

# WAGAIT SHIRE COUNCIL

## AGENDA COUNCIL CHAMBERS

LOT 62, WAGAIT TOWER ROAD  
7PM  
Tuesday 19 May 2020



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

Date: Tuesday, 19 May 2020

Time: 7.00pm

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

Conditions: Current COVID-19 restrictions allow for only 8 persons in the Council Chamber. Council and secretariat are 7 people. Public are welcome to participate however are required to contact Council by 10am Tuesday 19 May 2020 if attending so that arrangements for alternative participation options such as joining via videoconferencing on a personal device or telephone can be made.

Renita Glencross  
Chief Executive Officer

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**1.0 PRESENT**

Councillors:

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

Staff: Chief Executive Officer, Renita Glencross  
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:**

**Resolution No. 2020/  
That the apology of..... be accepted approved.  
Moved:  
Seconded:  
Vote:**

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**3.1 Confirmation of Minutes of Tuesday 21 April 2020 Council Meeting**

**Resolution No. 2020/  
That the Minutes of the Ordinary Meeting of Tuesday 21 April 2020 be confirmed by  
Council as a true and correct record.  
Moved:  
Seconded:  
Vote:**

**3.1.1 Matters arising from 21 April 2020 Minutes**

**4.0 GUEST SPEAKERS – Nil**

## 5.0 INWARDS AND OUTWARDS CORRESPONDENCE – April 2020

Since Council's 21 April 2020 Council meeting, the following correspondence has been received and sent.

### Inwards Correspondence

Date	From	About	
27/04/2020	Cox Peninsula Volunteer Bushfire Brigade	Permit to Burn - Greenwaste at Cloppenburg Park	email
27/04/2020	Hon Gerry McCarthy MLA, Minister for Local Govt, Housing & Com Dlvp	Innitiatives that have been announced by the NT Govt - Impact of COVID19 in local communities and businesses.	email
27/04/2020	Local Govt & Community Dlvp	Conditional Rates 2020-2021	email
1/05/2020	Local Govt, Housing & Community Dlvp	Special Community Assistance and Local Employment Grat Offer 2019-2020.	email
1/05/2020	Michael Vaughan	Rainfall readings - request to be posted on community page and newsletters	email
1/05/2020	Minister for Local Govt, Housing & Community Dlvp - Gerry McCarthy	Letter in response to a letter LGANT sent seeking support of the NTG and advocacy to the Commonwealth Govt.	email
2/05/2020	Cox Peninsula Volunteer Bushfire Brigade	Fire bfreaks surrounding the estate	email
5/05/2020	Angelina Anictomatis - DIPL	Wagait Tip Remediation Project Update	email
8/05/2020	Valuations - Lad Services division	April Wagait Reconciliation reports 2016 ad 2019	email
8/05/2020	Resident	Fire season/weed control at Wagait Beach	email
8/05/2020	Meeta Ramkumar - DIPL	Wagait Commercial properties	email
8/05/2020	Nexia Edwards	Depreciation Schedule	email
13/05/2020	NT Electoral Commission	Agreement - hire of premises for NT Election for 22 August 2020	email
13/05/2020	Rate payer	Business Hardship Register	email
13/05/2020	George Roussos - Roussos Legal Advisory	New law amending Residential and business Tenancie (Modification Notices)	email
13/05/2020	Vicki Higgins, Dept of Infrastructure, Planning & Logistics	Guide and template to support implementation of COVID19 Risk Management for all DIPLS Contractors, staff and subcontractors	email
13/05/2020	Belyuen Community Government	Wet hire of Wagait Tip Truck	email
13/05/2020	Resident	FOI - access to documents relating to complaint	email
13/05/2020	Meeta Local Govt & Community Dlvp	Wagait Commercial Properties - requesting rates assessment records for SCALE program.	email
14/05/2020	Mitch Hart - The Pew Charitable Trusts	NT Local Government: Conservatin and Land Management economic stimulus	email

## Outwards Correspondence

Date	To	About	
22/04/2020	Australian Bureau of Statistics	Local Govt Finance Statistics Quarterly Estimates 2019-20 (Dec 19 and March 20 qtr)	email
22/04/2020	CBA	Customer Authority to disclose Information (Bank Feed for XERO)	mail
28/04/2020	ATO	Tax File Number Declaration	mail
30/04/2020	Crown Land	Appliction for Occupational Licence - Picnic Table	email
8/05/2020	Cox Pen Volunteer Bushfire Brigade	Firebreaks surrounding the estate	email
11/05/2020	Rate payers	overdue rates notice x 27	email/mail
11/05/2020	Jardine Lloyd Thompson	Signed Insurance Declaration 2020-2021	email
13/05/2020	NT Electoral Commission	Signed agreement - Hire of premises	email
13/05/2020	Karen White - NT Government	Access to RUA - fire prevention	email
13/05/2020	Belyuen Community Council	Wet hire of Wagait Tip Truck	email
13/05/2020	Resident	Access to documents relating to complaint	email
13/05/2020	Meeta Ramkumar Dept of Local Govt & Communit Dlvp	Wagait Commercial Properties - requesting rates assessment records for SCALE program.	email

### **Resolution No. 2020/**

**That Council receives and notes the Inwards and Outwards correspondence report for the period since 21 April 2020 Council meeting be accepted.**

**Moved:**

**Seconded:**

**Vote:**

## 6.0 COUNCILLORS REPORTS

### 6.1 President's Report

#### Purpose of Report

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

#### What's been happening.....

Well COVID-19 is still taking up all the headlines so I am sure your as over it as I am. It is good to be able to get back to eating out again.

Council has agreed that any ratepayer that has been impacted financially by the pandemic and may have issues with rates payments should contact our CEO to discuss alternative arrangements. The Council will consider this on a case by case basis.

Council has been operating keeping in mind the social distancing as much as possible. Ratepayers wishing to pay rates should do so by EFT, Credit card or by telephoning the council. Cash is not a preferred option.

The council has reconstituted the Emergency Committee and they have been meeting as required discuss the COVID-19 issues within the community. It is pleasing to note that no issues have arisen. It is good to see some easing of the business closure restrictions. I urge residents to take particular care, especially around the senior and vulnerable members of the community. At this stage this community is still free of COVID-19.

The NTG have allocated \$7.1m to local government to ease COVID-19 issues and to assist the local community get back into the "new norm". The Wagait Shire Council has been provided a Special Purpose Grant of \$100,000 out of that allocation.

This year is my 22<sup>nd</sup> year as an elected member on council. I recently received a 20-year service award from the Minister for Local Government and I was the recipient of the 2017 Wagait Shire - Citizen of the Year Award. I have also been the Council President or Vice President for at least 17 years. It is time for a change!

Accordingly, I foreshadow that I will be stepping down as the Council President on 30 June. I will remain on Council at this stage as I do not wish to impose the cost of a by-election on the council. Estimated costs are around \$10,000 for a by-election for this council. I will work with the new Council President to ensure a smooth transition and that is why I am giving adequate notice.

The Allowances paid to Councillors will remain the same in the 2020/21 financial year as this current financial year. However, further consideration needs to be given to paying Councillors for their time attending the many meetings representing the community and lobbying government as well as dealing with members of the community.

There are many issues on the horizon that need closer attention by Councillors.

#### Where have I been ....

21 <sup>st</sup> April	Ordinary Council meeting
28 <sup>th</sup> April	Weekly Meeting with CEO
7 <sup>th</sup> April	Weekly Meeting with CEO
12 <sup>th</sup> April	Weekly Meeting with CEO
13 <sup>th</sup> May	Wagait Shire Emergency Management Committee
14 <sup>th</sup> May	WSC Budget Workshop
19 <sup>th</sup> May	Weekly Meeting with CEO
19 <sup>th</sup> May	Ordinary Council meeting

#### **Resolution No. 2020/**

**That Council receives and notes President Peter Clee's report for the month of April 2020.**

**Moved:**

**Seconded:**

**Vote:**

## 7.0 OFFICERS REPORTS

### 7.1 Chief Executive Officer's Report – April 2000

Since Council's 21 April 2020 meeting, the Chief Executive Officer participated in/or completed the following:

