

**MINUTES**

**ORDINARY COUNCIL MEETING**

**9.15 AM 20<sup>th</sup> AUGUST, 2014**

**PALUMPA COUNCIL OFFICE**

## TABLE OF CONTENTS

1	PERSONS PRESENT .....	4
2	APOLOGIES AND LEAVE OF ABSENCE.....	5
3	PETITIONS AND DEPUTATIONS .....	6
4	CONFIRMATION OF MINUTES.....	6
4.1	CONFIRMATION OF PREVIOUS MINUTES FOR ORDINARY GENERAL MEETING 16 JULY 2014 AND SPECIAL MEETING 30 <sup>TH</sup> JULY 2014 .....	6
5	DECLARATION OF INTEREST OF MEMBERS OR STAFF.....	7
6	LOCAL AUTHORITIES .....	9
6.1	LOCAL AUTHORITY MEETINGS WEEK AUGUST 2014 .....	9
6.2	PEPPIMENARTI LOCAL AUTHORITY NOMINATIONS.....	16
7	REGIONAL SERVICES MANAGER’S REPORTS/ITEMS.....	18
7.1	REPORT–REGIONAL SERVICES MANAGER WADEYE.....	18
7.2	REPAIRS TO BACKWASH TANK AT WADEYE SWIMMING POOL.....	23
7.3	PROPOSAL OF MR JEFF HARDWICK TO RENT THE MUSEUM FLAT AT LOT 369 .....	25
7.4	RELOCATION OF MECHANICAL VEHICLES WORKSHOP TO LOT 349.....	27
7.5	DISPOSAL OF HOUSING MACHINERY.....	29
7.6	REPLACEMENT DEMOUNTABLE FOR LOT 606/2 .....	31
7.7	OPERATIONAL PLAN FOR WADEYE GYM.....	32
8	REPORT REGIONAL SERVICES MANAGER - PALUMPA.....	36
9	REPORT REGIONAL SERVICES MANAGER - PEPPIMENARTI.....	39
10	ACTING CHIEF EXECUTIVE OFFICER’S REPORTS .....	42
10.1	INCOMING AND OUTGOING CORRESPONDENCE .....	42
10.2	JOINT SELECT COMMITTEE ON CONSTITUTIONAL RECOGNITION OF ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES.....	44
10.3	REVIEW OF ACTION ITEMS LIST.....	46
10.4	ELECTORAL REVIEW – WADEYE, PALUMPA AND PEPPIMENARTI .....	48
10.5	COST OF WASTE REMOVAL – WADEYE, PALUMPA AND PEPPIMENARTI .....	54
10.6	ACTING CEO ACTIVITIES REPORT JULY/AUGUST 2014 .....	56
11	FINANCE REPORTS.....	60
11.1	PAYMENT REGISTER.....	60
11.2	MONTHLY FINANCE REPORTS .....	63
12	GRANTS OFFICER REPORT FOR AUGUST 2014 .....	68
13	HUMAN RESOURCE OFFICER REPORT FOR JULY/AUGUST 2014 .....	69
13.1	COUNCIL EMPLOYEE POLICIES .....	71
14	LATE REPORTS .....	73
15	COUNCILLOR REPORTS.....	73

16	GENERAL BUSINESS.....	73
16.1	Visitors access to Aboriginal Land WEST Daly Region.....	73
16.2	74	
16.3	74	
17	CONFIDENTIAL ITEMS.....	75
17.1	APPOINTMENT OF ACTING CEO.....	75
18	NEXT MEETING.....	77

## WEST DALY REGIONAL COUNCIL DISCLAIMER

No responsibility is implied or accepted by the West Daly Regional Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The West Daly Regional Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the West Daly Regional Council during the course of any meeting is not intended to be and is not taken as notice of approval from the West Daly Regional Council

The West Daly Regional Council advises that anyone who has any application lodged with the West Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the West Daly Regional Council in respect of the application.



Signed: Acting Chief Executive Officer

# MINUTES

## ORDINARY COUNCIL MEETING

HELD AT THE PALUMPA COUNCIL OFFICE

ON 20<sup>TH</sup> AUGUST, 2014

COMMENCING AT 9.15 AM

---

Mayor of the West Daly Regional Council Harold Wilson acknowledged the traditional owners of the land on which the meeting is being held and declared the meeting open at 9.15 am and welcomed all in attendance.

### 1 PERSONS PRESENT

#### ELECTED MEMBERS PRESENT

Mayor	Harold Wilson
Deputy Mayor	Andrew Brown
Councillor	Wally Minjin
Councillor	Mark Martin
Councillor	Gary Ariuu

#### STAFF PRESENT

Acting Chief Executive Officer	Lee Farrell
Regional Service Manager Wadeye	Peter Curwen-Walker
Regional Service Manager Palumpa	Fred Graham
Regional Service Manager Peppimenarti	Rose Peckham
Executive Assistant	Jo'Anne Kinter

#### PERSONS PRESENT

Che Walsh	Department Local Government and Regions
William Rosas	Department Local Government and Regions

## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Applicant:</b>	Cr T Nganbe
<b>Location/Address:</b>	Wadeye
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	N/A
<b>Date:</b>	20 August 2014
<b>Author:</b>	Acting Chief Executive Officer, Lee Farrell
<b>Attachments:</b>	Nil

### SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary General Meeting held 20 August, 2014.

### BACKGROUND

Cr T Nganbe advised he will be in Darwin and cannot attend the 20 August meeting and requested Leave of Absence

### COMMENT

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

### CONSULTATION

Not applicable.

### STATUTORY ENVIRONMENT

As per the Local Government Act s.39 (1) A person ceases to hold office as a member of a council if the person:  
(d) is absent, without permission of the council, from 2 consecutive ordinary meetings of the council.

### POLICY IMPLICATIONS

Not applicable.

### FINANCIAL IMPLICATIONS

Not applicable.

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/08/2014 001

That Council receives and notes apologies and grants a leave of absence to Clr Nganbe for the Ordinary General Meeting held 20 August, 2014.

**Moved:** Clr. Brown

**Seconded:** Clr. Martin

5/0 Carried

### 3 PETITIONS AND DEPUTATIONS

Nil

### 4 CONFIRMATION OF MINUTES

#### 4.1 CONFIRMATION OF PREVIOUS MINUTES FOR ORDINARY GENERAL MEETING 16 JULY 2014 AND SPECIAL MEETING 30<sup>TH</sup> JULY 2014

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:** N/A

**Disclosure of Interest:** Nil

**Date:** 20 August 2014

**Author:** Executive Assistant, Jo'Anne Kinter

**Attachments:** Copy of Minutes will be tabled at the meeting

### SUMMARY

Minutes of the Ordinary General Meeting held 16 July 2014, and the Special Meeting held 30<sup>th</sup> July 2014 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

### BACKGROUND

Not applicable.

### COMMENT

Not applicable

### CONSULTATION

Not applicable.

### STATUTORY ENVIRONMENT

The minutes as submitted must comply with part section 67(2) Local Government Act 2011 and that confirmation of minutes is compliant with section 67(3) of the Local Government Act 2011.

## POLICY IMPLICATIONS

Not applicable.

## FINANCIAL IMPLICATIONS

Not applicable.

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/08/2014 002

That the minutes of the Ordinary General Meeting held 16<sup>th</sup> July 2014 and the Special Meeting held 30<sup>th</sup> July 2014 be confirmed by Council as a true and correct record of the meeting.

**Moved:** Clr. Brown

**Seconded:** Clr. Martin

5/0 Carried

## 5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:** N/A

**Disclosure of Interest:** Clr Martin and Acting Chief Executive Officer

**Date:** 20 August 2014

**Author:** Acting Chief Executive Officer Lee Farrell

**Attachments:** Nil

## SUMMARY

**Elected Members** are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Council on whether he/ she shall remain in the Chambers and/ or take part in the vote on the issue. The council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

**Staff Members** of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the Council expressly directs him or her to do so.

**BACKGROUND**

See below

**COMMENT**

Cr Martin is a Board member of TDC and this Company has submitted tender for various works for Council. These works are contained under items 7.2, 7.6 and 7.7 of the August agenda. The ACEO Mr L Farrell has an item under confidential information 17.1 in which he has an interest.

**CONSULTATION**

Not applicable.

**STATUTORY ENVIRONMENT**

Local Government Act s73 &s74 (Elected Members).

Local Government Act (2008) s107 Conflict of interest (Staff Members).

**POLICY IMPLICATIONS**

Conflict of Interest – Code of Conduct.

**FINANCIAL IMPLICATIONS**

Not applicable.

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION 20/08/2014 003**

That Council receives the declarations of interest from Clr Martin for items 7.2, 7.6, and 7.8 and from the Acting Chief Executive Officer for item 17.1 for the Ordinary General Meeting held 20 August 2014.

**Moved:** Clr. Minjin

**Seconded:** Clr. Brown 5/0 Carried



## 6 LOCAL AUTHORITIES

### 6.1 LOCAL AUTHORITY MEETINGS WEEK AUGUST 2014

<b>Applicant:</b>	Peppimenarti, Palumpa and Wadeye Local Authorities
<b>Location/Address:</b>	Local Authority meetings held in the above communities
<b>File Ref:</b>	Governance/Local Authorities
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	20 August 2014
<b>Author:</b>	Acting Chief Executive Officer, Lee Farrell
<b>Attachments:</b>	Nil

#### SUMMARY

The West Daly Regional Council has three (3) Local Authorities which were appointed by the Victoria Daly Regional Council being:

Wadeye Local Authority  
Palumpa Local Authority  
Peppimenarti Local Authority

Resolutions from the Wadeye Local Authority meeting 18<sup>th</sup> June 2014 are presented to Council.

#### WADEYE LOCAL AUTHORITY RESOLUTION REGISTER

18 June 2014	Resolution no	Resolution/Recommendation	Moved	Seconded	Vote
	8	That members receive and note the Change Manager report.	Damien Tunmuck	Steven Pultchen	Carried
General Business 13	13.1	Members request that council provide the Local Authority with a cost to install speed humps and traffic speed signage so that members can decide how much of the Local Authority funding can be committed to this project. Members would like to work with Council staff to mark up on a map where speed humps should be located	Alphonsus Kungul	Cyril Ninnal	Carried

	<b>13.2</b>	Members recommend that Night Patrol increase patrols around the school and teacher accommodation while the staff are on leave for the bush holidays to try and reduce the amount of break-ins, damage and vandalism. Members also recommend that Council provide training and support to Night Patrol staff to help them understand the job better.	Cyril Ninnal	Steven Pultchen	Not recorded in minutes
	<b>13.3</b>	Members recommend that council speak with the school, TRAAC and TDC to try and find a solution to fixing and managing the pool and invite them to a Local Authority meeting if needed. Members also recommend that council provide the Local Authority with a cost to fix the pool and fencing so that members can consider if some of the costs can come out of the Local Authority funding.	Not recorded in minutes	Not recorded in minutes	Not recorded in minutes
	<b>13.4</b>	Members request that council staff work with the Local Authority to identify areas that need street lighting and provide an estimated cost so that members can consider using some of the Local Authority funding. Members also recommend that council use this information to apply for future grant funding.	Cyril Ninnal	Alphonsus Kungul	Not recorded in minutes
<b>12 August 2014</b>	<b>Resolution no</b>	<b>Resolution/Recommendation</b>	<b>Moved</b>	<b>Seconded</b>	<b>Vote</b>
	<b>4</b>	That the Minutes of the previous meeting of Wadeye Local Authority held on 18 June 2014 be accepted.	Stephen Pulchten	Mullumbuk	Carried

	<b>5</b>	Local Authority recommends that the below 6 items be put to council at the next meeting.  1. Main Street pedestrian crossings be looked into ( <i>near store</i> ). 2. Road into Nilinh (Boarding house rd) is dangerous to pedestrians and other vehicles on approach to Nilinh ( <i>needs something to slow vehicles</i> ). 3. Speed signage/control at bottom of hill (Narndu area). ( <i>Clear drain at Narndu area</i> ). 4. Barrier at T intersection of Bunduck and Kolumboort. 5. Safety rail at Kolumboort st (road above TDC Village) ( <i>above the 100 Man Camp</i> ) 6. Flood way outside/near Richard Tcherná's house ( <i>to be levelled and cleared</i> ).	Don Pultchen	Stephen Pulchten	Carried
	<b>11.1</b>	Gym Air conditioners  The Local Authority recommends that \$12000 of the Local Authority funds should be used to fix this issue. ( <i>replacing the two air conditioning units in the Gym at Wadeye</i> ).	Don Pultchen	Stephen Pulchten	Carried
	<b>11.2</b>	Street Lighting  The Local Authority recommends that \$37000 be allocated from The Local Authority funds to address this issue. ( <i>replace street lighting to the worst areas of Wadeye Community, being Mollinjin Street and Kolumboort Street</i> ).	Don Pultchen	Stephen Pulchten	Carried

#### PALUMPA LOCAL AUTHORITY RESOLUTION REGISTER

15 August 2014					
	10.1	The local authority request that the West Daly Regional Council approach the NLC to request the authority to carry out works to the Palumpa Oval as well as the Palumpa Cemetery.	Ralph Narburup	Anthony Namala	Carried
	10.2	The Local Authority requested Fred provide a quote to carry out painting, installation of windows, Aircon units, lighting, flooring, kitchen, upgrade toilets and providing furniture as per the list he presented at the meeting. Then the Local Authority would decide if this is first	Mr Adrian Ariuu	Roger Wodidj	Carried

		priority with funds available, then they would request the Council to approve income gained from this facility to fund the new shade for meetings and church.			
--	--	---	--	--	--

## BACKGROUND

In 2013 the Northern Territory Government undertook a review to address the concerns of regional remote community members regarding the effectiveness of the governance and service arrangements established after the 2008 reform of local government.

In October 2013 the Legislative Assembly created a new community governance structure known as “Local Authorities”. These authorities replace local boards.

The Local Authority is the reference point for community members to bring up matters that are of concern to the community, deal with urgent issues and assist Council with budgetary matters. The West Daly Regional Council has Local Authorities established in Wadeye, Palumpa and Peppimenarti.

- The Local Authorities conduct business for the benefit of the community.
- The Local Authorities meet at least six times per year.
- The Council considers the minutes of each Authority at the next meeting of Council.
- The Authority participates in the development of its community plan, Council budget and regional plan.
- The Authority assists in determining the allocation of specific funds to be spent on activity areas.

## COMMENT

Council is required to respond to all requests submitted by the Local Authorities.

Local Authority meetings were held in Wadeye 12<sup>th</sup> August, Peppimenarti August 14<sup>th</sup> and Palumpa August 15<sup>th</sup>. The recommendations/resolutions from these meetings will be presented to Council.

The items listed for discussion are contained under Wadeye Local Authority items 18 June 2014 - 13.1, 13.2, 13.3 and 13.4. 12<sup>th</sup> August 2014 – 5, 11.1, 11.2.

The items listed for discussion are contained under Palumpa Local Authority items 15<sup>th</sup> August 2014 – 10.1 and 10.2.

## CONSULTATION

Local Authority Members – Palumpa, Peppimenarti and Wadeye.

## STATUTORY ENVIRONMENT

### Part 5.1A Local authorities - Local Government Act

#### 53A Object

The object of this Part is to achieve effective integration and involvement of local communities in the system of local government as it relates to regions.

#### 53B Establishment of local authorities

- (1) The Minister may, by Gazette notice, identify a regional council that must establish and maintain one or more local authorities.
- (2) A council identified in a Gazette notice mentioned in subsection (1) must establish and maintain the local authority in accordance with any guidelines that the Minister may make.
- (3) The Minister may, by Gazette notice, abolish a local authority.

