

**Finance Committee Agenda**  
**Document ID: FIN.6.0**



**WEST DALY**  
*Regional Council*

**FINANCE COMMITTEE**

**Tuesday 19<sup>th</sup> May 2015**  
**9.00am**

**DARWIN PARAP OFFICE**

**Finance Committee 19 May 2015 Agenda**  
**DECISIONS MEMBERS ARE BEING ASKED TO MAKE THIS MEETING**

**Action Officer: Peter Carter - Director Corporate Services**

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**SUBJECT: FINANCE REPORT**

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**What is the main issue?**

*To accept the finance report for the period 1 July 2014 to 30 April 2015.*

**SUMMARY**

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

**BACKGROUND**

Attached are:-

1. Apologies & Conflict of Interest Notification
2. Confirm Minutes of Finance Committee Meeting 21 April 2015
3. Finance Report
  - a) Payment Register for April 2015
  - b) Cash and Investments Table at 30 April 2015
  - c) Restricted Funds Table at 30 April 2015
  - d) Community Activity Table to 30 April 2015
  - e) Profit & Loss to 30 April 2015
4. Procurement Policy Amendment
5. Action Item

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**Item 1 Apologies & Conflict of Interest Notification**

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Nil this meeting

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**Item 2 Confirm Minutes of Finance Committee Meeting 21 April 2015**

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**Resolution: THAT the minutes be taken as read and be accepted as a true record of the Meeting**

DATE	REFERENCE	DESCRIPTION	AMOUNT
10/04/2015	001013	READYCUT (NT) PTY LTD	572.00
10/04/2015	001008	NT-IT PTY LTD	501.45
10/04/2015	001027	DONALD, BROCKE D T/A BD DONALD	500.00
10/04/2015	001030	TA - ANDREW GAYLOR	354.69
10/04/2015	001015	TA - WAYNE BILLET	353.90
10/04/2015	001018	TA - SCOTT PAGE	353.90
10/04/2015	001020	PETTY CASH REIMBURSEMENT	307.90
10/04/2015	001005	OFFICEMAX AUSTRALIA PTY LTD	269.58
10/04/2015	001002	ANNUNCIATA WILSON	226.20
10/04/2015	000992	AIRPOWER (NT) PTY LTD	202.04
10/04/2015	001004	HAMILTON CLEANING SERVICES NT	132.00
10/04/2015	001003	TA - MALCOLM WILSON	130.90
10/04/2015	001023	LA - FRANCIS MILER	114.00
10/04/2015	001024	LA - ANTHONY THOMAS	114.00
10/04/2015	001025	LA - HAROLD WILSON JNR	112.20
10/04/2015	001026	LA - LESLIE JIMARIN	112.20
10/04/2015	001009	LITCHFIELD SPRINGS WATER PTY LTD	80.00
10/04/2015	001006	VICTORIA DALY REGIONAL COUNCIL	78.04
10/04/2015	001019	NGANMARRIYANGA STORE PTY LTD	73.95
10/04/2015	001014	NT RECYCLING SOLUTIONS PTY LTD	54.05
10/04/2015	000998	HARVEY DISTRIBUTORS	47.12
12/04/2015	F 12/04/2015	Payroll Transactions	121,004.14
12/04/2015	F 12/04/2015	Payroll Transactions	8,920.00
12/04/2015	F 12/04/2015	Payroll Transactions	1,630.05
12/04/2015	F 12/04/2015	Payroll Transactions	369.64
12/04/2015	F 12/04/2015	Payroll Transactions	200.00
13/04/2015	000028	Australian Taxation Office	95,938.00
13/04/2015	000027	QUICKSUPER	631.62
13/04/2015	000029	JACANA ENERGY	460.67
14/04/2015	001046	FDANZ-TENDERLINK	2,915.00
14/04/2015	F 14/04/2015	Payroll Transactions	1,509.52
14/04/2015	001032	MURIN ASSOC. OF PORT KEATS INC	175.00
14/04/2015	001034	LA - DON PULTCHEN	152.00
14/04/2015	001044	LA - AMY NARBURUP	152.00
14/04/2015	001043	CSG BUSINESS SOLUTIONS (AUS) PTY LTD	139.12
14/04/2015	001035	LA - ALPHONSUS KUNGUL	114.00
14/04/2015	001036	LA - MARTIN MULLUMBUK	114.00
14/04/2015	001037	LA - ADRIAN ARIJU	114.00
14/04/2015	001038	LA - ROGER WODIDJ	114.00
14/04/2015	001039	LA - SANDRA JACKY	114.00
14/04/2015	001040	LA - KAREN ANGLITCHI	114.00
14/04/2015	001041	LA - GLEN BARRY	114.00
14/04/2015	001042	LA - STEVEN PULTCHEN	114.00
14/04/2015	001045	LA - WARREN WODIDJ	114.00
14/04/2015	001047	LA - MICHAEL PULTCHEN	114.00
14/04/2015	001033	VICTORIA DALY REGIONAL COUNCIL	78.04
15/04/2015	GJ000348	Investment Term Deposit @ 2.72%	250,000.00
15/04/2015	GJ000437	TRANSFER FROM WORKING TO SAVER	75,000.00

DATE	REFERENCE	DESCRIPTION	AMOUNT
15/04/2015	001050	TA - PETER CARTER	658.65
15/04/2015	001049	TA - GM TEEDE	631.50
15/04/2015	001052	TA - GM TEEDE	557.00
15/04/2015	001048	TA - HAROLD WILSON	503.70
15/04/2015	001051	TA - GRAHAM PANGQUEE	371.00
15/04/2015	GA000097	CBA BANK FEES	105.33
15/04/2015	GA000097	CBA BANK FEES	10.45
16/04/2015	001070	Remote Area Tree Services	26,950.00
16/04/2015	001067	LEE POINT ELECTRICAL SERVICE	9,240.00
16/04/2015	F 16/04/2015	Payroll Transactions	6,282.13
16/04/2015	001055	MURIN ASSOC. OF PORT KEATS INC	2,467.20
16/04/2015	001058	THE CRICKET & FOOTBALL SHOP DARWIN	2,379.85
16/04/2015	001053	WINAVIT PTY LTD T/A HARVEY NORMAN	2,378.00
16/04/2015	001054	ANGELFURN PTY LTD T/A HARVEY NORMAN FURN	1,756.00
16/04/2015	001062	HARVEY NORMAN BEDDING DARWIN	1,336.00
16/04/2015	001061	DARWIN FUNERAL SERVICES PTY LTD	1,200.00
16/04/2015	001057	PEPPIMENARTI STORE ASSOCIATION	1,156.69
16/04/2015	001060	HARDY AVIATION (N.T.) PTY LIMITED	1,100.00
16/04/2015	001066	CSG FINANCE AUSTRALIA PTY LTD - PAYMENT	1,081.77
16/04/2015	001073	DIWAN T/A WINDSCREENS TERRITORY	1,052.00
16/04/2015	001072	ARAFURA AVIATION (CANIS LOOPUS PTY LTD)	1,000.00
16/04/2015	001074	TERRITORY AIR SERVICES PTY LTD	940.00
16/04/2015	001071	NORLINE ENGINEERING PTY LTD	803.00
16/04/2015	001065	HELLOWORLD DARWIN CLIENT ACCOUNT	781.50
16/04/2015	001063	OFFICEMAX AUSTRALIA PTY LTD	599.11
16/04/2015	001064	COLEMANS PRINTING	572.00
16/04/2015	001059	HARVEY DISTRIBUTORS	453.29
16/04/2015	001068	METCASH FOOD & GROCERY CONVENIENCE DIVIS	410.40
16/04/2015	001069	GOTDLOT INVESTMENTS PTY LTD T/A AUTOPRO	375.80
16/04/2015	001056	THAMARRURR DEVELOPMENT CORPORATION	276.81
17/04/2015	GJ000349	TRANSFER FROM WORKING TO SAVER	100,000.00
17/04/2015	000030	TELSTRA CORPORATION LIMITED	1,945.05
17/04/2015	001076	NORTHLINE PTY LIMITED	253.63
17/04/2015	001075	CHARLES L. FARRELL	155.38
23/04/2015	GJ000351	TRANSFER FROM WORKING TO SAVER	150,000.00
23/04/2015	001077	Territory Housing Rent	3,426.00
23/04/2015	001080	SPNT PTY LIMITED	2,018.02
23/04/2015	000032	RTM (RECIEVER OF THE TERRITORY MONIES)	779.58
23/04/2015	000031	Child Support Agency	683.39
23/04/2015	001079	AUSTRALIAN SERVICES UNION SA/NT	191.00
23/04/2015	001078	UNITED VOICE NT BRANCH	59.40
24/04/2015	000034	QUICKSUPER CONTRIBUTION PPE 12/04/15	10,861.08
24/04/2015	000035	TELSTRA CORPORATION LIMITED	8,918.07
24/04/2015	001082	MURIN ASSOC. OF PORT KEATS INC	8,331.50
24/04/2015	000033	STATEWIDE SUPER CONTRIBUTION PPE 12/04/15	6,483.99
24/04/2015	001099	LATITUDE 12 PTY LTD	5,500.00
24/04/2015	001084	GAWLED PTY LTD	2,420.48
24/04/2015	001083	HARDY AVIATION (N.T.) PTY LIMITED	1,720.00

