# TABLE OF CONTENTS

1.0 Present  
1.1 Opening of Meeting  
1.2 Apologies and Leave of Absence  
1.3 Appointment of Principal Member  
2.0 Declaration of Interests  
3.0 Confirmation of Minutes  
3.1 Confirmation of minutes of 25 June 2018 Council Meeting  
3.2 Matters arising from 25 June 2018 Minutes  
4.0 Questions and feedback from the public  
4.1 Annual Plan and Budget feedback  
5.0 Inwards and Outwards Correspondence  
6.0 Councillors Reports  
6.1 President’s Report  
6.2 Cr Michael Vaugh’s Report  
7.0 Officers Reports  
7.1 CEO’s Report  
7.2 Sports Report  
8.0 Financial Report  
8.1 Cash Income and Expenditure Report – June 2018  
8.2 Finance Report Notes – June 2018  
8.3 Financial Report for month ended June 2018  
8.4 Rate Payers Update  
8.5 Credit Card Transaction for June 2018  
8.6 Supplier Payment History for June 2018  
9.0 Business Arising from previous minutes – Action Sheet  
10.0 Agenda Items  
10.1 2018-2019 Shire Plan including 2018-2022 LTFT  
10.2 Annual Budget 2018/2019  
10.3 Rates  
10.4 Long Term Financial Plan 2018-2022  
10.5 Installation of CCTV Cameras  
10.6 Green Waste Fenced Compound  
10.7 Irrigation of Cloppenburg Park  
10.8 Council Bi-Election  
10.9 WS Recovery Committee Draft Minutes  
10.10 WS Recovery Committee Draft Minutes – Current Status  
10.11 Risk Management Framework and System  
11.0 Upcoming Events  
11.1 Seniors Day – 7 August 2018  
12.0 Late items and General Business  
13.0 In-Camera Items  
13.1 Communications Project  
14.0 Date of Next Meeting  
15.0 Close of Meeting
1.0 PRESENT
Councillors:
   President Peter Clee
   Cr Michael Vaughan
   Cr Neil White
   Cr Shenagh Gamble

Staff:  Chief Executive Officer Mark Sidey
       Officer Manager Pamela Wanrooy

1.1 OPENING OF MEETING: - Chaired by .............................................................

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

1.2 APOLOGIES AND LEAVE OF ABSENCE:

<table>
<thead>
<tr>
<th>Resolution No. 2018/..............</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the apology of .................. be accepted and approved.</td>
</tr>
<tr>
<td>Moved:</td>
</tr>
<tr>
<td>Seconded:</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
</tbody>
</table>

1.3 Appointment of Deputy Principal Member

President Peter Clee calls for nominations for the position of Vice-President of Wagait Shire Council.

<table>
<thead>
<tr>
<th>Resolution No. 2018/..............</th>
</tr>
</thead>
<tbody>
<tr>
<td>That ........................................ Be appointed to the position of Vice-President for the term of .......... from today's date.</td>
</tr>
<tr>
<td>Moved:</td>
</tr>
<tr>
<td>Seconded:</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
</tbody>
</table>

2.0 DECLARATION OF INTERESTS

Nil
3.0 CONFIRMATION OF MINUTES

WAGAHT SHIRE COUNCIL
DRAFT MINUTES
COUNCIL CHAMBERS

LOT 62, WAGAHT TOWER ROAD
7 PM

Monday 25 June 2018
# Agenda July 2018

## TABLE OF CONTENTS

1.0 Present
   1.1 Opening of Meeting
   1.2 Apologies and Leave of Absence

2.0 Declaration of Interests

3.0 Confirmation of Minutes
   3.1 Confirmation of minutes of 15 May 2018 Council Meeting
   3.2 Matters arising from 15 May 2018 Minutes

4.0 Questions and feedback from the public
   4.1 Councillor Allowances
   4.2 Rates Inquiry

5.0 Inwards and Outwards Correspondence

6.0 Councillors Reports
   6.1 President’s Report

7.0 Officers Reports
   7.1 CEO’s Report
   7.2 Sports Report

8.0 Financial Report

9.0 Business Arising from previous minutes – Action Sheet

10.0 Agenda Items
   10.1 Audit Committee Meeting Minutes
   10.2 2018/2019 Shire Plan and Annual Budget
   10.3 Audit Committee Terms of Reference
   10.4 P01 Policy Framework Policy
   10.5 P34 Elected Member Allowances Policy
   10.6 P25 Elected Members Expenses and Allowances Policy
   10.7 P33 Work Health and Safety Policy
   10.8 P07 Internal Audit Committee Policy
   10.9 Risk Management Framework and System

11.0 Upcoming Events
   11.1 Territory Day – 1 July 2018
   11.2 Disco – 6 July 2018
   11.3 Darwin Harbour Clean Up Day – 10 July 2018
   11.4 Seniors Day – 7 August 2018

12.0 Late items and General Business
   12.1 Resignation of Vice-President Trish McIntyre
   12.2 Emergency recovery Committee
   12.3 CCTV Camera
   12.4 Green Waste

13.0 In-Camera Items

14.0 Date of Next Meeting

15.0 Close of Meeting
1.0 PRESENT
Councillors:
   President Peter Clee
   Vice-President Trish McIntyre
   Cr Michael Vaughan
   Cr Neil White
   Cr Shenagh Gamble

Staff:  Chief Executive Offer Mark Sidey
        Officer Manager Pamela Wanrooy

1.1 OPENING OF MEETING: - Chaired by President Peter Clee at 7.00pm

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

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation minutes of 15 May 2018 Council Meeting

Resolution No. 2018/190
That the minutes of the Monthly Meeting of 15 May 2018, be confirmed by council as a true and correct record.
Moved: Cr Michael Vaughan
Seconded: Vice President Trish McIntyre
Vote: AIF

3.2 Matters arising from May 2018 Minutes

Policy for Meeting Procedures - Cr Michael Vaughan questioned the Policy for Meeting Procedures. This has been held over.

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Councillor Allowances

A resident has voiced their opinion in relation to Councillor Allowances. Councillor allowances will be discussed in item 10.5.

4.2 Rates Inquiry

In response to the agenda, a community meme has asked councillors some questions in relation to the rates.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - May 2018

The Inwards and Outwards correspondence for the month of May 2018 has been circulated to councillors prior to the May 2018 meeting.
Resolution No. 2018/191
That council receive and note the correspondence as detailed in the agenda for the month of May 2018.
Moved: Vice-President Trish McIntyre
Seconded: Cr Michael Vaughan
Vote: AIF

6.0 COUNCILLORS REPORTS

6.1 President’s Report

Comments in addition to the President’s Report provided in the Agenda for Wagait Shire Council’s June 25 meeting.

- The WSC Recovery Committee meeting scheduled for 20 June 2018 has been postponed.

Resolution No. 2018/192
That the President’s report for the month of May 2018 be received and accepted.
Moved: Cr Neil White
Seconded: Vice-President Trish McIntyre
Vote: AIF

7.0 OFFICERS REPORTS

7.1 CEO’s Report
Comments in addition to the CEO’s Report provided in the Agenda for Wagait Shire Council’s June 25 meeting.

- The irrigation project at Cloppenburg Park has had a successful drilling with approx. 2.5ltr/sec. This project can now proceed as planned.

7.2 Sport and Recreation Report

Resolution No. 2018/193
That the Officer’s reports for the month of May 2018 be received and accepted.
Moved: Cr Neil White
Seconded: Cr Michael Vaughan
Vote: AIF

8.0 FINANCIAL REPORT

Resolution No. 2018/194
That the financials for the month of May 2018 be received and accepted.
Moved: Cr Neil White
Seconded: Vice-President Trish McIntyre
Vote: AIF
9.0 BUSINESS ARISING FROM PREVIOUS MINUTES – ACTION SHEET

Resolution No. 2018/195
That Council receives and notes the Action Sheet for the month of May 2018
Moved: Cr Shenagh Gamble
Seconded: Cr Michael Vaughan
Vote: AIF

10.0 AGENDA ITEMS

10.1 Draft Audit Committee Meeting Minutes

Resolution No. 2018/196
That council receives and notes the Draft Audit Committee Minutes of 8 June 2018.
Moved: Vice-President Trish McIntyre
Seconded: Cr Shenagh Gamble
Vote: AIF

10.2 2018/2019 Shire Plan and Annual Budget

Resolution No. 2018/197
That council endorse the release for public comment the 2018/2019 draft Shire Plan, estimates and budget with amendments as recommended by the Audit Committee and Council.
Moved: Cr Neil White
Seconded: Cr Shenagh Gamble
Vote: AIF

10.3 Audit Committee Terms of Reference

Resolution No. 2018/198
That council adopt the updated draft Audit Committee Terms of Reference as recommended by the Audit Committee.
Moved: Cr Shenagh Gamble
Seconded: Vice President Trish McIntyre
Vote: AIF

10.4 P01 Policy Framework Policy

Resolution No. 2018/199
That council adopt the updated P01 draft Policy Framework Policy, as amended by council and as recommended by the Audit Committee.
Moved: Cr Shenagh Gamble
Seconded: Vice-President Trish McIntyre
Vote: AIF
10.5 P34 Elected Member Allowances Policy

- Ordinary Council members to receive a maximum base allowance of $600 ($50/month) plus
  a maximum of $200 for extra meeting allowance.
- The Deputy Principal member to receive a base allowance of $1,200 per year.
- The Principal Member to receive a base allowance of $3,600 per year.

