

West Daly Regional Council

Notice is hereby given that the next WDRC will be held on Wednesday 19 November 2014 at the Wadeye Council Chambers commencing at 9.00am

Your attendance is appreciated

Glenda Teede
CEO
14 November 2014

AGENDA

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1. PERSONS PRESENT AT THE MEETING 1.1. Members (subject to confirmation or change)

Elected Members

Name	Position
Harold Wilson	Mayor
	Deputy Mayor
Mark Martin	Councillor
Tobias Nganbe	Councillor
Wally Minjin	Councillor

Staff

Name	Position
Glenda Teede	Chief Executive Officer
Peter Carter	Director Corporate Services
Fiona Carberry	Executive Assistant Darwin

Persons Present

Name	Organisation

1.2. Guest Speakers (subject to confirmation or change)

Name and Position	Organisation	Time	Discussion Topic	Agenda Ref.
Shaun Hardy	Dept Local Govt & Regions	10.30am	Local Government Electoral Reforms	
Louise Beilby	Local Authority	1.00pm	Code of Conduct	

2. APOLOGIES AND LEAVE OF ABSENCE

Name	Position
Andrew Brown	Deputy Mayor

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3. NOTIFICATION OF CONFLICT(S) OF INTEREST

Members are asked to declare any conflict(s) of interest that they may have with any of the agenda items at the meeting.

4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Model Resolution

That the minutes of the West Daly Regional Council Meeting held on 22 October 2014 as circulated, be confirmed as a true and correct record of that meeting. Note: There was no quorum present at the 22 October meeting.

5. ACCEPTANCE OF THE AGENDA AND NOTIFICATION OF GENERAL BUSINESS ITEMS

Model Resolution

That the papers circulated are received for consideration at the meeting and that members provide notification of matters to be raised in general business.

6. DECISIONS THE WDRC ARE BEING ASKED TO MAKE AT THIS MEETING

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7. OUTSTANDING ACTION ITEMS TO BE COMPLETED FROM THE PREVIOUS MEETING

7.1	Council Policy for cultural clearances
7.2	Replacement of street lighting in Wadeye
7.3	Approval of upgrade works on Palumpa Oval & Cemetery
7.4	Costing to upgrade meeting room at Palumpa
7.5	Approval to dispose of surplus machinery
7.6	Palumpa causeway road construction to be open road and not limited to 10 tonne
7.7	Palumpa causeway lights and grate to prevent swimming
7.8	Report to council re the septic situation on Homelands properties. approx costs and possible disposal sites for effluent within the WDRC area.
7.9	Undertake the Electoral Review of representation and ward boundaries of the WDRC
7.10	Develop Policy on contractors and Govt employees entering aboriginal land without permits

Model Resolution

That members receive and note the outstanding action items to be completed from the previous meeting.

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8. BUSINESS WHICH REQUIRES THE COUNCIL TO RECEIVE AND NOTE

8.1	CEO Report
8.2	Regional Service Managers' Community Service Delivery Reports
8.3	Human Resources Report
8.4	Community Work Order Project Application (NT Community Corrections)
8.5	Resignation of Councillor Gary Ariuu
8.6	Port Keats Road – Improve Flood Immunity at Moyle River Floodplain (awarded contractor – Allan King & Sons)
8.7	Peppimenarti and Palumpa Water Quality Enquiry - Black Water
8.8	Tobacco Free Initiative (Heart Foundation)

Model Resolution

That members receive and note the above reports and information.

9. CORRESPONDENCE REGISTER AND USE OF COMMON SEAL

PAGE

9.1	Correspondence Register attached	
9.2	Use of Common Seal Register attached	

Model Resolution

That members receive and note the correspondence received and use of common seal as attached.

10. GENERAL BUSINESS

11. NEXT MEETING: 21 January 2015

12. CLOSURE

West Daly Regional Council

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Signed: Chief Executive Officer

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.1

Action Officer: Peter Carter

SUBJECT: FINANCE REPORT

What is the main issue?

To endorse the Council Finances

SUMMARY

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

BACKGROUND

Attached is the Payment Register and Finance report for October 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

What decision are councillors being asked to make?

THAT council endorse the payment register for October 2014

Attachments: Finance Report

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.2

Action Officer: Louise Beilby

SUBJECT: LOCAL AUTHORITY RESOLUTIONS

What is the purpose?

To note, recommend or refuse and respond to the resolutions of the Local Authority

What is the recent history on this issue?

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 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.

What is it about?

Local Authority Resolution Register.

Does the issue comply with policy or should it be drafted as new policy?

This issue complies with policy.

Will the decision impact upon WDRC budget?

Yes

What options do council have?

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

What decision are council being asked to make?

THAT council approve the local authority resolutions and meeting minutes.

Attachments: Local Authority Resolutions and meeting minutes

West Daly Regional Council

BUSINESS PAPER

6.3 DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.3

Action Officer: Jade Hamilton

SUBJECT: HR POLICIES FOR APPROVAL

What is the main issue?

To endorse the updated and revised HR policies.

SUMMARY

All reviewed and revised HR policies are listed for approval by Council. A list of all attached policies is as follows:

Abandonment of Employment (UPDATED)	First Aid Officers (UPDATED)
Attendance, Leave and Absence from Work (REVISED)	Information Technology (UPDATED)
Bullying & Harassment (REVISED)	Official Travel (REVISED)
Children in the Workplace (UPDATED)	Overtime Payments (UPDATED)
Staff Code of Conduct (REVISED)	Recruitment & Selection (REVISED)
Community Permits & Clearances (NEW)	Redundancy (UPDATED)
Conferences and Seminars (UPDATED)	Relocation Assistance (UPDATED)
Conflict of Interest (UPDATED)	Remote Area Allowance (REVISED)
Discipline (REVISED)	Remuneration (REVISED)
Driving in Remote Areas (UPDATED)	Telephones (UPDATED)
Drugs & Alcohol at Work (UPDATED)	Uniforms, Protective Clothing & Personal Hygiene (REVISED)
Equal Employment Opportunity (UPDATED)	Work Health and Safety (UPDATED)

What is the recent history on this issue?

