



**WEST DALY**  
*Regional Council*

**AGENDA**

**ORDINARY COUNCIL MEETING**

**24 November at 10:00am**

**COUNCILBIZ OFFICE DARWIN**

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**Michael Freeman**  
**Acting Chief Executive Officer**

AGENDA  
ORDINARY COUNCIL MEETING  
TO BE HELD AT THE COUNCILBIZ OFFICE  
ON 24 NOVEMBER 2016  
COMMENCING AT 10.00AM

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Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at - \_\_\_\_\_ and welcomed all in attendance.

## 1 PERSONS PRESENT

### ELECTED MEMBERS PRESENT

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

### STAFF PRESENT

Acting Chief Executive Officer	Michael Freeman
Acting Deputy Chief Executive Officer	Ramesh Pudasaini
Finance and Admin Team Leader	Rebecca Purser

### PERSONS PRESENT

Local Government Regional Manager	Nathaniel Knapp
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### APOLOGIES

Councillor	Leon Melpi
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## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Date:</b>	24 November 2016
<b>Author:</b>	Acting Chief Executive Officer

### SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary Council Meeting held 24 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.



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

### 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 Councillor Leon Melpi for the Ordinary Council Meeting held 24 November 2016.

**Moved:**

**Seconded:**

## 3 CONFIRMATION OF MINUTES

### SUMMARY

Minutes of the Council Meeting held on 21<sup>st</sup> September 2016 are **attached** for acceptance by Council.

### STATUTORY REQUIREMENT

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.

**Attachment: "A"**

### VOTING REQUIREMENT

Simple Majority

### RECOMMENDATION

That the Minutes of the Council meeting held on 21<sup>st</sup> September 2016 be confirmed as a true and correct record of the meeting held on 21<sup>st</sup> September 2016.

**Moved:**

**Seconded:**



**4 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

Applicant:	Acting Chief Executive Officer
Location/Address:	Darwin
Date:	24 November 2016
Author:	Michael Freeman

**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 24 November 2016.

**Moved:** Clr.  
**Seconded:** Clr.

**5 INCOMING/OUTGOING CORRESPONDENCE**

<b>Applicant:</b>	Administration Assistant
<b>Location/Address:</b>	Darwin
<b>Date:</b>	24 November 2016
<b>Author:</b>	Shae Reilly
<b>Attachments:</b>	Mail Register will be tabled at the meeting

**SUMMARY**

The incoming and outgoing correspondence register is attached for Council's perusal and comments.

**Attachment: "B"**

**VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION**

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

**Moved:** Clr.

**Seconded:** Clr.

**6 COUNCILLOR REPORTS**

Nil

**7 LATE REPORTS**

Nil

**8 ACTING CHIEF EXECUTIVE OFFICER REPORT**

<b>Applicant:</b>	ACTING CHIEF EXECUTIVE OFFICER
<b>Location/Address:</b>	Darwin
<b>Date:</b>	24 November 2016
<b>Author:</b>	Michael Freeman



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

### DISCUSSIONS

I commenced providing services on Tuesday 15<sup>th</sup> November 2016 on the basis of two days a week, with support from Acting Deputy CEO Ramesh Pudasaini.

Since that time, it has been a matter of establishing the state of the many activities of Council, and major matters requiring attention.

### Actions Taken

1. Establishment of financial delegations and communication with holders of delegations
2. Inform stakeholders, funders and the Department of Local Government of change of contact details.
3. Communicate with Community Managers expectations
4. Seek work outstanding matters from three Consultants engaged to provide services

### Major Matters

Matters that have been brought to my attention that will require effort:

- Age Care in Wadeye
- Delivery of Department of Prime Minister and Cabinet funding contracts

### CouncilBIZ

The council has a standing resolution that the CEO is the representative on the CouncilBIZ Board. The CouncilBIZ constitution provides that the CEO or a senior employee can be the representative.

Given the current dual roles, it is proposed that the West Daly vote on CouncilBIZ matters will not be used except where the ongoing operations of CouncilBIZ are compromised.

### Out of Office

I will be in Alice Springs on a mixture of CouncilBIZ work, and attending the LGANT Meeting for the week 28<sup>th</sup> November to 2<sup>nd</sup> December.

Mayor Wilson is also attending the LGANT Meeting.



**RECOMMENDATION**

1. THAT Council receive and notes the Acting Chief Executive Officer's report.
2. THAT Council confirm the appointment of the Acting Chief Executive Officer to the Board of CouncilBIZ, but request that a conflict of interest be avoided on any voting matters.

**Moved:**

**Seconded:**

**9 ORGANISATIONAL STRUCTURE**

<b>Applicant:</b>	ACTING CHIEF EXECUTIVE OFFICER
<b>Location/Address:</b>	Darwin
<b>Date:</b>	24 November 2016
<b>Author:</b>	Michael Freeman

**DISCUSSIONS**

The Law

Section 103 of the *Local Government Act* states:

*103 Other staff of the council*

*The CEO is responsible for the appointment of staff in accordance with a staffing plan approved by the council.*

The Local Government (Accounting) Regulations state:

*9 Accounting procedures*

*(1) A council must maintain an accounting and policy manual.*

*(2) The manual must include, or incorporate by reference, the following:*

*(a) an organisation chart showing the functions of the council, its committees and responsible officers;*



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

*(b) a statement of the duties and responsibilities of the CEO and responsible officers;*

### Current Situation

The current organisational structure does not appear to resemble previously approved structures, most likely due to an inability to attract suitable persons to vacant roles.

It is therefore appropriate to adopt a revised Organisation Structure as per current operating model, and to schedule a priority task for the incoming CEO, once recruited, to review the structure.

### **ATTACHMENT "C"**

Organisational Chart – November 2016

#### **RECOMMENDATION**

1. THAT Council approves the interim Organisation Structure pending a review by the incoming CEO

**Moved:**

**Seconded:**

## **10 HUMAN RESOURCES REPORT**

**Date:** 24 November 2016

**Author:** Cathy Bottrell, Human Resources Advisor

**Attachments:** N/A

### **SUMMARY**

Human Resources Advisor's report for the Ordinary Council Meeting being held on Thursday 24 November 2016.

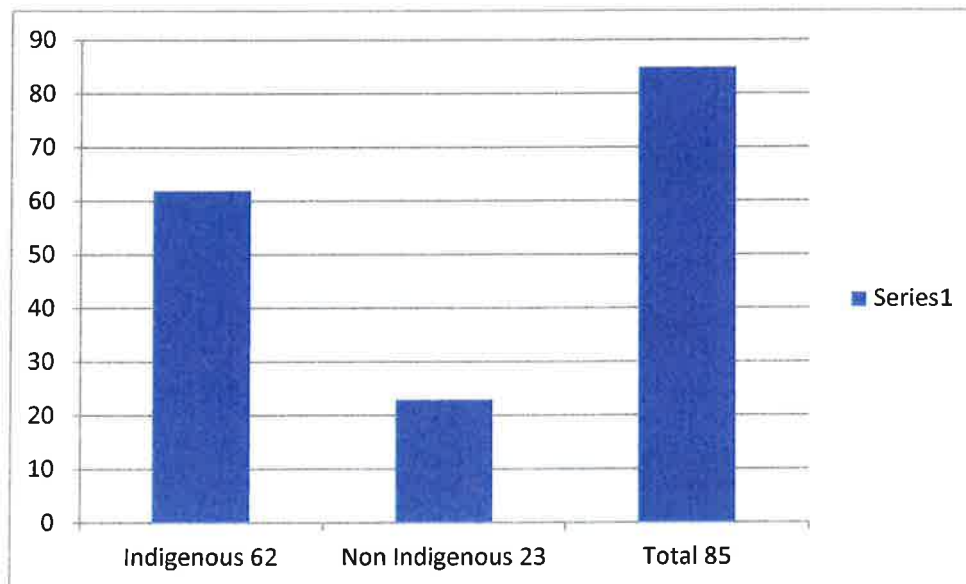
### **HUMAN RESOURCES REPORT NOVEMBER 2016**

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.

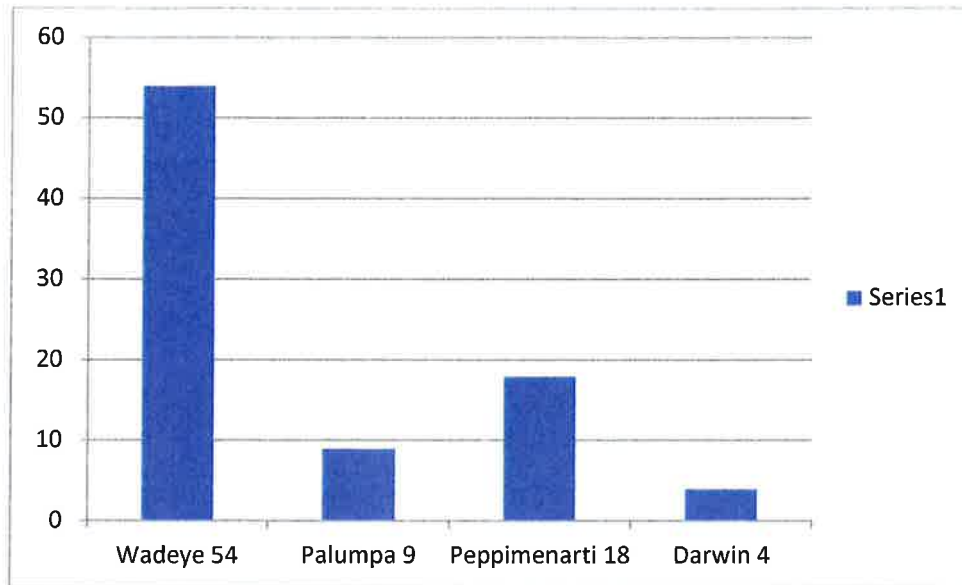
**Council Staffing Levels**

- Wadeye has 54 employees, 22 of which are fulltime, 6 are part time and 26 are casual.
- Palumpa has a total of 9 employees, with 2 fulltime and 7 casual.
- Peppimenarti currently have 18 employees, with 7 fulltime, 7 part time and 4 casual.
- Darwin currently consists of 4 staff, 3 fulltime and 1 part time employee(s).

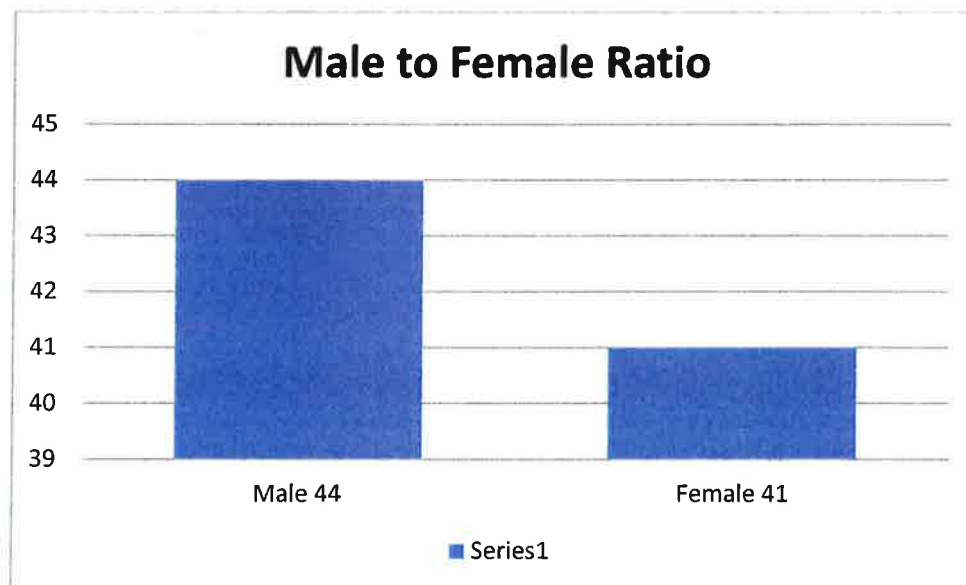
**Total staff within the Council including Darwin sits at 85, with 62 being of Indigenous ethnicity**



**Employees by Communities**



**Male to female staff ratio sits at 44 male employees to 41 female employees**



**Staff Performance & Turnover**

- In the period 20 September to 16 November, there were 11 resignations, 1 termination.
- In the period 20 September to 16 November, there were 9 new hires.
- Staff attendance continues to be an ongoing issue throughout all 3 communities.

### Current Vacancies

- Chief Executive Officer
- Senior Works Supervisor - Wadeye
- Work Health Safety & Tenancy Officer – Wadeye
- Works Team Leader – Palumpa
- Administration Officer – Palumpa
- Sport & Recreation Team Leader – Palumpa
- Community Patrol Team Leader - Palumpa

### Staff Training

- Wadeye Aged Care Cert III Aged Care - Continuing
- Night Patrol Certificate III Community Safety – Continuing
- Ongoing Technology 1 Training for Managers, Team Leaders and Supervisors

### VOTING REQUIREMENT

Simple majority

#### RECOMMENDATION

That Council receives and notes the Human Resources Report.

**Moved:**

**Seconded:**

## 11 FINANCE REPORTS

**Applicant:** Senior Financial Consultant of CouncilBIZ/Acting Deputy CEO

**Location/Address:** Darwin

**Date:** 23 November 2016

**Author:** Ramesh Pudasaini

### Purpose

To provide financial information for the month of October 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.



## WEST DALY REGIONAL COUNCIL

### Agenda for Ordinary Council Meeting 24 November 2016

#### 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

<u>Financial Snapshot</u>	Oct-16	Sep-16	Variance	
<b><u>Current Assets</u></b>				
Cash & Bank	5,716,605	5,119,064	597,541	Increased
Receivable	954,675	1,040,155	(85,480)	Decreased
<b><u>Current Liabilities</u></b>				
Staff Liability	418,871	414,109	4,762	Increased
Trade & Other Liability	856,558	339,455	517,103	Increased
Unspent Grants (tied fund)	5,197,526	4,176,152	1,021,374	Increased
PO Commitment (tied fund)	84,538	375,568	(291,030)	Decreased

<u>Non Current Assets</u>	Fair Value	Acc. Dep	Net Value
Buildings	20,866,345	2,972,738	17,893,607
Road Infrastructures	3,377,270	1,028,835	2,348,435
Plant & Equipment	1,449,277	699,628	749,649
Structures	412,156	113,846	298,310
Furniture & Fittings	85,213	29,376	55,837
Motor Vehicle	1,266,432	573,536	692,896
Site Improvements	1,750,851	463,567	1,287,284
<b>Total</b>	<b>29,207,544</b>	<b>5,881,526</b>	<b>23,326,018</b>

<u>Financial Snapshot</u>	Oct-16	Monthly Average	Sep-16	Monthly Average	Variance	
Income	5,885,792	1,471,448	4,168,896	1,389,632	1,716,896	Increased
<b><u>Expenses</u></b>						
Expenses - Staff	1,730,177	432,544	1,293,728	431,243	436,449	Increased
Expenses - Councillors	84,868	21,217	54,507	18,169	30,361	Increased
Expenses - Others	2,649,980	662,495	1,779,957	593,319	870,023	Increased

#### Cash and Investment

	Oct-16	Sep-16	Variance
Cash & Bank	5,716,605	5,119,064	597,541



## WEST DALY REGIONAL COUNCIL

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Cash on hand at the end of October 2016 was \$5,716,605 and is the equivalent of 6.24 months cash capacity based on average year to date payments of \$916k to suppliers, councillors and employees (excluding depreciation).

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
<u>WEST DALY REGIONAL COUNCIL</u>	Cash Deposit Account	[REDACTED]	\$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	2.24%	28/12/2016
Fixed Term Deposit	\$1,000,000.00	\$0.00	2.24%	28/12/2016
Fixed Term Deposit	\$500,000.00	\$0.00	1.10%	9/11/2016
Fixed Term Deposit	\$1,000,000.00	\$0.00	2.40%	8/12/2016

### Current Ratio

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

**Current Ratio - October 2016** **1.02**

Current Assets		Current Liabilities	
Cash & Bank	5,716,605	Payables - Trades	736,162
Receivable	922,083	Payables - Others	68,239
Prepayments	32,592	Payable Funding Agency	52,157
Less:		Add:	
Staff Liability	418,871	Unspent Tied Grants (Agency & Core)	5,197,526
		Commitment Amounts	84,538
	<b>6,252,409</b>		<b>6,138,622</b>



**WEST DALY REGIONAL COUNCIL**  
**Agenda for Ordinary Council Meeting 24 November 2016**

**Current Ratio - Sept 2016**

**1.17**

Current Assets		Current Liabilities	
Cash & Bank	5,119,064	Payables - Trades	185,060
Receivable	1,007,760	Payables - Others	102,238
Prepayments	32,395	Payable Funding Agency	52,157
Less:		Add:	
Staff Liability	414,109	Unspent Tied Grants (Agency & Core)	4,176,152
		Commitment Amounts	375,568
	<b>5,745,110</b>		<b>4,891,175</b>

The current ratio 1.02 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 October 2016 is \$954k including doubtful debts provision of \$42k.

Receivable	Oct-16	Sep-16
Receivables P & R Rates	859,123	871,681
Receivables Trade	52,236	63,177
Accrued Income	4,119	6,673
Inventory - Fuel	20,698	20,698
Receivables Others	27,596	87,220
Prepayments General	32,592	32,395
Doubtful Debts Provision	(41,689)	(41,689)
<b>Total</b>	<b>954,675</b>	<b>1,040,155</b>

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 October 2016.





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<b>Trade Debtor's Account - Age Analysis</b>	<b>Oct-16</b>	<b>Sep-16</b>
Current	35,573	30,125
Over 30 days	3,619	23,935
Over 60 days	3,487	1,210
Over 90 days	9,557	7,907
<b>Total</b>	<b>52,236</b>	<b>63,177</b>

**Creditors / Payables**

As at end of October 2016, total payable amount outstanding is \$1275k, the detail break down is listed below;

<b>Payables</b>	<b>Oct-16</b>	<b>Sep-16</b>
Payables - Employees (Leave Provision)	418,871	414,109
Payables - Trades	736,162	185,060
Payables - Others	68,239	102,238
Payables - Funding Agency (Grants)	52,157	52,157
<b>Total</b>	<b>1,275,429</b>	<b>753,564</b>

Payable Employees figure is made of provision for Annual Leave and Long Service Leave. Payable others are made of; PAYG - \$66k and income received in advance (others) is \$2k.

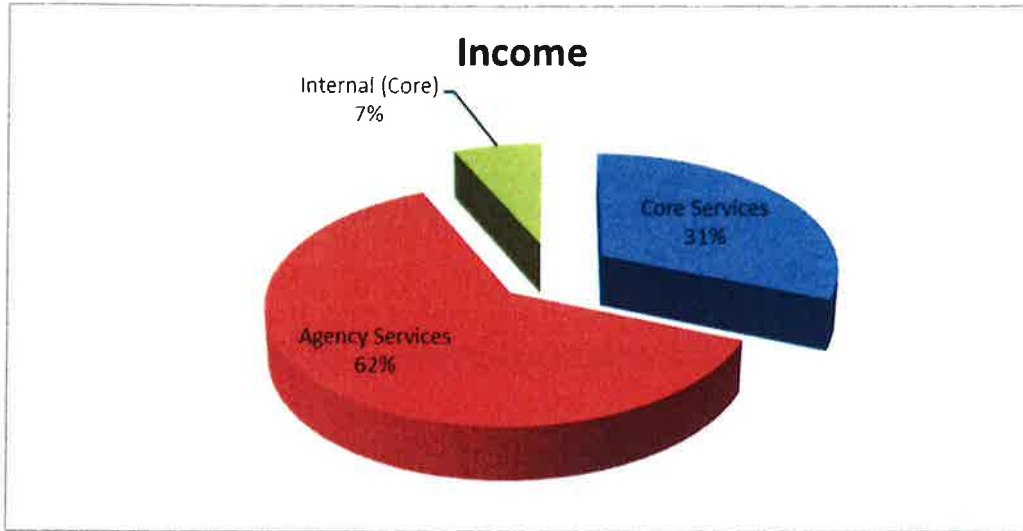
The table below compares aged analysis of current, 30 days, 60 days and 90 days for the month of October 2016.