Resolution No. 2018/200
That Council adopt P34, the draft Elected Member Allowances Policy as recommended by the
Audit Committee, and amended by council with the amounts as set by council.
Moved:  Cr Neil White
Seconded:  Cr Shenagh Gamble
Vote:  AIF

10.6 P25 Elected Members Expenses and Allowances Policy

Resolution No. 2018/201
That council rescind P25, the Elected Member Expenses and Allowances Policy as recommended
by the Audit Committee effective 30 June 2018.
Moved:  Cr Michael Vaughan
Seconded:  Vice-President Trish McIntyre
Vote:  AIF

10.7 P33 Work Health and Safety Policy

Resolution No. 2018/202
The council adopts P33, the draft Work, Health and Safety Policy as recommended by the Audit
Committee.
Moved:  Cr Neil White
Seconded:  Vice-President Trish McIntyre
Vote:  AIF

10.8 P07 Internal Audit Committee Policy

Resolution No. 2018/203
That council rescinds P07 Internal Audit Committee Policy as recommended by the Audit
Committee.
Moved:  Cr Shenagh Gamble
Seconded:  Vice-President Trish McIntyre
Vote:  AIF

10.9 Risk Management Framework and System

A Work Health and Safety Plan has been developed and distributed to Councillors. Consideration of
the Plan is to be carried over to the July Meeting.

10.10 P33 WHS Policy

This is a double up of Item 10.7.
11.0 UPCOMING EVENTS

11.1 Territory Day – 1 July 2018
11.2 Disco – 6 July 2018
11.3 Darwin Harbour Clean Up Day – 10 July 2018
11.2 Seniors Day to Crab Claw Island – 7 August 2018

12.0 LATE ITEMS AND GENERAL BUSINESS

12.1 Resignation of Vice-President Trish McIntyre

CEO Mark Sidey received the resignation of Vice-President Trish McIntyre on 20 June 2018.

Resolution No. 2018/204
That Council notes the resignation of Vice-President Trish McIntyre effective 3 July 2018.
Moved: Cr Shenagh Gamble
Seconded: Cr Neil White
Vote: AIF

President Peter Clee extended a vote of thanks from Council for Vice-President Trish McIntyre’s services in the past twelve months and for her donation of time over the past few years for her positions as President and Councillor.

12.2 Emergency Recovery Committee

The Emergency Recovery Committee has decided to suspend its activities and a report from the Chair will be presented to Council.

13.0 IN-CAMERA ITEMS

Communications Project

Resolution No. 2018/205
That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulation 8:
(c) information that would, if publicly disclosed, be unlikely to:
(iv) prejudice the interests of council or some other person.
Moved: President Peter Clee
Seconded: Cr Shenagh Gamble
Vote: AIF

Resolution No. 2018/206
That Council re-open the meeting to the general public in accordance with Section (65(1)) of the Local Government Act.
Moved: President Peter Clee
Seconded: Cr Neil White
Vote: AIF
14.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Monday 23 July 2018 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at 9.47 pm.

3.1 Confirmation minutes of Monday 25 June 2018 Council Meeting

Resolution No. 2018/................
That the minutes of the Monthly Meeting of Monday 25 June 2018, be confirmed by council as a true and correct record.
Moved:
Seconded:
Vote:

3.2 Matters arising from June 2018 Minutes
4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Annual Plan and Budget Feedback.

Council received 8 submissions in relation to the Annual Plan and Budget. The submissions have been circulated to councillors for their consideration and comment prior to the finalisation of the Annual Plan and Budget.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - June 2018

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

Resolution No. 2018/....................
That council receive and note the correspondence as detailed in the agenda for the month of June 2018.
Moved:
Seconded:
Vote:

6.0 COUNCILLORS REPORTS

6.1 President’s Report

Purpose of Report

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

What’s been happening......

We have had some issues with antisocial behaviour at the jetty. Some cars have been broken into and I understand that a motor cycle has been stolen. All such incidents have been reported to the Police.

A recent request for a CCTV Police trailer to be placed at the Jetty and Car Park has failed to get any positive reaction. Only complaints about such antisocial behaviour will result in positive action by the NTG and police.

There are still 4 lights out on the jetty due to electrical wiring failure. These have not worked for a number of months now and represent a safety issue for commuters at night. I have requested a number o times that the department install temporary lighting until the re-wiring is completed in conjunction with other jetty works.

MUFF was a great success. It seems to continue to be very popular

Similarly, Territory day was very successful

There has been some disquiet about the format and content of the Annual Budget. This is to be reviewed and finalised at the July council Meeting.
It is possible that the Charles Point Lighthouse may be opened to the public on the weekend of 18 and 19 August. Watch the Council blackboard for more information. This year is the 125th anniversary of the lighthouse and may be opened for a few hours over that weekend.

Where have I been ....

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>25th June</td>
<td>Ordinary Council Meeting</td>
</tr>
<tr>
<td>26th June</td>
<td>Weekly meeting with CEO</td>
</tr>
<tr>
<td>3rd July</td>
<td>Weekly meeting with CEO</td>
</tr>
<tr>
<td>17th July</td>
<td>LGANT Executive meeting</td>
</tr>
</tbody>
</table>

Resolution No. 2018/................
That the President’s report for the month of June 2018 be received and accepted.
Moved:
Seconded:
Vote:

6.2 Cr Michael Vaughan

The purpose of my report is to update residents of my recent activities and observations. I would like to thank the volunteers of the CPVBFB and SES as they have both been busy in recent months and do not receive anywhere near as much thanks as what they deserve.

Many of us drive the Cox Peninsula road regularly. Whilst there has been no formal announcement, discussions are being held regarding the location of a proposed phone tower close to Belyuen shop. This will greatly improve Belyuen’s Phone and data access, but also enable much better communication capabilities for everyone in this area. I believe this has implications regarding the so called UHF CB repeater projects viability, a vision of the recently suspended emergency recovery committee.

I believe questions which I raised at a council meeting earlier this year as to the location of the approx $3K in council assets relating to the Communication Project are still to be answered and accounted for.

In the interests of being open and accountable I advise council and residents that I have received notification from a ratepayer of their intention to lodge a breach under the WSC Code of conduct against me. The breach relates to me being involved in financial / budget considerations and decisions, shire plan development and strategic plan development which may result in my company obtaining financial benefit. I had been acting under the assumption that advice I had sought previously was sufficient.

I have a meeting on the 20/7 and I will advise of any further action that I may be required to take at the council meeting on the 23/7.

Resolution No. 2018/................
That the Councillor’s report for the month of June 2018 be received and accepted.
Moved:
Seconded:
Vote:
7.0 OFFICERS REPORTS

7.1 CEO Report

1. Meetings CEO Attended

2. 26th June  Weekly meeting with President
    27th June  Cox Peninsular Economic Development Committee meeting.
    26th June  Meeting with Warren Snowdon’s office
    3rd July   Weekly meeting with President
    17th July  Local government training needs workshop
    23rd July  Ordinary Council Meeting

2. CEO Key Objectives Endorsed By Council August 2016

2.1 Dog management:

   The draft by-law has been sent back to NTG for amending. Associated Policies and procedures are being finalised.

2.2 Roads upgrades:

   Discussions are ongoing with NTG about the upgrade of the shoulders to Charles Point Road.

2.3 Administration and other Business:

   Congratulations to all involved with the planning and running of this years Mandorah Ukulele and Folk Festival. Community members and visitors alike enjoyed the two day festival.

   The Territory day fireworks display and BBQ at Cloppenburg Park were also a resounding success.

Project and Grant Updates

In the past year, Council has been immensely successful in applying for 1 off grants. Grants totalling $152,998 have been received. The projects identified were consistent with Council’s Annual and/or Strategic Plans and have resulted in long overdue infrastructure and equipment improvements. A summary of successful 1 off grants received in the past 12 months is as follows:

Cloppenburg Park BBQ’s
 Council received a grant in the amount of $15,000 from the Federal Government as a contribution to the cost of installing BBQ’s at Cloppenburg Park. This project has been completed.

