



WEST DALY
Regional Council

AGENDA

ORDINARY COUNCIL MEETING

17TH JUNE 2015 AT 9.00AM

WADEYE OFFICE



WEST DALY REGIONAL COUNCIL

Agenda for Council Meeting 17th June 2015

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WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

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

Glenda Teede
Chief Executive Officer



WEST DALY REGIONAL COUNCIL

Agenda for Council Meeting 17th June 2015

AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD AT THE DARWIN COUNCIL OFFICE
ON 17th JUNE 2015
COMMENCING AT 9.00AM

Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at 9.00 am and welcomed all in attendance.

1 PERSONS PRESENT

ELECTED MEMBERS PRESENT

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

STAFF PRESENT

Chief Executive Officer	Glenda Teede
Finance Manager	Clem Barrett
Administration Assistant	Tahlia Cleary

PERSONS PRESENT

Solicitor for HWL Ebsworth	Rose Watts
Power and Water Representative	Catherine Fuller

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Disclosure of Interest:	N/A
Date:	17 th June 2015
Author:	Chief Executive Officer, Glenda Teede

SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary General Meeting held 17th June 2015.

COMMENT

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

STATUTORY ENVIRONMENT

As per the Local Government Act s.39 (1), a person ceases to hold office as a member of a council if the person:

(d) is absent, without permission of the council, from 2 consecutive ordinary meetings of the council.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receive and notes apologies and grants a leave of absence for the Ordinary General Meeting held 17th June 2015.

Moved: Clr.

Seconded: Clr.

3 PETITIONS AND DEPUTATIONS

Nil

4 CONFIRMATION OF MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES FOR ORDINARY GENERAL MEETING 20 MAY 2015

Applicant:	N/A
Location/Address:	N/A
Date:	17 th June 2015
Author:	Administration Assistant
Attachments:	Copy of Minutes will be tabled at the meeting.

SUMMARY

Minutes of the Ordinary General Meeting held on 20th May 2015 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

STATUTORY ENVIRONMENT

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

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the minutes of the Ordinary General Meeting held 20th May 2015 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr.

Seconded: Clr.

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant:	Nil
Location/Address:	Wadeye
Date:	17 th June 2015
Author:	Chief Executive Officer, Glenda Teede

SUMMARY

Elected members are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item, by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council, by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Council on whether he/she shall remain in the Chambers and/or take part in the vote on the issue. The council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

Staff members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise his or her delegated authority unless the Council expressly directs him or her to do so.

STATUTORY ENVIRONMENT

Local Government Act Section 73 & Section 74 (Elected Members).

Local Government Act (2008) Section 107 Conflict of interest (Staff Members).

POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives the declarations of interest as listed for the Ordinary General Meeting held 17th June 2015.

Moved: Clr.

Seconded: Clr.

6 REGIONAL SERVICES MANAGER'S REPORTS/ITEMS

6.1 REPORT – REGIONAL SERVICES MANAGER WADEYE

Applicant:	Regional Service Manager
Location/Address:	Darwin Office
Date:	17 th June 2015
Author:	John Allen

4 Positive Outcomes for the month	<ul style="list-style-type: none"> • Structured works crew and program and evidence of that is that the town is looking good. • Established sports and rec program with football and softball having great participation. • Refurbishment of the ablutions block at the main oval. • Dectomax program – the dogs in community are looking healthier.
4 Barriers to Positive Outcomes	<ul style="list-style-type: none"> • A drop in attendance with Bush Holidays and staff wanting to head out to country. • Not having sufficient staff to run programs as staff will be taking staggered leave to spend time with family over the Bush Holidays.
How barriers will be overcome	<ul style="list-style-type: none"> • As mentioned above Staggered leave so that we have suitably skilled staff to run services and programs.

RUBBISH COLLECTION

Bins collected as per schedule	Yes/No	Yes
Number of Wheelie Bins replaced		20
Number of cars relocated		15
Litter	Is litter a minor/moderate or significant problem Is litter better or worse than the preceding month	Significant It is better this month due to instigating a better works program. We are looking into a recycling program which will allow us to collect bottles and cans and freight them out of community to prolong our land fill areas.

Any other comments?		The works team have been distributing bins and council are just waiting on another order so every household has a bin for collection on Mondays and Thursdays. Once we are assured that every house has a bin, we will complete the survey.
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LANDFILL

Public Drop off areas tidy	Yes/No	Yes
Issues with users?		We have had issues with users not dumping in the appropriate areas and also not dumping near the edge of the tip face.
Any other comments?		With the adoption of the Big Rivers Waste Management plan we will overcome this with changes that will be made. Our Works Supervisor has just attended a meeting in Kathrine in regards to this.

CEMETERIES

Is Cemetery neat and tidy	Yes/No	Yes
Number of burials this month		None this month as yet as they have been postponed.
Any other comments?		General maintenance is ongoing at the cemetery.

PARKS AND OVALS

Grass mowed/Surface safe	Yes/No	Yes
Existing hardware ok?		Is in need of replacement
Any other comments?		Our equipment is old and is in need of replacement in the near future. This will cut down the cost on repairs and maintenance.

ROADS INTERNAL

Potholes	Are potholes a minor/moderate or significant problem? Is the problem better or worse than the preceding month?	Significant Better
Condition of existing signs and speed humps	Satisfactory/Unsatisfactory	Unsatisfactory as they are non-existent. The LA has allocated money for the purchase of speed humps which will be installed throughout community over the following months.
Condition of Street lights	Satisfactory/Unsatisfactory	Satisfactory

Any other comments?		With the employment of a new Works Supervisor and the procurement of the bitumen truck the works crew have started to get on top of the minor road maintenance. Over the following months they will continue to do minor repairs. Council are also looking into getting more street signage.
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ROADS EXTERNAL

Condition of main access road	Good/Acceptable/Poor	Acceptable
WDRC Roads	Good/acceptable/poor	Acceptable
Any other comments?		WDRC has just completed opening grades on the access roads to our funded outstations. Also works are being continued on the Port Keats road by Alan Kings contracting and Paul Donaldson.

FIRE BREAKS AND GRASS

Fire Breaks ok?	Yes/No	No
Any other comments?		Due to wet season the fire breaks are in poor condition. Over the next few months WDRC will instigate grading of the fire breaks around community and the homelands.

DOGS AND ANIMALS

Next vet visit	August	
Any other comments?		HSVC will be visiting all three communities every three months. The new Environmental Health Officer will be accompanying HSVC Last visit to Wadeye-5 th of May 2015. A total of 22 animals were desexed and 3 were euthanized.

