

**WAGAIT SHIRE COUNCIL  
AGENDA  
ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS**

**LOT 62, WAGAIT TOWER ROAD  
7PM**

**Monday 18 September 2017**



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## **1.0 PRESENT**

**Councillors:** Michael Vaughan  
Patricia McIntyre  
Peter Clee  
Shenagh Gamble  
Neil White

**Staff:** Chief Executive Offer Mark Sidey  
Officer Manager Pamela Wanroy

### **1.1 OPENING OF MEETING - Chaired by CEO Mark Sidey**

CEO Mark Sidey welcomes and congratulates Michael Vaughan, Patricia McIntyre, Shenagh Gamble, Peter Clee and Neil White for their election as a Councillor for the Wagait Shire Council.



**Statement of results**

**2017 NT Council elections  
26 August 2017**

**Wagait Shire Council**

Election of 5 Councillors

**Elected candidates**

- 1 Michael VAUGHAN
- 2 Patricia MCINTYRE
- 3 Shenagh GAMBLE
- 4 Peter CLEE
- 5 Neil WHITE

  
Returning officer

4, 9, 2017

**1.2 APOLOGIES AND LEAVE OF ABSENCE:**

<p>Resolution No. 2017/..... That the apology of Cr _____ and approved. <span style="float: right;"><b>be accepted</b></span> Moved: Seconded: Vote:</p>
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**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**WAGAIT SHIRE COUNCIL  
DRAFT MINUTES**

**ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD**

**TUESDAY 15 August 2017**



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**1.0 PRESENT**

President Peter Clee  
Cr Tom Dyer  
Vice-President Brad Irvine (telephone conference)  
Cr Shenagh Gamble  
Cr Alex Richmond  
CEO Mark Sidey

**1.1 OPENING OF MEETING:**

President Peter Clee declared the meeting open at 7.05pm and welcomed everyone to the meeting.

**1.2 APOLOGIES AND LEAVE OF ABSENCE:**

Nil

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**3.1 Confirmation of 18 July 2017 Council Meeting**

<p><b>Resolution No. 2017/77</b> <b>That the minutes of the Monthly Meeting of 18 July 2017, be confirmed by council as a true and correct record.</b> <b>Moved: Vice-President Brad Irvine</b> <b>Seconded: President Peter Clee</b> <b>Vote: AIF</b></p>
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**3.2 Matters arising from 18 July 2017 Minutes**

Nil

**4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC**

Nil

At 7.08pm, Cr Alex Richmond and Cr Shenagh Gamble attended the meeting. Vice-President Brad Irvine left the meeting.

## 5.0 INWARDS AND OUTWARDS CORRESPONDENCE - July 2017

### 5.1 Inwards July 2017

Date	From	About	To
17/07/2017	Resident	Dog Traps - Wandering Dogs	ceo
17/07/2017	Solomon Gaturu - NT Govt	Update on dog by-laws	ceo
21/07/2017	Territory Conveyancing Services	Notice of Sale of transfer of land	admin
20/07/2017	Omor Robin - Compliance Officer	Audit Confirmation request - confirm monies received	admin
24/07/2017	Lee Williams - NT Govt	Local Government schedule of payments for year ended 30/6/2017	admin
28/07/2017	Mark Hagger - LGANT	2017 Section 19 ALRA Leases	ceo
28/07/2017	Mark Hagger - LGANT	Asset Mngt and Long Term Financial Projections Planning Project	ceo

### 5.2 Outwards July 2017

Date	To	About	
17/07/2017	Resident	Dog Traps - Wandering Dogs	email
17/07/2017	Solomon Gaturu - NT Govt	Wagait Dog By-laws update	email
20/07/2017	Remote Sports Programe	Application - Remote Sports Program - Grants Trackers	email
20/07/2017	ICN	BBQ for Sports Ground	email
20/07/2017	Valuation Rolls Administrator	June Reconciliation repots for Wagait with 2013 and 2016 values	email
24/07/2017	Territory Tidy Towns	Entry for for Tidy Towns Competition	email
24/07/2017	M Haaren - Merit Partners	SignedConfirmation requet - Financial assistance confirmation	email
27/07/2017	Helmy Baker - NT Gov	Freedom of Information - Annual Statistical Return 2016-17	email
27/07/2017	NT Govt - Grants	UHF CP Brepeater - Grant Acquittal report	email
27/07/2017	Seafood Council	Darwin Harbour Cleanup Survey	email
27/07/2017	Dept of Infrastructure	Contractor Scorecard Performance Report	email
28/07/2017	Mark Hagger - LGANT	2017 Section 19 ALRA Leases - response is nil leases	email
2/08/2017	Warren Snowdon's Office	Grant application for BBQ - Stronger Communities Program	email
2/08/2017	Resident	Unapproved access and drainage works	email
4/08/2017	Resident	Works within a Road Reserve Permit	email

*Councillor Tom Dyer has questioned why we still have not received the dog-by laws when this should have been provided about two weeks ago. CEO Mark Sidey has escalated this topic by having this followed up with Lee Williams, Executive Director Local Government Division, NT Government. It was suggested that CEO Mark Sidey write a letter to Lee Williams. Mark Sidey advised Councillors that Lee Williams had already recently been contacted in writing and that the matter would continue to be followed up.*

#### **Resolution No. 2017/78**

**That council receive and note the correspondence as detailed in the agenda for the month of July 2017.**

**Moved: Cr Tom Dyer**

**Seconded: Alex Richmond**

**Vote: AIF**

## 6.0 COUNCILLORS REPORTS

### 6.1 President's report

#### **Purpose of Report**



To Inform Council and community of the Presidents activities and to provide the community at large with information that the president sees as important and noteworthy.

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

This August meeting is the final meeting for the current council. I wish to thank Councillors Brad Irvine, Kurt Noble, Shenagh Gamble, Alex Richmond and Tom Dyer for their valuable contributions to the smooth running of council. As a councillor, they contribute their own time to the benefit of this community. The small allowance paid to councillors undervalues their actual contributions. Thanks and good luck to those who have renominated for the next 4 years.

The Electoral Roll has already closed and there are 8 nominations for the 5 councillor positions. I think that the high quality of all of the candidates reflects well on this community as a whole and I wish all those who are running the very best of luck.

It is also very pleasing to see the significant number of candidates for the Belyuen Local Government election, which will be held on the same date as our election.

Council is in caretaker mode which generally means council will not introduce any major changes to the running of the council during this caretaker period

Early Voting is now open and the formal elections will be held on Saturday 26<sup>th</sup> August. Results will be declared on Monday 4<sup>th</sup> September 2017 and the new council will meet for the first time on Monday 18<sup>th</sup> September 2017.

The senior's day outing was a great success with nearly 40 participants. All participants indicated that they will look forward to next years event.

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

18 <sup>th</sup> July	Ordinary Council Meeting
25 <sup>th</sup> July	Weekly Meeting with CEO
1 <sup>st</sup> August	Weekly Meeting with CEO
8 <sup>th</sup> August	Accompany Senior's on their day out.
9 <sup>th</sup> August	Meeting with Department of Health
10 <sup>th</sup> August	Meeting with Mandorah Ferry Committee and NTG
15 <sup>th</sup> August	Weekly Meeting with CEO
15 <sup>th</sup> August	Ordinary Council meeting

### **Upcoming Meetings and Events**

Wagait Shire Council – Ordinary Meeting 15<sup>th</sup> August 2017 (Caretaker Council)  
Council Election Day – Saturday 26<sup>th</sup> August 2017  
Declaration of Election Results - Monday 4<sup>th</sup> September 2017  
ABC Radio – Grass Roots – Wednesday 6<sup>th</sup> September  
First Council Meeting (New Council) – Monday 18<sup>th</sup> September 2017  
Wagait Shire Emergency Recovery Committee – 20<sup>th</sup> September 2017

#### **Resolution No. 2017/79**

**That the Councillor's reports for the month of July 2017 be received and accepted.**

**Moved: Cr Tom Dyer**

**Seconded: Cr Shenagh Gamble**

**Vote: AIF**

## **7.0 OFFICERS REPORTS**

### **7.1 CEO's report**

#### **1. Meetings CEO Attended**

18 <sup>th</sup> July	Ordinary Council Meeting
19 <sup>th</sup> July	Meeting with Department of Infrastructure
25 <sup>th</sup> July	Weekly Meeting with President
25 <sup>th</sup> & 26 <sup>th</sup> July	National Australia Day conference
27 <sup>th</sup> July	Meeting with GHD Engineers
1 <sup>st</sup> August	Weekly Meeting with President
1 <sup>st</sup> August	Meeting with Department of Housing & Community Development
8 <sup>th</sup> August	Accompany Senior's on their day out.
9 <sup>th</sup> August	Meeting with Department of Health
10 <sup>th</sup> August	Meeting with Mandorah Ferry Committee and NTG

#### **2. CEO Key Objectives Endorsed By Council August 2016**

##### **2.1 Dog management:**

CEO has been liaising with the Department and they are in the final stages of drafting the By Law.

##### **2.2 Roads upgrades:**

Discussions held with NTG about a joint venture for upgrade to Charles Point Road and Wagait Shire roads. Unlikely to occur until 2018.

Drainage work on Forsyth Road and Delissa Drive have been completed.

A new box culvert will be installed at the Cloppenburg Park access in the near future.

*Cr Shenagh Gamble questioned the works carried out on the drains along Forsyth Road. There is concerns that the drain at the entrance to Cloppenburg Park has been cut out too steep therefore restricting access to some vehicles. CEO Mark Sidey explained that the works is not yet completed as he is waiting for two quotes to have box culverts installed. The quotes could not be obtained until the drainage works were undertaken as laser levels were required to be taken post works to identify the correct size of box culvert required. CEO Mark Sidey has asked the caretakers and Council staff to let people know that this is a "Works in Progress" if they are queried about this.*

##### **2.3 Electoral review and election preparation:**

The NT Local Government Election is going to be held on 26 August and the NT Electoral Commission will deliver all of the services required to run the Wagait Beach election.

Caretaker period began Thursday 3 August.

A public "meet the candidates" meeting has been scheduled for 7.00pm Tuesday 22<sup>nd</sup> August at the community centre.

### **3. Administration and other Business:**

Rates Notices were mailed out on August 1.

In relation to outstanding rates, the Private Courts Bailiff has been instructed to proceed with legal action against the owners of four properties that have significant long term arrears. Recovery action in relation to a number of other properties outstanding rates is ongoing.

GHD Engineers have been engaged by NTG to review parking provisions at Cullen Bay. Cr Brad Irvine and I met with GHD on 27 July. Community consultations are also occurring and the consultants have surveyed ferry passengers on a number of occasions.

I attended the National Australia Day Conference on 25<sup>th</sup> & 26<sup>th</sup> July. A wide variety of topics were discussed including event risk management, potential activities and cultural sensitivities. Our Australia Day event schedule will be reviewed.

### **4. Works Report**

For the period 8 July – August 9:

The jetty and jetty carpark were cleaned on 14 occasions.

The bores were inspected on 22 occasions.

Water quality tests were undertaken on 5 occasions.

Graffiti on the jetty was cleaned off / painted over.

The drains on Dalmeny Road, Erickson Crescent and Wagait Tower Road were whipper snipped.

The green waste bin was compacted on 4 occasions.

The jetty landings were water blasted.

Painting of unpainted roadside barriers on Wagait Tower Road commenced.

The dog trap was set on four occasions – no dogs were caught.

The water dispenser at Cloppenburg Park was replaced.

Robbo drove the bus for the seniors day outing.

A damaged roadside barrier on the corner of Wagait Tower Road was removed, replaced and painted.

Staff assisted with the setup of the community hall for the Wagait Arts Group exhibition.

2 staff took annual leave.

## 7.2 Sports Report

The school holiday program was very successful with a variety of different activities for the children and parents/grand parents.

The road safety and basketball clinic with the police was a great day with Belyuen being invited but not attending. They did come in for the fantastic afternoon that we had with Alan Tongue. He was very engaging with everyone who attended. We would love for him to return.

The movie and campout at Cloppenburg Park was a great night with pancakes for breakfast the next morning. Thank you to the parents who helped out.

The camping trip to Pine Creek was great. A few of the advertised tourist attractions were not open but we found out some of the history of the town, had a look around and had a swim in Umbrewarra Gorge.

Another successful Clean Up Darwin Harbour Day with our fantastic band of rubbish warriors! There was not as much rubbish on our local beach but there was so much more out of town where the campers stay. Very disappointing to say the least.

Our garden has suffered as it was not watered during my absence. We will keep persisting with it and hope it comes back.

This school term will be up in the air as our daughter is due to give birth within the next six weeks.

### ATTENDENCES-JULY

	Jul-03	Jul-10	Jul-17	Jul-24	Jul-31
<b>MONDAY</b>	Road Safety & B/ball Clinic 25	Movie & Campout 36	Pine Creek 17	L	Sewing 3
<b>TUESDAY</b>	Museum & Playground in Darwin-20	Fun Bus 29	Pine Creek 17	E	Netball 5
<b>WEDNESDAY</b>	Jujitsu 21	Games 17	Clean Up DH 29	A	Games 5
<b>THURSDAY</b>	Cricket 20	Craft 23	Sports 12	V	B/ball & Tennis-5
<b>FRIDAY</b>	Alan Tongue 37	Bike Ride 10	Aviation Museum-6	E	Cooking 10
<b>SATURDAY</b>					Movie-13
<b>SUNDAY</b>		Pine Creek-17			

#### Resolution No. 2017/80

That the Officer's reports for the month of July 2017 be received and accepted.

Moved: Cr Shenagh Gamble

Seconded: Cr Alex Richmond

Vote: AIF

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report –July 2017

for the month ended 31 July 2017									
	July 2017 Actual \$	July 2017 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at July 2017 \$	Forecast to 30 June 2018	Variance (Revised Budget and Actual) \$
<b>INCOME</b>									
RATES	5511	\$70	\$5,441	5511	\$70	\$5,441		\$223,175	
GRANTS	75850	\$112,300	-\$36,450	75850	\$112,300	-\$36,450		\$302,300	
CONTRACTS	3367	\$10,150	-\$6,783	3367	\$10,150	-\$6,783		\$121,800	
RENTAL INCOME	300	\$220	\$80	300	\$220	\$80		\$2,640	
MISC INCOME	278	\$800	-\$522	278	\$800	-\$522		\$34,600	
WASTE MANAGEMENT	2723	\$20,200	-\$17,477	2723	\$20,200	-\$17,477		\$116,400	
<b>TOTAL OPERATING INCOME</b>	<b>88029</b>	<b>\$143,740</b>	<b>-\$55,711</b>	<b>88029</b>	<b>\$143,740</b>	<b>-\$55,711</b>		<b>\$800,915</b>	
<b>EXPENSES</b>									
ADMINISTRATION EXPENSES	30995	\$18,715	\$12,280	30995	\$18,715	-\$12,280		\$95,815	
EMPLOYMENT EXPENSES	27590	\$29,975	-\$2,385	27590	\$29,975	\$2,385		\$364,300	
ROADS	0	\$0	\$0	0	\$0	\$0		\$122,100	
CONTRACTS & MATERIALS	2083	\$425	\$1,658	2083	\$425	-\$1,658		\$5,100	
REPAIR & MAIN TOWN ASSETS	3840	\$24,200	-\$20,360	3840	\$24,200	\$20,360		\$57,770	
VEHICLE & PLANT	436	\$1,200	-\$764	436	\$1,200	-\$764		\$18,430	
GRANT EXPENSES	32	\$100	-\$68	32	\$100	\$68		\$3,000	
WASTE MANAGEMENT	10160	\$6,050	\$4,110	10160	\$6,050	-\$4,110		\$120,500	
SERVICES	2374	\$4,100	-\$1,726	2374	\$4,100	\$1,726		\$13,900	
CURRENT ASSETS									
<b>TOTAL OPERATING EXPENSES</b>	<b>77510</b>	<b>\$84,765</b>	<b>\$7,255</b>	<b>77510</b>	<b>\$84,765</b>	<b>\$7,255</b>		<b>\$800,915</b>	
<b>OPERATING PROFIT</b>	<b>10519</b>	<b>\$58,975</b>	<b>-\$48,456</b>	<b>10519</b>	<b>\$58,975</b>	<b>-\$48,456</b>		<b>\$0</b>	
OTHER INCOME (Interest)	319	\$800	-\$481	319	\$0	\$319		\$0	
OTHER EXPENSES	0	\$0	\$0	0	\$0	\$0		\$0	
<b>NET PROFIT/(LOSS)</b>	<b>10838</b>	<b>\$9775</b>	<b>-\$48937</b>	<b>10838</b>	<b>\$58,975</b>	<b>-\$48,137</b>		<b>\$0</b>	

The Cash Income and Expenditure Report provided is presented in a level 2 MYOB report. CEO Mark Sidey is reviewing the content and presentation of the reports.

8.2 Financial Report for year ended 31 July 2017

<b>WAGAIT SHIRE COUNCIL</b>					
<b>Financial Report for period ending 31 July 2017</b>					
<b>Cash at Bank &amp; on hand</b>					<b>Total</b>
Petty cash				\$	336.00
CBA - transaction account				\$	71,068.00
CBA Cash Saver				\$	440,144.00
Undeposited Funds				\$	280.00
CBA - Investment a/c				\$	500,000.00
<b>Total Cash at Bank &amp; onHand</b>				<b>\$</b>	<b>1,011,828.00</b>
<b>Debtors</b>	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>	
Trade	\$ 9,694.61				\$ 9,694.61
Rates				\$ 21,878.00	\$ 21,878.00
<b>Total Debtors</b>	<b>\$ 9,694.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,878.00</b>	<b>\$ 31,572.61</b>
<b>Creditors</b>	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>	
Trade	\$ 9,456.95				\$ 9,456.95
<b>Total Creditors</b>	<b>\$ 9,456.95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,456.95</b>

### 8.3 Rate Payers

2016/2017 rate year – 8 rate payers	\$2,314.8	an increase from 6 rates payers to 8 because 2 more did not make quarterly payments.
2015/2016 rate year – 4 rate payers	\$5,036.86	
2014/2015 rate year plus – 4 rate payers	\$14,526.34	

### 8.4 Supplier Payment History – July 2017

The Supplier Payment History for the month of July 2017 was circulated to all councillors prior to the council meeting.

**Resolution No. 2017/81**  
**That the financials for the month of July 2017 be received and accepted.**  
**Moved: Cr Tom Dyer**  
**Seconded: Cr Alex Richmond**  
**Vote: AIF**

### 9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

#### 9.1 2013/14 to 2017/18 Strategic Plan

This is to be carried over to the September 2017 meeting.

#### 9.2 Water Facilities Tender

Council has submitted a tender for the water facilities at Wagait Beach. The successful tenderer is yet to be announced.

#### 9.3 Council Land

The name of the owner of 142 Wagait Tower Road, Wagait Beach (Council complex) and 50 Forsyth Road, Wagait Beach (Cloppenburg Park) is still under the name of Cox Peninsula Community Government Council and needs to be changed to Wagait Shire Council. Council is currently liaising with the Land Title's Office to change this.

The Wagait Tower Road easement (Section 112, Hundred of Bray) is vacant Crown Land and has no title.

#### 9.4 Beach Access

Complaints from members of the community about Quad Bikes and 4WD's accessing and driving along the RUA and beach front have been received by council in. One complaint has been formally investigated by CEO Mark Sidey and forwarded to the relevant Department.

Cr Shenagh Gamble suggested that Parks and Wildlife Animal Management Unit should be consulted in relation to these activities along the beach front because the activities of the quad bikes are potentially threatening endangered species and endangering their lives.

CEO Mark Sidey has been in touch with the Police over the last month and a specific patrol was made last week to make their presence felt.

The Beach Access at the end of Erickson Crescent is a designated public Boat Ramp. CEO Mark Sidey is seeking clarification from the NT Government to determine which Department has responsibility for this access.

The Beach access path at the end of Wagait Tower Road is on private land. Council will install bollards at each end of the entrance to stop Quad bikes from accessing the RUA through this access.

Cr Shenagh Gamble has asked that once matters surrounding beach accesses are clarified, that the CEO provide a report to Council.

#### **9.5 Ongoing Policies for Review**

CEO Mark Sidey is currently reviewing "The Vehicular Crossovers / Drainage Policy" as this has not been reviewed since 2009.

CEO Mark Sidey to write up a summary of all the Ongoing Policies listing when they were last reviewed.

#### **10.0 AGENDA ITEMS**

##### **10.1 Cullen Bay Car Parking**

The Department of Infrastructure, Planning and Logistics is developing a strategy for car parking at the Cullen Bay precinct. GHD (engineering specialist) will lead community consultation and the development of the strategy. Residents are encouraged to visit the website [haveyoursay.nt.gov.au](http://haveyoursay.nt.gov.au) to find out more about the project or to make a submission.

##### **10.2 Seniors Outing**

38 Seniors from Wagait Beach attended the Seniors Day lunch at Crab Claw Island. Council would like to thank Crab Claw Island for their hospitality and the Cox Country Club and Belyuen Community for the use of their buses. This was a great outing enjoyed by everyone who attended.

#### **Resolution No. 2017/82**

**That council acquit the \$1,000.00 for the Seniors Day outing.**

**Moved: Cr Alex Richmond**

**Seconded: Cr Shenagh Gamble**

**Vote: AIF**

#### **11.0 UPCOMING EVENTS**

Meet the prospective Candidates – Tuesday 22 August  
Wagait Shire Council – Ordinary Meeting 15<sup>th</sup> August 2017 (Caretaker Council)  
Council Election Day – Saturday 26<sup>th</sup> August 2017  
Declaration of Election Results - Monday 4<sup>th</sup> September 2017  
First Council Meeting (New Council) – Monday 18<sup>th</sup> September 2017  
Residents deposit hard waste on roadside for collection - 08 – 10 September  
Residents deposit hard waste on roadside for collection – 17 - 19 November

#### **12.0 LATE ITEMS AND GENERAL BUSINESS**

##### **12.1 Wagait Health Group**



There has been some progress with the Wagait Health Group. We have received clarification from Top End Health as to the procedure for "After Hours Emergency". This will be circulated to the Health Working Group and publicised in due course. Nick Barclay (Nurse) will be draw up new information flyers for circulation. The procedure is to call "000" for all emergencies. Health Department have told President Peter Clee that they will provide funding to have fridge magnets printed with the emergency numbers and out of hours protocols for Wagait and Belyuen residents.

#### **12.2 Green Waste Trial**

The green waste trial was undertaken for 10 weeks which came to a total cost of \$9,600.00. Over this period about 7 tonne of green waste was disposed of. CEO Mark Sidey to write up the costings in a report to the next council and review alternatives for green waste disposal.

#### **13.0 IN-CAMERA ITEMS**

##### **14.0 DATE OF NEXT MEETING**

The next Council Meeting is to be held on Monday 18<sup>th</sup> September 2017 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

##### **15.0 CLOSE OF MEETING**

The Chair declared the meeting closed at 8.00 pm.

