



WEST DALY
Regional Council

AGENDA

ORDINARY COUNCIL MEETING

20 JANUARY 2016 AT 9.00AM

DARWIN OFFICE

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WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 20 January 2016

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A handwritten signature in black ink, appearing to read "Glenda Teede".

Glenda Teede
Chief Executive Officer

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 20 January 2016

AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD AT THE DARWIN COUNCIL OFFICE
ON 20 JANUARY 2016
COMMENCING AT 9.00AM

1 PERSONS PRESENT

ELECTED MEMBERS

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

STAFF

Chief Executive Officer	Glenda Teede
Finance Manager	Clem Barrett
Personal Assistant to CEO	Kelli Hammermeister

GUESTS

LGANT

Chief Executive Officer	Tony Tapsell
Manager Transport & Infrastructure	Peter McLinden

HWL Ebsworth

Lawyer	Rose Watts (TBC)
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HK Consultancy

Director	Kate Lee
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Local Government Compliance & Sustainability Division

Accountant	Omor Sharif Robin
Community Development Officer	Colvin Crowe

Public Interest Disclosure

Allan Borg

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/ Address:	Palumpa
Date:	20 January 2016
Author:	Ralph Narburup

SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary General Meeting held 20 January 2016.

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 of Councillor Ralph Narburup and grants a leave of absence for the Ordinary General Meeting held 20 January 2016.

Moved: Clr.

Seconded: Clr.

3 PETITIONS AND DEPUTATIONS

Nil

4 CONFIRMATION OF MINUTES

4.1 AMENDMENT OF PREVIOUS MINUTES

Applicant:	Personal Assistant
Location/Address:	Darwin
Date:	20 January 2016
Author:	Personal Assistant to CEO (Kelli Reinke)
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

The unconfirmed Minutes of the Council Meeting held on 2 December 2015 are to be amended, in particular the dates noted for Finance Committee Meetings as per Resolution 02.12.029 (b):

RESOLUTION 02.12.029	
(a)	THAT the meeting locations for the 2016 / 2017 period have been agreed upon. Please refer to the table below.
(b)	THAT Council notes and approves the proposed meeting dates for the 2016 / 2017 period.
Moved:	Clr. Minjin
Seconded:	Clr. Narburup Carried Unanimously

In accordance with the *Local Government (Accounting) Regulations (s18(3))*:

- (3) If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.

FINANCE COMMITTEE MEETINGS – 2016			
January	18 th	Monday	Darwin
February	25 th	Thursday	Darwin
April	20 th	Wednesday	Darwin
June	22 nd	Wednesday	Darwin
August	17 th	Wednesday	Darwin
October	19 th	Wednesday	Darwin
December	7 th	Wednesday	Darwin

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.

Local Government (Accounting) Regulations (s18(3)).

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT the amended minutes of Council be accepted and confirmed as a true and correct record of the meeting held on 2 December 2015.

Moved: **Clr.**

Seconded: **Clr.**

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant: Chief Executive Officer

Location/Address: Wadeye

Date: 20 January 2016

Author: Glenda Teede

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 Section 73 & Section 74 (Elected Members).
Local Government Act (2008) Section 107 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 2 December 2015.

Moved: **Clr.**

Seconded: **Clr.**

6 LOCAL AUTHORITY COORDINATOR

Applicant: Local Authority Coordinator

Location/Address: Wadeye

Date: 20 January 2016

Author: Rodney Donne

SUMMARY

This Report proposes a reduction in the number of appointed members to the Wadeye Local Authority from 12 to 7 and advises the Council that letters of revocation have been sent to some members for non-attendance. The Council is also advised that nominations have been called.

BACKGROUND

At its meeting on October 15th 2015 the Council adopted a recommendation of the Wadeye Local Authority which proposed revoking the appointment of five appointed members of that body. (Namely: Benildus Narndu, Leon Melki, Michael Pultchen, Steven Pultchen and Thaddeus Dartinga).

Letters of revocation have been sent to the former members and nominations for new members called. A period of 28 days must be allowed for nominations to be received and this period ends at 2pm on the 1st February 2016.

The Authority also sought a reduction in membership from 12 appointed members to 6 or 7 due to the difficulties being experienced in achieving a quorum. This Report will recommend that the number of appointed members (that is excluding Council members) to the Wadeye Local Authority be reduced to seven.

COMMENT

If Council accepts the recommended reduction in the number of appointed members only one new member will be required. A Report detailing nominations received will be presented to Council in March.

STATUTORY ENVIRONMENT

The Local Government Act and Ministerial Guideline 8 provide the statutory framework within which the Council must operate in relation to Local Authorities. The number of members and the number of meetings is prescribed and the Council has a duty to develop Local Authorities into an effective voice for their local community. A minimum of six appointed members are required.

POLICY IMPLICATIONS

Nil

RECOMMENDATION

- (a) That the number of appointed members of the Wadeye Local Authority be reduced from 12 to 7.
- (b) That a Report be submitted to the March meeting of Council on nominations received for the vacant position.

Moved: Clr.

Seconded: Clr.

7 LOCAL AUTHORITY - WADEYE

Applicant: Local Authorities Wadeye

Location/Address: Wadeye

Date: 20 January 2016

SUMMARY

The Minutes of the last Local Authority Meeting held in Wadeye on 9 November 2015 were tabled for Council to note. Council received and noted the minutes of the Wadeye Local Authority - Resolution 02.12.006.

RESOLUTION 02.12.006

THAT Council receive the minutes of the Wadeye Local Authority meeting held on 9 November 2015.

THAT Council notes there are no recommendations to be adopted due to there being no quorum.

Moved: Clr. Martin

Seconded: Clr. Minjin

Carried unanimously

ITEMS TO NOTE

It is hereby requested that the previous Resolution 02.12.006 be rescinded.

Council agreed that even with no quorum being met, Council will accept the recommendations made by the Local Authority Wadeye. Council is to ratify the following recommendations regarding the allocation of funds as identified by the Local Authority Wadeye on 9 November 2015:

1. Irrigation for Oval – A further \$50,000 is required to be allocated to proceed with the quote; and
2. Street lighting from Nilinh to Town – A further \$8,000 is required to be allocated for the installation of lights.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

- (a) THAT Council notes and accepts the rescission of Resolution 02.12.006.
- (b) THAT Council notes and acknowledges that the Local Authority Wadeye allocates a further \$50,000 towards the irrigation for the Oval; and
- (c) THAT Council notes and acknowledges that the Local Authority allocates a further \$8,000 towards the installation of lights.

Moved: Clr.

Seconded: Clr.

8 CHIEF EXECUTIVE OFFICER REPORT

Applicant:	Chief Executive Officer
Location/Address:	Wadeye
Date:	20 January 2016
Author:	Glenda Teede

DISCUSSION:

The last West Daly Regional Council Meeting was held on 2 December 2015. This current CEO Report is to inform Council as to the actions of the CEO since the last meeting.

I would like to welcome everyone back from the Christmas / New Year break. I am sure 2016 will be prosperous and productive year for West Daly Regional Council.

I would also like to take this opportunity to formally acknowledge Tobias Nganbe for his positives contributions made to Council especially during the transition across from Victoria Daly Regional Council. I wish Tobias all the best in his future endeavours.

8.1 MEETINGS WITH STAKEHOLDERS

DATE	KEY STAKEHOLDER	MEETING TOPIC	ATTENDEES
03/12/2015	Latitude 12	Risk Management Matrix	Makarand Vaidya, Senior Internal Auditor, Latitude 12 Clem Barratt, Finance Manager, WDRC Carmen O'Shea, Director of Council Services, WDRC Martin Blandy, Manager Governance & Strategy, WDRC
04/12/2015	Tharamarrur Development Corporation	General Discussion	Terry Bullemor, TDC Tobias Nganbe, CEO, TDC
14/12/2015 – 21/12/2015	West Daly Regional Council / HWL – Ebsworth / External Aged Care Consultants	Aged Care Services	Various WDRC Snr Staff Aged Care Consultants – Kate Lee / Sharon Kendall Rose Watts, Lawyer, HWL - Ebsworth
* NOTE: Numerous ad hoc teleconferences / meetings were held due to the circumstances surrounding D & R Community Services			
21/12/2015	West Daly Regional Council	Finance	Clem Barratt, Finance Manager, WDRC
21/12/2015	West Daly Regional Council	Human Resources	Cathy Bottrell, HR Advisor, WDRC
06/01/2016	CouncilBiz	WDRC Service Agreement	Michael Freeman, General Manager, CouncilBiz
11/01/2016	Prime Minister and Cabinet	General Discussion	Jake Quinlivan, Regional Manager, Northern Australia Development Office NT
12/01/2016	Palngun Wurnangat Association Inc.	General Discussion	Margo Northey, General Manager, Palngun Wurnangat Association Inc. John Allen, RSM Wadeye, WDRC Carmen O'Shea, DCS, WDRC

8.2 SIGNIFICANT ISSUES

- AGED CARE – With D&R Community Services going into receivership, WDRC implemented the Emergency Plan to ensure the residents were continuously cared for with limited or no interruption to the residents and their needs. Due to shortage of staff resources available external consultants, with the required level of training i.e. Registered / Enrolled Nurse (with medication endorsement), were engaged.
- AGED CARE - Numerous issues were identified and rectified promptly to ensure the comfort of the residents was not compromised.
- SIGNAGE WDRC – Signs have been printed and are ready for delivery to Murin Barge. RSMs have been notified and signage will be erected by end of January 2016 (pending weather / roads to Peppimenarti).

