



AGENDA

ORDINARY COUNCIL MEETING

9.00 am

21 January 2015

DARWIN PARAP OFFICE

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Signed: Chief Executive Officer

AGENDA

ORDINARY COUNCIL MEETING

TO BE HELD AT THE DARWIN COUNCIL OFFICE

ON 21 JANUARY 2015

COMMENCING AT 9.00AM

Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at 9.00 am and welcomed all in attendance.

1 PERSONS PRESENT

ELECTED MEMBERS PRESENT

Mayor	Harold Wilson
Deputy Mayor	Andrew Brown
Councillor	Wally Minjin
Councillor	Tobias Nganbe
Councillor	Mark Martin
Councillor	Ralph Narburup

STAFF PRESENT

Chief Executive Officer	Glenda Teede
Director of Financial Services	Peter Carter
Administration Assistant	Tahlia Cleary

PERSONS PRESENT

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	N/A
Date:	21 January 2015
Author:	Chief Executive Officer, Glenda Teede
Attachments:	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 21 January 2015.

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.

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.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receive and notes apologies and grants a leave of absence for the Ordinary General Meeting held 21 January 2015.

Moved: Clr.

Seconded: Clr.

3 PETITIONS AND DEPUTATIONS

Nil

4 SWEARING IN

Applicant:	Mayor Harold Wilson
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	21 January 2015
Author:	Mayor Harold Wilson
Attachments:	Oath of Office

SUMMARY

New Councillor, Ralph Narburup to be welcomed and sworn in as an Elected Member.

STATUTORY ENVIRONMENT

Local Government Act

POLICY IMPLICATIONS

Policy 1.1.3 – Members Code of Conduct

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council swears in Cllr Ralph Narburup as an Elected Member for Council, and that Cllr Ralph Narburup signs the Oath of Office.

Moved: Cllr.

Seconded: Cllr.

5 CONFIRMATION OF MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES FOR ORDINARY GENERAL MEETING 19 NOVEMBER 2014

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	21 January 2015
Author:	Executive Assistant, Fiona Carberry
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Ordinary General Meeting held on 19 November 2014 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

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.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the minutes of the Ordinary General Meeting held 19 November 2014 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr.

Seconded: Clr.

5.2 CONFIRMATION OF PREVIOUS MINUTES FOR SPECIAL MEETING 11TH & 12TH SEPTEMBER 2014

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	21 January 2015
Author:	Executive Assistant, Fiona Carberry
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Special Meeting held on 11th & 12th September 2014 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

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.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the minutes of the Special Meeting held 11th & 12th September 2014 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr.

Seconded: Clr.

5.3 CONFIRMATION OF PREVIOUS MINUTES FOR SPECIAL MEETING 15 DECEMBER 2014

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	21 January 2015
Author:	Executive Assistant, Fiona Carberry
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Special Meeting held on 15 December 2014 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

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.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the minutes of the Special Meeting held 15 December 2014 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr.

Seconded: Clr.

5.4 CONFIRMATION OF PREVIOUS MINUTES FOR FINANCE MEETING 17 DECEMBER 2014

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	21 January 2015
Author:	Executive Assistant, Fiona Carberry
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Finance Meeting held on 17 December 2014 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

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.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the minutes of the Finance Meeting held 17 December 2014 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr.

Seconded: Clr.

6 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant:	Nil
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	
Date:	21 January 2015
Author:	Chief Executive Officer, Glenda Teede
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.

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.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives the declarations of interest as listed for the Ordinary General Meeting held 21 January 2015.

Moved: Clr.

Seconded: Clr.

7 LOCAL AUTHORITIES

Applicant:	Peppimenarti, Palumpa and Wadeye Local Authorities
Location/Address:	Local Authority meetings held in the above communities
File Ref:	Governance/Local Authorities
Disclosure of Interest:	NIL
Date:	19 November 2014
Author:	Local Authority Coordinator, Louise Beilby
Attachments:	Nil

SUMMARY

Local Authority Coordinator report for the Ordinary General Meeting being held on Wednesday 21st January 2015.

LOCAL AUTHORITY COORDINATOR (LAC) REPORT 21st January 2015

The LAC report will provide Council with up to date information relating to activities and actions being undertaken to deliver on the Local Authority Strengthening Funding 2014/2015.

Key tasks are:

- Oct – Dec:
 - Work with the Local Authorities to plan their meetings
 - Develop training materials
 - Training of Local Authority members
 - Work with Local Authorities to review Strategic Plan and Budget
- Jan-Mar:
 - Work with the 3 Local Authorities to develop their community plans
 - Ongoing training as required
- Apr – Jun:
 - Involve Local Authorities in developing the Draft Strategic Plan and budget
 - Ongoing training as required
- July – Sep:
 - Review how the Local Authority has performed against their Plan
 - Prepare the Local Authority report which goes to Council (and the Council's annual report in November)
 - Ongoing training as required

LOCAL AUTHORITY TRAINING

The Department of Local Government and Regions supported training for LA members by providing funding for WDRC to contract Ambrose Solutions (in Darwin) to develop training materials and deliver 2 x 1 day workshops for each Local Authority.

WDRC provided the following information/feedback for inclusion in the training material:

- Setting agenda, taking minutes and understanding a budget report
- Examples of previous minutes from all LA meetings to inform on structure of minutes, recording of absences/apologies, decision making processes, recording of resolutions and monitoring of actions

- Setting agendas, proper decision making processes and understanding common governance terminology
- Code of Conduct
- How to gathering community issues and providing feedback between meetings
- An overview of West Daly Regional Council Service Delivery programs in each community, and a breakdown of operational responsibility of programs as part of service delivery assessments

TRAINING MATERIAL

Ambrose Solutions developed the following tools:

- **Trainers Guide – Regional Council and Local Authorities Training Notes:** intended for use by trainer as a reference tool while delivering each component.

Mentoring Mat 1 – Roles and Responsibilities: An overview of Why, What, How and Who. The roles of Local Authorities and Regional Council, meeting processes and annual planning.

- **Mentoring Mat 2 – Local Authority Reporting and Compliance:** critical meeting processes and methods for Local Authority to gauge community viewpoints on key service delivery areas.

Mentoring Mat 3 – Regional Council Reporting and Compliance: overview of process in which Community priorities are inserted into the Regional Council plan to deliver programs and projects on the ground

Work book – Regional Council and Local Authorities: Detailed content relating to specific images on the mentoring mats

- **Work Book – Voice Report:** To be used by Local Authority members to role play how to gauge community viewpoints on key focus areas.

Attendance at the training sessions were not high, and the material developed by Ambrose did not meet with out expectations. Following delivery of three 1xday training sessions, WDRC and Ambrose Solutions will be refining the content for on-going training purposes. Ambrose have agreed that this further work will not be at a cost to WDRC.

LOCAL AUTHORITY SUPPORT TRAINEE

The funding provides for a Local Authority Support Trainee position, however funding only allows for a 9 month contract. This position was advertised in October and no applications were received. There was one verbal enquiry but no further contact was made by the interested person. It was considered a better option to re-advertise the position at a later date to allow the successful person to be more thoroughly involved in the community planning process and have real learning outcomes in the job and WDRC can work towards securing on-going funding for the position.

ADMINISTRATION

A Procedure Manual is being finalised in readiness for re-advertising of the Local Authority Trainee Support position. This Procedure Manual will support the training material but will include internal WDRC administrative processes.

PLANNING

The first quarter (January to March) of 2015 is the scheduled time for developing Local Authority Community Plans. The Plans from each community form a major part of the Council's Annual Plan for 2015/2016. The review of the current Strategic Plan and Budget will be included in this process. .

REPORTING

The first progress report for submission to the Department of Local Government and Regions under the Local Authority Strengthening funding has submitted. The report is consistent with information provided here.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Local Authority Coordinators Report November/December 2014.

Moved: Clr.

Seconded: Clr.

Carried

7.1 LOCAL AUTHORITY REVIEW OF REPRESENTATION AND RE-ENGAGEMENT

Applicant:	Local Authority Coordinator
Location/Address:	
File Ref:	
Disclosure of Interest:	
Date:	18 January 2015
Author:	Local Authority Coordinator
Attachments:	Local Authority List – to be tabled at meeting

SUMMARY

A review of the Local Authorities is required in order to improve local authorities' involvement in council planning and have open and transparent representation.

BACKGROUND

Part 5.1A of the *Local Government Act* provides for a Regional Council to establish one or more local authorities in accordance with any guidelines that the Minister may make.

Guideline 8 – Regional Councils and Local Authorities advise that a local authority is to have a minimum of 6 and no more than 14 ordinary members.

Section 5 of the Guidelines state that a regional council calls for nominations and at the first Ordinary Meeting after the close of nominations the Regional Council must:

- 1) decide on the number of members a Local Authority will have; and
- 2) endorse or refuse the nominations received. (Note: A request must be made to the Minister for a Local Authority to have more than 14 ordinary members).

As there are no decisions on record specifying the number of members for each Local Authority, the number of members per each Community appears to default to the maximum (of up to 14). Therefore Peppimenarti and Palumpa have smaller populations than Wadeye but their Local Authority's are of the same size (13 members).

COMMENT

Across all three communities there is a willingness amongst many of the LA members to participate, but there are difficulties on a regular basis to get a quorum for meetings which impacts on decision making.

There is also the situation of Local Authority members who have never attended meetings since their endorsement, while WDRC has received enquiries from stakeholders expressing their interest in being a LA member but cannot as the Local Authority is almost at maximum. The Local Authorities also do not have across stakeholder representation.

The Local Authorities will have a crucial role in developing their Community Plans as part of the Council's Annual Plan in the next few months, and their involvement in meetings and consultations is more important than ever.

Under Section 53E of the *Local Government Act* a Local Authority is subject to control and direction by the council. It is recommended Council support, within the guidelines and legislation, that Local Authority members review their Local Authority numbers and member lists and provide information and recommendations to Council about growing their voice in their community.

CONSULTATION

Local Authority's will be consulted in relation to their current membership. Should any members wish to resign from their respective Local Authority, consultation will be required regarding the nomination process for any replacement.

STATUTORY ENVIRONMENT

Local Government Act
Guideline Regional Councils and Local Authorities

POLICY IMPLICATIONS

Policy 1.1.9 – Local Authorities. Note this policy is under review.

FINANCIAL IMPLICATIONS

There are budget implications for having the maximum number of members for each group for the required number of meetings per year.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council approve:

- 1) WDRC staff to work with Local Authorities to review their membership numbers and representation and inform Council of that process;
- 2) preparation of letters to Chairpersons in support of their Local Authority; and
- 3) provide assistance to the Local Authority Chairpersons to prepare letters to re-engage LA members.

Moved: **Clr.**

Seconded: **Clr.**

8 REGIONAL SERVICES MANAGER'S REPORTS/ITEMS

8.1 REPORT – REGIONAL SERVICES MANAGER WADEYE

Applicant:	Jack Allen
Location/Address:	Wadeye Service Centre
File Ref:	NA
Disclosure of Interest:	
Date:	21 January 2015
Author:	A/g Wadeye Regional Services Manager, Jack Allen
Attachments:	Nil

SUMMARY

WADEYE SERVICE DELIVERY UPDATE – 21st January 2015

VISITORS

The LINKZ group volunteers from 2nd to the 29th of January. They are here to support Sport and Recreation activities.

Howard Springs Veterinary will be in Wadeye on the 19th to the 23rd January.

No other significant visits have occurred this reporting period.

EVENTS AND ACTIVITIES

TRACC is running a holiday program in conjunction with the LINKS group in the Sport and Rec hall Monday to Friday from 9am. The LINKZ group has also been helping out with the pool and gym. The Youth Centre has been open everyday and put a Friday night disco on the 9th of January.

WDRC will be holding a cyclone clean up in the next few weeks. WDRC will advise the community a week before commencement.

MEETINGS

1. A Interagency meeting was held on the 18th of December and the next interagency meeting will be held on the 15th of January.
2. No Local Authority Meeting has been conducted during this reporting period. Local Authorities Coordinator has commenced and will be liaising with the Chairperson to convene the next meeting of the Authority.

STRATEGIC ISSUES

We are gradually building the information required to stabilize the day to day operations of Council. Much of the information that was previously held with Program Coordinators in Katherine is now flowing through to management staff within the Community. This will ultimately provide greater control of programs and spending within the Communities. The new structure is also providing stronger on site management with the CEO working within the Communities for significant periods of time.

