



WEST DALY
Regional Council

MINUTES

SPECIAL COUNCIL MEETING

27 JULY AT 9.30 AM

LGANT BOARDROOM – 21

PARAP ROAD, PARAP 0820

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Glenda Teede
Chief Executive Officer



WEST DALY REGIONAL COUNCIL

Minutes Special Council Meeting 27 July 2016

MINUTES
SPECIAL COUNCIL MEETING
TO BE HELD AT THE LGANT BOARDROOM
ON 27 JULY 2016
COMMENCING AT 9.30 AM

Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at 9.30 am and welcomed all in attendance.

1 PERSONS PRESENT

ELECTED MEMBERS PRESENT

Deputy Mayor	Andrew Brown (via telephone)
Councillor	Wally Minjin
Councillor	Leon Melpi
Councillor	Mark Martin
Councillor	Ralph Narburup (via telephone)

STAFF PRESENT

Chief Executive Officer	Glenda Teede
Human Resource Advisor	Cathy Bottrell

COUNCIL BIZ

Senior Financial Consultant	Ramesh Pudasaini
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GUESTS

APPOLOGIES

Mayor	Harold Wilson
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PERSONS PRESENT

NIL

2 APOLOGIES AND LEAVE OF ABSENCE

APPLICANT:	Glenda Teede
DATE:	27 July 2016
AUTHOR:	Chief Executive Officer, Glenda Teede

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 Council Meeting held 20 July 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

RESOLUTION

That Council receive and notes apologies and grants a leave of absence for the Special Council Meeting held 27 July 2016.

Moved:	Clr. Brown
Seconded:	Clr. Martin
Carried:	Unanimous

APPLICANT:	Glenda Teede
DATE:	27 July 2016
AUTHOR:	Chief Executive Officer, Glenda Teede

SUMMARY

Absence of Chair Mayor Harold Wilson

COMMENT

Chair Mayor Harold Wilson was not present.

STATUTORY ENVIRONMENT

VOTING REQUIREMENT

Simple majority

RESOLUTION

That Council nominate Clr. Leon Melpi to chair the meeting in the absence of Chair Harold Wilson for Meeting 27 July 2016.

Moved: Clr. Brown
Seconded: Clr. Martin
Carried: Unanimous

Meeting adjourned at 9.33 am

Meeting re opened at 10.06 am

3 DECLARATION OF INTEREST OF MEMBERS OR STAFF

APPLICANT: Chief Executive Officer

DATE: 27 July 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

RESOLUTION

That Council receives the declarations of interest as listed for the Special Council held 27 July 2016.

Moved: Clr. Martin
Seconded: Clr. Minjin
Carried: Unanimous

4 CEO CERTIFICATE – REGULATION 24(1) OF LOCAL GOVERNMENT (ACCOUNTING) REGULATION

Applicant: Senior Financial Consultant
Date: 27 July 2016
Author: Ramesh Pudasaini

Purpose

Report is to provide Council for information as part of the compliance steps required to be completed before adopting the annual Council Budget.

Background

As part of the annual Council Budget process each year, Section 24 (1) of the Local Government (Accounting) Regulations requires that the CEO must:

Before a Council adopts its budget for a financial year, the CEO must:

- (a) Check all available records to ensure that all rateable land is recorded in the assessment record; and
- (b) Certify to the Council that, to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable and within the area.

Attached to this report is the CEO Certificate dated 27th June 2016 which details this compliance requirement for Council for the 16/17 Budget.

Impact for Council

Compliance requirement for Council for the 16/17 Budget.

VOTING REQUIREMENT

Simple majority

RESOLUTION

That Council noted this report for information and endorses the CEO Certificate dated 27th June 2016.

Moved:	Clr.	Minjin
Seconded:	Clr.	Narburup
Carried:		Unanimous

5 FEES AND CHARGES FY 2016/17

APPLICANT:	Senior Financial Consultant
DATE:	27 July 2016
AUTHOR:	Ramesh Pudasaini

Purpose

Provide Council with an updated Schedule of Fees and Charges for the FY 2016/17

Background

Fees and charges schedule will provide guidelines to charge fees for the facility provided by council in all communities. Fees and charges have been revised for FY 2016/17.

Impact for Council

Council will be able to charge the updated fees and charges as per the Schedule.

RESOLUTION

That Council receive the Schedule of Fees and Charges for the FY 2016/17 and noted it will form part of the Regional Plan.

