MEETING OF COUNCIL

WEDNESDAY, 22 AUGUST 2018

10:00am till 5:00pm
Held at the Council Meeting Room Wadeye
This meeting is open to the public excluding confidential Council business.
Agenda available by the 17 August 2018, please contact Governance Manager
on mailto:governance@westdaly.nt.gov.au
or phone: 08 8901 3920

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AGENDA

West Daly Regional Council Meeting

9:00AM, WEDNESDAY, 22 AUGUST 2018

WEST DALY REGIONAL COUNCIL, PERDJERT STREET, WADEYE

Present

Apologies

Disclosure of interest – Councillors and Staff

Confirmation of Minutes

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Call for Items of General Business

Mayoral Report

CEO Update

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General Business

Confidential

17 Thamarrurr Aged Care Services

The report will be dealt with under Section 65(2) (ciiii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

18 Assets Disposal

The report will be dealt with under Section 65(2) (f) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains Under Part 4 of the Local Government Regulations 8 (c) (i) "cause commercial prejudice to or confer an unfair commercial advantage on any person".

PRESENT

John Wilson	Mayor
Mark Martin	Councillor
Wally Minjin	Councillor
Ralph Narburup	Councillor
Mark Tunmuck-Smith	Councillor

Staff

Shaun Hardy	Chief Executive Officer
Ramesh Pudasaini	Senior Financial Consultant (CouncilBIZ)
Rebecca Purser	Manager Corporate
Glenn Parker	Community Services Manager Wadeye
Scott Page	Community Services Manager Nganmarriyanga
Steve Loring	Community Services Manager Peppimenarti

Guests

Theddeus Dartinga	Homelands resident
Michael Binks	Menzies School of Health
Ada Parry	Menzies School of Health
Susan Pizzutto	Menzies School of Health

APOLOGIES AND LEAVE OF ABSENCE

Terry Sams	Deputy Mayor

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

Mayor Wilson declared an interest regarding Deewin Kirrim (Agenda item 22).

CONFIRMATION OF MINUTES

Minutes of the Council Meeting held on 20 June 2018

*108/2018***RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Cr. Tunmuck-Smith
Seconded: Cr. Narburup
Resolution: Unanimously

CALL FOR ITEMS OF GENERAL BUSINESS

CEO called for Homelands Visits Schedule to be discussed in General Business.

REPORTS TO COUNCIL

1) Presentation - Menzies School of Health D-Kids Project

Menzies School of Health (MSH) advised that the D-Kids Project is a 5 year study commencing in 2019 with 440 mothers and babies to participate.

Study will include participants from West Daly, West Arnhem, Tiwi Islands and Darwin.

Capacity for employment: the study is fully funded and MSH will employ Indigenous health workers, health practitioners, nurses and liaison officers.
Indigenous employment strategy: Indigenous Capacity Building Unit
Education: Certificate II in "Community based research" and info sessions
Partnership: Menzies, Indigenous communities/people and health clinics
General health care: Participants receive regular health checks in the study

Further engagement with Council was committed by MSH as preparations are further developed.

109/2018

Motion:

1. **That Council notes Menzies School of Health will be conducting a D-Kids Study in partnership with communities and health care providers.**

Moved: Cr. Minjin
Seconded: Cr. Narburup
Resolution: Unanimously

11:00am - Michael Binks, Ada Parry and Susan Pizzutto from Menzies School of Health left the meeting.

2) Chief Executive Officer's Report

Chief Executive Officer spoke to his written report. Matters to note:

- Wadeye Festival will be held 10-14 August 2018.
- Councillors advised that there are a number of outstanding works at Fossil Head, Merrepen, Nemarluk, Perrederr and Old Mission. CEO advised that all completed and outstanding works will be assessed during the upcoming Homelands visits with the schedule of visits to be discussed in General Items.
- Councillors requested that contractors have relevant permits to travel onto homelands and that no recreational equipment be permitted onto homelands.
- Councillors requested that AMMRIC and University of Melbourne provide sufficient notice on dates and times of visits to communities and advised that more regular visits are required.

Action	Person responsible
Permission, Processes and Protocol Guidelines for Contractors to be drafted.	CEO/Manager Corporate
Peppimenarti internal roads and Nadirri turn off area requires grading.	CSM Peppimenarti to arrange grading works
Homelands residents to be contacted for prior consultation/inspections to be carried out with regards to road repairs/maintenance before works are carried out.	DOCCS and Builder/Homelands Officer

Recycling options for all communities (possible partnership with the schools)	CSM's for each community
AMMRIC and University of Melbourne to provide sufficient notice on dates and times of visits to communities and conduct more frequent visits	CEO

110/2018

Motion:

1. **That Council notes the Chief Executive Officer's report.**

Moved: Cr. Tunmuck-Smith
Seconded: Cr. Martin
Resolution: Unanimously

11:39am – Thaddeus Dartinga left the meeting

3) Business Arising from Previous Meeting/Action Items update

Manager Corporate spoke to the written report and provided further updates regarding the action items.

Action	Person responsible
Peppimenarti Road, First Creek – remove sand and replace with gravel	CSM Peppimenarti

111/2018

Motion:

1. **That Council receives and notes the Ordinary Council Meeting action items update.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

4) Director of Council and Community Services Report

Chief Executive Officer spoke to the written report on behalf of the Director of Council and Community Services.

112/2018

Motion:

1. **That Council receives and notes the Director of Council and Community Services report.**

Moved: Cr. Tunmuck-Smith
Seconded: Cr. Minjin
Resolution: Unanimously

12:14pm – Scott Page left the meeting
12:20pm – Scott Page returned to the meeting

5) Financial Report - June 2018

Senior Financial Consultant (CouncilBIZ) spoke to his written report.

113/2018

Motion:

1. **That Council receives and notes the Financial Report (unaudited)**

8 **for June 2018.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

6) Local Authority Allowances 2018/19

114/2018

Motion:

1. **That Council adopts the Local Authority allowance for 2018/19 as: Chair: $168 per meeting; Eligible member: $126 per meeting**

   This information is part of Regional Plan 2018-19.

Moved: Cr. Tunmuck-Smith
Seconded: Cr. Minjin
Resolution: Unanimously

7) Elected members Allowances 2018/19

115/2018

Motion:

1. **The Council adopt Councillor Allowances for the FY 2018/19 as follows:**

	Mayor	Deputy Mayor	Councillor
Base Allowance	$73,856.62	$27,310.21	$13,283.35
Electoral Allowance	$19,439.65	$4,860.80	$4,860.80
Professional Development Allowance	$3,690.22	$3,690.22	$3,690.22
Max Extra Meeting Allowance per year			$8,855.56
Total Claimable	**$96,986.49**	**$35,861.23**	**$30,689.93**

2. **That Council adopt the daily rate of $256.96 for a Councillor to Act as Principal Member (Mayor).**

3. **That Council adopt the extra meeting allowance of $256.96 for a Councillor to attend extra meeting as per guideline 2.**

This information is part of Regional Plan 2018-19.

Moved: Cr. Narburup
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

8) Fees & Charges - 2018/19

Action	Person responsible
Remove reference to “asbestos” under Waste Disposal	Senior Financial Consultant (CouncilBIZ)

New Builds and Renovation Contracts to include Council waste disposal fees and charges	CEO

116/2018

Motion:

1. **That Council adopts the Schedule of Fees and Charges for the 2018/19 as part of Regional Plan 2018-19.**

Moved: Cr. Tunmuck-Smith
Seconded: Cr. Minjin
Resolution: Unanimously

9) Rates Declaration - 2018/19

117/2018

Motion:

1. **That Council receives and notes the Rates Declaration 2018/19 as part of the Regional Plan 2018/19.**

Moved: Cr. Minjin
Seconded: Cr. Martin
Resolution: Unanimously

10) 2018/19 Budget – Process and Timetable

118/2018

Motion:

That Council receives and adopts the final budget for FY2018-19 as part of the Regional Plan 2018/19.

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

11) Regional Plan 2018-19

The CEO discussed the Regional Plan 2018/19 and highlighted sections of relevance to Councillors in the printed copies tabled.

119/2018

Motion:

1. **That Council adopts the Regional Plan 2018-19.**

Moved: Cr. Martin
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

12:47 – Mayor Wilson closed the meeting for lunch
1:20pm – Mayor Wilson resumed the meeting

12) Grant Funding Agreement - Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs - 2018 - 2023 - R00052C

120/201

Motion:

1. **That Council approves the use of the common seal on Grant**

8 **Funding Agreement - Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs - 2018 - 2023 - R00052C from Department of Housing and Community Development.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

13) Special Purpose Grant Offer - 2017-18 Round 2

121/2018 **Motion:**

1. **That Council receives and notes Special Purpose Grant Offer – 2017-18 Round Two from the Minister for Housing and Community Development the Honourable Gerry McCarthy MLA, amounting to $84,320 to purchase a tip truck and 3000 litre water tank.**

Moved: Cr. Martin
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

14) 2017-18 Acquittal of Special Purpose Grant - Mini Road Roller with Tandem axle trailer

122/2018 **Motion:**

1. **That Council receives and notes the 2017-18 Acquittal of Special Purpose Grant - Mini Road Roller with Tandem axle trailer.**

Moved: Cr. Narburup
Seconded: Cr. Martin
Resolution: Unanimously

15) 2017-18 Acquittal of Strategic Local Government Infrastructure Fund Grant

123/2018 **Motion:**

1. **That Council receives and notes the 2017-18 Acquittal of Strategic Local Government Infrastructure Fund Grant - towards staff housing priority works in Wadeye.**

Moved: Cr. Narburup
Seconded: Cr. Minjin
Resolution: Unanimously

16) 2017-18 Acquittal of Special Purpose Grant - Animal Management Program

124/2018 **Motion:**

1. **That Council receives and notes the 2017-18 Acquittal of Special Purpose Grant – to implement an animal management program in Wadeye, Peppimenarti and Palumpa.**

Moved: Cr. Minjin
Seconded: Cr. Narburup
Resolution: Unanimously

17) 2017-18 Acquittal of Local Authority Project Funding (LAPF) Grant

125/2018

Motion:

1. **That Council receives and notes the 2017-18 Acquittal of Local Authority Project Funding (LAPF) Grant.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

18) 2017-2018 Acquittal of Operational Grant Library Core Services Funding

126/2018

Motion:

1. **That Council receives and notes the 2017-2018 Acquittal of Operational Grant Library Core Services Funding**

Moved: Cr. Martin
Seconded: Cr. Minjin
Resolution: Unanimously

19) Local Authority Update

127/2018

Motion:

1. **That Council approves the Wadeye Local Authority recommendation that an amount of $5,000 be allocated for wood fired fire pits in new Council park areas.**

2. **That Council approves the Wadeye Local Authority recommendation that an amount of $60,000 be allocated for three playgrounds and $19,500 be allocated for supply and installation of 3 gecko solar lights in new Council park areas.**

3. **That Council approves the Wadeye Local Authority recommendation that an amount of $28,860 plus GST be allocated for the top soil dressing for the Softball Oval.**

4. **That Council approves the Wadeye Local Authority recommendation for co contribution of $33,678 (GST Exclusive) with Northern Territory Natural Disaster Resilience Program for the Portable LED Screens project.**

Moved: Cr. Narburup
Seconded: Cr. Minjin
Resolution: Unanimously

COMMUNITY REPORTS

20) Community Services Manager's Report - Wadeye

Community Services Manager spoke to his written report. Councillors were advised that NT Fire and Emergency Department are responsible for fire emergencies.

Action	Person responsible
Local Emergency Plan update	CSM
Remove CCTV Cameras from pool area	CSM

128/2018 **Motion:**

1. **That Council receives and notes the Community Services Manager's report for Wadeye.**

Moved: Cr. Minjin
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

21) Community Services Manager's Report - Nganmarriyanga

129/2018 **Motion:**

1. **That Council receives and notes the Nganmarriyanga Council Service Managers report.**

Moved: Cr. Narburup
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

22) Community Services Manager's Report - Peppimenarti

Community Services Manager spoke to his written report.

Mayor Wilson declared an interest regarding discussions involving Deewin Kirrim.

Action	Person responsible
Memorandum of Understanding between Deewin Kirrim and WDRC to be drafted regarding the swimming pool	CEO
Request to be made to NT Police and Fire Services regarding assistance with fire fighting equipment in consultation with Deewin Kirrim.	CEO
Peppimenarti Grader and Loader to be repaired	CSM Peppimenarti

130/2018 **Motion:**

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

Moved: Cr. Martin
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

23) Senior Team Leader Night Patrol

Chief Executive Officer spoke to the Senior Team Leader Night Patrol's written report. Matters to note:

- CEO advised that a Service Plan with Prime Minister and Cabinet is currently being drafted.
- WDRC will be holding a Community Patrol Workshop – date yet to be confirmed.
- Cr. Tunmuck-Smith advised that Drive Safe NT will be at Wadeye Youth Centre on 4-5 September 2018.

13 1/2 01 8

Motion:

1. **That Council receives and notes the Senior Team Leader Night Patrol's report.**

Moved: Cr. Minjin
Seconded: Cr. Martin
Resolution: Unanimously

CORRESPONDENCE IN & OUT

24) Incoming and Outgoing Mail

13 2/2 01 8

Motion:

1. **That Council notes the incoming and outgoing correspondence**

Moved: Cr. Tunmuck-Smith
Seconded: Cr. Narburup
Resolution: Unanimously

GENERAL BUSINESS

Homelands Visits

Chief Executive Officer and Councillors confirmed scheduled dates for Homelands Visits as follows, with available Councillors and relevant Council staff to attend:

Wednesday 1 August 2018 – Fossil Head, Old Mission, Kuy, Redcliff/Yederr
Thursday 2 August 2018 – Wudapuli, Nama, Merrepen, Nemarluk

Tuesday 7 August 2018 – Mulingi, Deleye, Uminyuluk
Wednesday 8 August 2018 – Perederr/Dardirri, Wudaduk

The meeting closed at 2:59pm.

THIS PAGE AND THE PRECEEDING 8 PAGES ARE THE MINUTES OF THE Meeting of Council HELD ON Wednesday, 25 July 2018 AND CONFIRMED _____
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WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 1

Prepared by **Shaun Hardy, Chief Executive Officer**

NLC Discussions with Council

Purpose

An opportunity to discuss matters of mutual interest between the Northern Land Council and West Daly Regional Council.

Background

A range of issues related to the Northern Land Council have been raised as important matters for the West Daly Regional Council.

Council Mayor John Wilson invited the Chairman of the Northern Land Council Samuel Bush-Blanasi to attend a meeting of Council, which was accepted.

Impact for Council

For information.

Recommendation

1. **That Council notes the content of discussions with the Northern Land Council.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 2

Prepared by **Shaun Hardy, Chief Executive Officer**

Chief Executive Officer's Report

Purpose

The purpose of this report is to update progress on Council activities and inform about issues relevant to the governance and management of Council.

Background

Regional Plan and Budget

Council's Regional Plan and Budget sets out the goals and strategies for what we plan to achieve during the financial year. For 2018-19, Council's Regional Plan and Budget was drafted and public submissions were invited for a period of 21 days, as required by the *Local Government Act.* The Regional Plan is now final and accessible via Council's website and Council's offices.

Community Development

Meetings were held with several stakeholders regarding the Wadeye Festival 2018, which Council took the lead on planning. Wadeye Festival was held from Friday 10 August to Monday 13 August and included a parade, disco, sporting activities, community BBQs and NAIDOC and recycled art awards.

Nganmarriyanga's Festival is being held on Friday 17 August and a similar event is being arranged for Peppimenarti. Council supports community events and assists with financial contributions for awards and community BBQs.

For Sport and Recreation facilities:

- works are underway on bollards and seating, and the re-connection of lighting, at the resurfaced outdoor Basketball Court at Wadeye;
- works on the Softball Oval at Wadeye to re-align the fence have been completed and works for resurfacing is also underway;
- vandalism has occurred at both the Wadeye Swimming Pool and the AFL Main Oval, which affects community use of these facilities;
- works are being arranged for fencing, seating and other infrastructure at the AFL Main Oval at Nganmarriyanga.

Aged Care

AACQA assessors visited the Thamurrurr Aged Care facility in Wadeye on 15 June 2018 and the preliminary findings discussed with staff were positive regarding noted improvements. Council is continuing to work through Continuous Improvement Plan actions for both NATSIFACP and CHSP and is in the process of recruiting an Aged Care manager, nurses and support staff.

A verbal update will be provided on recent discussions with the Australian Regional and Remote Community Services and the Department of Health.

Homelands

There has been significant work undertaken in Homelands over recent months sourcing quotations and rolling out projects and roads maintenance grading has recommenced.

The second round of Council's Homelands assessments visits is almost complete and discussions were held with residents about priority works including power, water and sewerage and house maintenance. Quotations for new works will now be sourced and applications will be prepared funding.

Roads

Works on local internal roads damaged during the wet season have been progressing with many potholes and washouts fixed, particularly Wadeye. Discussions have commenced regarding the best approach to seek Government assistance for Council's roads priorities: Emu Point Access Road; Peppimenarti Access Road; and Woodycupildya Access Road.

Following long delays, Allan King and Sons have commenced works on the Nganmarriyanga Airport Road Upgrade project. The project is scheduled for completion around end-August 2018, which will be a great outcome for the community improving year-round access. A quotation has also been provided for repairs to Nganmarriyanga internal roads, which is being reviewed.

Waste Management

Sims Metal scrap metal collection of car bodies and other hard waste across the West Daly region has commenced and will continue over coming months.

Council has raised the issue of upgrades required for waste management sites at Wadeye (new site required), Nganmarriyanga and Peppimenarti with assistance from the Big Rivers Waste Management Working Group meeting.

Animal Management

The first visit to Wadeye by AMRRIC and The Ark veterinarians held from 4-8 June 2018 was successful with over 80 animals desexed, and a range of vaccinations and other treatments provided.

A further veterinary visit by the University of Melbourne to Nganmarriyanga, Peppimenarti, Woodycupildiya, Emu Point, Merrepen, Nemarluk, Wudapuli and Nama was also successful with over 80 animals desexed and a range of other treatments provided.

Staffing

Community Services Managers – Nganmarriyanga and Peppimenarti have been finalised with Scott Page and Steve Loring the successful applicants. The recruitment of a second Mechanic, based at Peppimenarti, was also completed with Peter Balasopoulos the successful applicant.

Council currently has advertised vacancies for a Community Service Manager, Administration Officer and Aged Care nurses (all Wadeye), and Team Leader Civil at Peppimenarti.

Stakeholder Meetings

For the period early May to end July 2018, I have undertaken various external stakeholder meetings as follows:

Australian Aged Care Quality Agency
AG – Health– Aged Care
AG – Prime Minister and Cabinet
AMRRIC – Animal Management
Durrmu Arts
Homelands Visits
Murin Association
NTG – Chief Minister
NTG – Housing and Community Development
NTG – Trade, Business and Innovation
Palngun Wurnagat Aboriginal Corporation
SeaFarms – Project Sea Dragon
Thamurrurr Development Corporation
West Daly Stakeholders

Impact for Local Authority

For information.

Recommendation

1. **That Council receives and notes the Chief Executive Officer's report.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 3

Prepared by **Steve Horton, Director of Council and Community Services**

Director of Council and Community Services Report

Purpose

To advise Council of the current situation with Homelands and Council Services.

Homelands

A report received from the Department of Housing and Community Development on the annual Homelands assessments for 2017-18 identified works that could or should be done as soon as possible.

Council have recently conducted visits to various Homelands and met with residents and inspected works that had been organised. Most Homelands have had works commenced with some Homelands waiting on completion of works by Contractors; feedback so far from residents is good. Council staff is now following up with Contractors to ensure that works in the Homelands are progressing.

There have been a few instances where a contractor has not complied with the agreed quote and they have been asked to redo the work as per the agreed quote, works given to this particular Contractor have now been redistributed to other Contractors willing to take on the works as they would not comply with Council requests.

Most Homelands welcomed the visits from Council albeit two Homelands:

- Wudaduk – Advised Council is not welcomed on their land, despite this Council arranged for sewerage works to the Homeland but could not venture on to inspect works. Feedback from the residents was that they were happy with the works done.

- Deleye - Council were accused of not organising works and allocating funds as they had requested. Council arranged a visit to Deleye and Council provided evidence to all residents to show that Council had arranged for works as they had requested and provided evidence on expenditure. Staff also provided them with applications for additional funding and took quotes for additional works that they wanted and will

submit these to the Department for consideration. Deleye also mentioned that they had not seen or knew who their Councillor was.

At the same time of the inspections, new Homelands Extra Allowance applications for FY 18/19 have been collected and will be submitted to the to the Department for approval.

At the end of the FY 17/18 there were some unspent funds and Council have applied to the Department to have these carried over and reallocated to Capital Assets. Council are still waiting to hear from the Department on the allocation and distribution of HMS and MES for this financial year.

Council Staff sought feedback from residents on what they perceive to be the major infrastructure requirement for their Homeland with most saying that the need is as follows:

- Solar Power for all homes
- Road construction, including culverts in problem areas,
- Phone reception, Telstra Booster

This information will be submitted to Head Office for consideration in any proposed ABA applications.

Council is still waiting on advice from the Department on the success of grant applications submitted for the Purchase of new equipment such as Tractors, Slashers, Mowers, Mobile Boosters and Water Tanks etc.

