

**WAGAIT SHIRE COUNCIL
AGENDA
COUNCIL CHAMBERS**

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

Monday 23 July 2018



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1.0 PRESENT

Councillors:

- President Peter Clee
- Cr Michael Vaughan
- Cr Neil White
- Cr Shenagh Gamble

Staff: Chief Executive Offer Mark Sidey
Officer Manager Pamela Wanrooy

1.1 OPENING OF MEETING: - Chaired by

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:

Resolution No. 2018/.....
That the apology of be accepted and approved.
Moved:
Seconded:
Vote:

1.3 Appointment of Deputy Principal Member

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

Resolution No. 2018/.....
That Be appointed to the position of Vice-President for the term of from today's date.
Moved:
Seconded:
Vote:

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

Monday 25 June 2018



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1.0 PRESENT

Councillors:

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

Staff: Chief Executive Offer Mark Sidey
Officer Manager Pamela Wanrooy

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

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

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation minutes of 15 May 2018 Council Meeting

Resolution No. 2018/190

That the minutes of the Monthly Meeting of 15 May 2018, be confirmed by council as a true and correct record.

Moved: Cr Michael Vaughan

Seconded: Vice President Trish McIntyre

Vote: AIF

3.2 Matters arising from May 2018 Minutes

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

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Councillor Allowances

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

4.2 Rates Inquiry

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

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - May 2018

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

Resolution No. 2018/191

That council receive and note the correspondence as detailed in the agenda for the month of May 2018.

Moved: Vice-President Trish McIntyre

Seconded: Cr Michael Vaughan

Vote: AIF

6.0 COUNCILLORS REPORTS

6.1 President's Report

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

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

Resolution No. 2018/192

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

Moved: Cr Neil White

Seconded: Vice-President Trish McIntyre

Vote: AIF

7.0 OFFICERS REPORTS

7.1 CEO's Report

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

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

7.2 Sport and Recreation Report

Resolution No. 2018/193

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

Moved: Cr Neil White

Seconded: Cr Michael Vaughan

Vote: AIF

8.0 FINANCIAL REPORT

Resolution No. 2018/194

That the financials for the month of May 2018 be received and accepted.

Moved: Cr Neil White

Seconded: Vice-President Trish McIntyre

Vote: AIF

9.0 BUSINESS ARISING FROM PREVIOUS MINUTES – ACTION SHEET

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

10.0 AGENDA ITEMS

10.1 Draft Audit Committee Meeting Minutes

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

10.2 2018/2019 Shire Plan and Annual Budget

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

10.3 Audit Committee Terms of Reference

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

10.4 P01 Policy Framework Policy

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

10.5 P34 Elected Member Allowances Policy

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

Resolution No. 2018/200

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

Moved: Cr Neil White

Seconded: Cr Shenagh Gamble

Vote: AIF

10.6 P25 Elected Members Expenses and Allowances Policy

Resolution No. 2018/201

That council rescind P25, the Elected Member Expenses and Allowances Policy as recommended by the Audit Committee effective 30 June 2018.

Moved: Cr Michael Vaughan

Seconded: Vice-President Trish McIntyre

Vote: AIF

10.7 P33 Work Health and Safety Policy

Resolution No. 2018/202

The council adopts P33, the draft Work, Health and Safety Policy as recommended by the Audit Committee.

Moved: Cr Neil White

Seconded: Vice-President Trish McIntyre

Vote: AIF

10.8 P07 Internal Audit Committee Policy

Resolution No. 2018/203

That council rescinds P07 Internal Audit Committee Policy as recommended by the Audit Committee.

Moved: Cr Shenagh Gamble

Seconded: Vice-President Trish McIntyre

Vote: AIF

10.9 Risk Management Framework and System

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

10.10 P33 WHS Policy

This is a double up of Item 10.7.

11.0 UPCOMING EVENTS

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

12.0 LATE ITEMS AND GENERAL BUSINESS

12.1 Resignation of Vice-President Trish McIntyre

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

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

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

12.2 Emergency Recovery Committee

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

13.0 IN-CAMERA ITEMS

Communications Project

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

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

14.0 DATE OF NEXT MEETING

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

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at 9.47 pm.

