of Cheques and Expenditure Certifications	39
10.4	Policy Review – P09 Accounting Policy Manual	44
10.5	Policy Review – P10 Council Records	80
10.6	Policy Review – P16 Cash Reserves	82
10.7	Policy Review – P24 Caretaker Policy	89
10.8	Policy Review – P27 Rates and Charges Policy	96
10.9	Policy Review – P28 Media Policy	105
10.10	Policy Review – P30 Privacy Policy	114
10.11	Policy Review – Fraud and Corruption Protection	123
10.12	CEO Vehicle Replacement	132
10.13	Review of Constitutional Arrangements	133
10.14	Promoting the Boundless Possible of Our Region	141

10.15	Five Year Grant Funding Agreement – Remote Sport Program – Affixing the Common Seal	142
11.0	AGENDA ITEMS FOR RECEIVING AND NOTING	145
11.1	Minutes of the Audit Committee	145
11.2	Sport and Recreation Program – Forward Years Program	157
11.3	Dog By-Law Implementation Strategy	159
12.0	QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE	163
13.0	QUESTIONS FROM THE PUBLIC WITH NOTICE	163
14.0	PETITIONS AND DEPUTATIONS	163
15.0	UPCOMING EVENTS	163
15.1	Australia Day Event	163
15.2	Kerbside Hard Waste Collection – 23 – 24 November 2019	163
15.3	Half Yearly Community Consultation Session	164
16.0	LATE ITEMS AND GENERAL BUSINESS	166
17.0	IN CAMERA ITEMS	166
18.0	DATE OF NEXT MEETING	167
19.0	CLOSE OF MEETING	167

1.0 PRESENT

Councillors:

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

Staff: Chief Executive Officer, Anna Malgorzewicz
Office Manager, Pamela Wanrooy

1.1 OPENING OF MEETING: - Chaired by

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

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Nil

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes of Tuesday 15 October 2019 Council Meeting

**Resolution No. 2019/
That the Minutes of the Ordinary Meeting of Tuesday 15 October 2019 be confirmed by Council as a true and correct record.
Moved:
Seconded:
Vote:**

3.1.1 Matters arising from 15 October 2019 Minutes

Nil

4.0 GUEST SPEAKERS

Mr Barry Bamford, Chair of the Audit Committee Meeting will address Council regarding the Audit Committee recommendations.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - October 2019

Inwards Correspondence

Date	From	About	
10/10/2019	Australia Day Council	Citizen of the Year Awards - registration forms	email
14/10/2019	WAGS	Certificate of Appreciation	email
17/10/2019	Valuations Roll Office	Wagait September Reconciliation 2019	email
17/10/2019	NT Grants Commission	Letter from Chairman of NT Grants Commission - Commission's Annual Return	email
18/10/2019	Employsure	email advising that Council does not wish to renew it contracts with Employsure	email
18/10/2019	City of Darwin Library	Young Territory author Awards	
21/10/2019	DIPL	Release of 2019 Notices of Valuation - notices will be received in late October 2019 by owners	email
22/10/2019	NT Grants Commission	NT Grants Commission - Annual Return read for update	email
25/10/2019	Nexia Edwards	Signed Audited Reports for Year ended 30 June 2019	email
29/10/2019			
30/10/2019	NT Govt	Preselection of candidates from with Local Govt in advance of 2020 NT General Election.	email
30/10/2019	DIPS Louise McCormick	Jelly pole erosion	email
31/10/2019	BOQ Finance	Konica Minolta copy machine - contract	email
1/11/2019	TR Telecom	activation of satellite service	email

Outwards Correspondence

Date	To	About	
16/10/2019	Australia Day Council NT	Registration form - Citizen of the Year Awards.	email
18/10/2019	Australia Bureau of Statistics	Local Govt Finance Statistics, Quarterly estimates 2019-2020	email
18/10/2019	Michelle Hughes	Signed letter of engagement - accounting and financial services	email
18/10/2019	NT Grants	Confirmation of receipt - Special purpose Grant 2019/2020	email
24/10/2019	Navy Cadets - SBLT Erica Espagne	Invitation to Australia Day 2020	email
24/10/2019	Army Cadets - Peter Darlington	Invitation to Australia Day 2020	email
29/10/2019	Dept of Infrastructure - Ken Lehmann	Cyclone Pre Season Check List and Shelter Group Contact List	email
30/10/2019	Toni-Maree Mottershead - Employsure	Followup from CEO - cancellation of contract	email
31/10/2019	Rate Payers	Overdue Rates Notice - 39 rate payers	email
31/10/2019	Hon Gerald McCarthy	Wagait Shire Council Report 2018-2019 - copy sent	email
31/10/2019	Greg Shanahan, Dept of Attorney-General & Justice	National Redress Scheme	email
8/11/2019	Keep Australia Beautiful	Completed Judging Sheet	email
11/11/2019	Gary Higgins MLA	Invitation to Australia Day 2020	email
11/11/2019	CPVBB	Invitation to Australia Day 2020	email

Resolution No. 2019/

That Council receives and notes the Inwards and Outwards correspondence report for the month of October 2019.

Moved:

Seconded:

Vote:

6.0 COUNCILLORS REPORTS

6.1 President's Report

The President's Report will be tabled at the meeting.

Resolution No. 2019/

That Council receives and notes President Peter Clee's report for the month of October 2019.

Moved:

Seconded:

Vote:

7.0 OFFICERS REPORTS

7.1 Chief Executive Officer's Report

Since Council's October 2019 meeting, the CEO participated in/or completed the following:

<p>Meetings</p>	<ul style="list-style-type: none"> • Weekly Staff Toolbox 16th – 17th November 2019 • LGANT Governance and HR Reference Group, Palmerston • Member for Daly • Wagait Shire Council Staff O365 Training & Support Session • Editor/Publisher, Wagait Watch • Mandorah Ferry Reference Group, Cullen Bay • Audit Committee Chair • Project Manager, Population, Dept of Chief Minister 6th – 8th November 2019 • LGANT CEO Forum, Alice Springs • LGANT Conference and General Meeting, Alice Springs • LGANT Annual General Meeting, Alice Springs • North Australian Aboriginal Justice Agency • Wagait Shire Council Audit Committee • CouncilWise
<p>Actions</p>	<ul style="list-style-type: none"> • Completed Annual Report and forwarded to Dept of Local Government, Housing and Community Development • Liaised with auditors Nexia Edwards Marshall NT to complete certification of Audited Financial Statements • Preparation of Annual Return for the NT Grants Commission • In consultation with Albat Pty Ltd, coordinated migration of G Suite to O365 in preparation for the installation of CouncilWise software applications • Liaised with JLT Insurers regarding property claim • Liaised with Tiwi Islands Council regarding the repatriation of gates from the Tiwi Islands Police Cells • On-going liaison with CouncilWise regarding project planning and implementation timeframes • Co-ordinated eoi process for Audit Committee membership Repairs and Maintenance • Obtained quotes for free standing water tanks • Obtained quotes for installation of guttering, Cloppenburg Park • Obtained quotes road works
<p>Incidents</p>	<ul style="list-style-type: none"> • 5 Incident Reports were reported during the month, including: <ul style="list-style-type: none"> - WHS - Office Water Tank empty - Property Damage - AFL Point Post Vehicle Incident - Emergency – Fire adjacent to PowerWater Compound - Property Damage – Caretaker Carport fallen ceiling fan - WHS/Security – Staff Members verbally abused

7.2 Works Report

Since Council's October 2019 meeting, the Works Team participated in/or completed the following actions:

Actions	PLANNING
	<ul style="list-style-type: none"> • Contributed to weekly staff Toolbox Meetings • Help Plan concrete slab construction with local Contractor • Follow up correspondence re RUA Overhanging Dangerous Tree • Pothole repair program compiled • Plant Registration inspections organised • Cenotaph refurbishment • Jetty Carpark trip hazard job quoted • Bore cage & BMX track segregation • Vangemann St bush access track fencing work quote accepted
	<p>REACTIVE</p> <ul style="list-style-type: none"> • Sportsground Bore Slab constructed by Works Staff, security cage fabricated & fitted by local Contractor. padlocks purchased, secured • Council's Trailer, Tractor & John Deere mower passed registration inspection • RUA dangerous tree removed • Jetty Carpark trip hazards removed • Damaged Goalpost removed • Boat ramp algae removal • Jetty barnacle removal • Jetty life ring line replaced • Vangemann St roadside barrier construction ongoing • Cenotaph prepped, painted & new plaque in place • Fuel filter change both Gensets
	<p>PROGRAMMED</p> <ul style="list-style-type: none"> • Jetty barnacle removal ongoing • Estate Pothole repair • Vangemann St Bush access track closure • Vangemann St Roadside Barrier construction ongoing • Estate drain & Council Grounds tidy/clearing • Hard waste pick-up • Pre-Cyclone Season meeting • Pre-Cyclone tidy at Workshop
	<p>ROUTINE</p> <ul style="list-style-type: none"> • Complete regular Bore Run • Weekly Water Sampling • Regular Jetty maintenance • Weekly Bin placement, collection & wash • Green waste site maintenance • Memorial Garden • Gensets weekly start-up

7.3 Sport & Recreation Report – October 2019

Sport & Recreation Report October 2019: Rebecca Taylor

<p>Meetings</p>	<ul style="list-style-type: none"> • Attendance 4 x Weekly “All Staff” Toolbox Meetings • Meet with CEO Re plans for implementing casual employment opportunities and upskilling residents aged 16 – 19 years. Keeping youth engage in productive activity while gaining life skills and contributing to “their” community. A sense of ownership and belonging creating future community leaders. • 3 x Weekly Meetings Junior Sport & Recreation Staff (Mentor local juniors) • Attend & Represent Wagait Shire Council @ Darwin City Council Young Territory Author Awards, Darwin Entertainment Centre • Attend Australian of the Year NT Awards, Alice Springs • Casual Sport & Recreation staff induction
<p>Planning</p>	<ul style="list-style-type: none"> • December / January School Holiday Program • Final Quarter Calendar – Special Events Planning with S&R / Community based programs such as Santa Fun Run, Seniors Christmas Luncheon, Kids Christmas Disco • Australia Day Awards and Family Day of Celebration • Forward Years Program Sport & Recreation
<p>Action</p>	<ul style="list-style-type: none"> • Library Book sorting • Mentor, 2 x Youth Sport & Recreation School Holiday Staff Members • Session Planning, November Runners & Walkers Program • Continue research on local resident for nomination in the NT Career Achievement Award Section of the NT Young Australian Awards. <p>2019 – 2020 Shire Plan Performance Indicator 1) Deliver at least four different types of activity every month</p> <ul style="list-style-type: none"> • Runners & Walkers. Weekly sessions open to all ages. Evening activity. • Bootcamp. Weekly, 15 Years plus, evening activity. • School Holiday Activity Program – 10 Days, 2 x 2hr sessions per day. Sessions varied from morning, afternoon, evening. • Seniors Mobility / Flexibility, Afternoon activity. Weekly.
<p>2019 – 2020 Shire Plan Performance Indicators</p>	<ol style="list-style-type: none"> 1) Please see Action section above 2) Maintain current attendance and participation numbers. <ul style="list-style-type: none"> • Activity logs utilised for all school holiday activity sessions. The young employees responsible for the completion and accuracy of these logs have done a wonderful job of data collection for WSC. 3) Maintain SafeNT registration. <ul style="list-style-type: none"> • Casual staff were mentored and supervised through the School Holiday Program. Safe NT Ochre cards not required at this time. Future programs will likely require casuals to obtain Safe NT, Working with children clearance status.

Resolution No. 2019/

That Council receives and accepts the Officers Reports for the month of October 2019.

Moved:

Seconded:

Vote:

8.0 ACTION SHEET

Author:

Chief Executive Officer

Resolution No.	Resolution	Meeting Date	Status
2018/272	Community Newsletter	16/10/2018	That we commence between now and the next meeting a newsletter from Council to ratepayers.
2019/508		15/10/2019	Six (6) month trial newsletter insert in the <i>Wagait Watch</i> to commence from November 2019. A subsequent report will be presented to Council after three (3) months.
2019/424	CMCA (Campervan and Motorhome Club of Australia) – Dump Point	18/06/2019	That Council investigate the cost to install the Dump Point provided by the Campervan and Motorhome Club of Australia (CMCA).
2019/507		15/10/2019	Council resolved not to proceed with investigations. Matter will be removed from the next Action List.
2019/438	Wagait Shire Council (Dog Management) By Laws	16/07/2019	CEO to develop an implementation strategy for Council's consideration that includes resourcing as well as budget implications. CEO to investigate and report to Council in relation to the construction of a dog pound. The dog pound to come back to Council before any action is taken. Council allow the CEO to investigate and report to Council in relation to the construction of a dog pound.
2019/474		17/09/2019	CEO to develop an implementation strategy and present this to the November 2019 meeting for Council consideration. Refer Agenda Item 11.3

2019/440	Draft 2020/2024 Budget	16/07/2019	To be amended as per resolution 2019/440 and published on the website.
2019/474		17/09/2019	The Long Term Financial Plan to be presented to the November 2019 meeting for Council consideration. Refer Agenda Item 10.2
2019/444	Irrigation at Cloppenburg Park	16/07/2019	That the CEO investigate and arrange to proceed on the existing contract to irrigate Cloppenburg Park. Project nearing completion. Some matters to be resolved in confidential meeting session 17 September 2019.
2019/474		17/09/2019	CEO to advise Council of additional costs associated with construction and installation of secure cage to address safety concerns. A verbal update will be provided at the October 2019 meeting.
		15/10/2019	CEO confirmed an additional \$650.00 was expended on the construction of the bore protective cage. Modification still required for the BMX track. Further updates will be provided until project closure.
2019/445	Audit Report	16/07/2019	That Council note the audit report by the Chair of the Wagait Shire Council Audit Committee. That the items recommending further attention be placed on the Council's action list. There are items on the list that belong to the NTG and the asset list requires amendment as appropriate. Matters being addressed and a final report will be presented to the Audit Committee.

2019/457	Water Access for Tourists	20/08/2019	<p>CEO to investigate options for regulated water access for tourists and visitors to Wagait Beach at either Cloppenburg Park or the PowerWater Compound area.</p> <p>Preliminary discussions held with PowerWater. Pending further research, stakeholder consultation and costings. A report to be provided to Council in early 2020.</p>
2019/461	Audit Committee Meeting	20/08/2019	<p>Audit Committee TOR requires review and endorsement by Council. In addition, the matter of the Chair and two Council representatives requires resolution. Audit Committee meeting scheduled 26 September 2019 at which the TOR will be endorsed for Council approval, following which other actions will be implemented.</p>
2019/503		15/10/2019	<p>Council adopted the revised TOR, nominated Crs N White and G Drake and agreed to call for eoi's for Chair and additional Community Member.</p> <p>Refer Confidential Agenda 19 November 2019.</p>
2019/476	Implement a marketing campaign to highlight the hard waste facility for residents.	2019/476	<p>Council resolved to suspend kerbside quarterly hard waste collection from 2020 to be replaced with annual pre-cyclone collection.</p> <p>The provision of 24/7 hard waste area to be promoted as part of the information campaign leading up to the final kerbside hard waste collection service scheduled for 23 and 24 November 2019.</p>

2019/509	2019 Tidy Towns Sustainable Community Self-Assessment	15/10/2019	<p>Council resolved to participate in the Tidy Town Self-Assessment process and nominated Jill Mumme to assist Council.</p> <p>Jill Mumme assisted Council staff members in the self-assessment process and the completed proforma was submitted 8 November 2019.</p>
No Resolution	Honour Roll	15/10/2019	President Peter Clee requested the Chief Executive Officer investigate the creation of an Honour Roll for Wagait Shire Council.

Resolution No. 2019/

That Council receives and notes the Action Sheet for the month of October 2019.

Moved:

Seconded:

Vote:

9.0 FINANCIAL REPORT

9.1 Cash Income and Expenditure Report –October 2019

	Oct 2019 Actual \$	Oct2019 Budget \$	Variance in \$	Variance as %	Year to date Actuals \$	Year to date Budget \$	Variance in \$	Variance as %	Actual Approved Budget	Forecast to June 2020	Notes
INCOME											
RATES	\$26,271	\$8,750	\$17,521	200.2%	\$154,567	\$128,800	\$25,767	20.0%	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$12,885	\$26,500	-\$13,615	-51.4%	\$78,491	\$64,200	\$14,291	22.3%	\$117,800	\$117,800	2
GRANTS - Operational	\$0	\$0	\$0	0.0%	\$225,463	\$130,669	\$94,794	72.5%	\$294,931	\$294,931	3
GRANTS - Subject to approval	\$0	\$0	\$0	0.0%	\$0	\$52,200	-\$52,200	-100.0%	\$65,700	\$65,700	
CONTRACTS	\$7,946	\$8,150	-\$204	-2.5%	\$33,288	\$32,600	\$688	2.1%	\$98,000	\$98,000	4
RENTAL INCOME	\$1,118	\$665	\$453	68.1%	\$3,927	\$2,670	\$1,257	47.1%	\$8,000	\$8,000	5
MISCELLANEOUS	\$537	\$405	\$132	32.7%	\$1,990	\$1,395	\$595	42.6%	\$14,000	\$14,000	6
TOTAL INCOME	\$48,758	\$44,470	\$4,288	9.6%	\$497,727	\$412,534	\$85,193	20.7%	\$831,728	\$831,728	
EXPENSES											
ADMINISTRATION EXPENSES	\$6,402	\$14,795	\$8,393	56.7%	\$56,108	\$61,425	\$5,317	8.7%	\$103,200	\$103,200	7
EMPLOYMENT EXPENSES	\$49,430	\$36,000	-\$13,430	-37.3%	\$136,431	\$147,050	\$10,619	7.2%	\$441,300	\$441,300	8
ROADS	\$544	\$2,000	\$1,456	72.8%	\$967	\$7,000	\$6,033	86.2%	\$73,000	\$73,000	9
CONTRACTS & MATERIALS	\$1,551	\$0	-\$1,551		\$1,860	\$0	-\$1,860		\$5,000	\$5,000	10
REPAIR & MAIN TOWN ASSETS	\$3,752	\$100	-\$3,652	-3652.0%	\$7,751	\$4,300	-\$3,451	-80.3%	\$17,400	\$17,400	11
VEHICLE & PLANT	\$2,130	\$3,008	\$878	29.2%	\$6,241	\$8,132	\$1,891	23.3%	\$22,600	\$22,600	12
GRANT EXPENSES	\$4,789	\$2,165	-\$2,624	-121.2%	\$64,413	\$32,860	-\$31,553	-96.0%	\$67,700	\$67,700	13
WASTE MANAGEMENT	\$8,615	\$5,000	-\$3,615	-72.3%	\$31,517	\$27,500	-\$4,017	-14.6%	\$90,000	\$90,000	14
SERVICES	\$408	\$2,125	\$1,717	80.8%	\$4,621	\$5,700	\$1,079	18.9%	\$11,400	\$11,400	15
TOTAL EXPENSES	\$77,622	\$65,193	-\$12,429	19.1%	\$309,910	\$293,967	-\$15,943	5.4%	\$0	\$831,600	\$831,600
TOTAL OPERATIONAL SURPLUS / DEF	-\$28,864	-\$20,723	-\$8,141	39.3%	\$187,817	\$118,567	\$69,251	58.4%	\$128	\$128	

9.2 Notes on Cash Income and Expenditure Report

1	October actual higher due to more rate payers paying their 1st instalment late & YTD are greater than budgeted due to higher number of rate payers, paying in full.
2	October actual lower than budgeted, due to the levy being a portioned depending on the instalment amounts paid. October YTD, higher due to more rate payers, paying their rates in full which includes the levy.
3	Grants Year to date higher mainly due to grants being carried forward & not included in budget, namely Electronic records, management, dog pound, water tank & Solar panels.
4	Variance minimal. In-line with budget
5	October actual & year to date higher than budgeted due to additional rentals received from CEO house & short term rental from NT Police not included in original budget
6	October actual & year to date higher than budgeted due to cash being invested in higher earning accounts
7	October lower due to timing of expenses, including valuation expenses & accounting costs. Overall, variance year to date is slightly lower than budgeted.
8	October higher due to additional wages paid to Sport & rec person for additional hours worked, however lower overall
9	October & year to date lower due to budgeted road works not yet commenced
10	October & year to date higher than budget due to additional expense not in budget for jetty maintenance & fencing of water compound. Budget includes costs for animal management not yet commenced.
11	October & year to date higher than budgeted due to timing of maintenance projects and budget being average on quarterly basis.
12	Slightly lower than budgeted overall.
13	October due to costs incurred for additional grant not in budget for records management system. Year to date costs higher due to expenditure for new grants & additional costs for irrigation project
14	October & year to date higher than budgeted due to actual costs being higher than budgeted for all rubbish services - Hard waste, green & weekly collections
15	October & year to date lower due to savings being made using solar power

9.3 Financial Report for month ended October 2019

Cash at Bank & on Hand					TOTAL
Petty Cash					\$ 349.24
CBA - transaction account					\$ 16,371.81
CBA - Cash Saver					\$ 170,590.80
CBA - Fixed Term Deposit 1					\$ 400,000.00
CBA - Fixed Term Deposit 2					\$ 150,000.00
CBA - Fixed Term Deposit 3					\$ 100,000.00
Undeposited Funds					\$ 778.30
Bendigo Bank - Investment Q/C					\$ 500,000.00
Total Cash at Bank & on Hand					\$ 1,338,090.15
Debtors	Current	> 30 days	> 60 days	> 90 days	
Trade	8,871.00				\$ 8,871.00
Rates 19/20 financial year		87,607.97			\$ 87,607.97
Rate Arrears				40,245.25	\$ 40,245.25
					\$ 136,724.22
less Rates paid in Advance					-\$ 248.11
Total Debtors					\$ 136,476.11
Creditors & Current Liabilities	Current	> 30 days	> 60 days	> 90 days	
Trade	1,766.67				\$ 1,766.67
Tax Liabilities	12,670.99				\$ 12,670.99
Sundry Creditors	1,058.72				\$ 1,058.72
Unexpended Grants	135,526.83				\$ 135,526.83
Total Creditors & other current Liabilities					\$ 151,023.21
			Net Cash Position		\$ 1,323,543.05

9.4 Rate Payers in arrears

2016-17	\$2,426.35
2017-18	\$4,721.59
2018-19	\$7,535.09
2019-20	\$25,562.22

TOTAL: \$40,245.25

9.5 Credit Card Transaction to 31 October 2019

Anna Malgorzewicz

01/10/2019	Officeworks	Workstation for CEO and S&R	\$896.00
07/10/2019	Sealink Ferries	Multi Pass	\$98.98
08/10/2019	Spot Trace	Monthly renewal – Works Ute GPS	\$281.32
10/10/2019	Microsoft	Software	\$7.59
18/10/2019	Coles	CEO fuel	\$59.80
19/10/2019	Bunnings	Safety caps	\$12.90
24/10/2019	NT Classifieds	Advertisement – Audit Committee Member	\$704.00

President Peter Clee

03/10/2019	MYOB	Monthly subscription	\$140.00
07/10/2019	Adobe	Monthly subscription	\$36.29
15/10/2019	Thrift Rent A Car	Car Rental – LGANT Conference	\$134.39

Works Supervisor – Gary Zikan

02/10/2019	Top End Steel Supplies	Reo Bars for roadworks	\$121.74
05/10/2019	Bunnings	Workshop loose tools and materials	\$81.40
17/10/2019	Murray Oakley	Fridge for Workshop	\$599.00
17/10/2019	Bunnings	Cleaning materials and loose materials for workshop	\$103.91
22/10/2019	Kerrys Nissan	Service – Works Ute	\$330.00
23/10/2019	Territory Rural	Fencing materials – Water Compound	\$1,525.81
24/10/2019	All Tools	Loose tools – workshop	\$43.48
24/10/2019	Finlays	Premix	\$150.00
24/10/2019	Finlays	Cement	\$190.00
24/10/2019	HD Pumps	Loose materials for water pump	\$113.15
24/10/2019	HD Pumps	Repairs to water pump on Works Ute	\$106.59
24/10/2019	The Big Mower	Spark Plugs for Whipper Snipper	\$63.50

9.6 Supplier Payment History – October 2019

15/10/2019	Merrilyn Robb	Preparation of Financials	\$1,039.50
15/10/2019	Marks Rural Services	Water delivery to Office, CEO House and Sports Ground	\$396.00
15/10/2019	Totally Workwear	Safety vests and hats	\$17.60

15/10/2019	Dougie Maintenance Services	Repairs Com Centre – replace cistern and repair wall	\$210.00
15/10/2019	Dougie Maintenance Services	Cleaning gutters of council buildings	\$1,272.00
15/10/2019	Dougie Maintenance Services	Clean solar panels	\$650.00
15/10/2019	Jardine Lloyd Thompson	Workers Comp Insurance	\$791.68
15/10/2019	Veolia	Wheelie bin service ad quarterly had waste	\$9,476.08
15/10/2019	MJ Electrical	Repairs to faulty light Com Centre	\$155.00
15/10/2019	Nexia Edwards	Audit for Financial Years	\$1,650.00
15/10/2019	Central Business Equipment	Copy charges	\$130.53
31/10/2019	R&M Newman	Protective cage for bore and pipework at Cloppenburg Park	\$690.00
31/10/2019	R & M Newman	Repairs to Kubota Tractor	\$359.20
31/10/2019	Totally Workwear	Staff hats – works crew	\$48.00
31/10/2019	Totally Workwear	Uniforms for casual staff	\$158.50
31/10/2019	Totally Workwear	Staff uniform for casual staff	\$302.40
31/10/2019	Wagait Beach Supermarket	CEO fuel	\$64.48
31/10/2019	Wagait Beach Supermarket	Newspapers	\$29.00
31/10/2019	Wagait Beach Supermarket	Ute fuel	\$129.24
31/10/2019	Wagait Beach Supermarket	Fuel – plant and machinery	\$47.29
31/10/2019	Wagait Beach Supermarket	Food for cat trap	\$1.95
31/10/2019	Wagait Beach Supermarket	CEO fuel	\$48.00
31/10/2019	Wagait Beach Supermarket	Newspapers	\$29.00
31/10/2019	Wagait Beach Supermarket	Newspapers	\$3.80
31/10/2019	Altbat Pty Ltd	Microsoft migration solutions	\$4,400.00
31/10/2019	Wagait Beach Supermarket	Newspapers	\$29.00
31/10/2019	Wagait Beach Supermarket	CEO fuel	99.00
31/10/2019	Humpty Doo Plumbing	Repairs to Community Centre	\$385.00
31/10/2019	Australia Day Council NT	Registration – Rebecca Taylor to attend conference in Alice Springs	\$200.00
31/10/2019	Harvey Distributors	Cleaning supplies – Jetty wash	\$181.50
31/10/2019	Harvey Distributors	Cleaning supplies	\$171.45
31/10/2019	Harvey Distributors	Bin liners - jetty	\$149.31

9.7 Grants Report

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
15/02/2018	Irrigation at Cloppenburg Park	Minister for Housing and Community Dvlp – Hon Gerry McCarthy MLA	\$83,694.00	\$131,074.09		On or before 31 Aug 2018 or thereafter for a period of two years.
8/11/2018	Construct Dog Pound and associate septic pit	Dept of Housing & Community Dvlp	\$30,537.00	\$2,680.00	\$27,857.00	Before 31 August 2019 or thereafter for a period of two years
June 2019	5,000 litre water tank	NT Govt	\$7,607.00		\$7,607.00	30 June 2020
June 2019	Electronic Records Management System	NT Government	\$34,889.00	\$11,230.00	\$23,659.00	30 June 2020

9.8 Councillor Allowances

PREVIOUS DECISION:

Resolution No: 2019/443

In accordance with the Elected Members Allowance and Expenses Policy this council set the Elected Members Meeting Allowance as follows: (Section 71 of the Local Government Act).

