

**WAGAIT SHIRE COUNCIL  
AGENDA  
COUNCIL CHAMBERS**

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

**Monday 25 June 2018**



## TABLE OF CONTENTS

<b>1.0</b>	<b>Present</b>	<b>Page 3</b>
1.1	Opening of Meeting	Page 3
1.2	Apologies and Leave of Absence	Page 3
<b>2.0</b>	<b>Declaration of Interests</b>	<b>Page 3</b>
<b>3.0</b>	<b>Confirmation of Minutes</b>	<b>Page 4</b>
3.1	Confirmation of minutes of 15 May 2018 Council Meeting	Page 10
3.2	Matters arising from 15 May 2018 Minutes	Page 10
<b>4.0</b>	<b>Questions and feedback from the public</b>	<b>Page 10</b>
4.1	Councillor Allowances	Page 10
4.2	Rates Inquiry	Page 10
<b>5.0</b>	<b>Inwards and Outwards Correspondence</b>	<b>Page 11</b>
<b>6.0</b>	<b>Councillors Reports</b>	<b>Page 11</b>
6.1	President's Report	Page 11
<b>7.0</b>	<b>Officers Reports</b>	<b>Page 12</b>
7.1	CEO's Report	Page 12
7.2	Sports Report	Page 14
<b>8.0</b>	<b>Financial Report</b>	<b>Page 15</b>
8.1	Cash Income and Expenditure Report – May 2018	Page 15
8.2	Finance Report Notes – May 2018	Page 16
8.3	Financial Report for month ended May 2018	Page 17
8.4	Rate Payers Update	Page 17
8.5	Credit Card Transaction for May 2018	Page 18
8.5	Supplier Payment History for May 2018	Page 19
<b>9.0</b>	<b>Business Arising from previous minutes – Action Sheet</b>	<b>Page 22</b>
<b>10.0</b>	<b>Agenda Items</b>	<b>Page 23</b>
10.1	Audit Committee Meeting Minutes	Page 23
10.2	2018/2019 Shire Plan and Annual Budget	Page 31
10.3	Audit Committee Terms of Reference	Page 75
10.4	P01 Policy Framework Policy	Page 81
10.5	P34 Elected Member Allowances Policy	Page 84
10.6	P25 Elected Members Expenses and Allowances Policy	Page 87
10.7	P33 Work Health and Safety Policy	Page 89
10.8	P07 Internal Audit Committee Policy	Page 92
10.9	Risk Management Framework and System	Page 93
<b>11.0</b>	<b>Upcoming Events</b>	<b>Page 112</b>
11.1	Territory Day – 1 July 2018	Page 112
11.2	Disco – 6 July 2018	Page 112
11.3	Darwin Harbour Clean Up Day – 10 July 2018	Page 112
11.4	Seniors Day – 7 August 2018	Page 112
<b>12.0</b>	<b>Late items and General Business</b>	<b>Page 112</b>
<b>13.0</b>	<b>In-Camera Items</b>	<b>Page 112</b>
<b>14.0</b>	<b>Date of Next Meeting</b>	<b>Page 112</b>
<b>15.0</b>	<b>Close of Meeting</b>	<b>Page 112</b>

**1.0 PRESENT**

**Councillors:**

President Peter Clee  
Vice-President Trish McIntyre  
Cr Michael Vaughan  
Cr Neil White

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

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

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

**1.2 APOLOGIES AND LEAVE OF ABSENCE:**

<p><b>Resolution No. 2018/ .....</b> <b>That the apology of Cr Shenagh Gamble (absent with notice) be accepted and approved.</b> <b>Moved:</b> <b>Seconded:</b> <b>Vote:</b></p>
--

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**WAGAIT SHIRE COUNCIL  
DRAFT MINUTES  
COUNCIL CHAMBERS**

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

**Tuesday 15 May 2018**



## TABLE OF CONTENTS

<b>1.0 Present</b>	<b>Page 3</b>
1.1 Opening of Meeting	Page 3
1.2 Apologies and Leave of Absence	Page 3
<b>2.0 Declaration of Interests</b>	<b>Page 3</b>
<b>3.0 Confirmation of Minutes</b>	<b>Page 3</b>
3.1 Confirmation of minutes of 18 April 2018 Council Meeting	Page 3
3.2 Matters arising from 18 April 2018 Minutes	Page 3
<b>4.0 Questions and feedback from the public</b>	<b>Page 4</b>
<b>5.0 Inwards and Outwards Correspondence</b>	<b>Page 4</b>
<b>6.0 Councillors Reports</b>	<b>Page 4</b>
<b>7.0 Officers Reports</b>	<b>Page 4</b>
<b>8.0 Financial Report</b>	<b>Page 4</b>
<b>9.0 Business Arising from previous minutes – Action Sheet</b>	<b>Page 5</b>
<b>10.0 Agenda Items</b>	<b>Page 5</b>
10.1 Kubota Zero Turn Mower	Page 5
10.2 Common Seal – Power Supply to Council Workshop	Page 5
10.3 Council Rates	Page 5
<b>11.0 Upcoming Events</b>	<b>Page 5</b>
11.1 Walk to school day	Page 5
<b>12.0 Late items and General Business</b>	<b>Page 6</b>
<b>13.0 In-Camera Items</b>	<b>Page 6</b>
<b>14.0 Date of Next Meeting</b>	<b>Page 6</b>
<b>15.0 Close of Meeting</b>	<b>Page 6</b>

**1.0 PRESENT**

**Councillors:**

Vice-President Trish McIntyre  
Cr Michael Vaughan  
Cr Neil White

**Staff:** Chief Executive Officer Mark Sidey  
Officer Manager Pamela Wanrooy

**1.1 OPENING OF MEETING:** - Vice President Trish McIntyre declared the meeting open at 7.00pm at the Council Chambers and welcomed all councillors, and visitors to the meeting.

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

**1.2 APOLOGIES AND LEAVE OF ABSENCE:**

**Resolution No. 2018/181**  
**That the apology of President Peter Clee and Cr Shenagh Gamble (absent with notice) be accepted and approved.**  
**Moved: Cr Neil White**  
**Seconded: Cr Michael Vaughan**  
**Vote: AIF**

**2.0 DECLARATION OF INTERESTS**

Nil

**3.0 CONFIRMATION OF MINUTES**

**3.1 Confirmation minutes of 18 April 2018 Council Meeting**

**Resolution No. 2018/182**  
**That the minutes of the Monthly Meeting of 18 April 2018, be confirmed by council as a true and correct record.**  
**Moved: Cr Michael Vaughan**  
**Seconded: Cr Neil White**  
**Vote: AIF**

**3.2 Matters arising from 18 April 2018 Minutes**

**3.2.1 UHF Communication Project** – A few questions on the UHF Communication Project were raised in the meeting:

1. Has there been any action taken by council on the project? CEO advised Council staff have not taken any action, the matter is currently with President Peter Clee who has advised he has applied to get the licence transferred. Apart from noting his advice, no action has been taken.
2. Will council be seeking further input regarding the installation of the antenna? CEO Mark Sidey to liaise with President Peter Clee.

**3.2.2 The 60km/hr sign** – This sign near the jetty is now in effect.

#### 4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Nil

#### 5.0 INWARDS AND OUTWARDS CORRESPONDENCE - April 2018

The Inwards and Outwards correspondence for the month of April 2018 has been circulated to councillors prior to the May 2018 Council Meeting.

**Resolution No. 2018/183**  
That council receive and note the correspondence as detailed in the agenda for the month of April 2018.  
Moved: Cr Michael Vaughan  
Seconded: Cr Neil White  
Vote: AIF

#### 6.0 COUNCILLORS REPORTS

##### 6.1 President's Report

**Resolution No. 2018/184**  
That the President's report for the month of April 2018 be received and accepted.  
Moved: Cr Neil White  
Seconded: Cr Michael Vaughan  
Vote: AIF

#### 7.0 OFFICERS REPORTS

In addition to the CEO Report:

- Animal Management - CEO Mark Sidey attended a meeting at Batchelor with the animal inspection officer at Coomalie Shire Council.
- Road upgrades – final inspection with the contractor held today. The works will be completed by the end of Financial Year.
- Irrigation Project – One bore has been drilled and was unsuccessful. Currently seeking advice with a view to drill another bore.
- Green Waste Facility – tentatively the start date for the site works for the Green Waste Facility is this Saturday.
- Workplace Health & Safety – Procedures have been put in place.

**Resolution No. 2018/185**  
That the Officer's reports for the month of April 2018 be received and accepted.  
Moved: Cr Neil White  
Seconded: Cr Michael Vaughan  
Vote: AIF

#### 8.0 FINANCIAL REPORT

**Resolution No. 2018/186**  
That the financials for the month of April 2018 be received and accepted.  
Moved: Cr Neil White  
Seconded: Cr Michael Vaughan  
Vote: AIF

**9.0 BUSINESS ARISING FROM PREVIOUS MINUTES – ACTION SHEET**

**Health Group** – A resident would like to set up a phone tree service for residents and has asked council for help and support. Council supports this.

**Clinic Closure** – CEO Mark Sidey to speak to the Clinic Staff to see how better this can be advertised. The council board will also be used to advertise clinic closures.

**Darwin Duchess** – Council would be happy to work with anyone who would like to take possession of the Darwin Duchess. To date council has not received any expression of interest.

**Mandorah Jetty Maintenance** – CEO Mark Sidey to invite Louise McCormack to our next meeting.

**Community Infrastructure Ideas Register** – this can be removed from the Action list.

**March 2018 Financial Report** – this has been addressed and can be removed from the Action List.

**2018/2019 Budget** – Draft will be circulated to councillors on 19 May.

**Resolution No. 2018/187**

**That Council receives and notes the Action Sheet for the month of April 2018**

**Moved: Cr Michael Vaughan**

**Seconded: Cr Neil White**

**Vote: AIF**

**10.0 AGENDA ITEMS**

**10.1 Kubota Zero Turn Mower – Model No. Z121SKH-48-AU**

**Resolution No. 2018/188**

**That Council acquit \$5,590.00 towards the purchase of a Kubo Zero Turn Mower – Model No. Z121SKH-48-AU.**

**Moved: Cr Michael Vaughan**

**Seconded: Cr Neil White**

**Vote: AIF**

**10.2 Common Seal - Power Supply to Council Workshop**

**Resolution No. 2018/189**

**That Council authorise the use of the Wagait Shire Council Common Seal for funding in the amount of \$1,318.18 for the Provision of Backup Power Supply to Council Workshop project.**

**Moved: Cr Neil White**

**Seconded: Vice-President Trish McIntyre**

**Vote: AIF**

**10.3 2018/2019 Council Rates**

The last date to declare rates by council resolution is 31 July 2018.

**11.0 UPCOMING EVENTS**

**11.1 Walk to School – Friday 18 May 2018**



**12.0 LATE ITEMS AND GENERAL BUSINESS**

**12.1 Barriers on Baluria Road Beach Access** – Barriers have been placed on the right side of the beach access and the other side comprises of sticks. CEO Mark Sidey to speak to Dept of Infrastructure to see if barriers can be place on the left hand side as well.

**12.2 Policy for Meeting Procedures** – Cr Michael Vaughan would like to see a review of the Meeting Procedures where members of the public would be invited to stand up and talk about any subject without notice to the council. CEO to circulate the policy to councillors for their feedback. This is to be brought back to the next council meeting.

**12.3 Rocks on track at Jetty Carpark** – the rocks have always been there and will remain as is.

**13.0 IN-CAMERA ITEMS**

NII

**14.0 DATE OF NEXT MEETING**

The next Council Meeting is to be held on Tuesday 19 June 2018 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

**15.0 CLOSE OF MEETING**

The Chair declared the meeting closed at 7.40 pm.

### 3.1 Confirmation minutes of 18 May 2018 Council Meeting

**Resolution No. 2018/.....**  
**That the minutes of the Monthly Meeting of 15 May 2018, be confirmed by council as a true and correct record.**  
**Moved:**  
**Seconded:**  
**Vote:**

### 3.2 Matters arising from May 2018 Minutes

## 4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

### 4.1 Councillor Allowances

Quoted below is an email from a resident regarding councillor allowances:

Wagait Shire Councillors

We have noted that allowances for Councillors is on the agenda for the next meeting.

It has always been our view since moving here almost 6 years ago that councillors should not be paid given the size of our community and the history of the issue.

That view has not changed and we respectfully submit that Council make a decision to abolish allowances for councillors at the next meeting.

As you will be aware our 'rates' have increased significantly with the closure of the dump (Waste Management fees) and it is imperative that we join together as a community to keep costs down as far as possible. Leadership with regard to that should start from 'the top'.

### 4.2 Rates Inquiry

Quoted below is an email from a resident regarding rates

Dear Councillors, this month I would expect that you may be discussing the budget for the coming year and thus setting our rates.

I therefore request information as to the impact on our rates of the proposed introduction of any new animal control by-laws.

Can you please advise:

What is the implementation plan next year and in coming years;  
What is the anticipated capital cost next year and in coming years;  
What is the anticipated recurrent cost this year and in coming years; and  
What are the performance indicators that will be used to measure success.

