



WEST DALY
Regional Council

AGENDA

ORDINARY COUNCIL MEETING

21 September 2016

AT 9.00AM

DARWIN OFFICE

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WEST DALY REGIONAL COUNCIL

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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 21 September 2016

AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD AT THE COUNCILBIZ OFFICE
ON 21 SEPTEMBER 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
Councillor	Leon Melpi

STAFF

Chief Executive Officer	Glenda Teede
Senior Financial Consultant	Ramesh Pudasaini
Finance and Administration Team Leader	Rebecca Purser

GUESTS

<u>Department of Local Government & Community Services – Big Rivers Region</u> Regional Manager	Nathanael Knapp
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Public Interest Disclosure

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/ Address:	Darwin
Date:	21 September 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 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 and grants a leave of absence for the Ordinary General Meeting held 21 September 2016.

Moved: Clr.

Seconded: Clr.

3 PETITIONS AND DEPUTATIONS

Nil

4 CONFIRMATION OF MINUTES

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	21 September 2016
Author:	Glenda Teede
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Council Meeting held on 20th July 2016 are **tabled** for acceptance by Council

Minutes of the Special Council Meeting held on 27th July 2016 are **tabled** for acceptance by Council

STATUTORY ENVIRONMENT

The minutes as submitted must comply with part section 67(2) Local Government Act 2011 and that confirmation of minutes is compliant with section 67(3) of the Local Government Act 2011.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Minutes of the Council Meeting held on 20th July 2016 be confirmed as a true and correct record of the meeting held on 20th July 2016.

Moved: **Clr.**

Seconded: **Clr.**

RECOMMENDATION

That the Minutes of the Special Council Meeting held on 21st September 2016 be confirmed as a true and correct record of the meeting held on 21st September 2016.

Moved: **Clr.**

Seconded: **Clr.**

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	21 September 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 21 September 2016.

Moved: Clr.

Seconded: Clr.

6 LOCAL AUTHORITY - WADEYE

Applicant:	Local Authorities Wadeye
Location/Address:	Wadeye
Date:	21 September 2016

SUMMARY

That the original meeting held on 29th August 2016 did not proceed as the “Men’s Ceremony” was taking place. A new meeting was scheduled and agreed to take place on 12 September 2016 however there was no quorum at this meeting also due to the “Men’s Ceremony”. The next meeting will be the scheduled meeting for 24th October 2016.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and acknowledges that the Local Authority Wadeye meeting originally scheduled for 29th August 2016 did not proceed and the next meeting will be held on 24th October 2016 in Wadeye.

Moved: Clr.

Seconded: Clr.

7 LOCAL AUTHORITY - PALUMPA

Applicant:	Local Authorities Palumpa
Location/Address:	Palumpa
Date:	30 th August 2016

SUMMARY

The Minutes of the last Local Authority Meeting held in Palumpa on 30th August 2016 were **tabled** for Council to note.

ITEMS TO NOTE

Council is to ratify the following recommendations regarding the allocation of funds as identified by the Local Authority Palumpa on 30th August 2015:

1. That an additional \$19,895.80 as quoted on by STC Farm Build is required to complete works for the meeting room upgrade.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

- (a) THAT Council notes and acknowledges that the Local Authority Palumpa allocates \$19,895.80 towards the completion of the meeting room upgrade.

Moved: Clr.

Seconded: Clr.

8 LOCAL AUTHORITY - PEPPIMENARTI

Applicant: Local Authorities Peppimenarti

Location/Address: Peppimenarti

Date: 13 September 2016

SUMMARY

That the original meeting held on 31st August 2016 did not proceed as there was no quorum. A new meeting was scheduled and agreed to take place on 13 September 2016 however again there was no quorum. The next meeting will be the scheduled meeting for 26th October 2016.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and acknowledges that the Local Authority Wadeye meeting originally scheduled for 31th August 2016 did not proceed and the next meeting will be held on 26th October 2016 in Peppimenarti.

Moved: Clr.

Seconded: Clr.

9 CHIEF EXECUTIVE OFFICER REPORT

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	21 September 2016
Author:	Glenda Teede

DISCUSSION:

The last West Daly Regional Council Meeting was held on 20th July 2016. This current CEO Report is to inform Council as to the actions of the CEO since the last meeting.

9.1 SIGNIFICANT ISSUES

SEALING OF THE MAIN ROAD INTO WADEYE/PORT KEATS

On 7 September 2016, an application was forwarded to Road Infrastructure Grant Programs along with letters of support from community members the total estimate cost is \$3.2 million.

Attachment: A

ABA GRANT

SEALING OF THE ROAD – PALUMPA

Pending – waiting for gravel permission.

VETERINARY SERVICES

The vet will be visiting all three communities the first week of October.

ENVIRONMENTAL HEALTH

New vehicle purchased for Vet Services/Waste etc. Funding from Nicola Slavin

COMPLIANCE REVIEW

Compliance Review has been conducted and completed and we are currently waiting for the outcome.

INTERVIEWS

Interviews are currently being conducted for Regional Services Manager, Civil Services Team Leader and Administration for Palumpa.

9.2 MATTERS TO NOTE

NAIDOC AWARDS 2016

WDRC had 4 nominees:

- Lifetime Achievement Award | Mark Crocombe
- Keep Our Community Clean Award | Wadeye Shire Civil Team & Alphonso Berida
- Employee of the Year | Virginia Gilbert

NGANMARRIYANGA SCHOOL

We have been approached by the Fete Organising Committee asking for a donation or small prizes to put towards the raffle and lucky dips as they are hoping to raise funds for important resources for their students. The school fete will be held on Thursday 20th October 2016.

Attachment: B

DEMOUNTABLE SALES AND HIRE

John Tannos from Demountable Sales and Hire recently requested a letter of approval from WDRC allowing DS&H to proceed regarding the permission to supply the use of water in the local store at Manthape and to achieve this they need to demonstrate the removal of excess water via an underground pipe. The pipe will be laid along Manthape Drive as per the plans attached.

Attachment: C

CARNIVAL

After consultations with the communities, the Carnival for Wadeye and Peppimenarti will not proceed. The Carnival for Palumpa will be held between 17-21 October 2016.

APPROVED AUCTION AGENT

At the finance meeting on 17 August 2016 it was noted that the Finance Committee Received and recommended Gray's online as the preferred auction agent.

MAIN ROAD INTO PEPPIMENARTI

The main road into Peppimenarti has been graded. NDRRA funds from Daly Floods.

FURNITURE

Furniture for the CEO house in Darwin to be approved.

MECHANIC

A 6 month Service Agreement has been signed between WDRC and Cadillac Transport Services for mechanical repairs and maintenance for the communities of Wadeye, Palumpa and Peppimenarti.

CCTV FOR THE WADEYE POOL

Quotes have been sourced for CCTV for the Wadeye pool. Due to no quorum at the Local Authority meeting on 29th August 2016, could Council approve and rectify at Local Authority meeting.

Attachment: D

3rd NATIONAL INDIGENOUS ECONOMIC DEVELOPMENT FORUM

19 – 21 October 2016 | Double Tree by Hilton Hotel Esplanade Darwin.

This is a form to attract and learn:

- How to establish, grow and sustain indigenous business
- How to attract, recruit and retain indigenous employees.
- Tools for creating job ‘readiness’ and ensuring effective transitions into the workplace
- How to make the best use of Indigenous Land for Economic Advantage.
- How to establish economical beneficial and collaborative partnerships.

A brochure is attached as registration fees apply.

Attachment: E

CONFERENCE

CEO attended Leadership Conference in Melbourne on 11th and 12th August 2016.

9.3 ADDITIONAL FUNDING FOR COUNCIL

SPORTS AND RECREATION

We have received an additional \$20,000.00 for Sports Voucher Administration and proposal has been submitted regarding Remote Sport Program Schedule for 2016/2017.

LIBRARY IN PEPPIMENARTI

Old Bracks building will be converted into the Library - \$20,000.00 grant has been submitted.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

(a) THAT Council receives and notes the Chief Executive Officer’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:	21 September 2016
Author:	Michael Fitisemanu

Sector.	Meetings held	Outcome	Issues raised / further Details
<u>Local Authorities</u>	LA meeting was deferred to 12.09.2016	Attendance was nil	

Sector.	Difficulties, Issues Raised, complaints	Outcome	Further details and recommendations to resolve issues
<u>Customer Service:</u>	Attendance has improved for front office staff. Some training in Word Processing to further upgrade their skills is recommended	Improved Communication skills allowing for broader range of added responsibilities	Need to source training opportunities for the staff to attend a course here in Wadeye
	The impact of the cultural events	Limited impact	It would be difficult to provide a sport and recreational alternative that can be had especially in the afternoon,

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	of the Boys Ceremony followed by the Men's Ceremony has been minimal and only limited to Sports & Recreation		that would not impact on the Ceremonial customs and cultural significance of this event.
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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>	NIL reported	NIL reported	Daytime patrol ladies are prominent in the community and appear to have respect from the general population. Patrols in general received support for a curfew to be implemented at night to encourage children to be at home, and also loud music to be kept at a minimum at certain times. The introduction of this initiative whilst receiving unanimous support from senior leaders within the community, is on hold pending further ongoing consultation

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>	Work continues to ensure that the roads, spraying, slashing and general maintenance is kept up to standard. <ul style="list-style-type: none"> Speed humps in Manthape are being set down on the 	Ongoing	Of primary concern is the grader. This has been damaged as a result of misdiagnosis. It is now in Darwin for repairs. Efforts are in hand for a temporary replacement in the short term and quotes are being looked into at this time.

	<p>roads.</p> <ul style="list-style-type: none"> • The civil yards have redesigned and cleared/cleaned up to make it more orderly • Rubbish collection continues and the new rubbish truck is proving good value • The rubbish dump has been maintained and kept in an orderly fashion • Staff attendance – rather non attendance – is of rising concern <ul style="list-style-type: none"> • The Community bus continues to operate on a regular basis. However, the driver is experiencing problems of non payment and/or threats 		<p>Civil Team Leader will be issuing warning notices to the concerned staff regarding their non attendance, especially with no contact or advice provided to the nature of their absence.</p> <p>Passengers are refusing to pay the \$2.00 fare when alighting the bus. If he drives past those individuals who have a history of non payment – they get angry the next time they board the bus.</p>
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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>	The OVAL has now the new irrigation system installed		The new water jets around the Oval need to be protected from vandalism. Efforts are being made to

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	<p>Basketball Competition – women</p> <p>Limited activities late August into early September</p> <p>Men’s Basketball to start mid September</p>	<p>6 teams</p> <p>Hopefully 4 teams</p>	<p>implement this.</p> <p>Starting mid September</p> <p>The WADEYE festival and the Boys & Men’s ceremony impacted on the scheduled activities – mainly because of the proximity of the recreation hall, the timing of the cultural events in the day, and of course the cultural awareness and respect for the ceremonies and the need of the involvement of the community</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>	8 permanent residents. Plus transient aged care people that visit throughout the day	New Aged Care Manager appointed mid August. There are ongoing staffing issues – both local and non local.	There is a new non local employee arriving 07.09.2016. Aged Care meals continue to be made and distributed throughout the community
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>	Ongoing issues regarding timely delivery of materials to complete in the outstations	Works are currently being carried out through Ian Wogas.	Completion dates are regularly monitored

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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>	<p>Civil, Aged Care, Recreation have all been impacted by the Boys & Men's ceremony.</p> <p>Aged Care has a new Manager and a recent arrival of non local staff.</p> <p>Lindsay has resigned as the Environmental Officers position and a replacement needs to be looked into.</p>	Sandra is the Aged Care manager and Caroline is the new addition to staff	Local attendance continues to be an issue within Wadeye
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>	The Vet is due to attend the three communities in October as part of his quarterly visits.	Treatment of the dogs in all three communities continues.	