Principal Member \$300

Ordinary member \$0

Ordinary member \$0

Ordinary member \$0

Moved: Vice President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

Month of Meeting	Amount
July	\$300.00
August	\$300.00
September	\$300.00
October	\$300.00
TOTAL:	\$1,200.00
TOTAL BUDGET:	\$2,000.00
NET BALANCE:	\$800.00

Councillors payment for the month of October 2019 - \$300.00

President Peter Clee - \$1,200.00 YTD

Resolution No. 2019/.....

That Council receives and accepts the Financial Report for the month of October 2019.

Moved:

Seconded:

Vote:

10.0 AGENDA ITEMS

10.1 Budget Variation

BACKGROUND

Previous Decisions:

Resolution No. 2019/451

That Council approves the transfer of \$34,500.00 from reserves to cover the cost of Cloppenburg Park Irrigation Project.

*Moved: Vice President Tom Dyer
Seconded: Cr Neil White
Vote: AIF*

2/08/2019 Special Meeting

Resolution No. 2019/440

That the draft 2019/2020 Budget be adopted. (Section 128(1) of the Local Government Act) and the draft 2020/2024 Budget to be amended.

*Moved: Vice President Tom Dyer
Seconded: Cr Neil White
Vote: AIF*

16/07/2019

Resolution No. 2019/404

The Audit Committee recommends to Council that they pass the following motion: Expenditure in the budget for dog pound for \$30,000 and Cloppenburg Park Irrigation for \$19,000 not be expended until a full management plan and cash flow approved by Council.

*Moved: Vice President Tom Dyer
Seconded: Cr Graham Drake
Vote: AIF*

21/05/2019

CURRENT SITUATION

Council adopted its annual budget at its meeting of 16th July 2019. In August, at a Special Meeting of Council, it was resolved to transfer \$34,500 from Council Reserves to cover additional expenses associated with the Cloppenburg Irrigation Project.

Pursuant to Section 128(2) of the *Local Government Act*, Council may amend its adopted budget. Following Council adoption of the amendment, appropriate notification to the agency and community is required to be made.

In accordance with Council's resolution of August 2019, an amount of \$34,500 is to be transferred from reserves to Cloppenburg Park Irrigation Project. The amended Budget is attachment A.

A further variation will be required in January 2020 following finalisation of external grant agreements and internal reconciliation of programs.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Budget Variation 2019-2020;
- b) pursuant to Section 128(2) of the *Local Government Act* amends the Wagait Shire Council Budget 2019-2020 as detailed in Attachment A, being

Total Income increase \$34,500

Total Expenditure increase \$34,500

and;

- c) adopts the amended Budget 2019-2020.

Moved:

Seconded:

Vote:

**Wagait Shire Council
Budget 2019-2020**

ATTACHMENT A

Account Name	2019/2020	Variation 2019/2020	Notes
INCOME			
RATES			
Rates Income	\$231,597	\$231,597	
Rate Search income	\$200	\$200	
Rate Interest Income	\$1,500	\$1,500	
Total RATE INCOME	\$233,297	\$233,297	
WASTE MANAGEMENT			
Waste Management Levy	\$117,000	\$117,000	
Waste Management - Extra Bins	\$800	\$800	
Total WASTE MANAGEMENT INCOME	\$117,800	\$117,800	
GRANTS			
OPERATING GRANTS			
R2R	\$25,116	\$25,116	
FAA General Purpose	\$10,107	\$10,107	
FAA Roads	\$48,848	\$48,848	
Sport & Rec Operational	\$21,000	\$21,000	
NT Operational	\$189,860	\$189,860	
Total Operating grants	\$294,931	\$294,931	
GRANTS SUBJECT TO APPROVAL			
Australia Day	\$1,500	\$1,500	
Seniors	\$1,200	\$1,200	
Youth Vibe	\$2,000	\$2,000	
Dog Pound	\$30,000	\$30,000	
Cloppenburg Park Irrigation	\$19,000	\$19,000	
Picnic Area	\$12,000	\$12,000	
Total grants subject to approval	\$65,700	\$65,700	
Total GRANTS	\$360,631	\$360,631	
CONTRACTS			
Jetty Management	\$60,000	\$60,000	
Water Management	\$35,000	\$35,000	
Community Development Program	\$3,000	\$3,000	

Total CONTRACTS	\$98,000	\$98,000	
RENTAL INCOME			
Cloppenburg Park	\$3,500	\$3,500	
Community Centre	\$4,500	\$4,500	
Total RENTAL INCOME	\$8,000	\$8,000	
MISC INCOME			
Bank linterest Earned	\$14,000	\$14,000	
Recovery Debt Collection	\$0	\$0	
Total MISC INCOME	\$14,000	\$14,000	
TRANSFER FROM RESERVES			
Cloppenburg Park Irrigation Project		\$34,500	Resolution No. 2019/451
Total Transfer from Reserves		\$34,500	
TOTAL INCOME	\$831,728	\$866,228	
EXPENSES			
ADMINISTRATION EXPENSES			
Rates Recovery Cost	\$1,000	\$1,000	
Accounting	\$15,000	\$15,000	
Fringe Benefit Tax	\$6,000	\$6,000	
Community Activities	\$2,000	\$2,000	
Donations	\$100	\$100	
Advertising	\$4,000	\$4,000	
Safety supplies & equip	\$1,000	\$1,000	
Sport & Rec Activities	\$500	\$500	
Cleaning	\$1,000	\$1,000	
Travel & Accommodation	\$2,000	\$2,000	
Consultant fees	\$10,000	\$10,000	
Fees, licences & Charges	\$3,500	\$3,500	
Computer Support & Maint	\$5,000	\$5,000	
Insurance	\$27,000	\$27,000	
Valuation Costs	\$7,500	\$7,500	
Office Expenses	\$85,600	\$85,600	
Bank Charges			
Bank Fees	\$300	\$300	

Merchant Fees	\$1,200	\$1,200	
Total Bank Charges	\$1,500	\$1,500	
Memberships & Subscriptions			
LGANT/Membership	\$1,500	\$1,500	
Subscriptions & Publications	\$600	\$600	
Total Memberships & Subscriptions	\$2,100	\$2,100	
Office Costs			
Postage	\$1,000	\$1,000	
Printing & Stationery	\$4,500	\$4,500	
Total Office Costs	\$5,500	\$5,500	
Telephones			
Office phone/fax/internet	\$1,500	\$1,500	
Mobiles	\$2,500	\$2,500	
Satellite	\$500	\$500	
Total Telephones	\$4,500	\$4,500	
Meeting Expenses			
Meeting expenses	\$2,000	\$2,000	
Councillor Allowances	\$2,000	\$2,000	
Total Meeting Expenses	\$4,000	\$4,000	
Total ADMINISTRATION EXPENSES	\$103,200	\$103,200	
EMPLOYMENT EXPENSES			
Superannuation Expenses			
Superannuation	\$36,000	\$36,000	
Total Superannuation Expenses	\$36,000	\$36,000	
Wages & Salaries			
Wages & Salaries	\$360,000	\$360,000	
Wages Sports & Rec	\$36,000	\$36,000	
Total Wages & Salaries	\$396,000	\$396,000	
Training, safety, uniforms & assistance			
Staff Training	\$1,500	\$1,500	
Staff Uniforms & Safety	\$800	\$800	
Professional Development	\$1,000	\$1,000	
HR & WHS Service Fee	\$6,000	\$6,000	

Total Training, safety, uniforms & assistance	\$9,300	\$9,300	
Total EMPLOYMENT EXPENSES	\$441,300	\$441,300	
ROADS			
FAA Roads	\$48,000	\$48,000	
R2R	\$25,000	\$25,000	
Total ROADS	\$73,000	\$73,000	
CONTRACTS & MATERIALS			
Jetty Maintenance	\$0	\$0	
Water Management/Maintenance	\$0	\$0	
Animal Management	\$5,000	\$5,000	
Total CONTRACTS & MATERIALS	\$5,000	\$5,000	
REPAIRS & MAINTENANCE			
R&M Garden & Ground	\$1,500	\$1,500	
R&M Ablution Block	\$1,200	\$1,200	
R&M CEO House	\$1,500	\$1,500	
R&M Community Centre	\$3,000	\$3,000	
R&M Office	\$5,000	\$5,000	
R&M Workshop	\$1,500	\$1,500	
R&M Sports Ground	\$1,500	\$1,500	
R&M Townsite	\$1,000	\$1,000	
Stores Materials and loose tools	\$1,200	\$1,200	
Total REPAIRS & MAINTENANCE	\$17,400	\$17,400	
VEHICLE & PLANT			
Fuel Works Ute	\$2,500	\$2,500	
Fuel Plant and Machinery	\$2,000	\$2,000	
Fuel CEO	\$5,000	\$5,000	
Fuel Works Truck	\$600	\$600	
R&M Plant & Machinery	\$5,000	\$5,000	
R&M Vehicles	\$3,000	\$3,000	
Vehicle Registration	\$3,000	\$3,000	
Rego - Plant & Machinery	\$1,500	\$1,500	
Total VEHICLE & PLANT	\$22,600	\$22,600	
GRANT EXPENSES			
Senior Week Function	\$1,200	\$1,200	
Youth Vibe	\$2,000	\$2,000	

Australia Day Expenses	\$1,500	\$1,500	
Dog Pound Exp	\$30,000	\$30,000	
Cloppenburg Park Irrigation	\$19,000	\$53,500	Resolution No. 2019/451
Picnic Area	\$12,000	\$12,000	
Total GRANT EXPENSES	\$65,700	\$100,200	
COMMUNITY GRANTS			
Grants (on application)	\$2,000	\$2,000	
TOTAL COMMUNITY GRANTS	\$2,000	\$2,000	
WASTE MANAGEMENT EXPENSE			
Regular bin collection	\$60,000	\$60,000	
Quartely hard waste collection	\$20,000	\$20,000	
Green waste chipping	\$10,000	\$10,000	
Total WASTE MANAGEMENT EXPENSE	\$90,000	\$90,000	
SERVICES			
Electricity	\$5,500	\$5,500	
Gas Supplies	\$400	\$400	
Pest Control	\$500	\$500	
Water & Sewerage	\$5,000	\$5,000	
Total SERVICES	\$11,400	\$11,400	
TOTAL EXPENSES	\$831,600	\$866,100	
SUMMARY			
TOTAL INCOME	\$831,728	\$866,228	
TOTAL EXPENSES	\$831,600	\$866,100	
Cash Surplus / deficit	\$128	\$128	

10.2 Long Term Financial Plan

BACKGROUND

Previous Decisions:

Resolution No. 2019/440

That the draft 2019/2020 Budget be adopted. (Section 128(1) of the Local Government Act) and the draft 2020/2024 Budget to be amended.

Moved: Vice President Tom Dyer

Seconded: Cr Neil White

Vote: AIF

16/07/2019

Resolution No. 2019/406

That a 0% increase for rates as reflected in the 2019/2020 Budget be approved as declared under Section 155 of the Local Government Act.

Moved: Vice President Tom Dyer

Seconded: Cr Graham Drake

Vote: AIF

21/05/2019

Resolution No. 2019/384

That the Audit Committee recommend to Council that the 2019-2024 Shire Plan including the 2019/2020 Budget be advertised publicly for a 21 day community consultation and final adoption with amendments. That Council adopt a 4% increase in rates and costs in line with the Long Term Financial Plan for the years 2021 to 2024 to support urgent and ongoing maintenance and well the day to day increase costs.

Moved: Cr Neil White

Seconded: Maureen Newman

Vote: AIF

21/05/2019

Resolution No. 2018/217

That Council endorse and adopt the Long Term Financial Plan 2018 – 2022.

Moved: Cr Shenagh Gamble

Seconded: Cr Michael Vaughan

Vote: AIF

25/07/2018

CURRENT SITUATION

Section 126 (1) of the *Local Government Act* requires a council to prepare and keep up-to-date a Long-term Financial Plan. The Long-term Financial Plan must relate to a period of at least 4 financial years and contain a statement of the major initiatives the council proposes to undertake during the period to which the plan relates; and projections of income and expenditure for each financial year of the period to which the plan relates, and the council's proposals for the repair, maintenance, management and development of infrastructure for each financial year of the period to which the plan relates.

The council must provide the Agency with a copy of its long-term financial plan by 31 July in the first financial year to which the plan relates.

At its meeting of 25th July 2018 Council adopted its Long Term Financial Plan for the period 2018-2022. A copy of this Long Term Financial Plan is at Attachment A. The plan is based on several underlying assumptions including an annual rate increase of 2% and waste management levy increases of 2% every second year.

Council was presented with a revised Long Term Financial Plan (the Plan) at its meeting of 16th July 2019, but rejected the Plan, based on a number of considerations. A copy of this plan is at Attachment B.

Council requested the Plan be amended and presented for its consideration at a future meeting.

Prior to finalising the amended Long Term Financial Plan, the Audit Committee discussed a number of assumptions that should underpin the Long Term Financial Plan. These have been incorporated and are presented at Attachment C for Council discussion and consideration.

Resolution No. 2019/.....

That Council adopts the Long Term Financial Plan 2019 – 2024 as amended.

Moved:

Seconded:

Vote:

Wagait Shire Council

62 Wagait Tower Road
Wagait Beach NT 0822

Long Term Financial Projections

2018 - 2022

	Budget 2017/18	Plan 2018/19	Plan 2019/20	Plan 2020/21	Plan 2021/22	NOTES
OPERATIONAL INCOME						
RATES	\$221,625	\$227,000	\$231,000	\$235,000	\$240,000	5
GRANTS	\$302,300	\$308,300	\$314,400	\$320,700	\$327,100	1
CONTRACTS	\$121,800	\$124,000	\$126,400	\$129,000	\$131,500	
RENTAL INCOME	\$2,640	\$2,640	\$2,770	\$2,770	\$2,900	
OTHER INCOME	\$36,150	\$38,700	\$13,000	\$14,000	\$15,000	
WASTE MANAGEMENT LEVY	\$116,400	\$116,400	\$119,000	\$119,000	\$121,300	7
Total Income	\$800,915	\$817,040	\$806,570	\$820,470	\$837,800	
OPERATIONAL EXPENSES						
ADMINISTRATION EXPENSE	\$95,800	\$97,000	\$98,000	\$100,000	\$102,000	
EMPLOYMENT EXPENSE	\$364,300	\$391,200	\$410,760	\$431,298	\$452,863	
ROADS	\$122,100	\$106,000	\$40,000	\$40,000	\$40,000	2
CONTRACTS & MATERIALS	\$5,100	\$2,850	\$2,993	\$3,142	\$3,299	
REPAIR & MAIN TOWN ASSETS	\$57,700	\$19,100	\$29,055	\$47,150	\$32,000	4
VEHICLE & PLANT	\$18,400	\$66,090	\$15,000	\$15,750	\$42,000	
GRANT EXPENSES	\$3,000	\$3,100	\$3,200	\$3,300	\$3,400	
OTHER OPERATIONAL COSTS	\$120,500	\$120,500	\$119,000	\$119,000	\$121,300	6
SERVICES	\$13,900	\$10,300	\$10,500	\$10,700	\$10,900	

TOTAL EXPENSES	\$800,800	\$816,140	\$728,508	\$770,340	\$807,762	
Net Operational Income	\$115	\$900	\$78,063	\$50,130	\$30,038	
Capital Expenditure	\$0	\$0	\$0	\$0	\$0	
Other Expenditure	\$0	\$0	\$50,000	\$50,000	\$30,000	3
Net Income	\$115	\$900	\$28,063	\$130	\$38	

Major Initiatives items proposed

The Wagait Shire Council has identified a vast number and range of infrastructure projects that it would like to see implemented over the coming 10 years.

The majority of these are subject to successful funding applications, and others are infrastructure outside the Council's scope that it will continue to advocate for.

1

Council will continue the road shoulder remediation program commenced in 2015 / 16
An amount of \$122,100 has been allocated in the budget for 2017 / 18 and consists of \$53,100 FAA roads and \$69,000 R2R funding

2

Council will continue to work with nearby councils to utilise shared services

Other expenditure in 2019 / 20 allow for implementation of projects identified in Strategic Plan
which is being updated following planning meetings to be held in 2017/18

3

Underlying assumptions

Three year upgrade and replacement program commencing in the 2017 / 18 financial year

4

Rates will increase by 2% each year.

5

Kerbside Waste collection ongoing. Hard waste disposal will continue on a 3 monthly program.

6

Waste levy income increased by 2% every second year

7

62 Wagait Tower Road
Wagait Beach NT 0822

Budget 2019/24

ATTACHMENT B

Account Name	Budget 19/20	20/21	21/22	22/23	23/24
INCOME					
RATES					
Rates Income	\$231,597	\$236,229	\$240,954	\$245,773	\$250,688
Rate Search income	\$200	\$208	\$216	\$225	\$234
Rate Interest Income	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
	\$233,297	\$237,997	\$242,792	\$247,685	\$252,677
WASTE MANAGEMENT					
Waste Management Levy	\$117,000	\$121,680	\$126,547	\$131,609	\$136,873
Waste Management - Extra bins	\$800	\$832	\$865	\$900	\$936
Total WASTE MANAGEMENT INCOME	\$117,800	\$122,512	\$127,412	\$132,509	\$137,809
GRANTS					
OPERATING GRANTS					
R2R	\$25,116	\$26,121	\$27,165	\$28,252	\$29,382
FAA General Purpose	\$14,812	\$15,404	\$16,021	\$16,661	\$17,328
FAA Roads	\$57,334	\$59,627	\$62,012	\$64,493	\$67,073
Sport & Rec Operational	\$21,000	\$21,840	\$22,714	\$23,622	\$24,567
NT Operational	\$189,860	\$197,454	\$205,353	\$213,567	\$222,109
Total Operating grants	\$308,122	\$320,447	\$333,265	\$346,595	\$360,459
GRANTS SUBJECT TO APPROVAL					
Australia day	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Seniors	\$1,200	\$1,248	\$1,298	\$1,350	\$1,404
Youth Vibe	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Dog Pound	\$30,000	\$31,200	\$32,448	\$33,746	\$35,096
Cloppenburg Park Irrigation	\$19,000	\$19,760	\$20,550	\$21,372	\$22,227
Picnic Area	\$12,000	\$12,480	\$12,979	\$13,498	\$14,038
Total grants subject to approval	\$65,700	\$68,328	\$71,061	\$73,904	\$76,860
Total GRANTS	\$373,822	\$388,775	\$404,326	\$420,499	\$437,319

CONTRACTS					
Jetty Management	\$60,000	\$62,400	\$64,896	\$67,492	\$70,192
Water Management	\$35,000	\$36,400	\$37,856	\$39,370	\$40,945
Community Development Program	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510
Total CONTRACTS	\$98,000	\$101,920	\$105,997	\$110,237	\$114,646
RENTAL INCOME					
Cloppenburg Park	\$3,500	\$3,640	\$3,786	\$3,937	\$4,095
Community Centre	\$4,500	\$4,680	\$4,867	\$5,062	\$5,264
Total RENTAL INCOME	\$8,000	\$8,320	\$8,653	\$8,999	\$9,359
MISC INCOME					
Bank linterest Earned	\$14,000	\$14,560	\$15,142	\$15,748	\$16,378
Recovery Debt Collection	\$0	\$0	\$0	\$0	\$0
Total MISC INCOME	\$14,000	\$14,560	\$15,142	\$15,748	\$16,378
TOTAL INCOME	\$844,919	\$874,084	\$904,323	\$935,676	\$968,188
EXPENSES					
ADMINISTRATION EXPENSES					
Rates Recovery Cost	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170
Accounting	\$15,000	\$15,600	\$16,224	\$16,873	\$17,548
Fringe Benefit Tax	\$6,000	\$6,240	\$6,490	\$6,749	\$7,019
Community Activities	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Donations	\$100	\$104	\$108	\$112	\$117
Advertising	\$4,000	\$4,160	\$4,326	\$4,499	\$4,679
Safety supplies & equip	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170
Sport & Rec Activities	\$500	\$520	\$541	\$562	\$585
Cleaning	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170
Travel & Accommodation	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Consultant fees	\$10,000	\$10,400	\$10,816	\$11,249	\$11,699
Fees, licences & Charges	\$3,500	\$3,640	\$3,786	\$3,937	\$4,095
Computer Support & Maint	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
Insurance	\$27,000	\$28,080	\$29,203	\$30,371	\$31,586
Valuation Costs	\$7,500	\$7,800	\$8,112	\$8,436	\$8,774
Office Expenses	\$85,600	\$89,024	\$92,585	\$96,288	\$100,140
Bank Charges					

Bank Fees	\$300	\$312	\$324	\$337	\$351
Merchant Fees	\$1,200	\$1,248	\$1,298	\$1,350	\$1,404
Total Bank Charges	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Memberships & Subscriptions					
LGANT/Membership	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Subscriptions & Publications	\$600	\$624	\$649	\$675	\$702
Total Memberships & Subscriptions	\$2,100	\$2,184	\$2,271	\$2,362	\$2,457
Office Costs					
Postage	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170
Printing & Stationery	\$4,500	\$4,680	\$4,867	\$5,062	\$5,264
Total Office Costs	\$5,500	\$5,720	\$5,949	\$6,187	\$6,434
Telephones					
Office phone/fax/internet	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Mobiles	\$2,500	\$2,600	\$2,704	\$2,812	\$2,925
Satellite	\$500	\$520	\$541	\$562	\$585
Total Telephones	\$4,500	\$4,680	\$4,867	\$5,062	\$5,264
Meeting Expenses					
Meeting expenses	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Councillor Allowances	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Total Meeting Expenses	\$4,000	\$4,160	\$4,326	\$4,499	\$4,679
Total ADMINISTRATION EXPENSES	\$103,200	\$107,328	\$111,621	\$116,086	\$120,729
EMPLOYMENT EXPENSES					
Superannuation Expenses					
Superannuation	\$36,000	\$37,440	\$38,938	\$40,495	\$42,115
Total Superannuation Expenses	\$36,000	\$37,440	\$38,938	\$40,495	\$42,115
Wages & Salaries					
Wages & Salaries	\$360,000	\$374,400	\$389,376	\$404,951	\$421,149
Wages Sports & Rec	\$36,000	\$37,440	\$38,938	\$40,495	\$42,115
Total Wages & Salaries	\$396,000	\$411,840	\$428,314	\$445,446	\$463,264
Training, safety, uniforms & assistance					
Staff Training	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Staff Uniforms & Safety	\$800	\$832	\$865	\$900	\$936
Professional Development	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170

Staff Relocation costs					
HR & WHS Service Fee	\$6,000	\$6,240	\$6,490	\$6,749	\$7,019
Total Training, safety, uniforms & assistance	\$9,300	\$9,672	\$10,059	\$10,461	\$10,880
Total EMPLOYMENT EXPENSES	\$441,300	\$458,952	\$477,310	\$496,402	\$516,259
ROADS					
FAA Roads	\$48,000	\$49,920	\$51,917	\$53,993	\$56,153
R2R	\$25,000	\$26,000	\$27,040	\$28,122	\$29,246
Total ROADS	\$73,000	\$75,920	\$78,957	\$82,115	\$85,400
CONTRACTS & MATERIALS					
Jetty Maintenance	\$0	\$0	\$0	\$0	\$0
Water Management/Maintenance	\$0	\$0	\$0	\$0	\$0
Animal Management	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
Total CONTRACTS & MATERIALS	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
REPAIRS & MAINTENANCE					
R&M Garden & Ground	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
R&M Ablution Block	\$1,200	\$1,248	\$1,298	\$1,350	\$1,404
R&M CEO House	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
R&M Community Centre	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510
R&M Office	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
R&M Workshop	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
R&M Sports Ground	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
R&M Townsite	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170
Stores Materials and loose tools	\$1,200	\$1,248	\$1,298	\$1,350	\$1,404
Total REPAIRS & MAINTENANCE	\$17,400	\$18,096	\$18,820	\$19,573	\$20,356
VEHICLE & PLANT					
Fuel Works Ute	\$2,500	\$2,600	\$2,704	\$2,812	\$2,925
Fuel Plant and Machinery	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Fuel CEO	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
Fuel Works Truck	\$600	\$624	\$649	\$675	\$702
R&M Plant & Machinery	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
R&M Vehicles	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510
Vehicle Registration	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510
Rego - Plant & Machinery	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Total VEHICLE & PLANT	\$22,600	\$23,504	\$24,444	\$25,422	\$26,439
GRANT EXPENSES					