I am sure the community would expect open and honest disclosure and transparency on this major issue that will impact our budget and rates

**5.0 INWARDS AND OUTWARDS CORRESPONDENCE - May 2018**

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

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

**6.0 COUNCILLORS REPORTS**

**6.1 President's Report**

**Purpose of Report**

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

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

The survey relating to proposed changes of the Sealink NT Mandorah Ferry timetable has now closed. Results have been advertised. There was support for the Mon – Fri times to be extended to the weekend. This will mean we will have a 7-day timetable instead of a 5 x 2 timetable. It should ease the confusion created. There is likely to be an additional run at midnight prior to public holidays which will assist those party goers out celebrating.

A few months ago, I fronted up to the Amateur Fishermen's Association who were giving the minister a priority list of infrastructure improvements. I lobbied hard for a CCTV system to be installed permanently at the Mandorah Jetty and Car Park, not dissimilar to that at Elizabeth River boat ramp. Unfortunately, our project was not successful. It is important for council to keep lobbying the NTG and to keep trying.

The Mandorah Jetty is going to have some major work done over the next few months. A tender is to be issued to do major work on the Cathodic system as well as re-wiring the Lights on the Jetty. This will mean major scaffolding work will encroach the walkways of the jetty.

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

We have been advised by the Dept of Local Government that our policy on Councillor Sitting fees is not in accordance with the regulations. Accordingly, the CEO has updated the policy to provide a flat yearly allowance, which is in accordance with the regulations. The detail will be decided by a future council meeting. All other shires have a full-time mayor or president. I spend about 2 days a week on council matters, that time is needed to promote this community and to meet the obligations under the Local Government Act. As a small council with a small rate base and moderate income we cannot afford to pay anyone on a full-time basis, but in so doing we miss out on good local government

representation, so a happy medium need to be found, otherwise this community will continue to lag behind.

MUFF and Territory day fall on the same weekend this year. I understand the MUFF organising Committee has a full schedule of activities on the Saturday which wind down on the Sunday morning. The Territory day fireworks display will be at Cloppenberg park on the Sunday night

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

16 <sup>th</sup> May	Weekly Meeting with CEO
16 <sup>th</sup> May	ABC Grass Roots Interview
16 <sup>th</sup> May	LGANT Executive Meeting - Darwin
29 <sup>th</sup> May	Cox Peninsula Tourism / Economic Development Group meeting at Berry Springs
29 <sup>th</sup> May	Weekly Meeting with CEO
30 <sup>th</sup> may	AICD Local Government Training
31 <sup>st</sup> May	AICD Local Government Training
8 <sup>th</sup> June	WSC Audit Committee meeting – Wagait Beach
8 <sup>th</sup> June	Weekly Meeting with CEO
12 <sup>th</sup> June	LGANT Executive Meeting – Darwin
13 <sup>th</sup> June	Weekly meeting with CEO
19 <sup>th</sup> June	Weekly meeting with CEO
20 <sup>th</sup> June	WSC Recovery Committee meeting
25 <sup>th</sup> June	Ordinary Council Meeting

**Resolution No. 2018/.....**

**That the President's report for the month of May 2018 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

## **7.0 OFFICERS REPORTS**

### **7.1 CEO's Report**

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

16 <sup>th</sup> May	Weekly Meeting with President
29 <sup>th</sup> May	Cox Peninsula Tourism / Economic Development Group meeting at Berry Springs
29 <sup>th</sup> May	Weekly Meeting with President
5 <sup>th</sup> -7 <sup>th</sup> June	Procurement and contract management course
8 <sup>th</sup> June	WSC Audit Committee meeting – Wagait Beach
8 <sup>th</sup> June	Weekly Meeting with President
13 <sup>th</sup> June	Weekly meeting with President
19 <sup>th</sup> June	Weekly meeting with President
20 <sup>th</sup> June	WSC Recovery Committee meeting
25 <sup>th</sup> June	Ordinary Council Meeting

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

### **2.1 Dog management:**

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

### **2.2 Roads upgrades:**

The remediation of the remaining road shoulders has been completed. Discussions are ongoing with NTG about the upgrade of the shoulders to Charles Point Road.

### **2.3 Administration and other Business:**

The Cloppenburg Park irrigation project has had a setback as the bore drilled did not produce a viable water flow. An alternate bore site has been identified and will be drilled this month.

The Green Waste facility project is progressing and preliminary site works have been completed.

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

Council is awaiting the outcome of special purpose grant applications for the following projects:

- A covered picnic area at Cloppenburg Park;
- A Solar electricity system at Cloppenburg Park; and
- A water cartage tank for the Council truck.

Council was unsuccessful in obtaining a grant to install bike, scooter and skateboard related infrastructure at Cloppenburg Park under NTG's Community Benefit Fund.

## **3 Work, Health & Safety**

A Work Health & Safety Management Plan and Policy were developed, as were Standard operating Procedures.

The workshop had a Work, Health & Safety audit.

No incidents occurred.

## **4 Works Report**

For the period May 09 – June 18 2018:

The jetty and jetty carpark were cleaned on 17 occasions.

The bores were inspected on 18 occasions.

Water quality tests were undertaken on 6 occasions.

The jetty carpark was mowed and snipped on 1 occasion.

The boat ramp was water blasted on 2 occasions.

The council grounds were mowed on 1 occasion.

Leaf litter was removed from the Council carpark and memorial garden on 2 occasions.

Landscaping works in the vicinity of the community centre commenced.

Cloppenburg Park was mowed on 1 occasion.

The bike path surrounds were mown.

Verges around the Shire were mown.

The bore line was slashed.

Plant & equipment was serviced.

## 7.2 Sports and Recreation Officer's Report - Rebecca Taylor

Activity	Sessions	Comment
<b>Children's Programs</b>		
Cricket	1 x Weekly 5 sessions	Modified games using varying equipment – bat sizes and shapes, ball size, hard/soft, varying rules. Skill development – batting / bowling / fielding techniques.
Art Sessions	1 x Weekly 3 sessions due to Public Holidays.	Recycled Art (materials found around Community Centre) in theme with WAG "Time n Tide" Festival. Resources could be updated to increase variety of projects. (Paints, textas, canvas and paper, brushes, easels)
Special Event: Walk Safely to School Day	1	Whole community invited to the event. Good working relations between WSC staff (Sport n Rec, Admin and Works in creating a successful event), Dept Infrastructure Planning and Logistics, Sealink, Local Sponsors – Wagait Beach Supermarket, Darwin High, Darwin Middle, Larrakeyah, Stuart Park and Millner Primary Schools. Great liaison with School Bus Driver Rocky Magnoli. Very supportive with administration duties such as form distribution and collection. Generous in pick up and drop offs for family and community members for this event. Local Police Support with Glen and Ricky joining the kids on the bus trip, the walk and breakfast. Kids had a fun morning. Volunteer support from the Latham family (Larissa and Jordan) much appreciated.
<b>Adults / Seniors</b>		
Boot Camp	2 x Weekly 8 Sessions (2 x Public Holiday)	Clients excited about news of new equipment arriving in June. Extra themes such as bring a friend day continued. Quality & Fun program with numbers consistent in May. Various tests performed for those interested so participants can self-track improvements and goal setting.
Mobility (Stretch Class)	1 x weekly 5 sessions	Popular, regular participants. Youth girls joining seniors now and then.
Strength	1 x Weekly 5 Sessions	Popular, regular participants with youth girls joining seniors.
Crafts	1 x Weekly 4 Sessions	This session will be reviewed as numbers are very low. It's a positive in a sense that a community driven craft afternoon is back on and possibly taking the numbers. (A few participants attending both sessions) Community driven activity is empowering and encouraged.

### Administration

- Equipment list. Researching best multi use equipment and quotes for Sport and Rec programs
- Walk Safely to School Day administration (Schools, Dept Transport, Sea Link, Local Sponsor of healthy breakfast, families,)
- Continued research into tides and sport opportunities on the beach
- Communications with Shaun Sampson Belyuen Sport and Rec & Police in regard to Blue Light Disco to be held end of June.
- Update records of minors with permission for photographs that can be used by council on social media and electronic media.
- Darwin Harbour Clean Up – planning with Nick Fewster Conservation Volunteers. Event to be held in July
- Internal discussions on July School Holiday program and budget.

**Resolution No. 2018/.....**

**That the Officer's reports for the month of May 2018 be received and accepted.**

**Moved:**

**Seconded:**

**Vote:**

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report –May 2018

	May 2018 Actual \$	May 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Variance %	Forecast to 30 June 2018	Variance (Revised Budget and Actual) \$	Notes
<b>INCOME</b>										
RATES	4219	\$5,125	-\$906	212184	\$207,725	\$4,459	2%	\$222,850		
GRANTS	7800	\$0	\$7,800	391572	\$370,400	\$21,172	6%	\$402,900		
CONTRACTS	9252	\$9,300	-\$48	91866	\$99,950	-\$8,084	-8%	\$110,000		
RENTAL INCOME	525	\$400	\$125	2190	\$2,780	-\$590	-21%	\$3,180		1
MISC INCOME	6702	\$10,500	-\$3,798	35694	\$136,664	\$100,970	-74%	\$146,425		2
WASTE MANAGEMENT	1988	\$3,000	-\$1,012	109659	\$110,200	-\$541	0%	\$115,200		
<b>TOTAL OPERATING INCOME</b>	<b>30486</b>	<b>\$28,325</b>	<b>\$2,161</b>	<b>843165</b>	<b>\$927,719</b>	<b>-\$84,554</b>	<b>-9%</b>	<b>\$1,000,555</b>		
<b>EXPENSES</b>										
ADMINISTRATION EXPENSES	924	\$4,845	\$3,921	77987	\$92,910	\$14,923	-16%	\$99,655		3
EMPLOYMENT EXPENSES	36715	\$29,675	-\$7,040	289799	\$285,550	-\$4,249	1%	\$311,200		
ROADS	0	\$0	\$0	22425	\$76,800	\$54,375	-71%	\$115,800		4
CONTRACTS & MATERIALS	38315	\$116	-\$38,199	65093	\$34,075	-\$31,018	91%	\$36,900		5
REPAIR & MAIN TOWN ASSETS	18809	\$9,470	-\$9,339	34984	\$52,970	\$17,986	-34%	\$72,970		6
VEHICLE & PLANT	2305	\$2,850	\$545	23300	\$22,480	-\$820	4%	\$24,130		
GRANT EXPENSES	0	\$100	\$100	4152	\$4,600	\$448	-10%	\$4,700		7
WASTE MANAGEMENT	11583	\$6,000	-\$5,583	78165	\$99,300	\$21,135	-21%	\$116,400		8
SERVICES	538	\$1,950	\$1,412	13308	\$13,150	-\$158	1%	\$13,800		
SPORTS & REC EQUIPMENT	0	\$2,500	\$2,500	0	\$5,000	\$5,000				9
CAPITAL ASSETS	8053	\$30,000	\$21,947	84038	\$130,000	\$45,962	-35%	\$205,000		10
OTHER ASSETS				2816	\$2,780	-\$36	0%			
<b>TOTAL OPERATING EXPENSES</b>	<b>117242</b>	<b>\$87,506</b>	<b>-\$29,736</b>	<b>696067</b>	<b>\$816,835</b>	<b>\$120,768</b>		<b>\$1,000,555</b>		
<b>OPERATING PROFIT</b>	<b>-86756</b>	<b>-59181</b>	<b>-27575</b>	<b>147098</b>	<b>\$110,884</b>	<b>\$36,214</b>		<b>\$0</b>		
Total Income	30486	28325	2161	843165	\$927,719	-\$84554				
Total Expense	117242	87506	-29736	696067	\$816,835	120768				
Surplus	-86756	-59181	31897	147098	\$110,884	-205322				
<b>NET PROFIT/(LOSS)</b>	<b>30486</b>	<b>\$28,325</b>	<b>\$2,161</b>	<b>147098</b>	<b>\$110,884</b>	<b>\$36,214</b>		<b>\$0</b>		

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

### Income

**Note 1 – Rental income 21% under budget ↓**

Due to transfers Cloppenburg Park being vacant.

**Note 2 – Miscellaneous income 74% under budget ↓**

Due to transfers from reserves shown in budget.

### Expenses

**Note 3 – Administration Expenses – 16% under budget ↓**

Administration expenses are well contained.

**Note 4 – Roads - 71% under budget ↓**

Budgeted amounts for roads increase closer to the end of the financial year and actuals will re-align with budget. Significant road works were invoice in June.

**Note 5 – Contracts & Materials 91% over budget ↑**

Costs associated with an unforeseen 1 off contract have been incurred.

**Note 6 – Repair & Main Town Assets 34% under budget ↓**

Necessary repairs and maintenance to town assets are running well below budget.

**Note 7 – Grant expenses 10% under budget ↓**

This is a small budget line. Small numeric differences can provide for large % differences.

**Note 8 – Waste Management 21% under budget ↓**

Costs associated with waste management are well contained.

**Note 9 – Sport & Recreation expense 100% under budget ↓**

Invoices associated with the purchase of Sport & Recreation equipment are yet to be received.

**Note 10 – Capital asset expenditure 35% under budget ↓**

Due to project delays, the budgeted amounts have not yet been spent.



