



Wagait Shire Council
SHIRE BUSINESS PLAN
2020-2021

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Shire Business Plan Development

The following methodology was used to prepare this plan:

- Consultation with Elected Members and Council staff
- Support from the Department of Local Government, Housing and Community Development
- Published for community review and comment 19 June 2020
- Community consultation 4 July 2020
- Adopted by Council 21 July 2020

About Wagait Shire

Wagait Shire is located west of Darwin and is a 12-minute ferry ride or a 138 km drive from Darwin city. The township of Wagait Beach was established in the early 1960s with the first areas to be subdivided along the beachfront. Further subdivisions in the early 1980s resulted in the township layout and footprint seen today, with 388 rated property lots.

The Council was first established on 28 April 1995 as the Cox Peninsula Community Government Council and renamed Wagait Shire Council on 1 July 2008.

The Council name was derived 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 title of the Shire Council identifies directly with the township of Wagait Beach, which is named after the traditional language spoken by the resident Larrakia clan in this area.

Wagait Shire covers an area of 5.62 km² and there are 14 km of internal roads. The estate faces the Timor Sea and has several significant coastal sites, both sacred and historical. Coastal reserves are currently protected and managed by the Crown Lands Office of the NT Government.

As recorded in 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 was \$857, slightly lower compared with the Northern Territory's average of \$871. Likewise, the family income is also lower at \$1924 compared to \$2105.

An electoral service count in 2018 placed the Wagait Beach population at 506.

There are currently very limited local employment opportunities in the Shire. Other than Council, Wagait Beach 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 monthly on the third Tuesday at 7:00pm in the Council Chambers.

Contact details:

Wagait Shire Council

Postal address: PMB 10, Darwin NT 0801

Telephone 08 8978 5185

Email council@wagait.nt.gov.au

Shire President's Overview

The restrictions imposed by the COVID-19 pandemic will not be easily forgotten and the new normal will be ever with us as we move into the future. The past few months have seen some difficult times for the whole of the population of Australia, our Council has been no different. Both the Commonwealth and Northern Territory governments will come out of this situation with significant debt in place. It is likely that communities such as ours will suffer from reduced government funding over the next few years.

Our Council has been accumulating reserves to enable a major road maintenance program to be undertaken. This is estimated to cost approximately \$2.5 million. Unfortunately, we are still well short of the amount required for this project and it is not practical to do the maintenance in two stages. Council will need to consider borrowings to enable the project to be completed.

The Council has been pleased to have appointed a local resident, Renita Glencross, as our new CEO. Renita has been doing a great job since taking up her position with the Council.

This year is my 22nd year as an elected member on council. I recently received a 20-year service award from the Minister for Local Government, and I was the recipient of the 2017 Wagait Shire - Citizen of the Year award. I have also been the Council President or Vice President for at least 17 years. It is time for a change!

Accordingly, I will be stepping down as the Council President on 30 June 2020. I will remain on council at this stage as I do not wish to impose the cost of a by-election on the community. I thank Council staff, past and present, as well as Councilors past and present, for making my time as Council President so enjoyable and productive. Much has been achieved and this community is a very comfortable and safe place to live. The community is well placed as we move forward.

There is still much that needs to be done. I will be encouraging the council to continue to lobby for a community bus service, an early start to the Mandorah Jetty project, settlement of the Kenbi Land Claim, additional health services, development of the old Mandorah Hotel site and a long-term solution to waste disposal on the Cox Peninsula.

The Local Government Department is still working on amalgamation proposals behind the scenes. We must consider what this council will look like in the next 5 to 10 years and ensure that the culture of this community is maintained into the future.

Finally, my personal thanks to the entire Wagait Beach and Cox Peninsula communities for their comments, ideas and involvement. I have been always receptive to ideas and suggestions by community members. This has been a feature of the community since the old Cox Peninsula Community Government Council was formed more than 20 years ago. I do not see it changing in the future.

Peter Clee

Outgoing President Wagait Shire Council June 2020

Legislative Framework

This plan has been prepared in accordance with the requirements of Sections 22 and 23 of the NT Local Government Act (2008).

In November 2019, the NT Local Government Act 2019 was passed by the Legislative Assembly and the Regulations and Guidelines for enactment were prepared in 2020 for implementation at 1 July 2020.

Due to interrupted delivery of essential services as a result of the COVID-19 pandemic, the Hon Gerry McCarthy Minister for Local Government postponed the implementation date for the Local Government Act 2019 Regulations and Guidelines until 1 July 2021.

Councils Dog Management By-laws were gazetted and approved on 7 November 2019 and will be fully implemented in 2020-21.

Constitutional Arrangements

Council reviews constitutional arrangements annually and has reported no changes since 2016.

During the previous Council terms, the Council conducted an electoral review with a community consultation and discussion on topics ranging from communications, population growth, interests in the economic, social and regional development; and local governance models.

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.

Wagait Shire community consensus outcomes recorded from the consultation and adopted by Council on 16 August 2016 were:

- That the community has expressed a desire to reduce the number of elected representative Councillors from 7 to 5 at the next local government elections. This occurred for the August 2017 general elections and the number of Council members is now five.
- That the community has no wish or desire to partition the Council area into wards.
- That the community has no wish or desire to establish any local boards or authorities within the current Wagait Shire.

The five-member Council was elected at the Northern Territory Local Government elections on 26 August 2017. During the term two members resigned. A by-election was held on 22 September 2018. The Council now consists of President Peter Clee, Vice President Tom Dyer, Councillor Michael Vaughan, Councillor Graham Drake and Councillor Neil White.

Coomalie and Belyuen are pursuing amalgamation which may include other unincorporated areas in the Cox Peninsula. In the past, Wagait Shire Council has not been in favour of participating in a three-way amalgamation, however, is open to discussion and continues to explore boundary expansion opportunities.

The most practicable and sustainable way for Council to increase income for appropriate management of infrastructure assets and to maintain service delivery is to increase rates and rateable land holdings; and it is likely that a review of the constitutional arrangements with further community consultations will be undertaken in 2020-21.

Social and Economic Impacts

Council levies rates by applying a flat rate to all allotments, regardless of size or number of dwellings. At present, increasing rates, seeking service delivery contracts and relying on government grants are the only ways to improve revenue. Council's rates reflect the level of service requested by the community and any changes in these expectations, coupled with aging infrastructure require strategic consideration. The long-term financial plan for 2020-25 proposes an annual increase in rates of 5% to a total of 15% over the five years to enable this flexibility.

A \$300 waste management levy is charged to residents to cover the cost of a weekly road-side pick-up, and access to facilities for free hard waste and green waste disposal. Eligible pensioners in the community obtain \$250 government support for their rates and \$150 for their waste collection levy.

On 11 March 2020 the World Health Organisation declared a pandemic emergency and the Australian Government enacted the Australian Health Sector Emergency Response Plan for Novel Coronavirus (Covid-19) immediately. The plan detailed an Australia wide response which included orders under the national Biosecurity Act and has had unprecedented impact to social, economic and cultural stability.

On 18 March 2020 the Northern Territory Chief Health Officer and the NT Minister for Health declared a public health emergency for the whole of the Territory under the Public and Environmental Health Act 2011 in response to COVID-19 and a support package for affected businesses and organisations impacted by the emergency became available.

Local Governments including Wagait Shire Council, have received conditional funding which assigns a proportion of the funds to rates concessions and waivers for ratepayers undergoing hardship and it is anticipated that the first quarter of the 2020-21 FY will be a challenge for many as the post-Covid socio-economic structures are established and settled.

Opportunities

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

- Increasing revenue by securing new contracts to deliver services to government and other agencies
- Increasing revenue by identifying innovative strategies to grow the local economy
- Increasing investment returns on reserves
- 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, groups and individuals for boundary expansion.

Challenges

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

Cooperative Arrangements

Wagait Shire Council has a history of working collaboratively with the Australian and Northern Territory Government Departments and Agencies, Northern Territory Councils and service organisations.

It is a member of the Local Government Association of the Northern Territory (LGANT) and the Top End Regional Organisations of Councils (TOPROC). Council also maintains working relationships with the following organisations and agencies:

- Belyuen Aboriginal Community Council
- Bushfires NT
- Coomalie Community Council
- Cox Country Club
- Cox Peninsula Volunteer Bush Fire Brigade
- Crown Lands Estate Office
- Kenbi Rangers
- Larrakia Development Corporation
- Litchfield Community Council
- Local Government Association of the Northern Territory
- Member for Daly
- Member for Lingiari
- Northern Land Council
- NT Department of Local Government, Housing and Community Development
- NT Department of Infrastructure, Planning and Logistics
- NT Department Tourism, Sport and Culture
- NT Department of Natural Environment and Resources
- Top End Regional Organisation of Councils
- SeaLink and Transport NT
- Wagait Arts Group

Long Term Strategic Plan

Our mission:

Delivering improved social, economic, environmental and cultural life of residents in the Wagait Shire Council area through emphasis on an involved community, in alternate energy, maintaining and developing our infrastructure, providing core services, promoting investment, ensuring accessibility and capitalising on our natural advantages with an emphasis on long term stability and sustainability.