Zero turn mower
 Council received a grant in the amount of $5,590 from the Northern Territory Government as a contribution toward the purchase of a zero turn lawnmower. This project has now been completed.
Cloppenburg Park Irrigation Project
Council received a grant in the amount of $83,694 from the Northern Territory Government as a contribution toward the cost of irrigating Cloppenburg Park. A successful bore hole has now been drilled, with the flow rate being a minimum of 2 litres per second. This has ensured the viability of the remainder of the project, which includes a 130,000 litre water tank and underground irrigation to the playing fields.

Green Waste Facility Project
Council received a grant in the amount of $10,214 from the Northern Territory Government as a contribution toward the construction of a green waste recycling facility. Construction of a fence for the compound, which is to be located on Council grounds at 142 Wagait Tower Road has commenced. It is envisaged construction of the facility will be completed mid August. Initial operating hours will be confirmed prior to the facility opening.

CCTV Project
Council received a grant in the amount of $6,126 from the Northern Territory Government as a contribution to the cost of installing CCTV cameras to safeguard council infrastructure. The installation of CCTV cameras at Cloppenburg Park and the council office precinct has been completed. The purpose of the system was to improve the health and safety of council employees and visitors and provide for protection of council infrastructure. The cameras will also monitor the operation of the green waste facility.

Backup Power to Workshop Project
Council received a grant in the amount of $1,450 from the Northern Territory Government as a contribution to the cost of connecting the workshop and volunteer fire shed to the community centre generator backup. It is estimated this project will be completed by the end of July.

Cloppenburg Park – Covered Picnic Area Project
Council has recently received a grant in the amount of $14,666 from the Northern Territory Government as a contribution to the cost of building a covered picnic area at Cloppenburg Park. This project is yet to commence.

Cloppenburg Park – Solar Electricity System Project
Council has recently received a grant in the amount of $16,258 from the Northern Territory Government as a contribution to the cost of replacing the solar hot water system on the ablution block at Cloppenburg Park and also installing a solar array to reduce electricity costs. This project is yet to commence.

Water Cartage Tank for Council Truck
Council was unsuccessful in obtaining a grant to install a water cartage tank for the Council truck.

Cenotaph Project
Council is awaiting the outcome of a grant application for the improvement of the Cenotaph and surrounding area under the Federal Government’s Armistice Centenary Grant programme.

3 Work, Health & Safety

No incidents occurred.
4 Works Report

For the period June 19 – July 19 2018:

- The jetty and jetty carpark were cleaned on 15 occasions.
- The bores were inspected on 15 occasions.
- Water quality tests were undertaken on 4 occasions.
- The jetty carpark was mowed and snipped on 1 occasion.
- Leaf matter was removed from the Council carpark and memorial garden on 4 occasions.
- Landscaping works in the vicinity of the community centre continued.
- Cloppenburg Park was mowed on 1 occasion.
- Verges around the Shire were mown.
- The quarterly hard waste pickup was completed with 4.88 tonne of hard waste being disposed of.
- Construction of the green waste compound commenced.
- Staff assisted with Territory day preparations and cleanup.
- Assistance was provided to the Cox Country club for the Mandorah Ukele and Folk Festival.
- Assistance was provided to the Wagait Arts group with council staff relocating exhibits and display panels to the community centre.
7.2 Sports and Recreation Officer’s Report - Rebecca Taylor

**Sport & Recreation Report – Rebecca Taylor**

**JUNE 2018**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Sessions</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cricket</td>
<td>1 x Weekly 4 sessions</td>
<td>Modified games using varying equipment – bat sizes and shapes, ball size, hard/soft, varying rules. Skill development – batting / bowling / fielding techniques.</td>
</tr>
<tr>
<td>Soccer</td>
<td>1 x Weekly 3 sessions due to Public Holiday</td>
<td>Skill Development, Modified Games and Field Sizes pending numbers and age of those attending.</td>
</tr>
<tr>
<td>Special Event: DISCO</td>
<td>1</td>
<td>Initial booking was for last day of term 2. Postponed until July Holiday program due to DJ travelling Over Seas. Belyuen Sport &amp; Rec invited and declined.</td>
</tr>
</tbody>
</table>

**Adults / Seniors**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Sessions</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boot Camp</td>
<td>2 x Weekly 8 Sessions (1 x Public Holiday)</td>
<td>New clients. Program has plenty of variety making it possible for all ability levels to enjoy and receive the benefits of plenty of exercise. New equipment put straight into use.</td>
</tr>
<tr>
<td>Mobility (Stretch Class)</td>
<td>1 x weekly 4 sessions</td>
<td>A welcome session at the end a week full of daily exercise.</td>
</tr>
<tr>
<td>Strength</td>
<td>1 x Weekly 4 Sessions</td>
<td>New equipment has allowed more variety at both venues – sports ground and community centre.</td>
</tr>
<tr>
<td>Crafts</td>
<td>1 x Weekly 3 Sessions</td>
<td>Very little attendance. Program was cancelled in last week of June due to low attendance. Will be reviewed later in the year.</td>
</tr>
</tbody>
</table>

**Administration**

- WAG meetings. Weekly discussions with WAG representative in regard to WSC and WAG developing an art program for July Holiday that would give Wagait children the opportunity to work on projects and enter their work into the 2018 WAG Exhibition.
- Communications with Shaun Sampson Belyuen Sport and Rec & Police in regard to Blue Light Disco to be held end of June. Blue Light Disco no longer funded. It became a WSC Disco as Belyuen
- Darwin Harbour Clean Up – planning with Nick Fewster Conservation Volunteers. Event to be held in July
- Internal discussions on July School Holiday program and budget.
- Continued advertising for Seniors Big Day Out in August. Capped at 41 seats.
- Advertising, Smile a Mile Fun Bus
- WSC Sport & Recreation offer a variety of sport, art, craft, culture and recreational activities for all ages at a variety of times to ensure the community have opportunity to attend. There has been an improvement in advertising our programs over the last month through facebook, chalk board and supermarket notice boards. This is sure to benefit the community.

---

**Resolution No. 2018/………………**

That the Officer’s reports for the month of June 2018 be received and accepted.

Moved:

Seconded:

Vote:
# 8.0 FINANCIAL REPORT

## 8.1 Cash Income and Expenditure Report – June 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>2018 Actual</th>
<th>2018 Budget</th>
<th>Variance</th>
<th>Year to date Actuals</th>
<th>Year to date Budget</th>
<th>Variance</th>
<th>Forecast to 30 June 2018</th>
<th>Variance (Revised Budget and Actual)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>10963</td>
<td>$15,125</td>
<td>$-4,162</td>
<td>223147</td>
<td>$222,850</td>
<td>$297</td>
<td>$222,850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>96845</td>
<td>$32,500</td>
<td>$64,345</td>
<td>488417</td>
<td>$402,900</td>
<td>$85,517</td>
<td>$402,900</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Contracts</td>
<td>43882</td>
<td>$10,050</td>
<td>$33,832</td>
<td>135747</td>
<td>$110,000</td>
<td>$25,747</td>
<td>$110,000</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Rental Income</td>
<td>855</td>
<td>$400</td>
<td>$455</td>
<td>3045</td>
<td>$3,180</td>
<td>$135</td>
<td>$3,180</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Misc Income</td>
<td>-2578</td>
<td>$9,761</td>
<td>-$12,339</td>
<td>33116</td>
<td>$146,425</td>
<td>-$113,309</td>
<td>$146,425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Management</td>
<td>6047</td>
<td>$5,000</td>
<td>$1,047</td>
<td>115705</td>
<td>$115,200</td>
<td>$505</td>
<td>$115,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OPERATING INCOME</strong></td>
<td>156014</td>
<td>$72,836</td>
<td>$83,178</td>
<td>999177</td>
<td>$1,000,555</td>
<td>-$1,378</td>
<td>$1,000,555</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration Expenses</td>
<td>3566</td>
<td>$6,745</td>
<td>$3,179</td>
<td>81681</td>
<td>$99,655</td>
<td>$17,974</td>
<td>$99,655</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Employment Expenses</td>
<td>23537</td>
<td>$30,075</td>
<td>$6,538</td>
<td>313336</td>
<td>$311,200</td>
<td>-$2,136</td>
<td>$311,200</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Roads</td>
<td>50628</td>
<td>$39,000</td>
<td>-$11,628</td>
<td>73053</td>
<td>$115,800</td>
<td>$42,747</td>
<td>$115,800</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Contracts &amp; Materials</td>
<td>3569</td>
<td>$2,825</td>
<td>-$744</td>
<td>60662</td>
<td>$36,900</td>
<td>-$23,762</td>
<td>$36,900</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Repair &amp; Main Town Assets</td>
<td>908</td>
<td>$15,000</td>
<td>$14,092</td>
<td>35972</td>
<td>$67,970</td>
<td>$31,998</td>
<td>$72,970</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Vehicle &amp; Plant</td>
<td>3063</td>
<td>$1,650</td>
<td>-$1,413</td>
<td>26241</td>
<td>$24,130</td>
<td>-$2,111</td>
<td>$24,130</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Grant Expenses</td>
<td>509</td>
<td>$100</td>
<td>-$409</td>
<td>4661</td>
<td>$4,700</td>
<td>$39</td>
<td>$4,700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Management</td>
<td>14088</td>
<td>$17,100</td>
<td>$3,012</td>
<td>92254</td>
<td>$116,400</td>
<td>$24,146</td>
<td>$116,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>1456</td>
<td>$650</td>
<td>-$806</td>
<td>14764</td>
<td>$13,800</td>
<td>-$964</td>
<td>$13,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports &amp; Rec Equipment</td>
<td>3787</td>
<td>$0</td>
<td>-$3,787</td>
<td>3787</td>
<td>$5,000</td>
<td>$1,213</td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets</td>
<td>46033</td>
<td>$75,000</td>
<td>$28,967</td>
<td>130071</td>
<td>$205,000</td>
<td>$74,929</td>
<td>$205,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Assets</td>
<td>2816</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
<td>151144</td>
<td>$188,145</td>
<td>$37,001</td>
<td>839298</td>
<td>$1,000,555</td>
<td>$161,257</td>
<td>$1,000,555</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATING PROFIT</strong></td>
<td>4870</td>
<td></td>
<td>-115309</td>
<td>120179</td>
<td>159879</td>
<td>0</td>
<td>$159,879</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td>156014</td>
<td>72836</td>
<td>83178</td>
<td>999177</td>
<td>1000555</td>
<td>-1378</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expense</td>
<td>151144</td>
<td>188145</td>
<td>37001</td>
<td>839298</td>
<td>1000555</td>
<td>161257</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surplus</td>
<td>4870</td>
<td>-115309</td>
<td>46177</td>
<td>159879</td>
<td>0</td>
<td>-162635</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Profit/(Loss)**

