



WAGAIT SHIRE COUNCIL
ANNUAL REPORT 2011-2012



ANZAC Day April 25th 2012

INTRODUCTION

This is the 4th Annual Report produced by The Wagait Shire Council.

The report has been generated to satisfy the requirements of the Section 199 of the Local Government Act 2008 which states in part that the Council must cause to be prepared an Annual Report on its work during the preceding financial year. This report therefore discusses Council activities from 1 July 2011 to 30 June 2012.

This report gives an account of council's performance in achieving the goals and objectives of the council's shire plan 2009/2012 and includes;

- The President's report for the year summarising council achievements during the year as well as the Chief Executive Officer's report on the financial performance.
- The council audited financial statements of Wagait Shire Council for twelve months to 30th June 2012 are included in this report.

Any matters of significance, to the date of this report, which may affect the delivery of council programs and delivery of services to the shire, as stated in the shire plan 2011/2012 are mentioned in this report.

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PRESIDENT'S REPORT 2012

(President to provide)

CHIEF EXECUTIVE OFFICERS REPORT

Over the past twelve months, the Council has continued to maintain progress in meeting the recognised needs of the community and the objectives of the council as determined in the 2009/2012 Shire Plan and confirmed in the 2011/12 review of this plan adopted by council in November 2011.

In this plan, council decided to increase rates for 2011/12 by \$14.00 per Lot. This decision was made in an environment of increasing costs of maintaining the delivery of services in the shire, and a reduction in the level of operational grants from the NT Government. This is placing increased pressure on council in meeting the objectives of the Shire plan and the various needs of the community.

The reserves of the council for ongoing projects and delivery of services in the shire, however, remain strong and adequate to ensure that these projects and services stated in our shire plan are completed and delivered.

There has been one staff change during the year, in the Works Department. We now have efficient staffing throughout council. In addition council has introduced a new accounting system to support the financial management of the council.

The next 12 months promises to be a busy and interesting one for council and we look forward to the continued support of the community of Wagait Beach in meeting the challenges in providing the services and needs of the shire during the year.

Geoff Handicott
Chief Executive Officer

STRUCTURE

Council commenced the Financial Year with the following seven elected members.

Shire President: Peter Clee
Vice President: Karen Duncan
Councillors: Darryl Withnall
Rocky Magnoli
Matthew Prouse
Patricia McIntyre
Vera Lamont (resigned October 2011)
Ian Crawshaw (replaced Vera Lamont)

NT Council Elections were held on 24th March 2012, with the following seven elected members.

Shire President: Trish McIntyre
Vice President: Lisa-Marie Stones
Councillors: Peter Clee
Matthew Prouse
Lil Prouse
Ian Crawshaw
Shenagh Gamble

Members of Council to 23 March 2012



Back Row; Crs Ian Crawshaw, Darryl Withnall, Matt Prouse

Front: Crs Trish McIntyre, Karen Duncan, Peter Clee (President). (Absent - Rocky Magnoli)

Councillors are elected for a term of four years.

Members of Council from 24 March 2012

(Group Photo of new Council from 24 March 2012)

MEETINGS

The council meets on the 3rd Tuesday of each month at 7:00pm.

Meeting agendas are available online in the week prior to the Tuesday meeting.

A hard copy of the summary of the Agenda is available from the Council Office.

All meetings are open to the public with the exception of some sessions that may contain confidential information.

Copies of minutes of the meetings are available at the council chambers and at the local store Friday following the Council Meeting.

COUNCIL STAFF

Council employs a Chief Executive officer, one full-time Administration officer, a Works Supervisor, a Labourer, and a part-time Cleaner. In addition to this, we source local contractors to assist us with specified jobs such as electrician, welding, builders etc.

Over the past year, there have been a few staff changes. Geoff Handicott continues as Chief Executive Officer, having commenced in this role in January, 2011.

Shelley Gray, Administration Officer, resigned in June 2012, her resignation becoming effective in July 2012.

In the Works Dept., Russell Thurston resigned as Labourer in November 2011, and was replaced by Rowan Roberts.

