



WEST DALY
Regional Council

AGENDA

ORDINARY COUNCIL MEETING

15th OCTOBER 2015 AT 10.00AM

WADEYE OFFICE

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WEST DALY REGIONAL COUNCIL

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A handwritten signature in black ink, appearing to read "Glenda Teede". The signature is written in a cursive, flowing style.

Glenda Teede
Chief Executive Officer



WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 15th October 2015

AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD AT THE WADEYE COUNCIL OFFICE
ON 15th OCTOBER 2015
COMMENCING AT 10.00AM

Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at 10.00 am and welcomed all in attendance.

1 PERSONS PRESENT

ELECTED MEMBERS

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

STAFF

Chief Executive Officer	Glenda Teede
Finance Manager	Clem Barrett
Personal Assistant to CEO	Kelli Hammermeister

GUESTS

<u>Parsons Brinckerhoff – Aged Care</u>	
Program Manager	Valerie Nullet
Project Architect, c/- Parsons Brinckerhoff	David Krakowszky
<u>Power and Water – Remote Operations</u>	
Senior Manager Stakeholder and Contract Management	Lindsay Smith
Senior Project Manager Prepayment Metering	Anne-Marie Cruickshank
<u>Department of Business</u>	
Senior Business Development Officer	Murray MacAllister
<u>Department of Local Government and Community Services</u>	
Community Development Officer, Big Rivers Region	Nicholas Sharah

INVITED GUESTS

<u>Department of Local Government and Community Services</u>	
Regional Manager, Big Rivers Region	Nathanel Knapp - Declined

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Disclosure of Interest:	N/A
Date:	15 th October 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 15th October 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 15th October 2015.

Moved: Clr.

Seconded: Clr.

3 PETITIONS AND DEPUTATIONS
Nil

4 CONFIRMATION OF MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

Applicant:	Personal Assistant
Location/Address:	Darwin
Date:	15 th October 2015
Author:	Personal Assistant to CEO (Kelli Hammermeister)
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Council Meetings held on:

- 19th August 2015 – Ordinary Council Meeting
- 31st August 2015 – Special Council Meeting
- 2nd October 2015 – Special Council 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 Council be confirmed as a true and correct record of the meetings held on:

- 19th August 2015 – Ordinary Council Meeting
- 31st August 2015 – Special Council Meeting
- 2nd October 2015 – Special Council Meeting

Moved: Clr.

Seconded: Clr.

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant:	Chief Executive Officer
Location/Address:	Wadeye
Date:	15 th October 2015
Author:	Glenda Teede

SUMMARY

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

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

Staff members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter.

Upon disclosure, the staff member is not to act or exercise his or her delegated authority unless the Council expressly directs him or her to do so.

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION	
That Council receives the declarations of interest as listed for the Ordinary General Meeting held 15 th October 2015.	
Moved:	Clr.
Seconded:	Clr.

6 LOCAL AUTHORITY - WADEYE

Applicant:	Local Authorities Wadeye
Location/Address:	Wadeye
Date:	15 th October 2015
Author:	Tabling of LA Meeting Minutes for Wadeye / Peppimenarti

REPORTING

The Minutes of the last Local Authority Meeting held in Wadeye are tabled and action items noted.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and accepts the minutes as a true and correct copy of the Local Authority Meetings Minutes held in Wadeye.

Moved: Clr.

Seconded: Clr.

6.1 LOCAL AUTHORITY - PEPPIMENARTI

Applicant:	Local Authorities Peppimenarti
Location/Address:	Peppimenarti
Date:	15 th October 2015
Author:	Tabling of LA Meeting Minutes for Peppimenarti

REPORTING

The Minutes of the last Local Authority Meetings held in Peppimenarti are tabled and action items noted.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and accepts the minutes as a true and correct copy of the Local Authority Meetings Minutes held in Peppimenarti.

Moved: Clr.

Seconded: Clr.

6.2 STREET NAMING PROJECT / DEFINING LOCAL AUTHORITY AREA (PEPPIMENARTI)

Applicant:	Local Authority Peppimenarti
Location/Address:	Peppimenarti
Date:	15 th October 2015
Author:	Rose Peckham

SUMMARY

To present Council with the minutes of the Peppimenarti Local Authority for their consideration.

BACKGROUND

The local authorities under the Ministerial Guidelines must have a minimum of four meetings per year.

COMMENTS

Names for the Street Naming Project have been resolved and presented to Council for their consideration. These names were presented to Place Name Committee for endorsement but not recommended due to the number of names and advised the Local Authority. The Local Authority at its 7th April meeting cut back a name and presented this to council.

The local authority at its meetings of the 26th of August 2015 discussed the issues surrounding the outstations and where they fit within the LA budget. It was noted that all outstations within the West Daly Regional Council come under the Thamarrurr/Pindi Pindi Ward and therefore their budget. It was also noted, through the members, that the outstations surrounding Peppimenarti are not being reached and are therefore not being provided with an opportunity to present to meetings with their feedback and to present local projects.

CONSULTATION

The Local Authority Coordinator at the 20th October 2014 LA meeting presented information on the Road Naming Project. Information presented back to the Road Naming Project was partially rejected due to number of names and rectified at the 7th April meeting.

Liaison with the Department of Local Government & Community Services advised that some Regional Councils were defining areas to better cater for outstations.

STATUTORY ENVIRONMENT

The Local Government Act Part 5.1A, section 53F, states the local authority and the council must provide each other with reports in accordance with any guidelines that the Minister may make.

POLICY IMPLICATIONS

Nil.

RECOMMENDATION

THAT Council:

- (1) Provide feedback on the Street Naming Project;
- (2) Provide feedback to the Local Authority on the defining of the Local Authority area for Peppimenarti.

Moved: Clr.

Seconded: Clr.

7 CHIEF EXECUTIVE OFFICER REPORT

Applicant: Chief Executive Officer

Location/Address: Wadeye

Date: 15th October 2015

Author: Glenda Teede

DISCUSSION:

The last West Daly Regional Council Meeting was the 19th August 2015. This current CEO Report is to inform Council as to the actions of the CEO since the last meeting.

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 15th October 2015

MEETINGS WITH STAKEHOLDERS

DATE	KEY STAKEHOLDER	MEETING TOPIC	ATTENDEES
17/8/15	Department of Chief Minister	<ul style="list-style-type: none"> • Local Authority • Community Bus 	Jake Quinlivan, Regional Director, Northern Australian Regional Office
18/8/15	West Daly Regional Council	Finance Committee Meeting	Harold Wilson, Mayor WDRC Andrew Brown, Deputy Mayor, WDRC Clem Barratt, Finance Manager, WDRC
18/8/15	West Daly Regional Council	Pre-Council Meeting	Harold Wilson, Mayor WDRC Andrew Brown, Deputy Mayor, WDRC Wally Minjin, Councillor, WDRC Tobias Nganbe, Councillor, WDRC Ralph Narburup, Councillor, WDRC Mark Martin, Councillor, WDRC Clem Barratt, Finance Manager, WDRC
19/8/15	West Daly Regional Council	Ordinary Council Meeting	Harold Wilson, Mayor WDRC Andrew Brown, Deputy Mayor, WDRC Wally Minjin, Councillor, WDRC Ralph Narburup, Councillor, WDRC Mark Martin, Councillor, WDRC Clem Barratt, Finance Manager, WDRC Graham Watson, Special Projects, WDRC Nathanel Knapp, Big Rivers Vic Daly Nicholas Sharah, Big Rivers Vic Daly
20/8/15	Prime Minister and Cabinet	Youth Coordinator Position	Carmen O'Shea, DCS, WDRC Alison Spiker, Indigenous Affairs Group, PMC
21/8/15	West Daly Regional Council	Regional Service Manager – Palumpa - Interviews (x3)	Carmen O'Shea, DCS, WDRC Jade Hamilton, HR, WDRC
24/8/15	Minister Gary Higgins	Roads within the Communities	Minister Higgins, PMC Peter McLinden, LGANT Graham Watson, WDRC Harold Wilson, Mayor Tobias Nganbe, Councillor Wadeye

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DATE	KEY STAKEHOLDER	MEETING TOPIC	ATTENDEES
25/8/15	Northern Territories Library	Community Library	Patrick Gregory, Director, NT Library
25/8/15	LGANT	Local Authority Officer Training	Angela Pattison, LGANT
26/8/15	Power and Water / West Daly Regional Council	<ul style="list-style-type: none"> • Pre-payment metering • Wadeye gas power stations • West Daly power stations and grid interconnects • Wadeye landfill 	Lindsay Smith, Remote Operations, P&W Duncan Griffin, P&W Kathryn Fuller, Remote Operations, P&W John Allen, RSM Wadeye, WDRC Carmen O'Shea, DCS, WDRC
27/8/15	Deloitte (Auditors)	Audit Fraud Discussion	Talia Duthiem, Analyst, Deloitte Gertrude Avuti, Analyst, Deloitte Clem Barratt, Finance Manager, WDRC
28/8/15	Latitude 12	Risk Management Plan Workshop (FULL DAY)	Clem Barratt, Finance Manager, WDRC Jade Hamilton, HR, WDRC Aswin Kumar, Director-Internal Audit & Risk Consulting, Latitude 12
31/8/15	Ilana Eldridge, Cast Your Net	Grants	Ilana Eldridge, Director, Cast Your Net Fiona Kelly, Acting Grants Officer, WDRC
31/8/15	West Daly Regional Council	Finance Committee Meeting	Harold Wilson, Mayor WDRC Andrew Brown, Deputy Mayor, WDRC Clem Barratt, Finance Manager, WDRC
31/8/15	Department of Business, NT	Homelands	Murray MacAllister, Senior Business Development Officer, Dept of Business Stephanie Hawkins, Dept of Business David Bousted, Dept of Business
31/8/15	Latitude 12	Workplace Health and Safety Workshop	Kristen King, WHS Advisor, Latitude 12
1/9/15	Parsons Brinckerhoff	Aged Care Facilities	Valerie Nullet, Program Manager
1/9/15	West Daly Regional Council	Administration Assistant – Darwin – Interviews (x3)	Clem Barratt, Finance Manager
3/9/15	HWL Ebsworth	Outstanding Issues	Rose Watts, Solicitor, HWL Ebsworth Tony Morgan, Solicitor, HWL Ebsworth
7/9/15	Department of Chief Minister	Local Authority - Wadeye	Jake Quinlivan, Regional Director, Northern Australian Regional Office

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DATE	KEY STAKEHOLDER	MEETING TOPIC	ATTENDEES
8/9/15	West Daly Regional Council	Local Authority – Wadeye	Nicholas Sharah, Big Rivers Vic Daly
15/9/15	West Daly Regional Council / Thamarrurr Development Corporation	Working together to reduce Contractor costs	Carmen O’Shea, DCS, WDRC John Allen, RSM Wadeye, WDRC Kirstine Cossens, Deputy CEO, TDC Dean Baker, TDC
17/9/15	West Daly Regional Council	Performance Review – RSM Wadeye	John Allen, RSM Wadeye, WDRC Carmen O’Shea, DCS, WDRC
18/9/15	West Daly Regional Council	Performance Review – RSM Peppimenarti	Rose Peckham, RSM Peppimenarti, WDRC Carmen O’Shea, DCS, WDRC
22/9/15	Northern Territory Government Ministers	Community BBQ	Chief Minister, Adam Giles Hon Gary Higgins MLA Hon Bess Nungarrayi Price MLA Hon John Elferink MLA Hon Peter Styles MLA Hon Peter Chandler MLA Hon Willem Westra van Holthe MLA
24/9/15	West Daly Regional Council	Document Management	Tony Tapsell, CEO, LGANT
24/9/15	Employment Office	Employment Services for Council	Chris Bullock, Employment Office Adam Rowe, Employment Office Jade Hamilton, HR Advisor, WDRC
24/9/15	West Daly Regional Council	Audit Committee	Russell Anderson, Audit Committee Chair
24/9/15	West Daly Regional Council	Finances	Clem Barratt, Finance Manager Russell Anderson, Audit Committee Chair
24/9/15	West Daly Regional Council / Thamarrurr Development Corporation	Potential sites for EOI section 19	Kirstine Cossens, Deputy CEO, TDC
28/9/15	HWL Ebsworth	Outstanding Issues	Rose Watts, Solicitor, HWL Ebsworth Tony Morgan, Solicitor, HWL Ebsworth
29/9/15	West Daly Regional Council	Finance Committee Meeting	Harold Wilson, Mayor WDRC Andrew Brown, Deputy Mayor, WDRC Clem Barratt, Finance Manager, WDRC Russell Anderson, Audit Committee Chair
30/9/15	Victoria Daly Regional Council and	Operational Funds / Local Government	Steven Hennessy, Mayor, VDRC