EMERGENCY SERVICES

Emergencies Responded to	Number	One vehicle fire and one grass fire.
Any other comments?		Once again one of our old vehicles was set alight in the rear civil yard. Senior Works Supervisor and WDRC Mechanic attended the

		<p>fire with the fire truck and put it out.</p> <p>There was also a small grass fire near the old Environmental Health shed that was attended to.</p> <p>NTES will be out in community in the next week or so to start the selection process for the Wadeye emergency services volunteers.</p>
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AIRPORT

Airport Reports Completed	Yes/No	Yes
Maintained to standard	Yes/No	Yes
Any other comments?		<p>On the 20th of May we had CASA in community to do an inspection on the aerodrome as WDRC will be getting the Airstrip registered. The inspection went well and CASA was pleased with our reporting. WDRC are just waiting to receive a report from CASA so we can take the next step in this process.</p>

VEHICLES PLANT AND EQUIPMENT

Weekly/monthly servicing completed	Yes/No	Yes
Daily pre-start checks done	Yes/No	Yes
Important spare parts present	Yes/No	Yes
Major service schedules occurring	Yes/No	yes
Is any plant not working	List- Toyota bobcat	<p>This month we have had the Bobcat at Civil break down. Parts have been ordered and WDRC'S Mechanic will install them once received.</p>
Any other comments?		<p>Although our plant is of an old age we are making do with what we have. We are looking at rolling over assets with in the next 6 years.</p>

WORK HEALTH AND SAFETY

Notifiable Incidents occurred	Yes/No	No
Notifiable Incidents reported	Yes/No	No
Test and Tag	Scheduled for	To be advised as we are gaining quotes for this.
Has progress been made this month towards completion of the WH&S Action Plan	Yes/No	Yes

Number of new Workers Compensation Cases		Nil
Any other comments?		With the help of Latitude 12 WDRC are working on up skilling all staff on WHS. We have just completed WHS induction to all of our staff.

OFFICE

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Templates have been sent to staff for this to be carried out.
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Any other comments?		WDRC has just been awarded a grant for the upgrade of the offices. This will help with the IT issues that we have been experiencing.

DEPOT

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Templates have been sent to staff for this to be carried out.
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Yard Condition and Security	Satisfactory/Unsatisfactory	Satisfactory
Tool cages secure and used	Yes/No	Yes
Any other comments?		Audits will be completed in the next few months.

VISITORS ACCOMMODATION

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Templates have been sent to staff for this to be carried out.
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Booking System and Invoicing OK	Yes/No	Yes
Any other comments?		The Visitor Accommodation has been running well with lots of bookings over the last month.

NIGHT PATROL

Conditions of service agreement met?	Yes/No	Yes
Number of incidents attended to	Last quarterly report Jan -march	3425 people were assisted over this period.
Any other comments?		With Wayne Billet leaving Night Patrol, we have had Scott Page take the roll as Night Patrol Manager.

LIBRARY (WADEYE AND PEPPIMENARTI ONLY)

Clean and tidy		Yes
Was it open for all scheduled	Yes/No	Yes

hours? 8-12 5days a week		
Any other comments?		Mark Crocombe has now started with WDRC and is now overseeing the Library.

AGED CARE (WADEYE AND PEPPIMENARTI ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		Council has been awarded funding to complete a small upgrade to the Aged Care facility. Works have been carried out over the last month.

POSTAL SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Nil
Any other comments?		Nil

WDRC HOUSING

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Nil
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Tenancy Agreements up-to-date for non- Council staff	Yes/No	No
Tenancy changes in any houses	Reason	No
Any other comments?		It is coming to light that WDRC will need to revise some of the tenancy agreements with non Council staff due to a shortage of staff housing.

NON CORE SERVICES

Were significant time or resources devoted to non-core services	Yes/No	If yes please provide additional comment No
Were difficulties encountered with other agencies	Yes/No	If yes please provide additional comment No
Any other comments?		Nil

ADMINISTRATION

Time sheets supplied on time	Yes/No	Yes
Payroll processed correctly	Yes/No	Yes
Purchase Orders Completed	Yes/No	Yes
Invoices raised as required	Yes/No	Yes
Weekly work crew plans done	Yes/No	Yes
Core services goals for period on track	Yes/No	Yes
Any other comments?		All departments have taken on our WHS policies well and we are instigating all to be conducting toolbox meetings

		and risk assessments. Core services are on track.
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STAFF

HR Updates provided to Darwin Office as necessary	Yes/No	Yes
Total number of staff employed		49
Number of new staff		1
Induction completed for new staff	Yes/No	Yes
Number of Performance Reviews completed this month		1
Number of performance reviews scheduled for next month		All staff members are up for performance reviews over the next month.
Training completed	List	First Aid
Training Record updated	Yes/No	Yes
Upcoming leave that needs relief	Yes/No	Not at this stage
Total number of person days lost due to 'sorry' or other cultural business		Nil
Any other comments?		Nil

COMMUNITY EVENTS

Events run by WDRC this month	List	Nil
Events held in community this month	Football and softball each week. Friday night disco's.	
Upcoming events	Men's Expo in July. Wadeye Festival in late August. Wadeye clean up day August.	

LOCAL AUTHORITY

Next meeting scheduled	Yes/No	4th June 2015
Agenda: Distributed to Members; Displayed at Council Office; and Put on web at least 5 days before meeting	Yes/No	Yes
RSM report on WDRC Services circulated with Agenda	Yes/No	Yes
Outstanding Action list updated and circulated with Agenda	Yes/No	Yes
Minutes: Distributed to Members Displayed at Council Office; and Put on web Within 7 days of meeting	Yes/No	No. IT issues
Report to Council on meeting outcomes provided to CEO within 7 days of meeting	Yes/No	No

Any other comments?	Nil
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OUTSTANDING LOCAL AUTHORITY ITEMS

Road barriers.
Manthathpe street names.
Speed bumps have been approved and ordered. Installation will commence once received.

VISITING AGENCIES

Visitors to the Office during the month included:

Josh Higgins
HSVC
CASA
Air Force
St John Ambulance Trainer – John Rushton
McMinns Bore Services
Senator Nova Paris
Chris Tedcastle and Bob Tedcastle (Murin)

RECOMMENDATION

That Council receives and notes the Regional Manager's report.

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

6.2 REPORT – REGIONAL SERVICES MANAGER PALUMPA

Applicant:	Regional Service Manager
Location/Address:	Palumpa
Date:	17 th June 2015
Author:	Fred Graham

4 Positive Outcomes for the month	Lot 43 reroof completed. RJCP committed to the kitchen fit out at the Resource Centre. Centrelink office fit out under way.
4 Barriers to Positive Outcomes	None to report
How barriers will be overcome	No outcome required

RUBBISH COLLECTION

Bins collected as per schedule	Yes/No	Yes
Number of Wheelie Bins replaced		Nil
Number of cars relocated		Nil
Litter	Is litter a minor/moderate or significant problem Is litter better or worse than the preceding month	Significant problem, litter is a constant issue. RJCP are tidying up people's houses by removing litter from the yards.
Any other comments?		No

LANDFILL

Public Drop off areas tidy	Yes/No	No, they are hard to keep tidy as the wind blows rubbish around. When the dump is relocated this will be better controlled.
Issues with users?		No
Any other comments?		No

CEMETERIES

Is Cemetery neat and tidy	Yes/No	Yes
Number of burials this month		Nil
Any other comments?		Water and fencing required.

PARKS AND OVALS

Grass mowed/Surface safe	Yes/No	Yes
Existing hardware ok?		Ok
Any other comments?		Slasher parts arrived, awaiting fitting.

ROADS INTERNAL

Potholes	Are potholes a minor/moderate or significant problem Is the problem better or worse than the preceding month	Significant to catastrophic, worse.
Condition of existing signs and speed humps	Satisfactory/Unsatisfactory	Unsatisfactory
Condition of Street lights	Satisfactory/Unsatisfactory	Unsatisfactory
Any other comments?		We have been carrying out small cold mix repairs where possible.

ROADS EXTERNAL

Condition of main access road	Good/Acceptable/Poor	Poor
WDRC Roads	Good/acceptable/poor	Poor
Any other comments?		Orders have been issued to carry out repairs to the main road into Palumpa. We have also issued an order to repair the road at the end of the airstrip to the dump. Alan King has offered to give us rock for the blast site. An order has been issued to cart the rock to a stock pile site in Palumpa. The orders have been issued to NT Feral Pig Harvesting, the local main road maintenance contractor.