**3.1 Confirmation minutes of 15 August 2017 Council Meeting**

**Resolution No. 2017/.....**  
**That the minutes of the Monthly Meeting of 15 August 2017, be confirmed by council as a true and correct record.**  
**Moved:**  
**Seconded:**  
**Vote:**


**3.2 Matters arising from 15 August 2017 Minutes**

Nil.

**4.0 Presentation - Solomon Gaturu – Manager Legislation and Policy, Local Government Division**

CEO Mark Sidey welcomes Solomon Gaturu from the Local Government Division to the Council meeting. Solomon extends the Minister's congratulations to the newly elected members and will talk briefly about the roles and responsibilities of Councillors.

**5.0 Casting vote of Chair S 61 (6) & 61 (7)**

	<b>POLICY TITLE:</b>	<b>CASTING VOTE OF CHAIR</b>
	<b>POLICY NUMBER:</b>	<b>P03</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

**1. PURPOSE:**

This policy establishes the use of a casting vote by the Chairperson of Council Meetings.

**2. SCOPE:**

This policy applies to the Chairperson of Council Meetings.

**3. DEFINITIONS:**

Casting vote – Where there is an equal number of votes for and against a motion, the Chair is required to cast a second “casting vote” to break the tie.

**4. POLICY:**

- 4.1.1 Pursuant to Section 61(6) of the Local Government Act, the Chair of a Council Meeting must exercise a second or casting vote in the event of an equality of votes.
- 4.1.2 Pursuant to Section 61(7) of the Local Government Act, this policy cannot be altered or revoked during the term of the present Council and lapses at the conclusion of the next general election.

**5. ASSOCIATED DOCUMENTS**  
Nil.

**6. REFERENCES AND LEGISLATION**  
Northern Territory Local Government Act, Section 61

**7. REVIEW HISTORY**

Date Approved: 13.11.2008	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved: 17.03.2009	Approved By:		Date for review:	13.11.1012
Date Approved: 18/09/2017	Approved By:		Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	

**Resolution No. 2017/ .....**  
**That the Casting Vote of Chair Policy P03 be adopted.**  
**Moved:**  
**Seconded:**  
**Vote:**

**5.1 Voting Methodology**


Section 61(8) of the Local Government Act provides that unless the Council decides to unanimously to take a vote by secret ballot voting is to be by show of hands.

**6.0 Title of Principal Member S 42 (3)**

Under Section 42 (3) of the Local Government Act, the principle member of a regional council is to have, at the election of the council, the title of President or Mayor.

<p><b>Resolution No. 2017/.....</b> <b>That the Principal Member, Wagait Shire Council have the title of .....</b> <b>Moved:</b> <b>Seconded:</b> <b>Vote:</b></p>
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**7.0 Appointment of Principal Member and Deputy S 45 (1)**

	<b>POLICY TITLE:</b>	<b>APPOINTMENT OF PRINCIPAL MEMBER</b>
	<b>POLICY NUMBER:</b>	<b>P02</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

**1. PURPOSE:**

This policy establishes the manner in which the Principle Member and Deputy Principle Member will be appointed.

**2. SCOPE:**

This policy applies to all Councillors.

**3. DEFINITIONS:**

Principal Member – the President or Mayor  
 Deputy Principal Member – the Deputy President of Deputy Mayor

**4. POLICY:**

4.1 Pursuant to Section 45(1) of the Local Government Act, the council, must, at the first meeting of a council, appoint one of its members to be the principal member, and another to be deputy principal member.

**5. ASSOCIATED DOCUMENTS**

Nil.

**6. REFERENCES AND LEGISLATION**

Northern Territory Local Government Act, Section 45

**7. REVIEW HISTORY**

Date Approved: 20.05.2008	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved: 17.03.2009	Approved By:		Date for review:	20/08/2012
Date Approved: 18/09/2017	Approved By:		Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	

CEO calls for nominations for the position of Principal Member

**Resolution No. 2017/.....**  
**That Councillor ..... be appointed to the Principle Member position for the term of this Council from today's date.**  
**Moved:**  
**Seconded:**  
**Vote:**

**7.1 Handover of Meeting by CEO to Principal Member**

**8.0 Appointment of Deputy Principal Member**

Principal Member calls for nominations for the position of Deputy Principal Member

**Resolution No. 2017/.....**  
**That Councillor ..... be appointed to the Deputy Principal Member position for the term of this Council from today's date / for the period of ..... months from this date.**  
**Moved:**  
**Seconded:**  
**Vote:**

**9.0 SCHEDULE OF COUNCIL MEETINGS S 58 (1)**

Under Section 58 of the Local Government Act a council is required to hold ordinary meetings at least once every two months.

**Resolution No. 2017/.....**  
**That council hold ordinary council meetings on the ..... of each month at ....., unless otherwise agreed.**  
**Moved:**  
**Seconded:**  
**Vote:**

**10.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC**

**10.1 Dangerous dogs on Dalmeny Road.**

A letter from a concerned resident was handed into Council regarding dangerous dogs on Dalmeny Road.

## 11.0 INWARDS AND OUTWARDS CORRESPONDENCE - August 2017

### 11.1 Inwards August 2017

Date	From	About	To
10/08/2017	Lucas Fiddaman - NT Bushfires	Rural Block Bushfire Safety Information	ceo
11/08/2017	JLT Insurance	Motor Vehicle Endorsement	ceo
14/08/2017	Dr Jenny Summerville - Health Network NT	outline road map and draft version of wagait population profile	ceo
15/08/2017	Telstra	Cancellation notification	admin
16/08/2017	JLT Insurance	Certificate of Currency	admin
16/08/2017	NT Electoral Office	NT Council elections equipment delivery	admin
17/08/2017	Infrastructure Services	Shelter Group Contact List	admin
21/08/2017	Resident	Complaint - drainage at Forsyth Road	admin
21/08/2017	The Hon Alex Hawke MP	Australian citizenship ceremonies	P. Clee
21/08/2017	MVR	Certificate of Registration - Works Ute	admin
22/08/2017	Minister for Infrast, Planning & Logistics	10 Year Infrastructure Plan	P. Clee
24/08/2017	Lucas Fiddaman - NT Bushfires	Rural Block Bushfire Safety Information	CEO
28/08/2017	Resident	Dog attack - Dalmeny Road	admin
30/08/2017	NT Grants Commission	Early Payment - 17-18 NT Financial Assistance Grant	ceo
4/09/2017	LGANT	Call for nominations - LGANT Executive Board	admin
4/09/2017	LGANT	Council Delegates to LGANT	
4/09/2017	VTG Waste Disposal	Monthly tally sheets - waste disposal	admin
4/09/2017	Dept of Legislative Assembly	Call for Submissions - Independent Commissioner Against Corruption Bill	admin
4/09/2017	Solomon Gaturu - NT Govt.	Update - Draft By-laws and dangerous dogs	ceo
6/09/2017	Valuations	August Reconciliation - Valuations	admin
6/09/2017	Regional Development Australia	Current status - ID Economic Profiling Project	ceo
6/09/2017	Gerald McCarthy - Minister for Housing	New Councils to Build Strong and Vibrant Communities	admin
6/09/2017	LG Compliance	2017 Accounting Standards and Annual Report Report	admin
11/09/2017	The Hon Warren Snowdon MP	Congratulations on election letter	Councillors
11/09/2017	LGANT	Congratulations on election letter	Councillors
11/09/2017	2 x applicants	Sports & Recreation Officer	ceo
11/09/2017	City of Darwin	2017 Young Territory Author Awards Ceremony	ceo

## 11.2 Outwards August 2017

Date	To	About	how
10/08/2017	John Smithies - Cultural Development	Input and Output Data Collection - Cultural Forum	email
10/08/2017	Angela Adams	Separation certificate	email
10/08/2017	Lucas Fiddaman - NT Bushfire	Rural Block Bushfire Safety Information	email
10/08/2017	Prospective Councillors	Welcome and Community meeting advice	email
11/08/2017	Lee Williams, NT Government	Wagait Beach dog by-laws	email
11/08/2017	Lee Williams, NT Government	Outstanding action from July 27 Meeting	email
11/08/2017	resident	Illegal access to RUA	email
14/08/2017	Crown Land	Illegal access to RUA	email
14/08/2017	Telstra	cancellation order - Reference 1125328096	email
15/08/2017	Dan - Sureline	Legal Action for outstanding rates	email
16/08/2017	Wagait Health Group	Wagait Shire Health needs and issue - progress update	email
22/08/2017	Resident	Complaint - drainage at Forsyth Road	email
31/08/2017	Solomon Gaturu - NT Govt	Updat on Dog By-Laws	email
31/08/2017	CrownLand	Written approval - BBQ at Cloppenburg Park	email
31/08/2017		Cullen Bay Carpark Survey	email
7/09/2017	Seniors	Seniors Acquittal - 2017	email
11/09/2017	Darwin High School	Enrolment of Tallara Forbes	email
13/09/2017	Minister Manison	Land Use Plan for the North Cox Peninsula	mail
13/09/2017	Lee Williams, NT Government	Property Title Document	email

### Resolution No. 2017/.....

That council receive and note the correspondence as detailed in the agenda for the month of August 2017.

Moved:

Seconded:

Vote:

## 12.0 COUNCILLORS REPORTS

### 12.1 President's Report

#### Purpose of Report

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

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

I wish to thank previous council and its councillors Brad Irvine, Kurt Noble, Shenagh Gamble, Alex Richmond and Tom Dyer for their valuable contributions to the smooth running of council. As a councillor, they contribute their own time to the benefit of this community. The small allowance paid to councillors undervalues their actual contributions. Thanks, and good luck for the future.

Congratulations to the new councillors. Wagait Beach are lucky to have such an enthusiastic and diverse range of people eager to run for positions on Council.

It is fantastic to see that the Belyuen Community Government Council has now got a democratically elected council. I am sure that we two neighbouring councils will work closely together to develop the area.

Council has been in caretaker mode which has restricted council from any major changes to the running of the council during that caretaker period. I have also had little to do during that period'



## Where have I been ....

15 <sup>th</sup> August	Ordinary Council meeting
22 <sup>nd</sup> August	Weekly Meeting with CEO
29 <sup>th</sup> August	Weekly Meeting with CEO
5 <sup>th</sup> Sept	Weekly meeting with CEO
12 <sup>th</sup> Sept	Weekly meeting with CEO

## Upcoming Meetings and Events

First Council Meeting (New Council) – Monday 18<sup>th</sup> September 2017  
Wagait Shire Emergency Recovery Committee – 20<sup>th</sup> September 2017  
Audit Committee meeting - 17 October 2017  
Ordinary Council meeting - 17 October 2017

### 13.0 OFFICERS REPORTS

#### 13.1 CEO's report

##### 1. Meetings CEO Attended

15 <sup>th</sup> August	Ordinary Council Meeting
15 <sup>th</sup> August	Weekly Meeting with President
22 <sup>nd</sup> August	Weekly Meeting with President
22 <sup>nd</sup> August	Public "meet the candidates" meeting
24 <sup>th</sup> August	Meeting with Litchfield Council CEO & Senior staff.
28 <sup>th</sup> August	Inspection of RUA and beach accesses with DIPL and DENR
29 <sup>th</sup> August	Weekly Meeting with President
31 <sup>st</sup> August	Young Territory Author Awards
5 <sup>th</sup> September	Weekly Meeting with President
12 <sup>th</sup> September	Weekly Meeting with President

##### 2. CEO Key Objectives Endorsed By Council August 2016

###### 2.1 Dog management:

CEO has been liaising with the Department and they are in the final stages of drafting the By Law. NTG's Solomon Gaturu will provide an update at the council meeting on 18 September 2017.

###### 2.2 Roads upgrades:

NTG has filled the pot holes on Charles Point Road and repaired the damaged shoulder on Wagait Tower Road. Discussions are ongoing with NTG about a joint venture for upgrade of the shoulders to Charles Point Road and Wagait Shire roads. Works are unlikely to occur until 2018.

A new box culvert has been installed at the Cloppenburg Park access.

### 3. Administration and other Business:

The Sport & Recreation Officer resigned effective 23<sup>rd</sup> August 2017. The position was advertised in the NT News and on the Council website and noticeboard. The position has now closed and applications are being assessed.

The Caretakers at Cloppenburg Park have given notice that they will vacate on 23<sup>rd</sup> September 2017. The position was advertised on the Council website and noticeboard. The position has now closed and applications are being assessed.

Congratulations to Luca Chase who was presented was awarded the 2017 Young Territory Author Award for Wagait Shire for her book "The Ghost Ship".

### 4. Works Report

For the period August 10 – September 10:

The jetty and jetty carpark were cleaned on 14 occasions.

The bores were inspected on 22 occasions.

The bore enclosures were cleaned and snipped.

The water tank facility was mowed, snipped and cleaned.

Water quality tests were undertaken on 5 occasions.

The drains Erickson Crescent were snipped.

The boat ramp was water blasted.

The painting of unpainted roadside barriers on Wagait Tower Road was completed.

A roadside barrier on corner of Wagait Tower Road & Delissa Drive was replaced and painted.

Culverts on Erickson Crescent were repainted.

Council bins were placed out for collection weekly.

The dog trap was set on two occasions – no dogs were caught.

The works utility was serviced.

Tyres on the works trailer were replaced.

A communications tower was collected from Darwin.

Chlorine and pot hole repair premix was collected from Darwin.

Repairs to the road shoulder were undertaken in Vangemann Street and Cox Drive.

1 staff member took annual leave.

The tractor's finishing deck was dismantled for essential repairs – parts have been ordered.

Pot hole repairs were undertaken in the council grounds.

Painting of brickwork in the council grounds commenced.

Bollards were installed at either end of the beach access at the end of Wagait Tower Road.

### 13.2 Sports and Recreation Officer's Report

Due to the resignation of the Sport & Recreation Officer there is no Sport & Recreation Officer's report this month.

**Resolution No. 2017/.....**

**That the Officer's reports for the month of August 2017 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

14.0 FINANCIAL REPORT

14.1 Cash Income and Expenditure Report –August 2017

	August 2017 Actual \$	August 2017 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Revised Budget as at August 2017 \$	Forecast to 30 June 2018	Variance (Revised Budget and Actual) \$
<b>INCOME</b>									
RATES	74048	\$70,300	\$3,748	79559	\$70,370	\$9,189		\$223,175	
GRANTS	7798	\$7,500	\$298	83648	\$119,800	-\$36,152		\$302,300	
CONTRACTS	9722	\$10,150	-\$428	13089	\$20,300	-\$7,211		\$121,800	
RENTAL INCOME	150	\$220	-\$70	450	\$440	\$10		\$2,640	
MISC INCOME	17084	\$800	\$16,284	17681	\$1,600	\$16,081		\$34,600	
WASTE MANAGEMENT	40781	\$0	\$40,781	43504	\$20,200	\$23,304		\$116,400	
<b>TOTAL OPERATING INCOME</b>	<b>149583</b>	<b>\$88,970</b>	<b>\$60,613</b>	<b>237931</b>	<b>\$232,710</b>	<b>\$5,221</b>		<b>\$800,915</b>	
<b>EXPENSES</b>									
ADMINISTRATION EXPENSES	2674	\$7,500	-\$4,826	33668	\$26,215	-\$7,453		\$95,815	
EMPLOYMENT EXPENSES	21797	\$31,875	-\$10,078	49387	\$61,850	\$12,463		\$364,300	
ROADS	8745	\$0	\$8,745	8745	\$0	-\$8,745		\$122,100	
CONTRACTS & MATERIALS	173	\$425	-\$252	2255	\$850	-\$1,405		\$5,100	
REPAIR & MAIN TOWN ASSETS	896	\$800	\$96	4736	\$25,000	\$20,264		\$57,770	
VEHICLE & PLANT	2364	\$1,810	\$554	2869	\$3,010	\$141		\$18,430	
GRANT EXPENSES	1263	\$1,600	-\$337	1295	\$1,700	\$405		\$3,000	
WASTE MANAGEMENT	13032	\$7,550	\$5,482	23192	\$13,600	-\$9,592		\$120,500	
SERVICES	3155	\$950	\$2,205	5529	\$5,050	-\$479		\$13,900	
CURRENT ASSETS	48883.95								
<b>TOTAL OPERATING EXPENSES</b>	<b>102982.95</b>	<b>\$52,510</b>	<b>\$50,473</b>	<b>131676</b>	<b>\$137,275</b>	<b>\$5,599</b>		<b>\$800,915</b>	
<b>NET PROFIT/LOSS</b>	<b>46600.05</b>	<b>36460</b>	<b>10140.05</b>	<b>106255</b>	<b>\$95,435</b>	<b>\$10,820</b>		<b>\$0</b>	

14.2 Financial Report for month ended 31 August 2017

WAGAIT SHIRE COUNCIL							
Financial Report for period ending 31 August 2017							
<b>Cash at Bank &amp; on hand</b>							<b>Total</b>
Petty cash							\$ 400.00
CBA - transaction account							\$ 42,623.59
CBA Cash Saver							\$ 520,459.85
Undeposited Funds							\$ 871.20
CBA - Investment a/c							\$ 500,000.00
<b>Total Cash at Bank &amp; onHand</b>							<b>\$ 1,064,354.64</b>
<b>Debtors</b>							
Trade	<b>Current</b>				<b>over 60 days</b>	<b>over 90 days</b>	
Rates	\$ 9,494.61						\$ 9,494.61
							\$ 22,056.30
<b>Total Debtors</b>	<b>\$ 9,494.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,056.30</b>		<b>\$ 31,550.91</b>
<b>Creditors</b>							
Trade	<b>Current</b>				<b>Over 60 days</b>	<b>Over 90 days</b>	
	\$ 988.65						\$ 988.65
<b>Total Creditors</b>	<b>\$ 988.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 988.65</b>

### 14.3 Rate Payers

2016/2017 rate year -	\$2722.85
2015/2016 rate year – 4 rate payers	\$4,987.22
2014-2015 rate year plus – 4 rate payers	\$14,346.23
TOTAL:	\$22,056.30

In relation to outstanding rates, the Private Courts Bailiff has been instructed to proceed with legal action against the owners of four properties that have significant long term arrears. Recovery action in relation to a number of other properties outstanding rates is ongoing.

### 14.4 Supplier Payment History – June 2017

The Supplier Payment History for the month of August 2017 was circulated to all councillors prior to the council meeting.

**Resolution No. 2017/.....**

**That the financials for the month of August 2017 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

### 15.0 BUSINESS ARISING FROM PREVIOUS MINUTES

#### 15.1 2013/14 to 2017/18 Strategic Plan

This is to be carried over to the October 2017 meeting.

#### 15.2 Beach Access

CEO has undertaken an inspection of the beach access's and RUA with DIPL (Department of Infrastructure, Planning and Logistics) and DENR (Department of Environment and Natural Resources).

#### 15.3 Water Facilities Tender

Council has submitted a tender for the water facilities at Wagait Beach. The successful tenderer is yet to be announced.

#### 15.4 Health Group

CEO to continue liaising with Top End Health and Public Heal Network.  
Clinic and after hours advisories to be updated by Top End Health.  
Graham Drake has resigned from Health Group.

#### 15.5 Cullen Bay Car Parking

The Cullen Bay Car Parking survey closed on 31 August 2017.

#### 15.6 Council Land – the applications to have a change of name from the Cox Peninsula Community Council to Wagait Shire Council for Lot 62 Wagait Tower Road and Lot 110 Forsyth Street is ongoing.

**16.0 AGENDA ITEMS**

**16.1 Council Committees**

**16.1.1 Audit Committee**

Consistent with policy P29 “Wagait Shire Council’s Audit Committee Terms of Reference” it is necessary to nominate/reappoint two councillors, one community member and a chair person (who is neither a councillor nor a staff member) to this committee.

Russell Anderson has agreed to a further term as chair person and Barry Bamford has agreed to a further term as community member representative.

**Resolution No. 2017/.....**  
**That council appoint councillors ..... and .....,**  
**community member Barry Bamford and chair person Russell Anderson to be members of the**  
**Wagait Shire Council Audit Committee.**  
**Moved:**  
**Seconded:**  
**Vote:**

**16.1.2 Emergency Management Recovery Committee**

Wagait Shire Council has previously established an Emergency Management Recovery Committee.

## **Wagait Shire Emergency Management Recovery Committee**

**Aim – To ensure the Wagait Shire, its population, environs, and facilities are restored following a response to an emergency**

### **Terms of Reference**

- To exchange experience and information relevant to the effective coordination and management of recovery in the Wagait Shire
- To develop collaborative partnerships within the shire community, the locality, and NT government agencies to ensure resources are made available in a timely manner to enhance recovery
- To assess requirements for recovery including physical, psychological, economic and environmental activity in association with Council and responsible agencies
- To coordinate the development and implementation of a plan for recovery in the Wagait Shire including a facilities and community resource directory
- To collaborate and coordinate with the local response agencies
- To make recommendations on key and/or emerging issues relevant to recovery in the Wagait Shire to the Shire Council and relevant response and recovery agencies.
- To make recommendations on key areas of expenditure that may be available for preparedness, mitigation and recovery
- Ensure adequate information is provided to the community in a timely and well informed manner

### **Operating Principles**

- Confidentiality of information and issues discussed at the meeting will remain confidential
- Information and issues to be communicated to the community will be done through the Chair, their proxy, the CEO or the recovery coordinator.
- Decisions regarding recommendations will normally be reached by consensus
- Conflicts of interest arising during deliberations will be declared by members and dealt with at the discretion of the meeting
- Terms of Reference will be reviewed annually

Terms of Reference

### **Wagait Shire Emergency Management Recovery Committee**

- The committee operates under the NT emergency management arrangements as amended from time to time
- The committee may establish special interest sub groups as required eg restoration and reconstruction, and community and personal support
- A meeting quorum will be 4 members and must include the CEO or Shire President or their proxies
- During operational activity the quorum will be 4 members and must include the CEO and Shire President or their proxies

### **Membership**

- Volunteer community members from the Wagait Shire
- The President and a proxy from the Wagait Shire elected members
- Representative of Cox Peninsula Northern Territory Emergency Service
- Others with specific expertise on invitation or by request.
- The Wagait Shire Council recovery coordinator (volunteer)
- The Wagait Shire CEO (ex-officio)

### **Number of meetings per year**

4 meetings per year

As required during a period of response and recovery activity

### **Agenda, minutes, reports**

The recovery coordinator is responsible for arranging the venue, and preparation of the meeting agenda

Meeting minutes will be marked draft until ratified and agreed at the following meeting (or out of session). Once ratified/amended they will be distributed as final minutes. They will be available for placement on council web site.

Reports from the meeting on specific items or issues of concern will be detailed in action items in the minutes.