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DATE	KEY STAKEHOLDER	MEETING TOPIC	ATTENDEES
	West Daly Regional Council		Stuart Duncan, Chief Executive Officer, VDRC Harold Wilson, Mayor, WDRC Mark Martin, Councillor Wadeye, WDRC Clem Barratt, Finance Manager, WDRC
30/9/15	West Daly Regional Council	Audit Committee Meeting	Harold Wilson, Mayor, WDRC Mark Martin, Councillor Wadeye, WDRC Clem Barratt, Finance Manager, WDRC Russell Anderson, Audit Committee Chair
2/10/15	West Daly Regional Council	Special Council Meeting	Harold Wilson, Mayor, WDRC Andrew Brown, Deputy Mayor, WDRC Mark Martin, Councillor Wadeye, WDRC Wally Minjin, Councillor, WDRC Ralph Narburup, Councillor, WDRC Clem Barratt, Finance Manager, WDRC
2/10/2015	Department of Local Government	General Discussion	Jocelyn Nathanael-Walters, Consultant, Dept of Local Govt Meeta Ramkumar, Director Local Government Financial Sustainability, NT Govt Clem Barratt, Finance Manager, WDRC
5/10/2015	Department of Chief Minister	Local Authority – Wadeye	Jake Quinlivan, Regional Director, Northern Australian Regional Office
5/10/2015	Northern Territory Grants Commission	Commission Visit to Wadeye / Palumpa	Hon Adam Giles MLA Hon Willem Westra van Holthe MLA Hon David Tollner MLA Hon John Elferink MLA Hon Peter Styles MLA Hon Peter Chandler MLA Hon Bess Nungarrayi Price MLA Hon Gary Higgins MLA Various other Community Members
7/10/2015- 9/10/2015	West Daly Regional Council	Enterprise Bargaining Agreement	Scott Roffey, WALGA Kate Post, WALGA



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DATE	KEY STAKEHOLDER	MEETING TOPIC	ATTENDEES
13/10/2015	West Daly Regional Council	Audit of Finances	Deloittes via teleconference
13/10/2015	West Daly Regional Council	Local Authority Coordinator Interview	Jade Hamilton, HR Advisor, WDRC Harold Wilson, Mayor, WDRC Jake Quinlivan, Regional Director, Northern Australian Regional Office

SIGNIFICANT ISSUES

- Enterprise Bargaining Agreement – commenced working on the new Agreement will work with the HR Advisor to finalise.
- Audit Committee – the appointment of one community member possessing local government or accounting and risk management is still to be identified.
- Local Authority Wadeye meetings – final interviews for new coordinator will be completed by mid October.
- Manthathpe Crossing – does not look like the approval for funding to fix the crossing completely will be successful this round. The crossing itself will be fixed to a sustainable level for this wet season.
- Special Purpose Grants – submitted for staff housing repairs, garbage compactor, new building.
- Aged Care – review of D&R Community Services Contract currently being undertaken.
- Wadeye Waste Facility – Gravel - currently awaiting approval from NLC and TO's to utilise the 200 cubic metres of rock and gravel to be used as a road base for ease of access to the site during the wet. If no decision is forthcoming in Oct/Nov, Council will need to consider other options.
- Section 19 – waiting to hear on the applications lodged across the Communities as to the status / approvals to proceed.
- Airport communications – there has been an upgrade to the internet connection due to the Big Pond Dial-up connection being discontinued. Minimal interruptions experienced.

Issues that the Council should be aware of include:

- Concern that the 2015/16 Budget will be inadequate to address issues of ageing plant and risk management;
- Records management where WDRC is not complying with its legislative obligations; and
- Inadequate fire protection in Wadeye / Palumpa.

MATTERS TO NOTE

- Oval Lighting – Department of Sport and Recreation have advised that they have put out to tender for a consultant to undertake further studies and design of the lights. The Department anticipates to award the design consultant by 23 October 2015.
- Community Bus – a 30 seater mini coach has now been purchased. Minor modification works will be carried upon delivery on Monday, 12 October 2015 to NT Vehicle Solutions. Quotes for the modification works are to be provided once vehicle has been delivered.
- A Risk Manager will need to be engaged to assist with the Audit Committee.
- First meeting for the Audit Committee was held on 30 September.

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- Parson Brinkerhoff report for the Aged Care Facilities, Wadeye has been provided and a presentation made to Council.
- Works on the repair and reseal of Wadeye internal roads began on Wednesday, 30 September 2015 and expected to take three (3) weeks to complete.
- Peppimenarti Rubbish Tip – NLC proposed a rental increase over the land from \$7,000 to \$25,000 / year. Council does not occupy all of the land, a plan of the site reducing the size of the area by 1/3 has been provided to NLC. NLC has indicated that they will reduce the rental per year to \$18,000 if the land size is reduced.
- An application for funding of \$938,000.00 was sent to the Department of Transport on 28th September 2015. The funding is for:
 - Palumpa Airport Road rebuild and sealing works
The main purpose of this project is to:-
 - i) Provide all weather access to the airport terminal
 - ii) Provide all weather access to the rubbish tip
 - iii) Provide a safer road during the wet season for medical evacuations
 - iv) Reduce flooding with more appropriate drainage
 - v) Seal the road to protect the pavement for the future
 - Repair and upgrade the Palumpa Causeway:-
 - i) Make the causeway safer at night with solar powered lighting
 - ii) Install Armco railing and walkways to guide vehicles and pedestrians
 - iii) Provide safer pedestrian access to Palumpa for the west subdivision

Council awaits a decision as to whether the application has been successful.

- An application for funding of \$1,647,800.00 was sent to Minister Higgins following a meeting with Council on Monday, 24 August 2015. Minister Higgins requested a letter listing the areas of infrastructure which should be upgraded and he advised that he would seek funding to satisfy that request.

Council requested the following from Minister Higgins:-

➤ Repair and Upgrade the Palumpa Causeway	\$217,800
➤ Repair and Upgrade Palumpa Airport Road	\$625,000
➤ Road works for Emu Point Access Road	\$305,000
➤ Sealing of Wadeye Entry Road	\$500,000
TOTAL	\$1,647,800

- Minister Higgins in due course advised Council that the Department of Transport Strategic Local Road Infrastructure Grant Program (above) was open for applicants – Council awaits a decision as to whether the application has been successful.
- Council has made application for a grant of \$167,977 to purchase an Isuzu Tip Truck which would be of great benefit to council for civil works and clean ups in the event of a weather event – Council awaits a decision as to whether the application has been successful.

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- Council has made two applications for Black Spot Funding. Firstly, an application for \$175,841.00 to repair and upgrade the Palumpa Causeway and secondly, an application for \$185,562.00 to make the Manthathpe Crossing safer with extra guardrail and solar powered lighting - Council awaits a decision as to whether the application has been successful.

ADDITIONAL FUNDING FOR COUNCIL

Nil

OUTSTANDING ITEMS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

8 DIRECTOR OF COUNCIL SERVICES REPORTS/ITEMS

Applicant: Director of Council Services

Location/Address: Wadeye Office

Date: 15th October 2015

Author: Carmen O'Shea

SUMMARY

From previous report August 2015:

- Driver Authorisation (implemented through HRA).
- Motor Vehicle Checklist implemented – not fully utilised at present.
- Roll over of Roads funding – work has commenced in Wadeye.
- Roll over of fencing grant has progressed, equipment and materials have been ordered however on ground works are expected to commence mid October.
- Written reports from team leaders and supervisors – attempt at implementation has not been successful. Written reports have been replaced by team meetings which have been implemented by Wadeye RSM. Meetings are to be held fortnightly and reports provided to DCS.
- Car Bodies in Wadeye have been crushed and ready for transport. Difficulties in coordinating the removal of car bodies is currently being addressed.

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- Airport Charge Rates have been increased by 20% without increasing Regular Passenger Transport.
- Staff Housing – CEO has put through a Grant Application to renovate 3 staff houses. Waiting on outcome of grant application.

CURRENT REPORT

- Operational Plans
- RSM Performance Reviews
- New RSM for Palumpa
- TDC CDP and WDRC meetings progressed
- WDRC and TDC working agreements in place
- Library facilities in Wadeye, Peppimenarti and Palumpa are under review

BACKGROUND

Operational Plans: Operational Plans for Wadeye, Peppimenarti and Palumpa will be finalised by mid November. Wadeye plan has progressed, Palumpa plan will be finalised by 22nd October. Palumpa has been delayed due to RSM being on leave.

RSM Performance Reviews: Performance Reviews of RSM's have been carried out. Reports will be provided prior to Council Meeting.

Palumpa RSM: New RSM for Palumpa commenced with WDRC last month.

Thamarrurr, TDC, and WDRC: A meeting was convened between Thamarrurr, TDC and WDRC staff in relation to sharing resources, reduced cost to WDRC and TDC for the supply of material, sharing information in regard to contractors coming into the community, thereby reducing costs. An arrangement has been made, however there is no formal agreement in place at the present time.

TDC CDP and WDRC: RSM and DCS have put forward a number of projects to CDP in Wadeye. Agreements are in place for work on the main sporting oval. CDP confirmed they will undertake landscaping near the airport, with WDRC supplying irrigation. Police requested that the 40 km sign be placed further out towards the airport. RSM completed this project. With the reduction of speed and landscaping on the side of the road, dust will eventually be reduced.

Library Facilities: The approval of a library grant has been advised by head office. All grant monies will be expended prior to the end of the financial year.

COMMENT

Regular visits are scheduled for both Peppi and Palumpa, in order to complete the Operational Plans for both communities as well as Wadeye. During the wet teleconferences will be held at least once a month.

CONSULTATION

Agreement to be put in place with TDC and WDRC, regarding the reduced costs by both parties in relation to materials, machinery and contractors coming into the community.

Follow up with CDP regarding works in Wadeye and training of CDP workers in RIBS. RSM's to follow up with CDP in Peppimenarti and Palumpa regarding on ground works and employees for the fencing program in both communities.

STATUTORY ENVIRONMENT

West Daly Regional Council

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There should be no negative financial impacts on Council.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council receives and notes the Director of Council Service's report.

Moved: **Clr.**

Seconded: **Clr.**

9 REGIONAL SERVICES MANAGER'S REPORTS/ITEMS

9.1 REPORT – REGIONAL SERVICES MANAGER WADEYE

Applicant:	Regional Service Manager
Location/Address:	Wadeye Office
Date:	15 th October 2015
Author:	John Allen

4 Positive Outcomes for the month	<ul style="list-style-type: none"> • WDRC has acquitted small grant for the Aged Care facility. • WDRC is working in collaboration with the TDC rangers and CDP in getting a recycling program up and running. • Fencing of the Merrepen Airstrip has been completed so Care Flight can access the strip. • WDRC has worked with OLSH school and has received pictures drawn by the kids for a small road safety grant that we have been awarded. These pictures will be turned into bumper stickers and posters which will be distributed around the region. • Acquittal for the repairs and maintenance grant for the Aged Care is about to be completed. We are just waiting on 8 new beds which will take a couple of weeks. • WDRC has commenced grading of outstation roads and the fixing of drains. This will help with maintenance of the roads after the wet season. • WDRC has installed a new bore at old mission as the original had seized.
Barriers to Positive Outcomes	<ul style="list-style-type: none"> • One of the barriers we have faced is fighting between families. This causes strain on our work programs as certain workers can not go to certain areas and outstations.
How barriers will be overcome	<ul style="list-style-type: none"> • To overcome the issue of family issues we have had to send the works supervisor out to complete some of the grading.

RUBBISH COLLECTION

Bins collected as per schedule	Yes/No	Yes the whole town is completed twice a week (Monday and Thursday) The business district is done daily.
Number of Wheelie Bins replaced		1 bin has gone to lot 391 2 bins have been given to the public
Number of cars relocated		2 cars have been taken to the industrial tip

		over the last 2 months. The civil crew has started the process of crushing the cars with the Dozer ready for them to be transported to SIMs metals in Darwin for recycling.
Litter	Is litter a minor/moderate or significant problem Is litter better or worse than the preceding month	Significant Litter is a big problem within the town. We have a litter patrol consisting of two men twice a week. We have also put bins in front of the take away and in the parks that get collected every day to try and reduce the amount of litter on the ground.
Any other comments?		Corrections are also helping with the collection of litter with their community workers picking up litter at least once a week.