Our vision:

The vision of the Wagait Shire Council is to sustain and nurture the lifestyle of residents and visitors. This will be achieved through improvements to economic, cultural and ecological opportunities and will work on creating an involved and supportive community, promoting investment, ensuring accessibility and capitalising on our natural advantages with an emphasis on sustainability.

Our key messages are driven by four Goals:

Stability, Advocacy, Sustainability, and Wellbeing.

- Provide strong, transparent and accountable governance
- Advocate responsibly and vigorously for the interests and wellbeing of our community
- Communicate effectively and honestly with community stakeholders
- Provide comprehensive and innovative planning for viable service delivery and facilities across the social, economic, environmental and cultural priorities of the community
- Support and attract sustainable business and industry development
- Provide community safety, reliable roads, infrastructure and parks
- Recruit, retain and support quality staff and volunteers
- Provide support and opportunity for participation in civic and recreational community events

The Wagait Beach Shire Council adopted a long-term strategic plan for the period 2019-2024, which has been reviewed and updated to include Council strategies and objectives for 2020-2025. Previous Wagait Shire Council Strategic Plans are accessible on the Council website:

<http://wagait.nt.gov.au/publications-2/>

Rating Policy

Council is committed to a low rates structure, with the assessment method of a flat rate per lot. In 2011, Council introduced annual CPI increases to rates, however rates did not increase in 2019-20 and remained at 2018-19 levels, being \$596.90 per allotment.

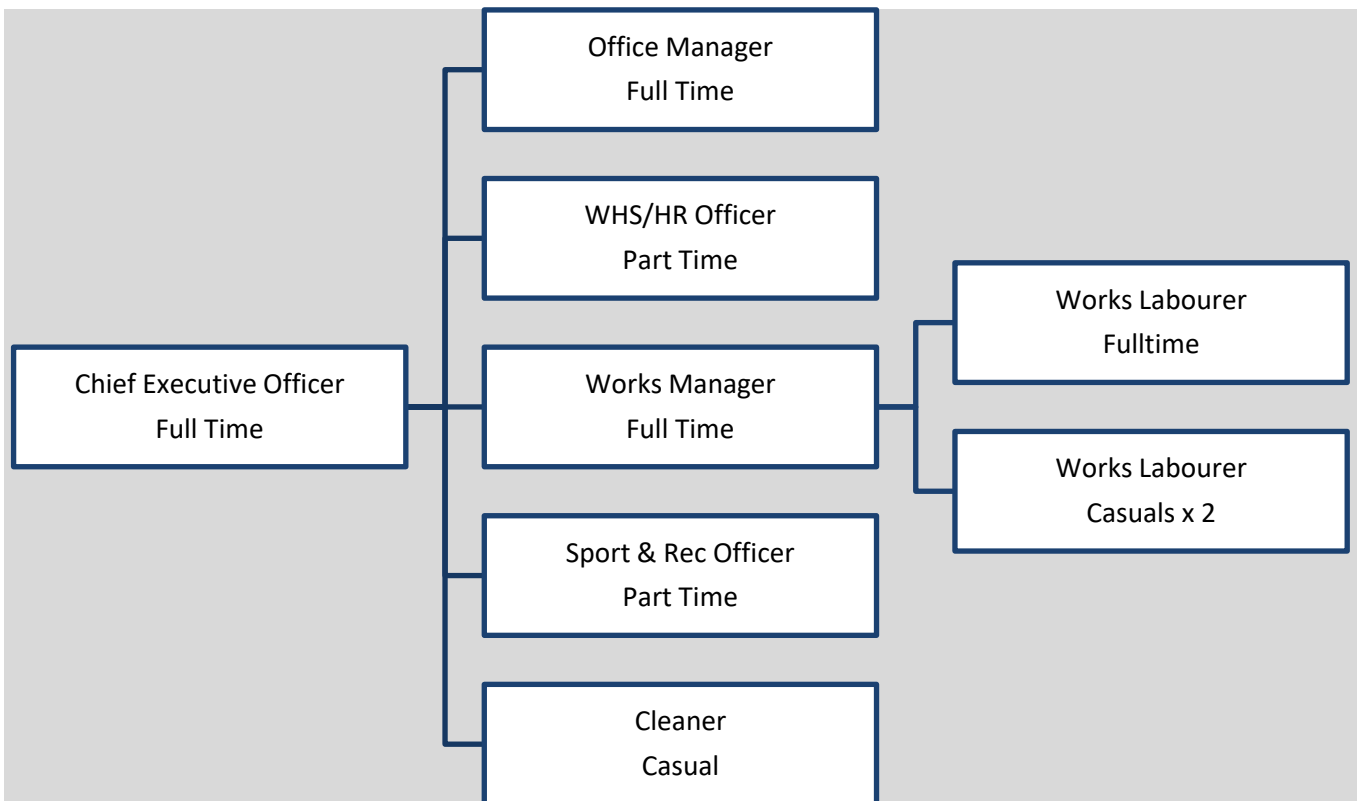
The 2019-24 Strategic Plan proposed rates increases of 3% from 2020, however due to post-Covid-19 impacts Council has agreed to a marginal rate increase for 2020-21 of 1.8% (being the CPI at 3rd quarter). The total amount to be raised by rates for the is \$237,492 which is equal to \$608 per allotment. Further planned increases are ongoing to meet the service needs and expectations of the community.

Staff Structure

The staff structure established in 2019-20 will be maintained in 2020-21 to support ongoing flexible workplace arrangements.

The employment of additional casual staff has been critical to providing extra ordinary services such as Covid-19 maintenance and cleaning, waste management and other commercial contracts maintained by Council.

Current funding for the Sports and Recreation Officer supports 14 hours/wk with additional hours for planning and coordination supplemented by Council budget and resources for activities provided by one-off project grants. In 2020-21 funding will be sought for permanent additional hours for Sports and Recreation staff to enable a broader range of regular activities for community members, particularly seniors and youth.



Shire Service Delivery Plan 2020-21

The 2020-2021 delivery plan for the functions of the Shire Council are aligned with the Goals of the 2020-2025 Strategic Plan and listed in the service categories below:

1. Local Infrastructure

- 1.1 Maintenance and upgrade of parks and reserves
- 1.2 Maintenance and upgrade of public buildings and facilities
- 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 Environmental Health

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

3 Local Civic Services

- 3.1 Library services
- 3.2 Arts, culture and heritage
- 3.3 Sports and recreation
- 3.4 Visitor information and tourism
- 3.5 Civic events

4 Community Engagement

- 4.1 Administration of local laws
- 4.2 Customer service management
- 4.3 Public and corporate relations
- 4.4 Governance
- 4.5 Advocacy and representation

5 Commercial Services

- 5.1 Commercial contracts

6 Community Services

- 6.1 Local emergency services
- 6.2 Local welfare and social services

7 Council Administration

- 7.1 Asset management
- 7.2 Council planning and reporting
- 7.3 Financial management
- 7.4 Human resource management
- 7.5 Information technology and Records management
- 7.6 Revenue growth
- 7.7 Risk Management
- 7.8 Work health and safety

1. Infrastructure

1.1. Maintenance and Upgrade of Parks, Reserves and Open Space

The Service

To develop and maintain Council's parks, gardens and open space facilities in accordance with the Strategic Plan.

To provide enhanced visual amenity and community wellbeing, with accessible and safe community options for community events, leisure, sport and recreation.

To ensure parks, gardens and other open spaces are developed in consultation with the community and maintained for the use and benefit of the community and visitors to the area.

Current Approach

Council's main open space area is Cloppenburg Park which has sportsground and public amenities including an oval, courts, playground, sheltered pavilion with electricity and BBQ's, toilets, and a caretaker compound.

Regular mowing, weed control, planting of trees, BBQ maintenance, public amenity cleaning, and rubbish collection is undertaken.

In 2019, the sports ground area was extensively reticulated, which is dependent on obtaining a water extraction licence to be fully realised.

Priorities for 2020-21

- It is critical that a management strategy and future planning for community sports and recreational needs is undertaken in 2020-21, including asset and investment mapping for infrastructure development as well as scheduled repairs and maintenance to ensure all equipment is safe for community use.
- Maintenance will be undertaken to ensure the courts, playground and exercise equipment at Cloppenburg Park is safe. The BMX track will be re-designed and additional signage placed to restrict vehicular access to the oval and deter unwanted behaviour at the Park.
- Liaison with DENR to follow up the Water License for irrigation.

General Tasks and Activities

- Regular mowing
- Spraying of weeds seasonally
- BBQ maintenance weekly
- Public amenities serviced weekly
- Playground, tennis courts and fitness trail equipment inspected quarterly

Measures

- Less than five complaints or incidents per year
- Number of tasks and activities recorded for reporting & planning purposes
- Issues dealt with in a timely manner
- Maintenance managed within budget

1.2. Maintenance of Public Buildings, Facilities and Fixed Assets

The Service

To manage and maintain Council's public buildings, facilities, fixed assets and essential services for the benefit of the community and visitors that use the services.

To coordinate effective and timely maintenance programs, with planned sustainable projects.