Council Services

Road Works have been ongoing and the civil crew have been active in filling in potholes. Additional Bitumen is being purchased so that works can continue on the potholes in Wadeye and neighbouring residential areas; to date approx. 8 tons of bitumen has been used in potholes.

The Causeway upgrade has commenced at Nganmarriyanga and construction is being done by Alan King and Sons. In addition to the Causeway and Airport road within Nganmarriyanga, Council have received a quote to do the internal roads at Nganmarriyanga and is currently preparing a request to the Department for additional funds to cover these costs, given the substantial savings that can be made in utilising the current contractor on site it is hoped that a decision will expedited.

The internal roads within Wadeye need resealing and have not been done for several years. Council's current budget would not cover the cost of this type of work and therefore consideration should be given in applying for Funding to allow the roads to be resealed. Council will obtain quotes to have the roads done within Wadeye and will then submit them to the Department for consideration and funding.

Other roads that funding will also be sought are Emu Point and Woodycupaldiya Roads.

The Softball oval at Wadeye has been graded and the first batch of soil/sand applied to it. A purchase order for 32 tons of top soil, grass seeds and fertiliser is being organised and will be applied to the Soft Ball oval when delivered. Council is also seeking quotes/options of irrigating the soft ball oval and should have this in place by the time the top soil arrives.

Council have received the Solar Lights from Victims of Crime Funding and is arranging for a Contractor to have them installed in Manthape. Council is also seeking quotes to have Solar Lights installed to the entrance of the airport at Wadeye.

The Wadeye Library has been relocated to the Council Building and will be available for public use shortly. New shelving for the library books have been purchased and are currently being installed. The computers in the Library ae old and damaged and should be replaced, Council will seek quotes to have them replaced subject to funding availability.

Recommendation

1. **That Council receives and notes the Director of Council and Community Services report.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 4

Prepared by **Rebecca Purser, Manager Corporate**

Business Arising from Previous Meeting/Action Items Update

Purpose

To provide Council with an update regarding action items arising from the previous Ordinary Council Meeting.

ORDINARY COUNCIL MEETING ACTION ITEMS

Wednesday, 20 June 2018

Action	Person Responsible	Comments	Finalised - Yes/No
Grant application to convert Lot 471 Wadeye into Men's Shed/Shelter to be submitted	CEO/DOCCS/Manager Grants	Still being reviewed and discussions with stakeholders.	No
Location for a Men's Shelter for Peppimenarti to be identified	CEO/DOCCS/CSM Peppi	Site has been identified at Lot 9. Possible grant sources being assessed.	In Progress
All tractors requiring repairs to be to sent into Darwin to be repaired	CSM Wadeye	3 small tractors sent 22/06/18, 1 large tractor sent 27/07/18. All at dealer for repair estimate which is expected before13/07/18	Yes
Peppimenarti Road - Concrete needs to be removed from second and third creek crossings and the road near the bore needs to have the gravel pushed back into the culvert	CSM Peppi	This work is underway	Yes
Invitation to be sent to Gerry McCarthy to attend next Council Meeting	CEO	Discussed with NTG DCM. Best to schedulewhen Cabinet are meeting in Wadeye in November 2018.	In Progress

Request for the Department of Housing and Community Development Asbestos Assessment Team to assess all funded homelands	CEO	Discussed with NTG DHCD. Aust Govt Asbestos Program funding ceased. Recommend Council approach Aust Govt or contractors.	In Progress
Quotations for Mobile Booster Towers to be sought for all Funded Homelands	DOCCS/Civil Services Supervisor/Builder	Quotes have been obtained and Towers have been installed in some Homelands, further requests will require additional funding	In Progress
Assessments regarding solar systems as opposed to generators are being carried out and will be reported back to Council for consideration	DOCCS/Civil Services Supervisor/Builder	Assessments have been done and residents prefer Solar Power, quotes have been obtained, however due to condiderable cost for Solar Power to approx 7 homes in three communities at approx $236,000, funding will need to be sourced through Grant Applications	In Progress
Provide NLC with current homelands assessments and prepare draft proposals	CEO/DOCCS	Currently being complied and will be submitted to the Department by 28 Jul 2018	In Progress
Wadeye Grader to be loaned to Peppimenarti for the fire breaks to be done. Once completed Grader to be returned to Wadeye	CSM Peppi and Wadeye	Grader sent on 22/06/18 and returned 26/06/17 once works completed.	YES
Lot 79 demountable be demolished and disposed of and once complete removed from the asset register	CSM Nganmarriyanga	Awaiting on quote from electrician to disconnect power and water.	In Progress
Nganmarriyanga Slasher to be loaned to Peppimenarti for slashing works to be carried out	CSM Nganmarriyanga and CSM Peppi	Slashing has been completed.	Yes
All three communities to have a minimum standard set of plant and equipment	CEO/ DOCCS All CSM's	List of items has been submitted to CEO for consideration. Budget has been reviewed and quotes are being sought.	In Progress

Wednesday, 25 July 2018			
Homelands Permission, Processes and Protocol Guidelines for Contractors to be drafted	CEO/Manager Corporate		In Progress
Peppimenarti internal roads and Nadirri turn off area requires grading	CSM Peppimenarti	This work is underway as the Wadeye grader is on loan as 3/8/2018	In Progress
Homelands Residents to be contacted for prior consultation/inspections to be carried out with regards to road repairs/maintenance before works are carried out	DOCCS and Builder/Homelands	Homelands visits conducted during August and works inspected. New Application for this current FY given to residents. Works in some Homelands still ongoing.	Yes
Recylcling options for all communities (possible partnership with the schools)	CSMs for each community	Peppimenarti - Still considering options and looking at what other councils are doing.	In Progress
AMMRIC and University of Melbourne to provide sufficient notice on dates and times of visits to communities and conduct more frequent visits	CEO	Discussions were progressed and improvements noted. AMRRIC's next visit scheduled for 15- 19 October 2018.	Yes
Peppimenarti Road , First Creek - remove sand and replace with gravel	CSM Peppimenarti		Yes
Fees and Charges - remove reference to "Asbestos" under Waste Disposal	Senior Financial Consultant - CouncilBIZ	Completed	Yes
New Builds and Renovation Contracts to include Council waste disposal fees and charges	CEO	Discussions have commenced with LGANT and NTG DHCD.	In Progress
Local Emergency Plan Update Wadeye	CSM Wadeye		No
Remove CCTV Cameras from Pool area	CSM Wadeye		No
Memorandum of Understanding between Deewin Kirrim and WDRC to be drafted regarding the swimming pool in Peppimenarti	CEO	Drafting has commenced.	In Progress
Request to be made to NT Police, Fire and Emergency Services regarding assistance with fire fighting equipment in	CEO	Emergency Services trailer at Wadeye being assessed for relocation to	In Progress

consultation with Deewin Kirrim		Peppimenarti. Stakeholder discussions to follow.	
Peppimenarti Grader and Loader to be repaired	CSM Peppimenarti	Loader is 90% repaired and now working on the bull dozer, bull dozer is now operational Grader still requires additional repairs should be completed within one week.	In Progress

Impact for Council

Information purposes.

Recommendation

1. **That Council receives and notes the Ordinary Council Meeting Action Items update.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 5

Prepared by **Ramesh Pudasaini, Senior Financial Consultant**

Financial Report - July 2018

Purpose

To provide financial information for the month of July 2018 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.

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

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

Bank Balance – $5m is in short term deposit and $3.6m in operating account.

Accounts Payable – $1.5m (Trade – $196k, employee - $355k, Unspent grants – $962k, PAYG – $37k) and Accounts Receivable - $1.7m (Trade - $221k, rates – $1.4m, accrued income – $20k, inventory -$77k, others $19k) are regularly monitored for timely payment and collection.

The cash ratio is 2.21 for July 2018, as expected for the beginning of FY18/19.

Unspent grant in cash ratio is $3.5m and as payables is $962k.

Total Income is $4.9m, includes tied income of $1.9 and Untied Income of $3m.

Total expenditure is $673k and accrued expenses are $2,083k, includes employee expense of $410k, Councillor's expense of $15k.

As major payment during the month, Council paid $506,266 to their contract on 24 July 2018 for project work.

Cash and Short Term Deposits

	Jul-18	Jun-18	Variance
Cash & Bank	8,656,710	8,977,836	(321,126)

Cash on hand at the end of July 2018 was $8,656,710.

Out of total cash & bank, $5m deposited in short term deposit for higher interest rate.

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	$1,011,568.22	$0.00	2.29%	12/10/2018
Fixed Term Deposit	$1,000,000.00	$0.00	2.41%	31/10/2018
Fixed Term Deposit	$1,000,000.00	$0.00	2.53%	7/11/2018
Fixed Term Deposit	$500,000.00	$0.00	2.41%	3/10/2018
Fixed Term Deposit	$1,000,000.00	$0.00	2.57%	24/09/2018
Fixed Term Deposit	$500,000.00	$0.00	2.64%	16/10/2018

Assets & Liabilities

	Jul-18	Jun-18	Variance	
Current Assets				
Cash & Bank	8,656,710	8,977,836	(321,126)	Decreased
Receivable	1,749,770	371,219	1,378,551	Increased
Current Liabilities				
Staff Liability	354,596	363,498	(8,902)	Decreased
Trade & Other Liability	1,195,899	1,738,076	(542,177)	Decreased
Unspent Grants (tied fund)	3,538,900	4,398,437	(859,537)	Decreased
PO Commitment (tied fund)	346,983	0	346,983	Increased

Revenue & Expenditure

Financial Snapshot	Jul-18	Monthly Average
Income	4,922,398	410,200
Expenses		
Expenses - Staff	410,611	34,218
Expenses - Councillors	15,071	1,256
Expenses - Others	(1,835,823)	-152,985

Note: Due to accrual expenses, the figure in negative.

Non Current Assets

Non Current Assets	Fair Value		Acc. Dep		Net Value
Buildings	14,840,993		3,923,351		10,917,642
Road Infrastructures	3,377,270		1,614,703		1,762,567
Plant & Equipment	1,494,210		989,214		504,996
Structures	344,983		173,873		171,110
Furniture & Fittings	85,213		77,611		7,602
Motor Vehicle	1,715,185		987,153		728,032
Site Improvements	957,754		426,311		531,443
Total	**22,815,608**		**8,192,216**		**14,623,392**

Current Ratio

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

Current Ratio - July 2018		**2.21**	
Current Assets		**Current Liabilities**	
Cash & Bank	8,656,710	Payables - Trades	196,783
Less: Unspent Grants	961,511	Payables - Others	37,605
	7,695,199		
Receivable	1,750,013		
Prepayments	(243)	Unspent Tied Grants	3,538,900
Less:		(Agency & Core)	
Staff Liability	354,596	Commitment	346,983
	9,090,373		**4,120,271**

Current Ratio - June 2018		**1.23**	
Current Assets		**Current Liabilities**	
Cash & Bank	8,255,836	Payables - Trades & Accrued	1,736,086
Less: Grants in Advance	723,106	Payables - Others	1,990
	7,532,730		
Receivable	353,949		
Prepayments	17,270	Unspent Tied Grants	4,398,437
Less:		(Agency & Core)	
Staff Liability	363,498		
	7,540,451		**6,136,513**

Unspent grants at the end of the month are $3.5m and all related to various tied funds.

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

Receivables

Total receivable amount at the month end of July 2018 is $1.7m.

Receivable	Jul-18	Jun-18
Receivables P & R Rates	1,413,774	1,637
Receivables Trade	221,075	221,600
Accrued Income	19,742	18,476
Inventory	76,787	79,036
Receivables Others	18,635	33,200
Prepayments General	(243)	17,270
Total	**1,749,770**	**371,219**

Trade Receivables Age Analysis

The table below compares aged analysis of current, 30 days, 60 days and 90 days for the month of July 2018.

Trade Debtor's Account - Age Analysis	Jul-18
Current	(4,221)
Over 30 days	84,534
Over 60 days	33,805
Over 90 days	106,957
Total	**221,075**

90 days and above trade relates to TDC - $60k and Department of Infrastructure -$44k, DoH – $1.5k.

Payables

As at end of July 2018, total payable amount outstanding is $2.1m, the detail break down is listed below;

Payables	Jul-18	Jun-18
Payables - Employees (Leave Provision)	354,596	363,498
Payables - Trades	196,783	6,707
Payables -Unspent Grants	961,511	1,729,379
Payables - Others	37,605	1,990
Total	**1,550,495**	**2,101,574**

Trade Payables Age Analysis

The table below compares aged analysis of current, 30 days, 60 days and 90 days for the month of July 2018.

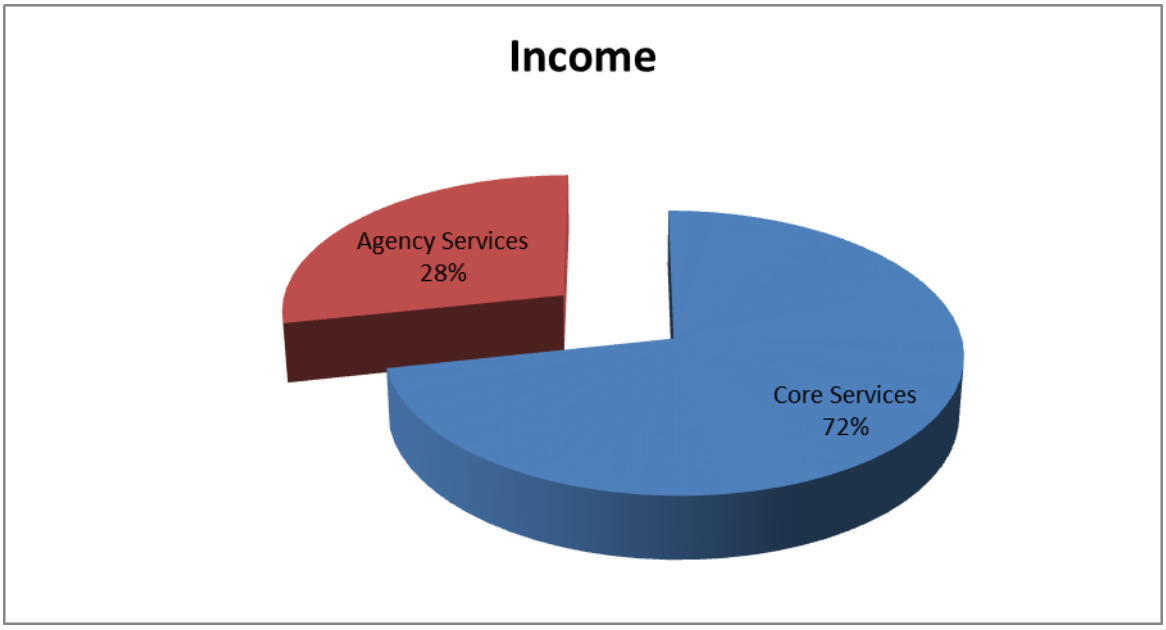
Creditor's Account - Age Analysis	Jul-18
Current	63,730
Over 30 days	117,697
Over 60 days	106
Over 90 days	15,250
Total	**196,783**

Summary of Revenue & Expenditure

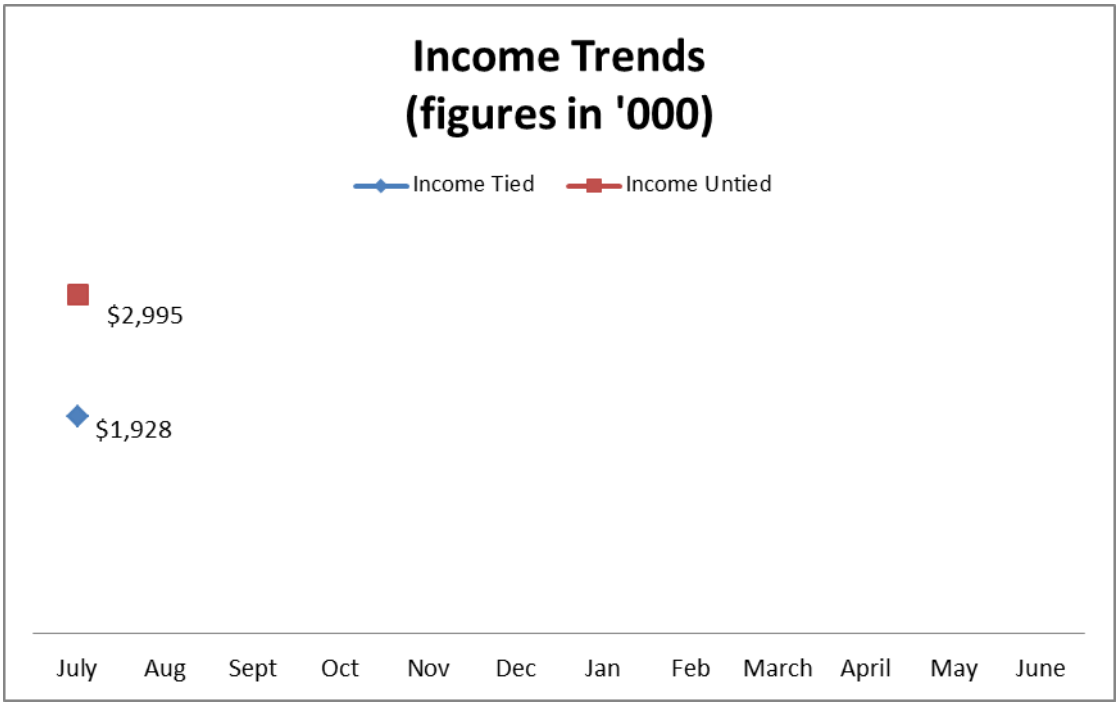
Revenue

Council received $4.9m in revenue. Core (Council) revenue is $3.5m and Agency revenue is $1.4m.

Core vs Agency



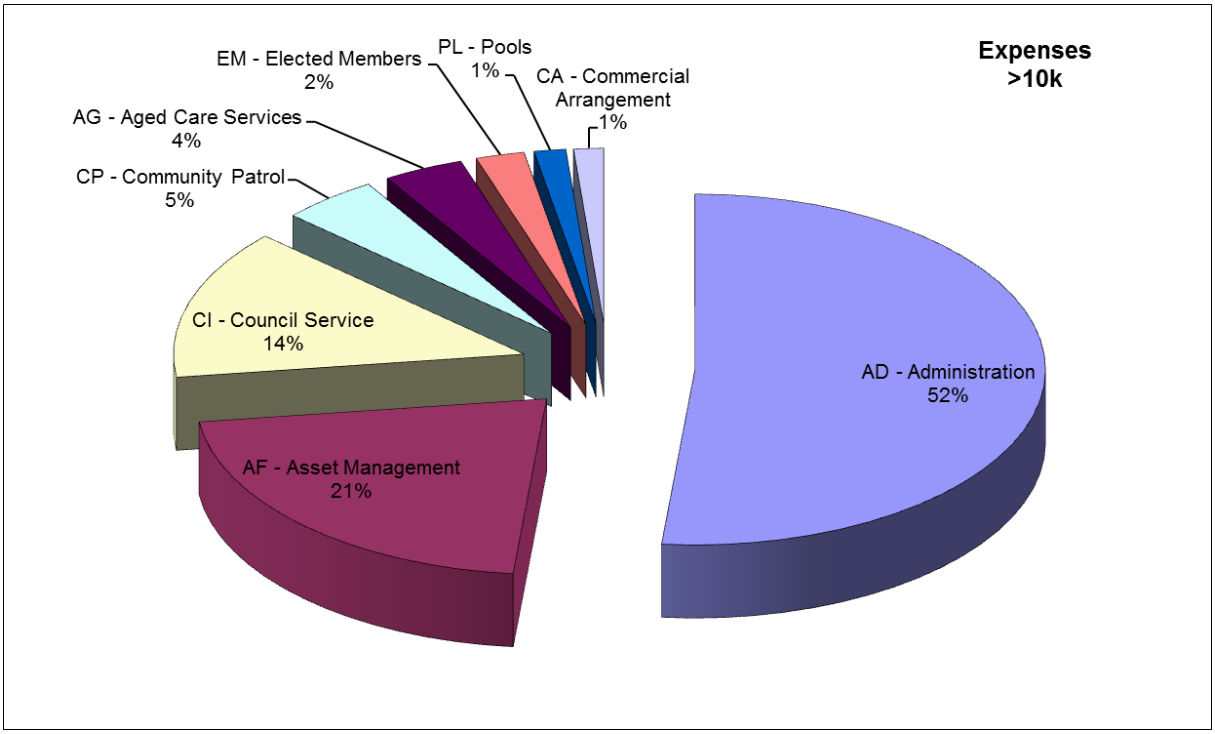
Untied vs Tied



Expenses

Council spent $410k for employee and $15k for Councillors expenses and $155k as unfunded depreciation expenses.