LANDFILL

Public Drop off areas tidy	Yes/No	yes
Issues with users?		We are still having issues with users of the community not dumping in the appropriate landfill areas. This is hard to monitor as the land fill areas are not manned on a daily basis.
Any other comments?		This will change with the closure of the current industrial landfill area and moving it to one centralised location (The house hold landfill site). All waste will then be monitored and sorted into appropriate bays. This will be happening in over the next month or so with the demolition and construction of the police station.

CEMETERIES

Is Cemetery neat and tidy	Yes/No	yes
Number of burials this month		In Wadeye there has been two burials over the last two months, and will be another two over the next month.
Any other comments?		The works crew are keeping up maintenance when need be to the cemetery. TDC are still instigated for the digging of the graves. RSM at Wadeye has been asked by the Local Authority to investigate getting a source of water to the Cemetery. Quotes are being obtained.

PARKS AND OVALS

Grass mowed/Surface safe	Yes/No	With the wet season upon us in the next month we will be instigating a ground maintenance program with the two ovals, parks and verges. The parks and garden crew has been working with Sport and Rec with watering of the ovals.
Existing hardware ok?		As we are getting buy with the machines and equipment we have. There is a need for replacement as repairs and maintenance to these machines is on going due to their age.
Any other comments?		The local Authority has put forward money for the installation of irrigation of the main oval.

ROADS INTERNAL

Potholes	Are potholes a minor/moderate or significant problem Is the problem better or worse than the preceding month	Moderate to Significant. Better
Condition of existing signs and speed humps	Satisfactory/ Unsatisfactory	Satisfactory
Condition of Street lights	Satisfactory /Unsatisfactory	Satisfactory
Any other comments?		Road Works have commenced in Wadeye with contractors resealing allocated roads: Perdjert st Mollinjin st Narbarup st Bem st Muthay st Nguminik st Thithay st Tek crt Dooling crt Ngarri st These works will be completed in the next week. Once completed the Civil crew will be installing speed humps throughout the community.

ROADS EXTERNAL

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 15th October 2015

Condition of main access road	Good/ Acceptable/Poor	Poor
WDRC Roads	Good/ Acceptable/Poor	Acceptable
Any other comments?		Maintenance grades from Peppi to Daly and Palumpa to Wadeye have been completed. Allen Kings and Sons are still working on the road in between Palumpa and Peppi.

FIRE BREAKS AND GRASS

Fire Breaks ok?	Yes/No	Yes
Any other comments?		This will be an ongoing task with regular maintenance, especially just after wet season.

DOGS AND ANIMALS

Next vet visit	Date – to be announced	Expecting HSVC to be visiting around the end of October – start of November
Any other comments?		HSVC is trialling a new drug that comes in pill form to battle the ticks fleas and mange. This only needs to be given to the animals once every six months. If this is successful it will cut down on costs to council.

EMERGENCY SERVICES

Emergencies Responded to	Number	WDRC were requested by the Wadeye police to respond to the fatal car accident with the emergency trailer on the ENI road.
Any other comments?		The first meeting/ info night was held in Wadeye on the 15 th of September. We had around 20 participants turn up and at this stage we have had 13 applications submitted for approval. Once approved and uniforms are obtained we will commence our first lot of training.

AIRPORT

Airport Reports Completed	Yes/No	Yes, The airstrip is inspected every morning by the qualified ARO's and a report is put together.
Maintained to standard	Yes/No	Yes
Any other comments?		The Airstrip has now been registered in WDRC's name. We are in the process of organising training for more AROs (airport reporting officers). We are still having issues with people cutting

		holes in the airstrip fence. We have purchased motion detection cameras that will be hidden. The footage will then be used to arrest the people that keep cutting the fence.
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VEHICLES PLANT AND EQUIPMENT

Weekly/monthly servicing completed	Yes/No	Yes we complete all servicing to manufactures specifications. This is also part of the pre-start checks.
Daily pre-start checks done	Yes/No	Yes pre-start check are completed before the use of every Plant/Vehicle
Important spare parts present	Yes/No	Yes
Major service schedules occurring	Yes/No	Yes we complete all servicing to manufactures specifications.
Is any plant not working	List - Dozer, IT Loader	We have just obtained quotes and engaged a contractor to come to Wadeye and fix the air conditioners in the loader and dozer.
Any other comments?		We have also just spent considerable time updating the vehicle spread sheets and registrations. Also we have just had GPS tracking put into all vehicles which will me used as a safety mechanism and to track vehicle usage.

WORK HEALTH AND SAFETY

Notifiable Incidents occurred	Yes/No	We have had no notifiable incidents this month.
Notifiable Incidents reported	Yes/No	Yes when they occur.
Test and Tag	Scheduled for ...	Testing and tagging has completed throughout all WDRC departments and buildings.
Has progress been made this month towards completion of the WH&S Action Plan	Yes/No	The WDRC WH&S action plan has been drafted and is awaiting amendments and approval.
Number of new Workers Compensation Cases		1
Any other comments?		WDRC employees are constantly implementing and improving WHS procedures. We have also had Latitude 12 out working with all staff on safety procedures and policies.

OFFICE

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Safety inspections conducted by Kristen King from Latitude 12 during September visit.

Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory
Any other comments?		Audits will be completed in the next few months. We have also secured a grant for a minor upgrade of the main office. We are in the process of ordering the goods that have been allocated in the grant. We would like to have it acquitted over the next month or so.

DEPOT

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Safety inspections conducted by Kristen King from Latitude 12 during September visit.
Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory
Yard Condition and Security	Satisfactory/ Unsatisfactory	The condition of the yard is satisfactory but the security of the yards needs improvement. WDRC have obtained motion detection cameras and have them placed around the yard.
Tool cages secure and used	Yes/No	Yes
Any other comments?		Audits will be completed in the next few months. Also the works department are continually making changes for to be more efficient and WHS compliant.

VISITORS ACCOMMODATION

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Not yet audited.
Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory
Booking System and Invoicing OK	Yes/No	Yes
Any other comments?		Audits will be completed over the next few months and we are looking into funding for upgrading of the units.

NIGHT PATROL

Conditions of service agreement met?	Yes/No	Yes
Number of incidents attended to	Last report April - June	3581
Any other comments?		With the employment of a new night patrol team leader the night patrol has been working

		very well.
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LIBRARY (WADEYE AND PEPPIMENARTI ONLY)

Clean and tidy		Yes
Was it open for all scheduled hours? 8-12 5days a week	Yes/No	Yes
Any other comments?		The library officer has been in talks with the RSM in making the library function better. We would like to see more involvement and interest from the community.

AGED CARE (WADEYE AND PEPPIMENARTI ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		Council was awarded two lots of funding to complete a small repairs and maintenance upgrade to the aged care facility. Works have been carried out over the last few months to bring the aged care facility up to a standard. One of the grants have been acquitted and we are in the stages of finalising the other. We are just waiting on 8 new beds to arrive. We have painted the building throughout. Replaced and repaired the air conditioners and fans where need be. Repaired the fridge and freezers. Installed ne shelving in the fridges and freezers. Fixed all plumbing and electrical issues. Installed a new stove and oven. Installed a new ice machine. Purchased a BBQ, slings and trolleys.

WDRC HOUSING

Clean and tidy	Yes/No	Yes
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?		WDRC have completed audits on all staff housing. We are now looking at finding funding to bring the housing back up to a standard. Some of the housing has had no repairs completed for some time.

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?		

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?		

STAFF

HR updates provided to Darwin Office as necessary	Yes/No	Yes
Induction completed for new staff	Yes/No	Yes
Number of Performance Reviews completed this month		Nil
Number of performance reviews scheduled for next month		Nil
Training completed	List	Nil
Training Record updated	Yes/No	Yes
Upcoming leave that needs relief	Yes/No	No
Total number of person days lost due to 'sorry' or other cultural business		17
Any other comments?		Due to the recent deaths in community we have experienced a number of sorry days which has impacted on our work load.

COMMUNITY EVENTS

Events run by WDRC this month	List	Softball grand final is coming up in the next two weeks.
Events held in community this month	List	Softball grand final 6 th and 7 th October. NAAFVLS helps Aboriginal Men and Women

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 15th October 2015

		<p>in:</p> <ul style="list-style-type: none"> • Getting a Domestic Violence Order (DVO) • Changing Police DVO • Child Protection Matters • Wills • Superannuation Law • Debt Management Assistance • Sexual Assault • Victims of Crime Compensation • Court Support when you are giving evidence • Referrals
Upcoming events	List	<ul style="list-style-type: none"> • Suicide prevention training. • WDRC tender on unwanted vehicles and equipment.

LOCAL AUTHORITY

Next meeting scheduled	Yes/No	2 nd November
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?		Please see attached minutes from the last Local Authority meeting.

OUTSTANDING LOCAL AUTHORITY ITEMS

<p>Road barriers (waiting on endorsement from council)</p> <p>Manthathpe street names</p> <p>Walk way light between Nilinh and boarding house (RSM has obtained quotes to submit to LA)</p> <p>Renovation of public toilets on Perdjert Street (RSM has obtained quotes to submit to LA)</p> <p>Trial of bin stands (RSM has obtained Quotes to submit to LA)</p> <p>Water at Cemetery (RSM is obtaining quote to submit to LA)</p>

VISITING AGENCIES

Visitors to the Office during the month included:
NT Gov Ministers

Hon Adam Giles MLA



Chief Minister
Minister for Tourism
Minister for Northern and Central Australia
Minister for Economic Development and Major Projects
Minister for Indigenous Affairs

Hon Willem Westra van Holthe MLA



Deputy Chief Minister
Minister for Primary Industry and Fisheries
Minister for Land Resource Management
Minister for Essential Services
Minister for Public Employment

Hon David Tollner MLA



Treasurer
Minister for Lands and Planning
Minister for Mines and Energy

Hon John Elferink MLA



Attorney-General and Minister for Justice
Minister for Children and Families
Minister for Health
Minister for Disability Services
Minister for Mental Health Services
Minister for Correctional Services

Hon Peter Styles MLA



Minister for Business
Minister for Racing, Gaming and Licensing
Minister for Asian Engagement and Trade
Minister for Employment and Training
Minister for Corporate and Information Services
Minister for Multicultural Affairs
Minister for Young Territorians
Minister for Senior Territorians
Minister for Defence Industries

Hon Peter Chandler MLA



Minister for Police, Fire and Emergency Services
Minister for Education
Minister for Transport
Minister for Infrastructure
Minister for Veterans Support

Hon Bess Nungarrayi Price MLA



Minister for Local Government and Community Services
Minister for Housing
Minister for Parks and Wildlife
Minister for Men's Policy
Minister for Women's Policy
Minister for Statehood

Hon Gary Higgins MLA



Minister for Sport and Recreation
Minister for the Environment
Minister for Arts and Museums

NT Gov grants commission.
Seth Dugdell NTES.

ANY OTHER INFORMATION

WDRC will be commencing with the Tender of their unwanted vehicles and equipment.

- Interested parties can obtain a list of vehicles and equipment and submission slips from the Council Office.
- Bids are to be submitted to the council office from the 12th of October through to the 26th of October.
- WDRC will hold a viewing day on Monday the 19th of October.
- WDRC will also be running two ads in the NT news paper on the 10th and 17th of October.
- Once bids have closed on the 26th the tender box will be sorted and the vehicles and equipment will be awarded to the highest bidder.

The above information is an accurate record of WDRC services in this area.

John Allen
7th October 2015

RECOMMENDATION

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

Moved: **Clr.**

Seconded: **Clr.**

9.2 REPORT – REGIONAL SERVICES MANAGER PALUMPA

Applicant:	Regional Service Manager
Location/Address:	Palumpa
Date:	15 th October 2015
Author:	Megan Howlett

Positive Outcomes for the month	<ul style="list-style-type: none"> • Environmental Health i.e. Lead issues • 2 new casual employees for Civil work • Broadcasting grant underway with training & new staff member • New RSM • New Night Patrol Team Leader • New Customer Service Team Leader
Barriers to Positive Outcomes	<ul style="list-style-type: none"> • Angst amongst locals who now want to work but can't • Vehicle • Funding / Budget – not complete • Mixed sex for volunteers that can't work together for broadcasting
How barriers will be overcome	Appropriate funding for resources i.e. needs distribution to RSM's.