#### 53C Constitution of local authority

- (1) A local authority is to consist of:

- (a) the members of the regional council who represent a ward within which the local authority's area is situated; and
- (b) and such other members of the community or communities within the local authority's area as the council appoints as members of the local authority.

**53D Functions of local authority**

The functions of a local authority are:

- (a) to involve local communities more closely in issues related to local government; and
- (b) to ensure that local communities are given an opportunity to express their opinions on questions affecting local government; and
- (c) to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region; and
- (d) to take the views of local communities back to the regional council and act as advocates on their behalf; and
- (e) to contribute to the development of the relevant regional plan; and
- (f) to make recommendations to the council in relation to the council's budget, and to review expenditures by the council, in relation to the part of the council's area within which the local authority performs its functions; and
- (g) to perform other functions assigned to the local authority by the Minister, in accordance with any guidelines that the Minister may make

**53E Limits on functions of local authority**

- (1) A local authority must comply with any guidelines that the Minister may make.
- (2) A local authority is subject to control and direction by the council, subject to any guidelines that the Minister may make.

**53F Reporting**

The local authority and the council must provide each other with reports in accordance with any guidelines that the Minister may make.

**POLICY IMPLICATIONS**

WDRC Policy 1.1.9 Local Authorities

**FINANCIAL IMPLICATIONS**

The NT Government has provided the West Daly Regional Council funding to assist the Local Authority to undertake community projects.

The grants approved and administered by the West Daly Regional Council are:

Palumpa	\$52380
Peppimenarti	\$25927
Wadeye	\$337979



<b>Resolution no</b>	<b>Resolution of Council</b>	<b>Moved</b>	<b>Sec</b>	<b>Vote</b>
11.1	That the Wadeye LA be advised that Council supports the replacement of the air conditioning unit's in the Gym at Wadeye and the use of the NT Local Authority (Wadeye) grant funding of \$12K to fund these works.	Clr Ariuu	Clr Martin	5/0
11.2	That the Wadeye LA be advised that Council supports the replacement of every second street light in Mollinjin and Kolumboort streets and that the RSM and the Chairperson of WLA carry out an inspection to identify and replace additional street lighting in other areas of the Wadeye town site utilising the NT Local Authority (Wadeye) grant funding of \$37K to fund these works	Clr Brown	Clr Martin	5/0
<b>Palumpa: 15 August 2014</b>	<b>Resolution of Council</b>	<b>Moved</b>	<b>Sec</b>	<b>Vote</b>
10.1	That the Palumpa LA be advised that the WDRC will enter into discussions with the Northern Land Council to seek approval for upgrade works to be carried out on the Palumpa Oval and Cemetery.	Clr Ariuu	Clr Martin	5/0
10.2	That the RSM – Palumpa be requested to prepare costing for the upgrade of the meeting room to enable the Palumpa LA to set a priority where NT Local Authority funding is to be spent.	Clr Martin	Clr Minjin	5/0
10.2	That the Palumpa LA be advised that all funds received by Council from the Hire of this meeting room will be reserved and used for all future LA projects including the new shade for meetings near the church in Palumpa.	Clr Brown	Clr Minjin	5/0

## 6.2 PEPPIMENARTI LOCAL AUTHORITY NOMINATIONS

<b>Applicant:</b>	Peppimenarti Local Authority
<b>Location/Address:</b>	Peppimenarti
<b>File Ref:</b>	Governance/Local Authorities
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	18 August 2014
<b>Author:</b>	Acting Chief Executive Officer, Lee Farrell
<b>Attachments:</b>	Nomination Forms

### SUMMARY

The following 3 Nominations to Peppimenarti Local Authority were submitted to the Peppimenarti Authority on 14<sup>th</sup> August, 2014 and are presented to Council for review discussion and selection as stated in 5.3 and 5.4 of Guideline 8 Regional Councils and Local Authorities.

Sylvario Gilbert  
Anthony Thomas  
Francis Miler

Clr Wilson is the ex officio member of the Peppimenarti Local Authority.

### BACKGROUND

The nominations were received at the Peppimenarti Local Authority Meeting on 14<sup>th</sup> August 2014.

### COMMENT

There are currently 9 members of the Peppimenarti

1. Nathan Wilson **Chairperson**
2. Rickeisha Hodgson
3. Annunciata Wilson
4. Clara Kundu
5. Edward Kundu
6. Kathyanna Wilson
7. Kayla Hodgson
8. Malcolm Wilson
9. Nathan Wilson-Ahwon

### CONSULTATION

NA

### STATUTORY ENVIRONMENT

#### GUIDELINE 8

#### Regional Councils and Local Authorities

#### 5. Nomination and appointment process Nominations



- 5.1 A regional council must call for nominations and allow 28 days for nominations to be received.
- 5.2 The call for nominations must be advertised and promoted by appropriate means to ensure that residents of the relevant area are aware of it.
- 5.3 Nominations are to be returnable to a named regional council employee working in the relevant town or community.
- 5.4 The list of nominations received, together with a list of ex officio members of the local authority, must be provided to the first ordinary regional council meeting after nominations have closed.
- 5.5 At the first ordinary regional council meeting after nominations have closed, the regional council must decide on the number of ordinary members there will be for each local authority. *Note – the regional council may decide different membership numbers for different local authorities.*

### **Appointments of ordinary members after initial establishment**

5.9 When a vacancy in the membership of a local authority arises, the regional council must fill the vacancy by the nomination and appointment process described at 5.1 - 5.5.

## **POLICY IMPLICATIONS**

### **WDRC Local Authority Policy states:**

#### **1. Nominations**

Any Community members who wish to nominate for membership of a Local Authority can do so in writing on an application form provided by Council and during the period when nominations are called for.

Applicants must be recognised and accepted as a resident of the Ward of which they reside in most of the year and be over the age of 18 and on the Australian Electoral roll.

#### **2. Selection Process**

At the first Ordinary Council meeting after nominations close, a list of the nominated members and their details will be provided to Council by the returning officer for review, discussion and selection.

In the event of a vacancy Council may, at its discretion, appoint a new member by calling for fresh nominations or determine that the current number of Members for that Local Authority is appropriate.

Any unsuccessful applications will be noted by Council and held on a register, to be drawn from in the event that vacancies arise. Council will have the discretion to appoint from this pool without going to fresh elections or has the discretion to call for fresh nominations.

#### **3. Appointments'**

Appointments to the Local Authority will be for four years with nominations sought in September of each financial year and council appointment by 31 December.

Initially, the local authorities will serve to end of December 2016.

At the first Ordinary meeting of the Local Authority the newly appointed members will need to elect a Chairperson.



A major clean up day is being organized at Wadeye on 21 August 2014. Linda Harrison at the Clinic is coordinating activity including all major service providers within the Community. Council's contribution will be to distribute garbage bags throughout the Community in the morning and arrange collections of all rubbish. The Clean up will be followed by a barbeque and entertainment at the Old Club site at Wadeye.

#### **MEETINGS**

1. Interagency meetings are held on the third Thursday of every month at Wadeye. This forum brings together all service providers within Wadeye Community to share information and address issues.
2. Local Authority Meeting is scheduled for 12 August 2014 at Wadeye. The Minutes of this Meeting as well as those from the Meeting conducted on 18 June 2014 will be before Council at its Meeting on 21 August 2014.

#### **STRATEGIC ISSUES**

At this stage we do not have a budget to guide operations and expenditure will be limited until we do know what funds are available.

We are also waiting for information regarding various Agency Service Agreements relating to level of funding and service requirements. In the meantime we will limit expenditure as far as practicable.

Significant changes occurred to operations with Victoria Daly Regional Council toward the end of 2013 – 2014 financial year, with the cessation of the NT Housing Contract at the end of February 2014. This Contract had represented approximately 40 % of Council's activity prior to the cessation. Recommendations will be prepared for Council to realign infrastructure and other resources to reflect the changed operational needs.

#### **COMMUNITY ISSUES**

There have been no significant Community issues to report.

#### **STAFFING**

Recruitment has commenced for a Night Patrol Manager to be based at Wadeye.

There have been long standing issues relating to attendance and discipline in the work force at Wadeye. Reviewing timesheets fortnightly, it is apparent there is a significant amount of unauthorized absences. Very few Indigenous staff at Wadeye are attending for the required 76 hours per fortnight. The majority are achieving about 70 % attendance but several are well short of this.

Staff are only paid for the time they actually attend.

However, unannounced absences have a negative impact on productivity.

We have also experienced problems with punctuality. Staff arrive late and leave the work site without permission.

This seriously affects productivity and makes it very difficult to develop a work plan over a period or even for any given day. How do you know how many staff will be available?

To combat this problem we have introduced a work place policy in the Civil Section that requires staff to be at work by 0800 hours. If they do not arrive prior to 0800 hours they are asked to leave and return to work on the following work day.

In this way we at least know how many staff we have to develop the work plan for that day.

Another strategy we have developed is the Unauthorized Absence Form. Unauthorized absences had become so endemic; they were allowed to pass without comment. Staff were returning from absences and resuming work; they were not paid during the absence but no further action was taken. Now when staff return to work

an Unauthorized Absence Form is completed, recording the period of the absence and any explanation provided by the staff member. Comments from the Supervisor and the Regional Services Manager are also recorded. The Forms are being saved electronically. Over time we will develop accurate data regarding Unauthorized Absences for each staff member and this will provide evidence in the event that disciplinary action is taken.

Since this process commenced on 28 July 2014, seven of the ten civil laborers employed in the Civil Section have recorded unauthorized absences

## **CORE/INFRASTRUCTURE SERVICES**

### **PUBLIC AND STREET LIGHTING**

A comprehensive audit of street lighting at Wadeye was conducted on 23 July 2014. A total of 201 lights were located of which 79 were not working.

Areas of particular concern are Mollinjin Street, Creek Camp and Kolumboort Street, Middle Camp. These areas have no operational street lighting and are very dark. During 2013 we replaced a total of 35 Street lights with LED Lights utilising a Family Safe Environment Fund Grant offered by Department of Local Government for about \$40k. This repaired all of the lights in the main street.

We trialled the LED lights, as they were being used in East Arnhem with some success. We used a 40 Watt Gecko Light, see attached. We opted for the polycarbonate cover and this makes them fairly resilient to vandalism.

We obtained two quotes, one from DJ Electrical and one from Gawled Electrical. DJ was lowest and was offered the work.

I asked DJ to update his quote in April 2014 when we were considering further work, see attached. Cost of each light installation was \$1,081.82.

The cost included upgrading the wiring to comply with current standards.

For Budget purposes we could estimate a cost of \$1,100 to replace existing lights with Gecko 40 Watt LED lights.

To replace all lights that are currently not working at Wadeye would cost \$87,000.

To replace the lights at Mollinjin Street Creek Camp and Kolumboort Street as well as Bunduck street. We would need 34 lights at a cost of \$37,000.

This appears to be the area of greatest need. However, it may also be the area of greatest risk of vandalism. A good test for the new lights.

This issue will be raised with the Local Authority at Wadeye on 12 August 2014.

### **LOCAL EMERGENCY MANAGEMENT**

There are no issues outstanding for Council.

Counter Disaster meetings are convened by local Police and attended as required.

### **MAINTENANCE BUILDINGS AND FIXED ASSETS**

Minor repairs and maintenance to building assets is carried out as required. Currently the majority of repair works is carried out by sub contractors as Council has no staff in this area.

### **CEMETERY ASSISTANCE**

This is done as required.

### **SWIMMING POOL**

Poolwerx has been engaged to repair the filters and the pump for the pool and this work has commenced.

At this stage we expect the pool to be operational in approximately three weeks time.

Quotes have been obtained for the replacement of the backwash tank and an Agenda item prepared for Council.

Upgrade of the pool fence has been arranged thru the Civil Team at Wadeye. Materials will be purchased but we are just waiting for accounts to be established with suppliers. We expect this work to commence over the next month.

A meeting has been scheduled with Principal of OLSH School to discuss operating costs at the Pool and the outcome of this will be reported to Council.

### **ANIMAL WELFARE AND CONTROL**

Preliminary discussions have been held with the veterinary service that has operated at Peppimenarti and Palumpa to see if this service can be extended to Wadeye. The Vet will prepare a proposal that can be put to Council for consideration.

### **LOCAL ROAD MAINTENANCE**

Local Road maintenance is on-going. The Civil crew have undertaken repairs of minor potholes around the community.

There are a number of areas requiring significant work that will need to be reviewed by engineers to determine a scope of works and assist Council to set priorities.

The Shire does not currently have the plant and equipment required to effect any significant repairs to the roads.

### **TRAFFIC MANAGEMENT ON LOCAL ROADS**

The Local Authority has made recommendations in relation to traffic management.

### **WASTE MANAGEMENT AND LITTER CONTROL**

Tips have been worked on and are kept neat and tidy.

Community bins are emptied every Monday and Thursday. Businesses are done each week day.

The main business district is kept tidy.

### **PLANT AND EQUIPMENT**

A body truck is still urgently required at Wadeye. We do not have the capacity to move any significant amount of material for road work repairs, landscaping etc.

We could also use a backhoe to support a number of operational activities.

There is also a need to establish a transport option within the region to move vehicles and deliver goods as required.

### **AIRPORT MAINTENANCE**

Pedestrian traffic from the New Nhilin Sub Division across the airport has been addressed with the Department funding the installation of a weld mesh fence on the northern and north eastern end of the runway. This fence is currently being installed by TDC.

Periodic maintenance is carried out as required.

A number of additional staff have now been trained in the aerodrome reporting officer role. This role is now carried out on a rostered basis.

## **POWER, WATER AND SEWERAGE**

Essential Services at Wadeye are carried out by Power and Water Authority via a period contractor and do not directly involve the Shire.

The Shire assists Outstations with these services.

## **COMMUNITY SERVICES**

Nil

## **NIGHT PATROL**

Night patrol continues to offer security to our community members by making sure any anti-social behaviour is reported to the Police.

The Night Patrol Team Leader at Wadeye has been directed to reduce the number of hours rostered to reflect the level of funding provided. He will need to establish a roster that will allow no more than 532 hours to be accrued by patrol officers per fortnight.

## **COMMUNITY BROADCASTING**

With the switch over to digital television we have lost the capacity to broadcast on Channel One. We have been working on establishing video material on playback at venues such as the Community Store and Clinic to disseminate some of the Archive Material. We are also concentrating on the establishment of a regular radio broadcast.

## **WOMENS AND CHILDRENS SERVICES**

NIL

## **LIBRARIES AND CULTURE**

The Wadeye library offers a terrific resource to the community. It remains a busy place with many community members purchasing copies of DVD's of local events. There are internet facilities available where community members can access the internet and, importantly, access on-line banking.

The TRAAC adult education program has recently commenced operating at the library in the afternoons; so we now have activity at the library throughout each day.

## **SPORT AND RECREATION**

### **Sports Hall**

The Sports Hall is getting used for the After School and Vacation Care Sports as well Adult Fitness sessions. We are advertising for sports at night time for a Monday, Tuesday, Wednesday and a Thursday.

### **Ovals**

We have commenced irrigation of The Main Oval utilizing the dedicated bore and hope to keep it green this dry season.

New goal posts have been installed at the Chicken Oval. They are steel posts and we have Velcro padding stored at the Rec Hall.

### **Gym**

The gym is being opened every afternoon Monday to Friday from 4:00pm to 7:00pm and getting good numbers to the gym. A Report on the operation at the Gym is attached. A separate Council Agenda item has been prepared regarding maintenance issues at the Gym.

### Swimming Pool

The swimming pool is currently closed pending repairs to infrastructure.