Current Approach

Day to day routine maintenance is undertaken by Council employees. Some matters require attendance by a qualified tradesperson. Local tradespeople are utilised wherever possible. Routine maintenance programs are in place for septic facilities, air conditioners, emergency generator, fire prevention and water supply.

An asset register was completed and updated 2019 to assist in accurate maintenance scheduling, reporting, insurance and valuation.

Priorities for 2020-21

- Maintain best practice asset maintenance schedule to ensure longevity of infrastructure. The schedule will also provide an annual asset inspection report to enable accurate calculations for valuations, depreciation, and insurance.
- Minor works for Council buildings and facilities include:
 - replacing guttering at the Council Works Shed
 - upgrades to fencing and signage at Hard Waste and Green Waste compounds
 - upgrades to playground, courts, equipment, and signage at Cloppenburg Park
 - shade and seating upgrades to Council Office building
- Major works, subject to further consultation, consideration and funding include upgrades to the Council Chambers, meeting room and library

General Tasks and Activities

- Attend to maintenance needs as they arise
- Undertake regular inspections of Council buildings
- Ensure Council infrastructure is regularly valued and adequately insured
- Maintain asset maintenance schedule and reporting

Measures

- Less than 2 complaints per month
- Maintenance is managed within budget
- Weekly cleaning is undertaken in all facilities
- All air conditioning units serviced annually
- All septic facilities serviced/inspected quarterly
- All generators serviced monthly

1.3. Road Upgrades and Construction

The Service

Construction of new and upgrading of existing sealed and unsealed roads to improve the local road network and increase the standard of roads and road safety for the community residents and visitors that use the roads.

Current Approach

Upgrading and construction is contracted by public tender and undertaken by contractors.

Climate conditions impact upon schedules for undertaking upgrades and construction works.

Consultation was undertaken in 2018 with LGANT to inform a report and road classification system to support road management and decision making when roads are in need of upgrading, however further consultation is required to complete a master plan for the estate roads. The LGANT report is on the Council's web site http://wagait.nt.gov.au/wp-content/uploads/2019/01/WSC_Road-Network-Investigation-Report_REV_0.pdf

Priorities for 2020-21

- Upgrades to the green waste access road to include access to community equipment containers located at Cloppenburg Park
- Causeway modifications to Cox Drive floodway
- Consultation with LGANT to formalise a safety audit and master plan for estate roads
- Planning and preparation including funding security and tender documents, for the following projects:
 - resheeting of all roads in the estate in the next 24 months
 - extension of the bike/pedestrian path along Wagait Tower Rd
 - improved safety along Wagait Tower Road drainage easement
 - protection barriers on all estate culverts

General Tasks and Activities

- Maintain advocacy with government funding bodies for major projects

Measures

- Priorities, tasks and activities are undertaken as described above within the financial year

1.4. Roads Maintenance

The Service

Maintenance of sealed and unsealed roads and road verges including drainage, footpaths and curbing to maintain a safe network of roads and for the community residents and visitors; and reduce degradation as a result of climate conditions.

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 road maintenance schedules.

A Local Government Association Northern Territory (LGANT) road report was completed in 2018 and an implementation is required to respond to the issues identified. The report is on the Council's web site http://wagait.nt.gov.au/wp-content/uploads/2019/01/WSC_Road-Network-Investigation-Report_REV_0.pdf

Priorities for 2020-21

- Develop a local roads implementation plan and budget for the next 5 years to support asset management and decision-making.

General Tasks and Activities

- Repair potholes greater than 20mm in depth
- Repair or replace damaged drainage/culvert barriers
- Clear blocked drains
- Clear weeds in drains and shoulders
- Monitor road surface conditions
- Maintain a road report implementation plan and seek budget to support the plan

Measures

- Road registers are maintained and inform an annual road report on the general tasks and activities

1.5. Traffic Management on Local Roads

The Service

Provision of adequate street signage and traffic control devices to increase the safety of users of the local road network. Safety on estate roads is increased through the effective management of this infrastructure.

Current Approach

Community road signage and traffic control devices are maintained by Council. Council relies on information provided by the community to be alerted to where unsafe conditions may exist. Council Works staff and casuals have undertaken training to comply with road traffic regulation management requirements and can undertake road closures if required.

Additional police presence has been used occasionally to address speeding concerns and increase local awareness of road traffic issues.

Priorities for 2020-21

- Undertake a community sign audit and establish an estate sign register to assist development of a plan for further road signage
- Seek funds to implement road signage plan, including the Wagait Beach Welcome entry statement
- Consider and investigate the placement of a crosswalk on Wagait Tower Road

General Tasks and Activities

- Regular inspection of condition of street name signs
- Ensure that traffic control devices are operated effectively
- Identify other signage needed to maintain community safety
- Signs displayed the same day when notification of a road hazard is received
- Maintain the estate sign register

Measures

- Signs are in good condition and installed or replaced as required
- Maintained sign register informs reports for planning and budget purposes

1.6. Fleet, Plant and Equipment Maintenance

The Service

Provision of routine maintenance on Council's plant, fleet and equipment to ensure that equipment is reliable and operates safely and has an extended life and resale value.

Current Approach

All Council plant and equipment is subject to routine maintenance. Time is set aside each week for services to be undertaken by Council Works staff as appropriate. Log books are maintained for all vehicles and equipment to ensure that operating times do not exceed service requirement. Communications books are maintained for equipment used by casual staff that requires attention.

Priorities in 2020-21

- Review contracts for maintenance of fleet, plant and equipment
- Consider operational leases for staff vehicles to reduce costs and regulate cash flow
- Establish register of fleet, plant and equipment that includes maintenance schedule
- Minor R & M investments:
 - Replace bucket for tractor
 - Replace water blaster for jetty maintenance
 - Replace whipper-snipper and brush-cutters

General Tasks and Activities

- Regular inspection of plant and equipment
- Regular routine maintenance undertaken
- Logbooks updated each time after equipment /plant is used
- Major maintenance to be undertaken by authorised dealers
- Regular/monthly running of generators and other safety equipment

Measures

- Planned servicing completed on time
- Down time for fleet, plant and equipment is less than 5% of operations
- Register of fleet, plant and equipment that includes maintenance schedule is maintained for reporting, planning and budgeting purposes

2. Environmental Health

2.1. Waste Management

The Service

To maintain compliance with local environmental health standards through the collection and disposal of resident's domestic waste, hard waste and green waste, provided locally or by a waste collection service contractor that is efficient and sustainable.

Council supports cost-effective waste management strategies that emphasise waste reduction, reuse of materials and recycling programs for community residents and visitors.

Current Approach

A kerbside pickup for household waste is on a weekly basis under contract.

A hard waste compound was established on Council grounds in 2019 and has skip bins available for residents use which are periodically transported to the Shoal Bay Waste Management Facility by contractors. In 2020, the compound closed for a week due to dumping of prohibited waste and reopened in early June with a new terms and conditions, including support staff on hand and new bays to provide opportunity for upcycling of items. Additional opening hours may be considered for information was communicated via Facebook and the email newsletter subscription as well as signs on community noticeboards.

Council supports the current initiative of the Cox Peninsula Volunteer Bushfire Brigade to run a private recycling area in a landowner's block. Council also supports the Wagait Beach Supermarket collection arrangements with Enviro-bank.

A green waste facility has been developed on Council land and waste is periodically burned to reduce fire risk.

Public rubbish bins are maintained by Council at the jetty, beach access points and Cloppenburg Park.

Priorities for 2020-21

- Review Council policy to include management of both hard waste and green waste.
- Re-engage collection of excess household clothing, furniture and equipment
- Consider special levies for multiple dwellings on one lot and on commercial sites
- Consider special levies where properties are not developed (no infrastructure)
- Review viability for chipping green waste available to residents free of charge

General Tasks and Activities

- Monitor and manage waste in public areas
- Monitor and manage environmental health service contracts

Measures

- Less than five complaints per year about waste service
- Public spaces and roadsides are clean
- Reduced quantity of hard waste in landfill
- Number of recycled and up-cycled waste items provided free to residents

2.2. Weed Control and Fire Hazard Reduction

The Service

To reduce fire hazards in the estate and increase the amenity of the area through the control of noxious weeds around Council controlled roads and facilities.

Current Approach

Weed control is undertaken on a scheduled basis. Council employees are qualified to use sprays. Fire hazard reduction is monitored and undertaken as and when required. The Council liaises with the Department of Infrastructure, Planning and Logistics in identifying weeds.

Where control burning is required, Council seeks the support of the Cox Peninsula Volunteer Bushfire Brigade (CPVBB) and liaises with the Crown Lands Office (CLO) and Larrakia Rangers as appropriate to inspect and maintain fire breaks in the RUA. Council also maintains the Power-Water contracts which includes weed control and fire prevention actions along bore-lines, the water-tank compound and water catchment areas.

Council participates in the annual NT Government gamba grass eradication program through provision of poison and spray equipment to residents.