RUBBISH COLLECTION

Bins collected as per schedule	Yes/No	Yes
Number of Wheelie Bins replaced		Nil
Number of cars relocated		Nil
Litter	<ul style="list-style-type: none"> • Is litter a minor/moderate or significant problem • Is litter better or worse than the preceding month 	Moderate problem, Is continually being addressed through allocating bins around the centre of community for easy access of disposal. The outskirts are a significant issue
Any other comments?		Rubbish dump relocation being investigated. Continuous rubbish collection twice a week and on going pick up of hard rubbish by council

LANDFILL

Public Drop off areas tidy	Yes/No	No
Issues with users?		A difficult area to keep under control due to wind and children loitering plus dingoes scavenging.
Any other comments?		Need removal of old cars from the dump. Require heavy machinery to compact tightly the rubbish to avoid the above.

CEMETERIES

Is Cemetery neat and tidy	Yes/No	To the best of our ability, no water.
Number of burials this month		Nil
Any other comments?		Upgrade to the cemetery road to commence mid October.

PARKS AND OVALS

Grass mowed/Surface safe	Yes/No	Yes
Existing hardware ok?		All equipment working well
Any other comments?		Sprinklers needed repairing due to vandalism. Slashed oval several times as well as park and along people's boundary fences.

ROADS INTERNAL

Potholes	<ul style="list-style-type: none"> Are potholes a minor/moderate or significant problem Is the problem better or worse than the preceding month 	Minor to Moderate, repairs have been attended to : 1)Repairs to flood damaged roads 2)Patched up holes around the community with easy street bitumen 3)Bitumised out the front of the health clinic
Condition of existing signs and speed humps	Satisfactory/ Unsatisfactory	Unsatisfactory – We do not have speed humps. We do not have signage as there are no bylaws in place.
Condition of Street lights	Satisfactory/ Unsatisfactory	Satisfactory
Any other comments?		A great deal of work has been achieved in the past month with Peter Grothe and his team Not only civil but also general handyman work for the shire houses and buildings to save costs

ROADS EXTERNAL

Condition of main access road	Good/ Acceptable/Poor	Poor to average
WDRC Roads	Good/ Acceptable/Poor	Acceptable
Any other comments?		Filled side road with gravel near the power house where the road has washed out (due for another in four weeks) Cleaned up around the causeway by skimming the road and placing signage for water depth. Also cleared the corner by the school housing to ensure clear view of oncoming traffic.

FIRE BREAKS AND GRASS

Fire Breaks ok?	Yes/No	Yes
Any other comments?		Double Fire breaks completed throughout the community.

DOGS AND ANIMALS

Next vet visit	Date	November.
Any other comments?		New RSM to meet with vet and discuss community concerns.

EMERGENCY SERVICES

Emergencies Responded to	Number Police	Five times
Any other comments?		1)Putting together Palumpa Emergency Plan for wet season 2) I understand resources are tight with Police emergency; however as a dry community we have a great deal of alcohol and drugs on the community which more often than not spirals into fighting and gambling.

AIRPORT

Airport Reports Completed	Yes/No	Yes
Maintained to standard	Yes/No	Yes
Any other comments?		Peter and Mat to do ARO training. Not sure when both are away from the community who will be able to inspect the strip when required? Fences need repairing due to dingoes. The grass will require slashing again in the next two to three weeks.

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	We do not carry spare parts
Major service schedules occurring	Yes/No	As required
Is any plant not working	List	950, however been recalled back to Wadeye. The Night Patrol Vehicle has fuel leakage, not serviced and tyres need replacing
Any other comments?		The Civil Team Leader has a consistent group of staff and all work very well together. It was mentioned to have a 5000 gallon water truck to keep the roads in a stable condition as well as settling the dust which will alleviate a lot of health issues around the community.

WORK HEALTH AND SAFETY

Notifiable Incidents occurred	Yes/No	Yes
Notifiable Incidents reported	Yes/No	Yes
Test and Tag	Scheduled for ...	Completed
Has progress been made this month towards completion of the WH&S Action Plan	Yes/No	Yes
Number of new Workers Compensation Cases		1 – closed.
Any other comments?		Site visit Kirsten King – Latitude 12 Would be ideal to have her return to incorporate a training session on the importance of WH&S.

OFFICE

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Safety inspections completed on 1 st September with Kristen King from Latitude 12.
Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory
Any other comments?		Building requires an automatic latch for the entrance of staff only.

DEPOT

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Safety inspections completed on 1 st September with Kristen King from Latitude 12.
Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory

Yard Condition and Security	Satisfactory/ Unsatisfactory	Satisfactory – however still waiting for security signs for the depot
Tool cages secure and used	Yes/No	Yes
Any other comments?		Security signs to complete the depot requirements

VISITORS ACCOMMODATION

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Safety inspections completed on 1 st September with Kristen King from Latitude 12.
Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory
Booking System and Invoicing OK	Yes/No	Yes
Any other comments?		<ul style="list-style-type: none"> • Fencing requires fixing around perimeter • The TV's in the rooms are not operable due to the satellite box.

NIGHT PATROL

Conditions of service agreement met?	Yes/No	Yes
Number of incidents attended to		Nil
Any other comments?		There was no handover for the team leader and there are inconsistencies with having a local due to cultural sensitivity. There are a number of times when Night Patrol can not go out due to these reasons. This requires addressing. The program is not running as well as it can here in Palumpa.

AGED CARE

Conditions of service agreement met?	Yes/No	No – new processes within Aged Care.
Any other comments?		The Sport and Rec team leader drives to Port Keats to pick up meals ... What is the correct procedure that Aged care should be undertaking for Palumpa?

POSTAL SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		Still waiting on manifests that we requested two months ago.

WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 15th October 2015

CENTRELINK SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		Service running well. However, require as per org chart 1 more staff member to assist with constant enquiries both at front desk and with the phone enquiries. Request to Fill the position has been approved by the CEO.

WDRC HOUSING

Clean and tidy	Yes/No	Yes
Building condition and security	Satisfactory/ Unsatisfactory	Unsatisfactory
Tenancy Agreements up-to-date for non- Council staff	Yes/No	No
Tenancy changes in any houses	Reason	Yes New staff members
Any other comments?		Currently undergoing quotes for repairs on 3 council staff properties.

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 and travel.
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	Due to new processes in purchasing this is time consuming and I am still on a learning curve.
Invoices raised as required	Yes/No	Yes
Weekly work crew plans done	Yes/No	Through Team Leaders
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 – through the HR at Wadey.
Induction completed for new staff	Yes/No	Yes
Number of Performance Reviews completed this month		Nil

Number of performance reviews scheduled for next month		5
Training completed	List	Training of Dingo machine – Darwin.
Training Record updated	Yes/No	Yes
Upcoming leave that needs relief	Yes/No	Nil
Total number of person days lost due to 'sorry' or other cultural business		3
Any other comments?		No

COMMUNITY EVENTS

Events run by WDRC this month	List	Nil
Events held in community this month	List	Nil
Upcoming events	List	Women's Grand Final Softball

LOCAL AUTHORITY

Next meeting scheduled	Yes/No	Yes – 15th October 2015
Agenda: Distributed to Members; Displayed at Council Office; and Put on web at least 5 days before meeting	Yes/No	Compliant
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 – when required.
Any other comments?		RSM of Palumpa has only the RSM report for this month

OUTSTANDING LOCAL AUTHORITY ITEMS

Will report at next Council Meeting.

VISITING AGENCIES

Latitude 12 – Kirsten King
Department of Health – Oral Health
Department of Health – Environmental Health
Department of Health – CDC
Peppi Police
Port Keats Police
Josh Higgins
Jake Quinlivan
Kathryn Fuller - PAWA

ANY OTHER INFORMATION

The above information is an accurate record of WDRC services in this area.

Megan Howlett
2nd October 2015

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

9.3 REPORT – REGIONAL SERVICES MANAGER PEPPIMENARTI

Applicant:	Regional Service Manager
Location/Address:	Peppimenarti
Date:	15 th October 2015
Author:	Rose Peckham

4 Positive Outcomes for the month	<ul style="list-style-type: none"> • QIP accepted by the Dept. Social Services • Child Care workers – training in the QIP for Emu Point • New filter installed on the pool • Environmental Health i.e. Lead issues
4 Barriers to Positive Outcomes	<ul style="list-style-type: none"> • Geographical Location • Transport • Funding / Budget - uncertainty
How barriers will be overcome	<ul style="list-style-type: none"> • Appropriate funding for resources i.e. vehicles for programs

RUBBISH COLLECTION

Bins collected as per schedule	Yes/No	Yes
Number of Wheelie Bins replaced		1 – visitors quarters 1 – Lot 64
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, Is continually being addressed through Environmental Health & the school.
Any other comments?		No

LANDFILL

Public Drop off areas tidy	Yes/No	Yes
Issues with users?		No
Any other comments?		Still awaiting feedback in relation to the removal of old cars from the dump.

CEMETERIES

Is Cemetery neat and tidy	Yes/No	To the best of our ability, no water.
Number of burials this month		Nil
Any other comments?		Upgrade to the cemetery road to commence early October.

PARKS AND OVALS

Grass mowed/Surface safe	Yes/No	Yes
Existing hardware ok?		All equipment working well, new ride on picked up early September.
Any other comments?		All equipment operational.

ROADS INTERNAL

Potholes	Are potholes a minor/moderate or significant problem Is the problem better or worse than the preceding month	Moderate, resources to commence road works to be collected from Palumpa early October
Condition of existing signs and speed humps	Satisfactory/ Unsatisfactory	Satisfactory – new signage throughout the community and access road.
Condition of Street lights	Satisfactory/ Unsatisfactory	Satisfactory
Any other comments?		Small issue with a couple of lights not working, this was addressed late September, all operating well

ROADS EXTERNAL

Condition of main access road	Good/ Acceptable/Poor	Grading at present, awaiting tubes.
WDRC Roads	Good/ Acceptable/Poor	Acceptable
Any other comments?		Grading of access road will commence again when tubes received.

FIRE BREAKS AND GRASS

Fire Breaks ok?	Yes/No	Yes
Any other comments?		Fire breaks completed throughout the community.

DOGS AND ANIMALS

Next vet visit	Date	November.
Any other comments?		Would like Council to re-consider the service for this community to our previous provider.

EMERGENCY SERVICES

Emergencies Responded to	Number	Nil
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Any other comments?		Awaiting feedback in relation to the next Emergency Plan meeting with NTES and service providers.
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AIRPORT

Airport Reports Completed	Yes/No	Yes
Maintained to standard	Yes/No	Yes
Any other comments?		<ul style="list-style-type: none"> • Quote submitted to DOT to re-fence airstrip – successful or Council • ARO training needed for staff as we are down an ARO officer and if the other officer is away no inspections can be carried out.

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	As required
Is any plant not working	List	<ul style="list-style-type: none"> • IEHW vehicle is currently not running, awaiting quotes to fix. • P & G 2WD needs repairing, may need a new radiator, old vehicle needs replacing. • Troop carrier currently running but is old and in need of replacement.
Any other comments?		The new Civil Team Leader has settled into Council and the community well, positive feedback from the community and staff.

WORK HEALTH AND SAFETY

Notifiable Incidents occurred	Yes/No	No
Notifiable Incidents reported	Yes/No	N/A
Test and Tag	Scheduled for ...	Completed
Has progress been made this month towards completion of the WH&S Action Plan	Yes/No	Safety checks completed
Number of new Workers Compensation Cases		Nil
Any other comments?		Site visit with Kirsten King – Latitude 12

OFFICE

Clean and tidy	Yes/No	Yes
Date of last WH&S Audit		Safety inspections completed on 2 nd September with Kristen King from Latitude 12.

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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		September 2015
Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory
Yard Condition and Security	Satisfactory/ Unsatisfactory	Unsatisfactory – fencing of depot still required.
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		September 2015
Building condition and security	Satisfactory/ Unsatisfactory	Satisfactory
Booking System and Invoicing OK	Yes/No	Yes
Any other comments?		Cleaner commenced late September.

NIGHT PATROL

Conditions of service agreement met?	Yes/No	Yes
Number of incidents attended to		Nil
Any other comments?		Program is running well, more training scheduled for October & November in Wadeye.

LIBRARY (WADEYE AND PEPPIMENARTI ONLY)

Clean and tidy		No
Was it open for all scheduled hours?	Yes/No	No
Any other comments?		Condemned building can not run this program at present – brief presented to the CEO on the 9 th September.

AGED CARE (WADEYE AND PEPPIMENARTI ONLY)

Conditions of service agreement met?	Yes/No	No – new processes within Aged Care.
Any other comments?		Training in user admission and Medicare to be attended in October in order to commence

		billing. Unfortunately training was cancelled due to lack of registrations.
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POSTAL SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	No
Any other comments?		Mail delivery times have changed again without prior notification, limited information provided to Council in relation to ETA for the delivery of mail.