As financial reporting commences, areas that are not adequately funded will become apparent and Council will need to consider strategies to address short falls. One area of concern emerging is the ability to maintain fixed assets and particularly staff accommodation. Council currently provides a substantial subsidy for all staff

accommodation. Unfortunately, this policy may be unsustainable. A separate paper will be prepared to provide further information to Council in relation to this matter.

COMMUNITY ISSUES

The Wadeye pool has been of major concern over the past month with a significant amount of vandalism. The Wadeye police have been made aware of this and the CEO will notify the council of the outcome.

CORE/INFRASTRUCTURE SERVICES

PUBLIC STREET LIGHTING

The local Authority has put \$37000 towards installing thirty four new LED lights that were identified in Kolumbort Bunduck and Mollinjin streets. DJ electrics have been instructed to go ahead with this and the lights have been ordered. Installation will commence over the next two months. WDRC is also working on funding through the National Stronger Regions Fund for an additional \$37,000 to replace the remaining lights. WDRC will contribute a further \$2000.

LOCAL EMERGENCY MANAGEMENT

A Counter Disaster meeting was held on the 19th of December in preparation to the cyclone season, with all organisations attending. The Police have the lead role in emergency management.

MAINTENANCE BUILDINGS AND FIXED ASSETS

The Asbestos Removal and Identification Program has been completed in all of the council's buildings.

TDC has completed the replacement of the demountable at Lot 606/2.

The perimeter fence of the swimming pool is currently under construction, about 90% complete. This work is being undertaken by the Wadeye Civil Works Team.

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. Council is working towards engaging a full time building manager.

CEMETERY ASSISTANCE

This is done as required.

SWIMMING POOL

Works to the perimeter fence are 90% complete. The MOU between Council and the School has been signed of by the Mayor and the CEO and is now with the School Principal.

The swimming pool was closed during December due to the Pool Attendant being on leave, and re-opened on the 5th of January. We are seeking funding to support day to day operations, including the recruitment of additional trainees to support the Pool Attendant. Trainees will be encouraged to obtain the Royal Life Saving Bronze Medallion qualification. There has also been a significant rise in vandalism at the pool which needs to be addressed by the council.(see separate report)

ANIMAL WELFARE AND CONTROL

Howard Springs veterinary will be flying into the community on the 19th -23rd January. Local's dogs will be serviced during the day from 8am to 4pm free of charge. All non indigenous dog owners dogs will be serviced after 4.30pm and there will be a charge for these services. The council is also in the process of engaging a new environmental health officer to reinstate a community dog program.

LOCAL ROAD MAINTENANCE

The civil crew will be re establishing minor road repairs through out the community over the next month. WDRC will also be getting external contractors to survey and quote on re sealing parts of Wadeye which will be part of the roads to recovery grant.

TRAFFIC MANAGEMENT ON LOCAL ROADS

The Local Authority has made recommendations in relation to traffic management (the Local Authority was to forward this to Council as part of their report).

WASTE MANAGEMENT AND LITTER CONTROL

Tips have been worked on and are kept neat and tidy. Community bins are emptied every Monday and Thursday. Business bins are done each week day. The main business district is kept tidy. WDRC are also going through the process of obtaining an EPA license for the Wadeye landfill areas.

PLANT AND EQUIPMENT

Wadeye IT loader has been tagged out of operation and is being sent in to Hastings Deering in Darwin to get it repaired. We have also just had the grader return from Darwin where it had extensive work carried out on it. The parks and gardens crew are in need of new ride on's as machines we have are becoming almost beyond repair.

A Tip 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

The new weld mesh fence has now been completed by TDC. WDRC aerodrome reporting officers have reported continuous vandalism of the new fence and also the navigation lights on the strip. Periodic maintenance is carried out as required.

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

NIGHT PATROL

Night patrol continues to offer security to our community members by making sure any anti-social behaviour is reported to the Police. Over the Christmas break night patrol interrupted several break ins and car thefts. The numbers of rostered hours have been reduced in line with the available budget.

COMMUNITY BROADCASTING

WDRC are in the process of employing two new part time media officers. With the switch over to digital television we have lost the capacity to broadcast on Channel One. TRACC is looking into getting the capacity to broadcast on channel one re-established. We have been working on establishing video material on playback at venues such as the Community Sore and Clinic to disseminate some of the Archive Material. We are also concentrating on the establishment of a regular radio broadcast.

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

WDRC has completed the interviews for the Sport and Recreation Team Leader position, and the position has been awarded to, and accepted by, Bayi Handy.

SPORTS HALL

The LINKZ volunteers and the Youth Centre have been utilizing the Rec Hall to run holiday programs.

OVALS

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

Following the Christmas closure the gym re-opened on the 5th of January, and is open every afternoon Monday to Friday 4pm to 7pm. DJ Electrical has replaced the air conditioners in the Gym.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Wadeye Regional Services Manager's Report November/December 2014.

Moved: Clr.

Seconded: Clr. **Carried**

8.2 REPORT – REGIONAL SERVICES MANAGER PALUMPA

Applicant:	Fred Graham
Location/Address:	Palumpa Service Centre
File Ref:	N/A
Disclosure of Interest:	
Date:	21 January 2015
Author:	Palumpa Regional Services Manager, Fred Graham
Attachments:	Nil

SUMMARY

PALUMPA SERVICE DELIVERY UPDATE – 21 JANUARY 2015

VISITORS

Team members from Regional Office
PAWA contractors
Centrelink Team
Glenda Teede (CEO)
Peppimenarti Police
Port Keats Police
Mayor Harold Wilson
Kirk Whelan
Louise Beilby (LAC)
Opus Surveyors

MEETINGS

1. Emergency Management - Palumpa
2. Local Authority Training

COMMUNITY ISSUES

The community has been relatively calm

PROJECTS

The new sand pit site is waiting for The Local Authority to decide on the sheds location. RJCP will then assemble the kit.

The meeting place shed is waiting for The Local Authority to decide on the sheds location. RJCP will then assemble the kit.

CORE/INFRASTRUCTURE SERVICES

A street light audit has been carried out and grant e funds are being looked for to have the lights repaired. Safety of community members has been discussed regarding the lack of street lighting in front of lot 34 and over the causeway. I have requested quotes to replace the street lights that are not operational.

LOCAL EMERGENCY MANAGEMENT

Counter Disaster meeting has been held to discuss the up coming wet season a second meeting will be called at the end of January to review the situation. The water level on the flood plain has risen but has not entered the community so far.

MAINTENANCE BUILDINGS AND FIXED ASSETS

Air conditioners have been fitted in the meeting room. The costing's for the first round of upgrades work should go to council for discussion this month. The Council office front counter access door was identified as a issue as it could not be lock, this has now been rectified. Whirly birds have been fitted to the roof at lot 43, as soon as possible whirly birds will also be fitted to lots 58 and 35.

CEMETERY ASSISTANCE

We have had nil funerals this report period.

ANIMAL WELFARE AND CONTROL

The Howard Springs Vet team will be carrying out the animal welfare role in our region in 2015.

LOCAL ROAD MAINTENANCE

All of the roads in the community are extremely damaged and have not been repaired. The causeway remedial work will not be completed under the contract that was in place in 2014. The repairs may be completed under a new contract in 2015, after the wet season.

WASTE MANAGEMENT AND LITTER CONTROL

Rubbish collection has been functioning well, there have been a number of dogs knocking the bins over. We will start fitting devices to limit the bins being knocked over.

PLANT AND EQUIPMENT

The twin cab tip truck should be ready for delivery, I have contacted the supply company and waiting for a update. The front deck mower has been delivered and in full operation. Road conditions are having a serious affect on vehicles.

AIRPORT MAINTENANCE

The wind sock lights have failed, the electrician's have checked the system and new led globes are required. The fence top wire will need to be repaired. The fence around the airstrip will need to be upgraded.

POWER, WATER AND SEWERAGE

The ESO contractor is in town and 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 have been no major activities or issues from night patrol.

COMMUNITY BROADCASTING

BRACS is operating well.

WOMENS AND CHILDRENS SERVICES

We have no women’s programs, crèches 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

We now have the school holiday program going, to assist in this program the LINKS team will be in Palumpa early in the New Year. Unfortunately the LINKS volunteer has had to return home early.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Palumpa Regional Services Manager’s Report for November/December 2014.

Moved: Clr.

Seconded: Clr. **Carried**

8.3 REPORT – REGIONAL SERVICES MANAGER PEPPIMENARTI

Applicant:	Rose Peckham
Location/Address:	Peppimenarti Service Centre
File Ref:	N/A
Disclosure of Interest:	
Date:	21 January 2015
Author:	Peppimenarti Regional Services Manager, Rose Peckham

SUMMARY

PALUMPA SERVICE DELIVERY UPDATE – 21 JANUARY 2015

VISITORS

The visitors to the shire in our community were:

- WDRC staff members
- Various contactors
- Centrelink Team
- Department of Education staff – Emu Point Crèche visit / Inspection
- Asbestos Contractors

EVENTS AND ACTIVITIES

Nil to report for this period.

MEETINGS

1. Council meeting – held 17 November 2014 at Wadeye
2. Local Authority – 8th January 2015

STRATEGIC ISSUES

Regional Council Plan Part 11: Street lighting – Peppimenarti. Currently working with the Grants Officer on the Family Safe Enviro Grant as well as working with the LA to rectify the current faults with lighting.

COMMUNITY ISSUES

- Lack of lighting
- Localised flooding – damages to roads

PROJECTS

The Department of Community Services asbestos removal project is in progress, and staff visited to meet with Deewin Kurim. It was agreed to utilise a sea container in community to store, secure and then remove from community as asbestos from this program cannot be moved to landfill. Waste Management Guidelines for Small Communities has been downloaded to the G:\Drive.

Department of Infrastructure Project Supervisor Don Peters advised Moyle road upgrade had commenced. It was expected that further contact with the community would be made by Allan King Constructions Liaison Officer regarding future employment opportunities.

CORE/INFRASTRUCTURE SERVICES

PUBLIC AND STREET LIGHTING

A resolution was presented to council at it's November meeting, no feedback received. As above this issue is also tabled at our LA meeting and minutes presented to this council meeting for feedback.

LOCAL EMERGENCY MANAGEMENT

From previous RSM report, an updated management plan has not yet been received. Mobile Engineering Services (PAWA Contractor) enquired about emergency accommodation/facilities (ie. similar to cyclone shelters) in the community. MES advised that PAWA have notified them that in the event of a local emergency PAWA staff would use the Contractors current accommodation requiring the Contractor to relocate elsewhere so would need secure area for tools and equipment.

I advised elsewhere areas such as schools etc are designated emergency shelters, but in the absence of a Emergency Management Plan he should discuss options with RSM and GEC. A Community Safety meeting was held at the Club on the 10th December to discuss these issues and we were again advised that the EM Plan is still awaiting sign off and that the current Wadey Emergency Plan still stands.

MAINTENANCE BUILDING AND FIXED ASSETS

Lot 16 – Council Office has had all Asbestos removed and has been given the all clear from the Department of Community Services who were undertaking the removal program.

CEMETERY ASSISTANCE

We have not provided any assistance this reporting period. Under Section 184 of the *Local Government Act*, a public cemetery is under the care, control and management of the Council. However, the provisions of the Cemeteries Act do not clearly define responsibility of cemeteries on Aboriginal Freehold Land. In readiness for the next stage of the review of the Cemeteries Act, and for consideration in the upcoming local authority community planning and long-term Council's strategic plan the Community Cemetery was mapped out. See attachment

SWIMMING POOL

Municipal maintenance on pool area was ongoing. Usage was limited awaiting delivery of vacuum cleaning power source. Damage to fence panels was noted and reported to Municipal, and I believe is pending repairs. Council received a quote and will be tabled at the Local Authority meeting.

LOCAL ROAD MAINTENANCE

Civil crew conducted maintenance grades and organised supply of fill for construction works at shop. The project with Deewin Kirim for exchange of equipment and hire of civil staff on the Store Project is to be finalised.

Staff absences (due to leave and absence) impacted on some scheduling of tasks. However this provided an opportunity for 1 staff member to attend Asbestos Removal training program being conducted through Deewin Kirim.

1 x Civil staff member attended First Aid Training at Palumpa on 20th and 21st November.

Wet season has commenced and local roads are already deteriorating, photos have been collected and transferred and will continue to be collected throughout the wet.

TRAFFIC MANAGEMENT ON LOCAL ROADS

Traffic management is being monitored due to access water over roads.

