

WAGAIT SHIRE COUNCIL

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SHIRE PLAN

2016 – 2017

Contents

1. Introduction	4
2. About Wagait Shire Council	4
3. Social and Economic Impacts of Rating System	4
4. Constitutional Arrangements.....	5
5. Opportunities.....	5
6. Challenges	5
7. Long Term Financial Plan	5
8. Service Delivery Plans	6
9. Methodology.....	6
10. Core Services.....	6
Local Infrastructure.....	6
Local Environment Health.....	6
Local Civic Services.....	6
Community Engagement in Local Government.....	6
Commercial Services.....	7
Agency Services.....	7
Other Community Services	7
Notes on Non-Core Services	7
Development of Service Delivery Plans	8
11. Rating Policy.....	8
12. Overview of 2016 – 2017 Financial Year Plan.....	9
Financial statements	10
13. Contact Us.....	10
Overall Governance Objectives.....	11
1. APPENDIX 1 – Service Delivery Plan 2016 – 2017	13
2. Maintenance and upgrade of parks, reserves and open space	15
3. Maintenance and upgrade of public buildings, facilities and fixed assets	16
4. Local road upgrade and construction	17
5. Local roads maintenance	18
6. Traffic management on local roads	19
7. Fleet, plant and equipment maintenance	20
8. Waste management and litter reduction	21

9.	Weed control and fire hazard reduction	22
10.	Animal welfare and control	23
11.	Library, culture and heritage.....	24
12.	Civic events	25
13.	Local emergency services.....	26
14.	Administration of local laws.....	27
15.	Customer relationship management	28
16.	Governance	29
17.	Advocacy and representation on local and regional issues.....	30
18.	Commercial contracts	31
19.	Sports and recreation	32
20.	Local welfare and social services	33
21.	Visitor accommodation and tourism	34
21.	Asset management	35
22.	Council planning and reporting.....	36
23.	Financial management.....	37
24.	Human resources	38
25.	Information technology and communications	39
26.	Public and corporate relations.....	40
27.	Records management	41
28.	Revenue growth.....	42
29.	Risk management.....	43
1.	APPENDIX 2 - Budget 2016 – 2017.....	44
2.	Budget Objectives and Measures	48
3.	Maintenance and Infrastructure Expenditure	48
1.	APPENDIX 3 – Long Term Financial Plan	49

1. Introduction

This plan has been prepared in accordance with the requirements of Section 23 of the *Local Government Act* that will guide the future direction of local government within the Northern Territory.

The financial year of 2015 – 2016 was an exciting time and saw Council establishing new initiatives such as the kerbside household waste collection, quarterly hard waste collection, solar power generation for Council's property on Wagait Tower Road, dog microchipping, maintenance of roads, replacement of street signs and a renewed focus on the beautification of Wagait Beach.

In this coming year, maintenance on Council's ageing infrastructure and keeping the town's grounds well maintained will be the major focus. The infrastructure items that are in urgent need of repair or replacement are gutters, water tanks, building paintwork, plumbing and plant and equipment.

2. About Wagait Shire Council

Vision: to meet community expectations in relation to the level and quality of service delivery.

Mission: through accountable, honest and open governance, the Wagait Shire Council will listen to and communicate with residents to provide a strong voice and appropriate services to the whole of the community.

Key values:

- Respectful – respect and support for the needs of the community
- Accountable – effective, open, and honest governance and administration
- Inclusive – value and incorporate local knowledge and viewpoints
- Collaborative – focus on teamwork within our organisation and the creation of external partnerships to improve services
- Innovative – continuous improvement and development

The Council was established as the Cox Peninsula Community Government Council on 28 April 1995 and was renamed on 01 July 2008 to Wagait Shire Council. The shire is located west of Darwin and is a 12 minute ferry ride or a 138km drive from the Northern Territory Capital.

The Council derived its previous name from the Cox Peninsula and was named after Matthew Dillon Cox who was regarded as the Territory's first pastoralist after he applied for a lease over the peninsula in 1869. The current name is derived from the name of the town.

The population of Wagait Beach is approximately 450, Council has four permanent and two part time staff and there are 14km of internal roads.

3. Social and Economic Impacts of Rating System

From the 2011 Census, there were 194 males and 175 females residing in Wagait Beach with the median age being 47. There is very limited local industry and employment opportunities apart from the Council, supermarket, Country Club and a few self-employed contractors and trades people; the majority of the labour force works in Darwin. 210 people reported being in the workforce with 59.5% employed full time and 24.8% employed part time. The median weekly personal income is slightly higher at \$880 compared to the Northern Territory's \$745. Likewise the family income is also higher at \$1,922 compared to \$1,759.

Council levies rates by applying a flat rate to all allotments, regardless of size or number of dwellings. The rates are the lowest in the Northern Territory and this year will see a \$300 waste management levy charged to residents for the first time. The waste levy will also be the lowest in the Territory.

The condition of a lot of Council's infrastructure, machinery and equipment is poor and requires maintenance or replacing. There are currently no opportunities to expand the town boundaries to obtain more rateable properties so increasing rates and relying on Government Grants is the only way to raise revenue. As a result of such low rates, grant applications are sometimes not viewed favourably when Council seeks funding from the Government. As a result of the introduction of the waste management levy, a minimal increase of \$34.70 per allotment has been applied.

4. Constitutional Arrangements

Council is formed by President Peter Clee, Deputy President Brad Irvine and Councillors Alex Richmond, Kurt Noble, Shenagh Gamble and VJ Thorpe; there is currently one vacancy. There are no Wards and it is considered that the community is effectively and fairly represented.

Council intends to carry out an electoral review prior to August 2016. During the review, council will consider:

- (1) community of interests in the local government area including economic, social and regional interests;
- (2) types of communication and travel in the local government area with special reference to disabilities arising out of remoteness or distance;
- (3) the trend of population changes in the local government area;
- (4) the density of population in the local government area; and
- (5) the physical features of the local government area
- (6) the required number of Councillors

5. Opportunities

Council will pursue opportunities to improve its level of sustainability by:

- Increasing revenue by entering into new contracts to deliver services to various government departments
- Utilising shared services arrangements with other large councils, the Belyuen, Coomalie and Wagait Local Government Advisory Group (BCWLGAG) and the WA Local Government Group (WALGA) and the Local Government Association of the Northern Territory (LGANT)
- Liaising with the NT Government for boundary expansion opportunities

6. Challenges

We face the following challenges:

- Ageing plant and equipment
- Long term ability to meet increasing legislative responsibilities with current staffing levels
- Securing grant funding when declared rates are very low
- Improving waste management delivery to include green and recycled wastes
- Securing more rateable land to increase rates revenue

7. Long Term Financial Plan

A Long Term Financial Plan has been developed to ensure Council will be financially sustainable and is available on Council's website and at the end of this plan.

8. Service Delivery Plans

The development of service delivery plans is based on the identification of individual services and the classification of those services as follows:

- a) Core services
- b) Commercial services
- c) Agency services
- d) Other Council services

9. Methodology

The following methodology was used to prepare this business plan.

- Input from the Council
- Support from the Department of Local Government and Community Services
- Input from the community
- Draft and detailed review

10. Core Services

Core services are services that the Council has been required to deliver since 1 July 2008 under the Northern Territory *Local Government Act*.

After consultation with the community and assessing the impact of not introducing some of the listed services (marked **), these services will not be provided by the Wagait Shire. These decisions will be reassessed in the event of a change in circumstances or on request from the community.