Issues that the Council should be aware of include:

- Records management where WDRC is not complying with its legislative obligations – lack of resources to address.
- Manthathpe Crossing – the scope of works included the construction of additional erosion protection works to prevent further erosion at the crossing. The two contractors, already based in Wadeye, were going to undertake the works however due to overcommitments and deferment/delays (outside of Council's control) this left the project uncommitted and works unable to completed prior to the commencement of the wet season. Cardno have advised that the crossing is reasonably stable to withstand minor storm events but the risk increases with major storm events. To mitigate the risk, Cardno have recommended sand bags filled with cement stabilised material and place on a geotextile fabric. Cardno are available to assist Council with this if considered necessary.

8.3 MATTERS TO NOTE

- New commencement – Cathy Bottrell, Human Resource Advisor (Darwin) - commenced at Council on Monday, 7 December 2015 (6 month contract).
- New commencement - Martin Blandy commenced with West Daly on Monday, 23 November 2015, Martin is based predominantly in the Wadeye Office for a three (3) month contract. Martin has extensive experience and knowledge gained from working with many indigenous corporations across Australia, Martin will be assisting with the development of a governance framework and providing strategic direction / guidance to Council.
- Local Authority Wadeye – Confidential update - membership was revoked on 11 December 2015.
- Garbage Compactor – a variation to the SPG Funding has been approved. Council can now proceed with the purchase of a smaller garbage compactor. The approval is subject to Council meeting any shortfall in funding over and above \$190,896 that was originally approved.
- Municipal and Essential Services (MES) Funding – the NT Government has made available a further six (6) months funding (\$60,729) to assist with incurred costs associated with staff employed under the now ceased NT Jobs Package up to and including 30 June 2016.

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- Improving Strategic Local Roads Infrastructure Program – Council was successful with the grant application to repair, upgrade and seal Palumpa Airport Road - \$938,000.
- Website compliance has improved significantly in the past month or so.
- LGANT Budget Submission 2016/17:
 - LGANT has requested the government continue its financial support to both WDRC and VDRC beyond 30 June 2016. LGANT contends that both Councils have struggled to meet commitments even with the financial support previously provided. LGANT advised that without funding continuing both Councils will have to reduce Indigenous employment and service levels.
 - LGANT has called upon the NT Government to extend its support of up to \$3M in order that both WDRC and VDRC succeed.
- Veterinary Services – Howard Springs Vet, Jamin Farebrother attended the following communities:
 - Wadeye – 23 to 25 November 2015; and
 - Palumpa – 26 to 27 November 2015.Report is attached for your perusal.
- Council By-Election – the Electoral Commission has provided a timetable for the Thamarrurr/Pindi Pindi Ward – attached.
- Community Bus – renovation works have commenced, the advertising board is being fitted. The bus will be completed by the end of February. Tickets (\$2 one way) are currently being printed and will be available for purchase from the bus driver direct (refer photos attached).
- Wadeye Local Authority – In the LA Meeting held on 9 September 2015 it was voted that membership numbers were to decrease to 6-7 from 12 appointed members (please refer to *Item No. 6 – Local Authority Coordinator*).
- Wadeye Local Authority – a new Chair is to be elected in readiness for the first 2016 LA Meeting – 1 March 2016.
- WDRC Risk Register – this has now been completed.
- LGANT – Training on legislative framework on *Local Government Act* and other relevant legislation. This will be held on 17 March 2016 – invitation to follow.
- Solar Lights – these have now been installed and are operational from Nilihn to Boarding House.

8.4 ADDITIONAL FUNDING FOR COUNCIL

- **Municipal Essential Services (MES)** Funding was revised in October 2015 – Council's total MES funding allocation for 2015-16 has increased from \$310,508 to \$377,310 – revised total funding allocation for 2015-16 is \$514,858.
- **Improving Strategic Local Roads Infrastructure Programme (ISLRIP)** – Department of Transport - NT Government – Palumpa Airport Road Wadeye Multi Media Centre - \$938,000 (Variation to commence in March 2016).
- **Budget Assistance Grant 1st Instalment** - \$700,000 - Department of Local Government and Community services.

8.5 OUTSTANDING ITEMS

Nil.

8.6 ATTACHMENTS

Veterinary Report from Howard Springs Vet
Timetable of Thamarrurr/Pindi Pindi Ward by-election
Community Bus photos

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

9 DIRECTOR OF COUNCIL SERVICES REPORTS/ITEMS

Applicant:	Director of Council Services
Location/Address:	Wadeye Office
Date:	20 January 2016
Author:	Carmen O'Shea

SUMMARY: From previous report November 2015:

Although DCS was away for 3 weeks break, no unwanted calls have been reported.

Workers Compensation claim has not been submitted as it was advised that the accident had actually happened on the football field.

ARO training has been completed. We now have 3 Airport Reporting Officers in both Peppimenarti and Palumpa and we have 4 Airport Reporting Officers in Wadeye with the airport manager being a back up in Wadeye if necessary.

RIBS training was successful in Peppimenarti and Palumpa and Radio Broadcasting staff have been employed. Although the RIBS training in Wadeye had 16 people complete the training, we have been unable to engaged any staff for Radio Broadcasting in Wadeye.

Current Report January 2016:

- **Operational Plans for Peppimenarti, Palumpa and Wadeye are in progress**
- **Library facilities in Wadeye, Peppimenarti**
- **Additional vehicle application put forward for Night Patrol**
- **Visits to Peppimenarti**

BACKGROUND

Operational Plans: Operational Plans for Peppimenarti, Palumpa and Wadeye are still in progress. The completion of these plans has now been pushed forward to January 2016.

RIBS Training was carried out in Peppimenarti, Palumpa and Wadeye. This training was instrumental in providing an employment opportunity to interested persons. Palumpa commenced the additional staff member immediately after the training was completed.. Although 16 people attended the training in Wadeye, we still have no applications to fill the role of Broadcasting in Wadeye.

ARO Training:

ARO training is to commence in December, with training being implemented for all here communities. This should ensure sufficient ARO qualified staff are available to perform the duties required of ARO officer.

Library Facilities: DCS will need to recommence work with Library staff and finance to ensure the library is well resourced in Wadeye. Phone call fees were implemented prior to Xmas break and a list of tasks were also provided to the librarian. Assistance was provided through council administration staff to ensure librarian has relevant skills on sending and receiving emails. The assistance provided by administration staff will recommence when the Office Team Leader returns on Monday. 18/1/16

Additional Vehicle for Night Patrol: DCS has followed up with PMC regarding our application for a vehicle and PMC were to advise by today 15/1/16.

Visit to Peppimenarti. A visit to Peppimenarti was undertaken by both the CEO and DCS to address staffing issues. The issues have now been resolved with assistance from HR Manager.

STATUTORY ENVIRONMENT:

Not applicable

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council receives and notes the Director of Council Service's report.

Moved: Clr.

Seconded: Clr.

10 REGIONAL SERVICES MANAGER'S REPORTS/ITEMS

10.1 REPORT – REGIONAL SERVICES MANAGER WADEYE

Applicant:	Regional Service Manager
Location/Address:	Wadeye Office
Date:	20 January 2016 – MONTH OF DECEMBER
Author:	John Allen

Sector.	Meetings held	Outcome	Issues raised / further Details
<u>Local Authorities</u>	Last meeting was held on the 9 th November 2015	Quorum was not reached	<p>WDRC are calling for new nominations of LA members in Wadeye. Posters have been put up at the store, takeaway and at the council office. Nominations close on the 28th of January.</p> <p>LA projects Solar lights- completed Speed humps- 20 humps are yet to be installed, 30 have been installed. Softball field- PO raised and TDC will be starting in January Road barriers- completed</p>

Sector.	Difficulties, Issues Raised, complaints	Outcome	Further details and recommendations to resolve issues
<u>Customer Service:</u>	Customer service has been working	After diverting the	

Service Agencies:	well. One issue we have had is a prank caller. This has made the girls very uneasy with answering the phones.	phones to the Parap office we have not had anymore prank calls.	
Centrelink	Nil		
Post Office	Nil		
Banking	Nil		

Sector	Number of people assisted / referred to other agencies	Difficulties / incidents reported (Job Number)	Further details and recommendations.
<u>Night Patrol</u>	402 people have been assisted since the month of November in Wadeye.	There has been 6 reported incidents over the last month. With several break ins and drunken behaviour. Also due to cultural belief, the CNP officers will not enter the building during night hours (without a non indigenous person being present) - this has and is impeding the effectiveness of the CNP.	Wadeye CPN enforces the "not taxi" rule, therefore the large proportion of assisted, are those needing help under the CNP guidelines. WDRC is looking into an alternative office for the CNP. Also the CNP is now working very closely with the Wadeye police with reporting incidents on a weekly basis.