CENTRELINK SERVICES (PEPPIMENARTI AND PALUMPA ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		Service running well.

CRECHE (PEPPIMENARTI ONLY)

Conditions of service agreement met?	Yes/No	Yes
Any other comments?		QIP sent through to the funding body and signed off for 2015 -2016. Staff attended training and we are now awaiting the philosophy to come through.

WDRC HOUSING

Clean and tidy	Yes/No	Yes
Building condition and security	Satisfactory/ Unsatisfactory	Unsatisfactory – plumbing required to Lot 76. Approval to proceed with works provided by CEO on 5 th October 2015.
Tenancy Agreements up-to-date for non- Council staff	Yes?No	Yes
Tenancy changes in any houses	Reason	New staff member, furnishing of staff house, Lot 76.
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	Yes – no funding for the ESO – Homelands at Deleye, Uminyuluk & Mulingi. Services to this community to be drawn up.
Any other comments?		As Above.

ADMINISTRATION

Time sheets supplied on time	Yes/No	Yes
Payroll processed correctly	Yes/No	Yes
Purchase Orders Completed	Yes/No	Due to new processes in purchasing, this is time consuming.
Invoices raised as required	Yes/No	Yes
Weekly work crew plans done	Yes/No	Through Team Leaders.
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 – through the HR at Wadeye.
Induction completed for new staff	Yes/No	Yes
Number of Performance Reviews completed this month		Nil
Number of performance reviews scheduled for next month		3
Training completed	List	<ul style="list-style-type: none"> • H & K Training – on-going training provided to Aged Care Staff • RACSSU BBF training – Katherine • WHS visit – Lat. 12
Training Record updated	Yes/No	Yes
Upcoming leave that needs relief	Yes/No	Nil
Total number of person days lost due to 'sorry' or other cultural business		1
Any other comments?		No

COMMUNITY EVENTS

Events run by WDRC this month	List	Nil
Events held in community this month	List	Nil
Upcoming events	List	NT Cricket - Milo Cricket - October

LOCAL AUTHORITY

Next meeting scheduled	Yes/No	Yes – 15 th October 2015
Agenda: Distributed to Members; Displayed at Council Office; and	Yes/No	Compliant.

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Put on web at least 5 days before meeting		
RSM report on WDRC Services circulated with Agenda	Yes/No	This report will be attached.
Outstanding Action list updated and circulated with Agenda	Yes/No	Completed after every meeting.
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 – when required.
Any other comments?		<p>That the Peppimenarti Local Authority members recommend to Council that the Peppimenarti Local Authority Area be defined to include the Homeland residents of;</p> <ol style="list-style-type: none"> 1. Wudicupildiyerr, Emu Point, Kelerrk, Wudaduk, Leichardt and Un-marr that are currently serviced by the Yantjarrwu Outstation Resource Centre Aboriginal Corporation; 2. That the smaller outstations of Delye, Mulingi & Uminyuluk are to also be included. 3. That Council write to the Minister for Local Government and Community Services advising of this decision of Council and request that future allocation and distribution of Local Authority Project Funding take into account the addition of these Homeland populations. 4. That this letter be signed by the Mayor, Chairperson and all members of the LA Peppimenarti. 5. Moved: Malcolm Wilson 6. Seconded: Kayla Hodgson 7. Resolution: Carried Unanimously

OUTSTANDING LOCAL AUTHORITY ITEMS

Previous submission put through was for 9 names, road naming committee advised that there too many names for the circuit around the village and this needs to be cut down to one name.

That the circuit around the village be named Pilbarrat Circuit.

Moved: Annunciata Wilson
Seconded: Anthony Thomas
Resolution: Carried Unanimously

VISITING AGENCIES

Latitude 12 – Kirsten King
Department of Housing (including trades people)
NAAFLS
Department of Health – Oral Health
Department of Health – Environmental Health
Department of Health – CDC
H & K Training Consultancy

ANY OTHER INFORMATION

The above information is an accurate record of WDRC services in this area.



Rose Peckham
2nd October 2015

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.

10 FINANCE

10.1 FINANCE REPORT – 01/08/2015 TO 31/08/2015

Applicant:	Finance Manager
Location/Address:	Darwin
Date:	15 th October 2015
Author:	Clem Barratt

SUMMARY

To accept the finance report for the period 1 August 2015 to 31 August 2015.

Item 1. Cash and Investments	At 31 August 2015
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Cash at Bank						
Cash on Hand						4,691
Cheque Account						315,851
Investment Account						2,819,642
Term Deposits						1,750,000
Total Cash at Bank						\$4,890,184
Debtors	Current	30 Days	60 Days	90 Days		
Trade	15,919	27,810	59,229	41,413		144,371
Rates - due 8 Dec 14	709,528	0	0	25,708		735,236
Other – Interest/GST/ Deposit	49,404	0	0	0		49,404
Total Debtors						\$895,206
Creditors	Current	30 Days	60 Days	90 Days		
Trade	434,056	43,272	86,896	7,474		571,698
Other - PAYG/GST/NLC Lease	234,695	0	0	0		234,695

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fees					
Total Creditors					\$806,353
Employee Entitlements	419,968	0	0	0	\$419,468
Reconciliation of Funds					
Balance as per General Ledger					320,542
Add: Outstanding Debtors					895,206
Less: Outstanding Creditors					806,353
Less: Employee Entitlements					419,469
Add: Investment Account					4,569,642
Total Cash & Receivables Available					\$4,550,568

Unspent Grants & Subsidies as at 30 th June 2015	\$4,201,548
Funds Available to Council	\$349,020

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Item 2. Restricted Cash Funds Table

At 31 August 2015

	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
Administration	395,769		71,204	422,850		399,322	-27,081		Rates actual whole year Budget pro rata by month Admin fees and cost recovery entries outstanding
Chief Executive				9,985		17,918	-9,985		
Cemetries				1,236			-1,236		
Elected Members				37,065		61,642	-37,065		Purchase motor vehicle outstanding
Staff Housing	4,827			47,425		79,430	-42,598		Section 19 rent to be included
Parks and Gardens	1,273		37,254	76,181		141,012	-74,908		Internal recovery outstanding Motor vehicle outstanding saving on wages
Pools	9,091		4,168	16,595		28,702	-7,504		No repairs maintenance section 19 rent included in actuals
Street Cleaning				6,253			-6,253		

WEST DALY REGIONAL COUNCIL

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
Sport & rec				1,065			-1,065		
Waste Management	337,279		66,480	35,752		87,968	301,527		Garbage collection pro rata in budget Repairs and maintenance and section 19 rent to be raised
Other	2,079		4,790	5,343			-3,264		
Total 101	750,318		183,896	659,750	0	815,994	90,568	0	
101 - General Operating	750,318		183,896	659,750	-7,268	815,994	90,569	0	
201 - Airport Maintenance, Safety & Security	35,201		30,956	5,582	0	41,950	29,619	406	Staff training costs and internal charges not yet included in actual
203 - Australia Post	10,090		2,500	0	0	0	10,090	0	
204 - Centrelink	29,118		29,180	27,495	0	0	1,623	0	
205 - Mechanical Workshops	5,833		5,000	45,311	0	45,032	-39,479	7,588	Follow up to ensure all job cards are being charged out for work performed
206 - Visitor Accommodation	20,495		31,068	6,092	0	41,860	14,403	409	

WEST DALY REGIONAL COUNCIL

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
Business									
207 - Commercial Buildings	27,231		30,932	20,168	0	6,042	7,063	0	
701 - NTG-Operational Subsidy Funding	0		197,248	0	0	0	0	0	2015/16 operational funding received in June 2015
727 - NTG - Special Purpose Budget Assistance	0		333,334	0	0	0	0	0	
Total Council Operational	878,286	0	844,114	764,398	-7,268	950,878	113,888	8,403	
		to be rolled over to 2015/16 on completion of audit							
416 - Wadeye	0		0	711	0	0	-711	3,355	Grant funds received September

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
Clean Up Day									completed acquittal outstanding
417 - Road Safety Posters	4,998		0	0	0	0	4,998	0	School has completed art work for posters and stickers. These are to be sent to printers
702 - NTG - Local Authorities Funding	0	92,033	0	2,713	0	0	-2,713	0	Employment of someone in the local authority coordinator role continues to be advertised
703 - NTG - Indigenous Development Jobs Funding	0		96,948	99,420	0	-4	-99,420	0	Funding is received post 3 month reports in each financial year
704 - NTG - Municipal & Essential Services Funding	141,140	38,102	41,878	28,539	0	83,838	112,601	0	Spend plan to be formulated by RSM
705 - NTG - Outstations and Homelands - Housing Maintenance	62,522	9,051	20,714	-51,219	0	17,198	113,741	3,791	Spend plan to be formulated by RSM
707 - NTG -	309		15,208	24,906	0	0	-24,597	646	Overspend \$11,833 in 2014/15

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
Sports & Recreation funding									
709 - NTG - Libraries	748	42,233	19,144	10,271	0	19,146	-9,523	252	Underspend as Peppi library building not habitable - after reporting funder will decide if money is to be returned
710 - NTG - Environmental Health Worker	19,122	21,350	0	11,989	0	0	7,133	0	Funds received April 2015 leaving unspent balance at June.
711 - NTG - Health: Home & Community Care	188,498		12,880	17,284	6,938	0	171,214	1,861	Wadeye \$146,183 shown as monies overspent in 2014/15 recovered in July 2015. Additionally \$26,000 erroneously shown as revenue to Peppi should be D&R totalling net actual shown
715 - NTG - SPG Establishment Grant	0	2,236	0	-3,658	2,283	0	3,658	8,578	Signage needs completing
716 - NTG - SPG Outstationsm 4 items	0	3,125	0	0+	-1,200	0	1,200	1,200	

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
718 - NTG - NDRRA - Monsoonal trough - Manthathpe Crossing	0	63,750	0	11,651	0	0	-11,651	0	A further \$189,000 is to be received
719 - NTG – FAA General Purpose	311,610		0	0	0	0	311,610	0	payments of \$247,022 and \$64,588 received. Special Projects officer coordinating spend of Road funds
720 - NT Jobs Package 3 ESO	0	8,270	20,244	12,491	0	0	-12,491	0	Advise still to be received re funding 2015/16
721 - NTG – SPG No Acquittal	0		0	2,000	0	0	-2,000	0	Feral Pig
722 - NTG Local Authority Project Funding	0	303,880	109,446	-3,550	0	103,678	3,550	12,416	Changes to quorum to facilitate making of decisions to use unspent grant as at 30th June
724 - NTG - SPG Staff Housing	0	58,398	0	35,192	0	0	-35,192	0	Unspent money 30th June now been used
725 - Homelands Extra Allowance	0	128,729	18,202	-5,431	0	0	5,431	0	Housing requests currently being coordinated

WEST DALY REGIONAL COUNCIL

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
728 - Palumpa Cooking Club	0		0	351	0	0	-351	0	
729 - Flicks for the Bush	0		0	-227	0	0	227	227	
730 - Wudapuli tractor, Merrepen airstrip upgrade	0	20,674	0	-23,899	-28,095	0	23,899	0	Grant completed
731 - Palumpa Lights	0	1,497	0	0	0	0	0	0	Grant completed
732 - Office upgrade furniture & equipment	0	117,049	117,000	40,105	40,105	0	-40,105	4,354	In progress
733 - NTG - Fencing program	0	514,738	514,738	75,268	74,986	94,368	-75,268	65,199	In progress
734 - NTG - Seniors Month Pool Program	0	400	0	284	0	0	-284	0	
735 - NTG - Quick Response Grant	0	4,554	0	1,773	0	0	-1,773	0	Grant completed

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
736 - NTG - Wadeye Township Bus Service - Pilot	0	154,000	154,000	0	0	0	0	0	
737 - NTG - Manthahpe Crossing	0	10,560	10,560	0	0	0	0	0	consultant completed
802 - AG - FAG Roads	454,485	344,566	360,692	11,632	0	366,364	442,853	38,200	Special Project Officer coordinating recommended spend
804 - AG - Health: Flexible Aged Care	0		0	212,421	0	0	-212,421	144	Overspend \$40,834 2014/15 New funding will be sent through when agreement signed
805 - AG - Education: Emu Point Creche & Wadeye VAC	48,081	55,916	32,948	25,581	0	27,950	22,500	2,273	Unspent funds to be returned QIP report to be submitted before further funding received
806 - AG - Night Patrol	316,380		210,922	112,997	0	210,926	203,382	52,219	commitment training CDU Overspend in 2014/15 of \$65,308 request to PMC to fund when audited acquittal submitted November