Priorities for 2020-21

- Work with Cox Peninsula Bushfire Brigade and the CLO to develop a schedule for estate fire prevention
- Work with NT Weeds Branch to identify problem weeds in the community, develop a mitigation strategy and update regional weeds management plan
- Review weeds data collected over a 10-year span to assist with planning
- Invite NT Weeds Branch to community education day on declared weeds and their management
- Invite stakeholders to meet and discuss development of a local environment plan that considers management of fire, weeds, and coastal erosion.

General Tasks and Activities

- Monitor and spray or remove weeds on a regular basis
- Fulfil jetty car park area weed control contract
- Firebreaks around the estate are maintained annually in consultation with Power Water, the CPVBB and CLO
- Ensure Council Works staff licences are current for working with poisons

Measures

- Less than five complaints about weeds annually
- Weed outbreaks are managed within a week of being identified
- Fire risks in the estate are mitigated through preventative measures
- Reports to NT Government are completed with contract targets met
- Local environment planning is underway

2.3. Animal Welfare and Management

The Service

To implement local by-laws for dog management and 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 and promote responsible ownership of animals.

Current Approach

Council has established a by-law to deal with uncontrolled dogs and is assisted by NT Police to deal with dangerous dogs. Council has firearms to deal with injured dogs and other animals and maintains appropriate licenses and registers for this equipment.

Council has developed standard operating procedures (SOP) to process community reporting of dog issues and is working to establish an MoU with Litchfield Community Council for impounding services. Reports are received and acted on by the Council within 24 hours.

Council provides facility access to Parap Vet for community veterinary services on a user-pay basis and works with other TOPROC Councils to align annual dog registration dates, share campaign marketing and make registration reciprocal throughout other TOPROC Council areas.

Council endorses the principles of community animal management as set out in programs by Animal Management in Rural and Remote Communities (AMRRIC).

Priorities for 2020-21

- Preparation of a recurrent annual implementation plan to support and maintain the implementation and operations of the by-laws
- Work with AMRRIC to develop education program on responsible dog ownership for the community and the Parap Vet to establish a broader range of services
- Collaborate with other TOPROC Councils to develop a campaign for annual registration of dogs and align other mutually beneficial projects
- Community and Council staff education on standard operating procedures, records management, reporting and response to dog issues

General Tasks and Activities

- Annual renewal of firearms licence
- Implement the dog by-laws and associated plans
- Provide training to Council Works staff in regulatory matters and dog management
- Provide training to Council Administration staff on records management and reporting of dog management issues

Measures

- Dog complaints from residents actioned within 24 hours
- Dog registration campaign implemented with 80% of dogs registered
- Reduced number of reports of wandering dogs

3. Local Civic Services

3.1. Library Services

The Service

Provision of access to library programs and material designed to meet the diverse needs of all ages and groups within the community including books, internet and computer facilities.

Current Approach

The Library is currently located in the Council Chambers and is open during regular office hours for aprox 20 hours per week. Current stock estimate is approximately 2100 books. Duplicates are removed and donated to St Vincent de Paul. Service access is restricted due to its location; Council Chambers are the only meeting room Council has available and use of the Library is not possible for residents while meetings are in progress (3-4 times per week). The library has good community support with between five to ten regular visitors per week to access .

Administration staff allocate 2-3 hrs/week to management of the library service and volunteer librarians are needed to maintain the service effectively.

Priorities for 2020-21

- Determine the future library needs of the community and consider relocating it out of the Council Chambers, to a purpose-built structure to meet community needs and those of Council
- Encourage more library users and ascertain future needs
- Secure volunteers to assist with library maintenance, book exchange and records

General Tasks and Activities

- Maintain library records, services and borrowing register
- Manage and maintain book collections
- Provide support and access to residents as required

Measures

- Library to be open for public use >200 days
- Library users recorded at > 5 persons per week

3.2. Arts, Culture and Heritage

The Service

Provision of in-kind support and development advice to local arts and cultural groups and events, local history research and heritage projects where possible, to create opportunities for residents to participate in arts and cultural initiatives, projects, and festivals and ensure community knowledge about the area's history is recorded and preserved.

It is Council's vision that Wagait Beach community is a vibrant creative hub with celebrated artists. Cultural and heritage values of the area are understood and supported. Cultural and historical significance of the Cox Peninsula is celebrated and shared.

Current Approach

Council provides support to Wagait Arts Group with venue and equipment for the annual WAG Festival and Art-fair as well as a site for storage container at Cloppenburg Park. Council provides in-kind support to the Mandorah Ukelele Folk Festival (MUFF) and other cultural and heritage events and projects annually as identified and requested. Local artists are engaged by Council where possible for creative project delivery. Seniors Month events and Youth Holiday programs usually include creative workshops such as music, circus and theatre.

Many of the historic sites are on restricted areas currently managed by the Crown Land Office and regular maintenance by Council is not supported due to funding and resources required to implement it.

Priorities for 2020-21

- Work with local arts and culture groups to deliver a post-COVID-19 program of community events and activities to increase resilience and wellbeing and bring community together
- Develop a Culture and Diversity Plan with the community
- Work with local arts and culture groups to develop a calendar of arts and cultural events that might be promoted to visitors through existing marketing platforms such as Off The Leash
- Work with local arts and culture groups to design and construct the Welcome to Wagait Beach entry statement
- Work with local interest groups, Heritage NT and the Defence of Darwin to develop a maintenance plan for sites of significance in and around the Wagait Beach area and maps and information flyers for visitors about the heritage and cultural places of interest in the area
- Work with Sealink, History NT and Darwin Festival to encourage cultural tourism visitors to Wagait Beach

General Task and Activities

- Work with local groups to support arts and cultural events as planned
- Monitor and analyse cultural and creative engagement and participation of community residents and visitors to Wagait Beach

Measures

- Increased cultural and creative engagement and participation of community residents and visitors to Wagait Beach

3.3. Sports and Recreation

The Service

To provide access opportunities for residents of all ages and abilities living in the community to sport and recreation activities for their health and wellbeing.

Current Approach

Council develops and publishes a monthly program of activities that are family-friendly, safe, well managed and delivered within budget. The program currently includes seniors stretch sessions, runners and walkers events, and a kids after-school program two days per week.

The operational funding received for a Sport and Recreation Officer limits program delivery to approximately 15 hours/week. Council supports additional activities through project/event specific grants such as Youth Week, Seniors Month and the School Holiday program funding available from NT government programs. Collaboration with other councils and local government events and activities has been difficult due to lack of transport and other access options for community participants.

Priorities for 2020-21

- Consult with the community to identify new areas of interest for program development and increase capacity for diversified program delivery by engaging external specialists to provide alternative activities at Council facilities on a user-pays system (such as Pilates and Chi Kung).
- Create a Strategic Plan for development of sports and recreational activities and programs and associated infrastructure upgrades in the community.
- Consider transport options associated with delivery of Sport and Recreational activities
- Attract additional funding for Sport and Recreation Officer positions, including part-time opportunities for local youth and volunteers as activity coordinators; through mentoring, CDP and diversion programs.

General Tasks and Activities

- Conduct sporting and recreational activities for the whole of the community
- Continue to advocate for additional funds and sponsorship
- Provide support to community groups in staging events
- Ensure ongoing compliance with Safe NT
- Comply with agency reporting requirements

Measures

- Deliver at least four different types of activities every month
- Maintain attendance and participation numbers
- Maintain SafeNT registration
- Less than five complaints about Sport and Recreation services per year

3.4. Civic Events

The Service

Coordinate and manage community celebration events such as the annual seniors activity, Anzac Day, Australia Day and Territory Day that are safe, can be enjoyed by residents, family and friends and contribute to their health and wellbeing as well as the overall community identity.

Current Approach

Civic events will be promoted and organised for the community subject to Council agreement. Resources to conduct such events will be supported through Council budget, grant contributions, community volunteers and local community organisations.

Grant funding will be secured as opportunities become available and each event will be costed for Council's consideration prior to delivery.

Council also supports other local events/groups such as National Walk to School and Ride to School days.

Priorities for 2020-21

- In 2020, the Council celebrates 25 years of local government and a way to share this with the community needs consideration
- Post-COVID-19 deliver a program of community events and activities to increase resilience and wellbeing and bring community together

General Tasks and Activities

- Coordinate and deliver community Australia Day celebrations
- Coordinate and deliver community Anzac Day celebrations
- Coordinate and deliver community Seniors Week/Month activities
- Coordinate and deliver community Territory Day celebrations

Measures

- Deliver at least four community events annually, within budget

3.5. Visitor Accommodation and Tourism

The Service

To encourage sustainable economic development and growth of local businesses through promoting and improving tourist attractions that respectfully capitalise on our cultural heritage and the unique natural environment.

Current Approach

The Council provides support to community groups who wish to promote the unique cultural heritage sites and natural environmental beauty of the area.

Public amenities including parks with BBQs and picnic areas within the Shire are maintained by the Council. The Council is committed to working with any individual or group who provides visitor accommodation to the area.

Investigation into the benefits of Council providing water access and dump points for visiting RVs and caravans was undertaken in 2019-20 and a commercial camping ground in 2018-19, however neither facilities were endorsed.