A written report will be prepared for the Wagait Shire Council elected members on issues that are considered important to communicate if agreed by committee meeting

Minute and papers from the meetings will be held at council office

### **Approval and amendment history**

**Terms of reference developed in:** December 2010

**Terms of reference approved on:** 19 January 2011

Terms of Reference



## **Wagait Shire Emergency Management Recovery Committee**

**Terms of reference amended on: 25 September 2013**

**Terms of reference amended on: 24 June 2015**

**Terms of reference amended on: 9 September and**

**Adopted on: 14 October 2015**

**Terms of reference next review date: June 2016**

### **References**

- Northern Territory Emergency Management Act 2013  
<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/4ffe89f994c593c769257c30008051c2?OpenDocument>
- Territory Emergency Plan December 2014
- <http://www.pfes.nt.gov.au/Emergency-Service/Publications-and-forms.aspx>
- The NT Emergency Recovery Management Plan (13 December 2007),  
[http://mysource1.nt.gov.au/\\_data/assets/pdf\\_file/0010/43759/Recovery\\_Plan.pdf](http://mysource1.nt.gov.au/_data/assets/pdf_file/0010/43759/Recovery_Plan.pdf)
- Local Government Act 2015  
<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/ed6553dcc7646f1569257e31001aef54?OpenDocument>

Terms of Reference



## **EMERGENCY MANAGEMENT PLAN**

### **Recovery and Resilience**

**WAGAIT SHIRE COUNCIL**

Revised June 2014

**DISTRIBUTION LIST**

**Wagait Shire Council**

**Belyuen Shire Council**

**Bushfires NT**

**Cox Peninsula NTES**

**Belyuen Clinic (Manager)**

**LGANT**

**Greater Darwin Regional Controller**

**Palmerston Police Local Controller**

**St John Ambulance**

**Wagait Shire recovery committee members**

**NT Government Office of Security and Emergency Recovery**

**NT Emergency Service -Director NT Police Fire and Emergency Services**

**ACRONYMS**

**WSRC - Wagait Shire Recovery Committee**

**NTES - Northern Territory Emergency Services**

**LGANT - Local Government Association of the Northern Territory**

**PFES - Police Fire and Emergency Services**

**CEO - Chief Executive Officer**

**OIC - Officer in Charge**

#### ISSUE, REVIEW AND AMENDMENT

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## **Part One: Overall Summary of the Wagait Shire**

### **1.1 AUTHORITY**

The authority to plan in Northern Territory is prescribed by the Emergency Management Act November 2013, and the Local Government Act 2014.

The Emergency Management Act prescribes a three-tiered approach to disaster planning, operational control and support co-ordination and provides special powers, through the declaration of a "state of emergency" or "state of disaster".

Whilst the Act makes provision for special powers to be exercised when required, the effectiveness of emergency management arrangements is achieved through co-operative local, regional and special emergency management planning committees. Responsibility for the emergency management framework identifies collaboration and responsibility across all levels of government and non-government.

Emergency management conforms to several principles that include mitigation, preparation, response, and recovery.

Emergency response is coordinated by NT Police Fire and Emergency Services (under the NT All Hazards Emergency management arrangements 14 December 2009) and recovery by the Department of Chief Minister (under the NT Emergency Recovery management plan 13 December 2007). These two plans are under review as result of the 2013 Emergency Management Act.

Response sub plans exist and Wagait Beach and the Cox Peninsula are part of the Greater Darwin Region All Hazards Emergency Response plan of December 2009. There are no sub-plans under the NT Recovery plan at this stage.

As a result of changes to the Local Government Act in 2008, responsibility for disaster management was identified as a core function to be performed by the shire councils. This has led to the development of this plan. Wagait Shire Council's Shire Plan has a service plan for "local emergency services". The council therefore has clear responsibility for emergency management arrangements.

This document was endorsed by the Wagait Shire Recovery Committee on 16 May 2011. It was reviewed and amended after consultation with LGANT, PFES and Department of Chief Minister. It was endorsed by Wagait Shire Council at its meeting on 20 September 2011.

It has been provided to the Greater Darwin Region Disaster Controller and the Department of Chief Minister, Security and Emergency Recovery unit.

This is first full revision of the plan and was approved by the Wagait Shire Recovery Committee on 25 June 2014 for submission to the council.

## **1.2 CONTEXT – WAGAIT SHIRE**

### ***Location***

The Wagait Shire covers an area of some 5.68 sq km and is located 128 km from Darwin by road.

The Wagait Shire is on the Cox Peninsula, and is surrounded by two large private landholdings (Madalozzo family and Chris Gray) as well as the Kenbi Land Claim area. The shire is bordered by areas of unincorporated land.

The shire is located within 20 km of the aboriginal community of Belyuen which is home to some 180 (2011 census) residents, 63 who are under 20 years of age. The Belyuen community is identified as having 34 dwellings. The Belyuen Council has an integrated response and recovery plan available on its web site dated November 2013. Belyuen is serviced by a primary school, community health clinic (NT Department of Health). It has a community store. It has access to several small buses. Belyuen community maintains an all weather airstrip. The road between Wagait Shire and Belyuen is subject to flooding in at least three places.

There are several small population areas that include Harney Beach, Pioneer Beach, Talc Head, Turnbull Bay, Bynoe and Raft Point on the Cox Peninsula outside the shire boundaries.

Main transport routes are via the Mandorah ferry, a commercial service that operates services from early morning to late evening, and by road. Cox Peninsula Road is subject to inundation at several points.

Small boats can access the area via a public boat ramp near the Mandorah jetty (not always accessible in strong winds or big seas).

### ***Population***

Wagait Shire has approximately 368 persons (ABS census 2011) of whom 12 are under 4, 32 are between 5-14, 15 are aged 15 to 19, 6 between 20-24, 24 are 25-34, 63 are 35-44, 90 are 45-54, 88 are 55-64, 38 are over 65. The population is almost equally divided between males and female (193/175).

The population of Wagait Shire and the Cox Peninsula consists of permanent resident and weekenders. Therefore during the festive season and school holiday numbers can swell and be unpredictable.

### ***Dwellings***

There are a number of uninhabited blocks, some of which have 'weekender accommodation'. Others have substantial housing that has been built post Cyclone Tracy (1974). The 2011 census identified 162 occupied private dwellings and 56 unoccupied giving a total of 218 private dwelling accommodating 342 persons. At any stage there is 2-3 dwellings under construction. A number of seafront and low-lying blocks are subject to tidal storm surge.

Although unknown, there is anecdotal evidence that there are a number of un-coded dwelling and properties with large amounts of unsecured building material. Not all caravans and sea-containers on blocks are secured.

### ***Geography***

The area is flat and surrounded on one side by the sea and the others by lowland flood plain, open woodland forest and savannah.

A 2010 storm surge inundation map produced by NT Lands, Planning and Environment indicates that a number of beach front and low lying blocks will be inundated in the event of a high tide with storm surge activity.

### ***Public facilities***

These include the council office/community shelter and council community centre/shelter/health outreach clinic; sports ground with public toilets and showers, an open shelter and playground; and fitness stations. There is a boat ramp adjacent to the Mandorah jetty and a public dump on Cox Peninsula Road.

### ***Private facilities***

Wagait Beach Supermarket, hardware store and service station (fuel supply); and Cox Country Club with bar, food, social and recreational activities, toilet block. There is one commercial accommodation unit at the Wagait Beach Bush Retreat (4-6 persons).

### ***Industry/commercial activity***

Apart from the supermarket, there are no major commercial businesses within the shire. Commercial activity is restricted to small operator businesses involving garden maintenance, nursery, newspaper publishing, building trades, motor repair, and cleaning services.

### ***Public Utilities***

Power supply is via two undersea cables across the harbour with a sub station on Charles Point Road. The power supply can be affected by high voltage line problems in Darwin or underwater damage. There is provision for an emergency generator at the sub station but fuel is transported via Cox Peninsula road, which is subject to flooding.

There is no reticulated water supply. Most dwellings have rain water tanks with a pump requiring mains power for water pressure. Public water tanks are to supplement householder supplies. This water is supplied from a bore field some 15 km from the tanks via an underground pipe with inspection ports at several locations above ground. Again, this facility relies on mains power.

Telecommunications: the area has a Telstra exchange and mobile telephone tower and a Optus mobile phone tower which also hosts the NBN fixed wireless service. Mobile phone reception is unreliable more than 8-10 km from the facilities.



The Telstra exchange only has battery back up for three days if mains power is unavailable and the Optus facility some 12 hours. The area is left without telecommunications in the event of a protracted power outage although some mobile coverage is possible via the Darwin phone towers (if serviceable) by moving closer to the Mandorah jetty.

### **1.3 AIM OF THE PLAN**

The purpose of this document is to detail the arrangements and process to restore as quickly as possible, the quality of life for the Wagait Shire community, so its population, environs, facilities and resources are restored following the response phase of an emergency.

The plan will function according to the principles of recovery management as outlines in Appendix D.

### **1.4 OBJECTIVES**

- Ensure effective and coordinated recovery after an emergency event;
- Identifies a Recovery Coordinator;
- Identifies local recovery committee, terms of reference and membership
- Identifies the roles and responsibilities of public authorities and other persons and promote liaison between stakeholders;
- Informs and involve the local community in recovery management;
- Ensures effective two-way communication and information management; and
- Complies with the Territory emergency management legislation.

### **1.5 SCOPE**

The scope of this Local Recovery Plan is limited to the boundaries of Wagait Shire whilst recognising it is part of the Cox Peninsula. It will work in conjunction with the broader community requirements where possible given the limited resources of the Wagait community.

It details the recovery arrangements for the Wagait Beach community and does not in any way detail or direct how individual organisations will conduct recovery activities within their core business areas in the shire. It is anticipated there will be some synergy with these activities so that the overall aim of recovery is consistent.

The plan supports the Wagait Shire Council's Shire Plan for emergency management.

The plan is parallel to and in conjunction with the NTES Emergency Plan for the Cox Peninsula

This plan is a guide to recovery management at a local level and provides the detail to support the broader arrangements established under the Territory Recovery Plan.

## **1.6 RELATED DOCUMENTS AND ARRANGEMENTS**

Emergency Management Act 2013

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/4ffe89f994c593c769257c30008051c2?OpenDocument>

NT All Hazards Emergency management arrangements 16 March 2011

<http://www.pfes.nt.gov.au/index.dm/fuseaction-page&p-419&m-47&sm-197>

The NT Emergency Recovery Management Plan (13 December 2007),

[http://mysource1.nt.gov.au/\\_data/assets/pdf\\_file/0010/43759/Recovery\\_Plan.pdf](http://mysource1.nt.gov.au/_data/assets/pdf_file/0010/43759/Recovery_Plan.pdf)

Greater Darwin Region All Hazards Emergency Management Plan December 2009.

Local Government Act 2014

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/07735453ccbc301169257c45008100cf?OpenDocument>

<http://www.securent.nt.gov.au/>

<http://www.ema.gov.au/>

## **1.7 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS**

To improve access to appropriate resources in times of need the Wagait Shire will negotiate to develop an agreement between Wagait Beach and Belyuen.

In addition, correspondence will be entered into between Wagait Shire and the Department of Health and the Department of Families and Children regarding recovery arrangements for the area. This approach is to ensure these agencies provide support to the area during recovery.

## **1.8 SPECIAL CONSIDERATIONS**

Special considerations that are likely to impact on the implementation of the recovery plan in times of emergency:

- the type of event and its scale;
- available recovery committee members;
- annual and seasonal demographic changes;
- school holidays, and other festivities;
- bush fire, cyclone, wet or storm seasons;
- lack of power for extended period (2 -3 days), and
- available communications systems.

## **1.9 RESOURCES**

The Local Recovery Coordinator (volunteer) is responsible for determining the resources needed for recovery activities in consultation with the Wagait Shire CEO, Regional Controller, NT agencies and support organisations.

The Local Recovery Coordinator is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

Local government and community resources are identified and listed in a Community Directory Appendix B. The directory will be reviewed and updated by the recovery committee at least annually.

## **1.10 FINANCIAL ARRANGEMENTS**

Funding is not specifically available for recovery planning however funding for community recovery activities is available following an emergency.

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner however, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

The Territory Recovery Plan outlines the Territory's recovery funding arrangements. Relief programs include:

- Territory/Commonwealth Natural Disaster Relief & Recovery Arrangements
- Centrelink
- Australian Government Disaster Recovery Program
- Public Disaster Appeals or Relief Funds

## **1.11 ROLES AND RESPONSIBILITIES**

The roles and responsibilities of those involved in recovery management.

### **Wagait Shire Recovery Coordinator**

The coordinator has the following responsibilities:

- Prepare, maintain and exercise the Wagait Shire Recovery Plan.
- Assess the community recovery requirements for each emergency, in liaison with regional controllers, hazard lead agencies and Territory-level recovery coordinators.
- Provide advice to the Shire President/CEO on the requirement to activate the plan and convene the Wagait Shire Recovery Committee.
- Provide advice to the Wagait Shire Recovery Committee.

- Provide advice to the Territory Recovery Coordinator and the Territory Recovery Coordination Group.
- Undertake the role of the Executive Officer to the Wagait Shire Recovery Committee.
- Assess the requirements for resources.
- Coordinate Wagait Shire recovery activities, in accordance with plans, strategies and policies determined by the Wagait Shire Recovery Committee.
- Monitor the progress of recovery and provide periodic reports to the Wagait Shire Recovery Committee and council.
- Liaise with the Territory Recovery Coordinator / Recovery Coordination Group on issues where Territory level support is required or where there are problems with local services.
- Liaise with emergency response agencies and their plans.
- Ensure that regular reports are made to the Territory Recovery Coordination Group on the progress of recovery.
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down.

#### **The Wagait Shire Recovery Committee role**

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with Territory Recovery Plan, Regional Plans and the Wagait Shire Recovery Plan. Terms of reference and operating principles are at Appendix A.

#### **Wagait Shire Recovery Committee sub-committees (if required)**

It may be necessary to establish one or more subcommittees to assist the recovery coordination to address specific components of the recovery process. These committees may be ad-hoc and short term in nature depending upon the event. The most commonly established sub-committees and their responsibilities are:

##### **• Restoration and reconstruction sub-committee:**

Assess requirements for the restoration of services and facilities with the assistance of responsible agencies. Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required. Report the progress of the restoration and reconstruction process to the Wagait Shire Recovery Committee. Make recommendations to the Wagait Shire Recovery Committee and council.

##### **• Community and personal support sub-committee:**

Assess the requirement for personal support services in the short, medium and long term. Facilitate resources (financial and human) as required to complement/assist existing local services. Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved. Make recommendations to the Wagait Shire Recovery Committee and council.

**The Wagait Shire Recovery Committee is made up of individuals employed by the following organisations as well as community individuals with specific skills and interest:**

- **Wagait Shire Council (members and CEO)**
- **Police (local resident)**
- **Cox Peninsula NTES (nominated member)**
- **Department of Health/Belyuen clinic manager**
- **Civil Construction**
- **Other agencies/organisations may be consulted and co-opted on a needs basis.**

**The Wagait Shire Recovery Committee members are tasked by the Wagait Shire Council to carry out the functions of the recovery plan on its behalf.**

**Current members of the Wagait Shire Recovery Committee are at Appendix B**

#### **1.12 REVIEW ARRANGEMENTS**

**The Wagait Shire Council in conjunction with the Wagait Shire Recovery Committee and the Local Emergency Management Group (NTES) is responsible for the review of these arrangements on an annual basis or as required.**

## **Part Two: Specific community local planning**

### **2.1 INTRODUCTION**

This part of the Wagait Shire Emergency Recovery Plan details factors that will apply when an event is assessed as being of sufficient magnitude to require the Wagait Shire Recovery Committee to be involved in the recovery process.

Local Governments are responsible for managing recovery within their local government area. Where the level of recovery is beyond the capacity of the local community, Territory level support shall be requested as outlined in the Territory recovery arrangements.

The Wagait Shire Recovery Committee is composed of volunteer residents who either by virtue of their employment or skill can contribute to a recovery process.

The local counter disaster plan (response) is managed through Cox Peninsula Emergency Service if the Local Controller Palmerston Police does not have a representative in situ at Wagait Beach. A collegiate approach to transfer between response and recovery is agreed and once the response team is activated the recovery coordinator will be invited to be involved. Copies of plans will be shared.

### **2.2 WAGAIT SHIRE RECOVERY COMMITTEE**

The Terms of Reference for the committee is at Appendix A and membership Appendix B. The membership of the committee is dynamic and will change depending on the emergency and the needs of the community. It may co-opt individuals and groups as required.

### **2.3 ORGANISATIONAL RESPONSIBILITIES**

Wagait Shire does not have the agencies operating in the community that would normally be involved in recovery. The recovery committee has therefore been made up of individuals employed in some of those agencies who by virtue of their knowledge can provide influence to the recovery process and the requirements that may be needed.

### **2.4 CONTACTS REGISTER/COMMUNITY REGISTER**

A register with the contact details of community facilities and resources is Appendix C

### **2.5 TRANSITION FROM RESPONSE**

Recovery activities commence immediately following the impact of an event (while response activities are still in progress). Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure appropriate recovery activities are initiated as soon as possible after the impact of the event, the Local Counter Disaster Controller OIC Palmerston Police is to ensure that the Wagait Shire Recovery Coordinator is notified of the event and is included as a member of the local Emergency Response group.

During response activities, many of the agencies that also have recovery roles are heavily committed, therefore, the inclusion of the Wagait Shire Recovery Coordinator will ensure:

- the alignment of response and recovery priorities;
- liaison with key agencies;
- an awareness of the key impacts and tasks; and
- identification of the recovery requirements and priorities as early as possible.

The Wagait Shire Recovery Committee will be established as soon as possible for a briefing of the emergency (even during the response phase) to ensure a smooth transition from response to recovery. However noting the capacity of the area it will be the same people conducting both roles and therefore there may not be a definite transition point.

In the event of a large emergency, for example cyclone, flood or bushfire, an indication of the advent of the recovery phase is when control of the operation changes from NT Police Fire and Emergency Services to the Department of Chief Minister.

## **2.6 LOCAL RESPONSE/RECOVERY COORDINATION INTERFACE**

As mentioned, response and recovery activities will overlap and may compete for the same limited resources. Such instances should be resolved through negotiation between the Wagait Shire Council, Wagait Shire Recovery Coordinator, the Local Counter Disaster Controller OIC Palmerston Police, and local NTES unit head. Where an agreement cannot be achieved, priority should be given to the response requirements.

## **2.7 ACTIVATION**

The decision to activate the recovery plan will be made by the Shire President/CEO on the advice of the Wagait Shire Recovery Coordinator in consultation with those undertaking response activities and long term impact assessment.

Once the plan has been authorised for activation, the Wagait Shire Recovery Committee chair is responsible for implementing the recovery processes of the plan and will instruct the recovery coordinator to arrange to convene the committee.

Activation of the plan and the committee will vary depending upon the nature of the disaster. In the case of cyclones it has been agreed the committee will convene as soon as Cyclone Warning is announced that may affect the area.

## **2.8 IMPACT ASSESSMENT AND RECOVERY ACTION PLANNING**

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event.

Impact assessment should not interfere with response operations but are vital and can be done simultaneously with other activities or draw upon 'response' impact assessment. Access to the affected area may be restricted until it is determined safe to enter. The following sources may assist in the collection of impact assessment data:

- Emergency Response Agencies (Cox Peninsula NTES)
- Family and Children's service team to identify persons in need of immediate assistance;
- Health Clinic manager to identify persons in need of immediate assistance
- Insurance assessors.

Following a major emergency, where substantial recovery planning is required, a Recovery Action Plan (suitable to the event) will be prepared by the Wagait Shire Recovery Committee for approval of the Wagait Shire Council (chairman or CEO to approve). The Recovery Action Plan should describe the extent of damage and detail arrangements for restoration and reconstruction.

## **2.9 WELFARE AND HEALTH SERVICES**

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the incident or disaster. Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

## **2.10 PUBLIC INFORMATION MANAGEMENT**

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. The community requires adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions that will assist recovery.

The provision of this information and direction is the responsibility of the Wagait Shire Council. The Wagait Shire Recovery Plan includes details of how information can be disseminated to the community during the recovery process.

Following an emergency where the recovery plan has been activated, a Media Liaison Officer may be appointed to work with the Recovery Committee. The Media Liaison Officer will coordinate the dissemination of public information.

Agencies or organisations involved in the recovery phase will be encouraged to disseminate information on their services to the public in the usual manner however, it is expected that local media releases will be developed by the Recovery Committee and endorsed by the chair or deputy chair prior to dissemination.

The plan includes the following:

- Methods of communication with the community will include the local newspaper, and public meetings
- Information will be displayed at community gathering points – council office, Wagait supermarket, Cox Country Club.
- Updates will usually be issued at midday.



Public information arrangements will aim to be consistent with the NT Recovery Plan Public Information Guidelines, the Greater Darwin Region Emergency Response plan and the protocols of the public information group.

### **2.11 RECOVERY COORDINATION CENTRE**

A Recovery Coordination Centre will be established if extensive recovery activities are to be undertaken. The purpose of the Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The Recovery Coordinator is responsible for activation and coordination of the Recovery Coordination Centre in conjunction with the CEO of Wagait Shire Council.

The Wagait Shire Recovery Coordination Centre will be located at the council office. The centre has two toilets one of which is for disabled persons, desks, computers, telephones, large meeting table (8 person) and a small office for CEO. (A dedicated water tank and generator is required in preparation for its use). Where this location is unavailable or deemed unsuitable, the community centre will be an alternate location.

### **2.12 COMMUNITY INFORMATION ONE STOP SHOP**

An effective method of providing the community with access to information and assistance is through the establishment of central information point. This point would normally be located within or close to the Recovery Coordination Centre and would include representatives from relevant recovery service providers to provide information and advice for the local community. The potential location of a "One Stop Shop" is the council office and meeting room.

The donation of goods and services will be managed through a process using an internet search engine such as Gumtree or via a large white board where persons can identify what they have to donate or/and what they need. There are insufficient resources (unless another group is identified for this task) to manage a central pool of donated goods. A location has not been identified although the fire shed may be an option.

### **2.13 INFRASTRUCTURE**

The restoration and reconstruction of essential services (roads, transport, water, sewage, electricity, and waste disposal) is the responsibility of the relevant agencies. The Wagait Shire Recovery Committee is responsible for recommending priorities and ensuring work is completed.

The restoration of the water supply is considered the highest priority followed by road access and communications access. Waste disposal will also need close management.

The priority for business is the restoration of services at the Wagait Supermarket.

#### **2.14 TERRITORY LEVEL ASSISTANCE**

Territory level assistance for recovery would be arranged by a range of Territory and/or Commonwealth government agencies as members on the local recovery committee. This is not possible in the Cox Peninsula area but some members of the committee do have relationships within some agencies.

Where the level of recovery is beyond the capacity of the local community, Territory level support shall be provided as outlined in the Northern Territory Emergency Recovery Management Plan.

#### **2.15 STAND DOWN**

The Recovery Committee will stand down participants and programs when the programs are no longer required, or can be managed by the Wagait Shire Council and/or other agencies.

As recovery processes may take days, weeks, or years there may be a need to "stand down" from some activities at differing times during the recovery phase.

#### **2.16 DEBRIEFING POST OPERATIONS REPORT**

The Wagait Shire Recovery Committee will arrange for the debriefing of all participants and organisations as soon as possible after stand down and the preparation and tabling of a report to the Wagait Shire Council. A number of debriefing sessions and reports (phases) may be required when stand down is staged because the recovery process may take some time. The debrief(s) will be used to review and update the Wagait Shire Recovery Plan.