Sector	Works commenced	Works expected to be completed by.	Issues / difficulties in completion of works. How have the difficulties been resolved? If not resolved provide recommendations.
<u>Civil Services</u>	Litter pick up in the main street	Ongoing	The program implemented has been working well as there has been a significant decrease on litter in the main street.

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	Speed humps	Completed by the end of January weather depending.	The civil team has been working hard at putting the speed humps in place around town as well as completing there day to day duties. This project is half complete.
	Re structure of landfill area and Old industrial tip closure	Completed.	The closure of the industrial tip has been a success and the new structured tip is working well. We did have a few residents that were dumping in the wrong areas but that was quickly rectified as we have been monitoring the new tip closely.
	Parks and Gardens	Ongoing	The parks and gardens crews have their work cut out for them over the next few weeks due to all of the rain over xmas. They have put together a works program and are working around community to get all of the grass back to a manageable level. They have also started a weed spraying program and are spraying fence lines and drains throughout community.
	Breakdowns	Ongoing	The CAT Bobcat has blown a hose and it is being fixed in Darwin.

Sector	Activities held for the month	Number of people participating	Difficulties experienced and resolution to how difficulties will be overcome.
<u>Sport and Recreation</u>	Swimming	On average 50 kids per session of all ages.	We have put together a new holiday swim timetable for the pool. The pool will be closed on Mondays and Tuesdays as usual but will be open for the public between 11am and 5pm for the rest of the week.
	School holiday program	On average 60+ children have been attending the program	Sport and Rec have been helping the Yellow shirts with running the school holiday program. This has seemed to be a success with a large amount of children attending. WDRC has also had 4 linkz volunteers just arrive in community for the next three weeks to help with the program.

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Sector	Actions implemented	Outcome	Explain progress towards establishment or reason behind lack of progress
<u>Library</u>	They are continually adding to the data collection on local history and culture. Coordinating with the university of Melbourne and Batchelor institute (Wadeye aboriginal languages centre) and OLSH school.	Is to provide history of Wadeye and outstations to the local people so that their history is not lost.	We are in the transitional phase in moving all the data to hard drives and data sticks. Next plan is to upgrade our data storage. WDRRC are obtaining prices for a new storage system for the raid hard drive so it can be mounted on the wall. The library is called upon by people when they are going bush for copies of their cultural sites and stories, maps, videos, images and audio recordings. Discussions with CouncilBIZ in having a backup storage space for data at the council office.

Sector	Works commenced in each homeland of RSM's area of responsibility	Works completed or due date for completion	Reason(s) why work has not been completed and recommendations for completion
<u>Homelands</u>	<p>1/12/2015 kuy Inspect and service solar bore. Service gen-set. Tractor tyre repair. Shower drains blocked (again) sand and stones. Replace tap assembly x4. Repair washout under slab drop toilet</p> <p>3/12/2015 Fossil head Fossil head replacement tractor fitted with new clutch radiator hoses fan belt repair diesel leaks.</p> <p>9/12/2015 Fossil head Bucket fitted to tractor.</p>	<p>completed completed completed</p> <p>completed completed completed</p> <p>Completed</p> <p>Completed</p>	<p>N/A N/A N/A Found sand and stones again all over floor, Small kids playing.</p> <p>N/A N/A</p> <p>Bucket for tractor to be fitted .</p>

	<p>14/12/2015 Fossil head Delivery of tractor. Inspect service solar bore. Service gen-set. Unblock Shower drains (again)</p> <p>17/12/2015 Old mission Remove fallen tree from road. Replace 1 blocked shower head. Replace 3 lock assemblies 2 internal 1 main entrance. Brief bore inspection and water Quality test due to under ground water level drop.</p> <p>22/12/2015 fossil head Inspect service solar bore. Replace starter motor on gen-set service not needed due to low hours. Remove fallen trees from road.</p> <p>22/12/2015 old mission Replace rusted out fluro fittings and fixed ceiling fan. Replace tape in shower block</p> <p>23/12/2015 Kuy Inspect service solar bore. Tractor tyre repair. Remove fallen trees from road.</p>	<p>Completed completed completed completed</p> <p>completed completed</p> <p>completion</p> <p>completion</p> <p>completed completed completed completed</p> <p>completed complete</p> <p>completed completed completed</p>	<p>Dick Parry happy with tractor .large clean up and grass slashed.</p> <p>As above(kuy)</p> <p>N/A N/A On both smaller dwellings the door frames are noticeably rusting .Still very strong, where the frames are folded is where the damage is occurring.</p> <p>This has happened in the past.</p> <p>N/A N/A N/A N/A</p> <p>N/A N/A</p> <p>N/A N/A N/A Merry Christmas an a happy new year to all.</p>
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WEST DALY REGIONAL COUNCIL

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Sector	Attendance & Productivity. Names of staff members and when discussions occurred.	Names of new staff members recruited and names of those terminated or resigned.	Issues experienced and how can these issues be resolved?
<u>Staff Issues.</u>	Overall we have had good attendance with staff over the last two months. Since Sharon has commenced as the aged care manager we have had great involvement with 10 indigenous employees working at the aged care facility.	New sport and rec officer Sam Maccarrone has commenced. Has been contracted till the end of January to oversee the aged care facility.	We are still having minor issues with staff leaving work early without giving prior notice. We will always have these issues as family comes first.
	Troy Hayes has had numerous discussions with staff leaving work early. Names can not be provided		Discussions will continue to occur and should early finishes continue being a problem HR advisor will be informed.

Sector	Names of Attendees to WH&S Meetings and dates held	Number of toolbox meeting held in the month.	Are there any issues around WH&S, if so what are they and can they be resolved?
<u>WH&S</u>	No WH&S meeting were held this month	nil	Nothing to report this month.

Sector.	Progression of grant	Estimated completion of grant
<u>Grants</u> Wadeye community bus	The bus is at Vehicle Solutions and the last discussion with Tony the bus was coming along nicely. It has had the polyurethane sprayed over the floors which will make it very easy to hose out. All of the windows have been removed except the driver's	Due to the holiday period completion is estimated for the end of February.

	<p>windows and the windows in the door have been changed to Perspex. Safety rails have been installed where the windows have been taken out. All compliance will be handled by Vehicle Solutions.</p>	
<p><u>Kiosk</u></p>	<p>Once the cages over the air conditioners have been installed this will complete the construction stage. when that is completed the office and kitchen will need to be fitted out</p>	<p>Fit out will be completed by the end of February.</p>
<p><u>Road Safety Grant</u></p>	<p>This grant has been executed and all of the posters and bumper stickers have been handed out around the community.</p>	<p>Completed</p>
<p><u>Homelands SPG</u></p>	<p>The homelands SPG grants for Nemerluk and Merrepen have been actioned and the generators have been installed. Also the new bore for Nemerluk has been completed. We have asked for a variation on the last grant which was to replace some air risers at Merrepen which are not needed anymore. We are now looking into what we can spend the money on so that we can submit a case for the variation.</p>	<p>Completed</p>
<p><u>Office grant</u></p>	<p>All purchases have been made and we are now just waiting on the stock to arrive. Once we have received all of the goods ordered we will look at the financials to see what is left so that we can acquit the grant.</p>	<p>Within two months</p>
<p><u>Garbage Truck</u></p>	<p>WDRC has just been approved for a new garbage truck. The truck has now been ordered and the new compactor is being made.</p>	<p>Vanderfields have advised that there is a 12=-14 week delay on completion of the Truck..</p>

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

10.2 REPORT – REGIONAL SERVICES MANAGER PALUMPA

Applicant: Regional Service Manager

Location/Address: Palumpa

Date: 26 November 2015 - MONTH OF DECEMBER

Author: Megan Howlett

Sector.	Meetings held	Outcome	Issues raised / further Details
<u>Local Authorities</u>	None this month, next LA meeting to be held 24 th February 2016	Monies need to be spent before June 2016	Quotes are in process from previous meeting (See LA Meeting notes from November)

Sector.	Difficulties, Issues Raised, complaints	Outcome	Further details and recommendations to resolve issues
<u>Customer Service:</u>	Staff keep leaving whilst on shift or not showing at all, this is making it an	The workload that the team leader has and the	The difficulty in terminating staff makes this situation not an easy one to resolve’, written warnings are not taken seriously

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 20 January 2016

Service Agencies: Centrelink	office whereby the RSM or the team leader needs to man the office at all times. Centrelink agents came out the week of 15 th to the 18 th December	RSM is making a very unworkable office. There is a great deal of work involved on a daily basis and the RSM's time is not to spend most of it doing someone else's work, this goes for the team leader as well.	and terminating only leads to further difficulties in sourcing new staff members as the probability of going through the same 360 degree circle.
Post Office	The road to the airstrip is almost impassable and it is only mid – December, before too long there will be no way of getting to the strip.	No outcomes until the roads are fixed.	Civil staff are continuing to dump loads of gravel on to the roads however, it is not relieving the issue
Banking	Query	Contacted ALPA	3 ladies received cheques for dancing and had no way of cashing it in Palumpa.