A local area plan is needed to continue strategic planning development.

Priorities for 2020-21

- Encourage community groups to promote the cultural significance of the area
- Lobby Government for a regional tourism plan in Cox Peninsula
- Participate in the Cox Peninsula Economic Development Committee
- Work with Heritage NT and the Defence of Darwin to develop a maintenance plan for sites of significance in and around the Wagait Beach area
- Work with Sealink, History NT and Darwin Festival to encourage cultural tourism visitors to Wagait Beach

Tasks and Activities

- Promote and report on cultural and heritage tourism opportunities to Council

Measures

- Increased tourism opportunities for visitors to Wagait Beach

4. Community Engagement

4.1. Administration of Local Laws

The Service

Monitoring and enforcement of Council regulations and by-laws to ensure a safe and accountable community for all residents and visitors.

Current Approach

In 2019, the Wagait Shire Council Dog Management By-laws were gazetted and endorsed by the NT Legislative Assembly Public Accounts Committee. Council implementation of the Wagait Shire Dog Management By-laws is underway.

Council has a number of operational and management policies to assist with Council business and offer a regulatory framework for Shire residents, which are reviewed and updated as required (See Appendix 1 for full list of Council policies currently in place and under review).

All Council policies and regulations and By-laws are accessible at Council office and published on the Council website www.wagait.nt.gov.au/publications-2/

The Wagait Shire Council Audit Committee supports the Council with advice on policy development. The Committee meet at least 4 times a year and secretariat duties for the committee are performed by Council.

Priorities for 2020-21

- Implementation of the Council Dog Management By-laws
- Perform secretariat duties for regular meetings of the Audit Committee
- Ensure all policies are compliant with relevant legislation including the new Local Government Act 2019

General Tasks and Activities

- Monitor community expectations and behaviour through community meetings, events and forums and introduce new regulation, laws and policies as required
- Ensure policies requiring updates are reviewed and actioned on time

Measures

- Community meetings are recorded and used to inform administration and planning of local laws
- Policies are reviewed and updated in a timely manner

4.2. Customer Service Management

The Service

Provision of high standards of communication, service and assistance to the community and other customers through professional, respectful, organised and efficient service delivery towards the achievement of corporate and community objectives.

Current Approach

The Council maintains an office reception and open-door policy at Wagait Beach five days per week. Residents are able to access information provided by Council at any time during office hours; however, the reception area has limited capacity and can only accommodate two persons at any one time.

Council's website also provides information to customers on Council activities and service delivery.

Notice boards on Council facilities and around the community are also used to inform residents about Council activities and a monthly e-Newsletter is published and emailed to subscribers about Council business. The e-Newsletter currently has over 270 subscribers.

The monthly Council agenda includes an item for feedback from the community and community members can approach Council to speak at meetings with advance notice.

Public complaints are received by email or in person at Council office during regular working hours and are monitored and recorded to ensure respectful communications are practised at all times.

Priorities for 2020-21

- Consider ergonomic redesign of the Council office interior for increased efficiency
- Upgrade noticeboards at Wagait Beach supermarket and Council Office
- Upgrades to the Council website design and function

General Tasks and Activities

- Continued reception and recording of Shire residents' enquiries and complaints
- Conduct bi-annual community meetings to seek feedback on major issues

Measures

- No more than five complaints annually regarding Council performance

4.3 Public and Corporate Relations

The Service

Provision of clear information about council activities through communications with the general public and Council stakeholders through personal contact, public meetings and integrated media platforms, to ensure that the community is informed on all Council matters and their interests are appropriately represented.

Current Approach

Council facilitates twice yearly forums where the community residents are able to ask questions and articulate their opinions in a safe and respectful environment.

Notice boards at the local supermarket and Council office, the Council website and social media platforms are regularly updated with information concerning Council activities. A monthly newsletter is distributed to over 270 subscribers. Media releases are issued as required.

Council policy provides a framework for managing media and information to the public about Council business ([P28 Media Policy](#)).

Priorities for 2020-21

- Develop a Communications Strategy that explores and suggests new or expanded forms of communication for stakeholders
- Upgrades to council website design and function
- Upgrade noticeboards at Wagait Beach supermarket and Council Office
- Establish a suite of issue-specific surveys to assess community satisfaction
- Investigate the setup and cost of a sms style communication for emergency and other important messages to reach a broader footprint

General Tasks and Activities

- Ensure Council meetings are accessible for the public
- Identify and monitor issues raised in public meetings
- Regular updating of the Council website
- Monthly e-Newsletters sharing Council business
- Regular updates of Council activities on social media
- Monitor and analyse data from website and Council e-Newsletter
- Monitor and analyse data from surveys

Measures

- At least 10 community members participating at public meetings
- At least 12 community newsletters are published annually
- Survey results are used to inform reports and planning
- Community feedback is noted at the monthly Council meetings
- Increased subscribers and access clicks to e-Newsletter and Council website
- Report on the setup and cost of a sms style communication is provided

4.4. Governance

The Service

Support is provided to elected members to ensure the strong leadership and governance is delivered to assist the community, its civic and ceremonial functions, compliance with statutory requirements and the development of strong, appropriate by-laws and policies.

Current Approach

Council conducts regular monthly meetings that are open to the public. Agendas and minutes are produced for each meeting and are published 3 days prior.

Opportunities for governance training is made available to Councillors annually.

Council has a number of operational and management policies to assist with Council business and offer a regulatory framework for Shire residents, which are reviewed and updated as required (See Appendix 1 for full list of Council policies currently in place and under review).

All Council policies and regulations and By-laws are accessible at Council office and published on the Council website <http://wagait.nt.gov.au/publications-2/>

A Council Audit Committee has been established to independent advice 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.

A Council resolutions register is available that records details Council decisions.

A complaints register is available that details any issues raised with Council.

Priorities for 2020-21

- Develop an annual Councillors Training Plan for Elected Members to increase Council's governance capacity
- Prepare an induction pack for new Councillors, pending the 2021 elections
- Comply with the Departments compliance review into Council operations

General Tasks and Activities

- Conduct monthly Council meetings
- Produce and publish Council agendas and minutes
- Review and update Council policies as required

Measures

- Report number of elected members attendance at meetings
- Governance policies and procedures are reviewed and updated in line with current best practice
- Council policies are reviewed and updated in a timely manner

4.5. Advocacy and Representation

The Service

Participation on regional boards or committees to represent the Council's views on regional issues and engage with government and other key stakeholders to ensure the community is effectively represented in regional issues of significance.

Current Approach

The Council maintains membership of the Local Government Association NT (LGANT) and the Top End Regional Councils group (TOPROC) and participates in other regional reference groups for roads, waste, financial and human resource management. These peak organisations provide the Council with avenues to address regional issues that may impact upon the shire and regular meetings are attended by the CEO and Shire Council President.

The Council President holds a key position in the advocacy and representation of community interests to Government at Commonwealth and Territory levels. Other Elected Members are critical to representation and advocacy of the community to Council business. The CEO liaises regularly with all government departments stakeholders and participates in forums and meetings at which a broad range of local government activities are discussed and negotiated.

Council has identified that a sustainable future will require additional rateable land and negotiation with relevant landholders and their representatives, including the Kenbi Land Trust and Larrakia Development Corporation. Advocacy is required for local inclusion to regional strategies that will ensure future needs of the Shire are heard and incorporated into forward infrastructure planning.

Priorities for 2020-21

- Invite stakeholders to meet and discuss development of a local area plan
- Invite stakeholders to meet and discuss development of a local environment plan

General Tasks and Activities

- Establish and maintain relationships with key stakeholders to ensure advocacy and representation of Council interests
- Continue participation at all forums that may be regionally significant
- Provide reports to Council and community on the outcomes of meetings and forums

Measures

- Councils representation is recorded and interests are reported at meetings and community forums
- Local area and environment planning is underway

5. Commercial Services

5.1. Commercial Contracts

The Service

Council provides commercial services to government and other agencies under contract to meet the financial and operational needs of the community, including maintenance of essential infrastructure assets such as the Mandorah Jetty and the Imaluk Water Compound.

Current Approach

Council enters into contractual arrangements with various NT Government departments and agencies to undertake key infrastructure maintenance and minor repairs.

Council also maintains service agreements with NT organisations such as NAAJA and Ironbark CDP to for the provision of venue and administrative resource services as required.

Priorities for 2020-21

- Consider development of a Council business and service capacity statement to support promotional activity seeking new commercial contracts and other opportunities to increase revenue

General Tasks and Activities

- Maintain current contracts with NT Government and Power-Water
- Actively seek opportunities to expand commercial contracts

Measures

- Successful completion, acquittal and renewal of contracts and feedback
- Meet all contract requirements and reporting
- Increase revenue from commercial contract by 10% per annum

6. Community Services

6.1. Local Welfare and Social Services

The Service

Provision of miscellaneous community services that enhance community participation and amenity, including the Seniors Programs, access to the Wagait Beach Clinic and other welfare and social services identified by the community from time to time.

Current Approach

Council provides support to the Wagait Beach Clinic and the annual Seniors Program with activities taking place at the Wagait Beach Community Centre. Council also supports other community and social service organisations, such as NAAJA and Ironbark CDP, to deliver services in the Shire.