<b>CEO Report March/April 2020</b>	
<b>Staff/HR</b>	<p>Leave – Pam Wanrooy (RDO x2) ; Renita Glencross (PL x1)            New Staff – Shantelle Christie (Cleaner, 6hrs/wk), commenced 27 Apr            New Caretaker – Sara Sailor, commenced 11 May</p>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Staff Toolbox x4</li> <li>• President x4 – weekly catchups by phone</li> <li>• Council Budget Workshops; 30 Apr, 14 May</li> <li>• Council Emergency Management; 27 Apr, 13 May</li> <li>• WHS Review consultant; 7 May, 14 May</li> <li>• EASA/HR consultants; 8 May, 12 May</li> <li>• NTLG-CEO via ZOOM; 24 Apr</li> <li>• LGANT-CEO Forum via ZOOM; 21 Apr, 28 Apr, 12 May</li> <li>• LGANT Finance RG via ZOOM; 6 May</li> <li>• LGANT Community Service RG; 13 May</li> <li>• Belyuen CEO fortnightly catchups; 1 May, 14 May</li> </ul>
<b>Projects</b>	<p><u>COVID-19 Council Services</u></p> <ul style="list-style-type: none"> <li>• Community book exchange project on Community Centre veranda is being well utilised with no issues.</li> <li>• Regular updates provided via newsletter, social media and notice-board.</li> </ul> <p><u>Welcome to Wagait - Community Place-Making</u></p> <ul style="list-style-type: none"> <li>• Design competition announced in March/April newsletter - \$200 prize.</li> <li>• Proposed site agreed by Council in 21 April meeting.</li> <li>• Six entries have been received on closing date 11 May.</li> <li>• Panel will meet prior to 22 May to discuss entries.</li> <li>• Development of ToR and EoI for new Place-Making Committee underway.</li> </ul> <p><u>Dog Management Campaign and Implementation</u></p> <ul style="list-style-type: none"> <li>• Consultation with DLGHCD regarding additional requirements of NTG-PAC.</li> <li>• Consultation with CEO Litchfield and Parap vet for associated service costs.</li> <li>• Consultation with AMRIC to develop community campaign.</li> <li>• Follow up quotes for construction of dog cages for vehicle and other equipment required to implement By-Laws.</li> </ul>
<b>Actions</b>	<p><u>Administration and Reporting</u></p> <ul style="list-style-type: none"> <li>• Preparation of Insurance declarations for 2020-21.</li> <li>• Preparation of draft Rates declarations for 2020-21.</li> <li>• Preparation of draft Budget 2020-21 and draft long-term Budget 2020-2024.</li> <li>• Preparation of draft Business Plan 2020-21.</li> <li>• Provided WS workforce information to LGANT for COVID-19 advocacy actions.</li> <li>• Convened WS Emergency Management Committee meetings and provided all secretariat functions.</li> <li>• Induction for new Cleaner.</li> <li>• Induction for new Care-taker at Sportsground.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaised with DLGHCD regarding outstanding Special Purpose grant variations for Watertank and Dog Pound</li> <li>• Liaised with Chair, Wagait Shire Council Audit Committee regarding alternative meeting dates as requested by Council and upcoming meeting arrangements via videoconference.</li> <li>• Liaison with Belyuen CEO, Health service and Aged Care services for information on ways to best support Wagait residents during COVID-19.</li> <li>• Liaison with Police and Emergency Services to follow up enquiries regarding self-isolating residents.</li> <li>• Liaison with Police regarding dog incident and serving of notices.</li> <li>• Liaison with CCVBB Warden, Crown Lands Office and DENR regarding fire-breaks around estate, particularly RUA access and costs recovery.</li> <li>• Liaison with DENR Weeds Branch regarding planning for 2020-24.</li> <li>• Liaison with DLGHCD regarding SCALE funding eligibility requirements.</li> <li>• Liaison with DLGHCD regarding Policy compliance.</li> <li>• Ongoing review and preparation of WSC Policy papers to be compliant with new Local Government Act 2019 and Regulations 2020.</li> <li>• On-going liaison with CouncilWise to progress implementation of Xero accounting and payroll systems and PropertyWise rates management system.</li> <li>• Ongoing preparation and research for Dog Management By-Law implementation and campaign proposal.</li> <li>• ANZAC Day flag raising observed.</li> </ul> <p><u>Public Communications</u></p> <ul style="list-style-type: none"> <li>• 1 x Community Coronavirus e-updates</li> <li>• 1 x Community Fire Prevention e-update</li> <li>• 1 x Council e-newsletters (April-May) published</li> </ul> <p><u>Repairs and Maintenance</u></p> <ul style="list-style-type: none"> <li>• CEO vehicle brake pads will need to be replaced.</li> </ul>
<p><b>WHS Incidents</b></p>	<p>Two new incidents reported during the month:</p> <ul style="list-style-type: none"> <li>• 5/4/2020 Jetty Wash Cut to thumb using Stanley knife to cut line from walkway</li> <li>• 27/4/20 Whipper Snipper burn on hand from exhaust (repaired on 28/4/20)</li> <li>• Ongoing staff workplace issue (2020/01/22) progressed, plan in place with monthly reviews. EASA consultants providing conflict training and mediation.</li> </ul>



## 7.2 Works Report – April 2020

Works Report April/May 2020	
Staff/HR	Leave – GZ (RDO x1); RR (RDO x1)
Meetings	Staff Toolbox x4
Projects	<p><u>Power Water</u></p> <ul style="list-style-type: none"> <li>• Bore Runs x 14</li> <li>• Water Samples x 8</li> <li>• Water Facility Mow &amp; Snip x 2</li> <li>• Bore Compound leaves cleared &amp; snipped x 3</li> </ul> <p><u>Jetty Maintenance – COVID-19</u></p> <ul style="list-style-type: none"> <li>• Jetty Wash x 13</li> <li>• Jetty Carpark Mow &amp; Snip x 2</li> <li>• DIPL approved additional cleaning measures for jetty stair handrails during COVID-19 emergency ongoing, undertaken by Works staff during the week and Casual staff on the weekends.</li> <li>• Jetty Carpark gravel removed, topsoil &amp; turf laid (watering ongoing)</li> </ul> <p><u>Green Waste</u></p> <ul style="list-style-type: none"> <li>• Green Waste push up x 4</li> <li>• Establish fire break</li> </ul> <p><u>Fire Prevention</u></p> <ul style="list-style-type: none"> <li>• Brisbane St to Vangemann St &amp; Forsyth Rd firebreaks surrounding the estate were slashed. Advice pending from Crown Lands Estate office regarding firebreak in RUA</li> </ul> <p><u>Dog Management</u></p> <ul style="list-style-type: none"> <li>• Follow up quotes for construction of dog cages for vehicle and other equipment required to implement By-Laws.</li> <li>• Liaison with Police and residents regarding dog incident.</li> <li>• Traps set at 12 Head Court.</li> </ul> <p><u>General Maintenance</u></p> <ul style="list-style-type: none"> <li>• Sportsground closure &amp; opening conducted</li> <li>• Sportsground Mow &amp; Snip x 2</li> <li>• Bins in, out &amp; cleaned weekly</li> <li>• Council grounds turf watering</li> <li>• Vangemann St barriers laid, painted</li> <li>• Hardwaste compound regular maintenance</li> <li>• Ongoing work planning for Casuals</li> <li>• Truck Rego inspection</li> <li>• General Plant maintenance</li> <li>• Caretaker's compound maintenance</li> <li>• Anzac Day preparation at Cenotaph &amp; surrounding area</li> </ul>

### 7.3 Sport & Recreation Report – April 2020

	Sport & Recreation Report April 2020: Rebecca Taylor
Staff	Leave -Nil PD-Nil
Meetings	4 x Staff Toolbox Bootcamp participants – What the program looks like during Covid 19 adaptations Encore Pilates – Weekly telephone meeting to discuss changing circumstances S. Fielder (SR Dept) – Ongoing telephone meetings with changes and adaptations to programs due to Corona Virus. Helen Montgomery – Food Gardening, Seniors Month activity. Charles Darwin University – Tai Chi, Seniors Month activity. Christhol Swanson – SEMVAC PTY LTD – Sponsorship 5 in the 5 <sup>th</sup> running program
Administration Grants Applied Grants awarded Grants Reported Planning Activities/Events Correspondence	<u>Seniors Grant.</u> Design a program a little different to previous years due to unknown factors around restrictions on travel and gathering numbers. 4 programs (1 x weekly) planned for the senior’s month in August. All programs will be within the Wagait Shire, not requiring travel. This will ensure program preparation and ability to deliver keeping the seniors active, engaged and celebrated. Program includes Tai Chi, Art, IT, Food gardening, Writing workshop. <u>July Holiday program.</u> Linking in with community specialists to run workshops on weaving, bicycle maintenance and a Disco as highlights to compliment the regular sporting events and indoor programs. Measure running tracks. NT Young Achievers Award Nomination awards night postponed until September. Australia Day Acquittal. Discuss acquittal and budget with CEO for council approval. Staff leave – Nil Staff PD - Resistance Training and Urinary Incontinence for females. Sports Medicine Australia, Darwin Youth Vibe Grant– Submit grant application for \$2000 school holiday funding.
Community Events	<u>5 in the 5<sup>th</sup>.</u> A 6-week program open to the community. Program designed to have all participants run a full 5km at the end of 6 weeks (in the 5 <sup>th</sup> month). Beginners through to regular runners enrolled in the program.
Programs	<u>Bootcamp</u> for 15+years. A home program was developed for the month of April. Personal programs for those that had been participating in the face to face program on a regular basis. A new program sent out via email weekly. Participants were all given a sports bag with equipment that would be utilised during the sessions over the month of April. Monday’s. Shire equipment was listed and signed out to individuals with conditions of use and return attached. <u>Runners &amp; Walkers.</u> All ages. The regular runners and walkers became a focal point in the month of April as it was one of the best activities to keep people moving and adhere to all social distancing rules. A 6-week program changed runners and walkers from 1 night per week to 2 x nights and 1 x weekend activity for participants. The program has been popular with regulars very committed. The program was set over a 6-week period to have all runners / walker be able to run 5km consistently and with a good timing. Program on track to be completed by 17 <sup>th</sup> May. <u>Stretch &amp; Mobility.</u> Cancelled due to Covid 19 conditions and not able to use the indoor facility or equipment. <u>Junior sport.</u> Cloppenburg Park closed. Afterschool cancelled due to direction from NT Government around Covid 19 restrictions. <u>Pilates.</u> Postponed due to Covid 19 restrictions <u>Tennis.</u> Planning, advertising then cancellation due to Covid 19 restrictions.

2019/20 Shire Performance Indicators	<p>I (Deliver at least 4 activities every month) In constant communications with Department of Tourism, Sport and Culture about the changing face of recreation due to the Corona Virus, Covid 19. Shires and Communities on the Remote Sport Program sharing of suggestions and information to ensure residents were still able to access some form of active recreation in each area.</p> <p>II (Maintain current attendance &amp; participation numbers) Yes.</p> <p>III (Maintain SafeNT Reg) Yes. Nil volunteers to report again.</p>
Thank you	Wagait Beach Community and Visitors. With the closure of the public amenities it would have frustrated a few, however, everyone was respectful and understanding of the circumstances.

<p><b>Resolution No. 2020/</b>  <b>That Council receives and accepts the Officers Reports for the month of April 2020.</b>  <b>Moved:</b>  <b>Seconded:</b>  <b>Vote:</b></p>
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## 8.0 ACTION SHEET – April 2020

	Resolution No.	Resolution	Meeting Date	Status
1	2018/272  2019/508	Community Newsletter	16/10/2018  15/10/2019  21/04/2020  19/05/2020	That we commence between now and the next meeting a newsletter from Council to ratepayers.  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.  WSC January e-newsletter published 08/01/2020 WSC February e-newsletter published 28/02/2020 WSC March/April e-newsletter published 09/04/2020  WSC April/May e-newsletter published 05/05/2020
2	2019/438  2019/474  2020/047	Wagait Shire Council (Dog Management) By-Laws	16/07/2019  17/09/2019  19/11/2019  17/03/2020  21/04/2020	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.  CEO to develop an implementation strategy and present this to the November 2019 meeting for Council consideration.  Refer Agenda Item 11.3 Council to give guidance on Implementation Strategy before a draft be developed.  For discussion. Council to give guidance on Strategy development and CEO to provide update on options for implementation. Council request CEO to continue to develop a Dog Management Implementation Strategy taking Council guidance into consideration.  Correspondence received from NTG-PAC with further recommendations for amendments to the By-Laws.