Moved:	Clr. Narburup
Seconded:	Clr. Minjin
Carried:	Unanimous

6 RATES DECLARATION FY 2016/17

APPLICANT:	Senior Financial Consultant
DATE:	27 July 2016
AUTHOR:	Ramesh Pudasaini

Purpose

Declare Council's Rates and Charges for the 2016/17 financial year.

Background

In accordance with Section 155(1) of the Local Government Act 2008 as in force 1 March 2011 ("the act"), Council must declare its rates and charges by the 31st July each year.

In accordance with Section 155(3) Council needs to declares that the general rates will be raised by application of a rate or charge, which will be applicable to all rateable land within its boundaries.

The Council's current income derived from four basic sources:

- Income from rates and statutory charges;
- Local Government Operational Grants; and
- Grants provided by other Agencies to undertake specific funded programs (such as Aged Care);

In determining the rating regime for 2016/2017, the Council has considered its sources of "own source income" as discussed below:

Income from rates and statutory charges

Rates and statutory charges, along with operational grants and any income derived from commercial sources, is referred to as 'own source income' and, is used to fund Councils municipal activities. This income can be used (expended) in any way that the Council directs and is used to fund all basic municipal services and discretionary projects.

Local Government operational grants

Due to the high level of uncertainty around grant distribution in the Commonwealth and NT government budgets all operational grants will be reviewed once 2016/2017 levels are confirmed.

Grants from other Agencies

The Council undertakes a number of programs on behalf of other government agencies (Agencies). The budgets for these programs are typically defined by the funding agency. Surpluses from these programs are considered 'unexpended grants'. The funding agency may determine whether these funds are returned to the funding agency or carried over into the following year to fund the program. Grants can only be used for the purpose for which the grant is given and thus the Council can not determine the allocation of these budgets. Within the 2016/2017 budget all agency budgets are self contained. That is, expenditure is always equal to the income received.

In determining the rating regime for 2016/2017, the Council has considered a number of factors, including:

- The Council's statutory and legislative obligations;
- The service level expectations of the communities, residents and ratepayers;
- The funding environment and the overall reduction in income from grant and own source income.
- The asset management and asset renewal obligations of the Council;
- The Council's priorities with regards to local employment and maintenance of community based employment and training opportunities;
- How current and future rating practices will impact on the Council's financial sustainability,
- How existing services (particularly waste management and animal management) can be funded from existing revenue sources; and

Pursuant to Section 142 of the act Council may only levy rates on conditionally rateable land in accordance with a rating proposal approved by the Minister for Local Government at least 1 month before the commencement of the financial year for which the rates are declared.

RESOLUTION

Pursuant to Chapter 11 of the Local Government Act, notice is hereby given, that the above rates and charges were declared by the West Daly Regional Council at the Special Council Meeting held on 27 July 2016 in respect of the financial year ending 30 June 2017.

Moved: Clr. Martin

Seconded:	Clr. Minjin
Carried:	Unanimous

7 BUDGET FOR FY 2016/17

Applicant:	Senior Financial Consultant
Date:	27 July 2016
Author:	Ramesh Pudasaini

Purpose

The purpose of this report is to present the budget for the FY2016/17.

Background

Council is required to develop a Regional Plan each year, with one of the contents being a budget that meets the requirements of the Local Government Act, including the balanced budget requirements.

The budget collation for 2016/17 has been carried out by CouncilBIZ under contract with WDRC's Management support.

In May 2016, CouncilBIZ start collecting information against the various programs and funding contracts. This information has been collated into the WDRC budget model, and then reviewed by WDRC management.

The current model is a work in progress, as are all budgets. They are a current view of the expected future.

Major Items to Note:

NTG support of \$700,000 has been recorded as additional Grants for this year.

Rates and charges have been inflated by 10% over 2015/16 individual charges, the effect is 20 cents per day increase on each allotment and increase by \$43,443 in total.

No budget has been prepared for Mechanical Workshop during 2016/17.

Staff Housing budget has been reduced and no major upgrade has been budgeted for this year.

No carryover funding has been included yet, but this does not impact the bottom line as carryover funding has corresponding carryover expenditure;

Grants Commission income is based upon previous years and does not yet reflect any possible changes.

The attachment to this report presents the details of the budgets.

