



WEST DALY
Regional Council

MINUTES

SPECIAL COUNCIL MEETING

10 November 2016 at 10:00am

CouncilBiz Office

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WEST DALY REGIONAL COUNCIL

Minutes for Special Council Meeting 10 November 2016

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A handwritten signature in black ink, appearing to read "Glenda Teede". The signature is fluid and cursive, with a large initial "G" and "T".

Glenda Teede
Chief Executive Officer

MINUTES
ORDINARY COUNCIL MEETING
TO BE HELD AT THE DARWIN COUNCIL OFFICE
ON 10 NOVEMBER 2016
COMMENCING AT 10.00AM

Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at 10:18am and welcomed all in attendance.

1 PERSONS PRESENT

ELECTED MEMBERS PRESENT

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

STAFF PRESENT

Chief Executive Officer	Glenda Teede
Finance and Administration Team Leader	Rebecca Purser

PERSONS PRESENT

Department of Local Government	Jocelyn Nathanel-Waters
General Manager of CouncilBiz	Michael Freeman

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Disclosure of Interest:	N/A
Date:	10 th November 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 Special Council Meeting held 10 November 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 the Council receive and notes apologies and grants a leave of absence for Councillor Leon Melpi for the Special Council Meeting held 10 November 2016.

Moved: Councillor Mark Martin
Seconded: Councillor Ralph Narburup

3 REQUEST FOR AMENDMENT TO AGENDA TO SPECIAL MEETING

Michael Freeman was requested by the Chairperson, Mayor Harold Wilson to read a letter to the Council from Mayor Wilson to the CEO, Glenda Teede pursuant to Section 59(2)(a) of the Local Government Act.

Resolution

THAT the Council agrees to amend the agenda to include a confidential section and accept the letter from Mayor Harold Wilson to the CEO, Glenda Teede.

Moved: Councillor Mark Martin
Second: Councillor Wally Minjin
Carried: Unanimously

4 MANAGEMENT LETTER FROM DELOITTE TOUCHE TOHMATSU FOR THE FINANCIAL YEAR ENDING 30 JUNE 2016

Applicant: Chief Executive Officer
Location/Address: Darwin
Date: 10 November 2016
Author: Glenda Teede

SUMMARY

As part of the reporting procedures it is recommended that Council notes the Management Letter from Deloitte Touche Tohmatsu for the financial year ending 30 June 2016 submitted to council on the 31st October 2016 at the Audit Committee Meeting and tabled.

COMMENTS

A copy of the minutes from the Audit Committee meeting held on 31st October 2016 is tabled.

Recommendation:

THAT the Council receives and notes the Auditors recommendation.

Moved: Councillor Ralph Narburup
Second: Councillor Andrew Brown
Carried: Unanimously

That the Council receives and notes the minutes from the Audit Committee Meeting held on 31st October 2016.

Moved: Councillor Mayor Harold Wilson
Second: Councillor Mark Martin
Carried: Unanimously

5 AUDITED FINANCIAL STATEMENT

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	10 November 2016
Author:	Glenda Teede

SUMMARY

As part of the reporting procedures it is recommended that Council accept the West Daly Regional Council's General Purpose Financial Statement prepared by Deloitte Touche Tohmatsu for the financial year ending 30 June 2016

COMMENTS

A copy of the General Purpose Financial Statement is tabled.

NOTE: Councillor Wally Minjin left the room at 10:38am and re-entered at 10:39am

Resolution

THAT the Council receives and notes the Auditors General Purpose Financial Statement for the financial year ending 30 June 2016.

Moved: Councillor Wally Minjin
Second: Councillor Ralph Narburup
Carried: Unanimously

6 WEST DALY REGIONAL COUNCIL ANNUAL REPORT 2015/2016 FINANCIAL YEAR

Applicant: Chief Executive Officer

Location/Address: Darwin

Date: 10 November 2016

Author: Glenda Teede

SUMMARY

As per the *Local Government Act*, section 199, council must submit the Annual Report each year on or before 15 November.

The report must include a copy of the council's audited financial statement for the financial year.

The report must also contain an assessment of the council's performance against the objectives stated in the relevant regional plan. Once submitted the report to minister, council must publish the report to the council's website and publish the notice in newspaper informing Annual Report can be downloaded or obtain from Council Offices.

COMMENTS

A copy of the Annual Report is tabled for Council's perusal, consideration and comment.

Resolution

THAT the Council adopt the Annual Report with identified minor changes and submit to the minister by 15th November 2016

Moved: Councillor Wally Minjin
Second: Councillor Mark Martin
Carried: Unanimously

7 DELEGATIONS REGISTER

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	10 November 2016
Author:	Glenda Teede

SUMMARY

Parliament has given its authority for certain acts and undertakings to the Council.

In order to provide for the expedient exercise and performance of its powers and duties and efficient management of its business the Council has delegated some of its authority to the CEO. The CEO in turn has further delegated some of these roles and responsibilities.

The following protocols govern the use of the delegated authority:-

- Any exercise of delegated authority is subject to compliance with:
 - Any relevant provisions of the Local Government Act and Regulations
 - Any other legislative requirements
 - Any application Council policy
 - The relevant provisions of any Council By-Law
- It is the responsibility of the officer exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with the restrictions.
- Delegated authority should not be exercised where a conflict of interest exists or where it may be perceived to exist.
- Delegation by the Council to the CEO does not prevent Council itself either from acting itself or revoking or varying the delegation at any time.
- Delegation by the CEO likewise does not preclude the CEO from acting or revoking or varying the delegation at any time.
- Delegation requires judgement. It is not appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.
- At all times officers exercising delegated authority are required to act reasonably.

COMMENTS

A copy of the Delegations Register is tabled.

Note that on page 14 of 20 – Approve Expenditure – *“For service/s \$100 (Up to) Within approved budget, accompanied by associated receipts and refund through petty cash”* that the amount be changed to \$1,000.00.

Resolution

THAT the Council adopts the updated Delegations Register with immediate effect with the change as stated.

Moved: Councillor Mark Martin
Second: Councillor Ralph Narburup
Carried: Unanimously

8 CONFIDENTIAL ITEMS

The following information is classified as confidential Pursuant to Part 4 – 8(a) of the Local Government (Administration) Regulations:

- (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.*

Mayor Harold Wilson, passed the motion to address confidential items.

The persons allowed to stay in the room are:

ELECTED MEMBERS PRESENT

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

PERSONS PRESENT

Department of Local Government	Jocelyn Nathanel-Waters
General Manager of CouncilBiz	Michael Freeman