3.1 Confirmation minutes of Monday 25 June 2018 Council Meeting

Resolution No. 2018/

That the minutes of the Monthly Meeting of Monday 25 June 2018, be confirmed by council as a true and correct record.

Moved:

Seconded:

Vote:

3.2 Matters arising from June 2018 Minutes

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

4.1 Annual Plan and Budget Feedback.

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

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - June 2018

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

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

6.0 COUNCILLORS REPORTS

6.1 President's Report

Purpose of Report

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

What's been happening.....

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

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

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

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

Similarly, Territory day was very successful

There has been some disquiet about the format and content of the Annual Budget. This is to be reviewed and finalised at the July council Meeting.

It is possible that the Charles Point Lighthouse may be opened to the public on the weekend of 18 and 19 August. Watch the Council blackboard for more information. This year is the 125th anniversary of the lighthouse and may be opened for a few hours over that weekend.

Where have I been

25 th June	Ordinary Council Meeting
26 th June	Weekly meeting with CEO
3 rd July	Weekly meeting with CEO
17 th July	LGANT Executive meeting

Resolution No. 2018/.....

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

Moved:

Seconded:

Vote:

6.2 Cr Michael Vaughan

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

Many of us drive the Cox Peninsula road regularly. Whilst there has been no formal announcement, discussions are being held regarding the location of a proposed phone tower close to Belyuen shop .

This will greatly improve Belyuen's Phone and data access , but also enable much better communication capabilities for everyone in this area .

I believe this has implications regarding the so called UHF CB repeater projects viability, a vision of the recently suspended emergency recovery committee.

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

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

I had been acting under the assumption that advice I had sought previously was sufficient.

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

Resolution No. 2018/.....

That the Councillor's report for the month of June 2018 be received and accepted.

Moved:

Seconded:

Vote:

7.0 OFFICERS REPORTS

7.1 CEO Report

1. Meetings CEO Attended

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

2. CEO Key Objectives Endorsed By Council August 2016

2.1 Dog management:

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

2.2 Roads upgrades:

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

2.3 Administration and other Business:

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

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

Project and Grant Updates

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

Cloppenburg Park BBQ's

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

Zero turn mower

Council received a grant in the amount of \$5,590 from the Northern Territory Government as a contribution toward the purchase of a zero turn lawnmower. This project has now been completed.

Cloppenburg Park Irrigation Project

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

Green Waste Facility Project

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

CCTV Project

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

Backup Power to Workshop Project

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

Cloppenburg Park – Covered Picnic Area Project

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

Cloppenburg Park – Solar Electricity System Project

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

Water Cartage Tank for Council Truck

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

Cenotaph Project

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

3 Work, Health & Safety

No incidents occurred.

4 Works Report

For the period June 19 – July 19 2018:

The jetty and jetty carpark were cleaned on 15 occasions.

The bores were inspected on 15 occasions.

Water quality tests were undertaken on 4 occasions.

The jetty carpark was mowed and snipped on 1 occasion.

Leaf matter was removed from the Council carpark and memorial garden on 4 occasions.

Landscaping works in the vicinity of the community centre continued.

Cloppenburg Park was mowed on 1 occasion.

Verges around the Shire were mown.

The quarterly hard waste pickup was completed with 4.88 tonne of hard waste being disposed of.

Construction of the green waste compound commenced.

Staff assisted with Territory day preparations and cleanup.

Assistance was provided to the Cox Country club for the Mandorah Ukele and Folk Festival.

Assistance was provided to the Wagait Arts group with council staff relocating exhibits and display panels to the community centre.