Council has obtained funding for a Sport and Recreation Officer, advertised the position, but been unable to recruit a suitable applicant.

MEET YOUR COUNCIL STAFF

Geoff Handicott

Chief Executive Officer

Geoff joined the council in January 2011, following the resignation of the previous CEO, John Keenan. Geoff has over 30 years senior management and financial management experience both in Industry and in various shire councils throughout the Territory.

Shelley Gray

Administration Officer

Shelley began working for council in July 2010. Prior to moving to Wagait Beach in 1997, Shelley worked in the banking sector then Admin Manager in the Transport Industry for 9 years. Since moving to Wagait Beach she did a 7 year stint in the Federal Government as well as periods in the Local Supermarket and the Mandorah Beach Hotel.

Angela Adams

Cleaner

Angela joined the council team in December 2008 and has the role of cleaner for all the Wagait Shire's properties. Angela is in charge of maintaining the cleanliness of the Sports Ground Ablution blocks, the Community Centre and Council Chambers. Angela also assists with setting up for many community events, and assists in the Council Office when required.

Gary Zikan

Works Supervisor

Gary commenced employment with Council in August 2005. He has previously worked in the maritime freight industry and has also been employed by companies operating regular public transport ferry services to Mandorah. Gary has been Supervisor since 2007, and is in charge of managing council's outside workforce, including, but not limited to, council contracts held with government departments and outside organisations.

Russell Thurston**Labourer**

Commenced in May 2011. Resigned November 2011.

Rowan Roberts**Labourer**

'Robbo' commenced December 2011. He spent 20 years in the Air Force, 3 years working with Radio Australia, and held various other positions within the Darwin area. Robbo purchased his block of land at Wagait Beach in 2000, and relocated here in 2005. He looks forward to assisting the community by working for Council.

ASSESSMENT OF COUNCIL PERFORMANCE

SERVICE DELIVERY

The Local Government Act provides that the Council must deliver certain core services, although the Council is not compelled to do so where circumstances do not permit.

The Council resolved in its Shire Plan 2008/12 and in the review of this plan in July 2011 that it proposes to deliver the following services to its residents:

Core Services

Those services identified within the Local Government Act that the Council has determined to provide are:

- Advocacy and Representation on Local and Regional Issues
- Asset Management
- Civic Cultural and Sporting Events
- Companion Animal Welfare and Control
- Council Planning and Reporting
- Financial Management
- Governance
- Human Resource Management
- Information Technology
- Library and Cultural Heritage
- Local Emergency Management
- Local Roads Maintenance
- Local Roads Upgrade
- Maintenance & Upgrade Council Buildings
- Maintenance and Upgrade Parks & Reserves
- Public and Corporate Relations
- Records Management
- Revenue Growth
- Risk Management
- Traffic Management
- Training & Employment
- Waste Management
- Weed Control & Fire Hazard Reduction
- Memorial Garden

Agency Services

Those services that are provided, providing external funding is available.

- Sport & Recreation
- Aged & Disabled Care
- Family (Including Child Care)

Council is in receipt of funding which permits the employment of a part time sports and recreation officer

Commercial Services

Those services that provide income to the Council.

- Power and Water Contract – currently subcontracted by council through Goodline Pty.Ltd
- Mandorah Jetty Maintenance – Council was successful in winning the Jetty Contract in March, 2012. The contract had previously been awarded to another organisation for a short time, as Wagait Shire Council did not possess the required CAL Accreditation. This has since been rectified.
- Restricted Use Area maintenance and weed spraying – through contracts with the Dept of Planning and Infrastructure

Other Services

Services determined by the Council to meet community needs and expectations.

- Local Welfare and Social Services
- Seniors Program
- Wagait Beach Medical Clinic



*The Council is required to report on service delivery activities within this Report.
The report follows:*

CORE SERVICES

ADVOCACY & REPRESENTATION ON LOCAL AND REGIONAL ISSUES

Objective:

To participate in Regional Boards or committees, to represent council views on local and regional issues.

Performance:

The Council has appointed delegates to a number of Committees including, Local Government Association Northern Territory, TOPROC, Restricted Use Area Committee etc.