The following core services will be provided to the Wagait Shire community:

Local Infrastructure

- Maintenance and upgrade of parks, reserves and open spaces
- Maintenance and upgrade of buildings, facilities, and fixed assets
- Management of cemeteries**
- Lighting for public safety including street lighting**
- Local road upgrading and construction
- Local road maintenance
- Traffic management on local roads
- Fleet, plant and equipment management

Local Environment Health

- Waste management including litter reduction
- Weeds control and fire hazard reduction
- Companion animal welfare and control

Local Civic Services

- Library, cultural and heritage
- Civic events
- Local emergency services

Community Engagement in Local Government

- Training and employment of local people in Council operations
- Administration of local laws
- Customer relationship management, including complaints and responses
- Governance including administration of Council meetings, elections and elected member support
- Administration of local board advisory bodies and management committees**
- Advocacy and representation on local and regional issues

Commercial Services

- Power and Water services
- Mandorah jetty maintenance as required
- Other commercial services

Agency Services

- Power and Water services
- Mandorah jetty maintenance as required
- Other commercial services

Other Community Services

- Seniors program
- Medical clinic
- Assistance with local programs (Muff festival, market day)
- Celebration of special days (Anzac day, Australia Day, Walk to school, Territory Day)

Notes on Non-Core Services

Commercial services are services the Council is undertaking on a full commercial basis with the intention of using profits from such activities to improve services to the community.

Agency Services

These include services that the Council has agreed to deliver on behalf of other government agencies on a fee for service basis.

It is anticipated that these services would be fully funded by the relevant agency and that funding would include a contribution to administrative costs associated with delivering the service.

The following agency services will be delivered by the Council.

- Sport and Recreation

The following agency services may be delivered by the shire subject to ongoing negotiations with relevant agencies:

- Aged and Disabled Care
- Family (including Child Care)

Other Community Services

These are services that each Council chooses to deliver from its own-source revenue; they are not funded on an agency or commercial basis. The following additional services will be delivered by the shire, funds permitting:

- Local welfare and social services
- Seniors program
- Medical clinic services
- Tourist promotion

Development of Service Delivery Plans

Detailed service plans have been developed for all services provided by the shire. These contain the following details:

- A description of the service – what the service is
- Service outputs – what we expect to have at the end
- The primary outcome that the services deliver – what we will have achieved
- An analysis of future approach to service delivery – what we may change in future
- Details of the specific actions to be undertaken relevant to the delivery of the service – what activities and tasks we may do to achieve this
- Financial details relating to the delivery of the service – how much we have agreed to spend
- Measures that will be used to assess service delivery performance (key performance indicators) – how we know we've done what we said we would.

While there are no current plans to change the administrative and regulatory framework for delivering local government services this financial year, service delivery plans will be continually refined and amended as service activities are changed, improved or ceased. Co-operative arrangements with the Local Government Association of the Northern Territory (LGANT); Local Buy; the Belyuen, Coomalie and Wagait Local Government Advisory Group (BCWLGAG) and the Common Services Agreement that was recently executed will assist with meeting the service delivery plans.

Refer to **Appendix 2: Service delivery plans**

11. Rating Policy

The Council in the past has been committed to a low rate structure. A flat rate per lot has been the preferred method of assessment and will continue to be applied at this time.

Rates for the 2009 - 2010 financial year were set at \$430 per annum
Rates for the 2010 - 2011 financial year were set at \$430 per annum
Rates for the 2011 - 2012 financial year were set at \$444 per annum
Rates for the 2012 - 2013 financial year were set at \$444 per annum
Rates for the 2013 - 2014 financial year were set at \$500 per annum
Rates for the 2014 - 2015 financial year were set at \$515 per annum
Rates for the 2015 – 2016 financial year were set at \$525.30 per annum
Rates for the 2016 – 2017 financial year are set at \$560 per annum

12. Overview of 2016 – 2017 Financial Year Plan

The major financial assumptions made in the development of the Wagait Shire Council's plan for 2016 – 2017 are summarised below:

FINANCIAL ITEM	ASSUMPTIONS
Operational	
Ongoing operations	Ongoing base operational expenditure has been developed for each service from 2015 - 2016 budget details where possible. 2015 - 2016 rates base income has been increased by 6.6% or \$13,464 for 2016 - 2017 primarily to maintain, repair or replace ageing infrastructure such as Council plant and equipment, water tanks and guttering.
Road maintenance	It is anticipated there will be ongoing road maintenance expenditure this Financial Year.
Waste management	The new kerbside household waste pick up service will continue in addition to quarterly collections of hard waste. Current levels of ongoing waste management activity will continue with improvements to recycling and green waste disposal or until such time as alternative arrangements are put in place, such as gaining access to a transfer station. The new services will be funded by a \$300 per annum, per lot, waste management levy.
New operating initiatives	Aside from the new kerbside and hard waste collection services, Council will continue to monitor its performance and introduce new initiatives when necessary.
Depreciation	Depreciation is calculated for the purpose of providing an estimated profit and loss statement.
Interest on borrowings	No loan borrowings have been provided for.
Operating income	
Rates	Rates will be charged in accordance with the approved rates determination.
Fees and charges, interest earnings and other income	The Council will continue to maximise the return on invested surplus funds throughout the year.
General purpose and road grants	The Council will take into account the predicted levels of grant funding when advised by the Local Government Minister in June

Capital items	
General	Capital works projects will mainly be funded by way of grants although Councils are regularly expected to provide dollar for dollar contributions. Revenue expenditure will be matched to the level of the NT operational grants funding.
Road upgrade and construction	Any major road works will be funded from Roads to Recovery, FAA Roads, reserve funds and grants.
Vehicles, plant and equipment	There is no formal policy in relation to the replacement of vehicles. A new vehicle was purchased in the 2014 - 2015 financial year and Council will develop a replacement vehicle policy to save on costs for the future. Existing lawn mowing equipment is aging and the cost impost of repairs and maintenance is likely to be more than their Market value so require replacing.
Borrowings	The Council does not propose to undertake any borrowings

Financial statements

A financial plan has been prepared in conjunction with development of service profiles including:

- Income and expenditure statement
- Balance sheet
- Statement of cash flow

Refer **Appendix 3: 2016 – 2017 Budget**

13. Contact Us

The Wagait Shire Council welcomes and values comments, questions and suggestions regarding the Council Business Plan. Please include your contact details (full name and post or email address) when contacting us.

Council meetings are open to the public. Council meets on the 3rd Tuesday of the month at 7 pm in the Council chambers.

We look forward to hearing from you.