- Total Income: $156014
- Total Expense: $151144
- Surplus: $4870

**Net Profit/(Loss)**: $156014
8.2 Finance Report Notes June 2018 - P & L Cash (Budget Analysis)

Finance Report Notes May 2018 - P & L Cash (Budget Analysis)

Income

Note 1 – Grants income 21% over budget ↑
Due to 2018/19 NTG operational grants being paid in final month of 2017/18 financial year.

Note 2 – Contracts income 23% over budget ↑
Due to unforeseen 1 off contracted works.

Note 3 – Miscellaneous income 77% under budget ↓
Due to transfers from reserves shown in budget.

Expenses

Note 4 – Administration Expenses – 18% under budget ↓
Administration expenses are well contained.

Note 5 – Roads - 37% under budget ↓
Road repair expenses are well contained.

Note 6 – Contracts & Materials 64% over budget ↑
Costs associated with an unforeseen 1 off contract have been incurred.

Note 7 – Repair & Main Town Assets 47% under budget ↓
Necessary repairs and maintenance to town assets are running well below budget.

Note 8 – Waste Management 21% under budget ↓
Costs associated with waste management are well contained.

Note 9 – Sport & Recreation expense 24% under budget ↓
Sport & recreation equipment expenditure was well contained.

Note 10 – Capital asset expenditure 37% under budget ↓
Due to project delays, the budgeted amounts have not yet been spent.
8.3 Financial Report for month ended June 2018

Financial Report for period ending 30 June 2018

<table>
<thead>
<tr>
<th>Cash at Bank &amp; on hand</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty cash</td>
<td>$ 441.85</td>
</tr>
<tr>
<td>CBA - transaction account</td>
<td>$ 15,160.00</td>
</tr>
<tr>
<td>CBA Cash Saver</td>
<td>$ 622,338.00</td>
</tr>
<tr>
<td>Undeposited Funds</td>
<td>$ 871.00</td>
</tr>
<tr>
<td>Bendigo Bank- Investment a/c</td>
<td>$ 500,000.00</td>
</tr>
<tr>
<td><strong>Total Cash at Bank &amp; on Hand</strong></td>
<td><strong>$ 1,138,810.85</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Debtors</th>
<th>Current</th>
<th>over 30 days</th>
<th>over 60 days</th>
<th>over 90 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$ 24,279.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td></td>
<td>$ 38,046.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Debtors</strong></td>
<td><strong>$ 24,279.00</strong></td>
<td>$ 38,046.77</td>
<td></td>
<td>$ 62,325.77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creditors</th>
<th>Current</th>
<th>over 30 days</th>
<th>Over 60 days</th>
<th>Over 90 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Creditors</strong></td>
<td><strong>$</strong></td>
<td></td>
<td></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

8.4 Rate Payers

<table>
<thead>
<tr>
<th>Rate Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/2018 Rate Year</td>
<td>$4,694.23 (increased because 4\textsuperscript{th} qtr rates have not been paid by due date)</td>
</tr>
<tr>
<td>2016/2017 Rate Year</td>
<td>$5,046.00</td>
</tr>
<tr>
<td>2015/2016 Rate Year</td>
<td>$5,830.61</td>
</tr>
<tr>
<td>2014/2015 Rate Year</td>
<td>$22,475.93</td>
</tr>
</tbody>
</table>
8.5 Credit Card Transaction for June 2018

CEO – Mark Sidey

<table>
<thead>
<tr>
<th>Date</th>
<th>Store</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2018</td>
<td>Abode</td>
<td>Monthly subscription</td>
<td>$32.69</td>
</tr>
<tr>
<td>1/6/2018</td>
<td>MVR</td>
<td>Hino Truck Rego</td>
<td>$1,059.85</td>
</tr>
<tr>
<td>1/6/2018</td>
<td>Bunnings</td>
<td>Clamps</td>
<td>$47.06</td>
</tr>
<tr>
<td>8/6/2018</td>
<td>Coles</td>
<td>Meeting food</td>
<td>$10.65</td>
</tr>
<tr>
<td>13/6/2018</td>
<td>Ahsdown Ingram</td>
<td>Machinery parts</td>
<td>$63.75</td>
</tr>
<tr>
<td>19/6/2018</td>
<td>Bunnings</td>
<td>Weed control mat</td>
<td>$79.90</td>
</tr>
<tr>
<td>19/6/2018</td>
<td>Woolworths</td>
<td>Drinks for Territory Day</td>
<td>$87.55</td>
</tr>
<tr>
<td>19/6/2018</td>
<td>Bunnings</td>
<td>Garden supplies</td>
<td>$220.81</td>
</tr>
<tr>
<td>22/6/2018</td>
<td>Spotlight</td>
<td>Sports &amp; Rec craft</td>
<td>$18.98</td>
</tr>
<tr>
<td>27/6/2018</td>
<td>Office National</td>
<td>Credenza and bookcase</td>
<td>$738.00</td>
</tr>
<tr>
<td>28/6/2018</td>
<td>Sealink Ferries</td>
<td>Multi Pass</td>
<td>$98.98</td>
</tr>
<tr>
<td>29/6/2018</td>
<td>Bunnings</td>
<td>Tie down ratchets, light solar tubes</td>
<td>$190.20</td>
</tr>
<tr>
<td>26/6/2018</td>
<td>NT News</td>
<td>Shire Plan advertisement</td>
<td>$418.50</td>
</tr>
</tbody>
</table>

President Peter Clee

<table>
<thead>
<tr>
<th>Date</th>
<th>Store</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/6/2018</td>
<td>NT Police, Fire &amp; Rescue</td>
<td>Working with children card</td>
<td>$69.00</td>
</tr>
</tbody>
</table>

Works Supervisor – Gary Zikan

Nil
8.6  Supplier Payment History for May 2018

### Supplier Payment History

**June 2018**

**Supplier:**

- A.B.G.
- Bore NT Pty Ltd
- CCS NT Pty Ltd
- Central Business Equipment
- Cycad Development Services
- Fin Bins
- Kleenheat Gas
- Labasheeda Park
- Marks Rural Services