A community event to celebrate recovery for the community will be arranged at a suitable time.

A copy of the report(s) will also be forwarded to the Regional Emergency Coordinators, the Director NTES and the Director Security Services.

#### **2.17 REVIEW ARRANGEMENTS**

The Wagait Shire Council in conjunction with the Wagait Shire Recovery Committee and the Local Emergency Management Group (NTES) is responsible for the review of these arrangements on an annual basis or as required.

### **Part three: Appendices**

**Please note the following appendix documents will be updated regularly as required but only included in revised plan when overall review of plan is conducted**

### **3.1 Appendix A – Wagait Shire Recovery Committee Terms of Reference**

#### **Wagait Shire Recovery Committee**

**Aim – To ensure the Wagait Shire, its population, environs, and facilities are restored to normal function following a response to an emergency**

#### **Terms of Reference**

- To exchange experience and information relevant to the effective coordination and management of recovery in the Wagait Shire.
- To develop collaborative partnerships within the shire community, the locality, and NT government agencies to ensure resources are made available in a timely manner to enhance recovery.
- To assess requirements for recovery including physical, psychological, economic and environmental activity in association with responsible agencies.
- To coordinate the development and implementation of a plan for recovery in the Wagait Shire including a facilities and community resource directory.
- To collaborate and coordinate with the local response agencies.
- To make recommendations on key and/or emerging issues relevant to recovery in the Wagait Shire to the Shire Council and relevant response and recovery agencies.
- To make recommendations on key areas of expenditure that may be available for preparedness, mitigation and recovery.
- Ensure adequate information is provided to the community in a timely and well informed manner.

#### **Operating Principles**

- Members of the committee will maintain confidentiality of information and issues discussed at the meeting.
- Information and issues to be communicated to the greater community will be done through either the Chair, their proxy or recovery coordinator.
- Decisions regarding recommendations will normally be reached by consensus.
- Conflicts of interest arising during deliberations will be declared by members and dealt with at the discretion of the meeting.
- Terms of Reference will be reviewed biennially.
- The committee operates under the NT emergency management arrangements as amended from time to time.
- The committee may establish special interest sub groups as required eg restoration and reconstruction, and community and personal support.
- A meeting quorum will be 4 but includes the council president and CEO or their proxies.

#### **Membership**

- Volunteer community members from the Wagait Shire.
- The president and a proxy from the Wagait Shire elected members.

- Representative of Cox Peninsula Northern Territory Emergency Service.
- Others with specific expertise on invitation or by request.
- The Wagait Shire Council recovery coordinator (volunteer).
- The Wagait Shire CEO (ex-officio).

#### **Number of meetings per year**

Four meetings per year or as required during a period of response and recovery activity.

#### **Agenda, minutes and reports**

- The recovery coordinator is responsible for arranging the venue, and preparation of the meeting agenda.
- Meeting minutes will be marked draft until ratified and agreed at the following meeting (or out of session). Once ratified they will be amended and distribute as final minutes.
- Reports from the meeting on specific items or issues of concern will be detailed in action items in the minutes.
- A written report will be prepared for the Wagait Shire Council elected members if deemed required by the meeting and the issues are important to communicate
- Minute and papers from the meetings will be held at council office and are available for public view.

Terms of reference developed in: December 2010

Terms of reference approved on: 19 January 2011

Terms of reference reviewed: September 2013

Next review date: December 2014

#### **References**

Emergency Management Act 2013

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/4ffe89f994c593c769257c30008051c2?OpenDocument>

NT All Hazards Emergency management arrangements 16 March 2011

<http://www.pfes.nt.gov.au/index.dm/fuseaction-page&p-419&m-47&sm-197>

The NT Emergency Recovery Management Plan (13 December 2007),

[http://mysource1.nt.gov.au/\\_data/assets/pdf\\_file/0010/43759/Recovery\\_Plan.pdf](http://mysource1.nt.gov.au/_data/assets/pdf_file/0010/43759/Recovery_Plan.pdf)

Greater Darwin Region All Hazards Emergency Management Plan December 2009.

Local Government Act 2014.

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/07735453ccbc301169257c45008100cf?OpenDocument>

<http://www.securent.nt.gov.au/>

**3.2 Appendix B – Wagait Shire Recovery Committee membership**

<b>Position</b>	<b>Representative</b>
Chairperson	Wagait Shire Council president Lisa-Marie Stones
Deputy Chair	Wagait Shire Council nominee Peter Clee
Recovery Coordinator /Secretary	Chris Tyzack
Deputy Recovery Coordinator /Secretary	Wagait Shire CEO Michael Campaign
Members	Relevant agencies with a presence in the area when possible
	NTES – Fred Gillis
	Police – Kim Dye (local resident)
	Heath – Belyuen Clinic Manager
	Community members
	Barry Demasson
	Lorna Manning
	Ian Hinchliffe

### 3.3 Appendix C – Wagait Shire Resource and Community Directory

#### **Emergency Agency (NTES) Volunteers**

Captain x 1 (Jason Murphy - 0419548598), and Volunteers x 8

#### **Vehicles/Machinery**

1 x 4WD Toyota Troop carriers with on board radios

2 x 1KVA generators

1 x Chainsaw

1 x 15ft extension ladder

4 x 15 mtr electrical leads

#### **Other Equipment**

3 Hand Held VHF radios

VHF Communications Network in community centre

#### **Wagait Shire Council**

##### **Staff**

Chief Executive officer (Michael Campaign– 0429 785 185), 1 x Reception admin officer, 2 x Works officers, 0.5 Recreation officer

##### **Vehicles/Machinery**

Twin Cab Ute

Kubota Tractor – 4wd cw front bucket or forks, Hino Tipper 4.5 tonne

Mower (Howard) 70", Kubota mower 54", Honda mower

Slasher dual mount

Titan Loader

Wood Chipper

Suzuki Quad – 4wd

IZUZU Ute – 4wd

Post hole digger

Trailer dual axel 2 tonne 10x6m

Work station 3 in 1 genset, compressor, welder

Water tank trailer with pump not for potable water

Pumps x 3 types

##### **Other Equipment**

Chain saw x 2 (one pole type), whipper snipper (2), post hole digger, trolley jack, blower

Assorted hand tools, 2x ladders

#### **Bushfires NT volunteer brigade**

##### **Staff**

1 x Captain (Ray Nichols 89785241) and 10 x Volunteers

##### **Vehicles**

2 x grass fire truck

1 x light truck attack vehicle

##### **Other Equipment**

Chain saws

#### **Wagait Beach outreach clinic (sub clinic of Belyuen Community Health Centre)**

##### **Staff**

1 x Centre manager (Nick Barclay – 8978 5023 (B) 8978 5277 (W)), 1 x Nurse, 1 x Aboriginal Health Worker

##### **Vehicles**

1 x troop carrier/ambulance

1 x station wagon

##### **Other Equipment**

Satellite Phone

Emergency treatment equipment/life support

**Other Contacts**

Police, Fire, Ambulance	000	<a href="http://www.pfes.nt.gov.au">www.pfes.nt.gov.au</a>	Emergency
Police Humpty Doo Palmerston Fire Ambulance NTES NTES Duty Officer	131444 8999 3422 8988 0200 8922 1555 8922 1503 8922 3630 0408 896 245	<a href="http://www.emergency.gov.au">www.emergency.gov.au</a>	Assistance non emergency  AH general inquiries BH general inquiries BH general inquiries AH inquiries
Emergency Assist Hotline	132500		
SECURE NT Collene Bremner	1800 888 901 0419 80 297	<a href="http://www.securent.nt.gov.au">www.securent.nt.gov.au</a>	Chief Minister recovery Director
FACS	8999 2908		Glen Bernardin
Environmental Health	1800 095 646	<a href="mailto:envirohealth@nt.gov.au">envirohealth@nt.gov.au</a>	Food, water, waste management
Disease Control	1800 008 002	<a href="http://www.health.nt.gov.au">www.health.nt.gov.au</a>	Infection control
Poisons Hotline	131126	<a href="mailto:poisonscontrol@nt.gov.au">poisonscontrol@nt.gov.au</a>	
Pollution Hotline	1800 064 567	<a href="http://www.health.nt.gov.au">www.health.nt.gov.au</a>	
Health Direct	1800 022 222	<a href="http://www.health.nt.gov.au">www.health.nt.gov.au</a>	24 hour health triage line
Transport safety	1800 020 505	<a href="http://www.transport.nt.gov.au/safety">www.transport.nt.gov.au/safety</a>	Aviation, marine, rail accidents
Interpreting/ translating	1800 676 254		
Animal Welfare	1300 720 386		
ROADS	1800 246 199	<a href="http://www.roadreport.nt.gov.au">www.roadreport.nt.gov.au</a>	Emergency hotline
POWER WATER CORPORATION	1800 245 090 1800 245 092	<a href="http://www.powerwater.com.au">www.powerwater.com.au</a>	Emergency hotline General inquiries
Bureau of Meteorology	1800 659 332 1300 659 211 1300 659 214	<a href="http://www.bom.gov.au/cyclone/about">www.bom.gov.au/cyclone/about</a> <a href="http://www.bom.gov.au/weather/cyclone">www.bom.gov.au/weather/cyclone</a>	Phone Information Cyclone updates Other warnings
Search/ Rescue Maritime rescue Aviation	1800 641 792 1800 816 257	<a href="http://www.transport.nt.gov.au/safety/">www.transport.nt.gov.au/safety/</a>	Maritime and Aviation safety
Marine wildlife	1800 453 941		Stranded or wounded wildlife
Snake Catcher	1800 453 210		Removal of snakes



**Infrastructure/Property/Gardening**

Mick Klem	8978 5034 0428 614 534	Plant operator	2 loaders, water truck, truck
Warren Wentiro	8978 5175 0407 546 275	Plant operator	Bob cat
Michael Milton	8978 5126 0419 858 388	Masonry	
Anthony Herbert	0407 716 091	Electrical	
Michael Vaughan	8978 5465 0427 180 379	Electrical	and Airconditioning
Mark Nesbitt	0427 029 966	Handy man	Tractor tray back water tanks
Phil Parker	8978 5372 0412 506 899	Handy man	
Rick Gosper	0404 656 270	Builder/Metal work	Building and construction
Robert Newman	8978 5478	Handyman	Tractor, truck, water tanks
Colin Dunne	8978 5166	Electrical	Gas fitting, air-conditioning

**Mechanical Services**

Mark Perejuan	8978 5420 0409 100 444	Mechanic	Rego checks/car repair
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**Accommodation providers**

Chris Chaplin	8978 5123	House rental	Bush Retreat (6 persons)
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**Food Supplies/Food preparation**

Chris/Sue Chaplin	8978 5123	Shop	Wagait Beach Supermarket
Colleen Ferguson	8978 5151 0417 748 386	Cook	Cox Country Club

**Cleaning services**

Angela Adams	8978 5204	Cleaner	
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**Personal support/Health**

Aust Red Cross	1800 811 700		Contact tracing personal support
Life Line	13 11 14		Personal support

Belyuen clinic	8978 5023		Medical support
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**Facilities and Infrastructure**

Wagait CEO	8978 5185 0429 785 185	Manager	Council office/Community Centre Sports ground/Residence
Mark Dunbar-PWC	1800 245 090 ( hotline)	PWC	Water Tanks Power line problems/outages
Shane Dahihelm-Roads	0417 809 734 0458 832 591	DCI	Roads operations Roads call out
Jodle Clegg	8978 5151	President	Cox County Club recreation and food preparation
Chris Chaplin	8978 5008	Manager	Super market/Fuel Supply

**Transport**

Neil White	0417 002 025	Wagait Wagon	6 and 12 seater vans
Rocky Magnoli	8978 5255 0417 837 931	School Bus driver	Darwin Bus service
Sealink Ferry	1300 130 679	122 seat ferry	

**Media**

ABC	8943 3222		
Wagaitear	0434 873 995 0419 607 343		Anna Greer Hannah Seaward

### **3.4 Appendix D – Emergency Management Recovery Concepts**

#### **Community involvement**

Processes are most effective when the affected community is involved and actively participates in its own recovery. Government and wider community will need to supplement local recovery depending upon local capacity. The recovery committee is one method of involvement.

#### **Local level management**

Recovery services should be managed to the extent possible at a local level. When recovery programs and assistance are imposed they are less effective. Resource support from a state level may be required but it should be directed by local level.

#### **Affected community**

The affected community needs to be identified and needs to include all those affected in any significant way. It may be a dispersed or geographically defined population. Recovery is managed for an identifiable affected area/group that may not fit the local government boundaries.

#### **Differing effects**

The ability of individual, families, and communities to recover depends upon capacity, and the specific circumstances of the event. Assistance measures must be adaptable. And will require consultation with the affected community.

#### **Empowerment**

The services should empower the community to manage its own recovery through support and maintenance of identity, dignity and autonomy. Affected people should participate in the management of their own recovery. Outside assistance should not overwhelm those affected and detract from their participation in the management of their own recovery.

#### **Minimum intervention**

The approach should be one of minimum intervention.

#### **Resourcefulness**

Self help should be encouraged and local resourcefulness supported. This resourcefulness may only become clear as the recovery process unfolds.

#### **Responsive, flexible, adaptable and accountable**

Services need to be flexible, responsive and adaptable to meet the rapidly changing environment whilst being accountable

#### **Integrated services**

Integration of recovery service agencies, as well as response agencies is essential to avoid overlapping service and resource wastage. Whilst response and recovery are separate they are not sequential and commence and initially occur in parallel.

The issues can be resolved through planning or negotiated during the operational process if effective liaison is in place.

**Coordination**

Recovery services are most effective when coordinated by a single agency.

**Planned withdrawal**

Planned and managed withdrawal of external service is essential to avoid gaps in service delivery and the perception of leaving before the task has been completed.

### **3.5 Appendix E – Emergency Management principles**

#### **Prevention**

Regulatory and physical processes which aim to mitigate or prevent the incidence or severity of the disaster. Prevention or mitigation measures designed to avoid or reduce the consequences.

*Eg Cyclone clean up of loose objects, building codes, community information.*

#### **Preparedness**

Measures established to ensure communities and services are able to cope with the effects of a disaster. Can include education and training, public awareness and the development of response and recovery plans.

*Eg: Cyclone lift out in local paper, running the emergency generator regularly, testing radios, ensuring adequate supply of fuel, food, medical sundries. Knowledge of vulnerable people in community, knowledge of un-coded dwelling, water supply capacity, fuel supply capacity. Preparing information sheets for community. Developing a response/recovery plan. Undertaking training and exercises to test plans*

#### **Response**

Measures taken immediately to, during and after the disaster event to ensure the effect is minimised.

*Eg: Establish the emergency operations centre at cyclone shelter (community centre). Have emergency medical kit at the shelter. Open the shelter and manage it. Monitor progress of the disaster. Do initial post disaster situation assessment. Make safe the public roads. Arrange for emergency food rations. Disposal of injured animals.*

#### **Recovery**

Measures which assist individuals and communities in reconstruction of infrastructure, the restoration of emotional, economic, and physical well-being. Returning an affected community to its proper level of functioning.

*Eg: Liaise with agencies to obtain community support. Establish an information and support service. Assist with contact tracing. Assist with provision of personal, emotional and spiritual support. Establish plans for priority repair to infrastructure business and private. Assist in moving people and families from shelter back into own home or alternate short/medium/long term accommodation. Re-establish local services eg sport and recreation.*

### **3.6 Appendix F – Risk Assessment of the plan**

#### **Wagait Shire Recovery Plan Assumptions and Constraints**

##### **Assumptions:**

**That Wagait Shire Council accept the authority of a community committee to manage the recovery process.**

**That cooperation will be achieved between response and recovery agencies.**

**That critical staff of council will be available.**

**The critical members of the recovery committee will be available when needed.**

**The information provided by agencies in the plan is up to date and accurate.**

**The plan applies to the shire and not the region.**

##### **Constraints:**

**Essential services are operating eg power, water, waste dump.**

**Financial resources available.**

**Staffing/volunteer resource to undertake required roles and tasks.**

**Facilities and equipment will be available and function when required.**

**Accuracy of the population information for the area.**

**Resolution No. 2017/.....**

**That councillors agree to familiarising themselves with the Wagait Shire Council Emergency Recovery Committee Terms of Reference and the Wagait Shire Council Emergency Management Plan.**

**Moved:**

**Seconded:**

**Vote:**

## **17.0 Council Plans**

Prior to the meeting, councillors were provided with copies of Wagait Shire Council's 2017-2018 Shire Plan, 2013-2018 Strategic Plan and 2018-2022 Long Term Financial Plan. A series of workshops will be scheduled to assist in the development of future plans.



# WAGAIT SHIRE COUNCIL



## 2017 – 2018 Shire Plan



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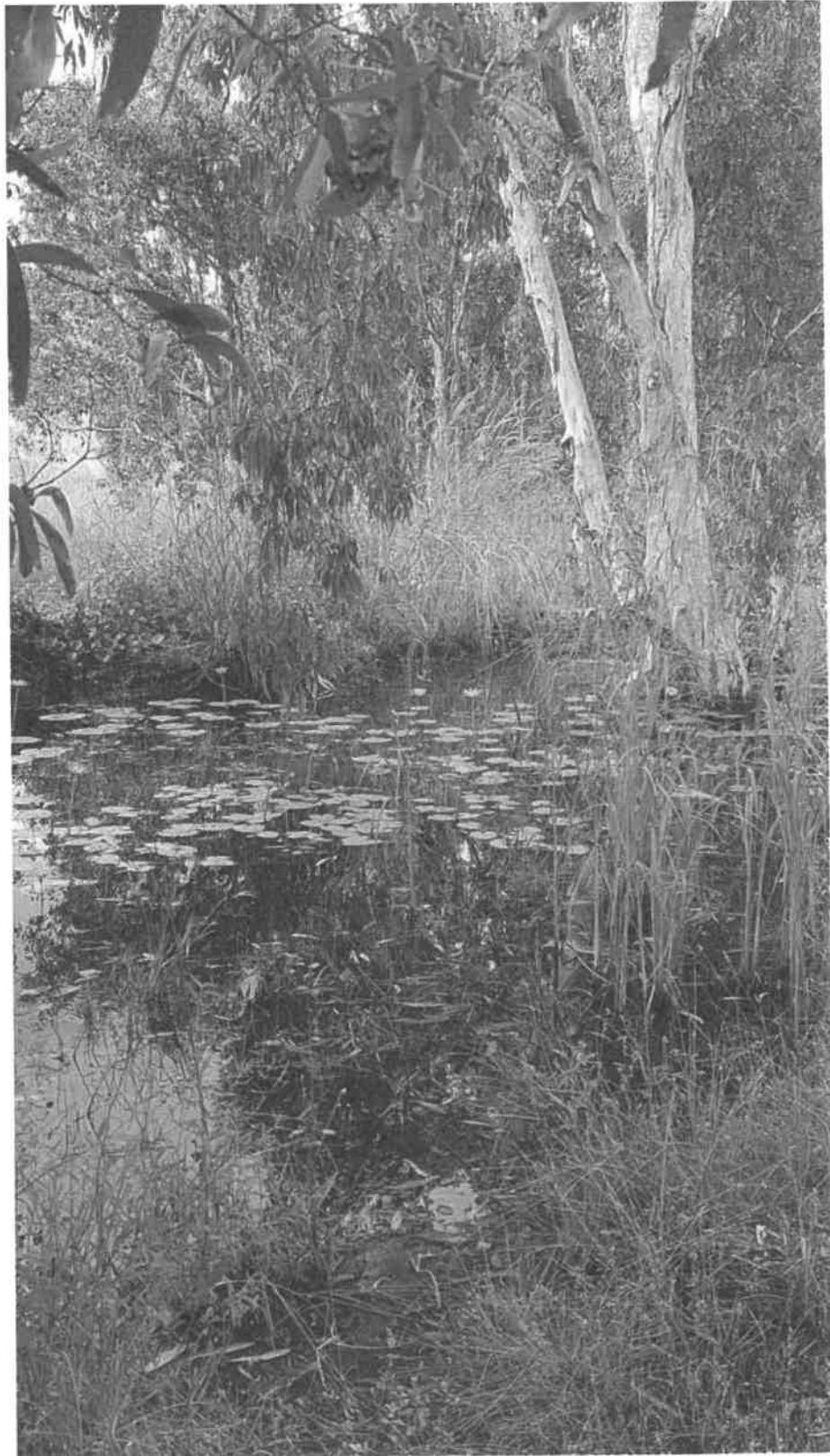
**Contact details**

Shire council CEO:	Mark Sidey
Postal address:	PMB 10, Darwin NT 0801
Telephone:	08 8978 5185
Facsimile:	08 8978 5100
Mobile:	0407 007 558
Email:	<a href="mailto:ceo@wagait.nt.gov.au">ceo@wagait.nt.gov.au</a>

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## Introduction

This plan has been prepared in accordance with the requirements of Section 22 and 23 of the *Local Government Act 2016*.

The Wagait Shire Plan has two supporting documents that are available on the shire website. They are the Wagait Shire Long Term Financial Plan 2018-2022 and the Wagait Shire Strategic Plan 2013-2018. See <http://wagait.nt.gov.au/publications-2>

The previous financial year of 2016 – 2017 saw council consolidate kerbside household waste collection, and a quarterly hard waste collection. Road maintenance continued with shoulder repair being finalised.

In this coming year, maintenance of the council's ageing infrastructure and keeping the town's grounds well maintained will continue to be a 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.

### 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 138 km drive from Darwin city.

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. The council has four permanent and two part time staff and there are 14 km of internal roads.

## 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 are very limited local industry and employment opportunities apart from the council, supermarket, Cox 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 with the Northern Territory's \$745. Likewise the family income is also higher at \$1922 compared to \$1759.

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. The long term financial plan does include a proposed 10% growth in rates over 5 years.

---

2017 saw the introduction of a \$300 waste management levy charged to residents to cover the cost of road side pick up. Additional revenue may be achieved in 2017-18 through introducing an additional pick up charge for lots with commercial waste.

Those eligible pensioners in our community now obtain reimbursement for not only their rates but, upon application, also the waste collection levy.

Much of the council's infrastructure, machinery and equipment is aged and in poor condition requiring maintenance or replacement.

At present increasing rates, seeking service delivery contracts and relying on government grants are the only ways to improve revenue. The council's relatively low rates at times result in grant applications being refused by government, however the rates reflect the level of service requested by the community.

## Constitutional arrangements

The seven-member council is formed by President Peter Clee, Deputy President Brad Irvine and councillors Alex Richmond, Kurt Noble, Shenagh Gamble in addition to Tom Dyer who was co-opted in October 2016. There is one vacancy. There are no wards and the council believes the community is effectively and fairly represented.

Council conducted an electoral review during a community consultation held on 2 August 2016 with the following topics discussed:

- community of interests in the local government area including economic, social and regional interests;
- types of communication and travel in the local government area with special reference to disabilities arising out of remoteness or distance;
- the trend of population changes in the local government area;
- the density of population in the local government area;
- the physical features of the local government area; and
- the required number of councillors.