Expenses – Program



Local Authority

Location	Actual	Commitments	Total Actual	Annual Budget	Funds Available
300 - Nganmarriyanga	(60,898)	13,824	(47,074)	0	47,074
400 - Peppimenarti	(26,509)	3,082	(23,427)	0	23,427
700 - Wadeye	(525,864)	79,859	(446,005)	0	446,004

Outstations

Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
704 - NTG MES Funding	(598,578)	0	(598,578)	(1)	598,577
705 - NTG Outstn Main	(223,695)	0	(223,695)	(1)	223,694
725 - Homelands extra	(193,775)	0	(193,775)	0	193,774
743 - Fossil Head Pow	(18,666)	0	(18,666)	0	18,666
744 - Fossil Head Sol	(59,809)	0	(59,809)	0	59,809
745 - Uminyuluk Sewer	(1,500)	0	(1,500)	0	1,500
746 - Ablution Block	(136,368)	0	(136,368)	0	136,368
747 - Grading of inte	(17,058)	0	(17,058)	0	17,058
750 - Fossil Head Abl	(20,000)	0	(20,000)	0	20,000
762 - Mob Booster Sys	(1,232)	0	(1,232)	0	1,232
763 - Deleye New Ablu	(75,000)	0	(75,000)	0	75,000
764 - Mulingi New Abl	(75,000)	0	(75,000)	0	75,000
	(1,420,681)	0	(1,420,681)	(2)	1,420,679

OCMNT General Ledger Balances

As of 31 JULY 2018

704 - NTG - Municipal		2018-2019	As of 31 JULY 2018		TO SPEND
Row Labels	Location Name	Amount	Balance	Commitments	Balance
310	Nama	- 82,354.00	- 126,050.30	82,354.00	43,696.30
320	Wudapuli	- 40,353.99	- 170,387.12	40,353.99	130,033.13
330	Nemarluk	- 63,267.36	- 83,029.10	38,581.41	44,447.69
340	Merrepen	- 47,184.88	- 48,447.82	28,986.05	19,461.77
410	Deleye	-	- 31,848.41	22,590.76	9,257.65
420	Uminyuluk	- 14,772.73	- 15,836.25	16,216.25	- 380.00
430	Mulingi	- 141.68	- 5,844.70	1,341.68	4,503.02
450	Perreder	- 3,632.27	- 20,635.35	25,131.22	- 4,495.87
460	Sabina	- 2,990.53	- 5,535.60	2,741.32	2,794.28
470	Wudaduk	-	- 5,499.20	17,800.00	- 12,300.80
710	Fossil Head	- 17,862.18	- 39,139.36	17,972.18	21,167.18
720	Kuy	- 26,063.64	- 23,917.62	17,063.64	6,853.98
730	Old Mission	- 24,481.54	- 12,392.70	5,587.27	6,805.43
740	Redcliffe	- 9,858.50	- 10,014.37	9,858.50	155.87
Grand Total		**- 332,963.30**	**- 598,577.90**	**326,578.27**	**271,999.63**

OCMNT General Ledger Balances					
As of 31 JULY 2018					
705 - NTG - Housing Mai		2018-2019	As of 31 JULY 2018		TO SPEND
Row Labels	Location Name	Amount	Balance	Commitments	Balance
310	Nama	- 180.40	- 432.57	-	432.57
320	Wudapuli	- 12,217.90	- 18,636.88	11,632.50	7,004.38
330	Nemarluk	- 35,018.41	- 46,985.61	34,163.01	12,822.60
340	Merrepen	- 38,214.76	- 44,009.20	37,205.41	6,803.79
410	Deleye	- 4,738.27	- 9,227.70	2,640.00	6,587.70
415	Deleye House 5		-	-	-
420	Uminyuluk	- 6,315.40	- 7,313.50	6,000.00	1,313.50
430	Mulingi	- 16,829.40	- 18,487.77	16,829.40	1,658.37
450	Perreder	- 296.45	- 3,030.42	-	3,030.42
460	Sabina	- 3,189.87	- 2,977.35	2,758.68	218.67
470	Wudaduk	- 5,450.45	- 5,738.64	5,450.45	288.19
710	Fossil Head	- 19,460.01	- 21,145.64	18,874.61	2,271.03
720	Kuy	- 21,951.12	- 21,821.76	21,500.72	321.04
730	Old Mission	- 12,369.89	- 18,404.92	7,309.82	11,095.10
740	Redcliffe	- 3,644.04	- 5,482.89	3,463.64	2,019.25
Grand Total		- 179,876.37	- 223,694.85	167,828.24	55,866.61

OCMNT General Ledger Balances					
As of 31 JULY 2018					
			13.08.2018		
725 - NTG - Homelands Extr		2018-2019	As of 31 JULY 2018		TO SPEND
Row Labels	Location Name	Amount	Balance	Commitments	Balance
330	**Nemarluk**		- 3,358.42	-	3,358.42
331	Nemarluk House 1	- 11,453.54	- 14,400.00	11,453.54	2,946.46
332	Nemarluk House 2		-	-	-
333	Nemarluk House 3		-	-	-
334	Nemarluk House 4	- 13,860.67	- 14,400.00	13,860.67	539.33
335	Nemarluk House 5	- 9,059.55	- 14,400.00	9,059.55	5,340.45
336	Nemarluk House 6	- 9,059.55	- 14,459.55	9,059.55	5,400.00
340	**Merrepen**		- 3,358.42	-	3,358.42
341	Merrepen House 1		-	-	-
342	Merrepen House 2		- 15,400.00	-	15,400.00
343	Merrepen House 3		-	-	-
344	Merrepen House 4	- 7,445.91	- 2,554.09	-	2,554.09
345	Merrepen House 5	- 8,891.36	- 1,108.64	-	1,108.64
346	Merrepen House 6	- 9,086.82	- 913.18	-	913.18
347	Merrepen House 7	- 9,086.82	- 913.18	-	913.18
410	**Deleye**	- 559.77	0.03	-	- **0.03**
412	Deleye House 2	- 7,780.00	- 2,220.00	2,220.00	-
413	Deleye House 3		- 5,400.00	-	5,400.00
414	Deleye House 4	- 5,404.55	- 5,404.55	5,404.55	-
415	Deleye House 5	- 4,995.00	- 5,400.00	-	5,400.00
420	**Uminyuluk**	- 88.28	- 1,119.48	88.28	1,031.20
421	Uminyuluk House 1	- 6,000.00	- 6,900.00	6,000.00	900.00
422	Uminyuluk House 2	- 9,000.00	- 14,400.00	9,000.00	5,400.00
430	**Mulingi**		- 1,119.48	-	1,119.48
431	Mulingi House 1	- 9,084.67	- 14,400.00	23,084.67	- **8,684.67**
432	Mulingi House 2		- 1,600.00	-	1,600.00
450	**Perrederr**		-	-	-
454	Perrederr House 4		- 500.00	-	500.00
456	Perrederr House 6		- 500.00	-	500.00
710	**Fossil Head**		- 2,238.94	-	2,238.94
711	Fossil Head House 1		-	-	-
712	Fossil Head House 2		- 0.00	-	0.00
713	Fossil Head House 3		- 5,400.00	-	5,400.00
714	Fossil Head House 4		0.00	-	- 0.00
719	Fossil Head House 9		-	-	-
720	**Kuy**		- 1,119.48	-	1,119.48
721	Kuy House 1		-	-	-
727	Kuy House 7		-	-	-
730	**Old Mission**		- 1,119.48	-	1,119.48
731	Old Mission House 1	- 12,074.00	- 14,400.00	12,074.00	2,326.00
732	Old Mission House 2	- 12,692.18	- 14,400.00	12,692.18	1,707.82
733	Old Mission House 3		-	-	-
734	Old Mission House 4	- 5,448.24	- 5,467.73	5,448.24	19.49
740	Redcliffe		-	-	-
741	Redcliffe		- 5,400.00	-	5,400.00
Grand Total		**- 151,070.91**	**- 193,774.59**	**119,445.23**	**74,329.36**

Impact for Council

Report is in compliance with Local Government Act.

Recommendation

1. **That Council receives and notes the Financial Report for July 2018.**

Attachments

1 Trial Balance Aug 2018.pdf

2 Finance Report - additional information.docx

West Daly Regional Council
Trial Balance
As at 31st July 2018

Description	Closing Balances 31st July 2018
BALANCE SHEET	
Current Assets	
11110 - Cash at Bank Operational	(42,751)
11130 - Cash at Bank High Interest Savings	3,686,893
11210 - Petty Cash- Cash on Hand	1,000
12110 - Cash & BankTerm Deposit	5,011,568
13110 - Receivables P&R Rates General	888,962
13140 - Receivables P&R Waste Collection General	524,812
13210 - Receivables CONTROL ACCOUNT	221,075
13230 - Receivables Accrued Income	19,742
13240 - Receivables GST PAID	0
13270 - Receivable - Rental Bond	8,000
14120 - Inventory Fuel and Oil General	17,132
14125 - Inventory - Workshop	59,655
15100 - Prepayments General	(5,676)
15180 - Prepayment - Fringe Benefits Tax	5,433
Total Current Assets	**10,395,846**
Non Current Assets	
36210 - Acquisition of Buildings	14,840,993
36220 - Accumulated Depreciation of Buildings	(3,923,351)
36310 - Acquisition of Road Infrastructure	3,377,270
36320 - Accumulated Depreciation of Road Infrastructure	(1,614,703)
36410 - Acquisition of Plant & Equipment	1,444,755
36420 - Accumulated Depreciation of Plant & Equipment	(989,214)
36510 - Acquisition of Structures	344,983
36520 - Accumulated Depreciation of Structures	(173,873)
36610 - Acquisition of Furniture, Fittings & Office Equip	85,213
36620 - Accum Depreciation of Furniture, Fittings & Office Equip	(77,611)
36710 - Acquisition of Motor Vehicles	1,610,640
36720 - Accumulated Depreciation of Motor Vehicles	(987,153)
36810 - Acquisition of Site Improvements	957,754
36820 - Accumulated Depreciation of Site Improvements	(426,311)
37210 - WIPBuilding Additions - Current Year	0
37410 - WIP Plant & Equipment - Additions Current year	49,455
37710 - WIP Motor Vehicles - Additions Current year	104,545
Total Non Current Assets	**14,623,393**
TOTAL ASSETS	**25,019,239**
Current Liabilities	
22210 - Payables CONTROL ACCOUNT	(196,783)
22220 - Payables Accrued Expenditure	0
22230 - Payables PAYG WITHHELD	(37,306)
22240 - Payables GST COLLECTED	10,134
22280 - Payables Others	(299)

West Daly Regional Council
Trial Balance
As at 31st July 2018

Description	Closing Balances 31st July 2018
22285 - Credit Card Clearing Account	501
23120 - Current Provisions Employees Annual Leave	(239,726)
23130 - Current Provisions Employees Long Service Leave	(80,912)
23131 - Current Provisions Time Off in Lieu	11,561
23910 - Unexpended Grants to be Repaid	(961,511)
26220 - Outstation Sub Ledger Control Account	0
Total Current Liabilities	**(1,494,342)**
Non Current Liabilities	
43130 - Non-Current Provision Employee Long Service Leave	(45,519)
Total Non Current Liabilities	**(45,519)**
TOTAL LIABILTIES	**(1,539,861)**
NET ASSETS	**23,479,378**
Equity	
51110 - Accumulated Surplus Deficit	(20,236,032)
	3,089,193
Unspent Grants	(6,332,539)
Total Equity	**(23,479,378)**
TOTAL EQUITY	**(23,479,378)**
CHECK	**0**
PROFIT AND LOSS	
Income	
61110 - Garbage General	(524,812)
61130 - Agency Income	(1,613)
61140 - Council Rates	(888,962)
61160 - Rent Employee Housing	(3,129)
61170 - Rent and Leases Property	(20,241)
61180 - Fuel Rebate Income	(108)
61200 - Hire of Council Assets	(1,871)
61210 - Interest Received	(12,712)
62100 - NTG - Operational Grants	(799,744)
62200 - Aust Gov - Operational Grants	(1,143,665)
62500 - Income - Contribution	(16,924)
63100 - Period Contracts - Airports	(5,373)
63110 - Period Contracts Other	(14,736)
63120 - Repairs & Maintenance - Airports	(1,786)
63130 - Landing Fee Income	(17,238)
63200 - Commercial Services Income	(2,858)
63300 - Fuel Sales - Diesel / ULP (to 3rd party customers)	0
63500 - Other Current Income	(21,514)

West Daly Regional Council
Trial Balance
As at 31st July 2018

Description	Closing Balances 31st July 2018
68940 - Grant Income Opening Balance Brought Forward (Cr)	(1,445,111)
TOTAL REVENUE	**(4,922,398)**
Expenditure	
71110 - Salary Normal	270,791
71120 - Salary Overtime	15,533
71130 - Salary Allowances	47,438
71140 - Sick Leave	1,921
71150 - Other Leave	1,138
71170 - Workers Compensation	3,550
71210 - Travel Allowance - Meals and Incidentals	2,118
71230 - Accommodation	1,437
71240 - Fares - Air/Road	0
71250 - Taxi/Hire Car Fares	0
71410 - Superannuation	33,589
71510 - Annual Leave	26,598
71520 - Long Service Leave	3,060
71531 - TOIL	3,726
71540 - Office Uniforms	0
71550 - Personal Protective Equipment	(291)
71560 - Recruitment & Relocation	2,610
71570 - Training	(13,850)
71600 - Office Amenities	533
71601 - Outsourced Services	10,711
72100 - Councillors Electoral Allowances	15,083
72230 - Councillors Accommodation	0
72240 - Councillors - Fares Air / Road	0
73115 - Administration Fees	0
73120 - Advertising	(1,490)
73130 - Audit Expenses (external)	(54,545)
73140 - Levy, Fees and Charges	1,822
73150 - Cleaning Products and Contractors	(268)
73160 - Conferences, Seminars and Ceremonies	0
73200 - Consulting Fees	(34,395)
73230 - Utilities - Electricity	(318)
73240 - Utilities - Water & Sewerage	1,072
73260 - Hire of Plant, Equipment and Motor Vehicles	1,089
73290 - Licenses and Registrations - MV & PE	(112)
73321 - Health and Safety Expenses	(6,217)
73330 - Catering - Council, Committees, Seminars	(766)
73332 - Consumable Items	(3,442)
73333 - Food (Aged Care purpose only)	163
73343 - Operating Leases Office Equipment	0
73344 - Operating Leases Property	220,964
73350 - Printing, Postage (stamps) & Stationery	1,325
73400 - Subscriptions and Memberships	20,115

West Daly Regional Council
Trial Balance
As at 31st July 2018

Description	Closing Balances 31st July 2018
73450 - Street Light Maintenance	0
73460 - Street Light Electricity Payments	(590)
73511 - Freight Expenses	2,826
73531 - Fuel Diesel /ULP	1,188
73800 - Contractor Materials and Labour	(2,015,585)
73830 - Repairs & Maintenance Plant (Small Plant Items)	(3,911)
73831 - Repairs & Maint MV & PE - Tyres	0
73832 - Repairs & Maint MV & PE - Servicing	(6,131)
73833 - Repairs & Maint MV & PE - Others	(10,932)
73834 - Repairs & Maintenance Roads	0
73836 - Repairs & Maintenance Buildings	(49,598)
73841 - Contractors Electrical	(3,905)
73842 - Contractors Plumbing/Gas	(1,682)
73844 - Contractors Pest Control	0
74110 - Depreciation - Building	81,617
74120 - Depreciation - Road Infrastructure	18,841
74130 - Depreciation - Plant & Equipment	14,377
74140 - Depreciation - Structures	3,927
74150 - Depreciation - Furniture, Fittings & Office Equip	2,344
74160 - Depreciation - Motor Vehicles	26,374
74170 - Depreciation - Site Improvements	8,253
74600 - ICT - Phone/Fax/Internet	3,058
74610 - ICT Satellite Telephone	(2,203)
74620 - ICT Mobile/ Modem Telephone	436
74630 - ICT - Consultants / Service Providers	1,385
74640 - ICT Software	151
74740 - Materials Roadbase/Gravel	0
74760 - Materials - Furniture & Office Equipment	(26,747)
74770 - Materials - Tools	(416)
74780 - Materials Minor Assets < $5,000	(24,998)
74790 - Sports Equipment - Inc Uniforms, trophys etc	0
79000 - Small Balances Written Off	(1)
79020 - Committee Sitting Fees	1,092
TOTAL EXPENDITURE	**(1,410,141)**
ReAllocations	
91210 - Plant and Vehicle Cost Alloc	90,984
91510 - Plant & Vehicle Cost Recovery	(90,984)
TOTAL REALLOCATIONS	**0**
NET (PROFIT)/LOSS	(6,332,539)

Finance Report – July 2018 - Other Details

Income – Location

Location	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
200 - Darwin	(258,118)	(253,537)	4,581	2	(258,118)	(253,537)	4,581	(2)
300 - Nganmarriyanga	(466,181)	(506,973)	(40,792)	(8)	(466,181)	(506,973)	(40,792)	8
400 - Peppimenarti	(659,895)	(518,371)	141,524	27	(659,895)	(518,371)	141,524	(27)
700 - Wadeye	(3,538,204)	(3,068,360)	469,844	15	(3,538,204)	(3,068,360)	469,844	(15)

Untied Income – Program

Program	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
AD - Administration	(1,111,637)	(1,138,108)	(26,471)	(2)	(1,111,637)	(1,138,108)	(26,471)	2
CF - Council Fund	(888,962)	(885,303)	3,659	0	(888,962)	(885,303)	3,659	0
WM - Waste Managemen	(524,921)	(517,748)	7,173	1	(524,921)	(517,748)	7,173	(1)
RM - Road Maintenanc	(415,485)	(445,885)	(30,400)	(7)	(415,485)	(445,885)	(30,400)	7
CA - Commercial Arra	(49,142)	(45,196)	3,946	9	(49,142)	(45,196)	3,946	(9)
HS - Housing - Staff	(3,129)	(1,712)	1,417	83	(3,129)	(1,712)	1,417	(83)
AF - Asset Managemen	(1,390)	(829)	561	68	(1,390)	(829)	561	(68)

Tied Income – Program

Program	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
LA - Local Authoriti	(547,848)	(92,505)	455,343	492	(547,848)	(92,505)	455,343	(492)
AG - Aged Care Serv	(467,885)	(446,975)	20,909	5	(467,885)	(446,975)	20,909	(5)
OC - Outstations and	(373,158)	(152,140)	221,018	145	(373,158)	(152,140)	221,018	(145)
SG - Special Purpose	(261,974)	(251,340)	10,633	4	(261,974)	(251,340)	10,633	(4)
HS - Housing - Staff	(201,350)	(201,350)	0	0	(201,350)	(201,350)	0	0
CA - Commercial Arra	(70,814)	(14,635)	56,179	384	(70,814)	(14,635)	56,179	(384)
CZ - Capital P/P	(4,702)	(4,702)	0	0	(4,702)	(4,702)	0	0
CP - Community Patro	0	(105,460)	(105,460)	(100)	0	(105,460)	(105,460)	100
ES - Essential Servi	0	(10,361)	(10,361)	(100)	0	(10,361)	(10,361)	100
LI - Libraries	0	(9,631)	(9,631)	(100)	0	(9,631)	(9,631)	100
RM - Road Maintenanc	0	(23,359)	(23,359)	(100)	0	(23,359)	(23,359)	100

Untied Income – Fund

Fund	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
101 - Gen Operating	(2,391,429)	(2,217,122)	174,308	8	(2,391,429)	(2,217,122)	174,308	(8)
719 - NTG – FAA Gener	(554,095)	(723,104)	(169,010)	(23)	(554,095)	(723,104)	(169,010)	23
201 - Airport Maint	(24,397)	(26,344)	(1,948)	(7)	(24,397)	(26,344)	(1,948)	7
207 - Comm Buildings	(20,514)	(7,591)	12,923	170	(20,514)	(7,591)	12,923	(170)
206 - Accomodation	(2,618)	(9,961)	(7,343)	(74)	(2,618)	(9,961)	(7,343)	74
203 - Aust Post	(1,613)	(1,300)	314	24	(1,613)	(1,300)	314	(24)
703 - NTG Ind Dev Job	0	(49,361)	(49,361)	(100)	0	(49,361)	(49,361)	100

Tied Income – Fund

Fund	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
722 - NTG Local Autho	(547,848)	(92,505)	455,343	492	(547,848)	(92,505)	455,343	(492)
804 - AuGov Flexi Age	(319,060)	(313,191)	5,869	2	(319,060)	(313,191)	5,869	(2)
390 - Strategic Local	(201,350)	(201,350)	0	0	(201,350)	(201,350)	0	0
746 - Ablution Block	(179,019)	(14,918)	164,101	1,100	(179,019)	(14,918)	164,101	(1,100)
711 - Age Care - CHSP	(148,825)	(114,740)	34,085	30	(148,825)	(114,740)	34,085	(30)
384 - SPG-Tip Truck a	(84,320)	(84,320)	0	0	(84,320)	(84,320)	0	0
385 - Animal Manageme	(80,302)	(80,301)	1	0	(80,302)	(80,301)	1	0
736 - Township Bus Se	(79,352)	(79,969)	(617)	(1)	(79,352)	(79,969)	(617)	1
763 - Deleye New Ablu	(75,000)	(6,250)	68,750	1,100	(75,000)	(6,250)	68,750	(1,100)
764 - Mulingi New Abl	(75,000)	(6,250)	68,750	1,100	(75,000)	(6,250)	68,750	(1,100)
204 - Centrelink	(70,814)	(14,635)	56,179	384	(70,814)	(14,635)	56,179	(384)
750 - Fossil Head Abl	(20,000)	(1,667)	18,333	1,100	(20,000)	(1,667)	18,333	(1,100)
743 - Fossil Head Pow	(18,666)	(1,557)	17,108	1,099	(18,666)	(1,557)	17,108	(1,099)
386 - Safety Projects	(15,000)	(6,750)	8,250	122	(15,000)	(6,750)	8,250	(122)
755 - Merrepen Solar	(4,702)	(4,702)	0	0	(4,702)	(4,702)	0	0
744 - Fossil Head Sol	(4,241)	(4,984)	(743)	(15)	(4,241)	(4,984)	(743)	15
820 - NAIDOC	(3,000)	0	3,000	0	(3,000)	0	3,000	0
762 - Mob Booster Sys	(1,232)	0	1,232	0	(1,232)	0	1,232	0
704 - NTG MES Funding	0	(75,203)	(75,203)	(100)	0	(75,203)	(75,203)	100
705 - NTG Outstn Main	0	(18,135)	(18,135)	(100)	0	(18,135)	(18,135)	100
709 - NTG Libraries	0	(9,631)	(9,631)	(100)	0	(9,631)	(9,631)	100
720 - NT Jobs Package	0	(10,361)	(10,361)	(100)	0	(10,361)	(10,361)	100
725 - Homelands extra	0	(23,175)	(23,175)	(100)	0	(23,175)	(23,175)	100
806 - AuGov Night Pat	0	(105,460)	(105,460)	(100)	0	(105,460)	(105,460)	100
807 - AuGov NT Jobs	0	(19,044)	(19,044)	(100)	0	(19,044)	(19,044)	100
811 - AG Roads to Rec	0	(23,359)	(23,359)	(100)	0	(23,359)	(23,359)	100