DATE	REFERENCE	DESCRIPTION	AMOUNT
24/04/2015	001096	INSIGHT WINDOWS NT PTY LTD	1,518.00
24/04/2015	001093	PETTY CASH REIMBURSEMENT & TA - PETER CARTER	1,490.68
24/04/2015	001094	GOTDLOT INVESTMENTS PTY LTD T/A AUTOPRO	1,346.90
24/04/2015	001091	CSG BUSINESS SOLUTIONS (AUS) PTY LTD	851.50
24/04/2015	001088	CSG FINANCE AUSTRALIA PTY LTD - PAYMENT	699.22
24/04/2015	001087	HELLOWORLD DARWIN CLIENT ACCOUNT	678.30
24/04/2015	001098	TA - ANDREW GAYLOR	616.52
24/04/2015	001081	ANGELFURN PTY LTD T/A HARVEY NORMAN FURN	534.00
24/04/2015	001097	TA - SUSAN WEDLOCK	532.25
24/04/2015	001086	OFFICEMAX AUSTRALIA PTY LTD	531.99
24/04/2015	000036	JACANA ENERGY	472.55
24/04/2015	001095	TA - SIAN AMY HODGINS	419.88
24/04/2015	001089	TA - JADE HAMILTON	411.00
24/04/2015	001090	NORTHLINE PTY LIMITED	236.02
24/04/2015	001092	NGANMARRIYANGA STORE PTY LTD	195.06
24/04/2015	001085	TA - MALCOLM WILSON	159.45
26/04/2015	F 26/04/2015	Payroll Transactions	125,121.37
26/04/2015	F 26/04/2015	Payroll Transactions	9,778.00
26/04/2015	F 26/04/2015	Payroll Transactions	2,289.05
26/04/2015	F 26/04/2015	Payroll Transactions	200.00
28/04/2015	001106	SA CAMPBELL & TM CLARKE T/A STC FARMBUIL	62,442.21
28/04/2015	000037	POWER WATER CORP	4,583.49
28/04/2015	001107	OFFICEMAX AUSTRALIA PTY LTD	2,173.66
28/04/2015	001100	LA - DON PULTCHEN	152.00
28/04/2015	001101	LA - ALPHONSUS KUNGUL	114.00
28/04/2015	001102	LA - MARTIN MULLUMBUK	114.00
28/04/2015	001103	LA - STEVEN PULTCHEN	114.00
28/04/2015	001104	LA - CYRIL NINNAL	114.00
28/04/2015	001105	LA - MICHAEL PULTCHEN	114.00
30/04/2015	001109	WEX AUSTRALIA PTY LTD (PUMA ENERGY)	81.00
		<b>Total</b>	<b>1,818,181.04</b>

<b>Cash at Bank</b>					
Cash on Hand					2,692
Cheque Account					29,258
Investment Account					1,937,045
Term Deposits					1,750,000
<b>Total Cash at Bank</b>					<b>\$3,718,995</b>
<b>Debtors</b>					
	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
Trade	64,873	26,808	4,865	22,807	119,353
Rates - due 8 Dec 14	0	0	0	35,485	35,485
Other – Interest/GST/ Deposit	60,220	0	0	0	60,220
<b>Total Debtors</b>					<b>\$215,058</b>
<b>Creditors</b>					
	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
Trade	241,194	11,931	756	7,828	261,709
Other - PAYG/GST/NLC Lease fees	327,270	0	0	0	327,270
<b>Total Creditors</b>					<b>\$588,979</b>
Employee Entitlements	639,977	0	0	0	<b>\$639,977</b>
<b>Reconciliation of Funds</b>					
Balance as per General Ledger					31,950
Add: Outstanding Debtors					215,058
Less: Outstanding Creditors					588,979
Less: Employee Entitlements					639,977
Add: Investment Account					3,687,045
<b>Total Cash &amp; Receivables Available</b>					<b>\$2,705,097</b>

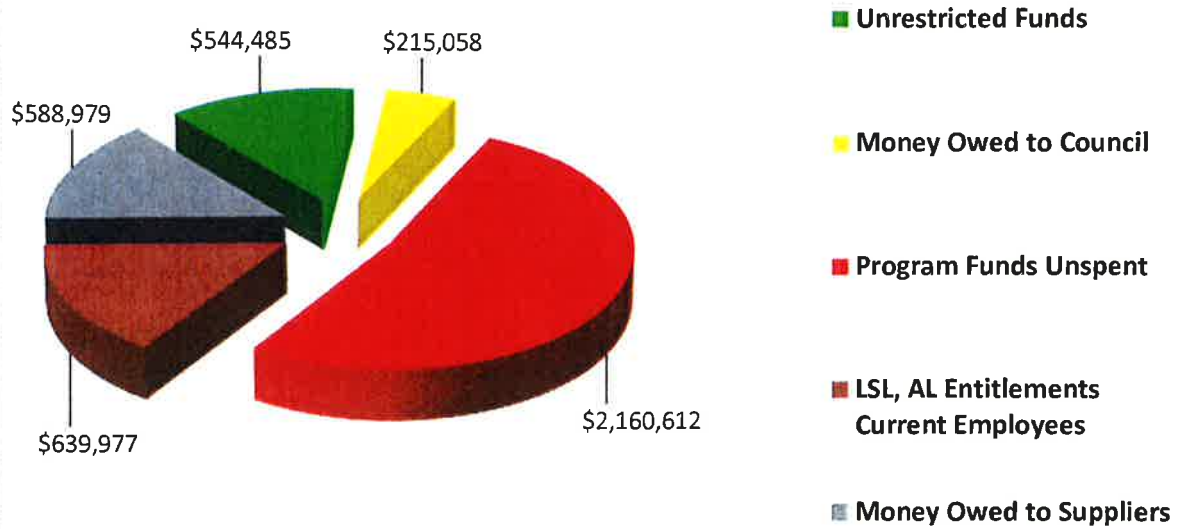
Unspent Grants &amp; Subsidies

\$2,160,612

Funds Available to Council

\$544,485

## Financial Position at 30 April 2015



Item 3.c Restricted Cash Funds Table At 30 April 2015

Description	Program Activity	Full Year Budget	Actual Income	Actual Expenses & Capital	Committed	Available for Program	Result
<b>Operational Funding – Non Reportable</b>							
Council Activities		1,784,562	1,595,624	4,136,226	97,144	(2,637,746)	Committed funds awaiting special assistance grant funds receipt
NTG – Operational Subsidy & FAA General Purpose	Working capital funding	2,724,035	2,175,277	0	0	2,175,277	March reporting trigger tranche 2 special assistance funding \$425,587
		<b>4,508,597</b>	<b>3,770,901</b>	<b>4,136,226</b>	<b>97,144</b>	<b>(462,469)</b>	
Non-Cash Transaction; Depreciation Council Assets				1,505,184	0	(1,505,184)	Use of buildings, plant and equipment, vehicles previously purchased
		<b>4,508,597</b>	<b>3,770,901</b>	<b>2,631,042</b>	<b>97,144</b>	<b>1,042,715</b>	
<b>Unrestricted Funds</b>							
<b>Specific Purpose Funding - Reportable</b>							
NTG - SPG Establishment Grant	Asset purchases on demerger	1,000,000	1,000,000	788,460	95,332	116,208	
NTG – SPG No Acquittal	Palumpa Building Vandalism	0	3,850	0	0	3,850	
NTG - Local Authorities Funding	LA administration funding	195,918	197,023	110,830	10,875	75,318	
NTG - Local Authority Projects	LA projects funding	416,286	416,286	4,073	40,663	371,550	