Senior Week Function	\$1,200	\$1,248	\$1,298	\$1,350	\$1,404
Youth Vibe	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Australia Day Expenses	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Dog Pound Exp	\$30,000	\$31,200	\$32,448	\$33,746	\$35,096
Cloppenburg Park Irrigation	\$19,000	\$19,760	\$20,550	\$21,372	\$22,227
Picnic Area	\$12,000	\$12,480	\$12,979	\$13,498	\$14,038
Total GRANT EXPENSES	\$65,700	\$68,328	\$71,061	\$73,904	\$76,860
COMMUNITY GRANTS					
Grants (on application)	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
TOTAL COMMUNITY GRANTS	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
WASTE MANAGEMENT EXPENSE					
Regular bin collection	\$60,000	\$62,400	\$64,896	\$67,492	\$70,192
Quartely hard waste collection	\$20,000	\$20,800	\$21,632	\$22,497	\$23,397
Green waste chipping	\$10,000	\$10,400	\$10,816	\$11,249	\$11,699
Total WASTE MANAGEMENT EXPENSE	\$90,000	\$93,600	\$97,344	\$101,238	\$105,287
SERVICES					
Electricity	\$5,500	\$5,720	\$5,949	\$6,187	\$6,434
Gas Supplies	\$400	\$416	\$433	\$450	\$468
Pest Control	\$500	\$520	\$541	\$562	\$585
Water & Sewerage	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849
Total SERVICES	\$11,400	\$11,856	\$12,330	\$12,823	\$13,336
TOTAL EXPENSES	\$831,600	\$864,864	\$899,459	\$935,437	\$972,854
SUMMARY					
Total Income	\$844,919	\$874,084	\$904,323	\$935,676	\$968,188
TOTAL EXPENSES	\$831,600	\$864,864	\$899,459	\$935,437	\$972,854
Cash Surplus / deficit	\$13,319	\$9,220	\$4,864	\$240	-\$4,666
CAPITAL					
CAPITAL INFLOWS					
CAPITAL EXPENDITURE					

Wagait Shire Council62 Wagait Tower Road
Wagait Beach NT 0822**Long Term Financial Projections**

2018 - 2022

	Budget 2019/20	Plan 2020/21	Plan 2021/22	Plan 2022/23	Plan 2023/24	NOTES
OPERATIONAL INCOME						
RATES	\$233,297	\$242,629	\$252,941	\$264,323	\$276,878	1
GRANTS	\$354,631	\$300,000	\$306,000	\$312,120	\$318,362	2
CONTRACTS	\$98,000	\$102,900	\$108,045	\$113,447	\$119,120	
RENTAL INCOME	\$8,000	\$8,080	\$8,161	\$8,242	\$8,325	
OTHER INCOME	\$20,000	\$75,000	\$72,000	\$27,000	\$30,000	3
WASTE MANAGEMENT LEVY	\$117,800	\$122,512	\$127,719	\$133,466	\$139,806	
Total Income	\$831,728	\$851,121	\$874,865	\$858,599	\$892,491	
OPERATIONAL EXPENSES						
ADMINISTRATION EXPENSE	\$103,200	\$105,264	\$107,896	\$111,132	\$115,022	
EMPLOYMENT EXPENSE	\$441,300	\$452,333	\$463,641	\$475,232	\$487,113	
ROADS	\$73,000	\$74,460	\$75,949	\$77,468	\$79,018	
CONTRACTS & MATERIALS	\$5,000	\$5,100	\$5,228	\$5,384	\$5,573	
REPAIR & MAIN TOWN ASSETS	\$17,400	\$17,748	\$18,103	\$18,465	\$18,834	
VEHICLE & PLANT	\$22,600	\$68,052	\$68,513	\$23,983	\$24,463	4
GRANT EXPENSES	\$67,700	\$23,000	\$25,000	\$26,250	\$27,563	
OTHER OPERATIONAL COSTS	\$90,000	\$91,800	\$94,095	\$96,918	\$100,310	
UTILITIES	\$11,400	\$11,628	\$11,919	\$12,276	\$12,706	

TOTAL EXPENSES		\$831,600	\$849,385	\$870,343	\$847,109	\$870,601
Net Operational Income		\$128	\$1,736	\$4,522	\$11,490	\$21,890
Capital Expenditure		\$0	\$0	\$0	\$0	\$0
Other Expenditure		\$0	\$0			
Net Income		\$128	\$1,736	\$4,522	\$11,490	\$21,890

Major Initiatives items proposed

Underlying assumptions

1. Rates to increase by 4% in 2020-2021 and 0.25% increments in later years
2. 2019/2020 Grants amount includes unspent grants from previous years
3. Reserve funds utilised to relace vehicles in 2020/2021 and 2021/2022
4. Includes vehicle replacement costs in 2020/2021 and 2021/2022

10.3 Policy Review – P04 Signing of Cheques and Expenditure Certifications

BACKGROUND:

Previous Decisions:

Resolution No 7/252

That the Principal Officer or in his absence the Deputy Principal Officer together with the Chief Executive Officer or Administration Officer be authorised to sign cheques and make electronic disbursements from Wagait Shire bank accounts:

Moved: Vice President Clee

Seconded: Cr Murphy

Vote: Carried 7-0

17th June 2008

CURRENT SITUATION:

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

Policy No. 04 – Signing of Cheques and Expenditure Certifications at Attachment A, was developed and endorsed at a Council Meeting on 17 June 2008. This policy has not been reviewed since that date. The policy was created in response to new accounting regulations that were introduced following the implementation of the new *Local Government Act 2008*. The policy was part of a suite of fundamental procedures and policies that provided compliance with proper standards of financial management, accounting principles and day to day financial operations of the Council. This policy statement has subsequently been superseded by Policy No. 35 – Authorisation of Payments Policy, which was endorsed and adopted by Council at its meeting of 19 March 2019. Council Resolution No. 2019/355 refers. A copy of the policy is at Attachment B.

Policy No. 35 provides clear guidelines for the payment of creditors, employees and Councillors. Section 4.2 “Wagait Shire Council Payment Procedure” states:

Council does not make any payments by cheque. Payments other than those minor incidentals made from Petty Cash will be via EFT.

The policy also references Section 20 of the *Local Government (Accounting) Regulations* that provides guidance for the authorisation of payments by two persons.

The Audit Committee reviewed this policy at its meeting of 13th November 2019 and endorsed the following recommendation.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Policy Review 04 – Signing of Cheques and Expenditure Certifications; and
- b) rescinds Policy No 04 Signing of Cheques and Expenditure Certifications.

Moved:

Seconded:

Vote:

ATTACHMENT A

POLICY TITLE:	SIGNING OF CHEQUES AND EXPENDITURE CERTIFICATIONS
POLICY NUMBER:	P04
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
To provide for the signing of cheques and authorisation of Council Expenditure.	
STATUS: Draft	Council Resolution

Date Approved: 17.06.2008	Approved By: Cr Vice President Clea Seconded: Cr Murphy	Councillors – resolution no. 7/252	Date for review:	Next Council Election
Date Approved: 17.03.2009	Approved By:		Date for review:	17.06.2010
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

POLICY:


The Council has resolved that the Principle Member shall sign all cheques and expenditure authorisations in conjunction with either the Chief Executive Officer of Administration Officer.

EFFECT:

There shall be two signatories to all Council expenditure, one being the Principle Member and the other being a member of staff.

References: LG (ACC) Regs No. 20

ATTACHMENT B

	POLICY TITLE:	AUTHORISATION OF PAYMENTS POLICY
	POLICY NUMBER:	P35
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. **PURPOSE:**

To provide clear guidelines for the payment of creditors, employees and councillors.

2. **SCOPE:**

The Policy applies to all Wagait Shire Council payment transactions.

3. **DEFINITIONS:**

The Act: Means the Local Government Act.

Business day: Means any day except a Saturday, Sunday or public holiday.

Exceptional Circumstances: Means the principal member or Chief Executive Officer are not in a position to authorise payment/s when required or are not contactable when authorisation is required.

4. **POLICY:**

4.1 **Legislative Requirements**

Pursuant to S119(2) of the Act all money received by a council must be paid into an authorised deposit account, and all expenditure made by a council must be made from an authorised deposit account.

Section 20 of the Local Government (Accounting) Regulations provides:

- (1) A cheque issued on behalf of a council must be signed by at least 2 persons authorised by resolution of the council to sign cheques on its behalf.
- (2) An electronic disbursement from an authorised account must be processed by at least 2 persons authorised by resolution of the council to process electronic disbursements on its behalf.
- (3) An authorisation under subregulation (1) or (2):
 - (a) may only be given to 1 or more of the following:
 - (i) the council's principal member;
 - (ii) the CEO;

ATTACHMENT B

- (iii) a member of the council's staff; and
- (b) may be given subject to limitations and conditions determined by the council and specified in its resolution.

Section 43 of the Local Government Act provides:

- (2) The deputy principal member is able to carry out any of the principal member's functions when the principal member:
 - (a) delegates the functions to the deputy; or
 - (b) is absent from official duties because of illness or for some other pressing reason; or
 - (c) is on leave.
- (3) If the principal member is absent from official duties on leave or for some other reason, and there is no deputy principal member or the deputy is not available to act in the principal member's position, the council may, by resolution, appoint some other member of the council to act in the principal member's position for a specified period or until the principal member resumes official duties.

4.2 Wagait Shire Council Payment Procedure

Council does not make any payments by cheque. Payments other than those minor incidentals made from Petty Cash will be via EFT.

4.2.1 Timing of Payments

- 1) Payments to creditors will generally occur on the 1st day of each month and the 15th day of each month.
- 2) Payments to staff will generally occur every second Friday for the fortnight prior.
- 3) Payment of Councillor allowances will generally occur on the first day of each month for the month prior. Councillor allowances will not be pre-paid.

4.2.2 Authorisation of Payments

Authorisation of payments will generally be required on the day prior to the payment date.

Should any of the nominated authorisation days not fall on a business day, payments will generally be authorised on the last business day prior to said day.

The office manager shall ensure all payments requiring authorisation have been entered ready for authorisation by the day before the relevant payment date.

Should any payments be required outside of the scheduled days, the date of payment will be authorised by the Chief Executive Officer.

4.2.3 Exceptional Circumstances Payment Arrangements

ATTACHMENT B

Unless exceptional circumstances as defined in Section 3 of this policy apply, all payments are required to be approved by the principal member and Chief Executive Officer.

Should the principal member not be in a position to authorise the relevant payment/s on the authorisation date, the principal member shall ensure an appropriate delegation is in place as per section 43 of the Local Government Act.

Should the Chief Executive Officer not be in a position to authorise the relevant payment/s on the authorisation date, the acting Chief Executive Officer shall authorise the payments in conjunction with either the principal member or their appointed delegate.

5 ASSOCIATED DOCUMENTS

Councillor Code of Conduct
P05 Council Staff Code of Conduct
P26 Delegations manual

6 REFERENCES AND LEGISLATION

Local Government Act.
Local Government (Accounting) Regulations.

7 REVIEW HISTORY

Date Approved: 19 March 2019		Approved By: Council Moved: Cr Neil White Seconded: Vice- President Tom Dyer Vote: AIF	Resolution no. 2019/355	Date for review: March 2022	3 years
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10.4 Policy Review – P09 Accounting Policy Manual

BACKGROUND

Previous Decisions:

Resolution No. 186/2015

That Council adopts the Accounting and Policy Manual.

Moved: Vice President Lisa-Marie Stones

Seconded: President Peter Clee

Vote: AIF

19/5/2015

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review. Policies are an internal control tool that ensures Council activities are conducted in a consistent, compliant and legal manner.

CURRENT SITUATION

Council Policy P09 – Accounting and Policy Manual was last reviewed at Council's meeting of 19th May 2015. A copy of the policy is at Attachment A.

The current Policy contains detailed procedural and operational matters that are out of date and do not reflect current practice. Similarly, organisational structural information is incorrect and out of date. Council is required to prepare annual financial statements pursuant to the requirements of the *Local Government Act* and the relevant accounting standards. As a result, Council's policy should explain the accounting policy process and the basis upon which an annual assessment of Council's financial position has been made for the guidance of ratepayers, electors, creditors, regulators, Northern Territory Government and other stakeholders.

It is recommended that Council's current Accounting and Policy Manual be simplified, reflect the current significant accounting policies utilised, and harmonised with other local government policies. It is also recommended Policy 09 be retitled – Statement of Significant Accounting Policy.

A copy of the Revised P09 Statement of Significant Accounting Policy is at Attachment B.

The Audit Committee reviewed the policy at its meeting of 13th November 2019 and made the following recommendations.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Policy Review 09 Accounting and Policy Manual;
- b) adopts the Revised P09 Statement of Significant Accounting Policy at Attachment B.

Moved:

Seconded:

Vote:

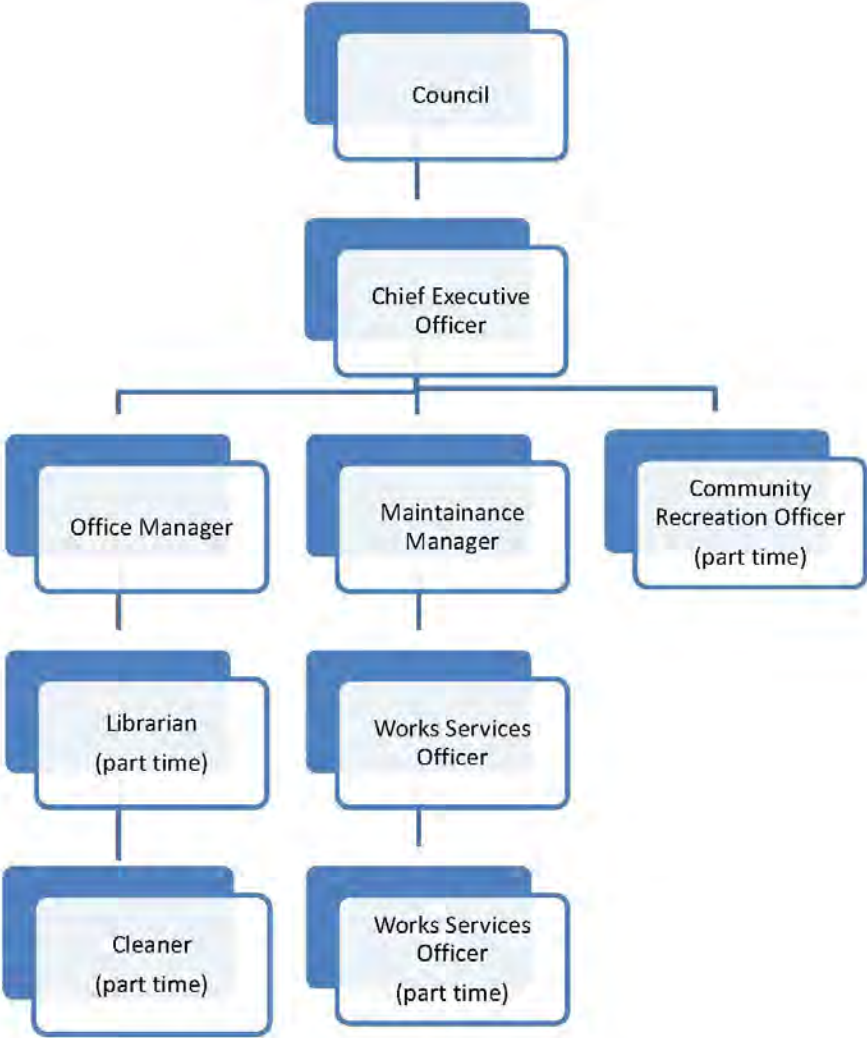
ATTACHMENT A

POLICY TITLE:	ACCOUNTING AND POLICY MANUAL
POLICY NUMBER:	P09
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	ADMINISTRATION
STRATEGIC PLAN REFERENCE:	EFFECTIVE AND EFFICIENT SHIRE MANAGEMENT
STATUS: Draft	Council Resolution

Date Approved: 19.05.2015		Approved By: Moved: Vice President Lisa-Marie Stones Seconded: President Peter Clee	Councillors – resolution no. 186/2015	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

WAGAIT SHIRE ACCOUNTING AND POLICY MANUAL

1.ORGANISATIONAL CHART



Wagait Shire Council

ATTACHMENT A

INDEX

- 1. FUNCTION COST CODES OF COUNCIL**
- 2. STAFF DUTIES AND RESPONSIBILITIES**
- 3. PRINCIPAL ACCOUNTING POLICIES OF COUNCIL**
- 4. TIMING AND CONTENT OF FINANCIAL MANAGEMENT REPORTS TO COUNCIL AND THE CEO**
- 5. STATEMENT OF PROCEDURES FOR TIMELY PREPARATION OF ANNUAL FINANCIAL STATEMENTS**
- 6. INFORMATION TO ENSURE PROPER OPERATION OF ACCOUNTING SYSTEM**
- 7. ADMINISTRATIVE AND ACCOUNTING PROCEDURES, POLICIES, DELEGATIONS OF AUTHORITY**

Wagait Shire Council

ATTACHMENT A

FUNCTION COST CODES OF COUNCIL

1-0000	Assets
2-0000	Liabilities
3-0000	Equity
4-0000	Income
5-0000	Cost of Sales
6-0000	Expenses
8-0000	Other Income
9-0000	Other Incomes

Wagait Shire Council

2. STAFF DUTIES AND RESPONSIBILITIES

CHIEF EXECUTIVE OFFICER

- Performing the role of Chief Executive Officer of the Council as prescribed under the Northern Territory Local Government Act, legislation and regulations applicable to local government in the Northern Territory;
- Managing and administering the plans and business of the Council;
- Ensuring the development and implementation of the Council policies and the efficient and effective operation of the organisation;
- Ensuring best practice human resource management of staff and the promotion of community development and self management;
- Management and administration of the financial activities of the Council, in accordance with legislative requirements and in alignment with Council policies;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

OFFICE MANAGER

- Assist the CEO with preparations for actioning decisions from Council and other meetings;
- Management of all clerical and administrative functions including preparation of Council meetings, agendas, minutes and Local Government compliance;
- Managing Council's finances, investments, and assets;
- Reconcile all Council funds on monthly basis;
- Prepare annual financial statements, annual report and assist the auditor;
- Day to day management of human resource duties;
- Carrying out duties in accordance with the Councils health and safety and environmental policies.
- Updating website with Council information monthly;
- Preparing *Stop Press* Newsletter monthly;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

MAINTAINANCE MANAGER

- The Works Supervisor is responsible for all operational functions of the Council;
- The areas of accountability include public conveniences, sanitation and garbage, parks and gardens, sport and recreation facilities, roads and transport, street lighting, dog management, Gamba grass and weed mitigation;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

ATTACHMENT A

COMMUNITY RECREATION OFFICER

- Develop, organise and manage special events, Sport and Recreation programs and festivals for residents of the Wagait Region, with particular emphasis on school-aged children and youth;
- Plan, organise and conduct school holiday activities and excursions for school-aged children and youth;
- Facilitate participation in passive and competitive sport at all levels for all age groups;
- Work in a safe manner having regard for the environment, self and others and contribute to the implementation of Council's workplace operational health and safety and environmental management policies, protocols, procedures and practices.

3. PRINCIPAL ACCOUNTING POLICIES OF COUNCIL

a *The Local Government Reporting Entity*

The consolidated fund through which the Council controls resources to carry on its functions has been included in the financial statements forming part of this report.

A summary of the activities along with their contribution to the operating result and their net assets is provided in Note 2 a.

b *Basis of Accounting*

This general purpose financial report has been prepared in accordance with the NT Local Government Act 2008, NT Local Government (Accounting) Regulations 2008, and applicable Australian Accounting Standards. Financial statements have been prepared on an accrual basis.

c *Statement of Compliance*

Australian Accounting Standards (AAS) include Australian Equivalents to International Financial Reporting Standards (AEIFRS). Because the Council is a not-for-profit entity and the AAS include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, this report does not comply with IFRS. The main impact is in the offsetting of revaluation and impairment gains and losses within a class of assets.

This financial report has been prepared on the basis of historical cost except for the revaluation of certain non-current assets.

d *Adoption of new and revised Accounting Standards*

In the current year, the Council has adopted all of the new and revised standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to their operations and effective for the current annual reporting period.

Wagait Shire Council

ATTACHMENT A

Council has elected not to value land under roads this financial year 2013-14 as per AASB 1051.

The following Australian Accounting Standards have been applied for the 2013-14 financial year as reported in the Notes that form part of the 2013-2014 Audited Financial Report.

Wagait Shire Council

Wagait Shire Council
ABN 65 843 778 569

Notes
(forming part of the financial statements)

1 Reporting entity

Wagait Shire Council is a local government body formerly called Cox Peninsula Government Council. The registered address of the Council is PMB 10 Wagait Beach NT 0801.

2 Basis of preparation

These general purpose financial statements have been prepared in accordance with the Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board. The Council is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

Use of estimates and judgments

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

In particular, information about significant areas of estimation uncertainty and critical judgments in applying accounting policies that have the most significant effect on the amount recognised in the financial statements are discussed in note 18.

3. Significant accounting policies

Significant accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

Revenue

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably. If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Wagait Shire Council
ABN 65 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated, less, where applicable, accumulated depreciation and impairment losses.

Freehold Property

Freehold land and buildings are shown at their fair value based on periodic, valuations by external independent valuers, less subsequent depreciation for buildings.

In periods when the freehold land and buildings are not subject to an independent valuation, the directors conduct directors' valuations to ensure the carrying amount for the land and buildings is not materially different to the fair value.

Increases in the carrying amount arising on revaluation of land and buildings are recognised in other comprehensive income and accumulated in the revaluation surplus in equity. Revaluation decreases that offset previous increases of the same class of assets shall be recognised in other comprehensive income under the heading of revaluation surplus. All other decreases are recognised in profit or loss.

Any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Plant and Equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to policy of impairment).

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss in the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets, including buildings and lease assets but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Wagait Shire Council

ABN 65 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

Property, plant and equipment (continued)

The depreciation rates used for each class of depreciable assets are follows:

	Life (years)
Building and improvements	20
Plant and equipment	3
Roads, bridges and footpaths	10
Office equipment and furniture	3
Motor vehicles	5

Depreciation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised as income in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the council commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions costs except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are recognised as expenses in profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense item in profit or loss.

Wagait Shire Council
 ABN 65 843 778 569

Notes (continued)

3. **Significant accounting policies (continued)**

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

Cash and cash equivalents

Cash and cash equivalents comprise cash and bank balances. Bank borrowings that form an integral part of the Council's cash management are included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

Non-derivative financial liabilities

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

Impairment

At the end of each reporting period, the council assesses whether there is objective evidence that a financial asset has been impaired. A financial asset or a group of financial assets is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a 'loss event') has occurred, which has an impact on the estimated future cash flows of the financial assets.

In the case of financial assets carried at amortised cost, loss events may include indications that the debtors or a group of debtors is experiencing significant financial difficulty, default or delinquency in interest or principal payments, indications that they will enter bankruptcy or other financial reorganisation and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if the management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance accounts.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the council recognised the impairment for such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised when the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability, which is extinguished or transferred to another party, and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Wagait Shire Council
 ABN 65 843 778 569

Notes *(continued)*

3. **Significant accounting policies** *(continued)*

Impairment

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset's class, the entity estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

Employee provisions

Short-term employee provisions

Provision is made for the council's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Other long-term employee provisions

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as a part of employee benefits expense.

The council's obligations for long-term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Wagait Shire Council

ABN 65 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

Cash on hand

Cash on hand includes cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

Accounts receivable and other debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from customers for goods sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest rate method, less any provision for impairment. Refer to impairment policy for further discussion on the determination of impairment losses.

Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

Income tax

No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

Provisions

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of reporting period.

Accounts payable and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the council during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Wagait Shire Council
 ABN 65 843 778 569

Notes (*continued*)

3. **Significant accounting policies** (*continued*)

New Accounting Standards for application in future periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Council. The Council has decided not to early adopt any of the new and amended pronouncements. The Council's assessment of the new and amended pronouncements that are relevant to the Council but applicable in future reporting periods is set out below:

- AASB 9: Financial Instruments (December 2010) and associated amending Standards (applicable for annual reporting periods commencing on or after 1 January 2017).

These Standards will be applicable retrospectively (subject to the provisions on hedge accounting outlined below) and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments and simplified requirements for hedge accounting.

The key changes that may affect the Council on initial application of AASB 9 and associated amending Standards include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to the hedging of non-financial items. Should the entity elect to change its hedge policies in line with the new hedge accounting requirements of AASB 9, the application of such accounting would be largely prospective.

This Standard is not expected to significantly impact the Council's financial statements.

- AASB 10: Consolidated Financial Statements, AASB 11: Joint Arrangements, AASB 12: Disclosure of Interests in Other Entities, AASB 127: Separate Financial Statements (August 2011) and AASB 128: Investments in Associates and Joint Ventures (August 2011) (as amended by AASB 2012-10: Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments), and AASB 2011-7: Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 10 replaces parts of AASB 127: Consolidated and Separate Financial Statements (March 2008, as amended) and Interpretation 112: Consolidation – Special Purpose Entities. AASB 10 provides a revised definition of control and additional application guidance so that a single control model will apply to all investees. This Standard is not expected to significantly impact the Council's financial statements.