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
807 - AG - NT Jobs Transition	96,774	12,360	64,518	46,759	0	34,346	50,015	0	Overspend \$9,585 2014/15 not enough funds to meet current staffing costs
809 - AG - Regional Women's Program	0	15,191	5,000	0	0	5,000	0	0	Unspent funds to be returned
810 - AG - Arts: Regional Indigenous Broadcasting Services	0	13,836	6,666	-643	0	0	643	182	Unspent funds to be returned
811 - AG - Roads to Recovery	494,298		120,002	0	0	120,002	494,298	0	Special Project Officer coordinating recommended spend
812 - AG - Sport and Recreation: Jobs Creation	0	44,195	0	-4,401	0	0	4,401	0	This program no longer exists and is now part of IAS sport and rec. Unspent funds to be returned
813 - AG - Sport and Rec: Indigenous Program Coordinator	0	6,275	49,352	-86	0	70,306	86	0	This program no longer exists and is now part of IAS sport and rec. Unspent funds to be returned

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	INCOME			EXPENSE					Notes
	Actuals	unspent 30/6/15	Budget	Actuals	Asset Expenses	Budget	Net Actual	Commitments	
818 - Aged Care Repairs	0	72,942	0	-2,058	0	0	2,058	23,581	Expenditure on unspent funds continuing
819 - One-Off Funding - Thamarrurr Aged Care	0	6,000	0	3,701	0	0	-3,701	3,384	Expenditure on unspent funds continuing
820 - AG - NAIDOC	4,000	-775	0	2,698	0	0	1,302	0	Acquitted
821 - AG - Night Patrol Building		500,000	0	0	0	0	0	0	s19 land to be confirmed before proceeding
822 - AG - IAS Sport and Recreation	74,027		49,351	35,479	0	0	38,548	0	IAS Funding first install received
823 - AG - IAS Kiosk	50,000		50,000	735	0	0	49,265	0	funding received unable to proceed until lease is received for pool ground area. Waiting on NLC
TOTAL:	2,266,992	2,665,135	2,100,413	731,779	95,017	1,153,118	1,536,413	221,861	

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Item 3. Community Activity Table						31 August 2015		
PROGRAM - Palumpa	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
		NOTE Unspent funds 30 th June 2015 still to be included.						
AD - Administration	641,549	35,452	106,926	45,348	35,018	3,355	31,422	-7,268
CA - Commercial Arrangement	204,653	34,414	34,110	37,015	30,924	-2,413	(2,601)	0
CM - Cemeteries	0	0	0	626	0	0	(626)	0
CP - Community Patrol	256,747	79,095	42,792	28,963	45,434	0	50,132	0
EM - Elected Members	0	0	0	3,055	5,632	0	(3,055)	0
HS - Housing - Staff Housing	2,500	868	416	16,363	7,840	3,756	(15,495)	0
LA - Local Authorities	96,272	0	16,048	777	25,130	8,088	(777)	0
MB - Media and Broadcasting	45,646	10,380	7,608		11,522	0	10,380	0
OC - Outstations and Homelands	302,027	96,931	50,340	(33,834)	38,352	0	158,861	(28,095)
PG - Parks and Gardens	47,500	0	7,918	8,909	26,698	72	(8,909)	0
RC - Street Cleaning	0	0	0	3,130	0	0	(3,130)	0
RM - Roads	384,423	113,621	64,072	673	64,074	8,400	112,948	0

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SG - Special Purpose Grants	283,106		283,106	0	283,106	47,184	0	0
SR - Sport and Rec	112,768	22,507	18,796	27,696	25,292	0	(5,190)	0
WM - Waste Management	47,228	35,879	47,184	10,948	17,542	0	(10,949)	0
YS - Youth Services	0	0	0	351	0	0	(351)	0
TOTAL:	2,424,419	429,148	404,082	151,534	616,564	68,920	275,484	-2,129

PROGRAM - Peppi	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
		NOTE Unspent funds 30 th June 2015 still to be included.						
AD - Administration	632,444	83,237	105,408	35,963	45,174	445	47,274	09
AG - Aged & Disability Services	179,585	61,237	29,932	25,550	29,338	1,867	35,687	0
CA - Commercial Arrangement	161,811	26,848	26,968	11,791	19,492	409	15,057	0
CH - Child Care Emu Point	167,684	38,606	27,948	16,719	27,950	2,272	21,886	0
CM - Cemeteries	0	0	0	550	0	0	(550)	0
CP - Community Patrol	256,747	79,095	42,792	25,977	34,616	508	53,118	0

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EM - Elected Members	0	0	0	18,299	20,010	0	(18,299)	0
HS - Housing - Staff Housing	1,250	0	208	6,248	6,740	11,547	(6,248)	0
LA - Local Authorities	30,464	0	5,080	114	18,328	0	(114)	0
LI - Libraries	30,454	0	5,076	-442	5,074	0	442	0
MB - Media and Broadcasting	44,540	10,380	7,424	8,655	12,920	181	1,724	0
OC - Outstations and Homelands	138,731	35,579	23,124	11,857	23,790	0	23,722	0
PG - Parks and Gardens	39,000	0	6,502	19,894	23,382	864	(19,894)	0
PL - Pools	0	0	0	-1,314	2,976	3,902	1,314	0
RC - Street Cleaning	0	0	0	2,756	0	0	(2,756)	0
RM - Roads	294,449	113,621	49,076	7,298	49,076	38,200	106,323	0
SG - Special Purpose Grants	283,106	0	0	282	283,106	26,079	(282)	0
SR - Sport and Rec	39,768	18,506	6,628	8,006	3,262	268	10,501	0
WM - Waste Management	38,569	19,122	6,428	23,167	25,094	15	(4,045)	0
WS - Work Health and Safety	0	0	0	-227	0	361	227	0
TOTAL:	2,338,602	486,231	389,778	221,142	652,419	86,422	265,087	0

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PROGRAM - Wadeye	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
		NOTE Unspent funds 30 th June 2015 still to be included.						
AD - Administration	2,568,937	270,364	428,158	154,252	213,408	34,159	73,723	42,388
AG - Aged & Disability Services	1,713,676	184,862	285,614	236,043	236,160	54,849	(58,120)	6,938
CA - Commercial Arrangement	412,349	66,706	68,724	55,703	62,800	(63,420)	11,003	0
CE - Chief Executive	0	0	0	9,078	17,918	545	(9,078)	0
CM - Cemeteries	0	0	0	1,190	0	0	(1,190)	0
CP - Community Patrol	752,025	163,187	125,338	59,009	130,876	51,710	104,179	0
EM - Elected Members	0	0	0	15,711	26,166	1,636	(15,711)	0
HS - Housing - Staff Housing	18,000	3,959	3,000	63,476	64,850	10,247	(59,517)	0
LA - Local Authorities	545,311	0	90,886	-1,614	60,220	4,327	1,614	0
LI - Libraries	84,406	748	14,068	10,712	14,072	252	(9,964)	0
MB - Media and Broadcasting	115,888	20,760	19,314	-846	9,904	0	21,605	0

WEST DALY REGIONAL COUNCIL

Agenda for Ordinary Council Meeting 15th October 2015

OC - Outstations and Homelands	165,442	71,151	27,574	13,914	38,894	4,991	58,437	0
PG - Parks and Gardens	137,000	1,273	22,834	71,433	82,598	9,854	(70,161)	0
PL - Pools	75,000	9,091	12,502	24,972	25,726	3,110	(15,881)	0
RC - Street Cleaning	0	0	0	6,098	0	(8,818)	(25,428)	0
RM - Roads	662,777	721,541	110,464	26,460	110,464	400	695,080	0
SG - Special Purpose Grants	0	0	0	0	0	17,049	0	0)
SR - Sport and Rec	234,822	87,322	39,136	25,731	41,752	377	61,591	0
VC - Vacation Care	41,156	9,475	6,860	8,861	6,862	346	614	0
WM - Waste Management	343,084	294,768	57,190	33,061	50,332	5,159	261,707	0
WS - Work Health and Safety	0	0	0	545	0	0	(545)	0
TOTAL:	7,869,873	1,905,206	1,311,652	813,792	1,193,002	116,922	1,043,288	49,326

Item 4. Income and Expenditure – Attached

RECOMMENDATION

THAT the Council approves the Finance report for the period to 31st August 2015.

Moved: Clr

Seconded Clr

Item 5. Progress Audited Financial Statements 30th June 2015 – For Noting

Audited Financial Statements need to be finalised by 31st October 2015. The audit is expected to be finished by 22nd October 2015 and the Audit and Risk Committee are to review the financial statements and signed by the Chief Executive Officer. The audited financial statements need to be approved at a Special Council Meeting to be held on Thursday, 29th October 2015.

RECOMMENDATION

THAT the update on the progress for the audited financial statements be noted and accepted by Council.

Moved: Clr

Seconded Clr

Item 6. Audit Committee Members

The Audit Committee currently comprises the Chair and the Mayor. The terms of reference requires two (2) Council Members. It is proposed to appoint Mark Martin as an Audit Committee Member.

RECOMMENDATION

THAT Council approve the appointment of Mark Martin as an Audit Committee Member.

Moved: Clr

Seconded Clr

Item 7. Opening of Imprest Account with Traditional Credit Union in Wadeye

West Daly Regional Council has no current facility to obtain cash for operating purposes in Wadeye. It is recommended that an account be opened with Traditional Credit Union with an imprest amount of \$5,000. with signatories to be any two of the follow:

- CEO;
- Director of Council Services; and/or
- Regional Service Manager.

RECOMMENDATION

THAT an account with the Traditional Credit Union be opened

Moved: Clr

Seconded Clr

Item 8. Review of Current operating Signatories

West Daly Regional Council currently requires one signature of the CEO, Finance Manager and HR Advisor. At the Finance Meeting in June it was moved that the HR Advisor will be issued with an authorisation token on an interim basis from CBA to act as a secondary authority on WDRC electronic payments. This process will now be changed and will be reviewed in the future. It is proposed to issue a token to the new Director of Council Services after an introductory period. It is recommended that dual authorisation be enacted with two of CEO, DCS , Finance Manager.

RECOMMENDATION

THAT Dual authorisation be implemented before the next Finance Meeting

Moved: **Clr**

Seconded **Clr**

11 GRANTS OFFICER'S REPORT

Applicant:	Acting Grants Officer
Location/Address:	Darwin Office
Date:	15 th October 2015
Author:	Fiona Kelly

COMMENT:

The Acting Grant Officer agreed to undertake casual employment up to and including 24 December 2015. As a result, the attached report is submitted to Council for perusal.

ACTIVITY REPORT:

Grants which have been looked into:

- NIB foundation – community grants program – DGR status required – This has been submitted by Red Dust.
- Community activity grant – sprinklers for Wadeye oval, Youth Leadership
- Road Safety Community grant – up to \$5000 - potential to address local road safety concerns
- Women grant – up to \$5,000 – not appropriate for West Daly at this time

Grant application submissions:

- Road Safety Community grant – \$4998 - address local road safety concerns

WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 15th October 2015

- NIB Community grant - working with Red Dust - DGR status and has submitted application. Three music videos created by Red Dust with local schools- presented to each community through a healthy living event which West Daly will host - \$4,500
- SPG – Tip truck grant - \$167,977
- SPG – Garbage truck - \$190,8958.58
- SPG – Upgrade of Wadeye staff housing - \$160,359
- ABA – Wadeye Multi Media Centre - \$3,500,000
- ABA – Peppimenarti Learning Centre - \$831,000
- Improving Strategic Local Road Infrastructure – Palumpa road and lighting causeway - \$957,800

Grant funding money received for the grants below:

- Seniors month – pool events - \$400
- HACC – funding extension till 30th October 2015 - \$159,796
- Centrelink agent and access point program – signed - \$192,17.84 (GST inclusive)
- Thamarrurr aged care – one off funding - \$8000
- Quick response grant – Travel assistance for Peppimenarti and Woodycupuldiya - \$5000
- Quick response grant – Emu Point to travel to the Merrepen Festival - \$4,800
- NAIDOC grant – Palumpa - \$4000
- NT Operational funding pre-payment - \$690,090
- NDRRA – Manthathpe crossing – Design – \$10,560
- Community activity grant – Wadeye bus service - \$154,000
- Indigenous Advancement strategy – Broadcasting - \$332,150 – financial years 2015-2017
- Indigenous Advancement strategy – Sport & Recreation - \$592,214 – financial years 2015-1017
- Indigenous Advancement strategy - Night Patrol - \$3, 796,557 – financial years 2015-2018
- Indigenous Advancement strategy – Wadeye pool kiosk - \$50,000 – financial year 2015-2016
- KAB - Recycling of beverage containers - \$5,000 – 2015-2016
- NTG - Road safety grant - \$4998
- Service systems delivery – transfer to new aged care system - \$15,000
- Public Library Funding - \$113,360
- MES Special Purpose grant – 8 successful items - \$227,277.60