FIRE BREAKS AND GRASS

Fire Breaks ok?	Yes/No	Yes
Any other comments?		A large fire came to edge of town and jumped the fire break and this almost caused the destruction of 3 houses and 1 new Toyota land cruiser. This highlights the urgent need for a large capacity water tank and fire pump.

DOGS AND ANIMALS

Next vet visit	Date	TBA
Any other comments?		No

EMERGENCY SERVICES

Emergencies Responded to	Number	2 x grass fires in town
Any other comments?		This highlights the urgent need for a large capacity water tank and fire pump.

AIRPORT

Airport Reports Completed	Yes/No	Yes
Maintained to standard	Yes/No	Yes
Any other comments?		Grass slashed, fence repaired.

VEHICLES PLANT AND EQUIPMENT

Weekly/monthly servicing completed	Yes/No	No
Daily pre-start checks done	Yes/No	Yes
Important spare parts present	Yes/No	No, parts in Wadeye cover this.
Major service schedules occurring	Yes/No	As required.
Is any plant not working	List	No
Any other comments?		We need a mobile service truck and operator to carry out inspections and servicing of our plant on site.

WORK HEALTH AND SAFETY

Notifiable Incidents occurred	Yes/No	No
Notifiable Incidents reported	Yes/No	No
Test and Tag	Scheduled for ...	Quotes are being called.
Has progress been made this month towards completion of the WH&S Action Plan	Yes/No	Yes
Number of new Workers Compensation Cases		Nil
Any other comments?		No

OFFICE

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Under review
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Any other comments?		Building requires painting inside and out

DEPOT

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Under review
Building condition and security	Satisfactory/Unsatisfactory	Unsatisfactory
Yard Condition and Security	Satisfactory/Unsatisfactory	Satisfactory
Tool cages secure and used	Yes/No	Yes
Any other comments?		Building require the completion of the concrete slab floor and security gates installed.

VISITORS ACCOMMODATION

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Under review
Building condition and security	Satisfactory/Unsatisfactory	Unsatisfactory
Booking System and Invoicing OK	Yes/No	Yes

Any other comments?		An order has been issued to STC Farm build to enclose the veranda area the same as the resource centre.
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NIGHT PATROL

Conditions of service agreement met?	Yes/No	Yes
Number of incidents attended to		
Any other comments?		Our team leader has been appointed the Regional Manager Night Patrol position, we are currently advertising for a new team leader.

LIBRARY (WADEYE AND PEPPIMENARTI ONLY)

Clean and tidy		
Was it open for all scheduled hours?	Yes/No	
Any other comments?		

POSTAL SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		No

CENTRELINK SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		No

CRECHE (PEPPIMENARTI ONLY)

Conditions of service agreement met?	Yes/No	
Any other comments?		

WDRC HOUSING

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		TBA
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Tenancy Agreements up-to-date for non- Council staff	Yes?No	Yes
Tenancy changes in any houses	Reason	No
Any other comments?		No

NON CORE SERVICES

Were significant time or resources devoted to non-core services	Yes/No	Yes I spend a very large amount of time engaging with our Community assisting them to deal with all manner of items and issues.
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Were difficulties encountered with other agencies	Yes/No	No
Any other comments?		No

ADMINISTRATION

Time sheets supplied on time	Yes/No	Yes
Payroll processed correctly	Yes/No	Yes
Purchase Orders Completed	Yes/No	Yes
Invoices raised as required	Yes/No	Yes
Weekly work crew plans done	Yes/No	No
Core services goals for period on track	Yes/No	Yes
Any other comments?		No

STAFF

HR Updates provided to Darwin Office as necessary	Yes/No	Yes
Total number of staff employed		18
Number of new staff		
Induction completed for new staff	Yes/No	Yes
Number of Performance Reviews completed this month		None
Number of performance reviews scheduled for next month		None
Training completed	List	Nil
Training Record updated	Yes/No	No
Upcoming leave that needs relief	Yes/No	No
Total number of person days lost due to 'sorry' or other cultural business		Nil
Any other comments?		An incident occurred in the office between a couple, the office was closed for half a day the incident was reported to HR.

COMMUNITY EVENTS

Events run by WDRC this month	List	Kids Footy and Soft ball and movie night.
Events held in community this month	List	None
Upcoming events	List	None

LOCAL AUTHORITY

Next meeting scheduled	Yes/No	Yes, 3.6.15
Agenda: Distributed to Members; Displayed at Council Office; and Put on web	Yes/No	No

at least 5 days before meeting		
RSM report on WDRC Services circulated with Agenda	Yes/No	No
Outstanding Action list updated and circulated with Agenda	Yes/No	No
Minutes: Distributed to Members Displayed at Council Office; and Put on web Within 7 days of meeting	Yes/No	No
Report to Council on meeting outcomes provided to CEO within 7 days of meeting	Yes/No	Yes
Any other comments?		No

OUTSTANDING LOCAL AUTHORITY ITEMS

Meeting room upgrade has commenced.
Community street light repair order issued.
Order issued for the street lights at the entry to the resource centre to be installed.
Quote for temporary flood lights at the cause way to be presented at the LA meeting.
Permanent lighting can not be installed until the causeway is completed.

VISITING AGENCIES

Visitors to the Office during the month included:

Peppi Police
Wadeye Police
IEC Alex, Henry
RJCP team Wadeye
Menzies team
Josh Higgins
NLC Teams
Alan King constructions

ANY OTHER INFORMATION

The grading of the main road is underway; the Alan King crew upgrading the main road is nearing Palumpa.

RECOMMENDATION

That Council receives and notes the Regional Managers report.

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

6.3 REPORT – REGIONAL SERVICES MANAGER PEPPIMENARTI

Applicant:	Regional Service Manager
Location/Address:	Peppimenarti
Date:	17 th June 2015
Author:	Rose Peckham

4 Positive Outcomes for the month	Lot 12 Renovations have commenced. Pool Shade Structure completed. Involvement in Barunga Festival early June.
4 Barriers to Positive Outcomes	Lack of Transportation for sporting events.
How barriers will be overcome	Funding?

RUBBISH COLLECTION

Bins collected as per schedule	Yes/No	Yes
Number of Wheelie Bins replaced		Nil
Number of cars relocated		Nil
Litter	Is litter a minor/moderate or significant problem Is litter better or worse than the preceding month	Moderate problem, Bin posts erected by RJCP.
Any other comments?		No

LANDFILL

Public Drop off areas tidy	Yes/No	No
Issues with users?		No
Any other comments?		No

CEMETERIES

Is Cemetery neat and tidy	Yes/No	To the best of our ability, no water. Clean up conducted 28 th May.
Number of burials this month		Nil
Any other comments?		Bore, tank and fencing required.

PARKS AND OVALS

Grass mowed/Surface safe	Yes/No	Yes
Existing hardware ok?		No
Any other comments?		Slasher equipment yet to be received.

ROADS INTERNAL

Potholes	Are potholes a minor/moderate or significant problem Is the problem better or worse than the preceding month	Moderate, same as the previous month.
Condition of existing signs and speed humps	Satisfactory/Unsatisfactory	Unsatisfactory – new signage ordered and to be erected throughout the community. Awaiting speed limit sign, still to be delivered.
Condition of Street lights	Satisfactory/Unsatisfactory	Unsatisfactory
Any other comments?		3 out of 33 street lights working, should be addressed next month.