7.2 Sports and Recreation Officer's Report - Rebecca Taylor

Sport & Recreation Report – Rebecca Taylor

JUNE 2018

Activity	Sessions	Comment
Children's Programs		
Cricket	1 x Weekly 4 sessions	Modified games using varying equipment – bat sizes and shapes, ball size, hard/soft, varying rules. Skill development – batting / bowling / fielding techniques.
Soccer	1 x Weekly 3 sessions due to Public Holiday.	Skill Development, Modified Games and Field Sizes pending numbers and age of those attending.
Special Event: DISCO (Postponed until July)	1	Initial booking was for last day of term 2. Postponed until July Holiday program due to DJ travelling Over Seas. Belyuen Sport & Rec invited and declined.
Adults / Seniors		
Boot Camp	2 x Weekly 8 Sessions (1 x Public Holiday)	New clients. Program has plenty of variety making it possible for all ability levels to enjoy and receive the benefits of plenty of exercise. New equipment put straight into use.
Mobility (Stretch Class)	1 x weekly 4 sessions	A welcome session at the end a week full of daily exercise.
Strength	1 x Weekly 4 Sessions	New equipment has allowed more variety at both venues – sports ground and community centre.
Crafts	1 x Weekly 3 Sessions	Very little attendance. Program was cancelled in last week of June due to low attendance. Will be reviewed later in the year.

Administration

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

Resolution No. 2018/.....

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

Moved:

Seconded:

Vote:

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report –June 2018

	April 2018 Actual \$	April 2018 Budget \$	Variance	Year to date Actuals \$	Year to date Budget \$	Variance \$	Forecast to 30 June 2018	Variance (Revised Budget and Actual) \$	Notes
<u>INCOME</u>									
RATES	10963	\$15,125	-\$4,162	223147	\$222,850	\$297	\$222,850		
GRANTS	96845	\$32,500	\$64,345	488417	\$402,900	\$85,517	\$402,900		1
CONTRACTS	43882	\$10,050	\$33,832	135747	\$110,000	\$25,747	\$110,000		2
RENTAL INCOME	855	\$400	\$455	3045	\$3,180	-\$135	\$3,180		
MISC INCOME	-2578	\$9,761	-\$12,339	33116	\$146,425	-\$113,309	\$146,425		3
WASTE MANAGEMENT	6047	\$5,000	\$1,047	115705	\$115,200	\$505	\$115,200		
TOTAL OPERATING INCOME	156014	\$72,836	\$83,178	999177	\$1,000,555	-\$1,378	\$1,000,555		
<u>EXPENSES</u>									
ADMINISTRATION EXPENSES	3566	\$6,745	\$3,179	81681	\$99,655	\$17,974	\$99,655		4
EMPLOYMENT EXPENSES	23537	\$30,075	\$6,538	313336	\$311,200	-\$2,136	\$311,200		
ROADS	50628	\$39,000	-\$11,628	73053	\$115,800	\$42,747	\$115,800		5
CONTRACTS & MATERIALS	3569	\$2,825	-\$744	60662	\$36,900	-\$23,762	\$36,900		6
REPAIR & MAIN TOWN ASSETS	908	\$15,000	\$14,092	35972	\$67,970	\$31,998	\$72,970		7
VEHICLE & PLANT	3063	\$1,650	-\$1,413	26241	\$24,130	-\$2,111	\$24,130		
GRANT EXPENSES	509	\$100	-\$409	4661	\$4,700	\$39	\$4,700		
WASTE MANAGEMENT	14088	\$17,100	\$3,012	92254	\$116,400	\$24,146	\$116,400		8
SERVICES	1456	\$650	-\$806	14764	\$13,800	-\$964	\$13,800		
SPORTS & REC EQUIPMENT	3787	\$0	-\$3,787	3787	\$5,000	\$1,213			9
CAPITAL ASSETS	46033	\$75,000	\$28,967	130071	\$205,000	\$74,929	\$205,000		10
OTHER ASSETS				2816					
TOTAL OPERATING EXPENSES	151144	\$188,145	\$37,001	839298	\$1,000,555	\$161,257	\$1,000,555		
OPERATING PROFIT	4870	-115309	120179	159879	\$0	\$159,879	\$0		
Total Income	156014	72836	83178	999177	1000555	-1378			
Total Expense	151144	188145	37001	839298	1000555	161257			
Surplus	4870	-115309	46177	159879	0	-162635			
NET PROFIT/(LOSS)	156014	\$72,836	\$83,178	999177	\$1,000,555	-\$1,378	\$0		

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

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

Income

Note 1 – Grants income 21% over budget ↑

Due to 2018/19 NTG operational grants being paid in final month of 2017/18 financial year.

Note 2 – Contracts income 23% over budget ↑

Due to unforeseen 1 off contracted works.