Attached are the reviewed and revised HR policies.

COMMENT

No additional comments are provided to this report.

CONSULTATION

There is no consultation that applies to this report.

POLICY IMPLICATIONS

Current HR policies in place have transferred over from Victoria Daly Regional Council. These policies are outdated.

What decision are councillors being asked to make?

THAT council endorse the revised HR policies.

Attachments: HR Policies and WDRC CEO recruitment report

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.4

Action Officer: Fiona Carberry/Glenda Teede

SUBJECT: NEW WDRC LOGO

What is the main issue?

To approve the new WDRC Logo

What is the recent history on this issue?

A competition was held in August/September 2014 to design a new logo for WDRC. Approximately 14 entries were received. The acting CEO, Lee Farrell made the decision that Local Authorities and the Executive Assistant, Darwin would be on the panel of judges for the competition. The winner depicted a story of communication between communities in the early days via message stick. Captovate have been engaged to design the logo, illustration design and brand style guide from the design that the winner, Annunciata Wilson designed.

Does the issue comply with policy or should it be drafted as new policy?

N/A

Will the decision impact upon WDRC budget?

What options do council have?

What decision are council being asked to make?

THAT council adopt and approve the new design of the WDRC

Attachments: Draft Logo Design's

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.5

Action Officer: Fiona Carberry

SUBJECT: 2015 COUNCIL MEETING DATES

What is the main issue?

To adopt and approve the attached 2015 WDRC council dates

What is the recent history on this issue?

What is it about?

Does the issue comply with policy or should it be drafted as new policy?

N/A

Will the decision impact upon WDRC budget?

Yes, less travel will equal cost savings for council.

What options do council have?

To hold monthly or bi-monthly council meetings.

What decision are council being asked to make?

THAT Council agree to adopt and accept the attached 2015 Council dates

Attachments: 2015 Council meeting calendar

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.6

Action Officer:

SUBJECT: CHANGES TO SUBDIVISION APPROVED UND DP13/0629 BOUNDARY REALIGNMENT

What is the main issue?

To approve the realignment of the lot boundary to accommodate 108 solar panels to power the Early Learning Centre

What is the recent history on this issue?

The current Lot at Emu Point recently had approval of a sub division to accommodate an Early Learning Centre. The current subdivision was approved in October 2013 by DP13/0629. This building will be used to develop the skills of the juniors in the community. It was constructed with the provisions that the current power station at Emu Point was big enough to handle the load of the ELC. AlencoNT undertook an electrical audit on the building and discovered that this was not the case. AlencoNT recommended an AC connect Solar System to address the issue. This originally was meant to be installed on the roof of the building, but as further inspections took place they were unable to achieve this. Therefore application to realign the lot boundary to accommodate the 108 solar panels that will be mounted on a ground mount array frame on the western boundary of the site has been submitted.

What is it about?

Realignment of lot boundary.

Does the issue comply with policy or should it be drafted as new policy?

N/A

Will the decision impact upon WDRC's budget or member councils' budgets?

No

What options do council have?

What decision are council being asked to make?

THAT Council approve the amendment to the lot boundaries as it is in the public interest as it will facilitate the use of the site for an Early Learning Centre and the solar panels will assist in reducing the load on the existing power station.

Attachments: Correspondence requesting realignment of boundary

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.7

Action Officer:

SUBJECT: SOCIAL MEDIA – FACEBOOK/TWITTER

What is the main issue?

To approve the use of social media to promote West Daily Regional Council

What is the recent history on this issue?

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What is it about?

Approval and use of social media to promote WDRC and it's services

Does the issue comply with policy or should it be drafted as new policy?

New Policy

Will the decision impact upon WDRC's budget or member councils' budgets?

What options do council have?

What decision are council being asked to make?

THAT Council approve the creation and use of a Facebook and Twitter account to promote the WDRC and its services.

Attachments: N/A

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.8

Action Officer: Glenda Teede/Jade Hamilton

SUBJECT: OFFICE HOURS

What is the main issue?

To approve the change in hours of operation for all council offices'

What is the recent history on this issue?

Currently WDRC Office hours are 8.00am – 4.00pm with some offices varying their hours. It has been suggested that WDRC adopt the same office hours as all Local Government Departments.

What is it about?

Approval and implementation of new office hours for all WDRC offices'.

Does the issue comply with policy or should it be drafted as new policy?

Will the decision impact upon WDRC's budget or member councils' budgets?

No

What options do council have?

Approve/Not approve

What decision are council being asked to make?

THAT Council approve the change in office hours for all WDRC offices'.

Attachments: N/A

West Daly Regional Council

BUSINESS PAPER

6. DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING

Agenda Item: 6.9

Action Officer: RSM Wadeye

SUBJECT: HOWARD SPRINGS VETERINARY SERVICE

What is the main issue?

Wadeye has been without Veterinary services for the past six months.

What is the recent history on this issue?

There has been no veterinary service at Wadeye for the past six months. There is a noticeable deterioration in the condition of the dog population and we need to re-establish a service as soon as practicable.

What is it about?

Lack of veterinary services in Wadeye and engagement of a future veterinary service.

Does the issue comply with policy or should it be drafted as new policy?

New Policy

Will the decision impact upon WDRC's budget or member councils' budgets?

What options do council have?

What decision are council being asked to make?

THAT Council approve the engagement of a new veterinary service at Wadeye.

Attachments: N/A