Priorities for 2020-21

- Develop a Community Service Plan to record the type and number of activities/services provided across identified demographics in the community (ie youth through to aged) and review annually to reflect changing community needs and opportunities
- Investigate potential for the clinic services to be expanded and to have regular doctors and specialists provide a service to the community

General Tasks and Activities

- Maintain support to Wagait Beach Clinic and Belyuen Health Service
- Maintain support to seniors program
- Monitor funding opportunities to establish new services
- Inform Council of suggestions and feedback about events and services

Measures

- Attendance numbers at events and services
- Number of resident satisfaction/complaints with each event or service

6.2. Local Emergency Services

The Service

Wagait Shire Council has a role under the Local Government Act , the NT Emergency Management Act 2013, and the NT Emergency Management Plan of February 2016, to ensure the well-being of the community during an emergency.

The provision of local emergency services includes disaster planning, preparation, response and recovery to mitigate potential hazards, first response services during disaster events, and assistance with recovery of the community to full function.

Preparation and planning for local emergencies is achieved through community participation in relevant committees, facilitation of preventative measures, community awareness and education.

Current Approach

Council operates in accord with the NT Emergency Management Act (2013) and the current Darwin area local plan. In 2020 a Wagait Shire Council Emergency Management Committee (WSECMC) was established to assist Council in response to the COVID-19 pandemic. The Committee Terms of Reference were adopted by Council and will provide the structure and framework for a suite of disaster response protocols going forward including; fire, cyclone, flood and environmental events.

The Council is responsible for the operation of the cyclone shelters in the Council grounds.

The Council works in conjunction with the appointed police and local NT Emergency Services Unit when responding to disasters. Throughout the year, support is provided to the NT Emergency Services Unit and Cox Peninsula Volunteer Bushfire Brigade (CPVBB). In 2019, CPVBB received Council support to fence and install utilities to shed located on Council land.

Priorities for 2020-21

- Review cyclone shelter capacity and needs of the community
- Work with the WSECMC to develop the Shire emergency and disaster arrangements

General Tasks and Activities

- Operate cyclone shelter when required
- Attend regional cyclone shelter briefings
- Liaise with police and emergency services during disasters
- Provide support to local brigade and emergency services unit
- Encourage and facilitate community annual clean-up
- Encourage community information sharing on emergency management

Measures

- CEO and/or president to attend all local cyclone shelter meetings and pre-cyclone season regional cyclone shelter briefings
- Emergency management arrangements and actions plans are published in Council documents and website

7. Council Administration

7.1. Asset Management

The Service

Provision of planning and management services for Council assets including land, buildings, plant and equipment to ensure

Current Approach

Asset registers were implemented in 2019 and asset valuations undertaken in 2020 to assist Council operations management and planning for ageing assets.

A Council Audit Committee has been established to independent advice 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.

Priorities for 2020-21

- Review utilisation and management requirements for all Council facilities including works depot, office, library, community centre and sportsground to contribute to a strategic assessment of community needs into the future

General Tasks and Activities

- Prepare and maintain plant and equipment maintenance and replacement schedule
- Maintain schedules for maintenance of Council buildings
- Develop and maintain asset management registers, plans and policies

Measures

- Asset management register is maintained and informs valuation and depreciation schedules, strategic planning and budget reports

7.2 Council Planning and Reporting

The Service

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

Current Approach

The Council currently produces all statutory documentation. The Shire Business 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 webpage.

The Council has a resolutions register that details all agreed resolutions of Council.

Priorities in 2020-21

- Review strategic planning templates to meet contemporary business practices and requirements of the new Local Government Act
- Information from community consultation meetings will be considered in the annual review of plans.

General Tasks and Activities

- Continue to meet legislated deadline for the completion of documentation
- Annual review of budget to meet requirements of revised Shire Business Plan
- Undertake community consultation to include in Council planning and reporting

Measures

- A five-year strategic plan for 2020-25 developed and approved by Council
- Shire Business Plans and Budgets reviewed, written, adopted, and submitted on time

7.3 Financial Management

The Service

The provision of financial recording, accounting and reporting associated with managing the Council's financial resources to comply with statutory requirements and ensure accountability and transparency to the community.

Current Approach

The financial management system is maintained in accordance with the Local Government Act (2019) and Australian Accounting Standards. Xero cloud-based accounting and bookkeeping system is used for all financial transactions. Financial reports are presented to the Council at monthly meetings. The preparation of annual financial statements is outsourced, and accounts are audited by an external auditor on an annual basis.

A reserve fund has been established to cover infrastructure depreciation, impairment and associated large, long-term projects. Expending funds from reserves must be approved by Council resolution.

Council approves by resolution all applications for grants, subject to the purpose and grant conditions. Council contributions for one off costs and the recurrent expenses of the project must be considered.

A Council Audit Committee has been established to independent advice 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.

Priorities in 2020-21

Consideration to be given to introducing non-financial business systems to cater for Council administrative tasks.

General 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

Measures

- Increase contract income by >5%
- Financial reports are produced accurately for Council meetings
- Financial reports for funding acquittals are submitted on time

7.4 Human Resource Management

The Service

Council is committed to provision of an effective and efficient workforce and human resource management to service the administration of Council business including recruitment, induction, training and development of employees in compliance with the Local Government Awards 2020 and the Fair Work Act 2010 .

Current Approach

The employment of Council employees is delivered in accordance with the *Fair Work Act 2009* and the *Local Government Award 2010*. Employees are subject to annual performance reviews which is aligned with potential salary increases. All employees are encouraged to assess their training requirements each year for planning purposes. In 2020, Council migrated to using Xero cloud-based accounting systems for all Council financial transactions and some HR functions including salary payments, timesheet keeping and leave applications.

Casual staff are engaged to undertake unplanned tasks and provide support Council works staff with commercial contracts and seasonal cleaning.

Priorities for 2020-21

- Develop a Council Workforce Plan that provides for and reflects proactive recruitment, staff development and retention
- Recognise and support community volunteers through the development of a Volunteer Strategy
- Implement best practice Human Resource policy and procedures, including a review of relevant policies in alignment with new regulations of the Local Government Act NT 2019 and the Local Government Award 2020.

General Tasks and Activities

- Conduct annual performance reviews
- Prepare annual training plan for all employees
- Review and develop HR policies as required
- Maintain and review HR documents and records including Job Descriptions
- Review and analyse data regarding staff leave

Measures

- All employees undertake performance reviews and training as planned
- No more than 1 industrial relations type complaint annually
- One annual workplace training session delivered to all staff

7.5 Information Technology and Recording Keeping

The Service

Digital processing and safe keeping of all Council information that is efficient and user-friendly, with capability and capacity to assist the business of Council and to ensure Council information is accessible, safe and accordance with statutory requirements of the *Information Act (2002)*.

Current Approach

Council keeps records of all correspondence, financial transactions, programs and activities, meetings and property management.

In 2019 Council received funding to upgrade hardware and software systems and contracted CouncilWise through public tender to deliver a suite of new local government specific technology solutions including PropertyWise rates and property management data base and Xero cloud based accounting and bookkeeping software. The migration included a transfer from MYOB to Xero cloud-based accounting systems and will be completed in August 2020.

Council has also adopted Microsoft 365 licensing for all staff computer and server functions and maintains an independent hard drive to ensure that Council records are safe. UPS are installed to mitigate any adverse power surge impacts.

Council staff are guided by the Employee Handbook and Council policies on best practice communications, use of email and calendars to ensure efficient and professional service delivery.

Priorities for 2020-21

- Consider IT needs for Library facility functions
- Consider upgrades to website design and function
- Implementation of PropertyWise database
- Relevant staff and Elected Members receive training as required
- Develop and implement a records management policy to formalise new arrangements and ensure that standards and compliance to the *Information Act (2002)* is maintained ongoing.
- Develop a server map of folders to ensure consistent approach to filing of documents and records

General Tasks and Activities

- Maintain Council webpage
- Monitor and maintain Council software licences
- Maintain UPS and IT infrastructure security
- Records filed on a regular basis and in a consistent titling format
- Freedom of information requests completed as per statutory requirements

Measures

- All IT and communications infrastructure maintained to local government standards
- Information and records are accessed as required
- No breaches or loss of data through management

7.6 Revenue Growth

The Service

Planning to ensure adequate funds are introduced for Council's operations and service delivery through appropriate rating policies and the maximisation of grants, fees, charges and other available income sources.

Current Approach

Strategic plans include a forecast budget for current plus four years and are updated on an annual basis to ensure currency.

Council income is introduced through rates and charges, Government funding, commercial contracts and fees for services.

Council has identified that a sustainable economic future will require additional rateable land and negotiation with relevant landholders and their representatives, including the Kenbi Land Trust and Larrakia Development Corporation. Advocacy is required for local inclusion to regional strategies that will ensure future needs of the Shire are heard and incorporated into Governments forward infrastructure projects planning.