Sector	Number of people assisted / referred to other agencies	Difficulties / incidents reported (Job Number)	Further details and recommendations.
<u>Night Patrol</u>	Night Patrol team leader and always one other team member has been on shift up until the commencement of Christmas. Staff have not shown and ones that have had to leave for personal reasons.	Incident report submitted., Job no: P15304492	It had been organised throughout the xmas break that either the NP Manager or the Team Leader of Port Keats travel to Palumpa to assist Night Patrol, however, the roads are not conducive to travel every shift, and the NP Manager advised myself that they could no longer travel the distance due to the roads and the vehicle policy. One NP officer has had a death in the family and left the community on Wednesday 23 rd , and two others have also left the community on the Monday 21 st without notice, which now leaves one NP officer, I have shut down NP until such time as I have two that can do shifts.

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 20 January 2016

Sector	Works commenced	Works expected to be completed by.	Issues / difficulties in completion of works. How have the difficulties been resolved? If not resolved provide recommendations.
<u>Civil Services</u>	<p>Work continues to ensure that the roads, spraying, slashing and general maintenance is kept up to standard see below</p> <ol style="list-style-type: none"> 1. Spraying of weeds around airstrip, playground and mowing 2. Gravel has been delivered to 3 homes so they can fill in large pot holes in their yards. 3. Vehicles requiring service and inspections have been completed 4. Cutting back branches and ensuring there is no obstruction to power lines. 5. Civil staff travelled to Port Keats to pick up three months supply of health items for the sick 	23/12/2016	<p>All works that can be done have been done before the xmas break.</p> <p>The wet season is now upon us which has slowed some of the work down, for example final spraying and mowing of the oval this however, will be complete once there is an opportunity</p> <p>As there was no other way to have supplies delivered from Port Keats to Palumpa regarding Dialysis equipment etc. The RSM wadeye asked if civil staff could collect.</p>

Sector	Activities held for the month	Number of people participating	Difficulties experienced and resolution to how difficulties will be overcome.
<u>Sport and Recreation</u>	<p>Please see below</p> <p>School holiday program:</p> <ul style="list-style-type: none"> - Mon-Fri <ul style="list-style-type: none"> o Sport 10-11:00am o Inside play and lunch club 11:00-2:00 (@ resource centre) (not running whilst Team leader is on holidays (Fri 18-Mon28th Dec) 	All children of palumpa and young adults.	

	<ul style="list-style-type: none"> o Sport 4-7:00pm - Monday & Wednesday o Movie night 7 - 9pm - Friday o Disco night 7 - 9pm - Tues – Sat o Pensioner meals 5-7pm (@ resource centre) <p>All programs will continue over Team leaders holiday except for lunch program and will be run by local staff (with the exception of public holidays).</p>		
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Sector	Number of Clients	Difficulties experienced	What actions or strategies have been implemented to overcome difficulties
<u>Aged Care:</u>	6-8	<p>The travel to and from Port Keats to receive meals for the ladies during the wet season.</p> <p>As mentioned under civil Civil staff travelled to Port Keats to pick up three months supply of health items for the sick</p>	<p>We have a process although not perfect where the sport and rec team leader picks up the aged care meals weekly from PK . The Night patrol team leader picks up the ladies to go the resource centre and drops off.</p> <p>As there was no other way to have supplies delivered from Port Keats to Palumpa regarding Dialysis equipment etc. The RSM wadeye asked if civil staff could collect.</p>

Sector	Inspections and Reports	Services & Inspections Scheduled for MV & P&E Repairs or Maintenance on Housing	Explain progress towards establishment or reason behind lack of progress
<u>Assets:</u>	The backhoe ceased up and still waiting on parts.	Have notified mechanic on all issues ...	All being processed and attended to accordingly

Motor Vehicle & Plant and Equipment	Servicing has been complete for the rubbish truck, however the RSM vehicle and the Civil vehicle still requires servicing.		
Staff Housing:	Lot 35 has been approved to fix ensuite area.	Work to be underway in the new year due to contractors not being able to get in to Palumpa.	Work to be underway in the new year due to contractors not being able to get in to Palumpa
Sector	Works commenced in each homeland of RSM's area of responsibility	Works completed or due date for completion	Reason(s) why work has not been completed and recommendations for completion
<u>Homelands</u>	Nama – John happy with progress of Nama and works being carried out. Still in process regarding training through CDP so they can become self sufficient. Woodapuli – All going well Merrepen – All going well Nemarluk – All going well	Works are currently being carried out through Ian Wogas.	Completion dates are on track

Sector	Attendance & Productivity. Names of staff members and when discussions occurred.	Names of new staff members recruited and names of those terminated or resigned.	Issues experienced and how can these issues be resolved?
<u>Staff Issues.</u>	Attendance has been less than satisfactory this month. Brian Cook has resigned last day 28 Dec however, he has not returned to work as of 18 Dec 2 civil staff have not returned to work for over ten days. Civil team leader is on annual leave for three and half weeks returning 11 Jan	Brian Cook – Civil resigned Fencing staff and possible fencing Supervisor Steve Minjin	See above comments in Customer Service

	<p>Sport and Rec team leader on leave until the 27th Dec Night Patrol team leader on leave until the 6th Jan Office team leader on leave until the 6th Jan The constant inconsistency of staff attendance is not the way council should be operating.</p>		
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Sector	Names of Attendees to WH&S Meetings and dates held	Number of toolbox meeting held in the month.	Are there any issues around WH&S, if so what are they and can they be resolved?
<u>WH&S</u>	Civil staff x 6, 1/12 & 15/12 Admin staff x 4, 17/12	3 held this month in total	No issues at present, however, as previously mentioned it would be ideal for the WHS rep to come out on a regular basis to ensure all practices are kept up to date with staff.

Sector	Schedule of works	Achievements or difficulties experienced	Has recognition of achievements been acknowledged? Have strategies been put in place to overcome difficulties?
<u>Environmental Health Worker</u>	Dogs to receive Detromax -due end of December. Lead update – there were no counts of lead in the Palumpa water EH is now pursuing geese.	Possible xmas break	The EHW may come out after xmas break? Depending on roads. Will be notified in due course as to the result of the lead.

RSM Comments and reports completed for December
Fencing Program began on 9 November, the handover was smooth however, as the weeks progress there has been a great deal of ill-informed information. An advertisement has been issued for a Fencing Supervisor which Council will be accountable in paying for the full hours required. Fencing Reports – are all updated and in the G drive
ARO training – was for the full week at Port Keats at the beginning of Dec-
Asset register – was issued towards the end of this month and is complete and sent.

KPI's - Are in progress of being completed and will be done by due date.

Performance reviews – staff that have been on three month probations have been reviewed and sent to HR for filing. All other staff that are due by January will be completed once all return to work after Christmas break.

RTF - All necessary paperwork complete for RTF positions

Emergency Plan – has been updated completed and is available on the G drive under Palumpa .

Fuel Browsers – FYI Fuel browsers have commenced at the ALPA shop no fuel has been delivered as yet.

GOOD NEWS for the Month -- West Daly Regional Council has been awarded a ISLRIP Capital Grant Funding from the NT Department of Transport for the 'Repair, upgrade and seal Palumpa Airport Road'.

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

10.3 REPORT – REGIONAL SERVICES MANAGER PEPPIMENARTI

Applicant:	Regional Service Manager
Location/Address:	Peppimenarti
Date:	20 January 2016 – NOVEMBER / DECEMBER
Author:	Rose Peckham

Sector.	Meetings held	Outcome	Issues raised / further Details
Local Authorities	27 th October 2015	Quorum reached	Local Authority Area to include outstations: <i>Advised that the Council will be writing to the Minister.</i> Street Naming Project: <i>Mr. Wilson (Harold) asked how the names came about and due to cultural boundaries within the community he will take this up with the elders/TO's to discuss names. Once completed will advise the Chairperson to relay to the members at the next meeting.</i>

Sector.	Difficulties, Issues Raised, complaints	Outcome	Further details and recommendations to resolve issues
Customer Service:	Staffing - Team Leader not completing set tasks/duties	To go through current PD and set goals for the 2016 year.	To discuss his roles and responsibilities in depth with him again. Take him through org structure (his position and his relevant staff reporting), policies, etc.
Service Agencies: Centrelink	Staffing – resignation of officer	New Staff member	New staff member commenced on the 7 th December.
Post Office	Mail Planes – wet season	Weather restrictions.	Monitor airstrip, liaise with travel company.