<b>Creditor's Account - Age Analysis</b>	<b>Oct-16</b>	<b>Sep-16</b>
Current	18,993	179,628
Over 30 days	715,971	4,885
Over 60 days	923	275
Over 90 days	275	272
<b>Total</b>	<b>736,162</b>	<b>185,060</b>

**Summary of Revenue & Expenditure**

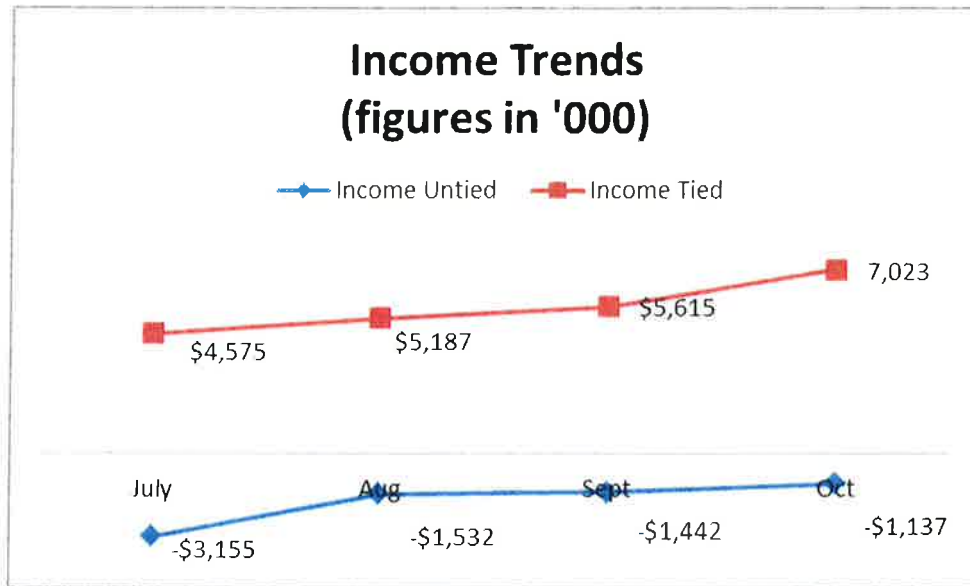
**Revenue**

Council received \$5.85m in revenue. Within income, Core (Council) revenue is \$1.8m; Agency revenue is \$3.6k and Internal Income of \$395k (Core)



While re-classifying as untied and tied,

Drag a column header here to group by that column					
Rem Tied/Untied Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
	0	0	0	0	
<u>TIED - Tied Funding</u>	(7,022,627)	0	(7,022,627)	(8,563,832)	(1,541,205)
<u>UNTIED - Untied Funding</u>	1,532,758	(80,591)	1,452,167	(5,571,794)	(7,023,961)



Note: Internal allocation income of \$395k is also added into untied income.

The negative income in untied is due to opening balance of unspent grants (tied) of \$3.9m which has been recognised as income in FY 15/16 and adjusted back to tied grants in July. Net income in untied Income is (\$3.9m - \$1.1m) 2.8m.

#### Tied Income – Program

Program	Actual	Commitments	Total Actual	Annual Budget	Funds Available
▶ <u>AG - Aged Care Services</u>	(2,063,317)	0	(2,063,317)	(2,349,442)	(286,125)
<u>CH - Child Care Emu Point</u>	(33,345)	0	(33,345)	(170,000)	(136,655)
<u>CP - Community Patrol</u>	(860,138)	0	(860,138)	(1,265,000)	(404,862)
<u>CR - Community Program</u>	(39,051)	0	(39,051)	(29,960)	9,091
<u>CZ - Capital Purchases</u>	(299,900)	0	(299,900)	(330,000)	(30,100)
<u>EH - Environmental</u>	(14,608)	0	(14,608)	(76,000)	(61,392)
<u>ES - Essential Services</u>	(60,729)	0	(60,729)	(121,000)	(60,271)
<u>LA - Local Authorities</u>	(829,517)	0	(829,517)	(416,286)	413,231
<u>LI - Libraries</u>	(150,994)	0	(150,994)	(113,000)	37,994
<u>MB - Media and Broadca...</u>	(100,755)	0	(100,755)	(166,000)	(65,245)
<u>OC - Outstations and Ho...</u>	(1,117,225)	0	(1,117,225)	(841,500)	275,725
<u>RM - Road Maintenance</u>	(1,178,031)	0	(1,178,031)	(1,969,635)	(791,604)
<u>SG - Special Purpose Gr...</u>	(144,708)	0	(144,708)	(242,008)	(97,300)
<u>SR - Sport and Rec</u>	(115,500)	0	(115,500)	(432,000)	(316,500)
<u>VC - Vacation Care</u>	(14,808)	0	(14,808)	(42,000)	(27,192)

#### Untied Income – Program

Program	Actual	Commitments	Total Actual	Annual Budget	Funds Available
▶ <u>AC - Across Council Tied...</u>	3,899,436	0	3,899,436	0	(3,899,436)
<u>AD - Administration</u>	(924,512)	0	(924,512)	(2,588,877)	(1,664,365)
<u>CA - Commercial Arrange...</u>	(213,165)	(80,591)	(293,757)	(653,000)	(359,244)
<u>CF - Council Fund</u>	(618,333)	0	(618,333)	(401,000)	217,333
<u>CG - NTG Budget Assist...</u>	0	0	0	(700,000)	(700,000)
<u>HS - Housing - Staff Hou...</u>	(8,413)	0	(8,413)	(22,500)	(14,087)
<u>PL - Pools</u>	(1,678)	0	(1,678)	(18,000)	(16,322)
<u>RM - Road Maintenance</u>	(209,549)	0	(209,549)	(809,316)	(599,767)
<u>WM - Waste Management</u>	(391,027)	0	(391,027)	(379,100)	11,927

**Untied Income – Fund**

Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
▶ <u>010 - Unexpended grant</u>	3,899,436	0	3,899,436	0	(3,899,436)
<u>101 - General Operating</u>	(2,020,186)	0	(2,020,186)	(3,821,418)	(1,801,232)
<u>201 - Airport Maintenanc...</u>	(83,187)	0	(83,187)	(337,001)	(253,814)
<u>203 - Australia Post</u>	(5,196)	0	(5,196)	(22,001)	(16,804)
<u>204 - Centrelink</u>	(58,756)	0	(58,756)	(160,000)	(101,244)
<u>205 - Mechanical Works...</u>	(473)	0	(473)	0	473
<u>206 - Visitor Accommoda...</u>	(37,507)	(1,309)	(38,816)	(133,999)	(95,183)
<u>207 - Commercial Buildings</u>	(28,047)	(79,282)	(107,329)	0	107,329
<u>703 - NTG - Indigenous</u>	0	0	0	(592,000)	(592,000)
<u>719 - NTG - FAA Gener...</u>	(133,326)	0	(133,326)	(505,376)	(372,050)

**Tied Income - Fund**

Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
<a href="#">804 - AuGov - Health: Fl...</a>	(1,301,110)	0	(1,301,110)	(1,569,443)	(268,332)
<a href="#">741 - ISLRF - Palumpa A...</a>	(938,000)	0	(938,000)	(438,000)	500,000
<a href="#">722 - NTG Local Authorit...</a>	(829,517)	0	(829,517)	(416,286)	413,231
<a href="#">711 - NTG - Health: Hom...</a>	(656,368)	0	(656,368)	(565,000)	91,369
<a href="#">821 - AG - Night Patrol B...</a>	(500,000)	0	(500,000)	0	500,000
<a href="#">806 - AuGov - Night Patrol</a>	(360,138)	0	(360,138)	(1,265,000)	(904,862)
<a href="#">755 - NTG - Merrepen S...</a>	(299,900)	0	(299,900)	(330,000)	(30,100)
▶ <a href="#">387 - NDRRA - Daly Riv...</a>	(240,031)	0	(240,031)	(265,171)	(25,140)
<a href="#">704 - NTG - Municipal &amp; ...</a>	(228,552)	0	(228,552)	(320,000)	(91,449)
<a href="#">807 - AuGov - NT Jobs ...</a>	(204,869)	0	(204,869)	(381,000)	(176,131)
<a href="#">746 - Ablution Block in F...</a>	(180,000)	0	(180,000)	0	180,000
<a href="#">705 - NTG - Outstations ...</a>	(165,353)	0	(165,353)	(164,000)	1,353
<a href="#">725 - Homelands Extra A...</a>	(162,922)	0	(162,922)	(357,500)	(194,578)
<a href="#">709 - NTG - Libraries</a>	(150,994)	0	(150,994)	(113,000)	37,994
<a href="#">736 - NTG - Wadeye To...</a>	(144,708)	0	(144,708)	(52,008)	92,700
<a href="#">742 - Deleye Solar/Batte...</a>	(138,337)	0	(138,337)	0	138,337
<a href="#">747 - Grading of internal ...</a>	(100,000)	0	(100,000)	0	100,000
<a href="#">822 - AG - IAS Sport and...</a>	(75,409)	0	(75,409)	(296,000)	(220,591)
<a href="#">720 - NT Jobs Package ...</a>	(73,002)	0	(73,002)	(121,000)	(47,998)
<a href="#">744 - Fossil Head Solar ...</a>	(60,550)	0	(60,550)	0	60,550
<a href="#">805 - AuGov - Education...</a>	(48,154)	0	(48,154)	(212,000)	(163,846)
<a href="#">757 - NTG - Minor upgra...</a>	(40,000)	0	(40,000)	(40,000)	
<a href="#">738 - NTG - SPG Outstat...</a>	(33,051)	0	(33,051)	0	33,051
<a href="#">758 - NTG -Wadeye You...</a>	(24,960)	0	(24,960)	(24,960)	
<a href="#">743 - Fossil Head Power ...</a>	(18,688)	0	(18,688)	0	18,688
<a href="#">745 - Uminyuluk Sewera ...</a>	(17,500)	0	(17,500)	0	17,500
<a href="#">710 - NTG - Environment...</a>	(14,608)	0	(14,608)	(76,000)	(61,392)
<a href="#">759 - NTG - Attend NT S...</a>	(9,091)	0	(9,091)	0	9,091
<a href="#">756 - NTG - Softball NT ...</a>	(3,000)	0	(3,000)	(3,000)	
<a href="#">418 - Wadeye Festival</a>	(2,000)	0	(2,000)	(2,000)	
<a href="#">816 - AG - Home Care P...</a>	(1,725)	0	(1,725)	0	1,725
<a href="#">707 - NTG - Sports &amp; Re...</a>	(91)	0	(91)	(96,000)	(95,909)
<a href="#">737 - NTG - NDRRA Ma...</a>	0	0	0	(190,000)	(190,000)
<a href="#">811 - AG - Roads to Rec...</a>	0	0	0	(1,266,464)	(1,266,464)

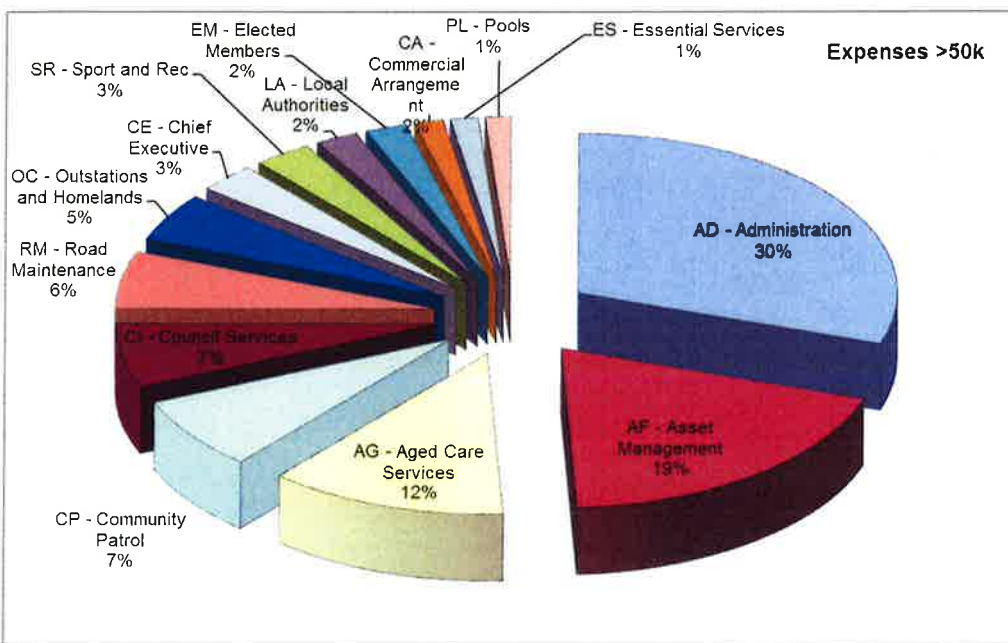
### Expenses

Council spent \$3.7m in operating expenses and \$799k as unfunded depreciation expenses.

Employee Expenses	Councillors Expenses	Operating Expenses	Total Operating Expenses	Depreciation	Total Expenditure
1,730,177	84,868	1,851,085	3,666,130	798,895	4,465,025

Core / Council expense is \$3.4m (including depreciation of \$798 k) and agency expense is \$1.07m.

### Expenses – Program



### Tied/ Untied Expenses

Rem Tied/Untied Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
▶ <a href="#">TIED - Tied Funding</a>	1,740,562	81,650	1,822,212	8,563,831	6,741,619
<a href="#">UNTIED - Untied Funding</a>	2,724,462	479,690	3,204,152	9,481,452	6,277,300

### Tied Expenses - Program

Program	Actual	Commitments	Total Actual	Annual Budget	Funds Available
▶ <a href="#">AG - Aged Care Services</a>	508,284	20,504	528,788	2,349,443	1,820,655
<a href="#">CH - Child Care Emu Point</a>	44,009	6,336	50,345	169,999	119,654
<a href="#">CP - Community Patrol</a>	309,248	2,832	312,079	1,265,000	952,920
<a href="#">CR - Community Program</a>	33,684	0	33,684	29,960	(3,724)
<a href="#">CZ - Capital Purchases</a>	0	0	0	330,000	330,000
<a href="#">EH - Environmental</a>	11,649	0	11,649	76,001	64,352
<a href="#">ES - Essential Services</a>	59,419	0	59,419	120,998	61,580
<a href="#">LA - Local Authorities</a>	90,225	49,970	140,194	416,287	276,093
<a href="#">LI - Libraries</a>	40,293	0	40,293	113,001	72,708
<a href="#">MB - Media and Broadca...</a>	16,777	0	16,777	166,000	149,223
<a href="#">OC - Outstations and Ho...</a>	205,943	0	205,943	841,501	635,559
<a href="#">PL - Pools</a>	0	0	0	0	
<a href="#">RM - Road Maintenance</a>	264,771	0	264,771	1,969,636	1,704,865
<a href="#">SG - Special Purpose Gr...</a>	17,368	0	17,368	242,007	224,639
<a href="#">SR - Sport and Rec</a>	123,108	2,007	125,115	431,996	306,881
<a href="#">VC - Vacation Care</a>	15,786	0	15,786	42,000	26,214

### Untied Expenses – Program

Program	Actual	Commitments	Total Actual	Annual Budget	Funds Available
▶ <a href="#">AD - Administration</a>	1,274,490	397,746	1,672,236	3,539,279	1,867,043
<a href="#">AF - Asset Management</a>	798,895	0	798,895	2,911,151	2,112,256
<a href="#">CA - Commercial Arrange...</a>	61,176	12,030	73,206	93,130	19,924
<a href="#">CE - Chief Executive</a>	123,214	0	123,214	318,073	194,859
<a href="#">CI - Council Services</a>	273,501	665	274,166	1,317,253	1,043,087
<a href="#">CM - Cemeteries</a>	(216)	0	(216)	0	216
<a href="#">EM - Elected Members</a>	89,720	4,205	93,925	376,277	282,352
<a href="#">HS - Housing - Staff Hou...</a>	41,471	4,090	45,561	90,889	45,328
<a href="#">IN - Infrastructure</a>	0	0	0	0	
<a href="#">LA - Local Authorities</a>	123	0	123	18,396	18,273
<a href="#">PG - Parks and Gardens</a>	18,249	11,419	29,668	278,544	248,876
<a href="#">PL - Pools</a>	54,740	7,048	61,789	185,697	123,908
<a href="#">RC - Street Cleaning</a>	(1,082)	0	(1,082)	0	1,082
<a href="#">RM - Road Maintenance</a>	(19,667)	28,216	8,548	111,385	102,837
<a href="#">TR - Training and Devel...</a>	715	0	715	115,001	114,285
<a href="#">WM - Waste Management</a>	6,988	14,271	21,259	81,431	60,172
<a href="#">WS - Work Health and S...</a>	2,145	0	2,145	44,947	42,802

**Tied Expenses - Fund**

Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
387 - NDRRA - Daly Riv...	210,761	0	210,761	265,171	54,410
418 - Wadeye Festival	952	0	952	2,000	1,049
704 - NTG - Municipal & ...	84,605	0	84,605	320,000	235,396
705 - NTG - Outstations ...	54,081	0	54,081	163,999	109,918
707 - NTG - Sports & Re...	4,816	1,528	6,344	96,000	89,656
709 - NTG - Libraries	40,293	0	40,293	113,001	72,708
710 - NTG - Environment...	11,649	0	11,649	76,001	64,352
711 - NTG - Health: Hom...	82,256	6,033	88,288	570,697	482,409
720 - NT Jobs Package ...	55,982	0	55,982	120,998	65,016
722 - NTG Local Authorit...	90,225	49,970	140,194	416,287	276,093
725 - Homelands Extra A...	70,693	0	70,693	357,502	286,809
733 - NTG - Fencing pro...	495	0	495	0	(495)
736 - NTG - Wadeye To...	16,873	0	16,873	52,008	35,135
737 - NTG - NDRRA Ma...	0	0	0	190,000	190,000
738 - NTG - SPG Outstat...	0	0	0	0	
741 - ISLRF - Palumpa A...	54,010	0	54,010	438,000	383,990
755 - NTG - Merrepen S...	0	0	0	330,000	330,000
756 - NTG - Softball NT ...	3,212	0	3,212	3,000	(212)
757 - NTG - Minor upgra...	36,585	0	36,585	40,000	3,415
758 - NTG - Wadeye You...	20,173	0	20,173	24,960	4,787
759 - NTG - Attend NT S...	9,347	0	9,347	0	(9,347)
804 - AuGov - Health: Fl...	397,820	8,521	406,341	1,522,682	1,116,341
805 - AuGov - Education...	59,795	6,336	66,131	211,999	145,868
806 - AuGov - Night Patrol	309,248	2,832	312,079	1,265,000	952,920
807 - AuGov - NT Jobs ...	48,981	0	48,981	422,064	373,083
810 - AG - Arts: Regional...	1,104	0	1,104	0	(1,104)
811 - AG - Roads to Rec...	0	0	0	1,266,464	1,266,464
818 - Aged Care Repairs	(5,100)	5,950	850	0	(850)
821 - AG - Night Patrol B...	0	0	0	0	
822 - AG - IAS Sport and...	81,707	479	82,187	295,996	213,810