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Overall Governance Objectives

1.1 Effective and Efficient Shire Management

- 1.1.2 Utilise modern information and communication technology to maximise service delivery
- 1.1.3 Encourage high levels of expertise and accountability of CEO and staff
- 1.1.4 Maximise external funding to source Council service delivery
- 1.1.5 Implement, review and update the approved strategic and shire plans in a timely fashion according to the NT *Local Government Act*
- 1.1.6 Improve the Council's efficiency and effectiveness through appropriate administrative and financial planning, process and controls
- 1.1.7 Set priorities for core service delivery based on community expectations
- 1.2.1 Manage, maintain and upgrade shire infrastructure and facilities
- 1.2.2 Ensure effective operation of essential services facilities
- 1.2.3 Implement a plan to improve the standard of storm water drainage infrastructure
- 1.2.4 Ensure a high standard of road maintenance practices
- 1.2.5 Maximise external funding for road construction
- 1.2.6 Ensure a high standard of management of plant and equipment

1.3 High standards of communication and transparency

- 1.3.1 Promote regular interaction with all members of the community
- 1.3.2 Build effective relationships with governments, businesses and other members of the public
- 1.3.3 Facilitate effective partnerships with government agencies and the private sector
- 1.3.4 Utilise social media to disseminate information and to elicit discussion/feedback from the community

1.4 Future economic opportunities

- 1.4.1 Promote opportunities for local employment
- 1.4.2 Encourage industry diversity and value adding opportunities
- 1.4.3 Liaise with other industries to facilitate job creation
- 1.4.4 The identification and encouragement of new enterprise opportunities
- 1.4.5 Utilise local businesses as preferred providers to supply goods and services
- 1.4.6 Liaise with Belyuen/other local Councils to share the cost of services mutually beneficial to each Council
- 1.4.7 Investigate low cost parking for self-contained vehicles at Cloppenburg Park

1.5 Youth, sport and recreation

- 1.5.1 Develop a supportive, safe and healthy social environment
- 1.5.2 Establish and facilitate delivery of recreation and sports programs
- 1.5.3 Seek grant or other funding to upgrade and construct sporting and recreation facilities
- 1.5.4 Encourage appropriate agencies to provide education and prevention initiatives to minimise drug, alcohol and other substance abuse
- 1.5.5 The continuation of a part time position of a Sports and Recreation Officer

1.6 Improved health and community services

- 1.6.1 Support and facilitate delivery of community safety and health programs and initiatives
- 1.6.2 Encourage health authorities and private medical providers to improve health service delivery
- 1.6.3 Support and facilitate delivery of environmental health programs and initiatives
- 1.6.4 Support the provision of services for the elderly and disabled

1.7 Heritage and culture

- 1.7.1 Protect and promote the region's heritage

- 1.7.2 Identify and work with government to protect regional heritage assets and assist in maintaining them for future generations
- 1.7.3 Participation in cultural and civic activities
- 1.7.4 Promote and conduct cultural and civic events
- 1.7.5 Encourage relevant government departments to assist in protecting and maintaining cultural heritage sites.
- 1.7.6 Maximise and facilitate delivery of arts and cultural programs

1.8 Environmental management

- 1.8.1 Innovative management of the natural environment
- 1.8.2 Implement a plan for the management of noxious weeds and pests
- 1.8.3 Identify, seek funding for and carry out environmental projects and natural resource management programs in partnership with landowners and leaseholders or their representatives
- 1.8.4 Develop a plan for protection of natural resources, rare/endangered flora and fauna and their habitats to protect them with future development of the Cox Peninsula

1.9 Community environment

- 1.9.1 Provide community amenity through parks, gardens and open spaces
- 1.9.2 Initiate improvements to community appearance and safety

1.10 Effective waste management strategies

- 1.10.1 Provide efficient and effective waste collection, disposal and recycling services.
- 1.10.2 Deliver weekly kerbside putrescible and quarterly hard waste collections with disposal of waste into a licensed transfer station
- 1.10.3 Liaise with recycling companies to conduct mobile collection points for recycling of drink containers and other recyclable materials
- 1.10.4 Investigate option for managing green waste within the estate

1. APPENDIX 1 – Service Delivery Plan 2016 – 2017

Detailed Service Delivery Plans are required for all **core services** to the extent required within the context of the decisions made by Council and the budget available. Those listed with ** have been determined by the Wagait Shire Council as not required or unnecessary at this time. This determination will be reviewed when necessary.

Service plans are also provided for **commercial services** that are undertaken by Council on full commercial profit making basis. All profits will be utilised for other Council services.

Agency services are those that are provided on fee for service on behalf of another government agency. The fee is expected to achieve full cost recovery with a component contributing to the Council's administration of the service.

Other community services are those the Council has determined are important community activities that it wishes to conduct and will be financed from rates revenue.

Service delivery plans will be continually amended as service activities are changed, improved or ceased and Council reviews them.

Local infrastructure

- Maintenance and upgrade of parks, reserves and open spaces
- Maintenance and upgrade of buildings, facilities, and fixed assets
- Management of cemeteries**
- Lighting for public safety including street lighting**
- Local road upgrading and construction
- Local road maintenance
- Traffic management on local roads
- Fleet, plant and equipment management

Local environment health

- Waste management including litter reduction, weeds control and fire hazard reduction
- Companion animal welfare and control

Local civic services

- Library, cultural and heritage
- Civic events
- Local emergency services

Community engagement in local government

- Training and employment of local people in Council operations
- Administration of local laws
- Customer relationship management, including complaints and responses
- Governance (Council meeting administration, elections, elected member support)
- Administration of local board advisory bodies and management committees**
- Advocacy and representation on local and regional issues

Commercial services

- Power and water easement maintenance
- Mandorah jetty maintenance
- Any further contracts

Agency services

- Sport and recreation

Other community services

- Local welfare and social services
- Senior's programs
- Medical clinic
- Visitor accommodation and tourism

Council administration

- Record keeping
- Council work force
- Rates collection
- Report to Local Government and elected Council
- Community services and special days
- Salaries

2. Maintenance and upgrade of parks, reserves and open space

What is the service?

Develop and maintain Council's parks, gardens and open space facilities.

What is produced?

Enhanced visual amenity and community accessibility with increased community leisure options.

What is the result?

Parks, gardens and other open spaces developed and maintained for the use and benefit of the community.

Who is it for?

The community

Current approach:

Council's major open space area is the sports ground. Routine mowing is undertaken during the wet season. Other areas include the open spaces adjacent to the Community Centre and foreshore areas. Regular mowing, weed control, planting of trees and litter collection is undertaken.

Any future changes:

The redevelopment of the sports ground area including reticulation to allow all year round use.

Tasks and activities:

- Regular mowing
- Spraying of weeds
- Collection of litter
- Provision of new facilities

Performance indicators

- Less than six complaints per year.
- Number of times mowing, weed control and litter collection.
- Operation within budget

3. Maintenance and upgrade of public buildings, facilities and fixed assets

What is the service?

Manage and maintain Council's public buildings, facilities and fixed assets.

What is produced?

Effective and timely maintenance programs.
Planned Projects.

What is the result?

Effective management of physical infrastructure and essential services.

Who is it for?

All users of Council's public buildings, facilities and fixed assets

Current approach:

Day to day routine maintenance is undertaken by Council employees. Some matters require attendance by qualified tradesperson. Routine maintenance programs are in place for sports septic facilities, air conditioners, emergency generator and water supply.

Any future changes:

Establish a best practice asset maintenance schedule to ensure longevity. The schedule will provide an annual asset inspection report.

Tasks and activities:

- Attend to maintenance needs as required.
- Insure contract availability for scheduled maintenance.
- Undertake regular inspections of Council buildings.

Performance Indicators

- User complaints and comments
- Replace gutters on Council house and works depot
- Compliance with budget
- All air conditioning units serviced
- Install a new water tank at the Council house and works depot

4. Local road upgrade and construction

What is the service?

Construction of new and upgrading of existing sealed and unsealed roads.

What's produced?

Improved road network.
Planned Projects

What is the result?

High standard of roads.

Who is it for?

Users of local roads

Current approach:

There are very few roads in the shire that require construction. Upgrading and construction is undertaken by contractors. Climate conditions impact upon when upgrading and construction works can be undertaken.

Any future changes:

There is a need to establish a road classification system to support asset management decision making when roads are in need of upgrading.

Tasks and activities:

- There are currently no roads requiring construction.

Performance indicators

- N/A this financial year

5. Local roads maintenance

What is the service?

Maintenance of sealed and unsealed roads including drainage footpaths and curbing.

What is produced?

High standard and safe network of roads with efficient collection and disposal of storm water and run off.