Impact for Council

With this report, WDRC will be in compliance with Local Government Act to development the budget for FY 2016/17 to include in regional plan.

West Daly Regional Council Budget 2016/17

The Council operations can be pictures as four sections but interlinked with each other.

Programs can be divided between Core and Agency while Funding can be broken down into Tied and Untied.

Core is the traditional Local Government Services while Agency Services as additional services provided by funding contract on behalf of someone else.

Tied is Specific purpose funding and unspent balance fund is expected to return to the funder.

United fund has no restrictions and any surplus can be used for general purpose.

The section that council needs to concentrate on Untied Sections, where the NTG operations grants, Rates and Charges as income and included the general operating costs of council as expenses.

General Operating expenses included running council on a day to day basic by providing core council services and also include expenses to elected members, CEO, an employee, an office, utilities, insurance, system and maintenance of communities.

The budget presented included NTG assistance allowance (due to de-amalgamation) of \$700,000.

Sum of 1617 Budget Column Labels			
Row Labels	TIED	UNTIED	Grand Total
Income	-8,563,832	-5,571,792	-14,135,624
Expenditure	8,563,832	6,570,299	15,134,131
Internal	0	-998,507	-998,507
Grand Total	0	0	0

Council is also generating \$1m from Administration Fees to various Programs and from allocation of its core Labour forces in various funded programs.

A strategy available to council is to continue to analyse the Agency –Tied contracts for opportunities to recover further funds that would transfer to Core United section.

With depreciation inclusive in budget, budget in FY is in deficit by \$2.9m, Council depreciation expenses are not funded by NTG.

Sum of 1617 Budget Column Labels			
Row Labels	TIED	UNTIED	Grand Total
Depreciation	0	2,911,149	2,911,149
Income	-8,563,832	-5,571,792	-14,135,624
Expenditure	8,563,832	6,570,299	15,134,131
Internal	0	-998,507	-998,507
Grand Total	0	2,911,149	2,911,149

Regional Plan and accounting requirements require several statements.

Operating Statement

This statement should show the balance budget or small surplus.

Budget comparison for FY16/17 to FY 15/16

Budget without depreciation

Row Labels	Sum of 1617 Budget	Sum of 1516 Budget
Income	-14,135,624	-13,083,942
Core	-8,920,213	-8,441,816
Agency	-4,885,411	-4,642,126
Capital	-330,000	0
Expenditure	15,134,131	12,883,942
Core	9,918,720	8,488,762
Agency	4,885,411	4,395,180
Capital	330,000	0
Internal	-998,507	0
Core	-998,507	-315,780
Agency	0	315,780
Grand Total	0	-200,000

Budget with depreciation

Row Labels	Sum of 1617 Budget	Sum of 1516 Budget
Income	-14,135,624	-13,083,942
Core	-8,920,213	-8,441,816
Agency	-4,885,411	-4,642,126
Capital	-330,000	0
Expenditure	15,134,131	12,883,942
Core	9,918,720	8,488,762
Agency	4,885,411	4,395,180
Capital	330,000	0
Internal	-998,507	0
Core	-998,507	-315,780
Agency	0	315,780
Depreciation	2,911,149	0
Core	2,911,149	0
Agency	0	0
Balance Sheet	0	0
Grand Total	2,911,149	-200,000