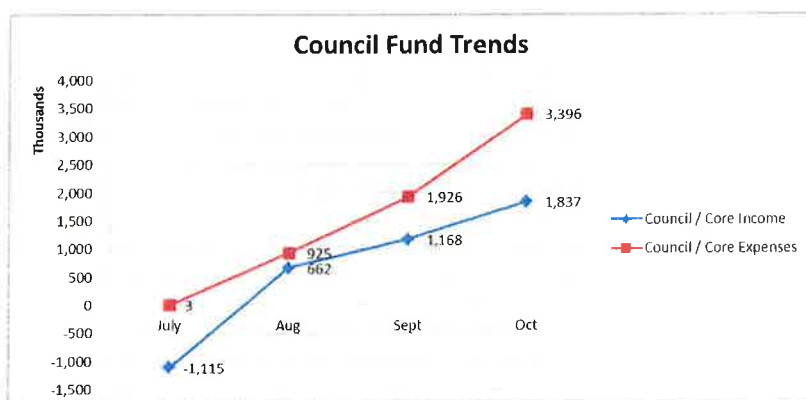
### Untied Expenses – Fund

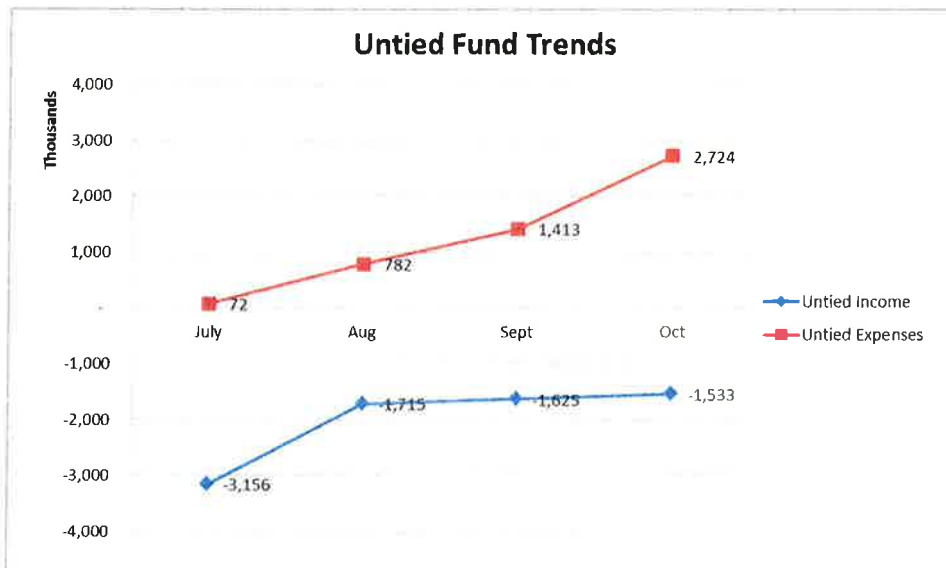
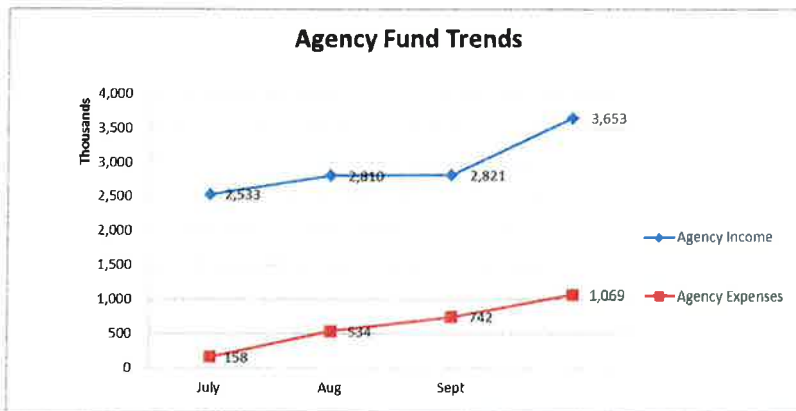
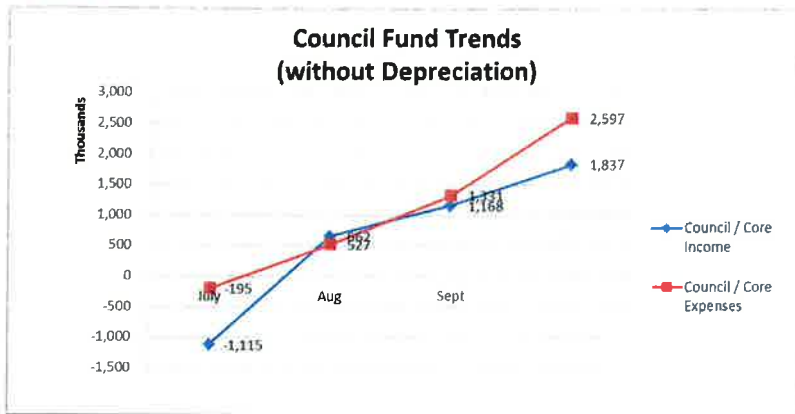
Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
▶ 101 - General Operating	2,663,286	467,660	3,130,946	9,388,323	6,257,377
201 - Airport Maintenan...	19,022	0	19,022	3,716	(15,306)
204 - Centrelink	13,372	0	13,372	58,226	44,855
205 - Mechanical Works...	42,994	8,712	51,706	0	(51,706)
206 - Visitor Accommoda...	2,388	1,037	3,425	31,187	27,762
207 - Commercial Buildings	(16,600)	2,281	(14,319)	0	14,319

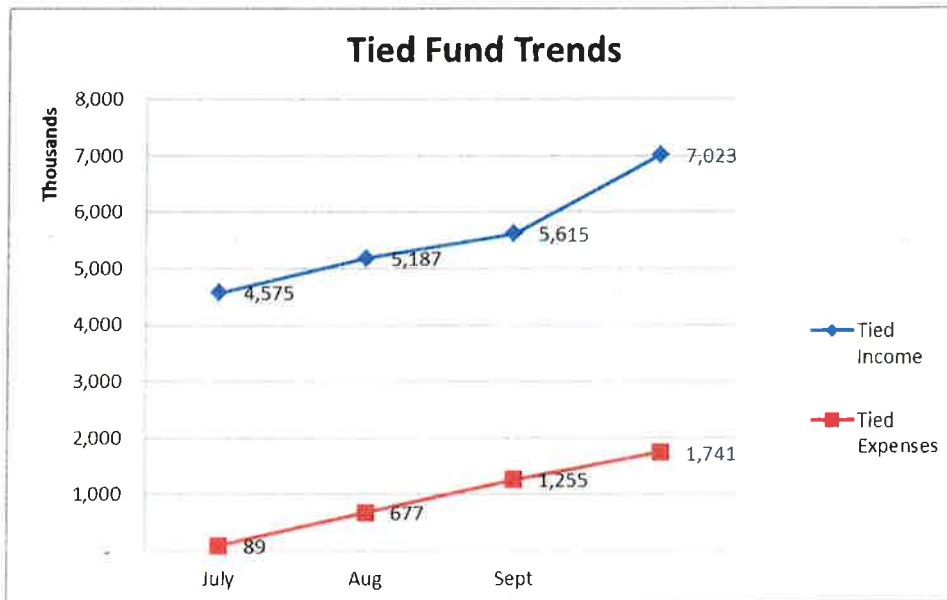
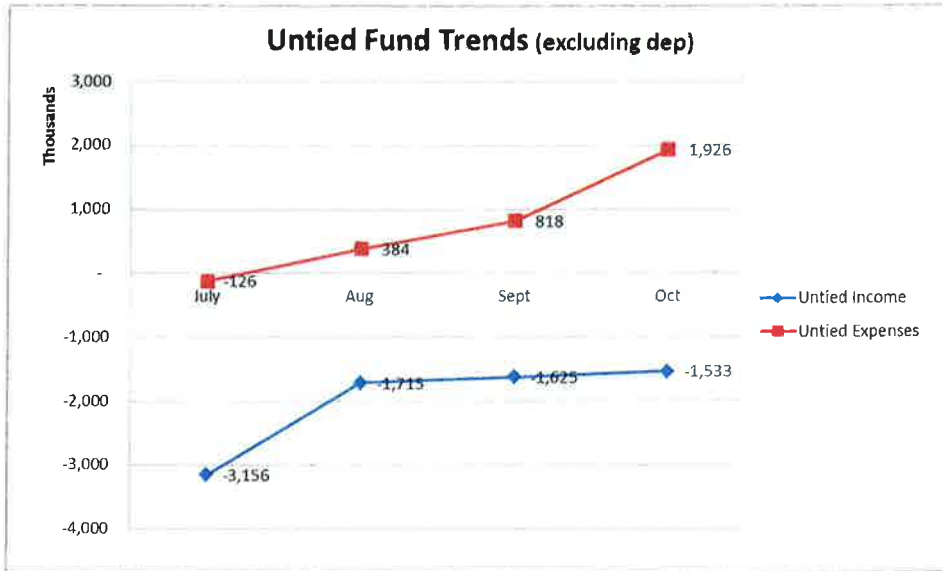
### Income Vs Expenses

Program Description	Total Actual Income	Total Actual Expenses	Total Budgeted Income	Total Budgeted Expenses
Council Funds	1,836,503	3,395,871	4,286,053	4,411,888
Agency Funds	3,653,366	1,069,153	2,101,147	1,687,829
<b>Fund Total</b>	<b>5,489,868</b>	<b>4,465,024</b>	<b>6,387,200</b>	<b>6,099,716</b>

<b>Internal Charges (net)</b>	<b>395,541</b>
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**Actual Vs Budget**

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
<b>Council Funds</b>							
<b>Tied</b>							
CR	Community Program	(39,051)	(9,987)	(29,064)	33,684	9,987	23,697
ES	Essential Services	(60,729)	(60,500)	(229)	59,419	41,872	17,546
LA	Local Authority	(829,517)	(208,143)	(621,374)	90,225	138,762	(48,538)
OC	Outstations and Home Land	(1,117,225)	(420,750)	(696,475)	205,943	280,500	(74,558)
RM	Road Maintenance	(1,178,031)	(940,622)	(237,409)	264,771	656,545	(391,774)
SG	Special Purpose	(144,708)	(121,004)	(23,704)	17,368	81,330	(63,962)
	<b>Council funds tied sub-total</b>	<b>(3,369,261)</b>	<b>(1,761,006)</b>	<b>(1,608,255)</b>	<b>671,409</b>	<b>1,208,997</b>	<b>(537,588)</b>



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
<b>Council Funds</b>							
<b>Untied</b>							
AC	Across Council	3,899,436	0	3,899,436	0	0	0
AD	Administration	(924,512)	(1,279,188)	354,676	1,274,490	1,200,924	73,567
AF	Asset Management	0	0	0	798,895	970,384	(171,489)
CA	Commercial Arrangement	(213,165)	(217,667)	4,502	61,176	31,772	29,404
CE	Chief Executive	0	0	0	123,214	108,665	14,549
CF	Council Fund	(618,333)	(133,667)	(484,666)	0	0	0
CG	NTG Budget Assistant	0	(350,000)	350,000	0	0	0
CI	Council Service	0	0	0	273,501	455,972	(182,472)
CM	Cemeteries	0	0	0	(216)	0	(216)
EM	Elected Members	0	0	0	89,720	125,426	(35,706)
HS	Housing - Staff	(8,413)	(7,500)	(913)	41,471	30,296	11,174
LA	Local Authority	0	0	0	123	6,132	(6,009)
PG	Parks and Garden	0	0	0	18,249	92,848	(74,599)
PL	Pools	(1,678)	(6,000)	4,322	54,740	62,884	(8,143)
RC	Street Cleaning	0	0	0	(1,082)	0	(1,082)
RM	Road Maintenance	(209,549)	(404,658)	195,109	(19,667)	37,128	(56,796)
TR	Training & Development	0	0	0	715	38,334	(37,618)
WM	Waste Management	(391,027)	(126,367)	(264,660)	6,988	27,144	(20,155)
WS	Work Health and Safety	0	0	0	2,145	14,982	(12,838)
	<b>Council funds untied sub-total</b>	1,532,758	(2,525,047)	4,057,805	2,724,462	3,202,891	(478,429)

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
<b>Agency Funds</b>							
<b>Tied</b>							
AG	Aged Care Services	(2,063,317)	(810,814)	(1,252,503)	508,284	802,742	(294,458)
CH	Child Care Emu	(33,345)	(85,000)	51,655	44,009	58,008	(13,999)
CP	Community Patrol	(860,138)	(632,500)	(227,638)	309,248	433,320	(124,072)
CZ	Capital Purchases / Projects	(299,900)	(165,000)	(134,900)	0	110,000	(110,000)
EH	Environmental	(14,608)	(38,000)	23,392	11,649	26,275	(14,626)
LI	Libraries	(150,994)	(56,500)	(94,494)	40,293	38,521	1,772
MB	Media and Broad	(100,755)	(83,000)	(17,755)	16,777	57,120	(40,343)
SR	Sport and Rec	(115,500)	(209,333)	93,834	123,108	147,734	(24,626)
VC	Vacation Care	(14,808)	(21,000)	6,192	15,786	14,109	1,676

**Variance – Income**

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	% Variance	Explanation
<b>Council Funds</b>						
<b>Tied</b>						
CR	Community Program	39,051	9,987	(29,064)	-291%	more fund received than budgeted
ES	Essential Services	60,729	60,500	(229)	0%	
LA	Local Authority	829,517	208,143	(621,374)	-299%	Timing effect - budget over twelve months
OC	Outstations and Home Land	1,117,225	420,750	(696,475)	-166%	more fund received than budgeted
RM	Road Maintenance	1,178,031	940,622	(237,409)	-25%	Budgeted amount yet to receive, additional Program
SG	Special Purpose	144,708	121,004	(23,704)	-20%	more fund received than budgeted, additional Program
	<b>Council funds tied sub-total</b>	<b>3,369,261</b>	<b>1,761,006</b>	<b>(1,608,255)</b>		
<b>Council Funds</b>						
<b>Untied</b>						
AC	Across Council	(3,899,436)	0	3,899,436	100%	Due to tied unspent grant in FY 15/16, recognised as revenue
AD	Administration	924,512	1,279,188	354,676	28%	Timing effect
CA	Commercial Arrangement	213,165	217,667	4,502	2%	
CF	Council Fund	618,333	133,667	(484,666)	-363%	Timing effect - budget over twelve months
CG	NTG Budget Assistant	0	350,000	350,000	100%	Budgeted amount yet to receive
HS	Housing - Staff	8,413	7,500	(913)	-12%	
PL	Pools	1,678	6,000	4,322	72%	No Income generated
RM	Road Maintenance	209,549	404,658	195,109	48%	Grants yet to receive
WM	Waste Management	391,027	126,367	(264,660)	-209%	Timing effect - budget over twelve months
	<b>Council funds untied sub-total</b>	<b>1,532,758</b>	<b>2,525,047</b>	<b>4,057,805</b>		

**Variance – Expenses**

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	Explanation
<b>Council Funds</b>						
<b>Tied</b>						
CR	Community Program	33,684	9,987	23,697	237%	due to additional program funding
ES	Essential Services	59,419	41,872	17,546	42%	over expenditure in employee cost
LA	Local Authority	90,225	138,762	(48,538)	-35%	Under spent
OC	Outstations and Home Land	205,943	280,500	(74,558)	-27%	Under spent
RM	Road Maintenance	264,771	656,545	(391,774)	100%	Under spent
SG	Special Purpose	17,368	81,330	(63,962)	-79%	Under spent
	<b>Council funds tied sub-total</b>	<b>671,409</b>	<b>1,208,997</b>	<b>(537,588)</b>		
<b>Council Funds</b>						
<b>Untied</b>						
AD	Administration	1,274,490	1,200,924	73,567	6%	
AF	Asset Management	798,895	970,384	(171,489)	-18%	Under spent
CA	Commercial Arrangement	61,176	31,772	29,404	93%	due to non budget expenditure in MW
CE	Chief Executive	123,214	108,665	14,549	13%	due to additional rental
CI	Council Service	273,501	455,972	(182,472)	-40%	Under spent
CM	Cemeteries	(216)	0	(216)		
EM	Elected Members	89,720	125,426	(35,706)	-28%	Under spent
HS	Housing - Staff	41,471	30,296	11,174	37%	Under spent
LA	Local Authority	123	6,132	(6,009)	-98%	Under spent
PG	Parks and Garden	18,249	92,848	(74,599)	-80%	Under spent
PL	Pools	54,740	62,884	(8,143)	-13%	Under spent
RC	Street Cleaning	(1,082)	0	(1,082)		
RM	Road Maintenance	(19,667)	37,128	(56,796)	-153%	Under spent
TR	Training & Development	715	38,334	(37,618)	-98%	Under spent
WM	Waste Management	6,988	27,144	(20,155)	-74%	Under spent
WS	Work Health and Safety	2,145	14,982	(12,838)	-86%	Under spent
	<b>Council funds untied sub-total</b>	<b>2,724,462</b>	<b>3,202,891</b>	<b>(478,429)</b>		



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

### Consultancy

Council spent \$86k for the period in Consultancy expenses.

Ando & Co		Financial
	4,505.00	
Cast Your Net		Grants application and Tender
	18,800.00	
Clayton Consultant		Regional Plan
	2,500.00	
GHD Pty Ltd		Roads (Funded)
	8,000.00	
HWL EBSWORTH		Lease agreement and other legal issues
	50,630.00	
R W Anderson		Policy Review
	2,548.00	
<b>Total</b>		
	<b>86,983.00</b>	

### 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 is just above 1.

Unspent grant in cash ratio of \$5.19m is made of PY unspent grant and this year's additional funding. Council must develop the plan to spend tied grants as soon as possible to reduce the liability and to give benefits to community.

If the tied grants could not expend during agreed time, we have to refund these grants.

Budget assistant of \$700,000 from Department of Local Government is yet to receive.

### **ATTACHMENT "D" - TRIAL BALANCE**



**RECOMMENDATION**

THAT Council receives and notes the Finance Report for the month of October 2016.

**Moved:**

**Seconded:**

**12 DEDUCTION AUTHORITY**

<b>Applicant:</b>	Senior Financial Consultant of CouncilBIZ/Acting Deputy CEO
<b>Location/Address:</b>	Darwin
<b>Date:</b>	24 November 2016
<b>Author:</b>	Ramesh Pudasaini

**Purpose**

For Council to authorise deduction from fortnightly Councillors allowance payment for uncompleted /cancelled travel allowance paid in advance and /or any additional financial liability incurred due to change in plan (with personal reason) without timely / appropriate notice of such changes or any other additional liability to Council during Council arranged and paid travel / activities.

**Background**

Time to time Councillors need to travel to various places for various commitments and request advance payment for travel.

As advance is a liability and as per regulation, such liability shall be settled immediately after completion of the purpose as time to time due to many unseen circumstances, travel plans may need to be cancelled or changed and in such case travel advance shall be immediately refunded to Council.

**Impact for Council**

Additional financial liability to Council.



**RECOMMENDATION**

1. Any travel allowance or additional costs incurred by Councillors can be deducted from fortnightly allowance payment without further approval from Councillors.
2. Before final settlement of these dues, if any Councillor resigns, Council have authority to deduct full remaining amount before paying final amount.

**Moved:**

**Seconded:**

**13 TRADITIONAL CREDIT UNION UNRECONCILED ACCOUNT SUMMARY**

<b>Applicant:</b>	Senior Financial Consultant of CouncilBIZ/Acting Deputy CEO
<b>Location/Address:</b>	Darwin
<b>Date:</b>	24 November 2016
<b>Author:</b>	Ramesh Pudasaini

**Purpose**

Some transactions carried out using Traditional Credit Union do not have supporting documents.

**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.

Following transactions were carried out with out supporting documents.





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TRANSACTION	DATE	AMOUNT	Transaction Description
CASH WITHDRAWAL	2/02/2016		- TDC Rangers - Recycling Program
		300.00	
CASH WITHDRAWAL	22/02/2016		- TDC Rangers - Recycling Program
		80.00	
CASH WITHDRAWAL	4/04/2016		- LA Sitting Fees
		781.30	
PERSONAL CHEQUE 122754	30/06/2016		- LA Sitting Fees
		287.50	
UNACCOUNTED JULY-OCT TRANS			- No bank statement
		46.47	
		-	
		1,495.27	

In absent of supporting document, we have two options available,

1. Write off the amount
2. Fill up statutory declaration and claim expenses

#### Impact for Council

Writing off the amount will have small financial impact to the council.

To declare expenses by filling up statutory declaration, the person fill up the statutory declaration shall have full knowledge to these transactions.

#### RECOMMENDATION

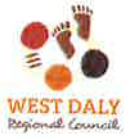
THAT Council acknowledge and agree to write off the amount of \$1,495.27.

OR

That \_\_\_\_\_, whom is aware and has full knowledge of each transaction unreconciled, complete a statutory declaration.

**Moved:**        **Clr.**

**Seconded:**    **Clr.**



**14 COMMON SEAL**

<b>Applicant:</b>	Governance Officer
<b>Location/Address:</b>	Darwin
<b>Date:</b>	24 November 2016
<b>Author:</b>	Rebecca Purser

**BACKGROUND**

Under the Local Government Act – Section 26 - the use of the Common Seal must be signed by the Chief Executive officer and at least one member of Council.