RSM Comments and reports

1. The Oval is fully operational now that the watering system has finally been installed. The Oval is greening up nicely. Efforts to minimise possible vandalism of the water sprinkler guns are being looked into
2. Multiple sport projects [basketball/softball] organised for next quarter of year
3. Speed humps – 4x - have installed over at Manthape
4. Pool Kiosk up and running and receiving great support from the community. Tempering this enjoyment however, is that it was broken a few

weeks ago

5. The WADEYE festival – Virginia from Sport & Recreation was nominated as employee of the year. What a great recognition

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:	21 September 2016
Author:	Scott Page

Sector.	Meetings held	Outcome	Issues raised / further Details
<u>Local Authorities</u>	Meeting held on the 30/08/16	<p>Refurbishment of meeting room commenced 08\16 by STC Farmbuild.</p> <p>Speed bumps have been purchased and we are just waiting on long nails to fix speed bump to road surface.</p> <p>A quote to finish the fencing around the 15 remaining house will be sought in the coming weeks.</p> <p>A quote to fog mosquitos around the community will be sourced as soon as possible.</p>	<p>Why are there houses without fences?</p> <p>Why were the fences all pulled down originally?</p> <p>As this happened before I came to Palumpa I could not give a reasonable answer as to why this has happened.</p>

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Sector.	Difficulties, Issues Raised, complaints	Outcome	Further details and recommendations to resolve issues
<p>Customer Service:</p> <p>Service Agencies: Centrelink</p> <p>Post Office</p> <p>Banking</p>	<p>Staff keep leaving whilst on shift or not showing at all, this is making it very hard to run the front office.</p>	<p>The workload of the RSM is quiet busy every day, and if they have to sit in the front office covering for missing staff members daily their work load increases significantly, as other things that need attending to must be put on hold to man the front office. This problem has grown bigger in the past few weeks with the resignation of the Team Leader.</p>	<p>The difficulty in terminating staff makes this situation not an easy one to resolve', written warnings are not taken seriously and terminating only leads to further difficulties in sourcing new staff members, as the probability of going through the same process with new staff members is sure to resurface. Further more the pool of available people to fill in these positions is very small and makes replacing staff very difficult at times. There is no real easy way to fix this problem, and by keeping the work place a happy environment for staff to work, is the only real answer at the moment.</p>

Sector	Number of people assisted / referred to other agencies	Difficulties / incidents reported (Job Number)	Further details and recommendations.
Night Patrol	Night Patrol staff patrol the community on a regular 5 day per week roster. The staff cop a lot of abuse at times and this is very	Abuse levelled at staff members by intoxicated or drug affected people is	Staff are currently being trained in how to deal with anti social behaviour through their Cert3 course. Also more regular visits from senior night patrol staff and reassurance from them is helping the night patrol

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	<p>hard on them as they are doing their best to keep the community safe. Alcohol coming into town is the main reason for trouble and violence that happens here. Police set up road blocks to keep the alcohol out, but are limited by the amount of time they can spend on the road checking vehicles.</p>	<p>having an effect on staff moral. Drunken Wadeye people involved in a vehicle roll over in the middle of town, with Wadeye Police attending. The death of a senior town member resulted in a lot of alcohol being bought into town and Wadeye Police arresting several local men. Several cases of domestic violence during the month, with victims being taken to the Wadeye safe house.</p>	<p>team through tough periods.</p>
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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>Civil staff are doing a regular twice weekly rubbish collection. Staff have cleaned up the civil yard and shed which makes things easy to find when needed. All machinery is washed and cleaned at least once per week</p>	<p>All on-going</p>	<p>No issues have arisen in the previous month, staff are turning up daily for work and working full days which keeps things running smoothly. Gary Ariu has been acting Team Leader for a few weeks now and has really fitted into the new role well, with the added responsibility.</p>

	<p>and greased daily if needed. Lawns around the community are kept mown, and the oval is constantly watered and mown as well. All young trees are watered twice weekly by hand. Rubbish around town is picked up whenever spare time is found to do so. The rubbish tip is pushed up weekly.</p>		
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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>	As the Team Leader resigned recently limited sport and rec activities have been run.	All children of Palumpa and young adults.	Waiting on new Team Leader to be employed.

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

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<p>Assets:</p> <p>Motor Vehicle & Plant and Equipment</p> <p>Housing:</p>	<p>All machinery and plant are greased regularly by staff. All machinery and plant is operational and in good condition.</p> <p>Work needs to be carried out on VOQs as some tiles are falling off walls and there are some other small areas that need repairs as well.</p>		<p>All being processed and attended to accordingly</p> <p>Quotes will be obtained for repairs as soon as possible.</p>
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
Homelands	<p>Street lighting at Wudapulli and Nama has been down since last wet season.</p>		<p>Waiting on quote for repairs from D and J Electrical.</p>

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?
Staff Issues.	<p>Attendance has been less than satisfactory this month. Elizabeth Jacky was spoken to about non attendance in July and</p>	<p>Brian Munar- Civil David Dumoo- Sport and Rec to Civil. Alexandria Fraser-</p>	<p>See above comments in Customer Service</p>

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	<p>still failed to return to work. Richard Nudjulu was spoken to about non attendance at work in July and still failed to return to work.</p>	<p>Customer Service. Richard Nudjulu – Civil, terminated. Elizabeth Jacky- Customer Service, terminated. Siani Hodgins- Sport and Rec team leader, resigned. Matt Nicholson- Night Patrol Team Leader, resigned. Shannon Corbett- Customer Service Team Leader, resigned.</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>	Night Patrol – 4, 5/8/16 Customer Service- 11/08/16	2	Staff losing or giving away their PPE gear is a problem, it is very costly to keep replacing these items, maybe staff now have to replace items at their own cost as Council can't keep supplying safety glasses and boots weekly.

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>	Quarterly Dog drenching program will be conducted again in October which is good as the	This program was carried out in April and there was a marked	Community are asked for their input on the worming of dogs, and this is done so that all community animals are drenched.

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	community dogs are looking in a very poor state.	improvement in the state of the camp dogs.	
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RSM Comments and reports completed for December

Asset register – A photo inventory of all tools and machinery has been added to the G drive..

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

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:	21 September 2016
Author:	Glenn Parker

Sector.	Meetings held	Outcome	Issues raised / further Details
<u>Local Authorities</u>	Meeting planned 31 st August however postponed until the 13 th of September due to poor attendance. No quorum was formed at rescheduled meeting. Next meeting is scheduled for 26 th October 2016.	GP to round up members to ensure the next meeting goes ahead	TBA

Sector.	Difficulties, Issues Raised, complaints	Outcome	Further details and recommendations to resolve issues
<u>Customer Service:</u>			
<u>Service Agencies:</u>			
Centrelink	Staffing – Online training	Easy to follow and	Some IT issues with email however being rectified by

Post Office	No issues	Dakota is enjoying the role	Centrelink IT.
Banking	N/A		

Sector	Number of people assisted / referred to other agencies	Difficulties / incidents reported (Job Number)	Further details and recommendations.
<u>Night Patrol</u>	Waiting for Team Leader to submit report.		Team leader was off sick Wednesday evening and is currently in Darwin.

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>	Garden to office and Aged Care pruned and mulched. Workshop and yard cleaned and tidied All spares entered on to inventory list in preparation to stock consumables/parts to ensure all equipment is kept in good order and condition	Completed Completed 2 nd week Sept completed	

	Various repairs to water pipes and broken taps		
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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>Position currently vacant therefore no activities.</p> <p>RSM currently trying to recruit from local community</p> <p>Swimming pool being cleaned and made good with the intention to open to the community</p>	Should be open 1 st week of October	

Sector	Actions implemented	Outcome	Explain progress towards establishment or reason behind lack of progress
<u>Library</u>	Old BRACS building has been nominated as new library		RSM to gather further info and put project into action Meaningful update next report.

Sector	Number of Clients	Difficulties experienced	What actions or strategies have been implemented to overcome difficulties
<u>Aged Care:</u>	RSM to spend 1 day per fortnight with Team Leader	Poor attendance by Team Leaders assistant	Verbal warning to be undertaken by RSM with Team Leader as witness when the employee returns

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
<p><u>Assets:</u></p> <p>Motor Vehicle & Plant and Equipment</p> <p>Staff Housing:</p>	<p>Majority of plant and equipment needs repairs and maintenance. Equipment that does work is receiving prestart checks.</p> <p>Civil Supervisor house cleaned and yard mown and cleared of rubbish</p>	<p>Waiting for Mark from Cadillac to visit and recommend action items</p>	
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
<p><u>Homelands</u></p>	<p>RSM to visit in coming weeks with Ian Wogas.</p>		

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>	Nothing to report at this early stage other than Aged Care Assistant as above		

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>	Daily toolbox meetings held in a verbal format. This will move to written format in coming weeks	10	RSM reviews tasks with workers to ensure verbal risk assessment is carried out before task commences <ul style="list-style-type: none"> • Some PPE is required and will be requisitioned next week

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>	The Vet is due to attend the three communities in October as part of his quarterly visits.	Treatment of the dogs in all three communities continues.	

RSM Comments:

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:	21 September 2016
Author:	Glenda Teede

ACTIVITY REPORT:

Grant submissions: The following grants submissions were lodged during the reporting period – decisions still pending:

SPG – Regional Economic Infrastructure Fund – to seal main road in to Wadeye	\$3.2 million
SPG – Transportable Solar Power Station for Fossil Head	\$18,687.50
Aboriginal Benefits Account – Culture and Community Centre for Peppimenarti	\$900,000
Youth Sport & Rec Infrastructure Fund – Resurface the floor, install fans and lights and build Softball Cage at Football Oval, Recreation Hall in Wadeye	\$60,000
Ansvar – Community Education Programme Grant - Training and Youth Engagement at the Wadeye Swimming Pool	\$50,000

Grant submissions: The following grants submissions were unsuccessful during the reporting period:

Community Benefit Fund – Purchase of a Water Truck	\$150,000
Suez Community Benefit Fund – Contributions to Wadeye Festival – August 2016	\$ 10,000

Successful grant applications:

NIL to report

Dept. Women's Policy – 6 girls/ladies to attended Softball Development Camp in July 2016

Grant Final Acquittals:

Dept. Women's Policy – 6 girls/ladies to attended Softball Development Camp in July 2016

Common seal has been applied:

Grants Agreement - Homelands, MES and Housing
Deed of Variation to Funding Agreement - CSP Wadeye Vacation Care

Other Matters Addressed: NIL to report

RECOMMENDATION:

THAT Council notes and accepts the Grants Officer report.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and accepts the Grants Officer Report.

Moved: Clr.

Seconded: Clr.

12 HUMAN RESOURCES ADVISOR'S REPORT

Applicant: Human Resource Advisor

Location/Address: Darwin Office

Date: 21 September 2016

Author: Cathy Bottrell

SUMMARY

Human Resources Advisor's report for the Ordinary Council Meeting being held on Wednesday 21 September 2016.

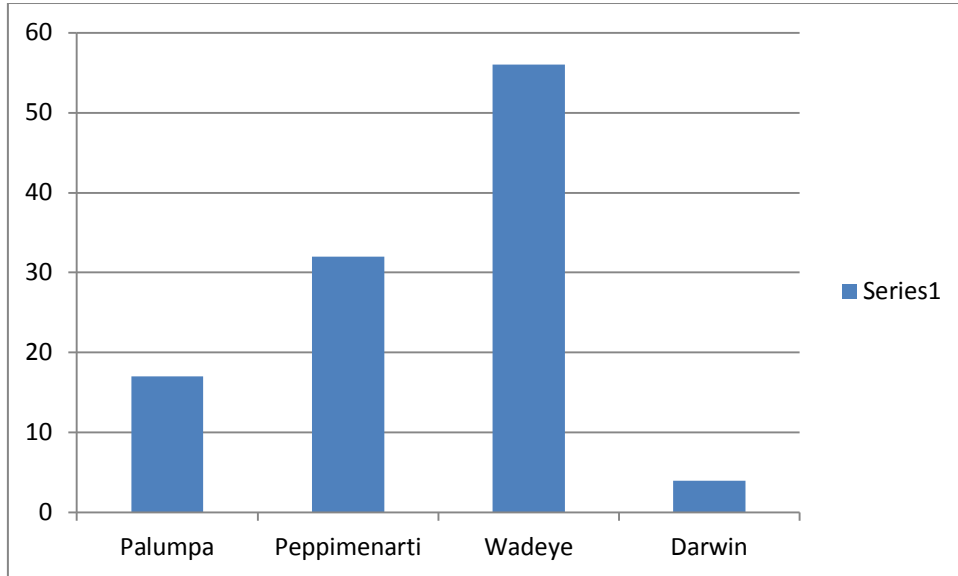
HUMAN RESOURCES REPORT September 2016

The Human Resources report will provide Council with up to date information relating to employee relations and industrial relations matters throughout the West Daly region.