Location – Expenses

Location	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
300 - Nganmarriyanga	(1,683,735)	208,343	1,892,078	908	(1,683,735)	208,343	1,892,078	908
400 - Peppimenarti	323	206,090	205,767	100	323	206,090	205,767	100
200 - Darwin	34,960	54,362	19,402	36	34,960	54,362	19,402	36
700 - Wadeye	238,222	1,030,438	792,216	77	238,222	1,030,438	792,216	77

Untied Expenses – Program

Program	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
AD - Administration	326,192	326,964	772	0	326,192	326,964	772	0
AF - Asset Managemen	143,575	231,648	88,073	38	143,575	231,648	88,073	38
CA - Commercial Arra	3,032	43,221	40,189	93	3,032	43,221	40,189	93
CE - Chief Executive	19,884	28,238	8,354	30	19,884	28,238	8,354	30
CI - Council Service	93,099	101,579	8,480	8	93,099	101,579	8,480	8
EM - Elected Members	15,071	27,575	12,505	45	15,071	27,575	12,505	45
HS - Housing - Staff	(39,386)	28,311	67,697	239	(39,386)	28,311	67,697	239
LA - Local Authoriti	1,092	1,077	(15)	(1)	1,092	1,077	(15)	(1)
PG - Parks and Garde	(9,413)	9,308	18,721	201	(9,413)	9,308	18,721	201
PL - Pools	9,783	14,329	4,546	32	9,783	14,329	4,546	32
RM - Road Maintenanc	(612)	53,095	53,707	101	(612)	53,095	53,707	101
TR - Training & Devp	991	1,415	424	30	991	1,415	424	30
WM - Waste Managemen	183	2,773	2,590	93	183	2,773	2,590	93
WS - Work Health and	(291)	842	1,132	135	(291)	842	1,132	135

Tied Expenses – Program

Program	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
CP - Community Patro	30,039	123,111	93,072	76	30,039	123,111	93,072	76
AG - Aged Care Serv	24,712	187,103	162,391	87	24,712	187,103	162,391	87
CA - Commercial Arra	6,215	14,543	8,328	57	6,215	14,543	8,328	57
SR - Sport and Rec	663	0	(663)	0	663	0	(663)	0
VC - Vacation Care	0	0	0	0	0	0	0	0
SG - Special Purpose	0	13,918	13,918	100	0	13,918	13,918	100
HS - Housing - Staff	0	0	0	0	0	0	0	0
ES - Essential Servi	0	10,361	10,361	100	0	10,361	10,361	100
CZ - Capital P/P	0	392	392	100	0	392	392	100
LI - Libraries	(2,140)	11,427	13,567	119	(2,140)	11,427	13,567	119
LA - Local Authoriti	(57,180)	92,505	149,685	162	(57,180)	92,505	149,685	162
OC - Outstations and	(591,202)	152,140	743,341	489	(591,202)	152,140	743,341	489
RM - Road Maintenanc	(1,384,537)	23,359	1,407,896	6,027	(1,384,537)	23,359	1,407,896	6,027

Untied Expenses – Fund

Fund	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
101 - Gen Operating	560,169	827,154	266,986	32	560,169	827,154	266,986	32
201 - Airport Maint	(29,459)	9,238	38,696	419	(29,459)	9,238	38,696	419
205 - Mech Workshops	21,088	30,463	9,375	31	21,088	30,463	9,375	31
206 - Accomodation	(180)	2,681	2,861	107	(180)	2,681	2,861	107
207 - Comm Buildings	11,582	839	(10,743)	(1,280)	11,582	839	(10,743)	(1,280)

Tied Expenses – Fund

Fund	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget	Accum Var	Accum %Var
746 - Ablution Block	42,651	14,918	(27,732)	(186)	42,651	14,918	(27,732)	(186)
806 - AuGov Night Pat	37,687	123,111	85,424	69	37,687	123,111	85,424	69
804 - AuGov Flexi Age	31,081	115,043	83,962	73	31,081	115,043	83,962	73
807 - AuGov NT Jobs	7,609	26,230	18,620	71	7,609	26,230	18,620	71
204 - Centrelink	6,215	14,543	8,328	57	6,215	14,543	8,328	57
822 - AG - IAS S&R	663	0	(663)	0	663	0	(663)	0
820 - NAIDOC	0	0	0	0	0	0	0	0
805 - AuGov Emu Point	0	0	0	0	0	0	0	0
764 - Mulingi New Abl	0	6,250	6,250	100	0	6,250	6,250	100
763 - Deleye New Ablu	0	6,250	6,250	100	0	6,250	6,250	100
755 - Merrepen Solar	0	392	392	100	0	392	392	100
750 - Fossil Head Abl	0	1,667	1,667	100	0	1,667	1,667	100
743 - Fossil Head Pow	0	1,557	1,557	100	0	1,557	1,557	100
736 - Township Bus Se	0	6,664	6,664	100	0	6,664	6,664	100
720 - NT Jobs Package	0	10,361	10,361	100	0	10,361	10,361	100
390 - Strategic Local	0	0	0	0	0	0	0	0
386 - Safety Projects	0	563	563	100	0	563	563	100
385 - Animal Manageme	0	6,692	6,692	100	0	6,692	6,692	100
709 - NTG Libraries	(2,140)	11,427	13,567	119	(2,140)	11,427	13,567	119
821 - AG Night Pat Bui	(7,648)	0	7,648	0	(7,648)	0	7,648	0
711 - Age Care - CHSP	(13,978)	45,830	59,808	130	(13,978)	45,830	59,808	130
747 - Grading of inte	(17,058)	0	17,058	0	(17,058)	0	17,058	0
744 - Fossil Head Sol	(55,568)	4,984	60,552	1,215	(55,568)	4,984	60,552	1,215
722 - NTG Local Autho	(57,180)	92,505	149,685	162	(57,180)	92,505	149,685	162
725 - Homelands extra	(103,225)	23,175	126,400	545	(103,225)	23,175	126,400	545
705 - NTG Outstn Main	(167,439)	18,135	185,574	1,023	(167,439)	18,135	185,574	1,023
704 - NTG MES Funding	(290,562)	75,203	365,765	486	(290,562)	75,203	365,765	486
741 - ISLRF Palumpa R	(398,377)	0	398,377	0	(398,377)	0	398,377	0
811 - AG Roads to Rec	(986,160)	23,359	1,009,519	4,322	(986,160)	23,359	1,009,519	4,322

Variance – Income

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance		% Variance	Explanation
Council Funds							
Untied							
AD	Administration	1,111,637	1,138,108	(26,471)		-2%	
AF	Asset Management	1,390	829	561		68%	Rental Income more than budgeted, timing difference
CA	Commercial Arrangement	49,142	45,196	3,946		9%	leasing of assets
CF	Council Fund	888,962	885,303	3,659		0%	
HS	Housing - Staff	3,129	1,712	1,417		83%	rental amount, some houses are vacant
RM	Road Maintenance	415,485	445,885	(30,400)		-7%	
WM	Waste Management	524,921	517,748	7,173		1%	

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance		% Variance	Explanation
Council Funds							
Tied							
CA	Commercial Arrangement	70,814	14,635	56,179		384%	Lease payment received, timing difference
HS	Housing - Staff	201,350	201,350	(0)		0%	Grants received in FY17/18 c/f, timing difference
RM	Road Maintenance	0	23,359	(23,359)		-100%	R2R grants yet to receive
SG	Special Purpose	261,974	251,340	10,633		4%	
	Council funds tied sub-total	**534,138**	**490,684**				

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance		% Variance	Explanation
Agency Funds							
Tied							
AG	Aged Care Services	467,885	446,975	20,909		5%	
CP	Community Patrol	0	105,460	(105,460)		-100%	fund yet to receive
CZ	Capital P/P	4,702	4,702	0		0%	timing difference,
ES	Essential Services	0	10,361	(10,361)		-100%	Grants yet to receive
LA	Local Authority	547,848	92,505	455,343		492%	Grants yet to receive, c/f figures
LI	Libraries	0	9,631	(9,631)		-100%	Grants yet to receive
OC	Outstations	373,158	152,140	221,018		145%	timing difference,

Variance – Expenses

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance		% Variance	Explanation
Council Funds							
Untied							
AD	Administration	346,076	326,964	(19,113)		-6%	
AF	Asset Management	143,575	231,648	88,073		38%	timing difference
CA	Commercial Arrangement	3,032	43,221	40,189		93%	due to Airport maintenance accrual of $30k
CI	Council Service	93,099	101,579	8,480		8%	saving from location 300 & 400
EM	Elected Members	15,071	27,575	12,505		45%	timing difference
HS	Housing - Staff	(39,386)	28,311	67,697		239%	timing difference, due to accruals
PG	Parks and Garden	(9,413)	9,308	18,721		201%	timing difference, due to accruals
PL	Pools	9,783	14,329	4,546		32%	Material expenses
RM	Road Maintenance	(612)	53,095	53,707		101%	due to accruals
TR	Training & Development	991	1,415	424		30%	under spent in other expenses
WM	Waste Management	183	2,773	2,590		93%	under spent in other expenses
WS	Work Health and Safety	(291)	842	1,132		135%	due to accruals
	Council funds untied sub-total	**562,108**	**869,298**				

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance		% Variance	Explanation
Council Funds							
Tied							
CA	Commercial Arrangement	6,215	14,543	8,328		57%	timing difference, Centrelink saving
RM	Road Maintenance	(1,384,537)	23,359	1,407,896		6027%	road work started late June, payment accrued, invoice yet to receive
SG	Special Purpose	0	13,918	13,918		100%	Public bus it out of operation, no driver
	Council funds tied sub-total	**(1,378,322)**	**51,820**				

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance		% Variance	Explanation
Agency Funds							
Tied							
AG	Aged Care Services	24,800	187,103	162,303		87%	under spent in other expenses
CP	Community Patrol	30,039	123,111	93,072		76%	under spent in other expenses
ES	Essential Services	0	10,361	10,361		100%	Yet to spend
LA	Local Authority	(57,180)	92,505	149,685		162%	due to accruals
LI	Libraries	(2,140)	11,427	13,567		119%	due to accruals
OC	Outstations	(591,202)	152,140	743,341		489%	due to accruals
SR	Sport and Rec	663	0	(663)		100%	no funding
	Agency funds tied sub-total	**(595,019)**	**577,038**				

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance		% Variance	Explanation
Agency Funds							
Untied							
LA	Local Authority	1,092	1,077	(15)		-1%	

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 6

Prepared by **Ramesh Pudasaini, Senior Financial Consultant**

Council Vehicle Hire Policy

Purpose

The purpose of the policy is to provide a clear process in the hiring of council vehicles. The policy also supports employees (charged with the role of coordinating and approving vehicle hire), by providing a clear decision framework.

Background

This policy applies to people applying to hire a vehicle, employees, senior managers, CEO, volunteers, Councillors, the Deputy Mayor and the Mayor.

Council has a range of vehicles that can be hired by members of the public, private business, government agencies and employees.

Vehicle hiring provides the following benefits:

☐ Provides fly in, fly out private business and government agencies an alternative to travel in and between communities
☐ Supports community and employees to access vehicles for the personal business
☐ Provides a revenue stream for council

PROCESS

Any member of the public, private business, government agencies, employees, managers, CEO, Mayor or Deputy Mayor requesting to book a vehicle must complete the “Council Vehicle Hire Form”.

The form can be accessed from Council’s website, or from the Darwin or Community Service Centres.

The form should be provided to the Community Service Manager (CSM) or Director via email, fax or by hand.

Recommendation

1. **That Council adopt the policy on “Council Vehicle Hire”**

Attachments

1 Vehicel hire policy.docx
2 Vehicel hire form.docx

Vehicle Hire Policy

The purpose of the policy is to provide a clear process in the hiring of council vehicles. The policy also supports employees (charged with the role of coordinating and approving vehicle hire), by providing a clear decision framework.

POLICY STATEMENT

This policy applies to people applying to hire a vehicle, employees, senior managers, CEO, volunteers, Councillors, the Deputy Mayor and the Mayor.

Council has a range of vehicles that can be hired by members of the public, private business, government agencies and employees.

Vehicle hiring provides the following benefits:

☐ Provides fly in, fly out private business and government agencies an alternative to travel in and between communities

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PROCESS

Any member of the public, private business, government agencies, employees, managers, CEO, Mayor or Deputy Mayor requesting to book a vehicle must complete the **"Council Vehicle Hire Form".**

The form can be accessed from Council's website, or from the Darwin or Community Service Centres.

The form should be provided to the Community Service Manager (CSM) or Director via email, fax or by hand.

Vehicle Hire Fees (excluding fuel)

Toyota Land Cruiser Wagon 4x4 - per hour	$65
Toyota Dual Cab Utility 4x4 - per hour	$55
Toyota Land Cruiser Wagon 4x4 - per day	$300
Toyota Dual Cab Utility 4x4 - per day	$250

If driver required, Council will charge additional $40/hour (council driver will be available for over night booking). Completed forms must be received a minimum of two working days prior to the hire date. Council cannot guarantee that vehicles will be available.

REFERENCES

Approved by:	Council
Approval Date:	
Review Authority:	Chief Executive
Applicable to:	Each individual hiring vehicle
Version No:	

FURTHER INFORMATION:
WDRC

463 Perdjert Street, Wadeye │ 70 Cavanagh Street, Darwin │ GPO Box 3775, Darwin NT 0801 │ Ph: 08 8901 3920 │ 08 8978 2450
Email info@westdaly.nt.gov.au │ www.westdaly.nt.gov.au │ ABN: 2596 657 9574

Council Vehicle Hire Form

COMMUNITY		VEHICLE INFORMATION				
Wadeye		TYPE				
Peppimenarti		REGO #		ODOMETER		
Nganmarriyanga		FUEL LEVEL	1/4	1/2	3/4	FULL
		HIRE START		TIME		
		HIRE RETURN		TIME		
		DAILY CHARGE		TOTAL HIRE AMOUNT		

VEHICLE CONDITION

DRIVER (HIRER)			
DRIVERS NAME:		DRIVERS LICENSE	
SIGNATURE:		DATE:	

AUTHORISATION			
AUTHORISERS:			
ORGANISATION:			
SIGNATURE:		DATE:	

PAYMENT DETAILS			
CONTACT NAME:			
CONTACT DETAILS:		PAYMENT METHOD:	

TERMS OF AGREEMENT

DRIVER

You agree and acknowledge that:

a) only you will drive the vehicle; and
b) you are currently licensed to drive the vehicle and have been so licensed to drive for a period of 12 months or longer (excluding any lime under a learner's permit or a provisional licence).

WHERE YOU CAN AND CANNOT DRIVE THE VEHICLE

You agree to only use the vehicle on a road, which is properly formed and constructed as a sealed or gravel road. You agree not to, unless authorised in writing by the West Daly Regional Council, take the vehicle outside of the community in which it is hired. You agree not to drive the vehicle on beaches or through streams, dams, rivers or floodwaters.

Government agencies must supply Certificates of Currency, this should include their MV Policy with hire vehicles noted and their Public Liability cover.

USE OF THE VEHICLE

You agree not to use the vehicle:

a) for any illegal purpose, race, contest or performance test of any kind;
b) to tow or push anything, unless authorised by the West Daly Shire Council;
c) to carry more passengers than may be properly accommodated by the seat belt restraints provided in the vehicle, or carry a greater load than that for which it was built;
d) while under the influence of alcohol, drugs or have a blood alcohol content that exceeds the legal limit in the Northern Territory;
e) to carry passengers for payment of any kind;
f) when it is damaged or unsafe;
g) to transport goods, except in compliance with all laws and statutory regulations;
h) for the conveyance or towing of any load which is incorrectly loaded or secured or is in excess of that for which the Vehicle was constructed;
i) without the West Daly Regional Council's prior written consent, to carry any inflammable substance which has a flash point under 22.8'C or any other explosive or corrosive substances;and
j) in contravention of any law.
k) You agree to pay for any unauthorised repairs to the vehicle and lor all parking and traffic infringements in respect of the vehicle during the rental period.

MAINTENANCE, SECURITY & SAFETY

You agree to:

a) maintain all of the vehicle's engine oils and engine coolant levels to the manufacturer's specifications;
b) keep the vehicle locked and the keys under your personal control at all times; and c) comply with any applicable seat belt and child restraint laws.

You agree not to undertake or cause to be undertaken repairs to the vehicle carried out unless the West Daly Regional Council (hereunder referred to as the Council) authorises you to do so. You agree to pay for any unauthorised repairs to the vehicle.

RETURN OF VEHICLE

You agree to return the vehicle to the Council:

a) to the place the place where the vehicle was picked up, on the date shown on this rental agreement during normal business hours;
b) in the same condition as it was at the commencement of the rental period.

If you fail to return the vehicle in accordance with this rental agreement then you agree to pay the Council reasonable compensation for any expense, loss and/or inconvenience it has incurred.

You agree to promptly return the vehicle at any lime and without prior notice upon the
Council's request

You agree to return the vehicle with no less fuel than it had when you rented it. If you return the vehicle with less fuel then you agree to pay the Council the reasonable associated with refuelling the vehicle (including labour).

LOSS DAMAGE WAIVER, DAMAGE AND LOSS OF PROPERTY

You agree to indemnify the Council against liability for any loss of, or damage to, any property stolen from the vehicle or otherwise lost during the rental; or left in the vehicle after its return.

You agree to be liable for the loss of, and all damage to, the vehicle and for all damage to the property of any person which is caused or contributed to by you; or which arises from the use of the vehicle by you.

The vehicle is insured under the Council's comprehensive insurance policy. If there is loss or damage to the vehicle and the Council's insurer approves to pay for a claim to repair/replace the vehicle then you agree that you will pay all excesses, deductibles and charges required by the Council's insurer. If the Council's insurer does not approve to pay for any such claim then you agree to pay for all costs associated with:

a) repair/replacement of the vehicle;
b) any lost opportunities;and/or
c) obtaining and utilising a temporary replacement vehicle while the Council's vehicle is being repaired.

You agree to promptly report to the Council, any accident in which the vehicle is involved or implicated in any way.

PAYMENT

You agree to pay the Council at the end of the rental period, or as otherwise directed by the Council all charges specified on, or otherv1ise chargeable under, this rental agreement.

Rental charges are based on calendar days and are not calculated pro-rata. The day you collect the vehicle and the day you return the vehicle (if different) will each be considered to be complete days for the purpose of calculating rental charges, regardless of the time of day each event takes place. For example if you collect a vehicle at 10:00am on Monday and you return the vehicle at10:00am the next day (Tuesday) you will be charged two full days hire charges at the applicable rate. The minimum rental charge is one day at the applicable rate.

TERMINATION

Either party may terminate this rental agreement at any time and for any other reason. Unless otherwise agreed in writing the Council, if the rental agreement is terminated early for any reason other than a breach by the Council, then you agree to pay the Council all monies it would have been entitled to charge if the rental agreement had continued for the entire term. Clauses within this agreement that govern monies owed to the Council by you or to you by the Council, shall survive termination of this rental agreement.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 7

Prepared by **Ramesh Pudasaini, Senior Financial Consultant**

Fees & Charges - 2018/19

Purpose

Provide Council with an updated Schedule of Fees and Charges for the 2018/19.