Councillors attend meetings of these organisations on a regular basis without remuneration.

Performance Measurement:

Continued participation of Council Members and staff at representative Local Government and NT Government committees and meetings.

CIVIC EVENTS

Objective:

To manage and support quality events and community minded ideas on behalf of the council.

Performance:

The Council undertook the organisation of various community events, including:

- Australia Day Celebrations
- ANZAC Day Celebrations
- Territory Day Celebrations
- Seniors Ball
- Walk to School Day
- Tuesday ladies group
- Christmas function/s



Jill Formby enjoys the 'Gangsters & Molls' Seniors Celebrations in August 2011.



Council staff serve breakfast on the Jetty to 'Walk to School' participants, May 2012



ANZAC Day March 2012

Performance Measurement:

It is the intention of council to continue to promote activities in the community wherever possible. The Wagait Beach community's' response to the various events and activities organised by the council has been excellent.

Attendance figures were constant this year even with an influx of population, attendees were still comparable to previous years. There is still a great sense of community spirit amongst the locals as well as the number of volunteers for each event.

GOVERNANCE

Objective:

Provide support and governance services incorporating:

- *Chief Executive support*
- *Civic Functions*
- *Governance*
- *Elected Member support*
- *Public relations*
- *Administration services*
- *Over 90% of elected members attended monthly council meetings*

Performance:

- *Elected Members of council have voted not to receive any meeting expenses.*
- *As previously determined council meetings, agendas and minutes continue to be made available to the community in a timely manner, as well as being placed on the council's website.*

PUBLIC AND CORPORATE RELATIONS

Objective:

To continue with the provision of communication with the general public through media contact and press releases.

Performance:

- *The local media attends Council meetings. The CEO provides the local media with reports following each Council meeting.*
- *The council maintains a public notice board at the council office and a further notice board is located at the local store. Other information of interest to community members is displayed on the Ferry, which travels between Mandorah and Darwin.*
- *Council minutes are copied and made available for collection from the local store.*
- *The level of council's performance in establishing good public relations is determined by the reaction of the community to council programs and media releases.*

TRAINING AND EMPLOYMENT OF LOCAL PEOPLE

Objective:

To provide increased training for local persons as well as employee opportunities.

Performance:

With a compliment of only 5 employees, all are from the local area. Upon the need for sub-contracting work, we source what we can locally, specifically earth moving, electrician and various sub-contractors that assist our current council labourers.

The construction of the Bicycle track is an example of the use of local sub-contractors in completing a project for the community. The administrative officer has undertaken training in various aspects of office administration and computer use. The Works staff continue to receive training to acquire licences and update skills.

Performance Measurement:

- *Local people currently occupying all positions at the council, with the exception of CEO*
- *Administration officer is handling Council finances 'in house' rather than relying on external Accountants.*

COUNCIL PLANNING AND REPORTING

Objective:

It is the plan of council to develop long term strategic plans, including business and service delivery plans to ensure the long term sustainability of Council in the delivery of services to the community.

Performance

To support the development and performance of the plans, the council undertakes the preparation of a Shire Plan on an annual basis. The Shire Plan contains information on long term planning, service delivery objectives and Council's budget. The shire plan is prepared annually and is lodged with the Department of Local Government. The performance of the plan is undertaken in the preparation of the Annual Report.

Performance Measurement

- *Establish appropriate strategic and business planning processes and systems – all plans currently finalised via community consultation*
- *Provide regular reports to the community on service delivery – Articles are included in the monthly local newspaper and council minutes.*
- *Public consultation sought on all council plans and budgets and prompt responses to all community inquiries*
- *The council, has, during the year:*
 1. *Completed the Annual Shire Plan as required*
 2. *Produced an Annual Budget aimed at ensuring the services stated in the plan can be provided*
- *The public response to council's plans and reporting will indicate the level of achievement of these plans.*

FINANCIAL MANAGEMENT

Objective:

Maintain a financial management system in accordance with the Australian Accounting standards and Local Government Accounting regulations including maintaining assets, maintaining internal controls, maintaining an effective rates system and regular reporting to the council.