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Banking	N/A		Provide assistance when required.
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Sector	Number of people assisted / referred to other agencies	Difficulties / incidents reported (Job Number)	Further details and recommendations.
<u>Night Patrol</u>	Adults 52 Females – home / family 68 Males – home / family Children 1 Female - School 12 Male – School 3 Female - Home 5 Male - Home	4/12 - Domestic	Spoke with the Wadeye Team Leader early Dec in relation to incident reporting and current reporting. Chris has drawn up new reporting and incident reporting templates and has offered to provide phone support to the Team Leader at Peppi. New templates received 11 th Dec and put in place the week of the 14 th Dec. New staff member commenced on the 15 th Dec, we are now fully staffed in the program again. Nil feedback, support & visitation from the Night Patrol Manager.

Sector	Works commenced	Works expected to be completed by.	Issues / difficulties in completion of works. How have the difficulties been resolved? If not resolved provide recommendations.
<u>Civil Services</u>	Grading of Access Rd. Grading of Dump Rd. Fencing of the Airstrip. Cyclone / Wet Season Clean Up Slashing and weeding of the airport Mowing	12/12/15 13/12/15 31/01/16 16/12/15 31/12/15 Ongoing over the wet	Staff absences have been a major issue, set plans are constantly changing and therefore not adhered to, plans are done daily now dependent on staffing levels.

Sector	Activities held for the month	Number of people participating	Difficulties experienced and resolution to how difficulties will be overcome.
<u>Sport and Recreation</u>	21 st till the 31 st limited activities due to Christmas shutdown and weather.	10 to 15 participants daily	Team Leader based in Palumpa, poses a big problem in the wet. Trainees are not getting the benefits of on the ground training and assistance. Peppi has within its structure a

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 20 January 2016

			position for a Team Leader but does not have the funding to support the position and this needs to be rectified.
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Sector	Actions implemented	Outcome	Explain progress towards establishment or reason behind lack of progress
<u>Library</u>	Quote sought for the renovation of Lot 9.	Awaiting quote.	Lot 9 will be renovated to become the Library. Funding available to the value of \$20k. Spoke with Gibby from NT Libraries prior to Christmas and advised of Peppi's intentions.

Sector	Number of Clients	Difficulties experienced	What actions or strategies have been implemented to overcome difficulties
<u>Aged Care:</u>	8 Clients – 1 Client relocated to Nauiyu December 2015	Limited experience within the community to deal with Dementia – also family/carer issues with the elderly	Dementia client relocated to Nauiyu due to issues mainly involving family. Also there is limited experience with Dementia within the community in order to support family and clients. Christmas lunch was held for the clients and staff on Thursday the 24 th December.

Sector	Inspections and Reports	Services & Inspections Scheduled for MV & P&E Repairs or Maintenance on Housing	Explain progress towards establishment or reason behind lack of progress
<u>Assets:</u> Motor Vehicle & Plant and Equipment	CA-60-WI – Inspection & registration completed.	All registrations up to date on vehicles currently running.	CA75JM is currently not operational and maybe BER, will advise once inspected. Our Dozer is too old and will not pass inspection, so it just resides at the dump and is used for waste management only.
Staff Housing:	Maintenance currently being carried out on the sewerage at Lot 14.	PWC currently looking into the problem and will advise if WDRC problem	May need a plumber in to seal septic tank. Major problems over Christmas due to rain and water getting into the septic.

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Sector	Works commenced in each homeland of RSM's area of responsibility	or not. Works completed or due date for completion	Reason(s) why work has not been completed and recommendations for completion
<u>Homelands</u>	All HEA works have commenced in Delye, Mulingi and Uminyuluk. Mulingi SPG 15/16 – 172 Mulingi SPG 15/16 – 173 Mulingi SPG 15/16 – 174 Nemarluk SPG 15/16 – 166 Uminyuluk SPG 15/16 – 168 Nemarluk SPG 15/16 – 175 Nemarluk SPG 15/16 – 176 Merrepen SPG 15/16 – 192 Various SPG 15/16 – 165	By 30/06/2016 Completed 23/12/2015 Ordered Ordered Completed Completed Completed Completed Completed Outstanding	Works had to cease due to the wet season and will recommence once the roads are open next year. Electrician re-visited due to speeds on the generator – email. Materials ordered, will be installed once roads open next year. Materials ordered, will be installed once roads open next year. Submit for a variation for \$1,706 Applied for variation, Bore for Kuy, batteries for Delye, etc.

Sector	Attendance & Productivity. Names of staff members and when discussions occurred.	Names of new staff members recruited and names of those terminated or resigned.	Issues experienced and how can these issues be resolved?
<u>Staff Issues.</u>	2 resignations Fencing Employees Night Patrol Centrelink Aged Care Sport & Rec	Rickiesha & Kayla Hodgson	Aged Care position will not be filled, current staff member to be upgraded to full time as discussed early December . Sport & Rec trainee position filled – Clyde Russell Night Patrol position filled – Dean Wilson Centrelink Officer filled – Miriam Byrnes Fencing employees <ul style="list-style-type: none"> • Leon Pungilly • James Tapim • Jerimiah Wilson • Robert Gilbert • Celestine Dodd • Ivan Dumoo See above info in relation to Customer Support Team Leader.

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Sector	Names of Attendees to WH&S Meetings and dates held	Number of toolbox meeting held in the month.	Are there any issues around WH&S, if so what are they and can they be resolved?
<u>WH&S</u>	Nil meetings this month due to Training, staff leave, Christmas break, etc.	0	Wet season poses problems with internal roads, etc. this will be addressed in the dry season.

Sector	Schedule of works	Achievements or difficulties experienced	Has recognition of achievements been acknowledged? Have strategies been put in place to overcome difficulties?
<u>Environmental Health Worker</u>	No EH Plan to date – refer to email dated the 15 th December.	Vehicle returned 1 st Dec.	Discussion to take place next month in relation the splitting role of the IEHW.

RSM Comments: Happy New Year.

RECOMMENDATION

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

Moved: **Clr.**

Seconded: **Clr.**

11 GRANTS OFFICER'S REPORT

Applicant:	Grants Officer
Location/Address:	Darwin Office
Date:	20 January 2016
Author:	Sucheta Kanagasundaram

Final Acquittal Reports 2014-2015 submitted to funding bodies (high priority)

- National Aboriginal and Torres Strait Islander Flexible Aged Care Programme - Department of Social Services
- West Daly Region Community Night Patrols- Department of the Prime Minister and Cabinet

Other Reports (11) to be sent to

- Department of Health
- Department of Infrastructure and Regional Development
- Department of Local Government and Community Services
- Department of the Prime Minister and Cabinet
- Department of Education and Training
- Department of Social Services

Grant application notification (incoming funds)

- **Improving Strategic Local Roads Infrastructure Programme (ISLRIP)** – Department of Transport - NT Government – Palumpa Airport Road Wadeye Multi Media Centre - \$938,000 (Variation to initial agreement fully executed and incoming funds)
- **Budget Assistance Grant 1st Instalment** - \$700,000 - Department of Local Government and Community services

Grant variations

- Budget Based Funding Programme for Childcare – additional funding \$5000 each (for Wadeye Vacation Care and Emu Point Creche to assist in meeting the Department's new childcare service arrangement being implemented in July 2017).
- Family Safe Environment Fund Grant – Palumpa Street Lights - The variation to spend the funds remaining (\$1497.76) on motion detectors in the Palumpa community in order to deal with a high level of vandalism and theft occurring in the evenings

Other matters addressed

Wadeye Aged Care

- Compiling and retrieving pertinent information required to address **Aged Care programmes at Wadeye** – Agreements (between D&R and West Daly Regional Council; between DSS and West Daly Regional Council with respect to NATSI Flexi programme for Wadeye); Financial Reports and Service Activity Reports 2014- Dec 2015 when D&R ceased operation..
- One-off Funding Application to Department of Health – Wadeye Aged Care (\$ 22,849.85)

- NATSI Flexible Aged Care Programme at Wadeye Final Report 2014-2015 required for the period under D&R Community Services was operator– currently putting together a Report based on the information available. Utilise opportunity to address shortcomings such that advise on further funding can be sought (NATSI FLEX Agreement).