Background

Fees and charges schedule will provide guidelines to charge fees for the facility provided by council in all communities. Fees and charges have been updated for 2018/19

Impact for Council

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

Recommendation

1. **That Council adopts the updated Schedule of Fees and Charges for the 2018/19.**

Attachments

1 Schedule of Fees and Charges 18-19 with updates.docx

	SCHEDULE OF FEES AND CHARGES	each/per	FEES/CHARGES FOR FY 2017/18	FEES/CHARGES FOR FY 2018/19
ADMINISTRATION				
Rate & Property Services				
	Change of Ownership Advices - Rates	Advice	$45.00	$50.00
	Copies of Rates Notices	Notice	$35.00	$40.00
Late Payment Fees				
	Late fees on Invoice Payment (more than 30 days)	Per	$35.00	$50.00
Documentation Assistance				
	Filling up forms, application etc	Hour		$60.00
Photocopying				
	A4 – single sided	copy	$1.00	$1.00
	A4 – double sided	copy	$1.00	$1.00
	A3 – single sided	copy	$1.00	$1.00
	A3 – double sided	copy	$2.00	$2.00
	Copy to disc	Disc	$6.00	$6.00
Scanning				
	Domestic charge – within NT (send)	Page	$1.00	$1.00
	Domestic charge – Interstate (send)	Page	$1.00	$1.00
	International charge (send)	Page	$2.00	$2.00
	Receiving Scanned Documents – A4	Email	$1.00	$1.00
Laminating				
	A4	Page	$4.00	$4.00
	A3	Page	$7.00	$7.00
Printing				
	Black and white only	Page	$1.00	$1.00
Internet Access Library				
	per 30 minutes	half hour	$7.00	n/a
	per hour	hour	$10.00	n/a
ACCOMMODATION –VOQ				
Accommodation (Nganmarriyanga)				
Visitor's quarters – per person/per night				
	Visitor's quarters (2 bedroom)	Night	$350.00	$350.00
	Visitor's quarters (1 bedroom)	Night	$240.00	$240.00
Accommodation (Peppimenarti)				
Visitor's quarters – per person/per night				
	Visitor's quarters (2 bedroom)	Night	$350.00	$350.00
	Visitor's quarters (1 bedroom)	Night	$240.00	$240.00
Accommodation (Wadeye)				
Visitor's quarters – per person/per night				
	Visitor's quarters (2 bedroom)	Night	$350.00	$350.00
	Visitor's quarters (1 bedroom)	Night	$240.00	$240.00
	Donga (1 bedroom)	Night		$170.00
Long term accommodation booking will be discounts (subject to availability); Booking more than 2 weeks – less than 4 weeks – 15%				

Booking more than 4 weeks – less than 6 weeks – 20%
Booking more than 6 weeks – 25%

Work Space / Conference Room			
Nganmarriyanga / Peppimenarti			
Meeting Room	Full Day		$120.00
	Half Day		$70.00
	Hourly		$20.00
Wadeye			
Conference Room	Full Day		$400.00
	Half Day		$250.00
	Hourly		$70.00
Community Hall	Full Day		$400.00
	Half Day		$250.00
PLANNING			
Temporary Road Closure			
Fee on application	Application	Quote	Quote
ECONOMIC SERVICES			
Lawn Mowing			
Domestic lawn	Hour	$100.00	$50.00
Whipper snipper	Hour	$100.00	$50.00
Vehicle Hire			
Toyota Land Cruiser Wagon 4x4	Hour		$65.00
Toyota Land Cruiser Wagon 4x4	Day		$300.00
Toyota Dual Cab Utility 4x4	Hour		$55.00
Toyota Dual Cab Utility 4x4	Day		$250.00
Other Refuse			
Replacement of bin (GST included)	Bin	Replacement Cost	$140.00
Repairs to bin	Bin	Repair Cost	n/a
Non Residence Waste Disposal Charges			
Commercial and Industrial (C&I) C&I waste is all waste produced by institutions and businesses including offices, schools, retail, restaurants and industries including manufacturing, mining and agriculture. It can include a wide range of wastes including organics, glass, plastics and cardboard.	Cubic meter	$15.00	$20.00
Construction and Demolition (C&D) C&D waste refers to waste which is produced by construction, demolition and maintenance activities. The types of waste generated from C&D activities may include; waste asphalt, bricks, concrete, plasterboard, timber, vegetation, metals and excavated materials.	Cubic meter	$567.00	$600.00
Listed Wastes (LW) LW includes hazardous and controlled wastes, these are listed on the NTEPA's listed waste register and include items such tyres, batteries and contaminated soils.		Not Accepted	Not Accepted
Other Charges – Clearing Vehicle & Parts			
Towing abandoned vehicle	Vehicle	Recovery Cost	Recovery Cost + 15% admin

			fees
Car bodies	Car body	$150.00	$150.00
Car tyres	Tyre	$10.00	$10.00
4WD tyres	Tyre	$15.00	$15.00
Truck tyres	Tyre	$35.00	$35.00
Earthmoving tyres	Tyre	$100.00	$100.00
Deposit to repair Damage to Footpath, Kerb, Road reserve/Sinking fund			
Single Residential block, having one street boundary	Residential block	$385.00	$385.00
Single Residential block, having two street boundaries	Residential block	$530.00	$530.00
Duplex Block, having one street boundary	Duplex Block	$530.00	$530.00
Duplex Block, having two street boundaries	Duplex block	$690.00	$690.00
Multi residential block, up to maximum	Residential block	$1,200.00	$1,200.00
Services Trades and commercial, up to maximum	Commercial block	$2,300.00	$2,300.00
PLANT HIRE – all on a wet hire basis – must include WDRC employee as Driver With operator & fuel			
Grader	Hourly Rate		$225.00
Dingo and attachments	Hourly Rate		$100.00
Loader	Hour		$250.00
Bobcat and operator	Hour	$150.00	$150.00
Backhoe	Hour		$130.00
2010 Volvo Flat Top Truck (tilt tray)	Per KM	$3.50	$3.50
2010 Volvo Flat Top Truck (tilt tray)	Daily Rate	$600.00	$1,250.00
Labour			
Unskilled Labour	Hour	$50.00	$50.00
Semi Skilled Labour	Hour	$70.00	$70.00
Skilled Labour	Hour	$90.00	$90.00
Supervisor	Hour	$120.00	$120.00
Workshop Materials	Per	Cost + 10%	Cost + 10%
Mobilisation/Demobilisation charges also apply		Actual cost + 15% admin fee	Actual cost + 15% admin fee
Tyre Plug			$20
Patch repair			$50
New Tube			$60
Airport Charges			
<9,000kg	Per landing	$22.90/t	$22.90/t
≥9,000kg	Per landing	$31.50/t	$31.50/t
Heli<2,500 kg	Per landing	$22.90/t	$22.90/t
Heli≥2,500 kg	Per landing	$31.50/t	$31.50/t
minimum	Per landing	$22.90/t	$22.90/t

Terms, Payments & Recourse

1. All accounts for the purchase of goods or services, provide by the West Daly Regional Council are to be settled in full within 30 days from date of Invoice.

2. Should the Customer default in the payment of any monies due under this Agreement, then all monies due to West Daly Regional Council shall immediately become due and payable, and shall be paid by the Customer within fourteen (14) days of the date of written demand from West Daly Regional Council.

3. In the event an account is not settled, West Daly Regional Council reserves the right to withhold any further supply of goods and services and shall be entitled to charge interest on all amounts not paid by the due date for payment and the Customer undertakes to pay any interest so charged. Such interest shall be calculated on a daily basis from the due date for payment until the date that West Daly Regional Council receives payment, at the Commonwealth Bank of Australia Business Overdraft Rate at the applicable time, plus 2% per annum.

4. Any expenses, costs or disbursements whatsoever incurred by West Daly Regional Council in recovering any outstanding monies, including debt collection agency fees and legal costs, shall be added to the original monies owed and will be paid by the Customer on an indemnity basis and all such costs shall be recoverable as a liquidated debt.

5. For Fees & Charges not mention in above list, Council authorised CEO to determine reasonable fees & Charges and inform council with updated Fees and Charges table.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 8

Prepared by **Rebecca Purser, Manager Corporate**

Guideline 8: Regional Councils and Local Authorities | Proposed Amendments

Purpose

To inform Council of proposed amendments to Guideline 8 – Regional Councils and Local Authorities.

Background

The Department of Housing and Community Development are circulating the draft Guideline 8 to give all councils a chance to make any further comments on this latest proposed version.

The Department are requesting that any further comments are to be provided by 3 October 2018 for their consideration prior to finalising the Guideline.

Impact for Council

Information purposes.

Recommendation

1. **That Council receives and notes the proposed draft Guideline 8.**

Attachments

1 Proposed Amendments to Ministerial Guideline 8: Regional Councils and Local Authorities

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

Contents

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16. Council annual report 6
17. SCHEDULE: 7

MINISTERIAL APPROVAL

I, Gerald Francis McCarthy, Minister for Housing and Community Development, hereby make these guidelines under Parts 5.1A and 19.10 of the *Local Government Act*.

.....

GERRY MCCARTHY

/ /2018

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

1. Title

1.1. These guidelines are called "*Guideline 8: Regional Councils and Local Authorities*".

2. Commencement

2.1. These guidelines commence on the date they are made by the Minister.

3. Revocation of previous guidelines

3.1. The version of Guideline 8 that applies on any date is the latest version made at the time. Previous versions do not apply from the date that this guideline is made by the Minister.

4. Definitions

In these guidelines:

appointed member means a member appointed by the council. It does not include elected members who are on the local authority.

elected member means a member of the council who represents a ward that covers the local authority's area and the mayor / president.

provisional meeting means, at the time and place set for a local authority meeting when a quorum has not been established, a majority (over 50%) of appointed members.

Note: A provisional meeting is able to make recommendations to council pursuant to clause 11.

quorum means majority (over 50%) of all local authority members including appointed members, elected members and principal member.

chair is responsible for running the meeting and ensuring that members are following the conventions of the meeting.

5. Where local authorities are to be established and maintained

5.1. A council must have a local authority at places listed at the end of these guidelines.

5.2. A council must determine the area for each local authority.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

6. Publicly available information

6.1. A council must have an up-to-date list of its local authorities, the names of the members, meeting dates, agendas and minutes available on the council's website.

7. Number of members

7.1. A council must make a resolution about the number of appointed members that a local authority has. There must be at least 6 appointed members and a maximum of 14 members (including elected members), unless the Minister has approved a different maximum number of members for a particular local authority.

Note: Different Local Authorities may have different numbers of members.

8. Delegations and conflict of interest

8.1. Subject to the *Local Government Act* a council can delegate decision making to local authorities.

Note: It is best practice for local authority project expenditure decisions to be delegated to local authorities.

8.2. When a local authority is a making decision, or considering a matter, each member must consider whether they have a conflict of interest and, if so, they must leave the meeting while the matter is considered.

Note: Sections 32 and 73 of the Local Government Act deal with delegations and conflict of interest respectively.

9. Policy for member appointments, terminations and resignations

A council must have a policy that provides for:

9.1. The CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received.

9.2. How the call for nominations is to be advertised and promoted so that residents of the area know about it, know who to give a nomination to and when nominations close.

9.3. Consideration of the nominations received, which must be an agenda item at the first ordinary meeting of council after nominations have closed.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

9.4. How, and in what circumstances, appointment of a local authority member may be revoked.

Note: The policy could require, for example, that the council must give consideration to revoking an appointment where a member is absent, without permission of the local authority, from two consecutive meetings of the local authority.

9.5. The process for the resignation of a local authority member in writing.

9.6. Selection process for the chair and the term of appointment of the chair.

Note: It is best practice to have an appointed member as chair with a constant term length (not a rotating chair).

10. No proxies

10.1. A local authority member is not allowed to send a proxy or substitute if the member cannot attend a meeting.

11. Provisional meeting where quorum not present

11.1. If a quorum is not attained for a local authority meeting, but the majority of appointed members are present, the members who are in attendance may hold a provisional meeting.

11.2. During a provisional meeting, all agenda items may be discussed. Minutes must be taken and clearly identified that it was a provisional meeting.

11.3. Members at a provisional meeting may, by majority vote, make recommendations to the council, including local authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than a local authority.

11.4. A provisional meeting can approve the minutes of a provisional meeting but cannot approve the minutes of a local authority meeting. A local authority may approve minutes of a provisional meeting or a local authority meeting.

11.5. A provisional meeting does not have the powers or functions that a council may have delegated to a local authority.

12. Local authority meetings

12.1. The council CEO must ensure that a minimum of four meetings for each local authority are held in each financial year.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

Note: Either a local authority meeting or a provisional meeting can be counted in reaching the minimum total of four. For example, three provisional meetings and one local authority meeting would make up the required minimum number of four.

12.2. The agenda must be prepared in consultation with the Chair of the local authority and include, at least:

a. items requested by members;

b. any reports on service delivery issues in the local authority area;

c. any responses by the council to matters raised at a previous local authority meeting or provisional meeting;

d. a written report from the council CEO on current council services in the local authority area and, after any council meeting that considers local authority projects, a report on what project(s) has been approved or the reason why the project(s) has not been approved;

e. visitor presentations; and

f. general business.

Note: Reports on other service delivery also covers Northern Territory Government and Australian Government issues.

12.3. Once in each financial year a local authority agenda must include reviewing:

a. the council's annual report for the previous financial year;

b. the council's proposed regional plan for the next financial year;

c. the council's budget for proposed projects for the local authority area for the next financial year; and

d. any relevant community plan of the council or local authority.

13. Council consideration of minutes

13.1. The minutes from local authority meetings or provisional meetings (these will normally be unconfirmed minutes) must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting.

13.2. The council's response to items above (at 13.1) must be recorded in the minutes of the council meeting and communicated to the local authority.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

14. Local authority siting fee

14.1. Appointed members are entitled to a sitting fee for each local authority meeting or provisional meeting they attend:

a. Chair, if eligible, 143 revenue units

b. other eligible members, 107 revenue units

Note: The value of a revenue unit is on the website of the Department of Treasury and Finance.

14.2. Elected members and council staff are not entitled to the sitting fee for attending local authority meetings or provisional meetings.

Note: Subject to council policy, reimbursement of personal travel expenses is allowed for all members, e.g. kilometre allowance paid for the use of a private vehicle.

Note: Subject to council policy, elected members are entitled to extra meeting allowances pursuant to Guideline 2 for attending a Local Authority meeting or provisional meeting.

Note: It is a matter for a council CEO as to whether council staff will receive any payment for attending a local authority meeting or provisional meeting.

15. Council regional plans, budgets and financial reports

15.1. A council must take the projects and priorities of its local authorities into consideration, whether submitted to council or recorded in minutes, when developing the council regional plan and budget.

15.2. The budget of a council must include a separate budget for each local authority area.

15.3. At each local authority meeting, the council is to submit a current financial report of actual results against the latest approved budget for the local authority area.

16. Council annual report

16.1. The annual report of a council must include information which assesses performance in relation to service delivery and planned projects in each of its local authority areas.

GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

17. SCHEDULE:

Where local authorities are to be established and maintained.

Barkly Regional Council: Ali Curung Alupurrurulam Ampilatwatja Arlparra Elliott Tennant Creek Wutunugurra (Epenarra) Central Desert Regional Council: Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree) Atitjere Engawala Lajamanu Laramba Nyirripi Willowra Yuelamu Yuendumu East Arnhem Regional Council: Angurugu Galiwin'ku Gapuwiyak Gunyangara Milingimbi Milyakburra Ramingining Umbakumba Yirrkala MacDonnell Regional Council: Amoonguna Areyonga Finke (Aputula) Haasts Bluff (Ikuntji) Hermannsburg (Ntaria) Imanpa Kaltukatjara (Docker River) Kintore (Walungurru) Mt Liebig (Amundurrngu) Papunya Santa Teresa (Ltyentye Apurte) Titjikala Wallace Rockhole	Roper Gulf Regional Council: Barunga Beswick (Wugularr) Borroloola Bulman Jilkminggan Manyallaluk (Eva Valley) Mataranka Minyerri (Hodgson Downs) Ngukurr Numbulwar Tiwi Islands Regional Council: Milikapiti Pirlangimpi Wurrumiyanga (Nguiu) Victoria Daly Regional Council: Amanbidji Bulla Nauiyu (Daly River) Kalkaringi/Dagaragu Pine Creek Timber Creek Yarralin/Pigeon Hole West Arnhem Regional Council: Gunbalanya (Oenpelli) Maningrida Minjilang Warruwi West Daly Regional Council: Nganmarriyanga Peppimenarti Wadeye

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 9

Prepared by **Kristine Matienzo, Grants Manager**

Local Government Funding Levels - 2018-2019

Purpose

To present to Council 2018-19 Local Government funding levels for the following programs:

- NT Operational Subsidy – to assist with the provision of local government core services ($1,599,487)
- Local Authority Project Funding – to provide local authorities the financial capacity to undertake priority community projects (Nganmarriyanga $57,050, Peppimenarti $25,920, Wadeye $385,370)
- Indigenous Jobs Development Funding – assistance to help offset the cost of employing Indigenous staff within your Council ($592,000)

Recommendation

1. **That Council accepts the 2018-2019 Local Government Funding from Department of Housing and Community Development.**

Attachments

1 Local Government Funding Levels 2018 2019 FY
2 Approved Funding 2018 2019 FY
3 IJDF Acceptance Letter
4 Local Authority Project Funding Acceptance Letter

NORTHERN TERRITORY GOVERNMENT

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Executive Director
Second Floor RCG House
83-85 Smith Street
DARWIN NT 0800

Postal Address
GPO Box 4621
Darwin NT 0801

T 08 8999 8405
F 08 8999 8437

File Ref: HCD2017/01929

Mr Shaun Hardy
Chief Executive Officer
West Daly Regional Council
GPO Box 3775
DARWIN NT 0801

Dear ~~Mr Hardy~~ Shaun

LOCAL GOVERNMENT FUNDING LEVELS – 2018-19

This correspondence is to formally advise your Council of the 2018-19 local government funding levels for the following programs:

- NT Operational Subsidy - to assist with the provision of local government core services;
- Local Authority Project Funding - to provide local authorities the financial capacity to undertake priority community projects; and
- Indigenous Jobs Development Funding - assistance to help offset the cost of employing Indigenous staff within your Council.

Attachment A provides details of the approved funding amounts and approximate release dates where applicable.

Guidelines for the Local Authority Project Funding (LAPF) and the Indigenous Jobs Development Funding can be found at: https://dhcd.nt.gov.au/our-services/local-government-funding.

The new guidelines, as endorsed by the Minister for Housing and Community Development, now require that LAPF received from 2017-18 is to be formally acquitted similarly to Special Purpose Grants by 30 June each year.

Funding offers for both of these programs are to be accepted on the conditions outlined in the attached acceptance forms. The acceptance forms should then be completed and returned to Ms Donna Hadfield, Manager Grants Program as soon as is practical. Please note that grant funding will not be released if there are any outstanding local government acquittals.

All local government funding must be expended in accordance with the *Local Government Act*, the *Local Government (Accounting) Regulations*, Guidelines and the Northern Territory Government Buy from Territory Enterprise Policy.

Should you have any queries or require further information, please do not hesitate to contact Ms Donna Hadfield on 8999 8820 or by email at lg.grants@nt.gov.au.

Yours sincerely

Lee Williams

LEE WILLIAMS
Executive Director

10 August 2018

Attachment A

West Daly Regional Council – APPROVED FUNDING 2018-19

NT Operational Subsidy Funding

	1st payment (paid)	2nd payment
Total $1,599,487	**$799,744**	**$799,743**
Approximate release date	16/07/2018	16/01/2019

Local Authority Project Funding

Community	Amount
Nganmariyanga	57,050
Peppimenarti	25,920
Wadeye	385,370
Total	**$468,340**

Indigenous Jobs Development Funding

	1st quarter	2nd quarter	3rd quarter	4th quarter
Total $592,000	**$148,000 ***	**$148,000***	**$148,000***	**$148,000 ***
Approximate release date	16/10/2018	16/01/2019	16/04/2019	17/06/2019

** Quarterly amounts released will depend on receipt of quarterly reports and actual expenditure incurred by council*

NORTHERN TERRITORY GOVERNMENT

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

West Daly Regional Council

Manager Grants Program
Local Government and Community Development Division
Department of Housing and Community Development
GPO Box 4621
Darwin NT 0801

Dear Sir/Madam

RE: ACCEPTANCE OF "INDIGENOUS JOBS DEVELOPMENT FUNDING" – 2018-19

On behalf of the West Daly Regional Council I accept the offer and agree:

a) that the notional annual allocation as determined by the department will be paid retrospectively on reported council expenditure;
b) to expend the grant in accordance with the *Local Government Act* and all its subordinate legislation;
c) to place the grant in the council's bank account, details of which are BSB_____ _____ Account Number_____;
d) to only use the funding towards the cost of employing Indigenous employees in local government services;
e) to match the amount expended up to the notional maximum of $592 000;
f) to submit, within ten working days, following the end of each quarter in 2018-19, a claim to be reimbursed up to 50% of the expenditure on salary and approved salary on-costs at 15% and a signed quarterly report consisting of:

- salary expenditure per quarter on Indigenous employment for each quarter
- program on-costs at 15% per quarter on Indigenous employment
- calculated claim for salary and on-cost support on a 50-50 basis for the quarter
- total number of all council employees at the end of each quarter
- total number of Indigenous employees at the end of each quarter
- total number of Indigenous employees categorised as full-time, part-time and casual
- broad position categories as detailed on the department's quarterly report, together with the number of employees in each category; and

g) to provide any information or reports that the department may request from time to time in relation to this grant.