**8.3 Financial Report for month ended May 2018**

<b>Cash at Bank &amp; on hand</b>								<b>Total</b>
Petty cash								\$ 263.45
CBA - transaction account								\$ 5,443.07
CBA Cash Saver								\$ 646,921.53
Undeposited Funds								\$ -
Bendigo Bank- Investment a/c								\$ 500,000.00
<b>Total Cash at Bank &amp; onHand</b>								<b>\$ 1,152,628.05</b>
<b>Debtors</b>								
	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>				
Trade	\$ 45,437.00							\$ 45,437.00
Rates					\$ 34,494.00			\$ 34,494.00
<b>Total Debtors</b>	<b>\$ 45,437.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,494.00</b>				<b>\$ 79,931.00</b>
<b>Creditors</b>								
	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>				
Trade	\$ 63,454.00							\$ 63,454.00
<b>Total Creditors</b>	<b>\$ 63,454.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 63,454.00</b>

**8.4 Rate Payers**

<b>2017/2018 Rate Year</b>	<b>\$3,006.63</b>
<b>2016/2017 Rate Year</b>	<b>\$3,603.70</b>
<b>2015/2016 Rate Year</b>	<b>\$5,740.71</b>
<b>2014/2015 Rate Year</b>	<b>\$22,143.30</b>

## 8.5 Credit Card Transaction for May 2018

### CEO – Mark Sidey

2/5/2018	MYOB	Monthly subscription	\$121.00
5/5/2018	Adobe	Monthly subscription	\$36.29
6/5/2018	RSEA	Safety equipment	\$110.55
6/5/2018	Bunnings	Light bulbs	\$19.47
11/5/2018	Cabcharge	travel (car service)	\$12.60
11/5/2018	Sealink	Ferry travel	\$98.98
11/5/2018	Cabcharge	Travel (car service)	\$12.92
11/5/2018	Woolworths	Food – council meeting	\$22.00
11/5/2018	Kerry Automotive	Service – CEO Vehicle	\$533.45
14/5/2018	Boardwalk Café	Meeting fees	\$30.10
14/5/2018	Bunnings	Chains for workshop	\$17.00
18/5/2018	Harvey Distributors	Rags for workshop	\$49.50
30/5/2018	Bunnings	Clamps and hose	\$51.77

### President Peter Clee

Nil

### Works Supervisor – Gary Zikan

11/5/2018	Totally Workwear	Staff safety boots	\$150.00
31/5/2018	All Earth Industries	Salt & Pepper gravel	\$225.00
31/5/2018	Cabcharge	Travel fees	\$35.07
31/5/2018	Cabcharge	Travel fees	\$35.91
31/5/2018	Tyrepower	Hino truck tyres	\$630.00
31/5/2018	Woolworths Petrol	Hino Truck Fuel	\$110.17

## 8.6 Supplier Payment History for May 2018

Created: 14/06/2018 2:25 PM

### Wagait Shire Council

62 Wagait Tower Road  
Wagait Beach NT 0822

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

### Supplier Payment History

May 2018

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
<b>Aboriginal Areas Protection Authority</b>						
eft	31/05/2018	00013985	1/05/2018	G0010116	\$52.00	\$52.00
					Total for Payment eft:	\$52.00
<b>Custom Built Kitchens NT</b>						
692	15/05/2018	00014065	15/04/2018	1050	\$16,215.10	\$8,107.55
					Total for Payment 692:	\$8,107.55
eft	31/05/2018	00014065	15/04/2018	1050	\$16,215.10	\$8,107.55
					Total for Payment eft:	\$8,107.55
<b>Darwin River Diggers Pty Ltd</b>						
eft	31/05/2018	00016958	31/05/2018	1609/1608	\$29,400.00	\$29,400.00
					Total for Payment eft:	\$29,400.00
<b>Earthworks Training and Assessment Services Pty Lt</b>						
eft	15/05/2018	00016953	11/05/2018	47700	\$250.00	\$250.00
					Total for Payment eft:	\$250.00
<b>Fin Blins</b>						
eft	15/05/2018	00016947	30/04/2018	16947	\$4,937.17	\$4,937.17
					Total for Payment eft:	\$4,937.17
<b>Humpty Doo Trees</b>						
eft	31/05/2018	00013979	25/05/2018		\$8,800.00	\$8,800.00
eft	31/05/2018	00013982	25/05/2018	119	\$2,200.00	\$2,200.00
					Total for Payment eft:	\$11,000.00
<b>Jardine Llody Thompson Pty Ltd</b>						
b/pay	15/05/2018	00014086	3/05/2018	048-027898	\$74.71	\$74.71
					Total for Payment b/pa	\$74.71
<b>Marks Rural Services</b>						
eft	31/05/2018	00016976	18/05/2018	45	\$528.00	\$528.00
					Total for Payment eft:	\$528.00
<b>Michelle Rawes Cleaning and Maintenance</b>						
691	3/05/2018	00014084	3/05/2018	28	\$1,195.80	\$1,195.80
					Total for Payment 691:	\$1,195.80
eft	31/05/2018	00016959	31/05/2018	30	\$1,195.80	\$1,195.80
eft	17/05/2018	00016959	17/05/2018	29	\$1,195.80	\$1,195.80
					Total for Payment eft:	\$2,391.60
<b>MJ Electrical</b>						
eft	31/05/2018	00013983	28/05/2018	23291	\$869.00	\$869.00
eft	15/05/2018	00014073	27/04/2018	23262	\$1,600.00	\$1,600.00

Created: 14/06/2018 2:25 PM

**Wagait Shire Council**

62 Wagait Tower Road  
Wagait Beach NT 0822

**Supplier Payment History**

May 2018

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
eft	15/05/2018	00014074	2/05/2018	23263	\$85.00	\$85.00
eft	15/05/2018	00016948	27/04/2018	23260	\$585.00	\$585.00
					Total for Payment eft:	\$3,139.00
<b>Officeworks</b>						
eft	15/05/2018	00016950	2/05/2018	q4 2017/18	\$87.25	\$87.25
					Total for Payment eft:	\$87.25
<b>Optus</b>						
eft	31/05/2018	00016977	22/05/2018	860239842	\$206.39	\$206.39
					Total for Payment eft:	\$206.39
<b>Power Water</b>						
eft	31/05/2018	00016957	8/05/2018	69350658	\$22.60	\$22.60
					Total for Payment eft:	\$22.60
<b>Rural Fire Protection</b>						
eft	15/05/2018	00016952	8/05/2018	6465	\$891.00	\$891.00
					Total for Payment eft:	\$891.00
<b>VTG Waste and Recycling</b>						
eft	31/05/2018	00013984	30/05/2018	18015	\$147.20	\$147.20
eft	15/05/2018	00014089	30/04/2018	17634	\$5,457.22	\$5,457.22
					Total for Payment eft:	\$5,604.42
<b>Wagait Beach Supermarket</b>						
693	15/05/2018	00014075	16/04/2018	14339	\$11.22	\$11.22
693	15/05/2018	00014076	17/04/2018	14344	\$54.70	\$54.70
693	15/05/2018	00014077	20/04/2018	14361	\$112.00	\$112.00
693	15/05/2018	00014078	21/04/2018	14368	\$30.50	\$30.50
693	15/05/2018	00014079	26/04/2018	14384	\$78.00	\$78.00
693	15/05/2018	00014080	27/04/2018	14389	\$47.01	\$47.01
693	15/05/2018	00014081	28/04/2018	14394	\$30.50	\$30.50
693	15/05/2018	00014082	30/04/2018	14402	\$102.29	\$102.29
693	15/05/2018	00014083	30/04/2018	14405	\$115.01	\$115.01
					Total for Payment 693:	\$581.23
eft	31/05/2018	00016964	1/05/2018	14408	\$42.14	\$42.14
eft	31/05/2018	00016965	2/05/2018	14416	\$106.00	\$106.00
eft	31/05/2018	00016966	3/05/2018	14420	\$26.83	\$26.83
eft	31/05/2018	00016967	4/05/2018	14427	\$66.30	\$66.30
eft	31/05/2018	00016968	5/05/2018	14436	\$30.50	\$30.50
eft	31/05/2018	00016969	8/05/2018	14446	\$116.00	\$116.00
eft	31/05/2018	00016970	9/05/2018	14453	\$35.75	\$35.75
eft	31/05/2018	00016971	10/05/2018	14455	\$20.00	\$20.00
eft	31/05/2018	00016972	10/05/2018	14457	\$64.10	\$64.10
eft	31/05/2018	00016973	11/05/2018	14460	\$17.51	\$17.51
eft	31/05/2018	00016974	12/05/2018	14468	\$30.50	\$30.50
eft	31/05/2018	00016975	15/05/2018	14477	\$123.02	\$123.02

Created: 14/06/2018 2:25 PM

**Wagait Shire Council**

62 Wagait Tower Road  
Wagait Beach NT 0822

ABN: 65 843 778 569

Email: council@wagait.nt.gov.au

**Supplier Payment History**

May 2018

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Total for Payment eft:						\$678.65

**Resolution No. 2018/.....**  
**That the financials for the month of May 2018 be received and accepted.**  
**Moved:**  
**Seconded:**  
**Vote:**

**9.0 BUSINESS ARISING FROM PREVIOUS MINUTES – ACTION SHEET**

**9.1 Proposed Dog Management By-Laws**

The draft dog by-laws has been amended after considering consultation submissions. They have been sent back to NTG for final drafting.

**9.2 2018/2019 to 2022/2023 Strategic Plan**

Development of the 2018/19 to 2022/23 Strategic Plan has commenced.

**9.3 Health Group**

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

**9.4 Tree Planting on Verge**

A policy is to be developed and public consultation undertaken.

**9.5 Darwin Duchess**

The Darwin Duchess is to be disposed of.

**9.6 Mandorah Jetty Maintenance**

Council notes that the failure of the new jetty grid fastenings that occurred on 3 December 2017 and 25 December 2017. Council has written to NT Government on a number of occasions expressing their concern over the failures.

Department representatives will be invited to our July Council meeting.

**9.7 Long Term Financial Plan 2018-2023**

The Long Term Financial Plan 2018-2023 is included in the draft 2018/2019 Shire Plan.

**9.8 2018/2019 Budget**

A summary of the 2018/2019 Draft Budget is included in the 2018/2019 Shire Plan.

**9.9 Councillor Member Allowance**

NIL payment was made to councillors for the month of May 2018.

**Resolution No. 2018/.....**

**That Council receives and notes the Action Sheet for the month of May 2018**

**Moved:**

**Seconded:**

**Vote:**

**10.0 AGENDA ITEMS**

**10.1 Audit Committee Meeting Minutes**

**WAGAIT SHIRE COUNCIL**

**MINUTES  
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD  
Time 10:00AM**

**Friday 8 June 2018**



## Table of Contents

1.0	Present:	3
2.0	Opening of Meeting:	3
3.0	Apologies:	3
4.0	Confirmation of previous Minutes for the Audit Committee held Tuesday 8 March 2018	3
5.0	Matters arising from the previous Minutes:	3
6.0	Declaration of interests of committee members or staff:	3
7.0	Agenda Items:	
	7.1 2018/2019 Shire Plan and Annual Budget	4
	7.2 Long Term Financial Plan 2015-2000	4
	7.3 2013/14 to 2017/18 Strategic Plan	5
	7.4 Audit Committee Terms of Reference	5
7.5	Policy Review	5
	7.5.1 P01 Policy Framework Policy	5
	7.5.2 P34 Elected Member Allowances Policy	5
	7.5.3 P25 Elected Member Expenses and Allowances Policy	6
	7.5.4 P33 Work Health and Safety Policy	6
	7.5.5 P32 Bullying Policy	6
	7.5.6 P07 Internal Audit Committee Policy	7
	7.5.7 Additional policies for development	7
7.6	Risk Management Framework and System	7
8.0	Other Business	8
9.0	Confidential items	8
10.0	Closure of Meeting	8



**1.0 Present:**

**Committee members:**

Chair Russell Anderson  
President Peter Clee  
Barry Bamford

**Council staff:**

CEO Mark Sidey  
Office Manager Pam Wanrooy

**2.0 Opening of Meeting:**

The Chair Russell Anderson declared the meeting open at 10.00am and welcomed all to the meeting.

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

**3.0 Apologies:**

Resolution No. 2018/015

That the apology of Cr Neil White be accepted.

Moved: President Peter Clee

Seconded: Barry Bamford

Vote: AIF

**4.0 Confirmation of previous Minutes for the Audit Committee held Tuesday 8 March 2018**

Resolution No. 2018/016

That the minutes of the Audit Committee Meeting of 8 March 2018, be confirmed by committee members as a true and correct record.

Moved: Barry Bamford

Seconded: President Peter Clee

**5.0 Matters arising from the previous minutes:**

Nil

**6.0 Declaration of interests of committee members or staff:**

Nil

**7.0 Agenda Items:**

**7.1 2018/2019 Shire Plan and Annual Budget**

**Annual Budget**

- The 2018/2019 Annual Budget is to undergo two reviews during the financial year to allow for major adjustments. CEO Mark Sidey to note that there should be another column in the Annual Budget to identify the previous years budget.
- Chairperson Russell Anderson suggested that the budget with the actuals showing the May figures be reported to Council in the June meeting.
- It is also suggested that the budget highlight the fact the grants are not cash on hand until that grant has been approved.
- Recommend to council is that a resolution adopting the budget, the Shire Plan and the declaration of rates.
- Recommend to Council that they review the budget regarding payments to councillors along with fees and charges.

**Resolution No. 2018/017**

That the Audit Committee recommend to council that the 2018/19 draft Shire Plan, estimates and budget with amendments be endorsed and released for public comment.

Moved: President Peter Clee

Seconded: Barry Bamford

**Shire Plan**

- Amendment to the Shire Plan, Page 33 "What is the result?" the open bracket in front of the word standards is to be removed.