Priorities for 2020-21

- Consider the potential for funded staff to be employed via workreadyschemes
- Consider development of a Council business and service capacity statement and other strategic documents to support promotional activity seeking new commercial contracts and other opportunities to increase revenue

General 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

Measures

- Balanced budget
- New grant funding introduced
- Contract income increased by >10%

7.7 Risk Management

The Service

Provision of internal risk management systems through planning, policy development and implementation, to protect Council assets, staff, community and environment.

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.

Priorities for 2020-21

- Develop policies for the use of CCTV introduced to protect Council infrastructure assets and consider impact to privacy of staff and public

General Tasks and Activities

- Conduct annual audit
- Maintain asset register
- Ensure assets have sufficient insurance
- Update policies and procedures as required

Measures

- Satisfactory audit of the asset register
- Comprehensive risk management plan developed

7.8 Work Health and Safety

The Service

Provision of a framework to protect the health, safety and welfare of workplace participants and the general public through planning, policy development and implementation.

Current Approach

In 2019 a review of the Council WHS Manual and policies was undertaken with Employure and Council WHS policy and procedures were developed.

In 2020 staff training was delivered in legislative responsibilities of both Council and individual workplace participants, with further implementation of Council WHS policies and procedures.

Weekly Toolbox meetings are held with core staff to to identify , navigate and mitigate known risks to an acceptable level. Council maintains a WHS incidents register to track and record WHS issues.

Priorities for 2020-21

- Finalise the review and implementation of the Council WHS Management Plan and associated procedures, policies and manuals
- Introduce additional staff training as required to bring Council workplace in line with legislated requirements, regulations and standards
- Consider CCTV as a tool for protecting staff and public as well as community infrastructure assets

General Tasks and Activities

- Maintain a work environment minimising risks to health and safety
- Maintain plant and structures to keep them in a safe state
- Provide and maintain safe systems in the workplace
- Ensure the safe use, handling, storage and transport of plant, structures, and substances
- Provide adequate facilities for the welfare of workers undertaking Council work
- Provide information, training, instruction and/or supervision necessary to protect all persons from health and safety risks from or during Council activities.
- 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

Measures

- Number of workplace injuries and incidents reduced annually
- Conduct a minimum of 40 toolbox meetings annually
- Conduct two all-of-staff WHS/OHS training sessions annually

Budget 2020-2021

The Wagait Shire Council proposes to adopt its budget for the 2020-21 financial year in accordance with the requirements of Section 128(1) of the *Local Government Act (2019)*. This information is provided in accordance with the listed requirements as follows:

128 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;

The objectives for the 2020-21 financial year are to deliver services and programs as outlined in the Shire Plain 2020-21. 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 planning and strategic development for the next 10-20 years will also be a focus.

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

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 2020-21 outlines the strategies and operational targets council intends to use to assess the efficiency in achieving its objectives.

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

The budget for 2020-21 provided on pp 44-46 of this document 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

(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 2020-21 under Part 11 of the Local Government Act is provided page 48 of this document.

(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.

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, events and tourism attractions.

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

Summary of the allowances included in the budget are as follows. Elected members may choose to forgo all or some of their allowances.

Council Elected Member Allowances 2020-21	Principal Member (1)	Deputy Principal Member (1)	Ordinary Member (3)	
Base Allowance	\$3630.69	\$1342.63	\$652.98 (3)	
Professional Development Allowance	\$500	\$500	\$500 (3)	
TOTAL	\$4,130.69	\$1,842.63	\$3,458.94	\$9,432.26

Long Term Financial Plan 2020-2025

The Council’s long-term financial plan is a requirement under section 23(1)(b)(ii) of the Local Government Act 2008; and must relate to a period of at least four financial years as required by section 126(2) of the Act.

The long-term financial plan needs to include:

- a statement of major initiatives per section 126(3)(a) of the Act;
- projections of income and expenditure for each financial year per Section 126(3)(b); and
- council’s proposals for the repair, maintenance, management and development of infrastructure as required by Section 126(3)(c).

Council is required to state the amount it proposes to raise by way of rates and also set out the rates structure as per section 127(2)(d) of the Act, which is provided on p46 of this Plan.

WAGAIT SHIRE COUNCIL BUDGET 2020-21 & LONG TERM PLAN 2020-2025

Account Name	2019/20 (Actual)	2020-21	2021-22	2022-23	2023-24	2024-25	Notes
Projected annual increase to rates		1.80%	5.50%	6.50%	5.50%	5.50%	Projected annual increase to rates
OPERATIONAL INCOME							
RATES	\$ 233,297	\$ 237,631	\$ 250,653	\$ 266,916	\$ 281,585	\$ 297,061	
WASTE MANAGEMENT	\$ 117,800	\$ 119,931	\$ 126,507	\$ 130,437	\$ 137,611	\$ 145,180	
OPERATING GRANTS	\$ 293,151	\$ 294,895	\$ 294,895	\$ 294,895	\$ 294,895	\$ 294,895	DLGHCD, FAA,
CONTRACTS, FEES and CHARGES	\$ 128,783	\$ 110,205	\$ 123,000	\$ 129,850	\$ 137,250	\$ 143,690	DIPL, PAW, NAAJA, CDP
RENTAL INCOME	\$ 7,000	\$ 11,200	\$ 11,385	\$ 11,730	\$ 11,895	\$ 11,895	
MISC INCOME	\$ 13,000	\$ 15,000	\$ 10,000	\$ 10,000			Interest on reserves
Equipmt - sold/traded		\$ 30,000	\$ 25,000	\$ -	\$ -	\$ -	CEO vehicle 2020-21 / Works vehicle 2021-22
TOTAL OPERATIONAL INCOME	\$ 793,031	\$ 818,862	\$ 841,440	\$ 843,828	\$ 863,236	\$ 892,721	
OPERATIONAL EXPENSES							
Superannuation Expenses	\$ 36,890	\$ 39,528	\$ 44,385	\$ 48,352	\$ 48,352	\$ 48,352	
Wages & Salaries	\$ 362,692	\$ 357,679	\$ 373,137	\$ 391,668	\$ 399,219	\$ 400,310	Pay increases for staff to Award Level (2-4%)
Training, safety, uniforms	\$ 5,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	
Total Recruitment & Relocation costs	\$ 3,810	\$ 1,000	\$ 4,000	\$ 1,000	\$ 1,000	\$ 1,000	
EMPLOYMENT Subtotal	\$ 408,392	\$ 406,207	\$ 429,522	\$ 449,020	\$ 456,571	\$ 457,662	
Office Expenses	\$ 51,427	\$ 45,060	\$ 60,370	\$ 56,192	\$ 57,069	\$ 55,082	Election expenses in 2021-22
Insurance	\$ 33,720	\$ 42,195	\$ 46,414	\$ 48,039	\$ 49,720	\$ 51,460	Insurance costs increase of 25% pa in 2020-21, then 10%
Accounting/Bookkeeping/Audit	\$ 18,403	\$ 18,500	\$ 19,147	\$ 19,817	\$ 20,511	\$ 21,229	
ADMINISTRATION Subtotal	\$ 103,550	\$ 105,755	\$ 125,931	\$ 124,048	\$ 127,300	\$ 127,771	
Contracts & Materials	\$ 2,500	\$ 2,500	\$ 2,575	\$ 2,660	\$ 2,744	\$ 2,840	
Community Activities and Events	\$ 5,643	\$ 7,000	\$ 7,090	\$ 7,185	\$ 7,285	\$ 7,510	Australia Day, ANZAC Day, Territory Day, Seniors, etc
Waste Management	\$ 83,744	\$ 82,000	\$ 84,870	\$ 84,870	\$ 84,870	\$ 84,870	Contract 2018-2021; increase by CPI from 2022
Environmental Services Management	\$ 7,335	\$ 12,750	\$ 13,120	\$ 13,500	\$ 13,895	\$ 14,831	Animal, Fire, Weeds, Pest, Water Management
EVENTS & SERVICES Subtotal	\$ 99,222	\$ 104,250	\$ 107,655	\$ 108,215	\$ 108,794	\$ 110,051	
ELECTED MEMBERS	\$ 2,000	\$ 9,433	\$ 11,933	\$ 11,933	\$ 11,933	\$ 11,933	14.5% of base rate set by Minister
VEHICLES PLANT R&M	\$ 48,343	\$ 70,625	\$ 66,140	\$ 84,305	\$ 85,641	\$ 85,835	Roads, Facilities, Vehicles, Plant + Minor capital works
TOTAL OPERATIONAL EXPENSES	\$ 661,507	\$ 696,270	\$ 741,181	\$ 777,521	\$ 790,239	\$ 793,252	
OPERATIONAL SUMMARY							
TOTAL OPERATIONAL INCOME	\$ 793,031	\$ 818,862	\$ 841,440	\$ 843,828	\$ 863,236	\$ 892,721	
TOTAL OPERATIONAL EXPENSES	\$ 661,507	\$ 696,270	\$ 741,181	\$ 777,521	\$ 790,239	\$ 793,252	
Net Cash Surplus / Deficit	\$ 131,524	\$ 122,592	\$ 100,259	\$ 66,307	\$ 72,997	\$ 99,469	Note FAA Roads unexpended funds approx +\$58,000
Depreciation Costs	\$ 152,788	\$ 152,788					Estimated based on 2019; pending new evaluation
Operating Budget Surplus / Deficit	-\$ 21,264	-\$ 30,196	\$ 100,259	\$ 66,307	\$ 72,997	\$ 99,469	Deficit approx 19% of depreciation (81% reserved) in 2020-21
MAJOR PROJECTS SUBJECT TO FUNDING							
Bike Path Extension WTR - Eastside		\$ 300,000					Subject to grant funding - \$0.3M
Black Spot Roads - Culvert barriers		\$ 200,000					Subject to grant funding - \$0.2M
SPG Infrastructure (Chambers/Library upgrade)		\$ 200,000					Subject to grant funding - \$0.2M
Reseal/resheet all roads				\$ 3,000,000			Subject to grant funding - \$2.5 M
Total Major Capital Grants Expenses	\$ 284,270	\$ 700,000		\$ 3,000,000			
Capital funding introduced		\$ 522,889		\$ 2,500,000			
Reserves brought forward		\$ 150,000		\$ 500,000			