The community consensus recorded from the consultation was adopted by council on 16 August and forwarded to the electoral commission; thereby meeting this council's compliance requirements of the Local Government (Electoral) Regulations. The outcomes were:

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

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

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

The next general election will be held on Saturday 26 August 2017.



*Australia Day 2017 – Shire president Peter Clee (standing) was awarded Citizen of the Year.*

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## 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 and other agencies;

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); and

Negotiating with the NT Government, relevant groups and individuals for boundary expansion.

## Challenges

We face the following challenges:

- Ageing infrastructure, plant and equipment;
- Changing community expectation about services delivered;
- Ability to meet increasing legislative responsibilities within current staffing and resources;
- Securing continued and new grant funding;
- Improving waste management delivery to include green and recycled wastes; and
- Securing more rateable land to increase rates revenue.

## Strategic plan

The council has developed a long term strategic plan for the period 2013 – 2018. This is available on the council's website <http://wagait.nt.gov.au/publications-2> . The plan will be reviewed in this current planning period.

Long term financial plan

The council has developed a financially sustainable long term financial plan for period 2018 - 2022. This is available on the council's website <http://wagait.nt.gov.au/publications-2>

## 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

Proposed Rates for the 2017 – 2018 financial year are \$571.20 per annum

---

## Shire plan development

- The following methodology was used to prepare this plan:
- input from the council;
- support from the Department of Local Government and Community Services;
- input from the community; and
- draft and review.

## Shire services delivery plan

These are detailed in the service delivery plan at Appendix 1. The development of service delivery plans is based on the identification of individual services and the classification of those services as follows:

- core services;
- commercial services;
- agency services;
- other council services; and
- council administration.

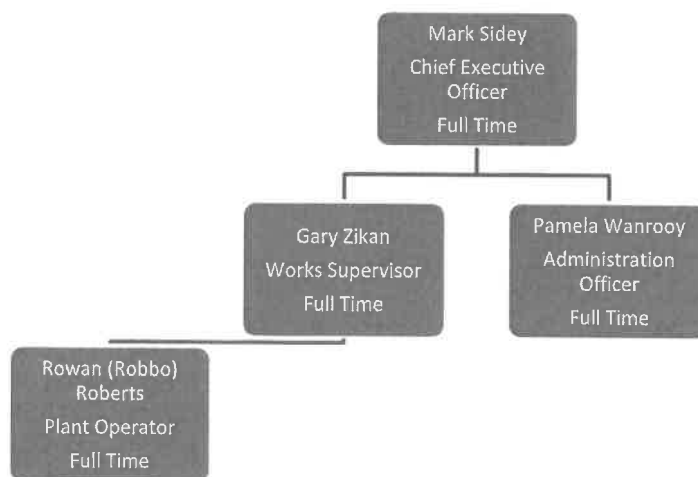
## Budget 2017 – 2018

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

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

Refer **Appendix 2: 2017 – 2018 Budget**

## Council organisational chart



Council has been able to employ a part time sport and recreation officer via grant funding received on an annual basis from the Remote Sports Program.

---

The council welcomes and values comments, questions and suggestions regarding this Shire Plan. Please include your details (full name and post or email address) when contacting us.

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

**Contact details:**

Wagait Shire council CEO: Mark

Sidey Postal address:

PMB 10, Darwin NT 0801

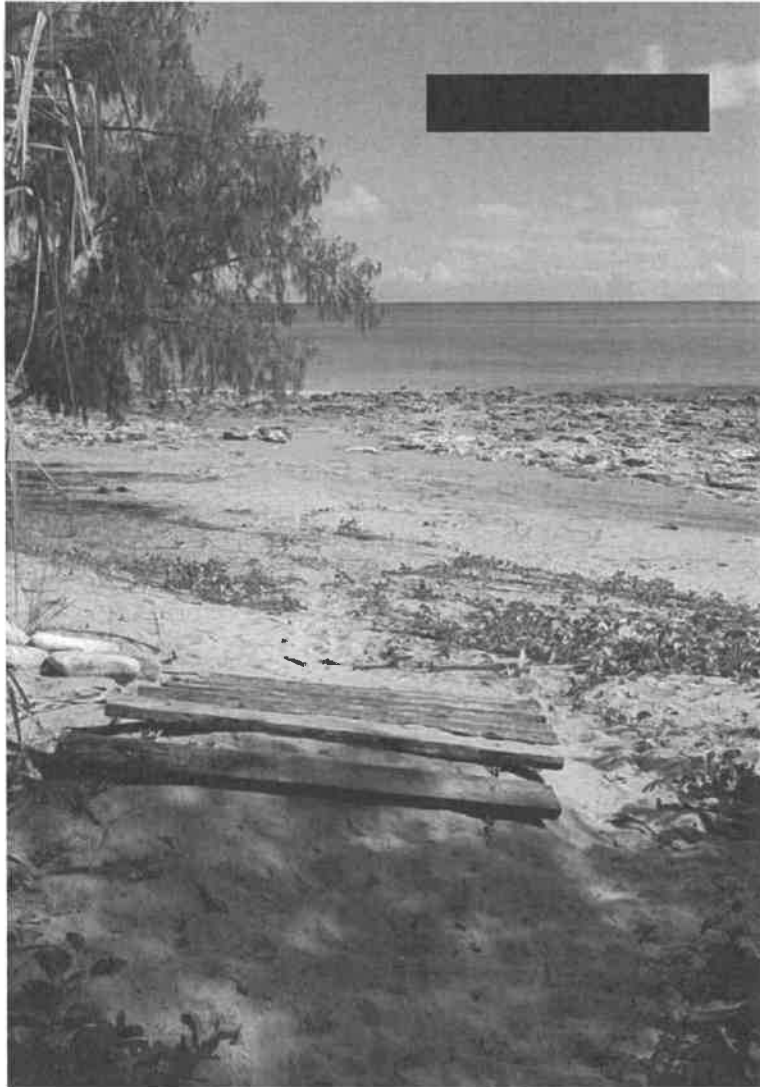
Telephone 08 8978 5185

Facsimile: 08 8978 5100

Mobile: 0407 007 558

Email: [admin@wagait.nt.gov.au](mailto:admin@wagait.nt.gov.au)





## **APPENDIX 1 – Service delivery plan 2017 – 2018**

Detailed service delivery plans are required for identified **core services** to the extent required within the context of the decisions made by council and the budget available.

Service plans are also provided for **commercial services** that are undertaken by council on full commercial profit making basis. Profits are utilised for other council services.

**Agency services** are those that are provided on fee for service on behalf of another government agency/organisation. 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.

**Council Administration** plans detail good governance of council resources.

The service delivery plans below will be continually amended as service activities are changed, improved, ceased or reviewed.



*Volunteer labour hard at work cleaning the sports court*

**Local infrastructure**

- Maintenance and upgrade of parks, reserves and open spaces
- Maintenance and upgrade of buildings, facilities, and fixed assets
- 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
- Weed 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**

- Administration of local laws
- Customer relationship management, including complaints and responses
- Governance (Council meeting administration, elections, elected member support)
- Advocacy and representation on local and regional issues

**Commercial services**

- Power and water easement maintenance
- Mandorah jetty maintenance
- Ironbark – work for the dole job seekers activities

**Agency services**

- Sport and recreation

**Other community services**

- Local welfare and social services including medical clinic and seniors program.
- Visitor accommodation and tourism

**Council administration**

- Asset management
- Council planning and reporting
- Financial management
- Human resources
- Information technology
- Public and corporate
- Records
- Revenue growth
- Risk management

---

## **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 and visitors to the area.

### **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. More staff training to ensure effective and timely weed control. Encourage use of recycled water where possible and planting native low maintenance vegetation.

### **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 collected.
- Operation within budget

---

## **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.
- Undertake regular inspections of council buildings.

### **Performance indicators:**

- Less than 2 complaints per month
- Replace gutters on council house and works depot
- Compliance with budget
- All air conditioning units serviced
- Replace two air-conditioning units in council house
- Replace two air-conditioning units in council office

---

## **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 both residents and visitors

### **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.
- Work with LGANT to develop and road network master plan/classification system.
- Consider the extension of the bike path along Wagait Tower Rd

### **Tasks and activities:**

There are currently no roads requiring construction.

### **Performance indicators:**

N/A this year

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## 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.
- Reduced degradation of road paving as result of climatic conditions (Heavy rain)

### 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 where possible
- Clear weeds in drains and shoulders
- Monitor road surface conditions

### Performance indicators:

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

---

## **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. The council has access to road closure signs if required.

### **Any future changes:**

No

### **Tasks and activities:**

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

### **Performance indicators:**

Signs displayed the same day when notification of a road hazard is received.



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## **Fleet, plant and equipment maintenance**

### **What is the service?**

Provision of routine maintenance on council's plant, fleet and equipment.

### **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 safely. Maximise lifespan of council's fleet and equipment.

### **Who is it for?**

Council employees and community.

### **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 fleet, 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
- Regular running of generators

### **Performance indicators:**

- Planned servicing completed no more than one month after due date
- Down time for fleet, plant and equipment less than 5% of operational requirements

---

## **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 Shire boundaries.

### **What is produced?**

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

### **What is the result?**

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

### **Who is it for?**

The community residents and visitors.

### **Current approach:**

Residents have a kerbside pickup for household waste on a weekly basis and are able to remove hard waste into skip bins quarterly. This waste is transported to the Shoal Bay Waste Management Facility. The council encourages recycling but provides limited support. Council supports the current initiative of the Cox Peninsula Fire brigade to run a private recycling area in a land owner's block. It also supports the Wagait Store arrangements with Enviro-bank who attend the shire regularly.

### **Any future changes:**

- Management of green waste is under investigation.
- Special levy for multiple dwellings on one lot and commercial sites are being considered.

### **Tasks and activities:**

- Manage waste in public areas
- Manage the service contract
- Community education

### **Performance indicators:**

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

---

## **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 fires.

### **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
- Where control burning is required, council seeks the support of the local bush fire brigade.
- Participate in the NT Government Gamba grass eradication program through provision of poison and spray equipment to residents.

### **Any future changes:**

- Review of the requirement for a suburban fire brigade and discussion with NTFRS.
- Update the report undertaken with NT Weeds Branch (2011/2012) on identified problem weeds in the community and develop a mitigation strategy.

### **Tasks and activities:**

- Spray weeds on a regular basis
- Slash grassed areas that may become a fire hazard
- Fulfil jetty car park area weed control contract
- Community education on declared weeds and their management

### **Performance indicators**

- Less than six complaints about weeds annually
- Weed outbreaks identified and managed

---

## **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 and/or dangerous animals.

### **Who is it for?**

The community residents and visitors.

### **Current approach:**

- The council is currently working towards establishing a by-law to deal with uncontrolled 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 for dogs
- Community education

### **Performance indicators**

By-law ready to be adopted during 2017-2018

---

## **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. Cultural and historical significance of the Cox Peninsula understood.

### **What is produced?**

- Public access to library books and the internet.
- Heritage of the area understood and supported.
- Historic sites maintained (Malady) subject to government funding.

### **What is the result?**

- A library service that is accessible and meets the needs of the community.
- Knowledge in the community about the area's history.

### **Who is it for?**

The community residents and visitors.

### **Current approach:**

- The council has an initial book stock. The service is open during normal council office hours. The book library currently has very little community support with about one visitor per week.
- Milady bomber site cleared of weeds and litter (subject to government funding).

### **Any future changes:**

- Determine the future library needs of the community.
- Works underway to restore Darwin Duchess restored

### **Tasks and activities:**

- Encourage more library users and ascertain future needs
- Approach appropriate bodies for grant funding to restore the Darwin Duchess

### **Performance indicators:**

- Library to be open for public use >200 days
- Grant funding for Darwin Duchess obtained

---

## **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?**

Community residents and visitors.

### **Current approach:**

- 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.
- Council also supports other local events/groups such as Mandorah Ukulele Folk Festival, walk to school day and Wagait Arts Group.

### **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 annually

---

## **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, response during disaster events, recovery of the community to full function 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 in the council grounds. 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:**

- Improved communications infrastructure via radio.
- Review cyclone shelter capacity in light of increased population.
- Assist Cox Peninsula Bushfire Brigade to fence and install utilities to new fire shed.

### **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 and facilitate 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

---

## **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:**

- Enact animal management by laws
- Present all requests from the community that reflect changes in attitude or expectations at council meetings



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## **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 and opens 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.

Notice boards around the community are used to inform residents. Regular information sheets are available at local store and on the ferry.

### **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 performance

---

## **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.
- A council resolutions register is available that details council decisions.
- A complaints register is available that details any issues raised with council.

### **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. The next election has been programmed for August 2017 and then again in three years' time. Governance training is accessed when available.

### **Any future changes:**

Upgrade council's governance capacity.

### **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
- >90% 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 annually

---

## **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 avenues 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.
- The council has also identified the requirement to expand boundaries and therefore the need to negotiate with relevant aboriginal land-holders and their representatives.

### **Tasks and activities:**

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

### **Performance indicators:**

Report to council and community on the groups/forums

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## **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 as a service to the community.

### **Who is it for?**

Community residents and visitors.

### **Current approach:**

The council enters into contractual arrangements with various departments and agencies 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.
- Council will consider any new opportunities to increase revenue from this source.

### **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.

### **Performance indicators:**

- Successful completion, acquittal and renewal of contracts and feedback
- Meet all KPIs articulated by contracts

---

## **Sports and recreation**

### **What is the service?**

Provision of sport and recreation activities in the community.

### **What is produced?**

Opportunities for all sectors (mainly young people) 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 a program of activities is published and that families can be assured these are being well managed. Ensure ongoing compliance with Safe NT.

### **Any future changes:**

Identify new areas of community involvement for particular interest groups.

### **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

---

## **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 well-being 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 depend on government funding.

### **Tasks and activities:**

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

### **Performance indicators:**

- Record attendance numbers at events and services
- Record resident satisfaction/complaints with each event or service
- Inform council of suggestions and feedback about events and services

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## **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 residents and visitors.

### **Current approach:**

The council provides support to community groups who wish to promote the cultural heritage of the area. Tourist amenities 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

### **Performance indicators:**

No more than four complaints annually about tourist amenities.

---

## **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.

### **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.
- Review the requirements for a building to house the library.
- Review the works depot utilisation.

### **Tasks and activities:**

- Prepare plant and equipment replacement schedule
- Prepare maintenance schedules for plant and equipment.
- Prepare maintenance schedules for council buildings.
- Develop asset management plans and policies

### **Performance indicators:**

- Maintain the asset management register that includes valuation and depreciation
- Develop an asset management policy
- Maintain the schedule of assets



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## **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. All plans are reviewed and updated on an annual basis. All plans can be accessed in hard copy from the council or via the council web page.
- The council has a resolutions register that details all agreed resolutions of council.

### **Any future changes:**

- No changes are proposed.
- A review of the strategic plan will be undertaken in 2017 calendar year in preparation for 2018/2019 implementation of a new plan. Information from community consultation meetings will be taken into account.
- Review budget and redesign to meet requirements of new plans

### **Tasks and activities:**

Continue to meet legislated deadline for the completion of documentation.

### **Performance Indicators:**

- A draft 5-year strategic plan from 2018/19 developed
- Annual plan written and submitted on time

---

## **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. Establish a finance committee.

### **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%
- Financial reports are produced in timely manner for council meetings
- Financial reports are submitted to government on time

---

## **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:**

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 annually.
- One annual workplace training session delivered to all staff

---

## **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

---

## **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. 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. 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:**

- At least 10 community members 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.

---

## **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.

---

## **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. Increase potential for funded staff to be employed via work ready schemes.

### **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

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## **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. A complaints register is maintained and is used to monitor areas of potential risk

### **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
- Fraud protection plan updated
- Comprehensive risk management plan developed



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## **Work health and safety (WHS)**

### **What is the service?**

Provision of a framework to protect the health, safety and welfare of all workers at work and also the health and safety of all other people who might be affected by the work of council.

### **What is produced?**

WHS policy, plan and audit programs.

### **What is the result?**

Protection of workers and the general public so that their health and safety is not placed at risk by work activities.

### **Who is it for?**

Employees, contractors, subcontractors, outworkers, apprentices, work experience students, volunteers and employers who perform work.

### **Current approach:**

Council maintains a WHS incidents register to identify how to negate and/or reduce known risks to an acceptable level.

### **Any future changes:**

The council will develop a WHS policy.

### **Tasks and activities:**

- maintain a work environment without risks to health and safety
- maintain plant and structures to keep them in a safe state
- provide and maintain safe systems of work
- ensure the safe use, handling, storage and transport of plant, structures and substances
- provide adequate facilities for the welfare of workers at work when carrying out work for the council
- provide information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of council business
- monitor the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of council business

### **Performance Indicators:**

No workplace injuries sustained that affect an employee's ability to work.

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## **APPENDIX 2 – Budget 2017 – 2018**

See pages 44-47

## **APPENDIX 3 – Long term financial projections**

See page 48

Wagait Shire Council 62 Wagait Tower Road Wagait Beach NT 0822													
<b>Profit &amp; Loss [Multi-Period Budget]</b>													
July 2017 To June 2018													
Account Name	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Income</b>													
<b>RATES</b>													
Rates Income	\$0	\$70,000	\$0	\$0	\$50,541	\$0	\$0	\$90,542	\$0	\$0	\$50,542	\$0	\$221,625
Rate Search Income	\$70	\$0	\$0	\$70	\$0	\$0	\$70	\$0	\$70	\$0	\$70	\$0	\$350
Rate Interest Income	\$0	\$300	\$0	\$300	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$0	\$1,200
<b>Total RATES</b>	<b>\$70</b>	<b>\$70,300</b>	<b>\$0</b>	<b>\$370</b>	<b>\$50,541</b>	<b>\$0</b>	<b>\$370</b>	<b>\$90,542</b>	<b>\$70</b>	<b>\$300</b>	<b>\$50,612</b>	<b>\$0</b>	<b>\$223,175</b>
<b>GRANTS</b>													
Roads Grant - R2R	\$0	\$0	\$0	\$89,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,000
Sport & Rec Operational	\$0	\$0	\$0	\$0	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
FAA General Purpose	\$4,800	\$1,100	\$0	\$0	\$1,100	\$0	\$0	\$1,100	\$0	\$0	\$1,100	\$0	\$8,000
FAA Roads	\$27,500	\$0,490	\$0	\$0	\$6,400	\$0	\$0	\$8,400	\$0	\$0	\$8,400	\$0	\$53,100
NT Operational	\$79,700	\$0	\$0	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$148,700
Seniors	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
<b>Total GRANTS</b>	<b>\$112,300</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$89,000</b>	<b>\$7,500</b>	<b>\$21,000</b>	<b>\$70,000</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$302,300</b>
<b>CONTRACTS</b>													
Jetty Management	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$58,800
Water Management	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$51,000
Community Development Program	\$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
<b>Total CONTRACTS</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$10,150</b>	<b>\$121,800</b>
<b>RENTAL INCOME</b>													
Cloppenburg Park	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$2,640
<b>Total RENTAL INCOME</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$220</b>	<b>\$2,640</b>
<b>MISC INCOME</b>													
Bank Interest	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$9,600
Vehicle Trade In value	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
<b>Total MISC INCOME</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$25,800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$34,600</b>
<b>WASTE MANAGEMENT</b>													
Waste Management Levy	\$20,200	\$0	\$0	\$25,400	\$0	\$0	\$25,400	\$0	\$0	\$25,400	\$0	\$20,000	\$118,400
<b>Total WASTE MANAGEMENT</b>	<b>\$20,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,400</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$118,400</b>
<b>Total Income</b>	<b>\$143,740</b>	<b>\$88,970</b>	<b>\$11,170</b>	<b>\$130,940</b>	<b>\$89,211</b>	<b>\$32,170</b>	<b>\$106,940</b>	<b>\$99,212</b>	<b>\$11,240</b>	<b>\$36,870</b>	<b>\$99,282</b>	<b>\$31,170</b>	<b>\$800,915</b>

TOTAL EXPENSES													
<b>ADMINISTRATION EXPENSES</b>													
Accounting	\$600	\$2,400	\$800	\$6,800	\$800	\$200	\$800	\$600	\$600	\$600	\$600	\$4,100	\$18,200
Entertainment	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Advertising	\$1,000	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Safety Supplies & Equipment	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$800
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
Miscellaneous	\$10,000	\$50	\$0	\$50	\$0	\$50	\$0	\$50	\$0	\$50	\$0	\$50	\$10,300
Valuation Costs	\$0	\$0	\$0	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,200
Bank Charges													
Bank Fees	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480
Merchant Fees	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500
Total Bank Charges	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$1,980
Fees, Licences & Charges	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Computer Support & Maint	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000
Insurance	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$28,400
<b>Memberships &amp; Subscriptions</b>													
LGANT/Membership	\$1,400	\$0	\$500	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$2,050
Subscriptions & Publications	\$60	\$60	\$90	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$720
Total Memberships & Subscriptions	\$1,460	\$60	\$590	\$60	\$60	\$210	\$60	\$60	\$60	\$60	\$60	\$60	\$2,770
<b>Office Costs</b>													
Postage	\$500	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$1,500
Printing & Stationery	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
Total Office Costs	\$700	\$200	\$200	\$700	\$200	\$200	\$200	\$200	\$700	\$200	\$200	\$200	\$3,900
<b>Telephones</b>													
Office phones/fax/internet	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$2,640
Mobiles	\$80	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$1,105
Satellite	\$0	\$0	\$0	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$500
Total Telephones	\$280	\$315	\$315	\$415	\$415	\$415	\$415	\$415	\$315	\$315	\$315	\$315	\$4,245
<b>Meeting Expenses</b>													
Meeting expenses	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$960
Councillor Allowances	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000
Total Meeting Expenses	\$580	\$580	\$580	\$580	\$580	\$580	\$580	\$580	\$580	\$580	\$580	\$580	\$6,960
<b>Total ADMINISTRATION EXPENSES</b>	<b>\$18,715</b>	<b>\$7,500</b>	<b>\$5,150</b>	<b>\$15,400</b>	<b>\$8,850</b>	<b>\$5,750</b>	<b>\$5,850</b>	<b>\$4,800</b>	<b>\$5,150</b>	<b>\$5,900</b>	<b>\$8,650</b>	<b>\$8,200</b>	<b>\$95,815</b>
<b>EMPLOYMENT EXPENSES</b>													
<b>Superannuation Expenses</b>													
Superannuation	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$30,000
Total Superannuation Expenses	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$30,000
<b>Wages &amp; Salaries</b>													
Wages & Salaries	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$300,000
Wages Sports & Rec	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$21,000
Annual Leave expense	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$5,100
Total Wages & Salaries	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$27,175	\$333,100
Staff Training	\$300	\$0	\$0	\$300	\$0	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$1,200
Staff Uniforms & Safety	\$0	\$0	\$400	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$400	\$1,200
Professional Development	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Professional Assistance CEO	\$0	\$1,200	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$0	\$4,800
<b>Total EMPLOYMENT EXPENSES</b>	<b>\$29,875</b>	<b>\$31,875</b>	<b>\$30,075</b>	<b>\$29,875</b>	<b>\$30,875</b>	<b>\$29,875</b>	<b>\$30,075</b>	<b>\$31,175</b>	<b>\$29,875</b>	<b>\$29,875</b>	<b>\$31,175</b>	<b>\$30,075</b>	<b>\$384,300</b>