WASTE MANAGEMENT AND LITTER CONTROL

Waste collection was delayed due to staff having to attend to vehicle repairs elsewhere, but rubbish run was completed. Also WDRC Mechanical Team Leader, Steve Fletcher, has inspected rubbish truck and will assess work needed to repair mechanical arm to improve bin pick up times.

At present we are having difficulties with rubbish runs due to excess water over the roads and wash outs.

PLANT AND EQUIPMENT

Heavy plant was returned to community following repairs, as well as delivery of the new ride-on mower. The list of vehicle and plant was reviewed and updated to show outstanding registration, roadworthy inspections and services. WDRC Mechanic Team Leader from Wadeye undertook minor repairs, and ordered necessary parts for all of the identified vehicles to enable registration.

Funding was received for purchase of a new tractor for Uminyuluk outstation purchase and delivery has been finalised for the week of the 5th January. Due to roads being impassable, this item will be collected at a later date.

AIRPORT MAINTENANCE

There were no issues with ground maintenance of the airstrip. Newly installed solar lights were inspected, with municipal staff being notified of 5 lights working intermittently.

CareFlight conducted late Night Time Landing exercises on Friday 21st November, however this was done with no prior notice given to any community contacts (i.e. health clinic, council). Follow up phone calls were made to CareFlight Operations by clinic (on Saturday 22nd) and WDRC (on Monday 25th). CareFlight advised that night time landing exercises may be planned on a given day, but they won't be committed to until the early evening once medivac crews are arranged, and training flight crews can then undertake training usually after 8-9pm.

It was explained that the Council has responsibility for inspecting and ensuring the airstrip is clear prior to a Medivac, and asked that CareFlight (in the event exercises may be planned) to follow same protocol of notification. That will ensure community is aware that there may be a possibility of landing exercises being done so community members are not alarmed, new pilots are familiar with the process and Council can ensure its response procedures are efficient.

The wind sock lighting is currently not working and upon inspection we found water filling the battery containers. Department of Infrastructure has approved for the replacement of batteries and lights and this will be completed once road conditions permit.

Additional clearing of end approaches was undertaken at Deleye airstrip following advice from contractor and with confirmation from Department of Community Services.

POWER, WATER AND SEWERAGE

We are presently not receiving any bills for street lighting and the Emu Point Crèche, PowerWater has been contacted and we are awaiting information.

COMMUNITY SERVICES

NIGHT PATROL

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

First Aid Training was scheduled for 20th and 21st November. This was being conducted at Palumpa. Following advice from Night Patrol staff it was confirmed that most staff members had already completed the same First Aid Training unit through other providers. Certificates of completion were obtained and forwarded to HR for updating of records.

1 x staff member attending First Aid training at Palumpa (along with other staff from other areas).

COMMUNITY BROADCASTING

Broadcasting services continued.

1 x Broadcasting staff member attended First Aid training at Palumpa 20th and 21st November.

There was 1 resignation from the other remaining part time Broadcasting position. Options were discussed with the staff member and extra time was provided to her to consider.

WOMENS AND CHILDRENS SERVICES

Services at Emu Point Crèche were supported with delivery of grocery and goods items, and also new first aid kit for staff.

1 x staff member from Aged Care attended First Aid Training at Palumpa on 20th and 21st November.

3x staff members from Aged Care attended a 4 day training course as part of their Certificate III in Home and Community Care. Training was delivered on and off the job, and workers completed units in Work Health Safety, Work with Family Carers and Working Effectively with People with a Disability.

LIBRARIES AND CULTURE

Our Cultural Liaison Officer has been placed on casual employment due to personal reasons as well as resources i.e. buildings. We are currently looking into grant funding opportunities to re-establish the Library as well as discussing options with the funding body. Our staff member has been reemployed on a casual basis due to the lack of resources i.e. facilities as well as personal reasons.

SPORT AND RECREATION

Sport and Recreation activities were ongoing. Activities were supported by scheduled visits from Sam Nowicki, Sport and Recreation Team Leader Palumpa on the days when weather and road access permitted travel.

Use of the pool during this period was limited pending the replacement Pool Vacuum Power unit.

Bronze Medallion Training was conducted in Darwin on 29th and 30th November which was attended 1 x Sport and Rec staff member.

We currently have 2 LINKZ members in the Community and they have been establishing relationships with other providers and the children. Petar and Wilma will be in the community till the end of the month.

OTHER

Centrelink training was undertaken by 2 x staff members.

1 x Centrelink staff member attended First Aid Training at Palumpa on 20th and 21st November.

Other enquiries/request received during this period:

- Carers NT – phone call re passing on message to community members regarding proposed respite camp.
- TEABBA – numerous phone calls regarding messages about AGM.
- NLC – phone calls regarding NLC contact numbers.
- Permits – phone calls and office visits for Permit to Enter Aboriginal Land approval.
- Durrmu Art Centre – phone calls (website has Council phone number as their contact number and art centre has been informed).
- Community phone calls regarding mail delivery.
- Community phone calls seeking staff members.

- Email/Fax requests for circulation of notices from agencies/organisations.
- Various accommodation requests and cancellations.
- Request for availability of air compressor to repair plane tyre.

It is not recognised the amount of general enquiries that a regional service centre can receive, in the form of a personal visit or telephone calls, and the time and resources those enquiries take up. The workload of staff in regional service centres should be acknowledged.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Peppimenarti Regional Services Manager’s Report for November/December 2014.

Moved: Clr.

Seconded: Clr. **Carried**

9 CHIEF EXECUTIVE OFFICER'S REPORTS

Applicant:	Chief Executive Officer
Location/Address:	N/A
File Ref:	Nil
Disclosure of Interest:	NIL
Date:	21 January 2015
Author:	Chief Executive Officer, Glenda Teede
Attachments:	NIL

SUMMARY

Chief Executive Officer's report for the Ordinary General Meeting held 21 January 2015.

COMMENT

I would like to take this opportunity to thank all those employees who worked over Christmas and the New Year and to those who had a break I hope they had a great time and caught up with family and friends. I wish all Councillors and staff a happy new year and look forward to working with you all over the next 12 months.

1. Significant Issues

- Manthathpe Crossing (Wadeye) – A full report is contained in the Reports for Action section but I have a number of photos I wish to present to Council. These highlight the potential danger that has arisen through erosion.
- Swimming Pool (Wadeye) – As above there is a full report in The Reports for Action section but there are some photos I wish to table that support the reports main concerns. A whole of community approach is needed to address this situation.
- Palumpa Causeway – Discussions are continuing between the RSM Palumpa and contractors to establish the extent of the additional work that is required. I raise this issue in my report as the resolution of this issue will require sourcing additional funding.

2. Matters for Noting

- Logo and Uniforms – The logo has been finalised and discussions are currently continuing with the graphic artists on the establishment of a style guide for the use of the logo and appropriate uniforms. The LA's have requested uniforms and there will be a need to separate these from the Council employees.
- Veterinary Services – Howard Springs Veterinary Service will commence work in Wadeye on a quarterly basis and they will visit Palumpa and Peppimenarti in the dry season.
- The LINKZ staff provided much needed support to the communities of Wadeye and Peppimenarti. They were involved in sport and recreation activities, cooking, holiday programs and assisted at the Wadeye pool. I would like to extend my thanks for the work they did.
- There is a new Sport and Recreation Team Leader commencing at Wadeye on the 27th of January. I wish to welcome Bayi Handy to the Council. He has worked with Indigenous young people before and he brings a wealth of sporting and recreation experience to Wadeye.

3. Governance

- Policy – Local Authorities 1.1.9 – Council is required under Ministerial Guideline Number 8 to have a policy regarding Local Authorities. To enable the Council to meet its obligation I present a draft for your consideration. See attachment.
- Aboriginals Benefit Account (ABA) – The Territory Government has recently opened the latest round of the ABA grants and Council needs to consider what projects it wishes to apply for. This is a great opportunity to address some of the major issues within our Council. There is a full report in the Reports for Action.
- New Work Hours – The new work hours have been introduced and there has been some concerns raised but they have been addressed.

4. Meetings With Key Stakeholders

It was a relative quiet period for meetings with stakeholders due to the Christmas/New Year period but I have had the following external meetings.

- **Gary Higgins MLA** – Minister for Sport and Recreation, Senior Territorians, Environment, Assisting the Minister for Arts and Museum. Discussions were held around Roads and Sport and Recreation. Palumpa Causeway was discussed, roads within the communities.
- **Joshua Higgins** – Regional Liaison Officer, Office of The Chief Minister Discussions were around Homelands
- **Alison Spiker** – Acting Government Engagement Coordinator – Wadeye Daly Region Remote Engagement Team - Wadeye, Peppimenarti, Palumpa & Nauiyu Department of the Prime Minister and Cabinet. Contacted Alison to talk about the Wadeye Inter-agency meeting held on the 18th December 2014. I suggested that the core people in each department attend the meeting and then call a meeting back in the departments and discuss any important issues with the staff.
- **Julie Wilson** – Economic Development Projects, Economic Development, Department of the Chief Minister Northern Territory Government. Conversation was based on Strategic Plans. A Strategic Plan for 2015 – 2017 for the Katherine and Big Rivers Region was forward to me for consideration. Julie announced she is leaving the NT Government on Thursday and starting a new role in Alice Springs but could contact her with reference to economic development projects.
- **Peter McLinden** – Manager, Transport & Infrastructure Local Government Association of the Northern Territory. Peter discussed the R 2 R funding and the brief on the 5 consultants bidding for surveying the roads in Wadeye.
- **Shaun Hardy** – Director Projects, Local Government Division, Department of Local Government and Community Services SPG Grant in the final approval stage. Spoke about other grants and the Local Authorities. He will at todays meeting to address the Roles and Responsibilities of the Council.
- **Leanne Evans** – Senior Director, Remote Service Delivery, Department of Local Government and Community Services. Leanne will be attending todays meeting with Tristan Drews to talk about the homelands funding and what outstations will be funded.
- **Craig Rowe** – CL Rowe & Associates P/L, Planning & Local Government Consultants. Craig has been in many conversations with me around the Review of Constitutional Arrangements. A discussion paper has been developed and an Elector Survey. Both will be presented at todays meeting.
- **Nathanael Knapp** – Regional Manager, Big Rivers Region, Department of Local Government and Community Services. Working on the Health Check for Local Authorities - Local Authority snapshot.
- **Chris Tedcastle** – Manager, Murin Association Inc. Chris introduced himself to me and spoke about increasing the flights back to Monday, Tuesday afternoon and the Sunday flight. They have a barge once a fortnight into Wadeye and when the road is open the Murin Truck is used for transportation.
- **Tim Dixon** – Ministerial Adviser, Office of the Chief Minister Northern Territory Government. Tim works in the same department as Gary Higgins. He has expressed that I contact him if I have any concerns.

- **Bridgette Bellenger** – Executive Director, Northern Australia Development Office, Department of the Chief Minister. The meeting was an introduction meeting. I would like to catch up to discuss her role and where it can assist WDRC.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the CEO’s Activity Report for November/December 2014.

Moved: Clr.

