



**WEST DALY**  
*Regional Council*

**MINUTES**

**ORDINARY COUNCIL MEETING**

**10.00AM**

**15<sup>th</sup> OCTOBER 2015**

**WADEYE**

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# WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 15<sup>th</sup> October 2015

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*NW*

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**Glenda Teede**  
Chief Executive Officer

# WEST DALY REGIONAL COUNCIL

## Agenda for Council Meeting 15<sup>th</sup> October 2015

MINUTES  
ORDINARY COUNCIL MEETING  
TO BE HELD AT THE WADEYE COUNCIL OFFICE  
ON 15<sup>th</sup> OCTOBER 2015  
COMMENCING AT 10.00AM

**1 PERSONS PRESENT**

**ELECTED MEMBERS PRESENT**

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

**STAFF PRESENT**

Chief Executive Officer	Glenda Teede
Finance Manager	Clem Barrett
Administration Officer	Tahlia Cleary

**GUESTS**

<u>Parsons Brinckerhoff – Aged Care</u>	
Program Manager	Valerie Nullet
Project Architect, c/- Parsons Brinckerhoff	David Krakowszky
<u>Power and Water – Remote Operations</u>	
Senior Manager Stakeholder and Contract Management	Lindsay Smith
Senior Project Manager Prepayment Metering	Anne-Marie Cruickshank
<u>Department of Business</u>	
Senior Business Development Officer	Murray MacAllister
<u>Department of Local Government and Community Services</u>	
Community Development Officer, Big Rivers Region	Nicholas Sharah

**INVITED GUESTS**

<u>Department of Local Government and Community Services</u>	
Regional Manager, Big Rivers Region	Nathanel Knapp - Declined

**COMMENCEMENT**

The Mayor of the West Daly Regional Council declared the meeting open at 10.12am and welcomed all in attendance

*NW*

<b>2</b>	<b>MAYOR</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>
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**SUMMARY**

For Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary General Meeting held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 001**

THAT Council receive and notes apologies and grants a leave of absence for the Ordinary General Meeting held 15<sup>th</sup> October 2015.

**Moved:**            **Clr Brown**

**Seconded:**       **Clr Nganbe**

**Carried Unanimously**

<b>3</b>	<b>N/A</b>	<b>PETITIONS AND DEPUTATIONS</b>
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Nil

<b>4</b>	<b>PERSONAL ASSISTANT TO CEO</b>	<b>CONFIRMATION OF MINUTES</b>
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**4.1 CONFIRMATION OF PREVIOUS MINUTES FOR COUNCIL MEETING**

**SUMMARY**

Minutes of the Council Meetings held on:

- 19<sup>th</sup> August 2015 – Ordinary Council Meeting
- 31<sup>st</sup> August 2015 – Special Council Meeting
- 2<sup>nd</sup> October 2015 – Special Council Meeting

**RESOLUTION 15/10 002**

THAT the minutes of Council be confirmed as a true and correct record of the meetings held on:

- 19th August 2015 – Ordinary Council Meeting
- 31st August 2015 – Special Council Meeting
- 2nd October 2015 – Special Council Meeting

**Moved:**            **Clr Minjin**

**Seconded:**       **Clr Martin**

**Carried Unanimously**

5	N/A	DECLARATION OF INTEREST OF MEMBERS OR STAFF
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**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.

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.

**RESOLUTION 15/10 003**

THAT Council declares no declarations of interest were presented at the Ordinary General Meeting held 15<sup>th</sup> October 2015.

**Moved:** Clr Martin

**Seconded:** Clr Nganbe

**Carried Unanimously**

6	LOCAL AUTHORITY MEETINGS
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6.1	N/A	LOCAL AUTHORITY - WADEYE
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**SUMMARY**

Tabling of the Minutes of the last Local Authority Meeting held in Wadeye and action items noted.

**RESOLUTION 15/10 004**

THAT Council notes and accepts the minutes as a true and correct copy of the Local Authority Meetings Minutes held in Wadeye.

**Moved:** Clr Martin

**Seconded:** Clr Nganbe

**Carried Unanimously**

**RESOLUTIONS REQUIRED FROM COUNCIL FOR LOCAL AUTHORITY WADEYE ACTION ITEMS**

**RESOLUTION 15/10 LAW 001**

THAT Council notes and acknowledges that the Local Authority budget \$35,000 towards the installation of safety rails in Wadeye and selects Arjays as the preferred Contractor.

**Moved:** Clr Minjin

**Seconded:** Clr Narburup

**RESOLUTION 15/10 LAW 002**

THAT Council notes and acknowledges that the Local Authority allocates \$2,000 towards uniforms for the Local Authority Members.