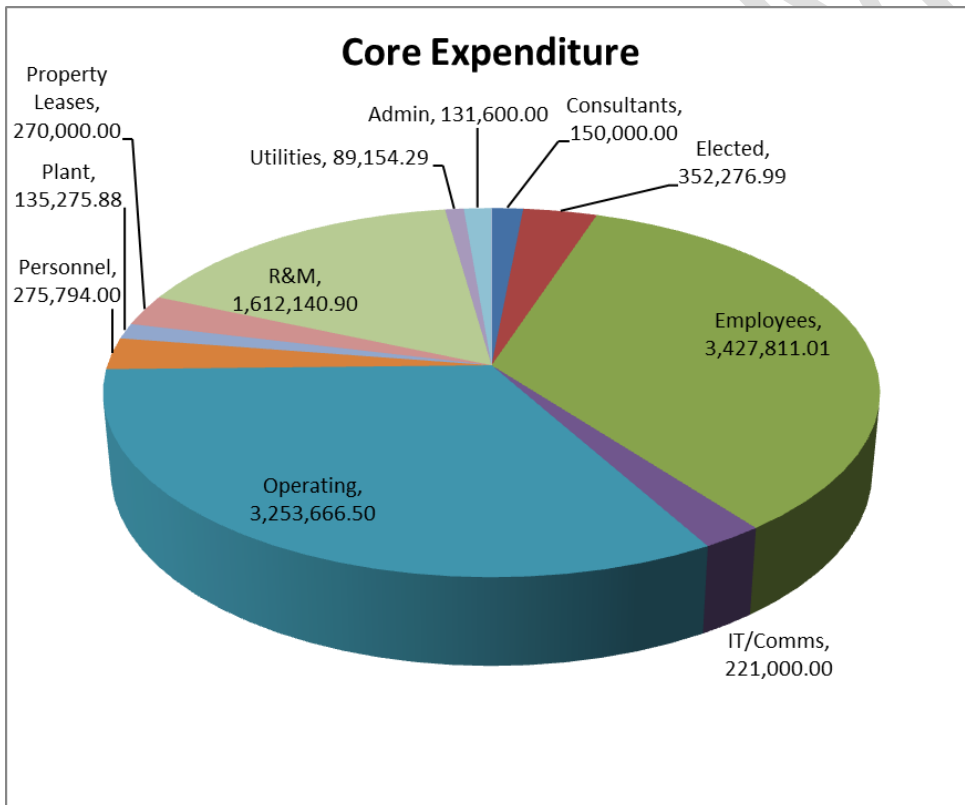
Maintenance of Community Assets

Row Labels	Sum of 1516 Budget	Sum of 1617 Budget
R&M		
Administration	57,500	23,037
Aerodromes	0	0
Aged & Disability Services	29,000	59,572
Asset Management	0	0
Chief Executive	5,000	4,027
Child Care Emu Point	5,000	11,715
Commercial Arrangement	51,250	8,515
Community Patrol	15,801	169
Community Program	0	0
Elected Members	5,000	0
Housing - Staff Housing	153,500	0
Libraries	0	10,509
Local Authorities	0	10,785
Media and Broadcasting	0	0
Outstations and Homelands	183,522	122,188
Parks and Gardens	28,000	28,037
Pools	35,000	12,286
Roads	11,000	1,354,958
Sport and Rec	4,000	6,413
Waste Management	70,000	45,085
Work Health and Safety	0	3,223
Grand Total	653,573	1,700,993

Planned Capital Expenditure

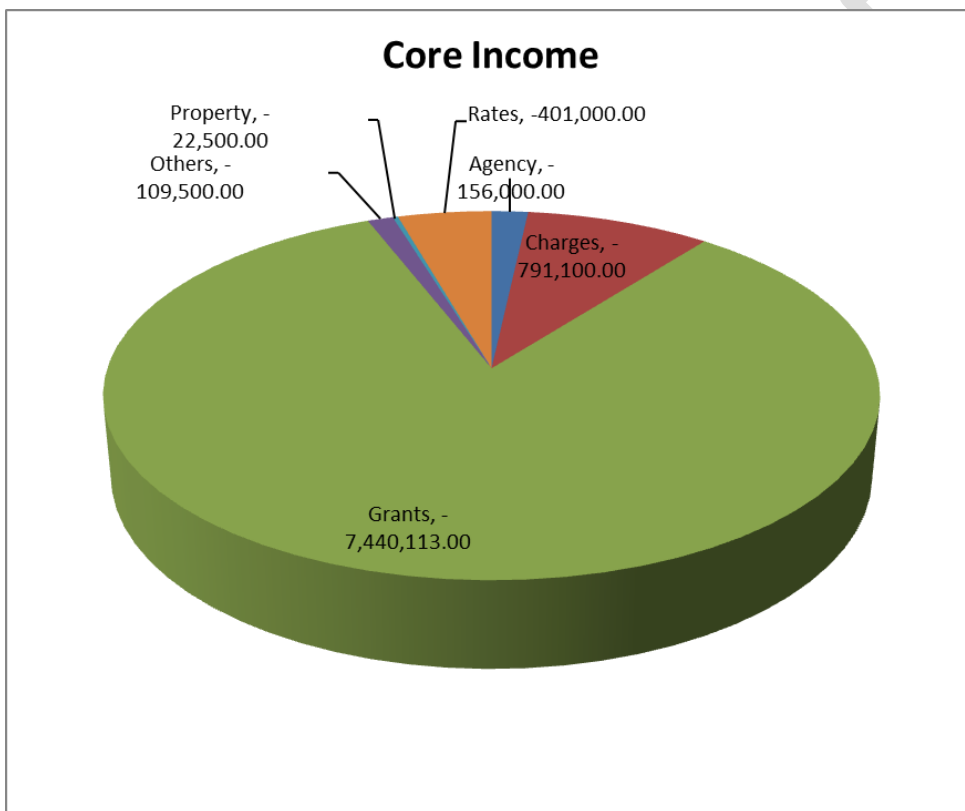
Row Labels	Sum of 1516 Budget	Sum of 1617 Budget
Capital Grants		
Capital Projects	0	-330,000
Grand Total	0	-330,000