Seconded: Clr. **Carried**

10 INCOMING AND OUTGOING CORRESPONDENCE

Applicant:	Administration
Location/Address:	Darwin
File Ref:	N/A
Disclosure of Interest:	
Date:	21 January 2015
Author:	Administration Assistant, Tahlia Cleary
Attachments:	Nil

SUMMARY

Council is provided with items of correspondence received in November/December 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
20/11/2014	LGANT (David Willing)	Wudicupidiyerr Access Road
19/11/2014	NT Electoral Commission	Nganmariyanga Ward (Palumpa) By Election Result
27/11/2014	David Willing (Dept Local Govt & Regions)	Proposed Cemeteries Act – Public Consultation
28/11/2014	David Willing (Dept Local Govt & Regions)	General Instruction No. 1 – Conditional Rating
5/12/2014	David Willing (Dept Local Govt & Regions)	Review of the Local Government Act
6/1/2015	Murin Travel and Freight	Changes to flight schedule from Darwin to Port Keats

CORRESPONDENCE OUT

DATE	SOURCE	SUBJECT
28/11/2014	Senator Nova Peris OAM	Indexation of Financial Assistance Grants
28/11/2014	The Hon Warren Snowdon MP	Indexation of Financial Assistance Grants
28/11/2014	Senator The Hon Nigel Scullion	Indexation of Financial Assistance Grants
28/11/2014	Mrs Natasha Griggs MP	Indexation of Financial Assistance Grants
5/12/2014	Mr Harold Wilson	Review of the Local Government Act
18/12/2014	Senior Sergeant Scott Rose	Break Ins at Wadeye Swimming Pool
29/12/2014	NT News	Animal Welfare powerless to help abused dogs
7/1/2015	All WDRC Staff	Reminder of Change in start and finish times

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr. **Carried**

11 ACTIONS ARISING FROM COUNCIL MEETINGS

Item	Subject	Decision	Action
1	<p>Council policy for cultural clearances to be developed</p> <p>Action Officer: Local Authorities</p>		<p>Recent History Cultural clearance required for all Communities. Local Authorities to develop a cultural clearance training session.</p> <p>Future Action/Current Position This action is noted from the 12 June 2014 meeting as the responsibility of DLGR, and as of 24 July 2014 discussions to clarify intent were still in progress. Local Authority Coordinator has requested DLGR for any supporting information. Once clarification is received, this action will be incorporated into the Local Authority community planning phase scheduled for first quarter of 2015.</p>
2	<p>Wadeye LA advised, Council support replacement of every 2nd street light in Mollinjin & Kolumboort Streets. RSM and Chairperson of WLA to carry out inspection to identify additional street lighting in other areas of Wadeye town site utilising NT LA grant funding of \$37k.</p> <p>Action Officer: RSM Wadeye</p>	<p>RSM Wadeye to obtain quotes for council consideration</p>	<p>Recent History Two quotes were obtained, one from DJ Electrical and Gawled Electrical. DJ was the lowest quote and was offered the work. DJ electrical were asked to update their quote in April 2014 when council were considering further work. Cost of each light installation was \$1,081.82. The cost included upgrading the wiring to comply with current standards. Funding will be utilised from the LA grant funding. For budget purposes we estimate \$1,100 to replace existing lights with Gecko 40 Watt LED lights. To replace all lights that are currently not working at Wadeye the cost would be approx. \$87,000. To replace the lights at Mollinjin St Creek Camp and Kolumboort St as well as Bunduck Street the cost would be \$37,000 for 34 lights. CEO to obtain an update from LAC</p> <p>Future Action/Current Position To cover the cost of the additional lights WDRC has applied to the National Stronger Regional Fund for an additional \$39,000 and the Council will budget \$2,000.</p>
3	<p>Palumpa LA to be advised that the WDRC will enter into discussions with NLC to seek approval for upgrade</p>	<p>Acting CEO to discuss with NLC</p>	<p>Recent History CEO to contact NLC to seek approval for upgrade works to be carried out on Palumpa Oval and Cemetery.</p>

Item	Subject	Decision	Action
	works to be carried out on the Palumpa Oval and Cemetery Action Officer: CEO		Contact has been made with NLC and Council is waiting for their response to the request. FK will follow up. Future Action/Current Position CEO is meeting with NLC Lawyer on Thursday 15 th January.
4	RSM Palumpa to prepare costing for upgrade of meeting room to enable the Palumpa LA to set a priority where NT LA funding is to be spent Action Officer: RSM Palumpa	RSM Palumpa to prepare costing's	Recent History RSM currently sourcing quotes as directed identified by LA RSM to provide quotes at next council meeting on 21 January Future Action/Current Position Quote received. Total cost of project is \$40,993. Quote is for \$25,590 and the rest of the work will be undertaken by Council staff. eg: When it is wet they can be doing painting and tiling..
5	Council approve the disposal of surplus machinery as identified below: 1 x Nova 3000 Lathe 1 x Ravinic Heavy Duty Metal Saw 1 x SCM Livincible stable saw 1 x Rigid 535 Pipe threader 1 x Bench Planer 1 x Jet Planer 1 x ACY Super Shearer RSM's supply a list of other surplus plant and equipment to be sold by public auction in the Communities of Wadeye, Palumpa and Peppimenarti. A date to be set in late September 2014. Action Officer: RSM's Wadeye, Palumpa and Peppi	RSM's to supply list of surplus equipment to be auctioned.	Recent History Deferred until the dry season 2015. Tender notice to be developed in 2015. Interested parties to visit communities to inspect items if interested in purchasing. Future Action/Current Position Tender notice to be developed in the dry season 2015.
6	Council request through AECOM/VDRC that the Palumpa causeway road be constructed as an open road and not limited to 10 tonne Action Officer: CEO	Contact AECOM/VDRC for update	Recent History CEO to Contact Michael Freeman (VDRC) and request update CEO to Contact Michael Freeman (VDRC) and request update by next council meeting 21 January 2015 Future Action/Current Position

Item	Subject	Decision	Action
			<p>Advice from VDRC and AECOM is that the bridge was initially designed and built to be an open road but during construction there were issues with the supply of gravel and it was finished without the required gravel strength. To redevelop the bridge to a standard that is unlimited would require expenditure of approximately \$2million.</p> <p>A suggested way forward is that all the preparation work is finished during the wet season so that the situation can be rectified in the dry season. Discussions are continuing with the original contractor, state department of infrastructure, the local member, RSM Palumpa and WDRC. An update will be provided at the March meeting.</p>
7	<p>Lights on causeway at Palumpa and grate to prevent swimming in the the area</p> <p>Action Officer: CEO</p>	<p>RSM Palumpa to check costs & CEO to discuss with Michael Freeman (VDRC) for recent history</p>	<p>Recent History RSM Palumpa to investigate safety issues and provide quote to council meeting on 21 January. CEO to contact Michael Freeman to obtain recent history.</p> <p>Future Action/Current Position Grates: The RSM Palumpa has spoken to GHD who will provide an opinion as to the suitability of grates from an engineering perspective. Meeting to take place on Monday 12 January.</p> <p>Lights: The RSM Palumpa had a site meeting with an electrical contractor and the lighting has to be designed by PAWA. Once the design is done the contractor can give us a quote to carry out the work. Still waiting for an update from the contractor. Lights were not part of the original design.</p> <p>Additional funding for this project would need to be sought.</p>
8	<p>RSM's to present a report to council re the septic situation on Homelands properties. Approx. costs and possible disposal sites for effluent within the WDRC area.</p> <p>Action Officer: RSM's</p>	<p>RSM's Wadeye, Palumpa and Peppi to submit a report to council re the septic situation on homelands including costs and possible disposal sites</p>	<p>Recent History CEO to follow up via email to RSM's Dave Hodder to provide report prepared post inspection of homelands to next council meeting on 21 January 2015.</p> <p>Future Action/Current Position Dave has completed all but one inspection but the wet season is now</p>

Item	Subject	Decision	Action
			hindering access. Given the wet season has arrived the inspections, costing and potential disposal sites report will be presented to the May council meeting.
9	Councillors and Council staff to undertake the Electoral Review of representation and ward boundaries of the WDRC in accordance with Local Govt Electoral Regulations and that the Mayor and CEO prepare a discussion paper for consideration at the next meeting of council Action Officer: CEO	CEO to undertake Electoral review of representation and ward boundaries of the WDRC.	Recent History Shaun Hardy provided a presentation to councillors at the November council meeting. Future Action/Current Position CL Rowe and Associates P/L have been appointed. Meeting scheduled in Darwin on January 20 th with the Council.
10	Councillors Wilson and Brown raised concerns regarding contractors and Govt Employees entering aboriginal land without permits. Request that a briefing note be prepared. Action Officer: CEO	CEO to develop policy	Recent History The NLC in its 2013/2014 Annual Report (Page 61) states <i>“ It remains the NLC policy to reinstate the permit system while ensuring that people engaged as agents of the Australian and NTGs and journalists working in their professional capacity—for example, attending court sessions—can enter Aboriginal land without a permit. However, government employees and contractors who are on Aboriginal land engaged in extracurricular activities e.g. hunting, shooting, or motor biking without a permit may still be prosecuted.”</i> They also stated that <i>“ Further efficiencies will be achieved following the scoping and implementation of a new and improved permit information management system which is due to be completed in early 2014.”</i> Future Action/Current Position Contact has been made with NLC and the Council is awaiting a response. Still waiting verbal confirmation that still is the position and that it includes Local Government employees.
11	WDRC Logo	Contact Captovate to	Recent History

Item	Subject	Decision	Action
	Action Officer: CEO	finalise WDRC logo	<p>CEO has met with Captovate to finalise WDRC Logo design and requested background pallet of colours for shirts etc</p> <p>Future Action/Current Position Logo design has been confirmed.</p>
12	Howard Springs Vet Action Officer: CEO	All after hours veterinary work and specialised treatment will be paid for by individuals, not Council.	<p>Recent History The CEO has been having ongoing discussions with Howard Springs Veterinary Service to clarify all arrangements. The CEO has met with HSVC to discuss the upcoming visits.</p> <p>Future Action/Current Position Letter of confirmation has been sent to HSVC. They commence visits on the 19th 20th and 21st of January at Wadeye.</p>

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

Carried

12 FINANCE REPORTS

Applicant:	Director Corporate Services
Location/Address:	Darwin
File Ref:	N/A
Disclosure of Interest:	
Date:	21 January 2015
Author:	Peter Carter, Director Corporate Services
Attachments:	Nil

SUMMARY

As part of the monthly reporting procedures the finance report is submitted to the Finance Committee for review and then presented to the Council for adoption.

BACKGROUND

Attached are:-

1. Cash and Investments Table
2. Restricted Funds Table
3. Community Activity Table
4. Income and Expenditure to 31 December 2014
5. Amended Budget 2014-2015 lodged with DLGR

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the finance report for the period 1 July to 31 December 2014 and adopt the amended budget for 2014-2015.

Moved: Clr.

Seconded: Clr. **Carried**

12.1 PAYMENT REGISTER

Applicant:	Director Corporate Services
Location/Address:	Darwin
File Ref:	N/A
Disclosure of Interest:	
Date:	21 January 2015
Author:	Peter Carter, Director Corporate Services
Attachments:	Nil

Cash at Bank						
Cash on Hand						\$1,828
Cheque Account						\$22,650
Investment Account						\$1,635,008
Term Deposits						\$1,500,000
Total Cash at Bank						\$3,159,486
Debtors						
	Current	30 Days	60 Days	90 Days		
Trade	39,778	16,766	6,670	6,530		69,744
Rates - due 8 Dec 14	0	80,259	0	0		80,295
Other – Interest/GST/ Deposit	69,778	0	0	0		69,778
Total Debtors						\$219,817
Creditors						
	Current	30 Days	60 Days	90 Days		
Trade	304,366	118,785	3,091	14,020		440,262
Other - PAYG/GST	74,430	0	0	0		74,430
Total Creditors						\$514,692
Employee Entitlements	613,617					\$613,617
Reconciliation of Funds						
Balance as per General Ledger						24,478
Add: Outstanding Debtors						219,817
Less: Outstanding Creditors						514,692
Less: Employee Entitlements						613,617
Add: Investment Account						3,135,008
Total Cash & Receivables Available						\$2,250,994
Unspent Grants & Subsidies						\$1,345,343
Funds Available to Council						\$905,651

Debtor	Total Due	90+ Days	Comment
TDC	20,401	6,286	Rent in Dispute. Outstanding
VDRC	10,612		Rec'd Jan
Dept. of Transport	5,654		Rec'd Jan \$4092
Hello World	4,580		
Asbuild NT	3,400		
Remote Area Tree Service	120	120	Outstanding
Sub-total	44,767	6,406	
Total	69,744	6,406	
Rates	Total Due		
Dept Of Housing	18,355		
Palumpa Station	11,016		
TDC	11,722		
Sub-total	41,093		
Total	80,259		













RECOMMENDATION

That Council receives and notes the finance report for the period 1 July to 31 December 2014 and adopt the amended budget for 2014-2015.

Moved: Clr.