<b>ROADS</b>														
FAA Roads Acquitall	\$0	\$0	\$0	\$0	\$85,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,100
Roads to Recovery Acquitall	\$0	\$0	\$0	\$0	\$69,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$69,000
<b>Total ROADS</b>	\$0	\$0	\$0	\$0	\$122,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122,100
<b>CONTRACTS &amp; MATERIALS</b>														
Jetty Maintenance	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$800
Stores Materials & Loose Tools	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000
Water Management/Maintenance	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500
<b>Total CONTRACTS &amp; MATERIALS</b>	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$5,100
<b>REPAIRS &amp; MAINTENANCE</b>														
R&M Garden & Ground	\$0	\$300	\$0	\$0	\$300	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$0	\$800
R&M Ablution Block	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$1,000
R&M CEO House	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$5,000
R&M Community Centre	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$5,000
R&M Office	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$5,000
R&M Workshop	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$3,000
R&M Sports Ground	\$200	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$800
Strategic Plan Costs	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$0	\$9,270	\$0	\$0	\$0	\$37,270
<b>Total REPAIRS &amp; MAINTENANCE</b>	\$24,200	\$800	\$0	\$0	\$300	\$200	\$0,500	\$13,000	\$300	\$9,470	\$0	\$0	\$0	\$57,770
<b>VEHICLE &amp; PLANT</b>														
Plant & Equipment	\$0	\$0	\$0	\$400	\$0	\$0	\$400	\$0	\$0	\$400	\$0	\$0	\$0	\$1,200
Fuel Works Uts	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
Fuel Plant and Machinery	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Fuel CEO	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
Fuel Works Truck	\$100	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$200
R&M Plant & Machinery	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
R&M Vehicles	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
Vehicle Registration	\$0	\$710	\$0	\$520	\$0	\$0	\$0	\$0	\$800	\$1,200	\$0	\$0	\$0	\$3,230
Rego - Plant & Machinery	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
<b>Total VEHICLE &amp; PLANT</b>	\$1,200	\$1,810	\$1,100	\$2,520	\$1,100	\$1,200	\$1,500	\$1,100	\$1,900	\$2,800	\$1,100	\$1,100	\$1,100	\$18,430
<b>GRANT EXPENSES</b>														
Senior Week Function	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
Sports & Rec Activities	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Australia Day Expenses	\$0	\$0	\$0	\$0	\$200	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
<b>Total GRANT EXPENSES</b>	\$100	\$1,600	\$100	\$100	\$300	\$200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$3,000
<b>WASTE MANAGEMENT EXPENSE</b>														
Miscellaneous	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Animal Management Charges	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$3,000
Freight	\$50	\$0	\$200	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$400
Community Recreation Activity	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
Waste Management	\$6,000	\$6,000	\$17,100	\$6,000	\$6,000	\$17,100	\$6,000	\$6,000	\$17,100	\$6,000	\$6,000	\$17,100	\$17,100	\$118,400
<b>Total WASTE MANAGEMENT EXPENSE</b>	\$6,050	\$7,550	\$17,350	\$6,150	\$6,050	\$17,150	\$6,050	\$7,750	\$17,150	\$6,050	\$6,050	\$17,150	\$17,150	\$120,500
<b>SERVICES</b>														
Electricity	\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$0	\$8,000
Gas Supplies	\$200	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400
Pest Control	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$2,500
Water & Sewerage	\$900	\$800	\$800	\$200	\$100	\$0	\$0	\$0	\$200	\$400	\$500	\$600	\$600	\$4,300
Cleaning	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$400
Community Recreation Activity	\$0	\$150	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$300
<b>Total SERVICES</b>	\$4,100	\$850	\$800	\$1,700	\$100	\$200	\$2,050	\$0	\$400	\$1,900	\$500	\$600	\$600	\$13,900
<b>TOTAL EXPENSES</b>	\$84,785	\$62,510	\$55,000	\$59,270	\$187,600	\$54,800	\$56,250	\$56,350	\$55,100	\$56,320	\$46,000	\$57,850	\$56,915	\$800,915

Operating Profit	\$58,676	\$36,460	-\$43,830	\$74,670	-\$98,689	-\$22,630	\$50,690	\$10,882	-\$43,860	-\$10,450	\$23,282	-\$28,480	\$0
Total Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit/(Loss)	\$58,676	\$36,460	-\$43,830	\$74,670	-\$98,689	-\$22,630	\$50,690	\$10,882	-\$43,860	-\$10,450	\$23,282	-\$28,480	\$0

**Council's Financial Reserves**

Council has agreed to establish a Reserve Fund of \$500,000 for projects identified in the Strategic Plan when it is renewed after the August 2017 election. The Reserve will cover the following elements:

- Asset reserve
- Infrastructure reserve
- Plant and vehicle reserve
- Election Reserve
- Provisions for staff

**APPENDIX 3 – Long Term  
Financial Plan**

Wagait Shire Council 62 Wagait Tower Road Wagait Beach NT 0822 <b>Long Term Financial Plan</b> 2018 - 2022						
	Budget 2017/18	Plan 2018/19	Plan 2019/20	Plan 2020/21	Plan 2021/22	NOTES
<b>OPERATIONAL INCOME</b>						
RATES	\$221,625	\$227,000	\$231,000	\$235,000	\$240,000	5
GRANTS	\$302,300	\$308,300	\$314,400	\$320,700	\$327,100	1
CONTRACTS	\$121,800	\$124,000	\$126,400	\$129,000	\$131,500	
RENTAL INCOME	\$2,640	\$2,640	\$2,770	\$2,770	\$2,900	
OTHER INCOME	\$36,150	\$38,700	\$13,000	\$14,000	\$15,000	
WASTE MANAGEMENT LEVY	\$116,400	\$116,400	\$119,000	\$119,000	\$121,300	7
<b>Total Income</b>	<b>\$800,915</b>	<b>\$817,040</b>	<b>\$806,570</b>	<b>\$820,470</b>	<b>\$837,800</b>	
<b>OPERATIONAL EXPENSES</b>						
ADMINISTRATION EXPENSE	\$95,800	\$97,000	\$98,000	\$100,000	\$102,000	
EMPLOYMENT EXPENSE	\$364,300	\$391,200	\$410,760	\$431,298	\$452,863	
ROADS	\$122,100	\$106,000	\$40,000	\$40,000	\$40,000	2
CONTRACTS & MATERIALS	\$5,100	\$2,850	\$2,993	\$3,142	\$3,299	
REPAIR & MAIN TOWN ASSETS	\$57,700	\$19,100	\$29,055	\$47,150	\$32,000	4
VEHICLE & PLANT	\$18,400	\$66,090	\$15,000	\$15,750	\$42,000	
GRANT EXPENSES	\$3,000	\$3,100	\$3,200	\$3,300	\$3,400	
OTHER OPERATIONAL COSTS	\$120,500	\$120,500	\$119,000	\$119,000	\$121,300	6
SERVICES	\$13,900	\$10,300	\$10,500	\$10,700	\$10,900	
<b>TOTAL EXPENSES</b>	<b>\$800,800</b>	<b>\$816,140</b>	<b>\$728,508</b>	<b>\$770,340</b>	<b>\$807,762</b>	

<b>Net Operational Income</b>	<b>\$115</b>	<b>\$900</b>	<b>\$78,063</b>	<b>\$50,130</b>	<b>\$30,038</b>	
Capital Expenditure	\$0	\$0	\$0	\$0	\$0	
Other Expenditure	\$0	\$0	\$50,000	\$50,000	\$30,000	3
<b>Net Income</b>	<b>\$115</b>	<b>\$900</b>	<b>\$28,063</b>	<b>\$130</b>	<b>\$38</b>	

**Major Initiatives Items proposed**

- The Wagait Shire Council will identify a range of infrastructure projects in the next strategic plan
- The majority of these are subject to successful funding applications, and others are infrastructure outside the Council's scope that it will continue to advocate for. 1
- Council will continue the road shoulder remediation program commenced in 2015 / 16. An amount of \$122,100 has been allocated in the budget for 2017 / 18 and consists of \$53,100 FAA roads and \$69,000 R2R funding 2
- Other expenditure in 2019 / 20 allows for implementation of projects identified in Strategic Plan which will be updated following planning meetings to be held in 2017/18 3

**Underlying assumptions**

- Three year upgrade and replacement program commencing in the 2017 / 18 financial year 4
- Rates will increase by 2% each year. 5
- Kerbside Waste collection ongoing. Hard waste disposal will continue on a 3 monthly program. 6
- Waste levy income increased by 2% every second year 7





# **WAGAIT SHIRE COUNCIL**

## **2013/2014 – 2017/2018**

**Strategic Plan and  
Council Annual Plan 2013 -2014  
Summary of Regional Management Plan  
Long Term Financial Plan  
Annual Budget  
Service Delivery Plan**

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## OVERVIEW OF WAGAIT SHIRE COUNCIL

### Approved by NT Government

<b>First election</b>	1 July 2008
<b>Number of Councillors</b>	7
<b>Area</b>	5.62 square kilometres
<b>Population</b>	450
<b>Population Centres</b>	Outer Darwin, Federal Division of Lingiari
<b>Permanent staff</b>	6
<b>Industries</b>	Tourism
<b>Tourist attractions</b>	Fishing, WWII Heritage sites, Lighthouse, Beaches
<b>Community organisations</b>	Fire & Emergency Response Group Wagait Shire Bushfire Volunteer Group Seniors Group Cox Peninsula Country Club Wagait Arts Group

## EXPLANATION OF OUR LOGO



A competition was held within the community in 1995 to introduce a Council Logo for Wagait. The competition was won by a 12 year old girl – Nadia Malone. Nadia selected the Banyan tree at the front of the Cox Country Club which has the captain of “Growing Together”. As the Wagait Banyan Tree grows and flourishes each year, so does the Wagait Community.

## **OUR COUNCIL**

There are seven Councillors representing the Wagait Shire.

Trish McIntyre - President

Lisa-Marie Stone - Vice President

Peter Clee

Matt Prouse

Ian Crawshaw

Shenagh Gamble

Brad Irvine

## INTRODUCTION

Local governments in the Northern Territory are required to undertake their planning and reporting activities in accordance with the *Local Government Act (the Act)* and *Local Government (Administration) Regulations*.

The reporting framework starts with broad long term strategic plans and progresses to more specific detailed working plans. The Wagait Shire Council (Council) planning processes, which are undertaken with residents and ratepayers, directs management and operational staff to develop such plans for the future expansion of the Wagait Shire.

## THE PLANNING CYCLE

### LOCAL GOVERNMENT OBJECTIVES

Council strategic objectives need to be aligned with the following:

- (a) to provide open, responsive and accountable government at the local level;
- (b) to be responsive to the needs, interests and aspirations of individuals and groups within its area;
- (c) to cooperate with Territory and national governments in the delivery of services for the benefit of its area;
- (d) to seek to ensure a proper emphasis on environmentally sustainable development within its area and a proper balance between economic, social, environmental and cultural considerations;
- (e) to place a high value on the importance of service to the council's constituency;
- (f) to seek to ensure that council resources are used fairly, effectively and efficiently;
- (g) to seek to provide services, facilities and programs that are appropriate to the needs of its area and to ensure equitable access to its services, facilities and programs;
- (h) generally to act at all times in the best interests of the community as a whole.

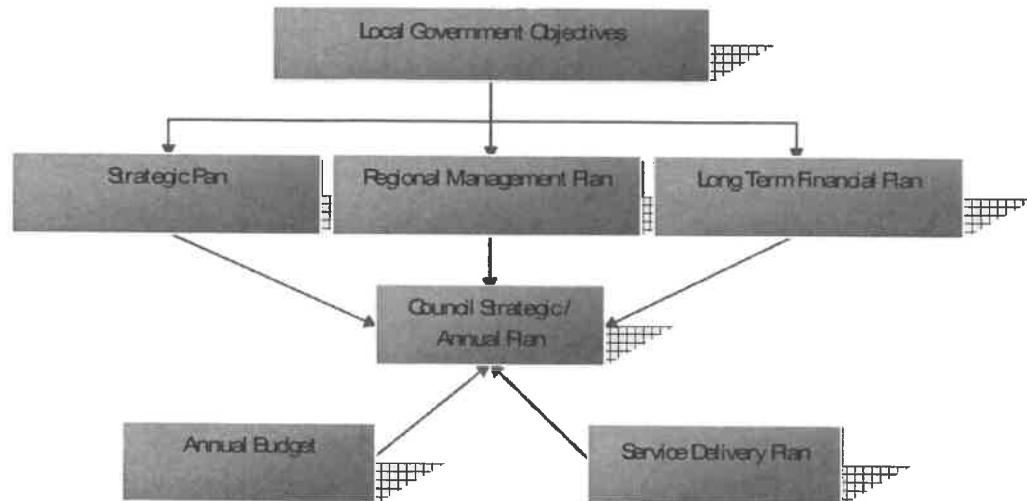
### LONG TERM PLANS

Council strategic objectives are generated from the development of the three long term plans:

- The **Strategic Plan** provides the broad strategic directions that the community envisions for their future and includes community values, vision and priorities.
- The **Regional Management Plan** provides a regional perspective for the cooperative arrangements entered into by councils for the delivery of core services and it describes the administrative and regulatory frameworks in which these arrangements will operate.

- The Long Term Financial Plan describes the projected financial and non-financial resources available to the council to achieve the strategic objectives outlined in the council Annual Plans

#### THE PLANING FRAMEWORK



#### MEDIUM AND SHORT TERM PLANS

The purpose of medium and short term plans is to actualise the broad strategic directions documented in the long term plans.

The Service Delivery Plan describes how the service delivery objectives will be put into action and targets and timeframes for this to happen on an annual basis.

The Strategic/Annual Plan integrates the key aspects of the long term plans and the Service Delivery Plan into an annual plan that describes the council's direction and activities for the year.

This plan is monitored and reviewed throughout the year using performance measures and an Annual Report is compiled using this information.

#### THE ANNUAL PLANING CYCLE

These plans are developed on an annual cycle as shown in Figure 1 below. Starting at the beginning of each year the Service Delivery Plan and the Budget Estimates are developed so that council has a more detailed understanding about what it plans to deliver in terms of services and how much this will cost. This is also the time to undertake community consultation and planning on proposed options, alternatives and operational arrangements.

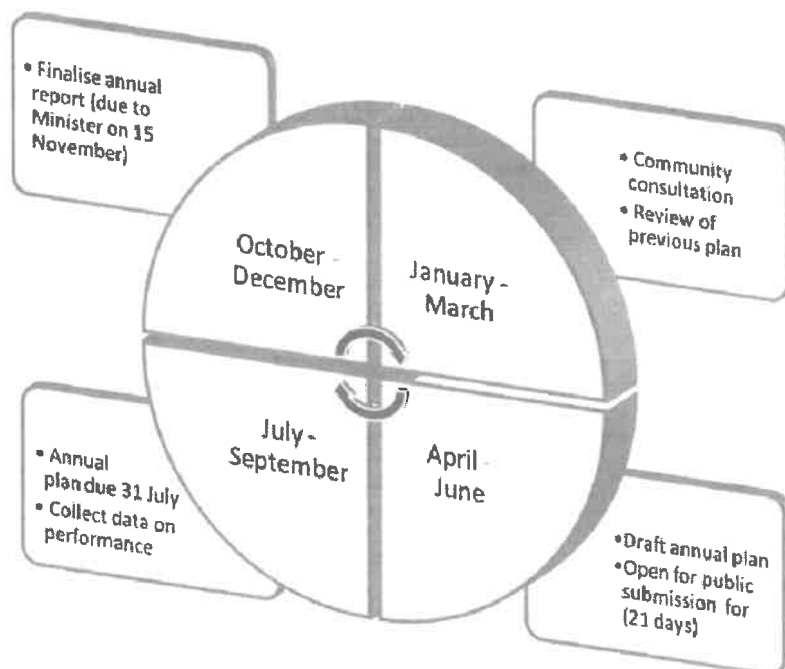
Council plans, including the Long Term Financial Plan, the Budget and the Service Delivery Plan need to be periodically reviewed to assess service performance and effectiveness of revenue raising and cost recovery processes.

The current annual plan is reviewed during the third and fourth quarters of the year to assess whether the actions and strategies have been undertaken, targets met and service quality improved. This assessment will also inform council about what needs to be carried forward into the next plan.

A review of the previous plan also takes place during the third quarter of the year in preparation for the Annual Report.

The review and assessment process occurs both concurrently and sequentially with the development of the next plan, with information flows coming from operational and work plans and community and strategic plans simultaneously. This process highlights the importance of measurement of progress against performance indicators as this will provide the key information for the review process.

**FIGURE 1: THE ANNUAL PLANNING CYCLE**





## **STRATEGIC/ANNUAL PLAN 2013/2014 – 2017/2018**

### **VISION**

The **Vision** of the Wagait Shire Council is to sustain and nurture the lifestyle of residents and visitors.

This will be achieved through improvements to economic, cultural and ecological opportunities and will work on creating an involved and supportive community, promoting investment, ensuring accessibility and capitalising on our natural advantages with an emphasis on sustainability.

### **CRITICAL SUCCESS FACTORS**

The Wagait Shire Council will have a rolling 10 year Plan for the future. The Critical Success Factors are;

- The Plan for the Future will form the basis on which subsequent budgets are developed.
- A management structure that will enable implementation of the Strategic Plan.
- A sound financial management plan, record system and asset management system.
- Effective communication with the community.
- Compliance to all statutory and regulatory requirements.
- A sustainable approach to development within the Shire and the management of our resources.

### **MAJOR INITIATIVES**

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.

### **PURPOSE OF THIS STRATEGIC/ANNUAL PLAN**

This is an important document for our community. It sets out the core services provided by the Council, the community's vision and what is proposed for the coming year.

The strategic plan was initially developed by the Wagait community via a series of public meetings and submissions. It was revised in subsequent years after calling for public submissions process which resulted in a good response from Wagait residents. The annual plan sets out what we believe needs to be done, when it will be done, which section of Council or the community will do it and how it will be financed.

### **ASSUMPTIONS OF THIS STRATEGIC/ANNUAL PLAN**

Inflation is assumed to be 3% (3.8% CPI March Quarter 2013). Changes to taxation and other matters outside Council's control are not provided for as they are not foreseeable.

### **DEVELOPMENT OF THIS STRATEGIC/ANNUAL PLAN**

This plan builds on and to some extent updates the previous plans which have been adopted.

The Strategic and Long Term Financial Plan will be reviewed through public consultation in January - March 2015.

## **STRATEGY STATEMENT**

This will be achieved through improvements to economic, cultural and ecological opportunities and will work on creating an involved and supportive community, promoting investment, ensuring accessibility and capitalising on our natural advantages with an emphasis on sustainability.

## **OPPORTUNITIES**

Increase own source revenue through innovative strategies within the Wagait Shire.

Boundary expansion opportunities and/or shared service arrangements to increase council and community capacity (Kenbi Claim).

## **CHALLENGES**

Long term sustainability in delivering core local government and agency services in line with community expectations and legislative responsibilities.

Negotiating improved terms and conditions of grant funding in line with the recommendations of the Deloitte Shire Sustainability Report.

## **CURRENT CONSTITUTIONAL ARRANGEMENTS**

Wagait is likely to remain as is until the Shires Financial Sustainability Review Task Force completes its work on the implementation of recommendations of the Deloitte Review of Councils' Financial Sustainability, including boundary expansion options.

## **ADMINISTRATIVE AND REGULATORY FRAMEWORKS**

Wagait Shire Council has previously prepared documents and had community consultation on boundary expansion opportunities for the future. A report was commissioned which examined community, strategic and sustainability issues and which now require further testing by all councils.

## PRIORITISATION OF TASKS

Council has placed a priority between 1 and 5 for each of the tasks identified in the Strategic Plan. The description of this prioritization is:

- 5 - Urgent (to be addressed in next 12 months)
- 4 - High Priority
- 3 - Medium Priority
- 2 - Medium Low Priority
- 1 - Low Priority
- 0 - Ongoing

In considering the priority of one strategic task over others Council must have regard to several factors, such as their impact upon budget, the amount of resources required to achieve the task, whether commencement of one task may have to be preceded by completion of another, etc.

Tasks marked "Urgent" ('5' under the above scale) would be considered for funding in the next budget. As part of the annual review of the Strategic Plan the priority of each task would be reviewed and it would be expected that "Low" priority tasks would graduate upwards to "Medium", "High" and "Urgent" over the five year life of the Strategic Plan. Even by their inclusion in the Strategic Plan each Strategic Task is seen as a priority for the Council to address and complete over the next eight years.

## **SERVICE DELIVERY PLAN OF THE COUNCIL**

The functions of the Council fall into the following categories:

### **(100) GENERAL PUBLIC SERVICES**

1.1 Administration

### **(200) HOUSING/COMMUNITY SERVICES**

2.1 Public Conveniences

2.2 Sanitation & Garbage

2.3 Local Emergency Management

### **(300) RECREATION & CULTURE**

3.1 Parks & Gardens

3.2 Libraries

3.3 Sports & Recreation Facilities

3.4 Community Recreation

### **(400) TRANSPORT**

4.1 Roads and Streets

### **(500) OTHER ECONOMIC AFFAIRS**

5.1 Tourism Parking & Other

5.2 Animal Management

5.3 Weed Control

### **(600) PLANNING**

## PART 1: ADMINISTRATION AND SERVICE FACILITIES

### CORE SERVICE:

### 1.1 ADMINISTRATION AND SERVICE FACILITIES

COAL:

To improve the efficiency and effectiveness of Council's administration so as to provide an effective communication facility between Council and the Community.