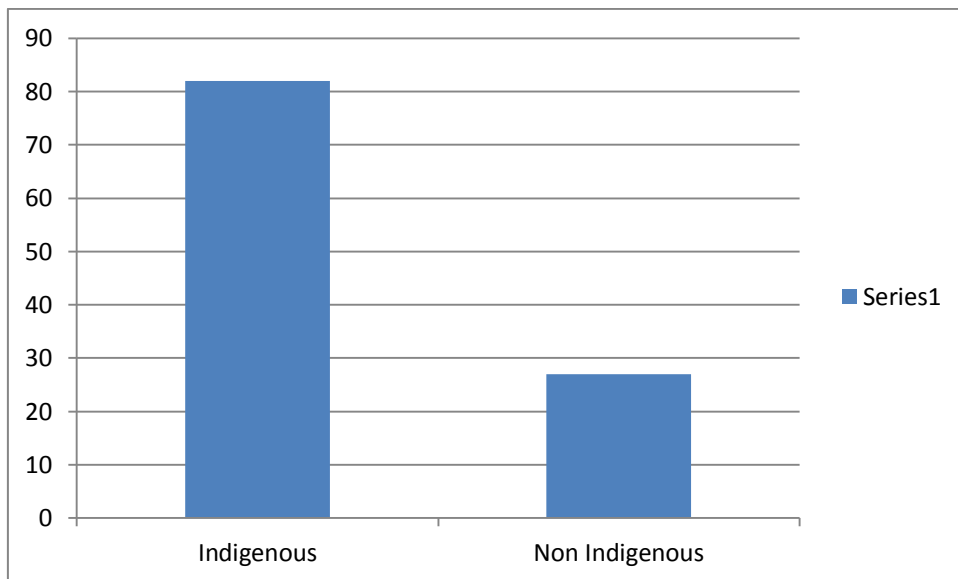
Council Staffing Levels

- Wadeye has 56 employees, 21 of which are full time, 6 are part time and 29 are casual. The Wadeye team has welcomed the following new employees:
 - Karrin Brinces – Cleaner/Administration Support
 - Sandra Charles – Aged Care Manager
 - Caroline Irvin – Aged Care Support Worker
 - Gwendoline Kolumboort – Aged Care Support Worker
- Palumpa has a total of 17 employees, with 2 full time and 15 casual.
- Peppimenarti currently have 32 employees, with 16 full time, 7 part time and 9 casual. Peppimenarti has welcomed on board the following new team members:
 - Dean Wilson – Civil Services Labourer
 - Dakota Wilson – Centrelink Officer
 - Glenn Parker – Regional Service Manager
 - Leanne Black - Cleaner
- Darwin currently consists of 4 staff, 3 full time and 1 part time employee(s). Darwin welcomes the following new team member:
 - Rebecca Purser – Finance and Administration Team Leader

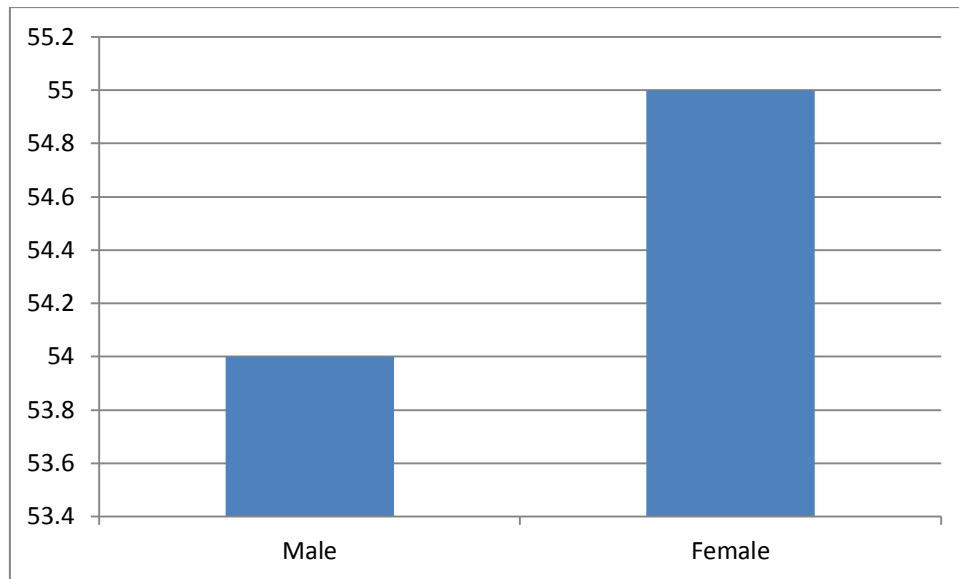
- Total staff within the Council including Darwin sits at 109, with 82 being of Indigenous ethnicity.



- Employee ethnicity.



- Male to female staff ratio sits at 78 male employees to 57 female employees.



Staff Performance & Turnover

- In the period 20 July to 19 September, there were 15 resignations, 1 termination and 6 end of contract. Of the 15 resignation's several staff have since returned to work with Council.
- In the period 20 July to 19 September, there were 11 new hires.
- Staff attendance continues to be an ongoing issue throughout all 3 communities.

Currently Recruiting

- Regional Service Manager – Palumpa
- Regional Service Manager - Peppimenarti
- Work Health Safety & Tenancy Officer
- Works Team Leader – Palumpa
- Administration Officer – Palumpa
- Sport & Recreation Team Leader – Palumpa and Wadeye
- Grants Officer – Darwin
- Community Patrol Team Leader Palumpa

Staff Training

- Wadeye Aged Care Cert III Aged Care - Continuing
- Night Patrol continuing with Certificate III Community Safety – (Continuing)

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

13 FINANCIAL REPORT

Applicant:	Senior Financial Consultant
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Ramesh Pudasaini

Purpose

To provide financial information for the month of August 2016 by providing information on issues related to cash ratio, cash and bank balance, income and expenses of Core and Agency funded programs, variance analysis and information on large debtors and creditors.

Opening balances are yet to be audited and confirmed by the auditors. Unspent tied grants of \$3.18m (estimated) yet to b/f as grants income opening balance for FY 16/17.

Background

In conjunction with WDRC, CouncilBiz 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	Aug-16	Jul-16	Variance	
Current Assets				
Cash & Bank	4,891,510	5,683,551	(792,041)	Decreased
Receivable	1,262,090	69,837	1,192,253	Increased
Current Liabilities				
Staff Liability	407,705	371,960	35,745	Increased
Trade & Other Liability	173,333	781,530	(608,197)	Decreased
Unspent Grants (tied fund)	3,886,016	4,361,978	(475,962)	Decreased
PO Commitment (tied fund)	382,950	541,696	(158,746)	Decreased

Non Current Assets	Fair Value	Acc. Dep	Net Value
Buildings	20,586,588	2,764,176	17,822,412
Road Infrastructures	3,377,270	968,932	2,408,338
Plant & Equipment	1,449,277	662,155	787,122
Structures	412,156	103,946	308,210
Furniture & Fittings	85,213	24,764	60,449
Motor Vehicle	1,266,432	529,910	736,522
Site Improvements	1,748,123	427,136	1,320,987
Total	28,925,059	5,481,019	23,444,040


Financial Snapshot	Aug-16	Monthly Average	Jul-16	Monthly Average	Variance	
Income	3,407,255	1,703,628	1,363,612	1,363,612	2,043,644	Increased
Expenses						
Expenses - Staff	878,564	439,282	610,879	610,879	267,685	Increased
Expenses - Councillors	34,553	17,277	25,391	25,391	9,162	Increased
Expenses - Others	841,572	420,786	-9,518	-9,518	851,090	Increased

Cash and Investment

	Aug-16	Jul-16	Variance
Cash & Bank	4,891,510	5,683,551	(792,041)

Cash on hand at the end of August 2016 was \$4,891,510 and is the equivalent of 7.2 months cash capacity based on average year to date payments of \$678k to suppliers, councillors and employees (excluding depreciation). As this is the second month of this FY, due to accrued expenditure, actual expenses is less than normal monthly expenditure (\$1m/per month – average from previous FY), if we excluded accrued expenditure from, actual expenses will be around \$1m and the cash capacity will be equivalent to 4.8 months.

Out of total cash & bank, \$3.5m has been deposited in short term deposit for higher interest rate.

Account Name	Account Type	Account Number	Actual Balance	Available Balance
WEST DALY REGIONAL COUNCIL	Cash Deposit Account		\$3,500,000.00 CR	\$0.00 CR

General Information ▲

Details

Currency

AUD

Product Information

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$1,000,000.00	\$0.00	2.45%	25/10/2016
Fixed Term Deposit	\$1,000,000.00	\$0.00	2.46%	21/10/2016
Fixed Term Deposit	\$500,000.00	\$0.00	2.53%	10/10/2016
Fixed Term Deposit	\$1,000,000.00	\$0.00	2.72%	9/09/2016

Current Ratio

The current ratio identifies the Council's ability to meet short term financial obligation.

Current Ratio - Aug 2016		1.29	
Current Assets		Current Liabilities	
Cash & Bank	4,891,510	Payables - Trades	25,386
Receivable	1,247,154	Payables - Others	118,017
Prepayments	14,936	Payable Funding Agency	29,930
Less:		Add:	
Staff Liability	407,705	Unspent Tied Grants (Agency & Core)	3,886,016
		Commitment Amounts	382,950
	5,745,895		4,442,299

Current Ratio - July 2016		0.95	
Current Assets		Current Liabilities	
Cash & Bank	5,683,551	Payables - Trades	94,766
Receivable	68,812	Payables - Others	163,363
Prepayments	1,025	Payable Funding Agency	523,401
Less:		Add:	
Staff Liability	371,960	Unspent Tied Grants (Agency & Core)	4,361,978
		Commitment Amounts	541,696
	5,381,428		5,685,204

The current ratio 1.29 and will gradually decrease over the period as Council unspent grants received in advance will be used during the period. Operating Grants has been already received for next six month.

Note: While calculating current ratio; unspent grant (tied only) and commitment amount has been add back as liability.

Receivables / Debtors

Total receivable amount at the month end of August 2016 is \$1.2m including doubtful debts provision of \$42k.

Receivable	Aug-16	Jul-16
Receivables P & R Rates	999,254	12,122
Receivables Trade	229,030	26,145
Accrued Income	13,813	1,611
Inventory - Fuel	20,698	28,346
Receivables Others	26,048	42,277
Prepayments General	14,936	1,025
Doubtful Debts Provision	(41,689)	(41,689)
Total	1,262,090	69,837

Prepayment General is related to FBT and insurance charges and will be adjusted during the year.

Accrued Income is related to Interest Income and receivable others related to Security bond for rental property and receivable like GST refund.

Trade Debtors Age Analysis

The table below compares aged analysis of current, 30 days, 60 days and 90 days for the month of August 2016.

Trade Debtor's Account - Age Analysis	Aug-16	Jul-16
Current	204,557	2,613
Over 30 days	3,024	2,752
Over 60 days	2,751	5,553
Over 90 days	18,698	15,227
Total	229,030	26,145

Creditors / Payables

As at end of August 2016, total payable amount outstanding is \$581k, the detail break down is listed below;

Payables	Aug-16	Jul-16
Payables - Employees (Leave Provision)	407,705	371,960
Payables - Trades	25,386	94,766
Payables - Others	118,017	163,363
Grants received in advance	-	443,000
Payables - Funding Agency (Grants)	29,930	80,401
Total	581,038	1,153,490

Payable Employees figure is made of provision for Annual Leave and Long Service Leave. Payable others are made of; PAYG - \$83k, accrued expenses is \$14k and Audit fees provision is \$19k.