Seconded: Clr. Carried

12.2 RESTRICTED FUNDS TABLE

Description	Actual Income	Actual Expenses	Committed	Available for Program	Result
Operational Funding – Non Reportable					
NTG - Operational Subsidy Funding	690,090	690,090	0	\$0	
NTG – FAA General Purpose	246,340	246,340	0	\$0	
Specific Purpose Funding - Reportable					
NTG - SPG Establishment Grant	1,000,000	28,415	862,568	\$109,017	
NTG - Local Authorities Funding	98,132	35,757	11,621	\$50,754	
NTG - Local Authority Project Funding	416,286	0	36,782	\$379,504	
NTG - Indigenous Development Jobs Funding	296,172	173,390	0	\$122,782	
NTG - Municipal & Essential Services Funding	22,808	44,764	2,000	(\$23,957)	
NTG - NT Jobs Package 3 ESO	60,729	0	0	\$60,729	
NTG - Outstations and Homelands - Housing Mtce	9,703	66,696	1,796	(\$58,788)	
NTG - SPG Outstations 4 items	93,716	0	32,900	\$60,816	
NTG - Outstations SPG	0	9,036	0	(\$9,036)	
AG - Sport and Rec: Indigenous Program Coordinator	50,000	31,559	0	\$18,441	
AG - Sport and Recreation: Jobs Creation	100,000	58,533	0	\$41,467	
NTG - Sports & Recreation funding	91,250	27,055	0	\$64,195	
NTG - Youth Vibe Holiday Grant	2,000	0	0	\$2,000	
AG - Aged Care Conversion	0	137	132	(\$268)	
AG - CACP	0	6,904	0	(\$6,904)	
AG - Health: Flexible Aged Care	785,888	790,002	10,011	(\$14,125)	
NTG - Health: Home & Community Care	38,980	19,185	2,281	\$17,513	
AG - Regional Indigenous Broadcasting Services	47,032	28,182	0	\$18,851	
AG - Education: Emu Point Creche & Wadeye VAC	104,420	54,608	2,004	\$47,809	
AG - FAG Roads	349,390	23,582	351,271	(\$25,463)	
AG - Night Patrol	632,759	402,843	2,338	\$227,577	
AG - NT Jobs Transition	190,871	117,527	0	\$73,344	
AG - Regional Women's Program	56,337	6,754	0	\$49,583	
AG - Roads to Recovery	0	91	0	(\$91)	
NTG - Libraries	113,537	24,742	0	\$88,796	
NTG - Environmental Health Worker	0	12,953	0	(\$12,953)	
NTG - Monsoonal Trough Manthape Crossing	63,750	0	0	\$63,750	
Restricted Funds				\$1,345,343	

12.3 COMMUNITY ACTIVITY TABLE

	INCOME		EXPENSE		Commitments	Net Funds	Asset Purchases
	Actuals	Budget	Actuals	Budget			
PROGRAM - Palumpa							
AD - Administration	402,163	838,554	111,364	181,797	320	290,479	0
AE - Aerodromes	0	0	8,639	0	0	(8,639)	0
AF - Asset Management	0	0	2,705	32,500	32,352	(35,057)	37,858
CA - Commercial Arrangement	98,197	109,775	60,516	107,147	3,020	34,662	0
CM - Cemeteries	0	0	2,160	0	0	(2,160)	0
CP - Community Patrol	158,190	120,280	117,773	107,704	0	40,417	0
EM - Elected Members	825	0	8,142	16,431	848	(8,166)	0
HS - Housing - Staff Housing	910	0	3,269	10,000	0	(2,359)	0
IN - Infrastructure	0	0	500	0	0	(500)	0
LA - Local Authorities	52,380	52,380	1,786	32,190	0	50,594	0
MB - Media and Broadcasting	51,162	15,636	28,645	15,636	0	22,517	0
OC - Outstations and Homelands	34,137	0	1,051	17,585	0	33,086	0
PG - Parks and Gardens	10,480	0	44,450	37,471	971	(34,941)	0
RC - Street Cleaning	0	0	10,799	0	0	(10,799)	0
RM - Roads	84,052	102,457	50,510	102,457	79,181	(45,639)	0
SG - Special Purpose Grants	8,061	0	2,029	0	81,136	(75,104)	199,387
SR - Sport and Rec	105,926	110,673	56,964	68,729	0	48,962	0
WM - Waste Management	44,797	0	33,147	91,550	2,159	9,491	0
WS - Work Health and Safety	0	0	521	0	0	(521)	0
YS - Youth Services	2,000	0	596	0	0	1,404	0
TOTAL:	1,053,279	1,349,755	545,566	821,196	199,987	307,726	237,246

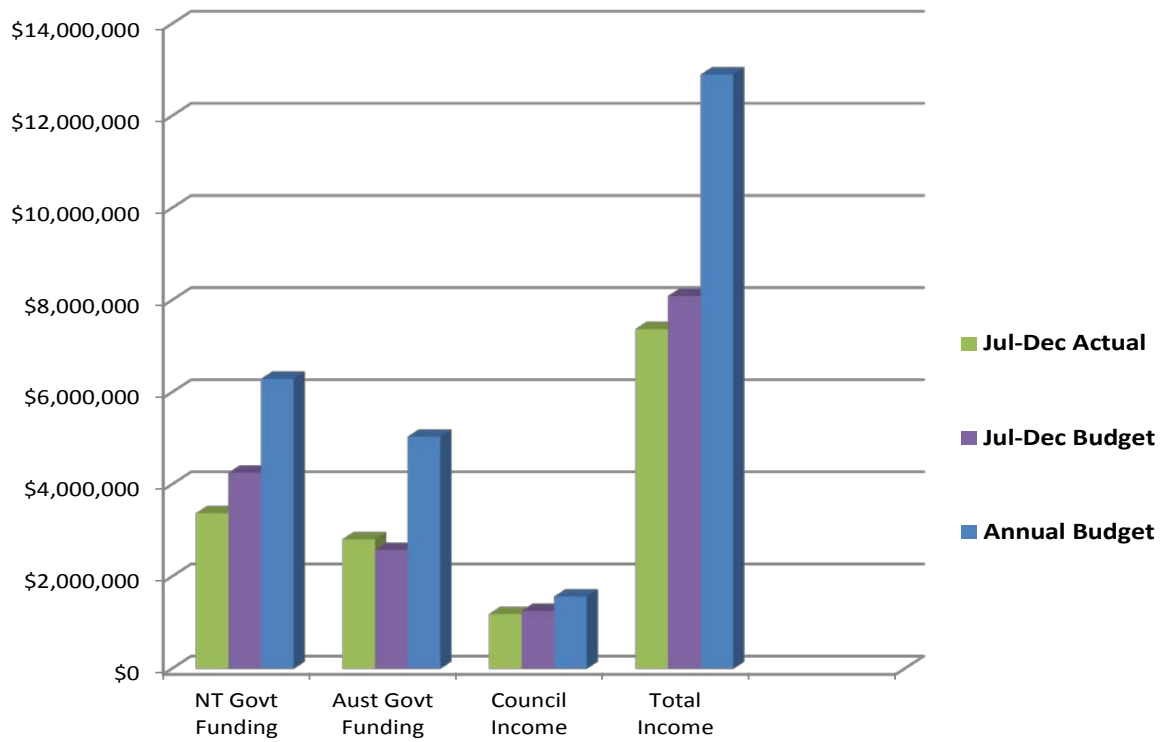
PROGRAM - Peppi							
AD - Administration	335,775	778,240	137,956	242,368	(172)	197,991	0
AE - Aerodromes	0	0	7,028	0	0	(7,028)	0
AF - Asset Management	0	0	5,054	32,500	47,389	(52,442)	45,188
AG - Aged & Disability Services	72,897	100,459	77,917	91,708	2,558	(7,579)	0
CA - Commercial Arrangement	85,984	109,226	24,253	75,226	4,158	57,573	0
CH - Child Care Emu Point	83,842	83,842	64,967	83,843	1,991	16,885	0
CM - Cemeteries	0	0	1,757	0	0	(1,757)	0
CP - Community Patrol	158,190	57,456	78,577	107,704	287	79,325	0
EM - Elected Members	0	0	55,300	49,652	1,671	(56,971)	0
HS - Housing - Staff Housing	945	0	3,915	10,000	0	(2,970)	0
LA - Local Authorities	25,927	25,927	570	18,964	0	25,357	0
LI - Libraries	30,454	30,454	10,093	15,227	0	20,361	0
MB - Media and Broadcasting	50,358	15,101	18,050	15,101	0	32,309	0
OC - Outstations and Homelands	160,433	0	51,553	17,585	0	108,880	0
PG - Parks and Gardens	0	0	33,154	36,732	3,034	(36,188)	0
PL - Pools	0	0	8,205	5,000	84	(8,288)	0
RC - Street Cleaning	0	0	8,785	0	0	(8,785)	0
RM - Roads	84,052	52,472	46,810	52,471	18,789	18,453	0
SG - Special Purpose Grants	0	0	1,041	0	0	(1,041)	99,355
SR - Sport and Rec	29,563	18,422	8,612	22,602	1,071	19,880	0
WM - Waste Management	36,288	0	29,468	88,482	2,400	4,420	0
WS - Work Health and Safety	0	0	521	0	0	(521)	0
TOTAL:	1,154,707	1,271,598	673,585	965,164	83,260	397,862	144,543

	INCOME		EXPENSE		Commitments	Net Funds	Asset Purchases
	Actuals	Budget	Actuals	Budget			
PROGRAM - Wadeye							
AD - Administration	876,480	2,341,648	113,916	689,517	92,777	669,787	0
AE - Aerodromes	0	0	12,781	0	0	(12,781)	0
AF - Asset Management	0	0	1,500	90,000	178,452	(179,952)	0
AG - Aged & Disability Services	1,247,646	870,821	1,010,581	864,414	5,862	231,203	6,065
CA - Commercial Arrangement	159,182	227,775	136,442	193,782	3,050	19,690	0
CM - Cemeteries	0	0	3,195	0	0	(3,195)	0
CP - Community Patrol	316,380	384,842	323,598	334,593	29,028	(36,247)	24,706
EM - Elected Members	1,243	0	52,554	66,438	3,394	(54,705)	0
HS - Housing - Staff Housing	8,155	0	19,679	20,000	67,591	(79,115)	29,310
LA - Local Authorities	436,111	533,897	46,516	276,585	47,930	341,665	0
LI - Libraries	83,083	82,906	17,421	41,453	0	65,662	0
MB - Media and Broadcasting	106,233	49,624	36,357	49,624	140	69,735	0
OC - Outstations and Homelands	140,873	365,764	90,889	175,185	86,490	(36,507)	0
PG - Parks and Gardens	109	0	117,227	131,508	6,355	(123,473)	0
PL - Pools	0	10,000	57,968	44,517	3,831	(61,799)	66,354
RC - Street Cleaning	0	0	15,976	0	0	(15,976)	0
RM - Roads	251,487	181,279	79,455	181,279	188,166	(16,135)	0
SG - Special Purpose Grants	0	0	839	0	0	(839)	59,910
SR - Sport and Rec	112,030	113,156	89,233	122,848	1,091	21,706	0
VC - Vacation Care	20,578	30,867	0	20,578	0	20,578	0
WM - Waste Management	245,152	0	80,321	205,000	5,998	158,833	0
WO - Women's Resources	56,337	56,337	10,897	56,337	0	45,440	0
WS - Work Health and Safety	0	0	869	0	0	(869)	0
TOTAL:	4,061,078	5,248,915	2,318,215	3,563,657	720,155	1,022,708	186,346