What is the result?

A safe road environment within the community.

Who is it for?

Users of local roads

Current approach:

With the exception of repairing pot holes, work is undertaken by contractors. The Council undertakes mowing of verges, weed spraying, litter control and clearing of drains. Climate conditions impact upon roads and maintenance schedules.

Any future changes:

A comprehensive road classification system is required to support asset management decision making.

Tasks and activities:

- Repair pot holes when evident
- Clear blocked drains
- Monitor road surface conditions

Performance Indicators

- Repair all pot holes greater than 20mm in depth
- Repair all cut outs in bitumen where services have been laid under ground

6. Traffic management on local roads

What is the service?

Provision of adequate street signage and traffic control devices to increase the safety of users of the road network.

What is produced?

Safe roads.

What is the result?

Effective management of physical infrastructure.

Who is it for?

Users of local roads

Current approach:

Existing signage is maintained by Council employees. Where necessary traffic control devices are in place. The Council relies on community input where unsafe conditions may exist.

Any future changes:

No

Tasks and activities:

- Regular inspection of condition of street name plates and where necessary arrange replacement.
- Ensure that traffic control devices are operated effectively.

Performance Indicators:

- Replace six yellow hazard signs

7. Fleet, plant and equipment maintenance

What is the service?

Provision of routine maintenance on Council's plant fleet.

What's produced?

A schedule for plant and equipment maintenance that ensures that regular maintenance is undertaken to ensure that equipment operates at peak condition and has an extended life and resale value.

What is the result?

Reliable plant and equipment that operates in a safe condition. Maximise efficient use lifespan of Council's fleet and equipment.

Who is it for?

Council employees.

Current approach:

All Council plant and equipment is subject to routine maintenance. Time is set aside each week for services to be undertaken. Log books are maintained to ensure that operating times do not exceed service requirement.

Any future changes:

Development of a formal plant and equipment maintenance schedule.

Tasks and activities:

- Regular inspection of plant and equipment
- Regular routine maintenance undertaken
- Log books updated each time after plant is used
- Arrange for major maintenance to be undertaken by authorised dealer

Performance Indicator:

- Planned servicing completed no more than one month after due date

8. Waste management and litter reduction

What is the service?

Collection and disposal of domestic, hard and green waste. Management and maintenance of waste collection contract and general litter reduction within Wagait Beach.

What is produced?

Efficient and sustainable disposable services. Enhanced community education and awareness. Reduced quantity of waste around the Wagait Beach and compliance with health standards.

What is the result?

Innovative waste management strategies that emphasise waste reduction, reuse of materials and recycling programs.

Who is it for?

The community.

Current approach:

Residents have a kerbside pickup for household waste on a weekly basis and are able to deposit hard waste into skip bins quarterly. Household and hard wastes are transported to the Shoal Bay Waste Management Facility. Council encourages recycling but provides limited support.

Any future changes:

Management of green waste is being investigated.

Tasks and activities:

- Manage waste in public areas
- Manage waste management contract
- Community education

Performance Indicators:

- Less than four complaints per year about wheelie bin emptying service
- Public spaces cleaned after a community events
- Quarterly hard waste collections provided

9. Weed control and fire hazard reduction

What is the service?

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

What is produced?

Effective weed control and a reduction in fire hazards.

What is the result?

Environment free of weeds and a reduction in wild fire.

Who is it for?

The Wagait Shire community and neighbouring properties.

Current approach:

Weed control is undertaken on a scheduled basis. Council employees are qualified to use sprays for the control of weeds. Fire hazard reduction is monitored and undertaken as and when required. The Council liaises with the Department of Lands, Planning and Environment in identifying weeds and has a contract to eliminate weeds within the foreshore Restricted Use Area (RUA). Where control burning is required, Council seeks the support of the local bush fire brigade.

Any future changes:

Ongoing liaison with the local bush fire brigade.

Tasks and activities:

- Spray weeds on a regular basis
- Slash grassed areas that may become a fire hazard
- Fulfil Restricted Use Area weed control contracts

Performance Indicators

- Less than six complaints about weeds annually
- Weed outbreaks identified in or near the community

10. Animal welfare and control

What is the service?

The administration of delegated Territory legislation in relation to the care, custody and control of domestic and feral animals to protect health, safety, amenity and environment of the community. Promotes responsible ownership of animals.

What is produced?

A service that provides support in dealings with animals.

What is the result?

Community free of uncontrolled or potentially dangerous animals.

Who is it for?

The community.

Current approach:

The Council currently has no by-laws to deal with animals.

The Council utilises the services of the NT Police to deal with dangerous animals.

The Council has firearms to deal with injured animals.

Any future changes:

To develop a companion animal management plan and associated by-laws.

Tasks and activities:

- Annual renewal of firearms license.
- Maintenance and promotion of the voluntary companion registry.

Performance Indicators

- Start process to introduce a dog by-law with 50% of steps achieved

11. Library, culture and heritage

What is the service?

Provision of access to library programs and material designed to meet the diverse needs of all ages and groups within the community.

What is produced?

Access to library books and the internet.
Library opens for public access.
Library maintained.

What is the result?

A service that is accessible and meets the needs of the community.

Who is it for?

The community.

Current approach:

The Council has an initial book stock. The service is open during normal Council office hours and volunteers provide the service on Wednesday evenings and Saturday mornings. The book library currently has very little community support with about one visitor per week.

Any future changes:

Assess the future library needs of the community.

Tasks and activities:

- Encourage more users and ascertain future needs.

Performance Indicators:

- Library to be open for public use >240 days

12. Civic events

What is the service?

Conduct and manage agreed community events such as the senior's ball, Anzac Day celebrations, Australia Day celebrations and Territory Day.

What is produced?

High quality civic events for the Wagait Shire community.

What is the result?

Residents, Councillors, family and friends participate and are interested in civic events; instilling pride in our culture and having fun.

Who is it for?

The community.

Current approach:

This is a core service for Council. Civic events will be promoted and organised for the community subject to Council agreement. Resources to conduct such events will be supplied via internal arrangement, volunteers, and Councillors contributions. Local community service organisations may also be involved on a volunteer or income making arrangement. Grant funds will be sought where announced funding is available and each event will be costed prior to Council's consideration.

Any future changes:

Other events will be considered on the basis of economic and social benefit.

Tasks and activities:

- Conduct Australia Day celebrations
- Conduct Anzac day celebrations
- Conduct seniors activities
- Conduct Territory Day celebrations

Performance Indicators:

- Deliver at least four community events in FY

13. Local emergency services

What is the service?

Preparation and planning for local emergencies through participation in relevant committees and facilitation of preventative measures.

What is produced?

Disaster planning and preparation.
Disaster recovery.

What is the result?

Mitigation of potential hazards during disaster events and an awareness within the community.

Who is it for?

The community.

Current approach:

The Council is responsible for the operations of the cyclone shelters. The Council works in conjunction with the local NT Emergency Services Unit in dealing with disasters. Throughout the year, support is provided to the NT Emergency Services Unit, Wagait Beach Fire Brigade and the Disaster Recovery Committee.

Any future changes:

None planned.

Tasks and activities:

- Operate cyclone shelter when cyclone is present
- Attend regional cyclone shelter briefings
- Liaise with police and emergency services during disasters
- Provide support to local brigade and emergency services units
- Encourage community to have annual clean-up
- Endorse and support local disaster recovery plans

Performance Indicators

- CEO and/or President to attend all local cyclone shelter meetings
- CEO to attend pre-cyclone season regional cyclone shelter briefings

14. Administration of local laws

What is the service?