### VOTING REQUIREMENT

Simple majority

#### RESOLUTION 20/08/2014 007

That Council receives and notes the Wadeye Regional Services Manager's Report July/August 2014

**Moved:** Clr. Brown

**Seconded:** Clr. Martin 5/0 Carried

### 7.2 REPAIRS TO BACKWASH TANK AT WADEYE SWIMMING POOL.

Clr Martin left the Council Meeting at 9.59 am

<b>Applicant:</b>	Peter Curwen-Walker
<b>Location/Address:</b>	Wadeye Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Clr Martin
<b>Date:</b>	8 August 2014
<b>Author:</b>	Wadeye Regional Services Manager, Peter Curwen-Walker
<b>Attachments:</b>	Quote from STC Farmbuild Quote from Thamarrurr Development Corporation

### SUMMARY

There is a 25,000 litre tank adjacent to the pump shed at the Wadeye swimming pool. Waste water is pumped into the tank during backwash operations and is then released across the ground slowly to avoid any damage to the road surface below the swimming pool compound. This tank collapsed in January 2013. Consequently, frequent damage has been caused to the roadway during backwash of the pool. At its meeting held on 16 July 2014 Council decided to apply \$120k of a Special Purpose Grant provided by the Department to address maintenance issues at the swimming pool. Repair of the back wash tank was included in the budget making up this \$120k. The allocation for the backwash tank was \$20k and the lowest quote received to date is \$11,503.80.

#### The following quotations have been received to replace the backwash tank:

Quote received from TDC Housing	GST incl	\$11,503.80
Quote received from STC Farmbuild	GST incl	\$14,299.45

A third quote has been requested from Full Boar Plumbing but at the time of writing no response has been received.

## BACKGROUND

The 25 meter swimming pool at Wadeye is approximately thirteen years old. The pool has been managed by local government organisations at Wadeye since its installation and is now an asset of Council. The failure of the back wash tanks not surprising given the age of the infrastructure and could be considered normal wear and tear for this facility. The funds are available to address this issue and the quotes received are within budget.

## COMMENT

The pool has operated at Wadeye over a number of years with limited to no income generation. Council would be unable to carry out these repairs without the assistance of the Special Purpose Grant. Addressing the installation of a new back wash tank would improve the operation of the pool.

## CONSULTATION

Lee Farrell Acting CEO  
Andre Robertson Sport and Rec Team Leader  
Kelly Van Prooyen Pool Attendant

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

Procurement Policy 1.2.3. As the total amount exceeds \$10,000 policy requires three written quotations to be obtained.

## FINANCIAL IMPLICATIONS

Costs dependent on quote accepted by Council

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/08/2014 008

That Council accept the quote from STC Farmbuild of \$14,299.45 to replace the back wash tank at the Wadeye swimming pool.

**Moved:**            **Clr.**    Brown

**Seconded:**      **Clr.**    Minjin

4/0 Carried

**Clr Martin returned to the Council Meeting at 10.01am and was advised of the resolution of Council.**

**Mayor adjourned the council meeting for morning tea at 10.01 am**

**Mayor reconvened the meeting at 10.18am with all members in attendance.**



### 7.3 PROPOSAL OF MR JEFF HARDWICK TO RENT THE MUSEUM FLAT AT LOT 369

<b>Applicant:</b>	Peter Curwen-Walker
<b>Location/Address:</b>	Wadeye Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	8 August 2014
<b>Author:</b>	Wadeye Regional Services Manager, Peter Curwen-Walker
<b>Attachments:</b>	Nil

#### SUMMARY

There is a small two bedroom Unit behind the Museum Building at Lot 369 that has been used occasionally for short term visitors undertaking work at the Museum. The flat is occupied approximately three months of the year and vacant for the remainder.

Mr Jeff Hardwick lived and worked at Wadeye during the 1970s. He authored a book titled, "Port Keats Resource Book, which contained information regarding material culture, hunting and bush foods, with hand drawn illustrations.

Mr Hardwick, now 62 and semi-retired, has returned to Wadeye with his partner. He has a small grant from Bachelor Press supporting approximately one day work per week undertaking cultural recordings. He is also engaging in some video production.

Mr Hardwick is supported by the Parmbuk family and by the Museum Coordinator Mark Crocombe.

Mr Hardwick is proposing to place a Caravan on the site of the Museum Flat and to care take the site; paying rent of \$200 per week but vacating the Flat and removing himself to his Caravan when the Flat is required by short term visitors.

#### BACKGROUND

Until recently the Museum Flat was managed informally by Mark Crocombe at the Museum, making it available to short term visitors to the Museum.

During June 2014 this accommodation Unit was brought under the management of the Admin position at the Council Office and was made available to short term visitors at a rate of \$250 per week.

Mr Hardwick has returned to the Wadeye Community without full time employment. He does not have accommodation.

The Council currently has a number of accommodation units that are not committed, including:

- Three Bedroom House at Lot 380
- Three Bedroom House at Lot 391 (currently rented to TRAAC on week to week basis)
- One bedroom Unit at Lot 372
- Four bedroom demountable accommodation Lot 602.2

In addition there is a proposal before Council to use an insurance pay out to reinstate the one bedroom demountable accommodation at Lot 606.2.

Lot 381.2 (a two bedroom Unit) is currently unoccupied but considered uninhabitable and beyond economic repair.

Council also has a number of Visiting Officer Quarters for short term accommodation, including:

- Three one bedroom units with ensuite @ \$220 per night
- Two one bedroom dongas with external ablutions @ \$175 per night

#### **COMMENT**

The proposal by Mr Hardwick that he rent the Museum Flat but vacate it when it is required by short term visitors is, in the view of the writer, unrealistic. Once Mr Hardwick and his partner moved in and set up their personal belongings it would become difficult to require them to move out for the sake of short term visitors.

Council will need to decide if it is prepared to commit this accommodation to Mr Hardwick for the proposed fee of \$200 per week. In doing so, Council will reduce the availability of short term accommodation. Council might consider offering the Flat to Mr Hardwick exclusively at a rate of \$250 per week.

Whilst there are a number of vacant accommodation units, Council is currently recruiting to a Night Patrol Manager position and other staff appointments may become necessary if West Daly Regional Council expands its work program. For this reason we have been reluctant to commit vacant accommodation for non core services. Accommodation availability would be a limiting factor should Council want to employ any further staff from outside the Community. Should Council offer the accommodation to Mr Hardwick it should be for a clearly defined period; say twelve months.

#### **CONSULTATION**

Jeff Hardwick  
Mark Crocombe -Museum Coordinator  
Tahlia Cleary Admin

#### **STATUTORY ENVIRONMENT**

N/A

#### **POLICY IMPLICATIONS**

N/A

#### **FINANCIAL IMPLICATIONS**

Council will benefit approx. \$10,000 per annum from rental payments.

#### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION 20/08/2014 009**

That Council rent the premises at Lot 369 to Mr Hardwick at a rate of \$250 per week for a period of twelve months including a bond of 4 weeks rent.

**Moved:**            **Clr.**     Brown

**Seconded:**       **Clr.**     Martin

5/0 Carried

## 7.4 RELOCATION OF MECHANICAL VEHICLES WORKSHOP TO LOT 349

<b>Applicant:</b>	Peter Curwen-Walker
<b>Location/Address:</b>	Wadeye Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	5 August 2014
<b>Author:</b>	Peter Curwen-Walker
<b>Attachments:</b>	Photos of Current Workshop Lot 376 Quote for relocation of Hoist Sketch layout of proposed workshop at Lot 349

### SUMMARY

Lot 349 Wadeye has been dormant since the beginning of March 2014 when the Housing Maintenance Contract between VDRC and NT Housing ceased. It is not likely West Daly Regional Council will engage in housing construction or maintenance activity on this scale in the foreseeable future. The majority of the Housing Materials from within the Shed have been relocated to a shed at the rear of Lot 376 (the Civil Yard). Lot 349 presents a large, secure undercover work space, with ablution area and adjacent Office space. The current Mechanical Vehicles Workshop at Lot 376 is too small for current operations. It has only two work bays. As a consequence much of the mechanical work is currently carried out on the uncovered driveway in front of the shed (see attached Photos). This is not an acceptable working environment particularly in the build up and wet seasons. Relocating the Mechanical Vehicles Workshop to Lot 349 can be achieved with minimal outlay. The current cages for tyre change area and oil storage can be relocated. A quote has been obtained to relocate the vehicle hoist (\$4,268). We would need to source a new air compressor (approx. \$3,500) and could build a cage to enclose it from existing materials. Relocating the Mechanical Vehicles Workshop to Lot 349 will provide an acceptable and comfortable working environment with ample storage area as well as room for expansion. It will ensure the Mechanical Vehicles Workshop can expand to meet Council's needs throughout the region and not just Wadeye. The existing workshop can then be utilised as undercover storage for small machinery and small engines; such as Homelands tractors and mowing equipment.

**The following quotation has been received to relocate the vehicle hoist:**

**ATKO Mechanical Engineering Pty Ltd      GST inc \$4268.00**

### BACKGROUND

Previous local government entities at Wadeye (including Thamarrurr Inc and Kardu Numida Inc) engaged in building construction works on a significant scale. Victoria Daly Regional Council maintained a capacity to undertake some small scale renovation works in conjunction with the NT Housing Maintenance Contract. However, the NT Housing Maintenance Contract ceased at the end of February 2014. There has been no activity undertaken at Lot 349 since that time.

The Mechanical Vehicles Workshop at Lot 376 has always been inadequate. With only two work bays, it is common for work to be undertaken on the driveway in front of the Workshop. VDRC considered the extension of the workshop with a steel awning but funds were not identified to complete this Project (approx. \$50,000).

With the establishment of West Daly Regional Council it is likely that the Mechanical Vehicles Workshop will play a greater regional role.

Work has been undertaken to secure the shed at the rear of Lot 376 and relocate materials from Lot 349. These materials can be used to support Homelands activity as well as Municipal Services and staff Housing maintenance.

A separate submission has been put to Council to dispose of some surplus housing machinery. We are now in a position to arrange the move of the Mechanical Vehicles Workshop.

#### **COMMENT**

Relocating the Mechanical Vehicles Workshop will positively resolve long standing concerns regarding the adequacy of the work environment for this function. It will enable the expansion of the Mechanical Vehicles Workshop to meet both current and future needs of Council. It is a better use of current resources to support the operational activity of the West Daly Regional Council.

#### **CONSULTATION**

Lee Farrell ACTING CEO  
John Allen Senior Works Supervisor  
Steven Fletcher - Mechanic

#### **STATUTORY ENVIRONMENT**

N/A

#### **POLICY IMPLICATIONS**

N/A

#### **FINANCIAL IMPLICATIONS**

Relocation of the Workshop will require relocation of the hoist - \$4,268 and a new air compressor - \$ 3,500. All other requirements can be met by relocating current infrastructure or building from existing materials.

#### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION 20/08/2014 010**

That Council approve the relocation of the Mechanical Vehicles Workshop to Lot 349 and accepts the quote of \$4268.00 from ATKO Mechanical Engineering Pty Ltd to relocate the vehicle hoist to lot 349 from its current location.

**Moved:**            **Clr.**        **Brown**

**Seconded:**      **Clr.**        **Ariuu**

5/0 Carried

**ACTION: Acting CEO and RSM Wadey review the location of the containers in the workshop.**

## 7.5 DISPOSAL OF HOUSING MACHINERY.

<b>Applicant:</b>	Peter Curwen-Walker
<b>Location/Address:</b>	Wadeye Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	5 August 2014 2014
<b>Author:</b>	Wadeye Regional Services Manager, Peter Curwen-Walker
<b>Attachments:</b>	Photos of Surplus Machinery

### SUMMARY

There are a number of pieces of industrial construction machinery in and around the former Housing Shed at Wadeye. This machinery no longer supports any of Council's operational activity at Wadeye or in the region. The machinery can not be operated safely without qualified staff. We need to remove this machinery so that we can adapt this work space to activities that do support the current operations of Council.

Machinery that is now surplus to Council's operation includes the following (photos are attached):

- 1 X Nova 3000 Lathe
- 1 X Ravinic Heavy Duty Metal Saw
- 1 X SCM Lívincible table saw
- 1 X Rigid 535 Pipe Threader
- 1 X Bench Planer
- 1 X JET Planer
- 1 X ACY Super Shearer

Council could consider offering the equipment for sale by tender on an as is where is basis. Alternatively, Council could transport the equipment to Darwin for sale by auction.

### BACKGROUND

Previous local government entities at Wadeye (including Thamarrurr Inc and Kardu Numida Inc) engaged in building construction works on a significant scale. Victoria Daly Regional Council maintained a capacity to undertake some small scale renovation works in conjunction with the NT Housing Maintenance Contract. However, the NT Housing Maintenance Contract ceased at the end of February 2014. West Daly Regional Council no longer employs staff in roles that could use this industrial construction machinery. It is not likely Council will require any of this machinery in the foreseeable future.

A submission is being prepared for Council to consider utilising the former Housing Shed as a Mechanical Vehicles Workshop. Removing this surplus machinery would assist in adapting this work space to a role that suits Council's current operations.

### COMMENT

There is a large amount of equipment and materials at Wadeye that no longer support Council's current operations. Disposing of such equipment and materials not only provides the Council with an opportunity to

derive some benefit but also creates a less cluttered and more efficient operating environment for Council. As time permit further surplus equipment and materials will be catalogued for Council to consider.

Much of this equipment may not appear on Council's current Asset List.

**CONSULTATION**

Lee Farrell ACTING CEO  
John Allen Senior Works Supervisor  
Steven Fletcher - Mechanic

**STATUTORY ENVIRONMENT**

N/A

**POLICY IMPLICATIONS**

Accounting and Policy Manual 3.1.8-Financial and Other Delegations lists the delegated authority to negotiate agreements and contracts with the CEO.

**FINANCIAL IMPLICATIONS**

To remove the machinery to Darwin for sale by auction may incur costs, in some instances, in excess of the amount to be recovered by the sale.

Any proceeds from a sale by tender would be available to Council to re-invest.

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION 20/08/2014 011**

That Council approve of the disposal of the machinery listed as surplus to requirements and identified below:

- 1 X Nova 3000 Lathe
- 1 X Ravinic Heavy Duty Metal Saw
- 1 X SCM Livincible table saw
- 1 X Rigid 535 Pipe Threader
- 1 X Bench Plainer
- 1 X JET Plainer
- 1 X ACY Super Shearer

And

That the RSM's be requested to supply a list of other surplus plant and equipment and that these and the above items be sold by public auction in the communities of Wadeye, Palumpa and Peppimenarti on a date to be set in late September 2014.

**Moved:**            **Clr.**        **Ariuu**

**Seconded:**       **Clr.**        **Minjin**

5/0 Carried

## 7.6 REPLACEMENT DEMOUNTABLE FOR LOT 606/2

Clr Martin left the Council Meeting at 10.30 am

<b>Applicant:</b>	Peter Curwen-Walker
<b>Location/Address:</b>	Wadeye Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Clr Martin
<b>Date:</b>	9 July 2014
<b>Author:</b>	Wadeye Regional Services Manager, Peter Curwen-Walker
<b>Attachments:</b>	Quote from TDC Housing Quote from STC Farmbuild Quote from DJ Electrical

### SUMMARY

During March 2014 the demountable accommodation at Lot 606/2 Wadeye was destroyed in a house fire. An insurance claim was submitted by Victoria Daly Regional Council and an insurance payout of \$66,000 was received by Victoria Daly Regional Council. Quotes have now been received to replace the demountable structure, utilising the same footings and veranda structure.

**The following quotes have been obtained to remove destroyed demountable, replace with similar and connect services:**

○ TDC Housing	GST incl.	63,800.00
○ STC Farmbuild	GST incl.	\$66,558.50
○ D J Electrical	GST incl.	\$98,900.00

### BACKGROUND

Lot 606/2 was destroyed by a house fire in March 2014. Victoria Daly Regional Council has received a \$66,000 insurance payout in relation to the incident. Quotes have been received to replace the demountable structure that was destroyed.