The table below compares aged analysis of current, 30 days, 60 days and 90 days for the month of August 2016.

Creditor's Account - Age Analysis	Aug-16	Jul-16
Current	23,667	12,561
Over 30 days	840	48,551
Over 60 days	685	405
Over 90 days	194	33,249
Total	25,386	94,766

Summary of Revenue & Expenditure

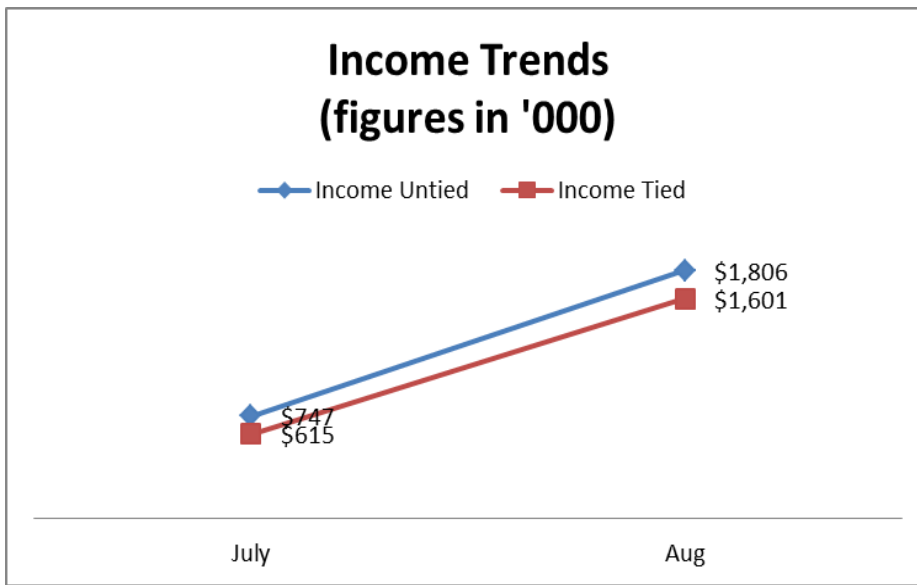
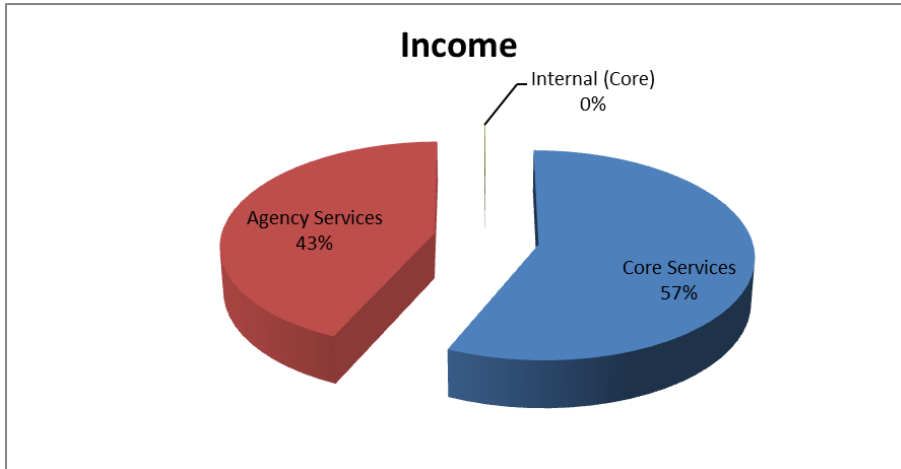
Income

Council received \$3.4m in revenue. Within income, Core (Council) revenue is \$2.6m, Agency revenue is \$806k and Internal Income of \$1,584 (Core)

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 21 September 2016

While re-classifying as untied and tied, untied income is \$1.8m and tied income is \$614k. Unspent grants from PY (yet to b/f, due to audit) is \$3.18m (estimated)



WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 21 September 2016

Tied Income					
Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
387 - NDRRA - Daly River Monsoonal Trough	0	0	0	265,171	265,171
418 - Wadeye Festival	2,000	0	2,000	2,000	
704 - NTG - Municipal & Essential Services Funding	258,276	0	258,276	320,000	61,724
705 - NTG - Outstations and Homelands - Housing Maintenance	68,096	0	68,096	164,000	95,904
707 - NTG - Sports & Recreation funding	91	0	91	96,000	95,909
709 - NTG - Libraries	0	0	0	113,000	113,000
710 - NTG - Environmental Health Worker	0	0	0	76,000	76,000
711 - NTG - Health: Home & Community Care	155,510	0	155,510	565,000	409,490
720 - NT Jobs Package 3 ESO	0	0	0	121,000	121,000
722 - NTG Local Authority Project Funding	0	0	0	416,286	416,286
725 - Homelands Extra Allowance	0	0	0	357,500	357,500
736 - NTG - Wadeye Township Bus Service - Pilot	434	0	434	52,008	51,574
737 - NTG - NDRRA Manthathpe Crossing	0	0	0	190,000	190,000
741 - ISLRF - Palumpa Airport Road	438,000	0	438,000	438,000	
755 - Merrepen Solar Power Station	0	0	0	330,000	330,000
756 - NTG - Softball NT Junior Development Camp	3,000	0	3,000	3,000	
757 - NTG - Minor upgrades for S & R facilities	40,000	0	40,000	40,000	()
758 - NTG - Wadeye Youth Centre - Roller Doors	24,960	0	24,960	24,960	
804 - AuGov - Health: Flexible Aged Care	397,969	0	397,969	1,569,443	1,171,474
805 - AuGov - Education: Emu Point Creche & Wadeye VA	48,154	0	48,154	212,000	163,846
806 - AuGov - Night Patrol	0	0	0	1,265,000	1,265,000
807 - AuGov - NT Jobs Transition (Age Care)	104,114	0	104,114	381,000	276,886
811 - AG - Roads to Recovery	0	0	0	1,266,464	1,266,464
816 - AG - Home Care Package	180	0	180	0	(180)
822 - AG - IAS Sport and Recreation	60,614	0	60,614	296,000	235,386
	1,601,397	0	(1,601,397)	8,563,832	(6,962,435)

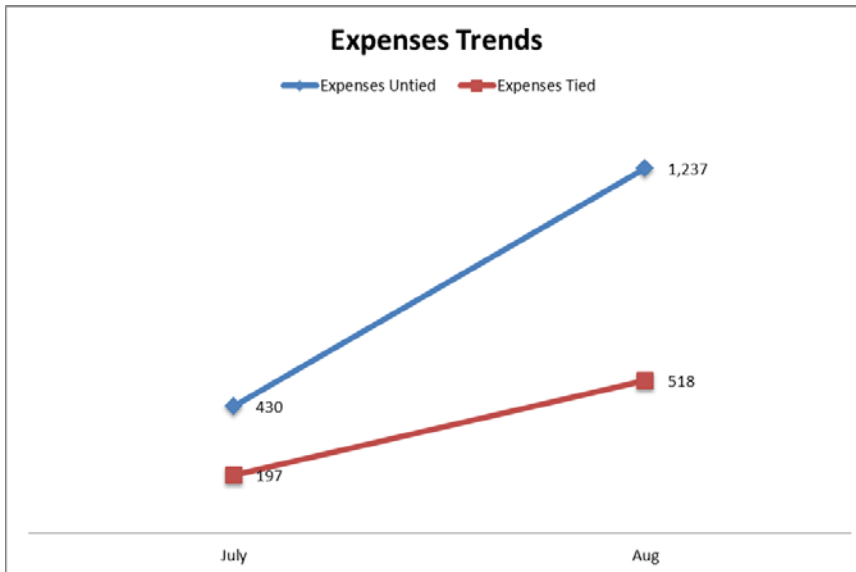
Untied Income					
Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
101 - General Operating	1,731,512	342,875	2,074,387	3,821,418	1,747,031
201 - Airport Maintenance, Safety & Security	46,723	0	46,723	337,001	290,278
203 - Australia Post	2,363	0	2,363	22,001	19,638
204 - Centrelink	0	0	0	160,000	160,000
205 - Mechanical Workshops	473	0	473	0	(473)
206 - Visitor Accommodation Business	15,080	0	15,080	133,999	118,919
207 - Commercial Buildings	8,124	30,740	38,864	0	(38,864)
703 - NTG - Indigenous Development Jobs Funding	0	0	0	592,000	592,000
719 - NTG - FAA General Purpose	0	0	0	505,376	505,376
	1,804,274	373,615	2,177,889	5,571,794	3,393,905

Note: Internal allocation income of \$1,584 is also added into untied while presenting graphs.

Expenses

Council spent \$1.4m in operating expenses.

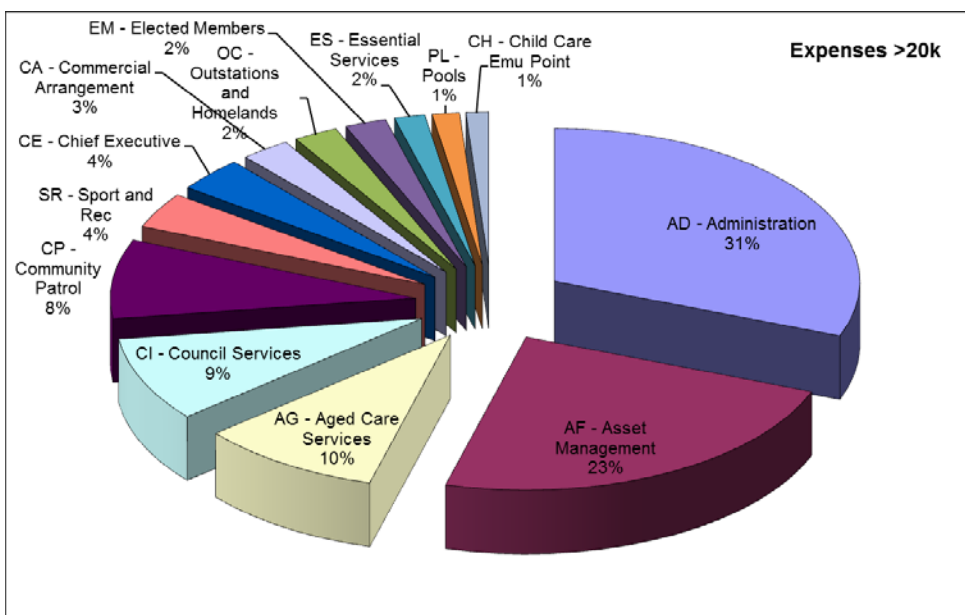
Employee Expenses	Councillors Expenses	Operating Expenses	Total Operating Expenses
878,564	34,553	443,184	1,356,301



Untied Expenditure is \$1,237kk and Tied Expenditure is \$518k

While re-classifying the expenses, Core / Council expense is \$1.3m and agency expense is \$424k.