			19/05/2020	Dog Management Implementation Strategy being finalised and will be used for grant variation request once approved.
3	2019/440  2019/474	Draft 2020/2024 Budget and Long-Term Financial Plan	16/07/2019  17/09/2019  19/11/2019  17/03/2020  19/05/2020	To be amended as per resolution 2019/440 and published on the website.  The Long-Term Financial Plan to be presented to the November 2019 meeting for Council consideration.  Refer Agenda Item 10.2 Added as an action item for the February 2020 meeting, deferred to March 2020.  CEO to provide workshop meeting date for Councillors.  Council Budget workshops held on 30 April and 14 May.
4	2019/444  2019/474	Irrigation at Cloppenburg Park	16/07/2019  17/09/2019  15/10/2019  18/02/2020	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.  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.  CEO confirmed an additional \$650.00 was expended on the construction of the bore protective cage. Modification still required for the BMX track.  Update to Council: <ul style="list-style-type: none"> <li>• notice of Water Extraction License advertised in the NT News on 7 February 2020;</li> <li>• dirt from BMX track is being used by Council Works to deal with verge and track issues resulting from storm damage, noting BMX modifications plan still to be advised.</li> </ul> Refer Agenda Item 10.3

			17/03/2020	That Council acquit the project grant funds of \$83 694 as presented by the financial reports.
5	2019/461	Audit Committee	20/08/2019	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.
	2019/503		15/10/2019	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.
	2019/551		19/11/2019	Council noted Minutes of Audit Committee meeting on 13 November 2019.
			19/05/2020	Council noted Minutes of Audit Committee meeting on 22 January 2019.
6	2019/445	Audit Committee 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 are being addressed and a final report will be presented to the Audit Committee.
			17/03/2019	Refer to Agenda Item 10.1 a) Review the dates for 2020 Audit Committee Meetings so that wherever feasible, Audit Committee Meetings are held prior to Council Meetings; and b) Invite the Anti-Corruption Commissioner to attend a Council Meeting.
	2020/039		17/03/2020 21/04/2020 19/05/2020	CEO to confirm reviewed dates with Audit Committee Chair. CEO confirmed new meeting dates with Audit Committee Chair. CEO has invited the Anti-Corruption Commissioner to a Council meeting after June 2020.
7	2019/457	Water Access for Tourists	20/08/2019	CEO to investigate options for regulated water access for tourists and visitors to Wagait Beach at either Cloppenburg Park or the PowerWater Compound area.

			19/05/2020	Preliminary discussions held with PowerWater. Pending further research, stakeholder consultation and costings.  CEO to provide a report to Council in July 2020 for consideration.
8	2019/476	Implement a marketing campaign to highlight the hard waste facility for residents.	15/10/2019  21/04/2020  19/05/2020	Council resolved to suspend kerbside quarterly hard waste collection from 2020 to be replaced with annual pre-cyclone collection.  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.  CEO reported hard waste being well-used by community with no major issues. Further permanent signage and open/close hours should be considered.  Pending 2020-21 budget approval, CEO will finalise campaign.
9	2019/542	P10 Council Records	19/11/2019	CEO to report back to Councillors on process with staff training and compliance issues regarding records management.
10	2019/545	Rates in Arrears	19/11/2019  19/05/2020	CEO to provide update for Council in 2020/21 Budget deliberations.  Total amount of rates in arrears is provided in every financial report.
11	2019/549	CEO Vehicle	19/11/2019	CEO Vehicle Report noted and to commence action for disposal through commercial auction following delivery and replacement in 2020/21 FY.
12	2020/044	P28 Media Policy	19/11/2019  17/03/2020	CEO to provide presentation to Councillors on implementation of Media Policy.  Council received and noted the policy.
13		Review of constitutional Arrangements	19/11/2019	For discussion in early 2020 and the Community Consultation session on Thursday 21 November 2019.

	2020/042		17/03/2020	For discussion and resolution. Notes from the Community consultation session support no significant changes; however recent numbers could indicate a trend. Council resolved for CEO to lodge with no significant changes.
14	No Resolution	Boundless Possible Project Welcome to Wagait	19/11/2019	For discussion in early 2020 and the Community Consultation session on Thursday 21 November 2019.
			18/03/2020	Was not raised at November CC session. CEO provided update of meeting with WAG and proposed position of a community entry statement/welcome sign.
			19/05/2020	Welcome to Wagait design competition closed on 11 May, panel will meet to assess entries and winner will be announced 22 May 2020. Further design development will be undertaken, pending budget outcomes for 2020-21.
15	No Resolution	Sport and Recreation Forward Years Program	19/11/2019	For discussion in early 2020 with a report on community engagement and expectations. Reports to note. Council have requested CEO to support the S&R Officer to develop a more strategic approach to the S&R Program for Forward Years.
			19/05/2020	Pending budget outcomes for 2020-21 a consultant will be engaged to develop a Strategic Plan for Wagait Sports and Recreation 2021-2025.
16	No Resolution	Honour Roll	15/10/2019	President Peter Clee requested the CEO investigate the creation of an Honour Roll for Wagait Shire Council.
17	2020/046	Community Library	17/03/2020	CEO to draft a thankyou letter to Dave Barry, Library founder and volunteer librarian, on behalf of Council.
			21/04/2020	CEO has approved a three-month trial for community run book-exchange for self-regulated readers at the Community Centre during the COVID-19 restrictions (due to be reviewed in June 2020).
18	No resolution	Culverts Cleanup	17/03/2020	CEO to follow up with Works.
			19/05/2020	Culvert cleanup ongoing.

**Resolution No. 2020/  
That Council receives and notes the Action Sheet for the month of May 2020.  
Moved:  
Seconded:  
Vote:**



## 9.0 FINANCIAL REPORT

### 9.1 Cash Income and Expenditure Report – February 2020

	Feb 2020 Actual \$	Feb 2020 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
<b><u>INCOME</u></b>											
RATES	\$8,130	\$8,750	-\$620	-7.1%	\$209,306	\$204,248	\$5,058	2.5%	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$4,162	\$26,500	-\$22,338	0.0%	\$105,119	\$117,400	-\$12,281	-10.5%	\$117,800	\$117,800	2
GRANTS - Operational	\$7,804	\$14,739	-\$6,935	-47.1%	\$366,034	\$255,076	\$110,957	43.5%	\$294,931	\$294,931	3
GRANTS - Subject to approval	\$0	\$0	\$0	0.0%	\$0	\$53,700	-\$53,700	-100.0%	\$65,700	\$65,700	4
CONTRACTS	\$14,591	\$8,150	\$6,441	79.0%	\$67,590	\$65,200	\$2,390	3.7%	\$98,000	\$98,000	5
RENTAL INCOME	\$0	\$665	-\$665	-100.0%	\$5,195	\$5,330	-\$135	-2.5%	\$8,000	\$8,000	6
MISCELLANEOUS	\$986	\$0	\$986		\$14,294	\$10,733	\$3,561	33.2%	\$14,000	\$14,000	7
TRANSFER FROM RESERVES			\$0			\$34,500	-\$34,500		\$34,500	\$34,500	
<b>TOTAL INCOME</b>	<b>\$35,674</b>	<b>\$58,804</b>	<b>-\$23,130</b>	<b>-39.3%</b>	<b>\$767,537</b>	<b>\$711,687</b>	<b>\$55,850</b>	<b>7.8%</b>	<b>\$866,228</b>	<b>\$866,228</b>	
<b><u>EXPENSES</u></b>											
ADMINISTRATION EXPENSES	\$1,836	\$7,765	\$5,929	76.4%	\$76,007	\$83,345	\$7,338	8.8%	\$103,200	\$103,200	8
EMPLOYMENT EXPENSES	\$27,713	\$37,500	\$9,787	26.1%	\$259,956	\$294,600	\$34,644	11.8%	\$441,300	\$441,300	9
ROADS	\$0	\$3,000	\$3,000	0.0%	\$2,393	\$42,000	\$39,607	94.3%	\$73,000	\$73,000	10
CONTRACTS & MATERIALS	\$0	\$900	\$900		\$1,860	\$1,400	-\$460		\$5,000	\$5,000	11
REPAIR & MAIN TOWN ASSETS	\$48	\$100	\$52	51.5%	\$10,002	\$8,600	-\$1,402	-16.3%	\$17,400	\$17,400	12
VEHICLE & PLANT	\$1,776	\$1,408	-\$368	-26.1%	\$16,431	\$13,964	-\$2,467	-17.7%	\$22,600	\$22,600	13
GRANT EXPENSES	\$17,483	\$165	-\$17,318	-10496.0%	\$83,778	\$71,520	-\$12,258	-17.1%	\$67,700	\$67,700	14
WASTE MANAGEMENT	\$5,216	\$5,000	-\$216	-4.3%	\$58,997	\$55,000	-\$3,997	-7.3%	\$90,000	\$90,000	15
SERVICES	\$196	\$0	-\$196		\$5,531	\$8,525	\$2,994	35.1%	\$11,400	\$11,400	16
<b>TOTAL EXPENSES</b>	<b>\$54,270</b>	<b>\$55,838</b>	<b>\$1,568</b>	<b>-2.8%</b>	<b>\$514,956</b>	<b>\$578,954</b>	<b>\$63,998</b>	<b>-11.1%</b>	<b>\$0</b>	<b>\$831,600</b>	<b>\$831,600</b>
<b>TOTAL OPERATIONAL SURPLUS / DEF</b>	<b>-\$18,596</b>	<b>\$2,966</b>	<b>-\$21,562</b>	<b>-727.0%</b>	<b>\$252,581</b>	<b>\$132,733</b>	<b>\$119,848</b>	<b>90.3%</b>	<b>\$34,628</b>	<b>\$34,628</b>	