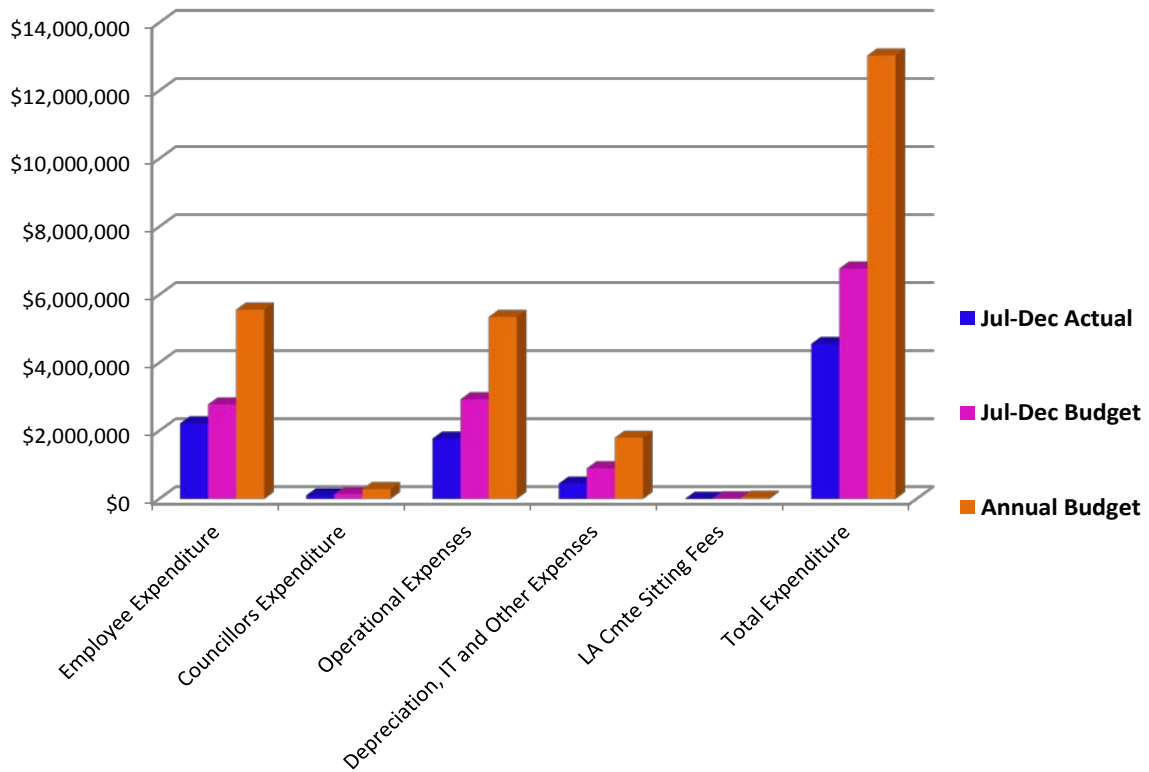
12.4 INCOME AND EXPENDITURE

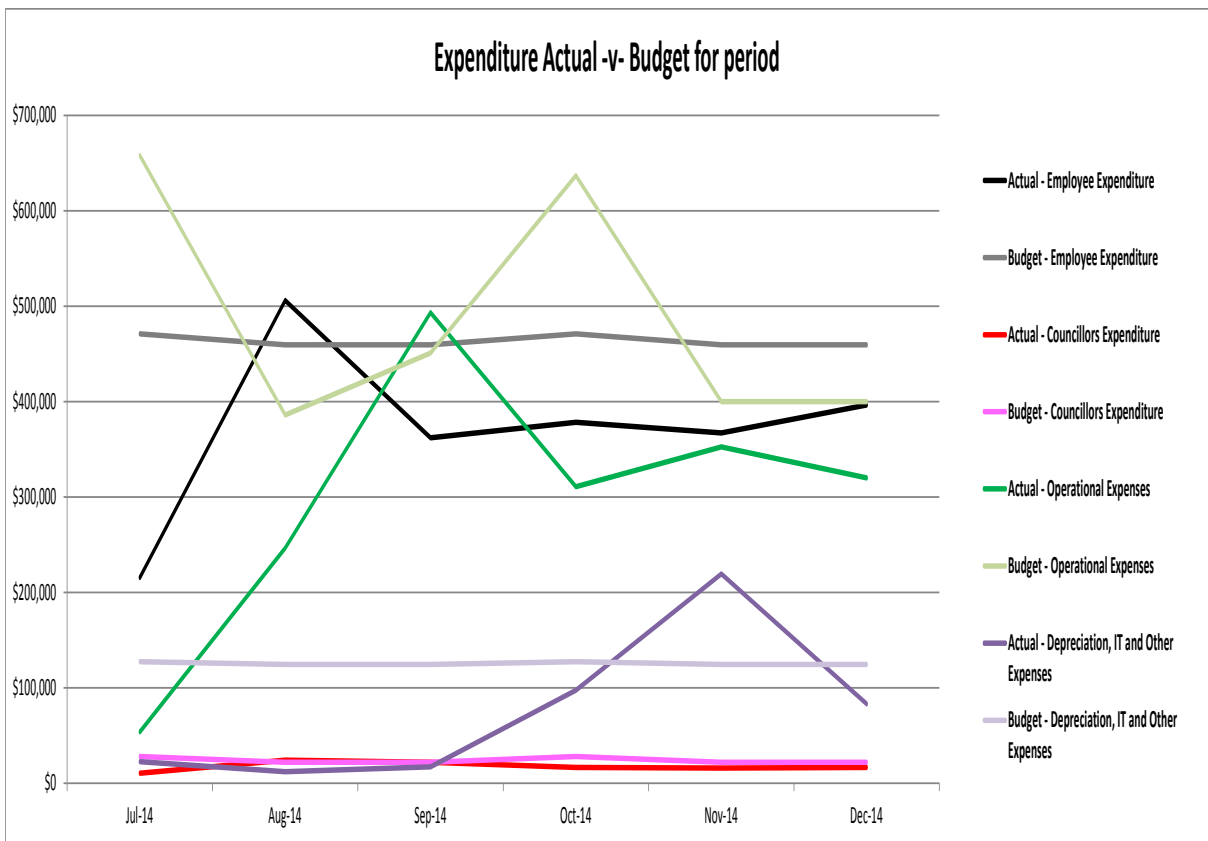
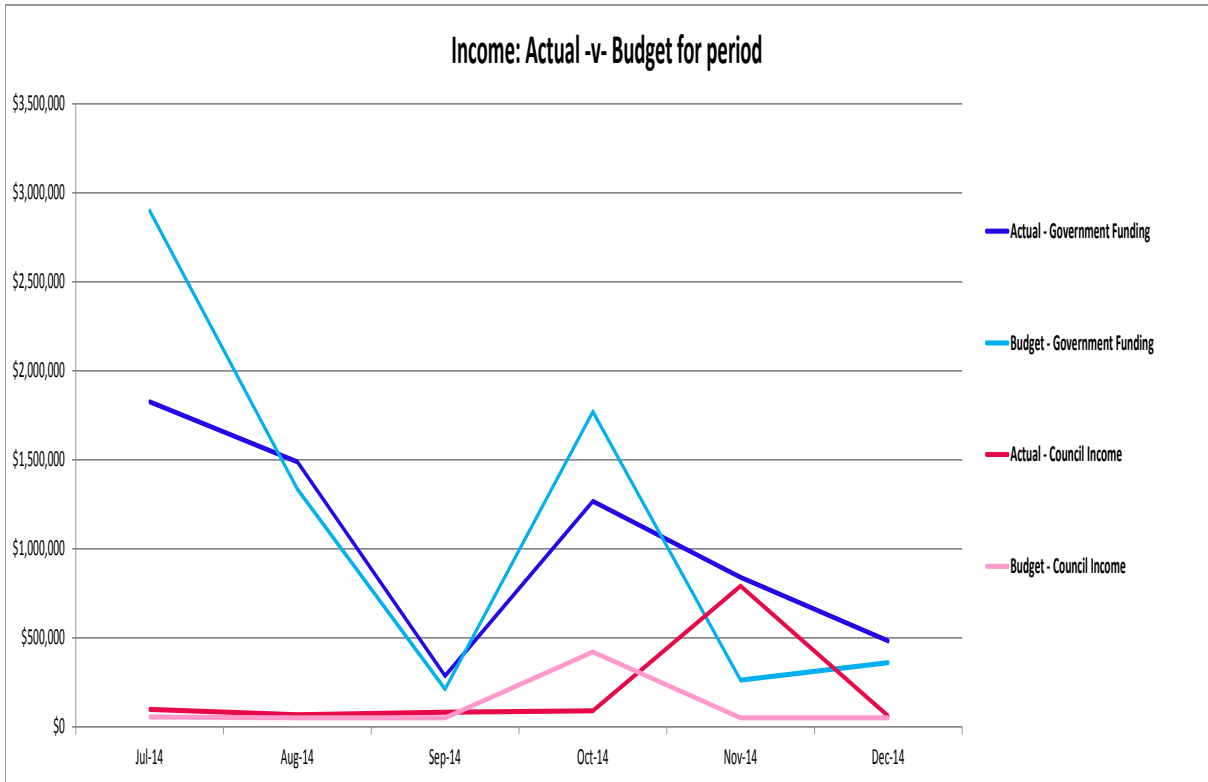
Profit and Loss Report For Period Ending 31 December 2014	Year To Date Jul - Dec 14			Annual
	Actual	Budget	Variance	Budget
INCOME				
<i>Rates and Annual Charges</i>	826,430	947,757	(121,327)	1,206,015
<i>Grants and Subsidies Subtotal:</i>	6,189,413	6,838,231	(648,818)	11,334,209
<i>Other Current Income Subtotal:</i>	361,207	308,475	52,732	361,950
Total Income	7,377,050	8,094,462	(717,412)	12,902,174
<i>Employee Expenses</i>	2,224,443	2,780,666	556,223	5,565,617
<i>Councillors Expenses</i>	106,121	144,021	37,900	288,042
<i>Operational Expenses</i>	1,774,266	2,931,229	1,156,963	5,348,913
<i>Depreciation/Other Expenses</i>	451,932	899,195	447,263	1,798,389
<i>Local Authority Sitting Fees</i>	3,345	18,000	14,655	36,000
Total Expenditure	4,560,107	6,773,111	2,213,004	13,036,961
Net Surplus/(Deficit)	2,816,943	1,321,351	1,495,592	(134,786)
CAPITAL EXPENDITURE				
Plant	108,996	0	108,996	0
Total Capital Expenditure	108,996	0	108,996	0
Net Surplus/(Deficit) after Capital	2,707,947	1,321,351	1,386,596	(134,786)

Income to 31 December 2014



Expenditure to 31 December 2014





12.5 AMENDED BUDGET 2014-2015

With 6 months actual transactions WDRC is in position to review the 2014-2015 budget.

In the original budget an amount was identified as a shortfall in operational funding from DLG&R. This value has been reassessed and determined to be \$851,174.

The DLG&R have indicated that this value is within their means to fund and are creating the documentation to deliver these funds. Monthly reviews by WDRC and the department between January and June 2015 will determine if additional funds are required.

The Amended Budget 2014-2015 is presented for adoption.

Amended Budget 2014-2015 - Report By Community

Natural Account Description	Amended					Original Budget
	Darwin	Palumpa	Peppimenarti	Wadeye	Total	
Income						
NT Operational Grants	394,505	811,571	804,044	2,578,158	4,588,277	4,403,393
Aust Govt - SPG Operational Grants	98,537	617,039	779,988	3,512,037	5,007,601	5,038,367
Additional Funding Requested	851,174	0	0	0	851,174	1,892,450
Council Generated Income	35,000	303,750	264,556	1,181,256	1,784,562	1,567,965
Income Total	1,379,216	1,732,360	1,848,588	7,271,451	12,231,614	12,902,174
Expenditure						
Employee Expenses	624,908	757,957	1,086,805	2,572,579	5,042,249	5,565,617
Councillors Expenses	0	25,134	103,836	113,829	242,799	288,042
Operational Expenditure	676,440	402,982	429,825	3,028,271	4,537,517	5,348,913
Depreciation/Other Expenses	643,188	155,196	78,180	321,669	1,198,233	1,798,389
LA Committee Sitting Fees	0	5,700	5,700	5,700	17,100	36,000
Operational Expenditure Total	1,944,536	1,346,969	1,704,346	6,042,047	11,037,898	13,036,961
Non Current Assets						
Acquisition Assets	0	342,354	261,666	589,696	1,193,716	1,000,000
Expenditure Total	1,944,536	1,689,323	1,966,012	6,631,743	12,231,614	14,036,961
Grand Total	(565,320)	43,037	(117,424)	639,708	0	(134,786)

13 GRANTS OFFICER REPORT FOR NOVEMBER/DECEMBER 2014

Applicant:	Grants Officer
Location/Address:	Darwin
File Ref:	Grants and Subsidies
Disclosure of Interest:	Nil
Date:	21 st January 2015
Author:	Grants Officer, Fiona Kelly,
Attachments:	Nil

SUMMARY

Discussions continue to take place on a few remaining grants from Victoria Daly Regional Council. It is unknown when a resolution will be found. Reports have been completed or are underway for December. The common seal has been applied to three grant agreements. Looking for further grant funding opportunities for West Daly Regional Council projects.

COMMENT

West Daly Regional Council requires all grants to be transferred over so proper management can take place.

Grant application submitted.

- National Stronger Region Fund - \$39,000 of lighting at Wadeye
- Special Purpose Grant – Staff Housing - \$224,069

Grant applications in progress

- Family Safe Environment Fund – Lighting for community (Palumpa at this stage)
- Special Purpose Grant – Staff Housing – Wadeye
- Aboriginals Benefit Account – Grant opportunities to be discussed
- Holden Home Ground Advantage – Fencing and shade for Palumpa Oval

Grant funding money received for the grants below:

- NT Jobs Package – 3 Essential Service Officers - \$121,458
- Women’s Development Program – A further \$22,500
- AFL Footy Carnival – Palumpa - \$1300

Grant Progress

- Establishment Grant – progress continues with each item listed in the grant.
- Municipal and Essential Services - Special Purpose Grant (Deleye solar system installed, remaining items are on order to be delivered when it is dry)
- CBF – Table and Water Bubbler installed. Money remaining is purchasing chairs for Palumpa

Reporting on the following grants has been completed

- Women’s Indigenous Development Program
- Emu Point Crèche and Wadeye VAC
- Establishment grant
- Indigenous Jobs Matching grant
- Strengthen Local Authority grant

Common seal has been applied to grant items below:

- NT Jobs Package for 3 Essential Service Officers
- Municipal Essential Services and Housing Maintenance - Outstations
- Variation on West Daly Shire Indigenous Women’s Development Program grant– Receiving a further \$22, 500 and an extension to 30 September 2015

FINANCIAL IMPLICATIONS

Grant funding is required to ensure continued running of services mentioned. If funding is not received the result would be loss of services and employment in the communities.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Grant Officers Activity Report for November/December 2014.