### COMMENT

Arrangements will need to be taken to transfer the amount of the insurance payout from Victoria Daly Regional to West Daly Regional Council.

### CONSULTATION

Lee Farrel ACTING CEO  
Stuart Duncan CEO Victoria Daly Regional Council

### STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

Procurement Policy requires three quotes to be obtained

## FINANCIAL IMPLICATIONS

The insurance payout will cover the majority of the cost.

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/08/2014 012

That Council accept the quote from TDC Housing of \$63,800.00 (GST Incl.) to replace, install and connect to services a new demountable at Lot 606/2 Wadeye.

**Moved:** Clr. Brown

**Seconded:** Clr. Ariuu

**4/0 Carried**

**ACTION: A Building Contract is to be drawn up for TDC.**

Clr Martin returned to the Council Meeting at 10.34 am and was advised of the resolution of Council.

## 7.7 OPERATIONAL PLAN FOR WADEYE GYM

<b>Applicant:</b>	Peter Curwen-Walker
<b>Location/Address:</b>	Wadeye Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	8 August 2014
<b>Author:</b>	Wadeye Regional Services Manager, Peter Curwen-Walker
<b>Attachments:</b>	Wadeye Community Gym Report by Andrew Robertson 6 August 2014 Quote from DJ Electrical to replace air conditioners at the Gym Quote from Gawled Electrical

## SUMMARY

Wadeye Gym operates in the evenings Monday to Friday and on Saturday mornings. Gym fees are collected and generate an income of about \$300 per month. A recent Grant of \$3000 allowed us to upgrade the Gym Equipment

The Gym has been neglected and Sport and Rec staff are working to improve the area. Paint and equipment has been provided so that staff can paint out the area. The two air conditioners in the Gym are U/s and quotes have been obtained to address this. This matter will also be referred to the Local Authority at Wadeye on 12 August 2014.

The Sport and Recreation Team Leader is seeking a budget allocation of \$500 per month to ensure the Gym is maintained



The following quotes have been received to replace the air conditioners:

- |                     |          |             |
|---------------------|----------|-------------|
| • DJ Electrical     | GST incl | \$11,962.63 |
| • Gawled Electrical | GST incl | \$14,230.61 |

A quote was requested from Nightcliff Electrical but they declined to quote.

A quote has been requested from Cool Guys but they will be unable to quote until they do a site visit in about three weeks time.

## **BACKGROUND**

The Gym has operated successfully at Wadeye for a number of years.

Gym fees have been collected consistently generating an income of about \$300 per month.

Apart from Grant income to upgrade equipment there has been no significant expenditure at the Gym over the past two years.

## **COMMENT**

The Gym has developed a regular clientele among the non Indigenous staff at Wadeye. It has provided an important recreation option for staff. The Sport and Recreation Team Leader has developed strategies to increase Indigenous participation in the Gym.

The Gym represents an important asset for the Sport and Recreation Program at Wadeye and we need to ensure we can maintain and improve it.

## **CONSULTATION**

Sport and Rec Team Leader  
Principal OLSH School  
Wadeye Local Authority

## **STATUTORY ENVIRONMENT**

N/A

## **POLICY IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

Council is currently receiving approximately \$3,600 per annum in Gym Fees.  
This revenue could be increased if the facility is well maintained and promoted.

Sport and Rec are requesting a budget of \$6,000 per annum to maintain the facility.

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/08/2014 013

That Council accept the quote from D J Electrical of \$11,962.63 (GST Incl.) to replaces the air conditioners at the Gym in Wadeye and that this work be funded from the SPG allocated to the Wadeye Local Authority.

That Council note the report of the Sport and Recreation Team Leader and the work undertaken by Sport and Recreation staff to paint the Gym using current stocks of paint and equipment.

**Moved:**            **Clr.**     **Brown**

**Seconded:**     **Clr.**     **Minjin**

**5/0 Carried**

**ACTION:** Prior to the issue of an order the ACEO to prepare a contract for this work

## 7.8 REPLACE ROOF AT LOT 391 WADEYE

**Clr Martin left the Council Meeting at 10.38 am**

<b>Applicant:</b>	Peter Curwen-Walker
<b>Location/Address:</b>	Wadeye Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Clr Martin
<b>Date:</b>	11 August 2014
<b>Author:</b>	Wadeye Regional Services Manager, Peter Curwen-Walker
<b>Attachments:</b>	Quote from TDC Housing Quote from STC Farmbuild Quote from Full Boar Plumbing

## SUMMARY

Lot 391 at Wadeye is a three bedroom besser block house built in the late 1970s and used for staff accommodation. The house is in fair condition but the roof is in poor condition. Several leaks were patched last wet season and advice indicated Council should consider replacing the roof. The leaks from the roof can cause substantial damage to the building. This accommodation unit is currently rented to an adult educator from TRAAC at \$250 per week. It is rented on a week to week basis and can be available to accommodate Council staff at short notice if required. At its meeting held on 16 July 2014 Council decided to apply \$25k of a Special Purpose Grant provided by the Department to address the roof at Lot 391. The lowest quote received to replace the roof is \$22,752.85 and is within budget. It has also been recommended Council replace the Solar Hot Water Service and this could be achieved using a contribution from general building maintenance allocation in Council's budget. (It would be significantly cheaper to replace the HWS at the time of this Project than to do it as a separate job).

The following Quotes have been obtained to reroof Lot 391:

TDC Housing	GST incl	\$25,850
STC Farmbuild	GST incl	\$23,992.85
Full Boar Plumbing	GST incl	\$28875.00

#### BACKGROUND

Lot 391 is a solid three bedroom besser block house built in the late 1970s. The roof has passed its useful lifespan and is in need of replacement. Lot 391 has always been used for staff accommodation. Council has not required the house for staff since about July 2013. For the past several months it has been rented to TRAAC at \$250 per week.

#### COMMENT

Lot 391 represents a significant asset for Council with a replacement value of approximately \$600,000. Replacing the roof will significantly extend the lifespan of this asset. Accommodation availability is likely to restrict Council's ability to recruit additional staff at some point in the future. Whilst not required for staff accommodation immediately, Lot 391 can be rented out to source income for Council.

#### CONSULTATION

Lee Farrell Acting CEO  
Sinclair Plumbing  
Service providers who supplied quotes

#### STATUTORY ENVIRONMENT

N/A

#### POLICY IMPLICATIONS

Procurement Policy requires three quotes to be obtained.

#### FINANCIAL IMPLICATIONS

#### VOTING REQUIREMENT

Simple majority

#### RESOLUTION 20/08/2014 014

That Council accept the quote from TDC of \$25,850.00 (GST Incl) to replace the roof at Lot 391, Wadeye.

**Moved: Clr. Brown**

**Seconded: Clr. Minjin 4/0 Carried**

**Clr Martin returned to the Council Meeting at 10.42am and was advised of the resolution of Council.**

## 8 REPORT REGIONAL SERVICES MANAGER - PALUMPA

<b>Applicant:</b>	Fred Graham
<b>Location/Address:</b>	Palumpa Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	3 July 2014
<b>Author:</b>	Palumpa Regional Services Manager, Fred Graham
<b>Attachments:</b>	Nil

### SUMMARY

#### PALUMPA SERVICE DELIVERY UPDATE – 15 August 2014

##### VISITORS

The visitors to the shire in our community were  
Team members from regional office  
PAWA contactors  
Centre Link Team  
Telstra  
Territory Housing  
Lee Farrell  
Peppi Police  
Port Keats Police  
Murry River North  
Harold Wilson  
Kirk Whelan, GEC

##### EVENTS AND ACTIVITIES

Community Clean up

##### MEETINGS

Local Authority  
Territory Housing  
Murry River North  
PAWA  
GEC

##### Strategic ISSUES

The new council going forward.

##### COMMUNITY ISSUES

The community has been relatively calm.

##### STAFFING

We have had a new centre link agency team member.

##### PROJECTS

The new play ground

The shaded sand pit for small children has been delivered and now is waiting for the RJCP crew to assemble the kit.

The Resource Centre  
The centre is now used by the RJCO provider for Palumpa.

#### CORE/INFRASTRUCTURE SERVICES

##### PUBLIC AND STREET LIGHTING

There is approximately 7 street lights in need of replacement, as soon as funds are available for the work it will be done.

##### LOCAL EMERGENCY MANAGEMENT

We have not had a counter disaster meeting in Palumpa for this period.

##### MAINTENANCE BUILDINGS AND FIXED ASSETS

We have carried out painting to the main office.

##### CEMETERY ASSISTANCE

We have had 1 funerals this report period.

##### SWIMMING POOL

We have no swimming pool.

##### ANIMAL WELFARE AND CONTROL

The vets have been and carried out an extremely productive visit to our community.

##### LOCAL ROAD MAINTENANCE

All of the other roads in the community are extremely damaged and have not been repaired.  
The cause way remedial work stage 1 has been completed, stage 2 has not started.  
We have filled most of the damaged road in with gravel as a temporary measure.

##### TRAFFIC MANAGEMENT ON LOCAL ROADS

We are yet to install the speed and school zone signs.

##### WASTE MANAGEMENT AND LITTER CONTROL

Rubbish collection is still on going.

##### PLANT AND EQUIPMENT

We have no new vehicles.  
The old 950 Cat loader engine has failed.  
The Kabuto ride on mower is in Katherine for repairs  
The road conditions are having a serious effect on the vehicles.

##### AIRPORT MAINTENANCE

We need gable markers, solar lights and cones for the airstrip.  
The fence electrification has not been approved by DIP, the order has not been raised.  
The airstrip is to be inspected for damage.  
Weed mowing has been carried out.

##### POWER, WATER AND SEWERAGE

The ESO contractor is in town and been very busy.

#### COMMUNITY SERVICES

##### AGED CARE

We have no aged care, the weekly pensioner get together is up and running.

CDEP, MENTOR PROGRAM AND YOUTH ENGAGEMENT  
We have no cdep mentor or youth engagement

NIGHT PATROL  
There has been no major activities and or issues from night patrol.

COMMUNITY BROADCASTING  
We now only have a male and female doing BRACS.

WOMENS AND CHILDRENS SERVICES  
We have no women's programs, crèche's and or day-care centres and school nutrition programs.

LIBRARIES AND CULTURE  
We have no library or cultural activities in the community.

SPORT AND RECREATION  
This program is going well, and the numbers are good and with the local team members now the program is running well.

#### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION 20/08/2014 015**

That Council receives and notes the Palumpa Regional Services Manager's Report

**Moved:** Clr. Brown

**Seconded:** Clr. Ariuu **5/0 Carried**

#### **RESOLUTION 20/08/2014 016**

That Council request through ACOM/VDRC that the Palumpa causeway road be constructed as an open road and not limited to 10 ton.

**Moved:** Clr. Brown

**Seconded:** Clr. Ariuu **5/0 Carried**

**ACTION: Acting CEO to follow up with ACOM/VDRC re the road construction at Palumpa causeway.**

**ACTION: Acting CEO to check cost of lights on the causeway and the erection of a grate under the causeway to prevent swimming in the area.**

## 9 REPORT REGIONAL SERVICES MANAGER - PEPPIMENARTI

<b>Applicant:</b>	Rose Peckham
<b>Location/Address:</b>	Peppimenarti Service Centre
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	3 July 2014
<b>Author:</b>	Peppimenarti Regional Services Manager, Rose Peckham
<b>Attachments:</b>	Nil

**SUMMARY**                      The following report was tabled at the meeting:

### **PEPPIMENARTI SERVICE DELIVERY UPDATE – 18 August 2014**

#### **VISITORS**

The visitors to the shire in our community were  
Team members from regional office  
PAWA contactors  
Centre Link Team  
Telstra  
Territory Housing  
Murry River North  
Kirk Whelan, GEC  
Asbuild NT  
Various Department of Health Agencies

#### **EVENTS AND ACTIVITIES**

Community Clean up

#### **MEETINGS**

Local Authority  
Territory Housing  
GEC – Service Providers Meetings  
Community Meetings

#### **STRATEGIC ISSUES**

The new council going forward.

#### **COMMUNITY ISSUES**

The community has been relatively calm.

#### **STAFFING**

I have done various staff transfers between programs in order to get programs running effectively.

## **PROJECTS**

### **POOL UPGRADE**

The new sand filter was installed last week and the pool is now functional and training was conducted on the requirements to keep the pool operational, we are just awaiting some minor cleaning equipment. Repairs to the shade structure and the fence will be done in the near future.

## **CORE/INFRASTRUCTURE SERVICES**

### **PUBLIC AND STREET LIGHTING**

There are 10 street lights in need of replacement, as soon as funds are available for the work it will be done.

### **LOCAL EMERGENCY MANAGEMENT**

Emergency management was discussed at our last Service Providers meeting and will be an on-going issue due to the high turn-over in Police in the recent months.

### **MAINTENANCE BUILDINGS AND FIXED ASSETS**

Plumbing to the main office will begin in the next couple of weeks due to the growth of tree roots behind the office.

### **CEMETERY ASSISTANCE**

Nil this reporting period.

### **SWIMMING POOL**

As above.

### **ANIMAL WELFARE AND CONTROL**

The vets have been and carried out an extremely productive visit to our community.

### **LOCAL ROAD MAINTENANCE**

Minor repairs to roads was conducted last week with the patching of pot holes throughout the community.

### **TRAFFIC MANAGEMENT ON LOCAL ROADS**

We are yet to install the speed and school zone signs.

### **WASTE MANAGEMENT AND LITTER CONTROL**

Rubbish collection is on-going.



### **PLANT AND EQUIPMENT**

Our heavy plant is in the process of being sent into Darwin for repairs starting with the Grader and Backhoe. The ride on mower is still not running and is awaiting replacement through the current tender process.

### **AIRPORT MAINTENANCE**

Slashing has re-commenced for the strip.

### **POWER, WATER AND SEWERAGE**

The septic tanks through-out the community are full and we are awaiting the outcome from NT Housing to have these pumped. The water throughout the community needs addressing and I am currently liaising with PowerWater in relation to this.

### **COMMUNITY SERVICES**

#### **AGED CARE**

WDRC are currently negotiating with training providers to conduct training for the program throughout the financial year.

#### **CDEP, MENTOR PROGRAM AND YOUTH ENGAGEMENT**

NIL.

#### **NIGHT PATROL**

There are some upcoming training for the staff within this program. Transfers between current employees have been done in order to ensure that this program is running effectively.

#### **COMMUNITY BROADCASTING**

This program currently requires some work of which I will be addressing in the near future, the current location where the equipment is stored and worked on requires some work.

#### **WOMENS AND CHILDRENS SERVICES**

The new Crèche at Emu Point is almost completed, we are just awaiting the connections for phone and internet which were not carried out with the building of the new centre. We are currently operating out of the new centre.

#### **LIBRARIES AND CULTURE**

Our library is still not in operation due to the building being condemned. Cultural awareness and art are being conducted through or Officer.

#### **SPORT AND RECREATION**

This program is currently being run on a weekly basis through the valued time given by the Team Leader in Palumpa. His support to the program is highly appreciated and the feedback has been positive whenever he visits. The program within the community is currently not running apart from these visits.

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/08/2014 017

That Council receives and notes the Peppimenarti Regional Services Manager's Report.

**Moved:** Clr. Brown

**Seconded:** Clr. Minjin **5/0 Carried**

**ACTION:** RSM's to present a report to Council re the septic situation on Homelands properties, approx. costs and possible disposal sites to deposit the effluent within the WDRC area.

## 10 ACTING CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.1 INCOMING AND OUTGOING CORRESPONDENCE

<b>Applicant:</b>	Administration
<b>Location/Address:</b>	Darwin
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	
<b>Date:</b>	20 August 2014
<b>Author:</b>	Executive Assistant, Jo'Anne Kinter
<b>Attachments:</b>	Nil

### SUMMARY

Council is provided with items of correspondence received in July/August 2014.