Description	Program Activity	Full Year Budget	Actual Income	Actual Expenses & Capital	Committed	Available for Program	Result
NTG - Indigenous Development Jobs Funding	50/50 salary matching of non-funded indigenous staff	592,343	592,343	406,166	0	186,177	
NTG - Municipal & Essential Services Funding	Funds for outstation infrastructure maintenance	280,854	274,065	166,535	2,249	105,282	
NTG - Outstations and Homelands - Housing Maintenance	Funds for outstation housing maintenance	103,184	124,280	104,898	15	19,367	
NTG- SPG Outstations 4 items	Assets; tractor, trailer, Water Tank, Solar System	93,716	93,716	51,391	39,200	3,125	
NTG - Jobs Package 3 ESO	Outstation salary for service officers	0	121,458	84,613	0	36,845	
NTG - Homelands Extra Allowance	Funds for repairs to specific outstation dwellings	0	109,200	1,040	0	108,160	
NTG - Sports & Recreation funding	Sport & Rec activities	91,250	91,250	79,158	7,801	4,291	
NTG - Youth Vibe Holiday Grant	Sport & Rec activities	2,000	3,964	1,999	0	1,965	
NTG - AFL Footy Carnival Palumpa	Sport & Rec activities	0	1,300	1,253	0	47	
AG - Sport and Recreation: Jobs Creation	Salary funding	191,107	191,107	105,052	0	86,055	
AG - Sport and Rec: Indigenous Program Coordinator	Salary funding	105,000	105,000	78,674	0	26,326	
NTG - Health: Home Community Care	Aged Care services	75,764	79,060	54,582	1,851	22,627	
AG - Health: Flexible Aged Care	Aged Care services	1,558,962	1,558,962	1,347,564	3,162	208,237	
AG - CACP	Aged Care services	30,000	0	8,363	0	(8,363)	Dept Health assessing clients Peppi
AG - Aged Care Repairs	Repairs to Aged Care facility	0	0	444	12,173	(12,617)	Funding application \$127,900 lodged with Dept

Description	Program Activity	Full Year Budget	Actual Income	Actual Expenses & Capital	Committed	Available for Program	Result
NTG - Libraries	Funding for libraries	113,360	113,860	52,064	0	61,796	
NTG - Environmental Health Worker	Promoting healthy living practices	76,488	57,366	20,040	0	37,326	
AG - Night Patrol	Community Night Patrol	1,265,519	1,265,519	937,223	120,130	208,165	
AG - NT Jobs Transition	Salary funding	381,740	381,740	281,440	0	100,300	
NTG - NDRRA funding - Monsoonal Trough Manthape Crossing	Natural Disaster Relief funding	63,750	63,750	0	0	63,750	
NTG - SPG Staff Housing	Repairs to staff housing, tree removal, vehicle purchase	0	235,000	124,642	4,301	106,057	
AG - FAG Roads	Financial Assistance Grant - local roads	672,415	517,493	132,136	317,931	67,426	
AG - Roads to Recovery	Roads Funding	0	0	0	0	0	
NTG - Community Benefit Fund	Specific fund oval furniture and bubbler	0	4,211	4,152	0	59	
AG - Education: Emu Point Creche & Wadeye VAC	Creche and Vacation Care funding	167,684	244,841	128,866	2,923	113,052	
AG - Education: Vacation Care	Vacation Care funding	41,156	0	0	0	0	
AG - Regional Women's Program	Building capacity, leadership and participation	56,337	78,837	38,012	0	40,825	
AG - Arts: Regional Indigenous Broadcasting Services	Regional Indigenous Broadcasting Services	45,000	47,033	39,629	0	7,405	
<b>Restricted Funds</b>		<b>7,619,833</b>	<b>7,972,514</b>	<b>5,153,298</b>	<b>658,605</b>	<b>2,160,612</b>	
<b>Total Funds</b>		<b>12,128,430</b>	<b>11,743,415</b>	<b>7,784,339</b>	<b>755,749</b>	<b>3,203,327</b>	



Item 3.d Community Activity Table

At 30 April 2015

PROGRAM - Palumpa	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
AD - Administration	413,430	451,698	385,359	166,926	184,323	910	283,863	909
AE - Aerodromes	0	0	0	13,134	9,257	0	(13,134)	0
AF - Asset Management	320,000	286,834	320,000	19,062	0	42,984	224,787	360,346
CA - Commercial Arrangement	210,946	151,228	149,985	102,775	86,664	9,227	39,225	0
CM - Cemeteries	0	0	0	3,282	0	0	(3,282)	0
CP - Community Patrol	256,747	237,285	237,285	175,373	180,018	0	61,912	0
EM - Elected Members	0	825	0	16,591	15,859	0	(15,766)	0
HS - Housing - Staff Housing	2,000	27,240	1,514	7,600	7,961	3,756	15,884	0
LA - Local Authorities	58,080	58,080	58,080	5,897	24,304	1,165	51,018	0
MB - Media and Broadcasting	46,271	51,162	46,271	38,981	29,325	0	12,181	0
OC - Outstations and Homelands	0	197,502	0	58,639	0	0	138,863	0
PG - Parks and Gardens	0	44,725	0	75,933	54,873	8,182	(39,390)	29,854
RC - Street Cleaning	0	0	0	16,417	0	0	(16,417)	0
RM - Roads	268,664	126,077	208,283	66,512	150,347	79,908	(20,343)	0
SG - Special Purpose Grants	0	3,850	0	0	0	0	3,850	478
SR - Sport and Rec	112,768	132,913	112,768	98,666	76,237	0	34,247	0
WM - Waste Management	44,797	47,195	44,797	54,155	84,411	0	(6,960)	0
WO - Women's Resources	0	0	0	495	0	0	(495)	0
WS - Work Health and Safety	0	0	0	521	0	0	(521)	0
YS - Youth Services	2,000	3,300	2,000	2,706	2,000	0	594	0
TOTAL:	1,735,703	1,819,914	1,566,341	923,666	905,581	146,133	750,116	391,588

	Municipal & Essential Services Funding			Housing Maintenance Funding			Homelands Extra Allowance Funding			Total Net Funds
	Total Annual Funding	Spend to Date	Net Funds	Total Annual Funding	Spend to Date	Net Funds	Total Funding Requested	Spend to Date	Net Funds	
Merrepen	44,421	15,815	28,606	21,096	5,362	15,734	31,200	0	31,200	75,539
Nama	6,030	3,356	2,674	3,057	611	2,446	20,800	0	20,800	25,920
Nernarluk	44,421	30,436	13,985	21,096	4,219	16,877	20,800	260	20,540	51,402
Wudapuli	19,769	12,718	7,051	12,228	2,806	9,422	0	0	0	16,473
<b>Total</b>	<b>114,641</b>	<b>62,326</b>	<b>52,315</b>	<b>57,477</b>	<b>12,998</b>	<b>44,478</b>	<b>72,800</b>	<b>260</b>	<b>72,540</b>	<b>169,334</b>