AASB 11 replaces AASB 131: Interests in Joint Ventures (July 2004, as amended). AASB 11 requires joint arrangements to be classified as either "joint operations" (where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities) or "joint ventures" (where the parties that have joint control of the arrangement have rights to the net assets of the arrangement). Joint ventures are required to adopt the equity method of accounting (proportionate consolidation is no longer allowed). This Standard is not expected to significantly impact the Council's financial statements.

Wagait Shire Council
 ABN 65 843 778 569

Notes (*continued*)

3. **Significant accounting policies (*continued*)**

New Accounting Standards for application in future periods (*continued*)

AASB 12 contains the disclosure requirements applicable to entities that hold an interest in a subsidiary, joint venture, joint operation or associate. AASB 12 also introduces the concept of a "structured entity", replacing the "special purpose entity" concept currently used in Interpretation 112, and requires specific disclosures in respect of any investments in unconsolidated structured entities. This Standard will affect disclosures only but is not expected to significantly impact the council's financial statements.

To facilitate the application of AASBs 10, 11 and 12, revised versions of AASB 127 and AASB 128 have also been issued. These Standards are not expected to significantly impact the Council's financial statements.

- AASB 2012-3: Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard provides clarifying guidance relating to the offsetting of financial instruments, which is not expected to significantly impact the council's financial statements.

- Interpretation 21: Levies (applicable for annual reporting periods commencing on or after 1 January 2014).

Interpretation 21 clarifies the circumstances under which a liability to pay a levy imposed by a government should be recognised, and whether that liability should be recognised in full at a specific date or progressively over a period of time. This Interpretation is not expected to significantly impact the Council's financial statements.

- AASB 2013-3: Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard amends the disclosure requirements in AASB 136: Impairment of Assets pertaining to the use of fair value in impairment assessment and is not expected to significantly impact the Council's financial statements.

- AASB 2013-4: Amendments to Australian Accounting Standards – Novation of Derivatives and Continuation of Hedge Accounting (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-4 makes amendments to AASB 139: Financial Instruments: Recognition and Measurement to permit the continuation of hedge accounting in circumstances where a derivative, which has been designated as a hedging instrument, is novated from one counterparty to a central counterparty as a consequence of laws or regulations. This Standard is not expected to significantly impact the Council's financial statements.

- ASB 2013-5: Amendments to Australian Accounting Standards – Investment Entities (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-5 amends AASB 10: Consolidated Financial Statements to define an "investment entity" and requires, with limited exceptions, that the subsidiaries of such entities be accounted for at fair value through profit or loss in accordance with AASB 9 and not be consolidated. Additional disclosures are also required. This Standard is not expected to significantly impact the Council's financial statements.

Wagait Shire Council
ABN 65 843 778 569

Notes (*continued*)

4 Economic dependence

During the current year the Council received grants from government departments and the future operations of the Council is dependent upon continued funding from government departments.

5 Functions

Components of functions

The activities relating to the Council functions are as follows:

General Public Services: Administrative, legislative and executive affairs, financial and fiscal affairs, general research and general services (also includes Natural Disaster relief).

Public Order and Safety: The division includes outlays on administration and operating services connected with public order and safety within the scope of local government. Such services include fire protection, local emergency services, animal control and impounding, control of public places, control of signage, hoardings and advertising, community policing and probationary matters.

Economic Affairs and Transport: General economic, agriculture and forestry, fuel and energy, other labour and employment affairs and transport and other industries, saleyards and tourism.

Environmental Protection: General environment services.

Housing and Community Amenities: Housing, housing and community development, water supply and street lighting.

Health: Well baby clinics, dental health services and home nursing services, nursing and convalescing home services, immunization, infant nutrition and child health, family planning services.

Recreation, Culture and Religion: Facilities and venues, recreation parks and reserves, culture and religion services, museums and libraries.

Education: Administration, inspection, support, operation etc. of education programs and services.

Social Protection: Council did not provide services under this function for the current and previous year.

ATTACHMENT A

4. TIMING AND CONTENT OF FINANCIAL MANAGEMENT REPORTS TO COUNCIL AND THE CEO

Financial Management Reports are prepared monthly for each Council meeting. The Office Manager is to prepare a Finance Report, Grant Report, Payment Register and a Monthly Financial Summary (budget to actual). This last report is to be a detailed report for the end of each quarter (September, December, March and June).

Examples of monthly reports:

FINANCE REPORT – (Example only)

Cash at Bank & on hand					Total
Petty cash					\$400.00
Westpac Operational Account					\$19,317.04
Westpac Cash Management Account					\$888,671.97
Total Cash at Bank & on Hand					\$858,389.01
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$21,520.58				
Rates	\$16,539.17			\$16,539.17	
Total Debtors	\$38,059.75	\$-	\$-	\$16,539.17	\$38,059.75
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$833.25				
Total Creditors	\$833.25	\$-	\$-	\$-	\$833.25

Wagait Shire Council

ATTACHMENT A

GRANT REPORT – Example only

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
18/10/2014	Weed Mngt Services	Dept Lands & Environment	\$18,103.34			19 Nov 2015
27/3/2014	ANZAC Protection & preservation of WWII Liberator site	Dept of Chief Minister	\$2,000			30/6/2015

Wagait Shire Council

ATTACHMENT A

WAGAIT SHIRE COUNCIL – PAYMENT REGISTER (Example only)

Wagait Shire Council
PMB 10
Darwin NT 0801

Supplier Payments

1/04/2015 To 30/04/2015

11/05/2015 4:44:36 PM Recipient	Address 1	Supplier Tax ID	Page 1 Amount Paid
Airpower	PO Box 646 Palmerston NT 0831		\$4,565.00
Albat Pty Ltd	64 Annaburroo Crescent Tiwi NT 0810		\$1,342.00
Australian Taxation Office (ATO)			\$841.00
Berry Springs Hardware	10 Doris Road Berry Springs NT 0838		\$3.95
Bluestone Motor Inn	1 Paterson Street Tennant Creek NT 0861		\$313.00
Cabcharge			\$99.17
Comun/Co	74 Castlereagh St Sydney NSW 2000		\$149.60
Double Tree Hilton	82 Barrett Drive Alice Springs NT 0870		\$270.00
Europcar	PO Box 1139 Victoria vic 3043		\$189.34
Fantastic Florals & Gifts	Shop 17 Smith Street Mall Darwin NT 0800		\$390.00
Knotts Crossing Resort	Cnr Giles & Camerson Sts Katherine NT 0851		\$115.00
M Kiem & D Harry	PO Box 56 Wagait Beach NT 0803		\$210.00

Wagait Shire Council

ATTACHMENT A

Wagait Shire Council

Supplier Payments

1/04/2015 To 30/04/2015

11/05/2015 4:44:36 PM Recipient	Address 1	Supplier Tax ID	Page 2 Amount Paid
Marks Rural Services	C/- Wagait Supermarket Wagait Beach NT 0822		\$360.00
Media Plus	CMB 1 Darwin NT 08011		\$3,600.00
Northern Territory Government	GPO Box 4396 Darwin NT 0801 Australia		\$76.00
Power Water	GPO Box 3596 Darwin NT 0801		\$3,553.97
Repco	426 Stuart Highway Winnellie NT 0820		\$36.00
Salvation Army			\$100.00
Super Clearing			-\$2,108.04
Sureline Mercantile & Commercial A	PO Box 1034 Coolalinga NT 0839		\$2,677.40
Telstra Corporation	GPO Box 9901 Melbourne VIC 3001		\$667.18
The Wagaitear	c/- Anna Greer Wagait Beach Supermarket Wagait Beach nt 0803		\$150.00
Wagait Beach Supermarket	Wagait Tower Rd Wagait Beach NT 0822		\$755.11

Wagait Shire Council

ATTACHMENT A

WAGAIT SHIRE – TRIAL BALANCE (Example Only)

Trial Balance				
April 2015				
Account	Debit	Credit	YTD Debit	YTD Credit
Westpac Operational Acct 7026		\$31,606.34	\$19,317.04	
Petty Cash	\$85.75		\$400.00	
Undeposited Funds		\$100.00		\$199.00
Westpac Cash Mgmt Acct 343121	\$0.00		\$838,671.97	
Trade Debtors		\$11,166.93	\$37,629.75	
Less Prov'n for Doubtful Debts	\$0.00			\$3,942.56
Deposits Paid	\$0.00		\$1,440.00	
Buildings at Cost	\$0.00		\$1,917,104.91	
Buildings Accum Dep	\$0.00			\$746,015.00
Motor Vehicles at Cost	\$0.00		\$155,785.01	
Motor Vehicles Accum Dep	\$0.00			\$71,808.14
Plant & Equipment at Cost	\$0.00		\$265,423.92	
Plant & Equipment Accum Dep	\$0.00			\$209,626.74
Office Furniture at Cost	\$0.00		\$171,708.32	
Office Furniture Accum Dept'n	\$0.00			\$148,446.00
Infrastructure at Cost	\$0.00		\$825,633.11	
Infrastructure Accum Dept'n	\$0.00			\$439,667.00
Rates Debtors Clearing Account	\$0.00		\$3,031.37	
Credit Cards 062/631	\$2,954.46		\$340.69	
Trade Creditors	\$2,590.13			\$3,095.26
Sureline		\$0.00		\$286.00
GST Collected		\$5,138.21		\$26,796.58
GST Paid	\$2,366.01		\$23,497.46	
Payroll Accruals Payable		\$0.00		\$6,369.32
PAYG Withholding Payable		\$3,070.00		\$7,114.00
Super Payable		\$514.87		\$2,516.91
Annual Leave Provision		\$0.00		\$13,979.21
Advance Receipts		\$0.00		\$408.00
Excess Phone Bill		\$0.00		\$236.65
Asset Revaluation Reserve		\$0.00		\$343,223.00
Roads Reserve		\$0.00		\$180,000.00
Vehicle Reserve		\$0.00		\$10,000.00
Prior Year's Surplus/Deficit		\$0.00		\$2,008,942.15
Retained Earnings		\$0.00		\$4,493.56
Rates Income		\$0.00		\$191,751.58
Rate Search Income		\$0.00		\$585.46
Rates Interest Income		\$0.00		\$2,283.84
Rates - debt collectors		\$0.00		\$3,070.60
Pensioner Rebate - Rates		\$0.00		\$11,400.00
Grant - General Purpose		\$0.00		\$7,005.00
Grant - NT Operational Funding		\$0.00		\$143,551.00
Grant - Australia Day		\$0.00		\$1,100.00
ANZAC Centenary Grant		\$0.00		\$6,500.00
Roads Grant		\$0.00		\$42,015.00
Grant - Seniors		\$0.00		\$1,500.00
Funding - communication device		\$0.00		\$2,500.00

Wagait Shire Council

ATTACHMENT A

Trial Balance April 2015				
Account	Debit	Credit	YTD Debit	YTD Credit
Funding - Emergency shelter Op		\$0.00		\$15,000.00
Memorial Gardens Development		\$0.00	\$40.00	
Sport & Rec Operational		\$0.00		\$22,195.80
Jetty & Boat Ramp Income		\$0.00		\$745.18
Boat Ramp Contract Income		\$6,255.34		\$45,387.93
Power Water Contract Income		\$3,886.73		\$44,953.54
Community/Health Centre Income		\$0.00		\$6,681.81
Caravan site income		\$0.00		\$2,120.00
Hire of Plant & Equipment		\$0.00		\$640.91
Miscellaneous Income		\$0.00		\$438.23
Other Income		\$429.70		\$759.83
Accounting Fees	\$0.00		\$12,360.00	
Bank Fees	\$71.07		\$157.41	
Merchant Fees	\$0.00		\$733.27	
Entertainment	\$423.95		\$1,999.38	
Printing & Stationary	\$95.78		\$1,976.30	
Postage	\$12.59		\$561.87	
Administration Fees	\$0.00		\$3,609.02	
general advertising	\$150.00		\$2,100.91	
Telephone	\$606.52		\$6,760.52	
Sat phones	\$0.00		\$1,225.82	
Meeting expenses	\$25.00		\$1,831.00	
Subscriptions & Publications	\$0.00		\$348.00	
Members payments	\$0.00		\$380.95	
Council Election Fees	\$416.46		\$8,681.49	
LGANT Membership	\$200.00		\$1,737.28	
Community & other Orgs support	\$0.00		\$1,172.91	
Travel & Accommodation	\$1,602.11		\$4,838.90	
Cleaning supplies	\$0.00		\$384.46	
ANZAC centenary grant	\$5.13		\$5.13	
Community Recreation Activitie	\$354.55		\$1,202.04	
Sports Ground Grant 14/15	\$0.00		\$42,712.01	
Senior week function	\$0.00		\$1,388.30	
NTES Grant	\$0.00		\$33,168.64	
Seniors Christmas Party	\$0.00		\$51.72	
ANZAC Day Grant	\$3,600.00		\$3,600.00	
Insurance	\$0.00		\$18,275.72	
Late Fees Paid	\$0.00		\$83.00	
Meeting expenses	\$0.00		\$66.61	
Consultant Fees	\$0.00		\$5,606.36	
Training	\$669.09		\$2,369.09	
Computer maintenance	\$620.00		\$620.00	

Wagait Shire Council

ATTACHMENT A

Trial Balance April 2015				
Account	Debit	Credit	YTD Debit	YTD Credit
Superannuation	\$2,622.91		\$23,677.66	
Wages & Salaries	\$26,825.57		\$244,657.91	
wages Sports & recreation	\$1,828.25		\$20,161.01	
Professional development	\$0.00		\$868.18	
Staff Uniform/ Safety Workwear	\$0.00		\$1,427.31	
Gas supplies	\$0.00		\$577.10	
Electricity	\$3,217.04		\$12,070.15	
Water & sewerage	\$373.85		\$6,574.37	
Pest Controll	\$0.00		\$1,400.00	
Residence	\$40.82		\$2,864.76	
Office upgrade	\$0.00		\$671.88	
Repairs & Maint - House&Office	\$0.00		\$2,337.31	
Rep & Maint Community Ctr (W)	\$0.00		\$2,472.70	
Rubbish Dump Maintenance	\$572.73		\$2,863.63	
Repairs & Maint - Ablution Blk	\$0.00		\$209.09	
Gardening & Ground maintenance	\$0.00		\$1,315.86	
Repairs & Maint - Town Site	\$0.00		\$1,203.45	
Safety supply & equipment	\$0.00		\$570.00	
Workshop Vehicles & Equip Main	\$236.00		\$236.00	
Workshop Maintenance	\$81.71		\$5,974.68	
Stores materials & loose tools	\$0.00		\$4,104.21	
Vehicle & Plant Fuel and Oil	\$1,518.68		\$10,870.96	
Vehicle & Plant - maintenance	\$728.73		\$6,695.67	
Vehicle registration	\$0.00		\$1,703.91	
Cleaning Supplies	\$258.28		\$258.28	
Memorial Garden Development	\$0.00		\$310.17	
Jetty/P&W contract expenses	\$0.00		\$1,303.22	
Jetty/P&W maint materials	\$0.00		\$547.28	
Signage	\$0.00		\$380.16	
Sattelite phone expenses	\$0.00		\$120.00	
Sports&Rec activities	\$3.18		\$1,116.93	
Other	\$6,988.18		\$13,530.38	
Interest Income		\$0.00		\$14,451.37
Other Expenses	\$3.59		\$716.28	
Total:	\$62,148.12	\$62,148.12	\$4,793,802.16	\$4,793,802.16

Wagait Shire Council

ATTACHMENT A

WAGAIT SHIRE – PROFIT & LOSS STATEMENT (EXAMPLE ONLY)

Wagait Shire Council
PMB 10
Darwin NT 0801

Profit & Loss Statement

July 2014 through April 2015

11/05/2015
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Income		
Rates Income		\$191,751.58
Rate Search Income		\$685.46
Rates Interest Income		\$2,283.84
Rates - debt collectors		\$3,070.60
Pensioner Rebate - Rates		\$11,400.00
Grants		
Grant - General Purpose		\$7,005.00
Grant - NT Operational Funding		\$143,551.00
Grant - Australia Day		\$1,100.00
ANZAC Centenary Grant		\$6,500.00
Roads Grant		\$42,015.00
Grant - Seniors		\$1,500.00
Funding - communication device		\$2,500.00
Funding - Emergency shelter Op		\$15,000.00
Memorial Gardens Development		-\$40.00
Sport & Rec Operational		\$22,195.80
Contract Income		
Jetty & Boat Ramp Income		\$745.18
Boat Ramp Contract Income		\$45,387.93
Power Water Contract Income		\$44,953.54
Community/Health Centre Income		\$6,681.81
Caravan site income		\$2,120.00
Hire of Plant & Equipment		\$640.91
Miscellaneous Income		\$438.23
Other Income		\$759.83
Total Income		\$652,145.71
Expenses		
Accounting Fees		\$12,360.00
Bank Fees		\$167.41
Merchant Fees		\$733.27
Administration Expenses		
Entertainment	\$1,999.38	
Printing & Stationary	\$1,976.30	
Postage	\$561.87	
Administration Fees	\$3,609.02	
general advertising	\$2,100.91	
Telephones	\$6,760.52	
Sat phones	\$1,225.82	
Meeting expenses	\$1,831.00	
Subscriptions & Publications		\$348.00
Members payments		\$380.95
Council Election Fees		\$8,681.49
LGANT Membership		\$1,737.28
Community & other Orgs support		\$1,172.91
Travel & Accommodation		\$4,839.30
Cleaning supplies		\$384.46
ANZAC centenary grant		\$5.13
Community Recreation Activities		\$1,202.04
Sports Ground Grant 14/15		\$42,712.01
Senior week function		\$1,388.30
NTEG Grant		\$33,168.64
Seniors Christmas Party		\$51.72
ANZAC Day Grant		\$3,600.00
Insurance		\$18,275.72
Late Fees Paid		\$63.00
Meeting expenses		\$66.61
Consultant Fees		\$5,606.36
Training		\$2,369.09
Computer maintenance		\$620.00
Employment Expenses		

Wagait Shire Council

ATTACHMENT A

PURCHASE CARD STATEMENTS – CREDIT CARD – (Example only)

Michael Campaign – (CEO)and Gary Zikan (Works Supervisor)

Will be seperated in Future reports#

Wagait Shire Council
PMB 10
Darwin NT 0801

Bank Register

1/04/2015 To 30/04/2015

12/05/2015 10:09:06 AM Page 1

ID#	Src	Date	Memo/Payee	Deposit	Withdrawal
2-1120	Credit Cards 062831				
c/c	CD	1/04/2015	Trinity Car Rentals		\$518.14
c/c	CD	7/04/2015	Trinity Car Rentals		\$171.97
c/c	CD	8/04/2015	Nokus Auto Glass		\$100.00
c/c	CD	8/04/2015	Wagait Beach Supermarket		\$109.84
c/c	CD	10/04/2015	Nokus Auto Glass		\$690.00
v/v	CD	10/04/2015	Knotts Crossing Resort		\$115.00
c/c	CD	10/04/2015	Adelaide River Inn		\$40.48
c/c	CD	11/04/2015	Barkly Homestead		\$72.65
c/c	CD	11/04/2015	Barkly Homestead		\$3.00
c/c	CD	11/04/2015	Mataranka Roadhouse		\$26.83
c/c	CD	11/04/2015	Eureka Operations		\$65.85
c/c	CD	11/04/2015	Threeways Roadhouse		\$112.58
c/c	CD	11/04/2015	The Elliotts Store		\$71.68
c/c	CD	13/04/2015	Cabcharge		\$10.77
c/c	CD	13/04/2015	Cabcharge		\$10.99
c/c	CD	13/04/2015	Caltex Blackall		\$72.41
c/c	CD	13/04/2015	BP Mowen		\$79.94
c/c	CD	13/04/2015	Roma Big Rig Tsunst Park		\$135.00
TR000344	CD	13/04/2015	Money Transfer	\$2,000.00	
c/c	CD	14/04/2015	BP Redlandbay		\$52.05
c/c	CD	14/04/2015	Caltex Star, Miles		\$57.25
c/c	CD	14/04/2015	Stradbroke Ferries		\$180.00
TR000356	CD	14/04/2015	Money Transfer	\$3,701.66	
c/c	CD	15/04/2015	Northern Territory Governim		\$76.00
c/c	CD	24/04/2015	Sunfemes		\$25.00
				\$5,701.66	\$2,747.49

Wagait Shire Council

ATTACHMENT A

5 STATEMENT OF PROCEDURES FOR TIMELY PREPARATION OF ANNUAL FINANCIAL STATEMENTS

END OF YEAR ROLLOVER CHECKLIST

Pre Rollover

- Make sure all journal are entered and posted to GL
- Raise interest to 30 June and post to GL
- Ensure small balance write off is run prior to striking the next rate run if required.
- Run a Property Rates Trial Balance and make sure it balances to GL
- Make sure that all receipting has been entered, reconciled and posted to GL
- ***A backup should be done prior to rolling over to the new financial year and placed aside for a period of time***

Rollover to New Financial Year

- Check the values displayed for the Due Dates and Interest Rates and make any required modifications
- Proceed with rollover

As a result of rolling over to the new Financial Year

- All future financial transactions processed, including receipts, will now be processed as the new rating financial year transactions
- All outstanding property balances will now be displayed as arrears.

Wagait Shire Council

ATTACHMENT A

6 INFORMATION TO ENSURE PROPER OPERATION OF ACCOUNTING SYSTEM

WEEKLY

Enter suppliers invoices

FORTNIGHTLY

Process Payroll each Tuesday on a fortnightly basis

Pay suppliers after payroll

MONTHLY

Prepare and pay all superannuation monthly

Prepare and pay/refund BAS monthly including PAYGW

GST

- Reports / GL / Transactions / Transactions by Account GST Collected ... Print
- Accept, Payment, Cash Amt "Enter Gross Amount"
- Accept, Finish, Accept, Close

Period end – Customers - Customer BAS

- Print the BAS Allocations Report
- Trans By Acc - Minus the closing balance from the opening balance to get the correct balance.
- Check this balance with the BAS allocation report to ensure they are the same.

Wagait Shire Council

ATTACHMENT A

END OF MONTH - SUPPLIERS

- Ensure you have entered all payments, invoices, and credit adjustment notes for the period.

Period End – Suppliers - Transaction Reports

- Print the PURCHASES REPORT.
- Print the PAYMENTS REPORT.
- Print the AGED TRIAL BALANCE.
- REPORTS / FINANCIAL / TRIAL BALANCE (for current period)
- Record the reports
- Balance the BAS Allocation Report to the GST Paid Account in the Transaction by Account Report

PERIOD END / SUPPLIERS / SUPPLIER BAS / BAS UPDATE - Do BAS Update. This procedure will gather all the transactions from the current period and put them into the current BAS period.

7 ADMINISTRATIVE AND ACCOUNTING PROCEDURES, POLICIES, DELEGATIONS OF AUTHORITY

i. INTERNAL CONTROL PROCEDURES

All invoices are to be stamped, date received and initialled by receiver.

Invoices with Purchase Orders are to be placed in Office Manager's tray for approval.

Invoices are entered into MYOB.

A Cash Required listing is printed fortnightly for the Office Officer's approval to pay.

Remittance Advices are printed.

All invoices approved for payment are paid by the Office Officer through Westpac.

Each individual paid Invoice, Purchase Order and Remittance Advice are stapled together and signed by the Chief Executive Officer and President.

ii. PERSONNEL AND FINANCIAL DELEGATIONS

Council's Purchasing Policy limits of expenditure within adopted budget areas are currently:

Chief Executive Officer	\$30,000.00
Maintenance Manager	\$5,000.00
Office Manager	\$3,000.00

Wagait Shire Council

ATTACHMENT A

Community Recreation Officer \$1,000.00

iii. PURCHASE CARD LIMIT

To be advised.

Wagait Shire Council

ATTACHMENT A

IV. CHART OF ACCOUNTS

INCOME – 4- 0000

4-1100	Rates Income
4-1150	Pre Paid Rates 2012/13
4-1200	Rates Search Income
4-1300	Rates Interest Income
4-1305	Rates – debt collectors
4-1800	Late Fees Collected
4-1900	Early Payment Discount
4-1910	Pensioner Rebate
4-1911	Pensioner Rebate – Rates
4-2000	Grants
4-2010	Operational Grant – Admin
4-2013	Grant – General Purpose
4-2014	Grant – NT Operational Funding
4-2020	Federal Assistance Grant
4-2025	Grant – Australia Day
4-2030	Grant – Capital Funding
4-2032	ANZAC Centenary Grant
4-2035	Grant – Sports & Rec
4-2036	Sports Ground Grant 14/15
4-2040	Roads Grant
4-2042	Grant – Seniors
4-2043	Funding – communication device
4-2044	Funding – Emergency shelter Op
4-2050	Roads to Recovery
4-2060	Memorial Gardens Development
4-2070	Wood Chipper Grant
4-2080	Sport & Rec Operational
4-2090	Sports Complex Development
4-3000	Contract Income
4-3100	Wagait Tower Road Income
4-3200	Jetty & Boat Ramp Income
4-3300	Boat Ramp Contract Income
4-3400	Power Water Contract Income
4-3410	Weed Management Contract Income
4-4100	Housing Rental Income
4-4200	Community/Health Centre Income
4-4210	Sports ground income
4-4211	Caravan Site Income
4-4212	Aircraft crash site maintenance
4-4213	Heritage Site
4-4300	Community Events Income
4-4400	Workshop Fees & Charges
4-4405	Hire of Plant & Equipment
4-8000	Miscellaneous Income
4-9000	Fuel Tax Credits
4-9100	Admin Vehicle Maintenance

Wagait Shire Council

ATTACHMENT A

4-9105	Other Income
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ASSETS – 1-0000

1-1000	Current Assets
1-1100	Cash On Hand
1-1120	Payroll Cheque Account
1-1140	Petty Cash
1-1180	Undeposited Funds
1-1190	Electronic Clearing Account
1-1200	Savings Funds
1-1210	Westpac Cash Management Account
1-1400	Trade Debtors
1-1400	Less Prov'n for Doubtful Debts
1-1200	Other Assets
1-1200	Deposits Paid
1-2200	Prepayments
1-3000	Property & Equipment
1-3100	Buildings
1-2110	Buildings at Cost
1-3120	Buildings Accum Dep
1-3200	Motor Vehicles
1-3210	Motor Vehicles at Cost
1-3220	Motor Vehicles Accum Dep
1-3300	Plant & Equipment
1-3310	Plant & Equipment at Cost
1-3320	Plant & Equipment Accum Dep
1-3400	Office Furniture
1-3410	Office Furniture at Cost
1-3420	Office Furniture Accum Dep'n
1-3500	Infrastructure
1-3510	Infrastructure at Cost
1-3520	Infrastructure Accum Dept'n
1-9999	Rates Debtors Clearing Account

v. PROCEDURES

RECEIPT AND BANKING OF MONEY

All money is receipted through Receipting at front counter, unless it is a direct deposit into bank account.