*LOCAL GOVERNMENT ACT - SECT 26*

*How council acts in its corporate capacity*

*(1) A council acts:*

*(a) through local authorities, local boards or council committees, officers, staff and agents to whom the council has delegated powers or authorised to act on its behalf; or*

*(b) through officers or other persons authorised by this Act (or a by-law) to act on the council's behalf; or*

*(c) under its common seal.*

*Note*

*It follows that a contract will be made by a council under its common seal or by an officer or other agent of the council with authority to act on its behalf.*

*(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.*

**SUMMARY**

The West Daly Regional Council Common Seal has been used on the following documents since the last Ordinary Council Meeting:



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

Date	Program / Funding Body	Title of Document	Seal used by, For
12/10/2016	NTG - Dept. of Housing & Community Development	Grants Agreement: MESSPG \$556,582 - 6 x projects	Glenda Teede (CEO)
12/10/2016	NTG - Dept. of Housing & Community Development	Variation to Grants Agreement: MES Housing and Homeland Extras Allowance \$121,458	Glenda Teede (CEO)
27/10/16	Aust. Govt. - Dept. of Education & Training	Deed of Variation: Emu Point Crèche	Glenda Teede (CEO)
07/11/2016	Aust. Govt. - Dept. of Prime Minister & Cabinet	Community Night Patrol Building Deed of Variation	Glenda Teede (CEO)

### RECOMMENDATION

That Council receives and notes the use of the Common Seal.

**Moved:**

**Seconded:**

## 15 GENERAL BUSINESS

### 15.1 Christmas Holiday

**Date:** 24 November 2016  
**Author:** Cathy Bottrell, Human Resources Advisor  
**Attachments:** N/A

#### SUMMARY:

To advise staff of the reduced operational activities over the Christmas period, it is recommended that the following memorandum be forwarded to all staff:

#### MEMORANDUM

**ATTENTION ALL STAFF:**

**REDUCED OPERATIONAL ACTIVITIES OVER CHRISTMAS**



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

Council has approved the recommendation to reduce the operational activities over the Christmas period.

All essential services will continue however if you would like to take leave over this period please submit a leave application to your supervisor or manager prior to the 9 December.

The Public Holidays for Christmas and New Year are as follows:

Boxing Day	Monday 26 December
Christmas Holiday	Tuesday 27 December
New Years Day Additional Holiday	Monday 2 January

On behalf of the Elected Members and myself I would like to take this opportunity to wish you all a Merry Christmas and Happy New Year.

Yours sincerely,

Michael Freeman  
**Acting Chief Executive Officer**

### **RECOMMENDATION**

That Council receives and notes and authorises the distribution of the memorandum regarding Christmas Holidays to all staff.

**Moved:**

**Seconded:**

### **15.2 AMENDMENT TO FEES AND CHARGES**

<b>Applicant:</b>	Senior Financial Consultant
<b>Location/Address:</b>	Darwin
<b>Date:</b>	24 November 2016
<b>Author:</b>	Ramesh Pudasaini

### Summary

The Fees and Charges for FY 1617 was approved by council at the Special Council Meeting on 27<sup>th</sup> July 2016 some items were missing from approved list since the list has been updated and seeking council approval.

### Comments:

It is suggested that the fees and charges for labour and plant and equipment as indicated in the below table be included in the Fees and Charges schedule for 2016/2017.

Plant and Equipment Hire		
2010 Volvo Flat Top Truck (tilt tray)	Per KM	\$3.00
Dingo	Hourly rate	\$95.00
Dingo	Daly rate	No daily rate
Labour		
Unskilled Labour	Hour	\$80.00
Semi Skilled Labour	Hour	\$100.00
Skilled Labour	Hour	\$160.00
Supervisor	Hour	\$200.00
Workshop Materials	per	cost + 10%
<i>Mobilisation/Demobilisation charges also apply</i>		Actual cost +15% admin fees

### RECOMMENDATION

That Council approve the amendments of Fees and Charges for FY16/17

**Moved:**

**Seconded:**



## 15.2 VARIATION TO NIGHT PATROL BUILDING

<b>Applicant:</b>	Night Patrol Team Leader
<b>Location/Address:</b>	Wadeye
<b>Date:</b>	24 November 2016
<b>Author:</b>	Chris Gipp

### Variation 1

#### Scope of Works

1. Additional Fixed Joinery
  - a. Due to the funding agreement, that only fixed fixtures could be purchased there was no funding for workstations (I.E desks) plans were then drawn up for workstations to be made.
2. Rock Excavation .
  - a. Laying of concrete for the compound, was not able to be completed, due to rocks
3. Additional Communications and data
  - a. At this point in time there was no usable phone lines in either the Community patrol building, or at this point what was to be the Community Patrol lecture room was handed over to sports and recreation, therefore 3 phone lines were needed.
4. Additional overheads (Contractor)
  - a. Supply accommodation and meals
  - b. Travel
  - c. Material delivery to site



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### Summary

This variation for a total of \$28,556.00, was approved and signed off on by the previous WDRC CEO (Glenda Teede), please see attached document.

### Variation 2

#### Scope of Works

1. Re-locate steelwork at front door to allow public access at front door (amended from original plan)
2. Re-locate 150mm PVC pipe, install new gutter box to external (gate side).
  - a. During the planning stages, up to when the plans were drawn up, the sheer volume of rain during the wet season was not taken into account, therefore modifications were required.
3. Supply and install mesh
  - a. During the planning stages, up to when the plans were drawn up, the security of the compound between the outdoor awning and the building was not taken into account, thus leaving an unsecured entry point into the compound, therefore modifications were required.
4. Supply and install reception area security
  - a. a measure of security for Community Patrol staff was identified and after consultation it was agreed that a security screen was required
5. Allowance for delivery of materials/accommodation/meals (Contractor)
6. Administration Margin 10% (contractor)

### Summary

This variation for a total of \$33,701.14, was by verbal agreement between the following

1. Glenda Teede (previous WDRC CEO)
2. Scott Page (previous WDRC Community Patrol Manager), and
3. Timber steel and construction

At the time of the required works within variation 2, time and resource were behind for the scope of works to be finished on time, therefore a verbal agreement was made, and the



## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

work was done through to completion, however at this time the 2<sup>nd</sup> variation has not yet been signed off on by an Authorizing WDRC senior member of management.

### ATTACHMENT "E"

#### **RECOMMENDATION**

That Council receives and notes the report from the Night Patrol Team Leader and ratifies the acceptance of variations 1 and 2.

**Moved:**

**Seconded:**



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**16 COMMUNITY SERVICES MANAGER AND COMMUNITY OPERATIONS MANAGER'S REPORT – WADEYE**

<b>Applicant:</b>	Community Services Manager and Community Operations Managers Report – Wadeye
<b>Location/Address:</b>	Wadeye
<b>Date:</b>	24 November 2016
<b>Author:</b>	Michael Fitisemanu and Scott Page

<b>Sector.</b>	<b>Meetings held</b>	<b>Outcome</b>	<b>Issues raised / further Details</b>
<b>Local Authorities</b>	The last three [3x] meetings were cancelled		

<b>Sector.</b>	<b>Difficulties, Issues Raised, complaints</b>	<b>Outcome</b>	<b>Further details and recommendations to resolve issues</b>
<b>Customer Service:</b>	Attendance has been good with both front counter support staff.	Customer Service area has been kept clean and Marita & Beatrice on Fridays empty bins, clean the front screen and desks ready for the start on the next Monday.	No issues of note. This week the girls have been helping 2 families organise funerals coming up later this month, this included filling out paperwork for NLC and organising quotes to provide coffins. Front office staff sending out community email alerting businesses of the upcoming funerals Accommodation has been busy with bookings still

<b>Banking</b>			<p>coming in for 2017, this week the air conditioners are getting serviced as they are long over due.</p> <p>Tahlia performs this regularly throughout the day. Includes banking from the accommodation, swimming pool Kiosk takings and over the counter sales etc</p>
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<b>Sector</b>	<b>Number of people assisted / referred to other agencies</b>	<b>Difficulties / incidents reported (Job Number)</b>	<b>Further details and recommendations.</b>
<u>Night Patrol</u>		The number of assists for the month fell markedly, this was due to the on-going men's ceremonies, also staff numbers were an issue as the women were not allowed at times to do their patrols, and most of the male staff were involved with the ceremony.	The new Night Patrol Building was finished and handed over on the 14/11/16. Normal staffing levels and patrols have now resumed.

<b>Sector</b>	<b>Works commenced</b>	<b>Works expected to be completed by.</b>	<b>Issues / difficulties in completion of works. How have the difficulties been resolved? If not resolved provide recommendations.</b>
<u>Civil Services</u> Rubbish Dump	Inspection of Rubbish Dump Tuesday 15.11.2016		There has been 200t-300t of old cement footings and related concrete rubbish dumped at land just outside

			<p>the official dump area. This is from Sitzler. Contact has been made to Big Rivers to inform them and we awaiting a decision on a plan going forward to remediate the area.</p>
<p><b>Sector</b> <u>Sport and Recreation</u></p>	<p><b>Activities held for the month</b> As the Team Leader resigned recently limited sport and rec activities have been run. The new Sport &amp; Recreation Coordinator will start December 05 2016</p> <ul style="list-style-type: none"> <li>* Manual vacuumed pool</li> <li>* Fixed pump / power outage</li> <li>* Re-ordered chemicals</li> <li>* Gerni Concorse</li> <li>* Set up new toilet keys</li> <li>* Cleaned out plant room</li> <li>* Back washed both filters</li> <li>* Ordered new part for filter</li> <li>* Took photos of pump sent to STC Farmbuild</li> <li>* All lawns mowed around pool area</li> </ul>	<p><b>Number of people participating</b> Softball after school have numerous participants.</p>	<p><b>Difficulties experienced and resolution to how difficulties will be overcome.</b> As a result of ongoing work at the Recreation Hall associated with the new Night Patrol &amp; Sport and Rec offices, the hall could not be used. Local staff were utilised in general maintenance and cleaning at the oval, cleaning the hall, pool duties and adhoc work. The boys and men's cultural business over the last month or so had an impact on staff attendance – with the closure of the hall, limiting the amount of activities we could provide.</p> <p>In the short term there will be a soccer activity for children over a period of time to be held at Chicken Oval.</p> <p>A lot of minor maintenance works were accomplished this month. We had Virginia form Sport &amp; Rec assisting in the pool also.</p> <p>There is a need for a new trolley ASAP - manual handling chemicals 20kg bags of salt from chemical shed to pool -trolley broken – and another 15 amp power lead</p>
<p><b>Pool</b></p>			




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	*Trained Virginia - kiosk
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<b>Sector</b>	<b>Actions implemented</b>	<b>Outcome</b>	<b>Explain progress towards establishment or reason behind lack of progress</b>
<b>Library</b>	<p>It was agreed that the cost of replacement of air conditioners at the library would be split 50% with TDC.</p> <p>Council front office staff [Marita &amp; Beatrice] would assist in the library from 0800hrs – 1200hrs Monday to Friday. Each would do a week turnaround to assist.</p>	<p>The new air conditioners provide welcome relief in the library and would contribute greatly to the ongoing preservation of materials contained therein.</p>	<p>Marita and Beatrice to assist in Library doing a week each turnaround. There are many visitors to the library and requests for assistance – there assistance would ease the load and they will be able to acquire new knowledge.</p>

<b>Sector</b>	<b>Number of Clients</b>	<b>Difficulties experienced</b>	<b>What actions or strategies have been implemented to overcome difficulties</b>
<b>Aged Care:</b>	<p>7 clients. 6x in Wadeye and 1x currently in Darwin.</p> <p>There was one bereavement last month and the funeral is 17.11.2016</p>	<p>Appropriate staff &amp; staffing levels</p> <p>Compliance issues with reference to the oncoming inspection by Dept Health.</p> <p>Suitable Vehicles fit for purpose to transport the clients around the community. The current vehicles are</p>	<ul style="list-style-type: none"> <li>• There is a funeral for one of the respected clients to be held Friday 18.11.2016 at 11.00am</li> <li>• There was a resignation of a qualified CERT 3 staff member that was qualified to dispense medication. This left only AgedCare manager to dispense medication. However, we have had another staff member complete the course and another staff member to be employed soon</li> <li>• The introduction of a Food Safety Programme for AgedCare. A legislative requirement that one be in place. A quote for such a plan from an outside provider will be submitted for consideration</li> <li>• A preventative maintenance schedule has been implemented with reference to Requests for</li> </ul>

		<p>suitable. The troopie is only accessible via the rear door. The large Mercedes has no seats – only brackets for wheel chairs</p>	<p>Repairs/Serviceing</p>
<p><b>Sector</b></p>	<p><b>Inspections and Reports</b></p>	<p><b>Services &amp; Inspections Scheduled for MV &amp; P&amp;E Repairs or Maintenance on Housing</b></p>	<p><b>Explain progress towards establishment or reason behind lack of progress</b></p>
<p><b>Assets:</b> Motor Vehicle &amp; Plant and Equipment</p> <p><b>Housing:</b></p>	<p>Only one major incident of vandalism occurred regarding damage to 3x vehicles – the Peppi troopie, the Palumpa Sport &amp; Rec vehicle and a Coastal bus.</p> <p>Housing inspections have commenced and will be completed by end of November 2016</p>	<p>Mark the mechanic has to revise his statement to police as there was extra damage to the Peppi troopie that was not recorded originally.</p>	 <p>Selection of photo's of damage</p> <p>There is significant ongoing repairs and maintenance re staff housing – mostly due to wear and tear. The</p>





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		Cameron Holland – Civil Team Leader resigned
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<b>Sector</b>	<b>Names of Attendees to WH&amp;S Meetings and dates held</b>	<b>Number of toolbox meeting held in the month.</b>	<b>Are there any issues around WH&amp;S, if so what are they and can they be resolved?</b>
<u><b>WH&amp;S</b></u>	With the addition of Scott Page as Community Operations Manager and the division of responsibilities; WH&S toolbox meetings will commence shortly within all divisions	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 cant keep supplying safety glasses and boots weekly.

<b>Sector</b>	<b>Schedule of works</b>	<b>Achievements or difficulties experienced</b>	<b>Has recognition of achievements been acknowledged? Have strategies been put in place to overcome difficulties?</b>
<u><b>Environmental Health Worker</b></u>	Veterinarian visited 24 October 2016	Treatment of dogs was done in Wadeye, followed by Palumpa and Peppimenarti	Vet explained to members of community the benefits of deworming and ticks as they were performing their duties

**RECOMMENDATION**

That Council receives and notes the Community Services Manager and Community Operations Manager’s report for Wadeye.

**Moved:**

**Seconded:**

**17 REGIONAL SERVICES MANAGER REPORT – PALUMPA**

**Applicant:** Community Services Manager Report – Palumpa

**Location/Address:** Palumpa

**Date:** 24 November 2016

**Author:** Steven Horton

Sector.	Meetings held	Outcome	Issues raised / further Details
<u>Local Authorities</u>	25 <sup>th</sup> Oct 2016	Positive outcome eight T/O's attended plus representatives from Police and Territory Housing	<ul style="list-style-type: none"> <li>• Fencing houses in the community is not complete and additional funding required to complete, quotes have been sort however none received so far.</li> <li>• West season emergency evacuation plan. Sergeant of Police Peppimenarti has advised that Palumpa would most likely fall under the Wadeye Wet Season emergency plan due to Peppimenarti being cut off</li> <li>• Quotes for the Armco guard railing being sourced</li> <li>• Housing repairs are being vamped up due to applied pressure from Territory Housing and Community RSM</li> </ul>





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<b>Sector.</b>	<b>Difficulties, Issues Raised, complaints</b>	<b>Outcome</b>	<b>Further details and recommendations to resolve issues</b>
<p><b><u>Customer Service:</u></b></p> <p><b><u>Service Agencies:</u></b>  <b>Centrelink</b></p> <p><b>Post Office</b></p> <p><b>Banking</b></p>	<p>No issues or complaints</p> <p>Lack of Training and Lack of Staff attending work</p> <p>No issues or complaints</p> <p>No issues or complaints</p>	<p>Actively recruiting staff, possible candidates have been identified</p>	<p>Centrelink continues to be a concern, due to not having enough reliable staff attend work. Alexandria was being toted as the specified agent however has a high absence rate and cannot be guaranteed to attend regularly. It is recommended that we employ another person; this will give use two Centrelink agents and will also comply with the Department of Human Services requirements ensuring that Centrelink is manned 35 hours per week.</p>
<p><b><u>Night Patrol</u></b></p>	<p><b>Number of people assisted / referred to other agencies</b></p> <p>Mathias acting Team leader and one of his team members patrol, Tuesday to Saturday. Currently recruiting for more Night Patrol officers and have sent applications to Wadeye.</p>	<p><b>Difficulties / incidents reported (Job Number)</b></p> <p>There have been staff absences due to hostility in the community and alcohol. There are Clans fighting, vehicle accidents, vandalism and break ins. Alcohol and drugs being brought into community. Police are investigating. Incident Reports have been</p>	<p><b>Further details and recommendations.</b></p> <p>We are actively recruiting more Night Patrol staff. Police have spoken to community members and are investigating the break ins and damaged to property. Break ins were done by young school students and community has acted accordingly.</p>



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	completed		
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>A great deal of work has been completed this month in preparation for the wet season.</p> <ol style="list-style-type: none"> <li>1. Spraying of weeds around water ways whipper snipping,</li> <li>2. Mowing yards as a one off to ensure that all keep their lawns in control for snakes and the like and safety of children.</li> <li>3. The roads in Palumpa have had patch work done and bitumen put into the large pot holes by the Civil Staff,</li> <li>4. 15 abandoned Vehicles have been taken of the road and taken to the dump; approval was sort from the owners to have them moved prior to the wet season.</li> <li>5. A complete community clean up of rubbish, trees and other material has been collected by the Civil Work team and taken to the dump.</li> </ol>	<p>All works have been completed and for next month it is to ensure everything stays in control and touched up when required. The works that have been completed have taken weeks to complete, and the jobs have been acknowledged by the community and appreciated.</p>	<p>Maintenance of Vehicles, tractors mower and whipper snippers is an issue with a lot of the equipment unserviceable. Budget for repairs is almost depleted and to maintain the equipment a further allocation of funds is required</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.
<b>Sport and Recreation</b>	Nil Activities conducted	Nil	Currently we have no Sport and Rec personnel. Recruitment of suitable qualified people to run Sport and Rec is required.

Sector	Number of Clients	Difficulties experienced	What actions or strategies have been implemented to overcome difficulties
<b>Aged Care:</b>	8	No meals have been delivered for several months – Aged Care Service stopped by previous CEO	There is funding in the Aged Care budget for the reintroduction of Aged Care Services (Meals). Similar arrangements that were used in the past to collect and deliver meals could be re-introduced with approval from Head Office

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
<b>Assets:</b> Motor Vehicle & Plant and Equipment  Staff Housing:	Garbage truck as been vandalised and wiring operating the compaction unit has been damaged Kubota Zero turn mower has missing blades and requires parts to be ordered in so repairs can be done. Whipper Snippers require maintenance and only one works	Cadillac Transport is fixing Garbage Truck and is ordering in parts for the Zero Turn Mower.	Budget depleted and additional money needed for maintenance of equipment for the remainder of the year. Given the amount of equipment that is owned by WDRC and the constant everyday use of the equipment, it is requested that future budgets for Repairs and Maintenance be increased.

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	<p>out of the three that we have. Lawnmowers need maintenance only one working. Whacker Packer needs maintenance and is leaking fuel and cannot be used. Lot 35 door damaged as a result of break in.</p>	
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<b>Sector</b>	<b>Attendance &amp; Productivity. Names of staff members and when discussions occurred.</b>	<b>Names of new staff members recruited and names of those terminated or resigned.</b>	<b>Issues experienced and how can these issues be resolved?</b>
<b>Staff Issues.</b>	<p>Attendance has been down this month due to Ceremony and AWOL. The new Centrelink officer (Alex) has been brought to task at least once a week, verbal discussions have been taking place. Alex has been advised that continued absences will result in a Formal Warning. Night Patrol has been absent on a several occasions and formal warning are in the process of being issued to both Night Patrol Officers</p>	<p>Currently recruiting for Night Patrol</p>	<p>Alex will be issued her written warning if absences continue. Additional recruitment of another Centrelink Staff is needed to ensure that WDRC meets its contractual obligations. WDRC have the following positions vacant and need active recruitment for the positions:</p> <ul style="list-style-type: none"> <li>• Civil Works Team Leader</li> <li>• Customer Service Team Leader</li> <li>• Night Patrol Team Leader</li> <li>• Sport and Recreation Team Leader</li> <li>• 4 x Sport and Recreation Assistant</li> <li>• Night Patrol Officers</li> <li>• 2 x Civil Services Labourers</li> <li>• Broadcasting Officer</li> </ul>

## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

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?
<b>WH&amp;S</b>	One held in the first 3 weeks of my commencement 17/11	1 held this month in total	No issues at present, however, as previously mentioned it would be ideal for the WHS rep to come out on a regular basis to ensure all practices are kept up to date with staff.