Peppimenarti Aged Care

- **Medicare Claims** had not been **set up for the Aged Care clients (3) at Peppimenarti** since West Daly Regional Council commenced operation in 2014.
- **Medicare Claim subsidy reports** for the 3 clients (Home care packages) **submitted from August 2014 to November 2015.**
- **Once processed West Daly Regional Council should receive payments for the total of 15 months.**
- **Financial Report – NAPS Report 2014-2015** completed submitted for Peppimenarti Home care package clients (3)

Aged Care for all 3 communities

- eTools software packages and licence purchased for Homecare packages at Wadeye and Peppi and training for staff arranged

Other Grant Reporting

- Night Patrol Vehicles Register and Insurance on damaged vehicles (2) - provided to Department of Prime Minister and Cabinet – these not reflected in audited 2014-2015 Reports but has been noted.
- Submitted Compliance and Performance Reports for Wadeye VAC and Emu Point Childcare Services
- Performance Reports for Indigenous Advancement Strategy
 - Night Patrol
 - Sport and Recreation
 - Broadcasting
 - Wadeye Kiosk
- Update on announcement ABA Grant Funding Application – Wadeye Multi Media Centre – would be announced in January. If successful it is worth noting that further funding from National Stronger Regions Fund available (pre-requisite that matching funding available i.e. successful application). This round (submission March) would be the last one for consideration under this programme.
- Commenced investigating potential source for funding for mortuary facilities to be built – dialogue with personnel in Regional Development to examine avenues for funding.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and accepts the combined Grants Officer Report.

Moved: Clr.

Seconded: Clr.

12 HUMAN RESOURCES ADVISOR'S REPORT

Applicant:	Human Resource Advisor
Location/Address:	Darwin Office
Date:	20 January 2016
Author:	Cathy Bottrell

SUMMARY

Human Resources Advisor's report for the Ordinary Council Meeting being held on Wednesday 20th January 2016.

HUMAN RESOURCES REPORT DECEMBER 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.

Council Staffing Levels

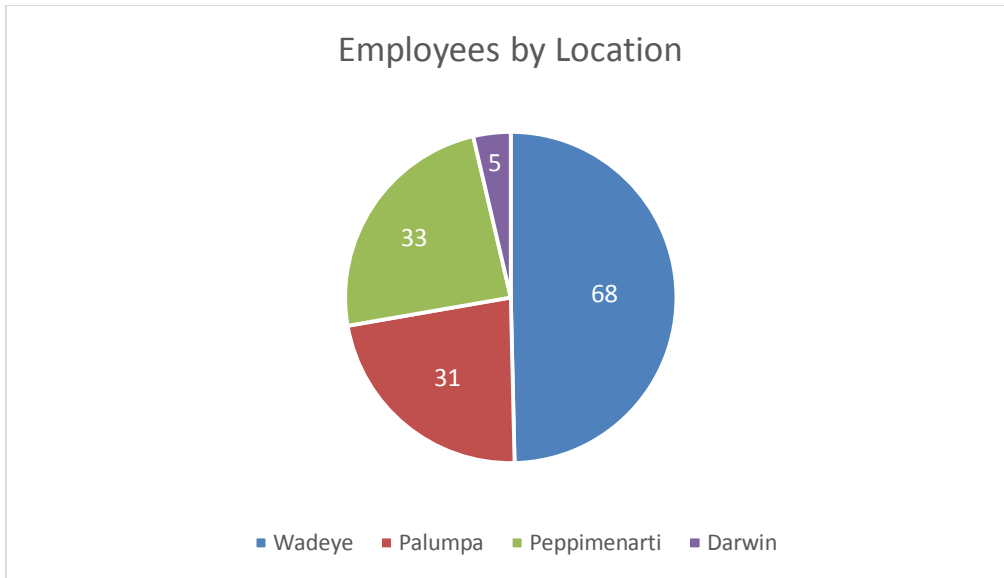
- Wadeye has 68 employees, 23 of which are full time, 9 are part time and 36 are casual. The Wadeye team has welcomed the following new employees:
 - Melissa Berida, Aged Care Worker
 - Stephanie Berida, Aged Care Worker
 - Shani Cooper, Aged Care Worker
 - Esther Evans, Aged Care Worker
 - Althea Jabinee, Aged Care Worker
 - Florine Latjin, Aged Care Worker
 - Guiseppe Lantjin, Aged Care Worker/Driver
 - Joanne Lantjin, Aged Care Worker
 - Marjan Lefaucheur, Aged Care Worker
 - Karen Longmair, Aged Care Worker
 - Alison Parmbuk, Aged Care Worker
 - Virginia Perala, Aged Care Team Leader
 - Gloria Suratin, Aged Care Worker
 - Jeanette Warnir, Aged Care Worker
 - Karina, Warnir, Aged Care Worker

- Palumpa has a total of 31 employees, with 7 full time, 2 part time and 22 casual. Palumpa has welcomed on board the following new employee:
 - Steven Minjin, Palumpa Fencing Labourer

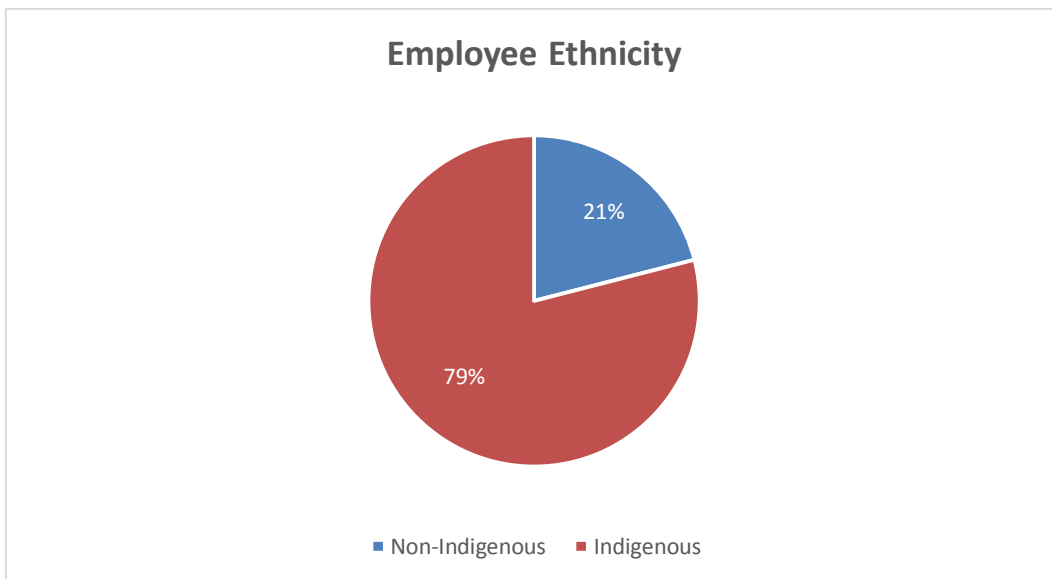
- Peppimenarti currently have 33 employees, with 8 full time, 10 part time and 15 casual. Peppi welcomes the following new team members:
 - Miriam Byrnes, Centrelink Officer
 - Clyde Russell, Sport & Recreation Trainee

- Darwin currently consists of 5 staff, 4 full time and 1 part time employee(s). Darwin welcomes the following new team member:

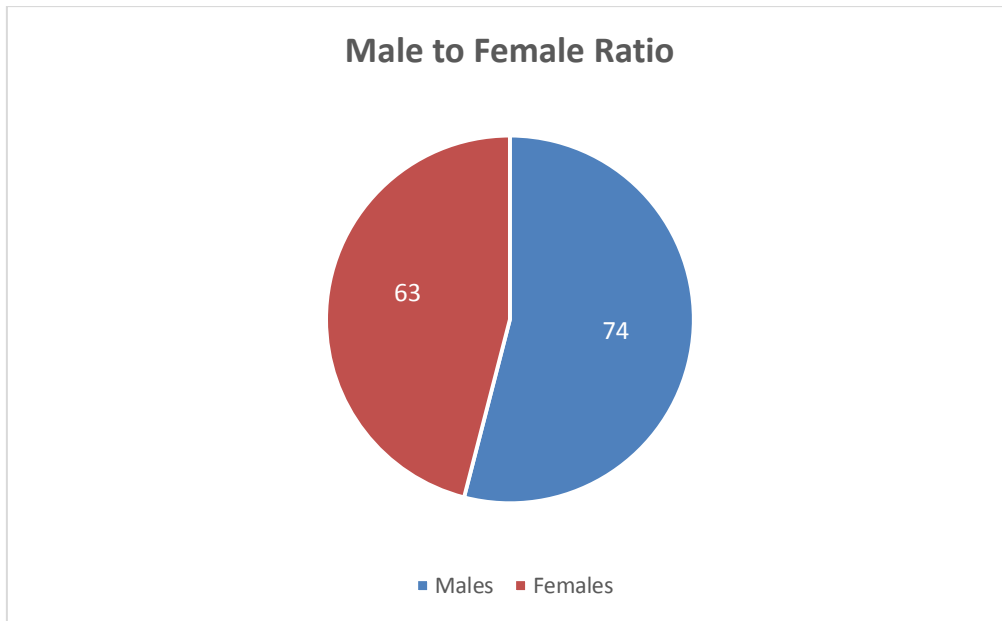
- Cathy Bottrell, Human Resource Advisor



- Total staff within the Council including Darwin sits at 137, with 108 (or 79%) being of Indigenous ethnicity.