Cash, Cheque, EFTPOS and Credit Card Payments are all accepted and receipt at the Front Counter.

At the end of each week (daily during rating month of September) the banking is processed, updated and prepared for the bank.

The banking is checked by the Office Officer and taken to the bank by another officer who is going to town that week.

The Office Officer reconciles the banking to the bank statement weekly.

Wagait Shire Council

ATTACHMENT A

PAYMENT OF SALARIES AND WAGES

Timesheets are prepared and signed off fortnightly by the employee and their supervisor.

Timesheets are handed to the Office Manager every second Tuesday for processing and payment of wages.

The Office Manager enters the timesheet into Myob Payroll for each employee.

Payroll is checked and authorised by the Chief Executive Officer or Office Manager for payment through Westpac.

The timesheets, payroll reports, and Westpac report are all stapled together with a payment voucher to be authorised by the Chief Executive Officer and President or Vice-President or Office Manager.

ALLOCATION OF MACHINERY OPERATING COSTS TO COUNCIL FUNCTIONS

Item	Description	Function	Code
974016	Hino Tipper Truck	Roads	310
963430	Suzuki all Terrial Vehicle	Road	410
953266	Tractor	Parks & Gardens	312
TF8536	Box Trailer	Roads, Parks & Gardens	410

PURCHASE OF GOODS AND SERVICES

A Requisition Form must be completed by the officer requesting goods or services. This is to be authorised by the appropriate Supervisor, taking note of their limits of expenditure and budget amount.

The Requisition Form is placed in the Finance Officer's tray to process a Purchase Order.

The Purchase Order is faxed or emailed to the Supplier.

When the goods or service have been delivered or completed the Invoice is checked and authorised with the Purchase Order by the appropriate Supervisor, and approved or amended.


The Invoice, Purchase Order and Requisition Form are stapled and placed in the Office Manager's tray for payment.

Wagait Shire Council

ATTACHMENT A

GRANTING OF CREDIT TO COUNCIL DEBTORS

Council do not generally offer credit to Council debtors, only in such cases as approved by a Council resolution (eg. Reimburing legal fees paid for lease of Council owned land) or agreement from the land owner and Council or Government Agency and Council to mow overgrown blocks.

	POLICY TITLE:	STATEMENT OF SIGNIFICANT ACCOUNTING POLICY
	POLICY NUMBER:	P09
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This policy provides the framework for the preparation and presentation of Council's general purpose financial statements.

2. SCOPE

To provide a true and fair view of Wagait Shire Council's financial position and the basis upon which that assessment has been made for the guidance of ratepayers, electors, creditors, regulators, government in general and other stakeholders.

To achieve compliance with Australian equivalents to International Financial Reporting Standards (AIFRS) as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations (UIGs) and relevant Northern Territory legislation.

3. DEFINITIONS

Nil

4. POLICY

4.1 Basis of Accounting

The annual financial statements are to be prepared using generally accepted accounting principles and are to comply with the Australian Accounting Standards and any interpretations or pronouncements issued from the Australian Accounting Standards Board. They must also comply with the Local Government Act, the Local Government (Accounting) Regulations and any ministerial guidelines issued. If there is a conflict between the Australian Accounting Standards and applicable legislation, the legislative requirements will take precedence.

4.2 Significant Accounting Policies

Council's accounting policies are to be governed by the Australian Accounting Standards and relevant legislation. These policies are to be disclosed in Note 1 in the general purpose financial statement section of Council's annual report. The Audit Committee shall review and comment on Council's accounting policies when changes are made to either the Australian Accounting Standards or to Council's accounting policies.

4.3 Asset Accounting

Council will only recognise assets with an economic life of greater than one year that are above a certain value in its financial asset register for financial reporting purposes.

ATTACHMENT B

Council will maintain a register for attractive and portable assets. Attractive and portable assets are identified as assets that have limited economic life and individually do not meet the capitalisation threshold. However, collectively they account for a reasonable investment of Council's resources. To ensure the security of these assets and compliance with Council policies, a stocktake will be undertaken annually on these assets.

5. ASSOCIATED DOCUMENTS

Policy 029 Wagait Shire Council Audit Committee Terms of Reference
Wagait Shire Council Annual Report

6. REFERENCES AND LEGISLATION

Local Government Act 2008 (NT)
Local Government (Accounting) Regulations (NT)

7. REVIEW HISTORY

Date Approved:	19.5.2015	Approved By: Moved: V Pres L Stones Seconded: Pres P Clee Vote: AIF	Councillors – Resolution No. 2015/186	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	

10.5 Policy Review – P10 Council Records

BACKGROUND:

Previous Decisions:

Resolution No. 09/66

That Council having considered draft policies P10, P15 and P19 adopts the said policies.

Moved: Vice President Duncan

Seconded: Cr Withnall

Vote: Carried 7-0

20/10/2009

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

CURRENT SITUATION:

Policy No. 010 – Council Records at Attachment A, was endorsed at a Council Meeting on 20th October 2009. This policy has not been reviewed since that date. The policy was created in response to new administrative regulations that were introduced following the implementation of the new *Local Government Act 2008* and its attendant regulations. The policy was part of a suite of fundamental procedures and policies that provided compliance with proper standards of administration and record keeping of the Council.

This policy statement has become redundant with the establishment of sound record keeping procedures and internal controls. In addition, with the implementation of the CouncilWise suite of software applications, Council will also be implementing a more sophisticated system of record keeping.

It is recommended that the current Policy 010 – Council Records does not provide any value add or framework that is not already present in the *Information Act*, the *Local Government Act* and the *Local Government (Administration) Regulations*, and that the policy be rescinded.

The Audit Committee reviewed this policy at its meeting of 13th November 2019 and provided the following recommendations.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Policy Review 010 – Council Records; and
- b) rescinds Policy No 010 Council Records.

Moved:

Seconded:

Vote:

ATTACHMENT A

POLICY TITLE:	COUNCIL RECORDS
POLICY NUMBER:	P10
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved: 20.10.2009	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

PURPOSE:

To identify those records required to be kept by the Council.

POLICY:

The Council shall maintain the following records:

- Minutes of Meetings of the Council
- Minutes of Meetings of Electors
- Register of Interests of members of the Council
- Council's Code of Conduct
- Annual Budgets and amendments thereto
- Annual Financial Statements
- Annual Reports
- Register of all documents executed under Council's Common Seal
- Register of results of elections and polls

EFFECT:

All records kept by the Council shall be easily accessible and up to date.

LEGISLATION:

LG (Admin) Regs 11,12

10.6 Policy Review – P16 Cash Reserves

BACKGROUND

Previous Decisions:

Resolution No. 2017/34

That Council adopts the Cash Reserve Policy – P16 as tabled.

Moved: Cr Tom Dyer

Seconded: Cr Shenagh Gamble

Vote: Carried

18/4/2017

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

CURRENT SITUATION

Council Policy P016 – Cash Reserves Policy was last reviewed at Council’s meeting of 18th April 2017. A copy of the policy is at Attachment A.

The Policy requires revision and needs to be drafted consistent with the requirements documented in Council Policy 01 - Policy Framework, which was adopted by Council Resolution in June 2018. Council Resolution No: 2018/199 refers.

This Policy ensures sustainable and responsible financial management of Wagait Shire Council’s Cash Reserves, through consistent identification, administration and usage of these Reserves. Council has not continued the practice of identifying, administering and managing its Cash Reserves for some years and following the adoption of Policy 016 Cash Reserves Policy, the appropriate administration and management of Council’s cash Reserves will be implemented.

A copy of the Revised P016 Cash Reserves Policy is at Attachment B.

The Audit Committee reviewed this policy at its meeting of 13th November 2019 and made the following recommendations.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Policy Review 016 Cash Reserves Policy;
- b) adopts the Revised P16 Cash Reserves Policy at Attachment B.

Moved:

Seconded:

Vote:

POLICY TITLE:	CASH RESERVES POLICY
POLICY NUMBER:	P16
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	FINANCIAL MANAGEMENT
CORPORATE GOVERNANCE AND PERFORMANCE: Asset and Financial Management Plan to include a 10 year Building Upgrade/Replacement Program	
STATUS: Confirmed	Council Resolution: 2017/34
Date Approved: Tuesday 18 April 2017	Date for review: 2020

SUMMARY

This Policy outlines criteria for the classification of Reserves and establishes the purpose of individual Reserves.

OBJECTIVE

To promote the sustainable and responsible financial management of Wagait Shire Council through the consistent application of Reserve classifications and identification of individual Reserve funding purposes.

BACKGROUND

Council has limited cash investments of which a portion of those funds are to be set aside for future purposes; for example the replacement of Council's assets, whether they be plant and equipment or infrastructure. Over the term of Council's Long Term Financial Plan, cash backed reserves are used to fund and secure additional external funding required for major capital projects. This is in line with the definition of a sustainable financial strategy:

A sustainable financial strategy is one that allows for the adequate provision for programs (including capital expenditure) and services into the future with the intention that there is a predictable trend in the overall rate burden. The aim of Council's financial strategy is to allow for an equitable distribution of the costs of establishing and maintaining Council assets and services between current and future ratepayers.

POLICY

Classification of Reserves

1.1 Externally Restricted

Reserves that are classified as externally restricted must meet the following criteria:

- There is a legal requirement that governs the use of the funds; or
- If the funds are not utilised for the purpose for which they were received, there is a requirement or obligation to return the funding to its contributor

Council's Reserves that may meet this criteria are as follows:

1.2 Unspent Grants and Contributions

This reserve will hold the balance of unspent grants and contributions received that are subject to specific expenditure requirements. The funds are held in this reserve until expended in accordance with the funding conditions. The grants and contributions held in this reserve are actual funds received and not accruals or debtors raised in lieu of funds to be received at year end.

2.1 Internally Restricted

Reserves that are classified as internally restricted usually have the following characteristics:

- There is no legal requirement that governs the use of the funds;
- The reserve has been established for some internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to something else

Establishment of Reserves

A reserve will be established for any value if there is a legal requirement to do so or a requirement under the accounting standards.

Generally, internally restricted reserves will not be established for future expenditure for amounts less than \$100,000. Where possible, values less than this should be accommodated within the annual budget.

Establishment of new reserves must be authorised by Council resolution.

Transfer of Funds in and out of Reserves

Subject to a review of the adequacy of reserves, transfers should be limited to the funding of those projects for which the reserve was specifically created for.

For financial management purposes all reserve transfers in and out must be detailed separately with any specific constrained funds for projects identified within each reserve.

All transfers must be authorised by Council resolution.

Assessing Adequacy of Reserve Funds

At least on an annual basis during the preparation of the budget and Long Term Financial Plan, Council will review its forward projections for reserves, borrowings and funding for major projects. All decisions to undertake reserve transfers will take into account projected borrowings and an analysis of the 'best possible use' of available funds.

Internal Borrowings from Reserves

Internal borrowings may only occur from internally restricted reserves and not from externally restricted reserves. In determining whether internal borrowing should occur, the intended purpose of the funds and term of the loan must be considered.

Internal borrowings are subject to the same requirements as external borrowings including:

- Disclosure in Municipal Plan
- May only be undertaken by resolution of Council

ATTACHMENT A

Reporting on Reserves

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

In addition to this, reserves are reported on as follows:

- A detailed budgeted Statement of Reserves is included in the Municipal Plan and Long Term Financial Plan
- The total balance of reserves is reported in the Statement of Financial Position to Council on a monthly

Implementation and delegation

Implementation

This Policy will be implemented by the Chief Executive Officer.

Delegation Authority


All transfers from reserves including any internal borrowing must be approved by Council by adoption of the budget and budget variations.

Evaluation and review

This Policy will be reviewed once during the term of the Council or as required.

REFERENCES:

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

	POLICY TITLE:	CASH RESERVES POLICY
	POLICY NUMBER:	P16
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This Policy ensures sustainable and responsible financial management of Wagait Shire Council's Cash Reserves, through consistent identification, administration and usage of these reserves.

2. SCOPE

Council has limited cash investments of which a portion of those funds are to be set aside for future purposes. Over the term of Council's Long Term Financial Plan, cash backed Reserves are used to fund and secure additional external funding required for major capital projects. In addition, Reserves also include externally restricted funds.

3. DEFINITIONS

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

Term	Definition
Internally Restricted Reserves	Are reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.
Externally Restricted Reserves	Are reserves that are subject to external restrictions in their purpose. These reserves are cash backed.
Internal Borrowing	The transfer of reserve funds from one reserve to another, as an alternative to external borrowing, to be repaid at a future date as determined by council.

4. POLICY

4.1 Classification of Financial Reserves

4.1.1 Externally Restricted Reserves

The following criteria apply to externally restricted reserves:

- the reserve is subject to legal requirements that govern the use of the funds; or
- the reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.

The following Council reserve is an externally restricted reserve:

Unexpended Grants and Contributions

This reserve holds the balance of unexpended grants and contributions received from

ATTACHMENT B

external contributors. The funds are held in this reserve until expended in line with the funding conditions. External restrictions apply in line with the individual funding agreements.

4.1.3 Internally Restricted Reserves

The following criteria apply to internally restricted reserves:

- the reserve is not subject to legal requirements governing the use of the funds or;
- the reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes.

The following Council reserves are internally restricted reserves:

Asset Renewal Reserve

The reserve holds funding for renewal, replacement or upgrading of existing assets, including infrastructure, property and fleet. Specific renewals must be identified, and funds are to be allocated to those.

Election Expense Reserve

This reserve will hold funds for any upcoming Council election, or to help fund a by-election.

Major Initiatives Reserve

This reserve will fund major initiatives for the future development of Wagait Shire in line with identified major capital works, the Shire Plan and the Long-Term Financial Plan. Specific initiatives must be identified, and funds are to be allocated to those.

Unexpended Capital Works Reserve

This reserve holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.

Disaster Recovery Reserve

This reserve will fund expenses incurred due to storms, cyclones, floods or any other natural disaster. The fund will enable Wagait Shire to recover from these disasters and return to normal operations.

4.2 Establishment of Financial Reserves

Asset Revaluation Reserves - Establishment of reserves follows the Australian Accounting Standards.

Externally Restricted Reserves - A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.

Internally Restricted Reserves - An establishment of a new reserve must be authorised by Council and generally, shall not be established for an amount less than \$100,000. Where possible, values less than this should be accommodated within the annual budget.

4.3 Transfer of Funds In/ Out of Financial Reserves

Subject to a review of the adequacy of reserves, transfers should be limited to the funding of those projects for which the reserve was specifically created.

For financial management purposes, all reserves transfers in and out must be detailed separately with any specific constrained funds for projects identified within each reserve.

ATTACHMENT B

All transfers must be authorised by Council resolution.

Appropriate records and sufficient detail must accompany any reserve transfer. All transfers of reserves shall be assessed during the preparation of the annual budget and the annual financial statements. Budgeted reserve movements will also be reviewed during the budget review process.

4.4 Reporting on Finance Reserves

In line with the *Local Government (Accounting) Regulations*, Council is required to disclose all reserves set aside for a specific purpose in its annual financial statements. In addition, these reserves are reported on as follows:

- A detailed statement with expected movements as part of the annual budget.
- A detailed statement with expected performance compared to current approved annual budget as part of the budget review reports.
- A statement of approved budgeted balances as part of the monthly finance report.

5. ASSOCIATED DOCUMENTS

Wagait Shire Council Audited Financial Statements
Wagait Shire Council Long Term Financial Plan
Wagait Shire Council Shire Plan

6. REFERENCES AND LEGISLATION

Local Government Act 2008 (NT)

7. REVIEW HISTORY

Date Approved:	19.5.2015	Approved By: Moved: Cr T Dyer Seconded: Cr S Gamble Vote: Carried	Councillors – Resolution No. 2017/34	Date for review:	2020
Date Approved:		Approved By:		Date for review:	

10.7 Policy Review – P24 Caretaker Policy

BACKGROUND

Previous Decisions:

Resolution No. 2016/091

That Council formally adopt the Caretaker Policy governing the conduct of the Council and its staff as prepared by CEO Deborah Allen.

Moved: Vice President Brad Irvine

Seconded: Councillor Alex Richmond

Vote: Carried

18/10/2016

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

CURRENT SITUATION

Council Policy P024 – Caretaker Policy was last reviewed at Council’s meeting of 18th October 2016. A copy of the policy is at Attachment A.

The Policy requires slight revision and needs to be drafted consistent with the requirements documented in Council Policy 01 - Policy Framework, which was adopted by Council Resolution in June 2018. Council Resolution No: 2018/199 refers.

This Policy ensures compliance with Section 96A of the *Local Government Act* that requires Council to maintain a Caretaker Policy governing the conduct of Council and its employees during a general election. This Policy applies to current Elected Members and Council employees during a Caretaker Period prior to a Council General Election or By-Election.

A copy of the Revised P024 Caretaker Policy is at Attachment B.

The Audit Committee reviewed this policy at its meeting of 13th November 2019 and made the following recommendations.

Resolution No. 2019/.....

That Council:

- c) receives and notes the report entitled Policy Review 024 Caretaker Policy;
- a) adopts the Revised P024 Caretaker Policy at Attachment B.

Moved:

Seconded:

Vote:

ATTACHMENT A

POLICY TITLE:	CARETAKER POLICY
POLICY NUMBER:	P24
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
GOVERNANCE REFERENCE:	LOCAL GOVERNMENT ACT 96
Caretaker mode/period will commence on the close of nomination which is 23 days before polling	
STATUS: Final	

Date Approved: 18/10/2016	Approved By: Moved: Vice President Brad Irvine Seconded: Councillor Alex Richmond	Councillors – resolution no. 2016/091	Date for review: Once during the term of a council	Next Council Election August 2017
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

SUMMARY

This policy is to be adhered to during a *caretaker period* of Council and is relevant for all *major decisions* that may be considered or made by Council.

In respect to the use of Council resources for election campaigning, this policy affirms the relevant provisions of Council's *Code of Conduct for Elected Members* and *Code of Conduct for Employees* in their application during a *caretaker period* just as they apply at any other period. To avoid doubt, this policy has no application to a by-election under section 86 of the Act.

OBJECTIVE

The primary objectives of this policy are to restrict the Council from making major decisions prior to an election that may unreasonably, inappropriately or unnecessarily bind an incoming Council and to prohibit the use Council resources for election campaigning.

This policy is also intended to satisfy the requirement of section 96A (1) of the *Local Government Act* that each council formally adopt by resolution, a caretaker policy governing the conduct of the council and its staff during the period that commences on the nomination day for a general election and ends when the result of the general election is declared.

POLICY

- (1) A council must formally adopt by resolution a caretaker policy governing the conduct of the council and its staff during the period that:
 - (a) commences on the nomination day for a general election as defined in the *Local Government (Electoral) Regulations*; and
 - (b) ends when the result of the general election is declared under regulation 56 of those Regulations.
- (2) The caretaker policy must be made in accordance with any guidelines that the Minister may make.
- (3) If the Minister makes guidelines under subsection (2), the council must formally amend by resolution its caretaker policy so that it complies with the guidelines, as

soon as practicable after the guidelines are made.

This policy recognises that the Minister has presently made no guidelines under section 96A (2) and confirms its obligation under section 96A (3) to formally amend by resolution this policy so that it complies with any guidelines as soon as practicable after they are made.

POLICY QUALIFICATION

Council will not make any *major decision* during the *caretaker period*. However, where the CEO forms a view that extraordinary circumstances prevail whereby Council would be significantly disadvantaged by not making a particular *major decision*, the CEO may submit the *major decision* to Council for its consideration. If Council accepts that it will be significantly disadvantaged by not making the decision, Council may, by resolution, exempt the application of this Policy and make the decision.

Consistent with this statement, the CEO should avoid scheduling a *major decision* for consideration during the *caretaker period* and instead ensure that such a decision is either considered by Council prior to the *caretaker period* commencing or scheduled for determination by the incoming Council. Announcements of earlier decisions may be made during a *caretaker period*: however, as far as is practicable, any such announcements should be made before the *caretaker period* commences or after it has concluded.

DEFINITIONS

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

Council resources:

Any asset or information owned or controlled by Council is a 'Council resource'. Council resources may include:

- a) materials published by Council
- b) facilities and goods owned by the Council
- c) attendance and participation at functions and events
- d) access to Council information
- e) media services
- f) Council staff and contractors engaged by a Council

Advantage:

An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilises resources, information or support that is not available to a candidate in an election who is not an existing Council Member.

Major Decision:

- a) to enter into any contract or lease involving expenditure inclusive of GST that exceeds one per cent (1%) of the annual budgeted revenue in the relevant financial year
- b) to spend unbudgeted monies
- c) to conduct public consultation previously unannounced
- d) to endorse a new policy
- e) to dispose of Council land
- f) to approve community grants

g) progress any matter which is contentious or has been identified as an election issue

But does not include a decision:

- a) relating to the carrying out of works in response to an emergency or disaster; or
- b) relating to expenditure or other decision required to be taken under an existing agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for Council to be eligible for funding from the Commonwealth or Territory Government;


REVISION DATE

This policy is to be revised once during the term every Council.

REFERENCES:

Local Government Act Section 96A

ATTACHMENT B

	POLICY TITLE:	CARETAKER POLICY
	POLICY NUMBER:	P24
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

Section 96A of the *Local Government Act* requires Council to maintain a Caretaker Policy governing the conduct of Council and its employees during a general election,

2. SCOPE

This Policy applies to current Elected Members and Council employees during a Caretaker Period prior to a Council General Election or By-Election,

3. DEFINITIONS

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

Term	Definition
Council Resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: a) materials published by Council; b) facilities and goods owned by the Council; c) attendance and participation at functions and events; d) access to Council information; and e) media services. Council employees and contractors engaged by a Council are also Council resources.
Caretaker Period	Means the period of time during which the caretaker practices are in force prior to the declaration of a Council General Election or By-Election. The caretaker practices will apply on the nomination day for a General Election or By-Election as defined in the <i>Local Government (Electoral) Regulations</i> , and ends when the result of the election is declared under Section 56 of those Regulations.
Advantage	An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilised resources, information or support that is not available to a candidate in an election who is not an existing Elected Member.

4. POLICY

The Caretaker Policy ensures that the conduct of Council, Elected Members and Council employees during a Caretaker Period is responsible, transparent and legally compliant with Section 96A of the *Local Government Act*.

4.1 Designated Decisions

During the Caretaker Period, the following designated decisions are prohibited from being made directly by Council or indirectly through the Chief Executive Officer:

- 4.1.1 A decision relating to the employment or remuneration of the Chief Executive Officer, other than to appoint an acting Chief Executive Officer or suspend the Chief Executive Officer for serious or wilful misconduct, except where carried out pursuant to Section 225 of the *Local Government Act*.
- 4.1.2 A decision to terminate the appointment of the Chief Executive Officer, except where carried out pursuant to Section 225 of the *Local Government Act*.
- 4.1.3 A decision to enter into a contract, arrangement or understanding, the total value of which exceeds \$100,000.
- 4.1.4 A decision to spend unbudgeted monies, to conduct public consultation previously unannounced, to endorse a new policy, to dispose of Council land, to approve financial or in-kind community support, and to progress a matter that is contentious or has been identified as an election issue.
- 4.1.5 A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).

4.2 Allowable Decisions

During the Caretaker Period, the following allowable are permitted during the Caretaker Period.

- 4.2.1 A decision relating to the carrying out of works in response to an emergency or disaster.
- 4.2.2 A decision relating to expenditure or other decision required to be taken under an existing agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for Council to be eligible for funding from the Commonwealth or Territory Governments.

4.3 Elected Member Activities during an Election

- 4.3.1 Council branding, letterhead, media or related facilities should not be used for a candidate's campaign.
- 4.3.2 Council employees are not to be asked to undertake tasks connected directly or indirectly to an election campaign.
- 4.3.3 Council resources provided for the use of Elected Members are not to be used for campaign purposes.
- 4.3.4 Expenses incurred during the Caretaker Period will only be reimbursed according to Council policy where the Elected Member can provide evidence that it was not related to a campaign.

4.4 Council Employee Activities during an Election

- 4.4.1 Public consultation activities during the Caretaker Period may only take place where there is a statutory requirement to do so.
- 4.4.2 Council employees should not undertake any activity that may influence the outcome of the

ATTACHMENT B

election, except where that activity relates to election process and is authorised by the Chief Executive Officer.

- 4.4.3 Where the use of Council resources can be construed as being related to a candidate's election campaign, the incident must be reported to the Chief Executive Officer.
- 4.4.4 Council employees must not assist a candidate with an election campaign at any time, including outside working hours, except where the assistance is for the equal benefit of all candidates.