It is the plan of Council to improve the efficiency and economy of the current financial accounting system. Council has implemented the MYOB Accounting system, that will achieve this goal and provides a much more user friendly system for Council staff.

Performance:

- *The council achieved compliance in all of its financial functions including from day to day operations, reporting to council to preparation of the annual report.*
- *The council's financial management meets all statutory requirements.*
- *Shire budget completed and lodged with Shire Plan with the Department of Local Government in required timeframe*

HUMAN RESOURCE MANAGEMENT

Objective:

To ensure that the employment of all council employees is in compliance with council policy and industry award and is subject to regular reviews and training.

Performance:

During the year, Council has experienced a small turnover of staff, with one member of staff leaving. The Council has a commitment to provide employees with improved and more flexible working arrangements, and to provide increased training opportunities.

This is identified in the annual performance review of all employees. Employees are asked to identify training and other work needs. The agreed needs are then sourced throughout the year for attendance by employees.

The Council has developed policy for recruitment and human resource management. The policy basically provides that all employees and prospective employees be treated equally.

Performance Measurement:

- *All employees receive training wherever available, and are satisfied with their conditions of employment.*
- *Performance review of outdoor staff undertaken during the year.*

IT AND COMMUNICATION

Objective:

To ensure that all IT functions in council are effectively managed and that effective and timely support services are available for the operation and management of councils hardware, software and internet systems.

Performance:

Council is currently contracting with an IT solutions firm to support its IT systems. The existing wireless based network and internet system has been made a more secure system, which is more reliable and less subject to problems. Council has also ensured that adequate training is sourced for all employees required to use the Council computer systems.

Performance Measurement:

- *Action undertaken to improve IT services and reliability and less down time of computer and internet systems*
- *Council documents lodged on website are up to date*
- *Appointment of new IT solution firm to monitor and maintain IT system*
- *New computerised accounting system has been installed, and staff training commenced.*

RECORDS MANAGEMENT

Objective:

To improve council maintenance of records in accordance with statutory requirements.

Performance

Inward and outward correspondence is recorded on a daily basis.

Correspondence not requiring the attention of the Council is dealt with within two days of receipt.

Implementation of a new filing system has been introduced that provides interaction with Council Minutes and correspondence.

All Council decisions are recorded in a Resolutions Register, making it easy to access past decisions.

All financial records are maintained on an in-house server and are subject to daily backup recording.

Performance Measurement:

- *Continued maintenance of council records, (reports, minutes and communications) in a timely and effective system.*
- *Adoption of a more streamlined and efficient system of maintaining records under review*
- *Archiving of older documents continues.*

REVENUE GROWTH

Objective:

To ensure that funding council operations are adequate through appropriate rating policies and maximisation of grants, fees and charges and other available income sources.

Performance:

Maintenance of rates to ensure that council services, as stated in the shire plan, are achievable.

The Council has always maintained that providing the Council receives the same level of grant assistance as in previous years, the financial viability of the Council will not be affected. Unfortunately the Territory Government has announced a reduction in some areas of grant support commencing in 2011/2012. This will require the Council to look at other strategies to ensure that the level of administration and services are maintained in accordance with the Shire Council, and to the same standard as in previous years.

Performance Measurement:

That:

- *All services are effectively maintained with staff and funding limitations*
- *Adequate funding resources are kept with grants continued to be sought and obtained*
- *Level of staffing is maintained, with competitive wages*
- *High level of rate collection is achieved with lower amount of rates outstanding*

RISK MANAGEMENT

Objective:

To implement required level of risk management in council

Performance:

Staff are to be trained in better risk management and improved risk control policies and procedures are adopted.

Performance Measurement

- *All appropriate insurances in place and all assets adequately insured throughout the council*
- *Risk reduction procedures are in operation*
- *The use of improved risk management procedures by staff in all areas of council operations*
- *Up to date asset register maintained.*

ASSET MANAGEMENT

Objective

To implement improved asset management planning and support services for council assets.