Unsuccessful grant application submissions:

- MES Special Purpose Grant - Merrepen Solar Power Station - \$299,899.25
- MES Special Purpose Grant - Merrepen Digi Card Meters - \$4,281.78
- MES Special Purpose Grant - Mulingi generator - \$17,924.70
- MES Special Purpose Grant - Nemarluk change over switches - \$6,122.58
- MES Special Purpose Grant - Merrepen change over switches - \$10,861.81

Reporting on the following grants has been completed:

- Homelands – Home Extra Allowance
- Homelands – Special Purpose Grants
- Homelands – Municipal Essentials and Housing
- Homelands – NT Jobs package
- HACC - MDS data
- Night Patrol



WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 15th October 2015

- Active Remote Communities report
- Indigenous Sport and Active Recreation Program
- Job Creation Program – Sport and Recreation
- Indigenous women’s program
- Fencing report
- Broadcasting
- Youth vibe grants
- Roads to recovery
- Homelands
- Strengthen local authority
- Variation for Wadeye VAC and Emu Point Crèche
- NT Jobs package – Aged Care - Peppimenarti and Wadeye
- NAIDOC grant report
- Flexi grant – Wadeye aged care FAR, SAR
- HACC – eOVR, eFAR
- Indigenous Jobs Program – Quarterly report

Grant 30 June partial acquittal

- SPG – Staff Housing – Acquittal spend - \$175,287
- FSEF – Palumpa street lights – Acquittal spend \$0 – 9 lights installed. Payment once all lights installed
- Aged care Wadeye repair and maintenance of facility - \$15,022

Common seal has been applied to grant items below:

- Quick response grant – Travel assistance for Peppimenarti and Woodycupuldiya
- Quick response grant – Emu Point to travel to the Merrepen Festival
- Night Patrol building variation – Wadeye
- Indigenous Advancement Strategy – Kiosk at Wadeye pool
- Municipal and Essential Services Special Purpose Grant

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and accepts the Acting Grants Officer Report.

Moved: **Clr.**

Seconded: **Clr.**

12 HUMAN RESOURCES ADVISOR'S REPORT

Applicant:	Human Resources Advisor
Location/Address:	Wadeye
Date:	15 th October 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

The Head Office welcomes back Fiona Kelly, who has returned to the West Daly Regional Council on a casual basis to assist with grant funding and acquittals. Her assistance has been greatly appreciated over the past 2 months. Further to this, we welcomed Shae Reilly, who comes on board as our part time Administration Assistant. Shae has hit the ground running and has been of a huge support to the head office thus far.

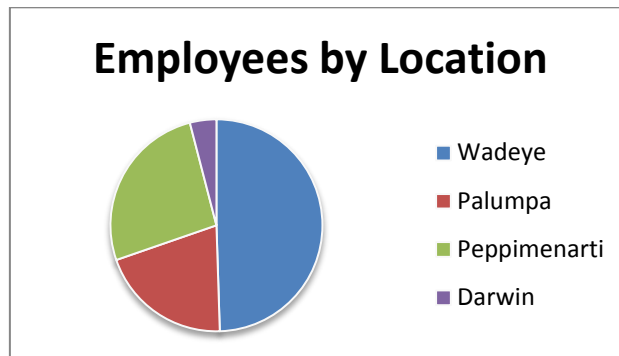
Council Staffing Levels

- Wadeye has 49 employees, 21 of which are full time, 13 are part time and 15 are casual. The Wadeye team has welcomed the following new employees:
 - Ian Wogas, Homelands Maintenance Officer
 - Edward Weekend, Civil Services Labourer
 - Henry Jinjair, Civil Services Labourer
 - Terrence Bunduck, Civil Services Labourer
 - Chris Gipp, Night Patrol Team Leader
 - Murphy Longmair, Sport & Recreation Officer
 - Aloysius Lantjin, Sport & Recreation Officer
- Palumpa has a total of 20 employees, with 10 full time, 2 part time and 8 casual. Palumpa has welcomed on board the following new employees:
 - Mat Nicholson, Night Patrol Team Leader
 - Shannon Corbett, Customer Service Team Leader,
 - Gary Ariuu, Night Patrol Officer
 - Megan Howlett, Regional Services Manager
 - Anthony Namala, Civil Services Labourer
 - Jani-Lane Berry, Civil Services Labourer
 - David Kantilla, Broadcasting Officer

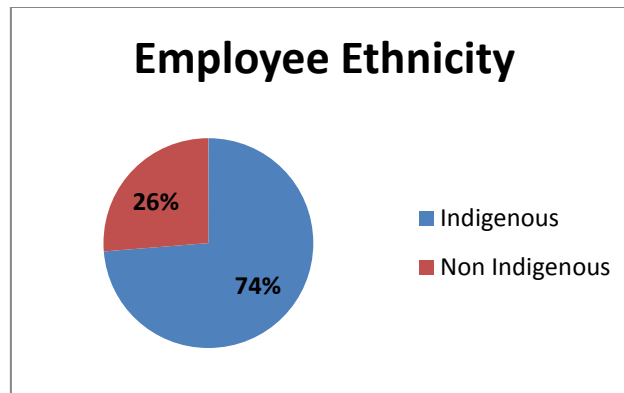
WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 15th October 2015

- Peppimenarti currently have 26 employees, with 9 full time, 10 part time and 7 casual. Peppi welcomes the following new team members:
 - Justin Pedersen, Civil Services Team Leader
 - Norma Sams, Child Care Assistant
 - Wanna Di Biasi, Cleaner

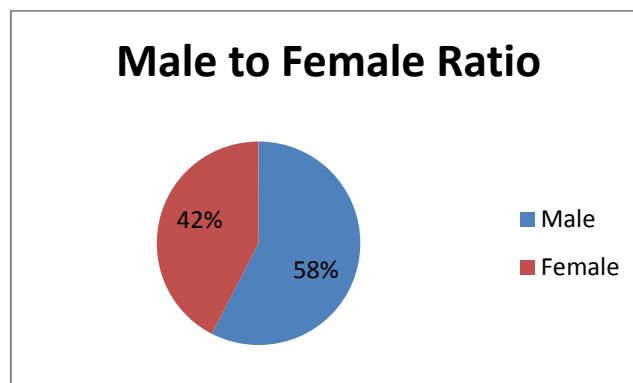
- Darwin currently consists of 2 full time, 1 part time and 1 casual employees.



- Total staff within the Council including Darwin sits at 99, with 73 (or 74%) being of Indigenous ethnicity.



- Male to female staff ratio sits at 57 male employees to 42 female employees.





WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 15th October 2015

Staff Performance & Turnover

- In the period mid August to mid October, there were 5 resignations, 1 fixed term contract completed, and 2 terminations.
- In the period mid August to mid October, there were 12 new hires.
- Staff attendance continues to be an ongoing issue throughout all 3 communities.

Currently Recruiting

- Local Authority Coordinator – Wadeye
- Compliance Officer – Darwin
- Sport & Recreation Team Leader – Wadeye
- Trainee Broadcasting Officers – Wadeye
- Cleaner – Wadeye

Staff Training

- Training is currently being organised for the Airport Reporting Officer qualification, to ensure the ongoing maintenance and repair of our airstrips. Names have been put forward for consideration from all 3 communities.
- A free ASIST Suicide Prevention Training course has been offered to all WDRC Indigenous staff in Wadeye, with all Sport & Rec employees and the majority of Night Patrol employees registering their interest. Interest was also registered in the communities of Palumpa and Peppimenarti.
- The Certificate III in Community Night Patrol is due to recommence the week of 19th October, involving Night Patrol employees from all 3 communities.
- TEABBA is providing a free RIBS Broadcasting workshop in Wadeye, Palumpa and Peppimenarti, the week of 19th October, with our Broadcasting Officers signing up for this valuable workshop.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

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

Moved: Clr.

Seconded: Clr.



WEST DALY REGIONAL COUNCIL Agenda for Ordinary Council Meeting 15th October 2015

13 COUNCILLOR REPORTS

Nil

14 LATE REPORTS

Nil

15 INCOMING / OUTGOING CORRESPONDENCE

Applicant:	Personal Assistant
Location/Address:	Darwin
Date:	15 th October 2015
Author:	Kelli Hammermeister
Attachments:	Mail Register will be tabled at the meeting

SUMMARY

Mail Register and Correspondence for the Ordinary General Meeting held 15th October 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 on behalf of Council.

Moved: Clr.

Seconded: Clr.

16 ACTION ITEMS ARISING FROM COUNCIL MEETINGS

WDRC General Meeting – 17th June 2015

OUTSTANDING ACTION ITEMS TO BE COMPLETED FROM THE PREVIOUS COUNCIL MEETING

<i>ITEM</i>	<i>SUBJECT</i>	<i>DECISION / ACTION REQUIRED</i>	<i>ACTION OFFICER</i>	<i>ACTION TAKEN</i>
1.	Council policy for cultural clearances to be developed	Ongoing OCM – 15 October 2015:	CEO	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 and carried with no further information provided by Council. OCM – 17 June 2015 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 was recommended that this item be removed from the Action List. Declined. OCM – 19 August 2015 Ongoing Future Action/Current Position