5. ASSOCIATED DOCUMENTS

Policy 005 – Council Staff Code of Conduct

6. REFERENCES AND LEGISLATION

Local Government Act 2008 (NT)

Local Government (Electoral) Regulations 2008 (NT)

7. REVIEW HISTORY

Date Approved:	18.10.2016	Approved By: Moved: V Pres B Irvine Seconded: Cr A Richmond Vote: AIF	Councillors – Resolution No. 2016/091	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	

10.8 Policy Review – P27 Rates and Charges Policy

BACKGROUND

Previous Decisions:

Resolution No. 2015/196

That Council adopts the Rates and Charges Policy as amended.

Moved: Vice President Lisa-Marie Stones

Seconded: Cr Alex Richmond

Vote: AIF

16/6/2015

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

CURRENT SITUATION

Council Policy P027 – Rates and Charges Policy was last reviewed at Council’s meeting of 16th June 2015. A copy of the policy is at Attachment A.

The Policy needs to be drafted consistent with the requirements documented in Council Policy 01 - Policy Framework, which was adopted by Council Resolution in June 2018. Council Resolution No: 2018/199 refers.

The Rates and Charges Policy seeks to ensure a fair, consistent and accountable approach to Council’s rate and debt management and collection decisions and practices.

A copy of the Revised P027 Rates and Charges Policy is at Attachment B.

The Audit Committee reviewed the policy at its meeting of 13th November 2019 and made the following recommendations.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Policy Review 027 Rates and Charges Policy;
- b) adopts the Revised P027 Rates and Charges Policy as amended at Attachment B; and
- c) reviews the interest rate charged on overdue rates as part of the 2020/2021 budget deliberations.

Moved:

Seconded:

Vote:

ATTACHMENT A

POLICY TITLE:	RATES AND CHARGES POLICY
POLICY NUMBER:	P27
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	TO SEEK TO PROVIDE SERVICES, FACILITIES & PROGRAMS THAT ARE APPROPRIATE TO THE NEEDS OF ITS AREA AND TO ENSURE EQUITABLE ACCESS TO ITS SERVICES, FACILITIES AND PROGRAMS.
STATUS: Draft	Council Resolution

Date Approved: 16.06.2015		Approved By: Moved: Vice President Usa- Marie Stones Seconded: Cr Alex Richmond Vote: AIF	Councillors – resolution no. 2015/196	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	



RATES AND CHARGES POLICY

INTRODUCTION

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

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

OBJECTIVES

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

PRINCIPLES

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

Principles used for the levying of rates

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

Principles used for the recovery of rates and charges

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

Chief Executive Officer Delegation

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

RATES AND CHARGES

Rates Notice

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

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

Pensioner and Carers Concession

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

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

Interest on Unpaid Rates

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

Reduction of Interest

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

Initial Recovery Action

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

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

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

Legal Action

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

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

ATTACHMENT A

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

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


Alternative Arrangements

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

Sale of Land for Rate Arrears

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

ATTACHMENT B

	POLICY TITLE:	RATES AND CHARGES POLICY
	POLICY NUMBER:	P27
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this Policy is to set out Council’s approach to rating and the application of charges, and the recovery of monies owing to it in a timely and efficient manner.

2. SCOPE

This Policy applies to all rateable properties within the Wagait Shire.

3. DEFINITIONS

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

Term	Definition
The Act	<i>Local Government Act (NT)</i>
The Regulations	<i>Local Government (Accounting) Regulations (NT)</i>

4. POLICY

4.1 Rating Principles

Rates are a system of taxation and are not reflective of the services, infrastructure or facilities used by any property owner or resident. In general, Council will be guided by the principle of user pays in the making of rates and charges so as to minimize the impact of rating on the efficiency of the local economy.

Council will also have regard to the principles of transparency in the making of rates and charges, having in place a rating regime that is simple and inexpensive to administer, equity by taking account of the different levels of capacity to pay within the local community, and flexibility to take account of changes in the local economy.

4.1.2 Levying Rates

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

4.1.3 Recovery of Rates

Council will exercise its rate recovery powers in order to reduce the overall rate burden on all

ATTACHMENT B

ratepayers and it will be guided by the principles of transparency by making clear the obligations of individual ratepayers and the processes used by Council in assisting them to meet their financial obligations.

4.1.4 Chief Executive Officer Delegation

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

4.2 Rates and Charges

4.2.1 Rates Notice

Council will send rates notices for each allotment at least 28 days before the payment of the rates (or the first instalment of the rates) falls due which is the last week in August with payment due the last week in September. Ratepayers may pay the current year's rates by four instalments for the current financial year. Arrears from previous years must be paid in full before a ratepayer is eligible to commence paying by instalments. Instalments are due at 30th September, 31st December, 31st March and 31st June.

4.2.2 Pensioner and Carers Concession

Under the NT Pensioner and Carer's Concession Scheme, eligible rate payers may receive a rebate on their annual rates and charges if they reside on the property subject of the claim. Concessions on Council rates and charges for persons eligible for a concession under the NT Pensioner and Carers Concession Scheme will be applied in accordance with the conditions set by the NT Department of Health. Where a person eligible for a concession has not received a rebate on their rates and charges, due to the NT Department of Health not advising Council of their eligibility for the concession, the ratepayer should contact the NT Department of Health.

4.2.3 Interest on Unpaid Rates

If rates are not paid by the due date, interest accrues daily on the amount of the unpaid rates at the relevant interest rate.

4.2.4 Reduction of Interest

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

4.2.5 Initial Recovery Action

Ratepayers are expected to take responsibility for their Council debt obligations and to organise their affairs in such a way as to be able to discharge these obligations when required. If a ratepayer or debtor cannot meet their obligations on the due dates, it is in the interests of the ratepayer and Council, for the ratepayer to contact Council at the earliest opportunity to make appropriate arrangements to address the outstanding rates or debt.

Where this does not occur, Part 11.9 of the *Local Government Act (NT)* provides Council with powers to recover rates which are levied and unpaid. Remedies available to Council include recovery by court action and the sale of the land. Council will forward a reminder letter, thirty (30) days after the close of the twenty-eight (28) day period after rates and charges are due and payable, to all property owners with overdue rates, except property owners where arrangements have already been negotiated and are not in default. The reminder letter will give the ratepayer fourteen (14) days to either pay the outstanding amount (including any interest which has accrued prior to the payment date) in full or to negotiate an instalment arrangement to pay the amount. For those rates debts which remain unpaid for greater than thirty (30) days after the first reminder letter is issued, a second reminder letter will be issued requiring payment of all outstanding balances or legal action may commence.

4.2.6 Legal Action

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

ATTACHMENT B

authorise recovery action. The method of recovery action taken will be that which is considered by the CEO to be most beneficial to Council. Such actions may include referral to a Debt Collection Agency or recovery through Small Claims or Magistrates Court proceedings. The size and nature of the debt will be taken into account in selecting the most appropriate means of recovery. Once legal action has commenced, payment of the debt in full is deemed to include, in addition to the original debt, all interest charges payable plus any legal costs incurred to date by Council in pursuing the debt. After rates have been in arrears for at least 6 months Council may apply to the appropriate registration authority (Land Titles Office), pursuant to Section 171(1) of the *Local Government Act*, for registration of the charge over the land for which the charge relates.

4.2.7 Alternative Arrangements

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

4.2.8 Sale of Land for Rate Arrears

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

5. ASSOCIATED DOCUMENTS

Wagait Shire Council Long Term Financial Plan
Wagait Shire Council Shire Plan

6. REFERENCES AND LEGISLATION

Local Government (Accounting) Regulations (NT)
Local Government Act (NT)

7. REVIEW HISTORY

Date Approved:	16.06.2015	Approved By: Moved: V Pres L Stones Seconded: Cr A Richmond Vote: AIF	Councillors – Resolution No. 2015/196	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	

10.9 Policy Review – P28 Media Policy

BACKGROUND

Previous Decisions:

Resolution No. 2015/195

That Council approves the Draft Media Policy as amended and directs the CEO to publish on the Website.

Moved: Cr Shenagh Gamble

Seconded: Cr Brad Irvine

Vote: AIF

16/6/2015

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

CURRENT SITUATION

Council Policy P028 - Media Policy was last reviewed at Council's meeting of 16th June 2015. A copy of the policy is at Attachment A.

The Policy requires updating and needs to be drafted consistent with the requirements documented in Council Policy 01 - Policy Framework, which was adopted by Council Resolution in June 2018. Council Resolution No: 2018/199 refers.

The Media Policy ensures Council employee and Elected Member interaction with media agencies and social media ensures consistent messaging, accuracy and does not compromise the reputation of Wagait Shire Council.

A copy of the Revised P028 Media Policy is at Attachment B.

The Audit Committee reviewed the policy at its meeting of 13th November 2019 and made the following recommendations.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Policy Review 028 Media Policy;
- b) adopts the Revised P028 Media Policy at Attachment B.

Moved:

Seconded:

Vote:

ATTACHMENT A

POLICY TITLE:	MEDIA POLICY
POLICY NUMBER:	P28
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	GENERALLY TO ACT AT ALL TIMES IN THE BEST INTERESTS OF THE COMMUNITY AS A WHOLE
STATUS: Draft	Council Resolution

Date Approved: 20 JUNE 2015	Approved By: Moved: Cr Shenagh Gamble Seconded: Cr Brad Irvine Vote: AIF	Councillors – resolution no. 2015/195	Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

WAGAIT SHIRE MEDIA POLICY
(Including Social Media)



PURPOSE

This document details Wagait Shire Council's (Council) procedures and directives regarding the use of and interaction with media and social media by elected members.

Council recognises the importance of the media in keeping the community informed, getting feedback on important issues and ensuring Council operates in a transparent and open way.

This policy acknowledges the important news gathering role of traditional media as well as the growing role of social media.

The objective of this Policy is to provide guidance to elected members and the media as to who is authorised to speak to the media, parameters on what can be released to the media and when.

GUIDING PRINCIPLES

The procedural statement and directive in this document adhere to:

- Effective two-way communication with the community and other stakeholders that helps Council achieve its broader objectives in providing municipal services
- Timely and accurate dissemination of information that the community needs to understand Council's role and services
- Professional and accountable media relations that ensures the media is able to do its job effectively while not compromising Council's legal and ethical responsibilities
- Coordinating risk management practices
- Ensuring appropriate accountability by users
- Targeted and cost-effective communication, thereby minimising cost to Council.

DEFINITIONS

Traditional media may include (but is not limited to):

- Printed (newspapers, newsletters, magazines)
- Broadcast (radio, digital radio)
- Online (online news sites, blogs)
- Televised (TV news, programs)

ATTACHMENT A

Social Media may include (but is not limited to):

- social networking sites (eg Facebook, Myspace, LinkedIn, Bebo, Yammer)
- video and photo sharing websites (eg Flickr, Youtube)
- blogs, including corporate blogs and personal blogs
- blogs hosted by media outlets (eg 'comments' or 'your say' features)
- micro-blogging (e.g. Twitter)
- wikis and online collaborations (eg Wikipedia)
- forums, discussion boards and groups (eg Google groups, Whirlpool)
- vod and podcasting
- online multiplayer gaming platforms (eg World of Warcraft, Second life)
- instant messaging (including SMS)
- geo-spatial tagging (Foursquare)

PROCEDURAL STATEMENTS

Exceptions:

- There are no exceptions to this procedural statement and directive.

Applicability:

- This procedural statement and directive applies to all Council employees, elected members and contractors.

Procedures:

- Pursuant to *Section 43 of the Local Government Act*, the role of the President is to speak on behalf of Council as Council's principal representative. The President will be the principal spokesperson for Council's issues. Should the President be unavailable the Chief Executive Officer is the spokesperson or will designate an appropriate senior Council officer. The Vice-President may also be the spokesperson in that absence.
- Elected members are under no obligation to seek permission from, or to advise the Chief Executive Officer or the designated officer of any attempt to gain media attention for themselves. However elected members are requested to inform the Chief Executive Officer or the designated officer out of professional courtesy.
- Issues of an operational nature should be directed to the Chief Executive Officer in the first instance. All comments made via the media (traditional and social) are in the public domain, thus sound judgement and professionalism should be exercised when engaging with media. Comments must comply with all relevant Council policies and values.
- Views expressed by elected members should be clearly identified as their own, either personal or professional. Comments should be in line with relevant Council policies and not at any time bring the reputation of Council into disrepute.

ATTACHMENT A

Business related use of all media:

- As a general principle, only the President or the Chief Executive Officer make official comments on behalf of Council to the media (both traditional media and social media).
- All media statements and official comment made on behalf of Council shall reflect the decisions made by Council as stated in its adopted resolutions or the positions taken by Council as articulated in its strategic and policy documents.
- Personal comments are not represented as the view of Council and this should be identified.

Personal use of social media:

- Elected members need to be aware that as Community representative their personal or professional site may be viewed as a public site, especially when reference to the elected member's position is present. Therefore when expressing a personal view this should be identified and care taken not to show disrespect for the Council, its decisions, decision making process or other elected members and staff.

Social Media material:

- The Council's website remains the Council's primary and predominant online presence.

Elected members using social media must:

- Only disclose and discuss publicly available information.
- Ensure postings should be professional and designed to aid in the dissemination and promotion of Council information to public.
- Ensure that all content published is accurate and not misleading and complies with Council's Codes of Conduct for elected members, policies and Portable Storage Device and confidentiality pursuant to the *Local Government Act*;
- Avoid the use of Council images (such as photo, video, logos and so on) unless it is a promotional poster or item. If an image is used it should be low resolution and not contravene council's or the owners copyright.
- be polite and respectful to all people with whom they interact; and
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws,

Those using social media must not:

- Post material that is offensive, disrespectful of colleagues, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful;
- Use the identity or likeness of another elected member or employee of Council;

ATTACHMENT A

- Use or disclose any confidential information obtained in their capacity as an elected member;
- Make any comment or post any material that might otherwise cause damage to a colleague or to Council's reputation or bring it in any way into disrepute.

Reasonable/ unreasonable use of Social Media:

- Use of media or social media during the conduct of Council meetings is not permitted.
- Council resources shall not be used to access or post any material that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, racist, sexist, intimidating, defamatory or otherwise inappropriate or unlawful.

Legal consequences:

- Council may be held liable for statements made by an authorised elected member commenting in an official capacity on behalf of Council, no matter the media platform.

Failure to Comply:

- Failure to comply with these procedures may result in disciplinary action and the recovery of any costs incurred by the Wagait Shire Council.

LEGISLATION BASE

Local Government Act and

Privacy Act

6. ASSOCIATED DOCUMENTS


Codes of Conduct for Elected Members

7. ASSOCIATED FORMS/RECORD KEEPING

Nil

Note: *Portable Storage Device (PSD): a portable device designed to store digital data. In this document the term includes any laptop computer, small external device such as a USB stick, digital camera, mobile phone or any other portable device that contains identifiable information.*

ATTACHMENT B

	POLICY TITLE:	MEDIA POLICY
	POLICY NUMBER:	P28
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

This policy outlines a framework for guiding Elected Member and employee interactions with media agencies and the use of social media to ensure consistent messaging, brand and reputation management and the appropriate use of social media.

2. SCOPE

This Policy applies to current Elected Members and Council employees for any media interaction including social media use.

3. DEFINITIONS

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

Term	Definition
Media	Various means of communication through which news, entertainment, education, data or promotional messages are disseminated. These platforms can include television, radio, newspapers and magazines, but are distinct from social media.
Personal Social Media Communications	Exchange of user generated content on social media platforms held by individuals including employees for private purposes.
Social Media	Social media may include but is not limited to social networking sites, chatrooms, media sharing sites, blogs, forum and online collaboration.

4. POLICY

Media activities assist Council in delivering information to the public. This policy outlines procedures for Elected Members and Council employees who, acting as an appointed representative of Wagait Shire Council, make public comment or provide information to the media about Council activities.

4.1 Council Media Protocol

4.1.1 The Chief Executive Officer will be, in so far as possible, the first point of contact for liaison with the media.

ATTACHMENT B

4.2 Staff Dealing with Media

- 4.2.1 No Wagait Shire Council employee is authorised to speak to the media on any Council issue without the prior approval of the Chief Executive Officer. This includes personal social media communications which directly relate to issues arising from operations.
- 4.2.2 Any personal use of social media should not imply the user is an authorised representative of Wagait Shire Council, contain use of a Wagait Shire Council email address, any Wagait Shire Council branding or disclose Council information that is confidential or private.
- 4.2.3 On occasions it is appropriate for staff to talk to the media instead of an Elected Member, the Chief Executive Officer will have the authority to designate Wagait Shire Council employees to become a spokesperson.
- 4.2.4 Wagait Shire Council employees must not engage in any media activity which is deemed by the Chief Executive Officer to be specifically for the personal advantage of any Elected Member.

4.3 Elected Members Dealing with Media

- 4.3.1 Pursuant to Section 43(1)(b) of the *Local Government Act*, the role of the President is to speak on behalf of Council as Council's principal member regarding Council's decisions, policies, agreed position on matters or Council endorsed events and activities.
- 4.3.2 Elected Members are entitled at any time to attract media attention for themselves. Elected Members should ensure that when they are seeking to gain media attention for themselves that they make it clear that they are speaking for themselves and not on behalf of Wagait Shire Council.
- 4.3.3 When Elected Members are approached directly by the media to comment on any issue to do with Wagait Shire Council operations, they are encouraged in the first instance to contact the Chief Executive Officer to ensure they are briefed with all relevant and accurate information before releasing any details to the media.
- 4.3.4 Elected Members are entitled to indicate that they are Elected Members of Wagait Shire Council and are encouraged to use social media to communicate with the community. To ensure distinction between personal and Council use, Elected Members are encouraged to establish pages that identify them as Elected Members separate from private accounts, however it should be clear that the opinions expressed are those of the Elected Member and not those of Council.
- 4.3.5 It is not suggested that Elected Members who post on personal pages should contact the Chief Executive Officer, however, if posts relate to operational matters or decisions of Council, it should be clear that the opinions expressed are those of the Elected Member and the comments are not being made on behalf of Council.

4.4 Media Releases

- 4.4.1 All Council media releases must only be released to the media from the Chief Executive Officer.
- 4.4.2 All media releases will be provided to Elected Members when being released to the media.
- 4.4.3 Elected Members are entitled to distribute their own media releases; however they must clearly indicate these releases are the opinions or beliefs of the individual Elected Member and are not being made on behalf of Council.

5. ASSOCIATED DOCUMENTS

Policy 024 – Caretaker Policy

6. REFERENCES AND LEGISLATION

Local Government Act (NT)

7. REVIEW HISTORY

Date Approved:	20.06.2015	Approved By: Moved: Cr S Gamble Seconded: Cr B Irvine Vote: AIF	Councillors – Resolution No. 2015/195	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	

10.10 Policy Review – P30 Privacy Policy

BACKGROUND

Previous Decisions:

Resolution No. 187/2015

That Council adopts the Wagait Shire Privacy Policy.

Moved: Vice President Lisa-Marie Stones

Seconded: Cr Kurt Noble Vote:

AIF

19/5/2015

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

CURRENT SITUATION

Council Policy P030 - Privacy Policy was last reviewed at Council's meeting of 19th May 2015. A copy of the policy is at Attachment A.

The Policy requires revision and needs to be drafted consistent with the requirements documented in Council Policy 01 - Policy Framework, which was adopted by Council Resolution in June 2018. Council Resolution No: 2018/199 refers.

The Privacy Policy ensures Council complies with the provisions of the *Information Act* (NT), the *Local Government Act* and Information Privacy Principles (IPPs) when collecting and handling personal information.

A copy of the Revised P030 Privacy Policy is at Attachment B. Items such as the role of the Privacy Officer and Committee have been removed as these structures do not exist.

The Audit Committee reviewed this policy at its meeting of 13th November 2019 and made the following recommendations.

Resolution No. 2019/.....

That Council:

- a) Receives and notes the report entitled Policy Review 030 Privacy Policy;
- b) adopts the Revised P030 Privacy Policy at Attachment B.

Moved:

Seconded:

Vote:

POLICY TITLE:	WAGAIT SHIRE COUNCIL'S PRIVACY POLICY
POLICY NUMBER:	P30
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	Effective leadership and governance
<small>CORPORATE GOVERNANCE AND PERFORMANCE: Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient</small>	
STATUS:	Approved

Date Approved:	19.5.2015	Approved By:	Councillors – resolution no. 2015/187	Date for review:	Next Council Election
		Moved: Vice-President Lisa Marie Stones			
		Seconded: Cr Kurt Noble			
		Vote: AIF			
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

2. PURPOSE:

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

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

3. ORGANISATIONAL SCOPE:

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

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

4. POLICY STATEMENT:

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

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

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

5. DEFINITIONS:

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

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

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

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

6. PRINCIPLES:

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

6.1 Collection

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

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

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

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

6.2 Use and Disclosure of Information

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

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

6.3 Data Quality

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

6.4 Data Security and Retention

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

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

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

6.5 Openness

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

6.6 Access and Correction to Information

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

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

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

6.7 Unique Identifiers

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

6.8 Anonymity

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

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

6.9. Transborder Data Flows

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

6.10 Sensitive Information

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

7. The Role of the Information Privacy Officer and Committee

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

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

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

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

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

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

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

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

8. PERIOD COVERED BY THE POLICY


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

REFERENCES:

Information Act

Local Government Act

ATTACHMENT B

	POLICY TITLE:	PRIVACY POLICY
	POLICY NUMBER:	P30
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this policy is to set out Council's commitment to comply with the provisions of the *Information Act* (NT), the *Local Government Act* (NT) and Information Privacy Principles (IPP's) when collecting and handling personal information.

2. SCOPE

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

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

3. DEFINITIONS

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

Term	Definition
Personal Information	Council information from which an individual's identity is apparent or can reasonably be ascertained. It includes information about a deceased person within the first five years after their death. It can include numbers, photos of a person or their property.
Sensitive Information	Personal information about an individual's racial or ethnic origin, political opinions, membership of professional, trade, political association or trade union, philosophical or religious beliefs, sexual preferences or practices, criminal record or health information.
IPP's	Information Privacy Principles. Set of principles that regulate the handling of personal information as identified in the <i>Information Act</i> (NT).

4. POLICY

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

4.1 Collection

- 4.1.1 The Wagait Shire Council will only collect personal information that is necessary for specific and legitimate functions of Council. Information will be collected by fair and lawful means
- 4.1.2 Council will advise individuals, where possible, of the purposes for which their personal information is being collected, and of those third parties to whom the information is usually disclosed.
- 4.1.3 Sensitive information will only be collected where the individual has consented or collection is required or permitted by law.
- 4.1.4 Sensitive information (as defined in this policy) will be treated with the utmost security and confidentiality and only used for the purpose for which it was collected.

4.2 Use and Disclosure of Information

- 4.2.1 The Wagait Shire Council will not use or disclose information about an individual other than for the primary purpose for which it was collected unless one of the following applies:
 - a) It is for a related purpose that the individual would reasonably expect;
 - b) where Council has the consent of the individual to do so;
 - c) as required or permitted by the Information Act or any other legislation.

4.3 Data Quality

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

4.4 Data Security and Retention

- 4.4.1 Council will take all reasonable measures to prevent misuse or loss or unauthorised access, modification or disclosure of personal and sensitive information.
- 4.4.2 Personal information will be managed confidentially and securely and destroyed or archived in accordance with the General Disposal Schedule.
- 4.4.3 Council will monitor and implement reasonable and appropriate technical advances or management processes, to provide an up to date ongoing safeguard for personal information.

4.5 Openness

- 4.5.1 The Wagait Shire Council's Privacy Policy will be available on its website or on request at the Council Office.

4.6 Access and Correction to Information

- 4.6.1 Individuals have a right to request access to any personal information held about them, and may request any incorrect information be corrected.
- 4.6.2 Council may decide not to allow access to personal information in accordance with the exemptions contained within Information Act.
- 4.6.3 The process for requesting access to recorded personal information, i.e. documents, is through a Freedom of Information application.

4.7 Unique Identifiers

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

ATTACHMENT B

4.8 Anonymity

- 4.8.1 Council will, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with Council.
- 4.8.2 Council will ensure that individuals are aware of all, if any, limitations to services if the information required is not provided.

4.9 Transborder Data Flows

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

4.10 Sensitive Information

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

5. ASSOCIATED DOCUMENTS

Policy 005 – Council Staff Code of Conduct

6. REFERENCES AND LEGISLATION

Information Act (NT)

Local Government Act 2008 (NT)

7. REVIEW HISTORY

Date Approved:	19.5.2015	Approved By: Moved: V Pres L Stones Seconded: Cr K Noble Vote: AIF	Councillors – Resolution No. 2015/187	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	

10.11 Policy Review – Fraud and Corruption Protection

BACKGROUND

Previous Decisions:

Resolution No. 09/101

That Council having considered draft policies P09 and P12 and the Fraud Protection Plan adopts the said policies and plan as amended.

Moved: Cr Withnall

Seconded: Cr Lamont

Vote: Carried 6-0

16/12/2009

In December 2018, the Department of Local Government, Housing and Community Development delivered its 2018 Compliance Review Report to Wagait Shire Council. The Review identified several policy omissions or policies that were overdue for review.

CURRENT SITUATION

Council's document entitled Fraud Protection Plan was never issued with a policy number. The strategies and procedures that Council has in place to mitigate corrupt or fraudulent practice and behaviour, need to be documented within a policy framework. The Fraud Protection Plan was endorsed at a meeting of Council on 16th December 2009 and no further record can be located regarding its review. A copy of the current Fraud Protection Plan is at Attachment A.

Council is required to have in place a Fraud Protection Plan, pursuant to Section 10(2)(a) of the *Local Government (Accounting) Regulations*. The Plan should comprise procedures, internal controls, relevant policy and be monitored by Council's Audit Committee. It is recommended the Fraud Protection Plan be retitled Fraud and Corruption Protection Policy and be expanded to include internal control processes of Wagait Shire Council.

The document also needs to be drafted consistent with the requirements documented in Council Policy 01 - Policy Framework, which was adopted by Council Resolution in June 2018. Council Resolution No: 2018/199 refers.

A copy of the Fraud and Corruption Protection Policy is at Attachment B.