Performance

The council maintains a comprehensive asset register that is updated on an annual basis. Assets are maintained in a good order as required for the various tasks and services of council

Performance Measurement

- *Increased planning in all aspects of asset management.*
- *Annual review of assets register indicates that it is maintained in a up to date situation*

COMPANION ANIMAL WELFARE AND CONTROL

Objective

To provide adequate procedures in the care, custody and control of animals in the community to protect health, safety and the environment.

Performance:

- *The Council has not deemed it necessary to introduce by-laws for the control of animals. Residents are relied upon to undertake responsible pet ownership.*
- *The Council provides assistance where possible when feral or dangerous animals are involved.*
- *Number of dangerous dogs destroyed are lower than previous years*
- *Complaints from community concerning dangerous dogs acted on promptly*
- *Issues regarding feral pigs acted on promptly.*

LIBRARY AND CULTURAL HERITAGE

Objective:

To continue to improve the current library facilities and to support cultural heritage projects.

Performance

The library based in the council office continues to grow at an exceptional rate with the number of books donated generously throughout the year and additional shelving has been installed.

Performance measurement

- *The number of persons using the library remains at same level as previous years*
- *Number of books available have increased considerably*
- *Computer and printer for public use installed in library area of council. Internet access also available within the library.*



LOCAL EMERGENCY MANAGEMENT

Objective:

To support the preparation and planning for local emergency facilities in the shire, through participation in relevant committees and expansion of council involvement in cyclone disaster and recovery planning areas..

Performance:

The Council maintains representation on the local Emergency Services Committee. Support as and when required provided to Emergency Services and the local Bush Fire brigade.

The Council maintains two cyclone shelters and is represented on the Territory Cyclone Shelter Committee. Providing support for the formation and continuation of Wagait Disaster Recovery Committee with involvement from LGANT and the NT Government.

Performance Measurement:

- *Continued attendance of emergency planning meetings and primary financial support as required.*
- *Ongoing support of disaster recovery and emergency planning in the shire*

LOCAL ROAD MAINTENANCE

Objective:

Maintenance of sealed and unsealed roads, footpaths and kerbing.

Performance:

- *Roads are assessed on an annual basis to determine if resealing is required. Minor repair work is undertaken by Council employees.*



MAINTENANCE AND UPGRADE OF COUNCIL PARKS AND RESERVES

Objective:

Develop and maintain Council's parks, gardens and open space facilities including enhanced visual amenity quality areas and facilities and increased community leisure options.

Performance:

The main areas of Council responsibility include the sportsground, the area adjacent to the Council Office/Community Centre and beach access areas. Maintenance of the areas is undertaken on a regular basis. The Office / Community Centre area is maintained by way of plant watering, mowing, cleaning of carpark and weed control.



The sportsground requires priority attention as the area is regularly used for sporting programs, Council events, community functions. A caretaker is still currently residing at the Sportsground and is provided at no cost to the Council.

In fact, the caretaker assists council with reporting of bad behaviour, opening and closing of amenities as well as volunteering on community events held at the Sportsground.



Beach access areas are maintained by way of provision of rubbish receptacles and clean ups when any refuse is detected. Also, a supply of vinegar is made available at each access point to assist with marine stings.



MAINTENANCE AND UPGRADE OF COUNCIL BUILDINGS AND ASSETS

Objective:

Manage and maintain Council's public buildings, facilities and fixed assets including effective and timely maintenance, enhanced community utilisation and compliance with statutory requirements.

Performance:

Usage of the Wagait Beach Community Centre is increasing with regular bookings for various activities. No major maintenance works have been required to be undertaken on the building.

The sportsground continues to receive regular patronage. Another addition was the local play group which utilises the sportsground during the dry season and the community centre during the wet season.

Council's other buildings have not required any major maintenance.

Plant and equipment is serviced on a regular basis.

Adequate maintenance of all buildings is provided for in council's annual budget

TRAFFIC MANAGEMENT ON LOCAL ROADS

Objective

Ensuring that our roads have adequate street signage and traffic control, to increase the safety of users of the road network.

Performance:

Maintain street sign and improve all areas of safety on our roads.

Performance Measurement

The level of feedback from road users and street signs maintained and updated.