Yours sincerely

Chief Executive Officer

_____/_____2018

NORTHERN TERRITORY GOVERNMENT

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

West Daly Regional Council

Manager Grants Program
Local Government and Community Development Division
Department of Housing and Community Development
GPO Box 4621
DARWIN NT 0801

Dear Sir/Madam

RE: ACCEPTANCE OF LOCAL AUTHORITY PROJECT FUNDING (LAPF) FOR 2018-19

On behalf of the West Daly Regional Council I accept the offer and agree to:

(a) expend the LAPF in accordance with the *Local Government Act*, *Local Government (Accounting) Regulations* and the Northern Territory Government's buy from Territory enterprise policy;
(b) place the LAPF in a **trust account**, details of which are BSB:_____- ______, Account No: _____ until such time it is to be expended;
(c) only use the LAPF for local authority prioritised community projects in the following communities;
- $57,050 Nganmariyanga
- $25,920 Peppimenarti
- $385,370 Wadeye;

(d) absorb any costs above $468,340;
(e) expend the funds allocated to each local authority on project/s in that area;
(f) no transferal of funds between communities;
(g) acquit all, partial or nil expenditure of the LAPF on or before 30 June 2019 using a statement titled "Local Authority Project Funding Acquittal" as issued (copy attached), or by 30 June each year thereafter for a period of two years in line with clause (i);
(h) lay the acquittal before a council meeting and provide a copy of the council minutes; and
(i) fully expend the LAPF within two years of receipt of the funding otherwise failure to do so may result in the Department of Housing and Community Development withholding any future payments of LAPF funding or request for unspent funding to be repaid.

Yours faithfully

CEO

/ /20__

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 10

Prepared by **Kristine Matienzo, Grants Manager**

Victims of Crime - Community Safety Projects - Speed Humps at Peppimenarti

Purpose

To acknowledge funding from Victims of Crime for Community Safety Projects for Peppimenarti Speed humps. Four (4) Speed humps are now installed.

West Daly Regional Council would like to thank Victims of Crime NT Management Committee for the grant funding.

Recommendation

1. **That Council acknowledges the project completion for Peppimenarti Speed humps from Victims of Crime Community Safety Projects.**

Attachments

1 Peppimenarti speed humps photos

PEPPIMENARTI
SCHOOL

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 11

Prepared by **Kristine Matienzo, Grants Manager**

Contract: Community Connector - Wadeye - National Disability Insurance Scheme (NDIS) in partnership with National Disability Insurance Agency (NDIA)

Purpose

To present to Council funding amount of $74,996.64 (incl GST) from National Insurance Disability Scheme Launch Transition Agency to employ Community Connector.

West Daly Regional Council (WDRC) will be the host organisation to employ community connectors to:

1. Be available for and deliver culturally appropriate engagement activities to inform community members about the National Disability Insurance Scheme (NDIS).
2. Work in partnership with the National Disability Insurance Agency (NDIA) to identify participants and families that are potentially eligible for the scheme.
3. Support the Agency to assist people interested in the scheme to obtain and complete Access Request (ARF) forms.
4. Be available on-site at the same time NDIA staff are in community to support the staff planning or engagement meetings as per NDIA remote servicing schedule.

As the host organisation, WDRC must undertake the Services in: Wadeye, Northern Territory.

Recommendation

1. **That Council receives and notes the funding to employ Community Connectors in partnership with National Disability Insurance Agency (NDIA) for the National Disability Insurance Scheme (NDIS).**

Attachments

1 Conditions of Contract - Contract Details

Attachment A to Conditions of Contract - Contract Details

Contract Number:	1000568469
Commencement Date:	1 July 2018
Contract Price:	**$74,996.64 including GST**
Contract Period:	12 months upon commencement
Agency Representative:	Name: Lizzie Gilliam Phone: 08 8948 7558 Email: Lizzie.Gilliam@ndis.gov.au
Contractor Representative:	Name: West Daly Regional Council Phone: 08 7922 6404 Email: Grants@westdaly.nt.gov.au
Annexes:	A. Statement of Requirement (Services)

Community Connector – Wadeye, Northern Territory]

Annex A to Contract Details – Statement of Requirement (Services)

Table of Contents

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1 Provision of Services

1.1 Description of Services

1.1.1 The Host Organisation

Will employ the community connectors to;

1. Be available for and deliver culturally appropriate engagement activities to inform community members about the National Disability Insurance Scheme (NDIS).
2. Work in partnership with the National Disability Insurance Agency (NDIA) to identify participants and families that are potentially eligible for the scheme
3. Support the Agency to assist people interested.in the scheme to obtain and complete Access Request (ARF) forms
4. Be available on-site at the same time NDIA staff are in community to support the staff in planning or engagement meetings as per NDIA remote servicing schedule

1.1.2 The Host must undertake the Services in;

Communities
1. Wadeye, Northern Territory

1.2 Deliverables

1.2.1 The host organisation must provide 2 hard copies and 1 soft copy of the deliverables in accordance with the schedule detailed below:

Contract Deliverables

Item No.	Deliverable description
1	Quarterly reporting I. Number of people who attended engagement activities including names of attendees II. Number of ARF completed with the assistance of the Community Connectors including potential participant names III. Number of planning meetings attended including location, participant name and agency representative present. Number of engagement activities with current and potential providers including representatives name and contact details

Delivery Location	Date for Delivery
Director of NT Engagement GPO Box 332 Darwin, NT 0800 and Engagement.NT@ndis.gov.au	Quarter 1: 30 September 2018 Quarter 2: 31 December 2018 Quarter 3: 30 March 2019 Quarter 4: 30 June 2019

1.2.2 The host organisation must provide the deliverables in the following format:

(a) Soft copies: Portable Document Format (PDF); and

(b) Hard copies: Paper format.

1.2.3 Should the deliverables of the project not be achieved within the contract deliverables all funds paid will be recovered by the agency (other than unforeseen circumstances)

1.3 Meetings and Reporting

1.3.1 The host organisation must participate in the following meetings and deliver reports at the times and places detailed below:

(a) Monthly progress update via Teleconference

(b) Six month evaluation meeting via Face to Face in an agreed location

Meeting and Reporting Requirements

Meeting Title	Date/ Frequency	Meeting Location	Reporting Requirement	Date for Delivery of Report
Progress meeting	Monthly	Teleconference	Meeting Minutes	Five business days after each meeting

Meeting Title	Date/ Frequency	Meeting Location	Reporting Requirement	Date for Delivery of Report
Six month evaluation meeting	Six months	To be announced	Meeting minutes	Five business days after each meeting

1.4 Specified Personnel

1.4.1 The Specified Personnel identified for the performance of the Contract are:

1. Indigenous residents of the community who have knowledge of cultural, community and spoken language skills where services are required to be delivered.

   (a) If the host is unable to employ suitably qualified candidates the Agency would consider external applicants through prior discussions

2. Have and hold the following security clearances

(a) National Police Check

(b) Working with Vulnerable Persons

Specified Personnel Identified for the Performance of the Contract

Position Title	Community Connector
Description of Duties	**Duties** Act as a cultural broker between the community and the Agency by providing relevant information and referring people with disability and families to the Local Area Co-Ordinator • Be the first point of contact for the Agency • Establish strong relationships with people with disability and families and service providers in community • Assist in promoting broader community understanding and awareness of the National Disability Insurance Scheme • Assist community members to test their eligibility for the NDIS and support the Participant Pathway process • Assist in linking people for Agency meetings and provider appointments • Support local linkages with the local health clinic, community school, and other community- based service organisations. **Skills and Personal Attributes** **In performing these duties, the Community Connector will:** • Be approachable, positive and respectful • Reside locally and have extensive local knowledge about the community • Have the ability to cultivate professional working relationships with participants and their families

	• Have demonstrated skills to communicate culturally and appropriately with community members • Build strong relationship with local organisations, the NDIA and mainstream services • Respect confidentiality and build trust • Comply with legislation • Manage potential conflicts of interest and seek assistance to do so, if required **Mandatory** • Be a resident of the community • Be accepted in their role as a Community Connector by the community • Attend and engage in NDIA schedule of training and support **Desirable** • Local language skills

1.5 Agency Resources

i) The Agency must provide the following Agency Resources to the host organisation

1. Initial training and support to Community Connectors
2. Schedule of future remote community visits by the National Disability Insurance Agency.
3. The Agency will give fair notice if the schedule needs to be changed due to cultural and environmental activities impacting travel or other issues relating to agency.
4. The Agency will identify agency representatives from both the NDIA NT Engagement and the NDIA NT Service Delivery team who will liaise directly with the Host organisation

Agency Resources

Item	Date for Delivery	Location	Remarks/Intended Purpose
Initial Community Connector training	Upon commencement of Community Connector contract	As per negotiation	To perform the services under the contract
Refresher training	Six (6) months from contract initiation	As per negotiation	To perform the services under the contract

ii) The host organisation must ensure that agency resources is used only for the purposes of delivering the Services under the Contract.

2 Payment

2.1 Basis of Payment

2.1.1 The Contractor must provide the Services for a Contract Price which will not exceed **$68,151.48 excluding GST**

iii) The Contract Price will be payable 3 months in advanced according to the below schedule

Schedule	Rate (excluding GST)	Rate (including GST)
Upon Contract commencement	$17,037.87	$18,749.16
First Three (3) months	$17,037.87	$18,749.16
Second three (3) months	$17,037.87	$18,749.16
Final three (3) months	$17,037.87	$18,749.16
Total	**$68,151.48**	**$74,996.64**

iv) The Contractor must submit a Valid Invoice for payment of each progress payment following the last Business Day of the relevant month.

2.2 Reimbursable Expenses

2.2.1 The following expenses will be reimbursed to the Contractor under the Contract:

(a) Where the Agency has provided its prior consent, the host organisation will be entitled to reimbursement for travel, accommodation and incidentals relating to bringing community connectors to a negotiated central location to receive group training and support.

v) All claims for reimbursement must be submitted on a Valid Invoice showing the GST exclusive price, with GST then being charged on the total amount. The total GST inclusive claim for such reimbursement will not exceed that of the total allowance specified in the Agency Travel Administration Policy.

vi) The host organisation must provide satisfactory evidence to substantiate any specified claim for reimbursement prior to any payment of the related claim.

Execution page

EXECUTED as an agreement

SIGNED for and on behalf of the **National Disability Insurance Scheme Launch Transition Agency** by a duly authorised representative

Lizzie Gilmam	ZOE WILKINSON
Name of authorised representative (print)	Name of witness (print)
[signature]	[signature]
Signature of authorised representative	Signature of witness
	Date: 5/07/18

SIGNED for and on behalf of the **West Daly Regional Council**:

SHAUN HARDY	Kristine Matienzo
Name of Chief Executive Officer (print)	Name of witness (print)
[signature]	[signature]
Signature of Chief Executive Officer	Signature of witness
	Date: 22/06/2018

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 12

Prepared by **Kristine Matienzo, Grants Manager**

2018-2019 Standard Grant Agreement - Indigenous Employment Initiatives (IEI) - Northern Territory Jobs Package (NTJP)

Purpose

To seek Council's approval to apply the common seal to the Commonwealth Standard Grant Agreement between the Commonwealth represented by Department of Health and West Daly Regional Council.

Department of Health is pleased to offer West Daly Regional Council Financial Year 2018-2019 funding under Indigenous Employment Initiatives Program, $232,266.84 (excl. GST) for Northern Territory Jobs Package (NTJP) – 4-8M2WZDP Activity.

The purpose of the Grant is to provide funding for employment of Aboriginal and/or Torres Strait Islander people in Commonwealth funded aged care services throughout Australia.

Funding and performance expectations for this Activity by service area:

Peppimenarti – 3 salary units - $69,680.05 (excl. GST)
Thamarrurr/Wadeye – 7 salary units - $162,586.79 (excl. GST)

Recommendation

1. **That Council accepts the grant funding offer and approves the use of the common seal on 2018-2019 Standard Grant Agreement - Indigenous Employment Initiatives (IEI) - Northern Territory Jobs Package (NTJP) from the Commonwealth represented by Department of Health.**

Attachments

1 Letter of Offer
2 Standard Grant Agreement

Australian Government
Department of Health

Ms Kristine Matienzo

West Daly Regional Council
GPO Box 3775
DARWIN NT 0801

Dear Ms Matienzo

I am pleased to offer the following Grant/s to your organisation to undertake the following Activity/ies under the following Program/s.

Note: the amounts in this table may have been rounded. For exact Milestone amount/s, see section D. Payment of the Grant.

Program	Activity Name	Grant Amount * (excl. GST)	GST (if applicable)	Total (incl. GST)
Indigenous Employment Initiatives	Northern Territory Jobs Package (NTJP) - 4-8M2WZDP	$232,266	$0	$232,266
	Total	$232,266	$0	$232,266

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

This letter, the enclosed document titled *Commonwealth Standard Grant Agreement,* Grant Details, Supplementary Terms (if any) and any documents incorporated by reference into this document form the Agreement. The Agreement can only be varied by written agreement between you and us.

A separate set of Grant Details, including any Supplementary Terms (if any) is provided for each Program, each set of Grant Details may contain one or more Activities. Additional Grant Details may be added to this Agreement by means of variation.

Provision of this Grant is subject to the Agreement being signed by both you and us. The Grant will be paid to you as set out in the Grant Details dependent upon your ongoing compliance with the Agreement.

This offer of a Grant does not imply any commitment to further funding.

You are provided with the Agreement which must be copied and signed by you. The signature block is contained within the Agreement. By signing the Agreement you have agreed to enter into the Agreement.

In order to expedite the Execution of the Agreement, you may email a scanned, signed copy of this agreement to IEI@health.gov.au. Please include in your email written confirmation that your organisation consents to receiving and sending the schedule electronically and that scanned signatures may be used. Once the Agreement has been executed by the Department a scanned copy will be emailed to you for your records.

If you believe that you will have difficulties complying with any part of the Agreement, then you will need to resolve these before signing this Agreement. If you are uncertain about any aspects of this Agreement you should seek independent legal advice before execution.

GPO Box 9848, Perth WA 6001

The Grant Agreement Manager/Contact Officer for you to contact regarding any query or issue relating to this agreement is John Tunney at IEI@health.gov.au.

Yours sincerely

K Clements

for John Tunney

14 August 2018

GPO Box 9848, Perth WA 6001

Australian Government

Department of Health

Commonwealth Standard Grant Agreement

between
the Commonwealth represented by
Department of Health
and
West Daly Regional Council

Grant Agreement 4-8KJDR6C

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	West Daly Regional Council
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Local Government
Trading or business name	West Daly Regional Council
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	25 966 579 574
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical)	1/70 Cavenagh Street, DARWIN NT 0800
Relevant business place (if different)	
Telephone	08 8999 8841
Fax	08 8999 8437
Email	shaun.hardy@westdaly.nt.gov.au

The Commonwealth

The Commonwealth of Australia represented by Department of Health
Sirius Building Furzer Street, WODEN TOWN CENTRE ACT 2606
ABN 83 605 426 759

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

(a) this document;

(b) the Supplementary Terms from the Clause Bank (if any);

(c) the Standard Grant Conditions (Schedule 1);

(d) the Grant Details;

(e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

Organisation ID:	4-16Q6B6
Agreement ID:	4-8KJDR6C
Schedule ID:	4-8LX95B7

A. Purpose of the Grant

The purpose of the Grant is to:

The purpose of the Grant is to provide funding for the employment of Aboriginal and/or Torres Strait Islander people in Commonwealth funded aged care services throughout Australia.

The Program supports the Commonwealth's coordinated efforts to improve Aboriginal and Torres Strait Islander health outcomes by ensuring that older Aboriginal and/or Torres Strait Islander people have access to culturally appropriate residential care and aged care providers have staff with the capability and skills to meet the health needs of older Aboriginal and/or Torres Strait Islander people.

The Program supports Aboriginal and/or Torres Strait Islander aged care staff to access full-time, part-time and casual employment opportunities with award wages, superannuation, leave entitlements and professional development.

The Program also provides access to training and support. It aims to better skill Aboriginal and/or Torres Strait Islander people in the aged care workforce and contribute to the quality and cultural appropriateness of aged care services for Aboriginal and/or Torres Strait Islander people.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Indigenous Employment Initiatives program.

Northern Territory Jobs Package (NTJP) - 4-8M2WZDP

B. Grant Activity

Under this Activity, Funding is provided for the employment of Aboriginal and Torres Strait Islander aged care workers. Funding for employment is provided in salary units. Salary units provide Funding for wages and on-costs for full-time, part-time and casual positions for Aboriginal and/or Torres Strait Islander people.

In recognition of individual service needs and workforce requirements, each salary unit can be combined or split to allow for flexibility in employment. The number of hours required to be worked for each position should be determined in line with the service delivery needs. Persons employed under this Activity can therefore be engaged on a full-time, part-time or casual basis. Due consideration needs to be given to the suitability of prospective employees.

Role and Responsibility of Your Organisation
Full-time, part-time and casual positions funded under this Activity must be filled by Aboriginal and/or Torres Strait Islander people.

Your Organisation must ensure that persons employed in the positions funded under this activity are:

- provided with standard employment conditions including:
  - superannuation; and
  - personal and recreational leave entitlements;
- paid at the relevant award rate per hour, at a minimum, or in line with equivalent hourly rates paid by Your Organisation, where this amount is greater.

If the occupant of any of these positions ceases employment or moves to another job with Your Organisation, then Your Organisation must offer the position to another Aboriginal and/or Torres Strait Islander person.

Your Organisation must inform the Department of changes in occupancy of these positions, through the reporting mechanisms specified under Item E.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Aboriginal and/or Torres Strait Islander Staff employed	100% of Salary Unit allocation utilised

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	West Daly Regional Council	1/70 Cavenagh Street DARWIN NT 0800

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Postcode (2013)	0820

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 30 June 2019, which is the Activity's Completion Date.

The Agreement ends on 30 November 2019 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is $232,266.84* (GST exclusive).

A break down by Financial Year is below:

Financial Year	**Amount * (excl. GST)**
2018-2019	$232,266.84

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the grant is to be paid is:

BSB Number	065 901
Financial Institution	Darwin 66 Smith Street CBA
Account Number	11026791
Account Name	West Daly Regional Council

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	**Anticipated date**	**Amount (excl. GST)**	**GST**	**Total (incl. GST)**
Payment of NTJP funds for the period 1 July 2018 to 31 Dec 2018	17 August 2018	$116,133.42	$0.00	$116,133.42
Payment of NTJP funds for the period 1 Jan 2019 to 30 June 2019	7 January 2019	$116,133.42	$0.00	$116,133.42
Total Amount		**$232,266.84**	**$0.00**	**$232,266.84**

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes it relation to the Activity.

Taxes, duties and government charges

If an amount of GST is paid as part of the consideration for a supply under this Agreement, and the supply is not a taxable supply for any reason, the supplier must, on demand, refund the amount paid on account of GST to the receiver of the supply.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	A mutually agreed NTJP Activity Work Plan for the period 1 July 2018 to 30 June 2019, allocating Salary Units to the Activity and defining service outlet locations.	31 August 2018
Performance Report	Performance Report and unaudited statement of income and expenditure for the Activity period 1 July 2018 to 31 December 2018	4 February 2019
Performance Report	Performance Report and unaudited statement of income and expenditure for the Activity period 1 January 2019 to 30 June 2019	5 August 2019
Financial Acquittal Report	Financial Declaration for the whole Activity period 1 July 2018 to 30 June 2019 as described under Item E4	31 October 2019

E.1 Performance Reports

The template to be used for Performance Reports is provided at Annexure A. The template, including the unaudited Statement of Income and Expenditure template, must be filled in and provided to the Department for approval on or before the milestone due dates specified in Item E. The Performance Reports can be provided to the Department electronically or by post. The template may be varied by the Department from time to time as required.

E.2 Activity Work Plan

The Grantee agrees that Salary Unit allocation and a list of eligible service outlets/location relevant to this Agreement will be mutually agreed in an Activity Work Plan that can be modified from time to time by mutual agreement of both parties.

E.3 Annual Report

None Specified

E.4 Accounting for the Grant

Your Organisation must provide a Financial Declaration on or before the milestone due dates specified in Item E. The Department will provide you with a Financial Declaration Form prior to the due date specified in Item E.

E.5 Other Reports

None Specified

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Kristine Matienzo
Position	
Postal/physical address(es)	GPO BOX 3775, DARWIN NT 8841
Business hours telephone	08 8999 8841

Mobile	
Fax	
E-mail	grants@westdaly.nt.gov.au

Commonwealth representative and address

Name of representative	John Tunney
Position	
Postal/physical address(es)	GPO Box 9848, Perth WA 6001
Business hours telephone	08 9346 5250
Fax	08 9346 5409
Mobile	Not specified
E-mail	IEI@health.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None Specified

Signatories

Organisation ID:	4-16Q6B6
Agreement ID:	4-8KJDR6C

Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health, ABN 83 605 426 759 in the presence of:

(Name of Departmental Representative)	(Signature of Departmental Representative) …./…./……
(Position of Departmental Representative)	
(Name of Witness in full)	(Signature of Witness) …./…./……

Signed for and on behalf of West Daly Regional Council, ABN 25 966 579 574 in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement:

(Name and position held by Signatory)	(Signature) …./…./……
(Name and position held by second Signatory/Name of Witness)	(Signature of second Signatory/Witness) …./…./……

Notes about the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.

- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.

- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.

- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required.

- If you are an **individual**, you must sign in the presence of a witness.

- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 13

Prepared by **Kristine Matienzo, Grants Manager**

Northern Territory Grants Commission Allocations 2018-2019 - General Purpose Funding and Local Roads Funding

Purpose

To present to Council funding amounts for General Purpose Funding and Local Roads Funding from NT Grants Commission.

The Australian Government has now approved the NT Grants Commission's recommendations in relation to the 2018-19 allocation.