## 9.2 Notes on Cash Income and Expenditure Report for February 2020

1. February slightly lower, however slightly higher overall
2. February lower than expected, and lower overall for the year, due to timing of receiving payments from rate payers
3. Grants Year to date higher mainly due to grants being carried forward & not included in budget, namely Electronic records management, water tank & Solar panels. Additional grants received January included 2nd instalment for the Operational Grant.
4. Grants received subject to approval are included in the above totals, namely Senior's week, dog pound & Australia Day. Grants yet to be received as per budget include Youth Vibe & Cloppenburg Park Irrigation
5. February higher than budgeted and now higher overall. Funds received Feb included works for jetty, water management & fencing
6. No income received February. Year to date slightly lower than budgeted due to no rentals during February.
7. February & Year to date slightly higher than budgeted as stated previously mainly due to interest received being higher than expected
8. As stated in December report, February & year to date are slightly lower than budgeted however partly due to the timing of expenses and in consideration of being now 8 months into the financial year, administration costs for cleaning supplies, travel, insurance & memberships are all fully expended, with travel costs being more than double the budget. Costs still yet to be expensed include FBT, valuation costs and costs continuing to be lower than budget include telephone, meeting & community expenses which gives us the current result.
9. February & Year to date slightly lower than budget.
10. No costs February as budgeted. Year to date lower as stated previously due to budgeted road works not yet commenced
11. No costs February. Year to date higher as mentioned in October report for additional expenses not included in budget for jetty & water compound fencing. Costs here budgeted to be spent between January & June.
12. February lower than budget, however year to date still higher than budgeted overall due to timing of maintenance projects and budget being averaged on quarterly basis.
13. February & year to date overall, mainly due to repairs & maintenance on plant & vehicles.
14. February & year to date higher than budgeted due to timing of spending of grant funds. February costs included the electronic management system, from funds secured in 2019.
15. February higher & year to date higher than budget mainly due to regular weekly collections and timing of receiving/paying bills. Overall in relation to budget year to date hard & green waste is under.
16. February & year to date lower due to savings being made using solar power, however to be noted water & sewerage charges continue to be over budget to date



## 9.5 Supplier Payment History for the month of February 2020

Date	Supplier	Particulars	Amount
<b>Cheque Account</b>			
6/02/2020	Super Clearing	Staff superannuation January	\$2,411.95
13/02/2020	Central Business Equipment	Photocopier rental	\$204.80
14/02/2020	Australian Taxation Office (ATO)	December BAS	\$6,845.00
14/02/2020	Motor Vehicle Registry	Quad bike registration	\$226.95
14/02/2020	Airpower	Belt for mower	\$393.40
14/02/2020	Officeworks	Printing & stationery	\$80.96
14/02/2020	Alloy & Stainless Products	Mower blades for tractor	\$597.08
14/02/2020	Harvey Distributors	Cleaning Consumables	\$121.10
14/02/2020	Councilwise	Electronics Management record system	\$17,330.21
14/02/2020	Wigg Plumbing	Waste water treatment	\$215.83
14/02/2020	Totally Work Wear	Uniforms casual staff	\$106.00
14/02/2020	Fairy Jill	Australia Day - children's entertainment	\$1,155.00
14/02/2020	Central Business Equipment	Photocopier printing charges	\$109.21
14/02/2020	Wagait Beach Supermarket	Fuel, consumables & Australia day expenses	\$888.74
14/02/2020	Veolia Environmental Services	Rubbish collections	\$5,737.85
14/02/2020	Wagait Beach Supermarket	Fuel, consumables, newspapers etc	\$747.87
25/02/2020	Peter Clee	Travel allowance	\$198.12
<b>Petty Cash</b>			
1/02/2020	Woolworths	Australia Day consumables & food	\$166.85
11/02/2020	Coles Supermarket	Australia Day consumables & food	\$30.00
14/02/2020	Sealink Ferries	Travel	\$15.50
17/02/2020	Woolworths	Sport & rec activities	\$72.60
26/02/2020	Checked Australia	Police Check Mark James	\$50.00
26/02/2020	Bunnings	replacement tap	\$16.50
<b>Credit Card</b>			
3/02/2020	MYOB Australia Pty Ltd	Accounting software subscription	\$140.00
4/02/2020	NT Police, Fire & Emergency Services	Working with Children application - Renita	\$72.00
6/02/2020	Adobe Systems Incorporated	ADOBE software subscription	\$36.29
10/02/2020	Microsoft	MICROSOFT software subscription	\$75.68
10/02/2020	Microsoft	MICROSOFT software subscription	\$83.49
11/02/2020	Apple Itunes	Music for ipad	\$11.99
18/02/2020	TR Telecom	Satellite Phone	\$96.00
18/02/2020	Australia Post	PO Box renewal	\$121.00
21/02/2020	NT Police, Fire & Emergency Services	Working with Children Application - Michael Vaughan	\$7.00
28/02/2020	NT Police, Fire & Emergency Services	Working with Children application - Gary	\$72.00
28/02/2020	CBA	Annual fee	\$16.67

## 9.6 Cash Income and Expenditure Report – March 2020

	Mar 2020 Actual \$	Mar 2020 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
<b>INCOME</b>											
RATES	\$10,701	\$28,999	-\$18,298	-63.1%	\$220,007	\$233,247	-\$13,240	-5.7%	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$5,371	\$200	\$5,171	0.0%	\$110,490	\$117,600	-\$7,110	-6.0%	\$117,800	\$117,800	2
GRANTS - Operational	\$0	\$0	\$0	0.0%	\$366,034	\$255,076	\$110,957	43.5%	\$294,931	\$294,931	3
GRANTS - Subject to approval	\$0	\$0	\$0	0.0%	\$0	\$53,700	-\$53,700	-100.0%	\$65,700	\$65,700	4
CONTRACTS	\$8,076	\$8,150	-\$74	-0.9%	\$75,666	\$73,350	\$2,316	3.2%	\$98,000	\$98,000	5
RENTAL INCOME	\$182	\$665	-\$483	-72.7%	\$5,377	\$5,995	-\$618	-10.3%	\$8,000	\$8,000	6
MISCELLANEOUS	\$172	\$0	\$172	#DIV/0!	\$14,465	\$10,733	\$3,732	34.8%	\$14,000	\$14,000	7
TRANSFER FROM RESERVES		\$38,014	-\$38,014	-100.0%	\$0	\$34,500	-\$34,500	-100.0%	\$34,500	\$34,500	8
<b>TOTAL INCOME</b>	<b>\$24,503</b>	<b>\$76,028</b>	<b>-\$51,525</b>	<b>-67.8%</b>	<b>\$792,038</b>	<b>\$749,701</b>	<b>\$42,337</b>	<b>5.6%</b>	<b>\$866,228</b>	<b>\$866,228</b>	
<b>EXPENSES</b>											
ADMINISTRATION EXPENSES	\$4,338	\$5,045	\$707	14.0%	\$80,344	\$88,390	\$8,046	9.1%	\$103,200	\$103,200	9
EMPLOYMENT EXPENSES	\$33,528	\$36,600	\$3,072	8.4%	\$293,484	\$331,200	\$37,716	11.4%	\$441,300	\$441,300	10
ROADS	\$3	\$3,000	\$2,997	0.0%	\$2,397	\$45,000	\$42,603	94.7%	\$73,000	\$73,000	11
CONTRACTS & MATERIALS	\$0	\$900	\$900	0.0%	\$1,860	\$2,300	\$440	19.1%	\$5,000	\$5,000	12
REPAIR & MAIN TOWN ASSETS	\$4,921	\$4,300	-\$621	-14.5%	\$14,923	\$12,900	-\$2,023	-15.7%	\$17,400	\$17,400	13
VEHICLE & PLANT	\$2,270	\$2,408	\$138	5.7%	\$18,700	\$16,372	-\$2,328	-14.2%	\$22,600	\$22,600	14
GRANT EXPENSES	\$0	\$165	\$165	100.0%	\$83,778	\$71,685	-\$12,093	-16.9%	\$67,700	\$67,700	15
WASTE MANAGEMENT	\$6,291	\$12,500	\$6,209	49.7%	\$65,289	\$67,500	\$2,211	3.3%	\$90,000	\$90,000	16
SERVICES	\$46	\$0	-\$46	#DIV/0!	\$5,577	\$8,525	\$2,948	34.6%	\$11,400	\$11,400	17
<b>TOTAL EXPENSES</b>	<b>\$51,398</b>	<b>\$64,918</b>	<b>\$13,520</b>	<b>-20.8%</b>	<b>\$566,354</b>	<b>\$643,872</b>	<b>\$77,518</b>	<b>-12.0%</b>	<b>\$831,600</b>	<b>\$831,600</b>	
<b>TOTAL OPERATIONAL SURPLUS / DEF</b>	<b>-\$26,895</b>	<b>\$11,110</b>	<b>-\$38,005</b>	<b>-342.1%</b>	<b>\$225,684</b>	<b>\$105,829</b>	<b>\$119,855</b>	<b>113.3%</b>	<b>\$34,628</b>	<b>\$34,628</b>	

## 9.7 Notes on Cash Income and Expenditure Report for March 2020

1. March & Year to date lower than expected & as per debtors quite a high number of current year rates still unpaid.
2. March higher than expected, however lower overall for the year, due to timing of receiving payments from rate payers.
3. Grants Year to date higher mainly due to grants being carried forward & not included in budget, namely Electronic records management, water tank & Solar panels. Additional grants received January included 2nd instalment for the Operational Grant.
4. Grants received subject to approval are included in the above totals, namely Senior's week, dog pound & Australia Day. Grants yet to be received as per budget include Youth Vibe & Cloppenburg Park Irrigation.
5. March on par with budget and now higher overall.
6. March lower than budgeted, however now starting to receive rental income for CEO house. Year to date slightly lower than budgeted due to no rentals during February.
7. March & Year to date slightly higher than budgeted as stated previously mainly due to interest received being higher than expected.
8. transfer from reserves as budgeted not done to date.
9. As stated in December report, March & year to date are slightly lower than budgeted however partly due to the timing of expenses and in consideration of being now 9 months into the financial year, administration costs for cleaning supplies, travel, insurance & memberships are all fully expended, with travel costs being more than double the budget. Costs still yet to be expensed include FBT, valuation costs and costs continuing to be lower than budget include telephone, meeting & community expenses which gives us the current result.
10. March & Year to date slightly lower than budget.
11. Virtually no costs for March as budgeted. Year to date lower as stated previously due to budgeted road works not yet commenced.
12. No costs March. Year to date higher as mentioned in October report for additional expenses not included in budget for jetty & water compound fencing. Costs here budgeted to be spent between January & June.
13. March higher than budgeted & year to date still higher than budgeted overall due to timing of maintenance projects and budget being averaged on quarterly basis.
14. March slightly lower & year to date overall higher, mainly due to repairs & maintenance on plant & vehicles & timing of repairs.
15. No costs March & year to date higher than budgeted due to timing of spending of grant funds.
16. March & year to date now lower than budget mainly due to regular weekly collections and timing of receiving/paying bills. Overall in relation to budget year to date hard & green waste is still under.
17. March & year to date lower due to savings being made using solar power, however to be noted water & sewerage charges continue to be over budget to date.