#### Table: Supplier Payment History

<table>
<thead>
<tr>
<th>Cheque No.</th>
<th>Chq Date</th>
<th>PO No.</th>
<th>Date</th>
<th>Supplier's Inv. No.</th>
<th>Purchase Total Amt</th>
<th>Amount Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.B.G.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15/06/2018</td>
<td>00016964</td>
<td>31/05/2018</td>
<td>3467</td>
<td>$110.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Bore NT Pty Ltd</td>
<td>27/06/2018</td>
<td>00014108</td>
<td>26/06/2018</td>
<td>3797</td>
<td>$10,114.50</td>
<td>$10,114.50</td>
</tr>
<tr>
<td></td>
<td>27/06/2018</td>
<td>00014085</td>
<td>1/06/2018</td>
<td>3693</td>
<td>$10,813.00</td>
<td>$10,813.00</td>
</tr>
<tr>
<td>CCS NT Pty Ltd</td>
<td>28/06/2018</td>
<td>00014114</td>
<td>29/06/2018</td>
<td>20825</td>
<td>$9,882.38</td>
<td>$9,882.38</td>
</tr>
<tr>
<td>Central Business Equipment</td>
<td>13/06/2018</td>
<td>00016960</td>
<td>1/06/2018</td>
<td></td>
<td>$204.80</td>
<td>$204.80</td>
</tr>
<tr>
<td></td>
<td>15/06/2018</td>
<td>00014106</td>
<td>15/06/2018</td>
<td>602580</td>
<td>$26.95</td>
<td>$26.95</td>
</tr>
<tr>
<td></td>
<td>15/06/2018</td>
<td>00016980</td>
<td>4/06/2018</td>
<td>602101</td>
<td>$270.56</td>
<td>$270.56</td>
</tr>
<tr>
<td>Cycad Development Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$279.00</td>
<td>$279.00</td>
</tr>
<tr>
<td></td>
<td>15/06/2018</td>
<td>00016961</td>
<td>1/06/2018</td>
<td></td>
<td>$279.00</td>
<td>$279.00</td>
</tr>
<tr>
<td>Fin Bins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4,961.97</td>
<td>$4,961.97</td>
</tr>
<tr>
<td></td>
<td>27/06/2018</td>
<td>00014106</td>
<td>28/06/2018</td>
<td>19273</td>
<td>$4,961.97</td>
<td>$4,961.97</td>
</tr>
<tr>
<td></td>
<td>15/06/2018</td>
<td>00016978</td>
<td>31/05/2018</td>
<td>18488</td>
<td>$6,184.75</td>
<td>$6,184.75</td>
</tr>
<tr>
<td>Kleenheat Gas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,184.75</td>
<td>$6,184.75</td>
</tr>
<tr>
<td>Labasheeda Park</td>
<td>15/06/2018</td>
<td>00014095</td>
<td>13/06/2018</td>
<td>114</td>
<td>$220.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Marks Rural Services</td>
<td>697 15/06/2018</td>
<td>00014102</td>
<td>12/06/2018</td>
<td>4</td>
<td>$264.00</td>
<td>$264.00</td>
</tr>
<tr>
<td></td>
<td>27/06/2018</td>
<td>00014107</td>
<td>28/06/2018</td>
<td>7</td>
<td>$720.00</td>
<td>$720.00</td>
</tr>
</tbody>
</table>
## Supplier Payment History
### June 2018

<table>
<thead>
<tr>
<th>Cheque No.</th>
<th>Chq Date</th>
<th>PO No.</th>
<th>Date</th>
<th>Supplier's Inv. No.</th>
<th>Purchase</th>
<th>Total Amt</th>
<th>Amount Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>694</td>
<td>14/06/2018</td>
<td>00004098</td>
<td>14/06/2018</td>
<td>31</td>
<td>$1,195.80</td>
<td>$1,195.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Michelle Rawes Cleaning and Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>701</td>
<td>18/06/2018</td>
<td>00004170</td>
<td>18/06/2018</td>
<td>Q4 2017/18</td>
<td>$143.04</td>
<td>$143.04</td>
<td></td>
</tr>
<tr>
<td></td>
<td>27/06/2018</td>
<td>00004111</td>
<td>22/06/2018</td>
<td>Q4 2017/18</td>
<td>$505.47</td>
<td>$505.47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19/06/2018</td>
<td>00004960</td>
<td>19/06/2018</td>
<td>Q4 2017/18</td>
<td>$85.05</td>
<td>$85.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OfficeWorks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>28/06/2018</td>
<td>00004094</td>
<td>5/06/2018</td>
<td></td>
<td>$213.01</td>
<td>$213.01</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Optus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>703</td>
<td>28/06/2018</td>
<td>00004119</td>
<td>29/06/2018</td>
<td>63393</td>
<td>$2,348.04</td>
<td>$2,348.04</td>
<td></td>
</tr>
<tr>
<td></td>
<td>28/06/2018</td>
<td>00004118</td>
<td>29/06/2018</td>
<td>63392</td>
<td>$2,040.50</td>
<td>$2,040.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Palmer Steel Trading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b/pay</td>
<td>28/06/2018</td>
<td>00004087</td>
<td>25/06/2018</td>
<td>69587463</td>
<td>$34.42</td>
<td>$34.42</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Power Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15/06/2018</td>
<td>00004089</td>
<td>8/06/2018</td>
<td>2018003</td>
<td></td>
<td>$945.00</td>
<td>$945.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15/06/2018</td>
<td>00004103</td>
<td>12/06/2018</td>
<td>6453</td>
<td>$194.70</td>
<td>$194.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rural Fire Protection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28/06/2018</td>
<td>00004122</td>
<td>28/06/2018</td>
<td>51401</td>
<td></td>
<td>$919.40</td>
<td>$919.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>27/06/2018</td>
<td>00004955</td>
<td>19/06/2018</td>
<td>51273</td>
<td>$3,246.18</td>
<td>$3,246.18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sports Agencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15/06/2018</td>
<td>00004087</td>
<td>5/06/2018</td>
<td>1258</td>
<td></td>
<td>$55,690.58</td>
<td>$55,690.58</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Excavations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vanderfield Northwest Pty Ltd</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resolution No. 2018/............... 
That the financials for the month of June 2018 be received and accepted. 
Moved: 
Seconded: 
Vote:
9.0 BUSINESS ARISING FROM PREVIOUS MINUTES – ACTION SHEET

9.1 Proposed Dog Management By-Laws
The draft dog by-laws has been amended after considering consultation submissions. They have been sent back to NTG for final drafting.

9.2 Policy for Meeting Procedures
Cr Michael Vaughan questions the policy for meeting procedures.

9.3 CEO Report
A Work Health and Safety report will be included in the CEO monthly reports.

9.4 2018/2019 to 2022/2023 Strategic Plan
Development of the 2018/19 to 2022/23 Strategic Plan has commenced. CEO to investigate facilitation and come back with dates and availability for a public consultation.

9.5 2018/2019 Shire Plan and Annual Budget
The Audit Committee recommends to council that council review the KPI’s prior to publicly advertising.

The cleaning position in the Organisational Structure in the Draft Annual Plan will now be made a casual paid position.

On page 23 of the report the sentence “The next election has been programmed for August 2017 and then again in three year’s time” is to be deleted.

A watermark with the word “DRAFT” to be added to the document.

There are some changes that need to be done to the budget in “Capital Expenditure” since the draft was done:
1. Grant monies for Cloppenburg Park Irrigation, this will need to be shifted to non grant dependent.
2. The Water cartage tank project to be moved to capital expenditure and discussed in the community consultation. A business case for the Water cartage tank is to be prepared by CEO.
3. The Solar Project and Picnic Area Project to be moved to Asset column in the Capital Expenditure.

9.6 P01 Policy Framework Policy
Under the heading “Policy Drafting” the word “Draft” to be removed from the second sentence to read “All Policies will be tabled at Audit Committee meetings for review and comment”.

9.7 P34 Elected Member Allowances Policy
- In item 1 “Purpose” the date for the financial to be changed to 2018/2019 Financial Year.
- Under heading “Extra meeting allowance”, item 3 to read “For other council members this allowance is paid only in accordance with council policy and after an approved claim is made at the end of the relevant month”.

9.8 Risk Management Framework and System
This is to be carried over to the July Meeting.
9.9 Emergency Recovery Committee Meeting
The Emergency Recovery Committee has decided to suspend its activities and a report will be presented to Council.

9.10 CCTV Cameras
To be put on agenda for future meetings.

9.11 Health Group
The draft updated Belyuen Clinic/Emergency Contact protocol has been agreed and council is presently awaiting final sign off from the NT Government. A phone tree service for residents to be set up by a resident with the support of council.

9.12 Tree Planting on Verge
A policy is to be developed and public consultation undertaken.

9.13 Darwin Duchess
The Darwin Duchess is to be disposed of.

9.14 Mandorah Jetty Maintenance
Council notes that the failure of the new jetty grid fastenings that occurred on 3 December 2017 and 25 December 2017. Council has written to NT Government on a number of occasions expressing their concern over the failures.
Department representatives will be invited to our July Council meeting.