West Daly Regional Council's grant allocations for 2018-19:

General Purpose Funding - $541,805
Local Roads Funding - $892,434

Recommendation

1. **That Council receives and notes the 2018-2019 General Purpose Funding and Local Roads Funding from Northern Territory Grants Commission.**

Attachments

1 Funding Advice 2018-19

Northern Territory Grants Commission

Office of the Executive
Second Floor, RCG House
83-85 Smith Street
DARWIN NT 0800

File No: NTGC2018/1

Mr Shaun Hardy
Chief Executive Officer
West Daly Regional Council
GPO Box 3775
DARWIN NT 0801

Mr Hardy

NORTHERN TERRITORY GRANTS COMMISSION ALLOCATIONS 2018-19

I am writing to provide you with information about your council's final grant outcomes for 2018-19.

The Australian Government has now approved the NT Grants Commission's recommendations in relation to the 2018-19 allocation. The total allocation for the NT is $34 593 777. This allocation has two components that are distributed using different assessment methods.

In 2018-19 the general purpose financial assistance entitlement for the NT is $16 901 357 and the identified local road entitlement is $17 692 420.

The Australian Government has also advised that in 2017-18 there was an underpayment totalling $204 429, due to the difference between the CPI and population estimates made at the beginning of the last financial year and the actual outcome. This adjustment comprises of an underpayment of $206 654 in general purpose assistance and an overpayment of $2 225 in the allocation for roads. The necessary adjustments have been made to your 2018-19 grants and will amount to a total increase of $6 692 to your council. The adjustment per program is:

- General purpose financial assistance entitlement $6 804
- Identified local road entitlement -$ 112

To assist you and the council to better understand the process used by the Commission to allocate grants, I have attached relevant material relating to your council's allocations for 2018-19. This comprises:

- A sheet detailing your council's grant allocations and payment schedule for 2018-19;
- A sheet showing the calculation of standardised expenditure and standardised revenue for your council;
- A matrix showing the application of the three cost adjusters against the various expenditure categories;
- A bar chart showing the cost adjusters calculated for all NT councils which underpin the calculation of standardised expenditures;

- A sheet showing the calculation of your council's identified local road entitlement for 2018-19;
- A sheet showing the 2018-19 grant allocations for all NT councils; and
- A grant trend chart of your council's grants over five years.

Contact details for Commission staff members are as follows:

- Donna Hadfield (08) 8999 8820 email:- donna.hadfield@nt.gov.au
- Omor Robin (08) 8999 8576 email:- omor.robin@nt.gov.au

If you have any queries in relation to the matters raised in this letter please contact the Commission's Executive Officer, Donna Hadfield on the above.

Yours sincerely

DR DAVID RITCHIE
Chairman
NT Grants Commission

17 August 2018

GPO Box 4621 DARWIN NT 0801 Telephone (08) 8999 8820 Facsimile: (08) 8999 8437

NORTHERN TERRITORY GRANTS COMMISSION

West Daly Regional Council

	2018-19 Allocations – General Purpose Grants and Local Roads Funding			
Type of Allocation	**Allocations 2018-19 $**	**Add/Less Adjustment of Allocations 2017-18 $**	**Less Bring Forward 2017-18 $**	**Cash Payments 2018-19 $**
General Purpose Funding	$535,001.00	$6,804.00	$277,220.00	$264,585.00
Local Roads Funding	$892,546.00	$ 112.00	$445,886.00	$446,548.00
Total	**$1,427,547.00**	**$6,692.00**	**$723,106.00**	**$711,133.00**

Payment Schedule 2018-19*			
Due Dates	**General Purpose Funding $**	**Local Roads Funding $**	**Total $**
Early Release 21 June 2017	$277,220.00	$445,886.00	$723,106.00
16 August 2018	$66,146.00	$111,637.00	$177,783.00
16 November 2018	$66,146.00	$111,637.00	$177,783.00
18 February 2019	$66,146.00	$111,637.00	$177,783.00
16 May 2019	$66,147.00	$111,637.00	$177,784.00
Total	**$541,805.00**	**$892,434.00**	**$1,434,239.00**

*GST is not applicable to these payments.

Please provide a copy of this statement to your accounts department so that they are aware of scheduled payments.

West Daly Regional Council

POPULATION	**3,678**
TERRITORY WIDE AVERAGES OF EXPENDITURE - Per Capita	
General Public Service	472.62
Public Order & Safety	79.00
Economic Affairs	191.69
Environment Protection	72.48
Housing & Community Amenities	176.03
Health	14.51
Recreation, Culture and Religion	214.52
Education	2.45
Social Protection	101.74

REVENUE

Equalised Revenue (per capita share of NT Average)	1,784,325.79
Add Grants	
Roads To Recovery (50% used)	114,260.92
Library	115,574.00
Roads	859,487.00
Budget Term (per capita share NT Average $445.066)	1,636,953.53
TOTAL REVENUE	**$4,510,601.24**

LESS EXPENDITURE

	Base Expenditure	Cost Adjustor Applied	Standardised Expenditure
General Public Service	1,738,298.63	1.51	2,621,198.72
Public Order & Safety	290,550.82	1.62	471,850.73
Economic Affairs	705,040.52	1.12	786,879.12
Environment Protection	266,576.50	1.00	266,576.50
Housing & Community Amenities	647,439.49	1.62	1,051,433.26
Health	53,358.88	1.62	86,654.12
Recreation, Culture and Religion	789,003.86	1.12	880,588.62
Education	8,996.72	1.62	14,610.56
Social Protection	374,207.44	1.62	607,708.00
TOTAL EXPENDITURE			**$6,787,499.63**

The Commonwealth Grants Commission (CGC) recommends that the total standardised expenditure for all councils per category, equals the actual expenditure per category for all councils. This is achieved by re-scaling the cost adjustors around one. The result of re-scaling for the West Daly Regional Council is a positive adjustor for most of the heads of expenditure.

Deficit 2018-19	**$2,276,898.39**
Adjusted Deficit (*When the assessed level of need i.e. the theoretical deficit is greater than the available funds the Commission allocates grants to councils based on receiving the same percentage share of their equalisation requirement.)*	**$535,000.96**
Per Capita Grant (population by per capita $145.460)	**$77,979.84**
Assessed Need	**$457,021.16**
TOTAL GRANT ENTITLEMENT 2018-2019	**$535,001.00**
Add Underpayment for 2017-2018	**$6,804.00**
Less Bring Forward 2018-2019	**$277,220.00**
CASH PAYMENT FOR 2018-2019	**$264,585.00**

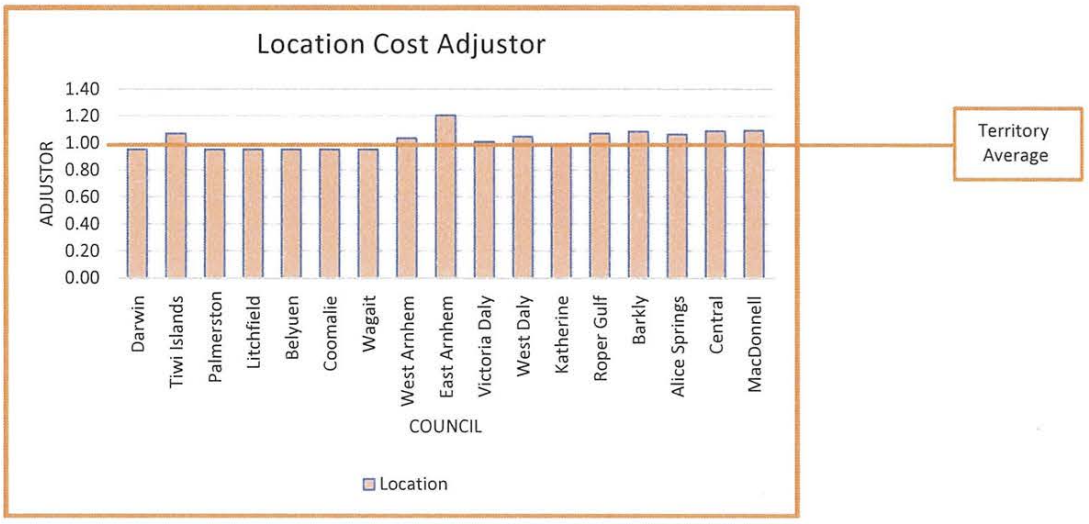
* Figures have been rounded and discrepancies may occur between total and the sums of the component totals.

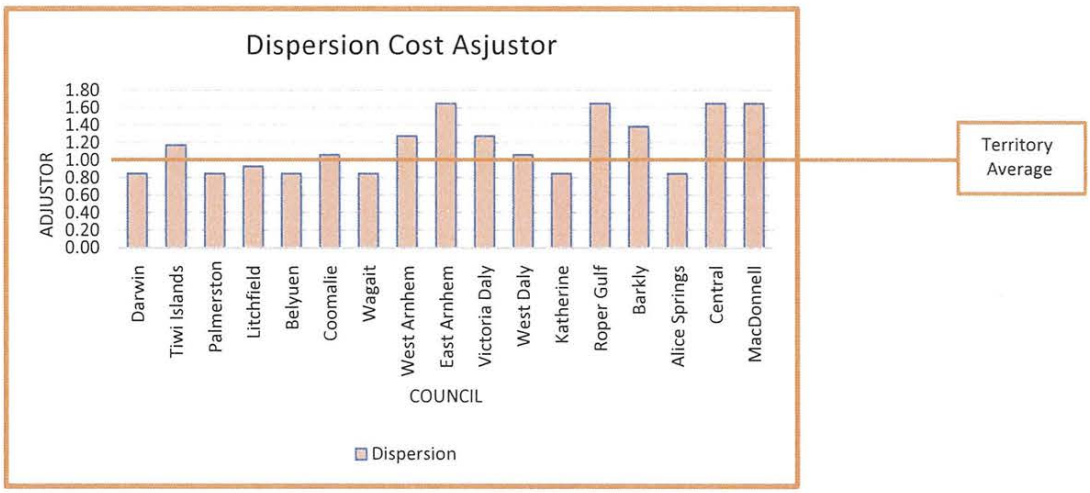
APPLICATION OF POPULATION AND COST ADJUSTORS AGAINST EXPENDITURE CATEGORIES 2018-19

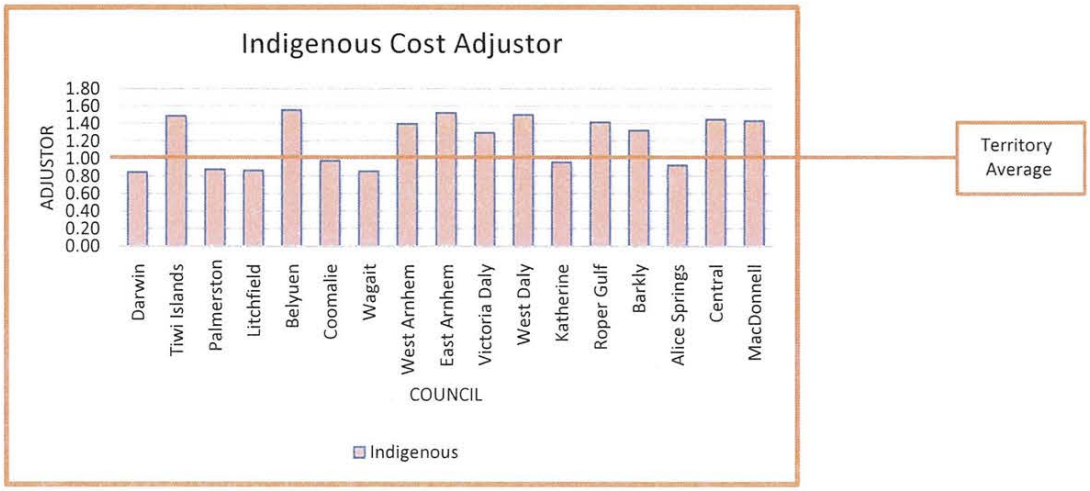
Expenditure Category	Population	Cost Adjustors		
		Location	Dispersion	Aboriginality
Housing and community amenities	■	■	■	■
Public order and safety	■	■	■	■
Environmental protection	■			
General public services	■			■
Social protection	■	■	■	■
Education	■	■	■	■
Health	■	■	■	■
Recreation, cultural and religion	■	■	■	
Economic affairs	■	■	■	

(Shaded area indicates when cost adjustor applies)

NT GRANTS COMMISSION MAJOR COST ADJUSTORS 2018-19 (RE-SCALED)







NORTHERN TERRITORY GRANTS COMMISSION
LOCAL ROADS GRANT 2018-19

West Daly Regional Council

Road Type Category [1]	Number of Kilometres [2]	Weighting Per Road Type	Total Weighting
Sealed	28.80	27	777.49
Gravel	270.16	12	3,241.87
Cycle Paths	0.00	10	0.00
Formed	194.21	7	1,359.47
Unformed	203.75	1	203.75
Totals	**696.91**		**5,582.58**

Cost Adjustor	**1.10**
Total Equalised Road Factor [3]	**6,150**
Local Roads Grant Entitlement = ***Equalised Council Road Factor / Equalised Total Roads x Total Road Funding***	**$892,546.00**
Less Overpayment for 2017-18	**$112.00**
Less Bring Forward 2018-19	**$445,886.00**
Total Cash Payment for 2018-19	**$446,548.00**
Share of Total Northern Territory Roads Pool (%)	**5.04 %**

[1] Data provided by council
[2] Data provided by council
[3] Figures have been rounded and discrepancies may occur between totals and the sums of the component items

NORTHERN TERRITORY GRANTS COMMISSION
FINANCIAL ASSISTANCE GRANTS 2018-19

Council	Estimated Entitlement		Add/Less Adjustment 2017-18		Less Bring Forward 2018-19		Cash Payment		Total Cash Financial
	General Purpose 2018-19 $	Roads 2018-19 $	General Purpose 2017-18 $	Roads 2017-18 $	General Purpose 2018-19 $	Roads 2018-19 $	General Purpose 2018-19 $	Roads 2018-19 $	Assistance 2018-19 $
Alice Springs Town Council	680 823	961 644	8 943	122	364 389	483 843	325 377	477 679	803 056
Barkly Regional Council	1 716 629	459 498	22 549	58	918 772	230 470	820 406	228 970	1 049 376
Belyuen Community Government Council	25 965	33 289	341	4	13 897	16 791	12 409	16 494	28 903
Central Desert Regional Council	1 070 892	887 628	11 782	110	480 049	435 199	602 625	452 319	1 054 944
City of Darwin	1 792 943	1 913 966	21 704	239	884 347	947 931	930 300	965 796	1 896 096
City of Palmerston	775 516	914 487	9 146	115	372 674	457 541	411 988	456 831	868 819
Coomalie Community Government Council	30 276	479 313	336	58	13 677	229 932	16 935	249 323	266 258
East Arnhem Regional Council	3 191 091	1 257 291	38 362	159	1 563 096	631 560	1 666 357	625 572	2 291 929
Katherine Town Council	583 722	640 865	7 667	81	312 419	321 787	278 970	318 997	597 967
Litchfield Council	539 011	2 627 479	6 209	330	253 012	1 312 030	292 208	1 315 119	1 607 327
MacDonnell Regional Council	1 802 286	1 011 319	21 946	128	894 208	508 333	930 024	502 858	1 432 882
Roper Gulf Regional Council	1 990 130	1 086 332	23 124	137	942 194	543 666	1 071 060	542 529	1 613 589
Tiwi Islands Regional council	421 232	984 457	5 533	125	225 451	497 065	201 314	487 267	688 581
Victoria Daly Regional Council	489 149	706 571	6 425	90	261 802	359 449	233 772	347 032	580 804
Wagait Shire Council	11 858	55 762	111	7	4 527	28 127	7 442	27 628	35 070
West Arnhem Regional Council	1 244 833	1 199 519	15 672	152	638 588	605 792	621 917	593 575	1 215 492
West Daly Regional Council	535 001	892 546	6 804	112	277 220	445 886	264 585	446 548	711 133
Local Government Association of the Northern Territory	N/A	1 580 454	N/A	198	N/A	788 186	N/A	792 070	792 070
Total	**$16 901 357**	**$17 692 420**	**$206 654**	**$2 225**	**$8 420 322**	**$8 843 588**	**$8 687 689**	**$8 846 607**	**$17 534 296**

Attachment 1

GRANT TREND CHART
WEST DALY REGIONAL COUNCIL

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 14

Prepared by **Steve Loring, Community Services Manager**

Community Services Manager's Report - Peppimenarti

Events and Activities

A community event is planned to celebrate NAIDOC week involving the school with activities, bbq, awards and prizes to take place on a paid holiday day for Council staff as part of the EBA. The date has been set for the 28 September 2018.

Meetings

Community Issues

Lack of organised sporting and recreational activities in community. Deewin Kirrim are trying to recruit staff for this program at present.

Staffing

The Civil Supervisor position is vacant and has been advertised. Joseph Thomas has been promoted to Leading Hand. Fernando Jimirin and Joshua Kungah have been appointed as casual Civil Labourers

Community Safety Program (NP) vacancy has been filled by Tyron Lemon.

Core/Infrastructure Services

Public and Street Lighting

DJ Electrical are quoting on repairing one street light and putting up a new one outside the health clinic - waiting on the quote.

Local Emergency Management

A portable 500 litre spray unit has been acquired from Scott Page at Nganmarriyanga which will be mounted onto a trailer for fire fighting and spraying.

Maintenance Buildings and Fixed Assets

A new kitchen has been purchased for Lot 76 and a quote for installation. (See attachment 1 and 2)

Workshop upgrade, Deewin Kirrim have a fully operational workshop with two hoists and amenities not being utilised and have offered it to Council on a long term leasing arrangement. The workshop is situated next door to Council's own workshop making it ideal.

A quote has been obtained for work needed to upgrade the Council's workshop for concreting and plumbing for $34980.00 and Deewin Kirrim are offering their workshop for $100.00 per week plus out goings. (See attachment 3, 4)

Centrelink Office needs the decking replaced. A quote has been obtained from Deewin Kirrim cost $6880.00 (See attachment 5)

BRACS building renovations to be the Community Safety Program Office. Cost $9800.00. (See attachment 6)

Parks, Gardens and Ovals

Proposed play ground equipment for the park has been suggested similar to what Wadeye have. Cost $19.448.84 (See attachment 7, 8)

Proposed three new BBQ's cost $5000 and ablution block cost $38000 for the main park area to cope with demand during cultural events. (See attachment 9, 10, 11)

Proposed concrete path be built between the Council and Centrelink Offices so people do not need to walk in the mud during the wet season. Cost $3600.00 (See attachment 12)

A fire pit to be built in the park if grant funding can be secured. The concrete fire pit would be coloured ochre with a stencil made by local artists. Cost $15,002 (See attachment 13, 14)

Cemetery Assistance

The road to the cemetery is being graded.

Swimming Pool

Deewin Kirrim have an agreement with Council to maintain the pool and it should be available for use in a few weeks time.

Animal Welfare and Control

Vet visit to Peppimenarti and Emu Point has been organised for the 18 and 19 October by AMRRIC. They will be supported by Deewin Kirrim through the Ranger program.

Local Road Maintenance

The Wadeye grader is on loan at present and has commenced grading the roads around community and out towards the homelands as far as the Merrepen turn off.

Traffic Management on Local Roads

Speed hump signs and posts have been purchased and will be erected in the coming weeks.

Waste Management and Litter Control

The new pit at the back of the dump is now being utilised and the backhoe is now maintaining the area on a regular basis. The old pit at the front of the dump has been closed and will be filled in and cover with gravel once the loader is operational.

Vehicles, Plant and Equipment

A vehicle has been purchased for the mechanic and will arrive in the next week.

The loader has had a rear tyre and three hydraulic hoses replaced. The mechanic is just waiting on the hydraulic ram to be serviced and will be operational.

The bulldozer is now back at the workshop and the mechanic is making a list of all the work needed.

Airport Maintenance

The annual aerodrome inspection took place earlier this month and it was assessed as being satisfactory. (See attachment 11)

Power, Water and Sewerage

A new culvert pipe has been laid between the bores.

Recommendation

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

Attachments

1 OCM - Peppimenarti CSM Report for August attachments

(Attachment 1)

BUNNINGS

Bunnings Group Limited
ABN 26 008 672 179

Quotation

Customer: WEST DALY REGIONAL COUNCIL
PO BOX 2047
Parap NT 0804

Date: 30-JUL-2018

Delivery Address:

Contact: West Daly Regional Council
Phone:

Delivery Instructions:

Delivery Date: 31/08/2018

We have the pleasure in submitting our Quotation No: 117463373 for the following job:

Job Address:

Summary (Refer Attachment)	Amt Excl GST	GST Payable	Amt Incl GST
AS PER ATTACHED SCHEDULE			
MODULAR KITCHEN BENCHTOPS	1,046.35	104.64	1,150.99
MODULAR KITCHENS	1,803.20	180.30	1,983.50
Prices in this quotation are valid for a period of 30 days from the date of the Quotation after which the prices may be varied by Bunnings. Total	$2,849.55	$284.94	$3,134.49

Hardwood Species will be supplied at Bunnings discretion unless otherwise requested.
Note: To ensure correct pricing, it is important to state the Quotation number when ordering.

For further enquiries concerning this Quotation would you please contact our representative.

Dale 288122 Tel No: +61 8 8948 8300

This Quotation is subject to Bunnings Terms & Conditions as printed on the reverse side of this form.