Sector	Schedule of works	Achievements or difficulties experienced	Has recognition of achievements been acknowledged? Have strategies been put in place to overcome difficulties?
<b>Environmental Health Worker</b>	Dogs to be detramaxed	Vets have visited and treated dogs	3 dogs Euthanized.

**RSM Comments:**

- Quotes for Armco Railing are being arranged – installation should be treated as a matter of urgency as there have serious motor accidents in the past weeks
- Large clean up of abandoned cars undertaken and removed from roadways – 15 cars in total – done as part of wet season preparation.
- Quotes for Solar Street lights are being sort – approval from Local Authority already raised in previous meeting
- Quotes being sort to fix internal roads in Community – additional funding will be required
- Bitumen for Causeway has been moved to April next year due to wet season
- Installation of speed humps have been done – additional areas have been identified
- Quotes being sort for the safety signs near schools and road intersections.



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**RECOMMENDATION**

That Council receives and notes the Community Services Manager’s report for Palumpa.

**Moved:**

**Seconded:**

**18 REGIONAL SERVICES MANAGER REPORT – PEPPIMENARTI**

**Applicant:** Community Services Manager -- Peppimenarti

**Location/Address:** Peppimenarti

**Date:** 24 November 2016

**Author:** Glenn Parker

Sector.	Meetings held	Outcome	Issues raised / further Details
<u>Local Authorities</u>	meeting held 26 <sup>th</sup> Oct	Minutes available on WDRC website  New members:  Henry Wilson	Proposed LAPF to be used for the seeding and irrigation of the softball oval RSM to liaise with Regional Office to apply for a SPG to fence the Civil Works Yard Informed that Council has new



# WEST DALY REGIONAL COUNCIL

## Agenda for Ordinary Council Meeting 24 November 2016

		Dean Wilson Josephine Miller	backboards, nets, poles, etc. for all 3 communities – also tiered seating, one at Wadeye Information on cover for the court spectators to be sourced and presented to next LA
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Sector.	Difficulties, Issues Raised, complaints	Outcome	Further details and recommendations to resolve issues
<b><u>Customer Service:</u></b>	Majority of staff on annual leave during the first half of the month.	Community/council members volunteered to assist rubbish collection during the event and final clean up after.	
<b><u>Service Agencies:</u></b>	Centrelink officer AWOL for 11 days without explanation or contact	New officer appointed with previous experience in the same role so functioning well again	Two Centrelink personnel visiting from Darwin in the coming weeks for assessment of the new officer and provide further training. Another office staff member to receive training as a back-up for future.
<b><u>Post Office</u></b>	No issues		

<p><b>Banking</b></p>	<p>No issues</p>		
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Sector	Number of people assisted / referred to other agencies	Difficulties / incidents reported (Job Number)	Further details and recommendations.
<p><u>Night Patrol</u></p>	<p>Boys/Men's ceremony are now completed, and had minimal disruption to the Peppi Community patrol</p>	<p>N/A</p>	<p>Reinstatement, of Dean Wilson to the Peppi Community Patrol What we are calling the WDRC Community Patrol Head Office (Port Keats), will be up and running next week, this will change how all Community Patrols will conduct both operational and administrative business (more to come on that) Community Patrol officers, are supporting their community by picking up children in the morning and taking them to school, once the head office is operational, shift changes will be made through appropriate channels to incorporate this morning</p>





**WEST DALY REGIONAL COUNCIL**  
**Agenda for Ordinary Council Meeting 24 November 2016**

		school run into
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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>	Airstrip slashing	Completed	Have a good compliment of skilled operators
	Entry road grading	Completed	3 new members joined the team due Dean Wilson transferring to CNP and B Lemon's resignation.

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>	Nil	Nil	Anticipate casual officer commencing 3 <sup>rd</sup> week of November in time for school holiday.
			Troop carrier to have minor repairs in the coming days for transport around the community.

Sector	Inspections and Reports	Services & Inspections Scheduled for MV &	Explain progress towards establishment or reason

		<b>P&amp;E Repairs or Maintenance on Housing</b>	<b>behind lack of progress</b>
<b><u>Assets:</u></b>			
<b>Motor Vehicle &amp; Plant and Equipment</b>	<p>Bulldozer , grader, zero turn mower all repaired</p> <p>Hino tip truck has brake failure</p>	<p>Assessment carried out approx.. \$1500 to repair</p>	<p>Able to effectively</p>
<b>Housing:</b>	<p>Rubbish truck has suspected cracked head and may need full rebuild</p> <p>Septic tank at pool has roots growing from the tank through the waste pipe and out of the</p>	<p>Possibly \$13000 to rebuild</p> <p>Toilet replaced and new line installed</p>	<p>Vehicle to be taken to Darwin for full diagnosis and 3 quotes to be sought</p> <p>Tank needs to be pumped and roots cut out/removed</p>



**WEST DALY REGIONAL COUNCIL**  
**Agenda for Ordinary Council Meeting 24 November 2016**

	toilet.		Purchase order approved	Should be completed end November
	Aged care waste pipes have roots growing through them also			Mahogany and coconut tree to be removed and excavation to commence. Complete end November.
<b>Sector</b>	<b>Works commenced in each homeland of RSM's area of responsibility</b>	<b>Works completed or due date for completion</b>	<b>Reason(s) why work has not been completed and recommendations for completion</b>	
<b>Homelands</b>	Septic installation Uminyulluk Outstation	Completed		
	Several improvements house 4 Delye	Completed		
	External kitchen Mulingi	Completed		
	Off grid solar power system tender awarded to Alenco	Due to be completed end December		

<b>Sector</b>	<b>Names of Attendees to WH&amp;S Meetings and dates held</b>	<b>Number of toolbox meeting held in the month.</b>	<b>Are there any issues around WH&amp;S, if so what are they and can they be resolved?</b>
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## WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 24 November 2016

	Due to new civil crew group induction and toolbox meetings to commence mid November	Target 1 toolbox meeting per week (Monday)	Risk assessment to be carried out on workshop and plant and equipment during December
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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>	N/a		Currently sourcing new officer

Sector	Actions implemented	Outcome	Explain progress towards establishment or reason behind lack of progress
<u>Library</u>	Building to be renovated post wet season	Scope of works to be drawn-up	Firstly all materials owned by council to be identified so the scope of works can be actioned. I believe council has a great deal of material that can be used for this building and need not be purchased externally.



**WEST DALY REGIONAL COUNCIL**  
**Agenda for Ordinary Council Meeting 24 November 2016**

Sector	Number of Clients	Difficulties experienced	What actions or strategies have been implemented to overcome difficulties
<b><u>Aged Care:</u></b>	CHSP compliance audit undertaken 17 <sup>th</sup> November	Very good result in terms of the level of care and support given By the team.	Failure in a few minor administration and procedural implementation.  Preliminary report expected within a week and an action plan to be developed from the result.

**RSM Comments**

A very positive although brief meeting with Deewin Kirim, Dept. Prime Minister and Cabinet representative and Housing took place on the 16<sup>th</sup> November.

It's decided that a weeklong cyclone clean up to take place in community commencing 5<sup>th</sup> December.

This involves removing car bodies from yards and community, all lawns mowed to reduce snake risk, all potential debris removed or secured.

This is being viewed as a community working bee involving all stake holders.

It was also decided we will meet on a monthly basis going forward.

**RECOMMENDATION**

That Council receives and notes the Community Services Manager's report for Peppimenarti.

**Moved:**

**Seconded:**

**19 CLOSURE OF MEETING FOR CONFIDENTIAL ITEMS**

- (a) CONFIDENTIAL: Section 65(2), regulations part 4 8(d) information subject to an obligation of confidentiality at law, or in equity
- (b) CONFIDENTIAL: Section 65(2), regulations part 4 8(c)(i) Commercial Prejudice
- (c) CONFIDENTIAL: Section 65(2), regulations part 4 8(c)(i) Commercial Prejudice; and part 4 8(c)(ii) Legal Prejudice
- (d) CONFIDENTIAL: Section 65(2), regulations part 4 8(c)(i) Commercial Prejudice

**20 CLOSE OF MEETING**

Time:

**21 NEXT MEETING**

The next Ordinary General Meeting of West Daly Regional Council will be held in Darwin on Wednesday 25<sup>th</sup> January 2017 with a briefing meeting to be held on Tuesday 24<sup>th</sup> January 2017 in Darwin.

# ATTACHMENT

A







**WEST DALY**  
*Regional Council*

**MINUTES**

ORDINARY COUNCIL MEETING

21 September 2016

AT 9.00AM

DARWIN OFFICE



# WEST DALY REGIONAL COUNCIL

## Minutes for Ordinary Council Meeting 21 September 2016

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## WEST DALY REGIONAL COUNCIL Minutes for Ordinary Council Meeting 21 September 2016

### WEST DALY REGIONAL COUNCIL DISCLAIMER

No responsibility is implied or accepted by the West Daly Regional Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The West Daly Regional Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the West Daly Regional Council during the course of any meeting is not intended to be and is not taken as notice of approval from the West Daly Regional Council.

The West Daly Regional Council advises that anyone who has any application lodged with the West Daly Regional Council shall obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the West Daly Regional Council in respect of the application.

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

Glenda Teede  
Chief Executive Officer



# WEST DALY REGIONAL COUNCIL

## Minutes for Ordinary Council Meeting 21 September 2016

MINUTES  
ORDINARY COUNCIL MEETING  
TO BE HELD AT THE COUNCILBIZ OFFICE  
ON 21 SEPTEMBER 2016  
COMMENCING AT 9.00AM

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Deputy Mayor of West Daly Regional Council, Andrew Brown, declared the meeting open at 9:17am and chaired the meeting until Mayor Wilson's arrival.

Mayor Wilson arrived at the meeting at 10:13am and chaired the meeting thereafter.

### 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 (minute taker)
Human Resources Advisor	Cathy Bottrell

#### GUESTS

##### Department of Local Government & Community Services – Big Rivers Region

Regional Manager	Nathanael Knapp
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##### Department of Local Government and Community Services –

Director Strategic Projects and Regions	Shaun Hardy
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##### CouncilBIZ –

General Manager	Michael Freeman
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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

### RESOLUTION

THAT Council receive and notes apologies and grants a leave of absence for the Mayor, Harold Wilson for the Ordinary General Meeting held 21 September 2016.

**Moved:** Clr. Mark Martin

**Seconded:** Clr. Leon Melpi

**Carried:** Unanimously

## 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 20<sup>th</sup> July 2016 are **tabled** for acceptance by Council

Minutes of the Special Council Meeting held on 27<sup>th</sup> 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

**RESOLUTION**

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

**Moved:** Clr. Wally Minjin

**Seconded:** Clr. Ralph Narburup

**Carried:** Unanimously

**RESOLUTION**

That the Minutes of the Special Council Meeting held on 27<sup>th</sup> July 2016 be confirmed as a true and correct record of the meeting held on 27<sup>th</sup> July 2016.

**Moved:** Clr. Mark Martin

**Seconded:** Clr. Ralph Narburup

**Carried:** Unanimously

**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

**RESOLUTION**

That Council receives the declarations of interest as listed for the Ordinary General Meeting held 21 September 2016.

**Moved:** Clr. Ralph Narburup

**Seconded:** Clr. Leon Melpi

**Carried:** Unanimously



**6 LOCAL AUTHORITY - WADEYE**

Applicant: Local Authorities Wadeye

Location/Address: Wadeye

Date: 21 September 2016

**SUMMARY**

That the original meeting held on 29<sup>th</sup> 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 24<sup>th</sup> October 2016.

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION**

THAT Council notes and acknowledges that the Local Authority Wadeye meeting originally scheduled for 29<sup>th</sup> August 2016 and 12 September 2016 did not proceed and the next meeting will be held on 24<sup>th</sup> October 2016 in Wadeye.

**Moved:** Clr. **Wally Minjin**

**Seconded:** Clr. **Mark Martin**

**Carried:** **Unanimously**

**7 LOCAL AUTHORITY - PALUMPA**

Applicant: Local Authorities Palumpa

Location/Address: Palumpa

Date: 30<sup>th</sup> August 2016

**SUMMARY**

The Minutes of the last Local Authority Meeting held in Palumpa on 30<sup>th</sup> 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 30<sup>th</sup> August 2016:



## WEST DALY REGIONAL COUNCIL Minutes for Ordinary Council Meeting 21 September 2016

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

### RESOLUTION

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

**Moved:** Clr. Ralph Narburup

**Seconded:** Clr. Wally Minjin

**Carried:** Unanimously

### 8 LOCAL AUTHORITY - PEPPIMENARTI

**Applicant:** Local Authorities Peppimenarti

**Location/Address:** Peppimenarti

**Date:** 13 September 2016

### SUMMARY

That the original meeting held on 31<sup>st</sup> 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 26<sup>th</sup> October 2016.

### VOTING REQUIREMENT

Simple majority

### RESOLUTION

THAT Council notes and acknowledges that the Local Authority Peppimenarti meeting originally scheduled for 31<sup>th</sup> August 2016 and 13 September 2016 did not proceed and the next meeting will be held on 26<sup>th</sup> October 2016 in Peppimenarti.

**Moved:** Clr. Mark Martin

**Seconded:** Clr. Ralph Narburup

**Carried:** Unanimously

**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 20<sup>th</sup> 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.

**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. We are also looking at a cockroach treatment plan. Funding from Northern Territory Government, Department of Health.

**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 20<sup>th</sup> October 2016.

#### ACTION ITEM

CEO to respond to email from the school and advise that we are unable to offer a donation however, we can offer an in-kind donation.

### 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 Manthathpe and to achieve this they need to demonstrate the removal of excess water via an underground pipe. The pipe will be laid along Manthathpe Drive as per the plans attached.

### 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 approved Gray's Online as the preferred auction agent.

#### ACTION ITEM:

Once the CEO has items list has been received from Gray's Online, it will be submitted to the Council for consideration and approval.

### 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 has been approved and that the furniture is the property of the Council.

**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 29<sup>th</sup> August 2016, could Council approve at the Ordinary Council Meeting

**RESOLUTION**

THAT Council proceed with installation of the CCTV for Wadeye Pool.

**Moved:**                      **Clr.    Mark Martin**

**Seconded:**                **Clr.    Ralph Narburup**

**Carried:**                    **Unanimously**

**ACTION ITEM**

CEO to source quotes for the CCTV to be installed.

**3<sup>rd</sup> 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.

**CONFERENCE**

CEO attended Leadership Conference in Melbourne on 11<sup>th</sup> and 12<sup>th</sup> 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.



## WEST DALY REGIONAL COUNCIL Minutes for Ordinary Council Meeting 21 September 2016

### **LIBRARY IN PEPPIMENARTI**

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

### **BLACKSPOT FUNDING RECEIVED**

Additional Blackspot Funding has been received for 2016/17

- \$185,562.00 given to Manthathpe Crossing for further upgrade.
- \$175,841.00 given to Palumpa community causeway.

### **VOTING REQUIREMENT**

Simple majority

### **RESOLUTION**

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

**Moved:**        Clr.    **Mark Martin**

**Seconded:**    Clr.    **Ralph Narburup**

**Carried:**        **Unanimously**

**10 REGIONAL SERVICES MANAGER'S REPORTS/ITEMS**

**10.1 REPORT – REGIONAL SERVICES MANAGER WADEYE**

<b>Applicant:</b>	Regional Service Manager
<b>Location/Address:</b>	Wadeye Office
<b>Date:</b>	21 September 2016
<b>Author:</b>	Michael Fitisemanu

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

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

**WEST DALY REGIONAL COUNCIL**  
**Minutes for Ordinary Council Meeting 21 September 2016**

	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.
<b><u>Night Patrol</u></b>	NIL reported	NIL reported	<p>Daytime patrol ladies are prominent in the community and appear to have respect from the general population.</p> <p>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</p>

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.
<b><u>Civil Services</u></b>	<p>Work continues to ensure that the roads, spraying, slashing and general maintenance is kept up to standard.</p> <ul style="list-style-type: none"> <li>• Speed humps in Manthathpe are being set</li> </ul>	Ongoing	<p>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>





**WEST DALY REGIONAL COUNCIL**  
**Minutes for Ordinary Council Meeting 21 September 2016**

	<p>down on the roads.</p> <ul style="list-style-type: none"> <li>• The civil yards have redesigned and cleared/cleaned up to make it more orderly</li> <li>• Rubbish collection continues and the new rubbish truck is proving good value</li> <li>• The rubbish dump has been maintained and kept in an orderly fashion</li> <li>• Staff attendance – rather non attendance – is of rising concern</li> <li>• The Community bus continues to operate on a regular basis. However, the driver is experiencing problems of non payment and/or threats</li> </ul>	<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>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Sector</b>	<b>Activities held for the month</b>	<b>Number of people participating</b>	<b>Difficulties experienced and resolution to how difficulties will be overcome.</b>
<b><u>Sport and Recreation</u></b>	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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	Basketball Competition – women Limited activities late August into early September Men’s Basketball to start mid September	6 teams  Hopefully 4 teams	implement this. Starting mid September  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
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<b>Sector</b>	<b>Number of Clients</b>	<b>Difficulties experienced</b>	<b>What actions or strategies have been implemented to overcome difficulties</b>
<b><u>Aged Care:</u></b>	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
<b><u>Sector</u></b>	<b>Works commenced in each homeland of RSM’s area of responsibility</b>	<b>Works completed or due date for completion</b>	<b>Reason(s) why work has not been completed and recommendations for completion</b>
<b><u>Homelands</u></b>	Ongoing issues regarding timely delivery of materials to complete in the outstations	Works are currently being carried out through Homelands Maintenance Officer.	Completion dates are regularly monitored

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Sector	Attendance & Productivity. Names of staff members and when discussions occurred.	Issues experienced and how can these issues be resolved?
<b>Staff Issues.</b>	<p>Civil, Aged Care, Recreation have all been impacted by the Boys &amp; Men's ceremony.</p> <p>Aged Care has a new Manager and a recent arrival of non local staff.</p> <p>The Environmental Officer resigned and a replacement needs to be looked into.</p>	Local attendance continues to be an issue within Wadeye
<b>Sector</b>	<b>Schedule of works</b>	<b>Has recognition of achievements been acknowledged? Have strategies been put in place to overcome difficulties?</b>
<b>Environmental Health Worker</b>	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

**RESOLUTION**

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

**Moved:**        **Clr.    Andrew Brown**

**Seconded:**   **Clr.    Ralph Narburup**

**Carried:**       **Unanimously**

**10.2 REPORT – REGIONAL SERVICES MANAGER PALUMPA**

**Applicant:**        Regional Service Manager

**Location/Address:**    Palumpa

**Date:**                21 September 2016

**Author:**             Scott Page

<b>Sector.</b>	<b>Meetings held</b>	<b>Outcome</b>	<b>Issues raised / further Details</b>
<u>Local Authorities</u>	Meeting held on the 30/08/16	Refurbishment of meeting room commenced 08\16 by STC Farmbuild.	Why are there houses without fences? Why were the fences all pulled down originally? As this happened before I came to Palumpa I could not give a reasonable answer as to why this has happened.

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		<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>
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<b>Sector.</b>	<b>Difficulties, Issues Raised, complaints</b>	<b>Outcome</b>	<b>Further details and recommendations to resolve issues</b>
<p><b><u>Customer Service:</u></b></p> <p><b><u>Service Agencies:</u></b> Centrelink</p> <p><b>Post Office</b></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</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>

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<b>Banking</b>			problem has grown bigger in the past few weeks with the resignation of the Team Leader.	
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<b>Sector</b>	<b>Number of people assisted / referred to other agencies</b>	<b>Difficulties / incidents reported (Job Number)</b>	<b>Further details and recommendations.</b>
<b><u>Night Patrol</u></b>	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 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.	Abuse levelled at staff members by intoxicated or drug affected people is 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	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 team through tough periods.