Note 3 – Miscellaneous income 77% under budget ↓

Due to transfers from reserves shown in budget.

Expenses

Note 4 – Administration Expenses – 18% under budget ↓

Administration expenses are well contained.

Note 5 – Roads - 37% under budget ↓

Road repair expenses are well contained.

Note 6 – Contracts & Materials 64% over budget ↑

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

Note 7 – Repair & Main Town Assets 47% under budget ↓

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

Note 8 – Waste Management 21% under budget ↓

Costs associated with waste management are well contained.

Note 9 – Sport & Recreation expense 24% under budget ↓

Sport & recreation equipment expenditure was well contained.

Note 10 – Capital asset expenditure 37% under budget ↓

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

8.3 Financial Report for month ended June 2018

Financial Report for period ending 30 June 2018					
Cash at Bank & on hand					Total
Petty cash					\$ 441.85
CBA - transaction account					\$ 15,160.00
CBA Cash Saver					\$ 622,338.00
Undeposited Funds					\$ 871.00
Bendigo Bank- Investment a/c					\$ 500,000.00
Total Cash at Bank & onHand					\$ 1,138,810.85
Debtors	Current	over 30 days	over 60 days	over 90 days	
Trade	\$ 24,279.00				\$ 24,279.00
Rates				\$ 38,046.77	\$ 38,046.77
Total Debtors	\$ 24,279.00	\$ -	\$ -	\$ 38,046.77	\$ 62,325.77
Creditors	Current	over 30 days	Over 60 days	Over 90 days	
Trade	\$ -				\$ -
Total Creditors	\$ -	\$ -	\$ -	\$ -	\$ -

8.4 Rate Payers

2017/2018 Rate Year	\$4,694.23 (increased because 4th qtr rates have not been paid by due date)
2016/2017 Rate Year	\$5,046.00
2015/2016 Rate Year	\$5,830.61
2014/2015 Rate Year	\$22,475.93

8.5 Credit Card Transaction for June 2018

CEO – Mark Sidey

1/6/2018	Abode	Monthly subscription	\$32.69
1/6/2018	MVR	Hino Truck Rego	\$1,059.85
1/6/2018	Bunnings	Clamps	\$47.06
8/6/2018	Coles	Meeting food	\$10.65
13/6/2018	Ahsdown Ingram	Machinery parts	\$63.75
19/6/2018	Bunnings	Weed control mat	\$79.90
19/6/2018	Woolworths	Drinks for Territory Day	87.55
19/6/2018	Bunnings	Garden supplies	\$220.81
22/6/2018	Spotlight	Sports & Rec craft	\$18.98
27/6/2018	Office National	Credenza and bookcase	\$738.00
28/6/2018	Sealink Ferries	Multi Pass	\$98.98
29/6/18	Bunnings	Tie down ratchets, light solar tubes	\$190.20
26/6/18	NT News	Shire Plan advertisement	\$418.50

President Peter Clee

27/6/2018	NT Police, Fire & Rescue	Working with children card	\$69.00
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Works Supervisor – Gary Zikan