Monitoring and enforcement of Council local laws.

What is produced?

Standards that the community is expected to meet.

What is the result?

A clean, tidy, healthy and safe community.

Who is it for?

The community.

Current approach:

The Council is working towards adopting an animal management by-law.

Any future changes:

Future circumstances will dictate if it is necessary for the Council to introduce additional local laws.

Tasks and activities:

Continue to monitor community expectations and behaviour.

Performance Indicators:

- Start process to introduce a dog by-law with 50% of steps achieved by end of FY
- Present all requests from the community that reflect changes in attitude or expectations at Council meetings

15. Customer relationship management

What is the service?

The provision of high standards of service and assistance to the community and other customers; effective service delivery; and the achievement of corporate and community objectives.

What's produced?

Respectful, organised, polite and efficient responses to community enquiries or complaints.

What is the result?

High standards of communication, transparency and openness.

Who is it for?

The community.

Current approach:

The Council maintains an office at Wagait Beach open five days per week. Residents are able to access information at any time during office hours. Council's web site also provides information to customers on Council activities and service delivery.

Any future changes:

The ongoing upgrade of the Council web site.

Tasks and activities:

- Continue to utilise notice boards.
- Continue to upgrade the Council web site.
- Conduct community meetings to seek community feedback on major issues.

Performance Indicators

- No more than four complaints annually regarding Council staff performance

16. Governance

What is the service?

Costs of governance to the Council including elected members expenses, elections, civic and ceremonial functions, membership of representative organisations and elected members and CEO support costs.

What is produced?

Elected members having a clear understanding of responsibilities associated with leadership, management of the Council, strategic planning, policy development and compliance with statutory requirements.

What is the result?

Continual improvement in the governance capacity of elected members.

Who is it for?

Elected members, staff and residents.

Current approach:

The Council conducts regular monthly meetings that are open to the public. Agendas and Minutes are produced for each meeting and are available for viewing by the public. There are no elections scheduled until 2017.

Any future changes:

Upgrade Council's governance capacity.
Councillor's allowances to be paid for attendance to a meeting at the level of President \$100, Deputy President \$75 and Councillor \$50.

Tasks and activities:

- conduct monthly Council meetings.
- produce agendas and minutes.
- provide ongoing Councillor training.
- Induction training will be given to all new Councillors.

Performance Indicators

- Report number of elected members attendance at meetings
- Number of voter turnout at elections
- Governance procedures are reviewed and updated in line with current best practice
- Deliver one session of training for elected members

17. Advocacy and representation on local and regional issues

What is the service?

Participate on regional boards or committees to represent the Council's views on regional issues.

What is produced?

Ensure the local community is effectively represented in regional issues of significance.

What is the result?

The Council's (community) views are represented in the appropriate forums.

Who is it for?

The community.

Current approach:

The Council maintains membership of the Local Government Association NT; the Top End Regional Councils group (TOPROC) (and participates in other regional groups). These organisations provide the Council with an avenue to address regional issues that may impact upon the Shire. The CEO also participates in CEO forums at which a broad range of local government activities at a commonwealth and territory level are discussed.

Any future changes:

The Council has identified the need for sound land use planning with the establishment of a regional planning authority.

Tasks and activities:

Continue participation at all functions that may be regionally significant to the Cox Peninsula.

Performance Indicators:

- Groups participated in

18. Commercial contracts

What is the service?

Undertake ongoing maintenance of assets as per contractual arrangements.

What is produced?

A clean and tidy jetty, a continuous water supply and other commercial services.

What is the result?

Effectively managed contracts and a service to the community.

Who is it for?

The community.

Current approach:

The Council enters into contractual arrangements with various Departments and various entities to undertake maintenance of assets and to undertake the provision of services.

Any future changes:

The Council needs to be conscious of new contracts and of contract expiry dates.

Tasks and activities:

- Wash and clean jetty.
- Remove waste from jetty.
- Maintain jetty parking area.
- Undertake maintenance to jetty required.
- Undertake water sampling at predetermined intervals.
- Monitor bores at predetermine intervals.
- Attend water related supply faults.
- Other commercial activities

Performance Indicators:

- Successful completion, acquittal and renewal of contracts and feedback
- Meet all KPI's articulated by contracts

19. Sports and recreation

What is the service?

Provision of sport and recreation activities to the community.

What is produced?

Opportunities for all sectors of the community to participate in sport and recreational activities.

What is the result?

A community that is able to participate in activities that develop a level of fitness and well-being without having to travel to Darwin.

Who is it for?

The community.

Current approach:

Ensure ongoing compliance with Safe NT.

Any future changes:

Identify new areas of community involvement.

Tasks and activities:

- Conduct sporting and recreational activities for the whole of the community
- Continue to lobby for additional funds
- Provide support to community groups in staging events

Performance Indicators:

- Deliver at least four different types of activities every month
- Maintain current attendance and participation numbers

20. Local welfare and social services

What is the service?

Provision of miscellaneous community services that enhance participation or amenity, including seniors programs, access to the Wagait Beach Medical Clinic and other welfare and social services identified by the Council from time to time.

What is produced?

A group of services needed by community.

What is the result?

Community services that are accessible and meet the needs of and promote the wellbeing of the community.

Who is it for?

The community.

Current approach:

The Council provides support to the Wagait Beach Medical Clinic and seniors program with activities taking place at the Wagait Beach Community Centre.

Any future changes:

The Council is conscious of the need to provide ongoing support to the medical clinic and seniors program. Potential exists for the clinic to be expanded and to have a doctor provide a service. Other activities will continue to be monitored and will be dependent upon government funding.

Tasks and activities:

- Continue to support Wagait Beach Medical Clinic
- Continue to support seniors program
- Encourage expansion of medical clinic and possible doctor
- Monitor funding opportunities for new services

Performance Indicators:

- Attendance numbers at events and services
- Resident satisfaction/complaints with each event or service
- Suggestions and feedback about events and services

21. Visitor accommodation and tourism

What is the service?

Promotion and encouragement of economic development and local businesses through promoting and improving tourist attractions.

What is produced?

A welcoming environment to visitors to the shire.

What is the result?

A tourism industry that capitalises on our cultural heritage and unique natural environment.

Who is it for?

The community.

Current approach:

The Council provides support to community groups who wish to promote the cultural heritage of the area. Tourist sites within the shire are maintained by the Council. The Council is committed to working with any individual or group who can provide visitor accommodation to the area.

Any future changes:

For the purpose of orderly development there is a need for the development of a Regional Tourism Plan.

Tasks and activities:

- Encourage community groups in promoting the cultural significance of the area
- Lobby Government for a regional tourism plan
- Work closely with any persons or group wishing to undertake tourism activities
- Investigate possible camping area at Cloppenburg Park

Performance Indicators:

- Investigate establishing a recreational vehicle camp area at Cloppenburg Park

21. Asset management

What is the service?

Planning and support services for Council assets land, buildings, plant, equipment fixtures and fittings, and any other asset.

What is produced?

Asset management plans, policy development and performance monitoring community.

What is the result?

Effective management of shire assets.

Who is it for?

The community.

Current approach:

There is currently limited specific asset management planning undertaken.

Any future changes:

Introduce a computer based asset management system.

Tasks and activities:

- Prepare plant and equipment replacement schedule
- Prepare maintenance schedules for plant and equipment.
- Prepare maintenance schedules for Council buildings.
- Develop strategy to increase standard of roads
- Develop asset management plans and policies

Performance Indicators:

- Engage a professional entity to establish an auditor approved asset management register that will include valuation and depreciation
- Develop an asset management policy
- Develop a schedule of assets

22. Council planning and reporting

What is the service?