The Audit Committee reviewed the plan and policy at its meeting of 13th November 2019 and made the following recommendations.

Resolution No. 2019/.....

That Council:

- a) Receives and notes the report entitled Policy Review Fraud and Corruption Protection;
- b) adopts the new Fraud and Corruption Protection Policy at Attachment B.

Moved:

Seconded:

Vote:

ATTACHMENT A

WAGAIT SHIRE COUNCIL - POLICY MANUAL

WAGAIT SHIRE COUNCIL

FRAUD PROTECTION PLAN

The Wagait Shire Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, elected members or its own employees, to gain by deceit, financial or other benefits.

Aims of Plan

To protect public funds and other assets, protect the integrity, security and reputation of the Council and its employees and assist in maintaining high levels of services to the community.

To be committed to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud.

Objectives of Plan

1. Definition of Fraud

For the purpose of this Plan, fraud against Council is described as:

“The willful misuse of Council’s resources or using one’s position and power for personal gain.”

A basic test for fraud could include the following questions:

- Was deceit used?
- Was the action unlawful?
- Did it result in money or other benefits being received to which the person was not entitled?
- Was an attempt made to do this?

2. Council Expectations

Council expects its elected members and staff to maintain a high standard of ethical conduct in all activities, in particular with respect to Council resources, information and authority. The community rightly expects Council to conduct its business in a fair and honest manner.

Council management is responsible for fostering an environment of responsibility which makes asset protection a responsibility of all staff, for issuing clear standards and developing and implanting procedures to minimise the potential for fraud.

All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels.

Measures to prevent fraud will be continually monitored, reviewed and developed.

Council expects all elected members and staff to be familiar with and act in accordance with Council's Code of Conduct. Unacceptable behaviors and guidelines for appropriate behaviour for staff are contained in the Code. Council expects similar standards from people, agencies or organizations that do business with Council.

Decision making processes are to be as open and public as possible.

Fraudulent conduct breeds in an environment where systems, standards and procedures are open to exploitation. It is in the best interest of asset protection for decision making to be visible and unambiguous to staff, elected members and the community as a whole. Visibility is the corner stone of public accountability.

Asset protection is concerned ultimately with the effective use of resources and minimising waste, mismanagement and fraud. Effective accountability for the use of Council resources helps strengthen the asset protection environment of the Council.

3. Ethics

Ethics is defined as:

"A system of moral principles by which human actions and proposals may be judged good or bad or right or wrong."

Council's Code of Conduct guides members and staff in what is accepted practice and behaviour and sets out ethical standards at a level above the law.

Asset protection goes beyond monitoring the effectiveness of financial controls. It also requires maintaining an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of acceptable standards.

Management must be mindful of their responsibility to foster and develop the high standards of ethical behaviour and commitment to a highly ethical workforce culture.

4. Fraud Prevention

Fraud flourishes in an administrative environment where opportunities exist for waste, abuse and mismanagement. Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of these opportunities.

The underlying thrust of Council's Plan on fraud prevention is to encourage the public and staff to understand that fraudulent acts against Council are unacceptable, may constitute a criminal offence and may be prosecuted.

Any effective asset protection strategy must recognize that prompt action needs to be taken when fraud is detected, both to bring the fraud to an end and to discourage others who may be inclined to commit similar conduct.

5. Reporting Fraud

Council supports and upholds the Whistleblower legislation and principles.


This provides protection to people reporting 'public interest information' to the appropriate authority in accordance with the *Public Interest Disclosure Act 2008*.

Adopted By Council:

16 December 2009

Revised by Council:

ATTACHMENT B

	POLICY TITLE:	FRAUD AND CORRUPTION PROTECTION POLICY
	POLICY NUMBER:	
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

Wagait Shire Council is committed to maintaining a culture which ensures effective fraud and corruption prevention is an integral part of all Council's activities. The purpose of this policy is to provide guidance on action which is to be undertaken where fraud or corrupt conduct is suspected within the Council or involves Council's workplace participants or Elected Members, and to provide assurance to the community that all suspected fraudulent or corrupt activity will be investigated.

2. SCOPE

This policy also applies to all employees, Elected Members, contractors and volunteers of Wagait Shire Council.

3. DEFINITIONS

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

Term	Definition
Corruption	Dishonest activity in which a workplace participant or Elected Member acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by Council officers or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.
Workplace Participants	Includes all Elected Members, Council employees, contractors, consultants, committee members and any individual or group undertaking activity for or on behalf of the Council.

4. POLICY

4.1 Fraud and Corruption Control Strategies

4.1.1 Fraud Protection Plan

Council's Fraud Protection Plan consists of controls, policies and procedures in place for the prevention, detection, management and reporting of fraud, which include:

- an external auditor undertaking an annual audit of Council's financial statements;
- a Strategic Risk Framework with internal audit activities occurring according to the level of risk;
- oversight by the Audit Committee;
- procurement policies and procedures;
- human resources policies and procedures;
- information technology security protocols;
- a Privacy Policy;
- an Accounting and Policy Manual;
- Codes of Conduct for Elected Members, employees and contractors; and
- an effective internal control framework.

These require regular review to ensure that they respond to emerging threats and achieve best practice.

4.1.2 Internal Controls

4.1.2.1 That the Chief Executive Officer ensure that Internal Controls are in place across the organisation to reduce the likelihood and decrease the detection time of any potential fraud, theft or corrupt act. These controls will include but not be limited to:

- appropriate financial delegations and authority;
- appropriate physical security of Council's assets including cash;
- dual authorisations on financial transactions;
- segregation of duties;
- trained and properly qualified staff;
- information technology controls;
- audit logs and records reviewed; and
- regular reconciliations of the bank account and balance sheet accounts.

4.1.2.2 The internal controls are to be based on a risk management approach, where risks to the organisation are identified and registered and then appropriate controls are implemented to reduce the likelihood and/or the severity of the risk occurring.

4.1.2.3 The internal controls are to be reviewed and tested to identify any deficiencies or to identify any potential improvements. The use of an internal auditor to provide specialist advice may also be considered. Any recommendations identified by an internal auditor are to be presented to the Audit Committee.

4.1.2.4 Council's external auditor will also test the control environment during their preparation for the end of financial year audit. Any observations identified by the external auditor are raised in a management letter and presented to the Audit Committee.

4.1.3 Fraud and Corruption Awareness and Ethical Culture

Through a range of formal and informal means, including training, the Council is committed to continually promoting an ethical culture and an awareness of fraud and corruption. Fraud and corruption awareness will ensure workplace participants and Elected Members are

ATTACHMENT B

aware of what constitutes fraud and corruption and their fraud and corruption control responsibilities.

4.2 Reporting Fraud and Corruption

- 4.2.1 Council's workplace participants and Elected Members are required to raise suspicions or allegations of fraud and corruption. Workplace participants and Elected Members must familiarise themselves with their obligations under Council's policies, associated procedures and related legislation.
- 4.2.2 The Chief Executive Officer is responsible for receiving reports of suspected fraud and corruption and for arranging investigations and referring matters to relevant bodies such as the Independent Commissioner Against Corruption (ICAC), the Ombudsman or the Northern Territory Police.
- 4.2.3 If the suspected fraud or corruption involves the Chief Executive Officer or if a workplace participant deems it necessary, they are required to report the matter to the President or directly with the relevant body.
- 4.2.4 All allegations and suspicions of fraud and corruption will be investigated, and all substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the particular case.
- 4.2.5 Wherever possible all instances reported will be treated in the strictest confidence. It is the Council's intention that any person reporting a concern or incident will as far as is possible, have their identity kept confidential. It should be understood however, that it is impossible to guarantee anonymity, especially where disciplinary action or prosecution arises.
- 4.2.6 No one will be penalised for making an allegation that is subsequently proved to be groundless, where the allegation has been made in good faith. Council will not, however, tolerate individuals making malicious, vexatious or unfounded allegations and disciplinary action may be taken against such persons.

5. ASSOCIATED DOCUMENTS

Policy 005 – Council Staff Code of Conduct

6. REFERENCES AND LEGISLATION

Australian Standard 8001-2008 Fraud and Corruption Control

Independent Commissioner Against Corruption Act (NT)

Information Act (NT)

Local Government Act 2008 (NT)

Local Government (Accounting) Regulations (NT)

Public Interest Disclosure Act (Whistle-blowers Legislation)

7. REVIEW HISTORY

Date Approved:	16.12.2009	Approved By: Moved: Cr Withnall Seconded: Cr Lamont Vote: AIF	Councillors – Resolution No. 2009/101	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	

10.12 CEO Vehicle Replacement

BACKGROUND

Previous Decisions:

Resolution No. 2019/328

That Council adopt the Draft P41 – Asset Disposal Policy, as recommended by the Audit Committee.

Moved: Vice President Tom Dyer

Seconded: Cr Neil White

Vote: AIF

19/02/2019

Resolution No. 2019/289

That Council notes the report titled Disposal of Vehicle Report.

Moved: Cr Graham Drake

Seconded: Cr Neil White

Vote: AIF

23/01/2019

A replacement vehicle for the Chief Executive Officer was purchased in August 2017. The previous vehicle was a 2015 Mitsubishi Challenger and was disposed of by way of trade for a Holden Trailblazer, CC 81 ND.

CURRENT SITUATION

Council adopted an Asset Disposal Policy (P41) at its meeting of 19th February 2019. The policy provides a framework consistent with legislative requirements for the sale and disposal of assets. Council may dispose of assets due to renewal programs in line with asset management plans, the Long Term Financial Plan or Annual Budget. Council does not have current Asset Management Plans for plant, equipment and vehicles, and the Audit Committee may wish to recommend to Council that such plans or policy be developed.

The Chief Executive Officer's vehicle was purchased in August 2017 and had several after-market additions, including VHF radio installed, LED driving lights and Wrangler Off Road tyres. The vehicle has 92,657 kms on the Odometer and is at the threshold where it will not return benefit to Council.

Numerous organisations have policies that benchmark vehicle replacement at 40,000km – 60,000km or three years.

The Audit Committee considered the matter at its meeting of 13th November 2019 and recommends to Council the disposal of the asset through commercial auction. A

replacement vehicle, that is better fit for purpose, and meets improved economy targets will be sought. It is suggested that a dual cab ute replace the current vehicle as this will cater to both passenger transport and goods and materials transportation needs.

Resolution No. 2019/.....

That Council:

- a) receives and notes the report entitled Chief Executive Officer Vehicle Replacement;
- b) approves a replacement vehicle better fit for purpose with improved economy be purchased during the 2020/2021 Financial Year;
- c) agrees the current Chief Executive Officer's vehicle be sold through commercial auction following the delivery of the replacement vehicle; and
- d) requests appropriate Asset Management Plans be developed for Council's vehicles, plant, machinery and equipment, including an assessment of vehicles and plant based on age and suitability.

Moved:

Seconded:

Vote:

10.13 Review of Constitutional Arrangements

BACKGROUND

Previous Decisions:

Resolution No. 2016/70

That this Council notes the electoral review report included in the community consultation held on 2 August 2016 and accepts the consensus vote on the following:

That this community has expressed a desire to reduce the number of elected representative councillors from 7 to 5 at the next local government elections.

That the community has no wish or desire to partition the council area into wards.

That the community has no wish or desire to establish any local boards or authorities with the current Wagait Shire.

Moved: President Peter Clee

Seconded: Cr V J Thorpe

Vote: AIF

16/08/2016

Resolution No. 2016/71

That this council notes report from Community Consultation held on 2 August 2016 and accepts the following.

That this community endorses the previous report dated July 2014 to the Northern territory Government recommending the extension of the Wagait Shire located in the north of the Cox Peninsula.

That this council continue to work with Coomalie Local Government Council, Belyuen Community Government Council, consultants and other interested parties to look at options to form a Regional Council (s).

Moved: President Peter Clee

Seconded: Cr Alex Richmond

Vote: AIF

16/08/2016

In accordance with Section 63(1) of the *Local Government (Electoral) Regulations 2008*, a council carries out an electoral review when it makes or revises an assessment under 23(2) of the *Local Government Act 2008*, of whether the constitutional arrangements presently in force provide the most effective possible representation for the local government area of the council. In carrying out its electoral review the council must consult with the Electoral Commissioner and the review should be completed at least twelve months before the next general election.

CURRENT SITUATION

In March 2019, the Executive Director, Department of Local Government, Housing and Community Development (DLGHCD) wrote to Council advising that as new legislation is anticipated to come into force during 2020, it is a matter for councils to determine how to approach this legislative requirement during this term. Under the new Act, reviews about the existence of and boundaries for wards will be made by a panel consisting of the Chief Executive Officer of the Local Government Association of the Northern Territory (LGANT), the Electoral Commissioner and the Surveyor-General.

During this term, councils can elect to undertake a robust and in-depth assessment of the constitutional arrangements for electoral representation or choose to complete a simplified template, or Reporting Table, that addresses all matters described in the regulations 63(2) and 63(3). Either option requires councils to consult with the Electoral Commissioner. A copy of the Reporting Table is at Attachment A.

In preparing this report the Chief Executive Officer consulted the Electoral Commissioner regarding current enrolment numbers. As at 12 November 2019, there were 304 electors on the electoral roll for Wagait Beach. Given there has been very little change, if any, to the matters referred to in Section 63(2) and 63(3), it is recommended Council proceed with completing the Reporting Table.

Resolution No. 2019/.....

That Council:

- a) resolves to proceed with completing the Reporting Table to satisfy its requirements under 23(2) of the *Local Government Act 2008*; and
- b) requests the completed Reporting Table be presented to the next Ordinary Meeting in January 2020 for approval.

Moved:

Seconded:

Vote:

Reporting Table

Review of constitutional arrangements for council representation

In accordance with section 23(2) of the *Local Government Act 2008 (Act)* councils are required to complete an electoral review during the council term and 12 months before the next general election. The mandatory review is to assess whether the present constitutional arrangements provide the best electoral representation for the local government area of the council.

However, given that this term of council is an unusual one, with new legislation anticipated in the near future, councils have been given the option to consider providing a short report that briefly addresses the matters outline in regulations 63(2) and (3) of the *Local Government (Electoral) Regulations 2008*.

Council still has the option to follow a more rigorous process if they wish in complying with their reporting obligations under the Act.

If the intention is for a council to use the simplified process a council officer should follow the guideline steps below.

Guideline steps

1. Only use this template where no major changes to electoral representation are required.
2. The council officer must read and consider the review of constitutional arrangements completed in the last term of council.
3. The council officer should contact the Northern Territory Electoral Commission to obtain electoral enrolment numbers for their local government area. Assistance with enrolment numbers can be obtained by emailing ntec@ntec.gov.au.
4. Any questions can be emailed to Anthony.Burridge@nt.gov.au or Anthony can be contacted on 8999 8841.

Report of Council Officer to Elected Members in Relation to Constitutional Arrangements

Reporting template for councils with wards

	Consideration in accordance with regulation 63(2) and (3) of the <i>Local Government (Electoral) Regulations 2008</i>	Assessment of the effectiveness of constitutional arrangement for electoral representation of the council area
1.	63(2)(a) – community interests in the local government area including economic, social and regional interests.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report” (Attach Report)</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
2.	63(2)(b) – types of communication and travel in the local government area with special reference to disabilities arising out of remoteness or distance.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
3.	63(2)(c) – the trend of population changes in the local government area.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
4.	63(2)(d) – the density of population in the local government area	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
5.	63(2)(e) – the physical features of the local government area	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
6.	63(3)(a) – the desirability of the number of electors for each ward being as near to equal as practicable at the next general election.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
7.	63(3)(b) – the desirability of keeping the area of each ward containing rural and remote areas as small as practicable.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>

8.	63(3)(c) - the desirability of keeping the demographic and geographic nature of each ward as uniform as practicable.	<p><i>If council did a report in the last term of council and there has been no significant change, council officer can report "no significant change since last report (refer to attached Report)"</i></p> <p><i>If there has been change that is deemed significant this should be detailed and noted.</i></p>
9.	63(3)(d) – the desirability of including an identifiable community wholly within 1 ward if practicable	<p><i>If council did a report in the last term of council and there has been no significant change, council officer can report "no significant change since last report (refer to attached Report)"</i></p> <p><i>If there has been change that is deemed significant this should be detailed and noted.</i></p>

Having duly considered all matters relevant to the current electoral representation arrangements under the *Local Government Act 2008* and *Local Government (Electoral) Regulations 2008* it is recommended that the current arrangements still provide effective representation of the council area with no changes to the constitutional arrangements for council representation proposed. This report has been compiled in consultation with the Northern Territory Electoral Commission.

Council Chief Executive Officer (sign)

Date: ___/___/___

Proposed motion for council

That Council resolves to approve the report with no changes recommended to the constitutional arrangements for council electoral representation.

This report can now be included in the Council plan in accordance with section 23(2) of the *Local Government Act 2008*.

Report of Council Officer to Elected Members in Relation to Constitutional Arrangements

Reporting template for councils without wards

	Consideration in accordance with regulation 63(2) of the <i>Local Government (Electoral) Regulations 2008</i>	Assessment of the effectiveness of constitutional arrangement for electoral representation of the council area
1.	63(2)(a) – community interests in the local government area including economic, social and regional interests.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report” (Attach Report)</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
2.	63(2)(b) – types of communication and travel in the local government area with special reference to disabilities arising out of remoteness or distance.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
3.	63(2)(c) – the trend of population changes in the local government area.	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
4.	63(2)(d) – the density of population in the local government area	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>
5.	(2)(e) – the physical features of the local government area	<i>If council did a report in the last term of council and there has been no significant change, council officer can report “no significant change since last report (refer to attached Report)”</i> <i>If there has been change that is deemed significant this should be detailed and noted.</i>

Having duly considered all matters relevant to the current electoral representation arrangements under the *Local Government Act 2008* and *Local Government (Electoral) Regulations 2008* it is recommended that the current arrangements still provide effective representation of the council area with no changes to the constitutional arrangements for council representation proposed. This report has been compiled in consultation with the Northern Territory Electoral Commission.

Council Chief Executive Officer (sign)

Date: ___/___/___

Proposed motion for council

That Council resolves to approve the report with no changes recommended to the constitutional arrangements for council electoral representation.

This report can now be included in the Council plan in accordance with section 23(2) of the *Local Government Act 2008*.

DRAFT

10.14 Promoting the Boundless Possible of Our Region

BACKGROUND

The Project Manager, Masterbrand Team, Department of the Chief Minister contacted the Chief Executive Officer regarding Council's interest in participating in the *Boundless Possible* program.

The Program is associated with the Northern Territory Government's Population Growth Strategy that seeks to ensure a sustainable economic future for the Northern Territory.

CURRENT SITUATION

The Masterbrand Team are inviting the local government sector to partner with the Northern Territory Government through the provision of small funding grants to showcase 'Boundless Possible' stories that exist within their communities. The Masterbrand Team is seeking stories that positively reposition the Territory as a place to live and work with people from across Australia, while reminding the Territory's existing population of the special aspects of the NT. Projects need to have resonance for the local community.

Suggested options include the production of a short video to support recruitment campaigns; website content development; or a living *Boundless Possible* photographic exhibition. Initiatives need to promote the Boundless Possible spirit and intent of the region. An amount of \$1,500 is available to Wagait Shire Council to promote the boundless possible of the Wagait Beach area.

In discussions with the Masterbrand Team the Chief Executive Officer suggested the design and installation of a welcome – destination sign to the entry of Wagait Beach as one option. The sign could be developed through a community engagement process and highlight the cultural, environmental, recreational and social aspects of the area. This was received with enthusiasm and approval from the Masterbrand Team.

The Masterbrand team are also developing a Boundless Possible Ambassador Program and are seeking to recognise people that "live and breathe the value of the Boundless Possible brand" and celebrate the Territory in their daily lives. Councils are being asked to suggest individuals, organisations or businesses that may fit this criteria and nominate these.

It is recommended Council agree to participate in the Boundless Possible program and seek community input at the forthcoming Half Yearly Community Consultation Session on Thursday 21st November 2019.

Resolution No. 2019/.....

That Council:

- a) agrees to participate in the Boundless Possible local government grants program;
- b) nominates a Welcome Sign, developed through a community engagement program, as a suitable project;
- c) explores the Welcome Sign option at the Half Yearly Community Consultation Session on Thursday 21st November 2019; and
- d) consults the community regarding nominations for the Boundless Possible Ambassador program.

Moved:

Seconded:

Vote:

10.15 Five Year Grant Funding Agreement – Remote Sport Program – Affixing the Common Seal

BACKGROUND

Previous Decisions:

Resolution No. 2018/252

That Council authorise the use of the Common Seal for the Remote Sports and Recreation Grant for 2018/2019.

Moved: Cr Michael Vaughan

Seconded: Vice President Neil White

Vote: AIF

18/09/2018

Resolution No. 2016/103

That Council approve the use of the Common Seal to be applied to the signed document for the Remote Sport Funding Agreement.

Moved: Co-Op Tom Dyer

Seconded: Kurt Noble

Vote: AIF

15/11/2016

Resolution No. 2015/242

- 1. That Council receive and note this report.*
- 2. That Council receive and note the 15-16 Remote Sports Agreement.*
- 3. That a Member of Council and the Chief Executive Officer be authorised to sign and affix Council's Common Seal to the 15-16 Remote Sport Agreement in Attachment A of this report.*

Moved: Cr Kurt Noble

Seconded: Cr Shenagh Gamble
Vote: AIF

1/12/2015 Special Meeting

The Department of Tourism, Sport and Culture provides financial support to local governments to support sport and recreation activities for the well being of communities.

CURRENT SITUATION

On 14 October 2019 the Senior Director, Sport and Active Recreation, Department of Tourism, Sport and Culture wrote to the Chief Executive Officer to advise Council has been approved to receive a sport and active recreation grant for five (5) years in accordance with the Northern Territory Grant Policy. A copy of the correspondence is at Attachment A.

The total value of the grant is \$104,240 over the five year activity period of 1 July 2019 – 30 June 2024, with an amount of \$20,848 payable each financial year. The grant figure for 2019/20 includes indexation less a 3% efficiency dividend. The rate of indexation and the efficiency dividend will be confirmed annually from 2020/21. A copy of the Five Year Grant Funding Agreement will be tabled at the meeting and will be made available for the affixing of the Common Seal, that is to be attested by the signatures of the Chief Executive Officer and the President, or in the absence of the President, another member of Council, pursuant to Section 26(2) of the *Local Government Act 2008*.

Resolution No. 2019/.....

That Council:

- c) agrees to enter into a Five Year Grant Funding Agreement – Remote Sport Program with the Northern Territory of Australia;
- d) gives its approval to affix the Common Seal to the Five Year Grant Funding Agreement – Remote Sport Program; and
- e) requests the Chief Executive Officer updates the Common Seal Register accordingly.

Moved:

Seconded:

Vote:

**Community Participation, Sport &
The Arts**

First Floor, JHV2,
Jape Home Maker Village
356 Bagot Road, Millner NT 0810

Postal Address

GPO Box 1448
Darwin NT 0801

T 1800 045 678

E grants.sportrec@nt.gov.au

File Ref: RSP00010

Ms Anna Malgorzewicz
Chief Executive Officer
Wagait Shire Council
Email: ceo@wagait.nt.gov.au

Dear Ms Malgorzewicz

RE: OFFER OF FUNDING

The Department of Tourism, Sport and Culture invests in the sport and active recreation sectors in the Northern Territory with the vision of creating compelling reasons to live in and visit the Territory. The Department works to achieve this through the provision of financial assistance to individuals and organisations across a range of grant programs.

We are pleased to advise that Wagait Shire Council has been approved for a sport and active recreation grant for 5 years in accordance with Northern Territory Government Grant Policy as per the details below:

Grant Type:	Remote Sport Program
Grant Project:	Annual Funding
Amount Approved:	\$20 848 per year for 5 years

This offer of funding is subject to signing and returning the attached agreement to Grants.SportRec@nt.gov.au indicating your intent to comply with the terms and conditions of the offer. You should retain a copy of your agreement, however it will also be stored on GrantsNT, the online grant management system.

This offer will lapse unless a signed copy of the Agreement is returned within 30 days from the date of this letter. We wish you every success in achieving your goals through the use of this funding.

Kind regards



Dr Ian Ford
Senior Director
Sport and Active Recreation

14 October 2019

11.0 AGENDA ITEMS FOR RECEIVING AND NOTING

11.1 Minutes of the Audit Committee

BACKGROUND

The Audit Committee held its final meeting for 2019 calendar year on Wednesday 13th November 2019.

CURRENT SITUATION

The Chair of the Audit Committee, Mr Barry Bamford will join Council at its meeting to discuss the work of the Audit Committee throughout the calendar year and in particular, discuss with Council key recommendations from the Committee’s recent meeting, particularly with regard to the policy review process and deliberations relating to the underlying assumptions for the Wagait Shire Council Long Term Financial Plan.

The Minutes of the Audit Committee meeting of 13th November 2019 are at Attachment A.

Resolution No. 2019/.....

That Council receives and notes the Minutes of the Audit Committee held on Wednesday 13th November 2019.