**Resolution No. 2018/018**

That the Audit Committee recommend to council that they review the KPI's prior to publicly advertising.

Moved: Barry Bamford

Seconded: President Peter Clee

**7.2 Long Term Financial Plan 2015-2020**

The 2015-2020 long term financial plan is included in the draft 2018/2019 Shire Plan. This is to be further reviewed and updated in conjunction with the Strategic Plan Development.

**Resolution No. 2018/019**

That the Audit Committee notes the Long Term Financial Plan 2015-2020.

Moved: Barry Bamford

Seconded: President Peter Clee

**7.3 2013/14 to 2017/18 Strategic Plan**

The current Strategic Plan expires at the end of 2017/2018 Financial Year. Development of the 2018/19 to 2022/23 Strategic Plan has commenced. This is to be brought to the next Audit Committee Meeting.

**7.4 Audit Committee Terms of Reference**

The Audit Committee Terms of Reference has been updated and circulated to Committee Members for review.

Resolution No. 2018/020  
That the Audit Committee recommend the updated draft Audit Committee Terms of Reference, as amended, be adopted by council.  
Moved: President Peter Clee  
Seconded: Barry Bamford

**7.5 Policy Review**

Wagait Shire Council presently has 25 adopted Council Policies. These policies are publicly available on Council's website [www.wagait.nt.gov.au](http://www.wagait.nt.gov.au). Policy review and development is an ongoing project, led by the Chief Executive Officer.

A summary of Wagait Shire Council Policies has been circulated to committee members.

**7.5.1 P 01 Policy Framework Policy**

P01 Policy Framework Policy have been reviewed and updated.

Resolution No. 2018/021  
That the Audit Committee recommend the updated P01 draft Policy Framework Policy, as amended, be adopted by council.  
Moved: Barry Bamford  
Seconded: President Peter Clee

**7.5.2 P 34 Elected Member Allowances Policy**

An Elected Member Allowances policy (P34) has been developed. This draft policy is consistent with the Local Government Act and Ministerial Guideline No. 2 – Allowances for Council Members. A copy of the draft policy and supporting documentation has been circulated to committee members.

Resolution No. 2018/022  
That the Audit Committee recommends that P34, the draft Elected Member Allowances Policy, as amended be adopted with amounts to be set by council.  
Moved: President Peter Clee  
Seconded: Barry Bamford

### **7.5.3 P25 Elected Members Expenses and Allowances Policy**

P25 Elected Members Expenses and Allowances Policy should be rescinded and replaced by P34 Elected Members Allowances and a Corporate Credit Card Usage policy.

Resolution No. 2018/023

That the Audit Committee recommend that P25, the Elected Member Expenses and Allowances Policy be rescinded by council.

Moved: Barry Bamford

Seconded: Peter Clee

Resolution No. 2018/024

That the Audit Committee recommend the CEO draft a Corporate Credit Card Usage Policy.

Moved: President Peter Clee

Seconded: Barry Bamford

### **7.5.4 P33 Work Health and Safety Policy**

P33 Work Health and Safety Policy has been developed: A copy of the draft policy has been circulated to committee members.

Resolution No. 2018/025

That the Audit Committee recommend that P33, the draft Work, Health and Safety Policy, be adopted by council.

Moved: President Peter Clee

Seconded: Barry Bamford

Resolution No. 2018/026

That the Audit Committee recommends that a Drug and Alcohol Policy be developed.

Moved: President Peter Clee

Seconded: Barry Bamford

### **7.5.5 P32 Bullying Policy**

P32 Bullying Policy has been developed. A copy of the draft policy has been circulated to committee members.

The draft Bullying Policy was discussed and it was determined that a wider review of Council's complaints procedure and relevant policies should be undertaken.

Resolution No. 2018/027

That this Audit Committee review the complaints procedure.

Moved: Barry Bamford

Seconded: President Peter Clee

#### **7.5.6 P07 Internal Audit Committee Policy**

P07 Internal Audit Committee was last reviewed in 2009. The policy states its members were to be "the whole of council". With the establishment of the present Audit Committee (first meeting 18 October 2016) and Council's adoption of its Terms of Reference on 19<sup>th</sup> May 2015, the policy is redundant.

Resolution No. 2018/028

That the Audit Committee recommend P07 Internal Audit Committee Policy be rescinded by council.

Moved: Peter Clee

Seconded: Barry Bamford

#### **7.5.7 Additional Policies for Development**

Having reviewed the summary of Wagait Shire Council's existing adopted and draft policies, the committee shall give consideration as to whether development of additional policies should be recommended.

#### **7.6 Risk Management Framework and System.**

Development of an over-arching Risk Management Framework and System will continue.

As part of this, a draft Work Health and Safety (WHS) Management Plan has been developed.

A copy of the draft plan has been circulated to committee members.

Resolution No. 2018/029

That the Audit Committee recommend the draft Work Health & Safety (WHS) Management Plan, be adopted by council.

Moved: Barry Bamford

Seconded: President Peter Clee

The CEO provided an undertaking to include a Work, Health & Safety section in his monthly report.

**8.0 Other Business**

**8.1 Council Investments**

**Resolution No. 2018/031**  
That the Audit Committee recommends to council that a formal investment policy be developed to achieve the greatest returns in line with Government guidelines.  
Moved: President Peter Clee  
Seconded: Barry Bamford

**9.0 Confidential Items:**

Nil

**10.0 Closure of Meeting:**

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Office and is planned tentatively for Thursday 6 September at 10.00am depending on availability of members.

The Chair declared the meeting closed at 11.55am.

**Resolution No. 2018/.....**  
That council receives and notes the Draft Audit Committee Minutes of 8 June 2018.  
Moved:  
Seconded:  
Vote:

**10.2 2018/2019 Shire Plan and Annual Budget**

The Audit Committee recommends to council that council review the KPI's prior to publicly advertising.



# WAGAIT SHIRE COUNCIL



## 2018 – 2019 Shire Plan

## Table of contents

About Wagait Shire .....	3
Contact us.....	3
Our Organisational Structure .....	4
Legislative Framework .....	5
Constitutional Arrangements .....	5
Opportunities.....	5
Challenges .....	5
Administrative and Regulatory Frameworks .....	6
Cooperative Arrangements.....	6
Strategic Plan .....	7
Shire Plan Development.....	7
Shire Services Delivery Plan 2018 - 2019.....	7
Maintenance and upgrade of parks, reserves and open space .....	9
Maintenance and upgrade of public buildings, facilities and fixed assets .....	10
Local road upgrade and construction .....	11
Local roads maintenance.....	12
Traffic management on local roads.....	13
Fleet, plant and equipment maintenance .....	14
Waste management and litter reduction .....	15
Weed control and fire hazard reduction.....	16
Animal welfare and control . . . . .	17
Library, culture and heritage . . . . .	18
Civic events. . . . .	19
Local emergency services .. . . . .	20
Administration of local laws . . . . .	21
Customer relationship management.....	22
Governance .....	23
Advocacy and representation on local and regional issues.....	24
Commercial contracts .....	25
Sports and recreation .....	26
Local welfare and social services .....	27
Visitor accommodation and tourism.....	28
Asset management.....	29
Council planning and reporting .....	30
Financial management.....	31
Human resources .....	32
Information technology and communications .....	33
Public and corporate relations . . . . .	34
Records management .. . . . .	35
Revenue growth .. . . . .	36
Risk management . . . . .	37
Work health and safety (WHS). . . . .	38
Budget 2018 - 2019 .....	39 - 43
Declaration of Rates and Charges .....	44



## About Wagait Shire

The township of Wagait Beach was established in the early 1960's with the beachfront roads of Delissa Drive and Cox Drive being the first areas to be subdivided. Further subdivisions in the early 1980's resulted in the township layout and footprint seen today.

The council was established as the Cox Peninsula Community Government Council on 28 April 1995 and was renamed as Wagait Shire Council on 01 July 2008.

The council derived its previous name from the Cox Peninsula which 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 shire is located west of Darwin and is a 12 minute ferry ride or a 138 km drive from Darwin city.

Wagait Shire covers an area of 5.62 km<sup>2</sup> and there are 14km of internal roads. As at the 2016 Census, there were 237 males and 227 females residing in Wagait Beach with the median age being 48. 210 people reported being in the workforce with 62.2% employed full time and 22.4% employed part time. The median weekly personal income is slightly lower at \$857 compared with the Northern Territory's \$871. Likewise the family income is also lower at \$1924 compared to \$2105.

There are very limited local 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.

## Contact us

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

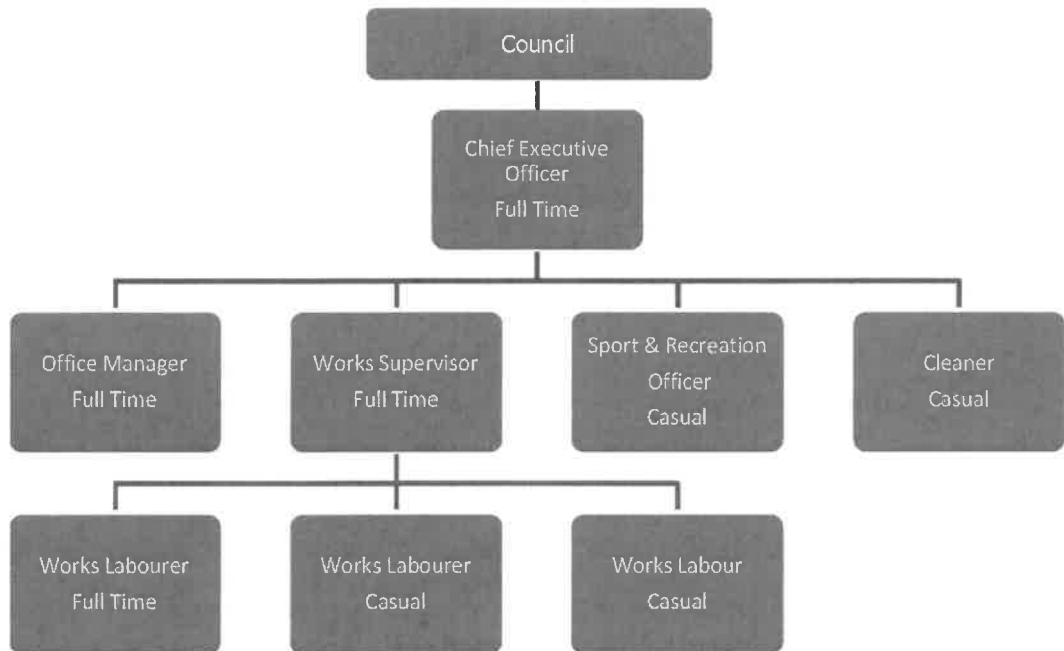
Telephone 08 8978 5185

Facsimile 08 8978 5100

Mobile 0407 007 558

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

## Our Organisational Structure



### **Our Mission:**

To provide a strong voice and appropriate services to the whole of the Wagait Shire community.

### **Our Vision:**

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

### **Our Values:**

- Be Respectful
- Be Accountable
- Be Inclusive
- Be Collaborative
- Be Innovative

## **Legislative Framework**

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

## **Constitutional arrangements**

The five-member council was elected at the Northern Territory Local Government elections on 26 August 2017. The Council consists of President Peter Clee, Vice President Trish McIntyre and Councilors Shenagh Gamble, Michael Vaughan and Neil White.

## **Opportunities**

We will pursue opportunities to improve our level of sustainability by:

- Increasing revenue by entering into new contracts to deliver services to various government departments and other agencies;
- Increasing revenue by identifying innovative strategies to grow the local economy;
- Increasing investment returns;
- Utilising shared services arrangements with other large councils, 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:

- Securing continued contract work and grants;
- Securing more rateable land to increase rates revenue;
- Ageing infrastructure, plant and equipment; and
- Ability to meet increasing legislative responsibilities within current staffing and resources.

## **Administrative and Regulatory Frameworks**

Wagait Shire Council has previously entered into discussions with Coomalie Community Government Council and Belyuen Community Government Council in relation to boundary expansion into the future. A report was commissioned exploring this opportunity however its conclusions and recommendations were not received well by the three councils. Community consultations have also occurred. Coomalie and Belyuen are pursuing possible amalgamation. At this juncture, council is not in favor of participating in a three-way amalgamation. Council is continuing to explore boundary expansion opportunities, focusing on the opportunities that incorporating unincorporated land would provide.