(Attachment 2)

Original

TAX INVOICE* / STATEMENT*

24

(* DELETE AS APPROPRIATE)

DATE 14/8/18

TO WEST DALY COUNCIL

QUOTE FOR KITCHEN

ABN (of Recipient) ORDER NO.

FROM RICHIE GRACE LOT 64 PEPPIMENARTI COMMUNITY

ABN (of Supplier) 90511363277

QTY	DESCRIPTION	PRICE	G.S.T.	TOTAL
QUOTE	-REMOVAL OF OLD KITCHEN			
	-ASSEMBLY OF NEW KITCHEN			
	-INSTALLATION OF NEW KITCHEN			
	-FLAT PACK SUPPLIED BY WEST DALY SHIRE			
	-LABOUR ONLY QUOTE $3280			
	THANK YOU			
	RICHIE GRACE			
	0439679880			
	Lot 76			

TOTAL INCLUSIVE OF G.S.T.

Total includes G.S.T. of

(Attachment 3)

Plumbing Power Pty Ltd
RICHARD DICKINSON
Licenced Plumber and Builder
PO Box 1653, Palmerston NT 0831
Mob: 0413 004 595
ABN: 33 126 432 808

8th August 2018

West Daly Regional Council:
PO Box 2047
Parap NT 0804

Attention: Gayle and Damo

Quote for:
Proposed Workshop Plumbing Upgrade

Peppimenarti Township
Port Keats NT

Scope of Work:

Supply and Install new water main throughout workshop (1 inch pressure pipe).
Supply and Install 1 x new Fire Hydrant Reel.
Supply and Install 3 x Taps.
Supply and Install 1 x new Standard Toilet and System.
Supply and Install 1 x new wall hung S/S Hand Basin.
Fix existing Laundry trough back onto the wall.
Only Cold Water will be run throughout the building.
Fix existing leaking pipe under the ground outside the workshop.

****Material, Labour, Travel, Accommodation and Kilometre rate has been allowed in this quote.****

NOTE – Any rock breaking and removal will incur extra expense on the part of the client.

Cost	GST	Inclusive
$13,800.00	$1,380.00	$15,180.00

Richard Dickinson
Owner/Proprietor

Quote Valid for 30 Days then subject to price variation of materials.

(Attachment 4)

Plumbing Power Pty Ltd
RICHARD DICKINSON
Licenced Plumber and Builder
PO Box 1653, Palmerston NT 0831
Mob: 0413 004 595
ABN: 33 126 432 808

8th August 2018

West Daly Regional Council:
PO Box 2047
Parap NT 0804

Attention: Gayle and Damo

Quote for:
Proposed New Car Hoist Slab

Peppimenarti Township
Port Keats NT

Scope of Work:

Supply and Install New Concrete Slab Footing for Car Hoist in existing Workshop, (4.5m x 2m x 300mm thick) abiding by current rules and regulations to suit car hoist.

Certificate will be provided on completion of works.

****Material, Labour, Travel, Accommodation and Kilometre rate has been allowed in this quote.****

NOTE – Any rock breaking and removal will incur extra expense on the part of the client.

Cost	GST	Inclusive
$18,000.00	$1,800.00	$19,800.00

Richard Dickinson
Owner/Proprietor

Quote Valid for 30 Days then subject to price variation of materials.

(Attachment 5)

Deewin Kirim Aboriginal Corporation, Peppimenarti,
PMB 192 Winnellie 0822, ICN: 2987, ABN: 52545384604

Deewin Kirim
PEPPIMENARTI
P 8978 2665
8978 2993
F 8978 2262

E CDO: deewincdep@bigpond.com
Coordinator: peppicdep@bigpond.com

DEEWIN KIRIM

Quotation

Peppimenarti
N.T 0822
Phone: 89782665

DATE August 15, 2018
Quotation # 100
Customer ID school

Bill To:

Quotation valid until: August 25, 2018

West Daly Shire

Prepared by: Adam Manuel

Peppimenarti 0822
Phone: 89782665

Comments or special instructions: None

Centrelink Building	AMOUNT
Pull up old Decking and replace with new decking 2.4m wide x 12.1m long	
Materials / screws and Decking Clips / 140mm Decking	$ 3,530.00
Labour	$ 3,350.00
TOTAL	**$ 6,880.00**

If you have any questions concerning this quotation, Adam Manuel, Phone:89782665 Email: adam.manuel90@yahoo.com

THANK YOU FOR YOUR BUSINESS!

(Attachment 6)

DEEWIN KIRIM

Quotation

Peppimenarti
N.T 0822
Phone: 89782665

DATE August 15, 2018
Quotation # 100
Customer ID West daly shire

Bill To:

West Daly Shire Peppi

Peppimenarti 0822
Phone

Quotation valid until: August 25, 2018

Prepared by: Adam Manuel

Comments or special instructions: None

Description	**AMOUNT**
Repaint Brax Building inside and out and clean up	
Materials	$ 4,800.00
Labour	$ 5,000.00
TOTAL	**$ 9,800.00**

If you have any questions concerning this quotation, Adam Manuel, Phone:89782665 Email: adam.manuel90@yahoo.com

THANK YOU FOR YOUR BUSINESS!

(Attachment 7)

(Attachment 8)

imaginationplay.

ABN: 77 050 161 316 Swanshore Pty Ltd
8 Jasmin Close, Yarra Glen VIC 3775
Postal: PO Box 442, Yarra Glen VIC 3775
Phone: 03 9738 1767

QUOTE
#11315
19/6/2018

West Daly Regional Council
GPO Box 3775,
Darwin NT 0801
Australia

Expires	Contact	Contact Phone	Contact Email
26/9/2018	Jennifer O'Connor		jennifer@imaginationplay.com.au

Description

Design 1

Supply and delivery only of outdoor playground equipment as per reference 2117.

We anticipate having your equipment available for despatch from our warehouse in Yarra Glen in approx 8 weeks from receipt of your deposit and signed paperwork

Payment Terms
***** 50% Deposit of $10,025.17 required now to action order *****
***** Balance of $10,025.17 required to despatch order *****
A 3% discount of $601.51 (inc GST) will be applied to the final payment if our 7 day payment terms are met.

	Total Ex GST:	$18,227.59
*** OUR PRICES ARE VALID FOR 90 DAYS FROM DATE OF QUOTE	GST (10%)	$1,822.76
	Total Inc GST	$20,050.35
A 3% Terms Discount will apply if our 7 day payment terms are met. The Terms Discount, if applicable, will be deducted from your final payment	Terms Discount	$601.51
THANK YOU FOR YOUR BUSINESS! Local Contractors are used to construct all our equipment	Amount Payable After Discount (Inc GST)	$19,448.84

HOW TO PAY:
Amounts may be banked directly to:
IMAGINATION PLAY
BSB: 633-000
Account No: 1276-75056

Please use the Quote No. 11315 as reference

Email Remittance to admin@imaginationplay.com.au

PRICE GUARANTEE
We 100% stand by our quality products and service.
We will beat any genuine comparable quote on playgrounds and fitness equipment product only by 5%

(Attachment 9)

Deewin Kirim Aboriginal Corporation, Peppimenarti,
PMB 192 Winnellie 0822, ICN: 2987, ABN: 52545384604

Deewin Kirim
PEPPIMENARTI
P 8978 2665
8978 2993
F 8978 2262

E CDO: deewincdep@bigpond.com
Coordinator: peppicdep@bigpond.com

DEEWIN KIRIM

Quotation

Peppimenarti
N.T 0822
Phone: 89782665

DATE July 25, 2018
Quotation # 100
Customer ID West Daly Shire

Bill To:

West Daly Shire

Peppimenarti 0822
Phone

Quotation valid until: August 4, 2018

Prepared by: Adam Manuel

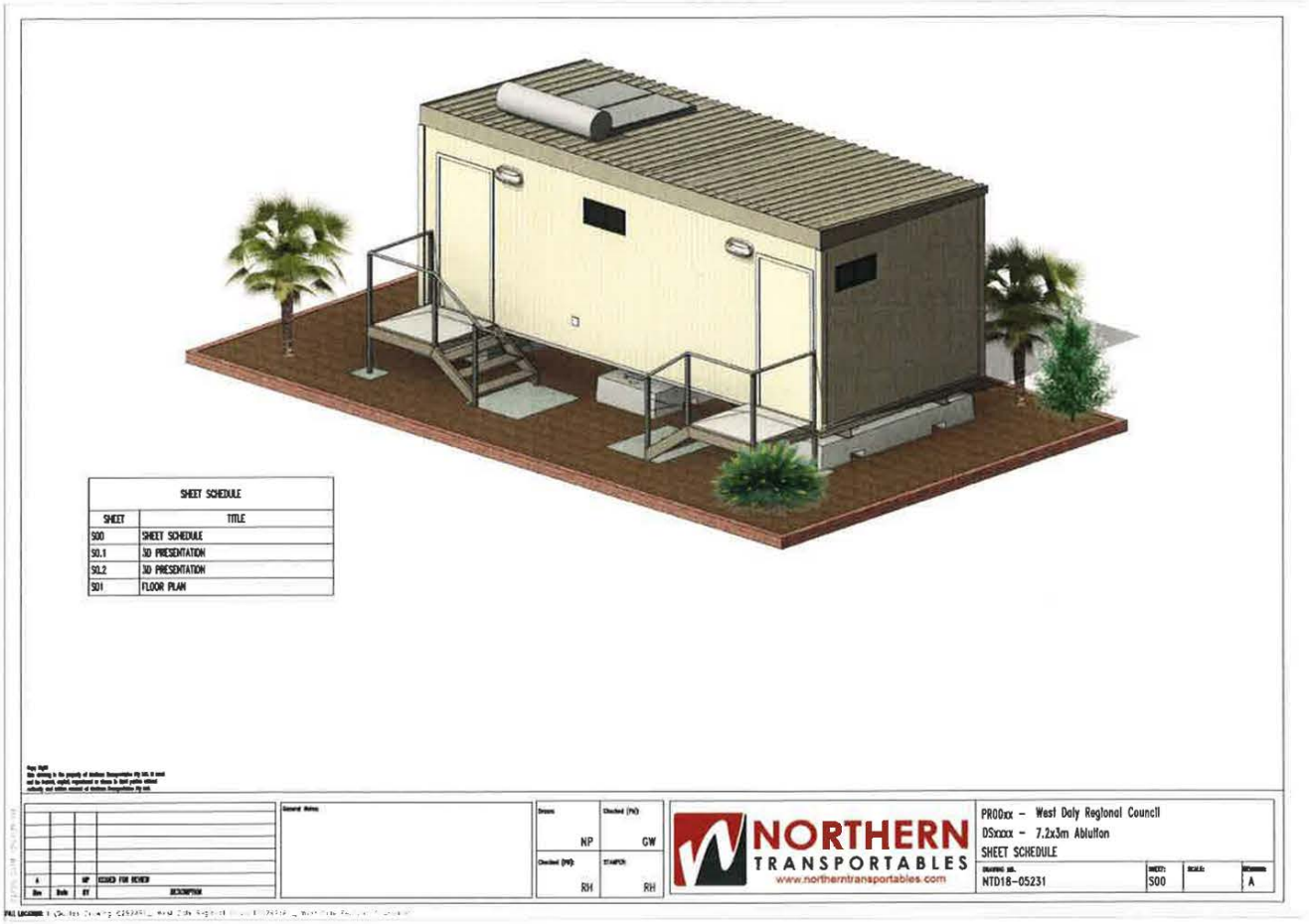
Comments or special instructions: None

Description	AMOUNT
Install New BBQ 3 of	
Materials Besset Block's/ bag Mortor/ Cor fill /Flat Plate Steel and pour 3 slabs For BBQ to sit on 1 Sheet of mesh	$ 2,500.00
Labour	$ 2,500.00
TOTAL	**$ 5,000.00**

If you have any questions concerning this quotation, Adam Manuel, Phone:89782665 Email: adam.manuel90@yahoo.com

THANK YOU FOR YOUR BUSINESS!

(Attachment 10)



SHEET SCHEDULE	
SHEET	TITLE
S00	SHEET SCHEDULE
S0.1	3D PRESENTATION
S0.2	3D PRESENTATION
S01	FLOOR PLAN

A		NP	ISSUED FOR REVIEW
Rev	Date	BY	DESCRIPTION

General Notes

Drawn: NP — Checked (PM): GW
Checked (RH): RH — STAMPED: RH

NORTHERN TRANSPORTABLES
www.northerntransportables.com

PROJxx - West Daly Regional Council
DSxxxx - 7.2x3m Ablution
SHEET SCHEDULE
DRAWING NO. NTD18-05231 | SHEET: S00 | SCALE: | REVISION: A

(Attachment 11)

NORTHERN TRANSPORTABLES

Mailing Address:
PO Box 39165
Winnellie NT 0821

Fabrication Facility and Office
36 Lilwall Road
Darwin Business Park
East Arm NT 0828

ABN 22 009 636 882
Phone: (08) 8995 6500
Fax: (08) 8918 8141

Date	13/6/2018
Quotation Number	Q2924R2

Company	West Daly Regional Council
Contact Name	Shaun Hardy
Email Address	shaun.hardy@westdaly.nt.gov.au
Phone Number	0400 862 067

Description				
QTY	Building units (Supply Only)	Dimensions	per unit	Total excl GST
4	Ablution Building	7.2x3m	$ 34,613.00	$ 138,452.00
12	Precast concrete cyclone footings	2.4 Tonne	$ 800.00	$ 9,600.00
8	Steps with a landing		$ 1,450.00	$ 11,600.00
QTY	Transport pricing and delivery	Dimensions	per unit	Total excl GST
1	Transport of two units to Peppimenarti and two units to Wadeye including forklift hire for Unloading	NA	$ 9,150.00	$ 9,150.00
QTY	Designs & Options for certification	Dimensions	per unit	Total excl GST
4	Section 40 Structural Engineering	NA	Included	Included
4	Certificate Of Compliance Electrical	NA	Included	Included
4	Certificate Of Compliance Hydraulic	NA	Included	Included
4	Section 40 Construction Certificate (Optional)	NA	$450.00	$ 1,800.00

Sub Total EX GST	$ 170,602.00
GST	$ 17,060.20
Grand Total	$ 187,662.20

Exclusions:
Connections to site service
Transport and unloading is to Peppimenarti and Wadeye only, Client to arrange transport to outstations and onsite installations
Onsite commissioning of Solar HWS removed for transport

(Attachment 12)

Deewin Kirim Aboriginal Corporation, Peppimenarti,
PMB 192 Winnellie 0822, ICN: 2987, ABN: 52545384604

Deewin Kirim
PEPPIMENARTI
P 8978 2665
8978 2993
F 8978 2262

E CDO: deewincdep@bigpond.com
Coordinator: peppicdep@bigpond.com

West Daly Shire

Prepared by: Adam Manuel

Peppimenarti 0822
Phone: 89782665

Comments or special instructions: None

Description	**AMOUNT**
To Lay new concrete path/walkway from Shire to Centrelink	
Materials concrete/bulka bags premix cement 1 sheet of mesh/plastic chairs/fuel	$ 1,800.00
Labour	$ 1,800.00
TOTAL	**$ 3,600.00**

If you have any questions concerning this quotation, Adam Manuel, Phone:89782665 Email: adam.manuel90@yahoo.com

THANK YOU FOR YOUR BUSINESS!

(Attachment 13)

Deewin Kirim Aboriginal Corporation, Peppimenarti,
PMB 192 Winnellie 0822, ICN: 2987, ABN: 52545384604

Deewin Kirim
PEPPIMENARTI
P 8978 2665
8978 2993
F 8978 2262

E CDO: deewincdep@bigpond.com
Coordinator: peppicdep@bigpond.com

DEEWIN KIRIM
Aboriginal Corporation

Peppimenarti
N.T 0822
Phone: 89782665

Bill To:

West Daly Shire

Peppimenarti 0822
Phone: 89782665

Quotation

DATE	August 15, 2018
Quotation #	155
Customer ID	West Daly Shire
Quotation valid until:	November 13, 2018
Prepared by:	Adam Manuel

Comments or special instructions: GST Included

Description	AMOUNT
NEW FIRE PIT & 3 SEATS	
MATERIALS	$ 7,442.50
concrete/ premix/ concrete tint Ocha/ mesh/ besser blocks/Fire Bricks/ timber for seats/form work/ screws/ nuts / bolts / washers/ Fire proof mortar	
6 meter diameter with 2 Meter Fire Pit 3 seats around fire pit	
Labour	$ 7,560.00
TOTAL	**$ 15,002.50**

If you have any questions concerning this quotation, Adam Manuel, Phone:89782665 Email: adam.manuel90@yahoo.com

THANK YOU FOR YOUR BUSINESS!

(Attachment 14)

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 15

Prepared by **Scott Page, Community Services Manager**

Community Services Manager's Report - Nganmarriyanga

Events and Activities
A Community BBQ and other activities has been arranged at Nganmarriyanga to celebrate NAIDOC day, prizes and vouchers will be awarded to children and adults with thanks to WDRC and NT Health who are co-sponsoring the event. This will be followed by an AFL match between Nganmarriyanga and Peppimenarti.

Meetings
Local Authority meeting was held on Wednesday 15/08/18.

Community Issues
Lack of Sport and Rec activities for the children has been highlighted. Children are becoming very bored, and as such minor crimes are being conducted.

Staffing
Paul Minjin and Leonie Martin from their respective positions with WDRC siting bullying from local community members as the reason for them returning to Merrepan.

Core/Infrastructure Services

Public and Street Lighting
Local community members have raised the question of more street lighting in various areas throughout Nganmarriyanga., Council will look into these concerns and steps will be taken to fix the problem.

Local Emergency Management
Nil to report.

Maintenance Buildings and Fixed Assets
New steel rubbish bins and seating has been erected around the Council Office. A quote has been received and accepted for the disconnection of power and water to the old demountable in the Civil yard. Once the power and water have been disconnected ,the demountable will be removed.

Parks, Gardens and Ovals
Getting a decent water supply to the football oval and park in the centre of the Community will now be a priority, as community members have asked if these areas can be kept green.
I have spoken to DJ Electrical about supplying a quote to get water to these two areas, at time of writing this report no quote has been received.

Cemetery Assistance
Nil to report

Swimming Pool
Nil to report

Animal Welfare and Control
Nil to report

Local Road Maintenance
A quote has been received from Alan King and sons for the re-sealing and repairs to all remaining internal roads at Nganmarriyanga, please refer to attachement.

Traffic Management on Local Roads
Nil to report

Waste Management and Litter Control
Staff have been cleaning up rubbish around the Community on a regular basis. The rubbish dump is maintained as best we can with our backhoe.

Vehicles, Plant and Equipment
Most of our plant is old and is broken down more often than running, the cost of repairs is starting to outweigh the value of the plant.
We are awaiting on the purchase of replacement plant and machinery eagerly.

Airport Maintenance
Nganmarriyanga passed their airport inspection quiet well, with just a few gable markers needing to be placed in the correct positions.

Power, Water and Sewerage
Nil to report

Recommendation

1. **That Council receives and notes the Community Services Manager's report for Nganmarriyanga.**

Attachments
1 Internal roads quote

ALLAN KING & SONS PTY LTD
PALUMPA INTERNAL ROAD UPGRADE & SEAL

TOP UP, RIP AND COMPACT AS PER MAP SUPPLIED

ITEM	DESCRIPTION	QTY	ITEM	RATE (INCL GST)	TOTAL INCL GST
1	**ONGOING COSTS**				
a)	Ongoing costs including supervision, accomodation, survey, conformance testing and administration	1	Item	$ 48,270.00	$ 48,270.00
2	**PAVEMENT**				
a)	150mm Compacted Thickness	8,730	m2	$ 10.50	$ 91,665.00
3	**SPRAY SEALING**				
a)	Preparation of Pavement	8,730	m2	$ 0.11	$ 960.30
b)	Prime	11,524	Litres	$ 2.64	$ 30,422.30
c)	First Coat Seal S10E	17,285	Litres	$ 3.63	$ 62,746.00
d)	Second Coat Seal S10E	18,620	Litres	$ 3.08	$ 57,349.60
e)	Precoat applied to Aggregate	2,900	Litres	$ 3.08	$ 8,932.00
f)	Supply and Application of Aggregate				
	i) 14mm Aggregate	8,730	m2	$ 2.53	$ 22,086.90
	ii) 10mm Aggregate	14,550	m2	$ 2.20	$ 32,010.00
				TOTAL INCLUDING GST	**$ 354,442.11**

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 22 AUGUST 2018

Report for Agenda Item No 16

Prepared by **Tracey Clarke, Administration Officer**

Incoming and Outgoing Correspondence

Correspondence Register – Incoming Mail OCM August 2018

Date	Addressed to	Correspondence from	Letter, Report, Email etc.	Title/Content	Date received / forwarded	Forwarded to
2/8/18	Mayor Wilson	James McGrath	Email & Letter	Australian National Flag Day 2018	2/8/18	CEO/Mayor

Correspondence Register – Outgoing Mail OCM August 2018

Date Sent	Addressed to	Address	Letter, Report, Email etc.	Title/Content	Sent from
8/8/18	All Suppliers	N/A	Letter	Important Notice to Suppliers regarding direct purchasing	CEO

Recommendation

1. **That Council notes the incoming and outgoing correspondence**

Attachments

There are no attachments for this report.