Development of strategic plans, including business and service delivery plans, to ensure the Council's long term sustainability to deliver services to the community.

What is produced?

Shire plan, strategic plan, budgets and annual report.

What is the result?

Documentation that provides clear direction to the Council on future Council activities and service delivery expectations.

Who is it for?

Commonwealth and Territory agencies, Council, CEO, regional boards, residents and ratepayers.

Current approach:

The Council currently produces all statutory documentation. The shire plan is linked to the Council budget and contains the strategic plan. All plans are reviewed and updated on an annual basis.

Any future changes:

No changes are proposed.

Tasks and activities:

Continue to meet legislated deadline for the completion of documentation.

Performance Indicators:

- Develop a long term financial plan
- Develop a functions budget

23. Financial management

What is the service?

Accounting, financial recording and reporting and other support services associated with managing the Council's financial resources.

What is produced?

Financial advice and management including accurate financial reports and compliance with statutory requirements.

What is the result?

An effective and efficient shire Council.

Who is it for?

Commonwealth and Territory agencies, elected members, CEO, Council, residents and ratepayers.

Current approach:

The financial management system is maintained in accordance with the Local Government Act and Australian Accounting Standards. A computerised system is used for all financial transactions. Financial reports are presented to the Council on a monthly basis. The preparation of annual financial statements is outsourced and accounts are audited by an external auditor on an annual basis.

Any future changes:

Software updates provided by the financial software suppliers installed as soon as possible. Consideration to be given to introducing non-financial business systems to cater for Council administrative tasks. Introduce an audit committee as required by legislation.

Tasks and activities:

- Ensure financial data is up to date to produce accurate reporting.
- Regular reports to Council meetings.
- Maintain accurate property and rate records.

Performance Indicators:

- Increase contract income by >5%
- Increase bank investment returns by >4%

24. Human resources

What is the service?

Services and support for human resources administration including recruitment, induction, training and development.

What is produced?

The employment of persons in compliance with awards, contracts, agreements and a commitment to structured employee training and development.

What is the result?

An effective and efficient Council workforce.

Who is it for?

Council employees.

Current approach:

The employment of Council employees is done in accordance with the policy that provides for non-discriminatory staff employment. The promotion of employees is subject to annual performance reviews. All employees are encouraged to assess their training requirements each year.

Any future changes:

All employees are employed under contract. This may change with the proposed introduction of a national award. Implement best practice HR policy and procedures.

Tasks and activities:

- Conduct annual performance reviews
- Prepare annual training plan for all employees
- Develop HR policy

Performance Indicators:

- All employees undertake performance review.
- No more than 1 industrial relations type complaints.
- One annual workplace training session delivered to all staff

25. Information technology and communications

What is the service?

Information technology (IT) support services and advice associated with the operation and management of Council's hardware, software and internet systems.

What is produced?

Effectively managed and functioning IT including ease of accessibility for users and web page design and maintenance.

What is the result?

An effective and efficient system. Council's information is controlled and managed while complying with ITIL standards.

Who is it for?

Staff and elected members.

Current approach:

The Council has independent stand-alone hardware and utilises appropriate software for accounting functions.

Any future changes:

Formal maintenance arrangements need to be explored.

Introduce integration of financial data with administration reporting

Tasks and activities:

- Maintain web page
- Develop IT policy
- Implement ITIL best practices

Performance Indicators:

- Meet ITIL standards

26. Public and corporate relations

What is the service?

Communication with the general public through personal contact, public meetings and media information.

What is produced?

Verbal and written information that provides clear information about Council activities.

What is the result?

Residents and the general community will expect to be informed on all Council matters to judge whether or not their interests are properly represented.

Who is it for?

The community.

Current approach:

Council facilitates twice yearly forums where the community is able to ask questions and articulate their opinions in a non-formal environment. Council notice boards at the local supermarket, Council office and Council website are regularly updated with information concerning Council activities in addition to the establishment of a Facebook page. Council

Media releases are issued where and when required and a website has been established.

Any future changes:

N/A

Tasks and activities:

- Council meetings open to the public.
- Identify issues for public meetings.
- Regular updating of the Council website.

Performance Indicators:

- Attendance numbers at public meetings
- All statutory reports completed on time
- Community satisfaction with corporate relations
- Feedback to the monthly Council meetings
- Website and Face Book statistics.

27. Records management

What is the service?

Processing of Council's incoming and outgoing correspondence and the availability and safekeeping of Council records in accordance with statutory requirements.

What is produced?

Records management systems and an awareness of record keeping obligations including Freedom of Information obligations.

What is the result?

An efficient and effective user friendly records management system.

Who is it for?

Staff and elected members.

Current approach:

There are three main areas of records storage. A manual A to Z listing filing cupboard for the storage of all hard copy, a property file containing all hard copy matters affecting the property and a computer based file that is subject specific. The three systems make it easy for the recovery of documents. Archived documents are retained at the shire workshop.

Any future changes:

Integration of the A to Z system to parallel computer based system.

Tasks and activities:

- Records filed on a regular basis
- Explore computer integration
- Annual training on Freedom of Information developments

Performance Indicators:

- No more than 14 days to complete a freedom of information request.
- Information required is readily available.

28. Revenue growth

What is the service?

Funding of Council's operations through appropriate rating policies and the maximisation of grants, fees and charges and other available income sources.

What is produced?

Planning that produces adequate funds for the delivery of services to the community.

What is the result?

A balanced budget that meets all service delivery requirements

Who is it for?

The community.

Current approach:

The Budget is prepared on an annual basis. Income is derived from Government funding, contracts with government and commercial operators and rates.

Any future changes:

Rate revenue is low with increased capacity possible. Grant funding and other service contracts will be actively sourced.

Tasks and activities:

- Pursue opportunities for grant funding and new service contracts
- Implement job costing measures to avoid over expenditure
- Preparation of realistic budgets
- Avoid non-budgeted expenditure

Performance Indicators:

- Budget balanced without shortfall
- New grant funding
- End of year position
- Contract income increased by >5%
- One new contract acquired or contract variation to increase scope of works

29. Risk management

What is the service?

Provision of internal risk management systems

What is produced?

Policies and risk management plans.

What is the result?

Protection of Council assets, staff, community and environment.

Who is it for?

Staff, elected members, insurers

Current approach:

Risk management is assessed annually in conjunction with the insurance renewal process. All Council assets are insured.

Any future changes:

The Council will develop a risk management plan.