9.15 Councillor Member Allowance
Nil payment was made to councillors for the month of June 2018.

9.16 Territory Day
A great day for all with approximately 160 in attendance. The BBQ raised $185.00 for the Cox Peninsula Volunteer Bushfire Brigade.

Resolution No. 2018/………………
That Council receives and notes the Action Sheet for the month of June 2018
Moved:
Seconded:
Vote:

10.0 AGENDA ITEMS

The Shire plan was prepared and advertised in accordance with the legislation. Submissions were considered and where appropriate incorporated into the plan.

Resolution No. 2018/………………
That Council endorse and adopt the 2018/2019 Shire Plan, as amended.
Moved:
Seconded:
Vote:
### 10.2 Annual Budget 2018/2019

<table>
<thead>
<tr>
<th>Resolution No. 2018/...............</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved:</td>
</tr>
<tr>
<td>Seconded:</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
</tbody>
</table>

### 10.3 Rates

<table>
<thead>
<tr>
<th>Resolution No. 2018/...............</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council in adopting the Sire Plan and Budget for 2018/2019 declare rates to be set at $596.90 per annum, and that council fees, levies and charges as detailed in the Shire Plan and Annual budget for 2018/19 be adopted.</td>
</tr>
<tr>
<td>Moved:</td>
</tr>
<tr>
<td>Seconded:</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
</tbody>
</table>

### 10.4 Long Term Financial Plan 2018-2022

The Long Term Financial Plan was presented in conjunction with the Shire Plan. The Long Term Financial Plan 2018-2022 was discussed and incorporated in the Shire Plan.

<table>
<thead>
<tr>
<th>Resolution No. 2018/...............</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved:</td>
</tr>
<tr>
<td>Seconded:</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
</tbody>
</table>

### 10.5 Installation of CCTV Cameras

<table>
<thead>
<tr>
<th>Resolution No. 2018/...............</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council acquit the amount of $6,126.00 towards the installation of CCTV to protect and safeguard council infrastructure. Cameras to be installed at the sportsground, community centre and offices.</td>
</tr>
<tr>
<td>Moved:</td>
</tr>
<tr>
<td>Seconded:</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
</tbody>
</table>

### 10.6 Green Waste Fenced Compound

<table>
<thead>
<tr>
<th>Resolution No. 2018/...............</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council acquit the amount of $10,214 to construct a green waste fenced compound for the residents of Wagait Beach.</td>
</tr>
<tr>
<td>Moved:</td>
</tr>
<tr>
<td>Seconded:</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
</tbody>
</table>
10.7  Irrigation of Cloppenburg Park

Resolution No. 2018/................
That Council acquit the amount of $22,730, this being a proportion of the overall grant monies, towards the irrigation of Cloppenburg Park which will include bore drilling, tank and associated pumps, electrical services, underground irrigation and installation of security fencing.
Moved:
Seconded:
Vote:

10.8  Council Bi-Election

The Council By-election is scheduled for Saturday 22 September 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 31 August</td>
<td>5:00 PM</td>
<td>Nominations open</td>
</tr>
<tr>
<td>Tuesday 4 September</td>
<td>12:00 noon</td>
<td>Electoral roll closes</td>
</tr>
<tr>
<td>Thursday 6 September</td>
<td>1:00 PM</td>
<td>Nominations close</td>
</tr>
<tr>
<td>Friday 7 September</td>
<td>8:00 AM</td>
<td>Declaration of nominations, draw for position</td>
</tr>
<tr>
<td>Monday 10 September</td>
<td>9:00 AM</td>
<td>Postal mail-out commences</td>
</tr>
<tr>
<td>Tuesday 18 September</td>
<td>6:00 PM</td>
<td>Early voting commences</td>
</tr>
<tr>
<td>Thursday 20 September</td>
<td>6:00 PM</td>
<td>Overseas postal voting despatches cease</td>
</tr>
<tr>
<td>Friday 21 September</td>
<td>5:00 PM</td>
<td>All postal voting despatches cease</td>
</tr>
<tr>
<td>Saturday 22 September</td>
<td>8:00 AM</td>
<td>Election day</td>
</tr>
<tr>
<td>Monday 24 September</td>
<td>8:00 AM</td>
<td>Election day voting commences</td>
</tr>
<tr>
<td>Thursday 27 September</td>
<td>6:00 PM</td>
<td>Election day voting ceases</td>
</tr>
<tr>
<td>Friday 28 September</td>
<td>12:00 noon</td>
<td>Mobile voting ceases</td>
</tr>
<tr>
<td>Monday 1 October</td>
<td>10:00 AM</td>
<td>Primary counts of ordinary, postal and early</td>
</tr>
<tr>
<td></td>
<td></td>
<td>votes commence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Primary counts of postal, mobile and early</td>
</tr>
<tr>
<td></td>
<td></td>
<td>votes commence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Declaration vote verification checks, commence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>recheck of all counts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Primary counts of accepted declaration votes,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>further postal counts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deadline for receipt of postal votes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final counts of postal votes commence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Distribution of preferences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Declaration of the election result</td>
</tr>
</tbody>
</table>
10.9 WS Recovery Committee Draft Minutes

Wagait Shire Emergency Management Recovery Committee

Minutes

Meeting Date
18 April 2018 at 6.30pm

Venue
Wagait Shire Community Centre

Attendance
Chris Tyzack, Peter Clee, Lorna Manning, Mark Sidey

Apologies
Nic Barclay, Kym Dye, Barry Demasson, Ian Hinchiffe

Previous Draft Minutes
Minutes of meeting 27 November 2017 approved

Business Arising/Action arising from previous minutes
- Discussion with Bushfires, NTES and CEO regarding communications systems-Mark/Peter. This is still to be undertaken and will be finalised now that council has agreed to accept responsibility for the CB/UHF project.
- Update resources list Bushfires and NTES to provide info – (Chris) still to occur and will be added to final version of revised recovery plan
- Provide CEO with previous years public notices - done
- Add (Volunteer management) to recovery plan – done
- Rewrite the Wagait Shire Recovery plan to incorporate 2018 census data and other relevant information/changes to legislative framework – completed and sent to committee for review at meeting in June.

General Business
The resignation of Fred Gillis was accepted and noted. He has been a very valuable contributor to this group. His belief is that “new blood” should be involved. A discussion regarding his replacement ensued and it was agreed to delay this until such time as the review of the recovery plan is finalised.

Tropical cyclone Marcus was discussed and the recovery committee briefed by the CEO about actions taken. The recovery committee commended the CEO, NTES, Bushfires NT, and the council/works staff for their quick and effective responses.

Further discussion ensued regarding potential recovery activities that may have been required should the emergency phase continue for a longer period.

New Business

Business arising from this meeting
- Discussion with Bushfires, NTES and CEO regarding communications systems-Mark/Peter
- Update resources list Bushfires and NTES to provide info – Chris

Next meeting
The next meeting - Wednesday 20 June 2018 at 6.30.

Resolution No. 2018/..................
That Council notes the WS Recovery Committee Draft Minutes
Moved:
Seconded:
Vote:
10.10 WS Recovery Committee – Current Status

The Wagait Shire Emergency Recovery Committee has decided to suspend its activities pending clarification from Council about its future.
10.11 Risk Management Framework and System
Table of Contents

1 Wagait Shire Council WHS Management Plan ................................................................. 2
   1.1 Management and review ....................................................................................... 2
2 WHS policy .................................................................................................................. 2
3 Roles and responsibilities ............................................................................................ 4
   3.1 Workers .................................................................................................................. 4
   3.2 Workplace bullying: ............................................................................................. 4
   3.3 Drug and alcohol: .................................................................................................. 4
   3.4 Legislation ............................................................................................................. 5
   3.5 Codes of Practice and other guidance .................................................................. 5
   3.6 Wagait Shire Council Safe Work Procedures, checklists and Forms ............... 6
4 Risk management ......................................................................................................... 7
   4.1 Identifying hazards and managing risks ............................................................... 7
   4.2 Hierarchy of control .............................................................................................. 7
5 Emergency and incident response ............................................................................. 8
   5.1 Emergency preparedness .................................................................................... 8
   5.2 Incident procedure ............................................................................................... 8
   5.3 Notifiable incidents ............................................................................................. 8
   5.4 First aid .................................................................................................................. 9
6 Induction and training .................................................................................................. 11
   6.1 Worker induction .................................................................................................. 11
   6.2 Worker training .................................................................................................... 11
7 Consultation and communication ............................................................................ 12
   7.1 Consultation ......................................................................................................... 12
   7.2 Communication ................................................................................................... 12
   7.3 Disciplinary procedures ....................................................................................... 12
8 Site safety procedures ................................................................................................. 13
   8.1 Site amenities ....................................................................................................... 13
   8.2 Site security ......................................................................................................... 13
   8.3 Site signage ......................................................................................................... 13
   8.4 Personal protective equipment .......................................................................... 13
   8.5 Work near overhead or underground essential services ..................................... 14
   8.6 Managing other hazards ..................................................................................... 14

April 2018
1 Wagait Shire Council WHS Management Plan

1.1 Management and review

This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) within Wagait Shire Council area.