REGIONAL MANAGEMENT PLAN:

Community Engagement in Local Government

Strategy	Action Item	Statement of Means	Priority	Year	Performance Assessment	Included In LTFP
Develop performance management and work plans with staff members. Maintain adequate employment levels of appropriately trained staff	1.1.1	Performance management and work plan completed.	0		Performance and work plan agreed between all parties on an annual basis.	
	1.1.2	Annual performance appraisal			Performance appraisals conducted annually	
	1.1.3	Training needs addressed.			Training provided as required annually. Budget allocation for training % utilized.	
	1.1.4	EEO recruitment practices.	0		Staff turnover %.	
	1.1.5	Agreed performance criteria.	0		Performance appraisals conducted annually	
Inform constituents and public about local issues	1.1.6	Continued production Wagaitear	0		Wagaitear published and distributed monthly.	
	1.1.7	Notice board kept up-to-date.	0		Notice board serviced weekly at all Community Centre and Ferry.	
	1.1.8	Web site up-dated monthly.	0		Web site updated monthly.	
	1.1.9	Develop a Ratepayer email data base	4	14/15	Completion and regular updates on email database.	
Council Elections.	1.1.10	Assist NTEC with council elections.	0		Increased number of residents casting votes.	
Continued professional development and training for Councilors.	1.1.11	External and in house training provided.	0		Number of training sessions/number of Councilors attending.	
Keep software and hardware up to date.	1.1.12	Annual review of IT assets.	4	13/14	Systems up to date and functioning efficiently.	Yes

Explore Boundary Expansion to join with unincorporated areas.	1.1.13	Consultation with residents of unincorporated areas seeking options.	3		Funding for consultations granted	
	1.1.14	Consultation with Wagait residents to present options.	3		Consultations successfully completed and the best option for boundary expansion implemented.	
	1.1.15	Seek SPG funding to undertake review of Unincorporated Land.	3	14/15	Funding for consultations granted. Council staff completes 10 year Financial program utilizing unincorporated data.	
Continued Review of Councils Policies and Procedures	1.1.16	Complete a total review of all Councils Policies and Procedures	5	13/14	Policies adopted by Council – Finalise in 13/14	
	1.1.17	Annual review of all Policies	0		Policies adopted by Council	
	1.1.18	Completion of Risk Analysis report for all Councils operations.	4	14/15	Report adopted by Council.	
Tenders	1.1.19	Annual tenders be called for services and equipment required	0		Calling of Annual tenders	
Financial Management	1.1.20	Prepare a 10 year Asset and Financial management plan	5	13/14	Adoption of Plan by Council in 12/13 to be reviewed annually	
	1.1.21	Asset and Financial management Plan to include a 10 year Building Upgrade/Replacement Program	0		Adoption of Plan by Council in 12/13 to be reviewed annually	Yes
	1.1.22	Asset and Financial management Plan to include a 10 year Plant Replacement Program	0		Adoption of Plan by Council in 12/13 to be reviewed annually	Yes

**PART 2: HOUSING AND COMMUNITY SERVICES**

**CORE SERVICE:**

**2.1 PUBLIC CONVENIENCES**

GOAL:

To provide adequate and attractive facilities for residents and visitors.

REGIONAL MANAGEMENT PLAN:

Local Infrastructure

Strategy	Action Item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Level of cleanliness.	2.1.1	Inspection of facilities, upgrading of facilities.	0		Number of Inspections per annum. Number of inspections requiring action.	
Maintain levels of service to public areas.	2.1.2	Budget Allocation	0		Funds allocated and utilised.	Yes
	2.1.3	Efficient contractors engaged.	0		Contractors work checked for inadequacies.	Yes
Development of Long Term Plan for Upgrade and or replacement of Toilets	2.1.4	Long term plan to be developed by Council and included in Asset and Financial management Plan	3	15/16	Adoption of Plan by Council	
	2.1.5	Develop costing initiatives to save on electricity use in all public buildings – solar , sky lights	3	15/16	Submission of Plan and adoption by Council.	

## PART 2: HOUSING AND COMMUNITY SERVICES

### CORE SERVICE: 2.3 LOCAL EMERGENCY MANAGEMENT

GOAL: To provide effective local emergency management response for Wagait Shire.  
 REGIONAL MANAGEMENT PLAN: Local Civil Services

Strategy	Action Item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
The prevention, mitigation, response and recovery for local disasters and emergencies through involvement in planning, committees and the provision of local services.	2.3.1	Wagait Shire Emergency plan	5	13/14	Wagait Emergency Management Plan introduced.	
	2.3.2	Educate Community	0		An educated community able to respond and recover from emergencies and disasters.	
	2.3.3	Identify Hazards	0		Hazards identified, eliminated or mitigated against.	
	2.3.4	Emergency Shelter	5	13/14	Adequate shelter provided and operated efficiently.	
	2.3.5	Local Emergency Management Committee	0		Attendance at Emergency Management (Recovery) Committee.	

## PART 2: HOUSING AND COMMUNITY SERVICES

### CORE SERVICE: 2.2 SANITATION AND GARBAGE

GOAL: To upgrade, maintain and improve environmental management of waste facilities within the Shire.  
 REGIONAL MANAGEMENT PLAN: Local Environmental Health

Strategy	Action Item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Improvements to Wagait tip or convert to waste transfer facility.	2.2.1	Negotiate with landholders, seek grant from government.	4	15/16	Identify new site. Possession of new site. Negotiate with NTG re Native Title	Yes
Expand capacity Wagait tip.	2.2.2	Construct second hole for general rubbish..	4	13/14	Monitor volume of waste in dry season and compare to wet season	Yes
Expand recycling (Paper, glass, plastic, aluminum cans, waste oil, batteries, and tyres, metal, green)	2.2.3	Encourage resident operators to recycle. Apply for grants to implement recycling.	4	14/15	Number of recycling stations, volume recycled per type.	
Adopt environmentally friendly practices.	2.2.4	Prevent burning of tips by signage & fines.	0		Number of reports of fires.	
Ongoing education program re what to put in tip, what to recycle and what to put in dry landfill, indiscriminate dumping.	2.2.5	Notices in Wagaitear. Direct approach to commercial users. Educate community re dumps.	4	13/14	Number of Indiscriminate dumping incidents. Improvement in dumping practices. Number of commercial operators recycling.	
Investigate the development of a Regional Waste site in the Wagait area.	2.2.6	Review past submissions. Liaise with other Local Government projects.	4	13/14	Submission to TOPROC and NT Government	

**PART 3: RECREATION AND CULTURE**

**CORE SERVICE:**

**3.1 PARKS AND GARDENS**

GOAL:

To create and maintain attractive, sustainable open spaces for public use and enjoyment.

REGIONAL MANAGEMENT PLAN:

Local Infrastructure

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Maintain levels of service to parks & gardens.	3.1.1	Budget Allocation.	0		Funds allocated.	Yes
	3.1.2	Efficient contractors engaged.	0		Contractors work inspected six monthly. Parks and Gardens visually pleasing.	Yes
Plant replacement trees before mature trees die.	3.1.3	Replacement forward planning.	4	13/14	Number of replacement trees planted.	
Clean silt off low level areas after flooding.	3.1.4	Contact Department Lands, Planning and the Environment (DLPE) as appropriate.	0		Number of days mud remains.	
Develop a Priority list of Parks to determine the level of maintenance required.	3.1.5	Plan to be developed with costs	4	15/16	Adoption and implementation of Plan	
	3.1.6	Develop a beautification plan for all Parks and Gardens.	3	15/16	Adoption and implementation of Plan	
Investigate the use of recycled water for irrigation of Parks and Garden areas.	3.1.7	Discussions with Power and Water to set up Sewerage treatment plants	4	14/15	Completion of sewerage plant review.	



**PART 3: RECREATION AND CULTURE**

**CORE SERVICE:**

**3.2 LIBRARIES**

GOAL:  
REGIONAL MANAGEMENT PLAN:

To satisfy the community's needs for access to information.  
Local Civic Services

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Maintain and improve internet access & equipment Wagait Library.	3.2.1	Monitor equipment and maintain and replace as appropriate.	0		Number of users per month at library.	Yes
Investigate new library building.	3.2.2	Obtain quotes, identify site.	4	13/14	Grant obtained.	

**PART 3: RECREATION AND CULTURE**

**CORE SERVICE: 3.4 COMMUNITY RECREATION**

**GOAL:** To guide the community towards sporting, recreation and leisure pursuits which improve the quality of life for residents and the community as a whole.

**REGIONAL MANAGEMENT PLAN:** Local Civic Services

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Offer support to clubs/societies interested in hosting events.	3.4.1	Support organisations with management expertise and manpower.	0		Number of organisations assisted. Number of events provided with assistance.	
	3.4.2	Develop plans to engage more people in exercising such as aqua aerobics and senior fitness classes. Develop sporting tournaments with neighboring towns.	0		Number of organisations assisted. Number of events provided with assistance.	
Continued employment of Community Recreation Officer.	3.4.3	Submit funding application for grant.	5	13/14	Funding granted. Continued employment. Performance measures agreed and implemented.	
	3.4.4	Investigate the appointment of a CRO trainee to assist the current CRO	4	13/14	Needs quantified and funding approved by NT government	

**PART 3: RECREATION AND CULTURE**

**CORE SERVICE: 3.3 SPORTS AND RECREATION FACILITIES**

**GOAL:** To provide sporting, recreation and leisure facilities to foster the physical and mental wellbeing of residents and the wellbeing of the community.

**REGIONAL MANAGEMENT PLAN:** Local Infrastructure

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Maintain levels of service to Sports and Recreation facilities.	3.3.1	Ovals and facilities be given a priority and then Budget funds allocated.	4	13/14	Funds allocated.	
	3.3.2	Staff time allocated.	0		Facilities maintained.	
Promote commercial use of oval, tennis courts, fitness track.	3.3.3	Advertising locally and outside the area.	0		Increased usage of assets. % Increase in revenue.	
Development of a Bowling Green at Cox Country Club.	3.3.4	An investigation into available land on which to build a bowling green.	3	14/15	Completion of plan and grant obtained..	

**PART 4: TRANSPORT**

**CORE SERVICE:**

GOAL:  
REGIONAL MANAGEMENT PLAN:

**4.1 ROADS AND STREETS**

To improve the quality of the road network of the Wagait region.  
Local Infrastructure

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Maintain contact with Dept of Transport & Infrastructure re maintenance requests for their roads.	4.1.1	Arrange visits by Dept officers.	0		Operations Manager monthly reports to OGM. Number of items reported.	
Continue to maintain and upgrade roads throughout the region.	4.1.2	Program of routine works.	0		Routine works carried out in timely manner.	Yes
Effective use of Roads to Recovery funding.	4.1.3	Carry out works funded by Roads to Recovery.	0		Works satisfactorily completed on time and within budget.	

## PART 5: OTHER ECONOMIC AFFAIRS

### CORE SERVICE:

### 5.1 TOURISM, PARKING AND OTHER

GOAL:

To encourage development with a view to economic and employment opportunities through fostering sustainable ventures and supporting and contributing to Community Events.

REGIONAL MANAGEMENT PLAN:

Community Engagement

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFF
Tourism proposals.	5.1.1	Supply letters of support as required.	0		Letters of support provided.	
	5.1.2	Contribution to grounds maintenance by Council.	0		Area/frequency of grounds maintenance by Council.	Yes
Create community profile by supporting Music Festival Committee and Arts Committee.	5.1.3	Support Music Festival held annually; In-kind contributions.	0		Funding granted. Attendance figures per event.	
Rationalise tourist and Business information signage.	5.1.4	Liaise with LGANT, DLPE and stakeholders re signage.	0		Enforce LGANT signage policy to reduce number of signs on main roads.	
Support and make financial contribution to Community Events.	5.1.5	Financial and in-kind support to: Australia Day, ANZAC Day, Territory Day, Seniors Week, Seniors Christmas, Clean Up Australia Day and other Community Events.	0		Financial and in-kind contributions made. Attendance figures per event.	Yes
Promote war history of Wagait Shire.	5.1.6	Encourage tourists to stay in the Shire to engage in the war history in area.	0		Increase in number of nights tourists stay in area. Increase in business from flow on.	
Website up to date with current information.	5.1.7	Ensure website is updated regularly.	0		Website is updated monthly with information.	Yes
Development of a Tourist Information Centre in Wagait.	5.1.8	Support the establishment of a Tourist Information center by identifying sites, grants submissions and Project management if required.	2	15/16	Submission of grants.	

**PART 5: OTHER ECONOMIC AFFAIRS**

**CORE SERVICE:**

**5.2 ANIMAL MANAGEMENT**

GOAL:

To ensure responsible ownership of dogs and safety in public places.

REGIONAL MANAGEMENT PLAN:

Local Environment Health

Strategy	Action Item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Awareness program on animal control.	5.2.1	Use of notice boards, website.	0		Reduction in number of animals, out of control and on streets.	
	5.2.2	Enforcement of Dog Local Government Act re animal control.	0		Decrease in reports of animals (domestic).	
	5.2.3	Development of Animal Management Plan	3	15/16	Completion of Plan.	

## PART 6: PLANNING

### CORE SERVICE:

GOAL:

REGIONAL MANAGEMENT PLAN:

### 6.1 PLANNING

To encourage development in the Wagait Shire.  
Local Infrastructure

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Investigate the release of more residential and rural residential land in Wagait.	6.1.1	Investigate Land Options for the development of Wagait.	3	15/16	Land release approved by NT Government (Kenbi)	
Regional Land Use Plan	6.1.2	Liaise with NT Government re land use proposal	5	13/14	Submission to Government re Regional Land Use Supply plan.	

## PART 5: ECONOMIC AFFAIRS

### CORE SERVICE:

GOAL:

REGIONAL MANAGEMENT PLAN:

### 5.3 WEEDS MANAGEMENT

To assist community organisations and residents to access approved chemicals for weed control and to assist residents to control Gamba Grass in order to mitigate fire hazard.  
Local Environment Health

Strategy	Action item	Statement of Means	Priority	Year	Performance Assessment	Included in LTFP
Provision of glyphosate at cost price.	5.3.1	Purchase glyphosate for resale to residents.	0		Number of residents using this service.	
Gamba/Lantana Grass control.	5.3.2	Development of Annual roadside Lanta /Gamba grass spraying program in accordance with contract.	4	13/14	Effective control of Lanta / Gamba grass.	Yes
Weed Control.	5.3.3	Weed management contract obtained.	5	13/14	Effective control of weeds on waterways.	

## THE NORTHERN REGIONAL MANAGEMENT PLAN 2012-2016

A new draft Northern Region Management Plan (RMP) for the period 2012-16 came into operation in July 2012.

The Northern RMP 2012-16 defines the core services for shire councils in the NT. Those core services have been incorporated in the Service Delivery Plan for the Wagait Shire Council in the next section of this plan.

The Northern RMP also defines a number of goals for co-operative arrangements for all councils in the region. They are:

- To develop a Regional Waste Management Agreement and Strategy.
- To develop regional service delivery by improving technical and engineering services.
- Investigate, develop and implement a Northern Regional Domestic Animal Strategy.
- To develop resources and processes for By-law development.
- To develop a joint asset management framework and policy that can be adapted to suit the requirements of participating councils.

As a small shire council, Wagait Shire Council has a limited budget and staff capacity and will need additional support to contribute to regional goals and priorities.

The Northern Regional Management Plan 2012-16 also contains goals for cooperative arrangements.

[Refer to the Northern Regional Management Plan 2012- 2016.](#)

Wagait Shire Council is a member of the Top End Regional Organisation of Councils (TOPROC), comprising City of Darwin Council, City of Palmerston Council, Coomalie Council, Litchfield Council, and Belyuen Community Government Council.

Regional priorities for TOPROC in 2014 are:

- Regional Waste Management
- Planning Issues; and
- Financial Sustainability (of the smaller member councils)

## 2013/14 BUDGET BY FUNCTION

FUNCTION	INCOME	EXPENDITURE
Administration	154,200	293,121
Animal Control	0	1,400
Roads	38,888	30,000
Jetty & Boat Ramp	63,300	63,800
Office & House Maintenance	0	5,700
Community Centre	0	6,500
Power & Water Contract	48,000	48,500
Dump Funding & Maintenance	0	10,500
Reserves Maintenance	0	23,000
Ablution Blocks Maintenance	0	1,600
Foreshore Protection	0	3,700
General Town Maintenance	0	11,000
Sports & Recreation Operational	22,860	22,200
Sports & Recreation Development	0	2,000
Sports Complex Maintenance	0	2,000
Community Events	0	2,000
Environmental Planning	0	2,000
11/12 Surplus	19,910	
Rate rebate		500
Rates	197,500	
Capital Buildings		49,000
Other	23,040	25,100
Transfer from Reserves	35,923	
<b>TOTAL:</b>	<b>603,621</b>	<b>603,621</b>
Surplus	0	



Wagait Shire Council  
10 YEAR LONG TERM FINANCIAL PLAN. 2013/14 TO 2022/23. (does not include Depreciation)

Acc Code	Account Description	Wagait 12/13 Actual	Wagait 13/14 Budget	Long Term Financial Plan Budget Forecast										Comment	
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23			
	<b>Local Government</b>														
	Grants Roads to Recovery		38,888	35,666	40,459	41,268	42,094	42,935	43,794	44,670	45,563	46,475	Increase 2%		
	Grants for Others														
	Grant / C'wealth / FAG		40,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	Increase 2%		
	Grant NT Government														
	Grant / NT Operational	177,757	116,000	118,320	120,686	123,100	125,562	128,073	130,635	133,248	135,912	138,631	Increase 2%		
	Grant / Idum		10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	Increase 3%		
	Grant / Special Purpose rec														
	Grant / Sports & Recreation		20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	Increase 3%		
	Interest Recd	25,509	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	Increase 3%		
	Grant S & R facility Development														
	Penalties Recd Rates	3,138	700	721	743	765	788	811	836	861	887	913	Increase 3%		
	Donations re Function/Events														
	Grounds maintenance														
	Pensioner Rebates														
	Other Income	3,943	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	Increase 3%		
	Garbage Charges Recd Rates														
	General Rates Recd	111,619	197,300	203,423	209,578	215,814	222,288	228,957	235,825	242,900	250,187	257,691	Increase 3%		
	Rental	1,210	7040	7,253	7,469	7,693	7,924	8,161	8,405	8,658	8,918	9,186	Increase 3%		
	Rental - Caravan park		2,860	2,946	3,034	3,125	3,219	3,316	3,415	3,517	3,623	3,732	Increase 3%		

Wagait Shire Council  
10 YEAR LONG TERM FINANCIAL PLAN. 2013/14 TO 2022/23. (does not include Depreciation)

Acc Code	Account Description	Wagait 12/13 Actual	Wagait 13/14 Budget	Long Term Financial Plan Budget Forecast										Comment
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23		
	Hire Plant and equipment		5,500	6,695	6,896	7,103	7,316	7,535	7,761	7,994	8,234	8,481	Increase 3%	
	Profit/(Loss) on Sale of FA													
	Admin fee													
	Wage Subsidy													
	Workers Compo Claim													
	12/13 Surplus brought forward		19,910											
	<b>Non Curr Local Government Services</b>													
	Heritage site m'nt		3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	Increase 3%		
	Jetty Income	63,216	63,300	65,199	67,155	69,170	71,245	73,382	75,584	77,851	80,187	82,592	Increase 3%	
	Power and water	55,330	48,000	49,440	50,923	52,451	54,024	55,645	57,315	59,034	60,805	62,629	Increase 3%	
	Transfer from Reserves		35,923	83,947	72,097	55,376	98,787	62,335	98,026	69,863	73,853	78,001		
	<b>TOTAL INCOME</b>	<b>\$434,395</b>	<b>\$ 603,621</b>	<b>\$ 649,520</b>	<b>\$ 651,955</b>	<b>\$ 651,944</b>	<b>\$ 711,503</b>	<b>\$ 691,647</b>	<b>\$ 744,397</b>	<b>\$ 733,768</b>	<b>\$ 755,781</b>	<b>\$778,455</b>		
	<b>Expenditure</b>													
	Accountancy	12,721	14,000	14,420	14,853	15,298	15,757	16,230	16,717	17,218	17,735	18,267	Increase all 3%	
	Audit Fees		8,000	8,240	8,487	8,742	9,004	9,274	9,551	9,839	10,134	10,438	Increase all 3%	
	Administration Fees		4,500	4,635	4,774	4,917	5,065	5,217	5,373	5,534	5,700	5,871	Increase all 3%	
	Advertising		1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	Increase all 3%	
	Animal Control		1,400	1,442	1,485	1,530	1,576	1,623	1,672	1,722	1,773	1,827	Increase all 3%	
	Annual / LSL													
	Bad & Doubtful Debts													
	Bank Charges	1,161	1,600	1,648	1,697	1,748	1,801	1,855	1,910	1,968	2,027	2,088	Increase all 3%	
	Cleaning													

Wagell Shire Council.  
 10 YEAR LONG TERM FINANCIAL PLAN, 2013/14 TO 2022/23. (does not include Depreciation)

Acc Code	Account Description	Wagell 12/13 Actual	Wagell 13/14 Budget	Long Term Financial Plan: Budget Forecast								Comment	
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22		2022/23
	Communications / Mobile & Radios			-	-	-	-	-	-	-	-	-	
	Community & Other Org Support	5417	6000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829	Increase all 3%
	Entertainment	1,596	1,700	1,751	1,804	1,858	1,913	1,971	2,030	2,091	2,154	2,218	Increase all 3%
	Senior XMAS party Expenditure			-									
	Clean up day Expenditure			-									
	Senior Week Function Exp			-									
	Computer Maintenance			-									
	Consultants Fees	6,025	20,500	21,115	21,748	22,401	23,073	23,765	24,478	25,212	25,969	26,748	Increase all 3%
	Capital / Office Equipment		2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	Increase all 3%
	Election Expenses	4,818	7,000	15,000					16,000				Elections 4 yrs Revalue every 5 years
	Revaluation			-					11,000				
	Depreciation			-									
	Environment		2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	Increase all 3%
	Community Recreation Activities		2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	Increase all 3%
	Engineering Fees			-									
	Non Cap. Office Equipment			-									
	Electricity	12,742	12,000	12,360	12,733	13,113	13,506	13,911	14,329	14,758	15,201	15,657	Increase all 3%
	Gas Supplies			-									
	Fees & Permits			-									
	Freight		500	515	530	546	563	580	597	615	633	652	Increase all 3%
	Insurance	17,133	13,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,002	19,572	Increase all 3%

Wagait Shire Council.  
10 YEAR LONG TERM FINANCIAL PLAN, 2013/14 TO 2022/23. (does not include Depreciation)

Acc Code	Account Description	Wagait 12/13 Actual	Wagait 13/14 Budget	Long Term Financial Plan Budget Forecast									Comment
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
	R & M Town site	12,800	11,000	11,330	11,670	12,020	12,381	12,752	13,135	13,529	13,934	14,353	Increase all 3%
	R & M Ablution Blocks	1,600	1,600	1,648	1,697	1,748	1,801	1,855	1,910	1,968	2,027	2,088	Increase all 3%
	R & M Foreshore Protection		3,700	3,811	3,925	4,043	4,164	4,289	4,418	4,551	4,687	4,828	Increase all 3%
	R & M Recreation		2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	Increase all 3%
	R & M Rec Complex		5,200	5,356	5,517	5,682	5,853	6,028	6,209	6,395	6,587	6,785	Increase all 3%
	Sports & Rec wages & overheads	19,000	19,570	20,157	20,762	21,385	22,026	22,687	23,368	24,069	24,791	24,951	Increase all 3%
	Rubbish Dump Mtce Wagait	10,500	10,815	11,139	11,474	11,818	12,172	12,538	12,914	13,301	13,700		Increase all 3%
	Garbage Collection												
	Stores, Materials & Loose Tool	3,252	7,700	7,931	8,169	8,414	8,666	8,926	9,194	9,470	9,754	10,047	Increase all 3%
	Safety Supplies & Equipment												
	Subscriptions & Publications	1,461	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829	Increase all 3%
	Superannuation	19,909	23,194	23,690	24,607	25,345	26,105	26,888	27,695	28,526	29,381	30,263	Increase all 3%
	Telephone & Facsimile	7,447	9,500	9,785	10,079	10,381	10,692	11,013	11,343	11,684	12,034	12,395	Increase all 3%
	Training	1,589	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	Increase all 3%
	Travel & Accom	5,113	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	Increase all 3%
	Uniforms	1,110	1,110	1,143	1,178	1,213	1,249	1,287	1,325	1,365	1,405	1,448	Increase all 3%
	Valuer General			-	5,000		-	-	5,000		-	-	Council assets
	Vehicle & Plans Fuel & Oil	3,247	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	Increase all 3%
	Vehicle R & M	4,261	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	Increase all 3%
	Vehicle Insurance												
	Vehicle Rego												