### BACKGROUND

Hard copies are available to Council on the day of each Ordinary Council meeting for perusal, with additional copies available on request to individual Elected Members.

### COMMENT

The correspondence inwards and outwards will be tabled at every meeting or included in agenda items as part of the background information for that particular issue.

The items of correspondence are as follows:

### Correspondence In

DATE	SOURCE	SUBJECT
30/06/2014	Local Government Association NT	2014-2015 membership subscriptions
02/07/2014	Commonwealth Bank	Corporate Charge Card – Letter of Offer
14/07/2014	Dep Local Government and Regions	December 2013 Deloitte Report on financial stability of regional councils in the NT
23/07/2014	NT Gov	Remittance Advice Indigenous Jobs Jul, Aug, Sep \$148,085.75
23/07/2014	Dep Local Government and Regions	Letter of Offer for Local Authority Strengthening
24/07/2014	Joint Selection Committee on constitutional Recognition of Aboriginal and Torres Strait Islander People	Invitation to make a submission to the Joint Selection Committee on constitutional Recognition of Aboriginal and Torres Strait Islander People
13/08/2014	CL Rowe and Associates Pty Ltd	Review of Constitutional Arrangements
11/08/2014	Local Government Association of the NT (LGANT)	Special General Meeting of LGANT 21 <sup>st</sup> August 2014
18/08/2014	Dep Local Government and Regions	Local Government Funding Levels – 2014-2015
18/08/2014	Minister for indigenous Affairs	New Indigenous Advancement Strategy

### Correspondence Out

DATE	SOURCE	SUBJECT
31/07/2014	Ms Amy Narburup	Palumpa Local Authority
31/07/2014	Mr Jerrimiah Wilson	Peppimenarti Local Authority
31/07/2014	Mr Don Pultchen	Wadeye Local Authority

#### CONSULTATION

Not Applicable.

#### STATUTORY ENVIRONMENT

Not Applicable.

#### POLICY IMPLICATIONS

There are no specific policies that apply to this report.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION 20/08/2014 018**

That Council receives and notes the items of incoming and outgoing correspondence as tabled.

**Moved:** Clr. Brown

**Seconded:** Clr. Martin **5/0 Carried**

#### **10.2 JOINT SELECT COMMITTEE ON CONSTITUTIONAL RECOGNITION OF ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES**

**Applicant:** Acting Chief Executive Officer

**Location/Address:** Darwin Office

**File Ref:** NA

**Disclosure of Interest:**

**Date:** 20 August 2014

**Author:** Executive Assistant

**Attachments:** Interim Report  
Email in incoming correspondence

#### **SUMMARY**

The Joint Select Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples has been established to inquire into steps that can be taken to progress towards a successful referendum on Indigenous Constitutional Recognition.

The committee invites submissions by 30 September 2014. Written submission can be made online at the committee's website: <http://www.aph.gov.au/jscatsi> or you can send your written submission by e-mail to [jscatsi@aph.gov.au](mailto:jscatsi@aph.gov.au).

The committee recently tabled an interim report in the Parliament, and will be holding public hearings around Australia. You can read this report and learn more about the public hearings on the committee's website: <http://www.aph.gov.au/jscatsi>.

The committee will be holding public hearings in the Northern Territory on the following days:

- Katherine Tuesday 19 August
- Darwin Wednesday 20 August
- Alice Springs Tuesday 7 October.

To attend a hearing or give evidence to the committee please contact the secretariat on 1800 728 963 or email [jscatsi@aph.gov.au](mailto:jscatsi@aph.gov.au).

**BACKGROUND**

NA

**COMMENT**

Council may be interested in participating in the Consultation to be held in Alice Springs on the 7<sup>th</sup> October 2014 and making a submission to The Joint Select Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples.

**CONSULTATION**

Not Applicable.

**STATUTORY ENVIRONMENT**

Not Applicable.

**POLICY IMPLICATIONS**

There are no specific policies that apply to this report.

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION 20/08/2014 019**

That Council notes the consultation to be conducted by The Joint Select Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples scheduled for 7<sup>th</sup> October, 2014 in Alice Springs.

And

That Council prepare a submission for the Mayor to present to The Joint Select Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples on the 7<sup>th</sup> October, 2014 in Alice Springs.

**Moved:** Clr. Martin

**Seconded:** Clr. Ariuu **5/0 Carried**

### 10.3 REVIEW OF ACTION ITEMS LIST

<b>Applicant:</b>	Acting Chief Executive Officer
<b>Location/Address:</b>	Darwin Office
<b>File Ref:</b>	Governance/Reporting/Reports and Resolutions
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	20 August 2014
<b>Author:</b>	Chief Executive Officer Lee Farrell
<b>Attachments:</b>	Nil

#### SUMMARY

Summary and status of actions arising

### Actions Arising from Council Meetings

DATE	RESOLUTION NO	ACTION	RESPONSIBILITY	STATUS
12 June 2014	10.1	Check with the outstations and Councillors to decide on the locations for future Council meetings.	Clr Wilson	
12 June 2014		A Council Policy for Cultural Clearances needs to be developed	Neil Murray	24/07/2014 Discussions to be held with executive of the council to identify what council wants to cover in this policy
16 July 2014	16/07/2014/008	16.1 The Peppimenarti Local Authority be advised that Council has made application for the appointment of a Coordinator who will provide/organise training on good governance, meeting procedures and financial training. Note WDRC is waiting confirmation of the Grant application.	Acting CEO	31/7/14 Letter sent to Peppi LA advising of Council decision
		16.4 The Peppimenarti Local Authority be advised that Council is developing a long term road program and the kerbing of road verges in Peppimenarti to reduce flooding will be considered in this program.	Acting CEO	31/7/14 Letter sent to Peppi LA advising of Council decision
16 July 2014	16/07/2014/008	6.5 The Peppimenarti Local Authority be advised that Council has commenced negotiations with the University of Melbourne for a 3 year contract to undertake veterinary visits to Emu Point, Peppimenarti, Palumpa, Wadeye and outstations within the West Daly	Acting CEO	31/7/14 Letter sent to Peppi LA advising of Council decision

DATE	RESOLUTION NO	ACTION	RESPONSIBILITY	STATUS
		Regional Council.		
16 July 2014	16/07/2014/010	It is recommended Council consider the creation of a Building Maintenance Officer to carry out minor repairs and maintenance to all Council buildings and to coordinate the activities of trade qualified contractors where required.  ACTION: Council noted this recommendation. The Acting Chief Executive Officer advised that the Regional Service Manager has been requested to research where funding could be obtained to fund this position.	RSM Wadeye	Waiting for all grants to be finalised to assess funding available.
		ACTION: The engagement of Howard Springs Veterinary Clinic be deferred pending discussions with the University of Melbourne.	RSM Wadeye	Waiting a response from the UOM
		ACTION: Regional Service Managers have been requested to provide a report on the cost of collecting rubbish within their communities and maintenance of their waste sites.	RSM's Wadeye, Palumpa and Peppi	Information provided and will be submitted to Council for consideration.
16 July 2014	16/07/2014/011	Acting CEO to follow up with VDRC re completion of works on the Palumpa causeway	Acting CEO	Emails sent to Tony Cheng 24/7 & 31/7 re response on Causeway. Advised will be completed by end of August
16 July 2014	16/07/2014/012	ACTION: Acting CEO to obtain water samples and have these sent to Power and Water for assessment	Acting CEO	RSM to follow up.

**ACTION: Check on water quality at Paluma and Peppimenarti**

#### VOTING REQUIREMENT

Simple majority

#### RESOLUTION 20/08/2014 020

That Council receives and notes the action items list presented to Council.

**Moved:** Clr. Brown

**Seconded:** Clr. Ariuu

**5/0 Carried**

#### 10.4 ELECTORAL REVIEW – WADEYE, PALUMPA AND PEPPIMENARTI

<b>Applicant:</b>	Electoral Review of Representation and Ward Boundaries
<b>Location/Address:</b>	Communities of Wadeye, Palumpa and Peppimenarti and surrounding areas
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	6 August 2014
<b>Author:</b>	Acting Chief Executive Officer, Lee Farrell
<b>Attachments:</b>	Quotation CL Rowe and Associates.  Reviewing Electoral Representation Information paper

#### SUMMARY

At least once in the Councils term which is every 4 years, Council must undertake a review of electoral representation to assess whether the councils' constitutional arrangements provide the most effective possible representation for residents in the Council area. This review must be completed by the 31 March 2015 being 12 months before the next election in March 2016.

#### BACKGROUND

The newly constituted West Daly Regional Council under the restricting order adopted the existing wards and representations and resolved to elect the Mayor from within the elected members. Council has also received a quotation from CL Rowe and Associates Pty Ltd to undertake this review and submit a report to Council and then the Minister for Local Government for his consideration. The cost of undertaking this work has been quoted at \$22,600. A copy of the quote is attached.

#### COMMENT

The Review of Electoral Representation information paper which is attached clearly defines the procedure that Council is required to follow to formulate its discussions, community consultation and final decisions for presentation to the community and then to the Minister.

#### What should be considered?

Regulation 63(2) of the Local Government (Electoral) Regulations outlines the matters that all councils must demonstrate they have considered when assessing the effectiveness of the council's current electoral representation. Councils should also address these matters when presenting options/recommendations for changes to their electoral representation.

The following discussion questions may help councils when considering matters in LGER r63(2).

Legislation	Discussion Questions	Additional Information
<i>Community of interests in the area including economic, social and regional interests.</i> LGER r63(2)(a)	<ul style="list-style-type: none"> <li>• What are the communities of interest in the council?</li> <li>• Are communities of interest located in the same ward?</li> <li>• How can their voice be represented on council?</li> </ul>	A community of interest may share an identity and feeling of belonging; similar characteristics of residents, history, culture, economic activities or shared use of facilities and services. Examples may include: <ul style="list-style-type: none"> <li>• physical communities, such as</li> </ul>



		<p>outstations of major and minor communities, town camps or suburbs</p> <ul style="list-style-type: none"> <li>• cultural communities, such as traditional owners, language groups, family or clan groupings, multi-cultural groups</li> <li>• business communities such as pastoralists, tourism operators and resource centres.</li> </ul>
<p><i>Types of communication and travel in the area with special reference to disabilities arising out of remoteness or distance</i> LGER r63(2)(b)</p>	<ul style="list-style-type: none"> <li>• How does remoteness affect the level of representation received by electors in any of the council's areas?</li> <li>• How do difficulties with travel and communication affect elected members ability to represent electors in any of the council's areas?</li> <li>• What strategies does the council have to support elected members in representing electors in remote council areas?</li> <li>• What are the main travel routes within the council area?</li> </ul>	

Legislation	Discussion Questions	Additional Information
<p><i>The trend of population changes in the area.</i> LGER r63(2)(c)</p>	<ul style="list-style-type: none"> <li>• Do population trends show that there will be a change in population within the council area/ and or wards in the next 4 years?</li> <li>• Are there a high number of 14–17 year olds that are upcoming voters?</li> <li>• Is there likely to be any population movement within the council area in the next 4 years? For example movements to Territory growth centres or areas with new enterprises, such as mining?</li> <li>• How can council best represent the projected population in the next 4 years?</li> </ul>	<p>information of population trends can be obtained from the Australian Bureau of Statistics.</p>
<p><i>The density of population in the area.</i> LGER r63(2)(d)</p>	<ul style="list-style-type: none"> <li>• What are the populations and density of populations of communities of interest in the area?</li> <li>• Are they concentrated or dispersed?</li> <li>• How does the density of communities of interest affect the level of representation electors receive? For example: Do concentrated or dispersed communities require a higher/ lower ratio of elector representation in the council?</li> </ul>	<p>Elector ratio is the number of electors per elected member. The NTEC has provided data to councils on the number of electors per representatives.</p>
<p><i>The physical features of the area.</i> LGER r63(2)(e)</p>	<ul style="list-style-type: none"> <li>• What are the major geographical features in the council area?</li> <li>• How do these features affect the distribution of communities of interests?</li> <li>• How might these features affect representation?</li> </ul>	<p>The physical features of the council area, including rivers, ranges, tablelands, native title areas, national parks may relate to communities of interest. These features may also impact on communication and travel in the council areas on a seasonal or ongoing basis.</p>

## Reviewing ward representation

### LGER r63(3)

For a council with wards, regulation 63(3) of the LGER outlines matters that must also be considered when reviewing electoral representation. Councils must demonstrate they have considered these matters when reviewing the effectiveness of the council's current representation and when presenting options/recommendations. Each of the matters in regulation 63(3) are considered as principles for effective representation in the council area.

In conducting the review councils need to consider if the matters in 63(3) are desirable for their council area. If they are desirable, demonstrate how they have addressed these matters in the options/ recommendations presented for electoral representation in the council area. If they are not desirable or have not been met, present reasonable justification as to why an alternative may be more desirable for achieving effective electoral representation in the council area.

The following issues may help council when considering the matters in LGER r63(3).

Legislation	Issues for Consideration
<p><i>The desirability of the number of electors for each ward being as near to equal as practicable at the next general election.</i> LGER r63(3)(a)</p>	<ul style="list-style-type: none"> <li>• Uniform distribution of the numbers of electors in council wards supports councils in meeting one vote one value principles or an equal ratio of electors to representatives.</li> <li>• Councils with wards containing non-uniform numbers of electors may lead to councils having greater variance in the ratio of electors to representative.</li> <li>• It is considered desirable for the ratio between the number of electors per representatives in a ward to be close to the average ratio of electors per representatives for the council.</li> </ul>
<p><i>The desirability of keeping the area of each ward containing rural and remote areas as small as practicable.</i> LGER r 63(3)(b)</p>	<ul style="list-style-type: none"> <li>• The size of wards may affect the ability of representatives to represent electors due to travel and communication issues.</li> <li>• Larger areas may include a variety of communities of interest to be represented by council.</li> <li>• Challenges exist for representatives responsible for representing varied communities of interests, including language, cultural and communication issues.</li> <li>• It is considered desirable that communities of interest are effectively represented by council.</li> </ul>
<p><i>The desirability of keeping the demographic and geographic nature of each ward as uniform as practicable</i> LGER r63(3)(c)</p>	<ul style="list-style-type: none"> <li>• The uniformity of the demographic and geographic nature of a ward may affect the number of identifiable communities of interest in the ward and the variance between them.</li> <li>• It is considered desirable that communities of interest are effectively represented by council.</li> </ul>
<p><i>The desirability of including an identifiable community wholly within one ward if practicable.</i> LGER r63(3)(d)</p>	<ul style="list-style-type: none"> <li>• An identifiable community can be a community of interest which may include a physical community (town, major/ minor community).</li> <li>• Where a community of interest is divided between wards the ability of that community to elect a member to represent its interests may be reduced.</li> <li>• Where a community of interest is divided between wards there may be challenges for elected members in effectively representing the whole community's interests on council.</li> <li>• It is considered desirable that communities of interest are effectively represented on council</li> </ul>

As part of the review the question of how the Mayor is to be elected (ie by the Council or the Community) must be undertaken.

## CONSULTATION

Council will need to consult

- All residents of the West Daly Regional Council via Public Meetings and surveys
- Electoral Commission
- Department of Local government
- ABS.

## STATUTORY ENVIRONMENT

Section 23 (1) (c) of the Local Government Act States:

### **23 Contents of municipal, regional or shire plan**

- (1) A municipal, regional or shire plan:
  - (c) must contain, or incorporate by reference, the council's most recent assessment of:
    - (i) the adequacy of constitutional arrangements presently in force for the council under this Act and, in particular, whether they provide the most effective possible representation for the area; and
    - (ii) the opportunities and challenges for local government service delivery in the council's area; and
    - (iii) possible changes to the administrative and regulatory framework for delivering local government services in the council's area over the period to which the plan relates; and
    - (iv) whether possibilities exist for improving local government service delivery by cooperation with other councils, or with government agencies or other organisations; and
  - (d) must define indicators for judging the standard of its performance.