Tasks and activities:

- Conduct annual audit
- Maintain asset register
- Ensure assets have sufficient insurance coverage
- Update the fraud protection plan

Performance Indicators:

- Satisfactory audit of the asset register audited
- Fraud protection plan updated
- Comprehensive risk management plan developed

1. APPENDIX 2 - Budget 2016 – 2017

<div>Wagait Shire Council</div> <div>62 Wagait Tower Road</div> <div>Wagait Beach NT 0822</div> <div>Profit & Loss [Multi-Period Budget]</div> <div>July 2016 To June 2017</div>													
Account Name	July	August	September	October	November	December	January	February	March	April	May	June	Total
Income													
RATES													
Rates Income	\$0	\$0	\$45,320	\$0	\$0	\$57,320	\$0	\$0	\$57,320	\$0	\$0	\$57,320	\$217,280
Rate Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700	\$1,700
Total RATES	\$0	\$0	\$45,320	\$0	\$0	\$57,320	\$0	\$0	\$57,320	\$0	\$0	\$59,020	\$218,980
GRANTS													
Roads Grant - R2R	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Sport & Rec Operational	\$0	\$0	\$0	\$0	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
FAA General Purpose	\$4,645	\$1,104	\$0	\$0	\$1,104	\$0	\$0	\$1,104	\$0	\$0	\$1,106	\$0	\$9,063
FAA Roads	\$27,856	\$6,490	\$0	\$0	\$6,490	\$0	\$0	\$6,490	\$0	\$0	\$6,491	\$0	\$53,817
NT Operational	\$71,198	\$0	\$0	\$0	\$0	\$0	\$71,197	\$0	\$0	\$0	\$0	\$0	\$142,395
Seniors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
Total GRANTS	\$103,699	\$7,594	\$0	\$40,000	\$7,594	\$21,000	\$71,197	\$7,594	\$0	\$0	\$7,597	\$1,500	\$267,775
CONTRACTS													
Weeds Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,100	\$0	\$0	\$0	\$0	\$18,100
Jetty Management	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$63,000
Water Management	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$51,600
Total CONTRACTS	\$9,550	\$9,550	\$9,550	\$9,550	\$9,550	\$9,550	\$9,550	\$27,650	\$9,550	\$9,550	\$9,550	\$9,550	\$132,700
RENTAL INCOME													
Cloppenburg Park	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$2,640
Total RENTAL INCOME	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$2,640
MISC INCOME													
Misc Income	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000
Vehicle Trade in value	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Total MISC INCOME	\$1,000	\$1,000	\$1,000	\$26,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$37,000
WASTE MANAGEMENT													
Waste Management Levy	\$0	\$0	\$29,100	\$0	\$0	\$29,100	\$0	\$0	\$29,100	\$0	\$0	\$29,100	\$116,400
Total WASTE MANAGEMENT	\$0	\$0	\$29,100	\$0	\$0	\$29,100	\$0	\$0	\$29,100	\$0	\$0	\$29,100	\$116,400
Total Income	\$114,469	\$18,364	\$85,190	\$75,770	\$18,364	\$118,190	\$81,967	\$36,464	\$97,190	\$10,770	\$18,367	\$100,390	\$775,495

Expenses													
ADMINISTRATION EXPENSES													
Doubtful/Bad debt expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400	\$2,400
Accounting	\$3,550	\$400	\$400	\$550	\$550	\$2,575	\$550	\$550	\$550	\$550	\$550	\$2,125	\$12,900
Entertainment	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Advertising	\$1,700	\$1,700	\$0	\$0	\$0	\$0	\$0	\$1,700	\$0	\$0	\$0	\$0	\$5,100
Safety Supplies & Equipment	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
Travel & Accommodation	\$100	\$100	\$100	\$100	\$1,000	\$100	\$100	\$100	\$100	\$100	\$2,100	\$100	\$4,100
Consultant fees	\$1,200	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$0	\$0	\$4,800
Bank Charges													
Bank Fees	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120
Merchant Fees	\$50	\$70	\$170	\$160	\$120	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$920
Total Bank Charges	\$50	\$70	\$170	\$280	\$120	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$1,040
Computer Support & Maintenance	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
Insurance	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000
Memberships & Subscriptions													
LGANT/Membership	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600
Subscriptions & Publications	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Total Memberships & Subscriptions	\$1,700	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$2,800
Office Costs													
Postage	\$500	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$0	\$100	\$0	\$0	\$800
Printing & Stationery	\$50	\$500	\$400	\$100	\$50	\$200	\$150	\$50	\$50	\$50	\$50	\$50	\$1,700
R&M office equipment	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$400
Total Office Costs	\$550	\$500	\$400	\$400	\$50	\$200	\$250	\$50	\$250	\$150	\$50	\$50	\$2,900
Telephones													
Office phone/fax/internet	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
Mobiles	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
Satellite	\$0	\$0	\$0	\$120	\$120	\$120	\$120	\$120	\$120	\$0	\$0	\$0	\$720
Total Telephones	\$500	\$500	\$500	\$620	\$620	\$620	\$620	\$620	\$620	\$500	\$500	\$500	\$6,720
Meeting Expenses													
Council Expenses	\$75	\$75	\$75	\$70	\$70	\$0	\$70	\$70	\$75	\$75	\$75	\$75	\$805
Councillor Allowances	\$375	\$375	\$375	\$375	\$375	\$0	\$325	\$375	\$375	\$375	\$325	\$375	\$4,025
Total Meeting Expenses	\$450	\$450	\$450	\$445	\$445	\$0	\$395	\$445	\$450	\$450	\$400	\$450	\$4,830
Total ADMINISTRATION EXPENSES	\$37,050	\$4,070	\$2,370	\$3,945	\$3,135	\$4,495	\$3,515	\$3,865	\$2,370	\$3,350	\$4,000	\$6,025	\$78,190
EMPLOYMENT EXPENSES													
Superannuation Expenses													
Superannuation	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$38,400
Total Superannuation Expenses	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$38,400
Wages & Salaries													
Wages & Salaries	\$27,000	\$27,000	\$23,000	\$27,000	\$23,000	\$27,000	\$27,000	\$23,000	\$27,000	\$23,000	\$27,000	\$23,000	\$304,000
Wages Sports & Rec	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$22,200
Total Wages & Salaries	\$28,850	\$28,850	\$24,850	\$28,850	\$24,850	\$28,850	\$28,850	\$24,850	\$28,850	\$24,850	\$28,850	\$24,850	\$326,200
Staff Training	\$300	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300	\$0	\$900
Staff Uniforms & Safety	\$300	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300	\$0	\$0	\$900
Professional Development	\$1,000	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$3,000
Professional Assistance CEO	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,800
Staff Recruitment Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Staff Relocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	\$7,000
Total EMPLOYMENT EXPENSES	\$34,050	\$32,450	\$28,450	\$32,450	\$29,450	\$32,750	\$32,750	\$38,450	\$32,450	\$29,750	\$32,750	\$35,450	\$391,200