PROGRAM - Peppi	Full Year Funding			Income Actuals			Income Budget			Expense Actuals			Expense Budget			Commitments	Net Funds	Asset Purchases
AD - Administration	608,388	0	458,150	482,342	219,241	240,495	2,837	236,072	909									
AE - Aerodromes	0	0	0	0	11,190	11,811	0	(11,190)	0									
AF - Asset Management	250,000	0	172,510	250,000	10,076	0	0	162,434	161,688									
AG - Aged & Disability Services	184,070	0	128,489	177,633	120,446	121,428	1,798	6,244	0									
CA - Commercial Arrangement	165,547	0	125,960	130,506	44,542	46,036	17,800	63,618	0									
CH - Child Care Emu Point	167,884	0	151,764	142,532	103,536	109,735	2,371	45,857	0									
CM - Cemeteries	0	0	0	0	2,797	0	0	(2,797)	0									
CP - Community Patrol	256,747	0	237,285	245,069	134,302	155,496	15,754	87,228	0									
EM - Elected Members	0	0	0	0	85,920	79,250	2,000	(87,920)	0									
HS - Housing - Staff Housing	2,000	0	945	1,367	5,880	8,349	0	(4,935)	0									
LA - Local Authorities	31,627	0	31,627	31,627	570	28,549	0	31,057	0									
LI - Libraries	30,454	0	30,454	30,454	10,488	18,254	0	19,966	0									
MB - Media and Broadcasting	45,201	0	50,358	45,201	26,055	30,608	3,760	20,543	0									
OC - Outstations and Homelands	121,458	0	329,032	121,458	139,930	63,013	0	189,102	0									
PG - Parks and Gardens	0	0	30,065	0	59,007	48,952	295	(29,238)	29,854									
PL - Pools	0	0	59,091	0	8,288	4,283	14,496	36,307	0									
RC - Street Cleaning	0	0	0	0	13,987	0	0	(13,987)	0									
RM - Roads	104,943	0	126,077	104,943	65,498	79,565	18,584	41,996	0									
SG - Special Purpose Grants	0	0	0	0	0	0	0	0	478									
SR - Sport and Rec	39,768	0	52,339	39,768	17,411	17,581	0	34,928	0									
WM - Waste Management	36,288	0	38,207	36,288	51,554	79,624	0	(13,347)	0									
WS - Work Health and Safety	0	0	0	0	521	0	0	(521)	0									
TOTAL	2,044,175	0	2,022,352	1,839,187	1,131,240	1,143,028	79,695	811,418	192,930									

	Municipal & Essential Services Funding					Housing Maintenance Funding					Homelands Extra Allowance Funding					
	Total Annual Funding	Spend to Date	Net Funds	Total Annual Funding	Spend to Date	Net Funds	Total Annual Funding	Spend to Date	Net Funds	Total Annual Funding	Spend to Date	Net Funds	Total Annual Funding	Spend to Date	Net Funds	Total Net Funds
Deleye	17,894	10,420	7,474	7,032	1,406	5,626	0	0	0	0	0	5,200	260	4,940	18,040	
Mulingi	26,846	9,528	17,318	10,547	2,110	8,437	0	0	0	0	0	20,800	520	20,280	46,036	
Uminyuluk	17,894	10,079	7,815	7,032	1,586	5,446	0	0	0	0	0	0	0	0	13,261	
<b>Total</b>	<b>62,634</b>	<b>30,026</b>	<b>32,608</b>	<b>24,611</b>	<b>5,102</b>	<b>19,509</b>	<b>26,000</b>	<b>780</b>	<b>25,220</b>	<b>811,418</b>	<b>192,930</b>	<b>26,000</b>	<b>780</b>	<b>25,220</b>	<b>77,336</b>	



PROGRAM - Wadeye	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
AD - Administration	1,002,602	1,583,821	1,128,453	277,595	585,823	11,993	1,294,234	59,272
AE - Aerodromes	0	0	0	20,346	21,409	0	(20,346)	0
AF - Asset Management	430,000	264,162	430,000	6,333	0	19,745	238,084	211,328
AG - Aged & Disability Services	1,713,676	1,325,003	1,434,058	1,308,057	1,145,323	6,366	10,580	6,065
CA - Commercial Arrangement	596,555	250,073	348,219	230,243	179,852	(1,162)	20,992	0
CE - Chief Executive	0	0	0	12,765	0	835	(13,600)	23,350
CM - Cemeteries	0	0	0	5,087	0	0	(5,087)	0
CP - Community Patrol	752,025	474,570	474,570	532,520	505,532	107,987	(165,938)	51,833
EM - Elected Members	0	473	0	85,665	80,841	0	(85,192)	0
HS - Housing - Staff Housing	18,000	36,920	13,143	127,090	24,357	75,203	(165,373)	87,310
LA - Local Authorities	539,597	540,702	539,597	58,597	484,804	49,321	432,785	0
LJ - Libraries	82,906	83,406	82,906	32,007	43,483	545	50,853	0
MB - Media and Broadcasting	114,248	106,233	114,248	49,088	69,820	0	57,145	0
OC - Outstations and Homelands	356,296	236,498	161,507	100,632	143,953	45,404	90,462	45,491
PG - Parks and Gardens	0	427	0	199,455	161,014	9,854	(208,882)	0
PL - Pools	20,000	109,091	20,000	113,288	64,934	0	(4,197)	66,354
RC - Street Cleaning	0	0	0	25,428	0	0	(25,428)	0
RM - Roads	362,558	335,539	245,885	119,500	228,995	188,623	27,416	0
SG - Special Purpose Grants	0	0	0	308	0	0	(308)	(308)
SR - Sport and Rec	237,822	212,656	195,379	130,183	114,838	8,229	74,244	0
VC - Vacation Care	41,156	40,867	30,867	6,725	16,128	0	34,143	0
WM - Waste Management	320,640	263,347	244,152	130,120	141,328	2,065	131,161	0
WO - Women's Resources	56,337	78,837	56,337	33,534	32,737	0	45,302	0
WS - Work Health and Safety	0	0	0	869	0	0	(869)	0
<b>TOTAL:</b>	<b>6,644,418</b>	<b>5,942,624</b>	<b>5,519,319</b>	<b>3,605,435</b>	<b>4,045,170</b>	<b>525,007</b>	<b>1,812,182</b>	<b>550,696</b>

	Municipal & Essential Services Funding			Housing Maintenance Funding			Homelands Extra Allowance Funding			Total Net Funds
	Total Annual Funding	Spend to Date	Net Funds	Total Annual Funding	Spend to Date	Net Funds	Total Funding Requested	Spend to Date	Net Funds	
Fossil	20,393	10,128	10,265	14,064	2,813	11,251	0	0	0	21,516
Kuy	30,604	13,255	17,349	14,064	3,173	10,891	0	0	0	28,240
Old Mission	27,043	11,874	15,169	14,064	5,008	9,056	10,400	0	10,400	34,625
<b>Total</b>	<b>78,040</b>	<b>35,257</b>	<b>42,783</b>	<b>42,192</b>	<b>10,993</b>	<b>31,199</b>	<b>10,400</b>	<b>0</b>	<b>10,400</b>	<b>84,382</b>