## **Cooperative Arrangements**

Wagait Shire Council has a history of working collaboratively with other Northern Territory Councils. We are members of the Local Government Association of the Northern Territory (LGANT) and the Top End Regional Organisations of Councils (TOPROC). Council also has relationships with the following:

- Northern Territory Department of Housing and Community Development
- Northern Territory Department of Infrastructure, Planning and Logistics
- Northern Territory Department of Sport and Recreation
- Northern Territory Department Tourism and Culture
- Bushfires NT
- Local Government Association of the Northern Territory (LGANT)
- Top End Regional Organisations of Councils (TOPROC)
- Belyuen Coomalie Wagait Local Government Reference Group (BCWLGRG)
- SeaLink Ferries
- Cox Country Club
- The Wagait Arts Group (WAG)
- Member for Daly
- Member for Lingjari
- Federal Senators

## 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.

## 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 2018 - 2019

The functions of the council have been categorised as follows:

### 1. Local infrastructure

- 1.1 Maintenance and upgrade of park, reserves and open space
- 1.2 Maintenance and upgrade of public buildings, facilities and fixed assets
- 1.3 Local road upgrade and construction
- 1.4 Local roads maintenance
- 1.5 Traffic management on local roads
- 1.6 Fleet, plant and equipment maintenance

### 2. Local environment health

- 2.1 Waste management and litter reduction
- 2.2 Weed control and fire hazard reduction
- 2.3 Animal welfare and control

### 3. Local civic services

- 3.1 Library, culture and heritage
- 3.2 Civic events
- 3.3 Local emergency services

**4. Community engagement in Local Government**

- 4.1 Administration of local laws
- 4.2 Customer relationship management
- 4.3 Governance
- 4.4 Advocacy and representation on local and regional issues

**5. Commercial services**

- 5.1 Commercial contracts

**6. Agency services**

- 6.1 Sports and recreation

**7. Other community services**

- 7.1 Local welfare and social services
- 7.2 Visitor information and tourism

**8. Council administration**

- 8.1 Asset management
- 8.2 Council planning and reporting
- 8.3 Financial management
- 8.4 Human resources
- 8.5 Information technology and communications
- 8.6 Public and corporate relations
- 8.7 Records management
- 8.8 Revenue growth
- 8.9 Risk Management
- 8.10 Work health and safety (WHS)

## **1 Local Infrastructure**

### **1.1 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, Cloppenburg Park. 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, BBQ cleaning and litter collection is undertaken.

**Any future changes:**

The redevelopment of the sports ground area including reticulation to allow all year round use. Council is working toward installation of a skate park, under cover picnic facilities and Solar power system, however these projects are grant dependent.

**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
- Inspect playground equipment twice per year

## **1.2 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. Local tradespeople are utilised wherever possible. Routine maintenance programs are in place for 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.
- Compliance with budget.
- All air conditioning units serviced.
- All septic facilities serviced / inspected.
- All generators serviced



### **1.3 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

## **1.4 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 and maintaining barriers, 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. A shoulder remediation project commenced in 2016 was completed in May 2018.

### **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 or replace damaged barriers

## **1.5 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.

## **1.6 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

## **2 Local Environment Health**

### **2.1 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 Peninsular 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. A green waste recycling facility is under construction. Residents will be able to deposit green waste at the facility. The waste will be chipped quarterly and made available to resident free of charge.

#### **Any future changes:**

- Complete construction of green waste recycling facility.
- 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

#### **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
- Recycled green waster provided free to residents

*Wagait Shire Council Annual Plan 2018-2019*

## **2.2 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 neighboring 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

## **2.3 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 dogs.

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

Community free of uncontrolled and/or dangerous dogs.

### **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 dogs.
- The council utilises the services of the NT Police to deal with dangerous dogs.
- The council has firearms to deal with injured dogs and other animals.

### **Any future changes:**

To implement a dog management plan and associated by-laws.  
To construct a dog pound.  
Compulsory registration of dogs

### **Tasks and activities:**

- Annual renewal of firearms license.
- Development, maintenance and promotion of a registry for dogs
- Community education.

### **Performance indicators:**

By-law ready to be adopted during 2018-2019  
Dog pound constructed during 2018-2019  
Dog registration scheme implemented during 2018-2019  
Dog complaints actions within 2 working days

### **3 Local Civic Services**

#### **3.1 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 (Milady) 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

**Tasks and activities:**

- Encourage more library users and ascertain future needs

**Performance indicators:**

- Library to be open for public use >200 days



### **3.2 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.

The possibility of relocation the Mandorah Ukulele Folk Festival to Cloppenburg Park will be investigated.

**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

### **3.3 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

## **4 Community Engagement in Local Government**

### **4.1 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 a dog 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 dog management by laws

## **4.2 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, customer service requests 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

## **4.3 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
- Governance procedures are reviewed and updated in line with current best practice
- Deliver one session of training for elected members annually

#### **4.4 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

## **5 Commercial Services**

### **5.1 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

## **6 Agency Services**

### **6.1 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



## **7 Other Community Services**

### **7.1 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

## **7.2 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:**

- Develop design and feasibility plan for camping at Cloppenburg Park
- Develop design and feasibility plan for a Tourist Information Centre

### **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
- Participate in the Cox Peninsular Economic Development Committee

### **Performance indicators:**

- Completion of a design and feasibility plan for camping at Cloppenburg Park
- Completion of a feasibility plan for a Tourist Information Centre

## **8 Council Administration**

### **8.1 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 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

## **8.2 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 2018 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

### **8.3 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

## **8.4 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 complaint annually.
- One annual workplace training session delivered to all staff

## **8.5 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

## **8.6 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.



## **8.7 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:**

Develop systems to ensure compliance with the Information Act.

### **Tasks and activities:**

- Records filed on a regular basis
- Explore computer integration

### **Performance Indicators:**

- Freedom of information requests completed as per statutory requirements.
- Information required is readily available.

## **8.8 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
- New grant funding
- Contract income increased by >5%
- One new contract acquired or contract variation to increase scope of works

## **8.9 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

## **8.10 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. The council has developed a WHS Management Plan, associated policies and safe work procedures.

### **Any future changes:**

The WHS Management Plan, associated procedures and policies will be implemented in 2018/2019.

### **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 Lost Time injuries.  
Conduct a minimum of 12 toolbox talks per year.

## **Budget 2018-2019**

The Wagait Shire Council proposes to adopt its budget for the 2018-2019 financial year consistent with the provisions of the Local Government Act.

The following information is provided in accordance with the listed requirements.

### **127 Annual budgets**

- (1) A council must prepare a budget for each financial year.
- (2) The budget for a particular financial year must:

**(a) outline:**

**(i) the council's objectives for the relevant financial year; and**

The objectives for the 2018-2019 financial year are to deliver services and programs as outlined in the Shire Plain 2018-2019. The primary focus of council is to deliver good governance and core services such as administration, road maintenance, parks maintenance, waste collection whilst maintaining contract revenue and public utility services. Public infrastructure will also be a focus.

**(ii) the measures the council proposes to take, during the financial year, towards achieving those objectives; and**

Council will continue to pro-actively manage costs and investigate opportunities to increase non-grant revenue to ensure a financially robust and viable council. Grant opportunities to expand and improve public infrastructure will be actively pursued.

**(iii) the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives; and**

The Annual Plan 2018-2019 outlines the strategies and operational targets (KPI's) council intends to use to assess the efficiency in achieving the planned objectives.

**(b) contain estimates of revenue and expenditure for the financial year (differentiating between operating and capital expenditure); and**

The budget for 2018-2019 as shown herein contains the required information as specified.

**(c) state the amount to be allocated to the development and maintenance of each class of infrastructure for the financial year; and**

REPAIRS AND MAINTENANCE	
ASSET	AMOUNT
Garden & grounds	\$ 1,200
Ablution block	\$ 1,200
CEO house	\$ 5,000
Community centre	\$ 5,000
Office	\$ 5,000
Workshop	\$ 3,000
Sports Ground	\$ 1,000
Townsite	\$ 1,000
Vehicles	\$ 3,600
Plant & machinery	\$ 4,200
Roads	\$ 12,000
<b>TOTAL</b>	<b>\$ 42,200</b>

CAPITAL EXPENDITURE	
ASSET	AMOUNT
CEO House - Bathroom	\$ 15,000
Replace works ute	\$ 40,000
Workshop gates	\$ 15,000
Dog Pound	\$ 25,000
Cloppenburg Park Irrigation	\$ 100,000
<b>Total capital expenditure - non grant dependant</b>	<b>\$ 195,000</b>
Solar Project CP - Subject to Grant	\$ 2,200
Picnic Area Project CP - Subject to Grant	\$ 21,000
Water tanker Project - Subject to grants	\$ 14,500
cenotaph project - Subject to grant	\$ 4,500
<b>Total capital expenditure subject to grants</b>	<b>\$ 42,200</b>
<b>Total Capital Expenditure</b>	<b>\$ 237,200</b>

**(d) state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and**

The full declaration of Rates and Charges for Wagait Shire Council for 2018-2019 under Part 11 of the Local Government Act is provided in Appendix 1 of this report. Summary is as follows:

RATES AND CHARGES	
RATE OR CHARGE	AMOUNT
General Rates	\$ 231,597
Waste Levy	\$ 116,400
<b>TOTAL</b>	<b>\$ 347,997</b>

*Wagait Shire Council Annual Plan 2018-2019*

Page 40

**(e) contain an assessment of the social and economic effects of its rating policies; and**

Council levies rates by applying a flat rate to all allotments, regardless of size, number of buildings or use. The rates are the lowest in the Northern Territory. The long term financial plan does include a proposed 16.5% growth in rates over 5 years.

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

At present, increasing rates and seeking additional service delivery contracts are the only ways to improve revenue. The council's relatively low rates at times result in grant applications being refused by government. To remain independent, it is imperative that council grow its non-grant related revenue. Council is actively seeking opportunities to grow revenue and increase local employment by seeking out new contract opportunities, investigating the development of camping facilities at Cloppenburg Park and a visitor information centre in the vicinity of the Mandorah Jetty.

**(f) state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and**

Amounts included in the budget are as follows:

ELECTED MEMBER ALLOWANCES			
ALLOWANCE	PRINCIPAL MEMBER	DEPUTY PRINCIPAL MEMBER	ORDINARY MEMBER
Base Allowance			
Electoral Allowance			
Professional Development Allowance			
Extra Meeting Allowance			
<b>TOTAL</b>			

**Note:** Principle and Deputy Principal members are not entitled to extra meeting allowances as per the Local Government Act.

Elected members may choose to forgo all or some of their allowances.

**LONG TERM FINANCIAL PROJECTIONS – 2018-2023**

	Budget 2018/19	Plan 2019/20	Plan 2020/21	Plan 2021/22	Plan 2022/23	NOTES
<b>OPERATIONAL INCOME</b>						
RATES	\$233,847	\$240,882	\$248,088	\$255,531	\$263,197	1
WASTE MANAGEMENT INCOME	\$117,380	\$117,380	\$119,707	\$119,707	\$122,101	2
GRANTS - OPERATIONAL	\$221,200	\$225,824	\$230,136	\$234,739	\$239,434	3
GRANTS - SUBJECT TO ANNUAL APPROVAL	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	
CONTRACTS	\$109,800	\$109,800	\$109,800	\$115,290	\$115,290	4
RENTAL INCOME	\$8,280	\$8,280	\$8,448	\$8,448	\$8,615	5
MISCELLANEOUS INCOME	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
<b>Total Income</b>	<b>\$742,987</b>	<b>\$754,426</b>	<b>\$768,678</b>	<b>\$786,213</b>	<b>\$801,137</b>	
<b>OPERATIONAL EXPENSES</b>						
ADMINISTRATION EXPENSE	\$81,150	\$82,773	\$84,428	\$86,117	\$87,839	6
STRATEGIC PLANNING EXPENSES	\$20,000	\$0	\$10,000	\$0	\$10,000	7
EMPLOYMENT EXPENSE	\$327,400	\$333,948	\$340,627	\$347,439	\$354,388	8
ROADS	\$12,000	\$12,000	\$12,000	\$150,000	\$12,000	
CONTRACTS & MATERIALS	\$5,100	\$5,202	\$5,202	\$5,202	\$5,202	9
ANIMAL MANAGEMENT	\$2,400	\$2,448	\$2,497	\$2,547	\$2,598	
REPAIR & MAINT TOWN ASSETS	\$22,400	\$22,400	\$75,000	\$22,400	\$22,400	
VEHICLE & PLANT	\$25,610	\$26,378	\$27,170	\$27,985	\$28,824	10
GRANT EXPENSES	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700	
WASTE MANAGEMENT EXPENSES	\$100,000	\$102,000	\$104,040	\$106,121	\$108,243	11
SERVICES	\$12,850	\$13,236	\$13,633	\$14,042	\$14,463	12
<b>TOTAL EXPENSES</b>	<b>\$613,610</b>	<b>\$605,085</b>	<b>\$678,287</b>	<b>\$766,553</b>	<b>\$850,858</b>	
<b>Net Operational Income</b>	<b>\$129,377</b>	<b>\$149,342</b>	<b>\$89,381</b>	<b>\$19,661</b>	<b>\$150,478</b>	
Capital Inflows	\$51,500	\$0	\$0	\$40,000	\$25,000	
Capital Expenditure	\$237,200	\$0	\$0	\$100,000	\$80,000	
Net Capital Outflow	-\$185,700	\$0	\$0	-\$60,000	-\$55,000	
Overall Surplus (deficit)	-\$56,323	\$149,342	\$89,381	-\$40,339	\$95,478	
Transfer to (from) reserves	-\$56,323	\$149,342	\$89,381	-\$40,339	\$95,478	
<b>OVERALL SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

Wagait Shire Council Annual Plan 2018-2019

Page 42

**Major Initiatives Items proposed**

- Completion of Cloppenburg Park irrigation project in 2018/2019
- Replacement of works ute in 2018/2019
- Construction of dog pound in 2018/2019
- Replacement of CEO house bathroom in 2018/2019
- Construction of gates for works shed in 2018/2019
- \$20,000 budgeted for pursuit of strategic planning goals in 2018/2019
- Replacement of CEO Vehicle and works truck in 2021/2022
- Significant road shoulder remediation in 2021/2022
- Major shoulder remediation budgeted in 2021/2022
- Allow to paint council buildings in 2021/22
- Replacement of works tractor and works ute in 2022/23

**Underlying Assumptions**

1. Rates increase 4.5% in 2018/2019 FY and 3% P/A thereafter
2. Waste Management Levy increase 2% every second year, commencing 2020/2021
3. Grants increase 2% each year
4. 5% contract income increase in 2021/22
5. Rental increase 2% every second year
6. Administration expense to increase 2% per annum
7. Expenses associated with planning and design of projects
8. Employees to be offered 1 off 4% increase in 2018/2019 financial year. Employment expense to increase 2% per annum thereafter.
9. Cleaning contract to cease in August 2018 so one off allowance of \$2400 to facilitate the transition. 2% increase other contract costs in subsequent years
10. 3% increase in vehicle & plant expenses annually
11. Waste management expenses to increase 2% annually
12. Services expenses to increase 3% annually

**Other Rates and Charges**

- Extra bins – \$65.00 per quarter
- Rates Searches - \$75.00 each

Wagait Shire Council Annual Plan 2018-2019

Page 43



**Local Government Act  
Declaration of Rates and Charges 2018 - 2019**

Notice is hereby given, pursuant to Section 158 of the Local Government Act, that the following rates and charges were declared by the Wagait Shire Council at the Ordinary Meeting held on 17 July 2018 pursuant to Chapter 11 of the Local Government Act ("the Act") in respect of the financial year ending 30 June 2019.