ROADS EXTERNAL

Condition of main access road	Good/Acceptable/Poor	Acceptable
WDRC Roads	Good/acceptable/poor	Poor
Any other comments?		No

FIRE BREAKS AND GRASS

Fire Breaks ok?	Yes/No	Yes
Any other comments?		Fire breaks graded

DOGS AND ANIMALS

Next vet visit	Date	September
Any other comments?		No

EMERGENCY SERVICES

Emergencies Responded to	Number	No
Any other comments?		No

AIRPORT

Airport Reports Completed	Yes/No	Yes
Maintained to standard	Yes/No	Yes
Any other comments?		Grass to be slashed when repaired

VEHICLES PLANT AND EQUIPMENT

Weekly/monthly servicing completed	Yes/No	Yes
Daily pre-start checks done	Yes/No	Yes
Important spare parts present	Yes/No	No - ordered
Major service schedules occurring	Yes/No	As required
Is any plant not working	List	Yes – Tipper, slasher
Any other comments?		We need a mobile service truck and operator to carry out inspections and servicing of our plant on site.

WORK HEALTH AND SAFETY

Notifiable Incidents occurred	Yes/No	No
Notifiable Incidents reported	Yes/No	No
Test and Tag	Scheduled for ...	In process with HR
Has progress been made this month towards completion of the WH&S Action Plan	Yes/No	No
Number of new Workers Compensation Cases		Nil
Any other comments?		No

OFFICE

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Unsure
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Any other comments?		Building requires painting inside and out.

DEPOT

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Unsure
Building condition and security	Satisfactory/Unsatisfactory	Unsatisfactory
Yard Condition and Security	Satisfactory/Unsatisfactory	Unsatisfactory – fencing of depot put to budget for next year.
Tool cages secure and used	Yes/No	Yes
Any other comments?		No

VISITORS ACCOMMODATION

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Unsure
Building condition and security	Satisfactory/Unsatisfactory	Unsatisfactory – Peppi House VQ - Satisfactory
Booking System and Invoicing OK	Yes/No	Yes
Any other comments?		Peppi House requires repairs.

NIGHT PATROL

Conditions of service agreement met?	Yes/No	Yes
Number of incidents attended to		Nil
Any other comments?		No

LIBRARY (WADEYE AND PEPPIMENARTI ONLY)

Clean and tidy		No
Was it open for all scheduled hours?	Yes/No	No
Any other comments?		Condemned building

AGED CARE (WADEYE AND PEPPIMENARTI ONLY)

Conditions of service	Yes/No	Yes
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agreement met?		
Any other comments?		Going through new process with the Grants Officer.

POSTAL SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		No

CENTRELINK SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		No

CRECHE (PEPPIMENARTI ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		Repairs from construction undertaken to being compliant. Solar system installed.

WDRC HOUSING

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Unsure
Building condition and security	Satisfactory/Unsatisfactory	Satisfactory
Tenancy Agreements up-to-date for non- Council staff	Yes?No	Yes
Tenancy changes in any houses	Reason	No
Any other comments?		No

NON CORE SERVICES

Were significant time or resources devoted to non-core services	Yes/No	Yes – assistance provided to community members in terms of banking, housing, school enrolments and travel, etc.
Were difficulties encountered with other agencies	Yes/No	No
Any other comments?		No

ADMINISTRATION

Time sheets supplied on time	Yes/No	Yes
Payroll processed correctly	Yes/No	Yes
Purchase Orders Completed	Yes/No	Yes
Invoices raised as required	Yes/No	Yes
Weekly work crew plans done	Yes/No	No
Core services goals for period on track	Yes/No	Yes
Any other comments?		No

STAFF

HR Updates provided to Darwin Office as necessary	Yes/No	Yes
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Total number of staff employed		23
Number of new staff		1 Sport & Rec Trainee & 1 Cleaner
Induction completed for new staff	Yes/No	Yes
Number of Performance Reviews completed this month		None
Number of performance reviews scheduled for next month		None
Training completed	List	4 – undergoing training
Training Record updated	Yes/No	No
Upcoming leave that needs relief	Yes/No	RSM
Total number of person days lost due to 'sorry' or other cultural business		0
Any other comments?		No

COMMUNITY EVENTS

Events run by WDRC this month	List	None
Events held in community this month	List	None
Upcoming events	List	Barunga Festival - football

LOCAL AUTHORITY

Next meeting scheduled	Yes/No	Yes
Agenda: Distributed to Members; Displayed at Council Office; and Put on web at least 5 days before meeting	Yes/No	Yes
RSM report on WDRC Services circulated with Agenda	Yes/No	Yes
Outstanding Action list updated and circulated with Agenda	Yes/No	Yes
Minutes: Distributed to Members Displayed at Council Office; and Put on web Within 7 days of meeting	Yes/No	Yes
Report to Council on meeting outcomes provided to CEO within 7 days of meeting	Yes/No	Yes
Any other comments?		No

OUTSTANDING LOCAL AUTHORITY ITEMS

N/A

VISITING AGENCIES

Visitors to the Office during the month included:
Kirk Whelan – Government Engagement Coordinator
NT Housing Contractors – Plumping and Electrical, SHBC
Nathan – Alenco NT
Steve Nolan - Plumber
Department of Health - Dental
Hearing Health Program Officers
Josh Higgins – Chief Minister’s Office
Howard Springs Vets - Jamin

RECOMMENDATION

That Council receives and notes the Regional Managers report.

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

7 FINANCE REPORTS

Applicant:	Director of Corporate Services
Location/Address:	Darwin Office
Date:	20 th May 2015
Author:	Peter Carter

SUMMARY

This report will be tabled at the Ordinary Council Meeting 17th June 2015.

RECOMMENDATION

That Council receives and notes the Director of Corporate Services report.

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

8 GRANTS OFFICER REPORT

Applicant:	Grants Officer
Location/Address:	Darwin Office
Date:	17 th June 2015
Author:	Fiona Kelly

ACTIVITY REPORT

Grants which have been looked into:

- NABO – Community grants – send to RSM’s 22 May - DGR status required
- NSRF – Round 2 – minimum project value \$40,000, grant value is 50%
- NIB foundation – community grants program – DGR status required
- Community activity grant – sprinklers for Wadeye oval, Youth Leadership
- Road Safety Community grant – up to \$5000 – potential to address local road safety concerns

Grant application submissions:

- EPA – Wadeye clean up day – \$4,641
- Wadeye Township Bus Service Pilot Project – \$216,200
- MES – SPG - Homelands – 534,843.10
- Keep Australia Beautiful – Beverage container recycling – Wadeye – \$5000

Grant funding money received for the grants below:

- Family Safe Environment Fund – Palumpa lights – \$16,475
- Special Purpose Grant – Round two – Upgrade of remote community office facilities – \$117,049
- Youth Vibe Holiday Grant – Palumpa Cooking club during bush holiday – \$1500
- Youth Vibe Holiday Grant – Peppimenarti Bush Movies – \$464.30
- FAA Roads funding – fourth quarter – \$168,106
- FAA General purpose funding –fourth quarter – \$123,173
- SPG fencing grant – \$556,211.36
- SPG MES Wudapuli tractor/Upgrade of Merrepen airstrip – \$60,900

Unsuccessful grant application submissions

- NSRF – round 1 – feedback gained – lack of 2 year financials required – looking into solution
- ABA – Loader for Wadeye and Palumpa – email has been sent requesting feedback

Reporting on the following grants has been completed

- Night Patrol reports
- Indigenous Women’s Program

Grant acquittal

- AFL Footy carnival - Palumpa

Common seal has been applied to grant items below:

- Department of Social Services – Deed of Variation No 2 – HACC funding 4 extension
- Housing management program – Fencing program
- Special Purpose Grant – Round 3 (Wudapuli tractor, Merrepen airstrip)

COMMENT: (and identification of any potential issues)

West Daly Regional Council does not have DGR status; contacting organisations in relation to partnerships, espousing for DGR grants which require this status. Organisations contacted:

- Kindred spirit
- Red Dust

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Grants Officer Activity Report for May 2015.