Section 9 of the Local Government Act States:

### **Part 2.2 Constitutive powers**

#### **9 Power to establish local government etc.**

- (1) The Administrator may, by *Gazette* notice, exercise any one or more of the following powers:
  - (a) constitute a part of the Territory as a local government area or abolish a local government area;
  - (b) determine whether a local government area is a municipality, a region or a shire;
  - (ba) change a municipality into a shire, or a shire into a municipality;
  - (bb) change a municipality into a region or a region into a municipality;
  - (bc) change a region into a shire, or a shire into a region;
  - (c) assign a name to a local government area or change the name of a local government area;
  - (d) assign a name to the council for a local government area or change the name of the council for a local government area;
  - (e) define or change the boundaries of a local government area;
  - (f) create or abolish wards;
  - (g) define or change the boundaries of a ward or wards;
  - (h) assign a name to, or alter the name of, a ward;
  - (i) determine or change the number of members to be elected for a particular area or a ward within a particular area;
  - (j) correct an error or omission in an earlier notice under this section.
- (2) The Minister may also, by *Gazette* notice, exercise any of the powers conferred by subsection (1) except the power to constitute or abolish a local government area.
- (2A) If a *Gazette* notice under subsection (1) or (2) changes the name of a local government area, or of a local government council, any reference to the area or council is to be read as a reference to the area or council as changed by the notice.
- (3) A local government area may consist of 2 or more non-contiguous sections.

### **Part 6 of the Local Government Electoral Regulations states:**

Part 6 Review of electoral representation

63 Assessment of the effectiveness of constitutional arrangements for electoral representation of the council's area

(1) A council carries out an electoral review when it makes or revises an assessment under section 23(2) of the Act of whether the constitutional arrangements presently in force for electoral representation provide the most effective possible representation for the council area of the council.

(2) In carrying out an electoral review, a council must give proper consideration to the following matters:

(a) community of interests in the council area including economic, social and regional interests;  
(b) types of communication and travel in the council area with special reference to disabilities arising out of remoteness or distance;

(c) the trend of population changes in the council area;

(d) the density of population in the council area;

(e) the physical features of the council area.

(3) If a council area is divided into wards, the council must also consider the following matters:

(a) the desirability of the number of electors for each ward being as near to equal as practicable at the next general election;

(b) the desirability of keeping the area of each ward containing rural and remote areas as small as practicable;

(c) the desirability of keeping the demographic and geographic nature of each ward as uniform as practicable;

(d) the desirability of including an identifiable community wholly within 1 ward if practicable.

(4) In carrying out its electoral review, the council must consult with the Electoral Commissioner.

(5) The council should complete its electoral review at least twelve months before the next general election.

#### **POLICY IMPLICATIONS**

Not applicable.

#### **FINANCIAL IMPLICATIONS**

Council has placed the sum of \$25,000 to engage a consultant to undertake this work on behalf of Council

#### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION 20/08/2014 021**

That Councillors and Council staff undertake the Electoral Review of Representation and Ward Boundaries of the West Daly Regional Council in accordance with the Local Government Electoral Regulations and that the Mayor and ACTING CEO prepare a discussion paper for consideration at the next meeting of Council.

**Moved:** Clr. Minjin

**Seconded:** Clr. Martin

**5/0 Carried**

## 10.5 COST OF WASTE REMOVAL – WADEYE, PALUMPA AND PEPPIMENARTI

<b>Applicant:</b>	Waste Removal Costs Review
<b>Location/Address:</b>	Communities of Wadeye, Palumpa and Peppimenarti
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	6 August 2014
<b>Author:</b>	Acting Chief Executive Officer, Lee Farrell
<b>Attachments:</b>	Nil

### SUMMARY

As part of the review of Councils operations Council staff have undertaken an assessment of the cost of maintaining waste and collection of waste in the communities of Wadeye, Palumpa and Peppimenarti.

The spreadsheet shows the cost to Council is estimated to be in the vicinity of \$628,887

### BACKGROUND

The Regional Service Managers have provided the estimate of time currently applied to the removal of rubbish, litter control and the management of the waste sites in their communities. These costs have been calculated and then assessed against the amount Council charges to its ratepayers for the provision of a waste collection service.

### COMMENT

The provision of a waste collection service should be self-supporting or at least making a 10% profit to provide funds into its Infrastructure reserve fund to replace plant and provide for the construction of new waste sites if required. Failure to undertake this policy reduces the amount of funds that could be applied into other core services under Councils responsibility.

### CONSULTATION

Regional Service Managers  
Director of Corporate Services.

### STATUTORY ENVIRONMENT

Council sets its fees and charges each year when setting its rates. The 2014/15 fees have been set and advertised so any changes will apply to the 2015/16 financial year.

### POLICY IMPLICATIONS

Not applicable.

## FINANCIAL IMPLICATIONS

The following shows the estimated 2014/15 costs for the financial year under review.

<b>Waste Removal per week - Peppimenarti</b>	<b>Costs</b>	<b>Ratepayers</b>	<b>Cost/Ratepayer</b>
Small Garbage Truck (4hr/day Tues/Fri)	1,600.00		
Small Isuzu Tipper (allow 1 hrs/wk)	184.00		
Litter Control (2 Labs 2hr/day Tues/Fri)	160.00		
Maintain Tip (4hrs loader/dozer 1/wk)	760.00		
Total Per Week	2,704.00		
<b>Total Per Annum</b>	<b>\$ 140,608.00</b>	<b>82</b>	<b>\$ 1,714.73</b>
<b>Waste Removal per week - Wadeye</b>			
Large Garbage Truck (20hr/wk M-F)	4,000.00		
Small Isuzu Tipper & Bobcat (6hr/d 3d/wk)	3,420.00		
Litter Control (2 Labs 2hr/day 4d/wk)	640.00		
Maintain Industrial Tip (3h/wk Traxcavator)	570.00		
Maintain Domestic Tip (4h/wk IT Loader)	760.00		
Total Per Week	9,390.00		
<b>Total Per Annum</b>	<b>\$ 488,280.00</b>	<b>454</b>	<b>\$ 1,075.51</b>
<b>Waste Removal per week - Palumpa</b>			
Small Garbage Compactor (2hr/3xwk)	900.00		
Garbage Removal (Backhoe 9hr/wk)	1,539.00		
Litter Control (3 Lab 2d/wk)	1,920.00		
Wet Season Tip (4hr/mth)	171.00		
Dry Season Tip (3hr/mth)	128.25		
Total Per Week	4,658.25		
<b>Total Per Annum</b>	<b>\$ 242,229.00</b>	<b>97</b>	<b>\$ 2,497.21</b>
<b>TOTAL WASTE MANAGEMENT PER ANNUM</b>	<b>\$ 871,117.00</b>	<b>633</b>	<b>\$ 1,376.17</b>
<b>GARBAGE CHARGES - Need to amend</b>	<b>\$ 242,230.00</b>	<b>633</b>	<b>\$ 382.67</b>
<b>DEFICIT</b>	<b>\$ 628,887.00</b>	<b>633</b>	<b>\$ 993.50</b>
Garbage Collection	\$ 605,436.00	633	\$ 956.45
Litter Control	\$ 141,440.00	633	\$ 223.44
Tip Maintenance	\$ 124,241.00	633	\$ 196.27
	<b>\$ 871,117.00</b>		
	<b>Current Waste</b>		
	<b>Charges 214/15</b>		
Residential 240L	582.27		
Commercial 240L	1055.23		
Residential Landfill	182.93		
Commercial Landfill	479.65		

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/08/2014 022

That Council staff undertake a review of the cost of waste collection and maintenance of its waste sites in the Wadeye, Palumpa and Peppimenarti communities and prepare a report to Council that will undertake this service on a cost neutral basis.

**Moved:** Clr. Brown

**Seconded:** Clr. Martin

**5/0 Carried**

## 10.6 ACTING CEO ACTIVITIES REPORT JULY/AUGUST 2014

<b>Applicant:</b>	Acting Chief Executive Officer
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	Nil
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	20 August 2014
<b>Author:</b>	Acting Chief Executive Officer, Lee Farrell
<b>Attachments:</b>	NIL

### SUMMARY

Chief Executive Officer's report for the Ordinary General Meeting held 20 August 2014.

#### Acting CEO Report from 17<sup>th</sup> July 2014 to 6 August 2014

##### 1. Local Authorities August 2014

The Three LA will meet this month and the Minutes will be presented to the meeting of Council. I will be attending all three Local Authority Meetings.

##### 2. Grant Applications and Approvals

###### 2.1 Strengthening Local Authorities Funding

The Department of Local Government has approved a grant of \$195,918 to employ a Coordinator to assist in the Strengthening of Local Authorities in the West Daly Regional Council.

The grant will undertake the following function;

"To ensure the Three (3) Local Authorities within the West Daly Regional Council can play an important part in the future development of the Council and their communities by the development of correct planning processes and procedures. To accomplish this, the WDRC will engage a coordinator who will manage and assist the three Local Authorities develop their LA community plan (Jan-March), be involved in the development of the Draft Strategic plan and budget (April-June), review their own performance against their plan and prepare the LA report for Council Annual report in November (July-Sept). His/her role will be to work with the LA's members and chairperson in the development of the above Local government planning process and also undertake;



1. Various surveys to measure Councils performance in the relevant service areas and then discuss the results with the WDRC on ways the current service can be improved,
2. Prepare back ground information to develop up projects for Government funding,
3. Assist the Members in the understanding of Councils financial reports and budgets.
4. Engage a trainee to undertake the preparation of agenda, taking of minutes, correspondence, meeting organisation that will assist in ensuring the development and management of the three LA's.

The Project main focus will be on learning by LA members to ensure that the strength of the Local Authorities and the role they play in the community is understood and is both positive and constructive. The coordinator will use software such as Dashboard technology and Local Authority members through role play, to enable members to understand their role and the financial reports of the WDRC.

By the conclusion of the project, all Local Authority members' will have a strong understanding of the role they play in the Community and Regional Council planning process, a greater understanding of the financial budgets and how it applies to their community. They will also understand the communication role and partnership they will need to develop with the WDRC and the importance of continually communicating within their own community and through regular discussions with Local Councillors and Members of Parliament.

The Coordinator position is currently being advertised.

## 2.2 SPG Grant – Development of the WDRC

The Department of Local Government has provided an SPG Grant of \$1million dollars to allow for the upgrade of the various facilities and for the purchase of new plant & equipment within the WDRC  
The following action has commenced:

### Peppimenarti

- 1 Swimming Pool - Lot 90 – Pool equipment and fence. **ACTION:** *Quotes have been obtained and orders issued*
- 2 Zero Turn Ride on Mower – New **ACTION:** *Tenders will be called on 9<sup>th</sup> August 2014 and considered at the September meeting*
- 3 Service Existing Heavy Machinery Caterpillar Dozer, Case Loader, Komatsu Grader, Cat Backhoe
- 4 4WD Troop carrier - New **ACTION** – *Equipment will be sent for repairs once the Grading work has been completed for the Homelands*

### Palumpa

- 1 Dual cab Truck – New. **ACTION:** *Tenders will be called on 9th August 2014 and considered at the September meeting*
- 2 Ride on Mower – New. **ACTION:** *Tenders will be called on 9th August 2014 and considered at the September meeting*
- 3 Service Existing Heavy Machinery such as Cat Loader, John Deere Backhoe . **ACTION:** *Equipment will be sent to Darwin on 19 August 2014*
- 4 4WD Troop Carrier Bus – New **ACTION:** *Tenders will be called on 9th August 2014 and considered at the September meeting*
- 5 Service Managers House Lot 43 – New roof. **ACTION :** *Quotes are being obtained and will be presented to the September meeting*

### Wadeye

- 1 Wadeye Pool Lot 562 – Pool equipment and fence. **ACTION.** *Quotes have been obtained and orders issued.*
2. Service Existing Heavy Machinery such as Cat traxcavtor, Cat Loader, Cat Grader. **ACTION** – *Equipment will be sent for repairs once the Grading work has been completed for the Homelands*
- 3 Staff House Lot 391 – New Roof **ACTION:** *Quotes are being obtained and will be presented to the September meeting*
- 4 Single Cab 4WD Tray back . **ACTION:** *Tenders will be called on 9th August 2014 and considered at the September meeting*
- 5 Community Bus – New **ACTION:** *Tenders will be called on 9th August 2014 and considered at the September meeting.*

### **Service of Machinery**

The service repairs to Council machinery be undertaken in the following order of priority. Note items 1-4 to be financed from the current funding. Items 5-9 to be undertaken from savings on above projects.

- 1 Caterpillar 140G Grader – Wadeye
- 2 Komatsu Grader – Peppimenarti
- 3 John Deere backhoe – Palumpa
- 4 Caterpillar Backhoe – Peppimenarti
- 5 Caterpillar D6 Dozer - Peppimenarti
- 6 Caterpillar Traxcavtor – Wadeye
- 7 Case 612B loader – Peppimenarti
8. Caterpillar IT2F Loader – Wadeye
- 9 Caterpillar 950 Loader - Palumpa

### **2.3 Grants General**

Council staff have been undertaking research into all grants currently operating in the West Daly Regional Council to evaluate the cost against grants received. This work will hopefully be completed by 31 August 2014.

Council has appointed a Grants Officer Ms Fiona Kelly who will be visiting the three communities and meeting with the LA Chairpersons to discuss grant opportunities. This visit will commence on 25 – 28 August 2014. I will have the Regional Service Managers contact the Chairpersons to arrange these meetings.

### **3. Local Authority - Minutes of Meetings**

The Minutes of the LA meetings and recommendations have been presented and discussed at the 16 July meeting of the WDRC. Letters advising of Council decisions have been sent to each chairperson.

### **4. Budgets 2014/15**

WDRC staff are currently reviewing the 2014/15 Budget to enable each Community to be presented with information on the amount of funds which will be spent in each community. The creation of the new Council has delayed this information being readily available and has required additional work to have this information prepared for presentation to each Local Authority.

### **5. Sporting requirements**

To assist the relevant Sport and Recreation staff working in the Community, I have sought input from each Community for a list of sports that would like to see played or made available within their community. The other issue is the establishment of the necessary infrastructure to ensure these sports continue both now but well into the future.

I will meet with the local school principals to ensure that current arrangements will continue and the support of the WDRC will be provided as required.

### **6. Community Road Naming**

New maps have been prepared and the NT Government has requested that community input be sought to have the streets named in accordance with the guidelines outlined in the Place names Committee for the NT. This will be a project that I see each Community having a large input to assist the WDRC undertake and complete this street naming project.

### **7. Council Logo**

This task has still to be completed and Council is looking for Logo designs to be submitted. A cash prize of \$1000 will be awarded to the winning entry. Submissions close on 5 September 2014.

**RESOLUTION 20/08/2014 023**

That the three Local Authority Chairpersons are invited to be on the panel for the selection of the WDRC logo along with Clr Brown and Executive Assistant J Kinter and that if the Local authority Chairpersons decline then the Regional Service Managers to be on the panel.

**Moved:** Clr. Martin

**Seconded:** Clr. Brown

**5/0 Carried**

**8. Newsletter**

To ensure the Communities are informed, the WDRC will be preparing a monthly newsletter that contains all the relevant information regarding what's happening in Council now and the future I am seeking input from each Local Authority to this newsletter.

**9. Bitumen Patching Training Course**

To commence the task of repairing Councils bitumen town streets, I have engaged a contractor to conduct a two day training workshop in Wadeye on 12/13 or 19/20 August 2014. The course will be attended by Councils Civil Services employees. Once the training has been completed then this work will be undertaken in the three communities to repair the town bitumen streets prior to the commencement of the wet season.