## 9.10 Supplier Payment History for the month of March 2020

Date	Supplier	Particulars	Amount Paid
<b>Cheque Account</b>			
3/03/2020	Super Clearing	Staff Superannuation for Feb wages paid out of MYOB	\$1,132.49
3/03/2020	Contractor Accreditation Limited	Accreditation Fees	\$696.85
3/03/2020	Superclearing paid in XERO	Staff Superannuation for Feb wages paid out of Xero	\$1,124.79
5/03/2020	NT Police, Fire & Emergency	Working with Children card - Ricky Barton	\$72.00
5/03/2020	Power Water	Water	\$30.33
5/03/2020	Optus	Phones	\$258.30
5/03/2020	Veolia Environmental Services	Bin collections	\$6,920.38
5/03/2020	Wagait Beach Supermarket	Various - fuel, consumables etc	\$671.75
5/03/2020	Copytime	Photocopying	\$30.00
5/03/2020	Michele Hughes	Accounting	\$704.00
5/03/2020	Recovre	Training for Rebbecca Taylor - RTW coordination	\$429.00
5/03/2020	Skilled Tree Solutions	Tree lopping	\$4,268.00
5/03/2020	Belyuen Community Government	Vehicle Inspection - quad bike	\$120.45
5/03/2020	Totally Work Wear	Protective clothing	\$171.60
5/03/2020	Officeworks	Office supplies	\$308.98
13/03/2020	Central Business Equipment	Photocopier rental	\$204.80
16/03/2020	Australian Taxation Office (ATO)	Relates to 2018 Nov BAS amendment not recorded in	\$3,126.00
16/03/2020	Harvey Distributors	Disposable gloves	\$16.34
16/03/2020	MJ Electrical	Electrical works CEO house	\$80.00
16/03/2020	Red Gum Performance Group	Workshop compliance officer essentials	\$1,925.00
16/03/2020	Think Water	Water pump for community centre	\$171.55
16/03/2020	Central Business Equipment	Photocopier usage	\$110.86
17/03/2020	NT Police, Fire & Emergency	Working with Children card - Mark James	\$72.00
19/03/2020	Turf NT	Carpet Grass	\$280.00
28/03/2020	L.G.A.N.T.	Registration for finance reference group meeting	\$55.00
28/03/2020	Finlay's Stonemasonry	Top soil	\$135.00
28/03/2020	Power Water	swipe card water usage	\$17.77
28/03/2020	Heath Motor Group	Cap & mirror for Hino truck	\$207.77
28/03/2020	Turf NT	Carpet Grass	\$280.00
28/03/2020	Wagait Beach Supermarket	Various - fuel, consumables etc	\$472.16
28/03/2020	Central Business Equipment	Installation of new printer	\$550.00
28/03/2020	Officeworks	Office supplies	\$65.70
28/03/2020	3C Projects	Travel to collect items for CEO house	\$187.20
28/03/2020	Finlay's Stonemasonry	Top soil	\$90.00
28/03/2020	The Handy Truck	Relocation costs for the CEO	\$810.00
28/03/2020	Rural Fire Protection	Service to fire extinguishers	\$321.60
28/03/2020	Bunnings	Fertilizer, lawn builder, buffalo grass	\$84.50
28/03/2020	Optus	Phones	\$257.60
31/03/2020	Central Business Equipment	Photocopier usage	\$174.41
<b>Credit Card</b>			
4/03/2020	sports Agencies	Training for lower back pain	\$20.00
4/03/2020	sports Agencies	Resistance training for S&R	\$20.00
5/03/2020	MYOB Australia Pty Ltd	MYOB Software subscription	\$140.00
6/03/2020	Adobe Systems Incorporated	Adobe Software subscription	\$36.29
11/03/2020	Officeworks	office supplies	\$41.03
12/03/2020	Darwin Bus	Bus multipass	\$20.00
19/03/2020	United Petroleum	Fuel CEO car	\$70.63
19/03/2020	National Flags	Flags	\$144.00
20/03/2020	TR Telecom	Satellite Phone	\$96.00
31/03/2020	Beaurepairs	R&M on CEO car new tyres	\$1,115.00
31/03/2020	Woolworths	Gloves & wipes	\$16.98
31/03/2020	Harvey Distributors	Hydrogen peroxide	\$168.00



### 9.11 Cash Income and Expenditure Report - April 2020

	April 2020 Actual \$	April 2020 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
<b>INCOME</b>											
RATES	\$7,863	\$0	\$7,863	78625100.0%	\$227,835	\$233,247	-\$5,412	-2.3%	\$233,297	\$233,297	1
WASTE MANAGEMENT	\$3,783	\$0	\$3,783	0.0%	\$114,273	\$117,600	-\$3,327	-2.8%	\$117,800	\$117,800	2
GRANTS - Operational	\$0	\$0	\$0	0.0%	\$333,892	\$255,076	\$78,816	30.9%	\$294,931	\$294,931	3
GRANTS - Subject to approval	\$2,000	\$0	\$2,000	0.0%	\$36,037	\$53,700	-\$17,663	-32.9%	\$65,700	\$65,700	4
CONTRACTS	\$4,265	\$8,150	-\$3,885	-47.7%	\$79,931	\$81,500	-\$1,569	-1.9%	\$98,000	\$98,000	5
RENTAL INCOME	\$545	\$665	-\$120	-18.0%	\$5,923	\$6,660	-\$737	-11.1%	\$8,000	\$8,000	6
MISCELLANEOUS	\$219	\$0	\$219	2194800.00%	\$14,684	\$10,733	\$3,951	36.8%	\$14,000	\$14,000	7
TRANSFER FROM RESERVES		\$0	-\$0	-100.0%	\$0	\$34,500	-\$34,500	-100.0%	\$34,500	\$34,500	8
<b>TOTAL INCOME</b>	<b>\$18,676</b>	<b>\$8,815</b>	<b>\$9,861</b>	<b>111.9%</b>	<b>\$812,574</b>	<b>\$758,516</b>	<b>\$54,058</b>	<b>7.1%</b>	<b>\$866,228</b>	<b>\$866,228</b>	
<b>EXPENSES</b>											
ADMINISTRATION EXPENSES	\$6,788	\$7,270	\$482	6.6%	\$87,132	\$95,660	\$8,528	8.9%	\$103,200	\$103,200	9
EMPLOYMENT EXPENSES	\$50,413	\$36,000	-\$14,413	-40.0%	\$342,331	\$367,200	\$24,869	6.8%	\$441,300	\$441,300	10
ROADS	\$0	\$23,000	\$23,000	0.0%	\$2,397	\$68,000	\$65,603	96.5%	\$73,000	\$73,000	11
CONTRACTS & MATERIALS	\$22	\$900	\$878	0.0%	\$1,882	\$3,200	\$1,318	41.2%	\$5,000	\$5,000	12
REPAIR & MAIN TOWN ASSETS	\$467	\$100	-\$367	-367.0%	\$15,390	\$13,000	-\$2,390	-18.4%	\$17,400	\$17,400	13
VEHICLE & PLANT	\$3,883	\$3,008	-\$875	-29.1%	\$22,583	\$19,380	-\$3,203	-16.5%	\$22,600	\$22,600	14
GRANT EXPENSES	\$0	\$165	\$165	100.0%	\$83,778	\$71,850	-\$11,928	-16.6%	\$67,700	\$67,700	15
WASTE MANAGEMENT	\$7,608	\$5,000	-\$2,608	-52.2%	\$72,896	\$72,500	-\$396	-0.5%	\$90,000	\$90,000	16
SERVICES	\$32	\$1,375	\$1,343	97.6%	\$5,655	\$9,900	\$4,245	42.9%	\$11,400	\$11,400	17
<b>TOTAL EXPENSES</b>	<b>\$69,212</b>	<b>\$76,818</b>	<b>\$7,606</b>	<b>-9.9%</b>	<b>\$634,044</b>	<b>\$720,690</b>	<b>\$86,646</b>	<b>-12.0%</b>	<b>\$831,600</b>	<b>\$831,600</b>	
<b>TOTAL OPERATIONAL SURPLUS / DEF</b>	<b>-\$50,536</b>	<b>-\$68,003</b>	<b>\$17,466</b>	<b>-25.7%</b>	<b>\$178,530</b>	<b>\$37,826</b>	<b>\$140,704</b>	<b>372.0%</b>	<b>\$34,628</b>	<b>\$34,628</b>	