Nil

8.6 Supplier Payment History for May 2018

Supplier Payment History

June 2018

02 Wagait Lower Road
Wagait Beach NT 0822

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
A.B.G.						
eft	15/06/2018	00016964	31/05/2018	3467	\$110.00	\$110.00
Total for Payment eft:						\$110.00
Bores NT Pty Ltd						
698	27/06/2018	00014108	26/06/2018	3707	\$10,114.50	\$10,114.50
Total for Payment 698:						\$10,114.50
eft	27/06/2018	00014085	1/06/2018	3693	\$10,813.00	\$10,813.00
Total for Payment eft:						\$10,813.00
CCS NT Pty Ltd						
eft	28/06/2018	00014114	29/06/2018	20825	\$9,882.38	\$9,882.38
Total for Payment eft:						\$9,882.38
Central Business Equipment						
130	13/06/2018	00016960	1/06/2018		\$204.80	\$204.80
Total for Payment 130:						\$204.80
eft	15/06/2018	00014106	15/06/2018	602580	\$26.95	\$26.95
eft	15/06/2018	00016980	4/06/2018	602101	\$270.56	\$270.56
Total for Payment eft:						\$297.51
Cycad Development Services						
eft	15/06/2018	00016961	1/06/2018		\$279.00	\$279.00
Total for Payment eft:						\$279.00
Fin Bins						
699	27/06/2018	00014106	28/06/2018	19273	\$4,961.97	\$4,961.97
Total for Payment 699:						\$4,961.97
eft	15/06/2018	00016978	31/05/2018	18488	\$6,184.75	\$6,184.75
Total for Payment eft:						\$6,184.75
Kleenheat Gas						
eft	15/06/2018	00014105	15/06/2018	4142291	\$39.60	\$39.60
Total for Payment eft:						\$39.60
Labasheeda Park						
eft	15/06/2018	00014095	13/06/2018	114	\$220.00	\$220.00
Total for Payment eft:						\$220.00
Marks Rural Services						
697	15/06/2018	00014102	12/06/2018	4	\$264.00	\$264.00
Total for Payment 697:						\$264.00
eft	27/06/2018	00014107	28/06/2018	7	\$726.00	\$726.00
Total for Payment eft:						\$726.00

Supplier Payment History

June 2018

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Michelle Rawes Cleaning and Maintenance						
694	14/06/2018	00014098	14/06/2018	31	\$1,195.80	\$1,195.80
Total for Payment 694:						\$1,195.80
eft	27/06/2018	00014104	28/06/2018	32	\$1,195.80	\$1,195.80
Total for Payment eft:						\$1,195.80
Officeworks						
701	27/06/2018	00014107	18/06/2018	Q4 2017/18	\$143.04	\$143.04
Total for Payment 701:						\$143.04
eft	27/06/2018	00014111	22/06/2018	Q4 2017/2018	\$505.47	\$505.47
eft	19/06/2018	00016960	19/06/2018	Q4 2017/18	\$85.05	\$85.05
Total for Payment eft:						\$590.52
Optus						
131	28/06/2018	00014094	5/06/2018		\$213.01	\$213.01
Total for Payment 131:						\$213.01
Palmer Steel Trading						
703	28/06/2018	00014119	29/06/2018	63393	\$2,348.04	\$2,348.04
Total for Payment 703:						\$2,348.04
eft	28/06/2018	00014118	29/06/2018	63392	\$2,040.50	\$2,040.50
Total for Payment eft:						\$2,040.50
Power Water						
b/pay	28/06/2018	00014087	25/06/2018	69587463	\$34.42	\$34.42
Total for Payment b/pay:						\$34.42
R.W. Anderson						
eft	15/06/2018	00014089	8/06/2018	2018003	\$945.00	\$945.00
Total for Payment eft:						\$945.00
Rural Fire Protection						
eft	15/06/2018	00014103	12/06/2018	6453	\$194.70	\$194.70
Total for Payment eft:						\$194.70
sports Agencies						
eft	28/06/2018	00014112	28/06/2018	51401	\$919.40	\$919.40
eft	27/06/2018	00016955	19/06/2018	51373	\$3,246.18	\$3,246.18
Total for Payment eft:						\$4,165.58
Total Excavations						
eft	15/06/2018	00014087	5/06/2018	1258	\$55,690.58	\$55,690.58
Total for Payment eft:						\$55,690.58
Vanderfield Northwest Pty Ltd						