Categories	15-16 Budget	16-17 Budget
Core	8,488,762	9,918,720
Expenditure	8,488,762	9,918,720
Consultants	189,000	150,000
Elected	283,352	352,277
Employees	3,523,492	3,427,811
Operating	3,477,612	3,253,666
Personnel	297,180	275,794
Plant	208,321	135,276
Property Leases	44,770	270,000
R&M	599,772	1,612,141
Utilities	97,800	89,154
IT/Comms	30,000	221,000
Legal	75,000	0
Admin	-337,537	131,600
Grand Total	8,488,762	9,918,720



Core Income Category

Categories	15-16 Budget	16-17 Budget
Core	-8,441,816	-8,920,213
Income	-8,441,816	-8,920,213
Agency	-255,902	-156,000
Charges	-638,152	-791,100
Grants	-6,883,216	-7,440,113
Internal	-20,000	0
Others	-80,502	-109,500
Property	-189,827	-22,500
Rates	-374,217	-401,000
CarryOver	0	0
Grand Total	-8,441,816	-8,920,213



Assets		2016	2017	2018	2019	2019	2020
	Current Assets						
	Cash on Hand	2,827,490	2,855,765	2,884,323	2,913,166	2,942,297	2,971,720
	Short term Investments	1,750,000	1,802,500	1,856,575	1,912,272	1,969,640	2,028,730
	Receivables	716,333	737,823	759,958	782,756	806,239	830,426
	Inventories	34,955	36,004	37,084	38,196	39,342	40,522
	Other Current	0	0	0	0	0	0
	Total Current Assets	5,328,778	5,432,092	5,537,939	5,646,391	5,757,519	5,871,399
	Liabilities						
	Current Liabilities						
	Payables	517,909	533,446	549,450	565,933	582,911	600,398
	Grant Liabilities	3,995,473	4,115,337	4,238,797	4,365,961	4,496,940	4,631,848
	Provisions	199,513	205,498	211,663	218,013	224,554	231,290
	Total Current Liabilities	4,712,895	4,854,282	4,999,910	5,149,908	5,304,405	5,463,537
	Net Current Assets	615,883	577,810	538,029	496,483	453,114	407,862
	Non Current Liabilities						
	Provisions	199,468	205,452	211,616	217,964	224,503	231,238
	Fixed Assets						
	Assets at Cost	23,687,924	22,503,528	21,378,351	20,309,434	19,293,962	18,329,264
	Depreciation Reserve	0	0	0	0	0	0
	Total Nett Assets	24,104,339	22,875,885	21,704,764	20,587,953	19,522,573	18,505,888
	Equity						
	Accumulated Surplus	26,104,339	25,450,885	24,357,014	23,377,457	22,454,026	22,454,026
	Asset Revaluations	0	0	0	0	0	0
	Total Equity	26,104,339	25,450,885	24,357,014	23,377,457	22,454,026	22,454,026
	Cash Ratio	1.13	1.12	1.11	1.10	1.09	1.07

RESOLUTION

That Council receive the Budget for the FY 2016/17 and noted it will form part of the Regional Plan.

Moved: Clr. Minjin
 Seconded: Clr. Martin
 Carried: Unanimous

8 ADOPTION OF 2016/17 REGIONAL PLAN

AUTHOR: Ramesh Pudasaini
DATE: 27 July 2016
SUBJECT: Adoption of West Daly Regional Councils Regional Plan 2016/17

Purpose

The purpose of this report is to adopt a Regional Plan for 2016/17, note the declaration of Rates and Fees and Charges for 2016/17, and adopt the Financial Plan and Staff Plan.