- Male to female staff ratio sits at 74 male employees to 63 female employees.



Staff Performance & Turnover

- In the period 1 December to 31 December, there were 5 resignations.
- In the period 1 December to 31 December, there were 21 new hires. The substantial increase in this area was due to Council taking over the Aged Care Facility in Wadeye (15 casual staff).
- Staff attendance continues to be an ongoing issue throughout all 3 communities.

Currently Recruiting

- Compliance Officer – Darwin
- Grants Officer - Darwin

Staff Training

- Training was conducted in the first week of December in Wadeye for the Airport Reporting Officer qualification, to ensure the ongoing maintenance and repair of our airstrips.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

13 FINANCE

13.1 FINANCE REPORT – 01/11/2015 TO 31/12/2015

Applicant:	Finance Manager
Location/Address:	Darwin Office
Date:	20 January 2016
Author:	Clem Barratt

SUMMARY

To provide financial information for the months of November and December 2015 by providing information on issues related to cash and bank balance, income and expenses of Core and Agency funded programs, variance analysis and information on large debtors and creditors.

BACKGROUND

The finance department is responsible for preparing the council's budget and overseeing all accounting procedures including accounts payable, accounts receivable and rates receivable, cash and bank administration, procurement, grants supervision, budget monitoring and all other necessary functions to run day to day financial activities of the council.

FINANCIAL OVERVIEW

Financial Snapshot	Dec-15		Oct - 15		Variance	
<u>Current Assets</u>						
Cash Bank	4,643,513		5,771,145		(1,127,632)	Decreased
Receivable	444,720		552,873		(108,153)	Decreased
<u>Current Liabilities</u>						
Staff Liability	249,611		433,073		(183,462)	Decreased
Other Liability	384,452		444,598		(60,146)	Decreased

COMMENT

Please refer to the attached Finance Committee Meeting Agenda as held on Monday, 18 January 2016.

RECOMMENDATION

THAT Council receives and notes the Financial Report for the months of November and December 2015.

Moved: Clr.

Seconded: Clr.

14 COUNCILLOR REPORTS

Nil

15 LATE REPORTS

Nil

16 INCOMING / OUTGOING CORRESPONDENCE

Applicant:	Personal Assistant
Location/Address:	Darwin
Date:	20 January 2016
Author:	Kelli Reinke
Attachments:	Mail Register will be tabled at the meeting

SUMMARY

Mail Register and Correspondence for the Ordinary General Meeting held 20 January 2015.

COMMENT

Mail Register will be tabled at the meeting.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

17 ACTION ITEMS ARISING FROM COUNCIL MEETINGS

WDRC General Meeting – 2 December 2015

OUTSTANDING ACTION ITEMS TO BE COMPLETED FROM THE PREVIOUS COUNCIL MEETING

1.	Palumpa LA to be advised that the WDRC will enter into discussions with NLC to seek approval for upgrade works to be carried out on the Palumpa Oval and Cemetery.	OCM – 20 January 2016 CEO to follow up lawyers for information	CEO	<p>Recent History: CEO to contact NLC to seek approval for upgrade works to be carried out on Palumpa Oval and Cemetery. Contact has been made with NLC and Council is waiting for their response to the request. FK will follow up.</p> <p>CEO is meeting with NLC Lawyer on Thursday 15th January.</p> <p>Expression of interest application for Section 19 lease has been submitted to NLC for approval.</p> <p>OCM – 17 June 2015: Correspondence has been received from NLC to say that our interest has been registered and the Proposal has now been issued a Land Information Management System Project Reference number.</p> <p>Cemetery : DDA2015CE2927</p> <p>Palumpa Oval : DDA2015MA2912</p> <p>OCM – 19 August 2015 and 15 October 2015: Awaiting final outcome from NLC.</p> <p>OCM – 2 December 2015: Should have information from our lawyers for the next Council Meeting</p>

				Future Action/Current Position Ongoing
2.	Council approve the disposal of surplus machinery and Vehicles	<p>OCM – 20 January 2016</p> <p>Unsold items to be sold through Grays online – enables Council to recoup revenue.</p>	<p>RSMs Wadeye, Palumpa and Peppimenarti</p> <p>Finance Manager</p>	<p>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.</p> <p>Tender notice to be developed towards the end of May 2015</p> <p>RSMs have been asked to provide a list of surplus plant.</p> <p>Received lists of surplus machinery and items to be sold, from RSMs. We are currently looking at the disposal process.</p> <p>A public tender was organised to sell each item separately with a reserve price set so as not have them sold at a ridiculously low price.</p> <p>OCM – 17 June 2015: RSMs to supply list of surplus equipment. Council has approved the sale of three vehicles from Wadeye. Information has been provided.</p> <p>OCM – 19 August 2015: Ongoing – with RSMs and Director of Council Services</p> <p>OCM – 15 October 2015: Tender Notice published in local paper, tender ballot opened in Council offices, PMC Representative, Jake Quinlivan announced the successful</p>

				<p>tenderers.</p> <p>Tender held on 28 October 2015 and successful tenderers subsequently advised by Tahlia Cleary, Administration Assistant, Wadeye.</p> <p>OCM – 2 December 2015: Awaiting confirmation of all payments received for items sold at Auction. RSM / Finance Manager to provide update by next Council Meeting,</p> <p>Future Action/Current Position:</p>
3.	Local Authorities	<p>OCM – 20 January 2016</p> <p>LA Wadeye - Nominations for vacant Chair position have been advertised throughout community</p> <p>TRAINING for all 3 Communities commences in March 2016</p>	Rodney Donne – Local Authority Coordinator	<p>Recent History: WDRC Staff have been working with LA's to review membership and membership numbers.</p> <p>OCM – 17 June 2015: LAC to provide assistance to the Local Authority Chairpersons to prepare letters to re-engage Local Authority Members. This action will be completed by the date of the Council meeting.</p> <p>OCM – 19 August 2015: Membership numbers have been decreased in Peppimenarti. Membership numbers in Wadeye are to be addressed at the next Local Authority Meeting.</p> <p>OCM - 15 October 2015: LA Peppimenarti is meeting regularly with LA Wadeye starting back up again in September. Council is still recruiting for Local Authority Coordinator – Position still remains vacant.</p>

				<p>OCM – 2 December 2015: LA Peppimenarti – potential issues noted and identified – referred to the CEO / Local Authority Coordinator.</p> <p>LA Wadeye – issued identified and actioned accordingly.</p> <p>Future Action/Current Position</p>
4.	Palumpa Causeway	<p>OCM – 20 January 2016</p> <p>Remove from Action List and revisit in March 2016 at the next council meeting</p>	RSM	<p>OCM – 17 June 2015: Council has advised engaging an engineer to survey both Palumpa Causeway and Manthathpe Crossing and provide a risk assessment.</p> <p>OCM – 19 August 2015: Palumpa Causeway - Risk assessment identified the installation of a grill exposes Council to a potential liability issue as rubbish can accumulate against the grill. It is a known area for kids to swim and installing the grill would be endangering the lives of the kids due to the potential of rubbish to build up against the grill and the kids not being able to get back out.</p> <p>Guard Rail and Lighting - Guard rail and lighting application through the Black Spot Funding was resubmitted on 31/7/15 for the 2016/17 funding round.</p> <p>OCM – 2 December 2016 - No update to provide at this point – funding is with Black Spot – outcome unknown until 2016</p>

				Future Action/Current Position
5.	Manthanthpe Crossing	<p>OCM – 20 January 2016</p> <p>Letter sent from Cardno providing an update as to current position – refer to “Correspondence In” as tabled</p>	RSM	<p>Recent History: Cardno (NT) Pty Ltd report presented at meeting. Manthanthpe Crossing report has been submitted to the NDRRA for their perusal. Guard rails application submitted to Black Spot grant. Risk management plan to be developed</p> <p>OCM – 17 June 2015: Council has advised engaging an engineer to survey both Palumpa Causeway and Manthanthpe Crossing and provide a risk assessment.</p> <p>Guard rail and lighting application through the Black Spot Funding is to be resubmitted by 31/7/15.</p> <p>Waiting on Risk Assessment from Cardno Pty Ltd.</p> <p>Manthanthpe Crossing</p> <p>Cardno (NT) Pty Ltd is project managing the rectification works at Manthanthpe Crossing and also work with AJ King & Sons. Works to be commenced before the wet season.</p> <p>OCM – 2 December 2015: Peter McLinden LGANT to provide update on status of works. Some works to secure will be completed by end of November - NDRRA Completion date will be extended until the dry season</p> <p>Future Action/Current Position: Ongoing</p>