Supplier Payment History

June 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	15/06/2018	00014092	30/05/2018	DAP1027453	\$24.99	\$24.99
Total for Payment eft:						\$24.99
Wagait Beach Supermarket						
704	28/06/2018	00014120	29/06/2018	14617	\$30.50	\$30.50
704	28/06/2018	00014121	16/06/2018	14628	\$9.59	\$9.59
704	28/06/2018	00014122	19/06/2018	14632	\$87.10	\$87.10
704	28/06/2018	00014123	23/06/2018	14653	\$100.00	\$100.00
704	28/06/2018	00014124	23/06/2018	14655	\$30.50	\$30.50
704	28/06/2018	00014125	25/06/2018	14662	\$40.90	\$40.90
704	28/06/2018	00014126	25/06/2018	14664	\$190.00	\$190.00
704	28/06/2018	00014127	26/06/2018	14668	\$7.89	\$7.89
704	28/06/2018	00014128	26/06/2018	14669	\$9.90	\$9.90
704	28/06/2018	00014129	29/06/2018	14682	\$256.72	\$256.72
Total for Payment 704:						\$763.10
eft	28/06/2018	00014090	1/06/2018	14547	\$122.00	\$122.00
eft	28/06/2018	00014091	2/06/2018	14560	\$30.50	\$30.50
eft	28/06/2018	00014092	3/06/2018	14569	\$63.32	\$63.32
eft	28/06/2018	00014093	5/06/2018	14576	\$33.67	\$33.67
eft	28/06/2018	00014097	7/06/2018	14580	\$26.70	\$26.70
eft	28/06/2018	00014098	8/06/2018	14581	\$21.40	\$21.40
eft	28/06/2018	00014099	11/06/2018	14592	\$30.50	\$30.50
eft	28/06/2018	00014100	13/06/2018	14600	\$118.71	\$118.71
eft	28/06/2018	00014101	13/06/2018	14602	\$37.00	\$37.00
eft	28/06/2018	00014102	14/06/2018	14607	\$34.61	\$34.61
eft	28/06/2018	00014103	15/06/2018	14611	\$113.26	\$113.26
eft	15/06/2018	00016968	19/05/2018	144883	\$72.60	\$72.60
eft	15/06/2018	00016969	19/05/2018	14498	\$30.50	\$30.50
eft	15/06/2018	00016970	22/05/2018	14512	\$120.00	\$120.00
eft	15/06/2018	00016971	23/05/2018	14515	\$21.00	\$21.00
eft	15/06/2018	00016972	26/05/2018	14524	\$30.50	\$30.50
eft	15/06/2018	00016973	28/05/2018	14531	\$8.67	\$8.67
eft	15/06/2018	00016974	28/05/2018	14533	\$119.04	\$119.04
eft	15/06/2018	00016975	28/05/2018	14533	\$93.20	\$93.20
eft	15/06/2018	00016976	30/05/2018	14541	\$53.37	\$53.37
eft	15/06/2018	00016977	31/05/2018	14545	\$86.00	\$86.00
Total for Payment eft:						\$1,266.55

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

9.0 BUSINESS ARISING FROM PREVIOUS MINUTES – ACTION SHEET

9.1 Proposed Dog Management By-Laws

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

9.2 Policy for Meeting Procedures

Cr Michael Vaughan questions the policy for meeting procedures.

9.3 CEO Report

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

9.4 2018/2019 to 2022/2023 Strategic Plan

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

9.5 2018/2019 Shire Plan and Annual Budget

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

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

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

A watermark with the word "DRAFT" to be added to the document.

There are some changes that need to be done to the budget in "Capital Expenditure" since the draft was done:

1. Grant monies for Cloppenburg Park Irrigation, this will need to be shifted to non grant dependent.
2. The Water cartage tank project to be moved to capital expenditure and discussed in the community consultation. A business case for the Water cartage tank is to be prepared by CEO.
3. The Solar Project and Picnic Area Project to be moved to Asset column in the Capital Expenditure.

9.6 P01 Policy Framework Policy

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

9.7 P34 Elected Member Allowances Policy

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

9.8 Risk Management Framework and System

This is to be carried over to the July Meeting.

9.9 Emergency Recovery Committee Meeting

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

9.10 CCTV Cameras

To be put on agenda for future meetings.

9.11 Health Group

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

9.12 Tree Planting on Verge

A policy is to be developed and public consultation undertaken.

9.13 Darwin Duchess

The Darwin Duchess is to be disposed of.

9.14 Mandorah Jetty Maintenance

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

Department representatives will be invited to our July Council meeting.

9.15 Councillor Member Allowance

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

9.16 Territory Day

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

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

10.0 AGENDA ITEMS

10.1 2018-2019 Shire Plan including the 2018-2019 Annual Budget and 2018-22 LTFT

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

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

10.2 Annual Budget 2018/2019

Resolution No. 2018/.....
That Council adopt the Annual Budget for the Financial Year 2018/2019.
Moved:
Seconded:
Vote:

10.3 Rates

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

10.4 Long Term Financial Plan 2018-2022

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

Resolution No. 2018/.....
That Council endorse and adopt the Long Term Financial Plan 2018-2022.
Moved:
Seconded:
Vote:

10.5 Installation of CCTV Cameras

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

10.6 Green Waste Fenced Compound

Resolution No. 2018/.....
That Council acquit the amount of \$10,214 to construct a green waste fenced compound for the residents of Wagait Beach.
Moved:
Seconded:
Vote:

10.7 Irrigation of Cloppenburg Park

Resolution No. 2018/.....