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		during the month, with victims being taken to the Wadeye safe house.
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<b>Sector</b>	<b>Works commenced</b>	<b>Works expected to be completed by.</b>	<b>Issues / difficulties in completion of works. How have the difficulties been resolved? If not resolved provide recommendations.</b>
<u>Civil Services</u>	<p>Civil staff are doing a regular twice weekly rubbish collection.</p> <p>Staff have cleaned up the civil yard and shed which makes things easy to find when needed.</p> <p>All machinery is washed and cleaned at least once per week and greased daily if needed.</p> <p>Lawns around the community are kept mown, and the oval is constantly watered and mown as well.</p> <p>All young trees are watered twice weekly by hand.</p> <p>Rubbish around town is picked up whenever spare time is found to do so.</p> <p>The rubbish tip is pushed up weekly.</p>	All on-going	<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.</p> <p>The acting Team Leader has been in place for a few weeks now and has really fitted into the new role well, with the added responsibility.</p>

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<b>Sector</b>	<b>Activities held for the month</b>	<b>Number of people participating</b>	<b>Difficulties experienced and resolution to how difficulties will be overcome.</b>
<b><u>Sport and Recreation</u></b>	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.

<b>Sector</b>	<b>Inspections and Reports</b>	<b>Services &amp; Inspections Scheduled for MV &amp; P&amp;E Repairs or Maintenance on Housing</b>	<b>Explain progress towards establishment or reason behind lack of progress</b>
<b><u>Assets:</u></b> Motor Vehicle & Plant and Equipment  <b><u>Housing:</u></b>	All machinery and plant are greased regularly by staff. All machinery and plant is operational and in good condition.  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.		All being processed and attended to accordingly  Quotes will be obtained for repairs as soon as possible.
<b>Sector</b>	<b>Works commenced in each homeland of RSM's area of responsibility</b>	<b>Works completed or due date for completion</b>	<b>Reason(s) why work has not been completed and recommendations for completion</b>
<b><u>Homelands</u></b>	Street lighting at Wudapulli and Nama has been down since last wet season.		Waiting on quote for repairs from D and J Electrical.



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<b>Sector</b>	<b>Attendance &amp; Productivity. Names of staff members and when discussions occurred.</b>		<b>Issues experienced and how can these issues be resolved?</b>
<b>Staff Issues.</b>	Attendance has been less than satisfactory this month.		See above comments in Customer Service
<b>Sector</b>  <b><u>WH&amp;S</u></b>	<b>Names of Attendees to WH&amp;S Meetings and dates held</b>  Night Patrol – 4, 5/8/16 Customer Service- 11/08/16	<b>Number of toolbox meeting held in the month.</b>  2	<b>Are there any issues around WH&amp;S, if so what are they and can they be resolved?</b>  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.
<b>Sector</b>  <b><u>Environmental Health Worker</u></b>	<b>Schedule of works</b>  Quarterly Dog drenching program will be conducted again in October which is good as the community dogs are looking in a very poor state.	<b>Achievements or difficulties experienced</b>  This program was carried out in April and there was a marked improvement in the state of the camp dogs.	<b>Has recognition of achievements been acknowledged? Have strategies been put in place to overcome difficulties?</b>  Community are asked for their input on the worming of dogs, and this is done so that all community animals are drenched.

**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.

**RESOLUTION**

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

**Moved:**            **Clr.    Ralph Narburup**

**Seconded:**       **Clr.    Wally Minjin**

**Carried:**           **Unanimously**



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**10.3 REPORT – REGIONAL SERVICES MANAGER PEPPIMENARTI**

<b>Applicant:</b>	Regional Service Manager
<b>Location/Address:</b>	Peppimenarti
<b>Date:</b>	21 September 2016
<b>Author:</b>	Glenn Parker

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

<b>Sector.</b>	<b>Difficulties, Issues Raised, complaints</b>	<b>Outcome</b>	<b>Further details and recommendations to resolve issues</b>
<b>Customer Service:</b>			



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<b><u>Service Agencies:</u></b>				
<b>Centrelink</b>	Staffing – Online training	Easy to follow	Some IT issues with email however being rectified by Centrelink IT.	
<b>Post Office</b>	No issues			
<b>Banking</b>	N/A			

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

<b>Sector</b>	<b>Works commenced</b>	<b>Works expected to be completed by.</b>	<b>Issues / difficulties in completion of works. How have the difficulties been resolved? If not resolved provide recommendations.</b>
<b><u>Civil Services</u></b>	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	Completed  Completed 2 <sup>nd</sup> week Sept	

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	and condition	completed	
	Various repairs to water pipes and broken taps		

<b>Sector</b>	<b>Activities held for the month</b>	<b>Number of people participating</b>	<b>Difficulties experienced and resolution to how difficulties will be overcome.</b>
<b><u>Sport and Recreation</u></b>	Position currently vacant therefore no activities. RSM currently trying to recruit from local community Swimming pool being cleaned and made good with the intention to open to the community	Should be open 1 <sup>st</sup> week of October	

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

<b>Sector</b>	<b>Number of Clients</b>	<b>Difficulties experienced</b>	<b>What actions or strategies have been implemented to overcome difficulties</b>
<b><u>Aged Care:</u></b>	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

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<b>Sector</b>	<b>Inspections and Reports</b>	<b>Services &amp; Inspections Scheduled for MV &amp; P&amp;E Repairs or Maintenance on Housing</b>	<b>Explain progress towards establishment or reason behind lack of progress</b>
<p><b>Assets:</b></p> <p>Motor Vehicle &amp; 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 Mechanic to visit and recommend action items</p>	
<p><b>Sector</b></p> <p><b>Homelands</b></p>	<p><b>Works commenced in each homeland of RSM's area of responsibility</b></p> <p>RSM to visit in coming weeks with Homelands Maintenance Officer</p>	<p><b>Works completed or due date for completion</b></p>	<p><b>Reason(s) why work has not been completed and recommendations for completion</b></p>

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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>	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&amp;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"> <li>• Some PPE is required and will be requisitioned next week</li> </ul>

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	Treatment of the dogs	



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	three communities in October as part of his quarterly visits.	in all three communities continues.	
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**RESOLUTION**

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

**Moved:** Cnr. Wally Minjin

**Seconded:** Cnr. Mark Martin

**Carried:** Unanimously



## 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

**RESOLUTION**

THAT Council notes and accepts the Grants Officer Report.

**Moved:**        **Clr.     Ralph Narburup**

**Seconded:**   **Clr.     Leon Melpi**

**Carried:**       **Unanimously**

**NOTE:** 11:15am Chairperson, Mayor Harold Wilson, called for a morning tea break  
11:23am Chairperson, Mayor Harold Wilson, re-opened the meeting

**NOTE:** 11:31am Cr. Leon Melpi left the meeting room  
11:35am Cr. Leon Melpi returned to the meeting room

**12 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**

## WEST DALY REGIONAL COUNCIL

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<b>Financial Snapshot</b>	<b>Aug-16</b>	<b>Jul-16</b>	<b>Variance</b>	
<b>Current Assets</b>				
Cash & Bank	4,891,510	5,683,551	(792,041)	Decreased
Receivable	1,262,090	69,837	1,192,253	Increased
<b>Current Liabilities</b>				
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

<b>Non Current Assets</b>	<b>Fair Value</b>	<b>Acc. Dep</b>	<b>Net Value</b>
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
<b>Total</b>	<b>28,925,059</b>	<b>5,481,019</b>	<b>23,444,040</b>

<b>Financial Snapshot</b>	<b>Aug-16</b>	<b>Monthly Average</b>	<b>Jul-16</b>	<b>Monthly Average</b>	<b>Variance</b>	
Income	3,407,255	1,703,628	1,363,612	1,363,612	2,043,644	Increased
<b>Expenses</b>						
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

	<b>Aug-16</b>	<b>Jul-16</b>	<b>Variance</b>
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.

## WEST DALY REGIONAL COUNCIL

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Account Name	Account Type	Account Number	Actual Balance	Available Balance
<u>WEST DALY REGIONAL COUNCIL</u>	Cash Deposit Account	[REDACTED]	\$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
	<b>5,745,895</b>		<b>4,442,299</b>

#### **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
	<b>5,381,428</b>		<b>5,685,204</b>

## WEST DALY REGIONAL COUNCIL

### Minutes for Ordinary Council Meeting 21 September 2016

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)
<b>Total</b>	<b>1,262,090</b>	<b>69,837</b>

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
<b>Total</b>	<b>229,030</b>	<b>26,145</b>

#### 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
<b>Total</b>	<b>581,038</b>	<b>1,153,490</b>

## WEST DALY REGIONAL COUNCIL Minutes for Ordinary Council Meeting 21 September 2016

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.

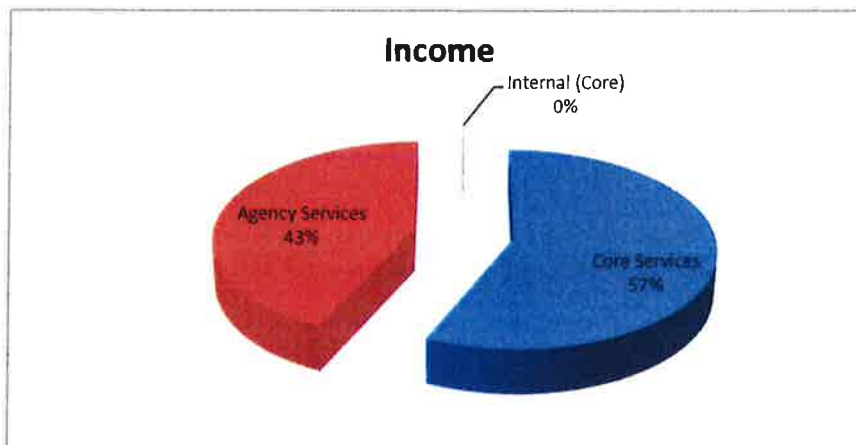
<b>Creditor's Account - Age Analysis</b>	<b>Aug-16</b>	<b>Jul-16</b>
Current	23,667	12,561
Over 30 days	840	48,551
Over 60 days	685	405
Over 90 days	194	33,249
<b>Total</b>	<b>25,386</b>	<b>94,766</b>

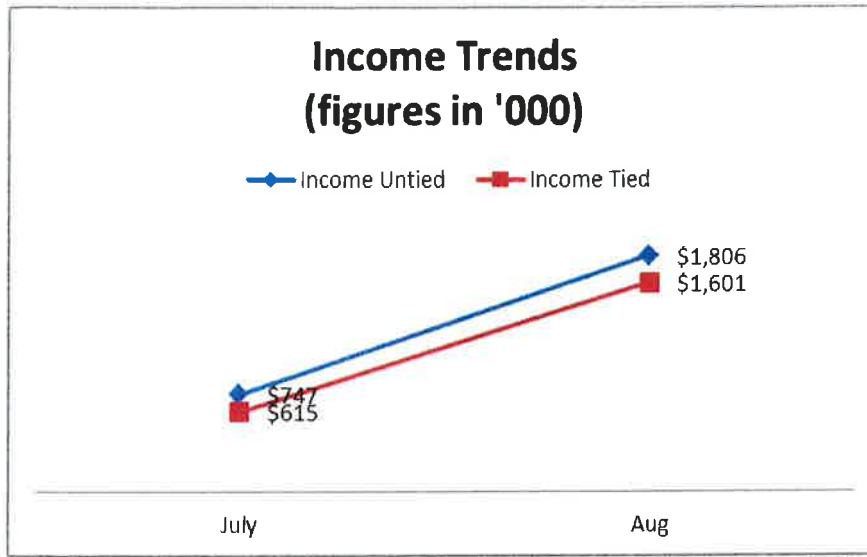
### Summary of Revenue & Expenditure

#### 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)

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)





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
	<b>1,601,397</b>	<b>0</b>	<b>(1,601,397)</b>	<b>8,563,832</b>	<b>(6,962,435)</b>

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
	<b>1,804,274</b>	<b>373,615</b>	<b>2,177,889</b>	<b>5,571,794</b>	<b>3,393,905</b>

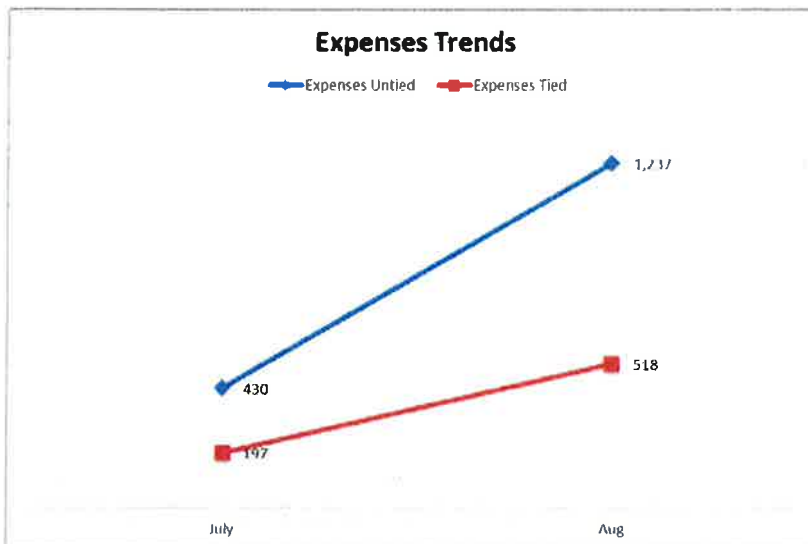
## WEST DALY REGIONAL COUNCIL Minutes for Ordinary Council Meeting 21 September 2016

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

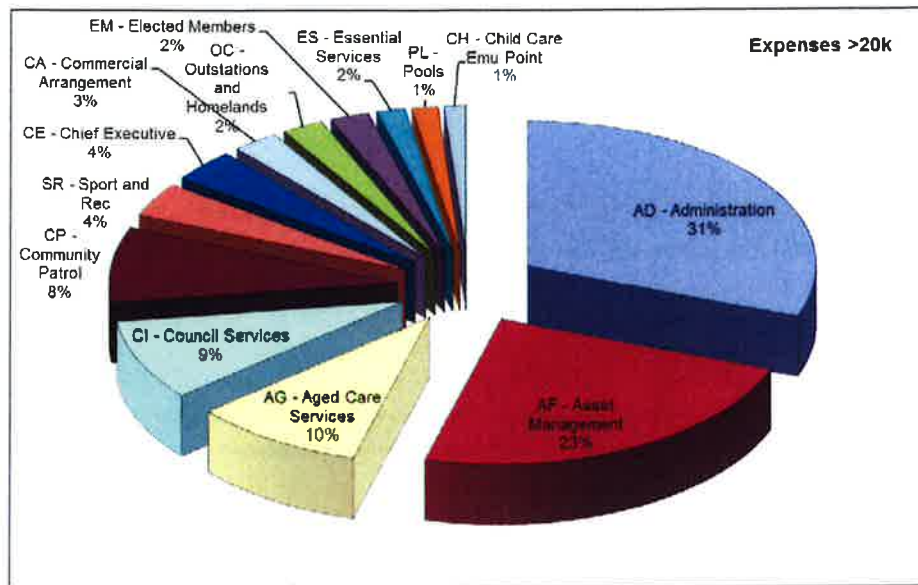


Untied Expenditure is \$1,237kk and Tied Expenditure is \$518k

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

### Expenses – Program



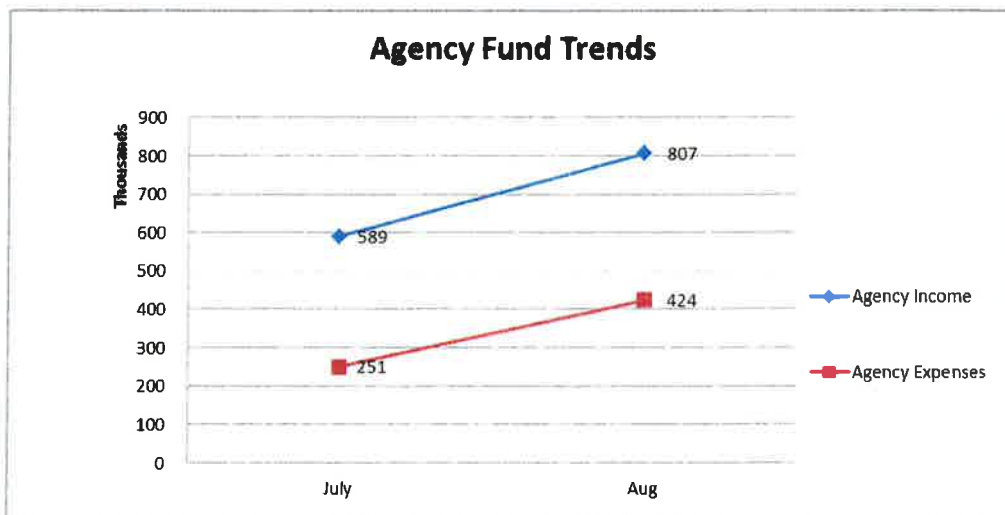
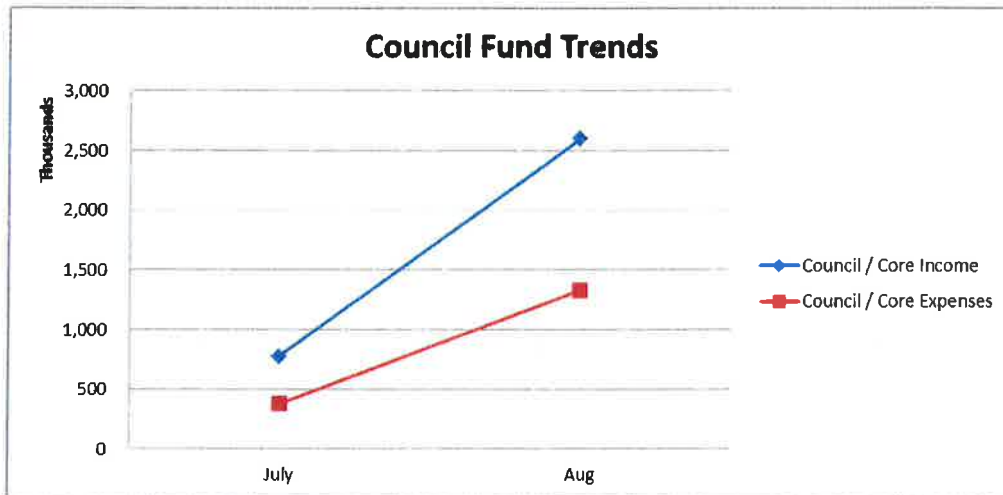


Tied - Expenses					
Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
387 - NDRRA - Daly River Monsoonal Trough	0	261,684	261,684	265,171	3,487
418 - Wadeye Festival	0	887	887	2,000	1,114
704 - NTG - Municipal & Essential Services Funding	33,908	0	33,908	320,000	286,092
705 - NTG - 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)
	<b>517,940</b>	<b>380,224</b>	<b>898,163</b>	<b>8,563,831</b>	<b>7,665,667</b>

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
	<b>1,236,749</b>	<b>422,694</b>	<b>1,659,442</b>	<b>9,481,452</b>	<b>7,822,010</b>

**Income Vs Expenses**

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

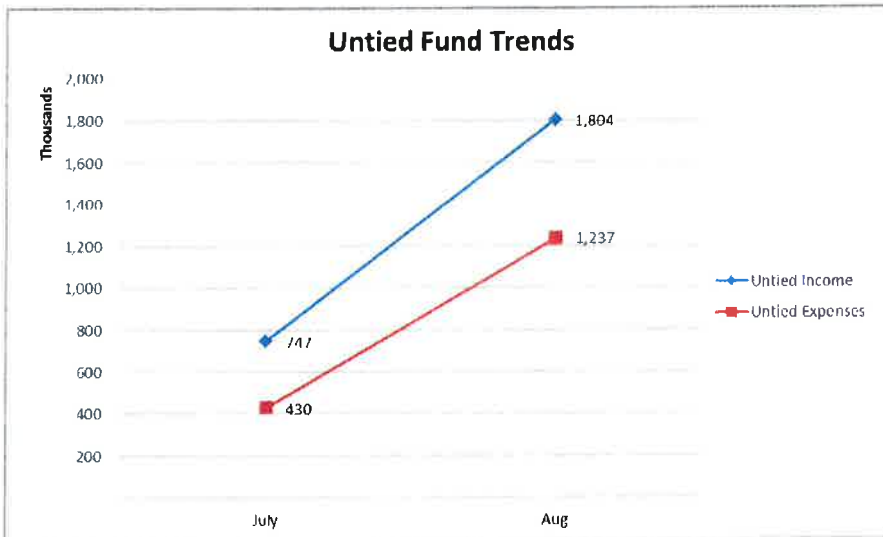
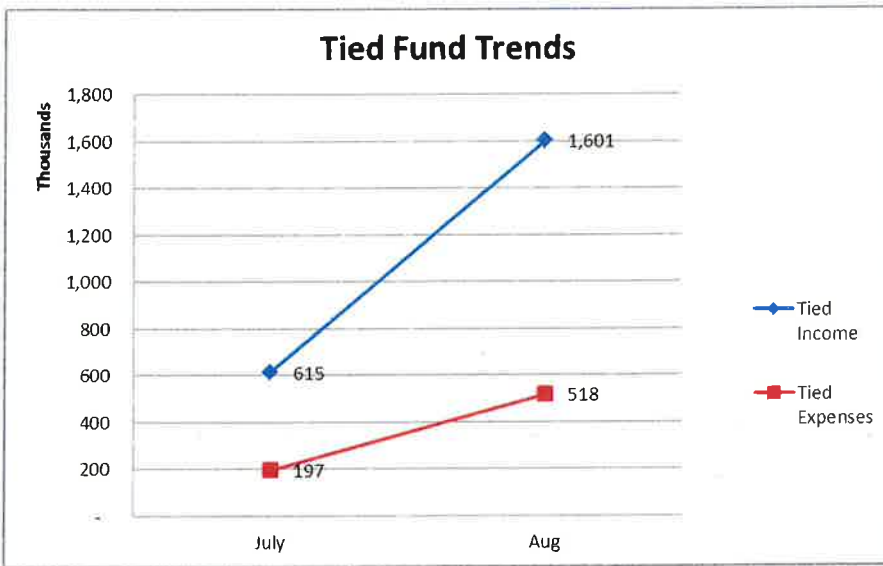