<p>6.</p>	<p>Palumpa costings for upgrade of meeting room.</p>	<p>OCM – 20 January 2016: RSM Palumpa is obtaining updated quotes for the upgrade of the meeting room. Due to the departure of the previous RSM quotes have expired.</p>	<p>RSM Palumpa</p>	<p>Recent History: Quote and costing previously provided, some materials have been ordered. Job schedule/timing needed to be worked out.</p> <p>OCM – 17 June 2015: The Council would like to see what quotes were obtained. Quote and costing sheet was attached, some materials have been ordered and work needs to commence.</p> <p>OCM – 19 August 2015 and 15 October 2015: RSM Palumpa to advise that status of the upgrade of the meeting room – nothing yet received. Full update to be provided at January 2016 Ordinary Council Meeting – money was allocated to Council from LA budget - \$40K??</p> <p>OCM – 2 December 2015: RSM Palumpa to advise that status of the upgrade of the meeting room. Full update to be provided at January 2016 Ordinary Council Meeting.</p> <p>Future Action/Current Position</p>
<p>7.</p>	<p>Sport and Recreation spend</p>	<p>Council requested a report on spend for Sport and Recreation</p> <p>OCM – 20 January 2016</p> <p>Please refer to the attached report on spend.</p>	<p>RSM Wadeye / Sport and Rec</p>	<p>Recent History: NIL</p> <p>OCM – 19 August 2015 and 15 October 2015: Report to be provided on spend by next Ordinary Council Meeting. This was not achieved nor delivered.</p> <p>OCM 2 December 2015: Finance Manager to provide</p>

		It is recommended this item be removed as an Action Item for the next Ordinary Council Meeting.		<p>detailed report at the next Finance Committee Meeting in January 2016 with a revised version to be presented to Council at the next Ordinary Council meeting to be held in January 2016.</p> <p>Future Action / Current Position</p>
8.	Signage	<p>OCM – 20 January 2016</p> <p>Signage completed and ready for packaging in Darwin. Signage to be freighted via barge to Wadeye and delivered to each Community (weather permitting).</p> <p>ALL SIGNAGE to be erected in all 3 Communities by end of January 2016.</p>	DCS / Admin Assistant Parap	<p>Recent History: Victoria Daly Shire Council signage is still erected throughout the communities. The signage needs to be replaced with West Daly Regional Council. The new signage would encourage community education and show a strong presence within the Communities as the new Council.</p> <p>OCM – 19 August and 15 October 2015: Ongoing – sign quotes to be obtained and put to CEO for approval in line with the Procurement Policy.</p> <p>OCM 2 December 2015: Quotes provided only referred to Wadeye and nothing for the other communities, the email address was incorrect and picked up in the Darwin office prior to printing. Further funding may be required to finalise quote - Finance Manager to be consulted.</p> <p>Revised quotes for signs being obtained and all three (3) communities to receive signage from the one quote rather than separate quoting. Approval to be provided by the CEO</p>

				for approval in line with the Procurement Policy. Future Action / Current Position
9.	Mortuary - SPG	OCM – 20 January 2016 Ongoing	Grant Officer/DCS	<p>Recent History: To assist with the respect due to our passed members of community, it has been suggested that a mortuary be built to assist with the housing of deceased persons until transport is available.</p> <p>OCM - 15 October 2015: Research grant opportunities</p> <p>OCM – 2 December 2015: Research grant opportunities and report back the progress / status at the next Council Meeting to be held in January 2016.</p> <p>Future Action / Current Position:</p>
10.	Dog By-Laws	OCM – 20 January 2016 Ongoing	Chief Executive Officer	<p>OCM - 15 October 2015: Council recommended that the CEO work with Tony Tapsell, LGANT CEO to assist in drafting by laws for Council consideration.</p> <p>OCM 2 December 2015: CEO recommends the CEO of LGANT, Tony Tapsell attend the next Ordinary Council Meeting to discuss</p> <p>Future Action / Current Position</p>

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council receives and notes the updated Action List Items from the previous Council Meeting held 2 December 2015 (including updates).

Moved: Clr.

Seconded: Clr.

18 GENERAL BUSINESS

18.1 ANIMAL MANAGEMENT

Applicant:	Chief Executive Officer
Location/Address:	Wadeye
Date:	20 January 2016
Author:	Glenda Teede, CEO

SUMMARY

Council support was sought for a proposal by AMRRIC to run a community and school based education program within the Region. Approval was provided and passed by Council – Resolution 20/5 024. The project was part funded by the Council.

BACKGROUND

AMRRIC (Animal Management in Rural and Remote Indigenous Communities) a non-profit body part funded by the Department of Prime Minister and Cabinet has approached the Council proposing to deliver community and school based education components of its One Health Program to complement the current veterinary program established by Council last year..

Attachment

AMMRIC Report .- July 2015

RECOMMENDATION

THAT Council acknowledge and note the report.

Moved: Clr.

Seconded: Clr.

18.2 NORTHERN TERRITORY GRANTS COMMISSION

Applicant:	Chief Executive Officer
Location/Address:	Wadeye
Date:	20 January 2016
Author:	Glenda Teede, CEO

SUMMARY

The Australian Government has now approved the NT Grants Commission’s recommendation in relation to the 2015-16 allocation.

The Australian Government has also advised that there was a net underpayment of \$80,506, comprising \$80,763 underpayment in the general purpose assistance and a \$257 overpayment in roads in the 2014-15 grants. The adjustment is due to the difference between the population estimates made at the beginning of the last financial year and the actual outcome. Adjustments have been made to your 2015-16 grants and will amount to a total increase of \$2,402.

RECOMMENDATION:

The Finance Committee makes the recommendation to Council to note and accept the 2015-16 Grant allocations.

RECOMMENDATION:

Council is to decide where the unallocated funds for roads are to be allocated.

Moved: Clr.

Seconded: Clr.

18.3 MORGUE FACILITIES - WADEYE

Applicant:	Chief Executive Officer
Location/Address:	Wadeye
Date:	20 January 2016
Author:	Glenda Teede, CEO

SUMMARY

In consultation with Regional Development Australia NT the following information has been summarised with respect to Morgue Facilities for Wadeye:

- While cemeteries are definitely the responsibility of Local government (under the Cemeteries Act & LG Act), there is no legislated responsibility for the operation of morgues.
- Vic Daly chose not to operate nor maintain the Kalkaringi Morgue as they were not funded to do so.
- Few examples of other councils taking responsibility for morgues in remote communities, funding them through general revenues.

In June 2015, NTG announced it would be putting \$5M towards remote morgue facilities, but was “still negotiating” about who would operate and pay for ongoing costs – refer to attachment.

In November 2015, the Honourable Bess Price, Minister for Local Government and Community Services announced 16 bush communities have now been earmarked for upgraded Morgue facilities – refer attachment.

Management of remote morgues that would be informative for the Wadeye facility.

1. Wadeye Morgue management plan (2011). This was held up as the ideal model for morgue management in the ombudsman's report in 2012 – *refer to attachment*.
2. Vic Daly Policy on Cemetery & Morgue management (2014) -
<http://www.victoriadaly.nt.gov.au/documents/10729/19555/4.1.06%20-%20Policy%20-%20Cemetery%20Morgue%20Management%20-%202014.pdf>
3. Newspaper press regarding \$5M NTG funding for remote morgues (July 2015) -
<http://www.abc.net.au/news/2015-06-22/nt-govt-announces-money-to-fix-nt-bush-morgues-problem/6563040>
4. Newsletter article from West Arnhem RC announcing new morgue facilities at Maningrida & upgrade at Gunbalunya. (30 Dec 2015). This states that there is Territory and Federal money available. Need to ascertain the Dept of Local Gov rep at the announcement & quotes from the Local Gov minister. Hope to have further information following a meeting between Regional Development NT and Local Government personnel on 2nd Feb -
<http://westarnhem.nt.gov.au/news/meeting-of-the-morgues-in-maningrida/>

RECOMMENDATION:

THAT Council receive and note the update provided on the upgrade to the Morgue Facilities.

Moved: Clr.

Seconded: Clr.

18.4 NOMINATED REPRESENTATIVE - COUNCILBIZ

Applicant: Chief Executive Officer

Location/Address: Wadeye

Date: 20 January 2016

Author: Glenda Teede, CEO

SUMMARY

CouncilBIZ is a Local Government Subsidiary defined by section 27 of the *Local Government Act* and a constitution signed by the Minister in 2008.

Rule 10.1(b) of the CouncilBiz Constitution states each Member has to *nominate in writing one person, being the Chief Executive Officer or other senior officer employed by the Member, to be their Nominated Representative from time to time.*

RECOMMENDATION:

The Finance Committee recommends to Council that the Chief Executive Officer be reappointed as the Nominated Representative to sit on the CouncilBiz Board.

MOTION:

THAT Council approve the recommendation put forth by the Finance Committee for the Chief Executive Officer be reappointed as the Nominated Representative to sit on the CouncilBiz Board.

Moved: **Clr.**

Seconded: **Clr.**

19 CLOSE OF MEETING

Time:

20 NEXT MEETING

The next Ordinary General Meeting of West Daly Regional Council will be held in Darwin on Wednesday, 16 March 2016 with a briefing meeting held on Tuesday, 15 March 2016.