We will:

- make this plan available to all workers and contractors ensure they have the opportunity to read, understand, clarify and ask questions
- keep a copy of the WHS Management Plan readily available
- to be regularly reviewed in the light of changes to the workplace and changes in legislation.
2 WHS policy

Policy Statement and Commitment:
Wagait Shire Council recognizes its moral responsibilities and legal obligations requirements of the Work Health and Safety (WHS) Act 2011, to create a safe work environment and safe culture to value the health and safety of all workers, customers and visitors. This Commitment extends to ensuring the organisation’s operations do not place the local community at risk of injury or illness.

Goals and objectives:
Wagait Shire Council to achieve a Safe and Healthy work place will:
- Provide safe equipment and systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide current information, instruction, training and supervision to workers to ensure their safety

Management responsibilities encompass:
- Providing and maintaining the workplace and equipment in a safe condition
- Ensuring all WHS policies and procedures are implemented
- Actively promoting and being involved in those policies and procedures
- Providing the resources to meet their WHS commitment

Workers will ensure that they:
- Follow all policies and procedures
- Report all potential and real hazards to their supervisor
- Actively contribute to the establishment and maintenance of sound policies and practice.

Wagait Shire Council expects that all workers and visitors will accept their joint duty of care and adhere to all Council Policies and relevant Legislation including, but not limited to the Work Health & Safety (WHS) Act 2011 as in force 2016.
3 Roles and responsibilities

3.1 Workers

All workers (including those employed by contractors) are responsible for:
- taking reasonable care of their own health and safety;
- taking reasonable care that their conduct does not adversely affect others;
- complying with instruction, so far as they are reasonably able;
- cooperating with reasonable notified policies or procedures; and
- general WHS information.

3.2 Workplace bullying:

Workplace bullying is a risk to health and safety. It can occur wherever people work together in all types of workplaces. Wagait Shire Council are committed to ensuring this behavior does not occur by taking steps to prevent bullying and by responding quickly if it does occur. *(Refer to Bullying Policy)*

3.3 Drug and alcohol:

Drug and alcohol use can affect a person’s ability to work safely. It creates a risk to workers and work health and safety.

Responsibilities:
- no one must drink alcohol or use drugs at this workplace, except:
  - for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety,
  - workplace-based social events: socially acceptable behaviour and drink responsibly
### 3.4 Legislation

<table>
<thead>
<tr>
<th>Relevant legislation</th>
<th>Tick if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Health and Safety Act as in force 2016</td>
<td>✓</td>
</tr>
<tr>
<td>Work Health and Safety Regulations as in force 2016</td>
<td>✓</td>
</tr>
<tr>
<td>AS3012:2010 — Electrical installations — construction and demolition sites</td>
<td>✓</td>
</tr>
<tr>
<td>Local Government Act</td>
<td>✓</td>
</tr>
</tbody>
</table>

### 3.5 Codes of Practice and other guidance

<table>
<thead>
<tr>
<th>Relevant Codes of Practice</th>
<th>Tick if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>First aid in the workplace</td>
<td>✓</td>
</tr>
<tr>
<td>Hazardous manual tasks</td>
<td>✓</td>
</tr>
<tr>
<td>How to manage work health and safety risks</td>
<td>✓</td>
</tr>
<tr>
<td>Labelling of workplace hazardous chemicals</td>
<td>✓</td>
</tr>
<tr>
<td>Managing electrical risks at the workplace</td>
<td>✓</td>
</tr>
<tr>
<td>Managing noise and preventing hearing loss at work</td>
<td>✓</td>
</tr>
<tr>
<td>Managing risks of plant in the workplace</td>
<td>✓</td>
</tr>
<tr>
<td>Managing the risks of slips trips and falls in the workplace</td>
<td>✓</td>
</tr>
<tr>
<td>Managing the work environment and facilities</td>
<td>✓</td>
</tr>
<tr>
<td>Safe design, manufacture, import and supply of plant</td>
<td>✓</td>
</tr>
<tr>
<td>Safe design structures</td>
<td>✓</td>
</tr>
<tr>
<td>Traffic management in workplaces</td>
<td>✓</td>
</tr>
<tr>
<td>Working in the vicinity of overhead and underground electrical lines</td>
<td>✓</td>
</tr>
</tbody>
</table>

---

1 Note that these are the Codes of Practice available at date of publication. It is the responsibility of the Council to be aware of the latest available Codes. These are available at [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)
### 3.6 Wagait Shire Council Safe Work Procedures, checklists and Forms

<table>
<thead>
<tr>
<th>Other Standards or guidance</th>
<th>Tick if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1 Job checklist</td>
<td>☑</td>
</tr>
<tr>
<td>001-WHS Manual Handling</td>
<td>☑</td>
</tr>
<tr>
<td>002 - WHS Tractors/Slashing</td>
<td>☑</td>
</tr>
<tr>
<td>003-WHS Chemical Handling</td>
<td>☑</td>
</tr>
<tr>
<td>004-WHS Water Blasting</td>
<td>☑</td>
</tr>
<tr>
<td>005-WHS Tools General Requirements</td>
<td>☑</td>
</tr>
<tr>
<td>006-WHS Workshop General Rules</td>
<td>☑</td>
</tr>
<tr>
<td>007 WHS Leaf Blowers</td>
<td>☑</td>
</tr>
<tr>
<td>008-WHS Sun Outdoor Work</td>
<td>☑</td>
</tr>
<tr>
<td>009 WHS Chainsaws</td>
<td>☑</td>
</tr>
<tr>
<td>010-WHS Tools Electrical</td>
<td>☑</td>
</tr>
<tr>
<td>011-WHS Isolation-Tagging and Lockout</td>
<td>☑</td>
</tr>
<tr>
<td>012-WHS Brush Cutters</td>
<td>☑</td>
</tr>
<tr>
<td>013-WHS Small plant safe operations</td>
<td>☑</td>
</tr>
<tr>
<td>014-WHS Crocodile working near waterways</td>
<td>☑</td>
</tr>
<tr>
<td>Form 001 General Risk Assessment</td>
<td>☑</td>
</tr>
<tr>
<td>Form 002 Job safety Analysis</td>
<td>☑</td>
</tr>
<tr>
<td>Form 003 Safe Work Method Statement Worksheet</td>
<td>☑</td>
</tr>
<tr>
<td>Form 004 Permit - Hot Work</td>
<td>☑</td>
</tr>
<tr>
<td>Form 005 Toolbox Meeting Record</td>
<td>☑</td>
</tr>
<tr>
<td>Form 006 Contractor Safety Management Form</td>
<td>☑</td>
</tr>
<tr>
<td>WSWF Plant and Equipment Risk Register</td>
<td>☑</td>
</tr>
</tbody>
</table>
4 Risk management

4.1 Identifying hazards and managing risks

We will systematically identify hazards and assess risks before the project starts by using the hierarchy of control (see 4.2) in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with high risk work
- using a risk management form to control general construction risks where necessary

We will also identify risks:
- before we buy or re-order any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified must be reported immediately to the Works Manager.

We will inform our workers of our risk management procedures and ensure they are trained in risk management (see 7).

4.2 Hierarchy of control

We will control all risks we identify by applying the Hierarchy of Controls as follows:

- Eliminate
- Substitute
- Isolate
- Engineering controls
- Administrative controls
- Personal Protective Equipment.

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.
5 Emergency and incident response

5.1 Emergency preparedness

To ensure we are prepared for an emergency we:
- show all workers and subcontractors the emergency point as part of their induction (this is included in our induction checklist)
- display emergency procedures in the site office or other visible location
- check extinguishers before works performed and compliant six-monthly checks

In the event of a fire or similar emergency evacuation:
- stop work immediately and vacate the workplace
- assist anyone in the workplace who may not be familiar with the evacuation procedures
- call emergency services on 000 or on 112 from a mobile phone and assemble in the nominated assembly points until you receive further instructions from emergency services personnel

Our emergency meeting point is CARPARK OPPOSITE COMMUNITY CENTRE.

5.2 Incident procedure

If an incident occurs at the workplace the procedure is:
- immediately notify the principal CEO and or 000 PFES
- do not interfere with the scene of the incident
- depending on the nature and severity of the injury

5.3 Notifiable incidents

We will report the following incidents to NT Worksafe
- a fatality
- an incident requiring hospitalisation
- a dangerous incident, which could have resulted in someone being killed, or suffering a serious bodily injury (see 6.3 of Part A for definition).