Wagait Shire Council.  
10 YEAR LONG TERM FINANCIAL PLAN, 2013/14 TO 2022/23. (does not include Depreciation)

Acc Code	Account Description	Wagait 12/13 Actual	Wagait 13/14 Budget	Long Term Financial Plan Budget Forecast									Comment
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
	Insurance		6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829	Increase all 3%
	Hire of Plant and Equipment		1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	Increase all 3%
	Legal Advice			-									
	LGANT Membership			-									
	Meeting Expenses			-									
	Members Payments			-									
	Power / Street lighting			-									
	Printing & Stationery	1,272	2,400	2,472	2,546	2,623	2,701	2,782	2,866	2,952	3,040	3,131	Increase all 3%
	Postage	1,415	500	515	530	546	563	580	597	615	633	652	Increase all 3%
	Professional development			-									
	Pest Control			-									
	R & M Office Equipment			-									
	Garden and Ground Maintenance			-									
	Recruitment	4,734	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	Increase all 3%
	Jetty Mtce - contractors		2,500	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	Increase all 3%
	Jetty Mtce - Materials		800	824	849	874	900	927	955	984	1,013	1,044	Increase all 3%
	Jetty Mtce - Vehicle costs		1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	Increase all 3%
	Jetty & Ramp wages and overheads		60,000	61,800	63,654	65,564	67,531	69,556	71,643	73,792	75,005	78,286	Increase all 3%
	R & M Housing office(W)	4,600	5,700	5,871	6,047	6,229	6,415	6,608	6,806	7,010	7,221	7,437	Increase all 3%
	R & M Community centre (W)		6,500	6,695	6,896	7,103	7,316	7,535	7,761	7,994	8,234	8,481	Increase all 3%
	R & M Reserves	24,000	23,000	23,690	24,401	25,133	25,887	26,663	27,463	28,287	29,136	30,010	Increase all 3%

Wagait Shire Council.  
10 YEAR LONG TERM FINANCIAL PLAN, 2013/14 TO 2022/23. (does not include Depreciation)

Acc Code	Account Description	Wagait 12/13 Actual	Wagait 13/14 Budget	Long Term Financial Plan Budget Forecast									Comment
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
	Workshop Mtce	24,822	17,100	17,613	18,141	18,666	19,246	19,824	20,418	21,031	21,662	22,312	Increase all 3%
	Water & Sewerage	1,159	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	Increase all 3%
	Wages & Salaries	242,981	123,232	126,929	130,737	134,659	138,699	142,860	147,145	151,560	156,107	160,790	Increase all 3%
	Workers Compensation		4,181	4,311	4,440	4,573	4,710	4,852	4,997	5,147	5,301	5,460	Increase all 3%
	Road Works Upgrade		20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	Increase all 3%
	Roads Wages and Overheads		10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	Increase all 3%
	Return Unspent Grant												
	Slipage		1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	Increase all 3%
	Power & Water Contract		22,500	23,175	23,870	24,586	25,324	26,084	26,866	27,672	28,502	29,357	Increase all 3%
	Power & Water wages and overheads		26,000	26,780	27,583	28,411	29,263	30,141	31,045	31,977	32,936	33,924	Increase all 3%
	Culvert & Drainage Mtce Total												
	Floodway Stabilisation Total												
	Resheeting Total												
	Roadside Signage Total												
	Capital - Buildings/Plant/IT		49,000	50,470	51,984	53,544	55,150	56,804	58,509	60,264	62,072	63,934	
	Capital - New Computer System & Software Lic												
	Capital - Vehicles			43,000			40,000						
	Capital - Roads												
	New Projects - Capital & Equipment Upgrade -Wagait												***Shire Plan
	Library												
	Office Upgrade												
	Painting Buildings												

Wagait Shire Council.  
10 YEAR LONG TERM FINANCIAL PLAN, 2013/14 TO 2022/23. (does not include Depreciation)

Acc Code	Account Description	Wagait 12/13 Actual	Wagait 13/14 Budget	Long Term Financial Plan Budget Forecast									Comment
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
	Sports & Rec												
	Residence												
	Workshop												
	Caretaker Residence												
	<b>TOTAL EXPENSES</b>	<b>\$ 431,974</b>	<b>\$ 603,621</b>	<b>\$ 649,520</b>	<b>\$ 682,555</b>	<b>\$ 651,944</b>	<b>\$ 711,502</b>	<b>\$ 691,647</b>	<b>\$ 744,397</b>	<b>\$ 733,789</b>	<b>\$ 751,782</b>	<b>\$ 778,455</b>	
	<b>SURPLUS / (DEFICIENCY) - Surplus Council Funds.</b>	<b>\$ 2,421</b>	<b>Nil</b>										
	Reserve Fund	588,099	5916,704	67227	806660	743284	846498	584161	488317	416271	349419	244418	

## ANNUAL BUDGET 2013/2014

Budget for the financial year ending 30<sup>th</sup> June 2014.

This section contains information relating to the annual budget for the Shire for the 2013/2014 financial year.

In accordance with Part 10.5 of the *Local Government Act 2008* the Budget includes:

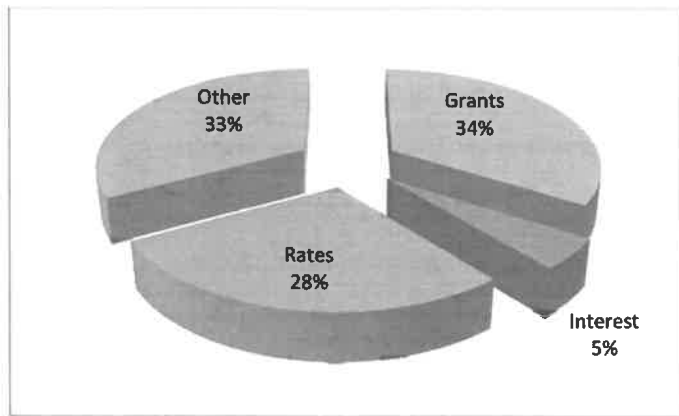
- (i) Projected Income and Expenditure;
- (ii) A summary of the Shire's objectives, measures and performance indicators;
- (iii) Funds allocated to the development and maintenance of the Shire's infrastructure;
- (iv) The estimated funds to be raised by way of rates;
- (v) The rates declaration which includes the rates structure and assessment of social and economic effects; and
- (vi) The allowances to be paid to Council Members and the total amount budgeted to meet those costs.

A summary of the estimated income and expenditure is provided in the following table:

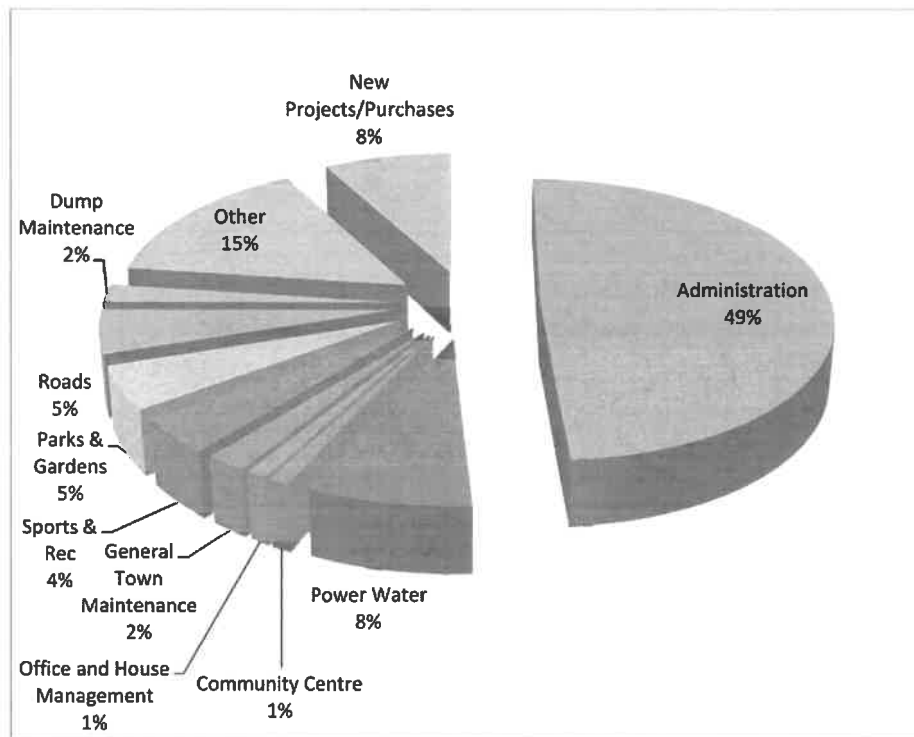
Revenue		Expenditure	
Operating Revenue	\$567,698	Operating Expenditure	\$603,621
Transfer from Reserves	\$35,923		
<b>Total Revenue</b>	<b>\$603,621</b>	<b>Total Expenditure</b>	<b>\$603,621</b>

The Wagait Shire Council is highly dependent on grant funding to cover its operational and capital expenditure. In excess of 30 per cent of the Shire's income is generated through grant funding.

### INCOME BY SOURCE 2013/2014



### EXPENDITURE BY CATEGORY 2013/14



## FINANCIAL OBJECTIVES, MEASURES AND INDICATORS

Objective	Measures Taken	Indicators of Success	Benchmark
Increase grant subsidy income by 20%	Apply for all grant related funding that becomes available during the financial year	<ul style="list-style-type: none"> <li>- Funding opportunities applied for by the shire</li> <li>- Number of funding applications approved</li> <li>- Increase in grant subsidy income</li> </ul>	100% 80% 20%
Increase income through commercial contracts	Liaise with Federal and Territory Government Departments and private enterprises to secure new contractual arrangements	<ul style="list-style-type: none"> <li>- Number of commercial contract tenders submitted</li> <li>- Increase in commercial contract income</li> </ul>	3 30%
Grant subsidy income expended in full	Monthly budget v variance expenditure reporting completed by all managers.	<ul style="list-style-type: none"> <li>- Monthly budgeted expenditure equals monthly actual expenditure</li> </ul>	Variances < 10%
Grant subsidy income received in timely manner	Monthly budget v variance income reporting completed.	<ul style="list-style-type: none"> <li>- Monthly actual income equals or exceeds monthly budgeted income</li> </ul>	Variances < 10%
Programs funded for the financial year are completed by the end of financial year	Monthly grant reports prepared by CEO.	<ul style="list-style-type: none"> <li>- No incomplete programs or projects outstanding at 30 June</li> </ul>	0 incomplete projects
Decrease over 90 day debtors	Monthly aged debtors report prepared by CEO.	<ul style="list-style-type: none"> <li>- Total of 90 days or more debtors is reduced to nil</li> <li>- Debtors are telephoned once over 30 days for expected payment date</li> </ul>	0 over 90 day debtors
Decrease over 90 day creditors	Monthly aged creditors report prepared by CEO for action.	<ul style="list-style-type: none"> <li>- Total of 90 days or more outstanding creditors is reduced to nil</li> <li>- All invoices received have a matching purchase order in the system</li> <li>- All invoices are signed off for payment within 14 days of receipt</li> </ul>	0 over 90 day creditors  100%  < 14 days

## MAINTENANCE AND INFRASTRUCTURE EXPENDITURE

### REPAIRS AND MAINTENANCE OF INFRASTRUCTURE

REPAIRS AND MAINTENANCE	Amount Allocated 2013/2014
Buildings	\$5,700
Community Centre	\$6,500
Reserves	\$23,000
Town Site	\$11,000
Recreation Complex	\$24,200
Rubbish Dump Maintenance	\$10,500
Roads	\$30,000
Jetty	\$70,000
Workshop	\$17,000

### CAPITAL EXPENDITURE AND INFRASTRUCTURE DEVELOPMENT

CAPITAL EXPENDITURE	2013/2014	2014/2015	2015/2016	2016/2017
Buildings, Plant, IT	51,000	50,470	51,984	53,544
Vehicles	0	35,000		
Roads	20,000	20,600	21,218	21,855



## **SOCIAL AND ECONOMIC IMPACTS OF RATING STRATEGY**

Council's rates and charges are set each year having regard to a number of factors including increases in the cost of providing services, proposed capital works and increases in service levels or other Council initiatives. Council also considers statistical indicators such as the Consumer Price Index.

Council members have continued to agree to not receive allowances. This has allowed a saving of some \$110,000 p/a to the shire budget.

Council consciously aims to keep the increase in rates to a minimum in order to lessen any impact on ratepayers, but at the same time generate enough income to provide adequate levels of service and achieve its objectives.

Council levies rates based a fixed charge per rateable allotment regardless of residential or commercial use.

Overall the Northern Territory economy is growing due to mining and Defence related spending and employment and the unemployment rate is low. The Wagait Shire Council area has experienced a growth in regional population over the last few years and we expect the population will slowly grow in the coming years as housing and accommodation closer to Darwin becomes more expensive and people move further out. We are situated approximately 130km from the CBD of Darwin and are provided with a regular ferry service, so it is still accessible for people to live in the Wagait Shire Council area and commute to Darwin for work, or move here to retire.

If the Kenbi Claim is settled, then the Wagait area may experience rapid growth again. We are still a small shire (5.62km<sup>2</sup>) with a small population base (500 people) and 395 assessable properties, so we must be considerate of this when assessing the social and economic impact of our rates and charges.



## **DECLARATION OF RATES AND CHARGES 2013/2014**

### **Rates**

Wagait Shire Council (Council) makes the following declaration of rates pursuant to sections 155- 157 of the Act.

1. Council pursuant to Section 148 (1) (a) of the Act adopts the fixed amount (a fixed charge) Value method as the basis for determining the assessed value of the allotments within the Wagait Shire.
2. The amount intended to be raised for general purposes by way of rates for the year ending 30<sup>th</sup> June 2014 is \$197,500.
3. Council has adopted a flat rate charge regardless of size or use of land i.e., commercial or private.
4. The rate applicable for this financial year is \$500.00 per residence, premises.
5. In relation to the Council's function of sanitation and garbage, Council is not able to provide, a regular garbage service to all residential land within the boundaries of Wagait Shire, and cannot provide a range of land fill and waste transfer station facilities for the entire Council area pursuant to the Local Government Act 2008.
6. Pursuant to the Local Government Act 2008, rates and charges are due and payable annually on the expiration of 28 days from the date on which a notice in relation to the rates and charges is issued to the principal ratepayer for an allotment or, if it is not practicable to do so, to any other ratepayer for the allotment.

### **Relevant Interest Rate**

7. The relevant interest rate for the late payment of rates and charges is fixed in accordance with Section 162 of the Act at the rate of 17% per annum and is to be calculated on a daily basis.
8. If rates are not paid by the due date, pursuant to Section 162 (1) interest accrues on the amount of the unpaid rates as the relevant interest rate.
9. Details of the due date and specified amount for payment are listed on the relevant Rates Notice. A ratepayer who fails to pay specified rates and charges may be sued for recovery of the principal amount of the rates and charges, late payment penalties and costs reasonably incurred by Council in recovering or attempting to recover the rates and charges.

Authorized by  
Michael Campaign  
Chief Executive Officer  
Wagait Shire Council

## COUNCILLOR ALLOWANCES 2013/2014

Councillors have continued to agree not to receive allowances this financial year.

## RATES AND CHARGES 2013/2014

Chairs	Per Day	<b>0.65</b>
Table	Per Day	<b>0.65</b>
BBQ	Per Day	<b>27.50</b>
Ovals	Per Day	<b>33.00</b>
Large Trailer	Per Day	<b>44.00</b>
Small Trailer	Per Day	<b>16.50</b>
Wacker Packer	Per Hour	<b>16.50</b>

### BUILDING CHARGES

Wagait Community Centre	Refundable Bond	<b>100.00</b>
	Half Day	<b>100.00</b>
	Full Day	<b>150.00</b>

### PLANT & EQUIPMENT

	Rate Payer	Non Rate Payer
Hino Duo Tipper	\$90/hr	\$105/hr
Bobcat / Forklift	\$95/hr	\$110/hr
Transport costs	\$5/km	\$5.50/km
Tractor	\$95/hr	\$105/hr
Slasher	\$25/hr	\$30/hr
Attachments to Woodchipper, Welder, Generator	\$10/hr	\$15/hr

### ADMINISTRATION FEES

Rate Search		50.00
(1c/paper & 1.6c/copy)	(Per Sheet)	0.30
	Own Paper	0.25
	A3 Paper	0.40

WAGAIT SHIRE COUNCIL – Renewal Program Vehicles and Plant Equipment						
ASSETS REGISTER						
Asset No.	Description	Date Acquired	Purchase Price	S/n, Vin	Location	Plan Renewal Year
MV002	Isuzu Ute Grey Dmax 2009	24.9.09	\$34,761.32	Rego: 924803	Works Utility	2015
MV003	Hino Dump Tipper	30.6.10	\$38,181.82	Rego: 974016	Workshop	2024
MV004	Mitsubishi Triton	21.06.13	\$34,500.00	Rego: N12594	CEO Vehicle	2018
PE0040	Titan 5500 Loader (Forks & Bucket)	19.10.09	\$9,000.00		Workshop	2025
PE0041	Honda Water Blaster	2009	\$1,500.00		Workshop	n/a
PE0045	Wood Chipper	10.11.11	\$14,245.00		Workshop	2025
PE0049	Kubota ZD221 Zero Turn Mower, 54" deck	31.10.12	\$17,820.00	Vin 10074/ZD221-54/KU	Workshop	2028
PE0051	Finishing mower	26.2.13	\$2,777.50	Vin: 12GS42-13-6	Workshop	n/a
PE0052	Ice Machine	27.5.13	\$2,535.50		Workshop	2030
PE0055	Mower – Honda GXV160	20.9.13	\$990.00	s/n: GJAAH-1859717	Workshop	n/a
PE0056	Compressor Air P14 275L/Min	11.9.13	\$1,125.16	s/n: 7298	Workshop	n/a
PE0001	Cement Mixer – Wesmix	1.7.98	\$1,426.00		Workshop	n/a
PE0002	Welder/Generator	1.1.99	\$4,140.00		Workshop	2024
PE0003	Trolley Jack 2.5 ton	1.7.00	\$1,050.00		Workshop	n/a
PE0004	VPH 70 Plate Compactor	23.3.01	\$1,772.00		Workshop	2030
PE0016	Waratah Post Hole Digger & Augers	16.6.05	\$2,350.00	Includes 400mm and 100mm augers	Workshop	n/a
PE0017	Mower – Howard SM 180L 70" Finishing	16.6.05	\$2,830.00		Workshop	2028
PE0018	Waratah 104SS Dual Mount SR Slasher	16.6.05	\$2,020.00		Workshop	2028
PE0019	Playground Equipment	30.6.05	\$15,203.00		Sportsground	n/a
PE0022	Shade Cover at Playground	19.6.06	\$11,227.09		Sportsground	n/a
PE0023	Pole Saw – Stihl HT75	23.11.06	\$1,110.95		Workshop	n/a
PE0025	10 x 6 Tandem Trailer	14.11.09	\$4,200	Vin 6T9T20NT0825UD376 reg: TF8536	Workshop	2030
PE0026	Kubota MX5100D Tractor	19.10.09	\$40,260.00	Rego: 953266	Workshop	2030
PE0027	Suzuki LFT Quad Bike 300cc	4.12.09	\$8,932.42	Rego: 963430	Workshop	2030

Wagait Shire Council Building/Plants/IT>>Renewal Program (Buildings)

Asset ID	Asset Name	Wagait	Rem Life (Years)	Planned Renewal Year	Renewal Cost (\$)	Useful Life (Years)
	IT Upgrade		-	2017	\$15,000.00	-
102	Residence, aircon		5	2017	\$5,000.00	5
101(b)	Library		30	2014	\$51,000.00	30
103	Workshop air con/fans		5	2016	\$15,000.00	5
101	Admin Centre Paint Outside		5	2017	\$15,000.00	10
102	Residence paint, outside		10	2016	\$15,000.00	10
102	Residence Carport		30	2017	\$18,544.00	30
182	Ablution block, paint, repairs		10	2016	\$10,000.00	10
183	Oval Sports & Rec		30	2016	\$11,984.00	30
n/a	Accommodation, caretaker		30	2015	\$50,470.00	30

TOTAL:

**Resolution No. 2017/.....**

**That councillors agree to familiarising themselves with existing council plans.**

**Moved:**

**Seconded:**

**Vote:**

**Resolution No. 2017/.....**

**That councillors agree to participating in a series of workshops to be scheduled, by the Chief Executive Officer, after due consultation in relation to availability, for the purpose of assisting in the development of future plans.**

**Moved:**

**Seconded:**

**Vote:**

## 18.0 Councillor's Code of Conduct

Prior to the meeting, councillors were provided with a copy of Wagait Shire Council's Councillor Code of Conduct.

### **Councillor Code of Conduct**

The Local Government Act requires the Council to have a Code of Conduct. The Council may either have its own Code or adopt the Code within the Local Government Act. The Council has adopted the Code within the Act. The Code governs the conduct of Council members.

Where a member of the Council allegedly breaches the Code and the matter is reported, the alleged breach is investigated by a disciplinary committee established by the department of Local Government.

#### **1. Honesty and Integrity**

A member must act honestly and with integrity in performing official functions.

#### **2. Care and Diligence**

A member must act with reasonable care and diligence in performing official functions.

#### **3. Courtesy**

A member must act with courtesy towards other members, council staff, electors and members of the public.

#### **4. Conduct towards Council Staff**

A member must not direct, reprimand, or interfere in the management of, council staff.

#### **5. Respect for Cultural Diversity**

A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

#### **6. Conflict of Interest**

A member must, if possible, avoid conflict of interest between the member's private interests and official functions and responsibilities.

Where a conflict in fact exists, the member must comply with the member's statutory obligations of disclosure.

**7. Respect for Confidences**

A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

**8. Gifts**

A member must not solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

**9. Accountability**

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

**10. Interests of Municipality or Shire to be paramount**

A member must act in what the member genuinely believes to be the best interests of the municipality or shire.

In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable, and properly informed judgment about what will best advance the best interests of the municipality or shire.

**Resolution No. 2017/.....**  
**That councillors agree to adhere to the councillor code of conduct.**  
**Moved:**  
**Seconded:**  
**Vote:**