Moved: Clr.

Seconded: Clr.



WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

9 HUMAN RESOURCES OFFICER REPORT

Applicant:	Human Resources Officer
Location/Address:	Darwin Office
Date:	17 th June 2015
Author:	Jade Hamilton

SUMMARY

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

Head Office

Head office continues to maintain its current personnel. A permanent appointment for the Finance Manager role will continue to be sought, with Clem Barratt filling the role on an interim basis until then.

Council Staffing Levels

- Palumpa has a total of 19 employees, with 9 full time, 1 part time, and 9 casual employees. Palumpa has sadly farewelled Scott Page, who has taken on the role of Community Night Patrol Manager in Wadeye. Scott will be missed, but we are very excited to see him progress in a new chapter in his career at WDRC.
- Peppimenarti currently have 26 employees, with 9 full time, 10 part time and 7 casual employees.
- Wadeye has 44 staff, 22 of which are full time, 15 are part time and 7 are casual. Wadeye welcomes on board our 3 new Night Patrol Officers, Matthew Bunduck, Jeremiah Tunmuck and Romelo Tchernia, along with our new Sport & Recreation Officer, Virginia Gilbert. Wadeye farewells Louise Beilby, who has resigned from her role as Local Authority Coordinator and will finish up on 19th June. Louise has done a fantastic job since she has been on board and we wish her the best of luck in her future.
- Total staff within the Council including Darwin, sits at 94, with 70 (or 74%) being of Indigenous ethnicity.

Currently Recruiting

- Personal Assistant – Darwin
- Night Patrol Team Leader – Palumpa
- Local Authority Coordinator – Wadeye
- Trainee Broadcasting Officers – Wadeye

- Finance Manager – Darwin
- Director of Council Services – Wadeye

Staff Performance & Turnover:

- In the period mid May to mid June, there were 2 resignations and 1 termination.
- Staff attendance is being raised as an issue again in all 3 communities, with several warnings issued for unauthorised absences and one termination being issued.
- Private use of Council vehicles has also been raised by managers within each community and has been addressed with those staff involved.

Staff Training:

- Night Patrol staffs in all 3 communities are continuing on with their Certificate III in Community Night Patrol and attendance has been fantastic across the Council.
- Heavy Rigid vehicle licencing was undertaken during the final week in May, with 7 staff across the Council successfully completing their HR licencing.
- First Aid training was undertaken during the first week of June in Wadeye, with 15 staff completing the course and receiving their Statement of Attainment in Provide First Aid. Thanks to John Rushton from St John Ambulance for facilitating this essential training for our staff.
- The Certificate II in Sport & Recreation is being undertaken by Sport & Recreation staff from Wadeye and Peppimenarti this week in Nauiyu. We thank Bill Adams from CDU for coordinating the training for our staff.

HR Policy Reviews

Policy reviews are nearing completion.

Work Health & Safety

WHS Inductions have been completed by all staff in Wadeye and Palumpa, with only a few Peppimenarti staff still requiring the training. This is a great effort by all involved.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Human Resource Officers Activity Report for May 2015.

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



WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

10 COUNCILLOR REPORTS

Nil

11 LATE REPORTS

Nil

12 INCOMING / OUTGOING CORRESPONDENCE

Applicant: Administration Assistant

Location/Address: N/A

Date: 17th June 2014

Author: Susan Wedlock

Attachments: Mail Register

SUMMARY

Mail Register and Correspondence for the Ordinary General Meeting held 17th June 2015.

COMMENT

Mail Register will be tabled at the meeting.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Correspondence Received and Sent.

Moved: Clr.

Seconded: Clr.



WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

13 ACTION ITEMS ARISING FROM COUNCIL MEETINGS

WDRC General Meeting – 20th May 2015

OUTSTANDING ACTION ITEMS TO BE COMPLETED FROM THE PREVIOUS COUNCIL MEETING

<i>ITEM</i>	<i>SUBJECT</i>	<i>DECISION</i>	<i>ACTION OFFICER</i>	<i>ACTION TAKEN</i>
1	Council policy for cultural clearances to be developed.		Local Authorities	<p>Recent History Cultural clearance required for all Communities. Local Authorities to develop a cultural clearance training session. Local Authority Coordinator requested Council to provide clarification as to the intent of the “cultural clearance”. The request was noted in the resolution of X but no further information has been provided by Council.</p> <p>Future Action/Current Position Information has been provided to community stakeholders by Thamarrurr Rangers/Ranger Manager regarding the requirement of a permit under the Aboriginal Land Rights Act. It is recommended that this item be removed from the Action List.</p>
2	Palumpa LA to be advised that the WDRC will enter into discussions with NLC to seek approval for upgrade works to be	Acting CEO to discuss with NLC	CEO	<p>Recent History CEO to contact NLC to seek approval for upgrade works to be carried out on Palumpa Oval and Cemetery. Contact has been made with NLC and Council is waiting for their response to the request. FK will follow up.</p>

ITEM	SUBJECT	DECISION	ACTION OFFICER	ACTION TAKEN
	carried out on the Palumpa Oval and Cemetery.			<p>CEO is meeting with NLC Lawyer on Thursday 15th January. Expression of interest application for Section 19 lease has been submitted to NLC for approval.</p> <p>Future Action/Current Position Correspondence has been received from NLC to say that our interest has been registered and the Proposal has now been issued a Land Information Management System Project Reference number. Cemetery : DDA2015CE2927 Palumpa Oval : DDA2015MA2912 (Attachment)</p>
3	Council approve the disposal of surplus machinery and Vehicles	RSMs to supply list of surplus equipment. Council has approved the sale of three vehicles from Wadeye.	RSMs Wadeye, Palumpa and Peppi / CEO	<p>Recent History Deferred until the dry season 2015. Tender notice to be developed in 2015. Interested parties to visit communities to inspect items if interested in purchasing. Tender notice to be developed towards the end of May 2015 RSMs have been asked to provide a list of surplus plant.</p> <p>Future Action/Current Position Received lists of surplus machinery (attached) and items to be sold, from RSMs. We are currently looking at the disposal process. Council has the following two options in regard to disposing of the goods/vehicles. There are two options that you can use under the local government act.</p> <ol style="list-style-type: none"> 1. By Auction and you can get an accredited auctioneer to come to you and run the auction if you have it all in one place. We can also contact Manheim or Pickles and have