Expenses – Program



WEST DALY REGIONAL COUNCIL

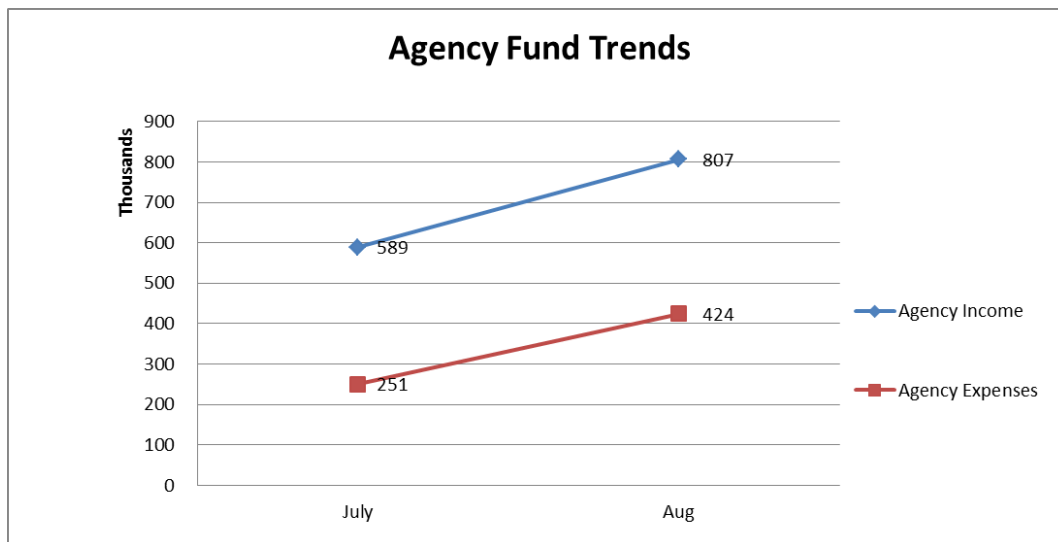
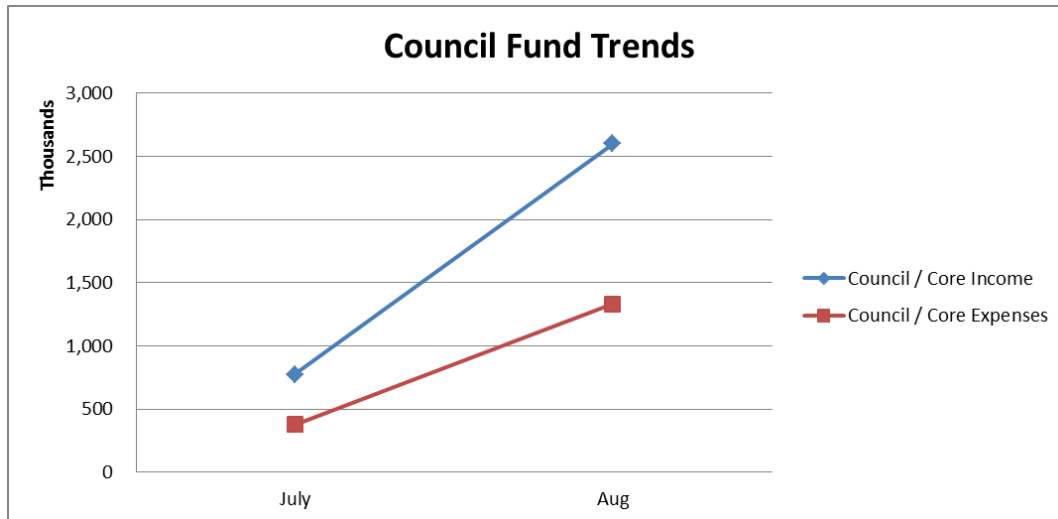
Agenda for Ordinary Council Meeting 21 September 2016

Tied - Expenses					
Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
387 - NDRRA - Daly River Monsoonal Trough	0	261,684	261,684	265,171	3,487
418 - Wadeye Festival	0	887	887	2,000	1,114
704 - NTG - Municipal & Essential Services Funding	33,908	0	33,908	320,000	286,092
705 - NTG - Outstations and Homelands - Housing Maintenance	8,176	0	8,176	163,999	155,823
707 - NTG - Sports & Recreation funding	(1,246)	1,006	(240)	96,000	96,240
709 - NTG - Libraries	7,490	0	7,490	113,001	105,511
710 - NTG - Environmental Health Worker	6,697	0	6,697	76,001	69,305
711 - NTG - Health: Home & Community Care	13,949	5,110	19,060	570,697	551,637
720 - NT Jobs Package 3 ESO	24,149	0	24,149	120,998	96,849
722 - NTG Local Authority Project Funding	(2,294)	61,914	59,620	416,287	356,667
725 - Homelands Extra Allowance	1,309	0	1,309	357,502	356,193
733 - NTG - Fencing program	528	0	528	0	(528)
736 - NTG - Wadeye Township Bus Service - Pilot	10,708	761	11,468	52,008	40,539
737 - NTG - NDRRA Manthathpe Crossing	0	0	0	190,000	190,000
741 - ISLRF - Palumpa Airport Road	0	0	0	438,000	438,000
755 - Merrepen Solar Power Station	0	0	0	330,000	330,000
756 - NTG - Softball NT Junior Development Camp	3,212	0	3,212	3,000	(212)
757 - NTG - Minor upgrades for S & R facilities	17,490	13,040	30,530	40,000	9,469
758 - NTG - Wadeye Youth Centre - Roller Doors	14,614	0	14,614	24,960	10,346
804 - AuGov - Health: Flexible Aged Care	144,442	21,909	166,351	1,522,682	1,356,331
805 - AuGov - Education: Emu Point Creche & Wadeye VAC	29,423	4,936	34,360	211,999	177,639
806 - AuGov - Night Patrol	142,313	2,427	144,740	1,265,000	1,120,260
807 - AuGov - NT Jobs Transition (Age Care)	17,901	0	17,901	422,064	404,163
811 - AG - Roads to Recovery	2,560	0	2,560	1,266,464	1,263,905
818 - Aged Care Repairs	(5,100)	5,950	850	0	(850)
822 - AG - IAS Sport and Recreation	47,573	599	48,172	295,996	247,824
823 - AG - IAS Kiosk	137	0	137	0	(137)
	517,940	380,224	898,163	8,563,831	7,665,667

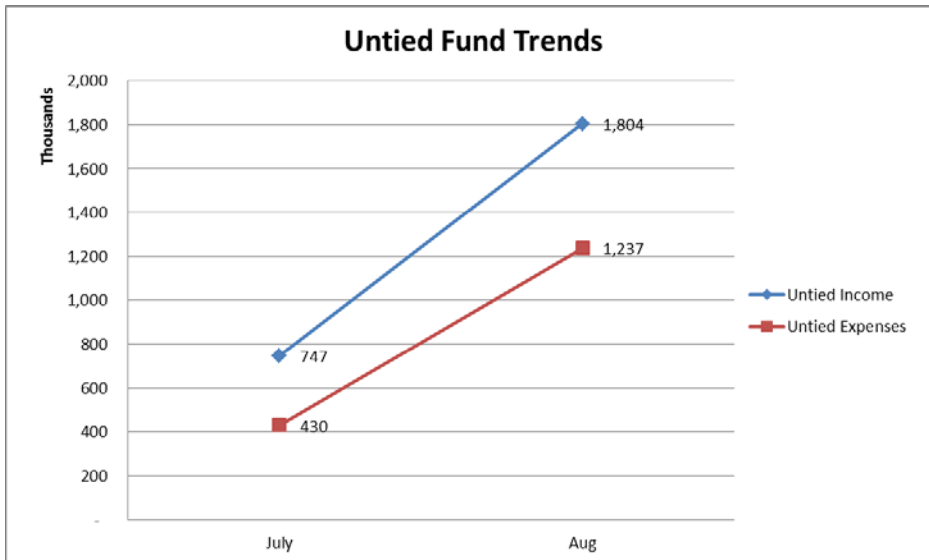
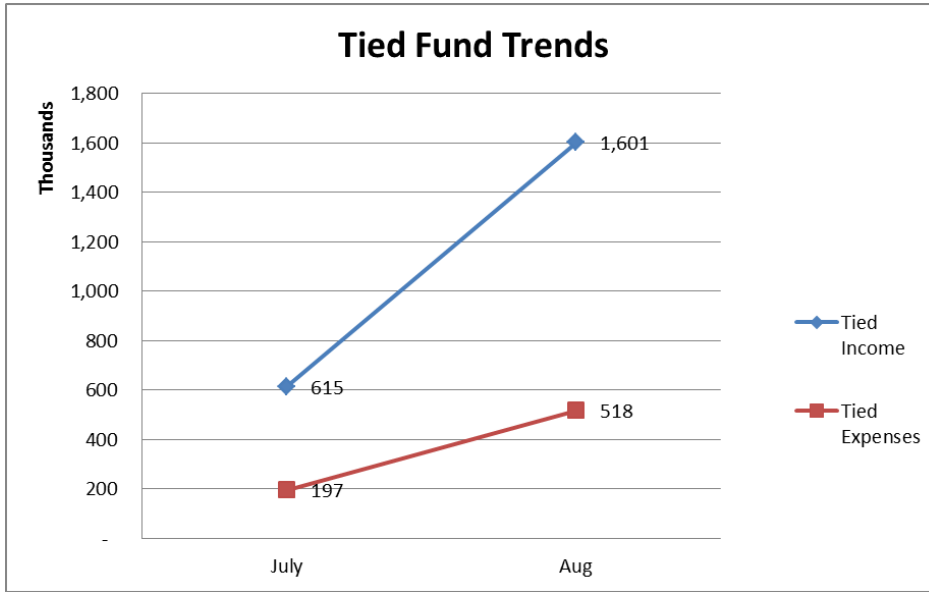
Untied Expenses					
Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
101 - General Operating	1,211,994	410,766	1,622,760	9,388,323	7,765,563
201 - Airport Maintenance, Safety & Security	10,469	0	10,469	3,716	(6,753)
204 - Centrelink	8,481	0	8,481	58,226	49,745
205 - Mechanical Workshops	26,373	10,890	37,263	0	(37,263)
206 - Visitor Accommodation Business	3,203	38	3,241	31,187	27,946
207 - Commercial Buildings	(1,047)	1,000	(47)	0	47
703 - NTG - Indigenous Development Jobs Funding	(19,064)	0	(19,064)	0	19,064
802 - AuGov - FAG Roads	(3,660)	0	(3,660)	0	3,660
	1,236,749	422,694	1,659,442	9,481,452	7,822,010

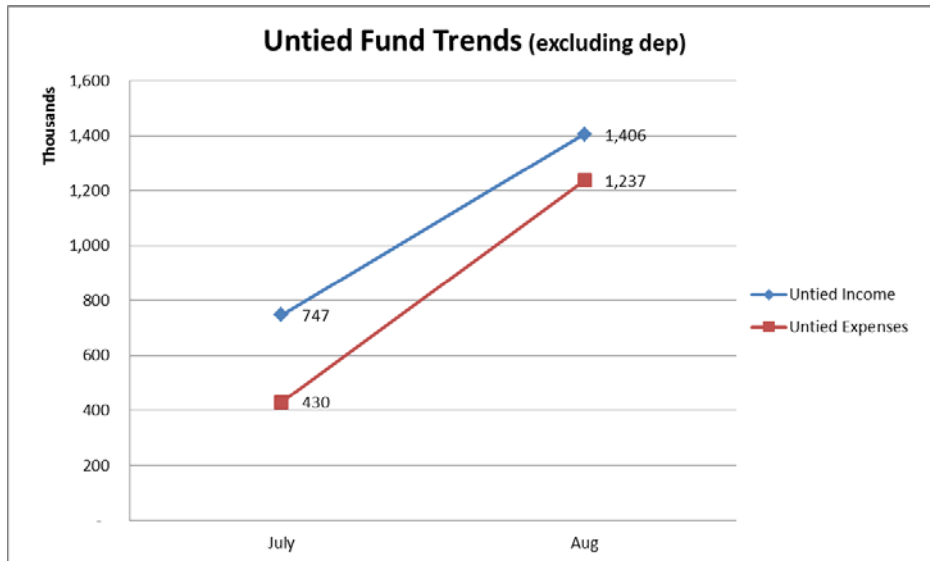
Income Vs Expenses

Program Description	Total Actual Income	Total Actual Expenses	Total Budgeted Income	Total Budgeted Expenses
Council Funds	2,599,040	1,330,367	2,143,027	2,272,854
Agency Funds	806,631	424,322	1,050,574	903,936
Fund Total	3,405,671	1,754,688	3,193,600	3,176,791



Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
Untied Fund							
	Council	1,804,274	1,262,523	541,751	1,236,749	1,665,055	(428,307)
	Agency	0	0	0	0	0	0
Sub Total		1,804,274	1,262,523		1,236,749	1,665,055	
Tied Fund							
	Council	794,766	880,503	(85,737)	93,618	607,799	(514,181)
	Agency	806,631	1,050,574	(243,942)	424,322	903,936	(479,615)
Sub Total		1,601,397	1,931,077		517,940	1,511,735	
Total		3,405,671	3,193,600		1,754,688	3,176,791	