In the event of such an occurrence:
- notify the CEO of Wagait Council who must notify NT Worksafe by the quickest means possible. The number for NT Worksafe is **1800 019 115** – this number is on the emergency contact list
- fax an **Incident Notification Form** to NT Worksafe as soon as possible following the incident (must be within 48 hours)
- do not disturb the site until given clearance by CEO of Wagait Council or NT Worksafe
- we will complete reporting requirements required by NT Worksafe and NT Police
- the CEO of Wagait Council shall only give permission to disturb the site when notified by NT Worksafe that a formal investigation is not required
- if a formal investigation is required, the CEO or Works Manager of Wagait Council will secure the site
5.4 First aid

- supply adequate first aid equipment in all at the workshop and Council vehicles
- If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify council administration to restock kits
- First aid should be administered by trained first aid personnel.

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid
- phone an ambulance (depending on the extent of the injuries)
## EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>AMBULANCE</th>
<th>POLICE</th>
<th>FIRE SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>000 or 112 (mobile)</td>
<td>(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEY PADS ARE LOCKED)</td>
</tr>
</tbody>
</table>

**EMERGENCY CENTRE**  
Name: Belyuen Clinic  
Address: Belyuen Community  
Phone: 08 8978 5023  
Operating hours: 8.0am – 4.30pm Mon-Fir (24hrs callout)

<table>
<thead>
<tr>
<th>Police Station:</th>
<th>131 444</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poisons Information Centre:</td>
<td>13 11 26</td>
</tr>
<tr>
<td>Power &amp; Water:</td>
<td>1800 245 090</td>
</tr>
<tr>
<td>Dial before you dig:</td>
<td>1100</td>
</tr>
<tr>
<td>NT Worksafe:</td>
<td>1800 019 115</td>
</tr>
</tbody>
</table>

**INTERNAL INFORMATION**  
CEO Wagait Shire Council: Mark Sidey – 0407 007 558  
Works Manager: Gary Zikan – 0427 133 959  
Wagait Shire Council Office: 08 8978 5185
6 Induction and training

6.1 Worker induction
   The council will ensure a site specific induction is provided for all workers before starting work.
   This induction must outline:
   - the expectations outlined in this WHS Management Plan, including all policies and procedures
   - the emergency meeting/muster point
   - the site rules
   - the facilities
   - any site specific hazards
   - any risk work activities/tasks

6.2 Worker training
   The council will:
   - ensure workers are trained and competent for the work to be carried out
   - ensure workers are trained to deal with any risks associated with the work and understand the control measures in place
   - ensure all workers have had relevant white card and first aid training (or/and other appropriate training for works performed)
   - ensure job specific on-site training and supervision is provided
   - organise external training for specific tasks where required
   - seek high risk licences for all high risk work and maintain a register of licences
   - communicate with contractors to ensure their workers are appropriately trained and competent.
7 Consultation and communication

7.1 Consultation

We will consult with all workers and contractors on WHS issues:
- at toolbox meetings where anyone can raise issues for discussion
- informally during the planning of activities or the development of Safe Work Method Statements
- when changes to workplace arrangements could affect the health and safety of workers
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring

We will also consult with contractors and suppliers on WHS issues associated with any products or services:
- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures

7.2 Communication

We will ensure our workers and other contractors are aware of WHS requirements by providing them with this WHS Management Plan before starting work. Contractors are expected to make their workers aware of all WHS requirements.

We will communicate relevant WHS information to everyone involved by:
- induction
- pre-work meetings
- toolbox meetings
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents

7.3 Disciplinary procedures

If anyone does not comply with the requirements of this Plan, the following will apply:
- **First violation:** verbal warning (and advise contractor if it involves their worker/s)
- **Second violation:** written notification (and advise contractor if it involves their worker/s)
- **Third violation:** complete removal/suspension.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.
8 Site safety procedures

8.1 Site amenities
- Toilets and drinking water will be provided on site.
- All workers are to have good hygiene standards and clean up after themselves.

8.2 Site security
We will, so far as reasonably practicable, secure the site by:
- keeping the area secure
- fenced and signage to prevent unauthorised access
- locking gates to the site outside normal hours of operation
- Chemical secure storage with MSDS sheets

Workers and contractors are expected to keep the site secure, for example by closing or locking gates.

8.3 Site signage
At a minimum, we will display the following signs on the entrance to the site:
- contact details and after-hours telephone number
- authorised personal only signage
- the location of the site office.

8.4 Personal protective equipment
We will provide the personal protective equipment (PPE) to council workers at the workplace

The person providing the PPE must ensure that the PPE is:
- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and reasonably comfortable for the worker who is to use or wear it
- maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by:
  - ensuring it is clean and hygienic
  - ensuring it is in good working order
  - ensuring it is used or worn by the worker, so far as is reasonably practicable.

The person supplying the PPE must also:
- provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE
- ensure that any other person at the workplace (such as home owners, clients or inspectors) is appropriately provided with PPE to wear as required.

Workers must:
- follow all instructions to wear and proper care of PPE
8.5 Work near overhead or underground essential services

We will ensure, where reasonably practical, that no-one comes within an unsafe distance of an overhead or underground power line.

If maintaining a safe distance is not reasonably practical, we will:

- assess the risk associated with the proposed work
- implement control measures consistent with the risk assessment
- contact and consult with the local essential service provided.

Plant

To ensure all plant used complies with the requirements of the WHS Regulations:

- only use plant for the purpose for which it was designed
- use all health and safety features and warning devices on plant
- follow all information, training and instruction provided
- no person other than the operator may ride on the plant
- when slashing near fire risk area have water readily available

We will ensure that:

- all plant is regularly maintained, inspected and tested by a relevant competent person
- the plant has a warning device that will warn persons who may be at risk from the movement of the plant
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.

8.6 Managing other hazards

We will manage hazards associated with ladders by:

- using ladders according to the manufacturer’s instructions
- only allowing one person at a time on a ladder
- performing all work from a ladder while facing the ladder
- not setting up ladders on scaffolds or elevated work platforms to gain extra height

Manual handling

We will manage hazards associated with manual handling by:

- ensuring all users follow good manual handling practices
- assessing risk assessments
- providing mechanical lifting aids where applicable

Slips, trips and falls

We will manage hazards associated with slips, trips and falls by:

- using a slips, trips and falls checklist as required
- checking for hazards that could cause someone to slip, trip or fall by doing a visual check
- ensuring workers keep the site tidy as part of the written site rules
- ensuring workers check ground stability before exiting any vehicle or plant.
Hand operated and power tool use

We will manage hazards of hand operated and power tool use by:

- regularly checking all tools to ensure they are in a safe working order
- recording all electrical tools in a tag and testing register
- testing and tagging electrical tools every 3 months
- communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

- electrical connections are secure
- safety guards are in position
- the machine is switched off before activating the electricity supply
- appropriate PPE is used as required by manufacturer’s guidelines

Workers must report any issues with power tools to the Works Manager. Unsafe tools will be tagged and removed from service.

Sun safety

All persons on site should:

- wear adequate clothing (eg hats) and other protection methods (eg sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- manage working in the sun to avoid dehydration and heat stress related illnesses

Asbestos

The Works Manager will ensure:

- only licenced asbestos removalists are used to remove asbestos
- the correct signage and controls are in place before any removal of asbestos commences

Dangerous Animals / Events with Fauna

Wagait Shire Council workplaces vary in location and through the scope and nature of the works; there may be interactions with native fauna.

Animals / species that may be encountered include –

- Snakes
- Crocodiles
- Dingoes
- Wild dogs
- Feral pigs
- Feral cats

Whilst all care shall be taken to remove native fauna during mobilisation and maintenance works, it is anticipated that at a minimum, visual interaction with native fauna may be encountered. Below are the actions for interacting with dangerous native fauna.
Resolution No. 2018/.................
That council adopt the draft Work Health & Safety (WHS) Management Plan, as recommended by the Audit Committee.
Moved:
Seconded:
Vote:
11.0 UPCOMING EVENTS

11.1 Seniors Day – 7 August 2018

12.0 LATE ITEMS AND GENERAL BUSINESS

13.0 IN-CAMERA ITEMS

Communications Project

Resolution No. 2017/................
That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulation 8;
(c) information that would, if publicly disclosed, be likely to:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person;

Moved:
Seconded:
Vote:

Resolution No. 2017/................
That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act.
Moved:
Seconded:
Vote:

14.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Tuesday 21 August 2018 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

15.0 CLOSE OF MEETING

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