Moved: **Clr.**

Seconded: **Clr.**

Carried

14 HUMAN RESOURCES OFFICER REPORT

Applicant:	Human Resources Officer
Location/Address:	Darwin
File Ref:	Corporate Management/Policies/Policy Manual/Employees
Disclosure of Interest:	
Date:	21 January 2015
Author:	Human Resources Officer, Jade Hamilton
Attachments:	HR Policies

SUMMARY

Human Resource Officer's report for the Ordinary General Meeting being held on Wednesday 21 January 2014.

HUMAN RESOURCES REPORT 21st JANUARY 2015

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

Head office staffing levels have dropped by one due to the termination of the Executive Assistant. Applications are currently being sought for a newly created position of Administration Assistant, based in the Head Office.

COUNCIL STAFFING LEVELS

- Palumpa has a total of 18 employees, with 9 full time, 1 part time, and 8 casual employees.
- Peppimenarti currently have 25 employees, with 7 full time, 12 part time and 6 casual employees.
- Wadeye has 37 staff, 19 of which are full time, 16 are part time and 2 are casual.
- Total staff within the Council including Darwin, sits at 85, with 64 (or 75%) being of Indigenous ethnicity.

CURRENTLY RECRUITING

- Administration Assistant – Darwin
- Trainee Broadcasting Officers – Wadeye
- Assistant Pool Attendant – Wadeye
- Sport & Recreation Officers – Wadeye
- Civil Services Labourers – Wadeye

STAFF PERFORMANCE & TURNOVER

- In the past two months, we have had 5 resignations and 2 terminations.
- We have successfully filled the position of Sport & Recreation Team Leader, and welcome Bayi Handy who will be commencing with us on the 27th January. We would also like to welcome Briccarnee Rosas-Brookes, who has commenced with us as a casual cleaner at Peppimenarti.

HR POLICY REVIEWS

Policy reviews are still being undertaken, with those approved by the CEO up for review and approval by Council at this meeting.

WORK HEALTH AND SAFETY

Safety signage was received from Work Sense for all 3 communities. The signs have been sent to Wadeye for distribution to the communities.

Non smoking signage has also been received as part of a Tobacco Free Initiative WDRC participated in. The signs were made free of charge and have been delivered to Wadeye to distribute amongst the 3 communities. These signs will assist in supporting WDRC's Smoke Free Policy.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Human Resource Officers Activity Report for November/December 2014

Moved: **Clr.**

Seconded: **Clr.**

Carried

15 LATE REPORTS

16 COUNCILLOR REPORTS

17 GENERAL BUSINESS

17.1 QUOTATION TO UNDERTAKE REPAIRS TO MEETING ROOM - PALUMPA

Applicant: Regional Service Manager Palumpa

Location/Address: Palumpa

File Ref: N/A

Disclosure of Interest: N/A

Date: 15.12.2014

Author: Regional Service Manager Palumpa, Fred Graham

Attachments: Quotation and spreadsheet costs.

SUMMARY

Renovation of the old Palumpa Community Store to be utilised as a meeting room, as agreed by the Local Authority.

BACKGROUND

The local authority agreed there is a need for a modern meeting room that can be utilised for various meetings and would have the potential to provide additional income for WDRC. The old Palumpa community store was identified as the best option for this meeting place to be housed.

CONSULTATION

At the last two Local Authority meetings discussion were held regarding the option to refurbish the old Palumpa Community Store and what resources would be required to undertake the job. Quotations have been received for materials from suppliers and contractors for materials to form a budget for the LA to consider. The acting CEO, Lee Farrell advised that all works that could be undertaken by Council employees to save money would be utilised. Any works that could not be carried out by council employees would be sub-contracted.

The following works to be carried out by Council employees:

- Paint the ceiling and walls in the main area, kitchen area and toilet area.
- Tiles to the kitchen area floor.
- replace toilet bowls and cisterns as required
- sheet with corrugated iron or colour bond and insulate the wall in the main area that has temporary repairs
- supply sturdy chairs for the area

It was agreed the following works would be completed by contactors:

- Remove existing double doors and door frames, supply and fit new solid core doors with glass panels and insect screen doors.
- Remove existing kitchen toilet area sliding windows and supply and fit louver galleries with crime safe type mesh, carry out the same installation where the windows are bordered up in main open area.
- Supply and install stainless steel kitchen bench under the new windows and along the side wall. Supply and install new stainless steel single/ double bowl kitchen bench to replace the existing sink arrangement.

FINANCIAL IMPLICATIONS

See attached.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION:

That Council approve the expenditure and quotes attached to upgrade the Old Palumpa Community Store to be utilised as a meeting room.

Moved: **Clr**

Seconded: **Clr**

Carried:

17.2 GENERAL INSTRUCTION NO. 1 – CONDITIONAL RATING

Applicant: Glenda Teede

Location/Address: Wadeye

File Ref: N/A

Disclosure of Interest:

Date: 17/12/2014

Author: Mr David Willing, Department of Local Government and Regions

Attachments: Letter and Conditional Rating – General Instruction No.1

SUMMARY

Land held under a pastoral lease or occupied under a mining tenement is conditionally rateable land and only rateable in accordance with a notice to be published in the Gazette by the end of April in the preceding financial year (sections 141 and 142 (2) of the Local Government Act). See attached letter.

BACKGROUND

Under the Local Government Act (the Act), land held or occupied pursuant to a pastoral lease or mining tenement is conditionally rateable land. The rates which apply for a given financial year are set by the Minister for Local Government and Regions. On 2 June 2014, the Local Government Amendment Act 2014 received the Administrator's assent. However, the amendments to the conditional rating provision (section 142) of the Act commence on 1 December 2014.

From 1 December 2014, councils will be able to choose whether or not to make submission to the Minister about the rates to be set for conditionally rateable land. Should a council wish to make submission, it must do so by 31 January preceding the financial year to which the rates are to apply. Unlike the current system, should a council choose to not make submissions, it will still be able to rate conditionally rateable land in accordance with the rates set by the Minister.

STATUTORY ENVIRONMENT

Land held under a pastoral lease or occupied under a mining tenement is conditionally rateable land and only rateable in accordance with a notice to be published in the Gazette by the end of April in the preceding financial year (sections 141 and 142 (2) of the Local Government Act). General instruction pursuant to Regulation 7 of the Local Government (Accounting) Regulations. Failure of a council to comply with a general instruction is an offence of strict liability with a maximum penalty of 50 penalty units.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION:

That Council note the letter and General Instruction No. 1 and recommend to make a submission to the Minister about the rates to be set for conditionally rateable land.

Moved: Clr

Seconded: Clr

Carried:

17.3 SERVICE PROPOSAL BETWEEN WDRC AND EMPLOYMENT OFFICE

Applicant: Glenda Teede

Location/Address: Wadeye

File Ref: N/A

Disclosure of Interest:

Date: 4/12/2014

Author: Chief Executive Officer, Glenda Teede

Attachments: Contract

SUMMARY

Service proposal between West Daly Regional Council and Employment Office.

BACKGROUND

Employment Office currently provide WDRC with recruitment services. As part of this, they provided a service proposal whereby they would provide technical support through the use of an online recruitment system and branded advertising for all employment opportunities available at WDRC. This proposal was approved by the CEO and WDRC has now successfully recruited for the Sport & Recreation Team Leader role in Wadeye, and is in the process of recruiting a Builder and an Administration Assistant. The services provided by Employment Office have so far proved to be invaluable, as they have attracted a high level of candidates.

CONSULTATION

Glenda Teede, CEO & Chris Bullock, Employment Office Representative

FINANCIAL IMPLICATIONS

\$10,290 excluding GST

VOTING REQUIREMENT

Simple majority

RECOMMENDATION:

That council note the signed Service Proposal between West Daly Regional Council and Employment Office.

Moved: Clr

Seconded: Clr

Carried:

17.4 AGED CARE BUS

Applicant:

Location/Address: Wadeye

File Ref: N/A

Disclosure of Interest:

Date:

Author:

Attachments:

SUMMARY

Sale of the current Aged Care bus in Wadeye so a suitable replacement can be purchased with the sale funds.

BACKGROUND

The Mercedes Aged Care bus in Wadeye is not fit for purposes in remote community. A letter has been received from the Department of Social Services allowing for the sale of the vehicle.

Requirements have been set by the Department of Social Services for new vehicle purchase

- A wheel chair loader
- Ability to transport four wheelchairs together with a minimum of 5 passengers

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council endorses the sale of the current Aged Care bus and purchase of a new bus for Aged Care meeting the stated criteria.

Moved: Clr.

Seconded: Clr.

Carried:

17.5 WADEYE INTERNAL ROADS REHABILITATION

Applicant:	Peter McLinden
Location/Address:	LGANT
File Ref:	
Disclosure of Interest:	Nil
Date:	20 th January 2015
Author:	Peter McLinden
Attachments:	Consultancy brief, list of roads managed by the West Daly Regional Council.

SUMMARY

To inform West Daly Regional Councils of the strategies and reports to allow members to make informed decision on the reseal asset protection of the Wadeye community internal sealed road network.

BACKGROUND

West Daly Regional Council program allocation under Roads to Recovery is \$1,371,131.

Annual allocation is \$258,522, which equates to \$457,044 for the 15/16 financial year. This would mean there would be "Roads to Recovery Program" is a tied grant, with on line reporting. Reporting is on a quarterly basis with an audit report required at the end of October each calendar year. Funds can be used for road managed by the West Daly Regional Council both capital/renewal and maintenance. Under the eligibility criteria funds cannot be used for consultancies.

The West Daly Regional Council also receives through the Commonwealth Grants Commission (NT Grants Commission) Federal Assistance Grants (FAGs) for roads. The allocation for FAG's to the West Daly Regional Councils is \$672,415 paid in quarterly payments of \$168,104. FAG's are untied and can be spent on anything to do with the road network managed by the road authority in this case the West Daly Regional Council. This includes consultancies.

LGANT advice to Officers from the West Daly Regional Council was to use the FAG's funding to pay for a consultancy to develop scope of works and estimated cost to renew and reseal the internal sealed road of Wadeye. LGANT officers offered to assist the West Daly Regional Council as a member of LGANT with no additional fee. This body of work would assist elected members in their deliberations and prioritisation of works under the Roads to Recovery Program.

Consultancy brief is attached for the information of Elected members. Brief was given to a panel of consultants that have completed works for LGANT or have worked in the region for other government agencies:

GHD #
Tonkin Consulting #
Cardno #
Irwin Consult
BTO Projects #

Consultants who have advised they are interested in the works and will be putting in a quote.

LGANT Manager for Transport and Infrastructure Services has been invited to make a presentation to the West Daly Regional Council on the 20 January 2015 to Elected members and answer any questions on any of the above.

POLICY IMPLICATIONS

This paper is covered in LGANTs strategic plan in assisting member councils.

FINANCIAL IMPLICATIONS

There is no impact on LGANT budget but there will be positive impacts on West Daly Regional Council budget, which this report forms part of.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council notes the consultancy brief and listed roads managed by West Daly Regional Council.

Moved: **Clr.**

Seconded: **Clr.**

Carried:

17.6 ABORIGINAL BENEFIT ACCOUNT FUNDING OPTIONS – ABA GRANT

Applicant:

Location/Address:

File Ref:

Disclosure of Interest: Nil

Date:

Author:

Attachments:

SUMMARY

Grant funding submission ideas are put forward for the Aboriginal Benefit Account Funding (ABA). This grant application must be submitted by 16th February, which is a short time frame of three and a half weeks to complete all funding documents.

It is a strategic time to apply for the ABA grant as this region has only received money for one grant item previously through TRAAC. Now is the time for West Daly Regional Council to apply with good submission options which will be strategic for employment, culture and advancement of the community.