## 9.12 Notes on Cash Income and Expenditure Report for April 2020

1. April & Year to date lower than expected & as per debtors quite a high number of current year rates still unpaid.
2. April higher than expected, however lower overall for the year, due to timing of receiving payments from rate payers.
3. Grants Year to date higher mainly due to grants being carried forward & not included in budget, namely Electronic Records Management, Water Tank & Solar Panels. Additional grants received January included 2nd instalment for the Operational Grant.
4. Grants received subject to approval includes Senior's Week, Dog Pound, Australia Day & NT Youth Vibe. Grants yet to be received as per budget include Cloppenburg Park Irrigation.
5. April & YTD lower than budget due to no income received for Jetty management. Note invoices have been raised, just not paid at end of April.
6. April & YTD marginally lower than budgeted, due to no rentals during February.
7. April & Year to date slightly higher than budgeted as stated previously mainly due to interest received being higher than expected.
8. transfer from reserves as budgeted not done to date.
9. As stated in December report, April & year to date are slightly lower than budgeted however partly due to the timing of expenses and in consideration of being now 10 months into the financial year, administration costs for cleaning supplies, travel, insurance & memberships are all fully expended, with travel costs being more than double the budget & safety supplies 3 times the budget due to COVID-19. Costs still yet to be expensed include FBT, valuation costs and costs continuing to be lower than budget include telephone, meeting & community expenses which gives us the current result.
10. April higher than budget due to it being a 3 pay month (2nd, 16th & 30th), however Year to date slightly lower than budget.
11. No costs for April as budgeted. Year to date lower as stated previously due to budgeted road works not yet commenced
12. Virtually no costs April. Year to date now lower than budget. Costs here budgeted to be spent between January & June.
13. April higher than budgeted due to CEO house repairs & R&M general materials, Year to date still higher than budgeted overall due to timing of maintenance projects and budget being averaged on quarterly basis.
14. April & Year to date overall higher, mainly due to repairs & maintenance on plant & vehicles & timing of repairs
15. No costs April & year to date higher than budgeted due to timing of spending of grant funds.
16. April higher than budget & year to date marginally lower than budget mainly due to regular weekly collections and timing of receiving/paying bills. Overall, in relation to budget year to date hard & green waste is still under.
17. April & Year to date continue to be lower due to savings being made using solar power, however to be noted water & sewerage charges continue to be over budget to date

### 9.13 Financial Report for Month ended April 2020

<b>Wagait Shire Council</b>					
<b>Financial Report</b>					
<b>for the period ending 30 April 2020</b>					
					<b>TOTAL</b>
<b>Cash at Bank &amp; on Hand</b>					
Petty Cash					\$ 329.49
Un-Deposited Funds					\$ -
CBA - transaction account					\$ 10,457.22
CBA - Cash Saver					\$ 40,003.90
CBA - Fixed Term Deposit 1					\$ 400,000.00
CBA - Fixed Term Deposit 2					\$ 150,000.00
CBA - Fixed Term Deposit 3					\$ 99,998.08
CBA - Fixed Term Deposit 4					\$ -
CBA - Fixed Term Deposit 5					\$ 125,000.00
Bendigo Bank - Investment Q/C					\$ 500,000.00
<b>Total Cash at Bank &amp; on Hand</b>					<b>\$ 1,325,788.69</b>
<b>Debtors</b>	<b>Current</b>	<b>&gt; 30 days</b>	<b>&gt; 60 days</b>	<b>&gt; 90 days</b>	
Trade Debtors	15,621.50	5,441.00	65.00	195.00	\$ 21,322.50
Rates 19/20 financial year (not overdue)					\$ -
Rate Arrears				28,099.66	\$ 28,099.66
					<b>\$ 49,422.16</b>
less Rates paid in Advance					-\$ 2,620.42
<b>Total Debtors</b>					<b>\$ 46,801.74</b>
<b>Creditors &amp; Current Liabilities</b>	<b>Current</b>	<b>&gt; 30 days</b>	<b>&gt; 60 days</b>	<b>&gt; 90 days</b>	
Trade	7,434.04				\$ 7,434.04
Tax & Super Liabilities	11,643.50				\$ 11,643.50
Sundry Creditors	0.00				\$ -
Unexpended Grants	106,146.77				\$ 106,146.77
<b>Total Creditors &amp; other current Liabilities</b>					<b>\$ 125,224.31</b>
					<b>Net Cash Position</b>
					<b>\$ 1,247,366.12</b>

### 9.14 Rate Payers in Arrears for the Month of April 2020

<b>Rate Payers in Arrears</b>	
2016-17	\$1,284.08
2017-18	\$4,363.86
2018-19	\$5,542.29
2019-20	\$16,909.43
	<b>\$28,099.66</b>

## 9.15 Supplier Payment History for April 2020

Date	Supplier	Particulars	Amount
<b>CHEQUE ACCOUNT</b>			
9/04/2020	Super Clearing	SGC Superannuation payment	\$2,398.10
16/04/2020	Australian Taxation Office (ATO)	February BAS	\$2,983.00
16/04/2020	Officeworks	Office supplies	\$76.78
16/04/2020	MJ Electrical	R&M CEO house (Antenna)	\$215.00
16/04/2020	Precision Engraving	Australia day engraving	\$40.00
16/04/2020	Totally Work Wear	Staff uniforms	\$142.00
16/04/2020	Harvey Distributors	Cleaning products	\$16.34
16/04/2020	Colleen Fergusson	Council meals for February	\$108.00
16/04/2020	Colleen Fergusson	Council meals for November	\$108.00
16/04/2020	Colleen Fergusson	Council meals for March	\$126.00
16/04/2020	Harvey Distributors	Trolley bin liners	\$259.84
16/04/2020	Vanderfield Northwest Pty Ltd	Ride on mower repairs	\$15.18
16/04/2020	Garrards Pty Ltd	30 Gun Jet Viton Fitted	\$115.01
16/04/2020	Puma	fuel	\$30.64
16/04/2020	Give Your Ride Some Pride	Repair & paint RH front guard on works ute	\$550.00
16/04/2020	The Big Mower	alloy head for mower	\$188.35
16/04/2020	Veolia Environmental Services	Bin Collections	\$8,368.54
16/04/2020	Wagait Beach Supermarket	Various - fuel, cleaning products newspapers etc	\$601.32
16/04/2020	Bunnings	Danger tape	\$29.25
16/04/2020	Central Business Equipment	Printing charges	\$20.96
24/04/2020	Australian Taxation Office (ATO)	March BAS	\$4,992.00
27/04/2020	Central Business Equipment	Photocopier rental	\$174.41
30/04/2020	Optus	Phones	\$256.90
30/04/2020	Power Water	Water charges	\$32.36
30/04/2020	Airpower	Oil, air filters, bolts - R&M plant & machinery	\$247.85
30/04/2020	MJ Electrical	R&M CEO house (faulty switch)	\$75.00
30/04/2020	Officeworks	Office supplies	\$54.00
30/04/2020	Vanderfield Northwest Pty Ltd	Ride on mower repairs	\$376.39
30/04/2020	A.B.G.	Rego inspection for Hino truck	\$110.00
30/04/2020	Rural Fire Protection	Installation of fire extinguishers, signs etc	\$1,941.50
30/04/2020	Michele Hughes	March reports & Xero transitioning	\$1,716.00
30/04/2020	L.G.A.N.T.	Face masks & sanitiser	\$125.00

30/04/2020	Territory Surgical Supplies	baby scale, ophthalmoscope & battery charger	\$1,476.29
30/04/2020	Vanderfield Northwest Pty Ltd	Ride on mower repairs	\$59.63
30/04/2020	Wagait Beach Supermarket	Various - fuel, cleaning products newspapers etc	\$335.42
30/04/2020	S Christie Expense claim	reimburse for bunnings exp for cleaning products	\$25.96
	<b>CREDIT CARD ACCOUNT</b>		
1/04/2020	Kerry's Automotive Group	CEO car service	\$443.00
1/04/2020	United Petroleum	Fuel CEO	\$84.46
1/04/2020	Ebay	Webcams for meetings	\$54.60
1/04/2020	Totally Work Wear	Staff uniforms	\$209.40
3/04/2020	LogMeln	Conferencing subscription	\$41.25
4/04/2020	MYOB Australia Pty Ltd	MYOb subscription	\$140.00
5/04/2020	Adobe Systems Incorporated	Adobe subscription	\$36.29
6/04/2020	Richmond Wheel & Castor Co	Wheels for wheel burrow	\$71.92
7/04/2020	Kerry's Automotive Group	CEO car service	\$800.70
7/04/2020	Beaurepairs	Tyre for vehicle	\$188.00
7/04/2020	Jay Car	CCTV warning signs	\$129.00
16/04/2020	TR Telecom	Satellite phone	\$96.00
23/04/2020	Kerry's Automotive Group	new brake pads for CEO vehicle	\$440.00

## 9.16 Grants Report

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
8/11/2018	Construct Dog Pound and Associated Septic Pit	Dept of Local Govt Housing & Community Development	\$30,537.00	\$2,680.00	\$27,857.00	Before 31 August 2019 or thereafter for a period of two years.
June 2019	5,000ltr Water Tank	NT Government	\$7,607.00		\$7,607.00	30 June 2020
June 2019	Electronic Records Management System	NT Government	\$34,889.00	\$11,230.00	\$23,569.00	30 June 2020
14 April 2020	Youth Week	Territory Families	\$2,000		\$2,000	

## 9.17 Councillor Allowances – February 2020, March 2020 and April 2020

Councillors payment for the month of February 2020 was \$300.00.

Councillors payment for the month of March 2020 was \$300.00.

Payments to Councillors have been suspended from April 2020 due to the 2019-20 Budget allocation agreed by Councillors in Resolution No: 2019/441, which supersedes the previous allocation made to Elected Member Allowances in Resolution No. 2019/405.

The total payment to Councillors from 1 July to 31 May 2020 is \$2,700.00.

Overpayments to Councillors will be adjusted and justified within the legislative terms of the Local Government Act 2008.

**Resolution No. 2020/.....**

**That Council receives and accepts the Financial Reports for the months of February 2020, March 2020 and April 2020, noting that overpayments to Councillors will be adjusted and justified within the legislative terms of the Local Government Act 2008.**

**Moved:**

**Seconded:**

**Vote:**

## 10.0 AGENDA ITEMS

### 10.1 POLICY REVIEWS

#### 10.1.1 P17 Videoconferencing

As a result of the COVID-19 pandemic restrictions and measures put in place by the Northern Territory and Commonwealth Governments for essential service operators, Local Government has been required to adopt new policies that enable business continuity as required by their legislative responsibilities.

P17 Teleconferencing and Videoconferencing Policy is a new policy required to facilitate access and participation in Council Meetings and workshops by permitting Elected Members, Council Committee Members and senior staff to participate by way of teleconferencing subject to conditions in accordance with Chapter 6, Part 6.1, Section 61 (4) (a), (b) & (c) of the Local Government Act 2008.

Council have accepted this policy out of session by email to expedite business continuity and the P17 Teleconferencing and Videoconferencing will be ratified at the May council Meeting.

P17 Teleconferencing and Videoconferencing Policy is at Attachment A.