Lee Farrell

Acting Chief Executive Officer.

5 August 2014

**Acting CEO Update for Meeting 20 August 2014****1. Wadeye Swimming Pool**

The RSM Peter Curran-Walker and I met with the principal of the Wadeye Senior High School to discuss the future operation of the Wadeye Swimming Pool. The principal indicated that the School would be prepared to contribute \$20,000 PA for 5 years plus CPI to allow the school free use of the Pool. This will be undertaken under certain conditions and this will be contained within a MOU that will be prepared and presented to Council for Consideration by all parties.

Council comments are sought

**2. Local Authority Meetings**

I have attended the three Local Authority meetings held during the week 11-15 August 2014. All meetings were well attended and discussions were overall satisfactory. The minutes and recommendations from these meetings will be discussed by Council. It was great to see Councillors in attendance.

**3. Staff Inductions**

The HR officer Ms Jade Hamilton visited all three communities and addressed staff on all issues associated with working with the WDRC. Jade presentation was very informative and carried out in a relaxed atmosphere. All meetings received a lot of questions and Jade had several one on one interviews with staff following these presentations.

- a. The following matters were raised following the staff inductions
  - i. Hours of work and starting dates
  - ii. Recording of those staff that continue to arrive late
  - iii. Staff training requirements
  - iv. Clean up of towns prior to the wet for ease of mowing

- v. Grading of roads
- vi. Contracts that are expiring on 31 August 2014

#### 4. Staff Meetings

The following matters have been discussed at staff meetings in Darwin

- a. Presentation of Agendas and information required.
- b. Grants reports and presentation to Council
- c. Newsletter
- d. Budget report from the Mayor
- e. Photos of Board members for Website
- f. Upgrade of website being finalised

#### 5. Leave

I will be on leave from the 15 to the 19 September 2014 to play in the NT Lawn Bowls Championships which are held in Darwin.

### VOTING REQUIREMENT

Simple majority

#### RESOLUTION 20/08/2014 024

That Council receives and notes the Acting CEO's Activity Report for July/August 2014.

**Moved:** Clr. Minjin

**Seconded:** Clr. Brown

**5/0 Carried**

## 11 FINANCE REPORTS

### 11.1 PAYMENT REGISTER

<b>Applicant:</b>	Director Corporate Services
<b>Location/Address:</b>	Darwin
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	
<b>Date:</b>	15 August 2014
<b>Author:</b>	Melissa Kerr, Director Corporate Services
<b>Attachments:</b>	Nil

#### SUMMARY

As part of the monthly reporting procedures a full listing of payments made is submitted to Council.

#### BACKGROUND

Attached is the Payment Register for July 2014.

**COMMENT**

No additional comments are provided to this report.

**CONSULTATION**

There is no consultation that applies to this report.

**STATUTORY ENVIRONMENT**

Section 18 of the Local Government Accounting Regulations 2008 Financial reports to council -

(1) The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:

(a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and

(b) the forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) details of all cash and investments held by the council (including money held in trust); and

(b) a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) other information required by the council.

**POLICY IMPLICATIONS**

There are no specific policies that apply to this report.

**VOTING REQUIREMENT**

Simple majority

**WEST DALY REGIONAL COUNCIL****PAYMENT REGISTER****JULY 2014**

<b>DATE</b>	<b>REFERENCE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
16/07/2014	16/07/2014	PAYROLL	PAYROLL	416.48
18/07/2014	000025	ROSE PECKHAM	REIMBURE EXPENSES PAID OPENING	798.22
18/07/2014	000026	SA CAMPBELL & TM CLARKE T/A STC FARMBUILT	REPAIRS, SUPPLY INSTALL LOCKS	957.00
18/07/2014	000027	HAMILTON CLEANING SERVICES	CLEANING PARAP	91.39
18/07/2014	000028	MARK MARTIN	EM FEES	237.96
18/07/2014	000029	CHARLES L. FARRELL	REIMBURE MVR REGISTRATIONS	864.00
24/07/2014	000030	AUSTRALIAN FUEL DISTRIBUTORS	FUEL	581.65
24/07/2014	000031	SBA OFFICE NATIONAL	STATIONERY	422.75
24/07/2014	000032	DT & MG KERR	ACCOUNTING FEES	9,900.00
24/07/2014	000033	HELLOWORLD DARWIN	FLIGHTS, TRAVEL & ACCOMMODATION	2,317.50
24/07/2014	GJ000002	PETTY CASH JULY 2014	PETTY CASH PAL, PEP, WAD	2,400.00
28/07/2014	000034	TERRITORY HOUSING RENT	PAYROLL DEDUCTIONS	4,608.00
28/07/2014	000035	LIQUOR HOSPITALITY & MISCELLANEOUS UNION	PAYROLL DEDUCTIONS	19.30
28/07/2014	000036	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	205.80
28/07/2014	000037	SPNT PTY LIMITED	PAYROLL DEDUCTIONS	1,420.83
28/07/2014	000038	VICTORIA DALY REGIONAL COUNCIL	PAYROLL DEDUCTIONS	50.00
29/07/2014	BJ000001	COMMONWEALTH BANK	REJECT RETURN FEE BANK CHARGES	5.00
29/07/2014	BJ000001	COMMBIZ	TRANS FEES 15/7/14	5.50
29/07/2014	BJ000001	COMMBIZ	TRANS FEES 15/7/14	3.85
29/07/2014	BJ000001	COMMONWEALTH BANK	ACCOUNT FEE	10.00
29/07/2014	BJ000001	COMMONWEALTH BANK	DEBIT INTEREST	0.02
29/07/2014	BJ000001	COMMONWEALTH BANK	REJECT RETURN FEE BANK CHARGES	2.50
31/07/2014	000040	BUNNINGS GROUP LIMITED	MATERIALS PALUMPA	527.57
31/07/2014	000041	POWER WATER CORP	ESTABLISHMENT FEE WDRC POWER	63.25
31/07/2014	000042	PEPPIMENARTI STORE ASSOCIATION	LAUNCH GROCERIES	142.44
31/07/2014	000043	PALMERSTON 4WD SPARES	PARTS VEHICLE INSURANCE CLAIM	8,032.35
31/07/2014	000044	DT & MG KERR	ACCOUNTING FEES	4,125.00
31/07/2014	000045	HELLOWORLD DARWIN	FLIGHTS, TRAVEL & ACCOMMODATION	339.00
31/07/2014	000046	LOCAL GOVERNMENT ASSOCIATION NT	BUILDING LEASE PARAP	7,766.18
31/07/2014	000047	CAPITAL FINANCE AUSTRALIA	PHOTOCOPIER FEE - WADEYE	699.22
31/07/2014	000048	CABCHARGE	FLIGHTS, TRAVEL & ACCOMMODATION	30.00
31/07/2014	000049	NT-IT PTY LTD	PHOTOCOPIER FEE - PARAP	276.32
				<b>\$ 47,319.08</b>

**RESOLUTION 20/08/2014 025**That Council approve and pass for payment the July/August 2014 payment register totalling **\$ 47,319.08****Moved: Clr. Ariuu****Seconded: Clr. Martin****5/0 Carried**

## 11.2 MONTHLY FINANCE REPORTS

<b>Applicant:</b>	Director Corporate Services
<b>Location/Address:</b>	Darwin
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	15 August 2014
<b>Author:</b>	Melissa Kerr, Director Corporate Services
<b>Attachments:</b>	Nil

### SUMMARY

As part of the monthly reporting procedures a finance report is submitted to Council.

### BACKGROUND

Attached is a monthly finance report for July 2014.

### COMMENT

No additional comments are provided to this report.

### CONSULTATION

There is no consultation that applies to this report.

### STATUTORY ENVIRONMENT

Section 18 of the Local Government Accounting Regulations 2008 Financial reports to council –

(1) The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:

(a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and

(b) the forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) details of all cash and investments held by the council (including money held in trust); and

(b) a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) other information required by the council.

### POLICY IMPLICATIONS

There are no specific policies that apply to this report.

### VOTING REQUIREMENT

Simple majority

**WEST DALY REGIONAL COUNCIL**

**FINANCIAL REPORT FOR THE PERIOD ENDING 31ST JULY 2014**

<b>Cash at Bank</b>	
Cash on Hand	\$ 2,400.00
Cheque Account	\$ 1,700,420.25
Investment Account	\$ -
<b>Total Cash at Bank</b>	<b>\$ 1,702,820.25</b>

<b>Debtors</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
Trade	42,055.87	-	-	-	\$ 42,055.87
Rates	-	-	-	-	\$ -
<b>Total Debtors</b>					<b>\$ 42,055.87</b>

<b>Creditors</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
Trade	14,708.31	-	-	-	\$ 14,708.31
<b>Total Creditors</b>					<b>\$ 14,708.31</b>

<b>Reconciliation of Funds</b>	
Balance as per General Ledger	\$ 1,702,820.25
Add outstanding Debtors	\$ 42,055.87
Less outstanding Creditors	\$ 14,708.31
Add Investment Account	\$ -
<b>Total Cash &amp; Receivables Available</b>	<b>\$ 1,730,167.81</b>



**WEST DALY REGIONAL COUNCIL**

**GRANT REPORT FOR THE PERIOD ENDING 31ST JULY 2014**

<b>Date Received</b>	<b>Grant</b>	<b>From</b>	<b>Amount</b>	<b>Expended to date</b>	<b>Amount Remaining</b>	<b>Acquittal Due</b>
<b>27/06/2014</b>	Establishment Grant	Dept Local Government & Regions	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	30/06/2015
<b>15/07/2014</b>	Night Patrol	Prime Minister & Cabinet	\$ 316,379.00	\$ 37,132.00	\$ 279,247.00	30/06/2015
<b>17/07/2014</b>	Emu Point Creche	Dept Employment Education Training	\$ 41,921.18	\$ 2,220.00	\$ 39,701.18	30/06/2015
<b>17/07/2014</b>	Vacation Care Wadeye	Dept Employment Education Training	\$ 10,289.03	\$ -	\$ 10,289.03	30/06/2015
<b>22/07/2014</b>	Sport & Rec Co-ordinator	Prime Minister & Cabinet	\$ 50,000.00	\$ -	\$ 50,000.00	30/06/2015
<b>24/07/2014</b>	Indigenous Jobs Program	Dept Local Government & Regions	\$ 148,085.75	\$ -	\$ 148,085.75	30/06/2015
<b>25/07/2014</b>	HACC Peppimenarti	Dept Social Services	\$ 18,941.00	\$ -	\$ 18,941.00	30/06/2015
<b>29/07/2014</b>	Indigenous Womens Devel Program	Prime Minister & Cabinet	\$ 56,336.55	\$ -	\$ 56,336.55	30/06/2015
<b>29/07/2014</b>	Media & Broadcasting - Jobs Transition	Prime Minister & Cabinet	\$ 80,360.00	\$ 1,432.00	\$ 78,928.00	30/06/2015
<b>30/07/2014</b>	Sport & Rec Program - Jobs Transition	Prime Minister & Cabinet	\$ 100,000.00	\$ 10,289.00	\$ 89,711.00	30/06/2015
			<b>\$ 1,822,312.51</b>	<b>\$ 51,073.00</b>	<b>\$ 1,771,239.51</b>	
		<b>Cash and Receivables</b>			<b>\$ 1,730,167.81</b>	
		<b>Unspent Grants &amp; Subsidies</b>			<b>\$ 1,771,239.51</b>	
		<b>Cash Available to Council</b>			<b>-\$ 41,071.70</b>	

**WEST DALY REGIONAL COUNCIL**

**INCOME AND EXPENDITURE – ACUTAL TO BUDGET**

**TO 31<sup>ST</sup> JULY 2014**

	INCOME		EXPENSE		Total	Comment
	Actuals	Budget	Actuals	Budget		
<b>FUND</b>						
000 - Balance Sheet	0.00	0.00	26.87	0.00	(26.87)	
101 - General Operating	5,892.73	0.00	122,720.42	0.00	(116,827.69)	EM and Head Office
102 - Fundraising	0.00	0.00	0.00	0.00	0.00	
201 - Airport Maintenance, Safety & Security	3,720.00	0.00	0.00	0.00	3,720.00	Landing Fees
203 - Australia Post	0.00	0.00	0.00	0.00	0.00	
204 - Centrelink	0.00	14,233.63	0.00	14,233.60	0.00	
205 - Mechanical Workshops	234.75	0.00	14,174.86	0.00	(13,940.11)	
206 - Visitor Accommodation Business	8,945.46	0.00	674.56	0.00	8,270.90	
207 - Commercial Buildings	12,133.61	0.00	120.00	0.00	12,013.61	Rent Shop, Buildings
388 - Palumpa playground Upgrade	0.00	0.00	0.00	0.00	0.00	
391 - Wadeye Street Lighting	0.00	0.00	0.00	0.00	0.00	
398 - Merrepen Upgrade to Airstrip	0.00	0.00	0.00	0.00	0.00	
399 - Mulingi New Bore	0.00	0.00	0.00	0.00	0.00	
400 - Umuniluk - Electrical upgrade	0.00	0.00	0.00	0.00	0.00	
411 - Grass Roots Round 2 - Soccer & bball equipment	202.16	0.00	0.00	0.00	202.16	Invoiced VDRC for grant balance, spend and acquit
414 - Grass Roots Round 2 - Gym equipment	2,645.00	0.00	0.00	0.00	2,645.00	Invoiced VDRC for grant balance, spend and acquit
701 - NTG- Operational Subsidy Funding	0.00	0.00	0.00	0.00	0.00	
702 - NTG - Local Authorities Funding	0.00	0.00	0.00	15,720.41	0.00	LA Co-ordinator position advertised
703 - NTG - Matching Employment Grant Program	148,085.75	148,085.75	0.00	0.00	148,085.75	IJP funding first quarter grant
704 - NTG - Municipal & Essential Services Funding	0.00	0.00	0.00	0.00	0.00	
705 - NTG - Outstations and Homelands - Housing Maintenance	0.00	0.00	5,698.79	0.00	(5,698.79)	Wages - have applied for OS grant for 14/15
706 - NTG - Outstations SPG	0.00	0.00	0.00	0.00	0.00	
707 - NTG - Sports & Recreation funding	0.00	0.00	0.00	0.00	0.00	
709 - NTG - Libraries	0.00	0.00	2,212.32	0.00	(2,212.32)	Wages - need to check on NT Libraries grant 14/15
710 - NTG - Environmental Health	0.00	0.00	1,011.55	0.00	(1,011.55)	Wages - need to check on EHO Grant 14/15
711 - NTG - Health: Home & Community Care	18,941.00	18,941.00	0.00	6,272.92	18,941.00	First quarter grant received for HACC, wages expenditure
712 - NTG - Closing the Gap	0.00	0.00	0.00	0.00	0.00	
714 - NTG - Local Government: SPG Peppi Asbestos Removal	0.00	0.00	0.00	0.00	0.00	
715 - NTG - SPG Establishment Grant	0.00	0.00	0.00	0.00	0.00	
801 - AG - FAG General Purpose	0.00	0.00	0.00	0.00	0.00	
802 - AG - FAG Roads	0.00	0.00	2,968.78	0.00	(2,968.78)	Wages
803 - AG - Health: Disability in-home support service	0.00	0.00	0.00	0.00	0.00	
804 - AG - Health: Flexible Aged Care	0.00	392,943.83	0.00	129,913.50	0.00	Waiting on D&R contract to finalise then receive Flexi Aged care funding first quarter grant
805 - AG - Education: Child Care JET Crèche	41,921.18	41,921.00	2,219.63	13,973.75	39,701.55	Received full year grant, Wages to date
806 - AG - Night Patrol	316,379.00	316,379.75	31,257.96	133,096.32	285,121.04	Received full year grant, Wages to date
807 - AG - NT Jobs Transition	0.00	0.00	5,523.63	0.00	(5,523.63)	Wages

	INCOME		EXPENSE		Total	Comment
	Actuals	Budget	Actuals	Budget		
809 - AG - Regional Women's Program	56,336.55	56,336.55	0.00	0.00	56,336.55	Received full year grant, engage with LA position
810 - AG - Arts: Regional Indigenous Broadcasting Services	80,360.00	0.00	1,431.91	0.00	78,928.09	Received full year grant
811 - AG - Roads to Recovery	0.00	0.00	0.00	0.00	0.00	
812 - AG - Sport and Recreation: Jobs Creation	100,000.00	100,000.00	10,289.17	15,925.76	89,710.83	Received half of grant, wages to date
813 - AG - Sport and Rec: Indigenous Program coordinator	50,000.00	50,000.00	0.00	8,754.83	50,000.00	Received half of grant, wages to date
814 - AG - Education: Vacation Care	10,289.03	10,289.03	0.00	10,379.25	10,289.03	Received full year grant
815 - AG - Aged Care Conversion	0.00	0.00	6,976.22	0.00	(6,976.22)	Wages
816 - AG - CACP	0.00	0.00	2,249.06	0.00	(2,249.06)	Wages - waiting on CACP grant agreement from DLGR
997 - Suspense Fund Fleet and Assets	0.00	0.00	0.00	0.00	0.00	
998 - Suspense Fund Housing and Roads	0.00	0.00	0.00	0.00	0.00	
999 - Suspense Fund	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL:</b>	<b>856,086.22</b>	<b>1,149,130.54</b>	<b>209,555.73</b>	<b>348,270.34</b>	<b>646,530.49</b>	

**RESOLUTION 20/08/2014 026**

That Council receive and note the monthly finance reports for July 2014.