**Rates**

Wagait Shire Council (the "Council") made the following declaration of rates pursuant to Chapter 11 of the Act.

1. Council, pursuant to Section 148 of the Act, adopted the fixed charge method as the basis for determining the assessment of all allotments within the Council area.
2. Council, pursuant to Section 155 of the Act declared that it intends to raise, for general purposes by way of rates, the amount of \$231,597.20 which will be raised by the application of a fixed charge amount of \$596.90 per allotment being payable for the financial year ending 30 June 2019.

**Charges**

Pursuant to Section 157 of the Act, Council declared the following charge for the purpose of enabling or assisting Council to meet the cost of garbage collection and disposal services for the benefit of all allotments within the Council area.

3. Council intends to raise \$116,400.00 by this charge.
  - a. The following charge was declared:
    - A charge of \$300.00 per annum per allotment in respect of kerbside garbage and hard waste collection services provided for the benefit of all allotments within the Council area.
  - b. The services are:
    - A kerbside garbage collection service of one garbage collection visit per week; and
    - A hard waste collection service of one collection per quarter in the months of September, December, March and June
    - A maximum of one 240 litre mobile bin per collection
    - Provision of a green waste recycling facility

**Relevant Interest Rate**

4. 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 18% per annum and is to be calculated on a daily basis.

**Payment**

5. Rates and charges declared under this declaration may be paid by four (4) approximately equal instalments on the following dates, namely:
  - First instalment, 30 September 2018
  - Second instalment, 30 November 2018
  - Third instalment, 31 January 2019
  - Fourth instalment, 31 March 2019Instalments falling due on a weekend or public holiday may be paid by the following business day, without incurring any penalty.
  - a. Details of due dates and specified amounts are listed on the relevant Rates Notice
  - b. Variations to those options for payment will be administered according to the conditions outlined on the front and reverse of the Rates Notice
  - c. A ratepayer who fails to abide by such conditions may be sued for recovery of the principal amount of the rates and charges, the late payment and costs reasonably incurred by Council in recovering or attempting to recover the rates and charges. If rates are payable by the owner of the land and are not paid by the due date, they become a charge on the land to which they relate.

Mark Sidey  
Chief Executive Officer

**Resolution No. 2018/.....**


**That council endorse and release for public comment the 2018/19 draft Shire Plan, estimates and budget with amendments as recommended by the Audit Committee.**

**Moved:**

**Seconded:**

**Vote:**

### 10.3 Audit Committee Terms of Reference

	<b>POLICY TITLE:</b>	<b>AUDIT COMMITTEE TERMS OF REFERENCE</b>
	<b>POLICY NUMBER:</b>	<b>P29</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

#### 1. ESTABLISHMENT

The Audit Committee (the Committee) is established as an advisory committee to the council in accordance with the Local Government Act Part 4, and section 10 (3) of the Local Government (Accounting) Regulations.

##### 10. Internal Controls

- (1) *The CEO must establish and maintain internal controls to:*
- (a) *safeguard the assets of council; and*
  - (b) *ensure the accuracy, completeness and reliability of the accounting data; and*
  - (c) *promote the efficiency of the council; and*
  - (d) *ensure compliance with relevant laws in force in the Territory;*
  - (e) *ensure adherence to council policies.*
- (3). *Without limiting subregulation (1), the CEO must establish and maintain an audit committee:*
- (a) *to monitor:*
    - (i) *compliance by the council with proper standards of financial management; and*
    - (ii) *compliance by the council with these regulations and Accounting standards; and*
  - (b) *whose chairperson must not be a member of council or a member of council's staff.*

#### 2. PURPOSE

The committee is to provide independent assurance and assistance to the Wagait Shire Council (the council) and the Chief Executive Officer on:

- The internal control processes on the effectiveness of the financial and corporate governance practices;
- Compliance with legislative and regulatory requirements.

### **3. AUTHORITY**

With consideration of legal and confidentiality implications the committee is authorised, within the capacity of its role and responsibilities, to:

- Obtain any information it requires from any employee and/or external party.
- Discuss any matters with the external auditor, or other external parties.
- Request the attendance of any employee at committee meetings.
- Obtain external legal or other professional advice, as considered necessary to meet its responsibilities.

### **4. MEMBERS AND TENURE**

The committee consists of:

- Two Councillors.
- One community Member, whom should have local government and accounting experience.
- The council shall appoint a chairperson from the committee nominees who is neither a councillor nor a staff member, and should have local government and accounting experience.
- The council shall appoint Councillors to this committee annually and the Community Member shall be appointed for the term of Council.
- The CEO and Office Manager will attend meetings but will not be members of the committee.

### **5. VOTING RIGHTS**

Each committee member will have an equal voting right. In the event of a tied vote the Chairperson is entitled to a deciding vote.

The CEO and Office Manager will not be entitled to a vote

### **6. KEY RESPONSIBILITIES**

The audit committee is an advisory committee only. It has no power or authority to override, amend or contradict council decisions and policies.

The committee will undertake the following functions:

- Oversee the internal audit function including development of audit programs with reference to the conduct of internal audits by appropriately qualified personnel, the monitoring of audit outcomes and the implementation of recommendations.
- Review quality of annual financial statements and other public accountability documents (such as annual reports) prior to their adoption by council.
- Review management's responses to external audit recommendations and monitor implementation of the agreed recommendations.

- Meet with the external and internal auditors at least once each year to receive direct feedback about any key compliance issues, and to provide feedback about the auditor's performance.
- Review and provide advice on council's finance, governance and employment policies.
- Advise the council about the appointment of external auditors.
- Assess the adequacy of audit scope and coverage.

## **7. REPORTING**

The committee will regularly report on its operation and activities, including:

- A summary of the key issues arising from each meeting of the committee.
- Annually, an overall assessment of the council's control and compliance framework, together with a summary of the work the committee performed in conducting its responsibilities during the preceding year.
- The committee will make recommendations and report to Council.
- Information in the annual report regarding the activities of the audit committee. The information will include, number of meetings, Committee Membership, principal activities including reviews and audits.
- Information will be provided on council's website which includes members, terms of reference, and draft minutes of meetings in accordance with Section 67(4) of the Local Government Act.

## **8. WORK PLAN**

A Work Plan for the audit committee will be prepared which sets out work to be carried out by the committee in the short, medium and long term. The work plan will be reviewed annually by the committee as part of the review of the Terms of Reference.

## **9. MEETINGS**

The committee will meet up to 4 times per year and a special meeting may be held to review the council's Annual Report including financial statements.

A forward meeting plan, including meeting dates and agenda items, will be agreed to by the committee each year and will address items listed in the Work Plan.

A quorum will consist of a majority of committee Members.

## **10. SECRETARIAT**

Secretariat support will be provided by the CEO.

The CEO will ensure that adequate secretarial support is provided to the committee.

The secretariat will prepare and distribute an Agenda and supporting documentation for each meeting. These should be provided at least 3 working days prior to the meeting.

Minutes of the meetings will be taken and provided to the committee members within 3 working days of the meeting.

#### **11. CONFLICT OF INTERESTS**

In accordance with Section 74(1) of the Local Government Act, committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interests are to be minuted.

If members or observers at a committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from Committee discussions on the issue where the conflict of interest exists.

#### **12. CONFIDENTIAL AND IMPROPER USE OF INFORMATION**

Committee members will from time to time deal with confidential reports. Section 75 of the Local Government Act outlines the penalties applicable to people who disclose confidential information acquired as a member of a council committee. Section 76 of the Local Government Act states that a person who makes improper use of information acquired as a member of a council committee is guilty of an offence.

#### **13. DUE DILIGENCE AND INDUCTION**

All proposed and new members of the committee will be entitled to receive relevant information and briefings prior to their appointment.

#### **14. ASSESSMENT OF COMMITTEE**

The chair of the committee and the CEO will initiate a review of the performance of the committee at least once every two years. The review will be on an internal assessment basis with appropriate input from the Council, CEO and senior managers, internal and external auditors, and any other relevant stakeholders.

## **15. REVIEW**

These Terms of Reference and Work Plan will be reviewed on an annual basis by the committee.

The committee will recommend any substantive changes to the Council for consideration.

### **WORK PLAN.**

#### **Timing of Meetings.**

The committee Members have agreed that there should be a meeting held quarterly.

The date and timing of each meeting will be determined to suit the majority of the members.

#### **Program of Work.**

Short term (to be carried out annually)

- Review of Strategic Plan and Annual Plan Financial Statements.
- Review of quarterly budget position.
- Review draft Annual Report and Financial Statements.
- Meet with council auditors and review and assess annual audit and auditor's opinion.
- Review committee Terms of Reference and Work Plan

Medium Term (to be carried out during the term of the Council)

- Review finance, governance and employment policies.
- Recommendations on new policies

Long Term (To be raised and considered as required and taking into consideration Legislative requirements, critical incidents and unacceptable risk as identified by the CEO).

- Asset plans
- Critical Risk analysis.

<b>Date Approved:</b>	<b>19.5.2015</b>	<b>Approved By:</b> <b>Moved: President</b> <b>Peter Clee</b> <b>Seconded: Cr Alex</b> <b>Richmond</b> <b>Vote: AIF</b>	<b>Councillors –</b> <b>resolution no.</b> <b>2015/185</b>	<b>Date for review:</b>	<b>Next Council</b> <b>Election</b>
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	

**Resolution No. 2018/.....**

**That council adopt the updated draft Audit Committee Terms of Reference as recommended by the Audit Committee.**


**Moved:**

**Seconded:**

**Vote:**



10.4 P01 Policy Framework Policy

	<b>POLICY TITLE:</b>	<b>POLICY FRAMEWORK</b>
	<b>POLICY NUMBER:</b>	<b>P01</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

**1. PURPOSE:**

To provide guidance for the development, classification and categorisation of policy documents for Wagait Shire Council.

To ensure Wagait Shire Council Policies are consistently formatted and written in a clear and concise manner.

**2. SCOPE:**

The Policy Framework applies to all Wagait Shire Council members, council committee members and workers.

**3. DEFINITIONS:**

Provides definitions (often sourced from relevant Acts, Regulations and guidelines) for terms relevant to the particular policy.

**4. POLICY:**

Policies are developed in order to provide boundaries, guidelines and consistency for the achievement of Wagait Shire Council's Council's strategic and operational goals. They take into consideration legal requirements, best practice and quality standards.

The Policy Framework aims to support the development of policy documents which are

- written in clear language
- have clearly defined objectives
- are consistent with legislative requirements
- are consistent with applicable standards and guidelines
- have a standardised layout.

**Policy Content:**

The title block of the policy shall include:

- Policy Title
- Policy Number
- Policy Category

- Details of responsible officer.

The body of the policy shall include:

1. Purpose
2. Scope
3. Definitions
4. Policy
5. Associated documents
6. References and legislation
7. Review history

**Policy Drafting:**

- Draft policies may be circulated to councillors and workers for comment.
- Draft Policies will be tabled at Audit Committee meetings for review and comment.
- The Audit Committee may choose to recommend to council that the policy be adopted (with or without amendments).

**Policy Approval:**

- All new or updated policies must be presented to council for approval.
- Council may approve policies with or without amendments.

**Policy Review:**

During the policy drafting stage, consideration will be given as appropriate timelines for review of the policy. A review schedule will be incorporated into the policy document, which will commence once implementation has occurred.

The default review term shall be every three years or as required by legislation.

Policies may be reviewed earlier for whatever reason including legislative, organisational or operational changes.

**Responsible Officer:**

The Chief Executive Officer is the designated responsible officer for all Wagait Shire Council policies.

**Policy Access:**

All Wagait Shire Council employees will have access to all policy documentation by either electronic to print means.

Council policies shall be made available on the Wagait Shire Council website [www.wagait.nt.gov.au](http://www.wagait.nt.gov.au). External members of the community can access the policies on the website or alternatively, printed copies of individual council policy documents will be made available on a cost recover basis.

**Rescindment of Policies:**

Policies may be rescinded if they are no longer current or become unnecessary. The rescindment of a policy will be presented to council in a council meeting agenda. Council will consider the rescindment, and if it considers the rescindment warranted, it will rescind the policy via council resolution. The Audit Committee may also provide recommendations to council that particular policies be rescinded.