**Resolution No. 2020/**

**Council adopts P17 Teleconferencing and Videoconferencing.**

**Moved:**

**Seconded:**

**Vote:**

	POLICY NUMBER:	P17
	<b>TELECONFERENCING AND VIDEOCONFERENCING</b>	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2020 REF:	
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

**1. PURPOSE**

The purpose of this policy is to facilitate access and participation in Council Meetings and workshops by permitting Elected Members, Council Committee Members and senior staff to participate by way of teleconferencing or videoconferencing subject to conditions in accordance with Chapter 6, Part 6.1, Section 61 (4) (a), (b) & (c) of the Local Government Act 2008.

**2. SCOPE**

This policy applies to all Elected Members, Council Committee Members and senior staff.

**3. POLICY DETAILS**

- 3.1. Elected Members, Council Committee Members and senior staff are required to seek prior approval to use teleconferencing. Prior approval is to be sought at the time of requesting a Leave of Absence. Elected Members and senior staff may also seek leave of the Council to attend a meeting via teleconferencing or videoconferencing on short notice should unforeseen circumstances arise.
- 3.2. Elected Members, Council Committee Members and senior staff are entitled to teleconferencing or videoconferencing for Ordinary and Special Council Meetings, Council workshops and Council Committee Meetings if :
  - 3.2.1. they have received a Leave of Absence,
  - 3.2.2. are greater than 100km from the appointed place of meeting but within Australia,
  - 3.2.3. physically prevented from attending or
  - 3.2.4. as directed to ensure compliance with any other imposed Legislation.
- 3.3. Elected Members, Council Committee Members and senior staff will be connected to the teleconferencing or videoconferencing system prior to the commencement of the Meetings.

- 3.4. Elected Members, Council Committee Members and senior staff will be entitled to participate as if they were physically present at the meeting.
- 3.5. Should Elected Members, Council Committee Members and senior staff not be able to view presentations being made at the meeting, electronic copies will be provided prior to the meeting.
- 3.6. Should Council be unable to accommodate an Elected Member, Council Committee Members or senior staff's request to teleconference or videoconference, they will be advised in advance of the meeting.

**4. ASSOCIATED DOCUMENTS**

Policy 15 Procedures for Council and Council Committee Meetings  
 Policy 25 Emergency Management Committee Terms of Reference  
 Policy 29 Audit Committee Terms of Reference

**5. REFERENCES AND LEGISLATION**

Local Government Act 2008  
 Fair Work Act 2009

**6. REVIEW HISTORY**

<b>Date Approved:</b>	<b>Approved By:</b> <b>Moved:</b> <b>Seconded:</b> <b>Vote:</b>	<b>Resolution No:</b>	<b>Date for review:</b> <b>Next Council Election</b>
<b>Date Approved:</b>	<b>Approved By:</b>	<b>Resolution No:</b>	<b>Date for review:</b>
<b>Date Approved:</b>	<b>Approved By:</b>	<b>Resolution No:</b>	<b>Date for review:</b>
<b>Date Approved:</b>	<b>Approved By:</b>		<b>Date for review:</b>



**10.1.2 Public Benefit Concessions Policy and Special Community Assistance and Local Employment (SCALE) Grant Offer 2019-2020**

The DLGHCD has reviewed all remaining funding sources allocated for Local Government and repackaged it into a Special Community Assistance and Local Employment (SCALE) program to assist with community delivery of COVID-19 measures. To comply with the eligibility requirements for SCALE funding, Council is required to urgently consider a limited-use policy to incorporate special rates concessions to commercial businesses and ratepayers to assist with the recovery period of COVID-19 from June 2020 to June 2021.

The proposed Public Benefit Concessions Policy attached, has been provided by the DLGHCD and requires that Council adopt and apply the policy in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.

The policy must be returned to the Department enacted and with the signed Acceptance of Offer by 29 May 2020.

A copy of the SCALE Funding Guidelines and Letter of Offer are at Attachment B.  
A copy of the Public Benefit Concessions Policy is at Attachment C.

**Resolution No. 2020/**

**That Council receives and notes the Offer of SCALE funding and adopts the Public Benefit Concessions Policy in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.**

**Moved:**

**Seconded:**

**Vote:**

# Funding Guidelines

## Special Community Assistance and Local Employment Program

### Purpose

The Local Government Special Community Assistance and Local Employment (SCALE) program is managed by the Department of Local Government, Housing and Community Development. The program provides one-off funding to local government councils to support business continuity, job creation and retention and other community initiatives directly related to COVID-19.

### Objectives

The objectives of the program are to:

- Support the employment of Territorians.
- Encourage and facilitate partnerships between councils, the Northern Territory Government, Australian Government, business and community sectors to create effective locally-based responses to and recovery from COVID-19.
- Assist in the continued delivery of local government essential services.
- Assist to improve sanitation in council areas and of council assets and infrastructure.
- Assist with engaging local communities in activities that are in accord with the latest COVID-19 government announcements and directives.
- Assist with providing messaging and signage in council areas regarding COVID-19.

Councils are encouraged to partner with local businesses, other councils and LGANT, and other spheres of government to develop effective and innovative locally-based initiatives that strengthen their communities' protection and recovery from COVID-19.

### Eligibility

This program is available to Northern Territory local government councils that meet the following criteria:

- Must be a recognised local governing body established under the *Local Government Act 2008*.
- Certify council will resolve to adopt and apply the "Public Benefit Concessions Policy for Commercial Ratepayers" in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.

### Funding

- The total funding pool is \$7.1 million.
- The SCALE funding will be paid in 2019-20.
- The funding is only payable to municipal, regional and shire councils.

## Repurposing Local Authority Project Funding

- Where a regional council has unspent and uncommitted funding under the Local Authority Project Funding (LAPF), this funding may be repurposed to the SCALE program and spent on initiatives in local authority communities, with an intention of expenditure by 30 September 2020, unless approval is granted by the Department.
- Where regional councils choose to redirect LAPF funds into the SCALE program, details of the unspent and uncommitted funding is to be provided to the Department by 30 June 2020.

*Note: Where the two year time limit for expenditure under the LAPF program expires on 30 June 2020, councils are encouraged to repurpose funds to the SCALE program. The Department will be exercising the clause in the LAPF funding agreement, regarding the requirement for councils to fully spend funds within two years. The balance of all unspent funds will be requested to be repaid unless approval has been granted by the Department to extend the 30 June 2020 due date.*

## Repurposing Special Purpose Grants (SPG) and the Strategic Local Government Infrastructure Fund (SIF)

- The balance of unspent and uncommitted funding under either the SPG or SIF programs may be retained by council and repurposed to the SCALE program.
- By 30 June 2020 councils are to report to the Department details of the balance of unspent and uncommitted funding under the SPG and SIF programs to be repurposed to the SCALE program.

## Expenditure requirements

- Regional councils must allocate a component of this funding to each of its local authority communities.
- Local authorities' input is to be sought from each local authority on the kinds of initiatives to be delivered in each local authority area. If it is not possible to convene local authority meetings, input from locally-based local authority members is to be obtained where possible.
- Municipal and shire councils are to ensure funding is spent within their respective council areas.

## Buy Local requirements

The grant supports the development of business and industry in the Northern Territory and support for **Territory enterprises**.

When using the funds to acquire goods and services, councils are encouraged to acquire those goods and services from a Territory enterprise, unless it can be proven through a competitive process that:

- there are no Territory enterprises willing or able to provide the good or service; or
- the Territory enterprise did not provide best value for money.

A Territory enterprise must satisfy all three elements of the definition:

- Operating in the NT – the enterprise is currently engaged in productive activities (for example, production of goods or delivery of services) within the NT.
- Significant permanent presence – the enterprise maintains an office, manufacturing facilities or other permanent base within the NT.
- Employing NT residents – the enterprise employs Territorians. An enterprise which relies exclusively on transient, interstate / international labour or a fly-in, fly-out workforce will not satisfy this element.

Further information on this condition can be found at:

- [nt.gov.au/community/community-grants-and-volunteers/community-grants/about-capital-grants](https://nt.gov.au/community/community-grants-and-volunteers/community-grants/about-capital-grants)
- [nt.gov.au/\\_data/assets/pdf\\_file/0004/537700/buy-local-plan.pdf](https://nt.gov.au/_data/assets/pdf_file/0004/537700/buy-local-plan.pdf)

## Examples of acceptable purposes for expenditure

The following non-exhaustive list provides examples of the types of expenditure that would be eligible as the expenditure has a connection to COVID-19 measures:

- Assist with employment costs of Territorians to ensure the continued delivery of local government essential services, and / or local job creation / retention.
- To stimulate local economies.
- To purchase materials or equipment to support local government business continuity (e.g. video conferencing equipment to assist with convening meetings).
- To meet the cost of additional cleaning, disinfecting and sanitising of council communal places (this can include the purchasing of cleaning equipment and products from local suppliers).
- To establish washing, sanitising stations or other cleaning facilities for the local community.
- To raise and promote public awareness of COVID-19 in council facilities, ensuring information is consistent with the most up to date Northern Territory Government information.
- To undertake innovative initiatives to engage community members in socially appropriate health and wellbeing activities (e.g. free Wi-Fi or video broadcasting of story times, or online competitions).
- To create and place signage in council areas reminding community members to follow COVID-19 government announcements and advice such as personal distancing and washing of hands regularly.
- To support community-based COVID-19 protection and recovery initiatives.

## Examples of unacceptable purposes for expenditure

- Payment of employment or other operating costs already covered under another grant program.
- Reimbursement of costs already incurred by council.
- The purchase of vehicles (passenger carrying / recreational vehicles – 4WDs, troop carriers, utes, buses, quad bikes, etc.).

## Process for payment

Local government councils will receive a Letter of Offer from the Department.

The letter will comprise the total grant amount offered and conditions of the grant funding. Councils will need to return the signed acceptance form to the Department of Local Government, Housing and Community Development.

## Funds management

- The SCALE grant funding must be fully expended by 30 September 2020. However, councils may request the Department for an extension to this timeframe. Each request will be considered on a case-by-case basis by the Department.
- The balance of unspent funds is to be returned to the Department.
- Funding from the Northern Territory Government must be acknowledged in initiatives delivered under this program.
- The acquittal requirement will require a certification statement that provides information about initiatives undertaken with the funding. Regional councils are to also report on the amount allocated to each local authority area and the types of activities funding was spent on.
- A certification statement is to be laid before a council meeting. A copy of the minutes is to be provided to the Department.
- All projects are to be procured in accordance with the *Local Government Act 2008*, *Local Government (Accounting) Regulations 2008* and the Northern Territory Government "Buy Local" policy, if applicable.