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				Ongoing
2.	Palumpa LA to be advised that the WDRC will enter into discussions with NLC to seek approval for upgrade works to be carried out on the Palumpa Oval and Cemetery.	Awaiting final outcome from NLC OCM – 15 October 2015	CEO	<p>Recent History</p> <p>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> <p>CEO is meeting with NLC Lawyer on Thursday 15th January.</p> <p>Expression of interest application for Section 19 lease has been submitted to NLC for approval.</p> <p>OCM – 17 June 2015</p> <p>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.</p> <p>Cemetery : DDA2015CE2927</p> <p>Palumpa Oval : DDA2015MA2912</p> <p>OCM – 19 August 2015 Awaiting final outcome from NLC.</p> <p>Future Action/Current Position Ongoing</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
3.	Council approve the disposal of surplus machinery and Vehicles	<p>RSM Wadeye and DCS to keep Council advised as to the progress and status.</p> <p>OCM – 15 October 2015</p>	RSMs Wadeye, Palumpa and Peppi	<p>Recent History</p> <p>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.</p> <p>Tender notice to be developed towards the end of May 2015</p> <p>RSMs have been asked to provide a list of surplus plant.</p> <p>Received lists of surplus machinery 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.</p> <p>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 an Auction run over the internet. 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>OCM – 17 June 2015</p> <p>RSMs to supply list of surplus equipment. Council has</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>approved the sale of three vehicles from Wadeye. Information has been provided.</p> <p>OCM – 19 August 2015 Ongoing – with RSMs and Director of Council Services</p> <p>Future Action/Current Position Advertisement published in the NT News on 10 October 2015 announcing the tender and advertising the items available. Plant and Equipment available for inspection on Monday, 19th October 2015.</p>
4.	Local Authorities	<p>Peppi- 15 October 2015</p> <p>Palumpa – 15 October 2015</p> <p>Wadeye – 2 November 2015</p> <p>LAC Position - Interviews commencing on 13 October 2015.</p> <p>OCM – 15 October 2015</p>	LA Coordinator	<p>Recent History</p> <p>WDRC Staff have been working with LA's to review membership and membership numbers.</p> <p>OCM – 17 June 2015</p> <p>LAC to provide assistance to the Local Authority Chairpersons to prepare letters to re-engage Local Authority Members.</p> <p>This action will be completed by the date of the Council meeting.</p> <p>OCM – 19 August 2015</p> <p>Membership numbers have been decreased in Peppimenarti. Membership numbers in Wadeye are to be</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>addressed at the next Local Authority Meeting.</p> <p>Future Action/Current Position</p> <p>LA Peppi is meeting regularly with LA Wadeye starting back up again in September. Council is still recruiting for Local Authority Coordinator – Position still remains vacant.</p>
5.	Palumpa Causeway./ Manthanthpe Crossing	Ongoing OCM – 15 October 2015	RSM / Special Projects Officer	<p>Recent History</p> <p>Cardno (NT) Pty Ltd report presented at meeting.</p> <p>Manthathpe Crossing report has been submitted to the NDRRA for their perusal.</p> <p>Guard rails application submitted to Black Spot grant.</p> <p>Risk management plan to be developed</p> <p>OCM – 17 June 2015</p> <p>Council has advised engaging an engineer to survey both Palumpa Causeway and Manthathpe Crossing and provide a risk assessment.</p> <p>Guard rail and lighting application through the Black Spot Funding is to be resubmitted by 31/7/15.</p> <p>Waiting on Risk Assessment from Cardno Pty Ltd.</p> <p>OCM – 19 August 2015</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>Palumpa Causeway</p> <p>Risk assessment identified the installation of a grill exposes Council to a potential liability issue as rubbish can accumulate against the grill. It is a known area for kids to swim and installing the grill would be endangering the lives of the kids due to the potential of rubbish to build up against the grill and the kids not being able to get back out.</p> <p>Guard Rail and Lighting</p> <p>Guard rail and lighting application through the Black Spot Funding was resubmitted on 31/7/15 for the 2016/17 funding round.</p> <p>Manthanthpe Crossing</p> <p>Cardno (NT) Pty Ltd is project managing the rectification works at Manthanthpe Crossing and also work with AJ King & Sons. Works to be commenced before the wet season.</p> <p>Future Action/Current Position Ongoing</p>
6.	Palumpa costings for upgrade of meeting room.	RSM Palumpa to advise that status of the upgrade of the meeting room OCM – 15 October 2015:	RSM Palumpa	<p>Recent History</p> <p>Quote and costing previously provided, some materials have been ordered. Job schedule/timing needed to be worked out.</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>OCM – 17 June 2015</p> <p>The Council would like to see what quotes were obtained.</p> <p>Quote and costing sheet was attached, some materials have been ordered and work needs to commence.</p> <p>OCM – 19 August 2015</p> <p>Ongoing</p> <p>Future Action/Current Position</p> <p>RSM Palumpa to advise that status of the upgrade of the meeting room</p>
7.	Wadeye Internal Roads and rehabilitation and future programs.	<p>Ongoing</p> <p>OCM – 15 October 2015:</p>	CEO	<p>Recent History</p> <p>CEO to tender for the reseal and rehabilitation of the roads listed in the Cardno report and discuss with AJ King & Sons Contractors for their ability to quote on the rehabilitation of the Peppimenarti Cemetery access road.</p> <p>OCM – 17 June 2015</p> <p>That Council tender for the reseal and rehabilitation of the internal roads in Wadeye (approximately 4.2kms) and obtain quotes on the Peppimenarti Cemetery access road.</p> <p>Funding has been allocated for the grading of the Peppimenarti Cemetery access. Waiting for quote from AJ</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>King & Sons.</p> <p>OCM – 19 August 2015 AJ King & Sons have not commenced works. AJ King & Sons viewed the Peppimenarti Cemetery Road on 12 August 2015. Awaiting a quote from AJ King & Sons prior to works commencing under the Works Program.</p> <p>Further status update to be provided by Graham Watson, Special Projects Officer.</p> <p>Future Action/Current Position Road works have commenced in Wadeye with contractors resealing allocated roads – completion aimed for approx. 16 October 2015.</p>
8.	Property Lease Parap (3/21 Parap Rd, Parap) Request of Extension	RESOLVED OCM – 15 October 2015	CEO	<p>History Council has requested that the current Property Lease that is due to expire 31/8/15 be extended a further twelve months. Correspondence sent to LGANT (12 June 2015) requesting a twelve month extension of the Property Lease. Awaiting a response.</p> <p>OCM – 19 August 2015 Response received from LGANT requesting Council reconsider 12 months option and adhere to the full terms of the Lease to 31 August 2019. Rent will increase sufficiently due to the reduced term and the ability to relocate Head</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>Office from Darwin i.e. timeframe / housing for staff / resources has been raised by the CEO / Finance Manager. Awaiting LGANT's new rental rate due to reduced term of lease from 3 years, 10 mths down to 12 mths only. Council to consider full implications of proceeding. Council advised in the Special Council Meeting held on 31 July 2015 that only twelve (12) months is approved.</p> <p>Future Action/Current Position Lease extended until 31 August 2019 as per RESOLUTION 19/8 003. It is proposed this item be removed from the Action List.</p>
9.	Sport and Recreation spend	Council requested a report on spend for Sport and Recreation	RSM Wadeye / Sport and Rec	<p>Recent History NIL</p> <p>OCM – 19 August 2015 Report to be provided on spend by next Ordinary Council Meeting.</p> <p>Future Action / Current Position Awaiting the finalisation of audited accounts.</p>
10.	Road Grants	RESOLVED OCM – 15 October 2015	CEO	<p>Recent History Council queried a 'rumor' heard regarding \$3.5M available for roads</p> <p>OCM – 19 August 2015 CEO to follow up with appropriate NT Department and</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				advise Council at next Ordinary Council Meeting. Completed. Council was ineligible to apply due the land tenure issues (s19). Future Action / Current Position It is proposed this item be removed from the Action List.
11.	Road Grant Funding – Annual Budget	RESOLVED OCM – 15 October 2015:	CEO	Recent History CEO to clarify whether the grant funding as mentioned on page 48 of the Regional Plan is for Palumpa or Peppimenarti. Response to be provided at next Ordinary Council Meeting. Council requested clarification on which Community it relates to. OCM – 19 August 2015 The amount of \$605,174 is funding carryover balance from Roads United Funds and Council is to decide where this money is to be spent. Future Action / Current Position It is proposed this item be removed from the Action List.
12.	Health and Safety Concerns – Rubbish Collection	RSM Wadeye Report for 15 October 2015 provides this information. RESOLVED. OCM – 15 October 2015	CEO / RSM Wadeye	Recent History CEO to put forth a Special Grants Application for Health and Safety concerns for employees whilst performing garbage collection throughout Communities. Completed on 11 August 2015.

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>OCM – 19 August 2015 CEO to advise how many garbage collections are currently in place for Wadeye and the outskirts – daily collections occur in the Wadeye Community. Council queried the rubbish collection frequency. CEO to provide update to Council at next Ordinary Council Meeting.</p> <p>Future Action / Current Position Refer RSM Wadeye Report for 15 October 2015. It is proposed this item be removed from the Action List.</p>
13.	Body Transportation Concerns for Deceased Persons within Communities	<p>Ongoing</p> <p>OCM – 15 October 2015:</p>	RSM Wadeye	<p>Recent History RSM Wadeye to find out who was the charter company responsible for the transportation of deceased to Darwin – Response provided by RSM Wadeye– Department of Health / Clinic is to advise, not the responsibility of Council.</p> <p>OCM – 19 August 2015 Council requested information on the Transportation Company responsible due to concerns that have been raised by the Communities</p> <p>Future Action / Current Position Ongoing - CEO to liaise with Department of Health / Clinic and advise Council at next Ordinary Council Meeting.</p>

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
14.	Signage	Ongoing. Quotes for signs to be obtained and put to CEO for approval in line with the Procurement Policy OCM – 15 October 2015	DCS / Admin Assistant Parap	Recent History Victoria Daly Shire Council signage is still erected throughout the communities. The signage needs to be replaced with West Daly Regional Council. The new signage would encourage community education and show a strong presence within the Communities as the new Council. Future Action / Current Position Ongoing – sign quotes to be obtained and put to CEO for approval in line with the Procurement Policy.
15.	Mortuary - SPG	Research grant opportunities OCM – 15 October 2015	Grant Officer/DCS	Recent History To assist with the respect due to our passed members of community, it has been suggested that a mortuary be built to assist with the housing of deceased persons until transport is available. Future Action / Current Position Research grant opportunities and report back the progress / status at the next Council Meeting on 2 December 2015.
16.	Mail to Council	RESOLVED OCM – 15 October 2015	PA to CEO / CEO	Recent History There is a lot of mail not being registered into the Mail Register for tabling at the next Council Meeting. Council RECOMMENDED that all mail is to be redirected / addressed to the Regional Office, Parap to ensure all mail is captured correctly. OCM – 19 August 2015

ITEM	SUBJECT	DECISION / ACTION REQUIRED	ACTION OFFICER	ACTION TAKEN
				<p>Council's request was communicated to all staff regarding Council's recommendation.</p> <p>Future Action / Current Position Implemented and operational. It is proposed this item be removed from the Action List.</p>

VOTING REQUIREMENT
Simple majority

RECOMMENDATION

THAT Council receives and notes the Action List Items from the previous Council Meeting held 19 August 2015 and Special Council Meetings held 31 August 2015 and 2 October 2015.

Moved: **Clr.**

Seconded: **Clr.**

17 GENERAL BUSINESS

17.1 SELF MANAGEMENT OF THE AGED CARE SERVICE

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	15 th October 2015
Author:	Glenda Teede, CEO

ACTIVITY REPORT

- D & R Community Services is the contracted manager of the WDRC Aged Care Service, which is funded by the Federal Government. The annual funding is \$1,568,902.92.
- The new funding contract has recently been renewed.
- WDRC management is currently revising and strengthening the management contract with D & R, so that the Council and community can know the facts about how well the program is delivered and to ensure that WDRC is not losing money on this service.

RECOMMENDATION

CEO to engage in discussions with D & R Community Services to develop a plan to move forward.

RECOMMENDATION

THAT Council notes and acknowledges the recommendation from the Chief Executive Office.

Moved: Clr.

Seconded: Clr.

17.2 WORKPLACE, HEALTH AND SAFETY REPORT

Applicant:	Latitude 12
Location/Address:	Darwin
Date:	15 th October 2015
Author:	Kristen King, WHS Advisor

SUMMARY

The WHS Advisor visited West Daly Regional Council Communities with the purpose of implementing schedules and conducting training for facilitating Safety Toolbox Meetings, Safety Inspections and Risk Assessments from 1st to 4th September 2015.

Please refer to the attached WHS Report.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

THAT Council notes and acknowledges the WHS Report from Latitude 12.

Moved: Clr.

Seconded: Clr.

17.3 WET HIRING OF COUNCIL TILT TRUCK

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	15 th October 2015
Presenter:	CEO, Glenda Teede

SUMMARY

In the previous Council meeting (19 August 2015) an avenue to be explored and discussed was that of hiring out Council's Tilt Truck.

INITIAL PROPOSAL BEING EXPLORED

- A Wet Hire Agreement (Council provide a driver) - \$700 per day
- Development of Hire Agreement (lawyers to be engaged)
- Review of Insurances relating to the hiring of the Tilt Truck

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council approve the request to explore the hiring out of the Tilt Truck on the basis all documentation, insurances etc are finalised and approved by the CEO.

Moved: Clr.

Seconded: Clr.

17.4 DOG BYLAWS

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	15 th October 2015
Presenter:	CEO, Glenda Teede

SUMMARY

Council is wishing to introduce dog control by-laws into the whole of its local government area. Council wishes to address problems arising from the large numbers of dogs at large in the communities.

STATUTORY ENVIRONMENT

S188(1) Local Government Act 2011

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council approve the Chief Executive Officer to proceed with the dog control by-laws.

Moved: Clr.

Seconded: Clr.

17.5 COUNCIL OFFICE CLOSURE - CHRISTMAS

Applicant: Chief Executive Officer

Location/Address: Darwin

Date: 15th October 2015

Presenter: CEO, Glenda Teede

SUMMARY

Council is being advised that the Chief Executive Office in accordance with Policy No. 2.1.2 Attendance Leave and Absence from Work will be closing the Council office from 4:21pm, Thursday, 24 December 2016 and reopening on Monday, 4 January 2016.

COMMENTS

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

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

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council notes and accepts the notification of Council Office closures across West Daly Regional Council for the Christmas Period.

Moved: Clr.

Seconded: Clr.

17.6 COUNCIL MEETING DATES

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	15 th October 2015
Presenter:	CEO, Glenda Teede

SUMMARY

A lot of preparation goes into the scheduling of meetings and workloads for staff are worked around delivery dates for reports etc to compile the Agenda.

A proposal to set the dates for the Council Meetings in the 2016 Calendar Year is tabled for discussion / confirmation.

PROPOSED MEETING DATES

January (wet)

March (wet)

May

June

July

September

November

Council to advise where these meeting are to take place.

FINANCE COMMITTEE MEETINGS

Meetings will be held on a monthly basis in Wadeye.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council approve the proposed Council meeting dates for the 2016 Calendar Year.

Moved: Clr.

Seconded: Clr.

18 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.

19 CLOSE OF MEETING

Time:

20 NEXT MEETING

The next Ordinary General Meeting of West Daly Regional Council will be held at Wadeye on 2nd December 2015 with a briefing on December 1st December 2015.