**Moved:** Clr Martin

**Seconded:** Clr Minjin

**RESOLUTION 15/10 LAW 003**

THAT Council notes and acknowledges that the Local Authority allocates \$20,000 towards repairing and upgrading the softball area in Wadeye and select TDC as the preferred contractor.

**Moved:** Clr Martin

**Seconded:** Clr Narburup

**RESOLUTION 15/10 LAW 004**

THAT Council notes and acknowledges that the Local Authority allocates \$150,000 towards the irrigation to the Main Oval. Regional Services Manager to obtain quotes and advise at the next LA Meeting.

**Moved:** Clr Brown

**Seconded:** Clr Martin

**RESOLUTION 15/10 LAW 005**

THAT Council notes and acknowledges that the Local Authority will revoke certain memberships due to lack of attendance at the Local Authority Meetings.

**Moved:** Clr Minjin

**Seconded:** Clr Narburup

**RESOLUTION 15/10 LAW 006**

THAT Council notes and acknowledges that the Local Authority allocates \$20,000 towards the purchase of bin stands across Wadeye.

**Moved:** Clr Martin

**Seconded:** Clr Narburup



**RESOLUTION 15/10 LAW 007**

THAT Council notes and acknowledges that the Local Authority allocates \$45,000 towards the purchase of solar lights from Nilinh to Wadeye.

**Moved:** Clr Nganbe

**Seconded:** Clr Narburup

**RESOLUTION 15/10 LAW 008**

THAT Council notes and acknowledges that the Local Authority would like to show more support for Wadeye Festival and make contributions for 2016.

**Moved:** Clr Minjin

**Seconded:** Clr Narburup

**RESOLUTION 15/10 LAW 009**

THAT Council notes and acknowledges that the Local Authority will obtain quotes to refurbish the toilets in the main street due to urgent repairs needed.

**Moved:** Clr Nganbe

**Seconded:** Clr Martin

6.2 N/A

LOCAL AUTHORITY - PEPPIMENARTI

**SUMMARY**

Tabling of the Minutes of the last Local Authority Meeting held in Peppimenarti and action items noted.

**RESOLUTION 15/10 005**

THAT Council notes and accepts the minutes as a true and correct copy of the Local Authority Meetings Minutes held in Peppimenarti.

**Moved:** Clr Minjin

**Seconded:** Clr Narburup

**Carried Unanimously**

**6.3 LOCAL AUTHORITY – PEPPIMENARTI Street naming project / defining local authority area**

**SUMMARY**

The local authority at its meetings of the 26th of August 2015 discussed the issues surrounding the outstations and where they fit within the LA budget. It was noted that all outstations within the West Daly Regional Council come under the Thamarrurr/Pindi Pindi Ward and therefore their budget. It was also noted, through the members, that the outstations surrounding Peppimenarti are not being reached and are therefore not being provided with an opportunity to present to meetings with their feedback and to present local projects.

**RESOLUTION 15/10 LAP 006**

THAT Council:

- (1) Would like an updated list on street names for reviewing and consultation.
- (2) Would like the Local Authority to provide more information on what areas they would like to include.

**Moved:** Clr Minjin

**Seconded:** Clr Narburup

**Carried Unanimously**

**7 CHIEF EXECUTIVE OFFICER REPORT**

**SUMMARY**

Chief Executive Officer's report for the Ordinary General Meeting held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 007**

THAT Council accepts and notes the Chief Executive Officer's report.

**Moved:** Clr Narburup

**Seconded:** Clr Nganbr

**Carried Unanimously**

**RECOMMENDATION:**

THAT the CEO looks into engaging a consultant for the Local Authority Coordinator position as Council has been unsuccessful in finding a suitable candidate and only have funding until June 2016.

8	DIRECTOR OF COUNCIL SERVICES	REPORT / ITEMS
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**SUMMARY**

Director of Council Services report for the Ordinary General Meeting being held held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 008**

THAT Council accepts and notes the Director of Council Services report.

**Moved:** Clr Minjin

**Seconded:** Clr Martin

**Carried Unanimously**

9	CHIEF EXECUTIVE OFFICER	REGIONAL SERVICES MANAGER'S REPORTS/ITEMS
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9.1	REGIONAL SERVICES MANAGER WADEYE	REPORT
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Wadeye Regional Service Manager's report for the Ordinary General Meeting being held on held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 009**

THAT Council receives and notes the Regional Service Manager report for Wadeye.

**Moved:** Clr Brown

**Seconded:** Clr Martin

**Carried Unanimously**

9.2	REGIONAL SERVICES MANAGER PALUMPA	REPORT
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Palumpa Regional Service Manager's report for the Ordinary General Meeting being held on held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 010**

THAT Council receives and notes the Regional Service Manager report for Palumpa.