## Contact details

If you require further information, please contact:

Donna Hadfield  
Manager Grants Program  
08 8999 8820

Omor Robin  
Grants Officer  
08 8999 8576

Email: [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au)



Department of  
**LOCAL GOVERNMENT, HOUSING  
AND COMMUNITY DEVELOPMENT**

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T 08 8999 8045

File reference  
LGR2016/00021

30 April 2020

Ms Renita Glencross  
Chief Executive Officer  
Wagait Shire Council  
PMB 10  
DARWIN NT 0801

  
Dear Ms Glencross

**Re: Special Community Assistance and Local Employment Grant Offer 2019-20**

On 23 April 2020, the Minister for Local Government, Housing and Community Development, the Hon Gerald McCarthy MLA, announced the establishment of a one-off \$7.1 million Special Community Assistance and Local Employment (SCALE) program in 2019-20 to support the local government sector to manage the impact of the COVID-19 pandemic.

Following the Minister's announcement, I am pleased to offer the Wagait Shire Council a one-off grant totalling \$100 000 under the newly established SCALE program. Funding guidelines for this program are attached for your information (Attachment A). Payment of funding under the SCALE program is contingent on your council resolving to adopt the attached "Public Benefit Concessions Policy for Commercial Ratepayers" (Attachment B). Your council's adoption of this policy will ensure that there is a consistent approach by councils for commercial ratepayers experiencing financial hardship.

If your council has been awarded funding under either the Special Purpose Grant (SPG) and/or Strategic Local Government Infrastructure Fund (SIF) programs, your council is expected to deliver the approved project for which this funding was offered. Where there are surplus funds remaining on completion of the funded projects, your council can repurpose these funds for expenditure under the SCALE program.

Repurposing Special Purpose Grants and Strategic Local Government Infrastructure Grants

If your council chooses to repurpose surplus funding under the SPG or SIF programs to the SCALE program, the attached template will need to be submitted to [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au) by 30 June 2020. Upon receipt of this information, the original value of the SPG or SIF grant will be reduced by the repurposed amount and added to the total value of the SCALE grant. The remaining value of the SPG and SIF grants are to be acquitted as per the original grant funding agreement. The value of the SCALE program to be acquitted will need to include both the original amount of the grant and all repurposed amounts.

Special Community Assistance and Local Employment Grant Offer 2019-20

All SPG and SIF funding repurposed to under the SCALE program will fall under the requirements of the SCALE funding guidelines, SCALE funding terms and conditions, and will need to be acquitted under that program. Please note all SCALE funding is to be fully expended by 30 September 2020. Failure to do so may result in unspent funds being requested to be repaid. However the Department will consider requests for an extension of time to complete already-started projects on a case by case basis.

This offer is to be accepted on the conditions in the attached acceptance form. Completed acceptance forms should be returned to [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au) by 29 May 2020. Expenditure under the SCALE program is to be certified in GrantsNT, including confirming purchases have been procured in accord with the Northern Territory Buy Local Plan as far as possible.

The 2019-20 Special Purpose Grants and Strategic Local Government Infrastructure Funds will not be proceeding as these grant programs have been repurposed to provide councils with essential financial support to assist with the COVID-19 pandemic.

Should you have any queries in relation to the SCALE program or GrantsNT, please contact Donna Hadfield, Manager Grants Program, on 8999 8820. For queries on the "Public Benefit Concessions Policy for Commercial Ratepayers", please contact Ethan Redshaw, Manager Legislation and Policy on 8995 5107.

I take this opportunity to acknowledge your council's efforts in keeping the Territory's communities safe, and look forward to continue working in collaboration with your council during and beyond these challenging times.

Yours sincerely



MAREE DE LACEY  
Executive Director  
Local Government and Community Development

# Public benefit concessions policy for commercial ratepayers

Resolution date and reference:	[Insert date and reference to council resolution]
Records number:	[Insert record number]

## 1. Purpose

This public benefit concessions policy seeks to advance the following purposes under the *Local Government Act 2008*:

- (a) securing the proper development of council's area (section 167(1)(a)); and
- (b) promoting community health or welfare (section 167(1)(e)).

## 2. Definitions

**Appropriate rent relief** means that the landlord has negotiated in good faith with their tenant for rent relief in line with the Code of Conduct, agreed to by National Cabinet.

**Commercial ratepayer** means a ratepayer for an allotment that is not classed as residential under council's assessment record (section 152).

**COVID-19 pandemic period** means the period (or reasonable subsequent recovery period) in accordance with the Code of Conduct, agreed to by National Cabinet.

**Eligible business** means a business that is eligible under the Relief Package, which is aligned with the Commonwealth Government's JobKeeper programme.

**Hardship Register** means the register of eligible businesses that are assessed as meeting the requirements of the Relief Package.

**Relief Package** means the Jobs Rescue and Recovery Plan's Business Relief Support Package.

## 3. Eligibility criteria

A commercial ratepayer is eligible for rate concessions on an allotment if the ratepayer has a rates liability on the allotment for 2019-20 and / or 2020-21 and is:

- (a) an eligible business that has business premises on the allotment; or
- (b) a landlord that has provided appropriate rent relief to a tenant that is an eligible business that has business premises on the allotment.

## 4. Rate concessions

On application by an eligible commercial ratepayer, the council will grant the following for each qualifying allotment:

- (a) for ratepayers who have paid their 2019-20 rates in full – a refund in part of rates paid for 2019-20 (issued as a grant from the council to the ratepayer); or
- (b) a waiver in part of rates owing for 2019-20 (with any excess rate waiver amount provided as a waiver in part of rates for 2020-21); or
- (c) a waiver in part of rates for 2020-21.

In addition, for all qualifying allotments, the council will grant a deferment of the obligation to pay rates declared for 2020-21 until 1 January 2021.

The total amount available under (a), (b) or (c) is to be equal to a three-month waiver on annual rates for the allotment in accordance with council's declaration of rates for 2019-20.



*Public benefit concessions policy*

For new allotments, the rate waiver amount under (c) is to be calculated proportionately based on what the allotment would have been rated if it were included in council's declaration of rates for 2019-20.

## 5. Applications

Applicants must demonstrate eligibility by providing information that meets the requirements of the terms and conditions of the Relief Package or the eligibility criteria under this policy.

Rate concessions under this policy are to be granted to an eligible commercial ratepayer either:

- (a) on council's own initiative, based on an application to the Hardship Register; or
- (b) on application by the commercial ratepayer to the council.

### 10.2 Audit Committee Meeting – 18 May 2020

The Audit Committee Meeting was held Monday 18 May 2020.

The confirmed minutes from the 22 January meeting of the Audit Committee will be circulated to Councillors via email.

Policies recommended by the Audit Committee will be entered as late business.

**Resolution No. 2020/  
That Council receives and notes the Audit Committee Meeting Minutes for 22  
January 2020.  
Moved:  
Seconded:  
Vote:**

### 10.3 2020-2021 Budget and Business Plan Schedule

A schedule has been set for the Council to consider the 2020-21 Rates, Fees and Charges and review the draft Budget for 2020-21 as follows:

<b>Timeline</b>	<b>Action</b>
16 June 2020	Ordinary Council Meeting to adopt Draft 2020-21 Council Plans and Budget Rates, Fees and Charges, Members Allowances.
19 June 2020	Council to publish notices of the Draft 2020-21 Council Plans, Budget and Rates; minimum 21 days for submissions (closes Friday 10 July 2020)
21 July 2020	Ordinary Council Meeting to review submissions and adopt Final 2020-21 Plans, Budget and make Declaration of Rates
31 July 2020	<ul style="list-style-type: none"><li>• Deadline for 2020-21 Rates to be Declared</li><li>• Deadline for Council to adopt 2020-21 Council Plan</li><li>• Deadline for Council to adopt 2020-21 Budget and long-term Financial Plan</li></ul>

#### **10.4 RV Tourism / Dump Points**

For Discussion - the Campervan and Motorhome Club of Australia are looking to develop a RV Dump point in proximity to public toilets in the Wagait Beach area. Information leaflets have been emailed to councillors.

#### **11.0 AGENDA ITEMS FOR RECEIVING AND NOTING**

Nil

#### **12.0 QUESTIONS FROM MEMBERS – WITH OR WITHOUT NOTICE**

Nil

#### **13.0 QUESTIONS FROM THE PUBLIC – WITH NOTICE**

Nil

#### **14.0 PETITIONS/DEPUTATIONS**

Nil

#### **15.0 UPCOMING EVENTS**

##### **15.1 WALK SAFELY TO SCHOOL DAY – postponed**

The Pedestrian Council of Australia (PCA) wishes to advise that the Walk Safely to School Day scheduled for 15 May 2020 has been postponed, due to Federal Government directives regarding COVID-19.

##### **15.2 TERRITORY DAY**

The 2020 Territory Day Fireworks display has been cancelled.

##### **15.3 WAGAIT ART'S GROUP (WAG) FESTIVAL**

The Community Centre has been tentatively booked for the weekend 24-26 July for the 2020 WAG Art Exhibition and Festival.

##### **15.4 SENIORS MONTH**

Scheduled for August 2020, pending confirmation of grants to deliver a range of new experiences and workshops for healthy, creative and social elders.

**16.0 LATE ITEMS AND GENERAL BUSINESS**

**P31 Dispute Resolution, Counselling, Disciplining and Dismissal  
P32 Discrimination, Harassment and Bullying**

**17.0 IN-CAMERA ITEMS**

**Resolution No. 2020/.....**

**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;**

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

**Moved:**

**Seconded:**

**Vote:**

At ..... pm Council closed the meeting to the general public.

**Resolution No. 2020/.....**

**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.

**18.0 DATE OF NEXT MEETING**

The next Council Meeting is to be held on Tuesday 19 May 2020 in the Council Chambers, 142 Wagait Tower Road, Wagait Beach NT 0822

**19.0 CLOSE OF MEETING**

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