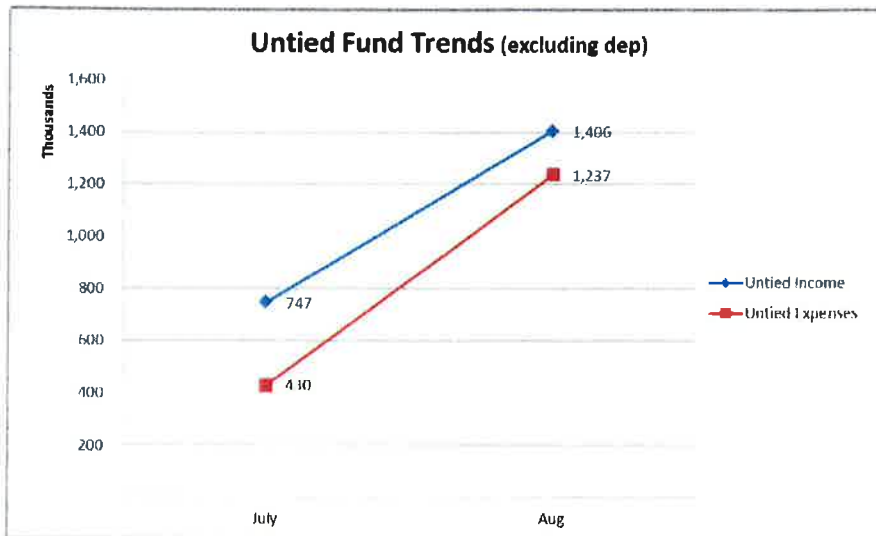


# WEST DALY REGIONAL COUNCIL

## Minutes for Ordinary Council Meeting 21 September 2016

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance
<b>Untied Fund</b>							
	<b>Council</b>	1,804,274	1,262,523	541,751	1,236,749	1,665,055	(428,307)
	<b>Agency</b>	0	0	0	0	0	0
<b>Sub Total</b>		1,804,274	1,262,523		1,236,749	1,665,055	
<b>Tied Fund</b>							
	<b>Council</b>	794,766	880,503	(85,737)	93,618	607,799	(514,181)
	<b>Agency</b>	806,631	1,050,574	(243,942)	424,322	903,936	(479,615)
<b>Sub Total</b>		1,601,397	1,931,077		517,940	1,511,735	
<b>Total</b>		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							
<b>Tied</b>							
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)
<b>Council funds tied sub-total</b>		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

### Minutes 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)
<b>Council funds untied sub-total</b>		<b>1,804,274</b>	<b>1,262,523</b>	<b>(541,751)</b>	<b>1,236,749</b>	<b>1,665,055</b>	<b>(428,307)</b>

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
<b>Agency funds tied sub-total</b>		<b>806,631</b>	<b>1,050,574</b>	<b>243,942</b>	<b>424,322</b>	<b>903,936</b>	<b>(479,615)</b>

### 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
<b>Council funds tied sub-total</b>		<b>794,766</b>	<b>880,503</b>	<b>85,737</b>		

## WEST DALY REGIONAL COUNCIL

### Minutes for Ordinary Council Meeting 21 September 2016

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	% Variance	Explanation
<b>Untied</b>						
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
	<b>Council funds untied sub-total</b>	<b>1,804,274</b>	<b>1,262,523</b>	<b>(541,751)</b>		

### Variance – Expenses

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	Explanation
<b>Council Funds</b>						
<b>Tied</b>						
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)		
	<b>Council funds tied sub-total</b>	<b>93,618</b>	<b>607,799</b>	<b>(514,181)</b>		

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	Explanation
<b>Untied</b>						
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
	<b>Council funds untied sub-total</b>	<b>1,236,749</b>	<b>1,665,055</b>	<b>(428,307)</b>		

### 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.

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION**

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

**Moved:**        **Clr.    Ralph Narburup**

**Seconded:**   **Clr.    Wally Minjin**

**Carried:**       **Unanimously**

**NOTE:** At 11:48am the Chairperson, Mayor Harold Wilson, welcomed Mr Shaun Hardy, Director Strategic Projects and Regions, Local Government, to the meeting. Mr Hardy discussed the change of Government and the concept of Regional Authorities.

**NOTE:** 12:24pm Chairperson, Mayor Harold Wilson, called for a lunch break  
1:00pm Chairperson, Mayor Harold Wilson, re-opened the meeting

**NOTE:** 1:00pm Chairperson Mayor Harold Wilson welcomed the Human Resource Advisor, Cathy Bottrell to the meeting.

**13 HUMAN RESOURCES ADVISOR'S REPORT**

<b>Applicant:</b>	Human Resource Advisor
<b>Location/Address:</b>	Darwin Office
<b>Date:</b>	21 September 2016
<b>Author:</b>	Cathy Bottrell

**SUMMARY**

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

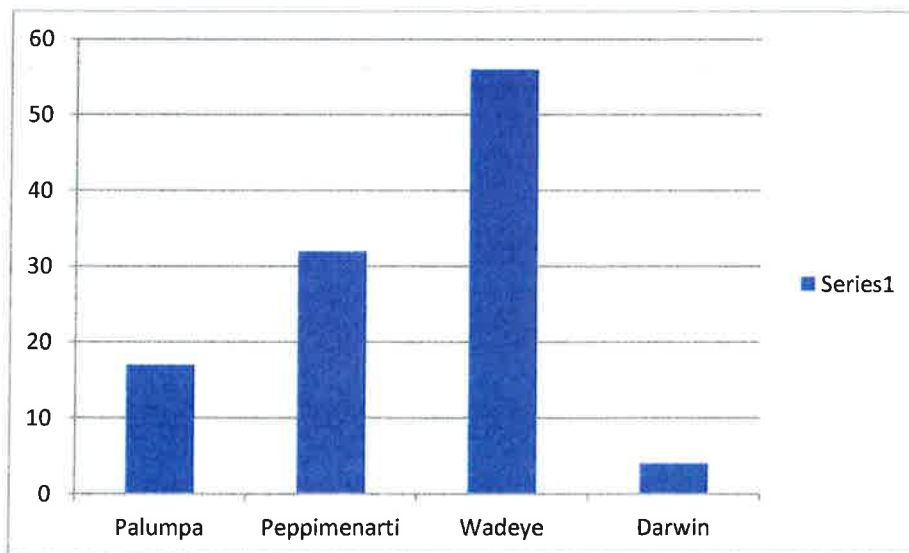
**HUMAN RESOURCES REPORT September 2016**

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**

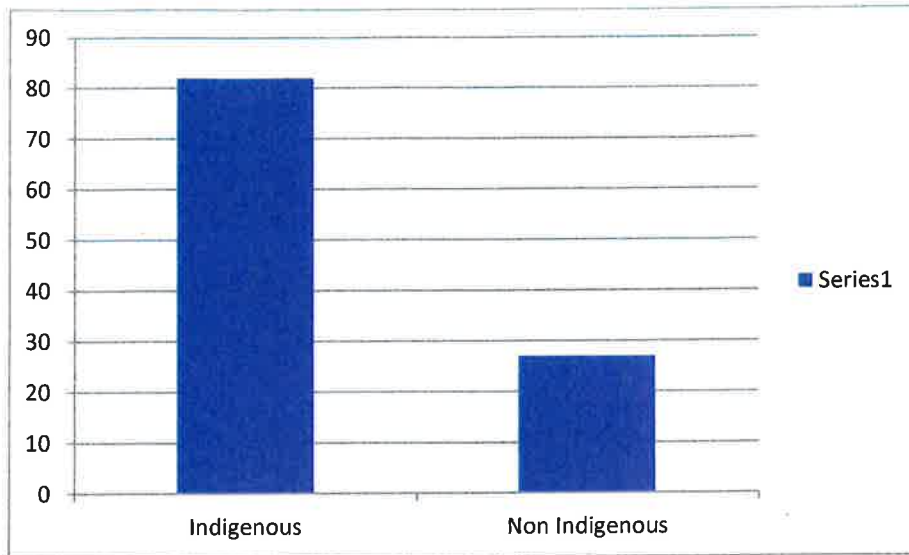
## WEST DALY REGIONAL COUNCIL Minutes for Ordinary Council Meeting 21 September 2016

- 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:
  - Cleaner/Administration Support
  - Aged Care Manager
  - Aged Care Support Worker
  - 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:
  - Civil Services Labourer
  - Centrelink Officer
  - Regional Service Manager
  - Cleaner
  
- Darwin currently consists of 4 staff, 3 full time and 1 part time employee(s). Darwin welcomes the following new team member:
  - Finance and Administration Team Leader
  
- Total staff within the Council including Darwin sits at 109, with 82 being of Indigenous ethnicity.

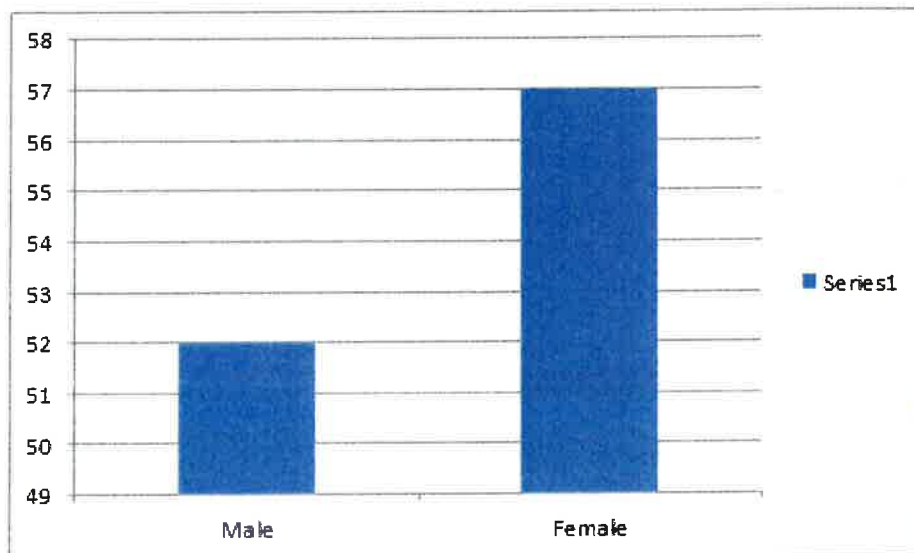


- Employee ethnicity.





- Male to female staff ratio sits at 52 male employees to 57 female employees.



#### Staff Performance & Turnover

- In the period 20 July to 19 September, there were 15 resignations, 2 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



## WEST DALY REGIONAL COUNCIL Minutes for Ordinary Council Meeting 21 September 2016

- 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

### RESOLUTION

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

**Moved:** Clr. **Ralph Narburup**

**Seconded:** Clr. **Andrew Brown**

**Carried:** **Unanimously**

**NOTE:** 2:06pm CEO left the meeting  
2:08pm CEO returned to the meeting

### 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.



WEST DALY REGIONAL COUNCIL  
Minutes for Ordinary Council Meeting 21 September 2016

**VOTING REQUIREMENT**  
Simple majority

**RESOLUTION**

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

**Moved:**                      **Clr.     Mark Martin**

**Seconded:**                **Clr.     Ralph Narburup**

**Carried:**                    **Unanimously**



10.	Water Dynamics	Water Dynamics  Water Gun Protection Screening x 11 towers = \$8712.00 Quote from TDC received  Proposal for additional \$6,160.00 for remobilisation to complete work	Recommence work on installation of irrigation sprinklers to begin 5 September 2016. Now complete  To be actioned due to vandalism  (LOCAL AUTHORITY TO RATIFY)  Reimbursed from Local Authority
11.	Football Scoreboard	TDC	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.  Quoted by Dundee Rock and TDC	(LOCAL AUTHORITY TO APPROVE)
13.	CCTV for Civil	2 quotations to be obtained	Administration Assistant
14.	Cemetery <ul style="list-style-type: none"> <li>Shelter and Fencing</li> <li>Installation of a 20mm water service, approx. 180 meters in length with new meter</li> </ul>	RSM to obtain Quote  DJ Air & Electrical	RSM to obtain Quote  (LOCAL AUTHORITY TO APPROVE)
15.	Solar Lights – Nilinh to Wadeye	DJ Air & Electrical  8 lights quoted for. Need additional quote for 10 lights.	
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 to be sourced

**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	Council approved to move forward <b>LOCAL AUTHORITY TO RATIFY</b>
21.	Speed Signs	Norsign quote received	<b>LOCAL AUTHORITY TO APPROVE</b>
22.	Solar Lights for Causeway	Black spot funding	Ongoing
23.	Speed Humps	Enforcer Group Quote	Ongoing
24.	Car Body Removal	RSM to provide update	Ongoing
25.	Local Authority Members Shirts	Territory Uniforms	Received and to be handed out at meeting.
26.	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

**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 – RSM to liaise with Nicholas Sharah
3.	Irrigation System for Oval	Quote received from Deewin Kirim	RSM to provide additional two quotes
4.	Solar Lights x2	Quote received from Deewin Kirim	RSM to provide additional two quotes
5.	Local Authority Member shirts	Territory Uniforms	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
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**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.     Leon Melpi**

**Seconded:**                **Clr.     Andrew Brown**

**Carried:**                    **Unanimously**

**18     GENERAL BUSINESS**

**18.1    BROKERING OUT THE AGED CARE SERVICE**

<b>Applicant:</b>	Chief Executive Officer
<b>Location/Address:</b>	Darwin Office
<b>Date:</b>	21 September 2016
<b>Author:</b>	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 Wadeye’s aged care workers.

**RESOLUTION**

THAT Council decided to seek expressions of interest from external providers to take over the management and running of the Aged Care Service.

**Moved:**           Clr.    **Ralph Narburup**

**Seconded:**      Clr.    **Andrew Brown**

**Carried:**           **Unanimously**

**ACTION ITEM:**

CEO to commence the process of tendering out the management and day to day running of the aged care facility

**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.

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION**

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.    Wally Minjin**

**Seconded:**      **Clr.    Andrew Brown**

**Carried:**           **Unanimously**

**18.3 CIVIL WORKS TRAINING PROPOSAL – WORK SAFE REQUIREMENTS**

<b>Applicant:</b>	Chief Executive Officer
<b>Location/Address:</b>	Darwin Office
<b>Date:</b>	21 September 2016
<b>Author:</b>	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 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.

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.    Andrew Brown**

**Seconded:**   **Clr.    Wally Minjin**

**Carried:** Unanimously

**ACTION ITEM:**

RSM'S to provide a list of no less than eight (8) participants to be enrolled and to be provided to the CEO. Enrolments and administration procedures to be completed by late 2016 with training to commence early 2017.

**18.4 COUNCILBIZ NEW CONSTITUTION**

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

**NOTE:** 2:34pm - Michael Freeman joined the meeting to discuss the new constitution.

**NOTE:** 2:35pm – Cr. Leon Melpi left the meeting  
2:38pm – Cr. Leon Melpi returned to the meeting

**NOTE:** 2:39pm – Cr. Ralph Narburup left the meeting  
2:44pm – Cr. Ralph Narburup returned to the meeting

**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

#### **VOTING REQUIREMENT**

Simple majority

**NOTE:** 2:41pm - Michael Freeman left the meeting

#### **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.    **Wally Minjin**

**Seconded:**    Clr.    **Mark Martin**

**Carried:**        **Unanimously**

#### **ACTION ITEMS:**

CEO to advise CouncilBIZ that the amendment is approved by West Daly Regional Council

**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

**RESOLUTION**

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.    Mark Martin**

**Seconded:**    **Clr.    Leon Melpi**

**Carried:**        **Unanimously**



**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. **Andrew Brown**

**Seconded:** Clr. **Ralph Narburup**

All in favour

**ACTION ITEM:**

Senior Financial Consultant to attend to the closure of the account with Traditional Credit Union.

**18.7 ASSETS POLICY**

<b>Applicant:</b>	Senior Financial Consultant
<b>Location/Address:</b>	Darwin Office
<b>Date:</b>	21 September 2016
<b>Author:</b>	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

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION**

That Council adopt the Assets policy with immediate effect.

**Moved:**        **Clr.    Andrew Brown**

**Seconded:**    **Clr.    Mark Martin**

**Carried:**        **Unanimously**

**ACTION ITEM:**

Senior Financial Consultant to implement the Assets Policy.

**18.8 PETTY CASH**

<b>Applicant:</b>	Senior Financial Consultant
<b>Location/Address:</b>	Darwin Office
<b>Date:</b>	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

**RESOLUTION**

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

**Moved:** Clr. Ralph Narburup

**Seconded:** Clr. Wally Minjin

**Carried:** Unanimously

**NOTE:** 1:58pm – Cr. Wally Minjin left the meeting  
2:01pm - Cr. Wally Minjin returned to the meeting.

**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)

**VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION**

That council will review all policies at a special meeting at a date to be confirmed

**Moved:** Clr. **Wally Minjinn**

**Seconded:** Clr. **Leon Melpi**

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

<b>Applicant:</b>	Human Resources Officer
<b>Location/Address:</b>	Darwin Office
<b>Date:</b>	21 September 2016
<b>Author:</b>	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;

## WEST DALY REGIONAL COUNCIL

### Minutes for Ordinary Council Meeting 21 September 2016

- 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

#### RESOLUTION

That council will review all policies at a special meeting at a date to be confirmed

**Moved:**        **Clr.    Mark Martin**

**Seconded:**   **Clr.    Ralph Narburup**

**Carried:**       **Unanimously**

#### 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 23<sup>rd</sup> December 2016 and re-opening 8:00am Tuesday 3<sup>rd</sup> 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.

#### ADDITIONAL COMMENTS

HR also mentioned transition from Vic Daly to West Daly and the EA that there are staff under the EA and are entitled to same however, there are some that are not. Any new staff have been employed under the Local Government Industry Award.

We are looking at varying the Vic Daly agreement or negotiating our own EA or the Local Government award. Should not have any financial burden on Council. A decision has not been made as there needs to be a consultation process.

#### VOTING REQUIREMENT

Simple Majority

#### RESOLUTION

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

**Moved:**        **Clr.    Wally Minjin**

**Seconded:**    **Clr.    Mark Martin**

**Carried:**        **Unanimously**

#### ACTION ITEM:

Once policies have been drafted by Human Resources Advisor, a Special Meeting is to be convened in regards to the proposed new policies.