**Moved:** Clr Narburup

**Seconded:** Clr Martin

**Carried Unanimously**

9.3 REGIONAL SERVICES MANAGER PEPPIMENARTI

REPORT

Peppimenarti Regional Service Manager's report for the Ordinary General Meeting being held on held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 011**

THAT Council receives and notes the Regional Service Manager's report for Peppimenarti.

**Moved:** Clr Nganbe

**Seconded:** Clr Martin

**Carried Unanimously**

10 FINANCE REPORTS

10.1 FINANCE MANAGER

1<sup>st</sup> AUGUST 2015 to 31<sup>st</sup> AUGUST 2015

**SUMMARY**

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

**RESOLUTION 15/10 012**

THAT Council receives and notes the finance report for the period 1 August 2015 to 31 August 2015.

**Moved:** Clr Brown

**Seconded:** Clr Minjin

**Carried Unanimously**

10.2 FINANCE MANAGER

ITEM 5 – PROGRESS AUDITED FINANCIAL STATEMENTS

**SUMMARY**

Audited Financial Statements need to be finalised by 31<sup>st</sup> October 2015. The audit is expected to be finished by 22nd October 2015 and the Audit and Risk Committee are to review the financial statements and signed by the Chief Executive Officer. The audited financial statements need to be approved at a Special Council Meeting to be held on Thursday, 29<sup>th</sup> October 2015.

**RESOLUTION 15/10 013**

THAT the update on the progress for the audited financial statements be noted and accepted by Council.

**Moved:** Clr Narburup

**Seconded**    **Clr Brown**

**Carried Unanimously**

**10.3    FINANCE MANAGER**

**ITEM 6 – AUDIT COMMITTEE MEMBERS**

The Audit Committee currently comprises the Chair and the Mayor. The terms of reference requires two (2) Council Members. It is proposed to appoint Mark Martin as an Audit Committee Member.

**RESOLUTION 15/10 014**

THAT Council approve the appointment of Mark Martin as an Audit Committee Member.

**Moved:**        **Clr Nganbe**

**Seconded**    **Clr Minjin**

**Carried Unanimously**

**10.4    FINANCE MANAGER**

**ITEM 7 – TRADITIONAL CREDIT UNION**

West Daly Regional Council has no current facility to obtain cash for operating purposes in Wadeye. It is recommended that an account be opened with Traditional Credit Union with an imprest amount of \$5,000. with signatories to be any two of the follow:

- CEO;
- Director of Council Services; and/or
- Regional Service Manager.

**RESOLUTION 15/10 015**

THAT an account with the Traditional Credit Union be opened.

**Moved:**        **Clr Brown**

**Seconded**    **Clr Narburup**

**Carried Unanimously**

**10.5    FINANCE MANAGER**

**ITEM 8 – REVIEW OF SIGNATORIES**

**SUMMARY**

West Daly Regional Council currently requires one signature of the CEO, Finance Manager and HR Advisor. At the Finance Meeting in June 2015 it was moved that the HR Advisor will be issued with an authorisation token on an interim basis from CBA to act as a secondary authority on WDRC electronic payments. This process will now be changed and will be reviewed in the future. It is proposed to issue a token to the new Director of Council Services after an introductory period. It is recommended that dual authorisation be enacted with two of CEO, DCS , Finance Manager.

**RESOLUTION 15/10 016**

THAT Dual authorisation is implemented before the next Finance Meeting. The nominated signatories are CEO and Finance Manager, where one is not available the DCS may sign on there behalf.

**Moved: Clr Brown**

**Seconded Clr Minjin**

**Carried Unanimously**

**11**

**CHIEF EXECUTIVE OFFICER**

**GRANTS OFFICER REPORT**

**SUMMARY**

The Report is tabled at the Ordinary Council Meeting held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 017**

THAT Council receives and notes the Grants Officer Report for July / August / September 2015.

**Moved: Clr Brown**

**Seconded: Clr Narburup**

**Carried Unanimously**

**RECOMMENDATION:**

Council would like the Grants officer's report to include graphs.

**12**

**HUMAN RESOURCE ADVISOR**

**REPORT**

**SUMMARY**

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

**RESOLUTION 15/10 018**

THAT Council receives and notes the Human Resource Advisor's Report.