That Council acquit the amount of \$22,730, this being a proportion of the overall grant monies, towards the irrigation of Cloppenburg Park which will include bore drilling, tank and associated pumps, electrical services, underground irrigation and installation of security fencing.

Moved:

Seconded:

Vote:

10.8 Council Bi-Election

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

2018 Wagait Shire Council By-election 22 September 2018

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

10.9 WS Recovery Committee Draft Minutes

Wagait Shire Emergency Management Recovery Committee

Minutes

Meeting Date

18 April 2018 at 6.30pm

Venue

Wagait Shire Community Centre

Attendance

Chris Tyzack, Peter Clee, Lorna Manning, Mark Sidey

Apologies

Nic Barclay, Kym Dye, Barry Demasson, Ian Hinchliffe

Previous Draft Minutes

Minutes of meeting 27 November 2017 approved

Business Arising/Action arising from previous minutes

- Discussion with Bushfires, NTES and CEO regarding communications systems-Mark/Peter. This is still to be undertaken and will be finalised now that council has agreed to accept responsibility for the CB/UHF project.
- Update resources list Bushfires and NTES to provide info – (Chris) still to occur and will be added to final version of revised recovery plan
- Provide CEO with previous years public notices - done
- Add (Volunteer management) to recovery plan – done
- Rewrite the Wagait Shire Recovery plan to incorporate 2016 census data and other relevant information/changes to legislative framework – completed and sent to committee for review at meeting in June.

General Business

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

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

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

New Business**Business arising from this meeting**

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

Next meeting

The next meeting - Wednesday 20 June 2018 at 6.30.

Resolution No. 2018/.....

That Council notes the WS Recovery Committee Draft Minutes

Moved:

Seconded:

Vote:

10.10 WS Recovery Committee – Current Status

The Wagait Shire Emergency Recovery Committee has decided to suspend its activities pending clarification from Council about its future.


WAGAIT SHIRE COUNCIL			
Work Health & Safety (WHS) Management Plan			
			
			2018
142 Wagait Tower Road Wagait Beach			

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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

2 WHS policy

Policy Statement and Commitment:

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

Goals and objectives:

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

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

Management responsibilities encompass:

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

Workers will ensure that they:

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

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

3 Roles and responsibilities

3.1 Workers

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

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

3.2 Workplace bullying:

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

3.3 Drug and alcohol:

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

Responsibilities:

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

3.4 Legislation

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 ¹	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"/>

¹ Note that these are the Codes of Practice available at date of publication. It is the responsibility of the Council to be aware of the latest available Codes. These are available at www.worksafe.nt.gov.au

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

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

6 Induction and training

6.1 Worker induction

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

This induction must outline:

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

6.2 Worker training

The council will:

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

7 Consultation and communication

7.1 Consultation

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

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

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

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

7.2 Communication

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

We will communicate relevant WHS information to everyone involved by:

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

7.3 Disciplinary procedures

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

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

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

8 Site safety procedures

8.1 Site amenities

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

8.2 Site security

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

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

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

8.3 Site signage

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

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

8.4 Personal protective equipment

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

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

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

The person supplying the PPE must also:

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

Workers must:

- follow all instructions to wear and proper care of PPE

8.5 Work near overhead or underground essential services

We will ensure, where reasonably practical, that 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:

11.0 UPCOMING EVENTS

11.1 Seniors Day – 7 August 2018

12.0 LATE ITEMS AND GENERAL BUSINESS

13.0 IN-CAMERA ITEMS

Communications Project

Resolution No. 2017/.....
That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulation 8;
(c) information that would, if publicly disclosed, be likely to:
(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person;
Moved:
Seconded:
Vote:

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

14.0 DATE OF NEXT MEETING

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

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at pm.