**5. ASSOCIATED DOCUMENTS**

All Wagait Shire Council Policies.

**6. REFERENCES AND LEGISLATION**

Local Government Act.  
Information Act.

**7. REVIEW HISTORY**

Date Approved: 17/02/2009	Approved By:	Councillors – resolution no.	Date for review: 17/02/2011	Next Council Election
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

**Resolution No. 2018/.....**


**That council adopt the updated P01 draft Policy Framework Policy, as amended as recommended by the Audit Committee.**

**Moved:**

**Seconded:**

**Vote:**

10.5 P34 Elected Member Allowances Policy

	<b>POLICY TITLE:</b>	<b>ELECTED MEMBER ALLOWANCES</b>
	<b>POLICY NUMBER:</b>	<b>P34</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

1. **PURPOSE:**

This policy establishes the maximum allowances to be paid to elected members during the 2017/2018 financial year.

2. **SCOPE:**

This policy applies to all elected members.

3. **DEFINITIONS:**

**Approval** - Means approval of the council or the CEO according council policy.

**Acting Principal Member** - Refers to a person appointed pursuant to section 43(2)(b), section 43(2)(c), or section 43(3) of the Local Government Act.

**Base Allowance** - The base allowance covers those activities required of a council member in the performance of his or her role as an elected representative. Without limiting the generality of the preceding sentence, the base allowance covers:

- 1) Agenda study and meeting preparation;
- 2) Attendance at regular council meetings;
- 3) Attendance at council functions as a council representative;
- 4) Constituency responsibilities; and
- 5) Council representation outside the municipality / shire area, including delegation's interstate and overseas, unless such representation has extra meeting approval.

**Electoral Allowance** - An allowance provided to assist council members with electoral matters. It may be used at the discretion of individual council members.

**Extra Meeting Allowance** -

- 1) A council must not pay an extra meeting allowance unless the council has a policy which determines which meetings will attract the allowance.
- 2) For a principle member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.

- 3) For other council members this allowance is paid only in accordance with council policy and after an approved claim is made.
- 4) The extra meeting allowance must not be paid for those meetings as covered by the base allowance.
- 5) The extra meeting allowance is capped for each financial year.

**Extra Meeting** – An “Extra Meeting” may be defined as follows:

- 1) Council Committee meetings;
- 2) Council Advisory Committee meetings;
- 3) Council Workshops;
- 4) Meetings of external agencies or organisations to which council has formally appointed or nominated through or with LGANT, a representative;
- 5) Other meetings as a council representative approved by CEO;

**4. POLICY:**

Pursuant to Section 71(1) of the Local Government Act, a member of a council is entitled to be paid an allowance by the council.

Allowances for each financial year are to be fixed as part of the council’s budget for the relevant financial year.

Pursuant to Section 71(5) of the Local Government Act, allowances are not to be paid in advance.

Ministerial Guideline 2 deems Wagait Shire Council a Category 4 council.

Ministerial Guideline 2 outlines maximum allowances for a category 4 council.

The maximum permissible allowances and those deemed appropriate by council for the 2018/2019 financial years are as follows:

**Ordinary Council Members**

	Maximum set by Minister	2018/19 Wagait Elected member allowances	Monthly entitlement claimable
Base Allowance	\$4,427.79		
Electoral Allowance	\$1,620.26		
Professional Development Allowance	\$3,690.22		
Max extra meeting allowance	\$2952.64		
<b>Total Claimable</b>	<b>\$12,690.91</b>		

**Deputy Principal Member**

	Maximum set by Minister	2018/19 Wagait Elected member allowances	Monthly entitlement claimable
Base Allowance	\$9,104.21		
Electoral Allowance	\$1,620.26		
Professional Development Allowance	\$3,690.22		
<b>Total claimable</b>	<b>\$14,414.69</b>		

**Principal Member**

	Maximum set by Minister	2018/19 Wagait Elected member allowances	Monthly entitlement claimable
Base Allowance	\$24,619.28		
Electoral Allowance	\$6,479.89		
Professional Development Allowance	\$3,690.22		
<b>Total claimable</b>	<b>\$34,789.39</b>		

Payments for allowances will be lodged with council's bank on the last day of every month.

**5. ASSOCIATED DOCUMENTS**

Nil.

**6. REFERENCES AND LEGISLATION**

Local Government Act, Section 71  
Ministerial Guideline 2 – Allowances for Council Members.

**7. REVIEW HISTORY**

Date Approved: 19/7/2016	Approved By: Moved: President Peter Cleo Seconded: Councillor VJ Thorpe	Councillors – resolution no. 2016/060	Date for review:	July 2017
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

**Resolution No. 2018/.....**

**That Council adopt P34, the draft Elected Member Allowances Policy as recommended by the Audit Committee with the amounts to be set by council.**

**Moved:**

**Seconded:**

**Vote:**

## 10.6 P25 Elected Members Expenses and Allowances Policy

<b>POLICY TITLE:</b>	<b>ELECTED MEMBERS ALLOWANCES AND EXPENSES POLICY</b>
<b>POLICY NUMBER:</b>	<b>P25</b>
<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
<b>CLASSIFICATION:</b>	<b>GOVERNANCE</b>
<b>STRATEGIC PLAN REFERENCE:</b>	<b>Costs of Governance</b>
<b>CORPORATE GOVERNANCE AND PERFORMANCE:</b> Councillor's allowances to be paid for attendance to a meeting at the level of President \$100, Deputy President \$75 and Councillor \$75.	
<b>STATUS: Draft</b>	<b>Council Resolution</b>

<b>Date Approved:</b> 19/7/2016	<b>Approved By:</b> Moved: President Peter Clee Seconded: Councillor VJ Thorpe	<b>Councillors – resolution no.</b> 2016/060	<b>Date for review:</b>	<b>Next Council Election</b>
<b>Date Approved:</b>	<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>	<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>	<b>Approved By:</b>		<b>Date for review:</b>	

### SUMMARY

Section 71 (1) of the Local Government Act 2011 provides that a “member of council is entitled to be paid an allowance by the council”. Section 71 (2) qualifies this by providing that, “the allowance is to be paid at a rate fixed by council (subject to guidelines issued by the Minister) for the relevant financial year”. Local Government Guideline No. 2 Allowances for Council Members requires Council to have in place appropriate policy to complement the implementation of the Guidelines.

### OBJECTIVE

This Policy provides clear direction and procedures for Elected Member entitlements with respect to allowances and expenses to ensure statutory compliance.

### POLICY

For the purposes of Local Government Guideline No. 2 Allowances for Council Members (the Guidelines) Wagait Shire Council is classified as a Category 4 Council. Allowances as per the General Instructions and Guidelines are not appropriate.

Payments to Councillors will be based on meetings attended and are intended to cover

- (a) attendance at Ordinary and Special Council meetings;
- (b) attendance at Council Committee meetings;
- (c) attendance at Council Advisory Committee meetings;
- (d) attendance at Council Workshops;
- (e) attendance at meetings of external agencies or organisations to which Council has formally appointed or nominated through or with LGANT, a representative; and
- (f) attendance at other meetings as a Council representative approved by CEO;

**ALLOWANCES**

Allowances will be included in the Annual Budget and set by resolution of Council not later than the first meeting in July annually. Allowances must be set in accordance with the guidelines and directions for the following categories: -

- (a) Ordinary Member
- (b) Deputy Principal Member and
- (c) Principal Member

Allowances will be paid monthly in arrears by Electronic Funds Transfer.

**REVISION DATE**

This policy is to be revised at the first meeting in July 2017 and after the next Local Government Elections or as required by changes to relevant legislation.

**REFERENCES:**

Policy Number:	
Policy Owner:	<b>Council</b>
Endorsed by:	<b>Council</b>
Final Approval:	
Date Approved:	
Revision Date:	<b>First meeting July 2017</b>
Amendments:	
Related Policies:	
Related Publications:	<b>LG Guideline No. 2 Allowances</b>


**CONTACT PERSON:**

Deborah Allen  
Chief Executive Officer

**Resolution No. 2018/.....**  
**That council rescind P25, the Elected Member Expenses and Allowances Policy as recommended by the Audit Committee.**  
**Moved:**  
**Seconded:**  
**Vote:**



10.7 P33 Work Health and Safety Policy

	<b>POLICY TITLE:</b>	<b>WORK HEALTH AND SAFETY (WHS)</b>
	<b>POLICY NUMBER:</b>	<b>P33</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

1. **PURPOSE:**

Wagait Shire Council is committed to providing a healthy and safe workplace for all employees, visitors, volunteers and contractors.

2. **SCOPE:**

This policy applies to all workers and visitors on Wagait Shire Council premises and any other locations where activities are undertaken by Wagait Shire Council representatives or on behalf of Wagait Shire Council.

3. **DEFINITIONS:**

**Worker** - A person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking (PCBU), including work as:

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

**Workplace** - A **workplace** is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

**PCBU** - A 'person undertaking a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that are conducting business. A person who conducts works for a PCBU is considered a worker.

#### **4. POLICY**

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

##### **Goals and objectives:**

Wagait Shire Council to achieve a Safe and Healthy work place will:

- Provide safe equipment and systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide current information, instruction, training and supervision to workers to ensure their safety

##### **Management responsibilities encompass:**

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

##### **Workers will ensure that they:**

- Follow all policies and procedures
- Report all potential and real hazards to their supervisor
- Actively contribute to the establishment and maintenance of sound policies and practice.

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

#### **5. ASSOCIATED DOCUMENTS**

P08 Human Resource Management

P032 Bullying Policy

Work Health and Safety (WHS) Management Plan

#### **6. REFERENCES AND LEGISLATION**

Work Health and Safety (WHS) Act 2011

**7. REVIEW HISTORY**

<b>Date Approved:</b>		<b>Approved By:</b> <b>Moved:</b> <b>Seconded:</b>	<b>Councillors – resolution no.</b>	<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	

**Resolution No. 2018/.....**  
**The council adopts P33, the draft Work, Health and Safety Policy as recommended by the Audit Committee.**  
**Moved:**  
**Seconded:**  
**Vote:**

**10.8 P07 Internal Audit Committee Policy**

<b>POLICY TITLE:</b>	<b>INTERNAL AUDIT COMMITTEE</b>
<b>POLICY NUMBER:</b>	<b>P07</b>
<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
<b>CLASSIFICATION:</b>	
<b>STRATEGIC PLAN REFERENCE:</b>	
<b>STATUS: Draft</b>	<b>Council Resolution</b>

Date Approved:	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
20.01.2009				
17.03.2009				20.11.1012

**PURPOSE:**

To safeguard the assets and financial integrity of the Council.

**POLICY:**

To monitor compliance by the Council with proper standards of financial management.

To monitor compliance by the Council with the Local Government (Financial Regulations) and the Accounting Standards.

The Internal Audit Committee shall comprise of the whole of the Council.

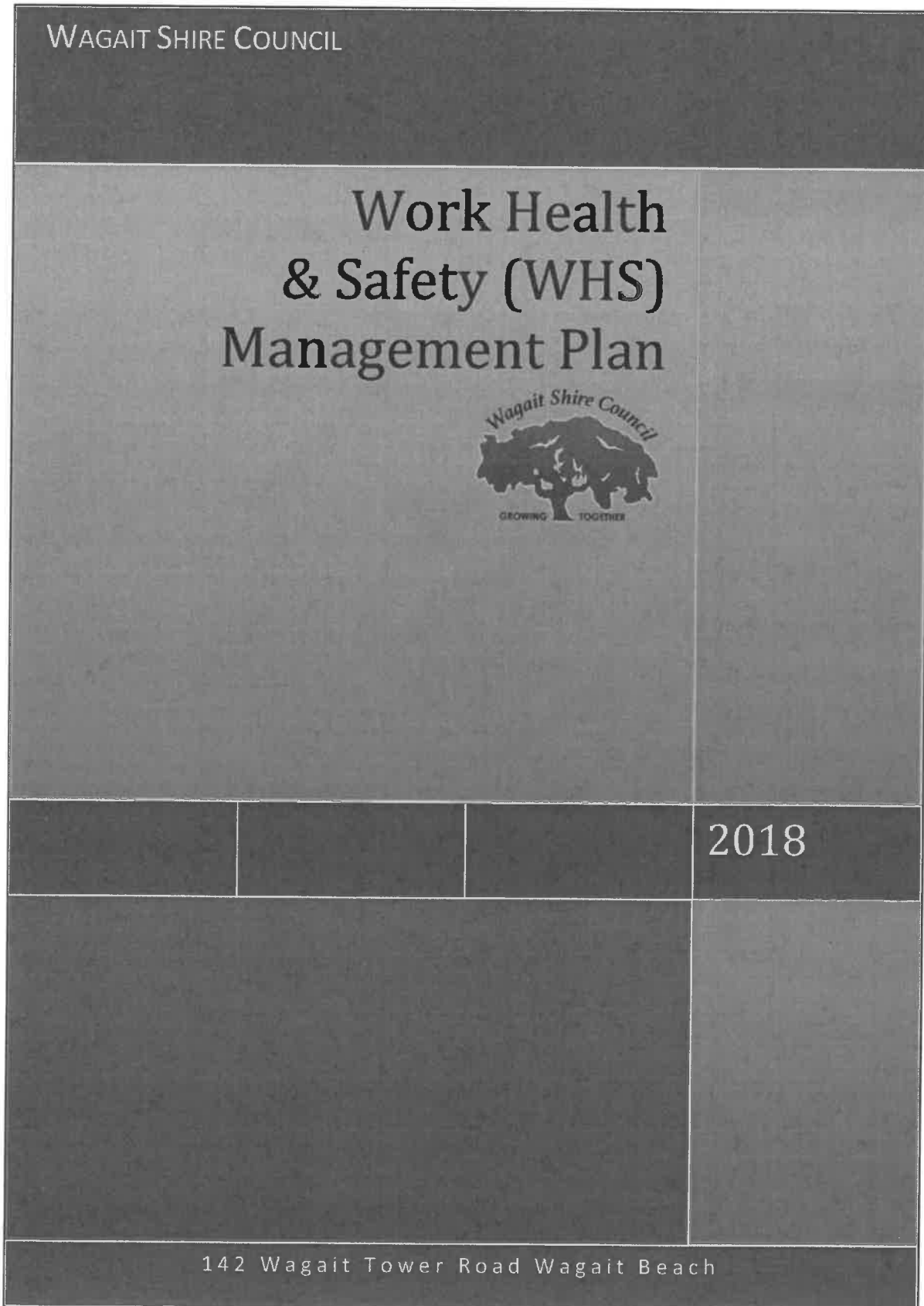
**EFFECT:**

The monitoring by the Committee provides for a greater openness in dealing with the financial management of the Council.