ITEM	SUBJECT	DECISION	ACTION OFFICER	ACTION TAKEN
				<p>an Auction run over the internet.</p> <p>2. To run a public tender and sell each item separately with a reserve price set so as not have them sold at a ridiculously low price.</p>
4	RSMs to present a report to council re the septic situation on Homelands properties. Approximate costs and possible disposal sites for effluent within the WDRC area.	RSMs Wadeye, Palumpa and Peppi to submit a report to council regarding the septic situation on homelands including costs and possible disposal sites.	RSMs	<p>Recent History CEO to follow up via email to RSMs. Dave Hodder to provide report prepared post inspection of homelands to next council meeting on 21 January 2015. Dave has completed all but one inspection but the wet season is now hindering access. Given the wet season has arrived the inspections, costing and potential disposal sites report will be presented to the May council meeting.</p> <p>Future Action/Current Position Not yet complete due to wet season. Date to be set by RSMs.</p>
5	Local Authorities.	Council to prepare letters in support of Local Authority Members.	LA Coordinator	<p>Recent History Local Authorities have been reviewing membership and have identified members to be removed.</p> <p>Future Action/Current Position Recent History Peppimenarti LA have actioned. Wadeye and Palumpa provided names at their June meetings and are to be action before endorsement by Council.</p>
6	Local Authorities.	Provide assistance to the Local Authority Chairpersons to prepare letters to re-engage Local Authority Members.	LA Coordinator	<p>Recent History WDRC Staff have been working with LA's to review membership and membership numbers.</p> <p>Future Action/Current Position This action will be completed by the date of the Council meeting.</p>

ITEM	SUBJECT	DECISION	ACTION OFFICER	ACTION TAKEN
7	Palumpa Causeway.	Council has advised engaging an engineer to survey both Palumpa Causeway and Manthathpe Crossing and provide a risk management plan.	RSM	<p>Recent History Cardno (NT) Pty Ltd report presented at meeting. Manthathpe Crossing report has been submitted to the NDRRA for their perusal. Guard rails application submitted to Black Spot grant. Risk management plan to be developed.</p> <p>Future Action/Current Position Guard rail application through the Black Spot Funding is to be resubmitted by 31/7/15.</p>
8	Funding for Chief Operating Officer.	CEO to investigate funding for a Chief Operating Officer to provide assistance.	CEO	<p>Recent History CEO has collated information and funding, to be discussed with Council. Position title changed to Director of Council Services, applications have closed and interviews will be conducted by the end of May 2015.</p> <p>Future Action/Current Position The position has been filled and the new candidate will commence with WDRC on 29/6/15. This item is now complete.</p>
9	Maintenance to Building and Fixed assets Report.	The Council would like the Wadeye RSM to provide a detailed report on what buildings are undergoing repairs.	RSM Wadeye	<p>Recent History RSM to provide Council with a report at the next Council Meeting on what Buildings are undergoing maintenance.</p> <p>Future Action/Current Position List has been provided to the Director Corporate Services/Finance Manager. (Attachment).</p>

ITEM	SUBJECT	DECISION	ACTION OFFICER	ACTION TAKEN
10	Palumpa costings for upgrade of meeting room.	The Council would like to see what quotes were obtained.	RSM Palumpa	<p>Recent History Quote and costing attached, some materials have been ordered. Job schedule/timing needs to be worked out.</p> <p>Future Action/Current Position Quote and costing sheet attached, some materials have been ordered and work needs to commence.</p>
11	Wadeye Internal Roads and rehabilitation and future programs.	That Council tender for the reseal and rehabilitation of the listed roads and obtain quotes on the Peppimenarti Cemetery access road.	CEO	<p>Recent History CEO to tender for the reseal and rehabilitation of the roads listed in the Cardno report and discuss with Allan King Contractors for their ability to quote on the rehabilitation of the Peppimenarti Cemetery access road.</p> <p>Future Action/Current Position Funding has been allocated for the grading of the Peppimenarti Cemetery access. Waiting for quote from AJ King to commence.</p>
12	Gift of Hi-Ace Commuter Bus	The Toyota Hi-Ace Commuter bus under direction from the Council has been gifted to Deewin Kirim Aboriginal Corporation.	CEO	<p>Future Action/Current Position A letter has been sent to Peppimenarti's Regional Service Manager advising to be passed onto Deewin Kirim confirming the gifting of the vehicle. (Attachment)</p>

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Correspondence Received and Sent.

Moved: **Clr.**

Seconded: **Clr.**



WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

14 GENERAL BUSINESS

14.1 PROCUREMENT POLICY

Applicant:	Finance Manager
Location/Address:	Darwin Office
Date:	17 th June
Author:	Clem Barratt

SUMMARY

Management are seeking to amend wording within the Procurement Policy. This Policy sets out WDRC's requirements for Procurement of Goods and Services.

BACKGROUND

Wording in WDRC current approved Procurement Policy has been amended and additional spending limits have been added for over \$100,000.

COMMENT

Staff are required to act in the best interest of the Council via policies that are in place.

Refer:

- 324 DRAFT Fraud Protection Plan – 2014.
- 2.1.5 Staff Code of Conduct.

Delegations of spending and approval remain as per policies that are in place and pending.

Refer:

- 318 DRAFT – Admin & Accounting Procedures, Policies Delegations.

CONSULTATION

RSMS & Management

STATUTORY ENVIRONMENT

The Council has a duty to ensure that effective internal controls are in place as is the CEO who is responsible for ensuring that the Council has appropriate administrative policies and procedures to ensure services are delivered with accountability and due diligence.

POLICY IMPLICATIONS

To facilitate efficient and expedient procurement.

Attachment

Procurement Policy



POLICY

Procurement

1.2.3

1. SUMMARY

The procurement (or purchasing) policy and procedures contained herein apply to all employees of West Daly Regional Council and represents Council policy.

Overall, Council is committed to carrying out business with its suppliers and clients in an equitable, professional and efficient manner. It is also conscious of the need to support local traders and businesses and those suppliers who, while not resident within the boundaries of West Daly Region, provide services to regional communities.

Sections 28 to 30 of the *Local Government (Accounting) Regulations* apply.

2. DEFINITIONS

A **“contract”** is an agreement between Council and an external supplier for provision of specified work, goods or services.

“Delegations” are the authority given by Council to specific officers employed by Council to make decisions in relation to the negotiation of, or entering into, contracts for the carrying out of work, the supply of goods and services to Council.

“Period Contracts” are specific arrangements with a supplier following their selection by a public tender process. The agreements have specific commencing and finishing dates and are advertised initially with all similar suppliers.

“Preferred Supplier Arrangement” is an arrangement entered into between the Council and a particular supplier for supply of goods or services up to \$100,000 per transaction.

“Purchasing Agreement” is a contract for the supply of goods or services under agreed pricing and other conditions relating to delivery, quality of goods or services or timing. The arrangements are regularly reviewed by Finance.

“Specifications” are a detailed description of the work to be executed, the goods or materials to be supplied or the service to be rendered.

A **“Tender”** refers to a detailed quotation by a supplier of goods or services in response to a general advertisement by Council. A tender includes details of the goods and services to be offered, pricing conditions, delivery terms and quality of the items. Public tenders must be kept in a locked tender box and opened only under specific conditions after the published conclusion date and time has passed.

3. POLICY

3.1 All purchasing arrangements for West Daly Regional Council will be based on the following procurement principles:

- open and effective competition;
- value for money;
- listed Preferred Suppliers;
- enhancement of the capabilities of local business and industry;
- environmental protection;
- ethical behaviour and fair and equitable dealing; and
- advancement of employment opportunities for those residing within Council’s area.