#### 20    CLOSE OF MEETING

Time:    2:32pm meeting closed

#### 21    NEXT MEETING

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

**22 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.



# ATTACHMENT

B



**INCOMING CORRESPONDENCE REGISTER - TABLED AT ORDINARY COUNCIL MEETING 21/09/2016**

<b>Date Received</b>	<b>Addressed to</b>	<b>Correspondence from</b>	<b>Letter, Report, Parcel etc.</b>	<b>Title/Content</b>	<b>Date Forwarded</b>	<b>Forwarded to</b>	<b>Tabled at Council Meeting Date</b>
21/09/2016	Glenda Teede	NT Govt. - Dept. of Housing & Community Development	Letter	RE: Special Purpose Grants Round 1 2016-2017	21/09/2016	Glenda	
28/09/2016	Glenda Teede	NT Govt. - Dept. of Infrastructure, Planning & Logistics	Letter	RE: Call for Nominations for Black Spot Funding Programme 2017-18	28/09/2016	Glenda	
28/09/2016	Glenda Teede	NT Govt. - Dept. of Infrastructure, Planning & Logistics	Letter	RE: Outcome of Aust. Govt Black Spots Program 16-17, Mantthaphe Cross, \$185,562 and Palumpa Causeway, \$175,841.	28/09/2016	Glenda	
28/09/2016	Ramesh Pudasaini	Commonwealth Bank	Letter	RE: Treasury Confirmation	28/09/2016	Glenda / Ramesh	
28/09/2016	Ramesh Pudasaini	Commonwealth Bank	Letter	RE: Bank Audit Certificate	28/09/2016	Glenda / Ramesh	
5/10/2016	Harold Wilson	SJT Training Australia	Letter	RE: Indigenous Civil Construction Training Facility	5/10/2016	Glenda / Ramesh	
7/10/2016	Harold Wilson	NT Young Achiever Awards	Letter	RE: Invitation to "call for nominations"	7/10/2016	Glenda	
10/10/2016	Harold Wilson	West Arnhem Regional Council - Mayor Lothar Siebert	Letter	RE: Lobby Group for Rural and Remote Government	10/10/2016	Glenda	
14/10/2016	Glenda Teede	NT Govt. - Dept. of Tourism & Culture	Letter	RE: Draft archives management standard for digital preservation	14/10/2016	Glenda	
24/10/2016	Glenda Teede	NT Govt. - Dept of Health	Letter	Progress Reports & Audited Reports Due 31/10/16	24/10/2016	Glenda	
24/10/2016	Glenda Teede	Aust Govt. - Dept. of Health	Letter	RE: Changes to Home Care Packages from 27/02/17	24/10/2016	Glenda	
27/10/2016	Mayor and Councillors	Northern Territory Grants Commission	Letter	RE: Annual Return 2015-2016 data is required by 02/12/2016	27/10/2016	Glenda	
27/10/2016	Glenda Teede	NT Govt. - Dept. of Housing & Community Development	Letter	RE: 2016-2017 Compliance Review, Questions for CEO	27/10/2016	Glenda	
31/10/2016	Glenda Teede	Aust. Govt. - Dept. of Prime Minister and Cabinet	Letter / Invoice	RE: Acquittal Advice and Tax Invoice for Unspent Funds of \$1,641	31/10/2016	Glenda	
15/11/2016	All Staff	NT Govt. Dept. of Infrastructure, Planning and Logistics	Email / Flyer	Road Safety Community Grants close 01 Dec 2016	15/11/2016	RSM's	
18/11/2016	WDRC Grants	Dept. of Prime Minister & Cabinet - Alison Spiker	Notification via email	RE: SPG Grant - Wadeye Swimming Pool Kiosk - Activity Complete			



**OUTGOING CORRESPONDENCE REGISTER - TABLED AT ORDINARY COUNCIL MEETING 21/09/2016**

<b>Date Sent</b>	<b>Addressed to</b>	<b>Address</b>	<b>Letter, Report, Parcel etc.</b>	<b>Title/Content</b>	<b>Sent From</b>
10/10/2016	Aged Care Channel	14/20 Narabang Way, BELROSE NT 2085	Letter / DVD's	Account cancellation - Wadeye Aged Care Services	Rebecca Purser
10/10/2016	Traditional Credit Union	via email - chris.pointon@tcu.com.au	Letter	RE: Closure of Account	Glenda Teede
24/10/2016	Northern Land Council	PO Box 1222 DARWIN NT 0801	Letter / Copies of Invoices	RE: Seeking consideration for a payment plan	Ramesh Pudasaini
16/11/2016	Acting CEO of WDRC	PO Box 2047, PARAP NT 0804	Letter	RE: Request to change date of Ordinary Council Meeting	Mayor Harold Wilson



# ATTACHMENT

C





**Elected Members**

**Chief Executive Officer  
Michael Freeman (Acting)**

**Deputy Chief Executive  
Officer  
Ramesh Pudasaïni (Acting)**

**Community  
Operations Manager  
Scott Page (Acting)**

Community Patrol

Sport & Recreation

Homelands/ ESO/  
Weed Management

Civil/Mechanical/  
Waste Management

Airport Maintenance  
& Reporting

Maintenance &  
Upgrade of Roads

Building &  
Maintenance

**Community Services  
Manager – Wadeye  
Michael Fitsemanu**

Aged Care

Library

Asset Management  
including Staff  
Housing

Animal Health

Community Bus

Local Authority

Fire Hazard  
Reduction

**Community Services  
Manager – Palumpa  
Steven Horton**

Civil

Administraion

Community Patrol

Sport & Recreation

Centrelink

**Community Services  
Manager –  
Peppimenarti  
Glenn Parker**

Civil

Administration

Community Patrol

Sport & Recreation

Centrelink

Aged Care

Child Care

**Human Resource  
Advisor  
Cathy Bottrell**

HR Policies &  
Procedures

Industrial Relations

Human Resource  
Administration

Training &  
Development

Recruitment

Employment  
Contracts

**Governance Officer  
Rebecca Purcer**

Purchasing

Administration

Governance

Grants  
Administration

**Work Health Safety/  
Tenancy Officer  
VACANT**



# ATTACHMENT

D





# West Daly Regional Council

## Trial Balance

As at 31st October 2016

Description	Closing Balances 31st October 2016
-------------	---------------------------------------

### BALANCE SHEET

#### Current Assets

11110 - Cash at Bank Operational	69,531
11130 - Cash at Bank High Interest Savings	2,143,979
11140 - Cash at Bank (TCU)	1,495
11210 - Petty Cash- Cash on Hand	1,600
12110 - Cash Investments Fixed Term Deposit -1	3,500,000
13110 - Receivables P&R Rates General	546,558
13140 - Receivables P&R Waste Collection General	312,565
13210 - Receivables CONTROL ACCOUNT	52,236
13220 - Receivables (Contra) Doubtful Debts Provision	(41,689)
13230 - Receivables Accrued Income	4,119
13240 - Receivables GST PAID	114,954
13280 - Receivable Others	13,769
14120 - Inventory Fuel and Oil General	20,698
15100 - Prepayments General	20,258
15180 - Prepayment - Fringe Benefits Tax	12,334
<b>Total Current Assets</b>	<b>6,772,408</b>

#### Non Current Assets

36210 - Acquisition of Buildings	20,586,588
36220 - Accumulated Depreciation of Buildings	(2,972,738)
36310 - Acquisition of Road Infrastructure	3,377,270
36320 - Accumulated Depreciation of Road Infrastructure	(1,028,835)
36410 - Acquisition of Plant & Equipment	1,449,279
36420 - Accumulated Depreciation of Plant & Equipment	(699,628)
36510 - Acquisition of Structures	412,156
36520 - Accumulated Depreciation of Structures	(113,846)
36610 - Acquisition of Furniture, Fittings & Office Equip	85,213
36620 - Accum Depreciation of Furniture, Fittings & Office Equip	(29,376)
36710 - Acquisition of Motor Vehicles	1,266,432
36720 - Accumulated Depreciation of Motor Vehicles	(573,536)
36810 - Acquisition of Site Improvements	1,750,853
36820 - Accumulated Depreciation of Site Improvements	(463,567)
37210 - WIP Building Additions - Current Year	279,757
37420 - WIP Upgrade Plant & Equipment	(2)
37810 - WIP Site Improvements - Additions Current Year	(2)
<b>Total Non Current Assets</b>	<b>23,326,017</b>

#### TOTAL ASSETS

**30,098,425**

#### Current Liabilities

22210 - Payables CONTROL ACCOUNT	(736,162)
----------------------------------	-----------



# West Daly Regional Council

## Trial Balance

As at 31st October 2016

Description	Closing Balances 31st October 2016
22230 - Payables PAYG WITHHELD	(66,053)
22240 - Payables GST COLLECTED	(113,723)
22280 - Payables Others	(680)
23120 - Current Provisions Employees Annual Leave	(235,549)
23130 - Current Provisions Employees Long Service Leave	(8,094)
23131 - Current Provisions Time Off in Lieu	(932)
23910 - Unexpended Grants to be Repaid	(52,157)
26420 - Income Received in Advance - Others	(1,506)
27140 - Workers Compensation Clearing	12,596
<b>Total Current Liabilities</b>	<b>(1,202,260)</b>
<b>Non Current Liabilities</b>	
43130 - Non-Current Provision Employee Long Service Leave	(174,296)
<b>Total Non Current Liabilities</b>	<b>(174,296)</b>
<b>TOTAL LIABILITIES</b>	<b>(1,376,556)</b>
<b>NET ASSETS</b>	<b>28,721,869</b>
<b>Equity</b>	
51110 - Accumulated Surplus Deficit	(27,301,484)
NET (PROFIT)/LOSS	(1,420,386)
<b>Total Equity</b>	<b>(28,721,870)</b>
<b>TOTAL EQUITY</b>	<b>(28,721,870)</b>
<b>CHECK</b>	<b>(0)</b>



# West Daly Regional Council

## Trial Balance

As at 31st October 2016

Description	Closing Balances 31st October 2016
-------------	---------------------------------------

### REVENUE and EXPENDITURE

#### Revenue

61110 - Garbage General	(384,007)
61115 - Waste Dump Fees	(7,020)
61130 - Agency Income	(5,196)
61140 - Council Rates	(618,333)
61160 - Rent Employee Housing	(8,413)
61170 - Rent and Leases Property	(27,463)
61180 - Fuel Rebate Income	(1,885)
61200 - Hire of Council Assets	(973)
61210 - Interest Received	(35,259)
62100 - NTG - Operational Grants	(1,638,575)
62110 - NTG Special Purpose Grants (Operational)	(580,035)
62200 - Aust Gov - Operational Grants	(1,851,573)
62400 - Grant Income Other	(9,091)
62500 - Income - Contribution	(47,249)
62900 - Grant Income Adjustment	11,478
63100 - Period Contracts - Airports	(83,187)
63110 - Period Contracts Other	(58,756)
63200 - Commercial Services Income	(43,405)
63500 - Other Current Income	(40,314)
68940 - Grant Income Opening Balance Brought Forward (Cr)	(60,614)

<b>TOTAL REVENUE</b>	<b>(5,489,868)</b>
----------------------	--------------------

#### Expenditure

71110 - Employee Salary Normal	1,030,002
71120 - Employee Salary Overtime	70,231
71130 - Employee Salary Allowances	115,198
71140 - Employee Salary Sick Leave	20,667
71150 - Employee Salary Other Leave	4,896
71170 - Employee Workers Compensation	23,280
71210 - Employee Travel Allowance - Meals and Incidentals	11,335
71230 - Employee Accommodation	10,703
71240 - Employee Fares - Air/Road	6,331
71250 - Employee Taxi/Hire Car Fares	1,792
71410 - Employee Superannuation	117,189
71510 - Employee Annual Leave	137,938
71520 - Employee Long Service Leave	14,494
71531 - Employee TOIL	239
71540 - Employee Uniforms	1,269
71550 - Employee Personal Protective Equipment	1,791
71560 - Recruitment & Relocation	45,756
71570 - Employee Training (Mandatory)	4,800



# West Daly Regional Council

## Trial Balance

As at 31st October 2016

Description	Closing Balances 31st October 2016
71571 - Employee Travel & Accom (Training Only)	545
71575 - Employee Screening and License Checks	114
71587 - Employee Rent Expense - (CEO House)	5,300
71600 - Employee Amenities	1,389
71601 - Outsourced Services	104,916
72100 - Councillors Electoral Allowances	60,918
72110 - Councillors Extra Meeting Allowances	6,836
72210 - Councillors Travel Allowance - Meals and Incidentals	3,555
72230 - Councillors Accommodation	2,781
72240 - Councillors - Fares Air / Road	386
72580 - Councillors Professional Development	10,391
73115 - Administration Fees	374,924
73120 - Advertising	2,606
73130 - Audit Expenses (external)	9,144
73140 - Levy, Fees and Charges	1,428
73150 - Cleaning Products and Contractors	8,473
73160 - Conferences, Seminars and Ceremonies	2,455
73180 - Audit and Risk Committee	2,346
73200 - Consulting Fees	87,109
73230 - Utilities - Electricity	36,694
73240 - Utilities - Water & Sewerage	12,028
73250 - Gas Industrial/Medical/Heating Etc Purposes NOT FUEL	932
73260 - Hire of Plant, Equipment and Motor Vehicles	4,356
73290 - Licenses and Registrations - MV & PE	15,434
73321 - Health and Safety Expenses	8,435
73326 - Festival Expenses & Contribution	6,000
73330 - Catering - Council, Committees, Seminars	2,592
73332 - Consumable Items	44,767
73340 - Operating Leases - MV, Plant & Equipment	18,888
73343 - Operating Leases Office Equipment	683
73344 - Operating Leases Property	238,863
73350 - Printing, Postage (stamps) & Stationery	8,331
73400 - Subscriptions and Memberships	20,991
73460 - Street Light Electricity Payments	4,050
73511 - Freight Expenses	43,355
73531 - Fuel Diesel /ULP	38,412
73540 - Insurance Premiums	175,052
73800 - Contractor Materials and Labour	50,711
73830 - Repairs & Maintenance Plant (Small Plant Items)	8,258
73833 - Repairs & Maintenance MV & PE	23,692
73834 - Repairs & Maintenance Roads	210,921
73836 - Repairs & Maintenance Buildings	160,011
73841 - Contractors Electrical	5,472
73842 - Contractors Plumbing/Gas	2,746
73844 - Contractors Pest Control	7,200





# West Daly Regional Council

## Trial Balance

As at 31st October 2016

Description	Closing Balances 31st October 2016
73846 - Contractors Painting & Tiling	3,000
74110 - Depreciation - Building	420,544
74120 - Depreciation - Road Infrastructure	120,788
74130 - Depreciation - Plant & Equipment	73,736
74140 - Depreciation - Structures	19,961
74150 - Depreciation - Furniture, Fittings & Office Equip	9,299
74160 - Depreciation - Motor Vehicles	87,068
74170 - Depreciation - Site Improvements	67,498
74600 - ICT - Phone/Fax/Internet	18,655
74610 - ICT Satellite Telephone	14,416
74620 - ICT Mobile/ Modem Telephone	11,721
74630 - ICT - Consultants / Service Providers	113,607
74640 - ICT Software	2,811
74650 - ICT Hardware < \$5,000	825
74760 - Materials - Furniture & Office Equipment	7,777
74770 - Materials - Tools	5,129
74780 - Materials Minor Assets < \$5,000	17,926
74790 - Sports Equipment - Inc Uniforms, trophies etc	15,004
79000 - Small Balances Written Off	(20)
79020 - Committee Sitting Fees	123
79040 - Bad Debts	1,807
79080 - Write Off Expenses (Other than Assets)	945
<b>TOTAL EXPENDITURE</b>	<b>4,465,024</b>
<b>ReAllocations</b>	
91140 - Materials & Services Recovery	0
91500 - Insurance Cost Recovery	(20,617)
91910 - Administration Fees Cost Allocation	(374,924)
<b>TOTAL REALLOCATIONS</b>	<b>(395,541)</b>
<b>NET (PROFIT)/LOSS</b>	<b>(1,420,385)</b>



---

# ATTACHMENT

E



# Timber & Steel Constructions

Commercial - Industrial - Residential

08 8985 6435

Building Your Dream  
www.tsconstructions.net.au

- New Build and Renovations
- Bathroom and Kitchen Modifications
- Tiling, Roofing, Concreting
- Plastering, Decking
- Garage/Shed Constructions
- Insurance and Body Corporate Work, Maintenance and Reports
- Asbestos Removal
- Project Management

## Quote

Date	Quote #
8/09/2016	823 V1

E-Mail Address:  
admin@tsconstructions.net.au

Builders Licence Number:  
188811 CR

ABN: 91 154 218 989

PO Box 37345  
Winnellie NT 0821

Office Phone:  
08 8985 6435  
0447 144 817

Estimate To  
West Daly Regional Council,  
Night Patrol Office

Job Site	P.O. No.	Our Ref
Perdjert st	Variation 1	16-586
Description		
<p><b>SCOPES OF WORK</b></p> <p><b>Additional fixed joinery \$12,240.00</b> Supply and deliver additional fixed joinery as per plan attached (as discussed on site with Scott and Chris) Install all additional fixed joinery as per attached plan</p> <p><b>Rock Excavation \$5220.00</b> Additional labour time due to rocks present Additional concrete (Concrete piers could not be drilled to size due to the presence of rock and additional concrete was required)</p> <p><b>Additional Communications and Data \$900.00</b> Supply and install (3x) additional phone connections 1x to music room and 2 x night patrol office Supply 1 x extra data connection to the office in the Night Patrol Building</p> <p><b>ADDITIONAL OVER HEADS \$7,600.00</b> Supply accommodation and meals Travel Material delivery to site</p>		
<p><b>Bank Details</b> National Australia Bank BSB 083 519 Acc No 12725 3478 Make cheques payable to Timber and Steel Constructions Pty. Ltd.</p>		<p><b>Subtotal</b> \$25,960.00</p> <p><b>GST 10 %</b> \$2,596.00</p> <p><b>Total</b> \$28,556.00</p>

This quotation is subject to the terms and conditions provided by Timber and Steel Constructions Pty. Ltd.  
To accept this quotation and agree to the terms and conditions, please sign and return both this estimate and the Terms and Conditions page. QUOTE Terms 30 Days.

Authorising signature: *G. Teede* Full Name Gilenda Teede  
Date of acceptance: 10/09/2016



# Timber & Steel Constructions

Commercial - Industrial - Residential



08 8985 6435

- New Build and Renovations
- Bathroom and Kitchen Modifications
- Tiling, Roofing, Concreting
- Plastering, Decking
- Garage/Shed Constructions
- Insurance and Body Corporate Work, Maintenance and Repairs
- Asbestos Removal
- Project Management

Building Your Dream

www.tsconstructions.net.au

## Quote

Date	Quote #
24/10/2016	882 Var 2

E-Mail Address:  
admin@tsconstructions.net.au

Builders Licence Number:  
188811 CR

ABN: 91 154 218 989

PO Box 37345  
Winnellie NT 0821

Office Phone:  
08 8985 6435  
0447 144 817

Estimate To

West Daly Regional Council,  
Night Patrol Office

Job Site	P.O. No.	Our Ref
Perdjert St, Wadeye	Variation 2	16-586
Description	Total	
Scopes of Work		
Re-locate steelwork at front door to allow public access at front door (ammended from original plan)	1,259.50	
Re-locate 150mm PVC pipes(2 off) to internal side of cage and bend out through the security mesh(patch colourbond sheets and gutter as required)	990.00	
Install new box gutter to external (gate side) of caged area (supply 2 of 150mm downpipes to run internally and bend out through the mesh at the bottom of the cage)	3,659.70	
Install new full height wall, door and door frame.	1,980.00	
Supply and Install steel stud, colorbond sheeting and flashings to new wall	2,299.00	
Paint new door and reception steelwork	880.00	
Supply and Install new 50mm x 50mm Mesh between entire area between new roof and existing roof	1,949.20	
Supply and Install reception area as per or similar to photos attached	2,970.00	
Supply Steel frame, Laminex Screens, door and door frame, flush sand and paint	4,097.00	
Allowance for delivery of materials	3,000.00	
Supply accommodation and meals for a further 5 business days (due to extra works)	4,500.00	
Administration / Margin @ 10%	3,053.00	
All work to be carried out as per Australian Standards and the BCA	0.00	
<b>Bank Details</b> National Australia Bank BSB 083 519 Acc No 12725 3478 Make cheques payable to Timber and Steel Constructions Pty. Ltd.	<b>Subtotal</b>	\$30,637.40
	<b>GST 10 %</b>	\$3,063.74
	<b>Total</b>	\$33,701.14

This quotation is subject to the terms and conditions provided by Timber and Steel Constructions Pty. Ltd.  
To accept this quotation and agree to the terms and conditions, please sign and return both this estimate and the Terms and Conditions page. QUOTE Terms 30 Days.

Authorising signature: \_\_\_\_\_ Full Name \_\_\_\_\_  
Date of acceptance ...../...../2016