Below is a list of the grant options for submission:

Location	Grant option
Wadeye	Multimedia Centre on the old club site or lot 576
Palumpa	Commercial kitchen in lot 34
Peppimenarti	Library and cultural centre in lot 13 or alternate site

BACKGROUND

Wadeye – Multimedia centre

Development of a multimedia centre which would include a museum, art centre, library, broadcasting RIBS, BRACCS and training centre. The proposed sites are the old club or lot 576 which are both in the centre of town. This will include ablution requirements such as toilets.

This facility would meet the identified items in the Strategic Plan 2014-2015

- Part 2: Public Conveniences, No 2.3
- Part 6: Libraries/council Offices/Art Centre, No 6.1, 6.2, 6.3
- Part 9: Community Recreation, No 9.6
- Part 12: Tourism, Parking and Other, No 12.8.

Benefits

- Provide employment and training during the construction phase and during day to day running of centre.
- The Arts Centre would provide a base and income opportunities for local artist.
- Museum would provide a safe and secure location for materials and with a town location make it accessible to locals and visitors.
- The Library and Museum would allow digitising of photos, tapes and videos allowing easy access to the media.
- A training centre would allow future training of community and potential income from hiring of the centre.

A multimedia centre providing employment, training and a safe storage location within the community where people can create, work and train.

Palumpa – Kitchen upgrade

Development of a commercial kitchen at lot 34, this includes the removal of the existing kitchen and installation of a new commercial kitchen. Purchase of white goods for the kitchen as required. The kitchen would be suitable for training and meal preparation to a commercial standard.

This facility would meet the identified items in the Strategic Plan 2014-2015

- Part 9: Community Recreation, No 9.9
- Part 16: Non-core services, No 16.2

Benefits

- Possible employment and training during the construction phase.
- Training programs to run in the kitchen such as Cert II Kitchen Operations.
- Commercial catering facilities leading to more events held at Palumpa.
- Other organisations choosing to use facilities for meal preparation by various organisations.
- Employment created to cater for increased events and activities.
- Income generated as facility can be hired out.
- Income through catering for sport and other activities.
- Steps toward the possibility of an aged care centre at Palumpa as catering facilities would be available.

Outcomes

The kitchen facility would provide improved facilities for training programs, a meal preparation area and the opportunity to cater for large events. Employment and income would occur through catering for these large events. With a commercial kitchen the future of an aged care unit is also more practical.

Peppimenarti – New library building

The new library is to accommodate all learning materials such as books, audio and visual aids. It will also house the cultural learning centre in Peppimenarti allowing locals and visitors to learn about local indigenous culture. The proposed site of the library is lot 13.

This facility would meet the identified items in the Strategic Plan 2014-2015

Part 6: Libraries, No 6.3

Part 12: Tourism, Parking and Other, No 12.5, 12.6, 12.8

- Possible employment and training during the construction phase.
- Provide employment of a library officer, cultural liaison officer and 2 sport and rec officers.
- Safe housing of books, audio and visual aids.
- Educational and cultural centre for local indigenous heritage through local knowledge, storytelling and the internet. The building would be open to staff, locals and visitors.
- Use of different education mediums such as traditional teaching and research through the internet.
- Training on computers and the internet.

Outcome

A library and cultural centre which provides employment, training and safe storage of media within the community.

COMMENT

Attachments are supplied for use in decision making.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council pay for a quantity surveyor to assess and cost and building requirements for the chosen ABA grant application items

Moved: Clr.

Seconded: Clr.

Carried:

17.7 CEMETERIES ACT REVIEW

Applicant: Louise Beilby, Local Authority Coordinator

Location/Address:

File Ref: N/A

Disclosure of Interest:

Date: 16 January 2015

Author: Louise Beilby, Local Authority Coordinator

Attachments: Final Outline of the Proposed Cemeteries Act, Final Policy behind the proposed Cemeteries Act, Final Discussion Paper 2013

SUMMARY

Submissions into the review of the Cemeteries Act are due to be lodged with the Department of Local Government and Regions by 27 February 2015.

The revised Cemeteries Act provides for the definition and management of cemeteries on communities, homelands and community living areas and will need to be considered in the Local Authority Community Plan and long-term Council's Strategic Plan.

BACKGROUND

Under Section 184 of the *Local Government Act*, a public cemetery is under the care, control and management of the Council. However within the *Cemeteries Act* the definition of a public cemetery essentially excludes those which are on any land tenure that is not owned and managed by the council.

The *Cemeteries Act* was reviewed in 2012, and submissions received up to March 2013 have been compiled and assessed. From that review the Department of Local Government and Regions have drafted new policy and legislative amendments to be considered.

The revised Cemeteries Act importantly includes the provision of management of cemeteries on Aboriginal Land Trust.

It also considers the formal planning approval and declaration of cemeteries on communities, homelands and community living areas, and their management by organisations other than local government councils.

The review also suggests the role of Local Authorities in providing advice to the local government council for the development of a cemetery plan to ensure all planning and practices comply with the Act and any other guidelines and policies.

Submissions to the Department of Local Government and Regions close on 27 February 2015

COMMENT

It is important to note that development of a Cemetery Management Plan must be consistent with Council's operational and financial plans.

This will ensure that funeral services, burial practices, record keeping and site management complies with the law but are also done in a respectful, ordered and financially responsible manner.

The Cemeteries Act review was scheduled for discussion at the Peppimenarti Local Authority meeting held on 13 January 2015, however this agenda item was postponed until February. The Wadeye and Palumpa Local Authorities will discuss at their next meetings, when dates are confirmed.

It is recommended that approval of the final submission by Council is to be dealt with Out-Of-Session.

CONSULTATION

Consultation will occur with the Councillors, Local Authorities, staff and the broader community members, including other stakeholder organisations..

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Policy implications will be reviewed as part of the consultation and submission process.

FINANCIAL IMPLICATIONS

Currently there are little or no funding programs available for specific management of cemeteries within a community.

Over time the limitations of funding have resulted in many community cemeteries having only basic maintenance and often falling into a state of disrepair. Also funding usually doesn't cover management of graves outside of a community.

Implementation of a comprehensive Cemetery Management Plan will incur significant cost to the responsible organisation.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council notes the review into the *Cemeteries Act*, and with the Local Authorities will prepare a submission to the Department of Local Government and Regions to be approved Out of Session for the 27 February 2015 deadline.

Moved: **Clr.**

Seconded: **Clr.**

Carried:

17.8 CULTURAL CLEARANCE AND TRAINING

Applicant: Louise Beilby, Local Authority Coordinator

Location/Address:

File Ref: N/A

Disclosure of Interest:

Date: 19 January 2015

Author: Louise Beilby, Local Authority Coordinator

Attachments: Community Permits and Clearances

SUMMARY

The Local Authority Coordinator is seeking clarification from the Council regarding their previous recommendation for cultural clearances and training.

BACKGROUND

On 12 June 2014 an action arising from the Council minutes referred to development of a Council Policy for Cultural Clearances. This action came from a previous meeting where the issue of workers/contractors going into communities to without any cultural clearances was raised.

On 24 July 2014 this action was marked for further discussion to clarify Council's intent for the policy. This does not appear to have been completed.

It is understood that the main concern are employees/contractors possibly not obtaining a land access permit prior to entry onto Aboriginal Freehold Land, and particularly where their travel occurs outside of community boundaries.

On 19 November 2014 the action arising was amended to development of a Council Policy and development of a Cultural Clearance Training Session by the Local Authorities.

COMMENT

Authority for the issuing of permits to enter Aboriginal Freehold Land is the responsibility of the Northern Land Council as the statutory authority under the *Aboriginal Land Rights Act (NT) 1976*.

If there is no designated Land Council office within a community, other stakeholder organisations (including a local government council) may be a contact point between the Land Council permit officer and the Traditional Owner providing permission.

Council is asked to provide clarification on the training sessions to be developed by the Local Authorities.

CONSULTATION

Consultation with Local Authorities will be required.

POLICY IMPLICATIONS

See attached draft policy 2.1.54 Community Permits and Clearances for comment.

FINANCIAL IMPLICATIONS

There are no financial implications.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council provide additional information on Cultural Clearance's and note and review the draft policy Community Permits and Clearance's.

Moved: Clr.

Seconded: Clr.

Carried:

17.9 WEST DALY REGIONAL COUNCIL BRANDING STRATEGY

Applicant: Louise Beilby, Local Authority Coordinator
Location/Address:
File Ref: N/A
Disclosure of Interest:
Date: 16 January 2015
Author: Louise Beilby, Local Authority Coordinator
Attachments: Clothing Application, WDRC Logo Guidelines

SUMMARY

Completing the branding program of West Daly Regional Council will provide a visual presence of the Council's existence and reinforce the Council's identity in the West Daly communities. This will clearly show the change from Victoria Daly Shire Council to the West Daly Regional Council and should influence people's perception and encourage participation in their local government.

BACKGROUND

On 6 June 2014, Council by Resolution 7.9 agreed to a competition calling for entries for a logo for the West Daly Regional Council.

On 1 July 2014, shirts marked with West Daly Regional Council were provided to Councillors, managers and team leaders for the launch of the West Daly Regional Council.

On 15 December 2014 Council by Resolution 15/12 001 approved the logo.

There has been no re-badging of any other items, including staff uniforms, buildings, assets and equipment, all of which still carry the Victoria Daly Shire Council logo. With the approval of the new West Daly Regional Council logo, it is important to commence re-badging with the new logo to show the Council's presence.

There are four main areas, which have been prioritised, that will require badging. This list is an overview only.

	Stage 1	Stage 2	Stage 3
Administration	Email Signatures Templates and Forms Standard Documents Business Cards	Approved documents Communication materials	
Infrastructure	Council Service Centres signs Council facilities signs	Entry roads signage	
Plant and equipment	Signage for motor vehicles Signage for major plant	Signage of small equipment	
Personnel	Uniforms		

Captovate, the graphic design company contracted by WDRC for the logo design has submitted a mock up of the business card and uniform. Options for alternative uniform colours are being investigated. The attached Uniform Guide is a suggestion only. Staff will be consulted on a full range of options.

Audits and assessment of needs, identification of suppliers, provision of quotes, and completion of the re-badging is expected to be all finalised by 31 March 2015, subject to funding and council approvals.

COMMENT

Council should note that local authority members have requested a uniform. It is considered that a shirt marked with Local Authority Member and West Daly Regional Council will strengthen their identity within the local government system but will distinguish them from Councillors and staff.

An audit of staff numbers, job profiles and signage will be conducted in order to obtain staff comments, identify suppliers and request quotes.

Note it is likely that final approval will be endorsed Out of Session by Council.

CONSULTATION

No community consultation is required. Staff will be consulted on uniform preferences.

POLICY IMPLICATIONS

2.1.24 – Policy – Motor Vehicles and Plant Operation

2.1.49 – Policy – Uniforms, Protective Clothing and Personal Hygiene

FINANCIAL IMPLICATIONS

There is no budget allocated for corporate branding. Local Authorities will be asked to cover their provision of shirts from their respective project funding allocations, if funding criteria allows. Options for funding for Council uniforms and assets are being investigated.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council notes the overview of the branding strategy for West Daly Regional Council and agree to an Out of Session meeting for final approval, date to be determined.

Moved: **Clr.**

Seconded: **Clr.**

Carried:

17.10 PEPPIMENARTI CEMETERY ROAD

Applicant: Fiona Kelly, Grants Officer

Location/Address:

File Ref: N/A

Disclosure of Interest:

Date: 19 January 2015

Author: Fiona Kelly, Grants Officer

Attachments:

SUMMARY

Disaster relief assistance grant funding was received for Manthathpe Crossing and Peppimenarti Cemetery Road at an amount of \$63,750. It has now been found that this money will not be sufficient to properly repair either of these areas.

It is suggested that the grant money is amalgamated into one to repair the Peppimenarti Cemetery road. This would allow quality repair and resurfacing work to take place on the road.

BACKGROUND

Disaster Relief money was applied for and received in the amount of \$63,750. It has now become apparent that Manthathpe Crossing requires proper consulting and engineering to ensure any future works done lead to a long lasting solution. This project would take considerable money to complete.

Therefore the option is to amalgamate all grant funding together to complete quality work on the Peppimenarti Cemetery road.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

Disaster Relief Assistance grant money is amalgamated together to perform quality road repairs on Peppimenarti Cemetery Road.

Moved: Clr.

Seconded: Clr.

Carried:

18 CONFIDENTIAL ITEMS

RECOMMENDATION

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.

Seconded: Clr.

Carried:

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

19 NEXT MEETING

The next Ordinary General Meeting of West Daly Regional Council will be held at Wadeye on Wednesday 18th March 2015 with a briefing on 17th March 2015.