Background

The Law

Section 23 of the Local Government Act requires the Council to have a Regional Plan.

Section 24 requires Council to adopt a Regional Plan between 1 April and 31 July in each year.

Section 24(2) requires that before Council adopts a Regional Plan it must:

- a) Prepare a draft of the plan; and
- b) Make that draft available on its website and at public offices;
- c) Publish a notice on its website inviting submissions for a period of at least 21 days
- d) Consider submissions and make revisions to the draft that considered appropriate.

Section 128 requires that Council must adopt its budget for a financial year on or before 31 July of that year.

Section 128(2) allows Council to amend its budget during the year, with restrictions that does not allow modification of certain matters (such as allowances for members of Council).

Section 128(4) states that the budget forms part of the Regional Plan.

Section 127(3) states that subject to the regulations, a Council must not budget for a deficit.

Section 155 requires that Council must before 31 July declare rates.

Section 103 states the CEO is responsible for the appointment of staff in accordance with a staffing plan approved by the Council.

The Process

The consultation period was from 1 July to 22 July inclusive.

Impact for Council

Council are required to adopt a Regional Plan.

The financial plan contains a balance budget for 2016/17 with support of additional funding of \$700,000 from Northern Territory Government.

VOTING REQUIREMENT

Simple majority

RESOLUTION

- (a) That Council accept the recommendations on changes to the Regional Plan;**
- (b) That Council, pursuant to part 3.2 of the Local Government Act adopts the Regional Plan for the 2016/17 period.**

MOVED: Cr. Brown
SECONDED: Cr. Martin
CARRIED Unanimous

9 DISPOSAL OF VEHICLE, MACHINERY & EQUIPMENT

AUTHOR: Glenda Teede – Chief Executive Officer
DATE: 27 July 2016
SUBJECT: Disposal of Council Assets

Purpose

Prior to the disposal of Council Vehicles, Major Plant Machinery and Equipment, approval must be sought from West Daly Finance Committee and Elected Member majority. Disposal shall be carried out as in "Item 1.0" and this process should be reviewed by Council fi-annually.

1. Disposal of Vehicles and Major Plant and Equipment shall be:
 - a. Trade in on new vehicles and machinery over \$5,000. 3 Quotes
 - b. Auction by approved agency. Up to \$100,000.
 - c. Auction by non approved agency. 3 Quotes
 - d. Sale by tender.

Background

CA 38 ED – Not economical to repair
CB 71 DN – Surplus to requirements

VOTING REQUIREMENT

Simple majority

RESOLUTION

THAT Council approve the disposal of:

CA 38 ED, 2012 Toyota Hilux Utility, Night Patrol Vehicle, Palumpa after seeking approval from Funding agency.

CB 71 DN, 2010 Volvo Flat Top Truck, Civil Services, Wadeye

By 1 (b) of the Disposal of Vehicle, Machinery & Equipment Policy

MOVED: Clr. Brown

SECONDED: Clr. Narburup

10 LOCAL AUTHORITY POLICY

Applicant: Chief Executive Officer

Date: 27 July 2016

Author: Glenda Teede

PURPOSE

Review of the policy on Local Authority.

BACKGROUND

Council Policies are to be reviewed periodically and adopted by Council.

IMPACT ON COUNCIL

N/A

RESOLUTION

That Council approve and adopt the Local Authority Policy.

Moved: Clr. Brown
Seconded: Clr. Naburup
Carried: Unanimous

11 ELECTED MEMBER ALLOWANCES POLICY

Applicant: Chief Executive Officer
Date: 27 July 2016
Author: Glenda Teede

PURPOSE

Review of the policy on Elected Member Allowances.

BACKGROUND

Council Policies are to be reviewed periodically and adopted by Council.

IMPACT ON COUNCIL

N/A

RESOLUTION

That Council approve and adopt the Elected Member Allowances Policy with following changes and the policy will be effective 1 July 2016

“ If Councillors travel more than 4 hours prior to and after meetings will be paid the extra meeting allowance.”

Moved: Clr. Brown
Seconded: Clr. Martin
Carried: Unanimous

12 CLOSE OF MEETING

CLOSE OF MEETING

There being no further business the Chair declared the meeting closed at 10.47 am

13 NEXT MEETING

NEXT MEETING

Wednesday 21 September 2016 – Palumpa Council Office.