Actual Vs Budget

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
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Council Funds							
Tied							
CR	Community Progr	29,960	4,993	(24,967)	17,826	4,993	12,833
ES	Essential Servi	0	30,250	30,250	27,586	23,246	4,340
LA	Local Authoriti	0	104,072	104,072	(2,294)	69,381	(71,676)
OC	Outstations and	326,372	210,375	(115,997)	39,957	140,250	(100,293)
PL	Pools	0	0	0	45	0	45
RM	Roads	438,000	470,311	32,311	0	328,273	(328,273)
SG	Special Purpose	434	60,502	60,068	11,236	41,656	(30,420)
WM	Waste Managemen	0	0	0	(737)	0	(737)
Council funds tied sub-total		794,766	880,503	85,737	93,618	607,799	(514,181)

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
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WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 21 September 2016

Council Funds							
Untied							
AD	Administration	731,733	639,594	(92,139)	523,983	632,208	(108,225)
AF	Asset Managemen	0	0	0	398,388	485,192	(86,804)
CA	Commercial Arra	72,763	108,833	36,071	44,532	16,980	27,552
CE	Chief Executive	0	0	0	61,392	58,294	3,098
CF	Council Fund	607,620	66,833	(540,787)	0	0	0
CG	NTG Budget Assi	0	175,000	175,000	0	0	0
CI	Council Service	0	0	0	151,820	253,318	(101,498)
CM	Cemeteries	0	0	0	(519)	0	(519)
EM	Elected Members	0	0	0	37,379	62,713	(25,334)
HS	Housing - Staff	5,063	3,750	(1,313)	2,029	15,148	(13,119)
LA	Local Authoriti	0	0	0	123	3,066	(2,943)
PG	Parks and Garde	0	0	0	(3,266)	46,424	(49,690)
PL	Pools	563	3,000	2,437	24,528	32,919	(8,391)
RC	Street Cleaning	0	0	0	(2,595)	0	(2,595)
RM	Roads	0	202,329	202,329	3,535	18,564	(15,029)
TR	Training & Devp	0	0	0	0	19,167	(19,167)
WM	Waste Managemen	386,533	63,183	(323,350)	(5,085)	13,572	(18,656)
WS	Work Health and	0	0	0	505	7,491	(6,986)
	Council funds untied sub-total	1,804,274	1,262,523	(541,751)	1,236,749	1,665,055	(428,307)

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
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Agency Funds							
Tied							
AG	Aged Care Serv	657,773	405,407	(252,366)	164,397	430,762	(266,364)
CH	Child Care Emu	33,345	42,500	9,155	20,305	31,016	(10,711)
CP	Community Patro	0	316,250	316,250	142,313	234,140	(91,827)
CZ	Capital Purchas	0	82,500	82,500	0	55,000	(55,000)
EH	Environmental	0	19,000	19,000	7,434	14,550	(7,116)
LI	Libraries	0	28,250	28,250	7,490	20,541	(13,051)
MB	Media and Broad	0	41,500	41,500	9,355	31,239	(21,884)
SR	Sport and Rec	100,705	104,667	3,962	63,909	79,470	(15,562)
VC	Vacation Care	14,808	10,500	(4,308)	9,119	7,219	1,900
	Agency funds tied sub-total	806,631	1,050,574	243,942	424,322	903,936	(479,615)

Variance – Income

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	% Variance	Explanation
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Council Funds						
Tied						
CR	Community Program	29,960	4,993	(24,967)	-500%	more fund received than budgeted
ES	Essential Services	0	30,250	30,250	100%	Budgeted amount yet to receive
LA	Local Authority	0	104,072	104,072	100%	Budgeted amount yet to receive
OC	Outstations and ES	326,372	210,375	(115,997)	-55%	more fund received than budgeted, timing effect
RM	Roads	438,000	470,311	32,311	7%	
SG	Special Purpose	434	60,502	60,068	99%	Budgeted amount yet to receive
	Council funds tied sub-total	794,766	880,503	85,737		

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 21 September 2016

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	% Variance	Explanation
Untied						
AD	Administration	731,733	639,594	(92,139)	-14%	more grant received than budgeted
CA	Commercial Arrangement	72,763	108,833	36,071	33%	full budgeted amount yet to receive
CF	Council Fund	607,620	66,833	(540,787)	-809%	more fund received than budgeted
CG	NTG Budget Assistant	0	175,000	175,000	100%	Budgeted amount yet to receive
HS	Housing - Staff	5,063	3,750	(1,313)	-35%	more fund received than budgeted
PL	Pools	563	3,000	2,437	81%	timing effect, income yet to receive
RM	Roads	0	202,329	202,329	100%	Budgeted amount yet to receive
WM	Waste Management	386,533	63,183	(323,350)	-512%	Rate notices issued, timing issues
	Council funds untied sub-total	1,804,274	1,262,523	(541,751)		

Variance – Expenses

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	Explanation
Council Funds						
Tied						
CR	Community Program	17,826	4,993	12,833	257%	not material
ES	Essential Services	27,586	23,246	4,340	19%	over expenditure - timing effect
LA	Local Authority	(2,294)	69,381	(71,676)	-103%	due to accrued expenses
OC	Outstations and ES	39,957	140,250	(100,293)	-72%	due to accrued expenses
RM	Roads	0	328,273	(328,273)	-100%	Yet to spend
SG	Special Purpose	11,236	41,656	(30,420)	-73%	under spent - timing effect
WM	Waste Management	(737)	0	(737)		
	Council funds tied sub-total	93,618	607,799	(514,181)		

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	Explanation
Untied						
AD	Administration	523,983	632,208	(108,225)	-17%	Under spent
AF	Asset Management	398,388	485,192	(86,804)	-18%	Depreciation yet to charge
CA	Commercial Arrangement	44,532	16,980	27,552	162%	due to non budget expenditure for MW
CE	Chief Executive	61,392	58,294	3,098	5%	not material
CI	Council Service	151,820	253,318	(101,498)	-40%	Under spent
EM	Elected Members	37,379	62,713	(25,334)	-40%	Under spent
HS	Housing - Staff	2,029	15,148	(13,119)	-87%	Under spent
LA	Local Authority	123	3,066	(2,943)	-96%	Under spent
PG	Parks and Garde	(3,266)	46,424	(49,690)	-107%	Under spent
PL	Pools	24,528	32,919	(8,391)	-25%	Under spent
RC	Street Cleaning	(2,595)	0	(2,595)	-100%	Under spent
RM	Roads	3,535	18,564	(15,029)	-81%	Under spent
TR	Training & Development	0	19,167	(19,167)	-100%	Under spent
WM	Waste Management	(5,085)	13,572	(18,656)	-137%	Under spent
WS	Work Health and Safety	505	7,491	(6,986)	-93%	Under spent
	Council funds untied sub-total	1,236,749	1,665,055	(428,307)		

Conclusion

The financial report for the period shows that WDRC has met its financial obligations for the period.

Bank Balance – \$3.5m is in short term deposit

Accounts Payable and Accounts Receivable are both regularly monitored for timely payment and collection.

The cash ratio healthy for the month and is above 1.

ATTACHMENTS

Attachment: F – Trial Balance – August 2016

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council received and notes the Financial Report for the months of July and August 2016.

Moved: Clr.

Seconded: Clr.

14 COUNCILLOR REPORTS

Nil

15 LATE REPORTS

Nil

16 INCOMING / OUTGOING CORRESPONDENCE

Applicant:	Administration Assistant
Location/Address:	Darwin
Date:	21 September 2016
Author:	Shae Reilly
Attachments:	Mail Register will be tabled at the meeting

SUMMARY

Mail Register and Correspondence for the Ordinary General Meeting held 21 September 2016.

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

OUTSTANDING ACTION ITEMS TO BE COMPLETED FROM THE PREVIOUS COUNCIL MEETING

WADEYE LOCAL AUTHORITY

Item	Description	Quote	Status
1.	Softball Field Fencing	TDC for \$27,148.00 Inc. GST	COMPLETED
2.	Pool Solar Lights	DJ Air & Electrical for \$22,606.76 Inc. GST	COMPLETED & FUNCTIONAL
3.	Pressure Cleaner for Pool	Think Water \$1,868.69 Inc. GST	COMPLETED & IS AT POOL
4.	CCTV for Pool	Additional \$14,277.77 to be approved by Council. Total quote by Comm8 - \$24,277.77	(LOCAL AUTHORITY TO APPROVE)
5.	3x Flood Lights (Barge Landing)	DJ Air to requote (original quote was to be done during wet season)	On hold pending proposed upgrade to the landing.
6.	<p>Front of Council Office</p> <p>a) Remediation for Front of Council Office</p> <p>b) Removal of the stump, the removal and replacement of the storm drain and some remedial beautification works</p>	<p>Dundee Rock have completed the removal of the tree and laying of the concrete pathway out front – Dundee Rock - \$47,850.00 Inc. GST</p> <p>Quotes Received:</p> <ul style="list-style-type: none"> • TDC - \$36,826.35 Inc. GST • Dundee Rock - \$39,545.00 Inc. GST 	<p>COMPLETED</p> <p>(LOCAL AUTHORITY TO APPROVE)</p>
7.	Shade Trees for the Oval	Confirmation being sought from TDC confirming quote and actioning	IN PROGRESS
8.	Oval Shade Structure	TDC \$44,825.00 Inc. GST	COMPLETED
9.	Fencing of the Oval		COMPLETED
10.	Water Dynamics	Water Dynamics \$211,882.27 and meals as agreed = \$214,082.30	Recommence work on installation of irrigation sprinklers to begin 5 September 2016. Now complete

		Water Gun Protection Screening x 11 towers = \$8712.00 Quote from TDC received	(LOCAL AUTHORITY TO APPROVE)
		Proposal for additional \$6,160.00 for remobilisation to complete work	(LOCAL AUTHORITY TO APPROVE)
11.	Football Scoreboard	TDC \$9,500.00 Inc. GST	COMPLETED – ERECTED & FUNCTIONAL
12.	Oval Seating	Dundee Rock quote and request for Purchase Order (15/6/16) for the 3x sets of seating situated currently in Civil yard. Dundee Rock - \$36,465.00.	(LOCAL AUTHORITY TO APPROVE)
13.	CCTV for Civil	RSM to obtain Quote	RSM to obtain Quote
14.	Cemetery <ul style="list-style-type: none"> • Shelter and Fencing • Installation of a 20mm water service, approx. 180 meters in length with new meter 	RSM to obtain Quote DJ Air & Electrical - \$15,250.00 Inc. GST	RSM to obtain Quote (LOCAL AUTHORITY TO APPROVE)
15.	Solar Lights – Nilinh to Wadeye	DJ Air & Electrical \$52,690.00 Inc. GST	COMPLETED
16.	Bin Stands		COMPLETED
17.	Wadeye Festival contribution	\$5,000.00 Inc. GST grant awarded – Palngun Wurnangat Aboriginal Corporation	ACTIONED
18.	Foggers for Mosquitoes	Quotes to be provided to outsource and have qualified person treat 3 to 4 times per year.	Quotes Currently being sourced by RSM

PALUMPA LOCAL AUTHORITY

Item	Description	Notes	Status
19.	Nomination form to be forwarded to RSM for Moses Wodidj	Local Authorities Officer	COMPLETED
20.	Meeting Room Upgrade	Quote received from STC Farm Build - \$60,000.00 Additional quote of \$19,895.80 received to complete works	Ongoing LOCAL AUTHORITY TO APPROVED
21.	Speed Signs	Norsign - \$608.85 Inc. GST	LOCAL AUTHORITY TO APPROVED
22.	Solar Lights for Causeway	Quote received from DJ Electrical - \$6,047.69 per solar light Peter McLinden from LGANT recommended to send quote to GHD for GHD to continue with project	Ongoing
23.	Speed Humps	Enforcer Group Quote \$1,848.00 Bigger nails purchased for \$176.00. Waiting for bigger nails to arrive.	Ongoing
24.	Car Body Removal	RSM to provide update	Ongoing
25.	Local Authority Members Shirts	Territory Uniforms \$668.81	Received and to be handed out at meeting.
26.	Foggars for Mosquitoes	Quotes to be provided to outsource and have qualified person treat 3 to 4 times per year.	Quotes currently being sourced by RSM

PEPPIMENARTI LOCAL AUTHORITY

Item	Description	Quote	Status
1.	Street Light Audit	Civil Services Team Leader	Ongoing
2.	Homelands Extra Program audit	Customer Services Team Leader (assisted by Nicholas Sharah)	Ongoing
3.	Irrigation System for Oval	Quote received from Deewin Kirim - \$9680.00	RSM to provide additional two quotes

4.	Solar Lights x2	Quote received from Deewin Kirim - \$9,220.00	RSM to provide additional two quotes
5.	Local Authority Member shirts	Territory Uniforms - \$930.06	Received and will be handed out at the meeting
6.	Street Name Signs	Draft Proposal was accepted at last LA Meeting	RSM to provide quotes
7.	Foggers for Mosquitoes	Quotes to be provided to outsource and have qualified person treat 3 to 4 times per year.	Quotes Currently being sourced by RSM

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council receives and notes the updated Action List Items from the previous Council Meeting held 20 July 2016 (including updates).