Profit and Loss Report For Period Ending 30 April 2015	Year To Date Jul - Apr 15			Annual
	Actual	Budget	Variance	Budget
<b>INCOME</b>				
<b>Rates and Annual Charges</b>				
Garbage General	343,428	325,237	18,191	325,237
Agency Income	4,645	22,206	(17,561)	23,000
Council Rates	374,955	378,269	(3,314)	377,577
Rent Employee Housing	18,638	17,771	867	22,000
Rent and Leases Property	131,800	291,511	(159,711)	428,700
Fuel Rebate Income	1,749	0	1,749	0
Hire of Council Assets	30,722	17,521	13,201	24,500
Interest Received - Cash at Bank	48,862	31,935	16,928	35,000
Cash Donations and Gifts	4,180	0	4,180	0
<b>Rates and Annual Charges Subtotal:</b>	<b>958,979</b>	<b>1,084,449</b>	<b>(125,470)</b>	<b>1,236,014</b>
<b>Grants and Subsidies</b>				
NTG - SPG Operational/Capital Grants	3,927,563	2,756,865	1,170,698	3,208,097
NTG - Operational Grants	1,809,978	1,833,713	(23,735)	2,231,354
Aust Gov - SPG Operational Grants	4,454,374	4,587,956	(133,582)	5,007,601
Grant Income Other	2,847	0	2,847	0
<b>Grants and Subsidies Subtotal:</b>	<b>10,194,763</b>	<b>9,178,534</b>	<b>1,016,229</b>	<b>10,447,052</b>
<b>Other Current Income</b>				
Period Contracts - Airports	163,497	154,294	9,204	190,745
Period Contracts Other	142,336	142,337	(1)	154,000
Commercial Services Income	146,197	131,517	14,680	170,803
Fuel Sales - Diesel / ULP	15,340	16,249	(909)	20,000
Insurance Claims	74,602	0	74,602	0
Other Current Income	19,532	11,891	7,641	13,000
<b>Other Current Income Subtotal:</b>	<b>561,505</b>	<b>456,288</b>	<b>105,217</b>	<b>548,548</b>
Profit on Disposal of Motor Vehicles	2,911	0	2,911	0
<b>Profit/Loss on Disposal Subtotal:</b>	<b>2,911</b>	<b>0</b>	<b>2,911</b>	<b>0</b>
<b>Total Income</b>	<b>11,718,156</b>	<b>10,719,271</b>	<b>998,886</b>	<b>12,231,614</b>
<b>EXPENDITURE</b>				
<b>Employees</b>				
Employee Salary Normal	2,632,422	2,559,878	(72,544)	3,197,260
Employee Salary Overtime	53,641	0	(53,641)	0
Employee Salary Allowances	357,375	346,775	(10,600)	429,200
Employee Salary Sick	64,764	0	(64,764)	0
Employee Salary Other Leave	17,047	0	0	0
Employee Salary Workers Compensation	0	49,980	49,980	79,300
Employee Travel Allowance - Meals and Incidentals	48,732	54,059	5,327	60,000
Employee Travel Allowance - Mileage	404	0	(404)	0
Employee Accommodation	22,214	19,320	(2,894)	23,181
Employee Fares - Air/Road	32,502	16,060	(16,442)	19,273

Profit and Loss Report For Period Ending 30 April 2015	Year To Date Jul - Apr 15			Annual
	Actual	Budget	Variance	Budget
Employee Taxi/Hire Car Fares	9,175	0	(9,175)	0
Employee Superannuation	309,124	277,457	(31,667)	341,504
Employee Salary Accrued Annual Leave	369,163	283,342	(85,821)	399,649
Employee Salary Accrued Long Service Leave	0	39,876	39,876	62,469
Employee Uniforms	28,394	47,910	19,516	79,850
Employee Personal Protective Equipment	553	0	(553)	0
Recruitment & Relocation	73,229	81,883	8,654	100,000
Employee Training (Mandatory)	125,281	117,129	(8,152)	194,543
Employee Travel & Accom (Training Only)	11,289	25,810	14,521	44,582
Employee Police Checks	872	980	108	1,600
Employee Counselling and Rehabilitation	0	2,805	2,805	4,675
Employee Amenities	13,620	4,403	(9,218)	5,162
<b>Employees Subtotal:</b>	<b>4,169,800</b>	<b>3,927,667</b>	<b>(242,133)</b>	<b>5,042,249</b>
<b>Councillors</b>				
Councillors Electoral Allowances	156,276	127,383	(28,894)	149,178
Councillors Extra Meeting Allowances	2,442	26,352	23,910	42,293
Councillors Travel Allowance - Meals and Incidentals	10,994	7,725	(3,269)	10,327
Councillors Accommodation	6,091	7,237	1,146	8,000
Councillors - Fares Air / Road	18,820	7,628	(11,192)	10,000
Councillors Uniforms	139	0	(139)	0
Councillors Professional Development	200	13,883	13,683	23,000
<b>Councillors Subtotal:</b>	<b>194,962</b>	<b>190,208</b>	<b>(4,754)</b>	<b>242,798</b>
<b>Operational Expenses</b>				
Administration Fees	0	(2,515)	(2,515)	0
Advertising	4,987	20,458	15,472	31,873
Calling of Tenders & Quotes	6,014	3,000	(3,014)	3,500
Veterinary expenses	7,352	12,324	4,972	16,000
Audit Expenses (external)	0	0	0	35,000
Levy, Fees and Charges	10,956	9,375	(1,581)	14,000
Cleaning Products and Contractors	10,601	11,113	512	15,000
Conferences, Seminars and Ceremonies	1,138	3,169	2,031	5,000
Consulting Fees	77,702	122,783	45,082	181,500
Utilities - Electricity	117,700	108,617	(9,084)	162,897
Utilities - Water & Sewerage	117,383	60,363	(57,020)	82,270
Gas Industrial/Medical/Heating Etc Purposes NOT FUEL	996	2,445	1,449	4,077
Hire of Plant, Equipment and Motor Vehicles	9,565	43,062	33,497	62,246
Legal Fees	9,164	31,384	22,220	50,000
Licenses and Registrations - MV & PE	37,190	34,161	(3,030)	50,242
Health and Safety Expenses	10,242	10,587	345	15,000
Festival misc - Inc. prizes, equip hire, judges, coaching etc	1,000	3,400	2,400	5,000
Catering - Council, Committees, Seminars	6,911	7,084	173	8,500
Consumable Items	105,213	191,751	86,538	259,061
Operating Leases Office Equipment	24,036	23,207	(829)	28,828
Operating Leases Property	40,209	39,785	(424)	46,930
Printing, Postage (stamps) & Stationery	21,118	21,465	347	28,440