3.2 Council purchasing officers are required to adhere to the following:

Purchase Cost (excl. GST)	Procedure
Up to \$2,000	Direct procurement
Over \$2,001 but less than \$10,000	One quotation (written or verbal) to be sought
Over \$10,001 but less than \$100,000	Three written quotations to be obtained
Over \$100,000	Three tenders to be obtained through open tender

- 3.3 Where a verbal quote has been sourced, details including description of goods or services being purchased, the name and contact details of the supplier and the quoted purchase cost should be recorded by the enquiring employee in the 'comments' section of the purchase requisition within the Technology One system. All written quotations are to be attached to the purchase requisition, as support of complying with policy and legislation.
- 3.4 Where the value of the goods and services is expected to exceed \$100,000, public tenders must be called through Tenderline or public notices in local newspapers, i.e. *Katherine Times* and the *NT News*, and a further notice placed on Council's website. This notice will include:
- a description of the goods or services required;
 - how a prospective tenderer can source specific details of the goods or services required including contact details of the employee handling the tender process;
 - how tenders should be lodged; and
 - the tender closing date and time.
- 3.5 All tenders shall be kept confidential until their official opening and marked accordingly. All tenders delivered, mailed or e-mailed to specified addresses should be received in sealed envelopes (or sealed in the case of e-mails) and lodged in a locked tender box at the Council office. Faxed tenders will not be accepted for security and privacy reasons.
- 3.6 Following the advertised closing date and time of a public tender (Clause 3.5), any tenders received in response to a public advertisement as outlined in Clause 5, shall be opened either before Council itself, a Council Committee established for that purpose or a panel of three (3) members of Council staff comprising one executive member, one Program Manager and a person from Council's Finance area.
- 3.7 Any member of a tender evaluation committee must declare any conflict of interest to a senior manager and, if possible, must not take any further involvement particularly with tender assessment.
- 3.8 If, following tender evaluation, no tender is acceptable in its presented form, negotiations will be conducted with any/all of the tenderers with preference being given to the highest assessed tenderer.
- 3.9 In the event that a tender called for in Clause 3.5 is accepted, Council must advise the outcome in writing to all tenderers and publish on Council's website.
- 3.10 Public tenders will include details of where full specifications can be obtained, closing date and lodgement of tenders and contact point for queries.
- 3.11 The tender period will only be extended if there is a late or complex addendum to the specifications or if the original period specified is determined by Council to be insufficient for contractors to obtain prices from suppliers or subcontractors. When there is a late addendum, tenderers should note on their tenders that they have taken this addendum into account.
- 3.12 The report prepared for Council following the opening of tenders, especially when the proposed expenditure is outside the Chief Executive Officer's delegation, will outline the tenders received, a comparison of prices and performance reports, results of any interviews and reference checks, financial considerations and recommendation.

- 3.13 Quotations or tenders are not required for the purchase of land, a consultancy or other professional service, travel and accommodation or in any instance where the Minister dispenses with the requirements under Section 30 of the *Local Government (Accounting) Regulations*.
- 3.14 Similarly quotations are not required to be sought if the supplies or services are to be obtained from a supplier or contractor who has a similar contract with
- the Northern Territory Government;
 - the Commonwealth Government;
 - a State or another Territory;
 - another Council*;
 - a local government subsidiary*;
 - Local Government Association of NT (LGANT)*.

*subject to conditions of Regulation 30 (3) of the *Local Government (Accounting) Regulations*

- 3.15 Local Buy is a part of the National Procurement Network to which LGANT is a member. Therefore if Council purchases through Local Buy, it is not obligated to apply public tender requirements in Clause 3.2
- 3.16 Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's delegated authority or reduce the value of the purchase to a level where written quotations are not mandatory. This would be considered as violating Council's Fraud and Corruption Policy and could result in deferment of the purchase until an investigation can be completed.
- 3.17 Council employees are particularly instructed to always consider local traders and businesses and those suppliers who, while not resident within the boundaries of West Daly Region, provide services to regional communities within it.

3.18 Financial delegations covering purchases are:

Function	Amount and/or Qualification (Where applicable)	Delegated Authority
Approve Purchase Orders	For goods and service/s within directorate and approved budget up to \$5,000	RSM
	For the organisation assets, goods and service/s within approved budget up to \$50,000	Director Corporate Services
	For the organisation assets, goods and service/ up to \$100,000 within Budget	CEO
	Over \$100,000	Three tenders to be obtained through open tender

(Refer also to Policy #3.1.8 – HR and Finance Delegations).

REFERENCES

Local Government Act

Local Government (Accounting) Regulations

FURTHER INFORMATION:

Director Corporate Services

VOTING REQUIREMENT

Simple majority

Approved by:	Council
Approval Date:	
Minute Number:	
Review Date:	1 st July, 2015 (annually)
Review Authority:	Director Corporate Services
Applicable to:	All Council employees

RECOMMENDATION

That Council approve the attached amended version of the Procurement Policy.

Moved: Clr.

Seconded: Clr.



WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

14.2 ANNUAL PLAN

Applicant:	Local Authority Coordinator
Location/Address:	Wadeye Office
Date:	17 th June 2015
Author:	Louise Beilby

SUMMARY

Consideration by Council of the 2015-2016 Annual Plan incorporating annual Service Delivery Plan and annual Budget for adoption and submission to the Department of Local Government and Community Services.

BACKGROUND

The *Local Government Act* (the Act) and the *Local Government Administration Regulations* requires local governments to undertake planning and reporting. This includes long-term Strategic and Financial Plans, and an Annual Regional and Service Delivery Plans and associated budget.

COMMENT

The current 2014-2018 Strategic Plan was adopted by Council in the transition phase to the commencement of the West Daly Regional Council on 1st July 2014.

CONSULTATION

West Daly Regional Council contracted Jeff Jenkins and Rodney Donne to review the 2014-2015 Plan and develop the 2015-2016. Pursuant to section 24(2)(c) of the Act, the Draft Plan was open for public comment. The twenty-one (21) day submission period closes on 16th June 2015. Any comments received by Close of Business will be submitted to Council.

STATUTORY ENVIRONMENT

Adoption of Regional Plan pursuant to Section 24(1) of the Act.
Adoption of Annual Budget pursuant to section 128 (1) of the Act.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Variations to budget may apply if changes to funding streams occur.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council notes and adopts the 2015-2016 Annual Regional and Service Delivery Plan and associated budget.

Moved: **Clr.**

Seconded: **Clr.**

14.3 HOMELANDS SEPTIC UPDATE

Applicant:	Regional Service Manager
Location/Address:	Wadeye Office
Date:	17 th June 2015
Author:	John Allen

SUMMARY

To provide a report on the Septic situation on the outstations.

BACKGROUND

Over the last year a multitude of works has been completed with the septic systems on the homelands.

Uminyuluk – Septic pits have been inspected and revitalising treatment is done on an on going preventative maintenance program through out the year.

Deleye – Septic pits have been inspected and revitalising treatment is done on an on going preventative maintenance program through out the year.

Mulingi – Septic pits have been inspected and revitalising treatment is done on an on going preventative maintenance program through out the year.

Merrepen – Septic pits have been inspected and revitalising treatment is done on an on going preventative maintenance program through out the year. In the low lying areas towards the bore two houses are susceptible to water table back up through the septic system, with a possibility of the system to overflow. The ESO is investigating on how to resolve this problem.

Nemarluck – Last year \$16,000 was spent on an absorption trench and septic clean out. The ESO also carries out regular inspections and revitalising treatment.

Wudapuli – The septic system is in good running order and the ESO carries out regular inspections and revitalizing treatment.

Nama – Nama's septic systems is in good running order and are maintained by Power and Water.