Moved: Clr.

Seconded: Clr.

18 GENERAL BUSINESS

18.1 BROKERING OUT THE AGED CARE SERVICE

Applicant:	Chief Executive Officer
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Glenda Teede

Activity Report

- In December 2015, WDRC took over management of the Aged Care Service because the previous provider, D&R Community Services went into insolvency.
- The Aged Care Service is funded by the Federal Government. The annual funding is \$1,568,902.92.

- WDRC had little choice but to take over the service and has now managed the service for 9 months.
- While the service has improved, it has been very hard to manage due to the difficulty in finding and retaining experienced staff.

Comment: (and identification of any potential issues)

- Without an experienced Aged Care Manager, a qualified nurse and other reliable staff, the service could collapse, resulting in a lack of care for the old people.
- WDRC does not have other qualified or experienced staff to spare to step in and manage the service.
- It is a very important service which will need to grow as more people get to an age where they need the service.
- It should be possible, if a new provider can be found, to ensure there is an increase in jobs for local people and, one day, when the region has enough people with the skills, to revert to self-management of this service into the future.

Suggested providers:

Calvary Care – A national Aged Care provider which already manages some services in the NT. This is a large organisation with headquarters in Sydney NSW. Decisions are made from headquarters and most staff would be fly in – fly out.

ARRCS – Australian Regional and Remote Community Services – This is a Northern Territory organisation which manages residential Aged Care facilities in Darwin (Juninga), Katherine, Alice Springs, Tennant Cree, Docker River and Mutijulu. They are very experienced in working with Local Aboriginal people. They are recommended by Kate Lee, whose organisation H&K Training provide the training for Wadey's aged care workers.

RECOMMENDATION

THAT Council consider making an in-principle decision to seek expressions of interest from external providers to take over the management and running of the Aged Care Service.

Moved: Clr.

Seconded: Clr.

18.2 NIGHT PATROL BUILDING-WADEYE

Applicant: Chief Executive Officer

Location/Address: Wadeye

SUMMARY

That the Tender for renovation/building the Night Patrol Building has commenced. Timber & Steel Construction were successful with their tender in the amount of \$437,706.50 and a Variation in the amount of \$28,556.00. The total cost for the construction is \$466,262.50.

Attachment: G

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and acknowledges that the construction of the Night Patrol Building has commenced and that Timber & Steel Constructions successfully won the tender.

Moved: Clr.

Seconded: Clr.

18.3 CIVIL WORKS TRAINING PROPOSAL – WORK SAFE REQUIREMENTS

Applicant: Chief Executive Officer

Location/Address: Darwin Office

Date: 21 September 2016

Author: Glenda Teede

Overview

West Daly Regional Council (WDRC) employs approximately 16 employees within the Civil Works crews. These employees are spread across 3 communities as well as maintenance crews for Homelands, airports, garbage services, water and sewerage systems and a number of other important infrastructure areas that require safe handling and qualified personnel to ensure efficient day to day management.

Work Safe requirements and Employer Duty of Care for WDRC employees has always been an uphill and expensive battle when training was required. As people move on and staff replaced, the

Agenda for Ordinary Council Meeting 21 September 2016

expense and time out to retrain new employees is often overlooked. This leaves Council in a liable position not only with Work Safe laws, but also if there is an accident whether it is physical, an on road accident, or public injury. This could also lead to insurance coverage problems.

The following recommendation for training not only alleviates this problem, but also addresses a number of core issues set out in Council Vision, Goals and Value statements. It will provide ongoing employment and possibility of full Qualification within the Community. This training on completion also allows people to apply for other employment/careers. The possibility on completion of qualification will also allow people within the WDRC employment to apply for Management/Supervisory positions that they were previously unable to do due to lack of Qualification.

Immediate Requirements by Law

People working on a construction site or Civil Works must have a White Card. If not, it is the employer's responsibility to ensure that the employee has one within 90 days. Otherwise they must cease work in that area.

If an employee is working above 1.8 metres, they must have a Working at Heights certificate.

If an employee is working in a trench, drain, pit area, they must hold a Working in Confined Spaces certificate.

At present employees operating machinery must have the correct Drivers licence equivalent to the weight and axle combination. There is no requirement to have specific licencing for individual machines. This legislation is changing. However, it is the employers Duty of Care to insure the operator has had proper access to operating procedures to ensure the safety of the operator and people close to the machine.

In the past, there has been some specific training done. This type of training is expensive and if trained staff leave, there is a void of people qualified which leaves Council open to liability.

An Economical Pathway towards Maintaining Legal Obligations and Employee Safety.

It is possible to provide training at no cost, with quality, On-Site (in the Community), which will allow employees to have a career path and a qualification.

I recommend the following 2 qualifications that are delivered by Charles Darwin University and can be delivered as long as there are at least 8 participants. Delivery can be by what is termed Open Entry / Open Exit. This means that there may be 1 person starting and another almost finished. As long as there are 8 participants in total enrolled.

As the training is delivered more than 50 kilometres outside a regional area, there is no cost. The Government and Australian Apprenticeship Centre also offer financial incentives to the employer for each person undertaking training.

Certificate 11 in Resources and Infrastructure Work Preparation (RII20113).

Approximate duration -: 1 Year.

This qualification is especially suited for people to start with and who have had little prior training or have not undertaken training for a long time. It is a good introduction for people working in the Civil Works / Infrastructure area.

It also includes White card, Working at Heights and Working in Confined Spaces. If certain elective units are selected, it can carry up to 7 units towards the Certificate 111 Qualification. Elective units should be selected that best suit the community environment and machinery.

There is no cost to the employer or student, financial government employer Incentives for the employer and training is delivered within the Community approximately every 4 to 8 weeks depending on needs.

Certificate 111 in Civil Construction Plant Operations (RII30813).

Approximate duration -: 1 Year.

This qualification is a full Trade qualification. It will allow employees to work safely and correctly within the Civil Works Industry. It will also give opportunity to seek further employment within the community whether it is within WDRC or other company's based locally.

For Council it will ensure WDRC will be meeting the legislative requirements or working towards it. A lowering of Liability risk and insurance claims. By having people properly trained, it should see a decrease in machinery repair work and less accidents.

In Brief Conclusion

WDRC will be able to work towards meeting legislative requirements at no cost.

The Civil works positions will always be required. There is no need to generate new positions.

Training and employment opportunities will be available through WDRC at no cost.

Quality training with good qualifications will be achievable at no cost.

Employees don't have to leave the community to seek quality training.

Training will be available to all employees.

Equipment repair costs will be lowered and life expectancy will increase.

The possibility of employee accidents will decrease.

Financial gain for WDRC via Government Employer incentives.

WDRC could be seen as a leader in providing long term sustainable employment and training opportunities.

Other areas for possible qualifications.

If Council elects to allow this training to take place, there are a number of areas that could be utilised to create local career opportunities provided there would be a minimum of 8 participants for in community training to take place.

Business and administration.

Waste management.

Community building and maintenance.

Hospitality and accommodation servicing.

There are a number of other areas that could, by negotiation, be done with less numbers.

ATTACHMENTS:

Attachment H - Certificate 2 and Certificate 3 course outlines delivered by Charles Darwin University and Funding Information Package (explains why there is nil cost for the training)

I would suggest a timeline of enrolments and administration procedures to be completed by late 2016 and training to commence early 2017.

RESOLUTION

THAT Council approve the Civil Works Training Program and that procedures for the program be completed by late 2016 for training to commence early 2017.

Moved: Clr.

Seconded: Clr.

18.4 COUNCILBIZ NEW CONSTITUTION

Applicant:	Senior Financial Consultant
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Ramesh Pudasaini

Purpose

The CouncilBiz Board has been working on the development of a new Constitution and such a matter should be considered by the elected Councillors as the Council is the Member and appoints a representative (the CEO). The Constitution is a core founding document.

The timeframe for receipt of each member vote is no later than 4pm Friday 28th October 2016. If a vote in favour of the resolution is not received from each and all of the ten Members by that time then the motion fails.

Background

CouncilBIZ is a local government subsidiary as defined by section 27 of the Local Government Act.

Division 2 Formation of local government subsidiary

27 Local government subsidiary

- (1) *If the Minister approves, a council or 2 or more councils acting together (the **constituent council or councils**) may form a body corporate (a **local government subsidiary**) to carry out functions related to local government on behalf of the constituent council or councils.*
- (2) *The local government subsidiary and the constituent council or councils must comply with any conditions of the Minister's approval.*

- (3) *LGANT may exercise the powers of a council under this section to form a local government subsidiary, or to participate with a council or 2 or more councils in the formation of a local government subsidiary and, if it does so, a reference in this Division to a council or a constituent council extends to LGANT.*

28 Corporate identity and functions of local government subsidiary

- (1) *A local government subsidiary comes into existence as a body corporate on a date fixed by the Minister by Gazette notice.*
- (2) *A local government subsidiary:*
- (a) *has the name assigned in its constitution; and*
 - (b) *has the powers and functions conferred or assigned by its constitution.*
- (3) *A local government subsidiary acts:*
- (a) *through officers or agents appointed for the purpose; or*
 - (b) *under its common seal.*
- (4) *The common seal of a local government subsidiary may only be affixed to a document as authorised by its constitution.*

29 Constitution of local government subsidiary

- (1) *The constitution of a local government subsidiary must be as approved by the Minister.*
- (2) *The constitution may provide that liabilities of the local government subsidiary are guaranteed by the constituent council or councils.*
- (3) *The constituent council or councils may, with the Minister's approval, vary the constitution of the local government subsidiary.*
- (4) *The approved constitution must be accessible on the Agency's website and on the website of any constituent council.*

30 Reporting obligations

- (1) *A constituent council is responsible for ensuring that proper accounts are kept of the local government subsidiary's financial affairs.*
- (2) *A constituent council's annual report is to contain, or to incorporate by reference, a report on the local government subsidiary's activities for the relevant financial year including financial statements for the relevant financial year.*

31 Abolition of local government subsidiary

- (1) *The Minister may, by Gazette notice, abolish a local government subsidiary.*
- (2) *On abolition of a local government subsidiary, its property, rights and liabilities are transferred to, and vest in, the constituent council or councils in accordance with the constitution of the local government subsidiary.*

The constitution for CouncilBIZ was approved by the then Minister of Local Government Daniel Knight on the 10th June 2008. This was during the formation period for the then Shire Councils, and therefore did not involve consultation with the Member Councils.

A review was carried out in 2010 by the Board of CouncilBIZ, but no changes resulted to the Constitution at that time.