Moved:

Seconded:

Vote:

ATTACHMENT A

WAGAIT SHIRE COUNCIL

**DRAFT MINUTES
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
9.00AM**

Wednesday 13 November 2019



Table of Contents

1.0	Present	3
2.0	Opening of Meeting	3
3.0	Apologies	3
4.0	Confirmation of previous Minutes for the Audit Committee held 26 September 2019	3
5.0	Matters arising from the previous Minutes	3
6.0	Declaration of Interests of Committee Members or Staff	3
7.0	Action Sheet	4
8.0	Agenda Items:	4
8.1	Policy Review – P04 Signing of Cheques and Expenditure Certifications	4
8.2	Policy Review – P09 Accounting Policy Manual	4
8.3	Policy Review – P10 Council Records	4
8.4	Policy Review – P16 Cash Reserves	5
8.5	Policy Review – P24 Caretaker Policy	5
8.6	Policy Review – P27 Rates and Charges Policy	5
8.7	Policy Review – P28 Media Policy	5
8.8	Policy Review – P30 Privacy Policy	6
8.9	Policy Review – Fraud and Corruption Protection	6
8.10	Long Term Financial Plan	7
8.11	Compliance Review Update	7
8.12	CEO Vehicle Replacement	8
8.13	Asset Valuation – Council Buildings and Structures	8
8.14	Audit Committee 2020 Meeting Schedule	9
9.0	Confidential Items	10
10.0	In-Camera	10
11.0	Closure of Meeting	10

1.0 Present:

Committee members:

Chair Barry Bamford
Cr Graham Drake
Cr Neil White
Maureen Newman

Council staff:

CEO Anna Malgorzewicz
Office Manager, Pamela Wanrooy

2.0 Opening of Meeting:

The Chair Barry Bamford declared the meeting open at 9.05am and welcomed all to the meeting.

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

3.0 Apologies:

Nil. Cr Neil White will be late for this meeting.

4.0 Confirmation of previous Minutes for the Audit Committee held Thursday 26 September 2019

The Minutes of the Audit Committee Meeting held Thursday 26 September 2019 were included as an attachment to the agenda papers.

Resolution No. 2019/516

That the minutes of the Audit Committee Meeting of Thursday 26 September 2019 be confirmed by Committee Members as a true and correct record.

Moved: Maureen Newman

Seconded: Chair Barry Bamford

5.0 Matters arising from the Previous Minutes:

Nil

6.0 Declaration of interests of Committee Members or Staff.

Nil

7.0 Action Sheet

Resolution No. 2019/517
That the Audit Committee note the Action Sheet.
Moved: Cr Graham Drake
Seconded: Maureen Newman

8.0 Agenda Items

8.1 Policy Review - P04 Signing of Cheques and Expenditure Certifications

Resolution No. 2019/518
That the Audit Committee recommends to Council that:
a) That the report entitled Policy Review 04 – Signing of Cheques and Expenditure Certifications be received and noted; and
b) That Council rescinds Policy No. 04 Signing of Cheques and Expenditure Certifications.
Moved: Cr Graham Drake
Seconded: Maureen Newman

8.2 Policy Review - P09 Accounting Policy Manual

Resolution No. 2019/519
That the Audit Committee recommends to Council that:
a) the report entitled Policy Review 09 Accounting and Policy Manual be received and noted;
b) endorses the Revised P09 Statement of Significant Accounting Policy at Attachment B; and
c) recommends Council adopts the Revised P09 Statement of Significant Accounting Policy at Attachment B.
Moved: Maureen Newman
Seconded: Cr Graham Drake

8.3 Policy Review - P10 Council Records

Resolution No. 2019/520
That the Audit Committee recommends to Council that:
a) That the report entitled Policy Review 010 – Council Records be received and noted; and
b) That Council rescinds Policy No 010 Council Records.
Moved: Cr Graham Drake
Seconded: Maureen Newman

8.4 Policy Review - P16 Cash Reserves

Resolution No. 2019/521

That the Audit Committee recommends to Council that:

- a) the report entitled Policy Review 016 Cash Reserves Policy be received and noted;
- b) endorses the Revised P016 Cash Reserves Policy at Attachment B; and
- c) recommends Council adopts the Revised P16 Cash Reserves Policy at Attachment B.

Moved: Maureen Newman

Seconded: Cr Graham Drake

8.5 Policy Review – P24 Caretaker Policy

Resolution No. 2019/522

That the Audit Committee recommends to Council that:

- a) the report entitled Policy Review 024 Caretaker Policy be received and noted;
- b) endorses the Revised P024 Caretaker Policy at Attachment B; and
- c) recommends Council adopts the Revised P024 Caretaker Policy at Attachment B

Moved: Maureen Newman

Seconded: Cr Graham Drake

8.6 Policy Review – P27 Rates and Charges Policy

Resolution No. 2019/523

That the Audit Committee recommends to Council that:

- a) the report entitled Policy Review 027 Rates and Charges Policy be received and noted;
- b) endorses the Revised P027 Rates and Charges Policy as amended at Attachment B;
- c) recommends Council adopts the Revised P027 Rates and Charges Policy at Attachment B, and;
- d) recommends Council reviews the interest rate charged on overdue rates as part of the 2020/2021 budget deliberations.

Moved: Maureen Newman

Seconded: Cr Graham Drake

8.7 Policy Review – P28 Media Policy

Resolution No. 2019/524

That the Audit Committee recommends to Council that:

- a) the report entitled Policy Review 028 Media Policy be received and noted;
- b) endorses the Revised P028 Media Policy at Attachment B; and
- c) recommends Council adopts the Revised P028 Media Policy at Attachment B.

Moved: Maureen Newman

Seconded: Cr Graham Drake

8.8 Policy Review – P30 Privacy Policy

Resolution No. 2019/525

That the Audit Committee recommends to Council that:

- a) the report entitled Policy Review 030 Privacy Policy be received and noted;
- b) endorses the Revised P030 Privacy Policy at Attachment B; and
- c) recommends Council adopts the Revised P030 Privacy Policy at Attachment B.

Moved: Maureen Newman

Seconded: Cr Graham Drake

8.9 Policy Review – Fraud and Corruption Protection

Resolution No. 2019/526

That the Audit Committee recommends to Council that:

- a) the report entitled Policy Review Fraud and Corruption Protection be received and noted;
- b) endorses the new Fraud and Corruption Protection Policy at Attachment B; and
- c) recommends Council adopts the new Fraud and Corruption Protection Policy at Attachment B.

Moved: Cr Graham Drake

Seconded: Maureen Newman

8.10 Long Term Financial Plan

At 9:35am Neil White attended the meeting.

Resolution No. 2019/527

That the Audit Committee recommends to Council that:

- a) the report entitled Long Term Financial Plan be received and noted;
- b) the following assumptions regarding rates, waste management charges and other income items be endorsed for inclusion in the Long Term Financial Plan;

Rates	increase 4% first year, 4.25% second year, 4.5% third year, 4.75% fourth year
Waste	increase 4% first year, 4.25% second year, 4.5% third year, 4.75% fourth year
Rental	1% increase p/a
Contracts	5% increase p/a, and;
- c) the following assumptions regarding expenses be endorsed for inclusion in the Long Term Financial Plan;

Administration expenses	increase 2% first year, 2.5% second year, 3% third year, 3.5% fourth year
Employee expenses	2.5 % increase p/a
Roads	refer note (d)
Contracts and Materials	increase 2% first year, 2.5% second year, 3% third year, 3.5% fourth year
Vehicle & Plant	\$45,000 in 20/21 and 21/22
Grant expenses	0 % increase
Other operational costs	increase 2% first year, 2.5% second year, 3% third year, 3.5% fourth year
Services (Utilities)	increase 2% first year, 2.5% second year, 3% third year, 3.5% fourth year.
- d) Regarding increases to road expenditure, the Audit Committee recommends this be reviewed following Council's resolution of its long term strategic plan regarding roads and infrastructure.

Moved: Cr Neil White
Seconded: Maureen Newman

8.11 2018 Compliance Review Update

Resolution No. 2019/528

That the Audit Committee receives and notes the report entitled 2018 Compliance Review – November 2019 Update.

Moved: Cr Graham Drake
Seconded: Maureen Newman

8.12 Chief Executive Officer Vehicle Replacement

Resolution No. 2019/529

That the Audit Committee recommends to Council that:

- a) the report entitled Chief Executive Officer Vehicle Replacement be received and noted;
- b) a replacement vehicle better fit for purpose with improved economy be purchased during 2020/2021 Financial Year;
- c) the current Chief Executive Officer's vehicle be sold through commercial auction following the delivery of the replacement vehicle; and
- d) appropriate Asset Management Plans be developed for Council's vehicles, plant, machinery and equipment including an assessment of vehicles and plant based on age and suitability.

Moved: Cr Neil White

Seconded: Maureen Newman

8.13 Asset Valuation – Council Buildings and Structures

Resolution No. 2019/530

That the Audit Committee receives and notes the report entitled Asset Valuation – Council Buildings and Structures.

Moved: Cr Graham Drake

Seconded: Maureen Newman

8.14 Audit Committee 2020 Meeting Schedule

Resolution No. 2019/531
 That the Audit Committee:
 a) Receives and notes the report entitled Audit Committee 2020 Meeting Schedule;
 b) endorses the Audit Committee 2020 Meeting Schedule as contained in this report; and
 c) recommends Council notes the Audit Committee 2020 Meeting Schedule.
 Moved: Maureen Newman
 Seconded: Cr Neil White

AUDIT COMMITTEE 2020 MEETING SCHEDULE			
JANUARY	FEBRUARY	MARCH	APRIL
Council Meeting 21 January 2020	Council Meeting 18 February 2020	Council Meeting 17 March 2020	Council Meeting 21 April 2020
	Audit Committee Meeting Wed 26 February 2020		
MAY	JUNE	JULY	AUGUST
Council Meeting 19 May 2020	Council Meeting 16 June 2020 Rates Declaration Adoption of Budget Adoption of Shire Plan	Council Meeting 14 July 2020	Council Meeting 18 August 2020
Audit Committee Meeting Wed 27 May 2020			
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Council Meeting 15 September 2020	Council Meeting 20 October 2020 Audited Financial Statements Annual Report	Council Meeting 17 November 2020	
Audit Committee Meeting Wed 23 September 2020		Audit Committee Meeting Wed 2 December 2020	

9.0 Confidential Items:

Nil.

10.0 In-Camera

11.0 Closure of Meeting:

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Office on 26 February 2020 at 9.00am.

The Chair declared the meeting closed at 10:35am.

DRAFT

11.2 Sport and Recreation Program – Forward Years Program

Sport & Recreation

Future Years Program: 2019/20 – 2024/25

2019/20

Item	Duration	Program
A	4 x 9 Weeks 3 x Weekly	After School Activity (School Term) Team Sport Modified Games, Skill technique, Games sense drills, Homework support/library program.
B	1 x 6 Weeks 1 x 1 Week 1 x 3 Weeks 1 x 2 Weeks 1 – 3 sessions daily	School Holiday Programs Sport, Recreation, Art, Music, Play, Excursions, Special guests, Peak Body Sport Development Days, Host Sport and Visitor Days/Camps
C	4 x 10 Weeks 2 x Weekly	15+yrs Boot Camp
D	4 x 6/8 Weeks 2 x Weekly	Seniors Strength & Mobility
E	50 Weeks 1 x Weekly	All Age Runners / Walkers
F	Special / Community Events	Australia Day, Anzac Day, National Walk Safely to School Day, City to Surf (Fun Run), Disco x 2, Darwin Harbour Clean Up Day, Territory Day, Seniors Month, WSC Aged Pensioner Christmas Function, Santa Fun Run, 25 Year Celebrations WSC - 2020
25 hrs p/w k allocated for items A, C, D, E (Excludes B during School Term)		
30-50 hrs p/w allocated for item B (Item A dropped, C, D, E remained)		
15-50hrs allocated for each item listed in F		
Staff	1 x Permanent Part Time Sport & Recreation Officer	
Budget	\$20,848.00	

2020/21 Above with A being 2 x weekly, plus

Item	Duration	Program
G	Introduced Programs	Increase Seniors Day celebrations to Seniors Month Celebrations (1 x Weekly for duration of Seniors Month, increase to 5 events), Library Programs, (1 x monthly event for 12 months, increase by 12 events) Residents Exchange/Activity Day, (1 x monthly activity for all residents that remain in WB Mon – Fri business hours) Kids fun day, Host Belyuen, Coomalie and possible OSHC Program/ Community Group from Darwin, (4 x Quarterly, increase by 4 events)
25 hrs p/w k allocated for items A, C, D, E		
30-50 hrs p/w allocated for item B		
15-50hrs allocated for each item listed in F & G		
Staff	1 x Permanent Part Time Sport & Recreation Officer 1 or 2 x Casual Junior Sport & Recreation Officers on mentor program^ (based around school term) Local Casual Junior Sport & Recreation Officers rotated through School Holiday's on mentor program ^ WSC participation in CDP Program and engage a Sport & Recreation Officer for 15rs per week.	
Budget	\$20,848.00	

2021/22 – 2023/24

Similar Program to 2020/21	
F, G	Become combined. 20 Year WSC Celebration no longer on list.
Budget	\$20,848.00 pa Rate of indexation / efficiency dividend confirmed annually.

^Mentor Program Outcomes

Train local youth in a sport / recreation leadership role.

Engage local youth in employment / first steps into the work force.

WSC to take a lead role in local employment opportunities.

Capacity building. Upskill local youth allowing community groups to recruit more suitable qualified, confident and engaged emerging leaders ensuring growth & sustainability of traditional and new community events and groups.

Identify, recruit, retain local youth leaders.

Provide more programs for more people on a restricted budget.

CDP. Engage Ironbark in a similar concept the Works department had previously done. Support New Start and other employment programs creating opportunity for Wagait Beach residents.

Example of what \$20,848.00 can do for WSC

- \$20,848.00, 833hrs p/a, 16hrs p/w
- 16 Hr week in a snapshot

Day		Time	Total Hours
Monday	Kids After School Activity	3.00-3.30 Session Plan BC / Kids 3.30-3.45pm Set up 3.45-5.15pm Activity 5.15-5.30pm Pack up 5.30-5.45pm Set up 5.45-6.45pm Activity 6.45-7.00pm Pack up	4 hrs
Tuesday	Seniors Strength	3.30 – 3.45pm Session Plan 3.45-4.00pm Set up 4.00 – 5.00pm Activity 5.00 – 5.15 Pack Up	1.75hrs
Wednesday	Kids After School Activity	3.00-3.30pm Session Plan BC / Kids 3.30-3.45pm Set up 3.45-5.15pm Activity 5.15-5.30pm Pack up 5.30-5.45pm Set up 5.45-6.45pm Activity 6.45-7.00pm Pack up	3.5hrs
Thursday	Seniors Strength	3.30-3.45pm Session Plan 3.45-4.00pm Set up 4.00 – 5.0pm0 Activity 5.00 – 5.15pm Pack up Admin 5.45pm Travel to Run Location 6.00 – 7.00pm Run/ Pack up	3.5hrs
Friday	Kids After School Activity	3.15-3.30pm Session Plan 3.30-3.45pm Set up 3.45-5.15pm Activity 5.15-5.30pm Pack up	2.75hrs

Total 15.5hrs. Does not include school holiday planning, admin: monthly reports/ collation of participation stats, housekeeping, emails in/out, admin for community and special events, grant applications / acquittals, lateral support within WSC, advertising, communications, meetings. Does not factor in school holiday activity or cost associated with sport programs and community / special events also not included in the grant.

11.3 Dog By-law Implementation Strategy

BACKGROUND

Previous Decisions:

Resolution No. 2019/459

That Council give approval to utilise the Common Seal on the Wagait Shire Council (Dog Management) By-Laws 2019.

Moved: Vice President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

20/08/2019

Resolution No. 2019/438

That Council allow the Chief Executive Officer to investigate and report to Council in relation to the construction of a dog pound.

Moved: Cr Michael Vaughan

Seconded: Cr Neil White

Vote: AIF

16/07/2019

Resolution No. 2019/437

Council adopts the making of the "Wagait Shire Council (Dog Management) By-Laws 2019 certified by the legal practitioner and instructs the CEO to sign them.

Moved: Vice President Tom Dyer

Seconded: Cr Michael Vaughan

Vote: AIF

16/07/2019

Resolution No. 2019/404

The Audit Committee recommends to Council that they pass the following motion: Expenditure in the budget for the dog pound for \$30,000 and Cloppenburg Park Irrigation for \$19,000 not be expended until a full management plan and cash flow is approved by Council.

Moved: Vice President Tom Dyer

Seconded: *Graham Drake*

Vote: *AIF*

Resolution No. 2019/359

- 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 purpose of the local Government Act.*

Moved: *Cr Michael Vaughan*

Seconded: *Cr Neil White*

Vote: *3 in favour Cr Michael Vaughan, Cr Neil White, Vice President Tom Dyer*
2 against Cr Graham Drake, President Peter Clee

19/03/2019

CURRENT SITUATION

The Department of Local Government, Housing and Community Development has prepared a briefing for the Minister for Local Government regarding the gazettal of the Wagait Shire Council (Dog Management) By-Laws.

Section 63(3) of the *Interpretation Act* provides that, where by-laws are forwarded to the Minister, the Minister must cause them to be notified in the Gazette and must lay them before the Legislative Assembly within 3 sitting days after the Gazette notification. By-laws are then liable to disallowance by the Legislative Assembly under section 63(9). By-laws take effect when notified in the Gazette unless the by-laws themselves make provision for commencement on a later date (Section 63(3)(b)).

Once gazetted, Council may then commence enforcing the By-Laws. Prior to commencement, there are a number of policy, procedural and practical matters that Council needs to consider and prepare. For example, Council will need to develop a policy framework that outlines how Council will enforce the By-Laws, and detail many of the matters that are contained in the By-Laws that require Council determination and resolution. Council will also need to develop a range of procedures that guide staff and the community in the enforcement of the By-Laws. Staff training will also be key and a decision needs to be made regarding additional staff resourcing, undertaking By-Law enforcement by substitution of other duties, shared service agreement or outsourcing. The very real budget implications also need to be understood. Given the scale of preliminary matters that need to be addressed, Council will also need to consider when it can responsibly commence By-Law enforcement.

The following table is arranged consistent with the Divisions within the By-Laws to guide Council discussion.

DIVISION	REQUIRED ACTION
Division 1 General exemption for assistance dogs	Policy
Division 2 Registration of Dogs	Policy and Procedure Forms, including web enabled forms Data Base Design and manufacture of Dog Tags Microchip Reader Fees and Charges Resolution Infringement Notices Process: Amnesty Period Registration Period Animal Audit Staff Training Budget Implications
Division 3 Licensing of Premises	Policy and Procedure Forms, including web enabled forms Data Base Fees and Charges Resolution Infringement Notices Staff training Budget Implications
Division 4 Cancellation, variation or suspension of registration licence	Policy and Procedure Infringement Notices
Division 5 Dangerous Dogs	Policy and Procedure Staff Training in investigations and assessment of complaints
Division 6 Dog exercise areas and dog restriction areas	Policy and Procedure Infringement Notices
Division 7 Offences	Policy and Procedure Infringement Notices

	Staff Training in investigations and assessment
Division 8 Seizure of dog	Policy and Procedure Staff Training in safe animal handling Animal Transportation Vehicle Animal Handling Equipment Infrastructure – Dog Pound Infringement Notices Budget Implications
Division 9 Pounds	Policy and Procedure Staff Training in safe animal handling Animal Transportation Vehicle Animal Handling Equipment Infrastructure – Dog Pound Agreement with Animal Behaviouralist re assessment of animal behaviour Agreement with Veterinary Practice regarding destruction and disposal of dogs Agreement with animal rehoming organisation Infringement notices Budget Implications
Part 3 Infringement notice offences	Policy and Procedure Data Base Infringement Notices
Part 4 Miscellaneous matters	Policy and Procedure Fees and Charges Resolution Infringement Notices

Preliminary investigations into allowable activities with the RL zoning as these relate to animal related uses, suggest that whilst the presence of a pound is permitted, provision for the disposal of effluent must be made on-site so that the effluent does not pollute ground or surface waters. In addition, to minimise the adverse effect of animal related activities on the environment and to ensure that those activities do not detract from the amenity of the locality, infrastructure is to be designed and operated so as not to cause any of the following:

(a) create risk of pollution of ground and surface waters; (b) contribute to the erosion of the site or other land; (c) cause detriment to the amenity of the locality by reason of excessive noise, offensive odours, excessive dust or the attraction of flies, vermin or otherwise; or (d) constitute a risk of the spread of infectious disease or other health risk.

Prior to Council enforcing the By-Laws after gazettal, the Chief Executive Officer will also obtain full costings, including one-off asset infrastructure, equipment and vehicle costs and on-going operational costs directly associated with the implementation of the By-Laws. This will enable Council to determine the most responsible and sustainable method of By-Law enforcement and enable Council to factor these additional costs into its 2020-2021 budget deliberations process.

This will then enable the development of appropriate policy and procedures for the effective enforcement of the Wagait Shire Council (Dog Management) By-Laws.

In addition, the Northern Territory Government released recently a discussion paper regarding Uniform Companion Animal Legislation in the Northern Territory. Submissions are due in March 2020 and a draft submission will be prepared for Council's consideration at its meeting in February 2020.

Resolution No. 2019/.....

That Council receives and notes the report entitled Dog By-Laws Implementation Strategy.

Moved:

Seconded:

Vote:

12.0 QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE

13.0 QUESTIONS FROM THE PUBLIC – WITH NOTICE

Nil

14.0 PETITIONS/DEPUTATIONS

Nil

15.0 UPCOMING EVENTS

15.1 Australia Day Event – Sunday 26 January 2020

15.2 Kerbside Hard Waste Collection – 23 – 24 November 2019

15.3 Half Yearly Community Consultation Session – Agenda Items

BACKGROUND

Wagait Shire Council holds a Half Yearly Community Consultation Session to engage the community in discussion regarding current issues, feedback on service provision and planning.

CURRENT SITUATION

The next Half Yearly Community Consultation Session will take place on Thursday 21st November 2019 at 6.30pm in the Wagait Shire Council Community Centre. Council has promoted the consultation session through regular updates on social media, its website and through posters on community notice boards. Council also requested ideas and suggestions from the community for discussion. At the time of preparing this report, Council is yet to receive suggestions from the community.

The following are suggested agenda items that Elected Members may wish to discuss and explore with the community at the consultation session:

AGENDA ITEM	NOTES
Council Updates:	
Hard Waste Kerbside Collection	Saturday 23 rd and Sunday 24 th November 2019 Final quarterly Hard Waste Kerbside Collection. Collection will take place from Monday 25 th November – Wednesday 27 th November 2019. From 2020 an annual Pre-Cyclone Hard Waste Collection will take place. Residents are encouraged to access the hard waste facility that is available 24/7 at the Council Compound, Wagait Tower Road, Wagait Beach.
Cloppenburg Park Irrigation Project	Installation of the irrigation infrastructure is complete. Council has lodged a water extraction licence and is awaiting advice regarding timing of the advertising and consultation period.
Communication	To improve communication to the community regarding Council decisions, priorities and programs, a one page newsletter insert in the <i>Wagait Watch</i> , is being trialled over the next six months.
Wagait Shire Council Dog By-laws	The By-laws are yet to receive Ministerial approval for gazettal.
Matters for Discussion:	

Australia Day Nominations	Council is seeking nominations from the community for three categories for the Australia Day Awards. Nominations close 8 th January 2020 at 4.30pm.
BMX Track Redesign	Council is seeking involvement from the community in the planning for a revised design for the BMX Track, Cloppenburg Park.
Constitutional Arrangements	Council is required to complete an Electoral Review during its term and prior to 12 months before the next election, which will take place in August 2021. The review considers the adequacy of electoral representation, boundaries, the need for wards, impacts of future growth and developments.
Rates	The Audit Committee suggested Council may wish to discuss its Long Term Financial Plan and in particular, the basis for the future levying of rates.
Community Infrastructure	<p>Council has opportunities throughout the year to apply for Special Purpose Grants to deliver new community infrastructure, enhancements or special projects.</p> <p>Council would like to discuss with the community needs, aspirations and desirable projects and improvements.</p>
Berry Springs Middle School	<p>Berry Springs Primary School wrote to the Chief Executive Officer requesting Council include the following item on the agenda at your next community consultation meeting scheduled for 21 November 2019.</p> <p>We're reaching out to communities across rural Darwin to gauge whether there is any interest in and/or a need for a middle school at Berry Springs. For the majority of our students, the closest option for middle school is Taminmin, whose enrolments currently exceed 1000 students. (This is a huge jump coming from Berry Springs Primary, where enrolments currently sit at around 230 students.) We think a middle school at Berry Springs might ease the pressure on Taminmin and would be a good stepping stone for kids living in small rural communities.</p> <p>I understand the current arrangement for kids living in Wagait Shire is very convenient, with buses and the ferry service transporting kids to schools in Darwin. However, we would be interested to hear whether the idea of a middle school at Berry Springs appeals to any members of the Wagait community. We are also in discussions with</p>

	<p>Taminmin, Belyuen, Batchelor and Adelaide River schools to hear their thoughts.</p> <p>These initial inquiries will help inform us of whether there is indeed a need for a middle school at Berry Springs or not, and whether this is something we might like to pursue further.</p>
Cox Peninsula Restricted Use Area (RUA)	Mr Kevin Holt wishes to discuss with Council and the community the proper access and management of the RUA.
Other items	

15.4 Office Operations over the Christmas Period

16.0 LATE ITEMS AND GENERAL BUSINESS

17.0 IN-CAMERA ITEMS

Resolution No. 2019/.....
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;

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

Moved:
Seconded:
Vote:

At pm Council closed the meeting to the general public.

Resolution No. 2019/.....
That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.

Moved:
Seconded:
Vote:

At pm Council opened the meeting to the general public.

17.1 Confirmation of In-Camera Minutes of Tuesday 15 October 2019

17.2 Appointment of Chair and Community Member - Wagait Shire Council Audit Committee

18.0 DATE OF NEXT MEETING

BACKGROUND

Previous Decisions:

Resolution 2017/88

That council hold ordinary council meetings on the third Tuesday of each month at 7pm, unless otherwise agreed.

Moved: Cr Shenagh Gamble

Seconded: Vice-President Trish McIntyre

18/09/2019

The next Council Meeting is to be held on Tuesday 21 January 2020 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

Resolution No. 2019/.....

That Council not hold an Ordinary Council meeting in the Month of December 2019. The next Council meeting is to be held on 21 January 2020.

Moved:

Seconded:

Vote:

19.0 CLOSE OF MEETING

The Chair declared the meeting closed at _____ pm.