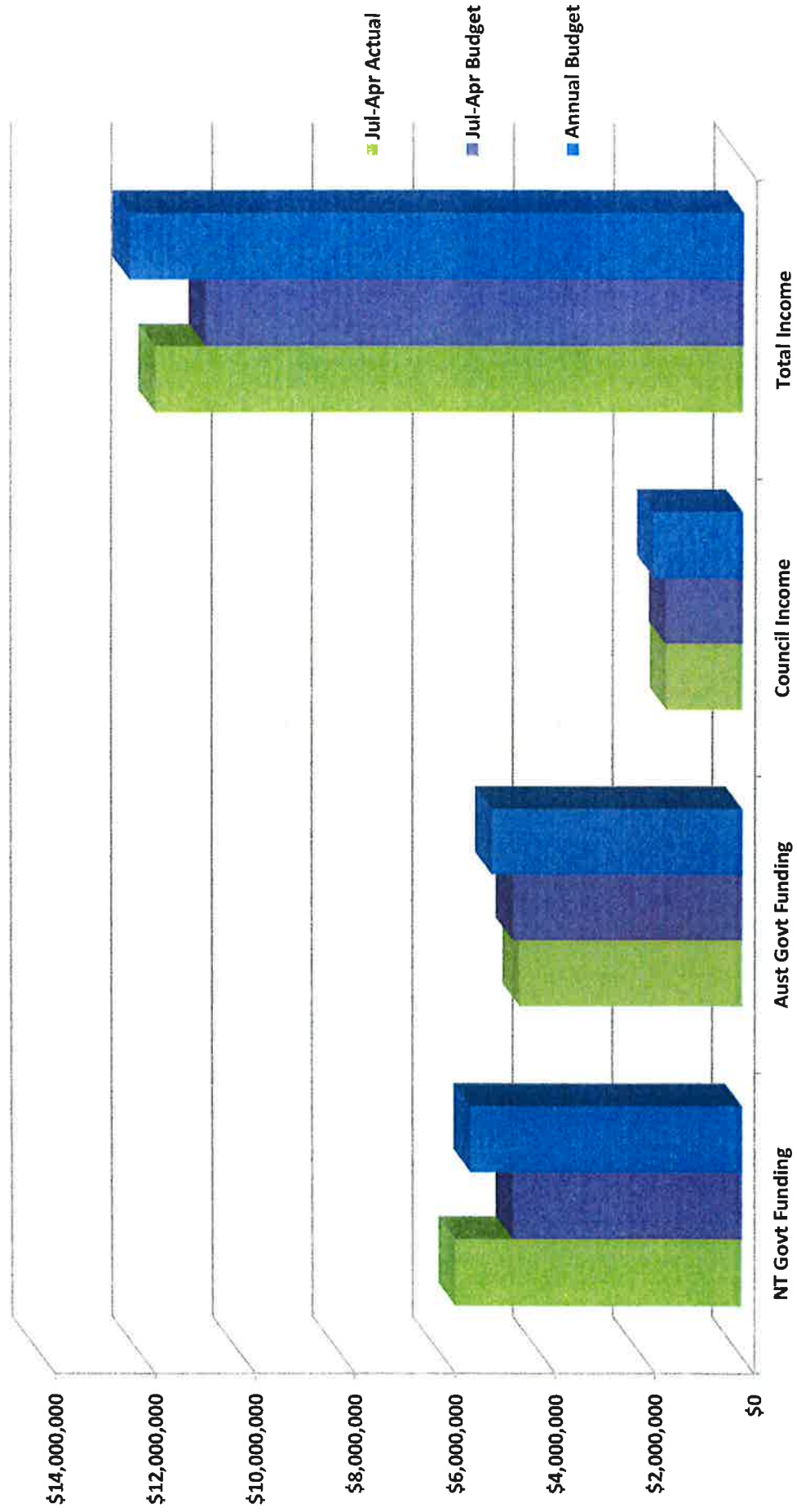


Profit and Loss Report For Period Ending 30 April 2015	Year To Date Jul - Apr 15			Annual
	Actual	Budget	Variance	Budget
Rent NLC Section 19 provision	230,103	0	(230,103)	0
Subscriptions and Memberships	21,100	21,820	720	22,500
Accommodation (not employees or councillors)	2,252	2,772	520	4,000
Meal and Incidentals (not employees or councillors)	128	0	(128)	0
Taxi/Hire Car/Bus/Coach Fares (not employees or councillors)	43	0	(43)	0
Airfares (not employees or councillors)	8,194	0	(8,194)	0
Training and Development (not employees or councillors)	23,343	2,337	(21,006)	3,896
Street Light Maintenance	970	9,817	8,847	15,718
Street Light Electricity Payments	0	8,400	8,400	14,000
Freight Expenses	67,311	30,862	(36,449)	48,600
Publications and Information Resources	6,644	12,315	5,671	35,000
Fuel Diesel /ULP	168,164	197,594	29,430	257,031
Insurance Premiums	384,306	277,771	(106,534)	257,832
Contractor Materials and Labour	1,338,175	1,697,702	359,527	2,143,241
Repairs & Maintenance Plant (Small Plant Items)	45,126	1,556	(43,570)	2,000
Repairs & Maintenance MV & PE	72,200	225,333	153,133	334,248
Repairs & Maintenance Roads	51,634	47,112	(4,522)	70,338
Repairs & Maintenance Airstrips	2,578	5,246	2,669	6,427
Repairs & Maintenance Buildings	105,391	150,110	44,719	217,322
Contractors Electrical	71,650	0	(71,650)	0
Contractors Plumbing/Gas	17,162	0	(17,162)	0
Contractors Carpentry	14,447	0	(14,447)	0
Contractors Structural	22,064	0	(22,064)	0
<b>Operational Expenses Subtotal:</b>	<b>3,272,464</b>	<b>3,447,765</b>	<b>175,301</b>	<b>4,537,517</b>
<b>Other Expenses</b>				
ICT - Phone/Fax/Internet	38,482	84,285	45,803	130,876
ICT Satellite Telephone	0	300	300	500
ICT Mobile/ Modem Telephone	17,626	1,619	(16,007)	1,570
ICT - Consultants / Service Providers	545,333	538,102	(7,231)	609,802
ICT Software	538	3,044	2,505	5,000
ICT Hardware < \$5,000	11,433	7,640	(3,794)	11,579
Torches and Batteries	0	1,920	1,920	3,200
Materials Roadbase/Gravel	342,422	281,528	(60,894)	421,206
Materials - Furniture & Office Equipment	43,247	0	(43,247)	0
Materials - Tools	34,459	0	(34,459)	0
Materials Minor Assets < \$5,000	22,975	0	(22,975)	0
Sports Equipment - Inc Uniforms, trophies etc	15,634	11,037	(4,597)	14,500
Musical & Sound Equipment	1,873	0	(1,873)	0
<b>Depreciation/Other Expenses Subtotal:</b>	<b>1,074,023</b>	<b>929,475</b>	<b>(144,547)</b>	<b>1,198,233</b>
<b>Other Expenses</b>				
Local Authority Committee Sitting Fees	6,916	11,597	4,681	17,100
<b>Other Expenses Subtotal:</b>	<b>6,916</b>	<b>11,597</b>	<b>4,681</b>	<b>17,100</b>
<b>Total Expenditure</b>	<b>8,718,165</b>	<b>8,506,712</b>	<b>(211,453)</b>	<b>11,037,898</b>
<b>Operating Net Surplus/(Deficit)</b>	<b>2,999,992</b>	<b>2,212,559</b>	<b>787,433</b>	<b>1,193,716</b>