In late 2015 the Department of Local Government and Community Services carried out a compliance review into CouncilBIZ, and finding number 21 of their report stated "CouncilBIZ" Constitution is outdated and in need of a review".

In early 2016 the Board commenced a review of the Constitution.

Areas for consideration that were identified:

- ❖ The scope of services that could be provided was limited;
- ❖ The ability to provide services to other than member Councils was not possible;
- ❖ The requirement for 100% agreement on some matters hindering decision making;
- ❖ Restrictions on who could be a Nominated Member limiting;
- ❖ The ability to distribute accumulated funds restrictive;
- ❖ The quorum of 75% of Members was hindering ability to achieve meetings;
- ❖ The lack of any requirement for a Business Plan similar to a Regional Plan;
- ❖ Lack of an Audit Committee despite the law requiring one.

The Board considered a first draft of a revised constitution in February 2016, and held a full day planning session in April 2016 to work through a set of principles for a Constitution.

HalfPennys Lawyers were then engaged to draft a revised Constitution.

This version was circulated to Board members for a period of five weeks over July 2016 for further comment, and no further revisions were received.

The revised Constitution:

- ❖ Expands the object of CouncilBIZ to be to provide shared services for Members and Clients;
- ❖ Expands the ability to provide services to Clients, being non Member Councils, plus entities that Council would provide services to;
- ❖ Reduces the required agreement level of several key matters from 100% to 80%;
- ❖ Reduces the quorum for meetings of Members from 75% to above 50%;

- ❖ Creates a Board of Directors to oversee operations, consisting of three persons from the Members (not limited to CEO or officers), and three independent persons selected for their skill set;
- ❖ Requires the Board of Directors to prepare and seek approval for a business plan (titled a “Statement of Intent”), and an Annual Report on achievements against that Plan;
- ❖ Permits the distribution of any surplus assets to Members upon abolition;
- ❖ Defines a resignation process should a member wish to leave CouncilBIZ;
- ❖ Requires the formation of an Audit Committee;
- ❖ Defines the use of a Common Seal.

The revised Constitution requires 100% agreement of the ten Members under rule 8 of the current Constitution, and then the approval of the Minister for Local Government under section 29(3).

The current Constitution permits the making of a decision by circular resolution of the Members. It is appropriate that each Member Council independently considers the matter during its normal governance decision making processes, and then advises of its vote on the change.

Impact for Council

There is no impact for Council

ATTACHMENT:

Attachment I – CouncilBiz Constitution 2008

Attachment J – Constitution of a Local Government Subsidiary – Local Government Act – CouncilBiz – Draft 6

VOTING REQUIREMENT

Simple majority

RESOLUTION

THAT the amended Constitution of CouncilBIZ, labelled version 6 dated 10/08/16, is approved, and is recommended to the Minister of Local Government for their consideration and approval under Section 29(3) of the Act.

Moved: **Clr.**

Seconded: **Clr.**

18.5 CIRCULAR MOTION

Applicant:	Senior Financial Consultant
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Ramesh Pudasaini

Purpose

For Council to approve the use of circular motions (or flying minutes) when the CEO is required to use the Common Seal of Council.

Background

Local Government Act

26. How council acts in its corporate capacity

- (2) The affixing of the common seal to a document:
 - (a) must be authorised or ratified by resolution of the council; and
 - (b) must be attested by the signatures of the CEO and at least one member of the council.

On occasions the council receives grant funding applications and acquittals that require the use of the Common Seal of Council to execute the documents. With urgent documents it is often impracticable due to travel distances and time lost to arrange for a Council meeting for the purpose of authorising the documents and applying the seal.

The CEO therefore requests that the Council approved the use of circular motions which will take the form of emails requesting permission from Councillors to use the Common Seal. This approval would then be followed up with a paper to Council indicating when the Common Seal was used and on what documents. A register will be maintained of each use of the Common Seal.

Impact for Council

Prompt execution of grant funding documents will allow for early commencement of programs.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council approve the use of circular motions by the CEO when applying the Common Seal of Council as part of executing documents on behalf of Council.

Moved: Clr.

Seconded: Clr.

18.6 TRADITIONAL CREDIT UNION

Applicant:	Senior Financial Consultant
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Ramesh Pudasaini

Purpose

Close down the bank account with Traditional Credit Union.

Background

The council decided to open with Traditional Credit Union, Wadeye branch on 15 Oct 2015 meeting. Since the opening of the account, the bank has been used very few times during the period. Council has been using electronic banking to process its payment and regardless the physical location of the bank, electronic banking transactions can be done from any location any time and Council has been using Commonwealth bank for the purpose.

All payment can be process through Commonwealth Bank and cash withdrawal shall not be encouraged in any time from any bank account and more policy & procedures shall be develop if payment means is only through cash. Such payment must also keep all record with reason for such payment for audit purpose.

Impact for Council

There will be no impact to council

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council approve the closure of the Traditional Credit Union Account.

Moved: Clr.

Seconded: Clr.

18.7 ASSETS POLICY

Applicant:	Senior Financial Consultant
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Ramesh Pudasaini

PURPOSE

This purpose of this policy is to regulate and guide the identification and recording of assets for West Daly Regional Council.

SCOPE

This policy applies to all asset related activities of West Daly Regional Council.

IMPLEMENTATION

The Council is committed to:

- Providing accurate capture and recording of Non – Current asset information for timely and accurate reporting to Managers, Councillors and the Community
- Meeting all Local Government statutory requirements

ATTACHMENTS

Attachment K – Assets Policy

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council adopt the Assets policy with immediate effect.

Moved: Clr.

Seconded: Clr.

18.8 PETTY CASH

Applicant:	Senior Financial Consultant
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Ramesh Pudasaini

Purpose

Provide information to the Council on unreconciled and missing Petty Cash.

Background

Council provided cash in each community including Parap Office with some cash (float amount) to meet day to day urgent activities like buying tea, coffee and milk. During the year, in some communities cash has been stolen and never reported to management and in communities no proper record maintain, so the cash in float in their physical location is not as per financial record

Council attempted every means to find missing cash and also try to reconcile on unreconciled amount but with out any success.

Due to lack of insufficient documentation and lack of full information, the record shall be corrected to reflect the true picture of current petty cash float.

Location	As per record	Physical Cash	Difference
Wadeye	1,039.63	1,000.00	39.63
Peppimenarti	577.85	-	577.85
Palumpa	168.80	-	168.80
Darwin	697.89	500.00	197.89
total amount to write off			984.17

Impact for Council

Small financial impact, such amount will be treated as bad debts or money loss by theft.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council approves the write off of \$984.17 from petty cash record.

Moved: Clr.

Seconded: Clr.

18.9 ACCOUNTING AND POLICY MANUAL - ACCOUNTING BUSINESS SYSTEMS

Applicant:	Human Resources Officer
Location/Address:	Darwin Office
Date:	21 September 2016
Author:	Cathy Bottrell

PURPOSE

Regulation 9 of the Northern Territory *Local Government (Accounting Regulations)* require Council to provide “the information necessary to ensure the proper operation of any computer based accounting system in use”.

SCOPE

West Daly Regional Council utilises TechnologyOne Enterprise Suite as its primary financial management system.

The TechnologyOne product is managed and maintained on behalf of Council by CouncilBiz located at 14 Shepherd Street, Darwin NT 0800.

Manuals and user guides can be downloaded (accessed) from the home page of Council’s records management system InfoXpert under the heading “Instruction Sheets (How To’s)” and “Training Manuals”.

The following table details existing computer-based Accounting Procedures Manuals and the responsible Council officer.

Manual	Responsible Officer
Authority Manuals	Finance Financial Consultant (CouncilBIZ)
Rates	Senior Financial Consultant (CouncilBIZ)
Accounts Payable	Senior Financial Consultant (CouncilBIZ)
Accounts Receivable	Senior Financial Consultant (CouncilBIZ)
Payroll	Payroll Officer and Human Resource Advisor
Financial Reporting	Senior Financial Officer (CouncilBIZ)
General Ledger	Senior Financial Officer (CouncilBIZ)

ATTACHMENTS

Attachment L – Accounting and Policy Manual - Accounting Business Systems

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council adopt the Accounting and Policy Manual - Accounting Business Systems with immediate effect.

Moved: Clr.

Seconded: Clr.

**18.1 ACCOUNTING AND POLICY MANUAL – ADMINISTRATIVE AND ACCOUNTING PROCEDURES,
POLICIES AND DELEGATIONS – INTERNAL CONTROLS**

Applicant: Human Resources Officer

Location/Address: Darwin Office

Date: 21 September 2016

Author: Cathy Bottrell

PURPOSE

Regulation 9 of the Northern Territory *Local Government (Accounting Regulations)* requires Council to provide "(g) details of all administrative and accounting procedures, policies and delegations of authority, including:

- (i) details of internal control procedures;"

SCOPE

Internal controls are required to be established to:

- (a) safeguard the assets of the Council (refer Policy No. 4.1.4);
- (b) ensure accuracy, completeness and reliability of the accounting data (refer:
- Policy # 1.2.1 – Council Committees,
 - Policy # 3.1.5 – Preparation of Annual Financial Statement,
 - Policy # 3.1.9 – Chart of Accounts,
 - Policy # 1.2.3 – Procurement Policy
 - Policy # 3.2.4 – Fraud Protection Plan
 - Policy # 3.2.1 - Borrowing
- (c) Promote the operational efficiency of the Council (refer all policies);

(d) Ensure compliance with relevant laws (refer:

- Policy # 2.1.13 – Local Government Elections;
- Policy # 1.2.4 - Rating Principles;
- Policy # 1.1.3 –Code of Conduct;
- Policy # 2.1.11 – Driving in Remote Areas;
- Policy # 2.1.12 – Drugs and Alcohol at Work;
- Policy # 2.1.15 – Equal Employment Opportunity;
- Policy # 2.1.16 – Firearms;
- Policy # 2.1.23 – Mandatory Reporting;
- Policy # 2.1.24 – Motor Vehicles and Plant;
- Policy # 2.1.51 - Whistle Blowing

- Ensure adherence to Council policies. (Refer: Policy # **2.1.14** - Employee and Elected Members Induction and all Council, HR, Finance and Operations Manuals)

(e) Establish a Fraud Protection Plan (Refer Policy # **3.2.4** – Fraud Protection Plan)

(f) Establish an audit committee (Refer Policy # **1.2.1**. – Council Committees)

ATTACHMENTS

Attachment M - Accounting and Policy Manual – Administrative and Accounting Procedures, Policies and Delegations - Internal Controls.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council adopt the Accounting and Policy Manual – Administrative and Accounting Procedures, Policies and Delegations - Internal Controls policy with immediate effect.

Moved: Clr.

Seconded: Clr.

19 COUNCIL OFFICE CLOSURE - CHRISTMAS

Applicant: Chief Executive Officer

Location/Address: Darwin

Date: 21 September 2016

Author: Glenda Teede, CEO

SUMMARY

Council is being advised that the Chief Executive Office in accordance with Policy No. 2.1.2 Attendance Leave and Absence from Work will be closing the Council Office from 4:21pm Friday 23rd December 2016 and re-opening 8:00am Tuesday 3rd January 2017.

COMMENTS

All staff will be required to take annual leave during this period, which will equate to 4 days of leave in total, excluding public holidays and weekends. Staff without annual leave will be required to leave without pay.

The Regional Services Manager in the respective Community may require skeleton staff to continue providing essential services such as rubbish collection. If this is the case, the RSMs will consult with staff to determine a suitable roster of the Christmas period.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION:

THAT Council receive and note the dates for the office closure during the Christmas period.

Moved: Clr.

Seconded: Clr.

20 CONFIDENTIAL ITEMS

As per the Local Government (Administration) Regulations Part 4.9 Section 65(2) of the Act, business involving the discussion of confidential information is classified as confidential business.

- (a) Information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

21 CLOSE OF MEETING

Time:

22 NEXT MEETING

The next Ordinary General Meeting of West Daly Regional Council will be held in Darwin on Wednesday 23rd November 2016 in Peppimenarti with a briefing meeting to be held on Tuesday 22nd November 2016 in Peppimenarti.