Kuy – The grey water sumps had been filled with rocks at one house so the ESO is fabricating cages to prevent this being an ongoing issue. Apart from this issue the septic system is in good running order and inspections and revitalising treatment is being implemented.

Old Mission – The septic on the main ablutions block was vandalised and inspection covers were broken. Also the grey water drains into the main discharge pipe to septic tank had been burnt out due to fire. The ESO had found that someone had put a bicycle into the pit. These were replaced and bollards were concreted in to protect the absorption trench from collapsing. The ESO cleaned and flushed tank and replaced covers. This system is now back in good running order and revitalising treatment is being implemented.

Fossil Head – The septic system at fossil head is in good working order and revitalising treatment is being implemented.

COMMENT

At this stage disposal is not necessary as the revitalising treatment has a biological action which breaks the affluent down. Council will look into getting quotes on an affluent vac trailer for possible future blockages and overflows.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the report on Septic systems on Homelands that Council service and maintain.

Moved: Clr.

Seconded: Clr.



WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

15 LOCAL AUTHORITIES

Applicant:	Local Authority Coordinator
Location/Address:	Wadeye Office
Date:	17 th June 2015
Author:	Louise Beilby

SUMMARY

Local Authority Coordinator report for the Ordinary General Meeting being held on Wednesday 17th June 2015.

This is the final report from the current Local Authority Coordinator who has resigned effective 19th June 2015.

LOCAL AUTHORITY COORDINATOR (LAC) REPORT 18th March 2015

The LAC report will provide Council with up to date information relating to activities and actions being undertaken to deliver on the Local Authority Strengthening Funding 2014/2015.

LOCAL AUTHORITY TRAINING

The Department of Local Government and Regions supported Ambrose Training to develop and deliver training materials. The material needs revising, and it was requested that WDRC provide graphics and content, however instructions were to not progress further.

LGANT delivered training to all 3 Local Authorities, which were well attended. Both training provided overview of local government and role of the LA. Specific training needs (e.g. Chairing a Meeting, Minute Taking etc.) has been identified and included in the revision to the KPI's of the Coordinator's job description.

LOCAL AUTHORITY SUPPORT TRAINEE

The Local Authority Support Trainee position has been re-advertised for a second time. The LAC met with RJCP to discuss the position. As of closing date no referrals or applications have been received. This position will stay open. However this will need to be re-

MEETINGS

It is acknowledged that the number of meetings required to be held by each LA may not be compliant with the Act by end June 2015 and this will be for various reasons. However this report includes a comparison of attendance between the LA's and shows a reasonably high level of

attendance and participation. This comparison will be useful as providing information for reporting purposes and setting a benchmark for growing the Local Authorities.

Peppimenarti Local Authority, through the RSM, met on 7 April 2015. Minutes are attached. The LA raised concerns regarding Council response to LA. Improved coordination between the governance of the Council meetings and the LA have previously been discussed by the LAC and procedures have been put in place to improve this.

On a positive Peppimenarti LA have consulted and resolved on street names for the Community and Annunciata and Malcolm Wilson as well as other members should be acknowledged for the hard work they have put in to finish this project. Street names are attached for Council endorsement before submitting to the NTG Place Names Committee. Submissions to the Committee close on 24 July 2015 for consideration on 7 August 2015.

Palumpa LA met on 8 April 2015. Minutes are attached. There are still some projects outstanding, but these will be finalised with continued support. The RSM is supporting the LA by identifying savings in projects allowing LA project funding to be utilised in other areas. It should be noted that the LA has asked for specific improvements at the Cemetery which is reliant on the agreement with the NLC and also not consistent with priorities identified in the four year plan. This will need to be discussed further.

The Palumpa LA met on 3 June 2015. A quorum was not reached. However information was provided to the Local Authority on behalf of Power Water Corporation. The members present also discussed current membership and confirmed names of members that are no longer living in community. Their removal due to non attendance will need to be resolved at the next meeting and then forwarded to Council for endorsement.

Wadeye LA met on 21 April 2015. Minutes are attached. There have been issues with cancelling meetings due to other community events and lack of quorum but have been supported to attend. However they are making some strong decisions and involvement should increase when projects start happening on the ground.

The LA met again on 4 June 2015. A quorum was not reached, however information on the Power Water Corporation meter change was provided, and LA members discussed and provided feedback. The members present also discussed current membership and have recommended that two members are removed for breach of Code of Conduct and one member is replaced due to serious health issues. This will need to be resolved at the next meeting and then forwarded to Council for endorsement.

On a positive note some projects funded by the Local Authority have been completed and members are keen to be involved in a "good news story".

The Wadeye Emerging Leaders (Young Men) group was formed in early May, and the LAC was invited to attend their first meetings to help with understanding of government, Council and the Local Authority. The Emerging Leaders group are interested in learning and being involved with the

Local Authority, and the same involvement will be offered to the Emerging Leaders (Young Women) group when that is formed.

PLANNING

WDRC endorsed a Regional Strategic Plan for the period of 2014-2018 as part of the transition phase. This is a requirement of the Act.

The revision of this document by Jeff Jenkins and Rodney Donne focused on an Annual and Service Delivery Plan for 2015-2016 only.

Community priorities and year allocations will be need to be revisited with Local Authorities and RSM's when discussing LA projects.

REPORTING

No additional report to the Northern Territory Government has been required during this period. A final report to the Chief Executive Officer will be provided before the current Local Authority Coordinator ceases employment on 19 June 2015.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Local Authority Coordinators Report March – June 2015.

Moved: **Clr.**

Seconded: **Clr.**

RECOMMENDATION

That Council approves the Peppimenarti Local Authority minutes of 7 April 2015, and provides a response on the following resolutions.

5. Endorsement of the Street Names as per attached diagram for submission to the Place Names Committee

- Peppimenarti Road*
- Deewin Road*
- Buyirrwadi Street*
- Kelengyerr Road*
- Dathagal Street*
- Merim Street*
- Warangirr Street*
- Mundungul Street*
- Bamulying Street*

7. Removal of Chairperson update from the standing agenda

8. Noting of CEO Report

9. Request for improvements in response to Local Authority.

Moved: Clr.

Seconded: Clr.

RECOMMENDATION

That Council approves the Palumpa Local Authority minutes of 8 April 2015, and provides a response on the following resolutions:

10.4 RSM to provide updated quotes and information on lighting and agree that funds not used in the meeting shed upgrade be used for lighting at the three priority areas (Play Area, Causeway, Park in order of priority)

10.5 RSM and Council to provide more information on water supply at Cemetery

NOTE: Council's response should be to hold any decisions regarding the Cemetery until such time as the review of the legislation and Section 19 agreements are finalised.

12. RSM to remove old playground equipment

Moved: Clr.

Seconded: Clr.

RECOMMENDATION

That Council approves the Wadeye Local Authority minutes of 21 April 2015, and provides a response on the following resolutions.

3. Confirmation of previous minutes

5.1 LA selects Enforcer as preferred supplier of speed bumps

5.2 LA selects TDC as contractor for oval toilet block upgrade

Moved: Clr.

Seconded: Clr.



WEST DALY REGIONAL COUNCIL Agenda for Council Meeting 17th June 2015

16 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulations 8 (a, b, c, d or e).

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

17 CLOSE OF MEETING

18 NEXT MEETING

The next Ordinary General Meeting of West Daly Regional Council will be held at Wadeye on Wednesday 15th July 2015 with a briefing on Tuesday 14th July 2015.