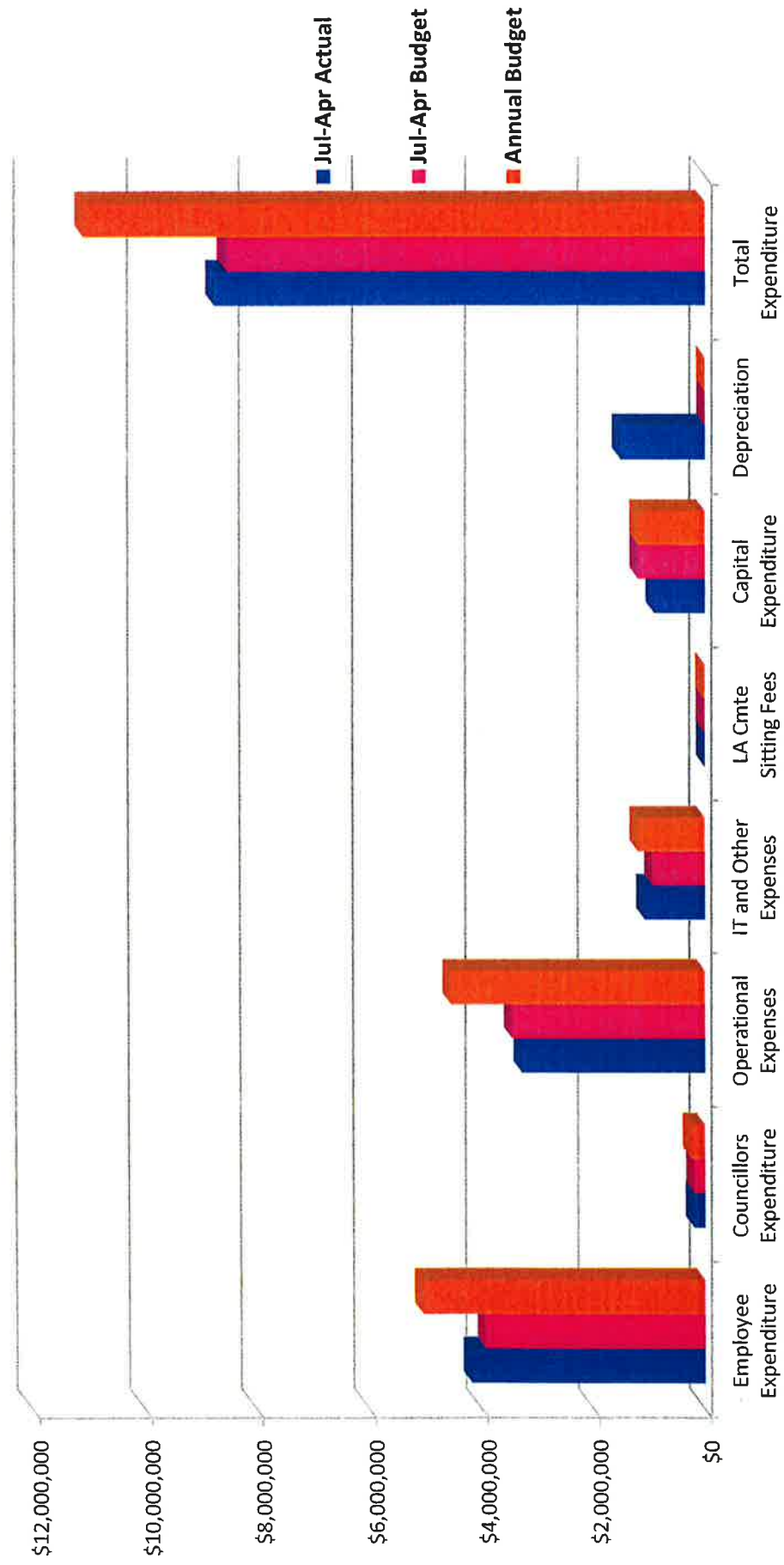


Profit and Loss Report For Period Ending 30 April 2015	Year To Date Jul - Apr 15			Annual
	Actual	Budget	Variance	Budget
<b>CAPITAL EXPENDITURE</b>				
Plant	902,099	1,193,716	(291,617)	1,193,716
<b>Total Capital Expenditure</b>	<b>902,099</b>	<b>1,193,716</b>	<b>(291,617)</b>	<b>1,193,716</b>
<b>NON CASH EXPENDITURE</b>				
<b>Depreciation</b>				
Depreciation - Building	452,768	0	(452,768)	0
Depreciation - Road Infrastructure	399,275	0	(399,275)	0
Depreciation - Plant & Equipment	208,961	0	(208,961)	0
Depreciation - Structures	34,351	0	(34,351)	0
Depreciation - Furniture, Fittings & Office Equip	1,010	0	(1,010)	0
Depreciation - Motor Vehicles	226,466	0	(226,466)	0
Depreciation - Site Improvements	172,574	0	(172,574)	0
Asset Write Off - Site Improvements	9,779	0	(9,779)	0
<b>Total Non Cash Expenditure</b>	<b>1,505,184</b>	<b>0</b>	<b>(1,505,184)</b>	<b>0</b>
<b>Net Surplus/(Deficit) after Capital</b>	<b>592,708</b>	<b>1,018,843</b>	<b>2,584,234</b>	<b>0</b>

## Income to 30 April 2015



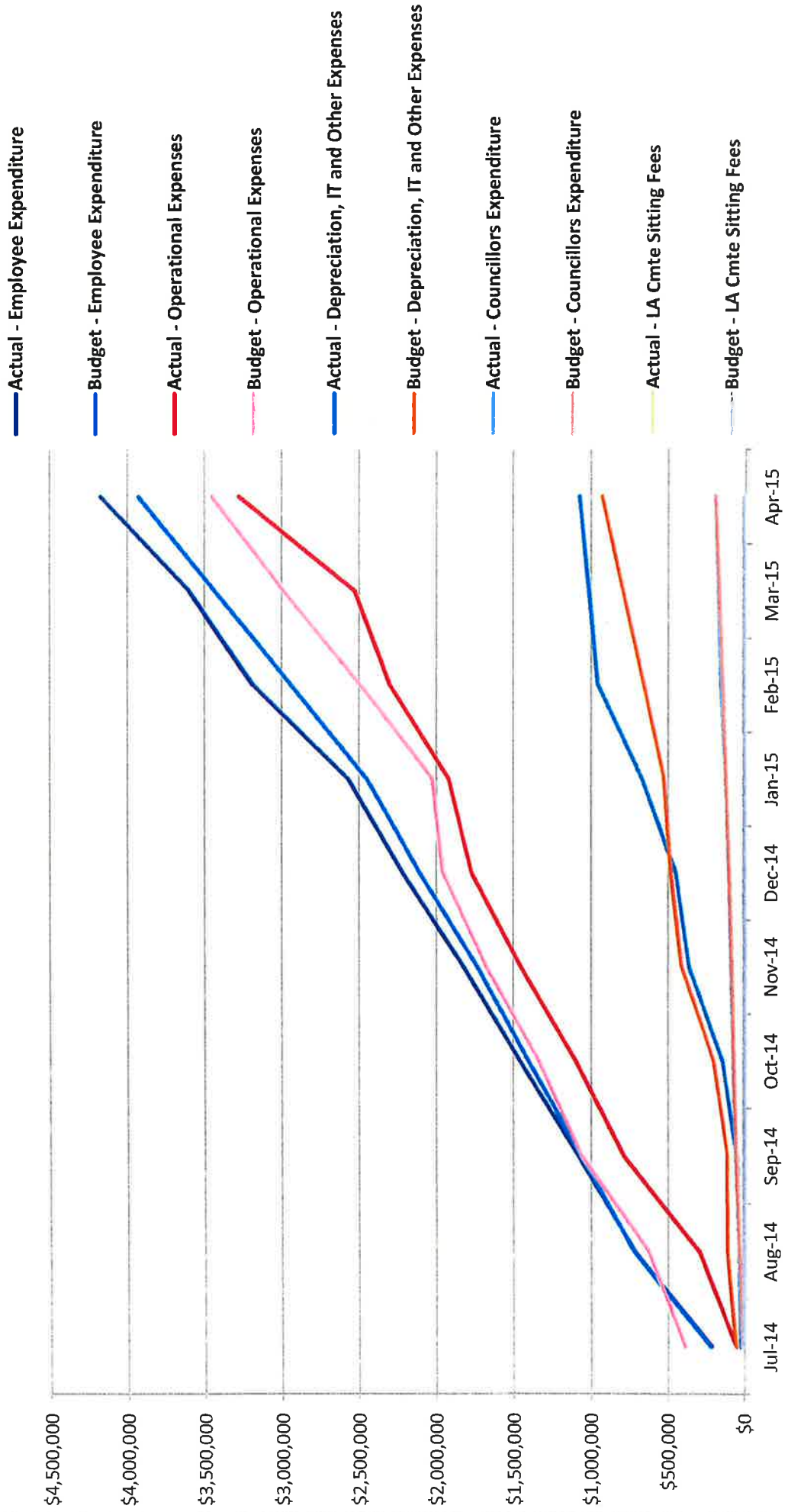
## Expenditure to 30 April 2015



### Income: Actual -v- Budget for period to 30 April 2015



## Expenditure: Actual -v- Budget for period to 30 April 2015



**Resolution: THAT Finance Committee receives and notes the finance report for the period 1 July to 30 April 2015.**

1. Payments authorisation.

Due to leave requirements a pool of approved persons is required to be established to ensure availability for authorisation of WDRC payments.

Jade Hamilton, HR Officer has been issued with an authorisation token from CBA to act as a second authority on WDRC electronic payments. Dual authorisation for payments will be enacted when CBA finalise the application process.



## POLICY

### 1.2.3

## Procurement

#### 1. SUMMARY

The procurement (or purchasing) policy and procedures contained herein apply to all employees of West Daly Regional Council and represents Council policy.

Overall, Council is committed to carrying out business with its suppliers and clients in an equitable, professional and efficient manner. It is also conscious of the need to support local traders and businesses and those suppliers who, while not resident within the boundaries of West Daly Region, provide services to regional communities.

Sections 28 to 30 of the *Local Government (Accounting) Regulations* apply.

#### 2. DEFINITIONS

A **“contract”** is an agreement between Council and an external supplier for provision of specified work, goods or services.

**“Delegations”** are the authority given by Council to specific officers employed by Council to make decisions in relation to the negotiation of, or entering into, contracts for the carrying out of work, the supply of goods and services to Council.

**“Period Contracts”** are specific arrangements with a supplier following their selection by a public tender process. The agreements have specific commencing and finishing dates and are advertised initially with all similar suppliers.

**“Preferred Supplier Arrangement”** is an arrangement entered into between the Council and a particular supplier for supply of goods or services up to \$100,000 per transaction.

**“Purchasing Agreement”** is a contract for the supply of goods or services under agreed pricing and other conditions relating to delivery, quality of goods or services or timing. The arrangements are regularly reviewed by Finance.

**“Specifications”** are a detailed description of the work to be executed, the goods or materials to be supplied or the service to be rendered.

A **“Tender”** refers to a detailed quotation by a supplier of goods or services in response to a general advertisement by Council. A tender includes details of the goods and services to be offered, pricing conditions, delivery terms and quality of the items. Public tenders must be kept in a locked tender box and opened only under specific conditions after the published conclusion date and time has passed.



### 3. POLICY

- 3.1 All purchasing arrangements for West Daly Regional Council will be based on the following procurement principles:
- open and effective competition;
  - value for money;
  - listed Preferred Suppliers;
  - enhancement of the capabilities of local business and industry;
  - environmental protection;
  - ethical behaviour and fair and equitable dealing; and
  - advancement of employment opportunities for those residing within Council's area.