SPECIAL PURPOSE CAPITAL & PROJECT GRANTS (SECURED)							
Account Name	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Comments
INCOME							
Australia Day	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	TBC
Seniors Month	\$ 1,500	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	Secured for 2020
Youth Vibe	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Secured for 2020
Youth QRS	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Secured for 2020
Youth Week	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Secured for 2020
Dog Pound C/F	\$ 28,470		\$ -	\$ -	\$ -	\$ -	Variation pending
Water Tank C/F	\$ 7,800		\$ -	\$ -	\$ -	\$ -	Variation pending
R2R 2016-20	\$ 125,000		\$ -	\$ -	\$ -	\$ -	Total 4 Yrs funding pooled
R2R 2021-24 C/F		\$ 25,111	\$ 25,111	\$ 25,111	\$ 25,111		C/fwd 4 yrs = \$100,444
LRCI 2020-21		\$ 25,111	\$ -	\$ -	\$ -	\$ -	Additional community grant
SCALE 2020-21	\$ 100,000		\$ -	\$ -	\$ -	\$ -	Must be expended/committed by 30 Sept 2020
Unspent funds carried forward		\$ 261,270			\$ 75,333		SPG/SCALE/LRCI/R2R
Total Special Purpose Grants Income	\$ 270,770	\$ 321,492	\$ 34,611	\$ 34,611	\$ 109,944	\$ 9,500	Subject to approval
EXPENSES							
Australia Day	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	TBC
Seniors Month	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	Secured for 2020
Youth Vibe	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Secured for 2020
Youth QRS	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Secured for 2020
Youth Week	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Secured for 2020
Dog Pound Exp	\$ 4,000	\$ 26,470					Variation pending
Watertanks at Cloppenburg Park		\$ 7,800					Variation pending
Wagait Welcome & Community signage		\$ 10,000					SCALE 2020-21/LCRI
Sportsground/BMX/playground upgrade		\$ 50,000					SCALE 2020-21/LCRI
Access upgrades for green/hard waste		\$ 20,000					SCALE 2020-21/LCRI
Strategic Planning		\$ 10,000					SCALE 2020-21
Activate Wagait & 25 Yr Celebrations		\$ 12,500					SCALE 2020-21
R2R 2020 - Cox Dr floodway		\$ 100,000					R2R 2016-20
R2R 2020 - Erickson Cres reseal		\$ 25,000					R2R 2016-20
R2R 2021-24					\$ 100,444		Carry fwd \$25,111 x 4 (2021-24) = \$100,444
Total Special Purpose Grants Expenses	\$ 13,500	\$ 271,270	\$ 9,500	\$ 9,500	\$ 109,944	\$ 9,500	
Net Cash Surplus / deficit	\$ 257,270	\$ 50,222	\$ 25,111	\$ 25,111	\$ -	\$ -	Inc c/fwd R2R \$25,111 (2021-2024) and LCRI \$25,111

	2019-20	2020-21
Total Income	\$ 1,063,801	\$ 1,140,354
Total Expenses	\$ 675,007	\$ 967,540
Surplus/Deficit	\$ 388,794	\$ 172,814
Liabilities (Grants) C/F	\$ 257,270	\$ 50,222
Reserved	\$ 131,524	\$ 122,592

R&M Minor Capital Works 2020-21

> Guttering to workshop shed	\$ 2,000
> Fencing and signage at Green Waste and Hard Waste	\$ 5,000
> Dog Management	\$ 5,000
> Sportsground signage and upgrades	\$ 2,000
> Roads signage	\$ 2,000

Budget Assumptions 2020-21

- > Rates and waste services income increase of 1.8%
- > Contracts are maintained at current levels
- > Interest income is reduced overall by 35%
- > Operational and project grants are maintained to support wage increases
- > Capital grants are secured for major infrastructure and building projects

Budget Initiatives 2020-21

- > Increased investment to waste management and access road upgrades = sustainability & stability
- > Investment to community service programs; Library, Sport & Recreation = community advocacy & wellbeing
- > Investment to community signage, planning and placemaking = increased community resilience & wellbeing
- > Staff training and wages increased to comply with LG Award = team confidence, capability & stability
- > Investment to strengthen WHS & public risk management = decreased liability

Rates Declaration 2020-2021



Local Government Act Declaration of Rates and Charges 2020 – 2021

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 21 July 2020 pursuant to **Chapter 11 of the Local Government Act 2008** (*the Act*) in respect of the financial year ending 30 June 2021.

1. Rates

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

- 1.1. 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.
- 1.2. Council, pursuant to Section 155 of the Act declared that it intends to raise, for general purposes by way of rates, the amount of \$235,904 which will be raised by the application of a fixed charge amount of \$608 per allotment being payable for the financial year ending 30 June 2021. This is an increase of 1.8% from the rates amount agreed in 2019-20.

2. 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. Council intends to raise \$119,116 by this charge.

- a. The following charge was declared:
 - A charge of \$307.00 per annum per allotment in respect of kerbside garbage, green waste and hard waste 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, being a maximum of one (1) 240 litre mobile bin per collection;
 - Provision of access to a hard waste recycling and dumping facility; and
 - Provision of access to a green waste recycling and dumping facility.

3. Relevant Interest Rate

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.

4. Payment

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 2020
- Second instalment, 30 November 2020
- Third instalment, 31 January 2021
- Fourth instalment, 31 March 2021

Instalments 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.

Renita Glencross

Chief Executive Officer, Wagait Shire Council
17 July 2020

Fees and Charges 2020-2021

Cloppenburg Park

Caretaker rent	\$165.00/fortnight
Hire rate (local or Not-for-Profit)	\$100.00/night or day
Hire rate (Gov or other business)	\$250.00/night or day

Community Centre

Hire rate (local or Not-for-Profit)	\$100/night or day
Hire rate (Gov or other business)	\$250/night or day

Waste Management

Annual waste management fee	\$300/annum
Second residential rubbish bin	\$65/quarter
Hard waste open fee	\$80/request outside regular hours

Dog Management

Registration assistance dog	FREE
Registration < 12 mths	FREE
Registration > 12 mths desexed	\$25.00/annum conc. \$10/annum
Registration > 12 mths entire	\$50.00/annum conc. \$25/annum
Registration declared dog	\$250.00/annum
Infringement penalty unit	\$158.00/unit

Rate Search

Rate information search request	\$75.00/request
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List of Council Policies

- [P01 Policy Framework](#)
- [P02 Election of Principal Member](#)
- [P03 Casting Vote of President](#)
- [P05 Council Staff Code of Conduct](#)
- [P06 Vehicular Crossovers and Drainage](#)
- [P08 Human Resources](#)
- [P09 Statement of Significant Accounting Policy](#)
- [P11 Complaints Against Council Employees Work Practices](#)
- [P13 Use Of Council Firearms](#)
- [P15 Procedures for Council and Council Committee Meetings Policy](#)
- [P16 Cash Reserves Policy](#)
- [P17 Teleconferencing and Videoconferencing](#)
- [P21 Dispute Resolution](#)
- [P22 Council Casual Vacancy](#)
- [P24 Caretaker Policy](#)
- [P25 Emergency Management Committee Terms of Reference](#)
- [P26 Delegations Manual](#)
- [P27 Rates and Charges Policy](#)
- [P28 Media Policy](#)
- [P29 Audit Committee Terms of Reference](#)
- [P30 Privacy Policy](#)
- [P31 Counselling, Disciplining and Dismissing Employees](#)
- [P33 Work Health and Safety Policy](#)
- [P34 Elected Members Allowances Policy](#)
- [P35 Authorisation of Payments Policy](#)
- [P38 Green Waste Compound Policy](#)
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- [P41 Asset Disposal Policy](#)
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- [P44 Travel and Accommodation Policy](#)
- [P45 Vehicle Use Policy](#)
- [P47 Borrowing Policy](#)
- [P48 Investment Policy](#)
- [P49 Community Support & In-Kind Assistance](#)
- [P50 Fraud and Corruption Protection](#)