References: LG (ACC) Regs 10 (2) (b).11

**Resolution No. 2018/.....**  
**That council rescinds P07 Internal Audit Committee Policy as recommended by the Audit Committee.**  
**Moved:**  
**Seconded:**  
**Vote:**

10.9 Risk Management Framework and System



(THIS PAGE LEFT BLANK INTENTIONALLY)

DRAFT

## Table of Contents &gt;

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

## **1 Wagait Shire Council WHS Management Plan**

### **1.1 Management and review**

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

We will:

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

DRAFT



### 3 Roles and responsibilities

#### 3.1 Workers

All workers (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety;
- taking reasonable care that their conduct does not adversely affect others;
- complying with instruction, so far as they are reasonably able;
- cooperating with reasonable notified policies or procedures; and
- general WHS information.

#### 3.2 Workplace bullying:

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

#### 3.3 Drug and alcohol:

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

Responsibilities:

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

**3.4 Legislation**

Relevant legislation	Tick if applicable
<i>Work Health and Safety Act as in force 2016</i>	<input checked="" type="checkbox"/>
<i>Work Health and Safety Regulations as in force 2016</i>	<input checked="" type="checkbox"/>
<i>AS3012:2010 – Electrical installations – construction and demolition sites</i>	<input checked="" type="checkbox"/>
<i>Local Government Act</i>	<input checked="" type="checkbox"/>

**3.5 Codes of Practice and other guidance**

Relevant Codes of Practice <sup>1</sup>	Tick if applicable
<i>First aid in the workplace</i>	<input checked="" type="checkbox"/>
<i>Hazardous manual tasks</i>	<input checked="" type="checkbox"/>
<i>How to manage work health and safety risks</i>	<input checked="" type="checkbox"/>
<i>Labelling of workplace hazardous chemicals</i>	<input checked="" type="checkbox"/>
<i>Managing electrical risks at the workplace</i>	<input checked="" type="checkbox"/>
<i>Managing noise and preventing hearing loss at work</i>	<input checked="" type="checkbox"/>
<i>Managing risks of plant in the workplace</i>	<input checked="" type="checkbox"/>
<i>Managing the risks of slips trips and falls in the workplace</i>	<input checked="" type="checkbox"/>
<i>Managing the work environment and facilities</i>	<input checked="" type="checkbox"/>
<i>Safe design, manufacture, import and supply of plant</i>	<input checked="" type="checkbox"/>
<i>Safe design structures</i>	<input checked="" type="checkbox"/>
<i>Traffic management in workplaces</i>	<input checked="" type="checkbox"/>
<i>Working in the vicinity of overhead and underground electrical lines</i>	<input checked="" type="checkbox"/>

<sup>1</sup> Note that these are the Codes of Practice available at date of publication. It is the responsibility of the Council to be aware of the latest available Codes. These are available at [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)

### 3.6 Wagait Shire Council Safe Work Procedures, checklists and Forms

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

## **4 Risk management**

### **4.1 Identifying hazards and managing risks**

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

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

We will also identify risks:

- before we buy or re-order any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

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

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

### **4.2 Hierarchy of control**

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

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

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

## 5 Emergency and incident response

### 5.1 Emergency preparedness

To ensure we are prepared for an emergency we:

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

In the event of a fire or similar emergency evacuation:

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

Our emergency meeting point is CARPARK OPPOSITE COMMUNITY CENTRE.

### 5.2 Incident procedure

If an incident occurs at the workplace the procedure is:

- immediately notify the principal CEO and or 000 PFES
- do not interfere with the scene of the incident
- depending on the nature and severity of the injury

### 5.3 Notifiable incidents

We will report the following incidents to NT Worksafe

- a fatality
- an incident requiring hospitalisation
- a dangerous incident, which could have resulted in someone being killed, or suffering a serious bodily injury (see 6.3 of Part A for definition).

In the event of such an occurrence:

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

**5.4 First aid**

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

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

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

DRAFT

<b>EMERGENCY CONTACT NUMBERS</b>		
<b>AMBULANCE</b>	<b>POLICE</b>	<b>FIRE SERVICE</b>
<b>000 or 112 (mobile)</b> <b>(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEY PADS ARE LOCKED)</b>		
<b>EMERGENCY CENTRE</b> <b>Name: Belyuen Clinic</b> <b>Address: Belyuen Community</b> <b>Phone: 08 8978 5023</b> <b>Operating hours: 8.0am – 4.30pm Mon-Fir (24hrs callout)</b>		
<b>Police Station:</b>	<b>131 444</b>	
<b>Poisons Information Centre:</b>	<b>13 11 26</b>	
<b>Power &amp; Water:</b>	<b>1800 245 090</b>	
<b>Dial before you dig:</b>	<b>1100</b>	
<b>NT Worksafe:</b>	<b>1800 019 115</b>	
<b>INTERNAL INFORMATION</b> <b>CEO Wagait Shire Council: Mark Sidey – 0407 007 558</b> <b>Works Manager: Gary Zikan – 0427 133 959</b> <b>Wagait Shire Council Office: 08 8978 5185</b>		

## **6 Induction and training**

### **6.1 Worker induction**

The council will ensure a site specific induction is provided for all workers before starting work.

This induction must outline:

- the expectations outlined in this WHS Management Plan, including all policies and procedures
- the emergency meeting/muster point
- the site rules
- the facilities
- any site specific hazards
- any risk work activities/tasks

### **6.2 Worker training**

The council will:

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



## 7 Consultation and communication

### 7.1 Consultation

We will consult with all workers and contractors on WHS issues:

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

We will also consult with contractors and suppliers on WHS issues associated with any products or services:

- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures

### 7.2 Communication

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

We will communicate relevant WHS information to everyone involved by:

- induction
- pre-work meetings
- toolbox meetings
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents

### 7.3 Disciplinary procedures

If anyone does not comply with the requirements of this Plan, the following will apply:

- **First violation:** verbal warning (and advise contractor if it involves their worker/s)
- **Second violation:** written notification (and advise contractor if it involves their worker/s)
- **Third violation:** complete removal/suspension.

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

## **8 Site safety procedures**

### **8.1 Site amenities**

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

### **8.2 Site security**

We will, so far as reasonably practicable, secure the site by:

- keeping the area secure
- fenced and signage to prevent unauthorised access
- locking gates to the site outside normal hours of operation
- Chemical secure storage with MSDS sheets

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

### **8.3 Site signage**

At a minimum, we will display the following signs on the entrance to the site:

- contact details and after-hours telephone number
- authorised personal only signage
- the location of the site office.

### **8.4 Personal protective equipment**

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

The person providing the PPE must ensure that the PPE is:

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

The person supplying the PPE must also:

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

Workers must:

- follow all instructions to wear and proper care of PPE

### 8.5 Work near overhead or underground essential services

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

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

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

#### Plant

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

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

We will ensure that:

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

### 8.6 Managing other hazards

We will manage hazards associated with ladders by:

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

#### Manual handling

We will manage hazards associated with manual handling by:

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

#### Slips, trips and falls

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

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

**Hand operated and power tool use**

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

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

Before using power tools, workers must ensure:

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

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

**Sun safety**

All persons on site should:

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

**Asbestos**

The Works Manager will ensure:

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

**Dangerous Animals / Events with Fauna**

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

Animals / species that may be encountered include –

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

Whilst all care shall be taken to remove native fauna during mobilisation and maintenance works, it is anticipated that at a minimum, visual interaction with native fauna may be encountered. Below are the actions for interacting with dangerous native fauna.

### Snakes

Generally snakes will not interact with humans unless they are threatened. Where persons may interact with snakes the following is recommended.

- Do not panic - stand still and act like a tall rock, termite mound or tree etc.
- Move extremely slowly and if possible, keep a close eye on the snake (at least five metres), phone for assistance & or advice.
- Watch the reptile as to where it goes. **Keep calm** - snakes can move with lightning speed - whilst - trying to protect themselves if needed. Don't interfere with the reptile.
- Remove other workers / public from the danger zone -"slowly & calmly".
- If possible - seal or block off the area where the offending reptile is.
- Do not kill the animal - All native animals are protected and it may be a harmless lizard or snake.

Contacts for snake relocations / catching –

- NT Parks and Wildlife – 1800 453 210
- <http://www.snakecatchers.com/index.html> to search for a snake catcher in your area.

### First Aid

If a person has been bitten or it is suspected a person has been bitten by a snake – apply pressure immobilisation and phone 000.

### Crocodiles

Crocodiles are potentially dangerous to humans. People should never take unnecessary risks in crocodile habitat. Saltwater crocodiles inhabit both saltwater and freshwater habitats.

Wagait Shire Council conducts work and maintenance work in a reasonably remote part of Northern Australia where Saltwater Crocodiles are present.

Some of the ways to stay safe in areas that may have saltwater crocodiles include:

- Treat all waterways, billabongs and pools as if they are inhabited by crocodiles
- Be extra vigilant around water at all times. Always keep a watch for crocodiles.
- Be extra careful when walking through long grass near waterways, especially floodplains and during the breeding season. If signs of crocodiles are discovered, or sounds of disturbance in the undergrowth are heard, leave the area immediately.
- If you see a crocodile in an area that is clearly marked as a safe location for entering the water, or an area that is managed to remove all crocodiles, you should contact NT Parks and Wildlife Service on: 0419 822 859 or (08) 8999 4691 (Darwin region)

**Resolution No. 2018/.....**


**That council adopt the draft Work Health & Safety (WHS) Management Plan, as recommended by the Audit Committee.**

**Moved:**

**Seconded:**

**Vote:**

10.10 P33 WHS Policy

	<b>POLICY TITLE:</b>	<b>WORK HEALTH AND SAFETY (WHS)</b>
	<b>POLICY NUMBER:</b>	<b>P33</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

1. **PURPOSE:**

Wagait Shire Council is committed to providing a healthy and safe workplace for all employees, visitors, volunteers and contractors.

2. **SCOPE:**

This policy applies to all workers and visitors on Wagait Shire Council premises and any other locations where activities are undertaken by Wagait Shire Council representatives or on behalf of Wagait Shire Council.

3. **DEFINITIONS:**

**Worker** - A person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking (PCBU), including work as:

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

**Workplace** - A **workplace** is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

**PCBU** – A 'person undertaking a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that are conducting business. A person who conducts works for a PCBU is considered a worker.

#### 4. POLICY

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

##### **Goals and objectives:**

Wagait Shire Council to achieve a Safe and Healthy work place will:

- Provide safe equipment and systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide current information, instruction, training and supervision to workers to ensure their safety

##### **Management responsibilities encompass:**

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

##### **Workers will ensure that they:**

- Follow all policies and procedures
- Report all potential and real hazards to their supervisor
- Actively contribute to the establishment and maintenance of sound policies and practice.

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

#### 5. ASSOCIATED DOCUMENTS

P08 Human Resource Management

P032 Bullying Policy

Work Health and Safety (WHS) Management Plan

#### 6. REFERENCES AND LEGISLATION

Work Health and Safety (WHS) Act 2011

**7. REVIEW HISTORY**

<b>Date Approved:</b>		<b>Approved By:</b> <b>Moved:</b> <b>Seconded:</b>	<b>Councillors – resolution no.</b>	<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	

**Resolution No. 2018/.....**  
**That council adopt P33 Work, Health and Safety Policy as recommended by the Audit Committee.**  
**Moved:**  
**Seconded:**  
**Vote:**

**11.0 UPCOMING EVENTS**

- 11.1 Territory Day – 1 July 2018
- 11.2 Disco – 6 July 2018
- 11.3 Darwin Harbour Clean Up Day – 10 July 2018
- 11.2 Seniors Day – 7 August 2018

**12.0 LATE ITEMS AND GENERAL BUSINESS**

**13.0 IN-CAMERA ITEMS**

Nil

**14.0 DATE OF NEXT MEETING**

The next Council Meeting is to be held on Tuesday 17 July 2018 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

**15.0 CLOSE OF MEETING**

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