**Moved: Clr Martin**

**Seconded: Clr Nganbe**

**Carried Unanimously**

Meeting closed for lunch at 11.55am and reopened at 12.45pm

13	N/A	COUNCILLOR REPORTS
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14	N/A	LATE REPORTS
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15	PERSONAL ASSISTANT TO CEO	INCOMING / OUTGOING CORRESPONDENCE
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**SUMMARY**

Mail Register and Correspondence for the Ordinary General Meeting held 15<sup>th</sup> October 2015.

**RESOLUTION 15/10 019**

THAT Council receives and notes the Correspondence received and sent on behalf of Council.

**Moved:** Clr Brown

**Seconded:** Clr Martin

**Carried Unanimously**

16	CHIEF EXECUTIVE OFFICER	ACTION ITEMS ARISING FROM COUNCIL MEETINGS
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**SUMMARY**

Outstanding action items to be completed from the previous Council Meeting.

**RESOLUTION 15/10 020**

THAT Council receives and notes the Action List Items from the previous Council Meeting held 19<sup>th</sup> August 2015 and Special Council Meeting held 31<sup>st</sup> August 2015.

**Moved:** Clr Brown

**Seconded:** Clr Narburup

**Carried Unanimously**

17	CHIEF EXECUTIVE OFFICER	GENERAL BUSINESS
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17.1	SELF MANAGEMENT OF THE AGED CARE
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**SUMMARY**

Council approval for the CEO to engage in discussions with D&R Community Services to develop a plan to move forward.

**RESOLUTION 15/10 021**

THAT Council notes and acknowledges the recommendation from the Chief Executive Officer and recommends that a 6 month contract be given to D&R Community services and CEO to continue feasibility of services.

**Moved:** Clr Brown

**Seconded:** Clr Minjin

**Carried Unanimously**

**17.2 WORKPLACE, HEALTH AND SAFETY**

**SUMMARY**

The WHS Advisor visited West Daly Regional Council Communities with the purpose of implementing schedules and conducting training for facilitating Safety Toolbox Meetings, Safety Inspections and Risk Assessments from 1<sup>st</sup> to 4<sup>th</sup> September 2015.

**RESOLUTION 15/10 022**

THAT Council notes and acknowledges the WHS Report

**Moved:** Clr Brown

**Seconded:** Clr Nganbe

**Carried Unanimously**

**17.3 WET HIRING OF TILT TRUCK**

**SUMMARY**

An avenue was explored for Council to hire out the tilt truck.

**RESOLUTION 15/10 023**

THAT Council approve the hiring out of the Tilt Truck on a wet hire basis only.

**Moved:** Clr Brown

**Seconded:** Clr Narburup

**Carried Unanimously**



**17.4 DOG BY-LAWS**

**SUMMARY**

Council is wishing to introduce dog control by-laws into the whole of its local government area. Council wishes to address problems arising from the large numbers of dogs at large in the communities.

**RESOLUTION 15/10 024**

THAT Council authorise the Chief Executive Officer to continue to look into dog control by-laws.

**Moved:** Clr Brown

**Seconded:** Clr Minjin

**Carried Unanimously**

**RECOMMENDATION:**

The Chief Executive Officer will work with Tony Tapsell, CEO of LGANT to produce a draft by-laws for Council consideration.

**17.5 COUNCIL OFFICE CLOSURE - CHRISTMAS**

**SUMMARY**

Council is being advised that the Chief Executive Office in accordance with Policy No. 2.1.2 Attendance Leave and Absence from Work will be closing the Council office from 12 noon, Wednesday, 23 December 2015 and reopening on Monday, 4 January 2016.

**RESOLUTION 15/10 025**

THAT Council notes and accepts the notification of Council Office closures across West Daly Regional Council for the Christmas Period.

**Moved:** Clr Nganbe

**Seconded:** Clr Narburup

**Carried Unanimously**

**17.6 COUNCIL MEETING DATES**

**SUMMARY**

A proposal to set the dates for the Council Meetings in the 2016 Calendar Year is tabled for discussion / confirmation.

**PROPOSED MEETING DATES**

January (wet)

March (wet)

May

June

July

September

November

Council to advise where these meeting are to take place.

**RESOLUTION 15/10 026**

THAT Council approve the proposed Council meeting dates for the 2016 Calendar Year.

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

**Seconded:**                **Clr Narburup**

**Carried Unanimously**

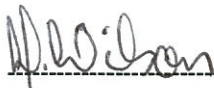
**18      CLOSE OF MEETING**

The Meeting was closed by the Mayor at 2.20pm

The meeting terminated at 2.22pm.

**19      NEXT MEETING**

The next Ordinary General Meeting of West Daly Regional Council will be held at Wadeye on 2<sup>nd</sup> December 2015 with a briefing on 1<sup>st</sup> December 2015.



Mayor Harold Wilson