**Moved:** Clr Brown

**Seconded:** Clr Minjin

**5/0 Carried**

## 12 GRANTS OFFICER REPORT FOR AUGUST 2014

<b>Applicant:</b>	Grants Officer
<b>Location/Address:</b>	Darwin
<b>File Ref:</b>	Grants and Subsidies
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13 <sup>th</sup> August 2014
<b>Author:</b>	Grants Officer, Fiona Kelly,
<b>Attachments:</b>	Nil

### SUMMARY

The Grants Officer's report for the Ordinary General Meeting being held on Wednesday 20<sup>th</sup> August, 2014.

### REPORT 20<sup>th</sup> AUGUST 2014.

Grants received by West Daly Regional Council are current being read in relation to performance and financial requirements. A good understanding of these is essential. This includes phoning funding bodies and giving the contact details of the Grants officer.

A current priority is to research and match the salary element in individual grants to employee salaries in West Daly Regional Council. The outcome is to show any over or under spend on salary of the grants to date. From this a forecast of spend to the end of each grant can be achieved.

All grants are being read, however effort it being put into the following areas:

- **Budget Based funded child care services**

Reports due on 31 August. Assistance for report has begun for Regional Council Manager and Team Leaders. Emu Point Crèche and Wadeye Vac Care Program – Crèche

- **Aged Care grants** – (HACC, Indigenous Aged Care Employment Program, NT Jobs Package, Aged Care Flexi service)

Matching of employee salaries to grant funding will show any under or over spend of currently allocated grant money. This will allow better salary forecasting during the remaining grant time.

- **Community Night Patrols**

Contacting educational institutions for a quote to train our staff members in Cert III Community Night Patrol. These quotes then need to be submitted to the funding body.

### LOOKING FOR THE FOLLOWING GRANTS

- Wadeye - Possible grant funding assisting maintenance of Sport and Rec Hall in Wadeye
- Wadeye - Assistance for maintaining Museum in Wadeye
- Wadeye - Women's Health Expo – Looking for money in current grants to assist

### VOTING REQUIREMENT

Simple majority

Clr Minjin left the Council Meeting at 12.00 noon and was not in attendance for this vote.

**RESOLUTION 20/08/2014 027**

That Council receives and notes the Grant Officers Activity Report for August 2014

**Moved:** Clr. Ariuu

**Seconded:** Clr. Martin

**4/0 Carried**

**13 HUMAN RESOURCE OFFICER REPORT FOR JULY/AUGUST 2014**

**Applicant:** Human Resource Officer

**Location/Address:** Darwin

**File Ref:** Corporate Management/Policies/Policy Manual/Employees

**Disclosure of Interest:**

**Date:** 20 August 2014

**Author:** Human Resource Officer, Jade Hamilton

**Attachments:** Nil

**SUMMARY**

Human Resource Officer's report for the Ordinary General Meeting being held on Wednesday 20<sup>th</sup> August, 2014.

**HUMAN RESOURCES REPORT 20<sup>TH</sup> AUGUST 2014**

The HR report will provide Council with up to date information relating to employee relations and industrial relations matters throughout the West Daly region.

**Head Office**

Staffing of the West Daly Regional Council office in Darwin is near completion, with the roles of Executive Assistant, Grants Officer and Human Resources Officer being filled. Jo'Anne Kinter has finished her contract with the Department of Local Government and has been appointed Executive Assistant. Fiona Kelly has transferred over from the Victoria Daly Regional Council into the role of Grants Officer, and Jade Hamilton has commenced as HR Officer. The roles of CEO and Director Corporate Services are still required to be filled, with Lee Farrell in the Acting CEO position, and Melissa Kerr as part time Acting Director Corporate Services.

**Council Staffing levels:**

- Palumpa has a total of 17 employees, with 9 full time, one part time, and 7 casual employees.
- Peppimenarti currently have 27 employees, with 6 full time, 17 part time and 4 casual employees.
- Wadeye has 45 staff, 31 of which are full time, 11 are part time and 3 are casual.
- Total staff within the Council sits at 92, with 69 (or 75%) being of Indigenous ethnicity.

**Currently recruiting:**

- Local Authority Coordinator

- Community Night Patrol Manager
- Director of Corporate Services

**Staff Performance & Turnover:**

- Terminations – 3 in total with 2 being casual staff members and 1 full time. All 3 employees were from Peppimenarti.
- Disciplinary action has been taken against 2 staff. Both employees are based in Wadeye.
- There have been 3 resignations since the commencement of the WDRC, with 2 positions being based in Wadeye and 1 in Peppimenarti.
- One position was made redundant, with the staff member being based in Wadeye.

**Employee Performance Reviews**

Employee performance reviews were recently undertaken by all RSMs, with the majority of staff receiving their pay point advancement. As yet, the RSMs have not undertaken their reviews, but will do so in December at the end of their 6 month trial period in their new RSM roles.

**Policy Reviews**

Policy reviews are currently being undertaken. The Remuneration policy has been updated with payroll procedures and the leave policy being more clearly defined. The Drug and Alcohol policy will be reviewed and revised to include the addition of the collection of specimens if an employee is suspected to be under the influence of alcohol and/or drugs in the workplace. Breathalysers will be purchased for Wadeye, Palumpa and Peppimenarti and random breath testing will be undertaken once these are in place and training on the use of the equipment has been provided.

**Induction Program**

The new employee induction program is now completed, with all available staff undertaking induction training upon the HR Officer’s recent visit to the communities.

**VOTING REQUIREMENT**

Simple majority

<b>RESOLUTION 20/08/2014 028</b>			
That Council receives and notes the Human Resource Officers Activity Report for July/August 2014			
<b>Moved:</b>	<b>Clr.</b>	<b>Brown</b>	
<b>Seconded:</b>	<b>Clr.</b>	<b>Martin</b>	<b>4/0 Carried</b>

**Clr Minjin returned to the Council meeting at 12.02pm and was not present for this vote.**

## 13.1 COUNCIL EMPLOYEE POLICIES

<b>Applicant:</b>	West Daly Regional Council
<b>Location/Address:</b>	Parap Regional Office
<b>File Ref:</b>	Corporate Management/Policies/Policy Manual/Employees
<b>Disclosure of Interest:</b>	
<b>Date:</b>	20 August 2014
<b>Author:</b>	Human Resource Officer, Jade Hamilton
<b>Attachments:</b>	Council Policies

### SUMMARY

The council policies listed below have been approved by the Acting Chief Executive Officer.

<b>Policy number</b>	<b>Policy Name</b>	<b>Review date</b>
2.1.1	Abandonment of Employment	Annually - 1st July 2015
2.1.4	Children in the Workplace	Annually - 1st July 2015
2.1.7	Conflict of Interest	Annually - 1st July 2015
2.1.10	Discipline	Annually - 1st July 2015
2.1.12	Drugs and Alcohol at Work	Annually - 1st July 2015
2.1.38	Remuneration	Annually - 1st July 2015

### BACKGROUND

The policies above are based on the Victoria Daly Regional Council's Employment policies and Enterprise Bargaining Agreement. The policies have been reviewed by the Human Resource Officer Jade Hamilton and Neil Murray from Local Government Department approved by the Acting Chief Executive Officer.

### COMMENT

Hard copy of these policies will be available at the Council meeting.

### CONSULTATION

Jade Hamilton – Human Resource Officer  
Lee Farrell – Acting Chief Executive Officer  
Neil Murray – Local Government Department NT

### STATUTORY ENVIRONMENT

Victoria Daly Regional Council Enterprise Agreement 2013-2015, which is a transferring instrument under section 314 of the Fair Work Act and as such employees of West Daly Regional Council are employed under this Agreement.

**POLICY IMPLICATIONS**

Not applicable

**FINANCIAL IMPLICATIONS**

Not applicable

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION 20/08/2014 029**

That Council note the adoption of the Council policies listed below with reviews to be conducted annually - 1<sup>st</sup> July or as required:

- 2.1.1 Abandonment of Employment
- 2.1.4 Children in the Workplace
- 2.1.7 Conflict of Interest
- 2.1.10 Discipline
- 2.1.12 Drugs and Alcohol at Work
- 2.1.38 Remuneration

**Moved: Clr. Brown**

**Seconded: Clr. Martin**

**5/0 Carried**



**14 LATE REPORTS**

NIL

**15 COUNCILLOR REPORTS**

Mayor Wilson advised Council that he will present a report at the September meeting of Council.

**16 GENERAL BUSINESS**

**16.1 VISITORS ACCESS TO ABORIGINAL LAND WEST DALY REGION**

<b>Applicant:</b>	Clr Wilson and Clr Brown
<b>Location/Address:</b>	West Daly Council
<b>File Ref:</b>	NA
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	20 August 2014
<b>Author:</b>	NA
<b>Attachments:</b>	NIL

**SUMMARY**

Clr's Wilson and Brown raised concerns in regard to contractors and Government Employees entering aboriginal land without permits. They have requested that a Briefing Note be prepared by Northern Land Council (NLC) for all contractors and Government Employees; stipulating the conditions of their access to the aboriginal land within the West Daly Regional Council Area.

Contractors, visitors and Government Officials need a written permit from NLC for the hunting of animals on aboriginal land.

**ACTION: Briefing Note to be added to all WDRC Contracts.**

## 16.2

<b>Applicant:</b>	Clr Wilson
<b>Location/Address:</b>	West Daly Council
<b>File Ref:</b>	NA
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	20 August 2014
<b>Author:</b>	NA
<b>Attachments:</b>	NIL

### SUMMARY

Clr Wilson asked the Acting CEO to explain why the staff pays were late for the pay period ending the 3<sup>rd</sup> of August 2014.

The Acting CEO explained that this was due to payroll staff at CouncilBiz and management staff from WDRC being on leave and a failure to communicate the authorisation for payment to the WDRC Executive Assistant in time for the pays to be processed as normal. He also advised that procedures have been implemented to prevent this from happening in the future.

## 16.3

<b>Applicant:</b>	Clr Minjin
<b>Location/Address:</b>	West Daly Council
<b>File Ref:</b>	NA
<b>Disclosure of Interest:</b>	NIL
<b>Date:</b>	20 August 2014
<b>Author:</b>	NA
<b>Attachments:</b>	NIL

### SUMMARY

Clr Minjin queried what Elected Members can claim and when they could expect to be paid travel allowance.

The decision as discussed at the meeting is for the Executive Assistant (EA) to provide TA forms at the meeting so Councillors that have a travel allowance claim can complete the forms have them authorised by the CEO and the EA to submit them to Accounts Payable for processing on the Friday of that week.

**Mayor adjourned the meeting for lunch at 12.30pm**

**Mayor reconvened the meeting at 1.06pm**

## 17 CONFIDENTIAL ITEMS

### RESOLUTION 20/08/2014 030

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) regulations 8 (a, b, c, d or e)

**Moved:** Clr. Brown

**Seconded:** Clr. Minjin **5/0 Carried**

The information is classed as confidential under Clause 9(c) of the Local Government (Administration) Regulations 2008.

#### 17.1 APPOINTMENT OF ACTING CEO

Acting CEO and Executive Assistant left the meeting at 1.45pm

**Acting CEO and Executive Assistant returned to the meeting at 1.50pm**

<b>Applicant:</b>	West Daly Regional Council
<b>Location/Address:</b>	Darwin
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Acting Chief Executive Officer
<b>Date:</b>	6 August 2014
<b>Author:</b>	Acting Chief Executive Officer, Lee Farrell
<b>Attachments:</b>	Nil

#### SUMMARY

Section 100 of the Local Government Act requires the Council to appoint a CEO to undertake the roles and functions as described under Section 101 of the Act.

The Change Manager has been appointed by the Department of Local Government to carry out this role until the 30 June 2014 and then assume the role of Interim CEO until a CEO is appointed.

I have undertaken this role since the 1<sup>st</sup> July 2014 and my contract with the Department of Local Government and Regions expires on 31<sup>st</sup> August 2014.

#### BACKGROUND

I Mr. Lee Farrell have been engaged by the Department of Local Government and Regions since the 7 April 2014 to undertake the role of Change Manager until the new CEO is appointed to the WDRC.

I have undertaken the position of Acting CEO since the 1st July 2014 and my contract with the Department of Local Government and Regions expires on 31st August 2014. Council needs to now make an appointment and the salary payable in accordance with the salary offered for the new CEO position.

#### COMMENT

The West Daly Prospective Regional Council has met on three occasions and has carried out the functions of the prospective Council to ensure it was fully operational on 1 July 2014.

In my discussions with Mr Frank Crawley from the NT Local Government Department it is now time that I resigned from the Department to enable the CEO to undertake his role. Being a Public Service I am limited as to what I can do and say as I am governed by the code of conduct applicable to a Public Servant. My salary is currently being paid by the NT Government and is considerable less than being offered to the incoming CEO position.

#### **CONSULTATION**

Manager Prospective WDRC  
Frank Crawley: Dept. of Local Government and Regions

#### **STATUTORY ENVIRONMENT**

Not Applicable

#### **POLICY IMPLICATIONS**

There are no specific policies that apply to this report.

#### **FINANCIAL IMPLICATIONS**

The Interim CEO position has been funded by the Department of Local Government since the 1st July, 2014 and the WDRC will have saved \$23,000 in wages in that period. The new salary payable for the Acting CEO for the period 1<sup>st</sup> Sept to 30 June will be \$142,000 which will still be \$8000 under the original budget estimate of \$150,000.

The salary proposed for the new CEO is \$170,000.

#### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION 20/08/2014 031**

That the West Daly Regional Council approve the appointment of Mr. Charles Leonard (Lee) Farrell as Acting CEO of the West Daly Regional Council effective from the last pay period in August on an Annual salary of \$170,000 until the appointment and commencement of a CEO.

**Moved:** Clr. Brown

**Seconded:** Clr. Ariuu **5/0 Carried**

**Acting CEO and Executive Assistant returned to the meeting at 1.50pm and advised of the resolution of Council.**