WASTE MANAGEMENT

Objective

It is the objective of council to provide facilities for the collection and disposal of domestic and commercial waste. This is provided through the efficient management and maintenance of dump facilities and other environmental health protection services in the community, including litter reduction in public areas.



Performance:

There is no requirement upon the council to collect household refuse. The council maintains a dump facility located on the Cox Peninsular Road. Access to the dump is not restricted and council relies upon the integrity of persons in depositing waste in the appropriate places. A waste oil facility is available as well as a recycling container facility.

Following commencement of the Wagait Shire recycling program, cans bottles and plastics are collected in separate cages at the dump facility and transported back to council grounds prior to being transported into Darwin for recycling. The current process is still undergoing some upgrading.



During the year, a considerable quantity of metal rubbish (cars, household goods, and other disposed metal) was removed from the area designed for such rubbish at the entrance of the existing rubbish dump.

Signs have been erected in the dump facility highlighting the various rubbish areas.

The level of performance achievement of the councils waste management is measured by the level of effective use of the rubbish dump facilities by the community, as well as the excellent use of the recycling facilities for containers provided at the rubbish dump.



WEED CONTROL AND FIRE HAZARD REDUCTION

Objective:

Reduce fire hazards and increase the amenity of the area through the control of noxious weeds around Council controlled roads and facilities.

Performance:

The Council maintains a proactive approach in dealing with weeds and fire hazards on Council owned/controlled property.

During the wet season regular spraying of weeds is undertaken upon detection.

Growth is also contained by way of regular mowing. Council supports the Local Fire Brigade in the eradication of all noxious weeds in the community.

Also during the year, council completed two contracts with the Department of Planning and Infrastructure, maintaining weed control and fire breaks in the Restricted Use Areas of the shire. These contracts are undertaken each year in conjunction with the Department.

AGENCY SERVICES

SPORT AND RECREATION PROGRAM

Objective:

To ensure that sporting and recreational facilities are supported in the shire and funding sought for programs for all the community.

Performance

This position is now vacant. A sports and recreation officer was employed during the time of 2008, with the responsibility mainly focusing on the children in the community. We are currently seeking to employ a Sports and Recreation Officer who will cater to the Sports and Recreation needs of the entire community. The position will still be funded by the NT Government, and continual funding will be sourced throughout the year to provide assistance and general recreation for all ages of the community.



COMMERCIAL SERVICES

Power and Water & Jetty Contracts

Objective:

Undertake ongoing maintenance and monitoring of assets on behalf of the Department of Planning and Infrastructure.



Performance:

The water supply maintenance contract includes monitoring of bore flows, maintenance of bore compounds, mowing and weed spraying of the water tank site and taking of samples for analysis.

Both contracts generated additional revenue with works additional to the contracts being secured by the Council.

In the current 2011/2012 year, council has a subcontract with Goodline (who is contracted to Power Water Corporation) for the delivery of services in respect to the maintenance of the water supply systems. Previously there was a contract

directly with Power Water Corporation. The level of income to council is expected to be similar in 2011/12 as in 2010/11

With respect to the contract for the maintenance of the jetty complex this contract was awarded to another operator for 2011, after the twelve month contract was placed for tender in November 2010. Council was successful in the tender process for 2012, and has provided services to meet the terms of the contract from March 2012.

OTHER COUNCIL SERVICES

OTHER COMMUNITY SERVICES

Objectives:

It is the aim of the council to ensure that it provides a broad range of services to the community of Wagait Beach as funding and facilities permit. This includes providing residents with access to medical services, seniors programs and other social welfare services as determined from time to time.

Performance:

The current medical centre located in Wagait Beach with opening hours Tuesday and Thursday from 5pm – 8pm has been very successful, where all basic medical inquiries may be looked at with professional medical advice. There is a children's vaccination service available at the centre, as well as a local District Medical Officer available outside these hours.

The community centre which was completed in 2008 is proving to be a valuable asset to the community with the local seniors' group meeting each Tuesday at 10am. There is also a local play group who attend the centre on alternate Thursdays, from 10 – 12noon.

A Veterinary service visits bi-monthly, and the centre is also used for various functions, special meetings, fire and emergency services meetings also.

The centre is also the main cyclone shelter for the area.