ROADS													
FAA Roads Acquittal	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Roads to Recovery Acquittal	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Total ROADS	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
CONTRACTS & MATERIALS													
Jetty Maintenance	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
Stores Materials & Loose Tools	\$500	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$500	\$0	\$1,500
Water Management/Maintenance	\$250	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$250	\$0	\$0	\$750
Total CONTRACTS & MATERIALS	\$800	\$50	\$50	\$50	\$50	\$800	\$50	\$50	\$50	\$300	\$550	\$50	\$2,850
REPAIR & MAIN TOWN ASSETS													
R&M Garden & Ground	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$0	\$0	\$300	\$0	\$0	\$900
R&M Ablution Block	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$1,000
R&M CEO House	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
R&M Community Centre	\$200	\$200	\$2,000	\$200	\$0	\$0	\$0	\$400	\$100	\$0	\$0	\$0	\$3,100
R&M Office	\$0	\$200	\$0	\$200	\$0	\$200	\$0	\$200	\$0	\$200	\$0	\$0	\$1,000
R&M Workshop	\$0	\$1,000	\$0	\$0	\$500	\$0	\$500	\$0	\$0	\$500	\$0	\$0	\$2,500
R&M Sports Ground	\$0	\$0	\$0	\$200	\$0	\$0	\$200	\$0	\$0	\$200	\$0	\$0	\$600
Total REPAIR & MAIN TOWN ASSETS	\$200	\$11,400	\$2,300	\$600	\$1,000	\$500	\$700	\$1,100	\$100	\$1,200	\$0	\$0	\$19,100
VEHICLE & PLANT													
Plant & Equipment	\$0	\$0	\$400	\$0	\$0	\$0	\$400	\$0	\$0	\$400	\$0	\$0	\$1,200
Fuel Works Ute	\$150	\$150	\$150	\$150	\$150	\$100	\$150	\$150	\$150	\$150	\$150	\$150	\$1,750
Fuel Plant and Machinery	\$100	\$100	\$100	\$150	\$150	\$100	\$150	\$150	\$150	\$100	\$100	\$100	\$1,450
Fuel CEO	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
Fuel Works Truck	\$100	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$100	\$300
R&M Plant & Machinery	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
R&M Vehicles	\$0	\$30	\$0	\$0	\$500	\$400	\$350	\$0	\$30	\$0	\$0	\$0	\$1,310
Vehicle Registration	\$0	\$0	\$710	\$0	\$0	\$0	\$0	\$0	\$710	\$1,000	\$0	\$0	\$2,420
Rego - Plant & Machinery	\$0	\$0	\$0	\$0	\$330	\$120	\$0	\$210	\$0	\$0	\$0	\$0	\$660
Vehicles, plant & equip	\$0	\$0	\$0	\$51,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51,000
Total VEHICLE & PLANT	\$850	\$780	\$1,860	\$51,800	\$1,630	\$1,220	\$1,650	\$1,010	\$1,540	\$2,150	\$750	\$850	\$66,090
GRANT EXPENSES													
Senior Week Function	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,500
Sports & Rec Activities	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$23,020	\$20	\$23,240
Australia Day Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
Total GRANT EXPENSES	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$25,520	\$20	\$25,740
OTHER OPERATIONAL COSTS													
Animal Management Charges	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$3,000
Freight	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$400
Community Recreation Activities	\$400	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$400	\$0	\$0	\$1,600
Waste Management	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700	\$116,400
Total OTHER OPERATIONAL COSTS	\$11,600	\$9,700	\$9,700	\$10,300	\$9,700	\$10,100	\$9,700	\$11,200	\$9,900	\$10,100	\$9,700	\$9,700	\$121,400

SERVICES													
Electricity	\$500	\$0	\$0	\$500	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$3,000
Gas Supplies	\$40	\$0	\$40	\$0	\$40	\$0	\$200	\$0	\$40	\$0	\$40	\$200	\$600
Pest Control	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$0	\$0	\$1,000
Water & Sewerage	\$800	\$700	\$600	\$500	\$200	\$0	\$0	\$0	\$200	\$400	\$500	\$600	\$4,500
Cleaning	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Total SERVICES	\$1,440	\$800	\$740	\$1,100	\$340	\$600	\$1,300	\$100	\$840	\$1,500	\$640	\$900	\$10,300
TOTAL EXPENSES	\$86,010	\$59,270	\$105,490	\$100,265	\$45,325	\$50,485	\$49,685	\$55,795	\$47,270	\$48,370	\$73,910	\$52,995	\$774,870
Net Profit/(Loss)	\$28,459	-\$40,906	-\$20,300	-\$24,495	-\$26,961	\$67,705	\$32,282	-\$19,331	\$49,920	-\$37,600	-\$55,543	\$47,395	\$625

2. Budget Objectives and Measures

Objective	Measures Taken	Indicators of Success	Benchmark
Increase income through commercial contracts	Liaise with Territory Government Departments and private enterprises to increase existing and secure new contractual arrangements	Increase in commercial contract income	2%
Grant income expended in full	Monthly budget v variance expenditure reporting completed for every grant	Monthly budgeted expenditure equals monthly actual expenditure	Variance < 10%
Grant income received in timely manner	Monthly budget v variance income reporting completed for every grant	Monthly actual income equals or exceeds monthly budgeted income	Variances < 10%

3. Maintenance and Infrastructure Expenditure

Repairs and Maintenance	Amount Allocated 2016 - 2017
Buildings	\$18,500
Office Equipment	\$0
Cloppenburg Park Sports Court	\$600
Vehicles, Plant and Equipment	\$57,110
Roads	\$60,000

1. APPENDIX 3 – Long Term Financial Plan

<p style="text-align: center;">Wagait Shire Council 62 Wagait Tower Road Wagait Beach NT 0822</p> <p style="text-align: center;">Long Term Financial Projections July 2015 To June 2020</p>							
		Actual 2015/16	2016/17	2017/18	2018/19	2019/20	NOTES
OPERATIONAL INCOME							
RATES		\$199,054.65	\$217,280.00	\$239,008.00	\$262,908.80	\$276,054.24	5
GRANTS		\$360,504.45	\$267,775.00	\$281,163.75	\$295,221.94	\$309,983.03	1
CONTRACTS		\$148,120.21	\$132,700.00	\$139,335.00	\$146,301.75	\$153,616.84	
RENTAL INCOME		\$3,500.00	\$2,640.00	\$2,772.00	\$2,910.60	\$3,056.13	
OTHER INCOME		\$19,063.40	\$38,700.00	\$13,000.00	\$14,000.00	\$15,000.00	
WASTE MANAGEMENT LEVY			\$116,400.00	\$122,220.00	\$128,331.00	\$134,747.55	7
Total Income		\$730,242.71	\$775,495.00	\$797,498.75	\$849,674.09	\$892,457.79	
OPERATIONAL EXPENSES							
ADMINISTRATION EXPENSE		\$79,527.94	\$78,190.00	\$80,125.00	\$84,131.25	\$88,337.81	
EMPLOYMENT EXPENSE		\$340,130.59	\$391,200.00	\$410,760.00	\$431,298.00	\$452,862.90	
ROADS		\$103,363.56	\$60,000.00	\$40,000.00	\$40,000.00	\$40,000.00	2
CONTRACTS & MATERIALS		\$5,312.81	\$2,850.00	\$2,992.50	\$3,142.13	\$3,299.23	
REPAIR & MAIN TOWN ASSETS		\$23,762.89	\$19,100.00	\$29,055.00	\$47,150.00	\$32,000.00	4
VEHICLE & PLANT		\$24,436.45	\$66,090.00	\$15,000.00	\$15,750.00	\$65,000.00	
GRANT EXPENSES		\$44,649.79	\$25,740.00	\$27,027.00	\$28,378.35	\$29,797.27	
OTHER OPERATIONAL COSTS		\$48,172.13	\$121,400.00	\$127,470.00	\$133,843.50	\$140,535.68	6
SERVICES		\$22,079.12	\$10,300.00	\$10,815.00	\$11,355.75	\$11,923.54	
TOTAL EXPENSES		\$691,435.28	\$774,870.00	\$743,244.50	\$795,048.98	\$863,756.42	
Net Operational Income		\$38,807.43	\$625.00	\$54,254.25	\$54,625.11	\$28,701.37	
Capital Expenditure		\$32,737.07	\$0.00	\$0.00	\$0.00	\$0.00	
Other Expenditure		\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$30,000.00	3
Net Income		\$6,070.36	\$625.00	\$4,254.25	\$4,625.11	(\$1,298.63)	

Major Initiatives items proposed

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

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

Council will continue the road shoulder remediation program commenced in 2015 / 16
An amount of \$60,000 has been allocated in the budget for 2016 / 17

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

Other expenditure in 2017 / 18 / 19 allow for implementation of projects identified in Strategic Plan which is being updated following planning meetings to be held in 2016/17

Underlying assumptions

three year upgrade and replacement program commencing in the 2016 / 17 financial year

Rates will increase by 10% during the 2017/18 and 2018/19 to fund the ongoing maintenance upgrade

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

Additional waste levy income will be generated in 2017 / 18 from the multiple residence levy and the introduction of a commercial waste levy