- 3.2 Council purchasing officers are required to adhere to the following:

Purchase Cost (excl. GST)	Procedure
Up to \$999	Direct procurement
Over \$1,000 but less than \$10,000	One quotation (written or verbal) to be sought
Over \$10,001 but less than \$100,000	Three written quotations to be obtained
Over \$100,000	Three tenders to be obtained through open tender

- 3.3 Where a verbal quote has been sourced, details including description of goods or services being purchased, the name and contact details of the supplier and the quoted purchase cost should be recorded by the enquiring employee in the 'comments' section of the purchase requisition within the Technology One system. A written quotation is to be attached to the purchase requisition.
- 3.4 Where the value of the goods and services is expected to exceed \$100,000, public tenders must be called through public notices in local newspapers, i.e. *Katherine Times* and the *NT News*, and a further notice placed on Council's website. This notice will include:
- a description of the goods or services required;
  - how a prospective tenderer can source specific details of the goods or services required including contact details of the employee handling the tender process;
  - how tenders should be lodged; and
  - the tender closing date and time.
- 3.5 All tenders shall be kept confidential until their official opening and marked accordingly. All tenders delivered, mailed or e-mailed to specified addresses should be received in sealed envelopes (or sealed in the case of e-mails) and lodged in a locked tender box at the Council office. Faxed tenders will not be accepted for security and privacy reasons.
- 3.6 Following the advertised closing date and time of a public tender, any tenders received in response to a public advertisement as outlined in Clause 5, shall be opened either before Council itself, a Council Committee established for that purpose or a panel of three (3) members of Council staff comprising one executive member, one Program Manager and a person from Council's Finance area.
- 3.7 Any member of a tender evaluation committee should declare any conflict of interest to a senior manager and, if possible, should not take any further involvement particularly with tender assessment.
- 3.8 If, following tender evaluation, no tender is acceptable in its presented form, negotiations will be conducted with any/all of the tenderers with preference being given to the highest assessed tenderer.
- 3.9 In the event that a tender called for in Clause 5 is accepted, Council should advise the outcome in writing to all tenderers and on Council's website.

- 3.10 Public tenders will include details of where full specifications can be obtained, closing date and lodgement of tenders and contact point for queries.
- 3.11 The tender period will only be extended if there is a late or complex addendum to the specifications or if the original period specified is insufficient for contractors to obtain prices from suppliers or subcontractors. When there is a late addendum, tenderers should note on their tenders that they have taken this addendum into account.
- 3.12 The report prepared for Council following the opening of tenders, especially when the proposed expenditure is outside the Chief Executive Officer's delegation, will outline the tenders received, a comparison of prices and performance reports, results of any interviews and reference checks, financial considerations and recommendation.
- 3.13 Quotations or tenders are not required for the purchase of land, a consultancy or other professional service, travel and accommodation or in any instance where the Minister dispenses with the requirements under Section 30 of the *Local Government (Accounting) Regulations*.
- 3.14 Similarly quotations are not required to be sought if the supplies or services are to be obtained from a supplier or contractor who has a similar contract with
- the Northern Territory Government;
  - the Commonwealth Government;
  - a State or another Territory;
  - another Council\*;
  - a local government subsidiary\*;
  - Local Government Association of NT (LGANT)\*.

\*subject to conditions of Regulation 30 (3) of the *Local Government (Accounting) Regulations*

- 3.15 Local Buy is a part of the National Procurement Network to which LGANT is a member. Therefore if Council purchases through Local Buy, it is not obligated to apply public tender requirements in Clause 2.
- 3.16 Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's delegated authority or reduce the value of the purchase to a level where written quotations are not mandatory. This would be considered as violating Council's Fraud and Corruption Policy and could result in deferment of the purchase until an investigation can be completed.
- 3.17 Council employees are particularly instructed to always consider local traders and businesses and those suppliers who, while not resident within the boundaries of West Daly Region, provide services to regional communities within it.

3.18 Financial delegations covering purchases are:

Function	Amount and/or Qualification (Where applicable)	Delegated Authority
Approve Purchase Orders	For service/s up to \$5,000	Manager
	For division up to \$50,000 (Sign together with relevant Director)	Director
	For organisation in excess of \$50,000	CEO

(Refer also to Policy #3.1.8 – HR and Finance Delegations).

**REFERENCES**

*Local Government Act*

*Local Government (Accounting) Regulations*

**FURTHER INFORMATION:** Director Corporate Services

Approved by:	Council
Approval Date:	
Minute Number:	
Review Date:	1 <sup>st</sup> July, 2015 (annually)
Review Authority:	Director Corporate Services
Applicable to:	All Council employees

**REPORT FOR FINANCE COMMITTEE DECISION**

**AUTHOR:** Peter Carter

**SUBJECT:** Item 4. Procurement Policy Amendment

**WHAT IS THE ISSUE TO BE ADDRESSED:** Management requires amendment of the procedure level values within the Procurement Policy.

**SUMMARY:**

Management are seeking to change the procedure level values within the Procurement Policy. Currently these levels are:-

Purchase Cost (excl. GST)	Procedure
Up to \$999	Direct procurement
Over \$1,000 but less than \$5,000	One quotation (written or verbal) to be sought
Over \$5,001 but less than \$10,000	Three quotations (written or verbal) to be obtained
Over \$10,001 but less than \$100,000	Three written quotations to be obtained
Over \$100,000	Three tenders to be obtained through open tender

Amended level requested:-

Purchase Cost (excl. GST)	Procedure
Up to <del>\$999</del> \$2000	Direct procurement
<del>Over \$1,000 but less than \$10,000</del>	<del>One quotation (written or verbal) to be sought</del>
Over \$10,001 but less than \$100,000	Three written quotations to be obtained
Over \$100,000	Three tenders to be obtained through open tender

**BACKGROUND:**

To comply with the procurement policy council staff are required to obtain 3 quotes (written or verbal) for purchases between \$5,001 and \$10,000. Due to the reduction in purchasing power of money many goods that the council require now are priced in this range and are goods or services that the council requires to provide services to the community.

Staff are finding that suppliers are not responding to quote requests as the value of the purchase is not significant to them. This lack of response from suppliers is limiting the ability of Council to undertake programs in a timely manner.

**COMMENT:**

Staff are required to act in the best interest of the Council via policies that are in place and pending. Refer:-  
324 DRAFT - Fraud Protection Plan – 2014  
2.1.5 Staff Code of Conduct

Delegations of spending and approval remain as per policies that are in place and pending. Refer:-  
318 DRAFT - Admin & Accounting Procedures, Policies Delegations

**CONSULTATION:**

Management; RSM's.

**STATUTORY ENVIRONMENT:**

The LOCAL GOVERNMENT (ACCOUNTING) REGULATIONS prescribe procedures which Council must follow when seeking quotations from suppliers:-

**Part 13 Quotations and tenders**

**Division 1 General requirements**

**28 Quotations**

- (1) Subject to the council's policies, a council need not obtain quotations for the provision of supplies if the cost of the supplies is \$10 000 or less.*
- (2) If a council proposes to obtain supplies at a cost of more than \$10 000 but not more than \$100 000, the council must obtain written quotations from at least 3 possible suppliers and the council must choose a supplier from amongst those submitting written quotations.*
- (3) If it is not practicable to obtain quotations from 3 possible suppliers under subregulation (2), the council must obtain as many as practicable and must record in writing its reasons for not obtaining the 3 quotations.*

Amending the Procurement Policy will not conflict with this Regulation.

A complete version of the amended Procurement Policy is attached

**POLICY IMPLICATIONS:**

NIL

**RECOMMENDATIONS:** THAT Finance Committee recommends to Council the change in the Procurement Policy to read:-

<b>Purchase Cost (excl. GST)</b>	<b>Procedure</b>
Up to <del>\$999</del> <i>\$2,000</i>	Direct procurement
Over \$1,000 but less than \$10,000	One quotation (written or verbal) to be sought
Over \$10,001 but less than \$100,000	Three written quotations to be obtained
Over \$100,000	Three tenders to be obtained through open tender